



Set up user profiles

Table of Contents

Set up User Profiles

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

In District Administration, use the following Maintenance pages to set up the user profiles for purchasing users.

Image

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	Fund	Func	Obj	Subj	Org	Fisc Yr	Pgm	Ed Span	Proj Dt	Account Description	AR	BAR	BUD	FIN	PUR	WHSE	RESTOCK
	161	13	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"/>
	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"/>

1 / 1

[Chart of Accounts](#) [Dup from Existing](#) [Refresh Description](#)

Retrieve a user or click **Add** user to add a user.

Assign the accounts to which the user can access.

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