

# IMOS v7.1 Documentation

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## About IMOS

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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.

See the [Home](#) page for links to information for all versions of IMOS and Veslink.

## New in IMOS v7.1 and Release Notes

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You can download the current release notes and sort them in various ways, or you can view the current release notes, sorted by case number, and search for information.

- **Download current Release Notes:** [IMOS Release Notes v7.1.800.xls](#)
- **View and search current Release Notes:** [IMOS Release Notes v7.1](#)

This document describes the new features in IMOS version 7.1 in these areas:

- [Major Features](#)
- [All IMOS](#)
- [Trading](#)
- [Chartering](#)
- [Cargo Matching](#)
- [Time Charters](#)
- [Operations](#)
- [Demurrage and Claims](#)
- [Financials](#)
- [Data Center](#)
- [Messaging](#)
- [Veslink](#)

## Major Features

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### Head Fixture Contract

A new Contract type has been added to IMOS for Own Vessels: Head Fixture.

When a vessel has ownership type OV, creating a new TCI contract for this vessel defaults the owner and the company from the Vessel form and the Contract Type to be Own Vessel. A contract of type Own Vessel is a Head Fixture.

- The new Head Fixture contract has an ID of XXX-OVYYYY, where XXX is the Vessel Code, and YYYY is a global sequential number.
- Head Fixture contracts can be found in the TCI list. A new Contract Type column was added to the list, and it is possible to filter according to this value.
- It is not possible to create a Head Fixture for a vessel that already has an active Head Fixture.
- A Head Fixture Contract is similar to a Time Charter In Contract, but with the following differences:
  - Status selections also include Under Construction, Purchased - Not Delivered, and Sold.
  - A Share In Contract field, with a percentage value, defaults to 100.
  - The Brokers table is not displayed for Head Fixtures.
  - New Purchase and Sale Tabs: In each, it is possible to record the counterparty, payment terms, broker, and other relevant data.
  - When specifying a Delivery Date on the Sale tab, it defaults to the Est Redelivery of the contract as well.
- For Head Fixtures, the Own Vessel check box on the Exposure tab is automatically selected, and the exposure is the same as any Own Vessel Contract. For the new statuses Under Construction, Purchased - Not Delivered, and Sold, the contract is not in exposure.

- When creating a new OV\*\* Voyage, it is possible to link a Head Fixture contract. For the first linked voyage, the bunker prices and quantities are retrieved, and for the rest of the voyages, the daily cost is calculated according to the Hire specified in the contract.
- New columns were added to Time Charter In List and to its corresponding dataset:
  - Department
  - Min/Max Less/More Days
  - Vessel Head Owner: The Parent company of the Vessel Owner
  - Other Head Fixture-related columns, all with prefix HF

## Port Expenses Invoice

A new invoice type was added to IMOS: Port Expenses. Unlike Port Disbursement and Advance, using this invoice type allows you to create a Port Expenses invoice for multiple Vessels/Ports/Voyages. This invoice can be created using the Transaction Data Entry form, source code PEXP. For each Detail line, you can enter the Vessel, Voyage, and Port. It is also possible to import and export this invoice type when invoice notification is enabled for the Messaging Service.

## Reissue Freight Invoice

For normal Freight Invoices that have been posted, it is now possible to reissue them using the same invoice percentage in case a recalculation is needed.

After posting a normal Freight Invoice, it is possible to open the same Freight Invoice record. Instead of the Refresh button, a Reissue button appears. Clicking this button creates a new Freight Invoice with the same Inv % that reverses the previously issued invoice and recalculates the Freight.

Notes:

- It is not possible to reissue an invoice more than once.
- It is not possible to reissue an invoice of type Reissue.
- It is not possible to reissue an invoice that was already included in incremental invoice.

## IMOS Security Integration with Active Directory Groups

IMOS security integration with Active Directory Groups is now available as a licensed feature. It allows creating new users without leaving Active Directory and having them instantly gain access to IMOS, with permissions assigned based on their AD group membership. In the IMOS Security List, to sync an IMOS group and its membership with an AD group, click New on the toolbar, then select Active Directory Group.

## Config Flag to Enable Company Security

Previously, to enable Company Security in IMOS, config flags CFGCompanyACLQuery and securityCompanyAccessQuery were used. Those flags were deprecated, and a new config flag enables Company Security:

```
<imosProperty name="CFGEnableCompanySecurity" value="Y" />
```

Description: When enabled, it is possible to set company-based permissions for each user, in Security List > IMOS User Properties form > Object Rights, under Company.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

## Data Objects Now Always On

The flag CFGEnableReportDataObj, which was used to turn on data objects, is now obsolete; data objects are now always turned on. Setting a value for this flag now has no impact.

## As Delivery Bunker

A new check box was added to the Bunker Invoice in TCO Voyages: As Delivery Bunker.

This option was added to accommodate scenarios where the owner is lifting bunkers post vessel delivery (Y port) and is interested in selling those bunkers to the charterer at the CP price, as part of the Bunkers on Delivery.

The workflow is:

- After the lifting is actualized, create a Bunker Invoice, select the As Delivery Bunker check box, and bind the invoice to Operations.
- If the Bunker Invoice is created via an external interface, the tag <asDeliveryBunker> is added to the XSD, and when its value is set to 1, As Delivery Bunker is set on the generated Bunker Invoice.

- In the Time Charter Out Bill, a new item is added for each Bunker type: Purchase For Delivery. The quantities are taken from the Bunker Invoice, and the price used is the CP Delivery price.
- New \*\*\*XDL Bill codes were added to the TCO Billing Invoice, where \*\*\* is the fuel type. To use these codes, create new business rules TCOB: \*\*\*XDL for each fuel type.
- The corresponding Bunker Adjustment (difference between purchase price and CP price) is included in the TCO Bunker Adjustment on the P&L tab of the Voyage Manager.

## Voyage Estimate - Speed Comparison Analysis

In the Voyage Estimate, a new analysis tool was added: Speed Comparison Analysis. In this form, it is possible to add lines to the table, and after specifying Ballast and Laden speeds, the following values are calculated for each set of speeds: Profit, TCE, Daily Profit, Bunker Expenses, and Voyage Days. The columns of this table are sortable.

Right-clicking a line in the table gives the option to apply this set of speeds to the Estimate.

In the form there are two buttons: Clear, which clears all the lines in the form, and Generate From Vessel Speeds, which populates all the possible combinations of speeds that are specified on the Vessel form.

Also, several enhancements were made around Vessel Sea Consumption:

- On the Vessel form and on the Performance tab of Time Charter contracts, when specifying Sea Consumption rates, the consumption figures are now separated into Ballast and Laden consumption mode.
- On the Vessel form, in the Speed Consumption Table, a new column was added: Type. The options under this column are Eco, Input, and Warranted.
- If a default ballast/laden speed consumption rate is missing from the Vessel form, a warning is now issued upon saving.
- When the Vessel Type has Restrict Speeds enabled, the speeds available for the user are only the speeds corresponding to the specific B/L mode, as defined on the Vessel form.
- The ImosData.xsd file has a new tag, <engineLoadBallast>, to be compatible with the change in the Vessel form.

## Improvements to Time Charter Lifting/Purchase Options

A set of enhancements around Time Charter Lifting/Purchase Options:

- On the Lifting Options form, two new columns were added: Hire and Unit. If specified, those values are used for the trading exposure calculations. When exercised, those Hire lines are appended to the main Hire table in the Time Charter Contract.
- The Reminder section of Lifting Options is now basis the Declaration Date of each specified option, and it is possible to specify a Days Window for the Reminder to be sent.
- The Purchase Options form has been modified to allow more than one option. The following was added to the form:
  - Option Type: A selection between American and European.
  - Declared: A check box to indicate if an option has declared. When selected, the Date field is enabled to specify the actual Declaration Date.
  - Currency Spread High/Low: Values to represent the allowed upper and lower limits between a pair of currencies.
  - Options grid: In this grid it is possible to specify for each option its Declaration Date, Price Date, Price, Currency and Exchange Rate.
- The Reminder section of the Purchase Options is also basis the Declaration Dates specified for the options.
- An Attachments button was added to the Purchase Options form.
- The Purchase Options form was added to the Time Charter Out form as well.
- Two new lists were added to the Chartering module: Time Charter Lifting Options and Time Charter Purchase Options. Each list specifies all the existing options with their relevant data. It is possible to filter according to TC type (In or Out).
- Two Security Rights were added to the Module Rights tab:
  - Chartering> Time Charter Manager> Time Charter Lifting Options
  - Chartering> Time Charter Manager> Time Charter Purchase Options
 Note, in order for the reminders to be sent, a valid Outgoing Message Location should be defined in the Messaging Service Configuration form.
- For Time Charter contracts, a new column was added to the Lifting Options form: Remarks.

## Add Details to All Freight Invoice Types

Until now, in the Freight Invoice, it was possible to click the Add Details button only in the Incremental Invoice Type. Now, it is possible to add Demurrage, Despatch, and Freight Rebillables to all Invoice Types, including Normal and Special.

## Viewing Multiple Environments in a Single Environment

A new functionality has been implemented so that the Bunker Requirement List, Bunker Purchase List, and Bunker Lifting List from multiple environments can be viewed in a single "primary" environment. The configuration needs to be this way in imosshell.exe.config: `<add key="primary_environment;secondary_1;secondary_2" value="primary_environment;secondary_1;secondary_2" />`

After logging into IMOS, the three environment names can be seen in the status bar. The first in the list is the primary, and everything except the above three lists belong to this environment. A user opening one of the three lists has access to data from all environments that he has access rights to. A new IMOS Environment column displays the source of data. Clicking links associated with a secondary environment opens modules attached to the secondary environment's database.

## All IMOS

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- In IMOS Lists, when enabling Display Option: Quick Search, entering text in the fields now opens a drop-down with auto-complete options.
- For all Date fields in IMOS (input fields), the tooltip text is now of the format 2-mar-2012.
- The Company Full Name is now available in tool tips for the Company field on the Time Charter In, Time Charter Out, Cargo, VC In, IMOS FFA/Option Trade, and Bunker Swap/Option Trade forms.
- For the port ECA - US 200NM, the Low Sulfur Community check box is used to specify the full ECA zone as a Low Sulfur zone.
- A new config flag was added to restrict the attachments in IMOS to be links only:  
`<imosProperty name="CFGDisableLocalAttachments" value="Y" />`  
Description: When enabled, adding attachments to IMOS records is limited to links only. In the context menu of Attachments forms/trees, the option Attach New File is no longer available, and when selecting Attach New Link, the Select folder button is not displayed.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
- For IMOS reports (non dataset-enabled, but HTML, such as invoices and in-program reports) the Email button is now a drop-down, so the report can be sent either as a PDF attachment or as HTML in the body of the email.
- General performance improvements across lists and reports based on datasets.
- Performance of custom reports that use data objects was improved.
- A new config flag was added to save full crash dumps.  
`<imosProperty name="CFGCrashReportDumpType" value="value" />`  
Description: When set to full, IMOS will save the full crash dump rather than the mini crash dump. This should only be temporarily enabled for troubleshooting, since full crash dumps can be very large.  
Data Type: string  
Data Default Value: "normal"  
Data Value Range: "normal" or "full"

## Report List

### Report Editor

- The Report Editor now has additional filter options:
  - is in the list
  - is not in the listThese enable multi-select functionality for fields that have auto-complete enabled, helping with selecting a set of values to be included or not included in the report.
- In the Output Options section of the Report Editor, when Output to Excel is selected, there is a new Overwrite Excel Template File check box. Selecting this box causes the generated Excel report output file to have the same name as the template file.

### Data Objects and Datasets

- In Major Features, see [Data Objects Now Always On](#).

- A new data object has been added to IMOS: Voyage Estimate. This new data object was linked to Voyage Estimates and Voyage P&L Summary datasets. Using this new object, it is possible to see Worldscale Year, Flat Rate, and Percentage.
- For the Trading Details dataset, new parameters were added to the Report Editor:
  - Period From (GMT)
  - Period To (GMT)
  - Contract
  - Vessel Type
  - Trade Area
  - Profile
  - Filter
  - Show Exposure Only (check box)
- Several changes were made in the Receivables Summary List dataset:
  - Original Invoice columns (Invoice number, Due Date, Amount, Currency, etc.) now display the values from the first reversed invoice, and not the last reversed invoice.
  - A new parameter was added: Invoice Age Ref Date. If a value is entered in this parameter, Invoice Age Days is calculated according to this value. Otherwise, it is calculated according to the current date.
  - The following new columns were added:
    - Invoice Due Date: Displays the current invoice due date.
    - Last Paid Past Due (Days): Displays the difference in days between the values in Original Invoice Due Date and Last Paid Date.
    - Invoice Age (Days): Displays the difference in days between the values in Original Invoice Due Date and the parameter Invoice Age Ref Date or the current date.
    - Counterparty Parent: Displays the Parent Company value from the counterparty's Address Book entry.
- In the Pooling Information dataset:
  - A new parameter and two new columns were added: Parameter Distribute Admin Income and columns Admin Income Before and Admin Income After. When Distribute Admin Income is enabled, a ledger account is specified for the pool, and the account balance for those dates and pool company is not zero, the balance is displayed in the Admin Income Before column. Under Admin Income After, the balance is displayed as distributed between all the pool vessels.
  - A new parameter and a new column were added: Parameter Group by Voyage and a column Voy No. When Group By Voyage is enabled, the results are broken down to voyage levels for each vessel. It is possible to add the Voy No. column to view the relevant voyage number.
  - New columns were added:
    - Company: The company set for the pool in the Pools form.
    - Owner: The owner of the Vessel, taken from the Pool Assignment form, and if not specified there, from the Vessel form.
    - Income AP Commission: The pooling commission applied on the Income After Pooling, as specified in the Pools /Pool Assignment form.
- Time Charter In and Time Charter Out data objects have been added to the Voyage P&L Summary report dataset, which now offers the ability to view Time Charter-related details in the report (Fixed by, Chtr Specialist, etc.).
- Two columns were added to the TC lists and the Time Charter reporting dataset:
  - Redelivery Date is the value of Proj/Act (GMT) Redelivery from the TC contract, if available, otherwise it is the Est (GMT) Redelivery date. Note that since these fields in the contract update as lifting options are exercised, the Redelivery Date column will update as well.
  - Earliest Lifting Option Decl. Date column is the Declaration Date of the earliest non-exercised lifting option.
- TC In and TC Out data objects have been added to the Offhire Summary dataset. This helps in viewing details of Time Charter contracts connected to all voyages containing off hire.
- A new Data Source parameter, Latest snapshot, has been added to the Voyages dataset. This helps save time when generating large reports and displays details according to the latest current snapshot for all voyages in the report. Also, the following columns are now available as both Actual and Estimated: Voyage P&L, Voyage Days, Ballast Days, Laden Days, and TCE.
- The Voyage P&L Drilldown dataset has been renamed Voyage P&L Drilldown (Operations).
- A new Port Service Agency report dataset has been implemented. It can be used to view details of voyages, agents allocated at all ports, cargo handled at each port, and port expense details for all agents. Note that ports with functions Commencing, Passing, and Terminating are not considered in the report, since there are no port expenses incurred for these ports. Also, only those port expense invoices that are relevant to the agents specified on the Agents and Notices form for each port are displayed.

- A new report Port Service Expenses dataset has been implemented that displays itemized port expenses for each voyage with information about the port agents, invoiced item statuses, their ledger codes, etc.
- A new Voyage P&L Daily Variance (Accounts) report dataset has been implemented, which displays a comparison of the Accounts View of the P&L for the specified two snapshot dates. There are options to specify if all snapshots are to be compared for the new and old snapshot dates, or if only the latest is needed. Also, the check box Include P&L Line Items in the Report Editor helps display the breakdown of P&L line items one level further.
- A new Voyage P&L Drilldown (Accounts) report dataset has been implemented. The report displays the Accounts View of the P&L for the voyages falling within the Period From/Period To timeframe. (The values are also prorated accordingly.) The Data Source can be any of the three types: Force Calculation, Latest Snapshot, or Latest Accrual Snapshot. If Latest Snapshot is chosen, the snapshot type and date can be specified to view details from the latest snapshot on the given date.
- A new column was added to the General Operations dataset: Port Agents. For each port, all specified agents are displayed in this column, as comma separated values.
- In Bunker Purchase List and dataset, a new column was added: Bunker Manager. The value in this column is pulled from the Bunker Requirement linked to the Bunker Purchase.
- New column Cargo Invoiced Qty has been added to the Cargo Operations Report dataset. It displays the invoiced quantity as per the Freight Invoice of the given cargo.
- Performance of the Cargo Operations dataset has been improved, so that reports that use it are less likely to time out.

## Trading

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- A few changes around paper trades:
  - IMOS now supports Bunker Options CALL and PUT. Those trades are linked to a Bunker Symbol index, and the settlement rate is taken from the Bunker Market rate.
  - The FFA/Option/Bunker Swap List is split into two lists: FFA/Option List and Bunker Swap/Option List. From each list it is possible to create the corresponding trade.
  - The Security rights for the trades were also split, and now there are the following relevant Module Rights:
    - Trading > Trades > FFA/Option
    - Trading > Trades > FFA/Option List
    - Trading > Trades > Bunker Swap/Option
    - Trading > Trades > Bunker Swap/Option List
- Copy functionality was added to paper trades (FFA, Bunker Swap, and Options). After clicking the new Copy button on the form, a Copy form opens, with a field for the number of copies. Clicking Create creates line items for the nominated copies, with columns for relevant rates and periods. Those values can be edited. Clicking OK creates the trades.
- It is now possible to save, create, and load List Views for the Trade Details List. For each mode (Normal or Drilldown), views can be saved as private or public. Unlike other List Views in IMOS, List Views in the Trade Details List do not include the top-level filters, just the columns and the in-column filters. The top-level filters can still be controlled by the Trading Filter in the Trading module.
- Two new columns have been added to the Trade Details List: Benchmark Basis and Exposure Method. These columns are populated according to the Benchmark M2M Basis and Exposure Method fields from the Exposure tab on the Cargo/VC In/COA forms. Also, when there are multiple Bunker Symbols on the Exposure tab, the Bunker Symbol displays (multiple) for Cargo/VC In/COA/TC contracts on the Trade Details List.
- Two new columns, Company Code and Company Name, have been added to Trade Details List.
- Several changes in the Trading module:
  - Trading Sensitivity Analysis was renamed Trading Opportunity Analysis.
  - Trade Details List: There are now two modes of lists:
    - Normal mode is the same mode IMOS had displayed in the Trade Details List.
    - Drilldown mode displays each contract broken down into categories, with their subtypes broken down. The options available for Category are TC, VC, Bunker, and Paper. The options available for Subtype are fuel type and BAF under Category Bunker, and FFA/Bunker under Category Paper. The views of the two modes are different, and each has a different set of columns.
  - For TC Contracts, each trade is now broken down to the most granular level. This means that if the TC contract has multiple hire rates in one month, a line is displayed for each period within that month.
  - When in Normal mode, the Bunker Qty value is now summed by the exposed fuel type tons with the exposed BAF tons (those are visible in the Drilldown mode). Previously, this value was not adjusted by the BAF tons.
  - On the Cargo/VC In forms, two new fields were added to the Exposure tab:

- Exposure Basis Month: If a value is set in this field, the exposure month of this cargo is not the Laycan month, but the value specified in the field.
- Strategy: A drop-down field; its selections can be configured on the Trading Strategy form, accessed from the Trading module.
- It is no longer possible to mark a Cargo/VC In as an Option if it is not linked to a COA contract.
- On the Cargo Option form, two new fields were added:
  - Premium: Informational only
  - Declared Date
- A new column was added to the Market Data Summary list: Route Description for Freight Markets and Symbol Description for Bunker Markets.
- It is now possible to delete a Trading Profile.
- On the Cargo form Exposure tab, a new field was added: Initial Estimate. If the cargo was fixed from a Benchmark Estimate, this Estimate's ID appears in this field. The field's label is turned into a link to the Estimate itself.  
A new config flag was added to lock this Initial Estimate:  
<imosProperty name="CFGLockInitialEstimate" value="Y" />  
Description: When enabled, a Benchmark Estimate that has a fixed Cargo (hence is considered as its Initial Estimate) is locked for any further edits.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N

## Exposure Methods

- For Cargo-type contracts (Cargo, VC In, Cargo COA, and VC In COA forms), the Exposure tab now has the following Exposure Methods:
  - Route linked to Trade Area: This is the default, older exposure method. The exposure is calculated according to the route linked to the Trade Area, as configured in the Data Center.
  - Voyage Route: Instead of linking the exposure to a Trade Area, you can link the cargo directly to a route, correlation, and adjustment. The Days Exposure is according to the route's basis days value.
  - Manual Exposure: You can set the TC Route, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.
  - Benchmark Estimate - Min/Max: You can specify several Benchmark Estimates to be linked to a single Cargo. When Benchmark M2M Basis is set to Min, the Benchmark Estimate that has the lowest benchmark freight rate (can be calculated by plugging the market rate and bunkers into the Benchmark Estimate) is the one used for the exposure calculation. If the Benchmark M2M Basis is set to Max, the Benchmark Estimate that has the highest benchmark freight rate is the one used for the exposure calculation.
  - Benchmark Estimate - Backhaul
    - To use this feature, follow these steps:
      1. Create a front haul estimate (FH).
      2. Set it as a Benchmark Estimate, save.
      3. Copy this estimate, and in the copy (Worldround: WR), make the following changes:
        - a. Set it as a Benchmark Estimate.
        - b. Add the backhaul cargo as a second cargo to the Estimate.
        - c. Set the backhaul cargo as B in the Cargoes table (this is a new check box).
        - d. Fix the cargo (since a backhaul cargo is indicated in the Estimate, that will be the fixed cargo). Don't save it yet.
        - e. Go to the exposure tab of the newly created Cargo and add the FH Estimate and set it as F in the benchmark estimates table.
        - f. Save the cargo.
  - The backhaul cargo exposure is calculated in the following way:
    1. The system calculates the FH benchmark freight rate.
    2. In the WR estimate, the bunker market rates and the FH benchmark freight rate are plugged in.
    3. The TCE is locked, and the market rate is entered, while applying the change on the backhaul cargo only.
    4. This gives you the WR benchmark freight rate.

## Chartering

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- In Major Features, see [Head Fixture Contract](#).
- In Major Features, see [Voyage Estimate - Speed Comparison Analysis](#).
- In Major Features, see [Improvements to Time Charter Lifting/Purchase Options](#).

- In Trading, see [Exposure Methods](#).
- Performance enhancements were made to the Cargo List and its corresponding dataset.
- Until now, Worldscale Rates were saved differently when having different ballast or reposition transit ports. This was changed, and now only the route between load and discharge is considered, including the transit ports between them. Also, if there are Worldscale Rates that were already saved in the database and are only different in their ballast/reposition transit ports, they will be considered duplicates. The update script will remove the duplicate records (leaving the original records that were saved first).
- A new check box has been added to the Cargo Name form in the Data Center: Persistent. This is only visible if OPA is enabled (CFGEnableOPA).
  - On the Cargo form and the CP Terms Details form, a P column was added to the itinerary. When a cargo that is marked as Persistent is loaded/discharged in the port, the P column is selected for that port. This P column replaces the older Persistent check box that was displayed per Cargo. If a Cargo that has at least one persistent grade loaded/discharged is imported to an Estimate, Fixture, or voyage, then the OPA option is automatically selected.
  - The Cargo Persistent column was added to the following reporting data sets:
    - Cargo Operations Report
    - Cargo Volume/Load (by cargo)
    - Cargo Volume/Load (by voyage w/ P&L)
    - Cargo Volume/Load (by voyage)
    - Cargoes (Names)
    - Cargoes Loaded/Discharged
    - COAs Details
    - Voyage Cargo Summary
    - Voyage P&L Summary
    - Voyages
- The cargoScheduleSmallBarTemplate flag can now include the tokens (ALLGRADES) and (COMMID), which enable the display of multiple cargo grades and the Commercial ID for the first grade from the Cargo form. These are relevant only when existing config flags CFGEnableMultiGrade and CFGChartererView are enabled.
- On the Open Position form, the records were sorted within the Open Area according to the Open Date column, in descending order. This was fixed, and they are now ordered in an ascending order.
- In Model B of contract mirroring, the brokerage lines from the parent contract are now aggregated and displayed as a single XADDCOM in the Broker section of child contracts.
- In mirrored contracts (enabled by config flag CFGEnableContractMirroring), a tooltip has been added to the Intercompany check box, which displays the directly mirrored contract IDs.
- Cargo mirroring was not supported when a cargo was created through an estimate (indirect creation instead of direct). This is now supported (for model A mirroring).
- In the Vessel Vetting form (accessible when CFGEnableVesselVetting is enabled), the value in the Approved On column is now displayed in the user's local time.
- A new configuration flag has been introduced to enable mirroring of the Reference No. field (or Ref No. as applicable) between mirror contracts.
 

```
<imosProperty name="CFGMirrorContractRefNo" value="Y" />
```

 Description: This flag determines whether or not the Reference No. field (or Ref No., as applicable) in Contracts will be mirrored between Intercompany Contracts. It has no effect if CFGEnableContractMirroring is not enabled.  
 Data Type: Boolean  
 Data Default Value: Y  
 Data Value Range: Y, N
- A new configuration flag auto-generates a booking through the Cargo form if a Booking No. has not already been specified.
 

```
<imosProperty name="CFGRestrictBookingFromCargo" value="Y" />
```

 Description: When enabled together with the CFGEnableCargoBooking flag, Booking No. is mandatory on the Cargo form. If the field is left blank, the system auto-creates a booking.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y, N



- A change in the config flag for validation warnings in case the vessel is prior to or beyond laycan.  
`<imosProperty name="CFGVoyapiValidateCargoLaycanForPort" value="Y" />`  
 Description: When enabled, in the Voyage Estimate/Fixture/Manager, a validation warning will be raised if, at the first port where a cargo is loaded, the vessel is anticipated to arrive before the start of the cargo's laycan, or arrive after the end of the cargo's laycan.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N
- A new config flag was added to enable vessel vetting in IMOS:  
`<imosProperty name="CFGEnableVesselVetting" value="Y" />`  
 Description: When enabled, vessel vetting is enabled in IMOS.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N
  - Details:
    - A new form was added to the Chartering module center, under Setup: Vetting Setup. On this form it is possible to specify the entities for which every vessel has to be vetted.
    - On the Voyage Fixture form, a new field was added: Vetting. The value in this field is the Vetting status of the Fixture with this vessel: Pending or Completed. Clicking the Vetting label opens the Vessel Vetting form.
    - On the Vessel Vetting form, the Fixture Performing Vessel is set as the first tab; to add more vessels, click the + tab.
    - Each tab includes a line for each of the entities for which the vessel needs to be vetted:
      - Each entity specified on the Vetting Setup form (rows are highlighted in yellow).
      - Each Port-Function-Supplier/Receiver combination.
      - It is possible to add more entities per each vessel (rows are highlighted in green).
    - If there is any change in the itinerary/cargo, the entities in the Vessel Vetting form are updated accordingly.
    - Each entity has a Vetted check box. Selecting this check box auto-populates the values for Approved By as the user currently running IMOS and Approved On as the GMT time of the approval. It is also possible to enter free-text comments per row.
    - The vetting status of the Fixture is Pending until all entities for the performing vessel are checked as Vetted, and then it turns to Completed. On the Vetting form itself, a validation icon indicates the status of the Fixture.
    - A Fixture cannot be scheduled if the Vetting status is not Completed.
    - For a voyage, if the Vetting status is Pending, a validation error is raised.
    - Two Security Rights were added to the Module Rights tab:
      - Chartering > Actions > Vessel Vetting
      - Chartering > Setup > Vessel Vetting Setup
- A new configuration flag was added to clear the Company, LOB, and Department values when copying in Chartering:  
`CFGClearCompanyLobOnCopy`  
`<imosProperty name="CFGClearCompanyLobOnCopy" value="Y"/>`  
 Description: When enabled, the Company and LOB (and Department, when relevant) values are cleared upon copy of the following forms: Voyage Estimates/Fixtures, Time Charter In/Out, Cargo/VC In COA's.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N

## Cargo, VC In

- When linking a VC In and Cargo in a Relet connection, the CP Qty and Laycan dates on the VC In are now not overwritten by the ones from the Cargo contract.
- A new check box, Inbound, has been added on the Exposure tab of the Cargo and VC In forms. This is automatically selected when a Cargo has been created through a Benchmark Estimate that has an attached Reposition Analysis. Once selected, you must manually make any changes to it. A new column, Inbound, has been added to the Cargo and VC In lists to indicate the status of this check box. Also, the new XML tag inbound has been added to the cargoSaleExport and cargoPurchaseExport XML notification messages.
- A Ref. Voyage Route field has been added on the Exposure tab of the Cargo/VC In forms. This is available only when the Exposure Method is set to Benchmark Estimate. It stores a \$/ton reference route (similar to the Voyage Route field in the Voyage Route Exposure Method) and is not used in any calculations. This value is populated in the exposureVCRRoute XML tag in cargoSaleExport and cargoPurchaseExport messages.

## Cargo, VC In COA

- A new field was added to the Cargo/VC In COA form, to indicate the type of the Optional Liftings: Owner's or Charterer's. When creating Option Cargoes from this COA, the option type will default according to the value in this field. On the Trade Details List, if Owner's Option is selected, and the COA Option is Out of the Money, it will be excluded when Exclude Out-of-Money Options In Our Favor is enabled in the Trading Profile.

## Voyage Estimate

- On the Voyage Estimate, a new check box was added: Template. When an estimate is marked as Template, it cannot be fixed, and fixed/scheduled estimates cannot be marked as Template.  
A Security Right was added to the Module Rights tab: Chartering> Actions> Update template voyage estimates.
  - A user that has this right can select the Template check box and edit such an estimate. Users without this right cannot edit Template Estimates, but can work on a copy of a Template Estimate.
  - A new column was added to the Voyage Estimate List: Is Template. It will have Y as a value for all the Estimates marked as Template, and N for the rest.
- In the Voyage Estimate List, the columns First Load and Last Discharge were renamed First Load/Delivery and Last Discharge/Redelivery. For TCO Estimates, those columns display the value of the Delivery and Redelivery ports.
- In Voyage Estimate column view, Load Port and Disch Port fields were changed to be multi-valued. It is now possible to enter several Load Ports and several Discharge Ports in the same field. Each of the port names is displayed as a link, which leads to the corresponding Itinerary Details form of the port.
- Until now, in the Voyage Estimate, the Freight calculation was always basis the loaded quantity. Now a Bill By drop-down field was added to the CP Terms Details form, and the Freight calculation is based on the value set in this field.
- When using Open Estimate from the Estimate menu or toolbar, the Estimate Search Criteria dialog has been updated to better support retrieving TCO estimates. A Type field has been added to allow searching specifically for TCO or Voyage Estimates, or both. The Load Port field is now Load/Delivery Port and the Discharge Port field is Disch/Redel Port, so that TCO estimates can be found by delivery or redelivery port. When the search results are shown, an Opr Type column has been added to the results to identify the type of Estimate, and the Fixture No. column has been renamed Voy/TCO Fixture.
- When Profit Share records are entered in a Voyage Estimate, two fields are displayed in the bottom right in Details view: Profit Share Total and Net P&L. These are the same fields as in the Profit Share form.
- When a cargo is added to a Voyage Estimate, the Company, LOB, and Trade Area from the Estimate are populated on the Cargo form. If a cargo is imported into an Estimate, then this functionality does not apply. (These fields on the Cargo form retain their original values.)
- In the Voyage Estimate's Vessel Matrix, accessed from the menu in column view, there is a new check box: Preserve Bunker Prices. When selected, bunker prices are copied into the new estimate if fuel types match those on the source estimate. If CFGVoyestRetainBunkerPrices is enabled, this check box is selected by default when the Estimate Vessel Matrix form is opened.
- When creating Cargo Contracts from the Estimate (Menu > Create Cargoes, or Fix Cargo in Benchmark Estimate), estimate validation warnings appear. In this message, click Yes to continue and create the Cargo, or No, to go back to the estimate without creating the Cargo.

If the estimate has critical errors and the Estimate cannot be saved, the Cargo creation is blocked completely.

## Voyage Estimate, Voyage Fixture

- For new Estimates and Fixtures, the Bunker Calculation Method now automatically defaults to FIFO.
- A new configuration flag, CFGValidateContractStatusToSchedule, has been added, which restricts scheduling voyages and fixing estimates when corresponding Time Charter and Cargo contracts are not in certain statuses.  
<imosProperty name="CFGValidateContractStatusToSchedule" value="Y" />  
Description: When enabled, a Cargo's status must be Confirmed to be fixed or scheduled, and the On Subjects check box deselected. Time Charters must have a status of Fixed or Delivered to be scheduled. When selecting a TCI on an estimate, Redelivered and Closed contracts are blocked.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y, N

Also, when defaulting the TCI in an estimate, Canceled and Withdrawn statuses of TCIs were not being accounted for. This has been fixed.

## Voyage Estimate/Fixture/Manager

- Until now, when config flag CFGMultiCurrencyPortExpenses was enabled, multi-currency port expenses were only supported in the Voyage Estimate and the CP Terms Details form. Now, this config flag also supports multi-currency port expenses in the Voyage Fixture/Manager and in Cargo and VC In forms. The Forex Exposure Report was updated to include this change.
- A new configuration flag has been implemented that enables defaulting the LOB on a Voyage Estimate/Voyage Fixture /Voyage Manager to the one from the imported cargo, if it has not yet been specified.  
<imosProperty name="CFGDefaultLobOnCargoImport" value="Y" />  
Description: When importing a cargo, determines whether or not the LOB specified on the imported cargo should be used to default the LOB on the estimate/fixture/voyage if the LOB has not already been specified.  
Data Type: Boolean  
Data Default Value: Y  
Data Value Range: Y/N
- A new configuration flag has been implemented to validate the LOB on all contracts linked to a Estimate/Fixture/voyage. This works only when existing flag CFGEnableOpsLOB is enabled.  
<imosProperty name="CFGVerifyMatchingLOB" value="Y" />  
Description: When enabled, validation is performed to make sure the LOB on linked contracts (time charters, cargoes, and VC Ins) matches the one on the Estimate/Fixture/voyage. If the LOBs do not match, Estimates cannot be fixed, and Fixtures /voyages cannot be saved.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y, N
- The following config flags were added for defaulting/validating the Company code on the Voyage Estimate/Fixture/Manager:
  - <imosProperty name="CFGVerifyMatchingCompany" value="Y" />  
Description: When enabled, a validation error is raised if any of the Estimate/voyage's linked contracts has a different company set than the voyage company. It is not possible to fix an Estimate or to save a voyage if they have this validation error.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
  - <imosProperty name="CFGDefaultCompanyOnTciSelect" value="Y" />  
Description: When enabled, when a Time Charter In is selected, if a company has not yet been set in the Estimate /voyage, the system defaults to the company specified on the Time Charter In Contract.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
  - <imosProperty name="CFGDefaultLobOnTciSelect" value="Y" />  
Description: When enabled, when a Time Charter In is selected, if an LOB has not yet been set in the Estimate/voyage, the system defaults to the LOB specified on the Time Charter In Contract.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N

## CP Terms Details

- On the Cargo Bunkers tab of CP Terms Details, a new type of consumption was added to Tankers and Gas Carriers: Cleaning Cons. This type of consumption has four modes:
  - Disabled: Default mode; no cleaning consumption is calculated for this cargo.
  - Auto Load: When selected, there is one day of cleaning consumption at the first load port. The fuel type (HS or LS) is updated every time the port is changed.
  - Auto Disch: When selected, there is one day of cleaning consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
  - Manual: Automatically selected when manual input was entered; the cleaning consumption is to be associated with the last discharge port, but no automatic update is done if the port is changed.
- A few changes around Cargo Bunkers:
  - For Heating/Cooling consumption, flag CFGUseCargoBunkerRampUp was retired, and instead, the following two flags were introduced:  
<imosProperty name="CFGCargoBunkerRampFactorLoad" value="0.5" />  
Description: The value set in this flag is used as the factor applied to the Heating/Cooling consumption at the Cargo's first Load port.  
Data Default Value: 0.5

Data Value Range: 0.0-1.0

<imosProperty name="CFGCargoBunkerRampFactorDisch" value="0.5" />

Description: The value set in this flag is used as the factor applied to the Heating/Cooling consumption at the Cargo's last Discharge port.

Data Default Value: 0.5

Data Value Range: 0.0-1.0

- For IGS consumption, flag CFGSetDefaultCargoBunkerDays was retired, and instead, a new mode was added: Auto Disch. When this mode is selected, there will be one day of IGS consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
- For IGS consumption, a new flag was added:  
<imosProperty name="CFGEnableIgsByDefault" value="Y" />  
Description: When enabled, when creating/importing a cargo in Estimate/Fixture/Voyage Manager, the IGS consumption mode is automatically set to Auto Disch.  
Data Default Value: N  
Data Value Range: Y
- A flag to add warnings about Cargo Bunkers not specified was added: <imosProperty name="CFGWarnIfMissingCargoBunkers" value="Y" />  
Description: When enabled, if a vessel is a tanker or a gas carrier, Estimate/Fixture/Voyage will raise a warning if applicable cargo bunker consumption types (Heating, IGS or estimated Cleaning) are not enabled in the CP Terms Details/Bunker Planning.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
- A cleaning feature was added to Voyage Manager:  
<imosProperty name="CFGEnableOpsEstSeaCleaning" value="Y" />  
Description: When enabled, estimated cleaning consumption can be entered on the Bunkers form from the Voyage Manager. Right-clicking a sea leg in a Bunker Type tab gives the option to select Est Cleaning Consumption. The value in brackets is the current consumption stored for this leg.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N

## Cargo Matching

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- In the Program Editor:
  - A tab for Departments (from Financials) has been added. The choice of departments affects both the Vessel grid and the Cargo grid.
  - A tab for TC Statuses has been added. This affects only the Vessel grid. If nothing is specified, the vessels specified using the Vessel filter only are loaded. If values are specified for the TC status, vessels that have the particular TC status with a TC having a redelivery date after the start date are displayed, along with the vessels specified in the Vessels tab.
  - A Notes button has been added for each Cargo Matching program.
  - New tabs for Cargo Statuses and VC In Statuses have been introduced in the Program Editor. If the cargo status is left empty, all cargoes are loaded. If the VC In status is left empty, no VC Ins are loaded. For VC Ins that have a linked cargo (relet connection), the status of the VC In is the status of the cargo contract.
- A multi-column sort facility has been added. Shift+Click on the column headers leads to addition of those columns for sorting.
- User Defined Fields for Cargo/VC In and Time Charter In contracts are now available as columns in the Cargo Matching form in the Cargo and Vessel grids. The TCI values are from the contract in the Last TCI Code column in the Vessel grid.
- Access to the active TC contract is available by right-clicking a vessel row. The active TC is the one in the Last TCI Code column.
- The following columns in the vessel/cargo grids are in local time: Open Date, Start Load Laycan, End Load Laycan, Start Disc Laycan, End Disc Laycan, and Last Update. Other TCI- and TCO-related time columns and the Lifting Option Date are in GMT.
- Lifting Option Date (GMT) now displays the Declaration Date of the first pending Lifting Option from the active TCI contract.
- The following new columns have been added in the Vessels grid: TCI Company, TCI Company Full, and Next Redel Notice (GMT).
- The following new columns have been added in the Cargoes grid: Counterparty, Counterparty Full, Company, and Company Full.

- The Reload button has been changed to a Refresh button.
- Some columns have been added/renamed:
  - Column additions in the Vessel grid: Open Region, Open Region Code, Open Country, Planned Open Ocean, Planned Open Region, Planned Open Region Code, Planned Open Country, TCI Delivery Port, TCI Delivery Ocean, TCI Delivery Region, TCI Delivery Region Code, TCI Delivery Country, TCI Redelivery Ocean, TCI Redelivery Region, TCI Redelivery Region Code, TCI Redelivery Country.
  - Column renaming in the Vessel grid: End port area and Redelivery Port have been renamed Open Ocean and TCI Redelivery Port, respectively.
  - Column additions in the Cargo grid: Load Region, Load Region Code, Load Country, Disc Region, Disc Region Code, Disc Country, Last Disc Region, Last Disc Region Code, Last Disc Country.
  - Column renaming in the Cargo grid: Load Area, Disc Area, and Last Disc Area have been renamed Load Ocean, Disc Ocean, and Last Disc Ocean, respectively.
- The Cargo grid displays VC Ins in addition to cargoes. These are for display only and it is not possible to drag/drop VC Ins or include them for best vessel/cargo optimization.
- If Scheduled is chosen as the status for cargoes/VC Ins, a list of all contracts that have scheduled voyages is displayed, along with those that have commenced voyages where the vessel has not yet reached the load port.
- Loaded status displays the list of all contracts that have an associated voyage.
- If the total load quantity for a cargo is outside of the min/max qty specified in the CP Terms, the given line in the Estimate list is highlighted in yellow. Similarly, if the terminating date for an Estimate is after the maximum redelivery date for the Time Charter In contract set in the Estimate, the given line is highlighted in yellow.
- Find Best Vessel/Cargo
  - For an open cargo (unscheduled and with no corresponding Estimate in the Vessel grid), you can now right-click the Cargo grid and click Find Best Vessel. It launches an Estimate workspace and creates an Estimate for the cargo for each vessel in the current configuration. You can then click the Select action to open the Details view for a given Estimate, adjust it, and (when closing the window) indicate whether to save the Estimate into Cargo Matching.
  - On the Vessel grid, you can right-click a line and click Find Best Cargo. It launches the Estimate workspace and creates an Estimate for the vessel for each open cargo in the Cargo Matching workspace.
  - For the Best Vessel/Best Cargo Estimate lists, if a given cargo/vessel combination results in the vessel missing the cargo laycan, this vessel/cargo combination is excluded from the results in the list.
  - A new ETA Load Port column has been added to the Best Vessel and Best Cargo Estimate Lists. This displays the local ETA for the load port in the corresponding Estimate.
  - When launching the Best Cargo and Best Vessel lists, the filtering applied to the respective grids in the main Cargo Matching workspace is now applied. For example, if you filter the Cargo grid to show only cargoes for a specific Trade Area, only the visible Cargoes are displayed in the Best Cargo list.
  - In the Best Cargo/Best Vessel Lists, four new columns were added:
    - Benchmark Profit: Displays the P&L of the linked Benchmark Estimate with the market rates and commence port according to the relevant vessel.
    - Benchmark TCE: Displays the TCE of the linked Benchmark Estimate with the market rates and commence port according to the relevant vessel.
    - Market Profit: Displays the P&L of the calculated Estimate with the market rates and commence port according to the relevant vessel.
    - Market TCE: Displays the TCE of the calculated Estimate with the market rates and commence port according to the relevant vessel.
- Tooltips have been added for all the columns in the Vessel and Cargo grids in the Cargo Matching program.
- In the Cargo Matching Program Editor, a new check box appears when CFGEnableBenchmarkEstimate is enabled: Create Estimate From Benchmark. When selected, the Benchmark Estimate linked to the Cargo (if applicable) is used as the basis for the Estimate created using Cargo Matching. If there are multiple Benchmark Estimates for a Cargo, and one is marked as Fronthaul, the non-Fronthaul Estimate (Backhaul) is used. If multiple Benchmark Estimates exist, but none are Fronthaul, the Benchmark M2M Basis for the Cargo is used to determine which Estimate will be used as the template.

## Time Charters

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- In Major Features, see [As Delivery Bunker](#).
- When creating a new Time Charter contract, the Vessel Type Correlation on the Exposure tab is defaulted from the Vessel Type Correlation on the Vessel form. If the value on the Vessel form is greater than 10, it is assumed to be a percentage, and the default in the Time Charter contract is the value divided by 100.

- A new button Update based on Proj. Date has been implemented on the Notice tab of Time Charter In and Time Charter Out contracts. Using this updates the Est Redelivery column in the Notices section to the Proj/Act Redelivery date in the contract for the notices that have not been sent (S check box not selected). The Notice Date in turn gets updated according to the sequence defined in the Redelivery field on the Notice tab.
- The For Owner check box column on the Bunker requirement form for Time Charter Out voyages has been moved to between the S and Status columns, so that you don't need to scroll to the right to see it.
- For an incremental Time Charter Invoice, a new check box was added to the Item Select form: Include Redelivery Bunkers. This check box is selected by default when the Time Charter status is Redelivered. If no actual redelivery Bunkers data is available and the user selects this check box, the estimated redelivery Bunkers data is used in the incremental invoice.
- A couple of changes around the Port column on Time Charter In/Out invoices:
  - If a cleaning item was assigned with a port on a TC Invoice, running an incremental invoice should now default the same port for that cleaning item.
  - When CFGAutoSetCleanItems is enabled, and cleaning items billed in the TCO have ports assigned to them, the same ports are assigned to the triggered cleaning items in the TCI payment.
- On the TCO Voyage Estimate for LNG Vessels, two fields were added: Del Bunker Value and Redel Bunker Value. The values in these fields are the sum of all the bunker values at the time of Delivery (Y port) and the time of Redelivery (Z port). Clicking either of the two new labels opens the Bunker Planning form, where these values are displayed per bunker type tab.
- It is now possible to enter itemized Bunkers on Delivery information into Time Charter In contracts. The information flows into the FIFO queue, and when config flag CFGItemizeDeliveryBunker is enabled, it is also possible to invoice the delivery information with itemized invoice detail lines.
- On the Time Charter contract, the bunker-related check boxes were moved to the Bunkers tab and are now displayed below the Bunkers Delivery grid.
  - For Time Charter In:
    - Use Delivery Bunkers Last
    - Bunker Purchase Paid By Owner
  - For Time Charter Out:
    - Bunker on Consumption
    - Bunker Purchase Paid By Owner
    - Owner's Account (displayed when CFGEnableTcoBunkerOnOwner is enabled)
    - Rebillable (displayed when CFGEnableTcoBunkerOnOwner is enabled)
- On the Time Charter Contract Bunkers Delivery tab, the fields for Purchased for Owner and the Bunker Purchase Paid By Owner check box are mutually exclusive. Two validations have been added to enforce this:
  - The Purchased for Owner fields are now locked for edit when the Bunker Purchase Paid By Owner check box is selected.
  - When there are values in the Purchased for Owner fields, a warning message is issued upon selecting the Bunker Purchase Paid By Owner check box.
- The following new columns have been added to TC In List, TC Out List, and to the TC Code data object in the Time Charters report: Vessel Type Correlation, Unpriced Bunkers (Y/N), Hire Index-Linked (Y,N), Created On, Est Delivery Date, Est Redelivery Date, Delivery Port Region, Redelivery Port Region, Bunker 1 Type, Bunker 1 Est Del Qty, Bunker 1 Act Del Qty, Bunker 1 Est Redel Qty, Bunker 2 Type, Bunker 2 Est Del Qty, Bunker 2 Act Del Qty, and Bunker 2 Est Redel Qty. Hire Index-Linked (Y,N) is used to indicate whether any of the hire rows in the Time Charter contract use Index Table. The Created On column displays values only for newly created contracts.
- A few changes around Time Charter Profit Share (enabled by config flag CFGTcJointVenture):
  - In the Profit Share form, accessed from the Time Charter contract toolbar, a new table was added to record Profit Sharing invoice items. It has the following columns: From/To GMT, Period Days, Min Hire Rate, TCE Earning, Profit Split %, and Amount (base currency).
  - The following logic applies on the new table:
    - Period days = The difference between From GMT and To GMT in days.
    - To GMT = From GMT + Period Days.
    - Profit Split %: If a TCE range was specified in the top table, the percentage defaults accordingly.
    - Amount (base currency): Calculated using the formula: (TCE Earning - Min Hire Rate) \* Period Days \* Profit Split %.
  - When adding records to this table, the system does not allow any overlapping periods.
  - In the Time Charter Invoice Item Select form, a new item is available: Profit Sharing. If this item is selected, all the uninvoiced Profit Share records are added to the invoice, with the new code PFTSH.
  - This new item should not be posted to the Voyage P&L.
  - If a record was invoiced, it is locked for edit in the Profit Share form.
  - New business rules are needed for this item: TCOB:PFTSH (for TCO Billing) and TCIP:PFTSH (for TCI Payment).

- A new column was added to TC In/Out Lists: Profit Share (Y/N), to indicate whether Profit Share records exist for each Time Charter contract.
- A new config flag was added to use the Less/More days in Time Charter contracts:  
`<imosProperty name="CFGUseAbsoluteMinMaxOnTC" value="Y" />`  
 Description: When enabled, the duration of a Time Charter contract includes the Less Days value for Min Duration Basis and the More Days value for the Max Duration Basis.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N
- A new config flag was added to control the Monthly Billing Period in Time Charter invoices:  
`<imosProperty name="CFGBillByNaturalMonth" value="N" />`  
 Description: When enabled, the Monthly Billing Period always ends at the 1st of the next month, so every next invoice period is a complete month. When disabled, the billing period is always a complete month from the delivery date. For example, if the payment is from the 12th of the month, the invoice will be to the 12th of the next month.  
 Data Type: Boolean  
 Data Default Value: Y  
 Data Value Range: Y/N
- A new configuration flag, CFGDefaultTCStatus, has been added to default the Status in Time Charter contracts.  
`<imosProperty name="CFGDefaultTCStatus" value="0" />`  
 Description: Determines the default status of Time Charter contracts; 0 = Fixed, 1 = Opportunity, 2 = On Subjects.  
 Data Type: Integer  
 Data Default Value: 0 (defaults Status to Fixed)  
 Data Value Range: 0,1,2

## Operations

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- In Major Features, see [Reissue Freight Invoice](#).
- In Major Features, see [Add Details to All Invoice Types](#).
- In Major Features, see [Viewing Multiple Environments in a Single Environment](#).
- The Expense Type drop-down field in the Port Expense History Search form has been made multi-select. By default, all expense types are included.
- Date-time columns in the Voyage Notes, Operations Tasks, and My Tasks lists can now display GMT or system local time. Right-click on the column and select either Display GMT or Display System Local Time from the context menu. New Voyage Notes will explicitly save in local time. Existing Voyage Notes will keep their current time and behavior.
- When the last itinerary line in an Estimate/Fixture/Voyage is a passing point (port function P), an error message prevents the user from saving.
- A new Subcode column was added to Other Revenue/Expense Details form (accessed from the context menu in the Voyage Other Revenues and Expenses form). The optional values in this column can be configured using the Cost Setup/Ledger Expenses Data Entry form, accessed from the Operations module.
- A few changes in the Open Position report:
  - The displayed results are now sorted according to Open Area and then according to Open Date.
  - For vessels in a TCO Voyage, the TCO Redelivery date is considered the Open Date of the Vessel.
  - A Refresh button was added to the form, so changes made outside the form to the displayed voyages can be retrieved without closing and reopening it.
- The description for Demurrage Commission items on the Voyage P&L tab now includes the rate, the broker, and the corresponding Cargo name.
- The TC Payment Schedule and TC Billing Schedule now have Company, LOB, Vessel Type, and Ops Coordinator multi-select filters. The Bareboat Payment Schedule has a Vessel Type filter. Also, new column Vessel Type has been added to Approve Invoices, Post Invoices, and Edit Invoices lists.
- The TC In List and TC Out List have the following new columns: Company, Line of Business, Vessel Type, and Ops Coordinator. Also, the LOB column in the Voyage List has been renamed Line of Business. These have been added as multi-select top level filters in the Port Schedule and the Vessel Schedule.

- A new field was added to the Port Expenses Entry form: Due Date. This date is used when posting the invoice.
- Four new multi-select filters have been added to the Port Schedule list:
  - Port Country
  - Port Ocean refers to the area column in the rports table.
  - Port Region refers to the defaultLocationRef column in the rports table.
  - Port Region Code is the Region Code from the IMOS Port form.
- For column Curr Port Status in the Voyage List, the status is now displayed as Actual if the vessel has arrived at the port.
- In the Voyage List, the values for columns Curr/Next Port Status/ETA/ETD/ETB are now populated according to the following logic:
  - Only Commenced voyages have values in these columns.
  - If the vessel has arrived or is on its way to a port, that port is considered the Current Port.
  - If the vessel has arrived at the Current Port, Curr Port Status is displayed as Actual.
  - The port after the Current Port for that voyage (if it exists) is the Next Port.
- The Voyage No. field was widened to display 9-digit Voyage Numbers in the following forms:
  - Activity Reports
  - Cargo Handling
  - Estimated Demurrage
  - Claim
  - Laytime Setup
  - Voyage Other Revenues and Expenses
  - Voyage Fixture
- On the Create New Voyage form, the Voy No. and Next Voy field has been widened to show 9 digits at a time.
- On the Activity Reports Extra Information form, a Unit field was added that pairs with the existing Cargo Temp field.
- When scheduling a voyage, if there is an estimate associated with the voyage, the TC Code/Head Fixture in the Create New Voyage form now defaults to the one in the estimate, rather than defaulting based on the commence date for the new voyage. Also, the Consecutive Voyage check box is now automatically checked when creating a new voyage from the fixture when the voyage's TC Code/Head Fixture matches the previous voyage's TC Code/Head Fixture.
- The vesselScheduleSmallBarTemplate Configuration Flag can now include the token (FIRSTCARGOEXTREF), which enables display of the Reference No. specified for the first cargo associated with a voyage in the Vessel Schedule. Also, the cargoScheduleSmallBarTemplate Configuration Flag supports this token, which helps display the Reference No. of a cargo in the Cargo Schedule.
- When config flag CFGEnhancedPortExpSearch is enabled, new columns are added to the Port Expense Search form: Base Curr, Base Amt, Curr, Curr Amt, and Exch Rate.  
For each retrieved Port Expense:
  - The Currency information is displayed, including the Exchange Rate used.
  - New context menu options are available; it is possible to use the base currency expense or the local currency expense at the port from which the search was launched.  
If multicurrency port expenses is enabled (config flag CFGMultiCurrencyPortExpenses), the selected currency is the one applied. If it is not enabled, the currency expense is converted to the base currency.
- A new config flag was added:
 

```
<imosProperty name="CFGDefaultCargoRefOnFreightInv" value="Y" />
```

 Description: When enabled, the Reference No. from the Cargo form is populated in the Reference field of the corresponding Freight Invoice.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y,N
- A new configuration flag has been added that enables a warning message to be displayed when a modified terminating date no longer matches the commence date on the following consecutive voyage.
 

```
<imosProperty name="CFGWarnOnMismatchedConsecutiveVoyages" value="Y" />
```

 Description: If enabled, when saving a voyage, if the Terminating Date on the voyage does not match the Commence Date on the following consecutive voyage, a message will be displayed to warn the user.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N



- A new config flag was added to display FOB Cargoes on Vessel/Port Schedules:  
`<imosProperty name="CFGShowFobOnSchedules" value="Y" />`  
 Description: When enabled, FOB Cargoes are displayed as bars on the Vessel Schedule and the Port Schedule. The dates used for display are the ETA and ETD specified in the Cargo itinerary ports. (Fields are available when Charterer's view is enabled.)  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N
- A new config flag was added to display customized text on the Port Schedule bars:  
`<imosProperty name="portScheduleSmallBarTemplate" value="(VSL_CODE)- (VOY_NO) (PORT_NAME) (START_DATE) to (FINISH_DATE)" />`  
 Description: When set, the values in the flag are displayed on the Port Schedule bars and as a tooltip.  
 Data Type: String  
 Data Default Value: N  
 Data Value Range: (VSL\_CODE)- (VOY\_NO) (PORT\_NAME) (START\_DATE) to (FINISH\_DATE)
- A new functionality has been implemented to make Transshipment cost appear as an expense in the P&L, instead of a negative revenue. Config flag CFGTransshipmentAsExp has been introduced for this purpose.  
`<imosProperty name="CFGTransshipmentAsExp" value="Y" />`  
 Description: When enabled, Transshipment cost appears as an expense in the P&L instead of as negative revenue.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y, N
- A new config flag was added to itemize the bunkers cost journals and set quantities and rates for them in the journal details:  
`<imosProperty name="CFGItemizeBunkerJournal" value="Y" />`  
 Description: When enabled, Voyage Period Journals for Bunkers Cost are itemized according to the consumed FIFO queue, each item with the correct quantity and rate. If the journal is generated for a portion of the voyage, the percentage is applied on each item's quantity.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N
- A new configuration flag, CFGAllowAddingReletToVoy, has been implemented, which makes the CP Relet Information form available for back creation of a VC In through the Voyage Manager and Voyage Fixture.  
`<imosProperty name="CFGAllowAddingReletToVoy" value="Y" />`  
 Description: If enabled, Relet information can be added directly in the Voyage Manager and Voyage Fixture. When saved, a VC In will be back-created from the CP Relet Information form.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y, N

## Operations Reports

- Two changes in the Performance Analysis Report:
  - When the Vessel Type of the vessel entered in the setup form is LNG, new columns are now displayed in the report: Actual Total Cons. (FOE), CP Total Cons. (FOE), SavedLost Total (FOE), Actual Total Per Day (FOE), CP Total Per Day (FOE), and SavedLost Per Day (FOE). The actual numbers are calculated by the sum of the fuel group marked as FOE consumption and the LNG consumption multiplied by the Vessel's FOE Conversion Factor.
  - It is now possible to benchmark the performance results according to the Vessel, Time Charter Out, and Time Charter In. The check box TC Out on the setup form was replaced with a drop-down from which to select the benchmark type for the report.
- In TCE Summary report form (can be accessed from the Reports drop down in Operations module), a new filter was added: Company. Setting a value in this field displays all the vessels that have voyages linked to this company in the specified year.

## Voyage Manager

- Voyage saving speed has been improved when CFGDBEnableAuditing is off.
- When a voyage is closed, a new P&L snapshot is automatically taken. It is available in the Snapshot dropdown in the P&L tab of the Voyage Manager and can be identified using the text Closing in the snapshot name.
- The performance of Voyage P&L snapshots was improved, which can also reduce voyage saving time.

- Improved performance of reports that use P&L snapshots.
- On the Voyage Manager P&L Tab and in Time Charter Invoices that have Off Hire items, the corresponding percentage (which can be set in the Delays form for TCI or TCO) is now included in the item's description.
- Closing an open Veslink form in IMOS now causes the Veslink Form List or the Veslink Forms tab in the Voyage Manager to auto-refresh.
- On the Delays form from the Voyage Manager, the TCI% column is now relabeled according to the Operation Type. For OV\*\* Voyages, the label is OV%, while for TC\*\* Voyage it is still TCI%.
- A new check box was added to the Voyage Manager: No Pooling Distribution. When selected, this voyage's result is to participate in the pooling calculation, but the vessel is assigned 0 points for the duration of that voyage, hence receiving nothing for this voyage period.
- The Variance % columns in the P&L tab of the Voyage Manager have been modified. When the Actual column is more than the Estimated and of the opposite sign (profit when a loss was expected), P is displayed for that row in the Act-Est % column. If Actual is lesser than Estimated and of the opposite sign (loss when a profit was expected), L is displayed. Similar behavior applies to the Act-Pst % column.
- On the Agents and Notices form from the Voyage Manager, the agent selection fields will give preference to the agents marked as servicing the selected port. The preferred agents are listed first in the autocomplete dropdown, followed by a blank line and the remaining agents. This is similar to the feature in the Port Advance/DA form.
- In Voyage Other Revenues and Expenses form from the Voyage Manager, three new columns were added to the Daily Rate section:
  - From: Always defaults to the Voyage Commence date, unless specified otherwise.
  - To: Always defaults to the Voyage Complete date, unless specified otherwise.
  - Days: Is calculated by the difference between the From and To dates.
 Invoices with Daily Rate now have the description include the corresponding dates.
- On the Voyage Manager Contacts tab:
  - The list now includes all the companies/vendors associated with the voyage: Charterers, Agents, Brokers, Owners, etc.
  - For each Company, there is a Select Contacts link that opens a Select Voyage Contacts form, listing all the contacts for that company.
  - The New Contact button in the toolbar is now a drop-down; you can select either:
    - Voyage Companies opens the Select Voyage Contacts form, this time displaying all the contacts of all the associated voyage companies.
    - Other Company opens the general Contact form, from which you can select any company in IMOS and its corresponding contacts.
- A new config flag was added to control the Voyage ID field in the Voyage Manager:
 

```
<imosProperty name="CFGEnableVoymanVoyageID" value="Y" />
```

 Description: When enabled, the Voy Ref field in the Voyage Manager is replaced with a Voyage ID field. This field has the following properties:
  - A value in this field is required.
  - Its value cannot be the same for two voyages of the same vessel.
  - The value should be in the format of "x text", where x is a number, and there should be a space between the number and the text.
  - When creating a new voyage consecutive to a voyage with Voyage ID x, the field's value defaults to x+1.
  - In the Voyage List, the value is displayed in the Voyage Ref. column. The value is a link to the corresponding Voyage Manager.
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N
- A new config flag was added to require a Head Fixture Contract for OV\*\* Voyages:
 

```
<imosProperty name="CFGHeadFixtureForOwnVoyageRequired" value="Y" />
```

 Description: When enabled, an error validation is issued in the Voyage Manager if the voyage is of type OV\*\* and it does not have a linked Head Fixture Contract.
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N

## Bunkers

- On the Bunker Requirement form, the required bunker quantities now default automatically for any newly added Inquiry.
- It is now possible to create a Bunker Requirement without linking it to a voyage, a vessel, or a port.
  - If a Requirement is created without a vessel and is later assigned with one, the system checks compatibility with the specified bunker types. If there is no match, it is not possible to assign that vessel.
  - If a Requirement is created with a vessel and a port specified, but without a Voyage Number, when assigning the Voyage Number the system checks compatibility with the specified port and the voyage's itinerary. If there is no match, it is not possible to assign that Voyage Number.
  - If a linked Bunker Purchase is Invoiced, it is no longer possible to link the Requirement to a new Voyage Number, vessel, or port.
- New column Comments has been added to the Inquiries and Purchases section of the Bunker Requirement form. Also, it is available as a field on the Bunker Purchase form. In the Bunker Purchase List and the Bunker Requirement List, this value appears in the new Purchase Comments column.
- A new field for Company was added to Bunker Requirement form. If the requirement is linked to a Voyage, the value in this field is defaulted from the Voyage and cannot be edited. If not, the value specified in this field is the Company used for the Bunker Invoices that are created in this requirement.
- On the Bunker Requirement form, a new button was added to the toolbar: Import Vendors. When clicked, one inquiry line is automatically populated for each Bunker Vendor that has this port specified as Port Served.
- New email options were added to the Bunker Requirement form:
  - A new drop-down button was added to the tool bar: Email. The options are Inquiry and Nomination. Each of these reports can be sent as an email in HTML format and includes relevant information about the Requirement.
  - These email options are also available via the context menu of each Inquiry/Purchase line in the Requirement.
  - When an email is created from the Requirement toolbar, all the vendors specified in the Requirement are added as BCC recipients in the email. If any of the vendors do not have an email address entered in their Address Book entry in the Data Center, a warning is issued.
  - If the email is created via a specific inquiry context menu, the vendor's email is used as the recipient of the email.
  - It is possible to add Standard Paragraphs to the emails. When creating a Standard Paragraph in the Data Center, it should be assigned with group BINQ for it to be included in the Inquiry/Nomination email reports.
  - A new config flag was added to specify a single address on the emails, instead of emailing all the bunker vendors in the Requirement:
 

```
<imosProperty name="CFGInternalBunkerEmail" value="Y" />
```

 Description: When an email address is specified in this flag, it is used as the recipient for the Inquiry and Nomination emails sent.  
 Data Type: String  
 Data Default Value: empty  
 Data Value Range: email values, separated by semicolon
- On the Bunker Purchase form, fields for Payment Terms were added. When creating a Bunker Invoice from this Purchase, the Payment Terms are defaulted. If the Invoice was saved with different Payment Terms, they are updated back to the Bunker Purchase form.
- The label of the Agent field on the Bunker Requirement and Bunker Purchase forms is now a link to the Agent's Address Book entry.
- Bunker Requirement and Bunker Purchase forms headers now include the Vessel Name, Voyage Number, and relevant Port.
- A new field was added to Bunker Requirement form and Bunker Purchase form: Delivery type. The optional values in this field are retrieved from a new form: Bunker Delivery Types. This form is accessible from Operations module -> Setup. A new Delivery Type column was added to the Bunker Requirement, Bunker Purchase, and Bunker Lifting Lists. This column was also added to the corresponding reporting datasets.
  - A Security Right was added to the Module Rights tab:
    - Operations > Setup > Bunker Delivery Types
- The numeric fields on the Bunker Requirement and Bunker Purchase forms are now consistent with the decimal places: for quantities and prices, three decimal places are used; for other amounts, two decimal places are used.
- A new field was added to the Bunker Requirement/Purchase forms: Req Delivery Date. This field is for Operations to enter the Requested Delivery Date, while the existing Delivery Date field is for Bunker Management to enter the actual Delivery Date.
  - To enter/edit a value in Req Delivery Date requires the Module Rights > Operations > Actions > Edit operator's fields on bunker requirement permission.
  - To enter/edit a value in Delivery Date requires the Module Rights > Operations > Actions > Edit bunker manager's fields on

bunker requirement permission.

This new field's value was added to the following lists/datasets:

- Bunker Requirement List
  - Bunker Purchase List
  - Bunker Lifting List
  - Bunker Alert List
- It is now possible to create Bunker Inquiries/Purchases from a Bunker Requirement in non-base currencies.
    - Bunker Requirement:
      - Two new columns were added to the Inquiries and Purchases table: Curr and Exch Rate. It is possible to set a currency to each one of the inquiries, which then defaults the exchange rate according to the information stored in the Data Center. All the amounts in the Inquiry columns are displayed in this set currency.
      - A new check box was added above the Inquiries and Purchases table: Display in Base Currency. When selected, all the inquiries and purchases are displayed in base currency, and no edits are allowed.
    - Bunker Purchase:
      - The following fields were added to the main form:
        - Curr/Exch Rate: The currency and the exchange rate of the purchase. If the purchase was created from a requirement, those values are in sync with the purchase line in the Bunker Requirement.
        - Net Cost (Base Currency): The calculated base value, added below the current Net Cost field, which is displaying the value in the Purchase currency.
      - On fuel type tabs, the following fields were expanded to display both purchase and base currency:
        - Cancellation Fee
        - Fuel Cost
        - Net Cost
        - Price
        - Bunkerwire Spot
        - Bunkerwire Contract
        - Claim Amount
      - A new column was added to the Bunker Purchase List: Invoice Total (Base). As the Invoice Total displays the amount in the purchase currency, this new column displays the amount in base currency.
    - Bunker Invoice:
      - When creating a Bunker Invoice from a Bunker Requirement or Bunker Purchase, the currency flows into the invoice, and the exchange rate is set according to the invoice date.
      - After the invoice is created, the currency and exchange rate in the purchase are synced to the invoice and locked.
  - For Bunker Requirement, Bunker Invoice, and Bunker Purchase forms, a new retrieval form is now available. It is possible to retrieve any of these records by Vessel, Voyage, Port, Delivery Date Range, and Invoice Date range.
  - In the Bunker Requirement List and the Bunker Purchase List, the Fuel Types column can now be filtered by any of the individual values. For example, if a row contains A, B, C as a value, the row appears if the user tries to filter using fuel type B.
  - New columns have been added to Bunker Requirement List, Bunker Purchase List, and Bunker Lifting List: Company, Line of Business, Vessel Type, and Ops Coordinator. These details come from the corresponding voyages.
  - A new column was added to Bunker Lifting List: Claims. The values in this column are comma-separated lifting claim types (Density, Shortage, Offspec, and Demurrage). When filtering, it is possible to filter according to one claim type to see all the liftings with that claim type.
  - When creating a new Bunker Invoice from the Operations module, it is now possible to link it to an uninvoiced Bunker Purchase. After entering the Vessel Name, Voyage Number, and Port, a selection box is displayed with the possible relevant Bunker Purchases (if there are any). Selecting one of them populates all the values from this purchase into the Invoice.
  - A new config flag was added to restrict the Bunker Vendors selection in a Bunker Requirement.  
<imosProperty name="CFGBunkerVendorsRestricted" value="Y" />  
Description: When enabled, the options for Bunker Vendor in the Inquiries and Purchases table in a Bunker Requirement are only Bunker Vendors who have this port listed in their Ports Serviced form, accessed from the Vendor's Address Book entry.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N

## Pooling

- A new column was added to Pool Assignment form: Owner. When this field is blank, the owner for the Pooling Distribution is taken from the Vessel form, as before. If a value is entered in this field, this owner is the one used in the Pooling distribution for this pool's Vessel assignment.

- A new config flag was added to calculate the Pooling Commission based on the Gross Income:  
`<imosProperty name="CFGDistributePoolComm" value="Y" />`  
 Description: When enabled, the pooling commission is calculated using the following steps:
  1. For each vessel, the commission percentage is applied on the gross income. The sum for all the vessels in the pool is the Gross Commission.
  2. The commission percentage is applied on the weighted days (Pool Days \* Pool Points), which gives the Commission Weight for that vessel.
  3. For each vessel, the Pooled Commission is calculated by the Commission Weight applied on the Gross Commission. The Pooled Commission value can be added as a column to a report using the Pooling Information dataset.
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N
  
- A new config flag was added to handle Pooling Premium Distribution:  
`<imosProperty name="CFGUsePremiumInPool" value="Y" />`  
 Description: When enabled, a new column is added to the Pool Assignment form: Premium. Checking this option for a Vessel Assignment means this vessel will participate in the Premium distribution for the relevant dates. For each Voyage in the pool, it is possible to enter a PREMIUM amount on the Profit Share form (from the Other Rev/Exp menu in the Voyage Manager), and this amount will be collected for Premium Income distribution for the relevant dates. Two new columns were added to the Pooling Information dataset:
  - Premium Income Before: The amounts entered in the pool voyages are displayed.
  - Premium Income After: The amounts are displayed after distribution, only for vessels indicated as Premium in the Pool Assignment form.
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N

## Demurrage and Claims

---

- A new Average calculation method has been implemented in the Laytime Calculator. To accommodate this, there is now a Calculation field that enables selection of one of the three methods, Standard, Average, or Reversible. Unlike the Standard method, where the demurrage/despatch amounts at different ports are added up to decide the final result of the calculation, the Average method considers the balance days at each port and adds them up to decide whether the overall calculation is demurrage/despatch. In this case, deductions and interruptions are considered just like in the Standard method. The Summary report has been slightly modified to display the result of the Average calculation method.
- On the Laytime Calculation Claim tab, the Last Action and Last Action Date fields can now be changed after the invoice is posted. An Update button has been added next to these fields for this purpose.
  - Also, a new Final On Acct Inv Created column has been introduced on the Demurrage Summary. It displays:
    - N/A: for invoices that are not Demurrage on Account invoices.
    - N: for Period Demurrage on Account invoices when the corresponding Final invoice has not been created.
    - Y: for Period Demurrage on Account invoices when the corresponding Final invoice has been created, and for Final Demurrage on Account invoices.
- When transit ports were involved in a laytime calculation, it was necessary to manually specify Used and Allowed Counterparty Qty and Total Qty for these ports. This has been modified. Now, the cargo quantity used in the calculation automatically gets populated in these fields to get the Allocation Percent 100 for the Used and Allowed columns.
- A new check box was added to the Claim form: Include in Voyage P&L.
  - When the Claim is linked to a Voyage, and this new check box is selected, the Estimated Claim Amount is displayed in the Voyage P&L as a provisional amount. If an invoice was created against the Claim, the estimated claim amount is deducted by the invoice's amount. The estimated claim amount is displayed until the total invoiced amount against the claim is equal or greater than the estimated amount.
  - For the Accounts View of the Voyage P&L Tab, the following business rules need to be added:
    - CEXP:CLAIM - Estimated Claim amount for a Payable Claim.
    - CREV:CLAIM - Estimated Claim amount for a Receivable Claim.
- A new field was added to the Claim form: P&I Club. In this field it is possible to select any entity from the Address Book.
- A new field was added to the Claim form: Out of Pocket. This field's value is also available as a column in the Claims List and its corresponding reporting dataset.

## Financials

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- In Major Features, see [Port Expenses Invoice](#).
- When reversing an invoice that is linked to a closed voyage, a warning message now appears. It is still possible to reverse the invoice after the warning appears.
- In Voyage Period Journals form, a new context menu option is now available for non-posted records: Delete. Selecting this option deletes all the non-posted journal entries of this type that are linked to the voyage.
- A new context menu option was added to Monthly Accruals and Voyage Periods forms: Preview Journal. Selecting this option displays the Bill Viewer for the relevant record, including the details to be included in the Journal.
- The following columns have been added to the Receivables Summary:
  - Inv Amt Paid (Curr)
  - Outstanding % (calculated based on the Invoice Amt (Curr) and Inv Amt Paid (Curr) columns)
  - Counterparty Parent (displays the counterparty's parent company's short name)
- Two new columns were added to Create Invoices Lists: Cargo Last Update and Cargo Last User. These columns display the last time (GMT) that the relevant Cargo was modified, and by whom.
  - The following lists have the new columns:
    - Create Commission Invoices
    - Create Demurrage Invoices
    - Create Freight Invoices
- Several enhancements were made to Rebill Management in IMOS.
  - In the Create Rebill Invoices list:
    - The list now also includes rebillable Port Expenses.
    - It is possible to filter the Invoice Number(s) according to a single invoice number.
    - The values in the Invoice Number(s) columns can be clicked separately to open the original invoice per its number.
    - A new column was added: Ledger Code(s). This column shows all the Ledger Codes used in the voyage rebillable invoices. The values in this column can be filtered according to a single Ledger Code value.
  - In Voyage Expenses Rebill Management, a multi-value filter was added: Ledgers. This filters all the invoices that are using the specified Ledger Code(s).
- Rebillable Port Expense invoices (source code PEXP and Rebill Type as Rebillable or Voyage Rebillable in the Transaction Data Entry form) now appear in the Voyage Expenses Rebill Management form. When there are multiple voyages involved in the invoice, the detail line amounts are distributed and rebilled in the corresponding voyages. The Rebill Inv No. field on the Transaction Data Entry form displays the invoice number of the first rebill invoice made.
- New columns Voyage Commencing and Voyage Completing have been introduced in the Post Invoices list. They display corresponding local times from the Voyage Manager.
- A new journals creation method is available on the Monthly Accruals form. This is the Daily Snapshot method, where journals can be generated basis a given snapshot. To accommodate this, a new field, Basis, has been introduced, which has options Recalculation (usual method) and Daily Snapshot. When the latter is chosen, the type and date of the snapshot can be specified. The journals created using this method have the Invoice Date and Accounting Date the same as the Accrual Date on the Monthly Accruals form.
- On the Transaction Data Entry form, when selecting in the Tax Code column in the Invoice Details table, codes that have been marked inactive in the Operations Ledger are no longer available for selection.
- For TCTO Voyages, if the user enters a Voyage expense to the TCO and marks it as rebillable to the TCI, the TCI Misc Expenses item is automatically added to the P&L, so there will be no effect on the P&L. The same happens when marking an expense in the TCI to be rebillable to the TCO.
- The User Group column in the Invoice Approval Restrictions form now accommodates Active Directory groups in addition to normal IMOS User groups.
- It is now possible to import Time Charter Out Commission (TCOC) Invoices to IMOS. This is also true for Time Charter In Commission (TCOM) Invoices; a <refNo> tag has to be added to the XML, located in the line above the first invoiceDetails section. If the payment is by period, tags <periodFrom> and <periodTo> should be added to each invoiceDetails section, under voyageNo tag.

A new config flag was added:

```
<imosProperty name="CFGActShowOnlyApproveAndPost" value="Y" />
```

Description: Only the Approve and Post option is displayed (Approve button is hidden) while approving invoices.

Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y, N

- With config flag `CFGPayRecSummaryObeyAmountSign` enabled, a new column was added to Receivables/Payables Summary lists and datasets: Invoice AP/AR.  
When this flag is enabled, it is possible for a negative-sign AP invoice to appear in the Receivables Summary and for a negative-sign AR invoice to appear in the Payables Summary, so this new column is useful to indicate the original mode of the invoice (AP/AR).
- A new config flag was added:  
`<imosProperty name="CFGCheckDuplicateInvNoInAct" value="Y" />`  
Description: When enabled, saving an invoice in the Transaction Data Entry form is not allowed when the invoice number was already used in previous financial transactions for the same vendor.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
- A new config flag was added to display both AR and AP invoices in the Payables Summary:  
`<imosProperty name="CFGIncludeReceivablesInPayablesSummary" value="Y" />`  
Description: When enabled, all Receivables and Payables invoices are displayed in the Payables Summary, and it is possible to include all in payment batches.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
- When both config flags `CFGInvoiceNoByCompany` and `CFGAutoNumberPayables` are enabled, the invoice number generated for both AP and AR Invoices is of the same format: company code + sequence number.  
Note: When both these config flags are enabled, `CFGEnableDocumentNumbers` should be disabled.
- A new config flag was added for the system to not reuse invoice numbers of reversed transactions:  
`<imosProperty name="CFGInvNoByCompanySkipGap" value="Y" />`  
Description: When enabled together with `CFGInvoiceNoByCompany`:  
The auto-generation of invoice numbers will not reuse invoice numbers of reversed transactions.  
The character length of the generated invoice numbers will be 12.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
- A new config flag was added to remove the restriction of Remittance Bank currency to be the same as the invoice:  
`<imosProperty name="CFGIgnoreCurrencyMatchOnBankSelection" value="Y" />`  
Description: When enabled, the selection of Remittance Bank in Transaction Data Entry form is not restricted by the invoice's currency, and all the banks accounts linked to the vendor are available for selection.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y/N
- A new configuration flag `CFGActRefNoFormat` has been introduced to specify the format for the Reference No. field on the Transaction Data Entry form. This is applicable only when existing flag `CFGActRequireRefNoFor` is used.  
`<imosProperty name="CFGActRefNoFormat" value="regular_expression" />`  
Description: If an invoice requires a Reference Number in the Transaction Data Entry form (when existing flag `CFGActRequireRefNoFor` is used), the flag defines the ECMAScript regular expression used to validate the field while posting the invoice. Invoice Reference No. must be fully matched by the regular expression provided here.  
Data Type: String  
Data Default Value: "" (blank)
- In the Payment Batch form, a warning is displayed if Amount Pay is blank for any of the invoices when sending the batch to the bank. Also, a configuration flag `CFGRequirePayMethodInPaymentBatch` has been introduced to display a similar warning if Payment Method is left empty when sending the batch to the bank.  
`<imosProperty name="CFGRequirePayMethodInPaymentBatch" value="Y" />`  
Description: In the Payment Batch form, a warning is displayed if Payment Method is blank for any of the invoices when sending the batch to the bank.  
Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y, N

- A new configuration flag, CFGAppendRToReversalInvoiceNumber, was added to control if a reversed payable invoice number will have -R appended to it when CFGCheckDuplicateInvNolnOps is enabled:  
`<imosProperty name="CFGAppendRToReversalInvoiceNumber" value="Y" />`  
 Description: This flag is only relevant when CFGCheckDuplicateInvNolnOps is enabled. When both flags are enabled, a reversed payable invoice number will be the original invoice number with -R added to it. When CFGAppendRToReversalInvoiceNumber is disabled, the reversed payable invoice number remains the same as the original.  
 Data Type: Boolean  
 Data Default Value: Y  
 Data Value Range: Y/N
- A new config flag, CFGIgnoreAccrualOnVoyageDelete, was added to allow deleting voyages even when the voyages have monthly accruals posted to them.  
`<imosProperty name="CFGIgnoreAccrualOnVoyageDelete" value="Y" />`  
 Description: When enabled, a voyage that has Monthly Accruals posted to it can still be deleted. An extra confirmation message appears when deleting such voyages.
  - The posted records are not deleted or reversed. If another voyage is created with the same number, those records are linked to the new voyage. These records are still displayed in the Financials lists.
  - Records that are approved but not posted are deleted; this is the general behavior for non-approved records.
  - Journals that have been saved using the Save button are not deleted either, but are handled as posted.
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y/N

## Financials Reports

- In the Financials module, in the Accounts Payable/Receivable report setup form:
  - The field named Vendor(s) previously searched and sorted by the vendor's short name. It now uses the full name instead.
  - When entering space in the search field it is no longer select the first found value, but uses it for the search term. To select a value it is possible to hit Shift+Space.
- Two columns were added to the monthly Closing Accruals report: TCE and Voyage Days. The value for Voyage Days is per the calculated period and not necessarily per the full voyage duration.

## Data Center

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- In Major Features, see [IMOS Security Integration with Active Directory Groups](#).
- In Major Features, see [Config Flag to Enable Company Security](#).
- New functionality has been implemented so that a user who edits their own security settings (using the IMOS User Properties form) does not have to log out of IMOS and log back in for the changes to take effect; they are instantaneous for the current user. Only Security Administrators can edit their own settings. Forms that are already open at the time of the security change will get the new security settings the next time they are opened.
- The Remittance Information form (accessed by right-clicking on a bank line on the Address form) now allows entry of address information for the Beneficiary.
- A few changes in the Configuration Flag List:
  - It is now possible to clear a value of a String-type flag. For other flag types, it is necessary to enter a value corresponding to its type.
  - A new button was added to the Configuration Flag Editor: Revert to Default. Reverting a flag to a default state means the flag will have the system default value. The values for Last Modified On/By will be cleared as well.
- The User Name field on the IMOS User Properties form can now accommodate values up to 128 characters.
- Initials for new IMOS users are now automatically generated. The automatically generated initials can be overwritten. The Security Admin permission can now be given to groups and will apply to all members.
- A Reference column has been added to display Contract ID (when applicable) to the Audit Trail list and dataset.
- A new config flag has been added:  
`<imosProperty name="CFGEnableInvoiceSubtypes" value="Y" />`  
 Description: When enabled, a new Invoice Subtypes form is added to the Data Center, through which users can define invoice subtypes. These subtypes can then be selected on invoices in the Subtype field added to the Transaction Data Entry



form. To update the field after posting the invoice, click the Update button.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y, N

## Vessels

- When creating a new Vessel, it is now possible to default the defined Fuel Types, Units, and Grade according to Vessel Type.
  - On the Vessel Types form, new columns were added to specify up to 6 fuel types and their units per Vessel Type.
  - On the Fuel / Lube Types form, a new column, G, was added to specify whether the fuel type grade should be General-Purpose Grade, Low Sulfur Grade, or High Sulfur Grade.  
When a Vessel Type is selected on the Vessel form, and no fuel types are defined yet, the system defaults the Fuel Types, Units, and Grade.
- On the Vessel form, if the vessel has not yet been used in IMOS, changing the Vessel Type now gives you the option to replace the existing fuel types with the default fuel types defined for the new Vessel Type.
- Two new fields were added to the Vessel form Details tab:
  - Yard - Address type field; options are from the Address Book entries of type M.
  - Hull No. - Positioned in the same location as the Hull Type, a free-text field.
- On the Vessel form, it is now possible to right-click a fuel type in the Port Consumption table, and to select to copy consumption figures from the HS/LS corresponding fuel type. This selection is only enabled for a fuel type when:
  - The fuel type is not set as G (General-Purpose Grade).
  - The fuel type is set as H, and an L fuel type exists in the vessel and is in the same group (defined in Fuel/Lube Types in the Data Center).

## Messaging

---

- Time Charter Payments/Bills can now be imported into IMOS using autoinv.exe. The oprBillCode needs to be TCIP for payments and TCOB for bills. Also, the TC code should be provided in the refNo XML tag.
- In Voyage notification export XML, a new cargoHandling element was added to each port call with function L/D/M. Under this cargoHandling element, there are cargoHandlingLine elements, each corresponding to a Cargo Handling line for this port call. For each cargoHandlingLine mentioned, the relevant Cargo data is included: Cargo Grade, Fixture number, and Commercial ID.
- For Voyage notification XML, the following tags were added:
  - LOB: <lob>
  - Company: <company>
  - Charterer: <charterer>
  - CP Date: <cpDate>
- New XML tags lobFull, companyFull, and counterpartyFull have been added to the voyage notification. Also, tag charterer has been renamed counterparty because it applies to Charterer (for OVOV/TCOV/OVTO/TCTO/RELT) and Owner (for SPOT/COAS).
- For the Voyage Notification XML file, two new fields were added to the portcall node: ETALocal and ETDLocal. The values in these fields are the local times of arrival/departure of the relevant ports. These two fields were added to the ImosOps.xsd schema, under portcallLine.
- New XML tags refNo (refers to Reference No. on the Cargo form) and actDeptName (refers to Department on the Cargo form) have been added in the voyCargoInfo section of the VoyageManager import message.
- The XML tags RefCompanyName and RefCompanyType have been added to the voyage, Cargo and ReletInfo sections of the VoyageManager import XML. These refer to the Short Name and Type of the Ref. Company in the Voyage Manager, Cargo, and VC In forms.
- The following XML tag additions have been made to the cargoSaleExport file:
  - New XML tags have been added:
    - voyageRef: Displays Reference No. from the voyage once the cargo is associated with one.
    - priceMatrix: Displays Y/N, depending on whether Price Matrix has been used.
  - The following have been added to <ldport>: rateUnit, turnTime, pexp.

- New sections <loadOption> and <dischargeOption> have been added to display load/discharge options: function, portNo, portUNCode, portName, terms, ldrate, rateUnit, turnTime, pexp.
- New section <pricing> has been added to display price matrix details: loadPortNo, loadPortName, loadPortUNCode, dischargePortNo, dischargePortName, dischargePortUNCode, cargo, freightType, rate, table, basis, XFrT, bunkerAdjustSymbol, bunkerAdjustQty, bunkerAdjustPrice, bunkerAdjustBAF, cpQty, minQty, maxQty. When Frt Type is Index Table in the Pricing tab, the corresponding rate is not displayed in the XML.
- In the cargoSaleExport and cargoPurchaseExport notification messages, the Itinerary section under estimateInfo now has new tags pexpCurr and pexpCurrAmount to display Port Expense details for the ports in the Cargo's Benchmark Estimate /Initial Estimate itinerary.
- The following new XML tags are supported in the cargoSaleExport XML file for FOB cargoes: fobRefVslCode, fobRefVoyNo, fobVoyClosed, fobBLCode, fobBLQty, fobBLDate, ETA, ETB, ETD, anchorIn, and voyageNo (the FOB voyage number). The following are now supported in the Cargo XML import: ETA, ETB, ETD, and voyageNo.
- A new section, indexTable, now appears in cargoSaleExport and cargoPurchaseExport XML notifications when the Frt Type for a pricing line in the Pricing table on the Cargo/VC In is Index. This section has new tags: market, index, ceiling, floor, indexValue, calculation, and currency, which are populated from the Index Table.
- A new XML tag, portExternalRef, is now available in the Idport and itinerary (under estimateInfo) sections of the cargoSaleExport and cargoPurchaseExport messages. Similar tag portExternalRef is displayed in the Delivery and Redelivery sections of the tcExport notification message. These display the External Ref No. for the corresponding port from the IMOS Port form.
- Added bunkerSurchargeType to cargoPurchaseExport and cargoSaleExport. The value is populated via the Bunker Surcharge field on the Pricing Tab in the Cargo form. Possible values are None, Cap/Collar, and Scale Table.
- A new <veslinkID> tag was added to the following Messaging Service XML notifications:
  - vesselExport
  - vesselExportFull
  - company
  - companyExport
 The value in this tag is the \_sqlid of the underlying object in the Database.  
 The corresponding XSD files were updated accordingly (ImosData.xsd and ImosVslExport.xsd).
- The XML tags consDescriptionLaden and consDescriptionBallast have been added to vesselExportFull file. These are available in the seaConsumption section, and display values for the Type column for each speed in the Speed Consumption Table on the IMOS Vessel form. Also, these fields are supported in the import vessel XML file.
- A new XML tag, gradeEx, corresponds to the Code column in the Fuel Grades form and has been introduced in the vessel import file. This is used to populate the corresponding grade in the Grade column in the Port Consumption table on the IMOS Vessel form. This tag has also been added in the VesselExportFull export message.
- For Vessel XML notification, two tags were added to ImosData.xsd: <engineLoadBallast> and <engineLoad>. Both were added under seaConsumptions\seaConsumption and multipleRates\consumptionInfos. Those tags are not required, and they correspond to the Engine Load column in the Sea Consumption table on the Vessel form.
- A tag for the Bill Via company has been added to invoice export XML (when an invoice is released to the interface). The new tag is called billVia and contains the company number of the Bill Via Address Book entry. The tag is not present when there is no Bill Via. ImosAct.xsd is updated to reflect this change.
- When creating a new SPOT fixture, the Owner's details are now populated under the <ownerInfo> tag in the auto-generated notification (cargoSaleExport in IMOS v7.1 and cargoPurchaseExport in IMOS v7.2).
- When importing cargo through autotu.exe, externalRef is now used as the unique identifier to create/update Cargoes in case cargold is not specified. Also, updating a cargo through import leads to exporting of corresponding fixture and voyage messages (if applicable).
- The following features related to import/export functionality have been added:
  - A new export notification message for Time Charter contracts. tcExport must be added to the notificationsIncludeList configuration flag.
  - A new notification for VC In contracts, similar to Cargo contracts. cargoPurchaseExport must be added to the notificationsIncludeList configuration flag.
  - A new section for displaying details of Cargo contracts on a fixture in the fixture notification message. fixture/contract must be added to notificationsIncludeList configuration flag.
  - New XML tags related to Port Country Codes, Cargo Quantities, and Exposure to the Cargo notification XML cargoSaleExport.

- New XML tags related to Vessel, ETD, Cargo Handling, and Port Expenses to Voyage and fixture notification messages.
  - The following XML tags have been added to the invoice notification message: cargoExposureVesselNumber (populates from the Exposure Date field on the Extra Information for Report form/Vessel Number in the Cargo form), cargoRefContract (from the Ref Contract field on the Other Info tab on the Cargo form) and voyageRef (from the Voyage ID field from the Voyage Manager). The first two tags apply only to Freight Invoices.
  - In Relet Freight Invoice XML notification, the following tags now correctly refer to the VC In instead of the Cargo contract: cargold, importedCargo and coaNo.
- New XML tags lobCode and actDeptCode have been added to Address Book import and export messages. These correspond to the LOB and Department codes specified for the Address Book entry. (These fields are available in the Address Book when flag CFGEnableMultiRoleOnAddressBook is enabled.) Also, when a Company record is created or updated through autocabv.exe, the corresponding details in the Company Information form in Financials are updated too.
- The following new XML tags have been added to the tcExport notification message: PortNo, VesselmoNo, VesselTypeCorrelation (from the Exposure tab in the Time Charter Contract), VesselType, LastModifiedBy, TcRemarks, TcNotesToOps, LiftingOptions section, PurchaseOptions section. The following have been added to cargoPurchaseExport and cargoSaleExport: lastModified, lastModifiedBy, department, cargoGroup, cargoType, stowFactorM3MT, remarks.
- The following new XML tags have been added to the tcExport notification message:
    - Owner, Company, RefCompany, and Charterer sections, each containing Email, ShortName, FullName, IsInternal, DeptCode, and ExternalRef.
    - BunkersDelivery sections display UnpricedBunkers (status of Unpriced Bunkers check box), Est Delivery, Actual Delivery, Est Redelivery, and Projected Redelivery details for each bunker grade in the Time Charter Contract.
    - The Exposure section contains Route, TurnoverRatio, VesselType, and VesselTypeCorrelation tags.
    - Delivery and Redelivery sections contain PortCountryName, PortRegion, PortRegionCode, and PortOcean. PortOcean refers to rports.area, PortRegion to rports.defaultLocationRef, and PortRegionCode to rports.regioncode.
- The following new XML tags have been added to the tcExport notification:
    - The Broker section has tags for Email, ShortName, FullName, IsInternal, DeptCode, and ExternalRef.
    - Vessel related: VesselType, VesselTypeCode, VesselInactive (to display the status of Inactive Vessel check box).
    - If the hire rate type is Index, IndexRoute, IndexFloor and IndexCeiling are available.
- The following new XML tags have been added to tcExport:
    - IndexRoute, IndexFloor, and IndexCeiling under LiftingOption (when HireUnit is Index)
    - LiftingOptEstRedelivery and LiftingOptLatestRedelivery under LiftingOptions.
- The new XML tag PreviousStatus/previousStatus is available in tcExport, cargoSaleExport, and cargoPurchaseExport notification XMLs. It displays the Status of the contract from the last notification XML sent. If the contract is newly created, the tag value is empty.
- A new XML tag, RefContract, has been added to the tcExport notification message. This is same as the new refContract in the cargoPurchaseExport/cargoSaleExport messages. The tags represent the Ref Contract from the Time Charter/Cargo/VC In Contracts.
- New XML tags PreviousStatus and SeqNo have been added to the LiftingOption section of the tcExport notification. These display the Status of the lifting from the last notification XML sent, and the current sequence number of the lifting from the Lifting Options form.
- A new config flag has been added which enables paying reversed invoices while importing simplePayment files through the messaging program autopay.exe.
 

```
<imosProperty name="CFGAutopayAllowReversedInvoicePayment" value="Y" />
```

 Description: Supports paying reversed invoices while importing simplePayment files through the messaging program autopay.exe.  
 Data Type: Boolean  
 Data Default Value: N  
 Data Value Range: Y, N
- Until now, the value in the voyage notification XML, the <documentSetURL> tag, was the combination of (CFGDocumentServerURL)(CFGDocumentServerVoyageRelURL)(vessel code-voyage number). Now, when CFGUseGlobalVoyageNumbering is enabled, the combination is (CFGDocumentServerURL)(CFGDocumentServerVoyageRelURL)(voyage number).
- Two new config flags can be used to specify the URL for Sharepoint integration with voyage documents. The URL will be output in voyage notification XML in the <documentSetURL> tag. ImosOps.xsd has been updated to reflect this change.
    - <imosProperty name="CFGDocumentServerURL" value="http://docserver" />  
 Description: Specifies the URL of a document server with which IMOS can interact. If non-blank, enables external document management features. The value provided should be URL encoded.

Data Type: String  
Data Default Value: blank  
Data Value Range: String

- `<imosProperty name="CFGDocumentServerVoyageRelURL" value="/voyages/" />`  
Description: Specifies the relative URL at which voyage documents will be found on a document server. When generating links to voyage documents, the full url will be created as (CFGDocumentServerURL)(CFGDocumentServerVoyageRelURL)(Voyage document set name). The value provided should be URL encoded.  
Data Type: String  
Data Default Value: blank  
Data Value Range: String

- Automatic posting of port expense invoices is now possible when importing them through the autopexp.exe messaging program. A new flag CFGAutoPostDAFromInterface has been added for this purpose. The Approval User in the Transaction Summary is set to autopexp for these records.

`<imosProperty name="CFGAutoPostDAFromInterface" value="Y" />`

Description: When enabled, port expense invoices imported through the autopexp messaging program are automatically posted.

Data Type: Boolean  
Data Default Value: N  
Data Value Range: Y, N

## Veslink

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- The Manage Veslink Export Queue list has three new columns:
  - Vessel
  - Voyage
  - LegThe entire page has been converted from a browser page to an IMOS list. This conversion allows you to filter values as needed.  
This feature requires Veslink version 1.13.
- Replication of Fuel Consumption Over Weather Threshold from the Veslink ROB control to IMOS was implemented. This value maps to the second field of Bad Weather Hrs/Cons, which is found in the Extra Information form from the Activity Report from the IMOS Voyage Manager, when available. This field was previously titled Bad Weather Hrs. and only had one field editable for data entry.
- A Refresh button has been added to all Veslink pages viewed within IMOS. This allows the user to ensure the data is up to date without closing and opening the page again.
- In conjunction with a recent Veslink improvement to loading Veslink Form lists, IMOS was also improved to speed up the loading of large Veslink lists. Users should notice additional speed improvements when loading the Operation Veslink Form List when using IMOS 7.1 (beyond the improvements introduced in Veslink 1.13).
- In the Veslink module, the title Offline Forms Group was changed to Prepare/Send Offline Forms.
- All Veslink Module links will be hidden until Set Up Site Key and Veslink URL is run.
- Restoring an IMOS database will result in Veslink communications being disabled. By completing the Associate with New DB function in IMOS, the Veslink Site Key and Veslink URL will be cleared from the system, preventing accidental replication with the wrong IMOS environment.
- Previously when setting up automatic IMOS -> Veslink replication, a scheduled task would be set up with the following arguments:  
`u=veslinkuser@test.veslink.com&p=password&type=all&url=[http://veslinkurl.test.veslink.com]`  
The former method included a manually entered username, password, and Veslink URL. Now the only required argument is:  
`cred=$(MSG_VESLINK_CRED)`  
This change greatly simplifies initial configuration and prevents the chance of accidentally keeping outdated information in the IMOS Messaging Configuration.
- On the Configure System page, a new section has been added to the General tab: Port Activities. This section affects the Statement of Facts form and contains the following options:
  - Allow Berth Selection for Relevant Port Activities (both Onboard and Offline Forms): This check box determines whether a Berth column appears in the Port Activity Control on the Statement of Facts form. If selected, this field is enabled for entry only if its corresponding Port Activity has its Berth column selected in the IMOS Data Center, or if it is a Port Activity of type AF or AD.
  - Select Cargoes for Relevant Port Activities By (only Offline Forms):

- Cargo Type: The Cargo column in the Port Activity Control will display a list of Cargo Types. This field is enabled for entry only if its corresponding Port Activity has its Cargo column selected in the IMOS Data Center, or if it is a Port Activity of type OS or OE.
- OBL Number: The Cargo column in the Port Activity Control will display a field for the OBL number.
- The link at the bottom of the Port Activity Control to add an activity has been changed to separate links to add the following:
  - Port Activity: The behavior has not changed; you can select a single Port Activity.
  - Berth: Appends all Port Activities that have their Berth column selected and Cargo column cleared in the Data Center. If a Port Activity Template exists, only those activities defined in the template will be available to be appended.
  - Cargo: Appends all Port Activities that have their Cargo column selected in the Data Center. If a Port Activity Template exists, only those activities defined in the template will be available to be appended.
- A flag is now replicated to Veslink to indicate whether a Port's status is active or inactive as defined in the Data Center.

## IMOS Release Notes v7.1

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### Searching

To search the Release Notes, press **Ctrl + F**.

You can use wildcards (? = 1 character; \* = multiple characters).

Search is case-sensitive, so, for example, to search for configuration flags, enter **CFG** in the Search box that appears in the upper right.

### Filtering

To filter the release notes by one or more columns, select the value or values in the fields at the top of the list. For example, to filter by all the Features in Chartering, select **Features** in the Type column and **Chartering** in the Area column.

