USER GUIDE

ENHANCED UNIT COMMANDER’S FINANCIAL REPORT (eUCFR) [PAY MONITORING DASHBOARD]
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## Revision History

<table>
<thead>
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<th>DESCRIPTION OF UPDATE</th>
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1. Application Overview

Overview

The Unit Commander's Financial Report (UCFR) is a valuable tool providing Commanding Officers with the necessary insights to monitor pay and entitlements for assigned personnel. The USN MILPAY application also provides proactive monitoring of priority areas such as debt management, PCS processing, outstanding payments and personnel in a suspended status.

Purpose

This product is a centralized application to analyze and monitor the health of Sailor Pay, track trends over time and automate the generation of insights. Intent is for Command Triads and their designees, along with DFAS to utilize the application to garner rapid and valuable insights on individual accounts or in management of the Navy's Military Pay priority areas.
2. Requesting Access

1. Navigate to Jupiter using the link https://jupiter.data.mil/#/. Use the Helpdesk link (see Figure 1) to begin the account request process.

![Figure 1](image1)

2. Select “Access Request” to submit a new account request or to modify an existing account. Figure 2 depicts the Request Types menu.

![Figure 2](image2)
3. Using Figure 3 as a guide, complete the access request form and then select “Create” to submit the account request. Use your official email and your current assigned organization.

Figure 3

4. Upon successful submission of account request, an auto-generated email will be sent to your email with the account request info (ticket and link to track status).
   - Forward the auto-generated email and a copy of the completed DD2875 to MNCC
   - Process flow chart in Figure 4 outlines the account provisioning process

Figure 4

3. Navigating to the App
5. Navigate to Jupiter using the link https://jupiter.data.mil/#/. Figure 5 depicts the Jupiter homepage.

![Figure 5](image)

6. Select “Applications” from the navigation bar located at the top of the page, then select “Jupiter Analytics” – this will take you to the QLIK stream menu. Figure 6 depicts the applications menu.

![Figure 6](image)

7. Scroll down the list of stream options on the left side of the screen and select “Jupiter HCM Analytics Restricted”. Figure 7 depicts the Jupiter HCM Analytics Restricted stream.
8. Select USN MILPAY MONITORING. Figure 8 depicts the landing page for the USN MILPAY MONITORING application. Each icon represents a Sheet within the Application with tailored insights.
4. Navigating within the App

- The USN MILPAY Monitoring app has 9 sheets grouped into dropdown menus across the top. Users can toggle from one sheet to another using the buttons or the dropdowns across the top of the screen as shown below.

![Figure 9](image)

- Users can engage with each sheet in a variety of ways. Filters can segment the data once applied, visualizations/charts can be exported and additional features can be enabled by selecting various links. Depicted in Figure 10 are numerous ways to use tool.

![Figure 10](image)
5. Overview of App & App Sheets

6.1 APPLICATION OVERVIEW

- This sheet provides users with a general information, description of the report layout, and points of contacts for the application as shown in Figure 11. The Data Dictionary tab provides the various methodology and functions that were used in generating certain metrics within the application as shown in Figure 12.

![Figure 11](image1)

![Figure 12](image2)

6.2 SHEET OVERVIEW: MILPAY Summary
• This sheet provides summary pay information of assigned service members and how the Navy is addressing the primary Military Pay focus areas. Commanders and support staff can use the filters to navigate to their respective command or area of interest.

![Figure 13](image-url)

6.3 SHEET OVERVIEW: Enhanced Unit Commanders Financial Report (eUCFR)

• This sheet provides detailed pay information on assigned service members. Commanders and support staff can use the available tables to identify anomalous pay data and entitlements/allowances currently paid to each service member.
• Figure 14 provides helpful tips for navigating within the sheet.

![Figure 14](image-url)

**Key Notes**
"Records That Require Verification" identifies Service members with potentially anomalous data.

Net Pay Deviation will highlight in yellow when there is a greater/less than 10% deviation from month to month pay.

6.4 SHEET OVERVIEW: Basic Needs Allowance
This sheet provides detail level information to support the Basic Needs Allowance review. Each table allows for reviews of specific pay types by period and individual.

