IMOS v6.13 Documentation

About IMOS

IMOS, the Integrated Maritime Operations System, consists of these modules: Trading, Chartering, Estimate Schedule, Cargo Matching, Time Charters, Operations, Bunker Management, Demurrage and Claims, Pooling, Financials, Data Center, and Data Services. These modules can be integrated to build complete solutions for commercial maritime organizations, including dry bulk, tanker, LNG, chemical, container, and barge companies. IMOS provides an innovative, efficient approach to organizing and managing a shipping company.

IMOS Installation

This section details the requirements necessary to prepare an environment suitable for IMOS and the necessary steps to configure and maintain the application and its database. It is limited to the steps required to install IMOS and the associated databases. It does not cover the installation of operating systems or database servers, but assumes that they are already installed and functional.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

IMOS6 Requirements and Recommendations

IMOS Prerequisites:

- An operational and configured application server
- Hardware and software matching these requirements:

Component	Description	Value	Comments
Client Machine	Client-server interface	ADO.NET, .NET Remoting over TCP	
	Recommended operating system	Windows XP / Vista / 7	
	Remote access	Citrix / Terminal Server	
	Client-specific requirements	.NET Framework V3.51 SP1 or later	
	Hardware requirements	Pentium 4, 1 GB RAM	
	Minimum display resolution	1024 x 768	
	Web browser	Microsoft Internet Explorer V7 or greater	
	Multimedia software	Adobe Flash Player	For tutorials
	LAN connection between the client and the database server	1 GB	If not deployed over Citrix or Terminal Server
Application Server	Size of Veson application install base	500 MB	
	Anticipated data growth on application server (MB)	N/A	

	Cache requirement of application server (MB)	N/A	
	How frequently the data on application server will change/be updated	Approximately quarterly	
	Backup media	No preference	
	Backup window	No preference	
	Maintenance window	No preference	
	Dependency on other infrastructure components	IMOS provides authentication and messaging; no external dependency as such	If Microsoft SQL Server Integrated Windows Authentication is used, there is a dependency on AD for security accounts.
	Application server details	.NET Framework V3.5, SP1 or later	
	Can share with other .NET application server	Yes	
	Hardware requirements	2.8 GHz CPU, 2 GB RAM, 60 GB HD	
	Server operating system	Windows 2003, Enterprise/Standard Edition, SP 1 or later	
	Release, version, etc	Enterprise/Standard Edition	
	Patches, service packs etc.	SP 1 or later	
Database Server	Number of database connections anticipated per user	5	
	Initial raw data size	2 GB	Application data
	Initial database size	4 GB	Database size, including index, tables, other structures, logs, etc.
	Database size considering growth for five years	20 GB	
	Database server sharing with other MS SQL server instance	Yes	
	Can use common storage	Yes	
	Hardware requirements	Dual Xeon, 2.8 GHz CPU, 4GB RAM, 200 GB HD	
	Server operating system	Windows 2003, Enterprise/Standard Edition, SP1 or later	
	Release, version, etc.	Enterprise/Standard Edition	
	Patches, service packs, etc.	SP1 or later	
	Database name and version	MS SQL 2005 or 2008	

Installation Instructions

To set up and install IMOS, follow these steps:

	Action	Comment
1.	Make an IMOS home directory, for example, D:\veson\imos.	Select any drive applicable to the environment being created.
2.	Extract the latest build from the installation Zip file to the IMOS home directory.	IMOS is distributed in a Zip file format. Users typically download the files from the Client Center: http://clients.veson.com. For login details, contact your account manager.
3.	Restore the blank V6 database provided with the installer or a V6 database backed up from an existing installation.	First-time installs are typically provided with a blank database that is then populated with client-specific master data.
4.	Copy the Configuration files from templates provided with the installer:	
	imos\services\imosauth.exe.config	The Authorization Service file typically does not have to be edited unless the TCP default port of 922 is changed.
	imos\services\imosmsg.exe.config	In most situations, the Messaging Service is on the same server as the Authorization Service, so *localhost*, as set up by default in the Configuration file, is sufficient.

	imos\exe\imosshell.exe.config	On the server, you can configure the IMOS shell to display one or more environment options. When you open d:\veson\imos\exe\imosshell.exe.config in Notepad, it has the following sections:
		
		• **<configSections>**: Leave this section as it is.
		• **<appSettings>**: Contains key-value pairs for configuring login.
		  • The value for key "authMode" can be set to "imos" for IMOS Authentication, or "mixed" for Windows Authentication.
		
		    Note: If set to "imos" the Authentication Service must be set to use a nonsecure connection. Edit imos\services\imosauth.exe.config, and set the value for the key "secure" to "false".
		  • The value for key "authServiceUri" should be set to "tcp://10.0.0.28:922/authServiceUri" with 10.0.0.28 replaced with the application server IP or hostname. A default value is provided with the file, but it must be changed. Ensure that this value is correct; otherwise, IMOS will not authenticate.
		• **<imosEnvironments>**: Contains IMOS environments.
		
		  The default value provided with the file is <add key="prod" value="Production" />. To add or edit an environment, copy or edit this line; for each key in this file, create a folder in imos\services\config.

	imos\services\config\prod\imosConfig.xml or imos\services\config\test\imosConfig.xml or imos\services\config\other\imosConfig.xml	imosConfig.xml contains the settings for the system. Each environment (Prod, Test, or Other) has its own copy of this file. The Configuration file is in the Veson directory on the main server, for example, d:\veson\imos\services\config\prod. Only you, the system administrator, should edit this file, at the time of system setup. Veson Nautical Corporation provides the services\imosConfig.exe program to help with setting database connection strings for each environment, which is very important. (test\imosConfig.xml should not point to the Production database; this is a common error when administrators copy imosConfig.xml from another environment.)
	imos\services\config\prod\imosMessageConfig.xml or imos\services\config\test\imosMessageConfig.xml or imos\services\config\other\imosMessageConfig.xml	The imosMessageConfig.xml file contains parameters to enable IMOS to communicate with external systems, such as email and others.
5.	Run db\v6.*_ALL.sql on the database.	Sometimes changes in IMOS require changes to the database schema. In the directory D:\veson\imos\db, the required scripts are provided to update any version 6 database to the one provided with the latest release. This step is required whenever IMOS is updated.
6.	Create an imos\dat subdirectory.	
7.	Extract the Distance Engine Zip file provided with the installer. Place the file from \dat into the imos\dat directory and the file from \exe into the existing imos\exe directory.	These files are required by IMOS to automatically calculate the distance between ports and adjust any time zones, as applicable, for the different ports.
8.	From the \db directory, run updatePortsV6.sql, followed by tzoneUpdate.sql.	
9.	Place the license file provided along with the installer in imos\services\config.	Each client gets an individual license file that unlocks features in IMOS to match those purchased, for the appropriate number of users.
10.	Register the services. Run a command prompt with administrator privileges, then, from the imos\services directory, run: **set path=%systemroot%\Microsoft.NET\Framework\v2.0.50727;%path%** **installutil imosauth.exe** **installutil imosmsg.exe**	
11.	Start the IMOS Authentication Service and the IMOS Messaging Service.	These services need to be started from the Services Control Panel in Windows. Ideally, they should be set to start automatically by setting the Startup type to Automatic.

If you are using SQL Authentication, create a SQL user on the database server with *db_datatreader* and *db_datawriter* permissions to the IMOS databases, and modify imosConfig.xml as needed.

Note, as above, that Veson Nautical Corporation provides the services\imosConfig.exe program to help with setting database connection strings for each environment, which is very important. (test\imosConfig.xml should not point to the Production database; this is a common error when administrators copy imosConfig.xml from another environment). This is recommended over Windows Authentication so that the administrator does not need to give each individual IMOS user the correct permissions.

The services should also be set to start automatically, and, if needed, set to run as a user with database privileges. (This should

be done if the services are on a different computer than the database, and if Windows Authentication is being used, and not SQL Authentication, in imosConfig.xml).

In a high availability environment, we also recommend that administrators set the Recovery tab to restart the service on failure, and, possibly, to run a program that in some way notifies an administrator. (Alternatively, consider third-party IT software that monitors services).

Finally, administrators should also consider adding a Dependency on the IMOS Authentication Service to the IMOS Messaging Service so that it does not attempt to start before the Authentication Service. These recommendations are not mandatory, but are detailed as a means of increasing the availability of IMOS.

Updates

IMOS updates are released to you in a Zip file distributed through the Client Center. The IMOS administrator needs to unzip the file and copy the contents to the installed IMOS home directory (for example, D:\veson\imos).

We do not recommend that any update be deployed to the Production environment without testing. As detailed above, the recommended process is for updates to be released to the Test environment initially and, after changes are validated, rolled into Production. Testing needs to take place with current and valid data. The next section illustrates a possible strategy for refreshing data from Production to any other environment.

Be sure to make a backup copy of currently installed executables, the database, and the Configuration files containing specific flag settings before rolling out the updates to any of the environments.

IMOS Logical Architecture

A typical IMOS installation consists of three major components:

- A database server running on Microsoft SQL Server 2005/2008. (The server can contain multiple database instances, such as a separate database for development and a separate database for production.) In smaller installations (up to around 15 users), the database server can coexist in the same hardware as the application server recommended below. For a typical installation, we recommend that the following databases be set up:
  - **Prod**: Production environment, used for all transactions and commercial transactions. This is the most important, live database. Every IMOS user must have access to this environment.
  - **Test**: Test environment, used to test patches, new releases, or any other changes. The test environment provides a safe location to confirm changes without affecting production.
  - **Other** (optional): Other environment can be created as a training environment, or even as an alternative testing environment.
- An application server containing the IMOS application and associated services. (At a minimum, the server should be running on Microsoft Windows 2003, with .NET 3.5 SP 1.)
  - The application server runs the Messaging Service and the Authentication Service. The Messaging Service is an optional service that IMOS uses for communications with external systems such as SAP, DA Desk, and email servers.
  - The application server also hosts the IMOS application that users access to run IMOS.
- A client terminal or terminal server that points to the application server running IMOS.
  - The IMOS client can be deployed via a *thin client* Citrix/Terminal Service or accessed through a LAN using a standard Windows XP/2003 client.
- In case of a *thick client* installation, the software can be run from a file share on the application server; .NET 3.5 SP1 must be installed locally. A 1GB connection to the server is required for acceptable performance from the IMOS

application.
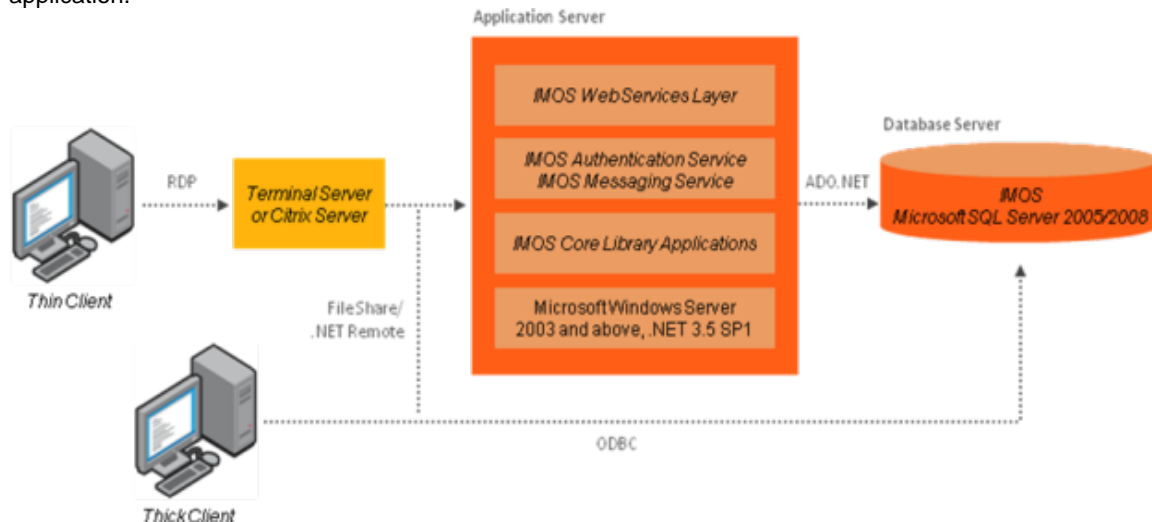
Data Migration

Where possible, all environments should closely mirror Production, because the closer the test or training environment is to the live environment, the better the results. Consequently, we recommend that the IMOS database administrator create a script to facilitate the database copy/restoration process.

For best practice, the copy/restoration script should include the following tasks:

1. Back up the Production database.
2. Restore Production to Test or Other.
3. Change all user passwords in the Test or Other database to a different password than that used in Production, to ensure that users are not logged into the wrong system by accident. Note that this is only applicable when IMOS is *not* using Windows Authentication.

Rollback Plan

A migration rollback plan is a recovery method that aims to return the system to its last known working state. The effectiveness and speed of the rollback depend on a number of factors. Note that the steps suggested below go beyond the steps needed to ensure that the Production system remains available and backed up; they are best practice scenarios.

- Back up the Production directories, applications, and database before upgrading.
- Print and document the Configuration files and their individual settings. These tend to change little once installed and configured.
- Regularly test restoration from backups.

Database Backup and Restore

Microsoft instructions for performing database backups and restores using Microsoft SQL Server Management Studio can be found in *How to: Back Up a Database (SQL Server Management Studio):* http://msdn.microsoft.com/en-us/library/ms187510.aspx and *How to: Restore a Database Backup (SQL Server Management Studio)*: http://msdn.microsoft.com/en-us/library/ms177429.aspx.

IMOS Administration

About IMOS Administration

This document is for administrators of IMOS, the Integrated Maritime Operations System from Veson Nautical Corporation. It

contains guidelines for developing a disaster recovery plan and instructions for setting up security.

For hardware and software information, see Requirements and Recommendations.

Sequence of Administration Steps

1. Install and configure IMOS. For more information, see Installation.
2. Log in as an administrator.
3. Set up IMOS Security.
4. Complete the following setup tasks.
   a. Edit and/or enter information in the Term Lists.
   b. Enter Address Book contacts.
   c. Edit and/or enter Cargo Names.
   d. Edit and/or enter Vessel information.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Developing a Disaster Recovery Plan

This section contains general guidelines for developing a disaster recovery plan. During the implementation phase, Veson Nautical reviews the existing disaster recovery hardware and software plan and tailors this information to your requirements. This is particularly important if other applications will be communicating with IMOS via the XML interfaces or otherwise.

Existing best practices apply to IMOS. The core of IMOS resides in the database, and the most important element of disaster recovery is to ensure that users are always able to access an up-to-date database. Several third-party vendors have applications for best practices that you should consider in developing a complete disaster recovery plan.

Recommended Hardware Configuration for Off-Site Installation

In the event of a catastrophic failure at the primary site, we recommend the setup of an off-site IMOS server environment. This includes the database and applications, which can be restored at any time using the backups outlined above. Generally, we recommend Terminal Server access to the off-site server, so that users can gain access to the system with just an Internet connection.

Security

Logging In and Out as an Administrator

Logging In

To access IMOS Security, you must log in as an administrator. Follow these steps.

1. Double-click on your desktop. The Log In page appears.

2. Your Windows User Name and Environment appear. Do one of the following:
   - To log in using your Windows User Name and Password click **Log In**.
   - To log in using IMOS Authentication, clear the check box, enter your **User Name** and **Password**, and then click **Log In**.

Note: The initial administrator User Name and Password are set up by Veson Nautical. Be sure to change the Password.

IMOS appears.

Logging Out

When you are finished using IMOS, do one of the following.

- Click .
- On the **File** menu, click **Exit**.
- On the **File** menu, click **Log Out**. If another user is not logging in, click **Cancel** on the Login page.

About Groups and Users

IMOS recognizes two types of users for assigning access rights:

- **Groups** have group access rights. Groups can belong to other groups. A group acts as a template: Any group or user in a group inherits all the access rights of the group.
- **Users** have individual access rights. Users can belong to one or more groups, but they do not have to belong to any groups.

Users' overall access rights are a combination of their group and individual access rights.

About Rights

Module Rights

Module rights can be assigned at three different levels:
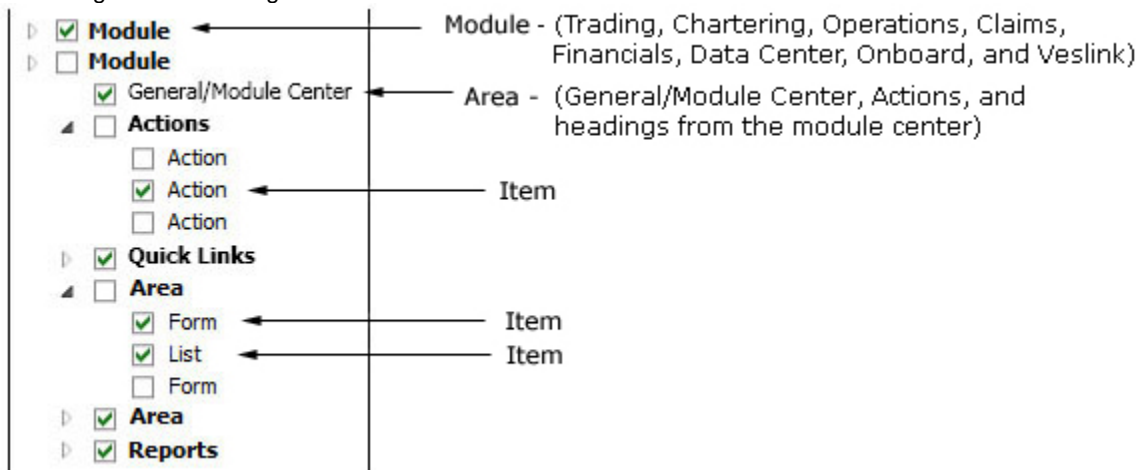
- **Module**: Trading, Chartering, Operations, Claims, Financials, Data Center, Onboard, and Veslink. For each module, you can assign a right to the whole module or expand it.
- **Area** within a module: The **headings** from the module center (Quick Links, Reports, etc.) plus:
    - **General/Module Center**: The right to view the Module Center
    - **Actions**: Actions that might or might not correspond to a form or a list in a module center and go beyond the rights to

Read, Write, and Delete. You can assign groups or users different rights to these actions than to the related form or list. Examples:

- In Operations, deleting, closing, and reopening a voyage are listed under Actions. All these actions refer to the same form, the Voyage Manager, which is listed under Quick Links, as it is in the Operations Module Center. You might want to assign a group the Read and Write right to the Voyage Manager form, but only assign certain members the right to delete, close, or reopen a voyage.
- In Financials, approving, posting, releasing, and reversing invoices are listed under Actions. Approve Invoices and Post Invoices, for the Approve Invoices List and Post Invoices List, are listed under Transactions, as they are in the Financials Module Center. You might want to assign a group or a user the Read Only right to the Approve Invoices List and the Post Invoices List, but not the right to approve, post, release, or reverse invoices. You also might want to allow certain users to approve or post invoices and others to reverse them.

- **Item** within an area, such as an action, a Quick Link, a form, a list, or a report

Object Rights

Object rights can be assigned at two different levels:

- By **object type**: Company, Vessel Type, Vessel, or Pool. Invoice Approval Types and Posting Types can also be configured.

  You can assign a right to the whole object type or expand it. For example, you can assign a group or a user the same rights to all Vessel Types.

When Company-based Security is enabled, you can select an (empty) Company, to allow a user or group to edit and save records that do not have a company specified.

- By **object**: An individual company, vessel type, vessel, or pool. Specific invoice types can also be configured for approval and posting.

  For example, you can assign a group or a user different rights to different vessel types.

Levels and Priorities of Rights

In the User Properties and Group Properties windows, each module or object name is preceded by a gray arrow (▷) or a black arrow (◢) and a check box (☐). Do any of the following:

- To assign a right, click a check box. To change to a different right, click again. Each time you click, the right changes.

  ☐: No rights have been assigned here. But keep in mind that these rights for groups or users might have been assigned in any groups in which they are members.

  ◼: Some rights have been assigned at a lower level. To see them, click ▷ to expand the item.

  ☑: Read, Write, and Delete

  W: Read and Write

  R: Read Only

  ✗: All Rights Denied

- To expand a level, click ▷ .
- To collapse a level, click ◢ .
- To see the legend that explains the rights, click Legend on either tab.

General:
☐ Inherits Rights From Group
✗ All Privileges Denied
R Read Only
W Read and Write Only
☑ Read, Write, and Delete

Rights have priorities to determine which right applies if a user is a member of more than one group, and the groups have

different rights. The order is:

All Rights Denied > Read, Write, and Delete > Read and Write Only > Read Only.

- A user with Read, Write, and Delete rights to a module who is also a member of a group with All Rights Denied to the module is effectively denied access.
- A user with Read, Write, and Delete rights to a module who is also a member of a group with Read Only rights effectively has Read, Write, and Delete rights.

Setting Up Security

IMOS Security is designed to protect data and prevent unauthorized access to the IMOS environment. The Security system manages all user rights on the IMOS system. For each user and/or group, you can assign rights to perform the functions related to each module and object in IMOS.

To set up IMOS Security:

1. Click the Data Center Module Center button .
2. In the Data Center Module Center, click **Security**. The Security List appears.

We recommend that you create groups and assign rights to them before you create individual users. You might find it more efficient to categorize users in groups and then adjust rights for individuals, rather than starting from scratch for each user.

To set up users and groups:

1. Create groups and assign module and object rights.
2. Create users.
   a. Assign users to groups.
   b. Assign user module and object rights or adjust user rights inherited from groups.

Once these steps are complete, users can use their credentials on the Login page. If IMOS verifies their credentials, IMOS starts.

Creating groups and creating users are nearly identical tasks, with nearly the same window tabs:

- Group or User
- Membership
- Module Rights
- Object Rights

Creating a New Group

To create a new group:

1. On the Security List, click and then click **New Group**. The IMOS Group Properties window appears, with the **Group** tab active.
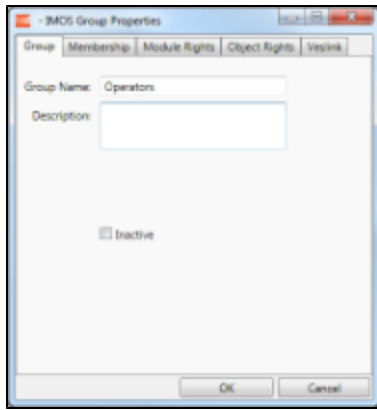
2. Enter a name for the **Group Name** that describes the members' functions or rights, for example, Charterers, Operators, Team A, etc.

You can also enter a **Description**.

Assigning Members to a Group

1. To assign members to a group, click the **Membership** tab.
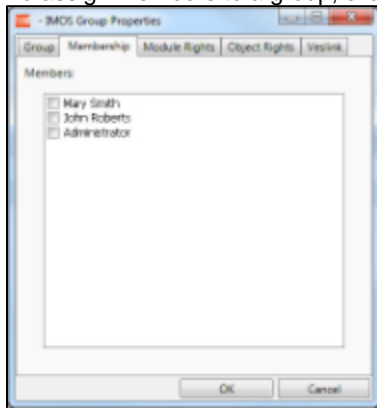
2. The Membership tab contains a list of IMOS users. Each user name is preceded by a check box. To add or remove a group member, click the user's check box.
   ☐ = The user is not a member of the group.
   ☑ = The user is a member of the group.

   Note: We recommend that you do not assign the Administrator to any groups, but assign all rights individually. As a member of a group, the Administrator might be denied rights if the group has any rights actively denied.

Assigning Group Module Rights

1. To assign group rights to modules, click the **Module Rights** tab.

2. Module rights can be assigned by module, by area within a module, or by item within an area. See About Rights.
   - To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
   - To expand the list of areas in a module, click ▷.
     - To assign the same rights for the whole area, click the area's check box. To change to a different right, click again. Each time you click, the right changes.

- To expand the list of items in an area, click ▷.
    - To assign rights for an item, click its check box. To change to a different right, click again. Each time you click, the right changes.
- To collapse a list, click ◢.

Note: A user's rights include the individual user rights plus the rights from any groups to which the user belongs. If a user has different rights, either assigned individually or from groups, the more permissive rights apply. For example, if the Chartering Group has rights to Voyage Fixtures, but the Operations group does not, a user who is a member of both groups would have those rights.

Hint: After assigning group rights, print the IMOS Group and User Report from the Security List. It includes the groups and their members, the users and their information and memberships, and the rights of each user and group. You can use it to keep track of group rights when assigning rights to group members.

Assigning Group Object Rights

1. To assign group rights to objects, click the **Object Rights** tab.

2. Object rights can be assigned by object type or by individual object. See About Rights.
    - To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
    - To expand the list of objects of an object type, click ▷.
        - To assign rights for an object, click its check box. To change to a different right, click again. Each time you click, the right changes.
    - To collapse a list, click ◢.

    Note: A user's rights include the individual user rights plus the rights from any groups in which the user is a member. If a user has different rights, either assigned individually or from groups, the more permissive rights apply. For example, if the Chartering Group has rights to Voyage Fixtures, but the Operations group does not, a user who is a member of both groups would have those rights.

    Hint: After assigning group rights, print the IMOS Group and User Report from the Security List. It includes the groups and their members, the users and their information and memberships, and the rights of each user and group. You can use it to keep track of group rights when assigning rights to group members.
3. When you finish creating the group, click **OK**.

Creating a New User

To create a new user:

1. On the Security List, click [New ▾] and then click **New User**. The IMOS User Properties window appears, with the **User** tab active.
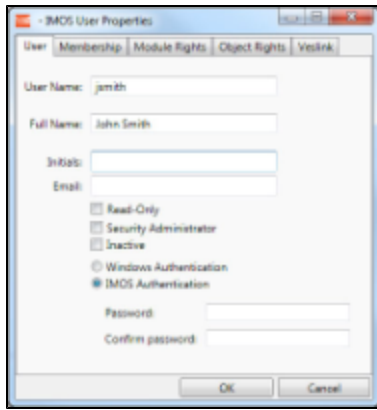
2. Enter the following information:
   - **User Name**: Up to 25 characters.
   - **Full Name**: The user's full name.
   - **Initials**: The user's initials.
   - **Email**: The user's email address.
   - **Read-Only**: To make this a Read-only user, select this check box.
   - **Security Administrator**: To make this user a Security Administrator, select this check box.
   - **Inactive**: To inactivate this user, select this check box.
   - Authentication: Select one.
     - **Windows Authentication**: If you select this option, IMOS uses Windows login credentials for authentication, and the user does not have to log in a second time with possibly a different user name and password. If the user changes the Windows password, it is also changed here.
     - **IMOS Authentication**: If you select this option, enter a **Password** for the user (at least five characters), and then enter it again to **Confirm the password**.

Assigning Users to a Group

1. To set up group membership for the user, click the **Membership** tab.
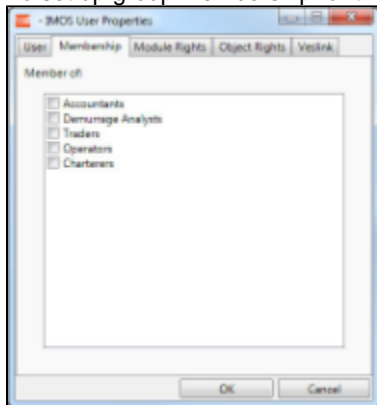
2. The Membership tab contains a list of groups. Each group name is preceded by a check box. To add the user to a group or remove the user from a group, click the group's check box.
   ☐ = The user is not a member of the group.
   ☑ = The user is a member of the group.

Assigning User Module Rights

1. To assign user rights to modules, and/or to adjust user rights inherited from groups, click the **Module Rights** tab.

2. Module rights can be assigned by module, by area within a module, or by item within an area. See About Rights.
   - To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
   - To expand the list of areas in a module, click ▷.
     - To assign the same rights for the whole area, click the area's check box. To change to a different right, click again. Each time you click, the right changes.
     - To expand the list of items in an area, click ▷.
       - To assign rights for an item, click its check box. To change to a different right, click again. Each time you click, the right changes.
   - To collapse a list, click ◢.

   Note: A user's rights include the individual user rights plus the rights from any groups in which the user is a member. If a user has different rights, either assigned individually or from groups, the more permissive rights apply. For example, if the Chartering Group has rights to Voyage Fixtures, but the Operations group does not, a user who is a member of both groups would have those rights.

   Hint: After assigning user rights, print the IMOS Group and User Report from the Security List. It includes the groups and their members, the users and their information and memberships, and the rights of each user and group. You can use it to keep track of group rights when assigning rights to group members.

Assigning User Object Rights

1. To assign user rights to objects, and/or to adjust user rights inherited from groups, click the **Object Rights** tab.

2. Object rights can be assigned by object type or by individual object. See About Rights.
   - To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
   - To expand the list of objects of an object type, click ▷.
     - To assign rights for an object, click its check box. To change to a different right, click again. Each time you click, the right changes.
   - To collapse a list, click ◢.

   Note: A user's rights include the individual user rights plus the rights from any groups in which the user is a member. If a user has different rights, either assigned individually or from groups, the more permissive rights apply. For example, if the Chartering Group has rights to Voyage Fixtures, but the Operations group does not, a user who is a member of both groups would have those rights.

   Hint: After assigning user rights, print the IMOS Group and User Report from the Security List. It includes the groups and their members, the users and their information and memberships, and the rights of each user and group. You can use it to keep track of group rights when assigning rights to group members.

3. When you finish creating the user, click **OK**.

Editing a Group or User

To edit a group or a user:

1. On the Security List, in the row for the group or user, click the link in the **Name** column. The Properties window appears.
2. Click the tab on which you want to make a change.
3. Make any necessary changes to the group information or user information.
   - To change the password for a user with IMOS Authentication, select the **Change password** check box and then complete the **Password** and **Confirm password** fields.
4. When you finish making changes, click **OK**.

Inactivating or Activating a Group or User

You can inactivate a group or a user; an inactivated group or user has no access rights to IMOS.

- To inactivate a single group: On the Group tab, select the **Inactive** check box.
- To inactivate a single user: On the Users tab, select the **Inactive** check box.
- To inactivate one or more groups or users: On the Security List, select the check box next to each group or user you want to inactivate and then click Deactivate. The Inactive check box on the Group or User tab is selected.

To see an inactivated group or user on the Security List, set the Status filter to Inactive or (All).

If necessary, you can activate the group or user again.

- To activate a single group: On the Group tab, clear the **Inactive** check box.
- To activate a single user: On the Users tab, clear the **Inactive** check box.
- To activate one or more groups or users: On the Security List, select the check box next to each group or user you want to activate and then click Activate. The Inactive check box on the Group or User tab is cleared.

Overview and Nomenclature

This section includes general information that applies to all of IMOS.

- IMOS Overview describes the modules of IMOS and how people use them to do their work.
- Navigating tells how to navigate through IMOS using the module centers, tabs and windows, menus, and Access Keys.
- Lists describes the many lists available in IMOS and tells how you can access information using them.
- Schedules describes the IMOS schedules you can use to organize your workflows.
- Reports tells how to open a report from a module center or from a form.
- IMOS Attachments tells how to attach files and links to IMOS forms.
- IMOS Nomenclature is an attached PDF that includes definitions of IMOS nomenclature.

Other Sources of Information

For additional overview information about IMOS, see these tutorials:

- *IMOS6: Navigating*
- *IMOS6: Lists*
- *IMOS6: Schedules*

You can access the tutorials on the **IMOS Welcome tab**, from the Help menu, or from the Client Center.

IMOS Overview

IMOS Components Illustration

This illustration shows the main components of IMOS and their functions and interactions. One of the biggest benefits of IMOS is that it integrates the activities of all marine departments, reducing double entry of data and streamlining work processes. A contract created in Chartering is the basis for a Voyage Fixture, which becomes a voyage flowing through Operations. This

information is also visible in the Trading module as part of the company's overall position. Invoices and financial data flow from Operations to Financials.
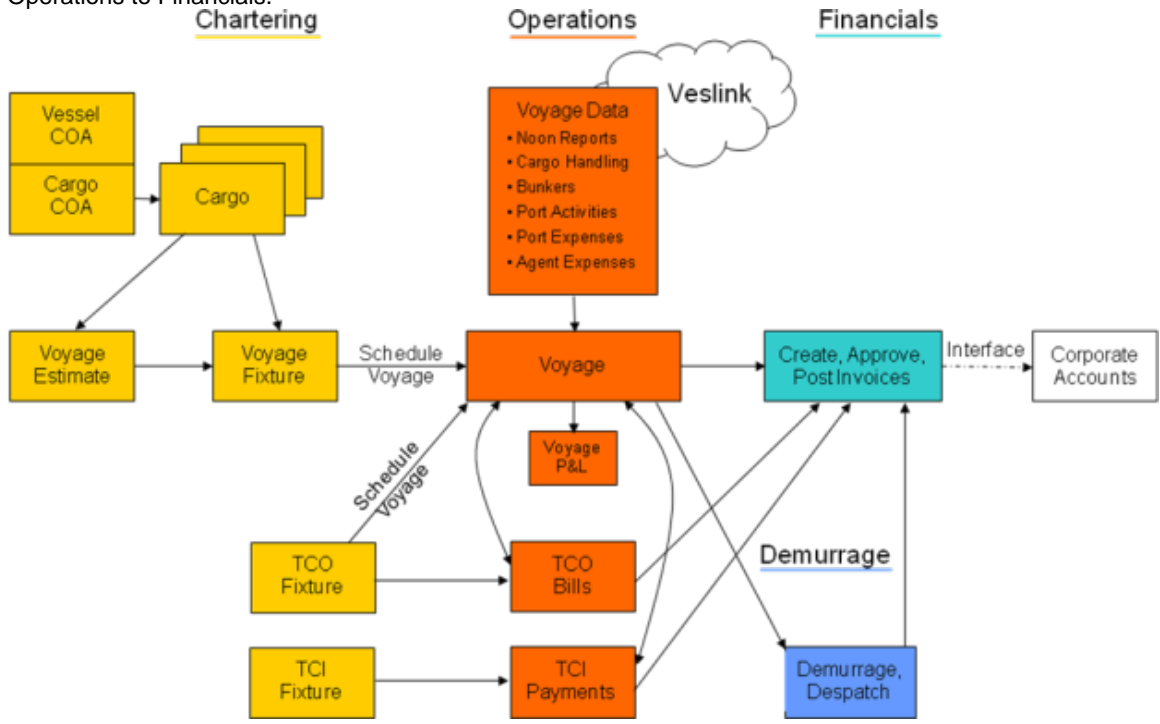
IMOS Modules

The IMOS modules are organized by functional roles; most people need to use only one of the modules.

Trading

People who work at a Trading desk or are part of a Portfolio or Risk Management team use the Trading module to manage physical freight commitments, Forward Freight Agreements (FFAs), and options in one integrated system. The Portfolio Management team looks at the values of all trades and uses IMOS to compare what was committed to the cost, to determine if the company is making or losing money. For companies that subscribe, market information comes daily in from the Baltic Exchange as an XML feed.

Chartering

Members of a Chartering department use the Chartering module to work with COAs, Cargoes, Voyage Fixtures, and Time Charters. Chartering includes a full range of core analytical tools, including the Voyage Estimator, Cargo Schedule, and Time Charter Out Estimator, to help Chartering teams make informed decisions and maximize profits.

Planning

The Planning module delivers highly visual strategic planning tools, with two IMOS Planning tools currently available: Cargo Matching and Job Planning.

Operations

Operations Managers use the graphical interfaces in the Operations module to manage day-to-day operations, from fleet and vessel scheduling to voyage management and monitoring. They can quickly access schedules and voyage details, evaluate choices, and make more informed decisions in a constantly changing environment.
Operations Managers can create the Freight Invoices and other types of invoices related to the voyage and might also be

responsible for demurrage and laytime calculations. If so, they have a link to the Laytime Calculator in the Operations Module Center.

Demurrage

Demurrage specialists use the Demurrage module to determine the amount of demurrage to be charged and negotiate with the other parties. IMOS also supports this workflow, with a separate Demurrage module. In addition to the Laytime Calculator, it has workflow management tools: an overview of estimated, pending, and active demurrage claims on the Demurrage Summary, and a Time Bar Task List.

Financials

Financial data from Operations is all pulled into the Financials module for the Accounting department. IMOS can accommodate different approval processes, such as having one person approve invoices and another either release it to third-party accounting software or code it to go to a specific General Ledger account. Once a transaction is posted, some companies use another approval process after IMOS. Reports can be run for audit checking. This comprehensive module enables Accounting departments to perform accurate and efficient billing, tracking, processing, and auditing of financial transactions.

Pooling

With the Pooling module, Pooling Managers can track pool operations and share voyage results with partners, allocate vessels to pools with user-defined point assignments, and access reports detailing the historic performance of a pool.

Data Center

A company's IT department usually manages this informational and security underpinning of the IMOS system. Changes made here are automatically updated throughout the other modules.

Data Services

This module facilitates the flow of information, aids integration of IMOS Financials and other modules with your infrastructure, and captures information at the source.

Navigating

When IMOS opens for the first time, the Welcome tab appears.

The Welcome tab contains links to the tutorials and other training resources, information about Professional Services and Support, and a link to the Veson Nautical Web site. To close the Welcome tab, click [X]. You can open it again from the Help menu.

Along the top of IMOS, menus are on the left, and buttons for the Module Centers are on the right. You might not see all the buttons and options described here; what you see is based on access rights granted by your administrator.

Module Centers

Module centers provide access to the items you need to work with in each module. Module centers are like pop-up menus that

help you find and access items with a minimum of clicks, and without interrupting your work. To open a module center, click its button.

Each module center contains Quick Links to the most frequently used items on the left and the other links categorized under headings:

- **Trading**: P&L Summary, Portfolio Overview, Trade Details List, Bunker Trade List, Sensitivity Analysis, and items related to Trades and Data.
- **Chartering**: Voyage Estimates, Voyage Fixtures, Cargo Schedule, Estimate Schedule, Job Matching, Cargo Matching, and the ETA Calculator, and items related to Cargo, Time Charters, Jobs, and Lightering.
- **Operations**: Vessel Schedule, Port Schedule, Fleet Map, Voyage Manager, Operations Task List, and items related to Freight and Demurrage, Bunkers, Setup, Port/Other Costs, Time Charters, Pooling, Service Contracts, and Lightering.
- **Demurrage**: Demurrage Summary, Time Bar Task List, and items related to Demurrage and Setup.
- **Financials**: Transaction Summary, Invoice Aging Summary, Accounting Interface Summary, and items related to Transactions and Setup.
- **Data Center**: Records for Address Book Contacts, Cargo Names, Ports, and Vessels; Distances tool, interface Messages, Audit Trail, and Security, as well as terms for Charter Parties, Delays and Weather, Currencies, Ports and Areas, Vessels, and Other terms.
- **Onboard**: Onboard Messages, Administration, and Veslink.

In the bottom right corner, each Module Center has either a link to the Report List or a Report selection list and a button for Help.

To open an item from a Module Center, click its link. When you open an item, the Module Center closes. To close a Module Center without selecting anything, either click somewhere off the Module Center or press the **Escape** key on your keyboard.

Tabs and Windows

Opening in Tabs or Windows

By default, that is, when you click a link in a module center, lists, schedules, and tools open in tabs, and forms open in separate windows. Instead, you can open any item in a tab or in a window. Right-click the item in the module center and click either **Open in Tab** or **Open in Window**.

About Tabs
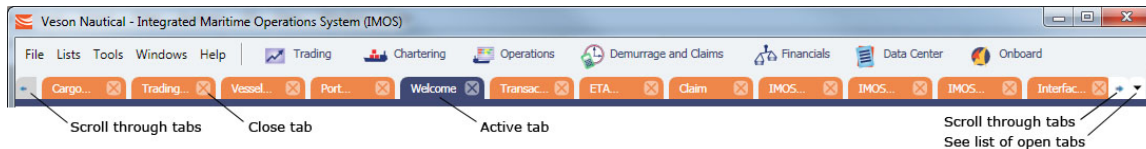
- The active tab is blue.
- To close a tab, click its **X**.
- To rearrange the sequence of the tabs, click a tab and drag it to where you want it.
- When you have more open tabs than fit in the IMOS shell, arrows appear at the ends of the tabs, pointing left and right. To scroll through the tabs to find the one you want, click the **arrow** at either end.
- To see a list of all open tabs, click the **arrow** that points down at the right end of the IMOS shell. To activate a particular tab, click it in the list.

Undocking and Docking

To undock an item that is on a tab, so that it is in a separate window, drag the tab off and place it where you want it. When a list, a schedule, or a tool is undocked, you can expand or shrink it to the size you want it.

To dock an item that is in a separate window, so that it is on a tab, drag its title bar to just above the top of the tabs. You can dock forms that you undocked or those that start out as separate windows.

To dock all open IMOS windows to tabs, click **Dock All** on the Windows menu. To close all open tabs, right-click a tab and click **Close All**.

Menus

In addition to the Module Centers, IMOS has global menus through which you can access objects, lists, schedules, and tools.

- From the **File** menu, you can create **New** objects or **Open** existing ones. You can also see a list of all the items you have **Recent**ly opened. Items that are still open are labeled, and you can click a closed item to reopen it.
- The **Lists** menu shows all the lists available in IMOS. You can select any of the lists from the menu.
- The **Tools** menu lists all the IMOS tools. You can select any of the tools from the menu.
- The **Windows** menu displays all the open windows; you can select a window and view it or dock it.

You can also see the open windows in the Status bar.

- The **Help** menu gives you access to the Help system, the Welcome tab, a link to the Veson Nautical Web site, and the About box.

Keyboard Shortcuts

You can use these keyboard shortcuts in IMOS:

- **Tab**: Navigate to the next field
- **Shift** + **Tab**: Navigate to the previous field
- **Ctrl** + **C**: Copy text
- **Ctrl** + **D**: Delete text
- **Ctrl** + **L**: Copy and paste the previous line
- **Ctrl** + **N**: New
- **Ctrl** + **S**: Save
- **Ctrl** + **V**: Paste copied or cut text
- **Ctrl** + **X**: Cut text

Abbreviations

In date fields, you can use the following abbreviations:

- **T** or **t** = Today's date
- **Y** or **y** = Yesterday's date
- **0501** = May 1 of the current year
- **0501 1200** = May 1 of the current year at 12:00 noon
- **+365** = 365 days from today
- **-10** = 10 days prior to today
- **-10 13:00** = 10 days prior to today at 13:00hrs

In number fields, you can use **K** or **k** (followed by a space or not) to represent 1000. For example:

- **30K, 30k,** or **30 k** = 30,000

Access Keys

For those who prefer to navigate using the keyboard, IMOS provides Access Keys. To display the Access Keys, press the **Alt** key on your keyboard and release it. Access Keys appear for each menu and each Module Center.

When the Access Keys appear, focus is set to the tabs.

- To switch to another tab, use your right or left arrow key.

You can also press **Ctrl + Tab** or **Ctrl + Shift + Tab** to move right or left through the tabs at any time, without using the Access Keys.

- To open a menu, type its letter.
- To scroll through the commands on the menu, press the **up** or **down arrow** key on your keyboard.
- To move to a different menu, press the **right** or **left arrow** key.
- To move to a submenu or back, press the **right** or **left arrow** key.
- To select a command from a menu, press the **Enter** key.
- To open a module center, type its Access Key.
- To scroll right or left through the module centers, press the **right** or **left arrow** key.
- To scroll up or down in a module center, press the **up** or **down arrow** key.
- To scroll right or left in a module center, press the **right** or **left arrow** key.
- To open a link from a module center, press the **Enter** key.

Exiting IMOS
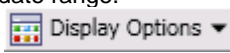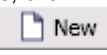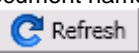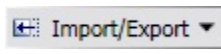
When you exit, IMOS remembers your settings and keeps your open tabs open the next time you log in.

Lists
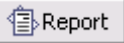
IMOS makes many objects and transactions available to you on lists and summaries. You can open all the lists to which you have access from the Lists menu. The Reports list is at the top of the Lists menu; the other lists are in alphabetical order within module groupings. You can also access the lists from the module centers.
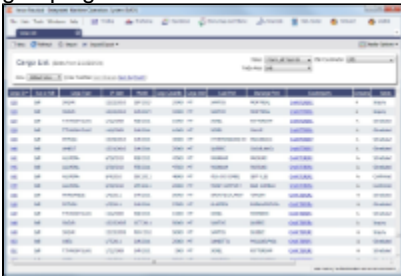
On most IMOS lists, you modify the contents of a list in the following ways. For more information, see the *IMOS6: Lists* tutorial.

- **Filter** the list by selecting filters at the top of the list. The filter values for a column include the values that remain after other column filters have been applied.
    - For a specific date [3/22/2011], either type a date or click the calendar and select a date.
    - For a selection list field, click either the field or the arrow and select a particular value or (All). Some date fields now have selection lists with relative times, such as This Week, From Last Week on, Last Quarter, and Custom, where you can enter a specific date or date range.
    - To hide or show filters, click [Display Options] and then click **Filters**.
- **Create** a new item: Click [New].
- **Open** objects: Click document name or task name links.
- **Refresh** the list: Click [Refresh].
- Import a report definition to the Report List: Click [Import/Export] and then click **Import Report Definition**.
- **Export** data to a CSV file or an XML file or **Import a Report Definition** to the Report List: Click and then click **Export Data to CSV** or **Export Data to XML**.
- Do a **Quick Search** of the columns: Click [Display Options] and then click **Quick Search**. For more information, see Quick Search.
- Work with different **Views** of the list.
    - To use a different View, select it from the list.
    - To create and edit Views in the View Editor, click the Edit View link.

For more information, see List Views.

- **Filter** a column: Right-click the column heading and click **Filter Values**, **Clear Filter**, or **Clear All Filters**.
- **Sort** a column. Do one of the following:
  - Click the column heading to alternate between ascending and descending.
  - Right-click the column heading and click **Sort Ascending** or **Sort Descending**.
  An arrow points up or down in the column heading box to show the sort order.
- Change **columns**:
  - Select columns from the Column Chooser: Right-click the column heading and click **Select Columns**.
  - Change the width of a column: Move your pointer to the right end of the column heading. When the pointer becomes a double-headed arrow, drag the pointer to move the split line.
  - Move a column: Click the column heading box and drag the column to where you want it.
- Create a **report** of the data displayed. Do one of the following:
  - Right-click a column heading and click **Show Report**.
  - Click Report .

Additional List Features and Differences

- **Chartering, Operations, and Claims Lists**: For some lists in these modules, you can set Warnings and Alerts to highlight events occurring within a certain number of days. In the module center, under Setup, click the **List Settings** link and complete the form.
- **Report List**: Each report has links to Run or Copy the report and a check box with a link to Delete it.
- **Create Invoices List**:
  - Select the **Invoice Type** on the right.
  - When you create Freight Invoices, you can select check boxes for more than one invoice to combine them into one.
- **Vessel List**: To search for a vessel:
  - Enter a full or partial Vessel Name and an Ownership Type (or All) and then press **Search**.
  - To clear the search criteria, press **Reset**.
- **Security List**: Users and groups have check boxes with links to Activate or Deactivate their records.

Quick Search

To perform a Quick Search of items in a list:

1. Click Display Options ▼ and select **Quick Search**. Search fields appear in the columns.

Report List					
View: Default View ▼ Edit View					
Select lines to: Delete					
☐ Action	Title	Type	Dataset	Last Run	Last Run GMT +/-
▼	▼	▼	▼	- ▼	▼

2. In a column you want to search, enter search data in one of these ways:
   - In any Search field that has a dash, either type a value or enter a range.
     - To enter a range, click the arrow at the right end. In the Filter by Range box, enter a **From** value and a **To** value and then click **OK**.
     - To clear the range values, click the arrow again and then click **Clear** in the Filter by Range box.
   - In any Search field without a dash, click the arrow on the right and select.
   - Begin to type a value. The Search fields autofill, so you only have to type a limited number of characters. As you type each letter, the first alphabetical match fills in. As you continue typing, the correct match appears.
3. When you have entered values in all the fields you want to search, press **Enter**.
   Note: Be sure not to press the Refresh button; that clears all the Search fields.
4. For each column that is filtered, a filter icon appears in the heading. To stop filtering, right-click the column heading and click **Clear Filter** or **Clear All Filters**.

List Views

Each list has a Default view that you cannot change, but you can use the View Editor to create your own Views to suit your particular workflows, with different:

- Columns and column order

- Filtering
- Sorting

IMOS lists remember any changes made to a View, including column order, sort-by selections, active columns, etc., for each user, between sessions, regardless of whether the changes were saved. If you no longer want to keep your changes, you can Revert to the original saved version of the View.

Public and Private Views

Anyone who has access to a list can create, edit, and delete *private* Views, but you must have the rights to create and delete *public* Views.

- To be able to *create and edit* public Views in a list, you must have the right to Manage public list views and at least Read and Write Only rights to that list.
- To be able to *delete* public Views in a list, you must have the right to Manage public list views and at least Read, Write, and Delete rights to that list.

In the View list, views are listed under the categories *Private Views* and *Public Views*.

Creating a View

You can create your own Views of lists you use in your workflows. To create a View:

1. In the List, click the Edit View link.
2. In the View Editor, click **Save As**.
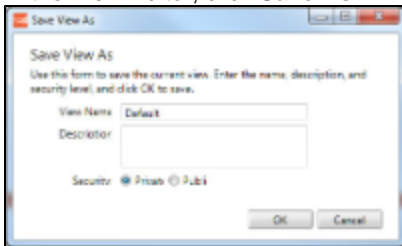
3. In the Save View As box:
   a. Enter a **View Name**. You can also enter a Description.
   b. Select **Private** or **Public** (if you have the rights).
   c. Click **OK**. The View Editor opens to the Basic Information section. To contract a section, click **-**; to expand it, click **+**.

4. To set up Columns:
   - To add columns:
     a. Select one or more fields from the Available Fields list.
       - To select consecutive fields, hold **Shift**.
       - To select nonconsecutive fields, hold **Ctrl**.
     b. Click **Add to List>>**. New fields appear at the end of the List Columns list.
   - To change the sequence of columns, select one or more in the List Columns list and click one of the buttons: **Top**, **Up**, **Down**, or **Bottom**.
   - When a column is selected in the List Columns list, you can change its properties. You can enter a different **Column Heading**. For certain columns, like dates, you can enter a format for the string. And you can set the justification and the width of the column. To set it back to the default, click **Reset**.
   - To remove columns, select one or more in the List Columns list and click **<< Remove**. The removed columns appear in

the Available Fields list again.

5. To set up Sorting, select the sort order and the column to sort by.
6. When you finish editing your view, click **OK**. It appears in the View list.
7. Filter columns in the list to include only those you want in your list. When you change the View, links appear next to the View list. To save the changes, either click **Save Changes** or click **Save As** and enter a new **View Name**, **Description**, and **Security** level.

For example, if you are an Operator, you can create a View for the Voyage List that shows only your voyages. In the View Editor, select the columns you need to see and arrange and sort them according to your needs. After saving the View, filter the Ops Coordinator column so it includes only your voyages and save the changes.

Importing and Exporting List Views

To import and export user-defined (not default) List Views, click Export and Import links next to the name of the current View when there are no unsaved changes.

Tip: Include both the List name and the View name in the export file name.

Schedules

IMOS has several schedules to help you in your work. On the schedules, you can quickly see the items you work with, organized by time and status. You can filter, sort, and scale your view to see just the data you need.

You can open all the schedules to which you have access from the Tools menu; you can also open them from the related module centers.
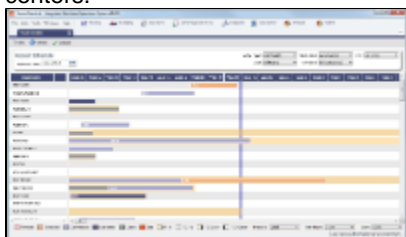
- **Cargo Schedule**: An overview of Cargoes and VC Ins, listed by load port and color coded by status. VC Ins appear with arrows pointing left; Cargoes appear with arrows pointing right. You can filter it by Reference Date, Status, User, Company, Contract Type, Trade Area, and Vessel Type.
- **Port Schedule**: An overview of your vessels by port; you can select the columns you want in the grid. You can filter it by Reference Date, Port, Trade Area, Vessel, and User. When you rest your mouse pointer over a bar, a tooltip gives you information about the voyage and the port.
- **Time Charter Billing Schedule**: An overview of the bills for hired vessels. You can filter it by Reference Date, Fleet, and Trade Area. When you rest your mouse pointer over a bill bar, a tooltip tells you the Invoice Number (if the bill has been settled or processed), the Billing Period, and the ID and date of the Time Charter Fixture.
- **Time Charter Payment Schedule**: An overview of the payments for hired vessels. You can filter it by Reference Date, Fleet, and Trade Area. When you rest your mouse pointer over a payment bar, a tooltip tells you the Invoice Number (if the payment has been settled or processed), the Billing Period, and the ID and date of the Time Charter Fixture.
- **Bareboat Payment Schedule**: For each contract, a relevant timeline appears as consecutive bars per payment period. Each bar is colored according to the corresponding payment's status.
- **Vessel Schedule**: An overview of your fleet's historical, current, and future voyages by vessel name, color coded by status. You can filter it by Reference Date, Vessel Type, Trade Area, LOB, User, and Company.
  To see a vessel's overlapping voyages from different companies, right-click the column on the left side of the schedule and then click **Select Columns**. Select the **Company** column; the timelines appear according to the vessel + voyage's company.

The top of a schedule includes:

- The toolbar buttons:
  - **New**: To create a new object (in this case, a voyage)
  - **Refresh**: To update to the most current data
  - The Vessel Schedule also has a **Validate** button, to check for gaps or overlaps between voyages
- The Reference Date filter on the left
- The other filters on the right
- The schedule object in the first column

- A Gantt chart showing color-coded schedule information on a timescale:
  - The vertical bar identifies the current time.
  - The key for the chart's color coding starts at the bottom left.
  - Selection lists for the chart's **Timescale**, **Bar Height**, and **Zoom** level are at the bottom right.

Filtering a Schedule

You can filter a schedule in these ways:

- In the Reference Date filter, either type a date or click the calendar and select a date.
- In the other filters, click either in the field or on the arrow. Depending on the type of filter, you can select all objects, an individual object, or multiple objects.
- Filter a column: Right-click the column heading and click **Filter Values**, **Clear Filter**, or **Clear All Filters**.

Sorting a Schedule

You can sort a schedule in these ways:

- Click the column heading to alternate between ascending and descending.
- Right-click the column heading and click **Sort Ascending** or **Sort Descending**.

An arrow points up or down in the column heading box to show the sort order.

Setting the Timescale

You can use the Timescale that best supports your workflow. Either select a Timescale from the list or set a custom one. You can select:

- Quarter Day
- Day
- Week
- Month

To set a custom Timescale, hold the **Alt** key while scrolling your mouse wheel.

Setting the Bar Height

You can set the Bar Height to fit different amounts of information. Select a Bar Height from the list. You can select:

- 1 Line
- 2 Lines
- 3 Lines
- 4 Lines
- 5 Lines

Setting the Zoom Level

You can Zoom to the level that suits your needs. Either select a Zoom level from the list or set a custom one. You can select:

- 400%
- 200%
- 150%
- 125%
- 100%
- 75%
- 50%

To set a custom Zoom level, hold the **Ctrl** key while scrolling your mouse wheel.

Opening Forms

You can access related forms from the schedules in different ways.

- **All but Port Schedule**: Right-click a bar to open a context menu with items to create or open.
- **Vessel Schedule**:
  - Double-click a bar to open the Voyage Manager.
  - For a Time Charter: Double-click the shading to open the Time Charter Manager.
- **Time Charter Billing Schedule**: Double-click a bar to open the bill.
- **Time Charter Payment Schedule**: Double-click a bar to open the payment.
- **Cargo Schedule**: Double-click a bar to open the Cargo or VC In form.
- **Port Schedule**:
  - Double-click a bar to open the Voyage Manager.
  - Click links in the columns to open forms:
    - Vessel Name: General Vessel Information form
    - Cargo: Cargo Name Information form
    - Counterparty: Company Address form
    - Estimate ID: Voyage Estimate
    - Fixture No.: Voyage Fixture
    - TC Code: Time Charter Manager
    - Voyage No.: Voyage Manager

Reports

Reports are available from several of the IMOS module centers. Lists of the reports from each module are in the wiki topic for the module. To open a report from a module center:

1. In the module center, click [Select Report: ▼] and then select a report.
2. Enter report criteria and click **OK**.
3. Click [Reports ▼]. The report appears in the Reporting Center. You can print, save, create a PDF, or email the report.

Reports are also available from some forms. To open a report from a form:

1. On the toolbar, click [Reports ▼] and then select a report.
2. If a form appears, enter report criteria and click **OK**.
3. The report appears in the Reporting Center. You can print, save, create a PDF, or email the report.

Attachments

On many forms, you can attach and view a file or a link.

