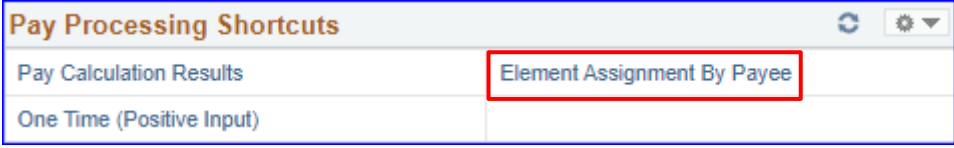
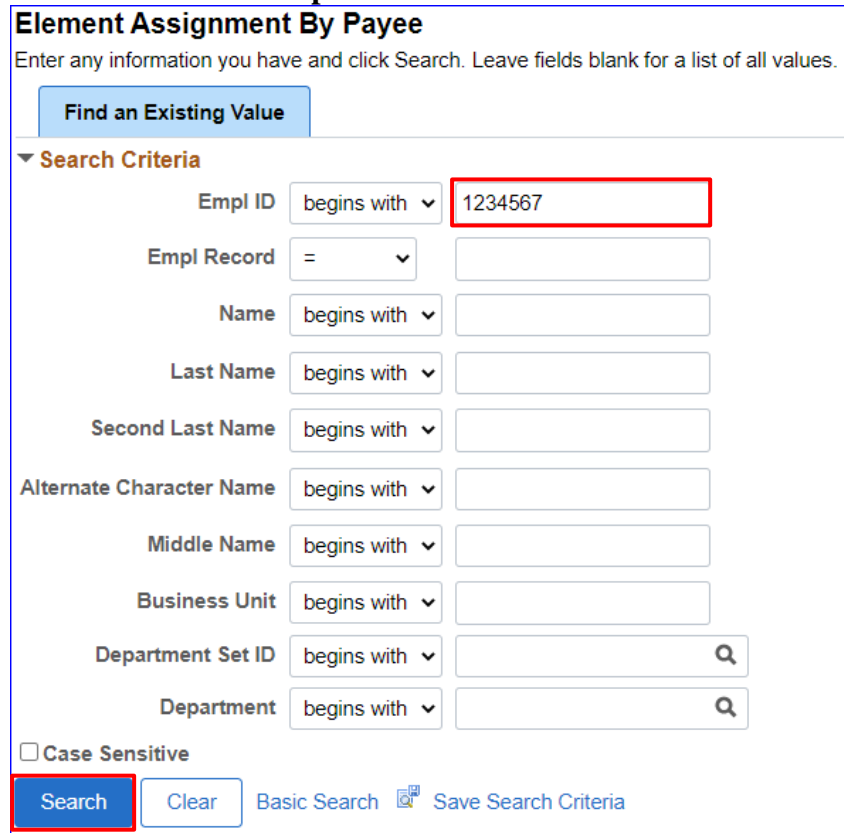


Verifying the Remaining Balance of an Advance

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.

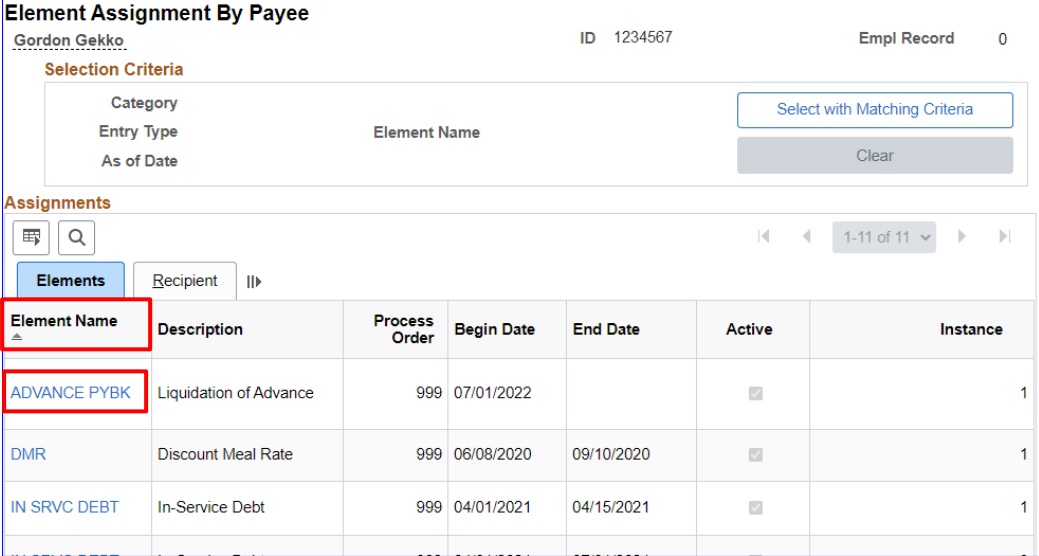
Procedures See below.

