# BAH Dependency Verification Reports

## Overview

**Introduction**

This guide provides the procedures for running the BAH Dependency Verification Reports in Direct Access (DA). Users must have P&A/SPO roles to run these reports.

**Report Types/Purpose**

See below.

| Report | Purpose |
|---|---|
| CG_BAH_DEPENDENT_VERIFY_DATA | Displays ALL members across the CG that have responded. It will not display members who have never validated. |
| CG_BAH_DEPENDENT_VERIFY_DEPT | Displays the responses for all members at a department ID. |
| CG_BAH_DEPENDENT_VERIFY_SPO | Displays the responses of all members/units that fall under a SPO tree. **Note: It will not display the status of the members assigned to the SPO Dept ID. Use the Verify DEPT report to capture those responses.** |

**Information**

In accordance with Coast Guard Pay Manual, COMDTINST M7220.29D, all Active and Reserve members are required to validate their housing allowance entitlement by verifying their BAH/Dependency Data report from Direct Access. Per Personnel & Pay Procedures Manual, PPCINST M1000.2 (series), Chapter 6 (TTP), Section G, the unit P&A Office will verify completion of member verification using the BAH Dependency Verification Report.

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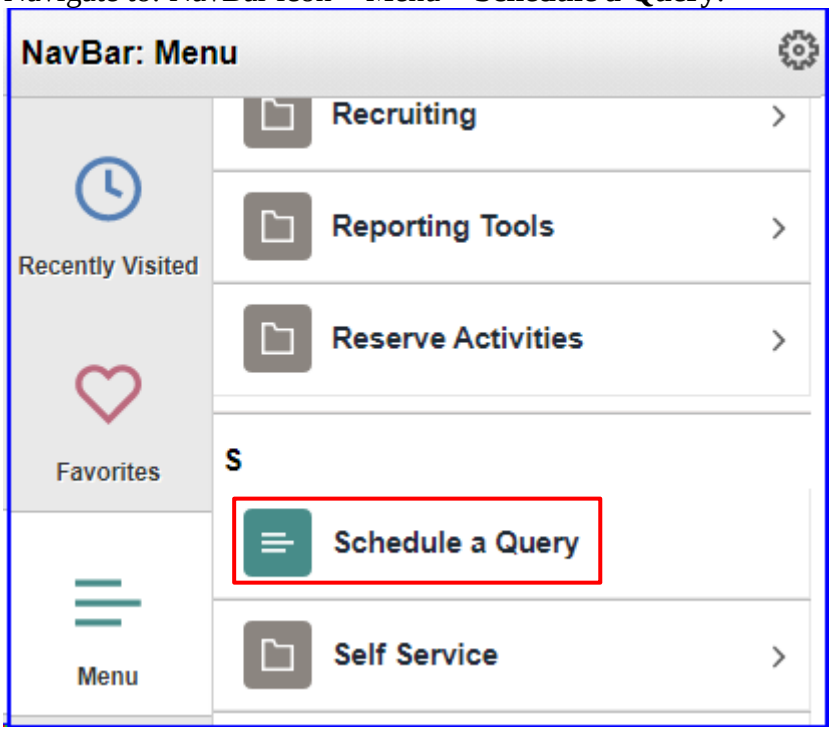
# BAH Dependency Verification Data Report – All CG Members

**Introduction** This guide provides the procedures for running the BAH Dependency Verification Data Report for all Coast Guard members in DA.

**Procedures** See below.

| Step | Action |
|---|---|
| 1 | Navigate to: NavBar icon > Menu > **Schedule a Query**.<br>  |

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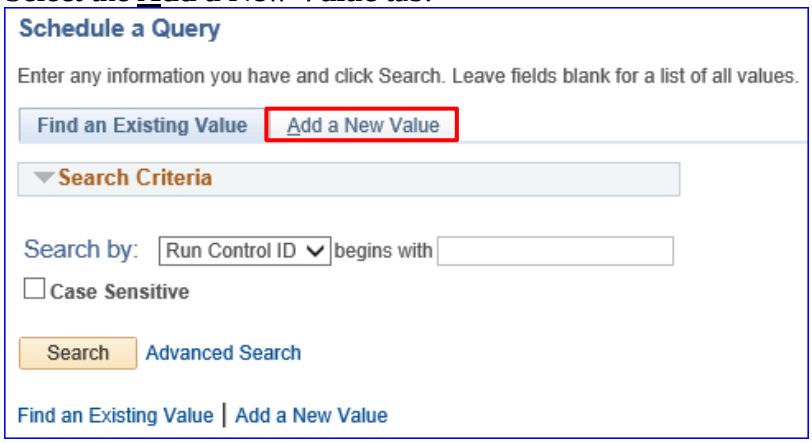
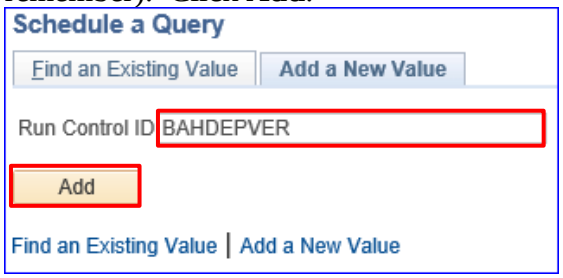
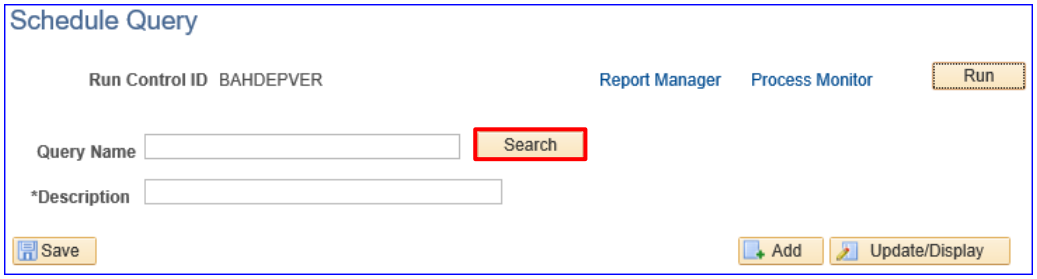
# BAH Dependency Verification Data Report – All CG Members, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 2 | Select the **Add a New Value** tab.<br>  |
| 3 | Enter a **Run Control ID** (this may be anything, but it should be something you remember). Click **Add**.<br>  |
| 4 | Click **Search**.<br>  |

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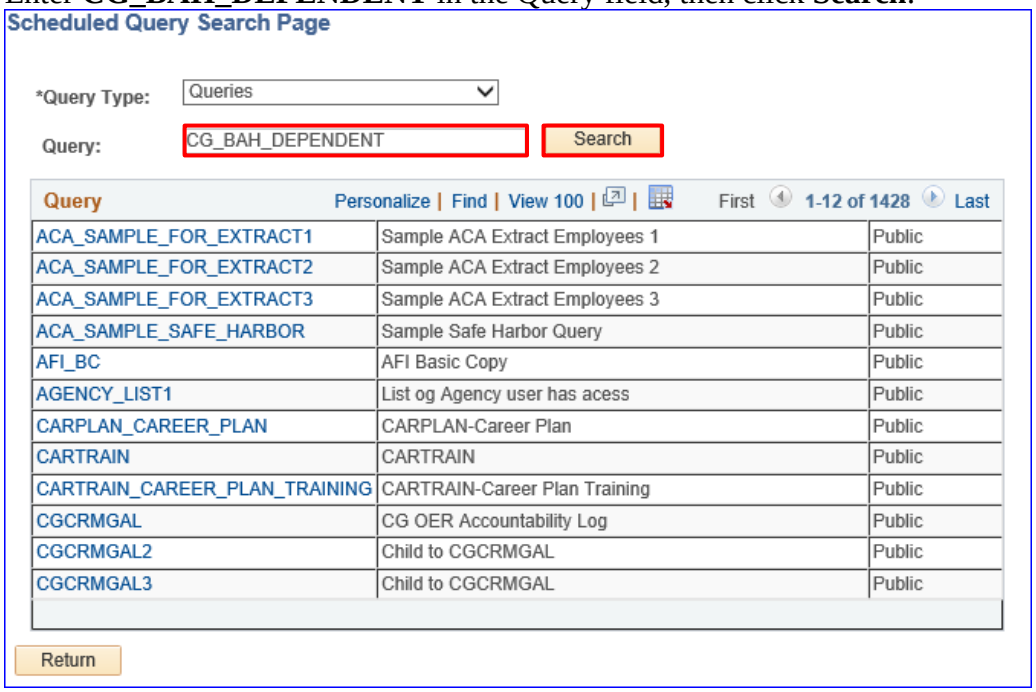
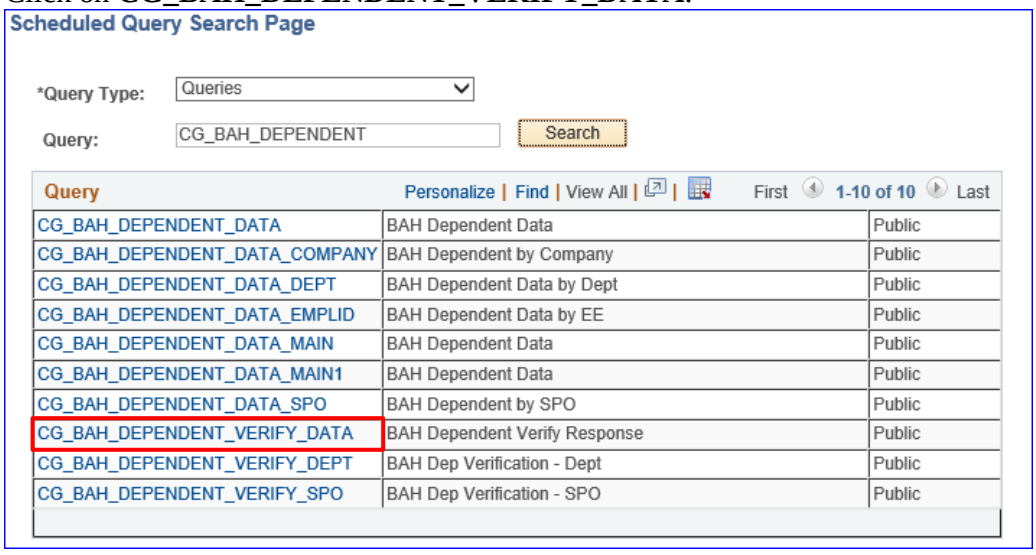
# BAH Dependency Verification Data Report – All CG Members, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 5 | Enter **CG_BAH_DEPENDENT** in the Query field, then click **Search**. |




