

## SPO Tools – Inactive BAH Case Overview

### Overview

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**Introduction** This reference guide provides guidance and procedures for reviewing a BAH correction beginning from the point when the BAH row, generated by PCS orders, was finalized through to its correction in Direct Access (DA).

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**Information** Each section addresses each individual stage of researching and correcting the Inactive BAH row.

Payroll transaction **timing** is what causes debts and credits. In the following example, without the debt, the member could not have gotten the credit in the future pay period. It is about the Calendar Group ID for when the transaction is finalized in DA.

Use the following guides for how to access a member's [Pay Calculation Results](#) and [Element Assignment By Payee \(EABP\)](#).

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# Reviewing Results of an Inactive BAH Row

**Introduction** This section provides an overview of the effects an Inactive BAH row has on a member's pay calendars in DA.

**Information** When PCS orders are processed in DA, the orders will cause the member's BAH row to become Inactive (see [PCS Entitlements Auto Start-Stop](#) user guide for more information on what entitlements are effected by PCS orders).

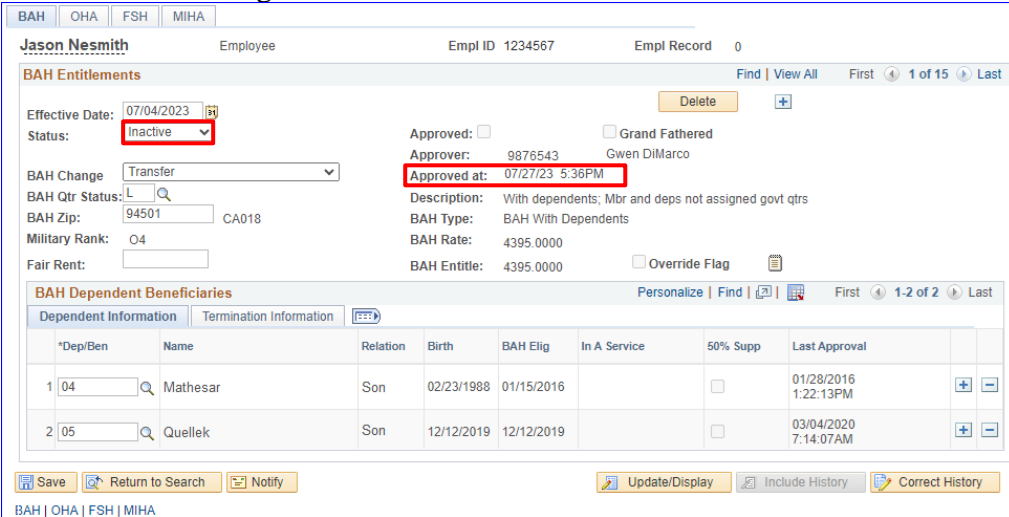
**Procedures** See below.

Step	Action																																																																																																																																																																																																																										
1	<p>On the PCS orders <b>Audit</b> tab, take note of the <b>Order End Date</b> and the <b>Datetime Modified</b>. In this example the PCS Reporting was not completed timely.</p> <p>The screenshot shows the PCS Audit tab for Jason Nesmith, Empl ID: 1234567. The Order End Date is 07/04/2023. The Approval History table shows the following entries:</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Approval Status</th> <th>Approval Type</th> <th>Travel Seq Nbr</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1 9876543</td> <td>Gwen DiMarco</td> <td>07/27/2023 3:54:37PM</td> <td>Approved</td> <td>PCS Multiple Travel Approval</td> <td>99</td> <td></td> </tr> <tr> <td>2 9876543</td> <td>Gwen DiMarco</td> <td>07/27/2023 3:54:32PM</td> <td>Approved</td> <td>PCS Multiple Travel Approval</td> <td>99</td> <td>Gwen DiMarco No Comments</td> </tr> <tr> <td>3 1234455</td> <td>TOMMY WEBBER</td> <td>07/27/2023 11:45:55AM</td> <td>Approved</td> <td>PCS Multiple Travel Approval</td> <td>99</td> <td>TOMMY WEBBER: The approval is set for SEQ_NO=99.</td> </tr> <tr> <td>4 1122334</td> <td>Guy Fleegman</td> <td>07/18/2023 2:31:10PM</td> <td>Approved</td> <td>PCS Travel Report Endorsement</td> <td>2</td> <td></td> </tr> <tr> <td>5 1122334</td> 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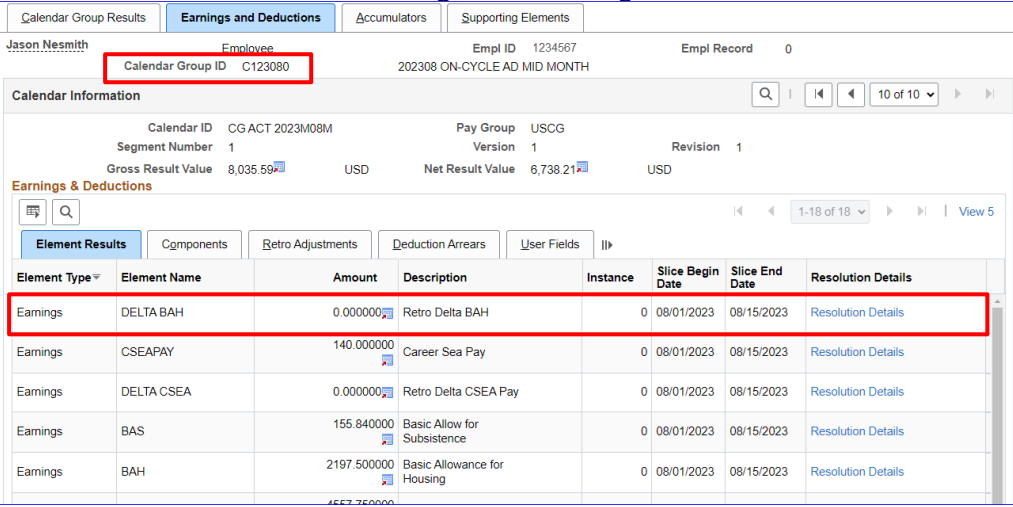
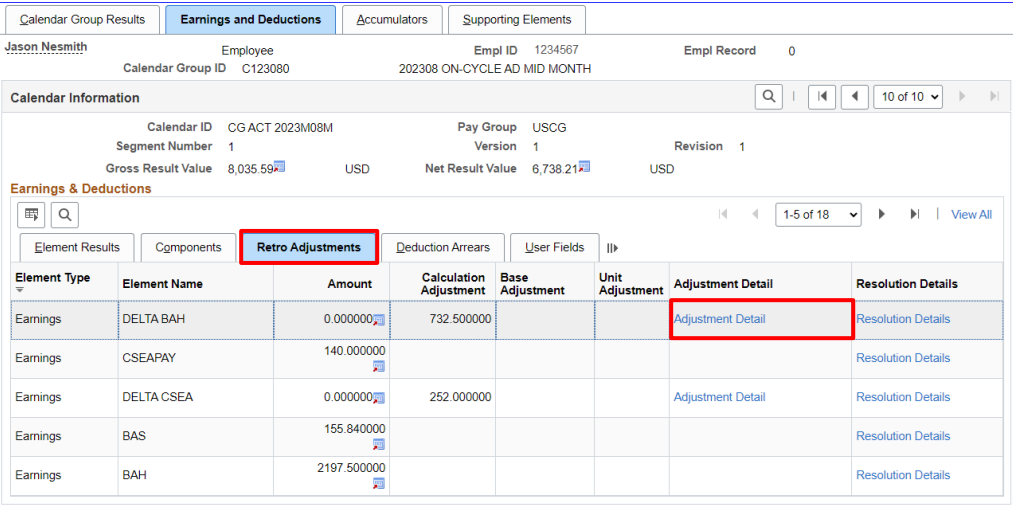
Procedures,  
continued

