

# Basic Needs Allowance Report

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**Introduction** This guide provides the procedures for running the Basic Needs Allowance (BNA) Status and Eligibility report in Direct Access (DA).

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**Required Roles** **BNA Status and Eligibility Report**

- **SPO (CGHRS, CGHRSUP)** – Can Run for Unit, SPO and Sector Level
- **Unit/Admin level (Role: CGSSCMD)** – Can Run for Unit Level

**BNA Summary Report**


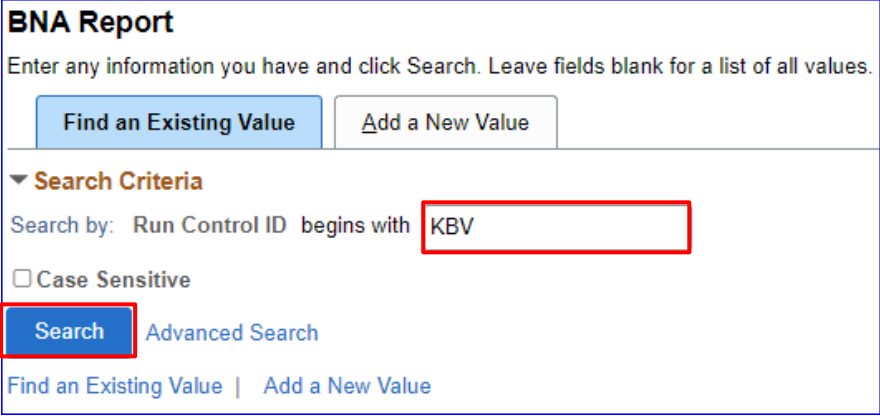
- **SPO (CGHRS, CGHRSUP)** – Can Run for Unit, SPO and Sector Level

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# Basic Needs Allowance Report, Continued

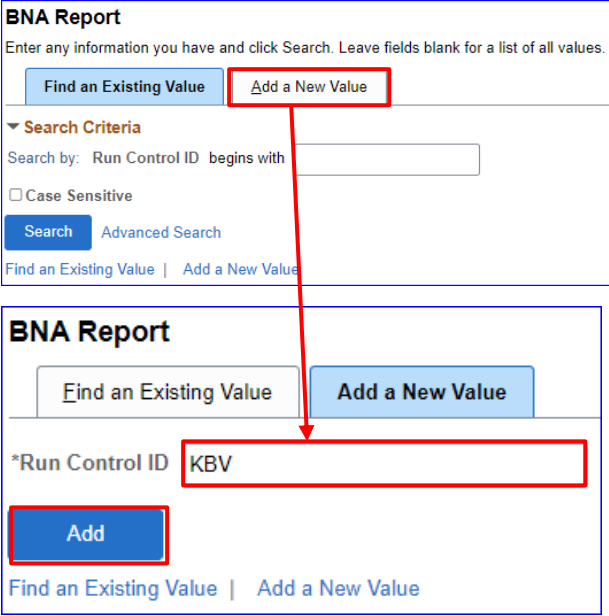
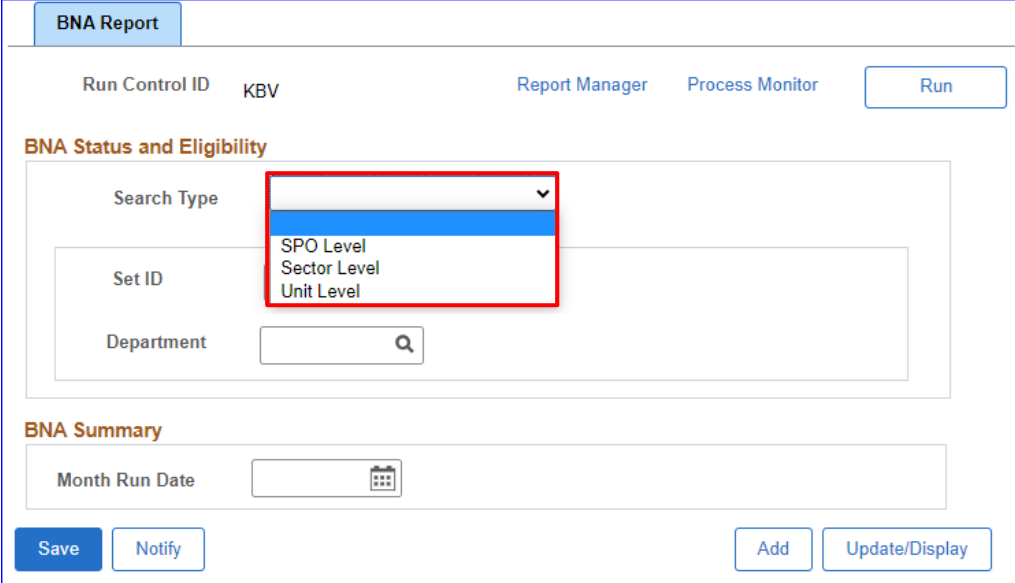
Procedures See below.

