Reviewing Your Stores Order Document

Step 1: You will first need to navigate to the portal. Go to ebs.msu.edu and click on EBS Login.

Step 2: Enter your MSU NetID and password.

Step 3: Click on the Finance System tab.

Step 5: Click on the doc search button.

Step 6: Click the detailed search button.

Step 7: In the “Title” field, type your Storehouse order number (found on the upper left corner of the pink packing list that came with your order) with an asterisk before and after, and click the Search button. If you placed your order via Spartan Marketplace, type your Storehouse order number as follows: "*order####" (eg: *order335688*) and click the Search button. Your order will appear in the search results.
Step 8: Click on the Document ID to open the order document.

One item retrieved.

<table>
<thead>
<tr>
<th>Document Id</th>
<th>Document Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Document</td>
<td>Order Document - 325575</td>
<td></td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML

Step 9: The accounting lines from the Stores Order Document are listed below. Both the accounting line for the document as well as each individual line item is highlighted since you could use multiple or different accounts for each item. By default, all items will be billed to the account at the top of the accounts tab. Entering an account number for each item is not necessary.

The General Ledger entry shows the expense object code 6428 being debited to the customer account number.
Tip: The Stores Order Document will show the original order document, not necessarily a match with the ledger entry, i.e. all items from the order document may not have been available for shipment. The ledger will only show entries based on items shipped. You may have multiple entries for an order if items were backordered and sent later.