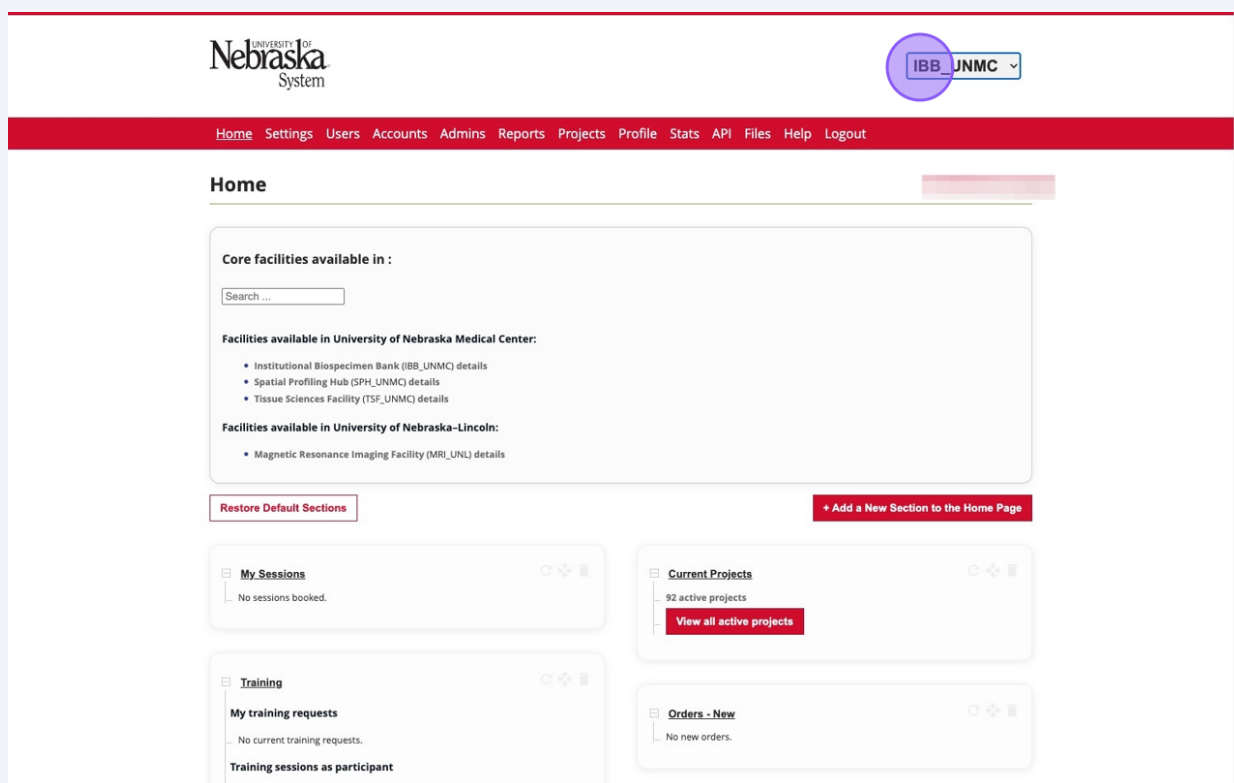


Cost Object Usage and Authorizations (For PIs and Financial Account Managers)

1 Navigate to <https://ppms.us/unebraska/start>

2 Select any core facility



3 Click "Group/Account Management"

The screenshot shows the top navigation bar of the PPMS for the Institutional Biospecimen Bank - IBB_UNMC. The navigation bar includes links for Home, Order, Documents, Reports, Publications, Profile, and Logout. The 'Group/Account Management' link is highlighted with a purple circle. Below the navigation bar, there is a yellow banner with the text 'Welcome Document' and a link to 'see details'. The main content area is titled 'Home' and contains several sections: 'Order a service or a consumable:' with a dropdown menu and an 'order' button; 'Report a Publication' with a text area and a 'Report a publication' button; 'Orders - New' with a text area and a 'No new orders on this core.' message; 'Orders - Accepted' with a text area and a 'No new orders on this core.' message; 'Quotes' with a text area and a 'No new quotes on this core.' message; 'Financial account and authorization requests' with a text area and a 'You do not have any pending requests.' message; and 'My Order History' with a text area and a 'No new orders on this core.' message.

