

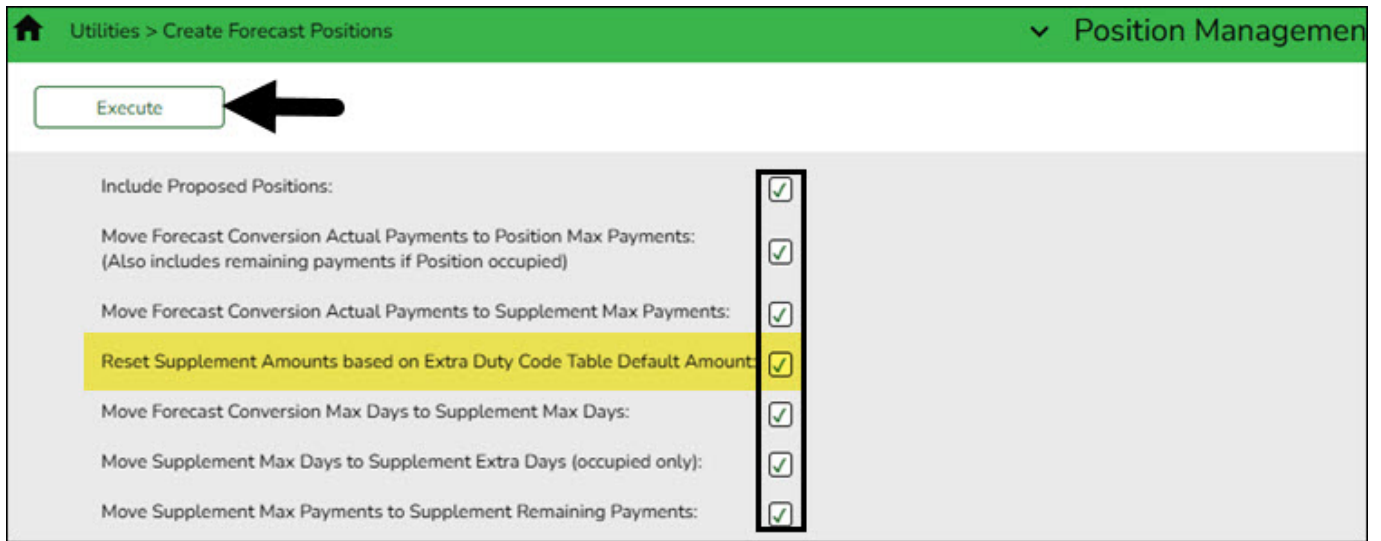


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Table of Contents

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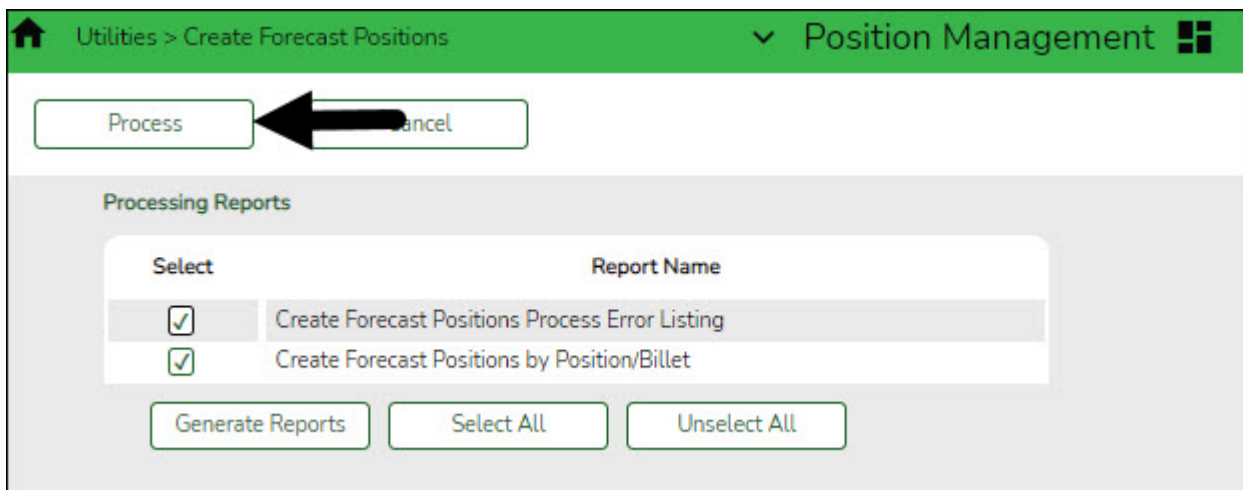
Position Management > Utilities > Create Forecast Positions



If an LEA has the **Percent of Year** field set to less than 100% of the stipend amount on the [Position Management > Maintenance > PMIS Supplement Modify > Position Record](#) tab, they should consider whether or not to select the **Reset Supplement Amounts based on Extra Duty Code Table Default Amount** field.

If the **Reset Supplement Amounts based on Extra Duty Code Table Default Amount** field is 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.



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](#).