Department HR Administrators can utilize transaction **PT_QTA10** to generate a subject to loss vacation report.

Setting Up The Report

- Select transaction PT_QTA10
- Click the <Selection Fields> icon and choose organizational unit as a selection. Then add your org unit(s).
- Reporting Period: A All
- Employment Status should be: 3 (active)
- Employee group: A
- Select Quota Type: 1 (vacation)
- The deduction period should be today's date through 12/31/9999.
- The Key Date for Deduction should be today's date.
- The Key Date for Entitlement should be today's date.
- The layout should *be /KEY/DATEDATA*.

Period		
Reporting Period	A All	

Selection Criteria		
Person ID		⇨
Personnel Number		⇨
Employment Status	3	⇨
Personnel area		⇨
Personnel subarea		⇨
Employee group	A	⇨
Employee subgroup		⇨
Payroll area		⇨

Quota Selection			
Quota Type		to	
Unit			
Deduction Period	03/04/2020	To	12/31/9999
Key Date for Deduction	03/04/2020		
Key Date for Entitlement	03/04/2020	☐ Projecting Quota Status	

Display	
✔ Only EEs with selected quotas	All Selected EEs
Only EEs with entitlement	
EEs w/Rem. Ent. Only	
Only EEs w/compensation	
EEs w/Qta Used Only	

Data Format	
Layout	/KEYDATEDATA

- Execute

Displaying Results

- The report results will be displayed.
- To see only the hours that are subject to loss for the given year right click on the **Deduction To** column, select **set filter**, choose today's date through 6/30/XX (use applicable year), and click the green check mark.

The **Total Remain** column will show the current vacation time remaining, that is subject to loss, for the applicable year. You may choose to filter on that column or export to excel. You can now send reminders as needed.

Last Updated: 3/4/20