


IMOS v7.10 Documentation

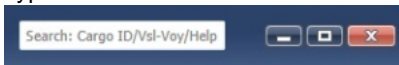
About IMOS

Updated to v7.10.1768

IMOS, the Integrated Maritime Operations System, is a modular system that can be configured to create complete solutions for commercial maritime organizations including dry bulk, tanker, LNG/LPG, chemical, container, and barge companies. IMOS drives the workflow, which facilitates more efficient communication throughout your organization. Our seamlessly connected modules enable teams to quickly view, analyze, and share vital cargo, voyage, and fleet information.

Did you know?

When an IMOS form has a **Help button** at the bottom right corner, click  to open the Knowledge Base page for that form. Type **Alt + D** in the IMOS shell to move to the **Search field**.



Enter a **search term** for the Knowledge Base, a Vessel Name, or a Cargo ID.



Trading

Track and view physical and paper contracts and net exposure.



Cargo Matching

Collaborate, using worksheets and a drag-and-drop interface, to determine the best matches for vessel and cargo options.



Operations

Monitor vessel and fleet status, see Voyage P&L, and measure voyage performance against initial estimates.



Pooling



Chartering

Use analytical tools to make informed decisions and maximize profits; manage chartering contracts.

Time Charters

Manage Time Charter contracts from delivery to redelivery.



Bunker Management

Manage bunker procurement with accurate fleet-wide position analysis and market information.



Demurrage and Claims

Track pooling activities, allocate profit and loss, and share pool reports.



Financials

Manage all financial transactions in IMOS and view reports.



Veslink

Collect, analyze, and distribute real-time vessel data in a configurable Web-based service that integrates with IMOS.

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

Track and improve Claims performance and limit Demurrage exposure to loss.



Data Center

Manage data and security in IMOS.

Coming Up in IMOS v7.11

This page contains the latest IMOS news.

If you have questions or would like assistance in upgrading IMOS, email support@veson.com or contact your Veson Nautical account manager.

September 3, 2019: New in IMOS v7.11.10064

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Apply Coordinates to "At Sea" Ports in an Itinerary

When configuration flag "Enable Lat Lon Override" is enabled, you can manually override At-Sea Port Latitude and Longitude values in the [Voyage Estimate](#) and [Voyage Manager](#), to more accurately reflect waiting points or itinerary deviations.

Apply Weighted Hire and Restricted Vessel Speeds to Vessel Valuation

Requires the Trading module

When restricted speeds are applied to a vessel, on the [Vessel Valuation](#) form, you can select from those speeds in the Ballast Speed and Laden Speed columns. Additionally, to adjust the input Hire Rate by the relative weighting of each Voyage Estimate in a Matrix, in the Method column of the Component grid, select the "Weighted" option to the Hire Rate.

Bulk Update Contracts from the COA Linked Liftings Tab

In addition to bulk updating contracts from the Cargo List and VC In List, you can select [Linked Liftings](#) to update from the COA form. Select the contracts that you want to update and then click the "Bulk Update" button below the grid.

Add Attachments to Addresses

Administrators can add [attachments](#) to any [Address](#) by right-clicking the "Attachments"

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link in its Summary tree. You can also dynamically attach links using configuration flag "DataForm.AddressBook.Links."

August 2, 2019: New in IMOS v7.11.9601

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

IMO 2020: Define Acceptable Fuels per Port and Record Scrubber Install Date

Configuration flag "Enable Port Fuel Availability" adds a Fuel Type/Grade Availability grid to the [Port](#) form, in which you can capture fuels that are available at the port.

Configuration flag "Enable Vessel Scrubbers" adds a "Scrubbers Active" field to the [Vessel](#) form, in which you can record the date when scrubbers were installed.

To learn more about [Veson Nautical's IMO 2020 solution](#), RSVP for the upcoming webinar, [A Digital Solution for IMO 2020](#).

Marine Planning: View Port ETAs and ETDs on the Booking Form

The marine planning workflow requires additional existing configuration flags

Configuration flag "Enable Ports Grid in Booking" adds a Ports grid to the [Cargo Booking](#) and [VC In Booking](#) forms. This grid displays port ETAs and ETDs from the port calls and voyages tied to the booking. These fields only populate when there is a voyage, and they cannot be edited. Only ports that appear in the Cargo grid appear, so transshipment ports do not display.

July 1, 2019: New in IMOS v7.11.9161

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Synchronize Cargo and Voyage Revenues and Expenses

Enabling [configuration flag](#) "Link Cargo Rev Expense to Voyage Rev Expense" creates a persistent link between Revenues and Expenses added in the Rev/Exp tab in the [Cargo](#) form and those on the [Voyage Other Revenues and Expenses](#) form. Row highlighting and hover help indicate which lines will not be synced because they were created prior to the availability of this configuration.

Manage Cargo Movements from a Centralized Booking

Configuration flags "Enable Cargo Booking" and "Enable VC In Booking" must be enabled

IMOS supports a more robust [marine planning workflow](#) for commodity owners. Working from the [Cargo](#) or [VC In Booking](#), you can determine the most efficient way to group cargoes, manage vessel nominations, schedule voyages, and manage cargo movements through to discharge.

Set Default Data Submission Agents per Port

When configuration flag "Enable Default Data Submission Agent Per Port" is enabled, a "Data Submission Agent" field appears on the [Port](#) form. When an agent is selected for a port, that [Data Submission Agent](#) will populate by default for its port calls, taking precedence over configuration flag "Default Data Submission Agent."

Define Return Bunkers and Hire for Shuttle Freight Invoicing

Configuration flag "Enable Shuttle Freight Invoicing" must be enabled

[Agreed Transit Times and Rates Rule](#) and [Agreed Transit Bunkers Rule](#) forms, available in the [Data Center](#), enable you to create rules that define return (theoretical) times/rates and bunker consumption, used to calculate [shuttle tanker freight](#). For ease of use, these forms have been designed to resemble other rule creation forms in IMOS.

June 3, 2019: New in IMOS v7.11.8840

- July 2, 2018: New in IMOS v7.11.5430
- May 31, 2018: New in IMOS v7.11.5000
- April 30, 2018: New in IMOS v7.11.4592
- March 30, 2018: New in IMOS v7.11.4213
- March 1, 2018: New in IMOS v7.11.3793
- February 1, 2018: New in IMOS v7.11.3395
- December 20, 2017: New in IMOS v7.11.2944
- November 30, 2017: New in IMOS v7.11.2676
- October 26, 2017: New in IMOS v7.11.2367
- September 29, 2017: New in IMOS v7.11.2169
- August 31, 2017: New in IMOS v7.11.1937
- July 28, 2017: New in IMOS v7.11.1697
- June 30, 2017: New in IMOS v7.11.1535
- June 2, 2017: New in IMOS v7.11.1385
- April 27, 2017: New in IMOS v7.11.1183
- March 30, 2017: New in IMOS v7.11.1098
- March 2, 2017: New IMOS Version 7.11

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

View a List of Alerts Assigned to You

Alerts can now be [assigned](#) to specific users, just like Tasks. In the Operations module, a new [Alert List](#) shows all Alerts created in the system, for which you can create a user view filtered to show only Alerts that are assigned to you.

Determine the Correlation Value of TC Vessels, against a Benchmark

Requires the Trading module; Vessel Valuation must be enabled for you by Veson Nautical

The new [Vessel Valuation](#) form enables you to compare any number of vessels against a benchmark vessel, across a Matrix of Estimates, to determine each vessel's appropriate Ratio % (correlation) value.

Do More with Cargo/VC In Booking

Cargo and VC In Cargo Booking must be enabled

As part of an initiative to support marine planning workflows in Multiple Cargo/VC In Booking, a new [Tank Information](#) form enables users to make safe and sanitary cargo scheduling decisions by tracking the cargo history of each vessel tank and then assigning cargoes to appropriate tanks.

Furthermore, from the [Cargo](#) and [VC In](#) lists, users can now bulk add contracts to bookings. New fields on the [Cargo Booking](#) and [VC In Booking](#) forms track additional data points: Product Code, Unit, Voyage, and Chtr Coordinator.

May 3, 2019: New in IMOS v7.11.8523

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Distances Update: High Risk Area Piracy Zone Changes

The size of the High Risk Area Piracy Zone has been adjusted to reflect the recent regulations.

Enable Scrubbers for a Voyage Estimate, Voyage, or Vessel

As part of a larger initiative to support IMO 2020 compliance in IMOS, a check box for "Use Scrubbers" has been added to the Voyage Estimate - Bunker Planning, Voyage Manager - Voyage Bunkers, and Vessel forms.

When "Use Scrubbers" is selected, low sulfur bunkers will no longer be used for at-sea consumption within ECA zones. Instead, high sulfur ("H"-type in the Vessel) bunkers will be consumed. In-port consumption should not be changed and should still adhere to Vessel/Fuel Zone bunker configuration if a given port is within an ECA zone.

Edit Advanced Pricing Rules from Cargo/VC In Bookings

When a COA contract is linked to a Cargo/VC In Booking, a new button will appear on the booking form called "COA Advanced Pricing." Clicking the button opens the Pricing Rule form from the COA contract. Changes can be made to these rules from the booking form, which will update the rules on the COA.

Define and Report on Demurrage Root Causes

Requires the Demurrage & Claims module

A setup form called "Demurrage Root Causes" has been added, on which you can configure the values available for the Root Cause field on the Demurrage Allocation form. It is intended to be used for reporting purposes. Additionally, a Demurrage Root Cause Analysis report is now available.

Exclude Profit Share from Income Before Pooling Calculation

Requires the Pooling module

On the Pools form, when "After Profit Share" is selected for a pool, the Pooling Distribution Income BP value will be calculated without including Profit Share.

Access Individual Invoices from their Payment Batch

Payment Batch functionality must be enabled

A context menu option, "Invoice Details," has been added for the rows in a Payment Batch to be able to access the Transaction Data Entry form of the respective invoices.

Define Custom Fields for Cargo Names

User-Defined Fields are now available for Cargo Names in the Data Center, both in the user interface as well as Cargo Name import.

April 2, 2019: New in IMOS v7.11.8222

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Pay TC In Hire Past the Minimum Redelivery Date

When [configuration flag Pay Hire Beyond Min](#) is enabled, users can make payments after the minimum redelivery date without having to change the duration basis on the contract. This enables traders to still consider the optional min/max period while meeting contractual commitments to make payments.

Get the "Charterer" View of an Estimate

When [configuration flag Enable Voyage Estimate Charterer Itinerary](#) is enabled, a "Charterer" tab appears on the Voyage Estimate Itinerary as the default itinerary grid. This tab consolidates high value information such as vessel particulars, cargo and routing details, and bunker breakdown information.

Incorporate Profit Share in Estimated Voyage P&L

When [configuration flag Enable Voyage Estimate TCE Profit Share](#) is enabled, fields for Profit Share percent and Profit Share TCE are available in the Voyage Estimate column view. Additionally, when [configuration flag Use Multi Owners](#) is also enabled, a field for "Profit Share %" is available on the Vessel Owners form.

In Advanced Pricing, Use Freight Scale Tables Billed Basis CP Qty

When creating Pricing Rules for contracts that use Freight Scale Tables billed basis CP Qty instead of the typical BL Qty, you can now right-click a Freight Scale Table result to "Edit Scale Table" and set the Basis.

View Speed Consumption Type Directly on a Time Charter Contract

When making decisions about ordering speed for voyages, operators can now quickly view the speed consumption "Type" column on the Performance tab of Time Charter and Head Fixture contracts. Additionally, new Types have been added to the existing list of Eco and Warranted: Eco Opr, Eco Owner, Warranted Opr, and Warranted Owner.

March 4, 2019: New in IMOS v7.11.8000

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Leverage New Data Points in the Report Designer—Cargo Transfers, Interface Messages, and More

In the Report Designer, several new data sets are available. For example, if you manage cargo transfers in IMOS, you can use the Voyage > Cargo Transfers join to report on a parent voyage and all of its associated transfer voyages, vessels, and cargoes. With the new Interface Messages and Notifications table, you can create

reports that include records of data imported and exported.

In the Trading Profile, Show Cargo/VC In Weighted Days as Voyage Days

Requires the Trading & Risk Management module

On the Trading Profile form, when "Show Cargo/VC In Weighted Days as Voyage Days" is selected, for cargo contracts that utilize the Benchmark Estimate exposure method and are scheduled onto a voyage, the Weighted Days column will reflect the voyage days from the associated voyage instead of the Weighted Days. When there are multiple contracts scheduled on one voyage, the Weighted Days column for each contract will display the Total Voyage Days / Number of Cargoes on the voyage. For example, if there are 3 cargoes on a 21 day voyage each cargo will show 7 days in the Weighted Days field.

Group VC In Contracts on a Single Booking

When [configuration flag Enable VC in Booking](#) is enabled, a VC In Bookings form is available in the Chartering module. It has all of the same functionality as the Cargo Booking form, but it is used for grouping VC In rather than Cargo contracts.

Additionally, when a VC In associated with a VC In Booking is linked to a Cargo contract on a RELT voyage, the booking becomes locked from editing.

Inactivate Specific Fuel Zones

On the Fuel Zones form, when the "Inactive" check box is selected for a specific zone, routing will not be minimized through the zone and consumption of Low Sulfur fuel will not show.

Add Attachments to Equipment Hire Payments

Requires the Barging module

To attach supporting documents and links to equipment Hire Payments, click the Attachments button.

Record Additional Data for Chemical Cargo Types

When configuration flag **Enable Chem Cargo Name Fields** is enabled, the following fields appear on the Cargo Name form when the Cargo Class is LIQUID: USCG Name, MARPOL Category, IMO Ship Type, SG Temp Basis Degree, SG Temp Coefficient, SG Temp Scale, Melting Point, Melting Point Temp Scale, Boiling Point, Boiling Point Temp Scale, IMO Class, ADN/ENI Class, USCG Grade, USCG Subchapter, and USCG Cargo Name. The fields are also available in the Cargo Name list and Report Designer table.

February 4, 2019: New in IMOS v7.11.7661

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Manage Lease Accounting in Accordance with IFRS 16

When [configuration flag Enable TC Lease Accounting](#) is enabled, lease accounting functionality enables you to recognize the total value (service cost, interest, and depreciation) of leased assets (TC vessels) on the balance sheet of your books. You can manage initial terms and modifications to the Lease tab on Time Charter contracts, show or hide lease costs in the Voyage P&L, and create Time Charter Period Journals to transfer lease line items to your balance sheet. Lease data are available in the Report Designer and Task & Alert Rules. For more information, see [Compliance with IFRS 15 and 16 Regulations](#).

Allocate Voyage Invoices to Cargo Itinerary Lines

Each Invoice Details line in Transaction Data Entry forms on all voyages are now linked with cargo itinerary line items so that users can properly allocate the costs to the appropriate counterparty on the voyage, prorated by their quantity as a part of the total quantity. Cargo Itinerary Allocation data can be interfaced and are available in the Report Designer.

Edit Boat and Barge Codes on Equipment Creation

Requires the Barging module

When creating Boats and Barges in the Data Center, as with Vessels, you can now enter a custom 4–6 character Vessel Code. When the new Boat or Barge is saved, Vessel Code becomes read-only.

Apply Default P&L Calculation Options to Pool Distributions

Requires the Pooling module

When [configuration flag Pool Use Default P&L Calc Options](#) is enabled, default P&L calculation option settings are applied to Pooling Distribution calculations. P&L calculation options previously affected period-based P&L, Monthly Accruals, Voyage Period Journals, and Voyage P&L Summary reports only.

December 20, 2018: New in IMOS v7.11.7285

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

New Fields Added to the Built-in Voyage Estimation Column Report

Per Unit Cost (for LNG Carriers), Laycan From/To, and Daily Cost now appear in the Voyage Estimation Column Report, which is accessible from the Voyage Estimate column menu.

Veslink Voyage Instructions Enhancements

Requires Veslink Optimum

When sending Veslink Voyage Instructions, row details now appear indented, to be easier to read. Additionally, when designing Voyage Instructions forms, Option Type Name and Port Function Name are now available external data sources when joining to Voyage Cargo Handlings.

Track Invoice Received Date

A new field has been added to several invoice forms to capture the Received Date of the invoice. This differentiates from the invoice date, which is provided by a vendor, and the accounting date when a transaction is posted.

Generate One Demurrage Time Bar Task per Cargo

Requires the Demurrage and Claims module, and Demurrage Time Bar Tasks must be enabled

When [configuration flag Use Cargo Counterparty in Time Bar Task](#) is enabled, only one Demurrage Time Bar Task is generated per cargo for the entire voyage, if the vessel is a tanker or the cargo is reversible. Otherwise, one Demurrage Time Bar Task is created per cargo per port.

November 30, 2018: New in IMOS v7.11.7085

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Include P&L Totals in Reports and Veslink Voyage Instructions

Veslink Voyage Instructions require Veslink Optimum

When you use the Voyage > Voyage Pnl Summary table to create a report in the Report Designer or create a table on a Veslink Voyage Instructions template, you can now include the following P&L total columns: "TCE," "Total Voyage Days," and "Total Profit (Loss)."

Add User-Defined Fields to Cargo Itineraries

Importing and exporting require the Messaging Service

Administrators can now create User-Defined Fields that users can apply to Cargo and VC Itineraries. These fields can be imported and are included in various exports via the Messaging Service, including voyage, cargo, and invoice exports.

On Veslink Forms, Show Fields When They Fall within a Certain Range

Requires Veslink Optimum

When designing a custom Veslink form, you can set a field to be “Visible When” a field is or is not in a range that you specify.

Sync Bunker Delivery Dates on Veslink Bunkering Form Approval

Requires Veslink Voyage Reporting

When [configuration flag Enable Veslink Bunkering Form Date Sync](#) is enabled and a Veslink standard Bunkering Form is approved in IMOS, the Bunkering Completed Date and Time on the form are synced with the Delivery field in the Bunker Requirement and, if one has been created, the Delivery Date field in the associated Bunker Invoice. If there are multiple Bunker Requirements for this port, IMOS chooses the first one to sync to (the one with the lower Requirement ID for that port with that fuel type). If the Bunker Requirement Request Status is Canceled, or if Procurement Status is Completed or Canceled, IMOS will not update the Bunker Requirement's Delivery date.

