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.