Step	Action
1	<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

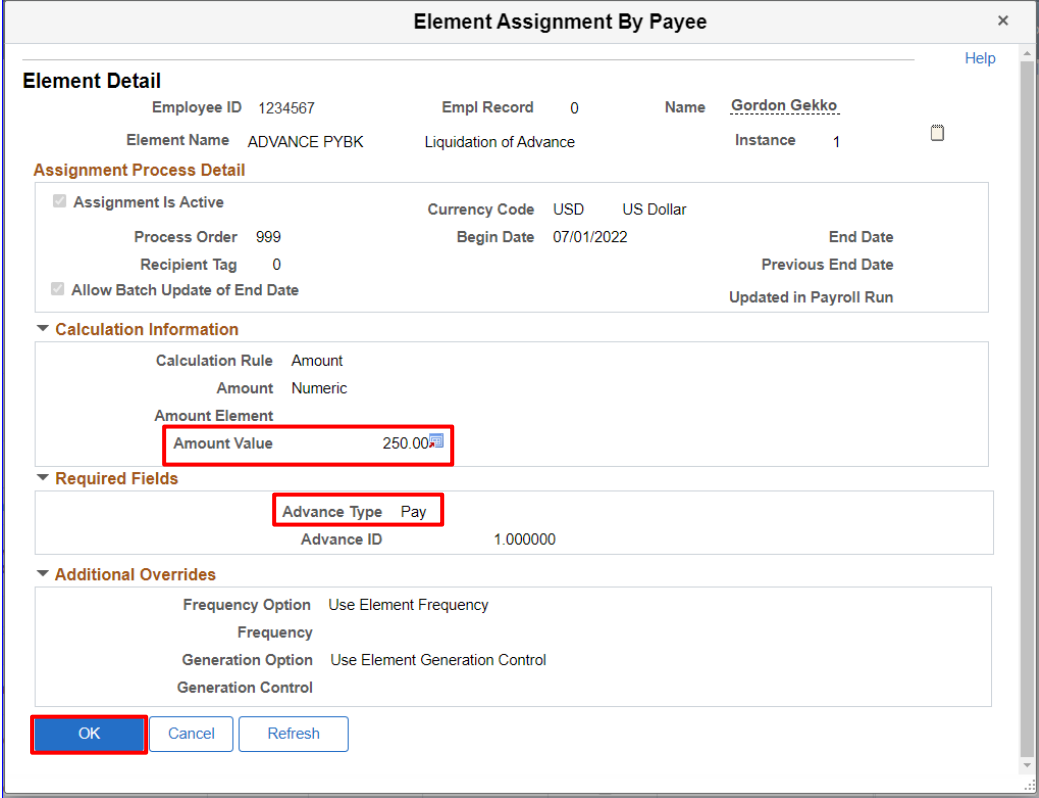

Procedures,
continued

Step	Action																												
3	<p>The Element Assignment By Payee page will display. Sort by the Element Name to bring ADVANCE PYBK to the top of the list. Click the ADVANCE PYBK link.</p>  <p>Element Assignment By Payee Gordon Gekko ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria Clear</p> <p>Assignments</p> <p>1-11 of 11</p> <p>Elements Recipient</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 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>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	ADVANCE PYBK	Liquidation of Advance	999	07/01/2022		<input 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

