

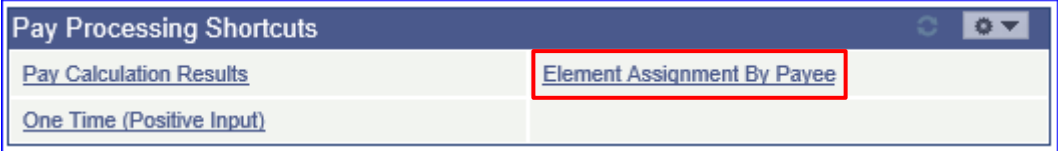
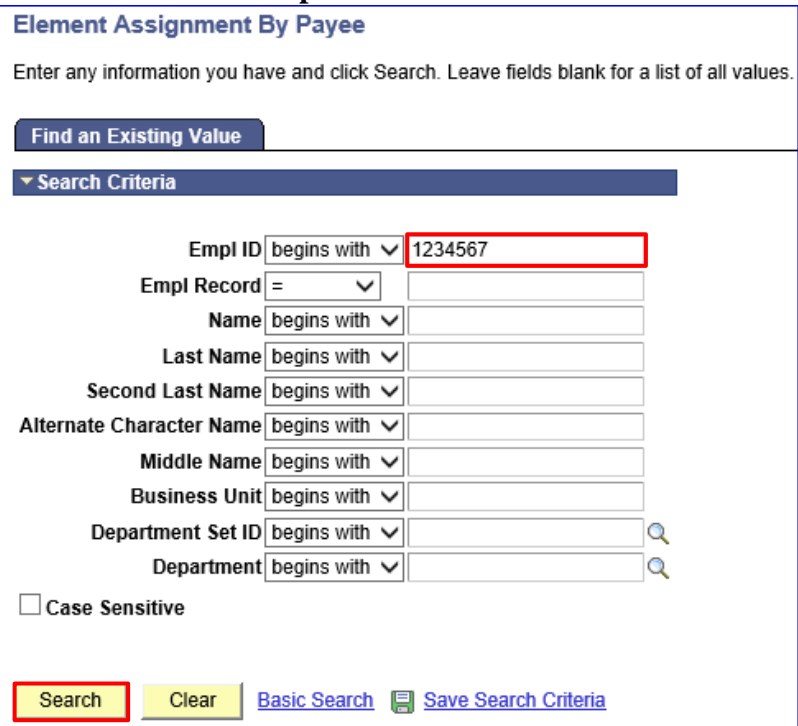
Verifying the Remaining Balance of an Advance

Introduction This guide provides the procedures for a SPO to verify the remaining balance of an Advance payment in Direct Access (DA).

OTPI and EABP A request for an Advance payment is unique in that it creates a One Time Positive Input (OTPI), which establishes the Advance payment and an Element Assignment By Payee (EABP), which liquidates the Advance payment.

Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

Procedures See below.

