### **BAH/COLA Report**

Introduction	This guide provides the procedures for running the BAH/COLA Report in Direct Access (DA).
Information	<ul> <li>NOTE: It is recommended that this report be run regularly to identify specific entitlement errors causing potential over/underpayments.</li> <li>The user must have the CGHRS or CGHRSUP user role to run this report.</li> </ul>

Procedures

See below.

Step Action Navigate to NavBar icon > Menu > Schedule a Query. 1 0 俞  $\triangle$  $\oslash$ Ъ Orders > ٩ NavBar: Menu P в PeopleTools > С Benefits  $( \mathbf{r} )$ > R Recruiting Recently Visited C > Career Management Ъ > **Reporting Tools**  $\Box$ >  $\heartsuit$ Change My Password Ъ **Reserve Activities** > Favorites E S Enterprise Components > ≡ Schedule a Query Enterprise Learning > Ъ Self Service > Menu G Ъ Self Service > Ľ Global Payroll & Absence Mgmt> PEOPLESOFT Separations > Change My Password н Set Up HCM Human Resources ٢٦ > С > М = Test Usage Monitoring Mobilization Ъ > w My Feeds \_ Ъ Workforce Administration > My Preferences Workforce Development  $\Box$ > ∍ My System Profile = Worklist > ┏~ \$\$

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#### Procedures,

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

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#### Procedures,

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Step	Action
5	The Scheduled Query Search page will display. Click the CG_BAH_COLA Query link.
	Scheduled Query Search Page
	*Query Type: Queries 🗸
	Query: CG_BAH_COLA Search
	Query
	CG_BAH_COLA BAH and COLA Report Public
	Return
	<ul> <li>Deptid - SPO Deptid (Required) – Enter the SPO Department ID or use the Lookup to locate and select the SPO Department ID</li> <li>Click OK.</li> </ul>
	×
	CG_BAH_COLA Help
	Set ID (Use 00010 for CG) 00010 Q Deptid - SPO Deptid (Required) 007527 Q OK Cancel

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#### Procedures,

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Step	Action									
7	The Schedule Query page will display. Click <b>Run</b> .									
	Schedule Query									
	Run Control ID ABC	Report Manager Process Monitor Run								
	Query Name CG_BAH_COL	A Search								
	*Description BAH and COL	A Report								
	Update Parameters									
	Prompt Name	Value								
	SETID	00010								
	DEPTID	007527								
	Save	Add Update/Display								
8	Verify PSUNX is di	splayed from the <b>Server Name</b> drop-down and click <b>OK</b> .								
		Process Scheduler Request ×								
	User ID 1234567	Run Control ID ABC Help								
	Server Name PSUNX	✓ Run Date 12/19/2023								
	Recurrence	Run Time 2:51:27PM Reset to Current Date/Time								
	Time Zone	α								
	Process List Select Description	Process Name Process Type *Type *Format Distribution								
	PSQUERY	PSQUERY Application Engine Web  TXT  Distribution								
	OK Cancel									
9	The Process Instan	ce will display. Click the Process Monitor link.								
	Schedule Query	Depart Managar Pracage Manifer								
		Process Instance:1492203								
	Query Name CG_BAH_CO	LA Search								
	*Description BAH and COL Update Parameters	A Report								
	Prompt Name	Value								
	SETID	00010								
	DEPTID	007527								
	Save	Add Update/Display								

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#### Procedures,

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### Procedures,

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14		Action											
	Sort the results according to your needs and research as appropriate. Some of the potential errors identified on this report include:												
	• BAH Zip Code is different than the Unit Zip Code.												
	• Sp me	• <b>Spouse in SVC</b> does not show Y for members that are married member-to- member (including other branches of service).											
	• M	• Member has a <b>BAH Qtr Status</b> of L (with depns) but shows 0 in the											
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