Grant Rights to Create Inactive Vessel and Address Book Records Only

“Create Inactive Vessel Records” and “Create Inactive Address Book Records” security rights enable users to create new Vessels and Addresses; however, the new records are marked as inactive by default. Users with these rights are not allowed to mark Vessels and Addresses as active. Users with these rights have read-only access to the Vessel and Address forms. If a user has both these new rights plus write access to the forms, write access takes priority.

November 1, 2018: New in IMOS v7.11.6840

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Set Tasks to Status "Overdue (In Progress)"

There is a new status for [Tasks](#) called "Overdue (In Progress)," which has an icon that differentiates it from Tasks that are overdue but not yet started.

More Easily See Claim Commission in the Voyage P&L

Claim Commission now appears under Freight/Demurrage in the [Voyage P&L](#) for Actual and Posted values.

Do More with Custom Forms

Requires Veslink Voyage Reporting Optimum

The [Bunker Tanks](#) table has been updated so that, if it is on the same form as a Bunkers ROB control, ROB data are shared between the two form elements. Bunker Tanks also has improved data entry validation, to ensure accurate bunker reporting. Additionally, a new [Berth Name](#) field can be added to any custom form; it automatically populates based on the voyage itinerary.

In Onboard, Run a Port-, Berth-, or Cargo-Level SOF Report

Requires Veslink Onboard

Several enhancements have been made to the SOF Report, available in the [Onboard Reports](#) panel. For a given cargo, you can now see the events taking place for that cargo at the port, berth, and cargo levels. Any events that happen at port level apply to all berths and cargoes underneath that port, while any events that happen at berth level apply to all cargoes underneath that berth. Any events that happen at cargo level happen for that cargo alone.

Receive Attachments from Agents via the API

Requires Veslink Agent Portal and API

Using new endpoints in the Veslink API, agent companies can now send attachments for forms submitted by them or their partner companies.

Specify Voyages Types to Share with a Disbursement Service Provider

Requires the Disbursement Interface

[Configuration flag Operations Types for Portsinfo DA](#) enables you to define a

comma-separated list of voyage types, for which port call information will be shared via the Disbursement Interface.

September 28, 2018: New in IMOS v7.11.6514 and Distances

New Distances Release, ECA Zone Updates

In response to [China's updated ECA zone regulations](#), in effect as of October 1, 2018, Veson Nautical has released a new version of Distances for IMOS.

The release is available for download from the [Client Center](#). For more information, see [Distances Release Notes](#) or email support@veson.com with any questions.

New in IMOS v7.11.6514

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Guide Your Tasks and Alerts Workflow with New Visual Notifications

On the Tasks & Alerts panel, the heading bar shows the number of unread Tasks and unacknowledged Alerts, so that you can quickly see the number of items that need your attention. Unread Tasks appear **bold** in the panel, and you can right-click to mark them as either read or unread.

Automatically Assign Tasks to Users Based on Their Roles

On the Task & Alert Rule form, it is now possible to assign a Task to a role (such as Chtr Specialist). This is accomplished using a new Owner column in the Result grid.

Configure Daily Settlement Rates for Certain Markets

On the Markets form, select **Daily Settlement Only** to enable a Market to more quickly query daily settlement rates rather than monthly.

Manage Separately Scheduled Bunker Liftings at the Same Port

The Bunker Requirement form now supports managing multiple bunker liftings at one port, for example, when separate bunker liftings are scheduled by a voyage's TC Out Charterer and Operator. If there is an existing lifting at the port, editing the Req Qty in the top grid automatically adjusts the Opr Qty by the same amount. The Opr Qty field highlights, and its tooltip explains the difference in value between the two fields.

Run a New Built-in Report: Delay Costs

On the Extra Delay Costs form, click the **Report** button to run a built-in report that breaks down the costs associated with a Delay. As before, you can also create your own report in the Report Designer that includes the Operations Invoice > Details > Voyage table (Source = Delay Cost).

Manage Multicurrency Tax Information in Invoices

*Configuration flag **Enable Tax Group** must be enabled*

Enabling configuration flag **Access TDE Form from Operations Invoice** adds a TDE button to several Operations invoices, which opens the Transaction Data Entry form; from there, you can enter multicurrency tax information for the invoice. Enabling configuration flag **Tax Per Line Item** exports invoices with taxes calculated individually per line item rather than grouped per Tax Code.

Messaging Service Enhancements

Changes to the Messaging Service enable you to import and export key information between IMOS and third-party systems. For example, a new VoyageBunkerInfo message enables you to import partial fuel price and quantity updates to bunker plans, which are reflected on the Voyage Bunkers form.

September 5, 2018: New in IMOS v7.11.6262

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Set Up an Initial Bunker FIFO Queue in Voyage Estimates

*Configuration flag **Enable Voyage Estimate Init Bunker Queue** must be enabled*
Voyage Estimates now allow multiple initial lots for each bunker type, similar to the Voyage Manager. On the [Bunker Planning](#) form, you can click the Initial Quantity field label link to open the Initial Bunkers form. These lots will be defaulted from open positions, TC In delivery, and in-progress voyages.

Create Voyage Estimates and Import Data Relevant to Gas Carrier Workflows

When creating a [Voyage Estimate](#) for a Type G (Gas Carrier) vessel, both the Voyage Estimate and analysis forms (Freight Sensitivity Analysis, etc.) now display monthly instead of daily TCE. Furthermore, for clients with the Messaging Service, the Cargo Activity Report import message now includes a tag for MMBTU.

Record and Report on Delay Cost Breakdowns

When recording a delay for a voyage, you can now use the [Extra Information for Delay](#) form to enter a breakdown of costs associated with a Delay line item. This new form does not impact the Voyage P&L, but you can report on its data using the Report Designer.

Additional Configurability for Standard Veslink Forms

Requires [Veslink Voyage Reporting](#)

When configuring a [Form Group](#), if capturing berth-level cargo handling is not relevant to your business, you can select the Hide Berth Column on Cargo Handling Form check box. On the [Statement of Facts](#) form, when the exporting to XML, you can select the charterer(s) for which you want to export port activities and other form data.

Set Up Security for Intercompany Transactions

*Configuration flag **Enable Intercompany Security** must be enabled*

For intercompany workflows, the [Intercompany Security](#) form enables you to establish which of your internal companies can transact with each other via invoices or journal entries.

Seamlessly Integrate with External Systems

Requires the [Messaging Service](#)

To improve integration between IMOS and SAP, a vesselFlag tag has been added to the invoice export message. In the Data Center, [Cargo Itinerary Mapping Rules](#) enable you to map port names from external systems to standard Ports in IMOS.

August 1, 2018: New in IMOS v7.11.5794

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Additional IFRS 15 Functionality

New [P&L calculation options](#), **Adjust Portion for Ballast Days** and **Apply Demurrage to Period**, and related configuration flags enable you to comply with IFRS 15 (or ASC 606) accounting regulations that are in effect this year. For a complete description of the new functionality, see [Compliance with IFRS 15 and 16 Regulations](#).

For SPOT and RELT Voyages, Submit One Statement of Facts to Sail a Port Call

Requires [Veslink Voyage Reporting](#)

For SPOT and RELT voyages, where bunkers aren't tracked, instead of submitting three separate forms to arrive and depart a port call (Arrival, Statement of Facts, and Departure), it is now possible to submit a single [Statement of Facts](#) form. The form's PS and PE date/times will be used as the arrival and departure date/times in the voyage. If the form only has a PS or only has a PE activity, it will not sail the port call. Additionally, if the port call is already sailed, the Statement of Facts form will simply update the port activities, including the PS and PE times.

Record Invoice Actions for Unposted AP and AR Invoices

*Configuration flags **Enable Invoice Notes** and **Enable Actions for Non Posted Invoices** must be enabled*

The [Invoice Actions](#) form enables you to keep track of invoice follow-up actions, typically for posted payable and receivable invoices. With configuration flag **Enable Actions for Non Posted Invoices**, this form is now available for invoices that are not yet posted.

Manage Multiple Approvals for Receivable Invoices

*Configuration flag **AR Invoice Approval Needed** must be enabled*

It is now possible to configure the number of approvals required for [AR invoices](#) independent of the number of approvals required for AP invoices. This is accomplished with configuration flag **AR Invoice Approval Needed**. You can use this independently or in combination with existing configuration flag **Invoice Approval Needed**.

Automate Deletion of Invoices via the Messaging Service

Requires the Messaging Service

It is now possible to delete invoices using the `invoiceImport` message in the Messaging Service. Any condition that would prevent deletion of an invoice in the UI likewise prevents it from being deleted by way of this message type; any such conditions cause the transaction to fail. At present, deletion via `invoiceImport` message supports only the following invoice types: Other Revenue, Other Expenses, Port Expenses, rebill invoices made from Other Rev/Exp invoice, and rebill invoices made from Port Expense invoices via Expenses Rebill Management.

July 2, 2018: New in IMOS v7.11.5430

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

The following are key features and enhancements. Features marked with an asterisk (*) require configuration flags to be enabled:

Create Rules-Based Alerts with Dynamic Text

With Tasks and Alerts Rules, you can generate [Alerts with dynamic text](#). For example, if you want to generate an Alert that freight has not been fully invoiced, using custom expressions, you can embed invoice information within the text of the Alert.

Save Time with Chartering Enhancements

On the [Cargo Name](#) form, you can set a default **Bill By** method per cargo type (by BL Qty, Invoice Qty, CP Qty, or Outturn Qty), which flows through to relevant contracts. When the Voyage Commencing date of the first voyage of a [TC In](#) contract is changed, the corresponding update to the initial start date in the Hire grid now takes place immediately; previously, this update did not occur until a user opened the [TC In](#) contract form, with the result that any reports generated in the meantime would reflect the old/stale Hire Start date.

Create a Berth Rotation

For each port call, the updated [Berth Management](#) form enables Operators to define a berth itinerary with or without cargo operations.

Define Default Recipients for Veslink Voyage Instructions*

Requires Veslink Voyage Reporting

On the [IMOS Voyage Template](#), Operators can define default To and CC recipients for [Veslink Voyage Instructions](#). They can specify either voyage roles or specific Address Book entries.

Run Voyage Period Journals against a Snapshot

To reduce calculation time, Accountants can choose to run [Voyage Period Journals](#) against one Voyage Snapshot instead of recalculating the P&L for all voyages in the current filter.

Do More with Payment Batches*

On a bank's [Remittance Information](#) form, Accountants can record Remittance Instructions, which can be shared with other systems and colleagues via the Messaging

Service or on the [Payment Batch](#) form. They can also restrict certain banks from being used in Payment Batches using the **Res. PB** check box in the [Address Book](#).

Receive Acknowledgment Messages When Importing Certain Information*

Requires the Messaging Service

You can now configure the Messaging Service to generate acknowledgement messages for certain types of incoming messages, including [invoiceImport](#) and [bunkerRequirementImport](#).

May 31, 2018: New in IMOS v7.11.5000

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Nominate Data Submission Agents and Define Port Activities for FOB Voyages

In IMOS, an FOB Voyage is composed of one or more [FOB Cargoes](#). Through the [Veslink Agent Portal](#) (requires separate licensing), agents can now submit Statements of Facts for FOB Voyages. On the [FOB Voyage](#) form, right-click a line in the new Itinerary grid to access the [Port Activities](#) form (to define port activities for the Statement of Facts) or the [Agents and Notices](#) form (to nominate a Data Submission agent). Additionally, when creating a [Laytime Calculation](#), you can now import Port Activities from an FOB Voyage.

Calculate LNG Discharge Quantity Based on Desired Heel

Requires an LNG license

When creating an LNG Voyage Estimate, if you know what the heel should be on arrival at the terminating port, you can use the [Calc Disch Qty based on desired Heel](#) form to automatically back-calculate the optimal discharge quantity. The calculation takes into account in-transit LNG consumption.

Tailor Your Accounting Workflow in IMOS to Match Business Practices

You can now incorporate any of the following into your accounting workflow:

- To require one or more approvals for [invoice reversals](#), set configuration flag **Invoice Reversal Approval Needed** to a value greater than 0.
- To exclude digits after the decimal separator for certain currencies (for example, 900 JPY), enter a comma-separated list of [currency codes](#) as the value of configuration flag **Currencies Without Digits After Decimal Separator**.

Modify Standard Distance and Consumption Calculations based on Historical Data

*Configuration flag **Enable Port to Port Overrides** must be enabled; requires schema v223 or later*

On the [Port-to-Port Overrides](#) form, you can define custom port-to-port distance calculations with effective dates. This functionality can be useful, for example, when planning voyages with routes where transit duration and fuel consumption vary due to sea ice.

April 30, 2018: New in IMOS v7.11.4592

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Define Settlement and Spot Trade Routes; Capture Complex Scenarios in Trading Profiles

Requires the Trading & Risk Management module

New fields on the [Trade Route](#) form enable you to define a **Settlement Route** and **Spot Route** that use different symbols than the forward route. New options on the [Trading Profile](#) form enable you to better account for exposure in more complex situations such as index linked contracts, optional periods, BAFs, and unique TC bunker clauses.

Leverage New Tools to Customize and Validate Veslink Forms

Requires Veslink Voyage Reporting

In Veslink [System Configuration](#), select **Use Browser's Locale Setting for Number Formatting** to improve readability of numbers in forms, and select **Always require matching start and end activities** to reduce Statement of Facts errors. In the [Veslink Data Dictionary](#) or [Form Designer](#), enter **Decimal Places** to configure a field to show between 0 and 20 decimal places.

Track Cost Per MMBTU for LNG Estimates and Voyages

*Requires the LNG module; configuration flag **Display Cost Per MMBTU** must be enabled*

On the [Voyage Estimate](#) and [Voyage P&L](#) for a Type L (LNG Carrier) vessel, a new field **USD/MMBTU** appears so that you can see the overall cost per energy unit of the LNG being carried.

Manage Multiple Approvals for Payment Batches

*Configuration flag **Batch Payment Supported** must be enabled*

You can require one or more approvals for a [Payment Batch](#) before it is sent to the bank. When **Payment Batch Approval Needed** is set to **1** or greater, the flag value defines the number of approvals needed before the batch is considered fully approved. Payment Batch approvers must have the **Approve a Batch Payment Module Right**.

March 30, 2018: New in IMOS v7.11.4213

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

Configure Task & Alert Rule Joins, Task Attachments, and Rule Set Categories

On the [Task & Alert Rule](#) form, joins are easier to find, preceded by > (for example, > **Vessel...**). Rules that include joins can be configured to evaluate to true when **Any**, **All**, or **No** joined fields meet the specified conditions. You can also choose to **Run this rule once per** a joined field; for example, you can generate Tasks and Alerts for each Bunker Lifting, instead of for the Voyage. Rules-based Tasks can now include attachments. [Task & Alert Rule Set Categories](#), primarily used for reporting, can be defined in the Data Center and then added to Task & Alert Rule Sets.

Add Notes to Payable and Receivable Invoices

When configuration flag **Enable Invoice Notes** is enabled, Notes links appear in the Action column of [Payables](#) and [Receivables](#) Summaries. When you click **Notes**, the Invoice Actions form appears, on which you can add follow-up, payment, and other information.

Use New Form Designer Tools to Create Custom Documents

Requires Veslink Voyage Reporting (Optimum)

When [designing a custom form](#), several new options are available. For example, you can configure a form table to make Row Details (additional fields that relate to each table row) **Visible When** a field in the parent row has a certain value. You can also **Maintain Hidden Field Positions**, so that the layout does not shift when certain fields do not appear. Voyage Instructions can be set to **Require Approval** and, when configuration flag **Enable VI Default Email Addresses** is enabled, you can set default To and CC recipients when sending Voyage Instructions.

Integrate with SIS3 Vessel Data

Requires an SIS3 license

You can import SIS3 vessel details into the [Vessel](#) form or [Voyage Estimate](#). To set this up using configuration flags, please contact your account manager.

Create Freight Invoices by Booking Number

When [multiple cargo booking](#) is enabled (with configuration flag **Enable Cargo Booking**), a **Booking No.** field appears on nonincremental [Freight Invoices](#). When you select a counterparty and then a Booking No., only the cargoes under that booking appear in the invoice Cargo grid.

Apply IC Adj % to Extra Freight Terms of Model B Mirrored Freight Contracts

When configuration flags **Enable Contract Mirroring** and **Apply IC Adjustment to Xfrt** are enabled, for a [model B mirrored freight contract](#) (Cargo/VC In and Cargo/VC In COA), an Extra Freight Term is adjusted by IC Adj % in the same way as the base freight, if the Extra Freight Term type is Rate or Lumpsum (not Percent).

March 1, 2018: New in IMOS v7.11.3793

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

The following are key features and enhancements. Features marked with an asterisk (*) require configuration flags to be enabled:

Capture Custom Data Points Using the IMOS Data Dictionary

In the [Data Dictionary](#), now available in IMOS, you can create and edit custom data points (Elements) and then use them in the Report Designer and Task & Alert Rule Sets. For example, instead of creating a one-off custom report column, you can create an Element in the Data Dictionary, so that others in your organization can include the same data point in their reports or use it to generate a rules-based Task or Alert.

Create Rules-Based Alerts for COAs

Using the [Task & Alert Rule Set List](#), you can now create rules-based Alerts to appear on COAs. Dynamic Tasks and Alerts can already be created for Address Book entries, Cargoes/VC Ins, Cargo Names, Ports, Time Charters, Vessels, Voyages, and Voyage Estimates.

Further Customize Your Veslink Documents and Voyage Reports*

Requires a Veslink Voyage Reporting license

In the [Form Designer](#), when creating custom documents (form type Voyage Instructions), you can now **Require Approvals** and **Take P&L Snapshots Upon Submission**. For all custom form types, decimal fields now round to two decimal places for improved readability, you can adjust **Width (Pixels)** for several field types, and you can configure a field to **Show Distinct Values Only**, which outputs a comma-separated list.

Apply Demurrage to Period*

A new **Apply Demurrage to Period P&L calculation option** can be applied to Monthly Accruals and voyage P&L reporting. On the Laytime Calculation form, click the [Period Allocation](#) button to quickly view demurrage period allocation details.

