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.

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.

If you have any questions, please contact Procurement at (517) 355-0357.
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.