| | |
|---|---|
| 6 | Click on **CG_BAH_DEPENDENT_VERIFY_DATA**. |

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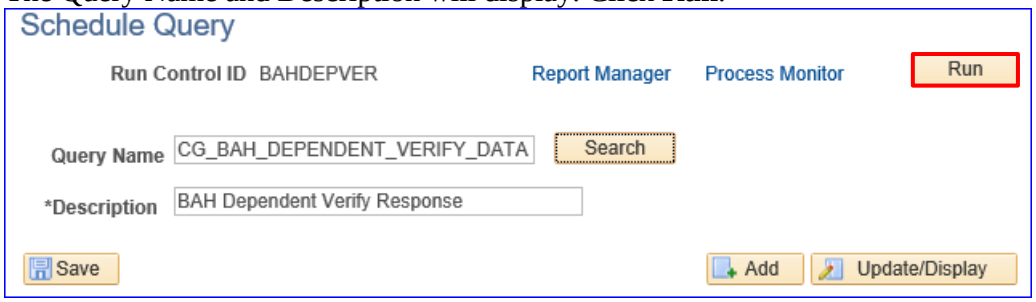
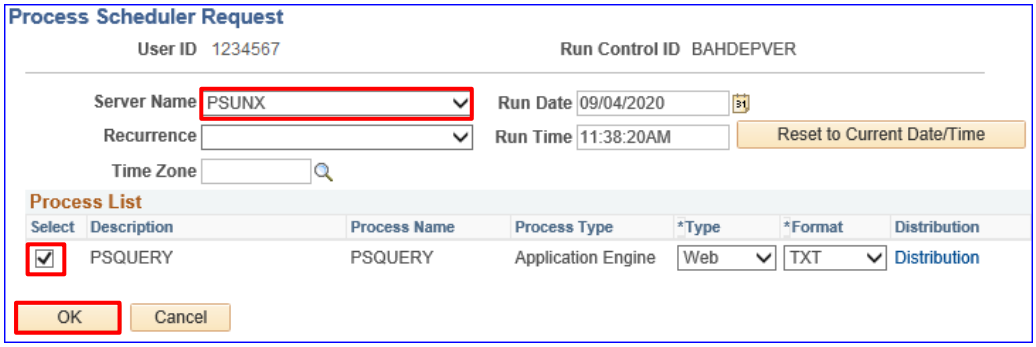
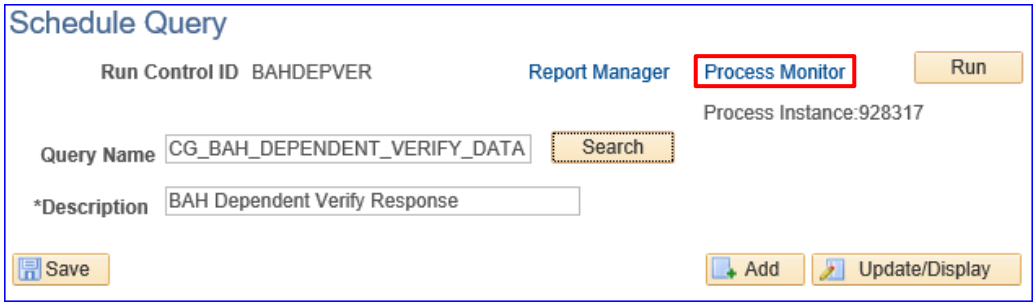
# BAH Dependency Verification Data Report – All CG Members, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **7** | The Query Name and Description will display. Click **Run**.<br>  |
| **8** | The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select **PSUNX**. Ensure the **PSQUERY Select** box is checked and click **OK**.<br>  |
| **9** | The Schedule Query page will re-display with a Process Instance number. Select **Process Monitor**.<br>  |

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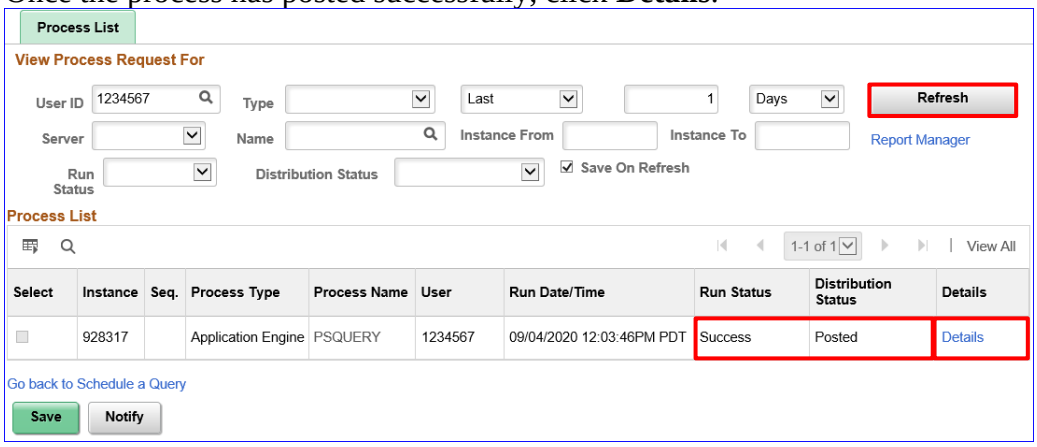
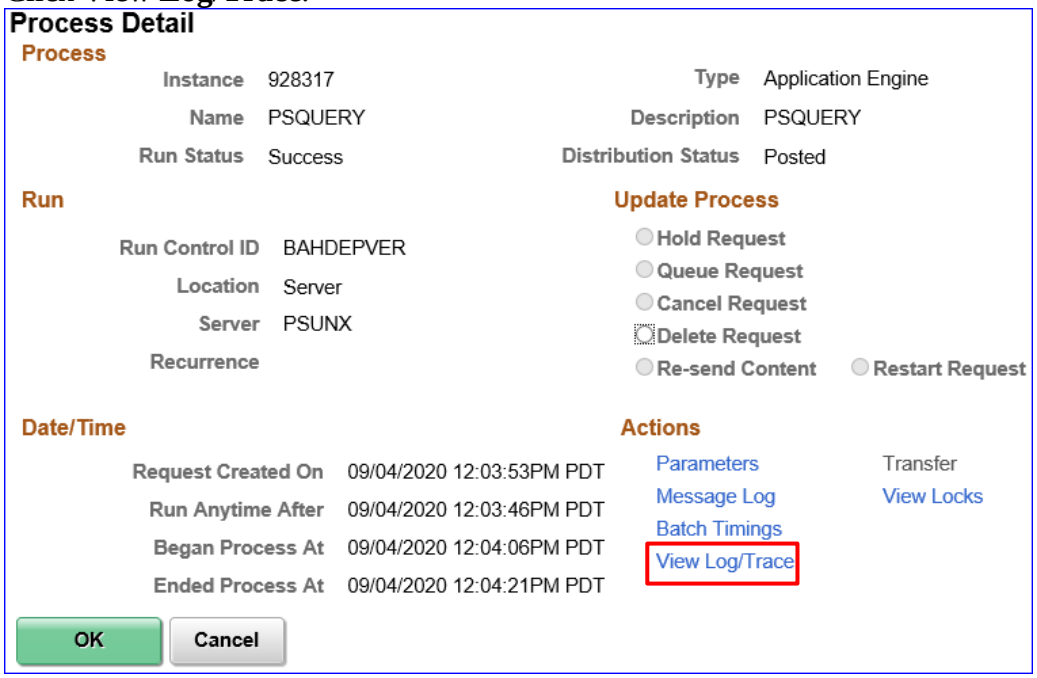
# BAH Dependency Verification Data Report – All CG Members, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **10** | The Process List will display. The Run Status may initially indicate **Queued** or **Processing**. Click the **Refresh** button until the Run Status updates to **Success** and the Distribution Status indicates **Posted**.<br><br>Once the process has posted successfully, click **Details**.<br>  |
| **11** | Click **View Log/Trace**.<br>  |

