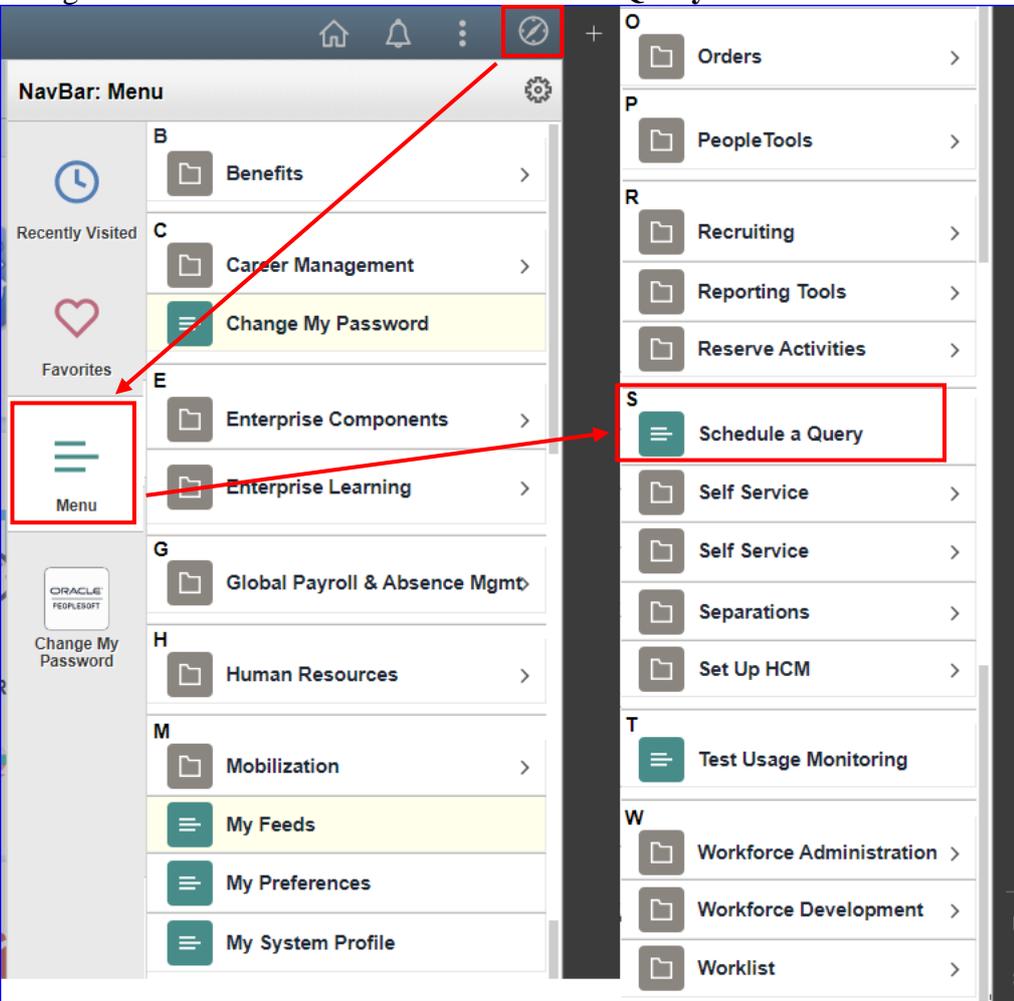


BAH/COLA Report

Introduction This guide provides the procedures for running the BAH/COLA Report in Direct Access (DA).

- Information**
- **NOTE:** It is recommended that this report be run regularly to identify specific entitlement errors causing potential over/underpayments.
 - The user must have the CGHRS or CGHRSUP user role to run this report.

