

Section 13.02

HOW TO FIND BATCHES USING THE BATCH FOLDER TREE

How to find Batches using the Batch Folder Tree

Login to Laserfiche as usual. See Login Procedures for detailed instructions.

Click the + at the top left box next to the TAMUCC.

Name	Pages	Indexed	Creation D...	Last Modif...	Volume	Template ...
00-Laserfiche Announcements		Yes	2/24/2009 9...	2/25/2009 7...	CISC	
00-Laserfiche Documentation		Yes	5/14/2008 1...	2/4/2009 4...	CISC	
FISC-ACCT-Accounting Monthly Statem...		Yes	3/9/2009 9...	3/9/2009 11...	DEFAULT	
FISC-ACCT-Batches		Yes	1/8/2009 9...	2/12/2009 3...	FISC-ACCOUNTING	
FISC-ACCT-Daily Reports/Logs		Yes	1/8/2009 9...	3/6/2009 10...	FISC-ACCOUNTING	
FISC-ACCT-End of Month Reports		Yes	3/9/2009 9...	3/11/2009 3...	DEFAULT	
FISC-ACCT-Financial Reports		Yes	8/7/2008 1...	2/9/2009 4...	FISC-ACCOUNTING	
FISC-ACCT-Forms		Yes	8/7/2008 1...	2/9/2009 4...	FISC-ACCOUNTING	
FISC-ACCT-Invoices		Yes	1/27/2009 2...	2/9/2009 4...	FISC-ACCOUNTING	
FISC-ACCT-New Account Requests		Yes	1/8/2009 9...	2/19/2009 9...	FISC-ACCOUNTING	
FISC-ACCT-Procedures		Yes	1/8/2009 9...	2/9/2009 4...	FISC-ACCOUNTING	
TAMUCC						
18 entries						

This will display the folders in a “tree” in the top-left window. You will only be able to see the folders you have been given access to.

Click the + on the “FISC-ACCT-Batches” folder in the top-left window.

Name	Pages	Indexed	Creation D...	Last Modif...	Volume	Template ...
00-Laserfiche Announcements		Yes	2/24/2009 9...	2/25/2009 7...	CISC	
00-Laserfiche Documentation		Yes	5/14/2008 1...	2/4/2009 4...	CISC	
FISC-ACCT-Accounting Monthly Statem...		Yes	3/9/2009 9...	3/9/2009 11...	DEFAULT	
FISC-ACCT-Batches		Yes	1/8/2009 9...	2/12/2009 3...	FISC-ACCOUNTING	
FISC-ACCT-Daily Reports/Logs		Yes	1/8/2009 9...	3/6/2009 10...	FISC-ACCOUNTING	
FISC-ACCT-End of Month Reports		Yes	3/9/2009 9...	3/11/2009 3...	DEFAULT	
FISC-ACCT-Financial Reports		Yes	8/7/2008 1...	2/9/2009 4...	FISC-ACCOUNTING	
FISC-ACCT-Forms		Yes	8/7/2008 1...	2/9/2009 4...	FISC-ACCOUNTING	
FISC-ACCT-Invoices		Yes	1/27/2009 2...	2/9/2009 4...	FISC-ACCOUNTING	
FISC-ACCT-New Account Requests		Yes	1/8/2009 9...	2/19/2009 9...	FISC-ACCOUNTING	
FISC-ACCT-Procedures		Yes	1/8/2009 9...	2/9/2009 4...	FISC-ACCOUNTING	
TAMUCC						
18 entries						

Finance Handbook

How to Find Batches Using the Batch Folder Tree

This will display FY2009 folder in the right pane.

Double click the FY2009 folder to display the batch folders.

Laserfiche® Web Access
Texas A&M University- Corpus Christi

File ▾ Export ▾ Edit ▾ Tasks ▾

GCANALES@TAMUCC | Settings | Help | Log Out

Current Folder

Name	Pages	Indexed	Creation D...	Last Modif...	Volume	Template ...
FY 2009	Yes	1/8/2009 9:2...	2/9/2009 4:3...	FISC-ACCOUNTING		

TAMUCC ► FISC-ACCT-Batches

1 entry

Laserfiche Web Access version 8.0.0 - About - ©2008 Compulink Management Center, Inc.

Done Internet 100%

Scroll to the folder that contains the batch you would like to see and double click.

