



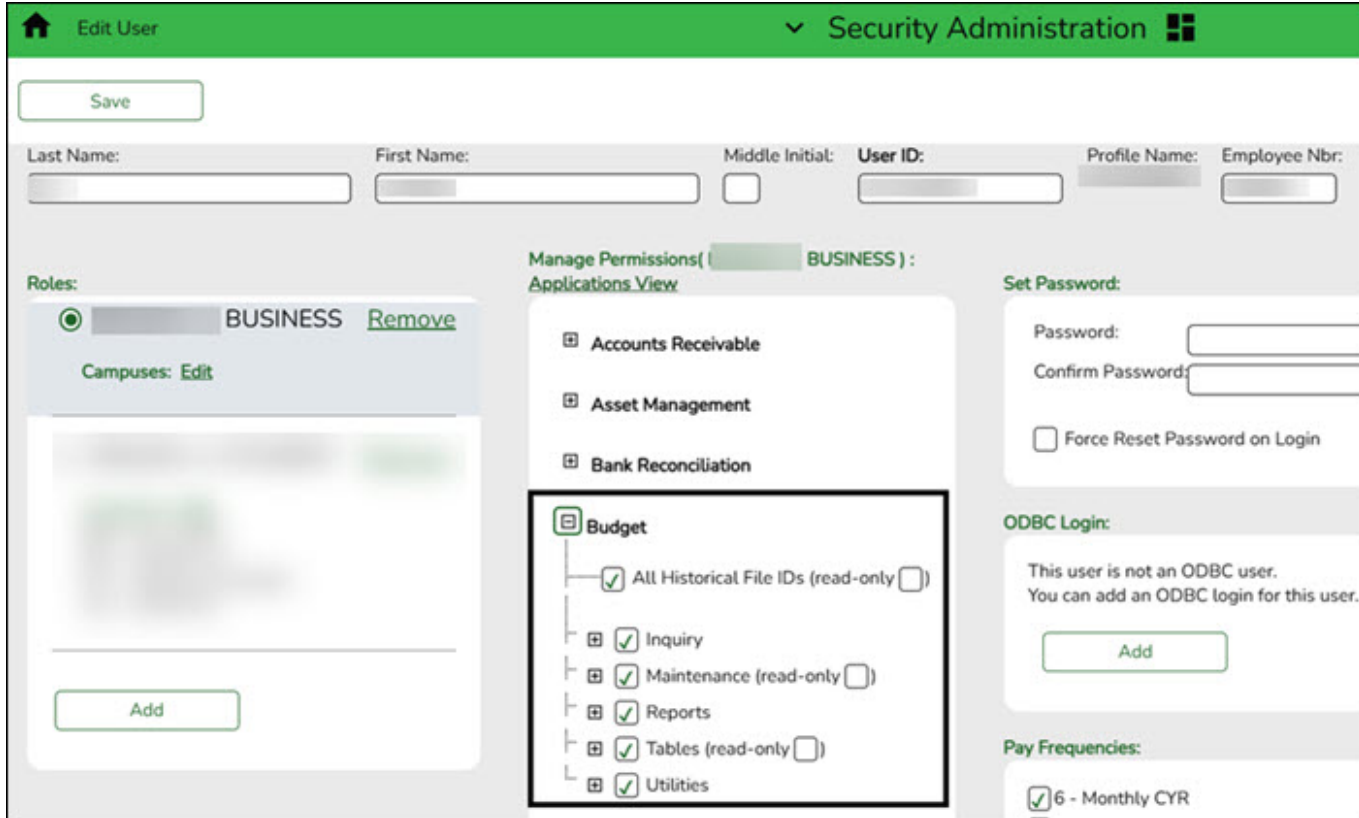
Manage user profiles

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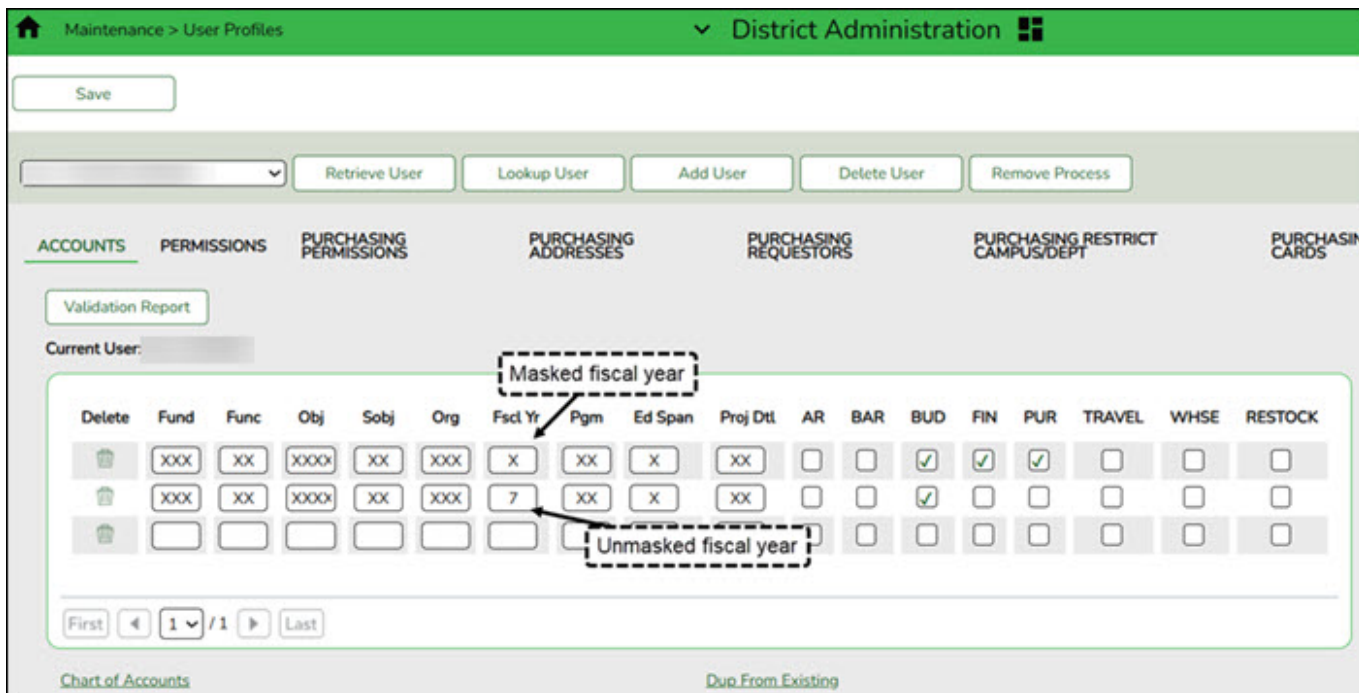
Manage user profiles i

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 **FscI 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 **Fsci 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 green header with a home icon, the breadcrumb 'Utilities > Mass Update User Account by Fund', and a dropdown menu set to 'District Administration'. Below the header is an 'Execute' button. The main area contains two tables and an 'Options' panel.

Select	From Fund/Yr	Description
<input type="checkbox"/>	XXX / 5	

Select	To Fund/Yr	Description
<input type="checkbox"/>	XXX / 6	Fund/Yr does not exist in Finance

Between the 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 the following items:

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"/>	Grants and Projects
<input type="checkbox"/>	Purchasing Requisition
<input type="checkbox"/>	Restock Requisition
<input type="checkbox"/>	Travel Reimbursement
<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.