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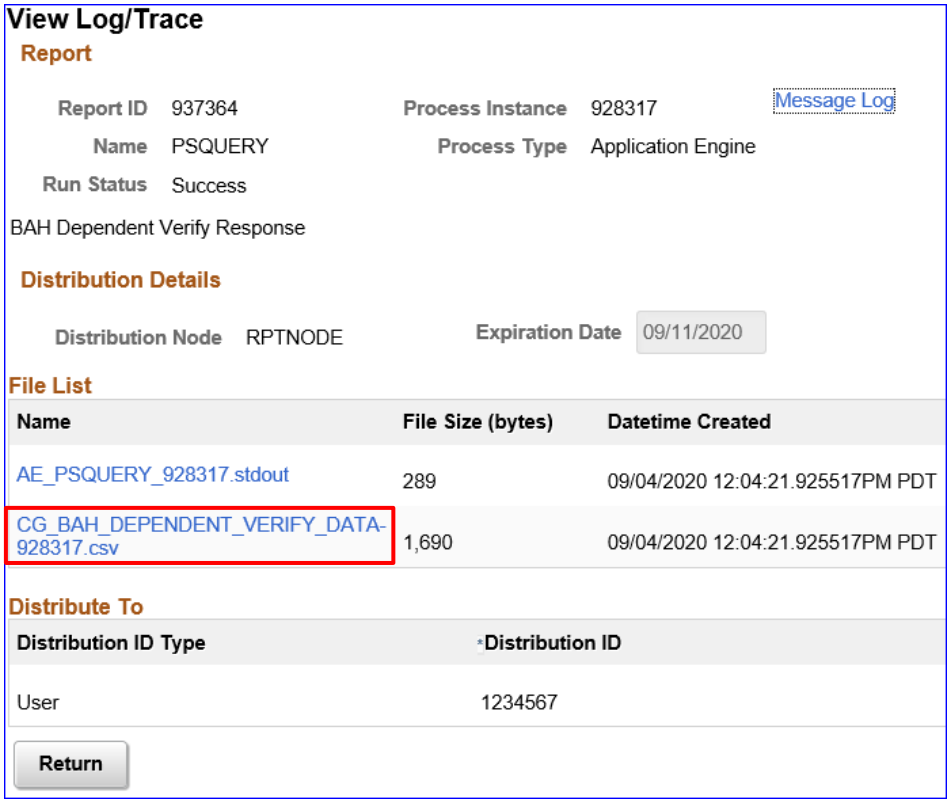
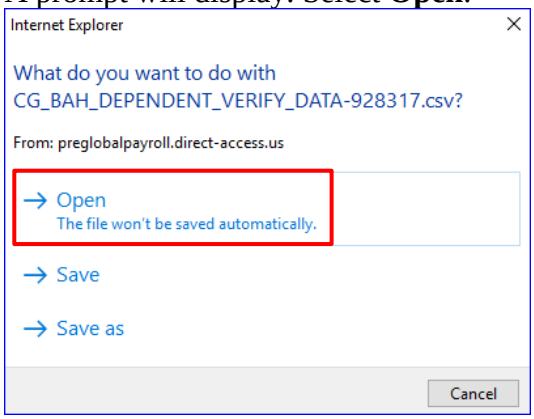
# BAH Dependency Verification Data Report – All CG Members, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 12 | Select **CG_BAH_DEPENDENT_VERIFY_DATA-XXXXXX**.csv from the File List.<br>  |
| 13 | A prompt will display. Select **Open**.<br>  |





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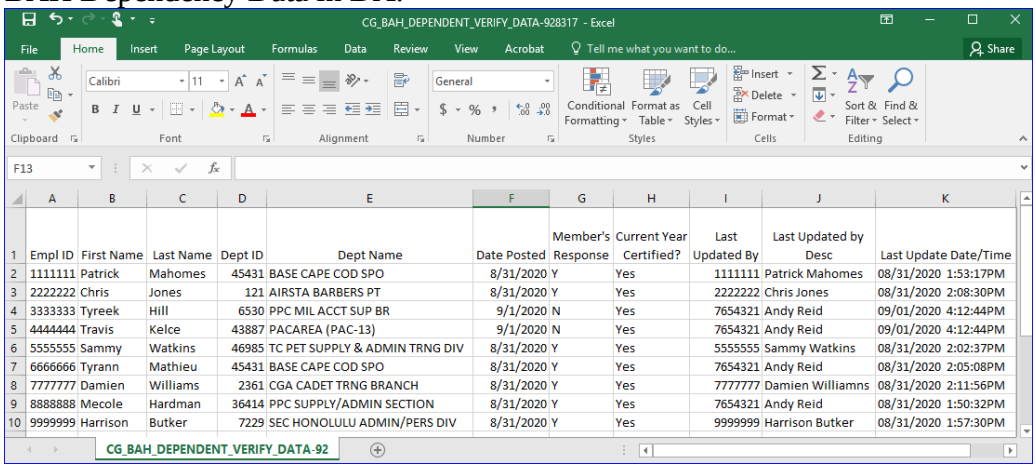
# BAH Dependency Verification Data Report – All CG Members, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **14** | The report will open in Excel and display all members that have verified their BAH Dependency Data in DA.  |

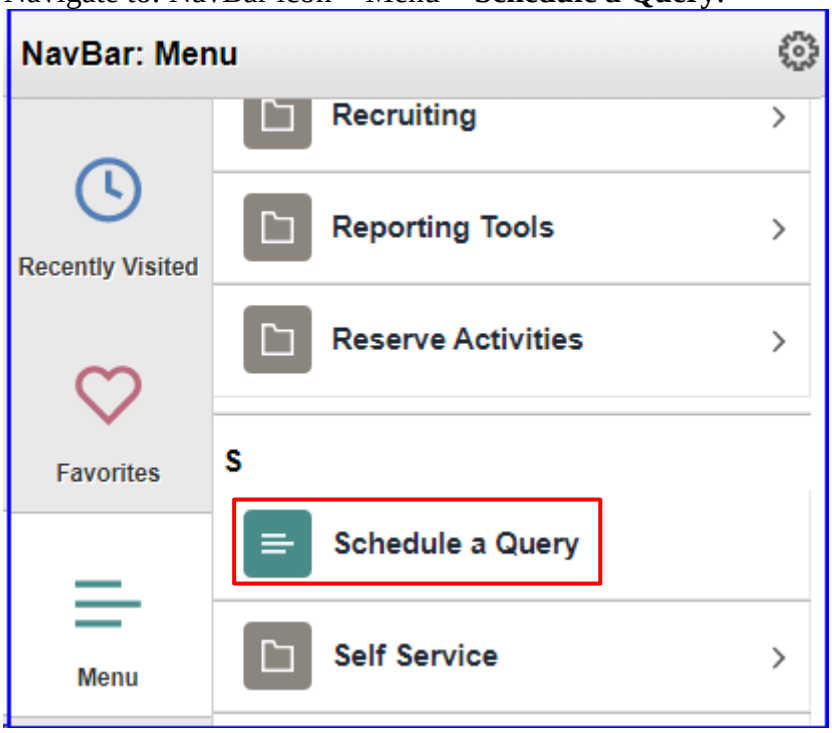
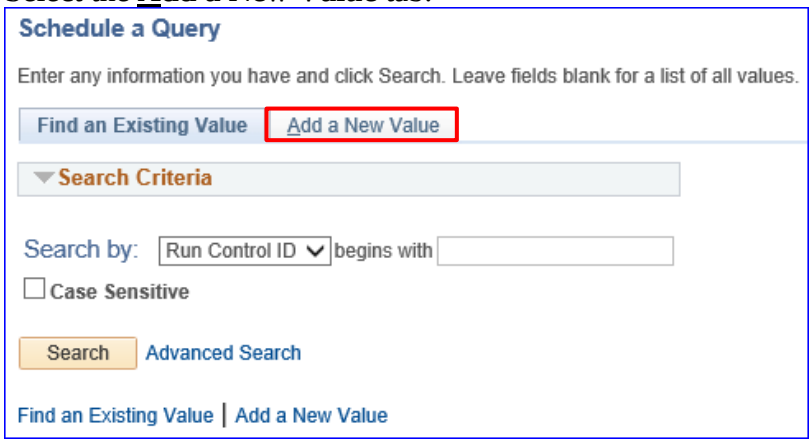


| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | First Name | Last Name | Dept ID | Dept Name | Date Posted | Member's Response | Current Year Certified? | Last Updated By | Last Updated by Desc | Last Update Date/Time |
| 2 | 1111111 | Patrick | Mahomes | 45431 | BASE CAPE COD SPO | 8/31/2020 | Y | Yes | 1111111 | Patrick Mahomes | 08/31/2020 1:53:17PM |
| 3 | 2222222 | Chris | Jones | 121 | AIRSTA BARBERS PT | 8/31/2020 | Y | Yes | 2222222 | Chris Jones | 08/31/2020 2:08:30PM |
| 4 | 3333333 | Tyreek | Hill | 6530 | PPC MIL ACCT SUP BR | 9/1/2020 | N | Yes | 7654321 | Andy Reid | 09/01/2020 4:12:44PM |
| 5 | 4444444 | Travis | Kelce | 43887 | PACAREA (PAC-13) | 9/1/2020 | N | Yes | 7654321 | Andy Reid | 09/01/2020 4:12:44PM |
| 6 | 5555555 | Sammy | Watkins | 46985 | TC PET SUPPLY & ADMIN TRNG DIV | 8/31/2020 | Y | Yes | 5555555 | Sammy Watkins | 08/31/2020 2:02:37PM |
| 7 | 6666666 | Tyrann | Mathieu | 45431 | BASE CAPE COD SPO | 8/31/2020 | Y | Yes | 7654321 | Andy Reid | 08/31/2020 2:05:08PM |
| 8 | 7777777 | Damien | Williams | 2361 | CGA CADET TRNG BRANCH | 8/31/2020 | Y | Yes | 7777777 | Damien Williamns | 08/31/2020 2:11:56PM |
| 9 | 8888888 | Mecole | Hardman | 36414 | PPC SUPPLY/ADMIN SECTION | 8/31/2020 | Y | Yes | 7654321 | Andy Reid | 08/31/2020 1:50:32PM |
| 10 | 9999999 | Harrison | Butker | 7229 | SEC HONOLULU ADMIN/PERS DIV | 8/31/2020 | Y | Yes | 9999999 | Harrison Butker | 08/31/2020 1:57:30PM |

