

Display Absence Quota  
PT\_QTA10  
Leave Balances

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# Display Absence Quota Information

The screenshot displays the SAP Easy Access AASIS MENU interface. The menu tree on the left is expanded to show the path: Time Management > Administration > Information System > Report Selection > Absence > PT\_QTA10 - Display Absence Quota Information. The PT\_QTA10 option is highlighted with a yellow dashed border. A black arrow points from the PT\_QTA10 option in the menu to the command field at the top of the window, which contains the text 'PT\_QTA10'. A red-bordered text box on the right contains the instruction: '1. Follow menu path or type PT\_QTA10 in command field; press enter'.

Menu Edit Favorites Extras System Help

PT\_QTA10

SAP Easy Access AASIS MENU

- Time Management
  - Shift Planning
  - Administration
    - PTMW - Time Manager's Workplace
    - Time Data
    - Time Evaluation
    - Work Schedule
    - Information System
      - Report Selection
        - Work Schedule
        - Attendance
        - Absence
          - Time Accounts
            - PW61 - Time Leveling
            - PT\_EDT\_TEDT - Time Statement
            - PT\_EDT\_TELU - Time Balances Ov
            - PT\_BAL00 - Cumulated Time Evalu
            - PT\_DOW00 - Time Accounts
            - PT\_QTA10 - Display Absence Quota Information**

Tools

Tools

Settings

1. Follow menu path or type PT\_QTA10 in command field; press enter

# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Display Absence Quota Information' is displayed in blue. The interface is divided into several sections:

- Further selections:** Includes a search help icon and a search field.
- Period:** Contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current m', and 'From today'. The 'Other period' option is selected. Below these are two input fields for 'Period' and 'To', both containing the value '093003'. A 'Payroll period' button is located below the input fields.
- Selection:** A list of selection criteria with corresponding input fields and arrow buttons: Personnel number, Employment status, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area.
- Quota selection:** Includes a 'Quota type' input field and a 'to' field.

A red box highlights the 'Period' section with the text: **2. Enter criteria; Date from and To will be the same date**. Two black arrows point from this text to the 'Period' and 'To' input fields, which both contain the date '093003'.

# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' dialog box. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Further selections:** Includes buttons for 'Search helps' and 'Sort order'.
- Period:** Contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Period' (093003) and 'To' (093003), along with a 'Payroll period' button.
- Selection:** A list of criteria with checkboxes and arrow buttons: Personnel number, Employment status, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area.
- Quota selection:** Includes a 'Quota type' field and a 'to' field with an arrow button.

Two annotations are present:

- A red box labeled **4. Click (optional)** with an arrow pointing to the 'Further selections' button.
- A red box labeled **3. Enter criteria** with an arrow pointing to the arrow buttons in the 'Selection' section.

# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' dialog box. The window title is 'Display Absence Quota Information'. The main area is divided into two panes: 'Selection options' on the left and 'Selection fields' on the right. The 'Selection options' pane contains a list of options: Action type, Customer-specific status, Special payment status, Company code, Organization key, Business area (highlighted in yellow), Legal person, Work contract, Controlling area, Cost center (highlighted with a dashed border), Organizational unit, Position, and Job. The 'Selection fields' pane contains a list of fields: Personnel number, Employment status, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area. A red box with the text '5. Click to highlight desired option' points to the 'Cost center' option. Another red box with the text '6. Click to choose' points to the right arrow button between the two panes. The 'Further selection' section on the left has 'Other period' selected. The 'Selection' section on the left has 'Personnel number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area' listed. The 'Quota selection' section at the bottom has a green checkmark icon. The status bar at the bottom shows 'Selection: 7'.

**5. Click to highlight desired option**

**6. Click to choose**

# Display Absence Quota Information

The screenshot shows the SAP GUI interface for displaying absence quota information. The main window is titled "Display Absence Quota Information". A dialog box titled "Choose Selection Fields" is open, allowing the user to select fields for display. The dialog is divided into three main sections:

- Further selection:** Includes radio buttons for "Today", "Up to today", and "Other period", and a "Payroll per" button.
- Selection:** A list of fields to be selected, including: Personnel number, Employment status, Personnel area, Personnel subarea, Employee group, Employee subgroup, Payroll area, and Selection options.
- Selection options:** A list of options to be selected, including: Action type, Customer-specific status, Special payment status, Company code, Organization key, Legal person, Work contract, Controlling area, and Organizational unit.

