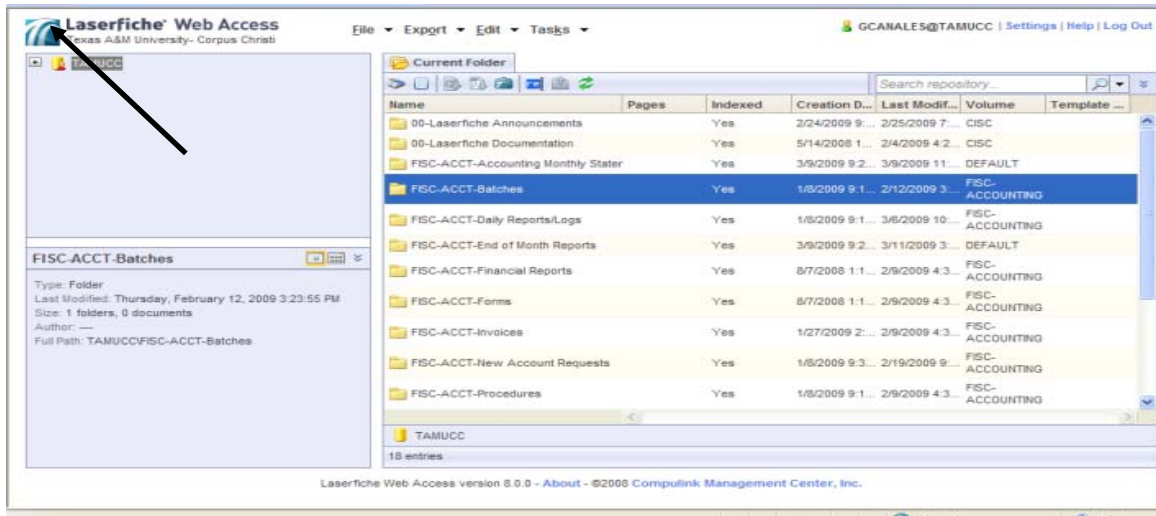# Section 13.02

HOW TO FIND BATCHES USING THE BATCH FOLDER TREE

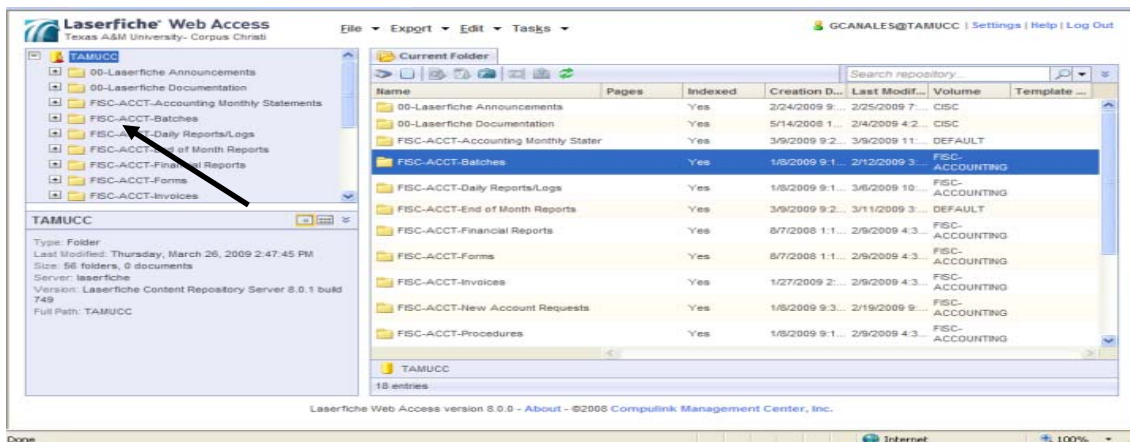**How to find Batches using the Batch Folder Tree**

