

## Search and View Voucher Job Aid

## **Business Purpose**

Use this job aid to:

- Perform a search for a voucher in Finance.
- Understand the difference between Voucher Normal and Voucher detail screens.

INANCE

- 1. Access the Veloz Landing Page
- 2. Click the **Finance** Tab. **CROWLEY**

*	Home
	Commercial
۲	Salesforce
٢	Finance

3. Login in with you User and Password.



4. Click the **Voucher** module.



## **Voucher Normal**

- 5. Click the Voucher Normal link. Voucher Normal
- 7. After selecting the search criteria click the **Select** button.

Select 🔺 xcel Expo	rt Cancel Voucher	Cancel Voucher w/o d	istribution Distribute Voucher
X Acc. Type	▼ sta	rts with 🔻	+ -

 Select the Voucher and click the "Pencil" icon.

		ø	Ł	Voucher No. ≑	Туре	Subtype
1	Ε	Ø		823190000438	23	RELEASE
2		Ø	Г	927190001111	27	PT
3		Ø		927190001112	27	PT
4	E	Ø		927190001113	27	PT

9. Voucher information will be displayed by the application.

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10. Remember that Voucher Detail will display one voucher per each estimated port costs line item.



## **Voucher Details**

1. Access the Veloz Landing Page https://veloz.crowley.com



2. Click the **Finance** Tab. **CROWLEY** 

*	Home
	Commercial
٢	Salesforce
۲	Finance

3. Login in with you User and Password.



4. Click the **Voucher** module.



- 5. Click the **Voucher Detail** link. Voucher Detail
- 6. Select the search criteria.



7. After selecting the search criteria <u>click</u> the **Select** button.

Select 🔺	Select 🔺 kcel Export		Cancel Voucher w/o distribution	Distribute Voucher
X Acc. Ty	pe	▼ sta	rts with 🔻	+ -

8. Select the Voucher and click the "Pencil" icon.

		C	٤	Voucher No. 🗢	Туре	Subtype
1	E	Ø		823190000438	23	RELEASE
2	E	Ø		927190001111	27	PT
3	E	Ø		927190001112	27	PT
4	E	Ø		927190001113	27	PT

9. Voucher information will be displayed by the application.

		USD		Ninot	paid)		4/11/2019 Creation Application			
		Account		Edi Ref	erence					
nadaroa Portuaria Centroamericana 6122825							FINANCE			
										Cart
Charge	Account	Sub Account	Amount	Currency	Debit/Credit	Amount Accounting	Exchange Rate Accounting	VAT Code	Booking	Main Group
STPV	9144-0683	939202	218,15	1150	D	218.15	1.000000	0%	Stevede	
STEV	9146-0683	939202	17,080.80	USD	D	17,080.80	1.000000	0%	Stevede	
STEV	9144-0683	939202	1.035.69	USD	D	1,035.69	1.000000	0%	Stevedc	
STEV	9144-0683	939202	41,474,40	uso	D	41,474,40	1.000000	0%	Stevedc	
STEV	9144 0683	939202	231.24	USD	D	231.24	1.000000	0%	SALION	
STEV	9144.0683	939202	3,297,52	USD	D	3,257.52	1.000000	0%	SALIDA	
STPV	9144-0683	939202	211.97	USD	D	211.97	1.000000	0%	ENTRAL	
STPV	9146-0683	939202	4,055.28	0211	D	4,055.28	1.000000	0%	FNTDAF	
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10. Voucher detail will display one voucher per each estimated port cost line item.