Step	Action																								
2	<p>Here is an example of that member’s BAH row. The Status is <b>Inactive</b> and the <b>Approved at</b> date and time matches the PCS orders in step 1.</p> <p>Once the Inactive BAH row processes through a finalization, DA will create a System Generated Overpayment (SGO). The approval date will link to the Calendar Group ID.</p> <p><b>Reminder:</b> If a correction to this BAH row is processed prior to finalization, an SGO will not be generated.</p>  <p>The screenshot shows the BAH Entitlements page for Jason Nesmith (Empl ID 1234567). The status is 'Inactive' and the 'Approved at' date is '07/27/23 5:36PM'. The page also displays dependent beneficiaries:</p> <table border="1" data-bbox="375 1099 1348 1272"> <thead> <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 04</td> <td>Mathesar</td> <td>Son</td> <td>02/23/1988</td> <td>01/15/2016</td> <td></td> <td><input type="checkbox"/></td> <td>01/28/2016 1:22:13PM</td> </tr> <tr> <td>2 05</td> <td>Quellek</td> <td>Son</td> <td>12/12/2019</td> <td>12/12/2019</td> <td></td> <td><input type="checkbox"/></td> <td>03/04/2020 7:14:07AM</td> </tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 04	Mathesar	Son	02/23/1988	01/15/2016		<input type="checkbox"/>	01/28/2016 1:22:13PM	2 05	Quellek	Son	12/12/2019	12/12/2019		<input type="checkbox"/>	03/04/2020 7:14:07AM
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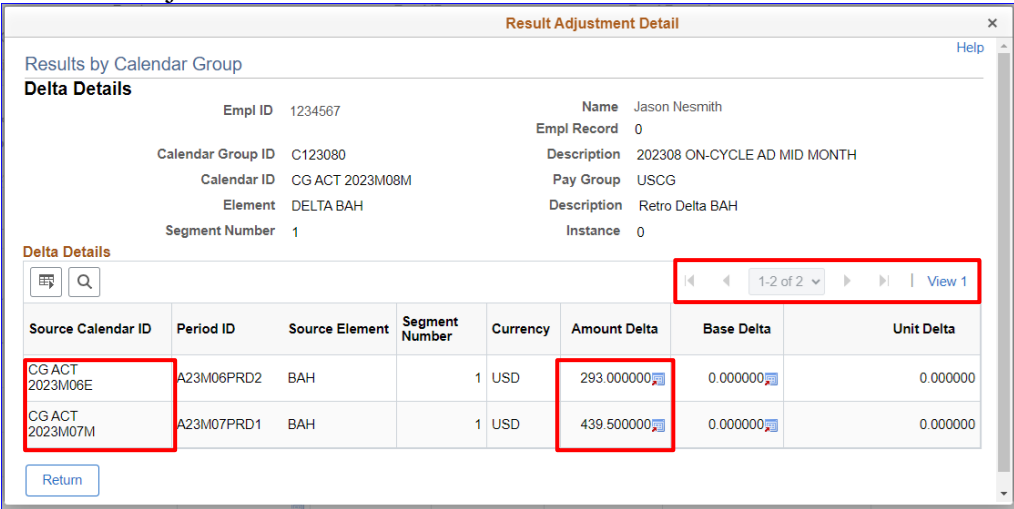
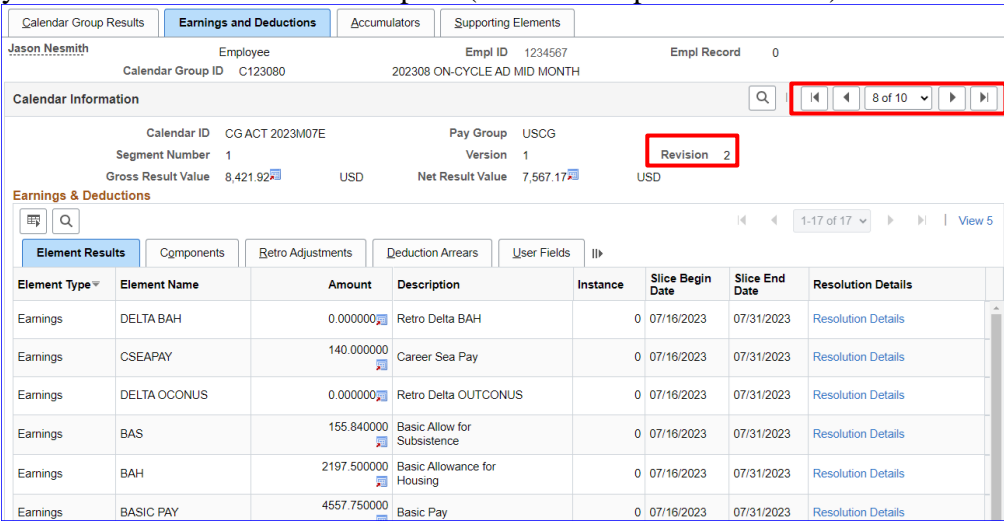
Procedures,  
continued