- The Voyage Manager and the Voyage Fixture have Attachments nodes in the Summary Tree.
  - Voyage Fixture: 📎 Attachments
  - Voyage Manager: Click **+** to expand the node to show additional Attachments nodes; click **-** to collapse it again.
    - 📎 Attachments
      - 📎 Voyage Attachments
      - 📎 Fixture Attachments
      - 📎 Cargo Attachments
- Some forms have a Attachments command in a menu. It opens the Attachments form:
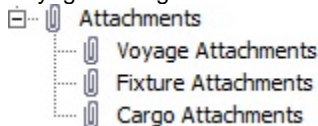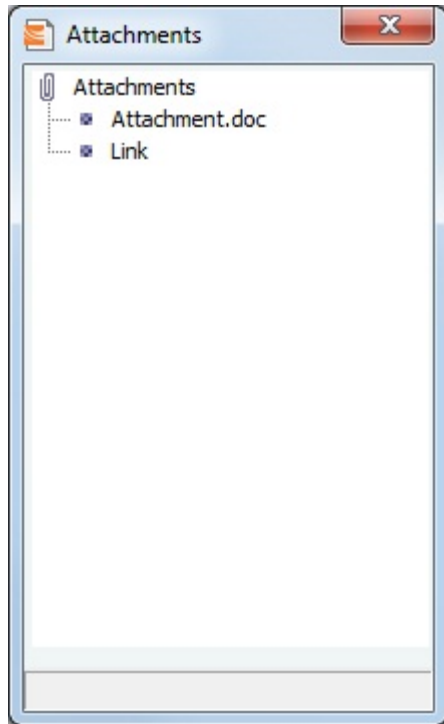
In either the Summary Tree or the Attachments form:

- To add an attachment, right-click the Attachments node and click **Attach New File** or **Attach New Link**.
- To open an attachment, right-click the attachment and click **Open Attachment**.
- To copy an attachment, right-click the attachment and click **Copy Attachment**.
- To edit a link, right-click the link and click **Edit Attachment**.
- To delete an attachment, right-click the attachment and click **Delete Attachment**.
- To delete all attachments, right-click the Attachments node and click **Delete All Attachments**. A message asks you to confirm; click **Yes**.

Report List

IMOS has many built-in reports that you can access either from the module centers or by clicking [Report ▾] on the toolbars of various forms and lists.

In addition, from the Report List, you can create and run custom reports from the extensive lists of available IMOS datasets. The Report List also has some built-in reports that you can either run or copy and modify.

With custom reports, IMOS gives you the flexibility to look at your data in the way that is most meaningful to you. After selecting the appropriate dataset, you can filter, sort, and aggregate data and create a layout for the report. You can even ask the user running the report to specify parameters for its content.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Report List FAQs:

- FAQ - Formatting Report Columns and Values
- FAQ - Using Custom Expressions

Accessing the Report List and Its Reports

To access the Report List:

- On a module center without a report selection list, click 🗐 **Report List**.
- On a module center with a report selection list, select **Report List**.
- At the top of the Lists and Tools menus, click **Reports**.
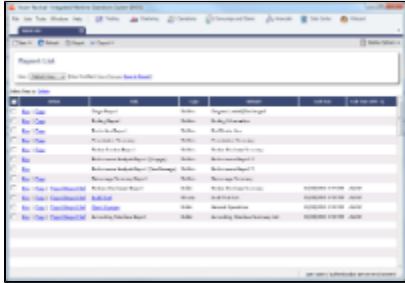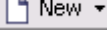
The Report List is a standard IMOS list, so you can sort it, filter it, and create custom Views for it. For more information on lists, see Lists and the *IMOS6: Lists* tutorial. You can access the tutorials on the **IMOS Welcome tab**, from the Help menu.

The Report List includes the following report types:

- **Built-in**: These reports come from Veson Nautical and are in the Report List by default. You cannot edit a built-in report; you can either run it or copy it into a separate report, which you can then edit.
- **Public**: The authors of these reports (you and/or other users) selected the Security check box to allow other users to run the reports. Public reports appear in the list for all users.
- **Private**: Only your own Private reports appear in the Report List when you are logged in. When you created these reports, you chose not to select the Security check box to allow other users to run the reports.

Titles of reports that you created are hyperlinks. To open a report for editing in the Report Editor, click its title.

Creating a Custom Report

To create a custom report from the Report List, click [New ▾] and then click **New Report**. The Report Editor opens, with the Basic Information section expanded.

- To expand a section to see its options, click ➕. To collapse a section, click ➖.
- To start over and create a new report, click **New** at the bottom of the page.

Basic Information

In the Basic Information section, you specify the information to appear at the top of the report, select the dataset with the data you want to appear in the report, and set the security for the report.

1. Complete the following fields:
   - **Title** (Required): Enter a Title to appear at the top of the report.
   - **Subtitle**: Enter a Subtitle to appear below the Title. You might use this to differentiate between two similar reports or expand on the information in the Title.
   - **Description**: Enter a Description of the report. To have the Description appear on the report, select the check box.
   - **Category**: Select one or more Categories to which this report should belong. The Dataset list is filtered by Category when creating a new report. Categories are defined in the Report Config file (example: category="Operations, Financials"). If no Categories are defined, the only option is All.
   - **Dataset** (Required): Select the Dataset with the data you want to include in the report.

     Note: For a description of each Report List dataset and a list of the data in each dataset, click to see the *Dataset Review*.
   - **Security**: To allow other users to run the report, and make it a Public report, select the check box. Otherwise, it is a Private report; it only appears in the Report List when you are logged in.
   - **Use this report as default template for this dataset**: To use this report as a template each time this dataset is selected. Only a public report can be used as a template.
2. Click **OK**. The Columns section expands.

Columns

In the Columns section, you select the specific columns of data to include on the report and determine their sequence on the report. You can also set their properties.
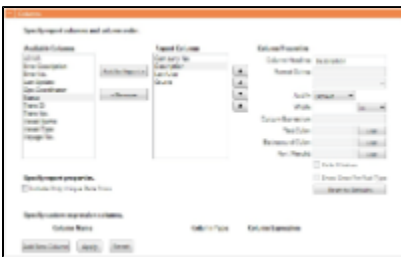
1. In the list of **Available Columns**, select one or more columns for the report.
   - To select multiple **consecutive** columns, hold down **Shift** while you select.
   - To select multiple **nonconsecutive** columns, hold down **Ctrl** while you select.
2. To add the selected column or columns to the list of **Report Columns**, click **Add to Report >>**. To remove a column from the report, select it and click **<< Remove**. You must add at least one column to the report to be able to save it.
3. To change the column sequence in the report, select one or more column names and then click:
   - To move it to the top of the list (the first column in the report)
   - To move it up in the list
   - To move it down in the list
   - To move it to the bottom of the list (the last column in the report)
4. To change **Column Properties** for a column, select it in the list of **Report Columns**. Its properties appear to the right, and you can edit them.
   - **Column Heading**: You might change a Column Heading if you use different terminology; you can call the data by the name you use.
   - **Format String**: For columns of numeric or date/time types, you can select a **Format code** for its values; the **Format string** appears above. For example, for a commission, you might specify rounding to a certain decimal point. The Format code should be in a standard .NET format; for more information, see .NET Standard Formats.
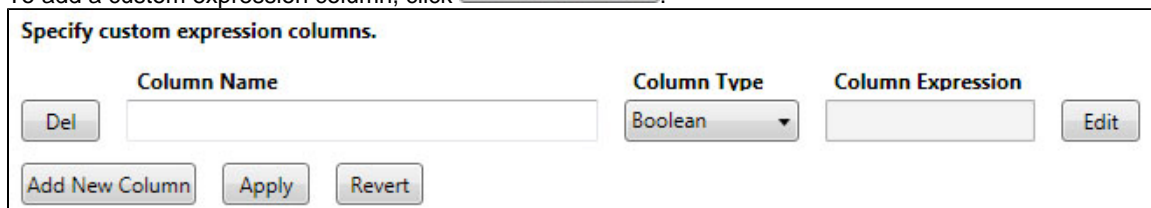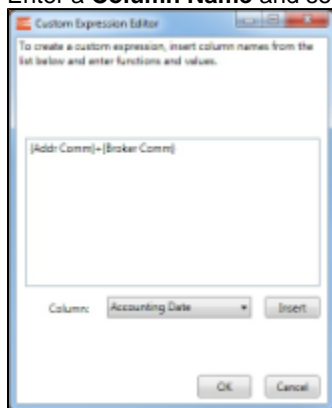
- **Justify**: Select how you want the column values to justify in the report: Default, Left, Center, or Right.
- **Width**: Select the column width and its unit: inch, millimeter, centimeter, point, or pica.
- **Custom Expression**: You can add a custom column to the report that will display calculated values based on a formula and/or an expression you specify for it. You might use this to combine two columns into one, as in the example below.
  Note: For additional information, see the Microsoft expression editor documentation at http://msdn.microsoft.com/en-us/library/system.data.datacolumn.expression.aspx.

  a. To add a custom expression column, click **Add New Column**.
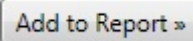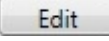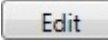
  b. Enter a **Column Name** and select a **Column Type**. To enter a Column Expression, click **Edit**.

  c. In the Custom Expression Editor, select **Columns** from the list, click **Insert** to insert them into the expression, add any functions and values, and click **OK**. It appears in the Column Expression field.

  d. After creating the Column Expression, do one of the following:
    - To add the Column Expression to the list of Available Columns, click **Apply**. Then click **Add to Report »**.
    - To delete the Column Expression, click **Del**.
    - To reset the list of Available and Report Columns to the last saved instance of the report, click **Revert**.

- **Text Color**: You can change the color of the font for a column to highlight particular data; you can even set conditional text color that changes depending on the value of the data. Click **Edit**. In the Color Expression Editor, select a color for the current column and insert it. To set conditional color, follow the instructions in the editor. You might change a color to draw attention to critical information.
- **Background Color**: You can change the background color of the cells in the column to highlight data; you can even set conditional text color that changes depending on the value of the data. Click **Edit**. In the Color Expression Editor, select a background color for the current column and insert it. To set conditional color, follow the instructions in the editor.
- **Font Weight**: You can specify a font weight (bold, medium, light, etc.) for the values displayed in the specified columns.
- **Hide 0 Values**: To hide zero values for selected numeric dataset columns used in Report List reports, select this check box.
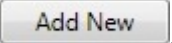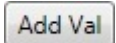
To change all settings back to their default values, click **Reset to Defaults**.

Filters

In the Filters section, you can set filters to hone in on the range of data you want to see, such as specific dates, and control the volume of data. You can set as many filters as you want, as long as they do not contradict each other. The filters that are set are listed at the top of the report.

1. To set up Filters for the report:
    a. To add a new filter, click [Add New].
    b. Select a **Column** to filter by.
    c. Select a comparison **Operator**.
    d. Select a **Value** or **<ask the user>**. When you select <ask the user>, a prompt asks the user to enter the value when the report is run.
        - For values for which you must specify *the text*, another field appears where you can enter it.
        - For columns whose value is a date:
            - You can select values such as *today*, *this month*, *year to date*, or select *days in the past:* or *days in the future:* and specify a number of days, or *the date:* and specify a date.
            - You can enter the date in any of various formats: *02nov09*, *21109*, or *021109*, and press **Enter**. The value is converted to standard format (*02/11/09*). You can also use the calendar to pick the date, which is automatically formatted.
    e. To add another value, click [Add Val].
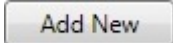
Sorting and Groups

In the Sorting/Groups section, you can further arrange the data. After filtering to include only the data for voyages that start after a specific date, you can see the most recent data first and group the data by month.

1. To set up sorting/groups for the report:
    a. To add a new sorting/group, click [Add New].
    b. Select one of the following:
        - A Sorting Mechanism and a Column to sort by.
        - A **Sorting and Grouping Mechanism**, a **Column** to sort by, and an **Option** to group by. The additional options depend on the type of column. For example, for columns whose value is a date, you can group by day, week, month, etc.
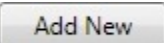
Aggregate Functions

In the Aggregate Functions section, you can select columns and average, count, sum, or perform another function on them. You can do very powerful comparisons and find out true performance values. For example, you might want to find the average return for the whole fleet, the count of all voyages, or the sum of the money you are making per voyage.
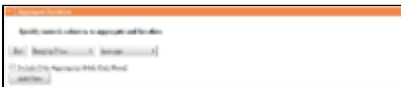
1. To set up aggregate functions for the report:
    a. To add a new aggregate function, click [Add New].
    b. Select a numeric **Column** to aggregate and a **Function**. The following functions are available:
        - **Average**: The average of all non-null values in the column
        - **Count**: The count of all non-null values in the column
        - **Count Distinct**: The count of all distinct non-null values in the column
        - **Custom Average**: The value of the sum of the selected Numerator column's non-null values divided by the sum of selected Denominator column's non-null values
        - **Maximum**: The maximum of all non-null values in the column
        - **Minimum**: The minimum of all non-null values in the column
        - **Standard Deviation**: The standard deviation (that is, the measure of the variability or dispersion of values) of all non-null values in the column
        - **Sum**: The sum of all values in the column

- **Variance**: The variance (that is, the measure of the values' spread; the square root of the variance is the Standard Deviation) of all non-null values in the column

Layout

In the Layout section, you can either keep the company defaults or set a custom layout.
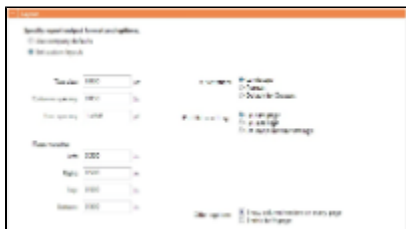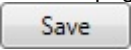
1. To set up the layout for the report, select one:
   - **Use company defaults**: Use the company default layout settings for the report.
   - **Set custom layout**: When you select this option, the options appear, with the company default values. You can change these custom layout settings for the report:
     - Orientation
     - Print filter settings
     - Text size
     - Column spacing
     - Line spacing
     - Other options:
       - Show column headers on every page
       - Shrink to fit the width of the report page (11 inches for Landscape orientation; 8.5 inches for Portrait)

Logo, Headers, and Footers

In this section, you can customize the look of your report by selecting a company logo image. You can also select from the following information to appear in the header and footer:

- <empty>
- Text
- Date Prepared: <date>
- Date Run: <date>
- Report: <report title>
- Page #
- Page # of #
- Company Name

1. To set up the logo, headers, and footers for the report:
   - **Image**: Select the position for the logo image, and browse to select the file. If a default logo path is set in the configuration file (imosConfig.xml, setting "CFGCompanyReportLogo"), it appears in the report by default, if no image is selected here.
   - **Header**: Select any information to appear on the top of each page, on the left, in the center, and on the right. To have the header appear on the first page of the report, select the check box.
   - **Footer**: Select any information to appear on the bottom of each page, on the left, in the center, and on the right. To have the footer appear on the first page of the report, select the check box.
2. To save the report, click Save .
   - For a new report, the report appears in the Report List.

- For an existing report, the report is updated.

Output Options

In the Output Options section, select the check box if you want to output the report to Excel.

Distribution Lists

If Distribution Lists are configured to be set up in Security, the Report Editor has a Distribution Lists section.

In this section, you can select distribution lists to which to send the report.

1. In the list of **Available Lists**, select one or more distribution lists for the report.
    - To select multiple **consecutive** columns, hold down **Shift** while you select.
    - To select multiple **nonconsecutive** columns, hold down **Ctrl** while you select.
2. To add the selected distribution list or lists to the list of **Selected Lists**, click **Add to List >>**. To remove a distribution list, select it and click **<< Remove**.
3. If you want to email the report only when it contains data, select the **Distribute Only Reports with Data** check box.
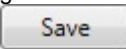
Working with Reports

From the Report List, you can perform the following tasks with reports:

- Copy a Report
- Run a Report
- Delete a Report
- Export Report Data
- Export and Import a Report Definition
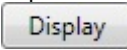
Copying a Report

To create a report that is similar to an existing report, you can copy the report and modify it.

1. Do one of the following:
    - Find the report in the Report List and click Copy in its Action column.
    - If you are the author, click its Report Title to open it, and click [Save As...] in the Report Editor.
2. Change the name and edit the report.
3. Click [Save]. The report appears in the Report List.

Running a Report

To run a report:

1. Do one of the following:
    - In the Report List, find the report and click Run in its Action column.
    - In the Report Editor, click [Display].
2. If a dialog box appears, do one of the following:

- Enter any selection criteria and click [Report] .
- If the report has any custom (ask the user) filter values, enter the values (or leave them blank to include all data) and click [Run Report] .

The report appears in the Reporting Center. You can use buttons on the toolbar to navigate and search the report, and to print it, export it to Excel or PDF, or email it.

Deleting a Report

You can delete the following types of reports:

- Public or Private Reports that you created
- Public Reports that you did not create, if you have Module Rights to the Report List in Data Center Security

You cannot delete the following types of reports:
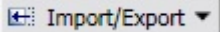
- Built-in reports
- Private reports that you did not create (These reports do not appear in your Report List.)
- Public reports that you did not create, if you do not have this right

To delete a report:

1. Find the report in the Report List and select its check box in the first column.
2. At the top of the list, click Delete.

Exporting Report Data

To export data from a Report List report:

1. Click [Import/Export ▼] and then select one of the following:
   - Export Data to CSV
     Tip: You can combine data from different reports in a spreadsheet.
   - Export Data to XML
2. Enter a location and file name and click **Save**.

Exporting and Importing a Report Definition

For a Public or a Private report (not a Built-in report), you can export a report definition and save it in an XML file. It can then be imported into IMOS by any user.

Exporting a Report Definition

To export a report definition:
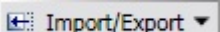
1. Find the report in the Report List and click Export Report Def in its Action column.
2. Enter a location and file name and click **Save**. The report definition is saved as an XML file.

Importing a Report Definition

In addition to report definitions that you have exported, Veson Nautical sometimes sends report definitions for you to import. IMOS imports these report definition XML files automatically when they are in the following directory:
\IMOS_DIRECTORY\reports\COMPANY_CODE\adhoc\
You can also import a report definition manually. Follow these steps:

1. On the Report List toolbar, click [Import/Export ▼] and then click **Import Report Def**.
2. Select the XML file with the report definition and click **Open**.

Dataset Review

Dataset Review Latest 8-19-11.xlsx

Dataset Descriptions

For each Report List dataset, the first tab includes the following:

- Dataset Name
- Dataset Description
- Primary DB Tables
- Primary Category
- Where Used in IMOS

Data

The second tab lists the following for each dataset with Data Objects disabled; the third tab lists the following for each dataset with Data Objects enabled.

- Dataset Name
- Dataset Column
- Dataset Module
- Dataset Submodule
- Dataset Executable
- Comment

Trading

IMOS Trading provides Trading desk functionality to record and settle trades. It also provides marine trade organizations a comprehensive view of physical and paper contracts and net exposure, to support better trading decisions. With IMOS Trading, you can:

- Monitor and manage risk across Vessel Type, Contract type, Trade Area, and Counterparty.
- Quickly evaluate your exposure to market fluctuations and the impact of new deals on the position and profitability of your Trade Book.
- Better aggregate contracts in your portfolio and match them to trades for hedging purposes.

Shipping risk managers can use IMOS Trading for portfolio management and risk hedging for both freight and bunkers. Freight and freight derivative traders can use it in trading for profit.

 Trading

To access the IMOS Trading Module Center, click its button.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Trading FAQs:

- FAQ - Can I View My Portfolio Both With and Without FFAs?
- FAQ - How are Exposure Tons Calculated for TCI on the Trading P&L Summary?
- FAQ - How Do I Show FFAs Offsetting (or Adding to) My Exposure for a Given Period?

About Trading

Paper Positions

The Trading module manages paper positions. Paper contracts are financial instruments or derivatives of the following types:

- FFA
- FFA Option: Unlike an option in a physical contract, which means the possibility of additional liftings, an option in a paper contract means a right to buy at the Strike price and Premium of the option.
- Bunker Swap

Physical Positions

The Chartering module manages physical positions. The physical contract types are:

- Cargo and Cargo Option
- VC In and VC In Option
- Cargo COA and Cargo COA Option
- VC In COA and VC In COA Option
- Time Charter In and Time Charter In Option
- Time Charter Out and Time Charter Out Option

Mark-to-Market

Mark-to-market is the valuation process that provides an indication of reasonable prices for positions on a daily basis, or at some point in time. The process of marking to market requires relevant and current market data to calculate a trade's value. The data can be either of the following:

- Automatically sourced from a third-party data provider and imported into IMOS: Some of the supported data providers are Platts, Imarex, and Baltic.
- Manually entered: This process is useful when trying to model; organizations may choose this path as a result of their internal data adjustment process.

Steps for Using Trading

These are the general steps for using Trading:

1. Set up the data you will use in Trading.
2. Enter the information about your trades.
3. Use the Trading Lists and Tools and the Trading Reports to view and analyze your portfolio.

Data

You can enter and view the following types of data by clicking links in the Trading Module Center, under Data:

- Market Data
- Market Data Summary
- Trade Route
- Bunker Symbol
- Fuel Market Symbol Rules
- Trading Strategy

You can also enter and view the following types of data relevant to Trading in the Data Center:

- Trade Areas
- Vessel Fleets and Vessel Types

Market Data

Market Data should be populated daily. IMOS supports multiple data feeds from Baltic, Platts (bunker), and Imarex (freight and bunker). We can enable an interface for customers who have a signed contract with a data provider. The data can also be entered manually.
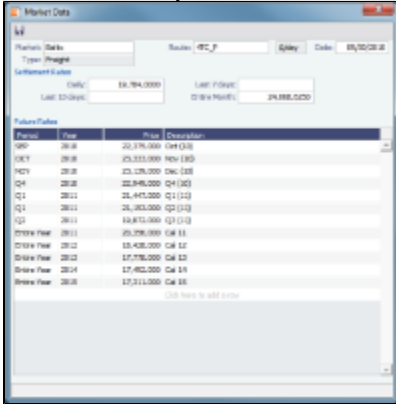
- **Market**: Do one of the following:
  - Select an existing Market and the Route and Date, and you can see the Daily (Spot) rate and the Settlement Rates for the Last 7 Days, Last 10 Days, and Entire Month; the Future Rates; or the curve.
  - Enter a new Market; you are asked if you want to create a new one (either a Freight or a Bunker market curve).
- **Type**: Bunker vs. Freight Market--affects whether market curve appears in the P&L Summary as something we can do a price against.
- **Route**: Different routes are quoted in different units: $/day, $/ton, $/mt, Worldscale.
- **Date**: The date when the rates are published.
- **Price** and **Description**: You can enter the market data for each period manually, but it is much easier to use a data feed.

Market Data Summary

The Market Data Summary provides views of your market data, showing the data that is fed in for the selected Market, in two views:

- **Daily Data**: Starting on the selected date, for each Route (for a Freight index) or Symbol (for a Bunker index), see the forward prices for that day and the next 15 days. Weekend days are only included if there is data. To see the market data for a day, click its line. The Market Data form opens, and you can view and edit the data.
- **Historical Data**: Across business days, for each Route, Index, and Period (for a Freight index) or Symbol and Period (for a Bunker index), see what the prices were. To see the Daily Data for a date, click its link in the column heading.

Trade Route

Trade Routes are typically defined by the market (by the data provider) or by your internal risk management team. Trade Routes are based on Vessel Type and have different units of measure ($/day, $/ton, $/mt, or Worldscale), usually based on the area or the start and end points of the itinerary.
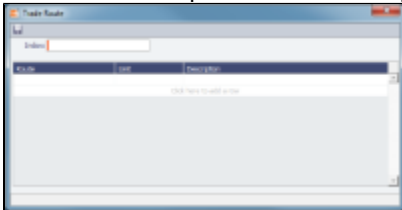
Bunker Symbol

For a bunker data feed, the symbol must be set correctly so that the data is imported correctly.
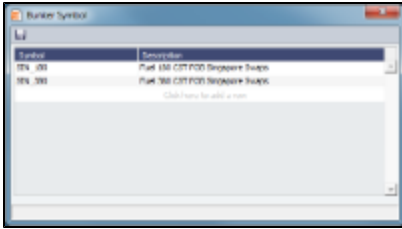
Fuel Market Symbol Rules

For Platts import only, this form specifies the mapping rules between the Platts Market Symbol (in the first column) and the internal Bunker Symbols and Periods. This form is populated, but you can add to it.

Trading Strategy

On this form, you can define a set of strategies to categorize your paper trades, for use in the Trading Strategy field on the FFA. Strategy can be selected as a column on the FFA/Option/Bunker Swap List to filter or group trades.

Trading-Related Data Center Terms

These Data Center terms also have information relevant to Trading.

- Trade Areas
- Vessel Fleets
- Vessel Types

Trades

You can access the following types of contracts from links in the Trading Module Center, under Trades:

- FFA
- CALL/PUT Option
- Bunker Swap
- COA, Cargo, VC In, Time Charter In, and Time Charter Out

FFA

On the FFA/Option/Bunker Swap Trade form, you can capture the basic information of an FFA.

- **Type**: FFA
- **Buy/Sell**
- **Trade Date**: The date the trade is done.
- **Index**: Selecting the Index filters the list to include only applicable routes.

- **Route**: Routes have different types of Rates (Quantifier column in selection list): $/day, $/ton.

- **Rate**: Quantifier is related to Route.
- **Period**: Current and future Months, Quarters, current and combination of next two Quarters, current and future Calendar years, or Custom: select From and To dates from calendars.
  - When you enter the Period, **From** and **To** dates appear at the right, and **Total Days** and **CP Exposure** appear in the column at the top right.
  - When you enter the Rate amount and Period, the **Face Value** appears in the column at the top right.
- **Percent/Days**: Select **Percentage** or **Days/Month** at right, then enter a Percent of the Period (1-100) or a certain number of Days per Month. The ability to select a partial period depends on the Counterparty.
- **Counterparty**: The counterparty of the trade, selected from the Address Book.
- **Clearing House**: When this field is populated, a matured settlement of the FFA is a Journal Entry, rather than an invoice.
- **Broker**: Select from the Address Book.
- **Commission**: Enter the Commission, typically 0.125%.
- **Trade ID**
- **Face Value**

- **Total Days**
- **Total Tons**
- **CP Exposure**
- **Commission**
- **Status**:
  - **Pending**: The trade has been created.
  - **Opportunity**: If you set the Status to Opportunity, the trade can be included in the Trading Sensitivity Analysis to see how the P&L will look with this trade added.
  - **Confirmed**: Someone with the appropriate rights (set up in Security in the Data Center) has entered the Broker Confirmation Number to confirm this trade and saved it. The paper trade can be settled.
  - **Partially Settled**: The trade is partially settled.
  - **Settled**: The trade is fully settled.
- **Settlement**: The Settlement Period, typically Entire Month, but it can be Last 7 Days or Last 10 Days.
- **C/P Form**: The Charter Party form, from the Data Center. This is for information only; the form has no effect on pricing or calculations.
- **Trade Book**: Select from a list to allocate a trade to an internal Company. Trade Books can be used as a means of grouping your portfolio to analyze risk, total P&L, or exposure. Company Information is defined in the Financials Center, under Setup.
- **Trade Area**: Select from a list of geographical Trade Areas. Trade Areas are defined in the Data Center, under Ports and Areas. Trade Areas can be used as a means of grouping voyages, trades, and contracts to analyze risk, total P&L, or exposure. They are also useful for balancing paper trading against physical positions.
- **Trader**: Select from a list of Traders with rights set up in Security in the Data Center.
- **Vessel Type**: The Vessel Type, from the Data Center. If the Index name is a user-defined Vessel Type, this field defaults to the value in that field.
- **Strategy**: Select from a list of Trading Strategies, as a means of grouping your portfolio to analyze risk, total P&L, or exposure. Trading Strategies are defined in the Trading Module Center, under Data.
- **Reference**
- **Broker Confirmation Number**: Traders typically are not allowed to approve their own trades. When a trade is created, its Status is set to Pending. When someone with Module Rights set to Broker Confirmation in Security in the Data Center enters this number, and the trade is saved, its Status changes to Confirmed.
- **Unrealized**: The amount that has not been settled.
- **Realized**: The amount that has been settled.
- **Batch**: A free-text field that can be selected as a column on the FFA/Option/Bunker Swap List to filter or group trades.
- **Settled Information**: If a period is matured but no settlement has been created, you can right-click for an option to create settlement for the period.
  - **Period**
  - **Rate**
  - **Days/Qty:** For Sell trades, this value is negative to distinguish between buy and sell trades and adjust the days/quantity on the offset trades.
  - **Invoice No.**
  - **P&L**
- **Exposure Information**:
  - **Period**
  - **Market Rate**
  - **Days/Qty:** For Sell trades, this value is negative to distinguish between buy and sell trades and adjust the days/quantity on the offset trades.
  - **Source**
  - **Exposure**

CALL or PUT Option

IMOS captures four types of options: Buy and Sell of Call and Put Options.

- A **CALL** option gives the holder of the option the right to buy at the strike price.
- A **PUT** option gives the holder of the option the right to sell at the strike price.

An Option form looks like an FFA form except for the Rate.
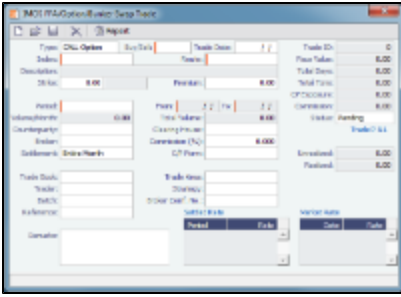
Differences from an FFA:

- **Strike**: The exercise price; the price at which the underlying transaction will occur upon exercise.
- **Premium**: A payment from the buyer to the originator of the option.
- **Period**: The last date of the Period is the Expiration Date, the last date that the option can be exercised.

Bunker Swap

A Bunker Swap looks like an FFA except that it references a different market.
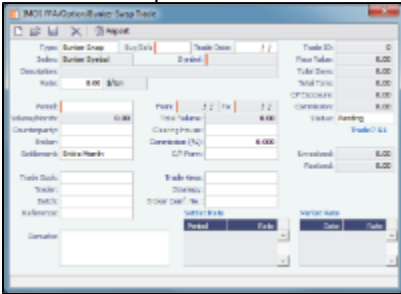
The form is the same except:

- The Index is always **Bunker Symbol** and, instead of a Route, you select the **Symbol**.
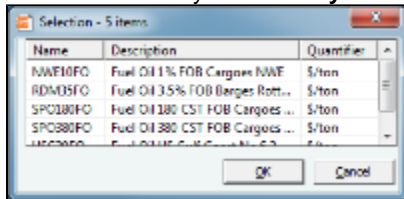
- You can enter either the **Volume/Month** or **Total Volume**; IMOS calculates the other value.

COA, Cargo, VC In, Time Charter In, and Time Charter Out

The Chartering module manages physical positions; the following Trading-related fields appear on the Chartering forms:

- **Option** check box: Indicates if the Cargo or VC In is an option. Option Status appears on the Linked Liftings tab of a COA.
- **Bunker Adjustment**:
    - **Symbol**: The Bunker symbol. The symbol is imported from the configured Bunker information provided by the bunker price supplier.
    - **BAF**: A Symmetrical Bunker Adjustment Factor (BAF) can be configured for the Price Matrix, with either of two options:
        - A Cargo with BAF has Extra Freight Term ZR for the Bunker Adjustment when the Cargo is fixed, which varies with the bunker market rate.
        - A Cargo with BAF has Extra Freight Term BR, whose value is locked when the Cargo is fixed.

        The Bunker Adjustment Factor can be allocated on a per cargo basis, and each freight adjustment can be based on a specific market, with an individual adjustment as required. Bunker exposure associated with a confirmed Cargo is derived from the Estimate Matrix tab and reflected in the Exposure report.

        With a configuration flag set, a Bunker Adjustment Factor can be used to adjust the Freight Rate based on the bunker price, rather than using a Bunker Market table on the Cargo form. On the Pricing tab, under Bunker Adjustment, select a Symbol and enter a Quantity, Price, and BAF. When the voyage is fixed, the price is frozen,

based on the market curve, based on the Laycan From Date. The BAF is also used in exposure calculations before the voyage is fixed.
- **Frt Type**: The type **Index Table** lets you select the required market as well as the index value (Manual or B/L Date); calculation method for the rate being applied and a Cap (Max $ to be charged) and a Collar (lowest $ to be charged). The selected index rates can be adjusted by changing the values on the table (Market Rate or Rate).
- **Exposure** tab: To determine how the exposure is calculated, select one of the following:
  - **Exposure Basis**:
    - **Market Daily Rate**: Marked against the market.
    - **Benchmark**: Create a Benchmark Estimate by creating a Voyage Estimate in Chartering and selecting the **Benchmark** check box. Then enter the Estimate ID on the Cargo form. To adjust the Estimate to the vessel and the route, enter a **Route Correlation** factor.
      Note: Security Module Rights control the ability to create Benchmark Estimates.
    - **Benchmark Bunker Curve** table: To benchmark bunkers on board to a known published bunker market fuel, select the **Fuel Type** and the **Symbol**.

For more information, see the following:

- Cargo COAs
- Cargoes
- VC In COAs
- VC Ins
- Time Charter In
- Time Charter Out

Creating Invoices

After confirming trades and settling them, you can create invoices on the Create Invoices List from the Financials Module Center.

Trade Settlement Invoices

To create a Trade Settlement Invoice for a trade in the past, follow these steps:

1. On the Create Invoices List, select Invoice Type **Trade Settlement Invoices**.
2. In the row for the trade, click the Create Settlement link.
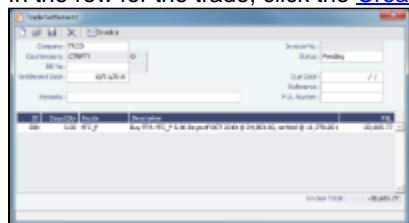
3. On the Trade Settlement form, enter a **Due Date** and any other relevant information.

4. To save the form, click [save icon].

5. To create an invoice, click [Invoice icon]. IMOS creates an **Invoice Number**.

If the trade was done through an exchange, the settlement will be a Journal Entry instead of a payable or receivable invoice.

Settling Combined Buy and Sell Positions

For trades in the current or a future month, you can combine multiple buy and sell positions with the same Counterparty or Trade Book by selecting their check boxes in the first column and clicking the Create Settlement link at the top of the list. On the Trade Settlement form, yellow lines indicate that the trade is in the future. The number of Buy days must equal the number of Sell days to be able to save; you can edit the Days/Qty column so that they do. IMOS produces a net Invoice Total.

Trade Commission Invoices

To create a Trade Commission Invoice for a trade, follow these steps:

1. On the Create Invoices List, select Invoice Type **Trade Commission Invoices**.
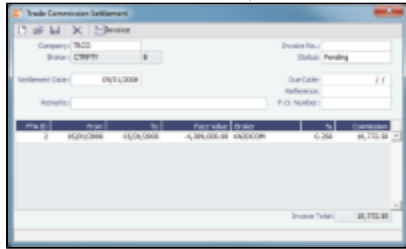
2. In the row for the trade, click the Create Settlement link.

3. Enter a **Due Date** and any other relevant information.

4. To save the form, click .

5. To create an invoice, click . IMOS creates an **Invoice Number**.

Combining Trade Commissions

You can combine commissions for multiple trades for the same Broker by selecting their check boxes in the first column and clicking the Create Settlement link at the top of the list.

Trading Lists and Tools

You can access the following Trading Lists and Tools from the Quick Links list in the Trading Module Center:

- Trading P&L Summary
- Trading Portfolio Overview
- Trade Details List
- Bunker Trade List
- Trading Sensitivity Analysis
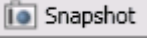
Trading P&L Summary

The Trading P&L Summary is the main dashboard for most users, forming the core of the Trading module. It is a summary of the overall paper and physical positions and displays all types of contracts: Bunker Swap, FFA, TCI Option, VC In, VC In Option, CCOA, Cargo, Cargo Option, TCO, and TCO Option. The Trading P&L Summary gives you a way to mark-to-market each of the positions in your portfolio against the price curve.

Filtering

You can select filters to view the data you want and even select various groupings of data. After changing settings, click .
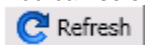
- **Date**: The Trading P&L Summary includes data from this date forward.
- **Snapshot**: You can schedule daily snapshots of positions and take additional ad-hoc snapshots.
    - To take an ad-hoc snapshot, click , enter a **Reference**, and click **OK**.
    - To retrieve a snapshot, in the Snapshot list, click **(Retrieve...)**, select the **Snapshot Type** (Daily Scheduled or Ad-hoc), and enter the **Date** or **Reference**. Then click **OK**. The Date/Reference appears next to the Trading P&L Summary heading.
- **Show**: Select check boxes.
    - **Exposure Days**: Number of exposure days for the Period.
    - **Weighted Days**: Adjusted, based on the Weighted Days Correlation specified on the Vessel Types form from the Data Center.
    - **Exposure Tons**: Calculations convert contracts to tons.
    - **Bunker Tons**:
    - **Bunker Exposure**: The amount of Bunker exposure.
    - **Time Charter Exposure**: The amount of Time Charter exposure.
    - **Net Exposure**: The sum of Bunker Exposure and TC Exposure.
    - **Exposure Count**:
    - **Fixed**: The amount of exposure for cargoes with Fixed status. Exposure is locked in.

- **Sailed**: The amount of exposure for cargoes with Sailed status. Exposure is locked in.
- **Net P&L**: The sum of Net Exposure plus Fixed and Sailed amounts.
- **Net Count**: Exposure count: The number of unsettled contracts. Next to the count, click the Details link to open the Trade Details List.
- **Period**: Monthly, Quarterly, or Annually.
- **Exclude**: None, Options, Out-of-money Options, Internal Trades.
- **Company**: (All) or a particular company.
  Note: Security Object Rights control the access to data by Company.
- **Market**: The market your position is marked to.
- **%**: To see what difference a change in the market would make to your position, enter a positive or negative percentage for the change.
- **Groupings**: Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet.

Trading Portfolio Overview

The Trading Portfolio Overview gives you another method to drill down for information about your trades. You can select filters to view the data you want and even select various groupings of data.
In the Trading Portfolio Overview, you can see, for each Category (Contract Type):

- Number of Trades: To see these trades on the Trade Details List, click the Details link.
- Number of Days
- Average TCE
- Amount of Exposure
- Amount Realized
- Net Position

To expand a category to see the data for each subcategory, click ▷; to collapse it again, click ◢.

Filtering

You can select filters to view the data you want and even select various groupings of data. After changing settings, click
Refresh.
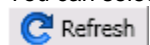
- **Exclude**: None, Options, Out-of-money Options, Internal Trades.
- **Period**: Monthly or Quarterly.
- **Company**: (All) or a particular company.
- **Market**: The market your position is marked to.
- **%**: To see what difference a change in the market would make to your position, enter a positive or negative percentage for the change.
- **Grouping**: Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet.

Trade Details List

The Trade Details List is a detailed list. Each line represents one month in a trade, because trades are settled on a monthly basis; when viewing a Quarterly Period, one trade is represented by three lines. To open the Trade Details List, do one of the following:

- On the Trading Module Center, click **Trade Details List**.
- On the Trading P&L Summary, click a Details link.

On the Trade Details List:

- Yellow lines highlight missing data.
- The Start Date and End Date refer to the segment of the contract in the selected time period.
- Negative numbers for volumes indicate selling.
- Days = Turnover Route divided by estimated deviation.

On the Cargo form, on the Pricing tab, in the Price Matrix, the Rate appears; on the Exposure tab, either Benchmark Estimate or Market Daily Rate (determined by the Trade Ares Rate field) can be selected. The last available data appears on the Market Data Summary.

Filtering

You can select filters to view the data you want and even select various groupings of data. After changing settings, click
[Recalculate] .
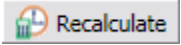
- **From** and **To**: The Trade Details List includes the data from the first date to the second.
- Show:
    - **(All)**: This view shows the exposure for each position.
    - **Exposure**: Displays only Exposure Days, Bunker Exposure, TC Exposure, Net Exposure, and Count.
- **Contract**: (All) or a particular Contract type.
- **Vessel Type**: (All) or a particular Vessel Type.
- **Trade Area**: (All) or a particular Trade Area.
- **Company**: (All) or a particular company.
- **Exclude**: None, Options, Out-of-money Options, Internal Trades.
- **Market**: The market your position is marked to.

Bunker Trade List

The Bunker Trade List is a detailed list of bunker trades; each line represents a contract.

Filtering

You can select filters to view the data you want and even select various groupings of data. After changing settings, click
[Refresh] .
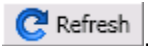
- **Dates**: The Bunker Trade List includes data for the select dates.
- **Trade Area**: (All) or a particular Trade Area
- **Company**: (All) or a particular company.

Trading Sensitivity Analysis
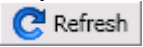
You can analyze the impact of additional contracts on your portfolio. Contracts with Opportunity Status appear on the left side; select those contracts you want to evaluate, and see their effects on the right.
On the left side, you can select from the following columns to include in the grid:

- Contract Type
- Counterparty
- End Date
- ID
- Short/Long
- Start Date
- Trade Are
- Vessel Type

To calculate, select the check box before each line and then click Calculate.

Filtering

On the right side, you can select filters to view the data you want and even select various groupings of data. After changing settings, click [Refresh] .

- **Exclude**: None, Options, Out-of-money Options, Internal Trades.
- **Period**: Monthly, Quarterly, or Annually.
- **Company**: (All) or a particular company.
- **Market**: The market your position is marked to.
- **%**: To see what difference a change in the market would make to your position, enter a positive or negative percentage for the change.
- **Grouping**: Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and

Vessel Fleet.

Trading Reports

From the Trading Module Center, you can access the Report List.

You can also access the following reports specific to Trading:

- **Audit Report**: Lists changes to contracts between the From Date and To Date selected. You can also select a specific User, Group, and/or Contract Type and exclude any actions without details.
- **Benchmark Freight Report**: Displays Freight Rates for each Benchmark Estimate across different time periods.
- **FFA Daily Report**: Lists the Average TC Route Rate changes, Implied TC Rates, Mark-to-market Value, and Hedge Positions for the selected Market and Date.
- **Market Data Report**: Lists the variance in rates for the selected Market and the selected date range or a day-to-day comparison that can be grouped by route. You can also select routes by type.
- **P&L Comparison Report**: Compares two Trading P&L Summary snapshots, which show the P&L at a particular point in time. Snapshot Types can be the Current snapshot, a Daily Scheduled snapshot, or an Ad-hoc snapshot you took. The report can be filtered by Vessel Type, Trade Area, Contract Type, Company, and/or Contract ID and be grouped by up to three criteria, including Contract, Counterparty, Trade Area, and/or Vessel Type. You can also exclude any positions without a variance.
- **Portfolio Report**: For a particular snapshot, which shows the P&L at a particular point in time, this report displays a Portfolio Summary, Operating Days, or Trade Details, with various options for each. The report can be grouped by up to three criteria, including Short/Long/Financial, Index/Fixed/ Financial, Contract, Counterparty, Trade Area, and/or Vessel Type. Selections to Show include Days, TCE (and show negative aggregate TCE as zero), Tons, Bunker Exposure, TC Exposure, Net Exposure, Realized, Net, Rate, and Market Rate. The report can be filtered by Vessel Type, Trade Area, Contract Type, and/or Company, and it can be grouped by Period.

Chartering

About Chartering

Chartering includes the processes that take place until the time a voyage is scheduled. You can find all chartering-related activities in the Chartering Module Center: Voyage Estimating, COAs and Cargo, and Voyage Fixtures, as well as Jobs, Lightering, and the Open Position - Chartering. Aspects of Time Charters are in both Chartering and Operations.

 Chartering

To access the IMOS Chartering Module Center, click its button.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Chartering Workflows

The main goal of the IMOS Chartering module is to create a Voyage Fixture, which represents a contract; it fixes a voyage and a cargo. This document shows you different paths to create a Voyage Fixture and then schedule a voyage:

- Create a Voyage Estimate and then fix the Estimate. This is the typical workflow of an Owner.
- Create Cargo (which can be from a COA) and then create a Voyage Fixture from it. This is the typical workflow of a Charterer.
- Create a Voyage Fixture.
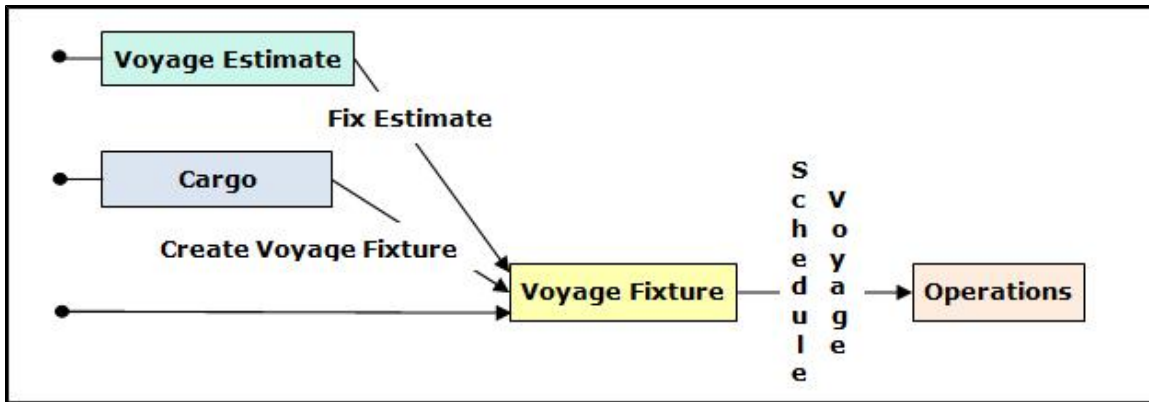
Other Sources of Information

This document includes information about Voyage Estimating, COAs and Cargo, Voyage Fixtures, and the ETA Calculator. Some items from the Chartering Module Center are not included, but are described elsewhere:

- Time Charters:
  - Time Charters
  - *IMOS6: Time Charter Manager* tutorial
- Cargo Matching
- Estimate Schedule

Related FAQs

For more information, see the following Chartering FAQs:

- FAQ - About Cargo Tolerance Option Types
- FAQ - About Multigrade Cargo Import
- FAQ - About Unit of Measure Conversion
- FAQ - About Worldscale Rates for Voyage Estimates
- FAQ - Making Estimates Read Only

Chartering Lists and Tools

You can access several lists and tools to help you in your work from the Chartering Module Center, as well as from menus:

- Chartering Module Center and Tools menu:
  - Voyage Estimator
  - Voyage Fixture
  - Cargo Schedule
  - Cargo Matching
  - Estimate Schedule
  - Job Planning
  - ETA Calculator
- Chartering Module Center and Lists menu:
  - Voyage Estimate List
  - Voyage Fixture List
  - Cargo List
  - VC In List
  - Cargo COA List
  - VC In COA List
  - Master Contract List
  - Time Charter In List
  - Time Charter Out List
  - Lightering Job List

Chartering Setup
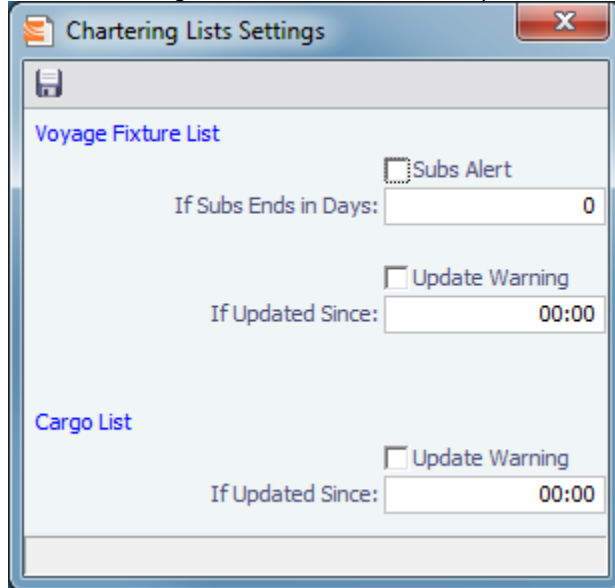
In the Chartering Module Center, under Setup, you can set the following Chartering options:

- Chartering Lists Settings
- Voyage Estimate Categories

Chartering Lists Settings

To set up alerts for voyages On Subs in the Voyage Fixture List, and/or warnings for updated Voyage Fixtures and Cargoes, follow these steps.

1. In the Chartering Module Center, under Setup, click **Chartering Lists Settings**.

2. Do either or both:
    - For a Subs Alert:
        a. Select the **Subs Alert** check box.
        b. In the **If Subs Ends in Days** field, enter the number of days from which changed records should be highlighted. Voyages whose status is On Subs turn red when the current time passes **Ship on Subs Until** minus this number of days.
    - For an Update Warning (for either Cargoes or Voyage Fixtures or both):
        a. Select the **Update Warning** check box.
        b. In the **If Updated Since** field, enter the 24-hour time from which changed records should be highlighted. Cargoes or Voyage Fixtures that have been changed since that time are highlighted in yellow. For example, if the time is set to 00:00, all records that have changed since midnight are highlighted, and each day at midnight, the highlights are cleared so that only recent changes are highlighted.
3. To save and close the form, click .

Voyage Estimate Categories

Before creating a Voyage Estimate, you can set up Voyage Estimate Categories.

1. In the Chartering Module Center, under Setup, click **Voyage Estimate Categories**.
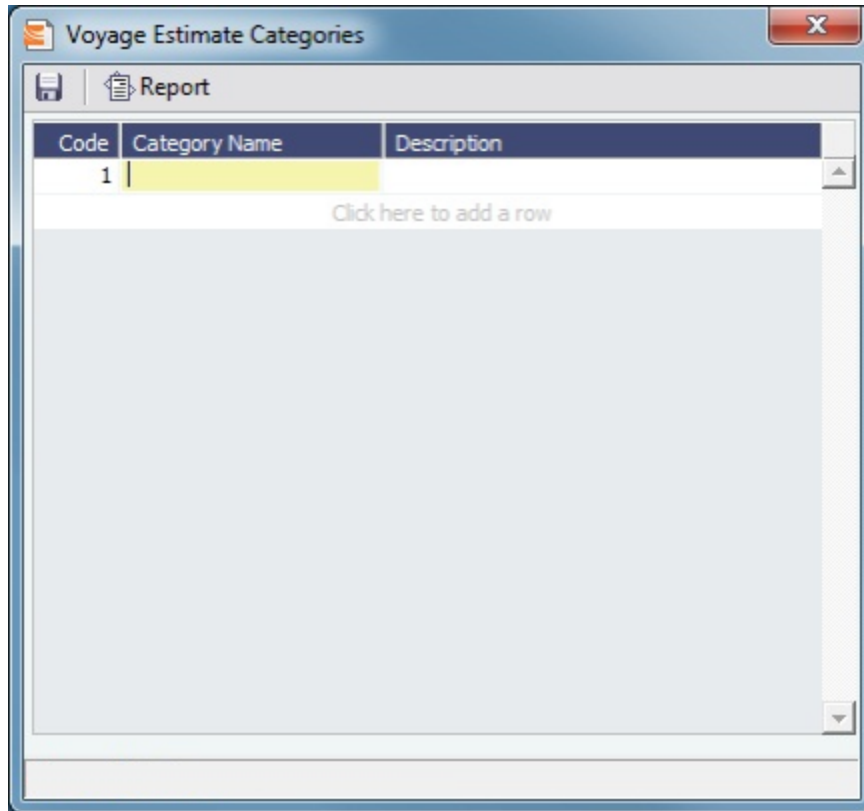
2. For each category, enter a **Code**, **Category Name**, and **Description**.
3. To save and close the form, click .

Alerts

The Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture forms highlight the Vessel, Charterer, and Port Name fields in light pink if an alert is entered for them. A tooltip shows the text of the corresponding alert.

Cargo Schedule

The Cargo Schedule is an overview of cargoes, listed by load port and color coded by status. To open the Cargo Schedule, do one of these things:

- In the Chartering Module Center, click **Cargo Schedule**.
- On the Tools menu, click **Cargo Schedule**.

Double-click a bar to open the Cargo, or right-click to open the Cargo or to create an Estimate.
For more information on schedules, see Schedules and the *IMOS6: Schedules* tutorial.
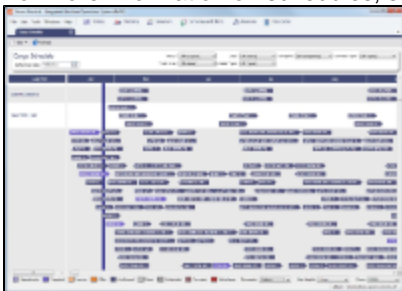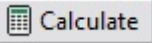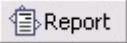
The length of the bar indicates the laycan dates.

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Open Position - Chartering

The Open Position tool is used to get an overview of all non-closed voyages in the system, see their open dates and ports, and calculate the vessels' distance from specific ports. It is accessible from Quick Links in the Operations and Chartering Module Centers.

To use Open Position:

1. Specify the filters.
2. Click **Calculate**.
3. To open a report in the Reporting Center, click **Report**.

Filters

- **Port Area**: Each Trade Area (from the Data Center) can be associated with a Port Area. When filtering by a specific Port Area, only voyages linked to the Trade Areas associated with that Port Area appear. Also, the first five ports associated with that Port Area, and the estimated arrival dates from the open port of each voyage, appear as columns in the form.
- **Open Date**: Only voyages with an open date later than the date specified in this filter appear. The default is three months before the current day, but you can edit this value.
- **Target Date** and **Target Port**: The target date of arrival and port. Calculating with these values entered gives the Dist To Go (distance) from this Target Port, the Target Arrival (date of arrival), and the Wait Days in the port until the specified Target Date for each voyage.
- **Max Wait Days**: This value filters the voyages that will have to wait more than the value specified.

Output Columns

- **Status**: Scheduled, Commenced, or Completed. Closed voyages do not appear.
- **Open Port**: The last port in the voyage.
- **Speed**: The Ballast speed, from the Vessel form in the Data Center.
- **Dist To Go**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button. This is the distance from the Open Port to the Target Port.
- **Target Arrival**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button. This is the arrival date when traveling from the Open Port to the Target Port.
- **Wait Days**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button - This is the number of days to wait in the Target Port until the Target Date.

Projection Ports

When a Port Area is specified, up to an additional five Projection Port columns are added. You can link a port to a Port Area by selecting the Port Area in the Port form and selecting the Projection Port check box. If more than five ports are linked to a single Port Area, the first five (in alphabetical order) appear. For each Projection Port, the date of arrival from the Open Port appears.

Comments/Remarks

For each retrieved record, you can right-click to do the following:

- Change the Voyage Remarks for that specific voyage. This value is changed in the Voyage Manager as well.
- Add a Vessel Comment to appear only in the report.
- Add a CP Comment to appear only in the report.

Voyage Estimates

With Voyage Estimates, you can create and try out potential voyage scenarios to find your most profitable option. You can include information about voyage income and expenses, bunkers, and cargo.
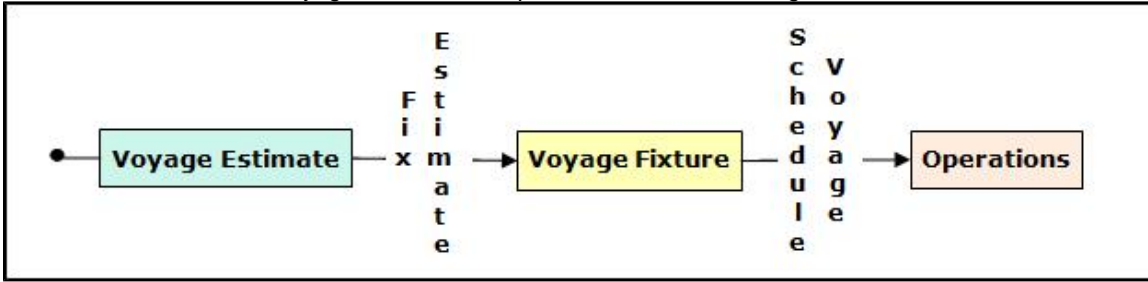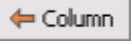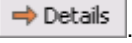
This section describes the typical workflow of an Owner. After creating an Estimate, you fix it to create a Voyage Fixture, and then schedule a voyage.

To create a Voyage Estimate, do one of the following:

- In the Chartering Module Center, click **Voyage Estimate**.
- On the Voyage Estimate list, click New Estimate .
- On the File Menu, click **New** and then click **Estimate**.

A new Voyage Estimate appears with your next consecutive **Estimate ID**, which you can change.
Voyage Estimates have two views:

- Use **Column view** when you want a quick snap shot, and if you have a simple voyage with one load port, one discharge

  port, and one cargo. You can also use this view to compare Estimates. To change from Details view, click Column .
- Use **Details view** when you want to enter additional information and see the details, and if you have a more complicated

  voyage with multiple load ports, discharge ports, and/or cargoes. To change from Column view, click Details .

Voyage Estimate, Column View

Column View gives you the ability to create multiple scenarios and compare them side by side, as well as combining Estimates to create one voyage and performing both Deviation and Sensitivity Analyses.

You can open an Estimate, copy it, and make adjustments to the copy, such as trying a different vessel, route, or charterer, while comparing the Daily Profit and the TCE to determine the most profitable voyage.

Complete the required fields: **Vessel**, **Loading Port**, and **Discharging Port**. As you enter ports, complete the Itinerary Details form.

1. Complete additional fields as appropriate, such as Cargo; Charterer; cargo Quantity/Units; Ballast Port; Reposition Port; Freight Type and Rate, Percentage, or Amount; Commission %; and Ballast Bonus.

