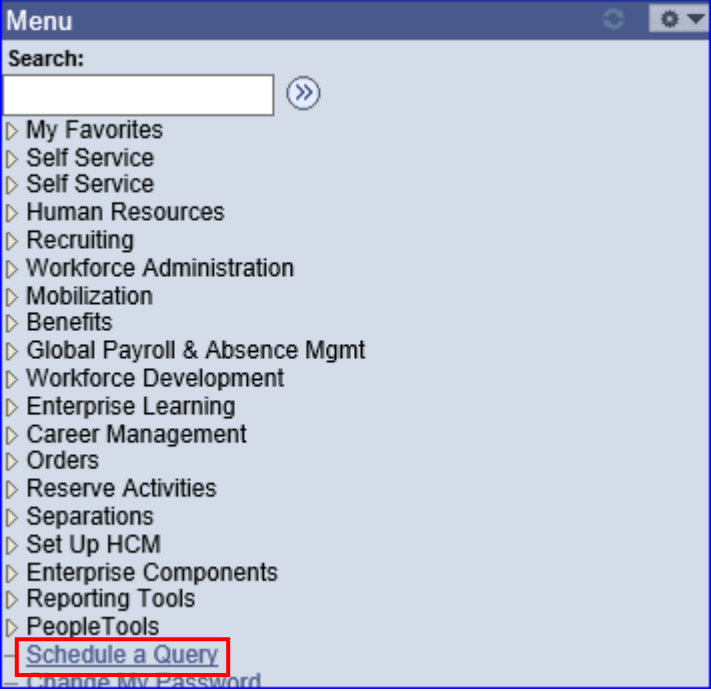
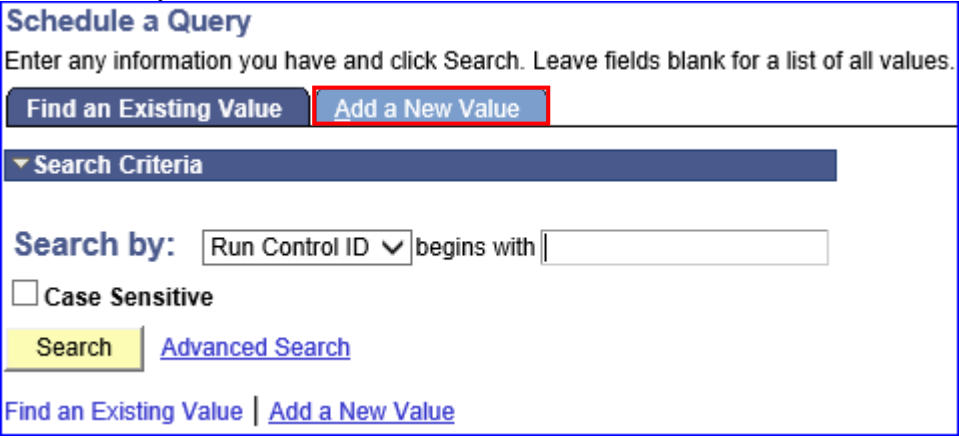


BAH/COLA Report

Introduction This guide provides the procedures for running the BAH/COLA Report in Direct Access (DA). Run this report regularly to identify specific entitlement errors causing over/underpayments. The user must have the CGHRS role to run this report.

