

## **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.

Absenc	e Quotas					
Validity Per	iod 01/27/2014 - 01/27/2014	4				
Person ID	Name	PersAssgnmtName	Pers. Assignment	Unit	Σ Total Remain.	Σ
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