



Update user accounts

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Update User Accounts

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Mass update all account codes assigned to specific years. The fund/year does not need to exist on the [Finance > Tables > Account Codes > Fund](#) tab. If the fund/year exists in the table, but the **Fund Description** field is blank, or if the fund/year does not exist in the table, the following message is displayed in the **To Fund/Yr Description** field: "Fund/Yr does not exist in Finance." The process will run correctly regardless of this message.

Utilities > Mass Update User Account by Fund SessionTimer: 59 min and 13 sec

| Select | From Fund/Yr | Description |
|-------------------------------------|--------------|-------------------|
| <input checked="" type="checkbox"/> | 199 / 0 | GENERAL OPERATING |
| <input checked="" type="checkbox"/> | 461 / 0 | |
| <input checked="" type="checkbox"/> | 865 / 0 | |

| Select | To Fund/Yr | Description |
|-------------------------------------|------------|-------------|
| <input checked="" type="checkbox"/> | 199 / 1 | |
| <input checked="" type="checkbox"/> | 461 / 1 | |
| <input checked="" type="checkbox"/> | 865 / 1 | |

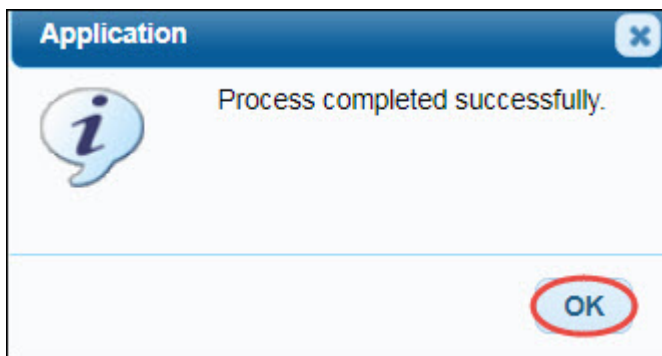
Options

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

Select the fund/years to be updated. Use the arrow buttons to move the fund/years from the left side to the right side of the page.

Under **Options**, select the processes to be included.

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



Click **OK** to close the message box.