

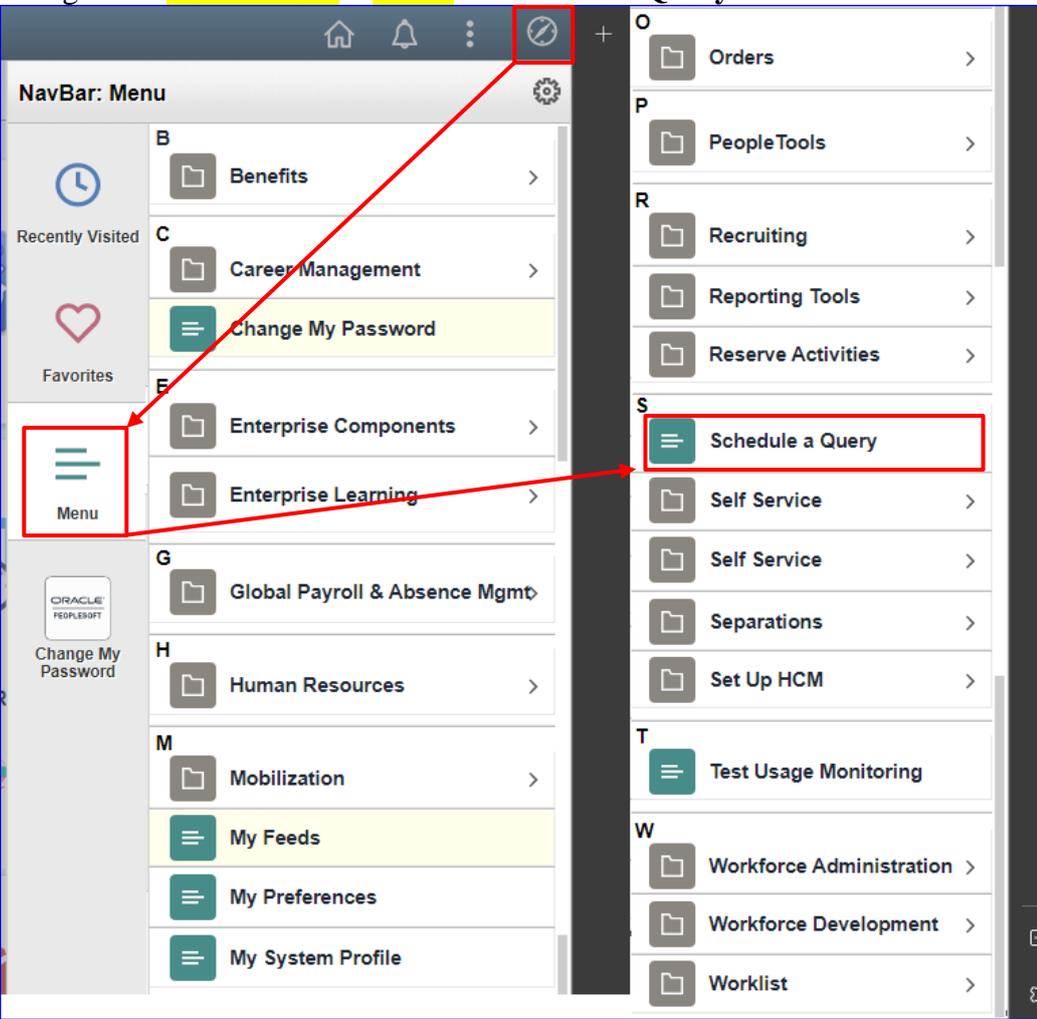
BAH/COLA Report

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

NOTE: It is recommended that this report be run regularly to identify specific entitlement errors causing potential over/underpayments.

Required DA User Roles The user must have the CGHRS or CGHRSUP user role to run this report.