**Note:** This function works in both Internet Explorer and Chrome.

### Release Notes

Case Number	Type	Area	Release Note	Version	Config Flag
37201	Feature	Messaging	When importing cargo through autotu.exe, externalRef is now used as the unique identifier to create/update Cargoes in case cargold is not specified. Also, updating a cargo through import leads to exporting of corresponding fixture and voyage messages (if applicable).	7.1.440	
37411	Feature	Chartering	For Time Charter contracts, a new column was added to the Lifting Options form: Remarks.	7.1.340	
41547	Feature	All IMOS	For the port ECA - US 200NM, the Low Sulfur Community check	7.1.480	

			box is used to specify the full ECA zone as a Low Sulfur zone.		
41596	Feature	Operations	A new Voyage P&L Daily Variance (Accounts) report dataset has been implemented, which displays a comparison of the Accounts View of the P&L for the specified two snapshot dates. There are options to specify if all snapshots are to be compared for the new and old snapshot dates, or if only the latest is needed. Also, the check box Include P&L Line Items in the Report Editor helps display the breakdown of P&L line items one level further.	7.1.340	
41598	Feature	Operations	A new Voyage P&L Drilldown (Accounts) report dataset has been implemented. The report displays the Accounts View of the P&L for the voyages falling within the Period From/Period To timeframe. (The values are also prorated accordingly.) The Data Source can be any of the three types: Force Calculation, Latest Snapshot, or Latest Accrual Snapshot. If Latest Snapshot is chosen, the snapshot type and date can be specified to view details from the latest snapshot on the given date.	7.1.630	
41925	Feature	Trading	Two new columns, Company Code and Company	7.1.455	

			Name, have been added to Trade Details List.		
42139	Bug	Chartering	When a Time Charter Contract is created with a non-base currency, and a Time Charter Invoice is saved with a different Exchange Rate, a warning message was issued when the invoice was loaded, indicating that the Daily Rate was changed. This was fixed, and the daily rate is now calculated correctly according to the Invoice Exchange Rate.	7.1.730	
42491	Feature	Chartering	<p>A new config flag was added to control the Monthly Billing Period in Time Charter invoices:</p> <pre>&lt;imosProperty name="CFGBillByNaturalMonth" value="N" /&gt;</pre> <p>Description: When enabled, the Monthly Billing Period always ends at the 1st of the next month, so every next invoice period is a complete month. When disabled, the billing period is always a complete month from the delivery date. For example, if the payment is from the 12th of the month, the invoice will be to the 12th of the next month.</p> <p>Data Type: Boolean</p> <p>Data Default Value: Y</p>	7.1.340	CFGBillByNaturalMonth

			Data Value Range: Y/N		
43278	Bug	Operations	When a bunker stem quantity is planned for a portcall in a voyage, and there is no Bunker Requirement for the port containing a quantity for the bunker type, the Req Qty and Opr Qty columns in a new Bunker Requirement now default to the planned Opr quantities specified in the Bunkers form. Also, the quantities are defaulted for the grade(s) in the Inquiries and Purchases section of the Bunker Requirement.	7.1.415	
43303	Bug	Chartering	When issuing a Time Charter Invoice and adding bunkers on delivery/redelivery adjustment items, the calculated quantity was wrong. This was fixed.	7.1.340	
43362	Bug	Chartering	Auto-refresh in Cargo Matching has been made more consistent.	7.1.415	
43633	Bug	Messaging	A potential security error that could occur when performing XSL transforms through imosmail.exe has been fixed.	7.1.550	
43683	Bug	Financials	In Payment XML notification, the value for <bankXCRate> was only displayed to two decimal places. This was fixed, and now six decimals are displayed.	7.1.340	



43853	Feature	Operations	<p>A new config flag was added to itemize the bunkers cost journals and set quantities and rates for them in the journal details:</p> <pre>&lt;imosProperty name="CFGItemizeBunker Journal" value="Y" /&gt;</pre> <p>Description: When enabled, Voyage Period Journals for Bunkers Cost are itemized according to the consumed FIFO queue, each item with the correct quantity and rate. If the journal is generated for a portion of the voyage, the percentage is applied on each item's quantity.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	7.1.390	CFGItemizeBunker Journal
43954	Bug	Trading	<p>Several issues were fixed in the Trade Details List:</p> <ul style="list-style-type: none"> <li>- In Drilldown mode, the TCI Bunkers on redelivery were displayed as Long. This was fixed, and it is now displayed correctly as Short.</li> <li>- In Drilldown mode, the TCO Bunkers on redelivery were displayed as Short. This was fixed, and it is now displayed correctly as Long.</li> <li>- If the Time</li> </ul>	7.1.340	

			<p>Charter contract redelivery date was in the beginning of the month, the bunkers redelivery exposure was not displayed. This was fixed.</p> <p>- The Bunker Exposure calculation for Time Charter contracts was not including the market rate. This was fixed.</p> <p>- When copying from TCI to TCO or TCO to TCI, the Exposure tab values were cleared. This was fixed, and the values are now copied correctly.</p> <p>- For Backhaul Cargoes, the Benchmark Estimate value was displaying the Fronthaul Estimate ID instead of the Worldround one.</p>		
44011	Feature	Chartering	For new estimates and fixtures, the Bunker Calculation Method now automatically defaults to FIFO.	7.1.340	
44057	Feature	Chartering	In Model B of contract mirroring, the brokerage lines from the parent contract are now aggregated and displayed as a single XADDCOM in the Broker section of child contracts.	7.1.375	
44106	Feature	Demurrage	The following changes have been made to the Port Details Report:	7.1.340	

			<ul style="list-style-type: none"> <li>- The Activities section now only displays the following: NOR TENDERED, NOR VALID, and activities pertaining to activity types OS and OE.</li> <li>- The Laytimes section does not display interruptions when they are a part of a weekend. Also, interruptions are hidden when their time is fully counting (due to the Once On /Always On Dem checkbox).</li> <li>- When an activity spans multiple days, the activity name is displayed only in the first row in the Description column in the Laytimes section. Other rows for it are blank.</li> <li>- The End Time column has been removed from the Laytimes table.</li> <li>- The DWT of the vessel is no longer displayed in the report.</li> <li>- The Demurrage Start text in the Laytimes section is now in bold.</li> <li>- The Demurrage Due amount in the report is the gross value instead of net (does not consider commissions anymore).</li> </ul>		
44114	Bug	Demurrage	In Deduction type Laytime Calculations, a deduction was supposed to end	7.1.375	

			before the laytime end time. Now it is possible to have deductions starting /ending at exactly the laytime start /end times.		
44118	Bug	Operations	The Booking Note Report (by B/L no) dataset has been fixed to display one row per Cargo Handling line for a given voyage.	7.1.415	
44133	Bug	Financials	With Company-based Business Rules enabled, the Accounts View in the Voyage Manager P&L tab was not picking up correctly the Business Rules for display. This was fixed.	7.1.340	
44149	Bug	Financials	<p>A few fixes for Bunker items in Financials:</p> <ul style="list-style-type: none"> <li>- When reversing a Bunker Invoice or a Time Charter Invoice with bunker items on it, the sign of the Bunker quantity was not reversed. This was fixed.</li> <li>- On an incremental Time Charter invoice, the previously invoiced bunker items were not displayed with the correct signs in the Transaction Data Entry. This was fixed as well.</li> <li>- For reversed Bunkers On Delivery in the Time Charter invoice, the quantity and rate are now set correctly.</li> </ul>	7.1.375	
44167	Bug	Operations	In the parent voyage of Model A of voyage mirroring, when a port name was	7.1.375	

			<p>changed for a port containing Port Activities, the port name was not being updated in the mirror voyage. This issue has been fixed, and the parent and mirror voyage itineraries are now always in sync. Also, the mirror voyage's cargo itinerary is updated appropriately for this case.</p>		
44177	Bug	Chartering	<p>When interservice is enabled (using flag CFGEnableInterservice), the FOB /Delivered Cargo check box on the Cargo form is now hidden to prevent its accidental use (which used to result in changing the corresponding voyage operation type). Also, once a non-interservice Cargo is fixed, the FOB check box can no longer be used.</p>	7.1.375	
44213	Feature	Data Center	<p>Initials for new IMOS users are now automatically generated. The automatically generated initials can be overwritten. The Security Admin permission can now be given to groups and will apply to all members.</p>	7.1.340	
44216	Bug	Operations	<p>When a Bunker Invoice was created outside the Voyage Manager (Operations &gt; Bunker Invoice or autoinv.exe), the End Price for the given bunkers were not being updated correctly</p>	7.1.440	

			in the voyage. Also, when the end bunker quantity was negative, the end price could be wrong. These issues have been fixed.		
44217	Bug	Financials	Until now, on the Bunker Invoice form, when specifying a Payment Term that is basis Invoice Date, the Due Date was populated according to the Delivery Date. This was fixed, and the default is now according to the Invoice Date, which is correct.	7.1.340	
44248	Bug	Operations	The Rev/Exp column in the Voyage P&L Drilldown (Operations) dataset has been renamed P&L Category. It now displays Running Costs when corresponding rows are categorized separately as Running Costs instead of as Expenses in the P&L (when CFGShowRunning Cost is enabled). If not, these details are displayed as Expenses in the report. Also, these P&L items are categorized as Running Costs or Expenses appropriately in the Voyage P&L Variance Tolerance form.	7.1.340	
44264	Feature	Messaging	Until now, the value in the voyage notification XML, the <documentSetURL > tag, was the	7.1.340	

			<p>combination of (CFGDocumentServerURL) (CFGDocumentServerVoyageRelURL)(vessel code-voyage number).</p> <p>Now, when CFGUseGlobalVoyageNumbering is enabled, the combination is (CFGDocumentServerURL) (CFGDocumentServerVoyageRelURL)(voyage number).</p>		
44278	Bug	Chartering	When copying a TCO to a TCI, or a TCI to a TCO, the Company value was cleared, while the LOB remained as is. This was fixed, and now both the Company and the LOB are cleared when copying between two such contracts.	7.1.340	
44279	Bug	Financials	When opening a Transaction Data Entry of type PDA /FDA with a generated tax line, a warning message was displayed. This was fixed.	7.1.340	
44296	Feature	Trading	Two new columns have been added to the Trade Details List: Benchmark Basis and Exposure Method. These columns are populated according to the Benchmark M2M Basis and Exposure Method fields from the Exposure tab on the Cargo/VC In /COA forms. Also, when there are multiple Bunker Symbols on the Exposure tab, the Bunker Symbol displays (multiple)	7.1.375	

			for Cargo/VC In /COA/TC contracts on the Trade Details List.		
44299	Bug	Data Center	When importing vessels from Baltic99, the Speed Consumption table in the Vessel form was not being populated with the values from Baltic99. This has been fixed and all values are now displayed correctly.	7.1.340	
44357	Bug	Operations	When a Time Charter contract did not have an LOB specified, it was not being loaded in the Vessel Schedule. This has been fixed.	7.1.340	
44406	Bug	Veslink	Previously, if a Veslink Cargo Handling form was submitted without a BL Date, and the IMOS Cargo Handling data was missing a BL Date, a replication error would appear. Now, a Cargo Handling form can be replicated successfully without a BL Date.	7.1.340	
44431	Feature	Chartering	In the Cargo Matching Program Editor, a new check box appears when CFGEnableBenchmarkEstimate is enabled: Create Estimate From Benchmark. When selected, the Benchmark Estimate linked to the Cargo (if applicable) is used as the basis for the Estimate created using Cargo Matching. If there are multiple Benchmark	7.1.480	



			Estimates for a Cargo, and one is marked as Fronthaul, the non-Fronthaul Estimate (Backhaul) is used. If multiple Benchmark Estimates exist, but none are Fronthaul, the Benchmark M2M Basis for the Cargo is used to determine which Estimate will be used as the template.		
44443	Bug	Operations	The Force Calculation method was not working while generating reports from the Voyage P&L Drilldown (Operations) and Voyage P&L Drilldown (Accounts) datasets. This issue has been fixed.	7.1.340	
44463	Feature	Messaging	<p>The following features related to import/export functionality have been added:</p> <ul style="list-style-type: none"> <li>- A new export notification message for Time Charter contracts. tcExport must be added to the notificationsInclude List configuration flag.</li> <li>- A new notification for VC In contracts, similar to Cargo contracts. cargoPurchaseExport must be added to the notificationsInclude List configuration flag.</li> <li>- A new section for displaying details of Cargo contracts on a fixture in the</li> </ul>	7.1.440	

			<p>fixture notification message. fixture /contract must be added to notificationsInclude List configuration flag.</p> <p>- New XML tags related to Port Country Codes, Cargo Quantities, and Exposure to the Cargo notification XML cargoSaleExport.</p> <p>- New XML tags related to Vessel, ETD, Cargo Handling, and Port Expenses to Voyage and fixture notification messages.</p> <p>- The following XML tags have been added to the invoice notification message:  cargoExposureVesselNumber (populates from the Exposure Date field on the Extra Information for Report form /Vessel Number in the Cargo form),  cargoRefContract (from the Ref Contract field on the Other Info tab on the Cargo form) and  voyageRef (from the Voyage ID field from the Voyage Manager).  The first two tags apply only to Freight Invoices.</p> <p>- In Relet Freight Invoice XML notification, the following tags now correctly refer to the VC In instead of the Cargo contract: cargold, importedCargo and coaNo.</p>		
44465	Feature	Chartering	<p>Tooltips have been added for all</p>	7.1.340	

			the columns in the Vessel and Cargo grids in the Cargo Matching program.		
44483	Bug	Chartering	<p>When CFGDistributeRev AllLaytime is enabled:</p> <ul style="list-style-type: none"> <li>- Until now, it was not possible to change the Rate Unit in the Itinerary Details form in the Voyage Estimate, even if Reversible All Ports is not checked. This has been fixed.</li> <li>- In the Cargo form, it was possible to edit the Rate Unit even when Reversible All Ports was checked. This has been fixed.</li> </ul>	7.1.340	
44492	Bug	Financials	For TC** Voyages, the estimated TC Hire amount was not displayed on the P&L tab in the Voyage Manager when in Accounts View. This has been fixed.	7.1.375	
44510	Feature	Operations	<p>The Voyage No. field was widened to display 9-digit Voyage Numbers in the following forms:</p> <ul style="list-style-type: none"> <li>- Activity Reports</li> <li>- Cargo Handling</li> <li>- Estimated Demurrage</li> <li>- Claim</li> <li>- Laytime Setup</li> <li>- Voyage Other Revenues and Expenses</li> <li>- Voyage Fixture</li> </ul>	7.1.340	
44527	Bug	Demurrage		7.1.375	

			When deductions were a part of Demurrage on Account Laytime Calculations and the Basis was Demurrage Days, the Period To and Balance Days fields in the calculation could be wrong. This issue has been fixed.		
44581	Bug	Operations	The Port Expenses Summary report in Operations would not appear if there was a Port Expense Invoice without a set currency. This has been fixed.	7.1.375	
44593	Bug	Operations	Database operations to load Other Revenues and Expenses in the Voyage Fixture and Voyage Manager have been optimized.	7.1.440	
44594	Feature	Operations	For Voyage notification XML, the following tags were added:  LOB: <lob>  Company: <company>  Charterer: <charterer>  CP Date: <cpDate>	7.1.375	
44616	Bug	Financials	In the Payment XML notification, the value for <bankXCRate> was only shown to two decimal places. This was fixed, and now six decimals are shown.	7.1.375	
44668	Bug	Chartering	Cargoes could not be created in some cases if CFGFastIDTables flag was enabled.	7.1.440	

			This has been fixed. This fix requires re-running the _ALL database upgrade script, even if not upgrading from a previous version.		
44669	Bug	Chartering	In the Voyage Estimate P&L Report, the Profit & Loss Details section was not displaying the figures from the estimate. This was fixed.	7.1.375	
44671	Bug	Chartering	<p>The following bugs related to Cargo COA and Cargo forms have been fixed:</p> <ul style="list-style-type: none"> <li>- When manually linking a Cargo to a COA, the following fields were not being copied from the Cargo COA to the Cargo: Trade Area, CP Place, Demurrage Via, Coordinator, Vessel Type, Time Bar Days, Remittance Bank, itinerary Load and Discharge options, Use B/L Date, Use Booking Qty on Scale Table, Top-Off and Reverse Top-Off.</li> <li>- Demurrage and Despatch rates were always being converted to Daily rates during the copy.</li> <li>- The Top-Off and Reverse Top-Off check boxes could not be edited when COA pricing was in use on the Cargo form. Also, Brokers could be inserted or deleted (and partially editable) in this</li> </ul>	7.1.455	

			<p>case.</p> <p>- Demurrage and Laytime Scale Table fields could not be cleared once a value was specified for the Cargo.</p>		
44678	Bug	All IMOS	The tutorial links on the IMOS Welcome tab were broken. This has been fixed, and now they link to their respective pages in the Knowledge Base.	7.1.440	
44723	Feature	Operations	<p>A new configuration flag, CFGAllowAddingReletToVoy, has been implemented, which makes the CP Relet Information form available for back creation of a VC In through the Voyage Manager and Voyage Fixture.</p> <p>&lt;imosProperty name="CFGAllowAddingReletToVoy" value="Y" /&gt;</p> <p>Description: If enabled, Relet information can be added directly in the Voyage Manager and Voyage Fixture. When saved, a VC In will be back-created from the CP Relet Information form.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y, N</p>	7.1.500	CFGAllowAddingReletToVoy
44733	Bug	Messaging		7.1.390	

			<p>When the configuration flag CFGSelectBankOnInvType was enabled, and an Actual Final Port Expense Invoice (FDA) was imported through autopexp.exe, the Bank Information in this invoice report was not being set to the one specified in the incoming XML. This has been fixed.</p>		
44785	Feature	Veslink	<p>On the Configure System page, a new section has been added to the General tab: Port Activities. This section affects the Statement of Facts form and contains the following options:</p> <ul style="list-style-type: none"> <li>- Allow Berth Selection for Relevant Port Activities (both Onboard and Offline Forms): This check box determines whether a Berth column appears in the Port Activity Control on the Statement of Facts form. If selected, this field is enabled for entry only if its corresponding Port Activity has its Berth column selected in the IMOS Data Center, or if it is a Port Activity of type AF or AD.</li> <li>- Select Cargoes for Relevant Port Activities By (only Offline Forms):</li> </ul> <p>* Cargo Type: The Cargo column in the Port Activity Control will display a list of Cargo</p>	7.1.525	

			<p>Types. This field is enabled for entry only if its corresponding Port Activity has its Cargo column selected in the IMOS Data Center, or if it is a Port Activity of type OS or OE.</p> <p>* OBL Number: The Cargo column in the Port Activity Control will display a field for the OBL number.</p> <p>The link at the bottom of the Port Activity Control to add an activity has been changed to separate links to add the following:</p> <ul style="list-style-type: none"> <li>- Port Activity: The behavior has not changed; you can select a single Port Activity.</li> <li>- Berth: Appends all Port Activities that have their Berth column selected and Cargo column cleared in the Data Center. If a Port Activity Template exists, only those activities defined in the template will be available to be appended.</li> <li>- Cargo: Appends all Port Activities that have their Cargo column selected in the Data Center. If a Port Activity Template exists, only those activities defined in the template will be available to be appended.</li> </ul>		
44866	Bug	Chartering	In Model B contract mirroring,	7.1.390	



			<p>when the head external side Cargo contract had a price matrix, the pricing lines in the mirrored VC In could get erased after a relet connection was made between the two. Also, when Extra Freight Yerms were defined for the pricing lines in the head Cargo, an SQL error could appear while saving the mirror Cargo contract. These issues have been fixed.</p>		
44867	Bug	Trading	<p>If a Trading Profile was not defined, an error message appeared when trying to load the Trading Opportunity Analysis. This has been fixed.</p>	7.1.390	
44880	Bug	Chartering	<p>Once specified, the Demurrage Via field on the Cargo COA, VC In COA, Cargo, VC In, and IMOS Master Contract forms could not be cleared (the old values were retained when the form was saved). A similar issue existed with the Freight Via field on the Cargo and VC In forms. These issues have been fixed and the fields now retain their empty values.</p>	7.1.390	
44917	Bug	Data Center	<p>An error would occur when a Voyage Template was created. this has been fixed.</p>	7.1.390	
44931	Feature	Operations	<p>Rebillable Port Expense invoices (source code PEXP and Rebill Type as Rebillable or Voyage</p>	7.1.415	

			Rebillable in the Transaction Data Entry form) now appear in the Voyage Expenses Rebill Management form. When there are multiple voyages involved in the invoice, the detail line amounts are distributed and rebilled in the corresponding voyages. The Rebill Inv No. field on the Transaction Data Entry form displays the invoice number of the first rebill invoice made.		
44966	Bug	All IMOS	Links to Veslink Distances and Update Ports in the IMOS Tools menu have been fixed.	7.1.415	
44971	Bug	All IMOS	Alert text (for Vessels, Charterers, Ports, etc.) longer than 128 characters caused a crash. This has been fixed, and 256 characters are supported.	7.1.440	
44983	Bug	Chartering	In Cargo Matching Best Vessel/Best Cargo estimate lists, the Market Profit column now considers the route correlation as per the Vessel Type Correlation in the linked Time Charter contract. If there is no linked TC, or its route correlation is 0, the correlation from the Vessel is used. If that does not exist either, no route correlation is applied. Also, Exposure information was not refreshing in	7.1.440	

			Cargo Matching after making any changes to the Cargo. This has been fixed.		
44984	Feature	Messaging	New XML tags lobFull, companyFull, and counterpartyFull have been added to the voyage notification. Also, tag charterer has been renamed counterparty because it applies to Charterer (for OVOV/TCOV/OVTO/TCTO/RELT) and Owner (for SPOT/COAS).	7.1.390	
44992	Bug	Financials	A timeout error that could occur when accessing the Action Log for an invoice has been fixed. The Action Log is available when flag CFGEnableInvoiceNotes is enabled; in the Receivables Summary, on the Display Options menu, select Invoice Actions.	7.1.390	
45016	Bug	Messaging	OberthSeq has been added to \docs\messaging\lmosNoon-v1.xsd	7.1.440	
45019	Bug	Messaging	minOccurs=0 has been added to \docs\messaging\lmosNoon-v1.xsd as needed.	7.1.440	
45045	Bug	Operations	Previously, the Accounts view of the Voyage P&L showed only the Hire component of the Voyage Cost Journal. Now, all other items (CVE, Offhire, Commission, etc) are also visible.	7.1.415	
45047	Bug	Operations	The Dem Rate (Load, Charterer), Dem Rate (Load, Owner), Rate	7.1.415	

			(Charterer) and Rate (Owner) columns in the Voyage P&L Daily Variance (Accounts) dataset no longer shows the units along with corresponding rates. This change was also made to the Rate (Charterer) and Rate (Owner) columns in the Voyage P&L Daily Variance (Operations) dataset.		
45064	Feature	All IMOS	For the port ECA - US 200NM, the Low Sulfur Community check box is used to specify the full ECA zone as a Low Sulfur zone.	7.1.480	
45066	Bug	Operations	IMOS users marked as Read-Only accounts are now able to open transactions in the Transaction Data Entry form by clicking View in the Action column on the invoice line on the Voyage Manager Invoices tab. Previously, the View link was not visible.	7.1.415	
45075	Bug	Operations	Previously, voyages that included rebillable expenses could have unnecessary Rebill Port Advance lines; this has been fixed. When Rebill Invoices for prior Port Expense Rebillable items were made, some Port Expense Rebillable rows were not showing up in the Rebills section of the P&L. This has been fixed.	7.1.480	
45141	Bug	All IMOS		7.1.590	

			<p>A new configuration flag has been introduced to avoid timeouts: CFGQueryTimeout</p> <pre>&lt;imosProperty name="CFGQueryTimeout" value="180" /&gt;</pre> <p>Description: Specify the timeout, in seconds, of individual database queries.</p> <p>Data Type: Integer</p> <p>Data Default Value: 180</p>		
45143	Bug	Financials	When CFGAlwaysSaveAccountCodeInSnapshot is enabled, and a Business Rule related to Monthly Accruals is missing, an error message could appear when running the Accruals. This was fixed.	7.1.480	
45145	Feature	Chartering	When linking a VC In and Cargo in a Relet connection, the CP Qty and Laycan dates on the VC In are now not overwritten by the ones from the Cargo contract.	7.1.415	
45163	Bug	Data Center	In the Messaging Service Configuration form, on the Message Handlers tab, the Timeout (sec) and Destination fields would sometimes lose their values. This has been fixed.	7.1.440	
45205	Bug	Operations	The Estimate Revenue in the Performance Metrics chart of the Voyage P&L report was 0 for	7.1.440	

			TCTO and OVTO voyages. This issue has been fixed and the value now populates correctly according to the P&L.		
45206	Bug	Operations	Previously, for Lightering voyages, the Include Days field was only set from a Lightering Contract when the Lightering Job (or Lightering Support Job) was created. Any edits to this field made through the fixture or Voyage Manager are now preserved when the Lightering Contract is saved.	7.1.440	
45218	Bug	Messaging	Importing an invoiceStatus XML file was not updating the Reference No. field on the Transaction Data Entry form according to the value in the externalRefId tag; this has been fixed.	7.1.415	
45234	Bug	Chartering	After making an incremental Time Charter Billing Invoice containing Ballast Bonus commissions, the TCO Hire Statement and Statement of Accounts reports used to display Ballast Bonus twice. This has been fixed.	7.1.440	
45235	Bug	Operations	Voyage P&L Remarks for snapshots are now saved correctly.	7.1.440	
45236	Bug	Operations	Updating the CP Date on a VC In was not updating the date on the	7.1.440	

			corresponding CP Relet Information form and vice versa. This issue has been fixed.		
45239	Bug	Demurrage	On a Laytime Calculation, the warning that the Vessel is on demurrage (while entering a deduction manually) could be displayed when not applicable. This has been fixed.	7.1.480	
45240	Bug	Chartering	When saving a fixture or voyage which uses an Intercompany Cargo, the Benchmark Estimate information on linked Intercompany Contract(s) on the Exposure tab was being deleted. This has been fixed, and the information is now always preserved.	7.1.440	
45254	Bug	Operations	When Multiple Base Currencies is enabled, the base currency column header in the Other Expenses Rebill form now correctly displays the base currency.	7.1.440	
45277	Bug	Data Center	When using Active Directory Group, group members did not have their last login audited. Also, the authentication type for these users was displayed incorrectly as "IMOS." These issues have been fixed.	7.1.440	
45316	Bug	Chartering	Previously, an error occurred when making a	7.1.440	

			Bareboat Payment. This has been fixed.		
45319	Bug	Operations	For SPOT voyages, if two Cargoes were on the same Voyage with Co-Load not enabled and the Bill By value set to BL Qty, the Freight Invoice was always calculating according to the CP Quantity, instead of the BL Quantity. This has been fixed.	7.1.480	
45321	Bug	Messaging	The following XML date tags in the paymentExport section of ImosAct.xsd have been modified as billable=true: entryDate, actDate, BLDate, sailingDate, invDate, dueDate, lastModifiedDate. This is to help in XSD validation.	7.1.455	
45354	Bug	Operations	Until now, for **TO voyages, when Last TCO Voy check box was checked, it was not possible to edit the ETA for the Z Port. This was fixed.	7.1.480	
45366	Feature	Messaging	New XML tags lobCode and actDeptCode have been added to Address Book import and export messages. These correspond to the LOB and Department codes specified for the Address Book entry. (These fields are available in the Address Book when flag CFGEnableMultiRoleOnAddressBook is enabled.) Also, when a Company record is created or	7.1.440	



			updated through autocabv.exe, the corresponding details in the Company Information form in Financials are updated too.		
45371	Bug	Operations	When multiple Freight Invoices existed in a voyage, the Amt column in the Final Freight Statement form could be wrong for the individual Freight Invoice rows for the voyage when the Report button on the form was clicked. This issue has been fixed, and the Amt column now displays the correct values at all times.	7.1.455	
45389	Bug	Operations	The Account Analysis Details report previously displayed the wrong sign for the Quantity column for reversed invoices. This has been fixed.	7.1.455	
45452	Bug	Operations	The Cargo C/P Date column in the Voyage List was sometimes not being populated. This has been fixed.	7.1.480	
45480	Bug	Operations	Bunker Invoices created on the Bunker Invoice form were not binding to the lifting in the Bunkers tab of the Voyage Manager when a Bunker Requirement already existed for the port. This has been fixed.	7.1.455	
45482	Bug	Operations	The ending Bunker Price in a voyage could be wrong if the ending ROB	7.1.455	

			Quantity was negative, and the last price for the bunker type was a planned price, that is, there was no invoice. The voyage needed to be manually saved for the calculation to be correct. Also, editing the Bunker Price would not immediately trigger voyage bunker recalculation. These issues have been fixed.		
45484	Feature	Chartering	In the Voyage Estimate's Vessel Matrix, accessed from the menu in column view, there is a new check box: Preserve Bunker Prices. When selected, bunker prices are copied into the new estimate if fuel types match those on the source estimate. if CFGVoyestRetain BunkerPrices is enabled, this check box is selected by default when the Estimate Vessel Matrix form is opened.	7.1.455	
45494	Bug	Financials	When invoice reversals were recorded outside of the accruals period, the Accrual Journal might have displayed them as Expense Adjustment items, instead of under the correct category. This was fixed, and the reversed invoices are now categorized correctly in the Accrual Journals.	7.1.480	

45545	Feature	Operations	<p>A new configuration flag, CFGValidateContractStatusToSchedule, has been added, which restricts scheduling voyages and fixing estimates when corresponding Time Charter and Cargo contracts are not in certain statuses.</p> <pre>&lt;imosProperty name="CFGValidateContractStatusToSchedule" value="Y" /&gt;</pre> <p>Description: When enabled, a Cargo's status must be Confirmed to be fixed or scheduled, and the On Subjects check box deselected. Time Charters must have a status of Fixed or Delivered to be scheduled. When selecting a TCI on an estimate, Redelivered and Closed contracts are blocked.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y, N</p> <p>Also, when defaulting the TCI in an estimate, Canceled and Withdrawn statuses of TCIs were not being accounted for. This has been fixed.</p>	7.1.455	CFGValidateContractStatusToSchedule
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45554	Bug	Operations	Estimated Ballast Bonus and Hire Add. Comm. were not being populated in the Accounts view of the P&L. This issue has been fixed.	7.1.480	
45615	Bug	Data Center	When configuration flags CFGInvoiceApprovalsByType, CFGInvoicePostingsByType, or CFGInvoiceRejectsByType were enabled, the Bunker Survey Cost invoice was not displayed as an item on the Object Rights tab of the IMOS User Properties form. This has been fixed, and this invoice item is now displayed under corresponding categories in the Object Rights tab.	7.1.480	
45630	Bug	Data Center	When using Active Directory Groups, users in subdomains might not have been added to the IMOS users list. This was fixed.	7.1.455	
45640	Bug	Financials	When an Incremental Freight Invoice with a specified Inv percentage was saved, it was sometimes retrieved with a different percentage. This has been fixed.	7.1.480	
45676	Bug	Chartering	Items such as Misc. Adjustments, ILOHC, Intermediate HC, Voyage Expenses, Rebillable Expense, and Admin Fee could be missing as individual line	7.1.500	

			items in the Time Charter Hire Statement and Statement of Accounts. This has been fixed.		
45692	Feature	Chartering	A new check box, Inbound, has been added on the Exposure tab of the Cargo and VC In forms. This is automatically selected when a Cargo has been created through a Benchmark Estimate that has an attached Reposition Analysis. Once selected, you must manually make any changes to it. A new column, Inbound, has been added to the Cargo and VC In lists to indicate the status of this check box. Also, the new XML tag inbound has been added to the cargoSaleExport and cargoPurchaseExport XML notification messages.	7.1.480	
45695	Bug	Operations	The Qty and Amount columns in a Purchase Order report could be incorrect or empty when Alt Qty was specified in the corresponding Bunker Requirement form. This has been fixed.	7.1.480	
45698	Bug	Financials	When configuration flag CFGAutoNumberPayable was enabled, IMOS generated invoice numbers for Journals on posting. This has been fixed, and	7.1.455	

			the flag now applies only to AP invoices.		
45700	Bug	Data Center	Accessing the IMOS User Properties form and clicking OK could cause a temporary loss of all group-inherited permissions. This has been fixed.	7.1.480	
45754	Feature	Operations	When scheduling a voyage, if there is an estimate associated with the voyage, the TC Code/Head Fixture in the Create New Voyage form now defaults to the one in the estimate, rather than defaulting based on the commence date for the new voyage. Also, the Consecutive Voyage check box is now automatically checked when creating a new voyage from the fixture when the voyage's TC Code /Head Fixture matches the previous voyage's TC Code/Head Fixture.	7.1.480	
45770	Bug	Chartering	Comments on the Vessel Vetting form (accessible when CFGEnableVessel Vetting is enabled) were not being saved when the form was saved with the focus in the Comments column. This has been fixed.	7.1.480	
45771	Feature	Chartering	In Vessel Vetting form (accessible when CFGEnableVessel Vetting is enabled), the value in the Approved On column is now	7.1.480	

			displayed in the user's local time.		
45819	Bug	Operations	When a Final Port Expense Invoice involved rebillable items which were already rebilled from the corresponding Advance Port Expense Invoice, the rebill amounts were still being displayed in the P&L as a part of the Final Port Expense Invoice (in addition to the rebill invoice row). This has been fixed, and rebilled Port Expense items now do not appear as duplicates in the P&L.	7.1.550	
45833	Bug	Financials	If flag CFGActReverseInvoiceCredit had a Value of N, reversing an invoice containing a long invoice number could result in a crash; this has been fixed.	7.1.510	
45835	Bug	Demurrage	The LOB column on a Claim Invoice Detail form now defaults to the Voyage LOB when applicable. This in turn flows into the corresponding Transaction Data Entry form. If nothing is specified here, the Voyage LOB is considered while posting the Claim Invoice.	7.1.480	
45948	Bug	Financials	For the Voyage P&L Daily Variance (Accounts) dataset, the Include P&L Line Items parameter was sometimes considered as enabled even	7.1.690	

			though it was disabled. This was fixed.		
45955	Bug	Operations	The Voyage P&L (Est) column in the Voyage List was sometimes not being populated; this issue has been fixed.	7.1.500	
46018	Bug	Demurrage	When Reversible Laytime Calculations involved multiple Cargoes with the same Broker, Broker Commission used to be counted twice in the P&L, even when one of the Cargoes had the Broker specified as not commissionable. This issue has been fixed.	7.1.510	
46028	Bug	Operations	In the TCE Summary report, the TCE values were displayed incorrectly if there were offhire days in that month. This was fixed.	7.1.510	
46034	Feature	Financials	<p>A new configuration flag, CFGAppendRToReversalInvoiceNumber, was added to control if a reversed payable invoice number will have -R appended to it when CFGCheckDuplicateInvoicing is enabled:</p> <pre>&lt;imosProperty name="CFGAppendRToReversalInvoiceNumber" value="Y" /&gt;</pre> <p>Description: This flag is only relevant when CFGCheckDuplicateInvoicing is enabled. When both flags are</p>	7.1.500	CFGAppendRToReversalInvoiceNumber



			<p>enabled, a reversed payable invoice number will be the original invoice number with -R added to it. When CFGAppendRToReversalInvoiceNumber is disabled, the reversed payable invoice number remains the same as the original.</p> <p>Data Type: Boolean</p> <p>Data Default Value: Y</p> <p>Data Value Range: Y/N</p>		
46036	Bug	Messaging	When importing an actual invoice to IMOS using the Messaging Service, the system incorrectly assigned the Vessel name as the Company name value. This was fixed.	7.1.510	
46073	Bug	Financials	The Cargo COA Seq column in the Receivables Summary has been fixed to display values correctly for demurrage invoices.	7.1.500	
46211	Bug	All IMOS	Fixed a potential crash caused by lists that remained on the Recent menu not releasing the memory they used.	7.1.550	
46229	Bug	Chartering	<p>The following fixes have been made to Cargo Matching:</p> <p>- If Cargo Matching is configured to create new estimates from a</p>	7.1.500	

			<p>Benchmark Estimate, the initial bunker prices are now copied from the Benchmark to the Cargo Matching Estimate for any fuel types that match between the Benchmark Estimate Vessel and the Vessel selected in Cargo Matching.</p> <p>- The density information in a Cargo Matching Estimate was being rounded to two decimal places, now it will keep the value up to six decimal places.</p> <p>- When setting the cargo density information on the itinerary in a Benchmark Estimate, the density information now flows to the corresponding Cargo form. This ensures the density information for the Cargo matches between the Benchmark Estimate and the Cargo Matching Estimate.</p> <p>- When loading a dry Cargo, the density information could be displayed wrong; this has been fixed.</p>		
46255	Feature	Messaging	The following new XML tags have been added to the tcExport notification message: PortNo, VesselMoNo, VesselTypeCorrelation (from the Exposure tab in the Time Charter	7.1.500	

			Contract), VesselType, LastModifiedBy, TcRemarks, TcNotesToOps, LiftingOptions section, PurchaseOptions section. The following have been added to cargoPurchaseExport and cargoSaleExport: lastModified, lastModifiedBy, department, cargoGroup, cargoType, stowFactorM3MT, remarks.		
46297	Bug	Operations	For Bunker Requirements not linked to a vessel /voyage, the value specified in the Agent field was not appearing in the Bunker Slip report. This was fixed.	7.1.510	
46330	Bug	Financials	On the Invoice Review, clicking the Approve and Post button would cause the Transaction Data Entry form to incorrectly overlap the Voyage Manager form if Invoice Review was opened via the Invoices tab of a docked Voyage Manager. This issue has been fixed and the TDE now always opens as an independent form.	7.1.510	
46416	Bug	Chartering	When several Voyage Estimates were open, closing them from the Active List tab could result in an error if one was in Details view. This was fixed.	7.1.510	
46420	Bug	Messaging	The XML tag cargoReference is now populated in the invoice XML	7.1.575	

			for SPOT voyages. In future IMOS versions, the populated tag will be vcinExternalRef, since in IMOS v7.2+, SPOT voyages are scheduled from VC In contracts instead of Cargo contracts.		
46422	Bug	Operations	Double-clicking the bunker invoice items in the Voyage Manager tree was not opening the associated bunker invoice; this issue has been fixed.	7.1.525	
46523	Bug	All IMOS	If a user had permissions for more than 100 companies, some of the Trading /Financials lists were not loaded correctly. This was fixed.	7.1.510	
46601	Bug	Chartering	The Hire Rate column in the Cargo Matching Vessel grid is now always populated. It is the daily rate from the last voyage/estimate loaded for the vessel in Cargo Matching. If no voyage or estimate is loaded, the first row hire rate from the TC corresponding to the Last TCI Code column is used. If this is an index-based rate, Index-based is displayed.	7.1.525	
46613	Feature	Messaging	The following new XML tags have been added to the tcExport notification message:  - Owner, Company, RefCompany, and	7.1.525	

			<p>Charterer sections, each containing Email, ShortName, FullName, IsInternal, DeptCode, and ExternalRef.</p> <p>- BunkersDelivery sections display UnpricedBunkers (status of Unpriced Bunkers check box), Est Delivery, Actual Delivery, Est Redelivery, and Projected Redelivery details for each bunker grade in the Time Charter Contract.</p> <p>- The Exposure section contains Route, TurnoverRatio, VesselType, and VesselTypeCorrelation tags.</p> <p>- Delivery and Redelivery sections contain PortCountryName, PortRegion, PortRegionCode, and PortOcean. PortOcean refers to rports.area, PortRegion to rports.defaultLocationRef, and PortRegionCode to rports.regioncode.</p>		
46640	Bug	Operations	When Vessel Type or Vessel Fleet was missing for an IMOS Vessel, Port Expenses associated with it were not being found by the Port Expense search. This issue has been fixed.	7.1.525	
46644	Bug	Operations	When bunkers were received at a port, the Voyage Manager tree now displays the	7.1.525	

			corresponding bunker quantities as Received instead of Planned.		
46740	Bug	Chartering	When fixing a cargo from a Benchmark Estimate, the Cargo used to be always created as Confirmed. This has been fixed, and now it obeys the CFGDefaultCargo Status configuration flag. Also, flag CFGPreserveCargoStatusOnCopy was not being obeyed correctly; this has been fixed.	7.1.550	
46752	Bug	Chartering	- When trying to convert a fixed VC In to a new template, an error was issued. This was fixed.  - A validation was added to create Cargoes only from Cargo templates, and VC In's only from VC-In templates.	7.1.550	
46872	Bug	Operations	When running the Pooling Year Comparison report, an error message would occur. This was fixed.	7.1.550	
46882	Bug	Operations	Access to the For Owner check box in the Inquiries and Purchases grid on the Bunker Requirement is now controlled by the Operations > Actions > Edit Operator's Fields on Bunker Requirement check box in the IMOS User Properties form.	7.1.550	
46913	Feature	Chartering	On the Open Position form, the	7.1.575	

			records were sorted within the Open Area according to the Open Date column, in descending order. This was fixed, and they are now ordered in an ascending order.		
46923	Bug	Chartering	In the IMOS User Properties form, a user with all rights to Chartering > Actions > Schedule a Fixture, and only Read rights for Operations > Quick Links > Voyage Manager, was unable to schedule Time Charter Out fixtures. This has been fixed, and TCO Voyages can now be created like other voyage types. Scheduling a TCO fixture from the Voyage Fixture List now populates the default Opr Type and TCO Code in the Create New Voyage form. Also, the Schedule link is now hidden for users who do not have rights to schedule a fixture.	7.1.550	
46958	Feature	Messaging	The following XML tags have been added to the invoice notification XML: cargoVesselNumber, cargoReference, vcinVesselNumber, vcinReference, tciVesselNumber, tciReference, tcoVesselNumber, and tcoReference. The xxxxVesselNumber refers to the Vessel Number field on the Extra Information for	7.1.550	

			Report form and xxxxReference refers to the Reference No./Ref No. field on the Cargo/VC In/TC In /TC Out Contracts.		
46973	Feature	Messaging	<p>The following new XML tags have been added to the tcExport notification:</p> <ul style="list-style-type: none"> <li>- The Broker section has tags for Email, ShortName, FullName, IsInternal, DeptCode, and ExternalRef.</li> <li>- Vessel related: VesselType, VesselTypeCode, VesselInactive (to display the status of Inactive Vessel check box).</li> <li>- If the hire rate type is Index, IndexRoute, IndexFloor and IndexCeiling are available.</li> </ul>	7.1.550	
46974	Feature	Chartering	In the cargoSaleExport and cargoPurchaseExport notification messages, the Itinerary section under estimateInfo now has new tags pexpCurr and pexpCurrAmount to display Port Expense details for the ports in the Cargo's Benchmark Estimate/Initial Estimate itinerary.	7.1.550	
47028	Bug	Messaging	Missing XML tag RefNo has been added back into the tcExport XML notification message.	7.1.550	
47052	Feature	Chartering	A Ref. Voyage Route field has been added on	7.1.550	



			<p>the Exposure tab of the Cargo/VC In forms. This is available only when the Exposure Method is set to Benchmark Estimate. It stores a \$/ton reference route (similar to the Voyage Route field in the Voyage Route Exposure Method) and is not used in any calculations. This value is populated in the exposureVCRoute XML tag in cargoSaleExport and cargoPurchaseExport messages.</p>		
47092	Bug	Chartering	<p>Until now, if the ECA - US 200NM port was marked as Low Sulfur Community; ports from Hawaii and Puerto Rico were considered as Low Sulfur Community ports as well. This was fixed, and Hawaii ports are only dependent on the ECA - US 200NM HAWAII port, and the Puerto Rico ports are only dependent on the ECA - US 200NM PUERTO RICO port.</p>	7.1.590	
47164	Feature	Financials	<p>The User Group column in the Invoice Approval Restrictions form now accommodates Active Directory groups in addition to normal IMOS User groups.</p>	7.1.560	
47225	Bug	Operations	<p>An error occurred when running reports that use the Fixtures List (Voyage) dataset. This has been fixed.</p>	7.1.575	

47227	Bug	Messaging	When a non-base currency payment was reversed, the sign of the value in bankAmount in the reversal paymentExport XML was not being reversed; this has been fixed.	7.1.560	
47240	Bug	Messaging	A bug has been fixed in the VoyageManager XML import where a Port's arrival time could not be equal to the previous Port's departure time.	7.1.560	
47246	Bug	Chartering	In Cargo Matching, when attempting to schedule an estimate, clicking Cancel in the Schedule Voyage form or not saving the new voyage, would not delete the Cargo Fixture created in the background. This was fixed, and upon canceling a Voyage Schedule, the fixture is deleted.	7.1.690	
47253	Feature	Messaging	The following new XML tags have been added to tcExport:  - IndexRoute, IndexFloor, and IndexCeiling under LiftingOption (when HireUnit is Index) - LiftingOptEstRedelivery and LiftingOptLatestRedelivery under LiftingOptions.	7.1.560	
47254	Feature	Messaging	A new section, indexTable, now appears in cargoSaleExport and cargoPurchaseExport XML notifications when	7.1.560	

			the Frt Type for a pricing line in the Pricing table on the Cargo/VC In is Index. This section has new tags: market, index, ceiling, floor, indexValue, calculation, and currency, which are populated from the Index Table.		
47281	Bug	Chartering	<p>- When FIFO was enabled in a Voyage Estimate, the Estimate P&amp;L Report used to display the last used price instead of the weighted average. This was fixed.</p> <p>- If the Estimate was fixed and scheduled, the same issue happened in the P&amp;L tab of the Estimated column of the Voyage Manager. This was fixed as well.</p>	7.1.590	
47328	Bug	Chartering	Searching for a Cargo/VC In by specifying just the Charterer/Owner in the Retrieval form was not working; this has been fixed.	7.1.560	
47341	Bug	Messaging	The XML tags tciVesselNumber, tciReference, tcoVesselNumber, and tcoReference were missing in Time Charter-related invoice XMLs when they were not associated with a particular voyage. This issue has been fixed, and these tags now appear correctly in the notifications.	7.1.560	
47355	Bug	Operations	The following fixes have been made to the Bunker Inquiry and	7.1.560	

			<p>Bunker Nomination emails:</p> <ul style="list-style-type: none"> <li>- The date in Please Offer Latest By in the Bunker Inquiry email is always the email creation date.</li> <li>- In the Bunker Nomination email, Barging Cost is displayed in the Extra row.</li> <li>- A new column, Pay Terms, has been implemented in the Inquiries and Purchases grid on the Bunker Requirement form. This information flows into the Payment Terms field on the Bunker Purchase form and the Payment field on the Bunker Nomination email.</li> <li>- Vendor has been renamed Seller in the Bunker Nomination email.</li> <li>- The bunker grade and quantity information in the Bunker Inquiry email now correctly refers to the selected inquiry, instead of always referring to the first inquiry row.</li> </ul>		
47358	Feature	Messaging	The new XML tag PreviousStatus /previousStatus is available in tcExport, cargoSaleExport, and cargoPurchaseExport notification XMLs. It displays the Status of the contract from the last notification XML sent. If the contract is newly	7.1.560	

			created, the tag value is empty.		
47401	Bug	Trading	Due to a change in the Panamax index (+5Q and +6Q forward rates are now published), the Supramax and Handysize market data were displayed incorrectly in the FFA Daily Report. This was fixed.	7.1.575	
47403	Bug	Operations	When issuing an invoice printout, if a Company code existed that was the same as the Vessel code, it was taking precedence over the Voyage Company. This was fixed, and the Voyage Company now always takes precedence when issuing an invoice printout.	7.1.590	
47486	Feature	Chartering	<p>A new configuration flag, CFGDefaultTCStatus, has been added to default the Status in Time Charter contracts.</p> <pre>&lt;imosProperty name="CFGDefaultTCStatus" value="0" /&gt;</pre> <p>Description: Determines the default status of Time Charter contracts; 0 = Fixed, 1 = Opportunity, 2 = On Subjects.</p> <p>Data Type: Integer</p> <p>Data Default Value: 0 (defaults Status to Fixed)</p> <p>Data Value Range: 0,1,2</p>	7.1.575	CFGDefaultTCStatus
47545	Bug	Operations	Previously, it was not possible to create a pre-	7.1.575	

			voyage Bunker Invoice; it was created only as a normal Bunker Invoice. This was fixed.		
47573	Bug	Operations	<p>In the Bunker Requirement:</p> <ul style="list-style-type: none"> <li>- The Inquiry Currency incorrectly defaulted according to the voyage base currency, instead of the Bunkers actual currency (configured by CFGBunkerCurrency). This was fixed.</li> <li>- If there was an invoiced Inquiry, the other Inquiries' Currency fields were incorrectly blocked for edit. This was fixed.</li> </ul>	7.1.590	
47577	Bug	Operations	Using a release of IMOS after v7.0 to reverse a transaction created in an IMOS version prior to v7.0 could result in uncategorized adjustments being displayed in the P&L. This has been fixed.	7.1.590	
47582	Feature	Messaging	A new XML tag, portExternalRef, is now available in the Idport and itinerary (under estimateInfo) sections of the cargoSaleExport and cargoPurchaseExport messages. Similar tag portExternalRef is displayed in the Delivery and Redelivery sections of the tcExport notification message. These display the	7.1.575	

			External Ref No. for the corresponding port from the IMOS Port form.		
47591	Bug	All IMOS	The imosmail program was not compatible with certain XSL files, resulting in errors during XML transformations; this has been fixed.	7.1.590	
47609	Bug	Chartering	When an Additional TC Hire (XHIRE) item was selected in a Period-type TC Invoice, the Hire Statement incorrectly added CVE amounts applied on the duration of the Additional TC Hire. This was fixed, and no CVE is applied on Additional TC Hire items.	7.1.590	
47649	Bug	Financials	The closing balance column on the Trial Balance Summary list (left pane) could be incorrect for certain periods. It would not match the Account Analysis report run over the same period or the values on the right pane of the list. This issue has been fixed; the Account Analysis report has the correct value.  Resolving this issue requires running the database upgrade (_ALL script in \db directory) on affected databases to correct a stored procedure.	7.1.590	
47708	Feature	Messaging		7.1.590	

			For the Voyage Notification XML file, two new fields were added to the portcall node: ETALocal and ETDLocal. The values in these fields are the local times of arrival /departure of the relevant ports. These two fields were added to the ImosOps.xsd schema, under portcallLine.		
47717	Bug	Chartering	For certain areas of the California zone, the system was double-counting the steaming distance due to overlap with the US 200nm zone. This was fixed.	7.1.590	
47741	Bug	Operations	When updating a Cargo object via the Messaging Service, if no value was entered for Load /Discharge Rate or Laytime Terms, any value present would be removed. This has been fixed; if no value has been entered in the imported Cargo object, the value already present will remain.	7.1.590	
47742	Bug	Operations	Previously, any updates to a Cargo object imported via the Messaging Service would be rejected if BL information had been added to the first Load port of the scheduled Cargo. This has been fixed.	7.1.590	
47750	Bug	Operations	When an Activity Report has a remark longer than 50 characters, clicking the Report	7.1.590	



			button issued an error. This was fixed.		
47850	Feature	Messaging	A new XML tag, RefContract, has been added to the tcExport notification message. This is same as the new refContract in the cargoPurchaseExport /cargoSaleExport messages. The tags represent the Ref Contract from the Time Charter /Cargo/VC In Contracts.	7.1.590	
47916	Bug	Operations	The Bunkers section in the Voyage P&L Report and Voyage Performance Report was displaying the currency in the voyage base currency, instead of the Bunkers actual currency (configured by CFGBunkerCurrency). This was fixed.	7.1.600	
47924	Bug	Financials	In the Voyage P&L Drilldown (Operations) and Voyage P&L Drilldown (Accounts) datasets, the values for % Act - Est are now displayed as 100% for items that have a non-zero amount in the Actual column and 0 in the Estimate column, and -100% for items that have 0 in the Actual column but have a non-zero amount in the Estimate column.  The same logic holds for the % Act - Pst column.	7.1.600	
47934	Bug	Operations		7.1.600	

			<p>A couple of changes around Accounts view in the P&amp;L Tab of the Voyage Manager:</p> <ul style="list-style-type: none"> <li>- If for a specific P&amp;L item two business rules existed (a normal one and an I/C one), the system was not consistent on selecting the correct account for the corresponding item. This was fixed.</li> <li>- For Freight (Cargo and VC In) and TCO Commissions, the Brokers specified in the estimate are now itemized per Broker, which makes the Accounts view more accurate, as the estimated amounts are allocated to the correct accounts according to the I /C business rules.</li> </ul>		
47941	Bug	Operations	An error while generating the Port Activities report has been fixed.	7.1.600	
48021	Feature	Messaging	Added bunkerSurchargeType to cargoPurchaseExport and cargoSaleExport. The value is populated via the Bunker Surcharge field on the Pricing Tab in the Cargo form. Possible values are None, Cap/Collar, and Scale Table.	7.1.600	
48076	Bug	Operations	When opening a voyage in IMOS v7.1 that was not yet saved in IMOS v7.1, the Estimated Port Expenses for	7.1.600	

			ports with a Port Function other than L/D were cleared in the Voyage. This was fixed.	
48092	Feature	Financials	<p>A new config flag, CFGIgnoreAccrualOnVoyageDelete, was added to allow deleting voyages even when the voyages have monthly accruals posted to them.</p> <pre>&lt;imosProperty name="CFGIgnoreAccrualOnVoyageDelete" value="Y" /&gt;</pre> <p>Description: When enabled, a voyage that has Monthly Accruals posted to it can still be deleted. An extra confirmation message appears when deleting such voyages.</p> <ul style="list-style-type: none"> <li>- The posted records are not deleted or reversed. If another voyage is created with the same number, those records are linked to the new voyage. These records are still displayed in the Financials lists.</li> <li>- Records that are approved but not posted are deleted; this is the general behavior for non-approved records.</li> <li>- Journals that have been saved using the Save button are not deleted either, but are handled as posted.</li> </ul> <p>Data Type: Boolean</p>	7.1.615

			Data Default Value: N Data Value Range: Y/N		
48203	Bug	Operations	<p>For Other Rev /Exp Invoices, when an invoice had more than one detail line, editing it in the Voyage Invoice Setup form caused the detail lines to be cleared, leaving only the total amount.</p> <p>To avoid such issues, the following fields are now only editable from the Details view of the Other Rev/Exp Invoices:</p> <ul style="list-style-type: none"> <li>- Vendor</li> <li>- Comment</li> <li>- Exchange Rate</li> <li>- Invoice Date</li> <li>- Account Code</li> <li>- Invoice Total</li> </ul>	7.1.630	
48207	Bug	Financials	<p>For non-Voyage Journals/Invoices, it was possible to edit some of the transaction's fields after it had been approved. This was fixed, and now all the fields in the non-Voyage transactions are locked after approval, except for the Accounting Date, which might be needed when posting.</p>	7.1.615	
48212	Bug	All IMOS	<p>When exporting an IMOS list to Excel that had a column with hyperlinked integers (such as the Voyage No. column in the Voyage List), the</p>	7.1.670	

			values in the column would be wrong in the resulting spreadsheet. This was fixed.		
48548	Bug	Operations	Until now, even when CFGPoolAdjMonth is set, the maximum number of adjustment was set to 32. This was fixed, and now the number of adjustments is calculated per the flag's value.	7.1.690	
48270	Bug	Chartering	When creating a Cargo Lifting with the status set to Opportunity, the Cargo/VC In COA form was crashing. This was fixed.	7.1.615	
48297	Bug	Data Center	On the Exchange Rates form, when entering an Exchange Rate lower than 0.001 (for example, Indonesian Rupiah to US Dollar), the currency line was not saved properly. This was fixed, and the new threshold is now 0.00001.	7.1.615	
48299	Bug	Demurrage	On the Laytime Calculator, when entering a new deduction with a From Time that is later than the Laytime Completed Time, it was not possible to properly enter a To Date with the same value as the Laytime Complete Date.  This was fixed, and now when entering a deduction with a Laytime Complete Date as the To Date, the system issues a message	7.1.615	

			suggesting to set the To time to the Laytime Complete value.		
48306	Bug	Chartering	When CFGFixtureTradeAreaRequired was enabled, it was not possible to create a fixture from the Cargo form and an error message was issued. This was fixed.	7.1.615	
48317	Bug	Operations	For Model B Intercompany Contract mirroring, it was not possible to select a company value in the I/C Company field that the user only had read rights to. This was fixed.	7.1.615	
48318	Bug	Chartering	In Cargo Matching, when matching a cargo to a vessel that had no voyages scheduled, when the cargo's laycan dates were before the Vessel TCI delivery date, the wstimate created was not using the TCI, which caused the Daily Rate to be 0. This was fixed, and the estimate is now created in the Vessel TCI delivery date, with a validation error message about the late laycan dates.	7.1.630	
48324	Feature	Operations	A new config flag was added to display customized text on the Port Schedule bars:  <imosProperty nam =" portScheduleSmall BarTemplate" value=" (VSL_CODE) - (VOY_NO) (POR	7.1.615	portScheduleSmall BarTemplate

			<p>T_NAME)  ( (START_DATE)  to (FINISH_DATE)  )" /&gt;</p> <p>Description: When set, the values in the flag are displayed on the Port Schedule bars and as a tooltip.</p> <p>Data Type: String</p> <p>Data Default Value: N</p> <p>Data Value Range: (VSL_CODE)  - (VOY_NO) (PORT_NAME)  ( (START_DATE)  to (FINISH_DATE)  )</p>		
48333	Bug	Operations	Fixed an issue where it was possible to update closed voyages when making changes through autonoon.	7.1.630	
45095	Feature	All IMOS	General performance improvements across lists and reports based on datasets.	7.1.550	
48341	Bug	Chartering	On the Pricing tab in the Cargo form, the value for the Bunker Surcharge field was not cleared correctly upon saving. This was fixed.	7.1.670	
48350	Bug	Financials	<p>Until now, for Offhire Bunkers Owner's Rebill items (SREB), the Accruals were not picking up the posted values correctly, causing these items to always accrue.</p> <p>This was fixed, and these items are now grouped under the same codes.</p> <p>The business</p>	7.1.690	

			rules for the accruals need to be changed to rules of the format MACR:IS-TCIOFFHIFOCOS T and MACR:BS-TCIOFFHIFOCOS T (this is an example for IFO. For bunker type BNK the corresponding rules are MACR:IS-TCIOFFHBNKCOS T and MACR:BS-TCIOFFHBNKCOS T).		
48353	Bug	Operations	Until now, if a bunker lifting was recorded in a RELT/SPOT/COAS voyage, a Create Bunker Invoice link would appear in the Invoices tab of the voyage and in the Create Bunker Invoices list. This could happen when the voyage is mirrored to an OV voyage. This was fixed, and those Create Bunker Invoice links are no longer displayed for such Voyages.	7.1.615	
48376	Feature	Operations	Performance of the Cargo Operations dataset has been improved, so that reports that use it are less likely to time out.	7.1.670	
48408	Bug	Operations	For the Voyage P&L Drilldown (Accounts/Operations) datasets, when the data source was set to Latest Snapshot, and the voyage did not have an Accrual snapshot, no data was retrieved. This was fixed.  Note: When Latest	7.1.630	



			Snapshot is selected as the data source, a Latest Snapshot Type must be specified.		
48464	Bug	Operations	For RELT Voyages, when the Relet Freight type was Worldscale, changing the rate in the Relet did not always update the Freight Invoice calculation. This was fixed.	7.1.630	
48471	Bug	Financials	In TCI voyages, when creating Vessel Daily Cost Journals, the Counterparty was incorrectly assigned to be XJOURNAL instead of the TCI Owner. This was fixed.	7.1.630	
48498	Bug	Trading	When the Use Benchmark Adjustment Table check box was selected on the Exposure tab of a Cargo/VC In /CCOA/VCOA, the Bunker symbol mapping was not working correctly, causing the Benchmark Freight Rate to be incorrect. This was fixed, and the Bunker Symbol in the Benchmark TC Adjustment Table is used when calculating exposure.	7.1.630	
48506	Bug	Chartering	When creating a new SPOT fixture, the Owner's external reference is now populated under the <ownerExternalRef > tag in the auto-generated notification (cargoSaleExport in IMOS v7.1 and cargoPurchaseExport in IMOS v7.2).	7.1.670	

48532	Bug	Chartering	For the Cargo Sale Export notification, when the system updated a mirrored cargo, the previousStatus value was not displayed correctly. This was fixed.	7.1.670	
48533	Bug	Chartering	When copying an estimate that had a mirrored Cargo contract linked to it, the Intercompany values were not properly cleared when clearing the Cargo details, which caused an error message when saving the copied estimate. This was fixed.	7.1.690	
48557	Bug	Operations	When the check box Use Booking Qty on Scale Table was enabled for a Cargo (which was created via Booking), and the Cargo was set to use a Scale Table, opening the Cargo caused the Freight Rate to be calculated based on the single Cargo quantity instead of the full booking quantity. This was fixed.	7.1.670	
48563	Bug	Operations	The Voyage Days column in the voyage list was not populating correctly. This was fixed.	7.1.670	
48733	Feature	Chartering	When creating a new SPOT fixture, the Owner's details are now populated under the <ownerInfo> tag in the auto-generated notification (cargoSaleExport	7.1.670	

			in IMOS v7.1 and cargoPurchaseExport in IMOS v7.2).		
48758	Bug	Operations	For Daily Rev/Exp that were saved without dates, the P&L Summary report was not prorating the amounts per the voyage days. This was fixed, and those amounts are now considered as spanning from the Voyage Commence date to the Voyage Complete date.	7.1.670	
48781	Feature	Messaging	New XML tags PreviousStatus and SeqNo have been added to the LiftingOption section of the tcExport notification. These display the Status of the lifting from the last notification XML sent, and the current sequence number of the lifting from the Lifting Options form.	7.1.730	
48825	Bug	Chartering	On the Bunker Planning form from the Voyage Estimate, if there were multiple Cargo Handling lines for one port, the port consumption for that port was displaying just the port consumption associated with the first Cargo Handling line. This was fixed.	7.1.670	
48831	Feature	Chartering	Performance enhancements were made to the Cargo List and its corresponding dataset.	7.1.670	
48863	Bug	Operations	In CP Terms Details, when a rate value was set under OExp\$/t, and the CP	7.1.690	

			Quantity was changed, the LinerExp lumpsum was preserved, while the rate was changed. This was fixed, and the rate is now preserved after the quantity is changed.		
48906	Feature	Chartering	The performance of the Cargo List was improved.	7.1.670	
48967	Feature	All IMOS	Performance of custom reports that use data objects was improved.	7.1.670	
48994	Bug	Trading	In the Trade Details dataset, the value under Option Declare Date was not populated correctly. This was fixed, and the value from the Declaration Date field in the Cargo Option form is now populated correctly under this column.	7.1.690	
48995	Bug	Financials	On the Monthly Accruals and Voyage P&L Summary reports, when the Adjust Portion for Waiting Time check box was selected in the Calculation Options, the Portion percentage could have been displayed as higher than 100% for voyages with Waiting time. This was fixed, and the portion is now always displayed as 100% or lower.	7.1.670	
48998	Bug	Operations	When CFGAutoSetBunkersPurchasedForOwner is enabled, and a For Owner Bunker Purchase is invoiced, the bunker types	7.1.690	

			quantities sequence in the TCO was not always correct. This was fixed.		
49005	Bug	Operations	<p>For TCO Voyages, the TCO Bunker Adjustment items (ATCB) showed a variance for the posted items in the P&amp;L Accounts View when the business rule was mapping the item to an asset account and then to a P&amp;L account. This was fixed, and a variance is no longer displayed for such situations.</p> <p>In IMOS v7.3, the TCO Bunker Adj Journals will be changed to have the mapping to a P&amp;L account and then to an asset account.</p>	7.1.670	
49018	Bug	Messaging	<p>The estimateInfo section in a cargoSaleExport message was missing if the user saving the Cargo did not have at least Read rights for the company on the relevant Benchmark Estimate. This has been fixed, and the Benchmark Estimate details are now always populated.</p> <p>A Time Charter Contract/Head Fixture can now no longer be deleted if it is being used in a Voyage Estimate.</p>	7.1.705	
49019	Bug	Operations	For a TCO voyage, when the TCO Contract is in a non-base currency and multiple hire lines	7.1.705	

			are specified, the Voyage P&L TCO Hire item was not showing the individual hire lines, but was aggregating the amounts into a single line. This was also affecting the Apply TC Hire to Period option in Monthly Accruals and the Voyage P&L Summary report. This has been fixed, and the itemized lines are now displayed correctly and used in the P&L calculation.		
49080	Feature	Operations	The performance of Voyage P&L snapshots was improved, which can also reduce voyage saving time.	7.1.670	
49097	Bug	Financials	When the flag CFGAutoPostDAFromInterface is enabled, and accounting date of the imported invoice falls into a locked accounting period; the system was failing the invoice import. This was fixed, and in such situations, the accounting date is set to the next available open accounting date.	7.1.690	
49154	Bug	Chartering	For Time Charter Contracts that are index-based, the Hire Statement was not displaying the relevant Address Commission and Commission values correctly. This was fixed.	7.1.690	
49167	Bug	Operations	When the check box Use Booking Qty on Scale Table is selected, and there is a Deadfreight	7.1.690	

			amount on one of the Cargoes, the system incorrectly added that amount to each of the Cargoes. This was fixed.		
49187	Bug	Messaging	When there were multiple Cargo Handling lines for the same Port, but different berths in the Voyage Manager, multiple DA-Desk Portcall messages were created. This issue has been fixed, and only one message per Port is now generated.	7.1.730	
49189	Bug	Chartering	When fixing a Cargo of a Benchmark Estimate that was copied from another fixed Benchmark Estimate, both estimates appeared as linked to the Cargo in the Exposure tab. This was fixed.	7.1.690	
49224	Bug	Chartering	In Time Charter Contract form, it is now possible to clear the Trade Area by deleting the value in the field. Previously, Cancel must be clicked in the Trade Area selection form.	7.1.690	
49236	Feature	Chartering	When creating Cargo Contracts from the Estimate (Menu > Create Cargoes, or Fix Cargo in Benchmark Estimate), estimate validation warnings appear. In this message, click Yes to continue and create the Cargo, or No, to go back to the estimate without creating	7.1.690	

			<p>the Cargo.</p> <p>If the estimate has critical errors and the Estimate cannot be saved, the Cargo creation is blocked completely.</p>		
49251	Bug	Trading	In the Trade Details List, for Sailed Cargo contracts, the Net P&L value was not displayed, even though it was displayed correctly in the Trading P&L Summary. This was fixed.	7.1.705	
49261	Feature	Messaging	New XML tags refNo (refers to Reference No. on the Cargo form) and actDeptName (refers to Department on the Cargo form) have been added in the voyCargoInfo section of the VoyageManager import message.	7.1.705	
49333	Bug	Chartering	In the Cargo List, it was not possible to sort by Counterparty column. This was fixed.	7.1.690	
49337	Bug	All IMOS	In some IMOS lists, clicking the Report button resulted in an error message. This was fixed.	7.1.690	
49366	Bug	Financials	Previously, when CFGInitialSnapshotTimeSelect="commence", the Voyage P&L Summary dataset, Voyages dataset, and voyages list would still reference estimated values from when the voyage was scheduled. The dataset will now reference estimated values from when the	7.1.705	



			voyage was commenced. If the report does not force a recalculation (or in the case of the voyage list), the voyage will need to be resaved first.		
49393	Bug	Messaging	When Contract Mirroring was enabled, and a mirror Time Charter contract was created, the tcExport notification was being sent only for the original Contract and not the mirror. This has been fixed, and notifications are now sent for all Intercompany Contracts.	7.1.730	
49432	Feature	All IMOS	<p>&lt;imosProperty name =" CFGCrashReportDumpType" value=" value" /&gt;</p> <p>Description: When set to full, IMOS will save the full crash dump rather than the mini crash dump. This should only be temporarily enabled for troubleshooting, since full crash dumps can be very large.</p> <p>Data Type: string</p> <p>Data Default Value: "normal"</p> <p>Data Value Range: "normal" or "full"</p>	7.1.705	CFGCrashReportDumpType
49484	Bug	Messaging	A security error could appear when trying to import the VoyageEstimating message through the Messaging Service. This issue has been fixed.	7.1.730	

49490	Bug	Operations	When Bunker Adjustment % (code BP) was considered in a Freight Invoice where invoice Qty was BL Qty, the adjustment description was rounding the BL Qty to two decimal places. This has been fixed, and BL Qty is now displayed for up to three decimals.	7.1.730	
49500	Bug	Operations	When editing the Est Cost value in the Port Expenses Summary form (in the Voyage Manager, right-click on an itinerary line and select Port Expenses), the value was not always saved correctly. This was fixed.	7.1.730	
49551	Bug	Operations	When back-creating a Voyage Estimate/Voyage Fixture from the Voyage Manager, the Bunker Calc Method on the estimate/fixture was set to Average instead of matching the one in the Voyage Manager. This has been fixed. If anything other than FIFO /Average is specified in the Voyage Manager, Average method is considered in the estimate /fixture. This fix also applies to voyages imported through the Messaging program autovoy.exe.	7.1.730	
49580	Bug	Messaging	New XML tags ExternalRef and VoyRef (corresponding to the Reference and	7.1.730	

			Voy Ref fields in the Voyage Manager) have been added to the VoyageManager import message.		
49659	Bug	Chartering	For the Time Charter Out Hire Statement, when Bunkers As Delivery were included in the Contract, the Balance for the Owner/Charterer amount was not calculated correctly. This was fixed.	7.1.770	
49093	Feature	Operations	Voyage saving speed has been improved when CFGDBEnableAuditing is off.	7.1.670	
49665	Bug	Messaging	When an APR was imported more than once through autopexp.exe, allocation amounts from the corresponding PDA (that were not already a part of APR) were being populated in the APR column. This issue has been fixed.	7.1.730	
49757	Feature	Messaging	The XML tags consDescriptionLaden and consDescriptionBallast have been added to vesselExportFull file. These are available in the seaConsumption section, and display values for the Type column for each speed in the Speed Consumption Table on the IMOS Vessel form. Also, these fields are supported in the import vessel XML file.	7.1.770	
49758	Feature	Messaging	A new XML tag, gradeEx,	7.1.770	

			corresponds to the Code column in the Fuel Grades form and has been introduced in the vessel import file. This is used to populate the corresponding grade in the Grade column in the Port Consumption table on the IMOS Vessel form. This tag has also been added in the VesselExportFull export message.		
49775	Feature	Veslink	A flag is now replicated to Veslink to indicate whether a Port's status is active or inactive as defined in the Data Center.	7.1.745	
49815	Feature	Financials	It is now possible to import Time Charter Out Commission (TCOC) Invoices to IMOS. This is also true for Time Charter In Commission (TCOM) Invoices; a <refNo> tag has to be added to the XML, located in the line above the first invoiceDetails section. If the payment is by period, tags <periodFrom> and <periodTo> should be added to each invoiceDetails section, under voyageNo tag.	7.1.770	
49868	Bug	Messaging	When reversing a Payment, the R transaction notification that is generated (paymentExport type) was displaying the amounts under bankCharge and otherCharge with a positive sign,	7.1.770	

			instead of a negative one. This was fixed.		
49934	Bug	Chartering	A potential crash when retrieving a Time Charter Contract using the Retrieve option on a Time Charter Contract has been fixed.	7.1.731	
49987	Feature	Chartering	<p>A new configuration flag has been introduced to enable mirroring of the Reference No. field (or Ref No. as applicable) between mirror contracts.</p> <pre>&lt;imosProperty name = "CFGMirrorContractRefNo" value="Y" /&gt;</pre> <p>Description: This flag determines whether or not the Reference No. field (or Ref No., as applicable) in Contracts will be mirrored between Intercompany Contracts. It has no effect if CFGEnableContractMirroring is not enabled.</p> <p>Data Type: Boolean</p> <p>Data Default Value: Y</p> <p>Data Value Range: Y, N</p>	7.1.745	CFGMirrorContractRefNo
50086	Feature	Messaging	The XML tags RefCompanyName and RefCompanyType have been added to the voyage, Cargo and ReletInfo sections of the VoyageManager import XML.	7.1.745	

			These refer to the Short Name and Type of the Ref. Company in the Voyage Manager, Cargo, and VC In forms.		
50299	Bug	Messaging	When importing a RELT voyage through autovoy.exe, the Nominated Vessel field on the back-created VC In now displays the voyage's vessel.	7.1.770	
50318	Bug	Chartering	The Department field is now copied from a COA Contract to newly created liftings.	7.1.770	
50354	Bug	Chartering	Time Charter payments/bills could be recorded against the wrong Counterparty (Charterer instead of Owner, and vice versa) if Intercompany Contracts has been fixed. This could happen when a Counterparty was both a Charterer and Owner in the Address Book.	7.1.770	
50419	Feature	Operations	Improved performance of reports that use P&L snapshots.	7.1.770	
50535	Bug	Chartering	When the flag CFGRetainCargoStatusOnFix is enabled, and a Cargo is being back-created from the Voyage Fixture /Voyage Manager, the Cargo's Status now correctly defaults to the status set by the flag CFGDefaultCargoStatus. Also, when the flag CFGDefaultCharteringSpecialist is enabled, and a Cargo is back-created, the	7.1.785	

			Coordinator field on the new Cargo correctly defaults to the current IMOS user.		
50740	Bug	Data Center	<p>When copying a Vessel, the following details were not copied properly:</p> <ul style="list-style-type: none"> <li>- Company field</li> <li>- Values specified in the DWT/Draft tab</li> <li>- Hatch Information in the Stowage tab</li> <li>- User defined properties values in the Properties tab</li> <li>- Values specified in the Bunker Tanks tab</li> </ul>	7.1.785	
50744	Bug	Messaging	When importing a voyage, if the voyage was Consecutive, Commenced, and the first port was a non-C port, the import would fail. This has been fixed.	7.1.785	
50762	Bug	Messaging	When TC Payments/Bills were imported through autoinv.exe, the Daily Hire Rate was not displayed properly in the invoice report. This issue has been fixed.	7.1.785	
50764	Bug	Chartering	In Cargo Matching, Open Country, Open Ocean, Open Region, Open Region Code, and Open Port Area were not displaying correct values for vessels with commenced voyages. This has been fixed.	7.1.785	
50917	Bug	Financials		7.1.785	

			<p>Uncategorized Adjustments were hidden in the P&amp;L Tab of the Voyage Manager, due to a different bug fix. This was fixed, and if a voyage has</p> <p>Uncategorized Adjustment (such as non-voyage Journal linked to a voyage), it is displayed correctly in the P&amp;L tab.</p>		
51184	Bug	Chartering	<p>Users were be unable to open Benchmark/Initial estimate from the Cargo form if they did not have the Set up a Benchmark Estimate access right. This has been fixed.</p>	7.1.800	
51193	Feature	Chartering	<p>A new configuration flag was added to clear the Company, LOB, and Department values when copying in Chartering:</p> <p>CFGClearCompanyLobOnCopy.  &lt;imosProperty name =" CFGClearCompanyLobOnCopy" value="Y"/&gt;</p> <p>Description: When enabled, the Company and LOB (and Department, when relevant) values are cleared upon copy of the following forms: Voyage Estimates /Fixtures, Time Charter In/Out, Cargo/VC In COA's.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p>	7.1.800	CFGClearCompanyLobOnCopy



			Data Value Range: Y/N		
51292	Bug	Chartering	When saving an Intercompany Time Charter contract, it was possible for the Company in the contract to replace both the Counterparty and Company in the mirrored contract. Also, the Ref No. sync between the contracts was not properly obeying flag CFGMirrorContract RefNo when the sync was indirectly done through voyages. These issues have been fixed.	7.1.800	
51329	Feature	Chartering	The following new columns have been added to TC In List, TC Out List, and to the TC Code data object in the Time Charters report: Vessel Type Correlation, Unpriced Bunkers (Y/N), Hire Index-Linked (Y,N), Created On, Est Delivery Date, Est Redelivery Date, Delivery Port Region, Redelivery Port Region, Bunker 1 Type, Bunker 1 Est Del Qty, Bunker 1 Act Del Qty, Bunker 1 Est Redel Qty, Bunker 2 Type, Bunker 2 Est Del Qty, Bunker 2 Act Del Qty, and Bunker 2 Est Redel Qty. Hire Index-Linked (Y,N) is used to indicate whether any of the hire rows in the Time Charter contract use Index Table. The Created On column displays values only for	7.1.800	

			newly created contracts.		
51332	Feature	Data Center	A Reference column has been added to display Contract ID (when applicable) to the Audit Trail list and dataset.	7.1.800	
51509	Bug	Operations	A crash could occur when creating a TCOV voyage involving an Intercompany Time Charter In contract. This has been fixed.	7.1.800	

## FAQs - IMOS v7.1

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This section includes FAQs related to IMOS v7.1.

It includes FAQs related to the IMOS modules:

- [FAQs - IMOS General](#)
- [FAQs - Report List](#)
- [FAQs - Trading](#)
- [FAQs - Chartering](#)
- [FAQs - Time Charters](#)
- [FAQs - Operations](#)
- [FAQs - Bunkers](#)
- [FAQs - Demurrage and Claims](#)
- [FAQs - Financials](#)
- [FAQs - Data Center](#)

Also see the [Home](#) page for links to Veslink FAQs and General FAQs.

## FAQs - IMOS General

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This section includes the following IMOS General FAQs:

- [FAQ - Why am I Getting an Error Message Before Logging in to IMOS?](#)
- [FAQ - Finding configuration flags](#)
- [FAQ - How can I configure the IMOS messaging service to send a receipt notification of an incoming xml?](#)

### FAQ - Why am I Getting an Error Message Before Logging in to IMOS?

---

Question

Why am I Getting an Error Message Before Logging in to IMOS?

Answer

Most likely, this is a result of your Windows Regional Settings being incorrect. Please take the following steps, as this should correct the problem:

- Open Regional and Language settings
- Switch your current format to anything other than English (or your appropriate language setting)
- Click apply
- Switch it back to US English (or your appropriate language setting)
- Open the 'Customize this format' or 'Additional Settings' dialog
- Click the 'reset' button

- Click apply
- Click OK
- Try logging in to IMOS again

## Support

If these steps do not work, please do not hesitate to contact us at [support@veson.com](mailto:support@veson.com)

## FAQ - Finding configuration flags

---

The config flags are used to control specific settings and features in the system that are not general within the core IMOS product. These settings may or may not be applicable to every client and their operation so each of these are applicable on a case by case basis.

When a configuration flag is created, the details of the flag are typically contained within the release notes for the pertinent case. Additionally, there is a master configuration file that comes with every IMOS installation. The file is called 'imosConfigMaster.xml' and can be found in the following location of your IMOS installation: exe\resources. This file contains a list of all configuration flags that are available to users in your current version and list the details of each flag like the default values and the driven system behaviors when the flag is turned on.

In version 7 of IMOS, the configurations will be moved to the database and will also be configurable through the IMOS shell program.

## FAQ - How can I configure the IMOS messaging service to send a receipt notification of an incoming xml?

---

### Question

How can I configure IMOS messaging service to send a receipt notification?

### Answer

Enter the following into imosMessageConfig.xml with changes applicable to you. You will need to replace "notepad.exe" on the 3rd line with whatever the standard handler for messages is. Then, replace name@email.com with the email address you want to get the receipts.

```
<messageHandler name="testmsg" target="testmsg" enabled="true">
  <actions>
    <action type="exec" command="notepad.exe" arguments="$(MESSAGE_BODY_FILE)" redirectOutput="true"
    timeoutSeconds="5000" stripNamespaces="true" />
    <action type="exec" command="imosmail.exe" arguments="-send name@email.com "testmsg received" "testmsg received"
    -queue" timeoutSeconds="5000" />
  </actions>
</messageHandler>
```

## FAQs - Report List

---

This section includes the following Report List FAQs:

- [FAQ - Formatting Report Columns and Values](#)
- [FAQ - Using Custom Expressions](#)
- [FAQ - Example Report Definition](#)

## FAQ - Formatting Report Columns and Values

---

### Purpose

Sometimes formatting report values or adjusting the default style of the report output makes a report easier to read and/or makes it display values in a certain format, according to a specific business logic.

#### Example

I want a General Operations report that displays the value of Cargo B/L Gross column values with 3 decimals, center-justifying the values in this column, and setting the color for the values in this column based on following logic:

- if the value is less than 30000 – then set the font color to green
- if the value is between 30000 and 40000 – then set font color to yellow
- if the value is more than 40000 – set the font value to red
- **How:**
  1. Edit existing or create new report from the IMOS Reports List for the General Operations dataset.
  2. Add Cargo B/L Gross to the list of Report Columns.
  3. Select this column in the list.
  4. In the Column Properties section, type the **Format String** value as **##.###** (or any value that conforms to the Microsoft .NET formats standards. (See [Standard Numeric Format Strings](#) for details.)
  5. in the Justify drop-down list, select **Center**.
  6. Under Column Properties, next to Text Color, click the **Edit** button. Either manually or with the help of Column and Color drop-down lists, enter the following expression in the Text Color Editor:

```
IIF({Cargo B/L Gross} < 30000, 'Green', (IIF({Cargo B/L Gross} < 40000, 'Yellow', 'Red')))
```

Then click **OK**.

The conditional expression in this case is using [Microsoft Expression standard](#).

## FAQ - Using Custom Expressions

---

### Purpose

Sometimes users need a custom report column that would display some value based on other columns' values in the report or just some static value that users want.

### Example

I want a General Operations report that has a column called **Cargo B/L Gross multiplied by 3**, to display a value that would be the value in the Cargo B/L Gross column multiplied by 3.

1. Edit existing or create new report from the IMOS Reports List for the General Operations dataset.
2. Add **Cargo B/L Gross** to the list of **Report Columns**.
3. Click the **Add New Column** button under **Specify custom expression columns**.
4. Type **Cargo B/L Gross multiplied by 3** into the **Column Name** text box.
5. For **Column Type**, select **Double**.
6. Click the **Edit** button to the right of the Column Expression.
7. Type **{Cargo B/L Gross} \* 3** in the Custom Expression Editor and click **OK**.
8. Click **Apply** and then **Yes** under the new Column Name.
9. The new custom column is added to the Available Columns list. Select it and add it to the **Report Columns** list.
10. Run the report and observe the new custom column values being displayed according to the formula specified.

You can use a Conditional expression in this case, following [Microsoft Expression standards](#).

For example:

```
IIF ({Cargo B/L Gross} > 30000, 0, 1)
```

This would display "0" in the custom column if the value in Cargo B/L Gross column is less than 30000 and "1" otherwise.

## FAQ - Example Report Definition

---

The attached file contains an example report that shows estimated ROBs on arrival.

- [Bunker Forecast by Port Area.adhoc.xml](#): Import this report definition to see an example of a report that flags vessels with low estimated ROBs on arrival. You can add filters to only show future ports within a specified time frame, to show specific port areas, etc.

## FAQs - Trading

---

This section includes the following Trading FAQs:

- 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?
- FAQ - How is exposure calculated using a Benchmark Estimate?

## FAQ - How are Exposure Tons Calculated for TCI on the Trading P&L Summary?

On the Trading P&L Summary, IMOS shows the following:

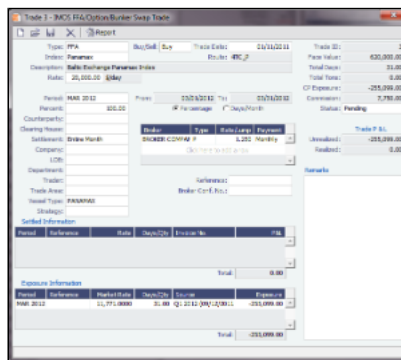
<b>1.NE ASIA</b>	<b>TCI</b>	Exposure Days:	194
		Weighted Days:	194
		Exposure Tons:	193,435
		Net Exposure:	-1,256,525
		Fixed:	0
		<b>Net:</b>	<b>-1,256,525</b>

- Exposure tons are calculated using the following:
  - TC Vessel Deadweight
  - Region Turnover Ratio (The number of voyages in a given region that you could expect a given ship to perform over a month. Defaulted to 1, but definable in the Data Center / Trade Areas).
  - TC days in the period
- For a simple calculation:
  - 30K MT DWT ship is TC'ed in for 15 days in a given month (assume 30 days in the month) into SE Asia (where you can expect to do 2 voyages in 30 days)
  - $30K\text{ MT} * (15\text{ days TC} / 30\text{ days in month}) * 2\text{ voyages/mo} = 30K\text{ MT exposure tons}$

## FAQ - How Do I Show FFAs Offsetting (or Adding to) My Exposure for a Given Period?

- I entered an FFA agreement, and it didn't show up on the Trading P&L Summary as offsetting my exposure for a given period.
- I created a second trade and was able to show it offsetting the exposure for a given period.

Trade Area	Contract	Index	MAR 2011
<b>1.NE ASIA</b>	<b>FFA</b>	Exposure Days:	-31
		Weighted Days:	-31
		Exposure Tons:	0
		Net Exposure:	146,928
		Fixed:	0
		<b>Net:</b>	<b>146,928</b>
<b>1.NE ASIA</b>	<b>TCI</b>	Exposure Days:	194
		Weighted Days:	194
		Exposure Tons:	193,435
		Net Exposure:	-1,256,525
		Fixed:	0
		<b>Net:</b>	<b>-1,256,525</b>
<b>1.NE ASIA</b>	<b>Sub total</b>	Exposure Days:	163
		Weighted Days:	163
		Exposure Tons:	74,435
		Net Exposure:	1,462,902
		Fixed:	0
		<b>Net:</b>	<b>1,462,902 *</b>



- The reason my FFA did not show up in the Trading P&L report is because I did not register it as actual in IMOS. The way that one does this is by entering the Broker Confirmation Number as an indication that the trade actually took place.
  - IMOS can control permissions on who can enter the Broker Confirmation Number in case you want a trader to request the trade, and someone from the back office to record the trade.
  - After entering the Broker Confirmation Number, the Trade Status is changed from Pending to Actual.
- In the IMOS roadmap for Q3 development we are planning to include the ability to link a given FFA to a specific cargo, rather than to a general Trade Area.

## FAQ - How is exposure calculated using a Benchmark Estimate?

---

You can create a Benchmark Estimate in order to mark to market a Cargo contract when there is no \$/ton index available, but there are relevant \$/day (TC) and bunker indices.

If there were a published index in \$/ton, in order to find the future value of your contract, you could do the following calculation:

$$\text{Net P\&L} = (\text{Market Freight Rate/Ton} - \text{Contract Freight Rate/Ton}) * \text{Contract Qty}$$

However, as there are only \$/day and bunker indices, you can estimate the Net P&L of the contract arising from shifts in the prices of these indices using the benchmark calculation.

### Bunker Exposure

The bunker exposure is calculated as follows:

$$\text{Bunker Exposure} = (\text{Fuel 1 Rate} - \text{Fuel 1 Market Rate}) * \text{Benchmark Fuel 1 consumption tons} + (\text{Fuel 2 Rate} - \text{Fuel 2 Market Rate}) * \text{Benchmark Fuel 2 consumption tons} + \dots$$

### TC Exposure

The TC exposure is a more complex figure. The question is: What Freight Rate would you need to pay for someone's vessel on the market to carry your cargo for you, given the forward bunker rate? The answer is: The owner of the vessel would have to earn the same TCE from transporting your cargo as the Time Charter rate he could earn on the same route.

That means that to use the Voyage Estimator to manually find that Freight Rate, you have to fix the TCE to be equal to the market rate (by selecting the TCE check box on the [Voyage Estimate](#) and entering the value in the TCE field), and also change the bunker rates to the market bunker rates. Then use the freight rate that the Estimator will back-calculate in this formula to retrieve the Net P&L:

$$\text{Net P\&L} = (\text{Market Freight rate/ton} - \text{Contract Freight rate/ton}) * \text{Contract Qty}$$

To get the TC exposure figure, use the following formula:

$$\text{TC Exposure} = \text{Net P\&L} - \text{Bunker Exposure}$$

## FAQs - Chartering

---

This section includes the following Chartering FAQs:

- [FAQ - Preventing a ripple effect on linked cargoes when changing a COA price](#)
- [FAQ - About Worldscale Rates for Voyage Estimates](#)
- [FAQ - How to Mirror Cargoes Between Two Internal Companies](#)
- [FAQ - Is There a Way to Set Default Aspects of a Voyage Estimate?](#)
- [FAQ - How do I populate the Cargo Inspector field on the Cargo Handling form?](#)
- [FAQ - How to create a relet with a different contract quantity from CP Terms](#)
- [FAQ - About Unit of Measure Conversion](#)
- [FAQ - About Cargo Tolerance Option Types](#)
- [FAQ - Configuring voyage estimate security](#)
- [FAQ - About Top-off](#)
- [FAQ - About Multigrade Cargo Import](#)
- [FAQ - How to create a relet with a contract quantity different from CP Terms](#)
- [FAQ - Cargo Bunkers - Cleaning](#)
- [FAQ - Behavior of the 'Status' Field in the Cargo List](#)

See also:

- [FAQ - Bunker Consumption for Cargo Heating](#)

### FAQ - Preventing a ripple effect on linked cargoes when changing a COA price

---

#### Question

How can I prevent past cargoes (from past voyages) from changing their prices when I change the price on the linked COA?

Answer

- Open the COA
- Click the Linked Liftings tab
- Right-click one of the past liftings and select Details
- Click the Pricing tab
- **Un-check** the box "Use Pricing from COA" in order to un-link this cargo's price from the COA, and then save:

The screenshot shows the 'Cargo 287' form with the following data:

Cargo:	CHEMICAL	CP Date/Form:	02/11/2011	ASBATANKV	Status:	Confirmed
API/SG:	32.0838 0.86	C/P Qty/Unit:	25,000	MT	Cargo COA:	USS CHARTERING I 0
Charterer:	USCS CHARLESTON	Option %:	0.00	MNMX	Shipper:	
Company:		Min/Max Qty:	25,000	26,500	Receiver:	
Bill Via:		Freight Type:	Freight Rate		Coordinator:	
Demurrage Via:		Freight Rate:	23.50		Sales ID:	0
C/P Place:		Curr/ExchRate:	USD	1.000000	Purchase ID:	0
Laycan From/To:	02/20/11 00:00 02/22/11 23:59	Min. Inv. Qty:	0.00		Ref No.:	
					Shipment No.:	

Below the form, the 'Pricing' tab is active, and the 'Use Pricing From COA' checkbox is un-checked. A table below shows the freight rate details:

Load Port	Discharge Port	Cargo	Frft Type	Rate	Table	Basis	Xft
			Flat Rate	23.50			<input type="checkbox"/>

## FAQ - About Worldscale Rates for Voyage Estimates

The facility to store, update, and display default Worldscale rates for particular routes has been added to IMOS. In Data Center Security, on the Module Rights tab, under Chartering Actions, two new rights have been added:

- Save new Worldscale route
- Update existing Worldscale flat rate

To use this new functionality throughout the system, a user must have Read, Write, and Delete (green check mark) rights.

If the properties of a Cargo Itinerary are updated in an Estimate, a Fixture, or a Voyage, an attempt will be made to fetch an existing WS route for the new Cargo Itinerary. Matches are made based on the first five L/D ports, the WS year, the freight type (W), and the first transit port where cargo is onboard.

If the WS flat rate differs from the WS route saved to the database, a warning on the Estimate/Fixture/Voyage indicates that the WS flat rate in use differs from the stored flat rate. Likewise, if the route in use does not yet exist in the database, a warning indicates that the Worldscale rate/route has not been saved.

If you have the right to save a new WS route or flat rate, when you save an Estimate/Fixture/Voyage, you are asked if you want to update the existing WS route. For WS rates, this only occurs if the flat rate has changed since opening the existing Estimate/Fixture/Voyage.

When you load an unfixed Estimate, if the flat rate for the WS route used differs from the WS flat rate used for a given Cargo, the WS flat rate is automatically updated, based on the flat rate on the current WS route in the database.

When you copy an Estimate, the WS Year on a Cargo is updated to the current year.

A context menu command was added to the Cargo grid in the Estimate/Fixture/Voyage to create a new WS route (if the route does not yet exist in the database) or update the WS flat rate (if the flat rate differs from the route's flat rate in the database). These options allow you to save the WS parameters without saving the Estimate/Fixture/Voyage itself.

Audit type Worldscale Route was added to the Audit Trail/Transaction Log.

Notes for Fixed/Variable Differentials on stored routes appear in the Spot Estimator Column view. These notes can be edited on the CP Terms Details form for the Cargo associated with the route, using the Remarks toolbar button.

## FAQ - How to Mirror Cargoes Between Two Internal Companies

---

For more information, see [Mirroring Contracts](#).

Scenario:

- **Company A** has a cargo contract with **third party Y**.
  - **Company B** has the TCI vessels that will lift the contract cargoes.
  - **Company A** and **Company B** are internal companies, and the relet is back-to-back.
1. Address Book:
    - a. Enter Company A as W, C, and O, and with short name checked as Internal.
    - b. Enter Company B as W, C, and O, and with short name checked as Internal.
  2. Cargo form:
    - a. Create a Cargo with third party Y and company A.  
**Note:** For two internal companies, Cargo mirroring is also supported when the Cargo is created indirectly, through an Estimate.
    - b. Other Info tab: Select the **Intercompany** check box and select the **IC** who will lift this cargo (B).
    - c. Save. IMOS will create:
      - i. Cargo between A and third party Y
      - ii. Cargo between A and B
      - iii. VC In cargo A (Charterer) and B (Owner)
  3. VC In: Make sure the Cargo is set as Confirmed.
  4. The parent vessel/voyage will be the voyage between A and B (ii., above), either as TCOV (if the vessel is a TCI) or OVOV.
    - a. Create the Voyage Fixture and Schedule the voyage from the Cargo.
  5. Create the relet voyage:
    - a. Open the third-party Cargo form (between third party Y and A).
    - b. Click **Add Relet** and then click **Existing VC In**.
    - c. Schedule the voyage and use voyage type RELT.
    - d. Do not use the Consecutive voyage option, but set the start date equal to the start date of the parent voyage TCOV (OVOV).
    - e. Any changes made to the parent voyage (between A and B) will be reflected on the RELT voyage, including the exact start/end date/times.

## FAQ - Is There a Way to Set Default Aspects of a Voyage Estimate?

---

The .TDEFAULT Voyage Estimate

The .TDEFAULT Voyage Estimate is editable by the admin user account and is blank by default, but when edited and saved causes every voyage estimate created by all users to populate with the same aspects.

Setting the .TDEFAULT Estimate

1. Login as admin
2. Open a voyage estimate and in the Estimate ID field type in: .TDEFAULT  
That is: a period followed by TDEFAULT
3. Enter in the fixed data that you wish to have as part of every estimate that is generated.
4. Save the estimate.
5. At this point, all users who open a voyage estimate will have this data as part of their estimate.

So for instance, a Miscellaneous Expense like a Hold Cleaning of \$4500 could appear on every estimate as a common voyage expense. There is only one default estimate that can be used in this way – and there is no logic associated with it – i.e. one could not say \$4500 hold cleaning for a Handmax, but \$4000 for a Handsize. What is entered in the .TDEFAULT estimate will appear in every voyage estimate.

## FAQ - How do I populate the Cargo Inspector field on the Cargo Handling form?

---

Question

How do I populate the Cargo Inspector field on the Cargo Handling form?

Answer



The **Cargo Inspector** can be selected from a list of address book entries of type I. In order to enable this address book type, you must first run the following script on your IMOS database:

```
— begin script —  
INSERT INTO type (_sqlid, vtype, vdesc)  
SELECT (SELECT MAX(_sqlid)+1 FROM type), 'I', 'Cargo inspector'  
— end script —
```

As always when running database scripts, please do so first on a backup of your production database to ensure the correct results. After doing this, you can create an address book entry with type I and it will be an option for the **Cargo Inspector** field.

## FAQ - How to create a relet with a different contract quantity from CP Terms

---

1. A config flag in your imosConfig.xml should be present:

```
<imosProperty name="CFGEnableStandaloneRelet" value="Y" />
```

2. After this flag is added, a new link will be created under Chartering: VC In. The user should be granted access to this module.

3. Existing relet information needs to be converted into the VC, and in the CP Term, when adding a relet, you will be able to select this VC In code instead of the Cargo.

4. When the VC In is attached to the CP Term, you can change the CP quantity, and the VC In quantity will not be changed.

If the VC In cargo is given a quantity different from the Cargo, when linked, it inherits the Cargo quantity by default (doesn't hold on to its original quantity).

This is because once a Cargo and a VC In are linked, the quantity needs to match so they net to 0 tons exposure on the Trading Profile.

## FAQ - About Unit of Measure Conversion

---

Unit of Measure Conversion is now available in IMOS, for MT, BBL, and M3. The following flag must be enabled in imosConfig.xml:

```
<imosProperty name="CFGEnableAltLiftUnit" value="Y" />
```

In the Cargo Name List, select a cargo and click the Cargo Groups button to open the Cargo Groups form. Several columns have been added:

- **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

Currently, only MT, BBL, and M3 units are automatically converted. Group defaults can be overridden at an individual grade level on the IMOS Cargo Name form in the Data Center, or on the Voyage Estimate/Voyage Fixture/Voyage Manager forms themselves on an ad-hoc basis. Successful conversion requires non-zero values for API/SG for the grade.

The display and automatic conversion of units is facilitated by the addition of several new columns on IMOS forms:

- CP Terms Details: Added Alt Qty and Alt Unit columns to the Itinerary tab of the grid
- Voyage Estimator/Fixture/Manager Itinerary grid: Added Alt Qty and Alt Unit columns to the Cargo tab and the Draft /Restrictions tab

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.

## FAQ - About Cargo Tolerance Option Types

---

The Cargo Tolerance Option can be specified on the Voyage Estimate (Cargo grid and CP Terms Details), Voyage Fixture (Cargo grid and CP Terms Details), and Cargo forms.

With regard to the cargo tolerance option types, the logic is as follows, keeping in mind that these terms are nominally referenced in most charter party contracts:

- **No Option (NOOPT):** No cargo tolerance options to declare.
- **More or Less Owner's Option (MOLOO):** In a charter party, you will have a stated contract quantity to load/discharge - say 50000 MT on a Panamax - basis 10% more or less owner's option. This means that though the contracted quantity is 50000 MT, the owner is aware that by the time his ship shows up to load the cargo, it may not be able to load 50000 MT. On the other hand, he may be able to load a little more. Prior to arrival at the loading port, the ship's master will declare what quantity his ship is actually able to load. This declared - or "nominated" - quantity must fall within the 10% range indicated above.

If the vessel cannot load the minimum, or the cargo owner shows up with less than the minimum (45000 MT in this case), then deadfreight is due. If either party goes over the maximum, then overage is calculated on the freight, which is essentially a rebate for the additional cargo loaded beyond the maximum (55000 MT in this case).

- **More or Less Charterer's Option (MOLCO):** Same as MOLOO, except the charterer has the right to declare the minimum /maximum quantities for load.
- **More Owner's Option (MOO):** Same as MOLOO, but only considers the maximum (minimum being the CP quantity).
- **More Charterer's Option (MCO):** Same as MOLCO, but only considers the maximum (minimum being the CP quantity).
- **Less Owner's Option (LOO):** Same as MOLOO, but only considers the minimum (maximum being the CP quantity).
- **Less Charterer's Option (LCO):** Same as MOLCO, but only considers the minimum (maximum being the CP quantity).
- **Minimum/Maximum Specified (MNMX):** There is no option percentage; only the minimum/maximum cargo quantities specified are considered regarding deadfreight/overage.
- **Minimum/Maximum Owner's Option (MNMXO):** Same as MNMX, but the owner has the right to declare the minimum /maximum quantity. To specify the option to load up to full capacity, enter a minimum quantity to load and enter 0 at the maximum quantity to load. To avoid confusion and to indicate that there is no maximum, IMOS then clears the Maximum field.
- **Minimum/Maximum Charterer's Option (MNMXC):** Same as MNMX, but the charterer has the right to declare the minimum /maximum quantity. To specify the option to load up to full capacity, enter a minimum quantity to load and enter 0 at the maximum quantity to load. To avoid confusion and to indicate that there is no maximum, IMOS then clears the Maximum field.

## FAQ - Configuring voyage estimate security

---

### Question

Do we have the possibility to restrict write access to estimates for all but the original creator?

Basically, if user A creates an estimate, user B is allowed to view and copy the estimate but not to make any changes, as he/she is not the creator.

### Answer

Use this config flag:

```
<imosProperty name="CFGEnableVoyestUserSecurity" value="Y" />
```

When enabled (Set to Y), users will only be able to save changes to estimates they created (not only scheduled). If the user attempts to save an estimate created by another user, this action will be blocked, and they will be advised to first make a copy of the active estimate.

This feature does not work with historical estimates made before "creator" was stored (estimates created with IMOS 6.7 or earlier).

Other implications of this flag:

A 'Lock' icon will be displayed as red and locked when the user does not have security rights to save an estimate. This can happen when:

- \* The user does not have IMOS rights to save voyage estimates.
- \* User-based security is enabled and user did not create the current estimate.
- \* Estimate is a benchmark estimate and user does not have IMOS rights to save benchmark estimates.
- \* Estimate is fixed and user does not have IMOS rights to revise fixed estimates.
- \* When closing estimate workspace/closing IMOS shell, the user will not be prompted to save estimates which they do not have access rights to save.

## FAQ - About Top-off

---

### FAQ - About Top Off

In Cargo Pricing tab, you will see the two check-boxes **Top-off** and **Reverse Top-off**.

The **Top-off** option is to cover cases where you have more than one load port, and you would like to assign different pricing to each load port. The **Reverse Top-off** option is to cover cases where you have more than one discharge port, and you would like to assign different pricing to each discharge port.

When Top-off is not selected, once IMOS find a pricing line for the first load port (and the discharge port if applicable), it will stop considering the other pricing lines that might be associated with other load ports. When Top-off is selected, each load port in the itinerary is considered when searching for a pricing line.

Same goes for Reverse Top-off, this time with several discharge ports and a single load port.

## FAQ - About Multigrade Cargo Import

---

Here are some notes on importing multi-grade cargoes into IMOS via XML.

- On cargoes imported via the XML interface, IMOS now will read in the <grade> field and import the cargo properly provided:
  - Multigrade is enabled <imosProperty name="CFGEnableMultiGrade" value="Y" />
    - IMOS will import the cargo without this flag, and will display the grades, but will not carry these grades through to the fixture.
  - All cargo/grade names are in the Data Center/Cargo Name
    - When going from the cargo to the fixture, the cargo field will be populated by the <cargo group> for the item in the <cargo> field in the imported XML
  - Charterer is in the Data Center/Address
  - Ports are in Data Center/Port
  - Every <grade> has at least one load and discharge port. (A given grade can have multiple load or discharge ports)
- IMOS does not check:
  - That quantities sum up properly for different grades
  - That the Supplier/Receiver is in the Address Book
  - If there is any relationship between the cargoes/grades (i.e., the <Cargo> field doesn't need to be set up as on normal IMOS multicargo. This works nicely for the interface, but does allow some items to be created through the interface that cannot be created through a similarly set up IMOS)
- IMOS does not allow:
  - Blending - IMOS will fail a cargo that loads grade A, and discharges grade B. IMOS expects matched sets.
  - Unnamed/unmapped ports - i.e. "One safe port Singapore"

## FAQ - How to create a relet with a contract quantity different from CP Terms

---

1. A config flag in your imosConfig.xml should be present:

```
<imosProperty name="CFGEnableStandaloneRelet" value="Y" />
```

2. After this flag is added, a new link will be created under Chartering: VC In. The user should be granted access to this module.

3. Existing relet information needs to be converted into the VC, and in the CP Term, when adding a relet, you will be able to select this VC In code instead of the Cargo.

4. When the VC In is attached to the CP Term, you can change the CP quantity, and the VC In quantity will not be changed.

If the VC In cargo is given a quantity different from the Cargo, when linked, it inherits the Cargo quantity by default (doesn't hold on to its original quantity).

This is because once a Cargo and a VC In are linked, the quantity needs to match so they net to 0 tons exposure on the Trading Profile.

## FAQ - Cargo Bunkers - Cleaning

---

In Cargo Bunkers tab of CP Terms Details, a new type of consumption was added to Tankers and Gas Carriers: Cleaning Cons. This type of consumption has four modes:

- Disabled: default mode, no cleaning consumption is calculated for this cargo.

- Auto Load: when selected, there is 1 day of cleaning consumption at the first load port. The fuel type (HS or LS) is updated every time the port is changed.

- Auto Disch: when selected, there is 1 day of cleaning consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.

- Manual: automatically selected when a manual input was entered - the cleaning consumption is to be associated to the last discharge port, but no automatic update is done if the port is changed.

## FAQ - Behavior of the 'Status' Field in the Cargo List

---

A common question regarding the cargo list is: "Why is the status of the cargo scheduled when it is actually confirmed?" The below should help answer that question:

-If the Cargo is **not fixed** and **not associated with a voyage** then it will show the status of the cargo

-If the Cargo is **fixed** and **not associated with a voyage** then it will show the status "fixed"

-If the Cargo is **fixed** and **is associated with a voyage** then it will show the status "scheduled" (it will not show the status of the voyage).

## FAQs - Time Charters

---

This section includes the following Time Charters FAQs:

- [FAQ - Statement of Accounts and Statement of Accounts \(Detailed\) report](#)
- [FAQ - How Do I Specify All Bunkers Are on Owner's Account in TCO?](#)
- [FAQ - Adjusting Off Hire TCO% or TCI% After Invoicing](#)
- [FAQ - Using TC Delivery - Redelivery Notices](#)
- [FAQ - Index Rate Type in TC Contracts](#)
- [FAQ - How Can I Hide TC Hire from the Voyage P&L Tab?](#)
- [FAQ - How is estimated redelivery date updated in the Time Charter Screen?](#)
- [FAQ - Missing Off Hire in TC Contracts](#)
- [FAQ - Missing Bunker Adjustment on a TCO using Bunkers on Consumption method](#)
- [FAQ - Why doesn't monthly hire payment pick up the monthly rate defined in the TC?](#)
- [FAQ - Which TC Adjustments go to the Balance Sheet and P&L?](#)

## FAQ - Statement of Accounts and Statement of Accounts (Detailed) report

---

The objective of the Statement of Accounts is to show if there are outstanding amounts to be paid/received over a period in the TC that has already been invoiced/billed. The report operates over the period from the From date of the first hire/bill to the To date of the last hire/bill depending on whether the report is executed from a TC/In or a TC/Out fixture. The report will calculate the amounts due to the owner/charterer basis the TC/In or TC/Out fixture terms and deduct the amounts invoiced or paid /received, according to the checkbox selection.

The Statement of Account (Detailed) report was developed to export into an xml file all lines of individual TC/In hires or TC/Out bills instead of a summary per invoice.

Correspondingly, IMOS has the capability to produce two statement of account reports according to level of detail needed. Currently, the layout of the two reports is the same but can be customized according to need.

## FAQ - How Do I Specify All Bunkers Are on Owner's Account in TCO?

---

First, a configuration flag needs to be set in imosConfig.xml:

```
<imosProperty name="CFGEnableTcoBunkerOnOwner" value="Y" />.
```

When this flag is set, a checkbox "Owner's Account" will appear on the TC Out Manager above the Bunkers Delivery tab.

Checking this box specifies that all bunkers consumed during this TCO are on owner's account. There will be neither bunker sales to charterer at delivery, nor bunker purchases from charterer at redelivery. Any bunkers lifted during the TCO voyage will be on owner's account, and bunker invoices need to be paid by the owner, just like in an Own Voyage (OV).

## FAQ - Adjusting Off Hire TCO% or TCI% After Invoicing

---

A reported TCO OFF HIRE had already been used in TCO bill with TCO%=100%. Then the charterer agreed to settle TCO% to a lower number, say 70%. The IMOS user went to the voyage Delays form and tried to change TCO% to 70%, but the field was not editable. He also tried to delete and reenter the Delay record, but got the message "Cannot delete, information has been used in TC payment or billing." What should the user do? There are at least 3 solutions:

1. Reverse the TCO bill, change the Operations data, and reissue the bill. However, this is not always a good option, because there can be lots of other items on the bill that you don't like to reverse and reissue, especially if there are additional hire bills issued after the one you want to change.
2. Create a duplicate Delay record in Operations, with Delay Type "OFF HIRE REVERSE" and make TCO%=30%. Include this line in the next TCO bill. Notice that "OFF HIRE REVERSE" is an IMOS reserved term like "OFF HIRE".
3. When issuing the next TCO bill, in the Bill Details form, check the "Off Hire Adj" box. This will add an OFHAD line to the bill. Notice that with this method, the voyage TCE net days will be adjusted with 100% of the reported time. So use this approach only if this is intended.

You may use the similar approaches to adjust TCI invoices. Of course, for TCI, this process is often driven by the invoices received from owners, because TCI invoices are payable.

## FAQ - Using TC Delivery - Redelivery Notices

### Purpose

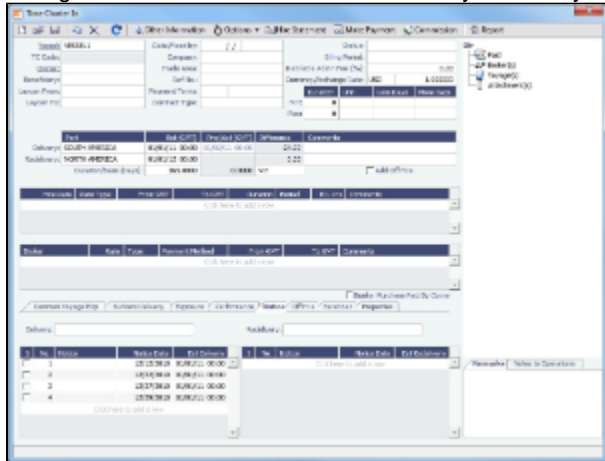
To provide a convenient spot for the user to record that they've given delivery/redelivery notices, and to simplify the process by projecting dates based upon notification requirements.

### Mechanics

1. On a TC In/Out contract, fill in Estimated Delivery/Redelivery time (GMT)
2. Go to the Notice Tab
3. You can manually record notices here, or in the box at the top, enter 20/10/5/3/2/1
4. The system will create notices based upon the estimated delivery/redelivery time, one line for each slash.
5. You can record that you have sent the notice by checking the relevant box.

### Notes

- If you change the estimated delivery/redelivery time, the notice dates will not auto update.
- The way to update the dates is to click on the Notification field, enter a space, and press Enter. The projected dates will change to reflect the new estimated delivery/redelivery dates.



## FAQ - Index Rate Type in TC Contracts

There is an option called "Index" for the Rate Type column in TC contracts. This option assigns hire rate depending on the Market rate as imported from the Baltic (can be seen in the Market Rate column in Trade Details list).

1. Once you select the Index option, a small "Index Option" window opens up where you specify the route used for the TC, any Adj Type, Adjustment, Billing method etc.
2. The Adjustment Type field has 2 options:
  - a. Adj type = Percentage: If market hire rate = 1000/day and % = 70, new hire rate = 700 (70% of 1000)
  - b. Adj type = Offset lumpsum: If hire rate = 1000/day and offset lumpsum= 70, new hire rate = 1070/day

## FAQ - How Can I Hide TC Hire from the Voyage P&L Tab?

## Question

How Can I Hide TC Hire from the Voyage P&L Tab?

## Answer

There are two configuration flags that need to be set in imosConfig.xml in order to see the P&L this way:

```
<imosProperty name="CFGShowRunningCost" value="Y" />
```

This flag will group the hire cost into the running costs.

When enabled, the TC Hire (and related items) will be part of the Running Cost section in the P&L tab, and it will be more distinguishable. The Voyage Result in this case is the P&L excluding the Running cost.

```
<imosProperty name="CFGHideRunningCostOnPNL" value="Y" />
```

This flag will hide the running cost from the voyage P&L, but will also hide the TCE and the final P&L value.

As always, you will need to log out and log back in before you see the changes in imosConfig.xml take effect.

## FAQ - How is estimated redelivery date updated in the Time Charter Screen?

---

### Question

How is projected-actual redelivery date updated in the Time Charter Screen?

### Answer

In the Time Charter In or Out form, when updating the projected delivery date and time (the Proj/Act (GMT) field for Delivery), the estimated redelivery time is now updated automatically (the Est (GMT) field for Redelivery). The automatic update only occurs if the Duration Basis is set to Min, Mid, or Max, and if the estimated redelivery has not been set manually. If the estimated redelivery was set manually, it will not be overwritten. Note that the estimate redelivery was already updated automatically if the duration was changed.

## FAQ - Missing Off Hire in TC Contracts

---

### Question

I have entered a delay in a voyage linked to a Time Charter contract. The delay is not showing in the Off Hire tab of the contract. How can I get the delay to show here?

### Answer

In the delays form, all the way to the right there are two fields, TCI% and TCO%. For a delay to show on the linked Time Charter In contract, TCI% must be populated with a number other than 0.00. For a delay to show on the linked Time Charter Out contract, TCO% must be populated with a number other than 0.00.

### Notes:

- These two fields do not need to add up to 100% together
- These fields can add up to more than 100% together

Activity	Reason	From	Zone	To	Zone	Hours	Mile	HSF qty	MDO qty	LSF qty	LSD qty	TCI%	TCO%	Rem
OFF HIRE	CLEANING	12/16/11 06:30	0.0	12/16/11 13:00	0.0	6.500000	0	0.000	0.000	0.000	0.000	100.00	0.00	
OFF HIRE REVER	CLEANING	12/16/11 06:30	0.0	12/16/11 13:00	0.0	6.500000	0	0.000	0.000	0.000	0.000	100.00	100.00	

Click here to add a row

**The item in red will appear 100% on the TCI**  
**The item in green will appear 100% on both the TCI and TCO**

## FAQ - Missing Bunker Adjustment on a TCO using Bunkers on Consumption method

### Question

I have a TCO voyage on which I am tracking bunkers using Bunkers on Consumption, but there is no bunker adjustment being shown on the P&L.

### Answer

The most likely case is that there was a lifting on this voyage by the charterer that exceeds the total quantity of bunkers consumed on the voyage. For example, if on a given voyage the vessel consumes 500 MT of IFO and there was a lifting on this voyage of 1000 MT of IFO, no bunker adjustment will be shown on the P&L because they have replaced all the bunkers consumed.

## FAQ - Why doesn't monthly hire payment pick up the monthly rate defined in the TC?

A new config flag was added to always pro-rate monthly rates in Time Charter Contract:

```
<imosProperty name="CFGAlwaysProrateMonthlyTCRates" value="Y" />
```

Description: When enabled, all Monthly rates will be prorated, without considering the months included in the specific billing period.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

The payment was prorated according to the months included in the payment. So in this case in hire 35 it was calculated as:

11/29/11 -> 12/1/11 = 2 days @ \$(1500/30) per day = \$66.66

12/1/11 -> 12/30/11 = 29 days @ \$(1500/31) per day = \$935.54

66.66+935.54=1002.2

If the duration is a whole month (for example, Jan xx to Feb xx) we do not pro-rate and the invoice will be issued with the original monthly amount. In any other case, we still pro-rate the payment. Based on what you say you are looking for, I would recommend the "Per 30 days" rate option for victualling. This will show 1000 rate on the hire.

Hire payment is prorated according to the months included in the payment.

For example, there is a payment span across November and December, the monthly rate entered in TC is 1500 per month:

11/29/11 -> 12/1/11 = 2 days @ \$(1500/30) per day = \$66.66

12/1/11 -> 12/30/11 = 29 days @ \$(1500/31) per day = \$935.54

The total amount will be 66.66+935.54=1002.2

If the duration is a whole month (for example, Jan xx to Feb xx) IMOS does not pro-rate and the invoice will be issued with the original monthly amount. In any other case, IMOS will still pro-rate the payment.

## FAQ - Which TC Adjustments go to the Balance Sheet and P&L?

---

### Question

Which TC Adjustments go to the Balance Sheet and which go to the P&L?

