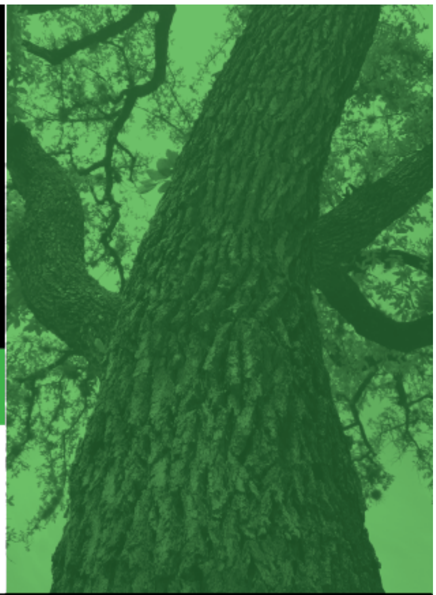
ASCENDER GUIDES



Manage user profiles

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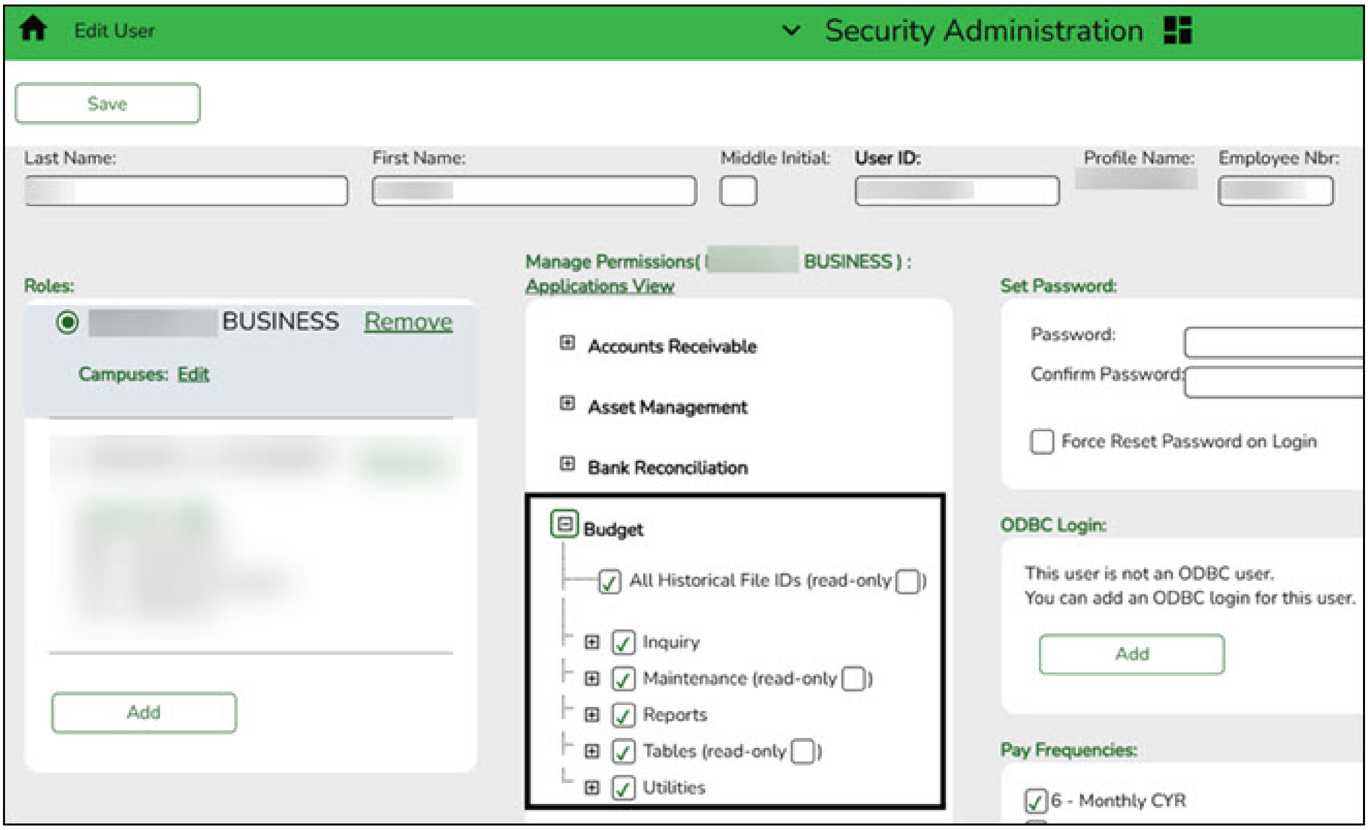
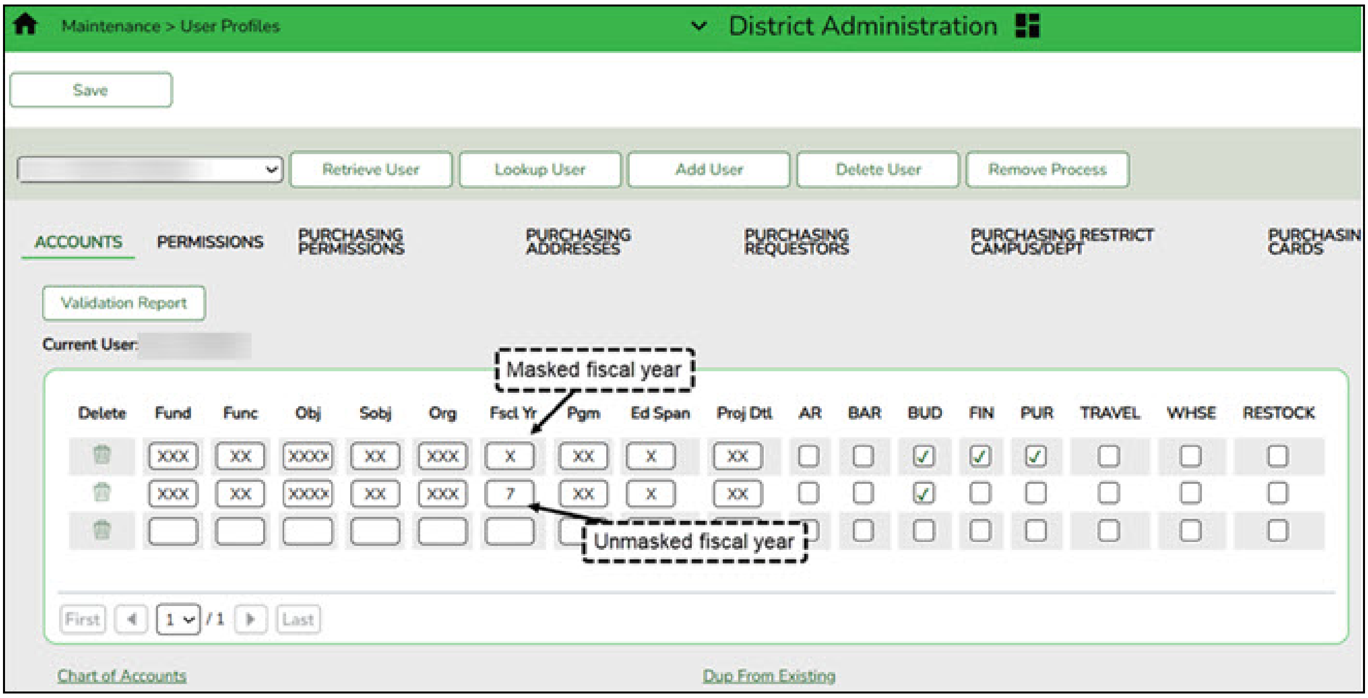
Manage user profiles