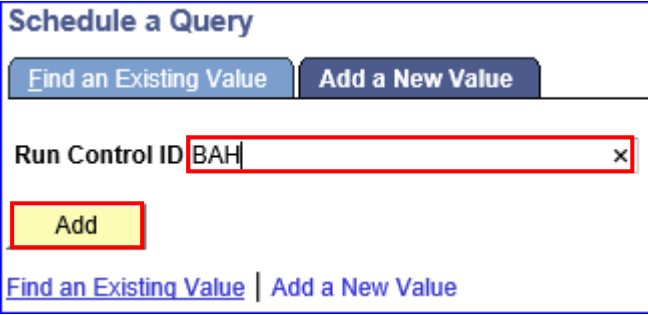
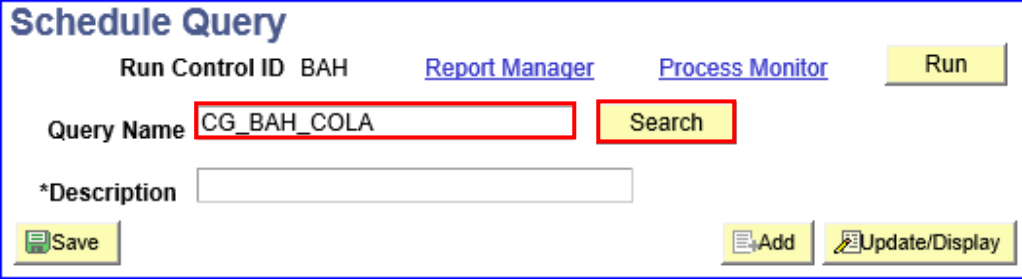
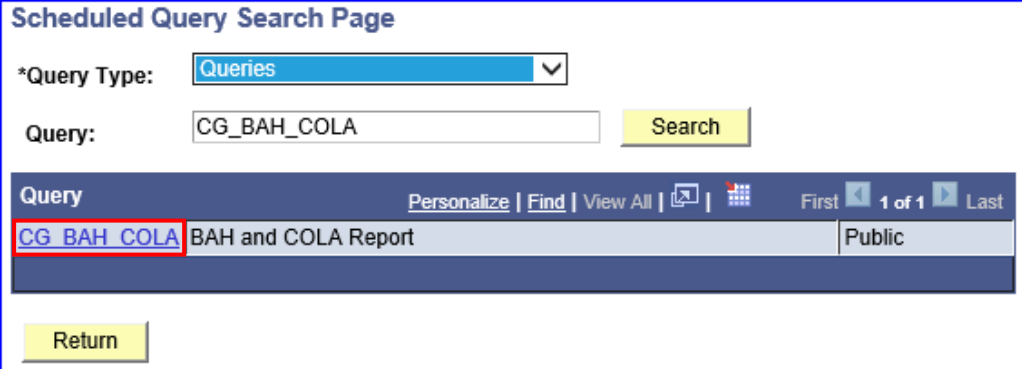
Procedures See below.

Step	Action
1	<p>From the Menu, select the Schedule a Query link.</p>  <p>The screenshot shows a 'Menu' window with a search bar and a list of menu items. The item 'Schedule a Query' is highlighted with a red rectangular box.</p>
2	<p>If not already established, click the Add a New Value tab.</p>  <p>The screenshot shows the 'Schedule a Query' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red rectangular box. Below the tabs, there is a 'Search Criteria' section with a 'Search by:' 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.</p>