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

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

Procedures,
continued

Step	Action																																																																																				
3	<p>The Element Assignment By Payee page will display. Scroll through the list of assignments to locate the Element Name ADVANCE PYBK. Click ADVANCE PYBK to display the details of the advance.</p> <p>In this example, the member received Advance Pay (Instance 2 – see Step 4) and Advance BAH (Instance 3 – see Step 5).</p> <div style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Frances Fratelli ID 1234567 Empl Record 0</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Selection Criteria</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category</td> <td></td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> </tr> <tr> <td>As of Date</td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Select with Matching Criteria"/> <input type="button" value="Clear"/> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: left;">Assignments</th> <th style="text-align: right;">Personalize Find First 1-39 of 39 Last</th> </tr> <tr> <th style="text-align: left;">Elements</th> <th style="text-align: left;">Recipient</th> <th colspan="5"></th> </tr> <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>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2015</td> <td>12/31/2015</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">2</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2018</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">7</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>08/31/2017</td> <td>10/01/2017</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>08/01/2015</td> <td>08/31/2015</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2017</td> <td>02/28/2017</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">2</td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2015</td> <td>07/31/2016</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2018</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">2</td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2018</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Add New Assignment"/> Deduction Recipients</p> <p style="margin-top: 5px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> </div>	Category		Entry Type	Element Name	As of Date		Assignments							Personalize Find First 1-39 of 39 Last	Elements	Recipient						Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	TRICARE DEP	Tricare Dependent Dental	999	01/01/2015	12/31/2015	✓	2	TRICARE DEP	Tricare Dependent Dental	999	04/01/2018		✓	7	FSA	Family Separation Allowance	999	08/31/2017	10/01/2017	✓	1	IN SRVC DEBT	In-Service Debt	999	08/01/2015	08/31/2015	✓	1	IN SRVC DEBT	In-Service Debt	999	02/01/2017	02/28/2017	✓	2	ADVANCE PYBK	Liquidation of Advance	999	07/01/2015	07/31/2016	✓	1	ADVANCE PYBK	Liquidation of Advance	999	07/01/2018		✓	2	ADVANCE PYBK	Liquidation of Advance	999	07/01/2018		✓	3
Category																																																																																					
Entry Type	Element Name																																																																																				
As of Date																																																																																					
Assignments							Personalize Find First 1-39 of 39 Last																																																																														
Elements	Recipient																																																																																				
Element Name	Description	Process Order	Begin Date	End Date	Active	Instance																																																																															
TRICARE DEP	Tricare Dependent Dental	999	01/01/2015	12/31/2015	✓	2																																																																															
TRICARE DEP	Tricare Dependent Dental	999	04/01/2018		✓	7																																																																															
FSA	Family Separation Allowance	999	08/31/2017	10/01/2017	✓	1																																																																															
IN SRVC DEBT	In-Service Debt	999	08/01/2015	08/31/2015	✓	1																																																																															
IN SRVC DEBT	In-Service Debt	999	02/01/2017	02/28/2017	✓	2																																																																															
ADVANCE PYBK	Liquidation of Advance	999	07/01/2015	07/31/2016	✓	1																																																																															
ADVANCE PYBK	Liquidation of Advance	999	07/01/2018		✓	2																																																																															
ADVANCE PYBK	Liquidation of Advance	999	07/01/2018		✓	3																																																																															

