

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.

3.

4.

5.

6.

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

Monitor Approvals Overview

1. Type Monitor Approvals in the Menu Bar.

- 2.

1A. Select Monitor Approvals optic	on.				
Select Monitor Approvals.			1		
PPS-A © ♡		Menu 🗸	monitor approvals		٩
Self Service ~			Monitor Approvals Enterprise Components	A	
	My Soldier Talent Profile	And Search Results	nouncements		My Personnel Action Requests
		> New Search	View Search	Results	(2)
		V Folder Label	1 results for key	word: "monitor approva	
In this example, select Approval Process lookup tool and select IP_ACT_EOAW .	Monitor Approvals	Enterprise Components	(1) Monitor Approv	ovals als	
Select Header Status drop down and select Approved.	✓ Search Criteria	500W 0 0	5-W-10	0	
Select Empl ID lookup tool and search for desired Empl ID.	Header Status Approve	d 4 V Last	t Modified		
Select Search .	Approval Status HR Proc Status	~	UIC	Q	
	Approver	Q			
	Originator	Q			
	Requester	Q		_	

Q

6

Search

5 Empl ID



NOTE: See IPPS-A User Manual

travel vouchers.

This capability allows DFAS and AMPO employees

to process Permanent Change of Station (PCS)



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Overview CONTINUED

7. Screen displays ACT Approvals.

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

Approval Process: A	CT Approv	als (4)																		
Cr	reated				Empl	D														
Empl	Name		_		Empl U	IC														
Emp	IDML				Empl DM	SL														
Orig	inator				Orig U	IC														
App	prover				Appr U	IC														
Days Pe	nding			Day	ys To Comple	te														
ACT Assignm	ent ID			Assign	ment Sequen	ce														
A	Action				Reason Co	de														
Filter																				
E 7																		1-4 of 4 👻	1 2	
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	000000000	W01 JAMES WILLIAMS	000000	10M	11M	1LT ROBERT JONES	000000	CW4 RICHARD BROWN	000000	0	0	116520195	0	PCA	RAS	A	NA	View
2 10/25/2023 6:45:05.000000PM	A	2023-10	000000000	W01 JAMES WILLIAMS	000000	10M	11M	CW4 CHARLES JOHNSO	N 000000	ABIGAIL MILLER	000000	0	0	118709477	1	PCA	RAS	A	NA	View
3 07/18/2023 8:08:20.000000PM	A	2023-07	000000000	W01 JAMES	000000	10M	11M	EMMA DAVIS	000000	DANIEL MARTINEZ	000000	0	1	116762895	0	PCS	OPN	A	A (View

- 8. Screen displays ACT Assignment ID.
- 9. Screen displays personnel who approved the action in **Monitor Approvals Stage 1**.