### Answer

There are four types of adjustments that can be made on TC In Payments and TC Out Bills. Each adjustment pertains specifically to either the P&L or the Balance sheet. The specifications are as follows:

Adjustment Type	Balance Sheet	P&L
ADJST	X	
VOYEX		X
HIADJ	X	
XHIRE		X

## FAQs - Operations

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This section includes the following Operations FAQs:

- [FAQ - What is the difference between Bill Via and Via Company](#)
- [FAQ - How is the Total USD amount for the Actual column calculated in the DA screen?](#)
- [FAQ - P&L Snapshotting](#)
- [FAQ - About Commenced Consecutive Voyage](#)
- [FAQ - How to Rebill a Rebillable Freight Invoice](#)
- [FAQ - How to Configure and Use Freight Tax](#)
- [FAQ - Pooling Premium](#)
- [FAQ - How to Specify Rebillables to Owners versus to Charterers](#)
- [FAQ - How to Set Default Port Expenses Per Agent](#)
- [FAQ - Why can't I edit the ETA at a port in the Voyage Manager?](#)
- [FAQ - Why is the Actual P&L value in the Voyage List different from the Voyage P&L?](#)
- [FAQ - Cargo Transfers](#)
- [FAQ - Why are the ROB fields in Port Activities locked?](#)
- [FAQ - P&L - Rolling Voyage](#)
- [FAQ - How to enter settlement of partial rebillables](#)
- [FAQ - What delay types affect TCE in the Voyage Estimate?](#)
- [FAQ - Bunker warnings and validations on safety margin](#)
- [FAQ - Why are commissions not showing in the Actual column of the P&L?](#)
- [FAQ - Company Code on Time Charter Screen and Voyage Manager](#)
- [FAQ - How do I record bunker purchased by owner for charterer](#)
- [FAQ - How to change default port activities per port function](#)
- [FAQ - Why does the ETD field recalculate after changing the date?](#)

## FAQ - What is the difference between Bill Via and Via Company

---

Bill Via and Via Company are 2 fields that can be found in receivable invoice forms.

When issuing a receivable invoice, if the invoice is to be sent to counterparty's proxy, e.g. broker, instead of the counterparty per se, the proxy should be entered in Bill Via.

On the other hand, if a commercial management company issues receivable invoices on behalf of a company that receives the revenue, the commercial management company or any party in this capacity should be entered in Via Company.



Usually the receivable invoice print forms need to be customized to show counterparty C/O the Bill Via party as recipient, and the Via Company on behalf of owner as issuer.

## FAQ - How is the Total USD amount for the Actual column calculated in the DA screen?

Question

How is the Total USD amount for the Actual column calculated in the DA screen?

Answer

**Transaction Data Entry - USD**

Invoice AP/AR: Payable      Status: 1 P      Trans No.:      Operation Trans No.:  
 Accounting Date: 08/14/2012      Invoice Type: Port Disbursement      PAGY      P.O. No.:  
 Vendor:      Invoice Amount: 164,133.53      SEK      Received Date: //  
 Bill Via:      Ex. Rate/Date: 7.124116      08/14/2012      AP/AR Account No.:  
 Invoice Date: 08/14/2012      Due Date: 08/14/2012      Base Amount: 23,039.14      USD      Approval:  
 Invoice No.: 1234      Terms:      Reference No.:      I/C Trans. No.:  
 Terms Description:      Note:      Rebill Type: Non-Rebillable

Acct Date	Qty	Rate	UOM	Tax Code	Trade Area	Cargo	Code	Item Description	Amount	Base Equiv
08/14/2012	0.000	0.00					AGENCY	Agency Expenses	18,500.00	2,596.81
08/14/2012	0.000	0.00					PILOTAGE	Pilotage	500,000.00	70,184.15
08/14/2012	0.000	0.00					PORT_EXF	Port Expenses	70,000.00	9,825.78
08/14/2012	0.000	0.00					ADVAJ	Agent Advance Paid	-424,366.47	-62,322.47
08/14/2012	0.000	0.00					XDIF	Adjustment for exchange rates	0.00	2,754.87

Opr Last User:      Act Last User: admin      Act Last Update: 08/14/12 12:15      Total: 164,133.53      23,039.14

Bank Code	Approval	Date Paid	By	Check/WT No.	Amount Paid	Base Amount	Pay Trans No.	Memo
					Total:	0.00	0.00	

Remittance Bank:      Payment Bank/Code:      Payment Mode:

If you look at the above screen shot you see the Actual Advance Payment is \$424,366.47 SEK. If we take this value divided by the PDA exchange rate we get:

$$\$424,366.46 / 6.809206 = \$62,322.46 \text{ USD (IMOS is rounding to } \$0.47)$$

Now, if we take the Actual Advance Payment of \$424,366.47 SEK and divide it by the FDA exchange rate we get:

$$\$424,366.46 / 7.124116 = \$59,567.60$$

This gives us the Adjustment for exchange rates:

$$\$62,322.46 - \$59,567.60 = \$2,754.86 \text{ (IMOS is rounding to } \$0.87)$$

Port Advance/DA

Vessel: 10001    Advance Inv. No.:    Disbursement Inv. No.: 1234    P.O. No.:  
 Voyage: 50    PDA Status: Posted    FDA Status: Posted    Payee:  
 Port: ID: 700    Advance Sent: 06/13/2012    Disbursement Sent: 08/14/2012    Service Date: //  
 Port Func: LOADING    Reference:  
 Arrival: 04/18/12 07:30    Advance Currency: SEK    Disbursement Currency: SEK  
 Departure: 04/22/12 13:00    Advance Inv. Due: 06/13/2012    Disbursement Inv. Due: 08/14/2012  
 Agent Short:    Exchange Rate: 6.809206    Exchange Rate: 7.124116  
 Full Name:    Total Advance: 530,458.00    Person In Charge:  
 Rem. Bank:    Actual Advance Payment: 424,366.47

Adv. Remarks:    Disb. Remarks:

Advance/Disbursement PDA/APR

Ledger	Description	Est In SEK	Act In SEK	Diff In SEK	E Tax%	Est Tax	A Tax%	Act Tax
AGENCY	Agency Communication	18,500.00	18,500.00	0.00	0.00	0.00	0.00	0.00
PILOTAGE	Pilotage	30,238.00	500,000.00	-469,762.00	0.00	0.00	0.00	0.00
PORT_EXP	Mooring Unmooring	24,734.00	70,000.00	-45,266.00	0.00	0.00	0.00	0.00
PORT_EXP	Port Dues	164,154.00	0.00	-164,154.00	0.00	0.00	0.00	0.00
TOWAGE	Towage	292,832.00	0.00	-292,832.00	0.00	0.00	0.00	0.00

Est. Cost: 100,000    Total Tax: 0.00    0.00    0.00     List In Alphabetic Order     Rebillable  
 Total Currency: 530,458.00    588,500.00    58,042.00     Hide lines with 0 amount  
 Total USD: 77,903.06    85,361.60    7,458.54     Keep Advance Balance    Due To Agent (SEK): 164,133.53

Advance Balance

Use	Invoice No.	Invoice Date	Available Amt	Applied Amt	Remarks
			Total:	0.00	0.00

Now, if you take the Total Currency in SEK in the actual column (reference above screen shot) of \$588,500.00 and divide that by the FDA exchange rate:

$$588,500.00 / 7.124116 = \$82,606.74$$

and add the Adjustment for exchange rates:

$$\$82,606.74 + \$2,754.86 = \$85,361.60$$

**We come to the Total USD value in the actual column \$85,361.60**

## FAQ - P&L Snapshotting

There are four necessary configuration flags for imosConfig.xml:

```
<imosProperty name="CFGRollingVoyageCount" value="XX" />
```

As mentioned, this decides how many voyages to look forward for the Rolling P&L. However, this flag will also enable the feature to take a snapshot upon commencing a voyage and display as the Estimated column in the P&L, rather than showing the values from the voyage estimator.

```
<imosProperty name="CFGCacheVoyPnl" value="Y" />
```

This will enable auto-caching of the most updated Actual column in the P&L snapshot files from Voyage Manager on save.

```
<imosProperty name="CFGEnableVoyModel" value="Y" />
```

This flag hooks the new P&L into the accruals module, which uses different bill codes and offers a more detailed breakdown of line items. It is also a prerequisite for:

```
<imosProperty name="CFGActAccrualSnapshot" value="Y" />
```

The fourth flag, which enables snapshots in the accruals.

With these flags enabled, there will be a new Snapshot button on the P&L tab. Clicking this button will save a manual P&L snapshot to the database -- the report is available from the P&L View dropdown menu, logged with a timestamp and a userid. The snapshot will display in the usual P&L grid. Upon running an accrual for the voyage, the snapshot will again appear as a choice in the dropdown.

We are thinking about ways to improve the reporting aspect.

**Known issues:** We are currently showing Net Voyage Days in the Posted column -- this is merely a display quirk, as there would obviously be no difference between the actual and posted voyage days. We will resolve this.

## FAQ - About Commenced Consecutive Voyage

---

Sometimes a consecutive voyage has commenced, but the user needs to revise the previous voyage completing information, such as completing time. In this situation, some users take the following approach:

- Uncheck the Consecutive Voyage box of the commenced voyage in Voyage Manager
- Revise the completing time of the completed voyage
- Check the Consecutive Voyage box of the commenced voyage in Voyage Manager

This approach may relink the 2 voyages in terms of completing/commencing time, but can cause various issues depending if any other Activity Reports or Port Activities have been reported during the changed time window. In general, it is advised not to uncheck and recheck the Consecutive Voyage box. The correct approach is follows:

Assuming you want to revise the completing information of voyage 1 and the commencing information of consecutive voyage 2:

- Do NOT uncheck "Consecutive Voyage".
- Do NOT change voyages status.
- **Step 1:** Open Activity Reports of the last itinerary line of voyage 1. Update the timestamp and other details of the last Activity Report. Save. Close the Activity Reports form.
- **Step 2:** Save voyage 1.
- **Step 3:** Open voyage 2.
- **Step 4:** Open Activity Reports of the first itinerary line of voyage 2. Update the timestamp and other details of the first Activity Report and any subsequent Activity Reports that need to be updated. Save. Close the Activity Reports form.
- **Step 5:** Repeat the last step for the second itinerary line of voyage 2, if needed.
- **Step 6:** Save voyage 2.

## FAQ - How to Rebill a Rebillable Freight Invoice

---

Purpose

To show how to rebill a miscellaneous revenue or expense to a Freight Invoice.

Setup

Turn on the following flag to allow Incremental freight invoices:

```
<imosProperty name="CFGCFGEnableFinalFreight" value="Y" />
```

Set to Y to allow setting Type on Freight Invoice to Incremental. Similar to incremental TC Bills and Payments, incremental Freight Invoices credit all previously invoiced items, then create a final invoice that includes all items. Demurrage or despatch can also be included on incremental Freight Invoices. This flag must be enabled for the Type field to appear.

Steps

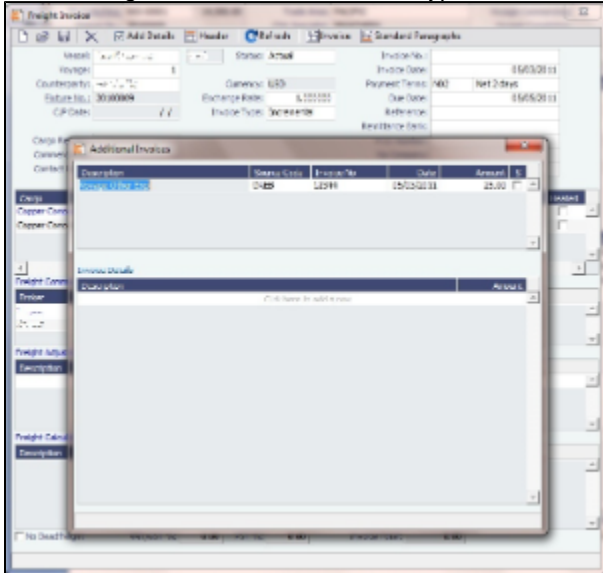
(Demonstrated in IMOS V6.12. It should work in some earlier versions as well)

1. Go to **Voyage Manager > Other Rev/Exp > Other Revenues and Expenses**.

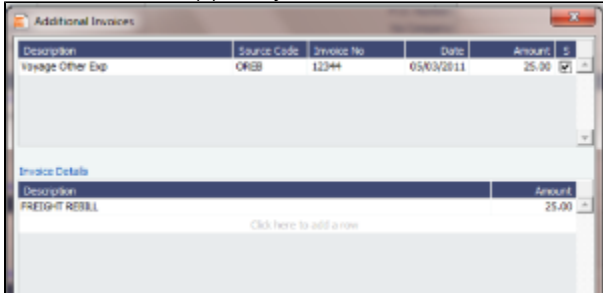
- Enter the invoice to be rebilled, with type = Freight Reb Exp. This line will show up in red because there is not a linked rebill yet.
  - An invoice needs to have status = Actual, Approved, or Posted to be rebillable. If it is Pending, it will not show up.



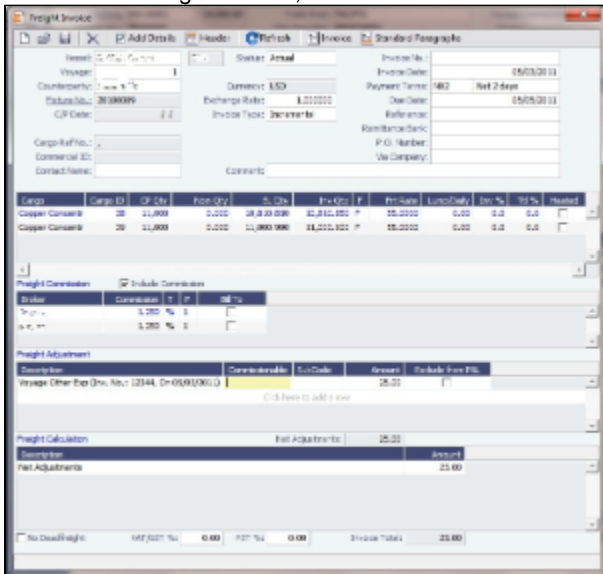
- When you are ready to rebill this expense, go to **Voyage Manager > Freight > Freight Invoice**.
- On the Freight invoice, set the Invoice Type to Incremental and click **Add Details** to show the rebillable invoice(s).



- Select the invoice(s) that you want to rebill, and close the Additional Invoices window.



- Back on the Freight Invoice, the rebillable invoice is now included. You can choose whether it's commissionable.



- Once you save the Freight Invoice, you can go back to **Other Revenues and Expenses** to see that the rebillable invoice is in green, which means that it has been accounted for and rebilled.



## FAQ - How to Configure and Use Freight Tax

In some countries, freight tax is applicable. The common practice is that the charterer is responsible for taxes related to cargo, and the owner is responsible for taxes related to freight. Freight tax is part of the P&L and may be included in the Freight Invoice. This scenario covers the process when Freight Tax is for the owner's account but settled by the charterer and deducted from the Freight Invoice.

- Operations Ledger: Data Center > Operations Ledger > Add new Code for Freight Tax (for example, FRTTAX):

Code	Description	Category	Exp Type	Tax On Tax
FRTTAX	FREIGHT TAX	TAX		<input type="checkbox"/>
OWNER	OWNER'S EXPENSES	OPX		<input type="checkbox"/>
PCOST	PORT COSTS	OPX		<input type="checkbox"/>
RBILL	REBILLABLE DIRECT EXPENSES	OPX		<input type="checkbox"/>
VOEXP	VOYAGE OTHER EXPENSES	OPX		<input type="checkbox"/>
VOREV	VOYAGE OTHER REVENUES	TAX		<input type="checkbox"/>

- Extra Freight Terms: Data Center > Charter Party Terms > Extra Freight Terms:  
Add a new row in Extra Freight Terms form:

Code	Description	Commissionable	Taxable	Partial	Bill Code	Type
8L	Extra Lumpsum 8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Lumpsum
8P	Extra Percentage 8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Percent
8R	Extra Rate 8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rate
99	Freight Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent
9C	Extra Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Lumpsum
9P	Extra Percentage 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Percent
9R	Extra Rate 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rate
BL	Bunker Surcharge Lumpsum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Lumpsum
BP	Bunker Surcharge Percent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Percent
BR	Bunker Surcharge Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rate

- If the Freight tax should be posted on a new account, add the new account as shown below, 3001. If the Freight tax should be posted on an existing account, use the existing one.

Code	TY	Account Name	LOB	VES	VOY	PRT	DPT	Bank	I/C
1992	11	...vbank AG, ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
1993	11	...PLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
2001	41	Retained earnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
2400	41	AP main code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
2499	21	Accruals main code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
2700	21	VAT on freight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
3000	31	Freight income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
3001	11	Freight Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
3099	31	Estimated voyage revenues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
3200	31	TC Hire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
3210	31	TC Hire domestic (VAT)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
3300	31	Demurrage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
3400	31	Other voyage revenue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	
4000	11	Port Expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	

- Add the new Business Rule. This will avoid manual input of the account number when invoicing.

Source	Code	Description	LOB	Account	Account Description
FINV	VOREV	Bunkers compensation	VOY	3000	Freight income
FINV	VOTAX	Total VAT	VOY	2700	VAT on freight
FRTT	FRTTAX	Freight tax	VOY	3001	Freight Tax
MACR	ADDCOM	Address Commission Accrual	VOY	3099	accrued comm expenses
MACR	BALLASTB	Gross BallastBonus Accrual			
MACR	BNKREBILL	Bunker Rebill Accrual			
MACR	BS COMM	...	VOY	2400	Accruals main code

- Voyage Estimator > CP Terms Details: If cargo created from Cargo/Voyage Fixture, add the details below in CP Terms Details.

Enter the details for the cargo and add the Freight Tax in Extra Freight Term, as shown below, with negative sign:

CP Terms Details

Update Estimate | Import

Cargo Group: CPP  
 Charterer: ...  
 Cargo COA: ...  
 CP Qty/Unit: 35 000 MT  
 Option %/Type: 0,00 NOOPT  
 Min/Max Qty: 35 000 35 000

Itinerary

Itinerary	Itin Options	Price Matrix
NY	QUAY	1 CPP
YORK	QUAY	1 CPP

Extra Freight Term

Code	Extra Freight Term	Rate/Lump
99	Freight Tax	-4,50

6. The freight is reduced with the freight tax, ref Freight:

Voyage Estimate

Vessel: ... Ballast Port: ROTTERDAM

FUEL PRICE BLST LADEN LOAD DISCH IDE

IPO 500,00 28,00 28,00 5,00 8,00 3,50

MDO 662,00

Estimate ID: ADM-000004

P&L SUMMARY USD

Freight: 859 500,00

Commission: 0,00

Gross Income: 859 500,00

Less Comm/Rbt: 0,00

Less Tax: 0,00

Misc Revenue: 0,00

Net Income: 859 500,00

N	Group	CP Qty	Unit	Opt %	Opt Type	T	Frt Rate	Lumpsum	Charter	Curr	Exch Rate
1	CPP	30 000	MT	0,00	NOOPT	F	30,000	0,00	A/D M	USD	1,000000

7. Continue to process voyage by creating Fixture and scheduling voyage. The P&L will show as below when the voyage is processed:

Refresh Snapshot Reports

Rate Code/Cost: 0,00 Trade Area: Voyage Commencing: 18/07/10

Fixture No.: 20110002 Chtr Specialist: Voyage Completing: 09/08/10

Bunker Calc Method: AVE Ops Coordinator: Last Update:

Description	Invoice No.	Estimated	Actual	Posted	Cash
<b>Revenues</b>					
Freight		859 500	859 500		
CPP 30 000,000 MT @ 30,00 USD		859 500			
CPP 30 000,000 MT @ 30,00 USD			900 000		
Freight Tax (30 000,00 MT @ 30,00 * -4.50 %)			(40 500)		
<b>Total Revenues</b>		<b>859 500</b>	<b>859 500</b>		
<b>Expenses</b>					
Bunkers		261 576	261 576		
Port Expenses		25 000	25 000		
<b>Total Expenses</b>		<b>286 576</b>	<b>286 576</b>		
Profit (Loss):		572 924	572 924		
Net Voyage Days:		22,19	22,19	22,19	
T/C Equivalent:		25 826	25 816		

8. The Freight Invoice will include the Freight Tax:

Vessel: ... Voyage: 25 Status: Actual Invoice No.: CHSH000378

Charterer: ... Currency: USD Invoice Date: 25/01/2011

Fixture No.: 20110002 Exchange Rate: 1,000000 Payment Terms: N05 Net 5 days

C/P Date: // Due Date: 30/01/2011

Reference: TRE

Remittance Bank: ... P.O. Number: ... Via Company: ...

Grade	Cargo ID	CP Qty	Nom Qty	BL Qty	Inv Qty	F	Frt Rate	Lump/Daily	Inv %	TB %	Heated
CPP	297	30 000	0,000	30 000,000	30 000,000	F	30,0000	0,00	100,0	100,0	

Freight Commission  Include Commission

Broker Commission T F Bill To

Freight Adjustment

Description	Commissionable	SubCode	Amount	Exclude from P&L
Click here to add a row				

Freight Calculation

Description	Amount
CPP: Freight 30 000,000 MT @ 30,00 USD/MT	900 000,00
Freight Tax -4.50 %	-40 500,00

9. The P&L will look like this after the invoice is posted (forget the despatch):

View: Operations Snapshot: Current		Estimated	Actual	Posted	Cash
Description	Invoice No.				In / (Out)
<b>Revenues</b>					
Freight		859 500	859 500	859 500	
CPP 30 000,000 MT @ 30,00 USD		859 500			
CPP 30 000,000 MT @ 30,00 USD			900 000		
Freight Tax (30 000,00 MT @ 30,00 * -4.50 %)			(40 500)		
Freight Invoice	CHSH000378			859 500	
CPP: Freight 30 000,000 MT @ 30,00 USD/MT				900 000	
Freight Tax -4.50 %				(40 500)	
Despatch			(5 003)		
<b>Total Revenues</b>		<b>859 500</b>	<b>854 497</b>	<b>859 500</b>	
<b>Expenses</b>					
Bunkers		261 576	1 079 818		
Port Expenses		25 000	25 000		
<b>Total Expenses</b>		<b>286 576</b>	<b>1 104 818</b>		
Profit (Loss):		572 924	(250 322)	859 500	
Net Voyage Days:		22,19	53,38	53,38	
T/C Equivalent:		25 816	(4 690)		

## FAQ - Pooling Premium

An option can be configured (CFGUsePremiumInPool) to handle Pooling Premium Distribution; it adds a Premium column to the Pool Assignment form.

Selecting the **Pooling Premium** check box for a vessel Assignment indicates that the vessel will participate in the Premium distribution for the relevant dates, which is in addition to its share of the profits. For each voyage in the pool, you can enter a Premium amount on the Profit Share form (from the Other Rev/Exp menu in the Voyage Manager), and this amount will be collected for Premium income distribution for the relevant dates.

For example, the charterer might be charged an Ice Premium for ice-classed vessels, which are specially designed to be able to travel in Arctic waters. Premium income is separate, and only the vessels with the Premium check box selected are eligible to share in that income; the Pooling Distribution calculation takes care of that.

## FAQ - How to Specify Rebillables to Owners versus to Charterers

(1) Voyage Other Expenses:

For a TCOV or TCTO voyage, set expense invoice type TCI Reb Exp to make the expense rebillable to owner.

For a OVTO or TCTO voyage, set expense invoice type TCO Reb Exp to make expense rebillable to charterer.

(2) TCI Payment and TCO Billing:

Use TC Rebill field to make a line item rebillable to the counterparty of another TC fixture, either an owner of TCI or a charterer of TCO.

(3) Rebillable invoice line items specified by Operational Ledger Codes in Port Expenses, Voyage Other Expenses, etc:

Operational ledger codes should be coded so that a user can easily identify if a line item should be rebillable to owner or charterer, e.g. OWNRX for owners, and CHRTX for charterers.

## FAQ - How to Set Default Port Expenses Per Agent

Question

How do I set a default list of port expenses for PDA/FDA based on the agent chosen on the form?



Answer

1. Ensure you have this flag set to Y. If you don't, set to Y, log out IMOS, and log back in: `<imosProperty "PortExpListByAgent" value="Y" />`
2. Open the address book entry for the Agent you wish to set default port expenses
3. Click the Agent Expenses button at the top of the screen
4. Here you can enter the expense information to be shown, and save your changes (exit and click Yes to save)

Now you can open a PDA and upon entering that agent's name their custom list of expenses will be shown.

---

## FAQ - Why can't I edit the ETA at a port in the Voyage Manager?

---

Question

Why can't I edit the ETA at a port in the Voyage Manager?

Answer

- Right click the most recent port the vessel has arrived at (or sailed from, whichever is most recent) and select Activity Reports
- Look at the Dist To Go column. Is the value here 0?
- If the value here is 0, fill in the Distances to Go that are shown in the voyage manager for this leg
- Save and exit the Activity reports screen
- Save the voyage

After following these steps, the ETA at the next port should now be editable.

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## FAQ - Why is the Actual P&L value in the Voyage List different from the Voyage P&L?

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Question

Why is the Actual P&L value in the Voyage List different from the Voyage P&L?

Answer

Given the backend operation that runs when a P&L is recalculated, we do not automatically re-refresh the data when this is run. This would be a large toll on performance so the behavior is by design at the current time.

The value in the Actual column for versions 7.0 to 7.2 is pulled from the latest "current" snapshot.

When CFGCacheVoyPnl is enabled, every time a user saves the Voyage Manager the latest snapshot is stored in the database. However, the user will need to refresh the Voyage List to see this new "current" snapshot. Every time a user logs into IMOS, the list refreshes automatically. It may be possible, if they have their Voyage List open for a few days w/o logging out, that the data needs to be refreshed by clicking the button mentioned above.

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## FAQ - Cargo Transfers

---

"Lightering" is a limiting term that does not fully capture all of the flexibility required in the transfer of cargoes among two or more vessels. Where possible (including in this document), such cargo movements will be referred to as "Transfers."

It is assumed that the following scenarios will be supported, and that the procedure of building and executing the transfer events will largely be the same for each:

- Ltrg-SS to VLCC
- VLCC to Ltrg-SS
- Multiple Ltrg-SS to VLCC
- Ltrg-SS to Multiple VLCC
- Multiple VLCC to Ltrg-SS
- VLCC to Multiple Ltrg-SS
- VLCC to VLCC
- Any ship to shore

**Note:** Ltrg-SS and VLCC above may be replaced with any other vessel type. The vessel type for either vessel in a transfer will be immaterial to the transfer itself, and will drive no logic.

Furthermore, transfers between one/many VLCCs or one/many Ltrg-SSs will also be supported (i.e., Board to Board).

## The Transfers Tab

This new approach will be facilitated by a new UI strategy centered around the existing tabular Voyage Itinerary grid, in the form of a new "Transfers" tab. Please see the [attached document](#) for the proposed layout and field definitions.

Each line of this new tab, just like each line of the existing Cargo/BL Info/Draft Restrictions tabs, is what is known in IMOS as a "Cargo Handling" line. Such lines designate the specific movements and details of specific cargoes/grades throughout the system (for instance, in the Cargo Handling screen), and these lines are what will be manipulated for the purposes of transferring cargoes from ship to ship.

Notes on the columns:

1. The manipulation of the line items in the grid will remain the same as the current Lightering Summary. The Fixture No. field can be used to designate an existing fixture/voyage for the transfer, or if left blank will display the newly created fixture number upon saving the voyage.
2. Users can "click to add" a new cargo handling line, just as is possible from the other tabs in the Itinerary grid.
3. The Transfers tab will utilize a horizontal scrollbar, so that all columns in the tab can be shown without splitting the tab in twain.
4. Full UOM support will be available in the Transfers tab.
5. The ETA column will pull directly from the associated value on the linked voyage. Veson will explore the possibility of showing this value in blue if estimated and black if actual, replicating the behavior of other ETAs in the Itinerary grid. Veson will also explore the possibility of allowing direct adjustment of this ETA value, which would automatically pull through to the Voyage Manager of the linked voyage (estimate only – actuals will always have to be designated in the Port Activities of the voyage).
6. The NOR, All Fast, Commence, Complete, and Hoses Off columns will show the entered values from the Port Activities of the linked voyage. This will require proper coding of the Port Activity lines, which is standard configurable functionality in IMOS (setup to be reviewed with Veson during the configuration process after delivery). Veson will investigate the possibility of allowing local entry of estimated times for these activities in the Transfers tab, with the understanding that such entered times would not be automatically pushed to any other screen, nor would drive any logic. These "scratchpad" values would also utilize the blue/black color designations for estimated/actual.

## Mechanics/Workflow

All existing cargo handling lines will be shown on the Transfers tab at all times, just as all cargo handling lines are shown on the Cargo/BL Info/Draft Restrictions tabs at all times. Thus, the Transfers tab will show all transfers, including ship/shore and shore /ship. If a cargo handling line has a Vessel and Fixture No. assigned to it (and subsequently the balance of the columns will also have values), the line will be highlighted in yellow to denote a ship/ship transfer. This highlight will follow this cargo handling line throughout the system for easy reference on all screens where the line is displayed.

Right-clicking on the cargo handling line will present the user with the standard context menu, including options specific to ship /ship transfers: View Fixture, Schedule Fixture, View Voyage. Schedule/View options will be conditional to the status of the referenced Fixture.

There are two potential scenarios regarding the linking of voyages. Either the fixture/voyage for the linked vessel does not yet exist in IMOS, or it does. In either case, when the link is made, the cargo handling line will be copied onto the new/existing fixture.

If the fixture/voyage does not exist, upon saving the Voyage Manager record within which the transfer planning is being entered, the linked fixture will be automatically created. In this case, since the non-transfer port is not known, a line will be inserted in the itinerary of the linked fixture with a "TBN" port with the function opposite the transfer function.

For example, if the user is in the Transfer tab of Vessel A and sets up a transfer of CRUDE to Vessel B at Port A, and the fixture /voyage for Vessel B does not yet exist, when the transfer is set up and the Voyage Manager for Vessel A is saved, the cargo handling line will turn yellow and a fixture for Vessel B will be created automatically with the Fixture No. populating in the Transfer tab. The fixture for Vessel B will show the copied cargo handling line with the Function of L (Load). Another line will be automatically created for the D (Discharge) with a port of TBN. Additionally, the Supergroup of the charter party in Vessel A will be used as the Supergroup on Vessel B.

If the fixture/voyage does already exist, the transfer cargo handling line will be similarly copied and added to the existing fixture voyage. However, if the grade being transferred is not part of a cargo group which is in turn part of the Supergroup on the linked fixture/voyage, an error message will be triggered and the user will be prevented from completing the link.

This approach allows the automatic syncing of values entered on the cargo handling line. Thus, utilizing the same example above, if a new quantity value is entered on the Transfer tab for the CRUDE on Vessel A, when the Voyage Manager of Vessel A is saved, that value will automatically appear for the linked cargo handling line on Vessel B.

## The Tree

On both the Fixture and Voyage Manager, the existing "Tree" will be modified to allow a quick view of transfers and easy access to linked voyages. A new "Transfers" section will be added to the top of the Tree, through which users will be able to drill down to see the relative information:

- Transfers
  - VESSEL A, Voyage No.
    - GRADE, CP Qty
  - VESSEL B, Voyage No.
    - GRADE, CP Qty

Double-clicking on the name of the vessel will launch the associated Voyage Manager. This form will be modal.

---

## FAQ - Why are the ROB fields in Port Activities locked?

### Question

Why are the ROB fields in Port Activities locked?

### Answer

What has likely happened is that some ROB's have been entered in one or more noon reports for this voyage. By design in IMOS, once you enter ROB's in a noon report, from that point on you cannot enter them in the Port Activities. Once you've entered ROB's in the noon report, all ROB's after this should also be entered via an activity report. This validation is in place to ensure consistency of the data.

---

## FAQ - P&L - Rolling Voyage

Rolling Voyage metrics have been implemented. This functionality requires the following config flags in imosConfig.xml:

```
<imosProperty name="CFGRollingVoyageCount" value="XX" />  
(where XX is the number of voyages forward)
```

```
<imosProperty value="Y" />
```

With these flags enabled, new reporting categories are appended to the bottom of the P&L matrix:

- Rolling Profit (Loss)
- Rolling Voyage Days
- Rolling T/C Equivalent

These categories will aggregate the relevant values of the current voyage and as many consecutive voyages forward as are defined in the config flag; i.e., with a config value of 2 and viewing voyage A, the rolling categories will show results A+B+C.

Existing voyages must be saved initially before they will show results, as the P&L results are now stored on a database table. Each successive save will update the cached P&L.

---

## FAQ - How to enter settlement of partial rebillables

### Question

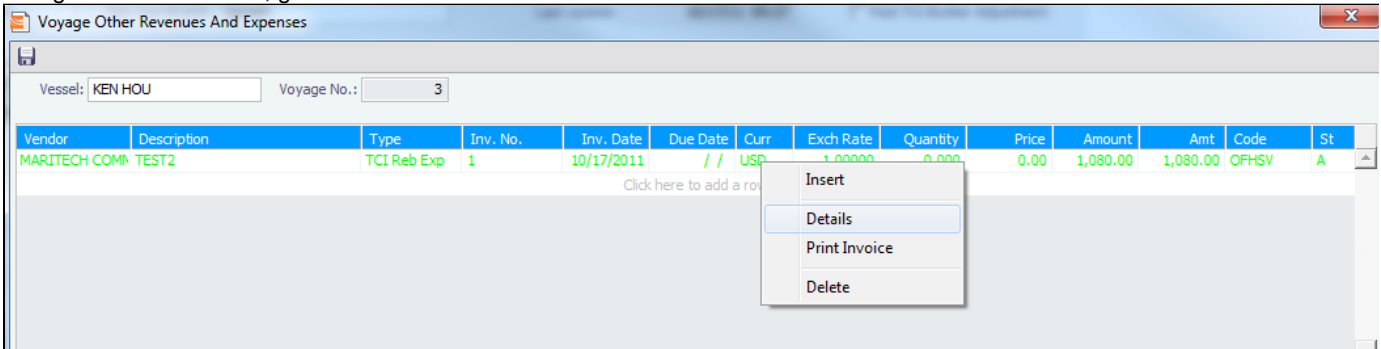
How do you enter partially settled rebillable items?

### Answer

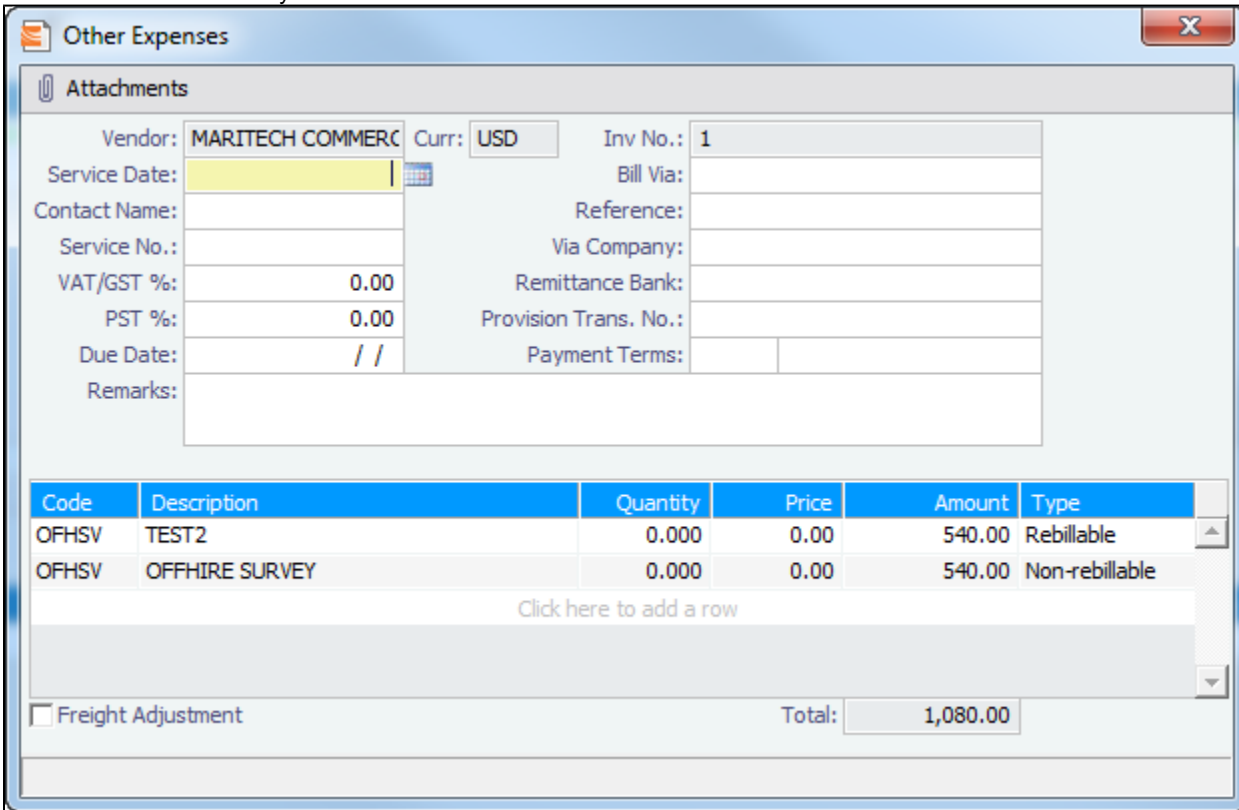
This can be entered from the Voyage Other Revenues and Expense form:

1. Add a line item for the total amount as type "TCI Reb Exp", change the status to Actual, and save the record.

2. Right click on the item, go into "details"



3. Put in rebillable and non-rebillable portions of the total amount in separate lines. The calculation for prorating the amount needs to be done manually.



4. The rebillable amount will be carried on to the TC fixture, the rest will be expense on the voyage.

## FAQ - What delay types affect TCE in the Voyage Estimate?

Question

What delay types effect TCE in the Voyage Estimate?

Answer

Only planned offhire can impact the TCE. The reason for this is that the system does not expect the user to plan for unplanned off hire. Here are the activity and reason pairs that will impact the TCE in the voyage estimate (given that they are planned off hire pairs):

	Activity	Reason
1	Planned off hire	Any reason

2	Waiting	Waiting for laycan
3	Waiting	Waiting for orders

In order to add Planned Off Hire as an activity, here are the steps you can take:

1. Data Center -> Delay Types (found in Delays and Weather section)
2. Add a new line
  - a. Code: unique value defined by the user
  - b. Description: PLANNED OFF HIRE
  - c. Performance Calculation: Time Does Not Count

Note: In IMOS, off hire means only that the vessel is not on hire for the specified amount of time. It does not mean the vessel is not sailing for that number of hours. Therefore, adding Planned off hire does not add to your voyage days.

## FAQ - Bunker warnings and validations on safety margin

---

New Bunkers warnings and validations in Voyage Estimate and Voyage Manager:

If the bunkers ROB falls under the safety margin (specified per fuel type, in the Vessel's details):

- \* A warning will be raised in the Voyage Estimate validation report.
- \* An error will be raised in the Voyage Manager validation report.
- \* The field text for the associated port call will turn red (in both Voyage Estimate and Voyage Manager).

## FAQ - Why are commissions not showing in the Actual column of the P&L?

---

### Question

Why are commissions not showing in the Actual column of the P&L?

### Answer

After a commission transaction is posted (broker or address commission), you may find that it is missing from the actual column. The most common reason for this is because the setting for the commission is incorrect in the CP Terms - Broker section. If you have made a change to any of these settings (deduct from freight, etc.), the actual value will still be missing. Since the transaction is already posted, you need to reverse it first. Once you recreate it, the value will show in the actual column.

## FAQ - Company Code on Time Charter Screen and Voyage Manager

---

The Time Charter Contract can have company code A and the Vessel can have company code B.

When the Time Charter Contract is fixed and scheduled with the Vessel, the Voyage Manager will have company code B as it defaults to the Vessel Code first.

The user can modify the company code in the Voyage Manager after this and make it, for example, company code C.

Regarding the invoices and posting, the default company code used on the Transaction Data Entry form when posting TC items should be A, and for other Voyage items it should retain B (or whatever the Company Code of the voyage says).

In addition, in 7.1, we have added a few flags which can help you to enforce the usage of company codes:

```
<imosProperty name="CFGVerifyMatchingCompany" value="Y" />
```

Description: When enabled, a validation error is raised if any of the estimate/voyage's linked contracts has a different company set than the voyage company. It is not possible to fix an estimate or to save a voyage if they have this validation error.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

```
<imosProperty name="CFGDefaultCompanyOnTciSelect" value="Y" />
```

Description: When enabled, when a Time Charter In is selected, if a company has not yet been set in the estimate/voyage, the system defaults to the company specified on the Time Charter In Contract.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

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

Description: When enabled, when a Time Charter In is selected, if an LOB has not yet been set in the estimate/voyage, the system defaults to the LOB specified on the Time Charter In Contract.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

## FAQ - How do I record bunker purchased by owner for charterer

### Question

How do I set up the bunkers in the scenario where, after delivery, the owners have purchased some bunkers on the charterer's behalf, and the charterer needs to pay back the owners?

### Answer

The pre-paid by charterer quantity comes from the bunker invoice(s). The second to last column of the bunker invoice grade grid is "Chart Qty". So you can create a bunker invoice and set Inv Qty and Chart Qty to the same values. This will essentially create a 0 bunker invoice, but it will link in the correct price for the FIFO calculation etc. You should then be able to use the Pre-paid Chtr and have a value flow through as expected.

Type	Grade	Inv Qty	Opr Qty	Basic Prc	Barging Prc	Other Prc	Oth Cost	Sales Tax	Total Cost	Market Curve	Chart Qty	Sulfur %
Click here to add a row												

Total Cost: 0.00 0.00 0.00 0.00 0.00 0.00  
Excise Duty: 0.00 GST %: 0.00 PST %: 0.00 Port Charges: 0.00 Invoice Total: 0.00  
 Rebillable  
 Non-Accounting Invoice

## FAQ - How to change default port activities per port function

### Question

Can I change the default port activities for a particular port function? How is this done?

### Answer

Yes these default port activities can be changed per port function. Here is how this is done:

- Go to Data Center and choose Port Functions

- A window will come up listing all port functions:

Code	Port Operation	Activity	Reason
C	COMMENCE		
D	DISCHARGING		
F	FUELING		
I	CANAL TRANSIT		
L	LOADING		
M	MULTI FUNCTION		
N	CLEANING		
O	OTHER		
P	PASSING		
Q	DRYDOCK		
R	REPAIR		
S	LAID UP		
T	TCI REDEL		
W	WAITING		

- Right-click the port function you wish to edit, and select Activities List. This will bring up the default port activities for the given port function:

Seq	Activities	Remarks	Laytime Calc Import
100	END OF SEA PASSAGE (ESP)		
300	ANCHORED	REASON:	
350	NOR TENDERED		
400	ANCHOR AWEIGH		
500	ALL FAST	BERTH:	
700	START LOADING CARGO	CARGO:	
800	END LOADING CARGO		
1,000	CARGO DOCUMENTS ON BOARD		
1,100	UNMOORED		
1,200	START SEA PASSAGE (SSP)		

Click here to add a row

- In this window, make any changes you see fit. You can add, change, and remove lines.
- Save the form when you are done, and the default port activities for that port function have been updated.

FAQ - Why does the ETD field recalculate after changing the date?

## Question

Why does the ETD field recalculate after changing the date? The field is editable, but when the cursor leaves the field the ETD recalculates to a different value than what was entered.

## Answer

Check that [Port Activities](#) have been entered in the correct order, based on the Action Type column on the [Port Activities](#) terms form.

Only PS and PE activity types are required, but if AA, LL, or AD activities are entered, these terms must be in the following order:

1. PS - Port Action Starts
2. AA - Anchor Aweigh
3. LL - Last Line
4. AD - Anchor Out
5. PE - Port Action Ends

Note that OS (Operation Starts) and OE (Operation Ends) must also be included in the overall setup.

## FAQs - Bunkers

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This section includes the following Bunkers FAQs:

- [FAQ - What is the Logic for Bunker Alerts?](#)
- [FAQ - Bunkers Inventory-Accruals Report](#)
- [FAQ - Bunker Invoice Not Bound to Operations.](#)
- [FAQ - Bunker Consumption for Cargo Heating](#)
- [FAQ - How to enter a lifting that has multiple prices for one fuel grade](#)
- [FAQ - Inconsistent Bunker Details on Voyage Performance Report](#)
- [FAQ - Partial deduction of bunkers before delivery](#)
- [FAQ - How is TCI Bunker Adjustment Calculated](#)
- [FAQ - Financial Setup - Rebilling and Bunker Invoices](#)
- [FAQ - Accounting for bunkers lifted at a deleted port](#)
- [FAQ - Bunkers Operational Quantity vs Invoice Quantity](#)
- [FAQ - How do I register lifted bunkers paid by two different parties in a Time Charter?](#)
- [FAQ - What is the "For Owner" Checkbox used for?](#)
- [FAQ - Matching ending and beginning bunker prices on consecutive voyages](#)
- [FAQ - Overview of Bunker Invoices Binding Status](#)
- [FAQ - How can I transfer bunkers from one grade to another during a voyage?](#)
- [FAQ - How is TCO Bunker Adjustment Calculated?](#)

## FAQ - What is the Logic for Bunker Alerts?

---

### Question

What is the Logic for Bunker Alerts?

### Answer

These are events that trigger a bunker requirement to show up in the Bunker Alerts list.

These triggers are valid regardless of the status of the Bunker Requirement:

1. User is editing an existing Bunker Requirement or creating a new one.
2. User has NO "Edit bunker manager's fields on bunker requirement" rights in the Module Rights tab in the IMOS User Properties;
3. User is in a regular save event in Bunker Requirements form – not in a save triggered by "Accept Alert".
4. Bunker Requirement has no bunker purchases listed in the form OR it does have some purchases that are not "Invoiced".
5. Any fields in the form are updated by user (for existing requirements; N/A to the new ones).



Also – if the user deletes port or changes existing port to a different one in the Voyage Manager itinerary – and deleted/changed port has Bunker Requirements associated with it – those bunker requirements will show up in Bunker Alerts with the note below added to each accordingly:

*"Bunker requirement is unlinked from portcall."*

*"Bunker requirement portcall is changed."*

## FAQ - Bunkers Inventory-Accruals Report

---

IMOS has a built-in Bunkers Inventory Report, which can report on the actual or expected bunkers on board all vessels at any given date. This will help greatly in valuing the bunkers on board all vessels at the end of the month or year.

For actuals the bunker quantity is an interpolated value based on the two closest ROB reports; this would be the Port Activity Report and Activity Reports (Noon Report, etc.). For projections, this is calculated basis the last reported ROB of bunkers and the expected consumption related to the voyage days and consumption rates as specified for the vessel.

The date of the report is always related to UTC, and includes the day the report is run. Effectively, the exact time for a report run on 31<sup>st</sup> December is 12/31/10 23.59 UTC.

The report is accessed from the Operations report list.

Why are the reported ROBs different from my last report?

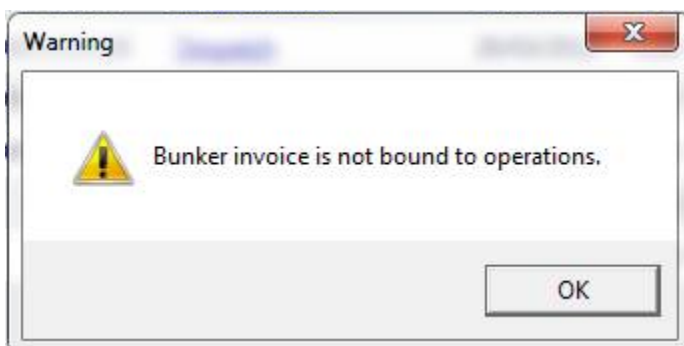
The ROBs are interpolated using the closest available reports. This includes the Activity Reports, such as Noon Reports. All reports on bunkers ROB are in local time, which can be different from UTC. Lastly, a Noon Report is typically given at noon of the day, while the report includes the full day, up to midnight, which means even for ROBs reported in UTC at noon on the day for which the report is run, the system will include the expected consumption for an additional 12 hours.

## FAQ - Bunker Invoice Not Bound to Operations.

---

Question

When trying to approve or post a Bunker Invoice I see a message which indicates the Bunker Invoice is not bound to Operations. What does this mean, and how can it be resolved?



Answer

This can happen when the invoice is created prior to the Operation Quantity being entered in the Port Activities or Activity report. To resolve, open up the bunker summary screen on the voyage (Bunker button). The invoice in question will appear as a line item in the middle grid, and the first column on the left will be blank. Right click and choose "Bind Bunker Invoice." You will have to key in the Invoice qty and price; the Operational qty is pulled from the Port Activities "Received" value. Save this record, and if you close and re-open the Bunker Summary Screen, you'll see that the first column for the line item is now X -- this means that the invoice is properly bound. If you return to financials and refresh, you will now be able to continue without the warning.

## FAQ - Bunker Consumption for Cargo Heating

---

The Voyage Estimator supports bunker consumption used for cargo heating. This consists of the following:

- **Vessel** form (Data Center): Specify heating consumption for one or more fuel types (in MT/day).
- **Voyage Estimate, Column view**: If the vessel is a tanker, an **H** check box appears next to the Cargo field.
  - If there is one cargo in the calculation, it can be selected to turn on heating and have IMOS use the default values from the Data Center.
  - If multiple cargoes are used, it is disabled and is selected when one or more cargoes have heating set.

The default value is the first general-type fuel with a heating rate defined. If no such fuel exists, the first low sulfur fuel with a heating rate is used. If there is still no match, a high sulfur fuel is chosen. If there is no match at all, fuel type and rate are cleared from the cargo and heating is disabled.

- The CP Terms Details form has fields for heating: Consumption, Fuel Type, and Days. When the fuel type is selected, the Consumption is pulled from the Data Center, but it can be overridden. Days can be used to specify how many days the selected fuel type will be used to heat the cargo.

The resulting quantity of fuel consumed for heating appears in the P&L using the specified bunker price.

- **Options can be configured** (CFGCargoBunkerRampFactorLoad and CFGCargoBunkerRampFactorDisch) to set the values for the factor applied to the Heating/Cooling consumption at the Cargo's first Load and Discharge port.

## FAQ - How to enter a lifting that has multiple prices for one fuel grade

### Question

I have one bunker lifting where there are multiple prices for the same fuel grade, and FIFO pricing (not average pricing) should be used. How do I represent this in IMOS?

### Answer

1. Enter your fueling port two times in the Voyage Manager Itinerary.
  - The second occurrence of the port should have a start and end time that are the same as the end time of the first occurrence of the port. For example:

<input type="checkbox"/> Offhire Voy													CP Terms	B/L Info	Cargo	Draft/Restrictions	Bunkers	Port/Date
Port Name	F	Miles	DToGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St	Cargo ROB					
AT SEA	C			16.5	0.00		B		01/01/13 00:00	0.00	100	..	0					
ABBOT POINT	F			16.5	0.00		B	01/01/13 10:00	01/13/13 12:00	12.08	200	..	0					
ABBOT POINT	F			16.5	0.00		B	01/13/13 12:00	01/13/13 12:00	0.00	300	..	0					

2. Enter one bunker lifting per port, allowing you to enter the two separate prices.
3. Create one bunker invoice per port, allowing you to use the lifting price at each port.

**Note:** You will not be able to enter two invoices on one port for the same fuel type with different prices. If this is done, average pricing will automatically be used, rather than FIFO.

## FAQ - Inconsistent Bunker Details on Voyage Performance Report

### Question

Why are the Received Bunker Details on the Voyage Performance Report inconsistent with the values in the Bunkers window in the Voyage Manager?

### Answer

One possible explanation for this is as follows: If the voyage contains a port which is bound to a bunker invoice, and then that port gets deleted from the voyage, the bunker invoice still exists and affects the voyage data. If this is the case, bunker invoices associated with a voyage can be found on the Invoices tab of the Voyage Manager, and also in the Transaction Summary. If a bunker invoice is associated with a port that is no longer part of a voyage, it should be deleted and its contents moved to a new bunker invoice which is bound to a port that is in the voyage.

## FAQ - Partial deduction of bunkers before delivery

A new config flag was introduced to allow Alerts for partial Bunkers deduction in Time Charter In/Out contracts.

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

Description: When enabled:

- On the Item select form of the Time Charter invoice, the Bunkers On Redelivery items are only highlighted when the value of

the contractual redelivery bunkers meets/exceeds the net hire left in the contract. The calculation of this date is based on the Period To value in the Time Charter Invoice.

- A validation warning is added to the Voyage Manager, which appears for Last TCI/TCO Voyages with end quantities that are different than the Estimated Redelivery quantities in the linked Time Charter contract.

- Bunkers Cost on Redelivery line items are editable (Quantity and Amount).

- A new informational check box is displayed in the Bunkers tab: Unpriced Bunkers.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

## FAQ - How is TCI Bunker Adjustment Calculated

---

Here's how the calculation is done:

Est redelivery Qty\*Weighted ROB price LESS (CP redelivery qty less Qty purchased for owners)\*CP Price LESS Qty purchased for owners\*price (where price is what you use in TC Form Purchased for owners):

### examples:

IFO:

$500\text{mt} * \$635 - (500\text{mt} - 185\text{mt}) * \$690 - 185\text{mt} * 635 = -17,325$  (Profit)

MDO:

$30\text{mt} * 1082.23 - (30\text{mt} - 13\text{mt}) * 1050 - 13\text{mt} * 1128 = -47$  (Profit)

IMOS will use the Estimated Qty but the Projected ROB price from the Voyage Manager Bunkers window. The reason being that it's not possible to assess FIFO versus Est qty, wherefore the price is calculated basis ROB qty.

## FAQ - Financial Setup - Rebilling and Bunker Invoices

---

Bunker Agent/Bunker Surveyor: Is there a way to allocate these costs to the bunkers costs, rather than to the voyage? (Logic: If a bunker survey cost is attributed wholly to the voyage it is on, then the P&L for that voyage takes a hit in favor of benefits that would be realized on other voyages.)

The only way to allocate bunker costs across voyages such that the grade price reflects the survey costs is to enter all such costs in the Bunker Invoice. Any costs invoiced separately, for example, survey, port expenses, etc., not included in the Bunker Invoice, will hit the voyage P&L for this particular voyage only. Here is another way:

1. Enter the Bunker Invoice as you normally would: right-clicking the receipt line in the Bunkers Liftings grid. Save and close the invoice.
2. Right click that same receipt line, and create a new invoice for the additional amount. This amount will now be added to the bunker purchase and will be prorated per MT. Note that if there were multiple fuel types delivered, you will need to split the cost manually for each.

On the Bunker Invoice method:

1. The bunker survey vendor needs to be Address Type = F.
2. By default, the invoice maps to BINV (Bunker Invoice), BXXXP (Bunker purchase, XXX = fuel grade). If you want it to go to a different ledger code, it's manual.
3. To get the "extra" bunker costs reflected in the bunker price, you need to run through Operations, and then bind the invoice to the lifting.

## FAQ - Accounting for bunkers lifted at a deleted port

---

### Question

We have indicated in IMOS that a vessel has lifted bunkers at one port in a voyage, and have also created a bunker invoice for this port. Later on, this port was deleted from the voyage. How do we account for these bunkers?

### Answer

There are two things that need to be done in order to fix the data:

1. Delete the bunker invoice. Here is one way of doing this:

- a. Click Financials Module -> Transaction Summary
  - b. Change the Invoice Type filter in the top right corner of the list to Bunker Invoice
  - c. Search for the Vessel and Voyage number associated with the bunker invoice in question, and you should find it in this list
  - d. If it is posted, open it in the Transaction Data Entry screen (by clicking the View link) and Reverse it
  - e. Back in the Transaction Summary list, open the invoice by clicking the Bunker Invoice link
  - f. Click the black X button to delete
2. If the bunkers have been lifted at a different port, create a new lifting and bunker invoice at the correct port

## FAQ - Bunkers Operational Quantity vs Invoice Quantity

What is the relationship between bunker operation (received) quantity and invoice quantity and how do they affect the bunker inventory?

Invoice Quantity is for the financial role of the invoice - when posted to financials, the quantity and price are used to calculate the final amount of the invoice (in addition to other costs if there are any).

Operation Quantity is used for the operations role - the quantity to be added to the inventory, with the corresponding price mentioned in the invoice.

Usually, the operation quantity should be equal to the invoice quantity, this way your financial inventory is in line with your operations inventory.

The two quantities can be different under circumstance depending on the actual business scenario. Especially when there's agreements between the owner and the charterer on the quantity being invoiced/paid.

## FAQ - How do I register lifted bunkers paid by two different parties in a Time Charter?

How do I register lifted bunkers paid by two different parties in a Time Charter?

### Scenario:

**In a TCOV voyage, how to register that 1000 MT are bought by the time charterer during the voyage and for which:**

- 500 MT are on time charterer's account
- 500 MT are on owner's account

1. Purchase of 1000 MT in the voyage

Purchase:

Create a bunker requirement for the port in question, enter the ordered quantity (1000 MT) and price in the lower part of that

bunker requirement form, save it and close it. Such price will be used by the system in the voyage unless there is a bunker invoice created later on with a different price - the system will use the latter instead.

**Lifting:**

In the Port Activities form, insert the received quantity, save it and close it. This step will add the bunkers to the stock account and not as an expense in the voyage. As soon as the lifted bunkers start to be consumed (depending on the bunker calculation method: FIFO, Average, etc.), it will then be an expense in the voyage and the Voyage P&L will display the cost accordingly.

2. Register that 500 MT of the lifted 1000 MT are bought by the owner

This should be done in the TC Manager as a deduction in the next TC In Payment.

**Set quantity and price:**

Insert the quantity (500 MT) and price in the TC In Manager, under the 'Bunkers delivery tab > Purchased for Owner fields'. The system will use that quantity and price in one of the nexts TC In Payments.

The "Est Redelivery" should include the amount "Purchased for Owner", so that the voyage P&L won't show the incorrect Bunker Adjustment.. It is a subjective matter to decide whether "Est Redelivery" should include or exclude the amount "Purchased for Owner". But in the system, it should include so that the calculations are correct.

## FAQ - What is the "For Owner" Checkbox used for?

---

Make sure "CFGAutoSetBunkersPurchasedForOwner" and CFGUpdateLinkedTcoFixtureFromVoyage" are checked

Check TCO Contract to see if "Bunker Purchase Paid By Owner" is checked (needs to not be checked)

**New Bunker Requirement**

---Make sure "for owner" is checked

---Checking this box tells IMOS that the owner of the vessel is paying for the specific line item

**Create Bunker Invoice**

---What this will affect in IMOS is when creating a bunker invoice (after a lifting) the invoice quantity field will read "0.00" and the price will also read "0.00" since the owner paid for the bunker lifting whereas the operational quantity will read whatever was lifted.

**TCO Contract Screen (Bunkers Delivery Tab)**

---Check "Bunker Purchase Paid By Owner" (save and exit and reopen)

---When the bunker invoice entered, the user can empty Purchased for Owner fields and click Bunker Purchase Paid By Owner to get the final qty.

## FAQ - Matching ending and beginning bunker prices on consecutive voyages

---

**Question**

I have two consecutive voyages, and the second voyage initial bunkers are not picking up the ending bunker price from the first voyage. How can I fix this discrepancy?

**Answer**

- Open the first voyage
- Save the first voyage
- Open the second voyage
- ensure that the Consecutive Voyage box is checked in the bottom right corner of the voyage manager
- Save the second voyage
- Now the initial bunker prices for the second voyage should match the ending bunker prices for the first voyage

## FAQ - Overview of Bunker Invoices Binding Status

---

A user can find if bunker invoices of a given voyage have been bound to operational liftings in the Bunkers form of Voyage Manager. However, sometimes users need to have a summary view of bunker invoices binding status across multiple voyages, or without knowing which voyages to check.

This can be achieved by running a report using the Bunker Invoices Summary List data set. In this data set, Opr Date is the time of Activity Report where a bunker lifting is recorded by operations. For a bunker invoice that is not bound to an operational lifting, the Opr Date field is null.

This report may be created with filters of Vessel, Voyage, Trade Area, Vendor, etc.

## FAQ - How can I transfer bunkers from one grade to another during a voyage?

---

### Question

How can I transfer bunkers from one grade to another during a voyage?

### Answer

1. If Voyage Bunker Cost journals have been posted, these need to be reversed first.
2. Open **Port Activities** for the port where the bunker transfer should occur (it should all be done in one port)
3. Ensure **Sea Consumption** values for each grade are correct
4. Make a note of **Port Consumption** for each grade that will be changing
5. Enter a negative **Received Qty** for the grade which is being *reduced* and a positive **Received Qty** for the grade which is being *increased*
6. Port Consumption for grades which are changed will be recalculated, so re-enter the values you took note of in step 4
7. Create a Bunker Invoice for the transfer at this port
8. On the invoice, add one line for each grade. The quantities (negative for one and positive for the other for a total of zero) will populate automatically
9. No price is required

A notable point is that the bunkers consumed will use the last known price on the voyage for a given grade.

## FAQ - How is TCO Bunker Adjustment Calculated?

---

IMOS can calculate the bunker adjustment in a TCO voyage for the following cases:

1. Bunker adjustment according to the difference between the FIFO inventory value of the voyage and the TCO delivery bunkers
2. Bunker adjustment according to the difference between the FIFO inventory value of the voyage and the TCO bunkers both on delivery and redelivery

In the first case, the ending voyage bunkers of the TCO voyage will be priced at the TCO contract redelivery price. In the second case, the ending voyage bunkers will be priced according to the FIFO voyage quantities and prices on delivery. In both cases, if there have been bunker purchases by the owner during the time charter voyage, these purchases will be treated separately according to FIFO.

### *Calculation Logic*

IMOS considers the TCO bunker adjustment in the revenue part of the P&L.

Where:

**VB1** = FIFO value of bunker grade (for example, IFO) in voyage at delivery

**TC1** = Value of bunker grade sold according to TCO terms

**VB2** = FIFO value of bunker grade in voyage at redelivery

**TC2** = Value of bunker grade purchased according to TCO terms

Bunker adjustment according to option 1 = **TC1 – VB1**

Bunker adjustment according to option 2 = **(TC1 – VB1) + (VB2 – TC2)**

## FAQs - Demurrage and Claims

---

This section includes the following Demurrage and Claims FAQs:

- [FAQ - Determining Time Bar Date and Target Date](#)
- [FAQ - Handling Multiple Loadings & Discharges at One Port](#)

- FAQ - How is a Demurrage Claim Defined as AR or AP?
- FAQ - Demurrage on Account calculations
- FAQ - How can I configure IMOS so that laytime commences on All Fast by default?
- FAQ - How can I configure IMOS so that laytime ends on Hoses Off by default?
- FAQ - Multiple Demurrage Rates

## FAQ - Determining Time Bar Date and Target Date

---

### Question

How do I find the value of Time Bar Days or Target Days used in Demurrage Time Bar Tasks or Laytime Calculations to determine the Time Bar Date and Target Date, respectively?

### Purpose

Time Bar Days and Target Days are used to determine the Time Bar Date and Target Date in the Demurrage Time Bar Tasks and Laytime Calculations. They determine the offset in days from the date when the demurrage-triggering event occurred.

### Where

Demurrage and Claims Module Center -> Demurrage Summary and Demurrage Time Bar Task List

### How

- Time Bar Days are determined according to the following logic:
  - Look up CP Terms Details form for the Cargo – Dem TB Days value;
  - If not specified – look up Cargo form – Pricing tab – Time Bar Days;
  - If not specified – look up Cargo COA form – Time Bar Days;
  - If not specified or COA does not exist – look up Charterer company Address Book entry – Dem TB Days value;
  - If not specified – look up system defaults in Demurrage and Claims console-> Claims Lists Settings form – Default Time Bar Days;
  - If not specified – use 90 days.
- Similarly, for Target Days:
  - If voyage Trade Area is set for the voyage – open Trade Areas form in Data Center – Dem Target Days;
  - If not specified – look up system defaults in Demurrage and Claims console-> Claims Lists Settings form – Default Target Days;
  - If not specified – use 45 days.

## FAQ - Handling Multiple Loadings & Discharges at One Port

---

### Question

How do I create separate laytime calculations for each cargo when I have multiple cargoes being loaded or discharged at one port?

### How

- Enter each cargo in the cargo tab of the Voyage Manager with its own cargo handling line
- For each cargo, enter the corresponding B/L Code
- Right-click on the port name and click Port Activities
- Enter a set of Start Loading Cargo and End Loading cargo lines for each separate cargo
- Link these Start and End Loading lines by entering the cargo in the Cargo field on each line
- Using the Laytime Calculator, you can now create laytime calculations based on separate cargoes or separate charterers by checking off the cargoes or charterers in the Laytime Calculator that you wish to use

### Question

How do I create separate laytime calculations for each berth when I have one cargo loading at multiple berths, each with different laytime terms?

### How

- In the Port/Date tab of the Voyage Manager, enter the port which is loading or discharging cargo at multiple berths the correct number of times (e.g., if you are loading one cargo at two berths in Houston, enter Houston two times on two separate lines in the Port/Date Tab)
- Enter the corresponding B/L Code of the cargo on each line
- Enter the corresponding load or discharge quantity for the cargo on each line
- Using the Laytime calculator, you can now create laytime calculations based on the different terms at different berths for one cargo by checking off the cargo you wish to use, with the BL Quantity as a reference

## FAQ - How is a Demurrage Claim Defined as AR or AP?

---

### Question

How a demurrage claim is defined as AR or AP?

### Answer

The counterparty drives the determination of the classification of the transaction type (AP or AR). Typically if the counterparty you select is the 'Owner', the transaction would be an AP as the rationale behind this is that you have a contract with the owner to use the vessel and if demurrage is incurred, you will have to pay the owner.

On the other side of the coin, if the counterparty is the charterer or the receiver, the rationale is that the demurrage will be a receivable as you will be billing this to them to recoup the cost paid to the owner.

This is the default behavior but it has some flexibility. You can see this in the 'Laytime Calculation' setup form. If you choose a counterparty type, you will see that the AP/AR field will change. There is flexibility so when you select a counterparty type, you can select a value for the AP/AR to define the transaction.

## FAQ - Demurrage on Account calculations

---

### Question

How are Period To and Balance (Days) calculated when creating a Demurrage On Account laytime calculation?

### Answer

There are two different ways of calculating these fields. The different methods of calculation depend on a setting in the Cargo form. In the Cargo form on the Pricing tab there is a field Basis, and this can be set to either Calendar Days or Demurrage Days. This is also where the Billing Days quantity is set.

#### 1. Calendar Days

- $\text{Period To} = \text{Period From} + \text{Billing Days}$ 
  - For example, if Period From is May 21, 2012 and Billing Days were 3, Period To would be set to May 24, 2012
- $\text{Balance (Days)} = \text{Period To} - \text{Period From} - \text{Any deductions that fall in period from/to}$ 
  - Using the same example from above, if there was a deduction of 1 day in this period, the Balance (Days) would be 3 days - 1 day = 2 days

#### 2. Demurrage Days

- $\text{Period To} = \text{Period From} + \text{Billing Days} + \text{Deductions}$ 
  - For example, if Period From is May 21, 2012, Billing Days are 3, and there is a deduction of 1 day from May 22, 2012 through May 23, 2012 (exactly 1 day),  $\text{Period To} = \text{May 21} + 3 + 1 = \text{May 25, 2012}$
- $\text{Balance (Days)} = \text{Billing Days}$

**Note:** Period From on the first Demurrage on Account calculation will be set to the start of demurrage for the first discharge port. On all successive Demurrage on Account calculations, the Period From will be set to the previous calculation's Period To value.

## FAQ - How can I configure IMOS so that laytime commences on All Fast by default?

---

### Question

How can I configure IMOS so that laytime commences on All Fast by default?

### Answer



1. Go to the Data Center
2. Open Port Activities
3. Find the All Fast line and set its code to be OS (for operation start)
4. As long as this is the first Operation Start line in the Port Activities, laytime will commence with All Fast\*

\*Please note that after making this change in the data center, you will need to delete and re-enter any All Fast lines that already exist in order for them to take on the new behavior.

## FAQ - How can I configure IMOS so that laytime ends on Hoses Off by default?

---

### Question

How can I configure IMOS so that laytime ends on Hoses Off by default?

### Answer

1. Go to the Data Center
2. Open Port Activities
3. Find the Hoses Off line and set its code to be OE (for operation end)
4. As long as this is the last Operation End line in the Port Activities, laytime will end with Hoses Off \*

\*Please note that after making this change in the data center, you will need to delete and re-enter any Hoses Off lines that already exist in order for them to take on the new behavior.

## FAQ - Multiple Demurrage Rates

---

There is a flag for multiple demurrage rates: `<imosProperty name="CFGMultiDemRate" value="Y"/>`

- To access it, go to the Laytime Calculator and right-click on the port to which you want to add tiered laytime. Choose Demurrage/Despatch rates.
- This brings up the the form below, where you can enter rates/days.
- It calculates with the following rules:
  - If the Demurrage/Despatch Rates window is populated, the rates you enter in there will supersede whatever you enter in the port line for the entire laytime.
  - If you define only one demurrage rate, that will be used for the whole period.
  - If you define a rate with the highest Up to date less than the demurrage time, that rate will be used for all extra time. In the example below:
    - 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

Laytime Calculation for Charterer - AR claim

Charterer: Invoice No.: Vessel: Voyage No./Opr Type: 1 TCOV CP Form: CP Date: Demurrage Status: Under Review Analyst:

Port Name	Cargo	F	Quantity	L/D Rate	Terms	Dem Rate/D	Des Rate/D	Allowed	Used	Deduction	Balance
LAGOS (NIGERIA)	LNG	L	90,000.000	90,000.00	SHINC	50.00	0.00	01d00:00	08d00:00	00d00:00	-07d00:00

Total: 01d00:00 08d00:00 00d00:00 -07d00:00

Demurrage / Despatch Rate

Fixture No.: 20110013 Cargo: LNG Currency: USD

Up to (days)	Dem Rate/D	Des Rate/D	Remarks
1.00	10,000	0	
2.00	20,000	0	

Click here to add a row

Import Activities

Reversible All Ports  
 Laytime Expires  
 Continuous Laytime  
 HH:MM Format  
 Once On/Always On Dem

Allowed (Days): 1.000000  
Used (Days): 8.000000  
Demurrage Time (Days): -7.000000  
Original Claim Amount: 0.00  
Curr./Ex. Rate: USD 1.00000  
Demurrage Amount: 130,000.00

Agreed Amount: 0.00  
Difference: -130,000.00

Deductions

Day	Activity	From Date	Time	%	To Date	Time	Remark	Duration
Click here to add a row								

Total Deduction: 00d00:00

Date	Time	Used	Allowed	Allocated Used
Laytime Commenced:	01/01/2011 00:00	90,000.000	90,000.000	08d00:00
Laytime Completed:	01/09/2011 00:00	90,000.000	90,000.000	01d00:00

Counterparty Qty: 90,000.000 90,000.000 Allocated Allowed: 01d00:00  
Total Qty: 90,000.000 90,000.000 Minimum Allowed: 00d00:00  
Allocation Percent: 100.00 100.00 Demurrage Time: -07d00:00

Calculation Claim Notes

## FAQs - Financials

This section includes the following Financials FAQs:

- FAQ - How do I check if my bank links are set up properly?
- FAQ - Which party's bank information will be displayed on an invoice printout?
- 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 - FFAs and Accrual
- FAQ - Reversal Process in IMOS
- FAQ - Can the P&L of a closed voyage be updated?
- FAQ - Handling of Write-Off in IMOS
- FAQ - What is the best dataset for overall financial reporting?
- FAQ - How can I allocate cash to specific invoice items when paying?
- FAQ - How do I close an accounting period and what are F and P statuses?
- FAQ - How to pay commission on an Incremental Freight Invoice
- FAQ - How do I itemize Bunker Cost for Voyage Period Journals?
- FAQ - Month End Accruals Process
- FAQ - How can I create a revenue or expense that will not show on the P&L?
- FAQ - Transaction Numbers
- FAQ - An invoice with the same number is already in the database
- FAQ - What Port Expenses are available in Port Expense History search?
- FAQ - How do I default Voyage Other Revenues & Expenses to Actual instead of Pending?
- FAQ - Accrual Calculation and Configuration Flags

See also:

- [FAQ - Financial Setup - Rebilling and Bunker Invoices](#)
- [FAQ - Adjusting Off Hire TCO% or TCI% After Invoicing](#)

## FAQ - How do I check if my bank links are set up properly?

### Question

I am receiving a warning message indicating that bank information is missing. What do I need to check to ensure my bank information is entered properly?

### Answer

There are four steps needed to ensure the correct setup:

1. In the Financials Module Center, click **Chart of Accounts**.
  - Confirm there is an account created with the name of the the bank you want to use with the category **Bank**. Additionally, the **Code** column must be populated.

Code	Account Name	Category	LOB	VES	VOY	PRT	DPT	I/C
00001	Test Bank	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. In the Data Center Module Center, open the address book entry for the bank that you want to use in this payment.
  - On the Account Information tab, ensure there is an account that matches the currency you want to use.

Curr.	Acct No.	Swift Code	Correspondent Bank	CB Swift Code	Inact
USD	123456789				<input type="checkbox"/>

3. In the Data Center Module Center, open the address book entry for the internal company you want to link the bank to.
  - Ensure there is a line for the bank you want to use, and that the correct currency is entered.

Bank Name	Branch	Curr.	Acct No.	Swift Code	Correspondent Bank	CB Swift Code	Code	Inact
Test Bank	Main	USD	123456789					<input type="checkbox"/>

4. In the Financials Module Center, click **Bank Links**.
  - There should be a line with your company name, bank name, bank account, and currency. This line is automatically generated. Here, you should enter the **Ledger Code** used in the Chart of Accounts for the bank. The code should be available in the drop-down list in the **Ledger Code** field.

Company Name	Bank Name	Bank Account	Curre...	Ledger Code
New Company	Test Bank	123456789	USD	00001

## FAQ - Which party's bank information will be displayed on an invoice printout?

### Question

How is the bank information which will be displayed on an invoice printout determined?

### Answer

There are two different ways of determining which party's bank information will be displayed on an invoice:

If the flag CFGSelectBankOnInvType is enabled (set to Y), the Remittance Bank of an invoice is determined by the following rules:

- An AP invoice Remittance Bank is always the bank of the counterparty, whether the amount is positive or negative.
- An AR invoice Remittance Bank is always the bank of the company, whether the amount is positive or negative.

If the flag CFGSelectBankOnInvType is disabled (set to N), the Remittance Bank of an invoice is determined by the following rules:

- On an AP invoice:
  - Remittance bank will be the bank of the counterparty if the amount is positive
  - Remittance bank will be the bank of the internal company if the amount is negative
- On an AR invoice:
  - Remittance bank will be the bank of the internal company if the amount is positive
  - Remittance bank will be the bank of the counterparty if the amount is negative

For example, on a PDA or FDA if the amount Due to Agent is negative, and CFGSelectBankOnInvType is enabled, the Agent's bank will be displayed. If the flag is disabled, the internal company's bank will be displayed.

## FAQ - How Do We Handle Office Expenses (Accruals)

---

A customer that uses IMOS as a complete financial system has the following account codes related to computers:

- 008015 - Asset - Computer cost
- 008020 - Asset - Accumulated depreciation - computers
- 480105 - Expense - depreciation - computers

1. Purchase of a computer = AP, linked to the Computer Cost, Asset ledger
2. Depreciation = journal entry, adding depreciation as a positive expense and accumulated depreciation as a negative asset.

The "value" of your computers = 008015 + 008020.

## FAQ - Restricting Users from Approving or Posting Specific Types of Invoices

---

### Purpose

In some instances we want to restrict users from approving/posting specific types of invoices in IMOS Financials.

### Where

Financials Module Center -> Post Invoices list or Approve Invoices list.

### Example

I want to restrict user ABCDE to only approve Freight Invoices and post Bunker Invoices.

1. Set configuration option "CFGInvoiceApprovalsByType" to "Y" and/or "CFGInvoicePostingsByType" to "Y" to specify user's restrictions to approve or post invoices in IMOS accordingly.
2. Data Center->Security-> select ABCDE user->IMOS User Properties->Object Rights tab.
3. Expand Invoice Approval Types node, check Freight Invoice (FINV) node with a green check.
4. Expand Invoice Posting Types, check Bunker Invoice (BINV) node with a green check.

Now user ABCDE will only be able to approve Freight Invoices and post Bunker Invoices in IMOS.

## FAQ - Restricting Users in Specific User Groups to Approve Certain Types of Invoices

---

### Purpose

In some instances we want to restrict the rights of specific IMOS users to approve invoices based on the invoice type, amount, trade area of the voyage, etc., to adhere to the company's rules regarding invoice approvals.

### Where

Financials Module Center -> Approve Invoices

### Example

Restrict users in the Chartering group to be able to approve Bunker Invoices in the amount of 50 to 2000 in base currency only.

1. Select Financials->Invoice Approvals.
2. In the Invoice Approval Restrictions dialog, click **Add** to add a new restriction.
3. Type **50** into the Lower Limit text box and **2000** into the Upper Limit text box.
4. Select **Bunker Invoice** in the Transaction Type drop-down list.
5. Select **Chartering** in the User Group drop-down list.
6. Click **OK**.

Users in the Chartering group will now be restricted to the approval of Bunker Invoices in the amount of 50 to 2000 in base currency.

**Note:** To restrict all invoice approvals in IMOS to the rule above, select the **Restrict approvals to the list specified** check box in the Approval Restrictions dialog. For this example, all invoice approvals in IMOS will be restricted to Chartering group user approvals of Bunker Invoices in the amount of 50 to 2000 in base currency. Approval of any other invoices for any other users will not be allowed.

## FAQ - FFAs and Accrual

---

When do FFAs start getting accrued in IMOS?

FFAs do not accrue. They hit the books when they are realized (for example, an FFA for a May cargo can be realized in May.)

If you are posting the FFA, it posts as an invoice if the FFA is between you and another party, or as a journal if it's with an exchange or clearing house (on the logic that you have a separate account with the exchange/clearing house outside IMOS, so there will not be any money transfer).

## FAQ - Reversal Process in IMOS

---

For clients with a financial interface, see these instructions to decide how you want reversals to work.

IMOS Reversal Process

### *Original Invoice*

1. Original invoice is created in IMOS
2. IMOS user releases to interface (posts item), xml is output, status = 1

### *Reversal*

1. IMOS user opens posted item and reverses, xml is output, status = X
  - X file cancels the previously created status of 1 and changes it to X
  - The X file does not have to be processed by financial interface
2. After X file is generated, R file is auto-generated immediately
  - R file is a new transaction # that reverses the amounts applied to the different profit centers within the original item
  - The R file should always be processed by Financial interface
  - IMOS system doesn't block the R files from going to Financial interface. This can be controlled by a configuration flag: `<imosProperty name="CFGActReverseInvoiceCredit" value="Y" />` ("Y" = an R file will be generated, "N" = an R file will not be generated)

Viewing Reversed Items in IMOS

In your version the only way you can find previously reversed is by searching for the transaction number. As explained above, the reversal process works behind the scenes and is not going to display the amount difference, it will only generate a new file. As far as reporting, you can run the Accounts Payable/Receivable report in Financials and you will see the ending in "R" transaction numbers. We also have added a new feature that will show all reversal items in the Operation Transaction Summary list. The status column will be "Reversed".

## FAQ - Can the P&L of a closed voyage be updated?

---

Question

Can the P&L of a closed voyage be updated?

Answer

Yes, if it is marked as a Consecutive voyage. If this is the case, changes to previous consecutive voyages will have an effect on the Actual column of the voyage P&L. This happens because changes made in any voyage are meant to flow through to all consecutive voyages, and this includes financial changes. We recommend closing a voyage only when all previous voyages are closed. This will prevent changes in previous voyages from creating unwanted changes in the current voyage.

One example of a change that could have such an effect would be a change in bunker price. This change in bunker price on a previous voyage would flow through to the next consecutive voyage, causing the Bunkers in the Actual column of the voyage P&L to be updated.

## FAQ - Handling of Write-Off in IMOS

---

Case where an AP invoice of USD 1,205 is paid as USD 1,200 and the USD 5 will be written off. Journals shown are IMOS generated on posting of invoices and payments.

1. Post invoice no. 1 for USD 1,205 using Company A
  - CR A/P \$1,205
  - DR Expenses \$1,205
2. Pay USD 1,200 using Company A
  - CR Bank \$1,200
  - DR A/P \$1,200
3. If you have not already set up Write Off and Bad Debt accounts, follow these steps, otherwise skip to step 4:
  - Financials -> Chart of accounts -> Click to Add New Account -> Name: Write Off -> Code: 98000 (this is a suggestion, you can choose any code) -> Type: Liability
  - Click to add another new account -> Name: BADDEBT -> Code: 99000 (suggestion) -> Type: Bank -> save and exit
  - Data Center -> Address -> Create new address -> Type: Bank -> Short name: BADDEBT -> save and close
  - Open the address book entry for Company A -> Link the bank BADDEBT in the Bank Links section -> save and close
  - Financials -> Bank Links -> Add the account number to the bank BADDEBT (99000 as referenced above)
1. Create new AP invoice of type Non-Voyage Expenses, for same company for USD -5 (Company A). At this point, if any other write-offs are to be made they should be added in as well. This means that if you have had other invoices that have amounts which need to be written off, you can write all of these off on one invoice. Post the invoice.
  - DR A/P \$5
  - CR Write off account \$5
2. Pay this invoice with method WO (write off) using the bad debt account bank. Enter the applicable amounts in the Pay Amount column for all the rows.
  - CR Bad Debt Account \$5
  - DR A/P \$5

End result is for the write off account to be credited with USD 5.

## FAQ - What is the best dataset for overall financial reporting?

---

### Question

If I want to create an ad-hoc report on financial data, what is the most robust dataset I can choose?

### Answer

The **Transaction Summary List** dataset has the largest collection of financial data in IMOS.

## FAQ - How can I allocate cash to specific invoice items when paying?

---

### Question

Sometimes when I pay an invoice in IMOS, the full amount is not paid and I want to indicate which items the cash should be allocated to. How can I do this?

### Answer

- Open the invoice in the Transaction Data Entry screen (one way to do this is by clicking the View link in the Transaction Summary)
- Click Pay Current Invoice

- The Payments and Receipts screen will come up
- Right-click one of the line items
- If this line item has multiple items on it, the Pay Invoice Details screen will come up
- Here, you can allocate the amount you want to put towards each individual line item
- If you do not go through this process, the cash will be applied to the first line item, and then go down the list from there
- Click the X to close the window when you are done, and the cash will be applied as you indicated

## FAQ - How do I close an accounting period and what are F and P statuses?

---

### Question

How do I close an accounting period, and what do statuses F and P mean?

### Answer

- If the Status in Account Periods is F (Finalized), all postings will be blocked for either the full fiscal year (if no Close Date is specified), or through the Close Date.
- If the Status in Account Periods is P (partial), all postings except Accruals and Payments will be blocked through the Close Date.
- If the Status in Account Periods is P (partial) and no Close Date was specified, all postings are allowed (no dates are blocked).

Example: To close May, you would put in 5/30/2011 and set the status first to P. The P will allow payments and accruals to be posted (for the month of May or later; you still cannot post these into previous months). When you are fully closed, change the status to F, and these postings will be disabled as well.

To make adjustments after closing, you can reopen a period by deleting the Status and the Closing Date.

## FAQ - How to pay commission on an Incremental Freight Invoice

---

### Question

After sending out an initial freight invoice and receiving payment, it is agreed that the freight rate should change. How can I pay commission on this additional freight?

### Answer

Here are the steps to follow in order to pay this commission:

1. After editing the freight rate on the CP Terms & Details form, create an incremental freight invoice for the additional freight amount.
2. Calculate the extra commission amount that needs to be paid (extra freight amount \* commission rate).
3. Open a new commission payment, and enter the **Broker** and an **invoice number**.
4. In the table at the bottom right corner of the form, click to add a line.
  - Enter the following:
    - **Adjustment Description**
    - **Amount** of the adjustment you calculated in step two
    - Select **FMADJ** as the code.

5. Save and post as you would normally post a commission invoice.

## FAQ - How do I itemize Bunker Cost for Voyage Period Journals?

To itemize the bunker cost journals and set quantities and rates for them in the Journal Entry form, use `<imosProperty name="CFGItemizeBunkerJournal" value="Y" />`

When enabled, Voyage Period Journals for Bunker Cost are itemized according to the consumed FIFO queue, each item with the correct quantity and rate. If the journal is generated for a portion of the Voyage, the percentage is applied on each item's quantity.

The quantity and rate will show on the following forms:

- Voyage Period Journals
- Invoice form (when clicking Approve)
- Journal Entry form under the Operations View tab (when posting the item)

If exporting such journals to a 3rd party, the fields in the XML are:

```
<currencyAmount>200464000.00</currencyAmount> or <baseCurrencyAmount></baseCurrencyAmount>
<rate>670.00</rate>
<quantity>299200.00</quantity>
```

## FAQ - Month End Accruals Process

### IMOS7 Monthly Accruals

#### Accruals Explanation

IMOS 7 is capable of running Monthly Accruals on several different basis and is capable of pro-rating accruals for voyages that span months. 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. IMOS is capable of handling different intervals.



## Prorating

The prorating of a voyage P&L is basis the voyage days before the end of the month. For example, if a 40-day voyage takes place in April and May, 15 days in April and 25 days in May, we would recognize  $15/40 = 37.5\%$  of all expenses and revenues for end of April as 15 days were past. For this same voyage, running accruals for May 31, we would recognize 100% of all expenses and revenues, as the voyage was 100% completed before this date.

## Configuration

IMOS 7 contains many configuration flags that can modify the results of accruals. A system administrator should configure IMOS to accrue voyage P&L based upon the discretion of the accounts and finance teams. Please discuss with your Veson Account Manager the details of configuring your system for accruals, as well as the specifics of any configuration flag, before entering production. Some configuration flags that may impact your monthly accruals include:

- **CFGVoyaccUseBallastVoyageBillCodes** - When enabled, distinct bill codes are used when generating accruals for ballast voyages (voyages without a fixture).
- **CFGVoyaccAlwaysProrate** - If enabled, IMOS will always prorate voyage accrual figures.
- **CFGVoyaccAccrualDate** - Sets calculation basis of voyage accruals (dependent upon CFGVoyaccAlwaysProrate).
- **CFGActSkipZeroAccruals** - When enabled, IMOS will eliminate any \$0 line items in the Journal Entries generated from running Monthly Accruals.
- **CFGShowRunningCost** - When enabled, forces the Voyage Manager P&L to break out the daily costs or the TC Hire in a section called Running Cost, separate from the expenses. For an Own voyage, the daily expenses will appear. For a TCI or TCO voyage, the Hire will appear. Furthermore, the arrows used to navigate between voyages in the Voyage Manager now also appear on the P&L tab for easier navigation.
- **CFGAllocTCOMiscRevExpToPeriod** - When enabled, miscellaneous revenues and expenses on TCO voyages are not prorated but allocated to the period the invoice date is in for accrual calculations.
- **CFGActAccrualBreakdown** - When enabled, accrual line items are broken down like the voyage profit and loss. When disabled, there are only two accrual lines, one for revenue and one for expenses.
- **CFGAccrueUncommencedTCO** - When disabled, TCO voyages that are not commenced will not be accrued.
- **CFGActAccrueByCharterer** - When enabled, monthly accruals can be made to counterparty specific financial account codes as mapped in the Business Rules table. Counterparty information, e.g. the fields 'vendorNo,' 'vendorName,' 'vendorExternalRef' and 'vendorCrossRef' have been added to the journal XML.
- **CFGAccrualsByDay** - When enabled, allows the user to run accruals through an individual date, rather than just end of month.

More explanation on accrual configuration can be found at the following Veson Wiki Pages:

- [FAQ – Accrual Calculation and Configuration Flags](#)
- [Monthly Accruals](#)

## Setup

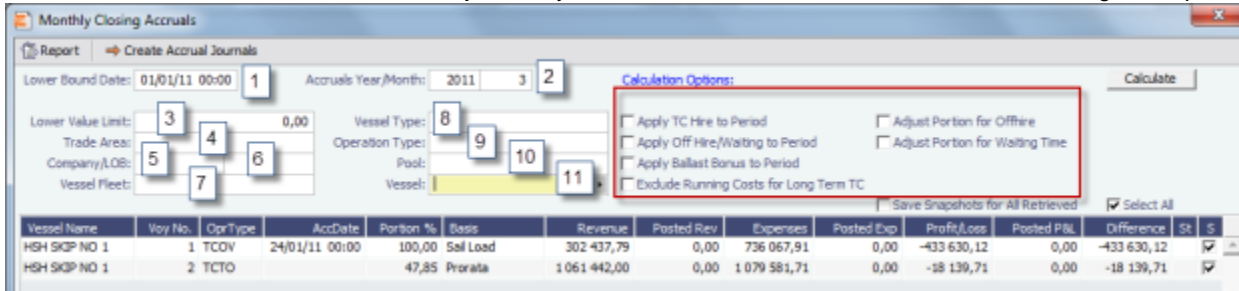
To run monthly accruals, it is important to ensure that your Chart of Accounts and Business Rules are accurate. Also, please ensure your system has properly configured Accounting Periods, available under the Financials -> Account Periods menu. If you have disabled CFGVoyaccAlwaysProrate, you will also need to setup your accruals calculation basis. This can be done by configuring CFGVoyaccAccrualDate with one of the following options:

CFGVoyaccAccrualDate	Comment
1	Recognize revenues and expenses basis sailing date from first load port
2	Recognize revenues and expenses basis first B/L date. If there is no B/L date, or cargo, then accrual calculation changes to prorata
3	Recognize revenues and expenses basis voyage commence date
4	Recognize revenues and expenses basis voyage completion date
5	After selecting <b>All B/Ls Entered</b> on the Voyage Manager form, recognize revenues and expenses basis last B/L date

Process

Completing the Monthly Accruals Form

The Monthly Accruals Form is available under the Financials -> Monthly Accruals module menu item. Once open, you should enter all of the relevant data for the accrual journals you wish to create. You can fill in the form according to the provided guide:



Note: If you do not see these checkbox options, ensure **CFGShowPNLCalcOptions** is set to Y.

The fields in the above screenshot marked with a number are for inputting search values, whereas the tick boxes in red framing relates to the calculation.

**The selection fields gives following possibilities:**

1. *Lower Bound Dates* - System will pick all voyages starting on and after the date given as well as voyages starting before the date, but ending after
2. *Accruals Year/Month* - Gives the as per end of period date, defaulting till current period
3. *Lower Value Limit* - Value filter, securing system will not post any amount lower than amount given
4. *Trade Area* - All voyages within the given Trade Area will be selected
5. *Company* - All voyages for the given company will be selected
6. *\_Line of Business* - All voyages assigned to the given LOB will be selected
7. *Vessel Fleet* - All voyages for vessels in the given fleet will be selected
8. *Vessel Type* - All voyages for vessels of the given type will be selected
9. *Operation Type* - All voyages of the given type will be selected
10. *Pool* - All voyages for vessels in the given pool will be selected
11. *Vessel* - All voyages for the given vessel will be selected

**The Calculations Options are as follows:**

1. *No ticks* - All items will be prorated according the flag settings as per above. Offhire will be included in voyage duration and thus reflected in the Portion %-age, ref heading of column 5 in above grid.
2. *Apply TC Hire to Period* - TC hire (both Out and In, latter as running cost) will not be prorated, but calculated based on actual Hire and actual voyage days in period. All other elements, including CVE, will be prorated. Prorated part of total Offhire will be deducted.
3. *Apply Offhire/Waiting to Period* - Offhire will be allocated to the actual period, i.e. full deduction of offhire in the period when the offhire occurred.
4. *Apply Ballast Bonus to Period* - Ballast Bonus TCO will be allocated to the period of Voyage commencement.
5. *Exclude Running Costs for Long Term TC* - There will be no accrual for Running cost on OV vessels and vessels on Long Term TCI contract. A prerequisite for this functionality is that **CFGShowRunningCost** is set to "Y".
6. *Adjust Portion for Offhire/Waiting Time* - Offhire/Waiting time is considered when determining the percentage. For example, if you have a 2 month voyage, and it is off hire for the entire first month, the voyage will be considered 0% complete after the first month and 100% after the second month. Without ticking this box, the system will consider the voyage 50% complete after the first month and 100% complete after the second month.

Calculating Accrual Journals

After completing the Accruals Form, clicking the Calculate button will calculate the Accrual Journals as per your specifications. This may take some time, depending on the number of journals and specifics related to the query. Once the query has been completed, the calculated journals will be displayed in the table on the bottom half of the form.

The table columns break down as follows:

Vessel Name	Voy No.	Opr Type	Acc Date	Portion %	Basis	Revenue	Posted Rev	Expenses	Posted Exp	Profit/Loss	Posted P&L	Difference	St	S
KING SUGAR	5	TCOV		100.00	Prorate	1,339,531.12	0.00	890,105.15	0.00	449,425.97	0.00	449,425.97		
KIWI TRADER	4	TCOV		100.00	Prorate	1,360,000.00	0.00	1,028,630.05	0.00	331,369.95	0.00	331,369.95		
KOOMBANA BAY	4	TCOV		100.00	Prorate	866,141.87	0.00	770,571.92	0.00	95,569.95	0.00	95,569.95		

- *Vessel Name* -- The name of the vessel performing the voyage against which the accrual was generated
- *Voy No.* -- The specific voyage number of the particular vessel against which the accrual was generated

- *AccDate* -- Accrual Date for journals which have already been posted
- *Portion %* - The percentage of the revenue and expense of the particular voyage P&L that will be accrued
- *Basis* -- The calculation method for creating the journal entry; determined by the use of CFGVoyaccAlwaysProrate and CFGVoyaccAccrualDate; TCO are always calculated on a prorata basis
- *Revenue* -- The IMOS calculate actual revenue of the particular voyage P&L
- *Posted Rev* -- The amount of revenue actually posted on the particular voyage P&L
- *Expenses* -- The IMOS calculated actual expenses of the particular voyage P&L
- *Posted Exp* -- The amount of expenses actually posted on the particular voyage P&L
- *Profit/Lost* -- The IMOS calculated actual profit and loss of the particular voyage P&L
- *Posted P&L* -- The profit and loss as calculated from posted amounts
- *Difference* -- The difference in value between the IMOS calculated P&L and the posted P&L of the particular voyage
- *St* -- the current status of the particular accrual journal (X: rejected; A: Ready To Post; P: Posted; Empty: Never before accrued;
- *S* -- The select column is used to tick which of the listed transactions will be turned into actual accrual journals

### *Creating Accrual Journals*

Once you have calculated the journals, the next step is to create the actual journal entries. Clicking the Create Accrual Journals button on the Monthly Accruals Form will begin producing all of the journals. These journals are just like other IMOS Transactions and are therefore handled just as other IMOS transaction. A standard IMOS Transaction workflow includes:

1. Creating the transaction
2. Approving the transaction
3. Posting the transaction and optionally, releasing it to an interface

When IMOS has finished creating the Accrual Journals, it will automatically open a report listing all of the journals that have been created.

### *Posting Accrual Journals*

The final step of the accrual process is to post the journal transactions after they have been created. Again, because accrual journals are standard IMOS transactions, a user is able to review and post them in similar fashion to IMOS transactions. An IMOS user is able to review and post accrual journals using the two common methods for other transactions:

1. Via the Voyage Manager Invoices Tab – the Accrual Journals will appear on the Voyage Manager Invoices Tab, similar to other voyage-related invoices. Here you are able to use the action links to either Review or Post the journals, depending upon your other financial configurations
2. Via the Approve and Post Invoices Lists – individual Journals will also appear on the Financials Module Approve Invoices List and Post Invoices List.

When posting, make sure to either tick or untick the Release to Interface checkbox, depending on whether your backend financials system will accommodate the accrual journals.

## FAQ - How can I create a revenue or expense that will not show on the P&L?

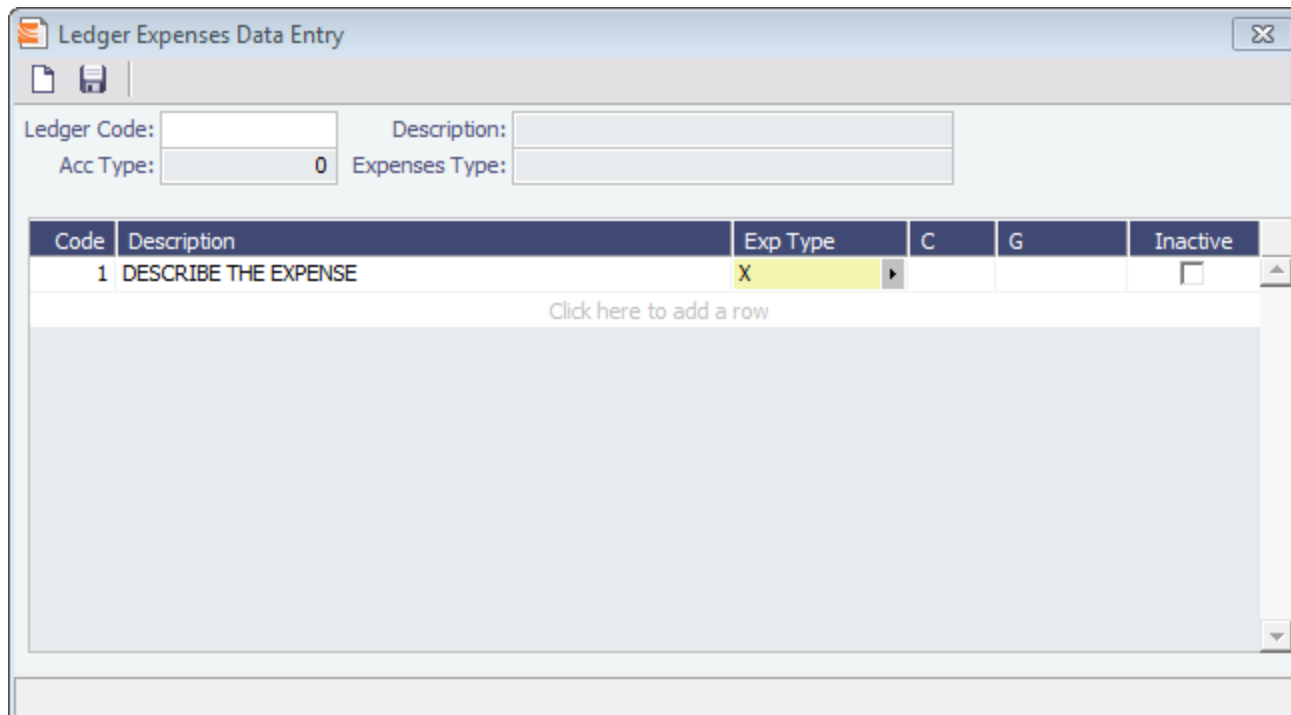
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### Question

How can I create a revenue or expense that will not show on the P&L?

### Answer

1. Data Center Module
2. Operations Ledger
3. Set the Ledger Code you plan to use as Exp Type = Recoverable Expense
  - a. Note that if the ledger code has already been used in IMOS, it cannot be altered in any way, so a new ledger code will need to be created and used.
4. Operations Module
5. Cost Setup
6. Enter a suitable description, and set the Exp Type to X - Recoverable Expense, and enter a Ledger Code of your choosing in the Code column



- 7.
8. This Ledger Code can now be used from various financial entry screens throughout IMOS (ex: Other Revenues & Expenses, Port Expenses, and Freight Invoices as an Adjustment), and items entered using this code will not appear on the voyage P&L.

## FAQ - Transaction Numbers

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### Use:

Transaction numbers are used in IMOS to track invoices, payments, receipts, and journal entries that have been posted to financials

### Creation of Transaction Numbers for invoices:

When any financial transaction is posted to the financials module, it receives a transaction number.

### Formatting for invoices:

The transaction number is formatted in the following manner:

First two characters designate the calendar year in which the transaction took place (11)

Following four characters are used for the company code (VESN)

Following seven characters are used as a running count for across all invoices for a given company (0000003)

The last character is used to designate whether the invoice is New: N / or Reversed: R

### Example:

11VESB0000013N – would be the thirteenth invoice in the year 2011 for Company = VESN, and it is 'new'. The 'new' status will remain with an invoice, even after it has been paid, as long as it is never reversed

### Status:

The status of an invoice can be one of the following as shown on the top of the transactions data entry screen.

Example Transaction Number	Status	Meaning

11VESN0000002N	1	Posted but not yet paid – what a posted transaction is first set to
11VESN0000002N	0	Invoice has been paid
11VESN0000002R	R	Invoice has been reversed, this creates a new transaction number with 'R' on the end. Note a transaction number is the same, but is trailed by an R instead of an N
11VESN0000002N	X	This is the original invoice that has been reversed. It can only be viewed by entering the transaction

After a reversal, there are two entries in the invoice table in the database. One for the original: status X, and one for the reversal: status R.

There are some special circumstances with different configurations (set by flags) where there are other status values for a transaction.

### Reversals

The only way to find a previously reversed invoice (transaction number xxxxxxN) is to search for the transaction number in the Transaction Data Entry window. The reversal process works behind the scenes and is not going to display the subsequent changes to the reversed invoice.

When changes are made to the reversed invoice and re-posted, IMOS will generate a new transaction with a new transaction number.

As far as reporting, you can run the Accounts Payable/Receivable report in Financials and you will see the ending in "R" transaction numbers. By using the configuration flag (CFGActListIncludeReversed) the reversed invoices can be seen on the Transaction Summary List. The status column will be "Reversed"

### Ways to Search by Transaction Number

#### 1. Transaction Summary List

Will display all AP/AR transactions (and journal entries) with status 1 and status 0. Reversals can only be seen with the CFGActListIncludeReversed flag set. Transactions with status X (the original transaction which has been reversed) cannot be viewed in the Transaction Summary List.

#### 1. Transaction Data Entry

Any transaction can be tracked by entering the transaction number into the Transaction Data Entry Window

### For Tracking the History of a Posted Invoice

The best recommendations for charting an invoice that has been posted and changed are to use the Vendor Statement Summary, which will show all three transaction numbers (the N, the R, and the new changed N numbers), or to use the Financials Report: Accounts Payable/Receivable. This will also show all transaction numbers that have been posted or reversed.

## FAQ - An invoice with the same number is already in the database

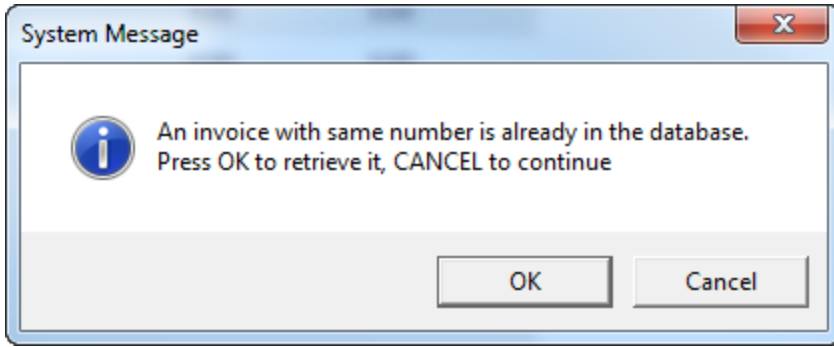
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### Question

What does the message "An invoice with the same number is already in the database" mean?

### Answer

When going through the process of posting an approved invoice, a user may encounter the following message when clicking Post:



This means an invoice of the same invoice type with the same invoice number has already been posted to the database. For example, if the user is posting a Freight Invoice with Invoice Number 123, a Bunker Invoice with Invoice Number 123 will **not** trigger this message. Only another Freight Invoice with the same Invoice Number will trigger the message.

In order to continue posting the current invoice, click Cancel. To retrieve the already posted invoice, click OK.

## FAQ - What Port Expenses are available in Port Expense History search?

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### Question

What Port Expenses are retrieved in Port Expense History search?

### Answer

The following Port Expense Types are retrieved when using the Port Expense History search:

- Port Expense
- Cargo Expense
- Rebillable Expense
- Surveys
- Tolls
- Voyage Other Expenses
- Other

The following Port Expense Types are **not** retrieved when using the Port Expense History search:

- Recoverable Expense

## FAQ - How do I default Voyage Other Revenues & Expenses to Actual instead of Pending?

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### Question

How do I default Other Rev/Exp to Actual instead of Pending?

### Answer

In order to set the default status of Other Revenues & Expenses to Actual instead of Pending, set the config flag CFGDefaultOtherRevExpStToA to value Y

## FAQ - Accrual Calculation and Configuration Flags

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The following describes additional options and logic for the Monthly Accruals tool.

The main configuration flags having effect on the calculation are:

CFGVoyaccAlwaysProrate (default value=N)

If set to Y, all voyages will be prorated as per accrual date.

If set to N, xxTO voyages will be prorated as per accrual date, whereas xxOV will be prorated according to setting of flag CFGVoyaccAccrualDate, making calculation of voyage accruals as follows:

1= 100% by Complete loading

- 2= 100% by BL Date loading
- 3= 100% by voyage commence,
- 4= 100% by voyage complete
- 5= 100% by last BL date

If flag is missing, default value is 1, Complete Loading

Please see below for other flags. If these flags do not appear, set CFGShowPNLCalcOptions to Y.

Vessel Name	Voy No.	OprType	AccDate	Portion %	Basis	Revenue	Posted Rev	Expenses	Posted Exp	Profit/Loss	Posted P&L	Difference	St	S
HSH SKIP NO 1	1	TCOV	24/01/11 00:00	100,00	Sail Load	302 437,79	0,00	736 067,91	0,00	-433 630,12	0,00	-433 630,12	✓	▲
HSH SKIP NO 1	2	TCTO		47,85	Prorata	1 061 442,00	0,00	1 079 581,71	0,00	-18 139,71	0,00	-18 139,71	✓	▲

The fields in the above screen dump marked with a number are for inputting search values, whereas the tick boxes in red framing relates to the calculation.

The selection fields gives following possibilities:

1. Lower Bound Dates:  
System will pick all voyages starting on and after the date given as well as voyages starting before the date, but ending after
2. Accruals Year/Month  
Gives the as per end of period date, defaulting till current period
3. Lower Value Limit  
Value filter, securing system will not post any amount lower than amount given
4. Trade Area  
All voyages within the given Trade Area will be selected
5. Company  
All voyages for the given company will be selected
6. Line of Business  
All voyages assigned to the given LOB will be selected
7. Vessel Fleet  
All voyages for vessels in the given fleet will be selected
8. Vessel Type  
All voyages for vessels of the given type will be selected
9. Operation Type  
All voyages of the given type will be selected
10. Pool  
All voyages for vessels in the given pool will be selected
11. Vessel  
All voyages for the given vessel will be selected

All selection elements can be used in combination with each other.

The Calculations Options are as follows:

1. No ticks  
All items will be prorated according the flag settings as per above.  
Offhire will be included in voyage duration and thus reflected in the Portion %-age, ref heading of column 5 in above grid.
2. Apply TC Hire to Period  
TC hire (both Out and In, latter as running cost) will not be prorated, but calculated based on actual Hire and actual voyage days in period. All other elements, including CVE, will be prorated. Prorated part of total Offhire will be deducted.
3. Apply Offhire/Waiting to Period  
Offhire will be allocated to the actual period, i.e. full deduction of offhire in the period when the offhire occurred.
4. Apply Ballast Bonus to Period  
Ballast Bonus TCO will be allocated to the period of Voyage commencement.
5. Exclude Running Costs for Long Term TC  
There will be no accrual for Running cost on OV vessels and vessels on Long Term TCI contract.  
A prerequisite for this functionality is that CFGShowRunningCost is set to "Y".

