IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

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.

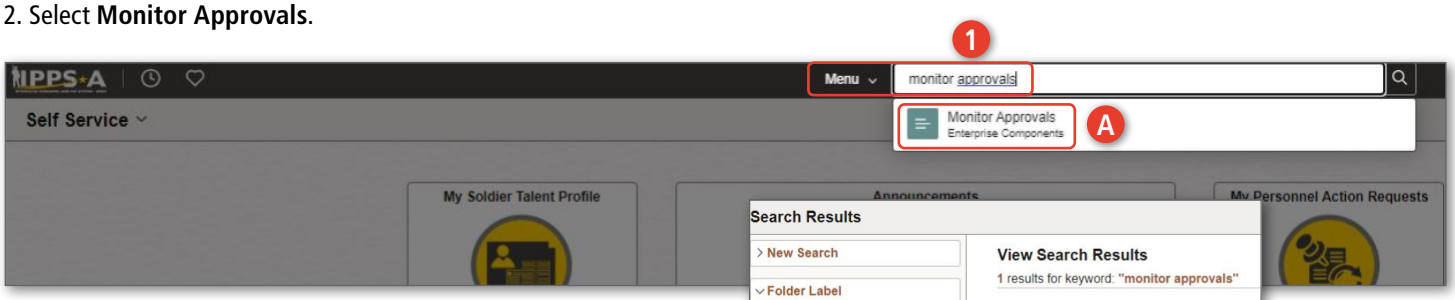
This capability allows DFAS and AMPO employees to process Permanent Change of Station (PCS) travel vouchers.

