

# BAH Dependency Verification Reports

## Overview

**Introduction** This guide provides the procedures for running the BAH Dependency Verification Reports in Direct Access (DA).

**User Roles** To run these reports, you must have these roles:  
CGHRS  
CGADMINSUP

**Report Types/Purpose** See below.

Report	Purpose
CG_BAH_DEPENDENT_VERIFY_DATA	Displays ALL members across the CG that have responded. It will not display members who have never validated.
CG_BAH_DEPENDENT_VERIFY_DEPT	Displays the responses for all members at a department ID.
CG_BAH_DEPENDENT_VERIFY_SPO	Displays the responses of all members/units that fall under a SPO tree. <b>NOTE: It will not display the status of the members assigned to the SPO Dept ID.</b> Use the Verify DEPT report to capture those responses.

**Information** In accordance with [Coast Guard Pay Manual, COMDTINST M7220.29D](#), all Active and Reserve members are required to validate their housing allowance entitlement by verifying their BAH/Dependency Data report from Direct Access. Per [Personnel & Pay Procedures Manual, PPCINST M1000.2 \(series\), Chapter 6 \(TTP\), Section G](#), the unit P&A Office will verify completion of member verification using the BAH Dependency Verification Report.

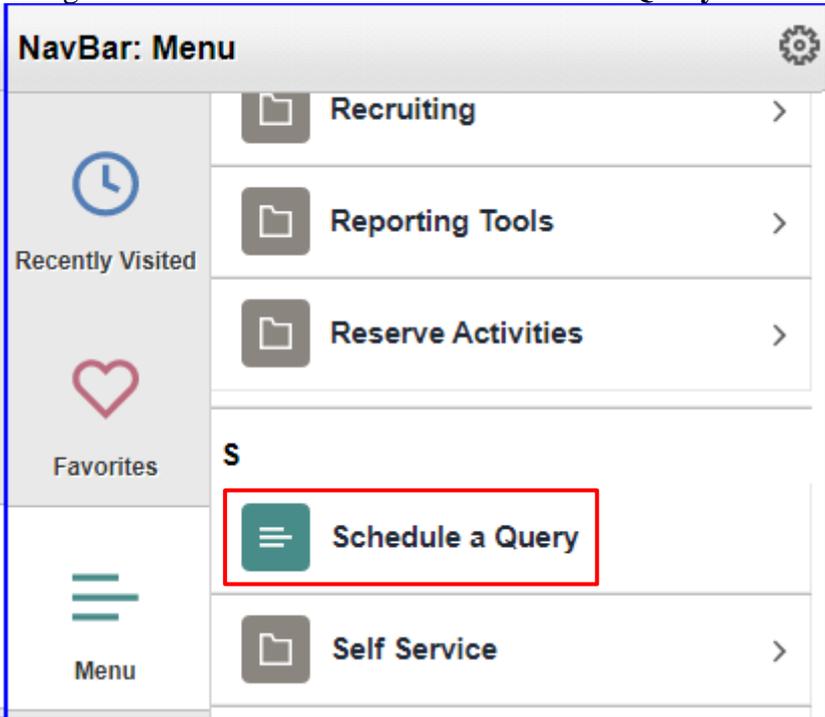
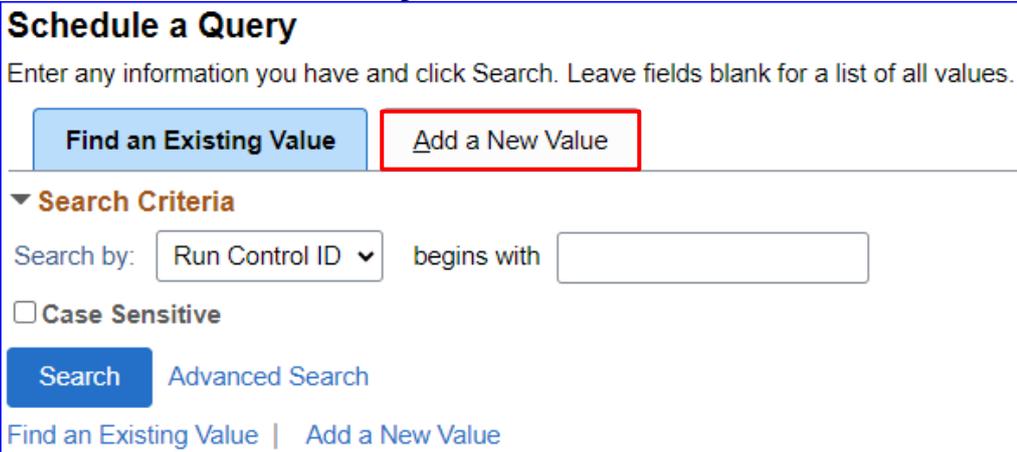
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# BAH Dependency Verification Data Report – All CG Members

**Introduction** This section provides the procedures for running the BAH Dependency Verification Data Report for all Coast Guard members in DA.

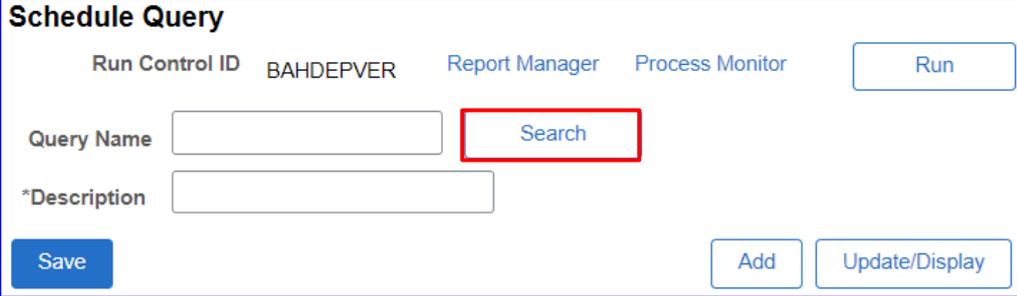
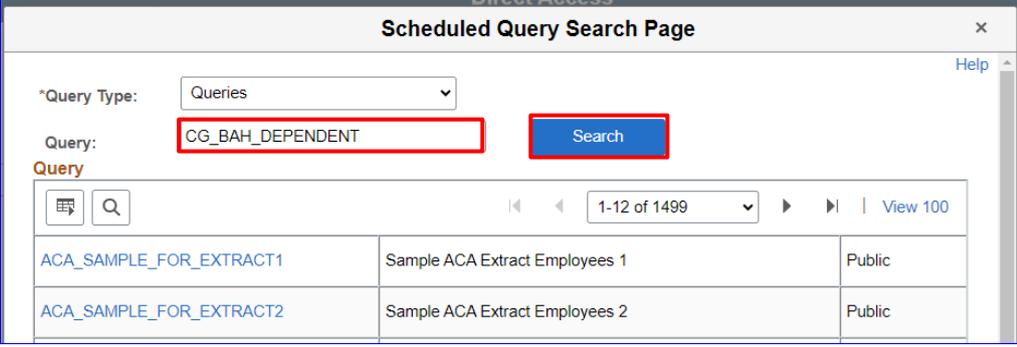
**Procedures** See below.

Step	Action
1	<p>Navigate to: NavBar icon &gt; Menu &gt; <b>Schedule a Query</b>.</p>  <p>The screenshot shows a mobile application interface titled "NavBar: Menu". On the left, there are three sections: "Recently Visited" with a clock icon, "Favorites" with a heart icon, and "Menu" with a hamburger icon. On the right, there is a list of menu items: "Recruiting", "Reporting Tools", "Reserve Activities", "Schedule a Query" (highlighted with a red box), and "Self Service". A gear icon is in the top right corner.</p>
2	<p>If a Run Control ID is not set up, select the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the "Schedule a Query" form. At the top, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two tabs: "Find an Existing Value" and "Add a New Value" (highlighted with a red box). Under the "Add a New Value" tab, there is a "Search Criteria" section with a dropdown menu set to "Run Control ID" and a "begins with" text input field. There is also a "Case Sensitive" checkbox which is unchecked. At the bottom, there is a "Search" button and a link for "Advanced Search".</p>

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# BAH Dependency Verification Data Report – All CG Members, Continued

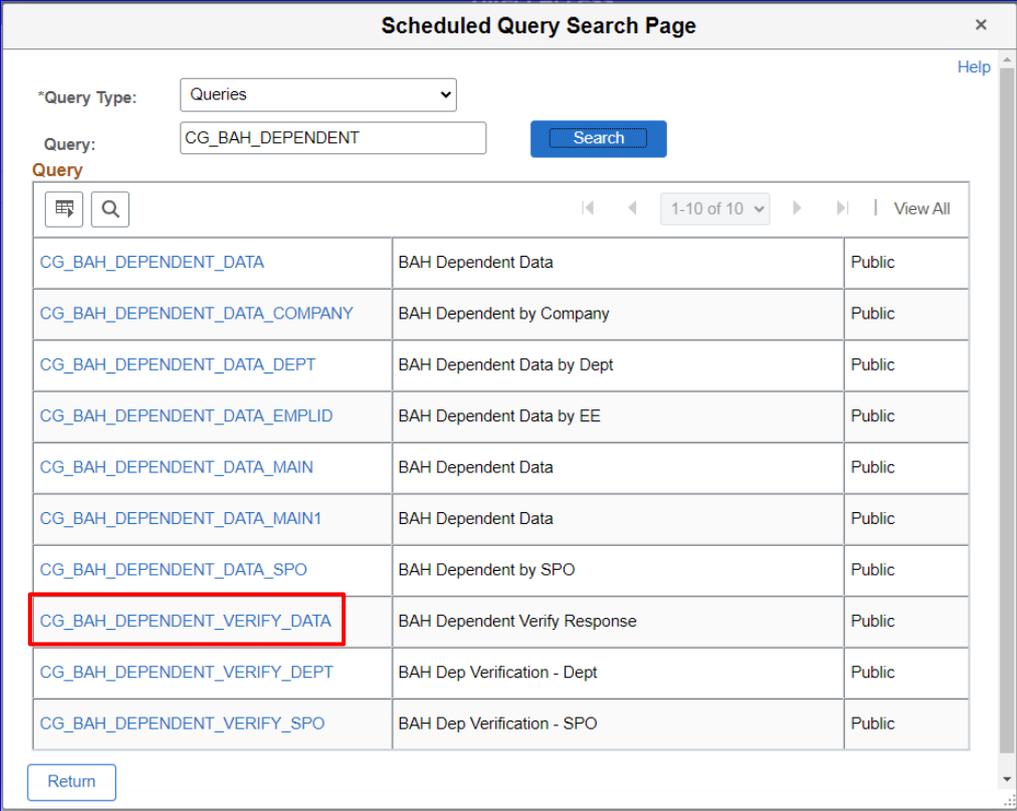
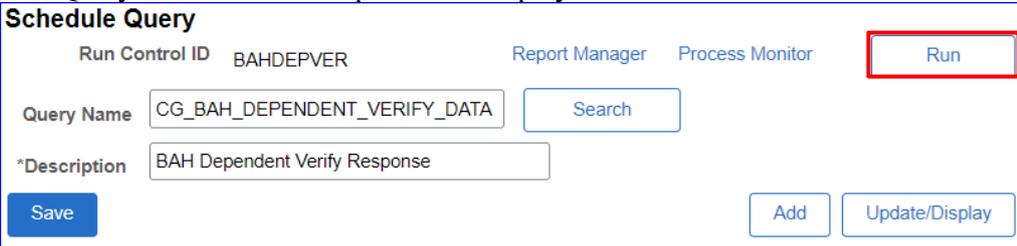
Procedures,  
continued

Step	Action						
3	<p>Enter a <b>Run Control ID</b> (it should be something you remember for use later). Click <b>Add</b>.</p>  <p><b>Schedule a Query</b></p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>*Run Control ID <input type="text" value="BAHDEPVER"/></p> <p><b>Add</b></p> <p>Find an Existing Value   Add a New Value</p>						
4	<p>Click <b>Search</b>.</p>  <p><b>Schedule Query</b></p> <p>Run Control ID BAHDEPVER Report Manager Process Monitor <b>Run</b></p> <p>Query Name <input type="text"/> <b>Search</b></p> <p>*Description <input type="text"/></p> <p><b>Save</b> <b>Add</b> <b>Update/Display</b></p>						
5	<p>In the <b>Query</b> field, enter <b>CG_BAH_DEPENDENT</b> and click <b>Search</b>.</p>  <p><b>Scheduled Query Search Page</b></p> <p>*Query Type: Queries</p> <p>Query: <input type="text" value="CG_BAH_DEPENDENT"/> <b>Search</b></p> <p><b>Query</b></p> <table border="1"> <tr> <td>ACA_SAMPLE_FOR_EXTRACT1</td> <td>Sample ACA Extract Employees 1</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT2</td> <td>Sample ACA Extract Employees 2</td> <td>Public</td> </tr> </table>	ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public
ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public					
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# BAH Dependency Verification Data Report – All CG Members, Continued