### Adjust Portion for Offhire/Waiting Time

Offhire/Waiting time is considered when determining the percentage. For example, if you have a 2 month voyage, and it is off hire for the entire first month, the voyage will be considered 0% complete after the first month and 100% after the second month. Without ticking this box, the system will consider the voyage 50% complete after the first month and 100% complete after the second month.

Release note for CFGShowPNLCalcOptions:

The Financials > Monthly Accruals screen has new filters. In addition to the previously available "Trade Area", accruals can now be limited by Lower Value, Company, Vessel Fleet or Type, Operation Type, and Pool. In the past, accruals were limited to using the average TC hire rate, now the TC hire rate applied to period can be used instead. Other new calculation options are to prorate the ballast bonus and/or offhire and to exclude offhire and/or waiting time. Finally, there is an option to save P&L snapshots for all accrued voyages. The "Retrieve" toolbar button that looked like a folder has been replaced by a button labeled "Retrieve" on the upper right of the Monthly Accruals screen. This flag is necessary to see the feature: `<imosProperty name="CFGShowPNLCalcOptions" value="Y" />`

Other flags:

CFGAllocTCOMiscRevExpToPeriod, default value=N

When enabled, miscellaneous revenues and expenses on TCO voyages are not prorated but allocated to the period of the invoice date for accrual calculations.

CFGActSkipZeroAccruals, default value=N

When enabled, IMOS will eliminate any \$0 line items in the Journal Entries generated from running Monthly Accruals.

## FAQs - Data Center

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This section includes the following Data Center FAQs:

- [FAQ - Company-Based Security](#)
- [FAQ - Guidelines for Use of Tax Groups](#)
- [FAQ - Different methods of importing vessel data from Baltic99](#)
- [FAQ - How to make an alias port](#)
- [FAQ - Styling Gantt Bar Templates](#)
- [FAQ - How to create new Laytime Terms](#)
- [FAQ - Configurations for cleaning, heating and inerting cargo bunkers](#)
- [FAQ - How do I confirm a report was emailed to a distribution list?](#)

See also:

- [FAQ - Bunker Consumption for Cargo Heating](#)

### FAQ - Company-Based Security

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- Config flag **CFGEnableCompanySecurity** enables Company Security. Enabling this flag makes it possible to set company-based permissions for each user or group, in Security List > IMOS User Properties > Object Rights, under Company.
- Previously, config flags CFGCompanyACLQuery and securityCompanyAccessQuery were used to enable company security. Those flags have been deprecated.
- Config flag **CFGUseContractCompany** is almost always enabled when company-based security is in use, as it requires the company code to be specified in records before the user can save.

### FAQ - Guidelines for Use of Tax Groups

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#### Configuration

- Configuration flag required: `<imosProperty name="CFGEnableTaxGroup" value="Y" />`
- If not all invoice lines should have tax codes, this flag must be set to N: `<imosProperty name="CFGActRequireTaxCode" value="N" />`
- After configuration set, exit and re-enter IMOS
- Business Rules must be created for the Operation Ledger types (codes) used, refer to below samples for GST10, PST20, and VAT10

#### Purpose



The purpose of Tax rate is to enable user to group a set of max three taxes which will automatically populate rows with corresponding values as per percentage set when invoice is posted.

Setup

Data Center > Operations Ledger and Tax Rates

The Tax group and sub codes are created in the Operations Ledger and thereafter retrieved into the Tax Rate form as shown below:

1. Create different Group Codes with Category = TGP:

Code	Description	Category	Tax Type	Tax On Tax	Invoice
DEVIATION	DEVIATION	ME	Corp Expense		
ESTOP	ESTIMATED EXPENSES FOR YCS				
FOOD	VOYAGE FOODS EXPENSES		Other Voyage Expenses		
FRM2	FRONT TAIL 2	TM	Corp Expense		
FRM3	FRONT TAIL 3	TM	Corp Expense		
GRNARY	GRNARYS/GRNARYS	ME			
GRNARYT	GRNARYS/GRNARYS T				
OTHER	OTHER EXPENSES	ORC	Business Expense		
OWNER	OWNER'S EXPENSES	ORC	Business Expense		
PAID SURV	PAIDT SURV				
POSTEXP	POST PARTMENTS AND REPAIRS	ORC	Other Voyage Expenses		
REPAIRS	REPAIRS/REPAIRS				
REPAIRST	REPAIRS T/REPAIRS				
REPAIRS/GRNARY	REPAIRS/GRNARYS				
TAXGROUP1	FRONT TAIL GROUP - FRP	TM			
TAXGROUP2	REAR TAIL GROUP - FRP	TM			
TEST1	TESTS	ORC	Part/Expense		
TEST2	TESTS	ORC	Tolls		
TOLL	TOLLS		Tolls		
TV	TV'S EXPENSES	ME	Other Voyage Expenses		
VOYSP	VOYAGE OTHER EXPENSES	ME			
VOYSPR	VOYAGE OTHER EXPENSES RECOVERABLE		Recoverable Expense		

2. Operations Ledger, create the sub group(s) – for this scenario GST10, PST20 and VAT10 have been used. Set the sub groups to category = TAX:

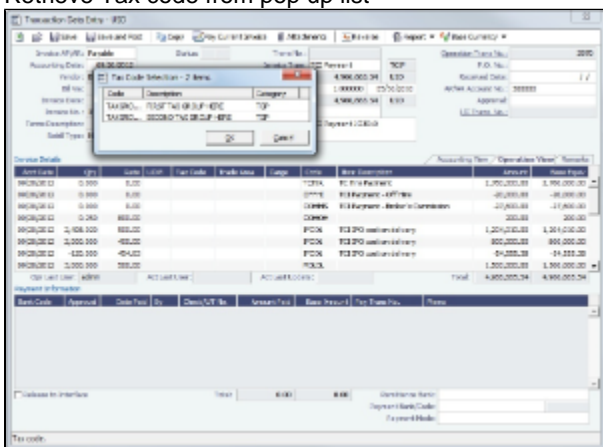
Code	Description	Category	Tax Type	Tax On Tax	Invoice
FRM2	FRONT TAIL 2	TM			
GRNARY	GRNARYS/GRNARYS	ME			
GST 10%	GST 10%	TM			
GRNARYT	GRNARYS/GRNARYS T				
OTHER	OTHER EXPENSES	ORC	Business Expense		
OWNER	OWNER'S EXPENSES	ORC	Business Expense		
PAID SURV	PAIDT SURV				
POSTEXP	POST PARTMENTS AND REPAIRS	ORC	Other Voyage Expenses		
REPAIRS	REPAIRS/REPAIRS				
REPAIRST	REPAIRS T/REPAIRS				
REPAIRS/GRNARY	REPAIRS/GRNARYS				
TAXGROUP1	FRONT TAIL GROUP - FRP	TM			
TAXGROUP2	REAR TAIL GROUP - FRP	TM			
TEST1	TESTS	ORC	Part/Expense		
TEST2	TESTS	ORC	Tolls		
TOLL	TOLLS		Tolls		
TV	TV'S EXPENSES	ME	Other Voyage Expenses		
VAT 10%	VAT 10%	TM			
VOYSP	VOYAGE OTHER EXPENSES	ME			
VOYSPR	VOYAGE OTHER EXPENSES RECOVERABLE		Recoverable Expense		
VOYSPR	VOYAGE OTHER EXPENSES RECOVERABLE		Recoverable Expense		

3. Tax Rates> Link the (Group) Code = Tax Code and link the Subcodes as below. The form is read horizontally, and the sample illustrates following scenario:  
In invoice, user selects Tax code = TAXGROUP1 > the program will auto-populate and calculate both GST=10 % and PST=20%  
If user selects TAXGROUP2, only one row will be populated = VAT10%

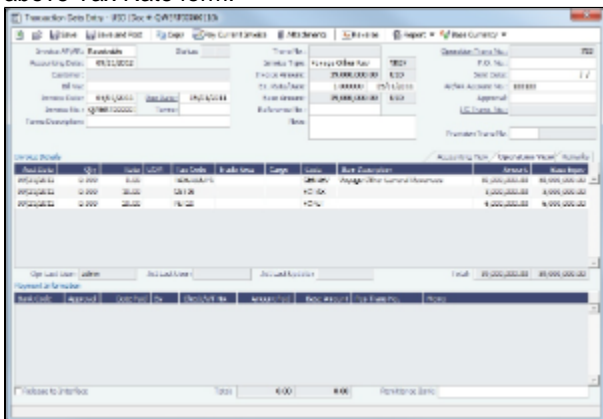
Tax Code	Description	Rate	Tax Code	Rate	Tax Code	Rate
TAXGROUP1		10.00	PST	20.00		
TAXGROUP2		10.00	VAT	10.00		

4. Invoicing and how to retrieve the Tax rates:
  - Status of Invoice must be ready to post
  - Go to Operation View

- Retrieve Tax code from pop up list



If TAXGROUP1 is chosen, the program will auto-populate 2 rows, one with GST 10 % and one with PST 20 %, ref above Tax Rate form:



**Note:** For testing this functionality, be aware that if start/end dates set in the Tax rate form and invoice date used for testing is outside these dates, no population of tax rows will happen. Likewise, if start/end dates are used, it is important to update dates for next period.

## FAQ - Different methods of importing vessel data from Baltic99

### Question

What options are available for importing vessel data from Baltic99?

### Answer

There are two configurable options for importing data from Baltic99. Before considering either of these options, please consult with your account manager regarding license requirements and necessary setup.

Importing data for owned vessels only:

- In IMOS, in the Data Center Module Center, click **Configuration Flag List**.
- Search for the flag **CFGBasicQ88Interface**.
- Set this flag to **N**.
  - This allows you to import data on only your owned vessels.

Importing data for all vessels in Baltic99:

- In IMOS, in the Data Center Module Center, click **Configuration Flag List**.
- Search for the flag **CFGBasicQ88Interface**.
- Set this flag to **Y**.
  - This allows you to import data on all vessels listed in Baltic99 as long as they are published.

## FAQ - How to make an alias port

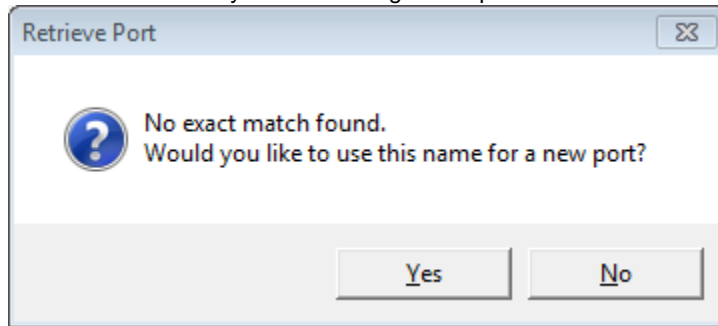
## Question

How do I make an alias port?

## Answer

An alias port is a port you can create that will have all the attributes of another port, allowing this port to be included in distance calculations using another port's location. Here are the steps to take to create a port in IMOS which is an alias of another port:

1. In IMOS, in the Data Center Module Center, click **Port**.
2. In the **Port Name** field, type the name of the alias port you want to create and press **Enter**.
3. Click **Yes** to indicate you are creating a new port:



4. In the Port Type field, select **Alias Port**.
5. A new field opens under the Port Type field: **Alias To**.
6. In the **Alias To** field, enter the port you want the Alias port to mimic.
7. Save the form.

This port can now be used throughout IMOS and will have all the attributes of the port entered in the **Alias To** field. You can also make changes to the port details. Any changes made will only affect the Alias port; they will not affect the Alias To port.

## FAQ - Styling Gantt Bar Templates

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### Brief

IMOS provides several schedules on Gantt charts, including the [Cargo Schedule](#), the [Vessel Schedule](#), and the [Port Schedule](#). These schedules populate the Gantt bars and their associated tooltips with information based on templates defined within IMOS configuration flags.

### Styling Templates

#### *Configuring*

Each IMOS schedule has an associated template configuration flag, specified below. Modifying the value of the configuration flag will modify the template specifying the shown text. Unlike most IMOS configuration flags, it is not necessary to restart IMOS to see the effects; refreshing the respective IMOS schedule will immediately show the new template style.

#### *Formatting*

#### Variables

The IMOS Gantt bar styling follows a specific format. Text contained between two "at signs," (i.e. @...@) is considered a variable name and will populate with different text depending on the circumstance. For example, on the Cargo Schedule, (CARGO) may populate with the text "beans" or "steel," depending upon the associated IMOS Cargo object.

#### Plain Text

Aside from variables, the template will consider all other text, as-is, and therefore display it without modification. Typing only the words "Hello World" will actually display the words "Hello World" on all Gantt bars for the specific schedule:



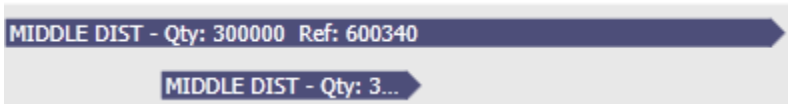
#### Suggestions

An IMOS administrator determines the formatting that is applied to each schedule. Formatting is set at the system level and is the same for all IMOS users, regardless of any other user-specific settings. Administrators may want to consider a mix of variables and plain text to make labels efficient. For example, see the difference between a Cargo Schedule Gantt bar with just variables:



*Template: (CARGO) (CARGOQTY) (EXTERNALREF)*

versus one with plain text included:

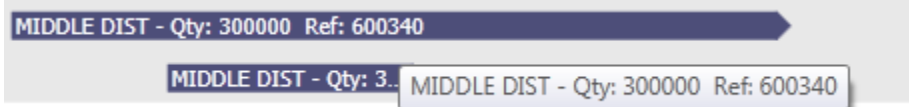


*Template: (CARGO) - Qty: (CARGOQTY) Ref: (EXTERNALREF)*

Including plain text in a template makes the text easier to read and quicker to understand.

#### Tooltips

The template style selected will also apply to the tooltips which appear when hovering over a specific Gantt bar. This is useful if the visible Gantt bar is not long enough to display the full text of the defined template.



#### Cargo Schedule

Configuration Flag

cargoScheduleSmallBarTemplate

Example

[cargoschedule\\_example.txt](#)

Variables

Variable Name	Description
<b>(VSLNAME)</b>	Either the nominated or performing vessel of the cargo
<b>(SHIPMENTNO)</b>	The Shipment No field of the cargo
<b>(EXTERNALREF)</b>	The external reference field of the cargo
<b>(ALLGRADES)</b>	If multi-grade cargo and Charterer's View are enabled, display a comma-separated list of all of the grades handled within the single cargo
<b>(COMMID)</b>	Display the Commercial ID of the first leg of the cargo itinerary
<b>(LABEL)</b>	A default variable that shows the Cargo and Cargo Quantity

<b>(VSLCODE)</b>	The Vessel Short Code for the nominated or performing vessel
<b>(CARGO)</b>	The Cargo name
<b>(GRADE)</b>	The first grade of the Cargo
<b>(CARGOWINDOW)</b>	The Laycan From and Laycan To date times
<b>(CHARTERER)</b>	The cargo Charterer
<b>(COAID)</b>	The Cargo COA ID if linked to a Cargo COA
<b>(CARGOID)</b>	The Cargo ID
<b>(PURCHASEID)</b>	The Cargo Purchase ID
<b>(VOYNO)</b>	The Voyage Number of the cargo's performing voyage
<b>(CPFORM)</b>	The CP Form
<b>(LOADPORT)</b>	The first load port of the cargo itinerary
<b>(DISCPORT)</b>	The last discharge port of the cargo itinerary
<b>(CARGOQTY)</b>	The CP Quantity of the cargo
<b>(CARGOUNIT)</b>	The CP Unit of the cargo
<b>(CONTRACTTYPE)</b>	Cargo contract or Voyage Charter contract
<b>(RECEIVER)</b>	The first specified receiver of the cargo
<b>(SUPPLIER)</b>	The first specified supplier of the cargo
<b>(CPDATE)</b>	The CP Date of the cargo

### *Vessel Schedule*

Configuration Flag

vesselScheduleSmallBarTemplate

Example

[vesselschedule\\_example.txt](#)

Variables

<b>Variable Name</b>	<b>Description</b>
<b>(LABEL)</b>	A default label displaying the Vessel Code and Voyage Number, as well as the voyage start and end dates
<b>(VSL_CODE)</b>	The performing Vessel Code
<b>(VSL_NAME)</b>	The performing Vessel Name
<b>(VOY_NO)</b>	The Voyage Number
<b>(START_DATE)</b>	The voyage commence date
<b>(FINISH_DATE)</b>	The estimated or actual voyage complete date
<b>(COUNTERPARTY)</b>	The voyage Counterparty
<b>(FIRSTPORT)</b>	The first port of the voyage (including C, R ports, etc)

<b>(LASTPORT)</b>	The last port on the itinerary of the voyage (including T and Z ports)
<b>(FIRSTLPORT)</b>	The first load port of the voyage
<b>(LASTDPORT)</b>	The last discharge port of the voyage
<b>(FIRSTLAYCAN)</b>	The laycan of the first cargo
<b>(FIRSTBL)</b>	The month and day of the first BL
<b>(EXTERNALREF)</b>	The external reference of the voyage
<b>(VOYREF)</b>	The voyage reference
<b>(FIRSTCARGOREF)</b>	The external reference of the first cargo
<b>(FIRSTCARGOSHIPMENTNO)</b>	The Shipment Number of the first cargo

### Port Schedule

Configuration Flag

portScheduleSmallBarTemplate

Example

[portschedule\\_example.txt](#)

Variables

Variable	Description
<b>(VSL_CODE)</b>	The Vessel Code of the performing vessel
<b>(VSL_NAME)</b>	The Vessel Name of the performing vessel
<b>(PORT_NAME)</b>	The Port Name of the specific port call
<b>(VOY_NO)</b>	The Voyage Number of the vessel which is calling the port
<b>(START_DATE)</b>	The Estimated/Actual time of arrival for the specific port call
<b>(FINISH_DATE)</b>	The Estimated/Actual time of departure for the specific port call
<b>(SHIPMENTNO)</b>	The Shipment Number of first cargo of the voyage containing the port call

## FAQ - How to create new Laytime Terms

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Question

How do I create new Laytime Terms?

Answer

- In IMOS, go to Data Center -> Laytime Terms (list under Charter Party Terms).
- Click at the bottom to add a new row.
- Enter a Code for the new term. Suggestion is to enter the next highest number from the previous Code.
- Enter a Description.
- Enter a Factor. This factor is added to Port Days on the Voyage Estimate on ports set to use this term, and if there is no factor IMOS will use a default of 1 day.
- Save the form.
- Right-click the newly added line and select Sub Terms Information.
- For each given day, enter the times to be **included** in laytime.

- For example, if weekends are excluded, enter From 0 and To 2400 for Monday through Friday, and From 0 and To 0 for Saturday and Sunday.
- Exit the Sub Terms Information form and save the Laytime Terms form again.
- This term can now be used throughout the system when selecting Laytime Terms.

## FAQ - Configurations for cleaning, heating and inerting cargo bunkers

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- For Heating/Cooling consumption, flag CFGUseCargoBunkerRampUp was retired, and instead, the following two flags are introduced:

<imosProperty name="CFGCargoBunkerRampFactorLoad" value="0.5" />

Description: The value set in this flag is used as the factor applied to the Heating/Cooling consumption at the Cargo's first Load port.

Data Default Value: 0.5

Data Value Range: 0.0-1.0

<imosProperty name="CFGCargoBunkerRampFactorDisch" value="0.5" />

Description: The value set in this flag is used as the factor applied to the Heating/Cooling consumption at the Cargo's last Discharge port.

Data Default Value: 0.5

Data Value Range: 0.0-1.0

- For IGS consumption, flag CFGSetDefaultCargoBunkerDays was retired, and instead, a new mode was added: Auto Disch. When this mode is selected, there will be 1 day of IGS consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.

- For IGS consumption, a new flag was added:

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

Description: When enabled, when creating/importing a cargo in Estimate/Fixture/Voyage, the IGS consumption mode is automatically set to Auto Disch.

Data Default Value: N

Data Value Range: Y

- A flag to add warnings about Cargo Bunkers not specified was added: <imosProperty name="CFGWarnIfMissingCargoBunkers" value="Y" />

Description: When enabled, if a vessel is a tanker or a gas carrier, Estimate/Fixture/Voyage will raise a warning if applicable cargo bunker consumption types (Heating, IGS or estimated Cleaning) are not enabled in the CP Terms Details/Bunker Planning.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

- A cleaning feature was added to Voyage Manager:

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

Description: When enabled, estimated cleaning consumption can be entered in Bunkers form in Voyage Manager. Right clicking a sea leg in a Bunker Type tab gives the option to select Est Cleaning Consumption. The value in brackets is the current consumption stored for this leg.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

## FAQ - How do I confirm a report was emailed to a distribution list?

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### Question

How do I confirm a report was emailed to a distribution list?

### Answer

In order to confirm that a report was emailed to a distribution list, you can check the IMOS Messaging Log for the environment from which the report was sent. Open the messaging log (found in imos\services\logs) and look for a line with this structure:

Type=sendmail Body=<imosEmail from="Your 'From' email address" to="Your 'To' email address(es)" subject="Report Name"

This line is followed by the body of the email.

# 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.

## IMOS7 Requirements and Recommendations

**Download this document:** [IMOS7 Requirements and Recommendations.pdf](#)

### Prerequisites

- An operational and configured application server
- Hardware and software meeting or exceeding these recommendations:

Component	Description	Value/Minimum Value	Recommended Value	Comments
<b>Client Machine</b>	Client-server interface	ADO.NET, .NET Remoting over TCP	N/A	
	Operating System	Windows 7	Windows 10	
	Remote Access	Citrix / Terminal Server	N/A	
	Client-specific requirements	Microsoft .NET 4.5	N/A	
	Hardware requirements	Intel Core i3, 4 GB RAM	8 GB RAM	
	Display Resolution	1280 x 1024	1920 x 1080	
	Web browser	Microsoft Internet Explorer 11	N/A	
	Multimedia	Adobe Flash Player	N/A	
	LAN connection between client and database server	1 Gbit/s	N/A	If not deployed over Citrix or Terminal Server
<b>Application Server</b>	Size of Veson application install base	500 MB	N/A	
	Anticipated data growth on application server (MB)	N/A	N/A	
	Cache requirement of application server (MB)	N/A	N/A	
	How frequently the data on application server will change/be updated	Approximately quarterly	N/A	



	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	N/A	If Windows Authentication is used, there is a dependency on AD for security accounts
	Application server details	Microsoft .NET 4.5	N/A	
	Can share with other .NET application server	Yes	N/A	
	Hardware requirements	2.8 GHz CPU, 4 GB RAM	4 logical processors x 2.8 GHz, 16 GB RAM	
	Server operating system	Server 2008 R2	Server 2012 R2 or Server 2016	
	Release, version, etc	Enterprise/Standard Edition	N/A	
	Patches, service packs, etc	N/A	N/A	
<b>Database Server</b>	Number of database connections anticipated per user	5	N/A	
	Initial raw data size	2 GB	N/A	Application data
	Initial raw database size	4 GB	N/A	Database size, including index, tables, other structures, logs, etc
	Database size considering growth for five years	20 GB	N/A	Depends on number of users and use patterns
	Can use common storage	Yes	N/A	
	Hardware requirements	Dual Intel Xeon, 2.8 GHz CPU, 8 GB RAM	8 logical processors, SSD storage, sufficient RAM to cache IMOS database or 32 GB, whichever is more	
	Server operating system	Server 2008 R2	Server 2012 R2 or Server 2016	
	Release, version, etc	Enterprise/Standard Edition	N/A	
	Patches, service packs, etc	N/A	N/A	
	Database name and version	MS SQL 2008 R2	MS SQL 2016	

## IMOS Logical Architecture

A typical IMOS installation consists of three major components:

- A database server running Microsoft SQL Server 2005 or later. (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 servers 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.
- A server to host the IMOS services. (At a minimum, the server should be running on Microsoft Windows 2003, with Full Framework .NET 4.)
  - This server runs the IMOS Authentication Service and the IMOS Messaging Service. The optional Messaging Service is used for integration with external systems such as Veslink, external financial systems, trading and exchange rate data, DA Desk, email servers, and more.
- A file server to host the IMOS application files and an optional Citrix or Microsoft Terminal Services to provide remote user access.
  - When the IMOS application is running, it will first connect to the IMOS Authentication Service to verify credentials and IMOS license, and then make a direct connection to the database.
  - Users on the same (1Gbps) LAN as the database server can run the IMOS application locally on their own workstations, provided they have Microsoft .NET 4 Full Framework (not just Client Profile) installed.
  - Remote users (slower than 1Gbps connection to the database server) must access IMOS via Citrix or Microsoft Terminal Services. The Citrix or MS Server where the IMOS application is running should have a 1Gbps or faster connection to the database.

## Updates

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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.

## Data Migration

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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

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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

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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>.

## Moving From IMOS 6 to IMOS 7

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### Before Moving from v6 to v7

- The database *must* have its schema updated before migrating environments, otherwise migration will fail because there will not be a table for the configuration flags.
- Make sure the services/config folder contains **ONLY** custom configurations for environments that have IMOS 7 databases designated in their imosConfig.xml. These will otherwise fail the migrate progress completely.

### Migrating Environments

A major change between versions 6 and 7 of IMOS is the movement of the imosConfig and imosMsgConfig files, and the configuration options they contained, into the database. Moving an environment from v6 to v7 requires a process called migration, which takes the details from these files and moves them into the correct locations (database connections are added to imosEnv.xml, and configuration options move to the database). **To migrate an environment:**

1. To install the services, run the following from the services directory. Meaning, if you have IMOS7 installed in **C:\Veson\Imos.v7**, the running directory should be **C:\Veson\Imos.v7\Services**:

```
imosauth /register
imosmsg /register
```

2. Run the all script on the new DB.
3. Create a folder in **C:\Veson\Imos.v7\Services\Config** and give it the same name as your environment name.
4. Put the imosConfig.xml file from your IMOS 6 environment in this folder.
5. To migrate a specific environment named **envName**, run from the same location:

```
imosauth /migrate envName
```

6. Add the license file under config folder.

### Installing v7 Alongside a v6 Installation

IMOS 7's Authentication and Messaging services are separate from IMOS 6's services, allowing them to be installed alongside v6 while you test v7 and migrate v6 environments. When installing v7 alongside an existing v6 installation, modify the v7 imosshell.exe.config, imosmsg.exe.config, and imosauth.exe.config files to use a separate port than the v6 environment (port 923 instead of port 922, for example).

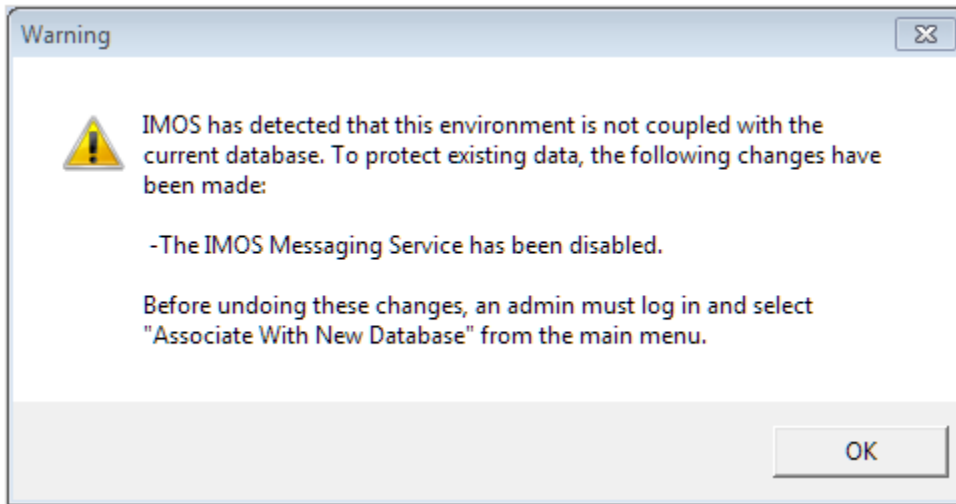
### Creating New Environments in IMOS 7

Adding a new IMOS environment is different in IMOS 7 than it was in IMOS 6: Rather than copying and renaming an environment folder, a new entry is added to imosEnv.xml.

1. Create the database for the environment. Populate the database (either by restoring the base .bak file provided with the v7 install files or by copying an existing IMOS database using the Copy Database Wizard in SQL Studio).
2. Edit imosEnv.xml to add an entry for the new environment. The easiest method is to copy an existing entry and edit the database name and connection string. If copying, be sure to change the connection string to point to the correct database.
3. You can also edit imosshell.exe.config to add the new environment to the login page.
4. Log in to the environment and associate the database with the new environment if using the Messaging Service. See below for details

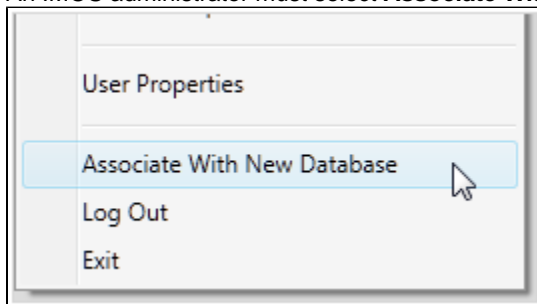
Because the Messaging Service configuration is copied along with the database, IMOS 7 contains protections to avoid unintentionally interfacing an environment with production systems.

IMOS automatically disables the Messaging Service when it detects that a database copy has occurred. On login post-copy, the following warning will appear:

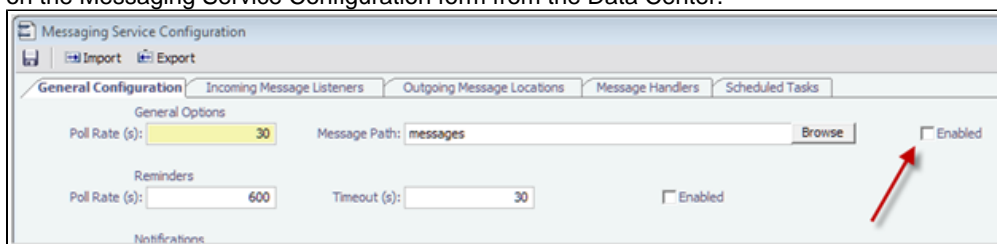


Enabling the Messaging Service is a two-step process:

- An IMOS administrator must select **Associate With New Database** from the IMOS7 menu.






- It is important to review the configuration before enabling; to enable the Messaging Service, select the **Enabled** check box on the Messaging Service Configuration form from the Data Center.



### Setting Up Veslink Site Keys and Veslink URLs (Veslink Users Only)

In IMOS 7, the way the Veslink site keys and URLs are specified has been changed. The Veslink URL is now accessed in Veslink Master Directory, based on the site key. When upgrading from IMOS 6 to IMOS 7:

1. If the IMOS installation is paired with a test Veslink site (the Veslink URL ends in test.veslink.com), you will need to override the master directory URL.
  - a. In IMOS, in the Data Center , click Configuration Flags.
  - b. To edit this hidden configuration flag, click .
  - c. In the Name field, enter the following: **CFGVeslinkMasterDirectoryOverrideURL**
  - d. In the Value field, enter the following: **\*http://test.veslink.com\***

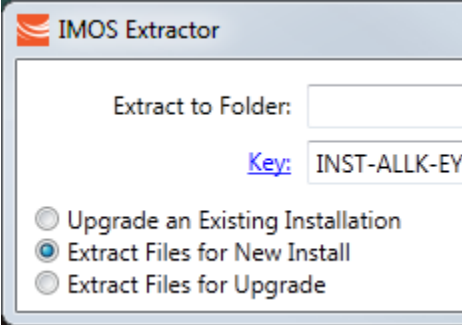
- In IMOS, in the Veslink Module Center , click **Set Up Site Key and Veslink URL**. Enter the site key provided by Veson Nautical, and then click **Verify** and **OK**. A response indicates that the Site Key has been accepted.
- Log out and log in for the changes to take effect.

**Note:** Configuration flag CFGVeslinkBaseURL should no longer be used in IMOS 7. Its value can be changed, for example, to \*http://\*

## IMOS7 Installation Instructions

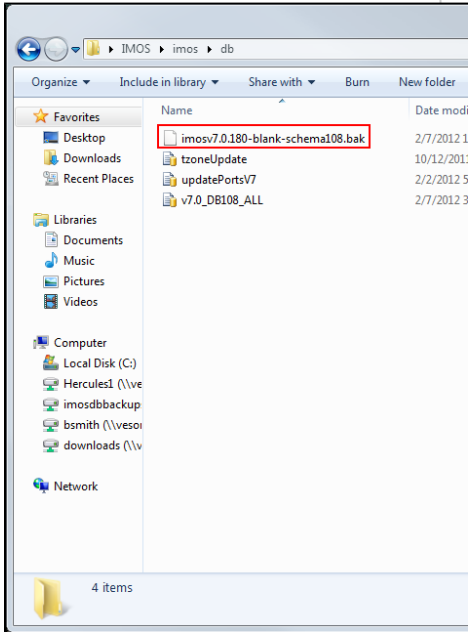
**Download Installation Instructions:** [IMOS7 Installation Instructions.pdf](#)

To set up and install IMOS, follow these steps:

Step	Action	Comment
1.	Make an IMOS home directory.  <b>Example:</b> D:\veson\	Install IMOS in a location that users can access: either on a file server, if users will be running IMOS from their desktops, or in a place accessible to a Citrix or MS Remote Desktop Services application server, if IMOS will be accessed that way.
2.	Extract the installer from the downloaded Zip file to the desktop.	The IMOS installer is distributed in a Zip file format. You can download the file from the Client Center: <a href="http://clients.veson.com">http://clients.veson.com</a> . For login details, contact your account manager.
3.	Run imosv#.#.#-extractor.exe, where #.#.# is the IMOS version number.	<p>The extractor asks if you want to extract IMOS. After initial decompression, the IMOS Extractor opens.</p> <p>Select the directory created in step 1 as the installation location, and click <b>Extract Files for New Install</b>.</p>  <p>The installer requests an installation key, which can be found on the front page of the Client Center, above your account manager's contact details.</p> <p>The installer also requests elevated privileges (and admin credentials) via Windows User Access Control.</p>
4.	Modify the Configuration files 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 <i>localhost</i> , as set up by default in the Configuration file, is sufficient.
	imos\exe\imosshell.exe.config	<p>On the server, you can configure the IMOS shell to display one or more environment options. When you open <code>d:\veson\imos\exe\imosshell.exe.config</code> in Notepad, it has the following sections:</p> <ul style="list-style-type: none"> <li>• <b>&lt;configSections&gt;</b>: Leave this section as it is.</li> <li>• <b>&lt;appSettings&gt;</b>: Contains key-value pairs for configuring login.</li> <li>• Set the value for key "authMode" to "imos" for IMOS Authentication, or "mixed" for Windows Authentication. <b>Note:</b> 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".</li> <li>• Set the value for key "authServiceUri" to "tcp://hostname:922/authServiceUri" with "hostname" replaced with the application server's hostname or IP. A default value is provided with the file, but it must be changed. <b>Ensure that this value is correct; otherwise, IMOS will not authenticate.</b></li> <li>• <b>&lt;imosEnvironments&gt;</b>: Contains IMOS environments. The default value provided with the file is <code>&lt;add key="prod" value="prod" /&gt;</code>. To add or edit an environment, copy or edit this line; for each key in this file, there must be a corresponding line in imosEnv.xml. (See step 7 for more information.)</li> </ul>
5.	Restore the base V7 database provided with the installer or a V7 database backed up from an existing installation.	First-time installs are typically provided with a base database (with a name like imosv#.#.#-blank-schema#.bak, where #.#.# is the version number) in the \db

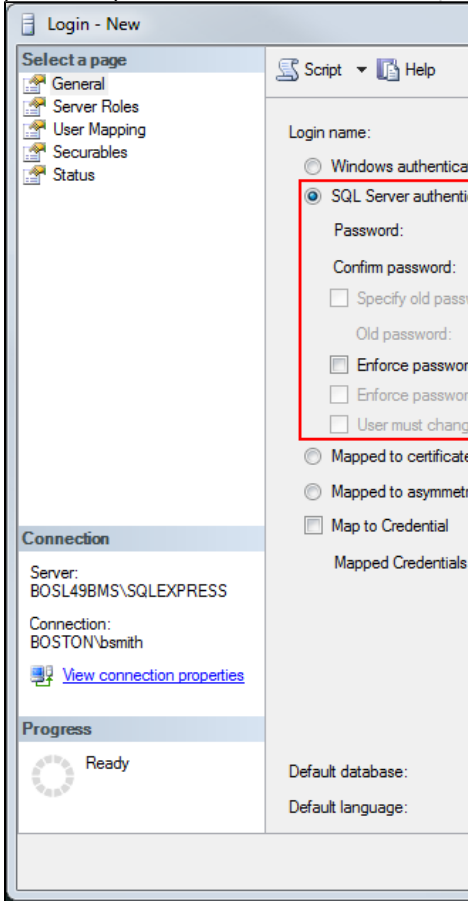
directory that is then populated with initial master data.

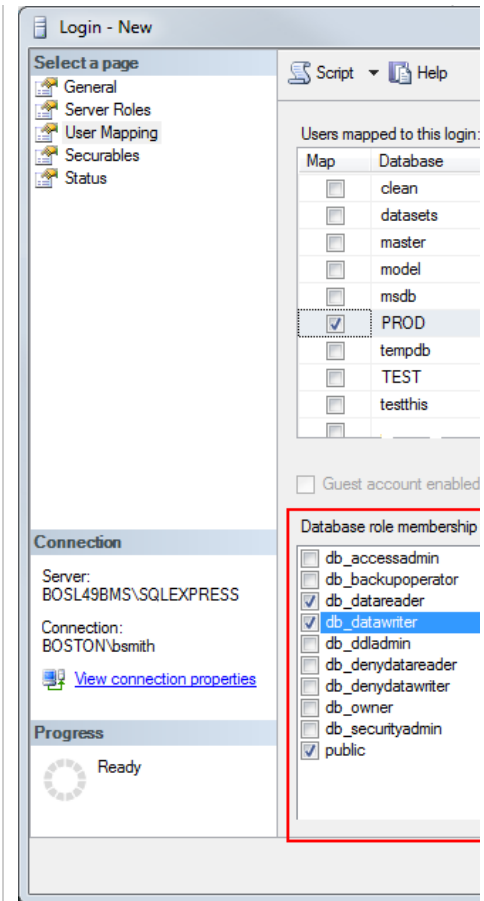


6.

Create a new SQL Server login for IMOS and give it db\_datareader and db\_datawriter permissions on the IMOS database.

See the screenshots below. Note the password permissions level.





7.



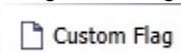

Modify the Configuration file provided with the installer:  
imos\services\config\imosEnv.xml

This file maintains database login information for each of the IMOS environments on a user's system and has the following sections:

- **<imosEnvironments>**: Contains connection details for each environment's database.
- Update the **Server** section with the hostname and instance of the server the database is stored on.
- Leave **Trusted\_Connection** set to No, because SQL authentication is being used.
- For **Database**, enter the name of the IMOS database set up in steps 5-7.
- Enter the **Uid** and **Password** for the SQL user used to gain access to the database's information created in the previous step.

```
<?xml version="1.0"?>
<imosEnv>
<imosEnvironments>
<imosEnvironment name="prod"
dbConnectString="Provider=Microsoft
OLE DB Provider for SQL Server;Driver=
{SQL Server};Server=
{hostname\instance};
Trusted_Connection={No};Database=
{imos}; Uid={imosUser};Pwd=
{imosUserPassword}" dbSqlId="_sqlid" />
</imosEnvironments>
</imosEnv>
```



8.	Place the license file provided on the Client Center in imos\services\config.	Each client receives an individual license file that unlocks features in IMOS to match those purchased, for the appropriate number of users. <b><i>The password for this .Zip file is in the Client Center instructions.</i></b>
9.	Register the services. Run a command prompt with administrator privileges, then, from the imos\services directory, run:  <b>imosauth /register</b> <b>imosmsg /register</b>	
10.	Start the IMOS Authentication Service and the IMOS Messaging Service.	Start these services from the Services Control Panel in Windows. Set them to start automatically by setting the Startup type to Automatic.
11.	<b>Do this only if you are using Veslink in production:</b> Connect your Veslink site to your IMOS environment.	Log in to IMOS. In the Veslink module center  , click <b>Set Up Site Key and Veslink URL</b> . Enter the site key provided by Veson Nautical, and then click <b>Verify</b> and <b>OK</b> . A response indicates that the Site Key has been accepted.
12.	<b>Do this only if you are using a Test Veslink site:</b> Connect your Test Veslink site to your Test IMOS environment.	<ol style="list-style-type: none"> <li>In the Data Center , click Configuration Flags.</li> <li>To edit this hidden configuration flag, click .</li> <li>In the Name field, enter the following: <b>CFGVeslinkMasterDirectoryOverrideURL</b></li> <li>In the Value field, enter the following: <b>https://test.veslink.com:229</b></li> <li>In the Veslink module center , click <b>Set Up Site Key and Veslink URL</b>. Enter the site key provided by Veson Nautical, and then click <b>Verify</b> and <b>OK</b>. A response indicates that the Site Key has been accepted.</li> </ol>

### Other Important Notes

Use the default admin User Name and Password for IMOS, which are set up by Veson Nautical, to log in for the first time after installation.

The IMOS application consists of the \exe, \reports, and \dat directories. Any account that will be running imosshell.exe will need read access to those three directories.

In a high availability environment, we also recommend that you 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, you 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 will increase the availability of IMOS.

## IMOS Administration

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### 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](#). You can also [enable Windows authentication](#).
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


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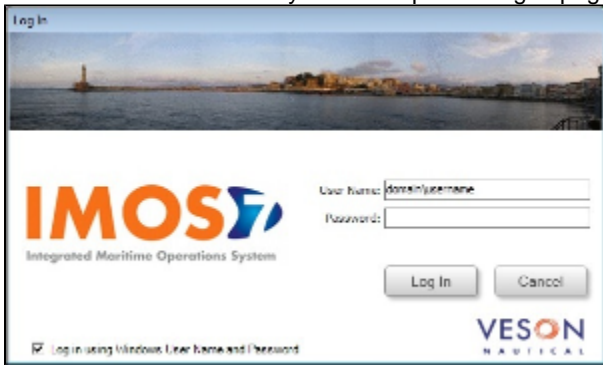
### Logging In and Out as an Administrator

#### 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 IMOS7 menu, point to **File**, and then click **Exit**.
- On the IMOS7 menu, point to **File**, and then 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.

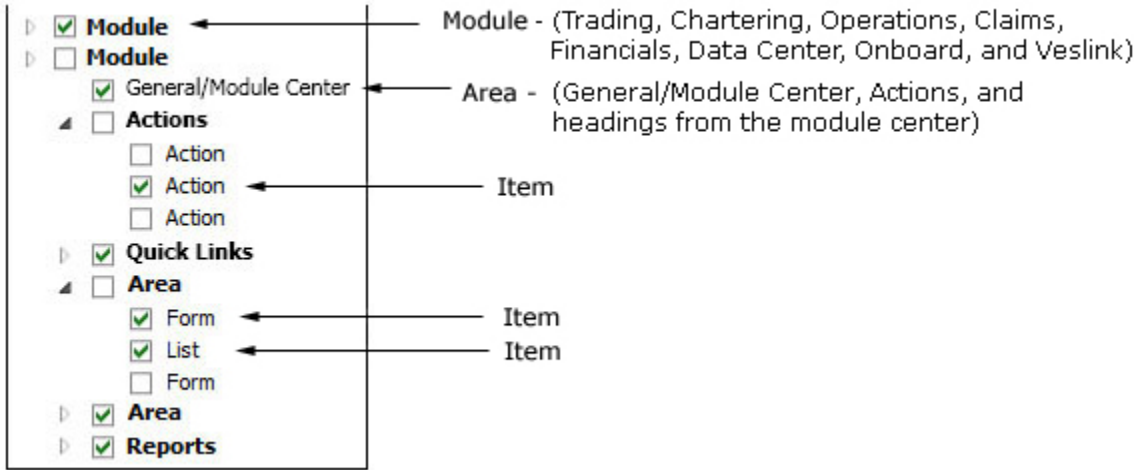
Users' overall access rights are a combination of their group and individual access rights.

## 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.  
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.  
For example, you can assign a group or a user different rights to different vessel types.
- An option can be configured (CFGInvoiceApprovalsByType) to control Invoice Approval and Posting by invoice type in Security.


### 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.

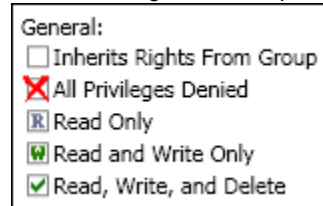
: Read, Write, and Delete

: Read and Write

: 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.



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:

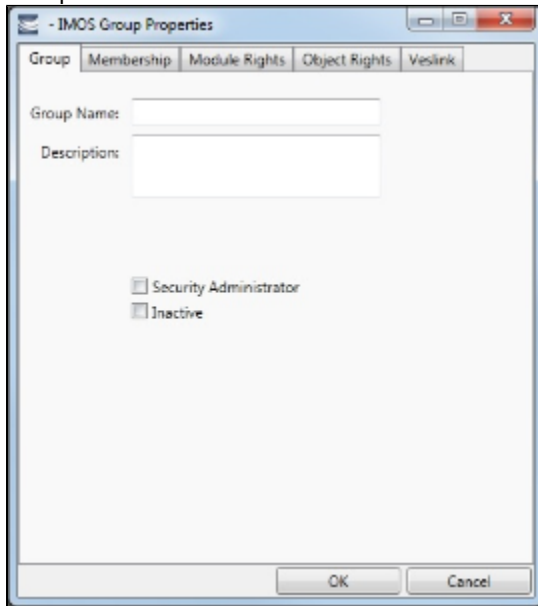
- Group or User
- Membership
- Module Rights
- Object Rights

## Creating a New Group

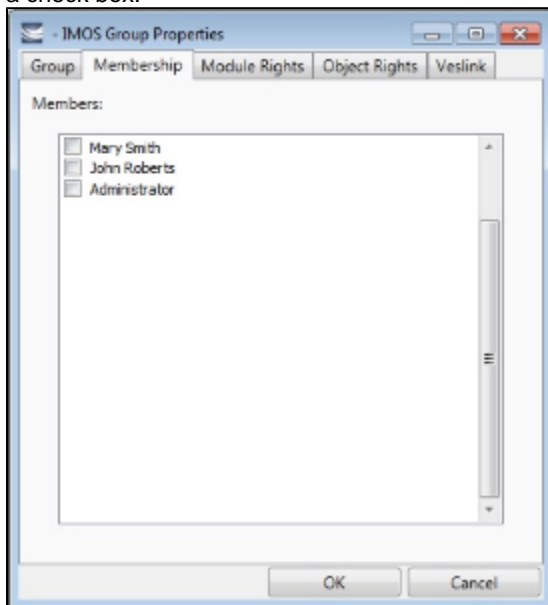
---

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.



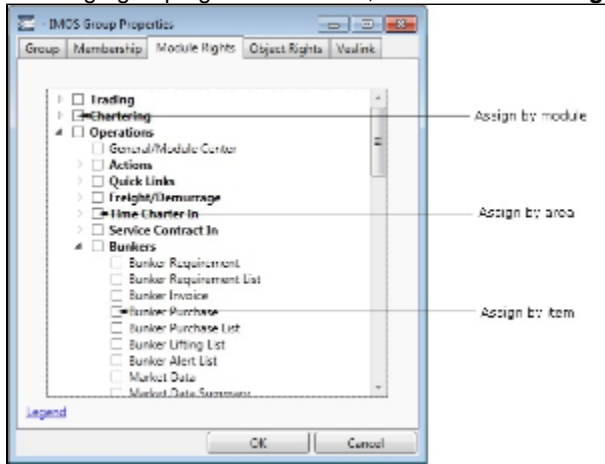
2. On the **Group** tab, enter the following:
  - A **Group Name** that describes the members' functions or rights, for example, Charterers, Operators, Team A, etc.
  - You can also enter a **Description** for the group.
  - To make each user in this group a **Security Administrator**, select the check box.
3. To assign members to a group, click the **Membership** tab. It contains a list of IMOS users. Each user name is preceded by a check box.



- a. 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.

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



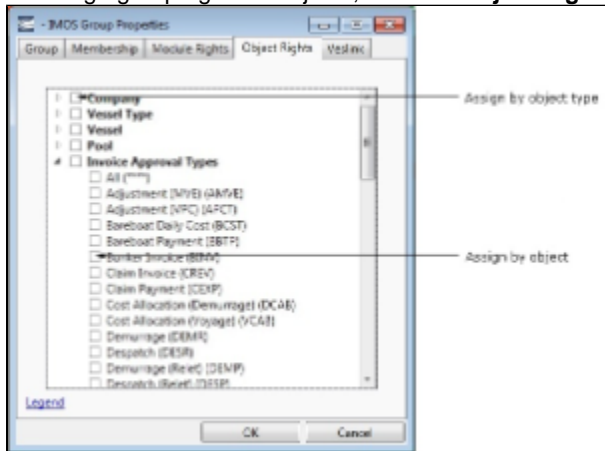
5. Assign module rights by module, by area within a module, or by item within an area. See [About Rights](#).

- 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 rights when assigning them to groups.

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



7. Assign object rights by object type or by individual object. See [About Rights](#).

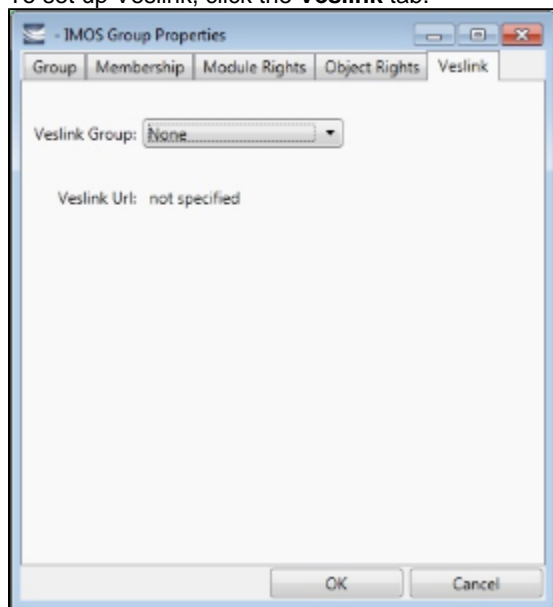
- To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
- To expand the list of objects of an object type, click ▾.
  - To assign rights for an object, click its check box. To 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 rights when assigning them to groups.

8. To set up Veslink, click the **Veslink** tab.



- a. Select the **Veslink Group**.
- b. Enter the **Veslink URL**.

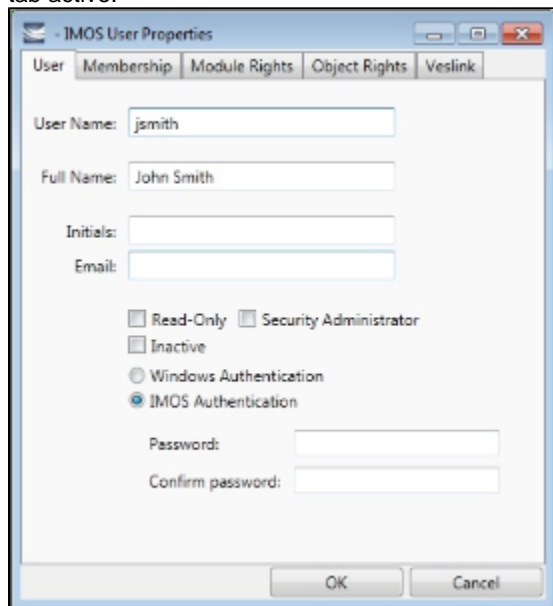
9. When you finish creating the group, click **OK**.

## Creating a New User

---

To create a new user:

1. On the Security List, click  and then click **New User**. The IMOS User Properties window appears, with the User tab active.



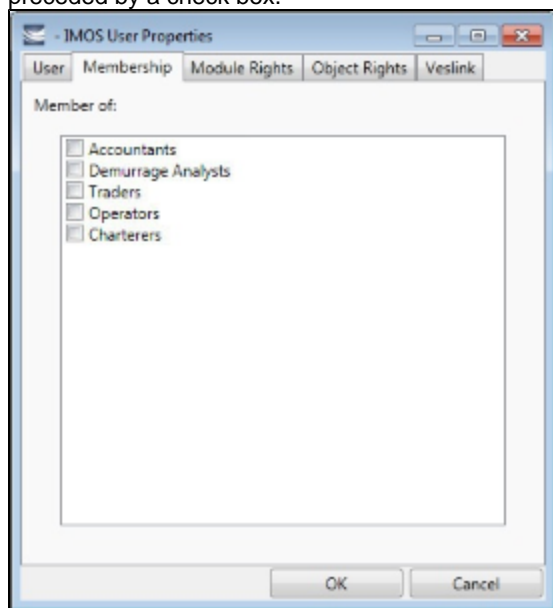
2. On the **User** tab, enter the following information:

- **User Name:** Up to 128 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**.

3. To set up group membership for the user, click the **Membership** tab. It contains a list of groups. Each group name is preceded by a check box.

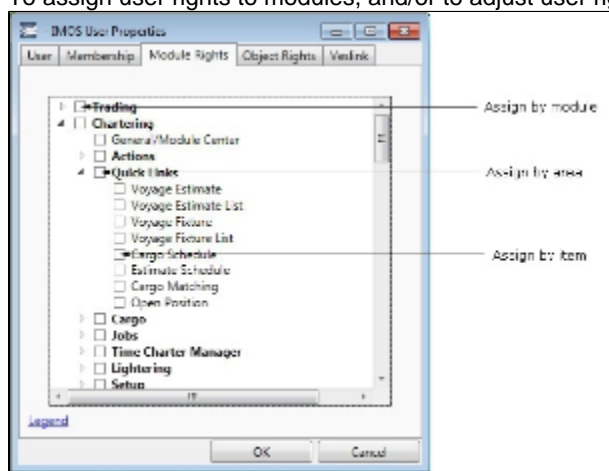


a. To add the user to a group or remove the user from a group, click the group's check box.

- = The user is not a member of the group.
- = The user is a member of the group.

**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.

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



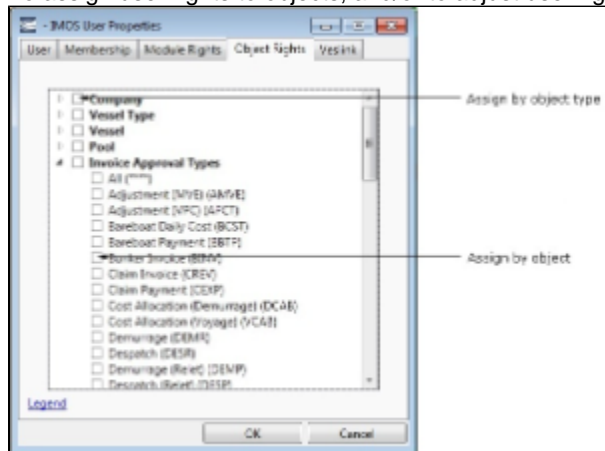
5. Assign module rights by module, by area within a module, or by item within an area. See [About Rights](#).
- To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
  - To expand the list of 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 rights when assigning them to users.

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

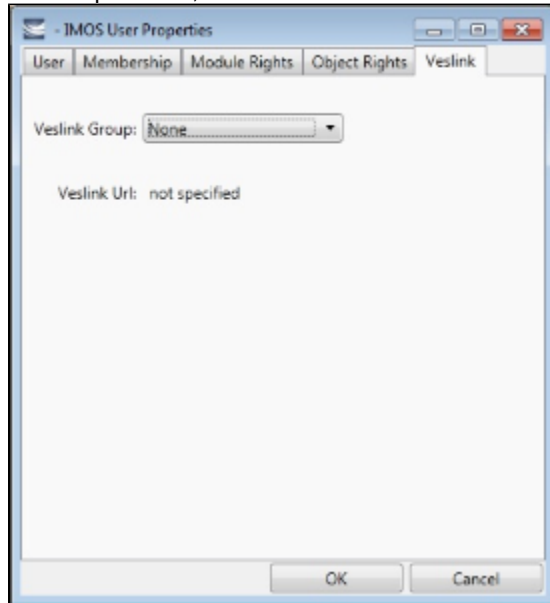


7. Assign object rights by object type or by individual object. See [About Rights](#).
- To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
  - To expand the list of objects 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 rights when assigning them to users.

8. To set up Veslink, click the **Veslink** tab.



a. Select the **Veslink Group**.

b. Enter the **Veslink URL**.

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

## Editing a Group or a 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**.

**Note:** As a Security Administrator, if you change your own settings, you do not have to log out of IMOS and log back in for the changes to take effect. Any open forms will have the new security settings the next time they are opened.

## Creating an Active Directory Group


---

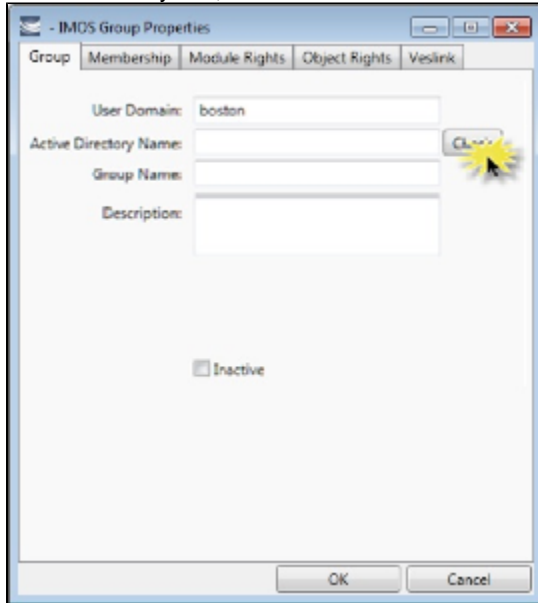
IMOS security integration with Active Directory Groups allows creating new users without leaving Active Directory and having them instantly gain access to IMOS, with permissions assigned based on their Active Directory group membership. Active Directory integration requires an imosLicense.xml that includes imos.activedirectory as a licensed module.

Set up the IMOS Authentication Service as for standard Active Directory use:

- imosauth.exe.config should specify that the channel is secure.
- imosshell.exe.config should set auth mode to mixed.

To sync an IMOS group and its membership with an Active Directory Group:

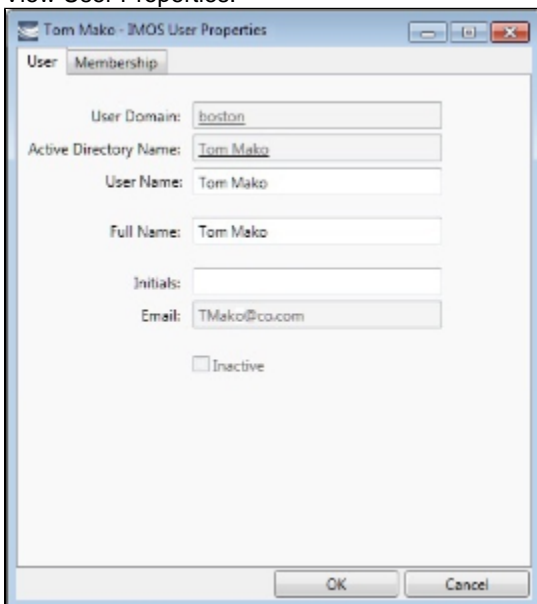
1. On the Security List, click  and then click **New Active Directory Group**.



2. On the Group tab:
  - a. Specify the **User Domain**.
  - b. Leave the **Active Directory Name** blank.
  - c. Click **Check** to select from a list of Active Directory Groups. The user the IMOS Auth Service is running as needs to have the appropriate permissions to query Active Directory.
  - d. In the Group Selection window, select the **Active Directory Group**.
  - e. Specify an internal IMOS **Group Name**; it does not need to match the Active Directory Group Name.

All the users in the group are created as IMOS users, with the permissions specified in the Active Directory Group's Rights tabs.

- You can do the following:
  - View User Properties.

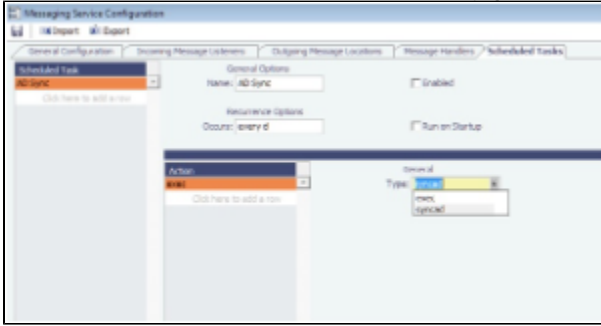


- Change the IMOS **User Name**. If it is not changed, it will keep updated along with any changes to the Active Directory name; otherwise it will stay as specified.
- Membership, password, email, etc. cannot be edited from within IMOS.

#### Scheduling Synchronization

User login is in real time, so if a user attempts to log in with Active Directory, the IMOS Authentication service will look up their group memberships at that moment and determine what rights they have on login to IMOS. However, a syncad scheduled task

can be set up in the Messaging Service to sync all Active Directory users. This maintenance task will clean out users that have been removed from all IMOS Active Directory groups and no longer belong in IMOS.



## Inactivating or Activating a Group or a 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.

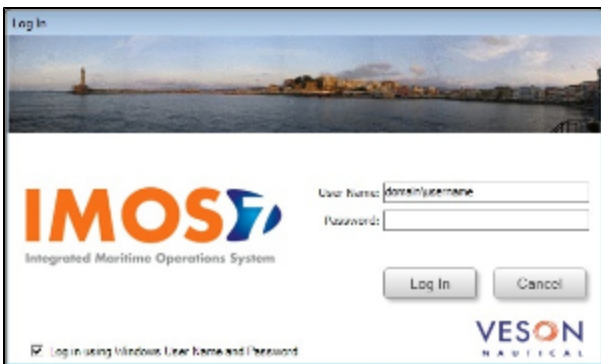
To see an inactivated group or user on the Security List, set the Status filter to Inactive or (All).

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.

## Enabling Windows Authentication

It is not necessary for users to remember separate login names and passwords for IMOS. IMOS supports Windows Authentication; after a user logs into Windows, no additional authentication is required to log into IMOS.



To enable Windows Authentication:

1. Make sure that your IMOS Authentication Service and IMOS Messaging Service are recent enough to support using Windows Authentication to log into IMOS. The files imosmsg.exe and imosauth.exe (in the imos\services directory) must be dated at least August 14, 2007.
2. Edit imosauth.exe.config (imos\services).
  - a. Change the tcp channel to use a secure connection:
 

```
<channels>
<channel ref="tcp" port="922" secure="true" />
</channels>
```
  - b. Restart the IMOS Authentication Service so that the change takes effect.
3. Edit imosshell.exe.config (imos\exe).
  - a. Set the imosshell to use "mixed" authorization mode (in other words, use either IMOS or Windows Authentication), by changing the authMode value. (You may need to add the entire line, if it does not exist.)

```

<appSettings>
  <add key="authServiceUri" value="tcp://hst:922/authServiceUri"/>
  <add key="authMode" value="mixed" />
</appSettings>

```

4. Edit imosmsg.exe.config (imos\services).

- a. Set the messaging service to use “mixed” authorization mode, by changing the authMode value. (You may need to add the entire line.)

Note that if this is not done, the service will not be able to authorize itself with IMOS and will not process messages properly.

```

<appSettings>
  <add key="authServiceUri" value="tcp://hst:922/authServiceUri"/>
  <add key="logFilename" value="logs\imosmsg.log" />
  <add key="logLevel" value="debug" />
  <add key="debugBreakOnInit" value="false" />
  <add key="runAsExe" value="false" />
  <add key="authMode" value="mixed" />
</appSettings>

```

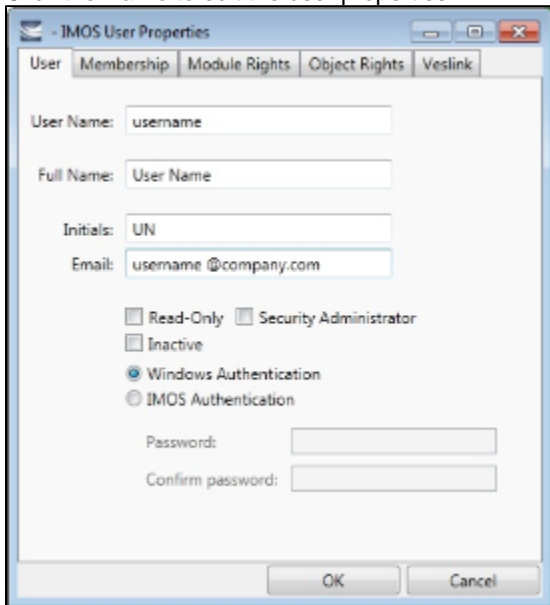
- b. Restart the IMOS Messaging Service, so that the change takes effect.

5. Edit user accounts.

- a. In the Data Center, click **Security**.

- b. For each account that should use Windows Authentication, follow these steps in the [Security List](#):

- i. Click the **Name** to edit the user properties.



- ii. Make sure that the IMOS user name used with Windows Authentication is the same as the Windows user name. (Note that no domain or workgroup names should be prefixed.) This is how IMOS determines which Windows user and IMOS user are linked.

- iii. Click the **Windows Authentication** radio button.

- iv. Click **OK** to save the changes. The next time IMOS is started:

- The login window will have a check box in the lower left corner that controls whether to automatically log in using Windows Authentication.
- The User Name field will include the Windows user name.
- Neither the User Name field nor the Password field will be editable.
- Clicking Log In will automatically log into IMOS, with the privileges associated with the IMOS user.

## Overview

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.
- [Attachments](#) tells how to attach files and links to IMOS forms.

- [Setting User Properties](#) tells how to set up restoring open tabs and your task list.
- [Abbreviations](#) shows the abbreviations you can use in date and number fields.
- [Field \(Hover\) Help](#) tells you how to find definitions for fields.

## Other Sources of Information

For additional overview information about IMOS, see these tutorials:

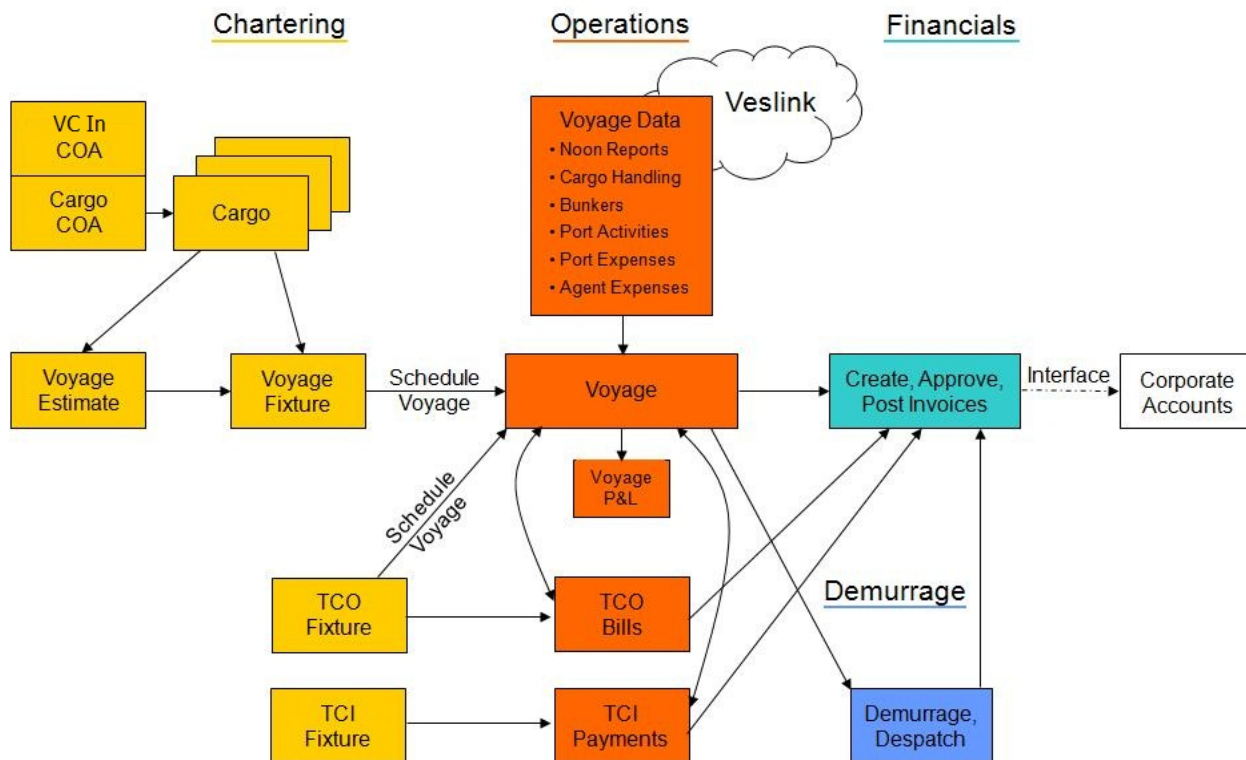
- [Navigating](#)
- [Lists](#)
- [Schedules](#)

You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

## 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

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



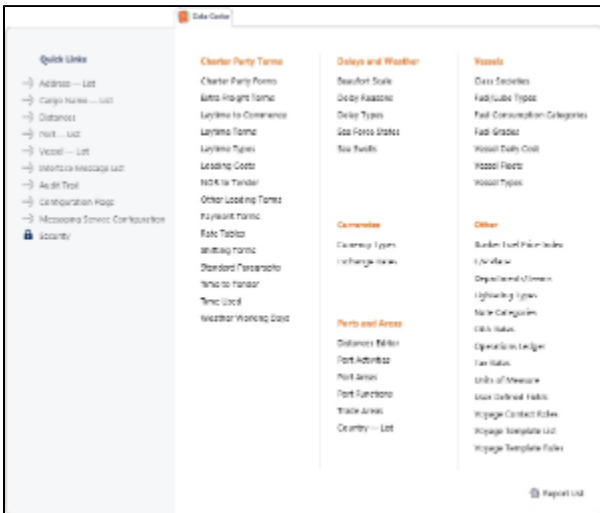


The Welcome tab contains links to the tutorials and other training resources, information about Professional Services and Support, and a link to the Veson Nautical Web site. To close the Welcome tab, click . You can open it again from the IMOS7 menu.

Buttons for the Module Centers are along the top of IMOS. You might not see all the buttons and options described here; what you see is based on the 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:** Trading P&L Summary, Trade Details List, Bunker Trade List, Trading Opportunity Analysis, and items related to Trades and Data.
- **Chartering:** Voyage Estimates, Voyage Fixtures, Cargo Schedule, Estimate Schedule, Cargo Matching, Open Position, and items related to Cargo, Time Charters, Jobs, Lightering, and Setup.
- **Operations:** Vessel Schedule, Port Schedule, Fleet Map, Voyage Manager, Operations Task List, Open Position, and items related to Freight and Demurrage, Bunkers, Setup, Port/Other Costs, Time Charters, Pooling, Service Contracts, and Lightering.
- **Demurrage and Claims:** Demurrage Summary, Time Bar Task List, Claims, and items related to Laytime and Setup.
- **Financials:** Transaction Summary, Receivables Summary, Payables Summary, Accounting Interface Summary, Trial Balance Summary, Vendor Statement 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, Configuration Flags, Messaging Service Configuration, and Security, as well as terms for Charter Parties, Delays and Weather, Currencies, Ports and Areas, Vessels, and Other terms.
- **Veslink:** Document Manager, Veslink Vessel List, Fleet Position Reports Overview, and items related to General Configuration, Form and Report Setup, and Replication.

In the bottom right corner, each Module Center has either a link to the Report List or a Report selection list that includes it.

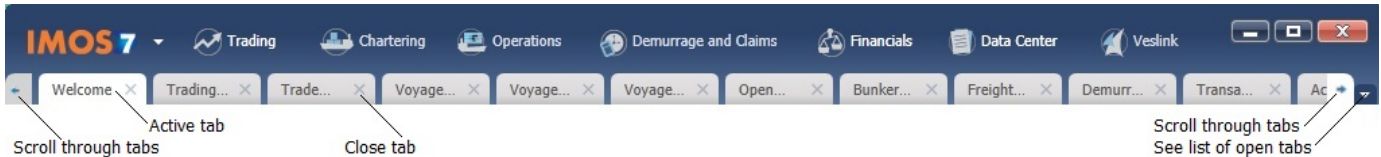
To open an item from a Module Center, click its link. When you open an item, the Module Center closes. To close a Module Center without selecting anything, either click somewhere off the Module Center or press the **Escape** key on your keyboard.

## 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 white.
- 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 **Windows** on the IMOS7 menu and then click **Dock All**. To close all open tabs, right-click a tab and click **Close All**.

## IMOS7 Menu

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



Click . You can do any of the following:

- Create **New** objects.
- **Open** existing objects.
- See a list of all the items you have **Recently** opened. Items that are still open are labeled, and you can click a closed item to reopen it.
- See a list of all open **Windows**. You can then select a window and view it or dock it.
- Select one of the IMOS **Lists** to view.
- Access the **Report** List.
- Select one of the IMOS **Tools** to use.
- See information **About Veson Nautical IMOS**.

- Access the **Veson Nautical Web** site.
- Open the **Welcome Tab**.
- Access this Knowledge Base **Help**.
- Access your **User Properties**.
- **Log Out**.
- **Exit**.

## Keyboard Shortcuts

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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
- **Escape**: Close a form or a module center

## Access Keys

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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 the menu and for each Module Center.

### Tabs

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.

### Menu


- To open the IMOS7 menu, type **Alt** then **I**.
- To scroll through the commands on the menu, press the **up** or **down arrow** key on your keyboard.
- 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.

### Module Centers

- 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

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To exit IMOS, either click **Exit** on the IMOS7 menu or click .

In [User Properties](#), you can set an option to have IMOS keep your open tabs open the next time you log in.


## Lists

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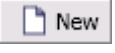
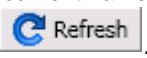
IMOS makes many objects and transactions available to you on lists and summaries. You can open all the lists to which you have access from the IMOS7 menu; the Reports list is on the menu, and the rest are on the Lists submenu in alphabetical order within module groupings. You can also access the lists from the module centers.

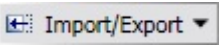
On most IMOS lists, you modify the contents of a list in the following ways. For more information, see the *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

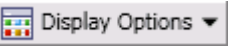
- **Filter** the list by selecting filters at the top of the list. The filter values for a column include the values that remain after other column filters have been applied.

- For a specific date , 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  and then click **Filters**.

- **Create** a new item: Click .
- **Open** objects: Click document name or task name links.
- **Refresh** the list: Click .

- Import a report definition to the Report List: Click  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  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 .

## 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.



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, and a selection list appears with auto-complete options.
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.

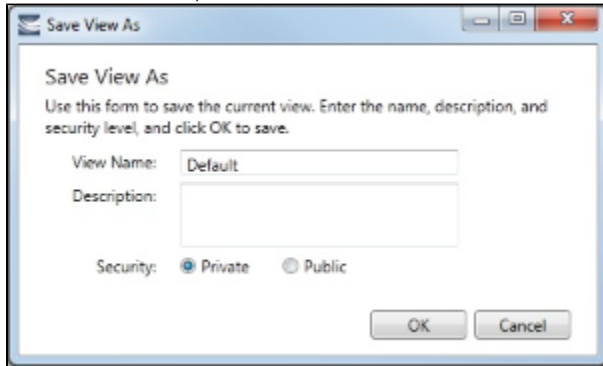
In the View list, views are listed under the categories *Private Views* and *Public Views*.

### Creating a View

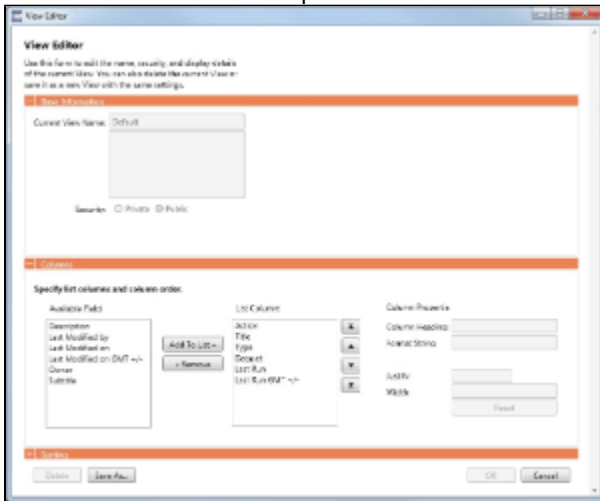
You can create your own Views of lists you use in your workflows. To create a View:

1. In the List, click the [Edit View](#) link.

- In the View Editor, click **Save As**.



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



- To set up Columns:
  - To add columns:
    - Select one or more fields from the Available Fields list.
      - To select consecutive fields, hold **Shift**.
      - To select nonconsecutive fields, hold **Ctrl**.
    - 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.
- To set up Sorting, select the sort order and the column to sort by.
- When you finish editing your view, click **OK**. It appears in the View list.
- 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.

**Note:** If any changes have been made to the current view, click **Revert** to show the Export and Import links.

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

## Example Bunker List Views

The attached files contain some useful examples for Bunker Lifting List and Bunker Purchase List views.

Example Lifting List Views:

- [Bunker Lifting List - All Liftings.xml](#)
- [Bunker Lifting List - Invoice Due.xml](#): Shows if purchase Status is Lified.
- [Bunker Lifting List - Test Due.xml](#): Shows if Test Due column is not blank (a pre-test is required, and the pre-test due date is blank, or a post-test is required, and the post-test due date is blank).
- [Bunker Lifting List - Not Supplied](#): Shows if Status is Ordered.

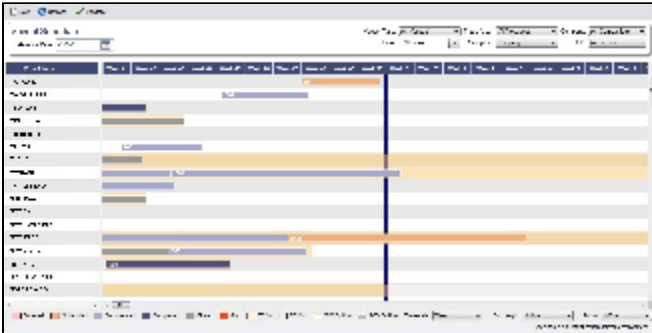
Example Purchase List Views:

- [Bunker Purchase List - Inquiries.xml](#): Shows inquiries that have not been ordered.
- [Bunker Purchase List - Ordered.xml](#): Shows ordered bunkers.
- [Bunker Purchase List - Alerts.xml](#): Includes an Alert column to highlight changed requirements.

## 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 submenu; 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: Vessel form
    - Cargo: Cargo Name form
    - Counterparty: Company Address form
    - Estimate ID: Voyage Estimate
    - Fixture No.: Voyage Fixture
    - TC Code: Time Charter Manager
    - Voyage No.: Voyage Manager

## Styling Gantt Bar Text



You can customize the text that appears on the bars in a schedule. For more information, see [FAQ - Styling Gantt Bar Templates](#).

## Reports

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### Module Centers

Reports are available from several of the IMOS module centers. To open a report from a module center:

1. In the module center, click  and then select a report.
2. Enter report criteria and click  Report. The report appears in the Reporting Center. You can print, save, create a PDF, or email the report.

### Forms

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.


### Report List

You can create and run your own reports on the [Report List](#).


## Attachments

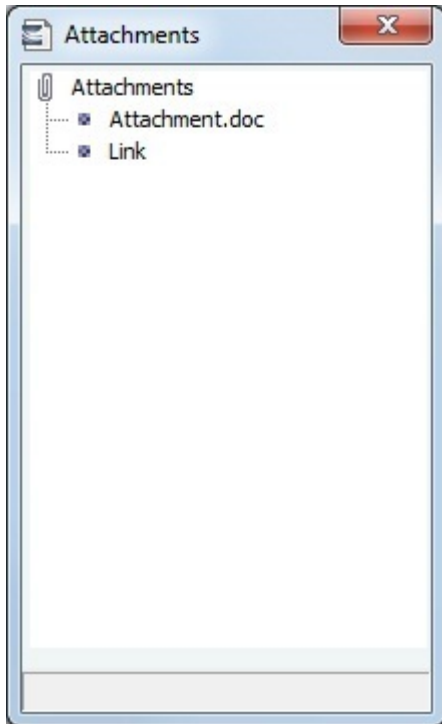
---

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.



- On some forms, you can click  Attachments ▼ or select **Attachments** from a menu to open the Attachments form:



In either the Summary Tree or the Attachments form:

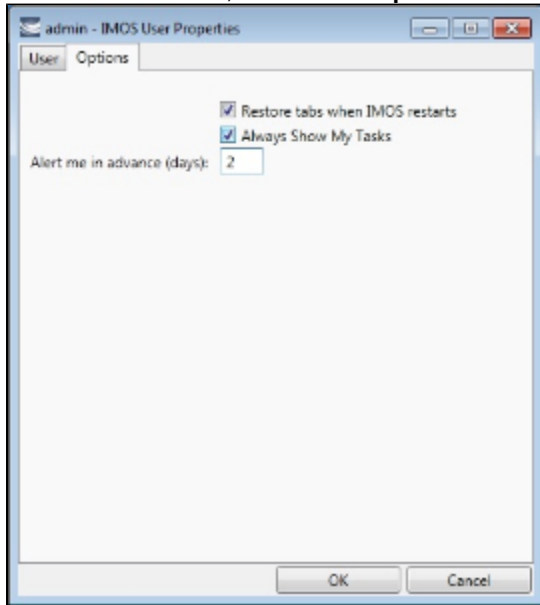
- To add an attachment, right-click the Attachments node and click **Attach New File** or **Attach New Link**.
- To open an attachment, right-click the attachment and click **Open Attachment**.
- To copy an attachment, right-click the attachment and click **Copy Attachment**.
- To edit a link, right-click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

## Setting User Properties

---

To set your User Properties:

1. On the IMOS7 menu, click **User Properties** and click the **Options tab**.



2. To have IMOS reopen the tabs you have open on exiting the next time you log in, select the **Restore tabs when IMOS restarts** check box.
3. An option can be configured (CFGDisplayMyTasks) to have the **My Tasks List** available from the Operations module center. To have this list open every time you start IMOS, select the **Always Show My Tasks** check box and enter the number of days in the **Alert me in advance (days)** field. This is a personal version of the [Operations Task List](#).
4. To save your changes and close the form, click **OK**.

## Abbreviations

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In date fields, you can use the following abbreviations:

Key Command	Action
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 13:00 hours

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

## Field (Hover) Help

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To see a definition for an IMOS field in IMOS7, hold your mouse pointer over it. The definition appears in a few seconds.

## Glossary

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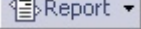
View the glossary of IMOS terms: [IMOS Glossary.pdf](#)

# Report List

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## About the Report List

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IMOS has many built-in [reports](#) that you can access either from the module centers or by clicking  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

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For more information, see the following Report List FAQs:

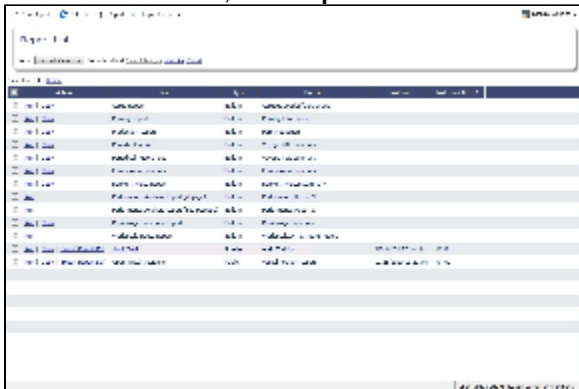
- [FAQ - Formatting Report Columns and Values](#)
- [FAQ - Using Custom Expressions](#)
- [FAQ - Example Report Definition](#)

## Accessing the Report List and Its Reports

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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**.
- On the IMOS7 menu, 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 *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 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.

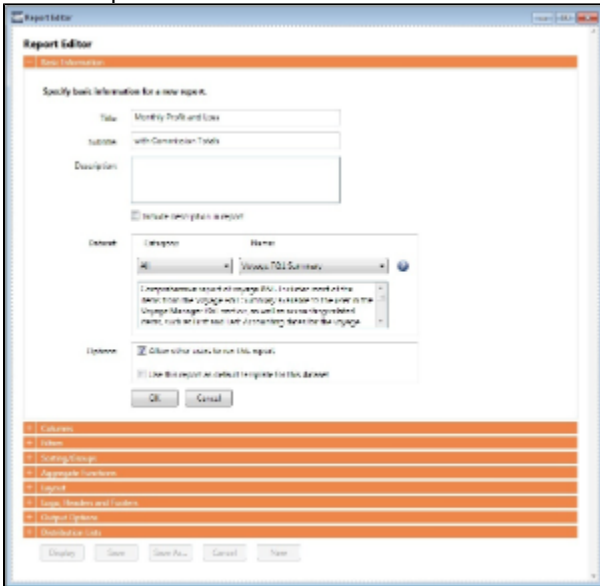
[Titles of reports](#) that you created are hyperlinks. To open a report for editing in the Report Editor, click its title.

# Creating a Custom Report

---



 **New Report**

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



To start over and create a new report, click **New** at the bottom of the page.

## Sections of the Report Editor

To expand a section to see its options, click . To collapse a section, click .

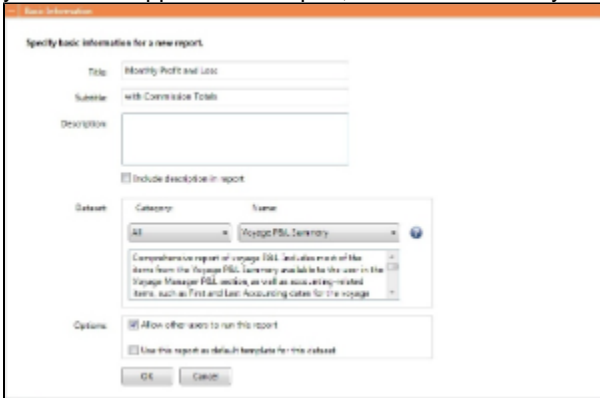
Report Editor sections include:

- Basic Information
- Columns
- Parameters
- Filters
- Sorting and Groups
- Aggregate Functions
- Layout
- Logo, Headers, and Footers
- Output Options

## Basic Information


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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.



To set up the basic information for the report:

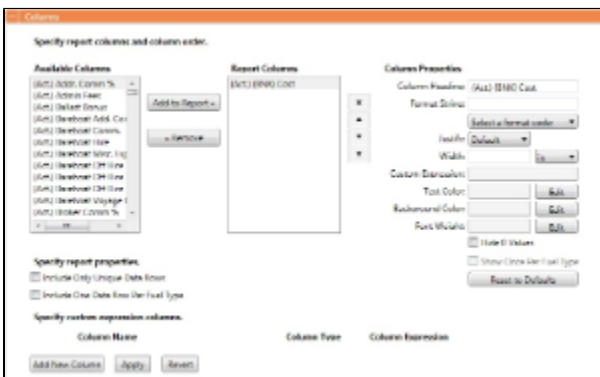
- Complete the following fields:
  - Title (Required):** Enter a Title to appear at the top of the report.
  - Subtitle:** Enter a Subtitle to appear below the Title. You might use this to differentiate between two similar reports or expand on the information in the Title.
  - Description:** Enter a Description of the report. To include the Description on the report, select the check box.
  - Dataset:**
    - Category:** You can filter the list of datasets by selecting a Category. Categories are defined in the Report Config file (example: category="Operations, Financials"). If no Categories are defined, the only option is All.
    - Name (Required):** Select the Dataset with the data you want to include in the report. When you select a Dataset, its description appears below.

**Note:** For a description of each Report List dataset and a list of the data in each dataset, click  to see the *Dataset Review*.

  - Options:**
    - Allow other users to run this report:** To make this 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, select the check box. Only a Public report can be used as a template, and only one template can be created for each dataset.
- Click **OK**. The **Columns** section expands.

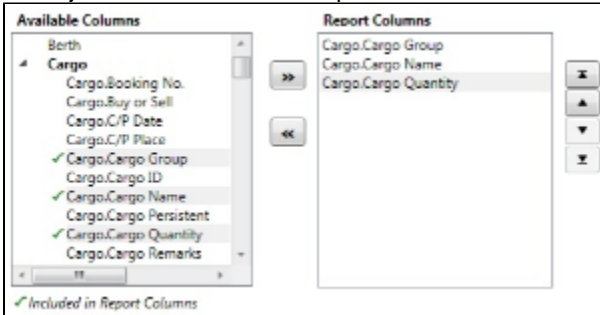
## Columns

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.



## Data Objects

Reporting data objects are highlighted in bold in the Report Editor and can be expanded to allow all data fields associated with the object to be included in a report:



### Setting Up Columns

To set up columns for the report:

- 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.
- 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.
- 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)

- 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>.

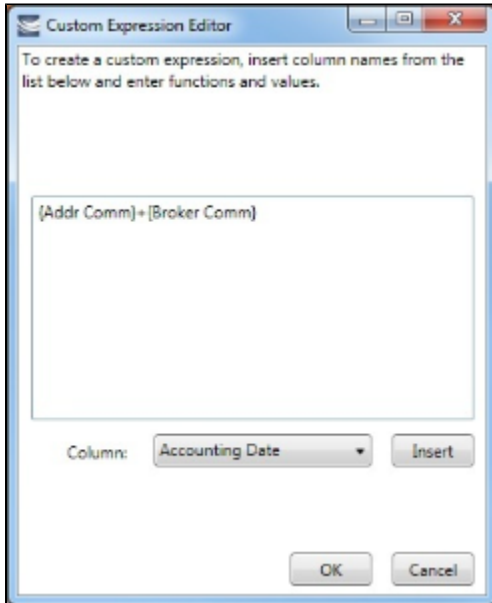
- To add a custom expression column, click

**Specify custom expression columns.**

	Column Name	Column Type	Column Expression
		Boolean	

b. Enter a **Column Name** and select a **Column Type**. To enter a Column Expression, click

**Edit**



c. In the Custom Expression Editor:

i. Select **Columns** from the list and click **Insert** to insert them into the expression.

ii. Add any functions and values.

iii. Use any of the following macros:

**\_NOW\_**: Gives the current date and time of issuing the report.

**\_NOW\_UTC**: Gives the UTC current date and time of issuing the report.

**TODAY**: Gives the current date, with time set to 00:00:00.

iv. Click **OK**. The Column Expression 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.

• **Show Once Per Fuel Type**: To include a column for each fuel type, select this check box.

5. To specify report properties, you can select the following:

• **Include Only Unique Data Rows**: To include only distinct values for all selected columns, select this check box.

• **Include One Data Row Per Fuel Type**: To include a separate line for each fuel type with fuel-specific data, rather than one line per voyage, so you can see the breakdown by fuel for each voyage or port, select this check box.

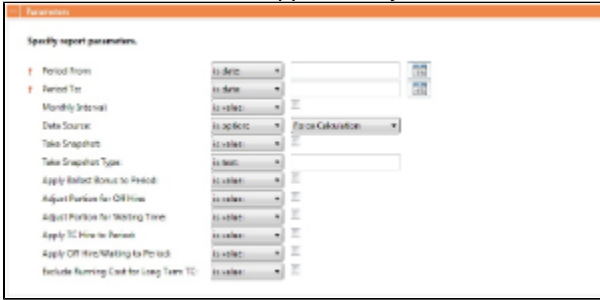
To change all settings back to their default values, click **Reset to Defaults**.

## Parameters

---



The Parameters section appears only for certain datasets, such as Voyage P&L Summary.



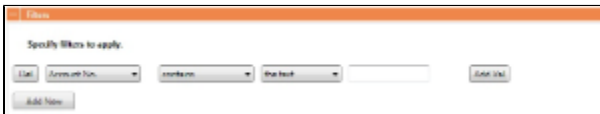
In this section, you can specify parameters for the report to consider at runtime. Parameters can be set to a specific value or *ask the user*, which prompts the user at runtime to enter a value.

The values of these parameters are printed in the report header. In the [Layout](#) section, under Print parameters, you can select whether and where to print them.

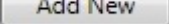
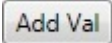
You can use the [Voyage P&L Variance Tolerance](#) form with the Voyage P&L Drilldown dataset for measuring and benchmarking financial performance.

## 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.



To set up Filters for the report:


1. To add a new filter, click .
2. Select a **Column** to filter by.
3. Select a comparison **Operator**.
4. 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.
5. To add another value, click .

## 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.



To set up sorting/groups for the report:

1. To add a new sorting/group, click .
2. Select one of the following:
  - A Sorting Mechanism and a Column to sort by.

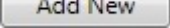
- A **Sorting and Grouping Mechanism**, a **Column** to sort by, and an **Option** to group by. The additional options depend on the type of column. For example, for columns whose value is a date, you can group by day, week, month, etc.

## 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.

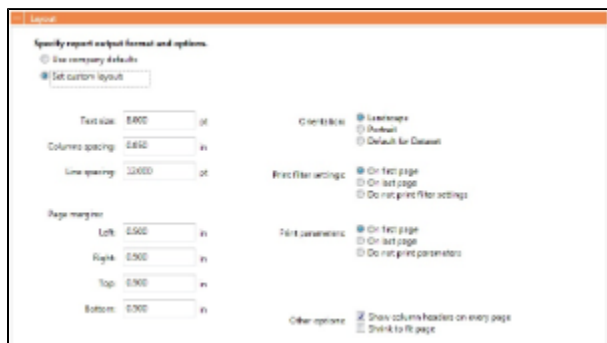


To set up aggregate functions for the report:

1. To add a new aggregate function, click .
2. 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.



To set up the layout for the report, select one:

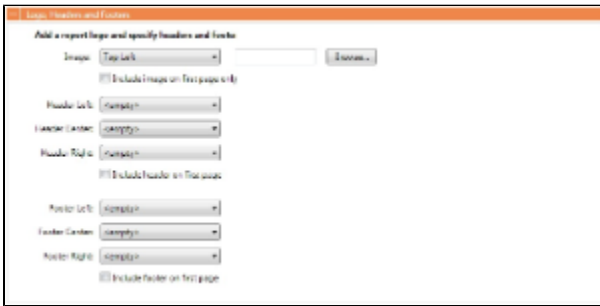
- **Use company defaults**: Use the company default layout settings for the report.
- **Set custom layout**: When you select this option, the options appear, with the company default values. You can change these custom layout settings for the report:
  - Text size
  - Column spacing
  - Line spacing
  - Page margins
  - Orientation
  - Print filter settings
  - Print [parameters](#)
  - 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:

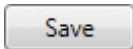
- <empty>
- Text
- Date Prepared: <date>
- Date Run: <date>
- Report: <report title>
- Page #
- Page # of #
- Company Name



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



- 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, if you want to output the report to Excel, select the check box.



When the **Output to Excel** check box is selected, fields related to the Excel output appear:

- **Excel Template File:** If specified, the report is output to that template file. Otherwise a new Excel file is created.
- **Overwrite Excel Template File:** Selecting this check box causes the generated Excel report output file to have the same name as the template file.
- **Target Worksheet** and **Target Cell:** If specified along with the Excel Template File, these values determine the exact place to begin data output in the file. If not specified, the output begins on the first Excel workbook's sheet at cell A1.
- **Include Column Headers:** If selected, Column Headers are included in **bold**. This is the same format as the regular IMOS Report Viewer output.
- **Output as Table:** If selected, results are created inside an Excel table.

## Working with Reports

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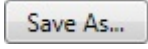
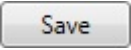
From the Report List, you can perform the following tasks with reports:

- [Copying a Report](#)
- [Running a Report](#)
- [Deleting a Report](#)
- [Exporting Report Data](#)
- [Exporting and Importing a Report Definition](#)

---

## Copying a Report

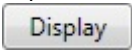
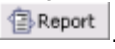

To create a report that is similar to an existing report, you can copy the report and modify it.

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  in the Report Editor.
2. Change the name and [edit the report](#).
3. Click . 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 .
2. If a dialog box appears, do one of the following:
  - Enter any selection criteria and click .
  - If the report has any custom (ask the user) filter values, enter the values (or leave them blank to include all data) and click .

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.

For IMOS reports (non dataset-enabled, but HTML, such as invoices and in-program reports) the report can be emailed as either a PDF attachment or as HTML in the body of the email.

---

## Deleting a Report

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](#).

Report types for deletion:

- Built-in reports cannot be deleted.
- Public or Private Reports can be deleted by the user who created them or by the Security Administrator.

---

## Exporting Report Data

To export data from a Report List report, do the following:

1. On the IMOS7 Menu, click **Reports**.
2. Next to the report you want to export data from, click **Run**.
3. Enter any required parameters, and click **Run Report**.
4. Once you see the report results, click  and select one of the following:
  - Excel

**Note:** You can combine data from different reports in a spreadsheet.

- PDF
- Word

The report results are exported in the specified format.

5. Save the file as you would a standard document: type a file name, select a location, 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  and then click **Import Report Def**.
2. Select the XML file with the report definition and click **Open**.

## Dataset Review

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**Download a complete list of datasets:** [Dataset Review v7.1 04-03-2012.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

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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.

To access the IMOS Trading Module Center, click .

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

## Related FAQs

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For more information, see the following Trading FAQs:

- [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?](#)
- [FAQ - How is exposure calculated using a Benchmark Estimate?](#)

## About Trading

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### 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 values 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

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

- Trading Profile
- Trading Filter
- Market Data
- Trade Route
- Bunker Symbol
- Fuel Market Symbol Rules
- Trading Strategy
- Benchmark TC Adjustment

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

- Trade Areas
- Vessel Fleets
- Vessel Types

## Trading Profile

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In the Trading Profile form it is possible to create different Trading Profiles, each Profile with different options, specific settings of the TC Exposure, and adjustments of the Mark-To-Market values.


1. In the Trading Module Center, click Trading Profile.

Contract Group	Market	Adjustment %	Bunker Market	Adjustment %
Oil	Baltic		Platts	
Bunker Ship	Baltic		Platts	
Cargo	Baltic		Platts	
Cargo Benchmark	Baltic		Platts	
TC In	Baltic		Platts	
TC In Benchmark	Baltic		Platts	
TCE	Baltic			
TCO	Baltic			


2. Complete the following fields:

- **Profile Name**
- **Contract Mark-To-Market table:** For each Contract Group, you can select a Market and a Bunker Market. You can also enter percentage values for Adjustments on the market rates. The adjustment percentage is applied on the market rate, and the result is used in the exposure calculations.
- **TC Route Correlation Rule:** Select one of the following:
  - Apply to market rate (default): The correlation is applied on the Market Rate when performing calculations of TC routes (\$/day).
  - Apply to contract TCE: The correlation is applied on the TCE as the denominator, and the TCE is normalized to standard Baltic vessels.
- **Contracts On TCTO Voyage:** Select one of the following:
  - Out of exposure (default): When a TCTO voyage is scheduled, both the linked TCI and TCO contracts are not exposed in the Trading P&L.
  - In exposure until TCO invoice: Linked TCI and TCO contracts are always exposed, unless the period is in the past, or it is covered by a TCO Invoice.
  - Always in exposure: Linked TCI and TCO contracts are always exposed, unless the period is in the past.
- **Exclude Out-of-Money Options In Our Favor:** IMOS excludes Out-of-Money options for Long positions and In-the-Money options for Short positions.
- **Exclude Internal Trade:** IMOS excludes trades in which the counterparty is marked as Internal in its Address Book Entry.
- **Overwrite Itinerary on Benchmark Estimate:** Dynamically changes the Benchmark Estimate Itinerary to be the same as in the Cargo's Itinerary options.
- **No Days Exposure on Index-Linked Trades:** All the contracts linked to an index pricing will not have any Days Exposure.
- **Adjust TC Redelivery On Market Condition:** Makes two fields available:
  - **Include About Days:** The adjustment will include the More Days value from the TC Contract/Option forms.
  - **TCI Redelivery Adj. Days:** Number of days to be used in the following logic as X.
    - For TCI Contracts:
      - If the TCI Min/Max is OTM (Option Status is Out of The Money), exclude the TCI Min/Max and the Options. The total Exposure time is until the Min redelivery + X.

- If the TCI Min/Max is ITM (Option Status is In The Money), but the Options are OTM, exclude the Options. The total Exposure time is until the Max redelivery + About Days - X.
- If the TCI Min/Max and the Options are ITM, include both. The total Exposure time is until the last option's redelivery + About Days - X.
- For TCO Contracts:
  - If the TCO Min/Max is ITM, exclude the TCO Min/Max and the Options. The total Exposure time is until the Min redelivery.
  - If the TCO Min/Max is OTM, but the Options are ITM, exclude the Options. The total Exposure time is until the Max redelivery + About Days.
  - If the TCO Min/Max and the Options are OTM, include both. The total Exposure time is until the last option's redelivery + About Days.

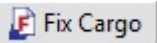
3. To save the profile, click .

### Deleting a Trading Profile

- To delete a Trading Profile, click .

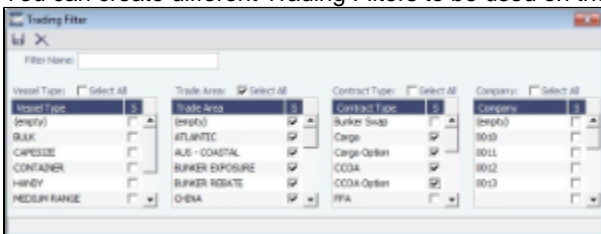
### Changing a Benchmark Estimate Itinerary to Match a Cargo

Using the [Trading Profile](#), it is possible to dynamically change a Benchmark Estimate Itinerary according to the Cargo, and to use it in the exposure calculation. The workflow is as follows:

1. Create a [Benchmark Estimate](#).
2. In [CP Terms Details](#), specify all the [Itinerary Options](#).
3. Verify that the Freight Type is Flat Rate.
4. In the Benchmark Estimate, click .
5. In the newly created [Cargo](#), set the Freight Type to **Use Price Matrix**.
6. On the Pricing Tab of the Cargo, click the **Update from Opts** button and update all the pricing details.
7. On the Exposure tab of the Cargo, set the **Benchmark Route** and **Correlation**, and the **Benchmark Bunker Curve**, if relevant.
8. In the Trading Profile, select the **Overwrite Itinerary on Benchmark Est** check box.

## Trading Filter

You can create different Trading Filters to be used on the Trading P&L Summary, Trade Details List, and Portfolio Report form.

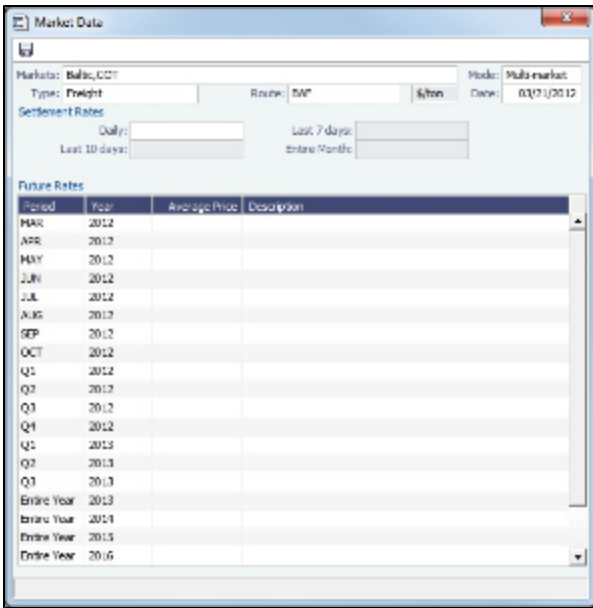


Each filter has the option to filter according to Vessel Type, Trade Area, Contract Type, and Company. It is possible to multi-select several options in a single Filter.

## 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.





- **Mode:** Select either **Single-Market** or **Multi-Market**. With Multi-Market, you can select several markets of the same type (Freight/Bunker) to see their average rates. When a Route/Symbol is selected and the Date is entered, the average of all the selected markets appears. The Future Rates list is populated with the average value for each price bucket that existed in the original markets.
- **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 or Freight Market; affects whether the market curve appears in the P&L Summary.
- **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. You can enter future data up to 10 years from the current date, for P&L calculations.
- An option can be configured (CFGMarketExpiryDays) to determine if a market rate is out of date or recent.

## Market Data List

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

- **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.

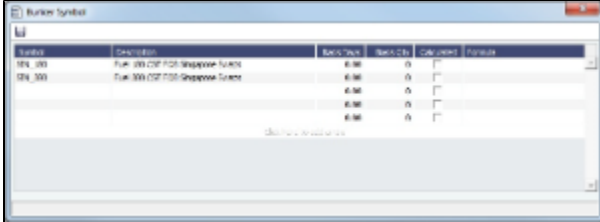


You can also add calculated routes:

1. Select the **Calculated** check box.
2. Type in the formula in the **Formula** field. The supported syntax for the Formula value is:
  - AVG(route1, route2, ....) (Example: AVG (P2A, P2EA))
  - Factor1 \* Route1 +/- Factor2 \* Route2 +/-..... (Example: 0.6 \* 4TC\_P - 0.4 \* P17A)

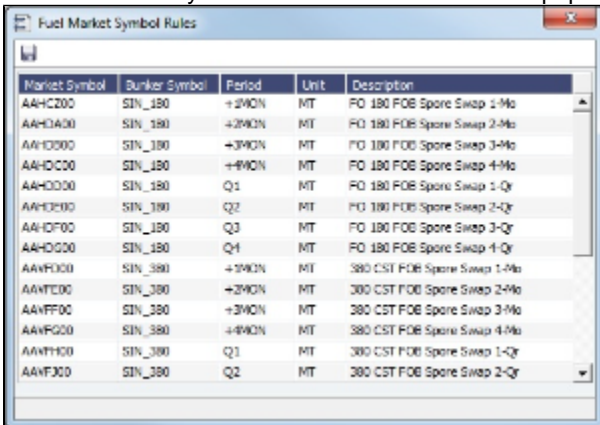
## Bunker Symbol

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



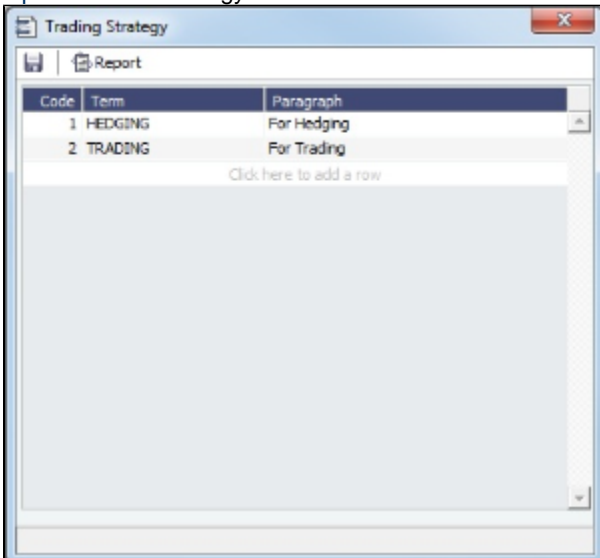
## Fuel Market Symbol Rules

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-Option Trade](#). Strategy can be selected as a column on the FFA/Option/Bunker Swap List to filter or group trades.

