

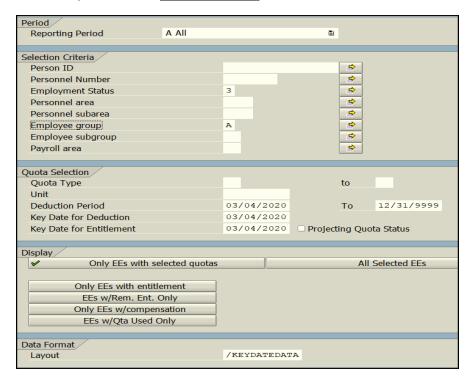
## Business Center

## **QRG – Subject to Loss Vacation Report – PT\_QTA10**

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 <<u>Selection Fields</u>> 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



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 <u>Deduction To</u> column, select <u>set filter</u>, choose today's date through 6/30/XX (use applicable year), and click the green check mark

The <u>Total Remain</u> 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