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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Enterprise Menu, select <strong>Schedule a Query</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Menu" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Schedule a Query" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Change My Password" /></td>
</tr>
</tbody>
</table>

Continued on next page
Procedures, continued

<table>
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</table>
| 2 | If not already established, click the **Add a New Value** tab.  
   ![Schedule a Query](image1)  
   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 **begins with**  
   [Case Sensitive]  
   [Search] [Advanced Search] |
| 3 | Enter a **Run Control ID** (this may be anything but it is recommended to name the query something easily remembered). Click **Add**.  
   ![Schedule a Query](image2)  
   Run Control ID: **BAH**  
   [Add] |
| 4 | Enter **CG_BAH_COLA** in the Query Name field and click **Search**.  
   ![Schedule Query](image3)  
   Run Control ID: **E/A**  
   Report Manager  
   Process Monitor  
   [Run]  
   **Query Name**: **CG_BAH_COLA**  
   **Description**:  
   [Save] [Add] [X] [Update/Display] |

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### Procedures, continued

<table>
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<tr>
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</tr>
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<tbody>
<tr>
<td>5</td>
<td>The Scheduled Query Search page will display. Click the <strong>CG_BAH_COLA</strong> Query link.</td>
</tr>
</tbody>
</table>

![Scheduled Query Search Page](image)

<table>
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<tr>
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</table>
| 6    | • **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 |

Click **OK**.
Procedures, continued

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The Schedule Query page will display. Click <strong>Run</strong>.</td>
</tr>
</tbody>
</table>
|      | ![Schedule Query](image)
| 8    | Using the **Server Name** drop-down, select **PSUNX**. Click **OK**. |
|      | ![Process Scheduler Request](image) |

*Continued on next page*
### Procedures, continued

<table>
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<tr>
<th>Step</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>9</td>
<td>A <strong>Process Instance</strong> number will populate. Click <strong>Process Monitor</strong>.</td>
</tr>
</tbody>
</table>

![Process Monitor screenshot](image)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 10 | 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. |

Once the process has posted successfully, click the **Details** link.

![Process List screenshot](image)

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Procedures, continued

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<tr>
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<tbody>
<tr>
<td>11</td>
<td><strong>Click View Log/Trace.</strong></td>
</tr>
</tbody>
</table>

**Process Detail**

- **Instance**: 1002024
- **Name**: PSQUERY
- **Run Status**: Success
- **Distribution Status**: Posted

**Run**

- **Run Control ID**: BAH
- **Location**: Server
- **Server**: PSUNIX
- **Recurrence**

**Date/Time**

- **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 12:18:46PM PDT

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

**Actions**

- Parameters
- Transfer
- Message Log
- View Locks
- Batch Timings
- **View Log/Trace**

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BAH/COLA Report, Continued

Procedures, continued

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<tbody>
<tr>
<td>12</td>
<td>To open the report, select CG_BAH_COLA-#######.csv.</td>
</tr>
</tbody>
</table>

**View Log/Trace**

- **Report**
  - Report ID: 1017749
  - Name: PSQUERY
  - Run Status: Success
- **Process**
  - Process Instance: 1002024
  - Process Type: Application Engine

**BAH and COLA Report**

**Distribution Details**

- Distribution Node: RPTNODE
- Expiration Date: 05/07/2021

**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (bytes)</th>
<th>Datetime Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE_PQUERY_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>824.621</td>
<td>04/30/2021 12:18:48.033550PM PDT</td>
</tr>
</tbody>
</table>

**Distribute To**

<table>
<thead>
<tr>
<th>Distribution ID Type</th>
<th>Distribution ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>1234567</td>
</tr>
</tbody>
</table>

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BAH/COLA Report, Continued

Procedures, continued

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<tr>
<td>13</td>
<td>DA will prompt you to save the report. <strong>Select</strong> a location, enter a <strong>File Name</strong>, and select <strong>Save</strong>.</td>
</tr>
</tbody>
</table>

14 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:

- **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**

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15 July 2021