
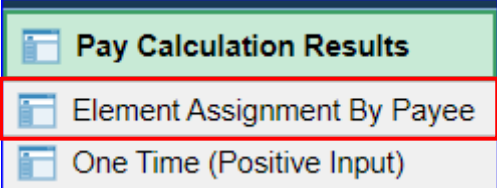


# Verifying the Remaining Balance of an Advance

**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 total Advance payment amount and an Element Assignment By Payee (EABP), which liquidates the Advance payment.

**Procedures** See below.

Step	Action
1	Click on the <b>Pay Processing Shortcuts</b> Tile. 
1.5	Select the <b>Element Assignment By Payee</b> option. 

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## Verifying the Remaining Balance of an Advance, Continued

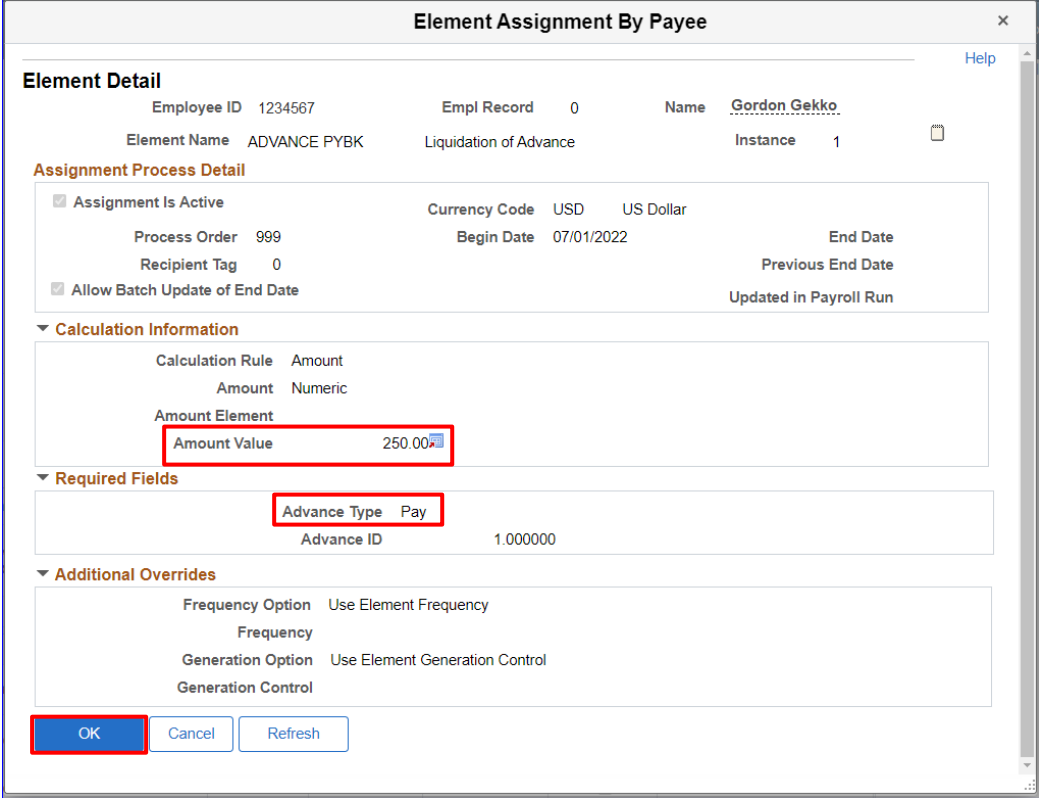
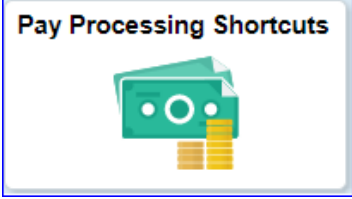
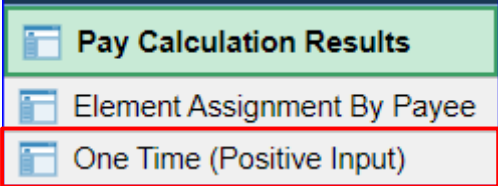
Procedures,  
continued

