Job Aid: Setting Thresholds

Overview: This job aid demonstrates how to set customized thresholds for Spartan Marketplace orders within the Finance System. 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. After logging in to EBS (ebs.msu.edu), click on Finance System.

2. Under Spartan Marketplace, click on Order Auto Limit.

Presently, users are able to set University Stores order thresholds for fiscal officer approval. This maintenance table will be used to set customizable thresholds (by account number) for workflow routing for all orders placed through Spartan Marketplace.

If you have any questions or need assistance, please contact Spartan Marketplace Support at 884-6177 or email us at spartmar@msu.edu
3. To view a full list of the account numbers and their corresponding thresholds, click **Search**. Or, search by the other available parameters.

4. Users may click **edit** to change the information of an existing threshold, **copy** to add a new account number, or **create new** by clicking on the button in the top right corner. At this time, it is necessary to add a new account number each time one is created. In the future, it may be possible to enter a threshold by organization number and the workflow threshold would apply to all accounts assigned to it.

**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 Pcard, Open Orders, and University Stores.