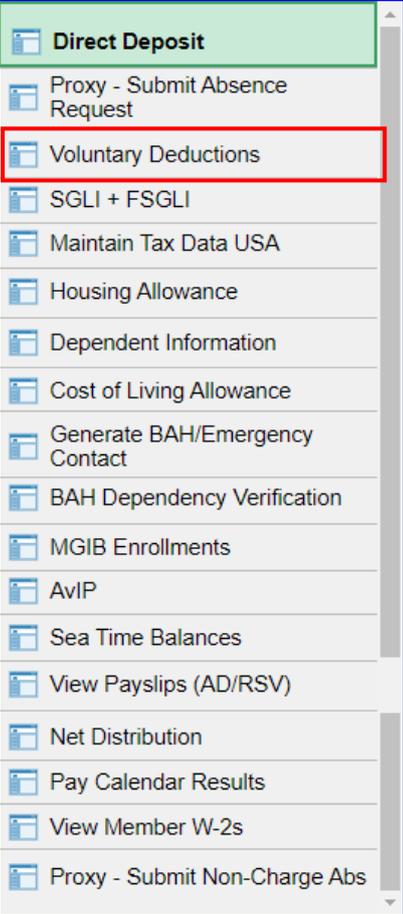# CG Exchange Allotment for Ditty Bag Bill

Introduction   This guide provides the procedures for the Recruit TRACEN SPO **only** to start an allotment to recoup money owed for a Ditty Bag.

Procedures   See below.

Step	Action
1	Click on the **Active/Reserve Pay** Tile.
2	Select the **Voluntary Deductions** option.

CG Exchange Allotment for Ditty Bag Bill, Continued

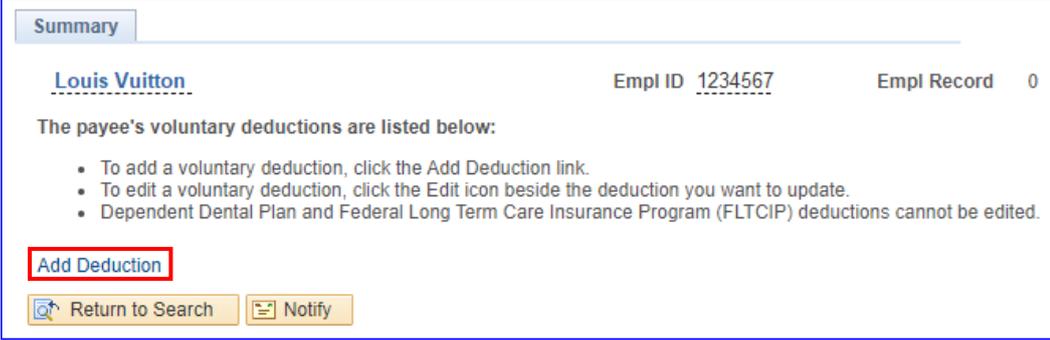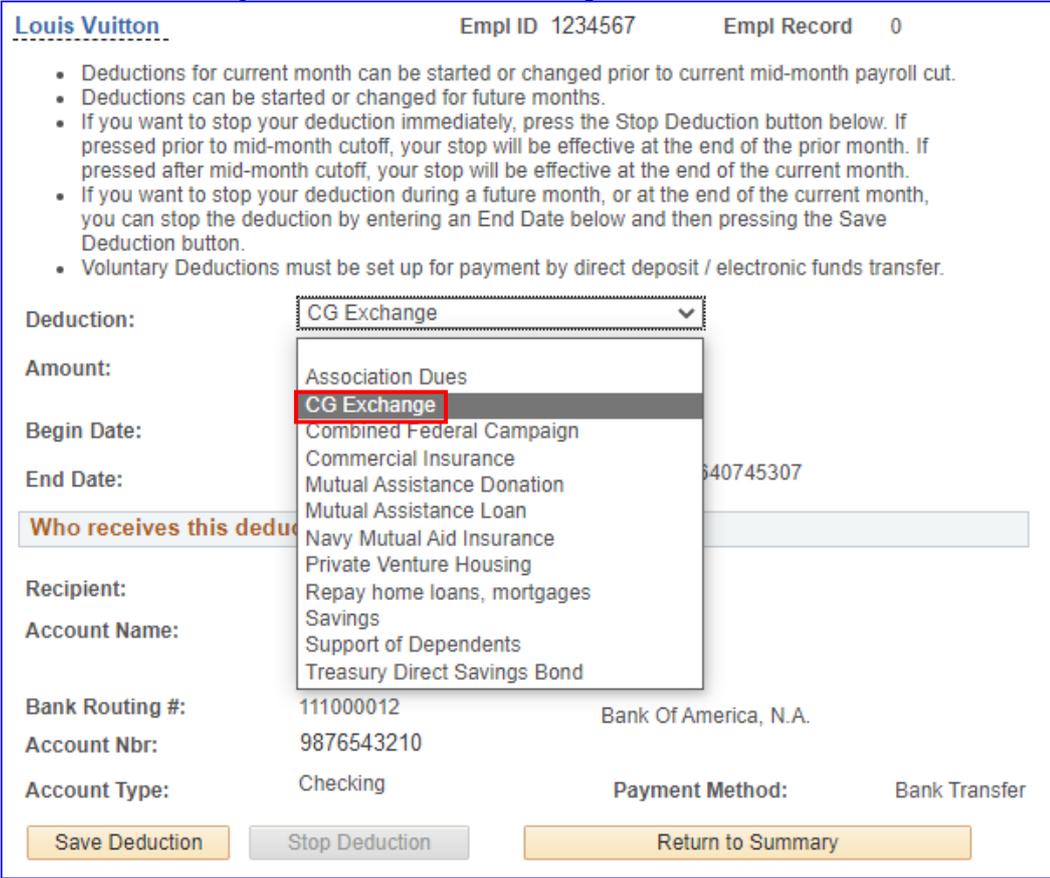**Procedures**, continued