Step	Action																												
<p><b>2</b></p>	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="331 488 1062 1211" style="border: 1px solid black; padding: 5px;"> <p><b>Element Assignment By Payee</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p><b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div>																												
<p><b>3</b></p>	<p>The Element Assignment By Payee page will display. Sort by the <b>Element Name</b> to bring ADVANCE PYBK to the top of the list. Click the <b>ADVANCE PYBK</b> link.</p> <div data-bbox="323 1339 1369 1899" style="border: 1px solid black; padding: 5px;"> <p><b>Element Assignment By Payee</b> Gordon Gekko ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></p> <p>Category <input type="text"/> <input type="button" value="Select with Matching Criteria"/></p> <p>Entry Type <input type="text"/> Element Name <input type="text"/></p> <p>As of Date <input type="text"/> <input type="button" value="Clear"/></p> <p><b>Assignments</b></p> <p><input type="button" value="Elements"/> <input type="button" value="Recipient"/> <input type="button" value="Filter"/></p> <table border="1"> <thead> <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>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2022</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>06/08/2020</td> <td>09/10/2020</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>04/01/2021</td> <td>04/15/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	ADVANCE PYBK	Liquidation of Advance	999	07/01/2022		<input checked="" type="checkbox"/>	1	DMR	Discount Meal Rate	999	06/08/2020	09/10/2020	<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	04/01/2021	04/15/2021	<input checked="" type="checkbox"/>	1
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## Verifying the Remaining Balance of an Advance, Continued

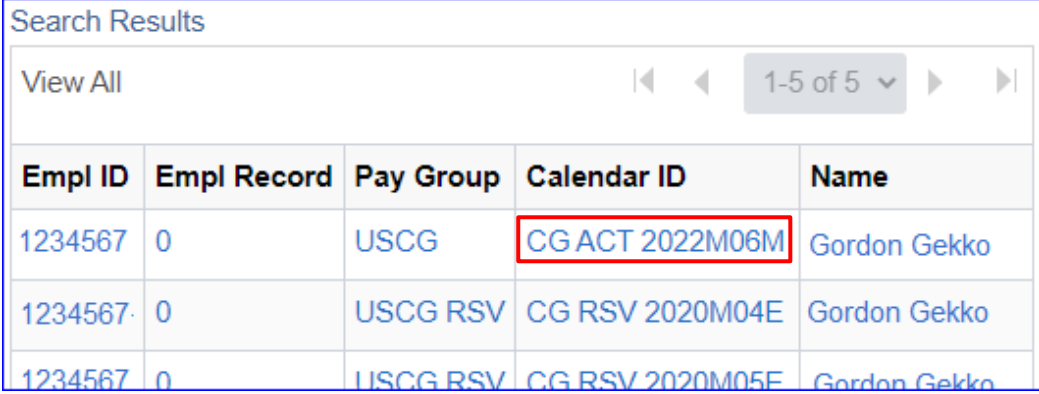
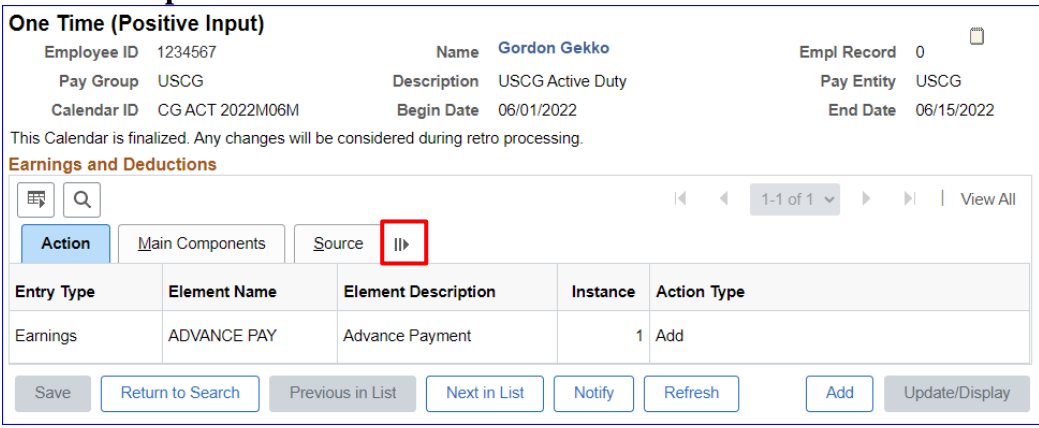
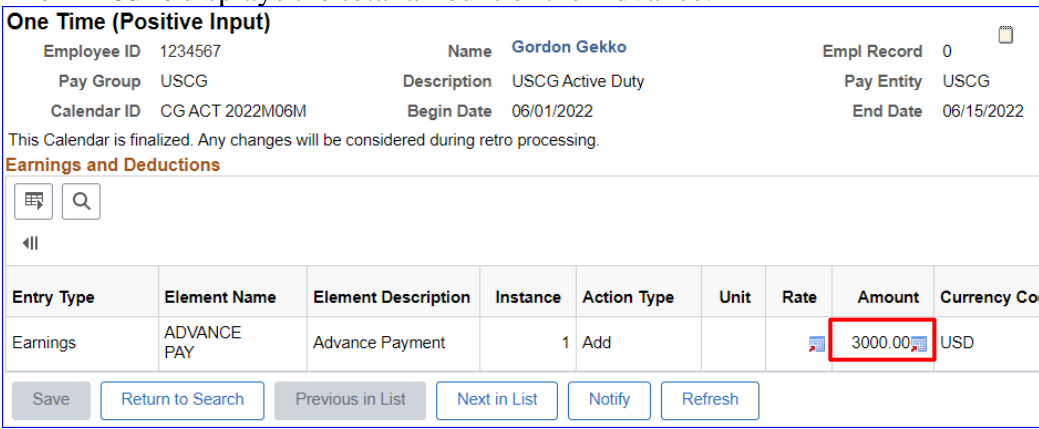
Procedures,  
continued

