

TM-62 2013 Quota Correction Records

Purpose

The purpose of this Business Process Procedure is to explain how to view a list of Infotype 2013 – Quota Correction Records in the Integrated HR-Payroll System.

Trigger

There is a need to view a list of Infotype 2013 – Quota Correction Records for employees.

Business Process Procedures

The ZPT2013 Report (available to Leave Administrators) provides a list of Infotype 2013 – Quota Correction Records and also provides a more convenient way to view the records than using transaction code PA61 or PA20. Quota correction records are used to adjust quota balances when appropriate and were used to load conversion balances.

Procedures

To view **2013 Quota Corrections** for a list of employees, use transaction ZPT2013.

There are 7 steps in this process.

Step 1. In the **Period section**, enter the desired dates. The dates are used by the report to select the employees who are valid at that time.

Step 2. In the **Employee Selection** section, click the Multiple selection button beside Personnel Number field.

Image

IT2013 Quota Correction Records

Menu ▾



Period Selection

Person selection period

to

Employee Selection

Personnel Number



Employment status



Personnel area



Additional Selection

Absence Quota Type

to



Operation Indicators for Autom

to



Transfer Accrued Entitlement

to



Name of Person Who Changed Obj

to



Step 3. Click the **Upload from clipboard** button (assuming you have a list of Personnel Numbers already copied into your clipboard from a spreadsheet). You can also type in specific Personnel Numbers.

Step 4. Click the **Copy** button.

Tip: This report will run fastest if Personnel Numbers are entered in the selection criteria.

Image

10/22/2023

Multiple Selection for Personnel Number

Select Single Values (2)

Select Ranges

Exclude Single Values

Exclude Ranges

S... Single Val...

80000549

80001202

Multiple selection..

Step 5. In the **Additional Selection** section, you can enter values in the fields to further restrict your search for records.

Tips:

- More specific results can be obtained by entering a quota type in the Absence Quota Type field in the Additional data section. This will return just the records for that specific quota type.
- More specific results can be obtained by entering the Leave Admin's Personnel Number (include leading zeroes) in the Name of Person Who Changed Obj field. This will return just the 2013s created by that Leave Admin but may take several minutes to run.

Image

IT2013 Quota Correction Records

Menu ▾



Period Selection

Person selection period

10/22/2025 

to

10/22/2025

Employee Selection

Personnel Number

80000549



Employment status

 0



Personnel area



Additional Selection

Absence Quota Type

to



Operation Indicators for Autom

to



Transfer Accrued Entitlement

to



Name of Person Who Changed Obj

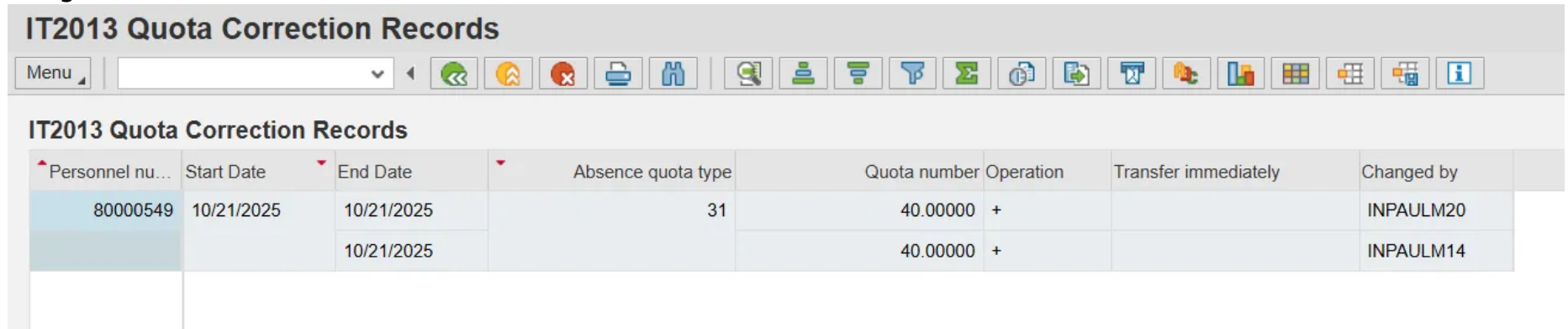
to



Step 6. Click the **Execute** button.

Step 7. View the results.

Image



The screenshot shows the SAP IT2013 Quota Correction Records report. At the top, there is a title bar 'IT2013 Quota Correction Records' and a menu bar with various icons. Below the menu bar, the report title 'IT2013 Quota Correction Records' is displayed. The main data is presented in a table with the following columns: Personnel nu..., Start Date, End Date, Absence quota type, Quota number, Operation, Transfer immediately, and Changed by. The table contains two rows of data for personnel number 80000549, both with a start and end date of 10/21/2025. The first row shows an absence quota type of 31, a quota number of 40.00000, an increase operation (+), and was changed by INPAULM20. The second row shows the same absence quota type and quota number, but with a replacement operation (=) and was changed by INPAULM14.

Personnel nu...	Start Date	End Date	Absence quota type	Quota number	Operation	Transfer immediately	Changed by
80000549	10/21/2025	10/21/2025	31	40.00000	+		INPAULM20
		10/21/2025		40.00000	+		INPAULM14

Columns in the results:

- The Personnel Number identifies the employee.
- The Start Date and End Date should always be the same. They represent the effective date of the quota correction.
- The Absence Quota Type indicates which quota was affected by the quota correction.
- The Quota Number is the number of hours of the correction that was applied.
- The Operation indicates whether the correction was an increase (+) or a reduction (-). The replace (=) operation indicator should never be seen on a record. If it is seen, the record should be reviewed and changed appropriately.
- The Transfer Immediately indicator should always be the value "Y." If another value is seen, the record should be reviewed and changed appropriately.
- The Changed By value indicates the personnel number of the leave admin who created or last changed the record.

Tips:

- The results can be sorted, filtered, exported to a spreadsheet, etc., as with any ALV grid report.

- Once you have results, you can further narrow them down to see just records dated in a specific time period by right-clicking on the Start Date column, selecting Set Filter..., and entering the date range for which you want to see records. Click the green check to apply the filter.

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