

SOP: Viewing Invoices in PPMS

Audience: Users with Group/Account Management Rights in PPMS

Purpose: To review and download invoices billed to your accounts or managed group in Stratocore PPMS.

1

Log In to PPMS

- Navigate to <https://ppms.us/unebraska/?userview=yes>.
- Select a core facility and log in with your credentials.

Start page

Search ...

Facilities available in University of Nebraska Medical Center:

- Advanced Microscopy and Image Analysis (AMCF_UNMC) details
- Animal Behavior Core (ABC_UNMC) details
- Flow Cytometry Research Facility (FCRF_UNMC) details
- Genomics Core Facility (GCF_UNMC) details
- Institutional Biospecimen Bank (IBB_UNMC) details
- Multimicr Mass Spectrometry (MMS_UNMC) details
- Spatial Profiling Hub (SPH_UNMC) details
- **Tissue Sciences Facility (TSF_UNMC) details**

Facilities available in University of Nebraska-Lincoln:

- Magnetic Resonance Imaging Facility (MRI_UNL) details

My PPMS dashboard:

- My PPMS: for an overview of your activity and pending requests system-wide (on all facilities).

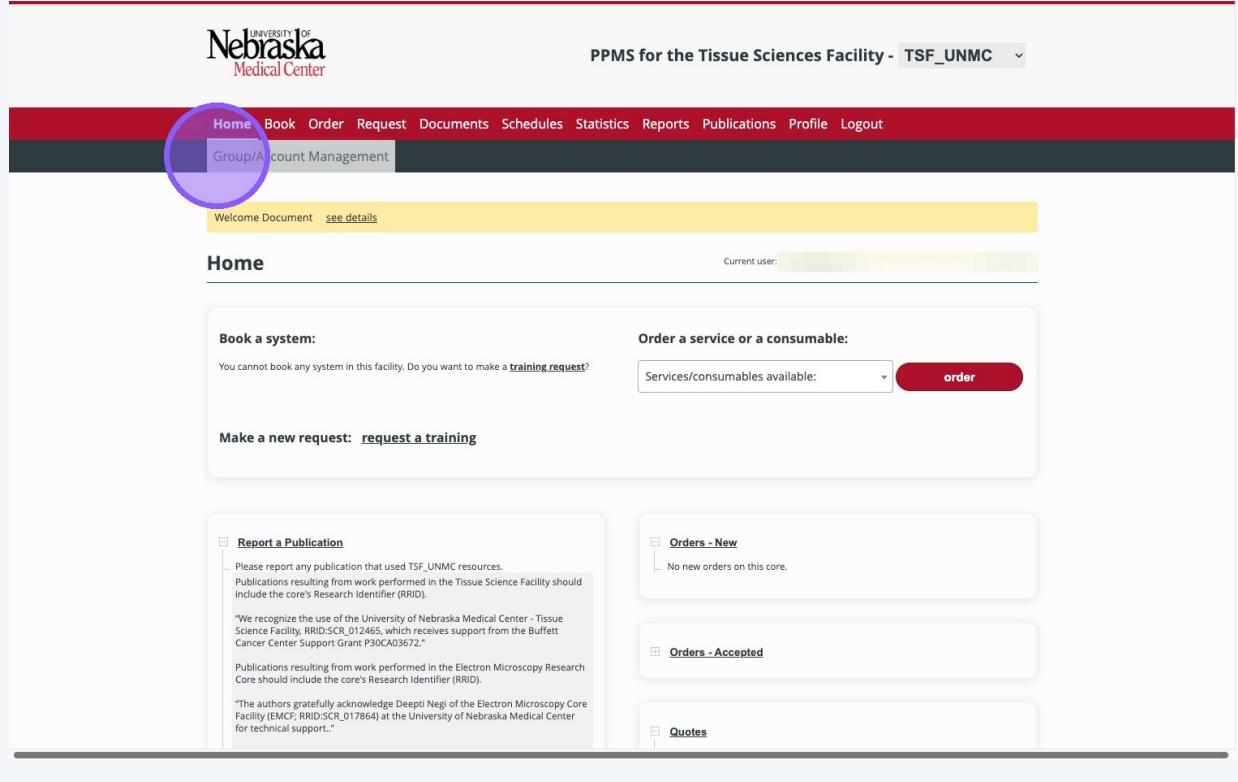
You can use the links above to access directly these facilities.

Note:

If you have not used the system for more than 320 minutes, you will automatically log-out and you may be redirected to this page. Also, if your browser does not accept 'cookies' you will be redirected here.

2 Access Group/Account Management

- Click **Group/Account Management** tab.
- Note: *This tab is visible only if you have group/account management rights in PPMS.*



The screenshot shows the PPMS (Pathology and Phenotype Management System) interface for the Tissue Sciences Facility (TSF_UNMC). The top navigation bar includes links for Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, and Logout. The 'Group/Account Management' tab is highlighted with a purple circle. A yellow banner at the top displays a 'Welcome Document' with a 'see details' link. The main content area is titled 'Home' and contains sections for 'Book a system', 'Order a service or a consumable', and 'Make a new request'. Below these are four informational boxes: 'Report a Publication', 'Orders - New', 'Orders - Accepted', and 'Quotes'. The 'Report a Publication' box contains text about reporting publications using TSF_UNMC resources and includes a link to 'request a training'. The 'Orders - New' box states 'No new orders on this core.' The 'Orders - Accepted' box is currently empty. The 'Quotes' box is also currently empty.

3 View and Download Invoices

- Scroll to the **Invoice** section.
- Review invoices billed to your accounts or managed group.
- Select the invoice of interest to **view and download** for your records.
- *Note: Core facilities may also send invoices via email.*

Home Book Order Request Documents Schedules Statistics Reports Publications Profile Logout

Group/Account Management

3112090001	NU Internal (SAP)	Vice Chancellor Research	no date	no date
	NU Internal (SAP)	Institutional Research Resource Office	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 ":-unmc" (Lab)

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

If any of these account numbers are incorrect and/or need to be changed, and if any user need to be deactivated because the user left, please contact: TSF_UNMC facility, email:issues@facility@unmc.edu, phone:402-559-5123.

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4 Additional Options on This Page

- View and select the financial accounts you manage.
- Review financial transactions.
- Review group and users for the lab group you manage and update their default account number if needed.

The screenshot shows a web-based application interface for financial account management. At the top, the Nebraska Medical Center logo is visible, followed by the text "PPMS for the Tissue Sciences Facility - TSF_UNMC". A red navigation bar contains links for Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, and Logout. Below this is a dark grey header bar with the text "Group/Account Management". The main content area is titled "Financial Account management". It features a table titled "My managed accounts" with columns for account number, account type, description, author, start, and end. Two entries are listed: "NU Internal (SAP)" and "NU Internal (SAP)". Below this is a section titled "Authorizations for sets of financial accounts" with a "show" link. A "Financial transaction review" section follows, containing a "Review financial transactions related to the accounts you manage:" link and a red "Financial transaction review" button. The "Invoices" section is shown with the text "none". The "Group and users" section includes a "Group" dropdown set to "unmc" and a "Lab" checkbox. A note at the bottom of this section says "Default account number".