



**delete\_ny\_pmis**

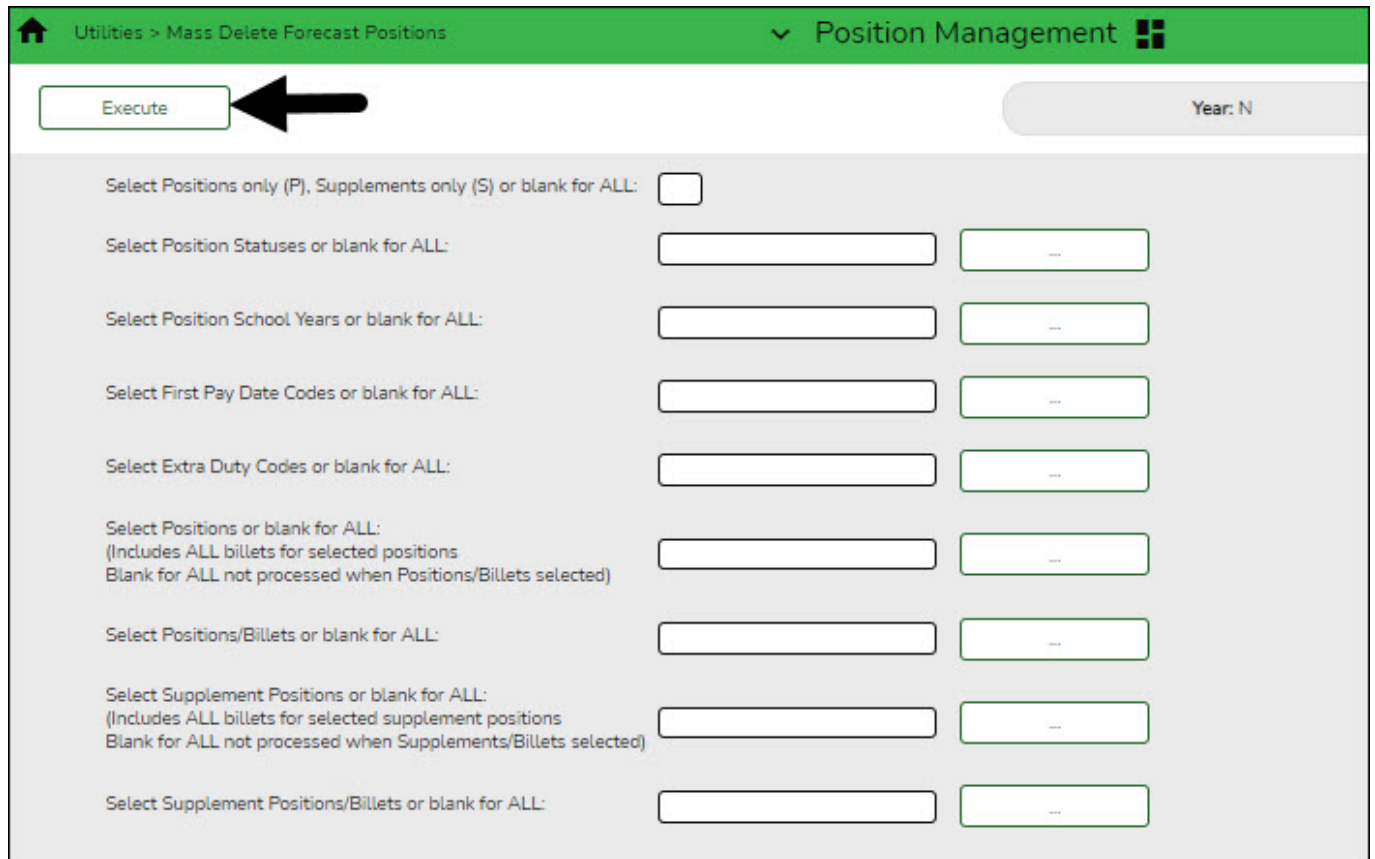


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## Position Management &gt; Utilities &gt; Mass Delete Forecast Positions



Utilities > Mass Delete Forecast Positions

Position Management

Execute

Year: N

Select Positions only (P), Supplements only (S) or blank for ALL:

Select Position Statuses or blank for ALL:

Select Position School Years or blank for ALL:

Select First Pay Date Codes or blank for ALL:

Select Extra Duty Codes or blank for ALL:

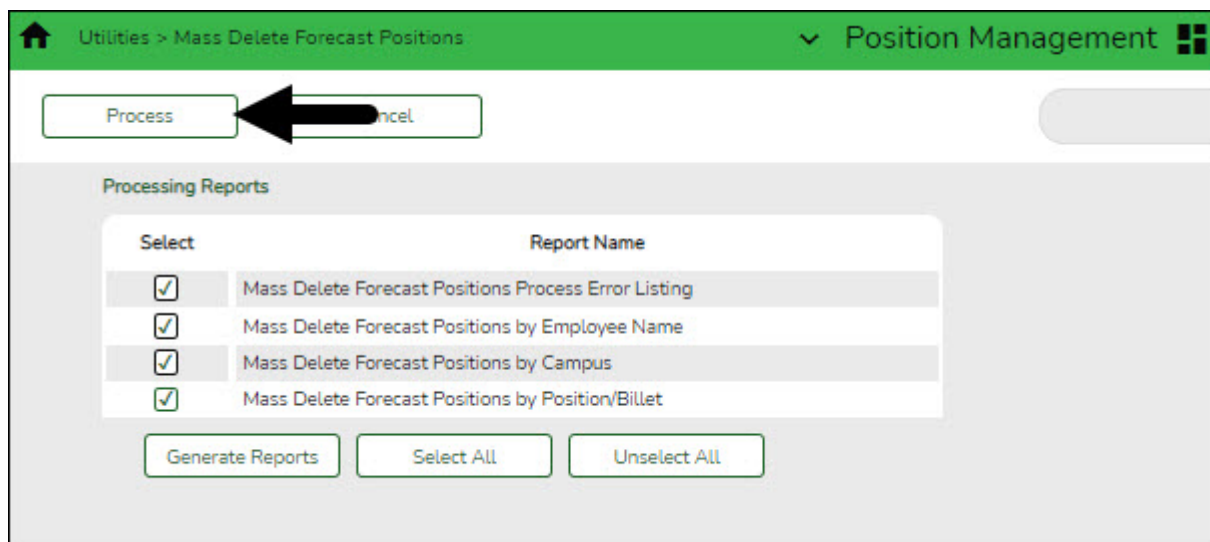
Select Positions or blank for ALL:  
(Includes ALL billets for selected positions  
Blank for ALL not processed when Positions/Billets selected)

Select Positions/Billets or blank for ALL:

Select Supplement Positions or blank for ALL:  
(Includes ALL billets for selected supplement positions  
Blank for ALL not processed when Supplements/Billets selected)

Select Supplement Positions/Billets or blank for ALL:

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



Utilities > Mass Delete Forecast Positions

Position Management

Process

Cancel

Processing Reports

Select	Report Name
<input checked="" type="checkbox"/>	Mass Delete Forecast Positions Process Error Listing
<input checked="" type="checkbox"/>	Mass Delete Forecast Positions by Employee Name
<input checked="" type="checkbox"/>	Mass Delete Forecast Positions by Campus
<input checked="" type="checkbox"/>	Mass Delete Forecast Positions by Position/Billet

Generate Reports

Select All

Unselect All

Select the reports to generate, and print or save the reports.

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