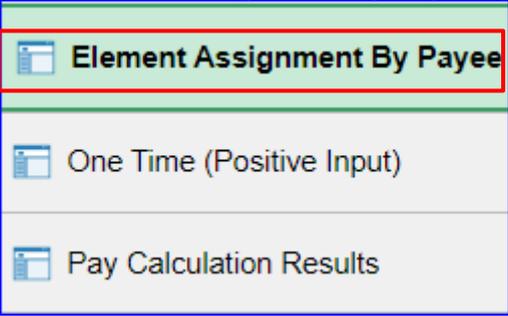


# Verifying the Remaining Balance of an Advance

**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>Click on the <b>Pay Processing Shortcuts</b> Tile.</p> 
2	<p>The <b>Element Assignment By Payee</b> option will automatically display.</p> 

*Continued on next page*

## Verifying the Remaining Balance of an Advance, Continued

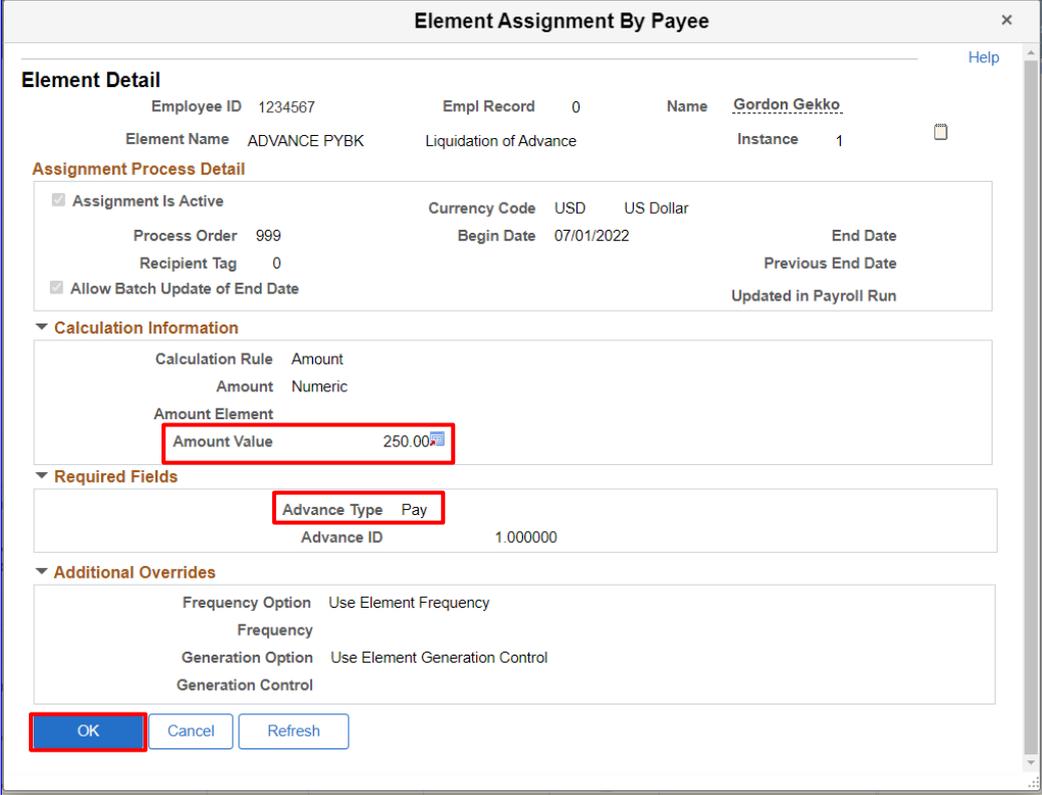
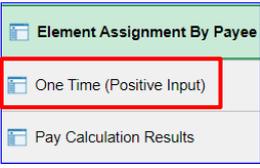
Procedures,  
continued

Step	Action																												
<p><b>3</b></p>	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="331 488 1062 1211"> <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><b>Find an Existing Value</b></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"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear Basic Search 📄 Save Search Criteria</p> </div>																												
<p><b>4</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"> <p><b>Element Assignment By Payee</b> Gordon Gekko ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria</p> <p>Clear</p> <p><b>Assignments</b></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 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

