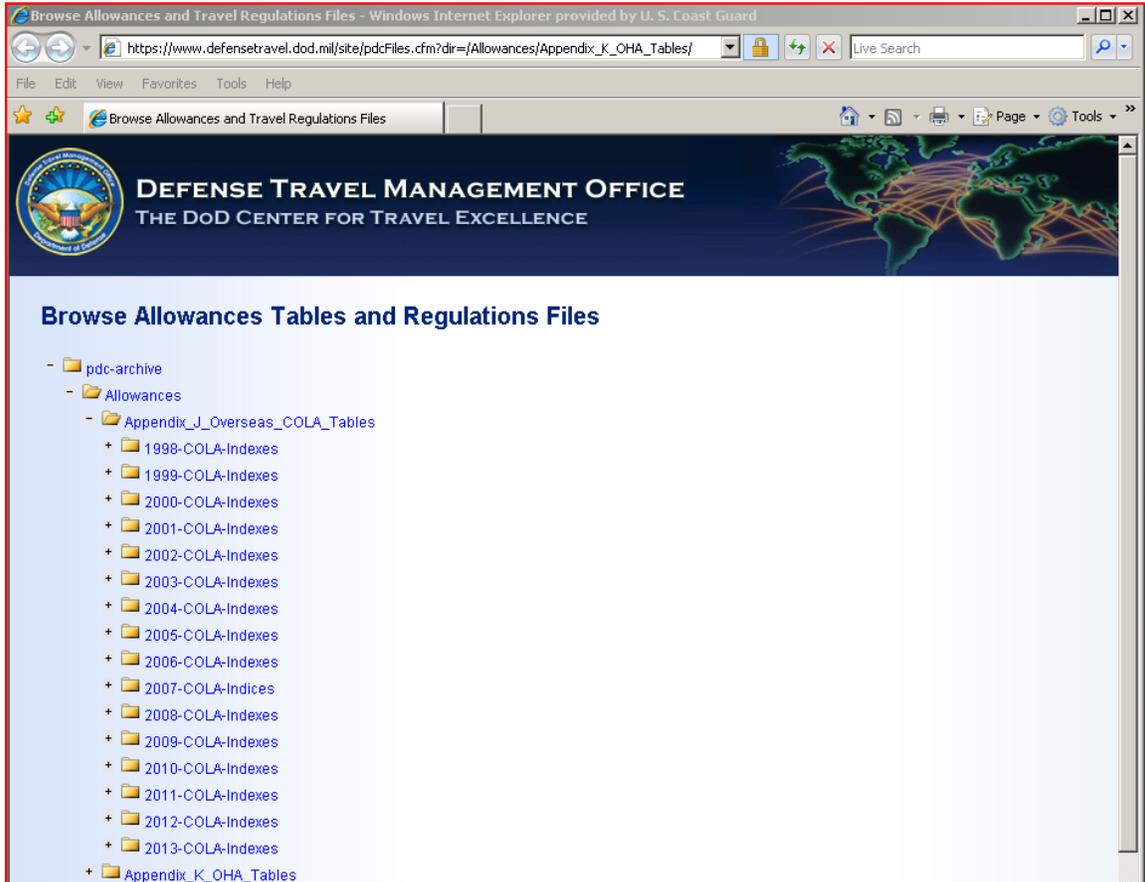


Downloading OCONUS COLA data files

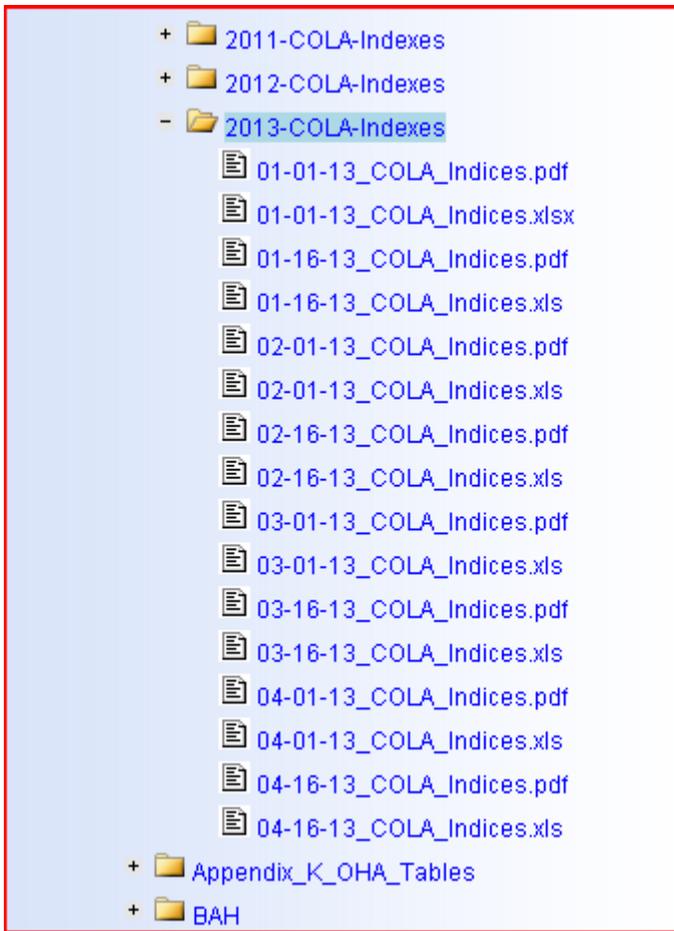
OCONUS COLA INDEX data file:

Use the following link to access the DOD web site, and navigate to the Appendix_J_Overseas_COLA_Tables list:

https://www.defensetravel.dod.mil/site/pdcFiles.cfm?dir=/Allowances/Appendix_K_OHA_Tables/

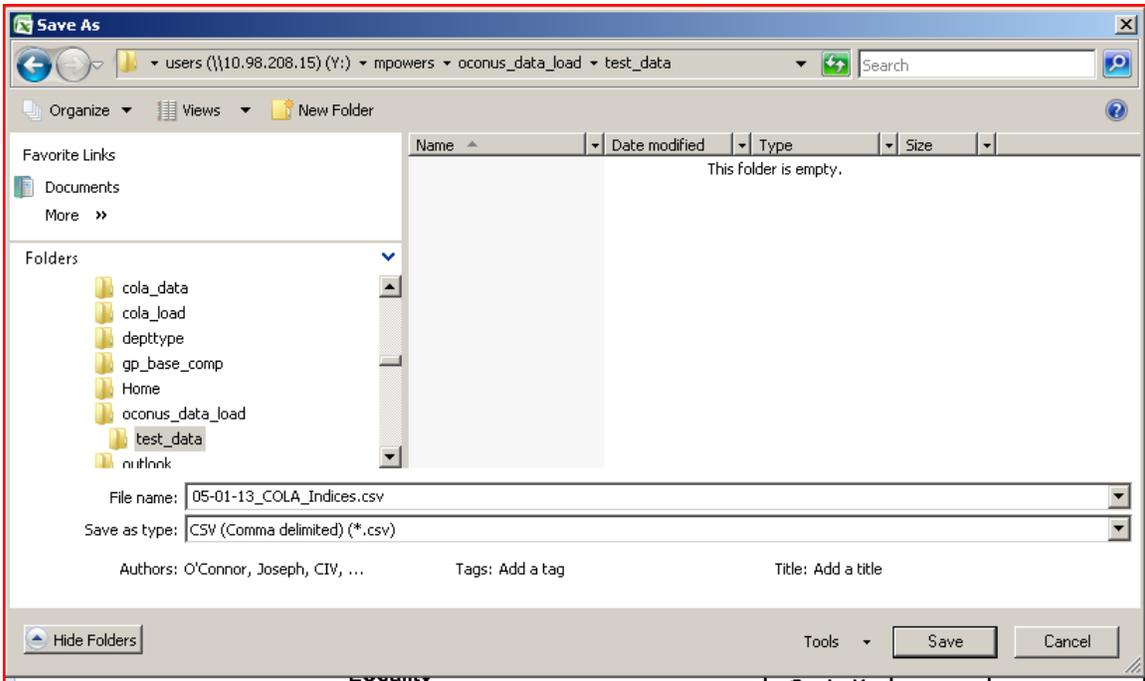


Double-click on the year with which you will be working.



