Deleting a BAH Transaction

Introduction

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

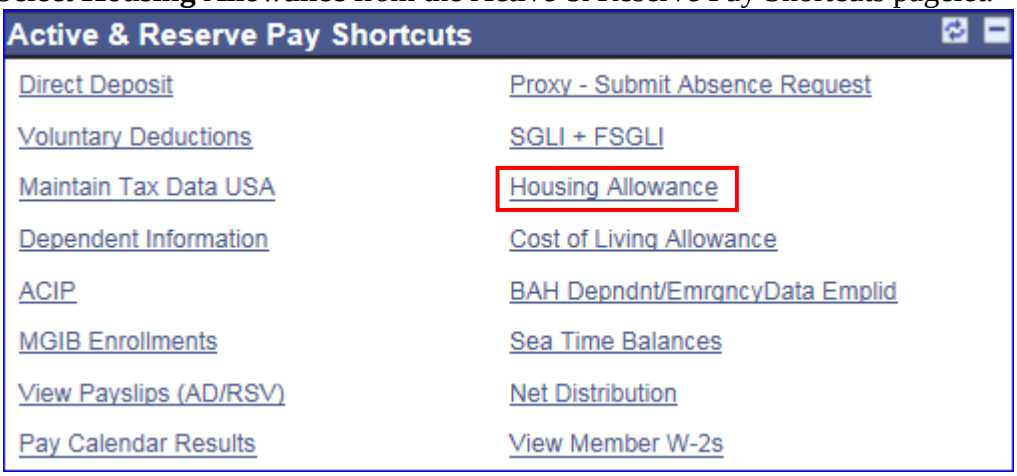
Before you begin

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	Select **Housing Allowance** from the Active & Reserve Pay Shortcuts pagelet. 

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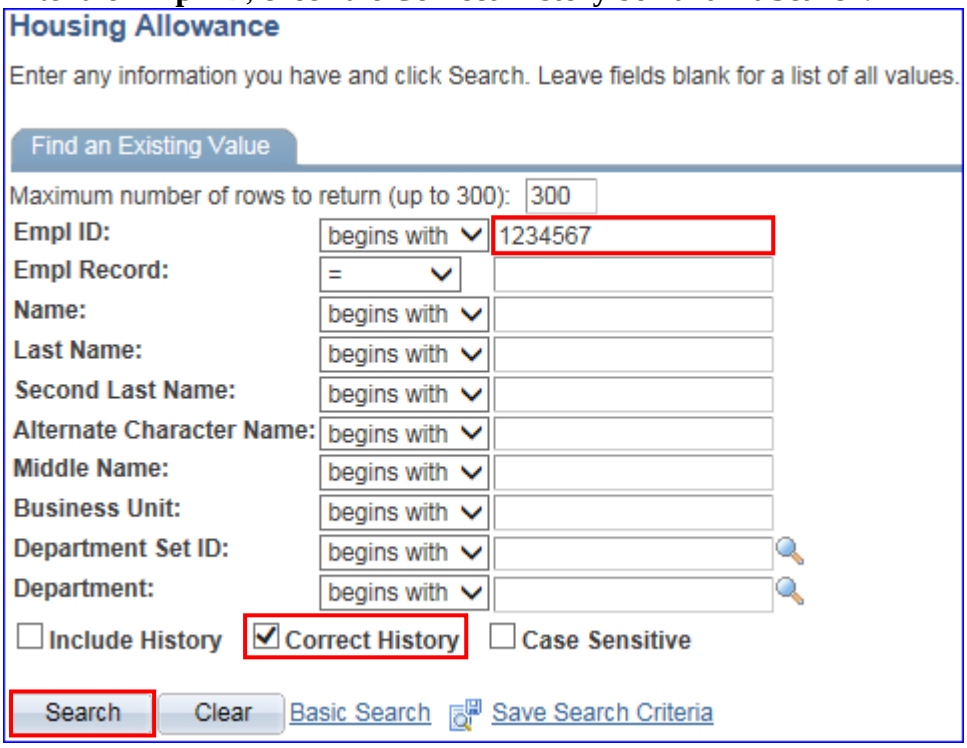
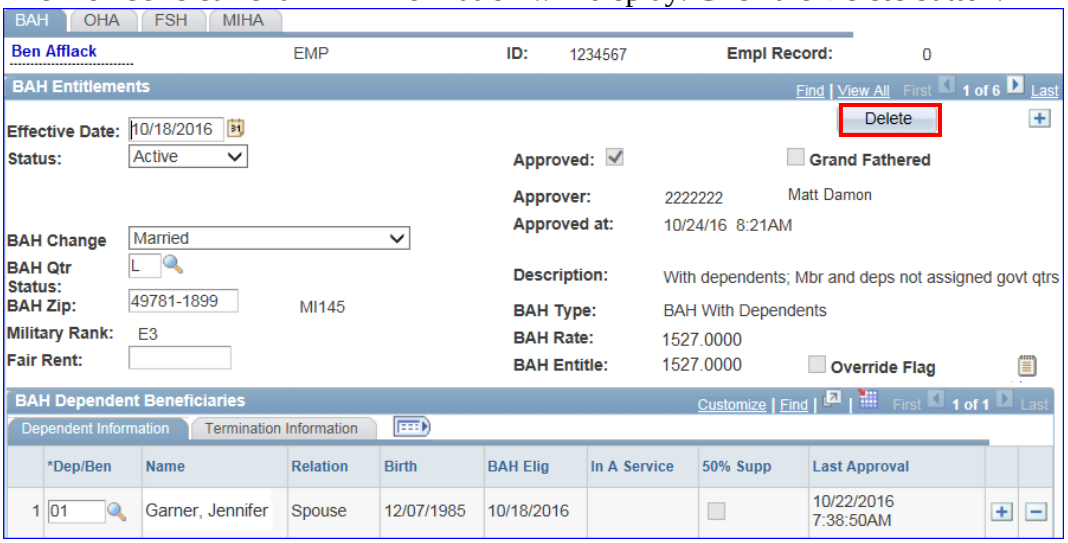
Procedures,
continued