Step	Action
1	<p>Navigate to NavBar icon &gt; Menu &gt; Human Resources &gt; Human Resources Reports &gt; <b>BNA Report</b>.</p>  <p>The screenshot shows the 'NavBar: Menu' interface. On the left, there are sections for 'Recently Visited' (with a clock icon), 'Favorites' (with a heart icon), and 'Menu' (with a hamburger icon). Below the 'Menu' icon is an 'ORACLE PEOPLESOFT' logo and a 'Change My Password' link. The main area shows a breadcrumb 'Menu &gt; Human Resources' and a section titled 'Human Resources Reports'. A list of reports is displayed, with 'BNA Report' highlighted by a red rectangular box. Other reports include 'All Duty Report', 'CG Unit Roster Report', 'Dependent Accountability Rpt', 'Leave Correction Report', 'Member All Duty Report - FSMS', and 'Member Information'.</p>
2	<p>Enter in a <b>Run Control ID</b> and click <b>Search</b>. If a Run Control ID is not listed or created, go to Step 3.</p>  <p>The screenshot shows the 'BNA Report' search interface. It includes a header 'BNA Report' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' (highlighted in blue) and 'Add a New Value'. A section titled 'Search Criteria' is expanded, showing 'Search by: Run Control ID begins with' followed by a text input field containing 'KBV', which is highlighted with a red box. Below the input field is a checkbox for 'Case Sensitive'. At the bottom of the search criteria section, there is a 'Search' button (highlighted in blue) and a link for 'Advanced Search'. At the very bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>

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## Basic Needs Allowance Report, Continued

