

# Identify Person Responsible for Billing in Accounting Services

In PeopleSoft Financial Production or Report:

Main Menu » Grants » Awards » Award Profile » Enter LSUNO » Enter Award # » Click Search

My Financials Home Grants **Health** Financials PRD

**Awards**

**Award Profile**

General Information

Project

Project Activity

Project Budgets

Monitor Awards

Departments

**Award Profile**

Enter any information you have and click Search. Leave fields blank for a list of all val

Find an Existing Value Keyword Search

▼ Search Criteria

Business Unit: begins with [ ]

Award ID: begins with [ ]

Description: begins with [ ]

Project: begins with [ ]

PI ID: begins with [ ]

Proposal ID: begins with [ ]

Customer ID: begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Click the Attribute Link at bottom of page.

NOTE: Post Award Administrator is listed on the main Award Profile screen, but the Biller Attribute is the most accurate location to find who the current responsible biller is.

My Financials Home Award Profile

New Window Help Personalize Page

Award Funding Resources Certifications Terms Milestones Key Words Funding Inquiry

Award ID [ ] Reference Award Number [ ] Federal Award Identification Number [ ]

Title [ ] Long Description [ ]

Award P [ ]

Sponsor [ ]

Post Award Administrator Roark, Wendy P

Purpose RSRCH

Status Accepted

Award Type Grant

CFDA 93.838

Proposal ID [ ]

Version ID [ ]

Start Date 09/01/2020

End Date 07/31/2025

View Contract View Proposal Additional Information Grant Administrator Sponsor Website

Primary Project PI [ ]

Associated Project Personalize Find | 21 First 1 of 1 Last

PC Business Unit	Project	Description
LSUNO	[ ]	[ ]

Go To: Sponsor Protocols **Attributes** Department Credit Notepad Award Modifications Supplement

Scroll in the Detail Box for the Biller Attribute.  
The person listed is the responsible biller for the project.

The screenshot shows the 'Award Profile' interface. At the top, there is a navigation bar with 'My Financials Home' and 'Award Profile'. Below this are tabs for 'Award', 'Funding', 'Resources', 'Certifications', 'Terms', 'Milestones', 'Key Words', 'Funding Inquiry', and 'Attributes'. The 'Attributes' tab is active. The main content area is divided into two columns: 'Award ID', 'Reference Award Number', and 'Award PI' on the left; 'Award Title', 'Primary Project PI' on the right. Below this is a 'Detail' section with a search bar and a list of attributes. One attribute is highlighted with a purple box: '\*Attribute Type' is 'BILLER' and 'Attribute Value' is 'Wendy'. The attribute is labeled 'Person Responsible for Billing'. At the bottom, there are navigation links: 'Go To: Sponsor', 'Protocols', 'Attributes', 'Department Credit', 'Notepad', and 'Award Modifications'.

To reach the responsible biller, please email the group email:

Sponsored Projects Accounting: [nosponproj@lsuhsc.edu](mailto:nosponproj@lsuhsc.edu)

Accounts Receivable & Billing: [spon\\_con@lsuhsc.edu](mailto:spon_con@lsuhsc.edu)

*Do not email the biller directly as you will risk a delayed response.*

**Accounting Service Staff List can be found here: [www.lsuhs.edu/administration/accounting/staff.aspx](http://www.lsuhs.edu/administration/accounting/staff.aspx)**