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

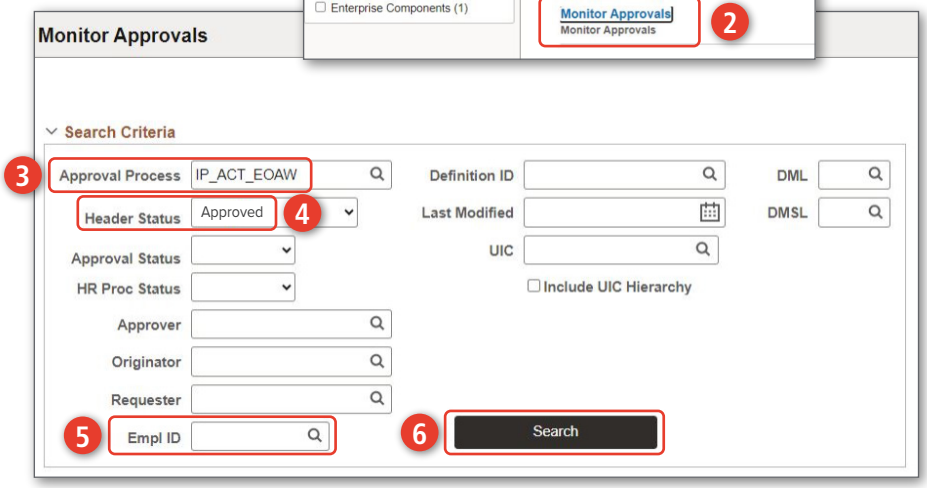
NOTE: See IPPS-A User Manual

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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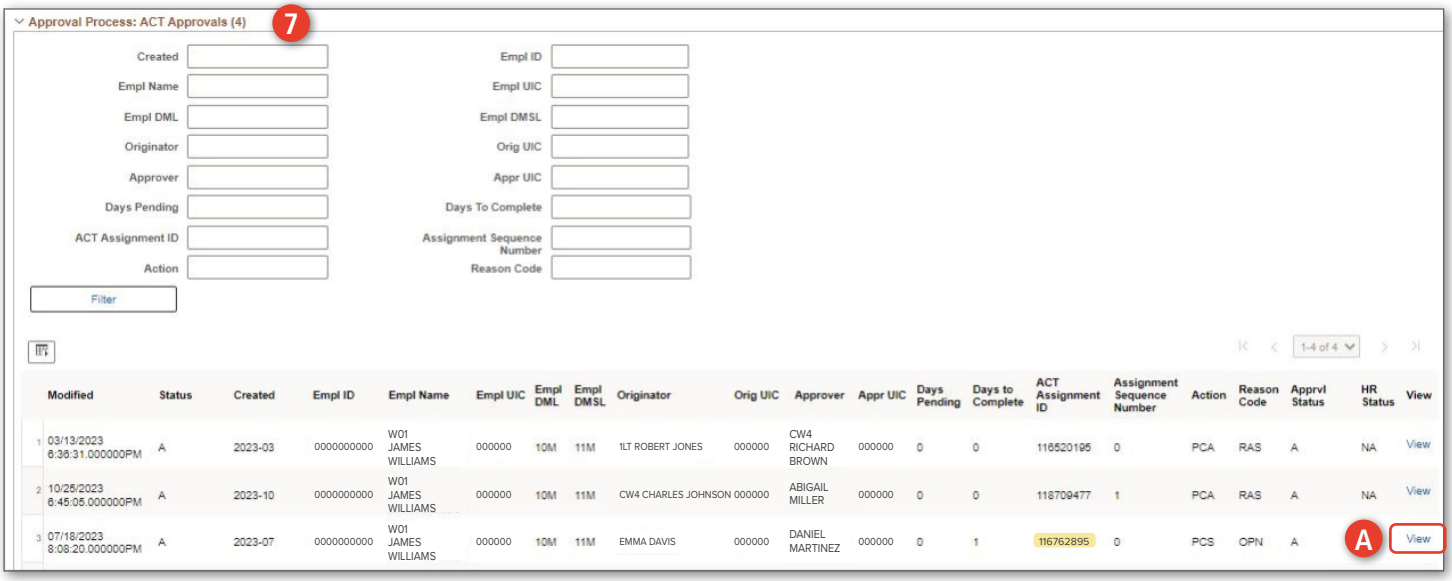
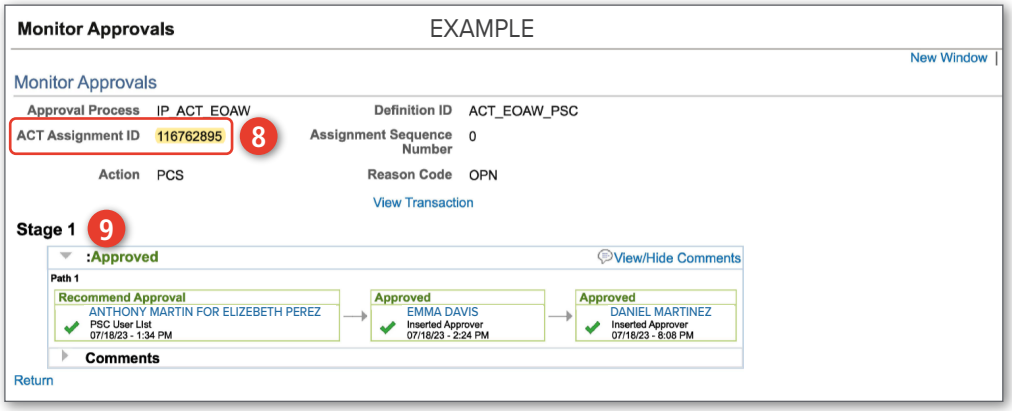
Overview CONTINUED

