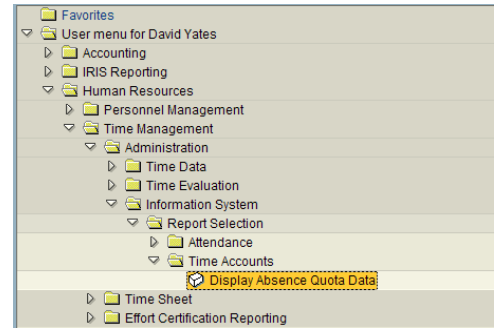


Leave Balances (S_AHR_61015599) Cheat Sheet

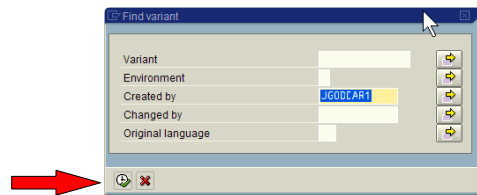
- (1) Type **S_AHR_61015599** in the shortcut field and press **ENTER** or navigate in the SAP Easy Access menu to **Human Resources | Time Management | Administration | Information System | Report Selection | Time Accounts | Display Absence Quota Data**.



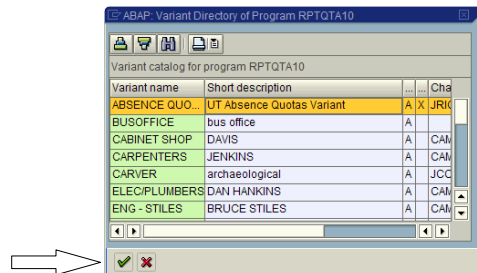
- (2) Click the **Get Variant** icon at the top (or press **SHIFT + F5**).



- (3) Remove the username in the Created By field and click the **Execute** icon.



- (4) Highlight the **UT Absence Quotas Variant** and click the check mark.



- (5) Select the calendar period you are searching for. Typically this is **Current Year**.

- (6) Enter in the Personnel number for an individual **OR** the Cost Center for a group of employees.

- (7) Click **Execute** icon.



- (8) Click the **Printer** icon (or **List | Print**) to print the report.

