



# MONITOR APPROVALS JOB AID

This Job Aid will assist Defense Finance and Accounting Service (DFAS) and Army Military Pay Office (AMPO) employees with Payroll Data User Subcategory to view who approved an order in Monitor Approvals.

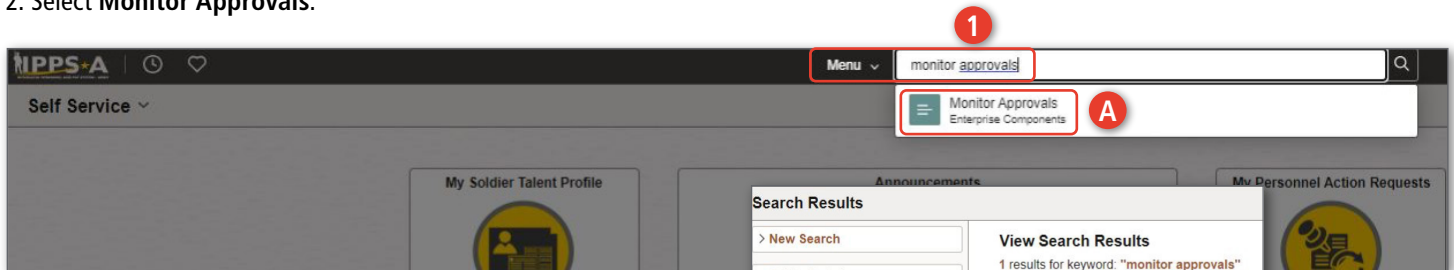
This capability allows DFAS and AMPO employees to process Permanent Change of Station (PCS) travel vouchers.

 **NAVIGATION:** NavBar > Menu > Enterprise Components > Approvals > Approvals > Monitor Approvals

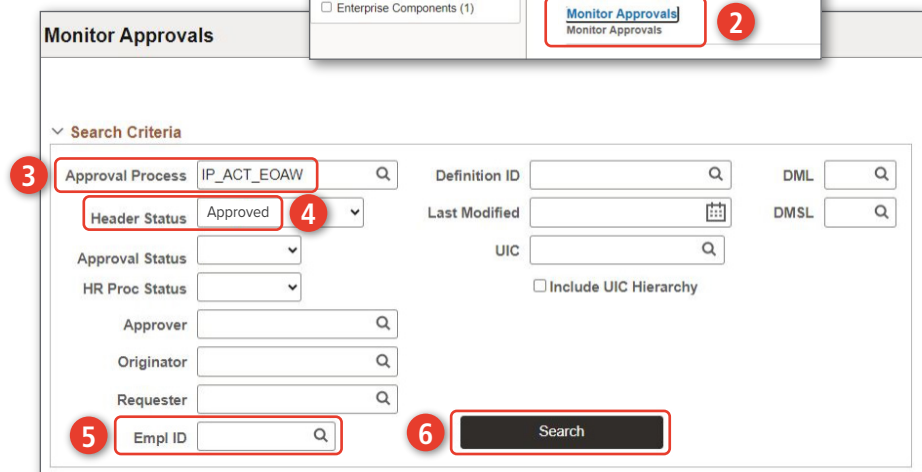
 **NOTE:** See IPPS-A User Manual

## Monitor Approvals Overview

1. Type **Monitor Approvals** in the Menu Bar.
  - 1A. Select **Monitor Approvals** option.
2. Select **Monitor Approvals**.



3. In this example, select **Approval Process** lookup tool and select **IP\_ACT\_EOAW**.
4. Select **Header Status** drop down and select **Approved**.
5. Select **Empl ID** lookup tool and search for desired Empl ID.
6. Select **Search**.



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**Overview CONTINUED**

7. Screen displays ACT Approvals.

7A. Select the **View** for the appropriate Assignment Sequence.