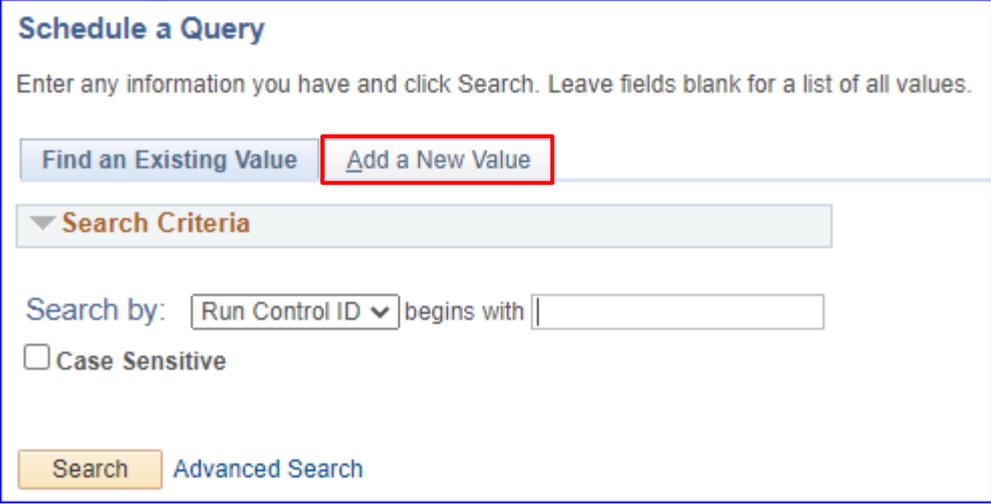
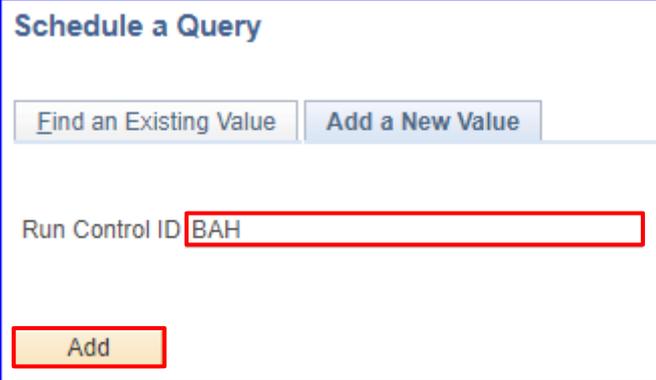
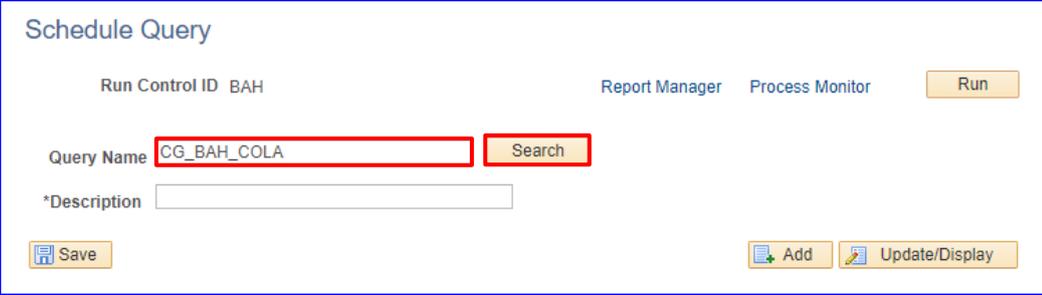
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Schedule a Query.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar. At the top right, there is a NavBar icon (a magnifying glass) highlighted with a red box. Below it, the 'Menu' option is highlighted with a red box. In the main menu area, the 'Schedule a Query' option is highlighted with a red box. Red arrows point from the NavBar icon to the Menu option, and from the Menu option to the Schedule a Query option.</p>

