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body3

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Update for Active Positions Only	Click ⌄ to select one of the following options: *A - Calculate Budget Based on Vacancy Data* *B - Move Actual Amount to Budget Amount* *C - Move Actual Amount to Budget if Actual > Budget* This is a required field.
Update Forecast	Click ⌄ to select *Yes* or *No* to update or not update the forecast in the simulation. Only select *Yes* when you are ready to secure all of the positions and apply the increase and updates to next year positions. This option moves the simulations into the next year positions, and if selected, the pay and state step increase is updated. This is a required field.
Update Budget	Click ⌄ to select one of the following options: *N - Do not update Budget* *I - Increase or add to the amounts in Budget* *R - Replace the amounts in Budget* (This is how next year payroll to next year budget works.) This is a required field.
Update Budget Amount	Click ⌄ to select one of the following options: *R - Recommended Amount* *A - Approved Amount* This is a required field.

❑ 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. You are prompted to create a backup.

Review the report.

❑ Click **Continue** to continue to the next report.

❑ Click **Return** to return to the Calculation Reports page and skip the display of the remaining reports selected.

Duplicate a simulation:

The **Duplicate From Simulation** field and **Duplicate** button are only visible when you click **Add Simulation**.

Duplicate From Simulation	Type the name of a simulation, or click ⌄ to select a simulation name from a list.

❑ Click **Duplicate** to duplicate the simulation.

Delete a simulation:

❑ Click **Delete** to delete the displayed simulation.

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