



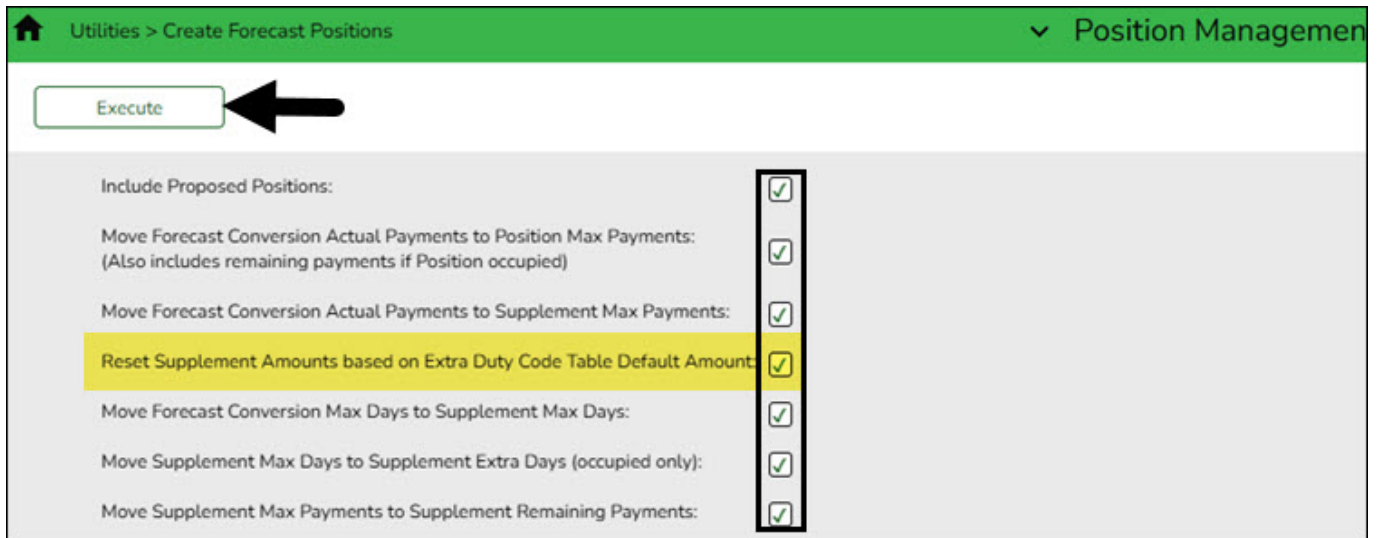
**copy\_cyr\_postions\_to\_nyr**



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## Position Management &gt; Utilities &gt; Create Forecast Positions



Utilities > Create Forecast Positions Position Management

Execute

Include Proposed Positions:

Move 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):

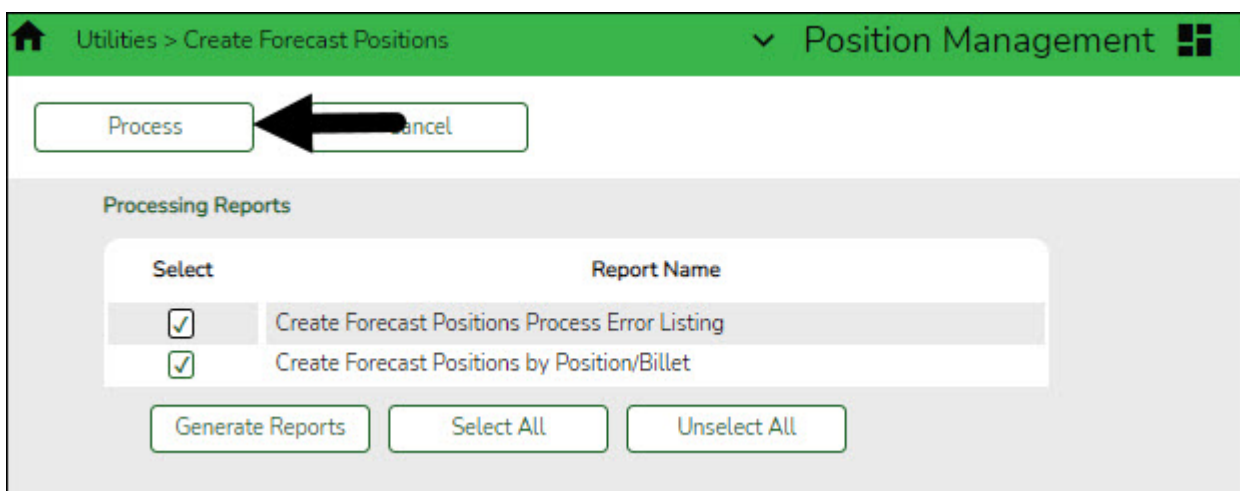
Move Supplement Max Payments to Supplement Remaining Payments:



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.



Utilities > Create Forecast Positions Position Management

Process

Processing Reports

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

Generate Reports    Select All    Unselect All

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](#).



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