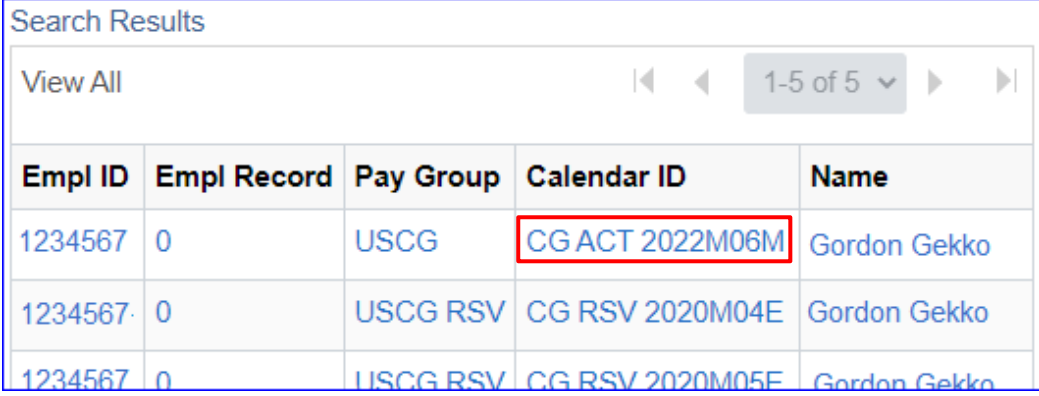
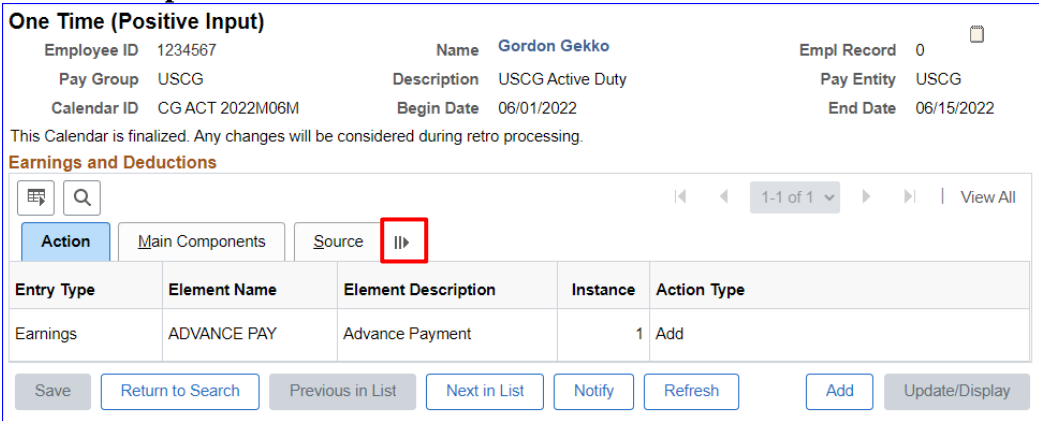
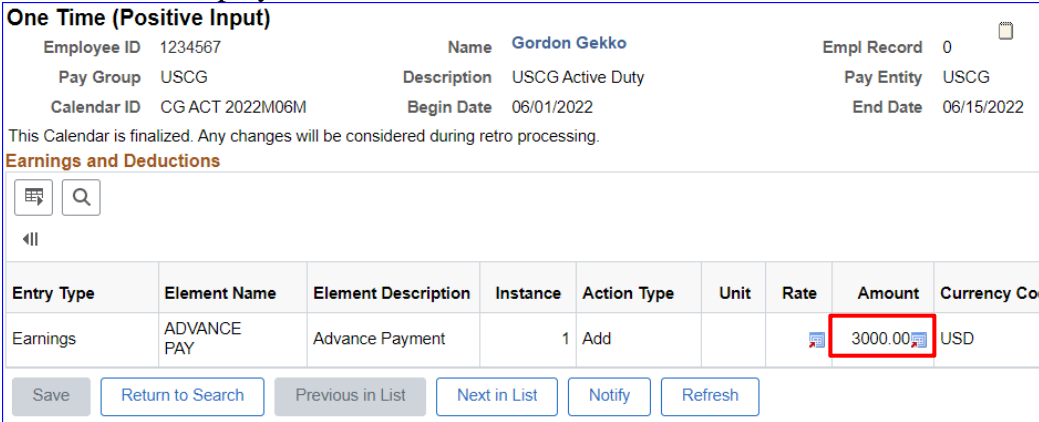
Procedures,
continued

Step	Action
<p>4</p>	<p>The Element Detail window will display. 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.</p> 
<p>5</p>	<p>To find out how much the member received for the Advance, select the One Time (Positive Input) link from the Pay Processing Shortcuts pagelet.</p> 