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BAH/COLA Report, Continued

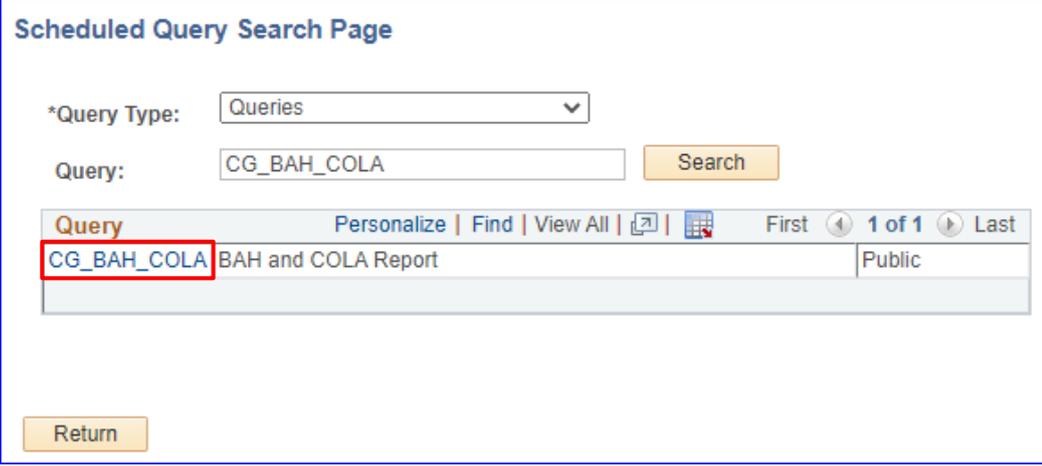
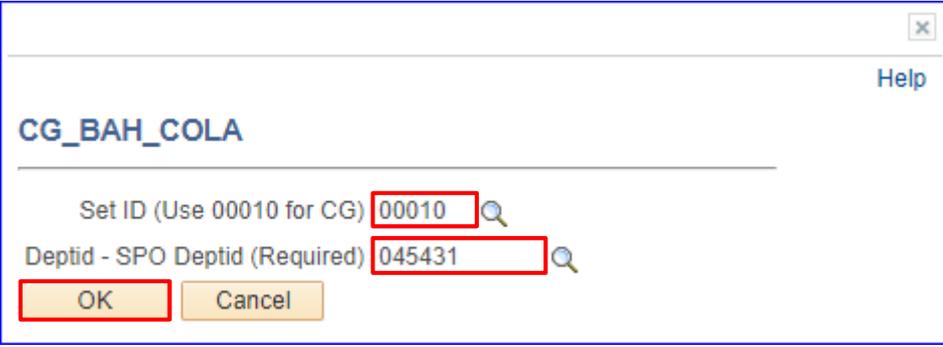
Procedures,
continued

Step	Action
2	<p>If not already established, click the Add a New Value tab.</p> 
3	<p>Enter a Run Control ID (this may be anything but it is recommended to name the query something easily remembered). Click Add.</p> 
4	<p>Enter CG_BAH_COLA in the Query Name field and click Search.</p> 