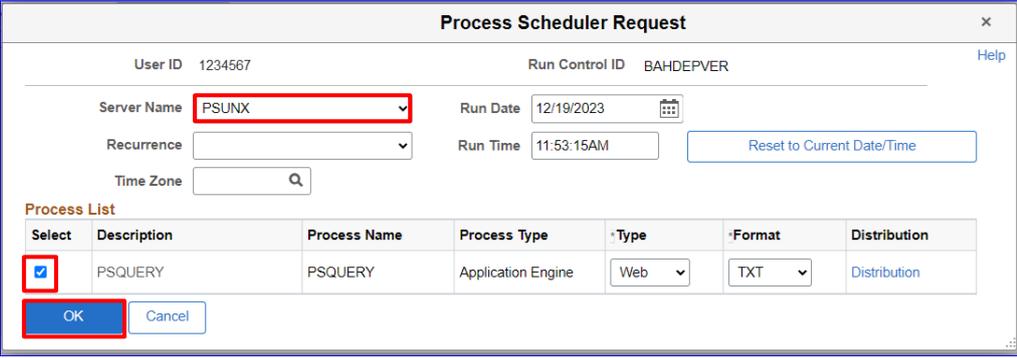
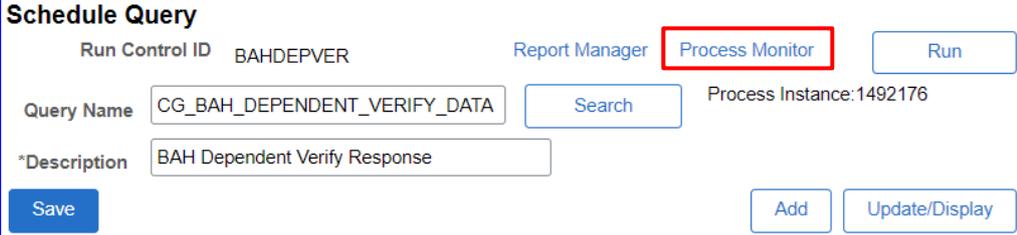
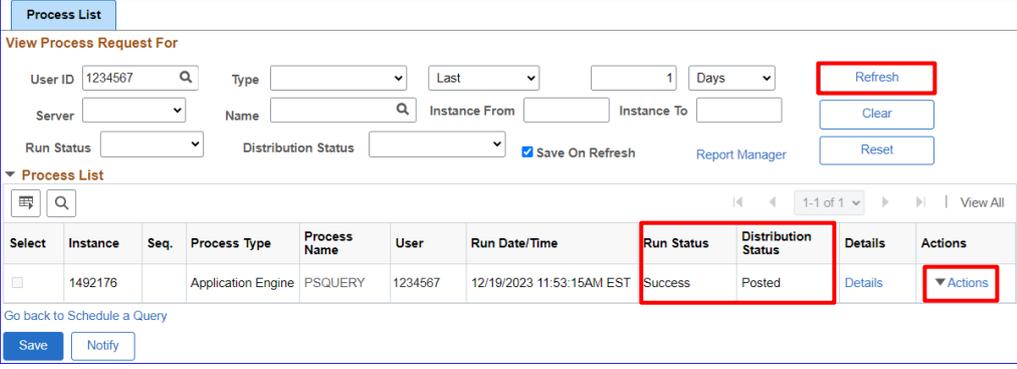
Procedures,  
continued

Step	Action																																	
6	<p>Click the <b>CG_BAH_DEPENDENT_VERIFY_DATA</b> link.</p>  <p>The screenshot shows a 'Scheduled Query Search Page' with a search bar containing 'CG_BAH_DEPENDENT' and a 'Search' button. Below the search bar is a table of queries. The query 'CG_BAH_DEPENDENT_VERIFY_DATA' is highlighted with a red box. The table has three columns: Query Name, Description, and Access.</p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Access</th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEPENDENT_DATA</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_COMPANY</td> <td>BAH Dependent by Company</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_DEPT</td> <td>BAH Dependent Data by Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_EMPLID</td> <td>BAH Dependent Data by EE</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN1</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_SPO</td> <td>BAH Dependent by SPO</td> <td>Public</td> </tr> <tr> <td><b>CG_BAH_DEPENDENT_VERIFY_DATA</b></td> <td>BAH Dependent Verify Response</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DEPT</td> <td>BAH Dep Verification - Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_SPO</td> <td>BAH Dep Verification - SPO</td> <td>Public</td> </tr> </tbody> </table>	Query Name	Description	Access	CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public	<b>CG_BAH_DEPENDENT_VERIFY_DATA</b>	BAH Dependent Verify Response	Public	CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public	CG_BAH_DEPENDENT_VERIFY_SPO	BAH Dep Verification - SPO	Public
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7	<p>The Query Name and Description will display. Click <b>Run</b>.</p>  <p>The screenshot shows a 'Schedule Query' form. The 'Run' button is highlighted with a red box. The form contains the following fields and buttons:</p> <ul style="list-style-type: none"> <li>Run Control ID: BAHDEPVER</li> <li>Report Manager</li> <li>Process Monitor</li> <li>Run (highlighted)</li> <li>Query Name: CG_BAH_DEPENDENT_VERIFY_DATA</li> <li>Description: BAH Dependent Verify Response</li> <li>Save</li> <li>Add</li> <li>Update/Display</li> </ul>																																	

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# BAH Dependency Verification Data Report – All CG Members, Continued

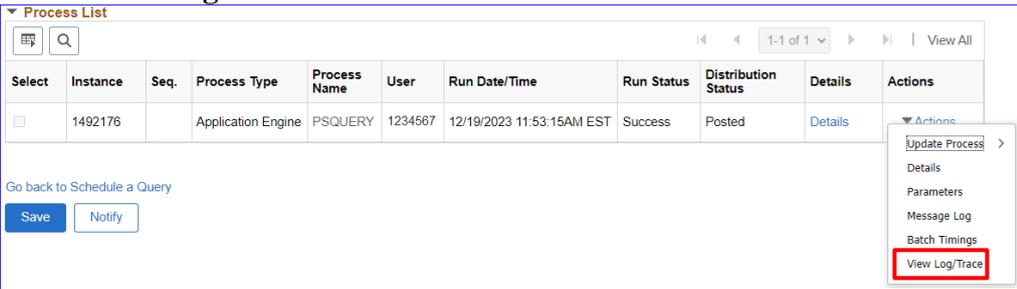
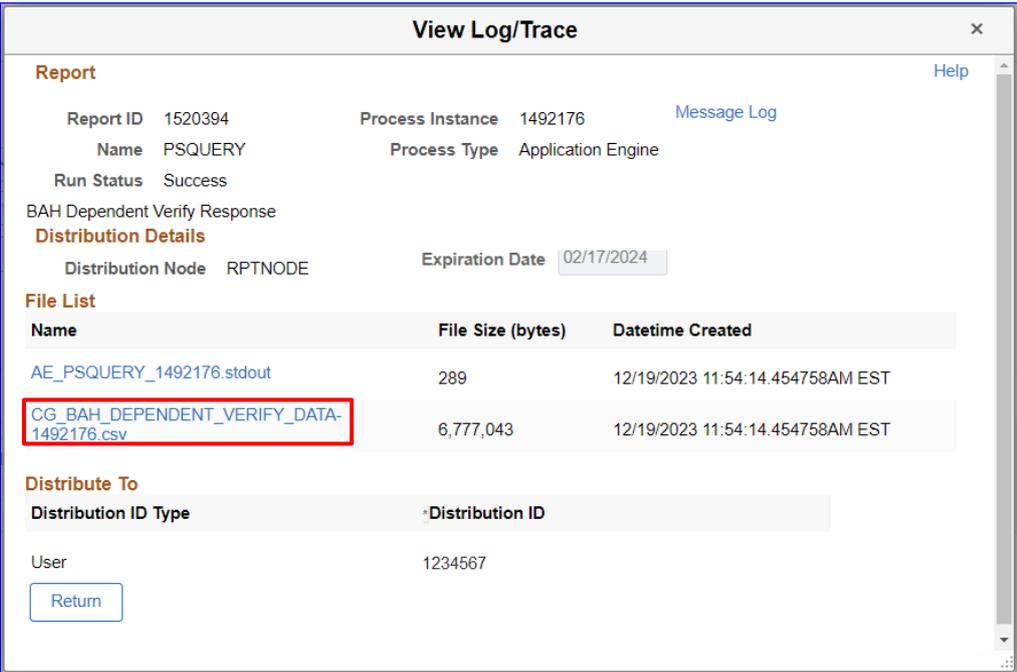
Procedures,  
continued

Step	Action
8	<p>The Process Scheduler Request page will display. Verify PSUNX is displayed in the <b>Server Name</b>. Ensure the PSQUERY <b>Select box</b> is checked and click <b>OK</b>.</p> 
9	<p>The Schedule Query page will re-display with a Process Instance number. Click <b>Process Monitor</b>.</p> 
10	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the <b>Refresh</b> button until the <b>Run Status</b> updates to Success and the <b>Distribution Status</b> indicates Posted. *New Column* Click the <b>Actions</b> down arrow.</p> 

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# BAH Dependency Verification Data Report – All CG Members, Continued

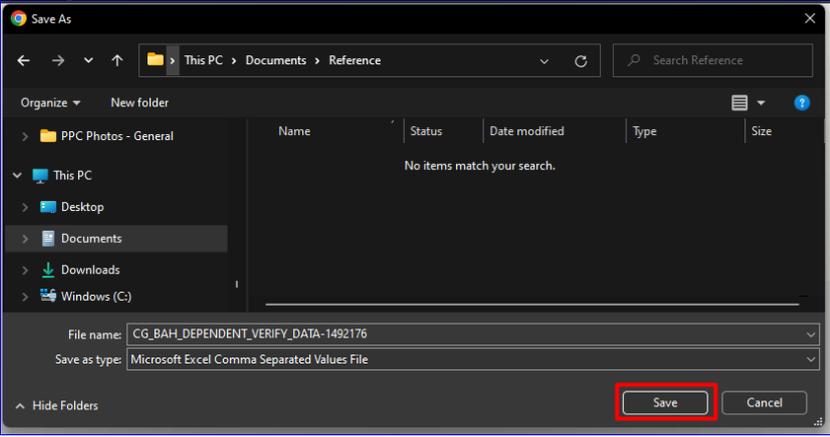
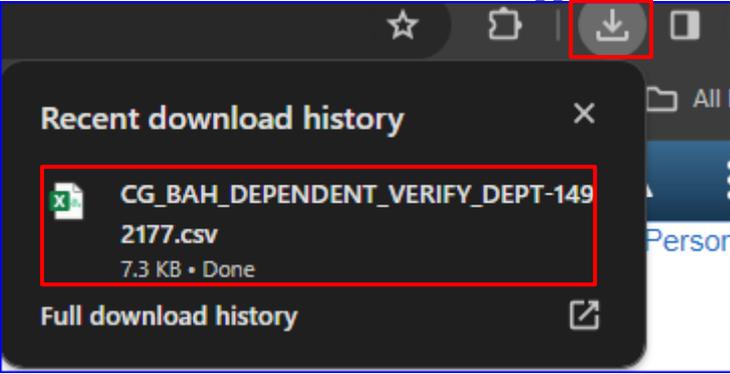
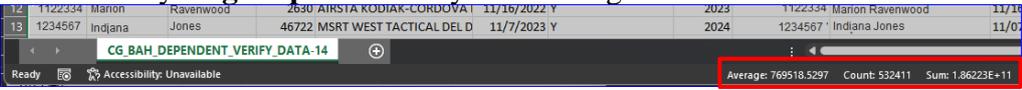
Procedures,  
continued