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

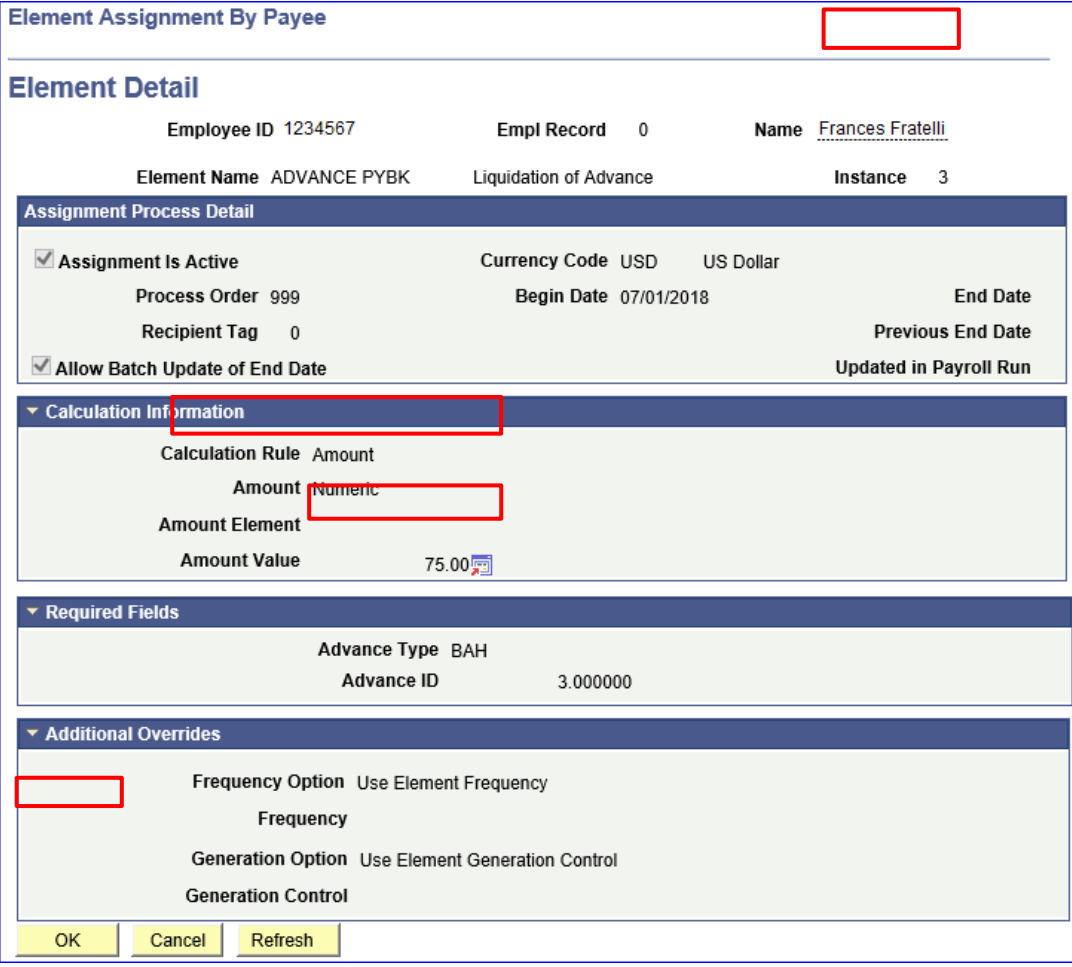
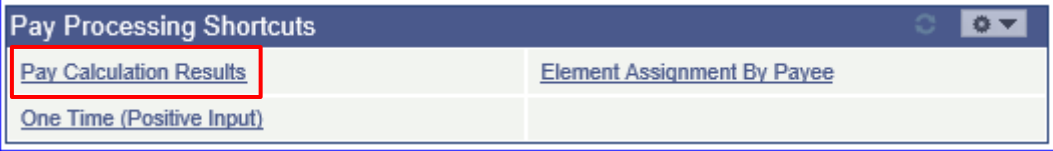
Procedures,
continued

Step	Action
4	<p>The Element Details will display for Instance 2 – Advance Pay (see step 5 to view the Element Details for the Advance BAH). Make a note of the Amount Value (this is the monthly repayment amount) and the Advance Type. Click OK to return to the EABP assignment list. If no further Advances need to be reviewed, click the Home button to return to DA’s main page.</p> <div data-bbox="320 613 1398 1574" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Frances Fratelli</u></p> <p>Element Name ADVANCE PYBK Liquidation of Advance Instance 2</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 07/01/2018 End Date</p> <p>Recipient Tag 0 Previous End Date</p> <p><input checked="" type="checkbox"/> Allow Batch Update of End Date Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount Numeric</p> <p>Amount Element</p> <p>Amount Value 166.67</p> <p>Required Fields</p> <p>Advance Type Pay</p> <p>Advance ID 2.000000</p> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p>OK Cancel Refresh</p> </div>

Continued on next page

Verifying the Remaining Balance of an Advance, Continued



Procedures,
continued

Step	Action
5	<p>The Element Details will display for Instance 3 – Advance BAH. Make a note of the Amount Value and the Advance Type. Click OK to return to the EABP assignment list. If no further Advances need to be reviewed, click the Home button to return to DA’s main page.</p> 
6	<p>Select Pay Calculations Results from the Pay Processing Shortcuts pagelet.</p> 