New Window Monitor Approvals Approval Process IP ACT EQAW Definition ID ACT_EOAW_PSC ACT Assignment ID 116762895 8 Assignment Sequence 0 Number 0 Action PCS Reason Code OPN View Transaction Stage 1 9 * Approved View/Hide Comments * Approved OVIew/Hide Comments	Monitor Approvals	EX	AMPLE	
Monitor Approvals Approval Process IP ACT EOAW Definition ID ACT_EOAW_PSC Action PCS Assignment Sequence 0 Action PCS Reason Code OPN View Transaction Stage 1 Image: Colspan="2">Oproved Path 1 Approved Image: Colspan="2">Oproved Path 1 Approved Image: Colspan="2">Oproved AntHONY MARTIN FOR ELIZEBETH PEREZ Approved Image: Colspan="2">Danietic Approved AntHONY MARTIN FOR ELIZEBETH PEREZ Image: Colspan="2">Oprived approved Orniezs - 1:34 PM Orniezs - 2:24 PM Image: Colspan="2">Oprived approved Path 1 Image: Colspan="2">Comments Image: Colspan="2">Oprived approved Orniezs - 1:34 PM Orniezs - 2:24 PM Image: Colspan="2">Oprived approved Path 1 Image: Colspan="2">Comments Image: Colspan="2">Oprived approved Image: Colspan="2">Oprived approved Orniezs - 1:34 PM Orniezs - 2:24 PM Image: Colspan="2">Oprived approved Path 1 Image: Colspan="2">Comments Image: Colspan="2">Oprived approved Image: Colspan="2">Oprived approved Image: Colspan="2">				New Window
Approval Process IP ACT EQAW Definition ID ACT_EOAW_PSC ACT Assignment ID 116762895 8 Assignment Sequence 0 Number 0 Action PCS Reason Code OPN View Transaction Stage 1 9 * Approved OVIew/Hide Comments Path 1 Approved OVIEW/Hide Comments Path 1 Appro	Monitor Approvals			
ACT Assignment ID 116762895 8 Assignment Sequence 0 Number Action PCS Reason Code OPN View Transaction Stage 1 9 * Approved OVIew/Hide Comments Path 1 * Comments Path 1 * Origination Approval ANTHONY MARTIN FOR ELIZEBETH PEREZ * Origination Approved OVIEW/Hide Comments * Martin Approved OVIEW/Hide Comments * Martin Approved OVIEW/Hide Comments * Inserted Approver 07/18/23 - 2:24 PM	Approval Process IP ACT EOAW	Definition ID	ACT_EOAW_PSC	
Action PCS Reason Code OPN View Transaction Stage 1 9	ACT Assignment ID 116762895	Assignment Sequence Number	0	
View Transaction Stage 1 9 * Approved Path 1 Recommend Approval ANTHONY MARTIN FOR ELIZEBETH PEREZ OT/16/23 - 1:34 PM Comments	Action PCS	Reason Code	OPN	
View/Hide Comments Path 1 Recommend Approval ANTHONY MARTIN FOR ELIZEBETH PEREZ Period Path 1 Proved ANTHONY MARTIN FOR ELIZEBETH PEREZ Path 1 Path 2 Path 2 <t< th=""><th>Stage 1 9</th><th>View Transacti</th><th></th><th></th></t<>	Stage 1 9	View Transacti		
Pain 1 Approved Approved ANTHONY MARTIN FOR ELIZEBETH PEREZ → EMMA DAVIS → DANIEL MARTINEZ Particle Variation of Viteo Variation of Variationof Variatio Variation of Variatio Variation of Variatio	 Approved 		View/Hide Comments	
Comments	Path 1 Recommend Approval ANTHONY MARTIN FOR ELIZEBETH P PSC User List 07/18/23 - 1:34 PM	EREZ Approved EMMA DA Inserted App 07/18/23 - 2	VIS DANIEL MARTINEZ JOYAN IN TRACE AND	
Return	Comments			
	Return			

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Overview CONTINUED

10. Select HR Professional drop down.

10A. Select View Orders title.

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HR Profession	al ~ 10	View Orders								
View Orders										
Criteria EMPLID DoD ID Order Number	<u>م</u>	UIC Transaction Type From Date Thru Date	Q. ✓		N N ar	Search Ir OTE: Use a and select A	nstructions ⊙ the Transa Assignmen	ction Type dri t to narrow ti	op-down he search	
	Search	Clear			(P) N Se	OTE: Orde equence n	er Suffix is umber froi	the same as A m Monitor Ap	Assignme oprovals.	nt
Orders ⑦								K C	1-8 of 8 M	S S I View All
EMPLID	First Name	Last Name	UIC	Order Number	Order Suffix	Order Date	Order Type	Transaction Type	View SI	View Order
000000000	JAMES	WILLIAMS	000000	0005902287	01	10/25/2023	Amend	Assignment		View Order
000000000	JAMES	WILLIAMS	000000	0005393378	02	10/25/2023	Amend	Assignment	IJ	View Order
000000000	JAMES	WILLIAMS	000000	0004200813	01	07/18/2023	Amend	Assignment	12	View Order

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.



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