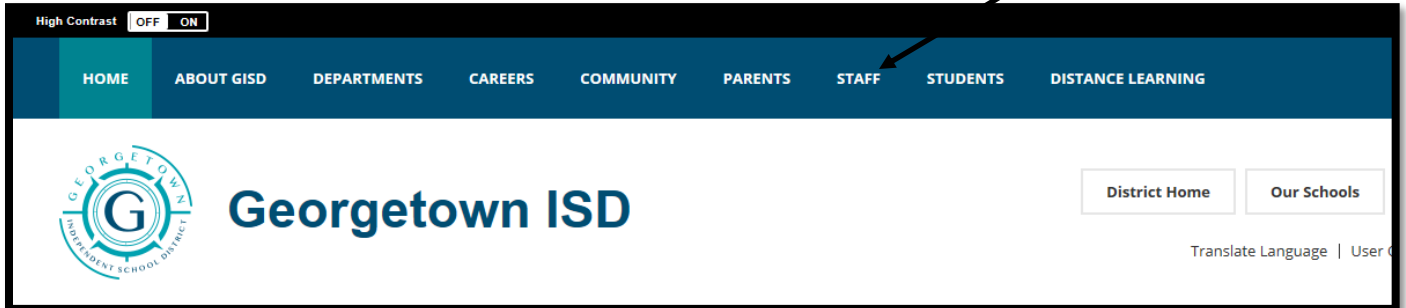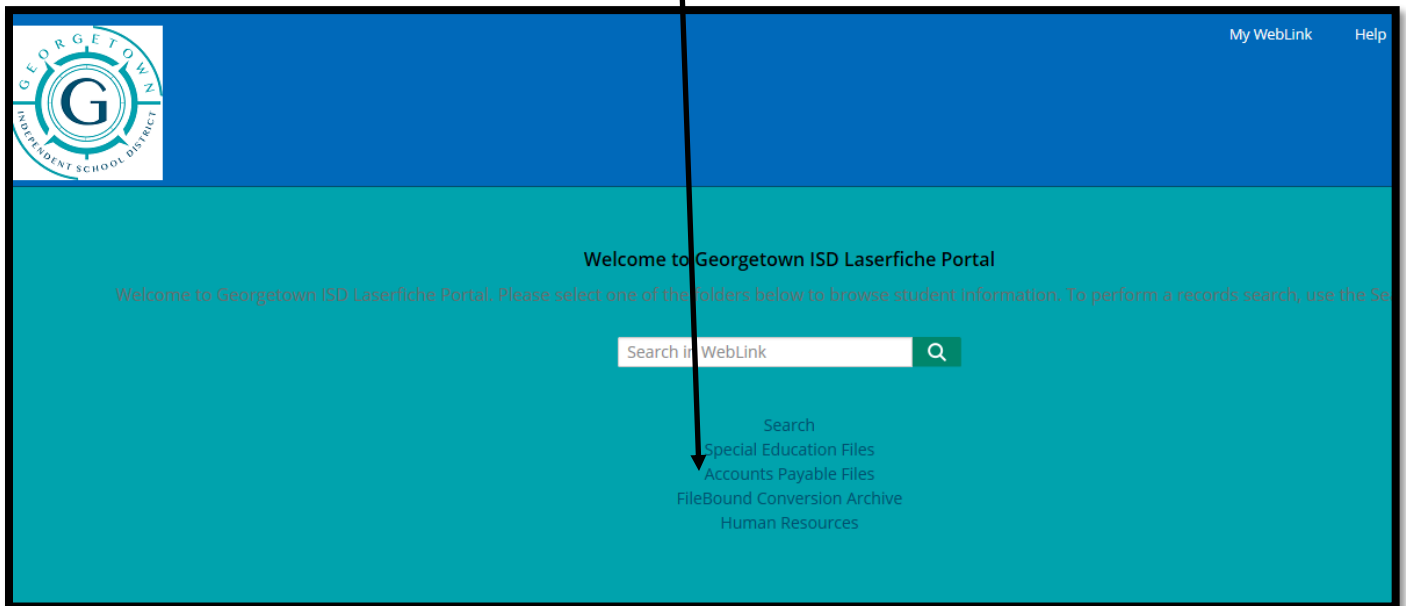# Laserfiche

How to get to Laserfiche: **G**o to the GISD home page. Select "Staff" and then Laserfiche from the Resources list.

