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## Human Resources &gt; Utilities &gt; PMIS &gt; Create Forecast Positions

## Image

Utilities > PMIS > Create Forecast Positions SessionTimer: 239

**Execute**

Include Proposed Positions:

Move Forecast Conversion Actual Payments to Position Max Payments:  
(Also includes remaining payments if Position occupied)

Move Forecast Conversion Actual Payments to Supplement Max Payments:

★ Reset Supplement Amounts based on Extra Duty Code Table Default Amount

Move Forecast Conversion Max Days to Supplement Max Days:

Move Supplement Max Days to Supplement Extra Days (occupied only):

Move Supplement Max Payments to Supplement Remaining Payments:

★-LEAs with the **Percent of Year** field set to less than 100% of the stipend amount on the [Human Resources > Maintenance > PMIS Supplement Modify > Position Record](#) tab should consider if this field should be selected. If selected, the amount on the supplement position record is reset to match the amount on the extra duty table.

Select all fields and click **Execute**. A list of processing reports is displayed.

## Image

Utilities > PMIS > Create Forecast Positions SessionTimer: 239

**Process** **Cancel**

**Processing Reports**

Select	Report Name
<input type="checkbox"/>	Create Forecast Positions Process Error Listing
<input type="checkbox"/>	Create Forecast Positions by Position/Billet

**Generate Reports** **Select All** **Unselect All**

Select the reports to generate, and print or save the reports. Verify any errors and make corrections

as needed.

Click **Process**. You are prompted to create a [backup](#).