Expanded Contract Mirroring Functionality*

Enhancements have been made to the freight and demurrage invoicing of [mirrored contracts](#), including new configuration flags. Additionally, mirrored contracts are now accessible from the [Cargo](#) and [VC In](#) menus.

Configure Your Workflow*

New [configuration flags](#) enable you to do any of the following:

- **Default TCI on Estimate Vessel Select:** When you select a vessel in a [Voyage Estimate](#), a TC In or a Head Fixture is automatically assigned.
- **Other Rev Expense Counterparty Address Types:** Specify which Address Types can be selected as the counterparty of [Other Revenues/Expenses invoices](#).
- **Enable Modify TDE Accounts:** Enable the [Module Right Modify Credit/Debit Accounts on TDE Form](#), which controls users' ability to modify the account codes on the [Transaction Data Entry](#).
- **APAR Invoice No Generation Unified:** Generate AP and AR [invoice numbers](#) from one set of numbers.
- **Enable Claim Insurance Status:** Add **Insurance Status** and **Submission Date** fields to the [Claim](#) form. *Requires a Demurrage and Claims license.*

February 1, 2018: New in IMOS v7.11.3395

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

The following are key features and enhancements. Features marked with an asterisk (*) require configuration flags to be enabled:

Set Up Custom Commodity Trade Units*

Requires the Trading and Risk Management module

On the [Units of Measure](#) form in the Data Center, administrators can create custom Type T (Commodity Trade) units to select on the [Commodity Symbol](#) and [Commodity Option Symbol](#) forms. Commodity trade units appear on the [Commodity-Option Trade](#) form when a symbol is selected.

Based on Rules, Define Default Values for Cargoes/VC Ins, Time Charters, and Invoices*

Similar to Pricing and Task & Alert Rules forms, the following new forms enable you to create rules that define default values on Cargoes/VC Ins, Time Charters, invoices, and invoice detail lines: [Cargo Broker Rules](#), [Time Charter Broker Rules](#), [Invoice Default Rules](#), and [Invoice Detail Default Rules](#).

Create and Schedule Multi-Cargo Benchmark Estimates*

Requires the Trading and Risk Management module

[Benchmark Estimate](#) functionality now supports multiple cargoes per voyage. By linking several cargoes to one Benchmark Estimate, you can calculate and monitor exposure for the overall voyage in the [Trading P&L Summary](#), sync exposure information between contracts, and schedule all linked cargoes simultaneously.

Schedule Consecutive Voyages by Company*

IMOS can be configured to schedule [consecutive voyages](#) based on the most recent voyage of the same Company.

Use Stepped Demurrage Rates in On-Account Laytime Calculations*

Requires the Demurrage and Claims module

On the [Demurrage-Despatch Rates](#) form, when Demurrage on Account is enabled, you can now set up demurrage rates that change during the time on demurrage.

Streamline and Configure Your Financials Workflow

You can now do any of the following:

- Bulk-approve multiple invoices on the [Approve Invoices list](#).
- Select new [P&L calculation option](#), Exclude Hire Related Items for Long Term TCO.
- On the [Invoice Approvals](#) form, restrict Claim Invoice approvals by Claim Type.
- Configure IMOS to automatically [post the mirror of a posted invoice](#), by invoice type.*
- Share Cargo/VC In, Time Charter, and Claim commissions with [internal brokers](#).*
- Warn, block, or allow the creation of [TC Payments](#) beyond what is due back in redelivery bunkers.*
- For [Payment Batches](#), default the Payment Method, display an error when total amount is less than zero, and/or require all payments within a batch to use the same currency.*

December 20, 2017: New in IMOS v7.11.2944

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

A Look Back at 2017

This year, Veson Nautical delivered 130+ product releases to clients. New features and enhancements appear across the entirety of IMOS, including the following areas:

Expanded Task and Alert Functionality

Rules-based Tasks and Alerts can now appear on forms associated with specific Cargo Names, Address Book entries, Vessels, and Ports; conversely, you can create Global

Tasks that simply appear on the Task List. Tasks can automatically calculate Start/Due Dates based on date fields. New save-preventing Error Alerts guide users to correct issues before saving a form. On the Tasks & Alerts panel, an updated design and bulk actions enable users to easily see the most important Tasks and Alerts and quickly act on them.

Robust Trading Solutions

Requires the Trading and Risk Management module

You can now manage commodity hedge trades, apply the Turnbull Wakeman (1991) approximation, monitor bunker exposure in FFA Trades, realize bunker exposure on Cargo contracts as bunkers are lifted, and analyze the unrealized P&L by line of business.

Powerful Bunker Planning Tools

On the Bunker Planning form, the new Optimize Liftings for Cargo check box enables you to automatically optimize liftings based on bunker prices at fueling ports specified in the Voyage Estimate Itinerary as well as the freight rate of a cargo. When liftings are planned for a specific fuel type, its Voyage Estimate bunker price field highlights in yellow; to quickly see planned lifting information, hold your mouse pointer over the highlighted field.

Improved FOB/Delivered Cargo Workflows

Requires the Demurrage and Claims module

The new FOB Voyage form enables multiple FOB/Delivered Cargoes to be associated with one voyage to simplify FOB laytime calculations.

Various Other Usability Enhancements

We implemented many changes intended to make IMOS easy to use and integrate with your business practices. For example, all users can benefit from improved list performance and usability, administrators can create custom drop-down menus in User-Defined Fields, Chartering can add vessels from external sources directly to Voyage Estimates, Operations can create and report on custom P&L Snapshot Types, and Finance can set default remittance banks for companies in the Address Book.

November 30, 2017: New in IMOS v7.11.2676

The latest version of IMOS v7.11 and its Release Notes are available in the [Client Center](#).

Key features and enhancements:

- **Create Custom Drop-Down Menus with User-Defined Fields**
For a string type User-Defined Field, you can now create a predefined set of Values on the [User-Defined Fields](#) form, so that in the applicable object, the value of the field can only be selected from the predefined list.
- **Link Claims to FOB Cargoes**
Requires a Demurrage and Claims module license
On the [Claim](#) form, if the CP Reference is FOB Cargo, you can search for and select the specific FOB Cargo contract using the Reference No. field. When an FOB Cargo ID is selected, you can open the contract by clicking the Reference No. field label link.

October 26, 2017: New in IMOS v7.11.2367

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **Value Trade Options Using the Turnbull and Wakeman Approximation**
Requires a Trading module license
On the [Trading Profile](#) form, in the Option Valuation Rules grid, you can now select

Turnbull Wakeman (1991) for Delta and Pricing on the different option types.

- **For Voyage Estimates, Optimize Planned Bunker Liftings**
On the [Bunker Planning](#) form, a new **Optimize Liftings for Cargo** check box appears. When you select the check box and then enter bunker Prices for one or more fueling ports, suggested lifting amounts automatically populate at the ports with the lowest price. Optionally, when running bunker optimization, you can take into account the freight rate of one of the Cargoes on the Voyage Estimate.
- **On a Voyage Estimate, View Planned Bunker Liftings on Hover**
On Voyage Estimate [Details](#) or [Column](#) View, bunker price fields highlight in yellow if planned liftings exist on the Bunker Planning form. When you hold your mouse pointer over a highlighted field, the Weighted Average prices of all Fuel Types appear as well as details about all Planned Liftings for the voyage.
- **Flexibly Handle Expenses for Credit and Debit Accounts**
On the [Business Rules](#) form, for a given Source and Bill Code, you can now add two new lines that include a *.CR and *.DB suffix for that Bill Code. When posting an invoice that uses the Source and Bill Code, two additional detail lines appear on the invoice that net zero on the Transaction Data Entry form. *.CR and *.DB lines can be used to credit and debit accounts of your choosing.

September 29, 2017: New in IMOS v7.11.2169

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **Manage Commodity Hedge Trades in IMOS**
Requires a [Trading module license](#)
IMOS now supports the creation of Commodity Hedge trades, useful for clients who trade nonfreight derivatives as hedges against overall exposure. In the Trading module, a new [Commodity/Option Trade](#) form was added, which functions similarly to an FFA/Option Trade. Exposure and settlement are calculated the same as for FFA/Option Trades.
- **Account for Bunker Exposure When Booking FFAs on \$/ton or Worldscale Routes**
Requires a [Trading module license](#)
On the [FFA/Option Trade](#) form, when a \$/ton or Worldscale Route is selected, a new Bunker Exposure tab appears, on which you can track tonnage of bunker exposure for specified Fuel Types.
- **On Cargo Contracts, Realize Bunker Exposure as Bunkers Are Lifted**
Requires a [Trading module license](#); [configuration flag Auto Update Bunker Exposure on Voyages](#) must be enabled
IMOS can be configured to automatically update the Bunker Exposure Breakdown grid on the [Cargo Exposure](#) tab with consumption quantities from the associated Benchmark Estimate or Voyage.
- **Add Vessels from External Sources to Estimates**
Configuration flag [Enable Vessel Import from Estimate](#) must be enabled, and additional licensing is required for vessel data feeds
IMOS can be configured so that you can add vessels from Baltic99, Fairplay, and Q88 to [Estimates](#), even if they do not yet exist on your Vessel List.
- **Select a Default Remittance Bank for a Company**
Configuration flag [Show Remittance in Cargo](#) must be enabled
On the [Bank Links](#) tab of a Type W Address, to select a default Remittance Bank for each Currency, select the **Default** check box. On a Cargo, Cargo COA, or Time Charter Out, when the Company and Currency are selected, the Remittance Bank field autopopulates with the default value; you can choose a different bank, if needed.

- **Easily Access the Contract Associated with a Claim**

On a [Claim](#), to open the contract it is linked to, click the **Reference No.** field label link.

August 31, 2017: New in IMOS v7.11.1937

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **Create Claims for Cargo and VC In Contracts**

On the [Claim](#) form, the CP Reference field includes two new options: Cargo and VC In. To link a Claim to a Cargo or VC In, enter its Cargo ID in the Reference No. field. Claim Invoices flow through to their respective voyages.

- **Define and Report on Custom P&L Snapshot Types**

When saving a new [P&L snapshot](#), any [P&L Snapshot Type](#) defined in the Data Center can be selected. You can compare all of your custom P&L Snapshot Types in the [Report Designer](#).

- **Require a Tax Code When Invoicing Certain Companies**

To help you meet different tax requirements, on a per-company basis, you can now set invoices to require a Tax Code before they can be posted. On the [IMOS Address](#) form for any Type W company, select **Tax Code Required**.

July 28, 2017: New in IMOS v7.11.1697

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **Easily Identify and Act On High-Priority Tasks**

On the [Tasks & Alerts](#) panel, Tasks have a new look-and-feel to help you prioritize items that need immediate attention. High-priority Tasks now appear highlighted in red and show the number of days overdue or until due. Each Task now only takes up one line of text so you can view more items at a glance, in order of most to least urgent.

- **Automatically Generate Voyage Profit-Share Invoice Numbers**

Invoice numbers are now automatically generated on the voyage [Profit Share Distribution](#) form.

- **Avoid Duplicate Invoice Numbers within the Same Accounting Period**

IMOS can be configured to check for duplicate invoice numbers either for all time or within the same accounting period; this is useful if you have counterparties who reuse the same invoice numbering sequence each year.

- **In Laytime Calculations, Configure How Overlapping Deduction Periods Are Handled**

On the [Laytime Calculation](#) form, to help you avoid overlapping Deduction periods that may skew results, a yellow warning triangle icon appears. When you click the icon, a pop-up message shows which Deductions periods overlap. Alternatively, you can configure IMOS to allow Deduction periods to overlap; they will not be double-counted in Laytime Calculations.

- **Sync Time Charter Notices with Estimated or Projected/Actual Delivery and Redelivery Dates**

On the [Time Charter](#) form, the Notice tab enables you to set up notices to counterparties about vessel delivery and redelivery. A new drop-down menu enables you to **Sync all Notice Dates** with estimated, projected/actual, or no dates; this new functionality replaces the Update based on Proj. Date button.

- **Analyze Trading Profit and Loss by Line of Business**
Requires the [Trading module](#)
On the [Trading P&L Summary](#), you can now group trades by LOB.
- **Filter the Create Freight Invoices List by BL Date without Hiding Cargo Handling Records**
When filtering the [Create Freight Invoices](#) list by BL Date, all cargo handling records still appear, even if a BL Date has not been entered. Records without a BL Date appear in order of Arrival Date.

June 30, 2017: New in IMOS v7.11.1535

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **In Tasks and Alerts, Create Save-Preventing Errors and Dynamic Start/Due Dates**
You can now create Alerts that prevent users from saving a form until they have corrected the error. Additionally, when creating rules-based Tasks for Voyages, Estimates, Time Charters, and Cargoes, you can dynamically set Start and Due Dates based on date fields (for example, based on Voyage Commence Date). To avoid dates landing on nonworking days, you can set an option to have them fall on the previous or next business day.
- **Follow a New Requirement-Driven Bunker Workflow**
IMOS now supports [requirement-driven bunker procurement](#), in which you can change operational quantities (**Opr Qty**) on your bunker plan until a requirement is confirmed. After that, Opr Qty automatically calculates as the sum of confirmed Bunker Requirements until you have actual liftings, at which point the Opr Qty becomes the sum of the bunkers lifted.
- **In Cargo Matching, Match Best Vessels and View Last Five Cargoes**
Requires a [Cargo Matching module license](#)
You can [match the best vessel](#) in the Cargo List. An [Estimate Worksheet](#) is created, with an Estimate for the vessel with the highest profit that can meet the cargo laycan, as long as it will not trigger any error Alerts. The Estimate appears on the [Vessel Schedule](#). You can also now add a new column to the [Vessel Position List \(Last 5 Cargoes\)](#) that lists the last five cargoes loaded by the vessel, to make sure the next planned cargo is compatible.
- **Select/Deselect All in Profit Share Distribution**
Requires a [Pooling module license](#)
On the [Profit Share Distribution](#) form, a new check box column header enables you to select or deselect all Profit Share Details lines at once. This makes it easier to quickly select the items for which you want to make payments.
- **Record the Percentages of MTBE, FAME, and ETBE in Cargoes Handled.**
When [configuration flag Enable MTBE Tracking](#) is enabled, three new check boxes appear on the [Cargo Name](#) form: **MTBE** (methyl tert-butyl ether), **FAME** (fatty acid methyl esters), and **ETBE** (ethyl tert-butyl ether). For each check box selected, the [Cargo Handling](#) form includes a corresponding column where a percentage value can be recorded.

June 2, 2017: New in IMOS v7.11.1385

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **Do Even More with Rules-Based Tasks and Alerts**
With Tasks and Alerts, you can now create Task & Alert Rule Sets that apply to [Car](#)

go Names and Address Book entries, automatically update the status of a Task when the conditions of its Task & Alert Rule/s are no longer met, and dynamically name Tasks using custom expressions.

- **Manage Estimated Owner's Expenses in Time Charter (TC) Contracts**
You can now include Estimated Owner's Expense line items in any [Time Charter Payment](#). IMOS automatically reduces the estimated owner's expense balance per Bill Code when actual owner's expenses are rebilled. The Estimated Owner's Expense Summary Report shows the expense amounts billed in advance and the current balance for each Bill Code.
- **Copy Voyage to Estimate**
You can now [copy a voyage](#) to create a fully functional Voyage Estimate with key voyage data. You might use it to evaluate operational what-if scenarios or to create similar voyages.
- **Flexibly Manage Pool Operations with Pooling Enhancements**
Requires a [Pooling module license](#).
The IMOS Pooling Distribution function now allows options to include/exclude off-hire days in the calculation of [daily management fees](#). [Pool Cash Distribution](#) now allows manual adjustments to system-calculated cash allocation. It has become more efficient to report on and analyze incremental pool distribution by periods in the [Report Designer](#).
- **Automate Bareboat Contract Management in the Time Charter Manager**
A number of improvements have been made in the Bareboat functionality within Time Charter Manager. On the [Bareboat Manager](#), the hire-payment function now automatically invoices for any discrepancy between the **Rate** and **Act Rate** columns in the Miscellaneous items grid. Better support is provided for the From GMT/To GMT date columns in the same Miscellaneous items grid – these dates are now used in calculating amounts due, and default values are provided. Additionally, **Bareboat** and **Long Term Bareboat** have been added as available Contract Type selections on the [Time Charter](#) form. Also, Bareboat expenses are now included in Vessel Expenses in the [Voyage Estimate](#).

April 27, 2017: New in IMOS v7.11.1183

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **Entity-Based Dynamic Alerts**
You can now create [Task & Alert Rule Sets](#) that apply to Vessel or Port information. This new functionality enables you to easily generate the same Alerts across multiple Voyage Estimate, Time Charter (TC), and Voyage Manager forms.
- **Flexible Hire Periods in TC Contracts**
A new configuration is now available allowing component Hire Rates with specific accounting codes in overlapping periods of [TC In/Out](#) contracts.
- **More Robust Management of Bareboat Expenses, Commissions, and P&L**
 - Manage [Bareboat Commissions](#) via the same workflow used for TC contracts.
 - Define Supplemental Contract Expenses in the [Operations Ledger](#).
 - Configure [Bareboat Miscellaneous Expenses](#) to be treated as either Running Costs (default) or Voyage Expenses.
- **Faster, More User-Friendly Lists**
[Bunker Lifting](#), [TC Lifting Options](#), TC Purchase Options, and [Master Contract](#) lists now load faster due to performance enhancements. In the [Create Invoices](#) and [Edit Invoices](#) lists, use new date filters to drill down to relevant data.

March 30, 2017: New in IMOS v7.11.1098

A new Maintenance Release and its Release Notes are available in the [Client Center](#) for IMOS v7.11.

Key features and enhancements:

- **Simplified FOB Laytime Calculation**
When setting up [FOB Laytime Calculations](#), you can now import Port Activities from a [Voyage Template](#). This saves time by eliminating the need to manually enter Port Activities.
- **Auto-Posting Configuration for Disbursements Integration**
Requires a [Disbursements Interface](#)
It is now possible to independently control whether or not to automatically post the Disbursement Invoices arriving through DA interface, based on DA types and Approval/Remittance statuses.
- **Various Reporting Enhancements**
The [Report Designer](#) includes many new fields and joins. For example, you can now create a one-to-many join between Estimate Cargoes and Extra Freight Terms as well as run reports on Advance Payments. A complete list of available fields and joins is available in the [Data Map](#).

