
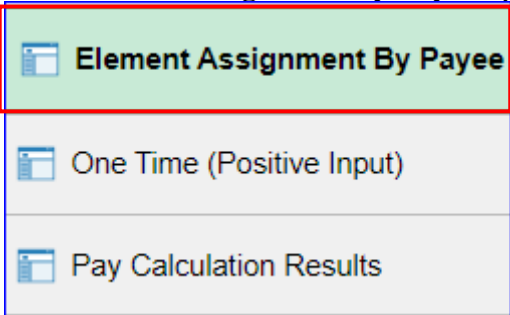


Changing a Member's Advance Liquidation Amount

Introduction This guide provides the procedures for a request to change a Member's Advance Liquidation Schedule in Direct Access (DA).

Reference [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)


Procedures See below.

Step	Action
<p>1</p>	<p>Prior to entering a change in the Advance Liquidation Schedule Amount, you will need to obtain the Advance ID number which is found in the member's Element Assignment By Payee (EABP) data.</p> <p>Click on the Pay Processing Shortcuts tile.</p> 
<p>2</p>	<p>The Element Assignment By Payee option will automatically display.</p> 

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Changing a Member's Advance Liquidation Amount, Continued

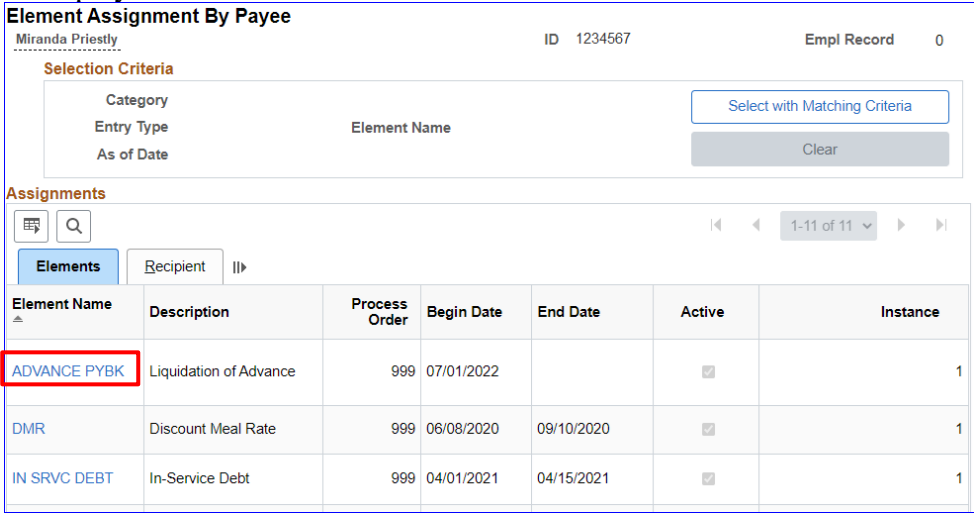
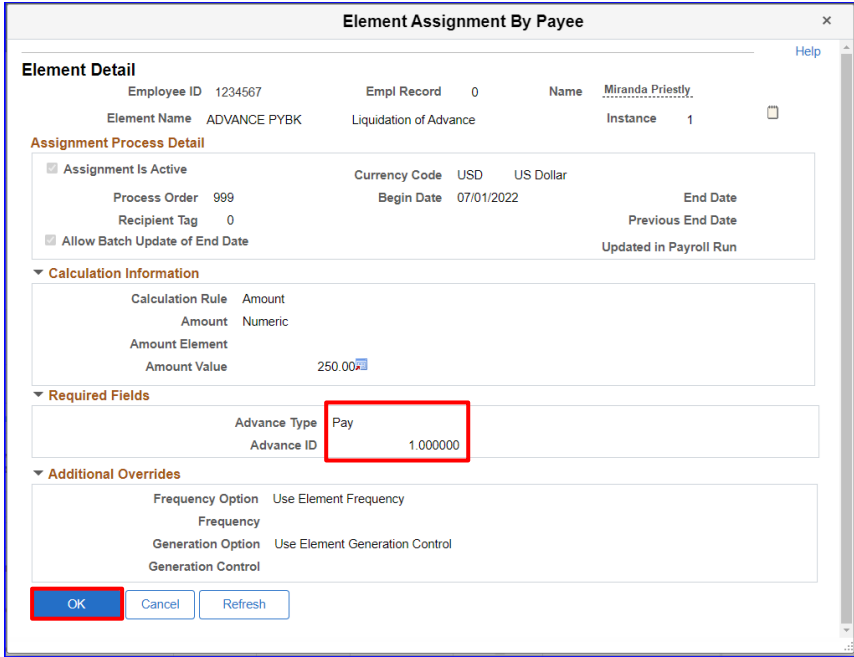
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="328 528 1123 1312" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> </div>

