
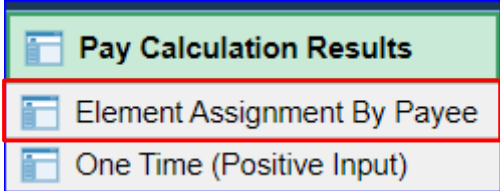


# Changing a Member's Advance Liquidation Amount

**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
1	<p>Prior to entering a change in the Advance Liquidation Schedule Amount, you will need to obtain the <b>Advance ID</b> number which is found in the member's Element Assignment By Payee (EABP) data.</p> <p>Click on the <b>Pay Processing Shortcuts</b> Tile.</p> 
1.5	<p>Select the <b>Element Assignment By Payee</b> option.</p> 

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# Changing a Member's Advance Liquidation Amount, Continued

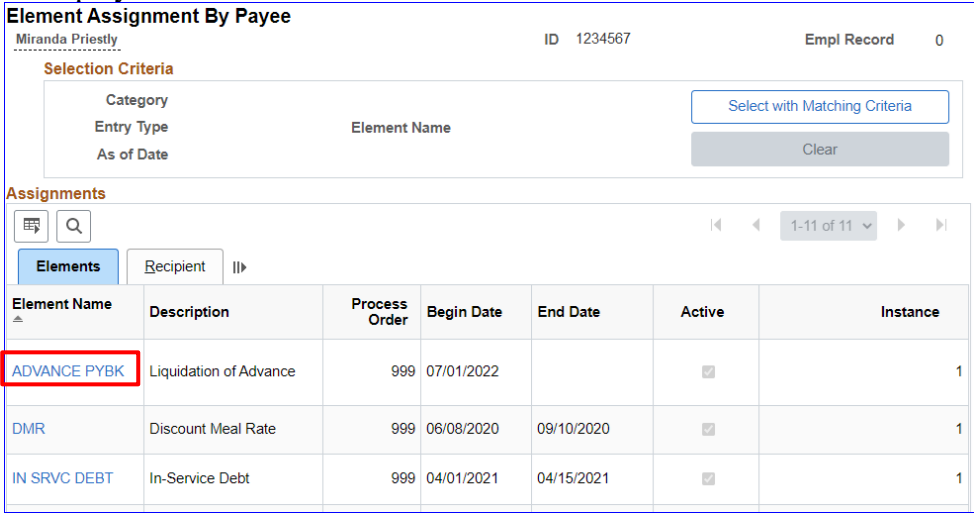
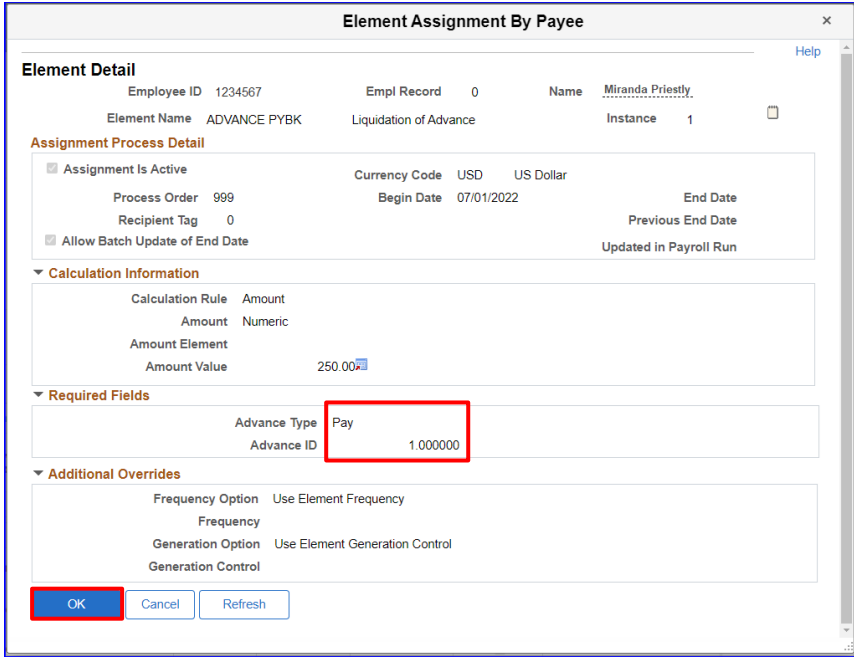
Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="328 528 1123 1312" style="border: 1px solid blue; padding: 5px;"> <p><b>Element Assignment By Payee</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center; border: 1px solid blue; background-color: #ADD8E6; width: fit-content; margin: 0 auto; padding: 2px;">Find an Existing Value</p> <p><b>▼ Search Criteria</b></p> <p>Empl ID begins with ▼ <span style="border: 1px solid red; padding: 2px;">1234567</span></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><span style="border: 1px solid red; background-color: #000080; color: white; padding: 2px 10px;">Search</span> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>

