Updating Fiscal Approvers in AIRS

1. Log into AIRS with O-Key login information.

2. Go to the OKCorral Admin application.
3. Go to Fiscal Approvers.

4. Click on Add Fiscal Approver.

5. Type the user’s name who you wish to approve the fund(s) and then click the Look Up button.

6. Select the correct user out of the search results by clicking the Select link in their row.
7. Place a checkmark in any or all funds you wish for them to approve and then click the Save button above.

8. Clicking Save will take you back to the screen of all of the Fiscal Approvers you manage. Funds can have multiple Fiscal Approvers, so make sure to delete any previous approvers for funds that you no longer wish for them to approve.

9. Any changes made will be imported into OK Corral in the morning on the next business day.