March 2, 2017: New IMOS Version 7.11

IMOS v7.11 is generally available to clients. For a complete list of changes, see the [Release Notes on the Client Center](#).

Flexibly Manage Tasks to Meet Evolving Business Needs


As your business grows and your processes change, you can customize where and how your team manages Tasks. On the Task form, the **Object Type** field enables you to configure a Task to appear on the Tasks & Alerts panel of a specific form or be globally available in the [Task List](#).

1. Create or open a Task.
2. In the Object Type field, select one of the following and then, if applicable, enter information for the form where you want the Task to appear:
 - **Global**
 - **Cargo**: Enter the **Cargo ID**.
 - **Time Charter**: Enter the **TC Code**.
 - **Voyage**: Enter the **Vessel Name/Code** and **Voy No.**
 - **Voyage Estimate**: Enter the **Estimate ID**.

The screenshot shows a 'Global Task' window with a toolbar at the top containing icons for attachments and a close button. The main area is divided into several sections. On the left, there are input fields for 'Task', 'Basis', and 'Basis Date (Local)', followed by a large 'Description' text area and a 'Remarks' text area. On the right, there are several smaller input fields: 'Status' (set to 'Not Started'), 'Category', 'Priority' (set to 'Unspecified'), 'Start Date (Local)', 'Due Date (Local)', 'Object Type' (set to 'Global' and highlighted with an orange border), 'Owner', 'Ops Coordinator', 'Agent(s)', 'External Ref', 'Last Update', and 'Last Updated By'.

The following task management enhancements are also included in IMOS v7.11, from the latest IMOS v7.10.1541 Maintenance Release:

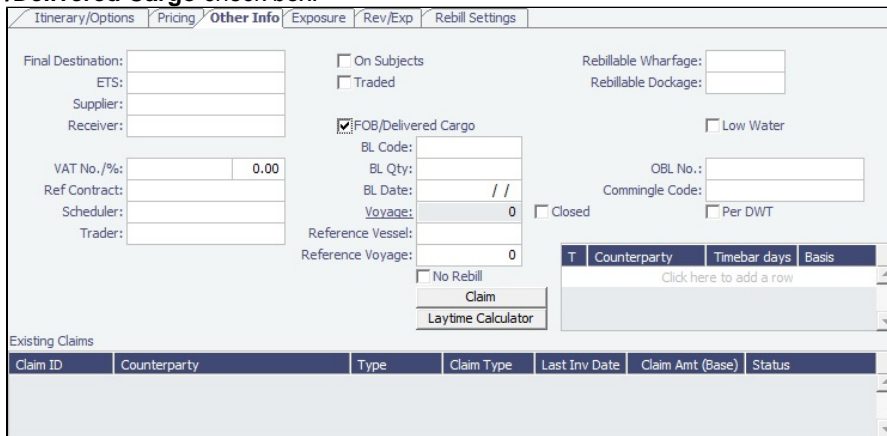
- In the [Tasks & Alerts](#) panel, to update the Status of a Task, do any of the following:

- To mark the Task as Completed, double-click its icon.
- Right-click the Task and then click **In Progress** or **Complete**.
- Select multiple tasks, click , and then click **Complete**, **Mark In Progress**, or **Cancel Tasks**.
- You can also update the Status of one or more Tasks from the [Task List](#) or [My Task List](#).

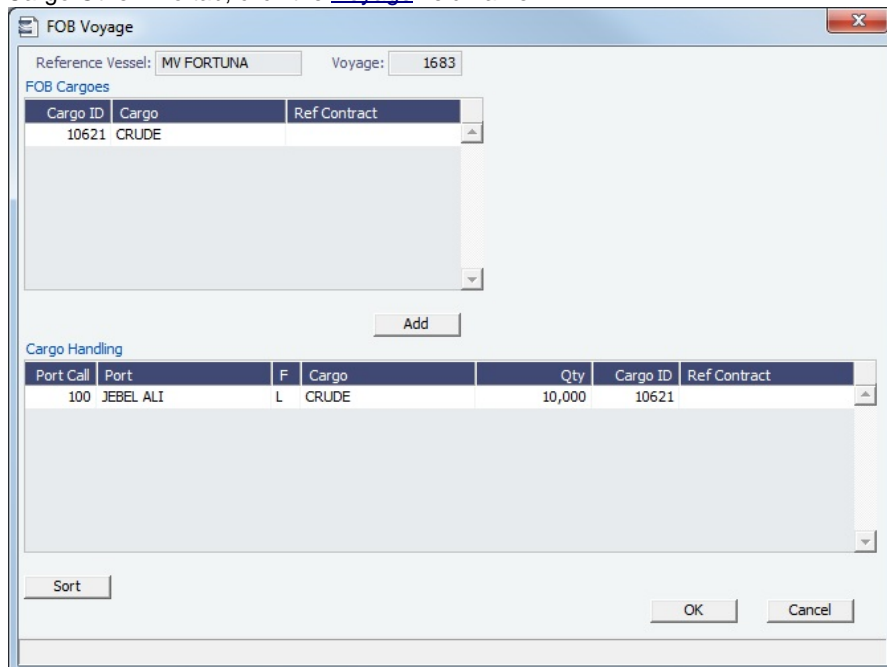
Manage Complex FOB/Delivered Cargo Workflows

IMOS v7.11 offers new features related to FOB/Delivered Cargoes. For example, using the new FOB Voyage form, you can create a Laytime Calculation for multiple FOB /Delivered Cargoes:

1. Create an [FOB/Delivered Cargo](#): On the Cargo [Other Info](#) tab, select the **FOB /Delivered Cargo** check box.

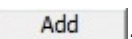


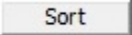
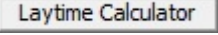
2. On the Cargo [Itinerary/Options](#) tab, do the following:
 - a. Enter the **Cargo/Cargo Group**.
 - b. Create an itinerary with at least one **Load** and one **Discharge Port** that include **Quantity** and **Supplier** or **Receiver** information.
Note: Configuration flag **Enable Cargo Itinerary Supplier Receiver** must be enabled.
3. Saving the Cargo form creates an [FOB Voyage](#). To view the FOB Voyage, on the Cargo [Other Info](#) tab, click the [Voyage](#) field name link.



Cargo ID	Cargo	Ref Contract
10621	CRUDE	

Port Call	Port	F	Cargo	Qty	Cargo ID	Ref Contract
100	JEBEL ALI	L	CRUDE	10,000	10621	

4. To add other FOB Cargoes to the same voyage, click .

- To rearrange Cargo Handling lines, change **Port Call** numbers and then click .
 - To specify that multiple FOB Cargoes are handled on the same port call, give them the same **Port Call** number.
5. To create a [Laytime Calculation](#) for the FOB Voyage you just created, on the Cargo Other Info tab, click .
- You can assign a [Laytime Claim Type](#) to the calculation (for example, Customer Claim or Owner Claim), for more detailed reporting.

Incorporate New Data Points into LNG Performance Calculations

The following enhancements require an LNG module license.

For LNG Carriers (Vessel Type L), you can now incorporate the following data points into performance calculations and reporting:

- On the [Warranty](#) tab of a Time Charter contract, record the warranted fuel consumption applicable to loading and discharging operations.

	Time (Hrs)	Fuel Cons (MT)
Loading:	0.00	0.00
Discharging:	0.00	0.00

- On the [Extra Information for Report](#) form:
 - Record **Pilot Flame** consumption on DFDE/TFDE LNG vessels.
 - Select the **Forced Boil-Off** check box to include Forced Boil-Off in performance calculations.

New in IMOS v7.10

This page contains the latest IMOS v7.10 news.

If you have questions or would like assistance in upgrading IMOS, email support@veson.com or contact your Veson Nautical account manager.

June 1, 2017: IMOS v7.10.1768 Maintenance Release

A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

April 27, 2017: IMOS v7.10.1732 Maintenance Release

A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

Key features and enhancements:

- **More Robust Management of Bareboat Commissions**
Manage [Bareboat Commissions](#) via the same workflow used for TC contracts.
- **Faster, More User-Friendly Lists**
[Bunker Lifting](#), [TC Lifting Options](#), [TC Purchase Options](#), and [Master Contract](#) lists now load faster due to performance enhancements. In the [Create Invoices](#) and [Edit Invoices](#) lists, use new date filters to drill down to relevant data.

March 30, 2017: IMOS v7.10.1661 Maintenance Release

A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

Key features and enhancements:

- **Auto-Posting Configuration for Disbursements Integration:**
Requires a [Disbursements Interface](#).

It is now possible to independently control whether or not to automatically post the Disbursement Invoices arriving through DA interface, based on DA types and Approval/Remittance statuses.

- **Various Reporting Enhancements:**

The [Report Designer](#) includes many new fields and joins. For example, you can now create a one-to-many join between Estimate Cargoes and Extra Freight Terms as well as run reports on Advance Payments. A complete list of available fields and joins is available in the [Data Map](#).

March 2, 2017: IMOS v7.10.1541 Maintenance Release

A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

New [IMOS version 7.11](#) is also now available.

January 26, 2017: IMOS v7.10.1405 Maintenance Release

A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

Key features and enhancements:

- **In Cargo Matching, Drag-and-Drop to Schedule a Voyage:**

If **Create Voyage On Cargo Drop** is selected in a Cargo Matching program, you can drag-and-drop a cargo onto a vessel in order to schedule a voyage.

- **Custom Expressions with User Defined Fields:**

In the Report Designer, User Defined Field columns can now be used in custom expressions.

- **In the Tasks & Alerts Panel, Right-Click to Open a Rule:**

To quickly see a Task & Alert Rule that triggered a Task or Alert, right-click the Task or Alert and then click **View Tasks & Alerts Rule**. If you have security rights to edit Task & Alert Rules, you can edit the rule as well.

- **Waiting Delay Enhancements:**

The Voyage P&L can now be configured to handle waiting delay fuel and time costs in a manner similar to the handling of off-hire time and fuel costs.

- When new configuration flags are enabled, separate P&L sections are added for Waiting Bunkers (a new expense category) and Waiting Cost (a new running cost).
- The TCE calculation excludes Waiting Bunkers in the same way that Off Hire Bunkers are excluded, and the Allocate to Period logic for Waiting Costs is the same as for Off Hire Costs.

- **Advance Payment/Receipt Allocation:**

When an Advance Payment or Receipt is allocated to invoices, the advance transaction will remain unchanged. Instead, new allocation transactions will be created.

November 17, 2016: IMOS v7.10.1242 Maintenance Release

A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

Key features and enhancements:

- **Dynamic Tasks in Time Charter (TC) contracts:**

It is now possible to automatically generate rules-based Tasks on TC contracts. TC Tasks are functionally identical to Tasks on Estimates, Cargoes, and the Voyage Manager.

- **Enhanced Speed Comparison Analysis:**

A **Daily Cost** field was added to the Speed Comparison Analysis table in the Voyage Estimate, allowing such costs to be used in the comparison. Additionally, it is now possible to view speed broken down by Type (Eco, Input, or Warranted) basis the vessel's speed-performance details.

- **Enhanced Booking-Based Laytime Calculations:**

In the Chemical Laytime Setup form, in addition to selecting bookings individually, you can now include or exclude all bookings from a Laytime Calculation. Additionally, in the Cargo Operations grid of the Chemical Laytime Calculator, you can now quickly and directly view the Cargo Details, Booking Details, and Cargo Handling.

October 20, 2016: IMOS v7.10.1175 Maintenance Release

A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

Key features and enhancements:

- **View COA revisions and bulk updates in the Revisions panel:**
 - The Revisions panel, which already appears in other IMOS forms, has been added to Cargo and VC In COAs. The panel shows additions to, updates to, or deletions from the COA, in chronological order. The date, time, and user who made the change are included in each revision.
 - You can now also see which revisions in Cargo and VC In contracts are the result of bulk COA updates.
- **Analyze Voyage P&L month-over-month:**
The IMOS Report Designer now supports Voyage P&L reporting in monthly intervals.
- **Rearrange Estimate columns:**
To move an Estimate column to the right or left, click a field in the column you want to move and then press **Ctrl + Right Arrow** or **Ctrl + Left Arrow**.

September 22, 2016: IMOS v7.10.1100.1 Maintenance Release


A new Maintenance Release and its Release Notes are now available in the [Client Center](#) for IMOS v7.10.

Key features and enhancements:

- **Revisions in Voyage Estimate, Time Charter (TC), and Voyage Manager Tasks & Alerts Panels:**
This feature was previously released for Cargo and VC In contracts.
 - Select **Show Revisions** in the Tasks & Alerts panel menu to quickly see all changes that were made to the IMOS object you are currently viewing, including which tables and fields were changed, who made the change, and when.
 - From the Tasks & Alerts panel menu, you can also access a new Revision History list. This list can be sorted, filtered, and exported like other lists in IMOS and has the same contents as the Revisions panel, organized in a tabular format.
- **TC Hire Statement Enhancements:**
Voyage operators with Read Only access to TC contracts can now run TC In/TC Out Hire Statements with alternative redelivery dates and projected redelivery bunkers, without saving the TC.
- **Trading Enhancements:**
 - In the Trading Profile form, select **Use Laycan on Targeted COA** to expose Targeted COA liftings in the month of their Laycan From dates, instead of prorating the exposure of those liftings across the full timeline of the contract.
 - When a Cargo is scheduled, if it has a linked paper trade that is still open, that exposure is now subject to mark-to-market calculation in Trading P&L.

September 8, 2016: What's New in IMOS and Veslink? Webinar

The following is a recording of the *What's New in IMOS and Veslink?* webinar that was offered to clients on September 7 & 8, 2016. During these one-hour sessions, Veson Nautical's Product Team presented and demonstrated highlights of IMOS v7.10 as well as recent Veslink enhancements.

To expand this video to full screen, click .

August 18, 2016: New IMOS Version 7.10

IMOS v7.10 is now generally available to clients. For a complete list of changes, see the [Release Notes on the Client Center](#).

Key Features and Enhancements

Notes:

- * = Included from IMOS v7.9 Maintenance Releases
- ** = Included from IMOS v7.8 Maintenance Releases

General

- **Tasks & Alerts panel:** Configurable Task and Alert rules enable better management of workflows, prevention of mistakes, knowledge sharing throughout organizations, identification of training needs, and more. Create these rules to automatically generate tasks and alerts that will appear in various user workspaces in real time and in context.*
 - In [Voyage Estimate](#), [Cargo](#), [Voyage Charter In \(VC In\)](#), [Voyage Manager](#), [Time Charter In \(TCI\)](#), and [Time Charter Out \(TCO\)](#) forms, view rules-based Tasks and Alerts in a collapsible Tasks & Alerts panel.*
 - Automatically generate Tasks that users need to complete based on what they're doing in IMOS.*
 - Create error Alerts that users will see when they've done something that could be costly.*
 - Take the internal knowledge that your senior charterers and operators have and turn it into acknowledgeable Alerts that appear in relevant areas of IMOS.*
 - In the Report Designer, create reports on existing Tasks and Alerts for insight into gaps in knowledge or training.*
 - Easily view attachments associated with Tasks and Alerts.*
 - In [Voyage Manager](#), show or hide Cargo Tasks and Alerts associated with a voyage.*
- **Revisions:** In [Cargo](#) and [VC In](#) forms, access a [Revisions view](#) of the Tasks & Alerts panel. Track additions to, updates to, and deletions from contracts in chronological order. The date, time, and user who made the change are included in each revision.*
 - View an audit history of the contract in context.*
 - Refer to Revision numbers for quick reference.*
 - Easily understand Revisions, which include user-friendly field and table names.*

Trading

- Calculate monthly forward rates by prorating based on quarterly rates.*

Chartering

- Voyage Rebillable Expense items in [TCI](#) and [TCO](#) contracts can now be forwarded to other [Time Charter \(TC\)](#) contracts. Additionally, you can now rebill Rebillable Expenses incurred in a xxTO or xxOV voyage to another TCO of the same vessel.*
- Major enhancements to advance rebillables.**

Cargo Matching

- Drag and drop to reschedule or swap voyages.*

Barging

- Support Barging operator productivity with several new features and enhancements.
- Integrate with a third-party barge owner (via [Veslink](#)).

Time Charters

- **TCs in non-base currency:** The IMOS functionality of TC in non-base currency is now more robust to meet the growing business need to manage varying exchange rates during the operational life cycle of a TC.*
 - Enable TC voyage actual P&L and Hire Statements to reflect TC invoice exchange rates.*
 - Rationalize accruals and period journals of TC voyages with varying exchange rates across TC invoices.*
 - Reconcile exchange rate differences.*

Operations

- **Veslink Voyage Instructions:** Configure Voyage Templates to send Voyage Instructions forms designed in [Veslink](#).*
 - Enable Revision History tracking on [Veslink Voyage Instructions](#) forms to see changes between the two most recently submitted revisions.*

Note: These features require [Veslink Optimum](#) and IMOS v7.9.1410.1 or later.
- **Voyage P&L calculation options:** New options are available in P&L recalculation for Port Expenses, Other Revenues and Expenses, and TC related revenue and expenses. The new options, in combination with the existing ones, constitute a complete set of configurations that support various voyage accounting practices.*
 - A new security feature is added to enable a client to enforce company-wide P&L calculation practice.

- In the Report Designer, create reports on P&L calculation options.
- Set configuration flags to default P&L calculation options, to enable more cohesive accounting practices across your organization.*

Note: For clients with a [Pooling](#) module license, these features require IMOS v7.10.

- **LNG**

- Estimate at-sea and in-port LNG vessel fuel consumption using enhanced calculation methods.
- View LNG vessel fuel consumption master data in a new [LNG](#) tab in the Vessel form.*

Note: These features require an [LNG](#) module license.

Demurrage and Claims

- In new Incremental Laytime Claims, the Agreed Demurrage and Agreed Despatch fields on the Calculation tab are now both reset to zero.**

Financials

- View Payment Status for Unpaid, Partially Paid, and Paid invoices on the Transaction Summary List and use it in the Report Designer.*
- Grant user rights to reverse invoices, by type.*

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.

