How to Create a Per Diem Transfer

1. Log in to RAP AOPS with your UC credentials. Click on Animal Operations, then select the ID or Name of the active protocol from which the animals per diems are being transferred.

2. Select the Transfer/Export Animals button.

3. In the Basic Information section, select Animal Transfer for question 2 and select the appropriate fiscal approver in question 4. Press the Continue button to advance to the next section of the form.
4. In the **Transfer Information** section, answer the following questions then press the **Continue** button to advance to the next section of the form.

   a. **Select cage cards**: mark the checkbox of any barcodes that you want to transfer to another per diem account, then press the **Add All Checked** button.
   
   b. **Requested transfer date**: use the date you want the per diem transfer to take effect
   
   c. **Inter-campus transfer**: select based on your research needs
   
   d. **Have these animals undergone any tests or procedures?** The default answer is **No**. If you select **Yes**, you must describe previous tests and/or procedures in subsequent questions.

5. In the **Transfer Destination** section, select **No** for both questions then press the **Continue** button to advance to the next section of the form.
6. In the **Transfer Detail** section, answer the following questions then press the **Continue** button to advance to the next section of the form.
   
   a. **Are you transferring to another financial account?** Select **Yes**.
   b. **Select the destination financial account:** list the new per diem account here
   c. **Are you transferring these animals to another facility?** Select **Yes** or **No** based on your research needs. If you select **Yes**, you will be prompted to provide the destination facility in a subsequent question. **If the requested facility does not appear, contact LAMS@UC.EDU.**

   ![Transfer Details Screenshot](image)

7. In the **Transfer Group** section, respond to Question 3 (**Are you moving these animals to a new animal group**) with either **Yes** or **No**. If you select **Yes**, you will be prompted to select the destination animal group. Press the **Continue** button to advance to the next section of the form.

   ![Transfer Group Screenshot](image)
8. The last section of the form is the How Do I Submit? section, which includes information on how to submit your transfer. Press the Finish button to save changes, close the form, and return to the animal transfer workstation.

9. On the animal transfer workstation, select the Submit button on the left side of your screen to generate a popup window. You may optionally choose to provide comments, special instructions, or supporting documents. Press the OK button to submit your animal transfer form for fiscal review and approval.

You can review the status of a transfer in the top left corner of the screen (orange rectangle).

Status Types
- **Pre-Submission**: the transfer has not been submitted
- **Receiving PI Review**: the transfer has been submitted and is pending receiving PI approval
- **Fiscal Review**: the transfer has been sent to receiving PI’s financial person
- **Processing**: the financial person approved the transfer and has now been sent off to LAMS
- **Complete**: the transfer has been completed by LAMS