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

Procedures,
continued

Step	Action																				
7	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="320 465 1171 981" style="border: 1px solid blue; padding: 5px;"> <p>Results by Calendar Group</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Calendar Group ID begins with ▼ <input type="text"/> 🔍</p> <p>Name begins with ▼ <input type="text"/></p> <p>Search Clear Basic Search  Save Search Criteria</p> </div>																				
8	<p>Select the most recent Calendar Group from the Search Results.</p> <div data-bbox="320 1055 1219 1839" style="border: 1px solid blue; padding: 5px;"> <p>Results by Calendar Group</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/> ✕</p> <p>Empl Record = ▼ <input type="text" value="0"/></p> <p>Calendar Group ID begins with ▼ <input type="text" value="C118110"/> 🔍</p> <p>Name begins with ▼ <input type="text"/></p> <p>Search Clear Basic Search  Save Search Criteria</p> <p>Search Results</p> <p>View All First ◀ 1-83 of 83 ▶ Last</p> <table border="1" data-bbox="328 1697 1086 1832"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Payment Date</th> <th>Calendar Group ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>11/15/2018</td> <td>C118110</td> <td>Frances Fratelli</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/01/2018</td> <td>C118101</td> <td>Frances Fratelli</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>10/15/2018</td> <td>C118100</td> <td>Frances Fratelli</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	11/15/2018	C118110	Frances Fratelli	1234567	0	11/01/2018	C118101	Frances Fratelli	1234567	0	10/15/2018	C118100	Frances Fratelli
Empl ID	Empl Record	Payment Date	Calendar Group ID	Name																	
1234567	0	11/15/2018	C118110	Frances Fratelli																	
1234567	0	11/01/2018	C118101	Frances Fratelli																	
1234567	0	10/15/2018	C118100	Frances Fratelli																	

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

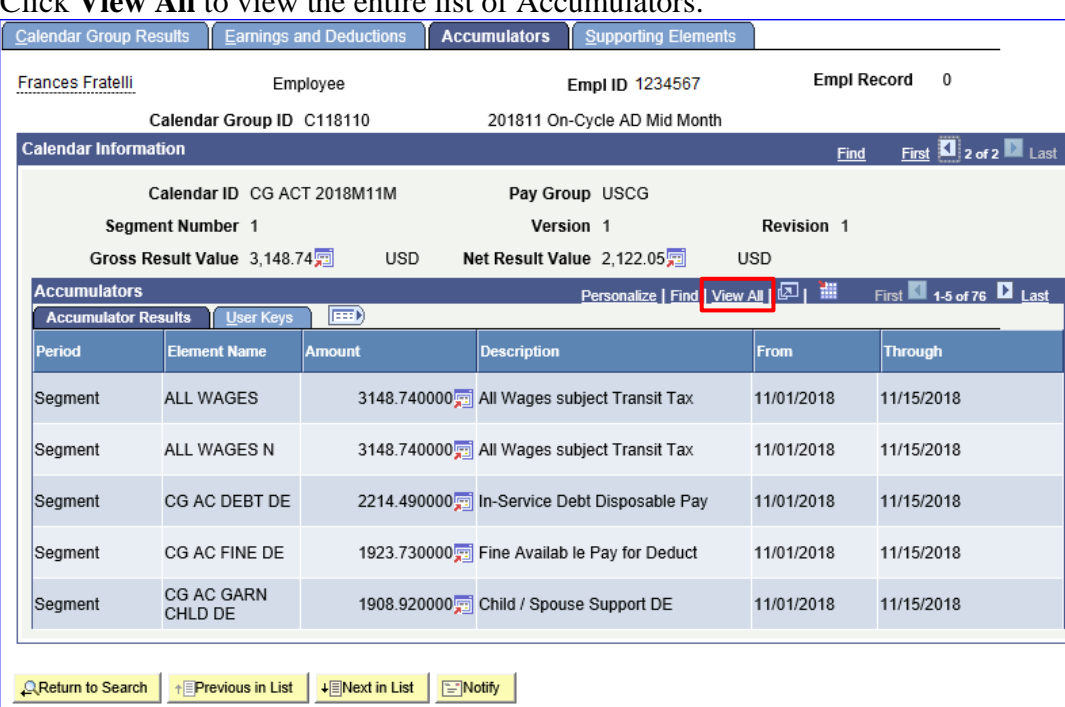

Procedures,
continued

Step	Action
9	<p>Select the Accumulators tab.</p>
10	<p>Click Last to move to the latest Calendar Information.</p>