Step	Action
3	The Earning/Deduction Override page will display. Enter the member's **Empl ID** and click **Search**.

CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,
continued

Step	Action
4	The Summary page will display. Select the **Add Deduction** link. **Summary** **Louis Vuitton** Empl ID 1234567 Empl Record 0 The payee's voluntary deductions are listed below: • To add a voluntary deduction, click the Add Deduction link. • To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. • Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. **Add Deduction** Return to Search Notify
5	Select CG Exchange from the **Deduction** drop-down. **Louis Vuitton** Empl ID 1234567 Empl Record 0 • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. Deduction: CG Exchange Amount: Association Dues **CG Exchange** Begin Date: Combined Federal Campaign Commercial Insurance End Date: Mutual Assistance Donation 540745307 Mutual Assistance Loan Who receives this dedu Navy Mutual Aid Insurance Private Venture Housing Recipient: Repay home loans, mortgages Savings Account Name: Support of Dependents Treasury Direct Savings Bond Bank Routing #: 111000012 Bank Of America, N.A. Account Nbr: 9876543210 Account Type: Checking Payment Method: Bank Transfer Save Deduction Stop Deduction Return to Summary

CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,
continued

Step	Action
6	Recipient information auto-populates, as well as the Policy #. Enter the **Amount** of the deduction (tabbing adds 4 zeros), the **Begin Date**, and the **End Date** (must be last day of the month). Click **Save Deduction**. **Louis Vuitton**　　　Empl ID 1234567　　　Empl Record　　0 • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. Deduction: CG Exchange Amount: 100.000000 Begin Date: 06/01/2023　　Type: End Date: 11/30/2023　　Policy #: 123456789 **Who receives this deduction** Recipient: 00799　Coast Guard Exchange Account Name: Coast Guard Exchange (799) Bank Routing #: 111000012　Bank Of America, N.A. Account Nbr: 9876543210 Account Type: Checking　　Payment Method: Bank Transfer [Save Deduction]　[Stop Deduction]　[Return to Summary]
7	This error message will appear if the End Date is **not** the end of the month. Click **OK**. End Date must be the last day of the month The PeopleCode program executed an Error statement, which has produced this message. [OK]

CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,
continued

Step	Action
8	The Summary page will display. The allotment can be edited using the **Pencil icon** and you can **Notify** the member via email from this page. If complete, click Return to Search.
9	To notify the member of the change, enter the member's email in the **To:** field and click **Ok** to exit the page or **Apply** to remain on the page.
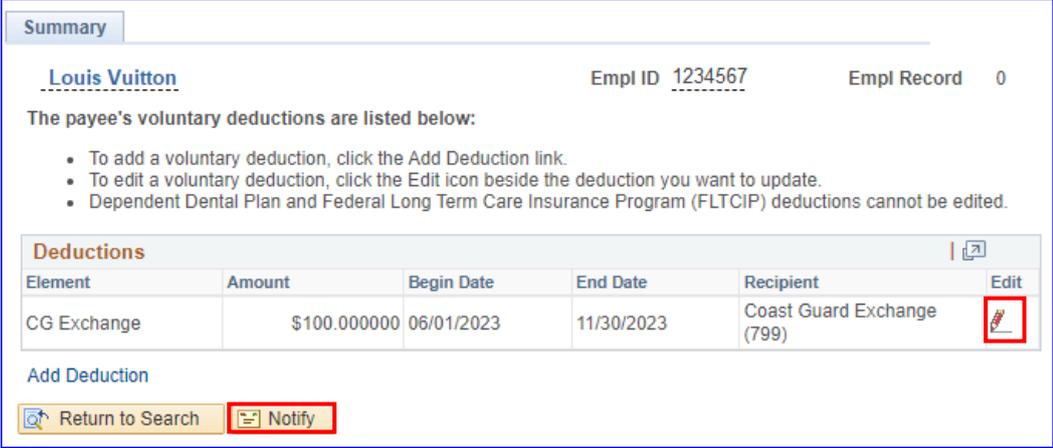
CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures, continued

Step	Action
10	To edit the information, the **Amount** can be updated. The deduction **Begin Date** and the **End Date** can also be updated. The **Stop Deduction** button is also available to cancel the deduction.
11	Verify the information updated correctly and click **Return to Search**.