

CONUS COLA Data Load for Global Payroll

Downloading the data from DOD:

The DOD CONUS COLA data files are accessible from the Defense Travel Management Office website:

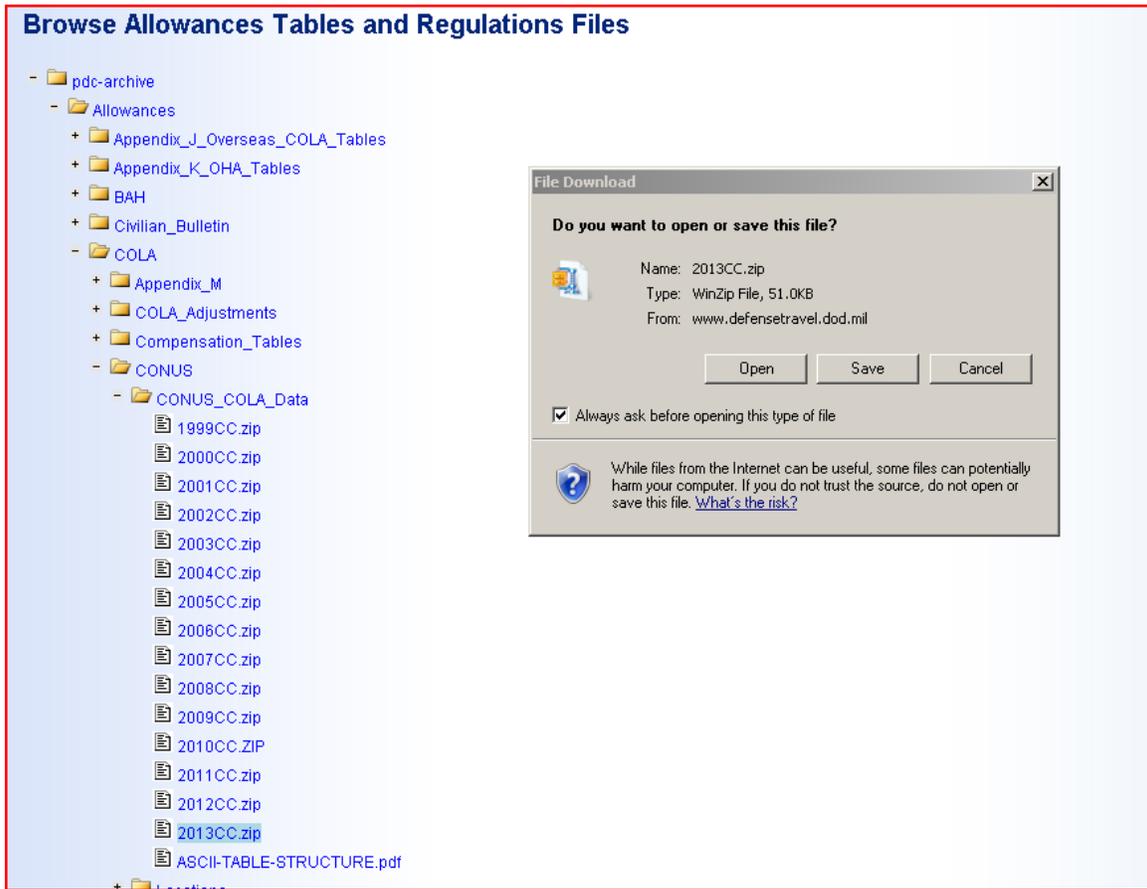
http://www.defensetravel.dod.mil/site/pdcFiles.cfm?dir=/Allowances/COLA/CONUS/CONUS_COLA_Data/

Navigate, as shown below, to the CONUS COLA DATA folder.

Select the year for the data you wish to load into Global Payroll.

