Budget: Add a to-be-named position

In the budget, go to the Personnel tab

Project Personnel All Periods panel – click on the magnifying glass icon next to “To be named”

This brings up a search screen. Click the search button.

Clicking on the Search button without entering anything in the fields brings up all the available TBA records.
Check your selection here, or, to narrow the search, enter a search string. In this example, entering *stat* (using the wildcard search) brings in just two choices.

Check the selected position and click the Return Selected button.
The to-be-named position has been added to the project personnel. Enter the base salary.

The project personnel are now available to add to the budget.

Go to the Personnel Detail panel, Add Details sub-panel, and select the dropdown menu under Person.
After you have selected the Person, select the Object Code Name. Use a **Salary** cost element. The Fringe cost elements will be used only in the rarest of cases.

Ignore the “Group” section. We will not use that for now.

ADD the line. (Remember the Starburst)

Then complete the effort fields and calculate.
After entering all the Project Personnel, save

Complete Year 1 of both the Personnel and Non-Personnel before going to the Parameters tab to Generate All Periods.