Approval Process: ACT Approvals (4) 7

Created  Empl ID   
 Empl Name  Empl UIC   
 Empl DML  Empl DMSL   
 Originator  Orig UIC   
 Approver  Appr UIC   
 Days Pending  Days To Complete   
 ACT Assignment ID  Assignment Sequence Number   
 Action  Reason Code

Modified	Status	Created	Empl ID	Empl Name	Empl UIC	Empl DML	Empl DMSL	Originator	Orig UIC	Approver	Appr UIC	Days Pending	Days to Complete	ACT Assignment ID	Assignment Sequence Number	Action	Reason Code	Apprvl Status	HR Status	View
1 03/13/2023 6:36:31.000000PM	A	2023-03	0000000000	W01 JAMES WILLIAMS	000000	10M	11M	1LT ROBERT JONES	000000	CW4 RICHARD BROWN	000000	0	0	116520195	0	PCA	RAS	A	NA	<a href="#">View</a>
2 10/25/2023 6:45:05.000000PM	A	2023-10	0000000000	W01 JAMES WILLIAMS	000000	10M	11M	CW4 CHARLES JOHNSON	000000	ABIGAIL MILLER	000000	0	0	118709477	1	PCA	RAS	A	NA	<a href="#">View</a>
3 07/18/2023 8:08:20.000000PM	A	2023-07	0000000000	W01 JAMES WILLIAMS	000000	10M	11M	EMMA DAVIS	000000	DANIEL MARTINEZ	000000	0	1	116762895	0	PCS	OPN	A	NA	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">View</span>

8. Screen displays ACT Assignment ID.

9. Screen displays personnel who approved the action in **Monitor Approvals Stage 1**.

**Monitor Approvals** EXAMPLE [New Window](#)

Approval Process IP ACT EOAW Definition ID ACT\_EOAW\_PSC  
 ACT Assignment ID 116762895 8 Assignment Sequence Number 0  
 Action PCS Reason Code OPN  
[View Transaction](#)

**Stage 1** 9

**Path 1** [View/Hide Comments](#)

Recommend Approval ANTHONY MARTIN FOR ELIZEBETH PEREZ  
 PSC User List  
 07/18/23 - 1:34 PM