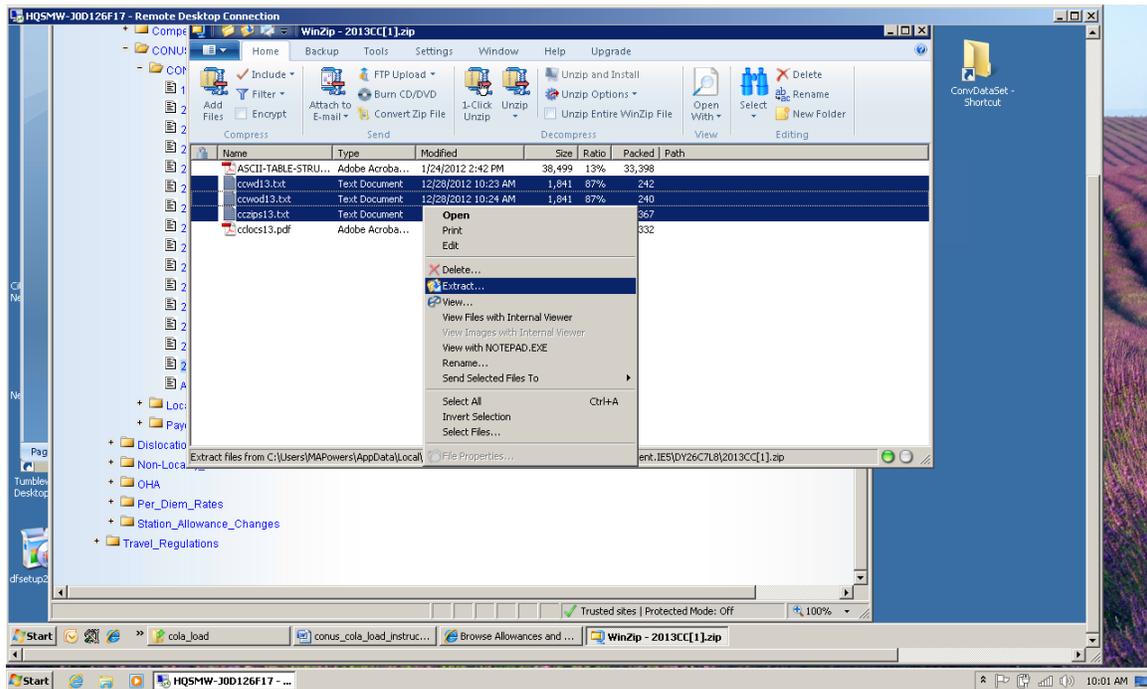


In the File Download dialog box, select Open.