Step	Action																						
11	<p><b>Select View Log/Trace.</b></p>  <p>The screenshot shows a 'Process List' window with a table containing the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1492176</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>12/19/2023 11:53:15AM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td> <ul style="list-style-type: none"> <li>Update Process</li> <li>Details</li> <li>Parameters</li> <li>Message Log</li> <li>Batch Timings</li> <li><b>View Log/Trace</b></li> </ul> </td> </tr> </tbody> </table> <p>Buttons: Save, Notify</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1492176		Application Engine	PSQUERY	1234567	12/19/2023 11:53:15AM EST	Success	Posted	Details	<ul style="list-style-type: none"> <li>Update Process</li> <li>Details</li> <li>Parameters</li> <li>Message Log</li> <li>Batch Timings</li> <li><b>View Log/Trace</b></li> </ul>
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12	<p><b>Click CG_BAH_DEPENDENT_VERIFY_DATA-XXXXXX.csv from the File List.</b></p>  <p>The screenshot shows a 'View Log/Trace' window with the following sections:</p> <ul style="list-style-type: none"> <li><b>Report:</b> Report ID 1520394, Process Instance 1492176, Name PSQUERY, Process Type Application Engine, Run Status Success.</li> <li><b>Distribution Details:</b> Distribution Node RPTNODE, Expiration Date 02/17/2024.</li> <li><b>File List:</b> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_1492176.stdout</td> <td>289</td> <td>12/19/2023 11:54:14.454758AM EST</td> </tr> <tr> <td><b>CG_BAH_DEPENDENT_VERIFY_DATA-1492176.csv</b></td> <td>6,777,043</td> <td>12/19/2023 11:54:14.454758AM EST</td> </tr> </tbody> </table> </li> <li><b>Distribute To:</b> Distribution ID Type, Distribution ID, User 1234567.</li> </ul> <p>Buttons: Return</p>	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_1492176.stdout	289	12/19/2023 11:54:14.454758AM EST	<b>CG_BAH_DEPENDENT_VERIFY_DATA-1492176.csv</b>	6,777,043	12/19/2023 11:54:14.454758AM EST													
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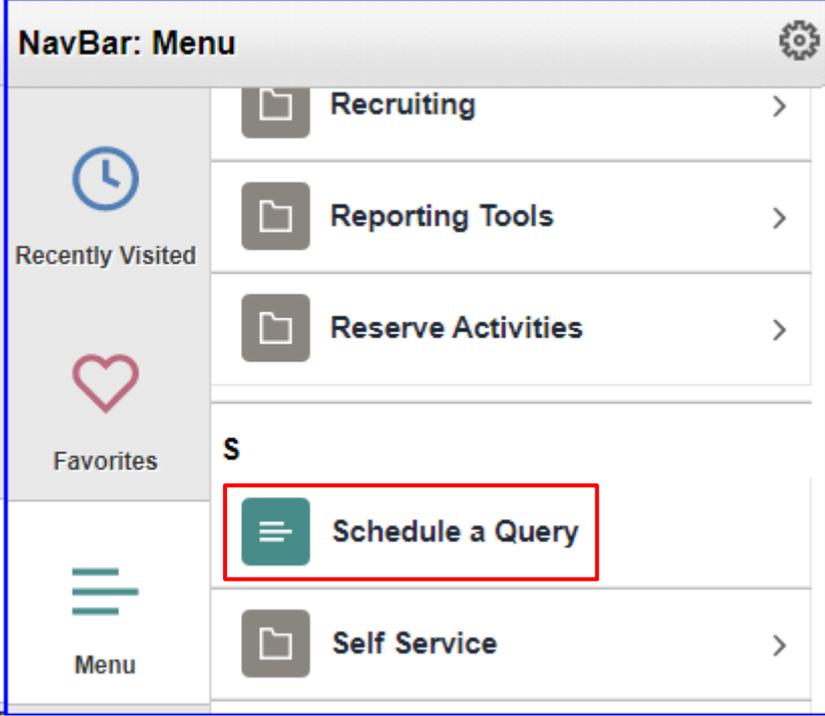
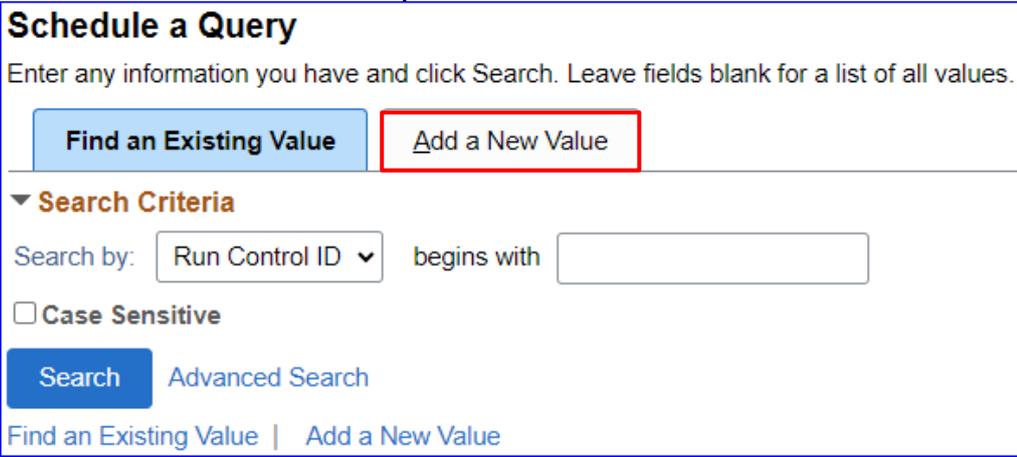
Procedures,  
continued

Step	Action																																																																													
13	<p>Navigate to a folder and click <b>Save</b>.</p> 																																																																													
14	<p>To open the file, navigate to the folder where it is saved OR click the <b>download icon</b> and double-click on the <b>appropriate file</b>.</p> 																																																																													
15	<p>The report will open in Excel and display all CG members that have verified their BAH Dependency Data Verification and <b>Member Responses</b> in DA.</p> <table border="1" data-bbox="352 1576 1374 1720"> <thead> <tr> <th>Empl ID</th> <th>First Name</th> <th>Last Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Date Posted</th> <th>Member's Response</th> <th>Fiscal Year</th> <th>Last Updated By</th> <th>Last Updated by Desc</th> <th>Last Update Date/Time</th> </tr> </thead> <tbody> <tr> <td>1111111</td> <td>Aldo</td> <td>Raine</td> <td>45402</td> <td>ATC MOBILE H-60 ENG DIV</td> <td>10/16/2022</td> <td>Y</td> <td>2024</td> <td>1111111</td> <td>Aldo Raine</td> <td>10/16/2023 12:42:16PM</td> </tr> <tr> <td>2222222</td> <td>Bridget</td> <td>von Hammersmark</td> <td>2434</td> <td>ATC MOBILE HH-60 TRNG DIV</td> <td>10/4/2022</td> <td>Y</td> <td>2024</td> <td>2222222</td> <td>Bridget von Hammersmark</td> <td>10/04/2023 9:51:45AM</td> </tr> <tr> <td>3333333</td> <td>Donny</td> <td>Donowitz</td> <td>38325</td> <td>PACAREA (PAC-3MF)</td> <td>10/3/2022</td> <td>N</td> <td>2024</td> <td>3333333</td> <td>Donny Donowitz</td> <td>10/03/2023 12:45:29PM</td> </tr> <tr> <td>4444444</td> <td>Hans</td> <td>Landa</td> <td>47741</td> <td>BASE HONO WAT (NMW)</td> <td>11/2/2022</td> <td>Y</td> <td>2024</td> <td>4444444</td> <td>Hans Landa</td> <td>11/02/2023 4:48:30PM</td> </tr> <tr> <td>5555555</td> <td>Archi</td> <td>Hicox</td> <td>7581</td> <td>SEC VIRGINIA CMD CENTER</td> <td>12/4/2022</td> <td>Y</td> <td>2024</td> <td>5555555</td> <td>Archi Hicox</td> <td>12/04/2023 11:26:40PM</td> </tr> <tr> <td>6666666</td> <td>Fredrick</td> <td>Zoller</td> <td>518</td> <td>AIRSTA SITKA</td> <td>11/22/2022</td> <td>Y</td> <td>2021</td> <td>6666666</td> <td>John T Lyon</td> <td>11/22/2023 12:44:01AM</td> </tr> </tbody> </table> <p>This is a very <b>large report</b> and may have a long run time.</p> 	Empl ID	First Name	Last Name	Dept ID	Dept Name	Date Posted	Member's Response	Fiscal Year	Last Updated By	Last Updated by Desc	Last Update Date/Time	1111111	Aldo	Raine	45402	ATC MOBILE H-60 ENG DIV	10/16/2022	Y	2024	1111111	Aldo Raine	10/16/2023 12:42:16PM	2222222	Bridget	von Hammersmark	2434	ATC MOBILE HH-60 TRNG DIV	10/4/2022	Y	2024	2222222	Bridget von Hammersmark	10/04/2023 9:51:45AM	3333333	Donny	Donowitz	38325	PACAREA (PAC-3MF)	10/3/2022	N	2024	3333333	Donny Donowitz	10/03/2023 12:45:29PM	4444444	Hans	Landa	47741	BASE HONO WAT (NMW)	11/2/2022	Y	2024	4444444	Hans Landa	11/02/2023 4:48:30PM	5555555	Archi	Hicox	7581	SEC VIRGINIA CMD CENTER	12/4/2022	Y	2024	5555555	Archi Hicox	12/04/2023 11:26:40PM	6666666	Fredrick	Zoller	518	AIRSTA SITKA	11/22/2022	Y	2021	6666666	John T Lyon	11/22/2023 12:44:01AM
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# BAH Dependency Verification by Dept Report

**Introduction** This section provides the procedures for running the BAH Dependency Verification by Dept Report in DA.

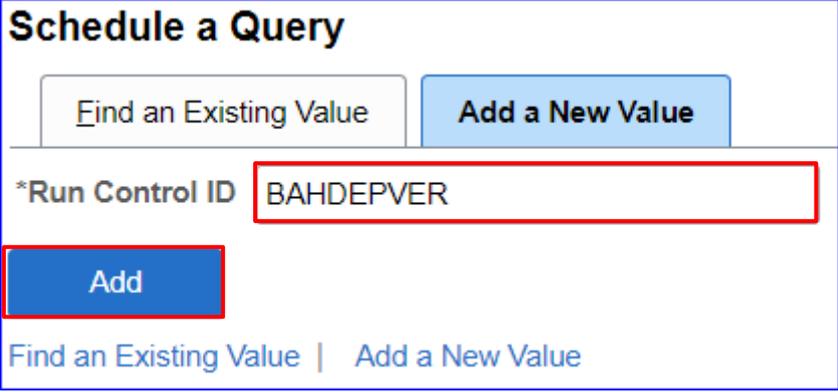
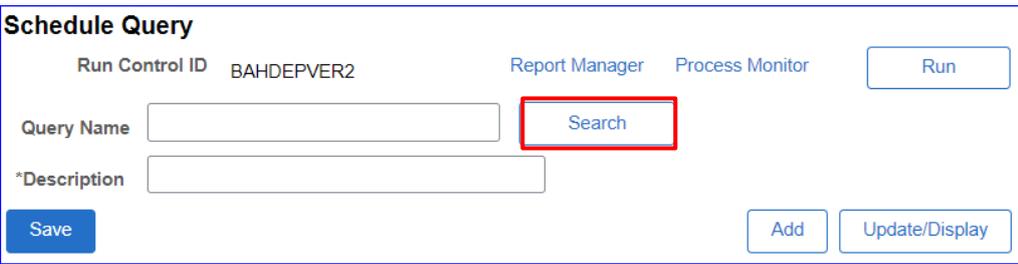
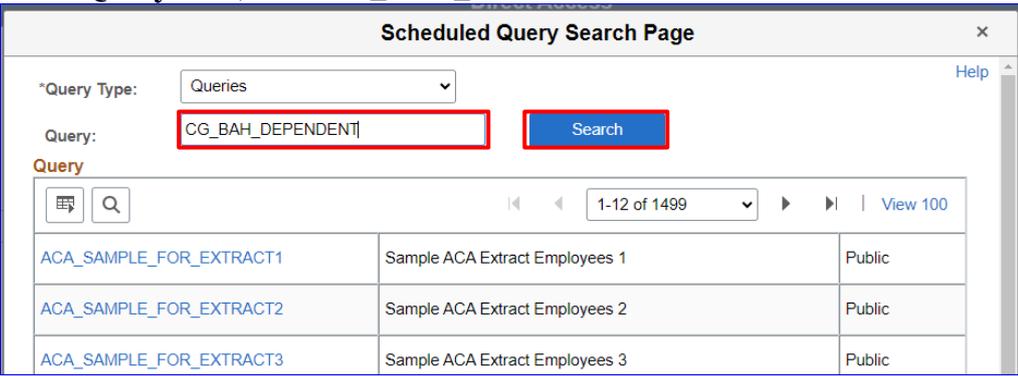
**Procedures** See below.