At the bottom of the dialog, there are two buttons: a green checkmark and a red X. A red box highlights the text "7. Click green check to continue" with an arrow pointing to the green checkmark button. The "Selection:" field at the bottom right of the dialog shows the number "9".

# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' screen. At the top, the SAP logo and window title are visible. Below the title bar, there is a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Period:** 09/30/2003 To 09/30/2003. A 'Payroll period' button is located below this section.
- Selection:** A list of fields for selection, including Personnel number (51), Employment status (3), Personnel area, Personnel subarea, Employee group, Employee subgroup, Business area, Payroll area, and Cost center. A red box with an arrow points to the '3' in the Employment status field, with the text: "8. Enter '3' in the 'Employment status' field".
- Quota selection:** A section for selecting quota types and units. A red box with an arrow points to the 'Quota type' field, with the text: "9. Enter quota type or use drop-down list".

At the bottom of the screen, there are navigation arrows and a status bar.

# Display Absence Quota Information

Program Edit Goto Sys

Display Absence Quota

Restrictions

| ESG | PSG | AQT... | Quota text              | Start date | End Date   | TMU | Unit  |
|-----|-----|--------|-------------------------|------------|------------|-----|-------|
| 1   | 50  | 01     | Annual Leave            | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 02     | Sick Leave              | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 03     | Compensatory Time       | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 04     | Compensatory Time (1.5) | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 05     | Holiday Leave           | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 06     | Military Leave          | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 07     | Employee Birthday       | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 08     | Catastrophic Leave      | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 09     | Disaster Service Leave  | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 10     | Family Medical Leave    | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 15     | Compensatory Time @ 1.0 | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 50  | 16     | Compensatory Time @ 1.5 | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 01     | Annual Leave            | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 02     | Sick Leave              | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 03     | Compensatory Time       | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 05     | Holiday Leave           | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 06     | Military Leave          | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 07     | Employee Birthday       | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 08     | Catastrophic Leave      | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 09     | Disaster Service Leave  | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 10     | Family Medical Leave    | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 15     | Compensatory Time @ 1.0 | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 51  | 16     | Compensatory Time @ 1.5 | 01/01/1900 | 12/31/9999 | 001 | Hours |
| 1   | 58  | 01     | Annual Leave            | 01/01/1900 | 12/31/9999 | 001 | Hours |

145 Entries Found

9. Double-click appropriate quota type



# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main form is divided into several sections:

- Cost center:** A text field with a search icon.
- Quota selection:** Fields for Quota type, Time unit, Deduction period (01/01/1800), and To (12/31/9999).
- Key date for deduction:** A text field containing '093003'.
- Key date for entitlement:** A text field containing '093003', which is highlighted in yellow. A 'Projecting' button is visible to its right.
- Display:** A section with two main buttons: 'Only EEs with selected quotas' (checked) and 'All selected EEs'. Below these are four additional filter buttons: 'Only EEs with entitlement', 'EEs w/rem. ent. only', 'Only EEs w/compensation', and 'EEs w/qta used only'.

A red rectangular box is drawn around the 'Key date for deduction' and 'Key date for entitlement' fields. Two black arrows point from the text '10. Enter key date in deduction field and entitlement field' to the respective input fields.

**10. Enter key date in deduction field and entitlement field**

# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main content is organized into several sections:

- Quota selection:** Fields for Quota type, Time unit, Deduction period (01/01/1800), and To (12/31/9999).
- Key date for deduction:** 093003
- Key date for entitlement:** 093003, with an unchecked checkbox for 'Projecting quota status'.
- Display:** A group of buttons for selecting display options. The 'Only EEs with selected quotas' button is selected (indicated by a green checkmark). Other buttons include 'All selected EEs', 'Only EEs with entitlement', 'EEs w/rem. ent. only', 'Only EEs w/compensation', and 'EEs w/qta used only'.
- Data format:** A 'Layout' field with a radio button.

Annotations with arrows point to the 'All selected EEs' button (labeled '11. Click appropriate display') and the radio button in the 'Layout' field (labeled '12. Click on radio button').

# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' dialog box. A 'Layout: Choose' sub-dialog is open, displaying a table of layout options. A callout box with a red border and black text points to the '/SWR01' row, containing the instruction: '13. Click on appropriate variant to populate'. The main dialog has several sections: 'Quota selection' (Quota type, Time unit, Deduction period), 'Key date for deduction' and 'Key date for entitlement', 'Display' (with a checked 'Only EEs with...' option), and 'Data format' (set to 'Layout').

| Layout       | Layout description                    | ✓ | ✗ | ✗ | ✗ |
|--------------|---------------------------------------|---|---|---|---|
| /ADC         | Quota Balances                        | ✓ |   |   |   |
| /ADOL BAL    | Quotas/Balances by last name          |   |   |   |   |
| /AESD        | Quota Balances                        | ✓ |   |   |   |
| /BALANCE     | leave balance by key date             | ✓ |   |   |   |
| /BALANCES    | Quotas/Balances                       | ✓ |   |   |   |
| /COMPENSATED | # hours compensated                   | ✓ |   |   |   |
| /ECURITIES   | securities                            | ✓ |   |   |   |
| /ENTITLEMENT | remaining leave balance by key date   | ✓ |   |   |   |
| /GF          | remaining leave balance by key date   | ✓ |   |   |   |
| /GF ALPHA    | remaining leave balance by key date   | ✓ |   |   |   |
| /LVE BAL     | Leave Balances                        | ✓ |   |   |   |
| /MJW5        | leave balances in order by first name | ✓ |   |   | ✓ |
| /OLTC        | LEAVE BALANCES                        | ✓ |   |   |   |
| /QUOTA       | remaining leave balance by key date   | ✓ |   |   |   |
| /SANDY LEAVE | LEAVE BALANCES                        | ✓ |   |   |   |
| /SECURITIES  | securities                            | ✓ |   |   |   |
| /SHERRY TIME | LEAVE BALANCES                        | ✓ |   |   |   |
| /SWR01       | leave balance by key date             |   |   |   |   |

# Display Absence Quota Information

The screenshot shows the SAP 'Display Absence Quota Information' screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Display Absence Quota Information' is displayed in blue text. Below the title, there are several input fields and buttons. A red box highlights the 'Execute' button (represented by a right-pointing arrow) next to the 'Quota type' field. The 'Quota type' field is empty, and the 'Time unit' field is also empty. The 'Deduction period' is set to '01/01/1800' and the 'To' date is '12/31/9999'. Below these fields, there are two more input fields: 'Key date for deduction' and 'Key date for entitlement', both set to '093003'. There is also a checkbox labeled 'Projecting quota status' which is currently unchecked. At the bottom, there is a 'Display' section with two main buttons: 'Only EEs with selected quotas' (which has a green checkmark) and 'All selected EEs'. Below these are four more buttons: 'Only EEs with entitlement', 'EEs w/rem. ent. only', 'Only EEs w/compensation', and 'EEs w/qta used only'. At the very bottom, there is a 'Data format' section with a 'Layout' field set to 'VOLTC' and a small icon to its right.

**14. Click to execute**

Quota type to [ ] [Execute]

Time unit [ ]

