



Set up user profiles

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In District Administration, use the following Maintenance pages to set up the user profiles for purchasing users.

[District Administration > Maintenance > User Profiles > Accounts](#)

Image

Maintenance > User Profiles SessionTimer: 223 min and 22 sec DA3000

Save Retrieve User Lookup User Add User Delete User Remove Process

Moreno, Elizabeth (101146)

Accounts Permissions Purchasing Permissions Purchasing Addresses Purchasing Requestors Purchasing Restrict Campus/Dept Purchasing Credit Cards

Validation Report

Current User: Moreno, Elizabeth

| Delete | Fund | Func | Obj | Subj | Org | Fisc Yr | Pgm | Ed Span | Proj Dt | Account Description | AR | BAR | BUD | FIN | PUR | WHSE | RESTOCK |
|--------------------------|------|------|------|------|-----|---------|-----|---------|---------|---------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | 161 | 13 | 6200 | 300 | 801 | X | 300 | X | 300 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | 3000 | 300 | 6000 | 300 | 749 | X | 300 | X | 300 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Chart of Accounts Dup From Existing Refresh Description

Retrieve a user or click **Add** user to add a user.

Assign the accounts to which the user can access.

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.