



## Set up user profiles



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

The screenshot shows the 'User Profiles' interface with the 'Accounts' tab selected. A black arrow points to the 'Add User' button. The 'PUR' checkbox in the permissions table is circled in red.

Delete	Fund	Func	Obj	Sobj	Org	Fscl Yr	Pgm	Ed Span	Proj Dtl	AR	BAR	BUD	FIN	PUR	TRAVEL	WHSE	RESTOCK
<input type="checkbox"/>	865	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"/>
<input 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"/>

- 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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