

Approving a BAH Transaction

Introduction This guide provides the procedures for Approving BAH transactions in Direct Access.

Before you begin A SPO auditor in the Department’s SPO tree must approve all BAH transactions. Any auditor in the SPO tree may view and open the Approval Request, but only one needs to approve it. Once approved, the transaction will no longer be available to other auditors for approval.

Procedures See below.

Step	Action
1	<p>To view transactions awaiting approval, click Requests from the Direct Access Portal Home page.</p> 
2	<p>Click on the View My Requests (all types) link.</p> 

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Approving a BAH Transaction, Continued

Procedures,
continued

Step	Action																				
3	<p>Select Requests I am Approver For. Change the Transaction Name to BAH Approval to narrow the list to only display BAH approval requests. Leave the Transaction Status as Pending. The Submission Dates can also be used to filter requests. Click Populate Grid.</p> <div data-bbox="321 632 1422 1247" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>Matt Damon ...</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p> Transaction Name: BAH Approval </p> <p> Transaction Status: Pending </p> <p> Submission From Date: <input type="text"/> </p> <p> Submission To Date: <input type="text"/> </p> <p style="text-align: right;"> Populate Grid Refresh </p> </div>																				
4	<p>Click on the Approve/Deny link to view the transaction.</p> <div data-bbox="321 1318 1422 1388" style="border: 1px solid blue; padding: 5px;"> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's EmpId</th> <th>Member's DeptId</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Housing Allowance Approval</td> <td>Pending</td> <td>George Clooney</td> <td>Clooney</td> <td>1234567</td> <td>008146</td> <td>Ben Affleck</td> <td>Matt Damon</td> <td>10/26/2016</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's EmpId	Member's DeptId	Submitted By	Approver	Submission Date	Approve/Deny	Housing Allowance Approval	Pending	George Clooney	Clooney	1234567	008146	Ben Affleck	Matt Damon	10/26/2016	Approve/Deny
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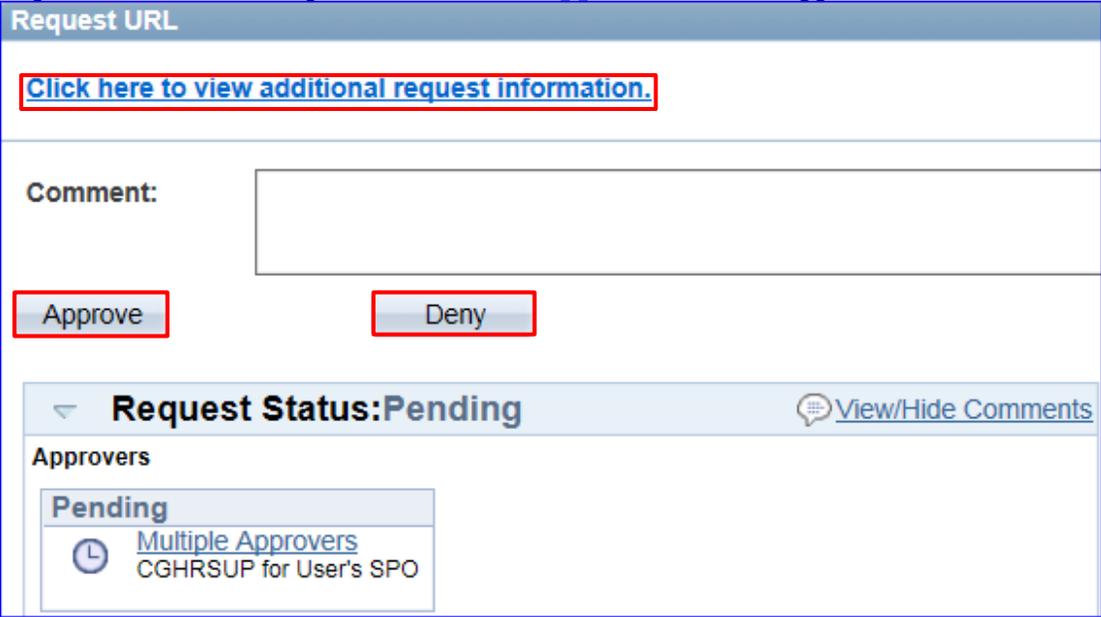
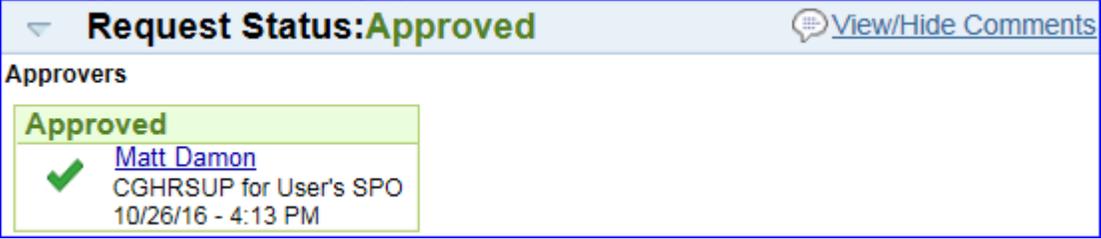
Procedures,
continued

Step	Action
5	<p>The Action Request will open on an additional tab. Scroll down to see the auditor's available options.</p> <div data-bbox="326 558 1422 1591" style="border: 1px solid blue; padding: 5px;"><p>BAH Approval <u>Clooney, George T.</u></p><p>INSTRUCTIONS GO HERE</p><p>Request Details Effective Date: 10/26/2016</p><p><input type="button" value="Get Details"/></p><p>Request Information</p><p>Change Reason: Transfer Effective Status: A</p><p>Quarters Status: With dependents; Mbr and deps</p><p>Zip: 66608</p><p>Fair Rent: 0</p><p>Rate: 1182</p><p>Entitle Amount: 1182</p><p>Request URL Click here to view additional request information.</p><p>Comment: <input type="text"/></p><p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p></div>

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Procedures,
continued

Step	Action
6	<p>From here the auditor can click the link to view the actual transaction, click the Deny button (comments are required) to remove the transaction from all of the SPO Supervisor's Action Requests or click the Approve button to approve the transaction.</p>  <p>The screenshot shows a 'Request URL' section with a blue header. Below the header is a link: 'Click here to view additional request information.' Below the link is a 'Comment:' field with a text input box. At the bottom of the section are two buttons: 'Approve' and 'Deny'. Below the buttons is a 'Request Status: Pending' section with a 'View/Hide Comments' link. Underneath is an 'Approvers' section showing a 'Pending' status for 'Multiple Approvers' by 'CGHRSUP for User's SPO'.</p>
7	<p>Once approved, this will display.</p>  <p>The screenshot shows the 'Request Status' updated to 'Approved' in green. The 'Approvers' section now shows an 'Approved' status with a green checkmark, the name 'Matt Damon', and the text 'CGHRSUP for User's SPO' and '10/26/16 - 4:13 PM'.</p>