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

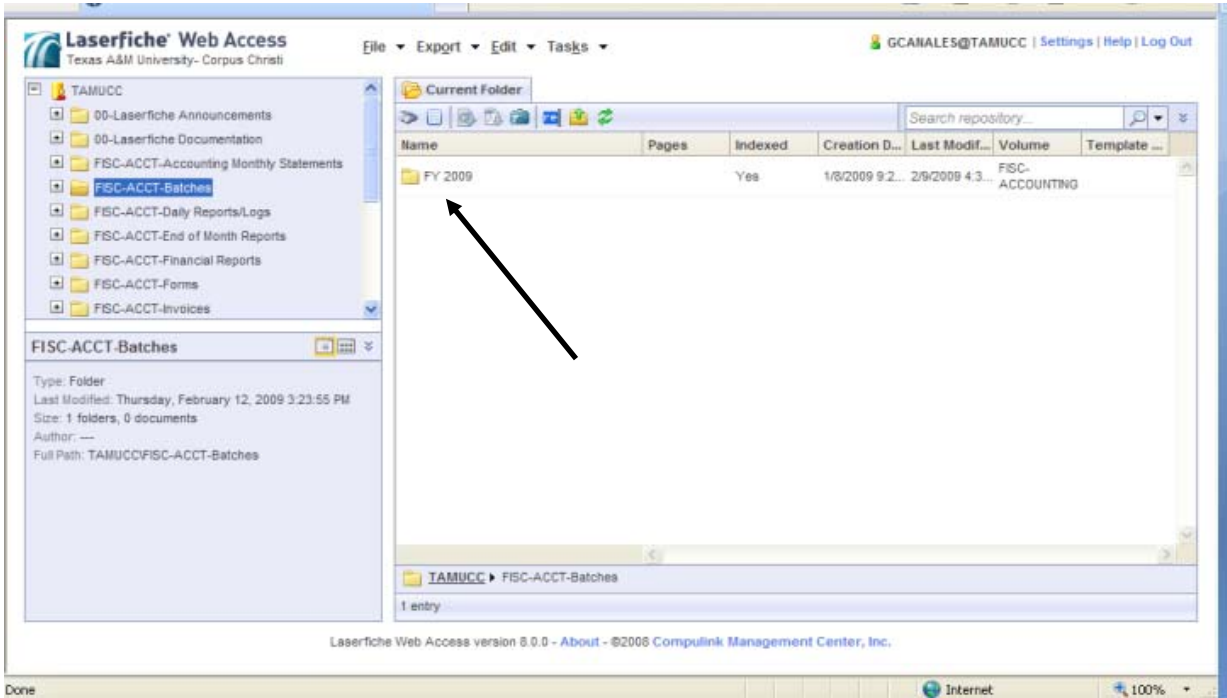Click the + at the top left box next to the TAMUCC.

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.

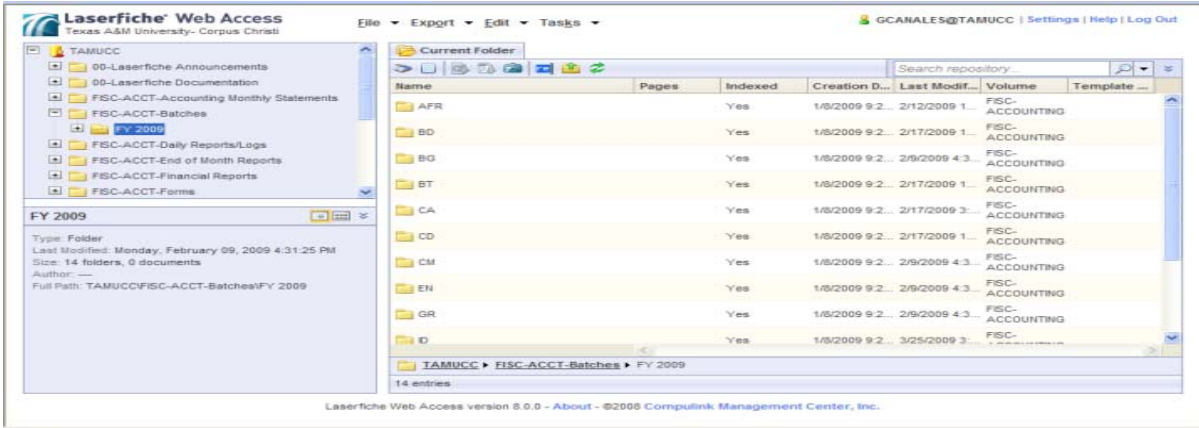Click the + on the "FISC-ACCT-Batches" folder in the top-left window.

