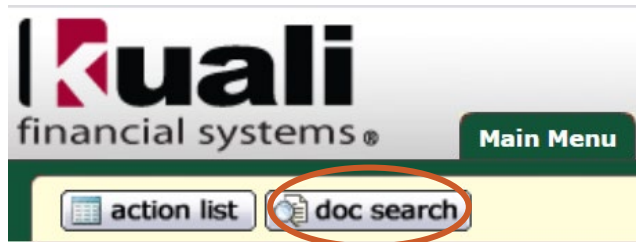




## Check Workflow Progress

**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 [ubs.msu.edu](https://ubs.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 e-doc number in the **Document ID** column.
7. At the bottom of the e-doc, find the **Route Log** tab and click on the show button.
8. The individual(s) on the **Pending Action Request** tab currently have the e-doc in their action list.