Step	Action
4	<p>The Element Detail window will display. Make a note of the <b>Amount Value</b> (this is the monthly repayment amount) and the <b>Advance Type</b>. Click <b>OK</b> to return to the EABP assignment list.</p> 
5	<p>To find out how much the member received for the Advance, click on the <b>Pay Processing Shortcuts</b> Tile.</p> 
5.5	<p>Select the <b>One Time (Positive Input)</b> option.</p> 

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# Verifying the Remaining Balance of an Advance, Continued


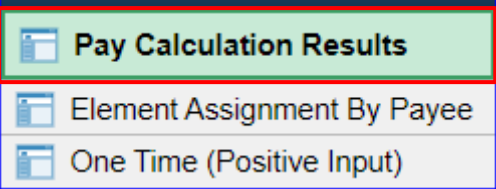
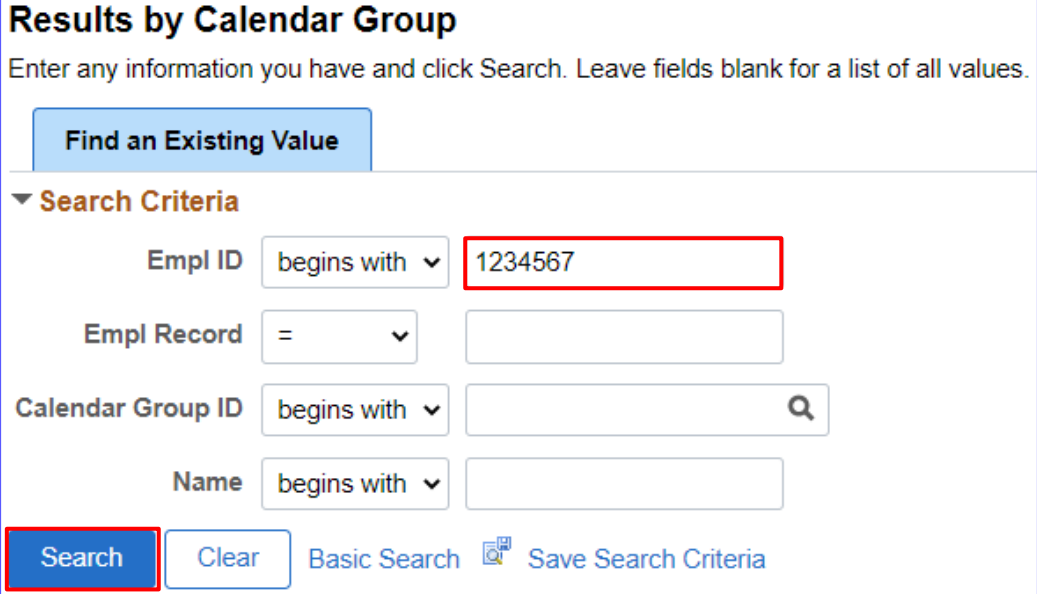
Procedures,  
continued