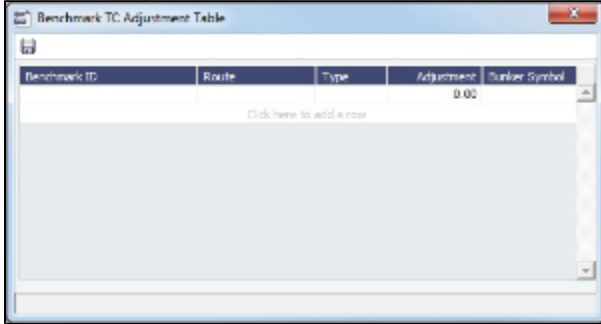



## Benchmark TC Adjustment

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This table defines the Benchmark Estimates to be used in the [Benchmark Freight Report](#).

1. In the Trading Module Center, click **Benchmark TC Adjustment**.



2. Complete the form:
  - **Benchmark ID:** The Benchmark ID of the Benchmark Estimate to include in the report.
  - **Route:** The route for this Benchmark Estimate.
  - **Type:** The adjustment type: A Lumpsum addition to the TC Rate, or a percentage factor.
  - **Adjustment:** The Lumpsum/Percentage adjustment value. To keep the original TC rate as in the Market Data feed, enter 100 as a Percentage Adjustment value.
  - **Bunker Symbol:** The bunker symbol for this Benchmark Estimate.
3. In the Report selection list in the Trading Module Center, select **Benchmark Freight Report**. The report displays all the Benchmark Estimates defined in the Benchmark TC Adjustment table and retrieves the most recent market data.
4. Edit the TC Rates and Bunker Rates; it automatically adjusts the corresponding Freight Rates.
5. Click  Report.

## Trading-Related Data Center Terms

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These Data Center terms also have information relevant to Trading.

- [Trade Areas](#)
- [Vessel Fleets](#)
- [Vessel Types](#)

## Trades

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

- [FFA-Option Trade](#)
- [Bunker Swap-Option Trade](#)
- [COA, Cargo, VC In, Time Charter In, and Time Charter Out](#)

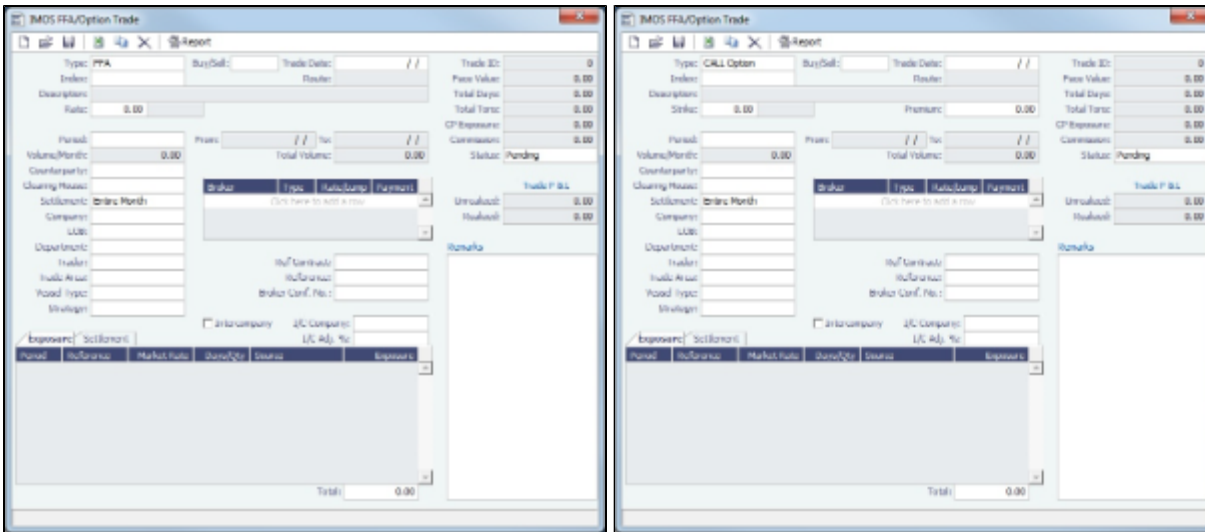
After confirming trades and settling them, you can [create invoices](#) on the [Create Invoices](#) List from the Financials Module Center.

## FFA-Option Trade

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



- **Type:** FFA, CALL Option, or PUT Option
- **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 (FFA only):** Quantifier is related to Route.
- **Strike (Option only):** The exercise price; the price at which the underlying transaction will occur upon exercise.
- **Premium (Option only):** A payment from the buyer to the originator of the option.
- **Period:**
  - FFA: 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.
  - Option: The last date of the Period is the Expiration Date, the last date that the option can be exercised.
- **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.
- **Settlement:** The Settlement Period, typically Entire Month, but it can be Last 7 Days or Last 10 Days.
- **Company:** The Company executing this Trade.
- **LOB:** Line of Business, as defined in the Data Center module.
- **Department**
- **Trader:** Select from a list of Traders with rights set up in Security in the Data Center.
- **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.
- **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.
- **Brokers table:** In this table, you can specify for each record:
  - Broker: Broker's name, selected from the Address Book.
  - Type: Payment type: P (Percentage), R (Rate), and L (Lumpsum).
  - Rate/Lump: The amount to be paid, according to the payment type.
  - Payment: Occurrence of the payment: Monthly or On Execution. Lumpsum payment type can only be paid On Execution.
- **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.
- **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**

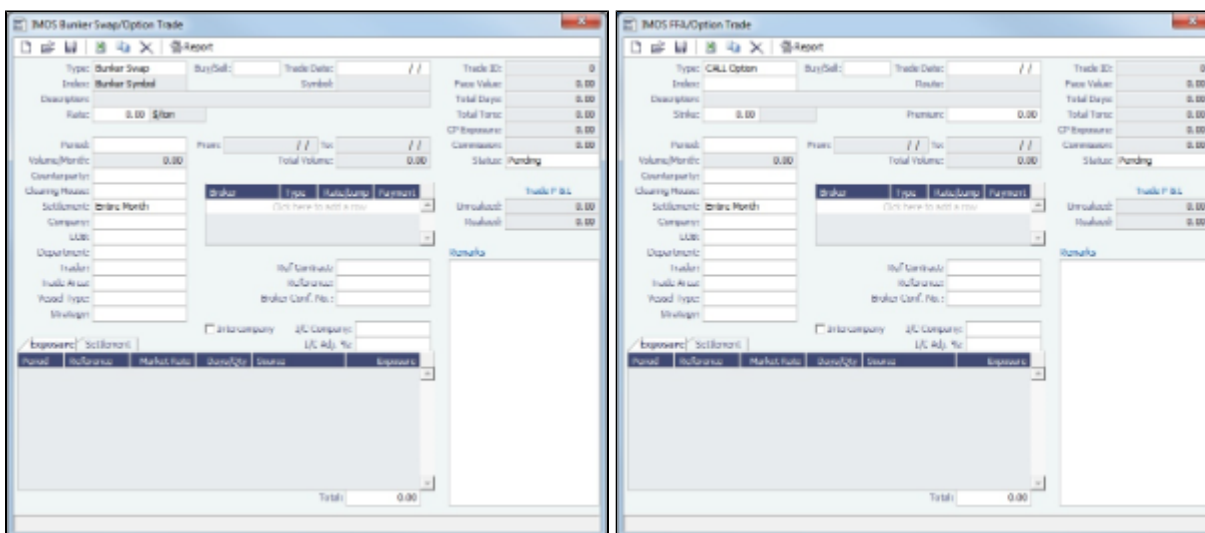
- **Days/Qty:** For Sell trades, this value is negative to distinguish between buy and sell trades and adjust the days/quantity on the offset trades.
- **Invoice No.**
- **P&L**
- **Exposure Information:**
  - **Period**
  - **Reference**
  - **Market Rate**
  - **Days/Qty:** For Sell trades, this value is negative to distinguish between buy and sell trades and adjust the days/quantity on the offset trades.
  - **Source**
  - **Exposure**
- **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 Opportunity 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.
- **Unrealized:** The amount that has not been settled.
- **Realized:** The amount that has been settled.
- **Remarks:** A free text field, to add remarks concerning this trade.

Copying an FFA

To copy an FFA, click . Enter the number of copies and then click **Create**. Edit line items for the copies as needed and then click **OK**.

## Bunker Swap-Option Trade

A Bunker Swap or CALL or PUT option is like an FFA/Option Trade except that it references a different market.



The Bunker Swap/Option Trade 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.

- The Settlement **Rate** is taken from the Bunker Market Rate.

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

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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. The Cargo/VC In must be linked to a COA contract to be marked as an Option. Option Status appears on the Linked Liftings tab of a COA. When selected, additional fields appear.

<input checked="" type="checkbox"/> Option	Premium:	0.00
Type: Charterer's	Status:	Pending
	Declaration Date:	//
	Declared Date:	//

- **Bunker Adjustment:**
  - **Symbol:** The Bunker symbol. The symbol is imported from the configured Bunker information provided by the bunker price supplier.
  - **BAF:** An option can be configured (CFGUseSymmetricalBAF) to implement Symmetrical Bunker Adjustment Factor (BAF) 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 the 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.

- **Frft 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](#)
- [VC In COAs](#)
- [Cargoes](#)
- [VC Ins](#)
- [Time Charter In](#)
- [Time Charter Out](#)

## Creating Invoices

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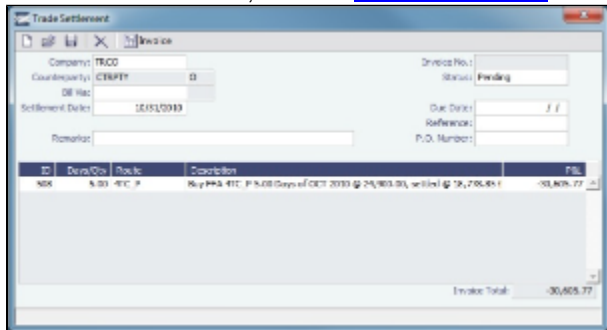
After confirming trades and settling them, you can create invoices on the [Create Invoices](#) List from the Financials Module Center.



### 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**.

- In the row for the trade, click the [Create Settlement](#) link.



- On the Trade Settlement form, enter a **Due Date** and any other relevant information.
- To save the form, click .
- To create an invoice, click . 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.

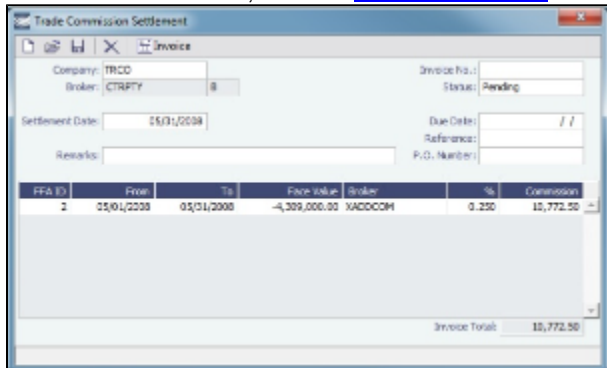
### Settling Combined Buy and Sell Positions



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:

- On the Create Invoices List, select Invoice Type **Trade Commission Invoices**.
- In the row for the trade, click the [Create Settlement](#) link.



- Enter a **Due Date** and any other relevant information.
- To save the form, click .
- 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](#)
- [Trade Details List](#)
- [Bunker Trade List](#)

- [Trading Opportunity Analysis](#)
- [FFA/Option List](#)
- [Bunker Swap/Option List](#)

## Trading P&L Summary

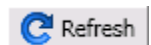
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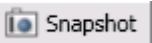
The Trading P&L Summary is the main dashboard for most users, forming the core of the Trading module. It is a summary of the overall paper and physical positions and displays all types of contracts: Bunker Swap, FFA, Cargo, Cargo Option, CCOA, CCOA Option, VC In, VC In Option, VCOA, VCOA Option, TCI, TCI Option, TCI Min/Max, TCO, TCO Option, and TCO Min/Max.

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:** Select **Current** for the most up-to-date data, or retrieve a **Snapshot**. You can schedule daily snapshots of positions and take additional ad-hoc snapshots.
  - To take an ad-hoc snapshot, click  **Snapshot**, 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.
  - An option can be configured (CFGCFGAlwaysSaveAccountCodeInSnapshot) to save the account ledger number for P&L Snapshots.
  - An option can be configured (CFGInitialSnapshotTimeSelect) to set the time of the initial snapshot to either:
    - When commencing.
    - When the voyage is created. This snapshot is used as the basis for the Estimated column on the Voyage Manager P&L tab and the estimated values in the Voyage P&L reports, and the Snapshot button can also be used to update the initial snapshot.
- **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:** The quantity of Bunkers involved in the contract.
  - **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.
  - **TCE:** The TCE of the contract, calculated using the exposure days and the market prices.
  - **Long TCE:** The weighted average of TCE, with the Exposure Days for all the Long positions.
  - **Short TCE:** The weighted average of TCE, with the Exposure Days for all the Short positions.
  - **Contract TCE:** the TCE calculated by using the bunker prices from the contract, in contrast to the TCE value, where the calculation is done using the market bunker rates.
  - **Exposure Count:** The number of contracts that have exposure in this period. Next to the count, click the **Details** link to open the Trade Details List.
  - **Fixed:** The amount of exposure for cargoes with Fixed status. Exposure is locked in.
  - **Sailed:** The amount of exposure for contracts with Sailed status. Exposure is locked in.
  - **Net P&L:** The sum of Net Exposure plus Fixed and Sailed amounts.
  - **Net Count:** The number of unsettled contracts for this period. Next to the count, click the **Details** link to open the Trade Details List.
- **Period:** Monthly, Quarterly, or Annually.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter:** Select a [Filter](#) from the Trading Filter List.
- **Groupings:** Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet. Contract Types are Bunker Swap, CCOA, CCOA Option, Cargo, Cargo Option, FFA, Own Vessel, TCI, TCI Min/Max, TCI Option, TCO, TCO Min/Max, TCO Option, VC In, VC In Option, VCOA, and VCOA Option.

## 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, you can switch between two views. The views of the two modes are different, and each has a different set of columns.

- **Normal** mode: Bunker Qty value is summed by the exposed fuel type tons with the exposed BAF tons (visible in the Drilldown mode).
- **Drilldown** mode: Each contract is broken down into the following categories and subtypes.
  - TC: Each trade is broken down to the most granular level, so if the TC contract has multiple hire rates in one month, a line appears for each period within that month.
  - VC
  - Bunker
    - Fuel Type
    - BAF
  - Paper
    - FFA
    - Bunker

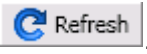
In either mode:

- Yellow lines highlight missing Market 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, the Rate appears; on the Exposure tab, exposure settings can be selected. The last available data appears on the [Market Data List](#).

### Filtering

You can select filters to view the data you want and the settings to be applied.

After changing settings, click .

- **From** and **To**: The Trade Details List includes the data from the first date to the second.
- **Snapshot**: Select **Current** for the most up-to-date data, or retrieve a **Snapshot**.
- Show:
  - **(All)**: Displays all the unsettled contracts, including non-exposed.
  - **Exposure**: Displays only contracts with Exposure Days > 0.
- **Contract**: (All) or a particular Contract type.
- **Vessel Type**: (All) or a particular Vessel Type.
- **Trade Area**: (All) or a particular Trade Area.
- **Profile**: Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter**: Select a [Filter](#) from the Trading Filter List.

### Trade Details List Views

You can save, create, and load List Views. For each mode (Normal or Drilldown), Views can be saved as Private or Public. Views in the Trade Details List include only the columns and the in-column filters. The top-level filters can be controlled by the [Trading Filter](#).

## Bunker Trade List

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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 the settings to be applied. After changing settings, click .

- **Dates:** The Bunker Trade List includes data for the select dates.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter:** Select a [Filter](#) from the Trading Filter List.

## Trading Opportunity Analysis

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Using the Trading Opportunity Analysis tool, you can analyze the impact of additional contracts on your portfolio.

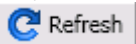
Contracts with Opportunity Status appear on the left side; select those contracts you want to evaluate, and see their effects on the right.

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 Area
- Vessel Type

To see the effect of specific contracts on the P&L Summary, 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 .

- **Period:** Monthly, Quarterly, or Annually.
- **Filter:** Select a [Filter](#) from the Trading Filter List.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Grouping:** Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet.

## Trading Reports

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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. To set up the data for this report, use the [Benchmark TC Adjustment](#) form.
- **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, Weighted Days, Tons, Bunker Tons, TCE (and Show negative aggregate TCE as zero), Contract TCE, Short TCE, Long TCE, Bunker Exposure, TC Exposure, Net Exposure, Realized, Net, Rate, and Market Rate. On each report, you can select a specific [Trading Filter](#) and [Trading Profile](#), and it can be grouped by Period.

- **Port Stay, Fueling & Intake Report:** Displays Voyage records according to the parameters specified in the setup form. The following reports can be generated:
  - **Port Stay Report:** If the Activity specified is Loading/Discharging, this is the report displayed when you click **Port Stay or Fueling Report**. This report displays Voyage records, per Cargo/Port, and relevant information about the estimated days, cargo quantities, and demurrage. Also, there are calculations of Port and Pricing Performance, based on the displayed data. Each line only displays ports that are Laytime-reversible.
  - **Fueling Report:** If the Activity specified is Fueling, this is the report displayed when you click **Port Stay or Fueling Report**. This report displays all voyages that have an F function port, with relevant data about the lifted bunkers, the port days and the port costs.
  - **Intake Report:** If the Activity specified is Loading/Discharging, this is the report that is displayed when you click **Intake Report**. This report displays all relevant voyage records, for each line the first three Load and Discharge ports are displayed, with the corresponding dates, intake quantities per port and totals.

## 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.



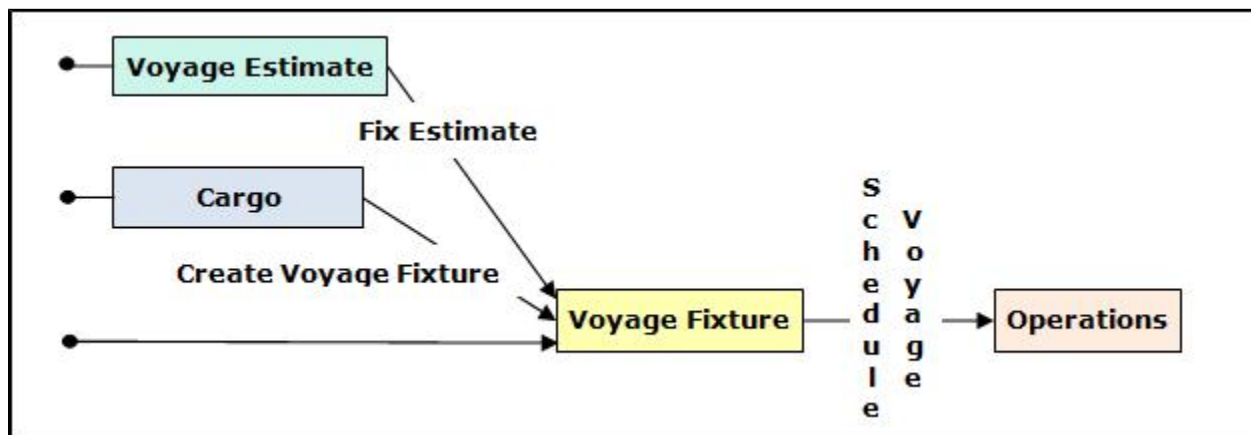
To access the IMOS Chartering Module Center, click .

**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](#)

- \* *Time Charter Manager* tutorial
- Cargo Matching
- Estimate Schedule

\* You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

## Related FAQs

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For more information, see the following Chartering FAQs:

- [FAQ - Preventing a ripple effect on linked cargoes when changing a COA price](#)
- [FAQ - About Worldscale Rates for Voyage Estimates](#)
- [FAQ - How to Mirror Cargoes Between Two Internal Companies](#)
- [FAQ - Is There a Way to Set Default Aspects of a Voyage Estimate?](#)
- [FAQ - How do I populate the Cargo Inspector field on the Cargo Handling form?](#)
- [FAQ - How to create a relet with a different contract quantity from CP Terms](#)
- [FAQ - About Unit of Measure Conversion](#)
- [FAQ - About Cargo Tolerance Option Types](#)
- [FAQ - Configuring voyage estimate security](#)
- [FAQ - About Top-off](#)
- [FAQ - About Multigrade Cargo Import](#)
- [FAQ - How to create a relet with a contract quantity different from CP Terms](#)
- [FAQ - Cargo Bunkers - Cleaning](#)
- [FAQ - Behavior of the 'Status' Field in the Cargo List](#)

## Chartering Lists and Tools

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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](#) (Also see the *Time Charter Manager* tutorial.\*)
  - [Time Charter Out List](#) (Also see the *Time Charter Manager* tutorial.\*)
  - [Lightering Job List](#)
  - [Time Charter Lifting Option List](#)
  - [Time Charter Purchase Option List](#)

\* You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

## Chartering Setup

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

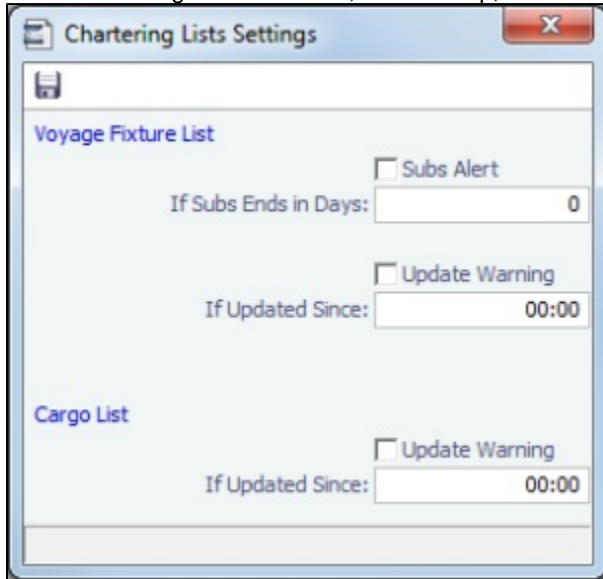
- [Chartering Lists Settings](#)
- [Voyage Estimate Categories](#)
- [Vessel Vetting Setup](#)


## Chartering Lists Settings

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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**.



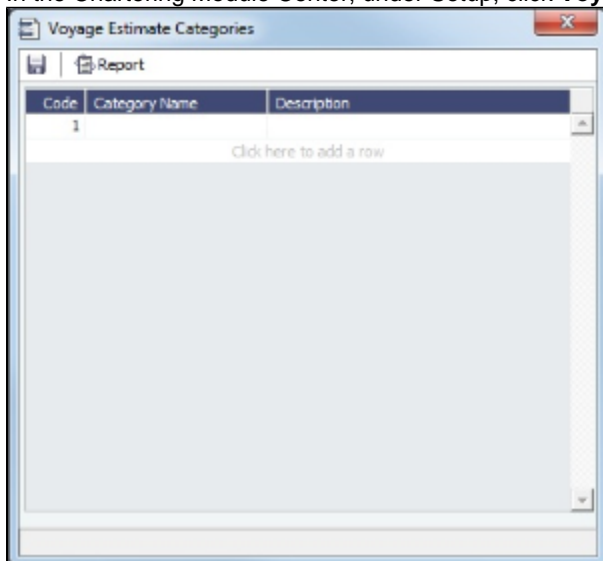
2. Do either or both:
  - For a Subs Alert:
    - a. Select the **Subs Alert** check box.
    - b. In the **If Subs Ends in Days** field, enter the number of days from which changed records should be highlighted. Voyages whose status is On Subs turn red when the current time passes **Ship on Subs Until** 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


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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**.

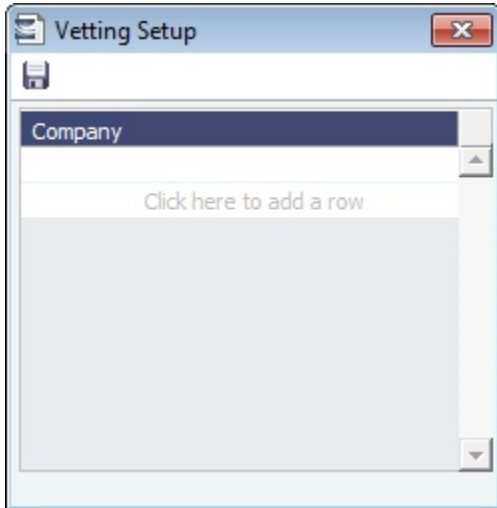
3. To save and close the form, click .

## Vessel Vetting Setup

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An option can be configured (CFGEnableVesselVetting) to enable **Vessel Vetting** in IMOS.

In the Chartering module center, under Setup, click **Vetting Setup**.



On this form, you can specify the entities for which every vessel has to be vetted.

## Alerts

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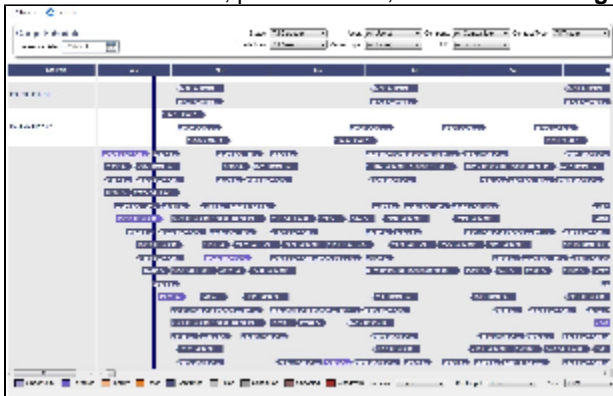
The **Cargo COA**, **Cargo**, **Voyage Estimate**, **Voyage Manager**, and **Voyage Fixture** forms highlight the **Vessel**, **Charterer**, and **Port Name** fields in light pink if an alert is entered for them. To see a tooltip showing the text of the alert, hover your mouse pointer over it.

## Cargo Schedule

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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 IMOS7 menu, point to **Tools**, and then click **Cargo Schedule**.



Double-click a bar to open the Cargo, or right-click to open the Cargo or to create an Estimate. The length of the bar indicates the laycan dates.

- An option can be configured (CFGChartererView) to use the [Charterer's View](#) instead of the standard [Cargo](#) form. An option can be configured (CFGEnableMultiGrade) to enable grades to be selected for Cargoes in a [Voyage Estimate](#). With these two flags enabled an option can be configured (cargoScheduleSmallBarTemplate) to set the data to display on the bars.

For more information on schedules, see [Schedules](#) and the *Schedules* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).


## 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 Chartering and Operations Module Centers.




To use Open Position:

1. Specify the filters.

2. Click  **Calculate**.

3. To open a report in the [Reporting Center](#), click  **Report**.

Results are sorted according to Open Area and then Open Date. For vessels in a TCO Voyage, the TCO Redelivery date is considered the Open Date.

**Note:** If changes are made to the displayed voyages outside the form, click  to retrieve them without closing and reopening it.

### Filters

- **Region Code.** All records with Open Ports that have this Region Code set appear. The Projection ports used in the calculation are those that have the same Region Code set. If there are more than 5 projection ports, the top five (alphabetical) are used.
- **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/Area:** The last port/area 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.

## Color Coding

Highlighting in the rows has the following meaning:

- **Blue** = There is a comment or a remark entered on that row.
- **Yellow** = The Arrival date is before the Target date entered.
- **Green** = Both conditions exist (Blue + Yellow = Green).

Highlighting of the text indicates Voyage Status:

- **Black** = Scheduled
- **Blue** = Commenced
- **Red** = Completed

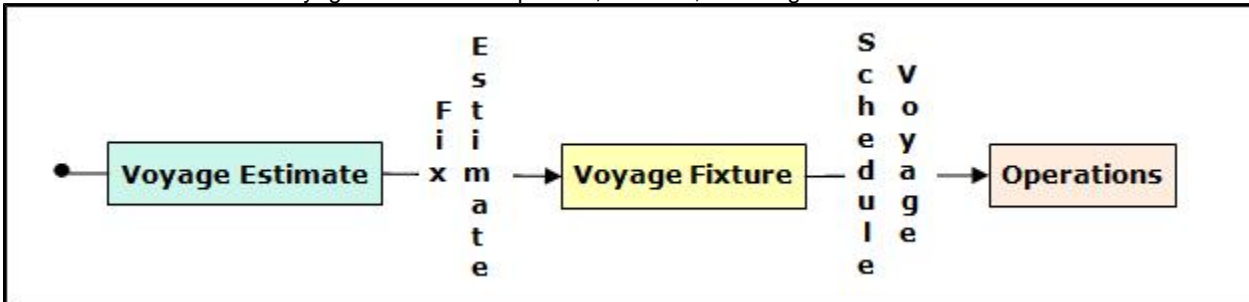
## Comments/Remarks

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.

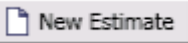
## Voyage Estimates

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.



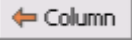
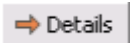
This section describes the first of the [Chartering workflows](#), the typical workflow of an Owner. After creating an Estimate, you fix it to create a Voyage Fixture, and then schedule a voyage.

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

- In the Chartering Module Center, click **Voyage Estimate**.
- On the Voyage Estimate list, click .
- On the IMOS7 menu, point to **New**, and then click **Estimate**.

A new Voyage Estimate appears with your next consecutive **Estimate ID**, which you can change.

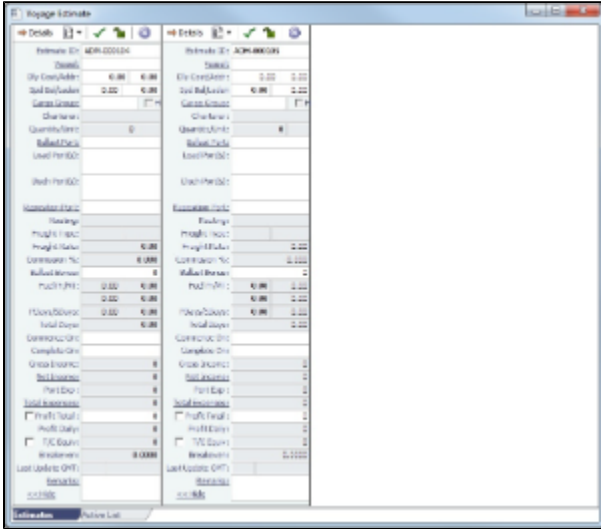
Voyage Estimates have two views:

- 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 .
- 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 .

## 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.




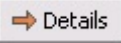
You can open an Estimate, copy it, and make adjustments to the copy, such as trying a different vessel, route, or charterer, while comparing the Daily Profit and the TCE to determine the most profitable voyage.

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


**Note:** You can enter several Load Ports and several Discharge Ports in the same field. Each of the port names is displayed as a link, which leads to the corresponding Itinerary Details form of the port.

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  to expand to **Details view**.

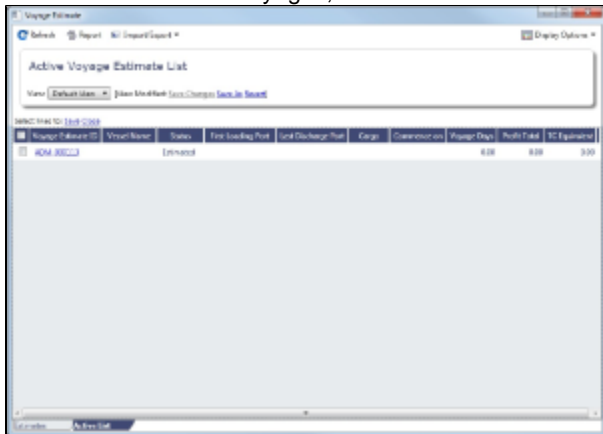
You can open multiple existing Estimates in Column view simultaneously, using either of these methods:

- 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.

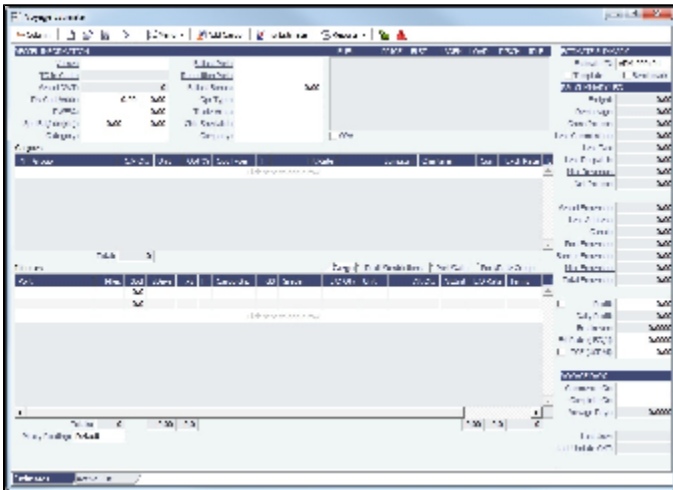
- Create a **New Estimate**, **New TCO Estimate** (See [Time Charters](#)), or **New Consecutive Estimate**
- **Open Estimate** or **Open Multiple Estimates**
- **Copy Estimate**, **Copy to TCO Estimate**, or **Convert to TCO Estimate**
- **Map Itinerary**: See and adjust the itinerary in Veslink Distances.
- **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.
  - **Speed Comparison Analysis**: Calculate how alternative ballast/laden speeds impact voyage results.
  - **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.
- **Piracy Avoidance**: Select whether Piracy Avoidance is set to Default, Disabled, or Enabled.
  - **Default**: Uses the vessel's default routing preferences specified on the [Routes](#) tab in the Vessel form.
  - **Disabled**: Uses the most direct [Distances](#) route.
  - **Enabled**: Reroutes the vessel around the piracy region.
- **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.
- **Reports**: Click to view any of the following reports:
  - **Estimate PL Report**: View the P&L Report for the Voyage Estimate.
  - **Estimate Summary**: View the Estimate Summary Report.
  - **Estimate Column**: View the Column Estimate Report.

## 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.

- An option can be configured (CFGEnableVoyestSavedBallastDays) to calculate the impact of Saved Ballast Days on the TCE.
- An option can be configured (CFGVerifyMatchingCompany) to display a validation error if any of the Estimate/voyage's linked contracts has a different company set than the voyage company.
- When a Time Charter In is selected, options can be configured to default to the company (CFGDefaultCompanyOnTciSelect) or LOB (CFGDefaultLobOnTciSelect) on the Time Charter In Contract.
- An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Voyage Estimate.

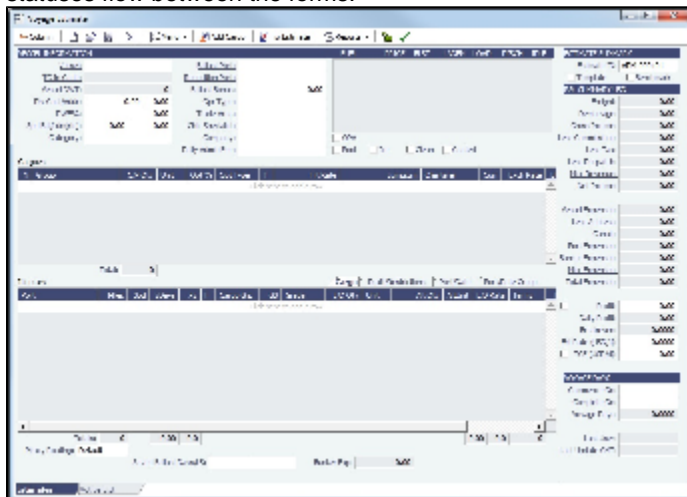


Different fields can appear, depending on the Operation Type and your configuration. When the **OPA** check box is selected, the following fields appear:

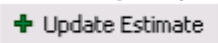
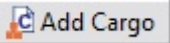
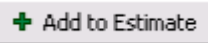
- **Rate**: Select the type of OPA Rate, which draws from the OPA Rates terms list in the Data Center.
- **Amt**
- **Year**: Populates based on the Rate.
- **#**: Shows the current number of OPA instances for the selected vessel.

All OPA information from the Estimate flows through the **Voyage Fixture**.

- An option can be configured (CFGEnableVoyTypeCheckboxes) to add **Pool**, **Ice**, **Clean**, and **Coated** check boxes to the Voyage Estimate and Voyage Fixture for reporting for bulk vessels. They are carried to the Voyage Manager, and their statuses flow between the forms.

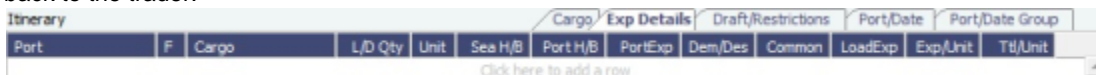


1. In Details View:

- 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  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 , complete the **CP Terms Details** form, and click . 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.
- An option can be configured (CFGDefaultLobOnCargoImport) to enable defaulting the LOB on a Voyage Estimate to the one from the imported cargo, if it has not yet been specified.
- An option can be configured (CFGEnableInProgressEstimating) to allow a Voyage Estimate to be created from an In Progress voyage by copying data from the voyage, using the **In Progress Voyage** check box.
- 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.



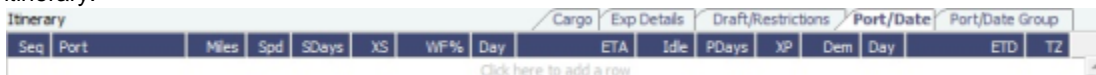
- If you have the list of Low Sulfur Community ports loaded into the IMOS database, the Voyage Estimator sets low sulfur port days (LS PDays) to be equal to port days (PDays) while in one of these ports.
  - An option can be configured (CFGVoyapiValidateCargoLaycanForPort) to add validation warnings if, at the first port where a cargo is to be loaded, the vessel will arrive before the start or after the end of the cargo's laycan.
  - An option can be configured (CFGVoyestShowCranesInItinGrid) to add a Cranes column to indicate the use of cranes in the port.
- 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.



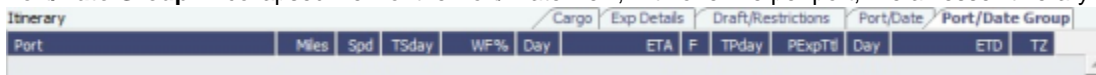
- Draft/Restrictions**: The port calls, as on the Cargo tab, with the Max Lift for each berth, based on the vessel, its Deadweight Table, and the API/Specific Gravity of the cargo, as well as the weight of bunkers and everything on the vessel.

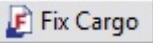
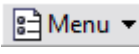







- Port/Date**: Includes the parameters for each port call that has a function, with one line per cargo, like a cargo itinerary.



- An option can be configured (CFGDistancesAvoidRivers) to have distances calculated by IMOS use river routes (when disabled). This is equivalent to clearing the Avoid rivers if possible check box in Veslink Distances settings.
- Port/Date Group**: A collapsed view of the Port/ Date view, with one line per port, like a vessel itinerary.



- To lock a Transit port (Port Function P or I) to prevent it from being changed or removed, either right-click the port and click **Lock Transit Port**. A locked Transit port has a light blue background in the Itinerary.
- The **Estimate Summary** is along the right side.
  - A **Template** Estimate cannot be fixed, and fixed/scheduled estimates cannot be marked as Template.
    - Users without the Update template voyage estimates Security Right cannot edit Template Estimates, but can work on a copy of a Template Estimate.
  - From a **Benchmark** Estimate, you can create a Cargo with this Benchmark Calculation as the Exposure Basis:
    - Click . When the Benchmark Estimate is copied, the check box is cleared. A Benchmark Estimate can be viewed by a user without the Benchmark right. It is possible to dynamically **change a Benchmark Estimate Itinerary** to match a Cargo, and to use it in the exposure calculation.
  - 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  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.
    - An option can be configured (CFGEnableOpsLOB) to validate the LOB on all contracts linked to a Voyage Estimate.
3. To save the Voyage Estimate, click  .
- You must have the appropriate Security rights, indicated by  , to save the Estimate.

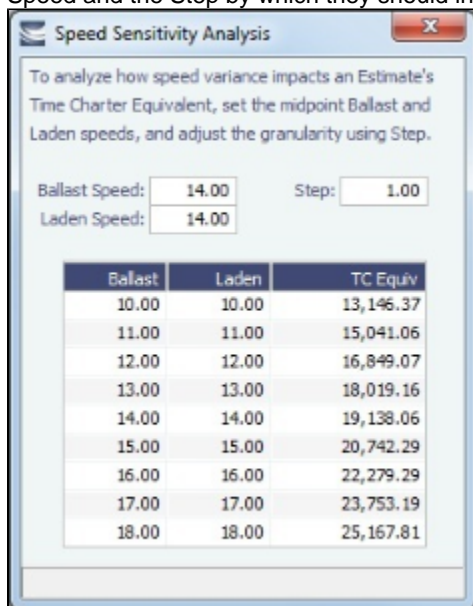
## Analyses

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 Comparison Analysis

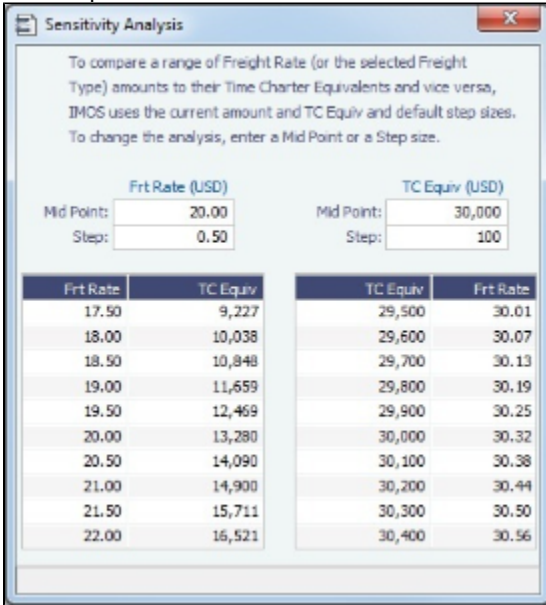
### Speed Sensitivity Analysis

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.



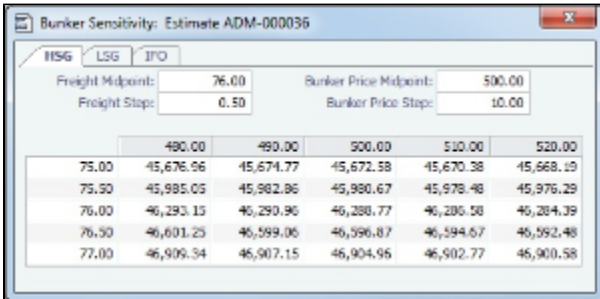
### Freight Sensitivity Analysis

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



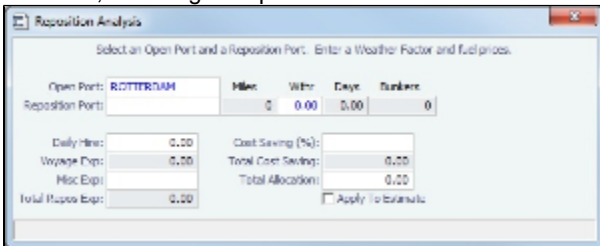
### Bunker Sensitivity Analysis

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.



### 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.



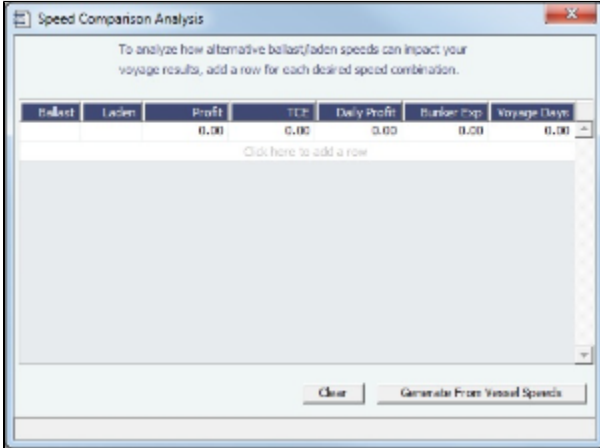
If the vessel can find some cargo to carry at a discount, the voyage will be more financially efficient than going ballast. The workflow can be as follows:

1. Prepare an Estimate for this discounted cargo and open the Reposition Analysis. The default Open Port will be the first port in the itinerary.
2. Enter the relevant Reposition Port.
3. The Weather Factor, price of Bunkers, and Daily Hire are defaulted according to the Estimate data but can be edited for the Analysis.
4. You can enter Miscellaneous Expenses as a lumpsum amount.
5. The Total Reposition Expenses value appears. Enter the percentage of this amount you would like to save.

- The Total Cost Saving and the Total Allocation for the current voyage appear. To apply this cost allocation to be the voyage's profit, select the **Apply To Estimate** check box.

## Speed Comparison Analysis


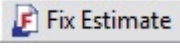
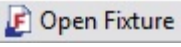
The Speed Comparison Analysis calculates how alternative ballast/laden speeds impact voyage results. After specifying Ballast and Laden speeds, the following values are calculated for each set of speeds: Profit, TCE, Daily Profit, Bunker Top, and Voyage Days.



- To apply this set of speeds to the Estimate, right-click a line in the table and click **Apply to Estimate**.
- To clear all the lines in the form, click **Clear**.
- To populate all the possible combinations of speeds that are specified on the Vessel form, click **Generate From Vessel Speeds**.

## Creating a Voyage Fixture from an Estimate

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

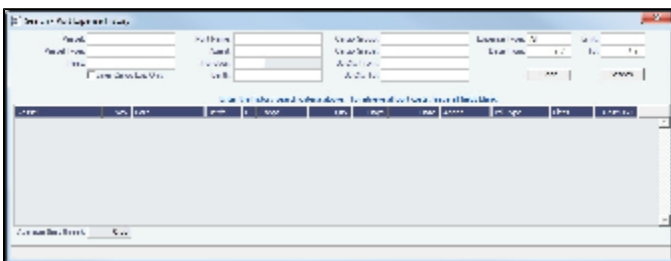
- In **Column view**, click  and then click **Fix Estimate**.
- In **Details view**, click . All the information from the Voyage Estimate moves to the **Voyage Fixture**, and the button changes to .

An option can be configured (CFGValidateContractStatusToSchedule) to restrict fixing Estimates unless Cargoes are Confirmed.

## 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, Expense Details, or Agent Details for a voyage. This information can help you to adjust or understand your current Estimate.

- An option can be configured (CFGDefaultPortExpSearchLimit) to automatically start with default search criteria and a default Limit.



Enter search criteria and click **Search**.

## 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.

Fuel Name	Qty (MT)	Unit Price	Total Price	Lead Time	Transfer	Price	System
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
USFOUR	0.500	0.000	0.000	0.00	0.000	15.000	
Total	0.500	0.000	0.000	0.00	0.000	15.000	

Depending on the Vessel Type in the Voyage Estimate, columns can also appear for sea consumption for heating, cooling, and reliquefaction, and port consumption for heating, cooling, and reliquefaction, as well as IGS consumption.

## Estimate Delays

Enter information about delays.

Activity	Reason	From	Zone	To	Zone	Hours
			0.0		0.0	0.0000
Click here to add a row						
Total:						0.0000

## Vessel Defaults

Enter Vessel default values to be used in Voyage Estimates.

Vsl Name	Vsl	Vsl DWT	Qty/Mtr	L Days	D Days	Conns	FOHest
		0	0	0.00	0.00	0.00	0.00
Click here to add a row							

## 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.

Vessel	Daily Cost	Addr	Open Port	Bal Spd	Lad Spd
VESSEL 1	60,000.00	0.00	HOUSTON	15.0	14.5

Click here to add a row

Use All Open Estimates     Preserve Bunker Prices       

**Preserve Bunker Prices:** For any fuel types that match up between the source Estimate and the new Estimates generated, the bunker prices are copied into the new Estimate.

- An option can be configured (CFGVoyestRetainBunkerPrices) to map bunker prices when changing vessels; if it is enabled, this check box is enabled by default when this form is opened.

## 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 .
  - On the IMOS7 menu, point to **New**, and then click **Master Contract**.

IMOS Master Contract


Contract No.:                      SN Ref No.:  
Charterer:                              Valid From:  
Reference:                              Valid To:

Bill To:                              Chtr Specialist:  
Agent:                                      Broker:  
Demurrage Via:                              Services:  
Invoice Base:                              Port Terms:  
Laycan Days:                              Time Bar Days: 0  
Laycan From:                              0.00  
Payment:                                      0.00  
Description:

Cargo Contract     ETA Notification     Use Booking Qty On Scale Table  
 Vessel Contract

Statistic	field 1	field 2
Click here to add a row		

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 .

## Mirroring Contracts

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### About Mirroring Contracts

Intercompany workflows facilitate the existence of multiple separate legal entities within a single IMOS database.

- [An option can be configured](#) (CFGEnableContractMirroring) to enable the following types of intercompany contracts to be mirrored: Cargo COA, VC In COA, Cargo, VC In, Time Charter In, Time Charter Out, and IMOS FFA/Option/Bunker Swap Trade. When a contract of one of these types is created with internal counterparties, IMOS automatically creates a mirrored contract from the opposite perspective, so that users from both legal entities can manage the contract and include it in both their operational planning and their trading exposure and P&L.
- [An option can be configured](#) (CFGMirrorContractRefNo) to enable mirroring of the Reference No. or Ref No. field between mirror contracts.

The following two workflow models can be used in mirroring.

### Time Charter Contracts

These examples refer to Time Charter contracts, but the concepts apply to all contracts.

#### Two Internal Companies (Model A)

When the W record entered in the Company field on the contract and the W record in the Counterparty field are both specified as Internal in the Address Book:

- The Intercompany check box is selected by default.
- On saving the contract, an identical (or mirrored) contract is automatically created behind the scenes, with the alternate perspective.

For example, when a Time Charter In contract is created between Company X and Counterparty Y (both internal), the Intercompany check box is automatically selected, and on save, a Time Charter Out form with Company Y and Counterparty X is created with the same information.

- After this mirrored link is established, any entry into either of the contracts passes to the other upon save. This includes brokers and XADDCOMM.
- Disabling the Intercompany option on either of the contracts and saving breaks the link; updates no longer flow through.
- The automatic creation of mirrored contracts and subsequent updating is allowed even if you do not have security access to the company of the linked contract. (You can enter details from X's perspective and have it flow through and update Y's contract, but you cannot change anything in Y's contract directly if you do not have rights to Y.)

#### One Internal Company and One External Company (Model B)

When the W record entered in the Company field is Internal, but the Counterparty is not Internal:

- The Intercompany check box is not selected by default.
- Selecting it selects the I/C Company and I/C Adj % fields on the form.
- I/C Company refers to the secondary intercompany counterparty; I/C Adj % allows a numerical entry.
- If the I/C Company is entered, a total of three contracts are created, all mirrored with one another.

For example, if a TC In contract is created between internal Company X and external Counterparty Z, and Company Y is the I/C Company (also internal), three linked contracts are created:

- X has a TC In with Z (parent contract)
- X has a TC Out with Y (child contract 1)
- Y has a TC In with X (child contract 2)
- The I/C Adj % value is applied automatically to the Gross Hire Rate on the two child contracts, that is, the contracts between the internal counterparties. This is always applied as a mark down on a buy and mark up on a sell.

- If the Hire Rate is index linked, the same process applies. If a floor/ceiling is specified, they increase/decrease along with the rate, according to the I/C Adj % value.
- After this mirrored link is established, any entry to any of the three contracts passes to the others upon save (except for the I/C Company and I/C Adj % fields, which are not mirrored). Note that broker entries in the parent contract are not mirrored onto the child contracts (although broker entries are mirrored between the child contracts); XADDCOMM is mirrored among all contracts.
- Disabling the Intercompany option on any of the contracts breaks the link on all; updates no longer flow through.
- The automatic creation of mirrored contracts and subsequent indirect updating (through mirroring) is allowed even if you do not have security access to the company of the linked contracts.

### TC Mirroring

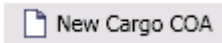
- When contract A (connected to voyage 1) is mirrored with contract B (connected to voyage 2), and voyage 1 is scheduled /commenced, port, time, and bunker information flows from the voyage to contract A to contract B. Voyage 2 needs to be manually synced with voyage 1. There is no voyage mirroring in this case.

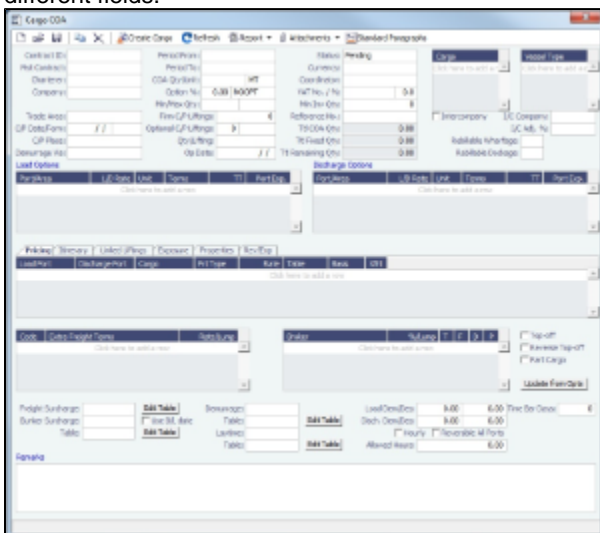
### Cargo Mirroring and Voyage Mirroring

- Voyages created through two mirrored Intercompany contracts are mirrored with each other. For example, if a Cargo is mirrored with a VC In, the two corresponding voyages are mirrored with each other. The voyage corresponding to the Cargo contract is the master, while the other is the mirror voyage. The master has to be scheduled before the mirror, and information flow is one way only: master to mirror.
- Related topic: [FAQ - How to Mirror Cargoes Between Two Internal Companies.](#)

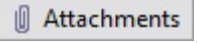

## Cargo COAs

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 .
  - On the IMOS7 menu, point to **New**, and then click **Cargo COA**. Depending on your configuration, you might see different fields.

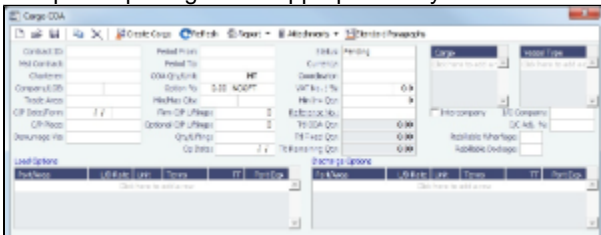


2. Complete the required fields:
  - Contract ID
  - Charterer/Owner
  - Company
  - Trade Area
  - CP Date
  - Period From
  - Period To

- 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.

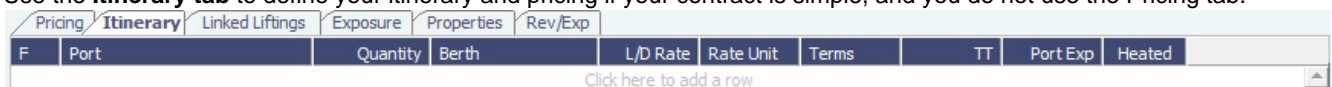


- In the **Cargo** grid: Each cargo that might be moved.
- In the **Vessel Type** grid: Each type of vessel that fits any requirements.
- In the **Load Options** and **Discharge Options** grids: Each potential load and discharge port and the terms that apply there. You can change the ports and/or terms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

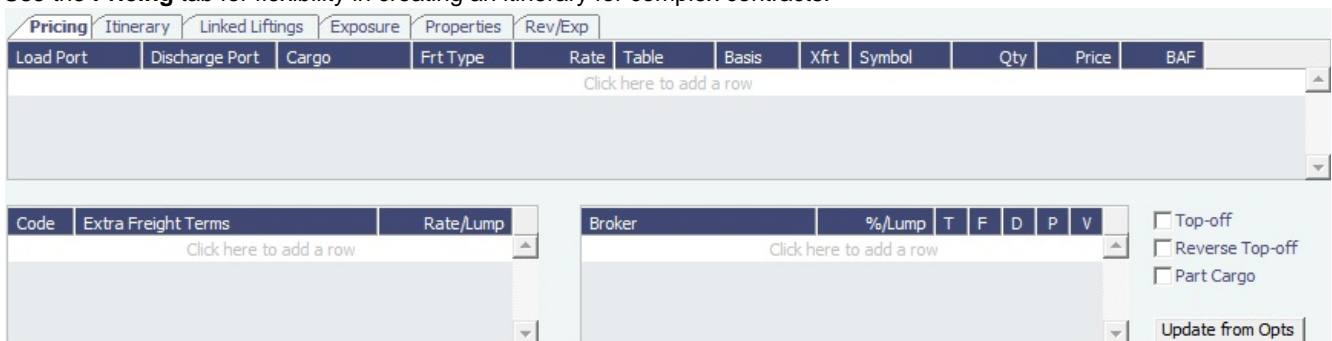
## Itinerary or Pricing Tab - Cargo COA

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.



To automatically add pricing lines when the Freight Type is Use Price Matrix, click **Update from Opts**. Price lines are populated for any unique pair of Load and Discharge options that do not already exist.

1. 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.

The screenshot shows a dialog box titled "Index Table". It has several input fields: "Market:", "Index:", "Ceiling:", "Floor:", "Index Value:", "Calculation:", and "Currency:". To the right of these fields is a table with two columns: "Market Rate" and "Rate". Below the table is a button that says "Click here to add a row".

- **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.

The screenshot shows a dialog box titled "Rate Table". It has several input fields: "Table ID: FREIGHT RATE 1", "Calculation: Next Higher", "Table Type: Freight Rate", "Curr: USD", and "Table Desc: Freight Rate Table 1". Below these fields is a table with four columns: "Qty", "Unit", "Rate", and "Lump Sum". The table contains the following data:

Qty	Unit	Rate	Lump Sum
10.000	MT	18.000	0.000
20.000	MT	17.000	0.000
100.000	MT	16.000	0.000
500.000	MT	15.000	0.000
1,000.000	MT	14.000	0.000
20,000.000	MT	13.000	0.000
200,000.000	MT	10.000	0.000

Below the table is a button that says "Click here to add a row".

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.

The screenshot shows a window titled "Rate Table" with a close button (X) in the top right corner. Below the title bar are icons for a new table, save, and delete. The form contains the following fields:

- Table ID: FREIGHT MATRIX 1
- Table Type: Freight Matrix
- Table Desc: Freight Matrix Table

Below these fields is a table with the following data:

Port From	Port To	Rate	Unit
BOSTON (USA)	ATHENS	40.00	USD
NEW YORK	ATHENS	45.00	USD
BOSTON (USA)	ROTTERDAM	38.00	USD
NEW YORK	ROTTERDAM	39.00	USD

Below the table is a link that says "Click here to add a row".

- **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 **R** **everse 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.**
2. Enter **Extra Freight Terms** for the entire COA.
  3. Enter Broker information:
    - **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.
  4. 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**.

Freight Surcharge Table

Description:

Surcharge type:  Currency:

Quantity	Rate Value	Lump Sum
Click here to add a row		

Commissionable  Taxable  Allow Partial Deductions

- **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**.

Bunker Cap/Collar Table

Bunker Market:  Rate Type:

Symbol:

Currency:

For every  \$/ton above  Add

For every  \$/ton below  Subtract

Commissionable  Taxable  Allow Partial Deductions

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**.

Rate Table

Table ID:

Table Type:  BFPI:

Table Desc:

Rate	Rate Unit	Qty	Qty Unit
-1.000	PRC	20.000	USD
0.000	PRC	25.000	USD
1.000	PRC	30.000	USD
2.000	PRC	35.000	USD
3.000	PRC	40.000	USD
4.000	PRC	45.000	USD
5.000	PRC	50.000	USD

Click here to add a row

- **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**.

The screenshot shows a 'Rate Table' dialog box with the following fields and 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	MT
20,000.000	USD	15,000.000	MT
30,000.000	USD	30,000.000	MT

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**.

The screenshot shows a 'Rate Table' dialog box with the following fields and 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  **Create Cargo**.

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.

- **Strategy:** A selection from the [Trading Strategy](#) form.
- Different fields appear based on the **Exposure Method:**
  - **Route linked to Trade Area:** This is the default exposure method. The exposure is calculated according to the route linked to the [Trade Area](#).
  - **Voyage Route:** Instead of linking the exposure to a Trade Area, you can link the cargo directly to a route, correlation, and adjustment. The Days Exposure is according to the route's basis days value.
  - **Benchmark Estimate:** You can specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by plugging the market rate and bunkers into the Benchmark Estimate.
    - **Benchmark M2M Basis:**
      - **Min:** The Benchmark Estimate with the lowest Benchmark Freight Rate is used for the exposure calculation.
      - **Max:** The Benchmark Estimate with the highest Benchmark Freight Rate is used for the exposure calculation.
      - **Backhaul**
    - The value entered in the **Overriding TCE** field is converted to a \$/ton rate, which populates the Rate column in the Trade Details List. (The Contract Rate column still has the original value from the contract.) The new Rate is used in the total exposure calculation.
    - To use the Benchmark Adjustment Table, select the check box and complete the fields.
  - **Manual:** You can set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.

## 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.

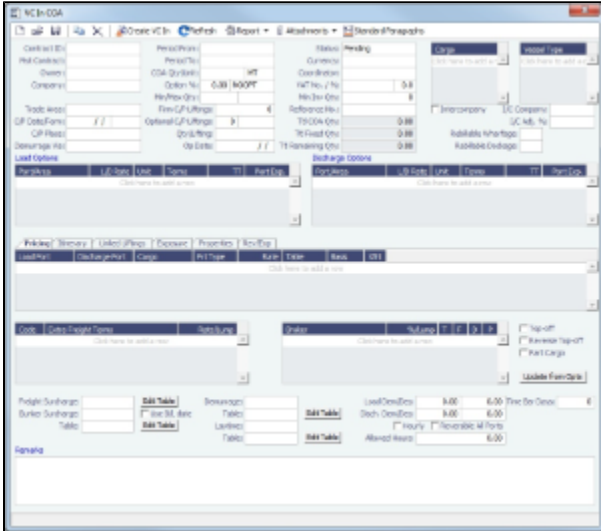
## Rev-Exp Tab - Cargo COA

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

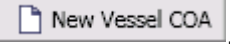
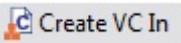

## VC In COAs

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. Depending on your configuration, you might see different fields.

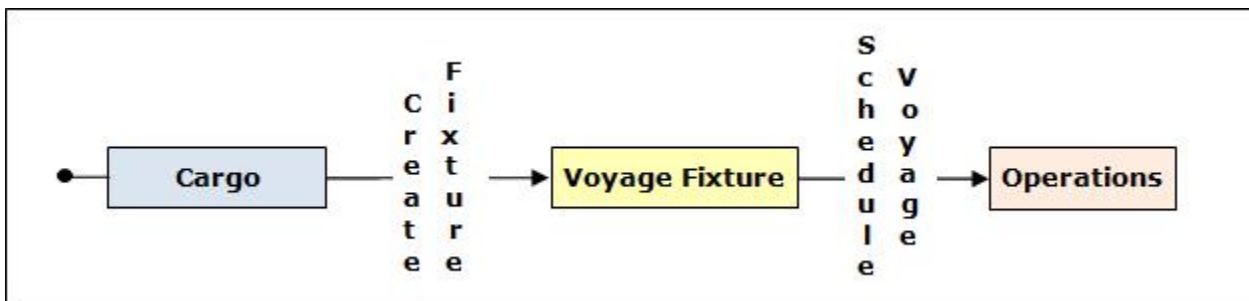


To create a VC In COA:

- Do one of the following:
  - In the Chartering Module Center, click **VC In COA**.
  - On the VC In COA list, click .
  - On the IMOS7 menu, point to **New**, and then click **VC In COA**.
- Complete required and additional fields as appropriate. See [Cargo COAs](#).
- To create VC Ins, click  and complete the Create VC In Setup form.
- To save the VC In COA, click .
  - An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a VC In COA.

## Cargoes

This section describes the second of the [Chartering workflows](#), the typical workflow of a Charterer.



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.


An option can be configured (CFGChartererView) to use the Charterer's view instead of this standard Cargo form.


## Creating a Cargo

To create a Cargo:

1. Do one of the following:

- In the Chartering Module Center, click **Cargo**.

- On the Cargo List, click .

- On the Cargo Schedule, click  and then click **Cargo**.

- On the IMOS7 menu, point to **New**, and then click **Cargo**.

2. On the Cargo form, complete the required fields:

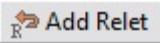

- Cargo
- Charterer
- Laycan From and To
- On the Cargo Itinerary tab:
  - Load Function and Load Port
  - Discharge Function and Discharge Port
- CP Date
- Freight Type:
  - Freight Rate, Lumpsum, World Scale, or Use Price Matrix
- Coordinator
- Nominated Vessel
- Vessel Type
- Trade Area

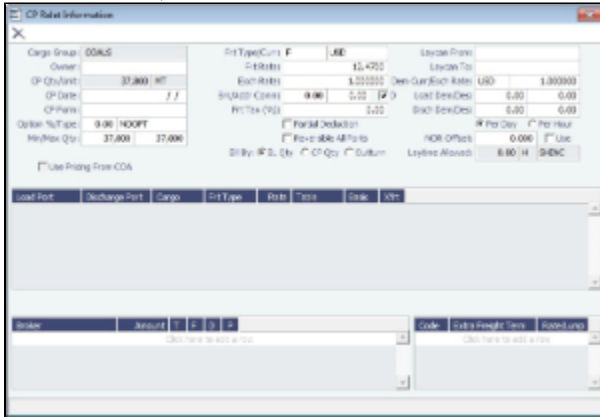
**Note:** You can create templates that contain information about the types of cargo you typically carry and use them to

create cargoes; click .

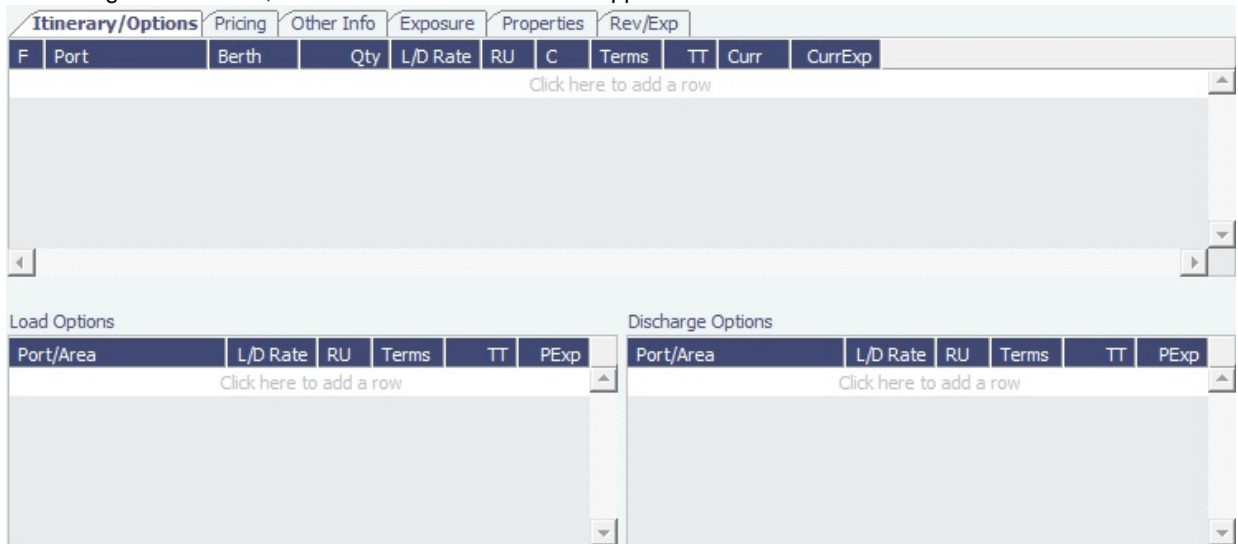
3. Enter any additional information as appropriate:

- Select a **Department** from those defined in Financials.

- If this is a relet, click  or  and complete the CP 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/Options** tab, enter terms and information for the ports.
  - For a Cargo from a COA, the information from the COA appears.



- 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. This tab is the same as the COA Pricing tab.
- To automatically add pricing lines when the Freight Type is Use Price Matrix, click **Update from Options**. Price lines are populated for any unique pair of Load and Discharge options that do not already exist.
- On the **Other Info** tab, you can enter additional information regarding the cargo contract, such as Supplier and Receiver, intercompany relationships, and **rebillable costs**.

- An option can be configured (CFGEnableBenchmarkEstimate) to add an **Exposure** tab. On this tab, you can select the **Use Exposure Settings from COA** check box or enter the information.


- Inbound**: Selected if the Cargo was created through a Benchmark Estimate with an attached Reposition Analysis; it can be changed.

- **Initial Estimate:** This field is populated with the Estimate's ID if the cargo was fixed from a Benchmark Estimate.
  - [An option can be configured](#) (CFGLockInitialEstimate) to lock the Initial Estimate.
- **Exposure Basis Month:** To use a value other than the Laycan month, enter a value in this field.
- **Strategy:** A selection from the [Trading Strategy](#) form.
- Different fields appear based on the **Exposure Method:**
  - **Route linked to Trade Area:** This is the default exposure method. The exposure is calculated according to the route linked to the [Trade Area](#).
  - **Voyage Route:** Instead of linking the exposure to a Trade Area, you can link the cargo directly to a route, correlation, and adjustment. The Days Exposure is according to the route's basis days value.
  - **Benchmark Estimate:** You can specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by plugging the market rate and bunkers into the Benchmark Estimate.
    - **Benchmark M2M Basis:**
      - **Min:** The Benchmark Estimate with the lowest Benchmark Freight Rate is used for the exposure calculation.
      - **Max:** The Benchmark Estimate with the highest Benchmark Freight Rate is used for the exposure calculation.
      - **Backhaul**
    - The value entered in the **Overriding TCE** field is converted to a \$/ton rate, which populates the **Rate** column in the Trade Details List. (The Contract Rate column still has the original value from the contract.) The new Rate is used in the total exposure calculation.
    - To use the Benchmark Adjustment Table, select the check box and complete the fields.
  - **Manual Exposure:** You can set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.
- 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/Options		Pricing	Other Info	Exposure	Properties	Rev/Exp
Title	Value					
Arbitration Location						
Safe Weight of Load						
New Lakes						
Shore/Ship Gear						
<a href="#">Click here to add a row</a>						


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


Itinerary/Options		Pricing	Other Info	Exposure	Properties	Rev/Exp	
Description	Rev/Exp	Type	Curr	Amt Curr	Exch Rate	Amt Base	Code
				0.00	0.00000	0.00	
<a href="#">Click here to add a row</a>							

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

## Copying a Cargo

To copy a Cargo:

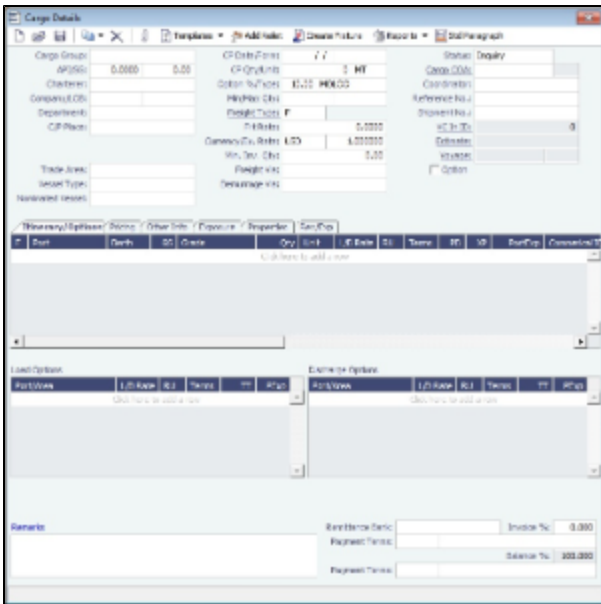
1. Click  and then click **Copy Existing**.
2. Enter the **Number of Copies**, **Start Date**, and **Total Periods**, and then click **Create**.
3. Edit line items for the copies as needed and then click **OK**.

When VC In contracts are enabled, you can also copy a Cargo to a VC In. Click  and then click **Copy to VC In**.

- [An option can be configured](#) (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Cargo.

## Cargo - Charterer's View

[An option can be configured](#) (CFGChartererView) to use this Charterer's view instead of the standard [Cargo](#) form. The Charterer's View has additional fields on the Itinerary/Options tab.



With Charterer's View, an option can be configured (cargoScheduleSmallBarTemplate) that enables you to add labels to the Cargo Schedule.

## Creating a Voyage Fixture from a Cargo

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

## Backhaul Exposure Method

From the Exposure tab of the Cargo form, you can set the Backhaul Exposure Method. Follow these steps:

- Create an estimate that will serve as the front haul (FH) and set the Freight Rate.
- Set it as a Benchmark Estimate and save it.
- Copy this Estimate, and in the copy (we'll call this WR, for Worldround), make the following changes:
  - Set it as a Benchmark Estimate.
  - Add the Backhaul Cargo (BH) as a second Cargo to the Estimate.
  - To set this as a Backhaul Cargo, select the **B** check box in the Cargoes table.
  - Change the TCE or Freight Rate on the BH Cargo to evaluate the voyage.
  - Fix the Cargo (a Backhaul Cargo is indicated in the Estimate, so that will be the fixed Cargo). Do not save it yet.
  - On the Exposure tab of the newly created Cargo, add the FH Estimate and set it as F in the Benchmark Estimates table.
  - Save the Cargo.

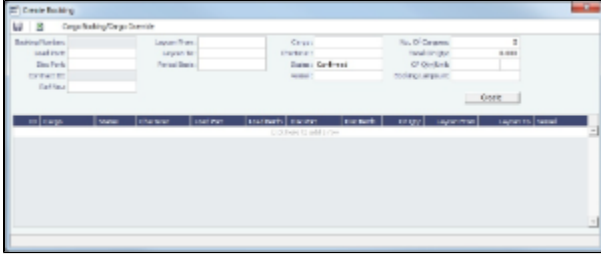
The Backhaul Cargo exposure is calculated in the following way:

- The system calculates the FH benchmark Freight Rate.
- In the WR estimate, the bunker market rates and the FH benchmark Freight Rate are plugged in.
- The TCE is locked, and the market rate is entered, while applying the change on the Backhaul Cargo only.
- This gives you the WR benchmark Freight Rate.

## Multiple Cargo Bookings

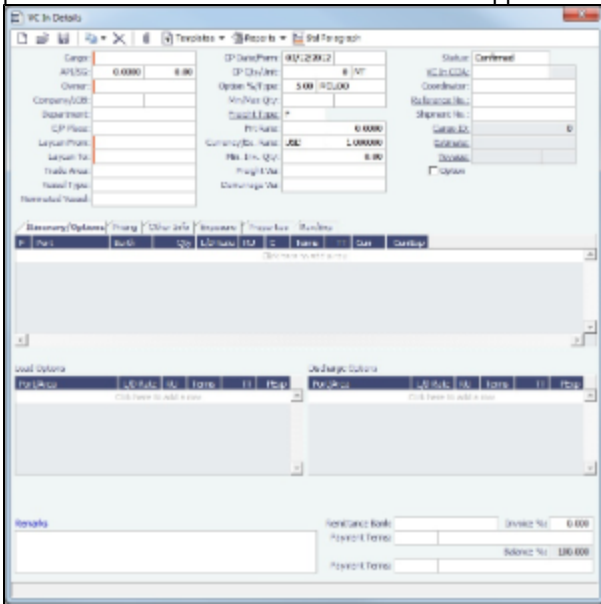


You can use the Create Booking form to match a Cargo Booking with a COA Contract. In the Chartering Module Center, click **Multiple Cargo Bookings**.




## 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.




To create a VC In:

1. 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](#).

## Copying a VC In

To copy a VC In:

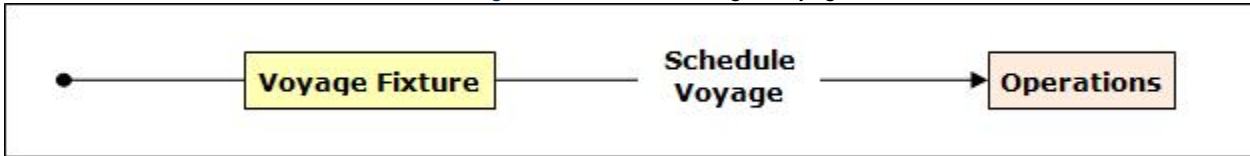
1. Click  and then click **Copy Existing**.
2. Enter the **Number of Copies**, **Start Date**, and **Total Periods**, and then click **Create**.
3. Edit line items for the copies as needed and then click **OK**.

You can also copy a VC In to a Cargo. Click  and then click **Copy to 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.

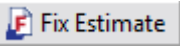
This section includes the third of the [Chartering workflows](#) for creating a Voyage Fixture: from scratch.



## Creating a Voyage Fixture


To create a Voyage Fixture:

1. Do one of the following:

- From a [Voyage Estimate](#), click . All the information from the Voyage Estimate moves to the Voyage Fixture.

- From a [Cargo](#), click .

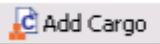
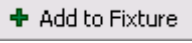
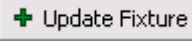
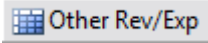




On the Create Voyage Fixture form, complete the required fields: **Vessel** and **Operation Type**. Then click **OK**. All the information from the Cargo moves to the Voyage Fixture.

- In the Chartering Module Center, click **Voyage Fixture**.
- On the Voyage Fixture List, click  and then click **New Voyage Fixture**.
- On the IMOS7 menu, point to **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.
  - An option can be configured (CFGEnableChartManualStatusFlags) to add a **Status (St)** field with a default status of On Subs; a voyage can only be scheduled from the Voyage Fixture if its status is Fixed.
- 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.
  - An option can be configured (CFGEnableVesselVetting) to enable vessel vetting. The value in the **Vetting** field is the Vetting status of the Fixture with this vessel: Pending or Completed. To open the [Vessel Vetting](#) form, click the Vetting field label.

- An option can be configured (CFGEnableVoyTypeCheckboxes) to add **Pool**, **Ice**, **Clean**, and **Coated** check boxes to the Voyage Estimate and Voyage Fixture for reporting for bulk vessels. They are carried to the Voyage Manager, and their statuses flow between the forms.
- 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:
    - Click .
    - Enter line items in the Cargoes grid.
      - An option can be configured (CFGDefaultLobOnCargoImport) to enable defaulting the LOB on a Voyage Fixture to the one from the imported cargo, if it has not yet been specified.
      - An option can be configured (CFGVoyestShowCranesInInGrid) to add a Cranes column to indicate the use of cranes in the port.
  - 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  or .
    - An option can be configured (CFGEnableInProgressEstimating) to allow a Voyage Fixture to be created from an In Progress voyage by copying data from the voyage, using the **In Progress Voyage** check box.
    - An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Voyage Fixture.
  - 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.
    - An option can be configured (CFGVoyapiValidateCargoLaycanForPort) to add validation warnings if, at the first port where a cargo is to be loaded, the vessel will arrive before the start or after the end of the cargo's laycan.
  - Enter the **Commence Date**. IMOS fills in **ETAs** and **ETDs**, based on the projected speed of the vessel and the distances in the Itinerary.
  - To view or enter other revenues or expenses for the voyage, click .
  - In the Cargoes and Itinerary grids, to view or enter additional information, right-click a line to open a context menu.
  - 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.
      - An option can be configured (CFGEnableOpsLOB) to validate the LOB on all contracts linked to a Voyage Fixture.
  - To save the Voyage Fixture, click . The Status changes to Fixed.

## Vessel Vetting

An option can be configured (CFGEnableVesselVetting) to enable vessel vetting in IMOS. To use this option, the following **Security Module rights** must be enabled:

Chartering > Actions > Vessel Vetting

Chartering > Setup > Vessel Vetting Setup

Follow these steps:

1. Complete the **Vessel Vetting Setup** form.
2. On the **Voyage Fixture**, the **Vetting** field displays the vetting status of the Fixture with the vessel. To open the Vessel Vetting form, click the field label link.



The Fixture Performing Vessel is set as the first tab. Each tab includes a line for each of the entities for which the vessel needs to be vetted:

- Each entity specified on the Vetting Setup form (rows are highlighted in yellow)
- Each Port-Function-Supplier/Receiver combination

- Additional entities (rows are highlighted in green)  
If there is any change in the itinerary/cargo, the entities in the Vessel Vetting form are updated accordingly.
3. Do any of the following:
- To add another vessel, click the **+** tab.
  - To add an entity on a vessel tab, either click the next empty line or right-click a line and then click **Insert**.
  - To mark an entity as vetted, select the **Vetted** check box. Your user name appears in the **Approved By** field, and the GMT time of the approval appears in the **Approved On** field. You can enter free-text **Comments** in each row.

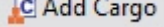
The **Validation symbol** on this form indicates the status of the Voyage Fixture. The symbol on the Fixture includes its vetting status.

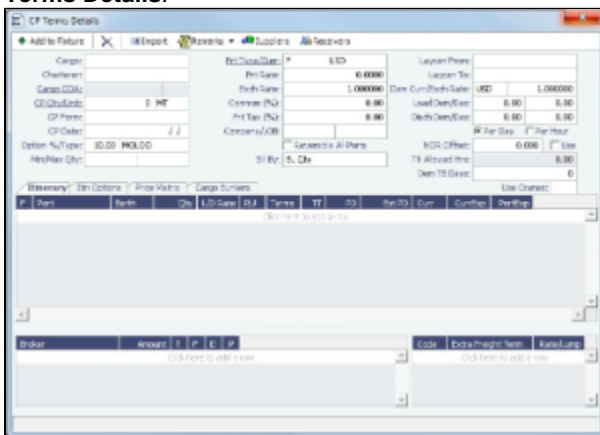
- The vetting status is **Pending** until all entities for the performing vessel are selected as vetted, and then it turns to **Completed**.
- A Voyage Fixture cannot be scheduled if the Vetting status is not **Completed**.
- For a voyage, if the vetting status is **Pending**, a validation error is raised.

## CP Terms Details

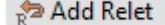
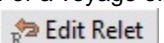
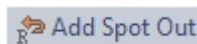
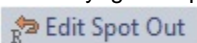
The CP Terms Details form includes the details from the Charter Party contract.

1. To add or update CP Terms information:

- To add CP Terms information, click  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  or . 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  or . 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 how the Freight calculation is calculated. Click the **Bill By** field and select **BL Qty**, **CP Qty**, **Inv Qty**, or **Outturn Qty**.
- 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.



Convert CP Currency dialog box showing fields for New Currency (USD), New Exchange Rate (1.00000), Decimals (2), and a checked Convert Dem Rates checkbox. OK and Cancel buttons are at the bottom.

- b. In the Convert CP Currency form, specify the **New Currency** and the number of **Decimals** to be used in the exchange conversion. To use the new currency for demurrage, select the **Convert Dem Rates** check box.
- c. Click **OK**.

- On the **Itinerary** tab, make any adjustments to terms and information for the ports.

F	Port	Berth	Qty	L/D Rate	RU	C	Terms	TT	PD	Est PD	Curr	CurrExp	LinerExp
L	ANTWERP	QUAY	0	0.00		Y	SHINC	0.0	0.00	0.00	USD		
D	NEW YORK	QUAY	0	0.00		Y	SHINC	0.0	0.00	0.00	USD		

Click here to add a row

- An option can be configured (CFGVoyestShowCranesInItinGrid) to add a Cranes column to indicate the use of cranes in the port.

- On the **Itin Options** tab, make any adjustments to load and discharge options.

Load Options						Discharge Options					
Port/Area	L/D Rate	RU	Terms	TT	PExp	Port/Area	L/D Rate	RU	Terms	TT	PExp
Click here to add a row						Click here to add a row					

- On the **Price Matrix** tab, make any adjustments to the pricing options. For more information, see the [COA Pricing tab](#). To automatically add pricing lines when the Freight Type is Use Price Matrix, click **Update from Opts**. Price lines are populated for any unique pair of Load and Discharge options that do not already exist.

Load Port	Discharge Port	Cargo	Frft Type	Rate	Table	Basis	Xfrt
Click here to add a row							

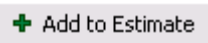
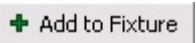

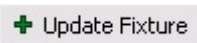
Update from Opts

- On the **Cargo Bunkers** tab (for the relevant vessel types with the corresponding consumption), make any adjustments.

When a value other than Disabled is selected for one of the selections, a grid for the relevant fuel types appears. For each fuel type, the system populates the relevant consumption rate (from the Vessel form), the required number of days, and the total consumption. These values can be overridden. The number of days calculated for each fuel type also depends on the itinerary and its considerations of high sulfur and low sulfur. The following selections are available:

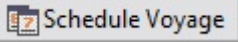
- Heating Cons (only for Tankers): The Heat Days per cargo are calculated for the full period the cargo is on board, while only half of the consumption rate is considered for the first load port and the last discharge port. Options:
  - Heating
  - Heating+
  - Heating++
- Cooling Cons (only for Gas Carriers): The Cool Days per cargo are calculated for the full period the cargo is on board, while only half of the consumption rate is considered for the first load port and the last discharge port. Options:
  - Enabled
  - Disabled
- IGS (only for Tankers and Gas Carriers): The IGS Days per cargo are calculated for the full working days at ports where the cargo is loaded or discharged. It does not apply to sea days or other port days. Options:
  - Enabled
  - Disabled
  - Auto Disch: There is one day of IGS consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
  - An option can be configured (CFGEnableIgsByDefault) to automatically set IGS consumption mode to Auto Disch when creating or importing a Cargo in the Voyage Estimate/Fixture/Manager.
- Reliq (reliquefaction) Cons (only for LNG Carriers): The Reliq Days per cargo are calculated for the full period the cargo is on board, while only half of the consumption rate is considered for the first load port and the last discharge port. Options:
  - Reliq
  - Reliq+
- Cleaning Cons (only for Tankers and Gas Carriers):
  - Disabled: Default mode; no cleaning consumption is calculated for this cargo.
  - Auto Load: There is one day of cleaning consumption at the first load port. The fuel type (HS or LS) is updated every time the port is changed.
  - Auto Disch: There is one day of cleaning consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
  - Manual: Automatically selected when manual input is entered; the cleaning consumption is to be associated with the last discharge port, but no automatic update is done if the port is changed.
  - An option can be configured (CFGWarnIfMissingCargoBunkers) to add a warning to the Voyage Estimate/Fixture /Voyage if the vessel is a tanker or a gas carrier and applicable cargo bunker consumption types (Heating, IGS or estimated Cleaning) are not specified.
- Enter **Broker** information:
  - Broker
  - 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.
  - V (Via): When the Freight Invoice is billed via the broker you can select this check box. This will show as the Bill to option on the Freight Invoice.
- Enter **Extra Freight Terms**.
  - An option can be configured (CFGDefaultOverageXfrtPct) to have an Overage Percent (OP) Extra Freight Term of a specified amount added to every cargo.

3. Save the information.

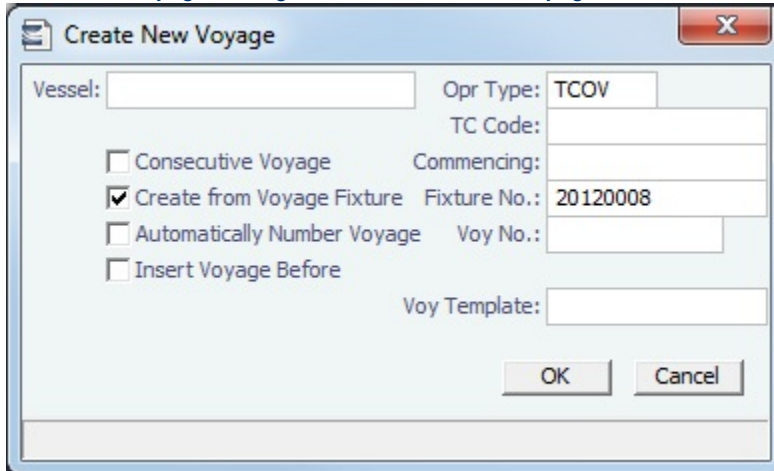
- For new information, click  or .
- For updated information, click  or .

## Creating a New Voyage from a Voyage Fixture

1. To create a voyage:

- From a [Voyage Fixture](#), click .
- 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:

- The **Vessel** name, **Operation Type**, and **TC Code** come from the Voyage Fixture.
- 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.
- The **Create from Voyage Fixture** check box is selected, and the **Fixture Number** comes from the Voyage Fixture.
- Do one of the following:
  - Enter a **Voyage Number**.
  - 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 (CFGDefaultAutoNumberVoy) to have this selected for all new voyages.
    - 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.
- 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.
- 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 Templates](#) 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.

- Click **OK**. If this is not a consecutive voyage, complete the Initial Bunkers form. The Voyage Manager appears.
- In the Voyage Manager, click  to save the voyage.

## Profit Share

When voyage profit is to be shared with a third party, you can indicate amounts from the Voyage P&L to be considered as Profit Sharing or Premium Revenue on the Profit Share form. Data entered in this form in the Voyage Estimate flows to the [Voyage Fixture](#) when fixed, and to the [Voyage Manager](#) when scheduled. If Profit Share was specified for a voyage, its value appears on the P&L tab, in addition to Net Voy Profit (after deducting the Profit Share from the P&L).

- To open the Profit Share form, click **Profit Share** on one of the following menus:
  - Voyage Estimate menu
  - Voyage Fixture menu
  - Voyage Manager Other Rev/Exp menu

Code	Description	Type	Counterparty	Cur	Rate ID	Amount/Percent	Posted Rate
PNLSHARE	PROFIT SHARING	Lumpsum		USD	0.00000		
PREMIUM	PREMIUM REVENUE	Percent		USD	0.00000		

- Complete the following fields:
  - Code
    - PNLSHARE: Profit Sharing.
    - PREMIUM: Premium Revenue. If the vessel is a member of a pool, and the pool assignment is specified as Premium, the Premium amounts from the voyage will be distributed among all the Premium vessels in the pool.
  - Type: Lumpsum or Percentage to be applied on the Voyage P&L.
  - Counterparty: Select from Address Book entries of type Charterer, Owner, or Misc.
  - Currency
  - Exchange Rate
  - Amount/Percent
- Values appear below:
  - Profit Share Total: Displays the total amount of items specified with the code PNLSHARE.
  - Net P&L: Displays the total P&L minus the Profit Share Total.
- Profit Sharing and Net Voy Profit total rows appear on the [Voyage Manager P&L tab](#), in the Estimated and Actual columns, according to the Profit Sharing data. When a [Profit Share Distribution](#) is created, the corresponding amounts appear in the Posted column.
  - An option can be configured (CFGTCJointVenture) to add a table to record Profit Sharing invoice items.

## Estimate Schedule

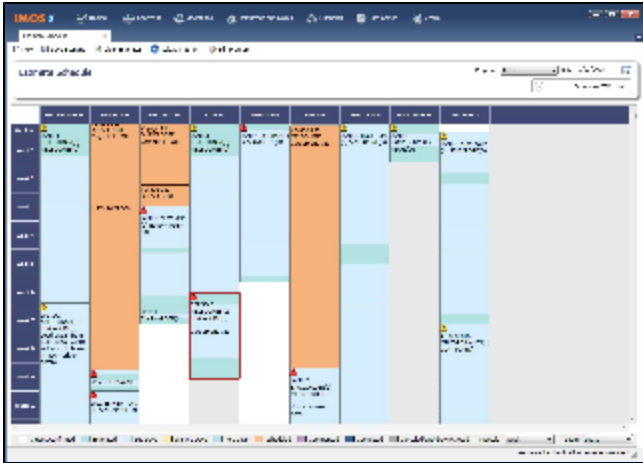
### About the Estimate Schedule

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  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

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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

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- An option can be configured (CFGScenarioSelectInVoyest) to use the Estimate Schedule. You also need an Estimate Schedule license.

### Using Estimate Schedule Programs

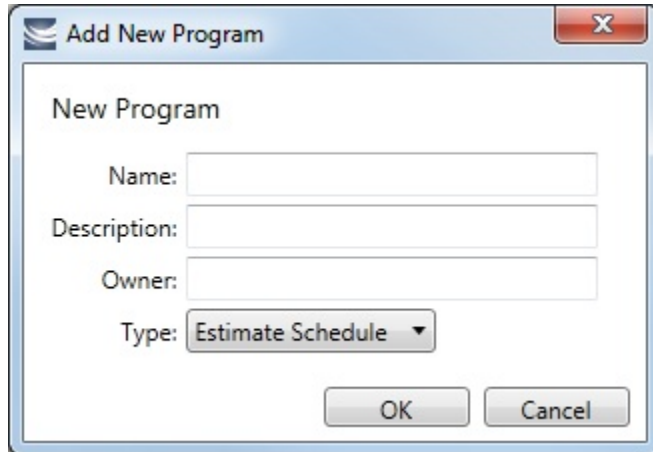
Estimate Schedule programs specify the vessels in your environment. You create programs to include sets of only those vessels that you want to work with.

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.

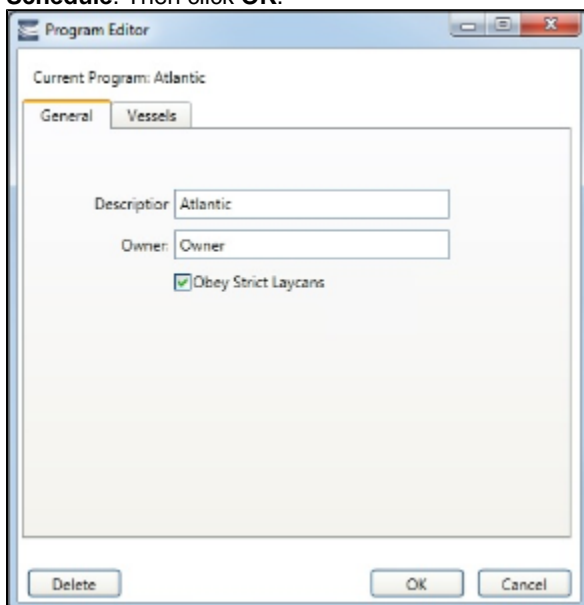
1. Click  New.



The "Add New Program" dialog box contains the following fields and controls:

- Title: Add New Program
- Field: Name: [ ]
- Field: Description: [ ]
- Field: Owner: [ ]
- Field: Type: Estimate Schedule (dropdown menu)
- Buttons: OK, Cancel

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**.

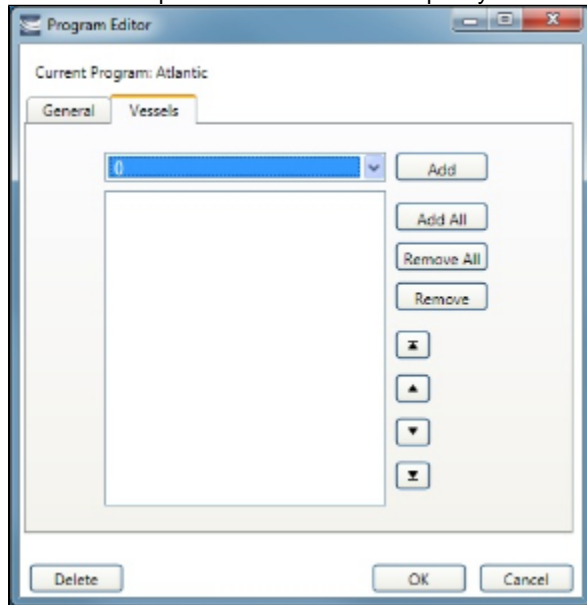


The "Program Editor" dialog box shows the following details:

- Title: Program Editor
- Current Program: Atlantic
- Tab: General (selected), Vessels
- Field: Description: Atlantic
- Field: Owner: Owner
- Field:  Obey Strict Laycans
- Buttons: Delete, OK, Cancel

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.

- 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

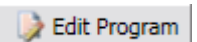


To move it to the bottom of the list (the last column in the Estimate Schedule)

- 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**. You are asked to confirm the deletion; you cannot undo a deletion. Click **Yes**.


## Scheduling Estimates

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### Adding Estimates to a Program

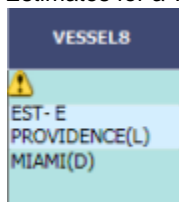
To add Estimates to a Program, follow these steps.

- 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.
- 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.
  - 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.

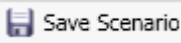
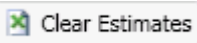


Estimates are color coded, showing ballast and transit time in blue, waiting time in yellow, and port time in green.

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

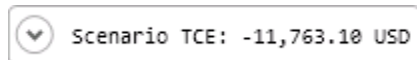
When you have a potential plan worked out for multiple Estimates, you can save it as a Scenario, which includes all the Estimates. Any changes you make in an Estimate are incorporated into the Scenario.

- To **save a Scenario**, click . If your adjustments create a better Scenario, save it again.
- To start over from scratch and clear the Program field in each Estimate, click .

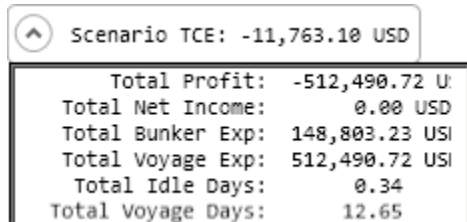
## Evaluating Options


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

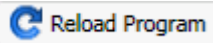
- To see the **TCE for all the Estimates in the Scenario**, look at the right end of the toolbar.

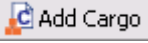


To see more details for the Scenario, including the impact on the use of time and resources, click the arrow next to Scenario TCE.



- 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  to open the Details view.

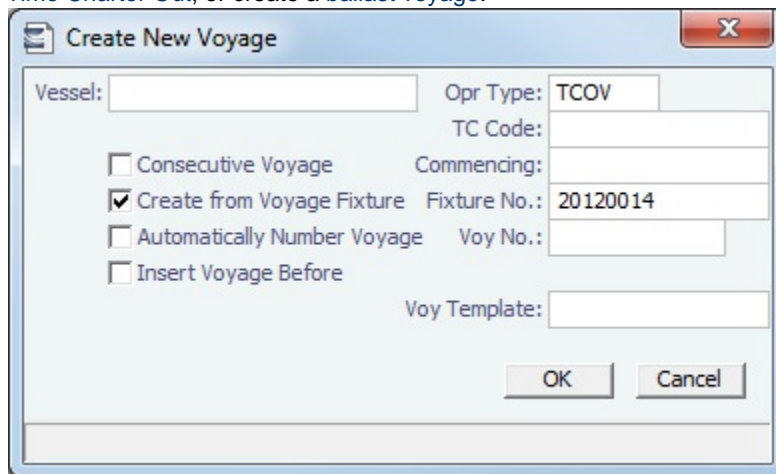
Adjust Estimates and vessels to find the best options and to respond to changes. To reload the Estimates as last saved and refresh data from IMOS Operations, such as vessel ETAs, in your Estimate Schedule program, click . If circumstances affect your program, such as a voyage departure time changing, 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 . 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

1. 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. Do one of the following:
    - Enter a **Voyage Number**.
    - 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 (CFGDefaultAutoNumberVoy) to have this selected for all new voyages.
      - 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 **Activitie**

**s 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  to close the form.




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

## Cargo Matching

### About Cargo Matching

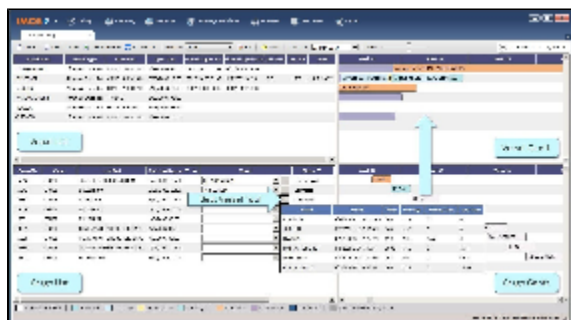
Cargo Matching is a cargo scheduling tool with a drag-and-drop interface. It adjusts to real-time changes; voyage events such as vessel ETAs are automatically updated. You can work simultaneously with multiple vessels and multiple cargoes, evaluating different options and quickly testing alternative 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  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

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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

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### Using Cargo Matching Programs

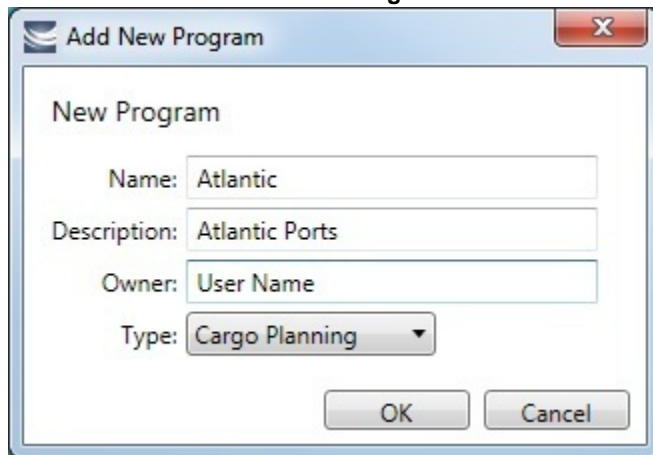
Cargo Matching programs filter the objects in your environment. If you work with particular trade areas, cargoes, load ports, discharge ports, and/or vessels, you can create a program to include only those that you work with, to limit the number of objects you see.

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  and then click **Program**.



The screenshot shows a dialog box titled "Add New Program" with a close button (X) in the top right corner. The dialog contains a section titled "New Program" with the following fields:

- Name: Atlantic
- Description: Atlantic Ports
- Owner: User Name
- Type: Cargo Planning (dropdown menu)

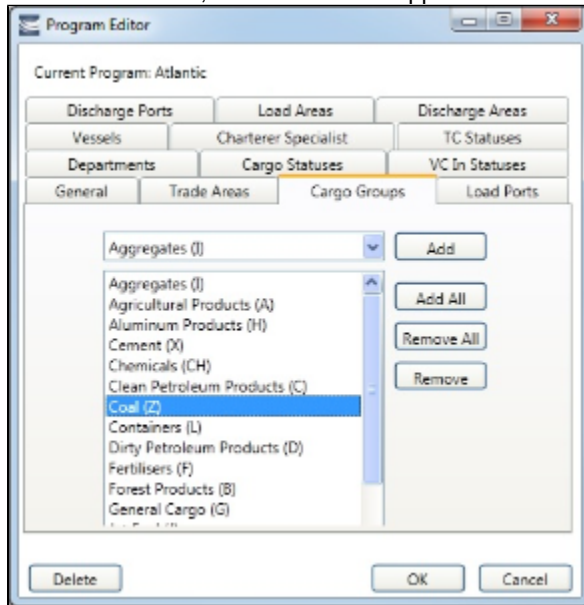
At the bottom of the dialog are two buttons: "OK" and "Cancel".

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.
  - An option can be configured (CFGEnableBenchmarkEstimate) to add an **Exposure tab** to the **Cargo** form; it also adds the ability to **Create Estimate from Benchmark**. When this check box is selected, the Benchmark Estimate linked to the Cargo is used as the basis for the Estimate created in Cargo Matching.
4. Complete the other tabs to limit the information presented to only the objects you work with.
- You must select **Vessels**.
  - For most tabs other than Vessels, you can leave the list empty to include all objects.
  - For **Load Areas** and **Discharge Areas**, you can filter according to the Port Areas defined in the Data Center.
  - **Load Ports** and **Discharge Ports** have a limit of 50 ports each.
  - The choice of **Departments** (from Financials) affects both the Vessel grid and the Cargo grid.
  - The **TC Statuses** tab affects only the Vessel grid. If nothing is specified, only the vessels specified using the Vessel filter are loaded. If values are specified, vessels with those TC statuses with a TC with a redelivery date after the start date appear, along with the vessels specified in the Vessels tab.
  - If **Cargo Statuses** are left empty, all cargoes are loaded.
    - For status Scheduled, a list of all contracts that have scheduled voyages appears. Contracts that have commenced voyages where the vessel has not yet reached the load port also appear.
    - For status Loaded, all contracts that appear have an associated voyage.
  - If **VC In Statuses** are left empty, no VC Ins are loaded. For VC Ins that have a linked Cargo (relet connection), the status of the VC In is the status of the Cargo contract.
    - For status Scheduled, a list of all contracts that have scheduled voyages appears. Contracts that have commenced voyages where the vessel has not yet reached the load port also appear.



- For status Loaded, all contracts that appear have an associated voyage.

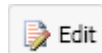


- To add objects, either click **Add All** or select an object from the selection list on the top and click **Add**.
- To remove objects, either click **Remove All** or select an object from the selected list on the bottom and click **Remove**.

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.

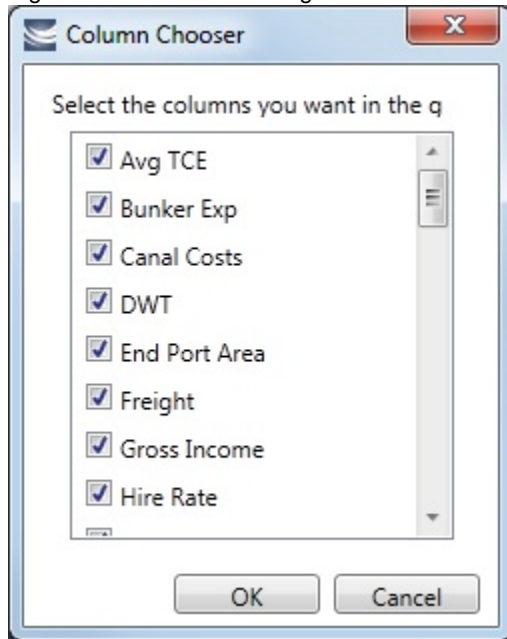
#### Adjusting the Quadrant Size

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**.
- In addition to a primary sort, you can do a secondary sort of multiple columns by holding down the **Shift** key and clicking the column header.

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

## Tips for Setting Up Cargo Matching

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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 Gantt 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**.

## 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

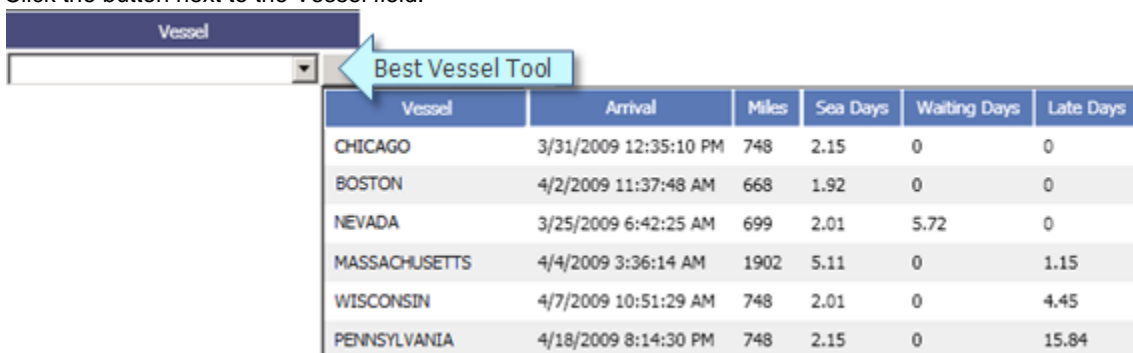
### Dragging and Dropping Cargo

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.

### Finding the Best Vessel

In the **Vessel** column of the Cargo List, you can use one 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.
- Use the **Find Best Vessel** menu option:
    1. Right-click the cargo on the Cargo grid.

