



Set up user profiles

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Set up user profiles i

District Administration > Maintenance > User Profiles > Accounts

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

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	Pund	Func	Obj	Subj	Org	Fid Yr	Pgm	Ed Span	Proj Dd	Account Description	AR	EAR	BUD	RIN	PUR	WHGE	RESTOCK
<input type="checkbox"/>	161	1S	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.

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.