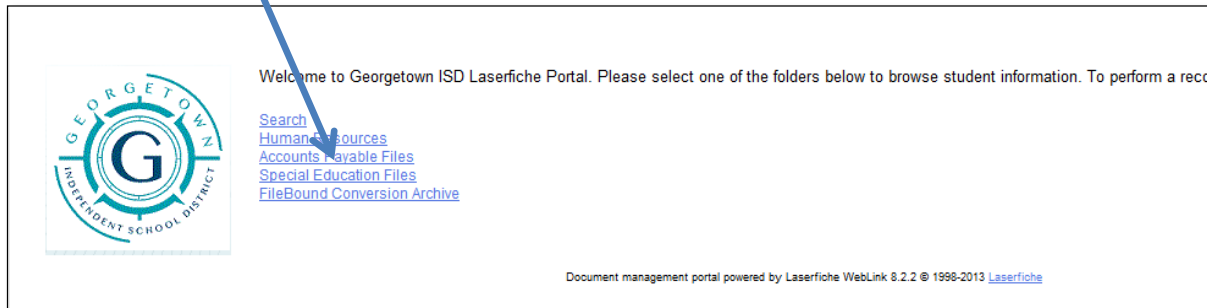


Laserfiche is used to store electronic files from multiple departments in the District. For Accounts Payable, all invoices are scanned and stored in Laserfiche under Accounts Payable Files

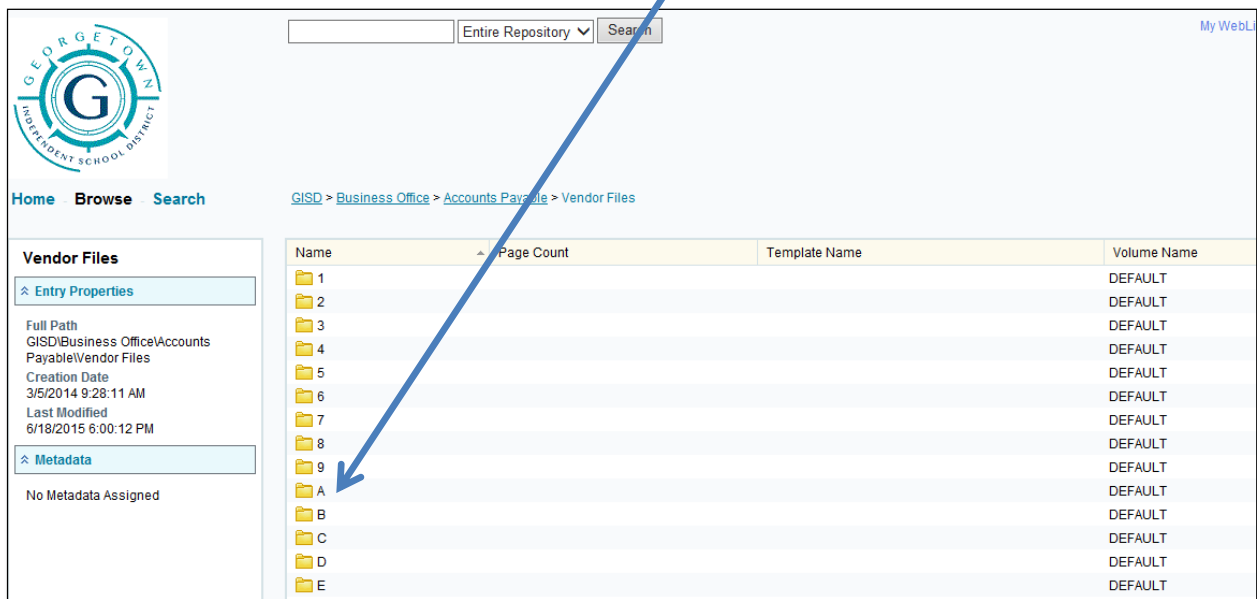
To access Laserfiche, use **Internet Explorer**. From the Georgetown ISD homepage, choose **“For Staff”**. A link to Laserfiche can be found under All Staff Resources listed on the right side of the screen.