Step	Action																																																
3	<p>Open the member's Pay Calculations Results and select the <b>Calendar Group ID</b> associated with the PCS orders and Inactive BAH row approval. In this example, BAH finalized on C123080. Notice, the <b>DELTA BAH</b> showing as an Earning under Element Results.</p>  <table border="1" data-bbox="352 891 1369 1137"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>0.000000</td> <td>Retro Delta BAH</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>140.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>DELTA CSEA</td> <td>0.000000</td> <td>Retro Delta CSEA Pay</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>155.840000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAH</td> <td>2197.500000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>08/01/2023</td> <td>08/15/2023</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	DELTA BAH	0.000000	Retro Delta BAH	0	08/01/2023	08/15/2023	<a href="#">Resolution Details</a>	Earnings	CSEAPAY	140.000000	Career Sea Pay	0	08/01/2023	08/15/2023	<a href="#">Resolution Details</a>	Earnings	DELTA CSEA	0.000000	Retro Delta CSEA Pay	0	08/01/2023	08/15/2023	<a href="#">Resolution Details</a>	Earnings	BAS	155.840000	Basic Allow for Subsistence	0	08/01/2023	08/15/2023	<a href="#">Resolution Details</a>	Earnings	BAH	2197.500000	Basic Allowance for Housing	0	08/01/2023	08/15/2023	<a href="#">Resolution Details</a>
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4	<p>Select the <b>Retro Adjustments</b> tab. This is where the Calculation Adjustment amount is displayed. Click on <b>Adjustment Detail</b> to open the details of which calendars were affected.</p>  <table border="1" data-bbox="352 1552 1369 1787"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>0.000000</td> <td>732.500000</td> <td></td> <td></td> <td><a href="#">Adjustment Detail</a></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>140.000000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>DELTA CSEA</td> <td>0.000000</td> <td>252.000000</td> <td></td> <td></td> <td><a href="#">Adjustment Detail</a></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>155.840000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAH</td> <td>2197.500000</td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	DELTA BAH	0.000000	732.500000			<a href="#">Adjustment Detail</a>	<a href="#">Resolution Details</a>	Earnings	CSEAPAY	140.000000					<a href="#">Resolution Details</a>	Earnings	DELTA CSEA	0.000000	252.000000			<a href="#">Adjustment Detail</a>	<a href="#">Resolution Details</a>	Earnings	BAS	155.840000					<a href="#">Resolution Details</a>	Earnings	BAH	2197.500000					<a href="#">Resolution Details</a>
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# Reviewing Results of an Inactive BAH Row, Continued

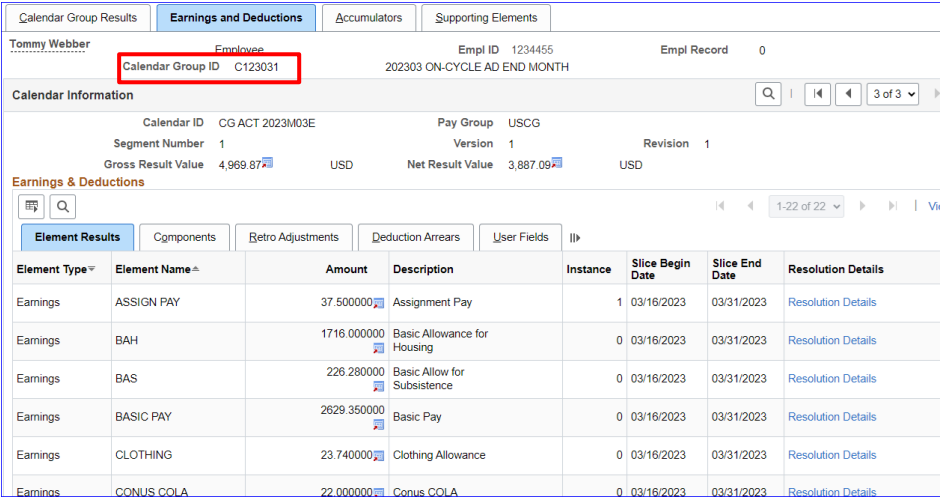
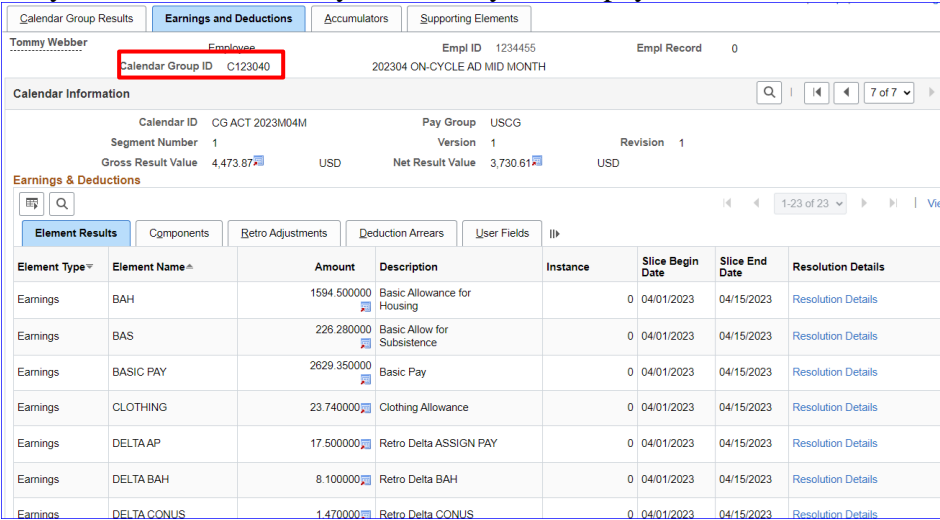
Procedures,  
continued

