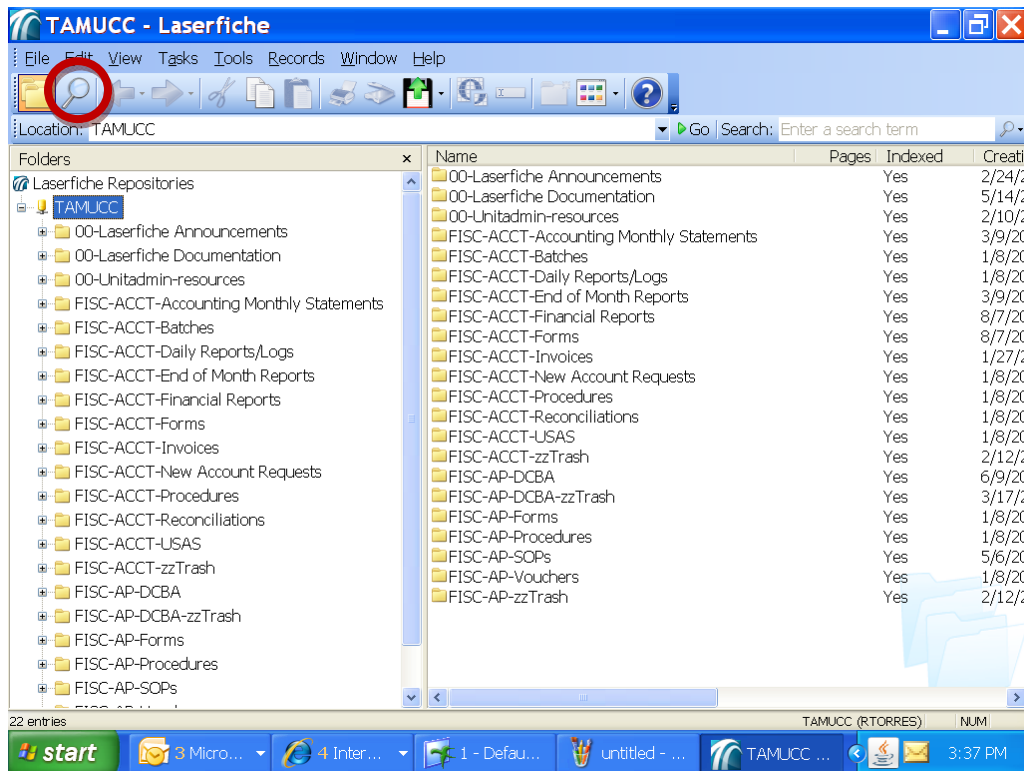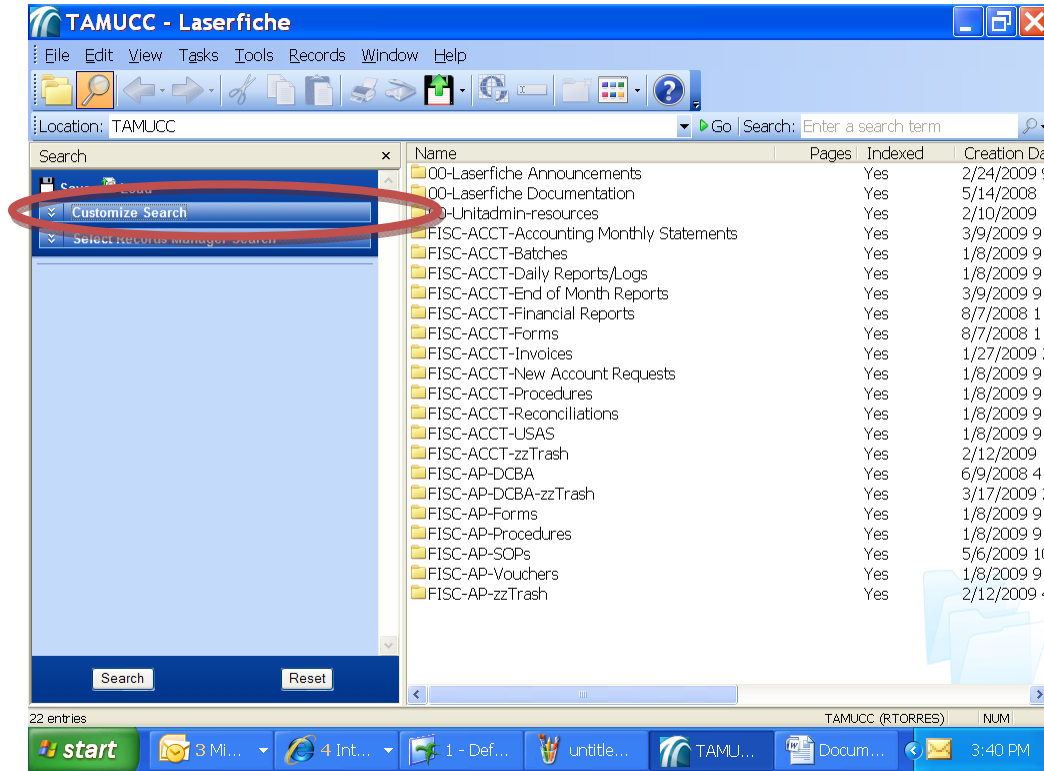# Section 13.04
HOW TO PULL A VOUCHER IN LASERFISCHE