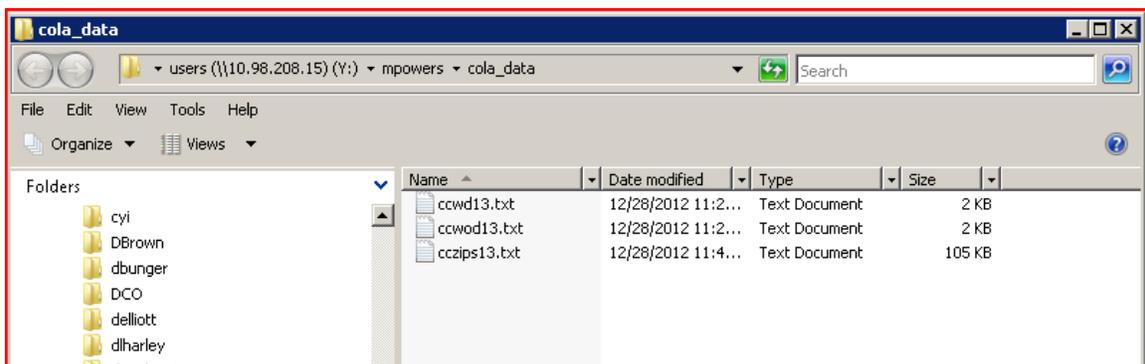
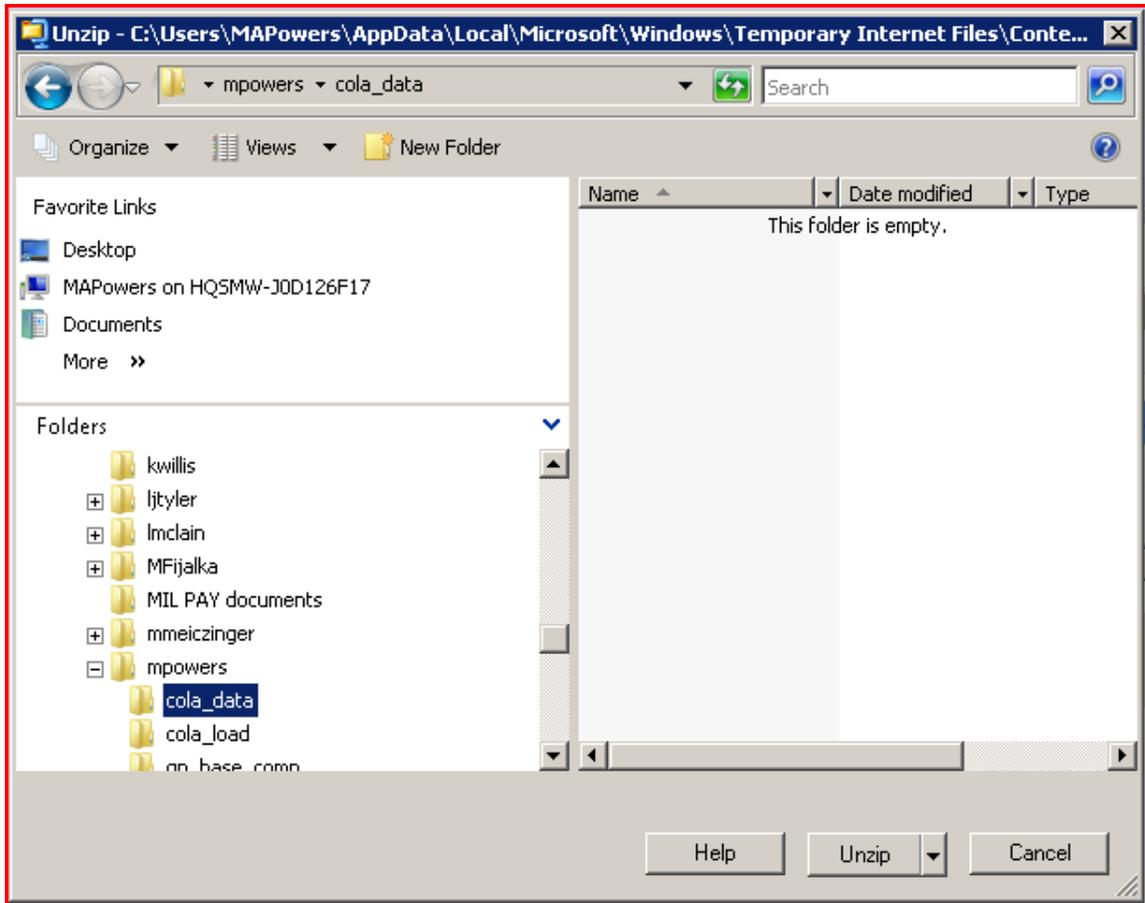
A WinZip window will open.

In the WinZip window, select the listed .TXT files, then right-click on the selection:



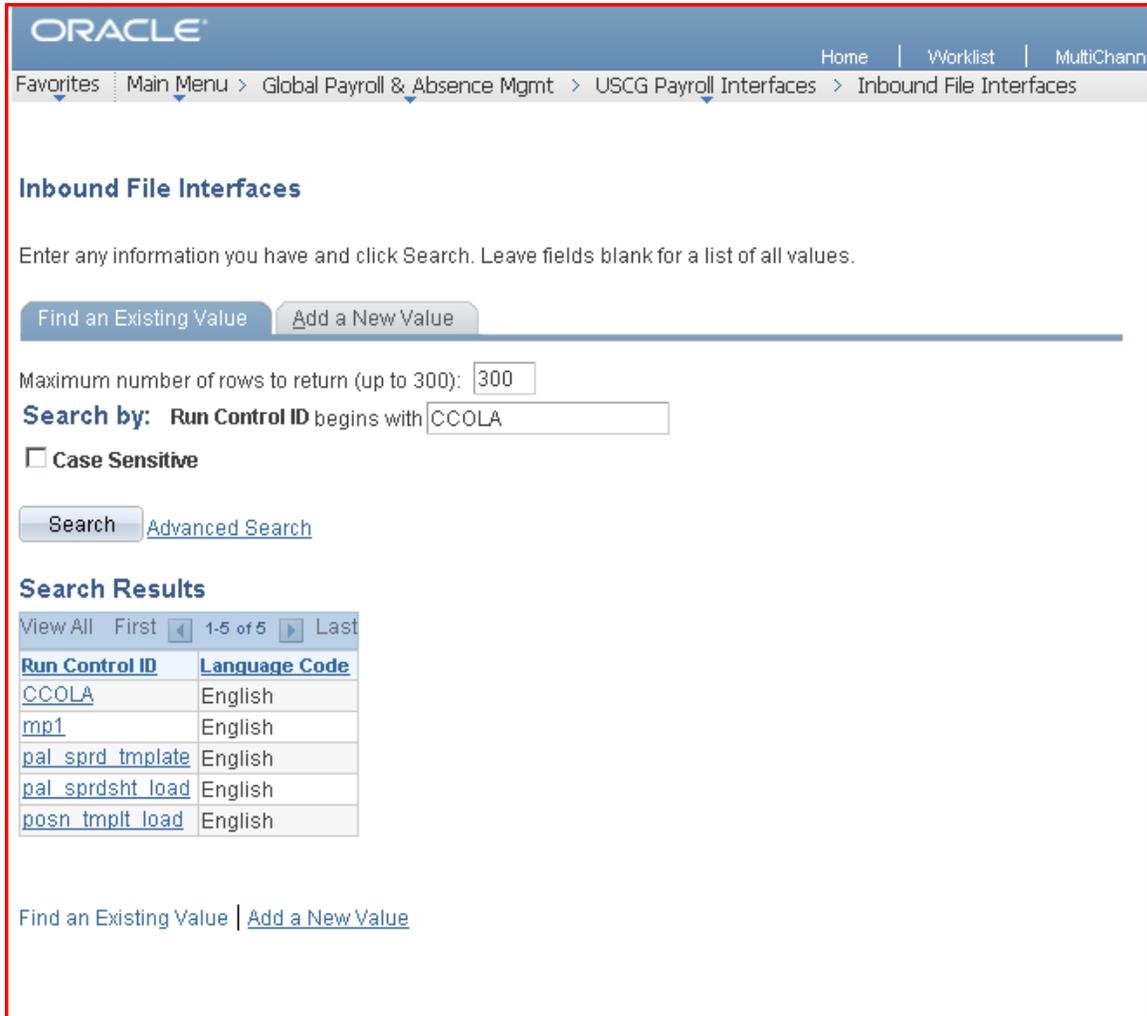
Select Extract from the pop-up menu that appears.

Use the UnZip dialogue box to select a folder to receive the CONUS COLA data. Remember what folder you select – you will be using it again later. Click the UNZIP button. The .TXT files will be unzipped and stored in the selected folder. Please do not change the filenames!



Uploading CONUS COLA Data to Global Payroll:

Start Direct Access, and navigate to Inbound File Interfaces. In the search window, select an existing run control id or create a new one.



ORACLE

Home | Worklist | MultiChannel

Favorites | Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Interfaces

Inbound File Interfaces

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

Maximum number of rows to return (up to 300):

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Search Results

View All | First | 1-5 of 5 | Last

Run Control ID	Language Code
CCOLA	English
mp1	English
pal_sprd_tmplate	English
pal_sprdsht_load	English
posn_tmplt_load	English

[Find an Existing Value](#) | [Add a New Value](#)

The three .TXT files downloaded earlier will all be processed separately using the following steps. These files are:

