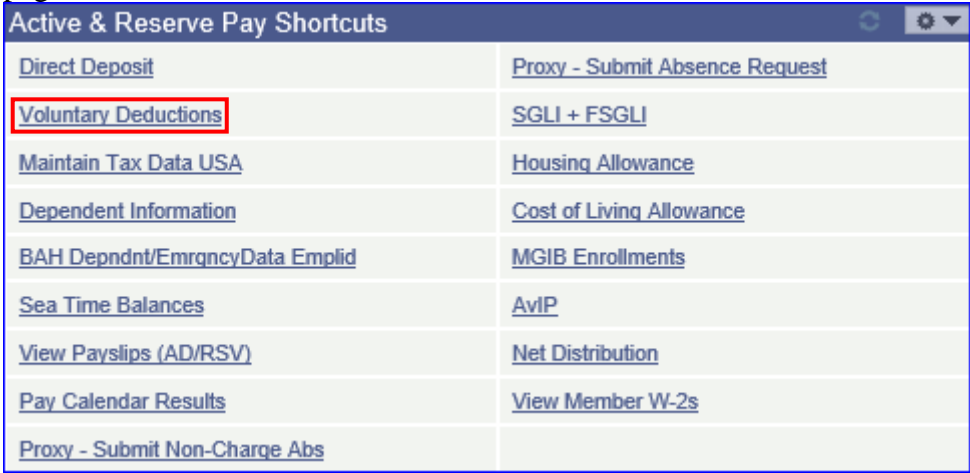
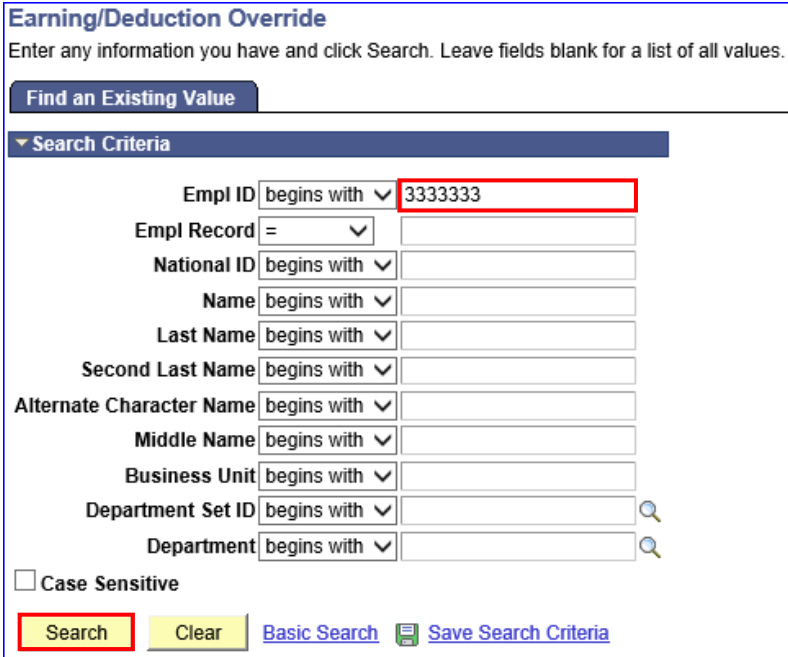


