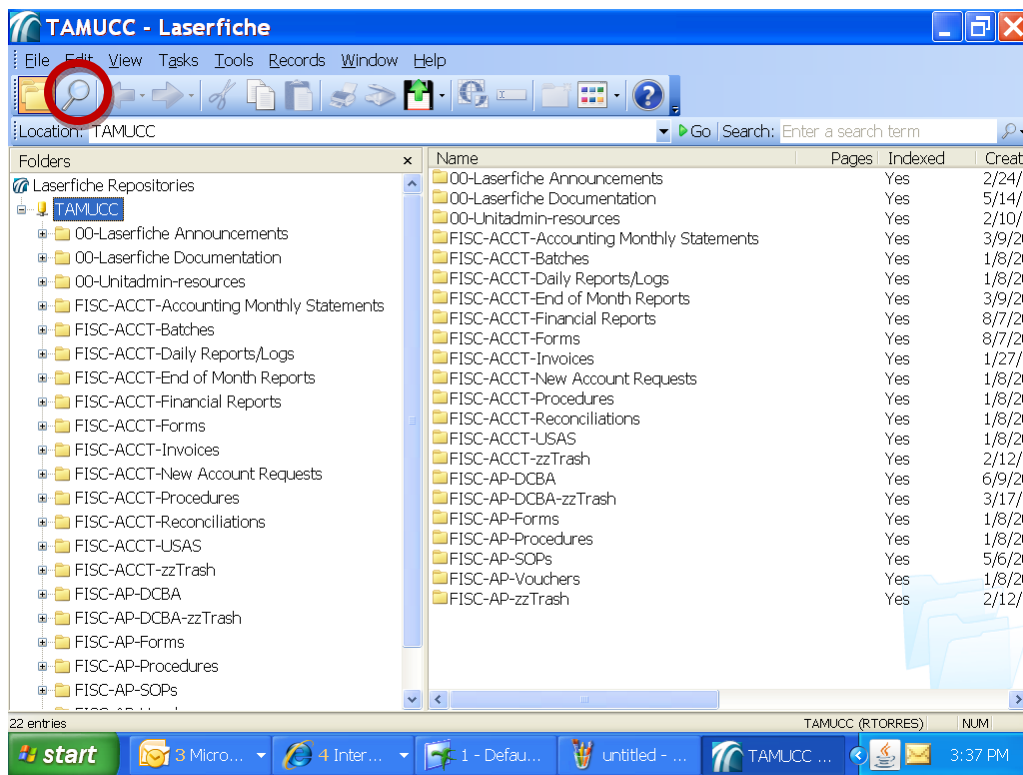


## Section 13.03

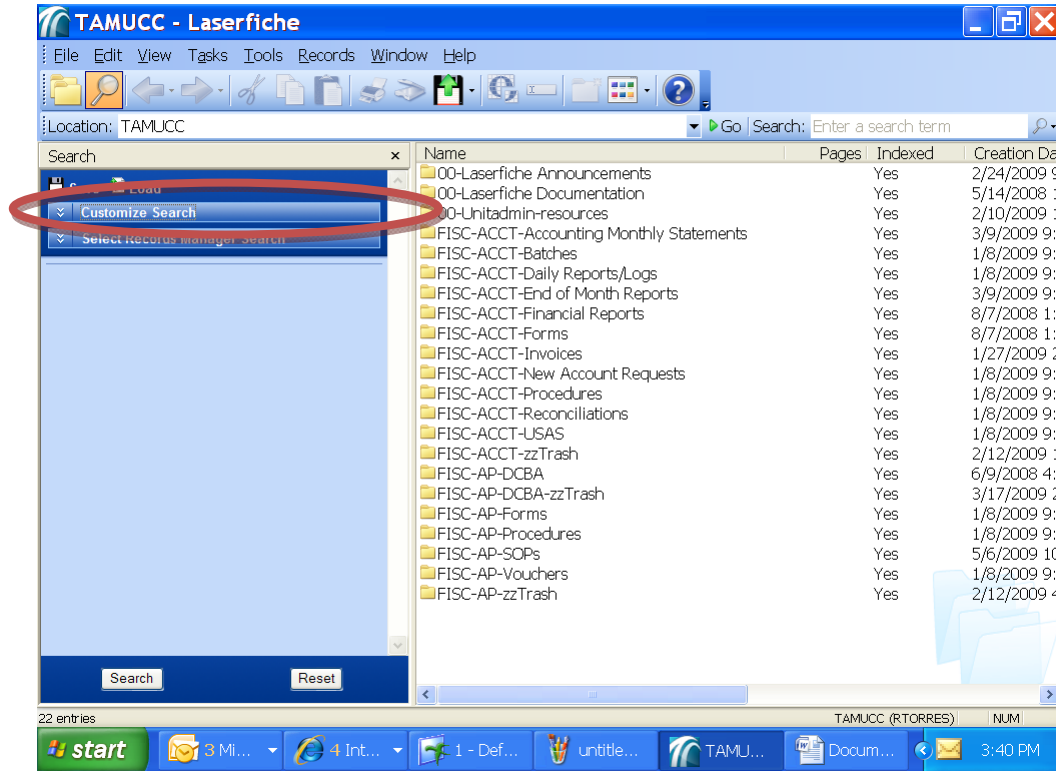
# HOW TO PULL AN ACCOUNTING BATCH IN LASERFICHE

