

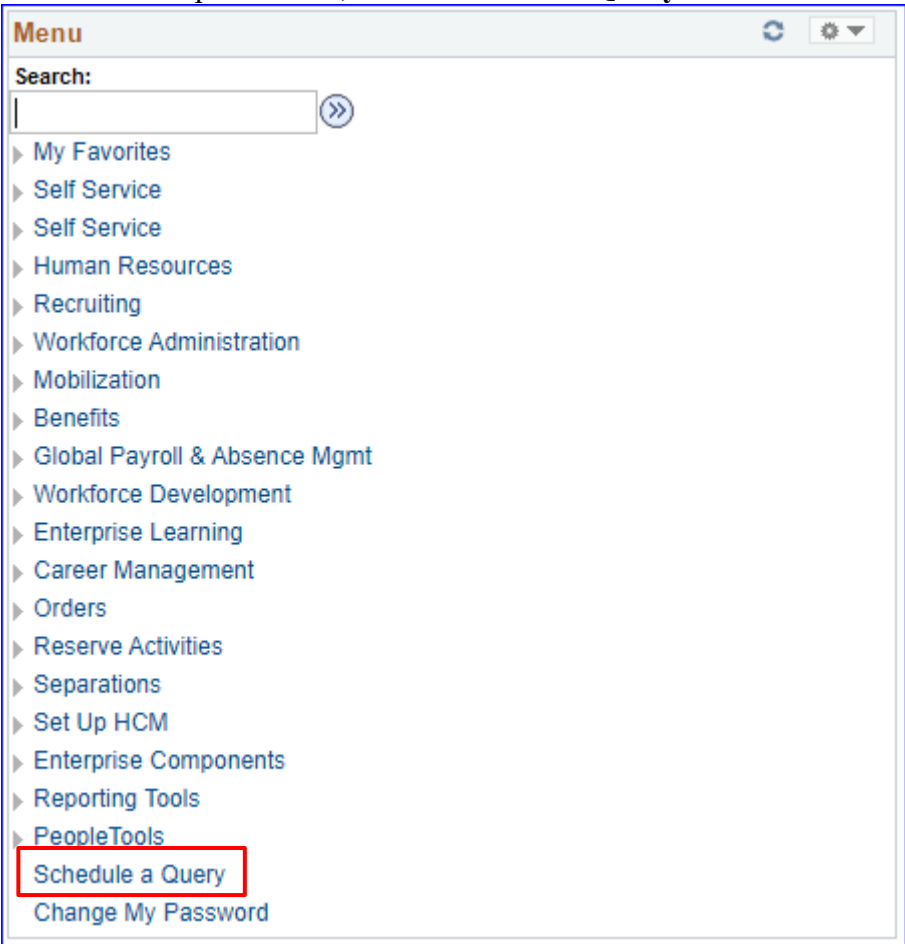
# BAH/COLA Report

**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.

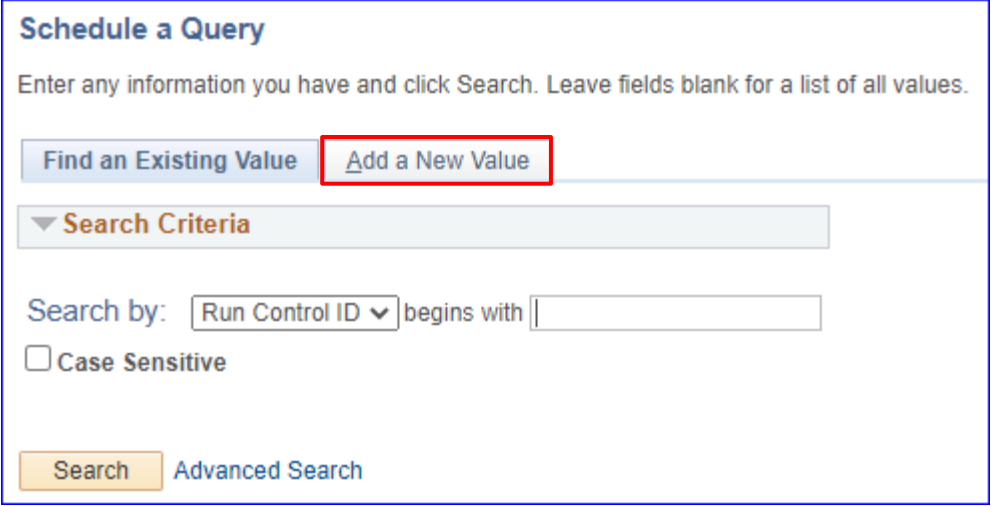
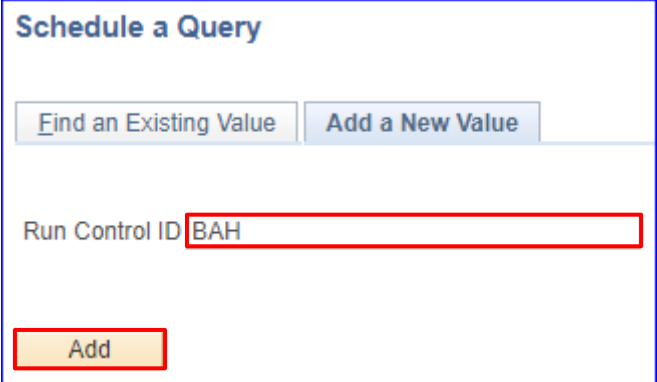
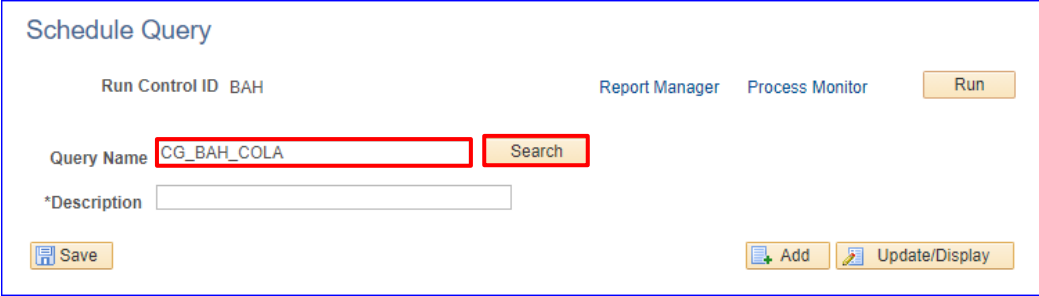
**Procedures** See below.

Step	Action
1	<p>From the Enterprise Menu, select <b>Schedule a Query</b>.</p>  <p>The screenshot shows a web-based menu interface. At the top, there is a search bar with a magnifying glass icon. Below the search bar is a list of menu items, each preceded by a right-pointing triangle icon. The items are: My Favorites, Self Service, Self