# BAH Dependency Verification by Dept Report

**Introduction** This guide provides the procedures for running the BAH Dependency Verification by Dept Report in DA.

**Procedures** See below.

| Step | Action |
|---|---|
| 1 | Navigate to: NavBar icon > Menu > **Schedule a Query**.<br>  |
| 2 | Select the **Add a New Value** tab.<br>  |

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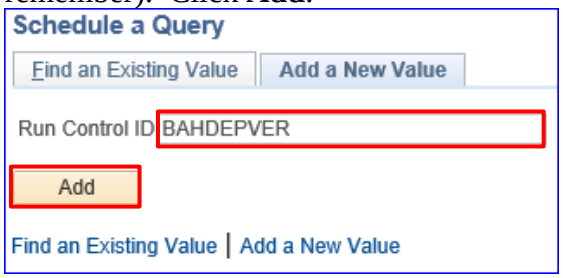
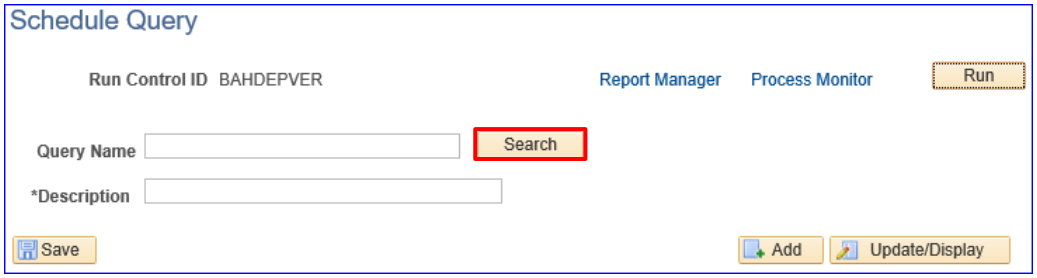
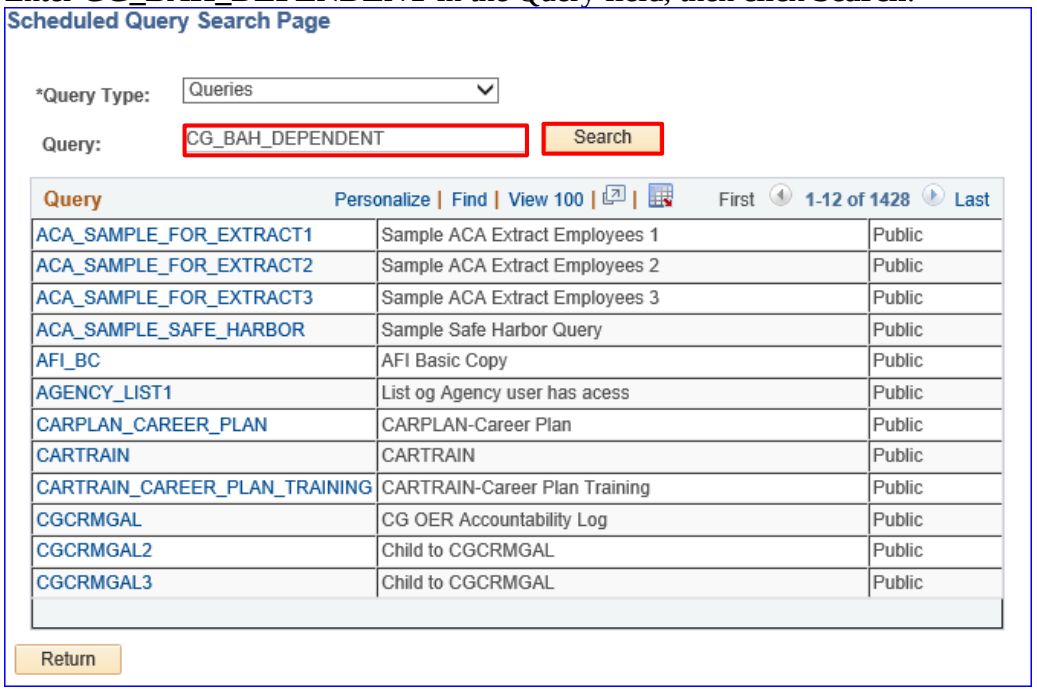
# BAH Dependency Verification by Dept Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 3 | Enter a **Run Control ID** (this may be anything, but it should be something you remember). Click **Add**.<br>  |
| 4 | Click **Search**.<br>  |
| 5 | Enter **CG_BAH_DEPENDENT** in the Query field, then click **Search**.<br>  |

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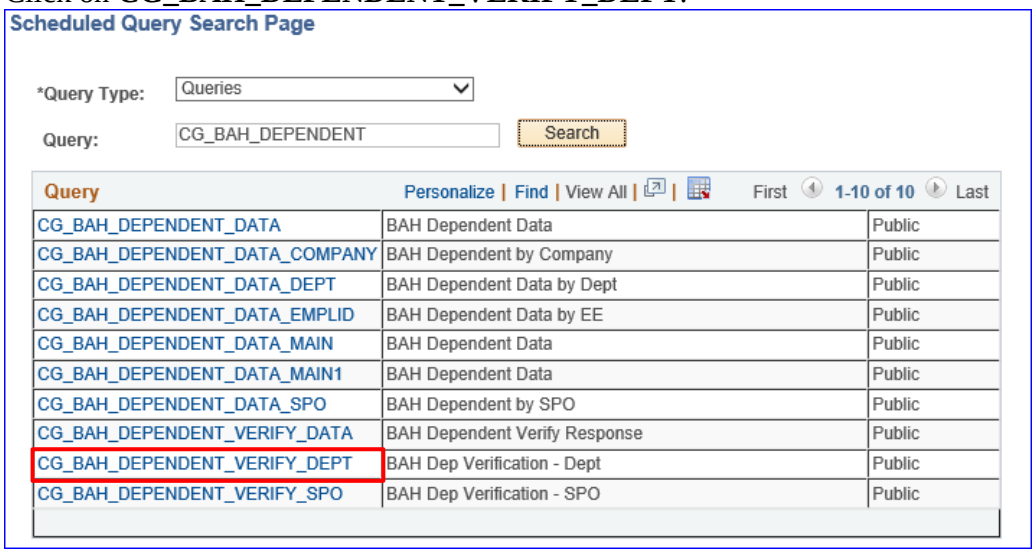
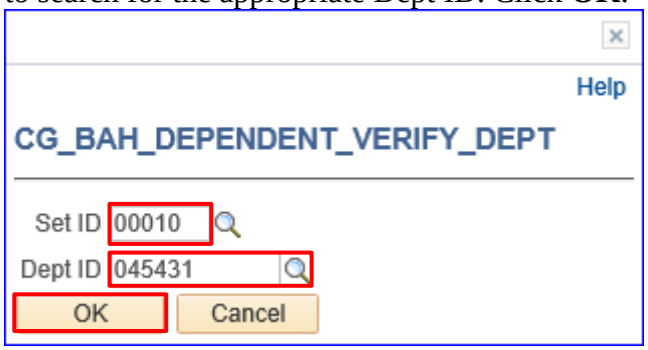
# BAH Dependency Verification by Dept Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 6 | Click on **CG_BAH_DEPENDENT_VERIFY_DEPT**.<br>  |
| 7 | Enter **Set ID** 00010 for Coast Guard. Enter the **Dept ID** or use the lookup icon to search for the appropriate Dept ID. Click **OK**.<br>  |

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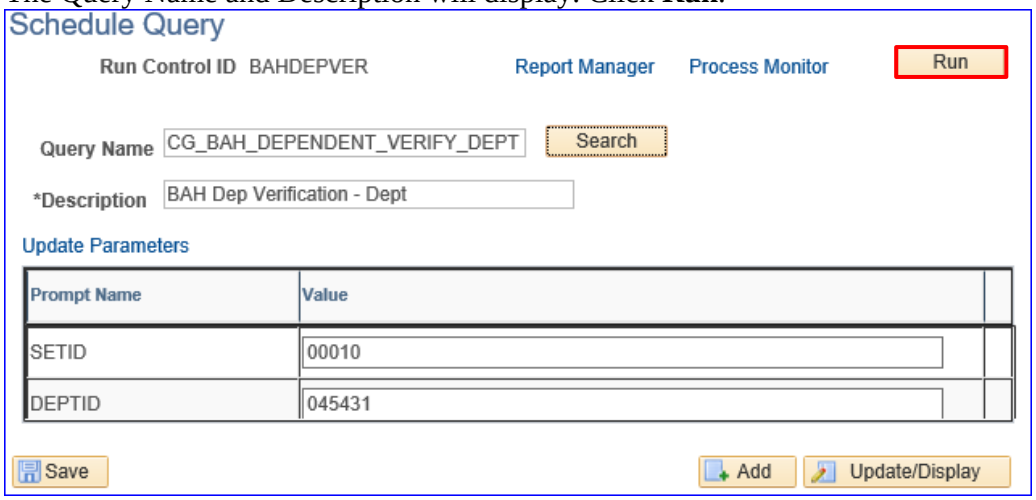
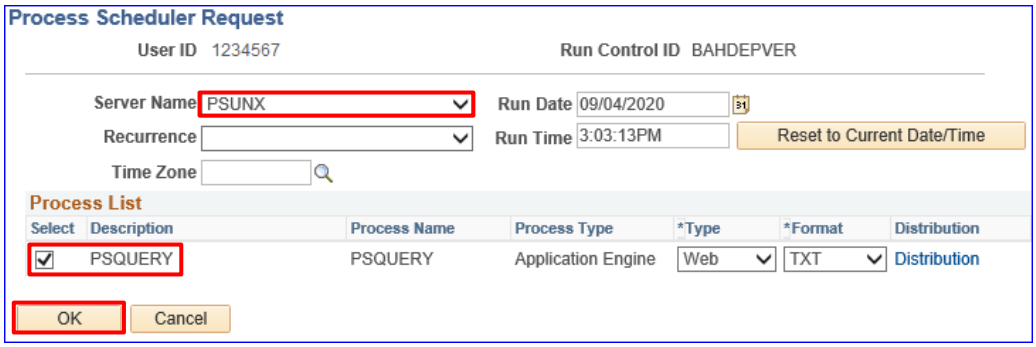
# BAH Dependency Verification by Dept Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **8** | The Query Name and Description will display. Click **Run**.<br>  |
| **9** | The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select **PSUNX**. Ensure the **PSQUERY Select** box is checked and click **OK**.<br>  |