Select the .XLS version of the specific update file you wish to process.

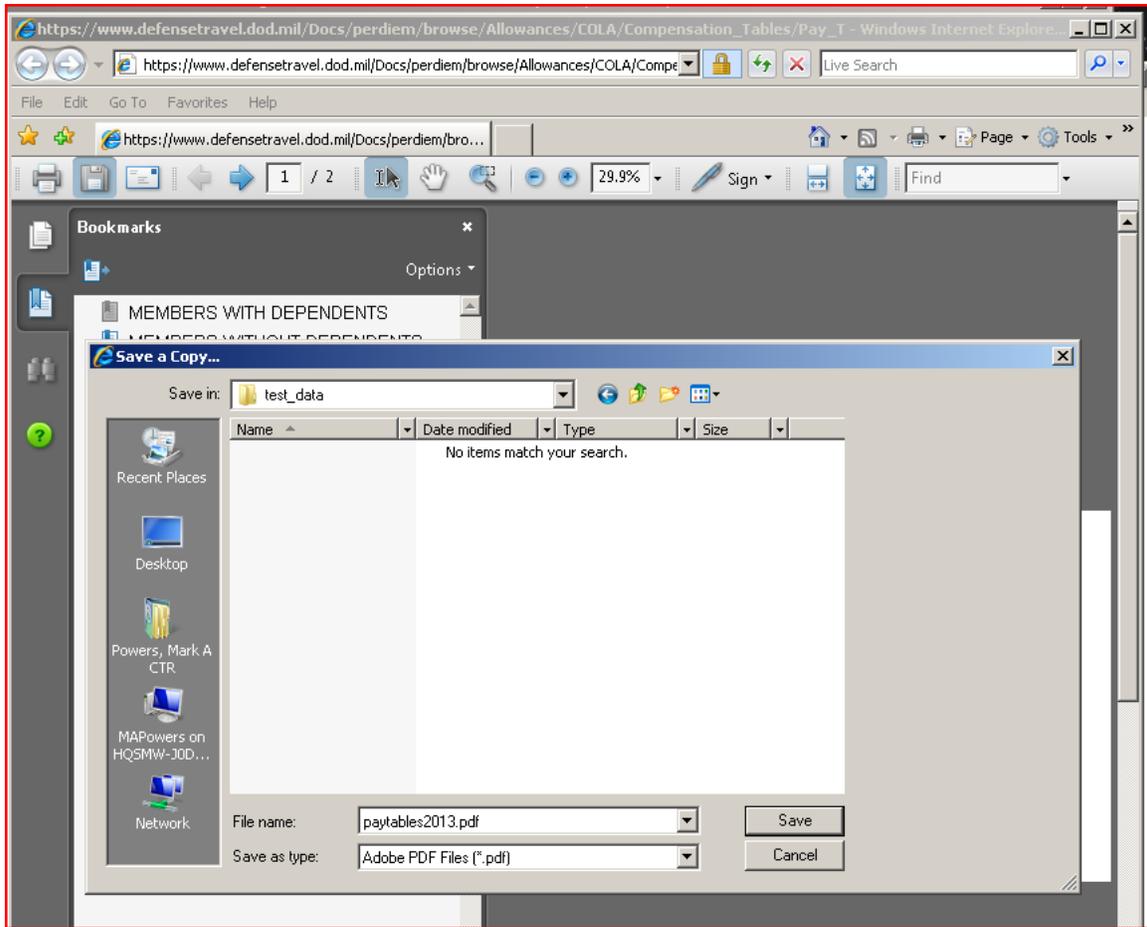
Open the file in Excel, and immediately save as a CSV file in a directory convenient for you. Be sure to use the same filename listed on the web page!



