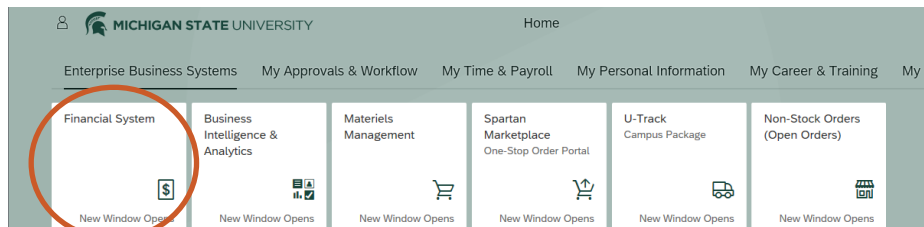


Setting Order Thresholds in Spartan Marketplace

Overview: This job aid demonstrates how to set customized thresholds within the Quali 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.

Procurement Card (Pcard)

- [Procurement Card Maintenance](#)
- [Pcard Transactions](#)

Spartan Marketplace

- [Order Auto Limit](#)

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).

Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Limit Amount:	<input type="text"/>
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

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.

Order Auto Limit Lookup [create new](#) * required field

Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Limit Amount:	<input type="text"/>
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

264 items retrieved, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

Actions	Auto Limit Id	Chart Code	Account Number	Limit Amount	Active Indicator	Last Update Date
edit copy	5301	MS	AM033995	1.00	Yes	08/23/2011