Step	Action
1	<p>Navigate to: NavBar icon &gt; Menu &gt; <b>Schedule a Query</b>.</p>  <p>The screenshot shows a sidebar menu with sections for 'Recently Visited' (containing Recruiting, Reporting Tools, Reserve Activities) and 'Favorites' (containing Schedule a Query, Self Service). The 'Schedule a Query' item is highlighted with a red rectangular box.</p>
2	<p>If a Run Control ID is not set up, select the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the 'Schedule a Query' search page. It includes a search criteria section with a dropdown set to 'Run Control ID' and a 'begins with' input field. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red rectangular box.</p>

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# BAH Dependency Verification by Dept Report, Continued

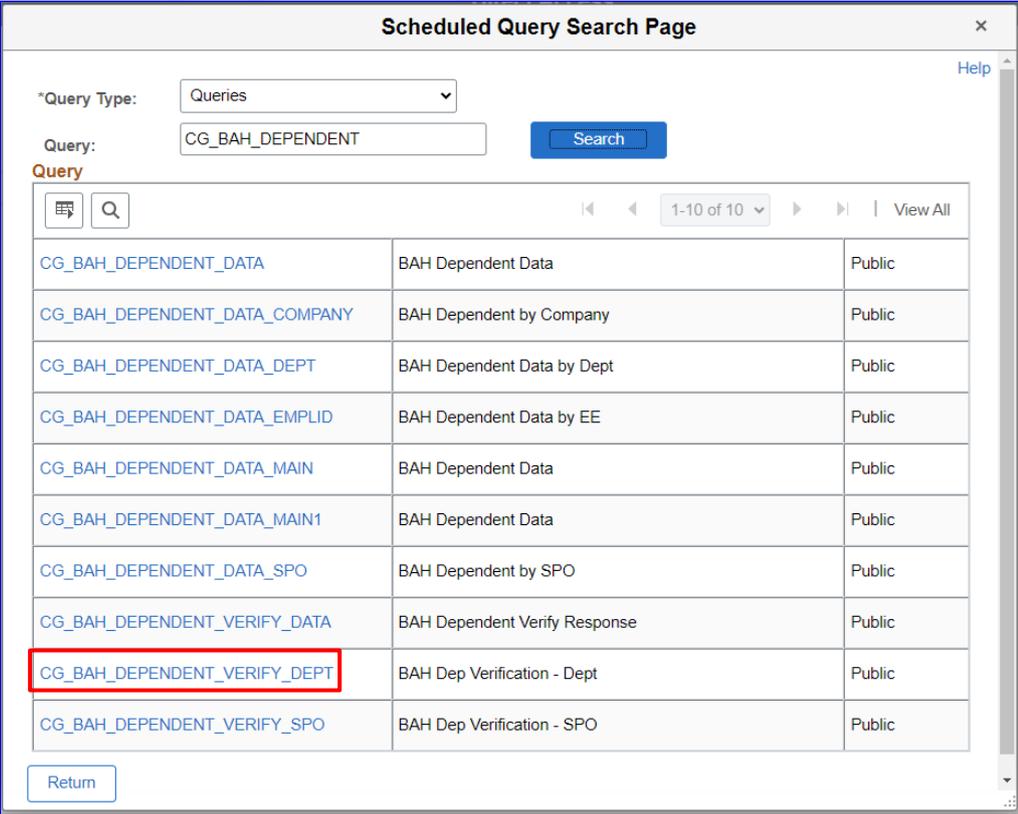
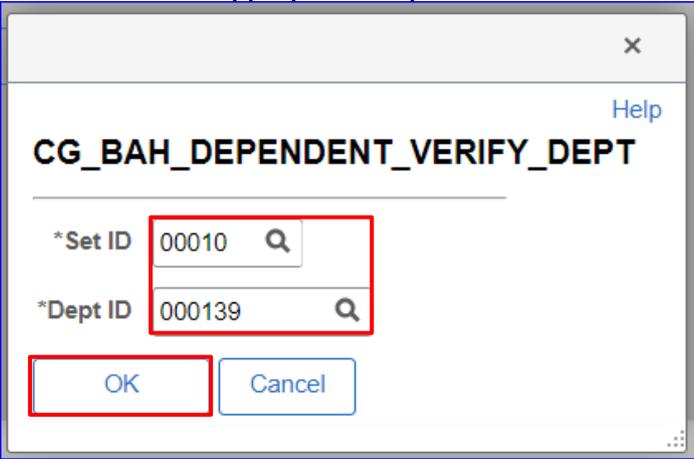
Procedures,  
continued

Step	Action									
3	<p>Enter a <b>Run Control ID</b> (it should be something you remember for use later). Click <b>Add</b>.</p>  <p><b>Schedule a Query</b></p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>*Run Control ID: <b>BAHDEPVER</b></p> <p><b>Add</b></p> <p>Find an Existing Value   Add a New Value</p>									
4	<p>Click <b>Search</b>.</p>  <p><b>Schedule Query</b></p> <p>Run Control ID: BAHDEPVER2   Report Manager   Process Monitor   Run</p> <p>Query Name: <input type="text"/>   <b>Search</b></p> <p>*Description: <input type="text"/></p> <p>Save   Add   Update/Display</p>									
5	<p>In the <b>Query</b> field, enter <b>CG_BAH_DEPENDENT</b> and click <b>Search</b>.</p>  <p><b>Scheduled Query Search Page</b></p> <p>*Query Type: Queries</p> <p>Query: <b>CG_BAH_DEPENDENT</b>   <b>Search</b></p> <p>Query</p> <table border="1"> <tr> <td>ACA_SAMPLE_FOR_EXTRACT1</td> <td>Sample ACA Extract Employees 1</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT2</td> <td>Sample ACA Extract Employees 2</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT3</td> <td>Sample ACA Extract Employees 3</td> <td>Public</td> </tr> </table>	ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public	ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public
ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public								
ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public								
ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public								

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# BAH Dependency Verification by Dept Report, Continued

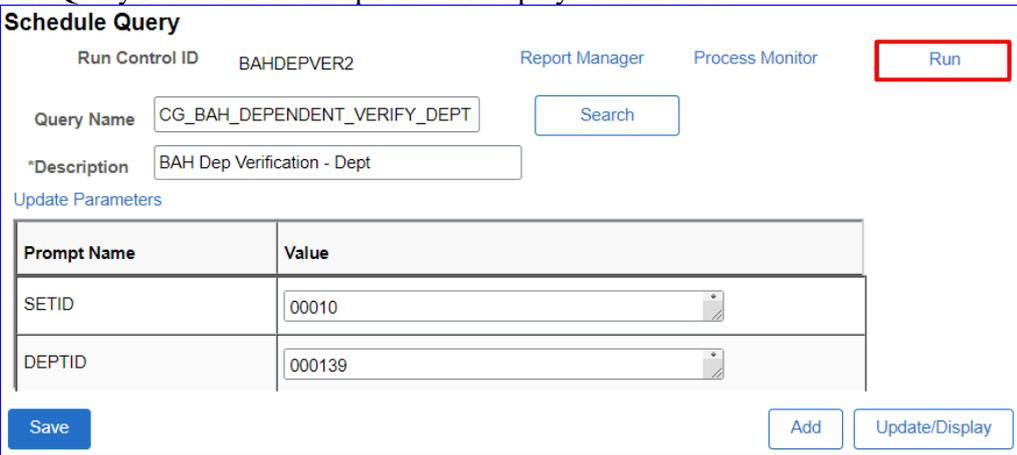
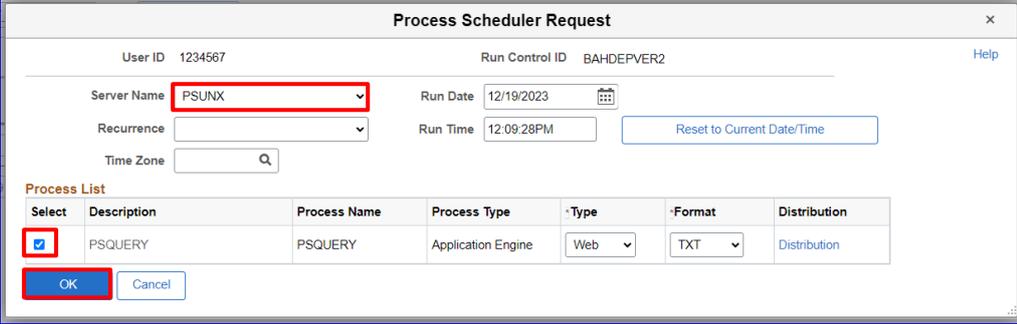
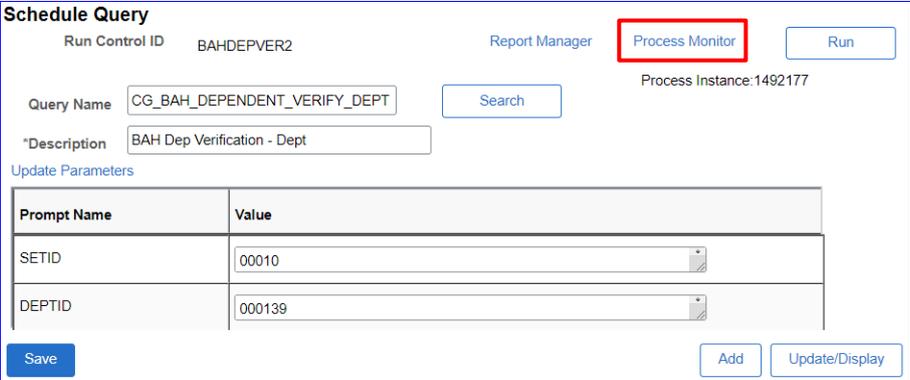
Procedures,  
continued

Step	Action																																	
6	<p>Click the <b>CG_BAH_DEPENDENT_VERIFY_DEPT</b> link.</p>  <p>The screenshot shows a 'Scheduled Query Search Page' with a search bar containing 'CG_BAH_DEPENDENT' and a 'Search' button. Below the search bar is a table of queries:</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Access</th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEPENDENT_DATA</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_COMPANY</td> <td>BAH Dependent by Company</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_DEPT</td> <td>BAH Dependent Data by Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_EMPLID</td> <td>BAH Dependent Data by EE</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN1</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_SPO</td> <td>BAH Dependent by SPO</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DATA</td> <td>BAH Dependent Verify Response</td> <td>Public</td> </tr> <tr style="border: 2px solid red;"> <td>CG_BAH_DEPENDENT_VERIFY_DEPT</td> <td>BAH Dep Verification - Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_SPO</td> <td>BAH Dep Verification - SPO</td> <td>Public</td> </tr> </tbody> </table>	Query	Description	Access	CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public	CG_BAH_DEPENDENT_VERIFY_DATA	BAH Dependent Verify Response	Public	CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public	CG_BAH_DEPENDENT_VERIFY_SPO	BAH Dep Verification - SPO	Public
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7	<p>Enter <b>Set ID</b> 00010 for Coast Guard. Enter the <b>Dept ID</b> or use the lookup icon to search for the appropriate Dept ID. Click <b>OK</b>.</p>  <p>The screenshot shows a dialog box titled 'CG_BAH_DEPENDENT_VERIFY_DEPT'. It has two input fields: '*Set ID' with the value '00010' and '*Dept ID' with the value '000139'. Both fields have a magnifying glass icon to the right. At the bottom, there are 'OK' and 'Cancel' buttons. The 'Set ID' field, the 'Dept ID' field, and the 'OK' button are highlighted with red boxes.</p>																																	

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# BAH Dependency Verification by Dept Report, Continued

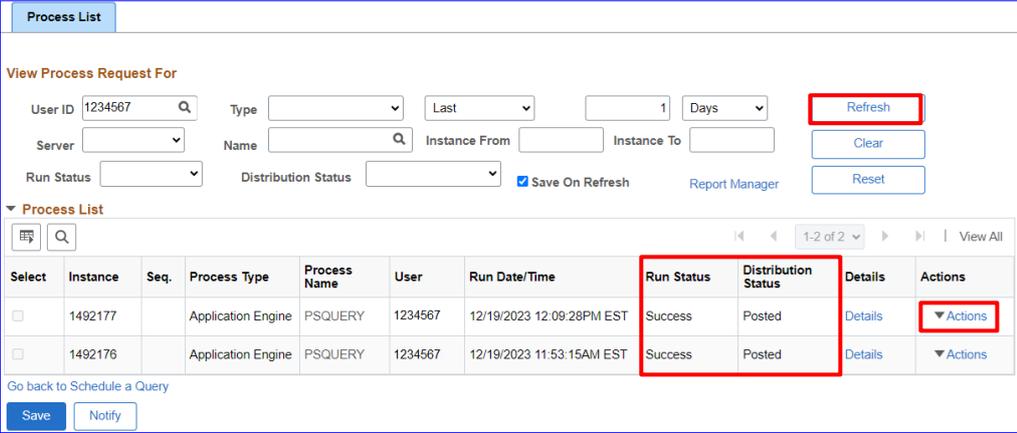
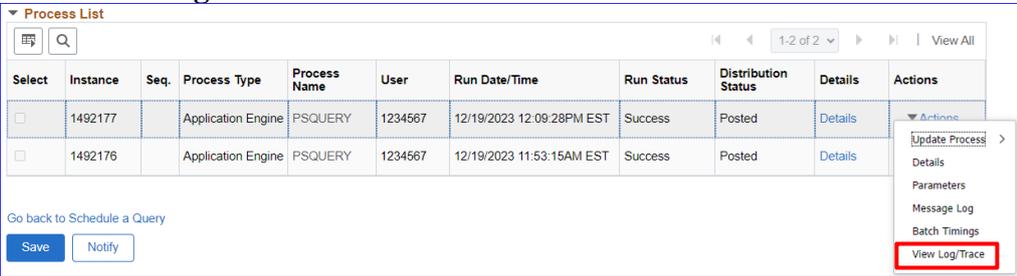
Procedures,  
continued