Continued on next page

Verifying the Remaining Balance of an Advance, Continued

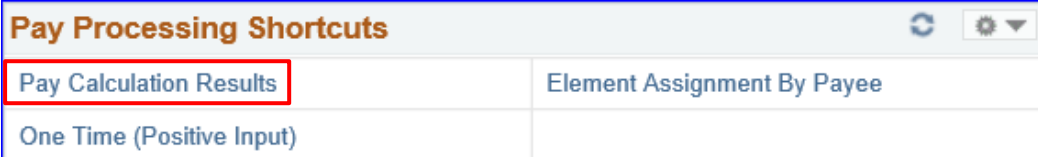
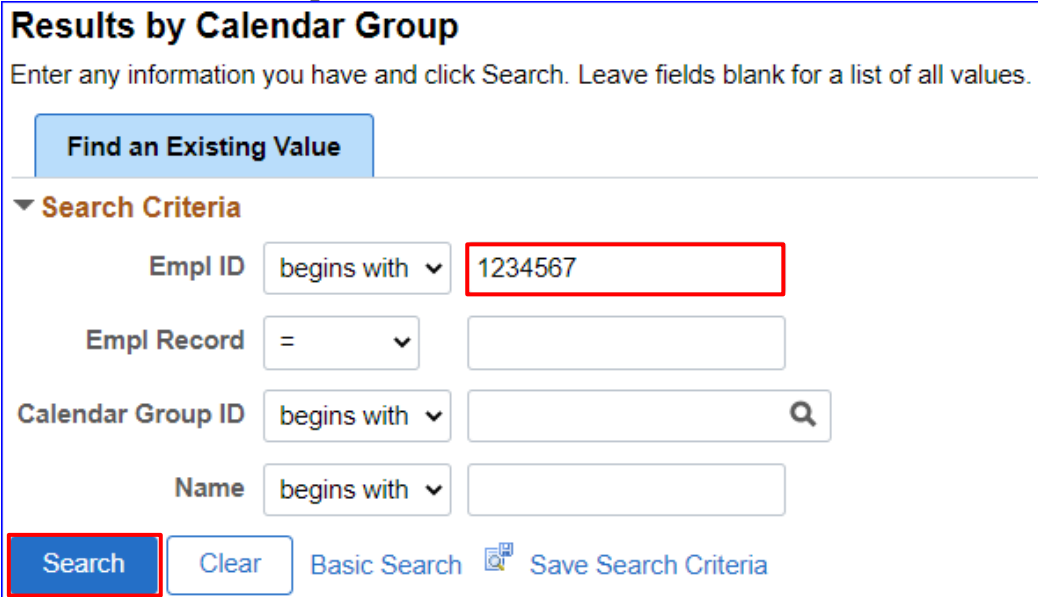
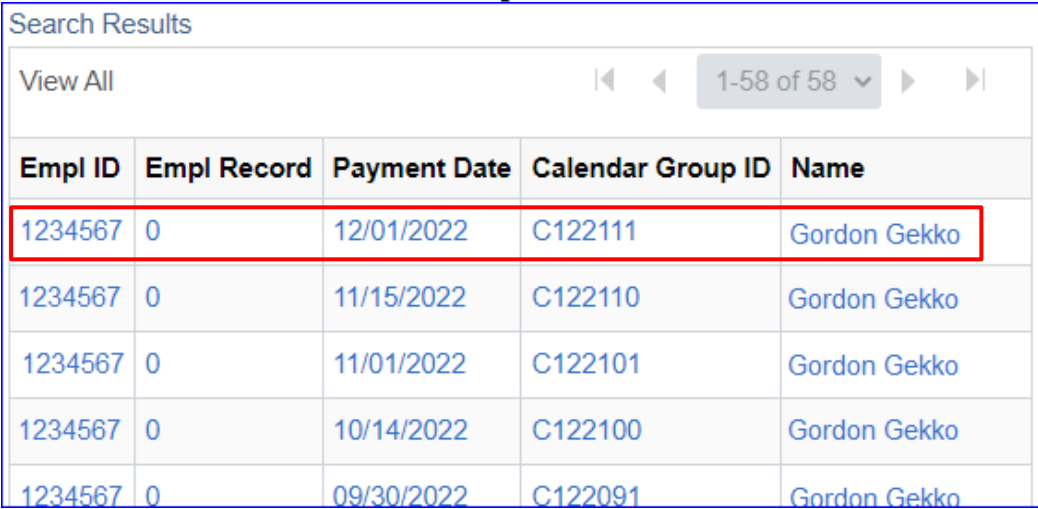
Procedures,
continued

Step	Action																				
6	<p>Select the appropriate Calendar ID.</p>  <p>Search Results</p> <p>View All 1-5 of 5</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 Expand icon to reveal more details about the Advance.</p>  <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Gordon Gekko Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CG ACT 2022M06M Begin Date 06/01/2022 End Date 06/15/2022</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions</p> <p>1-1 of 1 View All</p> <p>Action Main Components Source Expand</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> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	ADVANCE PAY	Advance Payment	1	Add										
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8	<p>The Amount displays the total amount of the Advance.</p>  <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Gordon Gekko Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CG ACT 2022M06M Begin Date 06/01/2022 End Date 06/15/2022</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions</p> <p>< </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> <p>Save Return to Search Previous in List Next in List Notify Refresh</p>	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