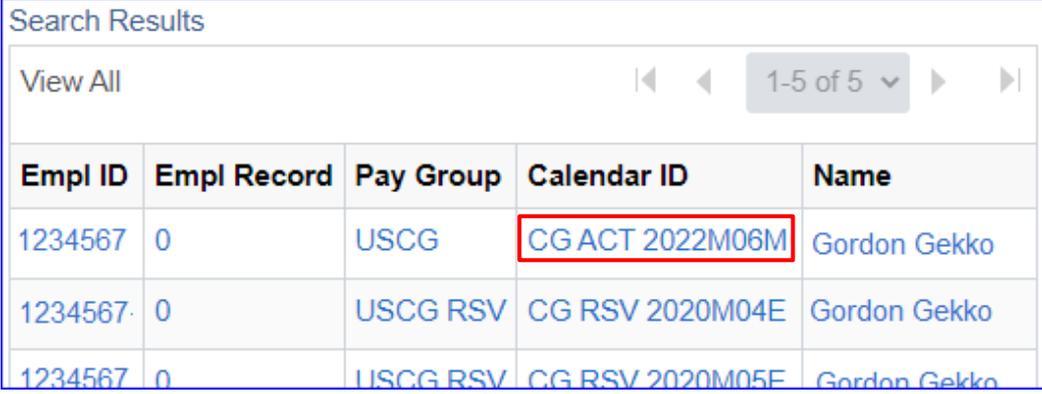
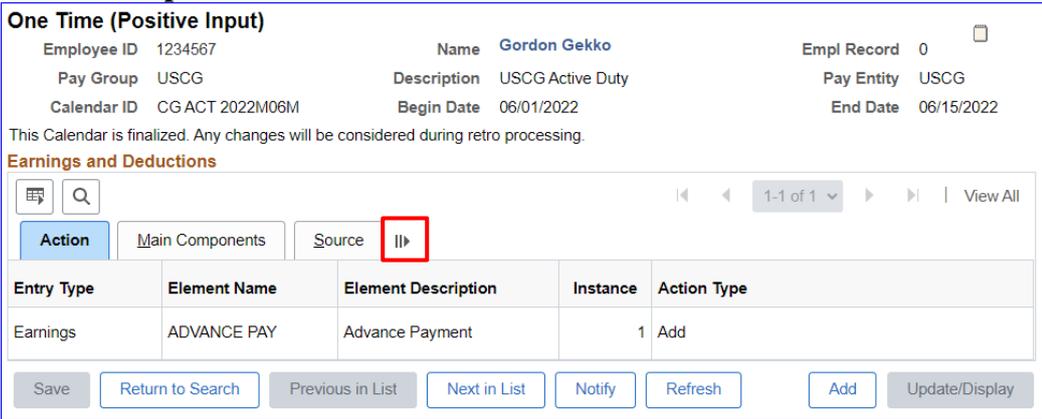
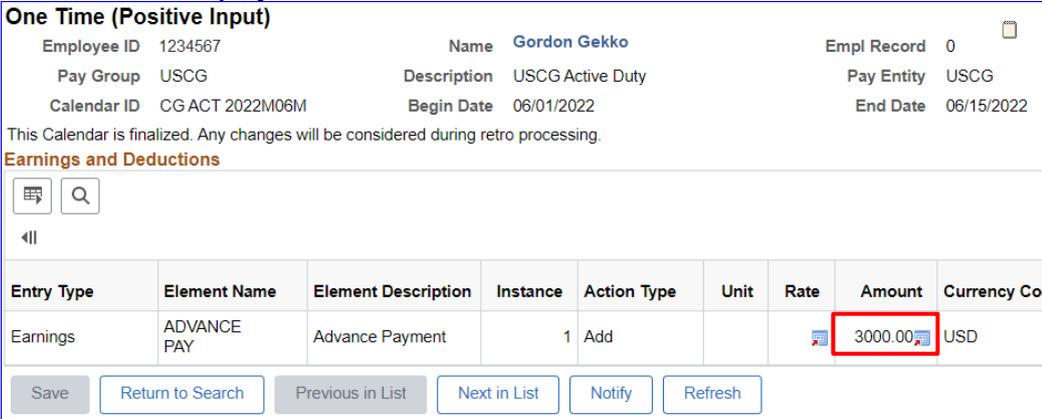
Procedures,  
continued

Step	Action
5	<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> 
6	<p>To find out how much the member received for the Advance, click on the <b>Pay Processing Shortcuts</b> Tile.</p> 
7	<p>Select the <b>One Time (Positive Input)</b> option.</p> 