7. Screen displays **ACT Approvals**.

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



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



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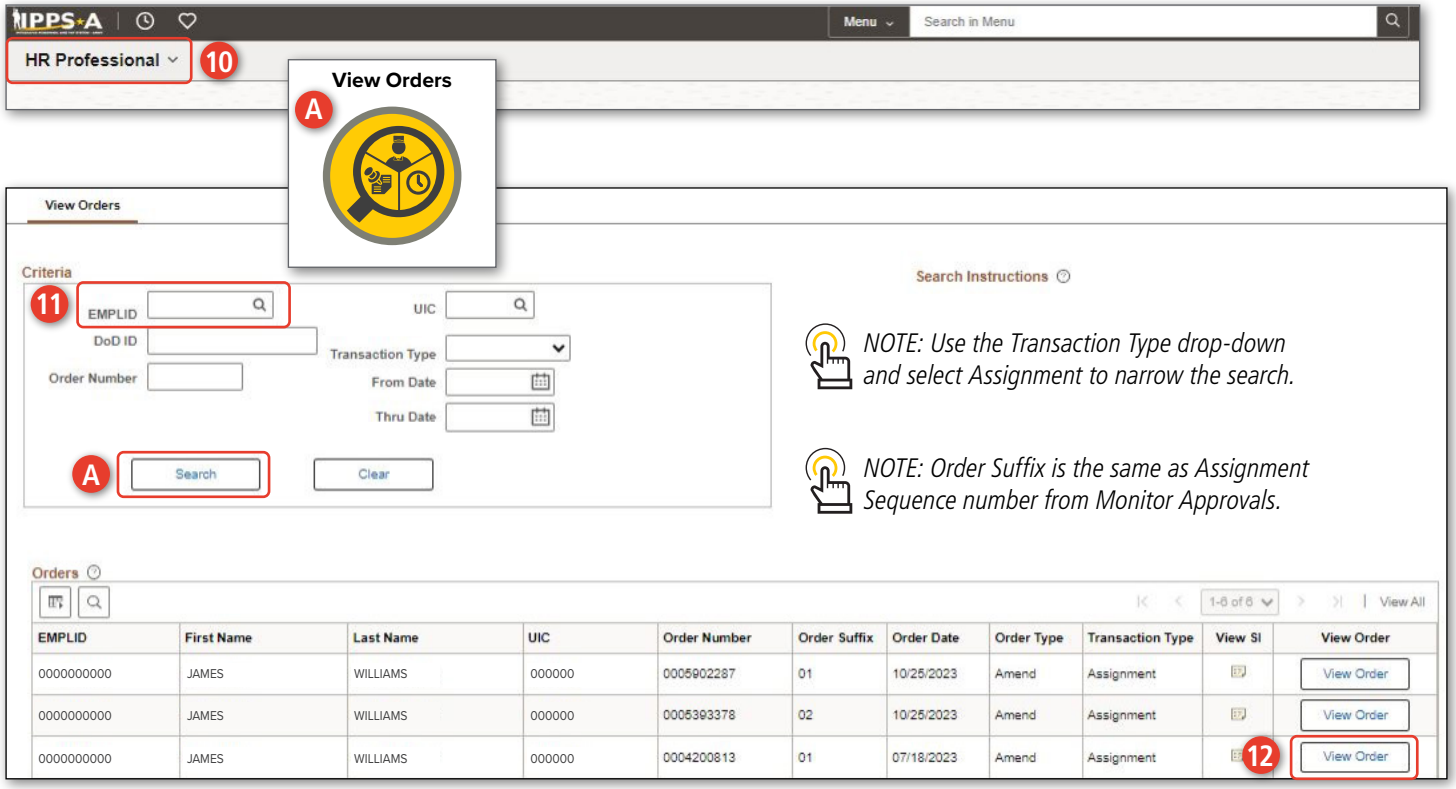
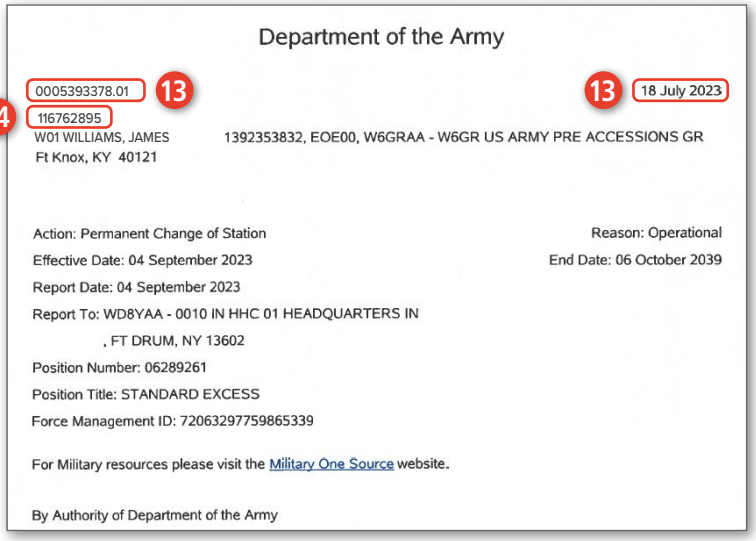
Overview CONTINUED

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



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