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BAH/COLA Report, Continued

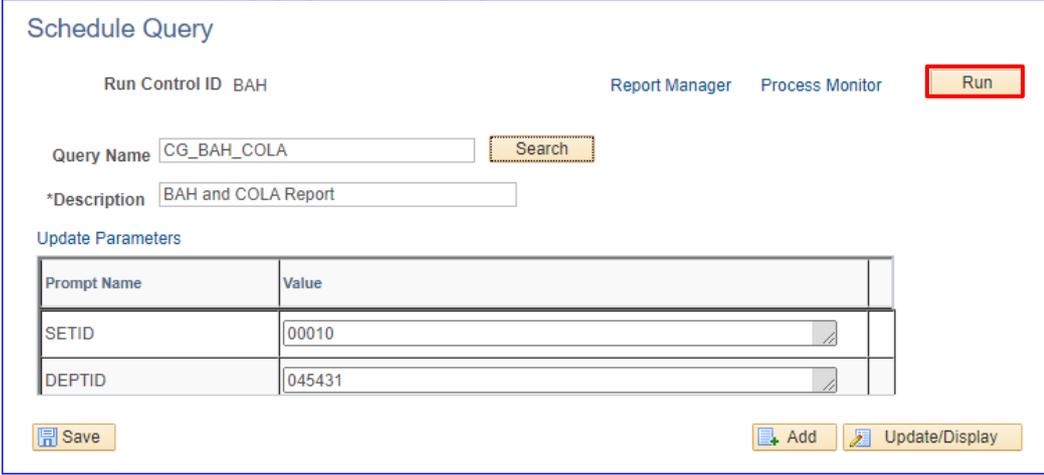
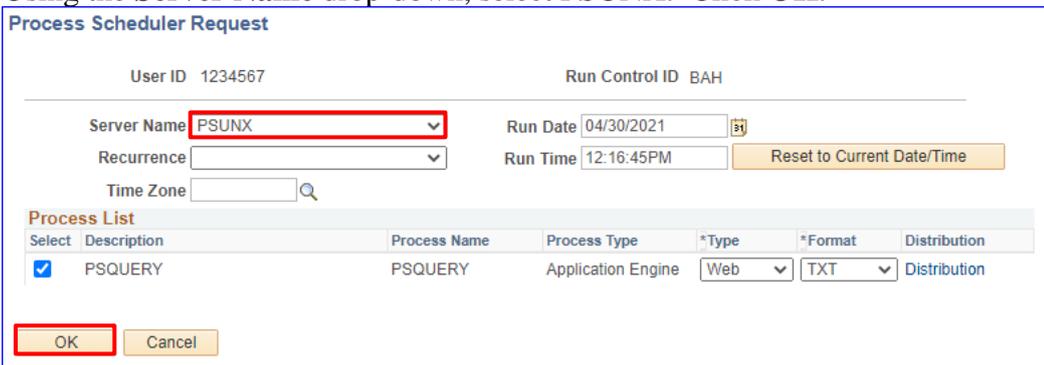
Procedures,
continued

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> 

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BAH/COLA Report, Continued

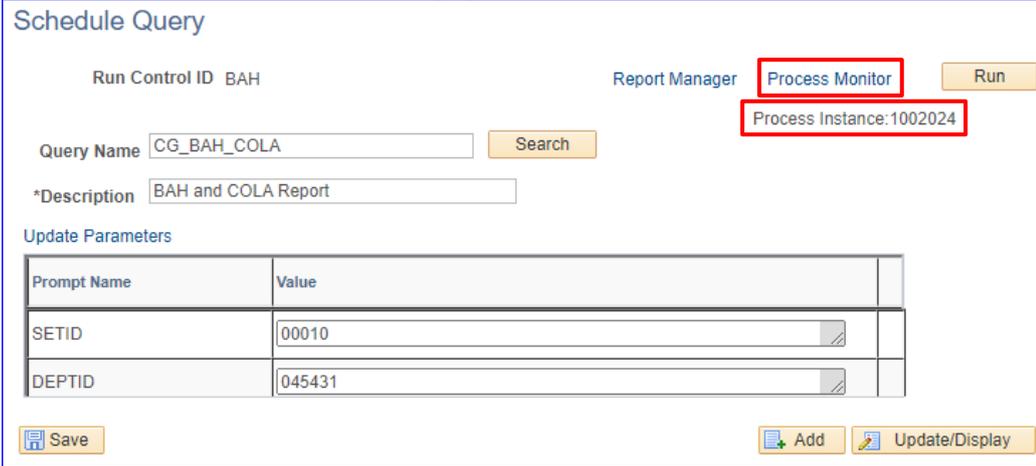
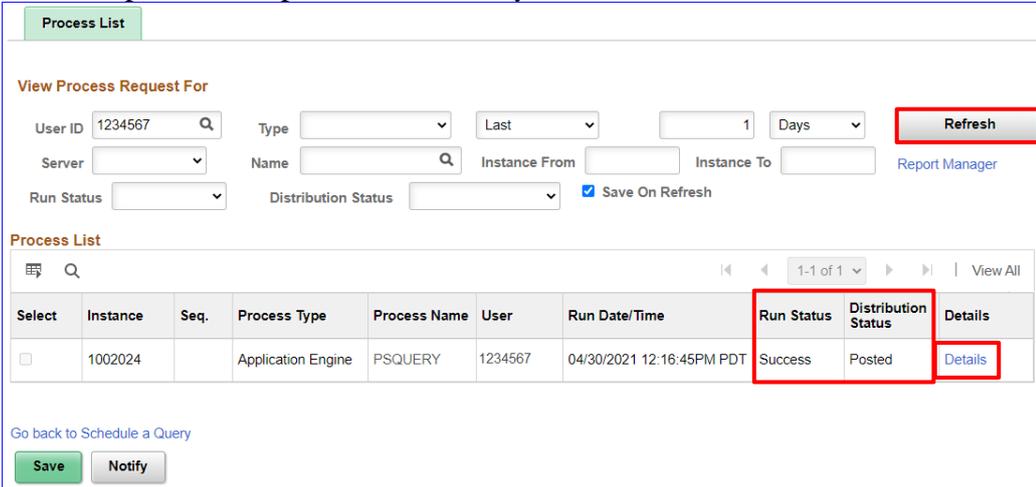
Procedures,
continued