Downloading OCONUS COLA Compensation Data:

Browse Allowances Tables and Regulations Files

-  pdc-archive
 -  Allowances
 - +  Appendix_J_Overseas_COLA_Tables
 - +  Appendix_K_OHA_Tables
 - +  BAH
 - +  Civilian_Bulletin
 -  COLA
 - +  Appendix_M
 - +  COLA_Adjustments
 -  Compensation_Tables
 -  Pay_Tables
 -  [paytables1998.pdf](#)
 -  [paytables1999.pdf](#)
 -  [paytables2000\(0101-0630\).pdf](#)
 -  [paytables2000\(0701-1231\).pdf](#)
 -  [paytables2001\(0101-0630\).pdf](#)
 -  [paytables2001\(0701-1231\).pdf](#)
 -  [paytables2002.pdf](#)
 -  [paytables2003.pdf](#)
 -  [paytables2004.pdf](#)
 -  [paytables2005.pdf](#)
 -  [paytables2006.pdf](#)
 -  [paytables2007.pdf](#)
 -  [paytables2008.pdf](#)
 -  [paytables2009.pdf](#)
 -  [paytables2010.pdf](#)
 -  [paytables2011.pdf](#)
 -  [paytables2012.pdf](#)
 -  [paytables2013.pdf](#)
 - +  Spendable_Income_Tables
 - +  CONUS

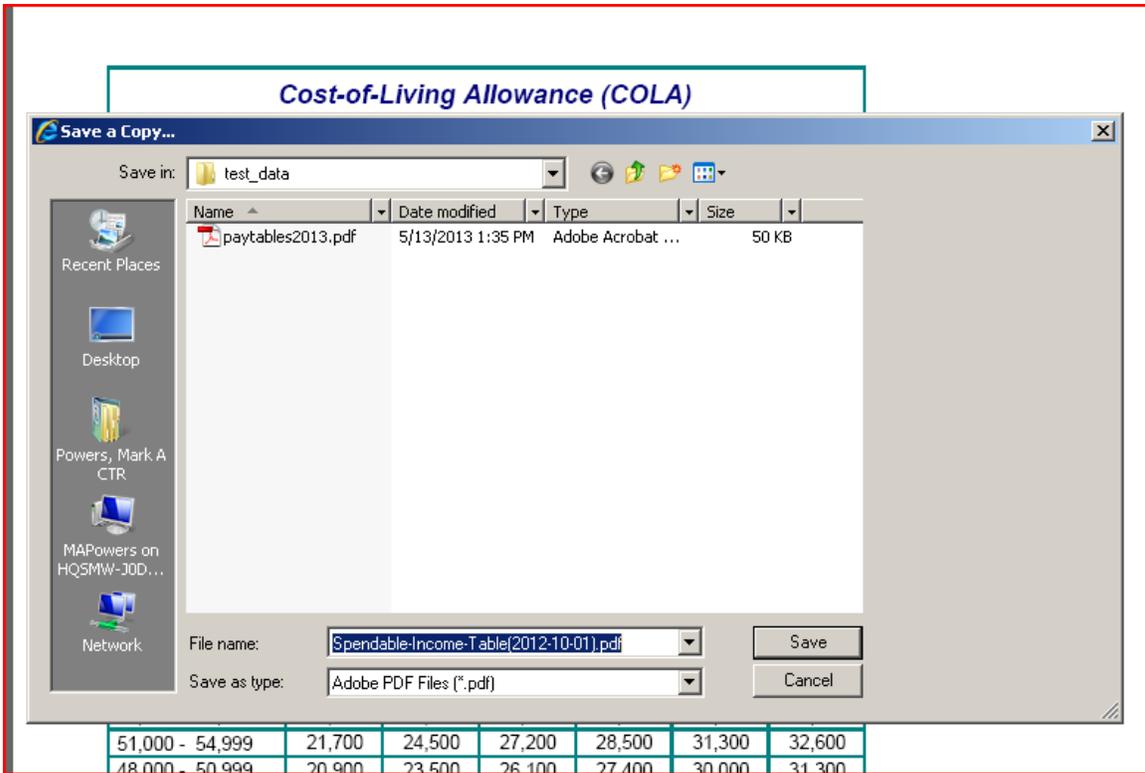


Open your newly created local copy of the data file. Select Export/More Formats/Text(Plain):

