



## Manage user profiles



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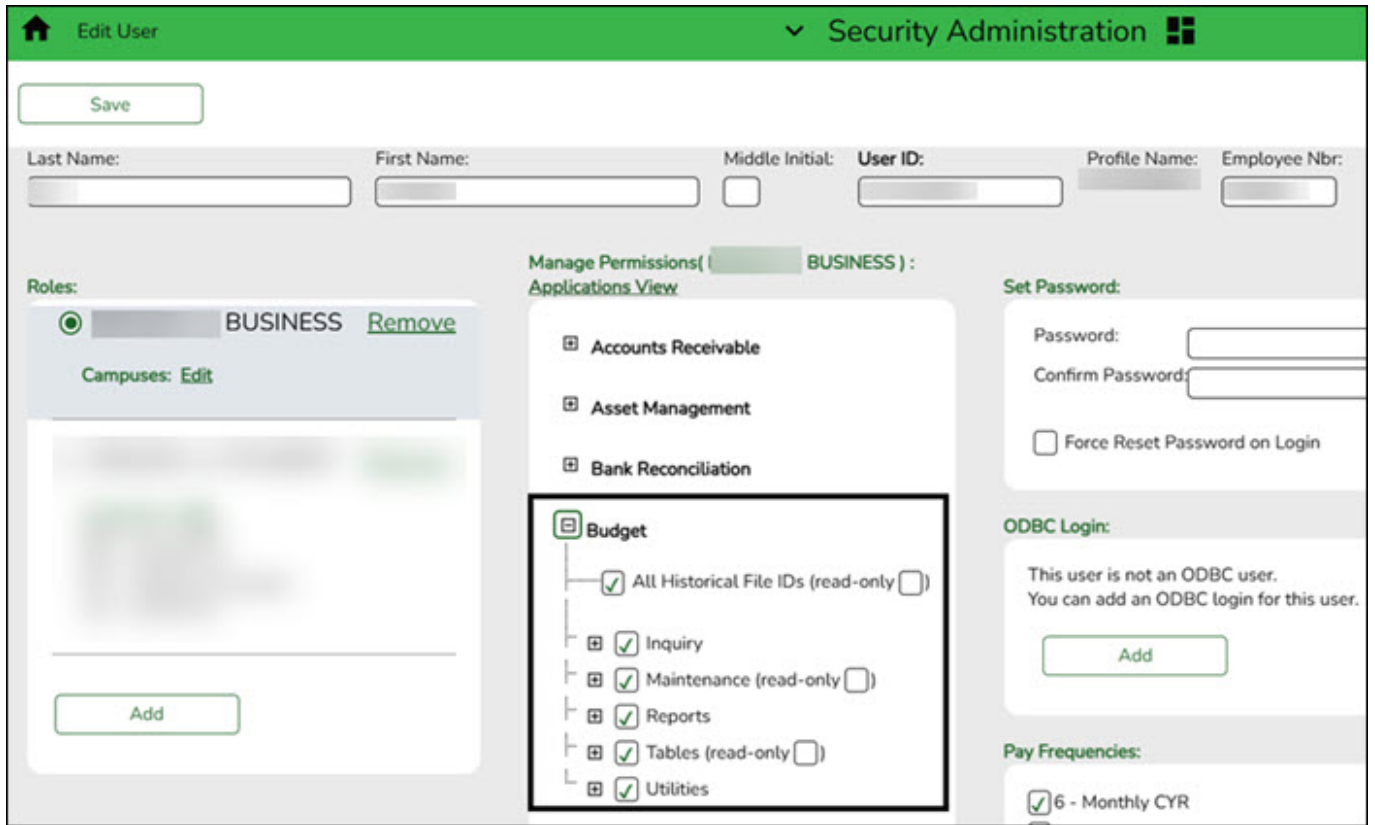
**Manage user profiles** ..... i



