

# 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.

The screenshot shows the ETS main page interface. At the top left is the logo for 'e2Solutions'. The top navigation bar includes several menu items: 'MY E2', 'MY APPROVALS', 'TRAVEL FOR OTHERS', 'VIEW DOCUMENTS', 'ADMINISTRATION', and 'REPORTS'. The 'REPORTS' menu item is highlighted with a red rectangular box. Below the main navigation bar is a secondary navigation bar with options: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is divided into two columns. The left column features a section titled 'Start a Travel Document' with a globe icon. Below this title is a form with the text 'What would you like to do today?' followed by a dropdown menu currently set to 'Make Reservations' and a blue 'Go' button. The right column contains two sections: 'Bulletins' and 'Pending Approvals'. The 'Bulletins' section displays a light blue message box with an information icon and the text 'No urgent bulletins found.'.

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

The screenshot shows a software interface for a report library. At the top, there is a navigation bar with a home icon, the word 'Library', and dropdown menus for 'View' and 'Create'. Below this is a search bar containing the text 'overdue advance' and a search icon. To the right of the search bar, it says 'Sort By: Name Modified'. The main area displays a table of reports with two columns: 'Name' and 'Description'. The first row is highlighted in blue and contains the report 'DOC004I Overdue Trips (Interactive)'. The second row is 'DOC004R Overdue Trips'. The third and fourth rows are 'DOC015I Overdue Travel Advances by Traveler (Interactive)' and 'DOC015R Overdue Travel Advances by Traveler', both of which are highlighted with a red border in the image. The descriptions for the first two reports are identical: 'Authorized trips that end within a specified date range for which a final voucher has not been completed. Includes estimated trip cost and travel advance liquidation details.'

Name	Description
<a href="#">DOC004I Overdue Trips (Interactive)</a>	Authorized trips that end within a specified date range for which a final voucher has not been completed. Includes estimated trip cost and travel advance liquidation details.
<a href="#">DOC004R Overdue Trips</a>	Authorized trips that end within a specified date range for which a final voucher has not been completed. Includes estimated trip cost and travel advance liquidation details.
<a href="#">DOC015I Overdue Travel Advances by Traveler (Interactive)</a>	List of travelers with trips that have overdue travel advance balances.
<a href="#">DOC015R Overdue Travel Advances by Traveler</a>	List of travelers with trips that have overdue travel advance balances.

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'

**Input Controls**

\* Agencies: US Coast Guard (CG)

Organizations: COMMANDANT (98)

Major Customers: CG ACADEMY (CG46)

Minor Customers: ---

Traveler Last Name (Exact Match):

Days Overdue Minimum:

Days Overdue Maximum:

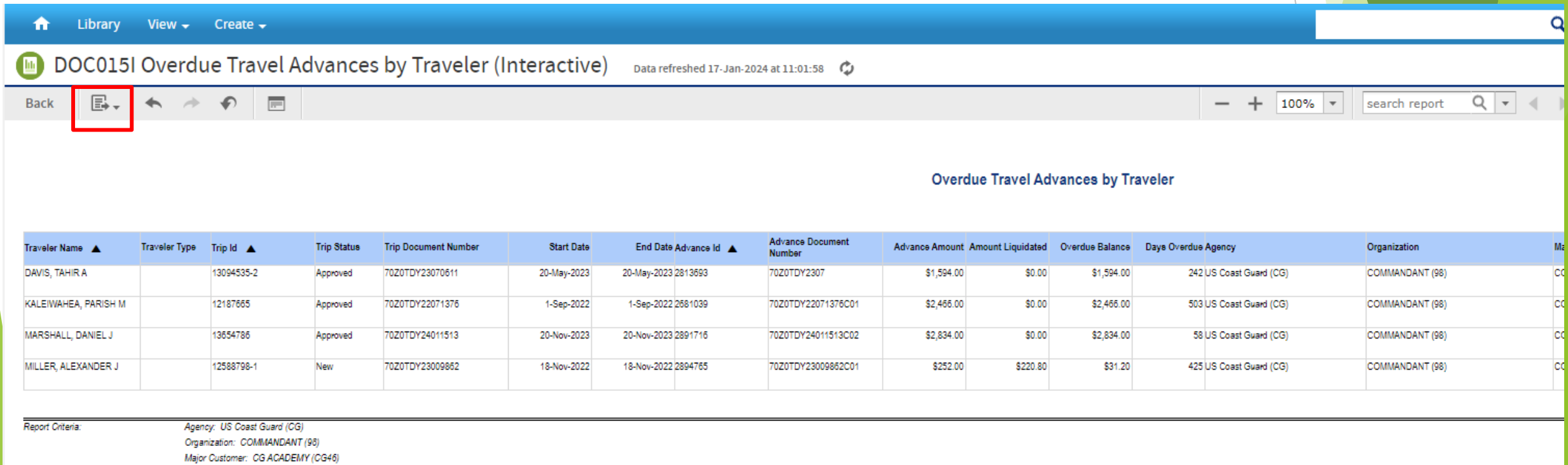
OK Apply Reset Cancel

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.



Library View Create

DOC015I Overdue Travel Advances by Traveler (Interactive) Data refreshed 17-Jan-2024 at 11:01:58

Back [Export Icon]

### Overdue Travel Advances by Traveler

Traveler Name ▲	Traveler Type	Trip Id ▲	Trip Status	Trip Document Number	Start Date	End Date	Advance Id ▲	Advance Document Number	Advance Amount	Amount Liquidated	Overdue Balance	Days Overdue	Agency	Organization	Ma
DAVIS, TAHIR A		13094535-2	Approved	70Z0TDY23070611	20-May-2023	20-May-2023	2813693	70Z0TDY2307	\$1,594.00	\$0.00	\$1,594.00	242	US Coast Guard (CG)	COMMANDANT (98)	CC
KALEIWAHEA, PARISH M		12187665	Approved	70Z0TDY22071376	1-Sep-2022	1-Sep-2022	2681039	70Z0TDY22071376C01	\$2,466.00	\$0.00	\$2,466.00	503	US Coast Guard (CG)	COMMANDANT (98)	CC
MARSHALL, DANIEL J		13654786	Approved	70Z0TDY24011513	20-Nov-2023	20-Nov-2023	2891716	70Z0TDY24011513C02	\$2,834.00	\$0.00	\$2,834.00	58	US Coast Guard (CG)	COMMANDANT (98)	CC
MILLER, ALEXANDER J		12588798-1	New	70Z0TDY23009862	18-Nov-2022	18-Nov-2022	2894765	70Z0TDY23009862C01	\$252.00	\$220.80	\$31.20	425	US Coast Guard (CG)	COMMANDANT (98)	CC

Report Criteria: Agency: US Coast Guard (CG)  
Organization: COMMANDANT (98)  
Major Customer: CG ACADEMY (CG46)