CCZIPSXX.TXT – CONUS COLA zip code index file

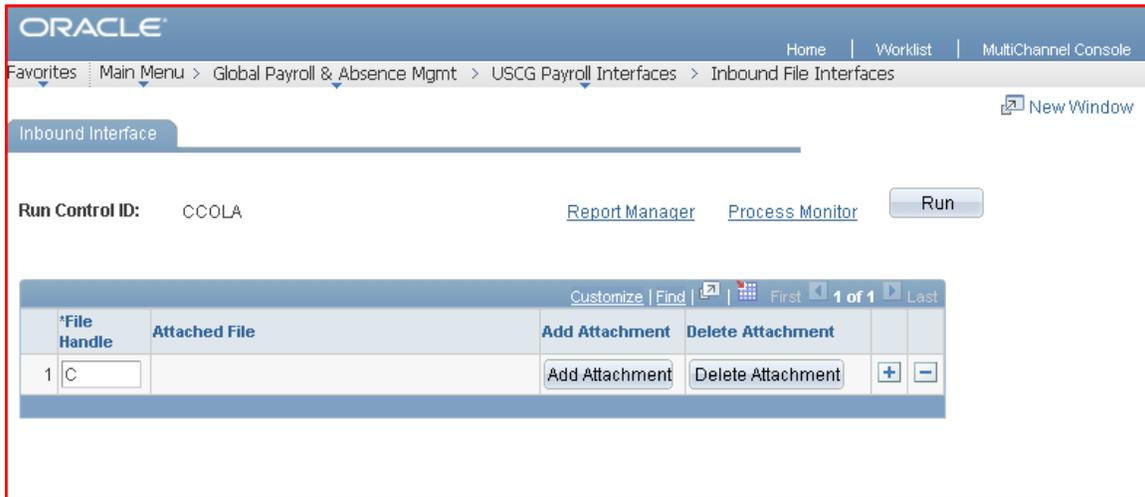
CCWDXX.TXT – CONUS COLA rate file for members with dependents

CCWODXX.TXT – CONUS COLA rate file for members without dependents

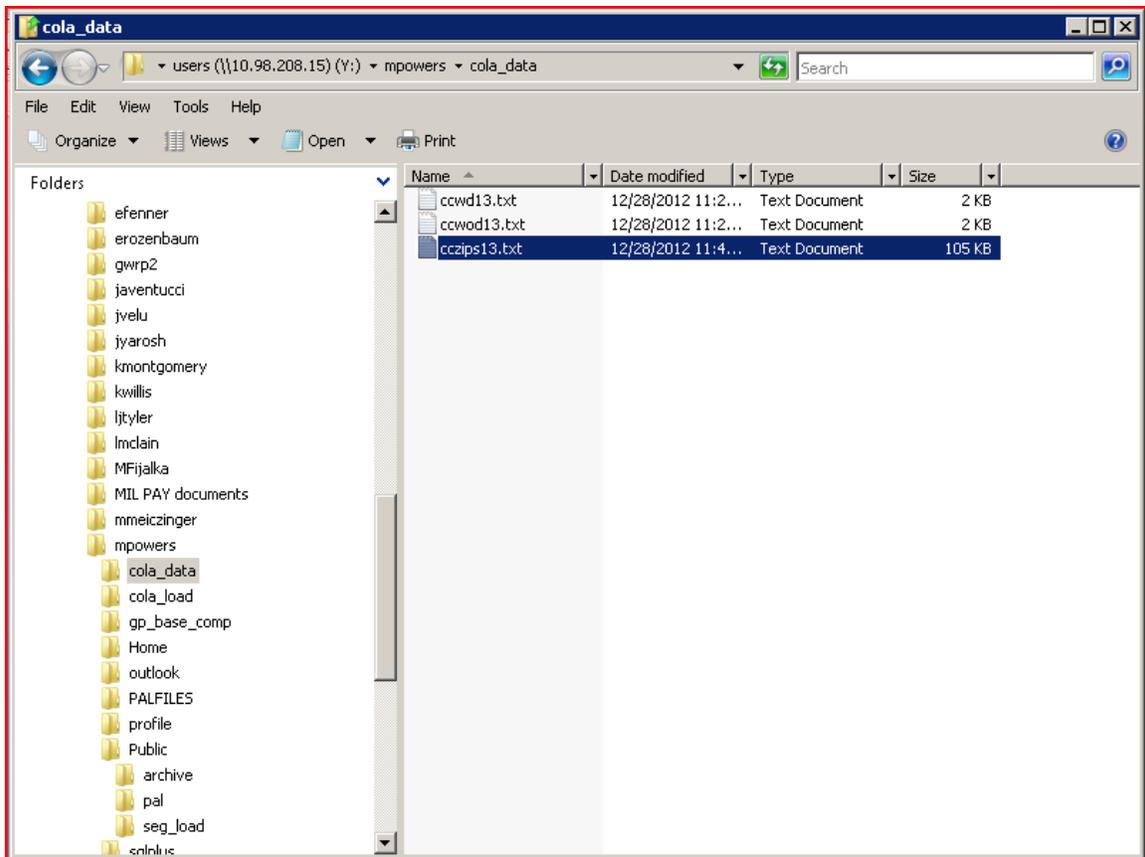
Where XX indicates the year the data takes effect. In our example, the rates are effective 01-JAN-13, so the filenames will be CCZIPS13.TXT, CCWD13.TXT, and CCWOD13.TXT.