Related Key Topics

 These **Key Topics** have high-value information for all users:

Page:[Creating New Environments in IMOS7](#)

Page:[IMOS Architecture Recommendations](#)

Page:[Installing IMOS7](#)

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:

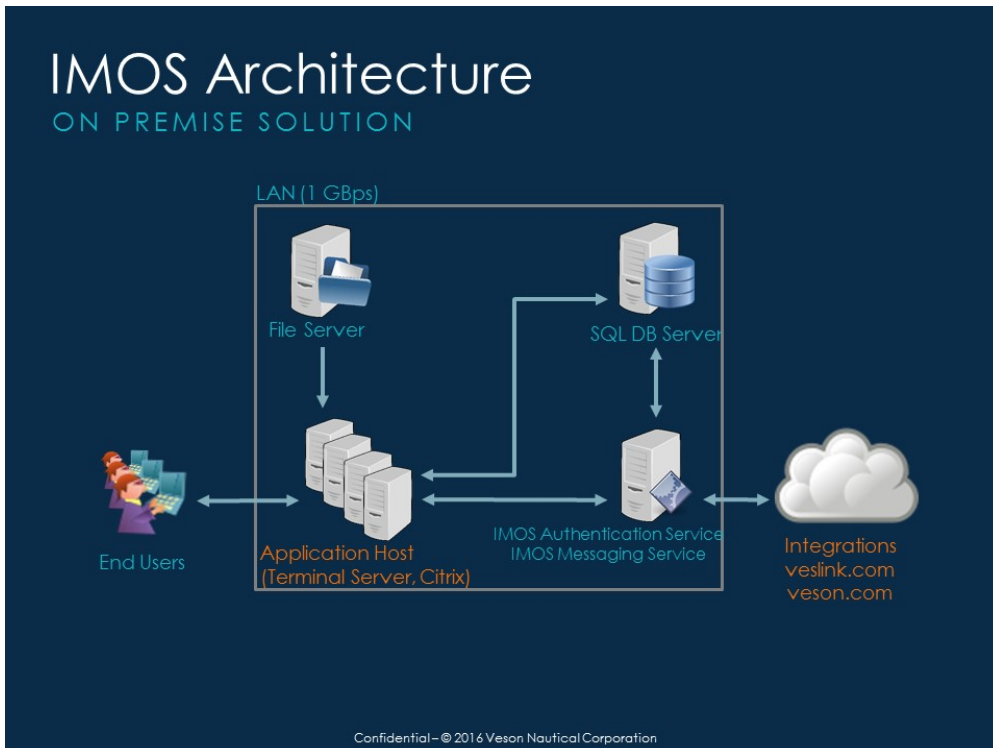
Component	Description	Value/Minimum Value	Recommended Value	Comments
Client Machine	Client-server interface	ADO.NET, .NET Remoting over TCP	N/A	
	Operating System	Windows 7	Windows 10	

	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
Application Server	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	
Database Server	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 Architecture Recommendations


 This is a **Key Topic**, with high value for all users.



We recommend an IMOS installation consisting of three major components:

- A database server running Microsoft SQL Server 2012 R2 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 2008 R2, with Full Framework .NET 4.5.)
 - 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 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 4.5 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.

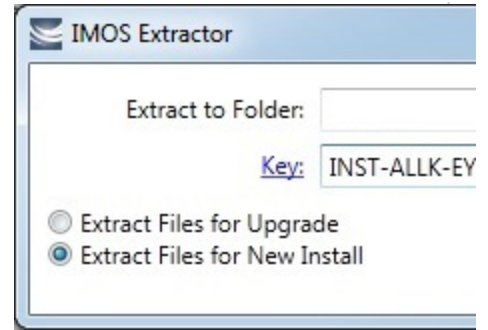
Installing IMOS7

 This is a **Key Topic**, with high value for all users.

Download Installation Instructions: [Installing IMOS7.pdf](#)

To set up and install IMOS, follow these steps:

Step	Action	Comment
1.	Make an IMOS home directory, for example 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: http://clients.veson.com . For login details, contact your account manager.
3.	Run imosv#.#.#-extractor.exe , where #.#.# is the IMOS version number.	Click Yes when prompted to extract IMOS. After initial decompression, the IMOS Extractor opens. Select the directory created in step 1 as the installation location, and click Extract Files for New Install .



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.

Note: If you do not have an installation key, you can still extract IMOS without one. Click **No** when prompted to input a key, and it will begin the extraction.

The extracted files are placed in the `imos` folder in the selected directory.

The installer also requests elevated privileges (and admin credentials) via Windows User Access Control if you are not set up as an admin.

4.

Modify the Configuration files provided with the installer:

Move the `services` folder to the application server (as referenced in [IM OS7 Requirements and Recommendations](#)) and edit the configuration files there.

If no application server is used, the config files must be edited on each client computer.

`imos\services\imosmsg.exe` (XML Configuration File)

- Comment out or remove the line: `<add key="authServiceUri" value="..." />`
 - Add in a line within `<appSettings>` for: `<add key="vxpPort" value="5922" />`
- You can modify the 5922 value to be whichever TCP/IP Port Number you prefer.

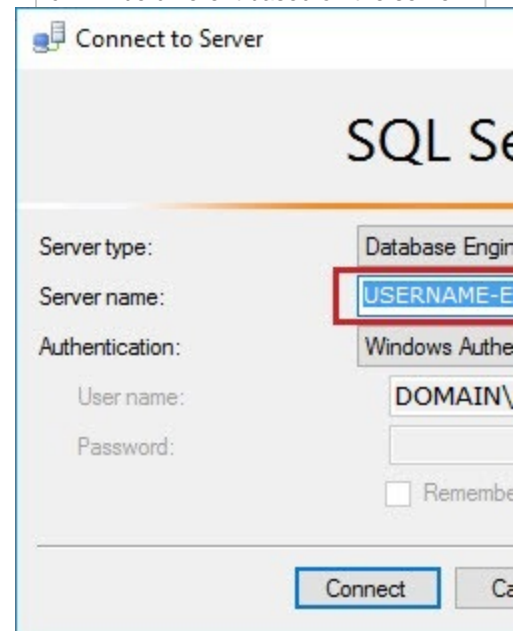
Notes:

- Best practice for editing .exe files is to use Notepad++.
- For self-install on your local computer, you can keep the initial port of 5922 or change it, as long as ports are the same throughout all .exe files.

`imos\exe\imosshell.exe.config`

On the server, you can configure the IMOS shell to display one or more environment options. When you open `d:\veson\imos\exe\imosshell.exe` (XML Configuration File) in Notepad, it has the following sections:

- **<configSections>**: Leave this section as it is.
- **<appSettings>**: Contains key-value pairs for configuring login.
- Set the value for key "authMode" to "imos" for IMOS Authentication, or "mixed" for Windows Authentication.
Note: If set to "imos" the Authentication Service must be set to use a nonsecure connection. Edit imos\services\imosauth.exe.config, and set the value for the key "secure" to "false".
- Set the value for key "authServiceUri" to "vxp://*hostname*:5222/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. **Ensure that this value is correct; otherwise, IMOS will not authenticate.**
- You can find the value by opening your SQL Server Manager. It is this name-number when you log into the server, which will be different based on the server:



- **<imosEnvironments>**: Contains IMOS environments.
 The default value provided with the file is `<add key="prod" value="prod" />` as well as `<add key="test" value="test" />`. To enable these environments for use, remove the `<!-- ... -->`.

```

1 <configuration>
2 <configSections>
3 <section name="ImosEnvironments" type="System.Configuration.NameValueFileDe
4 </configSections>
5
6 <appSettings>
7 <!-- ACTION REQUIRED: -->
8 <!-- Change bindings below to indicate where IMOS Authentication Service is
9 <add key="authServiceUri" value="http://hostname:822/authServiceUri" />
10
11 <!-- OPTIONAL SETTINGS: -->
12 <!-- "mixed" authMode allows both Windows Authentication and IMOS Authentica
13 <!-- Set to "Imag" to disable Windows Authentication (not recommended, will
14 <add key="authMode" value="mixed" />
15
16 <!-- Keepens tabs from user's last session -->
17 <add key="autoLoadTabs" value="Y" />
18
19 <!-- Enable this key if IMOS will run over as a Microsoft Terminal Server R
20 <add key="disableKeyTaps" value="N" />
21
22 </appSettings>
23
24 <ImosEnvironments>
25 <!-- Environments should have a corresponding entry in \services\config\Imo
26
27 <!-- Since no environments are listed, by default every environment specifi
28 <!-- If only one environment is available, there will be no environment sel
29
30 <!-- Example of how to add an environment named "prod" and "test" to the li
31 <!-- <add key="prod" value="prod" /> -->
32 <!-- <add key="test" value="test" /> -->
33
34 </ImosEnvironments>
35 </configuration>

```

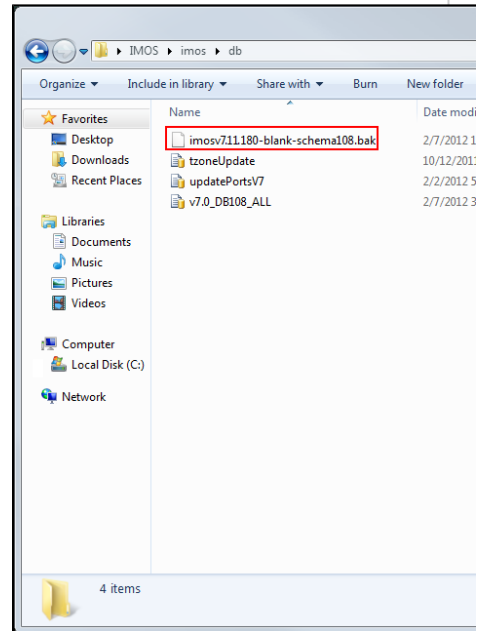
Remove these from end to enable the E

For each key in this file; there must be a corresponding line in imosEnv.xml. (See Step 7 for more information.)

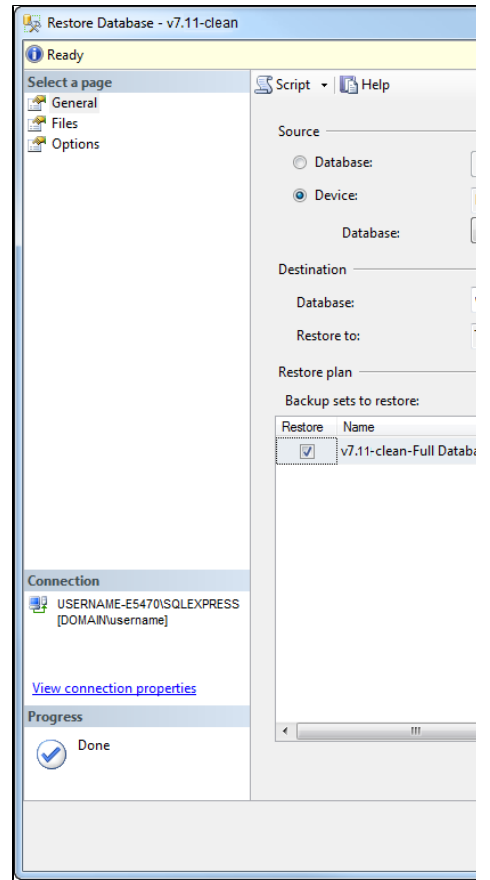
5.

Restore the base V7 database provided with the installer or a V7 database backed up from an existing installation.

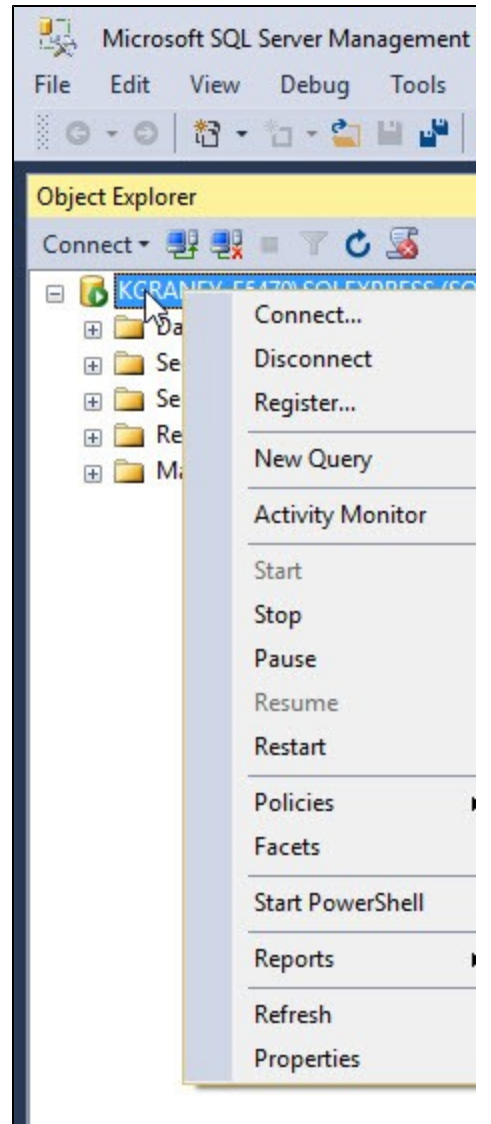
First-time installs are typically provided with a base database (with a name like imosv#.#.#-blank-schema#.bak, where #.#.# is the version number) in the imos\db directory that is then populated with initial master data.

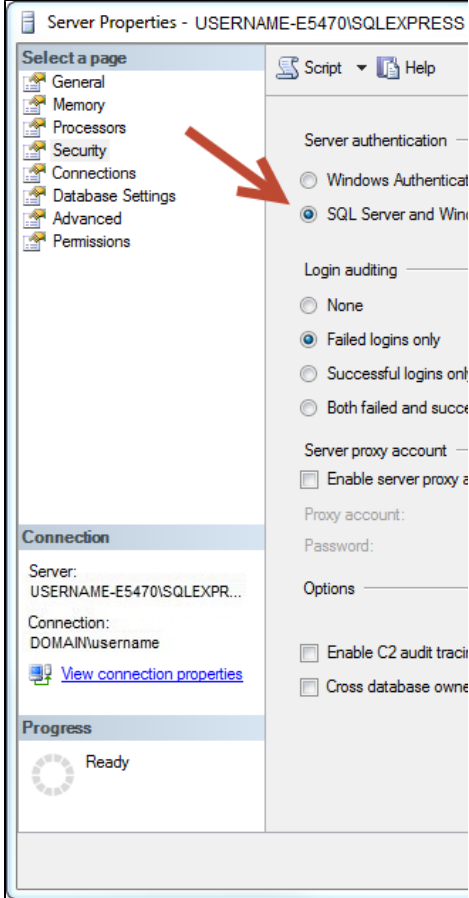


Inside Microsoft SQL Server Management Studio, right-click the **Databases** folder under your database instance and click **Tasks > Restore > Database**. For Source, select **Device** and add the .bak file that you received with your first-time install, as per the above location. It will be in the DB folder from the extracted IMOS file.



Right-click the server instance and then click **Properties**. On the Security tab, change the Server Authentication to **SQL Server and Windows Authentication mode**.





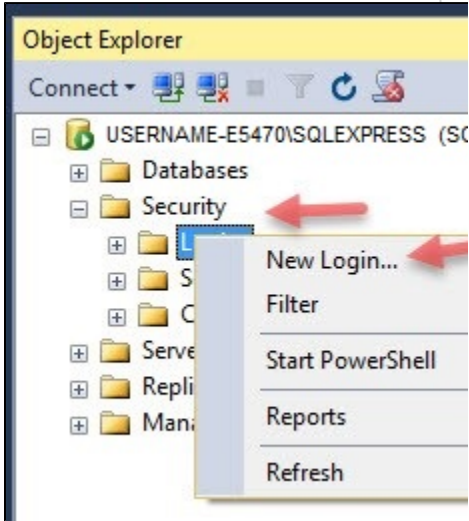
Note: If the Security tab does not appear in your database, just ensure that the server settings are set up correctly.

6.

Create a new SQL Server login for IMOS and give it db_datareader, db_datawriter, and db_owner permissions on the IMOS database.

See the screenshots below. Note the password permissions level.

Expand the Security file and right-click on Logins to select New Login.



Login - New

Select a page

- General
- Server Roles
- User Mapping
- Securables
- Status

Script Help

Login name:

Windows authentication
 SQL Server authentication

Password:

Confirm password:

Specify old password

Old password:

Enforce password complexity

Enforce password history

User must change password at next logon

Mapped to certificate
 Mapped to asymmetric key
 Map to Credential
 Mapped Credentials

Default database:

Default language:

Connection

Server: USERNAME-E5470\SQLEXP...

Connection: DOMAIN\username

[View connection properties](#)

Progress

Ready

Login - New

Select a page

- General
- Server Roles
- User Mapping
- Securables
- Status

Script Help

Users mapped to this login:

Map	Database
<input type="checkbox"/>	CompanyImos
<input type="checkbox"/>	master
<input type="checkbox"/>	model
<input type="checkbox"/>	msdb
<input type="checkbox"/>	tempdb
<input checked="" type="checkbox"/>	v711clean

Guest account enabled

Database role membership

- db_accessadmin
- db_backupoperator
- db_datareader
- db_datawriter
- db_ddladmin
- db_denydatareader
- db_denydatawriter
- db_owner
- db_securityadmin
- public

Connection

Server: USERNAME-E5470\SQLEXP...