Step	Action														
7	<p>The Schedule Query page will display. Click Run.</p> 														
8	<p>Using the Server Name drop-down, select PSUNX. Click OK.</p>  <table border="1" data-bbox="347 1227 1353 1301"> <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>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution
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BAH/COLA Report, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>A Process Instance number will populate. Click Process Monitor.</p> 
<p>10</p>	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click Refresh until the Run Status indicates Success and the Distribution Status indicates Posted. This may take several minutes depending on the size of the report. Continue to click the Refresh button periodically as necessary.</p> <p>Once the process has posted successfully, click the Details link.</p> 

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BAH/COLA Report, Continued

Procedures,
continued

Step	Action																												
11	<p data-bbox="325 443 632 477">Click View Log/Trace.</p> <div data-bbox="325 477 1369 1234" style="border: 1px solid black; padding: 5px;"><p data-bbox="336 481 512 510">Process Detail</p><p data-bbox="344 526 432 551">Process</p><table data-bbox="395 580 1150 678"><tr><td>Instance</td><td>1002024</td><td>Type</td><td>Application Engine</td></tr><tr><td>Name</td><td>PSQUERY</td><td>Description</td><td>PSQUERY</td></tr><tr><td>Run Status</td><td>Success</td><td>Distribution Status</td><td>Posted</td></tr></table><p data-bbox="344 712 389 736">Run</p><table data-bbox="387 768 612 898"><tr><td>Run Control ID</td><td>BAH</td></tr><tr><td>Location</td><td>Server</td></tr><tr><td>Server</td><td>PSUNX</td></tr><tr><td>Recurrence</td><td></td></tr></table><p data-bbox="914 712 1070 736">Update Process</p><ul data-bbox="884 759 1362 907" style="list-style-type: none"><input type="radio"/> Hold Request<input type="radio"/> Queue Request<input type="radio"/> Cancel Request<input checked="" type="radio"/> Delete Request<input type="radio"/> Re-send Content<input type="radio"/> Restart Request<p data-bbox="344 949 448 974">Date/Time</p><table data-bbox="395 1003 847 1133"><tr><td>Request Created On</td><td>04/30/2021 12:17:23PM PDT</td></tr><tr><td>Run Anytime After</td><td>04/30/2021 12:16:45PM PDT</td></tr><tr><td>Began Process At</td><td>04/30/2021 12:17:47PM