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

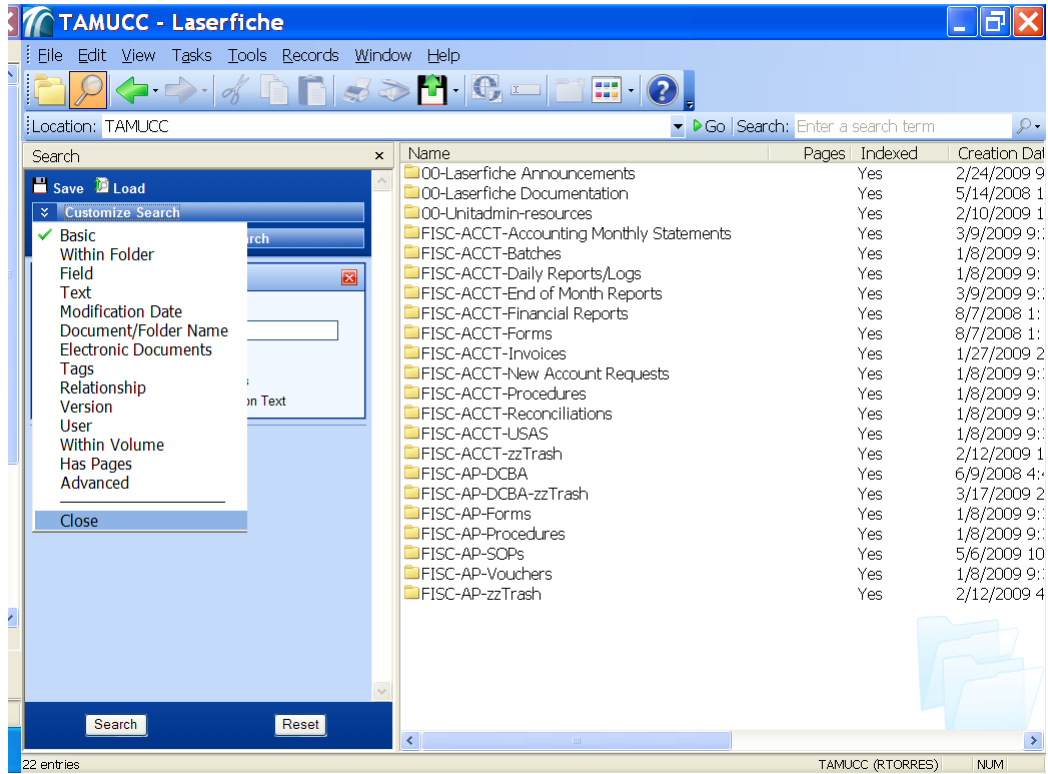
Click on the Magnifying Glass to open up the Search window.



