#### 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.



Continued on next page

#### Procedures,

					Actio	n		
E	nter the m	ember's	Empl I	<b>D</b> and	click Sea	arch.		
E	Element As	signment	By Paye	е				
E	Enter any informa	ation you hav	e and click Se	earch. Leav	/e fields blank	c for a list of all va	lues.	
	Find an Ex	isting Value						
-	<ul> <li>Search Crite</li> </ul>	ria						
		Empl ID	begins with	✓ 1234	567			
	En	npl Record	= ~	•				
		Name	begins with	•				
		Last Name	begins with	•				
	Second	Last Name	begins with	•				
	Alternate Chara	acter Name	begins with	•				
	Mi	ddle Name	begins with	•				
	Bus	siness Unit	begins with	•				
	Departn	nent Set ID	begins with	•		Q		
	-	)enartment	begins with	•		Q		
( T	Case Sensitives	ve Clear Bas	sic Search	Save Se	arch Criteria	vill display		e <b>Element</b>
T N P	Case Sensitiv Search The Element Came to br YBK link lement Assig	ve Clear Bas nt Assign ing ADV nment By I	nment B VANCE	Save Se y Paye PYBK	e page w to the to	vill display op of the li	. Sort by th st. Click th	ne <b>Element</b> ne <b>ADVANCE</b>
	Case Sensitive Search The Element Aame to br YBK link lement Assig Selection Crit	ve Clear Bas ing ADV  nment By F	nment B VANCE	<sup>®</sup> Save Se y Paye PYBK	e page w	vill display. op of the lis	. Sort by th st. Click th	te Element te ADVANCE Empl Record 0
	Case Sensitiv Search The Elemen Ame to br YBK link lement Assig Sordon Gekko Selection Cri Categ	ve Clear Bas nt Assign ing ADV nment By P	nment B VANCE	Version Save Se y Paye PYBK	e page w to the to	vill display op of the lis	. Sort by th st. Click th	te <b>Element</b> te <b>ADVANCE</b> Empl Record 0 with Matching Criteria
	Case Sensitiv Search The Element Aame to br YBK link lement Assig Sordon Gekko Selection Cri Categ Entry T As of I	ve Clear Bas nt Assign ing ADV  nment By F teria gory lype Date	nment B VANCE	Save Se y Paye PYBK	e page w to the to	vill display op of the lis	. Sort by th st. Click th	e Element e ADVANCE Empl Record 0 with Matching Criteria Clear
	Case Sensitive Search Che Elemen Che Elemen Came to br Came to br Came to br Categ Selection Cri Categ Entry T As of D Selection Selection Cri	ve Clear Bas nt Assign ing ADV nment By F teria gory fype Date	nment B VANCE	Save Se y Paye PYBK	arch Criteria e page w to the to lame	rill display op of the li 1234567	Sort by th st. Click th	te Element te ADVANCE Empl Record 0 with Matching Criteria Clear
	Case Sensitive Search Che Element Search Search Che Element Same to br YBK link lement Assig Gordon Gekko. Selection Crit Categ Entry 1 As of I essignments Q	ve Clear Bas nt Assign ing ADV  nment By F teria gory fype Date	nment B VANCE Payee	Save Se y Paye PYBK	e page w to the to	vill display op of the lis	Sort by the st. Click the select	e Element e ADVANCE Empl Record 0 with Matching Criteria Clear
	Case Sensitive Search The Element Aame to br PYBK link Iement Assig Catego Entry The Ass of Designments Essignments Elements	ve Clear Bas ing ADV ing ADV i	ic Search mment B VANCE Payee	Save Se y Paye PYBK	arch Criteria e page w t to the to	rill display op of the lis	Sort by th st. Click th	te Element te ADVANCE Empl Record 0 with Matching Criteria Clear
	Case Sensitive Search The Element Aame to br PYBK link lement Assig Catego Selection Crit Catego Entry T As of D Ssignments Elements	ve Clear Bas nt Assign ing ADV  nment By F teria gory fype Date Recipient II Description	ic Search Imment B VANCE Payee	Save Se y Paye PYBK	e page w to the to lame Begin Date	rill display op of the lis ID 1234567	Sort by the st. Click the select	e Element e ADVANCE Empl Record 0 with Matching Criteria Clear 1-11 of 11 > > >
	Case Sensitiv Search The Elemen Tame to br YBK link lement Assig Sordon Gekko Selection Cri Categ Entry 1 As of D Ssignments B Clement Name	ve Clear Bas nt Assign ing ADV nment By F teria gory fype Date Recipient II Description Liquidation of	ic Search Imment B VANCE Payee ↓ Advance	V Paye PYBK Element N Process Order 999	arch Criteria e page w to the to lame Begin Date	vill display op of the lis ID 1234567	Sort by the st. Click the st.	e Element e ADVANCE Empl Record 0 with Matching Criteria Clear 1-11 of 11 > > >
	Case Sensitiv Search Che Elemen Search Che Elemen Same to br YBK link lement Assig Sordon Gekko Selection Cri Categ Entry 1 As of D Selection Cri Categ Entry 1 As of D	ve Clear Bas nt Assign ing ADV ing ADV	ic Search mment B VANCE Payee	V Paye y Paye PYBK Element N Process Order 999 999	arch Criteria e page w to the to ame Begin Date 07/01/2022 06/08/2020	vill display op of the lis ID 1234567	Sort by thest. Click the select	e Element e ADVANCE Empl Record 0 with Matching Criteria Clear 1-11 of 11 > > >

