How to Issue Fiscal Approval for an Animal Order Request

1. (Financial Approvers) Use your web browser and go to: rapqa.uc.edu/aops

2. Log in with your 6+2 UC user name and password. (use Bearcat17! For password during the testing phase)

3. Click on My Inbox. Then click on the order you are approving
4. Review the requested information from the submitter and Click on Issue Fiscal Approval.

5. Review the requested financial info submitted by the requestor and click ok to approve the request.
6. The order has now been approved and routed to LAMS for approval and processing.

7. If there are any issues with the request from the requestor, you can route the request back for additional info or cancel the request.