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](http://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).

If you have any questions, please contact the Spartan Marketplace team at 884-6177 or spartmar@msu.edu.
4. 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.

*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.

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