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# Changing a Member's Advance Liquidation Amount, Continued

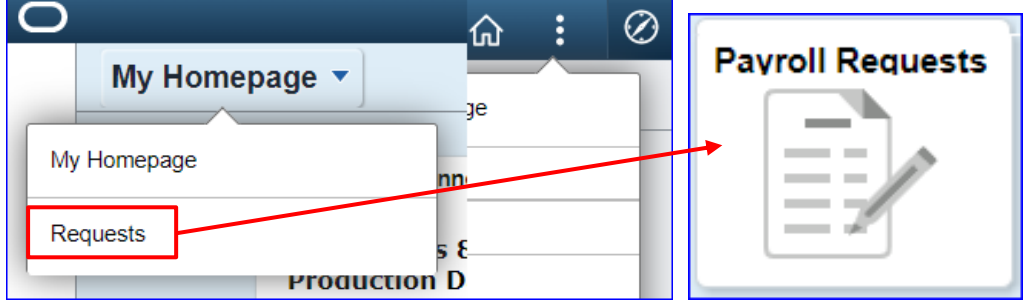
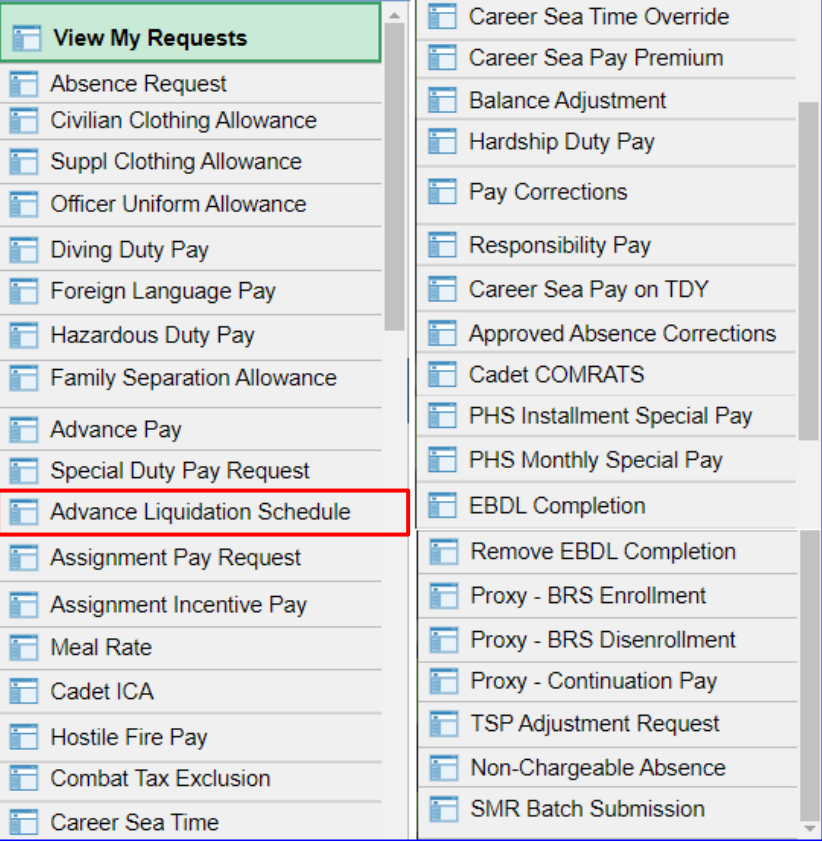
Procedures,  
continued