6.5 SHEET OVERVIEW: Debt Management

- This sheet provides summary and detailed analysis of service members with open and uncollected overpayments on their pay record. The sheet allows stakeholders to drill through the various levels of the organization and pay types to identify trends along with detailed data.

6.6 SHEET OVERVIEW: Pending Payments

- This sheet provides summary and detailed analysis of service members with open and uncollected overpayments on their pay record. The sheet allows stakeholders to drill through the various levels of the organization and pay types to identify trends along with detailed data.
pending one-time payments such as bonuses and final separation pay. The sheet allows stakeholders to drill through the various levels of the organization and pay types to identify trends along with detailed data.

![Figure 17](image)

### 6.7 SHEET OVERVIEW: Permanent Change of Status (PCS) Gains

- This sheet provides and in-depth analysis of service members currently in a PCS status. These service members have departed their previous duty station and their pay record does not reflect a complete in processing to the gaining duty station.

![Figure 18](image)

### 6.8 SHEET OVERVIEW: Suspended Status

- This sheet provides an in-depth analysis of service members who are currently in a
suspended pay status and could be a result of a pending separation or a failed exchange of data from the personnel system to the military pay system.

Figure 19

6.9 SHEET OVERVIEW: SELF SERVICE REPORT

- The Self Service Reporting feature allows users to generate custom reports for their specific needs.
- To generate a report, select at least one dimension and one measure.
- Once selected, the report will populate.
  - The type of visualization can be changed by selecting one of the icons across the top of the report.
- Figure 18 provides helpful tips for navigating within the sheet.

Figure 20
7 Appendix

7.1 Data Source

- Data sources and data tables used in developing the USN MILPAY Monitoring application: DJMS-AC

<table>
<thead>
<tr>
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<th>Source Table Name from DB</th>
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<td>fmddt.ufcr_uic_echelon_mapping</td>
</tr>
</tbody>
</table>

7.2 Helpful Information

- Jupiter accounts are deactivated after 120 days of no activity. Account reactivations will be provided through self-service tools.
- MNCC will conduct Quarterly validations for Civilian account holders.
- MNCC does have the ability to request access for other but this is NOT the prescribed process.
- MNCC still needs to verify ADVANA being on the white list.
- Account deletion will be handled in the same manner as request access.
## 8 Acronyms

Commonly used terms/acronyms within the UCFR

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSD/TSC</td>
<td>Personnel Support Detachment/ Transitional Support Center</td>
</tr>
<tr>
<td>BSO NAME</td>
<td>Budget Submitting Office</td>
</tr>
<tr>
<td>ECH 2</td>
<td>Echelon Type</td>
</tr>
<tr>
<td>YRS of SVC</td>
<td>Years of Service</td>
</tr>
<tr>
<td>DEPN Code</td>
<td>Dependent Code</td>
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<td>OHA</td>
<td>Overseas Housing Allowance</td>
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<tr>
<td>ADV OHA Suspended</td>
<td>Advanced Overseas Housing Allowance</td>
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<tr>
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<td>Cost of Living Allowance outside the Continental United States</td>
</tr>
<tr>
<td>CONUS COLA</td>
<td>Cost of Living Allowance within the Continental United States</td>
</tr>
<tr>
<td>BAS</td>
<td>Basic Allowance Subsistence</td>
</tr>
<tr>
<td>Meal DEDS</td>
<td>Meal Deductions</td>
</tr>
<tr>
<td>FSSA</td>
<td>Family Subsistence Supplemental Allowance</td>
</tr>
<tr>
<td>UIC STATE-</td>
<td>Unit Identification Code by State</td>
</tr>
<tr>
<td>FSA</td>
<td>Family Separation Allowance</td>
</tr>
<tr>
<td>FSA AGE CATEGORY</td>
<td>Number of days a member has received Family Separation Allowance</td>
</tr>
<tr>
<td>SPEC INCTV Pay-Special</td>
<td>Special Incentive Pay</td>
</tr>
<tr>
<td>STATUS</td>
<td>Duty Status</td>
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