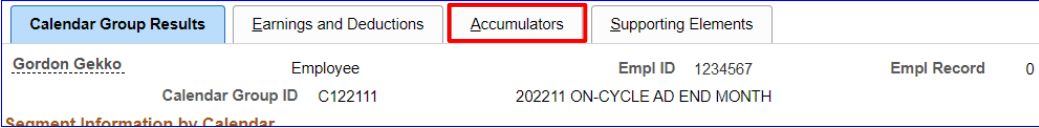
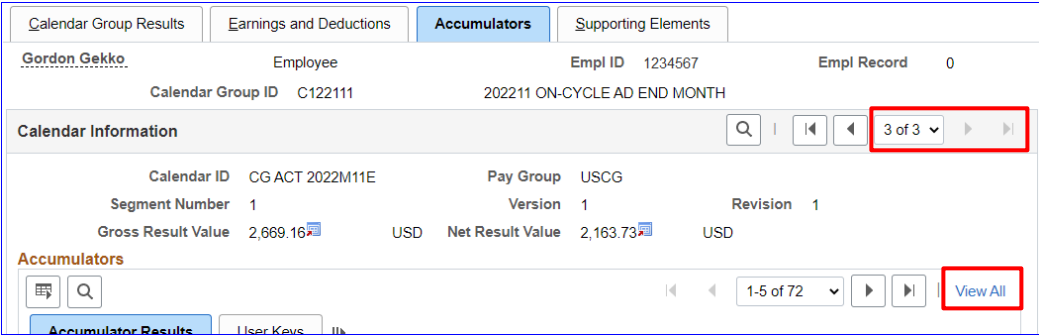

Procedures,
continued

Step	Action																														
9	<p>Select Pay Calculations Results from the Pay Processing Shortcuts pagelet.</p> 																														
10	<p>Enter the member's Empl ID and click Search.</p> 																														
11	<p>Select the most recent Calendar Group from the Search Results.</p>  <table border="1" data-bbox="328 1364 1369 1870"> <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>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>	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

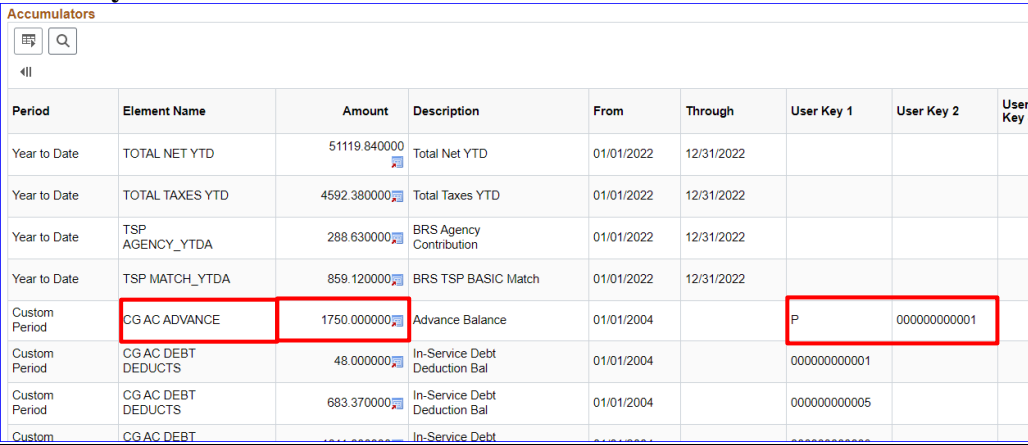
Procedures,
continued

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

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Verifying the Remaining Balance of an Advance, Continued

Procedures,
continued

Step	Action																																																																																	
<p>15</p>	<p>Scroll through the list of accumulators and locate the Element Name CG AC ADVANCE.</p> <ul style="list-style-type: none"> • Amount – Shows is the remaining balance the member owes on the Advance. • User Key 1 reflects the Type of Advance: <ul style="list-style-type: none"> – P – Advance Pay – B – Advance BAH – O – Advance OHA • User Key 2 indicates the Instance number.  <p>The screenshot shows a table titled "Accumulators" with the following data:</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>	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>16</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 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 = $1750.00/250.00 = 7$ months remaining.</p>																																																																																	