# CG Exchange Allotment for Ditty Bag Bill

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

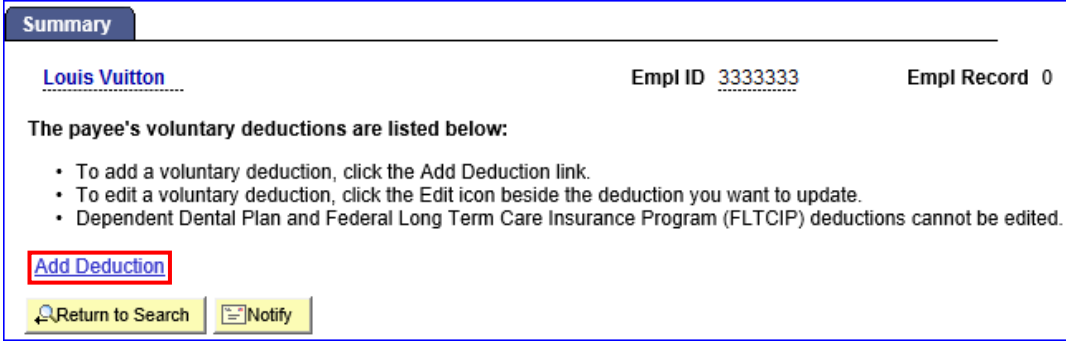
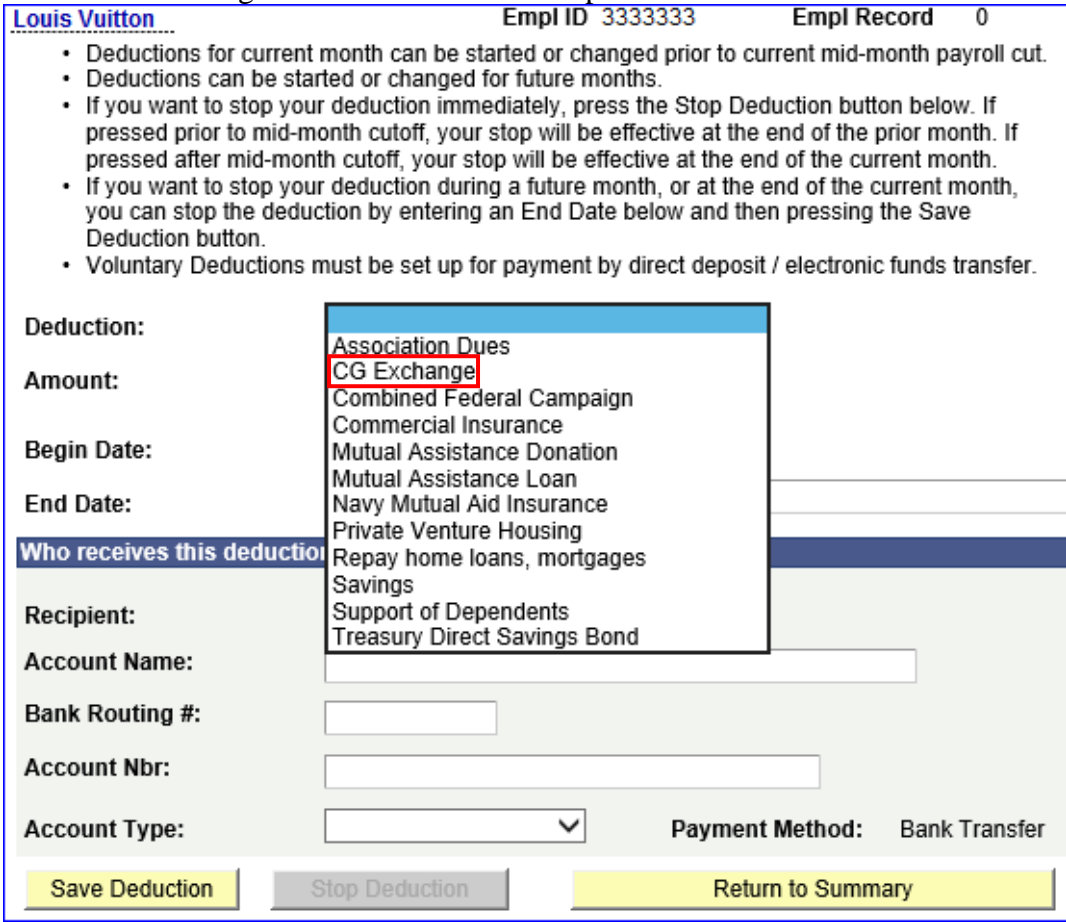
**Procedures** See below.