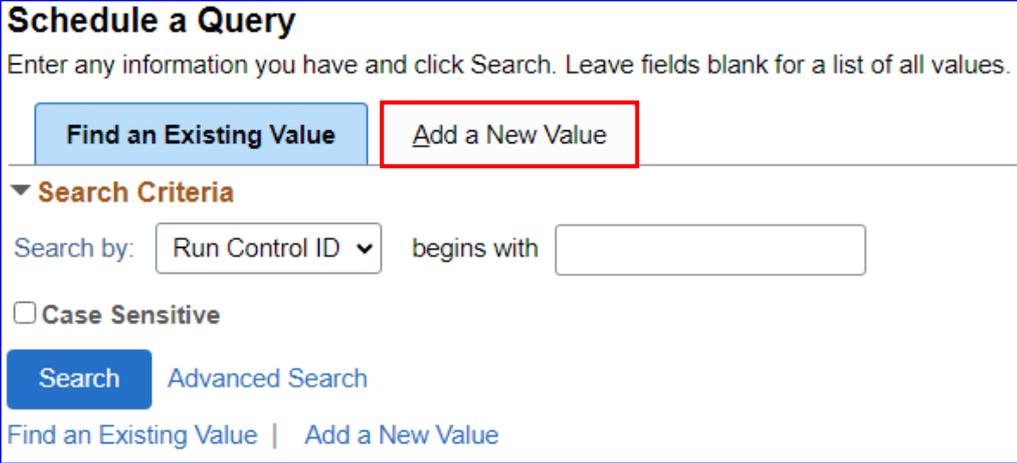
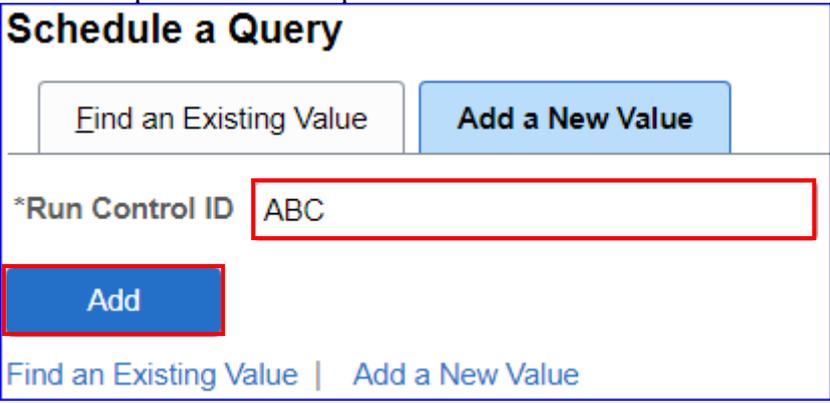
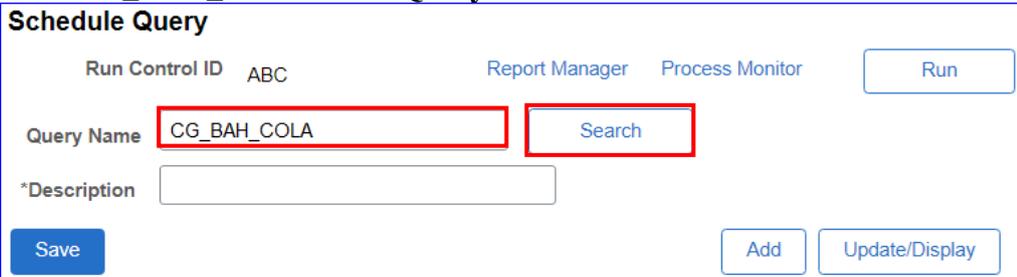
Procedures See below.

Step	Action
1	<p>Navigate to NavBar icon > Menu > Schedule a Query.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar menu. A red box highlights the 'Menu' icon in the 'Favorites' section. A red arrow points from this icon to the 'Schedule a Query' option in the 'S' section of the main menu. Another red box highlights the 'Schedule a Query' option. A third red box highlights the 'NavBar icon' in the top right corner of the application header.</p>

