



## Update user accounts



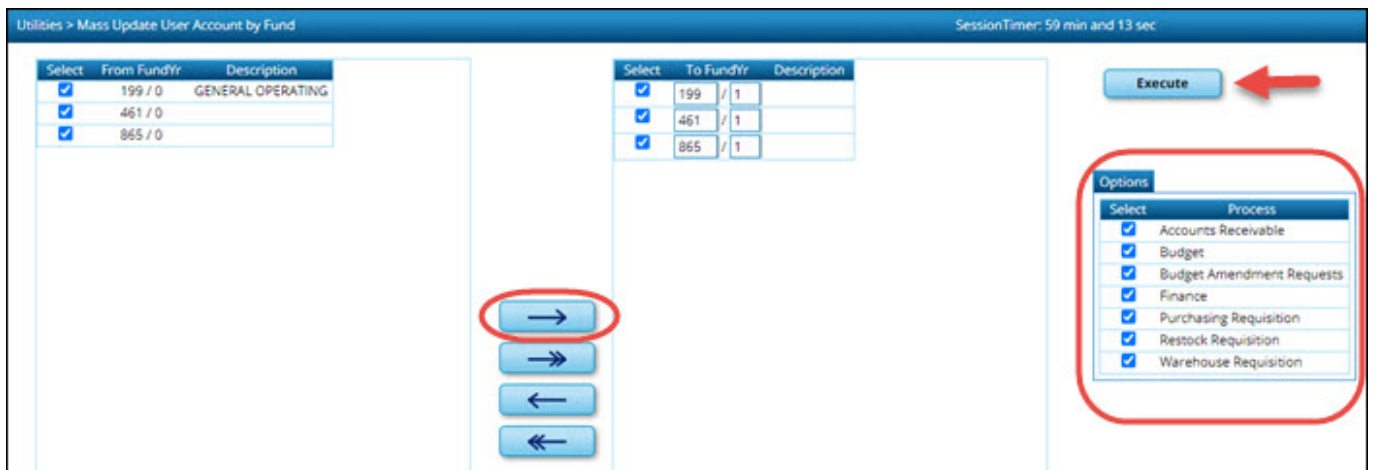
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District Administration > Utilities > Mass Update User Account by Fund

Mass update all account codes assigned to specific years. The fund/yr does not need to exist on the [Finance > Tables > Account Codes > Fund](#) tab. If the fund/year exists in the table, but the **Fund Description** field is blank, or if the fund/yr does not exist in the table, the following message is displayed in the **To Fund/Yr Description** field: "Fund/Yr does not exist in Finance." The process will run correctly regardless of this message.

Image

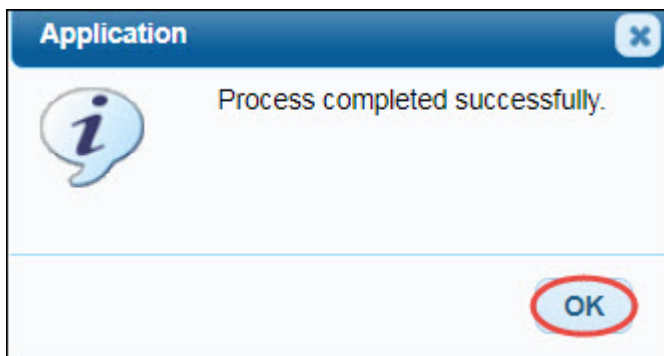


Select the fund/years to be updated and move the fund/years from the left side to the right side of the page using the arrow buttons.

Under **Options**, select the processes to be included in the process.

Click **Execute**. A message is displayed indicating that the update was successfully completed.

Image



Click **OK** to close the message box.



## Back Cover