Service, Human Resources, Recruiting, Workforce Administration, Mobilization, Benefits, Global Payroll &amp; Absence Mgmt, Workforce Development, Enterprise Learning, Career Management, Orders, Reserve Activities, Separations, Set Up HCM, Enterprise Components, Reporting Tools, PeopleTools, Schedule a Query, and Change My Password. The 'Schedule a Query' item is highlighted with a red rectangular box.</p>

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# BAH/COLA Report, Continued

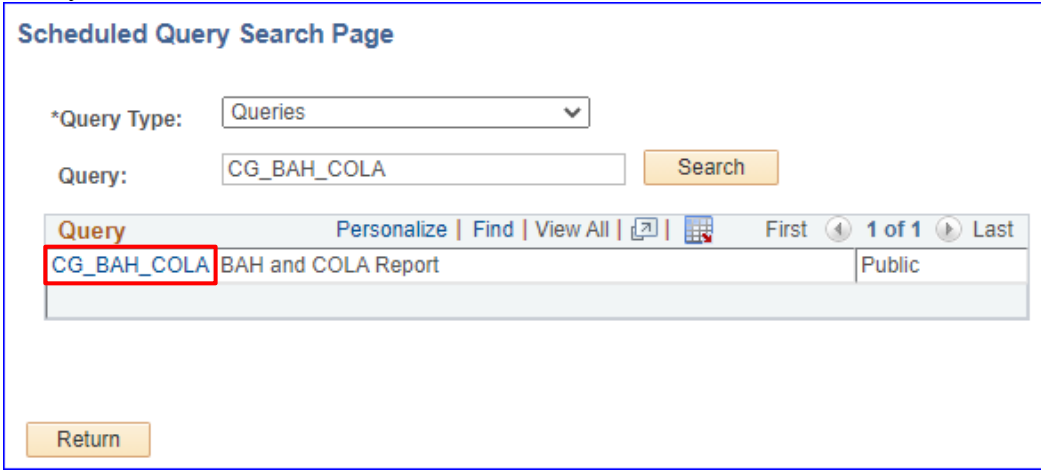
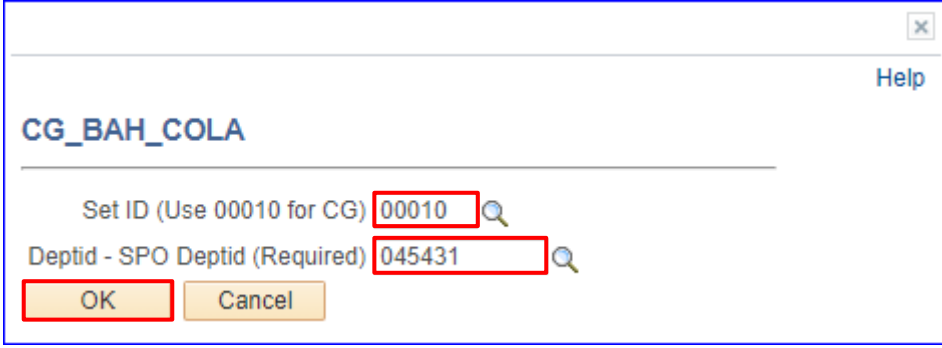
Procedures,  
continued

