

Payroll CAN Auto-Fill

The NIH LMS Team is improving the training approval process in the LMS, effective **06/20/2014**. This new process will be called **Payroll CAN Auto-Fill** and here is what you need to know:

- All Federal employees have a default Common Accounting Number (CAN) assigned to a field named “Account Code” in their LMS profile; these are carried over from the payroll CAN in CAPHR.
- All **approved training orders** without a CAN number will automatically have this default CAN number added to the training order the following night. This default CAN will be charged the price of the approved training class.
- An administrative note will also be added in the LMS that states: “The CAN note below was entered by an automated process. If this CAN is incorrect, you must drop this enrollment and re-register the student.” It will appear as Created By “Automated NIH_Process.”
- A CAN note will also appear on the order, listing the default CAN used.
- The CAN number is included in the training order obligation that is sent to the NIH Business System (NBS) that same night.
- You cannot change the CAN number on an approved order; the Learner must be dropped, then re-registered.

Final Approvers can avoid this Payroll CAN Auto-Fill process by ensuring that a CAN is included on the order before approving it. If you need more information about approving orders please visit the LMS Support Page, [Managing Orders Tip Sheets](#) section.

~ **NIH LMS Team**

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