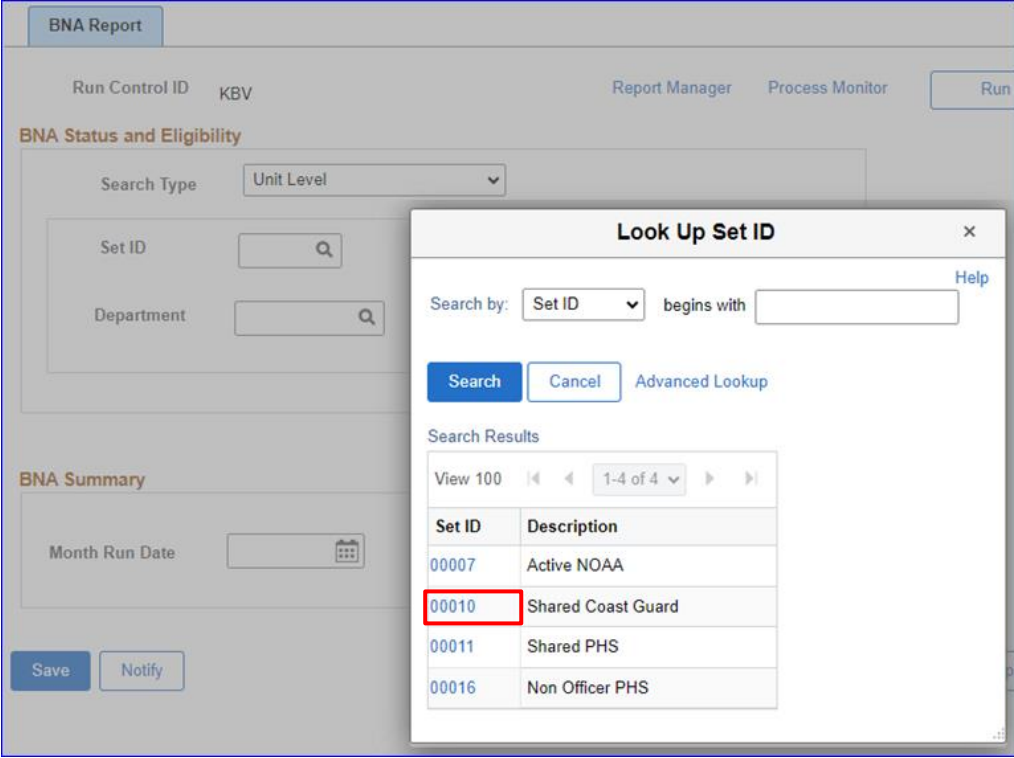
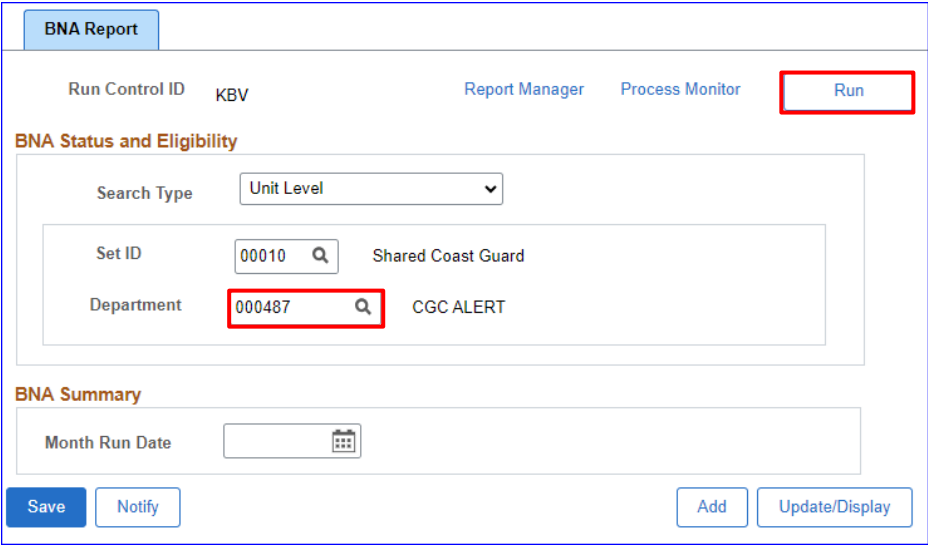
Procedures,  
continued

Step	Action
3	<p>Select the <b>Add a New Value</b> tab, enter in a <b>Run Control ID</b>, and click <b>Add</b>.</p>  <p><b>BNA Report</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>▼ Search Criteria Search by: Run Control ID begins with <input type="text"/> <input type="checkbox"/> Case Sensitive Search   Advanced Search Find an Existing Value   Add a New Value</p> <p><b>BNA Report</b></p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>*Run Control ID <input type="text" value="KBV"/></p> <p><b>Add</b></p> <p>Find an Existing Value   Add a New Value</p>
4	<p><b>Search Type</b> – Select the appropriate level from the drop-down.</p> <ul style="list-style-type: none"> <li>• <b>SPO Level</b> – Displays all members serviced by that SPO Dept ID.</li> <li>• <b>Sector Level</b> – Displays all members attached to the Sector and all sub-units of the Sector.</li> <li>• <b>Unit Level</b> – Displays all members attached to only that Dept ID.</li> </ul>  <p><b>BNA Report</b></p> <p>Run Control ID KBV   Report Manager   Process Monitor   Run</p> <p><b>BNA Status and Eligibility</b></p> <p>Search Type <input type="text" value="SPO Level"/> Set ID <input type="text"/> Department <input type="text"/></p> <p><b>BNA Summary</b></p> <p>Month Run Date <input type="text"/></p> <p>Save   Notify   Add   Update/Display</p>