Continued on next page

BAH/COLA Report, Continued

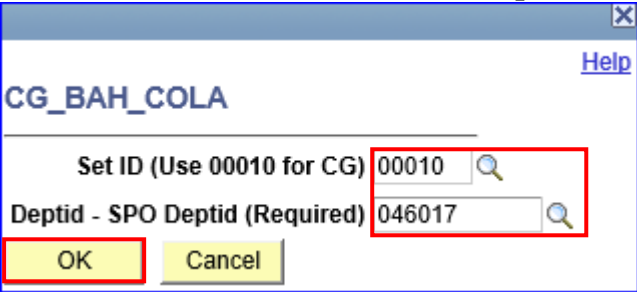
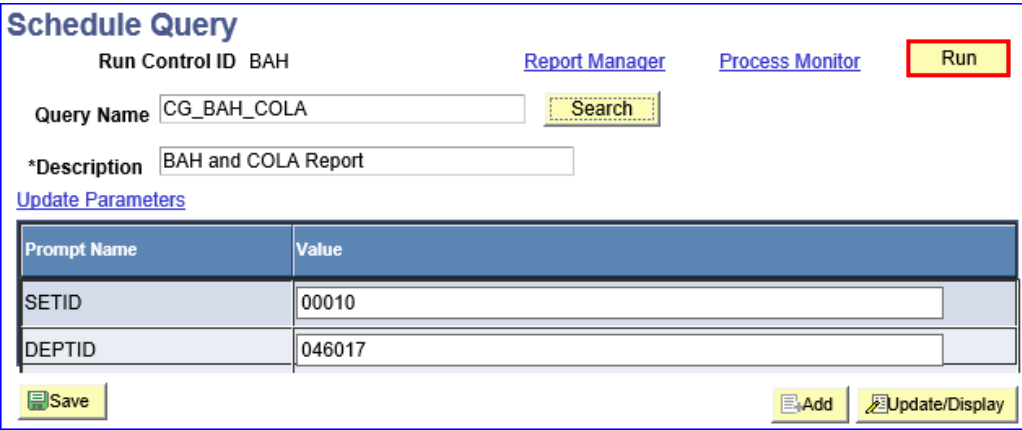
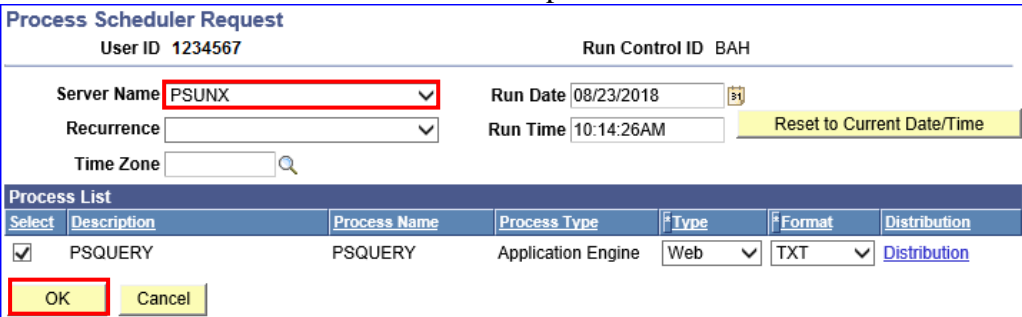
Procedures,
continued

Step	Action
3	<p>Name the query something you will remember, then click Add. Once this name is established, you can use it for future queries.</p> 
4	<p>Enter CG_BAH_COLA in the Query Name field, then click Search.</p> 
5	<p>Click the CG_BAH_COLA link.</p> 

Continued on next page

BAH/COLA Report, Continued

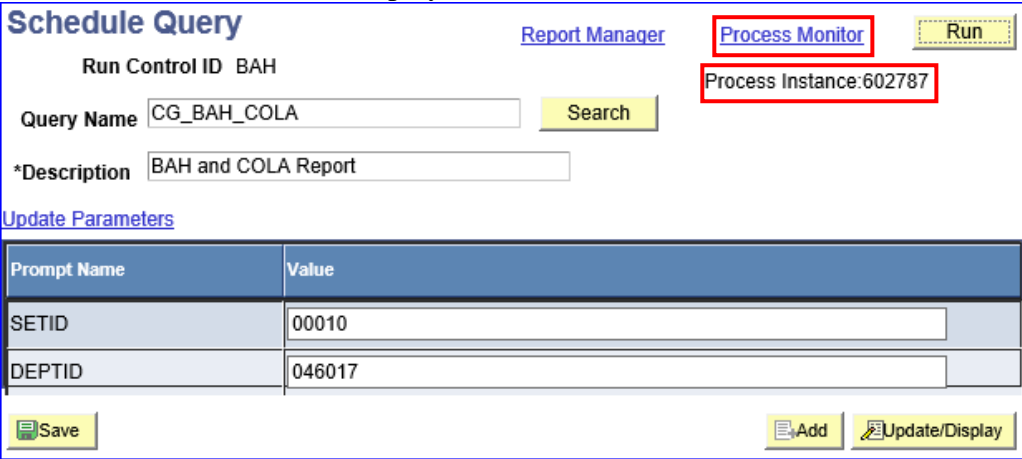
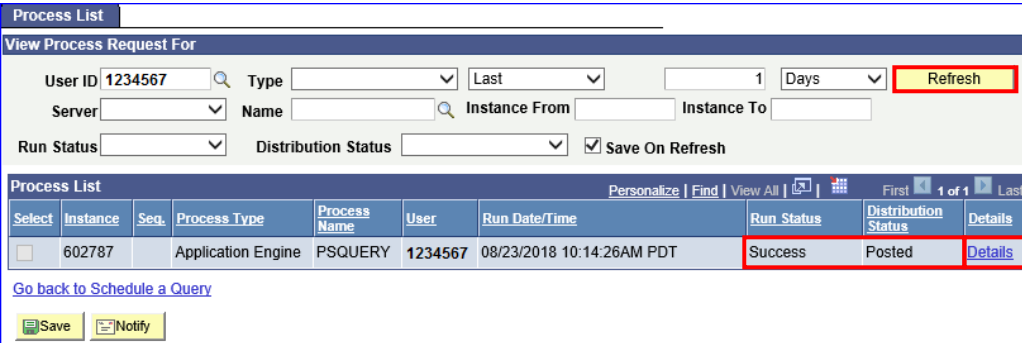
Procedures,
continued

