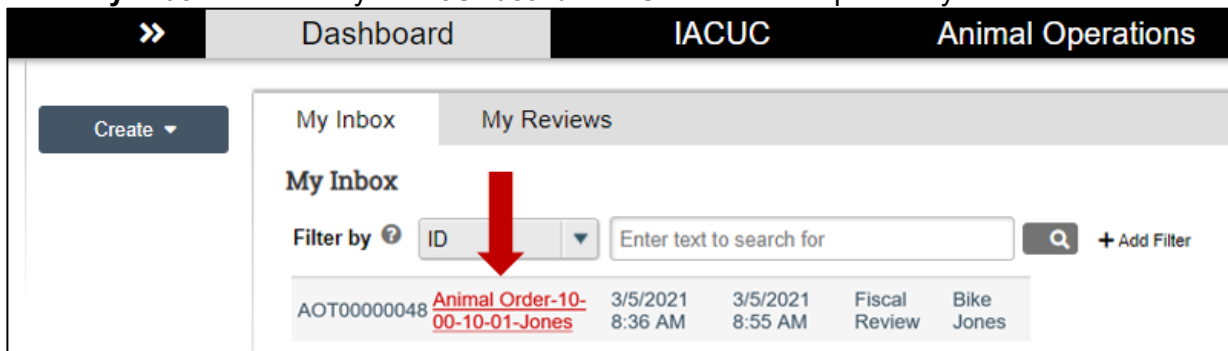


## How to Complete Fiscal Approval for an Animal Order

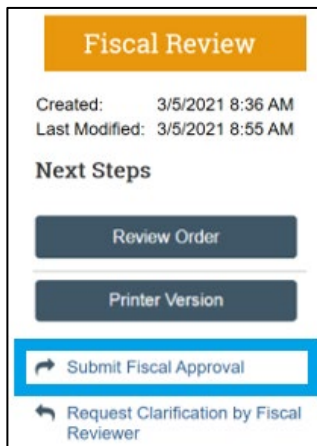
1. Log in to [RAP AOPS](#) with your UC credentials. Animal Requisitions pending review are available in the **My Inbox** section of your **Dashboard** tab. Click on the requisition you want to review.



The screenshot shows the 'Dashboard' tab with 'My Inbox' selected. A 'Create' button is on the left. The 'My Inbox' section has a 'Filter by' dropdown set to 'ID' and a search box. Below the filter is a table with one row:

ID	Requisition Name	Created	Last Modified	Category	Reviewer
AOT00000048	<a href="#">Animal Order-10-00-10-01-Jones</a>	3/5/2021 8:36 AM	3/5/2021 8:55 AM	Fiscal Review	Bike Jones

2. Select the **Submit Fiscal Approval** button.



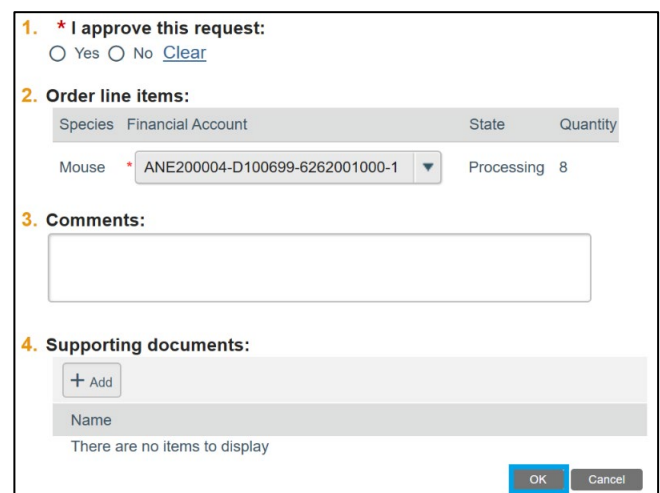
The 'Fiscal Review' page shows the following information:

- Fiscal Review** (Section Header)
- Created: 3/5/2021 8:36 AM
- Last Modified: 3/5/2021 8:55 AM
- Next Steps** (Section Header)
- Review Order (Button)
- Printer Version (Button)
- Submit Fiscal Approval** (Button, highlighted with a blue box)
- Request Clarification by Fiscal Reviewer (Button)

3. Answer the following questions:

- **I approve this request:** select **Yes** or **No**.
- **Order line items:** choose an account by clicking on the black arrow (▼).
- **Comments:** add if needed (not required)
- **Supporting documents:** add if needed (not required)

Once all information is complete and accurate, click the **OK** button. At this time, fiscal approval is complete, and the requisition has been routed to LAMS for review and processing.



The approval form contains the following sections:

- I approve this request:** Radio buttons for 'Yes' (selected) and 'No', with a 'Clear' link.
- Order line items:** A table with columns: Species, Financial Account, State, Quantity. One row is visible: Mouse, ANE200004-D100699-6262001000-1, Processing, 8.
- Comments:** A large text input field.
- Supporting documents:** An '+ Add' button and a table with a 'Name' column. Below the table, it says 'There are no items to display'.

Buttons for 'OK' and 'Cancel' are at the bottom right.