Connection: DOMAIN\username

[View connection properties](#)


Progress


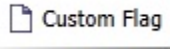

Ready

7.	<p>Modify the Configuration file provided with the installer: imos\services\config\imosEnv.xml</p>	<p>This file is used by the Messaging Service running on the application server and maintains database login information for each of the configured IMOS environments. It has the following sections:</p> <ul style="list-style-type: none"> • <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 (see Step 4). • 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. <p>Note: The following is only an example:</p> <pre><imosEnvironments> <imosEnvironment name="prod" dbConnectString=" Provider=Microsoft OLE DB Provider for SQL Server;Driver= {SQL Server};Server={USERNAME- E5470\instance}; Trusted_Connection={No}; Database={v711clean};Uid {username}Pwd={password}" dbSqlId="_sqlid" /></pre>
8.	Place the license file provided on the Client Center in imos\services\config.	<p>Each client receives an individual license file that unlocks features in IMOS to match those purchased, for the appropriate number of users.</p> <p><i>The password for this .Zip file is in the Client Center instructions.</i> (See also Renewing an IMOS License.)</p>
9.	<p>To register the service, open Command Prompt with administrator privileges (right-click Command Prompt and select Run as administrator), then, from the imos\services directory, run: imosmsg /register</p>	<p>The service will be registered and run on the application server.</p> <p>If you are running multiple instances of the IMOS7 services concurrently (<i>advanced</i>):</p> <ul style="list-style-type: none"> • Give the service a unique label that will be appended to the end of the service name. Set imosMsgInstanceName environment variables before registering the service by running this command (Note that this example uses a descriptive label and the intended port number to help avoid confusion later.): • set imosMsgInstanceName=production923 • Change the port number in imosauth.exe.config, imosmsg.exe.config, and

		imosshell.exe.config to an unused port (in this example, port 923). <ul style="list-style-type: none"> Register the service as normal.
10.	Start the IMOS Messaging Service.	Start the service from the Services Control Panel in Windows (Control Panel -> System and Security -> Administrative Tools -> Services). Double-click the IMOS Messaging Service and set it to start automatically by setting the Startup type to Automatic .

Connecting to Veslink via VXP Method



11.	Do this only if you are using Veslink in production: Connect your Veslink site to your IMOS environment.	<ol style="list-style-type: none"> Log in to 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.
-----	--	--

12.	Do this only if you are using a Test Veslink site: Connect your Test Veslink site to your Test IMOS environment.	<ol style="list-style-type: none"> In the Data Center , click Configuration Flags. To edit this hidden configuration flag, click . In the Name field, enter the following: CFGVeslinkMasterDirectoryOverrideURL In the Value field, enter the following: https://test.veslink.com:229 Click OK. 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.
-----	--	--

Connecting to Veslink via Websocket Method

Note: Websockets are supported on Microsoft Server 2012 and later.

11.	Do this only if you are using Veslink in production: Connect your Veslink site to your IMOS environment.	<ol style="list-style-type: none"> Log in to IMOS.
-----	--	---

		<p>b. In the Veslink module center , click Set Up Site Key and Veslink URL.</p> <p>c. Enter your Site Key.</p> <p>d. Enter the Veslink URL as https://veslink.com/websocket</p> <p>e. Click Verify. A response indicates success.</p> <p>f. If you are prompted to clear the Veslink data, do not accept this option; instead, click Cancel.</p> <p>g. Go to your imosmsg.exe.config and imosshell.exe.config files and add the following line to your <appSettings>: <pre><add key="webSocketUrl" value="https://www.veslink.com/websocket/" /></pre></p> <p>h. Save the update file and restart your Messaging Service.</p>
12.	<p>Do this only if you are using a Test Veslink site: Connect your Test Veslink site to your Test IMOS environment.</p>	<p>a. Log in to IMOS.</p> <p>b. In the Veslink module center , click Set Up Site Key and Veslink URL.</p> <p>c. Enter your Site Key.</p> <p>d. Enter the Veslink URL as https://test.veslink.com/websocket</p> <p>e. Click Verify. A response indicates success.</p> <p>f. If you are prompted to clear the Veslink data, do not accept this option; instead, click Cancel.</p> <p>g. Go to your imosmsg.exe.config and imosshell.exe.config files and add the following line to your <appSettings>: <pre><add key="webSocketUrl" value="https://test.veslink.com/websocket/" /></pre></p> <p>h. Save the update file and restart your Messaging Service.</p>

Other Important Notes

To log in for the first time after installation, use the default admin username and password for IMOS, which are set up by Veson Nautical.

The IMOS application consists of the \exe, \reports, and \dat directories. Any account that will be running imosshell.exe will require 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.)

Upgrading from a Previous Release of IMOS7

About IMOS7 Updates

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

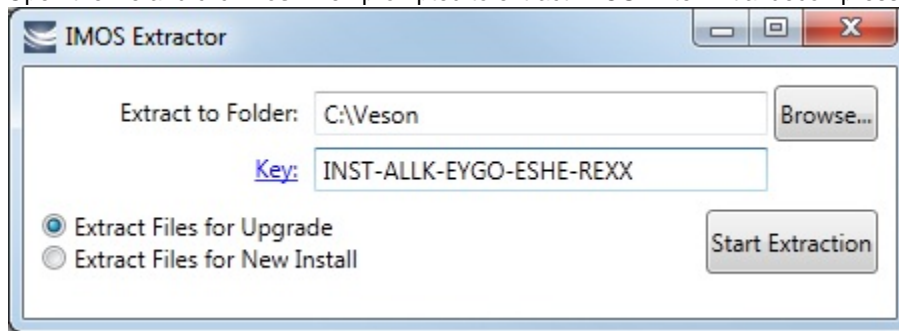
We do not recommend that any update be deployed to the Production environment without testing. As detailed in [IMOS Architecture Recommendations](#), the recommended process is for updates to be released to the Test environment initially and, after changes are validated, rolled into Production. Testing 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.

Upgrading from a Previous Version of IMOS7

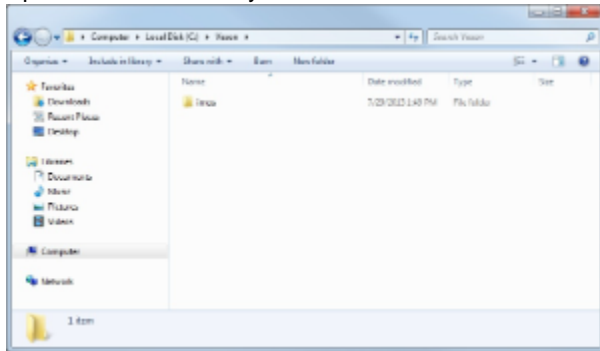
If you are already running an older version of IMOS7 and are upgrading to the current version, you must perform the following actions:

1. Back up your current IMOS installation directory and database.
2. Ensure that there are no active users on the system.
3. Stop the IMOS7 Authentication and IMOS7 Messaging services.
4. Unregister the existing service(s) in Windows:
 - a. **imosauth /unregister** (if applicable)
 - b. **imosmsg /unregister**
You may need to execute the following command before unregistering:
set imosmsginstancename=<instance_name>
where <instance_name> could be, for example, test.
This ensures that you are unregistering the correct service.
5. Download the new version of IMOS from Client Center.
6. Open the file and click **Yes** when prompted to extract IMOS. After initial decompression, the IMOS Extractor opens.



7. Select an easily accessible folder to extract to and select **Extract Files for Upgrade**.
8. Type your install key, which you can find on the Client Center, and click **Start Extraction**.

9. Open the folder where you extracted IMOS to.



10. Replace your current IMOS installation files with the IMOS installation files you just extracted: Copy the **imos** folder and paste it over the **imos** folder in your production IMOS directory.

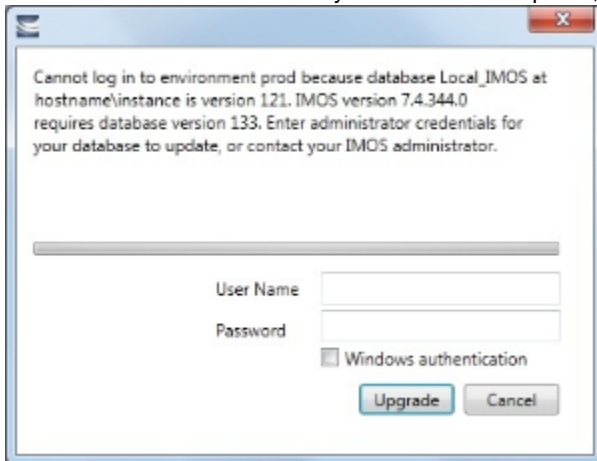
11. Register the service(s):

- a. **imosauth /register** (if applicable)
- b. **imosmsg /register**

12. Start the IMOS7 Authentication and Messaging services.

13. Log in to IMOS as an administrator. The following prompt appears:

- Cannot log in to *{environment}* because *{database}* at *{host}* is *{version}*. IMOS *{version}* requires database *{version}*. Enter administrator credentials for your database to update, or contact your IMOS administrator.



14. If you are using SQL authentication, type the SQL authentication user name and password that has admin access to the database.

- Select **Windows authentication** if you are logged in as an administrator who has access to the database.

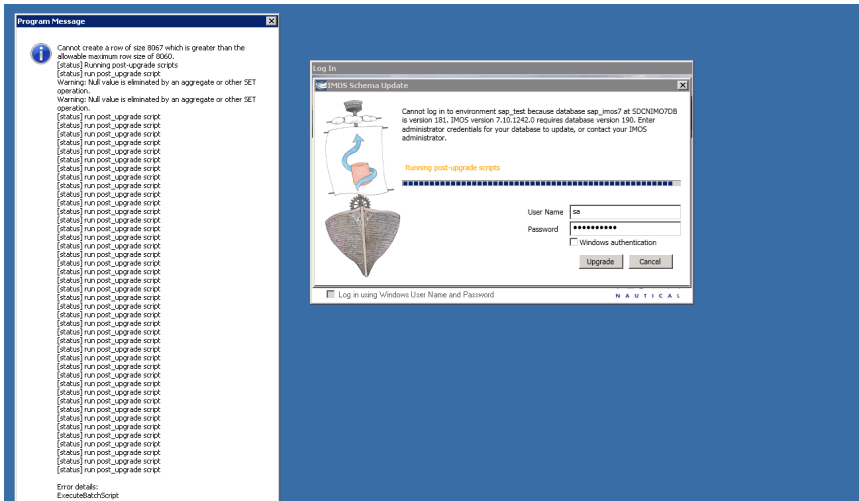
15. Click **Upgrade**.

16. Upgrade the database: Log into SQL Server Management Studio and run the **tzzoneUpdate.sql** and **updatePortsV7.sql** scripts against your database. These scripts are located in the `\\imos\db` folder.

17. Restart the IMOS Messaging Service.

Tip

During the Upgrade Schema process, you may encounter an error such as "Cannot create a row size of xxxx which is greater than the allowable maximum row size of 8060," as in the illustration below. This error means that a row overflow happened.




SQL Server supports row-overflow storage, but this may have to be explicitly declared using the 'large value types out of row' option (see [here](#)). You would need to run this SQL query. See the following sample:

```
use MYDBSCHEMA;
GO
EXEC sp_tableoption 'DBTABLE', 'large value types out of row', VALUE;
```

The error in the illustration above happened while the script was doing work on the table 'dbo.userprefs'. Therefore, the SQL query would be customized to:

```
use MYDBSCHEMA;
GO
EXEC sp_tableoption 'dbo.userprefs', 'large value types out of row', 0;
```

Creating New Environments in IMOS7

 This is a **Key Topic**, with high value for all users.

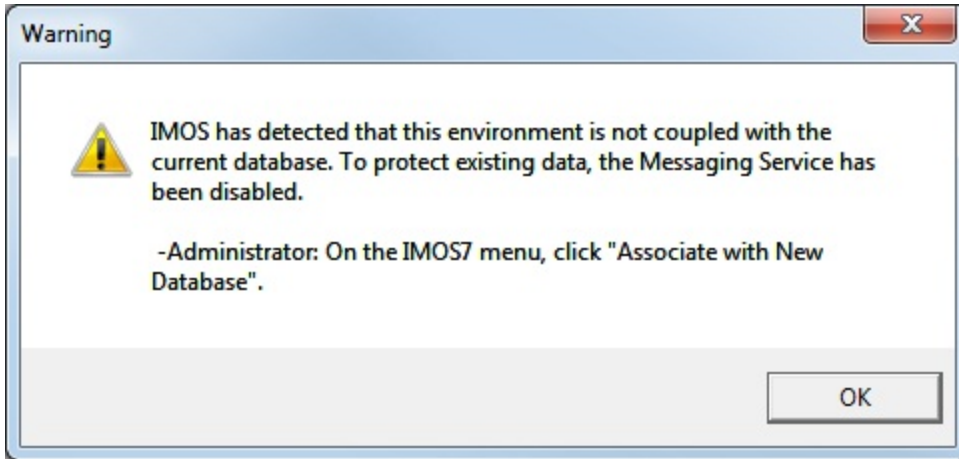
Adding a new IMOS environment has changed in IMOS7. Rather than copying and renaming an environment folder, a new entry is added to imosEnv.xml.

1. Create the database for the environment.
2. Populate the database (either by restoring the base .bak file provided with the IMOS7 install files, or by copying an existing IMOS database using the Copy Database Wizard in SQL Studio).
3. Edit imosEnv.xml to add an entry for the new environment: Copy an existing entry and edit the database name and connection string. Make sure you change the connection string to point to the correct database.
4. You can also edit imosshell.exe.config to add the new environment to the login page.
5. Log in to the environment and associate the database with the new environment if using the Messaging Service.

Enabling the Messaging Service

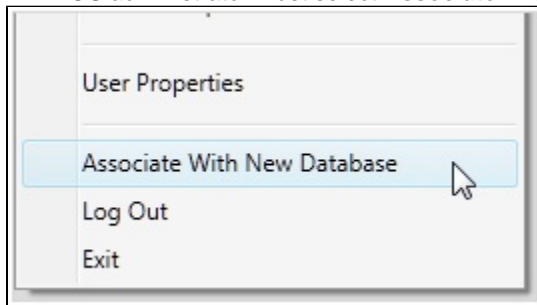
Because the Messaging Service configuration is copied along with the database, IMOS7 contains protections to avoid unintentionally interfacing an environment with production systems.

IMOS automatically disables the Messaging Service when it detects that a database copy has occurred. When you log in, the following warning appears:

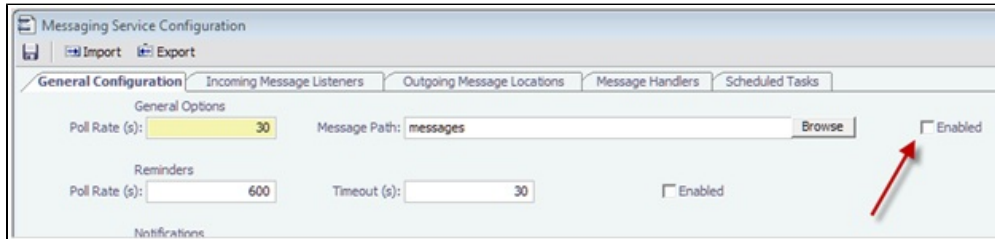


To enable the Messaging Service:

1. An IMOS administrator must select **Associate With New Database** on the IMOS7 menu.



2. In the Data Center  **Data Center**, click **Messaging Service Configuration**. On the General tab, select the **Enabled** check box.



IMOS Maintenance and Best Practices

Maintaining a Test Environment

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.

Database Backup and Restore

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

and *How to: Restore a Database Backup (SQL Server Management Studio)*: <http://msdn.microsoft.com/en-us/library/ms177429.aspx>.

Rollback Plan

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

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

Historical Schema Changes

For every major release, the schema definition is stored within the application files at /docs/database/*. This documentation is generated directly from the code that builds the db update script for schema changes. This can be used to compare tables and fields between two IMOS major versions.

IMOS User Licenses

IMOS License Types

Veson Nautical offers two primary types of user license. Each type offers its own advantages:

- **Read-Only License**
 - User can individually log into IMOS.
 - User can access IMOS forms and lists (based on security permissions) but not update.
 - User can run and receive IMOS Reports, including built-in, list, and custom reports.
- **Full-Access (Read and Write) License**
 - User can individually log into IMOS.
 - User can access and update IMOS forms and lists.
 - User can run and receive IMOS Reports, including built-in, list, and custom reports.
 - User can create new IMOS Reports.

Named User License Limits

IMOS Licenses are a named user license; each IMOS license should be attributed to one individual user. To confirm your current IMOS User License Limit:

1. Log into the IMOS Shell.
2. On the IMOS7 menu, click **About Veson Nautical IMOS**.
3. Review the License Limit.



Requesting a New User License

Refer to your SLA for any specific details about requesting a new user license, such as license cost, etc.

To request a new user license, follow these steps:

1. Send an email to support@veson.com and if you prefer, cc: your Veson Account Manager. In the email, please include the following details:
 - Company Name
 - Number and type of licenses you are requesting (for example, two Full-Access Licenses)
 - What you believe your new total license count should be, including the new licenses
2. Veson Nautical Support will reply with a Statement of Work (SOW) for the new licenses.
3. Sign the SOW and return it to Veson Nautical Support via the same support case.
4. Veson Nautical Support will send out a new license file with the increased user count via the [Client Center](#).
5. Follow the instructions provided in the License email to install your new license.
6. With the license installed, you can [create new users](#).

Renewing an IMOS License

IMOS licenses must be renewed yearly. To renew your IMOS license, either contact your account manager or send a request to support@veson.com.

Installing a New License

After a renewal is requested, a new license file is placed in the [Client Center](#) for you to download.

1. Log into the Client Center and click the **Downloads** tab. In the Downloads List, find the file with Type **License**.
2. Click the file download link to download the License file.
3. Copy the license file password from the Instructions column.
4. Extract the file to **imos\services\config** and paste the password when prompted.
5. Overwrite the existing **imosLicense.xml** file.
6. Restart the IMOS Messaging Service.
7. To confirm that the installation was successful, verify the user count and expiration date from the **About Veson Nautical IMOS** form.

IMOS Configuration Files

All IMOS Installations rely upon a few key configuration files:

- imosshell.exe.config
- imosauth.exe.config
- imosmsg.exe.config
- [imosEnv.xml](#)

imosEnv.xml

File Description

The imosEnv.xml file is a key file for configuring IMOS. Within this file you will configure the various IMOS Environments that a single Application Instance is able to access.

