



## Set up user profiles



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

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

The screenshot shows the 'Maintenance > User Profiles' interface. At the top, there is a 'Save' button. Below it, a dropdown menu shows '(017640)' and 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 selected. Below the tabs is a 'Validation Report' button. Underneath, it says 'Current User:'. A table follows with columns: Delete, Fund, Func, Obj, Subj, Org, Fscd Yr, Pgm, Ed Span, Proj Dtl, AR, BAR, BUD, FIN, PUR, TRAVEL, WHSE, RESTOCK. The 'PUR' column is circled in red. Below the table are 'First', '1 / 1', and 'Last' buttons. At the bottom, 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.