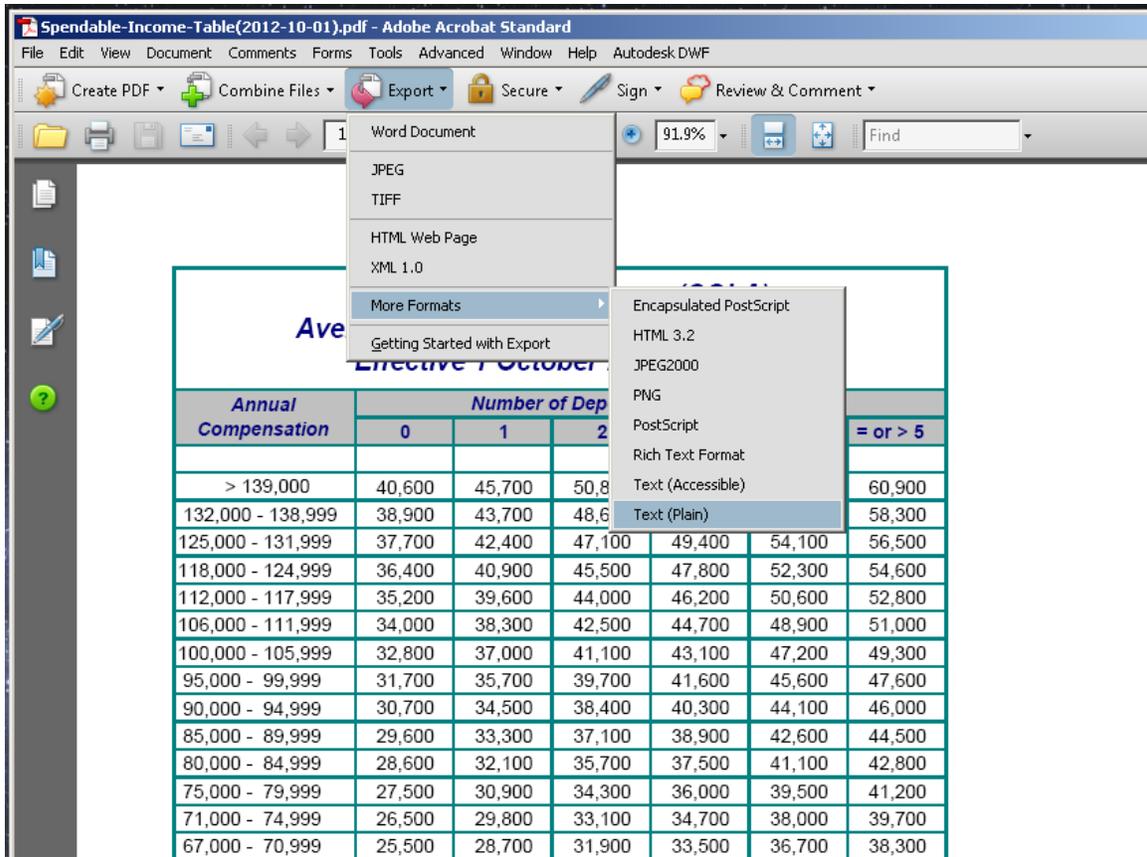
Browse Allowances Tables and Regulations Files

-  pdc-archive
 -  Allowances
 - +  Appendix_J_Overseas_COLA_Tables
 - +  Appendix_K_OHA_Tables
 - +  BAH
 - +  Civilian_Bulletin
 -  COLA
 - +  Appendix_M
 - +  COLA_Adjustments
 -  Compensation_Tables
 - +  Pay_Tables
 -  Spendable_Income_Tables
 -  Spendable-Income-Table(1991-01-01_thru_2000-09-30).pdf
 -  Spendable-Income-Table(2000-10-01_thru_2001-09-30).pdf
 -  Spendable-Income-Table(2001-10-01_thru_2002-12-31).pdf
 -  Spendable-Income-Table(2003-01-01_thru_2003-09-30).pdf
 -  Spendable-Income-Table(2003-10-01).pdf
 -  Spendable-Income-Table(2004-10-01).pdf
 -  Spendable-Income-Table(2005-10-01).pdf
 -  Spendable-Income-Table(2006-10-01).pdf
 -  Spendable-Income-Table(2007-10-01).pdf
 -  Spendable-Income-Table(2008-10-01).pdf
 -  Spendable-Income-Table(2009-10-01).pdf
 -  Spendable-Income-Table(2010-10-01).pdf
 -  Spendable-Income-Table(2011-10-01).pdf
 -  Spendable-Income-Table(2012-10-01).pdf
 - +  CONUS
 - +  Dislocation_Allowance
 - +  Non-Locality_BAH