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# Basic Needs Allowance Report, Continued

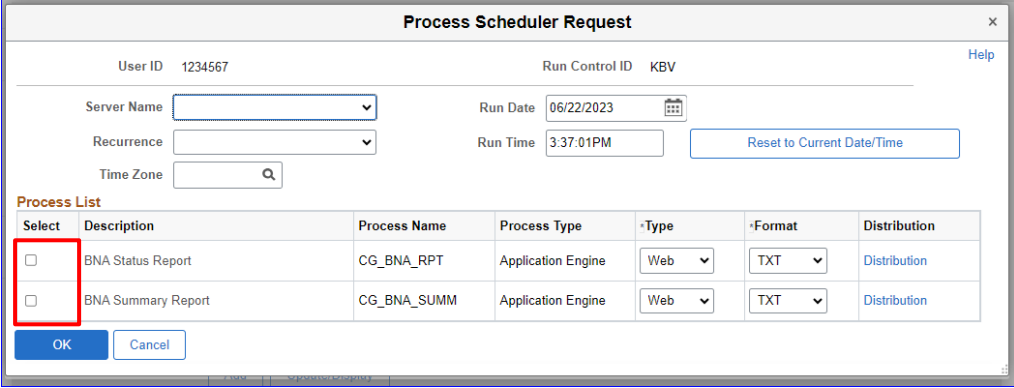
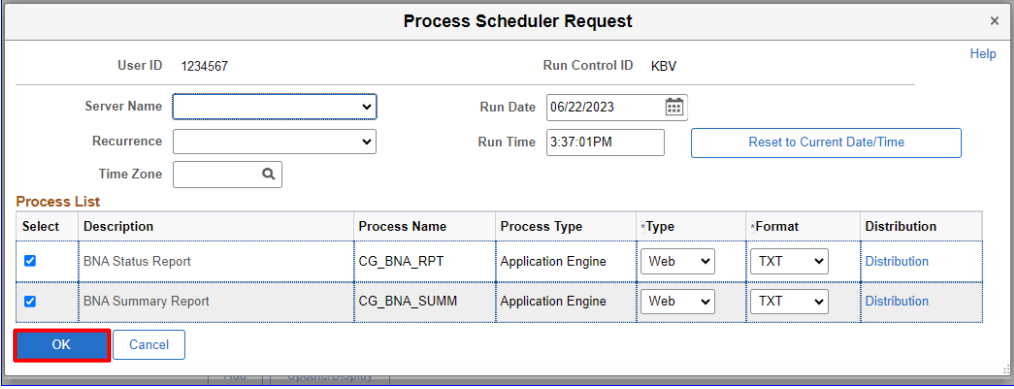
Procedures,  
continued

Step	Action
5	<p><b>Set ID</b> – Select 00010 from the drop-down.</p>  <p>The screenshot shows the 'BNA Report' interface. A 'Look Up Set ID' dialog box is open, displaying search results. The 'Set ID' field is set to '00010' and the description is 'Shared Coast Guard'. The dialog also shows other results: '00007 Active NOAA', '00011 Shared PHS', and '00016 Non Officer PHS'. The '00010' result is highlighted with a red box.</p>
6	<p><b>Department</b> – Enter the department you are running the report for. Click <b>Run</b>.</p>  <p>The screenshot shows the 'BNA Report' interface. The 'Run' button is highlighted with a red box. The 'Set ID' field is set to '00010' and the description is 'Shared Coast Guard'. The 'Department' field is set to '000487' and the description is 'CGC ALERT'. The '000487' field is also highlighted with a red box.</p>

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# Basic Needs Allowance Report, Continued