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Changing a Member's Advance Liquidation Amount, Continued


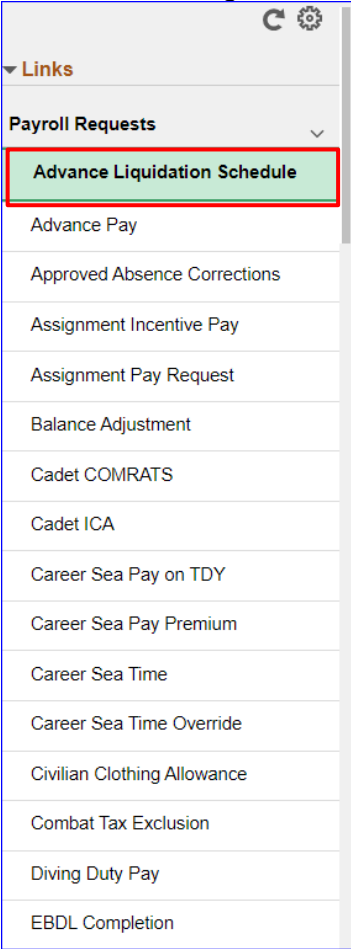
Procedures,
continued

Step	Action
4	<p>Scroll through the list to locate the Element Name ADVANCE PYBK and click to display the details.</p>  <p>The screenshot shows the 'Element Assignment By Payee' interface for Miranda Priestly (ID 1234567, Empl Record 0). Under 'Selection Criteria', there are fields for Category, Entry Type, As of Date, and Element Name, along with 'Select with Matching Criteria' and 'Clear' buttons. The 'Assignments' section shows a table with columns: Element Name, Description, Process Order, Begin Date, End Date, Active, and Instance. The table contains three rows: 'ADVANCE PYBK' (Liquidation of Advance, Process Order 999, Begin Date 07/01/2022, Active), 'DMR' (Discount Meal Rate, Process Order 999, Begin Date 06/08/2020, End Date 09/10/2020, Active), and 'IN SRVC DEBT' (In-Service Debt, Process Order 999, Begin Date 04/01/2021, End Date 04/15/2021, Active). The 'ADVANCE PYBK' row is highlighted with a red box.</p>
5	<p>The Element Details of the advance will display. Locate and verify the correct Advance Type is displayed (this is especially important if the member has more than one Advance Pay (i.e., Advance Pay and Advance BAH). Take note of the Advance ID number. Click OK and return to DA's home page.</p>  <p>The screenshot shows the 'Element Detail' for 'ADVANCE PYBK' (Liquidation of Advance, Instance 1) for Miranda Priestly (Employee ID 1234567, Empl Record 0). Under 'Assignment Process Detail', 'Assignment Is Active' is checked, and 'Allow Batch Update of End Date' is also checked. 'Calculation Information' shows 'Amount Value' as 250.00. Under 'Required Fields', 'Advance Type' is 'Pay' and 'Advance ID' is '1.000000', both highlighted with red boxes. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons, with 'OK' highlighted with a red box.</p>

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Changing a Member's Advance Liquidation Amount, Continued

