Setting up 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.

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

3. Enter all accounting information including:
   - Account – required field
   - Sub Account – (optional). Enter Account first to populate this field.
   - Object – required field. Spartan Marketplace defaults to 6428 Supplies – Other
   - Sub Object – (optional). Enter Object first to populate this field.
   - Project Code – (optional)

4. Use the Account Search (magnifying glass) to look up an account number. Spartan Marketplace will only display active account numbers for selection.

If you have any questions or need assistance, please contact Spartan Marketplace help desk at (517) 884-6177 or email us at spartmar@msu.edu
5. Click **Apply** once the desired account number is identified.

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

5. The accounting string is now saved as a Favorite.
6. The Accounting title displays the number of accounting strings saved as Favorites.
7. The Action buttons provide the following functionality:
   - Green check – allows user to set accounting string as default for all Spartan Marketplace orders
   - Red minus – allows user to remove saved accounting string from Favorites.
8. To add additional accounting strings under Favorites, start from Step 3 of this job aid.

**Tip:** Note that orders can be tied to multiple accounts. Split accounting can be performed on the entire order or for a specific line item of an order.