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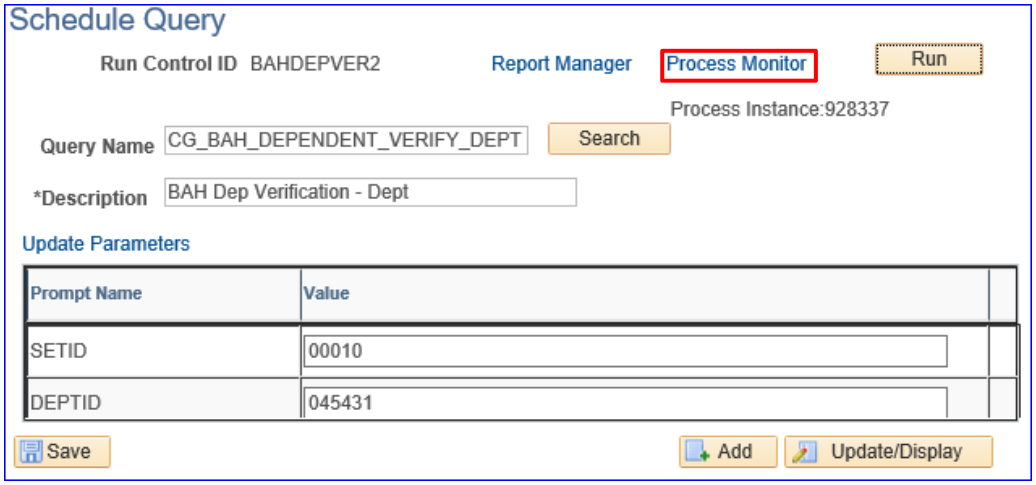
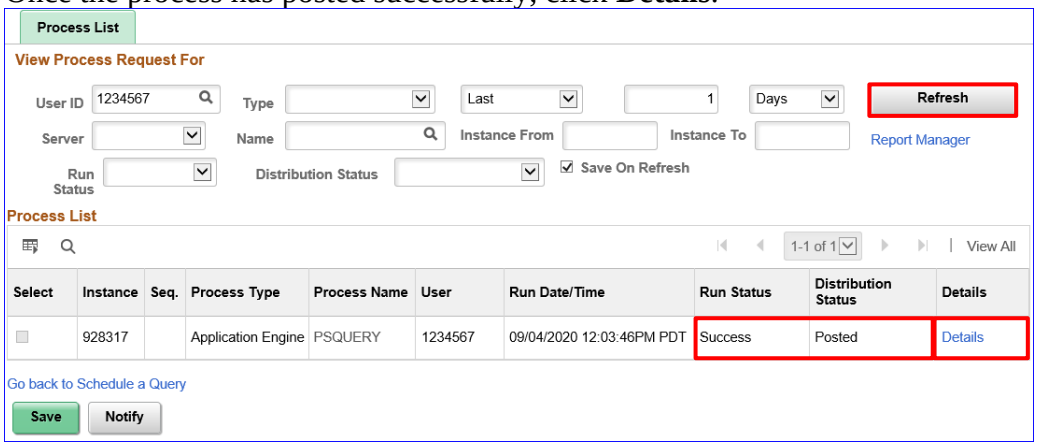
# BAH Dependency Verification by Dept Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **10** | The Schedule Query page will re-display with a Process Instance number. Select **Process Monitor**.   |
| **11** | The Process List will display. The Run Status may initially indicate **Queued** or **Processing**. Click the **Refresh** button until the Run Status updates to **Success** and the Distribution Status indicates **Posted**.<br><br>Once the process has posted successfully, click **Details**.   |

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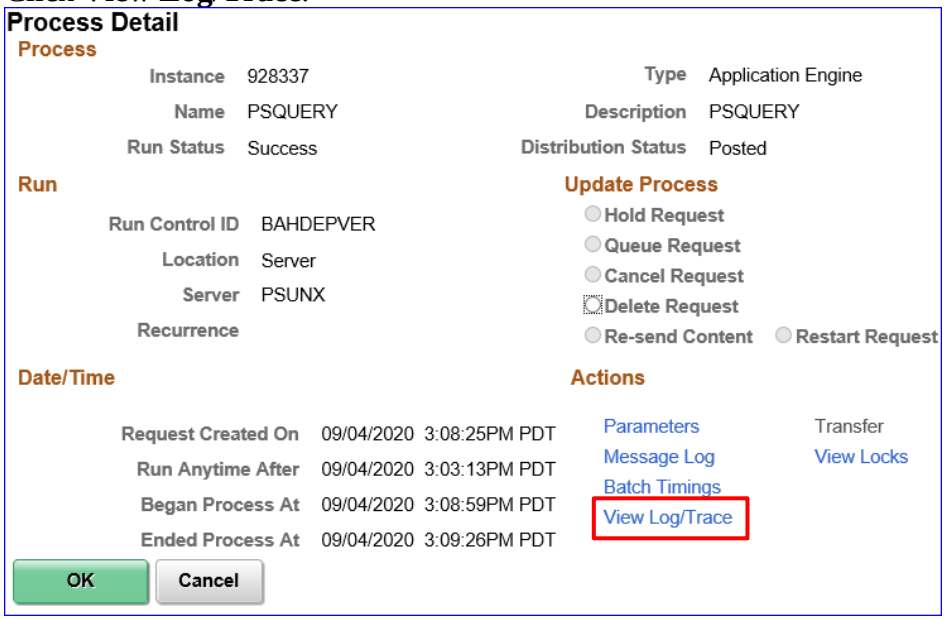
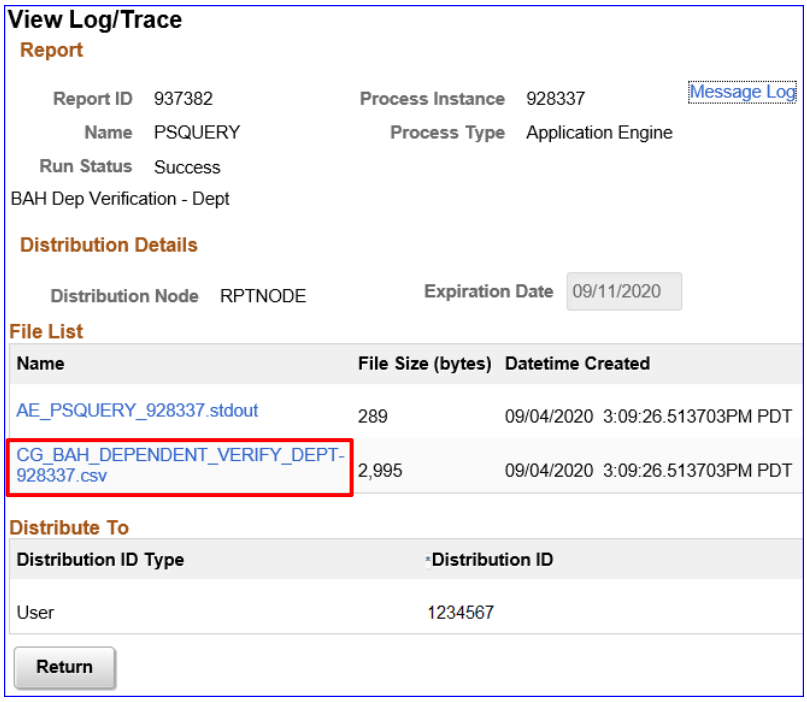
# BAH Dependency Verification by Dept Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 12 | Click **View Log/Trace**.<br>  <br> |
| 13 | Select **CG_BAH_DEPENDENT_VERIFY_DEPT-XXXXXX**.csv from the File List.<br>  <br> |