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Procedures,

continued



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#### Procedures,

Step	Action										
8	Select the appropriate <b>Calendar ID</b> .										
	Search Re	sults									
	View All 1-5 of 5 ~										
	Empl ID	Empl Record	Pay Group	Cal	endar ID		Name				
	1234567	0	USCG	CG	ACT 2022	2M06M	Gordon G	Sekko			
	1234567	0	USCG RSV	/ CG	RSV 2020	0M04E	Gordon G	Gordon Gekko			
	1234567	0	USCG RS		RSV 2020	)M05E	Gordon (	Sekko			
9	Click the E	<b>xpand</b> icon to	reveal more	detail	s about the	e Advar	nce.				
	One Time (Positive Input)       Imployee 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         This Calendar is finalized. Any changes will be considered during retro processing.       Earnings and Deductions       Impl Q       Impl Q       Impl Q       Impl Q										
	Action Action	<u>A</u> ain Components <u>S</u> ou	rce   ▶ Element Descriptior	1	Instance Action	n Type					
	Earnings	ADVANCE PAY	Advance Payment		1 Add						
	Save	urn to Search Previou	is in List Next in	List	Notify Refre	esh	Add Up	date/Display			
10	The Amou	nt displays the	total amoun	t of th	e Advance						
	One Time (Positive Input)       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         This Calendar is finalized. Any changes will be considered during retro processing.       Earnings and Deductions       Earnings and Deductions       Earnings and Deductions										
	■ Q ■										
	Entry Type	Element Name Eler	ment Description	Instance	Action Type	Unit R	Rate Amount	Currency Coo			
	Earnings	ADVANCE Adv PAY	ance Payment	1	Add		3000.00	USD			
	Save	urn to Search Previo	us in List Next	in List	Notify Re	fresh					

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Procedures,

Step	Action
11	Click on the <b>Pay Processing Shortcuts</b> Tile.
	Pay Processing Shortcuts
12	Select the <b>Pav Calculation Results</b> option.
	📄 Element Assignment By Payee
	Cone Time (Positive Input)
	E Pay Calculation Results
	T ay Calculation Results
12	Extended a market in Error LID and all the Consult
13	Enter the member's Empl ID and click Search.
	Esta and information was been and sligh Course. Loove fields black for a list of all values
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🗸 1234567
	Empl Record = ~
	Calendar Group ID begins with 🗸 🔍
	Name begins with 🗸
	Search Clear Basic Search 🖾 Save Search Criteria