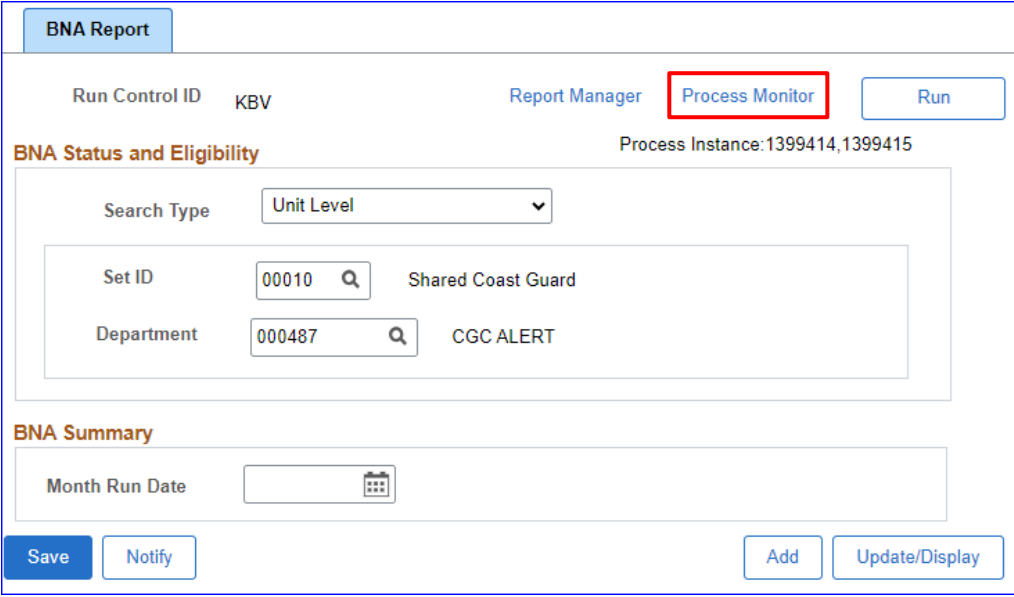
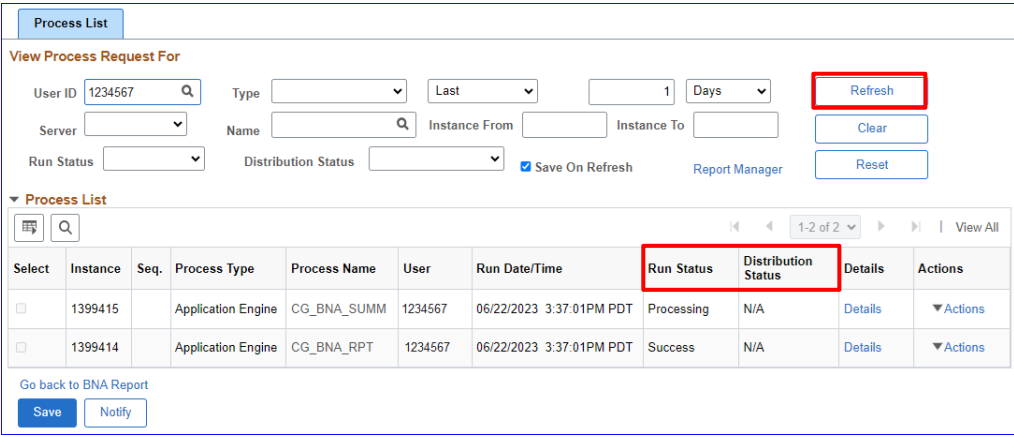
Procedures,  
continued