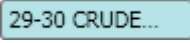
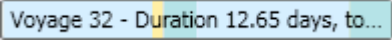
2. Click **Find Best Vessel**.
3. The Best Estimate List appears, with the same filters as the Cargo Matching grids. An Estimate is created for each vessel in the current configuration, unless the cargo/vessel combination results in the vessel missing the cargo laycan.
4. To view all the Estimates in Column view, click the **Estimates tab** at the bottom of the list.
  - The Estimate line in the Best Estimate List is highlighted in yellow for either of these conditions:
    - The total load quantity for a Cargo is outside of the Min/Max Qty specified in the CP Terms.
    - The terminating date for an Estimate is after the maximum redelivery date for the Time Charter In contract.
5. On the Best Estimate List, in the Action column for the best vessel, click **Select**. The Details view for the selected Estimate opens.
6. Adjust the Estimate as necessary and click . Click **Yes** to save changes.



## Finding the Best Cargo

1. Right-click the vessel on the Vessel grid.
2. Click **Find Best Cargo**.
3. The Best Estimate List appears, with the same filters as the Cargo Matching grids. An Estimate is created for each cargo in the current configuration, unless the cargo/vessel combination results in the vessel missing the cargo laycan.
4. To view all the Estimates in Column view, click the **Estimates tab** at the bottom of the list.
  - The Estimate line in the Best Estimate List is highlighted in yellow for either of these conditions:
    - The total load quantity for a Cargo is outside of the Min/Max Qty specified in the CP Terms.
    - The terminating date for an Estimate is after the maximum redelivery date for the Time Charter In contract.
5. On the Best Estimate List, in the Action column for the best vessel, click **Select**. The Details view for the selected Estimate opens.
6. Adjust the Estimate as necessary and click . Click **Yes** to save changes.

## About Estimated Voyages

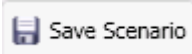
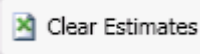
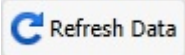
When you match a cargo to a vessel, Cargo Matching creates an Estimate.

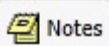
- The Cargo bar in the Cargo Gantt changes color  to show that its status is Estimated.
- An Estimate bar  appears in the Vessel Gantt. It shows ballast and transit time in blue, waiting time in yellow, and port time in green.

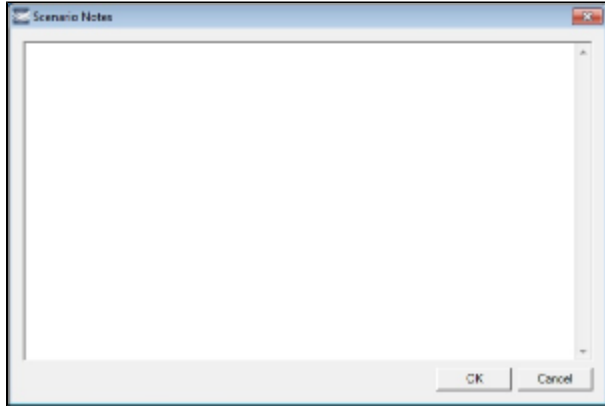
A caution  or warning  symbol on the Estimate bar means that something is wrong with the Estimate. Open the Estimate and click the symbol on the toolbar; a message describes the problem. A caution might be for insufficient bunkers; a warning might be for an arrival time outside the Laycan window.

## 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 . If your adjustments create a better Scenario, save it again.
- To **start over from scratch**, click . You can then reload the Scenario again.
- To **refresh the data**, click .

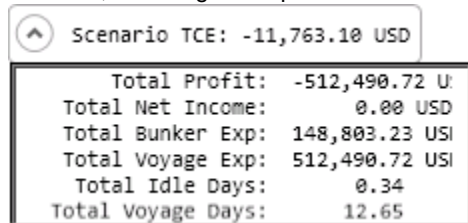
- To add notes about a scenario, click  and add notes to the **Scenario Notes** form.



## 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 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.

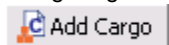


- To see the **Average TCE and Profitability for a vessel**, look at the Avg TCE and Profit columns in the Vessel list.
- To see the **Average TCE and Profitability for an Estimate**, open the Cargo Matching Estimate: Either double-click the Estimate bar in the Vessel Gantt or right-click it and click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



. 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, and Time Charter In Manager.
  - 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  and then click **Voyage**.

- **Create a cargo:** Either click  and then click **Cargo** or right-click in the Cargo Gantt or the Cargo List and click **Create New Cargo**.

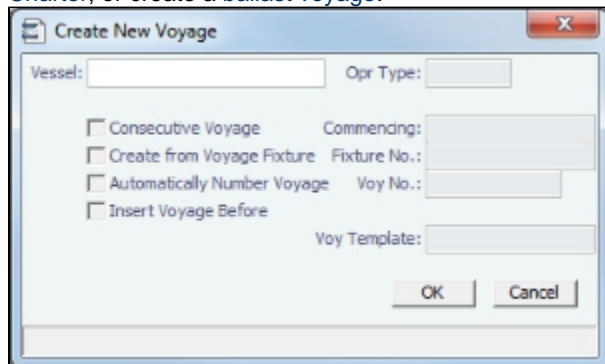
## Creating Reports

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

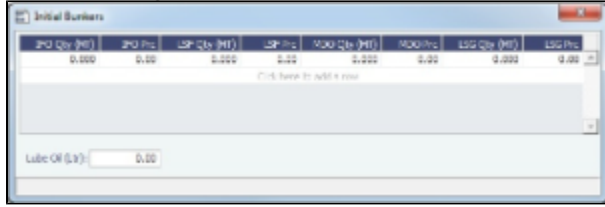
1. Scheduled voyages are visible and can be managed in [Operations](#). To schedule a voyage from Cargo Matching, right-click the Estimate in the Vessel Gantt and click **Schedule Voyage**.



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. Do one of the following:
    - Enter a **Voyage Number**.
    - 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](#) (CFGDefaultAutoNumberVoy) to have this selected for all new voyages.
      - 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.



5. Click  to close the form. The Voyage Manager appears.
6. In the Voyage Manager, click  to save the voyage.

## Time Charters

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### About Time Charters

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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 [Time Charter Manager](#) tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

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

### Related FAQs

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For more information, see the following Time Charters FAQs:

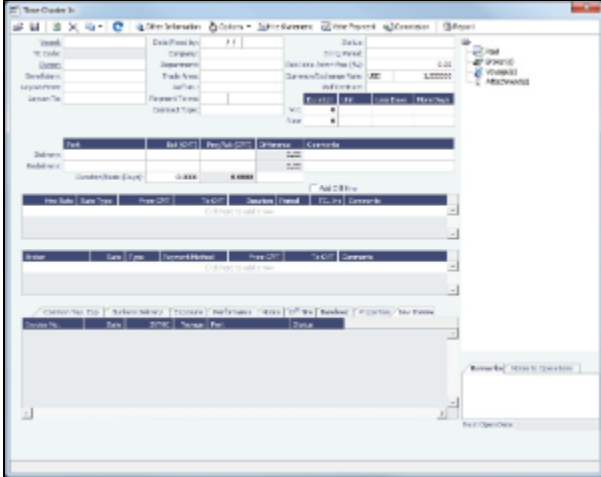
- [FAQ - Statement of Accounts and Statement of Accounts \(Detailed\) report](#)
- [FAQ - How Do I Specify All Bunkers Are on Owner's Account in TCO?](#)
- [FAQ - Adjusting Off Hire TCO% or TCI% After Invoicing](#)
- [FAQ - Using TC Delivery - Redelivery Notices](#)
- [FAQ - Index Rate Type in TC Contracts](#)
- [FAQ - How Can I Hide TC Hire from the Voyage P&L Tab?](#)
- [FAQ - How is estimated redelivery date updated in the Time Charter Screen?](#)
- [FAQ - Missing Off Hire in TC Contracts](#)
- [FAQ - Missing Bunker Adjustment on a TCO using Bunkers on Consumption method](#)
- [FAQ - Why doesn't monthly hire payment pick up the monthly rate defined in the TC?](#)
- [FAQ - Which TC Adjustments go to the Balance Sheet and P&L?](#)



### Time Charter In

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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  and then click **New TC In**.
  - On the IMOS7 menu, point to **New**, and then click **Time Charter In**.
  - To copy a Time Charter In, click  and then click **Copy to TCI**. You can also create a **Time Charter Out** by clicking **Copy to TCO**.
    - An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Time Charter In.
    - An option can be configured (CFGDefaultTCStatus) to set the default status of Time Charter contracts.
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.
    - An option can be configured (CFGBillByNaturalMonth) to always end the monthly Billing Period at the 1st of the next month, so every next invoice period is a complete month; otherwise, the Billing Period is always a complete month from the delivery date.
  - **Date**
  - Enter **Duration** values.
    - An option can be configured (CFGUseAbsoluteMinMaxOnTC) to use the **Less Days** and **More Days** values for **Min** and **Max Duration**.
  - 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 (as Percentage and/or Lumpsum Offset), 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.

- Select a **Department** from those defined in Financials.
  - An option can be configured (CFGEnableTCOpsCoordinator) to add an **Ops Coordinator** field.
  - An option can be configured (CFGEnableTCChtrSpecialist) to add a **Chtr Specialist** field.
- Enter a **Rebillable Admin Fee (%)** to have IMOS automatically calculate a fee basis voyage rebillables, if any, in the next Time Charter In Payment.
- 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**
  - **Purchase**
- 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 25 or less, or to Daily when the rate is greater than 25.
  - An option can be configured (CFGDefaultTCCommPaymentMethod) to set a default Payment Method for brokers.
- **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**.

Common Voy. Exp						Bunkers Delivery	Exposure	Performance	Notice	Off Hire	Bareboat	Properties	Invoice Items
Code	Description	Rate Type	Rate	Commissionable	Comments								
BALLA	Ballast Bonus	Lumpsum	0.00	<input type="checkbox"/>									
CABLE	Gratuities		0.00	<input type="checkbox"/>									
VICTU	Victualling		0.00	<input type="checkbox"/>									
ALLOW	Repr. Exp. / Allowances		0.00	<input type="checkbox"/>									
LASHS	Lashing and Stowage		0.00	<input type="checkbox"/>									
ILOHC	ILOHC	Lumpsum	0.00	<input type="checkbox"/>									
INTHC	Intermediate HC	Lumpsum	0.00	<input type="checkbox"/>									

- On the **Bunkers Delivery** tab, you can enter itemized Bunkers on Delivery information, which flows into the FIFO queue.

- 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.
- When the vessel is delivered before the first voyage is 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**.
- To have IMOS always use the delivered bunkers last in the FIFO calculation, starting with the first linked voyage, and in the rest of the consecutive voyages, select the **Use Delivery Bunkers Last** check box. This affects the Bunkers Cost in the P&L and is visible in the Bunkers Consumed section in the Bunker Details table in the Voyage Performance report.
  - An option can be configured (CFGCheckRedelBnkVsHire) to allow Alerts for partial bunker deductions, to make sure charterers can collect the value of redelivered bunkers. An Unpriced Bunkers informational check box also appears.
  - An option can be configured (CFGItemizeDeliveryBunker) to itemize delivery bunkers for calculation and invoices.
- You can either select the **Bunker Purchase Paid By Owner** check box or enter values in the **Purchased for Owner** fields.
- On the **Exposure** tab, you can track hedging your bunkers for delivery and redelivery against a forward curve.

- Own Vessel:** Select to indicate that this TCI was created for evaluating exposure purposes only, and this is an owned vessel. The vessel's voyages of types OVOV and OVTO overlapping the contract period are excluded from exposure in the Trading P&L Summary.
- Vessel Type Correlation:** 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.
  - Using the **TC Exposure Periods** table, you can mark-to-market based on multiple routes for different periods. Enter the following data:
    - Duration.
    - Unit: Days or Months.
    - Route: Select from the possible \$/day routes.
    - Correlation: If empty, the default Vessel Type Correlation is used

- On the **Performance tab**, you can enter speed and consumption information from the vessel owner to verify the vessel's performance.

Common Voy. Exp													Bunkers Delivery			Exposure		Performance		Notice	Off Hire	Bareboat	Inv Items
Speed	B/L	HS3	LSF	HSD	LSG																		
12.50	B	10.40	0.00	0.74	0.00																		
12.50	L	10.40	0.00	0.74	0.00																		
Click here to add a row																							
Type	Load	Disc	Idle/On	Idle/Off	Heat	Heat+	Heat++	IGS	Clean	Maneuvr	Auxil	Cool											
HS3	0.50	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00											
LSF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00											
											Ballast Speed:	0.00											
											Laden Speed:	0.00											

Beaufort: CALM 0    Sea Force: CALM (GLASSY) 0    Swell Force: NO SWELL 0

- In the Speed Consumption table, figures are separated into Ballast and Laden.
- When the Vessel Type has Restrict Speeds enabled, the speeds available are only those corresponding to the specific B/L mode, as defined on the Vessel form.
- An option can be configured (CFGExcludeTcConsFromBunkerCalcs) to use the consumption rates from the Vessel form instead. This can be used for performance at the end of the charter.
- An option can be configured (CFGEnableVesselBunkerGrade) to specify the Fuel Grade in a Grade column and to default this value on the Bunker Requirement.
- For LNG vessels, to include Bunker Curve Parameters in the consumption calculation, click **Calculate with TCI Bunker Curve**.
- The **Beaufort**, **Sea Force**, and **Swell Force** fields indicate the maximum weather conditions for which the charter party warranties are applicable. These values can be entered on the Vessel form and can be overridden here for this contract. For Noon reports, when the **Track Fuel Consumption over Weather Threshold** check box is selected on the Configure System page in Veslink, the **Over Weather Threshold** field appears in the ROB control for both Onboard and Offline Standard forms. It indicates how much of the fuel consumed was due to the weather being over these threshold conditions, and it is replicated to IMOS. Any bunker consumption while over the threshold is tracked in the Bad Weather Consumption field on the Extra Information for Report form and affects all performance-related reports. For a TCTO voyage, you can produce the Voyage Performance Report for the TCI Fixture or the TCO Fixture.
- On the **Notice tab**, you can track Delivery and Redelivery Notices.

Common Voy. Exp													Bunkers Delivery			Exposure		Performance		Notice		Off Hire	Bareboat	Properties	Inv Items
Delivery: <input type="text"/>													Redelivery: <input type="text"/>												
													Update based on Proj. Date												
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															

- To update the Est Redelivery column to the Proj/Act Redelivery date in the contract for the notices that have not been sent (S check box not selected), click **Update based on Proj. Date**. The Notice Date is updated according to the sequence defined in the Redelivery field.
- On the **Off Hire tab**, you can view a summary of all the off hire for the Time Charter contract, aggregated across the voyages.

Common Voy. Exp													Bunkers Delivery			Exposure		Performance		Notice	Off Hire		Bareboat	Properties	Invoice Items
Voy	Reason	From	Zone	To	Zone	Hours	Value	Bank Value	Mile	TCI%	Rd														
													C/P Offhire Days:	0.00	Total:	0.00	0.00	0.000	0.000	0.000					

- 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.


Code	Beneficiary	Date	Contract Start	Contract End	Comments
Click here to add a row					

- 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.

Title	Value
Click here to add a row	

- INTHC items can be rebilled across Time Charter Contracts; on the **Invoice Items tab**, all the INTHC/INTHC rebill items that were invoiced in the contract appear.

Invoice No.	Date	INTHC	Voyage	Port	Status
Click here to add a row					

- 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.
- 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.
  - 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.
  - 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](#).
  - When the vessel is redelivered, enter the **Actual Redelivery** date and time; you can enter **Comments** to note any differences.

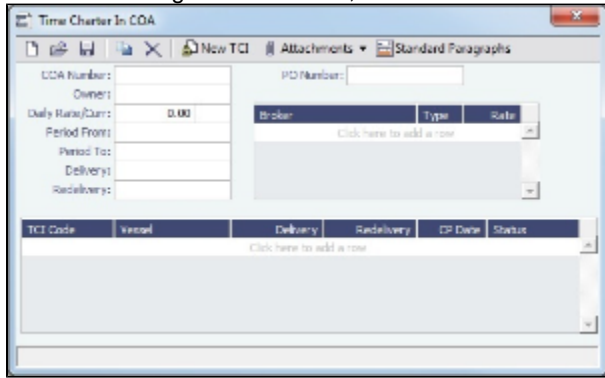
## Time Charter In COA



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**.

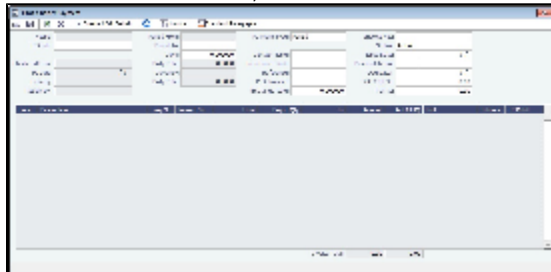


2. Complete the required fields:
  - Contract ID
  - Owner
  - Period From
  - Period To
  - Delivery Port Option
  - Redelivery Port Option
3. Complete additional fields as appropriate.
4. To save the TC In COA, click .
5. To create a new Time Charter In, click . The **Time Charter In** form appears.

## 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  to create an invoice that reflects the bill sent by the vessel Owner.



2. On the payment:
  - a. 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.
  - b. Enter the **Invoice Number** from the bill sent to you and an **Issue Date**.
  - c. The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.



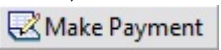
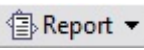
## TC In Hire Statement

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.

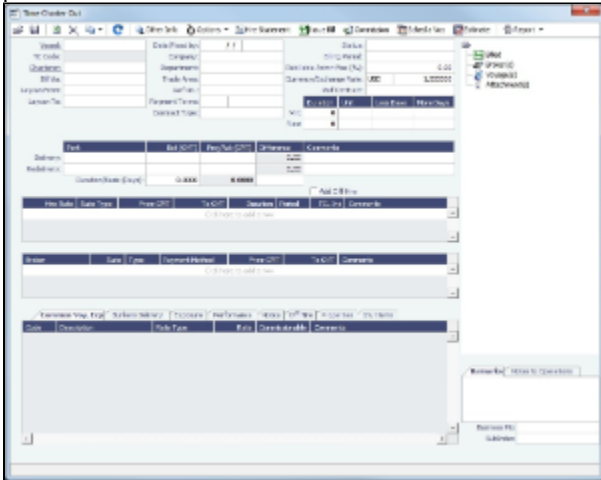
On a **Time Charter In** Hire Statement:

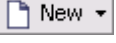



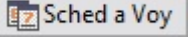
- To select **Invoiced** or **Paid** items, click the radio button at the bottom.
- To make a [payment](#), click .
- To view a report, click . You can view two reports that show Hire information in slightly different ways.
  - The **Hire Statement** includes all the details of the contract so far: Gross 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  and then click **New TC Out**.
  - On the IMOS7 menu, point to **New**, and then click **Time Charter Out**.
  - To copy a Time Charter In, click  and then click **Copy to TCO**.
    - An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Time Charter Out.
    - An option can be configured (CFGDefaultTCStatus) to set the default status of Time Charter contracts.
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  and complete the Create New Voyage 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** 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.

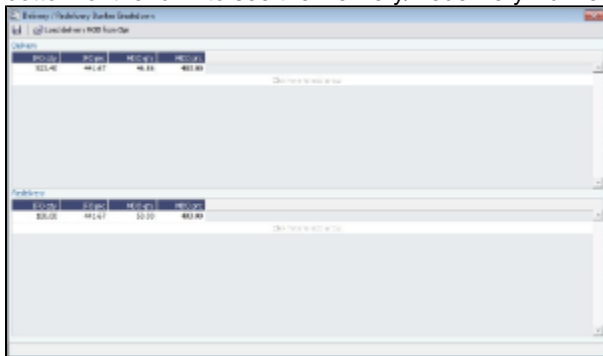
Common Voy. Exp								
Bunkers Delivery								
Exposure								
Performance								
Notice								
Off Hire								
Properties								
Inv Items								
Description	IFO qty	IFO prc	MDO qty	MDO prc	LSF qty	LSF prc	MGO qty	MGO prc
Last ROB From Operations								
Pre-purchased By Charter								
Est Delivery								
Actual Delivery								
Delivery Difference								
Est Redelivery								
Purchased for Owner								
Projected Redelivery								

Delivery ROBs From Official Survey   
  Redelivery ROBs From Official Survey   
  Owner's Account  
 Bunkers on Consumption   
  Bunker Purchase Paid By Owner   
  Rebillable   
 Bunker Breakdown

- 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 and redelivery, click **Bunker Breakdown** on the bottom of the form to see the Delivery/Redelivery Bunker Breakdown form.



- To load operational voyage data, click **Delivery ROB from Opr** on the top of the form.
  - When the owner is lifting bunkers after the vessel is delivered (Y port) to sell to the charterer at the CP price, as part of Bunkers on Delivery, create a Bunker Invoice and select the **As Delivery Bunker** check box.
  - An option can be configured (CFGItemizeDeliveryBunker) to detail the billing of Bunkers Cost on Delivery according to the values specified on this form.
  - An option can be configured (CFGAutoSetBunkersPurchasedForOwner) to sum up all the quantities marked as For Owner in the Bunker Requirements of the voyage into the Purchased for Owner field on the Bunkers Delivery tab.
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 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.

- An option can be configured (CFGValidateContractStatusToSchedule) to restrict scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.
1. 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. Do one of the following:
      - Enter a **Voyage Number**.

- 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 (CFGDefaultAutoNumberVoy) to have this selected for all new voyages.
  - 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.
- 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.
- 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.

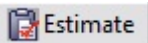

To create a list of Port Activities, click **Port Functions** in the Data Center, then right-click a function and select **Activities List**. In the Port Activities for *FUNCTION* form, select a **Voyage Template**, then enter the port activities to appear for that function.

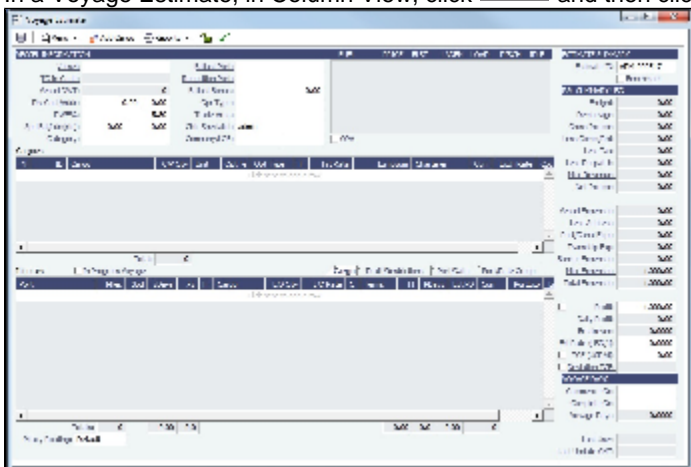
- Click **OK**. If this is not a consecutive voyage, complete the Initial Bunkers form. The Voyage Manager appears.
- In the Voyage Manager, click  to save the voyage.

## Time Charter Out Estimates

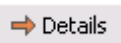
You can determine what to charge a Charterer for the use of your vessel by creating a Time Charter Out Estimate. You can try various Rates to estimate your Profit and Loss. Unlike the Voyage Estimate, bunkers are not included, and the primary concerns are the Brokers and the Itinerary information. From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

- 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**.



- Complete the required field, **Vessel**.
- Complete additional fields as appropriate.

If you add more information, click  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.

- 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 .

## Time Charter Billing Schedule

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

- In the Operations Module Center, click **TC Billing Schedule**.
- On the IMOS7 menu, point to **Tools**, and then 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.

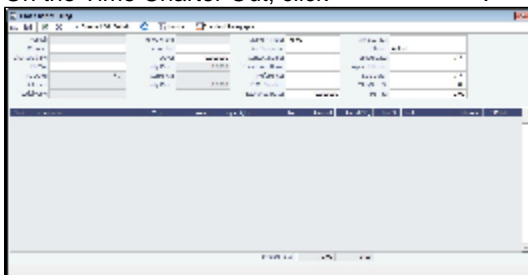
For more information, see [Schedules](#) and the *Schedules* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMO S Welcome tab** (from the IMOS7 menu).



## Time Charter Out Bill

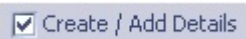
You can create a Time Charter Bill to send to the Charterer.

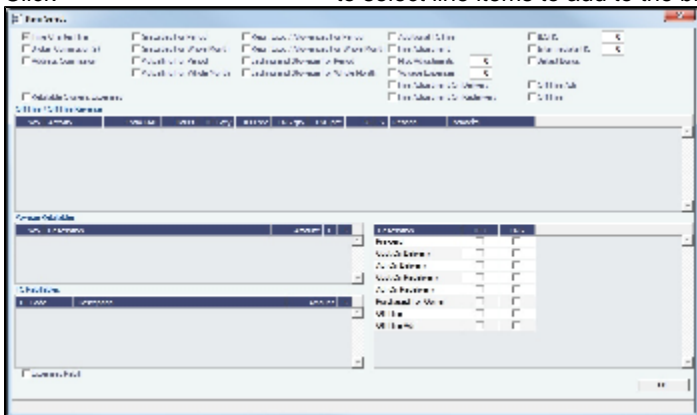
1. On the Time Charter Out, click .



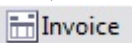

2. On the bill:
  - a. Select the **Payment Type**:
    - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
    - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
    - **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.

- b. Enter an **Invoice Number** and an **Issue Date**.
- c. The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.
- d. Click  to select line items to add to the bill in the Item Select form.



- 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.
  - The first bill also includes the **Cost On Delivery** of bunkers; it might include Commissions and other costs. If the actual price of bunkers is different from the estimate, enter an **Adjustment** here. Bunker items that should be invoiced/reinvoiced are highlighted.
  - For an incremental invoice, the **Include Redelivery Bunkers** check box is selected by default when the Time Charter status is Redelivered. If no actual redelivery Bunkers data is available and you select this check box, the estimated redelivery bunkers data is used in the incremental invoice.
- e. When you finish selecting, click **OK**; the line items appear on the bill.

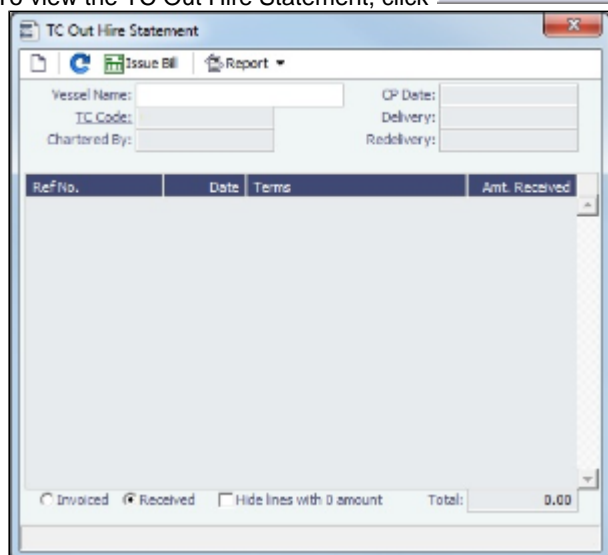
- 3. To create an invoice to send, click . The bill appears in the Summary tree on the Time Charter Out.
- 4. To save your changes, click .

**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

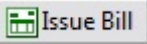

The Hire Statement for a **Time Charter Out** lists all the amounts invoiced or received; you can issue a bill from it. You can also view reports.

To view the TC Out Hire Statement, click  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 .
- 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.

## Selling Post-Delivery Bunkers as Delivery Bunkers

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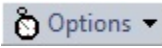
When the owner is lifting bunkers after the vessel is delivered (Y port) to sell to the charterer at the CP price, as part of Bunkers on Delivery, follow these steps:

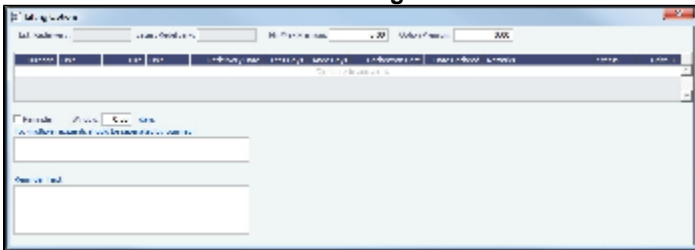
1. After the lifting is actualized, create a **Bunker Invoice**, select the **As Delivery Bunker** check box, and [bind the invoice to Operations](#).
2. If the Bunker Invoice is created via an external interface, the tag <asDeliveryBunker> is added to the XSD, and when its value is set to 1, As Delivery Bunker is set on the generated Bunker Invoice.
3. On the **Time Charter Out Bill**, a new item is added for each Bunker type: Purchase For Delivery. The quantities are taken from the Bunker Invoice, and the price used is the CP Delivery price.
4. New \*\*\*XDL Bill codes were added to the TCO Billing Invoice, where \*\*\* is the fuel type. To use these codes, create new business rules TCOB: \*\*\*XDL for each fuel type.
5. The corresponding Bunker Adjustment (difference between purchase price and CP price) is included in the TCO Bunker Adjustment on the [P&L tab of the Voyage Manager](#).

## Lifting Options

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On a **Time Charter**, if there is an option to extend the contract, and you have to notify the other party by a certain date, click

 and then click **Lifting**.



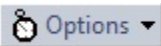
On the Lifting Options form:

- In the table, you can enter several options.
  - If you enter a **Duration** and a **Unit**, the **Redelivery Date** is recalculated.
  - If you specify **Hire** and **Unit**, those values are used for the Trading exposure calculations. When exercised, those Hire lines are appended to the main Hire table in the Time Charter contract.
  - **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.
    - **Expired**: An Expired option causes the succeeding options to expire as well.
- To send a reminder:
  1. Make sure that a valid Outgoing Message Location is defined in the **Messaging Service Configuration Tool**. For more information, see the *Messaging Service Manual*.
  2. Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is basis the Declaration Date of each specified option.
  3. Enter recipients in the **To** field.
  4. In the **Window** field, enter the number of days in advance for the reminder to be sent.

## Purchase Options

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On a **Time Charter**, if there is an option to purchase the vessel, and you have to notify the other party by a certain date, click



and then click **Purchase**.

The screenshot shows the 'Purchase Options' window. It has a title bar with 'Purchase Options' and standard window controls. Below the title bar is a toolbar with a 'Purchase' button. The main area contains several sections: 'Attachments' with a search icon, 'Option Type' (dropdown), 'Currency Spread High' and 'Currency Spread Low' (text boxes), 'Declared' (checkbox), 'Date' (text box), 'Reminder' (checkbox), 'Window' (text box), and 'Days' (dropdown). Below these is a table with columns: 'Declaration Date', 'Price Date', 'Price', 'Currency', and 'Exchange Rate'. There are also fields for 'To:' (recipients) and 'Reminder Text:'.

On the Purchase Options form:

1. Complete the following fields:
  - **Option Type:** American or European.
  - **Declared:** If an option has been declared, select this check box. When selected, the Date field is enabled to specify the actual Declaration Date.
  - **Currency Spread High/Low:** The allowed upper and lower limits between two currencies.
  - **Options Grid:** For each option, specify the Declaration Date, Price Date, Price, Currency, and Exchange Rate.
2. To send a reminder:
  - a. Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is basis the Declaration Date of each specified option.
  - b. Enter recipients in the **To** field.
  - c. In the **Window** field, enter the number of days in advance for the reminder to be sent.

## Time Charter Commissions



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### 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**.

The screenshot shows the 'TC Commission Summary' window. It has a title bar with 'TC Commission Summary' and standard window controls. Below the title bar is a toolbar with a search icon. The main area contains several sections: 'Vessel:' (text box), 'TC Code:' (text box), 'Broker:' (text box), 'Currency:' (text box), and 'Effective Up To:' (text box). Below these is a table with columns: 'Invoice No.', 'Date', 'Remarks', 'Commission', 'Curr', and 'St'.

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  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 .
4. To close the Time Charter Commission Payment, click .

An option can be configured (CFGDefaultTCComPaymentMethod) to set a default Payment Method for brokers.

## 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 .
2. 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.

- An option can be configured (CFGVoyaccUseBallastVoyageBillCodes) to create new accruals Bill Codes for ballast voyages. Monthly Closing Accruals Journal Entries are created with with Bill code prefixes ISB instead of IS- and BSB instead of BS-.
3. 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.
    - a. For a Voyage Fixture:
      - i. Find the Fixture No. on the top left of the [Voyage Fixture](#) contract (for example, 20100005).

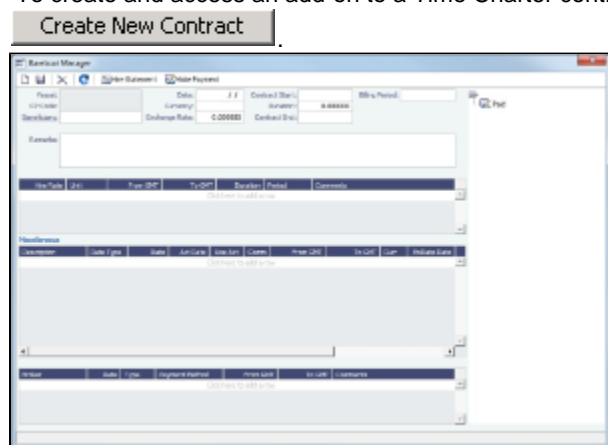
- b. On the ballast voyage, click the blank Fixture ID field in the top left and select the Fixture ID from the list of unscheduled fixtures for this vessel.  
You might need to change the Opr Type of the voyage to TCOV.  
IMOS appends the itinerary and terms from the fixture to the existing itinerary 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.

## Bareboat Contract In

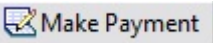
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To manage Bareboat information and payments, you can create a Bareboat Contract In.

1. To create and access an add-on to a Time Charter contract, on the [Bareboat tab of the Time Charter In Manager](#), click



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 specified in different currencies. In the Miscellaneous table, when **Currency** and **Ex Rate Date** are specified, the **Exch Rate** defaults to the Exchange Rate from the Data Center, but you can override it. If those values are not specified, the Bareboat Base Currency is the default value. When creating [Bareboat Payments](#), you cannot select more than one currency per payment.
  - 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.

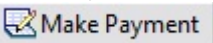
3. To make a [payment](#), click .

To post Bareboat costs for a voyage, select the **Post Bareboat Cost** check box on the [Voyage Manager](#).

## Bareboat Payment

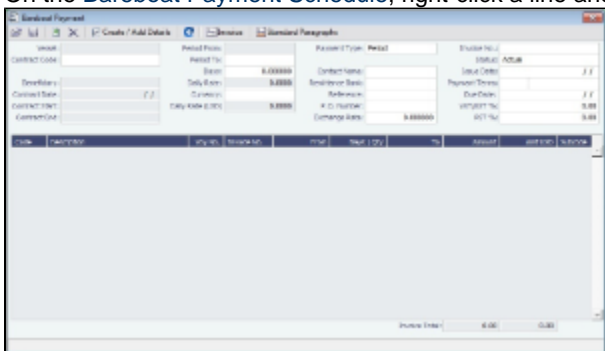
---

You can manage 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 .

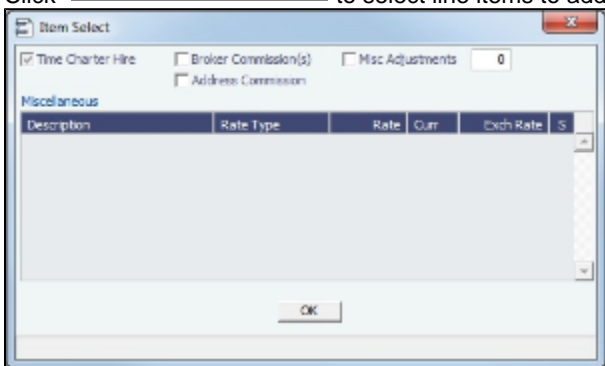


- On the [Bareboat Payment Schedule](#), right-click a line and then click **Create New Bareboat Payment**.

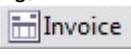



2. On the payment:

- 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** to select line items to add to the payment in the Item Select form.

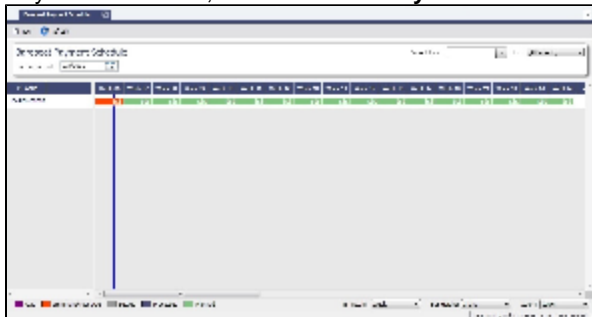


The first payment includes the Time Charter Hire for the first period. It might include Commissions and other costs. When you finish selecting, click **OK**; the line items appear on the payment.

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

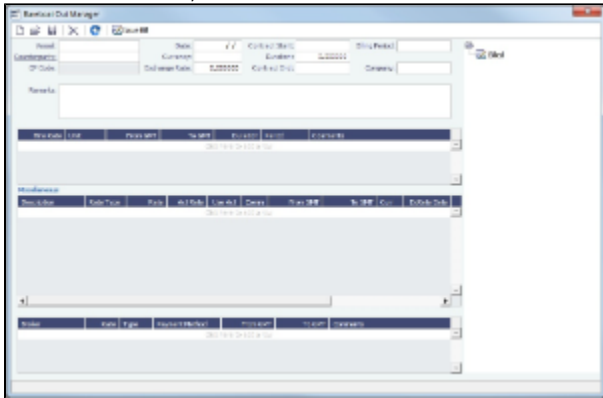
When you rest your mouse pointer over a bar, a tooltip tells you the Invoice Number (if the payment has been settled or processed), the Billing Period, and the ID of the Bareboat Contract.

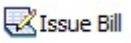
Double-click a bar to open the payment, or right-click to create a payment.

For more information, see [Schedules](#) and the *Schedules* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMO S Welcome tab** (from the IMOS7 menu).

## 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**.

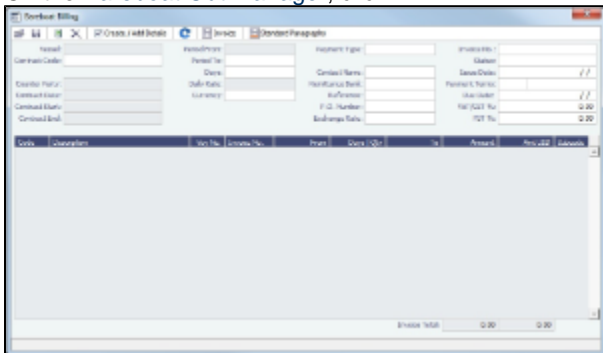


2. Complete the fields on the Bareboat Out Manager.
3. To issue a bill, click .

## Bareboat Bill

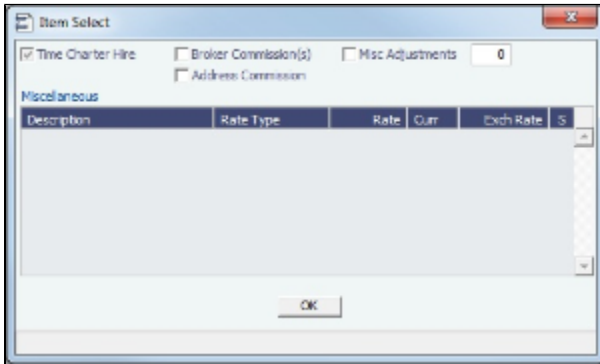
You can create a Bareboat Bill to send to the Charterer.

1. On the Bareboat Out Manager, click .

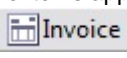



2. On the bill:
  - Select the **Payment Type**:
    - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
    - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
    - **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.

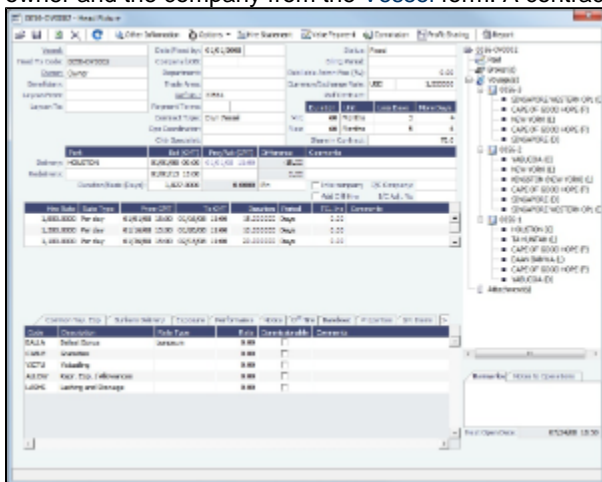


The first bill includes the Time Charter Hire for the first period. It might include Commissions and other costs. When you finish selecting, click **OK**; the line items appear on the bill.

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 .

## Head Fixtures

Creating a **Time Charter In** contract for a vessel with ownership type OV defaults the Contract Type to be **Own Vessel**, with the owner and the company from the **Vessel** form. A contract of type Own Vessel is a *Head Fixture*.



- A Head Fixture contract is similar to a Time Charter In Contract, but with the following differences:
  - Status selections also include Under Construction, Purchased - Not Delivered, and Sold.
  - It has a Share In Contract field, with a percentage value that defaults to 100.
  - There is no Brokers table.
  - It has Purchase and Sale Tabs; on each, the counterparty, payment terms, broker, and other relevant data can be recorded.
  - On the Sale tab, when specifying a Delivery Date, it defaults to the Est Redelivery of the contract.
- The Own Vessel check box on the Exposure tab is automatically selected, and the exposure is the same as any Own Vessel Contract. For statuses Under Construction, Purchased - Not Delivered, and Sold, the contract is not in exposure.
- A Head Fixture contract has an ID of XXX-OVYYYY, where XXX is the Vessel Code and YYYY is a global sequential number.
- It is not possible to create a Head Fixture for a vessel that already has an active Head Fixture.
- When creating a new OV\*\* Voyage, you can link a Head Fixture contract. For the first linked voyage, the bunker prices and quantities are retrieved, and for the rest of the voyages, the daily cost is calculated according to the Hire specified in the contract.
- Head Fixture contracts can be found in the TCI list. You can filter the list by the Contract Type column. Other Head Fixture-related columns:
  - Department
  - Min/Max Less/More Days

- Vessel Head Owner: The Parent company of the Vessel Owner
- Others, all with prefix HF

An option can be configured (CFGHeadFixtureForOwnVoyageRequired) to require a Head Fixture Contract for OV\*\* Voyages.

## Operations

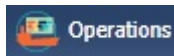
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### About Operations

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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.



To access the IMOS Operations Module Center, click

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

### Other Sources of Information

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

- *\* Fleet Map* tutorial
- Time Charters:
  - [Time Charters](#)
  - *\* Time Charter Manager* tutorial
- [Bunker Management](#)
- [Demurrage and Claims](#)
- [Pooling](#)

\* You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

### Related FAQs

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For more information, see the following Operations FAQs:

- [FAQ - What is the difference between Bill Via and Via Company](#)
- [FAQ - How is the Total USD amount for the Actual column calculated in the DA screen?](#)
- [FAQ - P&L Snapshotting](#)
- [FAQ - About Commenced Consecutive Voyage](#)
- [FAQ - How to Rebill a Rebillable Freight Invoice](#)
- [FAQ - How to Configure and Use Freight Tax](#)
- [FAQ - Pooling Premium](#)
- [FAQ - How to Specify Rebillables to Owners versus to Charterers](#)
- [FAQ - How to Set Default Port Expenses Per Agent](#)
- [FAQ - Why can't I edit the ETA at a port in the Voyage Manager?](#)
- [FAQ - Why is the Actual P&L value in the Voyage List different from the Voyage P&L?](#)
- [FAQ - Cargo Transfers](#)
- [FAQ - Why are the ROB fields in Port Activities locked?](#)
- [FAQ - P&L - Rolling Voyage](#)
- [FAQ - How to enter settlement of partial rebillables](#)
- [FAQ - What delay types affect TCE in the Voyage Estimate?](#)
- [FAQ - Bunker warnings and validations on safety margin](#)
- [FAQ - Why are commissions not showing in the Actual column of the P&L?](#)

- [FAQ - Company Code on Time Charter Screen and Voyage Manager](#)
- [FAQ - How do I record bunker purchased by owner for charterer](#)
- [FAQ - How to change default port activities per port function](#)
- [FAQ - Why does the ETD field recalculate after changing the date?](#)

## Operations Lists and Tools

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You can access several lists and tools to help you in your work from the Operations Module Center, as well as from the IMOS7 menu:

- Operations Module Center and Tools submenu:
  - [Vessel Schedule](#)
  - [Port Schedule](#)
  - [Fleet Map](#) (Also see the *Fleet Map* tutorial.\*)
  - [Time Charter Payment Schedule](#) (Also see the *Time Charter Manager* tutorial.\*)
  - [Time Charter Billing Schedule](#) (Also see the *Time Charter Manager* tutorial.\*)
  - [Open Position](#)
- Operations Module Center and Lists submenu:
  - [Voyage List](#)
  - [Bunker Requirement List](#)
  - [Bunker Purchase List](#)
  - [Bunker Alert List](#)
  - [Port Advance/DA List](#)
  - [Time Charter In List](#) (Also see the *Time Charter Manager* tutorial.\*)
  - [Time Charter Out List](#) (Also see the *Time Charter Manager* tutorial.\*)
  - [Operations Task List](#)
  - [Veslink Form List](#)
  - [My Tasks List](#)
  - [Service Contract In List](#)
  - [Service Contract Out List](#)
  - [Lightering Job List](#)

\* You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

### Viewing Bunker Lists for Multiple Environments in One

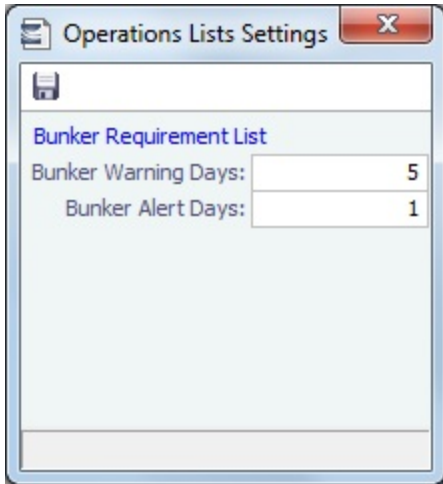
Bunker Requirement Lists, Bunker Purchase Lists, and Bunker Lifting Lists from multiple environments can be viewed in a single, primary environment. Set the configuration like this in imosshell.exe.config: `<add key="primary_environment;secondary_1;secondary_2" value="primary_environment;secondary_1;secondary_2" />`

The three environment names appear in the status bar. The first in the list is the primary, and everything except the three lists belongs to this environment. In these three lists, you have access to data from all environments to which you have access rights. The IMOS Environment column displays the source of the data. Clicking links associated with a secondary environment opens modules attached to that environment's database.

### Operations Setup

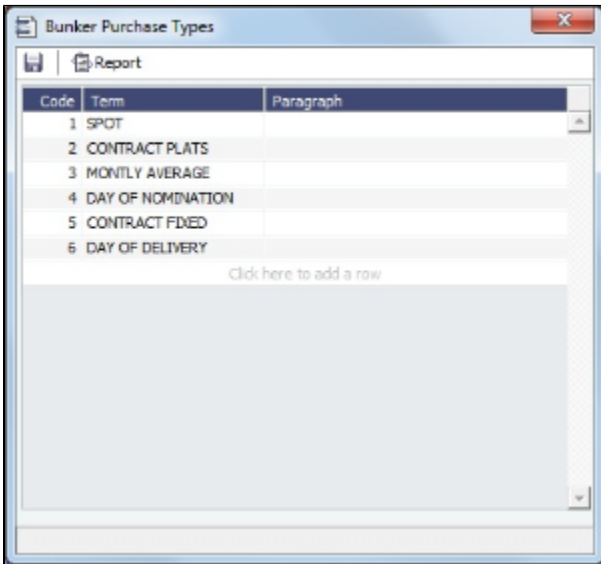
In the Operations Module Center, under Setup, you can set the following Operations options:

#### Operations Lists Settings



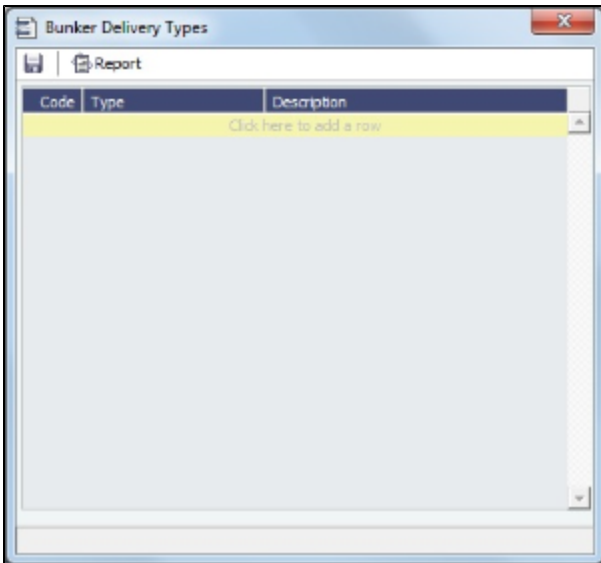
These settings are for the Bunker Requirement List.

#### Bunker Purchase Types



These settings are for Bunker Purchases.

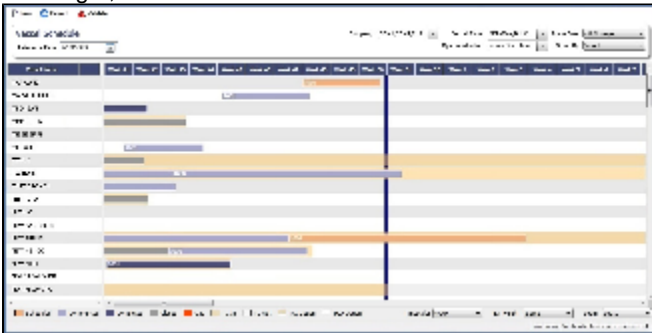
#### Bunker Delivery Types



These settings are for [Bunker Requirements](#) and [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, and either grouped by Company, with one line per vessel /company combination, or grouped by Vessel, with all voyage and TC contract bars on the same line. 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.
- An option can be configured (`vesselScheduleSmallBarTemplate`) to set the data to display on the bars.

For more information on schedules, see [Schedules](#) or the *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.



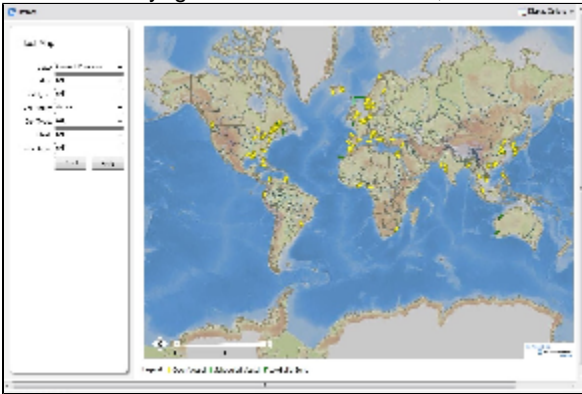
Links to forms appear in the columns you select on the left; from various columns, you can view the Vessel form, Cargo Name form, Company Address form, Voyage Estimate, Voyage Fixture, Time Charter Manager, and/or Voyage Manager.

- 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.
- An option can be configured (portScheduleSmallBarTemplate) to set the data to display on the bars.

For more information on schedules, see [Schedules](#) or the *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 *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.

## Operations Task List

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On the Operations Task List, you can see all tasks for all [voyages](#), including formula-generated tasks.



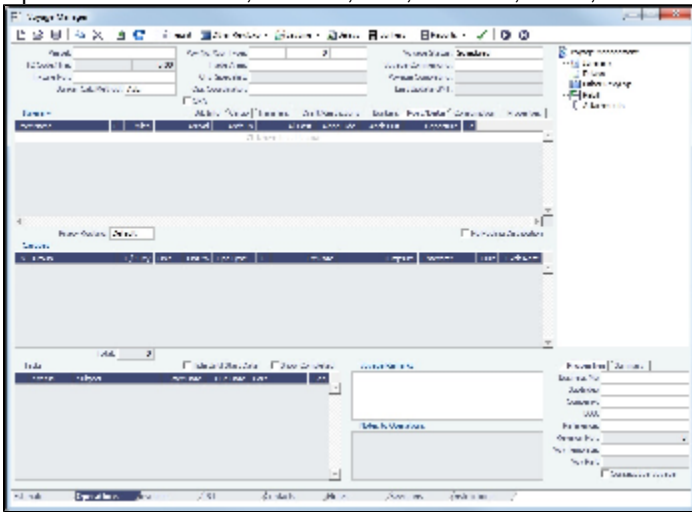
You can sort this list to show only your voyages and vessels and use it as your daily task list. You can also create new Operations Tasks from it.




Date-time columns can display either GMT or system local time. Right-click the column heading and then click **Display GMT** or **Display System Local Time**.

## Voyage Manager

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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 , 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.

- An option can be configured (CFGEnableVoyageRoles) to add a Roles tab to set and view the five Key Users of the voyage: Chtr Coord (defaults from Cargo form), Ops Coord, Ops Coord 2, Controller, and FD Manager (Freight and Demurrage Manager).
- An option can be configured (CFGEnableVoyManagerOpsOverview) to add an Ops Overview tab to the Voyage Manager. Usually used for tankers, this tab provides an alternate interface for managing voyages, providing expanded details about bunkers, cargo handling, and voyage tasks for each port call in the voyage itinerary. Port Status can be specified on this tab, to appear on the Voyage List.
- An option can be configured (CFGWarnNonCoordinatorWhenSavingVoy) to display a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.
- An option can be configured (CFGWarnOnMismatchedConsecutiveVoyages) to display a warning when saving a voyage if the Terminating Date on the voyage does not match the Commence Date on the following consecutive voyage.

## Estimate Tab - Voyage Manager

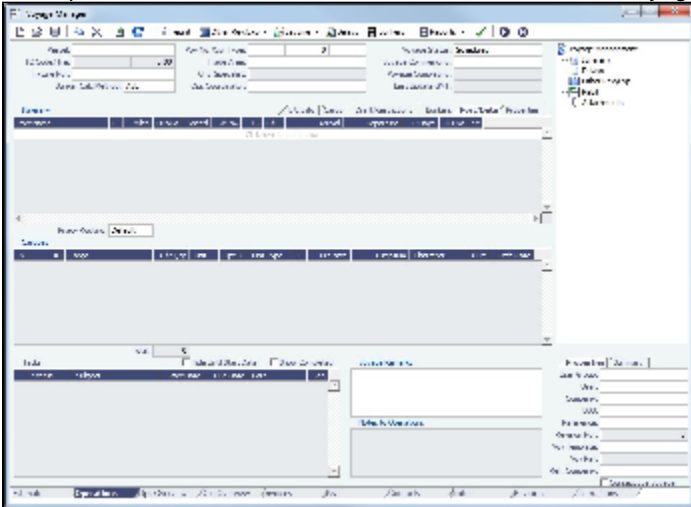
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The Estimate tab displays the Charterer's [Voyage Estimate](#), so you can see its details without opening it separately, if you have Security rights. The Estimate includes Vessel Information, Cargoes, and tabbed views of the Itinerary. It has the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

## Operations Tab - Voyage Manager

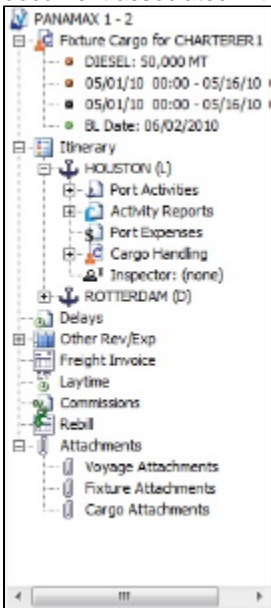
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The Operations tab is the default tab; it is active when the Voyage Manager opens.



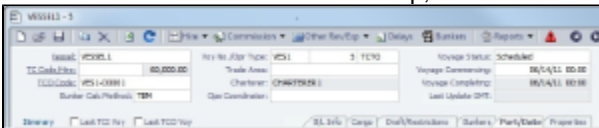
### Summary Tree

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** = Tramp business method
  - **FIFO** = First In First Out

- **LIFO** = Last In First Out  
For more information, see [Voyage Accounting](#).
- An option can be configured (CFGEnableVoyTypeCheckboxes) to add **Pool**, **Ice**, **Clean**, and **Coated** check boxes to the Voyage Estimate and Voyage Fixture for reporting for bulk vessels. 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 (CFGEnableOPA) 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 **Function**.

- Actual arrival and departure times are black; estimated times are blue.
- A Transit port (Port Function P or I) can be locked to prevent it from being changed or removed: right-click the port and click **Lock Transit Port**. A locked Transit port has a light blue background in the Itinerary.
- 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 .
- **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.
  - An option can be configured (CFGVoyapiValidateCargoLaycanForPort) to add validation warnings if, at the first port where a cargo is to be loaded, the vessel will arrive before the start or after the end of the cargo's laycan.
- **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

An option can be configured (CFGWarnOnMismatchedConsecutiveVoyages) to have a warning message appear when saving, if a modified Terminating Date no longer matches the Commence Date on the following consecutive voyage.

### CP Terms Tab

- An option can be configured (CFGExpandVoyageManagerRowsets) 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												
N	ID	Cargo	C/P Qty	Unit	Opt %	Opt Type	T	Frnt 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.

B/L Info												
Port Name	F	N	Cargo	Berth	BL Code	BL/Disch Date	CP Unit	BL/Disch. Qty	Ship Gross	FT3/MT	M3/MT	St
ROTTERDAM	C			QUAY		/ /				0.0000	0.0000	

*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		<input type="checkbox"/> Offhire Voy		B/L Info		Cargo	Draft/Restrictions	Bunkers	Port/Date	Properties						
Port	Miles	Spd	SDays	XS	F	Cargo	ID	L/D Qty	L/D Rate	Terms	TT	PDays	Est PD	Curr	PortExp	Ba
ROTTERDAM		14.5			C									USD		▲

- An option can be configured (CFGVoyestShowCranesInItinGrid) to add a Cranes column to indicate the use of cranes in the port.

Itinerary		<input type="checkbox"/> Offhire Voy		B/L Info		Cargo	Draft/Restrictions	Bunkers	Port/Date	Properties		
Port	Berth	F	Draft Basis	Draft	Cargo	L/D Qty	FT3/MT	M3/MT	MaxLift	ROB Arr	LS SDay	LS PDay
ROTTERDAM	QUAY	C	m.ss								0.00	0.00

*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		<input type="checkbox"/> Offhire Voy		B/L Info		Cargo	Draft/Restrictions	Bunkers	Port/Date	Properties
Port	Arrival	Departure	I/O Arr	I/O Rec	I/O Dep	LSF Arr	LSF Rec	LSF Dep	MDO Arr	MDO Rec
ROTTERDAM		10/04/11 10:20	0.000		111.000	0.000		111.000	0.000	

*Port/Date Tab*

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

Itinerary		<input type="checkbox"/> Offhire Voy		B/L Info		Cargo	Draft/Restrictions	Bunkers	Port/Date	Properties		
Port Name	F	Miles	DToGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St
ROTTERDAM	C			14.5	0.00		B	10/04/11 10:20		0.00	1,200	SA

*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		<input type="checkbox"/> Offhire Voy		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  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.

An option can be configured (CFGDefaultLobOnCargoImport) to enable defaulting the LOB on a Voyage to the one from the imported cargo, if it has not yet been specified.

## 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 . 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.

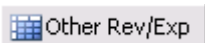
## Properties/Summary

Properties of the voyage and a summary of its data appear in the lower right corner.

- An option can be configured (CFGVoyManDefaultSelectSummaryTab) to have the Summary tab be the default open tab, rather than the Properties tab.
- An option can be configured (CFGEnableVoymanVoyageID) to have the Voy Ref field on the Properties tab replaced with a Voyage ID field.

## Managing the Voyage

1. 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.
    - An option can be configured (CFGEnableOpsLOB) to validate the LOB on all contracts linked to a Voyage Estimate.
2. To save the voyage, click . By default, the voyage Status is **Scheduled**.
  - An option can be configured (CFGWarnNonCoordinatorWhenSavingVoy) to display a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.

- When the voyage begins, change the Voyage Status from **Scheduled** to **Commenced**. The status for the first port changes to **Sailed**.
- 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.
- When you are traveling between ports, right-click the port line and click **Activity Reports** to track information in the **Activity Reports**.
- 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**.
- To enter **Other Revenues and Expenses**, not associated with a port or with freight, click .
- 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.
- After all voyage transactions are completed, change the status to **Closed**; then the voyage cannot be modified.

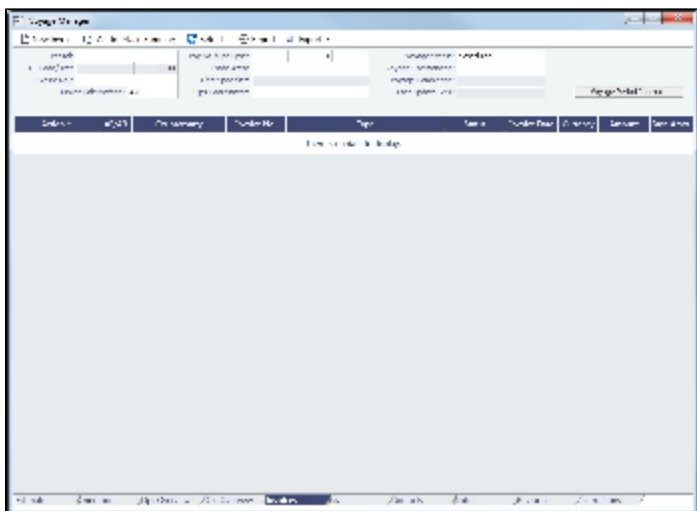
## Invoices Tab - Voyage Manager

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

Even if you do not have the rights to perform the various actions, you can see the status of each invoice. You can also see the amount outstanding. With appropriate permissions, you can view, create, review, approve, post, and assign tax codes for invoices.

A Create Invoice link is created for each planned Bunker Lifting. If the portcall has a Bunker Requirement attached to it with a single ordered Bunker Purchase, the bunkering details from the Bunker Purchase are entered in the Bunker Invoice.



To create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TCI/TCO Bunker Adjustments, click **Voyage Period Journals**.

- An option can be configured (CFGEnableVoyBunkerCheckWhenPosting) to have IMOS issue warnings for trying to post bunker costs when the voyage is not complete, unbound bunker invoices exist, or bunkers have been received in the voyage but not invoiced.

## P&L Tab - Voyage Manager

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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.

Description	Amount	Estimated	Actual	Posted	Cash
Revenue	100,000	100,000	100,000	100,000	100,000
Expenses	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)
<b>Total</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

To open a report, click **Reports** and select a report:

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

To create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TCI/TCO Bunker Adjustments, click [Voyage Period Journals](#).

**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.

When a voyage is closed, a P&L snapshot is automatically taken. The snapshot name includes the text *Closing*.

- 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**

- An option can be configured (CFGShowRunningCost) to group the hire cost into the running costs and have TC Hire and related items as part of the Running Cost section in the P&L tab.
- An option can be configured (CFGTCoVoyexAsMiscExp) to display TCO Voyage Expenses under the Expenses section, instead of under the Revenues section.
- An option can be configured (CFGTCiAdminAsRunningCost) to consider TCI Admin Fee items as Running Costs, not 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 .

**Totals**

The following totals appear on the P&L tab:

- Profit (Loss)



- Net Voyage Days
- Daily Profit (Loss)
- With Profit Sharing:
  - Profit Share
  - Net Voy Profit: Total Voyage Profit minus Profit Share
- Total/Off hire days
- Port/Sea days

### 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](#) (CFGUseDelQtyCalcBnkAdjBeforeArr) 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*

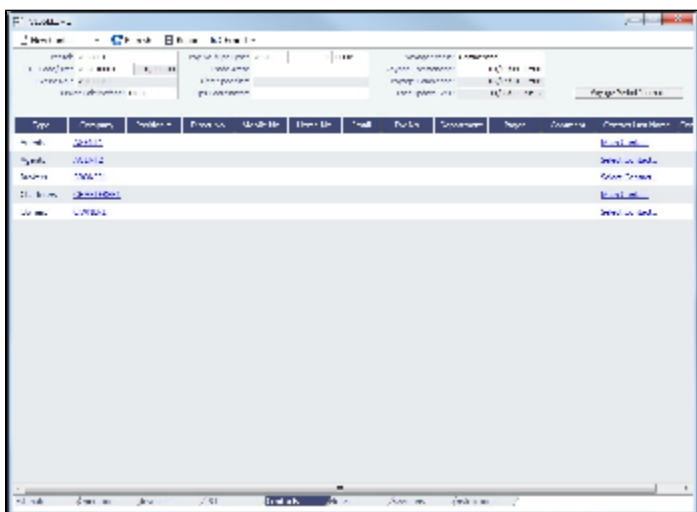
- **Estimated:** These figures originate from a Voyage Estimate with estimated revenue/expenses.
- **Actual:** When a voyage is scheduled, the estimated revenue and cost items from the Voyage Estimate populate the Actual column, being the best knowledge of the voyage result at that time. There may be 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

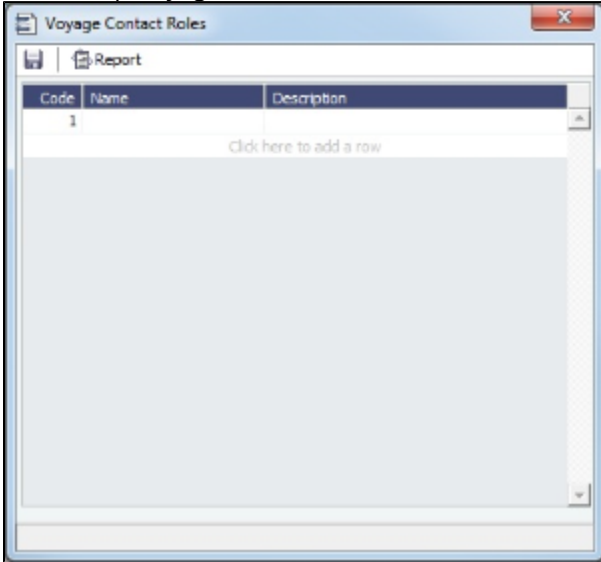
The Contacts tab contains a list of Contacts for all parties associated with the voyage, from the Data Center [Address Book](#).



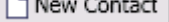
Phone numbers and contact information appear on the tab for each Contact, so you can easily see how to reach them. To see the company's [Address Book Contact](#), click its link.

You can add more Contacts and assign a **Role** to each Contact.

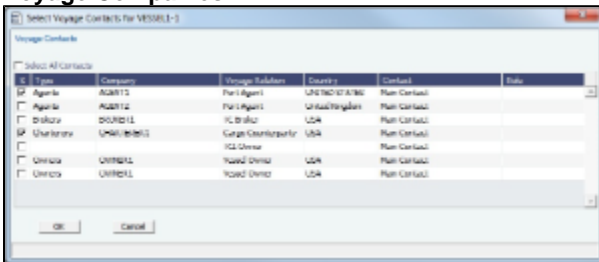
First, set up **Voyage Contact Roles** in the Data Center, under Other.



To add a Contact:

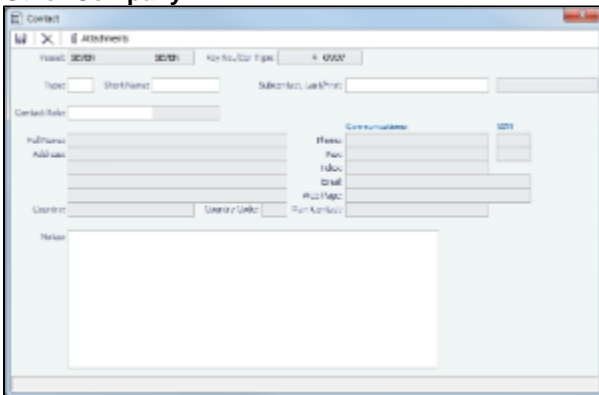
1. On the Contacts tab of the Voyage Manager, click .
2. Select one of the following:

- **Voyage Companies:**




On the **Select Voyage Contacts** form, select from all the contacts of all the associated voyage companies and then click **OK**.

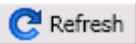
- **Other Company:**



- a. 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.
- b. You can also do the following:
  - Select a **Contact Role**.
  - Add **Attachments**.
  - Select a **Subcontact** (from the Contacts grid on the Address Book Contact).

c. To save the Contact, click .

d. To close the form, click .

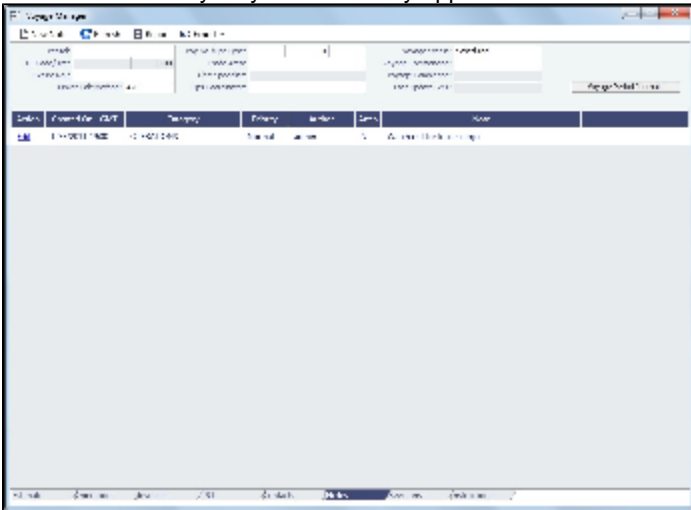
3. Click  to refresh the Contacts list.
  - For a Subcontact, the details for the Subcontact appear in the list.
  - For a Company, the details for the Company appear in the list.
    - If a Company is the main contact, the **Contact Last Name** column has a [Main Contact](#) link to open the **Contact** form.
    - If a main contact has not been selected, the **Contact Last Name** column has a [Select Contact](#) link to open the **Select Voyage Contacts** form.

The Contacts list is a standard list; you can sort, filter, and select columns for it. For more information, see [Lists](#) or the *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

## Notes Tab - Voyage Manager

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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.



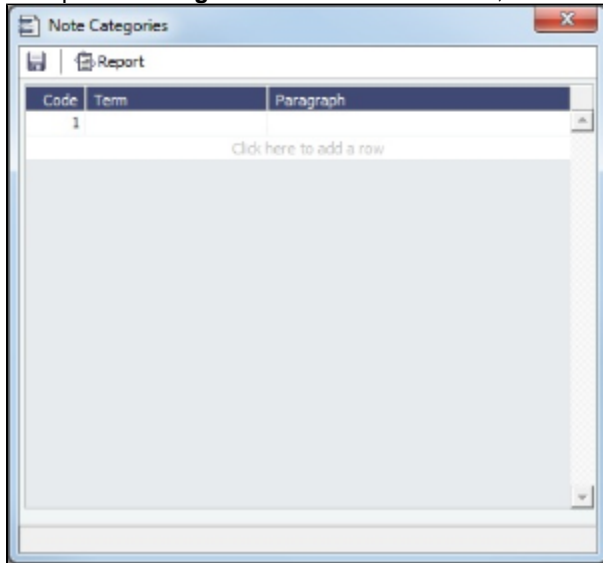
Date-time columns can display either GMT or system local time. Right-click the column heading and then click **Display GMT** or **Display System Local Time**. New Voyage Notes save in local time.

The Notes list is a standard list; you can sort, filter, and select columns for it. For more information, see [Lists](#) or the *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

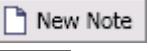
### Creating Voyage Notes

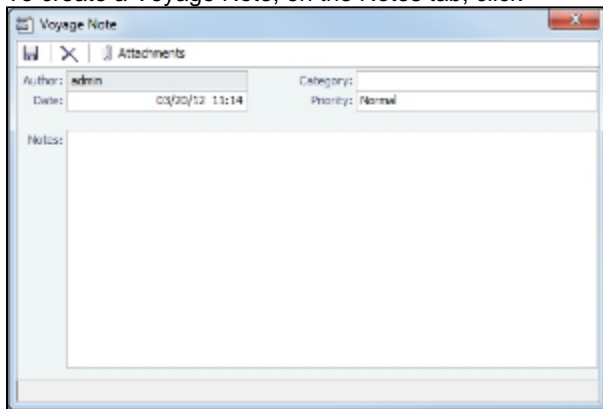
To create Voyage Notes:

1. Set up **Note Categories** from the Data Center, under **Other Terms**.



You can use these Categories to sort and filter the Notes in the list.

2. To create a Voyage Note, on the Notes tab, click .



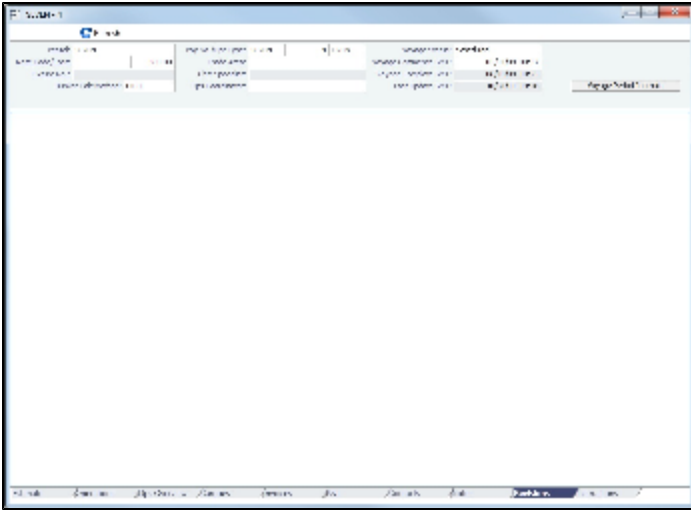
3. To complete the Voyage Note, select a **Category** and a **Priority**, and enter the **Note** text. You can also attach a file or a link.

## Revisions Tab - Voyage Manager

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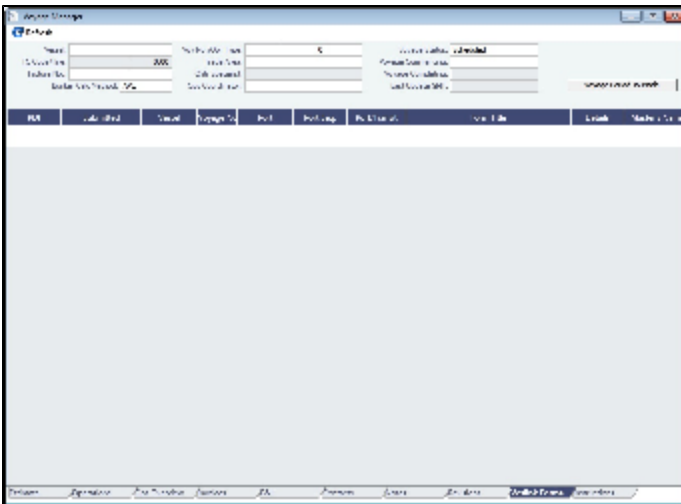
The Revisions tab is like a text Audit Trail. It lists changes to port call information, such as added ports or cargoes or changed port arrival times. These changes are given a Revision Number, which is incremented when any changes are made to the Voyage Instructions, for example, the office's directives 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 displays all the forms in the associated Veslink database.



The **Effective (GMT)** column can be used to guide operators as to the sequence in which incoming Offline Forms should be approved.

- For an Offline Form, this column displays the Form Date/Time.
- For an Onboard form, this column is empty.

The **Status** column displays which forms have successfully replicated to IMOS, in the following categories:

- **Pending Approval:** Forms that require approval, displayed in green
- **Pending with Errors:** Forms that have server-side errors that need to be corrected before it can be approved, displayed in orange  
When you open a form with this status, the errors appear at the top.
- **Rejected:** Forms that have been rejected by the Operator
- **Pending Replication:** Forms that have been approved by the Operator (if required), and are awaiting replication into IMOS
- **Replicated:** Forms that have successfully replicated into IMOS
- **Failed Replication:** Forms that have failed replication into IMOS, displayed in red  
This status is a hyperlink to open a window with the form-specific log.

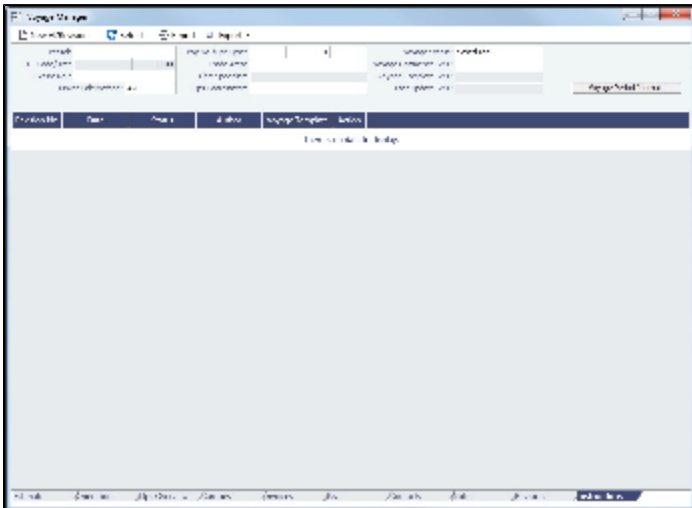
To open:

- A PDF of a submitted form, click the [PDF](#) link.
- 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 List

The Voyage List includes information about all voyages.


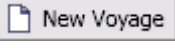

A screenshot of the Voyage List interface. It displays a table with columns for Voyage ID, Vessel, Voyage Name, Voyage Status, Current Port, Next Port, and other details. The table contains several rows of data, each representing a different voyage. The interface includes a search bar and various filters at the top.

- For columns related to the Current Port and Next Port:
  - Only Commenced voyages have values in these columns.
  - If the vessel has arrived or is on its way to a port, that port is considered the Current Port.
  - If the vessel has arrived at the Current Port, Curr Port Status is displayed as Actual.
  - The port after the Current Port for that voyage (if it exists) is the Next Port.

The Voyage 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 *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the IMOS **Welcome tab** (from the IMOS7 menu).

## Creating a New Voyage

1. To create a voyage:


- From the Voyage Manager, click .
- From the Voyage List, click .
- On the Vessel Schedule or the Port Schedule, click .

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. Do one of the following:
    - Enter a **Voyage Number**.
    - 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 (CFGDefaultAutoNumberVoy) to have this selected for all new voyages.
      - 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 to close the form. The Voyage Manager appears.

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

## Voyage Manager Reports

From the Voyage Manager, you can view the following reports by clicking  and selecting the report from the list:

- Estimate tab:
  - Voyage Estimate P&L
  - Estimate Summary
- Operations tab:
  - Voyage Profit & Loss Report
  - Voyage Operation Report
  - Voyage Performance 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.

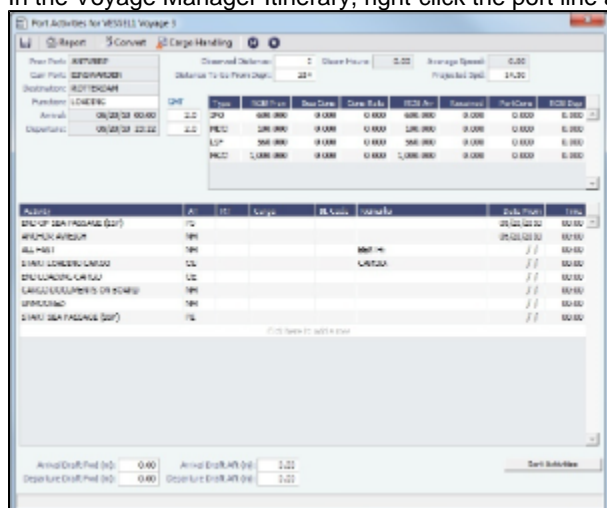
Most activities are already in the Activity table, but you can add a line at the bottom of the list or right-click to insert one and add a [Port Activity](#).

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  or next  port.

To enter port activities:

1. In the Voyage Manager Itinerary, right-click the port line and click **Port Activities**.



Activity	Port	ETA	ETD	Cargo	BL Type	Container	End Date
START SEA PASSAGE (SEP)	TE						25/04/2020 00:00
ARRIVAL ARRIVAL	AR						25/04/2020 00:00
BLU P&L	AR						00:00
START UNLOAD/LOAD	CA						00:00
START UNLOAD/LOAD	CA						00:00
START UNLOAD/LOAD	CA						00:00
START UNLOAD/LOAD	CA						00:00
START SEA PASSAGE (SEP)	TE						00:00

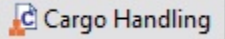

Annual Date/Time (DD): 0:00 Annual Date/Time (DD): 0:00  
 Departure Date/Time (DD): 0:00 Departure Date/Time (DD): 0:00

Save 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.



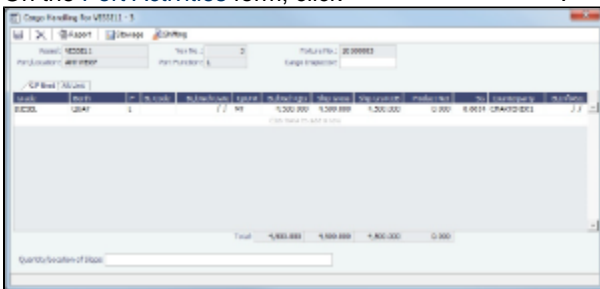
3. Enter bunker information:
  - ROB Arrival
  - Received, if you receive bunkers; if departure information is not entered in Port Activities, IMOS keeps the planned Received Qty.
4. Enter dates and times of activities, adding other activities as necessary. IMOS fills in the date and time from the previous 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 .

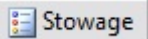


## Cargo Handling

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 .
  - To enter Shifting Information, click .
  - 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 .

## Activity Reports

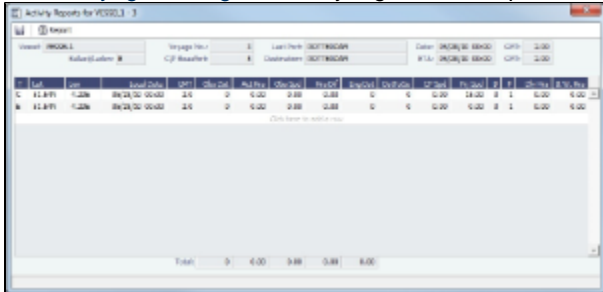
The Activity Reports track the following activities when you are traveling between ports:

- A** = Arrival: IMOS creates this report when you enter the arrival date and time in Port Activities.
- 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.
- S** = Special
- T** = Terminating

To enter an Activity Report:

1. In the [Voyage Manager Itinerary](#), right-click the port line and click **Activity Reports**.



In the Activity Reports grid, each line represents data entered in the corresponding Activity Report.

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:
    - OVOVRELT: 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. For an LNG vessel, to enter tank conditions, right-click the report line and click **Tank Conditions**. The [Tank Conditions](#) form appears.
4. To save the information, click .

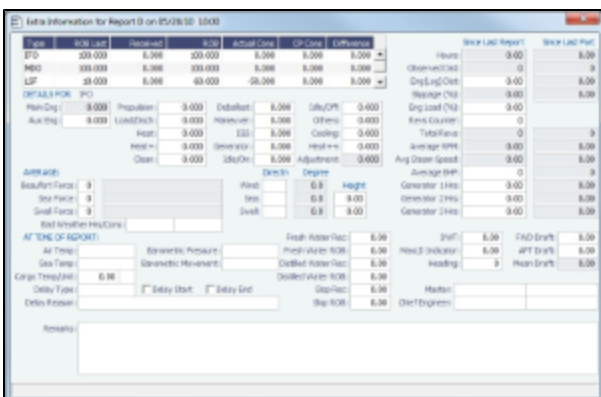
## Extra Information for Report

You can access the Extra Information for Report form from [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.



- An option can be configured (CFGAllowReportedSlippage) to allow editing of the Logged Dist and Slippage (%) fields.

## Tank Conditions

To enter information about tank conditions, on the [Activity Reports](#), right-click the report line and click **Tank Conditions**. Tank information is defaulted from the [Vessel](#) form in the Data Center, on the Stowage tab.

Tank Type	Tank Name	Condition	Pressure (Pa)	Temperature (C)
O	ONE		0.000	0.000
T	TWO		0.000	0.000
T	THREE		0.000	0.000
F	FOUR		0.000	0.000
F	FIVE		0.000	0.000

For each tank, you can enter:

- Condition: Ballast/Laden
- Pressure
- Temperature


## Port Advances and Expenses

This section includes the following pages:

- **Cost Setup:** On the Ledger Expenses Data Entry form, you can set up Expense Codes to define different types of expenses.
- **Port Advance/DA:**
  - The [Port Disbursement Advance](#) (PDA) captures the estimated amount on the advance, or pro forma, invoice.
  - The [Final Disbursement Advance](#) (FDA) captures the final amount disbursed.
  - You can also record multiple [Supplemental Disbursement Advance](#) (SDA) records.
- **Port Expense:** On this form, you can record a port expense without an advance.
- **Port Expense Search:** You can search for historical data on port expenses.

## Cost Setup

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

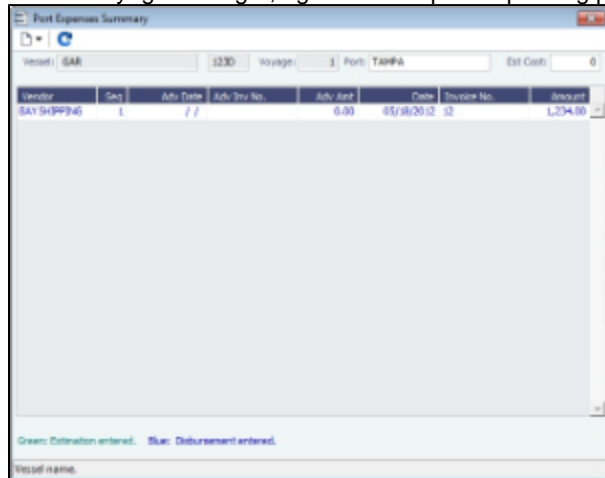
1. Do one of the following:
  - On the Operations Module Center, under Port/Other Costs, click **Cost Setup**.
  - On the Port Advance/DA, click .
2. Complete the Ledger Expenses Data Entry form.

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 Class, 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 Expenses Summary

From the Port Expenses Summary, you can create a [Port Advance/DA](#) or a [Port Expense](#).

- On the Voyage Manager, right-click the port or passing point and click **Port Expenses**.



## Port Advance DA


On the Port Advance/DA form, you can create the following records:

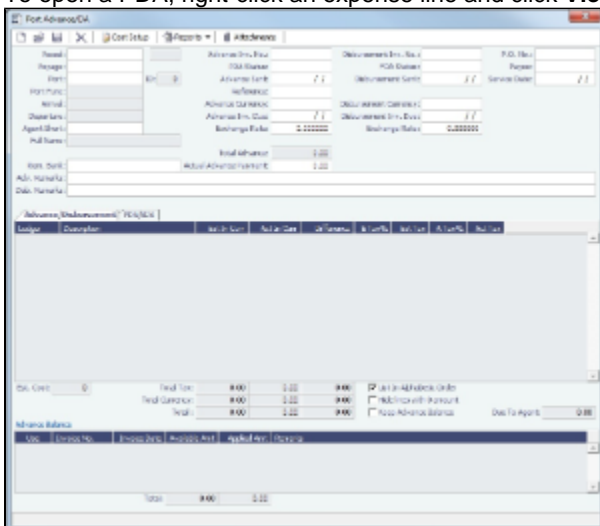
- Port Disbursement Advance (PDA)
- Final Disbursement Advance (FDA)
- Supplemental Disbursement Advance (SDA)

## Port Disbursement Advance


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

- On the Voyage Manager, right-click the port or passing point and click **Port Expenses**. You can also open this form from the Operations Module Center.
- On the **Port Expenses Summary**:

- To create a new PDA, click  and then click **New Advance/DA**.
- To open a PDA, right-click an expense line and click **View Expenses Details**.




- On the Port Advance/DA form, select the **Agent Short** name.
- Enter the **Advance Invoice Number** and the **Advance Sent** date.  
**Note:** You must enter this information before you can enter costs.
- 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. Change the **PDA Status** to A - **Actual** and click ; 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 **Disbursement 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 ; 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. On the [Port Advance/DA](#) form, 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 ; 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](#):
  - To create a new Port Expense, click  and then click **New Expense**.



- [An option can be configured](#) (CFGEnhancedPortExpSearch) to add columns Base Curr, Base Amt, Curr, Curr Amt, and Exch Rate and additional related context menu options.

## 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 \$400 (= \$400,000), then 600 MT at \$500 (= \$300,000). You consume 700 MT on a voyage. How are costs allocated to the voyage?

- **AVE = Average method:** The weighted average cost is  $\$700,000 / 1600 = \$437.50/\text{MT}$ . Multiplied by 700, your voyage bunker expense is \$306,250. 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 = Trampler 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** (default for new Voyage Estimates and Fixtures): FIFO treats bunkers as an asset and depletes the first asset before going on to the next. Starting with the oldest, you use 700 MT at \$400/MT, for a total cost of \$280,000. This is the most common method.
- **LIFO = Last In First Out:** Starting with the most recent, you use all 600 MT at \$500/MT (= \$300,000) and 100 MT at \$400 /MT (= \$40,000), for a total cost of \$340,000. The reason for using this method is that it defers revenues when prices are going up, 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**.

#### Posting Bunker Cost

When posting Bunker Cost, a single source code is used by all bunker types: VBNK. Implications:

- One Journal Entry is created for all bunker types, rather than several individual journals.
- When filtering the Financials Lists, selecting Voyage Bunker Cost displays all relevant records, regardless of the bunker type.
- If Invoice Approval/Posting/Reject Types are enabled in IMOS User Properties (Object Rights tab), there is no need for individual permissions per bunker type; one permission is sufficient.
- For new Business Rules, Source Code VBNK must be entered.

### 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.

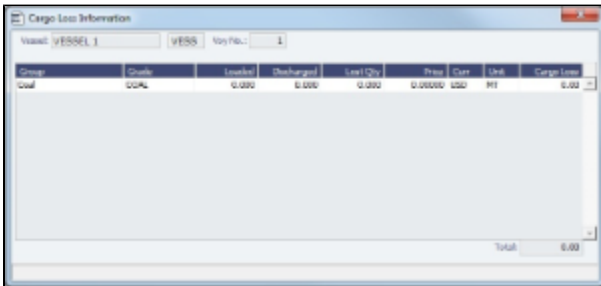
Using a balance sheet and paying every 15 days, for a 60-day voyage, you can then use a Journal Entry to associate those four payments back to the voyage.

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.

## Cargo Loss Summary

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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.



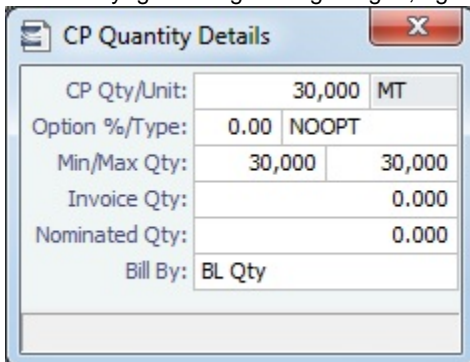
## CP Quantity Details

---

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**.



## Using Outturn Weight for the Final Freight Payment

To use Outturn weight for the final freight payment, follow these steps:

1. In the Bill By field, select Outturn Qty.
2. Update the Estimate.
3. Fix the Estimate and schedule the voyage.
4. When the BL quantity is known, insert it in the BL Info tab of the Voyage Manager.
5. After discharging, update the Voyage Manager BL Quantities for the discharging port with the outturn weight.
6. Proceed with the invoice, which will show the total freight basis BL quantity, and the adjusted MT as the difference between BL and Outturn. An Outturn adjustment will appear on the P&L tab of the Voyage Manager.


## Other Revenues and Expenses

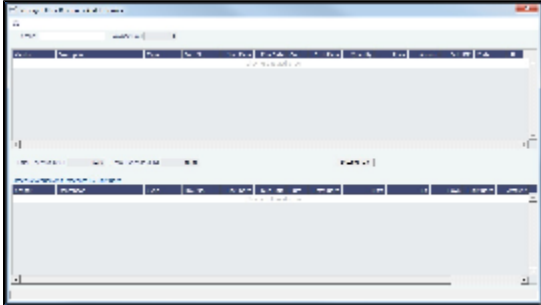
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You can enter any voyage revenues and expenses that are not directly related to freight, bunkers, port DAs, or demurrage. To enter other revenues and expenses:


1. Do one of the following:

- In the Voyage Manager, click  and then click **Other Revenues and Expenses**.
- On the Operations Module Center, click **Other Revenues/Expenses**. Select the **Vessel** and **Voyage Number**.



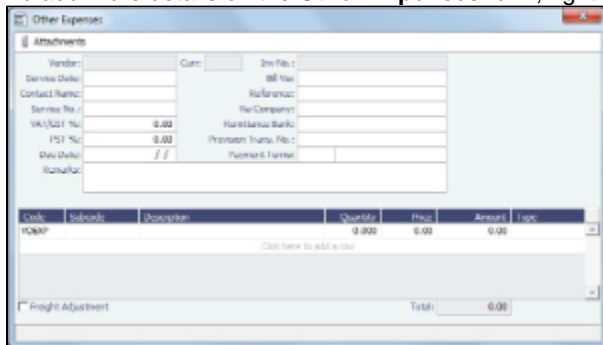
2. For each revenue or expense:

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 . 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 Rebill 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 Rebill 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 add more details on the **Other Expenses** form, right-click the line and then click **Details**.



4. To save the information, click .


## Bunkers

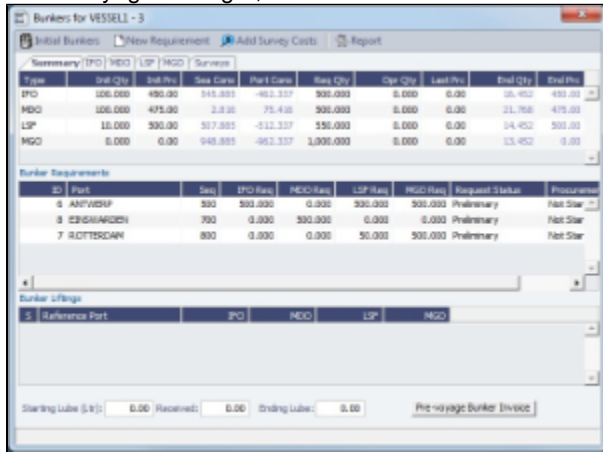
**Note:** If you have purchased the separate Bunker Management module, see [Bunker Management](#), rather than this section.

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 [Accounting for Bunkers](#).

To work with bunkers, follow these steps:

1. In the Voyage Manager, click  **Bunkers**.




Type	Svc Qty	Svc Pct	Svc Cost	Port Code	Req Qty	Opr Qty	Last Pct	End Qty	End Pct
IPO	106,000	490.00	145,855	-62.337	300,000	0.000	0.00	16,452	430.00
MGO	106,000	475.00	2,830	75.438	300,000	0.000	0.00	21,768	475.00
LSP	18,000	300.00	317,855	-112.337	150,000	0.000	0.00	14,452	300.00
MGO	0.000	0.00	948,855	-62.337	1,000,000	0.000	0.00	13,452	0.00

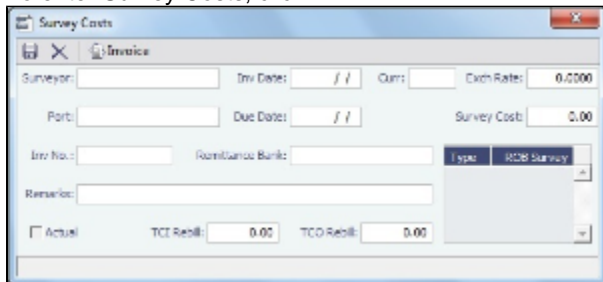
The Bunkers form has a Summary tab and a detail tab for each fuel type. Received quantities appear on the Summary tab after they are entered in [Port Activities](#).



Port Name	Svc Cost	RCB Amt	Port Code	Req Qty	Opr Qty	Price	RCB Qty	SA
ROTTERDAM	0.000	0.000	0.000	0.00	0.00	0.00	106,000	SA
ROTTERDAM	0.000	300,000	0.000	0.00	0.00	0.00	106,000	SA
ANTWERP	0.000	300,000	-300,000	300,000	0.00	0.00	800,000	SA
ENSHAGEN	501,000	99,000	0.974	0.00	0.00	0.00	98,000	SA
ROTTERDAM	44,855	13,142	36,693	0.00	0.00	0.00	16,452	SA

2. On the detail tab, enter any bunkers you plan to **Receive**; IMOS enters the previous price. You can specify a corresponding price for a planned Opr Qty; it is used for the Bunkers cost calculated for the voyage and is the assigned price for this lifting until an invoice is issued for this lifting or a Bunker Purchase is recorded for the port.
  - An option can be configured (CFGEnableOpsEstSeaCleaning) to enable estimated sea cleaning consumption to be entered on the Bunkers form.

3. To enter Survey Costs, click  **Add Survey Costs**.





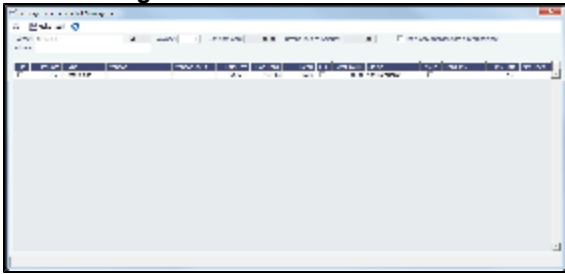
On the Survey Costs form, you can enter information about a survey and allocate parts of the paid amount to rebill the linked TCO/TCI counterparties.

4. To enter a **Bunker Requirement**, see the [Typical Operator-Only Workflow](#) or follow the steps for an [Operator](#) and a [Bunker Manager](#).

## 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.


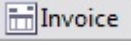
1. In the Voyage Manager, depending on the type of voyage, click either  **Freight** or  **Hire** and then click **Expenses Rebill Management**.



2. The Voyage Expenses Rebill Management form appears, listing rebillable port, miscellaneous, or other expenses. Lines are color-coded. Yellow = A rebill was created. Green = the invoice was posted.

- To see only invoices using particular Ledger Code(s), use the **Ledger** filter.
- 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 **Use** check box for each expense you want to include.
  - b. If the amount is less than the total, enter the **Amount to Bill**.

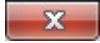
- c. Click .

- 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 .

## 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. In Agent fields, selections lists display agents marked as **servicing the port** first. 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 .

## Open Position - Operations

### Error rendering macro 'awp-include'

The body of this ContentEntityObject ('Open Position - Chartering') was 'BodyType:WIKI' but was expected to be 'BodyType:XHTML'

## Freight-Relet Commissions

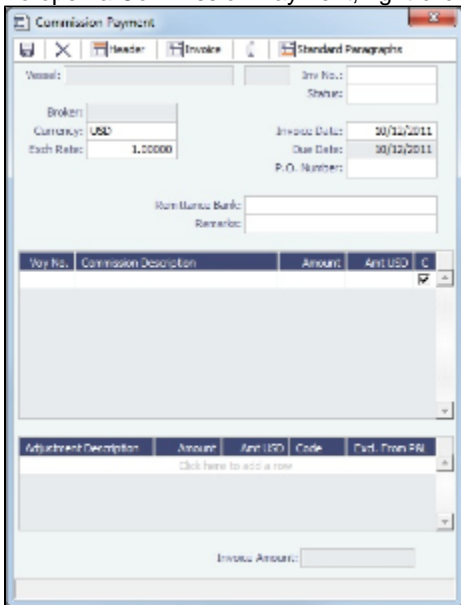
For broker commissions not deducted from the Freight Invoice (specified at the Cargo level), you can create a separate invoice.


1. Do one of the following:
  - On the Voyage Manager, click  **Commission**.
  - In the Operations Module Center, under Freight/Demurrage, click **Commissions**.

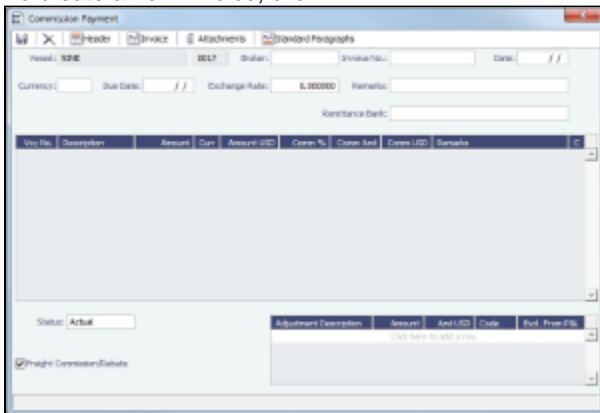
Counterparty	Broker	Type	Invoice No.	Date	Curr	Amount	\$


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 .

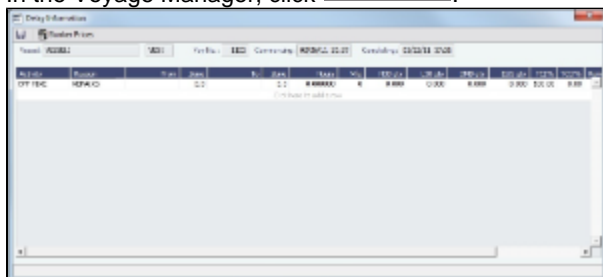


- On the Commission Payment form, select the **Broker**. Each possible payment appears, with the **C** (Commissionable) check box selected.
- Enter the **Invoice No.**
- Change the **Status** to Actual and click ; the invoice appears in Financials.

## Delays

On the Delay Information form, you can record information about delays.

- In the Voyage Manager, click  Delays.

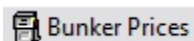


- Enter the **Activity**, **Reason**, **From** date and time and **Zone**, and **To** date and time and **Zone**. These values contribute to the calculation. You can also enter the **Miles** traveled for reference. The Reason appears in the Off Hire table of the Item Select


form from the Time Charter [Payment/Bill](#).

**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. To enter bunker price information during the delay, click



and complete the [Bunker Prices](#) form.

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 can be up to 100; for a TCTO voyage, both TCI% and TCO% can be up to 100. For OV\*\* Voyages, the label is OV%; for an OVTO voyage, both OV% and TCO% can be up to 100. The percentage values entered in these fields will determine whether off hire time and bunkers are a revenue or an expense in the P&L.
5. Enter any **Remarks**; they appear in the Off Hire table of the Item Select form from the [Payment/Bill](#). When these items are selected, the Remarks are added to the corresponding detail lines; right-click the line and then click **Remarks**.
6. To save the information, click .


## Bunker Prices

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By default, off hire 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  [Bunker Prices](#) on the [Delay Information](#) form.



2. Enter prices.
3. To save the information and close the form, click .

## Freight Invoices

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As soon as you load a cargo, you can issue a Freight Invoice.  
To be able to create a Freight Invoice:

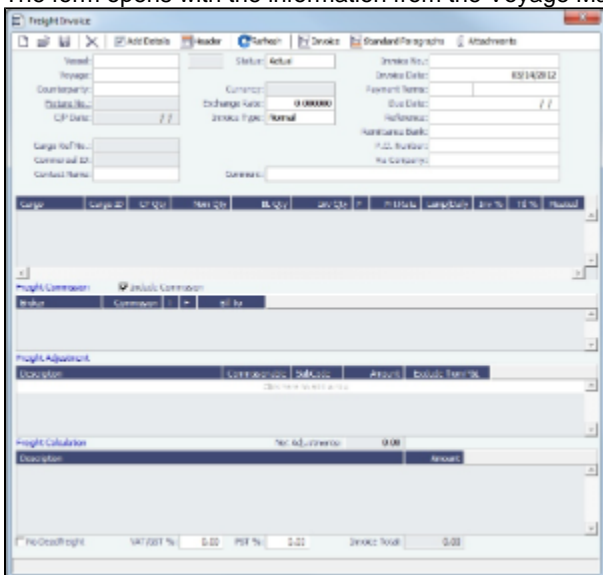
- A Fixture Note must exist, with Freight Terms and Extra Freight Terms completed for all cargoes loaded.
- The [Cargo Handling](#) form must be completed and the cargoes bound to the Voyage Fixture.




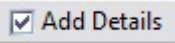
To create a Freight Invoice for freight sales or purchases:

1. Do one of the following:

- In the Voyage Manager, click , then click **Freight Invoice**.
- On the Voyage Manager Invoices tab, click .

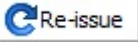
- In the Operations Center, under Freight, click **Freight Invoice** and enter the **Vessel Name** and **Voyage Number**. The form opens with the information from the Voyage Manager.



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**.
  - An option can be configured (CFGDefaultCargoRefOnFreightInv) to populate the **Reference** field with the Reference No. from the Cargo form.
5. In the **Contact Name** field, you can specify one of an internal company's contacts. To use this field, the voyage to which the Freight Invoice relates must have a Company code assigned.
6. 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.
7. 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.
8. Add any **Freight Adjustment** information.
9. To save the information, click . 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.
10. To print the invoice, click . To edit the invoice header information, click . You can print, save, or email the invoice or create a PDF.
11. To include additional invoices, such as a Demurrage or Despatch calculation, click  to select the item you want to include. Only calculations with status Settled can be included. On the Additional Invoices form, you can select invoices to include; their details appear under Invoice Details, below. The Description section is editable on the invoice in which the demurrage/despatch is initially added. Freight Rebillables also appear; these are entered on the [Other Revenues & Expenses](#) form.
12. To include any previously generated invoices on a Freight Invoice, change the Type field to **Incremental**. This will automatically include an adjustment that shows the previously invoiced amount and the invoice number.

## Reissuing a Freight Invoice

If a recalculation is needed, you can reissue a normal Freight Invoice that has been posted, using the same invoice percentage.

1. After posting a normal Freight Invoice, open the same Freight Invoice.
2. A Re-issue button appears instead of the Refresh button. Click .
3. A new Freight Invoice with the same Inv % is created that reverses the previously issued invoice and recalculates the Freight.

### Notes:

- You cannot reissue an invoice more than once.
- You cannot reissue an invoice of type Reissue.
- You cannot reissue an invoice that was already included in an Incremental invoice.

## Final Freight Statement - Demurrage Statement

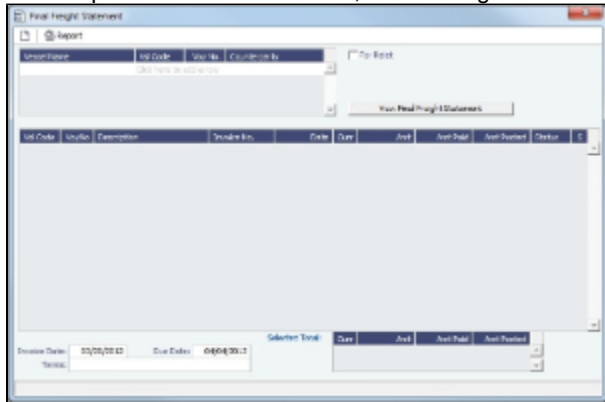
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The Final Freight Statement/Demurrage Statement is a summary of freight- and demurrage-related invoices for a counterparty. You can create a Final Freight Invoice/Demurrage Statement by retrieving invoices from one or more voyages and creating a report.