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Procedures,

Step					Act	ion					
14	Select the	most re	cent Ca	alendar G	roup	from	the Sea	rch Res	sults.		
	Search Re	sults									
	View All I -58 of 58										
	Empl ID	Empl Record		Payment	Date	Calendar Group ID		oup ID	Name		
	1234567	0		12/01/202	22	C122	2111		Gordon Gekko		
	1234567	0		11/15/202	2	C122	2110		Gordon	Gekko	
	1234567	0		11/01/202	2	C122	2101		Gordon	Gekko	
	1234567	0		10/14/202	2	C122	2100		Gordon	Gekko	
	1234567	0		09/30/202	2	C122	2091		Gordon	Gekko	
15	Select the	Accum	ulators	s tab.		_					
	Calendar Grou	p Results	Earnings a	and Deductions	Accum	lators	Supporting E	Elements			
	Gordon Gekko		Emp	loyee			Empl ID	1234567		Empl Record	0
	Segment Inform	Calendar	endar	5122111	2	02211 ON	I-CYCLE AD EI	ND MONTH			
16	Click the I	Last ar	row to t	move to the	ne late	est Ca	lendar Iı	nforma	tion. Cli	ick View	
	Calendar Group	Results	Earnings and [	Deductions A	ccumulator	s <u>S</u> ı	upporting Elemer	nts			
	Gordon Gekko		Employ	ee		Em	123456	7	Empl Red	ord 0	
		Calendar G	roup ID C12	2111	20221	1 ON-CYC	LE AD END MC	NTH			
	Calendar Inform	nation						QI		3 of 3 🗸 🕨	
		Calendar ID	CG ACT 20	22M11E	Pay	Group U	ISCG				
	Seg	ment Number	1 _		Ve	ersion 1	_	Revisio	on 1		
	Gross	s Result Value	2,669.16	USD	Net Result	Value 2	,163.73🔊	USD			
	III Q						M	<ul> <li>√ 1-5 o</li> </ul>	f 72 🗸 🕨	View A	AII
	Accumulator	Results	Liser Kevs								
1.	<u></u>										
17	Click the I		l icon to	o display a		onal d	etails.	Revis	ion 1		
	Gross	s Result Value	2,669.16	USD	Net Result	Value	2,163.73	USD			
	Accumulators							1 15	of 72		( )
		Desults	Lines Kaus					1-5			All
	Accumulator	Results	User Keys	11							

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Procedures,

Step	Action													
18	Scroll thr ADVAN	Scroll through the list of accumulators and locate the <b>Element Name</b> CG AC ADVANCE.												
	• Amoun	t – Shows is th	he remain	ing balance t	he mem	ber owe	s on the	Advance						
	• User K	• User Key 1 reflects the Type of Advance:												
	$-\mathbf{P}$ – Advance Pay													
	$-\mathbf{B}-\mathbf{A}$	$-\mathbf{B}$ – Advance BAH												
	- <b>O</b> – A	dvance OHA												
	• User K	ey 2 indicates	the Instan	ce number.										
	Accumulators	Accumulators												
	 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		Р	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		00000000005							
10	Custom	CG AC DEBT		In-Service Debt			~							
19	Once the	Advance has t	been colle	cted in full, t	he EAB	P will re	effect an	End Date	e					
	and the A	dvance will no	b longer b	e displayed i	n the Ac	cumula	tor Custo	m Section	on;					
	unlike In-	Service debts,	which rei	main in the A	Accumul	ator Cu	stom Sec	tion with	1					
	the total a	mount paid to	wards the	debt.										
	NOTE: To determine the time respective contil the Advances of 11.1 11. (11)													
	<b>NOTE:</b> To determine the time remaining until the Advance will be collected in full. Take the remaining belongs and divide by the monthly remained are set.													
	shown on	the $\mathbf{F} \Delta \mathbf{R} \mathbf{P}$	g Dalalice		y the m	Juliy I	epaymen	i amouni						
	For even	nle the remain	ning Adva	nce Pay amo	unt is \$	1750.00	and the	monthly						
	renavmen	provide the remain $\frac{1}{2}$	1750.00/	250.00 = 7  m	onths re	mainin		monuny						
	repayment	$10 15 \oplus 250.00 =$	1/20.00/2	230.00 – 7 II		manning	<b>-</b> .							