*Continued on next page*

# Verifying the Remaining Balance of an Advance, Continued

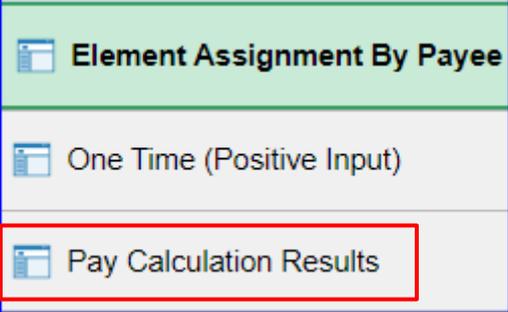
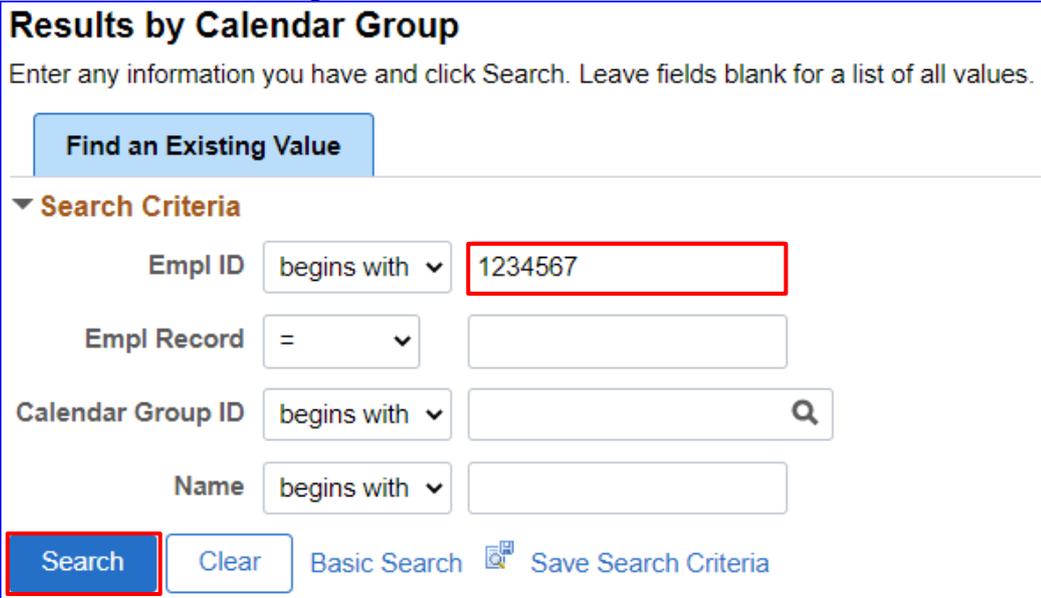
Procedures,  
continued

Step	Action																				
8	<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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9	<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 red. Below the details is a table for 'Earnings and Deductions' 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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10	<p>The <b>Amount</b> displays the total amount of the Advance.</p>  <p>The screenshot shows the same 'One Time (Positive Input)' details. The 'Amount' field in the 'Earnings and Deductions' table is highlighted in red, 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

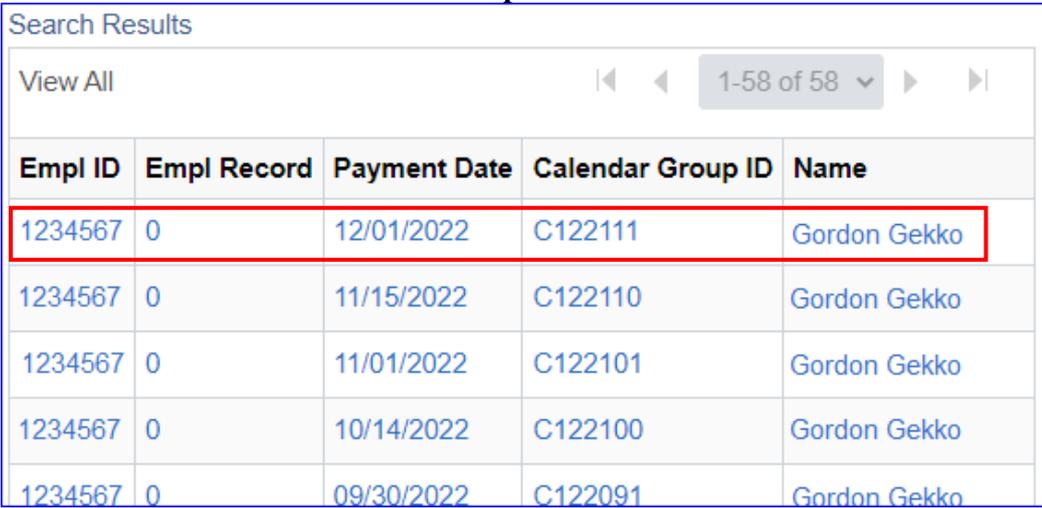
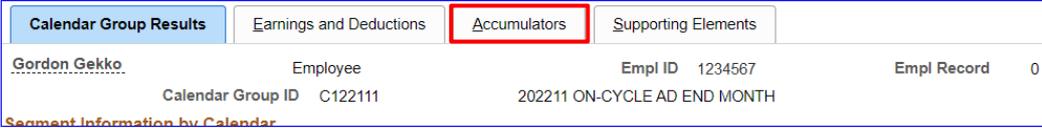
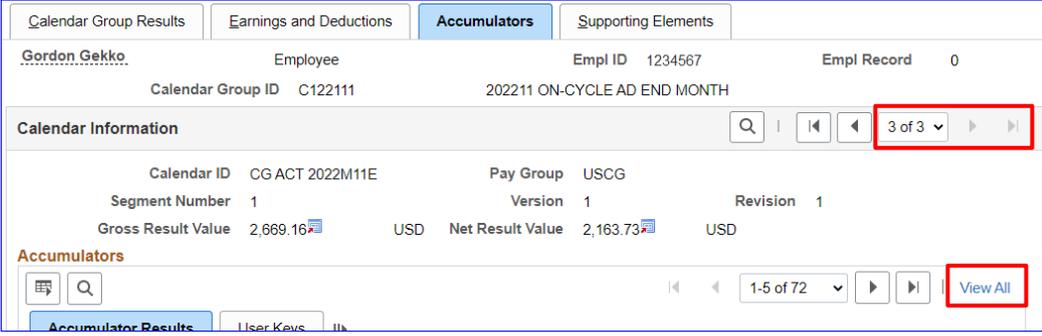
Procedures,  
continued

