Section 13.03 HOW TO PULL AN ACCOUNTING BATCH IN LASERFICHE

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

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Uncheck all boxes except Entry Names. Type the Batch Name (ex: CA0614) in the Search terms field and click Search.

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Double Click on the item you'd like to view to open up the document.

To be more specifc (ie. If you want a specific year), Click the Basic Search and Within Folder choices on the Customize Search.



Check mark the Entry Names only in the Basic Search and Click on the Browse Button in the Search Within Folder. When the Browse Folders window pops up, double click on Batches.



Finance Handbook

How to Pull and Accounting Batch

Double click on the Fiscal Year that you need.



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Then click on CA and OK. Finally, click on SEARCH. This time you will get only the CA0614 from FY 2009.

Now, double click the batch to view.

