Check Workflow Progress

Overview: To ensure eDocs are processing in a timely fashion through the KFS system, account fiscal officers should check the eDoc workflow progress on a weekly basis following this tutorial.

1. Log in to ebs.msu.edu and click the Financial System tab.
2. Click the Doc Search button in the upper left corner.
3. Click on the detailed search button in the gray bar.
4. Complete the following fields:
   a. Approver: your MSU NetID
      i. This will show you eDocs you have approved so you can check if they are still enroute.
   b. Document Status: ENROUTE
5. Click the search button.
6. Click on the appropriate eDoc number in the Document ID column.
7. At the bottom of the eDoc, find the Route Log tab and click on the show button.
8. The individual(s) on the Pending Action Request tab currently have the eDoc in their action list.