Step	Action																																																								
<p><b>5</b></p>	<p>The Delta Details will display with the retroactive changes related to that individual pay item. If more than one calendar is affected, <b>scroll</b> or click <b>View All</b> (not shown). The <b>Source Calendar ID</b> is the period fixed with the correlated adjustment <b>Amount Delta</b>.</p>  <p><b>Result Adjustment Detail</b></p> <p>Results by Calendar Group</p> <p><b>Delta Details</b></p> <p>Empl ID 1234567 Name Jason Nesmith Empl Record 0 Calendar Group ID C123080 Description 202308 ON-CYCLE AD MID MONTH Calendar ID CG ACT 2023M08M Pay Group USCG Element DELTA BAH Description Retro Delta BAH Segment Number 1 Instance 0</p> <p><b>Delta Details</b></p> <table border="1"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr> <td>CG ACT 2023M06E</td> <td>A23M06PRD2</td> <td>BAH</td> <td>1</td> <td>USD</td> <td>293.000000</td> <td>0.000000</td> <td>0.000000</td> </tr> <tr> <td>CG ACT 2023M07M</td> <td>A23M07PRD1</td> <td>BAH</td> <td>1</td> <td>USD</td> <td>439.500000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table> <p>Return</p>	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2023M06E	A23M06PRD2	BAH	1	USD	293.000000	0.000000	0.000000	CG ACT 2023M07M	A23M07PRD1	BAH	1	USD	439.500000	0.000000	0.000000																																
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<p><b>6</b></p>	<p>Below is the <b>Revised</b> Calendar.</p> <p><b>NOTE:</b> Revised calendars are DA's way of explaining what the member should have only been paid. The revised calendar is contained within the Calendar Group ID. <b>Scrolling</b> within the Calendar Information rows will keep you in the same Calendar Group ID (in this example row 8 of 10).</p>  <p>Calendar Group Results   <b>Earnings and Deductions</b>   Accumulators   Supporting Elements</p> <p>Jason Nesmith Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C123080 202308 ON-CYCLE AD MID MONTH</p> <p><b>Calendar Information</b></p> <p>Calendar ID CG ACT 2023M07E Pay Group USCG Segment Number 1 Version 1 <b>Revision 2</b> Gross Result Value 8,421.92 USD Net Result Value 7,567.17 USD</p> <p><b>Earnings &amp; Deductions</b></p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>0.000000</td> <td>Retro Delta BAH</td> <td>0</td> <td>07/16/2023</td> <td>07/31/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>140.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>07/16/2023</td> <td>07/31/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA OCONUS</td> <td>0.000000</td> <td>Retro Delta OUTCONUS</td> <td>0</td> <td>07/16/2023</td> <td>07/31/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>155.840000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>07/16/2023</td> <td>07/31/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAH</td> <td>2197.500000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>07/16/2023</td> <td>07/31/2023</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>4557.750000</td> <td>Basic Pay</td> <td>0</td> <td>07/16/2023</td> <td>07/31/2023</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	DELTA BAH	0.000000	Retro Delta BAH	0	07/16/2023	07/31/2023	Resolution Details	Earnings	CSEAPAY	140.000000	Career Sea Pay	0	07/16/2023	07/31/2023	Resolution Details	Earnings	DELTA OCONUS	0.000000	Retro Delta OUTCONUS	0	07/16/2023	07/31/2023	Resolution Details	Earnings	BAS	155.840000	Basic Allow for Subsistence	0	07/16/2023	07/31/2023	Resolution Details	Earnings	BAH	2197.500000	Basic Allowance for Housing	0	07/16/2023	07/31/2023	Resolution Details	Earnings	BASIC PAY	4557.750000	Basic Pay	0	07/16/2023	07/31/2023	Resolution Details
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# Reviewing Past Pay Periods

**Introduction** This section looks at a member’s past pay periods and shows the breakdown of the member’s BAH daily rate.