Step	Action																				
6	<p>Select the appropriate <b>Calendar ID</b>.</p>  <p>The screenshot shows a search results table with the following data:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2022M06M</td> <td>Gordon Gekko</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2020M04E</td> <td>Gordon Gekko</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>USCG RSV</td> <td>CG RSV 2020M05E</td> <td>Gordon Gekko</td> </tr> </tbody> </table>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG	CG ACT 2022M06M	Gordon Gekko	1234567	0	USCG RSV	CG RSV 2020M04E	Gordon Gekko	1234567	0	USCG RSV	CG RSV 2020M05E	Gordon Gekko
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7	<p>Click the <b>Expand</b> icon to reveal more details about the Advance.</p>  <p>The screenshot shows the 'One Time (Positive Input)' details for Gordon Gekko. The 'Expand' icon (two vertical bars) is highlighted in the 'Source' tab. Below the details is an 'Earnings and Deductions' table with one entry:</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>ADVANCE PAY</td> <td>Advance Payment</td> <td>1</td> <td>Add</td> </tr> </tbody> </table>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	ADVANCE PAY	Advance Payment	1	Add										
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8	<p>The <b>Amount</b> displays the total amount of the Advance.</p>  <p>The screenshot shows the 'One Time (Positive Input)' details for Gordon Gekko. The 'Amount' field in the 'Earnings and Deductions' table is highlighted, showing a value of 3000.00 USD.</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>ADVANCE PAY</td> <td>Advance Payment</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>3000.00</td> <td>USD</td> </tr> </tbody> </table>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Earnings	ADVANCE PAY	Advance Payment	1	Add			3000.00	USD		
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## Verifying the Remaining Balance of an Advance, Continued

Procedures,  
continued

Step	Action
9	<p>Click on the <b>Pay Processing Shortcuts</b> Tile.</p> 
9.5	<p>The default <b>Pay Calculation Results</b> option will automatically display.</p> 
10	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> 

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## Verifying the Remaining Balance of an Advance, Continued

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Procedures,  
continued

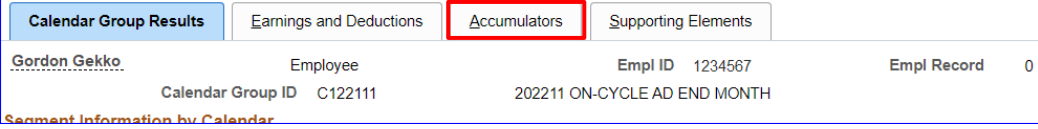
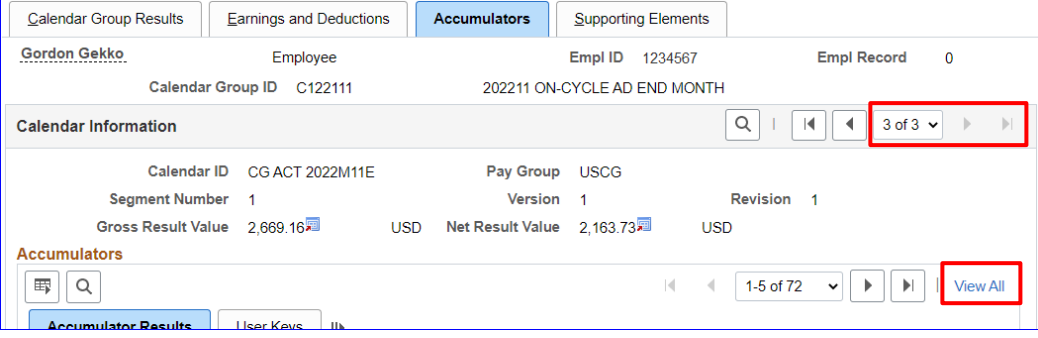

Step	Action																														
11	<p>Select the most recent <b>Calendar Group</b> from the Search Results.</p> <div data-bbox="328 495 1369 996" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All <span style="float: right;">1-58 of 58</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>12/01/2022</td> <td>C122111</td> <td>Gordon Gekko</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/15/2022</td> <td>C122110</td> <td>Gordon Gekko</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>11/01/2022</td> <td>C122101</td> <td>Gordon Gekko</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>10/14/2022</td> <td>C122100</td> <td>Gordon Gekko</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>09/30/2022</td> <td>C122091</td> <td>Gordon Gekko</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Payment Date	Calendar Group ID	Name	1234567	0	12/01/2022	C122111	Gordon Gekko	1234567	0	11/15/2022	C122110	Gordon Gekko	1234567	0	11/01/2022	C122101	Gordon Gekko	1234567	0	10/14/2022	C122100	Gordon Gekko	1234567	0	09/30/2022	C122091	Gordon Gekko
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## Verifying the Remaining Balance of an Advance, Continued