Ensure that the user profiles are correctly set up for Budget use in Security Administration and District Administration.

❏ Create and manage users on the Security Administration > Manage Users > Create/Edit User page.

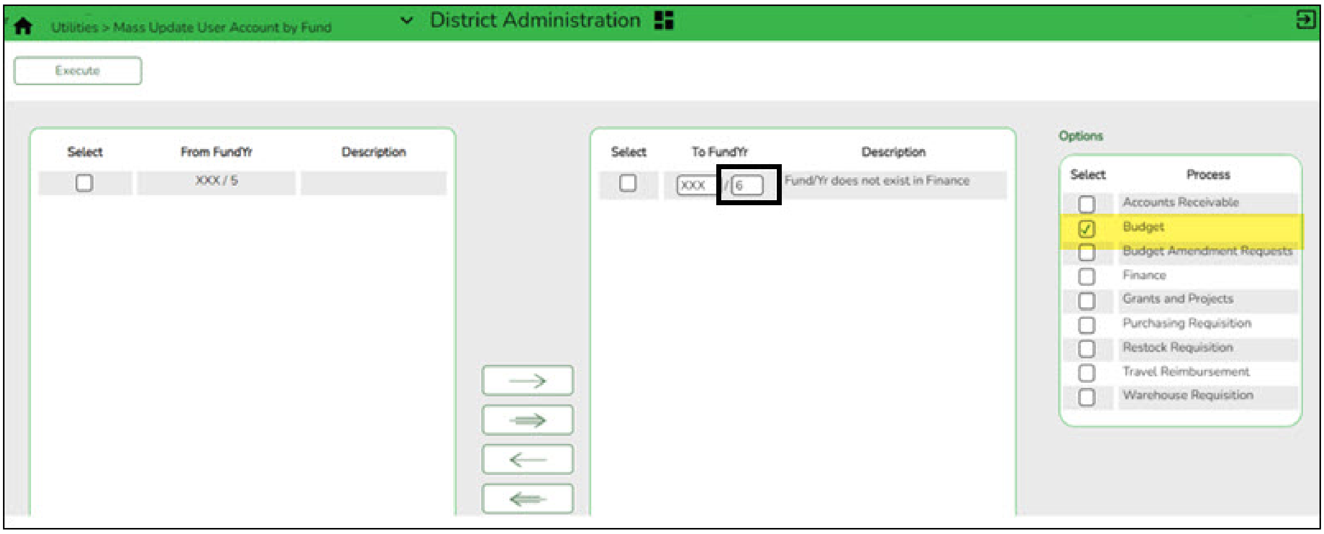


❏ Set up user profiles on the District Administration > Maintenance > User Profiles > Accounts tab.



❑ Use one of the following options to update the user account codes:

- **Option 1** - It is recommended to mask (X) the **Fscl Yr** (fiscal year) field on the user profile. A masked fiscal year on the account code allows the user to access all account code fiscal years (if the user has access to the account code) and alleviates the task of updating the fiscal year each new fiscal year.
- **Option 2** - Depending on the LEA's restriction procedures, manually update the **Fscl Yr** (fiscal year) field for each user profile to reflect the new fiscal year. Entering a fiscal year limits access to other fiscal year data.
- **Option 3** - Run the District Administration > Utilities > Mass Update User Account by Fund utility to update multiple users by fund.



❑ Under **Options**, select **Budget**.

❑ Use the arrow buttons to move the fund/year accounts to be mass updated from the left side to the right side of the page.

❑ Click **Execute**. A message is displayed indicating that the mass update was successfully completed.