



## Manage user profiles



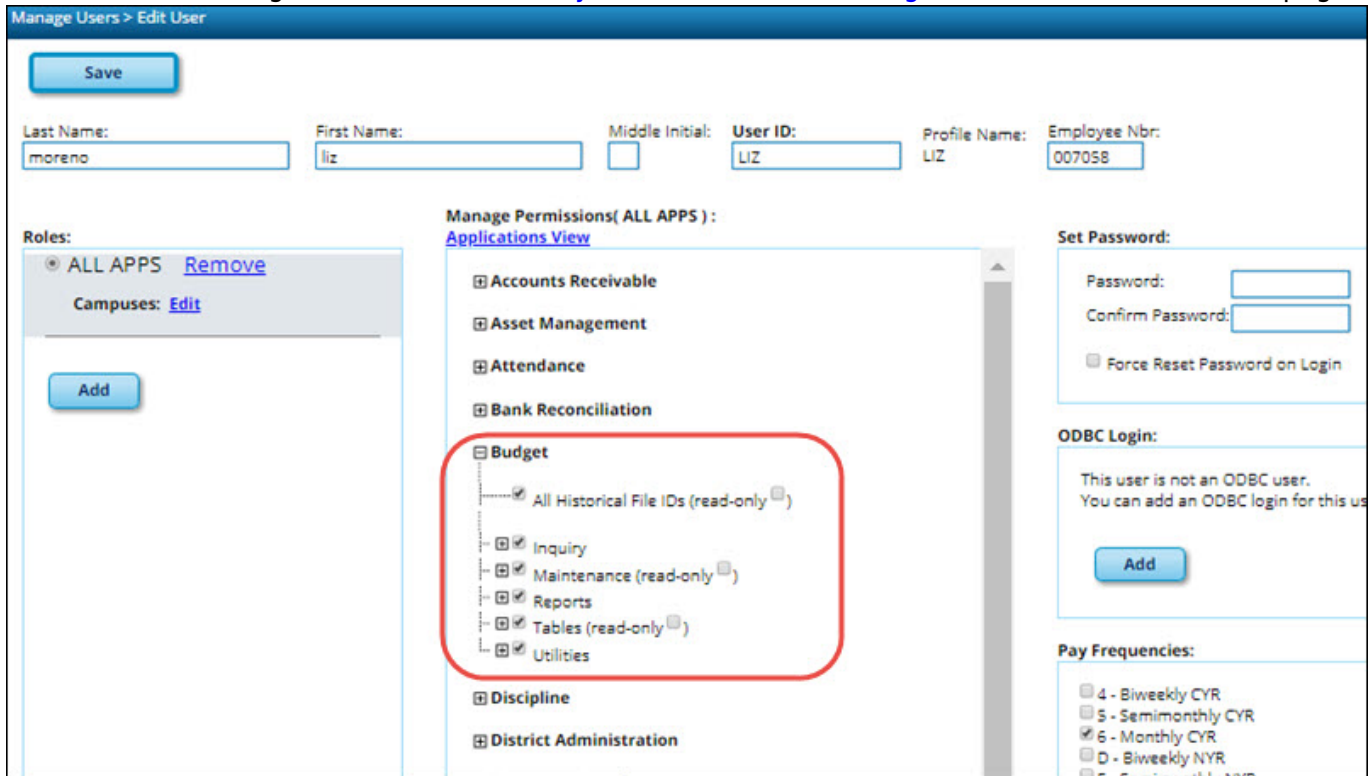
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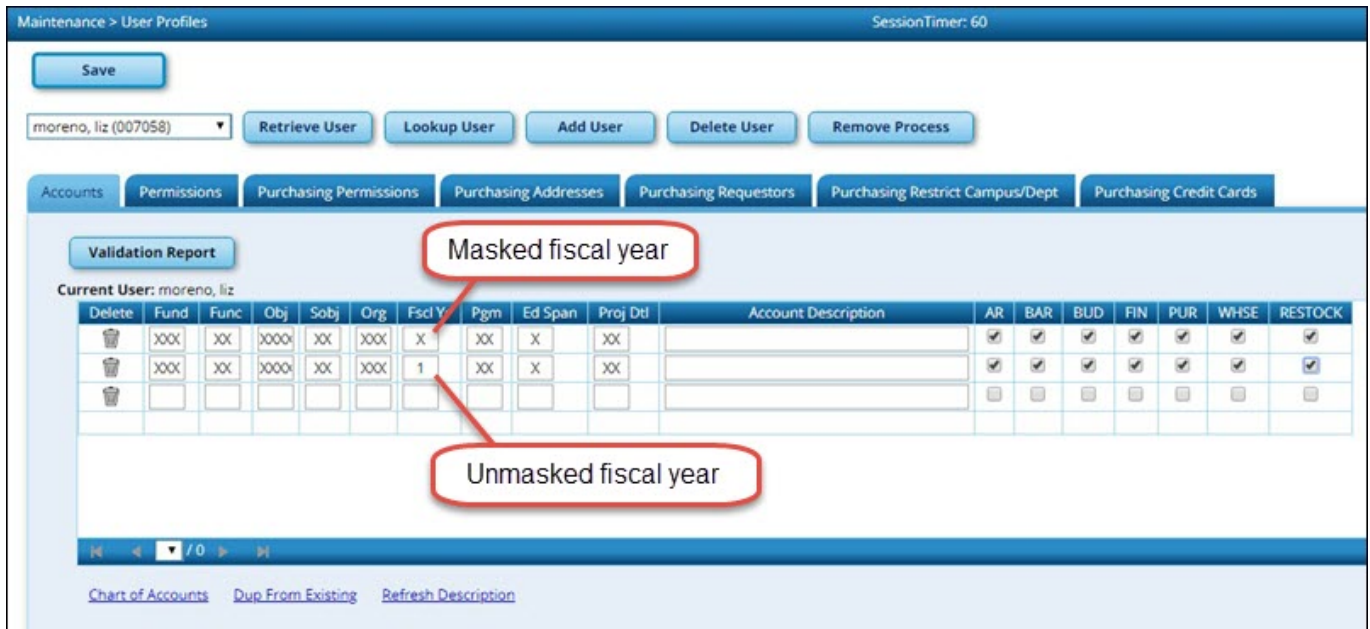


Ensure that the user profiles are correctly set up for Budget use in Security Administration and District Administration.

☐ 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 **FscY** (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 **FscY** (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.

Utilities > Mass Update User Account by Fund SessionTimer: 59 min and 49 sec

Select	From FundYr	Description
<input type="checkbox"/>	199 0	GENERAL OPERATING FUND
<input type="checkbox"/>	211 0	TITLE I IMPROVE BASIC PROGRAMS

→

Select	To FundYr	Description
<input type="checkbox"/>	199 1	GENERAL OPERATING FUND
<input type="checkbox"/>	211 1	TITLE I IMPROVE BASIC PROGRAMS

**Options**

Select	Process
<input type="checkbox"/>	Accounts Receivable
<input checked="" type="checkbox"/>	Budget
<input type="checkbox"/>	Budget Amendment Requests
<input type="checkbox"/>	Finance
<input type="checkbox"/>	Purchasing Requisition
<input type="checkbox"/>	Restock Requisition
<input type="checkbox"/>	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.