Step	Action
1	<p>Select the <b>Voluntary Deductions</b> link from the Active &amp; Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a grid of links under the heading 'Active &amp; Reserve Pay Shortcuts'. The link 'Voluntary Deductions' is highlighted with a red rectangular box. Other visible links include Direct Deposit, Proxy - Submit Absence Request, Maintain Tax Data USA, SGLI + FSGLI, Dependent Information, Housing Allowance, BAH Depndnt/EmrgncyData Emplid, Cost of Living Allowance, Sea Time Balances, MGIB Enrollments, View Payslips (AD/RSV), AvIP, Pay Calendar Results, Net Distribution, and Proxy - Submit Non-Charge Abs, View Member W-2s.</p>
2	<p>The Earning/Deduction Override page will display. Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the 'Earning/Deduction Override' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various dropdown menus, and a 'Search' button highlighted with a red box. The 'Empl ID' dropdown is set to 'begins with' and the value '3333333' is entered in the adjacent text field. Other dropdowns include Empl Record, National ID, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department. A 'Case Sensitive' checkbox is also present. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

*Continued on next page*

## CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,  
continued

Step	Action
3	<p>The Summary page will display. Select the <b>Add Deduction</b> link.</p> 
4	<p>Select CG Exchange from the <b>Deduction</b> drop-down.</p> 

Continued on next page

# CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,  
continued

Step	Action																																																																														
5	<p data-bbox="316 495 1375 600">Recipient information auto-populates, as well as the Policy #. Enter the <b>Amount</b> of the deduction (tabbing adds 4 zeros), the <b>Begin Date</b>, and the <b>End Date</b> (must be last day of the month). Click <b>Save Deduction</b>.</p> <div data-bbox="323 600 1383 1429"><table border="1"><tr><td colspan="2"><u>Louis Vuitton</u></td><td>Empl ID</td><td>3333333</td><td>Empl Record</td><td>0</td></tr><tr><td colspan="6"><ul style="list-style-type: none"><li>• Deductions for current month can be started or changed prior to current mid-month payroll cut.</li><li>• Deductions can be started or changed for future months.</li><li>• 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.</li><li>• 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.</li><li>• Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer.</li></ul></td></tr><tr><td>Deduction:</td><td colspan="5">CG Exchange ▾</td></tr><tr><td>Amount:</td><td colspan="5"><input type="text" value="100.000000"/></td></tr><tr><td>Begin Date:</td><td><input type="text" value="02/01/2019"/></td><td><input type="button" value="31"/></td><td>Type:</td><td colspan="2"></td></tr><tr><td>End Date:</td><td><input type="text" value="12/31/2019"/></td><td><input type="button" value="31"/></td><td>Policy #:</td><td colspan="2">9876543210</td></tr><tr><td colspan="6"><b>Who receives this deduction</b></td></tr><tr><td>Recipient:</td><td>00799</td><td colspan="4">Coast Guard Exchange (799)</td></tr><tr><td>Account Name:</td><td colspan="5">Coast Guard Exchange (799)</td></tr><tr><td>Bank Routing #:</td><td>123456789</td><td colspan="4">Bank Of America, N.A.</td></tr><tr><td>Account Nbr:</td><td colspan="5">0010203456789</td></tr><tr><td>Account Type:</td><td>Checking</td><td colspan="2">Payment Method:</td><td colspan="2">Bank Transfer</td></tr><tr><td colspan="6"><input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></td></tr></table></div>	<u>Louis Vuitton</u>		Empl ID	3333333	Empl Record	0	<ul style="list-style-type: none"><li>• Deductions for current month can be started or changed prior to current mid-month payroll cut.</li><li>• Deductions can be started or changed for future months.</li><li>• 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.</li><li>• 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.</li><li>• Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer.</li></ul>						Deduction:	CG Exchange ▾					Amount:	<input type="text" value="100.000000"/>					Begin Date:	<input type="text" value="02/01/2019"/>	<input type="button" value="31"/>	Type:			End Date:	<input type="text" value="12/31/2019"/>	<input type="button" value="31"/>	Policy #:	9876543210		<b>Who receives this deduction</b>						Recipient:	00799	Coast Guard Exchange (799)				Account Name:	Coast Guard Exchange (799)					Bank Routing #:	123456789	Bank Of America, N.A.				Account Nbr:	0010203456789					Account Type:	Checking	Payment Method:		Bank Transfer		<input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/>					
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6	<p data-bbox="316 1480 1375 1547">This error message will appear if the End Date is <b>not</b> the end of the month. Click <b>OK</b>.</p> <div data-bbox="323 1547 1383 1848"><table border="1"><tr><td><p data-bbox="339 1563 459 1592"><b>Message</b></p><p data-bbox="339 1626 807 1655">End Date must be the last day of the month</p><p data-bbox="339 1677 1318 1706">The PeopleCode program executed an Error statement, which has produced this message.</p><p data-bbox="770 1749 906 1787"><input type="button" value="OK"/></p></td></tr></table></div>	<p data-bbox="339 1563 459 1592"><b>Message</b></p> <p data-bbox="339 1626 807 1655">End Date must be the last day of the month</p> <p data-bbox="339 1677 1318 1706">The PeopleCode program executed an Error statement, which has produced this message.</p> <p data-bbox="770 1749 906 1787"><input type="button" value="OK"/></p>																																																																													
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## CG Exchange Allotment for Ditty Bag Bill, Continued

