

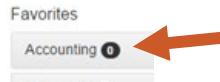
## Setting Accounting Favorites in Spartan Marketplace

**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.



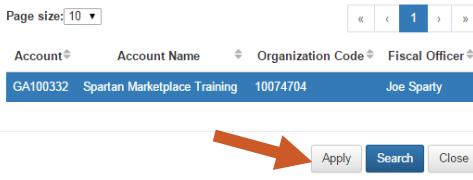
3. Enter information into all fields to create your desired account string, including:

- 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

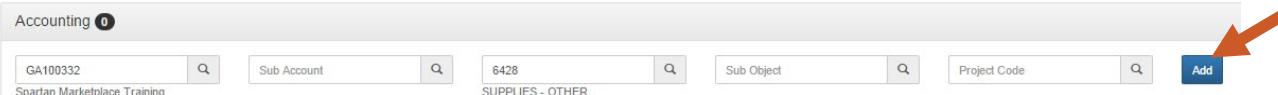
4. For each field, click the **Search** (magnifying glass) button to look up available options.
  - a. **Note:** Spartan Marketplace will only display active account numbers for selection.



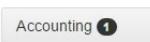
5. Click **Apply** once the desired information is selected.



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



7. The accounting string is now saved as a Favorite, and is included in the number at the top of the Accounting block.



8. The **Action** buttons provide the following functionality:

- a. Green check: sets one accounting string as default for all Spartan Marketplace orders
- b. Red minus: removes saved accounting string from Favorites

