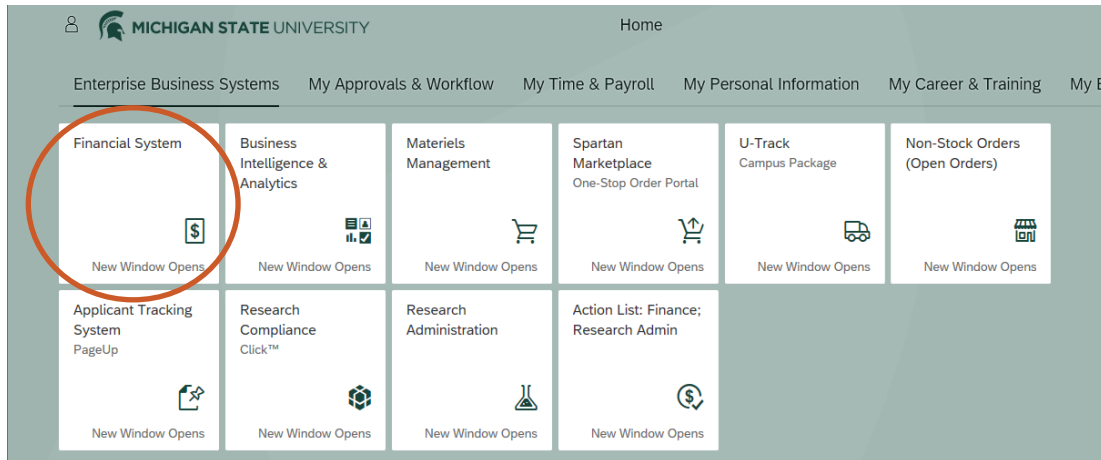# Reviewing University Stores Order eDocs

Overview: In the Kuali Financial System, users can search for University Stores orders to verify the accounting string, as well as add notes or attachments.

1. Log in to ebs.msu.edu and click the **Financial System** tab.

2. Select the **Doc Search** button.

3. Select the **Detailed Search** button.

4. In the **Document Type** field, enter SORD.
5. In the **Title** field, type your University Stores order number (found on the upper left corner of the pink packing list that came with your order) with an asterisk before and after.
   a. **Note:** If you placed your order via Spartan Marketplace, you can add the word "order" to your search query (e.g. *order123456*).

6. Click the **Search** button.

7. From the search results, click the **Document ID** to open the eDoc.
8. Under the **Accounts** tab, the accounting string for the full order is displayed. The **Order Details** tab displays the accounting string(s) for each individual item.
    a. **Note:** The eDoc will show the original order and may not match general ledger entries. For example, all items from the order document may not have been available for shipment. The ledger will only show items that have shipped. You may have multiple ledger entries for an order if items were backordered and sent later.

Accounts   ▼ hide

Accounting Lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount Type	* Amount
1:	MS	GA017121		6428				Percent	100

Order Details   ▼ hide

Order Line Items

Item #	Description		U/I	Qty	Price	Line Total
14036700	Index maker dividers, clear label. 5 tab. Laser and Inkjet printer compatible. LSK-5. 5 sets per pack. Avery 11436. 470179.		PK	1	10.45	10.45

Accounts - 14036700   ▼ hide

Accounting Lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount Type	* Amount
1:	MS	GA017121		6428				Percent	100

Capital Edit   ▶ show

Sub total:	10.45
Tax:	0.00
Total:	10.45