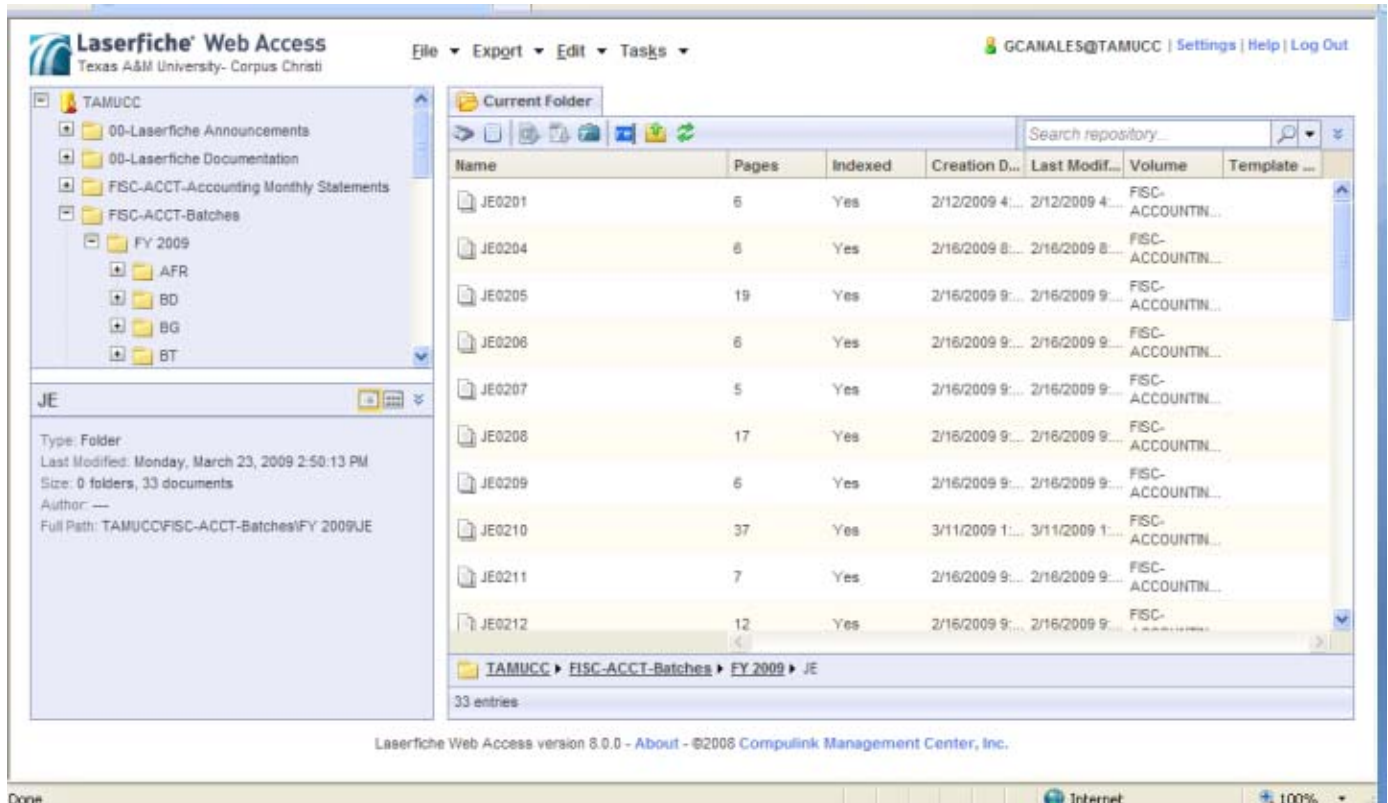This will display FY2009 folder in the right pane.

Double click the FY2009 folder to display the batch folders.

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

All the batch entries will be listed in numerical order.

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)