4 Go to "Financial Account management" section

The screenshot shows the 'Financial Account management' section of the PPMS for the Institutional Biospecimen Bank - IBB_UNMC. The navigation bar includes links for Home, Order, Documents, Reports, Publications, Profile, and Logout. The 'Group/Account Management' link is highlighted with a purple circle. The main content area is titled 'Financial Account management' and contains several sections: 'My managed accounts' with a table of accounts; 'Authorizations for sets of financial accounts' with a 'show' button; 'Financial transaction review' with a 'Review financial transactions related to the accounts you manage:' text and a 'Financial transaction review' button; 'Invoices' with a 'none' message; and 'Group and users' with a 'Group' dropdown menu and a 'Default account number:' text.

account number	account type	author	start	end
	NU Internal (SAP)		no date	no date
	NU Internal (SAP)		no date	no date

5

If you have management rights for cost objects in Stratocore PPMS, they will be listed under "My managed accounts"

University of
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Medical Center

PPMS for the Institutional Biospecimen Bank - IBB_UNMC

Home Order Documents Reports Publications Profile Logout

Group/Account Management

Financial Account management

My managed accounts

account number	account type	author	start	end
	NU Internal (SAP)		no date	no date
	NU Internal (SAP)		no date	no date

Authorizations for sets of financial accounts

show

Financial transaction review

Review financial transactions related to the accounts you manage:

Financial transaction review

Invoices

none

Group and users

Group

- Default account number:

change

6 Click the account number for more information

UNIVERSITY OF
Nebraska
Medical Center

PPMS for the Institutional Biospecimen Bank - IBB_UNMC

Home Order Documents Reports Publications Profile Logout

Group/Account Management

Financial Account management

My managed accounts

account number	account type	author	start	end
	NU Internal (SAP)		no date	no date
	NU Internal (SAP)		no date	no date

Authorizations for sets of financial accounts

[show](#)

Financial transaction review

Review financial transactions related to the accounts you manage:

[Financial transaction review](#)

Invoices

none

Group and users

Group

- Default account number:
- [change](#)

7 Review the cost object information, including Profiles (users, groups, and projects) that can use the account

Home Order Documents Reports Publications Profile Logout

Group/Account Management

Start date:
no start date [add one](#)

Expiration date:
no expiration date [add one](#)

Active:
☒

[Save](#)

[Return to account management page](#)

Profiles (Users, Groups and Projects) using account

[show](#)

Managers of account

[show](#)

Authorizations of account

For	Priority	activation date	expiration date	made by	Comments	
group affiliation	5					edit deactivate
group affiliation	5					edit deactivate

[Create a new authorization](#)

Show authorizations history:
☐

Audit log - account

[show](#)

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8

Projects, users, and groups will show in this section

[Home](#) [Order](#) [Documents](#) [Reports](#) [Publications](#) [Profile](#) [Logout](#)

Group/Account Management

Expiration date:
no expiration date [add one](#)

Active:
☒

Save

[Return to account management page](#)

Profiles (Users, Groups and Projects) using account [\[redacted\]](#)

Projects using account [\[redacted\]](#)

Project name	Status
[redacted]	approved
[redacted]	approved

Users using account [\[redacted\]](#)

User name	Status
[redacted]	approved

Managers of account

[show](#)

Authorizations of account [\[redacted\]](#)

For	Priority	activation date	expiration date	made by	Comments	
group [redacted]	5			[redacted]		edit deactivate
group [redacted]	5			[redacted]		edit deactivate

Create a new authorization

Show authorizations history:
☐

Audit log - account [\[redacted\]](#)

9 Click "show" to see Mangers of the account

[Home](#) [Order](#) [Documents](#) [Reports](#) [Publications](#) [Profile](#) [Logout](#)

Group/Account Management

Expiration date:
no expiration date [add one](#)

Active:
☒

Save

[Return to account management page](#)

Profiles (Users, Groups and Projects) using account

Projects using account

Project name	Status
	approved
	approved

Users using account

User name	Status
	approved

Managers of account

show

Authorizations of account

For	Priority	activation date	expiration date	made by	Comments		
group affiliation	5					edit	deactivate
group affiliation	5					edit	deactivate

Create a new authorization

Show authorizations history :
☐

Audit log - account

10 Click "Authorizations of account" to see all authorizations

[Home](#) [Order](#) [Documents](#) [Reports](#) [Publications](#) [Profile](#) [Logout](#)

Group/Account Management

Name	Email	Made By	Made Date		
			Aug 20 2025	edit	deactivate
			Sep 03 2025	edit	deactivate
			Aug 22 2025	edit	deactivate

Create a new Manager

Show description :
☐

Show managers history :
☐

Authorizations of account


For	Priority	activation date	expiration date	made by	Comments		
group affiliation	5					edit	deactivate
group affiliation	5					edit	deactivate

Create a new authorization

Show authorizations history :
☐

Audit log - account

show

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11 Click "show" to see the *Audit log* for the account

[Home](#) [Order](#) [Documents](#) [Reports](#) [Publications](#) [Profile](#) [Logout](#)

Group/Account Management

Name	Email	Made By	Made Date	
			Aug 20 2025	edit deactivate
			Sep 03 2025	edit deactivate
			Aug 22 2025	edit deactivate

Create a new Manager

Show description :
☐

Show managers history :
☐

Authorizations of account


For	Priority	activation date	expiration date	made by	Comments	
group affiliation	5					edit deactivate
group affiliation	5					edit deactivate

Create a new authorization

Show authorizations history :
☐

Audit log - account

show

 STRATOCORE PPMS release 20790 (RC9.2/ebfd)