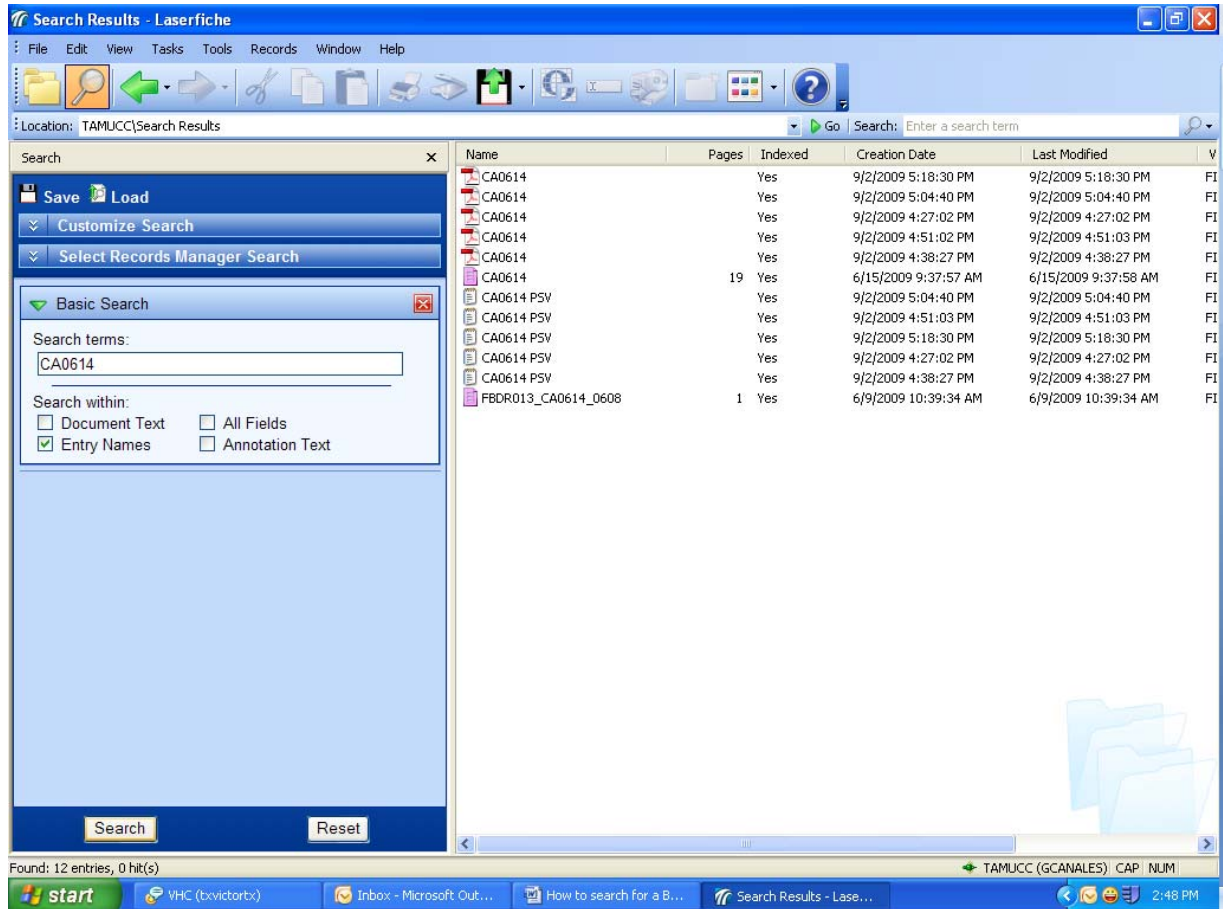
Click on Customize Search.



Select Basic and Click Close.