File Sample

Below is a sample of an imosEnv.xml file with two environments: prod and test

```
imosEnv.xml Sample  
  
<?xml version="1.0"?>  
<imosEnv>  
  <imosEnvironments>  
    <imosEnvironment name="prod" dbConnectionString="Provider=Microsoft OLE DB Provider for  
SQL Server;Driver={SQL Server};Server={IMOS-SQL};Trusted_Connection={No};Database={prod};  
Uid={imos};Pwd={password}" dbSqlId="_sqlid" />  
    <imosEnvironment name="test" dbConnectionString="Provider=Microsoft OLE DB Provider for  
SQL Server;Driver={SQL Server};Server={IMOS-SQL};Trusted_Connection={No};Database={test};  
Uid={imos};Pwd={password}" dbSqlId="_sqlid" />  
  </imosEnvironments>  
</imosEnv>
```

Parameter Descriptions

The key to the imosEnv file is the individual <imosEnvironment> element that contains several attributes affecting your setup. This table includes these attributes:

Attribute	Description	Value
name	Text used to identify different environments within an application instance	Text
dbConnectionString	.NET Connection String used to identify different parameters necessary to connect to the IMOS Database Server	Each parameter requires a different value

dbConnectionString.Provider	.NET compatible database connection provider	DO NOT EDIT
dbConnectionString.Driver	.NET compatible connection driver	DO NOT EDIT
dbConnectionString.Server	Network Hostname\SQL Instance information	HOSTNAME\INSTANCE
dbConnectionString.Trusted_Connection	Determines whether to use pass-through Windows Authentication per database connection	Yes: Set if each individual IMOS user also has a database server account No: Set if IMOS has a single dedicated database server account for all users
dbConnectionString.Database	SQL Database name on the SQL Server	SQL Database Name
dbConnectionString.Uid	SQL user name provided if Trusted_Connection is set to No	SQL Database User for IMOS
dbConnectionString.Pwd	SQL user name password provided for the designated Uid if Trusted_Connection is set to no	SQL user name password
dbSqlId	Column title for the unique row identifier in all IMOS tables	Default to _sqlid

Administration

About Administration

This page is for system administrators and administrators of IMOS, the Integrated Maritime Operations System.

For hardware and software information, see [Requirements and Recommendations](#).

System Administration

Sequence of 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](#).

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.


IMOS Administration

Sequence of Steps

1. Edit and/or enter information in the [Term Lists](#).
2. Enter [Address Book](#) entries.
3. Edit and/or enter [Cargo Name](#) records.
4. Edit and/or enter [Vessel](#) records.

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

Related Key Topics

 These **Key Topics** have high-value information for all users:

Page:[About Groups, Users, and Rights](#)

Page:[Internal Support Team](#)


Page:[Security](#)

Logging In and Out as an Administrator

Logging In

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



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

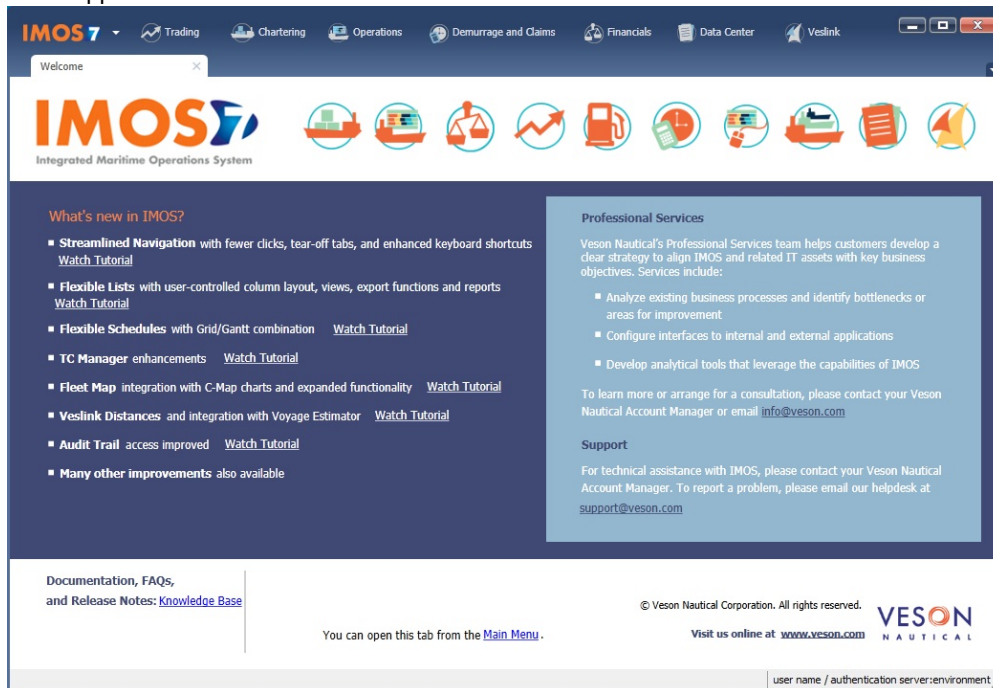
A screenshot of the 'Log In' dialog box. The dialog has a title bar 'Log In' and a background image of a coastal town at sunset. On the left is the IMOS logo with the text 'Integrated Maritime Operations System'. On the right are two input fields: 'User Name:' with the text 'domain\username' and 'Password:'. Below the fields are 'Log In' and 'Cancel' buttons. At the bottom left is a checked checkbox labeled 'Log in using Windows User Name and Password'. At the bottom right is the VESON NAUTICAL logo.

Your Windows User Name and Environment appear. When no environments are specified on the command line, or the `<imosEnvironments>` tag is empty in `imosshell.exe.config`, all environments available in `imosEnv.xml` appear, in the same order as in `imosEnv.xml`.

2. 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**.


- 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.

Security

 This is a **Key Topic**, with high value for all users.

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.

Configuring IMOS Security

To create a secure environment, we recommend that the database connection be configured for SQL authentication. Individual users can then either be provided an IMOS login or use [Windows Authentication](#) to gain access to the system without having direct access to the database. For information on editing the imosEnv.xml file to disable Trusted_Connection and using a SQL login and password, see [Installing IMOS7](#). Also note that for this to be secure, the application server on which the imosauth.exe service is running should not be accessible by individual non-administrative users; otherwise, they could simply look up usernames and passwords.

Setting Up Security for Individual Users and Groups

To set up IMOS Security:

1. In the Data Center , click  **Security**.
2. On the Security List:
 - a. [Create groups](#) and/or [create Active Directory Groups](#) and assign module and object rights.

- b. Create users.
 - i. Assign users to groups.
 - ii. Assign user **module and object rights** or adjust user rights inherited from groups.

Note: 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.


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

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

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

Note: With **configuration flag CFGEnableDistributionLists**, you can also create **Distribution Lists** for reports.

About Groups, Users, and Rights

 This is a **Key Topic**, with high value for all users.

Groups and Users

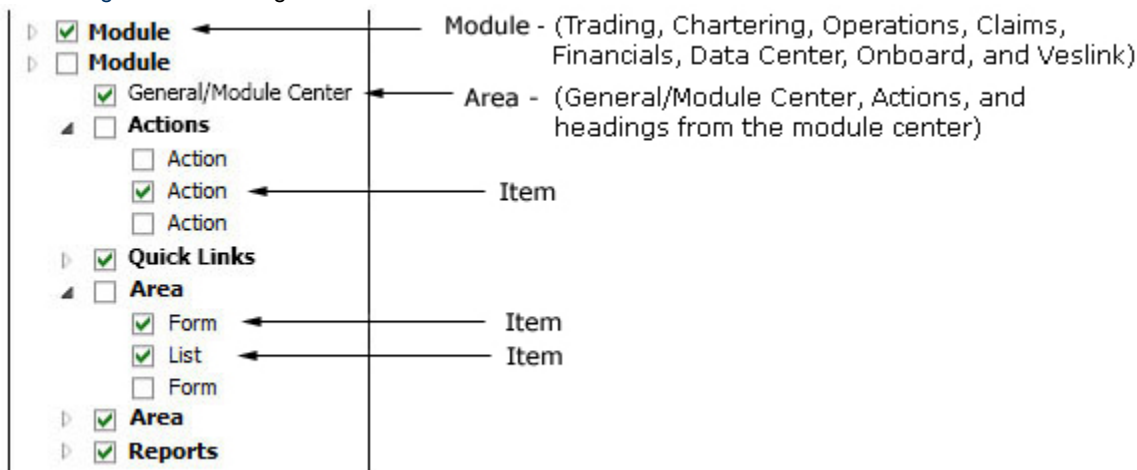
IMOS recognizes two types of users for assigning access rights:

- **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.

Module Rights

Module Rights can be assigned at three different levels:



- **Module:** Trading, Chartering, Operations, Claims, Financials, Data Center, 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.

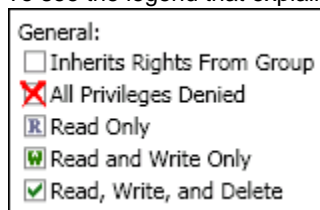
With Company-based Security enabled (**CFGEnableCompanySecurity**), company-based permissions can be set for each user or group. Selecting an (empty) Company allows a user or group to edit and save records that do not have a Company specified. Additional options can be [configured](#).

- 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.

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.



Priorities for Users with Conflicting Rights

Rights have priorities to determine which right applies if a user either has individual rights that conflict with group rights or 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.

Note: A user with a Read Only license has Read Only access regardless of membership in any other groups.

▼ Related Config Flags

CFGEnableCompanySecurity

Set [company-based permissions](#) for each user or group on the Object Rights tab in Security, under Company. IMOS applies where needed to prevent users from editing or seeing various IMOS items associated with any restricted companies.

CFGUseContractCompany

If enabled, displays Company as a required field on the Voyage Fixture, TCI/TCO Manager, and Voyage Manager. If LOB is enabled, this field will also be required. Note that this flag enables strict company matching (that is, sale and purchase companies must match) for the TDE.

This flag is almost always enabled when company-based security (CFGEnableCompanySecurity) is in use, as it requires the Company Code to be specified in records before the user can save. A warning message will appear if an invoice is issued in which they do not match.

CFGRequireCompanyMatchForInvoice

When enabled and **CFGUseContractCompany** is also enabled, the contract company must match the fixture company to approve or post invoices.

CFGInvoiceApprovalsByType

Specifies whether the control of invoice **approval** by type is enabled or not; adds an Invoice Approval Types control list to the Object Rights tab in Security, to grant users rights to approve specific types of invoices. On the Approve Invoices List and Transaction Summary, if a user does not have approval rights for an invoice type, the Review link will not be available for those invoices.

CFGInvoicePostingsByType

Specifies whether the control of invoice **posting** by type is enabled or not; adds an Invoice Posting Types control list to the Object Rights tab in Security, to grant users rights to post specific types of invoices. On the Post Invoices List and Transaction Summary, if a user does not have posting rights for an invoice type, the Post link will not be available for those invoices.

CFGInvoiceActualizationByType

Specifies whether the control of invoice **actualization** by type is enabled or not; adds an Invoice Actualization Types control list to the Object Rights tab in Security, to grant users rights to set specific types of invoices to Actual.

CFGInvoiceReversalsByType

Specifies whether the control of invoice **reversal** by type is enabled or not. When enabled, on the Object Rights tab in [Security](#), an Invoice Reversal Types control list is added to grant users rights to reverse specific types of invoices.

CFGActJournalApprovalNeeded

Specify how many approvals are need for nonvoyage journals before posting.

CFGActApprovalsMask

Bitflag: If accounting approvals are enabled, determines which are active. Possible values:

- 0 = None
- 1 = Payables only
- 2 = Receivables only
- 4 = Journals
- 64 = By company; adds an Approval Company node in Object Rights for each user.

The default value is 7=1+2+4.

Module Rights

Planning Worksheet: When you assign [Module Rights](#), you can use this worksheet: [IMOS Module Rights v7.10.1768.xlsx](#). On the tab for each module, in the Module Rights columns, add the names of the users, and then select the appropriate rights from the drop-down lists below.

The following Module Rights can be assigned to users or groups. Click [module names](#) to expand their rights.

New! marks Module Rights that are new in IMOS v7.10; you can see illustrations of them in [New Module Rights in IMOS v7.10](#).

▼ Trading

- **General/Module Center:** Access to the [Trading](#) module
- **Actions:**
 - [Record Trades](#)
 - [Edit Broker Confirmation No. on FFA/Bunker Swap/Options](#)
 - [Edit Reference on FFA/Bunker Swap/Options](#) **New!**
- **Quick Links:** Access to the following Quick Links in the Trading module:
 - [Trading P&L Summary](#)
 - [Trade Details List](#)
 - [Bunker Trade List](#)
 - [Trading Opportunity Analysis](#)
- **Trades:** Access to the following Trading forms/lists:
 - [FFA/Option](#)
 - [FFA/Option List](#)
 - [Bunker Swap/Option](#)
 - [Bunker Swap/Option List](#)
 - [Cargo](#)
 - [Cargo List](#)
 - [VC In](#)
 - [VC In List](#)
 - [Time Charter In](#)
 - [Time Charter In List](#)
 - [Time Charter Out](#)
 - [Time Charter Out List](#)
- **Data:** Access to the following Trading forms/lists:
 - [Trading Profile](#)
 - [Trading Profile List](#)
 - [Trading Filter](#)
 - [Trading Filter List](#)
 - [Market Data](#)
 - [Market Data Summary](#)
 - [Markets](#)
 - [Trade Route](#)
 - [Bunker Symbol](#)
 - [Price Index Symbol](#)
 - [Freight Option Symbol](#)
 - [Bunker Option Symbol](#)
 - [Fuel Market Symbol Rules](#)
 - [Trading Strategy](#)
 - [Benchmark TC Adjustment](#)
- **Reports:** Access to the following [Trading Reports](#):
 - [Audit Report](#)
 - [Benchmark Freight Report](#)
 - [FFA Daily Report](#)
 - [Historical VaR](#)
 - [Market Data Report](#)
 - [P&L Comparison Report](#)

- Portfolio Report

▼ Chartering

- **General/Module Center:** Access to the Chartering module
- **Actions:**
 - Fix an Estimate
 - Revise a Fixed Estimate
 - Edit Other Users' Estimates (with CFGEnableVoyestUserSecurity)
 - Edit Open Estimates (with CFGEnableVoyestUserSecurity)
 - Schedule a Fixture
 - Set up a Benchmark Estimate
 - Save New Worldscale Route
 - Assign Bunker Hedging
 - Update Existing Worldscale Flat Rate
 - Edit Confirmed Cargo Contracts (with CFGEnableCargoStatusSecurity): Full access to Cargo contracts, regardless of their status
 - Update Template Voyage Estimates
 - Vessel Vetting
 - Confirm COA: Change status of Cargo COA/VC In COA to and from Confirmed
 - Advanced Contract Pricing
 - Acknowledge Cargo Revisions
- **Quick Links:** Access to the following Quick Links in the Chartering module:
 - Voyage Estimate
 - Voyage Estimate List
 - Voyage Fixture
 - Voyage Fixture List
 - Cargo Schedule
 - Cargo Matching
 - Vessel Position List
 - Cargo Book
 - Open Position
- **Cargo:** Access to the following Cargo forms/lists:
 - Cargo
 - Cargo List
 - VC In
 - VC In List
 - Cargo COA
 - Cargo COA List
 - VC In COA
 - VC In COA List
 - Master Contract
 - Master Contract List
 - Multiple Cargo Booking (with CFGEnableCargoBooking)
- **Time Charter Manager:** Access to the following Time Charter forms/lists:
 - Time Charter In
 - TC In List
 - Time Charter Out
 - TC Out List
 - Time Charter Lifting Options
 - Time Charter Purchase Options
 - Equipment Contract
- **Lightering:** Access to the following Lightering forms/lists (with license):
 - Lightering Master Contract
 - Lightering Master Contract (Purchase)
 - Lightering Job
 - Lightering Job List
 - Lightering Support Contract
 - Lightering Support Job
 - Mooring Masters

- **Setup:** Access to the following Setup forms:
 - Chartering Lists Settings
 - Voyage Estimate Categories

▼ Operations

- **General/Module Center:** Access to the Operations module
- **Actions:**
 - Manage Operations Reports
 - Pooling
 - Delete a Voyage
 - Close a Voyage
 - Reopen a Closed Voyage
 - Edit Company on a Commenced Voyage
 - Insert a Past Port
 - Edit Operator's Fields on Bunker Requirement
 - Edit Bunker Manager's Fields on Bunker Requirement
 - Manage Operations Task
 - Post Daily Cost
 - Post Bunker Cost
 - Edit Index Linked TC Invoice Hire Rate: Permission to change the Rate field for index-linked hire lines on the [Time In Charter Payment/Time Charter Bill](#) forms
 - Edit Delivery/Redelivery Bunkers on Read-Only TC Contracts
 - [Extract Voyage Data](#): Permission to export voyage XML: Enables the Export XML button on the Voyage Manager toolbar
 - Check/un-check Exclude from Cap/Collar
 - Edit Market Hire on Voyages with Status Other Than Scheduled
- **Quick Links:** Access to the following Quick Links in the Operations module:
 - Vessel Schedule
 - Port Schedule
 - Fleet Map
 - Voyage Manager
 - Voyage Manager List
 - Task List
 - My Task List (with CFGDisplayMyTasks)
 - Veslink Form List
 - Open Position
- **Freight/Demurrage:** Access to the following Freight/Demurrage forms:
 - Freight Invoice
 - Final Freight Statement
 - Laytime Calculator
 - Demurrage Summary
 - Commissions
- **Time Charter In:** Access to the following Time Charter In forms/lists:
 - Time Charter In
 - TC In List
 - Time Charter Payment
 - TC Payment Schedule
 - Commissions
 - Owner's Commissions
 - Hire Statement
 - Bareboat Contract In
 - Bareboat Payment
 - Bareboat Commissions
 - Bareboat Payment Schedule
 - Equipment Contract
 - Equipment Contract Payment
 - Equipment Commission
 - Equipment Payment Schedule
- **Service Contract In:** Access to the following Service Contract In forms/lists:
 - Service Contract In