Step	Action
11	<p>Click on the <b>Pay Processing Shortcuts</b> Tile.</p> 
12	<p>Select the <b>Pay Calculation Results</b> option.</p> 
13	<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

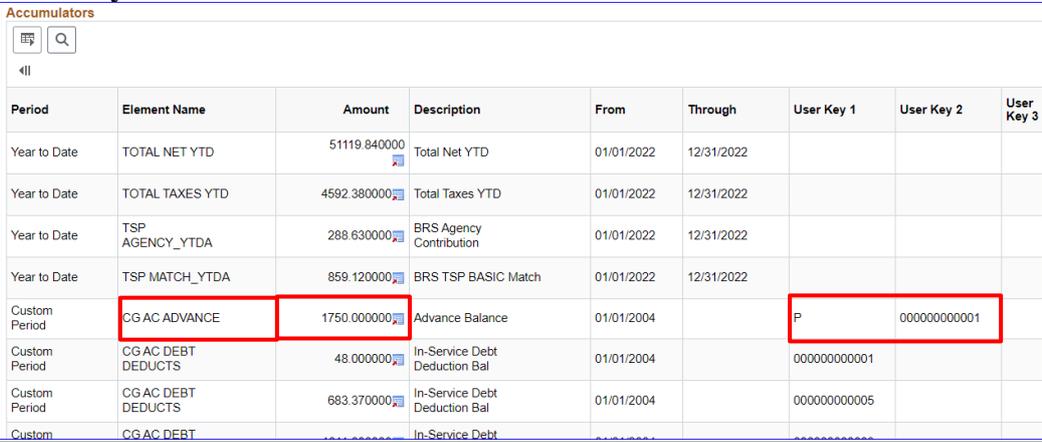
Procedures,  
continued

Step	Action																														
14	<p>Select the most recent <b>Calendar Group</b> from the Search Results.</p>  <p><b>Search Results</b></p> <p>View All 1-58 of 58</p> <table border="1"> <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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15	<p>Select the <b>Accumulators</b> tab.</p>  <p><b>Calendar Group Results</b> Earnings and Deductions <b>Accumulators</b> Supporting Elements</p> <p>Gordon Gekko Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122111 202211 ON-CYCLE AD END MONTH</p> <p>Segment Information by Calendar</p>																														
16	<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>  <p><b>Calendar Group Results</b> Earnings and Deductions <b>Accumulators</b> Supporting Elements</p> <p>Gordon Gekko Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C122111 202211 ON-CYCLE AD END MONTH</p> <p><b>Calendar Information</b> 3 of 3</p> <p>Calendar ID CG ACT 2022M11E Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 2,669.16 USD Net Result Value 2,163.73 USD</p> <p><b>Accumulators</b> 1-5 of 72 <b>View All</b></p>																														
17	<p>Click the <b>Expand</b> icon to display additional details.</p>  <p>Segment number 1 version 1 Revision 1 Gross Result Value 2,669.16 USD Net Result Value 2,163.73 USD</p> <p><b>Accumulators</b> 1-5 of 72 <b>View All</b></p> <p><b>Accumulator Results</b> User Keys <b>Expand</b></p>																														

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## Verifying the Remaining Balance of an Advance, Continued

Procedures,  
continued

Step	Action																																																																																	
<p><b>18</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>  <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><b>19</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>																																																																																	