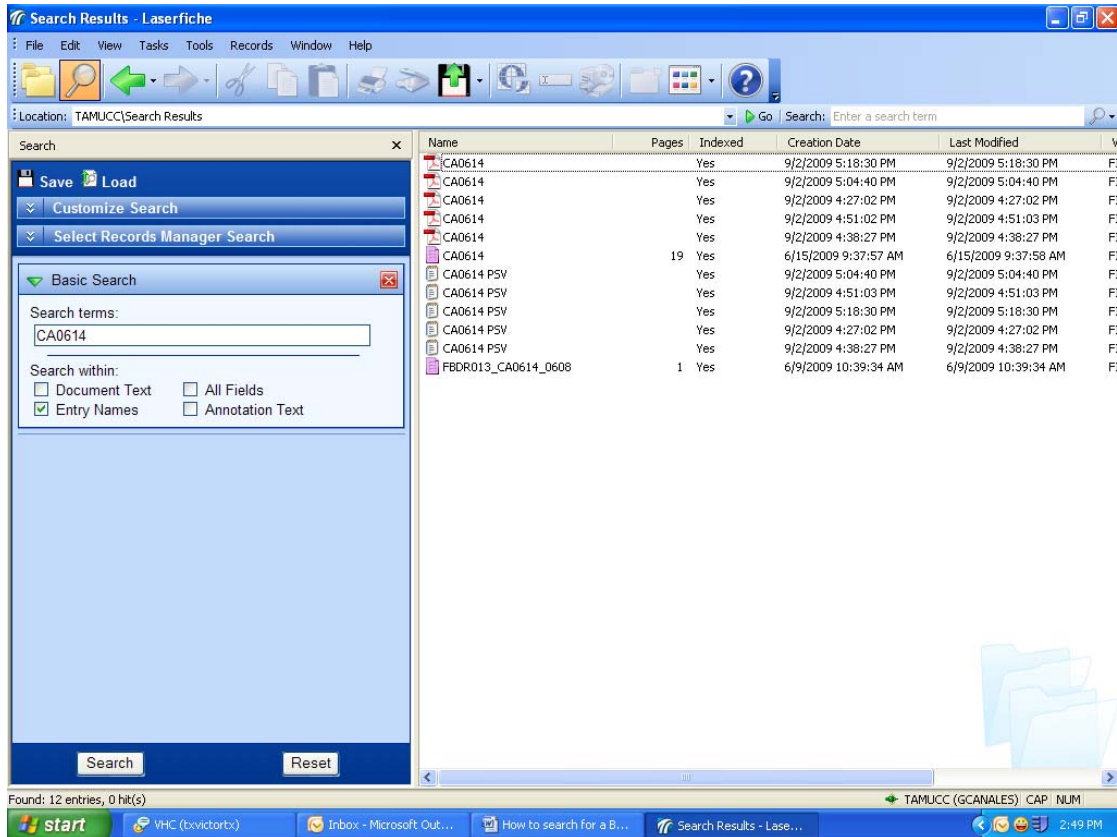


Uncheck all boxes except Entry Names. Type the Batch Name (ex: CA0614) in the Search terms field and click Search.

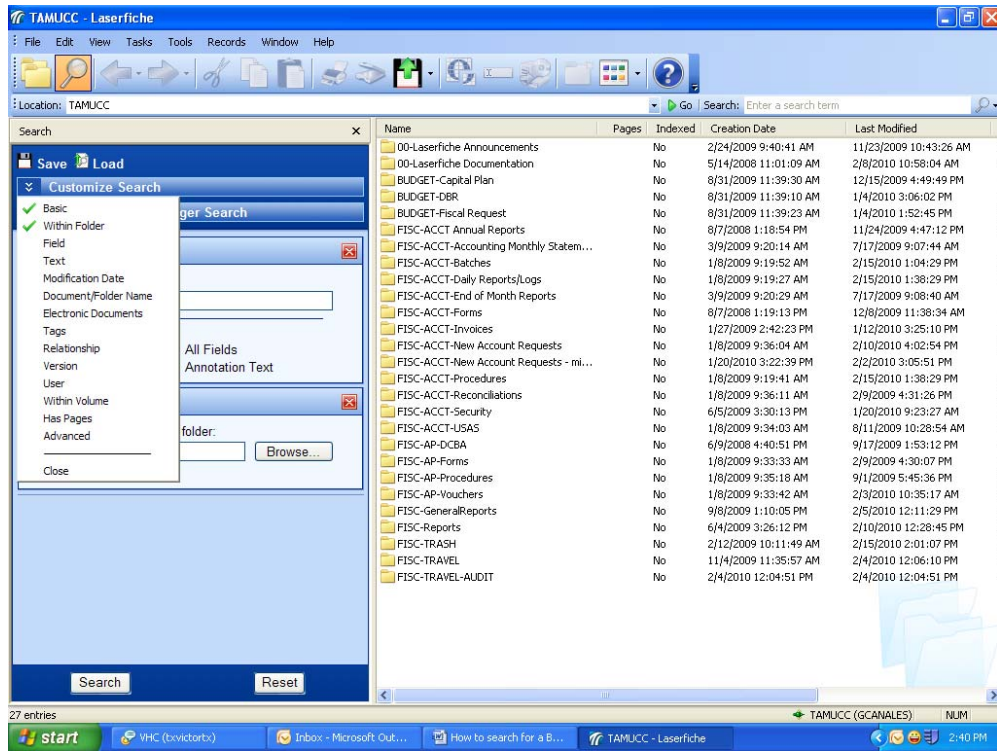


All batches with the name CA0614 will appear on the right side.

