



## Set up user profiles



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## District Administration &gt; Maintenance &gt; User Profiles &gt; Accounts

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

Maintenance > User Profiles SessionTimer: 223 min and 22 sec DA3000

**Save** **Add User**

Moreno, Elizabeth (101146) Retrieve User Lookup User Delete User Remove Process

Accounts **Permissions** Purchasing Permissions Purchasing Addresses Purchasing Requestors Purchasing Restrict Campus/Dept Purchasing Credit Cards

**Validation Report**

Current User: Moreno, Elizabeth

Delete	Pund	Func	Obj	Subj	Org	Fid Yr	Pgm	Ed Span	Proj Dd	Account Description	AR	EAR	BUD	RIN	<b>PUR</b>	WHGE	RESTOCK
<input type="checkbox"/>	161	1S	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"/>

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

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.



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