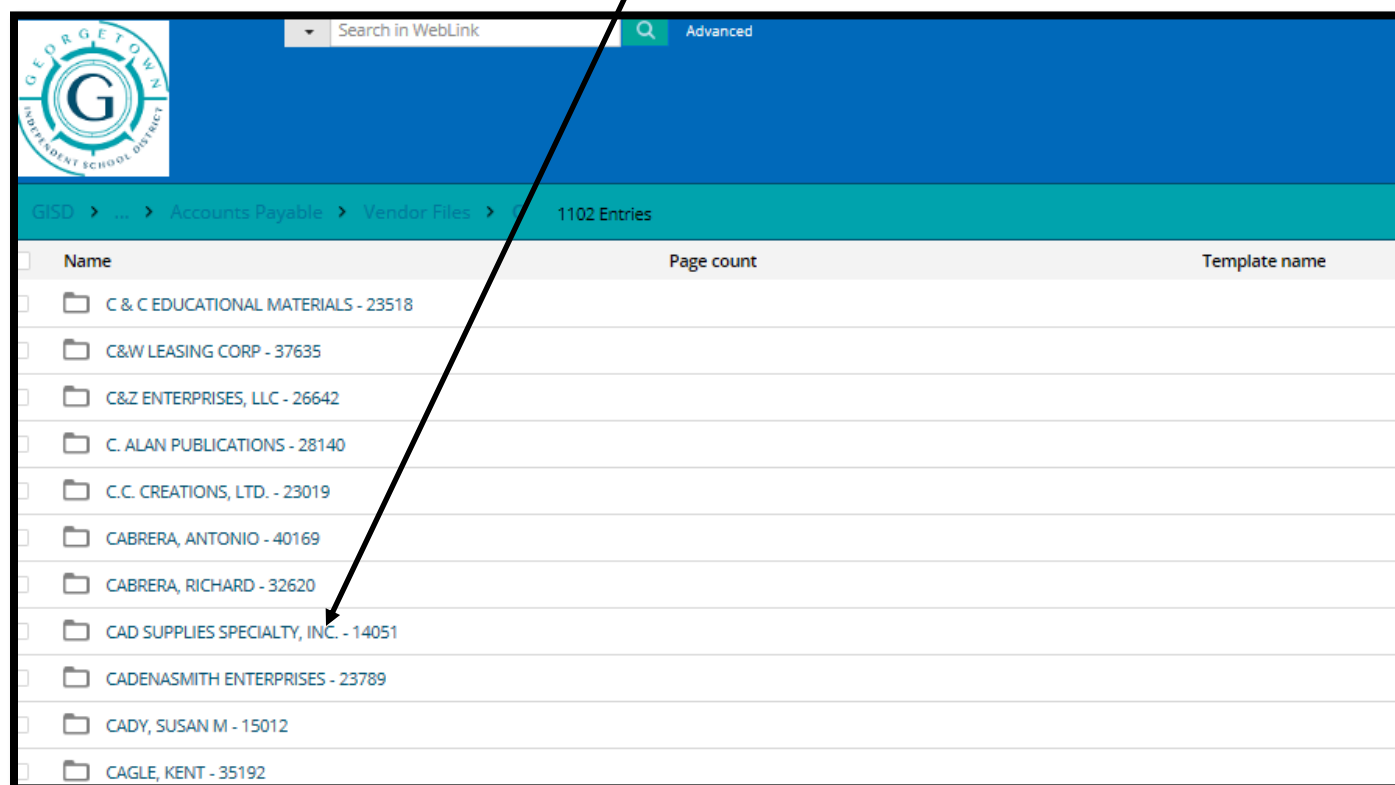Log in using the username and password used to log in to your computer.

Searching for invoices, check vouchers, etc., select ***Accounts Payable Files*** on the Laserfiche homepage.

You will be directed to *Vendor Files*. All records are filed by the first letter or number of the Vendor's name. *Ex.: 600 Degrees Pizzeria is in the "6" folder*

After selecting the vendor, choose the year you wish to view (In Laserfiche, you would select FY 2015 if you wish to see items within the 2015-2016 school year; FY 2014 for items within 2014-2015 school year, etc.).

For this example, we are using **CAD Supplies Specialty Inc** as the vendor.

Below is the sequence of screen shots if you were looking for information on a payment to CAD SUPPLIES.

Select Vendor

Name

📁 CAD SUPP000

Select Fiscal Year (for this we are choosing 2016

GISD > ... > Accounts Payable

	Name
☐	📁 FY 2013
☐	📁 FY 2014
☐	📁 FY 2015
☐	📁 FY 2016
☐	📁 FY 2018
☐	📁 FY 2019

Select the payment you'd like to view. (for this we are choosing the 9/22/2016 payment

GISD > Business Office > Accounts Payable > Vendor Files > C > CAD SUPP

	Name	Page count
☑	📄 Check Voucher - 248235 - C - 9/22/2016	2
☐	📄 Check Voucher - 257364 - CAD SUPP000 - 6/15/2017	2

When you select a voucher, you will see the voucher, invoice and other documents submitted when the voucher was created.

The check voucher and invoice will be displayed. (The photo below has been darkened) From this screen, you can zoom your view, toggle between pages using the bookmarks on the left, or print the documents to .pdf

Check Voucher - 248235 - C - 9/22/2016

GEORGETOWN ISD

CAD SUPP000	Check No.	248235
CAD SUPPLIES SPECIALTY, INC.	Check Date	09/22/2016
	Check Type	Computer

13734 N IH 35
AUSTIN, TX 78728

Invoice #	P.O. #	Inv Description	Inv Date	Gross	Net
	Adjustment Desc	Adj Amount	Discount Desc		Disc Amount
			Account Number		Account Amount
312645	9301700245	fix David's plotter printer	09/12/2016	253.00	253.00
			199 E 51 6249 04 930 0 99 944		253.00
		CHECK TOTAL			253.00

TO SEARCH FOR INVOICES OR CHECK VOUCHERS BY KNOWN CRITERIA:

From the Vendor Files page, select Advanced next to Search in WebLink.

Expand Customize Search to select Template.

From the dropdown of Template, select Accounts Payable.

You can then search by PO Number Enter the PO Number and hit enter A list of the checks that have been processed from this PO will show. Select the check number to see the voucher invoice, and any associated documents.

You can also view all check vouchers across all fiscal years by entering the "Vendor Name". You must type in the name exactly as it appears in Skyward to view these files.

Customize Search

Records Management

Template ✕

No template assigned
Accounts Payable
BusOff Administration Files
Facilities
Facility Management
General
Human Resources
Nutrition Services
Nutrition Services - Archives
Payroll
Payroll-Administration
Special Education - Archives
Special Education - Student Files
Student Records
Superintendent Files