Step	Action
6	<p>Enter 00010 for the Set ID, the SPO Deptid, and then click OK.</p> 
7	<p>Click Run.</p> 
8	<p>Select PSUNX from the Server Name drop-down and click OK.</p> 

Continued on next page

BAH/COLA Report, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>The Process Instance will display. Click the Process Monitor link.</p> 
<p>10</p>	<p>Click Refresh until the Run Status shows Success and the Distribution Status shows Posted. Once the Run/Distribution Status has updated, click the Details link.</p>  <p>NOTE: Depending on the size of the Dept ID, this could take a long time. Feel free to continue working on other things, returning periodically to check the status.</p>

Continued on next page

BAH/COLA Report, Continued

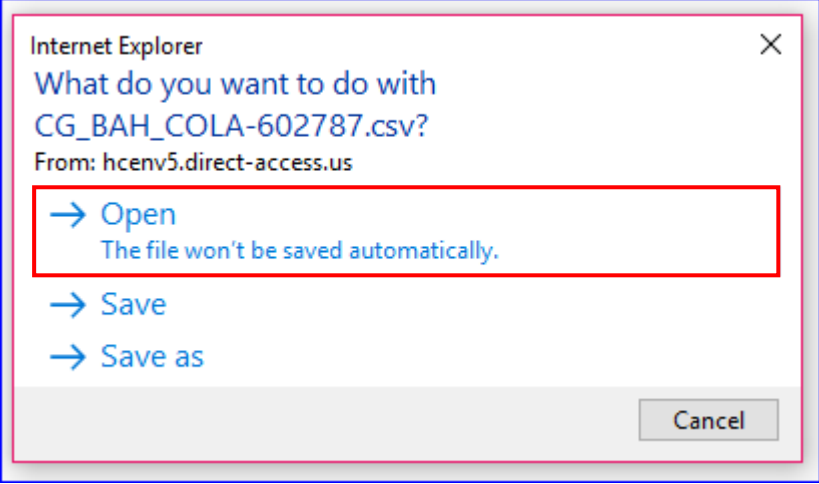
Procedures,
continued

Step	Action																												
<p>11</p>	<p>Click the View Log/Trace link.</p> <div data-bbox="352 524 1382 1151" style="border: 1px solid black; padding: 5px;"> <p>Process Detail</p> <p>Process</p> <table border="0"> <tr> <td>Instance</td> <td>602787</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>Run</p> <table border="0"> <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>Update Process</p> <p> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request </p> <p>Date/Time</p> <table border="0"> <tr> <td>Request Created On</td> <td>08/23/2018 10:16:05AM PDT</td> </tr> <tr> <td>Run Anytime After</td> <td>08/23/2018 10:14:26AM PDT</td> </tr> <tr> <td>Began Process At</td> <td>08/23/2018 10:16:18AM PDT</td> </tr> <tr> <td>Ended Process At</td> <td>08/23/2018 10:18:03AM PDT</td> </tr> </table> <p>Actions</p> <p> Parameters Transfer Message Log View Locks Batch Timings View Log/Trace </p> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	Instance	602787	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	08/23/2018 10:16:05AM PDT	Run Anytime After	08/23/2018 10:14:26AM PDT	Began Process At	08/23/2018 10:16:18AM PDT	Ended Process At	08/23/2018 10:18:03AM PDT
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<p>12</p>	<p>Click the CG_BAH_COLA.csv link.</p> <div data-bbox="352 1225 1382 1906" style="border: 1px solid black; padding: 5px;"> <p>View Log/Trace</p> <p>Report</p> <table border="0"> <tr> <td>Report ID</td> <td>588925</td> <td>Process Instance</td> <td>602787</td> <td>Message Log</td> </tr> <tr> <td>Name</td> <td>PSQUERY</td> <td>Process Type</td> <td>Application Engine</td> <td></td> </tr> </table> <p>Run Status Success</p> <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>08/30/2018</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_602787.stdout</td> <td>289</td> <td>08/23/2018 10:18:03.849322AM PDT</td> </tr> <tr> <td style="border: 1px solid