



## Mass Delete Forecast Positions - HRS6285



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
## Position Management > Utilities > Mass Delete Forecast Positions

This utility allows you to delete all forecast records at one time.

You must be logged on to a next year pay frequency to access this utility.

Create an export using Export PMIS Tables prior to using this utility.

### Modify a record:

Field	Description
<b>Select Positions only (P), Supplements only (S) or blank for ALL</b>	Select an option.
<b>Select Position Statuses or blank for ALL</b>	Type the position statuses, separating multiple position statuses with a comma but no space (e.g., A,I). Or, click  to search for position statuses. Otherwise, leave blank to use all position statuses.
<b>Select Position School Years or blank for ALL</b>	Type the position school years, separating multiple position school years with a comma but no space (e.g., 2014,2015). Or, click  to search for position school years. Otherwise, leave blank to use all position school years.
<b>Select First Pay Date Codes or blank for ALL</b>	Type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., NY4,NY6). Or, click  to search for pay date codes. Otherwise, leave blank to use all pay date codes.
<b>Select Extra Duty Codes or blank for ALL</b>	Type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click  to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.
<b>Select Positions or blank for ALL (Includes ALL billets for selected positions)</b>	Type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for position codes. Otherwise, leave blank to use all position codes.
<b>Select Positions/Billets or blank for ALL</b>	Type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.
<b>Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)</b>	Type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.
<b>Select Supplement Positions/Billets or blank for ALL</b>	Type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.

☐ Click **Execute** to execute the process.

The following reports are available:

- Mass Delete Forecast Positions Process Error Listing
- Mass Delete Forecast Positions by Employee Name
- Mass Delete Forecast Positions by Campus
- Mass Delete Forecast Positions by Position/Billet

☐ Click **Generate Reports** . The system displays the first report selected. [Review the report.](#)

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

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

After the export process is completed, the actual update is performed. If the update is successful, a message is displayed indicating that the mass delete update was processed successfully.

☐ Click **Cancel** to return to the Mass Delete Forecast Positions page without processing.