

Job Aids

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.

MICHIGAN STATE UNIVERSITY

spartan marketplace		
Home Profile Order History Helpful Links -	Joe Sparty 🕒	
Profile Management		
User Information First Name: Joe Last Name: Sparty User Name: joesparty	Email: joesparty@msu.edu Phone: 517-355-1855 Organization: MS-10074704	
Favorites Accounting o		•

- 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.

count	Q	Sub Account	Q	6428	Q	Sub Object	Q	Project Code	Q
				SUPPLIES - OTHER					
									1

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



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

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Job Aids

GA100332	Q	Sub Account	Q	6428	Q	Sub Object	Q	Project Code	Q	Add
oartan Marketplace Tra	ining			SUPPLIES - OTHER						

- 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

ccount	Q	Sub Account	Q	6428		Q	Sub Object	Q	Project Code		Q
				SUPPLIES - 0	OTHER						
je size: 5 ▼									**	(1)	20
									-		

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

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