Procedures,  
continued

Step	Action																		
7	<p>The Summary page will display. The allotment can be edited using the <b>Pencil icon</b> and you can <b>Notify</b> the member via email from this page. Click the <b>Pencil icon</b> to see what fields are editable.</p> <div data-bbox="320 600 1385 1041" style="border: 1px solid black; padding: 5px;"> <p><b>Summary</b></p> <p><u>Louis Vuitton</u> <span style="float: right;">Empl ID <u>3333333</u>      Empl Record <u>0</u></span></p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> <li>To add a voluntary deduction, click the Add Deduction link.</li> <li>To edit a voluntary deduction, click the Edit icon beside the deduction you want to update.</li> <li>Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited.</li> </ul> <table border="1" data-bbox="325 831 1380 943"> <thead> <tr> <th colspan="6" style="background-color: #4a7ebb; color: white;">Deductions</th> </tr> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>CG Exchange</td> <td>\$100.000000</td> <td>02/01/2019</td> <td>12/31/2019</td> <td>Coast Guard Exchange (799)</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p><a href="#">Add Deduction</a></p> <p><a href="#">Return to Search</a> <span style="border: 1px solid red; padding: 2px;"></span></p> </div>	Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	CG Exchange	\$100.000000	02/01/2019	12/31/2019	Coast Guard Exchange (799)	
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8	<p>The <b>Amount</b> can be updated. The deduction begin date (<b>Change this deduction on</b>) and the <b>End Date</b> can also be updated. The <b>Stop Deduction</b> button is also available to cancel the deduction.</p> <div data-bbox="320 1178 1222 1899" style="border: 1px solid black; padding: 5px;"> <p><u>Louis Vuitton</u> <span style="float: right;">Empl ID <u>3333333</u>      Empl Record <u>0</u></span></p> <ul style="list-style-type: none"> <li>Deductions for current month can be started or changed prior to current mid-month payroll cut.</li> <li>Deductions can be started or changed for future months.</li> <li>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.</li> <li>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.</li> <li>Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer.</li> </ul> <p>Deduction: CG Exchange</p> <p>Amount: <span style="border: 1px solid red; padding: 2px;">50.000000</span></p> <p>Change this deduction on: <span style="border: 1px solid red; padding: 2px;">03/01/2019</span>       Type:</p> <p>End Date: <span style="border: 1px solid red; padding: 2px;">11/30/2019</span>       Policy #: 9876543210</p> <p><b>Who receives this deduction</b></p> <p>Recipient: 00799      Coast Guard Exchange (799)</p> <p>Account Name: Coast Guard Exchange (799)</p> <p>Bank Routing #: 123456789      Bank Of America, N.A.</p> <p>Account Nbr: 0010203456789</p> <p>Account Type: Checking      Payment Method: Bank Transfer</p> <p><a href="#">Save Deduction</a> <span style="border: 1px solid red; padding: 2px;"><a href="#">Stop Deduction</a></span> <span style="float: right;"><a href="#">Return to Summary</a></span></p> </div>																		