Continued on next page

BAH/COLA Report, Continued

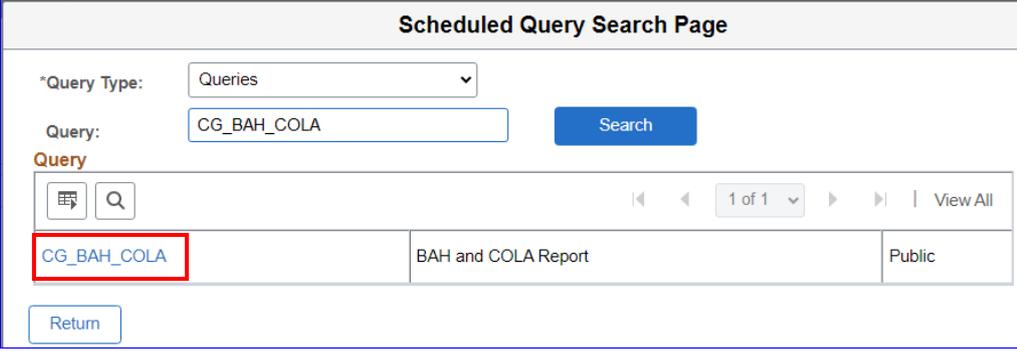
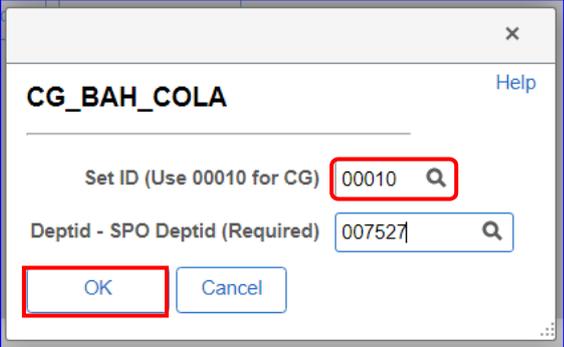
Procedures,
continued

Step	Action
2	<p>Select the Add a New Value tab.</p>  <p>Schedule a Query Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID ▾ begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
3	<p>Name the query (Run Control ID) something you will remember and click Add.</p> <p>NOTE: Once you establish the name of the query, you can use that name for all future queries of this report.</p>  <p>Schedule a Query</p> <p>Find an Existing Value Add a New Value</p> <p>*Run Control ID <input type="text" value="ABC"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>
4	<p>Enter CG_BAH_COLA in the Query Name and click Search.</p>  <p>Schedule Query</p> <p>Run Control ID ABC Report Manager Process Monitor Run</p> <p>Query Name <input type="text" value="CG_BAH_COLA"/> Search</p> <p>*Description <input type="text"/></p> <p>Save Add Update/Display</p>