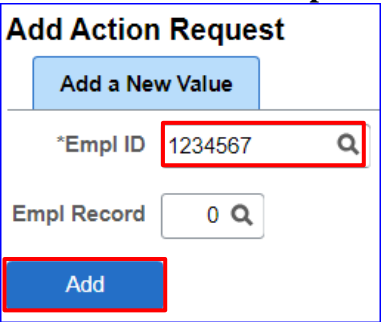
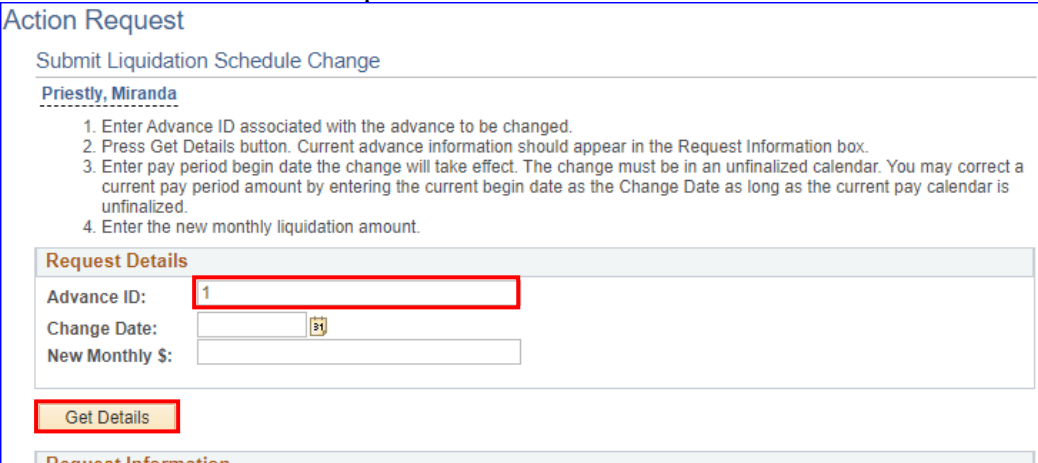
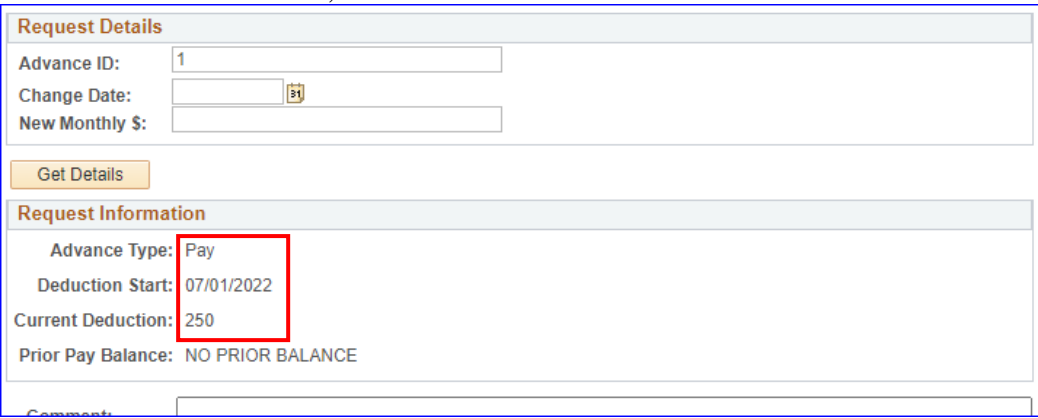
Procedures,
continued

Step	Action
6	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
7	<p>The Advance Liquidation Schedule option will automatically display.</p> 

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Changing a Member's Advance Liquidation Amount, Continued

Procedures,
continued

Step	Action
8	<p>Enter the member's Empl ID and click Add.</p> 
9	<p>The Submit Liquidation Schedule Change request will display. Enter the Advance ID obtained in Step 4 and click Get Details.</p> 
10	<p>The Request Information section will populate with the current Advance Type, the Deduction Start date, and the Current Deduction amount.</p> 

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Changing a Member's Advance Liquidation Amount, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>Enter the Change Date the new Advance Liquidation is to begin (the date must be in an un-finalized pay calendar). Enter the New Monthly \$ amount to be deducted from member's pay. In this example, the member is increasing their repayment amount from \$250.00 to \$300.00 beginning on 12/01/2022.</p> <div data-bbox="327 672 1369 1086" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Advance ID: <input type="text" value="1"/></p> <p>Change Date: <input type="text" value="12/01/2022"/> <input type="button" value="B1"/></p> <p>New Monthly \$: <input type="text" value="300.00"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Advance Type: Pay</p> <p>Deduction Start: 07/01/2022</p> <p>Current Deduction: 250</p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> <p>Comment: <input type="text"/></p> </div>
<p>10</p>	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="327 1153 1369 1892" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Liquidation Schedule Change</p> <p><u>Priestly, Miranda</u></p> <ol style="list-style-type: none"> 1. Enter Advance ID associated with the advance to be changed. 2. Press Get Details button. Current advance information should appear in the Request Information box. 3. Enter pay period begin date the change will take effect. The change must be in an unfinalized calendar. You may correct a current pay period amount by entering the current begin date as the Change Date as long as the current pay calendar is unfinalized. 4. Enter the new monthly liquidation amount. <div data-bbox="359 1400 1348 1758" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Advance ID: <input type="text" value="1"/></p> <p>Change Date: <input type="text" value="12/01/2022"/> <input type="button" value="B1"/></p> <p>New Monthly \$: <input type="text" value="300.00"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Advance Type: Pay</p> <p>Deduction Start: 07/01/2022</p> <p>Current Deduction: 250</p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> <p>Comment: <input type="text" value="Enter comments as appropriate."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>

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Changing a Member's Advance Liquidation Amount, Continued

Procedures,
continued

Step	Action
11	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</p> <div data-bbox="328 595 1326 1048" style="border: 1px solid blue; padding: 5px;"><p>Submit Resubmit Withdraw</p><p>Request Status: Pending View/Hide Comments</p><p>Approvers</p><div data-bbox="360 786 711 891" style="border: 1px solid gray; padding: 2px;"><p>Pending Multiple Approvers CGHRSUP for User's SPO</p></div><p>Comments</p><p>Miranda Priestly at 11/18/22 - 10:09 AM Enter comments as appropriate.</p></div>
