



**createforecastpositions**



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# Create Forecast Positions - HRS6285

**Human Resources > Utilities > PMIS > Create Forecast Positions5**

This utility allows the user to create new forecast position records based on existing position records.

If updating tables, create an export using Export PMIS Tables prior to using this utility.

## Create forecast positions:

Create forecast positions using the following options:

**Note:** By default, all fields on this page are selected. You can clear a selected field by unselecting the individual check box.

- **Include Proposed Positions**
- **More 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**

Click **Execute** to process the records.

### Notes:

All positions and supplement positions are processed through the forecast conversion tables in order to create the new forecast position records with the associated distributions.

If the **Recalculate** field is selected for a supplement position, and the position is not based on a regular position, the table amount for the extra duty is applied to the position record. If the **Recalculate** field is not selected, the salary amount in the supplement position is not changed.

The school year value for the new position records is based on the value displayed in the **Next Year** field on the District Administration > Options > PMIS District Options page.

If the salary concept is different in the current and next year job tables, positions with that job are not processed.

A warning message is displayed if a first pay date/calendar code, or an extra duty code does not exist for a position in the forecast conversion tables; however, the forecast position record will still be created for the position.

The following reports are available:

- Error Listing
- Create Forecast Positions Report


Click **Select All** to select all reports.


Click **Unselect All** to clear all selections so that no reports are selected.

Click **Generate Reports**. The system displays the first report selected.


[Review the report.](#)

### Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to view the next report, or click **Return** to return to the reports selection page.

Click **Process** to process the records.


[Create a backup.](#)

A backup is highly recommended. Click **Yes** to create an export. Otherwise, click **No** to not create the export and continue with the process.

Type a password for the archive, and then click **Continue**. An export spinning wheel is displayed indicating the progress of the export process.

When the export process is completed, the File Download page is displayed.

Select **Save File**, and then click **OK**. The Save As dialog box is displayed. Otherwise, click **Cancel** to close the dialog box.

In the **Save As** field, click  to navigate to the appropriate folder.

In the **File name** field, the file name is set to dbccddd\_pmis\_mmddyyyy.rsfl, where cccddd is the county-district number and mmddyyyy is the current date.

Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.

Click **Cancel** to return to the Create Forecast Positions page without creating any forecast positions.