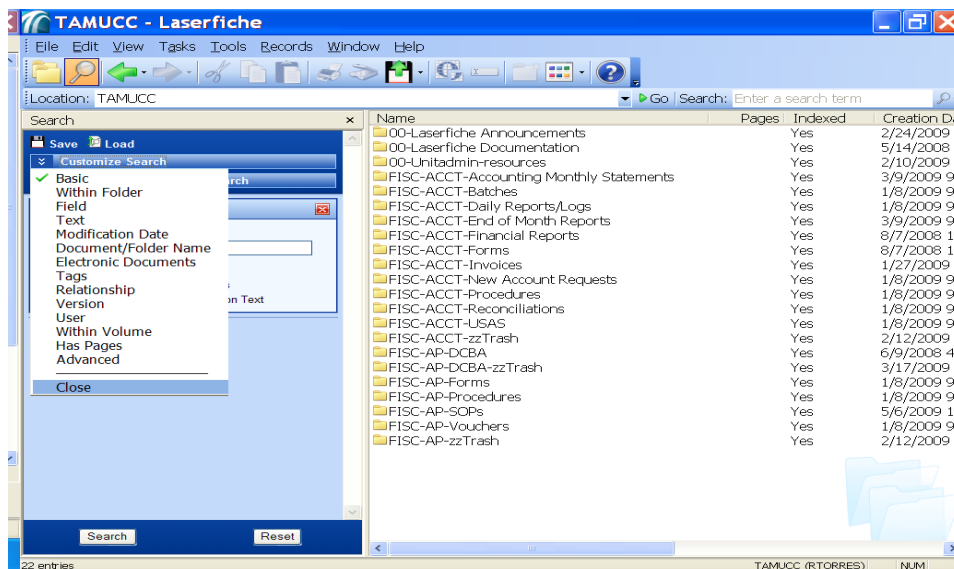Login to Laserfiche as usual. See Login Procedures for detailed instructions.