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

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# BAH/COLA Report, Continued

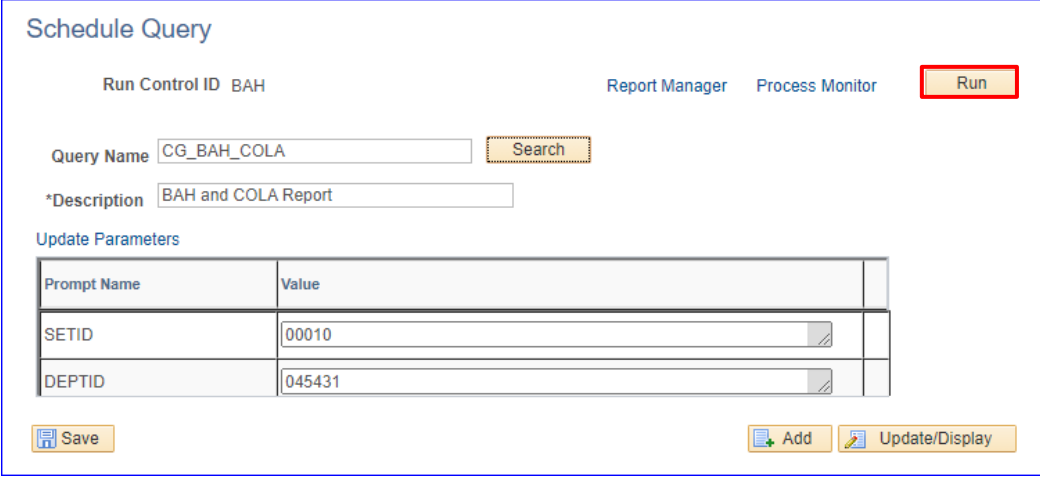
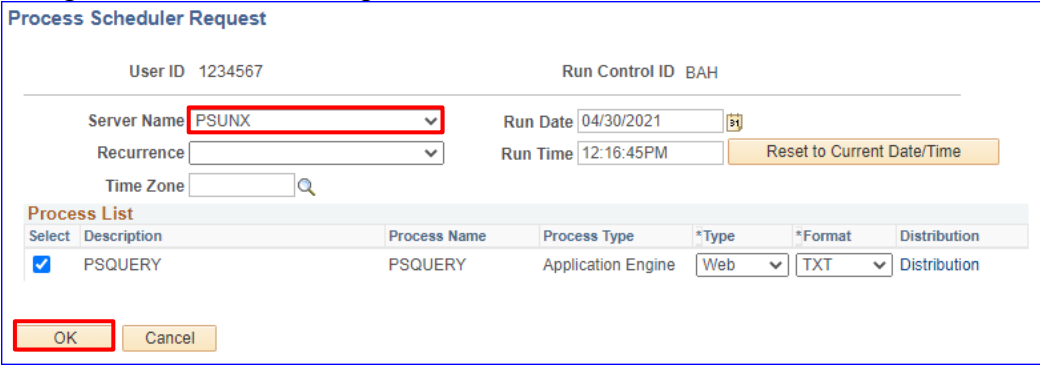
Procedures,  
continued

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

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# BAH/COLA Report, Continued