- An option can be configured (CFGDisableItemizedDemOnFinalStatement) 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 . 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 . The invoice appears in a separate browser window. You can use browser commands to save or print the invoice.

## Veslink Form List

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The Veslink Form List displays all the forms in the associated Veslink database. To open the Veslink Form List from IMOS, click **Veslink Form List** on the IMOS Operations Module Center.

The **Effective (GMT)** column can be used to guide operators as to the sequence in which incoming Offline Forms should be approved.

- For an Offline Form, this column displays the Form Date/Time.
- For an Onboard form, this column is empty.

The **Status** column displays which forms have successfully replicated to IMOS, in the following categories:

- **Pending Approval:** Forms that require approval, displayed in green
- **Pending with Errors:** Forms that have server-side errors that need to be corrected before it can be approved, displayed in orange  
When you open a form with this status, the errors appear at the top.
- **Rejected:** Forms that have been rejected by the Operator
- **Pending Replication:** Forms that have been approved by the Operator (if required), and are awaiting replication into IMOS
- **Replicated:** Forms that have successfully replicated into IMOS
- **Failed Replication:** Forms that have failed replication into IMOS, displayed in red  
This status is a hyperlink to open a window with the form-specific log.

To open:



- A PDF of a submitted form, click the [PDF](#) link.
- A form, click the [Form Title](#) link.
- A text box showing the reason for the error, click the [Status](#) link.

The [Veslink Forms](#) tab in the Voyage Manager is like a Veslink Form List for only that voyage.

## Operations Reports

From the Operations Module Center, you can access the [Report List](#).

You can also access the following [reports](#) specific to Operations:

Report	Description
Bunker Invoices Summary	Lists all bunker invoices in IMOS, with details for each such as vendor, fueling port, invoice, and fuel-specific details such as invoiced quantities, price, etc.
Bunker Inventory/Accruals	Report includes voyage bunker costs and accruals for the posted voyage bunker costs for all bunkers received throughout the voyage from start to the end of the reference date specified by the user. It considers all voyages (excluding TCO and Spot/Relet) that were active on a user-specified reference date (voyage where the reference date falls within their date range). If the user-specified date is the end of the year, Dec. 31, the accruals will be listed; otherwise, just the costs based on the price and quantity of received bunkers will be shown.
Cargoes Loaded/Discharged	Report includes details of all voyage cargoes loaded and discharged throughout the voyage, along with port, handled cargo quantities, charterer, etc. You can set a specific Vessel, Port, Cargo and Date range to narrow down results.
Check Voyage P&L (Actual/Estimate)	Report includes the P&L details for each voyage where the difference between estimated and actual P&L values exceeds user-specified value.
Commission Summary	Report includes details of the actual and estimated broker commissions for the voyages that fall within a user-specified date range and for a user-specified broker. Commission values are pro-rated according to the portion of the voyage that falls within that date range. For TCO voyages, commissions are based on TC hire rates; for non-TCO voyages, commissions are based on the freight rates.
Demurrage Summary	Report includes details of all the invoiced voyage demurrage /dispatch for a user-specified date range.
Fixture Cargo Summary	Report includes cargo fixture and freight values for all cargoes. If the <b>Use Voyage Date</b> check box is selected, the report will include cargoes where voyages fall within the user-specified date range. If the check box is not selected, the report will include all scheduled cargoes where fixture dates fall within the user-specified range. If the <b>Scheduled Fixtures Only</b> check box is selected, the report will include only the cargoes where the voyages have been scheduled.
General Operations Report	<p>Report contains five different reports related to the voyage itinerary for voyages that fall within a user-specified date range.</p> <ul style="list-style-type: none"> <li>• <b>General Operations Report:</b> Includes each voyage leg with extended information on fuel consumption and arrival /departure dates, for both sea passage and in-port parts of the voyage leg.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Sea Operations Report:</b> Similar to the General Operations report, but with the information limited to the sea part of each leg and fuel consumption breakdown.</li> <li>• <b>Port Operations Report:</b> Similar to the General Operations Report, but with the information limited to the in-port part of each voyage leg. You can select a specific port to report on.</li> <li>• <b>Vessel Position Report:</b> For all loading ports in the voyage, this report includes the cargo information and the destination discharge port(s) for the cargo on a separate line. Ports where the vessel has currently arrived are marked with an asterisk, for example, <b>Odessa*</b>.</li> <li>• <b>Off Hire Report</b> – Report includes the details of voyage off hire, with start/end of such off hire, fuel consumed, and reason for the off hire.</li> </ul>
On/off Hire Summary	Report includes summary of the voyages' on- and off-hire for the year and period of months specified by user. Planned Maintenance days is off hire defined on the Delay Reasons form in the Data Center, and is calculated in a separate column.
Operations Receivables	Report includes all receivable invoices' details of the type specified by user-- Freight, Demurrage, TCO or Other Revenue-- dated after the user-specified reference date. Paid and posted amounts for each invoice are listed in separate columns.
Performance Analysis Report	Report includes voyage fuel and vessel speed related performance information based on comparison of the actual (activity reports) and CP (fixture) values.
Port Expenses Summary	Report includes estimated and actual values for the port expenses for each voyage port where port expenses have been incurred. You can narrow down results by selecting a specific port agent.
Port Expenses Re-billable Summary	Report includes all the re-billable port expenses incurred within a user-specified date range. It also shows the difference between estimated and actual rebillable port expenses.
Port Production Report	Report includes cargo handling information such as the amounts loaded, discharged, and shifted for voyages that have handled cargo at a user-specified port within the user-specified date range.
TCE Summary	Report includes monthly TCE (Time Charter Equivalent) rate breakdown for the year and vessel(s) specified by the user – and compares it with the previous year's figures. User can select <b>Show TC-In</b> to print figures for TCI voyages on separate lines.
US Army Corps of Engineers Report	Report includes a summary of freight carried on the voyages within a user-specified date range and for the selected fleet's vessels. Lists all loading and discharge of voyage cargos.
Utilization Report	Measures total expenses in a voyage when the ship being chartered is not in use; typically due to waiting to get into port, weather issues, or cargo load/discharge delays. This cost is the responsibility of the charterer and must be tracked in the voyage P&L.
Vessel Position Report	Includes different types of reports: Ships, Offshore Barge, Inland Barge, and External.  Report includes voyage leg information for each active vessel on the user-selected reference date. Voyage leg

	<p>information includes port, port function, cargo handled at the port and its quantity, as well as some relevant itinerary data such as ETA/ETD/ETB. Current vessel positions are indicated in bold the ETA/ETD/ETB report columns.</p> <p>The Ships report contains the most extensive information on voyage, cargo, and bunkers.</p>
Vessel Position Report (External)	Report includes vessels' current, next, and open position for each voyage as of the current date.
Voyage Bunker Report	Report includes detailed bunker invoices' summary for the voyages that fall within the user-specified date range, with a breakdown per bunker type. Includes relevant port, voyage, and invoice information.
Voyage Accruals Summary	Report calculates voyage freight revenues/expenses by month for freight receivables, freight payables (relet voyages), and port expenses. Values are prorated for the each month based on a portion of the voyage that falls within that month.
Voyage Freight Summary	Report includes a voyage cargo summary for all voyages that fall within the user-specified date range: laycan dates for the cargo, freight rate used, address commission, etc.
Voyage P&L Summary	Comprehensive report of voyage P&L. Includes most of the items from the Voyage P&L Summary available to the user in the Voyage Manager P&L section, as well as accounting-related items, such as First and Last Accounting dates for the voyage invoices, etc. This report takes time to calculate the data; so you must specify Period From and Period To, and other parameters (optional) for the P&L calculation. Filters can be set to further narrow down the report data. The dataset also includes fuel-related information, such as price, initial and final quantity, quantity received during the voyage, etc., for each fuel type in the system.
Voyage Validation Summary	Report runs validation logic for the voyages that fall within the user-specified date range and includes the result as an error code. The error codes are displayed in detail in the legend section at the bottom of the report form. Validation logic used in the report is similar to the one used in the Voyage Manager when saving the voyage.

## Bunker Management

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If you have not purchased the separate Bunker Management module, you can work with bunkers from the Voyage Manager.

### About Bunker Management

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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.

To access Bunker Management, click  .

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

## Related FAQs

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For more information, see the following Bunker Management FAQs:

- [FAQ - What is the Logic for Bunker Alerts?](#)
- [FAQ - Bunkers Inventory-Accruals Report](#)
- [FAQ - Bunker Invoice Not Bound to Operations.](#)
- [FAQ - Bunker Consumption for Cargo Heating](#)
- [FAQ - How to enter a lifting that has multiple prices for one fuel grade](#)
- [FAQ - Inconsistent Bunker Details on Voyage Performance Report](#)
- [FAQ - Partial deduction of bunkers before delivery](#)
- [FAQ - How is TCI Bunker Adjustment Calculated](#)
- [FAQ - Financial Setup - Rebilling and Bunker Invoices](#)
- [FAQ - Accounting for bunkers lifted at a deleted port](#)
- [FAQ - Bunkers Operational Quantity vs Invoice Quantity](#)
- [FAQ - How do I register lifted bunkers paid by two different parties in a Time Charter?](#)
- [FAQ - What is the "For Owner" Checkbox used for?](#)
- [FAQ - Matching ending and beginning bunker prices on consecutive voyages](#)
- [FAQ - Overview of Bunker Invoices Binding Status](#)
- [FAQ - How can I transfer bunkers from one grade to another during a voyage?](#)
- [FAQ - How is TCO Bunker Adjustment Calculated?](#)

## Bunker Management Workflows

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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

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1. Install the Bunker Management license.
2. Log in, set [Security](#) rights for Administrators and other IMOS users, and log out.
3. Log in again and enter the [Bunker Settings](#).

## Typical Operator-Only Workflow

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- 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

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<i>Operator</i>	<i>Bunker Manager</i>
1. Create a <a href="#">Bunker Requirement</a> from the Bunkers form in the Voyage Manager. Leave the Request Status as <b>Prelimin</b>	

ary to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
	2. Use the <a href="#">Bunker Requirement List</a> 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 <a href="#">Bunker Requirement</a> to view requirement details. Set the Procurement Status to <b>In Process</b> 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 <a href="#">Bunker Requirement</a> form. Set the Request Status to <b>Confirmed</b> to tell the Bunker Manager that the bunkers can now be ordered.	
	5. To record a bunker purchase, open the <a href="#">Bunker Requirement</a> , select the vendor inquiry, and set its Status to <b>Ordered</b> . Track the progress of individual inquiries in the <a href="#">Bunker Purchase List</a> . When all orders have been placed, set the Bunker Requirement Procurement Status to <b>Completed</b> .
6. Enter the bunkers received by the vessel in <a href="#">Port Activities</a> or <a href="#">Activity Reports</a> in the Voyage Manager.	
	7. Update lifting details in the <a href="#">Bunker Purchase</a> form; the Purchase Status is <b>Lifted</b> .
	8. From the <a href="#">Bunker Purchase</a> form, create and process the payable <a href="#">Bunker Invoice</a> ; the Purchase Status is <b>Invoiced</b> .

## 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:

<i>Operator</i>	<i>Bunker Manager</i>
1. Enter a new <a href="#">Bunker Requirement</a> from the Bunkers form in the Voyage Manager. Leave the Request Status as <b>Preliminary</b> 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 <a href="#">Bunker Alert List</a> 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 <a href="#">Bunker Lifting List</a> 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 <a href="#">Bunker Purchase</a> 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.

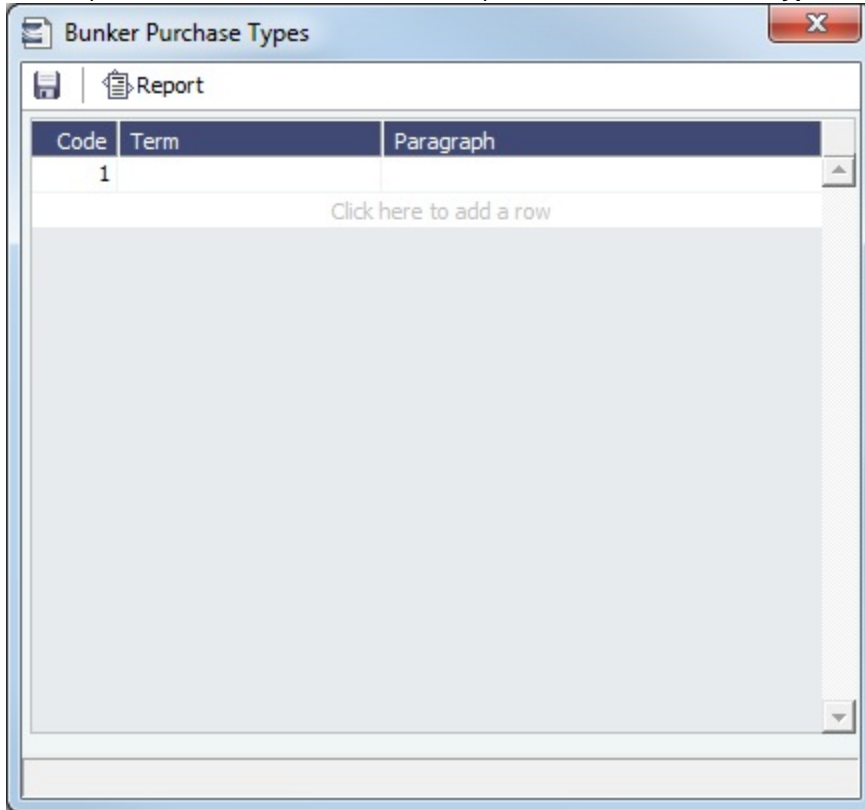
4. To save the information, click .



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**.



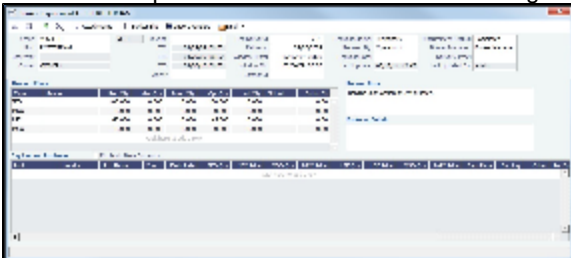
2. For each Bunker Purchase Type, enter a **Term**; you can also describe it in a **Paragraph**. A sequential **Code** appears automatically.
3. To save the information, click .
4. To close the form, click .

## 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.

- An option can be configured (CFGEnableVesselBunkerGrade) to specify the fuel **Grade** on the Vessel or Time Charter In /Out form and to default the value here; it can be overridden but is required for Confirmed status.
- An option can be configured (CFGRequireAgentsToConfirmRequirement) to require values for Port Agents when confirming a Bunker Requirement.

- On Time Charter Out voyages, [an option can be configured](#) (CFGAutoSetBunkersPurchasedForOwner) to sum up all the quantities marked as For Owner into the Purchased for Owner field in the Time Charter Out contract.

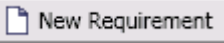
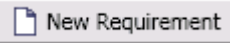

## Operator

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When you think you will need to bunker at a port, complete this form.

### Creating a New Bunker Requirement

To create a Bunker Requirement, do one of the following:

- From the Voyage Manager:
  - On the Bunkers form:
    - Click .
    - On a detail tab, right-click a line and then click **New Bunker Requirement**.
  - On the Operations tab, on the Bunkers tab or the Port/Date Group tab of the Itinerary, right-click the port line and click **Bunker Requirements** and then click **New Bunker Requirement**.
- 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**.

It is possible to have multiple Bunker Requirements per port; you can also view any others on the form.

### Operator Tasks

Complete the fields as appropriate.

- **Vessel, Voyage, and Port:** If you opened the Bunker Requirement form from a voyage, information from the voyage appears. If you opened it from the Operations Module Center or from a list, select the **Vessel, Voyage, and Port**.
  - If a Requirement is created without a vessel, to assign one later, the specified bunker types must be compatible with the vessel.
  - If a Requirement is created with a vessel and a port, but no Voyage Number, to assign one later, the Voyage Number must be compatible with the specified port and the voyage's itinerary.
  - If a linked Bunker Purchase is invoiced, the Requirement cannot be linked to a new Voyage Number, vessel, or port.
- **Status:** The initial Request Status is **Preliminary**, and the initial Procurement Status is **Not Started**.
- **Planned Liftings:** For each Bunker Type required, complete 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:** If the planned or received quantity did not come from the [Bunkers](#) form, enter it to ensure that estimated voyage consumption is basis the planned bunkers. The Opr Qty appears as an estimated amount to receive in the Port Activities form. After 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 Liftings.


When you save the form, it appears on the [Bunker Requirement List](#).

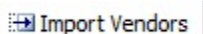
When you want the [Bunker Manager](#) to order the bunkers, set the **Request Status** to **Confirmed**.

## Bunker Manager

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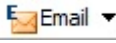
After opening a Bunker Requirement from the [Bunker Requirement List](#), follow these steps.

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. 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. You might need this information as evidence that you got separate prices.
  - To enter one inquiry line for each Bunker Vendor that has this port specified as [Ports Serviced](#), click





- An option can be configured (CFGBunkerVendorsRestricted) to restrict the Bunker Vendor selection to only Bunker Vendors who have this port listed in Ports Serviced.

- To email an inquiry, click  and then click **Inquiry**.
- 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.

4. As you gather the information, complete the fields as appropriate.

- **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.
- To enter a quantity range for a price, select the **Range** check box to open the Bunker Quantity Range form.



	Qty	Min	Max	Base Prc
HSG:	300.000			500.0000
LSG:				0.0000
IFO:				0.0000

Enter Quantity, Min, Max, and Base Price for each fuel type; the information is synced with the Bunker Purchase form and appears in the Min/Max Qty fields on the fuel type tab of the Bunker Purchase. To open the form again, right-click the line and click **Bunker Quantity Range**.

5. Do the following:

- If you want to leave instructions or notes about the bunker delivery, enter a **Request Note**.
- 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.
- After you negotiate with vendors and order the bunkers, in the Inquiries and Purchases table, select the **S** check box to select the vendor. 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 entered for the P&L to properly show the expected cost. The line turns green and its Status changes to Ordered.
- If you have not set an Opr Qty, you are asked if you want to set the requirement quantity as the Opr Qty.
- Set the **Procurement Status** to **Completed** and enter a **Delivery Date**.

- To email a nomination, click  and then click **Nomination**.

6. 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**. The Purchase Order appears in the Reporting Center. You can print, save, create a PDF, or email it.
- To create a **Bunker Invoice**, right-click the selected inquiry line and click **Create Bunker Invoice**.

7. 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**.

#### Emailing an Inquiry or a Nomination

To email an inquiry or a nomination, click  and then click **Email** or **Nomination**.

When you email an inquiry or a nomination:

- Each report can be sent as an email in HTML format and includes relevant information about the Requirement.
- When an email is created from the Requirement toolbar, all the vendors specified in the Requirement are added as BCC recipients in the email. If any of the vendors do not have an email address entered in their Address Book entry in the Data Center, a warning appears.
- If the email is created from the context menu on a specific inquiry, the vendor's email is used as the recipient of the email.
- To add a Standard Paragraph to the emails, create a Standard Paragraph in the Data Center with group BINQ.
- An option can be configured (CFGInternalBunkerEmail) to specify a single address on the emails, instead of emailing all the bunker vendors in the Requirement.

## Bunker Alert List

---

### Bunker Manager

Bunker Alerts notify you of new or changed Bunker Requirements. Security rights to access the Bunker Alert List must be set in the Data Center.

An Alert appears whenever an Operator creates, modifies, or cancels a Bunker Requirement. Exceptions are:

- The modification happens after clicking the Accept Alert button in the Bunker Requirement.
- The user has the access right Edit bunker manager's fields on bunker requirement.
- All the Bunker Purchases linked to the Requirement are in status Invoiced.


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

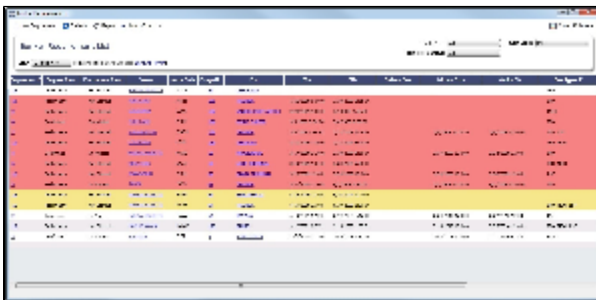
---

### 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 *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

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.



2. In the Bunker Invoice, to save the information, click .

## Bunker Purchase

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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.

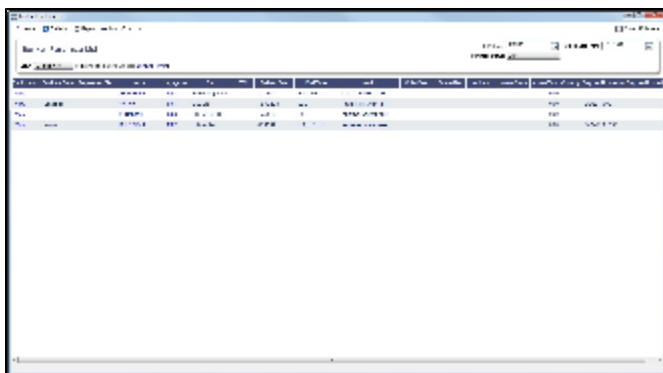


## Bunker Purchase List

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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 (CFGEnableBunkerPurchaseForm) to show the Bunker Purchase Form for the selected row in a second frame below the list.

## Bunker Lifting List

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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.


The screenshot shows a software window titled 'Bunker Lifting List'. It contains a table with the following columns: Vessel, Voyage, Bunker, Fuel Type, Quantity, and several other numerical columns. The table lists several entries for different vessels and voyages, with columns for 'BUNKER', 'FUEL TYPE', 'QUANTITY', 'UNIT', 'PRICE', 'TOTAL', 'COST', 'ETA', 'PORT', 'STATUS', and 'ACTION'.

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 IMOS7 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

### Market Data

You can track current and future bunker rates on the Market Data form.

To enter information, in the Operations Module Center, click **Market Data**.

Period	Year	Average Price	Description
MAR	2012		
APR	2012		
MAY	2012		
JUN	2012		
JUL	2012		
AUG	2012		
SEP	2012		
OCT	2012		
Q1	2012		
Q2	2012		
Q3	2012		
Q4	2012		
Q1	2013		
Q2	2013		
Q3	2013		
Entire Year	2013		
Entire Year	2014		
Entire Year	2015		
Entire Year	2016		

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 .

## Market Data Summary

The Market Data Summary displays a summary of Daily Data or Historical Data.

In the Operations Module Center, click **Market Data Summary** and select the **Bunker Market**.

## 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

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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 Distribution](#) and review owner Payment Details.
3. View [Pooling reports](#).

## Setting Up Pooling

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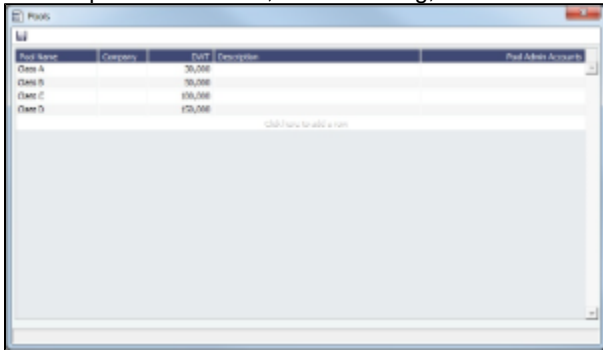
To set up pooling, define Pools, then assign vessels to Pools and allocate points to them.

- An option can be configured (CFGDistributePoolComm) to calculate the Pooling Commission based on the Gross Income.
- An option can be configured (CFGUseItemizedCommissionRate) to allow setting multiple Commission rates for different Pool Vessels. It enables Commission % and Pool Fee columns on the Pools and Pool Assignment forms.


### Pools


Pools define the types of vessels that form the pool. To create or work with pools:

1. In the Operations Center, under Pooling, click **Pools**.



2. Enter the information for each pool: **Pool Name**, **Deadweight**, and any other important information. For **Pool Admin Accounts**, select the corresponding Ledger Account(s) to use in the Pooling Distribution as the Admin Fee.

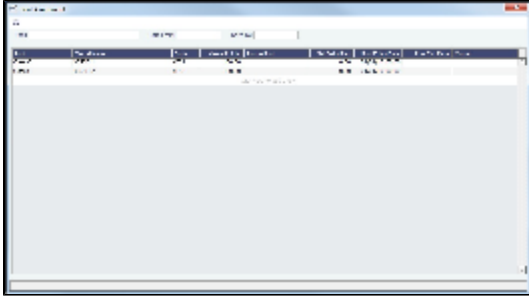
3. To save your changes, click .



4. To close the Pools form, 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. To display the pool assignments that are relevant in a period of time, select a **Date From** and a **Date To**.
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 Points** value or whatever information changes.
  - To set the source of a new pool assignment to be another pool result of the vessel, instead of the vessel's voyages results, enter the **Source Pool**.
    - If this column is empty, by default, the Income Before Pooling values are taken from the relevant voyages' P&Ls.
    - Specifying a value takes this vessel's Source Pool results as the Income before Pooling of the vessel in the current pool.
  - To be able to compare estimates to actual values on the Pooling Year Comparison report, in the **Net Daily Plan** field, enter the forecasted net freight amount per running day.
4. To save your changes, click .
5. To close the Pool Assignment form, click .

An option can be configured (CFGUsePremiumInPool) to handle Pooling Premium Distribution; it adds a Premium column to this form.

## Pooling Distribution

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. The Operational P&L changes every day, up to six months or more after a voyage is completed and can continue to do so long after a voyage is completed, sometimes for another six months or more, as additional expenses are recorded or other financial factors are negotiated. 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 Pooling Distribution form calculates the profit and loss of the pool and distributes it to each vessel owner. The requirements for using the Pooling Distribution form are:

- The pooling results are in.
- The billable items have been posted.

To distribute payments:


1. In the Operations Center, under Pooling, click **Pooling Distribution**.




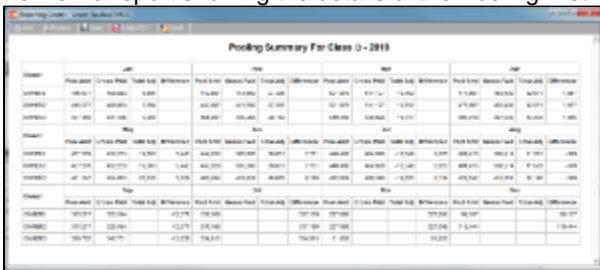
2. Select the **Pool**.
3. Enter the **Year**, **Month**, and **Date**. IMOS completes the **Period From** and **To**.



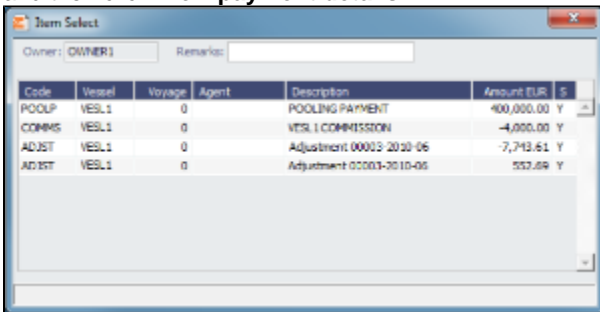
- To distribute the amounts from the Pool Admin Accounts specified on the Pools form, select the **Distribute Admin** check box.
- IMOS collects all the pool revenues and expenses by vessel (Income Before Pooling) and calculates the amount due to each owner for the period (Income After Pooling) and the amount of commission entered in the Commission % and/or Pool

Fee columns in the **Pool Assignment** form. To save the information, click .

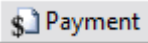



- Do any of the following:
  - To specify withholding, either enter a percentage in the **Withhold%** field or an amount in the **Withhold** column. You can right-click an individual owner's payments in the grid and then select **View payment details** to see a Withhold Recovery grid that allows amounts 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 Pooling Distribution, 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.

- To see the Monthly Pooling Statement, click .
- If you want to change the payment period, which will change the distribution amount, click  to clear any unsaved records of payment amounts generated for the pool payment.
- To save your changes, click .
- To close the Pooling Distribution form, click .

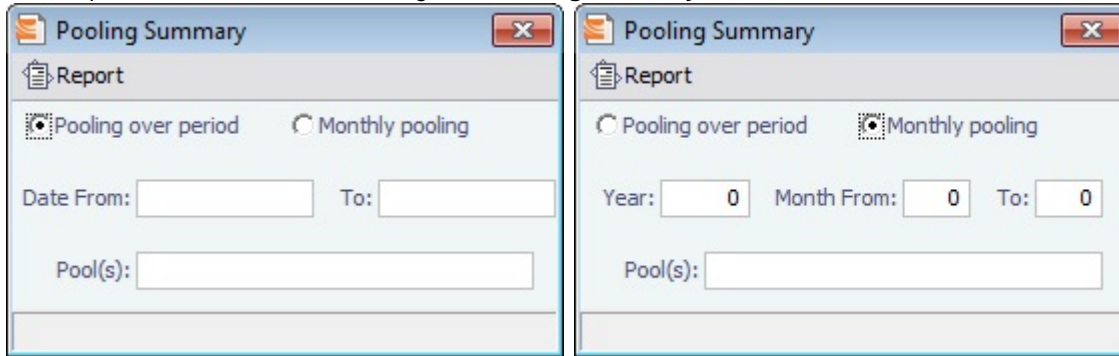
## Pooling Reports

You can view a Pooling Summary or a comparison of Pooling Summaries from two different years.

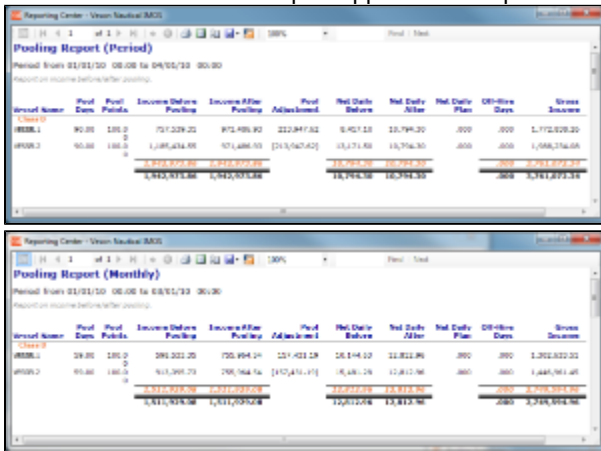
### Pooling Summary

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. Select the **Pools** to include.
4. Click . The report appears in a separate browser window.



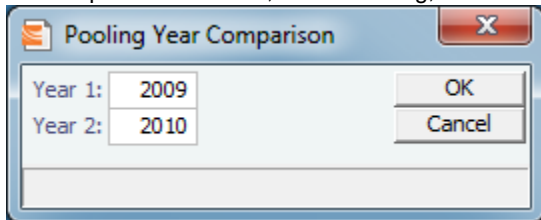
You can use browser commands to print, save, export, or email the report.

5. To close the Pooling Summary, click

## Pooling Year Comparison

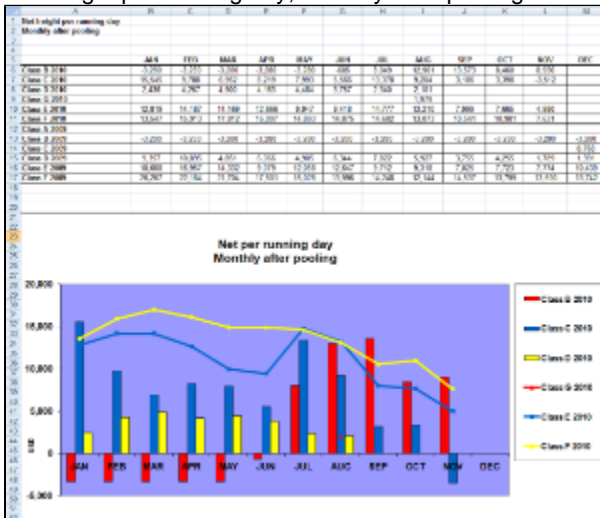
To view a Microsoft Excel report that compares Pooling information from two different years:

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:

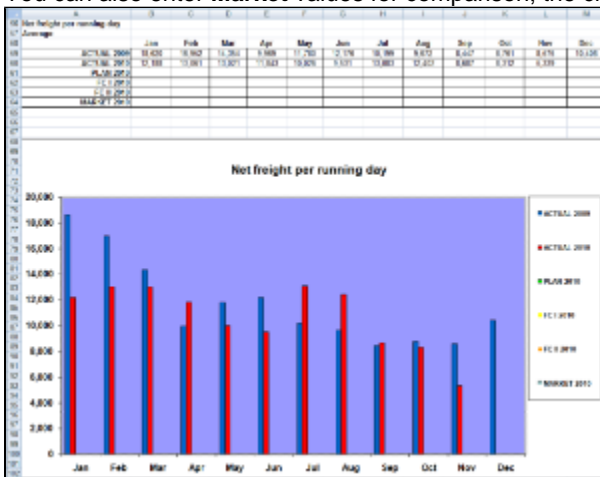
- Net freight per running day, monthly after pooling



- Net freight per running day, average

If you entered **Net Daily Plan**, **Forecast 1<sup>st</sup> Half**, and **Forecast 2<sup>nd</sup> 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.

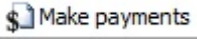


## Profit Share Distribution

You can use the Profit Share Distribution form to distribute voyage profit to a third party. The Profit Share Distribution Operations Security Right is required.

1. On the Operations Module Center, under Pooling, click **Profit Share Distribution**.



2. Enter a **Period From** and **To**. All voyages completed in that range that have PNLSHARE specified appear. For each record, the **Profit Share**, amounts **Paid**, **Remaining**, to **Withhold**, and **To Be Paid** appear.
3. You can enter a **Withhold** amount to be excluded from the payment.
4. After checking the relevant records, click  to create Profit Share Distribution invoices.

## Demurrage and Claims

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### About Demurrage and Claims

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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.

To access the IMOS Demurrage and Claims Module Center, click



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

### Related FAQs

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For more information, see the following Demurrage and Claims FAQs:

- [FAQ - Determining Time Bar Date and Target Date](#)
- [FAQ - Handling Multiple Loadings & Discharges at One Port](#)
- [FAQ - How is a Demurrage Claim Defined as AR or AP?](#)
- [FAQ - Demurrage on Account calculations](#)
- [FAQ - How can I configure IMOS so that laytime commences on All Fast by default?](#)
- [FAQ - How can I configure IMOS so that laytime ends on Hoses Off by default?](#)
- [FAQ - Multiple Demurrage Rates](#)

## Claims

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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

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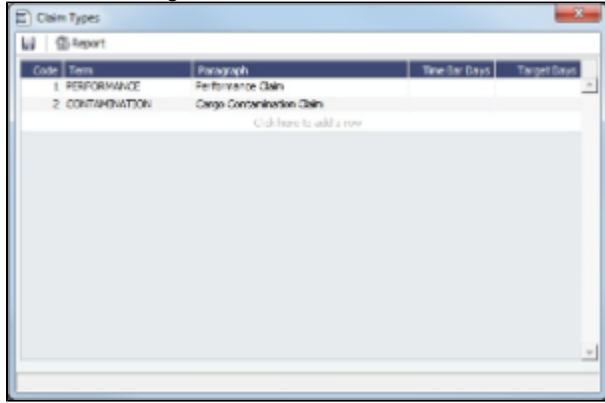
To use Claims, set up the following forms:

- [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**.

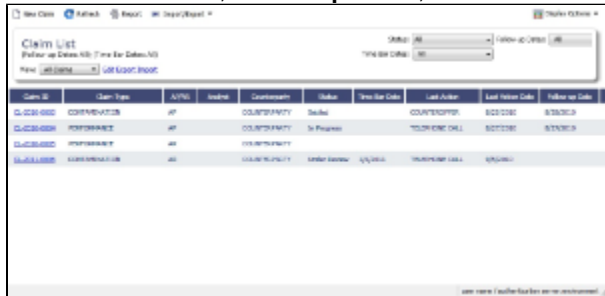


2. On the Claim Types form, enter a **Term** and a **Paragraph** to describe it.
3. Click  to save and  to close the Claim Types form.


## 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 *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

## Claim

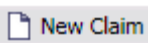
On the Claim form, you can manage custom claims of types other than Demurrage, such as cargo damage claims, missed laycan claims, and pollution claims.

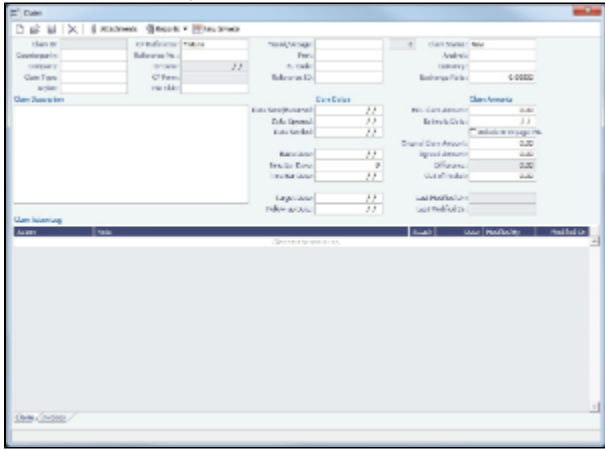
The Claim form has two tabs:

- [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**.

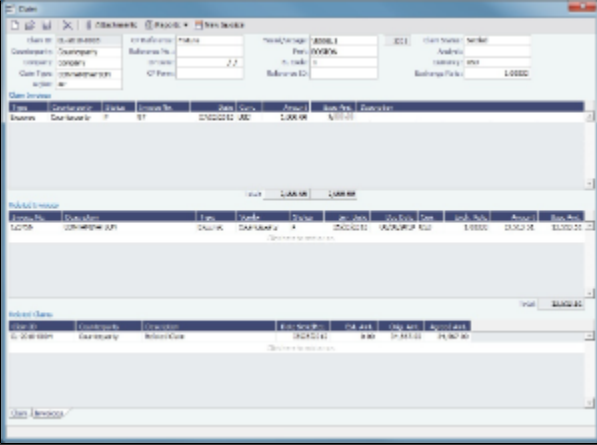
- On the Claim List, click  **New Claim**.



- On the Claim tab, select the **Counterparty** and enter at least the **Date Sent/Received**.
- In the Claim Action Log, you can click to add a line at the top and select **Claim Actions** that describe the actions taken.
- To begin processing the claim, change the **Claim Status** to **In Progress**.
- 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
- 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.



## 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  to open the Demurrage and Claims Module Center, which also includes the Demurrage Summary.



- **Y** = Yes
- **N** = No

3. Click  to save and  to close the Port Activities form.

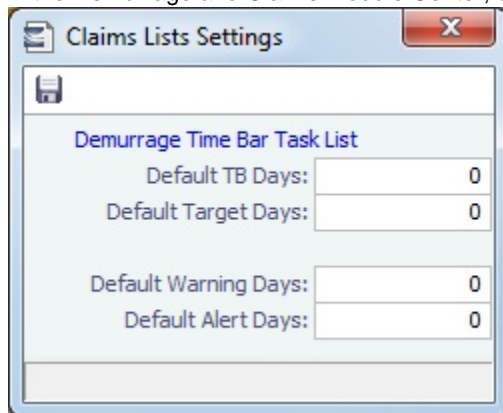
## Claims Lists Settings

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**.



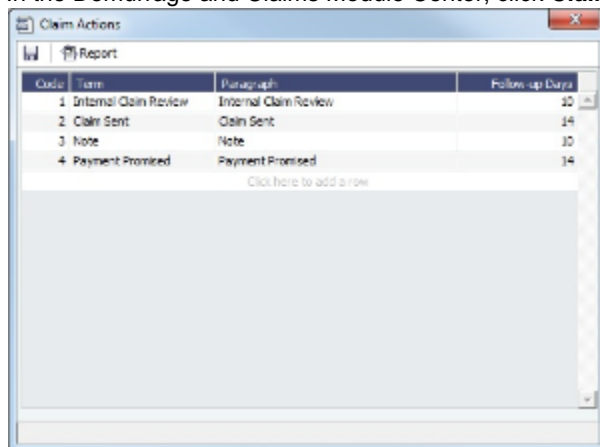
2. On the Claims Lists Settings form, enter the **Default Time Bar Days** and **Default Target Days**.

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**.



Code	Term	Paragraph	Follow-up Days
1	Internal Claim Review	Internal Claim Review	20
2	Claim Sent	Claim Sent	14
3	Note	Note	30
4	Payment Promised	Payment Promised	14

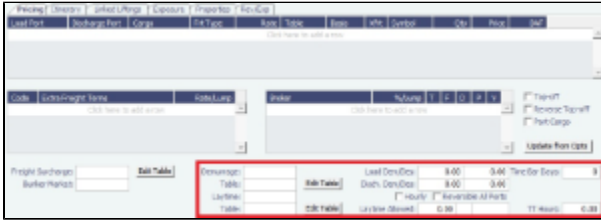
2. On the Claim Actions form, enter a **Term** and a **Paragraph** to describe it.

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.

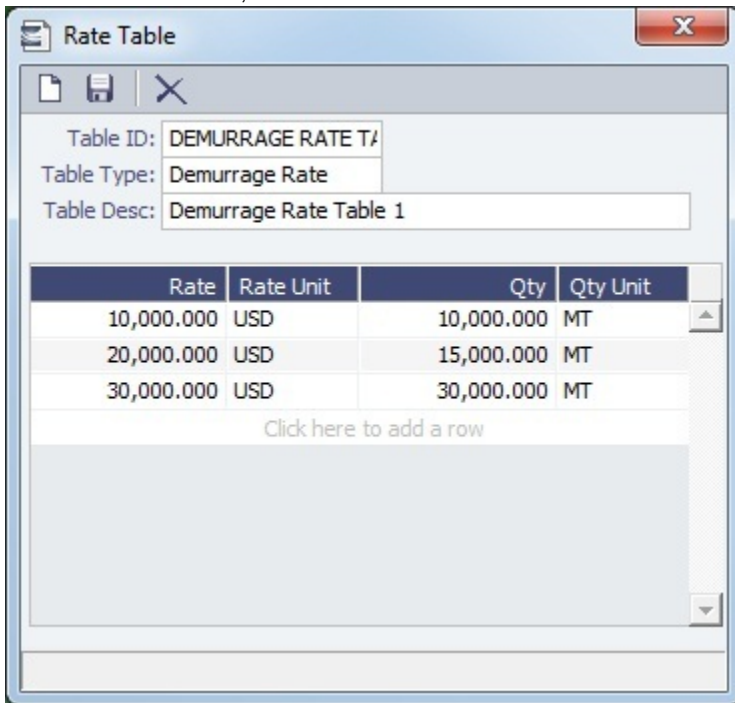


- Demurrage Rate Table
- Laytime Hours Rate Table
- Creating a New Rate Table

### 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.

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


## Creating a New Rate Table

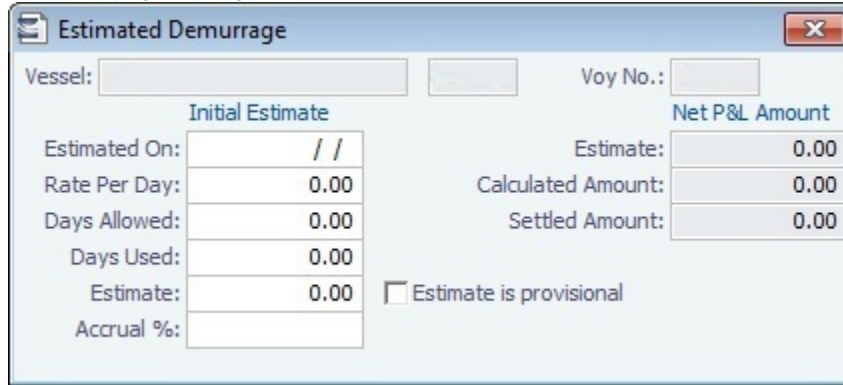
To create a new Rate Table:


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.
3. Do one of the following:
  - Enter the **Rate Per Day**, **Days Allowed**, and **Days Used**. IMOS calculates an **Estimate** of the Demurrage amount.
  - If days and rates are not known, enter an **Estimate**.  
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.
4. You can enter an **Accrual %** to have the Voyage P&L reflect the percentage you expect to be collected.
5. 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.
6. 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

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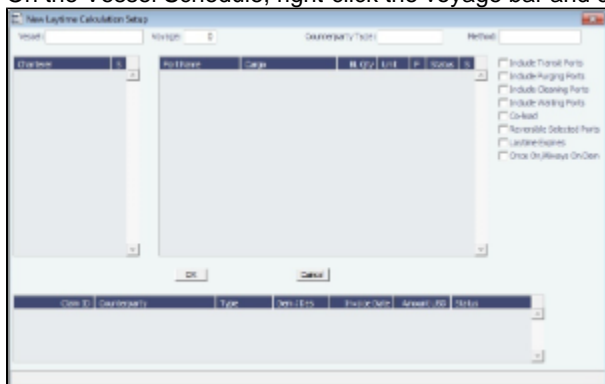
**Note:** If you are using the original, single-tab Laytime Calculator, see [Single-Tab Laytime Calculator](#).

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  Laytime 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.
  - **Include Waiting Ports:** To include waiting port times in the Laytime Calculation. After a waiting port is pulled up, all data for the calculation must be entered manually.
  - **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).
  - **Once On/Always On Dem:** Once on demurrage, always on demurrage; any delays or interruptions from that point on do not count as deductions.
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.
  - An option can be configured (CFGEnableDemurrageOnAccount) to enable **Demurrage on Account**, which 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.
  - An option can be configured (CFGHideToDateOnLaytimeActivity) to hide columns To Date and Time. 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.
- An option can be configured (CFGDefaultLaytimeMethod) to set the default calculation method for new Laytime Calculations.

### *Claim Tab*

You can use the Claim tab to track the progress of the Demurrage Claim.

*Notes Tab*

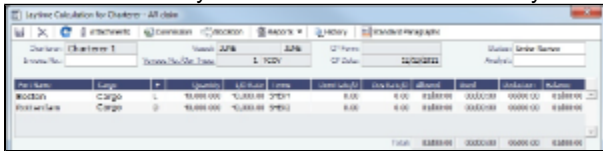
On the Notes tab, you can enter and track notes about the Laytime Calculation.

Calculation Tab - Laytime Calculation

To create a Laytime Calculation, follow these steps:

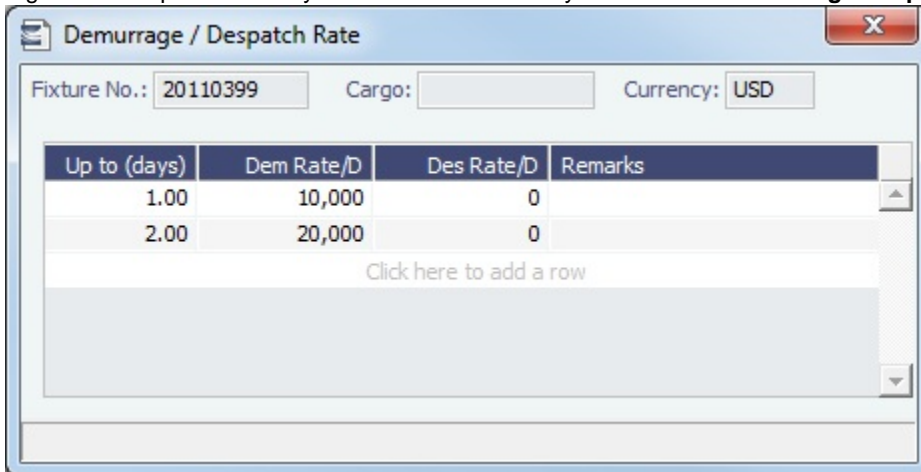
1. When you complete the New Laytime Calculation Setup form, the Laytime Calculation form appears. You can also edit a Laytime Calculation from the Demurrage Summary; click its [Edit](#) link. Near the top of the Calculation tab, the Cargo grid shows the details of each Load or Discharge operation, including 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:** You can set up multiple demurrage rates. To do so:

- 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:

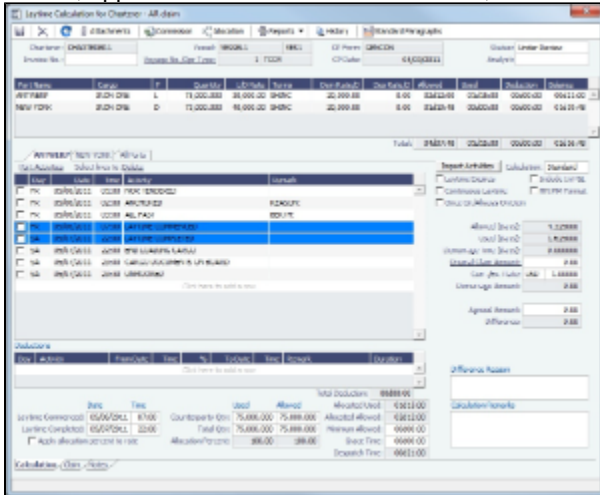
- Import all the Port Activities entered in the Voyage Manager, so you do not have to enter the Statement of Facts again. Click the **Import Activities** button.
  - If a calculation has already been done, you can then select either **From existing Laytime Calculation** or **From Operations Port Activities**.
- 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.

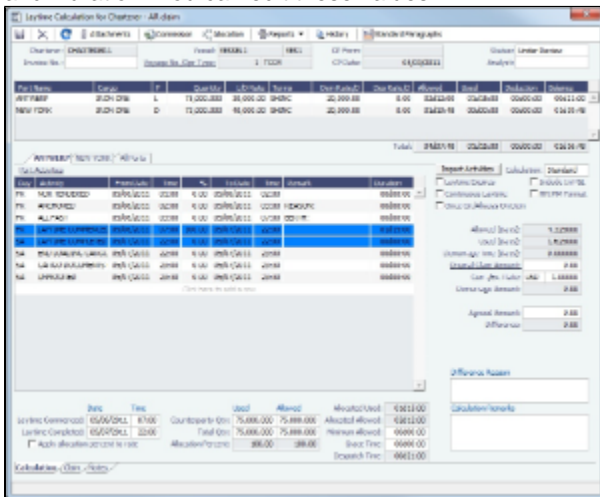
### Deduction Method

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.



- 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 [Delete Selected](#) 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 [Port Activities](#) 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:

Action Type	Time to Count
-------------	---------------

Port Activity Type			Initial Laytime Deduction Percentage
Normal Event	NM	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 a **Calculation** method:

- **Standard:** Demurrage/despatch amounts at different ports are added up to decide the final result of the calculation.
- **Average:** Balance days at each port are considered and added up to decide whether the overall calculation is demurrage or despatch. Deductions and interruptions are considered just like in the Standard method.
- **Reversible:** Total allowed laytime is compared to total used laytime; time lost at one port can be made up at the next.

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.
- **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.
- **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.
- **Continuous Laytime:** To have laytime include the sea passages between ports, rather than only the cargo activities at the load and discharge ports.
- **HH:MM Format:** To display all time durations in this alternate to DD:HH:MM format.
- **Once On/Always On Dem:** Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.

6. Summary information for the selected port appears below the Port Activities.

Date	Time	Used	Allowed	Allocated Used	Allocated Allowed	
Laytime Commenced:	11/01/2000 00:00	Counterparty Qty: \$1,727,059	\$1,727,059	00:00:00	00:12:00	
Laytime Completed:	11/01/2000 00:00	Total Qty: \$1,727,059	\$1,727,059	Minimum Allowed:	00:00:00	
<input type="checkbox"/> Apply allocation percent to rate		Allocation Percent:	\$25.00	\$25.00	Grace Time:	00:00:00
					Balance:	00:12:00




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.
- **Grace Time** is available on a per port basis. Similar to allowed time, any grace period specified is added to the allowed time (from the contract) and the total is seen in the Allowed (Days) field on the calculation.

7. Select a **Status** and click  to save.

Laytime Calculation/ Demurrage Status	Comment	Default Value of <b>Include in Voyage P&amp;L check box</b>	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 <b>Agreed Amount</b> 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

8. To print a Demurrage Invoice to send to the charterer, click  Reports and then click **Invoice**.
9. Click  to save and  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:

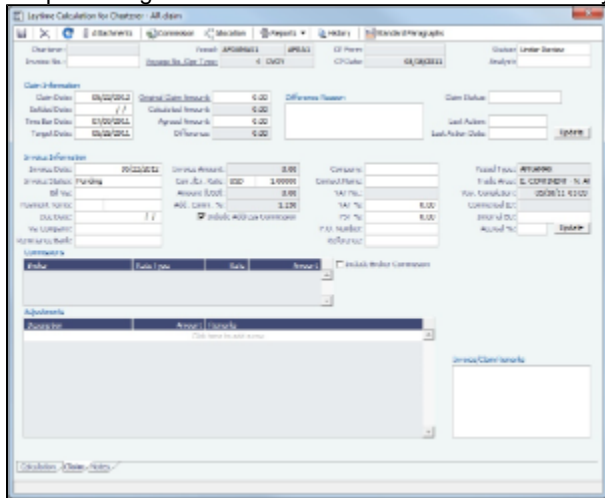
- **Time Bar Date:** This date is calculated, but it can be manually adjusted. It defaults from contract information on the Cargo form; if not there, IMOS looks at the Address Book record for the counterparty; if not there, it uses the system-wide default set on the [Claims Lists Settings](#). The calculation 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. To update these fields after the invoice is posted, click the **Update** button.
- **Claim Status:** Provisional Payment, Time Barred, Six Year Time Barred, Awaiting Counter, Arbitration, or Legal (Prearbitration).
- **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

- **Status:** You cannot post a Demurrage Invoice if the Laytime Calculation Status is In Progress, Canceled, Averaging, or No Demurrage. However, if the Laytime Calculation Status is Settled, the Invoice Status on the Claim tab is changed to Actual.

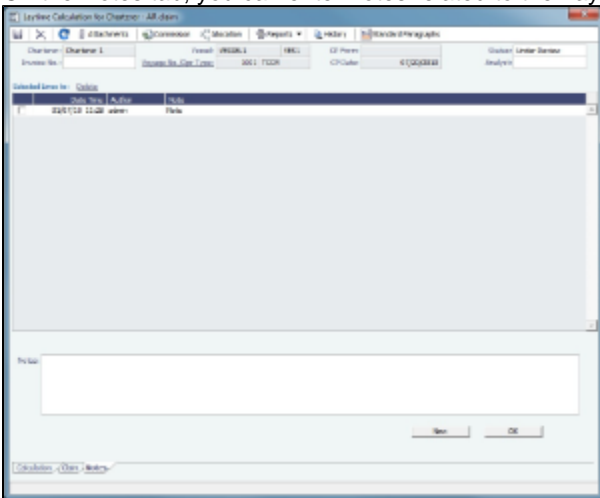


- **Include Broker Commission:** To include the Broker Commission in the Demurrage Invoice. The Broker Commission percentage must also be entered. If specified on [CP Terms Details](#) for the cargo that it is to be deducted from the invoice, it is automatically considered.
- **Include Address Commission:** To include the Address Commission in the Demurrage Invoice. The Address Commission percentage must also be entered. If specified on [CP Terms Details](#) for the cargo that it is to be deducted from the invoice, it is automatically considered.
- **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

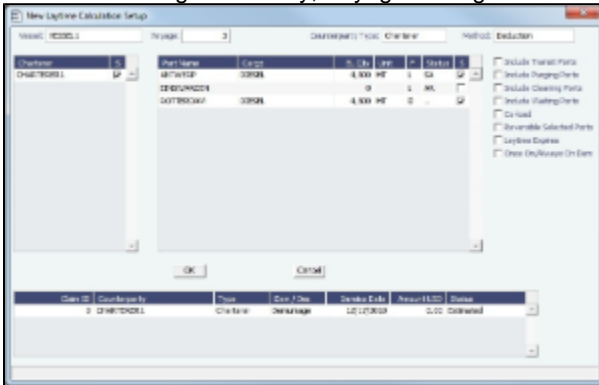
**Note:** If you are using the default, multi-tab Laytime Calculator, see [Multi-Tab Laytime Calculator](#).

Calculations created in the single-tab Laytime Calculator always open in it.

### New Laytime Calculation Setup (Single-Tab Laytime Calculator)

1. To set up a Laytime Calculation, use one of these methods:

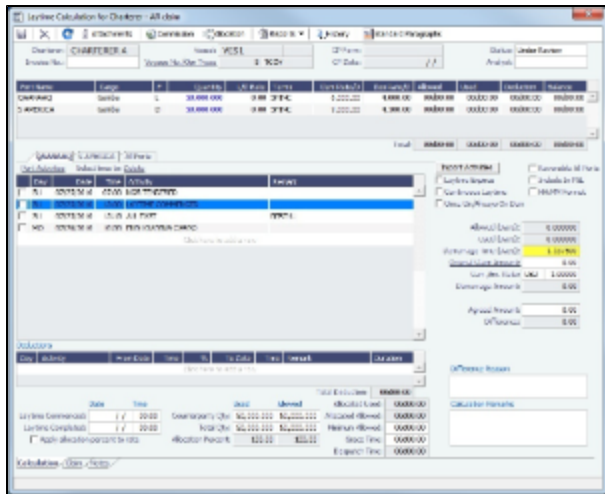
- On the Voyage Manager, click  Laytime.
- On the Vessel Schedule, right-click the voyage bar and click **Laytime Calculator**.
- In the Demurrage and Claims Module Center, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.
- On the Demurrage Summary, click  and then click **New Laytime**. Enter the **Vessel** and **Voyage**.
- 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)

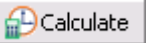
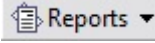
1. When you complete the [New Laytime Calculation Setup](#) form, the Laytime Calculation form appears. You can also edit a Laytime Calculation from the Demurrage Summary; click its [Edit](#) link.




The Laytime Calculation form includes the vessel, voyage, and Voyage Fixture information, as well as the **Allowed** time, **Use** 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.
  - **Laytime Expires:** To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used).
  - **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.
  - **Once On/Always On Dem:** 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 . IMOS prorates the daily demurrage rate according to the laytime used.
8. To print a Demurrage Invoice to send to the charterer, click  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  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.



Voyage No.	Date	Status	Amount	...
101	2023-01-15	Settled	12000	...
102	2023-02-01	No Demurrage	0	...
103	2023-02-15	Demurrage	8500	...
104	2023-03-01	Demurrage	15000	...
105	2023-03-15	Demurrage	9000	...
106	2023-04-01	Demurrage	11000	...
107	2023-04-15	Demurrage	7000	...
108	2023-05-01	Demurrage	13000	...
109	2023-05-15	Demurrage	6000	...
110	2023-06-01	Demurrage	10000	...
111	2023-06-15	Demurrage	8000	...
112	2023-07-01	Demurrage	14000	...
113	2023-07-15	Demurrage	9500	...
114	2023-08-01	Demurrage	11500	...
115	2023-08-15	Demurrage	7500	...
116	2023-09-01	Demurrage	13500	...
117	2023-09-15	Demurrage	8500	...
118	2023-10-01	Demurrage	12500	...
119	2023-10-15	Demurrage	9000	...
120	2023-11-01	Demurrage	14500	...
121	2023-11-15	Demurrage	10000	...
122	2023-12-01	Demurrage	15500	...
123	2023-12-15	Demurrage	11000	...

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 *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

## 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.

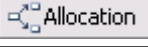
- An option can be configured (CFGShowFobOnSchedules) to display FOB Cargoes on the [Vessel Schedule](#) and the [Port Schedule](#).

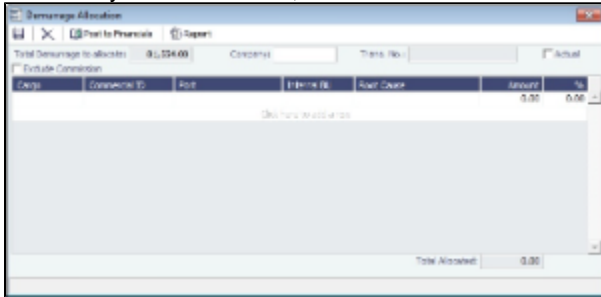
To create a new FOB/Delivered Cargo:

1. Do one of the following:
  - In the Demurrage and Claims Module Center, click **FOB/Delivered Cargo**.
  - On the Demurrage Summary, click  and then click **FOB/Delivered Cargo**.
  - On the **Other Info** tab of the **Cargo** form, select the **FOB/Delivered Cargo** check box and complete the additional fields.
2. 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.

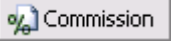


The **Total Demurrage** (or Total Despatch) amount appears at the top of the form.

2. To exclude commission from the total, select the **Exclude Commission** check box.
  - An option can be configured (CFGExcludeDemurrageAllocationCommissionDefault) to select the Exclude Commission check box by default.
3. 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.
4. 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.

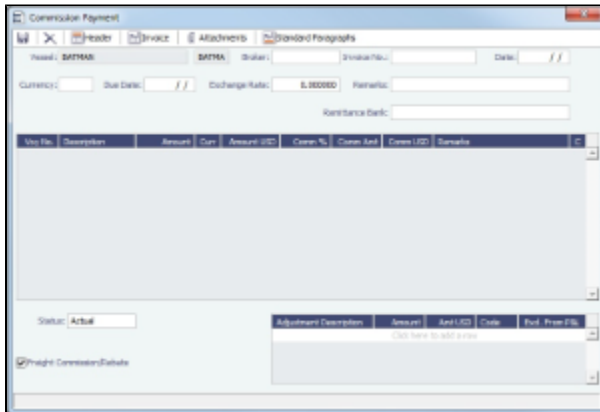
1. On the Laytime Calculation, click  Commission.



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**.

d. Enter any Adjustment information; you can create a Commission Payment with only Adjustments.

e. To print an invoice, click  Invoice.

f. Click  to save and  to close the form.

## Demurrage and Claims Reports

You can select the following [reports](#) from the list in the Demurrage and Claims Module Center:

- **Demurrage Activity Report:** Lists all demurrage-related information, such as cause, duration, accounting data, amounts, etc.
- **Root Cause Analysis:** Demurrage Activity subreport: Details of the root causes of the demurrage incurred during the voyage, with information such as demurrage location, amounts, duration, accounting data, etc.
- **Time Bar Report:** Demurrage Activity subreport: Lists demurrage items according to their time bar dates; groups them into groups of 30 days, such as 0-30 days, 30-60 days, etc.
- **Cycle Time Report:** Demurrage Activity subreport: Lists cycle time-related information for demurrage items, invoice date relative to today's date.
- **Outstanding Payable/Receivable Report (Summary):** Demurrage Activity subreport: Summary of demurrage for vessel /voyage, with information such as payable/receivable, etc.
- **Outstanding Payable/Receivable Report (Details):** Demurrage Activity subreport: Detailed demurrage item information with demurrage cargo, invoice, outstanding days, etc.
- **Outstanding Payable/Receivable Report (Filtered):** Demurrage Activity subreport: Filtered demurrage item information.

**Note:** These are all the possible reports; depending on your configuration, you might not have all of them.

## Financials

### About 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

To access the IMOS Financials Module Center, click .

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

## Related FAQs

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For more information, see the following Financials FAQs:

- [FAQ - How do I check if my bank links are set up properly?](#)
- [FAQ - Which party's bank information will be displayed on an invoice printout?](#)
- [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 - FFAs and Accrual](#)
- [FAQ - Reversal Process in IMOS](#)
- [FAQ - Can the P&L of a closed voyage be updated?](#)
- [FAQ - Handling of Write-Off in IMOS](#)
- [FAQ - What is the best dataset for overall financial reporting?](#)
- [FAQ - How can I allocate cash to specific invoice items when paying?](#)
- [FAQ - How do I close an accounting period and what are F and P statuses?](#)
- [FAQ - How to pay commission on an Incremental Freight Invoice](#)
- [FAQ - How do I itemize Bunker Cost for Voyage Period Journals?](#)
- [FAQ - Month End Accruals Process](#)
- [FAQ - How can I create a revenue or expense that will not show on the P&L?](#)
- [FAQ - Transaction Numbers](#)
- [FAQ - An invoice with the same number is already in the database](#)
- [FAQ - What Port Expenses are available in Port Expense History search?](#)
- [FAQ - How do I default Voyage Other Revenues & Expenses to Actual instead of Pending?](#)
- [FAQ - Accrual Calculation and Configuration Flags](#)

## Financials Workflows and Procedures

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This section includes the following Financials workflows and procedures:

- [Financials General Workflow](#)
- [Complete Operations and Financials AP-AR Workflow](#)
- [Financials Invoice Workflows](#)

## Financials General Workflow

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IMOS Financials is a comprehensive vessel/voyage financial system that automates the accrual accounting process. By drastically cutting the hours spent on complex calculations and the updating of information, your team can quickly realize revenue, close voyage accounts without delay, and refocus on financial strategy and planning. Accounting features include built-in alerts and automatic invoicing. This enables more accurate and efficient billing, tracking, processing, and auditing of all your everyday transactions. When your team members gain more control over the financial process, they have time to focus on strategic financial planning.

This document provides a general overview of how financial data flows from point of user entry to your accounting books.

### *Financial Setup*

- **General Accounting Ledger**
  - The main accounting record of a business, using double-entry bookkeeping, can be stored in the [Chart of Accounts](#) in IMOS. Each ledger code (or account number) can be defined and categorized as a revenue, expense, asset, liability, or equity. In addition, ledger codes can be marked as a bank, AR only, or AP only.

Code	Account Name	Category	OB	TD	MR	RT	MT	OT
130000	Transfer Transfer	Asset						
130100	Accounts Receivable	AR						
130200	Bad Debt - Allow	Asset						
130300	Daily/Weekly Cost - Close	Asset						
134001	TO Revenue	Revenue						
134002	TO/Water	Revenue						
134003	TO/Bulk/Car	Revenue						
134004	TO/Bulk/Car/Sea	Revenue						
130000	Accounts Payable	AP						
131000	Accr. Bulk/Car	AP						
131000	Accr. Other Income	AP						
131000	3rd Party Freight Fee	AP						
131000	3rd Party Demurrage	AP						
132000	Accrual Revenue	Liability						

**Operations Ledger**

- The IMOS code maintains a default list of internal Source codes. These Source codes are used to define all revenue or expense items that might occur within the length of a voyage. Aside from the default codes, you can use an **Operations Ledger** to create a unique list of items pertaining to your business (crude oil, dry bulk, chemicals, etc.).

Code	Description	Category	Emp. Type
CONSTRV	CONTRACT REVENUE		
DEWIA	DEWATERATION		
DRYDOCK	DRY DOCK CHARGES		
DRYDOCKREV	DRY DOCK REVENUE		
INTERTRV	INTER-PARTY TRAFFIC		
INSURANCE	INSURANCE		
MANTRGS	MANAGEMENT FEES		
OPERCGTS	OPERATING COSTS		
OTHERCGTS	OTHER COSTS		
PROFSHARE	PROFIT SHARE		
PORTREV	PORT CHARGES REVENUE		
PORTX	PORT EXPENSES		
PREMIUM	PREMIUM INCOME		
REBATE	REBATE		
STWTRV	STEVEDORE DAMAGE REVENUE		
SURVEY	SURVEY FEES		
SURVEYREV	SURVEY FEE REVENUE		
WEATHER	WEATHER ROUTING		

**Mapping Business Rules**

- To ensure that all accounting items generated throughout a voyage are properly mapped to the right account, a **Business Rules** table links IMOS Source codes and unique Operations Ledger codes to the General Ledger. This ensures that a properly defined Trial Balance exists, and you know exactly what debit and credit actions are occurring within the Balance Sheet and Income Statement.
- Through this tool, IMOS enables accountants to manage straightforward accounting mapping, as well as special cases (crediting accounts and inter-company relationships).

**Financial Company Structure**

- IMOS allows the creation of a **single or multiple-company** organization structure. After creating a master company, any subcompanies can be included. Vessels can be set up as subcompanies, to have remittances for invoices go directly to the subcompany of the vessel. With the financial reporting tools, a Profit & Loss can be run on a vessel basis, rather than at a voyage or company level.
- If such a structure exists, IMOS **Security** can restrict data to specific users or groups, depending on their company or vessel access.

Code	Subcompany Name	Remarks
HEADC	HEAD COMPANY	
0001	ACE CENTURY	
VESON	VESON BULKER TC	
0402	CAPE APRIEOT	

*Voyage Accounting*

**Financial Voyage Attributes**

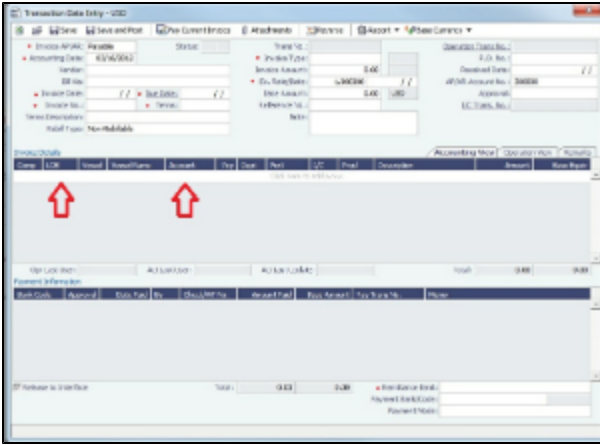
- From contract booking and estimate to transaction posting and voyage completion, financial-related attributes can be defined. For example, a vessel can run a voyage under code HEADC (Head Company), and the next voyage can be run under code SUBC (Subcompany). This ensures that all revenues and expenses linked to that voyage are finalized in accounting as linked to that company code, for robust reporting. Key attributes that can be utilized are:
  - Vessel Code



- Company Code
- Line of Business (user-defined Profit Centers, such as Spot or Time Charter).
- **Voyage Profit & Loss**
  - The IMOS P&L displays 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. This information can be used (along with a Remarks text box and data snapshots) to closely monitor variances.
  - The display can be modified to show data categorized by a traditional Voyage P&L (expenses and revenues) or by General Ledger codes.
  - Drill-down capabilities allow for instant diagnosis of unexpected variances.

Description	Estimated	Actual	Invoiced	Cash	Variance
<b>Revenues</b>					
• Freight	750,000	767,669	63,403	63,403	167,266
• Freight Comos	(7,000)	(5,800)	207	207	(2,000)
• Demurrage	(76,000)	(76,000)	589	589	(2,000)
• Demurrage Comos	20,000	20,000	(17,000)	(17,000)	3,000
• Shipyard		30,700	30,700	30,700	30,700
• Fuel Bunkers		1,600	1,600	1,600	1,600
<b>Total Revenues</b>	687,000	717,169	78,209	78,209	199,666
<b>Expenses</b>					
• Bunkers	140,000	147,700	(1,400)	(1,400)	7,700
• Fuel Bunkers	40,000	40,000			
• Subs		3,000	3,000	3,000	3,000
• Fuel Expenses	70,000	70,000	70,000	70,000	
<b>Total Expenses</b>	250,000	260,700	70,000	70,000	90,000
<b>Voyage Summary</b>					
Net Profit (Loss)	437,000	456,469	8,209	8,209	109,666
<b>Working Cost</b>					
• Bunkers		140,000	140,000	140,000	
• Fuel Bunkers		40,000	40,000	40,000	
• Fuel Expenses		70,000	70,000	70,000	
<b>Total Working Cost</b>		250,000	250,000	250,000	
<b>Profit (Loss)</b>		186,469	186,469	186,469	
<b>Net Profit (Loss)</b>		437,000	456,469	456,469	
<b>Profit (Loss) %</b>		63.03%	63.78%	63.78%	

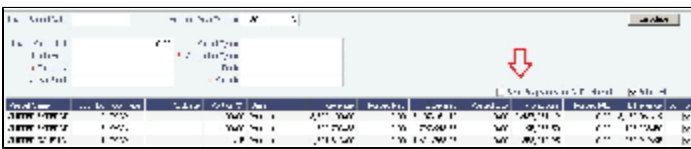
- **Voyage Transaction Types**
  - IMOS knows what invoices are expenses vs. revenues, because of the Operation Type of each voyage, which is defined when fixed. For example, a Time Charter - Owned Voyage assumes that the P&L shows Time Charter Hire, bunkers, and port costs as expenses and freight as a revenue. Other example Operation Types that the P&L manages are Owned Vessel - Owned Voyage, Owned Vessel - Time Charter Out, Time Charter In - Time Charter Out, and Relet voyages.
  - As Operations users enter data, IMOS alerts them to generate invoices; an Operator or a Voyage Accountant can create invoices directly in the voyage. Invoices can also be created from the Financials module directly, using the [Transaction Data Entry](#) form. When generated this way, such as a miscellaneous payable, IMOS auto-creates the invoice on the voyage side so the Operator is aware.
    - In the traditional workflow, transactions flow from voyage to accounting. This ensures that all the voyage attributes are assigned appropriately (Vessel Code, Company Code, Operations Ledger Code), using the established [Business Rules](#). In the event that transactions are entered directly from the Financials module, these values can be selected manually. Security can be configured to ensure that all the necessary fields are used.
  - The status of a transaction can be Pending, Actual, or Posted. The status determines what invoice workflow is applicable. For example:
    - A Pending transaction is not ready for approval.
    - An Actual transaction is ready for approval.
    - An Actual transaction that is approved is ready for posting.
  - IMOS allows for the creating of payments and receipts, including the tracking of bank charges, write offs, and exchange difference recording.
    - Batch payment processes are also supported.
  - IMOS has a built-in Invoice Approvals tool that allows a limit-based permission by transaction type.
  - In the example below, note the various fields that are mapped:
    - AP vs. AR, Accounting Date, Invoice Date, Due Date, Invoice Number, Payment Terms, Invoice Type, Exchange Rate and Date, Company and Vessel codes, General Ledger Account code, and Remittance Bank.



*Financial Procedures*

• **Accruals**

- IMOS supports **accruals** on a monthly or end-of-period basis. A year and month can be entered, or a specific date. IMOS generates a list of accrual calculations on a voyage percent-to-complete basis.
- Regarding the **Voyage P&L** and what value is accrued:
  - Estimated values generate from the original **Estimate** of a charterer before fixing.
  - Actual values match the Estimate upon voyage commencing and continue to update as a running forecast throughout the voyage when invoices are generated and data is modified.
  - Posted values are actual values that are posted to the General Ledger.
  - The accrual value is the difference between the actual and posted amounts.
- In the case where a voyage goes beyond the accrual period, IMOS prorates.
- Various options can be configured to fit your accounting methods (such as only running accruals for completed voyages and not a voyage portion %). This is also true for managing off hire that overlaps an accrual period.
  - In the example below, note the various fields that can be utilized:
    - Run accruals for a specific Company code, Operation Type, or Vessel name. An accrual data snapshot can also be generated when generating accrual **Journal Entries**. This can be viewed in the Voyage P&L.



• **Closing Voyages & Account Periods**

- Voyages progress in status from Scheduled to Commenced, Completed, and Closed. While a voyage is in Completed status, data and existing transactions can be modified. Proper security rights exist to ensure that a Closed voyage can only be opened by the appropriate user. Once closed, no data can be modified.
- IMOS allows accounting periods on a monthly and yearly basis. When a period is closed, for example, the month of January 2010, transactions with an accounting date of January 31, 2010 or before cannot be posted. In the case of a Head Company and Subcompany organizational structure, closing periods can also be set up basis a specific Company code.
  - There are various configuration options regarding the rules around accounting dates and posting into a closed period.

• **General Journal Entries**

- To move money between General Ledger accounts, the IMOS **Journal Entry** includes a credit and debit account.

• **Data Snapshots**

- P&L snapshots can be generated across multiple areas of IMOS.
  - Manually, a stored snapshot of data can be generated directly from the Voyage P&L with the click of a button. The current P&L is always the default view, but data can be switched to a previous time stamp.
  - When generating accruals, a single-month accrual snapshot can be created within the Voyage P&L.
  - Other tactics use the IMOS Messaging Service to generate snapshots of the Voyage P&L on a scheduled basis. This can be used within the user interface or for external reporting.

*Reporting & Invoicing*

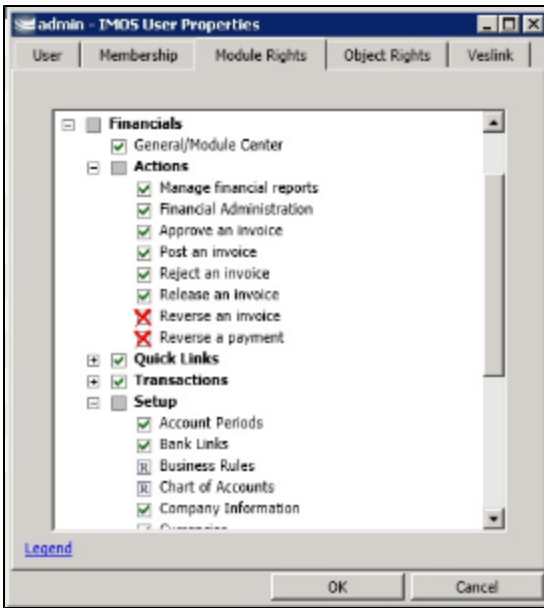
• **Account Analysis**

- A report can be run to show all debits and credits for a specific General Ledger account code (or range) over a period of time. There is also the ability to filter by Vessel, Company code, Voyage Number, or Vendor.
- **Outstanding & Aging Invoices**
  - An AP and AR report shows all transactions across a period of time. Custom aging buckets can also be specified in order to display data with a detailed aging analysis.

- **Trial Balance, Balance Sheet, and Income Statement**
- **Voyage Profit & Loss Data Analysis**
  - Built-in reports to analyze voyage profit and loss data are throughout IMOS. The [Report List](#) includes various sets of data that allow operational and accounting information to be linked together. Such reports can be run on a period basis to ensure that the proper prorating takes place.
- **Invoices**
  - Custom invoice headers can be stored in IMOS to ensure continuity with vendors when migrating to IMOS.
- **Bank Links**
  - IMOS supports a complex [bank linking](#) configuration that allows defining which Remittance Bank is used for each Address Book item. When invoices are generated, IMOS defaults the correct bank information.

#### *Roles & Permissions*

- **Security Configuration**
  - IMOS enables permissions to be managed on a group or user basis. Within each user's settings, rights can be granted to allow access to specific IMOS tools or workflow actions. For example, a Voyage Accountant may need Read Only access to operational data like bunker consumption, but full access to Post bunker consumption cost. Such permissions are also convenient for financial roles that only focus on reporting and analysis, and do not need to edit or save data.
  - In addition to [Module Rights](#), IMOS allows [Object Rights](#). For example, a user can be given full access to accounting tools in IMOS, but only be able to view data for a specific Company code or Vessel name.



**Auditing**

- The **Audit Trail** is a history of the actions related to every transaction in IMOS. 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. This provides a valuable tool for error correction or end-of-year auditing processes.

*Accounting Interface*

The Accounting interface enables the IMOS Financials module to integrate even more completely with your existing system. Key features include:

- Management of complex invoicing for time charter, voyage, freight, bunkers, commissions, demurrage, rebillables, trading, and other revenues and expenses
- Ability to import and export AP, AR, Payments, Batch Payments, Address Book (Company) records, Receipts, and Journals

IMOS offers proven bi-directional integration with major corporate accounting systems, including SAP, SAP B1, Oracle Financials, Microsoft Dynamics NAV and AX, JD Edwards, Sage, and SUN Accounting. This ensures a streamlined flow of accurate information between departments and eliminates manual re-entry of financial information.

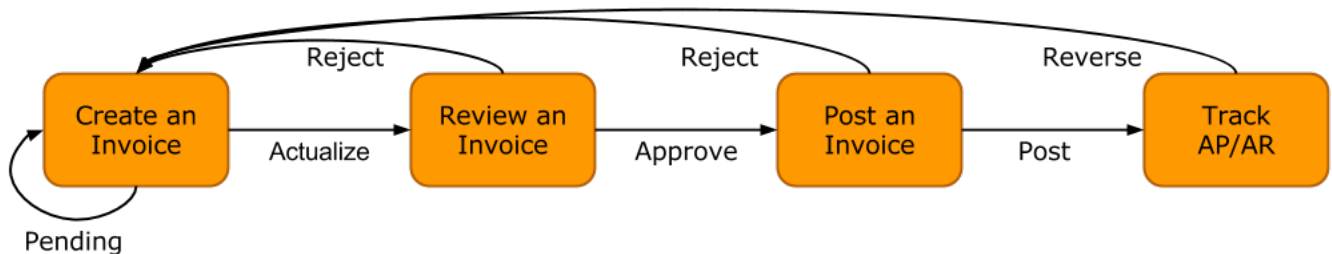
**Complete Operations and Financials AP-AR Workflow**

Overview

**Note:** As with all suggested IMOS workflows, before implementing this workflow, review and approve it with your Business Process Owner or IMOS Administrator. Due to the integrated nature of Veson Nautical's products, if one user makes changes in IMOS, it may have unintended impact on other users.

This workflow is based on the following flowchart, steps, roles, and responsibilities.

*Flowchart*



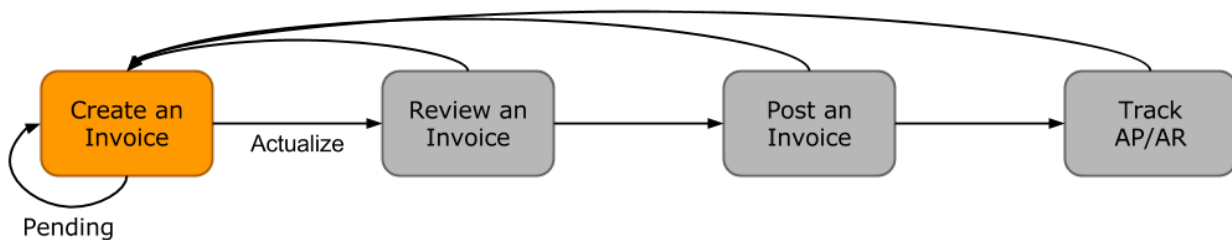
*Steps*

1. Creating an Invoice
2. Reviewing an Invoice
3. Posting an Invoice
4. Tracking Outstanding AP/AR Invoices
5. Tracking Cash Payments and Receipts in IMOS (Optional)

*Roles & Responsibilities*

Roles	Responsibilities
Voyage Operator Post Fixture Specialist	<ul style="list-style-type: none"> <li>• Create AP/AR invoices</li> <li>• Create Time Charter Invoices</li> <li>• Create Bunker Invoices</li> </ul>
Operations Manager	<ul style="list-style-type: none"> <li>• Approve AP/AR invoices</li> </ul>
Accounting team Control team	<ul style="list-style-type: none"> <li>• Post AP/AR invoices</li> <li>• Track AP/AR invoices</li> </ul>

1. Creating an Invoice



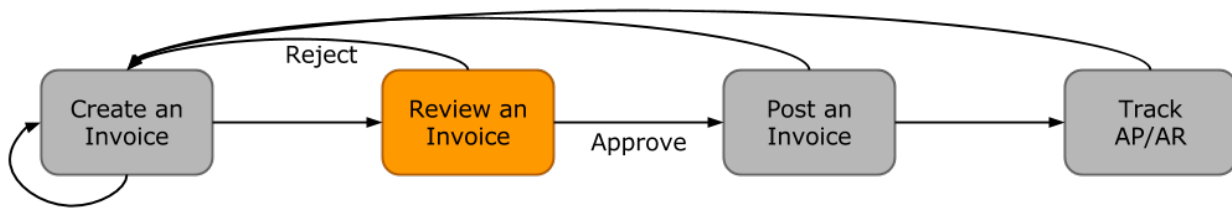
Creating an invoice is the most variable step of this workflow. Based on the [roles and responsibilities](#) defined above, the first responsible party will be the Voyage Operator or Post Fixture Specialist (PF). As a Voyage Operator or PF, it is your responsibility to ensure that all voyage-related documents are properly managed, including creating AR documents and recording AP documents received from vendors, suppliers, or counterparties.

*Different Invoice Types*

The process for creating an invoice in IMOS depends on which invoice type you want to create. To learn how to raise common invoice types, see the following pages:

- [Creating a Freight Invoice](#)
- [Creating a Miscellaneous Revenue or Expense Invoice](#)
- [Creating a Time Charter Hire Payment or Bill](#)
- [Creating a Bunker Invoice](#)
- [Creating a Laytime Calculation and Demurrage/Despatch Invoice](#)
- The Voyage Manager Invoice tab populates with [Create Invoice](#) links when IMOS determines that certain invoice types should be created, such as Freight, Demurrage, or Bunkers.
- In the [Create Invoices](#) list, you can create many different invoice types for many different vessels and voyages.


2. Reviewing an Invoice



In this workflow, approving an invoice is a much more standard process than creating an invoice. Based on the [roles and responsibilities](#) defined above, invoice approval will be performed by an Operations Manager. An Operations Manager will be responsible for several Operators and voyages, and therefore efficiency is important when dealing with many voyage invoices awaiting approval.

- You can use the [Invoice Approvals](#) form to set limits on which users can approve invoices of a certain Type, Trade Area, or Amount.
- IMOS [user rights](#) can be set to enable specific users to approve invoices of a certain Type.



To review an invoice, do so from the [Voyage Manager Invoices](#) tab or do the following:

1. In the Financials Module Center , open the [Approve Invoices](#) list.
2. Create and save a [List View](#) that meets your needs.  
**Note:** You only have to do this once; saving a view enables you to retrieve it later.
3. In the Approve Invoices list, next to the invoice you want to approve, click [Review](#) in the **Action** column.

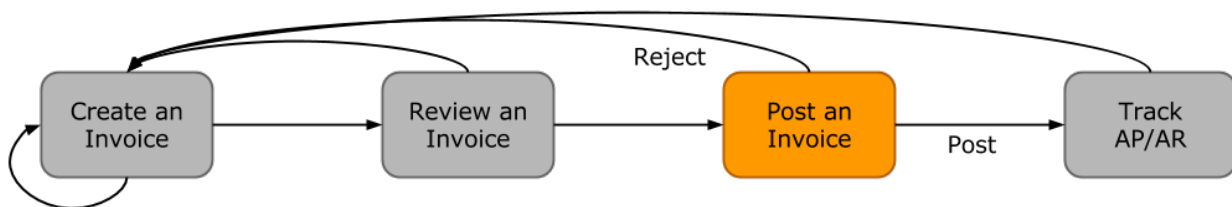
Action	No.	Due	Counterparty	Amount	Desc.	Vessel	Voy.
<a href="#">Review</a>	JPCITR-FDA-1		VESAGENT	85,785.00	<a href="#">Port Disbursement</a>	JP CITRUS	1401
<a href="#">Review</a>		28-Jan-14	FMG	54,991.67	<a href="#">Demurrage</a>	PACIFIC MCLEAN	1401

4. Depending on your configuration, you may need to select a Remittance Bank; if you do, select the correct bank and then click **OK**.




5. Review the invoice.
  6. Do one of the following:
    - Click  and then enter a **Comment**, if required.
    - Click  and then enter a **Comment** that tells the reason for the rejection.
- The Approve Invoices list auto-refreshes with the approved or rejected invoice removed.

### 3. Posting an Invoice



In this workflow, posting an invoice is similar to reviewing an invoice because you can complete all of the steps from one list (unlike creating an invoice). Based on the [roles and responsibilities](#) defined above, IMOS users in the Accounting or Control team typically post invoices. This conservative approach accommodates the fact that posting an invoice is the first time Operations has an impact on the financial ledger.

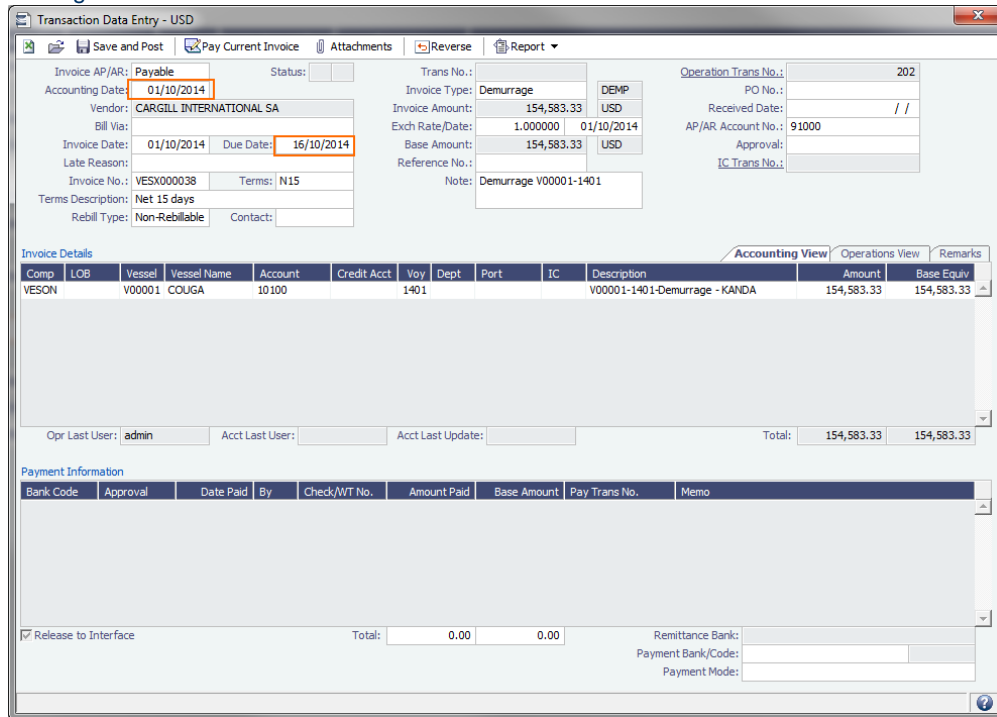
To post an invoice:

1. In the Financials Module Center , open the Post Invoices list.
2. Create and save a List View that meets your needs.  
**Note:** You only have to do this once; saving a view enables you to retrieve it later.
3. In the Post Invoices list, next to the invoice you want to post, click [Post](#) in the **Action** column.


	Action	Invoice No.	Approval User	Due Date	Invoice Amount (Base)	Description
<input type="checkbox"/>	<a href="#">Review</a>   <a href="#">Post</a>	VESX000038	admin	16-Oct-14	154,583.33	Demurrage
<input type="checkbox"/>	<a href="#">Review</a>   <a href="#">Post</a>		Training1	23-Jul-14	-18,320.83	Despatch

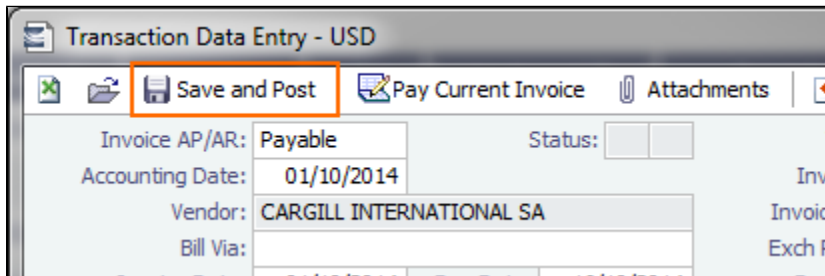
**Note:** If you have not configured your Business Rules correctly, messages will notify you of the missing rules. If you encounter one of these warnings, inform your IMOS Administrator.

4. Review the Accounting Date and Due Date of the invoice to ensure that it is posted into the correct financial period and the AP/AR team can track the invoice aging correctly. For more items to check before Posting, see [Items To Check Before Posting](#).



The screenshot shows the 'Transaction Data Entry - USD' window. The 'Accounting Date' is 01/10/2014 and the 'Due Date' is 16/10/2014. The invoice is for 'CARGILL INTERNATIONAL SA' with an amount of 154,583.33 USD. The 'Invoice Type' is 'Demurrage'. The 'Accounting View' tab is active, showing a table with one line item: VESON, V0001, COUGA, 10100, 1401, V0001-1401-Demurrage - KANDA, 154,583.33, 154,583.33. The 'Payment Information' section is empty, and the 'Release to Interface' checkbox is checked.

5. To officially recognize the transaction on your financial ledger, click  Save and Post.



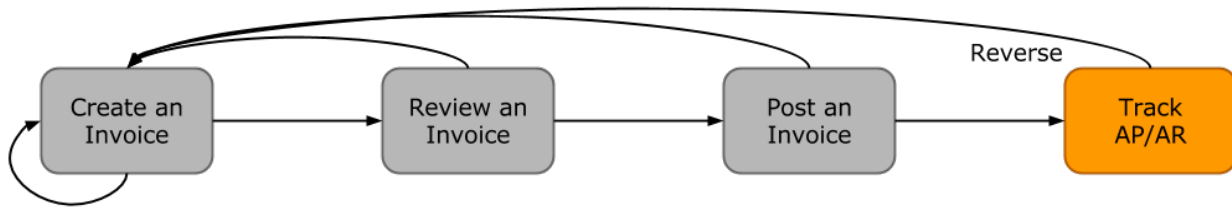
This close-up screenshot shows the top part of the 'Transaction Data Entry - USD' window. The 'Save and Post' button is highlighted with a red box. Other visible fields include 'Invoice AP/AR: Payable', 'Accounting Date: 01/10/2014', and 'Vendor: CARGILL INTERNATIONAL SA'.

### Items to Check Before Posting

Each company has its own validation criteria before posting a transaction. Here is a list of common items to validate before posting to the financial ledger:

- **Accounting Date:** Make sure your Accounting Date is within the account period in which you want recognize the transaction.
- **Line item Account code:** Make sure the line item Account code is the correct Ledger Code for the specific line item. Once posted, you cannot undo without reversing the whole transaction.
- **Tax Codes:** Many Accountants are required to enter Tax Codes for each line item; you can do this in the Operations View tab of the [Transaction Data Entry](#) form.

#### 4. Tracking Outstanding AP/AR Invoices



IMOS offers AP/AR Control teams many built-in tools for tracking outstanding AP and AR invoices as well as compiling vendor statements. The standard process for AP/AR tracking is built primarily around the concept of invoice aging, and it is around this that AP/AR teams may find IMOS tools most powerful.

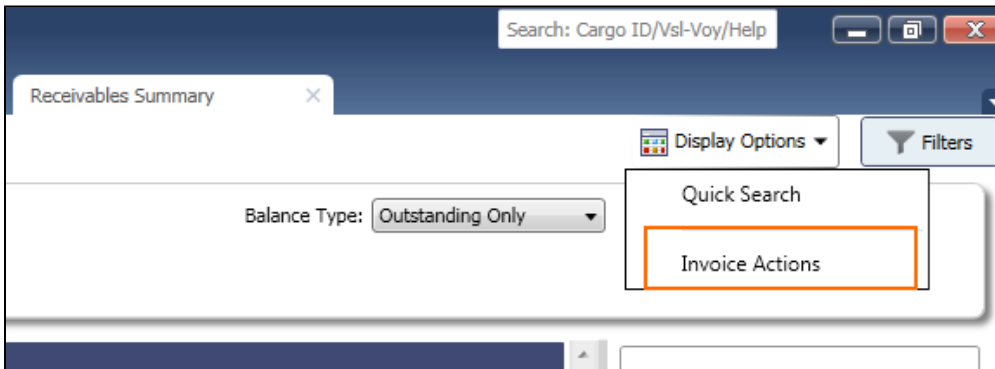
##### *Account Receivables Summary*

For AR teams, the [Receivables Summary](#) is a recommended home base. Here are the Receivables Summary features you should make use of:

1. **List Views:** It is most important to design a [List View](#) that meets your needs; only show the columns you want to see, hide anything that is not important, and make sure to sort by **Invoice Age**.
2. **Invoice Aging Buckets:** To configure IMOS Invoice Aging Buckets to be the ranges you want, your IMOS Administrator must modify the following configuration flags: **CFGActAgingBucket0**, **CFGActAgingBucket1**, **CFGActAgingBucket2**, and **CFGActAgingBucket3**.
3. **Collection letters:** To create, send, and track collection letters to a counterparty, next to the invoice you want to send a collection letter for, click [Remind](#) in the **Action** column. To change the text of the collection letter, your IMOS Administrator must modify the collection letter stylesheet.

Action	Voyage No.	Invoice Age (Group)	Type
Summary   View   <b>Remind</b>	<a href="#">1401</a>	91+ DAYS	<a href="#">Freight Invoice</a>

4. **Invoice Actions** (with **CFGEnableInvoiceNotes**): Invoice Actions enable you to create an action log per invoice for tracking and audit purpose.
  - a. Use the Financials Module [Invoice Actions](#) form to create categories for your Invoice Actions.
  - b. In the Receivables Summary, click **Display Options** and then click **Invoice Actions**.





c. Click the white space of a line item in the List View to open the Action Log for that invoice.

Action	Voyage No.	Invoice Age (Group)	Type	Counterparty ^	Invoice Due Date	Outstanding (Curr)	Invoice No.	
Summary   View   Remind	1401	91+ DAYS	Freight Invoice	CARGILL	20-Oct-14	817,272.00	VESX000030	GRA
Review   Summary	1401	91+ DAYS	Demurrage	CARGILL	21-Nov-14	1,527.00	VESX000031	GRA
Review   Summary	1401	91+ DAYS	Despatch	DAIICHI POWER	23-Jul-14	-18,320.83		JP C
Review   Summary	1401	91+ DAYS	Despatch	DAIICHI POWER	18-Sep-14	-7,300.00		JP C
Summary   View   Remind	1401	61 - 90 DAYS	Freight Invoice	DAMICO	14-Feb-15	557,125.00	VESX000029	BEL
Review   Summary	1401	91+ DAYS	Freight Invoice	DAMICO	15-Jan-15	304,500.00	VESX000032	BEL
Review   Summary	1	31 - 60 DAYS	Freight Invoice	DUFERCO	02-Apr-15	190,000.00	VESO000010	SK D
Review   Summary	1401	91+ DAYS	Demurrage	FMG	28-Jan-14	54,991.67		PAC
Summary   View   Remind	1401	91+ DAYS	Freight Invoice	FMG	23-Jul-14	1,461,996.80	VESX000005	PAC
Summary   View   Remind	1401	91+ DAYS	Demurrage	FMG	22-Aug-14	53,491.67	VESX000010	PAC
Summary   View   Remind	1401	91+ DAYS	Freight Invoice	FMG	23-Feb-14	156,155.53	VESX000009	PAC
Review   Summary	1401	91+ DAYS	Voyage Other Rev	FMG	05-Feb-15	50,000.00	VESX000033	ALP

Follow-Up Action	Memo	Action Date	Amount Paid	Outstanding	Last Updated By	Last Update
Click here to add a row						

d. In the Action Log table, add rows to add new actions and perform invoice tracking.

### Account Payables Summary


The IMOS [Payables Summary](#) offers almost all of the same functionality as the [Receivables Summary](#). However, you cannot send a collection letter for an invoice from the [Payables Summary](#). For advanced payables workflows, see the following pages:

- [Batch Payments](#)
- [Advance Payments and Receipts](#)

### Accounts Payables/Receivable Report

IMOS offers a pre-built static report for details on payables and receivables.

To run the report:

1. In the Financials Module Center , click  and then click **Accounts Payable /Receivable**.
2. Enter filters and parameters; for options, see [Financial Reports](#).
3. Click **Print**.

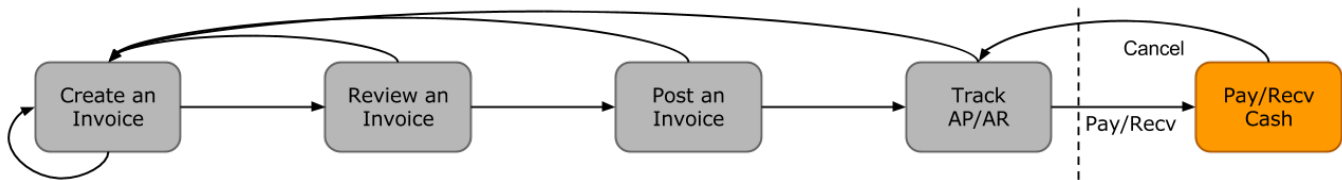
### Vendor Statements

Though you can modify the [Accounts Payable/Receivable](#) report to show specific vendor statements, IMOS also offers the specific [Vendor Statements](#) report. This is a pre-built static report.

To run the report:

1. In the Financials Module Center , click  and then click **Vendor Statements**.
2. Enter filters and and parameters; for options, see [Financial Reports](#).
3. Click **Print**.

### 5. Tracking Cash Payments & Receipts in IMOS (Optional)



Not all clients will use IMOS to track cash payments and receipts, for many possible reasons. For example, cash transactions may be handled by a separate team that does not report back or by a separate system that interfaces back to IMOS. However, if needed, it is possible to use IMOS for cash payment and receipt tracking.

*Entering a Cash Payment or Receipt*

IMOS treats payments and receipts very similarly. Therefore, whether you are paying or receiving cash, you will follow the same workflow:

1. In the Payables or Receivables Summary, next to the invoice transaction you want to pay or receive, click [View](#) in the **Action** column.

Action	Voyage No.	Invoice Age (Group)	Type
Summary   <b>View</b>   Remind	1401	91+ DAYS	Freight Invoice
Review   Summary	1401	91+ DAYS	Demurrage
Review   Summary	1401	91+ DAYS	Despatch
Review   Summary	1401	91+ DAYS	Despatch
Summary   View   Remind	1401	61 - 90 DAYS	Freight Invoice

2. In the Transaction Data Entry for the invoice, click **Pay Current Invoice**.
3. Complete the Receipt Instructions form by selecting the P&L Company and the Bank Ledger Code (that is, your Ledger Code that is properly linked to the same company).
4. You may also want to specify an individual Invoice Number; otherwise, IMOS will open all outstanding invoices against that vendor.
5. In the **Payments and Receipts** form, enter the cash amount to record.

Inv Trans No.	Date	Invoice No.	Description	Due Date	Curr	Amt Outstanding	Amount to Pay	Exch Diff
14VESX0000037N	10/10/2014	VESX000030	Freight Invoice V00036-1401	20/10/2014	USD	817,272.00	817,272.00	0.00

Remaining To Pay / Total Pay Amount: 0.00 817,272.00 USD

Mode: WI Date: 10/05/2015  
 Company: VESX VESON NAUTICAL SINGAPOI  
 Vendor/Customer: CARGILL INTERNATIONAL SA  
 Details: GENEVA  
 SWITZERLAND  
 Bank Name: HSBC USD 66231  Third-Party Transaction  Advance  Final

- To register a partial payment, enter a partial amount in the **Amount to Pay** field.
- After you enter a cash payment or receipt, IMOS will reduce the **Amt Outstanding** for the particular transaction.

- To enter details for an individual invoice line, right-click its line.

Vsl	Voy	AC	Description	AP/AR	Original	Outstanding	Amount to Pay
FRTN		71921000	FRTN-1406-RICE: Freight 70,000.000 MT * : 31100099		1,429,750.00	1,429,750.00	0.00
FRTN		71921020	FRTN-1406-Dead Frt Percent of WSLev (300 31100099		6,127.50	6,127.50	0.00
FRTN		81920100	FRTN-1406-Address Commission: 1,511,450. 31100099		-26,450.38	-26,450.38	0.00
Total:					1,409,427.12	0.00	0.00

Edit and then close the **Pay Invoice Details** form; updates appears in [Payments and Receipts](#).

- Optionally, enter any additional Bank Charges or Other Charges.

Inv Curr/Base Curr Exch Rate:	1.000000	
Base Curr Amount:	817,272.00	USD
Inv Curr/Bank Curr Exch Rate:	1.000000	
Bank Curr Amount:	817,272.00	USD
Bank Charge:	0.00	USD
Other Charge:	0.00	USD
Total Bank Amount:	817,272.00	USD
<input type="checkbox"/> Advance	Check No.:	
<input checked="" type="checkbox"/> Final	Reference:	

- If you have not entered Bank Charges, IMOS will prompt you to confirm.



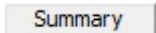
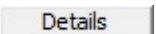
- Click .

- You can view all completed transactions in the [Payables or Receivables Summary](#).
- Each individual invoice transaction maintains links to the payments for that specific transaction at the bottom of the [Transaction Data Entry](#) form.

### Bank Reconciliation

If you are tracking cash transactions in IMOS, you may want to also perform bank reconciliations. IMOS offers a Bank Reconciliation report in the form of the [Cashflow Report](#).

To run this report:

- In the Financials Module Center , click  and then click **Cashflow Reports**.
- Enter parameters; for options, see [Financial Reports](#).
- Do one of the following:
  - For a cash-level breakdown of the cashflow, click .
  - For a per-invoice breakdown of cash transactions, click .

## Financials Invoice 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.

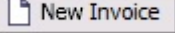
## Financials Summaries

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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  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.
- 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.

- [Options can be configured](#) (CFGActAgingBucket0 through CFGActAgingBucket4) to set 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.
  - [An option can be configured](#) (CFGEnableInvoiceNotes) to add an Invoice Action Log 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.
  - [An option can be configured](#) (CFGPayRecSummaryObeyAmountSign) to add an Invoice AP/AR column.

### 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.

- [An option can be configured](#) (CFGIncludeReceivablesInPayablesSummary) to display both AR and AP invoices in the Payables Summary.
- [An option can be configured](#) (CFGEnableInvoiceNotes) to add an Invoice Action Log 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.
- [An option can be configured](#) (CFGPayRecSummaryObeyAmountSign) to add an Invoice AP/AR column.
- [An option can be configured](#) (CFGIncludeReceivablesInPayablesSummary) to display both AR and AP invoices.
- The **Type** column contains links to open the invoices created in Operations.
- With [batch payments configured and set up](#), the Payables Summary list shows all invoices that are not paid in full. You can work with [Batch Payments](#) from here.

### 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.

## Batch Payments

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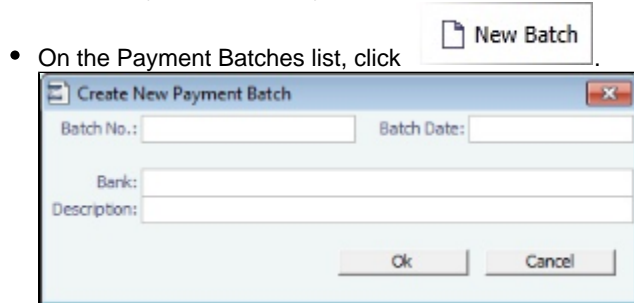
The [Payables Summary](#) shows all invoices that are not paid in full. With [batch payments configured and set up](#), an additional column contains check boxes to select invoices for payment; you can click hyperlinks at the top of the list to:

- Create a batch
- Assign or clear Batch Numbers
- View the Payment Batches List

### Creating a Batch

To create a batch of payments:

1. Do one of the following:
  - On the Payables Summary, select their check boxes and then click the **Create Batch** hyperlink at the top of the list.



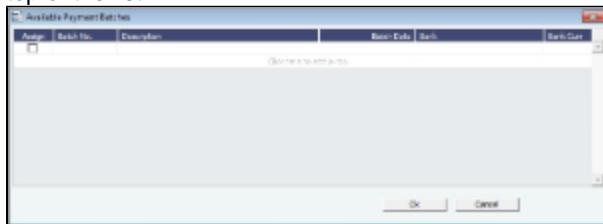
- On the Payment Batches list, click

2. On the Create New Payment Batch form, complete at least the following fields:
  - Batch No.
  - Batch Date
  - Bank
3. Click **OK**.