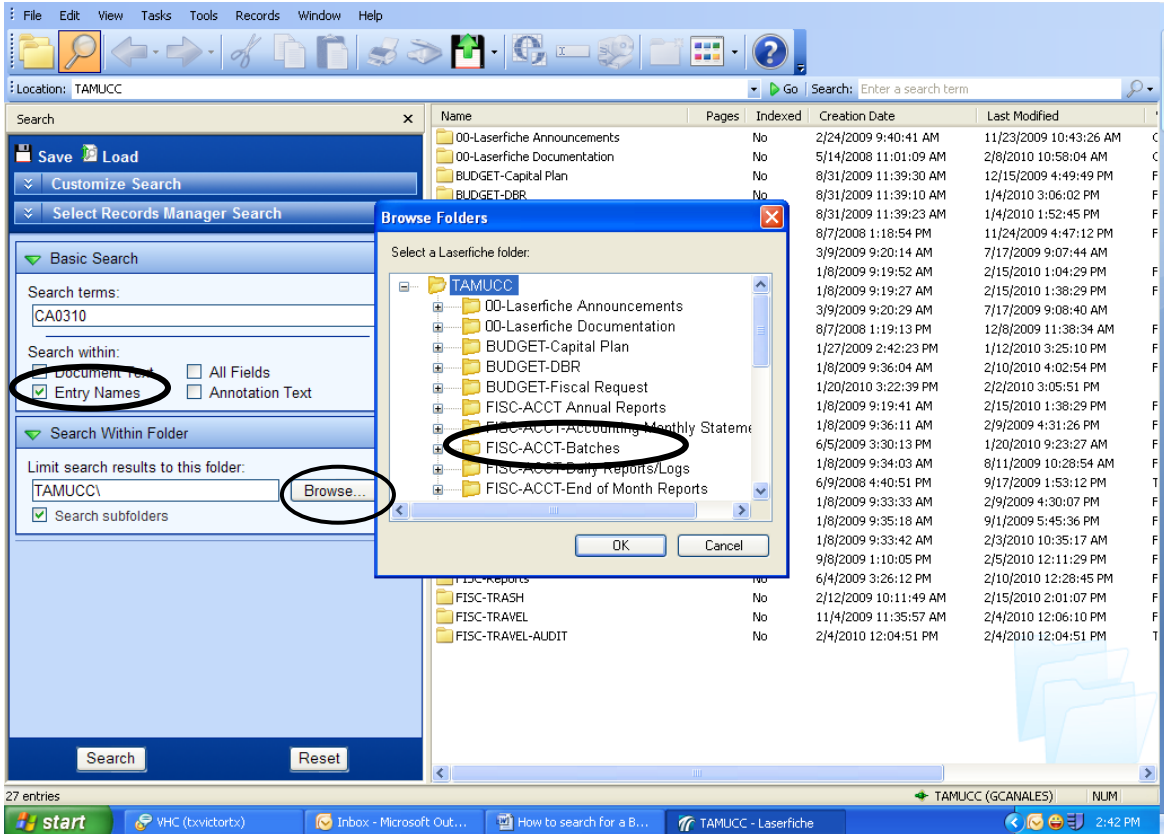
Double Click on the item you'd like to view to open up the document.



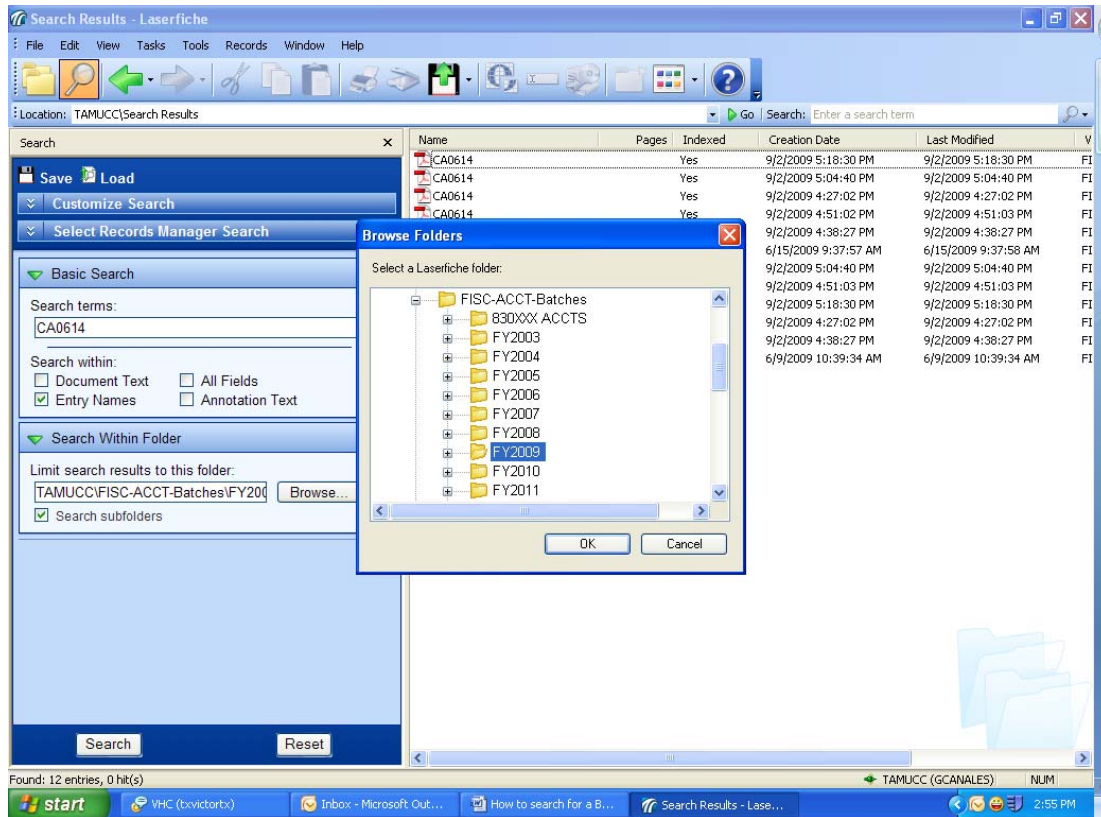
To be more specific (ie. If you want a specific year), Click the Basic Search and Within Folder choices on the Customize Search.



