



# View a Member's Open Debts

**Introduction** This guide provides the procedures for viewing a member's open debts in Direct Access (DA).



**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click on the <b>AD/RSV Payroll Workcenter</b> tile.</p> 
<p><b>2</b></p>	<p>Scroll to the Act/RSV Pay Shortcuts Drop-down and select the <b>View Open Debts / Overpayments</b> option.</p> 

*Continued on next page*

## View a Member's Open Debts, Continued

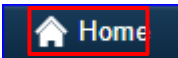
Procedures,  
continued

Step	Action
3	<p data-bbox="352 461 831 495">Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="352 495 1369 1720" style="border: 1px solid blue; padding: 10px;"> <p data-bbox="357 501 879 535"><b>Self Service Support: OpenDebt</b></p> <p data-bbox="357 551 1361 580">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="384 600 715 656" style="background-color: #e1eef6; padding: 5px; text-align: center;">Find an Existing Value</p> <p data-bbox="357 680 587 710">▼ <b>Search Criteria</b></p> <p data-bbox="580 730 1203 770">Empl ID begins with ▼ <span style="border: 1px solid red; padding: 2px;">1234567</span></p> <p data-bbox="520 808 1203 848">Empl Record = ▼ <input type="text"/></p> <p data-bbox="544 887 1203 927">National ID begins with ▼ <input type="text"/></p> <p data-bbox="608 965 1203 1005">Name begins with ▼ <input type="text"/></p> <p data-bbox="549 1043 1203 1084">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="453 1122 1203 1162">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="365 1200 1203 1240">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="520 1279 1203 1319">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="509 1357 1203 1397">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="456 1435 1225 1476">Department Set ID begins with ▼ <input type="text"/> </p> <p data-bbox="536 1514 1225 1554">Department begins with ▼ <input type="text"/> </p> <p data-bbox="365 1592 576 1621"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="360 1648 1102 1709"> <span style="border: 1px solid red; background-color: #0056b3; color: white; padding: 5px 15px;">Search</span> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-left: 10px;">Clear</span> <span style="margin-left: 10px;">Basic Search </span> <span style="margin-left: 10px;">Save Search Criteria</span> </p> </div>

*Continued on next page*

## View a Member's Open Debts, Continued

Procedures,  
continued

Step	Action																																	
4	<p>The View Open Debts and Overpayments page will display. If NOT currently collecting on any debts, this will display noting the <b>Debt Pay Period End Date</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>View Open Debts and Overpayments</b></p> <p>Robin Hood <span style="float: right;">Empl ID 1234567      Empl Record 0</span></p> <p><b>Member currently has no Debts or Overpayments recorded.</b></p> <p>Debt Pay Period End Date: <span style="border: 1px solid red; padding: 2px;">12/31/2024</span></p> </div>																																	
5	<p>If there are open debts collecting, the information will be display as below with the <b>Total Payment Amount (Last Pay Period)</b> and the current <b>Total Debt Balance</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>View Open Debts and Overpayments</b></p> <p>Robin Hood <span style="float: right;">Empl ID 1234567      Empl Record 0</span></p> <p><b>My current debt balances and payment amounts</b></p> <p>If you have additional questions regarding any debt(s), contact your servicing Yeoman. Or select this guide for additional information:  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/Self%20Service%20-%20View%20My%20Debts.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/Self%20Service%20-%20View%20My%20Debts.pdf</a></p> <p>Debt Pay Period End Date: 12/31/2024</p> <p><b>Open Debts</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Debt Type</th> <th>Description</th> <th>Instance</th> <th>Debt Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Payment Amount (Last Pay Period)</th> <th>Total Collected</th> <th>Payment Balance</th> <th>Debt Reason</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>5</td> <td>\$312.50</td> <td>01/01/2024</td> <td></td> <td>\$156.25</td> <td>\$0.00</td> <td>\$3,750.00</td> <td>Pay</td> <td></td> </tr> <tr> <td>MA LOAN</td> <td>Mutual Assistance Loan</td> <td>4</td> <td>\$169.24</td> <td>05/01/2022</td> <td>07/31/2025</td> <td>\$84.62</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;"> <p>Total Payment Amount (Last Pay Period): \$240.87</p> <p>Total Debt Balance: \$3,750.00</p> </div> </div>	Debt Type	Description	Instance	Debt Amount	Begin Date	End Date	Payment Amount (Last Pay Period)	Total Collected	Payment Balance	Debt Reason	Comments	ADVANCE PYBK	Liquidation of Advance	5	\$312.50	01/01/2024		\$156.25	\$0.00	\$3,750.00	Pay		MA LOAN	Mutual Assistance Loan	4	\$169.24	05/01/2022	07/31/2025	\$84.62	\$0.00	\$0.00		
Debt Type	Description	Instance	Debt Amount	Begin Date	End Date	Payment Amount (Last Pay Period)	Total Collected	Payment Balance	Debt Reason	Comments																								
ADVANCE PYBK	Liquidation of Advance	5	\$312.50	01/01/2024		\$156.25	\$0.00	\$3,750.00	Pay																									
MA LOAN	Mutual Assistance Loan	4	\$169.24	05/01/2022	07/31/2025	\$84.62	\$0.00	\$0.00																										
6	<p>There is currently no back button or return to search button, click the <b>Home</b> icon to return to the main DA home page and repeat Steps 1-4, if necessary.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;">  </div>																																	