Continued on next page

BAH/COLA Report, Continued

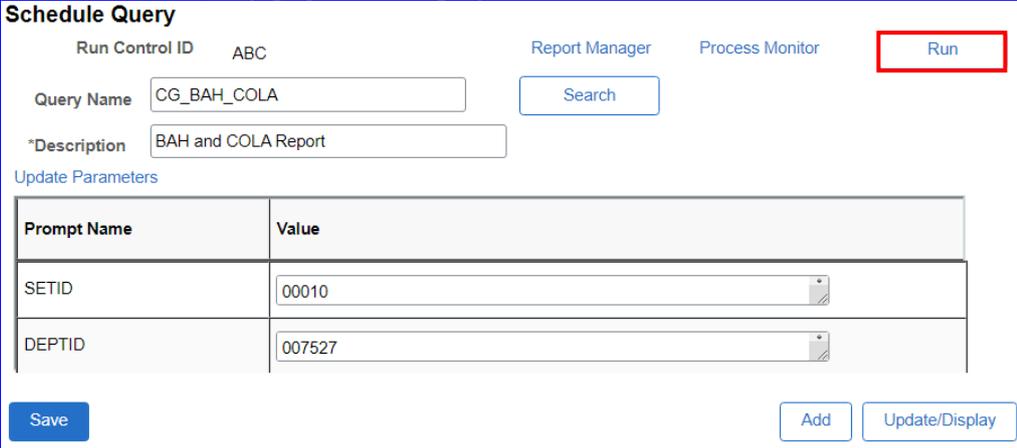
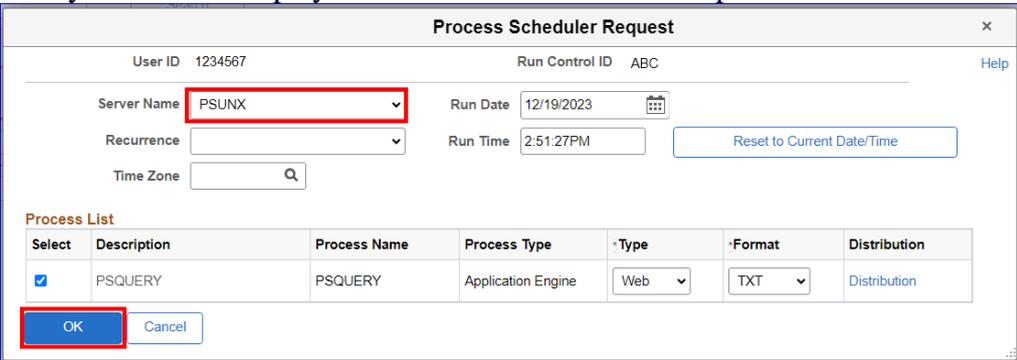
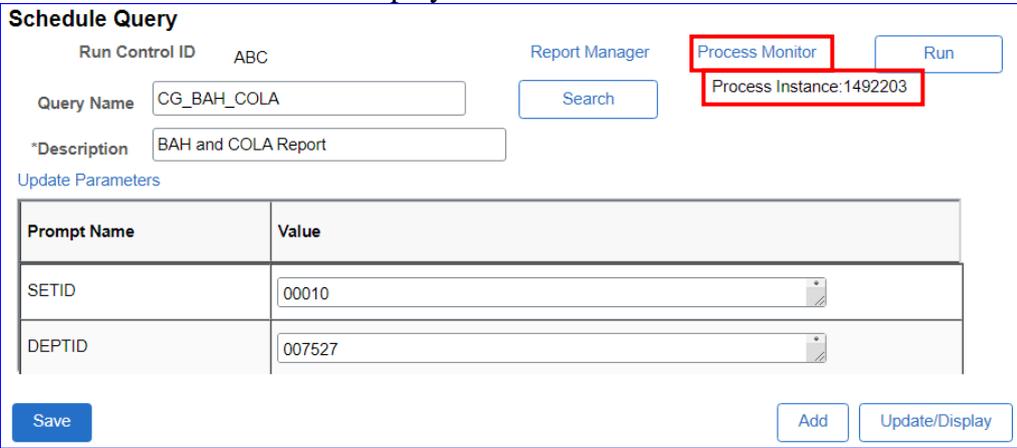
Procedures,
continued

Step	Action
5	<p>The Scheduled Query Search page will display. Click the CG_BAH_COLA Query link.</p> 
6	<ul style="list-style-type: none"> • Set ID – Enter 00010 for Coast Guard • Deptid - SPO Deptid (Required) – Enter the SPO Department ID or use the Lookup to locate and select the SPO Department ID <p>Click OK.</p> 