   For **Quantity/Units**, you can select **Auto-calculate by Max Lift Quantity** from the menu to have IMOS calculate by the amount this vessel can lift in the most restrictive port. If you then override the Calculated Lift value, it turns blue. To recalculate, clear the field and then press **Enter**.
2. To retrieve the Bill of Lading Quantity for all recent voyage cargoes, in addition to the CP Quantity, click the Vessel field name link to open Vessel Details, then click the **Recent Cargoes** button at the bottom.
3. To save the Estimate, click .
4. To add more cargoes and/or ports, as well as additional information, click Details to expand to Details view.
   You can open multiple existing Estimates in Column view simultaneously, using either of these methods:
   - In a Voyage Estimate:
     a. Click , and then click **Open Multiple Estimates**.
     b. Enter search criteria and click **Search**.
     c. In the selection list, select one or more check boxes in the first column.

- On the Voyage Estimate List:
  a. Select one or more check boxes in the first column.
  b. Click the Open link at the top of the list.
     With multiple Voyage Estimates open, you can click **<<Hide** to collapse (center, above) and **>>** to expand it again.
     To see a list of active voyages, click the **Active List** tab at the bottom.
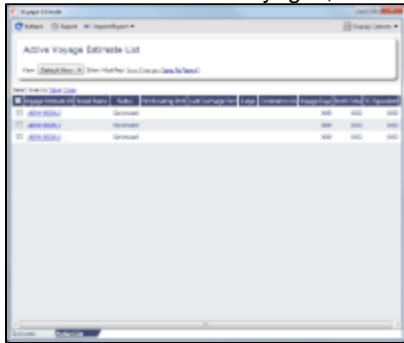
To do any of the following, click and then click a command. The menu in Details View has additional commands.

- Create a **New Estimate**, **New TCO Estimate** (See Time Charters), or **New Consecutive Estimate**
- **Open Estimate** or **Open Multiple Estimates**
- **Copy Estimate**, **Copy to TCO Estimate**, or **Convert to TCO Estimate**
- **Analysis**: Click to perform any of the following analyses:
  - **Freight Sensitivity Analysis**: Analyze how changes in the Freight Rate affect the Time Charter Equivalent and vice versa to reach a particular TCE.
  - **Speed Sensitivity Analysis**: See the impact of changing the speed on the TCE.
  - **Bunker Sensitivity Analysis**: See a matrix per type of fuel on the vessel that shows TCE per freight rate and bunker price.
  - **Reposition Analysis**: Calculate the cost of a reposition voyage and allocate some of the cost as a negative profit.
- **Port Expense History**: Search for historical expenses previously entered for a port.
- **Bunker Planning**: Set up initial quantities and calculation methods for each fuel type and enter quantities and prices for any bunkers you plan to receive.
- **Delays**: Enter information about delays.
- **Attachments**: Add or view attachments.
- **Exchange Rates**: Opens the form to enter Exchange Rates from the Data Center.
- **Vessel Defaults**: Enter Vessel default values to be used in Voyage Estimates.
- **Combine Estimates**: Select Voyage Estimates to combine from a list of active Estimates.
- **Vessel Matrix**: Enter different vessels to compare their costs, speed, and open ports.
- **Fix Estimate**: Create a Voyage Fixture from the Estimate.
- **Auto Calculate by Max Lift Qty**: Have IMOS check the maximum quantity that can be loaded in the port with the most restrictive deadweight and draft limits. You can see this information on the Draft/Restrictions tab.

Voyage Estimate, Details View

In Details view, you can add more cargoes and/or ports, as well as additional information, such as **Miscellaneous Vessel Expenses per day**, a **Default Weather Factor**, and price and consumption information in the **Fuel Table**. You can also select an **Operation Type**; some fields change based on the type.

Details view shows the full itinerary with miles and canals added, the commencing and terminating dates, and the financial results. From this view, you can update details for the vessel, fuel consumption and costs, cargoes, and voyage itinerary data, and fine-tune them. Each time you make a change, the TCE (Time Charter Equivalent) and expenses are updated in the P&L Summary on the right.
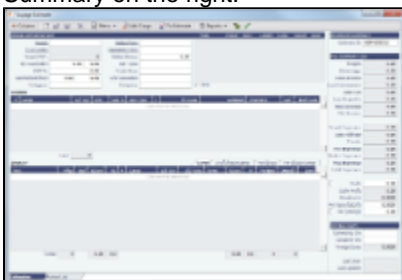
Different fields can appear, depending on the Operation Type and your configuration.
When the OPA check box is selected, the following fields appear:

- **Rate**: Select the type of OPA Rate, which draws from the OPA Rates terms list in the Data Center.
- **Amt**
- **Year**: Populates based on the Rate.
- **#**: Shows the current number of OPA instances for the selected vessel.

All OPA information from the Estimate flows through the Voyage Fixture.
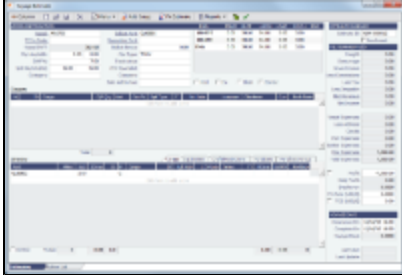
1. In Details View:
    - In the **Cargoes** grid, you can add cargoes in one of these ways:
        - Enter line items in the **Cargoes** grid. You can then either right-click, enter the itinerary in the CP Terms Details
          form, and click ![Update Estimate] or enter it in the Itinerary grid below, selecting the cargo in the line.
        - Right-click a line and then select **Import Cargo**, **Insert New**, or **Duplicate Cargo**.
        - Click ![Add Cargo], complete the CP Terms Details form, and click ![Add to Estimate].
          If a Cargo does not have Load/Discharge ports specified, the Freight is calculated by the CP Quantity; after those
          ports are specified, the Freight is calculated by the lift quantity.
    - In the **Itinerary** grid, you can add ports and information about them. The Itinerary grid has tabs to show different views:
        - **Cargo**: Information about the cargo for each port.

          If you have the list of Low Sulfur Community ports loaded into the IMOS database, the Voyage Estimator sets low
          sulfur port days (LS PDays) to be equal to port days (PDays) while in one of these ports.
        - **Exp Details**: For companies that typically manage voyages on discharge-to-discharge basis, but for some contracts
          are able to charge a netback on the shipping cost, this tab shows cost allocation by leg. Because the netback is on
          a load-to-load basis, the leg cost allocation is used to accurately calculate the amounts to charge back to the trader.

        - **Draft/Restrictions**: The port calls, as on the Cargo tab, with the Max Lift for each berth, based on the vessel, its
          Deadweight Table, and the API/Specific Gravity of the cargo, as well as the weight of bunkers and everything on the
          vessel.

        - **Port/Date**: Includes the parameters for each port call that has a function, with one line per cargo, like a cargo
          itinerary.

        - **Port/Date Group**: A collapsed view of the Port/ Date view, with one line per port, like a vessel itinerary.

    - The Estimate Summary is along the right side.
        - A **Benchmark Estimate** can be viewed by a user without the Benchmark right. The check box is cleared when the
          Benchmark Estimate is copied. From a Benchmark Estimate, you can create a Cargo with this Benchmark Estimate
          as the Exposure Basis: click ![Fix Cargo].
        - In the **P&L Summary**, you can adjust the Freight Rate or TCE to see the resulting changes in the P&L.
    - Many of the Column View menu commands are also in Details View; in addition, you can click ![Menu ▼] in Details
      View and then click one of the following commands.

- **Import Estimate**, **Export Estimate**: IMOS can export an Estimate to XML, for example, so you can share Estimates across platforms. Traders, for example, can import XML data from a trading program through middleware, manipulate it, and create a Voyage Fixture from it. You can also save your Estimates locally and import them.
- **Shortest Itinerary**, **Reorder Itinerary**, **Map Itinerary**: You can rearrange your itinerary to optimize the sequence of ports, and you can view your itinerary on the map in Distances.
- **Create Cargoes**: To create cargoes with actual data and Cargo IDs.
- **Use Cargo Grid**: This is the default view; you can switch to seeing cargoes in boxes.

2. Check the Validation symbol on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.

   : All information is complete.

   : Some information is missing.

   : The form contains one or more errors.

3. To save the Voyage Estimate, click .

   You must have the appropriate Security rights, indicated by , to save the Estimate.

Analyses

You can perform analyses from the Voyage Estimate. Click and then click one of the following:

- Speed Sensitivity Analysis
- Freight Sensitivity Analysis
- Bunker Sensitivity Analysis
- Reposition Analysis

Speed Sensitivity Analysis

The Speed Sensitivity Analysis shows the impact of changing the speed on the TCE. You can set the Laden and/or Ballast Speed and the Step by which they should increase and decrease for the TCE result.

Speed Sensitivity Analysis

To analyze how speed variance impacts an Estimate's Time Charter Equivalent, set the midpoint Ballast and Laden speeds, and adjust the granularity using Step.

Ballast Speed: 14.00   Step: 1.00
Laden Speed: 14.00

Ballast	Laden	TC Equiv
10.00	10.00	13,146.37
11.00	11.00	15,041.06
12.00	12.00	16,849.07
13.00	13.00	18,019.16
14.00	14.00	19,138.06
15.00	15.00	20,742.29
16.00	16.00	22,279.29
17.00	17.00	23,753.19
18.00	18.00	25,167.81

Freight Sensitivity Analysis

The Freight Sensitivity Analysis analyzes how changes in the Freight Rate affect the Time Charter Equivalent and vice versa to reach a particular TCE.

Frt Rate	TC Equiv		TC Equiv	Frt Rate
17.50	9,227		29,500	30.01
18.00	10,038		29,600	30.07
18.50	10,848		29,700	30.13
19.00	11,659		29,800	30.19
19.50	12,469		29,900	30.25
20.00	13,280		30,000	30.32
20.50	14,090		30,100	30.38
21.00	14,900		30,200	30.44
21.50	15,711		30,300	30.50
22.00	16,521		30,400	30.56

Bunker Sensitivity Analysis

The Bunker Sensitivity Analysis gives you a matrix per type of fuel on the vessel that shows TCE per freight rate and bunker price. You can set the midpoint for both Freight Rate and Bunker Price and the incremental steps; IMOS then updates the matrix with all TCE values.

	430.00	440.00	450.00	460.00	470.00
24.00	0.00	0.00	0.00	0.00	0.00
24.50	0.00	0.00	0.00	0.00	0.00
25.00	0.00	0.00	0.00	0.00	0.00
25.50	0.00	0.00	0.00	0.00	0.00
26.00	0.00	0.00	0.00	0.00	0.00

Reposition Analysis

The Reposition Analysis helps you calculate the cost of a reposition voyage and allocate some of the cost to the current Voyage Estimate, as a negative profit.

Creating a Voyage Fixture from an Estimate

To create a **Voyage Fixture** from the Estimate:

- In Column view, click and then click **Fix Estimate**.
- In Details view, click . All the information from the Voyage Estimate moves to the Voyage Fixture, and the button changes to .

Port Expense History

You can search for historical expenses previously entered for a port. From there, you can right-click to view the Port Activities and Expense Details for a voyage. This information can help you to adjust or understand your current Estimate.

Bunker Planning

IMOS proposes bunker prices based on purchase history, but you can change them, as well setting up your initial quantities and calculation methods for each fuel type. IMOS calculates fuel use by port, and you can enter quantities and prices for any bunkers you plan to receive; select the **Transfer received when fixing** check box to have this information transferred to the Voyage Fixture and to the Bunker Summary in the voyage, so you can enter Bunker Inquiries right away. You can also click a Fuel name in the Estimate to open this form.

Estimate Delays

You can enter information about delays.

Vessel Defaults

Enter Vessel default values to be used in Voyage Estimates.

Vessel Matrix

Enter different vessels to compare their costs, speed, and open ports. These details are set up on the Vessel form in the Data Center; you can adjust them for this Estimate.
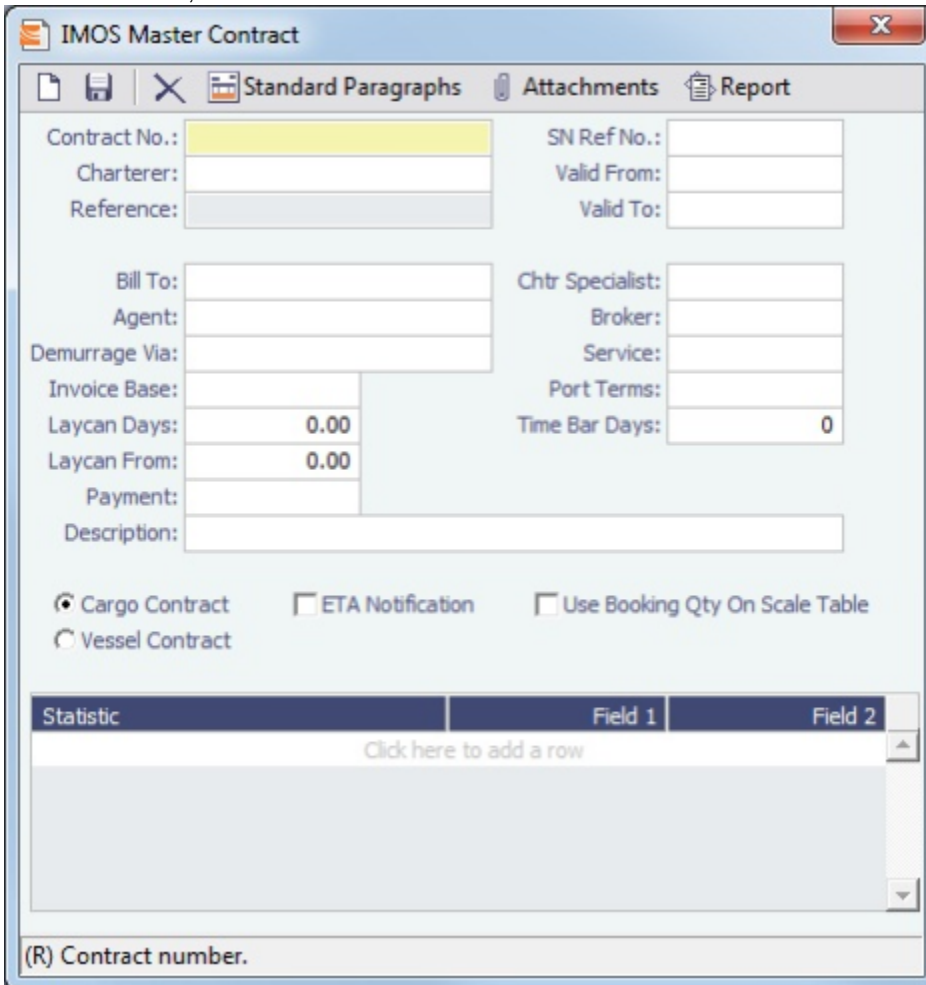
Master Contracts

A Master Contract is like a template that you can use to organize and differentiate different types of COAs, if you have multiple layers in your contracts. For example, you might want to see all your COAs that are with the same Charterer together, even if they have different rates for different years.

This section begins the description of the Charterer's typical workflow, which begins with the cargo. Cargoes can be grouped into Cargo COAs, which can be grouped into Master Contracts.

1. To create a Master Contract to group Cargo COAs, do one of the following:
   - In the Chartering Module Center, click **Master Contract**.
   - On the Master Contract list, click New Contract .
   - On the File Menu, click **New** and then click **Master Contract**.
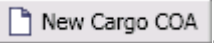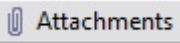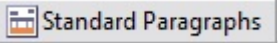
2. Enter a **Contract Number** and press **Enter**.
3. A confirmation message asks if you want to create a new contract. Click **Yes**.
4. Enter the **Charterer** and other appropriate information.
5. To save the Master Contract, click .

Cargo COAs

When you need to set up a contract agreement to move a certain amount of cargo over a period of time, you can use a Cargo COA, or Contract of Affreightment. A Cargo COA is like an umbrella contract that might include several different cargoes and several different load and discharge ports, each with its own terms and costs.

1. To create a Cargo COA, do one of the following:
   - In the Chartering Module Center, click **Cargo COA**.
   - On the Cargo COA List, click ☐ New Cargo COA .
   - On the File Menu, click **New** and then click **Cargo COA**.
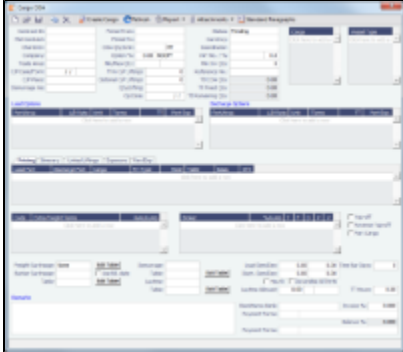
2. Complete the required fields:
   - Contract ID
   - Charterer/Owner
   - Company
   - Trade Area
   - CP Date
   - Period From
   - Period To
   - COA Qty
   - Currency
   - Coordinator
   - Cargo (at least one)
   - Vessel Type (at least one)
   - Load Port Option (at least one)
   - Discharge Port Option (at least one)

3. Complete additional fields as appropriate: Master Contract, COA Quantity, Min/Max Quantity, Firm C/P Liftings, Optional C/P Liftings, Qty/Lifting, Op Date, Min Inv Qty, and, at the bottom of the form, Remarks.

4. Do any of the following:
   - To attach or view either a file or a link, click ☐ Attachments . In the Attachments form, right-click **Attachments** and then either click **Attach New File** and browse to the file or click **Attach New Link** and enter the Link information. If the Master Contract has attachments, you can also access them from the COA.
   - To include a Standard Paragraph, defined in the Data Center, click ☐ Standard Paragraphs . A standard paragraph is text that flows through to the cargo; it might be a clause related to terms or a force majeure clause.

Cargoes, Vessel Types, and Load and Discharge Options - Cargo COA

Complete option grids as appropriate. If you enter more than one option, IMOS selects the first one.

- In the **Cargo** grid: Each cargo that might be moved.
- In the **Vessel Type** grid: Each type of vessel that fits any requirements.
- In the **Load Options** and **Discharge Options** grids: Each potential load and discharge port and the terms that apply there. You can change the ports and/or terms on the Cargo form.

Itinerary or Pricing Tab - Cargo COA

1. Depending on the complexity of your contract, complete one of these tabs:
   - Use the **Itinerary tab** to define your itinerary and pricing if your contract is simple, and you do not use the Pricing tab.
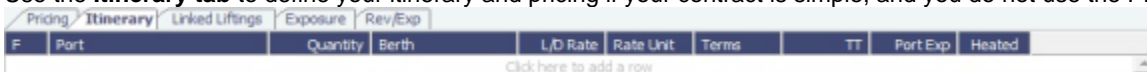
   - Use the **Pricing** tab for flexibility in creating an itinerary for complex contracts.

a. In the grid, create a matrix from the options entered above, with one line for each possible combination of load port, discharge port, and cargo. For each line, you can enter the following information:

- **Freight Type**:
  - **Flat Rate**
  - **Lumpsum**
  - **Index Table**: To price your freight based on Index values, select the Market and enter the details in the Index Table that pops up.
  - **Scale Table**: Select the table in the Table column. Scale (Rate) Tables are created in the Data Center.
    - To base Freight Rates on the quantity loaded, use a **Freight Rate Table** and enter the Rate or Lumpsum for each Quantity.

In the Calculation field, you can select Next Higher, Pro-Rate, or Tax Table. These calculation options will decide how the previously implemented COA tables will interpret the freight amount for a voyage.

- To base Freight Rates on the load and discharge ports, if you have different ports, use a **Freight Matrix Table** and enter the Rate for each Port From and Port To.

- **Rate**
- Billing **Basis**: Based on the CP Qty from the Voyage Fixture, the BL Qty from Cargo Handling, or Manual, entered later.
  - **Extra Freight Terms** to apply only to the line, in addition to any **Extra Freight Terms** that apply to the whole COA.
  - To enter a **VAT No.** and **VAT %** specific to that line, right-click and then click **VAT Info**; otherwise, the default entered above is used.
  - For a **Top-off** (a cargo loaded at multiple ports with varied rates and offloaded at a single discharge port) or a **Reverse Top-off** (a cargo loaded at a single port and offloaded at multiple discharge ports with varied rates), select the check box below and enter the **CP Qty**, **Min.**, and **Max**.
b. Enter **Extra Freight Terms** for the entire COA.
c. Enter Broker information, as in the Broker grid of the CP Terms Details form:
    - **Broker**
    - **%/Lump**: The amount.
    - **T** (Type): % - Percentage, L - lumpsum, or R - rate.
    - **F** (Freight Invoice): 2 - Commission will be deducted from the Freight Invoice; 1 - Commission will be paid separately.
    - **D** (Demurrage): D – Demurrage is commissionable and will be deducted from the invoice; N – Demurrage is not commissionable; or Y – Demurrage is commissionable and will be paid separately.
    - **P** (Partial): When selected, commission will be applied partially on partial freight.
d. Enter **Surcharge** and **Laytime** information. The Scale (Rate) tables are set up in the Data Center.
    - **Freight Surcharge:** To use a table to determine the Freight Surcharge based on quantity, select **Table**. To edit the Freight Surcharge Table, click **Edit Table**.

- **Bunker Surcharge:** To use a table to determine the Bunker Surcharge, select one of the following:
  - To base the surcharge on increases above a cap and decreases below a collar, select **Cap/Collar**. To edit the Bunker Cap/Collar Table, click **Edit Table**.

  The Rate Type can be Rate, Percentage, or Lumpsum.
  - To use a Bunker Surcharge Rate Table defined in the Data Center, select **Scale Table** and select the table in the **Table** field below. To edit the Rate Table, click **Edit Table**.
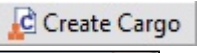
  - **Use BL date:** To calculate the Bunker price as of the Bill of Lading date, select the **Use BL date** check box. Otherwise, IMOS uses the first of the month of the BL date.
- **Demurrage:**

- To use a Flat Rate for Demurrage, select **Flat Rate** and enter the daily rates.
- To enter hourly rates, select the **Hourly** check box.
- To have total laytime considered together, so that a vessel that overdraws on one port can make it up on another, select **Reversible All Ports**.
- To use a Demurrage Rate Table defined in the Data Center to determine the demurrage rates based on the deadweight of the vessel, select **Scale Table** and select the table in the Table field below. To edit the Rate Table, click **Edit Table**.

Rate Table

Table ID: DEMURRAGE RATE T/
Table Type: Demurrage Rate
Table Desc: Demurrage Rate Table 1

Rate	Rate Unit	Qty	Qty Unit
10,000.000	USD	10,000.000	DWT
20,000.000	USD	15,000.000	DWT
30,000.000	USD	30,000.000	DWT
Click here to add a row			
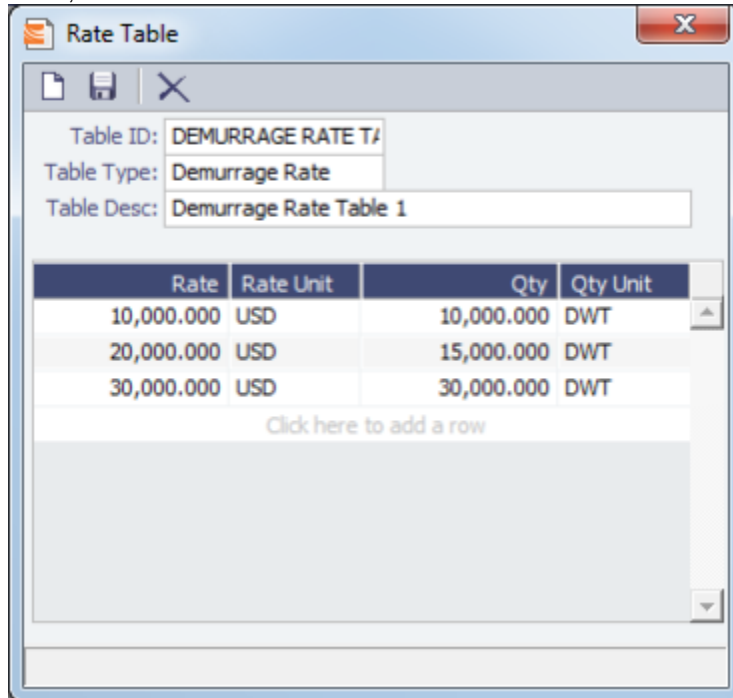
- **Laytime**:
  - To use a Flat Rate for Laytime Hours, select **Flat Rate** and enter the **Laytime Allowed and TT Hours**.
  - To use a Laytime Hours Rate Table defined in the Data Center to determine the laytime hours based on cargo BL quantity, select **Scale Table** and select the table in the Table field below. To edit the Rate Table, click **Edit Table**.

Rate Table

Table ID: LAYTIME HOURS RAT
Table Type: Laytime Hours
Table Desc: Laytime Hours Rate Table 1

Rate	Rate Unit	Qty	Qty Unit
0.000	HRS	0.000	MT
18.000	HRS	1,000.000	MT
24.000	HRS	1,500.000	MT
26.000	HRS	1,000,000.000	MT
Click here to add a row			

Linked Liftings Tab - Cargo COA
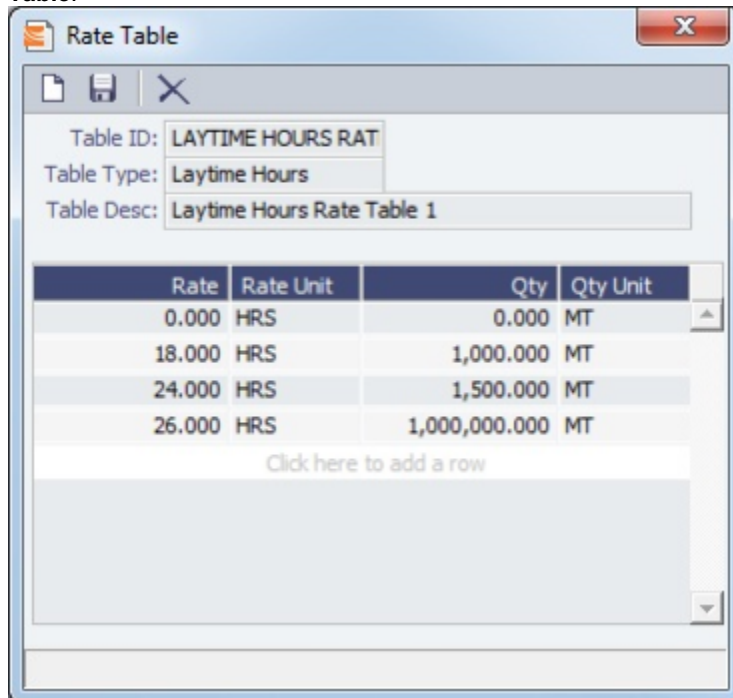
1. To create Cargo, click .
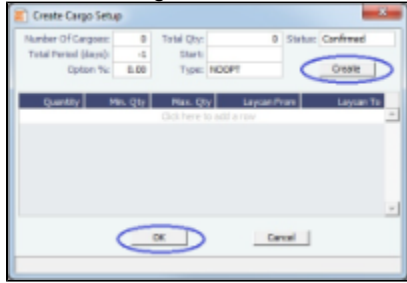
2. On the Create Cargo Setup form, the Total Liftings becomes the Number of Cargoes; change any setup options and click **Create**. The liftings appear below, using the first Cargo, Load Port, and Discharge Port options; adjust them, if needed, then click **OK** to create the cargoes; they appear on the **Linked Liftings tab**. Each cargo includes all the information from the COA.
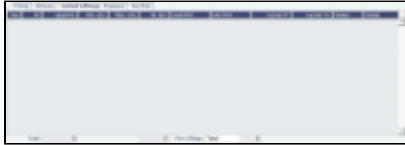
   Liftings in a CCOA or VCOA are color coded by status:
   - Inquiry: White background with black text
   - Confirmed but not linked: Blue background with black text
   - Confirmed Cargo/VC In linked to a VC In/Cargo: Green background with black text
   - Fixed: Yellow background with black text
   - Withdrawn: White background with red text
     In the Firm Liftings field, you can select to view Remaining, Completed, or Total.

3. To save the Cargo COA, click . IMOS assigns Cargo IDs to all the linked cargoes, and you can use the ID to add a cargo to a Voyage Fixture. To open an individual Cargo, right-click it and click **Cargo**. All the parameters are copied from the COA.

Exposure Tab - Cargo COA

On the Exposure tab, you can enter information for the calculation of mark-to-market bunker exposure.

- **Exposure Basis**:
  - Market Daily Rate
  - **Benchmark**: Enter the Fuel Type, Quantity, and Price, and an Estimate ID, a Route, and a Bunker Market and Port to use as a benchmark; then enter a Route Correlation.
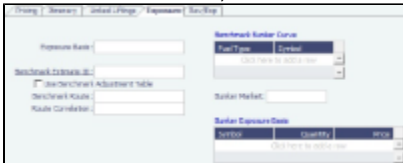
Properties Tab - Cargo COA

On the **Properties tab**, when User Defined Fields are set up in the Data Center, they can be selected here and values entered for them.
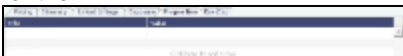
Rev-Exp Tab - Cargo COA

On the **Rev/Exp tab**, you can enter information about any revenues and expenses.
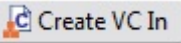
VC In COAs

A VC In COA is an agreement with a vessel owner to use the owner's vessel. It represents the other side of a Cargo COA contract. A Cargo COA is a long-term sale contract on a Voyage Charter basis; a VC In COA is a long-term purchase.

The VC In COA looks the same as a Cargo COA, except that it has an **Owner** field instead of a **Charterer** field. All liftings are displayed as VC Ins, even when the VC In is linked to a Cargo. When a VC In is linked to a Cargo, the Type, Status, and Option Status of the lifting are still from the VC In, although Ports and Laycan are from the Cargo.
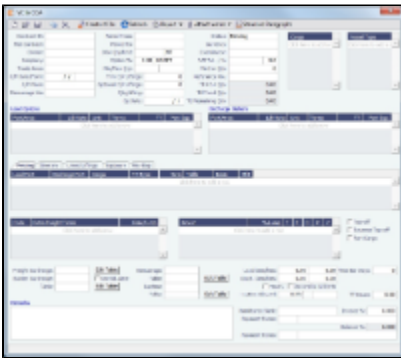
1. To create a VC In COA, do one of the following:
   - In the Chartering Module Center, click **VC In COA**.
   - On the VC In COA list, click New Vessel COA .
   - On the File Menu, click **New** and then click **VC In COA**.
2. Complete required and additional fields as appropriate. See Cargo COAs.
3. To create VC Ins, click Create VC In and complete the Create VC In Setup form.
4. To save the VC In COA, click .

Cargoes

If you have a cargo that is not part of a Cargo COA, you can create one from scratch, create a Voyage Fixture from it, and schedule the voyage.
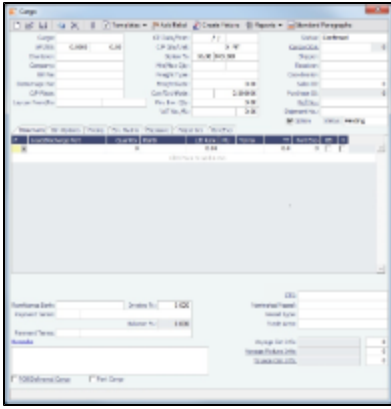
1. To create a Cargo, do one of the following:
   - In the Chartering Module Center, click **Cargo**.
   - On the Cargo List, click ⬚ New Cargo
   - On the Cargo Schedule, click ⬚ New ▾ and then click **Cargo**.
   - On the File Menu, click **New** and then click **Cargo**.
   - Create cargoes from a Cargo COA.
2. On the Cargo form, complete the required fields:
   - Cargo
   - Charterer
   - Laycan From and To
   - On the Cargo Itinerary tab:
     - Load Function and Load Port
     - Discharge Function and Discharge Port
   - CP Date
   - Freight Type
   - Coordinator
   - Nominated Vessel
   - Vessel Type
   - Trade Area

   Note: You can create templates that contain information about the types of cargo you typically carry and use them to create cargoes; click ⊤ Templates ▾ .
3. Enter any additional information as appropriate:
   - If this is a relet, click ⮲ Add Relet or ⮲ Edit Relet and complete the Relet Information form.
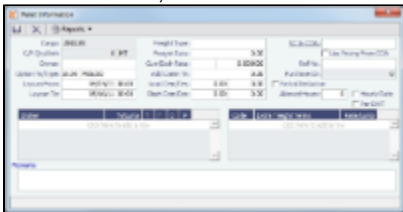
   - If OPA is enabled, a Persistent check box appears, and a Cargo Persistent column is in the relevant lists and datasets.
     - If a Cargo is created from an Estimate, a Fixture, or a voyage, and the OPA check box is selected, the Cargo is created as Persistent.
     - If a Persistent Cargo is imported into a Voyage Estimate, a Voyage Fixture, or a voyage, the OPA check box is automatically selected.
   - On the **Itinerary tab**, enter terms and information for the ports.

F	Load/Discharge Port	Quantity	Berth	L/D Rate	RU	Terms	TT	Port Exp	BB	H	
L	BOSTON (USA)	0		0.00			0.0	0	☐	☐	
D	NEW YORK	0		0.00			0.0	0	☐	☐	
			Click here to add a row								

   - On the **Itinerary Options tab**:
     - For a Cargo from a COA, the information from the COA appears.
     - For a single Cargo, you only need to use this tab to enter ports if you want to use the Estimate Matrix tab.

- On the **Pricing tab**:
  - For a Cargo from a COA, the information from the COA appears. If you are not contractually bound to use all the terms from the COA, you can clear the **Use Pricing from COA** check box and make adjustments.
  - For a single Cargo, you can enter multiple pricing options, with different rates for different Load Ports, Discharge Ports, and Cargoes. For more information, see the COA Pricing tab.

- On the **Estimate Matrix tab**, you can calculate the breakeven rate for the cargo by using single or multiple Load and Discharge ports as defined on Itinerary Options tab. Select a **Vessel** and enter a **Target TCE** and **Bunker Prices**. The Estimate Matrix pulls in all the possible port combinations and calculates what the Freight Rate should be and how many days it will take, based on the TCE you want and the bunker prices. You can keep changing options and recalculating the estimate; it does not affect the cargo.

  When you have the Freight Rate and dates where you want them, you can create an Estimate from a line; right-click and click **Save Estimate**. IMOS generates an Estimate ID and opens the Estimate. After saving it, you can right-click to open the Estimate or update the Estimate cargo.

- On the **Exposure tab**, you can select the **Use Exposure from COA** check box or enter the information.

- On the **Properties tab**, when User Defined Fields are set up in the Data Center, they can be selected here and values entered for them.

- On the **Rev/Exp tab**, you can enter information about any revenues and expenses. These will be pulled into your Estimate and voyage.

4. To save the Cargo, click . It appears on the Cargo Schedule according to its Laycan dates.

Creating a Voyage Fixture from a Cargo

1. To create a Voyage Fixture from the Cargo, click . After the Voyage Fixture is created, the button changes to .

Multiple Cargo Bookings

You can use the Create Booking form to match a Cargo Booking with a COA Contract. In the Chartering Module Center, click **Multiple Cargo Bookings**.
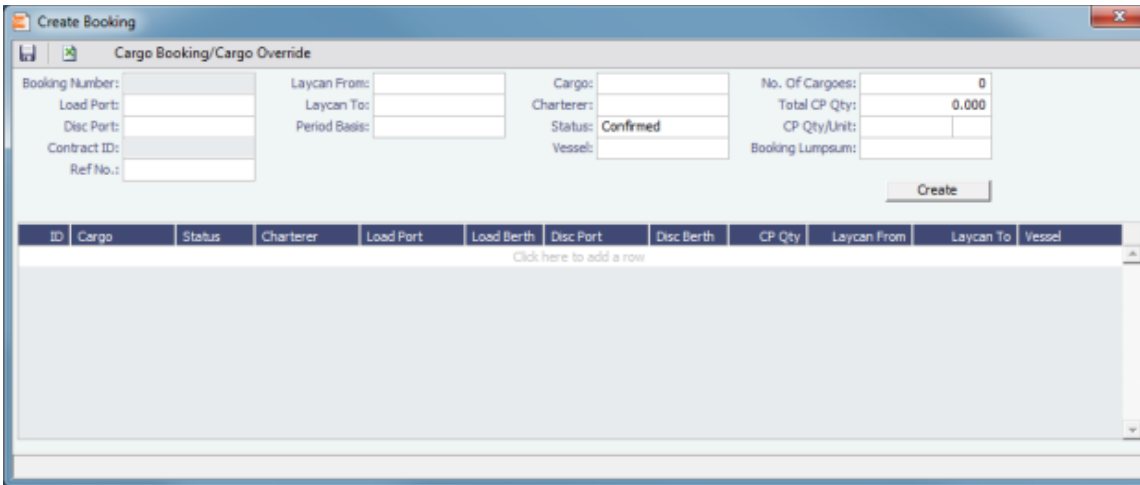
VC Ins

A VC In looks similar to a Cargo, except that it has an **Owner** field instead of a **Charterer** field and other fields related to a purchase rather than a sale. VC In contracts appear on the Trading P&L Summary.
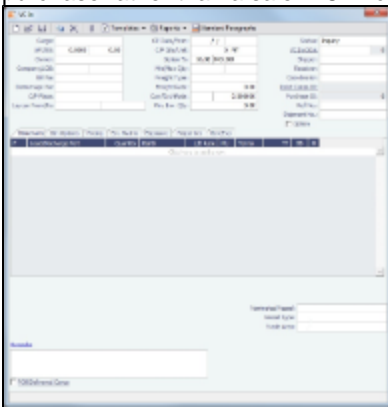
1. To create a VC In, do one of the following:
   - In the Chartering Module Center, click **VC In**.
   - On the VC In List, click 🗋 New .
   - Create VC Ins from a VC In COA.
2. Follow the steps for creating a Cargo.
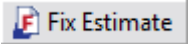
Voyage Fixtures
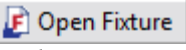
A Voyage Fixture is a contract for a voyage; it captures the Charter Party terms for each cargo and must be set up before creating the Voyage. It is important that anything that changes in the voyage be reflected on the Voyage Fixture.
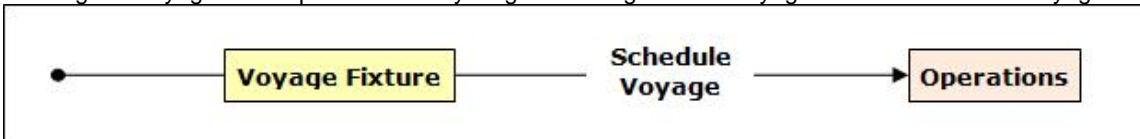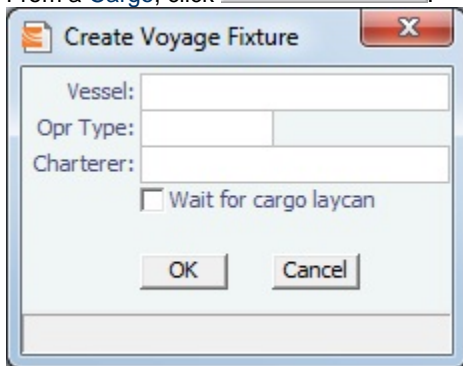
This section includes the third workflow for creating a Voyage Fixture: from scratch.

Creating a Voyage Fixture
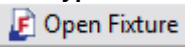
1. To create a Voyage Fixture, do one of the following:
   - From a Voyage Estimate, click 📕 Fix Estimate . All the information from the Voyage Estimate moves to the Voyage

Fixture, and the button changes to **Open Fixture**.

- From a Cargo, click **Create Fixture**.
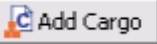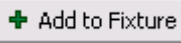
On the Create Voyage Fixture form, complete the required fields: **Vessel** and **Operation Type**. Then click **OK**. All the

information from the Cargo moves to the Voyage Fixture, and the button changes to **Open Fixture**.

- In the Chartering Module Center, click **Voyage Fixture**.

- On the Voyage Fixture List, click **New ▾** and then click **New Voyage Fixture**.

- On the File Menu, click **New** and then click **Voyage Fixture**.

2. On the Voyage Fixture, complete the required field: **Vessel**.
3. Enter additional information as appropriate:
   - **Estimate ID**: When you create a Voyage Fixture from an Estimate or link an Estimate to the Voyage Fixture, the Estimate ID appears; otherwise, when you schedule the voyage, an Estimate is created.
   - **Opr Type**: The vessel ownership information might affect the Operation Type, setting it to TCOV or OVOV, for example, but you can change it.
   - **Status**: This field can be configured to be included.
     - When a Voyage Fixture is created, its status defaults to On Subs, and a Ship on Subs Until field appears. You can save changes to the associated Estimate, even if you do not have the Revise Fixed Estimates Security Right; the Lock icon is green, indicating that the Estimate is fixed but can be edited. When saving, you are warned that there is a Fixture On Subs linked to the Estimate. When the Status is changed from On Subs, the Ship on subs until field is hidden and cleared.
     - A voyage can only be scheduled from a Voyage Fixture if its status is Fixed.
     - When a Voyage Fixture is saved, it has Status Fixed. At this point, the Status can be changed to Failed. If confirmed, the Voyage Fixture is locked to edits and cannot be deleted. If it is scheduled, the voyage must be canceled or deleted. If deleted, the Fixture can be set to status Failed. If canceled, the Fixture will have status Canceled, which also locks the form to edits or deletion.
     - The status value appears in the Status column of the Voyage Fixture list.
   - **Chartering Specialist and Ops Coordinator**: These IMOS users can be assigned; they can then filter the Voyage Fixture List to have only their own voyages appear.
4. When you create a Voyage Fixture from a Cargo or a Voyage Estimate, the **Cargoes** flow through to the Voyage Fixture and then to the Voyage. The Cargoes grid is the same on a Voyage Estimate, a Voyage Fixture, and a Voyage. To add Cargoes, do one of the following:
   - Enter line items in the Cargoes grid.
   - Click **Add Cargo**.
5. When you click Add Cargo, the CP Terms Details form appears, with all the details for the cargo. For other cargoes, right-click and click **CP Terms Details**. Add or update any appropriate information, such as **Commissions** and **Extra Freight Terms**, **Suppliers** and **Receivers**, and click **Add to Fixture** or **Update Fixture**.
6. When you create a Voyage Fixture from a Cargo or a Voyage Estimate, the **Itinerary** is pulled in from it. The Itinerary is the same as on a Voyage Estimate; it is almost the same on a Voyage, which has a B/L Info tab but no Port/Date tab. To add to an Itinerary, click the last line to add a row, enter Ports, Cargoes, and other information.
7. Enter the **Commence Date**. IMOS fills in **ETA**s and **ETD**s, based on the projected speed of the vessel and the distances in

the Itinerary.

8. To view or enter other revenues or expenses for the voyage, click **Other Rev/Exp**.
9. In the Cargoes and Itinerary grids, to view or enter additional information, right-click a line to open a menu.
10. Check the Validation symbol on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.
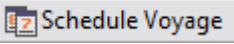
   ✔ : All information is complete.

   ⚠ : Some information is missing.

   🔺 : The form contains one or more errors.

11. To save the Voyage Fixture, click 💾 . The Status changes to Fixed.

12. To schedule the voyage, click **Schedule Voyage** and complete the New Voyage Setup

CP Terms Details
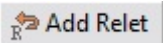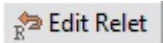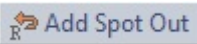
The CP Terms Details form includes the details from the Charter Party contract.

1. To add or update CP Terms information:
   - To add CP Terms information, click **Add Cargo** on a Voyage Estimate or a Voyage Fixture.
   - To open a CP Terms Details form, right-click the cargo line in a Voyage Fixture or a Voyage Estimate and click **CP Terms Details**.
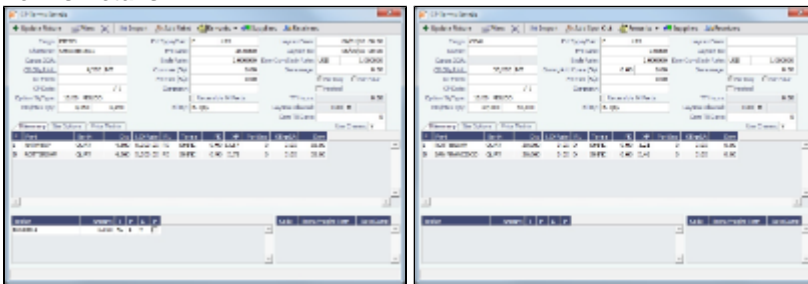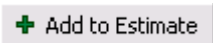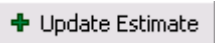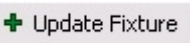
2. Add or change any information.
   - For a voyage of Operation Type RELT, you can add or update Relet information. Click **Add Relet** or **Edit Relet** . The Relet information can be entered in the Relet Information form. This will create both payable and receivable freight invoices on the voyage and P&L.
   - For a voyage of Operation Type SPOT, you can add or update Spot Out information. Click **Add Spot Out** or **Edit Spot Out** . The Spot Out information can be entered in the Spot Out Information form. It will lead to the calculated revenue total shown in the Spot Out Revenue field in the P&L column of the Details view of the Estimate. Spot Out Revenue has been added to the Income section of the Estimate P&L Report.
   - For a voyage of Operation Type COAS or SPOT, there is an Add Comm(%) field, where the Address Commission should be specified (rather than adding an XADDCOM broker). Using this field will cause the address commission to correctly appear as a negative expense in the voyage's estimated and actual P&L.
   - You can specify a different currency for Demurrage. A currency that is manually edited to be different from the Cargo currency changes to a blue font.
   - You can specify the number of decimals in the Freight Invoice for a Freight Type that is Rate/Lumpsum/Daily. To specify a Freight Currency that is different from the Base Currency:
     a. Click the **Frt Type/Curr** label link.
     b. In the Convert CP Currency form, specify the **New Currency**, **New Exchange Rate**, and number of **Decimals** to be used in the exchange conversion. To convert the Demurrage Rates to the new currency as well, select the **Convert Dem Rates** check box.
     c. Click **OK**.
   - An option can be configured to have an Overage Percent (OP) **Extra Freight Term** of a specified amount added to every cargo.
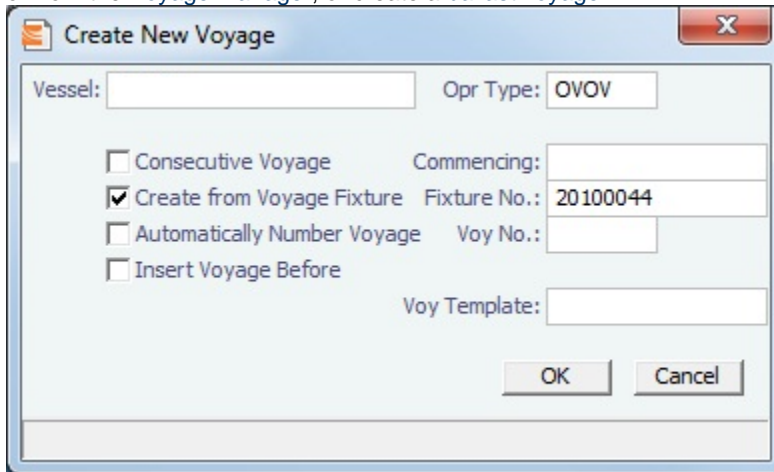
3. Save the information.
   - For new information, click **Add to Estimate** or **Add to Fixture** .
   - For updated information, click **Update Estimate** or **Update Fixture** .

Creating a New Voyage from a Voyage Fixture

1. To create a voyage:
    - From a Voyage Fixture, click [Schedule Voyage].
    - From the Voyage Fixture List, click the Schedule link.

        You can also create a voyage from the Estimate Schedule, from a Cargo Matching Estimate, from a Time Charter Out, or from the Voyage Manager, or create a ballast voyage.

2. On the Create New Voyage form:
    a. The **Vessel** name and **Operation Type** come from the Voyage Fixture.
    b. A consecutive voyage starts immediately after the previous voyage of the same vessel. To schedule the voyage immediately after the last scheduled voyage for the vessel, select the **Consecutive Voyage** check box. Otherwise, enter a **Commencing** date and time.
    c. The **Create from Voyage Fixture** check box is selected, and the **Fixture Number** comes from the Voyage Fixture.
    d. To have IMOS automatically assign the next sequential voyage number for the vessel, select the **Automatically Number Voyage** check box; an option can be configured to have this selected for all new voyages. Otherwise, enter a **Voyage Number**. Options can be configured to have voyages automatically numbered in these ways:
        - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2012, the first voyage for each vessel would be either 1201 or 12001.
        - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
        - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
    e. To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage before. IMOS gives this voyage that number.
    f. If there is a **Voyage Template** Rule for the vessel, that template appears; otherwise, the last Voyage Template that was used for this vessel appears, but you can select a different one.

        Voyage Templates, which determine the Port Activities for Port Functions, and the Voyage Template Rules that determine their precedence, are set up in the Data Center.

        To create a list of Port Activities, click **Port Functions** in the Data Center, then right-click a function and select **Activities List**. In the Port Activities for *FUNCTION* form, select a **Voyage Template**, then enter the port activities to appear for that function.
3. Click **OK**. If this is not a consecutive voyage, complete the Initial Bunkers form. The Voyage Manager appears.
4. In the Voyage Manager, click [save icon] to save the voyage.

Estimate Schedule

The Estimate Schedule is a cargo scheduling tool with a drag-and-drop interface. An alternative approach to scheduling from Cargo Matching, which has a horizontal Gantt view, the Estimate Schedule has a vertical view. You select a set of vessels to appear across the top, and time appears vertically down the side. The Estimate Schedule helps you schedule the best vessels for a set of cargoes that are already on Estimates.

The Estimate Schedule adjusts to real-time changes; voyage events such as vessel ETAs are automatically updated. You can work simultaneously with multiple vessels and multiple Estimates, evaluating different options and quickly testing alternative scenarios to identify the best approach. The Estimate Schedule provides voyage, vessel, and scenario-level estimates of cost, profitability, TCE, and resource utilization.

To access the Estimate Schedule, click Chartering and then click **Estimate Schedule**.
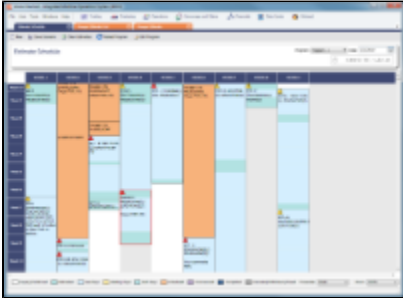
Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Steps for Using the Estimate Schedule

These are the general steps for using the Estimate Schedule:

1. Select a program to specify the vessels you work with.
2. Populate the Estimate Schedule with Estimates.
3. Adjust to find the best options by moving Estimates to different vessels and seeing the impact on profitability.
4. Schedule the voyages.

Setting Up the Estimate Schedule

To set up the Estimate Schedule, you need an Estimate Schedule license, and you must have the following Configuration Flag in the IMOS Config file:

<imosProperty name="CFGScenarioSelectInVoyest" value="Y" />

Using Estimate Schedule Programs

Estimate Schedule programs specify the vessels in your environment. You create programs to include sets of only those vessels that you want to work with.

When you use the Estimate Schedule, you select the program you want to use from the Program list in the toolbar.

Creating a Program

When you start the Estimate Schedule for the first time, you must create a program. You can create programs for any number of situations and select them as you need them.

1. Click [New].
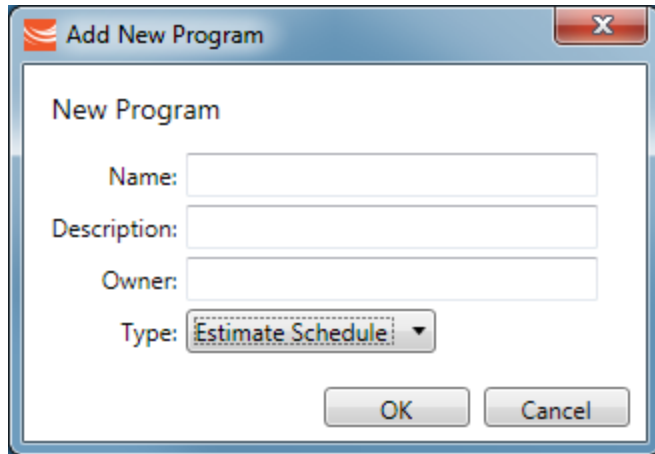
2. In the Add New Program box, enter a **Name**, a **Description**, and an **Owner** for the program, and select Type **Estimate Schedule**. Then click **OK**.
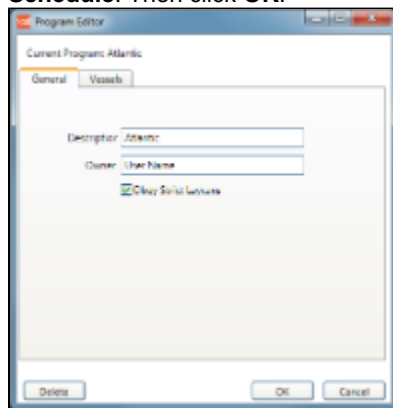
3. The Program Editor opens with the General tab active. If you want to be able to schedule cargoes to be loaded as soon as possible, rather than waiting for their Laycan dates, clear the **Obey Strict Laycans** check box.
4. Click and complete the Vessels tab to specify the vessels you want to work with.
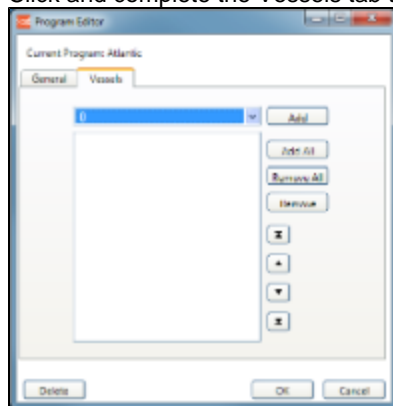
- To add vessels, either click **Add All** or select a vessel from the selection list on the top and click **Add**.
- To remove vessels, either click **Remove All** or select a vessel from the selected list on the bottom and click **Remove**.
  - To select multiple **consecutive** vessels, hold down **Shift** while you select.
  - To select multiple **nonconsecutive** vessels, hold down **Ctrl** while you select.
- To change the sequence in which vessels appear across the top of the Estimate Schedule, select a vessel and click an arrow button to change its position in the list.

   To move it to the top of the list (the first column in the Estimate Schedule)

   To move it up in the list

   To move it down in the list

   To move it to the bottom of the list (the last column in the Estimate Schedule)

5. To save the program, click **OK**.

Editing or Deleting a Program

After creating a program, you can edit it or delete it.

To open the Program Editor, click [Edit Program].

- To edit the program, make changes and then click **OK**.
- To delete the program, click **Delete**. You are asked to confirm the deletion; you cannot undo a deletion. Click **Yes**.

Scheduling Estimates

Adding Estimates to a Program

To add Estimates to a Program, follow these steps.

1. In the Program list at the top right, select a **Program**. Vessels in the Program appear across the top; any scheduled voyages for each vessel appear below it.
2. For an Estimate to appear in the Estimate Schedule, it must have a Vessel selected that is in the Program, and it must have the Program selected.
   a. You can create a new Estimate or open one or more existing ones.
      - To create a new Estimate, do one of the following:
         - Double-click the empty space below a vessel. A new Estimate appears with the Vessel selected.
         - Right-click the empty space below a vessel and select **New Voyage Estimate**. A new Estimate appears with the Vessel selected.
         - Right-click an Estimate and select **Insert Estimate Before** or **Insert Estimate After**. A new Estimate appears with the Vessel selected.
      - To open one or more existing Estimates, do one of the following:
         - In the Chartering Module Center, click **Voyage Estimate** and then click [📂] to search for the Estimate. In the Estimate, select a Vessel in the Program.
         - In the Chartering Module Center, click Voyage Estimate - **List** and then select one or more Estimates from the list. To open multiple Estimates at once, select their check boxes and then click the Open link. In each Estimate, select a Vessel in the Program.
   b. In the Column view of the Estimate, near the bottom, select the **Program**.
   c. Save the Estimate.

About Estimated Voyages

Estimates for a vessel appear below its name.
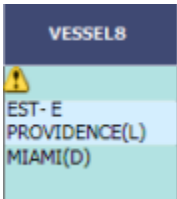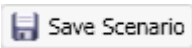
Estimates are color coded, showing ballast and transit time in blue, waiting time in yellow, and port time in green.

A caution ⚠ or warning 🔺 symbol on the Estimate means that something is wrong with it. Open the Estimate and click the symbol on the toolbar; a message describes the problem. A caution might be for insufficient bunkers; a warning might be for an arrival time outside the Laycan window.

Working with Scenarios

When you have a potential plan worked out for multiple Estimates, you can save it as a Scenario, which includes all the Estimates. Any changes you make in an Estimate are incorporated into the Scenario.

- To **save a Scenario**, click [💾 Save Scenario]. If your adjustments create a better Scenario, save it again.

- To start over from scratch and clear the Program field in each Estimate, click ![Clear Estimates] .
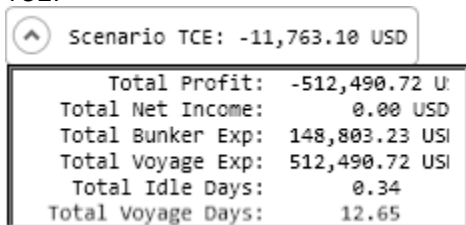
Evaluating Options

As soon as you create, modify, or remove an Estimate, you can see its impact on profitability and cost.
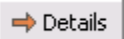
- To see the **TCE for all the Estimates in the Scenario**, look at the right end of the toolbar.
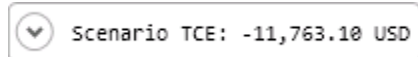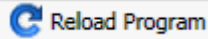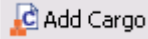
> (∨) Scenario TCE: -11,763.10 USD

To see more details for the Scenario, including the impact on the use of time and resources, click the arrow next to Scenario TCE.

