



Set up user profiles

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Establish user profiles and assign the accounts to be used in Purchasing.

The screenshot shows the 'User Profiles' interface. At the top, there is a 'Save' button. Below it, a dropdown menu shows '(017640)'. To the right are buttons for 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. A black arrow points to the 'Add User' button. Below these buttons are several tabs: 'ACCOUNTS', 'PERMISSIONS', 'PURCHASING PERMISSIONS', 'PURCHASING ADDRESSES', 'PURCHASING REQUESTORS', 'PURCHASING RESTRICT CAMPUS/DEPT', 'PURCHASING CREDIT CARDS', and 'GRANTS PROJECTS'. The 'ACCOUNTS' tab is active, showing a 'Validation Report' button and a 'Current User:' label. Below this is a table with columns: Delete, Fund, Func, Obj, Sobj, Org, FscL Yr, Pgm, Ed Span, Proj Dtl, AR, BAR, BUD, FIN, PUR, TRAVEL, WHSE, and RESTOCK. The 'PUR' column is circled in red. The table contains two rows of data, each with a trash icon in the 'Delete' column and various codes and checkmarks in the other columns. At the bottom of the table, there are navigation buttons: 'First', '<', '1', '/', '1', '>', and 'Last'. Below the table, there are links for 'Chart of Accounts' and 'Dup From Existing'.

- Retrieve a user or click **Add User** to add a user.
- Enter the accounts to which the user can access. Once the account codes/masks are entered, click **Validation Report** to display a detailed listing of all accessible accounts.
- Select **PUR** (Purchasing) to indicate that the user has permission to use the account in Purchasing.
- Click **Save**.

Note: You can use the **Dup from Existing** feature to duplicate another user's profile. This feature copies the accounts, applications, and various settings for the selected user.