### Select Account Payable Files



**For this example, we are searching for an invoice from the vendor “A MATTER OF TASTE”**

From Skyward, you can find the check number used to pay the invoice. This information can be found in the Vendor Files by searching for your PO number. Remember, payments for all campuses may be included on one check. You may see a voucher that has more than one invoice listed per check. Choose the first initial of the vendor for whom you are searching



Select the folder for A Matter of Taste

The screenshot shows the GISD file repository interface. At the top left is the Georgetown Independent School District logo. Below it are navigation links: Home, Browse, and Search. A search bar and a dropdown menu set to 'Entire Repository' are at the top right. The breadcrumb trail reads: GISD > Business Office > Accounts Payable > Vendor Files > A. On the left, under the letter 'A', there are sections for 'Entry Properties' and 'Metadata'. The main area displays a list of folders with columns for Name, Page Count, and Template Name. A blue arrow points to the folder 'A MATTER OF TASTE - 16243'.

Name	Page Count	Template Name
A & D TESTS, INC. - 16833		
A & I SERVICES, INC. - 19399		
A CUT ABOVE COSTUMES - 27876		
A MATTER OF TASTE - 16243		
A MATTER OF TASTE, INC - 34		
A PREMIUM BLEND STUDIO - 33225		
A T & T - 31705		
A WISH COME TRUE - 26612		
A.C. JONES HIGH SCHOOL - 13737		
A.W. PELLER AND ASSOC., INC. - 16166		
A+ COMPUTER SCIENCE - 19789		

Select the folder for the vendor

The screenshot shows the GISD file repository interface with the folder 'A MATTER OF TASTE - 16243' selected. The breadcrumb trail is: GISD > Business Office > Accounts Payable > Vendor Files > A > A MATTER OF TASTE - 16243. The left sidebar shows the 'Entry Properties' and 'Metadata' for this folder. The main area displays a list of folders with columns for Name, Page Count, and Template Name. A blue arrow points to the folder 'A MATTER000'.

Name	Page Count	Template Name
A MATTER000		

1 Entry

Choose the correct year. In Laserfiche, FY 2014 indicates the 2014-15 school year

The screenshot shows the Laserfiche interface for the Georgetown Independent School District. The breadcrumb trail is: GISD > Business Office > Accounts Payable > Vendor Files > A > A MATTER OF TASTE - 16243 > A MATTER000. The left sidebar shows the folder 'A MATTER000' with an 'Entry Properties' button. The main area displays a table of folders:

Name	Page Count	Template Name
FY 2012		
FY 2013		
FY 2014		
FY 2015		
FY 2016		

Below the table, it indicates '5 Entries'. A blue arrow points to the 'FY 2014' folder.

From this screen, choose the check number.

The screenshot shows the Laserfiche interface for the Georgetown Independent School District. The breadcrumb trail is: GISD > Business Office > Accounts Payable > Vendor Files > A > A MATTER OF TASTE - 16243 > A MATTER000 > FY 2014. The left sidebar shows the folder 'FY 2014' with an 'Entry Properties' button. The main area displays a table of check vouchers:

Name	Page Count	Ter
Check Voucher - 225255 - A MATTER000 - 10/16/2014	2	Acco
Check Voucher - 22533 - A MATTER000 - 2/12/2015	2	Acco
Check Voucher - 234076 - A MATTER000 - 6/18/2015	2	Acco

Below the table, it indicates '3 Entries'. A blue arrow points to the second entry, 'Check Voucher - 22533 - A MATTER000 - 2/12/2015'.

The first screen will have the voucher generated when the invoice was paid.

Scroll down to see a copy of the invoice.

GEORGETOWN ISD

A MATTER000  
A MATTER OF TASTE  
4230 WILLIAMS DRIVE  
GEORGETOWN, TX 78628

Check No. **234076**  
Check Date 06/18/2015  
Check Type Computer

Invoice #	P.O. #	Description	Adj Amount	Inv Date	Gross	Net
05/20/15	41500210	Flower Arrangements for		06/18/2015	318.00	318.00

Click the Thumbnail tab, to see all of the pages associated with this voucher.

Select the thumbnail of the page you wish to view.

GEORGETOWN ISD

A MATTER000  
A MATTER OF TASTE  
4230 WILLIAMS DRIVE  
GEORGETOWN, TX 78628

Check No. **234076**  
Check Date 06/18/2015  
Check Type Computer

The screenshot shows a document viewer interface for the Georgetown Independent School District. The header includes the district logo and navigation links: Home, Browse, Search. The breadcrumb trail is: GISD > RM > Business Office > AP > GR1025-29 ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS > FY2014 > Check Voucher - 234076 - A.MATTER000 - 6/18/2015.