> (∧) Scenario TCE: -11,763.10 USD
>
> | Total Profit: | -512,490.72 U: |
> | Total Net Income: | 0.00 USD |
> | Total Bunker Exp: | 148,803.23 USI |
> | Total Voyage Exp: | 512,490.72 USI |
> | Total Idle Days: | 0.34 |
> | Total Voyage Days: | 12.65 |

- To see the **TCE and Profitability for a vessel**, click the vessel name in the column heading.
- To see the **TCE and Profitability for an Estimate**, open the Estimate by double-clicking it. Then click ![Details] to open the Details view.

Adjust Estimates and vessels to find the best options and to respond to changes. To reload the Estimates as last saved and refresh data from IMOS Operations, such as vessel ETAs, in your Estimate Schedule program, click ![Reload Program] . If circumstances affect your program, such as a voyage departure time changing, a message tells you that there is a conflict. Do any of the following:

- **Open and edit an Estimate**: To view or change Estimate details, open the Estimate by double-clicking it. The Estimate is fully editable, so you can change any details. You can add more cargoes directly to the Estimate by clicking ![Add Cargo] . You can also see bunker and port expenses and other details.
- **Change the Vessel**: To try an Estimate on a different vessel, drag the Estimate to a different vessel on the Estimate Schedule.
- **Remove an Estimate**: To remove an Estimate from a vessel, right-click it and then click **Remove Voyage Estimate**.

Scheduling a Voyage from the Estimate Schedule

Scheduled voyages are visible and can be managed in Operations. To schedule a voyage from the Estimate Schedule, right-click the Estimate and click **Schedule Voyage**.

You can also create a voyage from a Cargo Matching Estimate, from a Voyage Fixture, from the Voyage Manager, or from a Time Charter Out, or create a ballast voyage.

2. On the Create New Voyage form:
   a. Select a **Vessel**; the **Operation Type** appears, but you can change it.
   b. A consecutive voyage starts immediately after the previous voyage of the same vessel. To schedule the voyage immediately after the last scheduled voyage for the vessel, select the **Consecutive Voyage** check box. Otherwise, enter a **Commencing** date and time.
   For a consecutive voyage, IMOS enters the last port from the previous voyage as the beginning port and enters the bunker prices from the previous voyage.
   c. You can select a Fixture Number if one is available for the vessel.
   d. To have IMOS automatically assign the next sequential voyage number for the vessel, select the **Automatically Number Voyage** check box; an option can be configured to have this selected for all new voyages. Otherwise, enter a **Voyage Number**. Options can be configured to have voyages automatically numbered in these ways:
      - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2012, the first voyage for each vessel would be either 1201 or 12001.
      - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
      - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
   e. To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage before. IMOS gives this voyage that number.
   f. If there is a **Voyage Template** Rule for the vessel, that template appears; otherwise, the last Voyage Template that was used for this vessel appears, but you can select a different one.
   Voyage Templates, which determine the Port Activities for Port Functions, and the Voyage Template Rules that determine their precedence, are set up in the Data Center.
   To create a list of Port Activities, click **Port Functions** in the Data Center, then right-click a function and select **Activities List**. In the Port Activities for *FUNCTION* form, select a **Voyage Template**, and then enter the Port Activities to appear for that function.
3. Click **OK**.
   If this is not a consecutive voyage, complete the **Initial Bunkers** form. Enter the appropriate Quantity and Price information and click [X] to close the form.

4. The Voyage Manager appears. To save the voyage, click [save icon].

Cargo Matching

Cargo Matching is a cargo scheduling tool with a drag-and-drop interface. It adjusts to real-time changes; voyage events such as vessel ETAs are automatically updated. You can work simultaneously with multiple vessels and multiple cargoes, evaluating different options and quickly testing alternative scenarios to identify the best approach. Cargo Matching provides voyage, vessel, and scenario-level estimates of cost, profitability, TCE, and resource utilization.

Cargo Matching is designed for use on a large monitor; we recommend a screen resolution of 1600 x 900 or greater.

To access IMOS Cargo Matching, click Chartering and then click **Cargo Matching**.

You can match cargoes to vessels, creating Estimates, in two ways:

- Drag and drop a cargo on a vessel.
- Use the **Best Vessel Tool** to select the best vessel from a list.
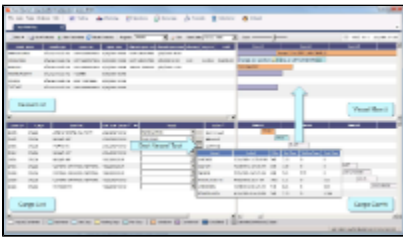
Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Cargo Matching Quadrants

Cargo Matching consists of four quadrants, with vessel information in the top and cargo information in the bottom, lists on the left and Gantt charts on the right.

Additional tools are in the toolbar above the quadrants, and a legend at the bottom explains the statuses. In each quadrant, you can right-click to open a context menu with forms you can open and related options.

To adjust the sizes of the quadrants to suit your work methods, drag the borders between them.

Steps for Using Cargo Matching

These are the general steps for using Cargo Matching:

1. Select a program to filter the cargoes, vessels, and ports you work with.
2. Match cargoes to vessels to create Estimates and see the impact on profitability. Adjust cargoes and vessels to find the best options.
3. Schedule the voyages.

Setting Up Cargo Matching

Using Cargo Matching Programs

Cargo Matching programs filter the objects in your environment. If you work with particular trade areas, cargoes, load ports,
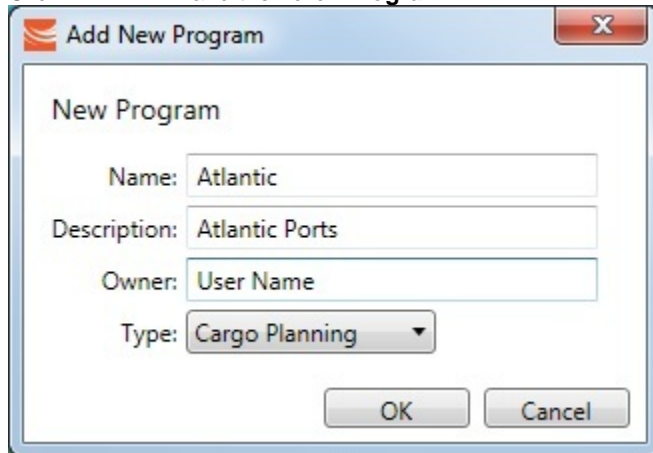
discharge ports, and/or vessels, you can create a program to include only those that you work with, to limit the number of objects you see.

When you use Cargo Matching, you select the program you want to use from the Program list in the toolbar.
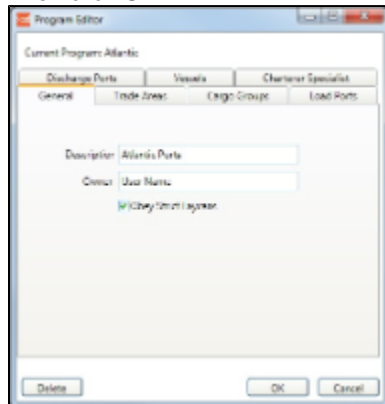
Creating a Program

When you start Cargo Matching for the first time, you must create a program. You can create programs for any number of situations and select them as you need them.

1. Click ⬜ New ▾ and then click **Program**.

2. In the Add New Program box, enter a **Name**, **Description**, and **Owner** for the program, and select Type **Cargo Planning**. Then click **OK**.

3. The Program Editor opens with the General tab active. If you want to be able to schedule cargoes to be loaded as soon as possible, rather than waiting for their Laycan dates, clear the **Obey Strict Laycans** check box.
4. Complete the other tabs to limit the information presented to only the objects you work with.
   - You must select **Vessels**.
   - For all tabs other than Vessels, you can leave the list empty to include all objects.
   - **Load Ports** and **Discharge Ports** have a limit of 50 ports each.
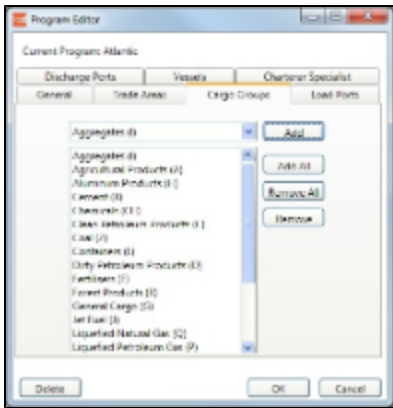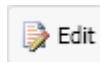
- To add objects, either click **Add All** or select an object from the selection list on the top and click **Add**.
- To remove objects, either click **Remove All** or select an object from the selected list on the bottom and click **Remove**.

5. To save the program, click **OK**.

Editing or Deleting a Program

After creating a program, you can edit it or delete it.
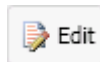
To open the Program Editor, click .

- To edit the program, make changes and then click **OK**.
- To delete the program, click **Delete**.

Configuring Your Workspace

Cargo Matching provides a number of options to configure your workspace. When you leave Cargo Matching and return, these settings remain.

Selecting Settings

- In the Program list select the program that has your filters.
- In the Start Date list select the Load Laycan date for the first unscheduled cargoes.
- Drag the Zoom tool to show the level of detail you want to see.

Adjusting the Quadrant Size

Adjust the sizes of the quadrants by dragging the borders between them. You can change both the horizontal and the vertical borders.

Selecting Columns

In the Vessels and Cargoes lists, select the columns you want to see, so that those you do not need are out of the way. Do the following for both the Vessels List and the Cargoes List:

1. Right-click a column heading and click **Select Columns**.
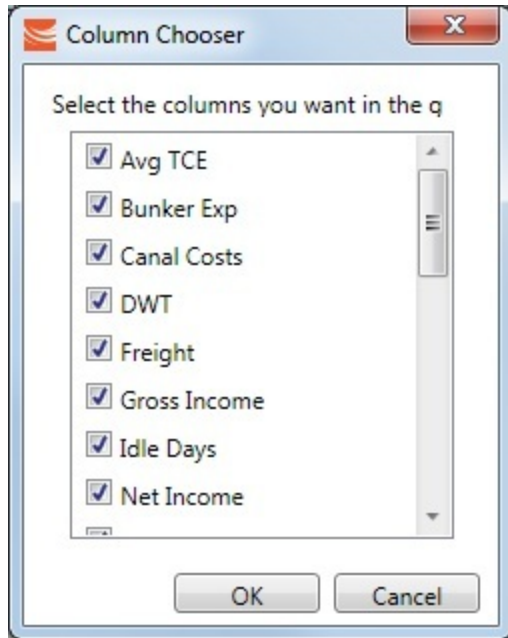
2. In the Column Chooser:
    - Select check boxes for the columns you need to see.
    - Clear any selected check boxes for columns you do not need to see.
3. Click **OK**.

Arranging Columns

In the Vessels and Cargoes lists, you can change the sequence of columns, so you can most easily see those you work with most, and you can still access those you need less frequently. Drag the columns to where you can easily access those you need most frequently. Expand any that need more room.

Filtering Columns

In the Vessels and Cargoes lists, filter the columns to exclude the data you do not need to work with.

1. To filter a column, right-click its heading and click **Filter Values.**
    - Select check boxes for the values you want to see.
    - Clear any selected check boxes for values you do not want to see.
    - Select or clear the **Select All** check box to select all or none; you can then select or clear individual check boxes.
2. Click **OK**.

To clear a filter, right-click the column heading and click **Clear Filter**; to clear all filters, right-click any column heading and select **Clear All Filters**.

Sorting Columns

In the Vessels and Cargoes lists, you can sort columns, so you can see the data in the sequence you need to work with. To sort a column:

- In ascending order, either click the column heading or right-click and click **Sort Ascending**.
- In descending order, either click the column heading again or right-click and click **Sort Descending**.

An arrow in the sorted column points in the direction of the sort.

Scheduling Cargoes

When you match a cargo to a vessel, IMOS creates a Cargo Matching Estimate. You can use either of these methods to match cargo:

- Dragging and dropping cargo
- Selecting a vessel

Dragging and Dropping Cargo

The easiest way to schedule a cargo is to drag and drop it. From the Cargo Gantt, drag a cargo to the Vessel Gantt and drop it on a vessel row.

Selecting a Vessel

In the **Vessel** column of the Cargo List, you can use either of these methods to select a vessel:

- Select a **Vessel** from the selection list.
- Use the **Best Vessel tool**:
    1. Click the button next to the Vessel field.

Vessel	Arrival	Miles	Sea Days	Waiting Days	Late Days
CHICAGO	3/31/2009 12:35:10 PM	748	2.15	0	0
BOSTON	4/2/2009 11:37:48 AM	668	1.92	0	0
NEVADA	3/25/2009 6:42:25 AM	699	2.01	5.72	0
MASSACHUSETTS	4/4/2009 3:36:14 AM	1902	5.11	0	1.15
WISCONSIN	4/7/2009 10:51:29 AM	748	2.01	0	4.45
PENNSYLVANIA	4/18/2009 8:14:30 PM	748	2.15	0	15.84
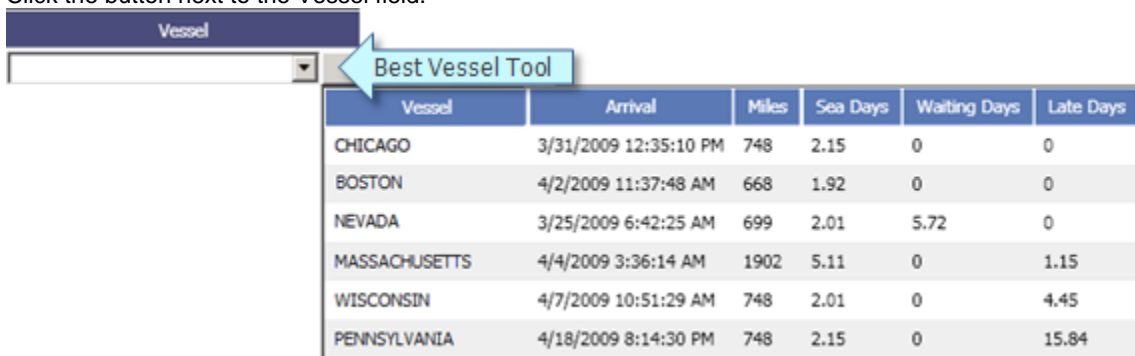
   IMOS looks at all the vessels and displays a list of the best vessels for the cargo. For each Vessel, it shows the Arrival date and time, Miles away, Sea Days before arrival, Waiting Days before the Laycan Date, and number of Days Late.
    2. Select a **Vessel** from the list.

About Estimated Voyages

When you match a cargo to a vessel, Cargo Matching creates an Estimate.

- The Cargo bar in the Cargo Gantt changes color `29-30 CRUDE...` to show that its status is Estimated.
- An Estimate bar `Voyage 32 - Duration 12.65 days, to...` appears in the Vessel Gantt. It shows ballast and transit time in blue, waiting time in yellow, and port time in green.

A caution ⚠ or warning 🔺 symbol on the Estimate bar means that something is wrong with the Estimate. Open the Estimate and click the symbol on the toolbar; a message describes the problem. A caution might be for insufficient bunkers; a warning might be for an arrival time outside the Laycan window.

Working with Scenarios

When you have a potential plan worked out for multiple Estimates, you can save it as a Scenario. Any changes you make in an Estimate are incorporated into the Scenario. After you adjust cargoes and vessels and look for better options, if you find that the saved Scenario is your best option, you can reload it.

- To **save a Scenario**, click `Save Scenario`. If your adjustments create a better Scenario, save it again.
- To **reload the saved Scenario**, click `Reload Scenario`. A message asks if you want to clear all Estimates in the current scenario. Click **Yes**.
- To **start over from scratch**, click `Clear Estimates`. You can then reload the Scenario again.

Evaluating Options

As soon as you create, modify, or remove an Estimate, you can see its impact on profitability and cost.

- To see the **TCE for the current Scenario**, look at the right end of the toolbar. `Scenario TCE: -11,763.10 USD`
  Scenario TCE is calculated as the time-weighted average TCE for all Estimates in the scenario. To see more details for the Scenario, including the impact on the use of time and resources, click the arrow next to Scenario TCE.

```
Scenario TCE: -11,763.10 USD

        Total Profit:  -512,490.72 U:
    Total Net Income:       0.00 USD
    Total Bunker Exp:  148,803.23 USI
    Total Voyage Exp:  512,490.72 USI
     Total Idle Days:       0.34
    Total Voyage Days:     12.65
```

- To see the **Average TCE and Profitability for a vessel**, look at the Avg TCE and Profit columns in the Vessel list.
- To see the **Average TCE and Profitability for an Estimate**, open the Cargo Matching Estimate: Either double-click the Estimate bar in the Vessel Gantt or right-click it and click **Voyage Estimate**.

Adjust cargoes and vessels to find the best options and to respond to changes. Voyage events that are recorded in IMOS Operations, such as vessel ETAs, are automatically updated in your Cargo Matching programs. If circumstances affect your program, such as a voyage departure time changing, a message appears. Do any of the following:

- **Open and edit an Estimate**: To view or change Estimate details, either double-click the Estimate bar in the Vessel Gantt or right-click it and click **Voyage Estimate**. The Estimate is fully editable, so you can change any details.

Using drag and drop, only one cargo can be added to a vessel, but you can add more cargoes directly to the Estimate by clicking `Add Cargo`. In the Estimate, you can also see bunker and port expenses and other details.
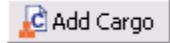
- **Move a Cargo**: To try a cargo on a different vessel, drag the Estimate bar to a different vessel in the Vessel Gantt.
- **Remove an Estimate**: To remove a cargo from a vessel, either drag it back down to the Cargo Gantt or right-click it in either the Vessel Gantt or the Cargo Gantt and click **Remove Estimate**.
- **Open and edit a Cargo**: To view or change Cargo details, either double-click the Cargo bar in the Cargo Gantt or right-click the Cargo in the Cargo Gantt or the Cargo List and click **Cargo**. The Cargo form is fully editable, so you can change any details.
- **Open and edit forms**: Right-click to open these forms from the quadrants.
  - Vessel List: Vessel form, Voyage Manager and Remarks for the current voyage
  - Vessel Gantt:
    - Scheduled voyage: Voyage Manager and Remarks for the current voyage, Voyage Fixture
    - Estimated voyage: Cargo Matching Estimate
  - Cargo List and Cargo Gantt:
    - Scheduled cargo: Cargo form, Voyage Fixture, Voyage Manager
    - Unscheduled cargo: Cargo form, Voyage Fixture
- **Create a voyage**: Click `New ▾` and then click **Voyage**.
- **Create a cargo**: Either click `New ▾` and then click **Cargo** or right-click in the Cargo Gantt or the Cargo List and click **Create New Cargo**.

Tips

Your optimal setup for Cargo Matching depends on how you prefer to match cargoes.

- Adjust the size of the quadrants to match your work style.
  - If you primarily drag and drop cargoes, maximize the Gantts on the right side.
  - If you primarily select vessels using the Best Vessel Tool, maximize the lists on the left side.
- Move the columns you use most frequently to where you can see them easily. These are the columns you might find most helpful for making decisions:
  - **Vessel List**:
    - **Vessel Name**
    - **Vessel Type**
    - **Open Port** and **Open Date**: These describe the vessel's open position after the last Completed or Commenced voyage.
    - **Planned Open Port** and **Planned Open Date**: These describe the vessel's open position after the last Scheduled

or Estimated voyage.
- **Idle Days**
- **Avg TCE** and **Profit**: These are for all estimated voyages of the vessel; TCE for the Scenario is at the top right corner of Cargo Matching.
- **Cargo List**:
  - **Cargo ID**
  - **Cargo**
  - **Load Port**
  - **Start Load Laycan**: To line up cargoes by those that need attention first, sort by this column.
  - **Vessel**, with **Best Vessel tool**: To select vessels, have these easily accessible. Widen the column enough that you can see the names of the vessels.
  - **Status**: You can filter out Withdrawn and Completed statuses, because you do not need to work with them. You might also want to filter out Fixed and Commenced.
- To insert a blank column to improve readability, right-click the column heading to its right and click **Insert Blank Column**. To remove an inserted blank column, right-click its heading and click **Remove Blank Column**.

Creating Reports

You can create a Cargo Matching Report that includes all the columns currently visible in either the Vessel list or the Cargo list. Click a column heading and click **Show Report**. The report appears in a separate window, and you can print, save, or email it.

Scheduling a Voyage from Cargo Matching

1. Scheduled voyages are visible and can be managed in Operations. To schedule a voyage from Cargo Matching, right-click the Estimate in the Vessel Gantt and click **Schedule Voyage**.

   You can also create a voyage from the Estimate Schedule, from a Voyage Fixture, from the Voyage Manager, or from a Time Charter, or create a ballast voyage.
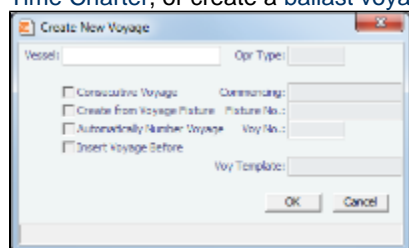
2. On the Create New Voyage form:
   a. Select a **Vessel**; the **Operation Type** appears, but you can change it.
   b. A consecutive voyage starts immediately after the previous voyage of the same vessel. To schedule the voyage immediately after the last scheduled voyage for the vessel, select the **Consecutive Voyage** check box. Otherwise, enter a **Commencing** date and time.
   For a consecutive voyage, IMOS enters the last port from the previous voyage as the beginning port and the ending bunker quantities and prices from the previous voyage as the initial values.
   c. You can select a Fixture Number if one is available for the vessel.
   d. To have IMOS automatically assign the next sequential voyage number for the vessel, select the **Automatically Number Voyage** check box; an option can be configured to have this selected for all new voyages. Otherwise, enter a **Voyage Number**. Options can be configured to have voyages automatically numbered in these ways:
      - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2012, the first voyage for each vessel would be either 1201 or 12001.
      - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
      - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
   e. To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage before. IMOS gives this voyage that number.
   f. If there is a **Voyage Template** Rule for the vessel, that template appears; otherwise, the last Voyage Template that was used for this vessel appears, but you can select a different one. You can also change the Voyage Template after the voyage has commenced.
   Voyage Templates, which determine the Port Activities for Port Functions, and the Voyage Template Rules that determine their precedence, are set up in the Data Center.
   To create a list of Port Activities, click **Port Functions** in the Data Center, then right-click a function and select **Activities List**. In the Port Activities for *FUNCTION* form, select a **Voyage Template**, and then enter the Port Activities to appear for that function.
3. Click **OK**.

4. If this is not a consecutive voyage, complete the Initial Bunkers form. Enter the appropriate Quantity and Price information for each fuel type. This is useful for seeding the FIFO bunker calculation method with bunker prices and quantities from before tracking in IMOS.

IFO Qty (MT)	IFO Prc	MDO Qty (MT)	MDO Prc
0.000	0.00	0.000	0.00
Click here to add a row			

Lube Oil (Ltr): 0.00

5. Click [X] to close the form. The Voyage Manager appears.

6. In the Voyage Manager, click [💾] to save the voyage.

Time Charters

A Time Charter is a contract for a vessel; it governs the hire rate of the contractual period, the location and time for the vessel to be claimed and returned, and the conditions for its use. It must be set up before creating a Voyage. It is important that anything that changes in the Voyage be reflected on the Time Charter.

The Time Charter In and Time Charter Out forms are the same except for their Charterer and Owner perspectives: Where the Time Charter In Manager has an **Owner** field and a **Make Payment** button, the Time Charter Out Manager has a **Charterer** field and an **Issue Bill** button. The Time Charter Out Manager also has a button for creating a Time Charter Out Estimate.

For more information, see the *IMOS6: Time Charter Manager* tutorial. You can access this tutorial on the **IMOS Welcome tab**, from the Help menu, or from the Client Center.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Time Charters FAQs:

- FAQ - Adjusting Off Hire TCO% or TCI% After Invoicing
- FAQ - Using TC Delivery - Redelivery Notices

Time Charter In
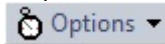
The Time Charter In is a contract for a vessel from the perspective of the Charterer; you are acquiring a vessel for your use. Hire is paid in advance, and the Billing Period is usually 15 days. The first 15-day payment includes the 15 days' worth of the Time Charter, plus Gratuities, plus bunkers. Regarding bunkers, in most cases, you buy the entire amount on the vessel (Delivery) and when you return the vessel (Redelivery), the owner buys back the entire amount, at the price stated on the contract.

The Time Charter In Manager provides a system for managing the information and payments for vessels chartered from other parties.
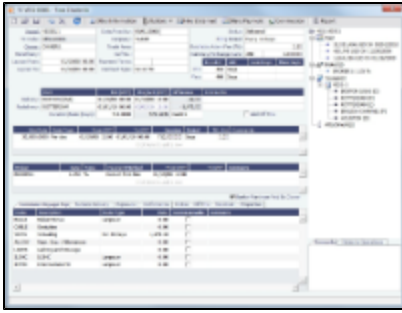
1. To create a Time Charter In, do one of the following:
   - In the Chartering or Operations Module Center, click **Time Charter In**.
   - On the TC In List, click [New ▾] and then click **New TC In**.
   - On the File Menu, click **New** and then click **Time Charter In**.
2. Complete the required fields:
   - **Vessel**: You might have to add the vessel in the Data Center first.
   - **Owner** or **Beneficiary**: The party being paid.
   - **Date**
   - In the Delivery and Redelivery grid:
     - **Delivery Port**: Rather than entering an exact port, if it is not determined yet, you can use a Port Area or a Port Range. In the Data Center, you can create a Port Area and then link it to a port. Alternatively, you can select or create a Port Range. When the vessel is delivered or redelivered, you will need to change it to the exact port.
     - **Estimated time** of delivery or redelivery.
     - **Projected/Actual** time: When the voyage has a redelivery port, the estimated time of arrival appears in purple in the Redelivery row. When the Status is changed to Redelivered, the time text turns black and acquires the arrival date (estimated/actual) at the redelivery port.
     - **Estimated Duration/Basis** of the Time Charter: If you enter a **Duration Minimum** above, it appears here. In the **Difference** column, you can instead select one of the following:
       - **Mid** to use the midpoint between Min and Max
       - **Max** to use the **Duration Maximum**
       - **Custom** to enter a value
         Option is automatically selected when an option has been exercised.
   - In the Hire grid: **Rate**, **Rate Type** (Per Day, Per Hour, Monthly, or Index), and **Duration**.
     - The **Monthly** type is for cases in which the contract is set for a fixed cost per calendar month. If there are some voyage days that cover only a part of a month, the hire cost for these days is prorated, depending on the actual number of days in the month.
     - When **Index** is selected, the Index Option form opens, where you can enter the Route, Adjustment (either as Percentage or Offset Lumpsum), a Floor and Ceiling (in $/day) and a Billing Method. The Billing Method can be the average of the billing period, average of the prior period, or the prior spot rate. The Trading module is required to use this feature, to have the necessary market data.
3. Enter additional information as appropriate.

   - Click [🗎 Other Information] to enter Other Information or comments about a number of aspects of the Time Charter.
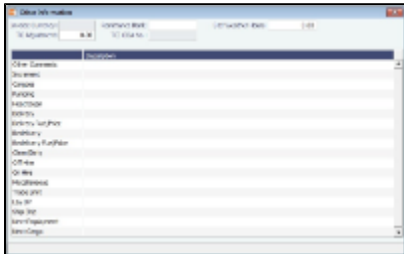
   - If there is an option to extend the contract or to purchase the vessel, and you have to notify the other party by a certain date, click [⏱ Options ▾] and then click one of the following:
     - **Lifting**: Enter the **Min** and **Max Redelivery** date and time and the number of days in the **Lifting Option** form.
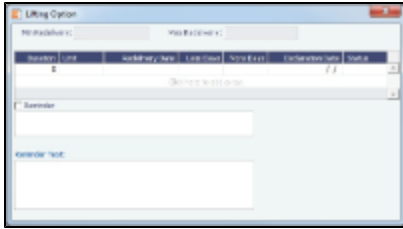
In the table, you can enter several options, and for each option, you can select its status:
- Pending: A Pending option appears in the Trading P&L Summary.
- Exercised: When an option is Exercised, the Est. Redelivery date is updated according to the option's duration, and the Basis selection automatically changes to Option.
- Expired: An Expired option causes the succeeding options to expire as well.
- **Purchase**: Enter the **Price**, **Date**, and **Currency** in the **Purchase Option** form.
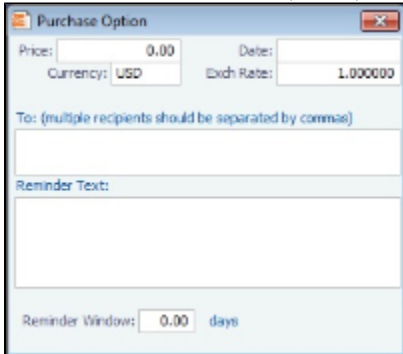
4. Enter **Hire Information**: How much you will pay for a TC In or charge for a TC Out. You can set multiple rates on separate lines for different time periods, for example, if you have an escalation clause. This information is used to create the Hire Statement. From GMT and To GMT are needed to calculate the period the vessel is on hire. Actual redelivery information is retrieved from the Voyage Manager.
   - Specify **Broker Commissions**, if any. You can set multiple rates on separate lines for different brokers and time periods. For each Broker, you can enter the Rate, Type, Payment Method (Deduct from hire or Pay directly), From and To GMT, and Comments. The Type defaults to % when the rate is less than 25 or to Daily when the rate is greater than 25.
     Note: With the flexibility in IMOS for setting up a contract, it is possible that an invoice will span a change in both the Hire Rate and the Broker Rate; IMOS calculates it correctly.
   - On the **Common Voyage Expenses tab**, you can set up expenses to allow for automation of Financials later. Select a **Rate Type** and **Rate** for each expense, to have it appear on invoices, and select if **Commission** is charged. You can also enter a **Comment**.

Code	Description	Rate Type	Rate	Commissionable	Comments
BALLA	Ballast Bonus	Lumpsum	0.00	☐	
CABLE	Gratuities		0.00	☐	
VICTU	Victualling	Per 30 days	1,479.45	☐	
ALLOW	Repr. Exp. / Allowances		0.00	☐	
LASHS	Lashing and Stowage		0.00	☐	
ILOHC	ILOHC	Lumpsum	0.00	☐	
INTHC	Intermediate HC	Lumpsum	0.00	☐	

   - On the **Bunkers Delivery tab**:
     - When the first voyage is scheduled before the vessel is delivered: When the status of this voyage is changed to Commenced, this tab is updated with the initial bunkers.
     - Option for when a vessel is delivered prior to the first voyage being scheduled: To track the bunkers that the Charterer purchases from the Owner, enter the **Estimated Delivery Quantity** and **Price** for each Fuel Type. IMOS

uses the Estimated Delivery Price as the Actual Delivery Price. IMOS also uses the Estimated Delivery Quantity and Price for the **Estimated Redelivery Quantity** and **Price**.

Common Voyage Exp / Bunkers Delivery / Exposure / Performance / Notice / Off Hire / Bareboat								
Description	IFO qty	IFO prc	MDO qty	MDO prc	LSF qty	LSF prc	MGO qty	MGO prc
Pre-purchased By Charter								
Est Delivery	1,680.000	467.50	43.000	787.00				
Actual Delivery	1,680.000		43.000					
Delivery Difference								
Est Redelivery	1,680.000	467.50	43.000	787.00				
Purchased for Owner								
Projected Redelivery	-357.871		-723.661		-1,155.062		-367.000	
Redelivery Difference	-2,037.871		-766.661		-1,155.062		-367.000	

☐ Delivery ROBs From Official Survey   ☐ Redelivery ROBs From Official Survey

- On the **Exposure tab**, you can track hedging your bunkers for delivery and redelivery against a forward curve. The Vessel Type Correlation field is populated with the value from the Vessel form. A value that is edited turns red. When adding this vessel to the Pool Assignment form, the default Vessel Points value is the same as the Vessel Type Correlation.

Common Voyage Exp / Bunkers Delivery / **Exposure** / Performance / Notice / Off Hire / Bareboat		

Bunker Market: [   ]   Vessel Type Correlation: [   ]

Fuel Grade	Delivery Reference Symbol	Redelivery Reference Symbol
IFO		
MDO		
LSF		
MGO		

- On the **Performance tab**, you can enter speed and consumption information from the vessel owner to verify the vessel's performance. An option can be configured to use the consumption rates from the Vessel form instead.

Common Voyage Exp / Bunkers Delivery / Exposure / **Performance** / Notice / Off Hire / Bareboat								
Speed	IFO (L)	IFO (B)	MDO (L)	MDO (B)	LSF (L)	LSF (B)	MGO (L)	MGO (B)
14.50	55.00	54.00	1.00	1.00	55.00	54.00	0.00	0.00
15.00	57.00	55.00	1.00	1.00	57.00	55.00	0.00	0.00
Click here to add a row								

Type	Load	Disc	Idle/On	Idle/Off	Heat	Heat+	IGS	Clean	Maneuv	Auxil	Cool	Cool+
IFO	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
MDO	2.10	2.10	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

Ballast Speed: 0.00

Beaufort: CALM [0]   Sea Force: CALM (GLASSY) [0]   Swell Force: NO SWELL [0]   Laden Speed: 0.00

- On the **Notice tab**, you can track Delivery and & Redelivery Notices.

Common Voyage Exp / Bunkers Delivery / Exposure / Performance / **Notice** / Off Hire / Bareboat		

Delivery: [   ]   Redelivery: [   ]

S	No.	Notice	Notice Date	Est Delivery		S	No.	Notice	Notice Date	Est Redelivery
		Click here to add a row						Click here to add a row		

- On the **Off Hire tab**, you can view a summary of all the off hire for the Time Charter contract, aggregated across the voyages.

- On the **Bareboat tab** (only on the Time Charter In Manager), you can create and access an add-on to the Time Charter contract to manage Bareboat information and payments.

- On the **Properties tab**, when User Defined Fields are set up in the Data Center, they can be selected here and values entered for them.

- At the bottom of the Time Charter Manager, you can enter general, free-text **Remarks** to print on the Time Charter report, as well as **Notes to Operations** to appear in the Voyage Manager.

5. To save your changes, click 🖬 . IMOS creates a Time Charter code. You can now select this vessel when you are creating a voyage; the Time Charter information governs the voyage, and the voyage becomes part of this Time Charter.
6. When the vessel is delivered:
   - Enter the **Actual Delivery** date and time; you can enter **Comments** to note any differences.
   - On the **Bunkers Delivery/Redelivery tab**, continue to track bunkers by entering the **Actual Delivery** quantities and prices for each Fuel Type when the vessel is delivered. Because IMOS uses the Estimated Delivery price as the Actual Delivery price, if the Actual Delivery price is different, change the **Estimated Delivery** price.

     If the **Redelivery Quantity** and/or **Price** will be different, enter the **Projected Redelivery Quantity** and/or **Price**; IMOS calculates the **Redelivery Difference** and makes a Bunker Adjustment when the vessel is redelivered.
7. When the voyage commences, and you select the **Commenced** check box in the Voyage Manager, the information is copied to the Time Charter In Manager. The vessel appears on the Time Charter In Payment Schedule.
8. When the vessel is redelivered, enter the **Actual Redelivery** date and time; you can enter **Comments** to note any differences.

Time Charter In COA

On the Time Charter In COA form, you can enter basic Time Charter Party information in a contract-like format. From this form,
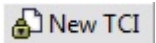
you can generate multiple TC In Fixtures attached to this one master contract.

Access to the Time Charter In COA form can be set in IMOS Security.

To create a Time Charter In COA:

1. In the Chartering Module Center, under Time Charter Manager, click **Time Charter In COA**.
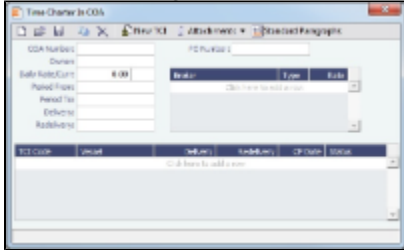
2. Complete the required fields:
    - Contract ID
    - Owner
    - Period From
    - Period To
    - Delivery Port Option
    - Redelivery Port Option
3. Complete additional fields as appropriate.
4. To save the TC In COA, click ⊞.
5. To create a new Time Charter In, click 🔒 New TCI. The Time Charter In form appears.

## Time Charter In Payment

You handle the costs of the voyage in the Voyage Manager; you handle the costs for the use of the vessel in the Time Charter Manager.

1. On the Time Charter In, click 🔲 Make Payment to create an invoice that reflects the bill sent by the vessel Owner.

2. On the payment:
    - Select the **Payment Type**:
        - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
        - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
        - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have been sent and what should and should not have been included, and presents a current amount to even all accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.
    - Enter the **Invoice Number** from the bill sent to you and an **Issue Date**.
    - The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.
    - Click ☑ Create / Add Details to select line items to add to the payment.

The first payment includes the Time Charter Hire for the first period. To adjust the amount of the Hire, use either the Additional TC Hire, which affects the P&L, or the Hire Adjustment, which does not. It also includes the Costs of bunkers on Delivery; it might include Commissions and other costs. If the actual price of bunkers is different from the estimate, you enter an Adjustment here. When you finish selecting, click **OK**; the line items appear on the payment.

3. To create an invoice, click . The payment appears in the Summary tree on the Time Charter In.
   Note: When posting a Time Charter Payment, the Bunkers Redelivery quantity is negative to give an overview and a subtotal of the Accounts Analysis with Rate/Quantity for the relevant accounts.

Time Charter In Payment Schedule

On the Payment Schedule, you can quickly see the status of payments for hired vessels. To open the Time Charter In Payment Schedule, do one of these things:

- In the Operations Module Center, click **TC Payment Schedule**.
- On the Tools menu, click **TC Payment Schedule**.

When you rest your mouse pointer over a bar, a tooltip tells you the Invoice Number (if the payment has been settled or processed), the Billing Period, and the ID and date of the Time Charter Fixture.

Double-click a bar to open the payment, or right-click to create a payment or to open the Hire Statement or the Time Charter.

For more information, see Schedules and the *IMOS6: Schedules* tutorial.

TC In Hire Statement
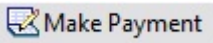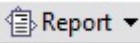
The Hire Statement for a **Time Charter In** lists all the amounts invoiced or paid; you can make a payment from it. You can also view reports.

To view the TC In Hire Statement, click on the Time Charter In.
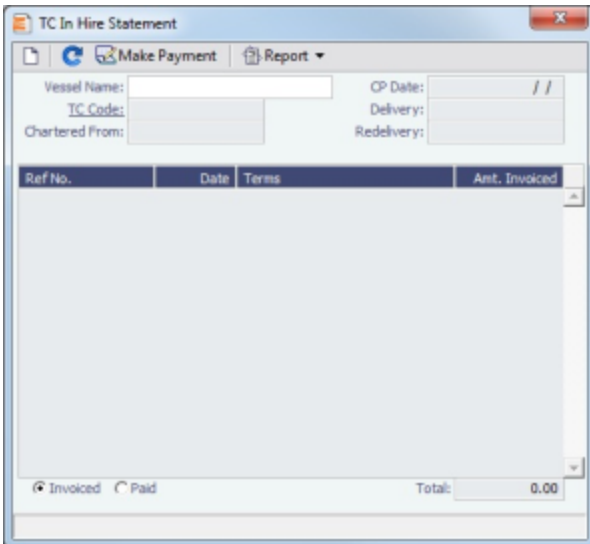
If there are bunker adjustment lines due to off hire, the off hire time period information is included in those lines.

On a **Time Charter In** Hire Statement:

- To select **Invoiced** or **Paid** items, click the radio button at the bottom.
- To make a payment, click .
- To view a report, click . You can view two reports that show Hire information in slightly different ways.
    - The **Hire Statement** includes all the details of the contract so far: Gross Hire, Hire Commissions, Bunker Values, Owner's Expenses, Other Adjustments, and Payments. It also lists any Inconsistent Items. At the end of the contract, a charterer might send the owner the Hire Statement, showing the balance.
    - The **Statement of Accounts** shows the position at any point, using the same categories. A charterer might send it along with each payment.

Time Charter Out

The Time Charter Out is a contract for a vessel from the perspective of the Owner; you are allowing a Charterer the use of your vessel.

The Time Charter Out Manager provides for the scheduling, billing, and receipt of payments for vessels chartered out to other parties.
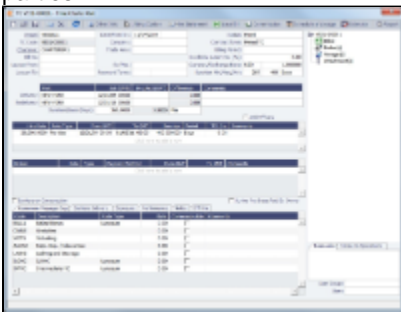
1. To create a Time Charter Out, do one of the following:
    - In the Chartering or Operations Module Center, click **Time Charter Out**.
    - On the TC Out List, click !New button w word and arrow.png!and then click **New TC Out**.
    - On the File Menu, click **New** and then click **Time Charter Out**.
2. Enter the required information. This is the same as for the Time Charter In, except for the **Charterer** field, rather than Owner.
3. Enter any additional information, following the Time Charter In instructions.
4. To create a Time Charter Out Estimate, click .
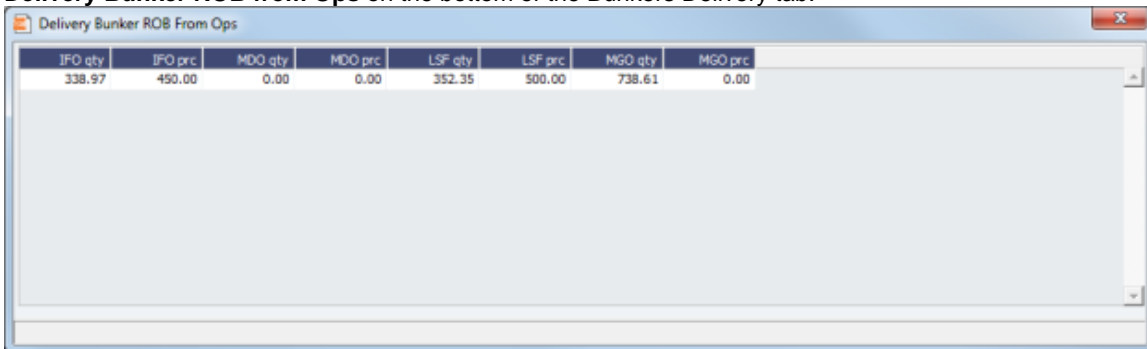
5. To save your changes, click [💾]. IMOS creates a Time Charter code.

6. To schedule a voyage, click [📅 Schedule Voyage] and complete the New Voyage Setup form.

7. When the vessel is delivered:
   - Enter the **Actual Delivery** date and time; you can enter **Comments** to note any differences.
   - On the **Bunkers Delivery/Redelivery tab**, continue to track bunkers by entering the **Actual Delivery** quantities and prices for each Fuel Type when the vessel is delivered. Because IMOS uses the Estimated Delivery price as the Actual Delivery price, if the Actual Delivery price is different, change the **Estimated Delivery** price.

Common Voyage Exp / Bunkers Delivery / Exposure / Performance / Notice / Off Hire

Description	IFO qty	IFO prc	MDO qty	MDO prc	LSF qty	LSF prc	MGO qty	MGO prc
Last ROB From Operations								
Pre-purchased By Charter								
Est Delivery	1,000.000	500.00						
Actual Delivery								
Delivery Difference	-1,000.000							
Est Redelivery	1,000.000	500.00						
Purchased for Owner								

☐ Delivery ROBs From Official Survey   ☐ Redelivery ROBs From Official Survey   [Delivery Bunker ROB From Ops]

If the **Redelivery Quantity** and/or **Price** will be different, enter the **Projected Redelivery Quantity** and/or **Price**; IMOS calculates the **Redelivery Difference** and makes a Bunker Adjustment when the vessel is redelivered.

To see information about bunker quantities and prices on delivery according to the operational voyage data, click **Delivery Bunker ROB from Ops** on the bottom of the Bunkers Delivery tab.

Delivery Bunker ROB From Ops

IFO qty	IFO prc	MDO qty	MDO prc	LSF qty	LSF prc	MGO qty	MGO prc
338.97	450.00	0.00	0.00	352.35	500.00	738.61	0.00

8. When the voyage commences, and you select the **Commenced** check box in the Voyage Manager, the information is copied to the Time Charter Out Manager. The vessel appears on the Time Charter Out Billing Schedule.

9. When the vessel is redelivered, enter the **Actual Redelivery** date and time; you can enter **Comments** to note any differences.

Creating a New Time Charter Out Voyage

1. To create a Time Charter Out voyage:
   - From a Time Charter Out, click [📅 Sched a Voy].
- From the Voyage Fixture List, click the Schedule link.

You can also create a voyage from the Estimate Schedule, from a Cargo Matching Estimate, from a Voyage Fixture, or from the Voyage Manager, or create a ballast voyage.

2. On the Create New Voyage form:
   a. The **Vessel** name and **Operation Type** come from the Time Charter Out Manager.
   b. A consecutive voyage starts immediately after the previous voyage of the same vessel. To schedule the voyage immediately after the last scheduled voyage for the vessel, select the **Consecutive Voyage** check box. Otherwise, enter a **Commencing** date and time.
   c. The **Create from TCO Contract** check box is selected, and the **TCO Code** comes from the Time Charter Out Manager.
   d. To have IMOS automatically assign the next sequential voyage number for the vessel, select the **Automatically Number Voyage** check box; an option can be configured to have this selected for all new voyages. Otherwise, enter a **Voyage Number**. Options can be configured to have voyages automatically numbered in these ways:
      - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2012, the first voyage for each vessel would be either 1201 or 12001.
      - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
      - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
   e. To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage before. IMOS gives this voyage that number.
   f. If there is a **Voyage Template** Rule for the vessel, that template appears; otherwise, the last Voyage Template that was used for this vessel appears, but you can select a different one.

      Voyage Templates, which determine the Port Activities for Port Functions, and the Voyage Template Rules that determine their precedence, are set up in the Data Center.

      To create a list of Port Activities, click **Port Functions** in the Data Center, then right-click a function and select **Activities List**. In the Port Activities for *FUNCTION* form, select a **Voyage Template**, then enter the port activities to appear for that function.
3. Click **OK**. If this is not a consecutive voyage, complete the Initial Bunkers form. The Voyage Manager appears.
4. In the Voyage Manager, click to save the voyage.

Time Charter Out Estimates

You can determine what to charge a Charterer for the use of your vessel by creating a Time Charter Out Estimate. You can try various Rates to estimate your Profit and Loss. Unlike the Voyage Estimate, bunkers are not included, and the primary concerns are the Brokers and the Itinerary information. From the Time Charter Out Estimate, you can create a Time Charter Out.

1. To create a Time Charter Out Estimate:
   - In the Time Charter Out Manager, click .
   - In a Voyage Estimate, in Column View, click and then click **New TCO Estimate**.
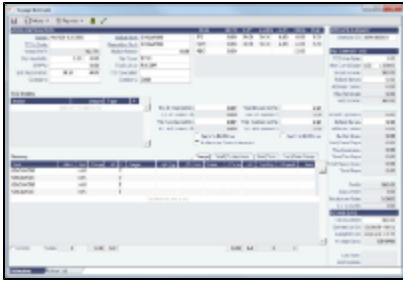
2. Complete the required field, **Vessel**.
3. Complete additional fields as appropriate.

   If you o add more information, click [⇒ Details] to change to Details view, where you can enter information about **TCO Brokers** and **TCI** and **TCO Broker** and **Address Commissions**.

   To compare Estimates, click [▣ ▾] and then click **New TCO Estimate**, **Find Estimate**, or **Copy Estimate** and work with different Estimates side by side.

4. To save the Estimate, click [💾].

Creating a Time Charter Out Fixture from a TCO Estimate

To create a Time Charter Out Fixture from a TCO Estimate:

- In **Column view**, click [▣ ▾] and then click **Fix Estimate**.
- In **Details view**, click [🅵 Fix TCO Estimate].

Time Charter Out Billing Schedule

On the Billing Schedule, you can quickly see the status of bills for hired vessels. To open the Time Charter Out Billing, do one of these things:

- In the Operations Module Center, click **TC Billing Schedule**.
- On the Tools menu, click **TC Billing Schedule**.

When you rest your mouse pointer over a bar, a tooltip tells you the Invoice Number (if the bill has been settled or processed), the Billing Period, and the ID and date of the Time Charter Fixture.

Double-click a bar to open the bill, or right-click to create an invoice or to open the Hire Statement or the Time Charter.

For more information, see Schedules and the *IMOS6: Schedules* tutorial.
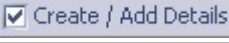
Time Charter Out Bill

You can create a Time Charter Bill to send to the Charterer.

1. On the Time Charter Out, click Issue Bill.

2. On the bill:
   - Select the **Payment Type**:
     - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
     - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
     - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have been sent and what should and should not have been included, and presents a current amount to even all accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.
   - Enter an **Invoice Number** and an **Issue Date**.
   - The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.
   - Click Create / Add Details to select line items to add to the bill.

     The first bill includes the Time Charter Hire for the first period. To adjust the amount of the Hire, use either the Additional TC Hire, which affects the P&L, or the Hire Adjustment, which does not. It also includes the Costs of bunkers on Delivery; it might include Commissions and other costs. If the actual price of bunkers is different from the estimate, you enter an Adjustment here. When you finish selecting, click **OK**; the line items appear on the bill.

3. To create an invoice to send, click Invoice. The bill appears in the Summary tree on the Time Charter Out.

4. To save your changes, click .
   Note: When posting a Time Charter Bill, the Bunkers Redelivery quantity is negative to give an overview and a subtotal of the Accounts Analysis with Rate/Quantity for the relevant accounts.

TC Out Hire Statement

The Hire Statement for a **Time Charter Out** lists all the amounts invoiced or received; you can issue a bill from it. You can also view reports.

To view the TC Out Hire Statement, click Hire Statement on the Time Charter Out.
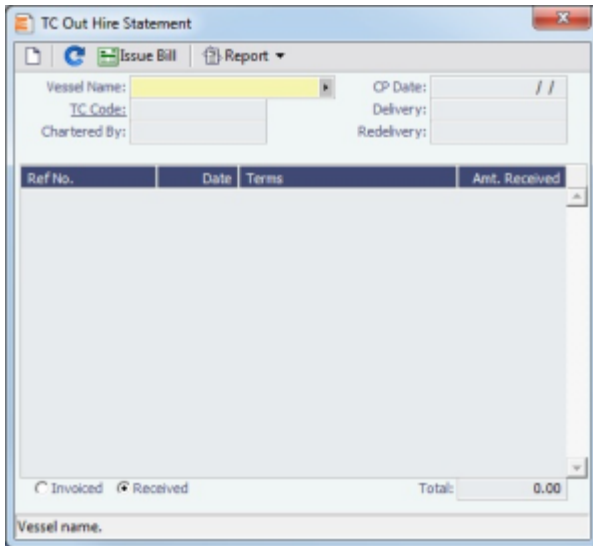
If there are bunker adjustment lines due to off hire, the off hire time period information is included in those lines.

On a **Time Charter Out** Hire Statement:

- To select **Invoiced** or **Received** items, click the radio button at the bottom.
- To issue a bill, click Issue Bill .
- To view a report, click Report ▾ . You can view two reports that show Hire information in slightly different ways.
    - The **Hire Statement** includes all the details of the contract so far: Gross Hire, Hire Commissions, Bunker Values, Owner's Expenses, Other Adjustments, and Payments. It also lists any Inconsistent Items. At the end of the contract, a charterer might send the owner the Hire Statement, showing the balance.
    - The **Statement of Accounts** shows the position at any point, using the same categories. A charterer might send it along with each payment.

Creating a Ballast Voyage

When you have a vessel, with a Time Charter In contract entered in IMOS, that is ballasting without an employment, the Operators will be repositioning, bunkering, etc., and you need to record this information. You can create a voyage for the vessel, without a cargo or a fixture (TC Out or Voyage Out).

1. Do one of the following:
    - On the Vessel Schedule, click New .
    - On the Voyage Manager, click .
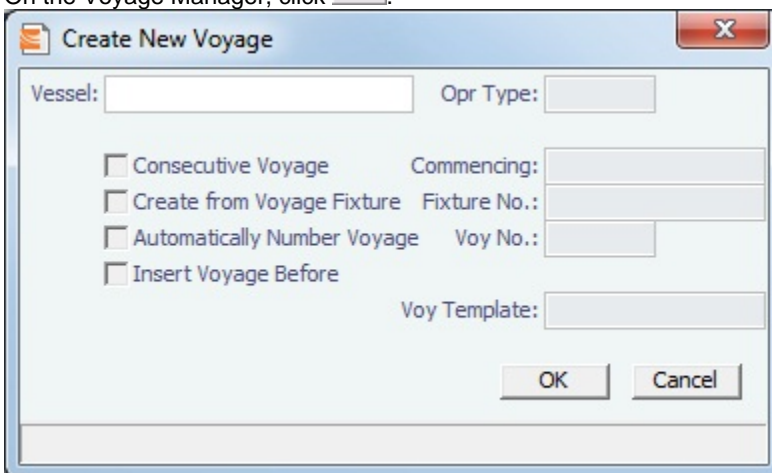
On the Create New Voyage form, do not select Create from Voyage Fixture, as there is no fixture yet.
The voyage is created, and Operations can manage the ballasting portion by adding ports, etc.
2. After business (either TC Out or Voyage Out) is found for the vessel, create the Voyage Fixture or Time Charter Out contract, but instead of scheduling a new voyage, link the contract to this ballast voyage.
- For a Voyage Fixture:
  a. Find the Fixture No. on the top left of the Voyage Fixture contract (for example, 20100005).
  b. On the ballast voyage, click the blank Fixture ID field in the top left and select the Fixture ID from the list of unscheduled fixtures for this vessel.
  You might need to change the Opr Type of the voyage to TCOV.
  IMOS appends the itinerary and terms from the fixture to the existing itinerary of the ballast voyage.
- For a TC Out:
  a. Find the TC Code on the top left of the Time Charter Out contract (for example, VES1-O00003).
  b. On the ballast voyage, click the blank TCO field in the top left and select the TCO Code from the list of unscheduled TCO contracts for this vessel.
  You might need to change the Opr Type of the voyage to TCTO.
  IMOS appends the itinerary and terms from the fixture to the existing itinerary of the ballast voyage. The Y and Z ports (delivery and redelivery information) are added to the voyage, if they do not already exist, and are updated if they already exist, according to the Time Charter Out.

Time Charter Commissions

TC Commission Summary

The TC Commission Summary lists Time Charter Commission Invoices.

1. In the Operations Module Center, under Time Charter In or Time Charter Out, click **Commissions**.

2. On the TC Commission Summary:
   - To view a payment, select a **Vessel** from the selection list.
   - To create a new Commission Payment, click .
3. To close the TC Commission Summary, click .

Time Charter Commission Payment

The Time Charter Commission Payment is used to enter details from an invoice received from a broker for a Time Charter In payment. It verifies that the information is correct and matches the Time Charter Payment Commissions and records payment.

1. To create a Time Charter Commission Payment, on the TC Commission Summary, click .
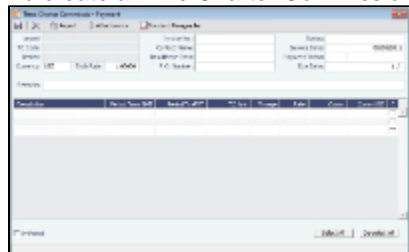
Any existing payments appear. Select the **C** check box in detail lines to pay those commissions. You can use the buttons at the bottom of the list to select or clear all lines.
2. Complete the remaining fields on the form as appropriate.

3. To save your changes, click ![save icon] .

4. To close the Time Charter Commission Payment, click ![X button] .

Bareboat Contract In

To manage Bareboat information and payments, you can create a Bareboat Contract In.

1. To create and access an add-on to a Time Charter contract, on the Bareboat tab of the Time Charter In Manager, click
   ![Create New Contract button] .
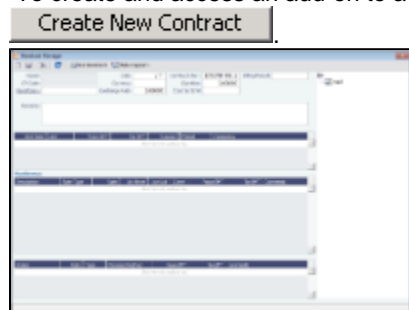
2. Complete the fields on the Bareboat Manager.
   - In the Act Rate column of the Miscellaneous table, you can enter a different rate to be used in the Voyage P&L if the corresponding Use Act check box is selected. The Act Rate is only displayed as the Actual values in the P&L; it is not used for the actual payments.
   - Miscellaneous expenses can be allocated to specific time periods, to help in prorating them according to the voyage time frame for profit and loss calculations. When making a payment, only the time period selected in the Bareboat Payment form is taken into account.

3. To make a payment, click ![Make Payment button] .

To post Bareboat costs for a voyage, select the **Post Bareboat Cost** check box on the Voyage Manager.