Step	Action																					
7	<p>The Process Scheduler Request will display. Check the <b>Select</b> box for the desired report(s).</p>  <p><b>Process Scheduler Request</b></p> <p>User ID 1234567 Run Control ID KBV <a href="#">Help</a></p> <p>Server Name [dropdown] Run Date 06/22/2023 [calendar icon]</p> <p>Recurrence [dropdown] Run Time 3:37:01PM <a href="#">Reset to Current Date/Time</a></p> <p>Time Zone [dropdown]</p> <p><b>Process List</b></p> <table border="1"> <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 type="checkbox"/></td> <td>BNA Status Report</td> <td>CG_BNA_RPT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BNA Summary Report</td> <td>CG_BNA_SUMM</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p><a href="#">OK</a> <a href="#">Cancel</a></p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input type="checkbox"/>	BNA Status Report	CG_BNA_RPT	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	BNA Summary Report	CG_BNA_SUMM	Application Engine	Web	TXT	Distribution
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# Basic Needs Allowance Report, Continued

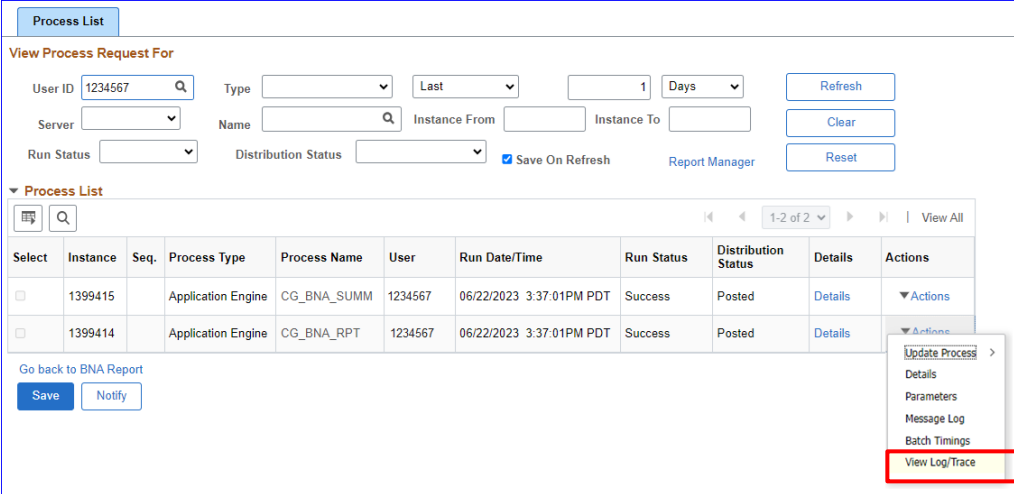
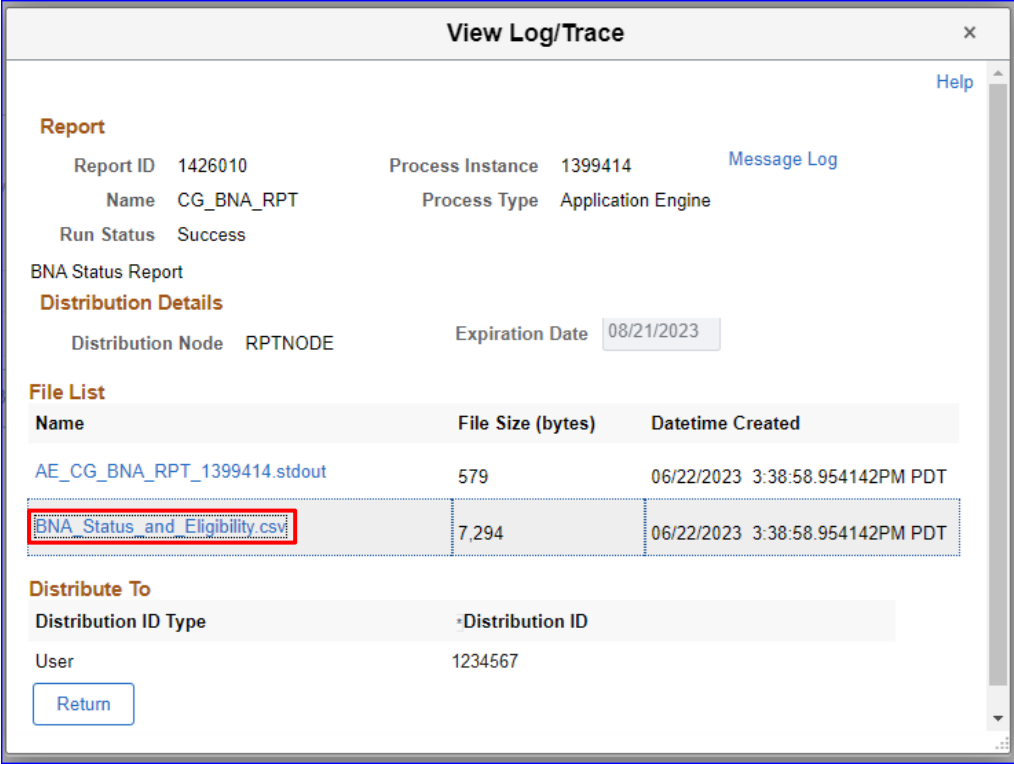
Procedures,  
continued

