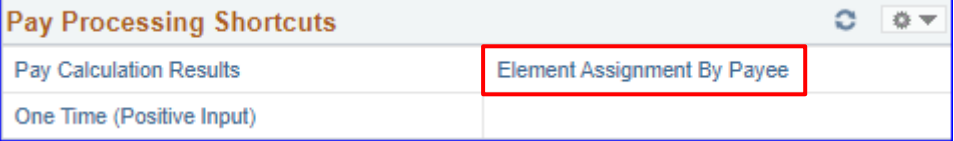
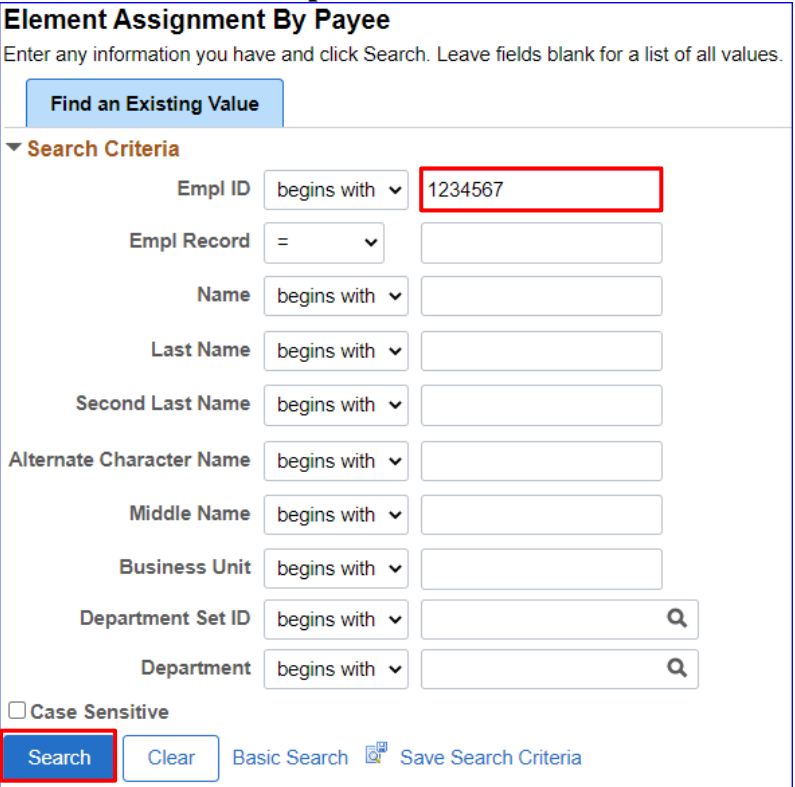


Changing a Member's Advance Liquidation Amount

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 \(series\)](#)

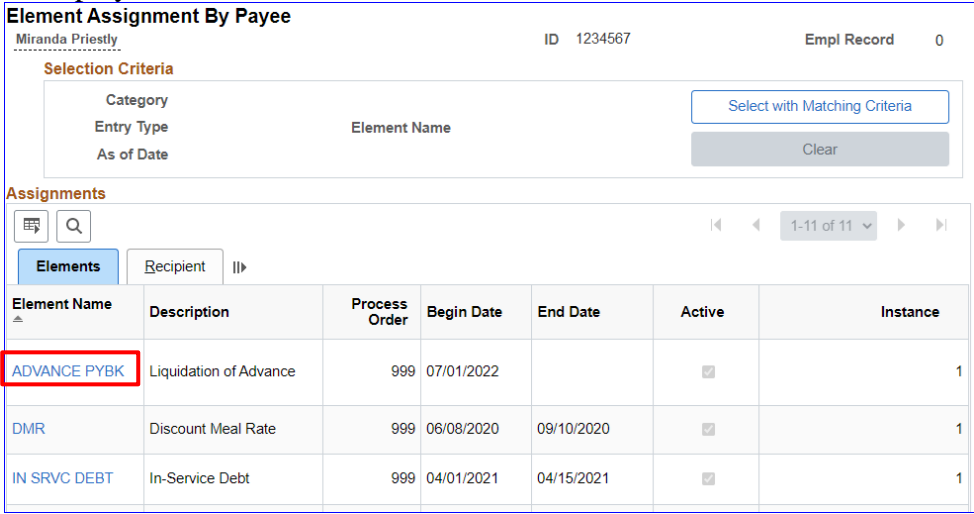
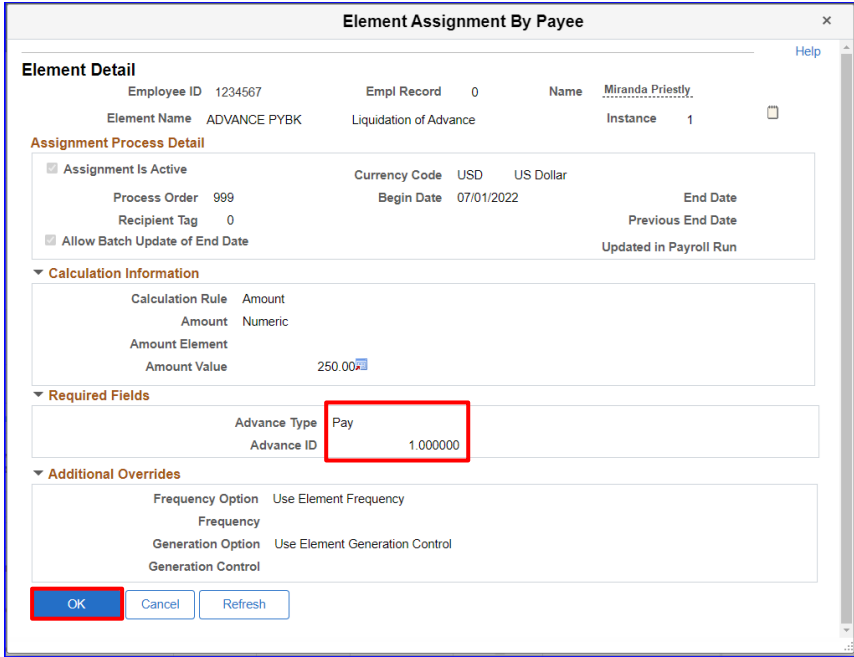
Procedures See below.