Step	Action																												
3	<p>Scroll through the list to locate the <b>Element Name</b> 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, 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 'ADVANCE PYBK' row is highlighted with a red box.</p> <table border="1" data-bbox="325 882 1302 1106"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2022</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>06/08/2020</td> <td>09/10/2020</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>04/01/2021</td> <td>04/15/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	ADVANCE PYBK	Liquidation of Advance	999	07/01/2022		<input checked="" type="checkbox"/>	1	DMR	Discount Meal Rate	999	06/08/2020	09/10/2020	<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	04/01/2021	04/15/2021	<input checked="" type="checkbox"/>	1
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4	<p>The Element Details of the advance will display. Locate and verify the correct <b>Advance Type</b> 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 <b>Advance ID</b> number. Click <b>OK</b> and return to DA's home page.</p>  <p>The screenshot shows the 'Element Detail' for 'ADVANCE PYBK' (Liquidation of Advance, Instance 1). Under 'Assignment Process Detail', 'Assignment Is Active' is checked, and 'Allow Batch Update of End Date' is also checked. Under 'Calculation Information', 'Amount Value' is 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 in red.</p>																												

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## Changing a Member's Advance Liquidation Amount, Continued

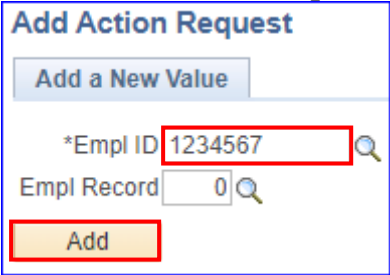
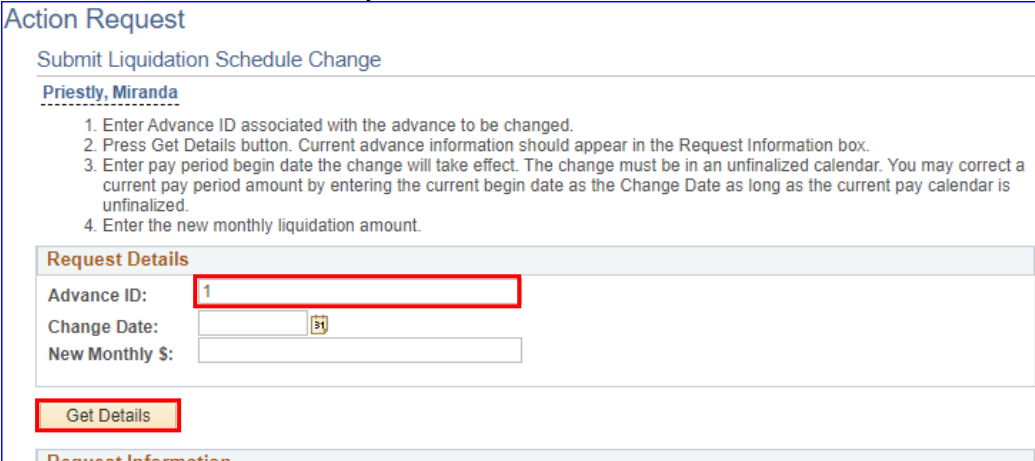
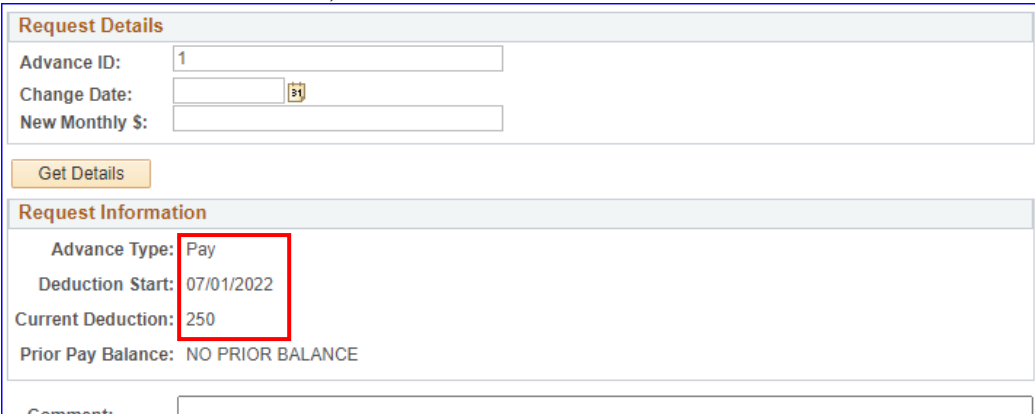
Procedures,  
continued

