


# Permissions - DA3000

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***District Administration > Maintenance > User Profiles > Permissions***

This tab is used to select Accounts Receivable, Budget Amendment Requests, Finance, and Restock/Warehouse Requisition options for a specific user.

**Note**: Refer to the Accounts tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

## Set permissions:

| | | | | |
|---|---|---|---|---|
| **Retrieve User** | Click to retrieve a user.<br>Click ⌄ to select a user and click **Retrieve User**. By default, this drop down only displays “employed” users.<br><br>**Notes**:<br><br>The drop-down list is sorted alphabetically by last name and then first name.<br><br>All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down. | OR | **Lookup User** | Click to lookup a user.<br>Click to search for an employee in the User Directory.<br>The User Directory is displayed. To search for a specific user, type data in the desired search fields.<br>•<br>**First Name**<br>•<br>**Last Name**<br>•<br>**Employee Number**<br>Select one of the following employee statuses to narrow your search:<br>•<br>**Employed**<br>•<br>**Not Employed**<br>Click **Retrieve**. A list of users that match the search criteria is displayed. The following information is retrieved:<br>•<br>**Employee Nbr**<br>•<br>**Last Name**<br>•<br>**First Name**<br>•<br>**Employed**<br>Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click **Cancel** to close the directory. |

Under **Accounts Receivable**:

| Field | Description |
|---|---|
| **Global Access** | Select to allow the user to view all invoices regardless of the originator. |
| **Offset Obj** | Type a four-digit object code. Or, click to select an object code from the Objects lookup. |
| **Offset Sobj** | Type a two-digit sub-object code. Or, click to select a sub-object code from the Subobjects lookup. |
| **Offset Org** | Type a three-digit organization code. Or, click to select an organization code from the Organizations lookup. |

Under **Budget Amendment Requests**:

| | |
|---|---|
| **Allow Account Creation** | Select to allow the user to create account codes on the Finance > Budget Amendment > Budget Amendment Maintenance and Finance > Budget Amendment > Approve Budget Amendment pages. |
| **Allow Multiple Functions on Expenditure Accounts** | Select to allow the user to access multiple functions on the Finance > Budget Amendment > Budget Amendment Maintenance and Finance > Budget Amendment > Approve Budget Amendment pages. |
| **Global Access** | Select to allow the user to view all budget amendment request records. |

Under **Finance**:

| | |
|---|---|
| **Allow JV Account Creation** | Select to allow the user to save a journal voucher entry with an account code that does not exist in the Chart of Accounts if all account code components exist in the tables. The account code is created upon clicking **Save** on the Finance > Maintenance > Postings > Journal Budget or Finance > Maintenance > Postings > Journal Actual tabs. |
| **Post to Locked Account Period** | Select to allow the user to post to the current accounting period even if **Lock Current Accounting Period** is selected on the Finance > Tables > District Finance Options > Accounting Periods tab. This field is not selected by default. |
| **Travel Global Approver** | Select to allow the user to view all travel reimbursement request records. |

Under **Restock/Warehouse Requisition**:

| | |
|---|---|
| **Global Access** | Select to allow the user to view all warehouse and restock requisition records. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Print** | Click to print the User Profiles, Permissions report.<br><br>Review the report. |