**Procedures** See below.

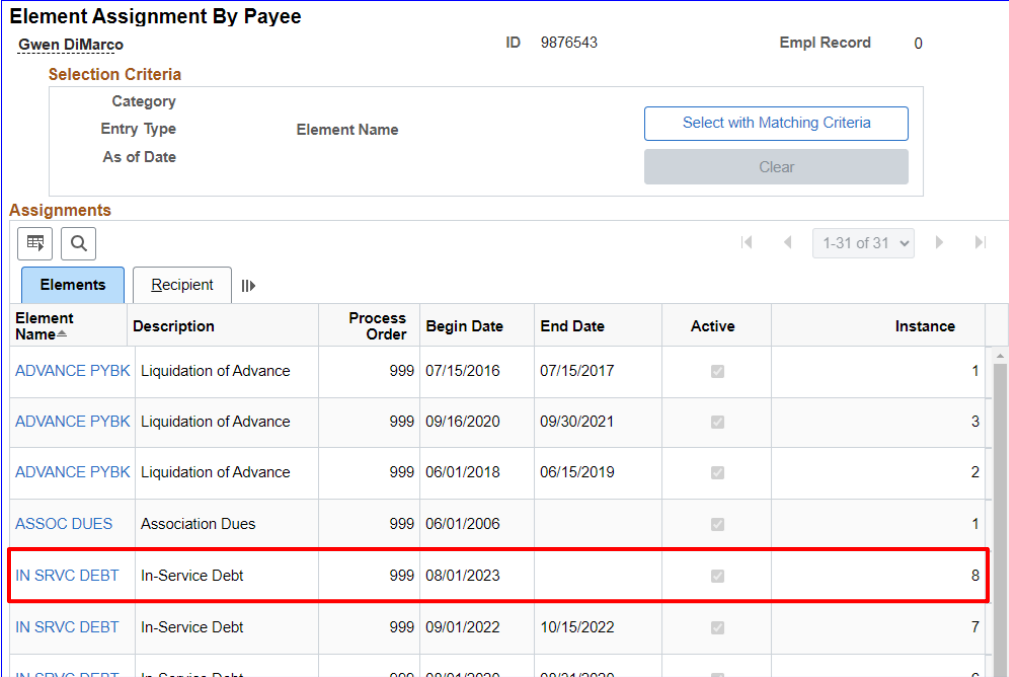
Step	Action
<p><b>1</b></p>	<p>When reviewing the member’s <b>end-month March 2023</b> calendar on <b>C123031</b>:</p> <p>Member was paid BAH from 03/16/2023 – 03/31/2023. <math>1716.00 / 15 \text{ days} = 114.40</math> daily rate. <math>114.40 \times 30 \text{ days} =</math> monthly rate of pay for BAH rate was \$3,432.00.</p> 
<p><b>2</b></p>	<p>When reviewing the member’s <b>mid-month April 2023</b> calendar on <b>C123040</b>:</p> <p>Member was paid BAH from 04/01/2023 – 04/15/2023. <math>1594.50 / 15 = 106.30</math> daily rate. <math>106.30 \times 30 \text{ days} =</math> monthly rate of pay BAH rate was \$3189.00.</p> 

# Reviewing EABP In-Service Debt

**Introduction** This section provides the procedures to research an EABP In-Service Debt in DA.

**NOTE:** When DA generates a debt, the debt populates in the member’s Element Assignment By Payee (EABP). All EABP In-Service Debts require research.

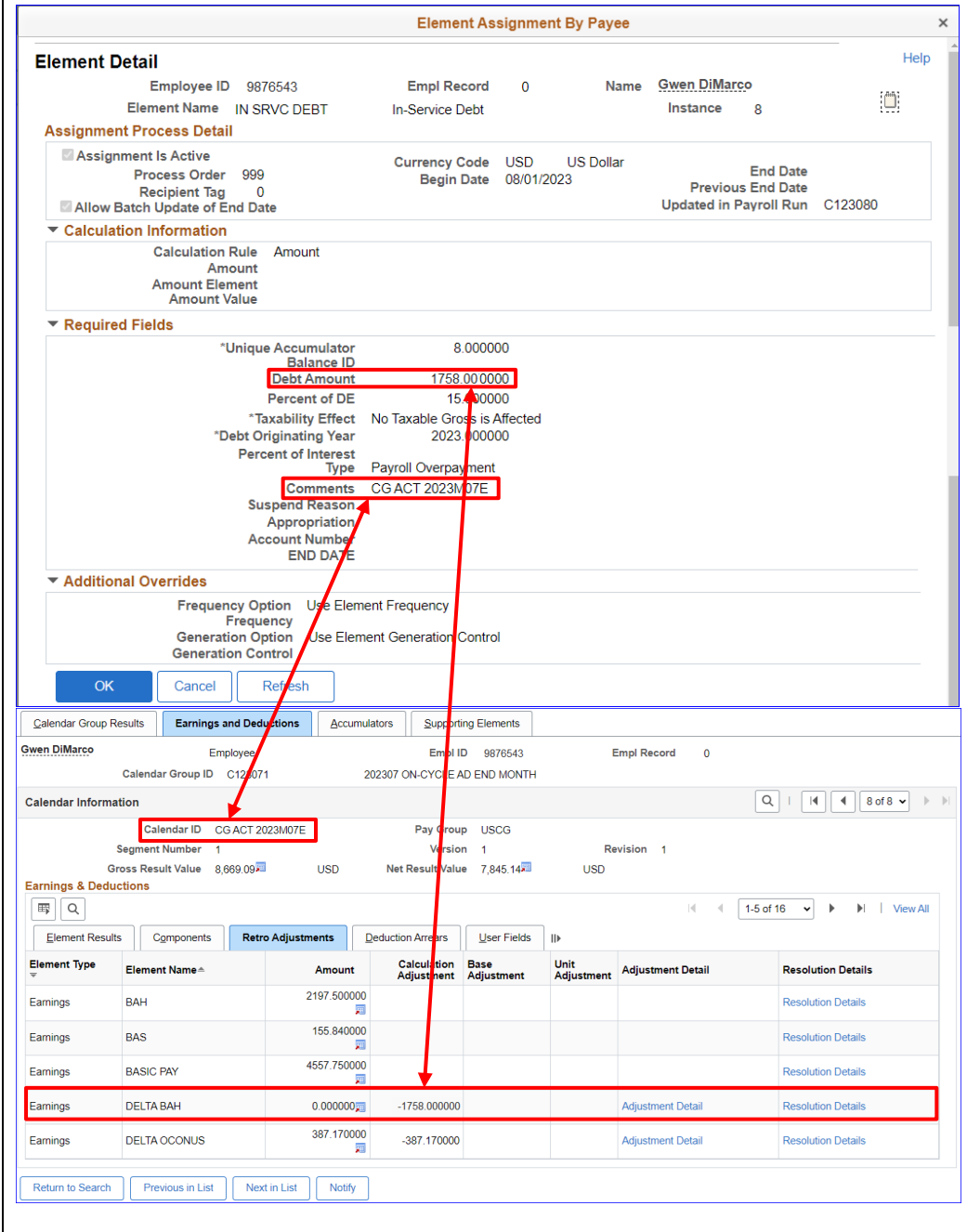
**Procedures** See below.