### Assigning Batch Numbers

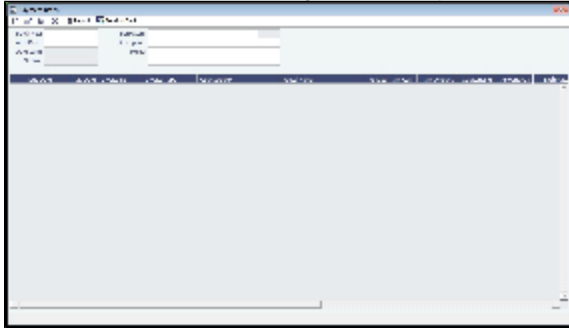
To assign batch numbers to payments:


1. On the Payables Summary, select the check boxes for the payments and then click the **Assign Batch No.** hyperlink at the top of the list.



2. On the Available Payment Batches form, select the check box of the batch and click **OK**.

3. After a batch number is assigned, the Payment Batch form opens.



4. To send the batch to the bank, click  Send to Bank.

- An option can be configured (CFGRequirePayMethodInPaymentBatch) to display a warning if Payment Method is blank for any of the invoices when sending the batch to the bank.

### Clearing Batch Numbers

To clear batch numbers:

1. On the Payables Summary, select their check boxes, and then click the **Clear Batch No.** hyperlink at the top of the list.
2. A message asks you to confirm. Click **Yes**.

### View the Payment Batches List

To view the Payment Batches List, at the top of the Payables Summary, click the **Batch List** hyperlink.

For each payment batch, the list includes the Batch No., Status, Description, Memo, Batch Date, Bank, and Bank Currency. You can click the Batch No. link to open the Payment Batch form.

## 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](#)
- [Exchange Rates](#)
- [Chart of Accounts](#)
- [Account Periods](#)
- [Lines of Business](#)
- [Business Rules](#)
- [Bank Information](#)
- [Company Information](#)
- [Bank Links](#)
- [Document Numbers](#)
- [Departments](#)
- [Invoice Approvals](#)
- [Reversal Reasons](#)
- [Invoice Actions](#)
- [Payment Methods](#)
- [Voyage P&L Variance Tolerance](#)

### 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**.



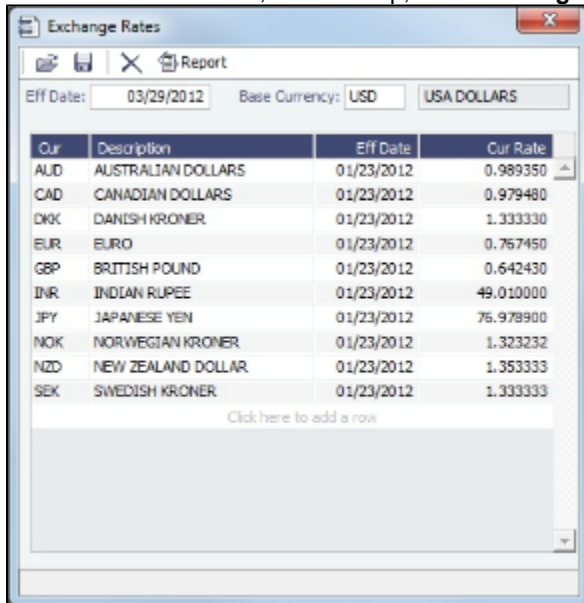
2. For each currency type, enter the following:
  - Currency
  - Description
  - Symbol

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**.



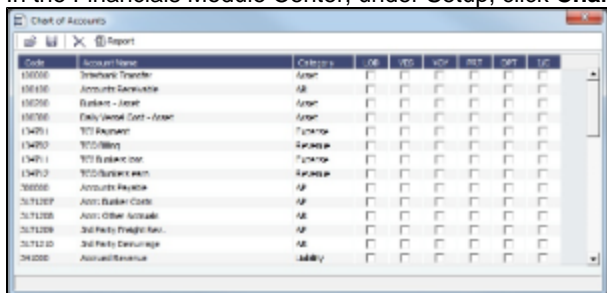
2. Do one of the following:
  - To change the Base Currency from USD, click in the field and press **Delete**, and then press **Enter**. Select the currency, and then click **OK**.
  - **Note:** The Base Currency must already be defined in the [Currency Types](#) table.
  - To add an exchange rate:
    - 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**.



Code	Description	Category	AP	AR	AP/AR	EXP	REV
130000	Director's Transfer	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130000	Accounts Receivable	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130000	Bank - Jersey	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130000	Early Vessel Cost - Jersey	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	VTO Expense	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	VTO/Wing	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	VTO Balance Cost	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	VTO Balance Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130000	Accounts Payable	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	Asset: Bank Cost	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	Asset: Other Assets	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	3rd Party Freight Fee	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134000	3rd Party Insurance	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130000	Account Revenue	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Enter the information for each account:
  - **Account Code**: Can be numbers or letters.
  - **Account Name**: Description of the account code.
  - **Category**: The category of the account, such as Bank, Asset, Liability, Revenue, Expense, AP, AR, or AP/AR.
  - **LOB (Line of Business)**, **VES** (vessel), **VOY** (voyage), **PRT** (port), **DPT** (Department), and **I/C** (Intercompany): An option can be configured (CFGActEnableGLValidation) to have any selected check boxes be required fields for posting from the **Transaction Data Entry** form, where they appear as columns under Invoice Details.
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**.



Year	Closing Date	Status	Last Month Closed	Company	AP	AR	AP/AR	EXP	REV
2007	03/31/2007	C	01/31/2007	000000	0000	0000	0000	0000	0000
2008	03/31/2008	C	01/31/2008	000000	0000	0000	0000	0000	0000

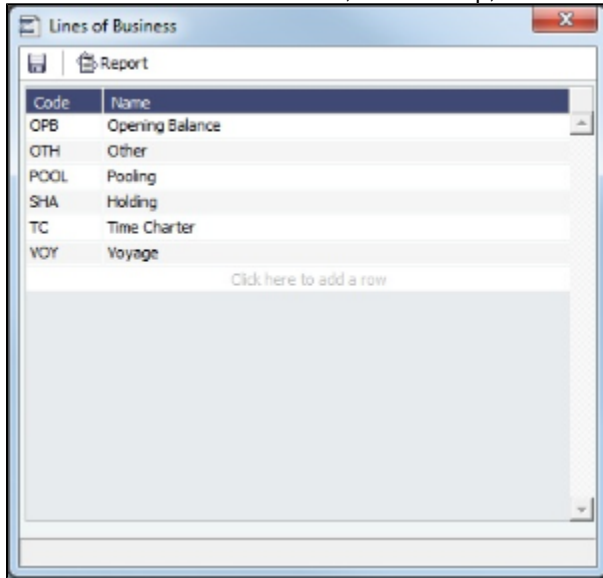
2. The **Year** and **Closing Date** show the end of the fiscal year. **Status** and **Last Month Closed** also appear.
3. To close a month only for voyages with a specific **Company** Code, select that code.
4. Enter the default ledger code from the **Chart of Accounts** for each of these accounts:
  - 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.

- An option can be configured (CFGEnableCompanyBasedBusinessRules) to allow separation of the Business Rules based on company.

To set up Business Rules:

1. In the Financials Module Center , under Setup, click **Business Rules**.

Source	Code	Description	LOB	Account	Account Description	Credit Acc	I/C	Vendor	Type	Country
AGCA	ADVAJ	Port Disbursement Advance Adjustment	VOY	700000	Expenses		<input type="checkbox"/>			
AGCA	OTHER	Port Disbursement Advance Other Expenses	VOY	700000	Expenses		<input type="checkbox"/>			
AGCA	OWNER	Port Disbursement Advance - OWNER'S EXPE	VOY	700000	Expenses		<input type="checkbox"/>			
AGCA	PRECY	Recoverable item					<input type="checkbox"/>			
AGCA	TPTAX	Total tax					<input type="checkbox"/>			
AGCA	VOEXP	Port Disbursement Advance - VOYAGE OTHEI	VOY	700000	Expenses		<input type="checkbox"/>			
ARDB	VAIFO	TCI Bunker Adjustment - IFO	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
ATCB	VAIFO	TCO Bunker Adjustment - IFO	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
ATCB	VAMDL	TCO Bunker Adjustment - MDL	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
ATCB	VAMDO	TCO Bunker Adjustment - MDO	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
BBTP	BBOTh	Bareboat Payment - Misc Expenses	VOY	700000	Expenses		<input type="checkbox"/>			
BBTP	TCHIR	Bareboat Payment - Hire	VOY	700000	Expenses		<input type="checkbox"/>			
BCST	TCHIR	Bareboat cost - Journal	VOY	700000	Expenses		<input type="checkbox"/>			
BINV	BHSPF	HSF Purchase cost - Journal	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BHSGP	HSG Purchase cost	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIEXC	Bunker Invoice - Excise Duty	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIFLP	IFL Purchase cost - Journal	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIFOB	IFO Purchase barging cost					<input type="checkbox"/>			
BINV	BIFOO	IFO Purchase other cost					<input type="checkbox"/>			
BINV	BIFOP	Bunker Invoice - IFO Purchase	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIFOS	IFO Purchase bunker surcharge					<input type="checkbox"/>			
BINV	BIFOT	Bunker Invoice IFO tax	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIGST	Bunker Invoice GST tax	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			

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](#), as defined in Financials.
- **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**.
- **I/C:** If the Counterparty of a transaction is set as Internal in its Address Book Entry, the Business Rule marked as I/C takes precedence over the general Business Rule. When using this feature, there will be two Business Rules with the same Source and Code.
- **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.

## Source Codes

AGCA = Port Disbursement Advance  
 AMVE = MVE Adjustment  
 APCT = VPC Adjustment  
 ARDB = Time Charter In Bunker Adjustment  
 AREB = Port Advance Rebill  
 ATCB = Time Charter Out Bunker Adjustment  
 BBTP = Bareboat Payment  
 BCST = Bareboat Daily Cost  
 BINV = Bunker Invoice  
 CEXP = Claim Payment  
 CREV = Claim Invoice  
 DCAB = Demurrage Cost Allocation  
 DEMP = Payable Demurrage  
 DEMR = Receivable Demurrage  
 DESP = Payable Despatch  
 DESR = Receivable Despatch  
 DREB = Port Disbursement Rebill  
 FCOM = Freight/Demurrage Commission Paid Separately  
 FFAC = Trade Commission  
 FFAS = Trade Settlement  
 FINV = Freight Invoice  
 FRBT = Freight Rebate  
 FREB = Rebillable Freight Invoice  
 INTS = Interservice Revenue  
 LGHT = Lightering Cost  
 MACR = Monthly Closing Accruals  
 OREB = Rebillable Expense  
 PAGY = Port Disbursement Final  
 POOL = Pooling Distribution  
 PTSH = Profit Share Distribution  
 RACM = Relet Address Commission  
 RCOM = Relet Freight/Demurrage Commission  
 REXP = Voyage Other Expense, Rate  
 RINV = Relet Freight Invoice  
 RRBT = Relet Rebate  
 RREV = Voyage Other Revenue, Rate  
 SPUR = Sling Purchase  
 SREB = Owner Rebill  
 SRVB = Service Bill  
 SRVP = Service Payment  
 SURV = Bunker Survey Cost  
 TCIC = Time Charter In Payment Commission  
 TCIP = Time Charter In Payment  
 TCOB = Time Charter Out Billing  
 TCOC = Time Charter Out Commission  
 TCOM = Time Charter In Commission, Paid Separately  
 TINV = Spot Freight Invoice  
 TRNS = Transshipment Cost

VBANK = Voyage Bunker Cost  
 VCAB = Voyage Cost Allocation  
 VCOB = Voyage Charter Out Billing  
 VCOM = Voyage Charter Out Commission Payment  
 VCST = Vessel Daily Cost  
 VEXP = Voyage Other Expense, Lumpsum  
 VREV = Voyage Other Revenue, Lumpsum  
 XEXP = Non-Voyage Expense  
 XJOU = Non-Voyage Journal  
 XOTH = Non-Accounting Rev/Exp  
 XREV = Non-Voyage Revenue

## 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.

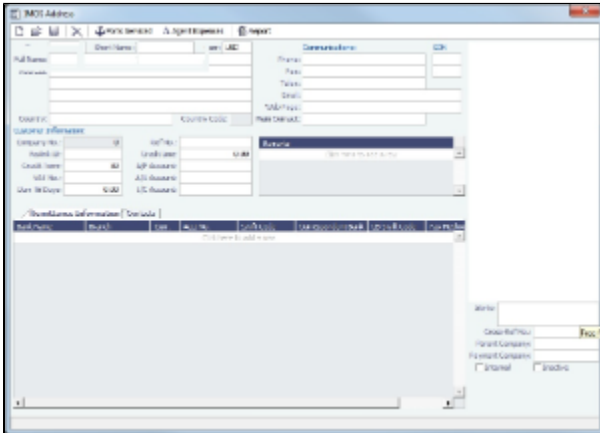
Complete an **Address Book Contact** form (in the Data Center) for each Remittance Bank of your company and select it as the **Remittance Bank** on your Address Book contact form. This is for receivable invoices. You do not have to set this up for banks you are paying to; their information is set up in the Remittance Bank fields of their Customer Contact forms.


- An option can be configured (CFGSelectBankOnInvType) to determine the Remittance Bank of an invoice 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 .

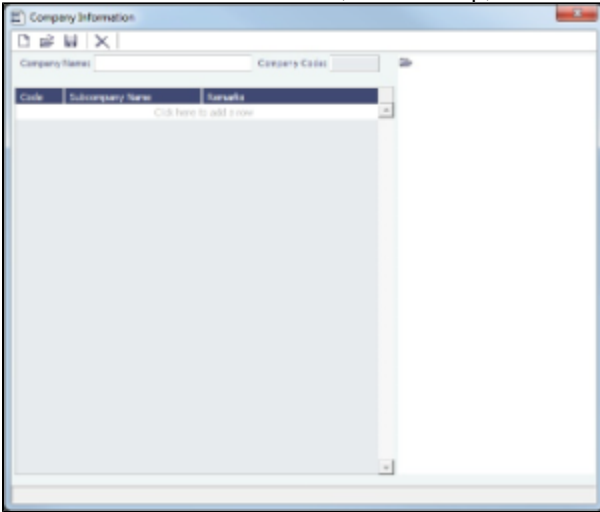
## Company Information

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.

In the Financials Module Center, under Setup, click **Company Information**.



When you open this form, it is blank, even if you have already set up your company.

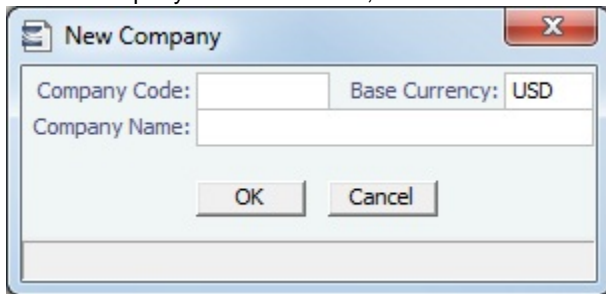
#### Finding a Company's Information

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.

#### Setting Up a New Company



To set up a new company:

1. On the Company Information form, click .



2. On the New Company form, enter the **Company Code** (4-6 characters) and **Company Name** and click **OK**.
3. 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**.
4. On the Address Book Contact form, enter the **Address**, **Currency**, and **Country**.
5. 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**.

- To add details, right-click the **Beneficiary Bank** and then click **Remittance Information**.

- On the Remittance Information form, enter the **Address** and other bank information.
- To save and close the Remittance Bank Information form, click .
- To save the company information, click .

#### *Creating a Subcompany or a Vessel*


- For each subcompany or vessel of the company, either click at the bottom to add a row or right-click to insert a line.
- Select either **Vessel** or **Company**.
- Enter a **Code** and **Subcompany Name** and any **Remarks** for the subcompany or vessel. The Code appears in the tree on the right; you can click it to open the Vessel or subcompany Address form.

## 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 **Bank** in the Category column must be linked to a bank.

- Make sure that the bank has an entry in the **Address Book** of Type **N**, Banks, with an Account Number and Swift Code.
- Make sure that the Bank, Currency, and Account Number are entered on the company's **Address Book** entry.
- 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**.
- In the Financials Module Center, under Setup, click **Bank Links**.

- The **Company Name**, **Bank Name**, and **Bank Account** should appear.
- Select the **Ledger Code**.
- At the bottom of the form, click **Save Links**.
- To save the information, click .

## Document Numbers

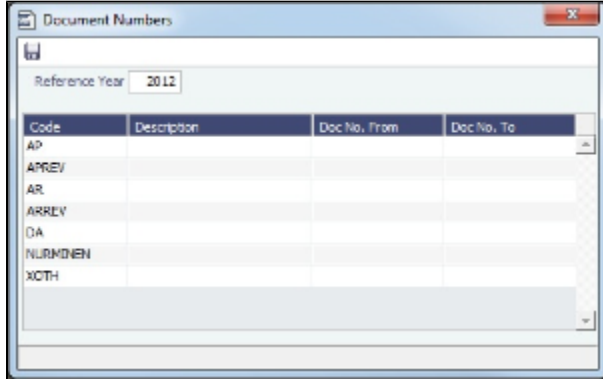
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IMOS uses the Source code from the [Business Rules](#) table with sequential numbering to create the invoice number for invoices.

- An option can be configured (CFGEnableDocumentNumbers) so that rather than use this default numbering scheme, you can set up your own.

To set up Document Numbers:

1. In the Financials Module Center, under Setup, click **Document Numbers**.



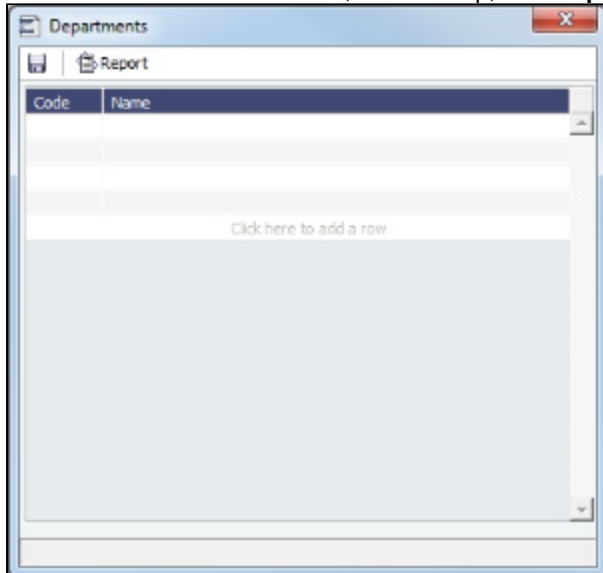
2. Enter the **Reference Year**.
3. For each code, enter the **Description**, **Doc No. From**, and **Doc No. To**.  
**Note:** To have document numbers begin with the Company code, specify that they begin with **@COMP**; for example, @COMP000000 to @COMP999999.
4. To save the information, click .


## Departments

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Departments (or Profit/Cost Centers) are used primarily for data aggregation on Financials reports.

1. In the Financials Module Center, under Setup, click **Department**.



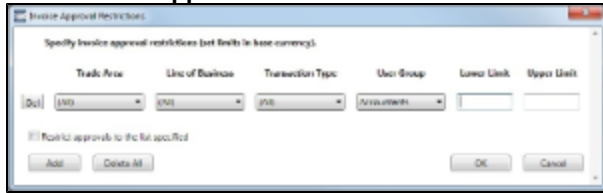
2. For each department, enter the **Code** and **Name**.
3. To save the information, click .

## Invoice Approvals

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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**.



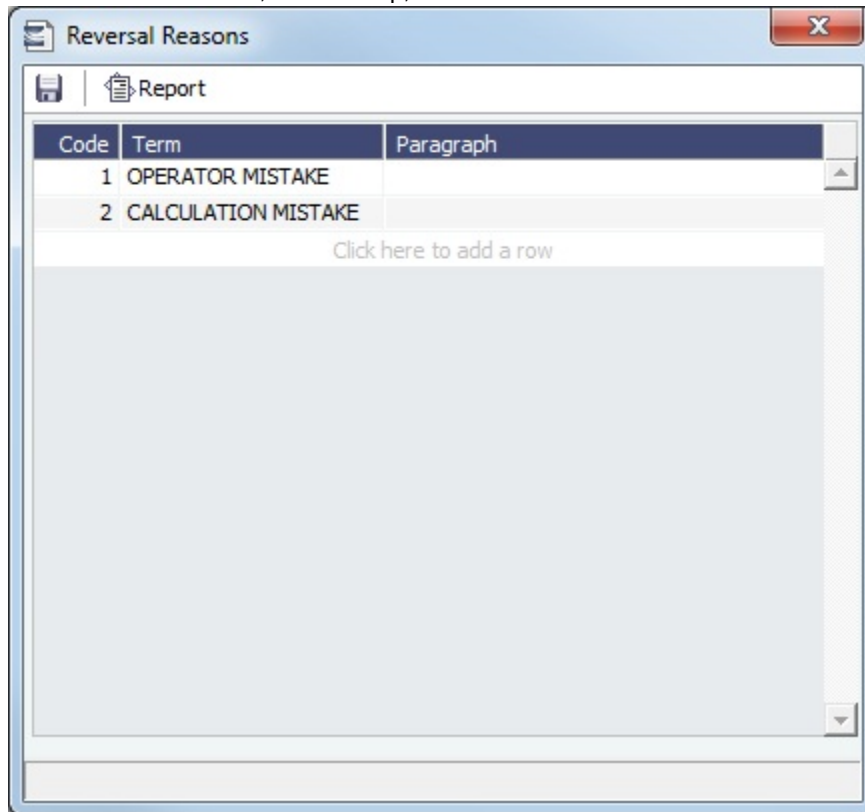
2. On the Invoice Approval Restrictions form, for each approval line:
  - a. Click **Add**.
  - b. Select a **Trade Area**, a **Line of Business**, a **Transaction Type**, and a **User Group**.
  - c. Enter the following:
    - **Lower Limit**: A value above which an approval is required; for example, invoices above \$10,000 might require the approval of a certain level of manager.
    - **Upper Limit**: The maximum approval authority (dollar value) of this user group for this type of invoice.
3. Click **OK**.


## Reversal Reasons

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In the Reversal Reasons table, you can set up a list of codes for reasons for reversing a transaction.

1. In the Financials Center, under Setup, click **Reversal Reasons**.



2. Complete the fields.
3. To save the information, click .

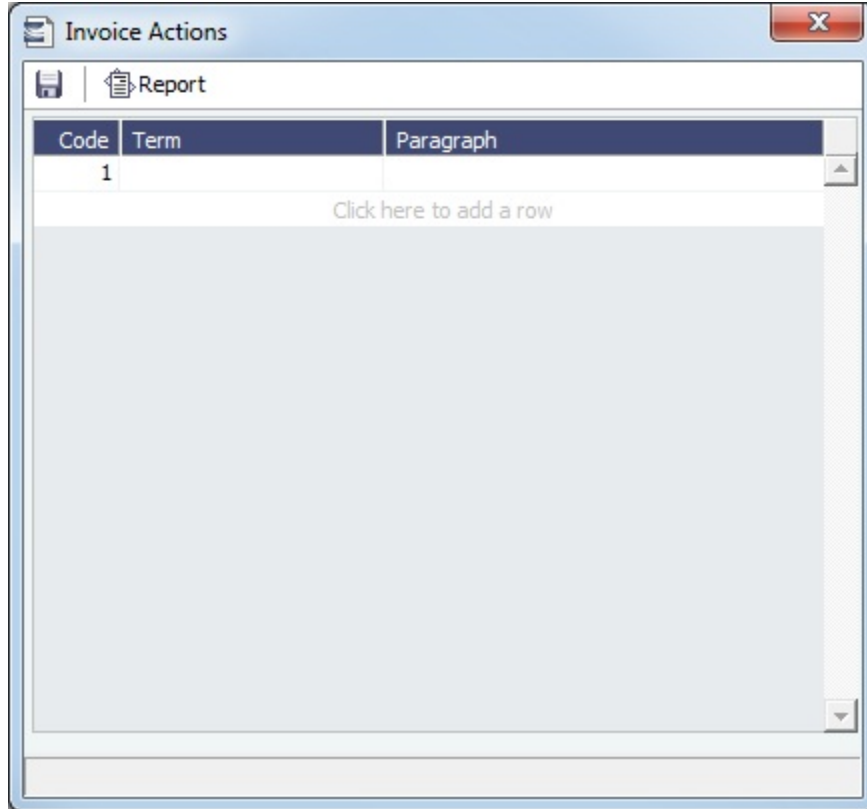
## Invoice Actions

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- [An option can be configured](#) (CFGEnableInvoiceNotes) to show an Action Log below the Receivables Summary and Payables Summary for the selected invoice. In the Invoice Actions table, you can set up the types of actions that can be logged.

To set up Invoice Actions to be logged:

1. In the Financials Center, under Setup, click **Invoice Actions**.



2. Complete the fields.

3. To save the information, click .

In the Receivables Summary and Payables Summary, click **Display Options**, click **Invoice Actions**, and then select an invoice. Use log entries to record past or future actions relating to the collection or payment process; fields are provided to record notes and manually track paid and outstanding amounts. You can use Follow-up columns to create views that show follow-up activities organized by follow-up date.

## Payment Methods

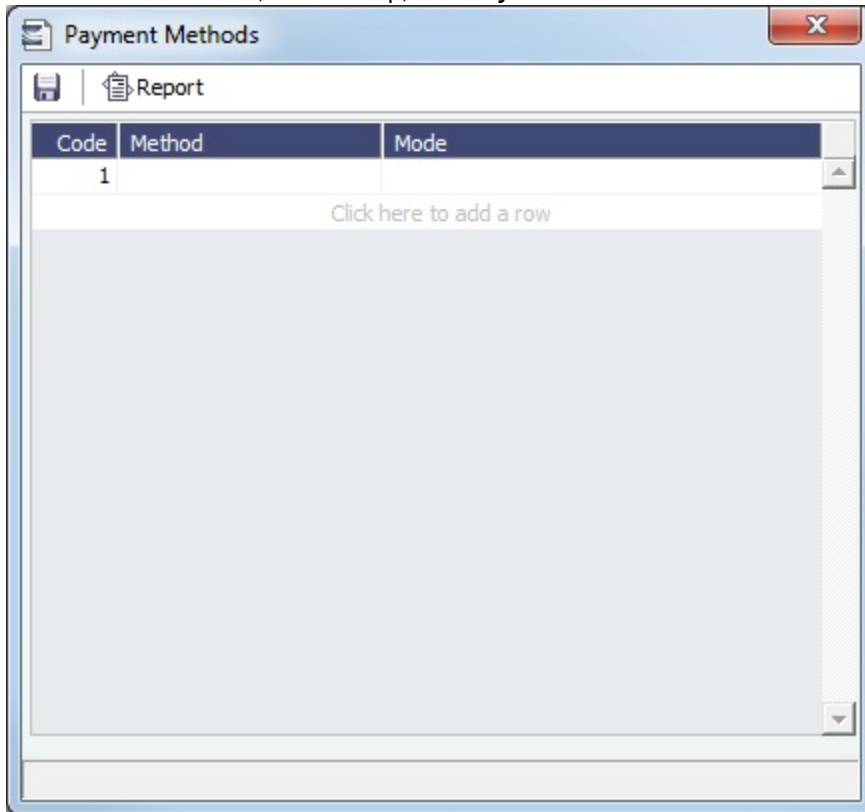
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- An option can be configured (CFGBatchPaymentSupported) to enable batch payment options; you can work with batch payments from the [Payables Summary](#) list.


In the Payment Methods table, you can create custom method types for batch payments.



1. In the Financials Center, under Setup, click **Payment Methods**.



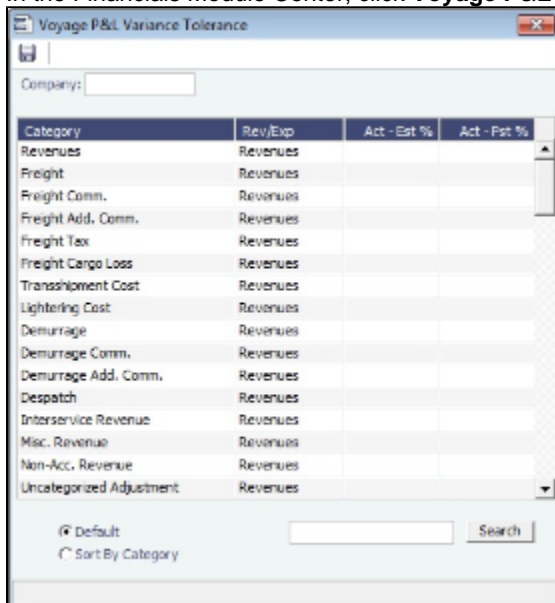
2. Complete the fields.

3. To save the information, click .

## Voyage P&L Variance Tolerance

The Voyage P&L Variance Tolerance form, used with the [Voyage P&L Drilldown dataset](#), helps in measuring and benchmarking financial performance.

1. In the Financials Module Center, click **Voyage P&L Variance Tolerance**.



The form can be sorted in the Default order (order of appearance in the Voyage P&L), or by Category, and you can search for a Category.






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 (CFGInvoiceApprovalsByType) or reject (CFGInvoiceRejectsByType) specific invoice types per user/group.
- To enable Non-Voyage Journal Approvals (CFGActEnableNonVoyJournalApproval).
- To specify the number of approvals required for each invoice parent type (Non-Voyage: CFGActNonVoyInvApprovalNeeded, Journal: CFGActJournalApprovalNeeded, or all other invoices: CFGActInvoiceApprovalNeeded). 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.
- To only display the Approve and Post button, not the Approve button, while approving invoices (CFGActShowOnlyApproveAndPost).

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**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
  - 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](#) (CFGInvoicePostingsByType) to add Security Object Rights to post specific invoice types per user/group.

On the Post Invoices List:

- 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 view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.
- 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.

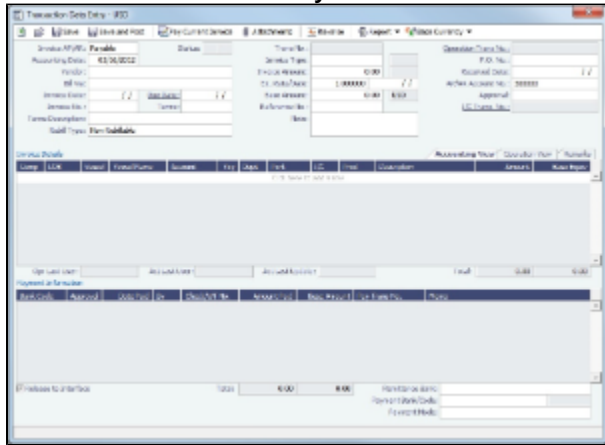
When you click [Post](#), the [Transaction Data Entry](#) form opens. The Accounting Date field defaults to the current date, but you can change it.

## Transaction Data Entry

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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**.



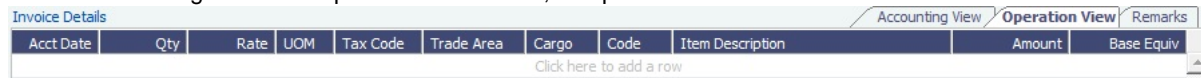
2. Select either **Payable** or **Receivable**.

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.

- An option can be configured (CFGCheckDuplicateInvNoInAct) to prevent an invoice number from being used in more than one financial transaction for the same vendor.
- An option can be configured (CFGActRequireRefNoFor) to define a comma-separated list of invoice types for which Reference No. is mandatory when posting.
- An option can be configured (CFGActRefNoFormat) to specify the format for the Reference No. field when CFGActRequireRefNoFor is used.
- An option can be configured (CFGEnableInvoiceSubtypes) to add an Invoice Subtypes form to the Data Center, through which you can define invoice subtypes that can then be selected in a Subtype field on this form.

4. On the Accounting View and Operations View tabs, complete **Invoice Details**:




- Enter the **Vessel code** or **Vessel Name**; the Company, Line of Business, and Account appear.
- Enter the **Amount**.
- 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.


- An option can be configured (CFGRequireRemBankOnARPosting) to require the Remittance Bank to be entered before posting an AR Invoice.
- An option can be configured (CFGIgnoreCurrencyMatchOnBankSelection) to remove the restriction of Remittance Bank currency being the same as the invoice.

6. Click  **Save and Post**.

- An option can be configured (CFGActEnableSaveOnly) to add a Save button in addition to the Save and Post button, for creating a non-voyage invoice.
- An option can be configured (CFGIgnoreCurrencyMatchOnBankSelection) to remove the restriction that Remittance Bank currency be the same as the invoice, so all the bank accounts linked to the vendor are available for selection.

### Reversing a Transaction

To reverse a transaction:


- Click  **Reverse**.
- Enter reversal information and then click **OK**.

An option can be configured (CFGInvNoByCompanySkipGap) for the system not to reuse invoice numbers of reversed transactions.

### 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.

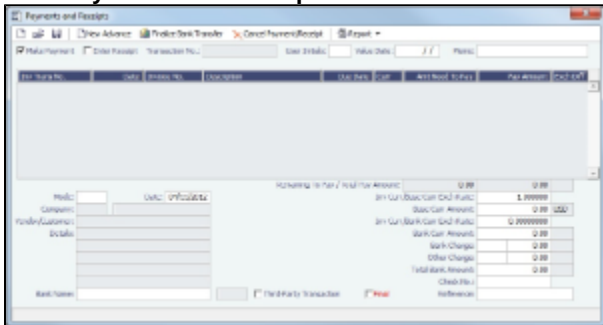
## Payments and Receipts

On the Payments and Receipts 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](#):

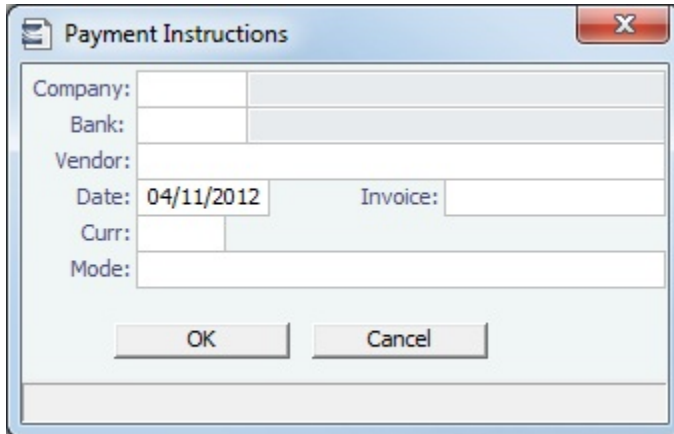
CFGAdvanceLedgerAcc=*account number*

1. Click **Payments and Receipts.**



2. On the Payments and Receipts form:
  - For a **Payment** or a **Receipt**:
    - a. Select either **Make Payment** or **Enter Receipt**.

b. Click .



**Payment Instructions**

Company:

Bank:

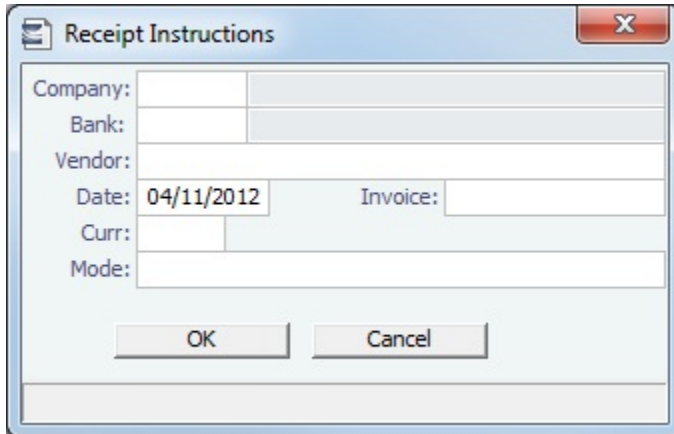
Vendor:

Date: 04/11/2012 Invoice:

Curr:

Mode:

OK Cancel



**Receipt Instructions**

Company:

Bank:

Vendor:

Date: 04/11/2012 Invoice:

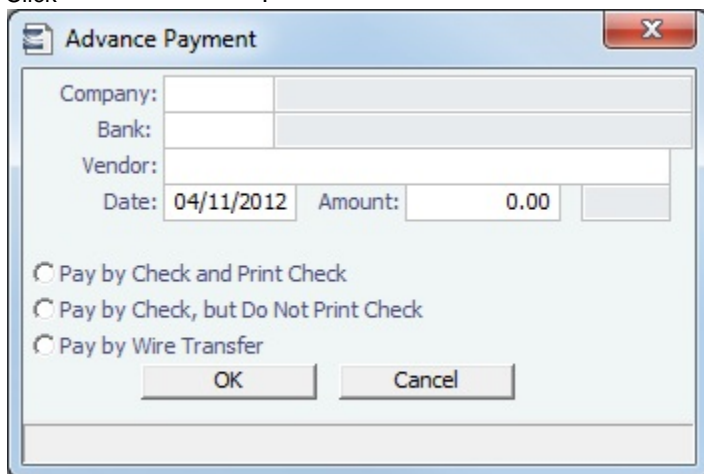
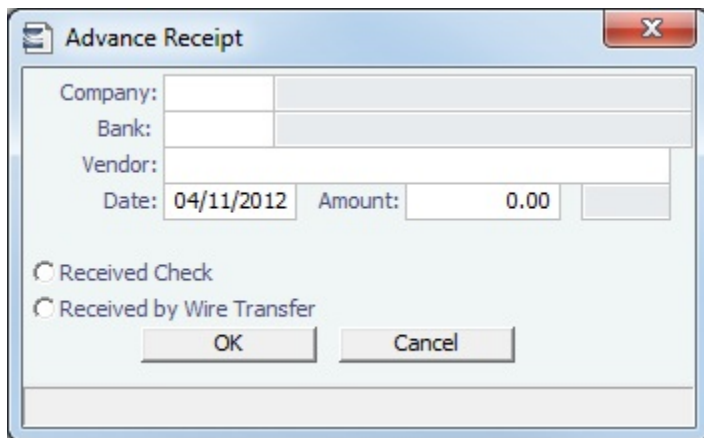
Curr:

Mode:


OK Cancel


- 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 payment **Mode**.
- d. Click **OK**.
- For an **Advance Payment** or an **Advance Receipt**:
    - a. Select either **Make Payment** or **Enter Receipt**.

- b. Click .

- 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 .

3. The transaction appears on the Payments and Receipts 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. For foreign currency payments, the system automatically calculates and books the foreign exchange difference against the account specified in the General Ledger. The difference is calculated based on the invoice booking exchange rate compared to the bank exchange rate; it appears in the **Exch Diff** column.
- An option can be configured (CFGActPayFinalByDefault) to select the Final check box by default.
5. To save the information, click .
- An option can be configured (CFGActPayPreventSaveIfReleased) to prevent saving a payment/receipt more than once when paymentExport notification is enabled.

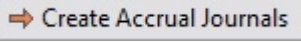

## Monthly Accruals

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 (CFGAccrualsByDay) to specify a date for running Monthly Accruals, rather than only at month end.
  - An option can be configured (CFGVoyaccAccrualDate) 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**.

**Note:** TCO Voyages are not accrued until they have commenced.



2. Select the accruals **Basis**:
  - **Recalculation**
  - **Daily Snapshot**: Specify the type and date of the snapshot. For journals created using this method, the Invoice Date and Accounting Date are the same as the Accrual Date on this form.
3. 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.
4. For a Recalculation, click **Calculate**; for a Daily Snapshot, click **Retrieve**.
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.
  - 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.
  - To view a record in the [Bill Viewer](#), including the details to be included in the Journal, right-click the line and then click **Preview Journal**.
6. Click . 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.
7. To view Summary or Account Analysis reports, click .

#### *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.

#### *Configuration Flags*

For additional information about options that can be configured, see [FAQ - Accrual Calculation and Configuration Flags](#).

#### Bill Viewer - Monthly Accruals

The Bill Viewer includes the details to be included in the Journal. To open the Bill Viewer, right-click the line on the [Monthly Accruals](#) form or the [Voyage Period Journals](#) form and then click **Preview Journal**.



Bill Viewer					
Source	Code	Description	Counterparty	Amount	Base Equiv
VCST	VCOST	Vessel Daily Cost [221737.18, 0.00]		221,737.18	221,737.18

## Voyage Period Journals

On this form, you can create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TCI/TCO Bunker Adjustments in a centralized way. You can create these Journals according to the Voyage Completion Date, or cumulatively, according to a specific date.

- To create Voyage Journal Entries, do one of the following:
  - On the Financials Module Center, under Transactions, click **Voyage Period Journals**.
  - On the [Voyage Manager P&L tab](#), click **Voyage Period Journals**.
  - On the [Voyage Manager Invoices tab](#), click **Voyage Period Journals**.

The screenshot shows a software form titled "Voyage Period Journals". It contains several input fields for "Period From", "Period To", "Voyage", and "Vessel". There are also checkboxes for "Hide Posted" and "Calculate". Below the form is a table with columns for "Type", "Amount", "Currency", "Date", and "Description".

The form appears with information for the vessel and voyage.

- To sort the columns, click the column headings.
  - If you want to hide all the posted retrieved records and recalculate the result, select the **Hide Posted** check box.
- Change any appropriate options or filters, and then click **Calculate** to apply any changes to the results.
    - To view a record in the [Bill Viewer](#), including the details to be included in the Journal, right-click the line and then click **Preview Journal**.
    - To delete all non-posted journal entries of a particular type that are linked to the voyage, right-click a line of that type and then click **Delete**.

- To create the journals, click [Create Period Journals](#). The Ready to Post Journals appear in the Voyage Invoices list.

An option can be configured (CFGItemizeBunkerJournal) to [itemize bunker cost](#) for Voyage Period Journals.

### Bill Viewer - Voyage Period Journals

The Bill Viewer includes the details to be included in the Journal. To open the Bill Viewer, right-click the line on the [Monthly Accruals](#) form or the [Voyage Period Journals](#) form and then click **Preview Journal**.

Bill Viewer					
					Currency: USD
Source	Code	Description	Counterparty	Amount	Base Equiv
VCST	VCOST	Vessel Daily Cost [221737.18, 0.00]		221,737.18	221,737.18

## 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](#).

## 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, with 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)
	Account X	USD1000

Company B		
--------------	--	--

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](#) (CFGActLimitICJournalOnICAccount) to limit the Intercompany Journal to only two lines.

## Financial Reports

Report	Description
Account Analysis	Report includes a financial transactions summary for the user-specified range of accounts, dates, and various other filters such as vessel, voyage, vendor name, etc. Transactions are shown starting with a balance on the start date along with each transaction's debit, credit, and running balance amounts. Transactions can be grouped by account, vessel, vendor, etc.
Accounts Payable/Receivable	Report includes a summary of all account payables /receivables with an outstanding balance. It also includes information on the invoice ageing: the number of days the outstanding amount is overdue. For example, 0-30, 30-60, etc.
Balance Sheet	Report includes an assets and liabilities accounts summary for the user-selected month(s) and year (or year to date) with the total of debits, credits, and final balance. Beginning and ending balances for the selected period can be shown.
Cashflow Reports	Report includes the summary or details of payments for the specified company and account The Bank Code selection corresponds to the Ledger Code that is set up in the Financials Module Center under Bank Links. Report includes payment dates, the payee/payer name, amount debited/credited, and total debits, credits, and net cash flow for the user-specified period.
Company Cashflow Statement	Similar to the Cashflow report, this report includes a detailed statement for the user-selected account, company, and date range, selected from the Bank Links form in the Financials Module Center. The results include payment date, mode, payee/payer, invoice amount, and actual debit/credit amount. It also includes the total of debits/credits and the resulting net cash flow for the selected period.
Daily Control Sheet	<p>Report includes all actual and estimated payments for the user-selected company on the user-specified date:</p> <ul style="list-style-type: none"> <li>• Actual AR transactions entered into the system on the reference (Funds Received section of the report).</li> <li>• Estimated AR invoices that have an invoice date on or before the reference date (Freights Expected section of the report) and some outstanding balance. It only includes the invoices where the counterparty is a Charterer, which might filter out some non-voyage revenues.</li> <li>• AP transactions paid on the reference date (Funds Paid section of the report).</li> </ul> <p>Report includes the counterparty for the transaction, reference vessel/voyage, amounts paid or received, and the due dates for the outstanding invoices.</p>

	<p>You can also filter the report by specifying the base currency threshold amount in the Inv Amt Over (Base Curr) field, which will be used to print only transactions over that amount.</p>
Foreign Exchange Exposure	<p>Report includes information on the company's exposure to the exchange rates for the user-selected currencies and various date ranges (buckets – up to 12 is allowed). Exposure is calculated in different categories if they are based on a foreign currency. Exposures used are: <b>contracts</b> (COAs, estimated voyage port costs), <b>operations</b> (un-invoiced cargos, port expenses) and <b>finance</b> (through invoices that are not paid in full yet).</p> <p>You can filter the report by selecting only part of the categories:</p> <ul style="list-style-type: none"> <li>• <b>Monthly:</b> The buckets in the report are displayed by month. You can select the Number of Buckets, the Bucket Size (months), and the From date (Year/Month).</li> <li>• <b>Over Period:</b> The buckets in the report are displayed by a custom number of days. You can select the Number of Buckets, the Bucket Size (days), and the From full date.</li> <li>• <b>Include Left/Right Outliers:</b> Select to show the sum of past /future positions.</li> </ul>
Income Statement	<p>Report includes a revenues and expenses accounts summary for the user-selected year and month(s), with totals for debits, credits, and the final balance and profit (loss) for the user-specified period. You can select to show beginning and ending balances for the selected period.</p>
Trial Balance	<p>Report includes revenues, expenses, assets, and liability accounts summary for the user-selected year and month(s), with totals for debits, credits, and the final balance. You can select to show beginning and ending balances for the selected period.</p>
Vendor Statements	<p>Report includes all transactions for the user-selected company that have a counterparty specified (Vendor Name field), or all counterparties if left blank. Selecting a date range filters transactions by the accounting date. The report can include either a summary or detailed version of the report where transactions are grouped by the counterparty, with beginning balance and all debits/credits for that counterparty within the user-specified date range. The detailed version, run when the Invoice Details check box is selected, shows line items for each transaction. Each transaction has a link to open the Transaction Data Entry form for more details.</p>
Voyage Report	<p>Report includes all financial transactions for the user-selected company and date range (accounting date), grouped by the transaction's reference voyage. Report includes expenses or revenues for each transaction in separate columns and shows the grand total of all expenses and revenues. You can also filter the report for a specific vessel.</p>

## Data Center

### About the 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.



To access the IMOS Data Center Module Center, click

## Setting Up and Using IMOS

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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 [Interface Message List](#) and resend them if needed.
- View the [Audit Trail](#), a history of the actions related to every transaction in IMOS.

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

## Other Sources of Information

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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
- \* [Audit Trail](#) tutorial

\* You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

## Related FAQs

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For more information, see the following Data Center FAQs:

- [FAQ - Company-Based Security](#)
- [FAQ - Guidelines for Use of Tax Groups](#)
- [FAQ - Different methods of importing vessel data from Baltic99](#)
- [FAQ - How to make an alias port](#)
- [FAQ - Styling Gantt Bar Templates](#)
- [FAQ - How to create new Laytime Terms](#)
- [FAQ - Configurations for cleaning, heating and inerting cargo bunkers](#)
- [FAQ - How do I confirm a report was emailed to a distribution list?](#)

## Audit Trail

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The Audit Trail is a history of the actions related to every transaction in IMOS7. 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 *Audit Trail* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

To view the Audit Trail, do one of the following:

- In the Data Center Quick Links list, click **Audit Trail**.
- On the IMOS7 menu, point to **Lists**, and then click **Audit Trail**.

The screenshot shows a web application window titled 'Audit Trail'. It contains a table with columns for 'Audit ID', 'Transaction ID', 'Action', 'Field', 'New Value', 'Old Value', 'Reference', 'Table', 'Transaction Type', 'Vessel Name', and 'Voyage Number'. The table lists multiple rows of transaction data.

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 (GMT)
- Changed On (GMT)
- Field
- Machine Used
- New Value
- Old Value
- Port
- Port Call Sequence
- Reference
- Table
- Transaction Type
- Vessel Name
- Voyage Number

## Interface Message List

The Interface Message 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 **Interface Message List**.

The screenshot shows a web application window titled 'Interface Message List'. It contains a table with columns for 'Message ID', 'Message Type', 'Message Content', 'Status', 'Created On', and 'Created By'. The table lists multiple rows of message data.

For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the IMOS **Welcome tab** (from the IMOS7 menu).

## Data Center Records

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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](#)

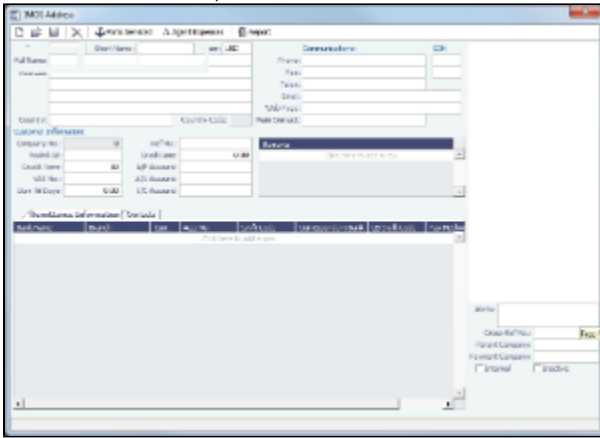
## Address Book Contacts

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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**.

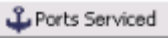

- On the Address List, click  **New Address**.




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. (Complete 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 (CFGDoNotEnforceAddbookAPARLedge) 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. To enter additional information about a bank, right-click the line and then click [Remittance Information](#).
  - **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.

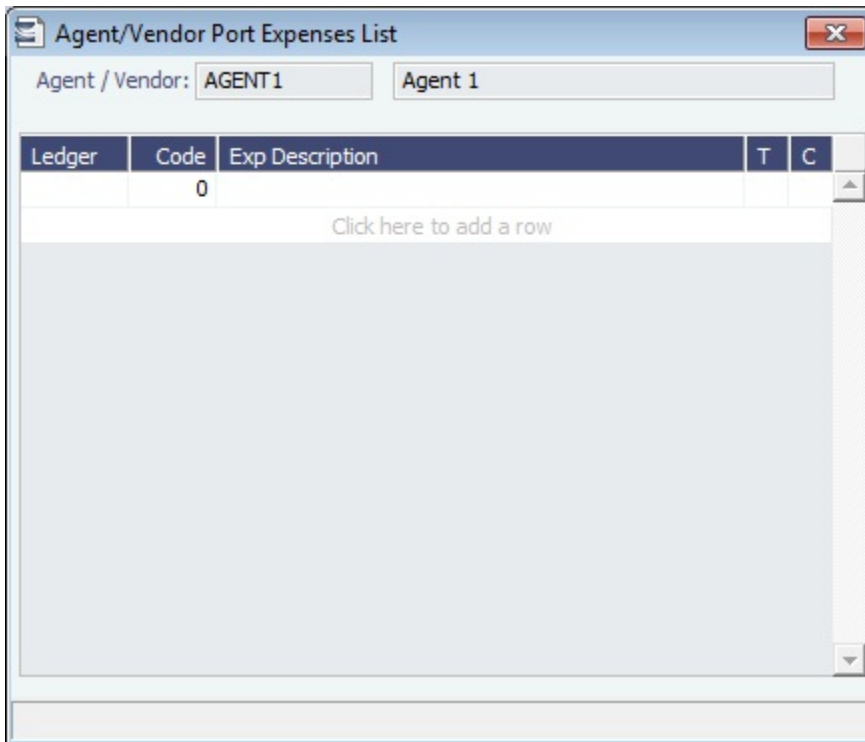
4. You can do the following:

- To view or enter ports serviced by the contact, click  to open the [Ports Serviced](#) form.
- For an agent or a vendor contact, to customize the expense breakdown on a Port Disbursement, click  to open the [Agent/Vendor Port Expenses List](#).

5. To save the record, click . IMOS inserts the next sequential **Company Number**.

## Agent Expenses

For an agent or a vendor contact, you can customize the expense breakdown on a [Port Disbursement](#). On the [Address Book Contact](#), click  to open the Agent/Vendor Port Expenses List.




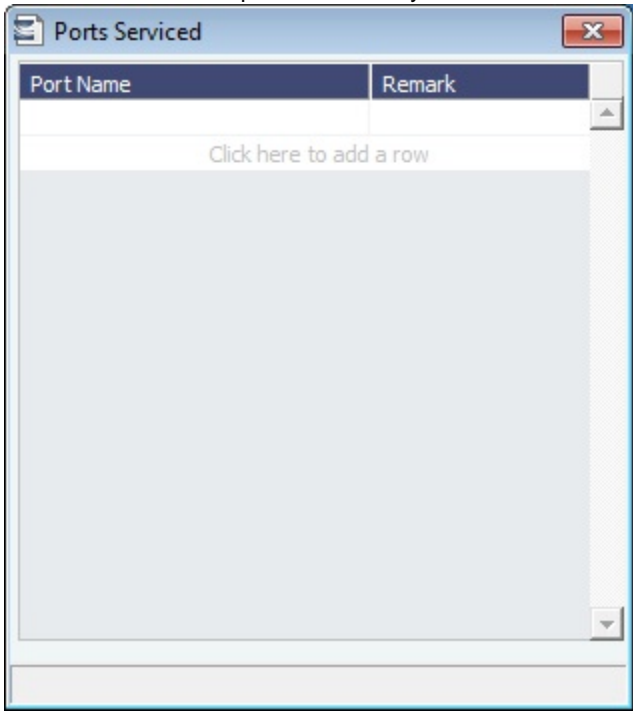
Ledger	Code	Exp Description	T	C
	0			

Click here to add a row

## Ports Serviced



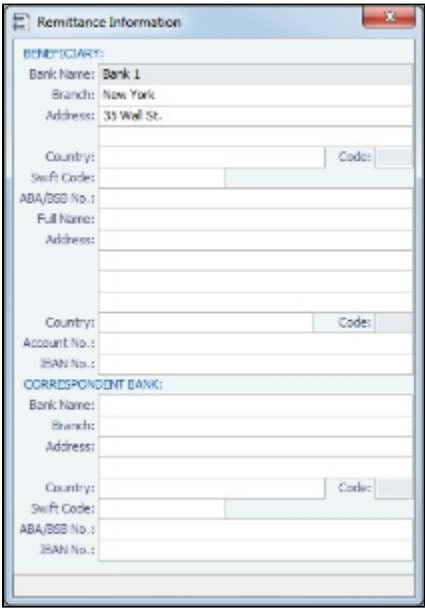
You can view or enter ports serviced by the contact. On the Address Book Contact, click  Ports Serviced.



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.

### Remittance Information

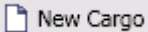
To enter additional information about a bank, on the Remittance Information tab in an Address Book Contact, right-click the line and then click **Remittance Information**.

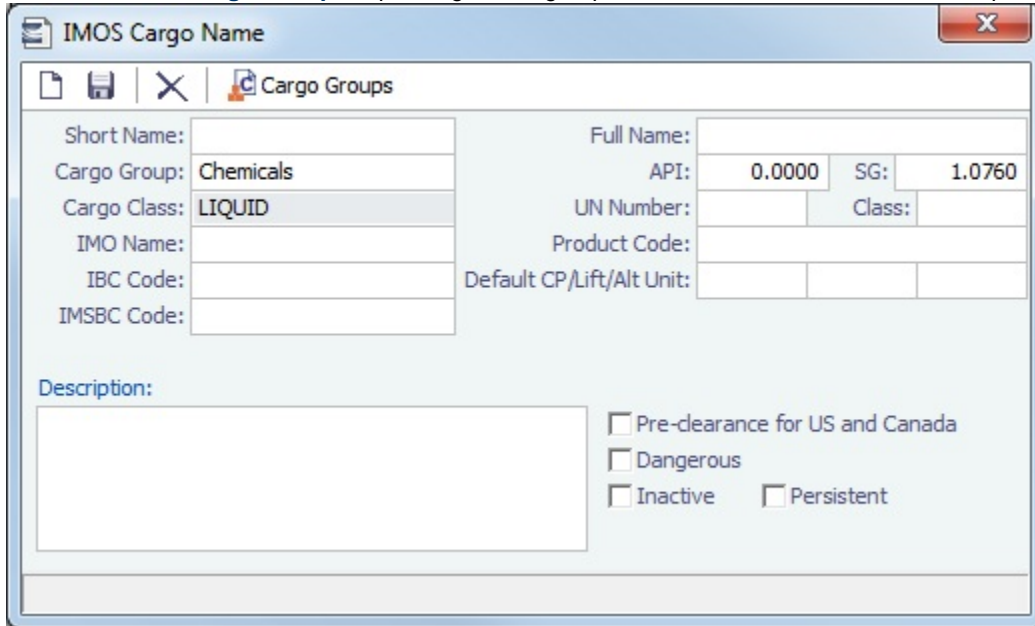


### Cargo Names

Enter the names and information for all your types of cargo.

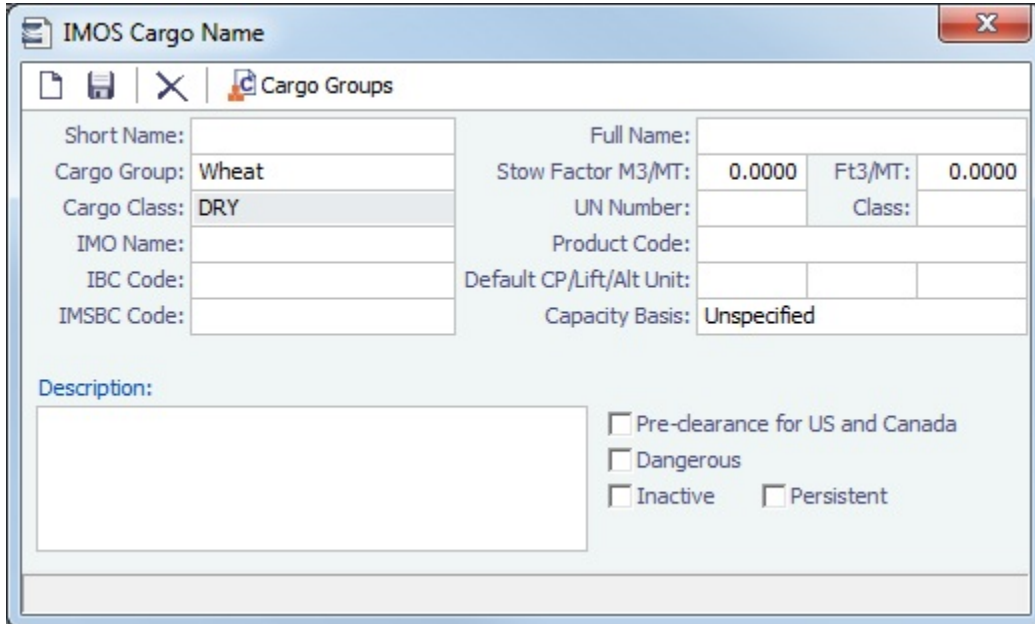
To create a Cargo Name:

- Do one of the following:
  - In the Data Center Module Center, click **Cargo Name**.
  - In the Cargo Name List, click .
- 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**.
- Select or enter a **Cargo Group**. Depending on the group, the form includes fields for either liquid or dry cargo.



The screenshot shows the 'IMOS Cargo Name' form with the following fields and values:


- Short Name: [Empty]
- Cargo Group: **Chemicals**
- Cargo Class: **LIQUID**
- IMO Name: [Empty]
- IBC Code: [Empty]
- IMSBC Code: [Empty]
- Full Name: [Empty]
- API: **0.0000**
- SG: **1.0760**
- UN Number: [Empty]
- Class: [Empty]
- Product Code: [Empty]
- Default CP/Lift/Alt Unit: [Empty]
- Description: [Empty text area]
- Pre-clearance for US and Canada:
- Dangerous:
- Inactive:
- Persistent:



The screenshot shows the 'IMOS Cargo Name' form with the following fields and values:

- Short Name: [Empty]
- Cargo Group: **Wheat**
- Cargo Class: **DRY**
- IMO Name: [Empty]
- IBC Code: [Empty]
- IMSBC Code: [Empty]
- Full Name: [Empty]
- Stow Factor M3/MT: **0.0000**
- Ft3/MT: **0.0000**
- UN Number: [Empty]
- Class: [Empty]
- Product Code: [Empty]
- Default CP/Lift/Alt Unit: [Empty]
- Capacity Basis: **Unspecified**
- Description: [Empty text area]
- Pre-clearance for US and Canada:
- Dangerous:
- Inactive:
- Persistent:

**Capacity Basis** (dry only): The basis for calculating the Max Lift Quantity on the Voyage Estimate; Unspecified (default value: the calculation will be based on the Grain Capacity), Bale, or Grain.

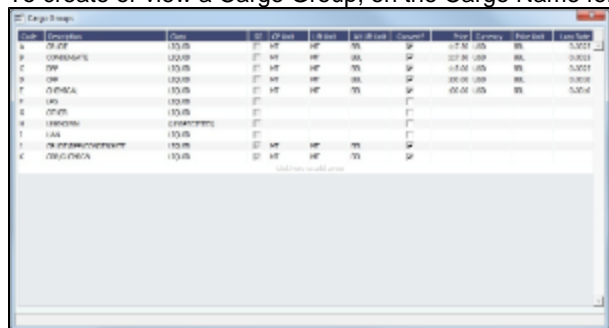
- Complete the remaining fields on the form as appropriate.
  - An option can be configured (CFGEnableOPA) to add a Persistent check box to the Cargo Name form.
- To save the record, click .

### Cargo Groups

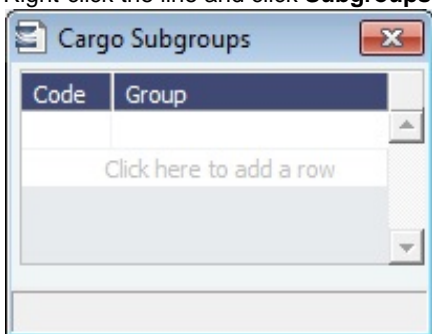
- An option can be configured (CFGEnableAltLiftUnit) to enable Unit of Measure Conversion in IMOS, for MT, BBL, and M3. It adds several columns to the Cargo Groups form:
  - CP Unit:** Default CP unit of measure for all grades within the group




- **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  
Currently, only MT, BBL, and M3 units are automatically converted. 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.
- With this option, 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**.

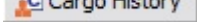


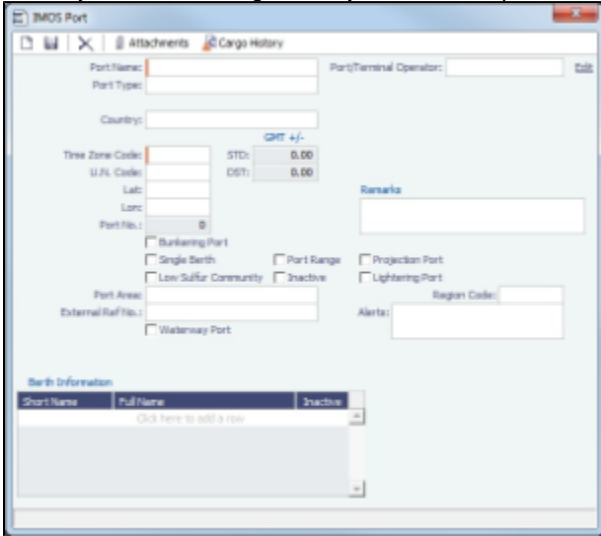
- c. In the Cargo Subgroups form, add a line and select the existing groups to be part of the Super Group. A Cargo Group can belong to multiple Super Groups.  
In the Voyage Estimator, Voyage Fixture, or Voyage Manager, if you select a Super Group at the CP-level Cargo Group, you can then select any 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 .
  5. To save and close the Cargo Groups form, click .
  6. To save and close the Cargo Name form, click .

## Ports

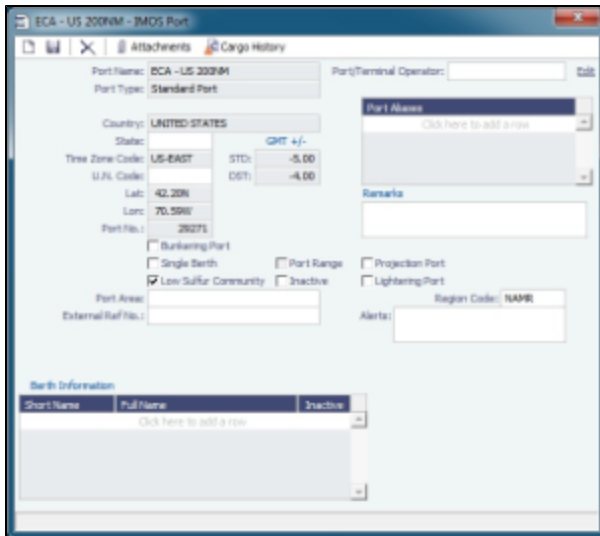
If you need a port added, contact Veson to have it added. If you attempt to add a port that already exists, its record appears, so a new port with the same name as an existing port cannot be added.

**Note:** To read rports.xml distributed with IMOS official ports and Distances updates, on the IMOS7 menu, point to **Tools**, and then click **Update Ports**. This replaces the ports update SQL scripts and sets the lastupdate field in the rports table in the IMOS database.

To see the history of any cargo handling done in this port, according to Search Date Range, click . 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**
  - **Low Sulfur Community:**
    - To specify a **port** as a low sulfur community, select the check box.
    - You can also specify an **Emission Control Area** as a low sulfur area, automatically setting the area and all ports in it to low sulfur. You must have the most recent Distances update installed. To confirm, make sure that the following ports are in your port list. Also confirm that the Low Sulfur Community check box is selected in all of them:
      - ECA - ANTARCTIC AREA
      - ECA - EURO PORTS (in-port consumption only)
      - ECA - HONG KONG (in-port consumption only; requires IMOS v7.7.1525+)
      - ECA - US 200NM HAWAII
      - ECA - US 50NM PUERTO RICO
      - NA 200NM
      - SECA - NORTH SEA
      - USA 25NM
      - **WORLDWIDE:** This zone is used to set the Fuel Types to be consumed in ports that are not located in any of these Fuel Zones but have the **Low Sulfur ECA** check box selected. This includes any historic Estimates created without Fuel Zone information. It should include only Fuel Types that were being used for low sulfur consumption before configuring Fuel Zones (and no cons rate only); otherwise, the consumption rates and types will change on Estimates/voyages created before Fuel Zones were enabled.
- For example:

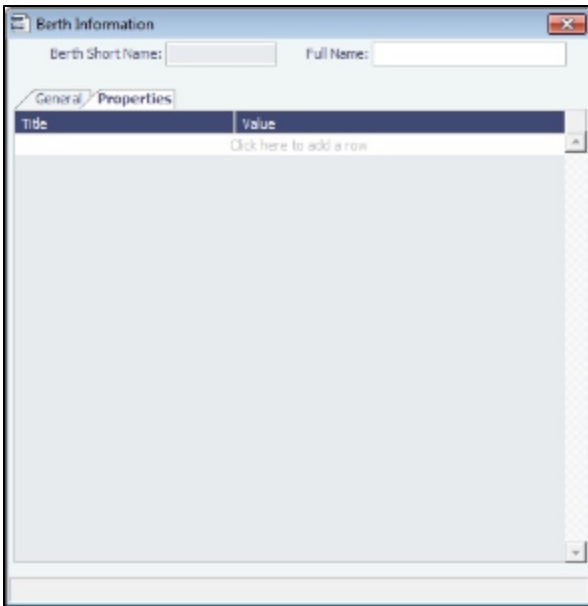


- **Lightening Port:** For a Lightening Port, select this check box. For Lightening Contracts and Jobs, only Lightening Ports can be selected; Load/Discharge ports can be selected from all ports.
- **Alerts:** To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture 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.



## Vessels

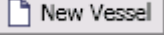
Confirm that all your vessels were set up correctly during installation and update them as your company's fleet changes.

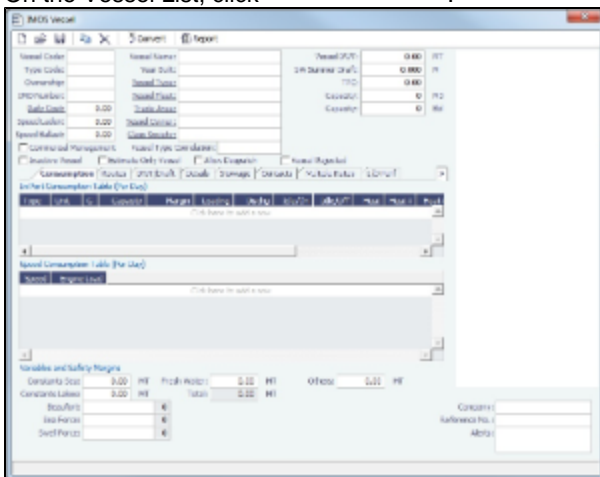
- With a valid Baltic99 license, an option can be configured (CFGAllowBaltic99Search) to enable an external search of the Vessel List in the Data Center. To have this integration with Q88 and/or Baltic99, there must be a valid license for these services.

To create a Vessel:

1. 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 (4-6 characters)
  - Type Code
  - Speed Laden
  - Speed Ballast
  - Vessel Name
  - Vessel Type
  - Vessel DWT
- Note:** The ability to create Type L (LNG) vessels requires a license with the LNG module.

3. Complete the remaining fields on the form as appropriate.

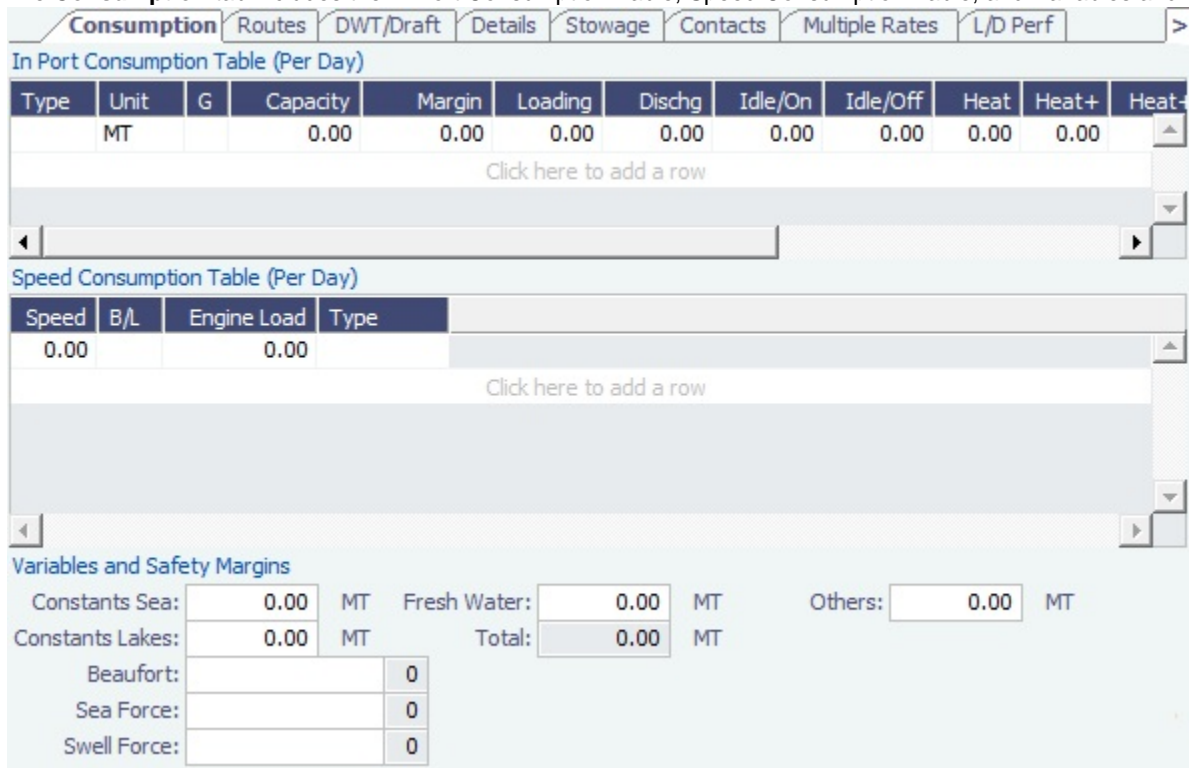
- Consumption tab
- Routes tab

- DWT/Draft tab
- Details tab
- Stowage tab
- Contacts tab
- Multiple Rates tab
- L/D Performance tab
- Properties tab
- Bunker Tanks tab
- **Alerts:** To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture highlight the Vessel field in light pink if 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.

4. To save the record, click  .

## Consumption Tab - Vessel

The **Consumption** tab includes the In Port Consumption Table, Speed Consumption Table, and Variables and Safety Margins.



The screenshot shows the 'Consumption' tab with the following sections:

- In Port Consumption Table (Per Day):** A table with columns: Type, Unit, G, Capacity, Margin, Loading, Dischg, Idle/On, Idle/Off, Heat, Heat+, Heat-. The first row shows values of 0.00 for all numerical fields. A link 'Click here to add a row' is present below the table.
- Speed Consumption Table (Per Day):** A table with columns: Speed, B/L, Engine Load, Type. The first row shows values of 0.00 for Speed and Engine Load. A link 'Click here to add a row' is present below the table.
- Variables and Safety Margins:** A form with input fields for:
  - Constants Sea: 0.00 MT
  - Constants Lakes: 0.00 MT
  - Fresh Water: 0.00 MT
  - Total: 0.00 MT
  - Others: 0.00 MT
  - Beaufort: 0
  - Sea Force: 0
  - Swell Force: 0

- In Port Consumption Table:
  - When adding a new Low Sulfur fuel type to a Vessel that has an existing High Sulfur type defined, IMOS defaults its Port /Sea Consumption rates to be the same as the High Sulfur consumption rates, if the new Low Sulfur fuel type is in the same Group as the High Sulfur fuel type on the [Fuel/Lube Types](#) form.
  - When a Vessel Type is selected, and no fuel types are defined yet, the system defaults the Fuel Types, Units, and Grade according to the Vessel Type. If the vessel has not yet been used in IMOS, changing the Vessel Type gives you the option to replace the existing fuel types with the default fuel types defined for the Vessel Type.
  - When the fuel type is H, and an L fuel type exists in the vessel and is in the same Group on the [Fuel/Lube Types](#) form, you can copy consumption figures from the HS/LS corresponding fuel type. Right-click the Fuel Type and then click **Copy consumption**.
- Speed Consumption Table:
  - Figures are separated into Ballast and Laden.
  - When the [Vessel Type](#) has Restrict Speeds enabled, the speeds available are only those corresponding to the specific Ballast/Laden mode.
- For LNG vessels:
  - To include [Bunker Curve Parameters](#) in the consumption calculation, click **Calculate with Vessel Bunker Curve**.
  - A specific speed can be selected in the Speed Consumption Table as the Boil Off speed. Up to this speed, the LNG consumed by the vessel is a non-forced Boil Off; for any speed above it, the LNG consumed is considered forced Boil Off.

- An option can be configured (CFGEnableVesselBunkerGrade) to specify the Fuel Grade in a **Grade** column and to default this value on the **Bunker Requirement**.

Column	Affects Performance? Y/N	Explanation of use by IMOS
Type	Y	Identifies fuel types used by this vessel throughout the system.
Unit	Y	Identifies the unit used for consumption calculations.
G	Y	Identifies the grade of fuel, which determines where the consumption values should be used.
Capacity	Y	Shows how much of each fuel type can be held on the vessel. Warnings are given in IMOS if this capacity is exceeded.
Margin	N	Displays the bunker safety margin. IMOS will issue a warning if the fuel level is below this margin at any time.
Loading	Y	Daily consumption rate that will be used for the vessel during loading activities.
Dischg	Y	Daily consumption rate that will be used for the vessel during discharging activities.
Idle/On	Y	Daily consumption rate that will be used for the vessel during non-working days in port (XP days, Idle days, etc.).
Idle/Off	N	For reporting and informational purposes only.
Heating	Y	Added to vessel's daily consumption rate when Heating Cons in Cargo Bunkers tab of <a href="#">CP Terms Details</a> is set to Heating.
Heating+	Y	Added to vessel's daily consumption rate when Heating Cons in Cargo Bunkers tab of <a href="#">CP Terms Details</a> is set to Heating+.
Heating++	Y	Added to vessel's daily consumption rate when Heating Cons in Cargo Bunkers tab of <a href="#">CP Terms Details</a> is set to Heating++.
IGS	Y	Added to vessel's daily consumption rate when IGS Cons in Cargo Bunkers tab of <a href="#">CP Terms Details</a> is set to Enabled.
Clean	Y	Added to vessel's daily consumption rate when Cleaning Cons in Cargo Bunker tab of <a href="#">CP Terms Details</a> is set to one of the following:



		<ul style="list-style-type: none"> <li>• Auto Load: 1 day of cleaning consumption is added at the first load port (updated if the first load port changes).</li> <li>• Auto Disch: 1 day of cleaning consumption is added at the last discharge port (updated if the last discharge port changes).</li> <li>• Manual: 1 day of cleaning consumption is added at the last discharge port (<b>not</b> updated if the last discharge port changes).</li> </ul>
Maneuver	N	For reporting and informational purposes only.
Auxil	N	For reporting and informational purposes only.
Cool	Y	Added to vessel's daily consumption rate when Cooling Cons in Cargo Bunkers tab of <a href="#">CP Terms Details</a> is set to Enabled.
Speed	Y	Used to determine what consumption values should be used for a vessel for a given voyage leg.
B/L	Y	Used to determine what consumption values should be used for a vessel for a given voyage leg.
Engine Load	N	For reporting and informational purposes only.
Type	N	For reporting and informational purposes only.

#### Bunker Curve Parameters

You can include Bunker Curve Parameters in the calculation of fuel consumption for LNG vessels.

1. Do one of the following:
  - On the Consumption tab of the [Vessel](#) form, click **Calculate with Vessel Bunker Curve**.
  - On the Performance tab of the [Time Charter In](#) form, click **Calculate with TCI Bunker Curve**.
  - On the Performance tab of the [Time Charter Out](#) form, click **Calculate with TCO Bunker Curve**.
2. On the Bunker Curve Parameters form, complete the following fields:
  - **Speed From:** Defaults to the first speed specified in the Speed Consumption Table
  - **Speed To:** Defaults to the last speed specified in the Speed Consumption Table
  - **Step Size:** Defaults to the difference between Speed To and Speed From
  - For **Ballast** and **Laden**, Coefficients c and b are specified.
3. To calculate the consumption for each fuel type in the Speed Consumption Table, click **OK**.
  - For FOE Bunker type (or bunkers in the same group as the FOE Bunker type): Consumption rate =  $c \cdot \text{EXP}(b \cdot \text{speed})$
  - For LNG Bunker type: Consumption rate =  $c \cdot \text{EXP}(b \cdot \text{speed}) / \text{FOE Conversion}$

- Non-LNG and Non-FOE bunker types are not affected by the calculation.

## Routes Tab - Vessel

On the **Routes** tab, you can set 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).

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties	
Region	Toll (Ballast)	Toll (Laden)	PD	XP	Func	Block	Hide	No Tolls	Use
US INLAND WATERWAYS	0.00	0.00	0.00	0.00	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
	0.00	0.00	0.00	0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to add a row									

Inherit Route Preferences From:

To specify that a vessel should avoid a piracy area, do the following:

1. On the Routes tab, click to add a new row.
2. In the Region column, enter the piracy area to be avoided, for example, **Piracy - JWC Indian Ocean**.
3. In the Func column, select **P**.
4. In the Block column, select the check box.

**Note:** Specifying a piracy area to be avoided becomes the default setting for all voyages created with this vessel. You can Enable or Disable Piracy Avoidance per voyage in the [Voyage Estimate](#).

- [An option can be configured](#) (CFGRoutingPrefsVslCode) to be able to specify a system-wide routing preferences template vessel, which can be an Inactive or Estimate Only vessel; all vessels inherit its routing preferences. Inherited routing preferences are highlighted with a pale-blue background. Additional route preferences can then be specified for an individual vessel, and defaults can be overridden.
- **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.
- **Inherit Route Preferences From:** Enter the name of another vessel to inherit preferences from.

## DWT-Draft Tab - Vessel

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:  mm      Max Air Draft:

### Details Tab - Vessel

On the **Details** tab, you can track many details about the vessel.

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf
<b>Vessel Identification</b>			<b>Capacity and Draft</b>				
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	
Yard:		Hatch Type:		Max Draft:	0.00	M	
Builder:		H&M Value:		GRT Int'l:	0.00		
Build Details:		P&I Club:		NRT Int'l:	0.00		
Vessel Flag:		GAP Value:		Panama Gross:	0.00		
Registry:		DWT Date:	//	Net:	0.00		
Disponent Owner:		Last Dry Dock:	//	Suez Gross:	0.00		
Hull No./Type:		Next Dry Dock:	//	Net:	0.00		
Cross-Ref No.:		Next Survey:	//	Grabs Qty:	0		
Ventilation:		Next Inspection:	//	Grabs Capacity:	0.00	M3	
Ice Class:		Last Prop Polished:	//	<b>Dimensions</b>			
Engine Make:		Last Hull Cleaning:	//	Loa:	0.00	M	
Propeller Pitch:	0.00 M	TVE Expires:	//	Beam:	0.00	M	
Cargo/Gear:				Depth:	0.00	M	
		<input type="checkbox"/> Bowthruster		<input type="checkbox"/> Toledo suitable			
<input type="checkbox"/> CO2 fitted		<input type="checkbox"/> Australian ladders					
<input type="checkbox"/> Strengthened for heavy cargoes							
<input type="checkbox"/> TVE Valid							

Log Fitted and Grain Fitted check boxes appear for bulkers only.

### Stowage Tab - Vessel

On the **Stowage** tab, you can record information about the stowage properties of the vessel.

- Bulker:

Consumption	Routes	DWT/Draft	Details	<b>Stowage</b>	Contacts	Multiple Rates	L/D Perf
-------------	--------	-----------	---------	----------------	----------	----------------	----------

**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								

- Tanker:

Consumption	Routes	DWT/Draft	Details	<b>Stowage</b>	Contacts	Multiple Rates	L/D Perf	>
-------------	--------	-----------	---------	----------------	----------	----------------	----------	---

**Tank Information**

No.	T	Name	Location	Coating	Capacity(M3)
Click here to add a row					

**Slop Tank Information**

No.	T	Name	Location	Coating	Capacity(M3)
Click here to add a row					

**Residual Tank Information**

No.	T	Name	Location	Coating	Capacity(M3)
Click here to add a row					

Contacts Tab - Vessel

On the **Contacts** tab, you can record information about the contacts for the vessel.

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.

### Multiple Rates Tab - Vessel

On the **Multiple Rates** 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.

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 - Vessel

On the **L/D Performance** tab, you can track load and discharge performance information.

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf
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		

### Bunker Tanks Tab - Vessel

On the **Bunker Tanks** tab, you can record information about the bunker tanks.

<	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Bunker Tanks
No.	Description	Location	Capacity	Unit				
0			0.00					
Click here to add a row								

### Properties Tab - Vessel

On the **Properties** tab, when [User Defined Fields](#) are set up in the Data Center, they can be selected here.

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties
Title	Value							
Click here to add a row								

These properties can also be exported and imported using the Messaging Service program, `autovsl.exe`.

## 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](#)

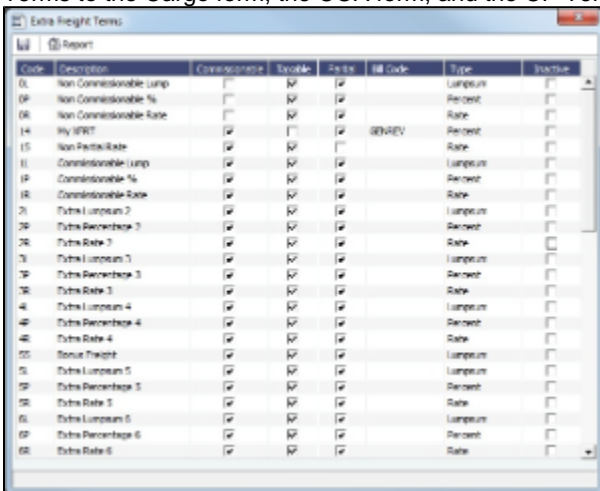
## Charter Party Terms

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.



Code	Description	Commission	Taxable	Rate	Bill Code	Type	Invoice
0L	Non Commissionable Lump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
0P	Non Commissionable %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
0R	Non Commissionable Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
14	By BRET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BBREV	Percent	<input type="checkbox"/>
15	Non Pmt/Lump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
1L	Commissionable Lump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
1P	Commissionable %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
1R	Commissionable Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
2L	Turt/Lumpsum 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
2P	Turt/Percentage 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
2R	Turt/Rate 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
3L	Turt/Lumpsum 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
3P	Turt/Percentage 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
3R	Turt/Rate 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
4L	Turt/Lumpsum 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
4P	Turt/Percentage 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
4R	Turt/Rate 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
5L	Bonus Freight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5P	Turt/Lumpsum 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5R	Turt/Percentage 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
6L	Turt/Lumpsum 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
6P	Turt/Percentage 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
6R	Turt/Rate 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>

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

Inactive Extra Freight Terms do not appear as a selection to add to a Cargo.

## 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. Each Delay Reason has a Delay Type.
- **Delay Types** terms are used on the Delay Information form. General Delay Types are already defined; you can define others.



- **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

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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

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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
<b>AA</b> = Anchor Aweigh	None
<b>AD</b> = Anchor Out	None
<b>AF</b> = All Fast	None
<b>BE</b> = Bunkering Ends	None
<b>BS</b> = Bunker Starts	None
<b>CA</b> = Free Pratique Granted	None
<b>CD</b> = Cargo Documents On Board	None
<b>CI</b> = Tank Inspection Completed	None
<b>DE</b> = Delay Ends	Stop deducting 50% from time used
<b>DS</b> = Delay Starts	Start deducting 50% from time used
<b>HF</b> = Hose Disconnect Completed	None
<b>HN</b> = Hose Connect Completed	None
<b>IE</b> = Interruption Ends	Resume counting time
<b>IS</b> = Interruption Starts	Stop counting time
<b>LL</b> = Last Line	None
<b>NM</b> = Normal Event	None
<b>NR</b> = NOR Tendered	Laytime commenced = NOR Tendered + 6 hours or NOR Tendered + Turn Time
<b>OE</b> = Operation Ends	Stop counting time used

<b>OR</b> = Operation Resumes	None
<b>OS</b> = Operation Starts	Start counting time used
<b>PA</b> = Pilot On Board	None
<b>PE</b> = Port Action Ends	Stop counting time used if OE was not already specified
<b>PO</b> = Pilot Off	None
<b>PS</b> = Port Action Starts	For verification purposes only
<b>RE</b> = Rain Ends	None
<b>RS</b> = Rain Starts	None
<b>SE</b> = Shift Ends	None
<b>SS</b> = Shift Starts	None
<b>XE</b> = Dock Ends	None
<b>XS</b> = 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. Entering Delay Type and Delay Reason values in the **Activity** and **Reason** columns links the Port Function with a Delay. When that Port Function is used in a Voyage Estimate or a voyage, and the Port Days value is not zero, a Delay is created with the linked port dates and time zone; it can only be edited in the Voyage Itinerary.
  - 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](#). See [Voyage Templates](#).
  - [An option can be configured](#) (CFGEnableCustomVoyType) to differentiate the default list of Port Activities for Port Functions by Voyage Type.

- **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. 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. For Trading, each Trade Area must have a default Route defined. Trade Areas are used in contracts to determine the basis for the rate.

## Vessels Terms

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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 G column specifies the fuel type grade: General-Purpose, Low Sulfur, or High Sulfur.
  - 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 more information, see [Vessel Types](#).

## Vessel Types

**Vessel Types** terms are used on the Vessel, Unit Information, Boat Information, COA, and Cargo forms.

- You can specify up to six [Fuel Types](#) and their Units per Vessel Type.
- 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.
- To restrict vessel speeds used on the Voyage Estimate/Fixture/Manager to only those in the Speed Consumption Table on the Vessel form in the Data Center, select the **Restrict Speeds** check box.
  - For any Speed field, the field is changed from free text to a selection field.
  - If for a certain speed and load status (Ballast/Laden), there is no fuel consumption defined, it is not possible to select this speed, and an error message appears.

## Other Terms

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Term lists that already include standard terms are underlined below.

- **Bunker Fuel Price Index** terms are used in the [Scale/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](#).
- **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 many forms. For more information, see [Operations Ledger](#).
- **Units of Measure** 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. For more information, see [User Defined Fields](#).
- **Voyage Templates** terms are used in the Voyage Template Rules term list and on the [Create New Voyage](#) form. For more information, see [Voyage Templates](#).
- **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](#).

## Operations Ledger

The IMOS code maintains a default list of internal Source codes that are used to define all revenue or expense items that might occur within the length of a voyage. In addition to the default codes, you can use the Operations Ledger to create a unique list of items that pertains to your business (crude oil, dry bulk, chemicals, etc.).

Operations Ledger codes 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.

Code	Description	Category	Exp Type	Sub-OT Tab	Inactive
DRIB	DISBURSE COSTS	DRB	Subsidizable Revenue		<input type="checkbox"/>
POURBNG	POURBNG COSTS		Subsidizable Revenue		<input type="checkbox"/>
FOCOST	PORT COSTS		Not Subsidizable		<input type="checkbox"/>
FRESHARE	FRESHWATER				<input type="checkbox"/>
FRESHWLN	FRESHWATER ALLOWANCE				<input type="checkbox"/>
YORNT	VOYAGE OTHER BONUSES	YNG			<input type="checkbox"/>
YORZD	VOYAGE OTHER FEES/CHARGES	YNG			<input type="checkbox"/>

An Operations Ledger Code can be marked as Inactive. Codes that have been used cannot be deleted.


To break down Operations Ledger items into more specific items, use [Cost Setup](#).

## User Defined Fields

You can create User Defined Fields for use on the [Cargo](#), [Cargo COA](#), [Time Charter In](#), [Time Charter Out](#), [Berth](#), [Vessel](#), [Voyage Manager](#), and [Address](#) forms. User Defined Fields for Cargo/VC In and Time Charter In contracts are available as columns in the Cargo and Vessel grids of [Cargo Matching](#).

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
- Time
- Date and Time
- **Prompt:** The label for the field.
- **Format** (Only applies to string or numerical fields):
  - **String:** Defines the maximum number of characters the field can support.
  - **Numerical:** Defines the number of decimal places that will be shown.
- **Status:** Indicates whether the field is normal, default (required), or inactive.
- **Link ID:** Can be used to map user-defined fields between the different User Defined Field applicabilities. If the Link ID of a Cargo COA User Defined Field matches the Link ID of a Cargo User Defined Field, user data will be ported from COA to Cargo automatically when the field is used.

3. To save the information, click .
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

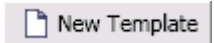
With Voyage Templates, which are configured by default, you can specify default Port Activities for different kinds of voyages. Each Voyage Template can include a customized Port Activity list for any Port Function. Port Functions that are not customized use the system default Activities. For example, inland and deep-sea vessels might have different Template-specified loading Activities, but they can share the same system default Activities for fueling.

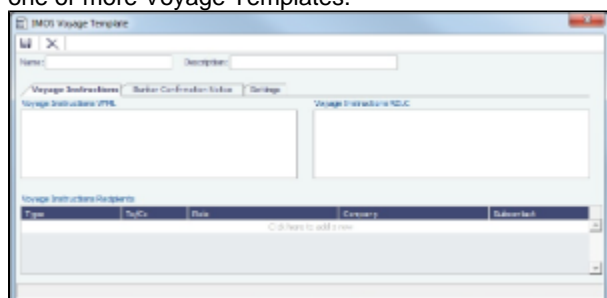
On a Voyage Template, you can also specify default settings for the [Laytime Calculator](#).

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  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**.

Code	Port Operation	Activity	Reason
C	COMMENCING		
D	DISCHARGING		
F	FUELING		
G	GASSING		
I	CAVAL TRANSIT		
L	LOADING		
M	MULTIPOINT		
O	OTHER	OFF HIRE	CLEANING
P	PASSING		
R	REPAIR		
T	TERMINATING		
U	WAITING LAYCAN	WAITING	WAITING FOR LAYCAN
W	WAITING ORDERS	WAITING	WAITING FOR ORDERS
Y	DELIVERY		

- b. Right-click the **Port Function** for which you want to set up Port Activities and click **Activities List**.

Seq.	Activities	Remarks	Laytime Calc. Report
100	END-OF SEA PASSAGE (OSP)		
200	NOI TENDERED		
300	ANCHORED	REASON:	
400	ANCHOR AWESCH		
500	ALL PAST	SETH:	
700	START LOADING CARGO	CARGO:	
800	ENCLOSING CARGO		
1,000	CARGO DOCUMENTS ON BOARD		
1,100	UNHOOKED		
1,200	START SEA PASSAGE (OSP)		

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. **Save the form before proceeding**. If you do not save, you will be editing the main port function, rather than your port function template.
- e. For each template, enter the activities you would like to use, and delete the ones you do not need.
- f. IMOS assigns a **Sequence** for each Activity. To save the Port Activities, click .
- g. 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.

IMOS Voyage Template

Name: \_\_\_\_\_ Description: \_\_\_\_\_

Voyage Instructions: \_\_\_\_\_

Laytime Calculation Method: \_\_\_\_\_

Laytime Calculator Custom Panel: \_\_\_\_\_

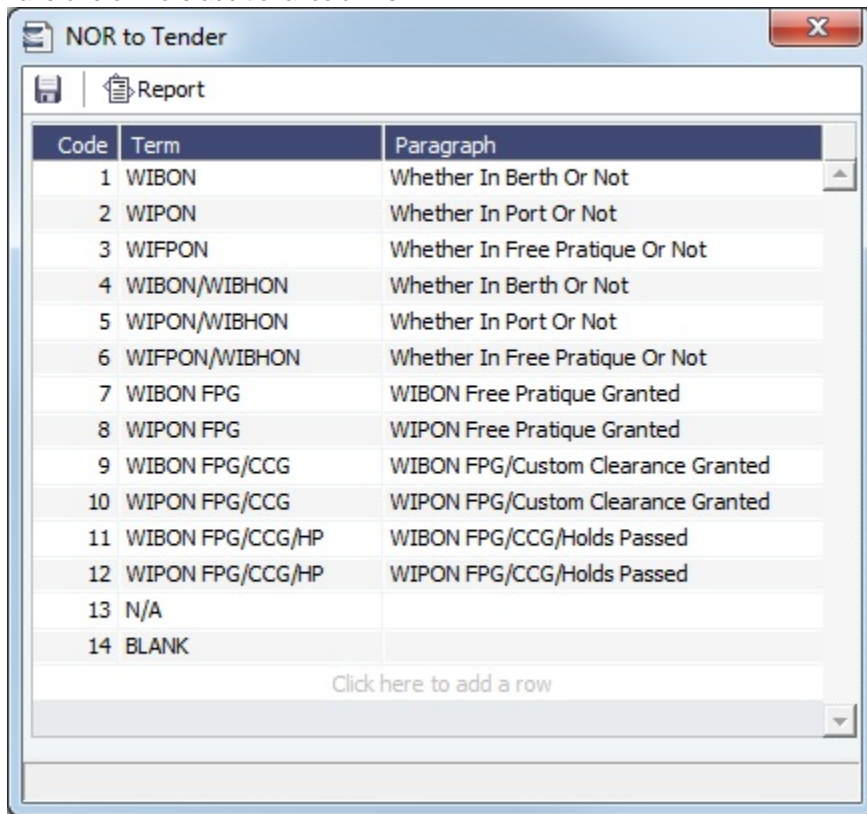
- b. Complete the following fields:
- Laytime Calculation Method:
    - Deduction: Typically used for tankers

- 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.



Code	Term	Paragraph
1	WIBON	Whether In Berth Or Not
2	WIPON	Whether In Port Or Not
3	WIFPON	Whether In Free Pratique Or Not
4	WIBON/WIBHON	Whether In Berth Or Not
5	WIPON/WIBHON	Whether In Port Or Not
6	WIFPON/WIBHON	Whether In Free Pratique Or Not
7	WIBON FPG	WIBON Free Pratique Granted
8	WIPON FPG	WIPON Free Pratique Granted
9	WIBON FPG/CCG	WIBON FPG/Custom Clearance Granted
10	WIPON FPG/CCG	WIPON FPG/Custom Clearance Granted
11	WIBON FPG/CCG/HP	WIBON FPG/CCG/Holds Passed
12	WIPON FPG/CCG/HP	WIPON FPG/CCG/Holds Passed
13	N/A	
14	BLANK	

Click here to add a row

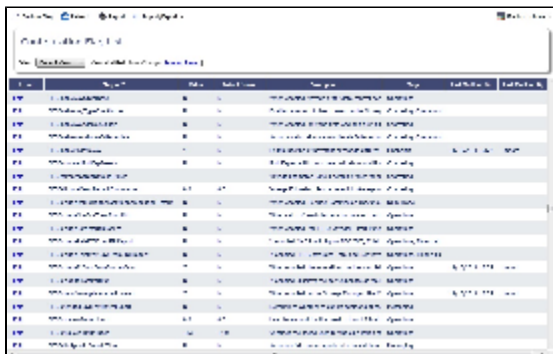
To **add a term**, do one of the following:

- 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.

## Configuration Flag List

To manage IMOS configuration flags, click **Configuration Flags** in the Data Center.

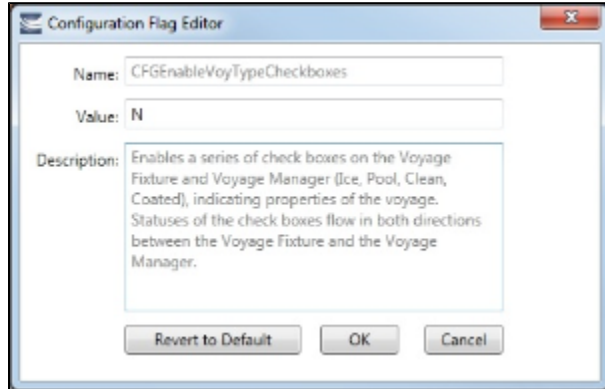


ID	Name	Value	Default Value	Description	Group	Last Modified	Last Modified By
1	WIBON	0	0	Whether In Berth Or Not	WIBON		
2	WIPON	0	0	Whether In Port Or Not	WIPON		
3	WIFPON	0	0	Whether In Free Pratique Or Not	WIFPON		
4	WIBON/WIBHON	0	0	Whether In Berth Or Not	WIBON/WIBHON		
5	WIPON/WIBHON	0	0	Whether In Port Or Not	WIPON/WIBHON		
6	WIFPON/WIBHON	0	0	Whether In Free Pratique Or Not	WIFPON/WIBHON		
7	WIBON FPG	0	0	WIBON Free Pratique Granted	WIBON FPG		
8	WIPON FPG	0	0	WIPON Free Pratique Granted	WIPON FPG		
9	WIBON FPG/CCG	0	0	WIBON FPG/Custom Clearance Granted	WIBON FPG/CCG		
10	WIPON FPG/CCG	0	0	WIPON FPG/Custom Clearance Granted	WIPON FPG/CCG		
11	WIBON FPG/CCG/HP	0	0	WIBON FPG/CCG/Holds Passed	WIBON FPG/CCG/HP		
12	WIPON FPG/CCG/HP	0	0	WIPON FPG/CCG/Holds Passed	WIPON FPG/CCG/HP		
13	N/A						
14	BLANK						

Even if a flag was not explicitly set in the past, it appears with its Default Value, if applicable.

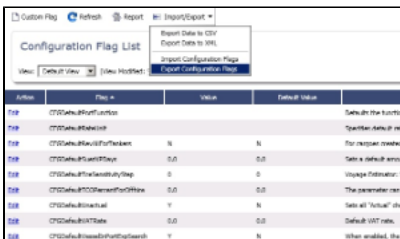
To edit a flag's value:

1. Click the [Edit](#) link in its row.



2. In the Configuration Flag Editor, replace the **Value** and then click **OK**. The Value of a String-type flag can be cleared.

To import and export configuration flags, click **Import/Export**, then click **Export Configuration Flags**. This will generate an XML file that can be sent for importing.



If Export Data to CSV or Export Data to XML is selected, the format is not suitable for importing to another IMOS environment.

## Veslink

**Note:** IMOS v7.5.225 or higher is required to use Veslink.

### About Veslink

Veslink® standardizes voyage communications to help you collect and analyze current positions and other critical voyage data and share information with a network of trusted partners.

Veslink is organized into the following components, on separate tabs:

- **Dashboard:** Manage forms that require attention, view and update information about your network and your company profile, view Veslink updates in a message banner, and get help from the Knowledge Base
- **Voyages:** View vessel positions on the map; access [reports](#) and [port call](#) information from their voyages
- **Distances:** Enter ports or positions, arrange routes, and calculate time and distances for voyages
- **Reports:** View up-to-the-minute data reported by your fleet, with visualization options you select, on the Performance Dashboard
- **Network:** Manage partners and shared information, view the Veslink community, and send invitations to connect with other companies
- **Forms & Vessels:** Manage [vessels](#), manage [forms](#) and [form groups](#), and distribute forms to vessels

Menus at the top right give you access to additional tasks:

- **User Name:**
  - [My Profile](#): Edit your personal public contact information
  - [Company Profile](#): Edit your company's public contact information
  - Sign Out
- **Support:**
  - Knowledge Base: Access this help information from the Knowledge Base



- Submit a Support Ticket: Send an email to support@veson.com to report an issue
- Settings:
  - [System Configuration](#): Configure general system information and form email settings
  - [Security](#): Manage users and groups

Agents can use the [Agent Portal](#) to view and submit forms for [port calls](#) that have been shared with them and to manage a [network](#) of partner relationships with other companies.

The [Veslink API](#) is a standard set of web services that allow external systems to interface with Veslink to retrieve information and submit Veslink Form XML.


Be sure to see [Veslink Quick Start](#) and the [Veslink Quick Reference](#) handout.

## Introduction to Veslink Video

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## Related Key Topics

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 These **Key Topics** have high-value information for all users:

[Page:Dashboard](#)

[Page:Distances](#)

[Page:Forms and Vessels](#)

[Page:Internal Support Team](#)

[Page:Network](#)

[Page:Reports](#)

[Page:Resolving Common Veslink Form Processing Errors](#)

[Page:Veslink Quick Reference](#)

[Page:Veslink Quick Start](#)

[Page:Voyages - Map](#)

## Information About Veslink

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For information about Veslink, select the link for your version from the [Home page](#) or see [Veslink Functions in IMOS](#).

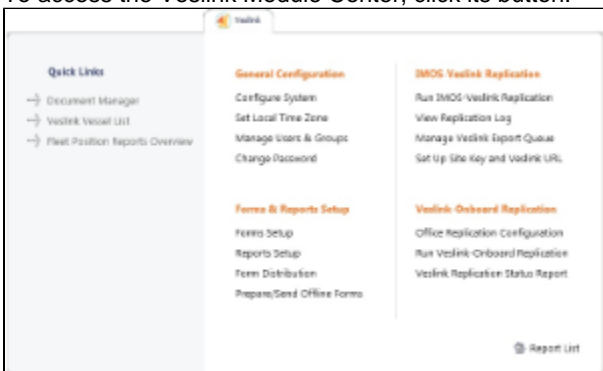
## Veslink Functions in IMOS

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You can access Veslink functions through the IMOS Veslink Module Center.




To access the Veslink Module Center, click its button.



Most Veslink functions are the same in IMOS as in Veslink, but the following are available only in IMOS:

- [Veslink Vessel List](#), where you can activate vessels for replication
- [Manage Veslink Export Queue](#)
- [Veslink Form List](#)

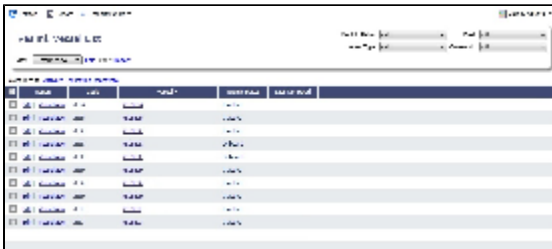
When viewing Veslink pages in IMOS, to ensure that data is up to date without closing and opening the page again, click .

- An option can be configured (CFGVeslinkExternalBrowser) to have all Veslink forms open in the default browser, rather than inside the IMOS shell.

## Veslink Vessel List

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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.



Vessel ID	Name	Status	Actions
101	VESSEL 1	Inactive	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
102	VESSEL 2	Active	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
103	VESSEL 3	Inactive	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
104	VESSEL 4	Active	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
105	VESSEL 5	Inactive	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
106	VESSEL 6	Active	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
107	VESSEL 7	Inactive	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
108	VESSEL 8	Active	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
109	VESSEL 9	Inactive	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>
110	VESSEL 10	Active	<input type="checkbox"/> <a href="#">Edit</a> <a href="#">VesselView</a> <a href="#">Vessel</a>

From this list, you can:

- Select the check box to [Activate Vessels for Replication](#).
- Click the [Edit](#) link to open the [Vessel form](#).
- Click the [VesselView](#) link to open the [Voyage Manager](#) for the vessel. This link is disabled if the vessel has not been activated for replication.
- Click the [Vessel](#) link to open the [Replication Management form](#) for the vessel. This link is disabled if the vessel has not been activated for replication.

## Activating Vessels for Replication

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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 [Activate Replication](#) 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

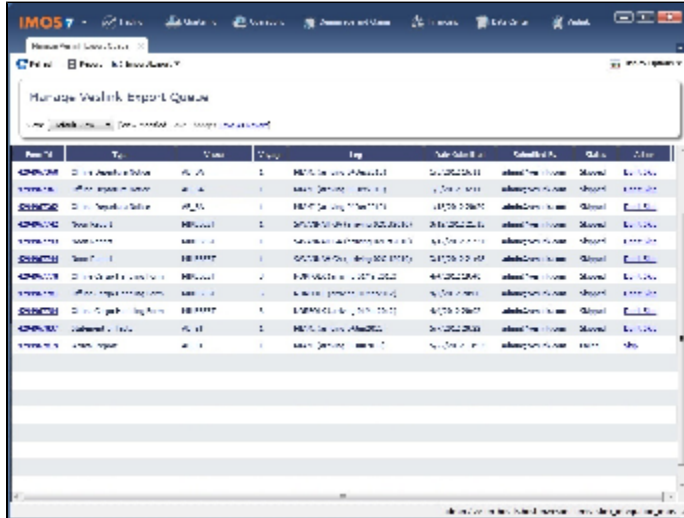
To mark a vessel Inactive, select its check box and click the [Deactivate](#) link.

## Manage Veslink Export Queue

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When Veslink forms come in, if a form has errors, IMOS keeps trying to import it. Instead, on the Manage Veslink Export Queue page, you can select forms to skip and then correct any errors and resend the form.

1. On the Veslink Module Center, to see all forms that have failed replication, click **Manage Veslink Export Queue**.



2. To skip the replication processing for a form, in its Action column, click **Skip**, and then click **OK** in the confirmation message.

The Report List is a standard IMOS list, so you can sort it, filter it, and create custom Views for it. This feature requires Veslink v1.13 or later. For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome** tab (from the IMOS7 menu).

Skipped forms have a red **x** next to their names in the Voyage Manager [Forms Tab](#). Hover your mouse over the **x** to see which user skipped the form and when.