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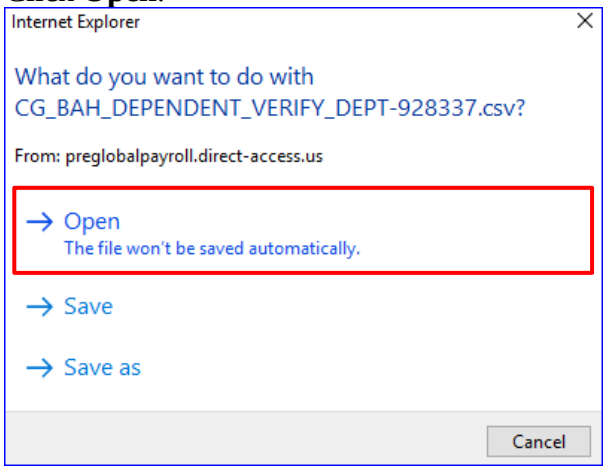
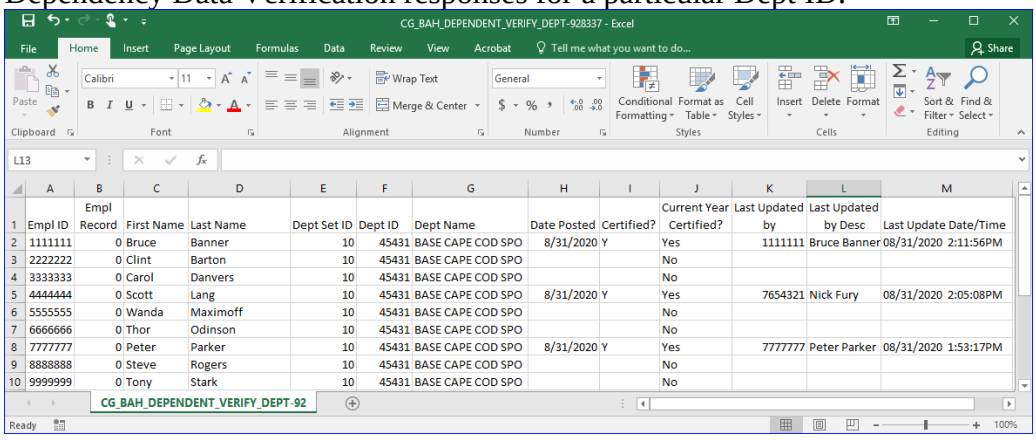
# BAH Dependency Verification by Dept Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **14** | Click **Open**.<br>  |
| **15** | The report will open in Excel and display all members and their BAH Dependency Data Verification responses for a particular Dept ID.<br>  |

CG_BAH_DEPENDENT_VERIFY_DEPT-928337 - Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Empl Record | First Name | Last Name | Dept Set ID | Dept ID | Dept Name | Date Posted | Certified? | Current Year Certified? | Last Updated by | Last Updated by Desc | Last Update Date/Time |
| 2 | 1111111 | 0 | Bruce | Banner | 10 | 45431 | BASE CAPE COD SPO | 8/31/2020 | Y | Yes | 1111111 | Bruce Banner | 08/31/2020 2:11:56PM |
| 3 | 2222222 | 0 | Clint | Barton | 10 | 45431 | BASE CAPE COD SPO | | | No | | | |
| 4 | 3333333 | 0 | Carol | Danvers | 10 | 45431 | BASE CAPE COD SPO | | | No | | | |
| 5 | 4444444 | 0 | Scott | Lang | 10 | 45431 | BASE CAPE COD SPO | 8/31/2020 | Y | Yes | 7654321 | Nick Fury | 08/31/2020 2:05:08PM |
| 6 | 5555555 | 0 | Wanda | Maximoff | 10 | 45431 | BASE CAPE COD SPO | | | No | | | |
| 7 | 6666666 | 0 | Thor | Odinson | 10 | 45431 | BASE CAPE COD SPO | | | No | | | |
| 8 | 7777777 | 0 | Peter | Parker | 10 | 45431 | BASE CAPE COD SPO | 8/31/2020 | Y | Yes | 7777777 | Peter Parker | 08/31/2020 1:53:17PM |
| 9 | 8888888 | 0 | Steve | Rogers | 10 | 45431 | BASE CAPE COD SPO | | | No | | | |
| 10 | 9999999 | 0 | Tony | Stark | 10 | 45431 | BASE CAPE COD SPO | | | No | | | |

# BAH Dependency Verification by SPO Report

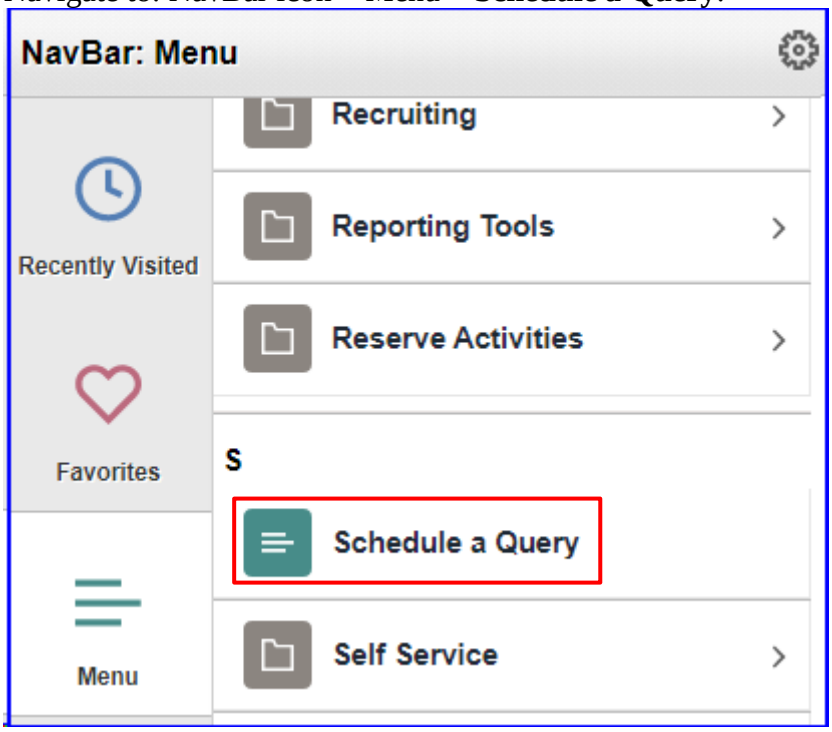
**Introduction**

This guide provides the procedures for running the BAH Dependency Verification by SPO Report in DA. This report displays the responses of all members/units that fall under a SPO tree.

**Note: It will not display the status of the members assigned to the SPO Dept ID. Use the Verify DEPT report to capture those responses.**

**Procedures**

See below.

| Step | Action |
|---|---|
| 1 | Navigate to: NavBar icon > Menu > **Schedule a Query**.<br>  |

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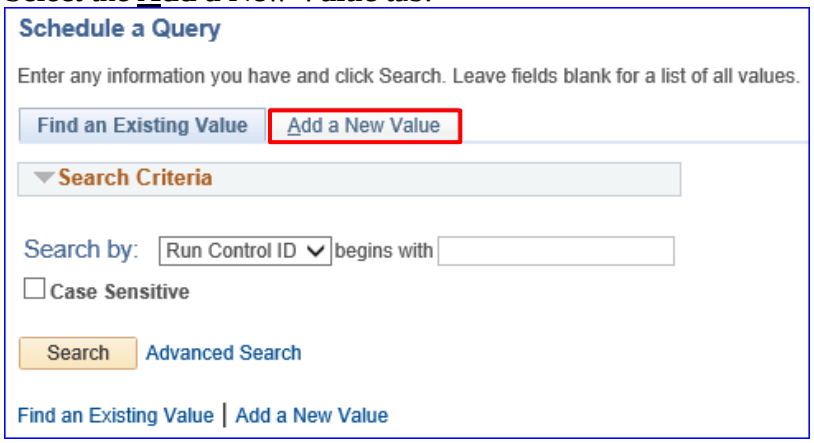
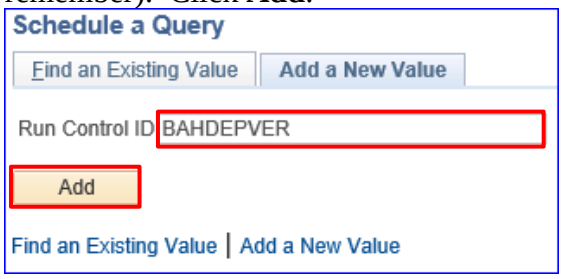
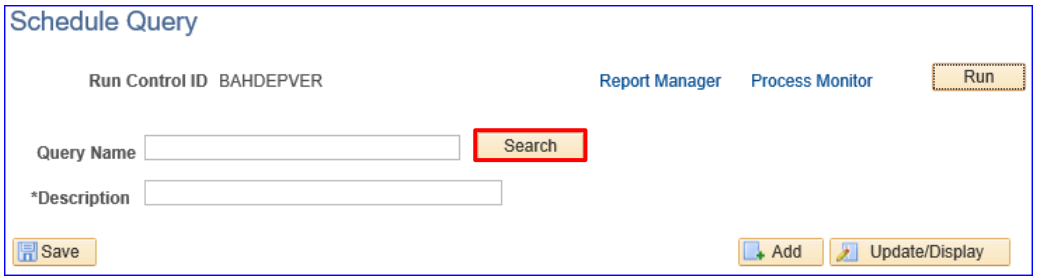
# BAH Dependency Verification by SPO Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 2 | Select the **Add a New Value** tab.<br>  |
| 3 | Enter a **Run Control ID** (this may be anything, but it should be something you remember). Click **Add**.<br>  |
| 4 | Click **Search**.<br>  |

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# BAH Dependency Verification by SPO Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 5 | Enter **CG_BAH_DEPENDENT** in the Query field, then click **Search**. |
| 6 | Click on **CG_BAH_DEPENDENT_VERIFY_SPO**. |