Step	Action
5	<p>Select <b>Requests</b> from the My Homepage drop-down. Click on the <b>Payroll Requests</b> Tile.</p> 
5.5	<p>Select the <b>Advance Liquidation Schedule</b> option.</p> 

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## Changing a Member's Advance Liquidation Amount, Continued

Procedures,  
continued

Step	Action
6	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled "Add Action Request". There is a button "Add a New Value". Below it, the field "*Empl ID" contains the value "1234567" and has a magnifying glass icon. Below that, the field "Empl Record" contains the value "0" and also has a magnifying glass icon. At the bottom, there is a yellow "Add" button.</p>
7	<p>The Submit Liquidation Schedule Change request will display. Enter the <b>Advance ID</b> obtained in Step 4 and click <b>Get Details</b>.</p>  <p>The screenshot shows a form titled "Action Request" with the sub-heading "Submit Liquidation Schedule Change". The name "Priestly, Miranda" is displayed. There are four numbered instructions: 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. Below the instructions is a "Request Details" section with fields for "Advance ID" (containing "1"), "Change Date" (with a calendar icon), and "New Monthly \$:". A yellow "Get Details" button is at the bottom.</p>
8	<p>The Request Information section will populate with the current <b>Advance Type</b>, the <b>Deduction Start</b> date, and the <b>Current Deduction</b> amount.</p>  <p>The screenshot shows the "Request Information" section. It contains the following fields: "Advance Type" with the value "Pay", "Deduction Start" with the value "07/01/2022", and "Current Deduction" with the value "250". Below these is the field "Prior Pay Balance" with the value "NO PRIOR BALANCE".</p>

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# Changing a Member's Advance Liquidation Amount, Continued

Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>Enter the <b>Change Date</b> the new Advance Liquidation is to begin (the date must be in an un-finalized pay calendar). Enter the <b>New Monthly \$</b> 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 1364 1086" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></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><b>Request Information</b></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><b>10</b></p>	<p>Enter <b>Comments</b> as appropriate and click <b>Submit</b>.</p> <div data-bbox="327 1153 1364 1892" style="border: 1px solid black; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Liquidation Schedule Change</p> <p><u>Priestly, Miranda</u></p> <ol style="list-style-type: none"> <li>1. Enter Advance ID associated with the advance to be changed.</li> <li>2. Press Get Details button. Current advance information should appear in the Request Information box.</li> <li>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.</li> <li>4. Enter the new monthly liquidation amount.</li> </ol> <div data-bbox="359 1400 1332 1568" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></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> </div> <div data-bbox="359 1579 1332 1758" style="border: 1px solid black; padding: 5px;"> <p><b>Request Information</b></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> </div> <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>

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# Changing a Member's Advance Liquidation Amount, Continued

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Procedures,  
continued

Step	Action
11	<p>The request status will update to <b>Pending</b> and will be routed to the SPO tree for approval.</p> <div data-bbox="327 600 1329 1055" style="border: 1px solid blue; padding: 5px;"><p>Submit   Resubmit   Withdraw</p><p>Request Status: <b>Pending</b> <span style="float: right;">View/Hide Comments</span></p><p>Approvers</p><div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"><p>Pending</p><p>Multiple Approvers</p><p>CGHRSUP for User's SPO</p></div><p>Comments</p><p><b>Miranda Priestly at 11/18/22 - 10:09 AM</b></p><p>Enter comments as appropriate.</p></div>

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