Bareboat Payment
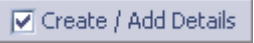
You handle the costs for the use of the bareboat vessel in the Bareboat Manager.

1. To create an invoice that reflects the bill sent by the vessel Owner, do one of the following:
   - On the Bareboat Manager, click ![Make Payment button] .
   - On the Bareboat Payment Schedule, right-click a line and then click **Create New Bareboat Payment**.
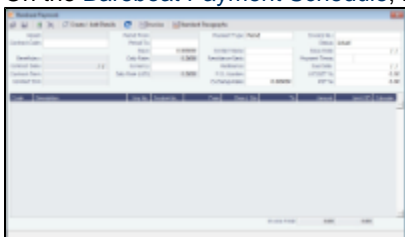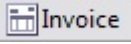
2. On the payment:
   - Select the **Payment Type**:
     - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
     - **Special**: A payment outside the regular schedule. It does not have to be in the base currency or the Time Charter contract currency, but it must have an Exchange Rate in the Data Center. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
     - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have been sent and what should and should not have been included, and presents a current amount to even all accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.
   - Enter the **Invoice Number** from the bill sent to you and an **Issue Date**.
   - Click ![Create / Add Details button] to select line items to add to the payment.
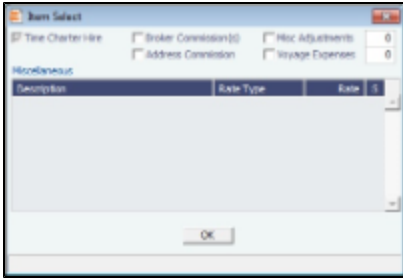
The first payment includes the Time Charter Hire for the first period. It might include Commissions and other costs. When you finish selecting, click **OK**; the line items appear on the payment.

3. To create an invoice, click . The payment appears in the Summary Tree on the Bareboat Manager.

4. To save your changes, click .

Bareboat Payment Schedule

On the Bareboat Payment Schedule, you can quickly see the status of payments for bareboat vessels. To open the Bareboat Payment Schedule, click **Bareboat Payment Schedule** in the Operations Module Center, under Time Charter In.
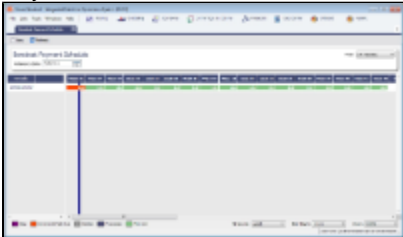
For each contract, a relevant timeline appears as consecutive bars per payment period. Each bar is colored according to the corresponding payment's status:

- Red = Due
- Green = Planned
- Blue = Processed

When you rest your mouse pointer over a bar, a tooltip tells you the Invoice Number (if the payment has been settled or processed), the Billing Period, and the ID of the Bareboat Contract.
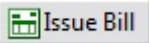
Double-click a bar to open the payment, or right-click to create a payment.

For more information, see Schedules and the *IMOS6: Schedules* tutorial.

Bareboat Contract Out

1. To manage Bareboat information and bills, you can create a Bareboat Contract Out. In the Operations Module Center, under Time Charter Out, click **Bareboat Contract Out**.
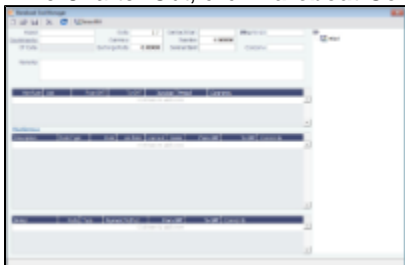
2. Complete the fields on the Bareboat Out Manager.

3. To issue a bill, click .

Bareboat Bill

You can create a Bareboat Bill to send to the Charterer.

1. On the Bareboat Out Manager, click ![Issue Bill] .

2. On the bill:
    - Select the **Payment Type**:
        - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
        - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
        - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have been sent and what should and should not have been included, and presents a current amount to even all accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.
    - Enter an **Invoice Number** and an **Issue Date**.
    - The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.
    - Click ![Create / Add Details] to select line items to add to the bill.

      The first bill includes the Time Charter Hire for the first period. It might include Commissions and other costs. When you finish selecting, click **OK**; the line items appear on the bill.

3. To create an invoice to send, click ![Invoice] . The bill appears in the Summary Tree on the Bareboat Out.

4. To save your changes, click ![save icon] .

Operations

About Operations

Operations includes everything having to do managing the day-to-day operations of a voyage. The Operations Module Center includes Quick Links to the graphical interfaces of the Vessel and Port Schedules and Fleet Map. The Operations Module Center also has Quick Links to the Voyage Manager, which provides access to all voyage-related functions, and the Operations Task List. If you have the Veslink module, you also have a link to Veslink Forms.

The Operations Module Center provides access to all the forms related to Freight, Bunkers, Operations Setup, Port and Other Costs, Time Charters, Pooling, Service Contracts, and Lightering.
Those who do not have the separate Demurrage module can access Demurrage and Laytime Calculations here.

![Operations icon] Operations

To access the IMOS Operations Module Center, click its button.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Other Sources of Information

This document includes information about most of the items from the Operations Module Center. Some of the Operations items are described elsewhere:

- *IMOS6: Fleet Map* tutorial *
- Time Charters:
    - Time Charters
    - *IMOS6: Time Charter Manager* tutorial *
- Bunker Management
- Demurrage and Claims
- Pooling

* You can access the tutorials on the **IMOS Welcome tab**, from the Help menu, or from the Client Center.

Related FAQs

For more information, see the following Operations FAQs:

- FAQ - How to Rebill a Rebillable Freight Invoice
- FAQ - About Voyage Contacts
- FAQ - Cargo Transfers
- FAQ - How to Configure and Use Freight Tax

Operations Lists and Tools

You can access several lists and tools to help you in your work from the Operations Module Center, as well as from menus:

- Operations Module Center and Tools menu:
    - Vessel Schedule
    - Port Schedule
    - Fleet Map (Also see the *IMOS6: Fleet Map* tutorial.)
    - Time Charter Payment Schedule (Also see the *IMOS6: Time Charter Manager* tutorial.)
    - Time Charter Billing Schedule (Also see the *IMOS6: Time Charter Manager* tutorial.)
- Operations Module Center and Lists menu:
    - Voyage List
    - Bunker Requirement List
    - Bunker Purchase List
    - Bunker Alert List
    - Market Data Summary
    - Port Advance/DA List
    - Time Charter In List (Also see the *IMOS6: Time Charter Manager* tutorial.)
    - Time Charter Out List (Also see the *IMOS6: Time Charter Manager* tutorial.)
    - Operations Task List
    - My Task List
    - Service Contract In List
    - Service Contract Out List
    - Lightering Job List
    - Veslink Form List (See Onboard.)

Operations Setup

The following Operations options are in the Operations Module Center, under Setup.

Operations Lists Settings

These settings are for the Bunker Requirement List.

Bunker Purchase Types

These settings are for Bunker Purchases.

Vessel Schedule

The Vessel Schedule is a graphical overview of your fleet's historical, current, and future voyages. You can select a Reference Date at the top left and other data filters at the top right. For each vessel in the column on the left side, the Gantt chart on the right side shows the schedule information, color coded by status. You can set the timescale, bar height, and zoom level at the bottom.
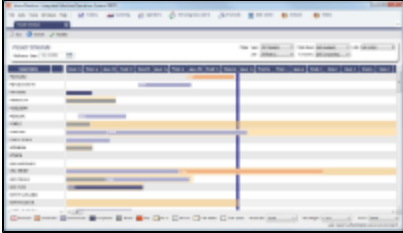
On the Vessel Schedule, you can access the forms for a particular voyage, so you can manage the voyage from it.

- To see information about a voyage, rest your mouse pointer over its bar.
- To open the Voyage Manager, double-click the bar for the voyage.
- To open the Time Charter Manager for a Time Charter, double-click the shading.
- To open a context menu with items to create or open, right-click a bar.

For more information on schedules, see Schedules or the *IMOS6: Schedules* tutorial.

Port Schedule

The Port Schedule is a graphical overview of your vessels by port. You can select a Reference Date at the top left and other data filters at the top right. You can also select the columns you want to view for the ports on the left side; the Gantt chart on the right side shows the time each vessel is spending in the port. You can set the timescale, bar height, and zoom level at the bottom.
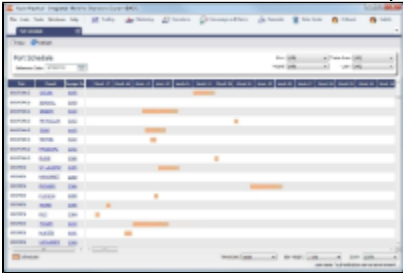
Links to forms appear in the columns you select on the left; from various columns, you can view the General Vessel Information form, Cargo Name Information form, Company Address form, Voyage Estimate, Voyage Fixture, Time Charter Manager, and/or Voyage Manager.

- To see information about a voyage, rest your mouse pointer over its bar.
- To open the Voyage Manager, double-click the bar for the voyage.

For more information on schedules, see Schedules or the *IMOS6: Schedules* tutorial.

Fleet Map

The Fleet Map gives you several quick views of the vessels in your fleet. You can view multiple vessels at once or an individual vessel and voyage. For more information, see the *IMOS6: Fleet Map* tutorial.
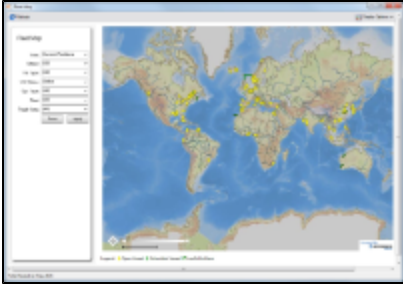
Viewing Multiple Vessels

To view one of the multiple-vessel views:

1. Select a **View**:
    - Current positions of vessels of any status
    - All vessels of any status, as of any date
    - Open vessels as of any date
2. Select all the filter values you want to use.
3. Click **Apply**.

To view information about a vessel, rest your mouse pointer over it on the map. In the Vessel Information box:

- To open the Vessel form, click the Vessel name link.
- To see an individual voyage on the map, click See Voyage, next to the **Current Status**.
- To open the Voyage Manager, click the Voyage number link for the **Current** or **Last Voyage**.
- To open the Cargo form, click the Cargo ID link.
- When multiple vessels are at one location, you see the number of vessels; you can expand all or an individual one.

To reset the View to Current Positions and reset all filters to (All), click **Reset**.

Viewing an Individual Vessel and Voyage

To view an individual vessel and voyage:
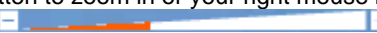
1. In the **View** field, select the vessel.
2. Select the **Date From** and **Date To**.
3. Select the **Voyage**.
4. Click **Apply**.

You can view more detailed information:

- To view the Vessel form, click the blue route line.
- To view information about a port, rest your mouse pointer over it on the map. In the Port Information box, you can click a link to View in Fairplay or to View in Google Maps, where you can zoom, pan, and switch views.
- To hide or show the locations where Position Reports were submitted, click [Display Options ▼] and then click **Position Reports**. To view a Position Report, rest your mouse pointer over its dot.
- To view detailed information about the voyage, click [Display Options ▼] and then click **Voyage Details**. In the Voyage Details box:
    - To open the Vessel form, click the Vessel name link.
    - To open the Voyage Manager, click the Voyage number link for the **Current** or **Last Voyage**.

Zooming and Panning

To zoom in or out on the map, use one of these methods:
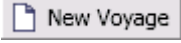
- Rotate your mouse wheel up to zoom in or down to zoom out.
- Double-click your left mouse button to zoom in or your right mouse button to zoom out.
- Use the zoom bar and buttons: [▬▬▬▬]** Click ⊞ to zoom in or ⊟ to zoom out.
    - Click in the bar [▬▬▬▬] to zoom to a different level.

To pan, use one of these methods:
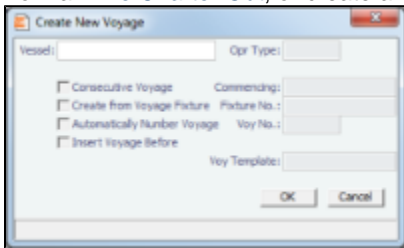
- Click the map and drag.

- Use the pan tool: ** To move left, right, up, or down, click one of the arrows.
  - When you are viewing an individual voyage, to center the route in the display area, click the center of the tool.

Creating a New Voyage

1. To create a voyage:

   - From the Voyage Manager, click .

   - From the Voyage List, click New Voyage.

   - On the Vessel Schedule or the Port Schedule, click New.

   You can also create a voyage from the Estimate Schedule, from a Cargo Matching Estimate, from a Voyage Fixture, or from a Time Charter Out, or create a ballast voyage.

2. On the Create New Voyage form:
   a. Select a **Vessel**; the **Operation Type** appears, but you can change it.
   b. A consecutive voyage starts immediately after the previous voyage of the same vessel. To schedule the voyage immediately after the last scheduled voyage for the vessel, select the **Consecutive Voyage** check box. Otherwise, enter a **Commencing** date and time.
   For a consecutive voyage, IMOS enters the last port from the previous voyage as the beginning port and the ending bunker quantities and prices from the previous voyage as the initial values.
   c. If the voyage was created from a Voyage Fixture, the **Create from Voyage Fixture** check box is selected, and the **Fixture Number** comes from the Voyage Fixture. Otherwise, you can select a Fixture Number if one is available for the vessel.
   d. To have IMOS automatically assign the next sequential voyage number for the vessel, select the **Automatically Number Voyage** check box; an option can be configured to have this selected for all new voyages. Otherwise, enter a **Voyage Number**. Options can be configured to have voyages automatically numbered in these ways:
      - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2012, the first voyage for each vessel would be either 1201 or 12001.
      - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
      - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
   e. To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage before. IMOS gives this voyage that number.
   f. If there is a **Voyage Template** Rule for the vessel, that template appears; otherwise, the last Voyage Template that was used for this vessel appears, but you can select a different one. You can also change the Voyage Template after the voyage has commenced.
   Voyage Templates, which determine the Port Activities for Port Functions, and the Voyage Template Rules that determine their precedence, are set up in the Data Center.
   To create a list of Port Activities, click **Port Functions** in the Data Center, then right-click a function and select **Activities List**. In the Port Activities for *FUNCTION* form, select a **Voyage Template**, and then enter the port activities to appear for that function.
3. Click **OK**.
4. If this is not a consecutive voyage, complete the Initial Bunkers form. Enter the appropriate Quantity and Price information for each fuel type. This is useful for seeding the FIFO bunker calculation method with bunker prices and quantities from before tracking in IMOS.

If you do not know these values at the time of scheduling, you can adjust Initial Bunkers later from the Bunkers form.

5. Click [X] to close the form. The Voyage Manager appears.

6. In the Voyage Manager, click [save] to save the voyage.

Voyage Manager

The IMOS Voyage Manager is a central point for managing a voyage. As an Operator, you can easily find, record, and adjust all the information needed for the voyage in one place. The Voyage Manager has tabs along the bottom for the Voyage Estimate, Operations information, Invoices, P&L, Contacts, Notes, Revisions, and Instructions.

- To create a new voyage, follow the steps in the previous section.
- To open an existing voyage, do one of the following:
    - Select a voyage from the Voyage List.
    - Open the Voyage Manager from one of the Operations Tools.
    - Open the Voyage Manager, click [open], and search for the voyage.
    - To open the form for the previous or next voyage, click [◄] or [►].

The Voyage Manager opens with the Operations tab active.

Voyage Manager Keyboard Shortcuts

On the Voyage Manager, you can use the following keyboard shortcuts:

Key	Function
F1	Clear all fields on the current form
F2	Save and close the current form
F3	Open the Bunkers form (if applicable)
F4	Delete the current voyage
Alt + F4	Close the current form
F5	Create or copy the current voyage
F6	Run the Voyage Validation Report (if applicable)
F7	Open the Voyage Other Revenues and Expenses form
F8	Open the Delay Information form
F9	Open the Freight Invoice, Voyage Rebill, or Hire Statement
F10	No function
F11	No function

F12	Open the Estimated Demurrage or Laytime Calculation form

Estimate Tab - Voyage Manager

The Estimate tab displays the Charterer's Voyage Estimate, so you can see its details without opening it separately, if you have Security rights. The Estimate includes Vessel Information, Cargoes, and tabbed views of the Itinerary. It has the Estimate Summary with the P&L Summary along the right side.

Operations Tab - Voyage Manager

The Operations tab is the default tab; it is active when the Voyage Manager opens.
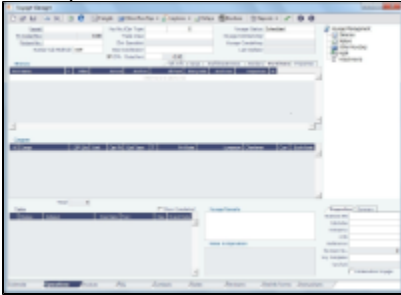
Summary Tree

The Summary tree is at the right; it summarizes important data and forms. You can attach documents or double-click to open the document associated with an item.
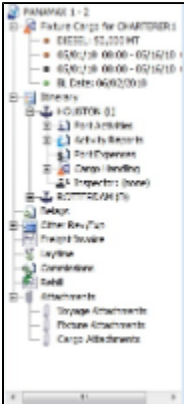
General Information Fields

General information fields are at the top; different fields can appear, depending on the Operation Type and your configuration.
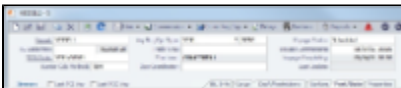
The required fields, **Vessel** and **Voyage Number**, are pulled in from the Time Charter Out Manager, Voyage Fixture, or Create New Voyage form.

Complete additional fields as appropriate.

- **Bunker Calculation Method**: The method of valuing the fuel onboard.
    - **AVE** = Average method (default)
    - **TBM** = Tramper business method
    - **FIFO** = First In First Out
    - **LIFO** = Last In First Out
      For more information, see Voyage Accounting.

- **Pool**, **Ice**, **Clean**, and **Coated** check boxes are parameters for reporting for bulk vessels that can be configured to appear on the Voyage Estimate and Voyage Fixture. They are carried to the Voyage Manager, and their statuses flow between the forms.
- **OPA**: When the OPA check box is selected, additional fields appear for the year and the selected rate; the rate is available in the Freight Invoice.
  An option can be configured to set the OPA in the Voyage Fixture and in the Voyage Manager.

The general information fields are followed by tabbed views of the Itinerary grid, the Cargoes grid, and the Tasks grid.

Itinerary Grid

In the **Itinerary** grid, enter each **Port Name** and **F**unction.

- Actual arrival and departure times are black; estimated times are blue.

- If there is not enough fuel to reach the port, the port line turns red, and the Voyage Validation icon turns red ⚠, so you can plan to get more bunkers. To work with bunkers, click 🗏 Bunkers.

- **Function**: Some port functions drive default behavior at the port. For example, L and D require cargo handling; Y and Z require delivery and redelivery.
  If bunkers have been received at a port, or if actual Port Expenses have been entered, that port cannot be changed to functions C, P, or T. These functions have no port time, so no bunkers can be received, and no port expenses can be incurred.

- **Miles** defaults basis the IMOS Distances table and is calculated in the following way:
  - When the preceding sea leg is completed, and the observed distances are reported in the Activity Reports, the value is the sum of the reported observed distances; it is shown in black, to indicate it as the Actual Distance.
  - If the preceding sea leg is not yet completed, or if any observed distance was not reported in the preceding sea leg, the value will remain the estimated value; it is shown in grey, to indicate it as an estimated distance.
    Editing this field adjusts bunker consumption and port arrival and departure.

- **Speed** defaults basis the Vessel form. Editing this field adjusts bunker consumption and port arrival and departure.

- **WF%** (Weather Factor) and **XS** (Extra Sea Days, with a day value), and **P Days** (Port Days) can also be adjusted to manipulate the Itinerary.

- **St** (Status) for each port changes, based on Port Activities:
  - **..** = Not arrived
  - **AR** = Arrived
  - **SA** = Sailed
  - **TE** = Terminated; sailed from the last port in the voyage

CP Terms Tab

An option can be configured to have a **CP Terms** tab in the Itinerary grid rather than having a Cargoes Grid. This allows you to view twice as many port call lines without having to scroll.

| | | CP Terms | B/L Info | Cargo | Draft/Restrictions | Bunkers | Port/Date |
N	ID	Cargo	C/P Qty	Unit	Opt %	Opt Type	T	Frt Rate	Lumpsum	Charterer	Curr	Exch Rate
1			0	MT	10.00	MOLOO	F	0.0000	0.00		USD	1.000000
						Click here to add a row						

B/L Info Tab

The **B/L Info** tab is a view of **Cargo Handling**, with Bill of Lading information and actual Ship quantities; you do not have to open the Cargo Handling form; you can update this information here.

| Itinerary | | | | Offhire Voy | | | B/L Info | Cargo | Draft/Restrictions | Bunkers | Port/Date Group |
Port Name	F	N	GS	Grade	Berth	BL Code	BL/Disch Date	CP Unit	BL/Disch. Qty	Ship Gross	FT3/MT	M3/
							/ /				0.0000	0
						Click here to add a row						

Cargo and Draft/Restrictions Tabs

The **Cargo tab** and the **Draft/Restrictions tab** are the same as on the Voyage Fixture. If something changes, you do not have to go back to the Voyage Fixture; you can make any adjustments here.

Itinerary							B/L Info	Cargo	Draft/Restrictions	Bunkers	Port/Date Group				
Port	Miles	Spd	SDays	XS	F	Cargo Grp	GS	Grade	L/D Qty	Unit	L/D Rate	Terms	PD	XP	PortExp	St
		0.0														..
							Click here to add a row								

Itinerary							B/L Info	Cargo	Draft/Restrictions	Bunkers	Port/Date Group			
Port	Berth	F	Draft Basis	Draft	Cargo	L/D Qty	FT3/MT	M3/MT	MaxLift	ROB Arr	LS SDay	LS PDay		
			m.ss								0.00	0.00	▲	
							Click here to add a row							

Bunkers Tab

The **Bunkers** tab displays the Arrival and Departure date and time for each port, with the amounts for each bunker type on arrival, received, and on departure.

Itinerary			B/L Info	Cargo	Draft/Restrictions	Bunkers	Port/Date Group				
Port	Arrival	Departure	IFO Arr	IFO Rec	IFO Dep	MDO Arr	MDO Rec	MDO Dep	LSF Arr	LSF Rec
			0.000		0.000	0.000		0.000	0.000	▲

Port/Date Group Tab

The **Port/Date Group tab** is the default tab.

Itinerary							B/L Info	Cargo	Draft/Restrictions	Bunkers	Port/Date Group	
Port Name	F	Miles	DToGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St
				0.0	0.00					0.00	100	..
							Click here to add a row					▲

Properties tab

On the **Properties tab**, when User Defined Fields are set up in the Data Center, they can be selected here and values entered for them.

Itinerary		B/L Info	Cargo	Draft/Restrictions	Bunkers	Port/Date	Properties
Title		Value					
			Click here to add a row				▲

Itinerary Context Menu

Many options are available from the Itinerary context menu. The options change based on the port function; for example, there are no port expenses at a port with function C (Commencing), so the Port Expenses form is not available at a C port. Right-click a port and then click any of the following:

- Options to adjust the Itinerary: **Insert Port**, **Delete Port**, **Move Up**, **Move Down**
- **Cargo Handling**: To open the Cargo Handling form.
- **Bunker Requirement**: To enter a Bunker Requirement to request bunkers. (If you have the Bunker Management module, see Bunker Management.)
- **Port**: To open the Port form.
- Port Expense Search: To search for historical data on port expenses.
- **Agents and Notices**: To open the Agents and Notices form.

Cargoes Grid

The **Cargoes** grid displays any cargoes from the Voyage Fixture. You can add a row to add cargo.

Many options are available from the Cargoes context menu. Right-click a cargo and then click any of the following:

- **CP Terms Details**: To open the CP Terms Details form, which describes the charter party terms for the cargo. On this form, you can click [View] to view the Cargo form.
- **CP Quantity Details**: To open the CP Quantity Details form, with quantity and billing details.
- Options to adjust the Cargo:
    - **Import Cargo**: Set search criteria and retrieve cargoes to select.
    - **View Cargo**: Open the Cargo form.
    - **Swap Cargo**: Search for a different cargo and either change the itinerary or select the check box to keep the current load and discharge information. For a non-relet voyage, the swapped out cargo is marked as unfixed.

- **Swap Sale Cargo**: For RELT voyages, when VC Ins are enabled, search for a different cargo and either change the itinerary or select the check box to keep the current load and discharge information. After a new Sale Cargo is selected, the voyage is repriced, and the operational data is bound to the new Cargo.
  - **Insert New Cargo**
  - **Duplicate Cargo**
  - **Remove Cargo**
- **Cargo Loss Summary**: To open the Cargo Loss Information form to enter information about cargo losses.

Tasks Grid

In the **Tasks** grid, you can create a list of Operations Tasks for this voyage.

1. Click **Tasks** and complete the Operations Task form, where you can enter a **Task** name, **Status**, **Start Date**, **Due Date**, **Owner**, **External Reference**, and **Notes** for this vessel and this voyage, as well as adding **Attachments** that can be either files or links.
2. To save the Task, click [icon]. It appears in the grid.
   - You can select a **Port** and **Sequence** for it.
   - Statuses can be Not Started, In Progress, Completed, Canceled, or Follow Up.
   - When a task is past due, it turns red; if the status is then set to Completed, it turns black again.
   - Tasks with status Completed are hidden; to see them, select the **Show Completed** check box above the grid.
   - To delete more than one task at a time, select their check boxes and then click **Delete Selected** at the top of the grid.
   You can see all tasks for all voyages, including formula-generated tasks, in the **Operations Task List**, which you can access from the Operations Module Center Quick Links or from the Lists menu.
   You can sort this list to show only your voyages and vessels and use it as your daily task list. You can also create new Operations Tasks from it.

Managing the Voyage

1. To save the voyage, click [icon]. By default, the voyage Status is **Scheduled**.
2. When the voyage begins, change the Voyage Status from **Scheduled** to **Commenced**. The status for the first port changes to **Sailed**.
3. As you continue through each port, right-click the port line and click **Port Activities** to enter Port Activities for the voyage. IMOS updates the Itinerary with any changes.
4. When you are traveling between ports, right-click the port line and click **Activity Reports** to track information in the Activity Reports.
5. To enter Port Advances or Expenses, right-click the port line and click **Port Expenses**. As you enter financial information, it appears on the **P&L tab**.
6. To enter Other Revenues and Expenses, not associated with a port or with freight, click [Other Rev/Exp].
   When the Start Sea Passage Port Activity is entered for the last port, IMOS changes its Status to **TE** (Terminated) and the Voyage Status to **Completed**. While the Status is completed, port, bunker, cargo, or financial data can still be modified.
7. After all voyage transactions are completed, change the status to **Closed**; then the voyage cannot be modified.

Invoices Tab - Voyage Manager

The Invoices tab has a list of all the existing and potential invoices for this voyage. It is like a combination of the Create, Edit, Approve, and Post Invoices Lists and the Transaction Data Summary from Financials. Even if you do not have the rights to perform the various actions, you can see the status of each invoice.

This is a List, and the columns can be modified, but not saved.

If you are responsible for approving transactions, you can do that from here. You can also see the amount outstanding.
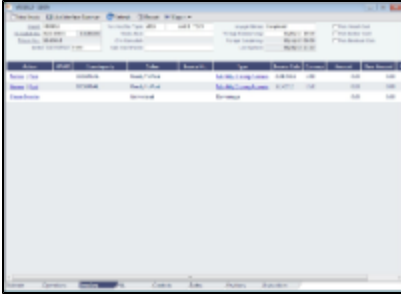
If you select the **Post Vessel Cost**, **Post Bunker Cost**, or **Post Bareboat Cost** check box, a Cost Preview form shows you the invoice details, and you can either post or cancel.

For more information, see Financials.

P&L Tab - Voyage Manager
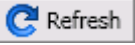
The P&L tab gives you detailed information for financial monitoring, reconciliation, and auditing (if you have the Security right to see this information). It shows Estimated, Actual, Posted, and Cash columns, as well as Variance columns showing the difference and percentages between Actual and Estimated, Actual and Posted, and Posted and Cash. You can use this information, along with the Estimate and Voyage Notes, to determine reasons for any variances and see how well you estimated or what you might be able to improve.
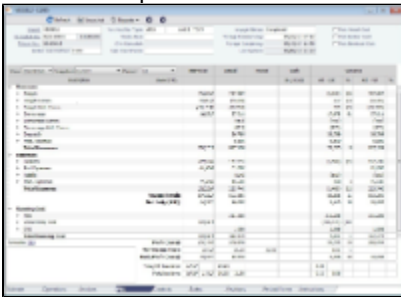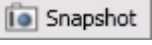
To open a report, click ![Reports] and select a report:

- Voyage Profit & Loss Report
- Voyage Operation Report
- Voyage Performance Report

Selections

The default P&L view is **Operations View**; to see the account numbers for the list items, select **Accounts View** at the top left of the grid and then click ![Refresh].

To store a snapshot of the P&L in the database, click ![Snapshot], enter **Remarks**, and click **Save**. To open the snapshot, select it from the **Snapshot** list; the Remarks you entered appear in the Remarks field.

The options in the **Period** selection list are the months during which the voyage ranges, and All. Selecting a month in this field shows all the Estimated and Actual values pro-rated until the end of the selected month. The Posted and Cash columns show the full transactions made until that date.

Revenues and Expenses

Items in the list are broken out into Revenues and Expenses, in a tree format.

- To expand an item to examine it in detail, click ▶. The calculations appear with the details.

- To collapse an item again, click ▼.

Line Items

When an invoice is created, the Invoice Number appears as a link that you can click to open the invoice; each line item in the invoice is a separate item in the P&L.

An option can be configured to have the TCO Bunker Adjustment calculated against the CP Quantity until the vessel is delivered.

A voyage Days Summary appears at the bottom of the list, with Total, Off Hire, Port, Sea, and, if applicable, Waiting for Laycan and Waiting for Orders totals.

Calculation Methods

Revenues and Costs Compared to Posted Revenue Transactions and Costs

- **Estimated**: These figures originate from a Voyage Estimate with estimated revenue/expenses.

- **Actual**: When a voyage is scheduled, the estimated revenue and cost items from the Voyage Estimate populate the Actual column, being the best knowledge of the voyage result at that time. There may be a difference between estimated and actual P&L even when the voyage is originally scheduled. A difference can arise if changes are made on the Voyage Fixture. A common such case is when the commencing port is different between the estimate and the voyage. Therefore, different bunker expenses apply.

  Until the voyage status set to Completed, all operational updates are reflected in the Actual column, indicating voyage revenue/expense variations based on updated information during the voyage, such as revised PDA, changes in ports/route influencing on the bunkers, and/or port costs, etc.

- **Posted**: Only amounts posted to the P&L are shown as posted amounts. That is, posted proforma port expense invoices appear in the Actual column but not in the Posted column.

Contacts Tab - Voyage Manager

On the Contacts tab, you can create a list of Contacts for all parties associated with the voyage, by selecting them from the Data Center Address Book.
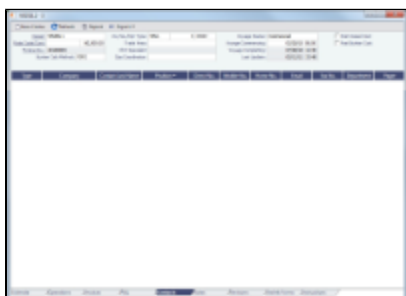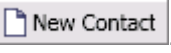
Phone numbers and contact information appear on the tab for each Contact, so you can easily see how to reach them. You can also select any individuals listed in the Contacts grid of the Address record as Subcontacts, to have their contact information appear on this tab.
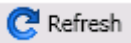
You can assign a **Role** to each Contact; first, set up **Voyage Contact Roles** in the Data Center, under Other.
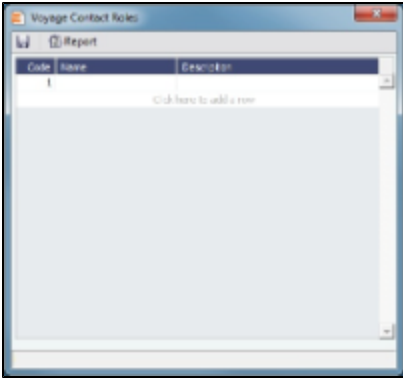
To add a Contact:

1. On the Contacts tab of the Voyage Manager, click New Contact .
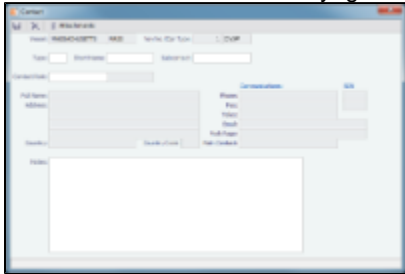
2. On the Contact form, select a **Short Name** from the Address Book. Any other completed fields on the Address Book record (Type, Full Name, Address, Phone, Fax, etc.) are pulled in.
3. You can also do the following:
   - Select a **Contact Role**.
   - Add **Attachments**.
   - Select a **Subcontact**.
4. To save the Contact, click ⊟ .
5. To close the form, click ☒ .
6. Click ⟳ Refresh to refresh the Contacts list.
   - If a Subcontact was selected, the details for the Subcontact appear in the list.
   - If no Subcontact was selected, the details for the Company appear in the list, and the Contact column shows a value of Main Contact.

The Contacts list is a standard list; you can sort, filter, and select columns for it. For more information, see Lists or the *IMOS6: Lists* tutorial.

Notes Tab - Voyage Manager

On the Notes tab, you can create Voyage Notes to keep a record of important information. Notes can be of any length, and you can create as many as you need. They appear in a list.

First, set up **Note Categories** from the Data Center, under Other.
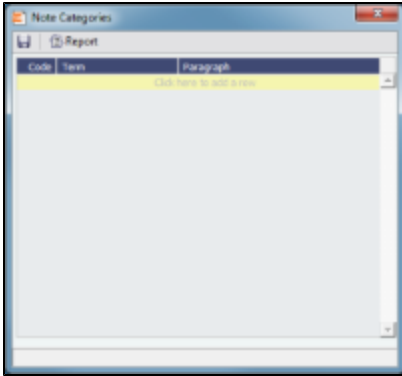
You can use these Categories to sort and filter the Notes in the list.
To create a Voyage Note:

1. On the Notes tab, click .
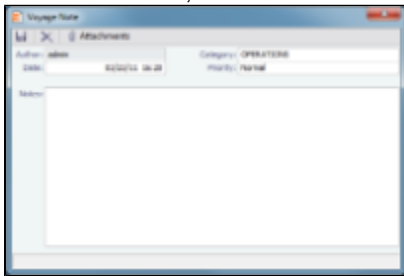
2. Complete the Voyage Note form: Select a **Category** and a **Priority**, and enter the **Note** text. You can also attach a file or a link.

The Notes list is a standard list; you can sort, filter, and select columns for it. For more information, see Lists or the *IMOS6: Lists* tutorial.

Revisions Tab - Voyage Manager

The Revisions tab is like a text Audit Trail. It lists changes to port call information, such as added ports or cargoes or changed port arrival times. These changes are given a Revision Number, which is incremented when any changes are made to the Voyage Instructions, for example, the office's directives to the vessel. Revisions might include changes to the following:

- Itinerary: Addition/deletion of an itinerary line, change of port, or change in ETA/ETD (but not the addition of arrival or departure times)
- Voyage Fixture Cargo information
- Assignment of port agent
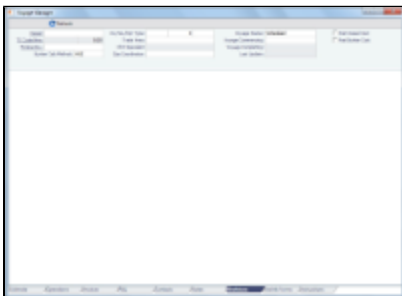
Veslink Forms Tab - Voyage Manager

The Veslink Forms tab is like a Veslink Form List for only this voyage. It lists all Veslink forms submitted during this voyage.

- To open a PDF of a submitted form, click the PDF link.

- To open a form, click the [Form Title](#) link.

Instructions Tab - Voyage Manager

The Instructions tab lists any Voyage Instructions and Revisions for the voyage. The Voyage Instructions tab of the Voyage Template (from the Voyage Template List) stores the VFML/RDLC for the Voyage Instructions format.

To delete a Voyage Instruction/Revision form with status Draft, click the Del link in the Action column.
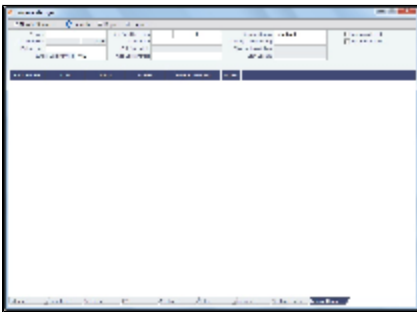
Voyage Manager Reports

From the Voyage Manager, you can view the following reports:

- Estimate tab:
  - Voyage Estimate P&L
  - Estimate Summary
- Operations tab:
  - Voyage Profit & Loss Report
  - Voyage Operation Report
  - Voyage Performance Report
  - Weekend Report
- Invoices tab: Voyage Invoice List Report
- P&L tab:
  - Voyage Profit & Loss Report
  - Voyage Operation Report
  - Voyage Performance Report
- Contacts tab: Voyage Contact List Report
- Notes tab: Voyage Notes List Report
- Instructions tab: Voyage Instructions List Report

For some reports, a dialog box opens, on which you can select information to include and header and footer information.

Port Activities

On the Port Activities form, you enter a date and time for each activity. A date and time must be entered for at least the End Sea Passage and Start Sea Passage activities.

Most activities are already in the Activity table, but you can add a line at the bottom of the list or right-click to insert one and add a Port Activity.

Port Activities change the Port Status in the Itinerary (**..** = Scheduled; **SA** = Sailed; **AR =** Arrived; **TE** = Terminated).
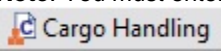
Like the Voyage Manager, the Port Activities form has buttons you can click to open the form for the previous [image] or next [image] port.

To enter port activities:

1. In the Voyage Manager Itinerary, right-click the port line and click **Port Activities**.
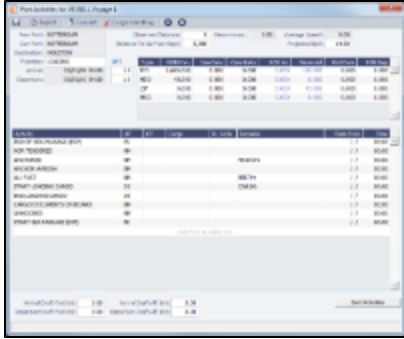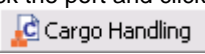
2. Enter a date and time for End of Sea Passage (ESP). This must be completed before you can enter ROBs on Arrival. Check that the values in the GMT fields are correct.
3. Enter bunker information:
   - ROB Arrival
   - Received, if you receive bunkers; if departure information is not entered in Port Activities, IMOS keeps the planned Received Qty.
4. Enter dates and times of activities, adding other activities as necessary. IMOS fills in the date and time from the previous line, so you can just adjust them as needed. To sort activities in ascending order by the entered date/time, click **Sort Activities** at the bottom of the list.
   - For cargo-related activity, make sure that you select the cargo in the Cargo column. If there is more than one cargo, enter individual start and end loading and discharging operations for each cargo.
     Note: You must enter the BL information on the Cargo Handling form before you can select it here. To open it, click

   - For activities such as Start Bad Weather and End Bad Weather, be sure to add both start and end entries.
   - Before you can enter ROB Departure, you must enter a date and time for the Start of Sea Passage (SSP).
5. To save the information, click [image].
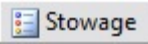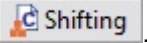
Cargo Handling

To enter information about cargo:

1. Do one of the following:
   - In the Voyage Manager, right-click the port and click **Cargo Handling**.
   - On the Port Activities form, click .
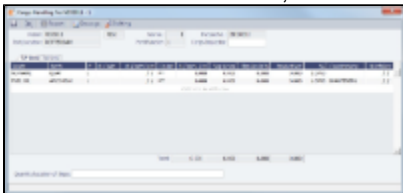
2. On the Cargo Handling form, enter the **BL Code**, **BL/Disch Date**, and **BL/Disch Qty**.
   Note: You can also enter this information on the B/L Info tab of the Voyage Manager Operations tab Itinerary.
   The CP Unit is from the Charter Party, but you can specify an alternate Unit and BL Gross on the Alt Unit tab.
3. Complete the remaining fields as appropriate.

- To enter Stowage Information, about the cargo hold, click **Stowage** .
- To enter Shifting Information, click **Shifting** .
- Many options are also available from the Cargo Handling context menu. Right-click a cargo and then click any of the following:
    - **Documents**: To open the Cargo Documents form and enter information about documents, including a Letter of Protest
    - **Suppliers/Receivers**
    - **Alternate Quantities/Units**
    - **Split Cargo**: To add another row to split the cargo in two
    - **CP Terms Details**: To open the CP Terms Details form.
    - **Insert Cargo** or **Delete Cargo**

4. To save the information, click .

To view the Cargo Handling Report, for berth rotating reporting, etc., click **Report** .

Activity Reports

The Activity Reports track the following activities when you are traveling between ports:

A = Arrival: IMOS creates this report when you enter the arrival date and time in Port Activities.
B = Start Sea Passage
C = Commencing
D = Departure: IMOS creates this report when you enter the departure date and time in Port Activities.
E = End of Leg: IMOS creates this report when you enter the arrival date and time for the next port in Port Activities.
N = Noon: When you are sailing between ports, you can enter Noon, or Position, Reports. After you enter one Noon report, the time defaults to 24 hours after the last one.
R = End Sea Passage
S = Special
T = Terminating

To enter an Activity Report:

1. In the Voyage Manager Itinerary, right-click the port line and click **Activity Reports**.
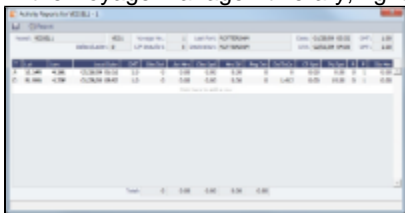
2. Enter the following, if appropriate:
    - **Observed Distance**: IMOS calculates the Observed Speed.
    - **Engine Distance**: IMOS calculates the Distance To Go, although you can override it.
    - **Charter Party Speed**: If you want to track a chartered vessel's speed.
    - **Projected Speed**: If you want to override it.
    - **B** (Beaufort Scale): Default values are taken from other forms, according to the voyage type:
        - OVOV\RELT: Vessel form.
        - OVTO: Values are taken from the linked TCO contract.
        - TCOV: Values are taken from the linked TCI contract.
        - TCTO: Values are taken from the linked TCO contract.
    - **F** (Function): To exclude this report from performance calculations, enter 0.
3. To enter extra information, right-click the report line and click **Bunker / Technical / Weather / Remarks**. The Extra Information for Report Form appears.

4. To save the information, click .

Extra Information for Report Form

You can access the Extra Information for Report form in Activity Reports. Right-click the report line and click **Bunker / Technical / Weather / Remarks**.

On the Extra Information for Report form, IMOS updates the bunker information. If you update bunkers here, IMOS makes bunker information inaccessible in Port Activities; use one or the other to update.
Here you can break down fuel for generator or various engines, as well as track weather scale levels and direction.

To see details for a fuel type, click it in the table; details for that type appear below.
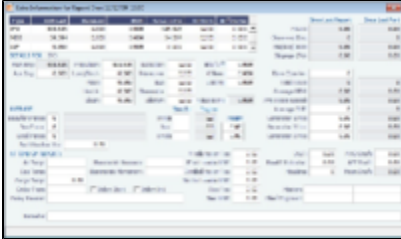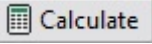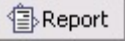
Open Position - Operations

The Open Position tool is used to get an overview of all non-closed voyages in the system, see their open dates and ports, and calculate the vessels' distance from specific ports. It is accessible from Quick Links in the Operations and Chartering Module Centers.

To use Open Position:

1. Specify the filters.
2. Click ⊞ Calculate.
3. To open a report in the Reporting Center, click Report.

Filters

- **Port Area**: Each Trade Area (from the Data Center) can be associated with a Port Area. When filtering by a specific Port Area, only voyages linked to the Trade Areas associated with that Port Area appear. Also, the first five ports associated with that Port Area, and the estimated arrival dates from the open port of each voyage, appear as columns in the form.
- **Open Date**: Only voyages with an open date later than the date specified in this filter appear. The default is three months before the current day, but you can edit this value.
- **Target Date** and **Target Port**: The target date of arrival and port. Calculating with these values entered gives the Dist To Go (distance) from this Target Port, the Target Arrival (date of arrival), and the Wait Days in the port until the specified Target Date for each voyage.
- **Max Wait Days**: This value filters the voyages that will have to wait more than the value specified.

Output Columns

- **Status**: Scheduled, Commenced, or Completed. Closed voyages do not appear.
- **Open Port**: The last port in the voyage.
- **Speed**: The Ballast speed, from the Vessel form in the Data Center.
- **Dist To Go**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button. This is the distance from the Open Port to the Target Port.

- **Target Arrival**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button. This is the arrival date when traveling from the Open Port to the Target Port.
- **Wait Days**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button - This is the number of days to wait in the Target Port until the Target Date.

Projection Ports

When a Port Area is specified, up to an additional five Projection Port columns are added. You can link a port to a Port Area by selecting the Port Area in the Port form and selecting the Projection Port check box. If more than five ports are linked to a single Port Area, the first five (in alphabetical order) appear. For each Projection Port, the date of arrival from the Open Port appears.

Comments/Remarks

For each retrieved record, you can right-click to do the following:

- Change the Voyage Remarks for that specific voyage. This value is changed in the Voyage Manager as well.
- Add a Vessel Comment to appear only in the report.
- Add a CP Comment to appear only in the report.

Port Advances and Expenses

The Port Advance/DA captures the estimated amount on the advance, or pro forma, invoice and the final amount disbursed.
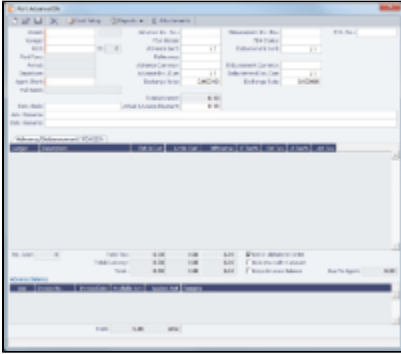
Cost Setup

To set up Expense Codes to define different types of expenses:

1. Do one of the following:
   - On the Operations Module Center, under Port/Other Costs, click **Cost Setup**.
   - On the Port Advance/DA, click .
2. Complete the Ledger Expenses Data Entry form.
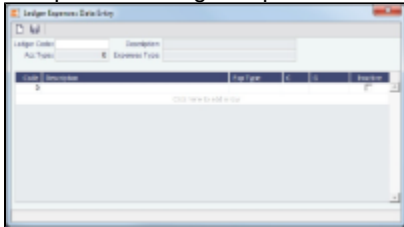
3. Select an **Operations Ledger** Code. These are set up in the Data Center, under Other.
   - **Expense Type**: Typically a port, cargo, rebillable, or recoverable expense.
   - **C**: Payment Terms, such as Per Call, Per day, etc. IMOS supports type C; other categories can be activated upon request.
   - An Expense Code can be marked as **Inactive**. Codes that have been previously used cannot be deleted.

Port Advance DA

In Port Advances and Expenses, you can create the following records:

- Port Disbursement Advance (PDA)
- Final Disbursement Advance (FDA)
- Supplemental Disbursement Advance (SDA)

Port Disbursement Advance

To record a Port Disbursement Advance (PDA), when you receive the advance invoice:

1. On the Voyage Manager, right-click the port or passing point and click **Port Expenses**.
2. On the Port Expenses Summary, right-click a port expense line and click **View Expenses Details**.
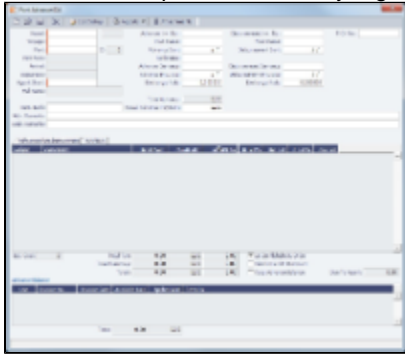
    You can also open this from from the Operations Module Center.
3. On the Port Advance/DA form, select the **Agent Short** name.
4. Enter the **Advance Invoice Number** and the **Advance Sent** date.
   Note: You must enter this information before you can enter costs.
5. If the **Advance Currency** is different from the **Disbursement Currency**, a Disbursement Currency/Advance Currency Rate field displays the Exchange Rate found by dividing the Disbursement Currency Exchange Rate on the Advance Sent date by the Advance Currency Exchange Rate on the Advance Sent date. This value will help in calculating the Diff In Curr column and the Due to Agent field, in the Disbursement Currency. (The **Disbursement Currency** field is disabled until the **Disbursement Sent** date is entered.)
6. In the table below, in the **Est In Curr** column, enter the estimated costs, in the local currency of the agent. The amounts in the **Total Advance** field and the **Due to Agent** field at the bottom right change, based on the estimated amounts entered.
7. Enter the **Actual Advance Payment**.
8. In the Advance column, change the PDA Status to A - **Actual** and click ![save icon]; IMOS generates an invoice to appear in Financials.

Final Disbursement Advance

To record a Final Disbursement Advance (FDA), when you receive the Agent statement:

1. On the Port Advance/DA form, enter the D**isbursement Invoice Number** and the **Disbursement Sent Date**.
   Note: You must enter this information before you can enter costs.
2. In the table below, in the **Act In Curr** column, enter the actual amounts disbursed against the advance, in the local currency of the agent. The amounts in the **Total Advance** field and the **Due to Agent** field at the bottom right change, based on the actual amounts entered.
3. In the Disbursement column, change the FDA Status to A - **Actual** and click ![save icon]; IMOS generates an invoice to appear in Financials.

Supplemental Disbursement Advance

In addition to PDA and FDA records for port expenses, you can record multiple Supplemental Disbursement Advance (SDA) records. An SDA is an addendum to a Port Disbursement Advance record, but is assumed to be paid in full. So the Due to Agent amount also takes the SDA into consideration as being paid, in addition to the Actual Advance Payment field. To record a supplemental payment:
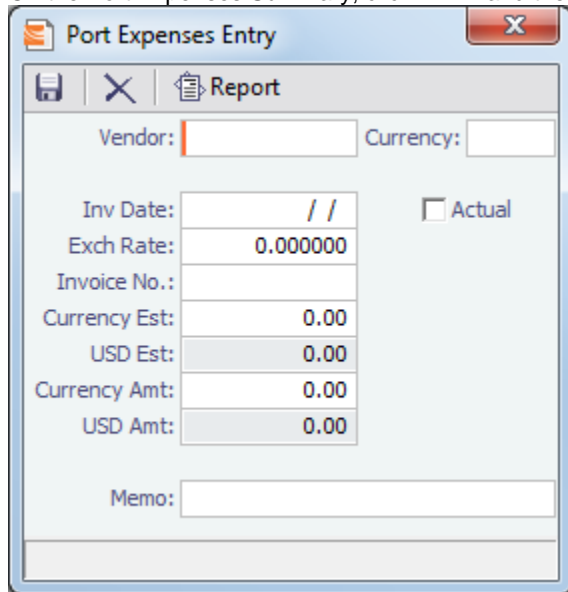
1. Click the **PDA/SDA tab**.
2. In the first open SDA in Curr column, enter the actual amounts disbursed, in the local currency of the agent. The amounts in the **Total Advance** field and the **Due to Agent** field at the bottom right change, based on the amounts entered.

3. Enter the **Invoice Number** and the **Invoice Date**.

4. In the SDA in Curr column, change the SDA Status to A - **Actual** and click [save icon]; IMOS generates an invoice to appear in Financials.

5. Record additional SDAs in the additional columns.

Port Expense

To record a port expense without an advance:

1. On the Port Expenses Summary, click [icon] and then click **New Expense**.
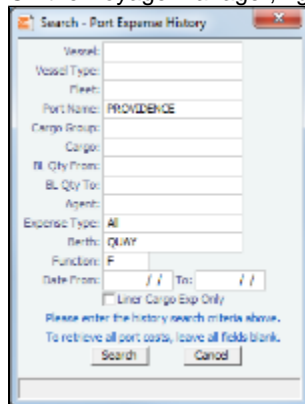
2. Complete at least these fields:
   - Vendor
   - Invoice Date
   - Currency Estimated

3. Select the **Actual** check box and click [save icon]; IMOS generates an invoice to appear in Financials.

Port Expense Search

You can search for historical data on port expenses:

1. On the Voyage Manager, right-click the port and click **Port Expense Search**.

2. Enter any additional search criteria and click **Search**.

The Port Expense History form displays historical data on expenses for this port from the last 20 voyages, with an average of the last three voyages at the bottom. You can right-click a line item to view the Port Expense directly or to open the specific voyage.

Agents and Notices

You can nominate agents and send out notices of their nominations. The Address Book Types to be considered when entering values for agents can be configured.

1. On the Voyage Manager, right-click the port and click **Agents and Notices**.

2. For each agent:
   a. Select the agent; their contact information appears.
   b. Enter your name in the **Nominated By** field.
   c. To send a notice, select a contact in the **Agent Notice To** field and enter a date in the **When** field.
3. Enter any **Notice Remarks**.

4. To save and close the form, click .

CP Quantity Details

On this form, you can enter information about cargo quantities and select the quantity to bill by:

- BL Qty
- CP Qty
- Outturn

On the Voyage Manager Cargoes grid, right-click a cargo and then click **CP Quantity Details**.

Cargo Loss Summary

On this form, you can enter information about any cargo losses. On the Voyage Manager Cargoes grid, right-click a cargo and then click Cargo Loss Summary.
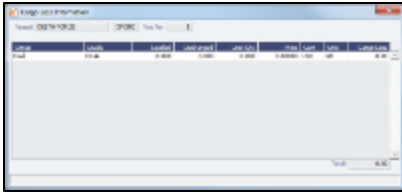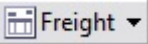
Freight Invoices

As soon as you load a cargo, you can issue a Freight Invoice.
To be able to create a Freight Invoice:
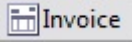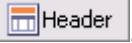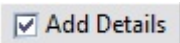
- A Fixture Note must exist, with Freight Terms and Extra Freight Terms completed for all cargoes loaded.
- The Cargo Handling form must be completed and the cargoes bound to the Voyage Fixture.
  To create a Freight Invoice for freight sales or purchases:

1. Do one of the following:
   - In the Voyage Manager, click ![Freight ▼] and then click **Freight Invoice**.
   - On the Voyage Manager Invoices tab, click Create Invoice.
   - In the Operations Center, under Freight, click **Freight Invoice** and enter the **Vessel Name** and **Voyage Number**.
     The form opens with the information from the Voyage Manager.
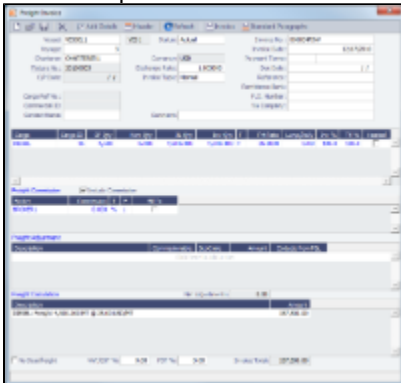
2. Select the **Counterparty**. IMOS combines information for the cargo and the Bill of Lading to create the freight calculation.
3. Check that the **Status** is Actual.
4. Enter the **Invoice Date**.
5. The Cargo grid shows the **CP Quantity** and the **BL Quantity**.
   - Your contract might specify that billing uses one or the other amount. Alternatively, you can specify an **Invoice Quantity** to use a different amount.
   - You can specify an **Invoice %** to create a partial invoice. IMOS enters the remaining percentage on the next invoice.
6. For Freight Commissions:
   - To deduct commissions from the invoice, select the **Include commission** check box. Otherwise, use the Freight/Relet Commission Payment form to enter and process invoices for brokerage on freight sales and purchases that were not deducted.
   - To send the bill to the broker, select the **Bill To** check box.
7. Add any **Freight Adjustment** information.
8. To save the information, click ![save]. IMOS generates the **Invoice Number**. If the Invoice Date is blank, IMOS sets it to today's date; if the Due Date is blank, IMOS sets it to 30 days after the Invoice Date.
9. To print the invoice, click ![Invoice]. To edit the invoice header information, click ![Header]. You can print, save, or email the invoice or create a PDF.
10. To include any previously generated invoices on a Freight Invoice, change the Type field to Incremental. This will auto-include an adjustment that shows the previously invoiced amount and the invoice number.

    - If you also want to include a Demurrage or Despatch calculation, click ![Add Details] to select the item you want to include. Only calculations with status Settled can be included.
    - If you also want to include Freight Rebillables, they will appear. These are entered on the Other Revenues & Expenses form.

Final Freight Statement - Demurrage Statement

The Final Freight Statement/Demurrage Statement is a summary of freight- and demurrage-related invoices for a counterparty. You can create a Final Freight Invoice/Demurrage Statement by retrieving invoices from one or more voyages and creating a report.

An option can be configured to have all the related Demurrage items in a Final Freight Statement grouped into one total amount; the commissions are still detailed.

