

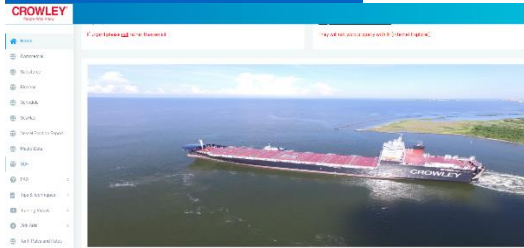
Search and View Voucher Job Aid

**Business Purpose**

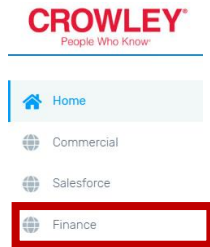
Use this job aid to:

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

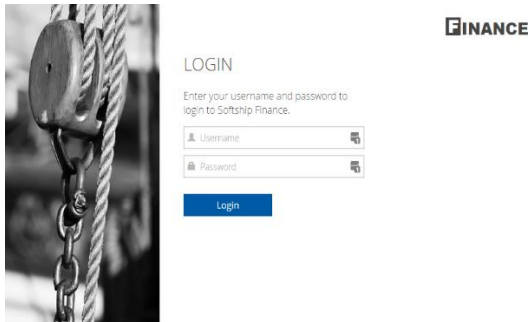
1. Access the **Veloz Landing Page**  
<https://veloz.crowley.com>



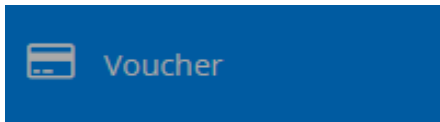
2. Click the **Finance** Tab.



3. Login in with you User and Password.



4. Click the **Voucher** module.

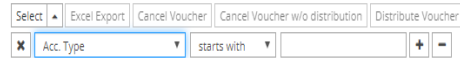


**Voucher Normal**

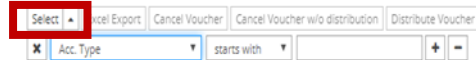
5. Click the **Voucher Normal** link.

[Voucher Normal](#)

6. Select the search criteria.



7. After selecting the search criteria click the **Select** button.



8. Select the Voucher and click the **“Pencil”** icon.

			Voucher No. ↑	Type	Subtype
1			823190000438	23	RELEASE
2			927190001111	27	PT
3			927190001112	27	PT
4			927190001113	27	PT

9. Voucher information will be displayed by the application.

Voucher Number	Order Amount	Order Date	Voucher Date
823190000438	16,700.00	07/15/2018	07/15/2018
927190001111	16,700.00	07/15/2018	07/15/2018
927190001112	16,700.00	07/15/2018	07/15/2018
927190001113	16,700.00	07/15/2018	07/15/2018

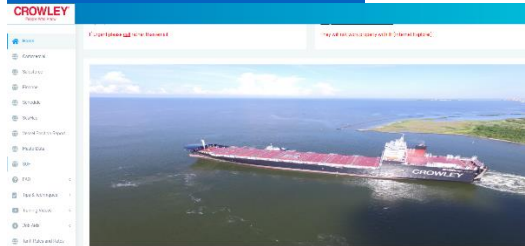
  

Voucher Number	Charge	Account	Sub Account	Amount	Currency	Account	Account	Holdings Rate	Unit Code	Posting Date	User Name Group
823190000438	16,700.00	230000	230000	16,700.00	USD	230000	230000	1.000000	23	07/15/2018	System Administrator
927190001111	16,700.00	270000	270000	16,700.00	USD	270000	270000	1.000000	27	07/15/2018	System Administrator
927190001112	16,700.00	270000	270000	16,700.00	USD	270000	270000	1.000000	27	07/15/2018	System Administrator
927190001113	16,700.00	270000	270000	16,700.00	USD	270000	270000	1.000000	27	07/15/2018	System Administrator

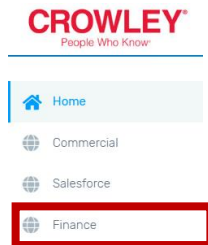
10. Remember that Voucher Detail will display one voucher per each estimated port costs line item.

## Voucher Details

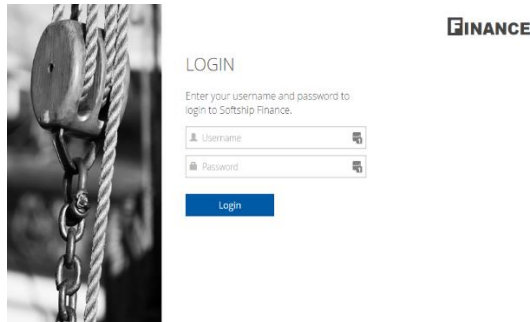
1. Access the **Veloz Landing Page**  
<https://veloz.crowley.com>



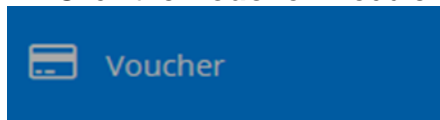
2. Click the **Finance** Tab.



3. Login in with you User and Password.



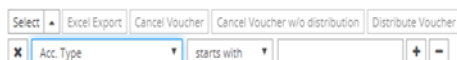
4. Click the **Voucher** module.



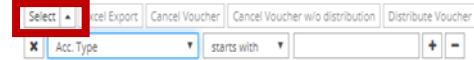
5. Click the **Voucher Detail** link.

**Voucher Detail**

6. Select the search criteria.



7. After selecting the search criteria click the **Select** button.



8. Select the Voucher and click the **“Pencil”** icon.

		Voucher No. ↑	Type	Subtype
1		823190000438	23	RELEASE
2		927190001111	27	PT
3		927190001112	27	PT
4		927190001113	27	PT

9. Voucher information will be displayed by the application.

Save | Save and Close | Close | Log Info | Print Invoice

OPC: USD | In process | 4/11/2019

Name: Clearlake Portaria Centroamerica | Account: 3122820 | Est Reference: | Creation Application: FINVOLA

Remarks:

Position Number	Charge	Account	Sub Account	Amount	Currency	Debit/Credit	Amount Accounting	Exchange Rate Accounting	VAT Code	Booking Info	Est Main Group
1	OTPV	91664683	999300	216.15	USD	D	216.15	1.000000	0%	Release	
2	OTPV	91664683	999300	17,080.80	USD	D	17,080.80	1.000000	0%	Release	
3	STLV	91664683	999202	1,035.69	USD	D	1,035.69	1.000000	0%	Steved	
4	STLV	91664683	999202	41,414.40	USD	D	41,414.40	1.000000	0%	Steved	
5	STLV	91664683	999202	227.24	USD	D	227.24	1.000000	0%	STLGR	
6	STLV	91664683	999202	3,207.02	USD	D	3,207.02	1.000000	0%	STLGR	
7	OTPV	91664683	999300	211.07	USD	D	211.07	1.000000	0%	Release	
8	OTPV	91664683	999300	4,065.76	USD	D	4,065.76	1.000000	0%	Release	

10. Voucher detail will display one voucher per each estimated port cost line item.