red;">CG_BAH_COLA-602787.csv</td> <td>281,938</td> <td>08/23/2018 10:18:03.849322AM 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	588925	Process Instance	602787	Message Log	Name	PSQUERY	Process Type	Application Engine		Distribution Node	RPTNODE	Expiration Date	08/30/2018	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_602787.stdout	289	08/23/2018 10:18:03.849322AM PDT	CG_BAH_COLA-602787.csv	281,938	08/23/2018 10:18:03.849322AM PDT	Distribution ID Type	# Distribution ID	User	1234567	
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BAH/COLA Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																												
13	<p>This will appear. Click Open to view the results.</p> 																																																																																																																																																																																																												
14	<p>The results will display in an Excel Spreadsheet format. Sort the spreadsheet according to your needs. Some possible errors that could be identified are:</p> <ul style="list-style-type: none"> • BAH Zip Code is different than the Unit Zip Code • Spouse in Service column does not show Y for Yes for members that are married member-to-member (this includes all military branches) • Member has a BAH Qtr Status of L (with dependents), but shows 0 in the Number of Dependents column • Member has an incorrect CONUS COLA Zip Code • Member has an incorrect OHA Locality <table border="1" data-bbox="352 1424 1382 1525"> <thead> <tr> <th>ID</th> <th>Job Title</th> <th>Last</th> <th>First Name</th> <th>Middle</th> <th>BAH Qtr</th> <th>SI</th> <th>BAH Eff Date</th> <th>BAH Zip</th> <th>Unit Zip</th> <th>Spouse</th> <th># Deps</th> <th>Conus Cola Type</th> <th>CCOLA Zip</th> <th>O3</th> <th>OU</th> <th>Ohl#</th> <th>Dept ID</th> <th>Dept</th> </tr> </thead> <tbody> <tr> <td>1111111</td> <td>ME1</td> <td>Hendrix</td> <td>Jimi</td> <td>M.</td> <td>W</td> <td></td> <td>1/7/2018</td> <td>99999</td> <td>28401</td> <td>N</td> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7638</td> <td>SEC N CAROLINA ENFORCEMENT DIV</td> </tr> <tr> <td>2222222</td> <td>LT</td> <td>Joplin</td> <td>Janis</td> <td>L</td> <td>L</td> <td></td> <td>4/16/2018</td> <td>28401</td> <td>28401</td> <td>N</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>43888</td> <td>SEC N CAROLINA WTRWAYS MGT DIV</td> </tr> <tr> <td>3333333</td> <td>AET3</td> <td>Nelson</td> <td>Willie</td> <td>Hugh</td> <td>G</td> <td></td> <td>1/1/2018</td> <td>27909</td> <td>27909</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>561</td> <td>AIRSTA ELIZ CITY</td> </tr> <tr> <td>4444444</td> <td>ME1</td> <td>Santana</td> <td>Carlos</td> <td></td> <td>L</td> <td></td> <td>1/1/2018</td> <td>28542</td> <td>28542</td> <td>N</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>43799</td> <td>SMTC