



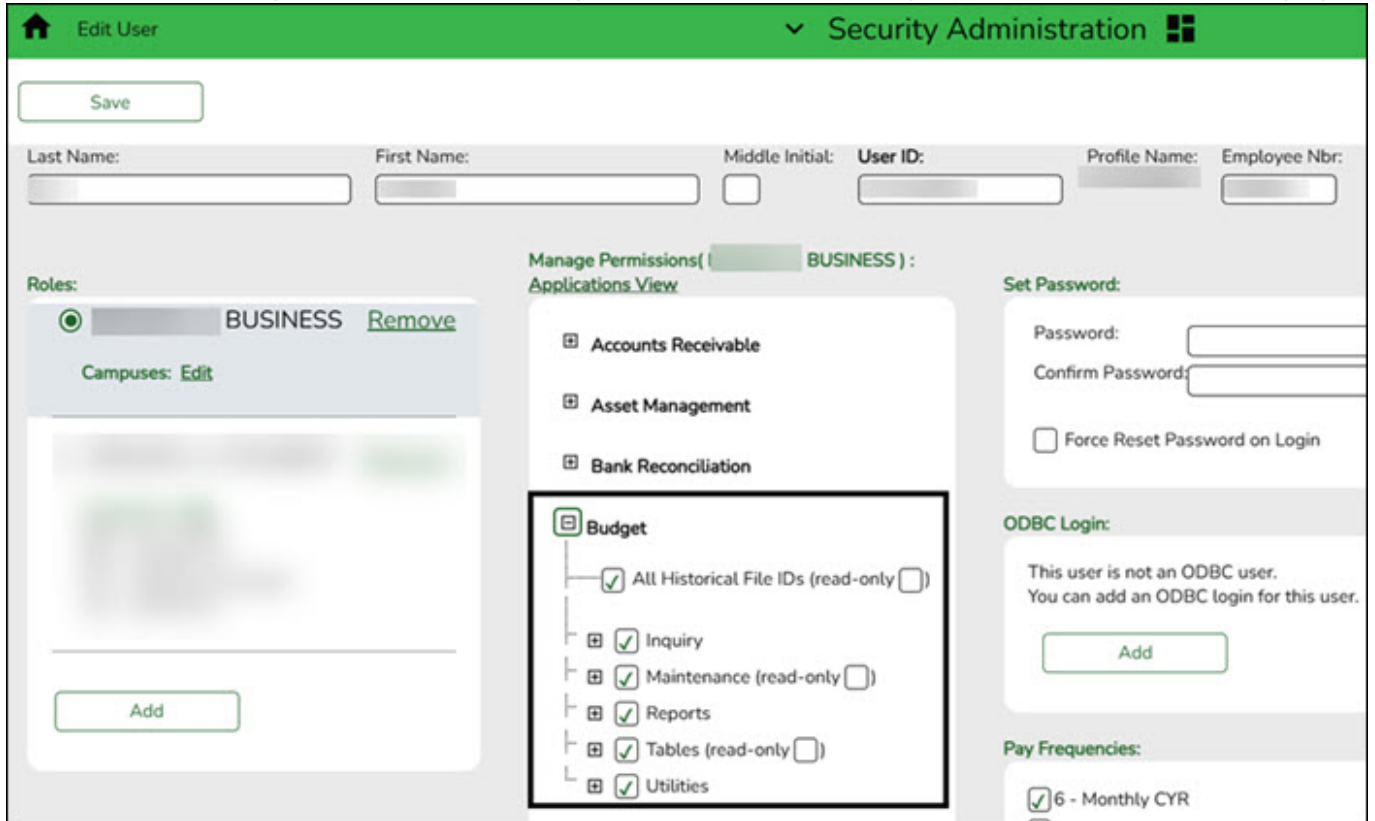
Manage user profiles

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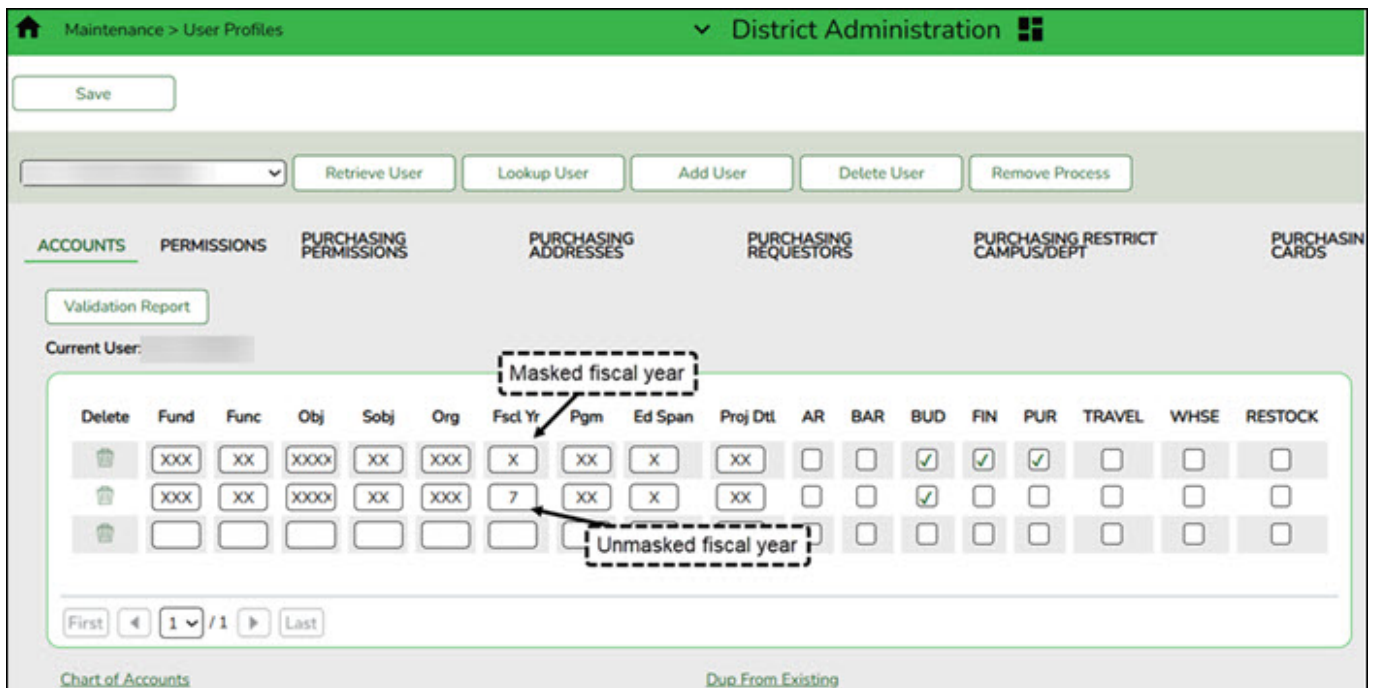
Manage user profiles i

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 **Fscf 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 'Utilities > Mass Update User Account by Fund' and 'District Administration'. Below the header is an 'Execute' button. The main area contains two tables for moving fund/years from left to right. The left table has columns 'Select', 'From FundYr', and 'Description'. It contains one row with a checkbox, 'XXX / 5', and an empty description. The right table has columns 'Select', 'To FundYr', 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 right table is highlighted with a red box. Below the tables are four arrow buttons for moving items. On the right, an 'Options' panel lists various processes, with 'Budget' selected and highlighted in yellow. The 'Options' panel also has a 'Select' column and a 'Process' column.

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.