

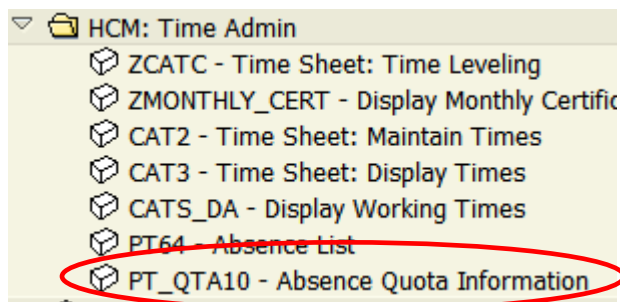
## PT\_QTA10 – Display Quota Information

### Location(s):

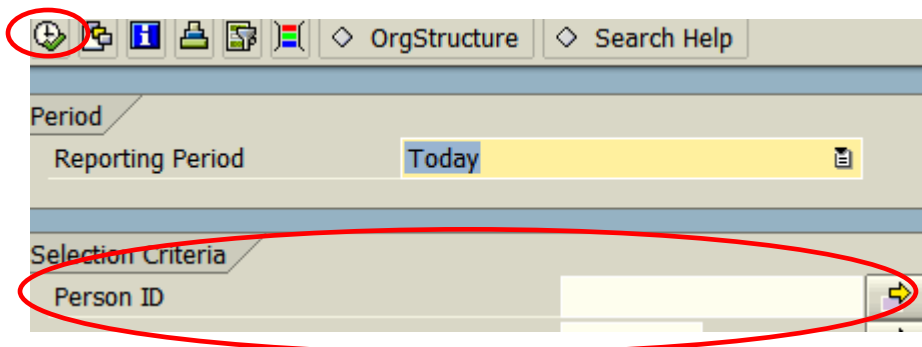
#### SAP GUI

**Purpose:** Perform this procedure when you need to view sick and vacation accruals and export to Excel.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Double-click the PT\_QTA10 transaction code.



4. Enter a Person ID number to run the report for a particular employee (optional).
5. Click Execute.



6. Employee(s) quota information is displayed.

Absence Quotas			
Validity Period 01/27/2014 - 01/27/2014			
Person ID	Name	PersAssgmtName	Pers. Assignment
			Unit z
			Hours 33.45160 130.75
			Hours 57.13220 208.75
			Hours 6.46390 231.00
			Hours 0.00150 382.50
			Hours 141.78630 10.00
			Hours 70.92890 29.00