Continued on next page

BAH/COLA Report, Continued

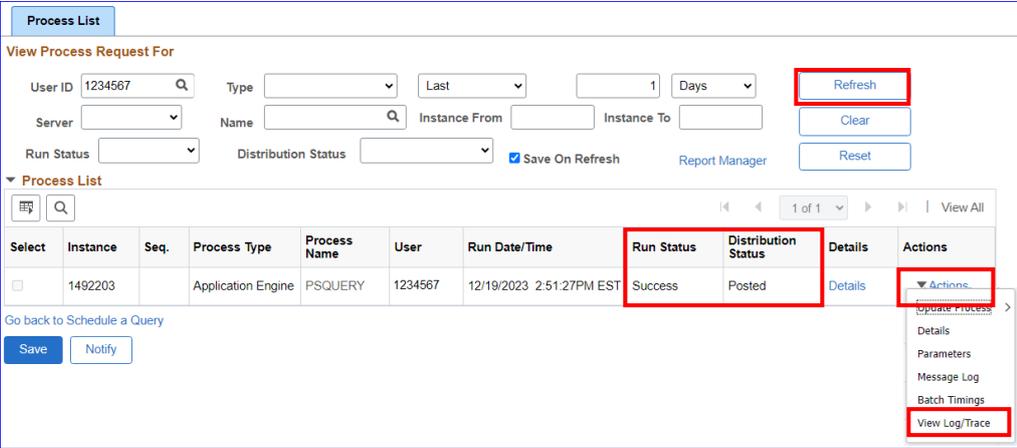
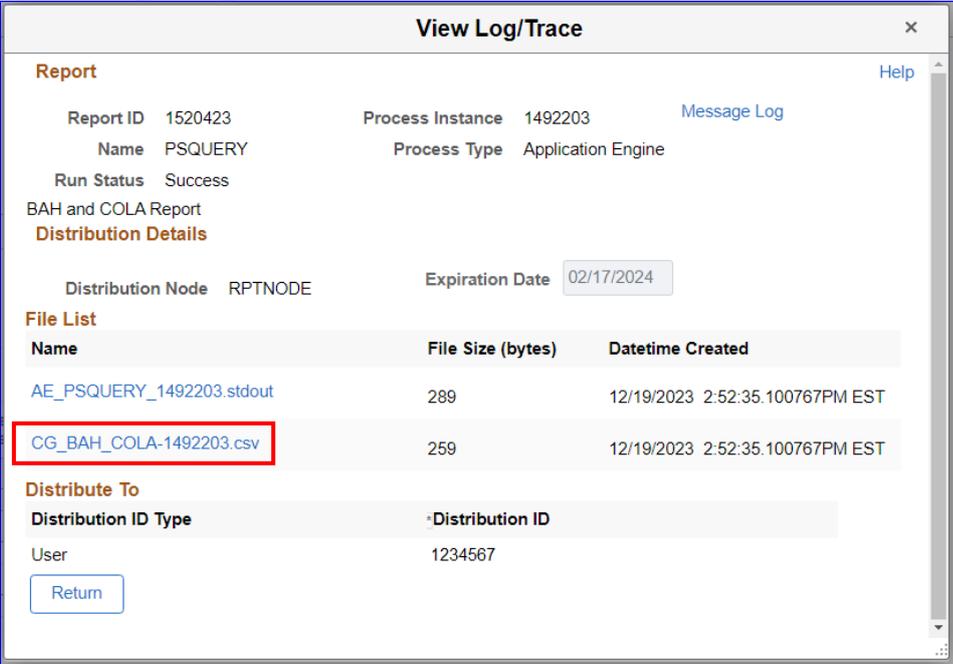
Procedures,
continued

Step	Action														
7	<p>The Schedule Query page will display. Click Run.</p>  <p>Schedule Query</p> <p>Run Control ID: ABC Report Manager Process Monitor Run</p> <p>Query Name: CG_BAH_COLA Search</p> <p>*Description: BAH and COLA Report</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>007527</td> </tr> </tbody> </table> <p>Save Add Update/Display</p>	Prompt Name	Value	SETID	00010	DEPTID	007527								
Prompt Name	Value														
SETID	00010														
DEPTID	007527														
8	<p>Verify PSUNX is displayed from the Server Name drop-down and click OK.</p>  <p>Process Scheduler Request</p> <p>User ID: 1234567 Run Control ID: ABC Help</p> <p>Server Name: PSUNX Run Date: 12/19/2023</p> <p>Recurrence: Run Time: 2:51:27PM Reset to Current Date/Time</p> <p>Time Zone: Q</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									
9	<p>The Process Instance will display. Click the Process Monitor link.</p>  <p>Schedule Query</p> <p>Run Control ID: ABC Report Manager Process Monitor Run</p> <p>Query Name: CG_BAH_COLA Search Process Instance: 1492203</p> <p>*Description: BAH and COLA Report</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>007527</td> </tr> </tbody> </table> <p>Save Add Update/Display</p>	Prompt Name	Value	SETID	00010	DEPTID	007527								
Prompt Name	Value														
SETID	00010														
DEPTID	007527														