Step	Action														
8	<p>The Query Name and Description will display. Click <b>Run</b>.</p>  <p><b>Schedule Query</b></p> <p>Run Control ID: BAHDEPVER2    Report Manager    Process Monitor    <b>Run</b></p> <p>Query Name: CG_BAH_DEPENDENT_VERIFY_DEPT    Search</p> <p>*Description: BAH Dep Verification - Dept</p> <p>Update Parameters</p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>SETID</td> <td>00010</td> </tr> <tr> <td>DEPTID</td> <td>000139</td> </tr> </tbody> </table> <p>Save    Add    Update/Display</p>	Prompt Name	Value	SETID	00010	DEPTID	000139								
Prompt Name	Value														
SETID	00010														
DEPTID	000139														
9	<p>The Process Scheduler Request page will display with a Process List. Verify PSUNX is displayed in the <b>Server Name</b>. Ensure the PSQUERY <b>Select</b> box is checked and click <b>OK</b>.</p>  <p><b>Process Scheduler Request</b></p> <p>User ID: 1234567    Run Control ID: BAHDEPVER2    Help</p> <p>Server Name: <b>PSUNX</b>    Run Date: 12/19/2023</p> <p>Recurrence:    Run Time: 12:09:28PM    Reset to Current Date/Time</p> <p>Time Zone:    Q</p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PSQUERY</td> <td>PSQUERY</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK    Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution									
10	<p>The Schedule Query page will re-display with a Process Instance number. Click <b>Process Monitor</b>.</p>  <p><b>Schedule Query</b></p> <p>Run Control ID: BAHDEPVER2    Report Manager    <b>Process Monitor</b>    Run</p> <p>Query Name: CG_BAH_DEPENDENT_VERIFY_DEPT    Search    Process Instance: 1492177</p> <p>*Description: BAH Dep Verification - Dept</p> <p>Update Parameters</p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>SETID</td> <td>00010</td> </tr> <tr> <td>DEPTID</td> <td>000139</td> </tr> </tbody> </table> <p>Save    Add    Update/Display</p>	Prompt Name	Value	SETID	00010	DEPTID	000139								
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# BAH Dependency Verification by Dept Report, Continued

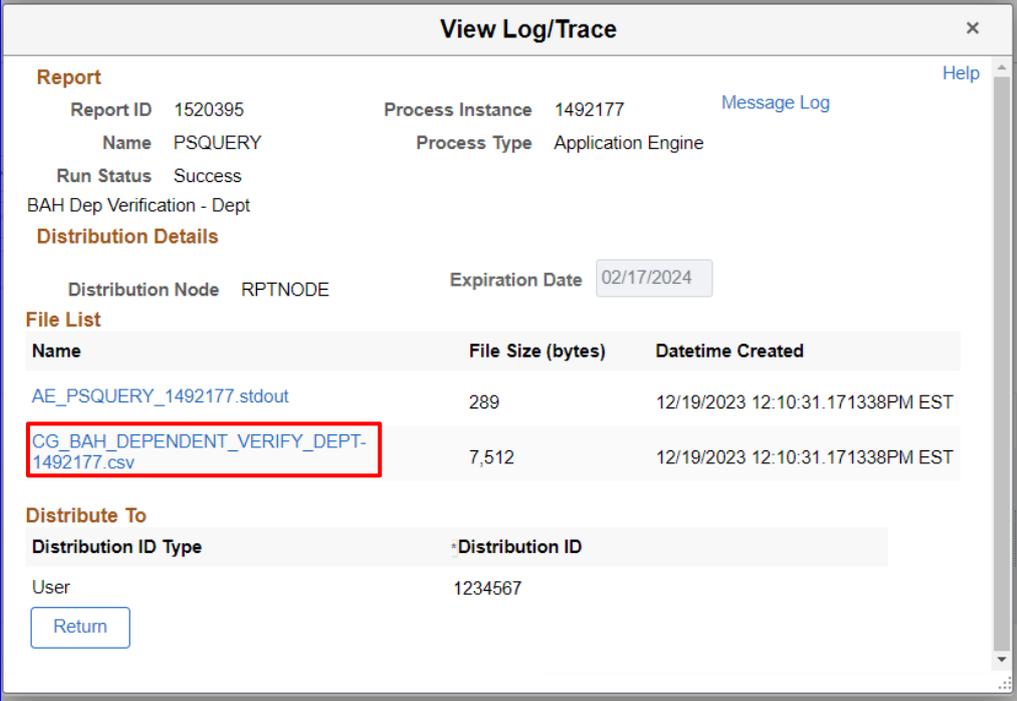
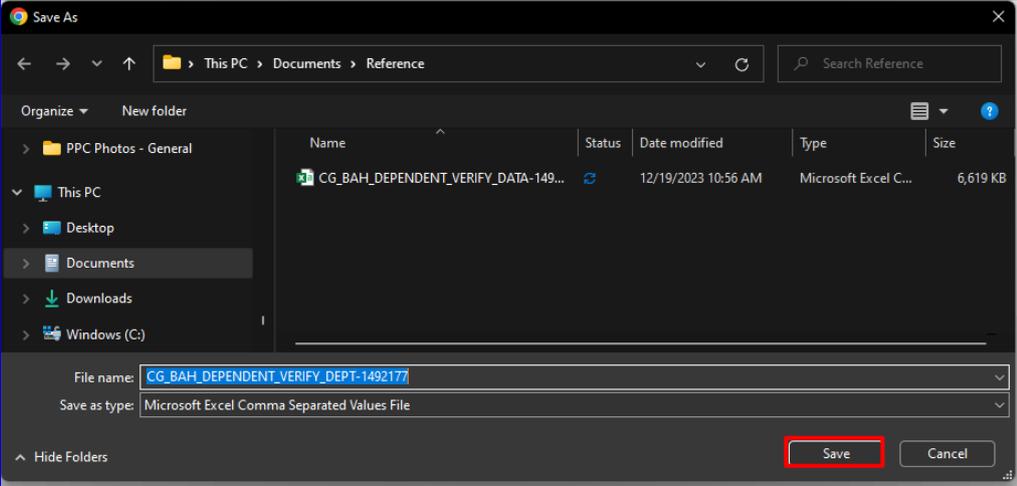
Procedures,  
continued

Step	Action																																	
<p><b>11</b></p>	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the <b>Refresh</b> button until the <b>Run Status</b> updates to Success and the <b>Distribution Status</b> indicates Posted.</p> <p><b>*New Column*</b> Click the <b>Actions</b> down arrow.</p>  <p><b>Process List</b></p> <p>View Process Request For</p> <p>User ID: 1234567 <input type="text"/> <input type="button" value="Q"/> Type: <input type="text"/> Last: <input type="text"/> 1 Days <input type="button" value="Refresh"/> <input type="button" value="Clear"/> <input type="button" value="Reset"/></p> <p>Server: <input type="text"/> Name: <input type="text"/> Instance From: <input type="text"/> Instance To: <input type="text"/></p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh <a href="#">Report Manager</a></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1492177</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>12/19/2023 12:09:28PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1492176</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>12/19/2023 11:53:15AM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> <p>Go back to Schedule a Query</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1492177		Application Engine	PSQUERY	1234567	12/19/2023 12:09:28PM EST	Success	Posted	Details	▼ Actions	<input type="checkbox"/>	1492176		Application Engine	PSQUERY	1234567	12/19/2023 11:53:15AM EST	Success	Posted	Details	▼ Actions
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<p><b>12</b></p>	<p>Click <b>View Log/Trace</b>.</p>  <p><b>Process List</b></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1492177</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>12/19/2023 12:09:28PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1492176</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>12/19/2023 11:53:15AM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> <p>Go back to Schedule a Query</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p> <p>Update Process Details Parameters Message Log Batch Timings View Log/Trace</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1492177		Application Engine	PSQUERY	1234567	12/19/2023 12:09:28PM EST	Success	Posted	Details	▼ Actions	<input type="checkbox"/>	1492176		Application Engine	PSQUERY	1234567	12/19/2023 11:53:15AM EST	Success	Posted	Details	▼ Actions
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## BAH Dependency Verification by Dept Report, Continued

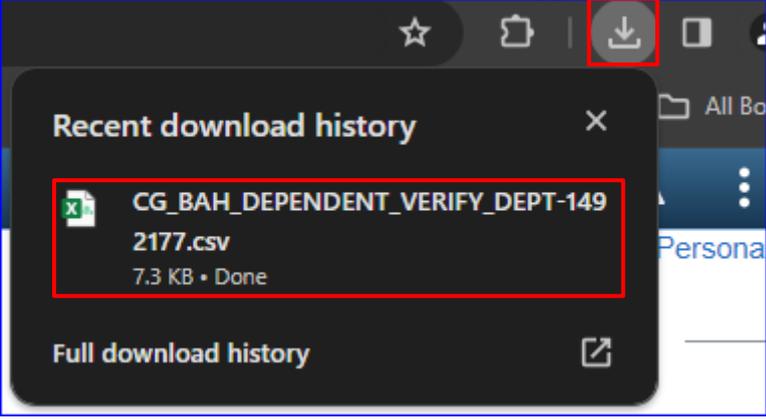
Procedures,  
continued

Step	Action										
13	<p>Select <b>CG_BAH_DEPENDENT_VERIFY_DEPT-XXXXXX.csv</b> from the File List.</p>  <p>The screenshot shows a 'View Log/Trace' window with the following details:</p> <ul style="list-style-type: none"> <li><b>Report:</b> Report ID 1520395, Name PSQUERY, Run Status Success, BAH Dep Verification - Dept.</li> <li><b>Process Instance:</b> 1492177, Process Type Application Engine.</li> <li><b>Distribution Details:</b> Distribution Node RPTNODE, Expiration Date 02/17/2024.</li> <li><b>File List:</b> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_1492177.stdout</td> <td>289</td> <td>12/19/2023 12:10:31.171338PM EST</td> </tr> <tr> <td><b>CG_BAH_DEPENDENT_VERIFY_DEPT-1492177.csv</b></td> <td>7,512</td> <td>12/19/2023 12:10:31.171338PM EST</td> </tr> </tbody> </table> </li> <li><b>Distribute To:</b> Distribution ID Type, Distribution ID, User 1234567.</li> </ul>	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_1492177.stdout	289	12/19/2023 12:10:31.171338PM EST	<b>CG_BAH_DEPENDENT_VERIFY_DEPT-1492177.csv</b>	7,512	12/19/2023 12:10:31.171338PM EST	
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14	<p>Navigate to a folder and click <b>Save</b>.</p>  <p>The screenshot shows a 'Save As' dialog box with the following details:</p> <ul style="list-style-type: none"> <li><b>Location:</b> This PC &gt; Documents &gt; Reference</li> <li><b>File List:</b> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DATA-149...</td> <td></td> <td>12/19/2023 10:56 AM</td> <td>Microsoft Excel C...</td> <td>6,619 KB</td> </tr> </tbody> </table> </li> <li><b>File name:</b> CG_BAH_DEPENDENT_VERIFY_DEPT-1492177</li> <li><b>Save as type:</b> Microsoft Excel Comma Separated Values File</li> <li><b>Buttons:</b> Save, Cancel</li> </ul>	Name	Status	Date modified	Type	Size	CG_BAH_DEPENDENT_VERIFY_DATA-149...		12/19/2023 10:56 AM	Microsoft Excel C...	6,619 KB
Name	Status	Date modified	Type	Size							
CG_BAH_DEPENDENT_VERIFY_DATA-149...		12/19/2023 10:56 AM	Microsoft Excel C...	6,619 KB							

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## BAH Dependency Verification by Dept Report, Continued