To create a Final Freight Statement:

1. In the Operations Module Center, under Freight/Demurrage, click **Final Freight Statement**.
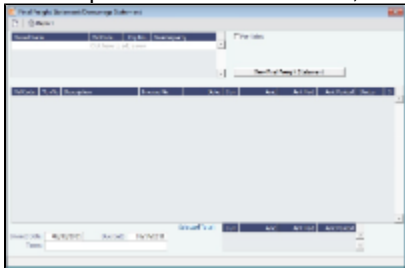
2. If this invoice is for relet, select the **For Relet** check box.
3. To select each record, select a **Vessel Name**, **Voyage Number**, and **Counterparty**.
4. Click ![View Final Freight Statement]. The information appears in the table below, with all items selected to appear on the invoice, and the Selected Total Amounts appear at the bottom of the statement.
5. If you do not want an item to appear on the invoice, clear its **S** check box. The Selected Total Amounts are recalculated.
6. To create the Final Freight Invoice, click ![Report]. The invoice appears in a separate browser window. You can use browser commands to save or print the invoice.

Voyage Expenses Rebill Management
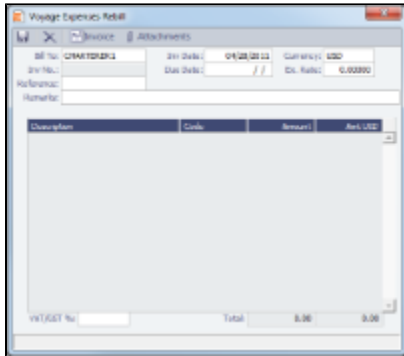
To view and access all rebill transactions from a voyage, follow these steps. The rebills could be generated from Port Expenses, Other Revenues and Expenses, or Freight.

1. In the Voyage Manager, depending on the type of voyage, click either ![Freight] or ![Hire ▾] and then click **Voyage Rebill**.
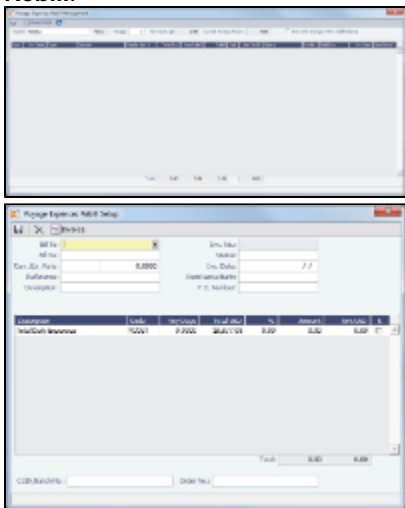
2. The Voyage Expenses Rebill Setup form appears, listing rebillable port, miscellaneous, or other expenses. Lines are color-coded. Yellow = A rebill was created. Green = the invoice was posted.
   - To open a Rebill Invoice, right-click its line and click either **View Rebill Invoice** or **View Original Invoice**.
   - To create a new Rebill:
     a. Select the expenses you want to include.
     b. If the amount is less than the total, enter the **Amount**.

c. Click ⬚ Make Rebill .

d. On the Voyage Expenses Rebill form, complete the appropriate fields. You can use this form to combine multiple rebill expenses into one receivable with one customer.

e. To save the information, click 💾 .
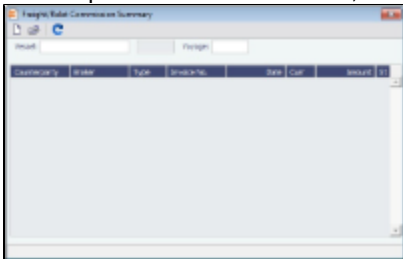
f. To create a Rebill Invoice, click ⬚ Invoice .

Freight-Relet Commissions

For broker commissions not deducted from the Freight Invoice (specified at the Cargo level), you can create a separate invoice.
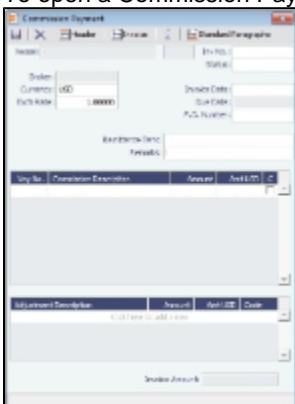
1. Do one of the following:
   - On the Voyage Manager, click ⅋ Commission .
   - In the Operations Module Center, under Freight/Demurrage, click **Commissions**.

2. The Freight/Relet Commission Summary lists broker commissions for the voyage. Enter the **Vessel Name** and **Voyage Number**.
   - To open a Commission Payment, right-click a line and click **Details**.

   - To create a new invoice, click 🗋 .
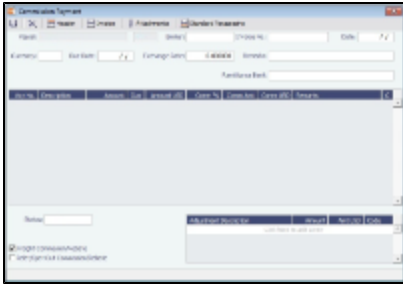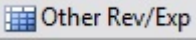
3. On the Commission Payment form, select the **Broker**. Each possible payment appears, with the **C** (Commissionable) check box selected. Clear check boxes for any detail lines you do not want to include.
4. Enter the **Invoice No.**
5. Change the **Status** to Actual and click ![save icon]; the invoice appears in Financials.

Other Revenues and Expenses

You can enter any voyage revenues and expenses that are not directly related to freight, bunkers, port DAs, or demurrage. To enter other revenues and expenses:
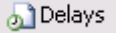
1. Do one of the following:
   - In the Voyage Manager, click **Other Rev/Exp** and then click **Other Revenues and Expenses**.
   - On the Operations Module Center, click **Other Revenues/Expenses**. Select the **Vessel** and **Voyage Number**.
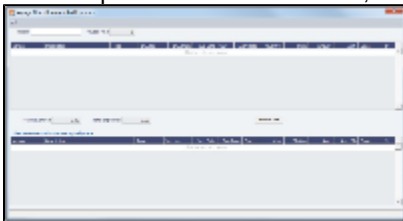
2. For each revenue or expense:
   a. Add a line and enter the Vendor, Type, Invoice Number, Invoice Date, Due Date, Currency, Amount, and Code (from the Operations Ledger). For the Type:
      - **Expense**: Creates a standard AP or AR voyage transaction.
      - **Revenue**: Creates a standard AP or AR voyage transaction.
      - **Rebill Exp**: Creates an AP on the voyage that can be offset by an AR, either through a TCI Payment/TCO Bill or by right-clicking and then clicking **Rebill** to select the counterparty. To rebill the expense:
         i. Right-click the line and click **Rebill**.
         ii. On the Other Expenses Rebill form, enter the **Bill To** and **Invoice Date**.
         iii. To save the information, click ![save icon]. When you close the form, the line on the Voyage Other Revenues and Expenses form turns green to show that the expense has been rebilled. That one line represents two invoices, one payable and one receivable.
      - **Voy Reb Exp**: Creates an AP on the voyage that can be offset by an AR when right clicking and then clicking **Rebill** to select the counterparty.
      - **Freight Reb Exp**: Creates an AP on the voyage that can be offset by an AR when adding to an Incremental Freight Invoice.
      - **Non Acc Exp** and **Non Acc Rev**: Creates an adjustment to the Voyage P&L but does not create a transaction to process through the Financials module.
      - For a Time Charter voyage: **TCI Rebill Exp** or **TCO Rebill Exp**: Creates an expense on the voyage, but the revenue side of the rebill is accounted for through the Time Charter Payment or Time Charter Bill.
   b. In the **Status** field, change the value to **A**: Ready to post.
3. To save the information, click ![save icon].

Delays

You can record information about any delays.

1. In the Voyage Manager, click .
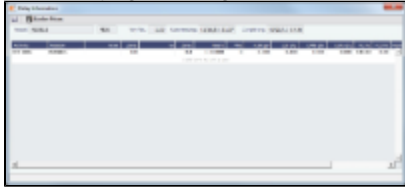
2. Enter the **Activity**, **Reason**, **From** date and time and **Zone**, and **To** date and time and **Zone**. These values contribute to the calculation. You can also enter the **Miles** traveled for reference.
   Note: If appropriate, you can enter new Activities and Reasons in the Data Center; for Activities **Offhire** and **Offhire Reverse**, do not change the text; these specific words are required.
3. Enter the **Fuel Quantities** used during the delay.
4. If this is a Time Charter, enter the **percentages** that count for **TC In** and **TC Out**. This information goes to the Time Charter Manager, so you can deduct any off hires or reversals from the invoices. For example, for a TCOV voyage, the TCI% value should be 100; for a TCTO voyage, both TCI% and TCO% should be 100.)
5. To save the information, click .

Bunker Prices

By default, offhire pay rates use the TC fuel price. If you want to use a different price, you can enter price information, either the current FIFO price or the last purchase price. To enter bunker quantity and price information during delays:

1. Click on the Delay Information form.
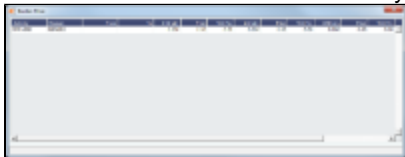
2. Enter prices.
3. To save the information and close the form, click .
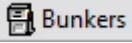
Bunkers

Note: If you have purchased the separate Bunker Management module, see Bunker Management, rather than this section.

IMOS tracks multiple types, or grades, of fuel, which you set up on the Fuel/Lube Types Term List in the Data Center. For each vessel, you can track up to five fuel types.
The Bunker Calculation Method is the method of valuing the fuel onboard; it determines how the cost of fuel is allocated to voyages. It is set up in the Voyage Manager. See Voyage Accounting.
To work with bunkers, follow these steps:
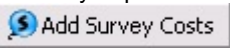
In the Voyage Manager, click .
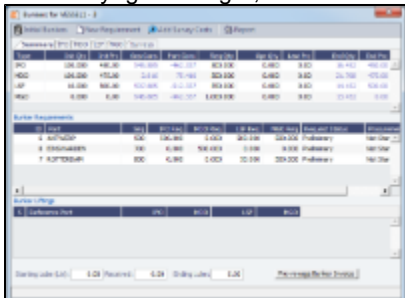
The Bunkers form has a Summary tab and a detail tab for each fuel type. Received quantities appear on the Summary tab after they are entered in Port Activities.
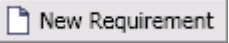
2. On the detail tab, enter any bunkers you plan to **Receive**; IMOS enters the previous price.

3. To enter Survey Costs, click .

On the Survey Costs form, you can enter information about a survey and allocate parts of the paid amount to rebill the linked TCO/TCI counterparties.

Bunker Requirements

1. To enter a Bunker Requirement, do one of the following:
   - In the Bunkers form, right-click the port line and click **Bunker Requirement**.
   - On the Bunkers tab or the Port/Date Group tab of the Itinerary on the Voyage Manager Operations tab, right-click the port line and click **Bunker Requirement**.
   - On the Bunker Requirement List, click .
     You can inquire about different prices and enter the information. You might need this as evidence that you got separate prices.

2. On the Bunker Requirement form, select the **Port**.
3. Enter a quantity in the **Opr Qty** field to ensure that estimated voyage consumption is basis the planned bunkers.
4. In the Inquiries and Purchases table, add a line for each Vendor. Enter the associated costs for the bunkers and for barging, if you are paying a barge to get the fuel to the vessel, and barging is not included in the Base Rate.
   If you specify a port other than the main port, you can select **Link to Other Parent Port** on the context menu to open a list of all future calls to this port scheduled for the vessel. Selecting a port call causes the inquiry to be copied to the Bunker Requirement form for that port.
5. To select a vendor, click to select the check box in the **S** column. You must select the vendor, even if there is only one, to have IMOS use the inquiry price for that type of bunker, and a price must be enteredfor the P&L to properly show the expected cost.The line turns green.
6. To save the information, click .

Receiving Bunkers

In Port Activities (after entering the date and time for the End of Sea Passage), enter the amount **Received**. It appears on the Bunkers form Summary tab under Bunker Price Binding.

Purchase Orders

To create a purchase order, on the Bunker Requirement form, right-click the line and click **Purchase Order**.

Bunker Invoices

1. To create an invoice (to record the invoice received), on the Bunker Requirement form, right-click the line and click **Create Bunker Invoice**. Creating the invoice also binds the price, if that was not already done.

2. On the Bunker Invoice, enter **Vendor**, the **Invoice Number**, **Terms**, and **Invoice Date** from the invoice you received, as well as the **Invoice Quantity**, **Operations Quantity**, **Basic Price**, and **Barging Price**. Then change the **Status** to Actual.

3. To save the record and send the invoice to Financials, click [💾].

Binding a Bunker Invoice

Binding an Inquiry to an Invoice

When you create an invoice independent of a vendor inquiry, you can later associate the invoice with the purchase.

1. On the Bunker Requirement form, right-click the selected line and click **Bind to Bunker Invoice**.

2. In the Bunker Invoice, click [📂] and retrieve the invoice.

3. To save the information, click [💾].

Binding a Lifting to an Invoice

When you create a Bunker Invoice before knowing the operational lifting quantities, you can later associate the invoice with the quantity lifted, as recorded in the Voyage Manager.

1. Open the Bunkers form from the Voyage Manager.
2. In the Bunker Liftings table, right-click the line and click **Bind Bunker Invoice**.

3. In the Bunker Invoice, to save the information, click [💾].

Voyage Accounting

After you commence the voyage and enter port activities and expenses, you can see the Voyage Profit/Loss and the TC/Equivalent at any time in the Voyage Manager.

The voyage, from load port to load port, is the unit that is central to accounting. Voyage revenues and expenses are allocated to the voyage, which is straightforward for freight, port expenses, demurrage, and miscellaneous invoices. However, bunker costs and Time Charter hire expenses can be difficult to tie to a voyage. You are paying upfront, but the expense might cover several voyages, or there might be multiple payments for one voyage. These expenses go to inventory accounts and need to be allocated to a voyage.

Accounting for Bunkers

Because fuel is generally used on more than one voyage, its cost must be allocated to each voyage. The method of allocation is an accounting decision.
The allocation depends on the Bunker Calculation Method, the method of valuing the fuel onboard, which is selected in the Voyage Manager. The calculation happens automatically, as part of the P&L.
Example: You buy 1,000 MT of IFO at $500 (= $500,000), then 600 MT at $400 (= $240,000). You consume 700 MT on a voyage. How are costs allocated to the voyage?

- **AVE = Average method** (default): The weighted average cost is $740,000 / 1600 = $462.50/MT. Multiplied by 700, your

voyage bunker expense is $323,750. Many companies use this method, but it is not fair if bunker prices are high during a voyage when that voyage might not even use those bunkers.

- **TBM = Tramper Business Method**: With this method, you buy all the inventory at the beginning of the voyage and sell all at the end, so you know the exact cost for the voyage. IMOS calculates what the consumption was. You might use this method for a Time Charter In or Out that is delivered and redelivered with the same amount, or if you just want to override all values.
- **FIFO = First In First Out**: FIFO treats bunkers as an asset and depletes the first asset before going on to the next. Starting at the top, you use all 600 MT at $400/MT (= $240,000) and 100 MT at $500/MT (= $50,000), for a total cost of $290,000. This is the most accurate method.
- **LIFO = Last In First Out**: Starting at the bottom, you use 700 MT at $500/MT, for a total cost of $350,000.The reason for using this method is that it defers revenues, so you can maximize expenses currently and defray savings until later, for a tax advantage.

Of course, you do not start a voyage empty, so IMOS has to go back through the voyages and take into account the previous inventory as well; this is a continuous process. For that reason, you want to set this option once and not change it, even though there might be an advantage one way or another if the market goes up or down.

As the voyage progresses, you might buy more fuel; if you do not use it on this voyage, it does not affect this voyage's costs. If you change the voyage, IMOS estimates the change in fuel needed. When the voyage is completed, and the Completed check box is selected, IMOS can reconcile the accounts. On the Invoices tab of the Voyage Manager, select the **Post Bunker Cost** check box to send a message to Financials to allocate the bunker costs to the voyage.

To get the most information about bunkers, see the Voyage Profit/Loss Report Bunker Expense Detail. In the Voyage Manager, click **Reports ▾** and then click **Profit and Loss Report**. Select **Bunker Expense Detail** and click **OK**.

Accounting for Time Charter Hire

If you Time Charter In a vessel for a year, you might use it for several voyages during that time. Because you are paying a daily rate for the vessel, hire is allocated on a time basis. However, if you are paying in 15-day increments, those might not line up with voyages.

Using a balance sheet and paying every 15 days, for a 60-day voyage, you can then use a Journal Entry to associate those four payments back to the voyage.

To have IMOS create a transaction for the daily vessel cost to send to Financials, select the **Post Vessel Cost** check box on the Invoices tab of the Voyage Manager.

Operations Reports

From the Operations Module Center, you can access the Report List.

You can also access the following reports specific to Operations:

- Bunker Invoices Summary
- Bunker Inventory/Accruals
- Cargoes Loaded/Discharged
- Check Voyage P&L (Actual/Estimate)
- Commission Summary
- Demurrage Summary
- Fixture Cargo Summary
- Freight Summary
- General Operations Report:
  - General Operations Report
  - Port Operations Report
  - Sea Operations Report
  - Vessel Position Report
  - Off Hire Report
- On/off Hire Summary
- Operations Receivables
- Lightering Performance Report
- Multi-Voyage P&L
- Performance Analysis Report
- Port Expenses Summary

- Port Expenses Rebillable Summary
- Port Production Report
- TCE Summary
- Utilization Report
- US Army Corps of Engineers Report
- US Inland Waterway Tax Report
- US Annual State Tax Report
- Vessel Position Report
- Vessel Position Report (External)
- Voyage Bunker Report
- Voyage Freight Summary
- Voyage P&L Summary
- Voyage P&L N/S Summary
- Voyage Validation Summary
- Voyage Weekend Report

Bunker Management

If you have not purchased the separate Bunker Management module, you can work with bunkers from the Voyage Manager.

To access Bunker Management, click ![icon] Operations and click a link under the **Bunkers** heading.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

About Bunker Management

IMOS Bunker Management adds support for a centralized department for bunker procurement. Workflow between voyage Operators, vessels (via Veslink), and the Bunker Department is managed electronically, ensuring rapid response times, and procurement details are tracked in a centralized database for accurate reporting and analysis of performance. Using the lists and reports provided by Bunker Management, you can:

- Generate Bunker Forecast Reports to quickly see fleet requirements and opportunities for multi-vessel purchases, improving your position in vendor price negotiations.
- Use role-based workflows to automate bunker request and procurement processes.
- View and report on historical information, so you can use it for future purchases.
- Set User and Group Security rights for each form and list.

Related FAQs

For more information, see the following Bunker Management FAQs:

- FAQ - Bunker Consumption for Cargo Heating
- FAQ - Bunkers Inventory-Accruals Report
- FAQ - Financial Setup - Rebilling and Bunker Invoices

Bunker Management Workflows

Bunker Management supports alternate workflows depending on organizational needs, individual preferences, and situational variations. The following workflows assume that bunker requirements are generated by vessel Operators; they can be processed by a specialized Bunker Department. At a high level, bunker workflow options include the following:

- Work with or without a specialized Bunker Department.
- Use Bunker Alerts to coordinate Operations and Bunker Desk work processes.
- Create a Bunker Requirement, then Bunker Inquiries, then a Purchase Order, then an Invoice.
- Create a Bunker Purchase from scratch before entering a Requirement or operational quantities, and manually bind the

invoice to the physical liftings.

- Create a Bunker Invoice from scratch before entering a Requirement, a Purchase, or operational quantities, and manually bind the invoice to the physical liftings.
- Optionally capture details for each fuel type lifted, including benchmark prices, cancellation fees, test requirements and results, and claim information.

Administrator Tasks

1. Install the Bunker Management license.
2. Log on, set Security rights for Administrators and other IMOS users, and log out.
3. Log on again and enter the Bunker Settings.

Typical Operator-Only Workflow

- Enter a new Bunker Requirement; the Request Status is **Preliminary**.
- Record one of more vendor price inquiries and set the Procurement Status to **In Process**.
- Order the bunkers and set the Procurement Status to **Completed** and the Purchase Status to **Ordered**.
- After the vessel lifts the bunkers, update received quantities and lifting details; the Purchase Status is **Lifted**.
- Create and process the payable Bunker Invoice; the Purchase Status is **Invoiced**.

Typical Operator-Bunker Department Workflow

Operator	Bunker Manager
1. Create a Bunker Requirement from the Bunkers form in the Voyage Manager. Leave the Request Status as **Preliminary** to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
	2. Use the Bunker Requirement List to see preliminary and confirmed bunker requests. Sort the list in order of Vessel ETA or Bunkering Window From and process requests in date priority order.
	3. Open an individual Bunker Requirement to view requirement details. Set the Procurement Status to **In Process** to help track your work. Make vendor inquiries for one or more ports and record the details.
4. Monitor the Procurement Status of your requests in the Bunker Requirement form. Set the Request Status to **Confirmed** to tell the Bunker Manager that the bunkers can now be ordered.	
	5. To record a bunker purchase, open the Bunker Requirement, select the vendor inquiry, and set its Status to **Ordered**. Track the progress of individual inquiries in the Bunker Purchase List. When all orders have been placed, set the Bunker Requirement Procurement Status to **Completed**.
6. Enter the bunkers received by the vessel in Port Activities or Activity Reports in the Voyage Manager.	
	7. Update lifting details in the Bunker Purchase form; the Purchase Status is **Lifted**.
	8. From the Bunker Purchase form, create and process the payable Bunker Invoice; the Purchase Status is **Invoiced**.

Alternate Operator-Bunker Department Workflow

If only one Inquiry is to be recorded per Bunker Requirement, an alternate Bunker Management workflow can be configured. In

this scenario, the Bunker Specialist uses the Bunker Lifting List as the primary interface for managing purchases. To facilitate this model of use, a Bunker Inquiry is automatically generated for each new Bunker Requirement, with inquiry quantities set to the requested quantities. As a result, this list shows one row per fuel type requested, as soon as the bunkers are requested. This alternate workflow can be outlined as follows:

Operator	Bunker Manager
1. Enter a new Bunker Requirement from the Bunkers form in the Voyage Manager. Leave the Request Status as **Preliminary** to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
	2. When the Bunker Alert automatically notifies your department of the new Requirement under your responsibility, open the Bunker Requirement from the Bunker Alert List and accept the alert. You are automatically recorded as the responsible Bunker Manager. You can add more inquiries to a Requirement.
	3. Print the Bunker Slip Report for the Bunker Requirement and use it to record inquiry information from one or more bunker vendors. This report lists information for each bunker vendor servicing the proposed bunker port. Record inquiry results on the paper copy and enter information in IMOS for the selected vendor only.
	4. Open the Bunker Lifting List and select the row corresponding to the Bunker Requirement. The Bunker Purchase form appears in the lower half of the list, and the fuel type tab for the selected list row appears.
	5. Update the Bunker Purchase form to include order information for the selected vendor. A P.O. Number is automatically generated when the purchase status is set to Ordered.
	6. Update details for each ordered bunker type in the Bunker Purchase form and create the Bunker Invoice when it is received from the vendor.

Bunker Settings

You can set two Bunker Settings:

- Operations Lists Settings
- Bunker Purchase Types

Operations Lists Settings

Begin by setting options for the Operations Lists.

1. On the Operations Module Center, click **Operations Lists Settings**.
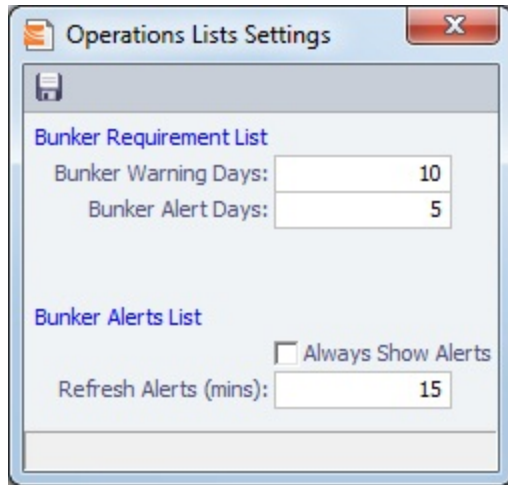
2. For the Bunker Requirement List, enter the number of days before bunkering Window From time that you want requirements to be highlighted:
    - **Bunker Warning Days**: Requirement rows turn yellow.
    - **Bunker Alert Days**: Requirement rows turn red.
3. To have the Bunker Alert List appear automatically, select the check box. Then enter the number of minutes between refreshes.
4. To save the information, click .
5. To close the form, click .

Bunker Purchase Types

You can configure a list of the possible Bunker Purchase Types that can be selected on the Bunker Purchase Form.

1. In the Operations Module Center, under Setup, click **Bunker Purchase Types**.
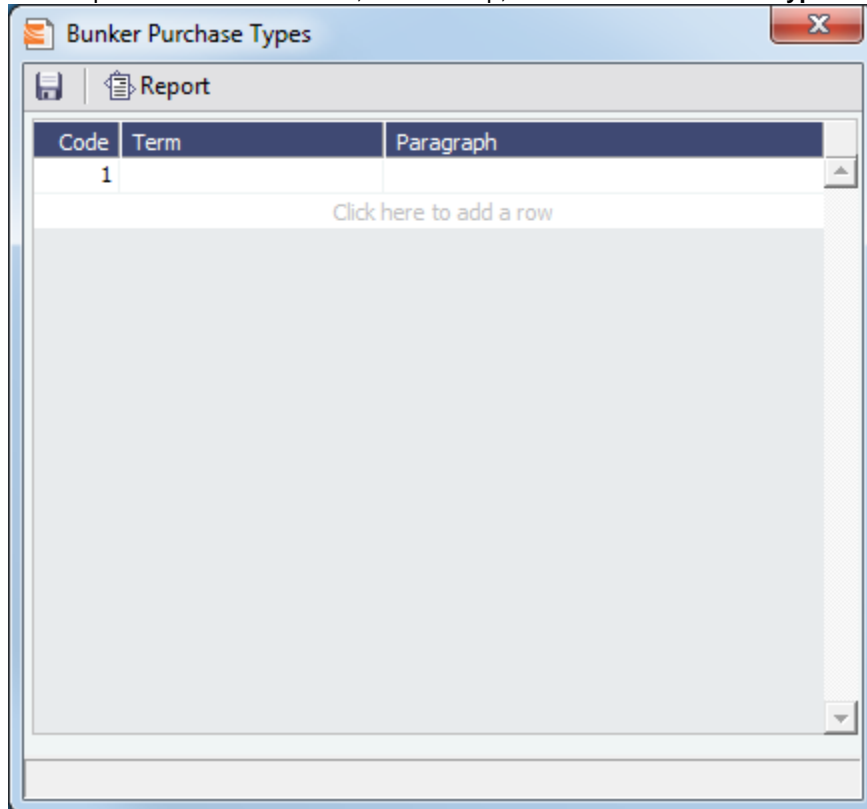
2. For each Bunker Purchase Type, enter a **Term**; you can also describe it in a **Paragraph.** A sequential **Code** appears automatically.

3. To save the information, click save .

4. To close the form, click close .

Bunker Requirement

The Bunker Requirement communicates request information from the Operator to the Bunker Manager.

Security Module Rights for the Bunker Requirements form differentiate between Operator and Bunker Manager responsibilities by allowing editing for the appropriate fields.
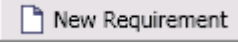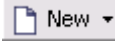
Note: Veslink provides a different form for entering bunker requirements.
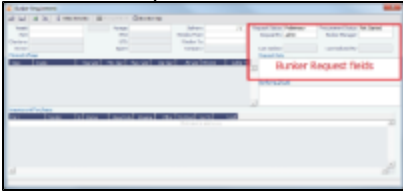
If a port call with a Bunker Requirement is changed, the Bunker Requirement remains linked to the new port call, but will have a Bunker Requirement Alert. If the port call is deleted, the Bunker Requirement is unlinked after the voyage is saved, and shows as unlinked in the Bunker Requirement List. An unlinked Bunker Requirement can be linked to a different port call or canceled.

Operator

When you think you will need to bunker at a port, complete this form. To create a Bunker Requirement:

1. Do one of the following:
    - On the Bunkers tab of the Itinerary on the Operations tab of the Voyage Manager, right-click and then click **Bunker Requirement**.
    - On a detail tab of the Bunkers form for a voyage, right-click and then click **Bunker Requirement**.
    - On the Bunkers form for a voyage, click .
    - On the Bunker Requirement List, click .
    - On the Bunker Purchase List, click and then click **New Bunker Requirement**.
    - On the Operations Module Center, under Bunkers, click **Requirement**.
2. If you opened the Bunker Requirement form from a voyage, information about the vessel and voyage appears. If you opened it from the Operations Module Center or from a list, select the **Vessel**, **Voyage**, and **Port**. The initial Request Status is **Preliminary**, and the initial Procurement Status is **Not Started**.
3. Complete the following fields:
    - **Request Note**: If you want to communicate with the Bunker Manager.
    - **Window From** and **Window To**
    - Under **Planned Liftings**, for each Bunker Type required, any of the following:
        - **Req Qty**: The Request Quantity defaults to the same value as the quantity planned for the voyage in Operations.
        - **Opr Qty**: The planned or received quantity, from the voyage Bunkers form. It is used in Voyage Manager calculations.
        - **Min Qty** and **Max Qty**: The minimum and maximum to be lifted.
4. To save the form, click save . It appears on the Bunker Requirement List.
5. To close the form, click close .
6. When you want the Bunker Manager to order the bunkers, set the **Request Status** to **Confirmed**.

Bunker Manager

After opening a Bunker Requirement from the Bunker Requirement List, follow these steps.

1. Complete the following fields:
   - **Bunker Manager**: Select yourself or another user to process the requirement.
   - **Procurement Status**: Change to **In Process**. You can filter the Procurement Status column in the Bunker Requirement List to find Bunker Requirements by status.
2. To save the form, click .
3. Inquire about different ports and vendors. In the **Inquiries and Purchases** table, click to add a line for each vendor inquiry. As you gather the information, complete the following fields:
   - **Vendor**: If you complete the Ports Serviced form for each bunker vendor in the Data Center Address Book, vendors recorded as servicing the port appear at the top of the Vendor selection list.
   - **Fuel Qty**
   - **Fuel Base** price
   - Any other **Barging**, **Cost**, and **Tax %** information
4. Do the following:
   a. If you want to track additional details about an inquiry, right-click the line and click **Inquiry Details** to complete the Bunker Inquiry Details form.
   b. If you want to leave instructions or notes about the bunker delivery, enter **Bunkering Details**.
   c. If the inquiry specifies a port other than the main port for the Bunker Requirement, you can add an inquiry to the Bunker Requirement form of the other port. In the Inquiries and Purchases table, right-click the port and click **Link to Other Parent Port**. Selecting a port causes the inquiry to be copied to the Bunker Requirement form for that port.
   d. After you negotiate with vendors and order the bunkers, in the Inquiries and Purchases table, select the **S** check box to select the vendor. The Status of the inquiry changes to **Ordered**.
   e. A message asks if you want to create a Bunker Invoice. Do one of the following:
      - If you want to create an invoice now, click **Yes** and complete the Bunker Invoice form. After you create an invoice, the Status of the inquiry changes to **Invoiced**.
      - If you do not want to create an invoice yet, click **No** and set the inquiry Status to **Ordered**. You can create an invoice later.
   f. Set the **Procurement Status** to **Ordered** and enter a **Delivery Date**.
5. If you did not already create a Bunker Invoice when you selected the vendor, you can create a Purchase Order and/or a Bunker Invoice:
   - To create a Purchase Order, right-click the selected inquiry line and click **Purchase Order**.
   - To create a Bunker Invoice, right-click the selected inquiry line and click **Create Invoice**.
6. After creating the Bunker Invoice, change the **Procurement Status** to **Completed**. The Status columns in the Bunker Requirement List are updated, and the Status of the inquiry in the Inquiries and Purchases table changes to **Invoiced**.

Bunker Alert List

Bunker Manager
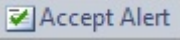
Bunker Alerts notify you of new or changed Bunker Requirements. An Alert appears when an Operator creates, modifies, or cancels a Bunker Requirement. Security rights to access the Bunker Alert List must be set in the Data Center.

The Bunker Alert List can be set to refresh and display automatically at a specified time interval. The list only appears if there are unaccepted alerts. In Operations List Settings, in the Bunker Alerts List section, select the check box and enter a Refresh Interval in minutes.
To use the Bunker Alert List:

1. On the Operations Module Center, under Bunkers, click **Bunker Alert List**.
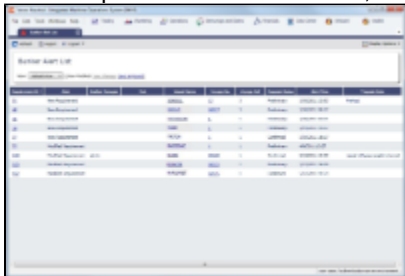
2. To remove an Alert from the list, open the Bunker Requirement and do one of the following:
   - To accept a new Bunker Alert, click . You are recorded as the Bunker Manager for the Bunker Requirement.
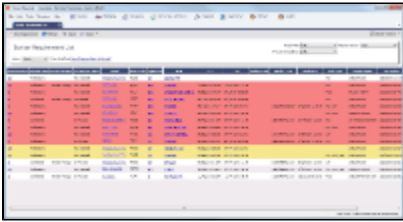   - To work with an Alert you have already accepted, view the Bunker Requirement and save it.

Bunker Requirement List

Bunker Manager

This is the primary work list for processing Bunker Requirements. Bunker Requirements might come from Operators or from vessels, through Veslink. You can use this list to see the bunkers that will be needed for upcoming voyage itineraries.

To open the Bunker Requirement List, on the Operations Module Center, under Bunkers, click Bunker Requirement - **List**. Rows are highlighted according to the Bunker Settings:

- **Yellow** = Requirements within the Bunker Warning Days
- **Red** = Requirements within the Bunker Alert Days

To create a work list, create a View that has the columns you want to see, and exclude other Bunker Managers, so you see only your own work. For more information on lists, see Lists and the *IMOS6: Lists* tutorial.

To have the most critical requirements appear at the top of the list, sort by the ETA column or the Window From column. You can open the Voyage Manager to find other information. To open a Requirement, click the Requirement ID.

Operator or Vessel

You can use this list to check on the status of a Bunker Requirement.

Bunker Invoice

IMOS supports alternate workflows to support different business situations. For example, you can create a Bunker Invoice before a Bunker Requirement or Inquiry has been entered, or before knowing the operational lifting quantities. If you like, you can bind the invoice to a bunker purchase or to the operational quantity at a later time. To support this flexibility, IMOS provides a number of ways to create a Bunker Invoice.

1. To create a Bunker Invoice, use one of these methods:
    - On the Bunker Requirement form, right-click the selected vendor inquiry line and click **Create Invoice**.
    - On the Bunkers form from the Voyage Manager, under Bunker Liftings, right click the line and click **Create Bunker Invoice**.
    - On the Invoices tab of the Voyage Manager, click the Create Invoice link.
    - In the Operations Module Center, under Bunkers, click **Bunker Invoice**.
    - Create the invoice in Financials, on the Create Invoices List.

2. On the Bunker Invoice, complete at least these required fields:
    - Vendor
    - Vessel
    - Voyage No.
    - Invoice No.
    - Invoice Date
3. Complete other relevant fields, such as the Type, Grade, Quantity, and Price.
   Payment terms are linked to the Delivery Date.

If bank options are configured for the selected Bunker Vendor, you can select them, and the selected bank option populates the Remittance Bank field.

4. To save the information, click ![save icon].

5. To close the form, click ![close button].

Binding a Bunker Invoice

You can create a Bunker Invoice before a Bunker Requirement or inquiry has been entered and then bind the invoice to a bunker purchase later. In another case, you might create a Bunker Invoice before knowing the operational lifting quantities. Again, you can bind the invoice to the operational quantity at a later time.

Binding an Inquiry to an Invoice

When you create an invoice independent of a vendor inquiry, you can later associate the invoice with the purchase.

1. Open the Bunker Requirement form.
2. Right-click the selected line and click **Bind to Bunker Invoice**.
3. In the Bunker Invoice, click ![open icon] and retrieve the invoice.
4. To save the information, click ![save icon].

Binding a Lifting to an Invoice

To associate an invoice with the quantity lifted, as recorded in the Voyage Manager, follow these steps.

1. Open the Bunkers form from the Voyage Manager.
2. In the Bunker Liftings table, right-click the line and click **Bind Bunker Invoice**.
3. In the Bunker Invoice, to save the information, click ![save icon].

Bunker Purchase

When a Bunker Inquiry is created, IMOS creates a Bunker Purchase. You can also create one from the Operations Module Center: under Bunkers, click **Bunker Purchase**.

The Bunker Purchase form presents a consolidated interface for data for every bunker purchase, including the purchase type, purchase number, order date, and user who placed the order. A grid interface provides the cost breakdown as ordered and as invoiced, with the amounts prorated for each fuel type purchased. General, Products, and Barges Port Remark fields can be captured and displayed on all purchases for that port.

Fuel tabs capture detailed information for every fuel type purchased. Fields capture cancellation fees, benchmark pricing, barging details, bunkering times and rates, pre-delivery and post-delivery test results, delivery terms, and bunker-related claim information.

Bunker Purchase List
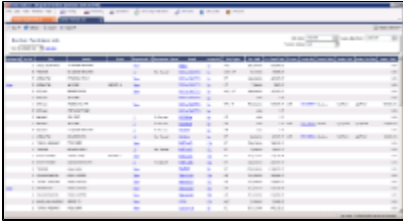
The Bunker Purchase List includes all Bunker Inquiries and Purchases, one per row, of any status.
To open the Bunker Purchase List, on the Operations Module Center, under Bunkers, click **Bunker Purchase List**.
For most bunker specialists, the Bunker Purchase List will function as the primary work list for managing the bunker purchase

process; you can:

- Filter this list to manage all active inquiries and orders.
- See completed purchases and add purchase details.
- See historical data regarding inquiries and purchases per port, per vendor, or per fuel type, to compare costs and performance at different ports and with different vendors.

To open a Bunker Purchase form, click its link in the Purchase No. column. An option can be configured to show the Bunker Purchase Form for the selected row in a second frame below the list.

Bunker Lifting List
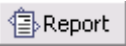
The Bunker Lifting List shows details that are entered in the Bunker Purchase form for each bunker type lifted. It has a separate row for each non-zero quantity fuel type on a purchase form. The primary purpose of this list is to view and report on bunkering details pertaining to each fuel lifting. Purchase and requirement information is also shown in this list, making it usable as the primary work list for those who prefer this view to the Bunker Purchase List.

This list and the accompanying Bunker Purchase dataset can be used to track and report on commercial, operational, and inspection information, such as benchmark pricing, bunkering times, and test results.

Access to Bunker Liftings is controlled in the IMOS Security settings. To see this list, Module Rights must be granted for Operations > Bunkers > Bunker Liftings.

Reporting from Lists and Datasets

The Bunker Requirements and Bunker Purchase Lists include a large amount of data for reporting.

- To create a report of the columns displayed in one of the lists, click ![Report] .
- Information for both lists is also provided in reporting datasets, available in the Report List. To open the Report List, do one of the following:
  - On the Lists menu, click **Reports**.
  - On the bottom right corner of any module center, click **Report List**.

You can create a variety of reports from these datasets.

Bunker Forecast Reports

Bunker Forecast Reports show future ports, estimated arrival dates, projected arrival bunkers, and low bunker warnings for all voyages scheduled in IMOS. Using the Vessel Position Report dataset, you can create a variety of reports with this information. For example, if a Bunker Department assigns responsibilities based on Voyage Region, Bunker Forecast Reports can be grouped by Voyage Region and sorted by Estimated Arrival Date, so each Bunker Manager can look ahead and see when and where bunkers will be required.
The Vessel Position Report dataset includes the following fields that can be useful in creating Bunker Forecast Reports:

- **Bunker Warning**: Which, if any, fuel types are low on arrival, based on configured vessel safety margins.
- **ETA**
- **Port**
- **Vessel Name**
- **Voyage Number**
- **Arrival ROB**: Arrival bunkers of all fuel types for the vessel.

- **Bunker Requirement ID**: The ID of any requirement already entered for that port.
- **Bunker Request Quantity**: The quantity per fuel type requested for that port.
- **ETD**

Market Data and Market Data Summary

You can track current and future bunker rates using links available on the Operations Module Center.

- To enter information, click **Market Data**.

On the Market Data form:

1. Select the **Market** and **Symbol**.
2. Enter the **Date**. Future Rate Periods appear below.
3. Enter **Future Rates**.
   Note: If you have a bunker market data feed, this information comes in automatically.

4. To save the information, click ⬚.

To see a summary of Daily Data or Historical Data, click **Market Data Summary** and select the **Bunker Market**.

Demurrage and Claims

With the Demurrage and Claims module, you can manage both Demurrage Claims and other types of Claims. This module supports the business needs of marine Demurrage Specialists with tools to track and improve Claims performance and limit Demurrage exposure to loss.

This section describes both the new, multi-tab Laytime Calculator and the original, single-tab Laytime Calculator.

 Demurrage and Claims

To access the IMOS Demurrage and Claims Module Center, click its button.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Demurrage and Claims FAQs:

- FAQ - Determining Time Bar Date and Target Date

Demurrage

IMOS handles demurrage and despatch, and demurrage contract terms. The Laytime Calculator works with the activities recorded in the voyage, across multiple ports and cargoes, whether or not laytime is reversible. Port Activities must be coded in the Data Center for laytime, so the Laytime Calculator knows how time counts toward demurrage.

Demurrage Workflow Types

IMOS supports two different types of workflow. Depending on your configuration, you can access the Laytime Calculator and demurrage-related options using one of these methods:

- Demurrage Specialists, who work in a Demurrage Department, handle only Demurrage, and have to coordinate the work between Operations, Demurrage, and Chartering, have additional tools available from the Demurrage and Claims Module Center.

  Click ![icon] Demurrage and Claims to open the Demurrage and Claims Module Center, which also includes the Demurrage Summary.

- Operators who are responsible for handling Demurrage can access the Laytime Calculator from the Operations Module Center or the Voyage Manager.

Steps for Demurrage

1. When a cargo handling operation is completed, <u>Create</u> links appear in the following lists; click a link to begin creating a calculation.
   - Demurrage Summary
   - Voyage Manager Invoices tab
   - Financials Create Invoices List
     Alternatively, begin from a Demurrage Claim, from the Demurrage Summary.
     Note: With the single-tab Laytime Calculator, you can also begin from the Laytime Calculation Control.
2. Set up the calculation using the New Laytime Calculation Setup form (or the single-tab version).
3. Enter activities and calculate using the Laytime Calculation (or the single-tab version).
4. Depending on the calculation:
   - If no demurrage is due, set the **Status** to **No Demurrage**.
   - If demurrage is due, after negotiations, set the **Status** to **Settled** and enter the **Settled Amount**. IMOS handles the invoicing.

Owner

You can calculate if demurrage is due as soon as an operation is completed:

- If laytime is not reversible, after each cargo is loaded or discharged
- If laytime is reversible, after the last cargo is discharged

Charterer

You might not do a calculation until you receive a Demurrage Claim from the Owner. However, if you have the opportunity to rebill suppliers or receivers at each port, you can create a calculation for each and evaluate it.

FOB/Delivered Cargo

If you are billed for demurrage for FOB/delivered cargo, you can complete an FOB/Delivered Cargo form as the basis for the demurrage calculation and claim. If you have the opportunity to rebill suppliers or receivers, you can use the same Port Activities for the rebill calculations.

Demurrage Setup

If you want to use the Demurrage workflow, before you do the Demurrage setup, we work with you to understand and implement your rules.

To use Demurrage, set up Demurrage options on the following forms:

- Port Activities for Laytime Calculations
- Voyage Templates
- Claims Lists Settings
- Claim Actions

Port Activities for Laytime Calculations

To have a Port Activity imported into a Laytime Calculation, it must be specified on the Port Activities form.

1. In the Data Center, under Ports and Areas, click **Port Activities**.
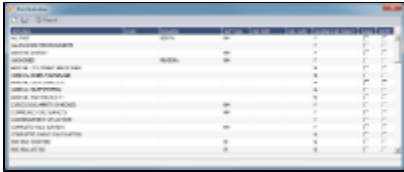
2. In the **Laytime Calc Import** column, for each Port Activity, select whether to include the Activity in the Laytime Calculation.
    - **Y** = Yes
    - **N** = No
3. Click to save and to close the Port Activities form.

Claims Lists Settings

You can set the following default values, to be used in Laytime Calculations. These defaults appear on the Claim tab of the multi-tab

- **Default Time Bar Days**: Used to calculate the Time Bar Date, the date by which the Demurrage Claim must be made.
- **Default Target Days**: Used to calculate the Target date, the date by which you would like to have the Demurrage Claim completed.

You can change these values on the Laytime Calculation.

1. In the Demurrage and Claims Module Center, click **Claims Lists Settings**.
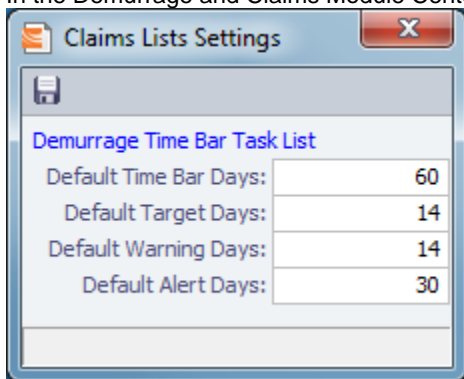
2. On the Claims Lists Settings form, enter the **Default Time Bar Days** and **Default Target Days**.
3. Click to save and to close the form.

Claim Actions

Claim Actions are used to record Claim processing activities. You can add each step in your process as a Claim Action. In the Claim, as you finish an action, you select the action in the **Last Action** field, so you always know where the Claim is in the process. You can then use the Last Action to sort the Demurrage Summary and the Claim List.

1. In the Demurrage and Claims Module Center, click **Claim Actions**.
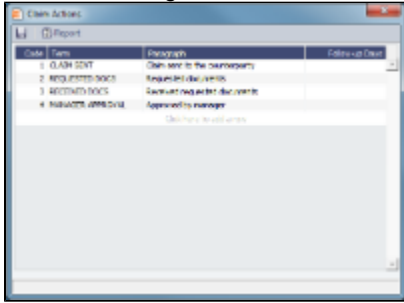
2. On the Claim Actions form, enter a **Term** and a **Paragraph** to describe it.

3. Click to save and to close the Claim Actions form.

Demurrage and Laytime Options in Chartering

Select these options on the Pricing Tab of a COA or a Cargo.

- Demurrage Rate Table
- Laytime Hours Rate Table

Demurrage Rate Table

- To use a Flat Rate for Demurrage, select **Flat Rate** and enter **Load** and **Discharge Demurrage** rates. **Despatch** rates default to half the Demurrage rates, but you can change them.
- To use hourly rather than daily rates, select the **Hourly** check box.
- To have total laytime considered together, so that a vessel that overdraws on one port can make it up on another, select **Reversible All Ports**.
- To use a Demurrage Rate Table to determine the demurrage rates based on the deadweight of the vessel (the bigger the vessel, the higher the cost), select **Scale Table** and select the table in the **Table** field below.

To edit the Rate Table, click **Edit Table**. Rate tables are defined in the Data Center.
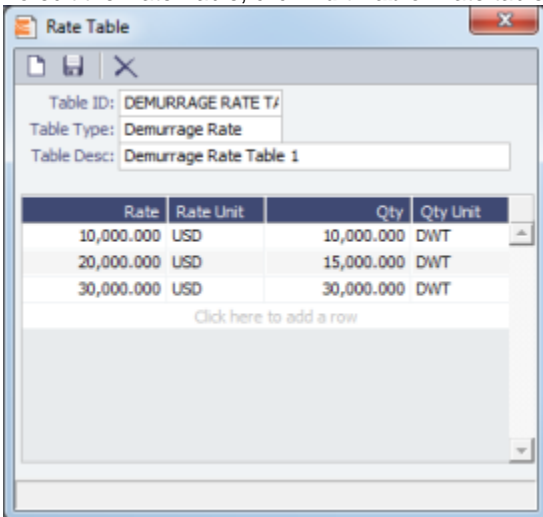
Laytime Hours Rate Table

- To use a Flat Rate for Laytime Hours, select **Flat Rate** and enter the **Laytime Allowed and TT Hours**.

- To use a Laytime Hours Rate Table to determine the laytime hours based on cargo BL quantity, select **Scale Table** and select the table in the Table field below.

To edit the Rate Table, click **Edit Table**. Rate tables are defined in the Data Center.
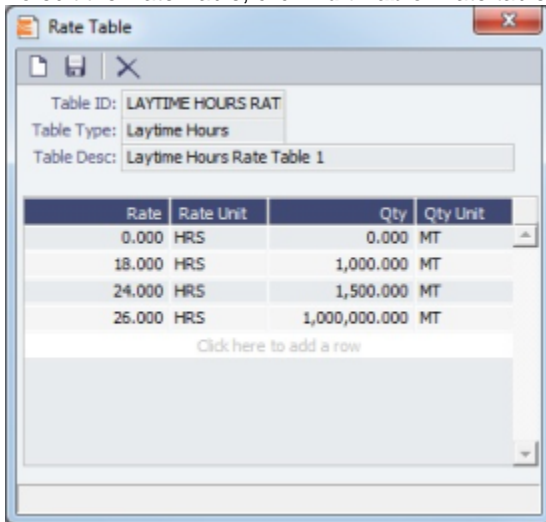
Creating a New Rate Table

To create a new Rate Table:

1. In the Data Center, under Charter Party terms, click **Rate Tables**.
2. Enter a **Table ID**.
3. IMOS asks if you want to create a new table; click **Yes**.
4. Select a **Table Type** and enter a **Description**.
5. Enter at least one **Rate** and then click 💾. (Otherwise IMOS thinks you are looking up a rate table and clears the form.)
6. Column labels are standard for all rate tables; enter the following information:
   - Demurrage Rate Table:
     - Rate: Enter the daily or hourly **Rate**.
     - Rate Unit: Enter the **Currency**.
     - Qty: Enter the **Deadweight**.
     - Qty Unit: Enter the **Deadweight Unit (MT)**.
   - Laytime Hours Rate Table Rate Table:
     - Rate: Enter the **Rate**.
     - Rate Unit: Enter the **Rate Unit** (**HRS**).
     - Qty: Enter the cargo **BL quantity**.
     - Qty Unit: Enter the **Quantity Unit** (**MT** or other unit).
7. To save the table, click 💾.

Estimated Demurrage

You can enter estimated demurrage to make the P&L projection more accurate. When the actual demurrage is entered, it overrides this amount.

1. On the Voyage Manager, click 🕐 Laytime ▾ and then click **Estimated Demurrage**.
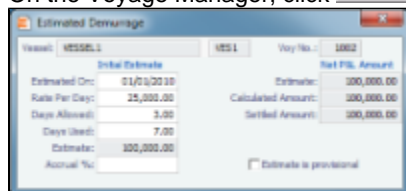
2. Enter the **Estimated On** date, **Rate Per Day**, **Days Allowed**, and **Days Used**.
   IMOS calculates an Estimate of the Demurrage amount. The Estimate is used on the Voyage P&L until your first Demurrage calculation.

For a Tanker, if **Days Used** is less than **Days Allowed**, the amount is 0, unless **Allow Despatch** is selected on the Vessel form.

3. You can enter an **Accrual %** to have the Voyage P&L reflect the percentage you expect to be collected.
4. If you want to include an estimated value for Demurrage in the Voyage P&L, select the **Estimate is Provisional** check box. Then the value of this Estimate is used in the Actual column until it is superseded by calculated and settled amounts; when you enter any actual amounts, they are subtracted from it.

   For example, if the Estimate value is $100,000, and you then enter an actual amount of $50,000, the Voyage P&L shows $50,000 provisional and $50,000 actual. If you enter another $60,000 actual, the Voyage P&L shows $110,000 actual and no provisional Demurrage.

   When the calculation status is Settled, the Agreed Amount is included in the Voyage P&L. When the status is No Demurrage or Canceled, no demurrage or despatch is included in the Voyage P&L.

   When all Demurrage calculations are done and Claims are created, clear this check box, so that only calculated and settled amounts are represented in the P&L.

   If this check box is not selected, the estimated demurrage amount is included until the first Laytime Calculation amount is included.

5. To close the form, click . IMOS asks if you want to save; click **Yes**.
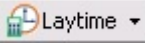
The Estimated Demurrage Amount appears on the P&L tab of the Voyage Manager.

Multi-Tab Laytime Calculator

Note: If you are using the original, single-tab Laytime Calculator, see Single-Tab Laytime Calculator.

Calculations created in the single-tab Laytime Calculator always open in it.

New Laytime Calculation Setup

1. To set up a Laytime Calculation, use one of these methods:
   - On the Voyage Manager, click and then click **Laytime Calculation**.
   - On the Demurrage Summary, click and then click **New Laytime**. Enter the **Vessel** and **Voyage**.
   - On the Demurrage Summary, Voyage Manager Invoices tab, or Financials Create Invoices List, click the Create link.
   - In the Demurrage and Claims Module Center, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.
   - On the Vessel Schedule, right-click the voyage bar and click **Laytime Calculator**.
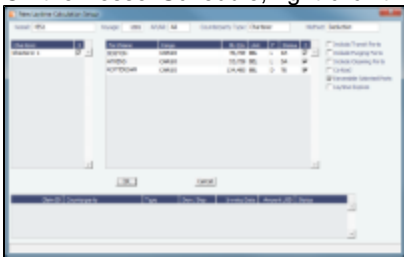
2. On the New Laytime Calculation Setup form, check that the following values are entered, or enter them. Any existing demurrage calculations for this voyage appear in the table at the bottom.
   - Vessel
   - Voyage
   - AP/AR
   - Counterparty Type
   - Method: Deduction or Time Counting
3. In the Counterparty and Port/Cargo tables, all options are selected. To exclude an option from the calculation, clear its check box in the **S** column.
4. Select any of the following check boxes:
   - **Include Transit Ports**: To include transit port times in the Laytime Calculation.
   - **Include Purging Ports**: To include purging port times in the Laytime Calculation.
   - **Include Cleaning Ports**: To include cleaning port times in the Laytime Calculation.
   - **Co-load**: To include the Co-load counterparty.
   - **Reversible Selected Ports**: To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next. You must also select the **Reversible All Ports** check box in CP Terms Details.
   - **Laytime Expires**: To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used). Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.

5. Click **OK**. The Laytime Calculation form opens.

Laytime Calculation

The Laytime Calculation form includes the Vessel, Voyage, and Voyage Fixture information. It has three tabs:

- **Calculation tab**: Port Activities appear on a separate tab for each port call. You can import and/or add Port Activities. The type of Port Activity list depends on the calculation method:
  - **Deduction method**: The calculation method typically used for tankers: Each activity appears on one line with beginning and ending times. Deductions appear in a table below, with one line per deduction.
  - **Demurrage on Account** is a configurable option that supports incremental invoicing for Demurrage over the life of a voyage. This business process applies mainly to tankers, which can be on Demurrage for many months during a voyage. Enhancements to the IMOS Cargo form and the Deduction method of the IMOS Laytime Calculator support the creation of periodic and final on-account invoices for applicable voyages. Demurrage must be reversible to use this feature.
  - **Time Counting method**: The calculation method typically used for dry bulk vessels: All Port Activities appear in a single list; each activity appears on one line with From Date and Time, To Date and Time, Percentage that the time counts towards Demurrage, and Duration.

For a new calculation, you can select either of the two methods, using the one that fits the type of voyage or your preference. A calculation uses either one method or the other, but you can create another calculation of the other type. Old calculations open in the old Laytime Calculator.

- **Claim tab**: You can use the Claim tab to track the progress of the Demurrage Claim.
- **Notes tab**: On the Notes tab, you can enter and track notes about the Laytime Calculation.

Calculation Tab - Laytime Calculation

To create a Laytime Calculation, follow these steps:

1. When you complete the New Laytime Calculation Setup form, the Laytime Calculation form appears. You can also edit a Laytime Calculation from the Demurrage Summary; click its Edit link. Near the top of the Calculation tab, the Cargo grid shows the details of each Load or Discharge operation, including the Quantities, Load and Discharge Rates, Demurrage and Despatch Rates, and Allowed and Used times. The Laytime Calculator relies on this information to do the calculation. If any relevant information is missing, complete the fields.
   Note: The Quantity column shows the CP Quantity in blue until operational quantities are entered; they appear in black.
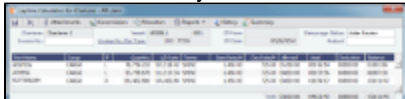
   Note: Multiple demurrage rates can be configured. To use them:
   a. Right-click the port to which you want to add tiered laytime and click **Demurrage/Despatch Rates**.

   b. In the Demurrage/Despatch Rate form, enter Up to (days) and Demurrage and Despatch Rates. Rules for calculating:
      - If the Demurrage/Despatch Rate form is populated, the rates entered there supersede whatever is entered in the port line for the entire laytime.
      - If only one demurrage rate is defined, it is used for the whole period.
      - If a rate is defined with the highest Up to date less than the demurrage time, that rate is used for all extra time. In the example above:
        - First 1 day = $10K/day
        - Next 6 days = $20K/day (even though it says up to 2 days; there is no higher amount)
        - Total = $130K
2. In the middle of the Laytime Calculation form is the Port Activities list, or Statement of Facts, which is the basis for laytime. Port Activities are shown in a separate tab for each port. An All Ports tab shows all activities in a single list. For each port,

time allowed and time used are automatically prorated, based on the total cargo quantities at the port.
To enter port activities, you can do any of the following:

- Import all the Port Activities entered in the Voyage Manager, so you do not have to enter the Statement of Facts again. Click the **Import Activities** button.
    - If a calculation has already been done, you can then select either *From existing Laytime Calculation* or **From Operations Port Activities**.
    Notes:
    - This is a copy of the Port Activities. Changes made here are not reflected back to the Operations module.
    - If you make any changes to activities and then import activities again, your changes are overwritten.
- Import Port Activities from the Voyage Template. Click the **Import Activities** button and then click **From Voyage Template**.
- Manually enter a local list of Port Activities in the Laytime Calculator. Click the last line or right-click to insert a line. Then select Port Activities for loading, discharging, and other functions.

