



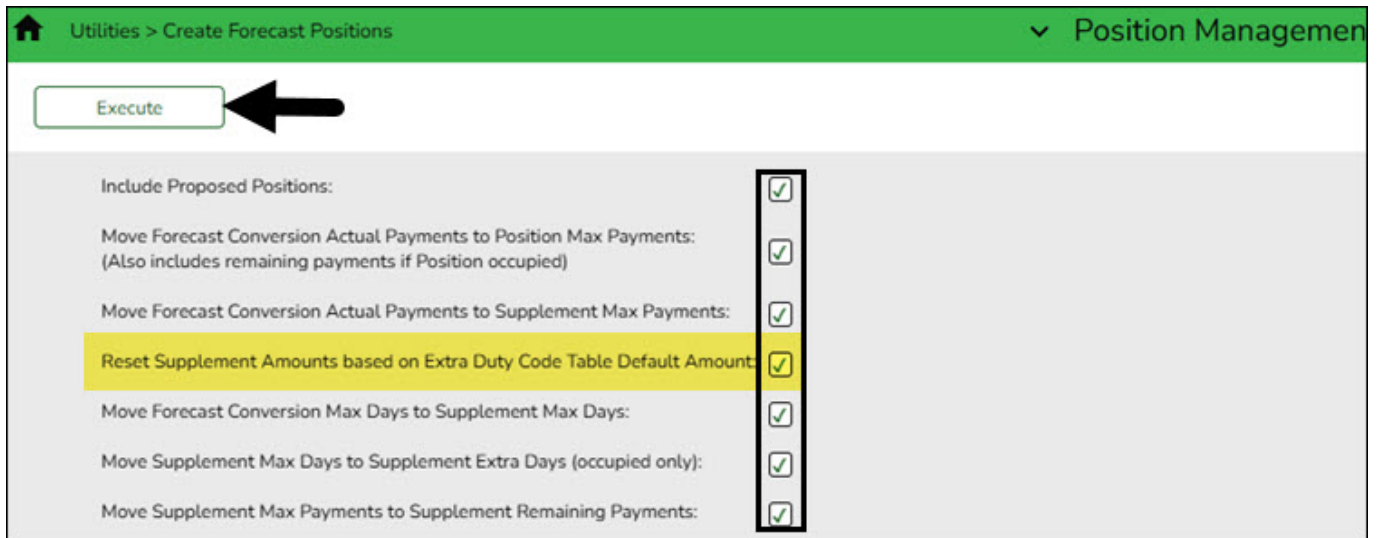
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## Position Management &gt; Utilities &gt; Create Forecast Positions



Utilities > Create Forecast Positions Position Management

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:**

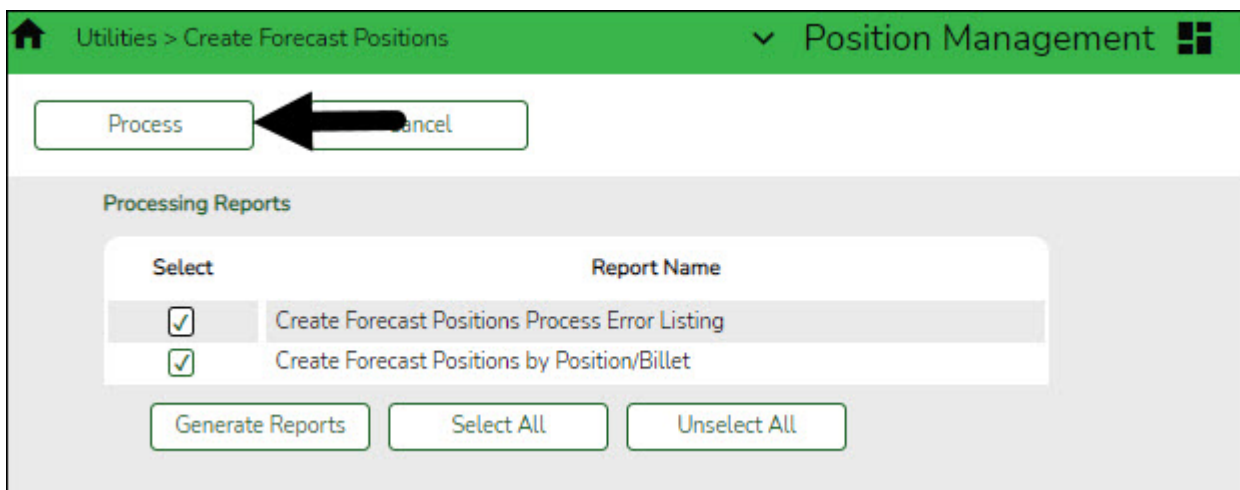
Move Forecast Conversion Max Days to Supplement Max Days:

Move Supplement Max Days to Supplement Extra Days (occupied only):

Move Supplement Max Payments to Supplement Remaining Payments:

★ -LEAs with 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 should consider if this field should be selected. If 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

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

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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