



Set up user profiles

Table of Contents

Set up user profiles

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

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

Save

(017640) Retrieve User Lookup User **Add User** Delete User Remove Process

ACCOUNTS PERMISSIONS PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PURCHASING RESTRICT CAMPUS/DEPT PURCHASING CREDIT CARDS GRANTS PROJECTS

Validation Report

Current User:

Delete	Fund	Func	Obj	Sobj	Org	FscL Yr	Pgm	Ed Span	Proj Dtl	AR	BAR	BUD	FIN	PUR	TRAVEL	WHSE	RESTOCK
	B65	XX	XXXX	XX	XXX	X	XX	X	XX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	XXX	XX	XXXX	XX	XXX	X	XX	X	XX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

First 1 / 1 Last

[Chart of Accounts](#) [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.



Back Cover