



Set up user profiles

Table of Contents

District Administration > Maintenance > User Profiles > Accounts

Use the following District Administration Maintenance pages to set up 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	Fund	Obj	Org	Fisc Yr	Pgm	Ed Span	Proj Cd	Account Description	AR	EAR	BJD	FIN	PUR	WAGE	RESTOCK
<input type="checkbox"/>	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"/>
<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"/>

Chain 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