Continued on next page

BAH/COLA Report, Continued

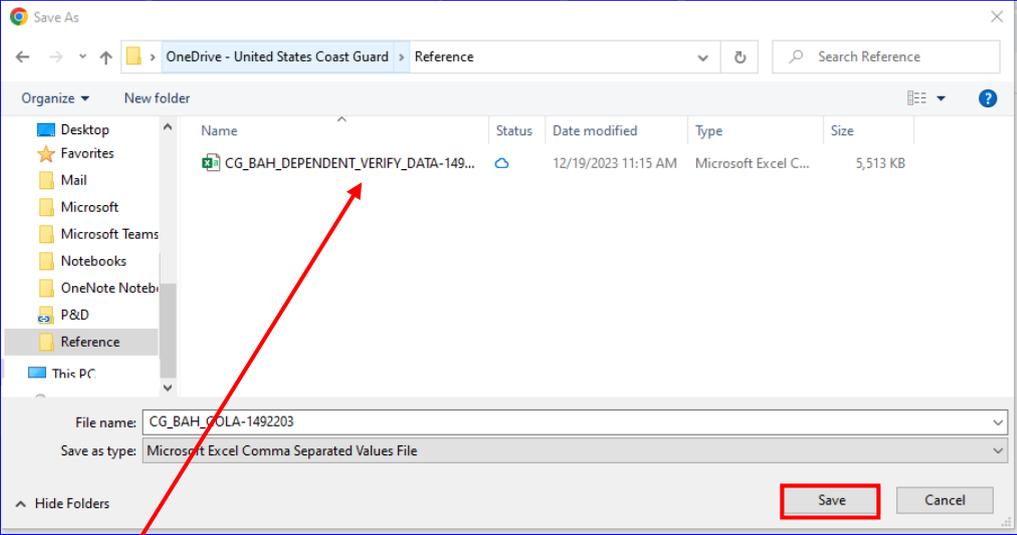
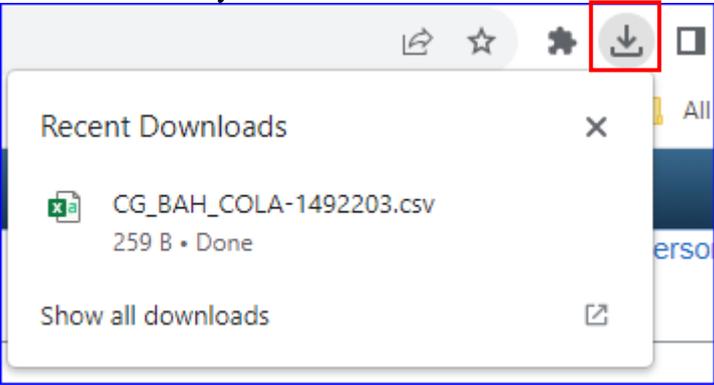
Procedures,
continued

Step	Action
<p>10</p>	<p>Click Refresh until the Run Status shows Success and the Distribution Status shows Posted.</p> <p>*New Column* Click the Actions drop-down and click View Log/Trace.</p> <p>NOTE: Depending on the size of the query, this could take a long time. Feel free to continue working on other things, returning periodically to check the status.</p> 
<p>11</p>	<p>Select CG_BAH_COLA-#####.csv.</p> 

Continued on next page

BAH/COLA Report, Continued

Procedures,
continued

Step	Action
12	<p>Save the report to a file/folder on your computer (required).</p> 
13	<p>To open the report, select the download icon and click on file OR double-click the saved file in your folder.</p> 