**Scheduled Query Search Page**

*Query Type: Queries

Query: CG_BAH_DEPENDENT Search

Query — Personalize | Find | View 100 | First 1-12 of 1428 Last

| | | |
|---|---|---|
| ACA_SAMPLE_FOR_EXTRACT1 | Sample ACA Extract Employees 1 | Public |
| ACA_SAMPLE_FOR_EXTRACT2 | Sample ACA Extract Employees 2 | Public |
| ACA_SAMPLE_FOR_EXTRACT3 | Sample ACA Extract Employees 3 | Public |
| ACA_SAMPLE_SAFE_HARBOR | Sample Safe Harbor Query | Public |
| AFI_BC | AFI Basic Copy | Public |
| AGENCY_LIST1 | List og Agency user has acess | Public |
| CARPLAN_CAREER_PLAN | CARPLAN-Career Plan | Public |
| CARTRAIN | CARTRAIN | Public |
| CARTRAIN_CAREER_PLAN_TRAINING | CARTRAIN-Career Plan Training | Public |
| CGCRMGAL | CG OER Accountability Log | Public |
| CGCRMGAL2 | Child to CGCRMGAL | Public |
| CGCRMGAL3 | Child to CGCRMGAL | Public |

Return

**Scheduled Query Search Page**

*Query Type: Queries

Query: CG_BAH_DEPENDENT Search

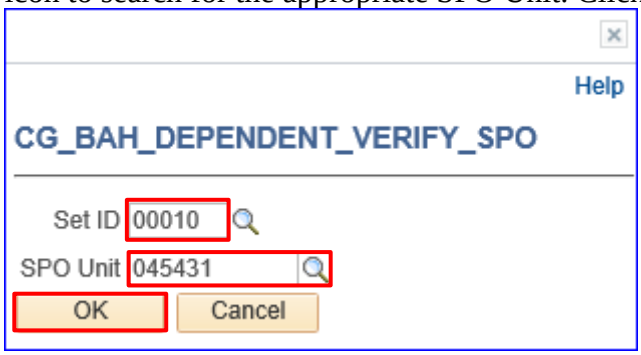
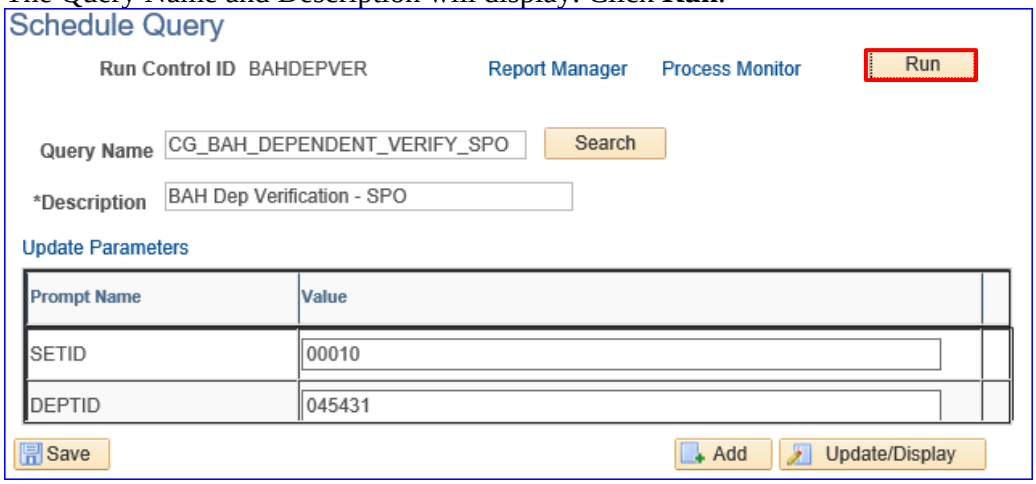
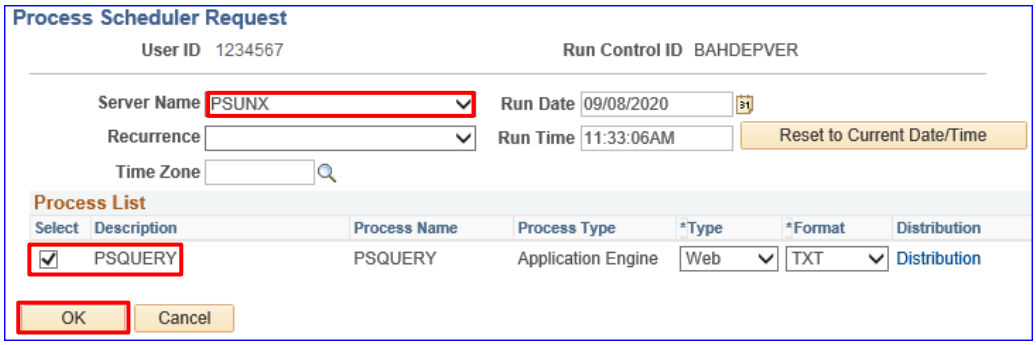
Query — Personalize | Find | View All | First 1-10 of 10 Last

| | | |
|---|---|---|
| CG_BAH_DEPENDENT_DATA | BAH Dependent Data | Public |
| CG_BAH_DEPENDENT_DATA_COMPANY | BAH Dependent by Company | Public |
| CG_BAH_DEPENDENT_DATA_DEPT | BAH Dependent Data by Dept | Public |
| CG_BAH_DEPENDENT_DATA_EMPLID | BAH Dependent Data by EE | Public |
| CG_BAH_DEPENDENT_DATA_MAIN | BAH Dependent Data | Public |
| CG_BAH_DEPENDENT_DATA_MAIN1 | BAH Dependent Data | Public |
| CG_BAH_DEPENDENT_DATA_SPO | BAH Dependent by SPO | Public |
| CG_BAH_DEPENDENT_VERIFY_DATA | BAH Dependent Verify Response | Public |
| CG_BAH_DEPENDENT_VERIFY_DEPT | BAH Dep Verification - Dept | Public |
| CG_BAH_DEPENDENT_VERIFY_SPO | BAH Dep Verification - SPO | Public |

*Continued on next page*

# BAH Dependency Verification by SPO Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 7 | Enter **Set ID** 00010 for Coast Guard. Enter the **SPO Unit** or use the lookup icon to search for the appropriate SPO Unit. Click **OK**.<br>  |
| 8 | The Query Name and Description will display. Click **Run**.<br>  |
| 9 | The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select **PSUNX**. Ensure the **PSQUERY Select** box is checked and click **OK**.<br>  |

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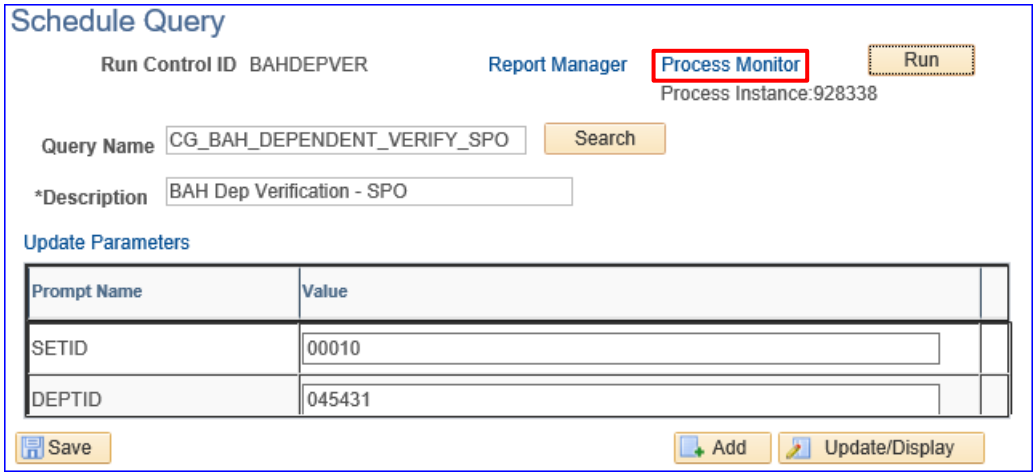
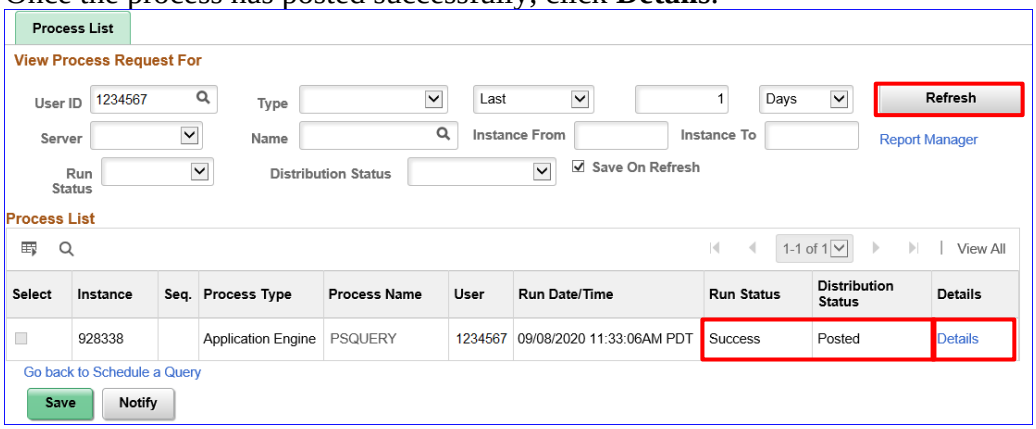
# BAH Dependency Verification by SPO Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **10** | The Schedule Query page will re-display with a Process Instance number. Select **Process Monitor**.   |
| **11** | The Process List will display. The Run Status may initially indicate **Queued** or **Processing**. Click the **Refresh** button until the Run Status updates to **Success** and the Distribution Status indicates **Posted**.<br><br>Once the process has posted successfully, click **Details**.   |