Approved EMMA DAVIS  
 Inserted Approver  
 07/18/23 - 2:24 PM

Approved DANIEL MARTINEZ  
 Inserted Approver  
 07/18/23 - 8:08 PM

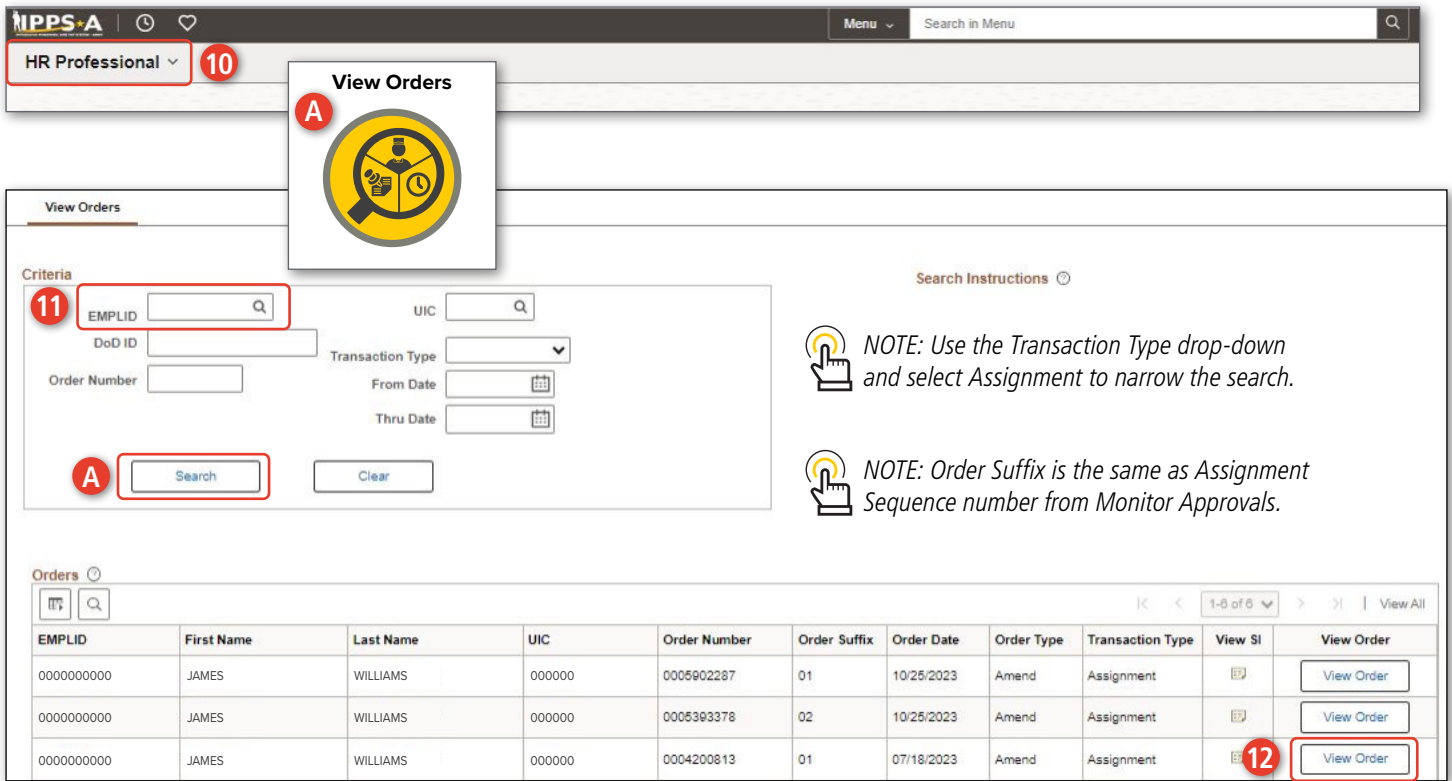
**Comments**

[Return](#)

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## Overview CONTINUED

10. Select **HR Professional** drop down.
- 10A. Select **View Orders** title.



**Criteria**

11


**Orders**

EMPLID	First Name	Last Name	UIC	Order Number	Order Suffix	Order Date	Order Type	Transaction Type	View SI	View Order
0000000000	JAMES	WILLIAMS	000000	0005902287	01	10/25/2023	Amend	Assignment		<input type="button" value="View Order"/>
0000000000	JAMES	WILLIAMS	000000	0005393378	02	10/25/2023	Amend	Assignment		<input type="button" value="View Order"/>
0000000000	JAMES	WILLIAMS	000000	0004200813	01	07/18/2023	Amend	Assignment		<input type="button" value="View Order"/>

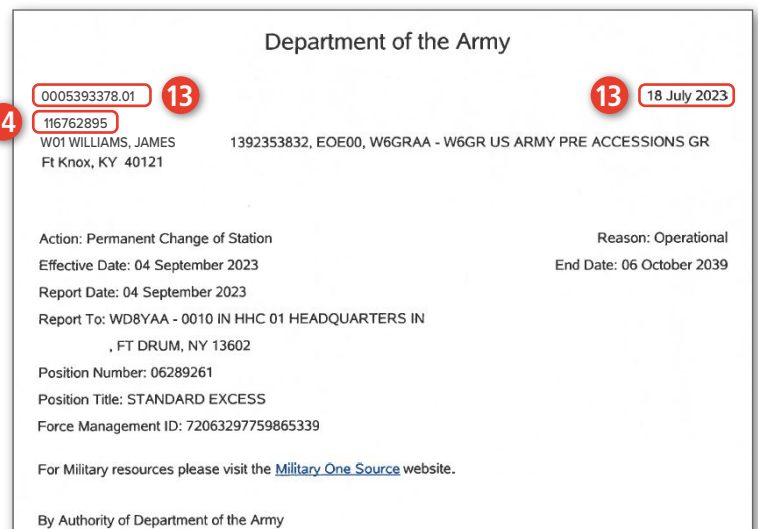
**NOTE:** Use the Transaction Type drop-down and select Assignment to narrow the search.

**NOTE:** Order Suffix is the same as Assignment Sequence number from Monitor Approvals.

11. Enter desired **EMPLID**.
- 11A. Select **Search**.
12. Select the **View Order** from the appropriate assignment line.
13. Screen displays the **Order Number** with the suffix and Approval date.
14. Screen displays the **ACT Assignment ID** number.

 **NOTE:** The suffix of .00 is the original order number. Each sequential number (i.e., .01, .02) means there is an amendment or revocation to the original order.

### EXAMPLE



Department of the Army

14  13

13 18 July 2023

W01 WILLIAMS, JAMES 1392353832, EOE00, W6GAA - W6GR US ARMY PRE ACCESSIONS GR  
Ft Knox, KY 40121

Action: Permanent Change of Station Reason: Operational  
Effective Date: 04 September 2023 End Date: 06 October 2039  
Report Date: 04 September 2023  
Report To: WD8YAA - 0010 IN HHC 01 HEADQUARTERS IN  
FT DRUM, NY 13602  
Position Number: 06289261  
Position Title: STANDARD EXCESS  
Force Management ID: 72063297759865339

For Military resources please visit the [Military One Source](#) website.

By Authority of Department of the Army