Procedures,  
continued

Step	Action																																																																																																		
14	<p>To open the file, navigate to the folder where it is saved OR click the <b>download icon</b> and double-click on the <b>appropriate file</b>.</p> 																																																																																																		
15	<p>The report will open in Excel and display all members and their BAH Dependency Data Verification <b>Certified</b> responses for a particular Dept ID.</p> <table border="1" data-bbox="352 1093 1369 1245"> <thead> <tr> <th>Emp ID</th> <th>Empl Record</th> <th>First Name</th> <th>Last Name</th> <th>Dept Set ID</th> <th>Dept ID</th> <th>Dept Name</th> <th>Date Posted</th> <th>Certified?</th> <th>Fiscal Year</th> <th>Certified</th> <th>Last Updated by</th> <th>Last Updated by Desc</th> <th>Last Update Date/Time</th> </tr> </thead> <tbody> <tr> <td></td> <td>0</td> <td>Peter</td> <td>Iredale</td> <td>10</td> <td>139</td> <td>CG STA CAPE DISAPPOINT</td> <td>10/20/2023</td> <td>Y</td> <td>2023</td> <td></td> <td></td> <td>Peter Iredale</td> <td>10/20/2023 2:03:09PM</td> </tr> <tr> <td></td> <td>0</td> <td>General</td> <td>Warren</td> <td>10</td> <td>139</td> <td>CG STA CAPE DISAPPOINT</td> <td>10/15/2023</td> <td>Y</td> <td>2024</td> <td></td> <td></td> <td>General Warren</td> <td>10/15/2023 12:57:23PM</td> </tr> <tr> <td></td> <td>0</td> <td>J.C.</td> <td>Cousins</td> <td>10</td> <td>139</td> <td>CG STA CAPE DISAPPOINT</td> <td>10/12/2023</td> <td>Y</td> <td>2024</td> <td></td> <td></td> <td>J.C. Cousins</td> <td>10/12/2023 1:34:22PM</td> </tr> <tr> <td></td> <td>0</td> <td>Betty</td> <td>M</td> <td>10</td> <td>139</td> <td>CG STA CAPE DISAPPOINT</td> <td>10/20/2023</td> <td>Y</td> <td>2023</td> <td></td> <td></td> <td>Betty M</td> <td>10/20/2023 1:52:48PM</td> </tr> <tr> <td></td> <td>0</td> <td>Admiral</td> <td>Benson</td> <td>10</td> <td>139</td> <td>CG STA CAPE DISAPPOINT</td> <td>10/20/2023</td> <td>Y</td> <td>2023</td> <td></td> <td></td> <td>Admiral Benson</td> <td>10/20/2023 9:41:59PM</td> </tr> <tr> <td></td> <td>0</td> <td>Vazloz</td> <td>Vorovsky</td> <td>10</td> <td>139</td> <td>CG STA CAPE DISAPPOINT</td> <td>10/14/2023</td> <td>Y</td> <td>2024</td> <td></td> <td></td> <td>Vazloz Vorovsky</td> <td>10/14/2023 4:38:35PM</td> </tr> </tbody> </table>	Emp ID	Empl Record	First Name	Last Name	Dept Set ID	Dept ID	Dept Name	Date Posted	Certified?	Fiscal Year	Certified	Last Updated by	Last Updated by Desc	Last Update Date/Time		0	Peter	Iredale	10	139	CG STA CAPE DISAPPOINT	10/20/2023	Y	2023			Peter Iredale	10/20/2023 2:03:09PM		0	General	Warren	10	139	CG STA CAPE DISAPPOINT	10/15/2023	Y	2024			General Warren	10/15/2023 12:57:23PM		0	J.C.	Cousins	10	139	CG STA CAPE DISAPPOINT	10/12/2023	Y	2024			J.C. Cousins	10/12/2023 1:34:22PM		0	Betty	M	10	139	CG STA CAPE DISAPPOINT	10/20/2023	Y	2023			Betty M	10/20/2023 1:52:48PM		0	Admiral	Benson	10	139	CG STA CAPE DISAPPOINT	10/20/2023	Y	2023			Admiral Benson	10/20/2023 9:41:59PM		0	Vazloz	Vorovsky	10	139	CG STA CAPE DISAPPOINT	10/14/2023	Y	2024			Vazloz Vorovsky	10/14/2023 4:38:35PM
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	0	Betty	M	10	139	CG STA CAPE DISAPPOINT	10/20/2023	Y	2023			Betty M	10/20/2023 1:52:48PM																																																																																						
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	0	Vazloz	Vorovsky	10	139	CG STA CAPE DISAPPOINT	10/14/2023	Y	2024			Vazloz Vorovsky	10/14/2023 4:38:35PM																																																																																						

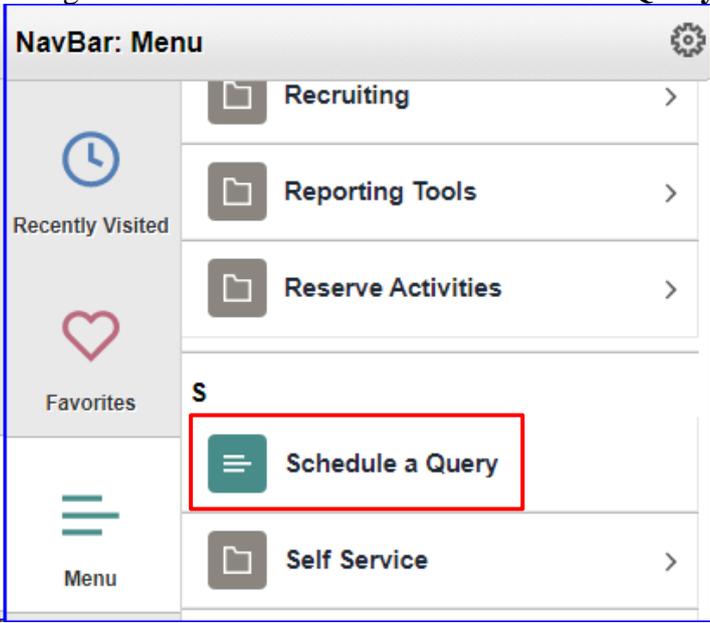
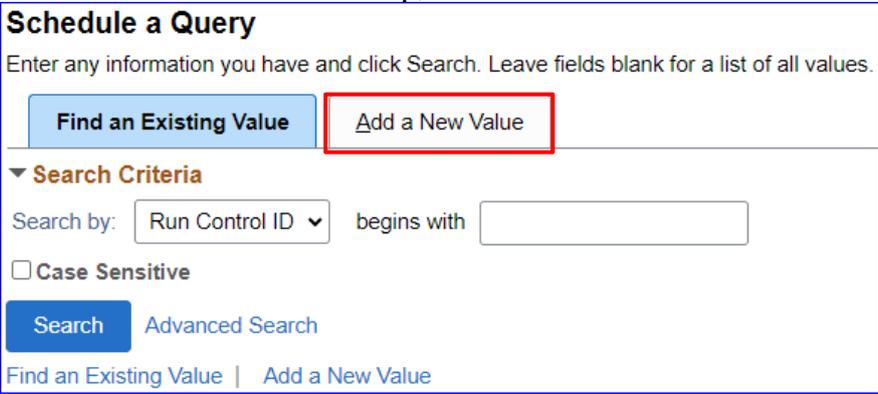
# BAH Dependency Verification by Dept Report

**Introduction** This section provides the procedures for running the BAH Dependency Verification by SPO Report in DA.

**Information**

- This report displays the responses of all members/units that fall under a SPO tree.
- **NOTE: It will not display the status of the members assigned to the SPO Dept ID.** Use the Verify DEPT report to capture those responses.

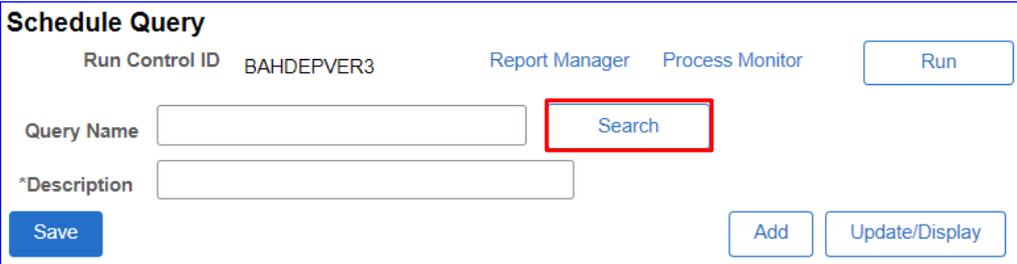
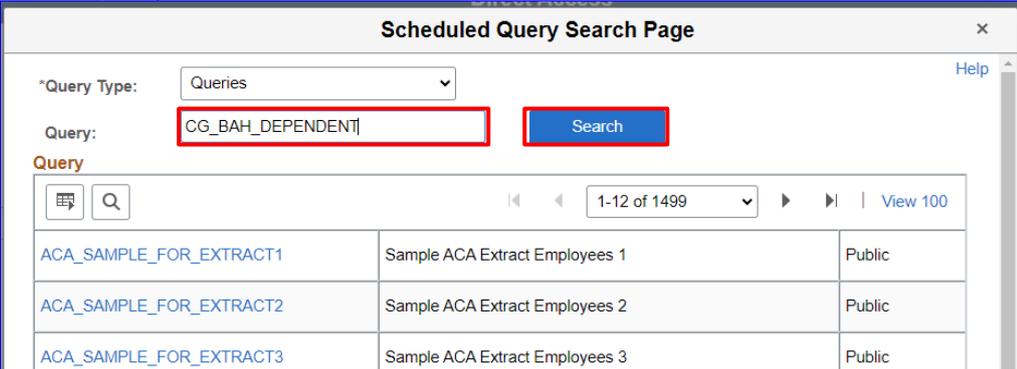
**Procedures** See below.

Step	Action
1	<p>Navigate to: NavBar icon &gt; Menu &gt; <b>Schedule a Query.</b></p>  <p>The screenshot shows a mobile application interface titled 'NavBar: Menu'. On the left is a sidebar with 'Recently Visited' (clock icon), 'Favorites' (heart icon), and 'Menu' (hamburger icon). The main content area lists several menu items: 'Recruiting', 'Reporting Tools', 'Reserve Activities', 'Schedule a Query', and 'Self Service'. The 'Schedule a Query' item is highlighted with a red rectangular box.</p>
2	<p>If a Run Control ID is not set up, select the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the 'Schedule a Query' form. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red rectangular box. Below the buttons is a 'Search Criteria' section with a dropdown menu set to 'Run Control ID' and a 'begins with' text input field. There is also a 'Case Sensitive' checkbox and 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>

*Continued on next page*

## BAH Dependency Verification by Dept Report, Continued

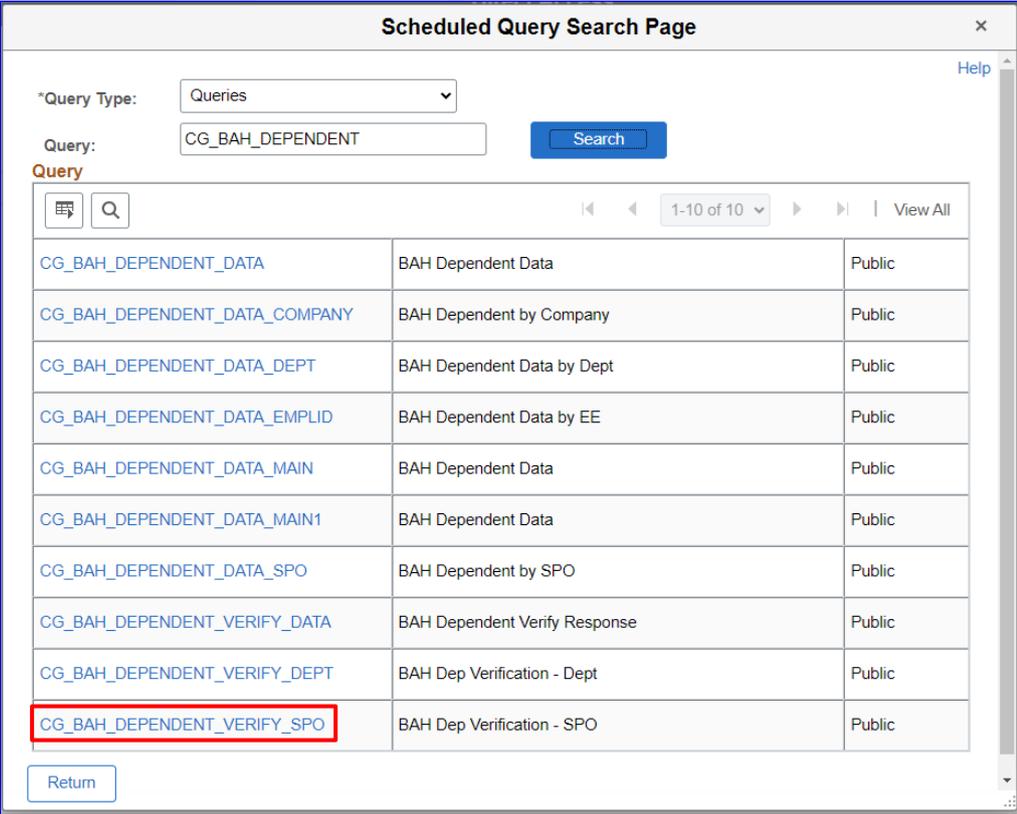
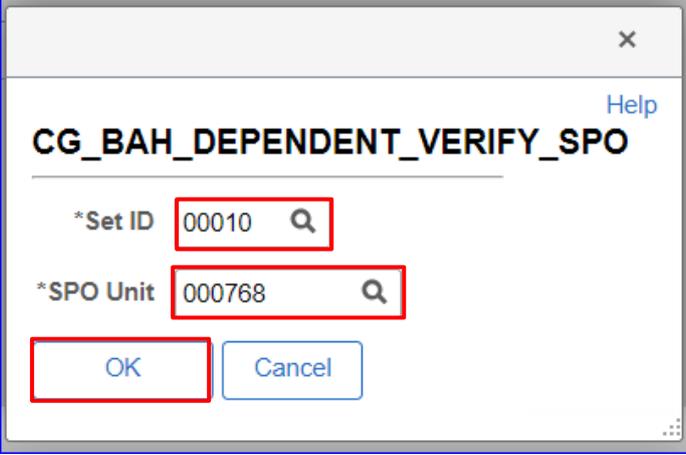
Procedures,  
continued