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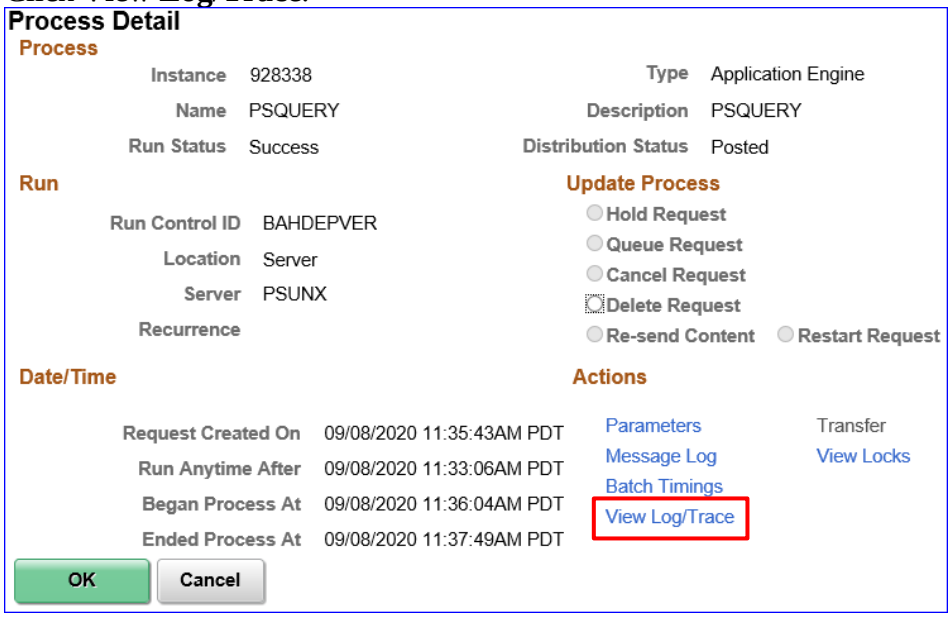
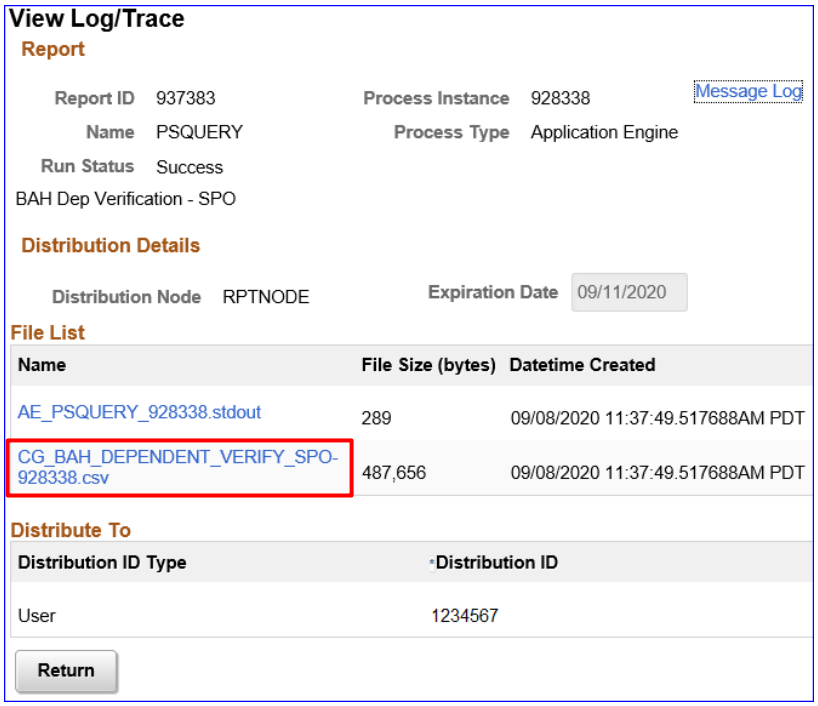
# BAH Dependency Verification by SPO Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 12 | Click **View Log/Trace**.<br>  <br> |
| 13 | Select **CG_BAH_DEPENDENT_VERIFY_SPO-XXXXXX**.csv from the File List.<br>  <br> |

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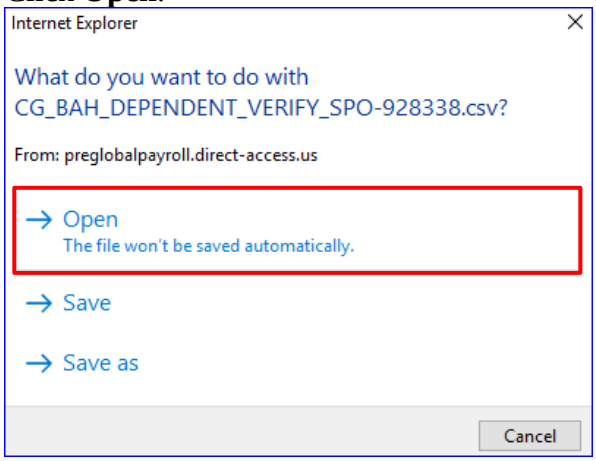
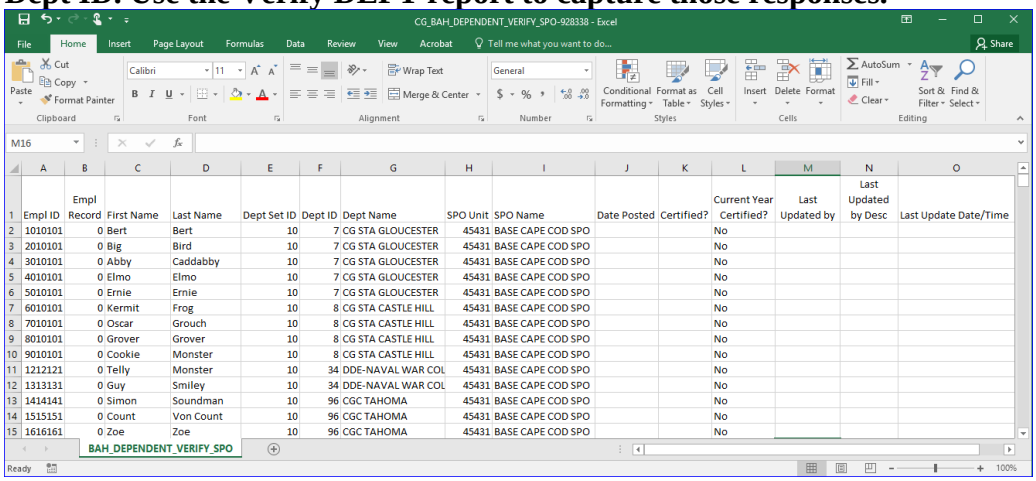
# BAH Dependency Verification by SPO Report, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **14** | Click **Open**.<br>  |
| **15** | The report will open in Excel and display the BAH Dependency Data Verification responses for all members/units that fall under a SPO tree.<br><br>**Note: It will not display the status of the members assigned to the SPO Dept ID. Use the Verify DEPT report to capture those responses.**<br>  |

CG_BAH_DEPENDENT_VERIFY_SPO-928338 - Excel

| | Empl ID | Empl Record | First Name | Last Name | Dept Set ID | Dept ID | Dept Name | SPO Unit | SPO Name | Date Posted | Certified? | Current Year Certified? | Last Updated by | Last Updated by Desc | Last Update Date/Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 1010101 | 0 | Bert | Bert | 10 | 7 | CG STA GLOUCESTER | 45431 | BASE CAPE COD SPO | | | No | | | |
| 3 | 2010101 | 0 | Big | Bird | 10 | 7 | CG STA GLOUCESTER | 45431 | BASE CAPE COD SPO | | | No | | | |
| 4 | 3010101 | 0 | Abby | Caddabby | 10 | 7 | CG STA GLOUCESTER | 45431 | BASE CAPE COD SPO | | | No | | | |
| 5 | 4010101 | 0 | Elmo | Elmo | 10 | 7 | CG STA GLOUCESTER | 45431 | BASE CAPE COD SPO | | | No | | | |
| 6 | 5010101 | 0 | Ernie | Ernie | 10 | 7 | CG STA GLOUCESTER | 45431 | BASE CAPE COD SPO | | | No | | | |
| 7 | 6010101 | 0 | Kermit | Frog | 10 | 8 | CG STA CASTLE HILL | 45431 | BASE CAPE COD SPO | | | No | | | |
| 8 | 7010101 | 0 | Oscar | Grouch | 10 | 8 | CG STA CASTLE HILL | 45431 | BASE CAPE COD SPO | | | No | | | |
| 9 | 8010101 | 0 | Grover | Grover | 10 | 8 | CG STA CASTLE HILL | 45431 | BASE CAPE COD SPO | | | No | | | |
| 10 | 9010101 | 0 | Cookie | Monster | 10 | 8 | CG STA CASTLE HILL | 45431 | BASE CAPE COD SPO | | | No | | | |
| 11 | 1212121 | 0 | Telly | Monster | 10 | 34 | DDE-NAVAL WAR COL | 45431 | BASE CAPE COD SPO | | | No | | | |
| 12 | 1313131 | 0 | Guy | Smiley | 10 | 34 | DDE-NAVAL WAR COL | 45431 | BASE CAPE COD SPO | | | No | | | |
| 13 | 1414141 | 0 | Simon | Soundman | 10 | 96 | CGC TAHOMA | 45431 | BASE CAPE COD SPO | | | No | | | |
| 14 | 1515151 | 0 | Count | Von Count | 10 | 96 | CGC TAHOMA | 45431 | BASE CAPE COD SPO | | | No | | | |
| 15 | 1616161 | 0 | Zoe | Zoe | 10 | 96 | CGC TAHOMA | 45431 | BASE CAPE COD SPO | | | No | | | |

BAH_DEPENDENT_VERIFY_SPO