Step	Action																																	
<p>9</p>	<p>The BNA Report page will display a Process Instance(s). Click <b>Process Monitor</b>.</p>  <p><b>BNA Report</b></p> <p>Run Control ID KBV Report Manager <b>Process Monitor</b> Run</p> <p>Process Instance: 1399414, 1399415</p> <p><b>BNA Status and Eligibility</b></p> <p>Search Type Unit Level</p> <p>Set ID 00010 Shared Coast Guard</p> <p>Department 000487 CGC ALERT</p> <p><b>BNA Summary</b></p> <p>Month Run Date</p> <p>Save Notify Add Update/Display</p>																																	
<p>10</p>	<p>Depending on the size of the Department entered, will determine how long it takes to run the report(s). Click <b>Refresh</b> until both the <b>Run Status</b> displays Success and <b>Distribution Status</b> displays Posted.</p> <p><b>NOTE:</b> If the Process List is empty, wait a minute and then click Refresh. Depending on the speed of DA, it may take a minute to populate the Process List.</p>  <p><b>Process List</b></p> <p>View Process Request For</p> <p>User ID 1234567 Type Last 1 Days Refresh</p> <p>Server Name Instance From Instance To Clear</p> <p>Run Status Distribution Status Save On Refresh Report Manager Reset</p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1399415</td> <td></td> <td>Application Engine</td> <td>CG_BNA_SUMM</td> <td>1234567</td> <td>06/22/2023 3:37:01PM PDT</td> <td>Processing</td> <td>N/A</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1399414</td> <td></td> <td>Application Engine</td> <td>CG_BNA_RPT</td> <td>1234567</td> <td>06/22/2023 3:37:01PM PDT</td> <td>Success</td> <td>N/A</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> <p>Go back to BNA Report</p> <p>Save Notify</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1399415		Application Engine	CG_BNA_SUMM	1234567	06/22/2023 3:37:01PM PDT	Processing	N/A	Details	▼ Actions	<input type="checkbox"/>	1399414		Application Engine	CG_BNA_RPT	1234567	06/22/2023 3:37:01PM PDT	Success	N/A	Details	▼ Actions
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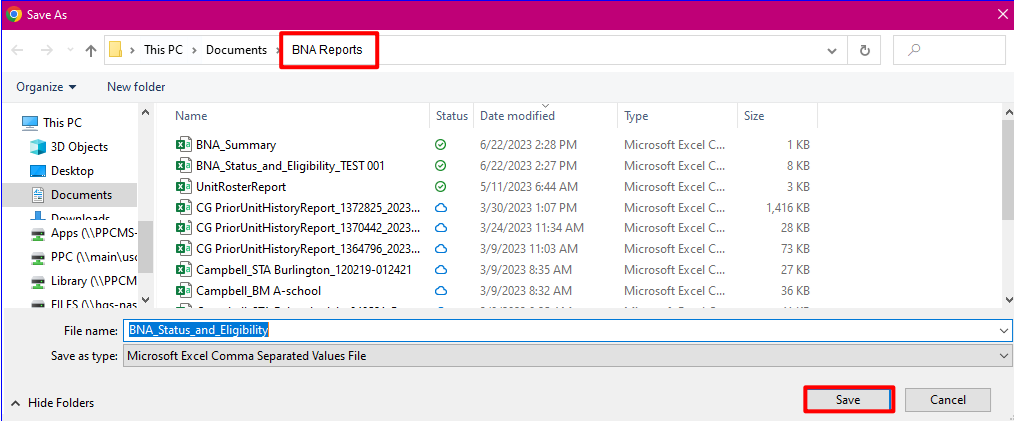
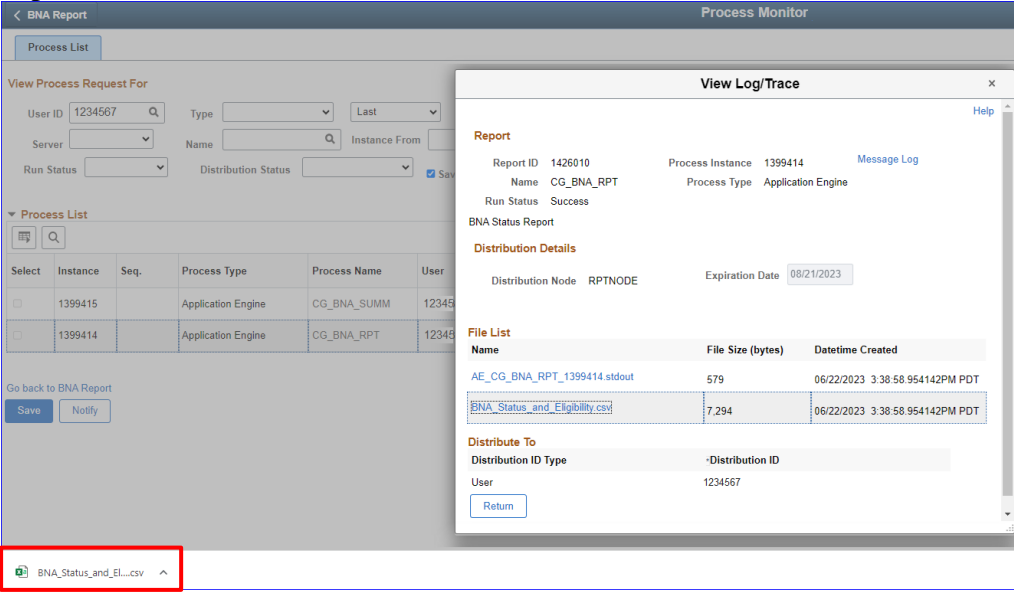
Procedures,  
continued