Step	Action																																																	
1	<p>Open the member’s EABP’s. Select the appropriate <b>IN SRVC DEBT</b> to display the details (see the <a href="#">Identifying In-Service Debts</a> user guide for more information on how to identify and research In-Service debts).</p> <p><b>NOTE:</b> Depending on the debt, multiple In-Service Debt rows may be generated. This is typically caused due to tax implications combined with the calendar year changes. In this BAH example, the System Generated Overpayment (SGO) created only one In-Service Debt row (Instance 8).</p>  <p>The screenshot displays the 'Element Assignment By Payee' interface for Gwen DiMarco (ID: 9876543, Empl Record: 0). It includes a 'Selection Criteria' section with fields for Category, Entry Type, Element Name, and As of Date, along with 'Select with Matching Criteria' and 'Clear' buttons. Below is an 'Assignments' table with the following data:</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>07/15/2016</td> <td>07/15/2017</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>09/16/2020</td> <td>09/30/2021</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>06/01/2018</td> <td>06/15/2019</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>ASSOC DUES</td> <td>Association Dues</td> <td>999</td> <td>06/01/2006</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr style="border: 2px solid red;"> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>08/01/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>8</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2022</td> <td>10/15/2022</td> <td><input checked="" type="checkbox"/></td> <td>7</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	ADVANCE PYBK	Liquidation of Advance	999	07/15/2016	07/15/2017	<input checked="" type="checkbox"/>	1	ADVANCE PYBK	Liquidation of Advance	999	09/16/2020	09/30/2021	<input checked="" type="checkbox"/>	3	ADVANCE PYBK	Liquidation of Advance	999	06/01/2018	06/15/2019	<input checked="" type="checkbox"/>	2	ASSOC DUES	Association Dues	999	06/01/2006		<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	08/01/2023		<input checked="" type="checkbox"/>	8	IN SRVC DEBT	In-Service Debt	999	09/01/2022	10/15/2022	<input checked="" type="checkbox"/>	7
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# Reviewing EABP In-Service Debt, Continued

Procedures,  
continued

Step	Action																																																
2	<p>Review the EABP details. Ensure the <b>Debt Amount</b> matches the SGO total. The <b>Comments</b> field identifies and matches the Calendar ID where the debt was finalized.</p>  <p><b>Element Assignment By Payee</b></p> <p><b>Element Detail</b></p> <p>Employee ID 9876543    Empl Record 0    Name <u>Gwen DiMarco</u>          Element Name IN SRVC DEBT    In-Service Debt    Instance 8</p> <p><b>Assignment Process Detail</b></p> <p><input checked="" type="checkbox"/> Assignment Is Active    Process Order 999    Currency Code USD    US Dollar    End Date          Recipient Tag 0    Begin Date 08/01/2023    Previous End Date  <input checked="" type="checkbox"/> Allow Batch Update of End Date    Updated in Payroll Run C123080</p> <p><b>Calculation Information</b></p> <p>Calculation Rule Amount          Amount          Amount Element          Amount Value</p> <p><b>Required Fields</b></p> <p>*Unique Accumulator Balance ID 8.000000  <b>Debt Amount 1758.000000</b>          Percent of DE 15.000000          *Taxability Effect No Taxable Gross is Affected          *Debt Originating Year 2023.000000          Percent of Interest          Type Payroll Overpayment  <b>Comments CG ACT 2023M07E</b>          Suspend Reason          Appropriation          Account Number          END DATE</p> <p><b>Additional Overrides</b></p> <p>Frequency Option Use Element Frequency          Frequency          Generation Option Use Element Generation Control          Generation Control</p> <p>OK Cancel Refresh</p> <hr/> <p>Calendar Group Results <b>Earnings and Deductions</b> Accumulators Supporting Elements</p> <p>Gwen DiMarco Employee Empl ID 9876543 Empl Record 0          Calendar Group ID C123071 202307 ON-CYCLE AD END MONTH</p> <p><b>Calendar Information</b></p> <p><b>Calendar ID CG ACT 2023M07E</b> Pay Group USCG    Version 1    Revision 1          Segment Number 1          Gross Result Value 8,669.09 USD    Net Result Value 7,845.14 USD</p> <p><b>Earnings &amp; Deductions</b></p> <p>Element Results Components <b>Retro Adjustments</b> Deduction Arrears User Fields</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Calculation Adjustment</th> <th>Base Adjustment</th> <th>Unit Adjustment</th> <th>Adjustment Detail</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>2197.500000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>155.840000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>4557.750000</td> <td></td> <td></td> <td></td> <td></td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA BAH</td> <td>0.000000</td> <td>-1758.000000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>DELTA OCONUS</td> <td>387.170000</td> <td>-387.170000</td> <td></td> <td></td> <td>Adjustment Detail</td> <td>Resolution Details</td> </tr> </tbody> </table> <p>Return to Search Previous in List Next in List Notify</p>	Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details	Earnings	BAH	2197.500000					Resolution Details	Earnings	BAS	155.840000					Resolution Details	Earnings	BASIC PAY	4557.750000					Resolution Details	Earnings	DELTA BAH	0.000000	-1758.000000			Adjustment Detail	Resolution Details	Earnings	DELTA OCONUS	387.170000	-387.170000			Adjustment Detail	Resolution Details
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# Reviewing the BAH Row Correction

## Introduction

This section provides guidance on reviewing the member’s pay calendars related to the corrected BAH row in DA.