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 Element Assignment By Payee in the Pay Processing Shortcuts pagelet.</p> 
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p> 

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Changing a Member's Advance Liquidation Amount, Continued


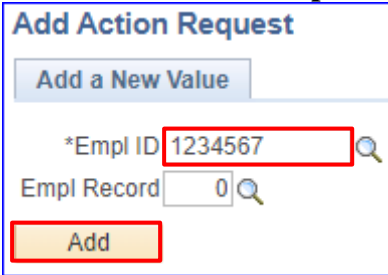
Procedures,
continued

Step	Action
3	<p>Scroll through the list to locate the 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>
4	<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). Under 'Assignment Process Detail', 'Assignment Is Active' is checked, and 'Process Order' is 999. 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. The 'OK' button is highlighted with a red box.</p>

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Changing a Member's Advance Liquidation Amount, Continued

Procedures,
continued

Step	Action
5	<p>Click Advance Liquidation Schedule from the Payroll Requests pagelet in the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a 'Self Service Requests' section with a refresh icon and a settings dropdown. It contains a grid of links: 'Submit an Absence Request', 'Non-Chargeable Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', 'PHS Submit Retirement Docs', 'Submit a Drill Request', and 'User Access Request'. Below this is a 'Payroll Requests' section, also with a refresh icon and settings dropdown. It contains a grid of links: 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Officer Uniform Allowance', 'Diving Duty Pay', 'Foreign Language Pay', 'Hazardous Duty Pay', 'Family Separation Allowance', 'Advance Pay', 'Advance Liquidation Schedule' (highlighted with a red box), 'Special Duty Pay Request', 'Assignment Incentive Pay', 'Assignment Pay Request', 'Meal Rate', and 'Cadet ICA'.</p>
6	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. At the top is a button 'Add a New Value'. Below it are two input fields: '*Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with the value '0' and a search icon. At the bottom is a button 'Add'.</p>

Continued on next page

Changing a Member's Advance Liquidation Amount, Continued

Procedures,
continued

Step	Action
7	<p>The Submit Liquidation Schedule Change request will display. Enter the Advance ID obtained in Step 4 and click Get Details.</p> <div data-bbox="327 595 1369 1059" style="border: 1px solid blue; 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 style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Advance ID: <input style="border: 2px solid red;" type="text" value="1"/></p> <p>Change Date: <input type="text" value="31"/></p> <p>New Monthly \$: <input type="text"/></p> </div> <p style="text-align: center; margin-top: 10px;"><input style="border: 2px solid red;" type="button" value="Get Details"/></p> <p>Request Information</p> </div>
8	<p>The Request Information section will populate with the current Advance Type, the Deduction Start date, and the Current Deduction amount.</p> <div data-bbox="327 1171 1369 1585" style="border: 1px solid blue; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Details</p> <p>Advance ID: <input type="text" value="1"/></p> <p>Change Date: <input type="text" value="31"/></p> <p>New Monthly \$: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Advance Type: <input style="border: 2px solid red;" type="text" value="Pay"/></p> <p>Deduction Start: <input style="border: 2px solid red;" type="text" value="07/01/2022"/></p> <p>Current Deduction: <input style="border: 2px solid red;" type="text" value="250"/></p> <p>Prior Pay Balance: NO PRIOR BALANCE</p> <p>Comment: <input type="text"/></p> </div> </div>

Continued on next page

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 1364 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 1364 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. <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>

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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> 