    Port Activity lines are color coded. If you change the times, the colors do not update.
- **Pink** = Arrival at port.
- **White** = Either on time or on despatch.
- **Green** = Weekend/Holiday.
- **Yellow** = On demurrage.
- **Blue** = Laytime has expired; once on demurrage, always on demurrage.

    Deduction Method
    When you use the Deduction method and import activities, each main laytime-related activity appears on one line with beginning and ending times. Any activities that would deduct from the time used, based on their coding in the Data Center, appear in the Deductions table below, with one line per deduction.
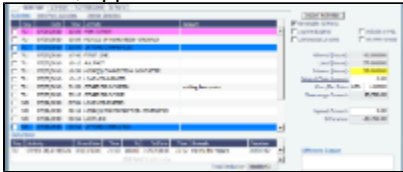
    Time Counting Method
    When you use the Time Counting method and import activities, all Port Activities appear in a single list; each activity appears on one line with From Date and Time, To Date and Time, Percentage that the time counts towards Demurrage, and Duration. You can edit these values.
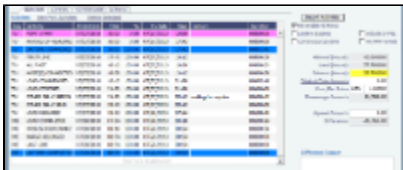
3. On the tab for a port, make any adjustments to activities to record those that are relevant to the calculation:
    - Insert activities: Click the last line or right-click and insert a line.
    - Delete activities:
        - For a calculation using the Deduction method, select activities and then click the <u>Delete Selected</u> link at the top of the list.
        - For a calculation using the Time Counting method, right-click the activity and then click **Delete**.
    - Adjust the **Date**, the **Time**, and/or the **Percentage** that any activity counts in the Laytime Calculation. Adjustments here do not affect the activities of the voyage.
    To see the original Port Activities form from the voyage, click the <u>View Port Activities</u> link at the top of the list.
    The Laytime Calculator calculates when Laytime commences and uses default percentages set according to the Action Type of each Port Activity, as defined in the Data Center, to determine the time used for each activity. The percentages are initially set as follows:

Port Activity Type	Action Type	Time to Count	Initial Laytime Deduction Percentage
Normal Event	NR	All time	100%
Interruption Event	IS = Interruption Start IE = Interruption End	All time between IS and IE	0%
Delay Event	DS = Delay Start DE = Delay End	All time between DS and DE	50%

4. Select any of the following check boxes:
   - **Reversible All Ports**: To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next.
   - **Laytime Expires**: To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used) and Demurrage starts. Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.
   - **Continuous Laytime**: To have laytime include the sea passages between ports, rather than only the cargo activities at the load and discharge ports.
   - **Include in P&L**: To manually control including the calculation in the Voyage P&L; it determines whether the Demurrage amount shows in the Actual column, and thus whether it accrues. This check box is automatically selected when the status is set to Preliminary or a later status. When the status is Settled, this check box cannot be cleared.
   - **HH:MM Format**: To display all time durations in this alternate to DD:HH:MM format.
5. Summary information for the selected port appears below the Port Activities.

   You can edit this information as well:
   - **Laytime Commenced** and **Laytime Completed** dates and times are automatically calculated, but you can change them.
   - **Counterparty Qty** pertains to the counterparty of this calculation; if there are cargoes for other counterparties, they are included in the **Total Qty**. The **Allocation Percent** pertains to the counterparty of this calculation. The quantities can be manually adjusted to change the allocation for **Used** and **Allowed** time.
   - **Allocated Used**, **Allocated Allowed**, **Minimum Allowed**, and **Balance** (Time Counting) or **Demurrage Time** (Deduction) fields summarize the times for the port.
   - **Apply allocation percent to rate** is available only for non-reversible cases and is for single-port Laytime Calculations. When this check box is selected, demurrage/despatch rates are prorated (instead of time) in the case of multiple cargoes being loaded/discharged at the port.
6. Select a **Status** and click ![save icon] to save.

Status	Comment	Default Value of Include in Voyage P&L check box	Invoice number generated after selected
New		Cleared	No
Estimated		Cleared	No
Under Review	When you create a Laytime Calculation from the New Calculation Setup form, this is its Status.	Cleared	No
Preliminary		Selected	No
In Progress	When the final amount is being negotiated, select this Status.	Selected	Yes
Dispute		Selected	Yes
Settled	The demurrage amount may change after negotiations. When the amount is settled, enter the amount in the **Agreed Amount** field, then select this Status. If the Agreed Amount is not entered, the calculated Claim Amount is used. When the calculation status is set to Settled, the invoice status is automatically set to Actual.	Selected	Yes
No Demurrage	After doing the calculation, if you determine that there is no demurrage, select this Status. IMOS does not look at it again, and no warnings appear.		No
Averaging	All laytime calculations for the counterparty are added up for the quarter. One final amount results and is applied to all the voyages.	Cleared	No
Withdrawn		Cleared	No
Canceled			No

Timebar		Cleared	No
Internal		Cleared	No

7. To print a Demurrage Invoice to send to the charterer, click ![Reports button] and then click **Invoice**.

8. Click ![save icon] to save and ![close icon] to close the Laytime Calculation. The Demurrage/Despatch amount appears on the Voyage Manager P&L tab, in the Actual column, overriding any Estimated Demurrage.

Claim Tab - Laytime Calculation
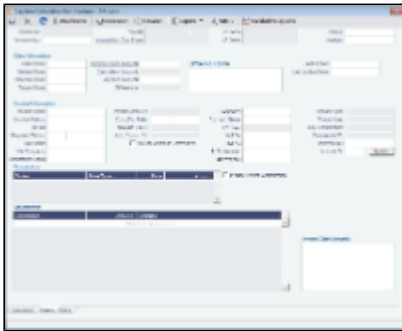
Claim Information

As you process the Claim, you can use this information to track its progress:

- **Time Bar Date**: This date is calculated, but it can be manually adjusted. It defaults from contract information on the Cargo form; if not there, IMOS looks at the Address Book record for the counterparty; if not there, it uses the system-wide default set on the Claims Lists Settings. The calculation is based on the number of days since the last port that is included in the Laytime Calculation.
- **Last Action** and **Last Action Date**: You can use these fields to record the actions taken for this claim.
- **Original Claim Amount**: If you receive a payable Claim and click the New Claim button in the Demurrage Summary to create that Claim, that is the Original Claim. Its amount appears here.

Invoice Information

- **Demurrage Status**: You cannot post a Demurrage Invoice if the Demurrage Status is In Progress, Canceled, Averaging, or No Demurrage. However, if the Demurrage Status is Settled, the Invoice Status on the Claim tab is changed to Actual.
- **Include Broker Commission**: To include the Broker Commission in the Demurrage Invoice. The Broker Commission percentage must also be entered.
- **Include Address Commission**: To include the Address Commission in the Demurrage Invoice. The Address Commission percentage must also be entered.
- **Accrual %**: The percentage of the current demurrage amount to accrue when Monthly Accruals are run. The Voyage P&L will always show the Actual amount for Demurrage (such as the agreed amount). However, the accrual will break it out into two separate line items to be posted, so you can post the percentage difference to one GL Code and the remaining balance to another GL Code, for example, for a Bad Debt. When cash is recorded against the Demurrage transaction in Financials, the percentage difference will balance back automatically when the next Monthly Accrual is run.

Notes Tab - Laytime Calculation

On the Notes tab, you can enter notes related to the Laytime Calculation.
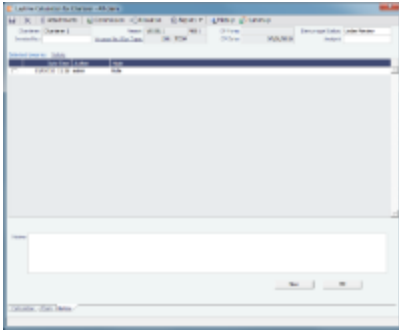
To create a new note:

1. If a note already appears in the Notes field, click **New**.
2. In the **Notes** field, enter the note.
3. Click **OK**. The note appears in the table above, with the Date and Time and your User Name as its Author.
4. To save the form, click .

You can edit or delete a note:

- To edit a note, click it in the list; it appears in the Notes field. Edit it and click **OK**.
- To delete a note, either click its check box and then click the [Delete] link or right-click the note and then click **Delete**.

Single-Tab Laytime Calculator

Note: If you are using the default, multi-tab Laytime Calculator, see Multi-Tab Laytime Calculator.

Calculations created in the single-tab Laytime Calculator always open in it.

Laytime Calculation Control

The Laytime Calculation Control lists all the existing Laytime Calculations. You can create a new calculation from it.

1. To open the Laytime Calculation Control, use one of these methods:
   - On the Voyage Manager, click .
   - On the Vessel Schedule, right-click the voyage bar and click **Laytime Calculator**.
   - In the Demurrage and Claims Module Center, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.
   - On the Demurrage Summary, click and then click **New Laytime**. Enter the **Vessel** and **Voyage**.
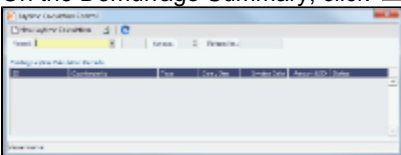
2. In the Laytime Calculation Control:
   - To open a Laytime Calculation, right-click the line and click **Details**.
   - To create a new Laytime Calculation, click and set up the laytime calculation.

New Laytime Calculation Setup (Single-Tab Laytime Calculator)

1. To set up a Laytime Calculation, use one of these methods:
   - On the Laytime Calculation Control toolbar, click .
   - On the Demurrage Summary, Voyage Manager Invoices tab, or Financials Create Invoices List, click the [Create] link.
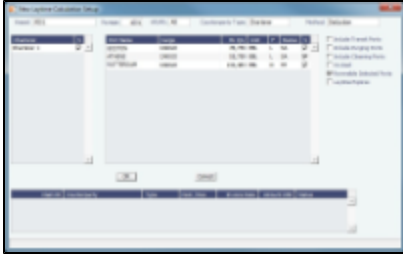
2. On the New Laytime Calculation Setup form, select the type of counterparty: **To Charterer**, **To Receiver**, **To Supplier**, or **To Owner** (for Operation Type Relet).
3. Select either **Single Customer**, to do one calculation per customer, or **Multiple Customers**, to do one calculation and distribute by quantity to multiple customers.
   In the Charterer Selection table, to change a selection to include in the calculation, enter **Y** for Yes or **N** for No in the **S** column.
4. Select either **Single Port/Single Cargo** to include only one port/cargo in the calculation or **Multiple Ports/Cargoes** to include all.
   In the Port/Cargo Selection table, to change a selection to include in the calculation, enter **Y** for Yes or **N** for No in the **S** column.
5. Select any of the following check boxes. You can also select these on the Laytime Calculation.
   - **Include Transit Ports**: To include a transit port time in the Laytime Calculation.
   - **Reversible Selected Ports**: To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next. You must also select the **Reversible All Ports** check box in CP Terms Details.
   - **Include Broker Commission**: To include the Broker Commission in the Demurrage Invoice.
   - **Include Address Commission**: To include the Address Commission in the Demurrage Invoice.
   - **Laytime Expires**: To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used). Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.
6. Click **OK**. The Laytime Calculation form opens.

Laytime Calculation (Single-Tab Laytime Calculator)

1. When you complete the New Laytime Calculation Setup form, the Laytime Calculation form appears. You can also edit a Laytime Calculation from the Demurrage Summary; click its Edit link.
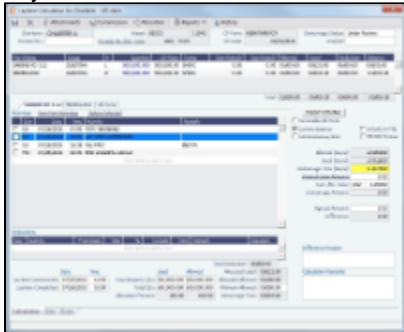
   The Laytime Calculation form includes the vessel, voyage, and Voyage Fixture information, as well as the **Allowed** time, **Used** time, **Balance** of time, and **Totals**.
2. The basis for laytime is the Statement of Facts, or Port Activities list. To enter port activities, you can:
   - Import the Port Activities entered in the Voyage Manager, so you do not have to enter the Statement of Facts again. Click the **Import Activities** button. If a calculation has already been done, you can select either **From existing Laytime Calculation** or **From Operations Port Activities**.
   **Note**: This is a copy of the Port Activities. Changes made here are not reflected back to the Operations module.
   - Create a local list of Port Activities in the Laytime Calculator. User-defined standard cargo activity sequences are used for loading, discharging, and other functions. These activities are displayed automatically. The standard activity lists can be modified by inserting new activities selected from the master Port Activities list.
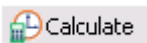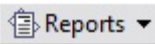
     Port Activity lines are color coded. If you change the times, the colors do not update.
   - **Pink** = Arrival at port.
   - **White** = Either on time or on despatch.
   - **Green** = Weekend/Holiday.
   - **Yellow** = On demurrage.
   - **Blue** = Laytime has expired; once on demurrage, always on demurrage.

3. On the Laytime Details tab, adjust the **Date**, the **Time**, and/or the **Percentage** that any activity counts in the laytime

calculation. Adjustments here do not affect the activities of the voyage.

4. On the Deductions tab, enter any adjustments in the **Deduction Description** and **Amount** fields.
5. Select any of the following check boxes:
   - **Reversible All Ports**: To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next.
   - **Include Broker Commission**: To include the Broker Commission in the Demurrage Invoice. The Broker Commission percentage must also be entered in the B Com % column for each port.
   - **Include Address Commission**: To include the Address Commission in the Demurrage Invoice. The Address Commission percentage must also be entered in the A Com % column for each port.
   - **Show Weekends/Holidays**: To have the Laytime Calculation display weekends and holidays (based on Laytime Terms) even without Port Activities. A green line indicates the weekend/holiday start and end.
   - **Continuous Laytime** To have laytime include the sea passages between ports, rather than only the cargo activities at the load and discharge ports.
   - **Laytime Expires**: To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used). Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.
6. In the Charterer table, distribute the percentage of the Demurrage or Despatch amount among the Charterers. Remember that positive numbers are deductions.
7. To calculate the demurrage amount, click [Calculate]. IMOS prorates the daily demurrage rate according to the laytime used.
8. To print a Demurrage Invoice to send to the charterer, click [Reports ▼] and then click **Print Invoice**.
9. Select a Status:
   - **Estimate**: When you create a Laytime Calculation, this is its Status.
   - **Preliminary**: When you want any estimated demurrage or despatch to be reflected in the voyage P&L, select this Status.
   - **In Progress**: When the final amount is being negotiated, select this Status.
   - **Settled**: The demurrage amount may change after negotiations. When the amount is settled, enter the **Settled Date**, and enter the amount actually paid in the **Settled CUR** field. Then select this Status and click [💾] to save. The transaction appears in Financials. Before it is posted, it can be adjusted with a miscellaneous invoice; after it is posted, it cannot be changed.
   - **No Demurrage**: After doing the calculation, if you determine that there is no demurrage, select this Status. IMOS does not look at it again, and no warnings appear.
   - **Averaging**: All laytime calculations for the counterparty are added up for the quarter. One final amount results and is applied to all the voyages.
   - **Canceled**: When you select this Status, select a reason: Withdrawn, Timebar, or Internal.
10. Click [💾] to save and [X] to close the Laytime Calculation.

When you close the Laytime Calculation Control, the Demurrage/Despatch amount appears in the Laytime Calculation Control and on the Voyage Manager P&L tab, in the Actual column, overriding any Estimated Demurrage.

Demurrage Summary

With the separate Demurrage module, on the Demurrage and Claims Module Center, you can access the Demurrage Summary. It is an overview of all outstanding Demurrage calculations.

1. In the Demurrage and Claims Module Center, click **Demurrage Summary**.
2. Select the **Claim Dates**, **Statuses**, and **Calculation Types** that you want to see.

3. From the Demurrage Summary, you can do any of the following:
   - To create a new Laytime Calculation, click [📄].
   - To edit a Laytime Calculation, click the Edit link in the **Action** column.

- To open a Demurrage Invoice, click its link in the **Invoice No.** column.

For more information on lists, see Lists and the *IMOS6: Lists* tutorial.

FOB Delivered Cargo

With FOB (Free on Board) or delivered cargo, you are not tracking a voyage or paying freight, just giving or receiving cargo in a port. Your only concern is if there is a Demurrage Claim at that port. You can create an FOB/Delivered Cargo as the basis for a Demurrage calculation and Claim. Depending on your contracts, you might be able to rebill suppliers and receivers. FOB/Delivered Cargoes appear in the Cargo List.

1. To create a new FOB/Delivered Cargo, do one of the following:
   - In the Demurrage and Claims Module Center, click **FOB/Delivered Cargo**.
   - On the Demurrage Summary, click [New ▾] and then click **FOB/Delivered Cargo**.
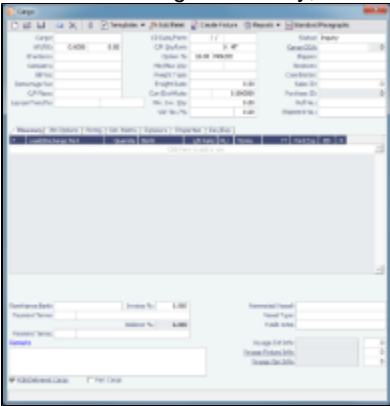
   - In the Chartering Module Center, open the Cargo form, select the **FOB/Delivered Cargo** check box in the bottom left corner, and complete the FOB/Delivered Cargo form.
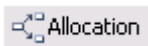
2. On the Cargo form, complete at least the required cargo information: **Cargo**, **Charterer**, **Load Port** and/or **Discharge Port**, **Window From**, **Window To**, and **Reference Vessel**.
3. Click 🖫 to save and [✕] to close the form.
4. On the Demurrage Summary, click the Create link to open the Multi-Tab Laytime Calculator to create a Laytime Calculation.

You might want to create a Laytime Calculation for a vendor and a supplier. When you click the **Import Activities** button, if a calculation has already been done, you can select **From existing Laytime Calculation**.

Demurrage Allocation

You can allocate a Demurrage amount to different internal business units.

1. On the Laytime Calculation, click [⬚ Allocation].
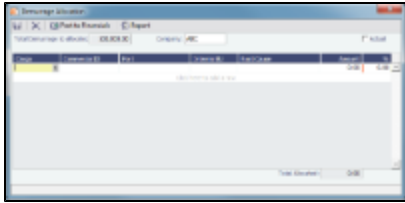
The **Total Demurrage** (or Total Despatch) amount appears at the top of the Demurrage Allocation form.

2. For each business unit:
    a. Select the **Cargo** from the list. IMOS enters the **Commercial ID** and **Port**.
       Note: If there is only one cargo, select the **Port**.
    b. Select the **Internal Business Unit** to which you want to allocate the revenue or expense.
    c. Select the **Root Cause** of the delay.
    d. Enter either an **Amount** or a **Percentage** of the Total Demurrage to allocate. IMOS completes the other field.
       The **Total Allocated** amount appears at the bottom of the form.
3. Click to save and to close the form. IMOS creates a Journal Entry to assign the correct percentages of the revenue or expense to the business units.

Demurrage Commission

You can create a Demurrage Commission Payment that is separate from the Demurrage Invoice.

1. On the Laytime Calculation, click .

The Demurrage Commission Summary appears, listing all the existing Demurrage Commission Payments. You can create a new payment from it.

2. In the Demurrage Commission Summary:

    - To open or create a Demurrage Commission Payment for any vessel, broker, or charterer, click to retrieve the information.
    - To open a Demurrage Commission Payment, right-click the line and click **Details**.
    - To create a new Demurrage Commission Payment:

    a. Click .

    b. On the Commission Payment, select the **Broker**. Line items appear.

    c. Enter an **Invoice Number** and click to save.

    d. To print an invoice, click .

    e. Click to save and to close the form.

Demurrage Reports

You can select the following reports from the list in the Demurrage and Claims Module Center:

- Demurrage Activity Report
- Root Cause Analysis
- Time Bar Report
- Cycle Time Report
- Outstanding Payable/Receivable Report (Summary)
- Outstanding Payable/Receivable Report (Details)
- Outstanding Payable/Receivable Report (Filtered)

Note: These are all the possible reports; depending on your configuration, you might not have all of them.

Reports reflect the calculation method, so the Port Details report, when using the Deduction method, looks like a calculation.

Claims

The Demurrage and Claims module supports custom claims of types other than Demurrage. You can set up Claim Types, such as cargo damage claims, missed laycan claims, and pollution claims and then sort by Claim Type on the Claim List.

Claims Setup

To use Claims, set up the following forms:

- Claim Types
- Claim Actions

Claim Types

You can set up Claim Types to identify different types of Claims. You can then sort by Claim Type on the Claim List.

1. In the Demurrage and Claims Module Center, click **Claim Types**.
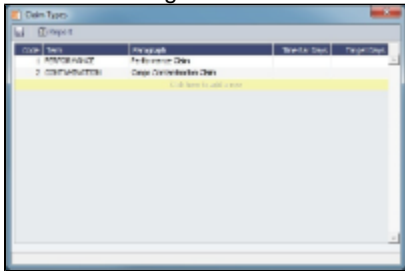
2. On the Claim Types form, enter a **Term** and a **Paragraph** to describe it.
3. Click ![save] to save and ![close] to close the Claim Types form.

Claim List

With the separate Demurrage module, you have the Demurrage and Claims Module Center, where you can access the Claim List. On the Claim List, you can view all or selected Claims.

1. In the Demurrage and Claims Module Center, click Claim - **List**.
2. Select the **Statuses**, **Follow-up Dates**, and **Time Bar Dates** that you want to see.

From the Claim List, you can do any of the following:

- To create a new Claim, click .
- To open a Claim, click its link in the **Claim ID** column.

For more information on lists, see Lists and the *IMOS6: Lists* tutorial.

Claim

On the Claim form, you can manage custom claims of types other than Demurrage, such as cargo damage claims, missed laycan claims, and pollution claims.

The Claim form has two tabs:

- Claim Tab
- Invoices Tab

Claim Tab - Claim

1. To create a Claim, do one of the following:
   - In the Demurrage and Claims Module Center, click **Claim**.
   - On the Claim List, click .

2. On the Claim tab, select the **Counterparty** and enter at least the **Date Sent/Received**.
3. In the Claim Action Log, you can click to add a line at the top and select **Claim Actions** that describe the actions taken.
4. To begin processing the claim, change the **Claim Status** to **In Progress**.
5. Click to save the Claim; a Claim ID is assigned. Claims are numbered according to the following scheme:
   CL-YYYY-####
   For example: CL-2011-0001
6. Click to close the form.

Invoices Tab - Claim

On the Invoices tab, you can create multiple Claim Invoices for a claim. You can also add links to Related Invoices, for example, if there are expenses for processing the claim, and to Related Claims.
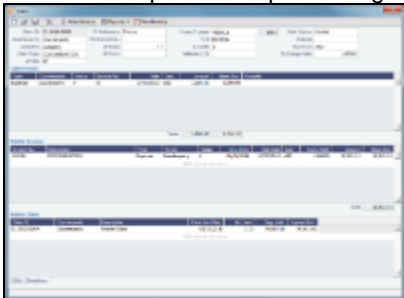
Pooling

About Pooling

Vessel owners can create pools to pool resources and have a better share in the market. With pools of vessels, pool partners can negotiate better rates than as individuals and also reduce risk and exposure in the market.

Vessels are grouped in classes and then assigned points, usually based on a standard of 100. Better-performing vessels, perhaps with a better engine, are assigned a value over 100, while those that are not up to the standard lose points. At pool meetings, partners negotiate and, if a vessel's performance changes, can adjust its point value. Off Hire is billed back to the owner; it is not a poolable expense.

Pools change often, with partners breaking apart and coming together and vessels changing hands as well. Vessels can move into and out of pools and can belong to more than one pool at a time, so that owners can try out different scenarios. IMOS tracks vessel entries and exits down to the minute. Owners' earnings are based on their vessels' point values and their time in the pool.

In the typical pool, the owners and operators give the vessels to the pool, and the Pool Managers pay them the results. From the IMOS perspective, it is like a Time Charter Out to the pool, but with different rates every month, based on the performance of the pool. The voyage is like an OVTO or a TCTO with Time Charter contracts set up, and the counterparty is the pool.

Pooling organizations use the Pooling module for calculating and distributing the profit and loss of the pool of vessels.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Pooling Workflow

The tasks involved in pooling are:

1. Setting up Pooling:
    a. Create a Class List to define classes of vessels in a pool.
    b. Assign your vessels to Classes and assign credits on the Pool Assignment form.
    c. Adjust pool points, vessel ownership, and pool entry and exit dates as needed.
2. Send Monthly Pooling Payments and review owner Payment Details.
3. View Pooling reports.

Setting up Pooling

To set up pooling, define pool Classes, then assign vessels to Classes and allocate points to them.

Class List

Pool classes define the types of vessels that form the pool. To create or work with pool classes:

1. In the Operations Center, under Pooling, click **Class List**.
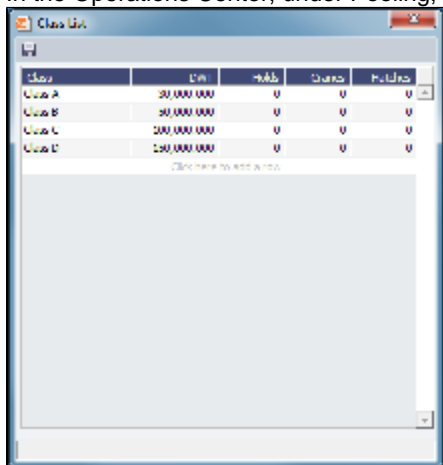
2. Enter the information for each class: Class name, Deadweight, and any other important information.

3. To save your changes, click .

4. To close the Class List, click .

Pool Assignment

On the Pool Assignment form, assign vessels to Classes and allocate points to them.

1. In the Operations Center, under Pooling, click **Pool Assignment**.
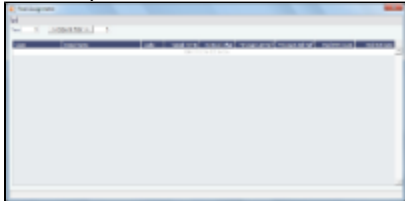
2. Vessels are assigned to pools by year. To copy information from the previous year into the current year:
   a. In the **Year** field, enter the previous year.
   b. In the **Copy to Year** field, enter the current year.
   c. Click Copy to Year.
3. Enter the information for each vessel.
   - To enter a new vessel, scroll to the bottom of the list and click to add a new row. You can enter either the **Vessel Name** or the **Vessel Code**.
   - To update a vessel, enter a new vessel point value or whatever information changes. To be able to compare estimates to actual values on the Pooling Year Comparison report, enter forecasted amounts:
     - **Net Daily Plan**: A planned net freight amount per running day
     - **Forecast 1st Half**: A forecast for the first half of the year
     - **Forecast 2nd Half**: A forecast for the second half of the year
4. To save your changes, click .
5. To close the Pool Assignment form, click .

Pooling Payments

For classes that were not in use in the Monthly Payment, an option can be configured to make Pooling Payments for a flexible period instead of monthly.

Monthly Pooling Payment

Vessels can be bought and sold but stay in the pool, so the recipient of the money changes. IMOS calculates the pool results and determines who was the owner during the pool period. This form shows the most recent owner. The Operational P&L changes every day, up to six months or more after a voyage is completed. Each month, IMOS calculates the Operational P&L and creates transactions in Financials for each owner, either credit notes or invoices. The next month, by default for up to two years, IMOS goes back and checks the current amount and adjusts for each owner. The owner at the time gets the adjustments.

The Monthly Pooling Payment form calculates the profit and loss of the pool and distributes it to each vessel owner. The requirements for using the Pooling Payment form are:

- The pooling results are in.
- The rebillable items have been posted.

To make a monthly pooling payment:

1. In the Operations Center, under Pooling, click **Monthly Payment**.
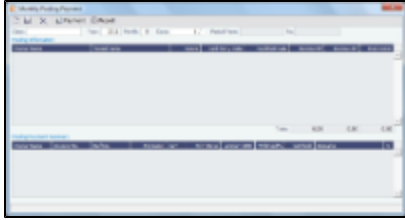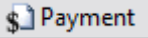
2. Select the **Class**.
3. Enter the **Year**, **Month**, and **Date**. IMOS completes the **Period From** and **To**.
4. IMOS collects all the pool revenues and expenses by vessel (Income Before Pooling) and calculates the amount due to each owner for the period (Income After Pooling) and the 1% Pool Commission. To save the information, click .
5. Do any of the following:
    - To specify withholding, either enter a percentage in the **Withhold%** field or an amount in the **Withhold** column. You can right-click an individual owner's payments in the grid and then select **View payment details** to see a Withhold Recovery grid that allows amounts previously withheld from that owner to be added to the current month's payment. Note that if the owner is not being paid in the Base Currency, Exchange Rate differences are not accounted for.

    - To view a report showing the details of the Monthly Pooling Payment, click .

    - To view the payment details for a particular owner, right-click the owner's line in the Pooling Payment Summary table and then click **View payment details**.

      The Item Select form shows the itemized amount of the payment.

6. To make the payment, click . IMOS posts to Financials the monthly allocations, adjusted for rebillables, and the commission on the net revenue.
7. To save your changes, click .
8. To close the Pooling Payment form, click .

Pooling Reports

You can view a Pooling Summary or a comparison of Pooling Summaries from two different years.

Pooling Summary

For the Pooling Summary report, you can choose between two times for reporting. The calculation is based on Off Hire; the reason for choosing one of the options is when Off Hire is recognized. Pooling needs to put Off Hire where it applies, to make sure profit is allocated fairly. To view a Pooling Summary report:

1. In the Operations Center, under Pooling, click **Pooling Summary**.
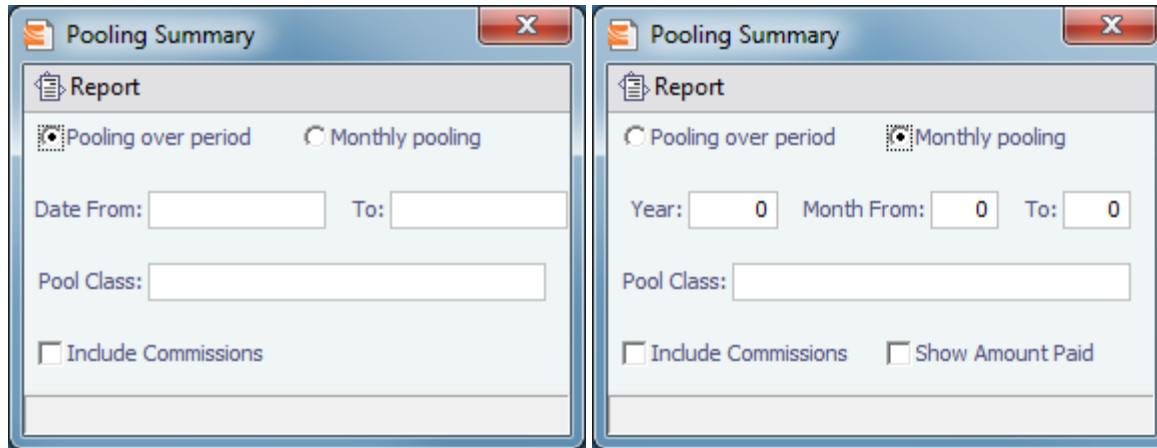
2. Select the pooling type and time:
   - **Pooling over period**: This type lets you specify arbitrary dates, and having a longer period smoothes out your exposure. If you select this type, enter the **Date From** and **To**.
   - **Monthly pooling**: If you select this type, enter the **Year** and the **Month From** and **To**.
3. If you want to include commissions, select the **Include Commissions** check box.
4. For monthly pooling, if you want to show the amount paid, select the **Show Amount Paid** check box.
5. Click . The report appears in a separate browser window.
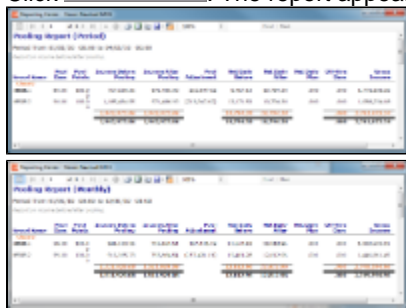
You can use browser commands to print, save, export, or email the report.
6. To close the Pooling Summary, click .

Pooling Year Comparison

To view a Microsoft Excel report that compares Pooling information from two different years:

1. In the Operations Center, under Pooling, click **Pooling Year Comparison**.
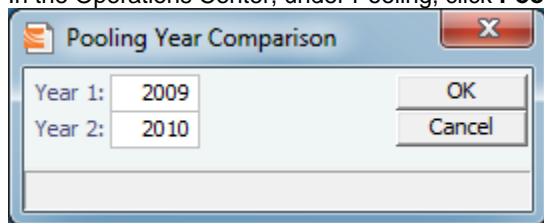
2. Enter two years to compare: **Year 1** and **Year 2**.
3. Click **OK**. The report appears in Excel; it consists of two parts:
   - Net freight per running day, monthly after pooling

- Net freight per running day, average

  If you entered **Net Daily Plan**, **Forecast 1st Half**, and **Forecast 2nd Half** values on the Pool Assignment form, those estimates also appear here.

  You can also enter **Market** values for comparison; the chart updates to include any values you enter or edit.

Financials

Financial data from Operations all goes into the Financials module, where IMOS can accommodate various workflows and approval processes. The Financials Module Center includes links to:

- Set up your general ledger and business logic
- Create, review, approve, post, or reverse all invoice transactions
- Create, review, approve, post, or reverse all payment transactions
- Create, review, post, or reverse Journal Entries
- View summaries of invoice or payment transactions
- View accounting reports

 Financials

To access the IMOS Financials Module Center, click its button.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Financials FAQs:

- FAQ - FFAs and Accrual
- FAQ - Handling of Write-Off in IMOS
- FAQ - How Do We Handle Office Expenses (Accruals)
- FAQ - Restricting Users from Approving or Posting Specific Types of Invoices
- FAQ - Restricting Users in Specific User Groups to Approve Certain Types of Invoices
- FAQ - Reversal Process in IMOS

Financials Workflows

Your company might have one of several possible financial workflows, each involving different levels of approvals. The following are a few possibilities:
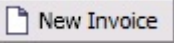
- Freight Invoices are created in Operations.
    - If an approval is required, the Operator must submit the Actual invoice to move it to Financials, where it may or may not require approval by an Accountant.
    - If an approval is not required, the Operator can submit the Actual invoice to move it to Financials, where it may or may not require approval by an Accountant.
- The Operations department is not responsible for invoices, and an Accountant creates Freight Invoices on the Create Invoices list in Financials.
    - If an approval is required, when the invoice status is changed to Actual, the invoice moves to the Approve or Reject Invoices list.
        - If the invoice is approved, it moves to the Post Invoices list.
        - If the invoice is rejected, it moves to the Edit Invoices list.
    - If an approval is not required, when the invoice status is changed to Actual, the invoice moves to the Post Invoices list.
- Different users can perform approvals for each subdivision of a parent company.
- One user can approve Payables, but not Receivables, and another can approve Receivables, but not Payables.

Financials Summaries

To open a Financials Summary, click its link in the Financials Module Center.

Transaction Summary

The Transaction Summary gives you a global view of all invoice transactions.

- To create a new invoice, click [New Invoice] and complete the Transaction Data Entry form.
- The **Action** column contains links for the following actions. To open the document, click the link.
    - Review the printed versions of invoices.
    - View the Transaction Data Entry form.
    - Post invoices with the status Ready to Post.
    - Assign a Tax code to an invoice.
- The **Description** column contains links to open the invoices created in Operations.

Receivables Summary

The Receivables Summary displays posted, unpaid invoices that are divided into specific age periods. You can configure the size of the periods; the default is 0-30, 31-60, and 61-90 days.

- The **Action** column contains links for the following actions. To open the document, click the link.
    - Summary: View a summary message that displays both the number of days overdue and whether a collection letter is needed.
    - View: Open the Transaction Data Entry form for the transaction.
- The **Invoice Number** column contains links to open the relevant invoices as they were created in Operations.

Additionally, an Invoice Action Log can be configured to record follow-up activities for each invoice. When you click a row, a log appears in the lower section of the list, where you can record past or future actions relating to the payment collection process.

Payables Summary

The Payables Summary displays invoices posted, unpaid invoices that are divided into user-specified age periods. You can remit reminder or collection letters directly from the list.

As with the Receivables Summary list, an Invoice Action Log can be configured to record follow-up activities for each invoice. When you click a row, a log appears in the lower section of the list, where you can record past or future actions relating to the payment process.

- The **Type** column contains links to open the invoices created in Operations.

Accounting Interface Summary

The Accounting Interface Summary displays transactions that have been released to your external accounting system.

- The **Action** column contains an Edit link. To open the Transaction Data Entry form, click the link. From there, you can correct an invoice transaction that may have failed import to or export from IMOS.

Trial Balance Summary

Select an account from the list on the left to view its transactions on the right. Both the left and right sides are typical lists with context menus to customize, sort, and filter data.

Vendor Statement Summary

Select an account from the list on the left to view its transactions on the right. Both the left and right sides are typical lists with context menus to customize, sort, and filter data.

For invoices that are bound to more than one voyage/vessel, each invoice appears with corresponding details in different rows.

Financials Setup

To use the accounting features of IMOS, you must complete the system Financials setup. To set up Financials, you are required to enter your company's relevant general ledger accounts into the Chart of Accounts and Account Periods tables. You also are required to set up the link between specific voyage accounting activities in Operations and your general ledger account codes in the Business Rules table.

Setup links are in the list on the right side of the Financials Module Center, in alphabetical order. Because some of the items are dependent on others, it is easiest to set them up in the following order.

Currency Types

All input currencies can be selected in IMOS transactions and are used throughout IMOS.

1. In the Financials Center, under Setup, click **Currencies**.
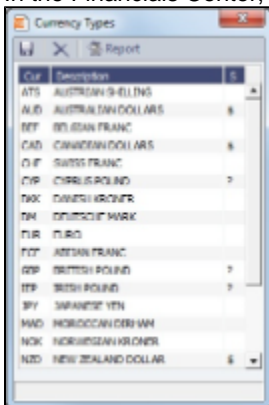
2. For each currency type, enter the following:
    - Currency
    - Description
    - Symbol

3. To save the information, click .

Exchange Rates

The Exchange Rate Table lists the currency conversion, or exchange, rates used in IMOS financial transactions. Exchange rates have an effective date; they should be updated either manually or automatically (via an external exchange rate feed) to avoid applying outdated rates to newer invoice transactions. The default base currency used is the US dollar (USD).

1. In the Financials Center, under Setup, click **Exchange Rates**.

2. Do one of the following:
   - To change the Base Currency from USD, click in the field and press **Delete**, and then press **Enter**. Select the currency, and then click **OK**.
   - **Note**: The Base Currency must already be defined in the Currency Types table.
   - To add an exchange rate:
     a. Add or insert a row:
        - To add a row, click the row at the bottom of the table.
        - To insert a row, right-click the line above and click **Insert**.
     b. In the **Cur** field, press **Enter** to open the Currency Types table and select a currency.
     c. Enter the **Current Rate of Exchange**.
3. To save your changes, click . IMOS enters today's date as the **Effective Date**. Any transactions that take place on or after this date use this rate.

Chart of Accounts

The Chart of Accounts table stores your company's relevant general ledger data. All companies set up in any specific IMOS installation share the account codes entered in the Chart of Accounts.

1. In the Financials Module Center, under Setup, click **Chart of Accounts**.

2. Enter the information for each account:
   - Account **Code**: Can be numbers or letters.
   - **Account Name**: Description of the account code.
   - Category: The cateofy of the account, such as Bank, Asset, Liability, Revenue, Expense, AP, AR, or AP/AR.
   - LOB, VES, VOY, PRT, PRT, and DPT: Flags indicating use of the account.
   - I/C: Intercompany.
3. To save the information, click .

Account Periods

The Account Periods table defines the account ranges for your Balance Sheet and P&L accounts.

Note: The Chart of Accounts must be set up before you set up Account Periods.

1. In the Financials Module Center, under Setup, click **Account Periods**.
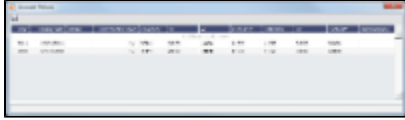
2. The **Year** and **Closing Date** show the end of the fiscal year. **Status** and **Last Month Closed** also appear.
3. To close a month only for voyages with a specific **Company** Code, select that code.
4. Enter default Account Codes from the Chart of Accounts for:
   - Accounts Payable
   - Accounts Receivable
   - Clearance
   - Interbank Transfer
   - Retained Earnings
   - Exchange Difference
   - Intercompany
5. To save the information, click .

Lines of Business

A line of business is often indicated either as a profit center or as a cost center. You can use it for grouping accounts in an operational format.

1. In the Financials Module Center, under Setup, click **Lines of Business**.
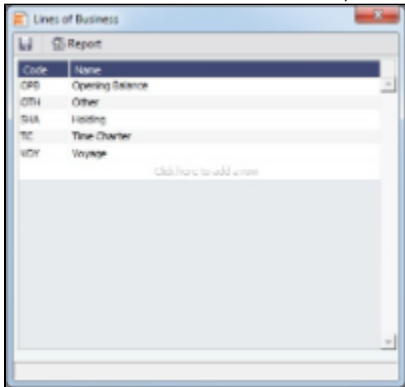
2. For each line of business, enter the **Code** and **Name**. The illustration above shows system default values.

3. To save the information, click .

Business Rules

In IMOS, the Business Rules table links commercial operations accounting activities to specific general ledger account codes that are defined in your Chart of Accounts. It contains an operational **Source**, an operations detail **Code**, and a generic **Description** for each Source/Code activity representing an invoice line item from Operations. The Chart of Accounts also uses an **Account** number and an **Account Description** to describe the same information.

1. In the Financials Module Center, under Setup, click **Business Rules**.
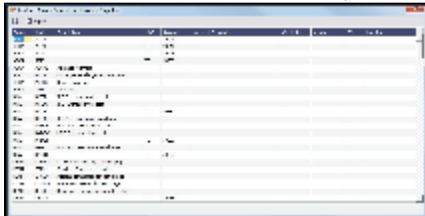
2. For each activity, enter the appropriate information in the following fields:
   - **Source**: A predefined code corresponding to a general accounting area in the system. For example, BINV corresponds to all accounting items/activities associated with bunker invoices, and FINV corresponds to all freight invoice items/activities.
   - **Code**: Unless otherwise specified, a user-defined code corresponding to the specific accounting activity under the

general source. For example, the detail code CFACM under source code DEMR refers specifically to the demurrage address commission line item.

- **Description**: Detail code description.
- **LOB**: Line of Business.
- **Account**: This account must be in the Chart of Accounts. Select the appropriate General Ledger account number from the selection list and click **OK**. IMOS completes the Account Description. If you do not enter an account, a message asks if you want to run the Chart of Accounts. To view the Chart of Accounts, click **Yes**.
- **Credit Acc**: Select the appropriate General Ledger credit account (to offset another account) number from the selection list and click **OK**. If you do not enter an account, a message asks if you want to run the Chart of Accounts. To view the Chart of Accounts, click **Yes**.
- **Vendor**: To break it down further, select the appropriate Vendor name from the selection list and click **OK**. IMOS completes the **Vendor Type**.
- **Country**: Country name, to use a separate account for all revenue from a particular country.

3. To save the Business Rules information, click .

Bank Information

A first-level account in the Chart of Accounts has a **Y** in the BNK column. Each first-level account must have a corresponding entry in the Address Book.
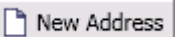
Complete an **Address Book Contact** form (in the Data Center) for each Remittance Bank of your company and select it as the **Remittance Bank** on your Address Book contact form. This is for receivable invoices. You do not have to set this up for banks you are paying to; their information is set up in the Remittance Bank fields of their Customer Contact forms.

You can configure the Remittance Bank of an invoice to be determined by the following rules:

- An AP invoice Remittance Bank is always the Counterparty's bank, whether the amount is positive or negative.
- An AR invoice Remittance Bank is always the Company's bank, whether the amount is positive or negative.

To set up Bank Information:

1. In the Data Center, click Address - **List**.
2. In the Address Book, filter the **Address Type** column heading to show **Banks**.
3. Compare the list to the Chart of Accounts entries that have the BNK flag set to Y.
4. To enter any missing bank entries:
   a. Click .
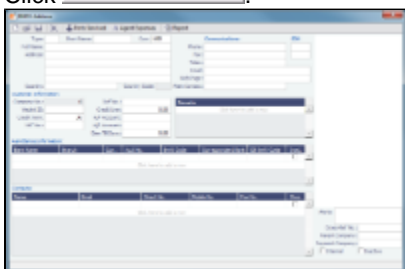
   b. Complete the Address Book Contact form with the following information:
      - **Type**: N
      - **Short Name**: The Account Name from the Chart of Accounts.
      - **Currency**: The bank currency.
      - **Full Name**: The name of the bank.
      - **Address**: The bank address.
      - **Country**: The bank country.
      - **Beneficiary Bank**: Complete only the first line, with the Beneficiary Bank name, Branch, and Account Number.
   c. Click .

Company Information

Complete this form for your company, and include any subcompanies you have. You can set up your vessels as subcompanies to have remittances for invoices go directly to the subcompany of the vessel. You can then also have a P&L on a vessel basis

instead of on the voyage or company level. Additionally, in the IMOS Security list, you can select which subcompanies or vessels the users can access.

Before you can set up your Company Information, you have to set up an Address Book contact of Type **W** for each parent company.

When you open this form, it is blank, even if you have already set up your company. To find a company's information, put your pointer in the **Company Name** field and press **Enter**, select the company, and click **OK**. The company and any subcompanies and vessels appear in the tree on the right. Subcompanies and vessels also appear in the table below.

1. In the Financials Module Center, under Setup, click **Company Information**.
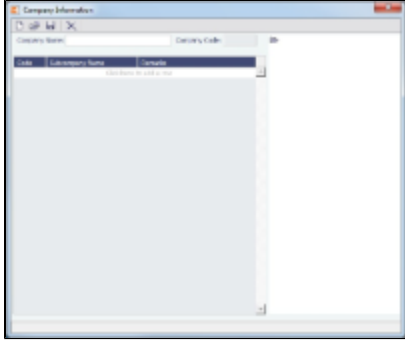
2. To set up a new company, on the Company Information form, click .
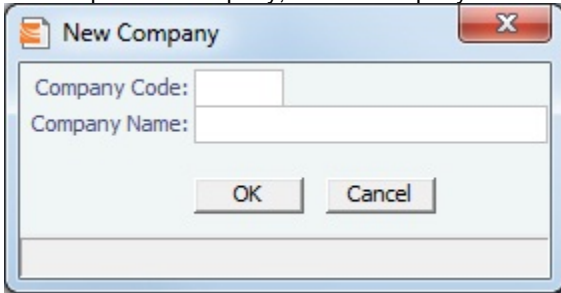
3. On the New Company form, enter the **Company Code** and **Company Name** and click **OK**.
4. An Address Book Contact form appears with the **Short Name** (Company Code) and **Full Name** (Company Name) from the New Company form. Its **Type** is **W**.
5. On the Address Book Contact form, enter the **Address**, **Currency**, and **Country**.
6. Under Remittance Information, select a **Beneficiary Bank**. This name appears as the **In Favor Of** company on the Freight Invoice and Commission Payment. If appropriate, select a **Correspondent Bank**.
7. To add details, right-click the **Beneficiary Bank** and then click **Remittance Information**.
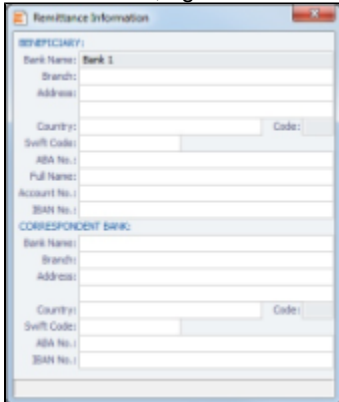
8. On the Remittance Information form, enter the **Address** and other bank information.
9. To save and close the Remittance Bank Information form, click .
10. To save the company information, click .

Creating a Subcompany or a Vessel

1. For each subcompany or vessel of the company, either click at the bottom to add a row or right-click to insert a line.
2. Select either **Vessel** or **Company**.
3. Enter a **Code** and **Subcompany Name** and any **Remarks** for the subcompany or vessel.

Bank Links

Set up a Bank Link for each bank that is debited or credited for a payment to your company, but only if you are recording payments in IMOS. This form binds the bank to a General Ledger number and also sets the bank currency.

In the Chart of Accounts, each account that has a Y in the BNK column must be linked to a bank.

1. Make sure that the bank has an entry in the Address Book of Type **N**, Banks, with an Account Number and Swift Code.
2. Make sure that the Bank, Currency, and Account Number are entered on the company's Address Book entry.
3. Make sure that the Ledger Code you want to link to the bank account is set up in the Chart of Accounts, with Category **Bank**.
4. In the Financials Module Center, under Setup, click **Bank Links**.

5. The **Company Name**, **Bank Name**, and **Bank Account** should appear.
6. Select the **Ledger Code**.
7. At the bottom of the form, click **Save Links**.
8. To save the information, click .

Document Numbers

IMOS uses the Source code from the Business Rules table with sequential numbering to create the invoice number for receivable invoices. Rather than use this default numbering scheme, you can set up your own.

Note: This option must be configured.

1. In the Financials Module Center, under Setup, click **Document Numbers**.
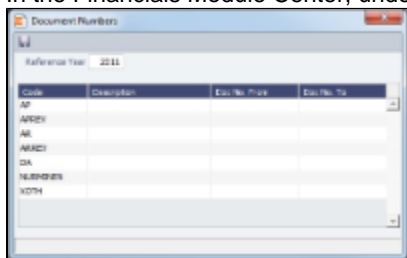
2. Enter the **Reference Year**.
3. For each code, enter the **Description**, **Doc No. From**, and **Doc No. To**.
   Note: To have document numbers begin with the Company code, specify that they begin with **@COMP**; for example, @COMP000000 to @COMP999999.
4. To save the information, click .

Departments

Departments (or Profit/Cost Centers) are used primarily for data aggregation on Financials reports.

1. In the Financials Module Center, under Setup, click **Department**.
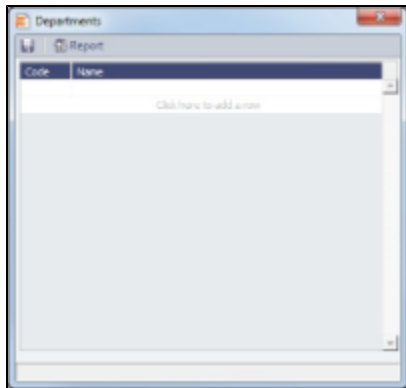
2. For each department, enter the **Code** and **Name**.
3. To save the information, click .

Invoice Approval Restrictions

You can select a Trade Area and Transaction Type for a specified User Group, and set lower and upper limits for their invoice approvals.

1. Click **Invoice Approvals**.
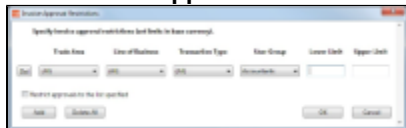
2. For each approval line:
   a. Click **Add**.
   b. Select a **Trade Area**, a **Line of Business**, a **Transaction Type**, and a **User Group**.
   c. Enter a **Lower Limit** and an **Upper Limit**.
3. Click **OK**.

Transactions

Links to transaction tasks are in the list in the middle of the Financials Module Center, with invoice tasks on top and others on the bottom:

- Create Invoices
- Edit Invoices
- Approve or Reject Invoices
- Post Invoices
- Transaction Data Entry
- Payments and Receipts
- Journal Entries
- Monthly Accruals

Create Invoices

The Create Invoices List displays all invoices that were generated but not created in Operations.

To create one or more invoices:

1. From the Invoice Type list, select the type of invoice you want to create: **Bunker**, **Freight/Demurrage Commission**, **Demurrage**, **Freight**, **Liner**, **Rebill**, **Trade Commission**, or **Trade Settlement**.
2. For a Commission or Demurrage Invoice, to create invoices for a particular date, select a **Reference date**.
3. Do one of the following:
   - To create an invoice, in the **Action** column, click Create Invoice or Create Relet Invoice.
   - To create more than one invoice at a time, select the check box in front of each invoice you want to create and then click Create Invoice at the top of the list.

4. When the invoice appears, enter at least the **Vessel Name** and **Code**; **Owner**, **Charterer**, or **Receiver**; and **Invoice Date**. To issue an invoice with the bank details of a certain company, specify that company in the **Via Company** field. The bank selection will be limited to that company.
   If the invoice is not ready for approval, change its status to **Pending** before saving, so you can continue to edit it.

5. To save the invoice, click .
   - If the status is **Actual**, a saved invoice can be approved; if your system is not configured to use the approval process, the invoice can be posted.
   - If the status is **Pending**, a saved invoice can still be edited and submitted for approval later.

Edit Invoices

The Edit Invoices List displays all rejected invoices, each of which has a status of **Pending** or **Rejected**. It is similar to the Create Invoices list, but it also includes a Transaction Number column. In the **Action** column:

- To open an invoice as created in Operations, click Open Invoice.
- To view a printed invoice, click View.

Approve or Reject Invoices

The Approve Invoices List displays all invoices requiring review. It is similar in layout to the Transaction Summary.

Several options can be configured:

- To add Security Object Rights to approve or reject specific invoice types per user/group.
- To enable Non-Voyage Journal Approvals.
- To specify the number of approvals required for each invoice parent type (Non-Voyage, Journal, or all other invoices). After an invoice has been approved, if it should be approved at least once more, its status is Partially Approved, and the last Approval User is in the Approval User column. An additional column, Approval User 2, is available in the Financials lists.

In the Approve Invoices List:

- To review an invoice for approval, click Review in the **Action** column. In the invoice, do one of the following:
  - Click and enter a **Comment**, if required.
  - Click and enter a **Comment** that tells the reason for the rejection.
- To view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.

Post Invoices

The Post Invoices List displays all invoices with a status of **Ready to Post**. It is similar in layout to the Transaction Summary, but it also contains selection boxes that enable you to post more than one invoice transaction at a time.

An option can be configured to add Security Object Rights to post specific invoice types per user/group.

- To review an invoice for approval, click Review in the **Action** column. In the invoice, do one of the following:
  - Click .
  - Click and enter a reason for the rejection.
- To post an invoice, click Post in the **Action** column.
- To post more than one invoice at a time, select the check box in front of each invoice you want to post and then click Post at the top of the list.
- To view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.

Transaction Data Entry

Accountants can create invoices without having to start in Operations, by using the Transaction Data Entry form. When posted, the invoice transaction data is back-created into any relevant voyages in Operations.

1. Click **Transaction Data Entry**.

2. Select either **Payable** or **Receivable**.
3. Complete at least the **Accounting Date**, **Vendor** or **Customer**, **Invoice Date**, **Due Date**, **Invoice No.** (for a payable invoice), and **Invoice Type**.
   Note: The **Exchange Rate Date** defaults to the Invoice Date, but if you change the **Accounting Date**, IMOS overwrites the Exchange Rate with the rate of that date, so you can either change the Exchange Rate directly or have it retrieved for a certain date.
4. On the Accounting View and Operations View tabs, complete **Invoice Details**:

   a. Enter the **Vessel** code or **Vessel Name**; the Company, Line of Business, and Account appear.
   b. Enter the **Amount**.
   c. Enter the Detail **Code** for the Source Code selected as the Invoice Type. Its **Item Description** appears.
      Note: Changes to the mapping can be done in the Business Rules.
5. On the **Remarks** tab, you can enter Remarks. On posting, the text is captured in the output invoice xml.
6. Click 🖫 Save and Post .
   An option can be configured to add a Save button in addition to the Save and Post button, for creating a non-voyage invoice.
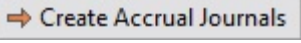
Payments and Receipts

On the Cash Transaction Management form, you can enter an advance/final payment or receipt (including credit and debit memos), or finalize a bank transfer.
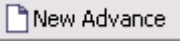
Note: To enter an advance payment or receipt, the advance clearance account must be entered in your IMOS Configuration file. Your IMOS administrator must enter the following configuration setting:

CFGAdvanceLedgerAcc=*account number*

1. Click **Payments and Receipts**.
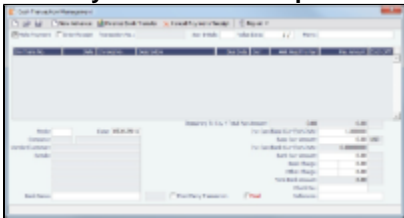
2. On the Cash Transaction Management form:
   - For a **Payment** or a **Receipt**:
     a. Select either **Make Payment** or **Enter Receipt**.
     b. Click 🗋 .

c. Complete the **Payment Instructions** or **Receipt Instructions** form:
- Select the **Company** making or receiving the payment, the **Bank**, and the **Vendor**.
- Enter the **Date** and the **Invoice Number**.
- Select the **method of payment**.

d. Click **OK**.

