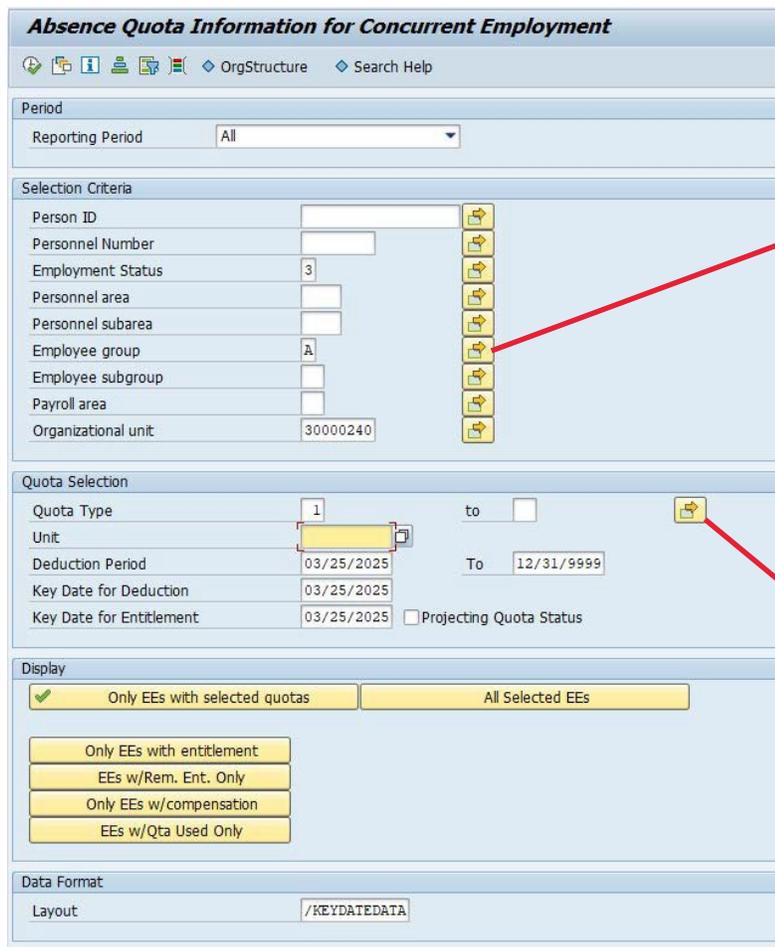HR Administrators can utilize this **PT_QTA10** transaction to view an individual employee's vacation that will be subject to loss at the end of the fiscal year.

Setting up the Criteria

- Click the <Selection Fields> icon 🗒 and choose organizational unit as a selection. Then add your Org unit(s).
- Reporting Period: All
- Employment Status: 3 (Active)
- Employee group: A & C
- Select Quota Type: 1 (Vacation) & 12 (Vacation- 12 MO Faculty)
- 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 /KEYDATEDATA

Selections for Employee Group:
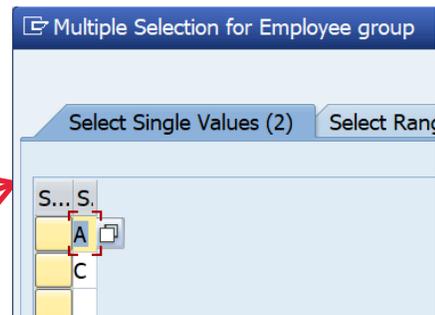
Selections for Quota Type:
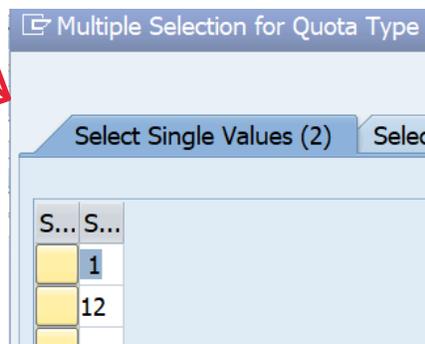
Running the Report

- Execute.

Viewing the Data

- The report results will be displayed.
- To see only the hours that are subject to loss at the end of the fiscal year, right click on the **_Deduction To_** column, select **_Set Filter_**, choose today's date through the end of the current Fiscal Year, and click the green check mark.

- The Total Remain column will show the current vacation time remaining, that is subject to loss at the end of the current fiscal year
- To view individual details, you may choose to run the **Z_TIMERPT** report (there is a variant: lherzog).