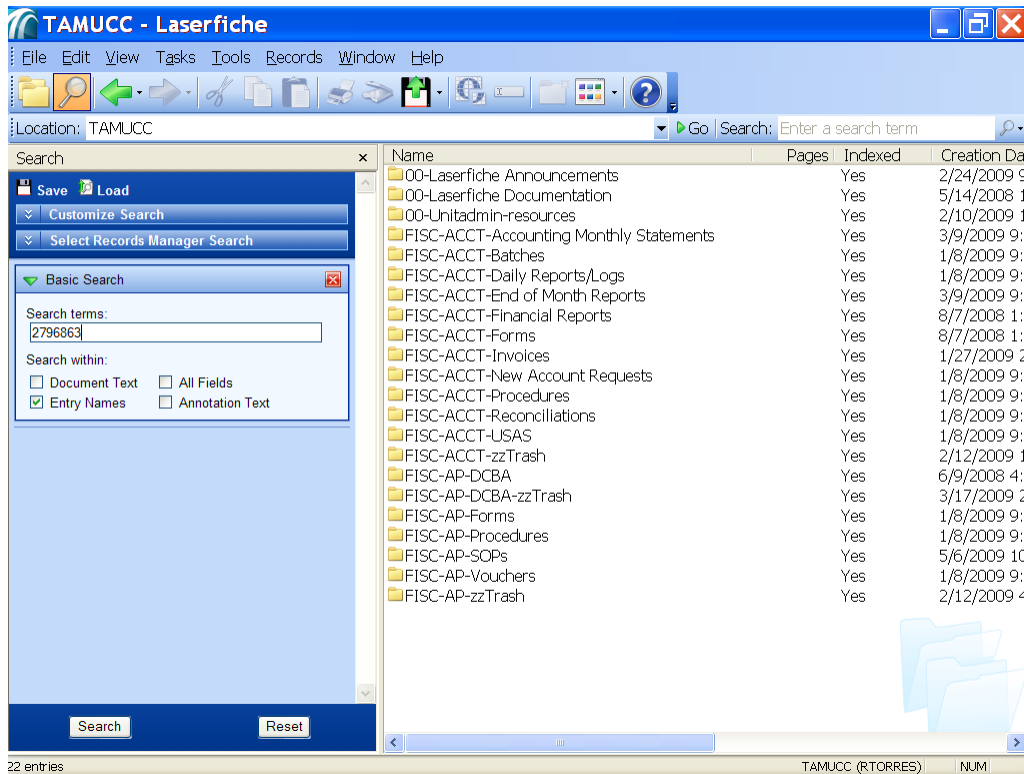Click on the Magnifying Glass to open up the Search window.

Click on Customize Search.


Select Basic and Click Close.

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

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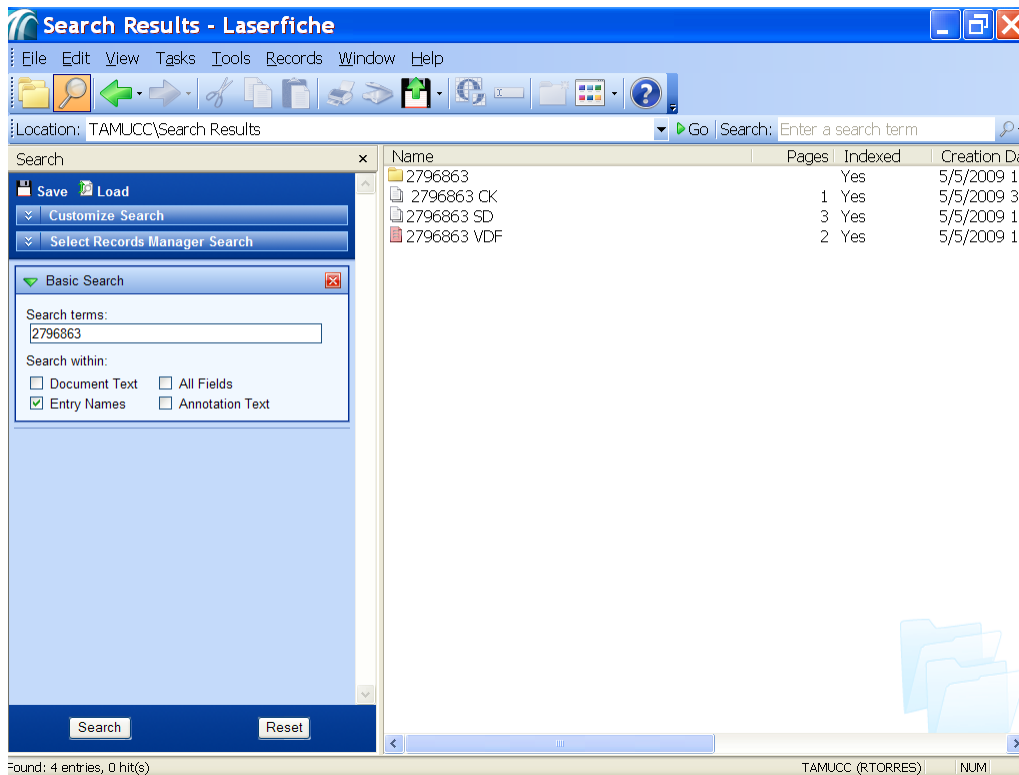
Double Click on the item you'd like to view to open up the document.