

Permissions - DA3000

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District Administration > Maintenance > User Profiles > Permissions

This tab is used to select Accounts Receivable, Budget Amendment Requests, Finance, and Restock/Warehouse Requisition options for a specific user.

Note: Refer to the Accounts tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

Set permissions:

Retrieve User	Click to retrieve a user. Click ⌄ to select a user and click **Retrieve User**. By default, this drop down only displays “employed” users. **Notes**: The drop-down list is sorted alphabetically by last name and then first name. All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.	OR	**Lookup User**	Click to lookup a user. Click to search for an employee in the User Directory. The User Directory is displayed. To search for a specific user, type data in the desired search fields. • **First Name** • **Last Name** • **Employee Number** Select one of the following employee statuses to narrow your search: • **Employed** • **Not Employed** Click **Retrieve**. A list of users that match the search criteria is displayed. The following information is retrieved: • **Employee Nbr** • **Last Name** • **First Name** • **Employed** Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click **Cancel** to close the directory.

Under **Accounts Receivable**:

Field	Description
Global Access	Select to allow the user to view all invoices regardless of the originator.

Use the following fields to set default account codes to be used when creating invoices on the Accounts Receivable > Maintenance > Create/Modify Invoice page:

> **Note**: If these fields are blank, then the system defaults to the values in the **Accounts Receivable Offset Obj** and **Offset Sobj** fields on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab and the **Offset Org** field is set to 000.

Offset Obj	Type a four-digit object code. Or, click ⋮ to select an object code from the Objects lookup.
Offset Sobj	Type a two-digit sub-object code. Or, click ⋮ to select a sub-object code from the Subobjects lookup.
Offset Org	Type a three-digit organization code. Or, click ⋮ to select an organization code from the Organizations lookup.

Under **Budget Amendment Requests**:

Allow Account Creation	Select to allow the user to create account codes on the Finance > Budget Amendment > Budget Amendment Maintenance and Finance > Budget Amendment > Approve Budget Amendment pages.
Allow Multiple Functions on Expenditure Accounts	Select to allow the user to access multiple functions on the Finance > Budget Amendment > Budget Amendment Maintenance and Finance > Budget Amendment > Approve Budget Amendment pages.
Global Access	Select to allow the user to view all budget amendment request records.

Under **Finance**:

Allow JV Account Creation	Select to allow the user to save a journal voucher entry with an account code that does not exist in the Chart of Accounts if all account code components exist in the tables. The account code is created upon clicking **Save** on the Finance > Maintenance > Postings > Journal Budget or Finance > Maintenance > Postings > Journal Actual tabs.
Post to Locked Account Period	Select to allow the user to post to the current accounting period even if **Lock Current Accounting Period** is selected on the Finance > Tables > District Finance Options > Accounting Periods tab. This field is not selected by default.
Travel Global Approver	Select to allow the user to view all travel reimbursement request records.

Under **Restock/Warehouse Requisition**:

Global Access	Select to allow the user to view all warehouse and restock requisition records.

❑ Click **Save**.

Other functions and features:

Print	Click to print the User Profiles, Permissions report. Review the report.


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