Continued on next page

BAH/COLA Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																																
14	<p>Sort the results according to your needs and research as appropriate. Some of the potential errors identified on this report include:</p> <ul style="list-style-type: none"> • BAH Zip Code is different than the Unit Zip Code. • Spouse in SVC does not show Y for members that are married member-to-member (including other branches of service). • Member has a BAH Qtr Status of L (with depns) but shows 0 in the #Dependents column. • Member has an incorrect CONUS COLA Zip Code. <table border="1" data-bbox="347 757 1372 913"> <thead> <tr> <th>ID</th> <th>Job Title</th> <th>Last</th> <th>First Name</th> <th>Middle</th> <th>BAH Qtr Status</th> <th>BAH Eff Date</th> <th>BAH Zip Code</th> <th>Unit Zip Code</th> <th>Spouse in Svc</th> <th>#Dependents</th> <th>Conus Cola Type</th> <th>CCOLA Zip Code</th> </tr> </thead> <tbody> <tr> <td>7534219</td> <td>LTJG</td> <td>Book</td> <td>Shepard</td> <td></td> <td>G</td> <td>1/1/2023</td> <td>1930</td> <td>1930</td> <td></td> <td>0</td> <td>CONUS COLA Without</td> <td>1930</td> </tr> <tr> <td>3219876</td> <td>SA</td> <td>Cobb</td> <td>Jayne</td> <td></td> <td>L</td> <td>3/20/2023</td> <td>5401</td> <td>5401</td> <td>Y</td> <td>0</td> <td>CONUS COLA With De</td> <td>5401</td> </tr> <tr> <td>8764532</td> <td>SN</td> <td>Frye</td> <td>Kaywinnett</td> <td>L</td> <td>W</td> <td>3/7/2023</td> <td>1832</td> <td>2542</td> <td>N</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>1234567</td> <td>MK2</td> <td>Reynolds</td> <td>Malcolm</td> <td></td> <td>W</td> <td>1/1/2023</td> <td>99999</td> <td>10305</td> <td>N</td> <td>1</td> <td>CONUS COLA Without</td> <td>10305</td> </tr> <tr> <td>9876543</td> <td>ME3</td> <td>Serra</td> <td>Inara</td> <td></td> <td>L</td> <td>1/1/2023</td> <td>01904-9999</td> <td>2542</td> <td>N</td> <td>3</td> <td>CONUS COLA With De</td> <td>1904</td> </tr> <tr> <td>7654321</td> <td>DC1</td> <td>Tam</td> <td>Simon</td> <td></td> <td>H</td> <td>1/1/2023</td> <td>2109</td> <td>2109</td> <td>Y</td> <td>1</td> <td>CONUS COLA Without</td> <td>2109</td> </tr> <tr> <td>6543219</td> <td>MK2</td> <td>Tam</td> <td>River</td> <td></td> <td>I</td> <td>1/1/2023</td> <td>02542-2035</td> <td>2841</td> <td>N</td> <td>1</td> <td>CONUS COLA With De</td> <td>2109</td> </tr> </tbody> </table> <table border="1" data-bbox="347 981 1372 1227"> <thead> <tr> <th>BAH Qtr Status</th> <th>BAH Eff Date</th> <th>BAH Zip Code</th> <th>Unit Zip Code</th> <th>Spouse in Svc</th> <th>#Dependents</th> <th>Conus Cola Type</th> </tr> </thead> <tbody> <tr> <td>G</td> <td>1/1/2023</td> <td>1930</td> <td>1930</td> <td></td> <td>0</td> <td>CONUS COLA Without</td> </tr> <tr> <td>L</td> <td>3/20/2023</td> <td>5401</td> <td>5401</td> <td>Y</td> <td>0</td> <td>CONUS COLA With De</td> </tr> <tr> <td>W</td> <td>3/7/2023</td> <td>1832</td> <td>2542</td> <td>N</td> <td>1</td> <td></td> </tr> <tr> <td>W</td> <td>1/1/2023</td> <td>99999</td> <td>10305</td> <td>N</td> <td>1</td> <td>CONUS COLA Without</td> </tr> <tr> <td>L</td> <td>1/1/2023</td> <td>01904-9999</td> <td>2542</td> <td>N</td> <td>3</td> <td>CONUS COLA With De</td> </tr> <tr> <td>H</td> <td>1/1/2023</td> <td>2109</td> <td>2109</td> <td>Y</td> <td>1</td> <td>CONUS COLA Without</td> </tr> <tr> <td>I</td> <td>1/1/2023</td> <td>02542-2035</td> <td>2841</td> <td>N</td> <td>1</td> <td>CONUS COLA With De</td> </tr> </tbody> </table>	ID	Job Title	Last	First Name	Middle	BAH Qtr Status	BAH Eff Date	BAH Zip Code	Unit Zip Code	Spouse in Svc	#Dependents	Conus Cola Type	CCOLA Zip Code	7534219	LTJG	Book	Shepard		G	1/1/2023	1930	1930		0	CONUS COLA Without	1930	3219876	SA	Cobb	Jayne		L	3/20/2023	5401	5401	Y	0	CONUS COLA With De	5401	8764532	SN	Frye	Kaywinnett	L	W	3/7/2023	1832	2542	N	1			1234567	MK2	Reynolds	Malcolm		W	1/1/2023	99999	10305	N	1	CONUS COLA Without	10305	9876543	ME3	Serra	Inara		L	1/1/2023	01904-9999	2542	N	3	CONUS COLA With De	1904	7654321	DC1	Tam	Simon		H	1/1/2023	2109	2109	Y	1	CONUS COLA Without	2109	6543219	MK2	Tam	River		I	1/1/2023	02542-2035	2841	N	1	CONUS COLA With De	2109	BAH Qtr Status	BAH Eff Date	BAH Zip Code	Unit Zip Code	Spouse in Svc	#Dependents	Conus Cola Type	G	1/1/2023	1930	1930		0	CONUS COLA Without	L	3/20/2023	5401	5401	Y	0	CONUS COLA With De	W	3/7/2023	1832	2542	N	1		W	1/1/2023	99999	10305	N	1	CONUS COLA Without	L	1/1/2023	01904-9999	2542	N	3	CONUS COLA With De	H	1/1/2023	2109	2109	Y	1	CONUS COLA Without	I	1/1/2023	02542-2035	2841	N	1	CONUS COLA With De