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

Procedures,
continued

Step	Action																																																
11	<p>Click View All to view the entire list of Accumulators.</p>  <p>The screenshot shows the 'Accumulators' section for employee Frances Fratelli. The 'View All' button is highlighted with a red box. The table below lists the accumulators:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Segment</td> <td>ALL WAGES</td> <td>3148.740000</td> <td>All Wages subject Transit Tax</td> <td>11/01/2018</td> <td>11/15/2018</td> </tr> <tr> <td>Segment</td> <td>ALL WAGES N</td> <td>3148.740000</td> <td>All Wages subject Transit Tax</td> <td>11/01/2018</td> <td>11/15/2018</td> </tr> <tr> <td>Segment</td> <td>CG AC DEBT DE</td> <td>2214.490000</td> <td>In-Service Debt Disposable Pay</td> <td>11/01/2018</td> <td>11/15/2018</td> </tr> <tr> <td>Segment</td> <td>CG AC FINE DE</td> <td>1923.730000</td> <td>Fine Availab le Pay for Deduct</td> <td>11/01/2018</td> <td>11/15/2018</td> </tr> <tr> <td>Segment</td> <td>CG AC GARN CHLD DE</td> <td>1908.920000</td> <td>Child / Spouse Support DE</td> <td>11/01/2018</td> <td>11/15/2018</td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Segment	ALL WAGES	3148.740000	All Wages subject Transit Tax	11/01/2018	11/15/2018	Segment	ALL WAGES N	3148.740000	All Wages subject Transit Tax	11/01/2018	11/15/2018	Segment	CG AC DEBT DE	2214.490000	In-Service Debt Disposable Pay	11/01/2018	11/15/2018	Segment	CG AC FINE DE	1923.730000	Fine Availab le Pay for Deduct	11/01/2018	11/15/2018	Segment	CG AC GARN CHLD DE	1908.920000	Child / Spouse Support DE	11/01/2018	11/15/2018												
Period	Element Name	Amount	Description	From	Through																																												
Segment	ALL WAGES	3148.740000	All Wages subject Transit Tax	11/01/2018	11/15/2018																																												
Segment	ALL WAGES N	3148.740000	All Wages subject Transit Tax	11/01/2018	11/15/2018																																												
Segment	CG AC DEBT DE	2214.490000	In-Service Debt Disposable Pay	11/01/2018	11/15/2018																																												
Segment	CG AC FINE DE	1923.730000	Fine Availab le Pay for Deduct	11/01/2018	11/15/2018																																												
Segment	CG AC GARN CHLD DE	1908.920000	Child / Spouse Support DE	11/01/2018	11/15/2018																																												
12	<p>Scroll through the list of accumulators and locate the Element: CG AC ADVANCE. Click the Expand icon to display additional details.</p>  <p>The screenshot shows the 'Accumulators' section with 'CG AC ADVANCE' highlighted in a red box. The 'Expand' icon (a double arrow) is also highlighted with a red box. The table below lists the accumulators:</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>TOTAL TAXES YTD</td> <td>6878.000000</td> <td>Total Taxes YTD</td> <td>01/01/2018</td> <td>12/31/2018</td> </tr> <tr> <td>Custom Period</td> <td>CG AC ADVANCE</td> <td>3249.980000</td> <td>Advance Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC ADVANCE</td> <td>562.500000</td> <td>Advance Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC MGIB BAL</td> <td>1200.000000</td> <td>MGIB Basic Balance</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC OASDI PRMM</td> <td>139.290000</td> <td>OASDI Previous Month</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>FWT AC PRMM</td> <td>133.710000</td> <td>FWT Previous Month Value</td> <td>01/01/2004</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>GRN BALANCE</td> <td>9534.000000</td> <td>Garnishment Balance</td> <td>01/01/2018</td> <td></td> </tr> </tbody> </table>	Period	Element Name	Amount	Description	From	Through	Year to Date	TOTAL TAXES YTD	6878.000000	Total Taxes YTD	01/01/2018	12/31/2018	Custom Period	CG AC ADVANCE	3249.980000	Advance Balance	01/01/2004		Custom Period	CG AC ADVANCE	562.500000	Advance Balance	01/01/2004		Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004		Custom Period	CG AC OASDI PRMM	139.290000	OASDI Previous Month	01/01/2004		Custom Period	FWT AC PRMM	133.710000	FWT Previous Month Value	01/01/2004		Custom Period	GRN BALANCE	9534.000000	Garnishment Balance	01/01/2018	
Period	Element Name	Amount	Description	From	Through																																												
Year to Date	TOTAL TAXES YTD	6878.000000	Total Taxes YTD	01/01/2018	12/31/2018																																												
Custom Period	CG AC ADVANCE	3249.980000	Advance Balance	01/01/2004																																													
Custom Period	CG AC ADVANCE	562.500000	Advance Balance	01/01/2004																																													
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004																																													
Custom Period	CG AC OASDI PRMM	139.290000	OASDI Previous Month	01/01/2004																																													
Custom Period	FWT AC PRMM	133.710000	FWT Previous Month Value	01/01/2004																																													
Custom Period	GRN BALANCE	9534.000000	Garnishment Balance	01/01/2018																																													