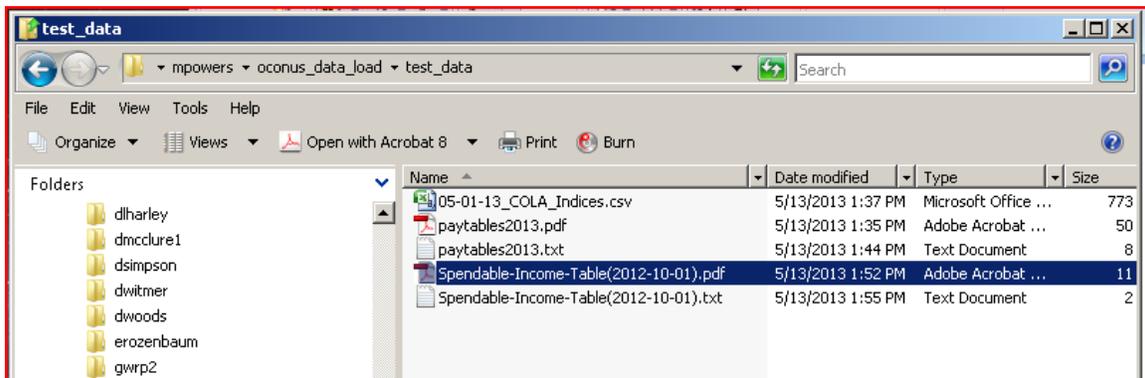
Click on the desired data file, and save to your chosen directory:



Open your newly created local copy of the data file. Select Export/More Formats/Text(Plain):