ID	Job Title	Last	First Name	Middle	BAH Qtr Status	BAH Eff Date	BAH Zip Code	Unit Zip Code	Spouse in Svc	#Dependents	Conus Cola Type	CCOLA Zip Code																																																																																																																																																					
7534219	LTJG	Book	Shepard		G	1/1/2023	1930	1930		0	CONUS COLA Without	1930																																																																																																																																																					
3219876	SA	Cobb	Jayne		L	3/20/2023	5401	5401	Y	0	CONUS COLA With De	5401																																																																																																																																																					
8764532	SN	Frye	Kaywinnett	L	W	3/7/2023	1832	2542	N	1																																																																																																																																																							
1234567	MK2	Reynolds	Malcolm		W	1/1/2023	99999	10305	N	1	CONUS COLA Without	10305																																																																																																																																																					
9876543	ME3	Serra	Inara		L	1/1/2023	01904-9999	2542	N	3	CONUS COLA With De	1904																																																																																																																																																					
7654321	DC1	Tam	Simon		H	1/1/2023	2109	2109	Y	1	CONUS COLA Without	2109																																																																																																																																																					
6543219	MK2	Tam	River		I	1/1/2023	02542-2035	2841	N	1	CONUS COLA With De	2109																																																																																																																																																					
BAH Qtr Status	BAH Eff Date	BAH Zip Code	Unit Zip Code	Spouse in Svc	#Dependents	Conus Cola Type																																																																																																																																																											
G	1/1/2023	1930	1930		0	CONUS COLA Without																																																																																																																																																											
L	3/20/2023	5401	5401	Y	0	CONUS COLA With De																																																																																																																																																											
W	3/7/2023	1832	2542	N	1																																																																																																																																																												
W	1/1/2023	99999	10305	N	1	CONUS COLA Without																																																																																																																																																											
L	1/1/2023	01904-9999	2542	N	3	CONUS COLA With De																																																																																																																																																											
H	1/1/2023	2109	2109	Y	1	CONUS COLA Without																																																																																																																																																											
I	1/1/2023	02542-2035	2841	N	1	CONUS COLA With De																																																																																																																																																											