Deduction period 01/01/1800 To 12/31/9999

Key date for deduction 093003

Key date for entitlement 093003  Projecting quota status

Display

Only EEs with selected quotas  All selected EEs

Only EEs with entitlement

EEs w/rem. ent. only

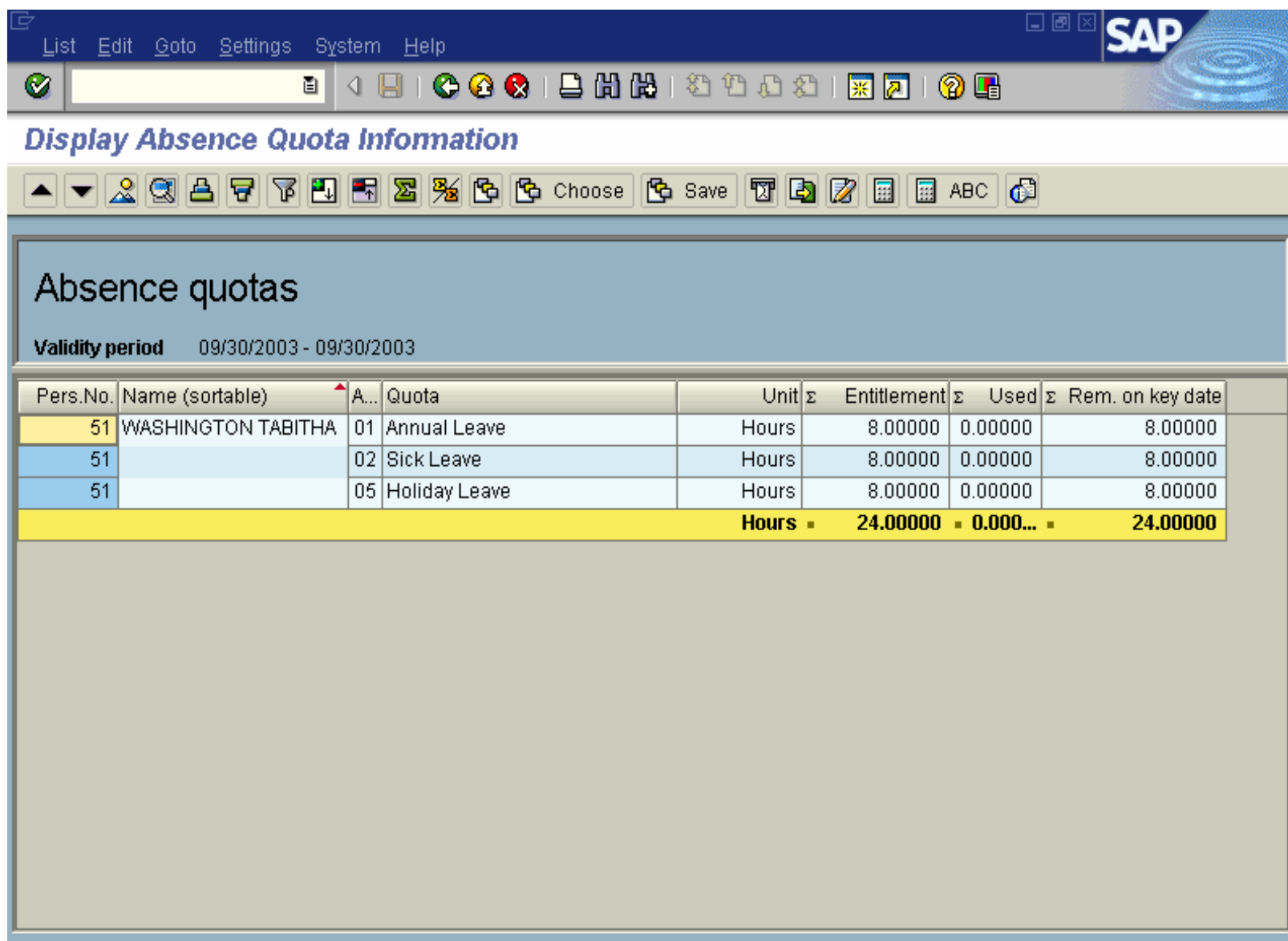
Only EEs w/compensation

EEs w/qta used only

Data format

Layout VOLTC [ ]

# Display Absence Quota Information



The screenshot shows the SAP 'Display Absence Quota Information' screen. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons for navigation and actions. The main title of the screen is 'Display Absence Quota Information'. Below the title is another toolbar with icons for navigation and actions, including 'Choose' and 'Save'. The main content area displays the following information:

**Absence quotas**  
**Validity period** 09/30/2003 - 09/30/2003

| Pers.No. | Name (sortable)    | A... | Quota         | Unit         | Σ Entitlement   | Σ Used          | Σ Rem. on key date |
|----------|--------------------|------|---------------|--------------|-----------------|-----------------|--------------------|
| 51       | WASHINGTON TABITHA | 01   | Annual Leave  | Hours        | 8.00000         | 0.00000         | 8.00000            |
| 51       |                    | 02   | Sick Leave    | Hours        | 8.00000         | 0.00000         | 8.00000            |
| 51       |                    | 05   | Holiday Leave | Hours        | 8.00000         | 0.00000         | 8.00000            |
|          |                    |      |               | <b>Hours</b> | <b>24.00000</b> | <b>0.000...</b> | <b>24.00000</b>    |