Step	Action
2	Enter the **Empl ID**, check the **Correct History** box and hit **Search**. 
3	The member's current BAH information will display. Click the **Delete** button. 

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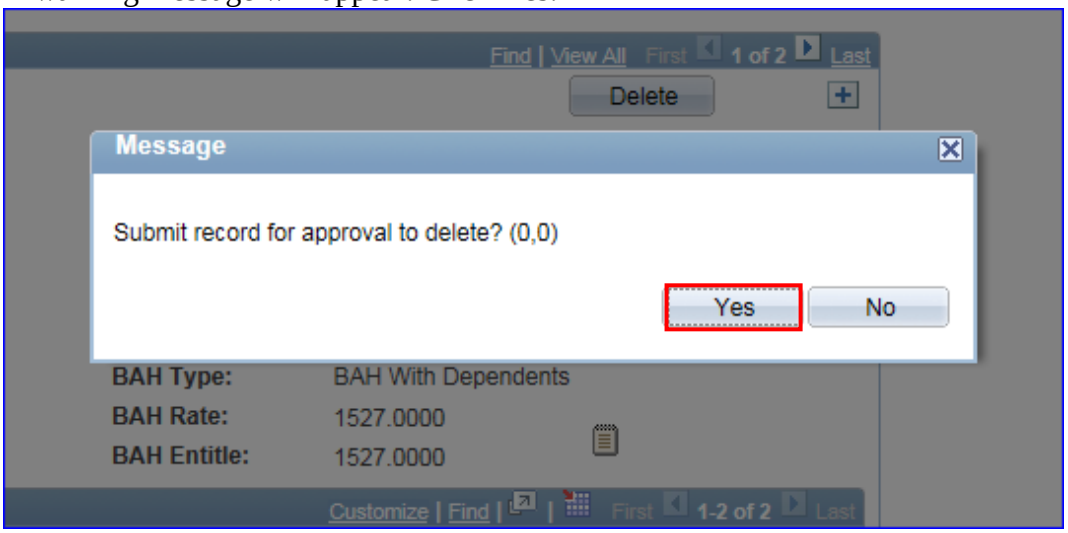
Deleting a BAH Transaction, Continued

Procedures,
continued

Step	Action
4	A warning message will appear. Click **Yes**. 
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.