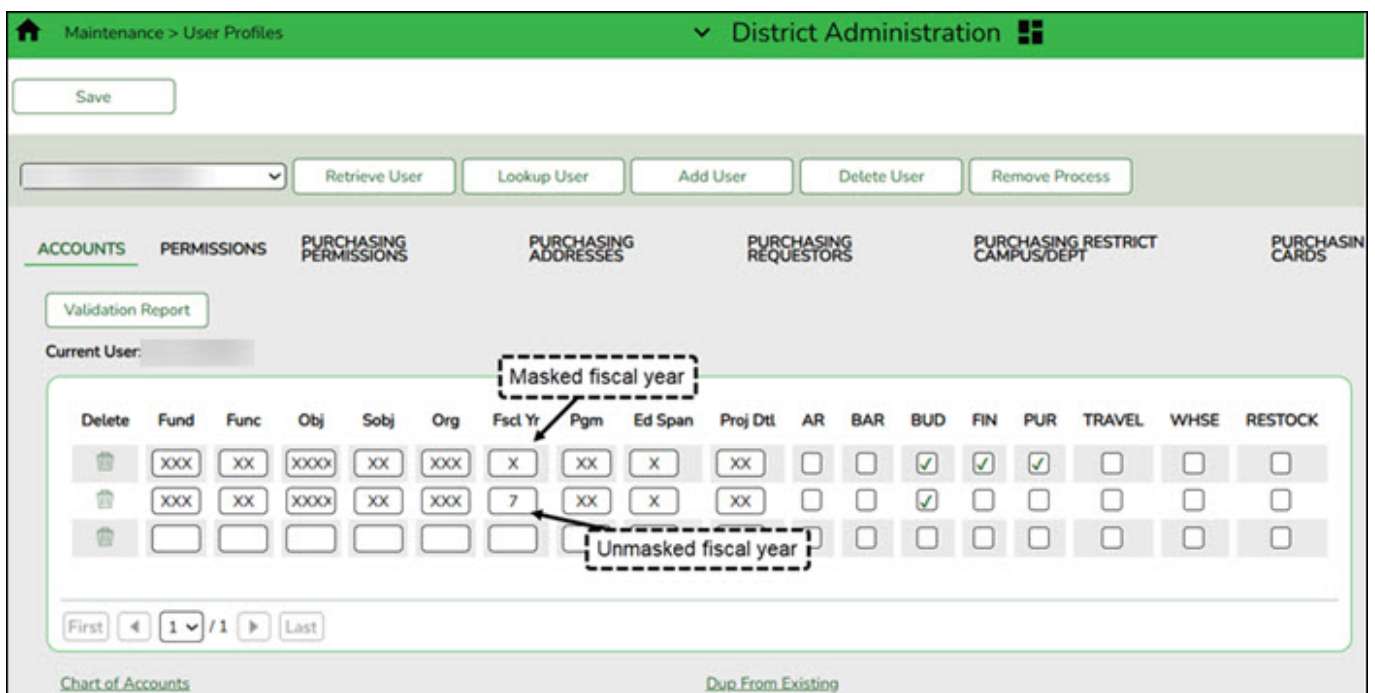
# Manage user profiles

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 **Fsc1 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 **Fsc1 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.

The screenshot shows the 'Mass Update User Account by Fund' utility interface. At the top, there is a breadcrumb trail: 'Utilities > Mass Update User Account by Fund' and a dropdown menu set to 'District Administration'. Below this is an 'Execute' button. The main area is divided into two tables and an 'Options' panel.

The left table has columns: 'Select', 'From Fund/Yr', and 'Description'. It contains one row with a checkbox, 'XXX / 5', and an empty description.

The right table has columns: 'Select', 'To Fund/Yr', and 'Description'. It contains one row with a checkbox, 'XXX / 6', and the description 'Fund/Yr does not exist in Finance'. The '6' in the 'To Fund/Yr' field is highlighted with a red box.

Between the two tables are four arrow buttons: a right-pointing arrow, a double right-pointing arrow, a left-pointing arrow, and a double left-pointing arrow.

The 'Options' panel on the right has columns: 'Select' and 'Process'. It lists several options:
 

- Accounts Receivable
- Budget
- Budget Amendment Requests
- Finance
- Grants and Projects
- Purchasing Requisition
- Restock Requisition
- Travel Reimbursement
- Warehouse Requisition

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.