



Create a simulation

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Create a salary simulation for the group of employees who are owed retro pay that includes a raise.

Under **Update Options**, in the **Update Forecast** field, select Yes.

Click **Execute** to begin the simulation process.

Under **Calculation Reports**:

- Select the report(s) from the list. Click **Select All** or **Unselect All** to select all of the reports or unselect all reports.
- Click **Generate Reports**. The reports are displayed in the order selected.

Click **Process** to save the data to budget and/or PMIS records based on the **Update Options** selected. And, then process the simulation. The simulation updates the forecast and clears the **Accept Changes** check box.