

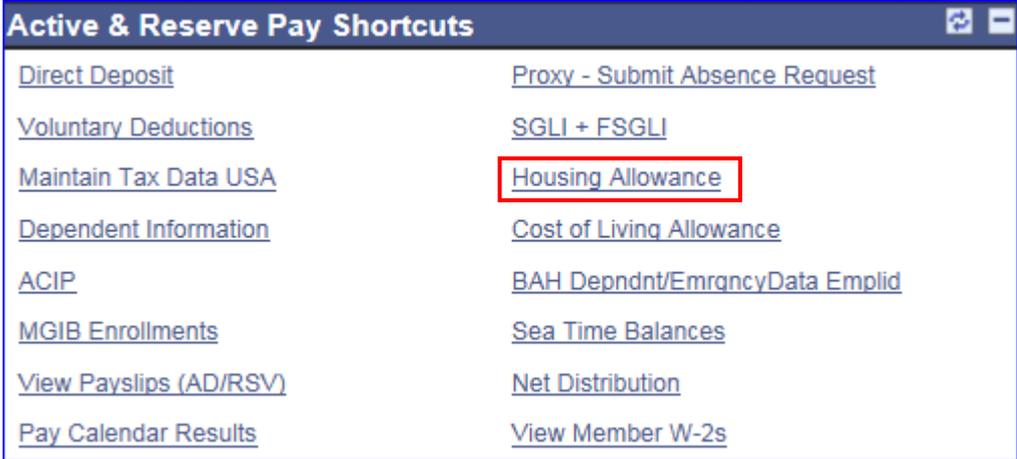
Deleting a BAH Transaction

Introduction This guide provides the procedures for Deleting a BAH transaction in Direct Access.

Before you begin The results of the deletion depends on the status of the transaction and the timing of the deletion.

If the transaction has...	And...	Then...
Not been approved	It is deleted	It will appear as if the transaction never occurred
Been approved	It is deleted before payroll is finalized, within the same pay period it was entered	It will appear as if the transaction never occurred
Been approved	It is deleted after payroll has been finalized for that pay period	The system will either recoup the money or build a debt

Procedures See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a list of links. The link "Housing Allowance" is highlighted with a red rectangular box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Dependent Information, ACIP, MGIB Enrollments, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Cost of Living Allowance, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>

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Deleting a BAH Transaction, Continued

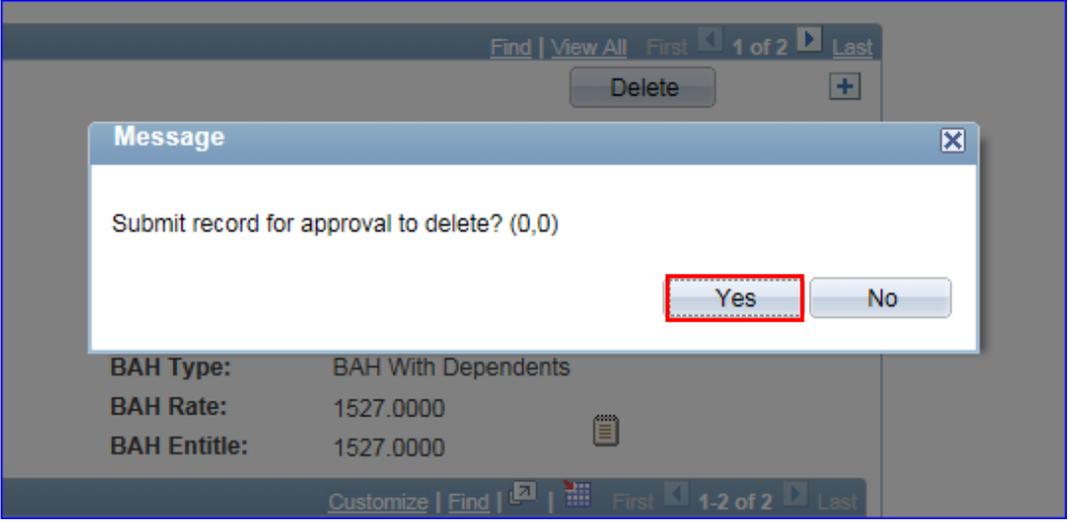
Procedures,
continued

Step	Action																								
2	<p>Enter the Empl ID, check the Correct History box and hit Search.</p> <div data-bbox="316 524 1279 1256" style="border: 1px solid blue; padding: 5px;"> <p>Housing Allowance</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>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text" value="begins with"/> <input style="border: 1px solid red;" type="text" value="1234567"/></p> <p>Empl Record: <input type="text" value="="/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>Second Last Name: <input type="text" value="begins with"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/></p> <p>Middle Name: <input type="text" value="begins with"/></p> <p>Business Unit: <input type="text" value="begins with"/></p> <p>Department Set ID: <input type="text" value="begins with"/> </p> <p>Department: <input type="text" value="begins with"/> </p> <p><input type="checkbox"/> Include History <input checked="" style="border: 1px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria</p> </div>																								
3	<p>The member's current BAH information will display. Click the Delete button.</p> <div data-bbox="316 1330 1380 1861" style="border: 1px solid blue; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Ben Afflack EMP ID: 1234567 Empl Record: 0</p> <p>BAH Entitlements Find View All First 1 of 6 Last</p> <p>Effective Date: <input type="text" value="10/18/2016"/> <input style="border: 1px solid red;" type="button" value="Delete"/> </p> <p>Status: <input type="text" value="Active"/> <input "="" type="checkbox" value="Approved: <input checked="/> <input type="text" value="Grand Fathered"/> <input type="checkbox"/></p> <p>Approver: 2222222 Matt Damon</p> <p>Approved at: 10/24/16 8:21AM</p> <p>BAH Change: <input type="text" value="Married"/></p> <p>BAH Qtr: <input type="text" value="L"/> </p> <p>Status: <input type="text" value="With dependents; Mbr and deps not assigned govt qtrs"/></p> <p>BAH Zip: <input type="text" value="49781-1899"/> MI145</p> <p>Military Rank: <input type="text" value="E3"/></p> <p>Fair Rent: <input type="text"/></p> <p>BAH Type: BAH With Dependents</p> <p>BAH Rate: 1527.0000</p> <p>BAH Entitle: 1527.0000 <input type="checkbox"/> Override Flag </p> <p>BAH Dependent Beneficiaries Customize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th colspan="2">Dependent Information</th> <th colspan="2">Termination Information</th> <th colspan="4"></th> </tr> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text" value="01"/> </td> <td>Garner, Jennifer</td> <td>Spouse</td> <td>12/07/1985</td> <td>10/18/2016</td> <td></td> <td><input type="checkbox"/></td> <td>10/22/2016 7:38:50AM</td> </tr> </tbody> </table> </div>	Dependent Information		Termination Information						*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 <input type="text" value="01"/>	Garner, Jennifer	Spouse	12/07/1985	10/18/2016		<input type="checkbox"/>	10/22/2016 7:38:50AM
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Deleting a BAH Transaction, Continued

Procedures,
continued

Step	Action
4	<p>A warning message will appear. Click Yes.</p>  <p>The screenshot shows a 'Message' dialog box with the text 'Submit record for approval to delete? (0,0)'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red dashed border. In the background, a 'Delete' button is visible on the main interface, and a table of BAH records is partially visible with fields like 'BAH Type', 'BAH Rate', and 'BAH Entitle'.</p>
5	The deletion transaction will now be routed to all of the SPO Auditors in that Dept ID for approval.
6	The BAH page will NOT update until the deletion is approved.