Step	Action												
3	<p>Enter a <b>Run Control ID</b> (it should be something you remember for use later). Click <b>Add</b>.</p>  <p><b>Schedule a Query</b></p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>*Run Control ID <input type="text" value="BAHDEPVER3"/></p> <p><b>Add</b></p> <p>Find an Existing Value   Add a New Value</p>												
4	<p>Click <b>Search</b>.</p>  <p><b>Schedule Query</b></p> <p>Run Control ID BAHDEPVER3 Report Manager Process Monitor <b>Run</b></p> <p>Query Name <input type="text"/> <b>Search</b></p> <p>*Description <input type="text"/></p> <p><b>Save</b> <b>Add</b> <b>Update/Display</b></p>												
5	<p>In the <b>Query</b> field, enter <b>CG_BAH_DEPENDENT</b> and click <b>Search</b>.</p>  <p><b>Scheduled Query Search Page</b></p> <p>*Query Type: Queries</p> <p>Query: <input type="text" value="CG_BAH_DEPENDENT"/> <b>Search</b></p> <p><b>Query</b></p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Access</th> </tr> </thead> <tbody> <tr> <td>ACA_SAMPLE_FOR_EXTRACT1</td> <td>Sample ACA Extract Employees 1</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT2</td> <td>Sample ACA Extract Employees 2</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT3</td> <td>Sample ACA Extract Employees 3</td> <td>Public</td> </tr> </tbody> </table>	Query	Description	Access	ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public	ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public
Query	Description	Access											
ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public											
ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public											
ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public											

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# BAH Dependency Verification by Dept Report, Continued

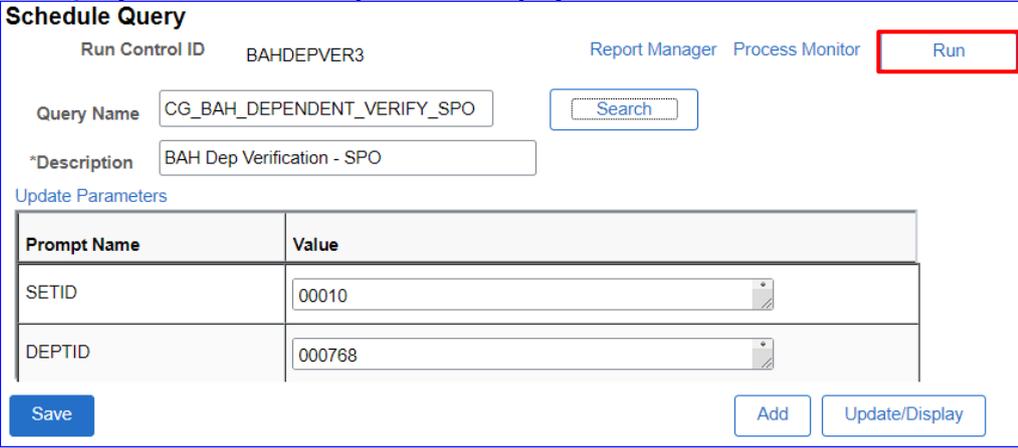
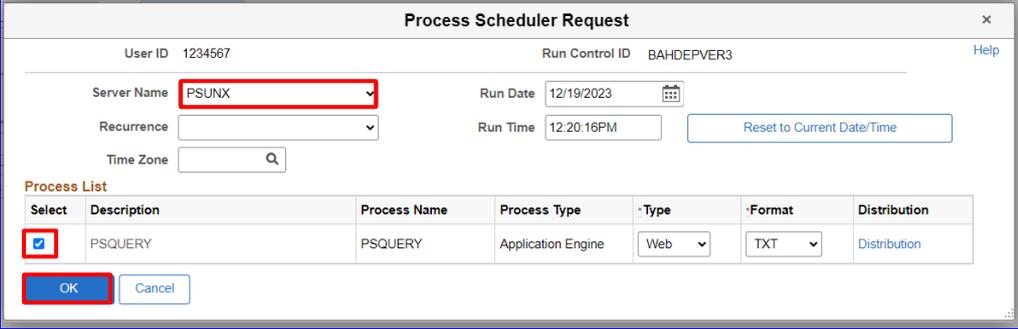
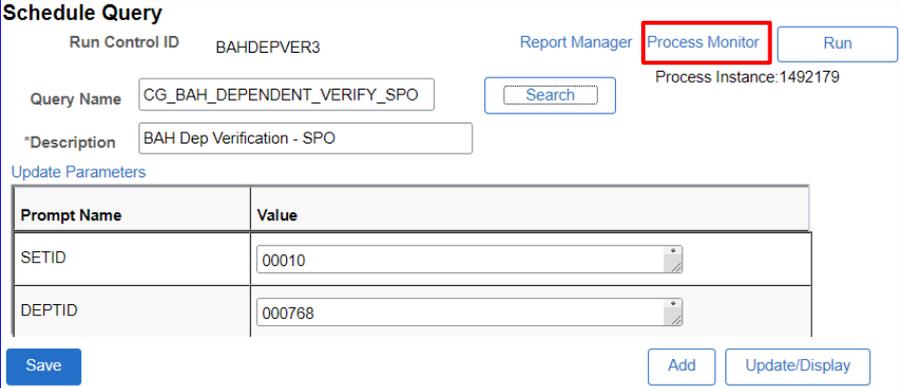
Procedures,  
continued

Step	Action																																	
6	<p>Click on <b>CG_BAH_DEPENDENT_VERIFY_SPO</b>.</p>  <p>The screenshot shows a 'Scheduled Query Search Page' with a search bar containing 'CG_BAH_DEPENDENT' and a 'Search' button. Below the search bar is a table of queries:</p> <table border="1"> <thead> <tr> <th>Query</th> <th>Description</th> <th>Access</th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEPENDENT_DATA</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_COMPANY</td> <td>BAH Dependent by Company</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_DEPT</td> <td>BAH Dependent Data by Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_EMPLID</td> <td>BAH Dependent Data by EE</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN1</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_SPO</td> <td>BAH Dependent by SPO</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DATA</td> <td>BAH Dependent Verify Response</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DEPT</td> <td>BAH Dep Verification - Dept</td> <td>Public</td> </tr> <tr> <td><b>CG_BAH_DEPENDENT_VERIFY_SPO</b></td> <td>BAH Dep Verification - SPO</td> <td>Public</td> </tr> </tbody> </table> <p>A 'Return' button is located at the bottom left of the screenshot.</p>	Query	Description	Access	CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public	CG_BAH_DEPENDENT_VERIFY_DATA	BAH Dependent Verify Response	Public	CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public	<b>CG_BAH_DEPENDENT_VERIFY_SPO</b>	BAH Dep Verification - SPO	Public
Query	Description	Access																																
CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public																																
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CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public																																
CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public																																
CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public																																
CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public																																
CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public																																
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CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public																																
<b>CG_BAH_DEPENDENT_VERIFY_SPO</b>	BAH Dep Verification - SPO	Public																																
7	<p>Enter <b>Set ID</b> 00010 for Coast Guard. Enter the <b>SPO Unit</b> or use the lookup icon to search for the appropriate SPO Unit. Click <b>OK</b>.</p>  <p>The screenshot shows a dialog box titled 'CG_BAH_DEPENDENT_VERIFY_SPO'. It has two input fields: '*Set ID' with the value '00010' and '*SPO Unit' with the value '000768'. Both fields have a magnifying glass icon to the right. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.</p>																																	

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# BAH Dependency Verification by Dept Report, Continued

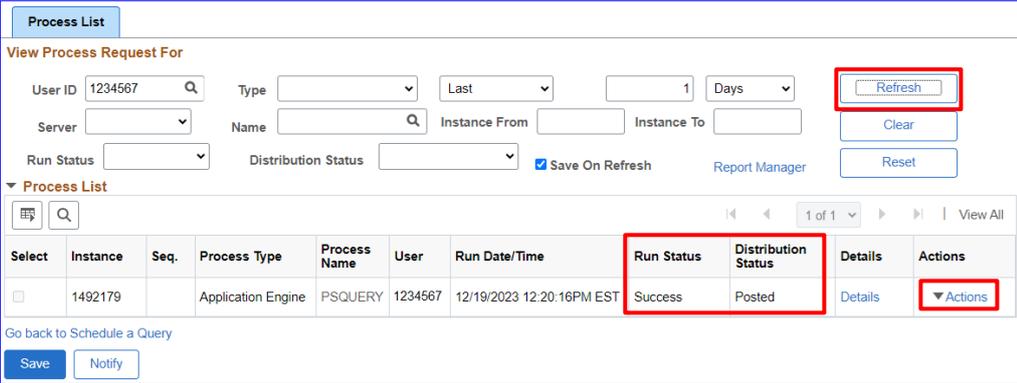
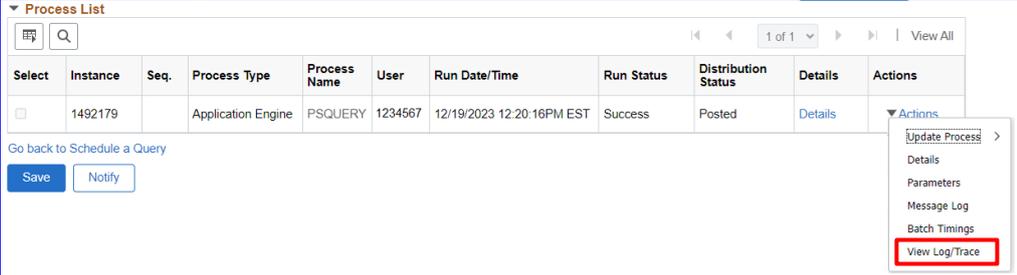
Procedures,  
continued

Step	Action														
8	<p>The Query Name and Description will display. Click <b>Run</b>.</p>  <p><b>Schedule Query</b></p> <p>Run Control ID: BAHDEPVER3      Report Manager   Process Monitor   <b>Run</b></p> <p>Query Name: CG_BAH_DEPENDENT_VERIFY_SPO      Search</p> <p>*Description: BAH Dep Verification - SPO</p> <p>Update Parameters</p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>SETID</td> <td>00010</td> </tr> <tr> <td>DEPTID</td> <td>000768</td> </tr> </tbody> </table> <p>Save      Add      Update/Display</p>	Prompt Name	Value	SETID	00010	DEPTID	000768								
Prompt Name	Value														
SETID	00010														
DEPTID	000768														
9	<p>The Process Scheduler Request page will display with a Process List. Verify PSUNX is displayed in the <b>Server Name</b>. Ensure the PSQUERY <b>Select</b> box is checked and click <b>OK</b>.</p>  <p><b>Process Scheduler Request</b></p> <p>User ID: 1234567      Run Control ID: BAHDEPVER3      Help</p> <p>Server Name: <b>PSUNX</b>      Run Date: 12/19/2023      Run Time: 12:20:16PM      Reset to Current Date/Time</p> <p>Recurrence:      Time Zone:      Search</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PSQUERY</td> <td>PSQUERY</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK      Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution									
10	<p>The Schedule Query page will re-display with a Process Instance number. Click <b>Process Monitor</b>.</p>  <p><b>Schedule Query</b></p> <p>Run Control ID: BAHDEPVER3      Report Manager   <b>Process Monitor</b>   Run      Process Instance: 1492179</p> <p>Query Name: CG_BAH_DEPENDENT_VERIFY_SPO      Search</p> <p>*Description: BAH Dep Verification - SPO</p> <p>Update Parameters</p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>SETID</td> <td>00010</td> </tr> <tr> <td>DEPTID</td> <td>000768</td> </tr> </tbody> </table> <p>Save      Add      Update/Display</p>	Prompt Name	Value	SETID	00010	DEPTID	000768								
Prompt Name	Value														
SETID	00010														
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# BAH Dependency Verification by Dept Report, Continued