In this example, the BAH could not be approved before pay cut, so it resulted in **no BAH being paid to this member on the mid-month July pay calendar.**

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	BAS	155.840000	Basic Allow for Subsistence	0	07/01/2023	07/15/2023	Resolution Details
Earnings	BASIC PAY	3850.800000	Basic Pay	0	07/01/2023	07/15/2023	Resolution Details
Earnings	OCONUS COLA	278.000000	OutConus COLA	1	07/01/2023	07/15/2023	Resolution Details
Earnings	OHA	2047.500000	Overseas Housing Allowance	0	07/01/2023	07/15/2023	Resolution Details
Deduction	FSGLI	2.250000	Family Servicemembers Grp Life	0	07/01/2023	07/15/2023	Resolution Details

## Procedures

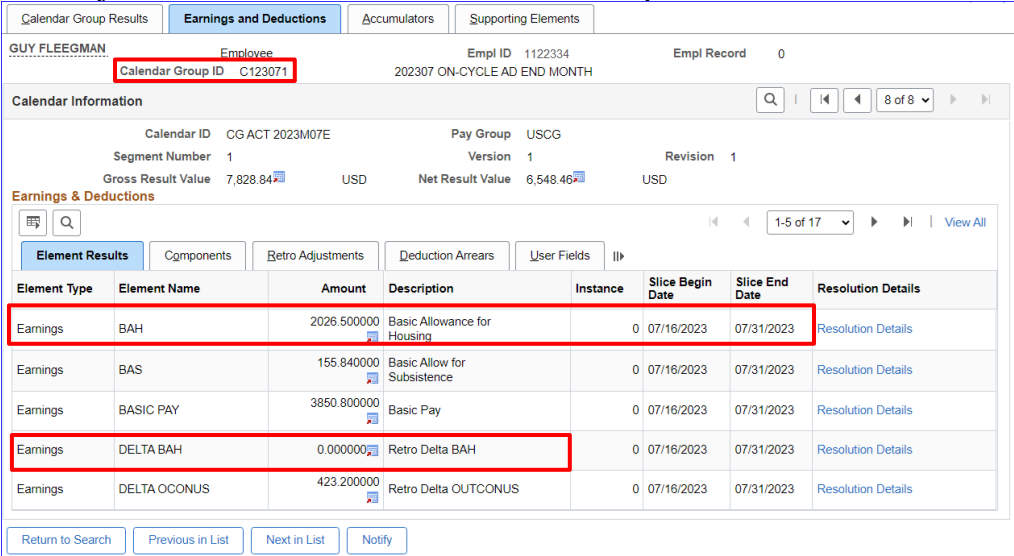
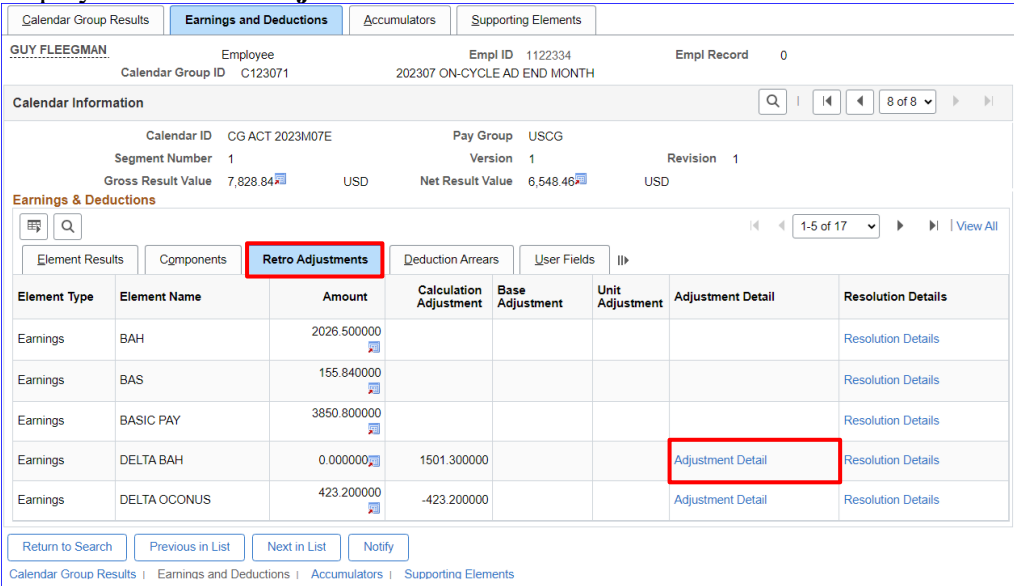
See below.