PDT</td></tr><tr><td>Ended Process At</td><td>04/30/2021 12:18:48PM PDT</td></tr></table><p data-bbox="919 949 999 974">Actions</p><ul data-bbox="900 999 1214 1117" style="list-style-type: none">ParametersMessage LogBatch TimingsView Log/TraceTransferView Locks<div data-bbox="344 1176 600 1223" style="margin-top: 10px;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></div></div>	Instance	1002024	Type	Application Engine	Name	PSQUERY	Description	PSQUERY	Run Status	Success	Distribution Status	Posted	Run Control ID	BAH	Location	Server	Server	PSUNX	Recurrence		Request Created On	04/30/2021 12:17:23PM PDT	Run Anytime After	04/30/2021 12:16:45PM PDT	Began Process At	04/30/2021 12:17:47PM PDT	Ended Process At	04/30/2021 12:18:48PM PDT
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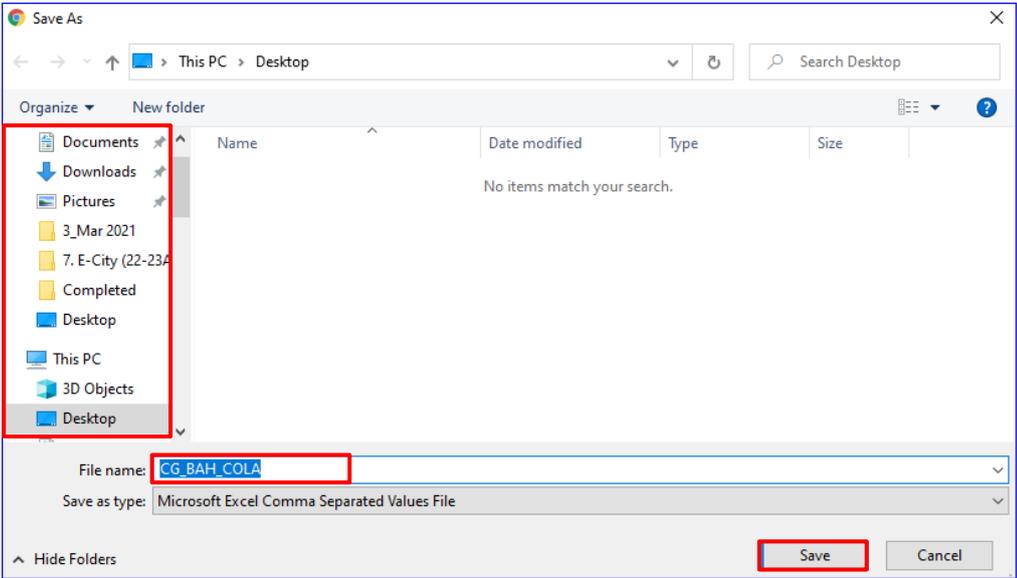
Procedures,
continued

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12	<p>To open the report, select CG_BAH_COLA-#####.csv.</p> <div data-bbox="325 477 1367 1361" style="border: 1px solid black; padding: 5px;"> <p>View Log/Trace</p> <p>Report</p> <table border="0"> <tr> <td>Report ID</td> <td>1017749</td> <td>Process Instance</td> <td>1002024</td> <td>Message Log</td> </tr> <tr> <td>Name</td> <td>PSQUERY</td> <td>Process Type</td> <td colspan="2">Application Engine</td> </tr> <tr> <td>Run Status</td> <td colspan="4">Success</td> </tr> </table> <p>BAH and COLA Report</p> <p>Distribution Details</p> <table border="0"> <tr> <td>Distribution Node</td> <td>RPTNODE</td> <td>Expiration Date</td> <td><input type="text" value="05/07/2021"/></td> </tr> </table> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_1002024.stdout</td> <td>289</td> <td>04/30/2021 12:18:48.033550PM PDT</td> </tr> <tr> <td>CG_BAH_COLA-1002024.csv</td> <td>624,621</td> <td>04/30/2021 12:18:48.033550PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1234567</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Report ID	1017749	Process Instance	1002024	Message Log	Name	PSQUERY	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	<input type="text" value="05/07/2021"/>	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_1002024.stdout	289	04/30/2021 12:18:48.033550PM PDT	CG_BAH_COLA-1002024.csv	624,621	04/30/2021 12:18:48.033550PM PDT	Distribution ID Type	Distribution ID	User	1234567
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BAH/COLA Report, Continued