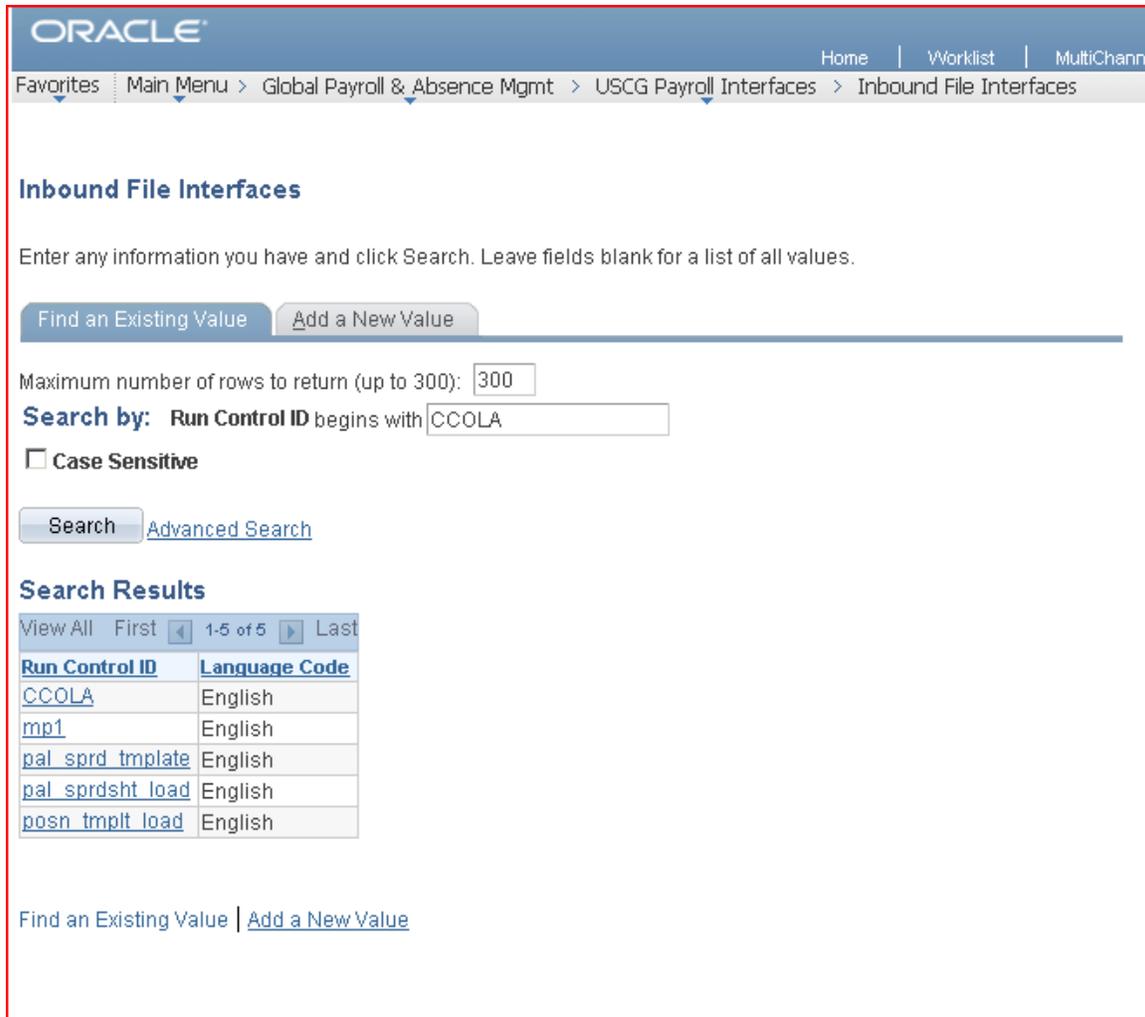


And hit the Save key. Your target directory will now contain a .TXT file version of the downloaded PDF.



Uploading OCONUS 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 files you worked with above will be processed separately using the following steps. These files are:

MM-DD-YY_COLA_INDICES.CSV
PAYTABLESYYYY.txt
Spendible-Income-Table(YYYY-MM-DD).txt

Where MM (month), DD (day), and YY (year) indicate date values in the filenames.

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 OCONUS Cola data, enter the value 'O' as your file handle:

ORACLE

Home | Worklist | MultiChannel Console

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 O		Add Attachment	Delete Attachment

Save Return to Search Previous in List Next in List Notify Add Update/Display

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.

test_data

mpowers > oconus_data_load > test_data

File Edit View Tools Help

Organize Views Open Print Burn

Folders

- MIL PAY documents
- mmeiczinger
- mpowers
- acip
- bippert_disc_stuff
- board_stuff
- cola_data
- cola_load
- cong_dist_fix

Name	Date modified	Type
05-01-13_COLA_Indices.csv	5/13/2013 1:37 PM	Microsoft Of
paytables2013.pdf	5/13/2013 1:35 PM	Adobe Acrot
paytables2013.txt	5/13/2013 1:44 PM	Text Docume
Spendable-Income-Table(2012-10-01).pdf	5/13/2013 1:52 PM	Adobe Acrot
Spendable-Income-Table(2012-10-01).txt	5/13/2013 1:55 PM	Text Docume

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

The screenshot shows the Oracle Inbound File Interfaces interface. At the top, there is a navigation breadcrumb: "Favorites | Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > Inbound File Interfaces". The page title is "Inbound Interface". Below the title, there is a "Run Control ID:" field with the value "CCOLA". To the right of this field are links for "Report Manager" and "Process Monitor", and a "Run" button. Below this is a table with the following structure:

*File Handle	Attached File	Add Attachment	Delete Attachment		
1	O [input type="text"] 05-01-13_COLA_Indices.csv	Add Attachment	Delete Attachment	+	-

At the bottom of the interface, there is a row of buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

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

Recurrence: Run Time: 10:43:11AM

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

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.

ORACLE®

Home | Worklist | MultiChannel Console | Add to Favorites | S

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

New Window | Help | Customize Page

Process List | Server List

View Process Request For

User ID: MPOWERS Type: [] Last [] 3 Hours Refresh

Server: PSUNX Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	97609		Application Engine	CG_GP_CCOLA	MPOWERS	04/14/2013 12:13:58PM PDT	Success	Posted	Details

[Go back to Inbound File Interfaces](#)

Save Notify

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