Section 13.04 HOW TO PULL A VOUCHER IN LASERFISCHE

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

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Uncheck all boxes except Entry Names. Type the voucher number in the Search terms field and click Search.

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Vouchers with this number will be displayed. Normally, a voucher number will be followed with an acronym. Each acronym represents a different document related to the voucher you are searching on. These acronyms are listed below.

- CK Check a non-negotiable copy of the printed check that was issued to the vendor
- SD Supporting Documents voucher backup to include invoices, voucher create forms, etc.
- VDF Voucher Data Form a FAMIS generated voucher that shows all transaction history for the payment including routing information.



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