Procedures,
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13	<p>DA will prompt you to save the report. Select a location, enter a File Name, and select Save.</p> 																																																																																																																																																																					
14	<p>Locate the report and open. 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="325 1464 1374 1630"> <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 C</th> </tr> </thead> <tbody> <tr> <td>7534219</td> <td>LTJG</td> <td>Book</td> <td>Shepard</td> <td></td> <td>G</td> <td>1/1/2021</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>3/20/2021</td> <td>5401</td> <td>5401</td> <td>Y</td> <td></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>3/7/2021</td> <td>1832</td> <td>2542</td> <td>N</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>1234567</td> <td>MK2</td> <td>Reynolds</td> <td>Malcolm</td> <td></td> <td>W</td> <td>1/1/2021</td> <td>99999</td> <td>10305</td> <td>N</td> <td></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>1/1/2021</td> <td>01904-9999</td> <td>2542</td> <td>N</td> <td></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>1/1/2021</td> <td>2109</td> <td>2109</td> <td>Y</td> <td></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>L</td> <td>1/1/2021</td> <td>02542-2025</td> <td>2841</td> <td>N</td> <td></td> <td>1</td> <td>CONUS COLA With De</td> <td>2109</td> </tr> </tbody> </table> <table border="1" data-bbox="325 1697 1374 1944"> <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>1/1/2021</td> <td>1930</td> <td>1930</td> <td></td> <td>0</td> <td>CONUS COLA Without</td> </tr> <tr> <td>L</td> <td>3/20/2021</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>3/7/2021</td> <td>1832</td> <td>2542</td> <td>N</td> <td>1</td> <td></td> </tr> <tr> <td>W</td> <td>1/1/2021</td> <td>99999</td> <td>10305</td> <td>N</td> <td>1</td> <td>CONUS COLA Without</td> </tr> <tr> <td>L</td> <td>1/1/2021</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>1/1/2021</td> <td>2109</td> <td>2109</td> <td>Y</td> <td>1</td> <td>CONUS COLA Without</td> </tr> <tr> <td>L</td> <td>1/1/2021</td> <td>02542-2025</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 C	7534219	LTJG	Book	Shepard		G	1/1/2021	1930	1930		0	CONUS COLA Without	1930	3219876	SA	Cobb	Jayne		L	3/20/2021	5401	5401	Y		0	CONUS COLA With De	5401	8764532	SN	Frye	Kaywinnett	L	W	3/7/2021	1832	2542	N		1		1234567	MK2	Reynolds	Malcolm		W	1/1/2021	99999	10305	N		1	CONUS COLA Without	10305	9876543	ME3	Serra	Inara		L	1/1/2021	01904-9999	2542	N		3	CONUS COLA With De	1904	7654321	DC1	Tam	Simon		H	1/1/2021	2109	2109	Y		1	CONUS COLA Without	2109	6543219	MK2	Tam	River		L	1/1/2021	02542-2025	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	1/1/2021	1930	1930		0	CONUS COLA Without	L	3/20/2021	5401	5401	Y	0	CONUS COLA With De	W	3/7/2021	1832	2542	N	1		W	1/1/2021	99999	10305	N	1	CONUS COLA Without	L	1/1/2021	01904-9999	2542	N	3	CONUS COLA With De	H	1/1/2021	2109	2109	Y	1	CONUS COLA Without	L	1/1/2021	02542-2025	2841	N	1	CONUS COLA With De
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