Unit Process for Tracking Unliquidated Advances

How to run the report and process for next steps should member not complete the voucher and/or travel entitlements are less than advance received.

From the ETS main page, select the Reports Function from the top menu bar

AO/Unit representative will need Agency level Report permissions for optimal results. Elevated permission can be added by AOs that already have the permission or submit a PPC ticket to have the permission added to the user settings.

In the reports search/select for Overdue Travel Advances. There are 2 versions of this report, Interactive and static, both produce the same data and have the same parameter options.

The Interactive allows for formatting output prior to exporting

Static is set display of report results to be exported

Select the Organization/Major/Minor Customer as applicable for your unit.

If your hierarchy does not fall under the same Organization/Major, will need to run separate reports to capture full data.

Report pulls data off the minor customer that is attached to the Authorization/Open Authorization, so for PCS these members may have already departed your unit.
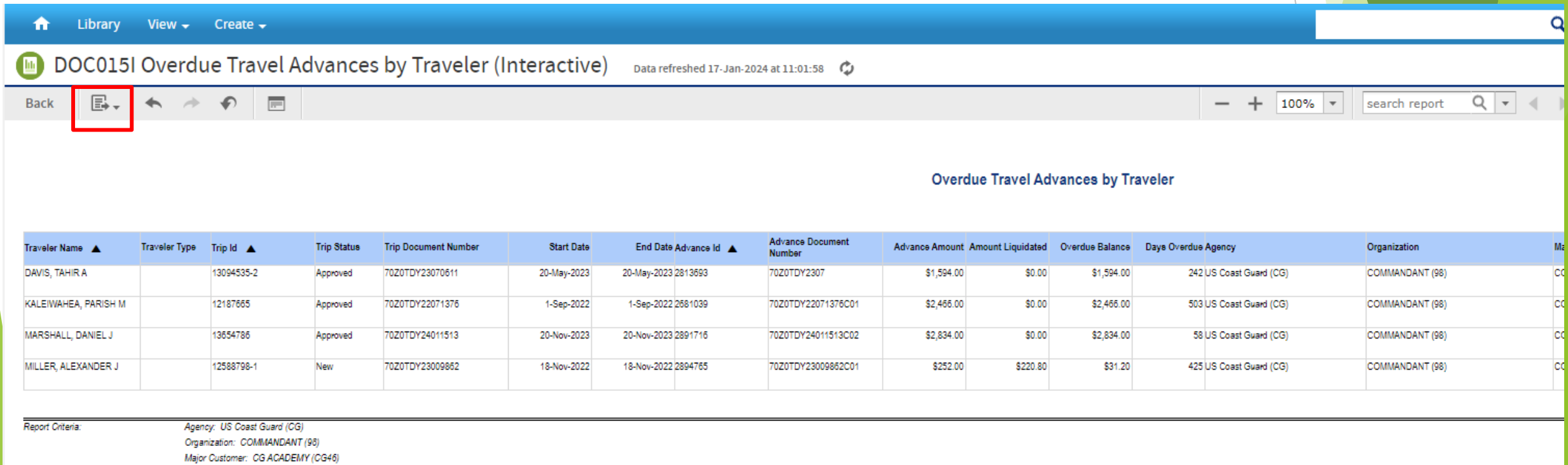
Click 'OK'

Report will generate list showing member, trip ID, amount, days overdue, etc.

To Export this report select the icon shown below and select format to export

Use this report to then notify members to complete a voucher to liquidate the advance or if advance was an overpayment submit PPC Ticket to initiate collection process.

After 60 days overdue, PPC will run report and forward information to FINCEN for debt collection processing.