DSF STAN/RFO SECTION</td> </tr> <tr> <td>5555555</td> <td>BM1</td> <td>Van Halen</td> <td>Eddie</td> <td>L</td> <td>H</td> <td></td> <td>1/1/2018</td> <td>28537</td> <td>28537</td> <td>Y</td> <td>1</td> <td>CONUS COLA Without Dep</td> <td>48080</td> <td></td> <td></td> <td></td> <td>415</td> <td>CG STA HOBUCKEN</td> </tr> </tbody> </table> <table border="1" data-bbox="352 1559 1382 1715"> <thead> <tr> <th>File</th> <th>BAH Qtr</th> <th>SI</th> <th>BAH Eff Date</th> <th>BAH Zip</th> <th>Unit Zip</th> <th>Spouse</th> <th># Deps</th> <th>Conus Cola Type</th> <th>CCOLA Zip</th> <th>O3</th> <th>OU</th> <th>Ohl#</th> <th>Dept ID</th> <th>Dept</th> </tr> </thead> <tbody> <tr> <td></td> <td>W</td> <td></td> <td>1/7/2018</td> <td>99999</td> <td>28401</td> <td>N</td> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7638</td> <td>SEC N</td> </tr> <tr> <td></td> <td>L</td> <td></td> <td>4/16/2018</td> <td>28401</td> <td>28401</td> <td>N</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>43888</td> <td>SEC N</td> </tr> <tr> <td></td> <td>G</td> <td></td> <td>1/1/2018</td> <td>27909</td> <td>27909</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>561</td> <td>AIRST</td> </tr> <tr> <td></td> <td>L</td> <td></td> <td>1/1/2018</td> <td>28542</td> <td>28542</td> <td>N</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>43799</td> <td>SMTC</td> </tr> <tr> <td></td> <td>H</td> <td></td> <td>1/1/2018</td> <td>28537</td> <td>28537</td> <td>Y</td> <td>1</td> <td>CONUS COLA Without Dep</td> <td>48080</td> <td></td> <td></td> <td></td> <td>415</td> <td>CG ST</td> </tr> </tbody> </table>	ID	Job Title	Last	First Name	Middle	BAH Qtr	SI	BAH Eff Date	BAH Zip	Unit Zip	Spouse	# Deps	Conus Cola Type	CCOLA Zip	O3	OU	Ohl#	Dept ID	Dept	1111111	ME1	Hendrix	Jimi	M.	W		1/7/2018	99999	28401	N	3						7638	SEC N CAROLINA ENFORCEMENT DIV	2222222	LT	Joplin	Janis	L	L		4/16/2018	28401	28401	N	2						43888	SEC N CAROLINA WTRWAYS MGT DIV	3333333	AET3	Nelson	Willie	Hugh	G		1/1/2018	27909	27909		0						561	AIRSTA ELIZ CITY	4444444	ME1	Santana	Carlos		L		1/1/2018	28542	28542	N	0						43799	SMTC DSF STAN/RFO SECTION	5555555	BM1	Van Halen	Eddie	L	H		1/1/2018	28537	28537	Y	1	CONUS COLA Without Dep	48080				415	CG STA HOBUCKEN	File	BAH Qtr	SI	BAH Eff Date	BAH Zip	Unit Zip	Spouse	# Deps	Conus Cola Type	CCOLA Zip	O3	OU	Ohl#	Dept ID	Dept		W		1/7/2018	99999	28401	N	3						7638	SEC N		L		4/16/2018	28401	28401	N	2						43888	SEC N		G		1/1/2018	27909	27909		0						561	AIRST		L		1/1/2018	28542	28542	N	0						43799	SMTC		H		1/1/2018	28537	28537	Y	1	CONUS COLA Without Dep	48080				415	CG ST
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