



## 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.

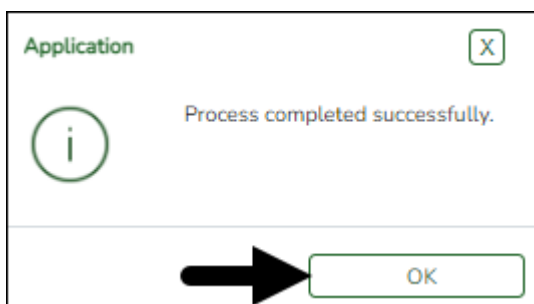
The screenshot shows the 'Mass Update User Account by Fund' utility interface. At the top, there is a navigation bar with 'District Administration' and a home icon. Below the navigation bar, there is an 'Execute' button with a black arrow pointing to it. The main area contains two tables for selecting fund/years to update. The left table has columns 'Select', 'From Fund/Yr', and 'Description'. The right table has columns 'Select', 'To Fund/Yr', and 'Description'. An 'Options' panel on the right lists various processes to be included. Arrow buttons are used to move items between the tables.

Select	From Fund/Yr	Description
<input type="checkbox"/>	865 / 5	STUDENT ACTIVITY FUND
<input type="checkbox"/>	XXX / 5	

Select	To Fund/Yr	Description
<input type="checkbox"/>	865 / 6	STUDENT ACTIVITY ACCOUNT
<input type="checkbox"/>	XXX / 6	Fund/Yr does not exist in Finance

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



To avoid any system issues related to roles, be sure to keep Business and Student roles separate and ensure that Business roles do not have campuses assigned.

You can generate the [Security Administration > Reports > List of Users by Permission](#) report to review user details such as the last login date and then modify as needed.