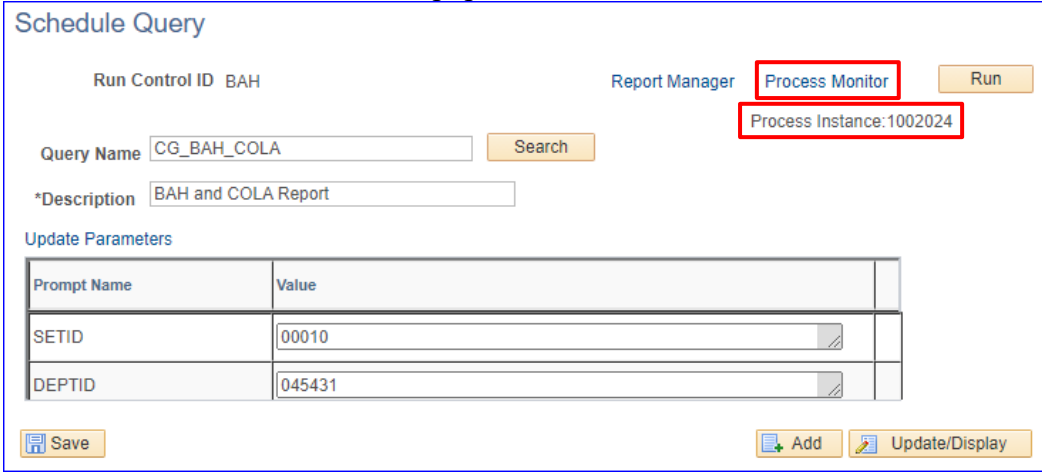
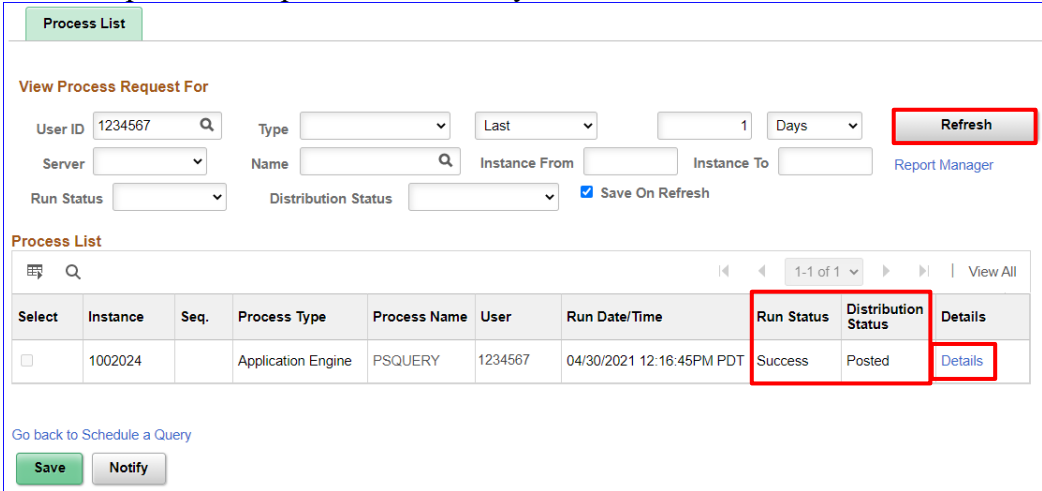
Procedures,  
continued

Step	Action
7	<p>The Schedule Query page will display. Click <b>Run</b>.</p> 
8	<p>Using the <b>Server Name</b> drop-down, select PSUNX. Click <b>OK</b>.</p> 

*Continued on next page*

# BAH/COLA Report, Continued

Procedures,  
continued

Step	Action
9	<p>A <b>Process Instance</b> number will populate. Click <b>Process Monitor</b>.</p> 
10	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click <b>Refresh</b> until the <b>Run Status</b> indicates Success and the <b>Distribution Status</b> 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 <b>Details</b> link.</p> 

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# BAH/COLA Report, Continued

