



## 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

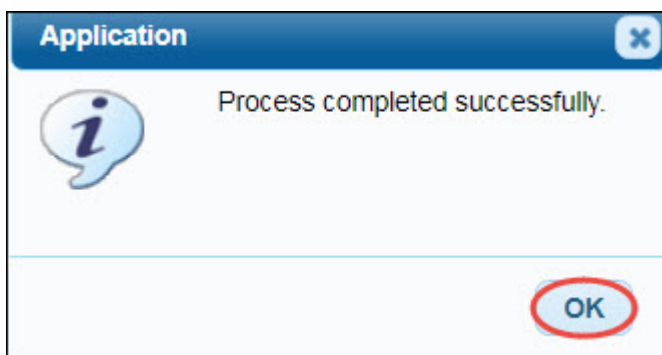
Select	From Fund/Yr	Description
<input checked="" type="checkbox"/>	199 / 0	GENERAL OPERATING
<input checked="" type="checkbox"/>	461 / 0	
<input checked="" type="checkbox"/>	865 / 0	

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.