The document content includes:

- Vendor Information:**

*A Matter of Taste Florist*  
 4230 Williams Drive  
 Georgetown, TX 78628  
 amatteroftasteflorist.com  
 (512) 863-0789
- Item Description:**

*Graduation flowers*
- Date:**

*Date: May 19, 2015*
- Contact Information:**

*P.O.# 0041500210*

<i>Sonya Lewis:</i>	
<i>Email: lewisSo@georgetownisd.org</i>	
<i>Phone: 512-943-1802</i>	
- Event Information:**

<i>Ceremony Location and Time: Georgetown PAC</i>
---

Thumbnail 2 is selected in the left sidebar. The footer of the document viewer reads: "Document management portal powered by Laserfiche WebSite 6.2.2 © 1998-2013 Laserfiche".

This is a preview of the invoice (thumbnail 2)

Choose the e-mail icon to generate an e-mail that will send a copy of the voucher and invoice to someone.

The screenshot shows the Laserfiche WebLink interface for a check voucher and invoice. The breadcrumb trail is: GISD > RM > Business Office > GR1025-26 ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS > FY2014 > Check Voucher - 234076 - A MATTER000 - 6/18/2015. The main content area displays the following information:

**GEORGETOWN ISD**  
 A MATTER000  
 A MATTER OF TASTE  
 4230 WILLIAMS DRIVE  
 GEORGETOWN, TX 78628

Check No. **234076**  
 Check Date 06/18/2015  
 Check Type Computer

Invoice #	P.O. #	Description	Inv Date	Gross	Net
05/20/15	41500210	Flower Arrangements for	06/17/2015	310.00	310.00

The toolbar at the top of the document viewer includes icons for Home, Back, Forward, Print, PDF, and an e-mail icon, which is highlighted by a blue arrow.

By clicking in the e-mail button you will generate the next screen and be able to send a copy of the voucher and invoice to anyone.

The screenshot shows the 'Send Check Voucher - 234076 - A MATTER000 - 6/18/2015 via e-mail' form. The form includes the following fields:

- E-mail To:** [Text input field]
- Your Name:** [Text input field]
- Your E-mail Address: (optional)** [Text input field]
- Message: (optional)**  
Please limit your message to 250 characters [Text area]

A **Send** button is located at the bottom right of the form. The form is titled 'Send Check Voucher - 234076 - A MATTER000 - 6/18/2015 via e-mail' and includes a 'Back to Check Voucher - 234076 - A MATTER000 - 6/18/2015' link at the top.

Choose the PDF button to print a copy of the voucher and invoice.

The screenshot shows the Laserfiche web interface for Georgetown ISD. The breadcrumb trail is: GISD > RM > Business Office > AP > GR1025-26 ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS > FY 2014 > Check Voucher - 234076 - A MATTER000 - 6/18/2015. The main content area displays the check details: GEORGETOWN ISD, A MATTER000, A MATTER OF TASTE, 4230 WILLIAMS DRIVE, GEORGETOWN, TX 78628. Check No. 234076, Check Date 06/18/2015, Check Type Computer. Below this is an invoice table with columns: Invoice #, P.O. #, Description, Adj Amount, Inv Date, Discount Desc, Account Number, Gross, and Net. The first row shows Invoice # 05/20/15, P.O. # 41500210, Description Flower Arrangements for, Inv Date 06/17/2015, Gross 316.00, and Net 316.00. A toolbar at the top contains a PDF button, which is highlighted by a blue arrow.

You can choose to print all or part of the documents associated with this check.

The screenshot shows the same Laserfiche web interface as above, but with a 'Print' dialog box open. The dialog box has a title bar 'Print' and a text input field for 'Pages to Print' containing '1-2'. Below the input field, it says: 'Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12.' Below that, it says: 'After downloading, print the document using a PDF reader (e.g. Adobe Acrobat).' At the bottom of the dialog box are two buttons: 'Download & Print' and 'Cancel'.

**\*\*Please do not go into Laserfiche and print all of your invoices. The whole point of using the program is to cut down on the amount of paper used.\*\***