Procedures,  
continued

Step	Action
12	<p>Select the <b>Accumulators</b> tab.</p> 
13	<p>Click the <b>Last arrow</b> to move to the latest Calendar Information. Click <b>View All</b> to view the entire list of Accumulators.</p> 
14	<p>Click the <b>Expand</b> icon to display additional details.</p> 

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## Verifying the Remaining Balance of an Advance, Continued

Procedures,  
continued

Step	Action																																																																																	
<p><b>15</b></p>	<p>Scroll through the list of accumulators and locate the <b>Element Name</b> CG AC ADVANCE.</p> <ul style="list-style-type: none"> <li>• <b>Amount</b> – Shows is the remaining balance the member owes on the Advance.</li> <li>• <b>User Key 1</b> reflects the Type of Advance: <ul style="list-style-type: none"> <li>– <b>P</b> – Advance Pay</li> <li>– <b>B</b> – Advance BAH</li> <li>– <b>O</b> – Advance OHA</li> </ul> </li> <li>• <b>User Key 2</b> indicates the Instance number.</li> </ul> <div data-bbox="352 792 1394 1234" style="border: 1px solid black; padding: 5px;"> <p>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> <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 NET YTD</td> <td>51119.840000</td> <td>Total Net YTD</td> <td>01/01/2022</td> <td>12/31/2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year to Date</td> <td>TOTAL TAXES YTD</td> <td>4592.380000</td> <td>Total Taxes YTD</td> <td>01/01/2022</td> <td>12/31/2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year to Date</td> <td>TSP AGENCY_YTDA</td> <td>288.630000</td> <td>BRS Agency Contribution</td> <td>01/01/2022</td> <td>12/31/2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year to Date</td> <td>TSP MATCH_YTDA</td> <td>859.120000</td> <td>BRS TSP BASIC Match</td> <td>01/01/2022</td> <td>12/31/2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC ADVANCE</td> <td>1750.000000</td> <td>Advance Balance</td> <td>01/01/2004</td> <td></td> <td>P</td> <td>000000000001</td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC DEBT DEDUCTS</td> <td>48.000000</td> <td>In-Service Debt Deduction Bal</td> <td>01/01/2004</td> <td></td> <td>000000000001</td> <td></td> <td></td> </tr> <tr> <td>Custom Period</td> <td>CG AC DEBT DEDUCTS</td> <td>683.370000</td> <td>In-Service Debt Deduction Bal</td> <td>01/01/2004</td> <td></td> <td>000000000005</td> <td></td> <td></td> </tr> <tr> <td>Custom</td> <td>CG AC DEBT</td> <td></td> <td>In-Service Debt</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3	Year to Date	TOTAL NET YTD	51119.840000	Total Net YTD	01/01/2022	12/31/2022				Year to Date	TOTAL TAXES YTD	4592.380000	Total Taxes YTD	01/01/2022	12/31/2022				Year to Date	TSP AGENCY_YTDA	288.630000	BRS Agency Contribution	01/01/2022	12/31/2022				Year to Date	TSP MATCH_YTDA	859.120000	BRS TSP BASIC Match	01/01/2022	12/31/2022				Custom Period	CG AC ADVANCE	1750.000000	Advance Balance	01/01/2004		P	000000000001		Custom Period	CG AC DEBT DEDUCTS	48.000000	In-Service Debt Deduction Bal	01/01/2004		000000000001			Custom Period	CG AC DEBT DEDUCTS	683.370000	In-Service Debt Deduction Bal	01/01/2004		000000000005			Custom	CG AC DEBT		In-Service Debt					
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<p><b>16</b></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><b>NOTE:</b> To determine the time remaining until the Advance will be collected in full: Take the remaining balance and divide by the monthly repayment amount shown on the EABP.</p> <p>For example, the remaining Advance Pay amount is \$1750.00 and the monthly repayment is \$250.00 = <math>1750.00/250.00 = 7</math> months remaining.</p>																																																																																	