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.

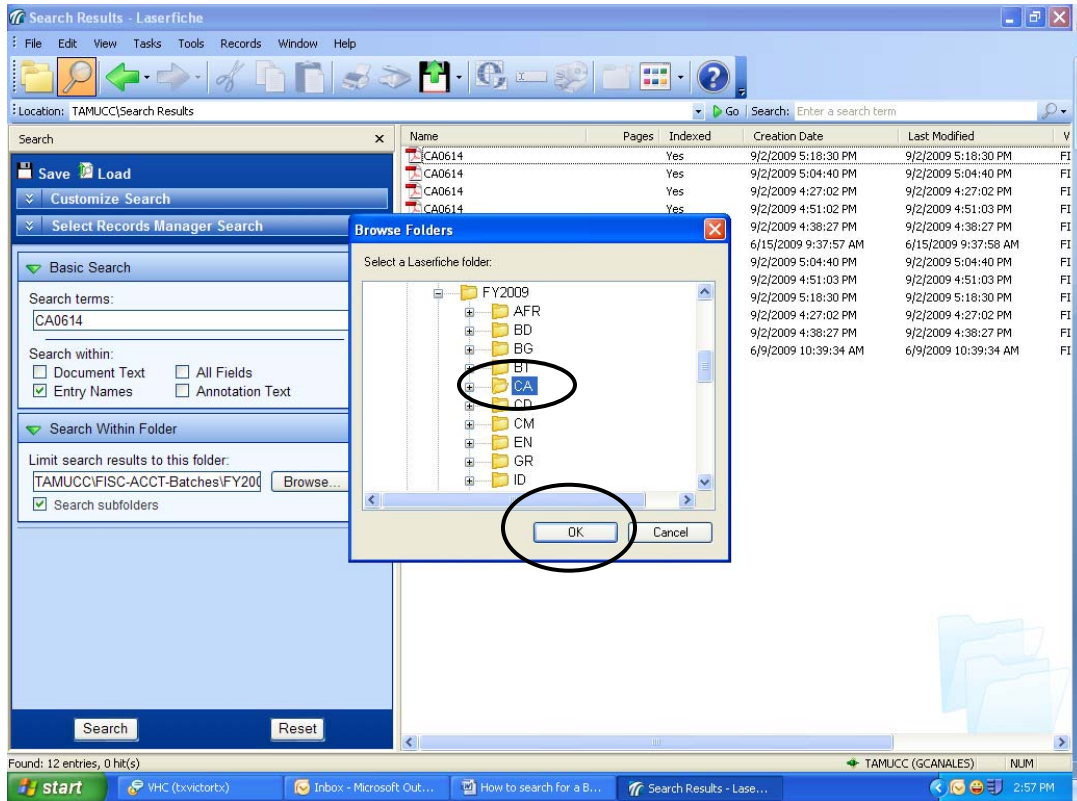


Double click on the Fiscal Year that you need.





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.

