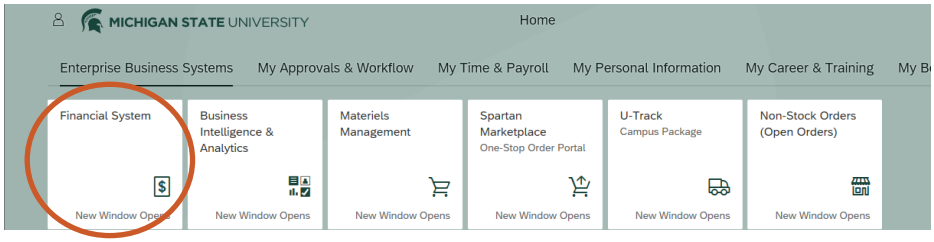
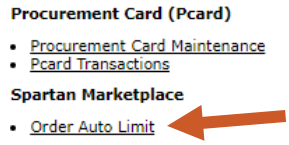
Setting Order Thresholds in Spartan Marketplace

Overview: This job aid demonstrates how to set customized thresholds within the Kuali Financial System for all orders placed through Spartan Marketplace. Thresholds may be set by account number for workflow routing. If no threshold is set, orders will route at the $2,500 default amount.

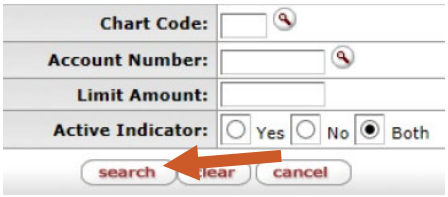
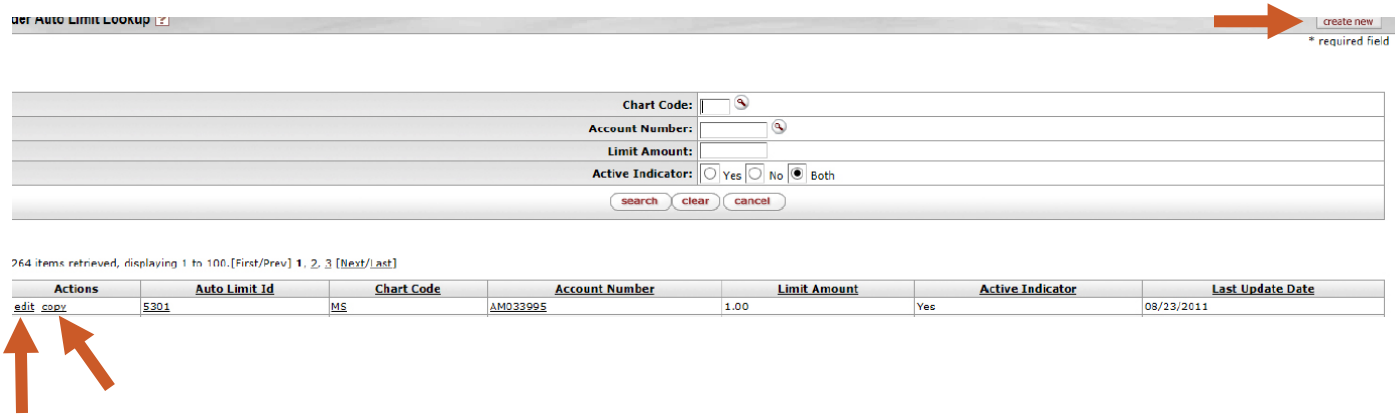
1. Log in to ebs.msu.edu and click the **Financial System** tab.



2. In the **Lookup and Maintenance** column, click on **Order Auto Limit** under Spartan Marketplace.



3. To view a full list of account numbers and their corresponding thresholds, click **Search**. Or search by the other available parameters (i.e., your department's account numbers).



4. In the search result, click **edit** to change the information of an existing threshold, **copy** to add a new account number, or **create new** to add a new threshold for an account.
    a. **Note**: Orders with multiple accounts will route to all approvers at the lowest threshold limit set by a department. If a threshold limit is not set, the workflow approval process will default to $2,500—the same threshold as University Stores orders.