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

Procedures,
continued

Step	Action																																													
<p>13</p>	<p>The Amount shown is the remaining balance the member owes on the advance.</p> <p>User Key 1 reflects the Type of Advance:</p> <ul style="list-style-type: none"> • P – Advance Pay • B – Advance BAH • O – Advance OHA <p>User Key 2 indicates the Instance number (in this example, Advance Pay was processed in Instance 2 and Advance BAH was processed in Instance 3).</p> <div data-bbox="316 763 1396 1344" style="border: 1px solid black; padding: 5px;"> <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Frances Fratelli Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C118110 201811 On-Cycle AD Mid Month</p> <p>Calendar Information</p> <p>Calendar ID CG ACT 2018M11M Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 3,148.74 USD Net Result Value 2,122.05 USD</p> <p>Accumulators Personalize Filter</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Period</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>From</th> <th>Through</th> <th>User Key 1</th> <th>User Key 2</th> <th>User Key 3</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>TOTAL TAXES YTD</td> <td>6878.000000</td> <td>Total Taxes YTD</td> <td>01/01/2018</td> <td>12/31/2018</td> <td></td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Custom Period</td> <td>CG AC ADVANCE</td> <td>3249.980000</td> <td>Advance Balance</td> <td>01/01/2004</td> <td></td> <td>P</td> <td>000000000002</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Custom Period</td> <td>CG AC ADVANCE</td> <td>562.500000</td> <td>Advance Balance</td> <td>01/01/2004</td> <td></td> <td>B</td> <td>000000000003</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC MGIB BAL</td> <td>1200.000000</td> <td>MGIB Basic Balance</td> <td>01/01/2004</td> <td></td> <td></td> <td>000000000001</td> <td></td> </tr> </tbody> </table> <p style="text-align: left; margin-top: 5px;"> Return to Search Previous in List Next in List Notify </p> </div>	Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3	Year to Date	TOTAL TAXES YTD	6878.000000	Total Taxes YTD	01/01/2018	12/31/2018				Custom Period	CG AC ADVANCE	3249.980000	Advance Balance	01/01/2004		P	000000000002		Custom Period	CG AC ADVANCE	562.500000	Advance Balance	01/01/2004		B	000000000003		Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004			000000000001	
Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3																																						
Year to Date	TOTAL TAXES YTD	6878.000000	Total Taxes YTD	01/01/2018	12/31/2018																																									
Custom Period	CG AC ADVANCE	3249.980000	Advance Balance	01/01/2004		P	000000000002																																							
Custom Period	CG AC ADVANCE	562.500000	Advance Balance	01/01/2004		B	000000000003																																							
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004			000000000001																																							
<p>14</p>	<p>Once the advance has been collected in full, the EABP will reflect an End Date and the advance will no longer be displayed in the Accumulator Custom Section; unlike In-Service debts, which remain in the Accumulator Custom Section with the total amount paid towards the debt.</p> <p>Note: To determine the end date of when the advance will be collected in full: Take the remaining balance and divide by the monthly repayment amount shown on the EABP (see steps 4 & 5).</p> <p>For example, the remaining Advance BAH amount is \$562.50 and the monthly repayment is \$75.00 = $562.50/75 = 7.5$ months remaining. The remaining Advance Pay amount is \$3249.98 and the monthly repayment is \$166.67 = $3249.98/166.67 = 19.5$ months remaining.</p>																																													