



Setting Accounting Favorites in Spartan Marketplace

Overview: This job aid demonstrates setting up Accounting Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. A user may set up multiple accounting strings with the ability to select and default to a specific one. Split accounting can be performed on an entire order or for a specific line item of an order.

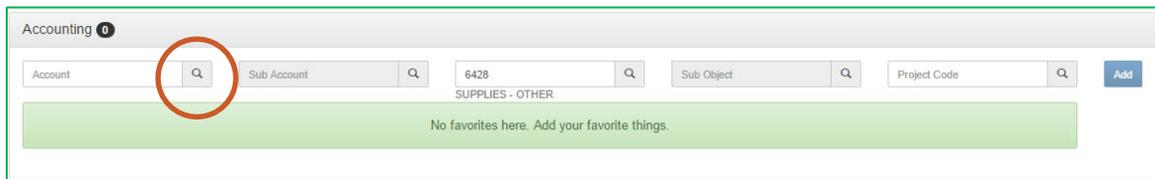
1. From the Home Page, navigate to the **Profile** tab.
2. Under the **Favorites** section, click on the **Accounting** block.



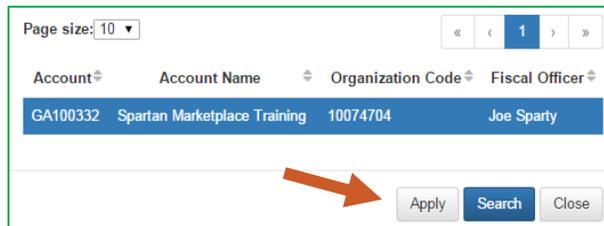
spartan marketplace



3. Enter all accounting information including:
 - a. Account – required field
 - b. Sub Account – optional field; Account must be entered first to populate this field
 - c. Object – required field; Spartan Marketplace defaults to 6428 Supplies – Other
 - d. Sub Object – optional field; Object must be entered first to populate this field
 - e. Project Code – optional field
4. Use the **Account Search** (magnifying glass) to look up an account number. Spartan Marketplace will only display active account numbers for selection.

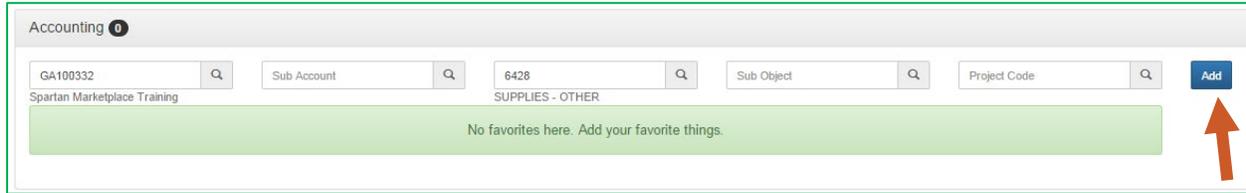


5. Click **Apply** once the desired account number is identified.

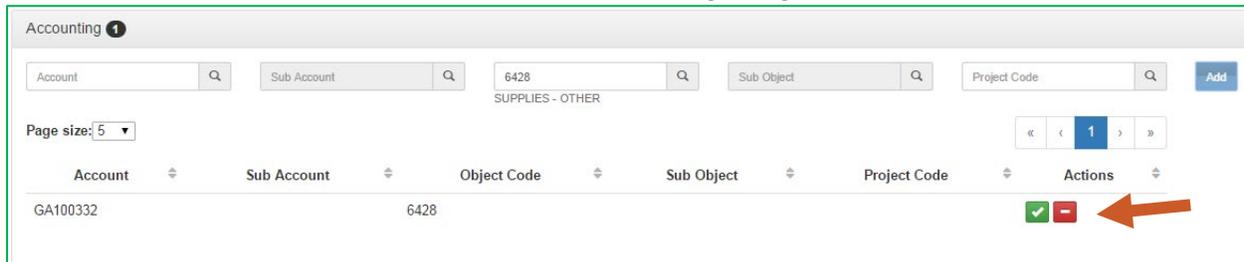


6. Click **Add** once the accounting string information has been entered.

40TUT15v01 | Release date: 04/29/22 | This document is uncontrolled when printed or saved.



7. The accounting string is now saved as a Favorite.
8. The Accounting title displays the number of accounting strings saved as Favorites.
9. The Action buttons provide the following functionality:
 - a. Green check – allows user to set accounting string as default for all Spartan Marketplace orders
 - b. Red minus – allows user to remove saved accounting string from Favorites



10. To add additional accounting strings under Favorites, start from Step 3 of this job aid.