Step	Action
11	<p>Click the <b>Actions</b> drop-down and select View Log/Trace.</p>  <p>The screenshot shows a 'Process List' interface with search filters and a table of process instances. The 'Actions' dropdown menu is open, showing options like 'Update Process', 'Details', 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace'. The 'View Log/Trace' option is highlighted with a red box.</p>
12	<p>Click the <b>.csv</b> link.</p>  <p>The screenshot shows a 'View Log/Trace' window with a 'Report' section containing details like Report ID, Process Instance, Name, Process Type, and Run Status. Below this is a 'Distribution Details' section with Distribution Node and Expiration Date. The 'File List' section contains a table of files, with 'BNA Status and Eligibility.csv' highlighted by a red box. At the bottom, there is a 'Distribute To' section with a 'Return' button.</p>

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# Basic Needs Allowance Report, Continued

Procedures,  
continued

Step	Action
<p><b>13</b></p>	<p>Select a file location to save the file. Click <b>Save</b>.</p> 
<p><b>14</b></p>	<p>Click the <b>link</b> at the bottom of the page or locate the spreadsheet in file explorer.</p> 

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# Basic Needs Allowance Report, Continued

Procedures,  
continued

Step	Action
15	<p>The BNA Status and Eligibility report will display in an Excel document which can be sorted as needed.</p> <p>The BNA Summary displays limited data.</p> 