Laserfiche® Web Access
Texas A&M University- Corpus Christi

File ▾ Export ▾ Edit ▾ Tasks ▾

GCANALES@TAMUCC | Settings | Help | Log Out

Current Folder

Name	Pages	Indexed	Creation D...	Last Modif...	Volume	Template ...
AFR	Yes	1/8/2009 9:2...	2/12/2009 1...	FISC-ACCOUNTING		
BD	Yes	1/8/2009 9:2...	2/17/2009 1...	FISC-ACCOUNTING		
BO	Yes	1/8/2009 9:2...	2/9/2009 4:3...	FISC-ACCOUNTING		
BT	Yes	1/8/2009 9:2...	2/17/2009 1...	FISC-ACCOUNTING		
CA	Yes	1/8/2009 9:2...	2/17/2009 3...	FISC-ACCOUNTING		
CD	Yes	1/8/2009 9:2...	2/17/2009 1...	FISC-ACCOUNTING		
CM	Yes	1/8/2009 9:2...	2/9/2009 4:3...	FISC-ACCOUNTING		
EN	Yes	1/8/2009 9:2...	2/9/2009 4:3...	FISC-ACCOUNTING		
GR	Yes	1/8/2009 9:2...	2/9/2009 4:3...	FISC-ACCOUNTING		
ID	Yes	1/8/2009 9:2...	3/25/2009 3...	FISC-ACCOUNTING		

TAMUCC ► FISC-ACCT-Batches ► FY 2009

14 entries

Laserfiche Web Access version 8.0.0 - About - ©2008 Compulink Management Center, Inc.

How to Find Batches Using the Batch Folder Tree

All the batch entries will be listed in numerical order.

The screenshot shows the Laserfiche Web Access interface. The left sidebar displays a folder tree under the 'TAMUCC' root, including '00-Laserfiche Announcements', '00-Laserfiche Documentation', 'FISC-ACCT-Accounting Monthly Statements', 'FISC-ACCT-Batches' (which contains 'FY 2009' which further contains 'AFR', 'BD', 'BG', and 'BT'), and a 'JE' folder. The right pane shows a grid titled 'Current Folder' listing 33 accounting entries (JE0201 to JE0212) with columns for Name, Pages, Indexed, Creation Date, Last Modified, Volume, and Template. The 'Volume' column consistently shows 'FISC-ACCOUNTIN...' across all entries. The status bar at the bottom indicates 'Laserfiche Web Access version 8.0.0 - About - ©2008 Compulink Management Center, Inc.'

Name	Pages	Indexed	Creation D...	Last Modif...	Volume	Template ...
JE0201	6	Yes	2/12/2009 4...	2/12/2009 4...	FISC-ACCOUNTIN...	
JE0204	6	Yes	2/16/2009 8...	2/16/2009 8...	FISC-ACCOUNTIN...	
JE0205	19	Yes	2/16/2009 9...	2/16/2009 9...	FISC-ACCOUNTIN...	
JE0206	6	Yes	2/16/2009 9...	2/16/2009 9...	FISC-ACCOUNTIN...	
JE0207	5	Yes	2/16/2009 9...	2/16/2009 9...	FISC-ACCOUNTIN...	
JE0208	17	Yes	2/16/2009 9...	2/16/2009 9...	FISC-ACCOUNTIN...	
JE0209	6	Yes	2/16/2009 9...	2/16/2009 9...	FISC-ACCOUNTIN...	
JE0210	37	Yes	3/11/2009 1...	3/11/2009 1...	FISC-ACCOUNTIN...	
JE0211	7	Yes	2/16/2009 9...	2/16/2009 9...	FISC-ACCOUNTIN...	
JE0212	12	Yes	2/16/2009 9...	2/16/2009 9...	FISC-ACCOUNTIN...	

Accounting entries posted into the FAMIS system are batched by type prior to data entry. The batch header consists of a 6 digit alpha-numeric reference code. The first two letters of this code refer to the type of accounting entry being posted. The following is a list of the type of batches used in FAMIS.

- BG (Beginning Balances)
- BD (Budget)
- BT (Bank Transfers)
- CA (CRA)
- CD (CDA)
- CM (Compound)
- EN (Encumbrances)
- IT (IDT)
- JE (Journal Entry)