- For an **Advance Payment** or an **Advance Receipt**:
  a. Select either **Make Payment** or **Enter Receipt**.
  b. Click [New Advance].
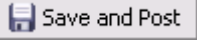
c. Complete the **Advance Payment** or **Advance Receipt** form:
- Select the **Company** making or receiving the payment, the **Bank**, and the **Vendor**.
- Enter the **Date**.
- If you know it, enter the **Amount**.
- Select the **method of payment**.

d. Click **OK**.

- To finalize a bank transfer, click [Finalize Bank Transfer].

3. The transaction appears on the Cash Transaction Management form. If more than one invoice is outstanding for the selected vendor, all appear, one invoice per line, with their corresponding expected amounts. For each invoice you want to pay or enter a receipt for:
   a. Click the **Pay Amount** column and accept the figure, or change it to a different one. The **Total Pay Amount** appears below the invoice lines. If the invoice is in currency other than the base currency, the resulting foreign **Exchange Differential** appears in the last column of the invoice line.
   b. Enter the **Bank Charge**, if any, and the **Bank Charge Ledger Code**, for example, if this is a wire transfer. Enter any **Other Charge** and the **Other Charge Ledger Code**.

4. If this is a final payment, select the **Final** check box at the bottom of the form to post the payment.

5. To save the information, click [save].

Journal Entries

Journal Entries move money between accounts, so a Journal Entry includes a credit account and a debit account. The layout of the Journal Entry form is consistent with that of the Transaction Data Entry form.

1. Click **Journal Entries**.
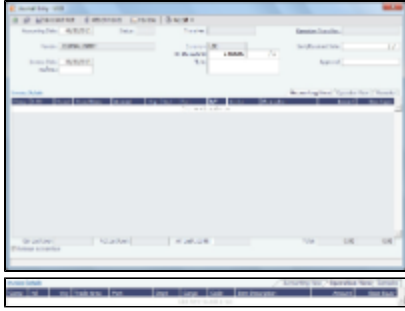
2. On the Accounting View and Operations View tabs, complete at least the **Comp**, **LOB**, **Vsl**, and **Acct**.
3. Make sure that debits equal credits; the Journal Entry must net out to zero.
4. To save the transaction, click 🖫 Save and Post .
   An option can be configured to add a Save button in addition to the Save and Post button, for creating a non-voyage journal entry.

Monthly Accruals

The purpose of closing accruals is to keep as accurate as possible a picture of the revenues and expenses of open voyages. Companies perform accruals at different intervals during the year; in most cases, it is monthly.

An option can be configured to have the Accrual Date based on when all BLs are entered.

1. To compute the posted-actual for every vessel voyage that is still open and calculate accruals based on the result, click **Monthly Accruals**.
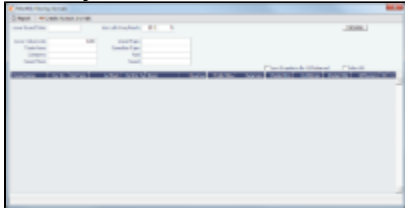
2. Select filters to limit accruals by Lower Value Limit, Trade Area, Company, Vessel Fleet, Vessel Type, Operation Type, or Pool, or select a specific Vessel.
3. Other new calculation options are to prorate the ballast bonus and/or offhire and to exclude offhire and/or waiting time.
4. Click **Calculate**.
5. To select the records you want to post, select their check boxes in the **S** column, at the right, or select the **Select All** check box.
6. To take and save a P&L snapshot for every result line, regardless of whether there are accrual items, select the **Save Snapshots for All** check box.
7. Click ⇒ Create Accrual Journals . For each record, IMOS generates a journal entry with two lines, one for accrued revenue, and one for accrued expense. The accrual transaction is generated on the last date of the accounting period (typically the end of the month), and a reversal of the accrual is generated for the first day of the next month.

Calculation method for accruals (revenue and costs)

IMOS generates accrual journals on a per vessel, per voyage basis. The system calculates month end results. Upon configuration, the calculation will be per P&L category or will consolidate P&L categories in revenues and expenses. Each accrual line is posted to an IS and a BS account within the journal, and IMOS will automatically create the reversal journal for the beginning of the next month. On system configuration, the accrual calculation will prorate the P&L results according to the voyage days in the month, or will recognize revenues and expenses in the month that they occur.

Financial Reports

You can view and print accounting reports for an accounting period, selected periods, or year-to-date.

1. In the Financials Module Center, click **Select Report**.
2. Select the type of report:
   - Account Analysis

- Accounts Payable/Receivable: The maximum days for each timeframe can be configured.
- Balance Sheet
- Cashflow Reports
- Company Cashflow Statement
- Daily Control Sheet
- Income Statement
- Trial Balance
- Vendor Statements
- Voyage Report

3. Enter report criteria and click the appropriate button or buttons.
4. The report appears in a separate browser window. You can use browser commands to save or print the report. You can also edit and email some of the reports.

Intercompany Payments

Intercompany payments can be configured, with the following capabilities.

- Time Charter In and Time Charter Out contracts can be made against another internal company, and IMOS creates internal payments to settle the books.
- An internal company can pay invoices on behalf of another internal company, with IMOS settling the books.
- TC Rebilling can be done between a TCI and a TCO contract for the same vessel.
- Journal Entries can be posted between different companies, using the intercompany account.

To set up intercompany payments, follow these steps:

1. In the Chart of Accounts, enter the new Account Codes to be used for intercompany payments, withr a Y in the I/C (intercompany) column.
2. In Account Periods, enter the account number for the default intercompany account to use.
3. In the Address Book, enter an internal company as owner, type = O (or charterer, type = C), and select the **Internal** check box.
4. Open the Address Book record of a company whose payments are taken care of by another company, and add the other company as the **Payment Company**.

When TC In Payments/TC Out Bills are posted against internal owners/charterers, IMOS automatically creates the internal payment against the default intercompany account.

When a company has a Payment Company set in the Address Book, IMOS has the payment/receipt form default to the Payment Company. The intercompany account is used as the credit account, and a Journal Entry is automatically created for the Payment Company to transfer the amount from the intercompany account to the bank account.

The Transaction Data Entry form has an I/C (intercompany) column for the line items. When you post a transaction with a value in the I/C column, a message asks if you want to create a Journal Entry for the transaction. In order to do this, there must be an I/C account set up for both companies. The Journal Entry is created in the following format:

Company	Account	Amount
Company A	Account X	USD(1000)
Company A	IC Account B	USD1000
Company B	IC Account A	USD(1000)
Company B	Account X	USD1000

When saving a Journal Entry for a multi-company transaction (a different company per line item) the intercompany lines are automatically added if the accounts are intercompany accounts.

An option can be configured to limit the Intercompany Journal to only two lines.

Data Center

In the Data Center, you can enter and update the data used throughout IMOS. Quick Links include the records for your Address Book Contacts, Cargo Names, Ports, and Vessels, along with Distances, Messages, the Audit Trail, and Security. Term Lists, many already populated, appear on the right. Most of the data only needs to be entered once for use by all the IMOS users and then needs only occasional updating.

One individual, perhaps an Operations Supervisor or an IT person, should be responsible for updating the Data Center, acting as a gatekeeper and managing the data. Alternatively, each side of the Data Center could have its own Administrator. It is important not to have too many people with access, or duplicate records can be entered, resulting in not only confusion but also errors in transactions and accounting.

Data Center

To access the IMOS Data Center Module Center, click its button.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Other Sources of Information

This document includes information about most of the items from the Data Center. Some of the Data Center items are described elsewhere:

- Distances
- *Veslink Distances* tutorial *
- *IMOS6: Audit Trail* tutorial *

* You can access the tutorials on the **IMOS Welcome tab**, from the Help menu, or from the Client Center.

Setting Up and Using IMOS

This document begins with information about setting up IMOS and continues with other Data Center items you can use after it is set up.
Before you use IMOS, set up the following data:

1. Term Lists
2. Data Center records:
   a. Address Book Contacts
   b. Cargo Names
   c. Vessel Records

As you use IMOS, you can:

- Use Distances to enter ports, arrange routes, and calculate time and distances for voyages.
- View incoming and outgoing DA-Desk Interface Messages and resend them if needed.
- View the Audit Trail, a history of the actions related to every transaction in IMOS.

Related FAQs

For more information, see the following Data Center FAQs:

- FAQ - Guidelines for Use of Tax Groups

Term Lists

Begin setting up IMOS by setting up Term Lists, because the terms are the values used in the fields on the other forms. When a field has a selection list, those values come from either these term lists or the records from the Quick Links list (Contacts, Cargo Names, Ports, and Vessels).

Terms are grouped into categories on the right side of the Data Center Module Center. Your configuration might not include all these terms.

This section lists the Term Lists, shows a typical term list, and describes some in detail:

- Extra Freight Terms
- Rate Tables
- User Defined Fields
- Voyage Templates

Charter Party Terms

Term lists that already include standard terms are underlined below.

- **Charter Party Forms** terms include Charter Party agreement types. They are used on the COA, Cargo, Voyage Fixture, and CP Terms Details forms.
- **Extra Freight Terms** represent cargo-related extra revenues/expenses to be included in the Freight Invoice. You can add Extra Freight Terms to the COA, Cargo, and CP Terms Details forms. For more information, see Extra Freight Terms.
- **Laytime to Commence** terms are used on the CP Terms for Port form.
- **Laytime Terms** describe when ports are open for loading and discharging. They are used on the COA, Cargo, Voyage Fixture, Itinerary Details (from Estimate and Voyage Fixture), CP Terms for Port, and Laytime Calculation forms.
- **Laytime Types** terms are used on the CP Terms for Port form. To enter details about hours, right-click a Laytime Term, and then click **Sub Terms Information**.
- **NOR to Tender** terms are used on the CP Terms for Port form.
- **Normal Office Hours** terms are used on the CP Terms for Port form.
- **Other Loading Terms** are used when the Liner Terms option is turned on for cargo. This is linked into the CP Terms.
- **Payment Terms** are used on the Transaction Data Entry form and all invoices.
- **Rate Tables** are used on the COA and Cargo forms. For more information, see Rate Tables.
- **Shifting Terms** are used on the CP Terms for Port form.
- **Standard Paragraphs** are used on all invoices.
- **Time to Tender** terms are used on the CP Terms for Port form.
- **Time Used** terms are used on the CP Terms for Port form.
- **Weather Working Days** terms are used on the CP Terms for Port form.

Extra Freight Terms

The Extra Freight Terms represent cargo-related extra revenues/expenses to be included in the Freight Invoice. These terms can be applied to a particular cargo and are calculated based on a lumpsum, a percentage, or a rate. You can add Extra Freight Terms to the Cargo form, the COA form, and the CP Terms Details form.

The second letter of the Extra Freight Term represents the Type:
L= Lumpsum
P = Percentage
R = Rate
Extra Freight Terms include the following:

- **0L**, **0P**, and **0R** through **9L**, **9P**, and **9R**: Ten user-defined sets of Extra Lumpsum, Extra Percentage, and Extra Rate terms
- **BL**, **BP**, and **BR**: Bunker Surcharge Lumpsum, Bunker Surcharge Percentage, and Bunker Surcharge Rate, per metric ton; a way for a vessel owner to cover an increase in bunker prices between the time the voyage is created and the time it takes place
- **D1**, **D2**, and **D3**: Extra Discharge Rates

- **DL**, **DP**, and **DR**: Deadfreight Lumpsum, Deadfreight Percentage of World Scale Level, and Deadfreight Rate; for cargo loaded below the specified amount
- **EF**: Extra Freight Lumpsum
- **L1**, **L2**, and **L3**: Extra Loading Rate
- **OL**, **OP**, and **OR**: Overage Lumpsum, Overage Percentage of World Scale Level, and Overage Rate; for additional cargo or overage
- **PD** and **RD**: Port Differential and River Differential Lumpsums
- **S1**, **S2**, and **S3**: Extra Loading Lumpsum
- **T1**, **T2**, and **T3**: Extra Discharge Lumpsums
- **TR**: Trucking Costs per metric ton
- **XD**: Lightering Overtime Rate
- **XO**: OPA Percent
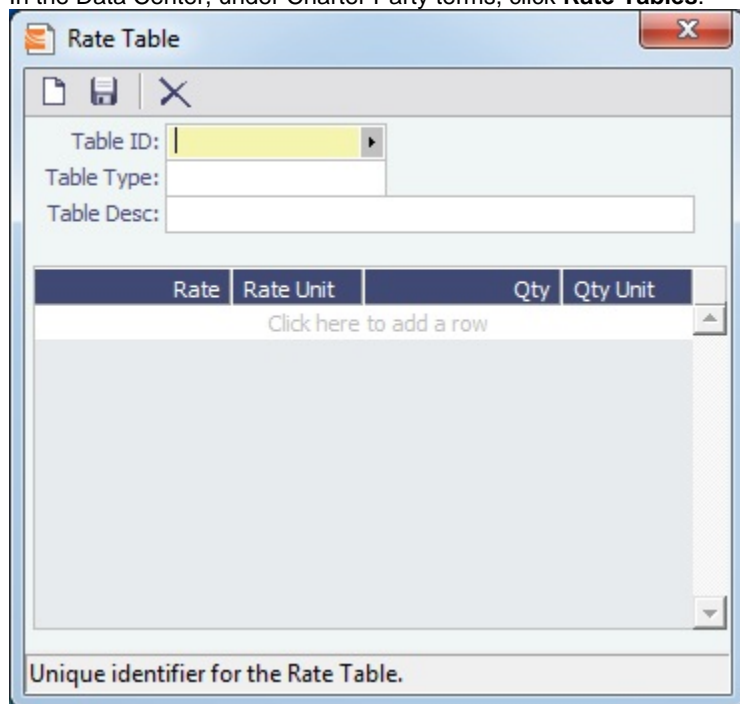
Rate Tables

The Rate Tables have different table types:

- **Demurrage Rate**: To base demurrage rates on the deadweight of the vessel; for more information, see Demurrage Rate Table.
- **Laytime Hours**: To base laytime hours on the cargo quantity; for more information, see Laytime Hours Rate Table.
- **Bunker Surcharge**: To base a bunker surcharge on a bunker fuel price index; for more information, see Itinerary or Pricing Tab - Cargo COA.
- **Freight Rate**: To base freight rates on the quantity loaded; for more information, see Itinerary or Pricing Tab - Cargo COA.
- **Freight Matrix**: To base freight rates on the load and discharge ports; for more information, see Itinerary or Pricing Tab - Cargo COA.

The table headings have different meanings for each type.
To create a new Standard Rate Table:

1. In the Data Center, under Charter Party terms, click **Rate Tables**.

2. Enter a **Table ID**.
3. IMOS asks if you want to create a new table; click **Yes**.
4. Select a **Table Type** and enter a **Description**.
5. Enter at least one **Rate** and then click 💾. (Otherwise IMOS thinks you are looking up a rate table and clears the form.)

Delays & Weather Terms

Delay & Weather terms are used in Operations. Term lists that already include standard terms are underlined below.

- **Beaufort Scale** is an internationally accepted measure of wind intensity; its terms are used on Activity Reports, the Extra Information for Activity Reports form, and the Time Charter Manager.
- **Delay Reasons** terms are used on the Delay Information form.
- **Delay Types** terms are used on the Delay Information form.
- **Sea Force States** are an internationally accepted measure of the character of waves from the World Meteorological Organization; its terms are used on the Extra Information for Activity Reports form.
- **Sea Swells** are an internationally accepted measure of the character of the sea swell from the World Meteorological Organization; its terms are used on the Extra Information for Activity Reports form.

Currencies Terms

Term lists that already include standard terms are underlined below.

- **Currency Types** include the currencies that can be selected in IMOS transactions; they are used throughout IMOS.
- **Exchange Rates** include the currency conversion, or exchange, rates used in IMOS financial transactions; they are used throughout IMOS. Exchange Rates have an effective date and should be updated frequently. The default base currency used is the US dollar (USD).

  Note: Exchange rates can be linked to an automatic data feed. For information, contact your Veson account manager.

Ports and Areas Terms

Term lists that already include standard terms are underlined below.

- **Distances Editor** To manually override the IMOS distances for all users.
- **Port Activities** terms are used on the Port Activities form. Each term can have one of the following Action Types; some have an effect in the Laytime Calculator.

Action Type	Laytime Calculator Effect
AA = Anchor Aweigh	None
AD = Anchor Out	None
AF = All Fast	None
BE = Bunkering Ends	None
BS = Bunker Starts	None
CA = Free Pratique Granted	None
CD = Cargo Documents On Board	None
CI = Tank Inspection Completed	None
DE = Delay Ends	Resume deducting time used
DS = Delay Starts	Stop deducting time used
HF = Hose Disconnect Completed	None
HN = Hose Connect Completed	None
IE = Interruption Ends	Stop deducting 50% from time used
IS = Interruption Starts	Start deducting 50% from time used
LL = Last Line	None
NM = Normal Event	None
NR = NOR Tendered	Laytime commenced = NOR Tendered + 6 hours or NOR Tendered + Turn Time
OE = Operation Ends	Stop counting time used

OR = Operation Resumes	None
OS = Operation Starts	Start counting time used
PA = Pilot On Board	None
PE = Port Action Ends	Stop counting time used if OE was not already specified
PO = Pilot Off	None
PS = Port Action Starts	For verification purposes only
RE = Rain Ends	None
RS = Rain Starts	None
SE = Shift Ends	None
SS = Shift Starts	None
XE = Dock Ends	None
XS = Dock Starts	None

Only the nine Action Types mentioned above affect a Laytime Calculation. A typical set of Action Types for loading or discharging cargo would be as follows:

- PS
- NR
- OS
- OE
- PE
  IS/IE pairs and DS/DE pairs can optionally be inserted between the OS and the OE to log interrupts and delays.

- **Port Areas** terms are used on the Port form.
- **Port Functions** terms are used on the Cargo and COA and displayed on forms with Itineraries:
  - C = Commencing – First port function for all voyages, designating the start sea passage time.
  - D = Discharging – Requires that a Cargo Handling line exists, as well as B/L Information.
  - F = Fueling – Even though received bunkers can be tracked on other functions (such as L or D), using this function is beneficial to designate that you are making a call for bunkers only. It also allows you to build in waiting/fueling time.
  - I = Canal Transit – Used for transit through a canal or cape; you cannot track port activities, cargo handled, or bunkers received.
  - L = Loading – Requires that a Cargo Handling line exists, as well as B/L Information.
  - O = Other – Used as a miscellaneous port function and allows you to track time and fuel used at a given location; commonly used for At Sea delays.
  - P = Passing – Used to define a route that passes through a specific location.
  - R = Repair – Similar to O, but specifies that repairs are in progress for the ship.
  - T = Terminating – Optional function that is commonly used to designate a repositioning port.
  - W = Waiting – Similar to O, but specifies that the ship is being ordered to wait outside of port. Incorporates into waiting and unutilized time for reports.
  - Y = Delivery (TC Out only) – Specifies the exact time when a time chartered ship is delivered. Necessary for TC In voyages and TC Out voyages, as this will sync time and fuel between the Voyage Manager and the Time Charter Contract.
  - Z = Redelivery (TC Out only) – Specifies the exact time when a time chartered ship is redelivered. Necessary for TC In voyages and TC Out voyages, as this will sync time and fuel between the Voyage Manager and the Time Charter Contract.

  Notes: Do not change the Port Function Codes. Editing Port Functions is for advanced users only.
  Each Port Function must be linked to relevant Port Activities.
  Default Port Functions can be configured for ports inserted into an Itinerary grid; otherwise, the default is a blank function in the Voyage Estimate and Voyage Fixture and function O in the Voyage Manager.
- **Trade Areas** terms include the trade areas or voyage regions of your company and are used on the Vessel, FFA/Option/Bunker Swap Trade, Voyage Estimate, Voyage Fixture, COA, Cargo, ETA Calculator, and Voyage Manager forms.
  For Trading, each Trade Area must have a default Route defined. Trade Areas are used in contracts to determine the basis

for the rate.
The Turnover Ratio represents the number of voyages typically completed in 30 days. A Turnover Ratio of 1 = a voyage length of 30 days; 0.5 = a voyage length of 60 days.

Vessels Terms

Term lists that already include standard terms are underlined below.

- **Class Societies** terms list the class society codes and are used on the Vessel form.
- **Fuel/Lube Types** terms list the main fuel, lubricant, and oil types used in the marine industry and are used on the Vessel, Unit Information, Boat Information, and Inland Barge Information forms and displayed on various forms throughout Chartering and Operations.
    - The Group column groups High and Low Sulfur fuel types to be consumed for the same purpose, for calculating CP Consumption. Having two fuel types (HS and LS) in the same group means that the vessel cannot burn both fuel types at the same time. The relation between the two fuel types' CP consumption is based on the relation between the two fuel types' actual consumption.
    - The Track Sulfur % check box is in support of a feature whereby Veslink can gather information on the sulfur content of fuel ROBs, facilitating compliance with the Green Marine initiative.
- **Fuel Consumption Categories** have check boxes for each Vessel Type; specific consumption categories can be cleared, so that they do not appear in Veslink when reporting fuel consumption rates.
- **Vessel Daily Cost** allows you to track a vessel's daily operating costs. It is used on the Vessel, Voyage Estimate, and Vessel Details – Estimate forms.
- **Vessel Fleets** terms are used on the Vessel, Unit Information, and Boat Information forms.
- **Vessel Types** terms are used on the Vessel, Unit Information, Boat Information, COA, and Cargo forms.
For Trading, each Vessel Type must have a **Basis Route** defined; it links a Vessel Type with a standard cost-per-day route. Time Charter contracts with the specified Vessel Types are marked against the linked Basis Route.
    - Because your route, vessel size, and speed might vary from the standards, you can use the **Route Correlation** field to adjust the rate used in IMOS to the rate of the Basis Route, for your internal mark-to-market and risk management. For example, if the rate for the Basis Route is $10,000, and the Correlation is 1.1, the rate used in IMOS is $11,000.
    - The **Basis Quantity** is the Baltic Benchmark Quantity for the Vessel Type.
    - The **Weighted Days Correlation** is used to adjust Weighted Days on the Trading P&L Summary and the Trade Details List.

Other Terms

Term lists that already include standard terms are underlined below.

- **Bunker Fuel Price Index** terms are used in the Rate Table for Bunker Surcharge.
- **Claim Actions** terms are used on the Voyage Fixture.
- **C/P Place** terms are used to designate the location of the Charter Party agreement. The field exists on the Cargo and Cargo COA forms.
- **Departments/Teams** terms list the personnel teams in each department and are used to identify the people responsible for system and business transactions under IMOS. They are used on the Transaction Data Entry and Journal Entry forms.
- **Lightering Types** terms are used to define categories within IMOS Lightering tools. If you are not using Lightering, these are not applicable.
- **Note Categories** terms are used in Voyage Manager Notes.
- **OPA Rates** terms list the Oil Pollution Act surcharge rates for a particular year and are used on the Voyage Fixture and the Extra Vessel Information form.
- **Operations Ledger** terms are the Account Ledger line item codes for the different Profit & Loss items used in mapping to the financial interface. They are used on the Port Advance/DA, Ledger Expenses Data Entry, Company Bank Links, Business Rules, Cash Transaction Management, Assign Tax Code, and Agent/Vendor Port Expenses List forms. An Operations Ledger Code can be marked as Inactive. Codes that have been previously used cannot be deleted.
    - **Note:** To break down Operations Ledger items into more specific items, use Cost Setup.
- <u>**Units of Measure**</u> terms include the units of measure used in IMOS and their conversion factors and are used throughout IMOS.
- **User Defined Fields** can be created for use on several forms.
- **Voyage Templates** terms are used in the Voyage Template Rules term list and on the Create New Voyage form.
- **Voyage Template Rules** terms are used with the Voyage Templates.
- **Voyage Contact Roles** terms are used to assign an individual a role for a voyage on the Contacts tab of the Voyage Manager.

User Defined Fields

You can create User Defined Fields for use on the Cargo, Cargo COA, Time Charter In, Time Charter Out, Berth, and Voyage Manager forms.

1. In the Data Center, under Other, click **User Defined Fields** and select the **Applicability**:
    - **Cargo**
    - **Cargo COA**
    - **TC In/Out**
    - **Berth**
    - **Vessel**
    - **Voyage**
    - **Address**
2. In the grid below, define the field:
    - **Field Type**:
        - string
        - integer
        - long
        - float
        - double
        - date
    - **Prompt**: The label for the field.
3. To save the information, click ![save icon].
4. After saving and exiting, a Properties tab is added to the form, where the newly defined fields can be pulled in. In the Title column, click to select the field Prompt. The Value column will accept an entry based on the Field Type selection.
   The properties can be added to the Cargo List and can be added as columns in reports from the Report List using the Cargoes (Trade List) Data Set.

Voyage Templates

With Voyage Templates, which are configured by default, you can specify default Port Activities for different kinds of voyages. Each Voyage Template can include a customized Port Activity list for any Port Function. Port Functions that are not customized use the system default Activities. For example, inland and deep-sea vessels might have different Template-specified loading Activities, but they can share the same system default Activities for fueling.

On a Voyage Template, you can also specify default settings for the Laytime Calculator.

You can select a Voyage Template when you are creating a voyage; you can also change the Template after the voyage has commenced.

- Voyage Template Rules can automatically determine a default Voyage Template by evaluating the Voyage Region, Vessel Type, Vessel Type Code, Fleet, and Operation Type.
- If rules are not defined or do not apply, the last template used for the vessel is selected.
- You can always select a template or clear the Template field to override a default Template determined by Template Rules or by the previous voyage.

To set up Voyage Templates (after Module Rights for Voyage Templates and Voyage Template Rules have been enabled in Security):

1. In the Data Center Module Center, under Other, click **Voyage Template List** and then click ![New Template button] to define one or more Voyage Templates.
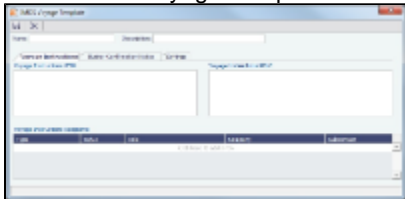

2. Enter a **Name** and a **Description**.
3. Do any of the following:
    - To specify recipients for Voyage Instructions or Bunker Confirmation Notices, do one of the following:
        - To specify by Company and Subcontact, select **From Address Book** in the **Type** column; select **To** or **CC** and select a **Company** and a **Subcontact**.
        - To specify by Role, in the **Type** column, select **By Role**; select **To** or **CC**, and select a **Role**.

- To specify Port Activities for a Template, follow these steps:
  a. To set up Template Port Activities for Port Functions, in the Data Center, under Ports and Areas, click **Port Functions**.
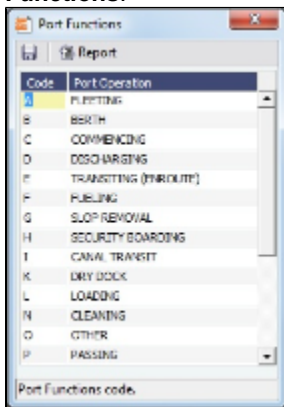

  b. Right-click the **Port Function** for which you want to set up Port Activities and click **Activities List**.
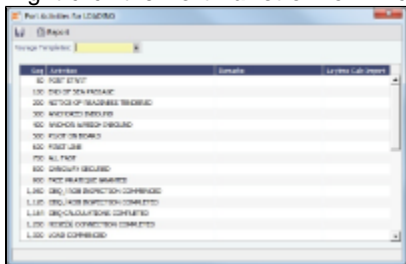
  The default Activities for the Function appear.
  c. Select the **Voyage Template**. If the Activities for the Function have not already been customized, the default Activities remain.
  d. For each template, complete the following fields. You can click in the last row to add a row at the end of the list or right-click a row and click **Insert** or **Delete**.
     - **Activities**: Select a **Port Activity**.
     - **Laytime Calc Import**:
       - **Y** = Import the Activity into a Laytime Calculation.
       - **N** = Do not import the Activity.
  e. IMOS assigns a **Sequence** for each Activity. To save the Port Activities, click .
  f. In the Data Center, under Other, click **Voyage Template Rules** and define the Rules that automatically assign Voyage Templates to new voyages. For each Rule, complete the following fields:
     - **Precedence**: The order in which the Rules are evaluated.
     - **Field**: The Field to evaluate: Voyage Region, Vessel Type, Vessel Type Code, Fleet, or Operation Type.
     - **Value**: The Value for the Field selected.
     - **Template**: The Template that is applied if the Value of the Field in the voyage matches the Value of the Field specified in the Rule.
- To specify default settings for the Laytime Calculator for use with this template, follow these steps. You can change these settings later, from within the calculation.
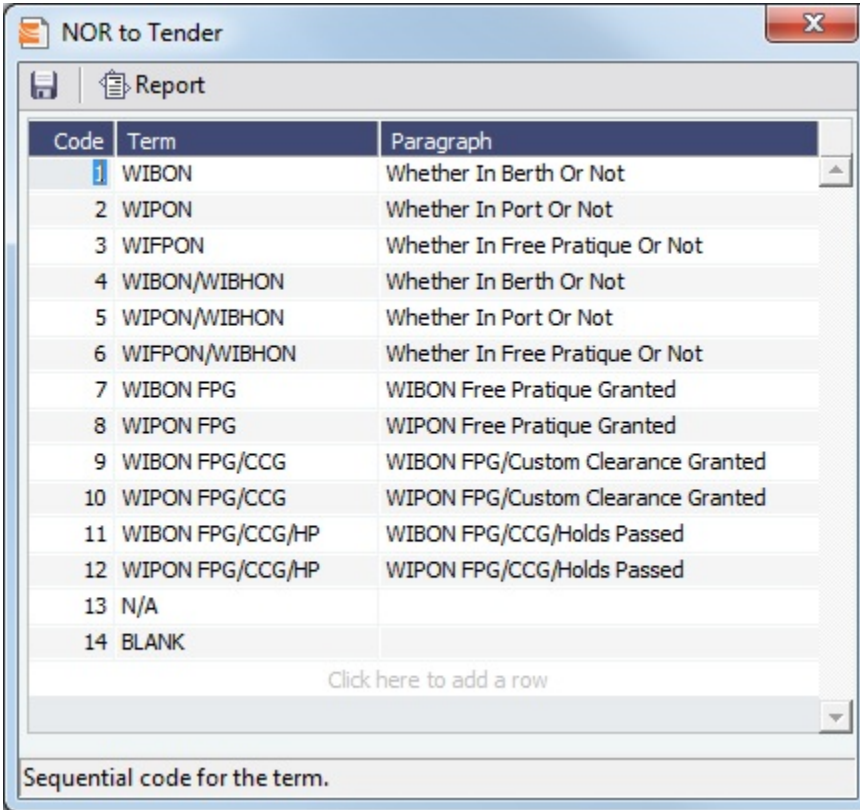 a. Click the **Settings** tab.
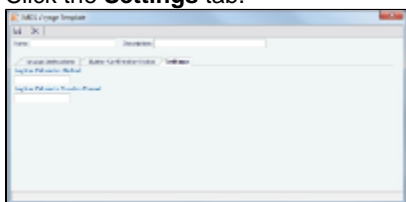
  b. Complete the following fields:
     - Laytime Calculation Method:
       - Deduction: Typically used for tankers
       - Time Counting: Typically used for dry bulk vessels
     - Laytime Calculator Duration Format:
       - DD:HH:MM
       - HH:MM
  c. Click to save and to close the Voyage Template.

Typical Term List

Most terms lists are similar to the term list illustrated below, with a Code, a Term, and a Paragraph or Description. Some terms have one or more additional columns.

To **add a term**, do one of the following:

- To insert a line above another line, right-click the line and click **Insert**.
- To add a line at the end of the list, click the last row.

To **sort** by a column, click its heading.
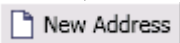
Data Center Records

Quick Links to the records for the data used throughout IMOS appear in a list along the left side of the Data Center:

- Address Book Contacts
- Cargo Names
- Ports
- Vessels

Address Book Contacts

Enter all the contacts with whom you do business. Take care not to create duplicate entries; they can cause errors in accounting.

1. To create an Address Book Contact, do one of the following:
   - In the Data Center Module Center, click **Address**.
   - On the Address List, click New Address .
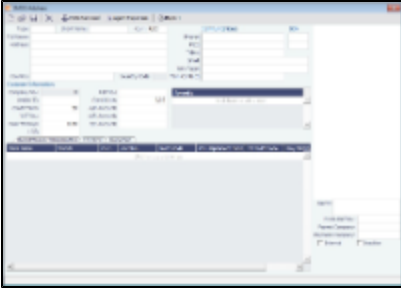
2. On the IMOS Address form:
    - Select a **Type**.
        - Type **W** is information for an internal Company; it has to be set up differently, through Financials. Its Remittance Bank record must already be set up in IMOS.
        - If you have a contact that functions as more than one type, you must enter two separate records for that contact. (Co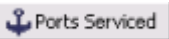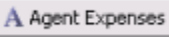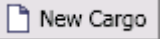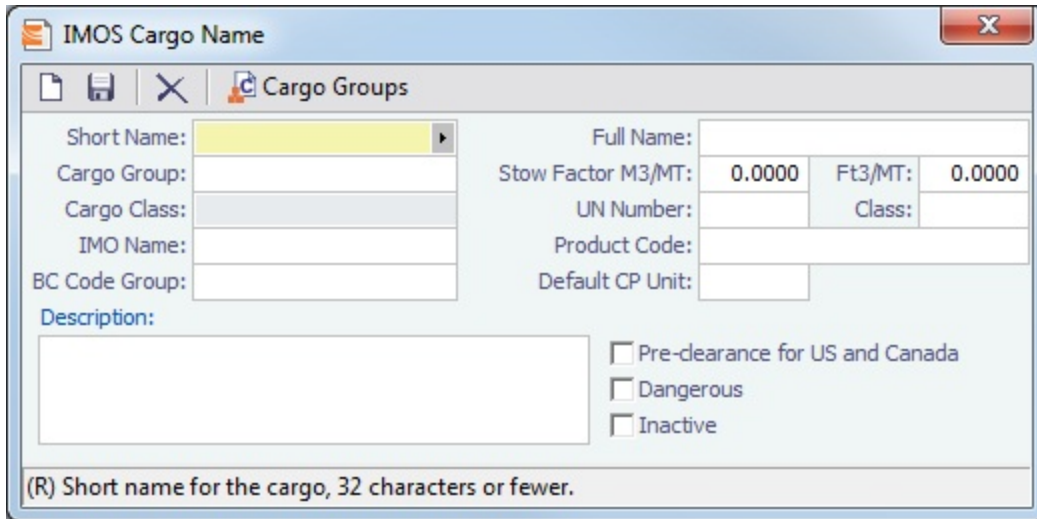mplete and save the first record, delete the contact Type, press **Enter**, and select the other Type. IMOS asks if you want to create a new record; click **Yes**.)
    - Enter a **Short Name** for the contact (32 characters or fewer). Then press **Enter** or **Tab**. If the Type and Short Name do not match any existing records, a message asks if this is a new record. To create a new record, click **Yes**.
    - In the **Curr** field, check that the default currency is correct; otherwise, select the currency in which you deal with this contact.
    - Enter the **Full Name**.
    - Enter at least the first line of the **Address**.
3. Complete the remaining fields on the form as appropriate.
    - **Veslink ID**: For managing the Agents list for the Agent Portal.
    - To create a specific **AP Account** or **AR Account** for a vendor, enter the account into the field. If it does not yet exist in the Chart of Accounts, a prompt enables you to create it; the account description is the vendor's name.
      An option can be configured to be able to select an AP account as the vendor's AR account, and AR account as the vendor's AP account.
    - **I/C Account**: When entering a Payment/Receipt, you can make the payment via an internal company by selecting **Intercompany Transaction** as the Payment Mode. An Intercompany Info section appears on the Cash Transaction Management form, where information should be entered. After saving the payment, a Journal Entry is created for the I/C company inner transaction; to view it, click the I/C Journal label link in the form.
    - **Remittance Information**: Click this tab to enter information about Remittance and Correspondent Banks.
    - **Contacts**: Click this tab to enter information about individuals for this address.
    - **Properties**: When User Defined Fields are set up in the Data Center for Address Book records, a Properties tab appears, where these fields can be selected and values entered for them.
    - **Alerts**: To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture highlight the Charterer field in light pink after an Alert is entered for it. A tooltip shows the text of the corresponding Alert. An Alerts column can also be selected to appear in the Address Book.
4. You can do the following:
    - To view or enter ports serviced by the contact, click ![Ports Serviced].
      For Bunker Vendors, the Remark field can be used to record information like past issues, bunkering limitations, and performance ratings. After configuring the vendors that service a port, the Vendor selection list in a Bunker Requirement for that port has two sections. The top shows the vendors recorded as serving that port; the bottom lists all bunker vendors in the Address Book.
    - For an agent or a vendor contact, to customize the expense breakdown on a Port Disbursement, click ![Agent Expenses].
5. To save the record, click ![save]. IMOS inserts the next sequential **Company Number**.

Cargo Names

Enter the names of all your types of cargo. An option can be configured so that you can specify a default unit of measure for each Cargo Name.

1. To create a Cargo Name, do one of the following:
    - In the Data Center Module Center, click **Cargo Name**.
    - In the Cargo Name List, click ![New Cargo].

2. On the IMOS Cargo Name form, enter a **Cargo Short Name** (32 characters or fewer). Then press **Enter** or **Tab**. A message asks you to confirm that you are adding new cargo. Click **OK**.
3. Select or enter a **Cargo Group**. Depending on the group, the form includes fields for either liquid or dry cargo.
4. Complete the remaining fields on the form as appropriate.
5. To save the record, click .

Cargo Groups

An option can be configured for Unit of Measure Conversion in IMOS, for MT, BBL, and M3. It adds several columns to the Cargo Groups form:

- **CP Unit**: Default CP unit of measure for all grades within the group
- **Lift Unit**: Default L/D, or Lift, unit of measure for all grades within the group
- **Alt Lift Unit**: Default Alternate L/D unit of measure for all grades within the group
- **Convert?**: Whether automatic conversion between units should take place for this group

Group defaults can be overridden at an individual grade level on the Cargo Name form or on the Voyage Estimate/Voyage Fixture/Voyage Manager forms. Successful conversion requires non-zero values for API/SG for the grade.
Several additional columns appear on IMOS forms:

- CP Terms Details: Alt Qty and Alt Unit on the Itinerary tab of the grid
- Voyage Estimate, Voyage Fixture, and Voyage Manager Itinerary grid: Alt Qty and Alt Unit on the Cargo and Draft/Restrictions tabs

If there are a value and a unit of measure for L/D Qty, a unit of measure for Alt Unit, and nonzero values for API/SG, then the Alt Qty value is automatically calculated. It is also possible to back-calculate an L/D Qty from a manually entered Alt Qty: After entering the Alt Qty, clear the L/D Qty value to trigger the recalculation. This procedure can also be used to calculate the quantities based on a manually entered API/SG.

1. To create or view a Cargo Group, on the Cargo Name form, click .

2. Complete the fields on the form as appropriate.
3. You can create a top-level layer in the Cargo hierarchy, a Super Group, that encompasses one or more existing Cargo Groups for use with multi-grade configurations. This facilitates the selection of grades from any group within a Super Group when the Super Group is used at the CP level in the Voyage Estimator, Voyage Fixture, or Voyage Manager. Follow these steps:
   a. On the Cargo Groups form, click to add a line at the bottom of the grid and name the Super Group.
   b. Right-click the line and click **Subgroups**.

   c. In the Cargo Subgroups form, add a line and select the existing groups to be part of the Super Group. A Cargo Group can belong to multiple Super Groups.
   In the Voyage Estimator, Voyage Fixture, or Voyage Manager, if you select a Super Group at the CP-level Cargo Group, you can then select any grade belonging to any of the groups that are part of the Super Group. Stowage factors will continue to default basis the grade selection.
4. To save and close the Cargo Subgroups form, click [X].
5. To save and close the Cargo Groups form, click [X].
6. To save and close the Cargo Name form, click [X].
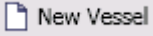
Vessels

Confirm that all your vessels were set up correctly during installation, and update them as your company's fleet changes.

An option can be configured to enable an external search of the Vessel List in the Data Center. Enter all or part of a vessel name in the Search field on the right, select the source or (All), and click **Search**. Vessels from the selected source that start with the Search criteria appear in the list.

- An icon of an arrow pointing out of a box appears behind the Vessel Name if the source of the data is external; click the link to enter a Vessel Code and import the vessel.
- Otherwise, the vessel is from IMOS; click the Vessel Name link to open the Vessel form.

To have this integration with Q88 and/or Baltic99, there must be a valid license for these services.

1. To create a Vessel, do one of the following:
   - In the Data Center Module Center, click **Vessel**.
   - On the Vessel List, click [New Vessel].
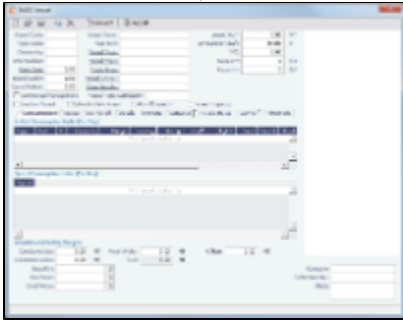
2. Complete at least the following required fields:
   - Vessel Code (four characters)
   - Type Code
   - Speed Laden
   - Speed Ballast
   - Vessel Name
   - Vessel Type
   - Vessel DWT
3. Complete the remaining fields on the form as appropriate.
   - **Alerts**: To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture highlight the Vessel field in light pink after an Alert is entered for it. A tooltip shows the text of the corresponding Alert. An Alerts column can also be selected to appear in the Vessel List.
   - **Consumption** tab: In Port and Speed Consumption Tables

Consumption | Route Prefs | DWT/Draft | Details | Stowage | Contacts | Multiple Rates | L/D Performance

In Port Consumption Table (Per Day)

Type	Unit	G	Capacity	Margin	Loading	Dischg	Idle/On	Idle/Off	Heat	Heat+	IGS
IFO	MT	G	0.00	0.00	1.00	1.00	1.00	0.00	0.00	0.00	C
MDO	MT	G	0.00	0.00	2.10	2.10	2.00	0.00	0.00	0.00	C
LSF	MT	L	0.00	0.00	1.00	1.00	1.00	0.00	0.00	0.00	C

Speed Consumption Table (Per Day)

Speed	IFO (L)	IFO (B)	MDO (L)	MDO (B)	LSF (L)	LSF (B)	MGO (L)	MGO (B)
14.50	55.00	55.00	1.00	1.00	55.00	55.00	55.00	54.00
15.00	55.00	55.00	1.00	1.00	56.00	56.00	57.00	56.00

Click here to add a row

   - **Route Prefs** tab: Preferences for routes to take or to block, for example, because of piracy. You can also use this to store default costs that will import into the Voyage Estimator for this vessel. (A charterer can change this value from an Estimate).

Use: Routing preferences can be set to use certain routes for laden or ballast legs only: A = Always; B = Ballast Only; L = Laden Only. The Voyage Estimator is sensitive to these settings when calculating the route between ports.

Consumption	Route Prefs	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Performance
Region		Toll (Ballast)	Toll (Laden)	PD	XP	Func	Block	Hide	No Tolls	Use

Click here to add a row

- **DWT/Draft** tab: Values entered in the Vessel DWT, SW Summer Draft, and TPC fields automatically populate the At Summer row on this tab.

Consumption	Route Prefs	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Performance

Draft (M)	DWT (MT)	Displ (MT)	TPC	Remarks
5.800	11,000.00	0.00	0.00	
17.500	160,000.00	0.00	114.00	

Click here to add a row

	Draft (M)	DWT (MT)	Displ (MT)	Free Board (M)	TPC
At Design:	0.000	0.00	0.00	0.000	0.00
At Summer:	0.000	0.00	0.00	0.000	0.00
Tropical F.W.:	0.000	0.00	0.00	0.000	0.00
Tropical S.W.:	0.000	0.00	0.00	0.000	0.00
Fresh Water:	0.000	0.00	0.00	0.000	0.00
Winter:	0.000	0.00	0.00	0.000	0.00
Normal Ballast:	0.000	0.00	0.00	0.000	0.00
Lightship:	0.000	0.00	0.00	0.000	0.00

Fresh Water Allowance: 0.000 mm   Max Air Draft: 0.00

- **Details** tab: Log Fitted and Grain Fitted check boxes also appear for bulkers only.

| Consumption | Route Prefs | DWT/Draft | **Details** | Stowage | Contacts | Multiple Rates | L/D Performance |

Vessel Identification

Capacity and Draft

Call Letters:	Operator:	OPA' 90: 0.00
Former Name:	Offical No.:	Lightship: 0.00 MT
Suez Vsl Type:	PNS No.:	Winter Draft: 0.00 M
Builder:	Hatch Type:	Max Draft: 0.00 M
Build Details:	H&M Value:	GRT Int'l: 0.00
Vessel Flag:	P&I Club:	NRT Int'l: 0.00
Registry:	GAP Value:	Panama Gross: 0.00
Disponent Owner:	DWT Date: / /	Net: 0.00
Hull Type:	Last Dry Dock: / /	Suez Gross: 0.00
Cross-Ref No.:	Next Dry Dock: / /	Net: 0.00
Ventilation:	Next Survey: / /	Grabs Qty: 0
Ice Class:	Next Inspection: / /	Grabs Capacity: 0.00 M3
Engine Make:	Last Prop Polished: / /	**Dimensions**
Cargo/Gear:	Last Hull Cleaning: / /	Loa: 0.00 M
	TVE Expires: / /	Beam: 0.00 M
	☐ Bowthruster	Depth: 0.00 M

☐ CO2 fitted   ☐ Australian ladders   ☐ Toledo suitable
☐ Strengthened for heavy cargoes
☐ TVE Valid

- **Stowage** tab:

| Consumption | Route Prefs | DWT/Draft | Details | **Stowage** | Contacts | Multiple Rates | L/D Performance |

Holds Information

No.	Grain(Ft3)	Bale(Ft3)	Length	Width FWD	Width AFT	WT Tanktop	WT Hold	B
			Click here to add a row					

Crane Information

Crane Type	Capacity	No.(Outreach)	Radius	
		Click here to add a row		

Hatch Information

No.	Length(M)	Width(M)	WLTHC	Max WT	Crane Cap	Derrick Cap	Cementholes	Dimension
			Click here to add a row					

- **Contacts** tab: In the Manager field, you can select from the list of Owner companies and specify the Vessel Manager to be used on the Voyage Template.

| Consumption | Route Prefs | DWT/Draft | Details | Stowage | **Contacts** | Multiple Rates | L/D Performance |

Manager:

Sat A:

Sat B:

Sat C:

Mini-M:

Telex:

Fax:

Cellular:

Master's No.:

CCR No.:

Bridge No.:

Email:

Dem Analyst:

Vessel Remarks:

- **Multiple Rates** tab: From this tab, you can create a group, with a Group ID, to store data in case of a change in Daily Cost and Speed consumption rates. It is based on the effective date period (From GMT - To GMT) you enter.

| Consumption | Route Prefs | DWT/Draft | Details | Stowage | Contacts | **Multiple Rates** | L/D Performance |

ID: [   ]   Create New Group   Admin Fee/Day: 0.00

Daily Cost	From GMT	To GMT	Duration	Comments
		Click here to add a row		

Speed	IFO (L)	IFO (B)	MDO (L)	MDO (B)	LSF (L)	LSF (B)	MGO (L)	MGO (B)
			Click here to add a row					

For these rates, if a change in the effective date occurs while a voyage is in progress, the cost and/or consumption calculations are split according to the number of voyage days for both effective rate periods.

- **L/D Performance** tab:

| Consumption | Route Prefs | DWT/Draft | Details | Stowage | Contacts | Multiple Rates | **L/D Performance** |

Load Information		Discharge Information	
Load Time (Hr):	0.00	Discharge Time (Hr):	0.00
Min Liquid Pressure:	0.00	Max Liquid Pressure:	0.00
Min Gas Return (M3/Hr):	0.00	Min Gas Return (M3/Hr):	0.00
Max Gas Pressure:	0.00	Min Gas Pressure:	0.00

- On the **Properties tab,** when User Defined Fields are set up in the Data Center, they can be selected here. These properties can also be exported and imported using the Messaging Service program, autovsl.exe.
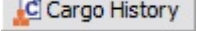
| Consumption | Routes | DWT/Draft | Details | Stowage | Contacts | Multiple Rates | L/D Perf | **Properties** |

Title	Value
	Click here to add a row

1. To save the record, click [floppy disk icon] .
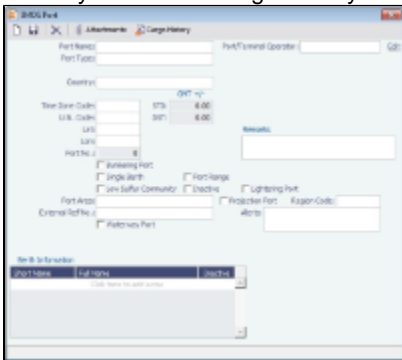
Ports

If you need a port added, contact Veson to have it added. If you attempt to add a port that already exists, its record appears, so a new port with the same name as an existing port cannot be added.

Note: You can select **Update Ports** on the Tools menu to read rnports.xml distributed with IMOS official ports and distances updates. This replaces the ports update SQL scripts and sets the lastupdate field in the rnports table in the IMOS database.

To see the history of any cargo handling done in this port, according to Search Date Range, click [Cargo History button] . Right-click an entry in the Port Cargo History form for an option to view the related voyage.


- **Port Type**:
  - **Port (No Distance Link)**: Enter Port Aliases. Time Zone Code is required; if the new port is an Alias, this value is inherited from the master Port record.
  - **Alias Port**: Enter the port for which this is an Alias.
  - **Waterway Port**
- **Lightering Port**: For a Lightering Port, select this check box. For Lightering Contracts and Jobs, only Lightering Ports can be selected; Load/Discharge ports can be selected from all ports.
- **Alerts**: To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture highlight the Port Name field in light pink after an Alert is entered for it. A tooltip shows the text of the corresponding Alert. An Alerts column can also be selected to appear in the Port List.
- **Berth Information**: To add or view information about berths in the port, right-click the line in the Berth Information grid and then click **Berth Information**.

Berths

To add or view information about berths in a port, right-click the line in the Berth Information grid on the Port form and then click **Berth Information**.
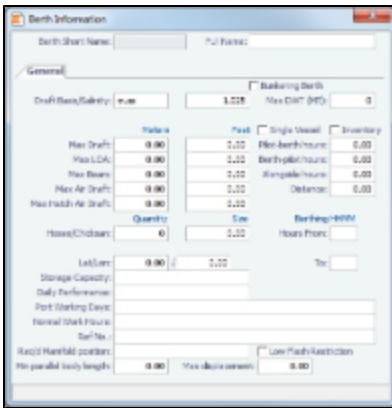
When User Defined Fields are set up in the Data Center for Berth records, a Properties tab appears, where these fields can be selected and values entered for them.
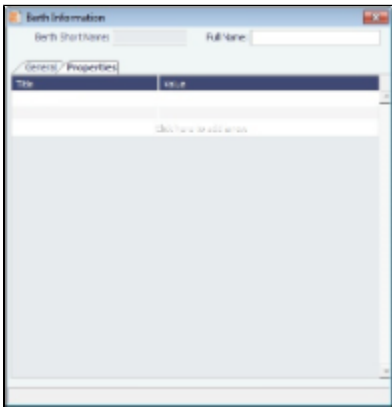
Messages

The Interface Messages List provides a central viewing point to see incoming and outgoing IMOS file traffic. The most common messages are invoices or financial transactions to an external accounting system. You can view incoming and outgoing interface messages and resend them if needed.

In the Data Center Quick Links list, click **Messages**.
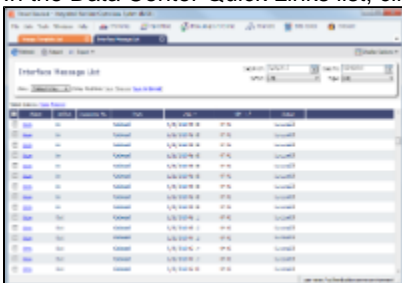
For more information on lists, see Lists and the *IMOS6: Lists* tutorial.

Audit Trail

The Audit Trail is a history of the actions related to every transaction in IMOS6. Creating or saving a form is a transaction, and inserting, updating, or deleting a value in a field on that form is a separate action in that transaction. For more information, see the *IMOS6: Audit Trail* tutorial.

To view the Audit Trail, do one of the following:

- In the Data Center Quick Links list, click **Audit Trail**.

- On the Lists menu, click **Audit Trail**.
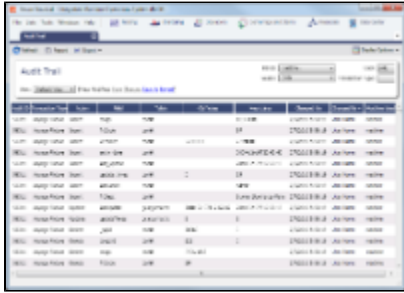
Each transaction has an Audit ID. For each action of a transaction, the Audit Trail can display the following columns. Some are hidden by default, but you can select them.

- Action (Insert, Update, or Delete)
- Audit ID
- Changed By
- Changed On
- Field
- Machine Used
- New Value
- Old Value
- Port
- Port Call Sequence
- Table
- Transaction Type
- Vessel Name
- Voyage Number

Veslink

About Veslink

Veslink is a portal that connects ship charterers, operators, owners, agents, and brokers, using the Web. Veslink enables these partners to significantly enhance business and operational functions and ultimately increase profitability.

Veslink can be used by any maritime organization to collect, analyze, and distribute information. Whether the data originates from port agents, vessels, brokers, customers, partners, or third-party providers, Veslink captures the information and delivers it in the proper format. Because of its open system design, Veslink can interface seamlessly with any data collection or enterprise system. It also integrates directly with Veson Nautical's IMOS software.

Veslink enables vessels and their onshore company offices to exchange information, by simplifying, managing, and automating vital voyage communications. Vessels and the office can track vessel status through timely reports created at sea, submitted by officers onboard the vessel, routed by email or secure Internet to onshore company offices, and imported automatically into IMOS. These customizable reports include Arrival, Position/Noon, Cargo Activity, Port Activity, and Departure Reports. The office can send updates on itineraries, cargoes, and bunkers to the vessel, as well as document folders and files.
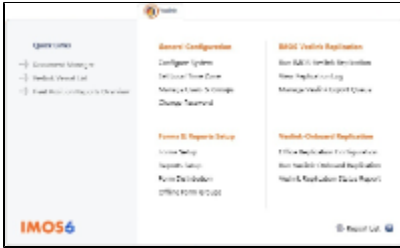
Information About Veslink

For information about Veslink, select the link for your version from Veson Wiki or see Veslink Functions in IMOS.

Veslink Functions in IMOS

You can access Veslink functions through the IMOS Veslink Module Center.

 Veslink

To access the Veslink Module Center, click its button.

Most Veslink functions are the same in IMOS as in Veslink, but the Veslink Vessel List, where you can activate vessels for replication, is available only in IMOS.

Veslink Vessel List

The Veslink Vessel List in IMOS is similar to the Vessel List in Veslink, with some additions. To open the Veslink Vessel List from IMOS, click **Veslink Vessel List** on the IMOS Veslink Module Center.
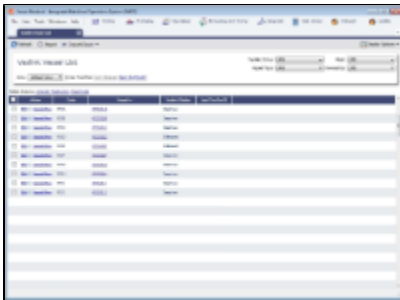
From this list, you can:

- Select the check box to Activate Vessels for Replication
- Click the <u>Edit</u> link to open the Vessel form
- Click the <u>VesselView</u> link to open the Voyage Manager for the vessel
- Click the <u>Vessel</u> link to open the Replication Management form for the vessel

Activating Vessels for Replication

Vessels to be replicated from IMOS to Veslink must be activated. This is a one-time process, but it must be done after you install IMOS v6.12 or later to have vessel data replicated to Veslink.

1. On the Veslink Vessel List, select the check box to the left of each vessel whose data you want to replicate.
2. At the top of the list, click the <u>Activate Replication</u> link.
   The Veslink Status column can have the following values:
   - **Inactive**: Vessel not replicated to Veslink
   - **Active**: Vessel replicated to Veslink
   - **Onboard**: Vessel replicated to Veslink and Veslink Onboard site activated

To mark a vessel Inactive, select its check box and click the <u>Deactivate</u> link.