These files may be processed in any order, but all three must be processed successfully!

Use the Inbound Interface page to specify a file handle and attach the data file for processing. Because we are processing CONUS Cola data, enter the value 'C' as your file handle:



Hit the Add Attachment button, and select the Browse button on the popup window. Navigate to the folder where you extracted the data files, and select one to process.



When you've entered a file handle and attached the data file, hit the Run button.

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Favorites | Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Interfaces New Window

Inbound Interface

Run Control ID: CCOLA Report Manager Process Monitor Run

*File Handle	Attached File	Add Attachment	Delete Attachment		
1 C	ccziips13.bt	Add Attachment	Delete Attachment	+	-

On the Process Scheduler Request page, check the box for COLA Data Load, and hit the OK button.

ORACLE Home | Worklist | MultiChannel Console

Favorites | Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Interfaces New Window

Process Scheduler Request

User ID: MPOWERS Run Control ID: CCOLA

Server Name: Run Date: 10/28/2013 Run Time: 10:43:11AM Reset to Current Date/Time

Recurrence: Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	CGINBNDBENEF	CGINBNDBENEF	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Load Travel Charge Card File	CGLOADCREDIT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Create Official CG Org Tree	CG_DEPT_ORG	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	GP Basic Pay Upload	CG_GP_BPAY	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	COLA Data Load	CG_GP_CCOLA	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Load the DITY file	CG_GP_LDDITY	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	OHA Data Load	CG_GP_OHA_LD	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Load the TAC File	CG_GP_TRVLDT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	PAL Spreadsheet Load	CG_PAL_SP_LD	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	CG_TNOC_PROC	CG_TNOC_PROC	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	New TSP Interface	CG_TSP_INTRF	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	VADC COLA Process	CG_VADC_COLA	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Load the VA CIF file	CG_VA_CIF	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Load VA file for comparison	CG_VA_IMPORT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	VA Special Law Code (SLC06)	CG_VA_SLC06	Application Engine	Web	TXT	Distribution

OK Cancel

You will be returned to the Inbound Interfaces page. Click on the Process Monitor link, and wait for the process to run to completion. You should see something like the following.

The screenshot displays the Oracle Inbound File Interfaces Process Monitor interface. At the top, there is a navigation breadcrumb: Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Interfaces. The page has two tabs: 'Process List' (selected) and 'Server List'. Below the tabs is a 'View Process Request For' section with the following fields:

- User ID: MPOWERS
- Type: [Dropdown]
- Last: [Dropdown]
- [Input] 3 Hours
- Refresh button
- Server: PSUNX
- Name: [Input]
- Instance: [Input] to [Input]
- Run Status: [Dropdown]
- Distribution Status: [Dropdown]
- Save On Refresh checkbox (checked)

Below the form is a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	97809		Application Engine	CG_GP_CCOLA	MPOWERS	04/14/2013 12:13:58PM PDT	Success	Posted	Details

At the bottom of the page, there is a link: [Go back to Inbound File Interfaces](#) and two buttons: Save and Notify.

Click the link to return to Inbound File Interfaces, and repeat for the remaining two data files.