Procedures,  
continued

Step	Action																												
11	<p data-bbox="328 443 632 477"><b>Click View Log/Trace.</b></p> <div data-bbox="328 477 1372 1236" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 481 512 510"><b>Process Detail</b></p> <p data-bbox="344 526 432 551"><b>Process</b></p> <table data-bbox="395 577 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"><b>Run</b></p> <table data-bbox="387 768 616 898"> <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="916 712 1070 736"><b>Update Process</b></p> <p data-bbox="884 761 1362 907"> <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 <span style="margin-left: 100px;"><input type="radio"/> Restart Request</span> </p> <p data-bbox="344 949 448 974"><b>Date/Time</b></p> <table data-bbox="395 1003 850 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"><b>Actions</b></p> <p data-bbox="900 999 1214 1115"> <a href="#">Parameters</a> <span style="margin-left: 100px;">Transfer</span>  <a href="#">Message Log</a> <span style="margin-left: 100px;">View Locks</span>  <a href="#">Batch Timings</a>  <span style="border: 2px solid red; padding: 2px;"><a href="#">View Log/Trace</a></span> </p> <p data-bbox="344 1178 600 1223"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </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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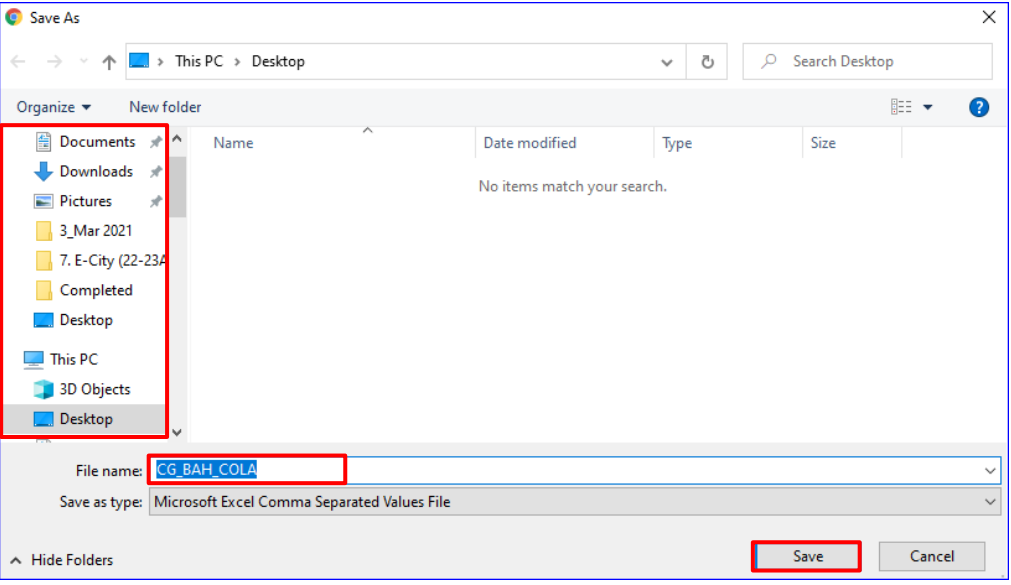
Procedures,  
continued

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12	<p>To open the report, select <b>CG_BAH_COLA-#####.csv</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <table border="0"> <tr> <td>Report ID</td> <td>1017749</td> <td>Process Instance</td> <td>1002024</td> <td><a href="#">Message Log</a></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><b>Distribution Details</b></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><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">AE_PSQUERY_1002024.stdout</a></td> <td>289</td> <td>04/30/2021 12:18:48.033550PM PDT</td> </tr> <tr> <td><a href="#">CG_BAH_COLA-1002024.csv</a></td> <td>624,621</td> <td>04/30/2021 12:18:48.033550PM PDT</td> </tr> </tbody> </table> <p><b>Distribute To</b></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	<a href="#">Message Log</a>	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	<a href="#">AE_PSQUERY_1002024.stdout</a>	289	04/30/2021 12:18:48.033550PM PDT	<a href="#">CG_BAH_COLA-1002024.csv</a>	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,  
continued

Step	Action																																																																																																																																																																
13	<p>DA will prompt you to save the report. <b>Select</b> a location, enter a <b>File Name</b>, and select <b>Save</b>.</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"> <li>• <b>BAH Zip Code</b> is different than the <b>Unit Zip Code</b></li> <li>• <b>Spouse in SVC</b> does not show Y for members that are married member-to-member (including other branches of service)</li> <li>• Member has a <b>BAH Qtr Status</b> of L (with depns) but shows 0 in the <b>#Dependents</b> column</li> <li>• Member has an incorrect <b>CONUS COLA Zip Code</b></li> </ul> <table border="1" data-bbox="327 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 Code</th> </tr> </thead> <tbody> <tr> <td>7534219</td> <td>LTJG</td> <td>Book</td> <td>Shepard</td> <td></td> <td>G</td> <td>1/1/2021</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>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>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>1/1/2021</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>1/1/2021</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>1/1/2021</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>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> <td>2109</td> </tr> </tbody> </table> <table border="1" data-bbox="327 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 Code	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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