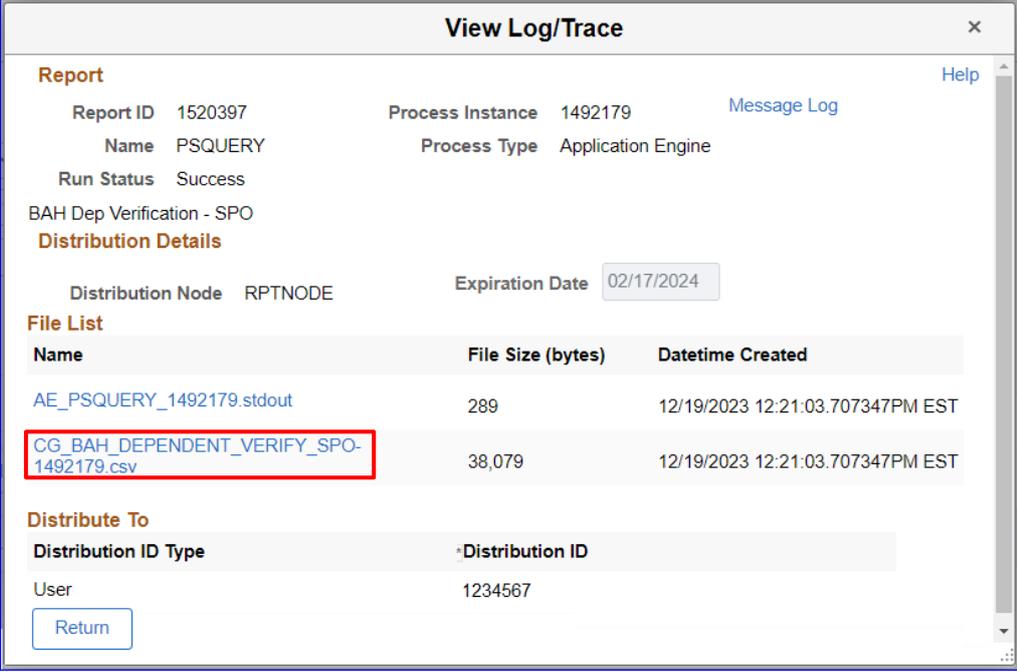
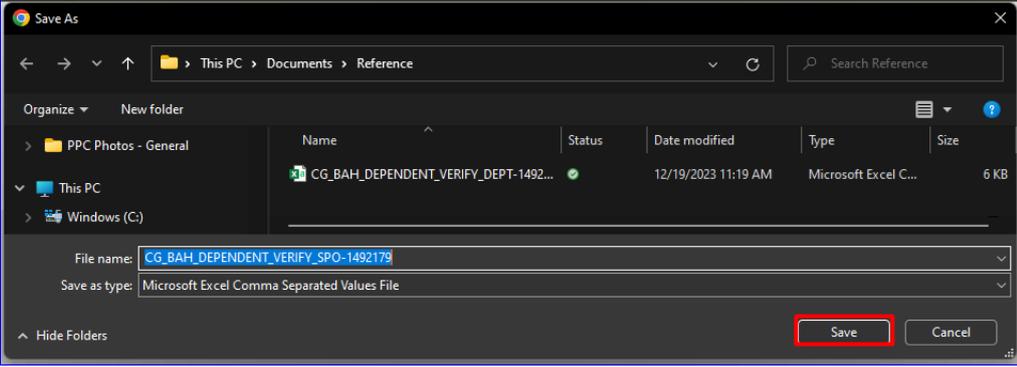
Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the <b>Refresh</b> button until the <b>Run Status</b> updates to Success and the <b>Distribution Status</b> indicates Posted.</p> <p><b>*New Column*</b> Click the <b>Actions</b> down arrow.</p> 
<p><b>12</b></p>	<p>Click <b>View Log/Trace</b>.</p> 

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# BAH Dependency Verification by Dept Report, Continued

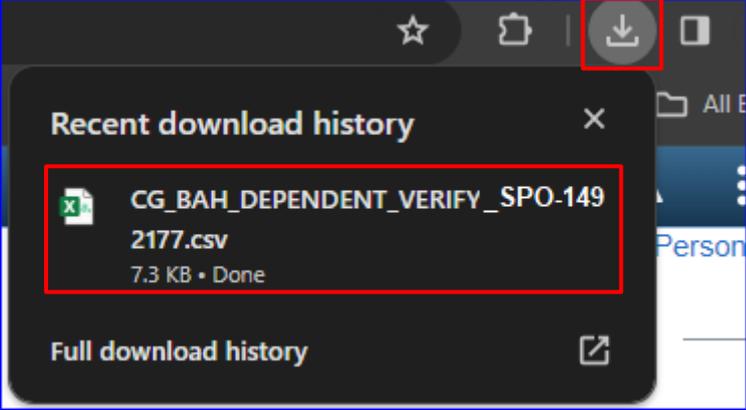
Procedures,  
continued

Step	Action									
13	<p>Select <b>CG_BAH_DEPENDENT_VERIFY_SPO-XXXXXX.csv</b> from the File List.</p>  <p>The screenshot shows a 'View Log/Trace' window with the following details:</p> <ul style="list-style-type: none"> <li><b>Report:</b> Report ID 1520397, Name PSQUERY, Run Status Success, BAH Dep Verification - SPO.</li> <li><b>Process Instance:</b> 1492179, Process Type Application Engine.</li> <li><b>Distribution Details:</b> Distribution Node RPTNODE, Expiration Date 02/17/2024.</li> <li><b>File List:</b> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_1492179.stdout</td> <td>289</td> <td>12/19/2023 12:21:03.707347PM EST</td> </tr> <tr> <td><b>CG_BAH_DEPENDENT_VERIFY_SPO-1492179.csv</b></td> <td>38,079</td> <td>12/19/2023 12:21:03.707347PM EST</td> </tr> </tbody> </table> </li> <li><b>Distribute To:</b> Distribution ID Type, Distribution ID, User 1234567.</li> </ul>	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_1492179.stdout	289	12/19/2023 12:21:03.707347PM EST	<b>CG_BAH_DEPENDENT_VERIFY_SPO-1492179.csv</b>	38,079	12/19/2023 12:21:03.707347PM EST
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<b>CG_BAH_DEPENDENT_VERIFY_SPO-1492179.csv</b>	38,079	12/19/2023 12:21:03.707347PM EST								
14	<p>Navigate to a folder and click <b>Save</b>.</p>  <p>The screenshot shows a 'Save As' dialog box with the following details:</p> <ul style="list-style-type: none"> <li><b>Location:</b> This PC &gt; Documents &gt; Reference</li> <li><b>File name:</b> CG_BAH_DEPENDENT_VERIFY_SPO-1492179</li> <li><b>Save as type:</b> Microsoft Excel Comma Separated Values File</li> <li><b>Buttons:</b> Save (highlighted), Cancel</li> </ul>									

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## BAH Dependency Verification by Dept Report, Continued

Procedures,  
continued

Step	Action																																																																																																																																								
<p><b>15</b></p>	<p>To open the file, navigate to the folder where it is saved OR click the <b>download icon</b> and double-click on the <b>appropriate file</b>.</p> 																																																																																																																																								
<p><b>16</b></p>	<p>The report will open in Excel and display all members and their BAH Dependency Data Verification <b>Certified</b> responses for a particular Dept ID.</p> <table border="1" data-bbox="352 1084 1369 1227"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> <th>N</th> <th>O</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Empl ID</td> <td>Empl Record</td> <td>First Name</td> <td>Last Name</td> <td>Dept Set ID</td> <td>Dept ID</td> <td>Dept Name</td> <td>SPO Unit</td> <td>SPO Name</td> <td>Date Posted</td> <td>Certified?</td> <td>Certified</td> <td>Fiscal Year</td> <td>Last Updated by</td> <td>Last Updated by Desc</td> <td>Last Update Date/Time</td> </tr> <tr> <td>2</td> <td>J</td> <td>5</td> <td>Peter</td> <td>Iredale</td> <td>10</td> <td>768</td> <td>AIRSTA ATLANTIC CITY</td> <td>768</td> <td>TRACEN C MAY SPO BR</td> <td>10/2/2023</td> <td>Y</td> <td>2024</td> <td>1</td> <td>Peter Iredale</td> <td></td> <td>10/02/2023 3:59:25PM</td> </tr> <tr> <td>3</td> <td>J</td> <td>1</td> <td>General</td> <td>Warren</td> <td>10</td> <td>768</td> <td>AIRSTA ATLANTIC CITY</td> <td>768</td> <td>TRACEN C MAY SPO BR</td> <td>11/20/2023</td> <td>Y</td> <td>2024</td> <td>2</td> <td>General Warren</td> <td></td> <td>11/20/2023 12:11:57PM</td> </tr> <tr> <td>4</td> <td>J</td> <td>3</td> <td>J.C.</td> <td>Cousins</td> <td>10</td> <td>768</td> <td>AIRSTA ATLANTIC CITY</td> <td>768</td> <td>TRACEN C MAY SPO BR</td> <td>10/31/2023</td> <td>Y</td> <td>2024</td> <td>1</td> <td>J.C. Cousins</td> <td></td> <td>10/31/2023 8:26:46AM</td> </tr> <tr> <td>5</td> <td>J</td> <td>7</td> <td>Betty</td> <td>M</td> <td>10</td> <td>768</td> <td>AIRSTA ATLANTIC CITY</td> <td>768</td> <td>TRACEN C MAY SPO BR</td> <td>10/30/2023</td> <td>Y</td> <td>2024</td> <td>1</td> <td>Betty M</td> <td></td> <td>10/30/2023 8:42:25AM</td> </tr> <tr> <td>6</td> <td>J</td> <td>8</td> <td>Admiral</td> <td>Benson</td> <td>10</td> <td>768</td> <td>AIRSTA ATLANTIC CITY</td> <td>768</td> <td>TRACEN C MAY SPO BR</td> <td>11/20/2023</td> <td>Y</td> <td>2024</td> <td>1</td> <td>Admiral Benson</td> <td></td> <td>11/20/2023 2:36:42PM</td> </tr> <tr> <td>7</td> <td>J</td> <td>2</td> <td>Vazloz</td> <td>Vorovsky</td> <td>10</td> <td>768</td> <td>AIRSTA ATLANTIC CITY</td> <td>768</td> <td>TRACEN C MAY SPO BR</td> <td>11/29/2023</td> <td>N</td> <td>2024</td> <td>1</td> <td>Vazloz Vorovsky</td> <td></td> <td>11/29/2023 12:49:43PM</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	Empl ID	Empl Record	First Name	Last Name	Dept Set ID	Dept ID	Dept Name	SPO Unit	SPO Name	Date Posted	Certified?	Certified	Fiscal Year	Last Updated by	Last Updated by Desc	Last Update Date/Time	2	J	5	Peter	Iredale	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	10/2/2023	Y	2024	1	Peter Iredale		10/02/2023 3:59:25PM	3	J	1	General	Warren	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	11/20/2023	Y	2024	2	General Warren		11/20/2023 12:11:57PM	4	J	3	J.C.	Cousins	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	10/31/2023	Y	2024	1	J.C. Cousins		10/31/2023 8:26:46AM	5	J	7	Betty	M	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	10/30/2023	Y	2024	1	Betty M		10/30/2023 8:42:25AM	6	J	8	Admiral	Benson	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	11/20/2023	Y	2024	1	Admiral Benson		11/20/2023 2:36:42PM	7	J	2	Vazloz	Vorovsky	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	11/29/2023	N	2024	1	Vazloz Vorovsky		11/29/2023 12:49:43PM
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2	J	5	Peter	Iredale	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	10/2/2023	Y	2024	1	Peter Iredale		10/02/2023 3:59:25PM																																																																																																																									
3	J	1	General	Warren	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	11/20/2023	Y	2024	2	General Warren		11/20/2023 12:11:57PM																																																																																																																									
4	J	3	J.C.	Cousins	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	10/31/2023	Y	2024	1	J.C. Cousins		10/31/2023 8:26:46AM																																																																																																																									
5	J	7	Betty	M	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	10/30/2023	Y	2024	1	Betty M		10/30/2023 8:42:25AM																																																																																																																									
6	J	8	Admiral	Benson	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	11/20/2023	Y	2024	1	Admiral Benson		11/20/2023 2:36:42PM																																																																																																																									
7	J	2	Vazloz	Vorovsky	10	768	AIRSTA ATLANTIC CITY	768	TRACEN C MAY SPO BR	11/29/2023	N	2024	1	Vazloz Vorovsky		11/29/2023 12:49:43PM																																																																																																																									