Step	Action																								
1	<p>Open the member’s BAH page. Review the corrected BAH row for the <b>Approved at</b> date and verify the <b>Status</b> is correct. In this example, the BAH row was approved on 07/20/2023 and the status is <b>Active</b>.</p> <p>Once the Active BAH row processes through finalization, the member will begin receiving BAH. The approval date will link to the Calendar Group ID for when BAH was processed for pay.</p> <table border="1"> <thead> <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 01</td> <td>Laliari</td> <td>Spouse</td> <td>12/21/1994</td> <td>03/29/2017</td> <td></td> <td><input type="checkbox"/></td> <td>04/05/2017 2:40:27PM</td> </tr> <tr> <td>2 02</td> <td>Brandon</td> <td>Son</td> <td>06/24/2021</td> <td>06/24/2021</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>07/28/2022 8:10:00PM</td> </tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Laliari	Spouse	12/21/1994	03/29/2017		<input type="checkbox"/>	04/05/2017 2:40:27PM	2 02	Brandon	Son	06/24/2021	06/24/2021		<input checked="" type="checkbox"/>	07/28/2022 8:10:00PM
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval																		
1 01	Laliari	Spouse	12/21/1994	03/29/2017		<input type="checkbox"/>	04/05/2017 2:40:27PM																		
2 02	Brandon	Son	06/24/2021	06/24/2021		<input checked="" type="checkbox"/>	07/28/2022 8:10:00PM																		

Continued on next page

# Reviewing the BAH Row Correction, Continued

Procedures,  
continued

Step	Action
<p>2</p>	<p>Open the member’s Pay Calculations Results and select the <b>Calendar Group ID</b> associated with the corrected BAH row approval. In this example, BAH finalized on C123071.</p> <p>When viewing the member’s end-month July 2023 calendar: <b>BAH</b> is paid for the current period 07/16/2023 – 07/31/2023. The <b>DELTA BAH</b> identifies a retro adjustment which is discussed in the next step.</p> 
<p>3</p>	<p>Select the <b>Retro Adjustments</b> tab, this is where the adjustment amount is displayed. Click on <b>Adjustment Detail</b>.</p> 

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## Reviewing the BAH Row Correction, Continued

Procedures,  
continued

Step	Action																																				
4	<p>The Delta Details will display with the retroactive <b>Amount Delta</b> related to that pay item. The <b>Source Calendar ID</b> is the affected pay period.</p> <p>In this example, DA is paying the member back after the BAH correction was approved. The credit may seem larger but remember, the member did not receive any BAH for mid-month July Calendar due to the Inactive BAH row.</p> <div data-bbox="352 667 1369 1122" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-weight: bold; color: orange;">Result Adjustment Detail</p> <p>Results by Calendar Group <span style="float: right;">Help</span></p> <p><b>Delta Details</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Empl ID 1122334</td> <td style="width: 50%;">Name GUY FLEEGMAN</td> </tr> <tr> <td>Calendar Group ID C123071</td> <td>Empl Record 0</td> </tr> <tr> <td>Calendar ID CG ACT 2023M07E</td> <td>Description 202307 ON-CYCLE AD END MONTH</td> </tr> <tr> <td>Element DELTA BAH</td> <td>Pay Group USCG</td> </tr> <tr> <td>Segment Number 1</td> <td>Description Retro Delta BAH</td> </tr> <tr> <td></td> <td>Instance 0</td> </tr> </table> <p><b>Delta Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Source Calendar ID</th> <th>Period ID</th> <th>Source Element</th> <th>Segment Number</th> <th>Currency</th> <th>Amount Delta</th> <th>Base Delta</th> <th>Unit Delta</th> </tr> </thead> <tbody> <tr> <td>CG ACT 2023M06E</td> <td>A23M06PRD2</td> <td>BAH</td> <td>1</td> <td>USD</td> <td>534.600000</td> <td>0.000000</td> <td>0.000000</td> </tr> <tr> <td>CG ACT 2023M07M</td> <td>A23M07PRD1</td> <td>BAH</td> <td>1</td> <td>USD</td> <td>966.700000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table> <p style="text-align: center;">Return</p> </div> <ul style="list-style-type: none"> <li>• Credit from 06/22/2023 – 07/14/2023 for BAH Transit: \$1782/30 *9 days in June = \$534.60 daily rate.</li> </ul> <div data-bbox="352 1211 1369 1373" style="border: 1px solid black; padding: 5px;"> <p><b>Description:</b> Mbr in Transit - With deps or paying child support; Mbr &amp; deps not assigned govt qtrs</p> <p><b>BAH Type:</b> BAH RC/T With Dependents</p> <p><b>BAH Rate:</b> 1782.0000</p> <p><b>BAH Entitle:</b> 1782.0000 <input type="checkbox"/> Override Flag </p> </div> <ul style="list-style-type: none"> <li>• Credit from 07/01/2023 – 07/14/2023 for BAH Transit: \$1782/30 *14 days in July = \$831.60</li> <li>• BAH w/dep started 07/15/23: \$4053/30 *1 day in July =\$135.10</li> <li>• 831.60 + 135.10 = \$966.70</li> </ul> <div data-bbox="352 1525 1058 1682" style="border: 1px solid black; padding: 5px;"> <p><b>Description:</b> With dependents; Mbr and deps not assigned govt qtrs</p> <p><b>BAH Type:</b> BAH With Dependents</p> <p><b>BAH Rate:</b> 4053.0000</p> <p><b>BAH Entitle:</b> 4053.0000 <input type="checkbox"/> Override Flag </p> </div>	Empl ID 1122334	Name GUY FLEEGMAN	Calendar Group ID C123071	Empl Record 0	Calendar ID CG ACT 2023M07E	Description 202307 ON-CYCLE AD END MONTH	Element DELTA BAH	Pay Group USCG	Segment Number 1	Description Retro Delta BAH		Instance 0	Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta	CG ACT 2023M06E	A23M06PRD2	BAH	1	USD	534.600000	0.000000	0.000000	CG ACT 2023M07M	A23M07PRD1	BAH	1	USD	966.700000	0.000000	0.000000
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