- Service Contract In List
- Service Payment
- **Bunkers:** Access to the following Bunker forms/lists:
 - Bunker Requirement
 - Bunker Requirement List
 - Bunker Invoice
 - Bunker Purchase
 - Bunker Purchase List
 - Bunker Lifting List
 - Bunker Alert List (with CFGDisplayBunkerAlerts)
 - Market Data
 - Market Data Summary
- **Time Charter Out:** Access to the following Time Charter Out forms/lists:
 - Time Charter Out
 - Time Charter Out List
 - Time Charter Bill
 - TC Billing Schedule
 - Commissions
 - Hire Statement
- **Service Contract Out:** Access to the following Service Contract Out forms/lists:
 - Service Contract Out
 - Service Contract Out List
 - Service Bill
- **Setup:** Access to the following Setup forms:
 - Operations Lists Settings
 - Bunker Purchase Types
 - Bunker Delivery Types
- **Port/Other Costs:** Access to the following Port/Other Costs forms:
 - Port Advance/DA
 - Port Advance/DA List
 - Ledger Expense Setup
 - Other Revenues/Expenses
 - Port Expenses Details (with CFGEnableStandards)
 - Expense Standards (with CFGEnableStandards)
 - Standard Expenses (with CFGEnableStandards and CFGEnableAllStdExpMatches)
- **Pooling:** Access to the following Pooling forms (with license):
 - Pools
 - Pool Assignment
 - Pooling Distribution
 - Pooling Cash Distribution
 - Pooling Summary
 - Pooling Year Comparison
 - Profit Share Distribution
- **Lightering:** Access to the following Lightering forms (with license):
 - Lightering Master Contract
 - Lightering Job
 - Lightering Job List
 - Lightering Support Contract
 - Lightering Support Job
- **Reports:** Access to the following Operations Reports:
 - Bunker Invoices Summary
 - Bunker Inventory/Accruals
 - Cargoes Loaded/Discharged
 - Check Voyage P&L (Actual/Estimate)
 - Demurrage Summary
 - EEOI Reporting
 - Fixture Cargo Summary
 - General Operations Report

- On/off Hire Summary
- Operations Receivables
- Outstanding Hire-Payment Adjustments ^{New!}
- Performance Analysis Report
- Port Expenses Summary
- Port Expenses Rebillable Summary
- Port Production Report
- TCE Summary
- US Army Corps of Engineers Report
- Utilization Report
- Vessel Performance Report
- Vessel Position Report
- Vessel Position Report (External)
- Voyage Bunker Report
- Voyage Accruals Summary
- Voyage Freight Summary
- Voyage P&L Summary
- Warranty Summary Report (LNG - custom)
- Worldscale/ATRS Route Report

▼ Claims

- **General/Module Center:** Access to the [Demurrage and Claims module](#)
- **Actions:**
 - [Manage Demurrage Reports](#)
 - [Manage Time Bar Task](#)
 - [Edit Time Bar Date](#): Permission to edit the Time Bar Date field on the [Demurrage Time Bar Task form](#)
- **Quick Links:** Access to the following Quick Links in the Demurrage and Claims module:
 - [Demurrage Summary](#)
 - [Claim](#)
 - [Claim List](#)
- **Laytime:** Access to the following Laytime forms:
 - [FOB/Delivered Cargo](#)
 - [Laytime Calculator](#)
- **Setup:** Access to the following Setup forms:
 - [Claim Types](#)
 - [Claim Sub-Types](#)
 - [Claim Actions](#)
 - [Claims Lists Settings](#)
- **Reports:** Access to the following [Demurrage and Claims Reports](#):
 - [Demurrage: Demurrage Activity](#)
 - [Demurrage: Time Bar](#)
 - [Demurrage: Cycle Time](#)
 - [Demurrage: Outstanding Pay/Rec \(Summary\)](#)
 - [Demurrage: Outstanding Pay/Rec \(Details\)](#)
 - [Demurrage: Outstanding Pay/Rec \(Filtered\)](#)

▼ Financials

- **General/Module Center:** Access to the [Financials module](#)
- **Actions:**
 - [Manage Financial Reports](#)
 - [Financial Administration](#)
 - [Approve an Invoice](#)
 - [Post an Invoice](#)
 - [Reject an Invoice](#)
 - [Release an Invoice](#)
 - [Reverse an Invoice](#)
 - [Reverse a Payment](#)

- Remove Invoice from [Batch Payment](#) (with CFGBatchPaymentSupported)
- [Modify P&L Calculation Options](#) (with CFGShowPNLCalcOptions) New!
- **Quick Links:** Access to the following Quick Links in the Financials module:
 - [Transaction Summary](#)
 - [Receivables Summary](#)
 - [Payables Summary](#)
 - [Accounting Interface Summary](#)
 - [Trial Balance Summary](#)
 - [Vendor Statement Summary](#)
 - [Voyage P&L Snapshot Manager](#)
- **Transactions:** Access to the following Transactions forms:
 - [Create Invoices](#)
 - [Edit Invoices](#)
 - [Approve Invoices](#)
 - [Post Invoices](#)
 - [Transaction Data Entry](#)
 - [Payments and Receipts](#)
 - [Journal Entries](#)
 - [Payment Batch](#) (with CFGBatchPaymentSupported)
 - [Payment Batch List](#) (with CFGBatchPaymentSupported)
 - [Advance Payment/Receipt Allocations](#)
 - [Create Rebill Invoices over Port Expense Cap](#)
- **Period Closing:** Access to the following Period Closing forms:
 - [Monthly Accruals](#)
 - [Period FX Adjustments](#)
 - [Voyage Period Journals](#)
- **Setup:** Access to the following Setup forms:
 - [Account Groups](#) (with CFGAccountGroups)
 - [Account Periods](#)
 - [Bank Links](#)
 - [Business Rules](#)
 - [Chart of Accounts](#)
 - [Company Information](#)
 - [Currencies](#)
 - [Departments](#)
 - [Document Numbers](#) (with CFGEEnableDocumentNumbers)
 - [Exchange Rates](#)
 - [Invoice Actions](#)
 - [Invoice Approvals](#)
 - [Invoice Realization](#)
 - [Late Reasons](#)
 - [Lines of Business](#)
 - [Payment Methods](#)
 - [Reversal Reasons](#)
 - [Voyage P&L Variance Tolerance](#)
- **Reports:** Access to the following Financials Reports:
 - [Account Analysis](#)
 - [Accounts Payable/Receivable](#)
 - [Balance Sheet](#)
 - [Cashflow Reports](#)
 - [Company Cashflow Statement](#)
 - [Daily Control Sheet](#)
 - [Foreign Exchange Exposure](#)
 - [Income Statement](#)
 - [Trial Balance](#)
 - [Vendor Statements](#)
 - [Voyage Report](#)

▼ [Data Center](#)

- **General/Module Center:** Access to the [Data Center](#)
- **Actions:**
 - [Resend Interface Message](#)
 - [Manage Public List Views](#)
 - [Manage Address Contacts](#)
 - [Report Designer - Create/Edit Private and Public Reports](#)
 - [Report Designer - Create/Edit Private Reports](#)
 - [Edit Estimate Only Vessels](#)
 - [Activate/Deactivate Banks on Address Book Entries \(with CFGEnforceBankActivationSecurity\)](#)
 - [Report Editor \(Legacy\) - Create/Edit Reports](#)
- **Quick Links:** Access to the following Quick Links in the Data Center:
 - [Address](#)
 - [Address List](#)
 - [Cargo Name](#)
 - [Cargo Name List](#)
 - [Market Data](#)
 - [Market Data List](#)
 - [Port](#)
 - [Port List](#)
 - [Vessel](#)
 - [Vessel List](#)
 - [Interface Message List](#)
 - [Audit Trail](#)
 - [Configuration Flags](#)
 - [Messaging Service Configuration](#)
- **Charter Party Terms:** Access to the following Charter Party Terms:
 - [Charter Party Forms](#)
 - [Equipment Hire Rate Differentials](#)
 - [Extra Freight Terms](#)
 - [Laytime to Commence](#)
 - [Laytime Terms](#)
 - [Laytime Types](#)
 - [Load/Discharge Rate Standards](#)
 - [Loading Costs](#)
 - [NOR to Tender](#)
 - [Other Loading Terms](#)
 - [Payment Terms](#)
 - [Pricing Template List](#)
 - [Quantity Descriptions \(with CFGEnableLiftQtyDescriptions\)](#)
 - [Rate Tables](#)
 - [Shifting Terms](#)
 - [Standard Paragraphs](#)
 - [Time to Tender](#)
 - [Time Used](#)
 - [Weather Working Days](#)
- **Delays and Weather:** Access to the following [Delays and Weather](#) Terms:
 - [Beaufort Scale](#)
 - [Delay Reasons](#)
 - [Delay Types](#)
 - [Sea Force States](#)
 - [Sea Swells](#)
- **Currencies:** Access to the following [Currencies](#) Terms:
 - [Currency Types](#)
 - [Exchange Rates](#)
- **Ports and Areas:** Access to the following [Ports and Areas](#) Terms:
 - [Country](#)
 - [Country List](#)
 - [Distances Editor](#)
 - [Fuel Zones](#)
 - [Loadline Zones](#)

- [Loadline Zone Seasons](#)
- [Port Activities](#)
- [Port Areas](#)
- [Port Functions](#)
- [Trade Areas](#)

- **Vessels:** Access to the following [Vessels Terms](#):
 - [Barge Fuel Consumption](#)
 - [Boat Fuel Consumption](#)
 - [Class Societies](#)
 - [Fuel/Lube Types](#)
 - [Fuel Consumption Categories](#)
 - [Fuel Grades](#)
 - [Pool-Point Types](#)
 - [Tow](#)
 - [Vessel Daily Cost](#)
 - [Vessel Fleets](#)
 - [Vessel Types](#)

- **Other:** Access to the following [Other Terms](#):
 - [Agreed Distances](#) (with [CFGEnableStandards](#))
 - [Bunker Fuel Price Index](#)
 - [Bunker Hedging Values](#)
 - [C/P Place](#)
 - [Correlation Profiles](#)
 - [Departments/Teams](#)
 - [ECA Recovery Charge](#) (with [CFGEnableStandards](#))
 - [File Management](#)
 - [Holiday Calendar](#)
 - [Lightering Types](#)
 - [Marine Service Fees](#) (with [CFGEnableStandards](#))
 - [Note Categories](#)
 - [OPA Rates](#)
 - [Operations Ledger](#)
 - [Reporting Databases](#)
 - [Task Categories](#)
 - [Task Groups](#)
 - [Task & Alert Rule Set List](#)
 - [Tax Decision](#)
 - [Tax Rates](#) (with [CFGEnableTaxGroup](#))
 - [Units of Measure](#)
 - [User Defined Fields](#)
 - [Voyage Contact Roles](#)
 - [Voyage Template List](#)
 - [Voyage Template Rules](#)

- **Reports:** Access to the [Report List](#)

▼ [Veslink](#)

- **General/Module Center:** Access to [Veslink](#)

- **Actions:** Access to the following [Veslink functions](#):
 - [View Forms](#)
 - [Approve Forms](#)
 - [Resubmit Forms](#)
 - [Define Forms](#)

- **Quick Links:** Access to the following [Quick Links in Veslink](#):
 - [Veslink Vessel List](#)
 - [Define & Send Forms](#)

- **Setup:** Access to the following [Veslink setup forms](#):
 - [Set Up Site Key and Veslink URL](#)

New Module Rights in IMOS v7.10

The following Security Module Rights are new in this version.

Trading

- ▲ **Trading**
 - General/Module Center
 - ▲ **Actions**
 - Record Trades
 - Broker Confirmation
 - Reference
 - **Quick Links**
 - **Trades**
 - **Data**
 - **Reports**

Operations

- Operations**
 - General/Module Center
 - ▷ **Actions**
 - ▷ **Quick Links**
 - ▷ **Freight/Demurrage**
 - ▷ **Time Charter In**
 - ▷ **Service Contract In**
 - ▷ **Bunkers**
 - ▷ **Time Charter Out**
 - ▷ **Service Contract Out**
 - ▷ **Setup**
 - ▷ **Port/Other Costs**
 - ▷ **Pooling**
 - ▷ **Lightering**
 - Reports**
 - Bunker Invoices Summary
 - Bunker Inventory/Accruals
 - Cargoes Loaded/Discharged
 - Check Voyage P&L (Actual/Estimate)
 - Demurrage Summary
 - EEOI Reporting
 - Fixture Cargo Summary
 - General Operations Report
 - On/off Hire Summary
 - Operations Receivables
 - Outstanding Hire-Payment Adjustments**
 - Performance Analysis Report
 - Port Expenses Summary
 - Port Expenses Rebillable Summary
 - Port Production Report
 - TCE Summary
 - US Army Corps of Engineers Report
 - Utilization Report
 - Vessel Performance Report
 - Vessel Position Report
 - Vessel Position Report (External)
 - Voyage Bunker Report
 - Voyage Accruals Summary
 - Voyage Freight Summary
 - Voyage P&L Summary
 - Worldscale/ATRS Route Report

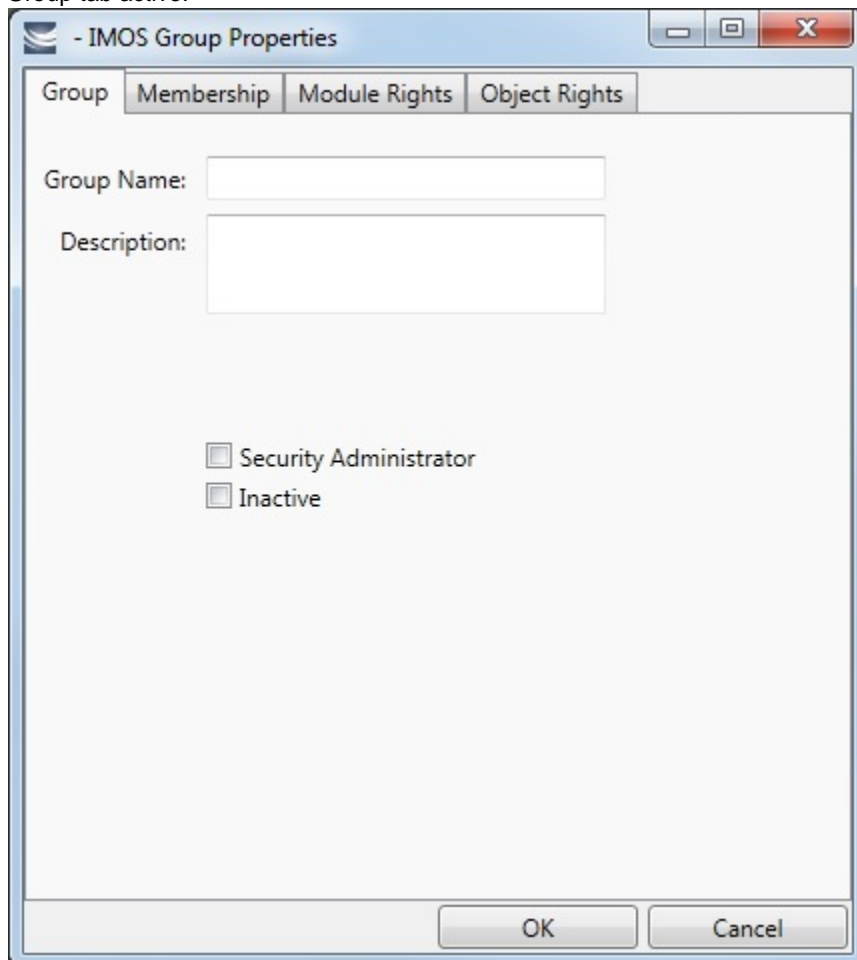
Financials

- Financials**
 - General/Module Center
 - Actions**
 - Manage Financial Reports
 - Financial Administration
 - Approve an Invoice
 - Post an Invoice
 - Reject an Invoice
 - Release an Invoice
 - Reverse an Invoice
 - Reverse a Payment
 - Remove Invoice From Batch Payment
 - Modify P&L Calculation Options**
 - Quick Links**
 - Transactions**
 - Period Closing**
 - Setup**
 - Reports**

Creating a New Group

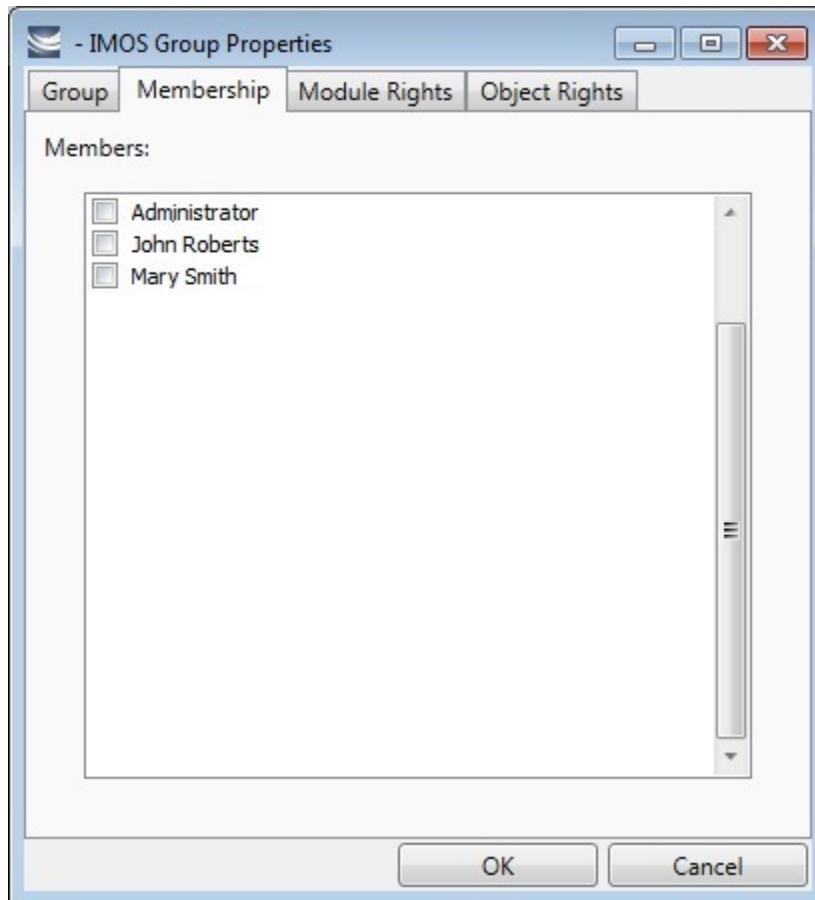
To create a new group:

- On the Security List, click  and then click **New Group**. The IMOS Group Properties window appears, with the Group tab active.



- On the **Group** tab, enter the following:

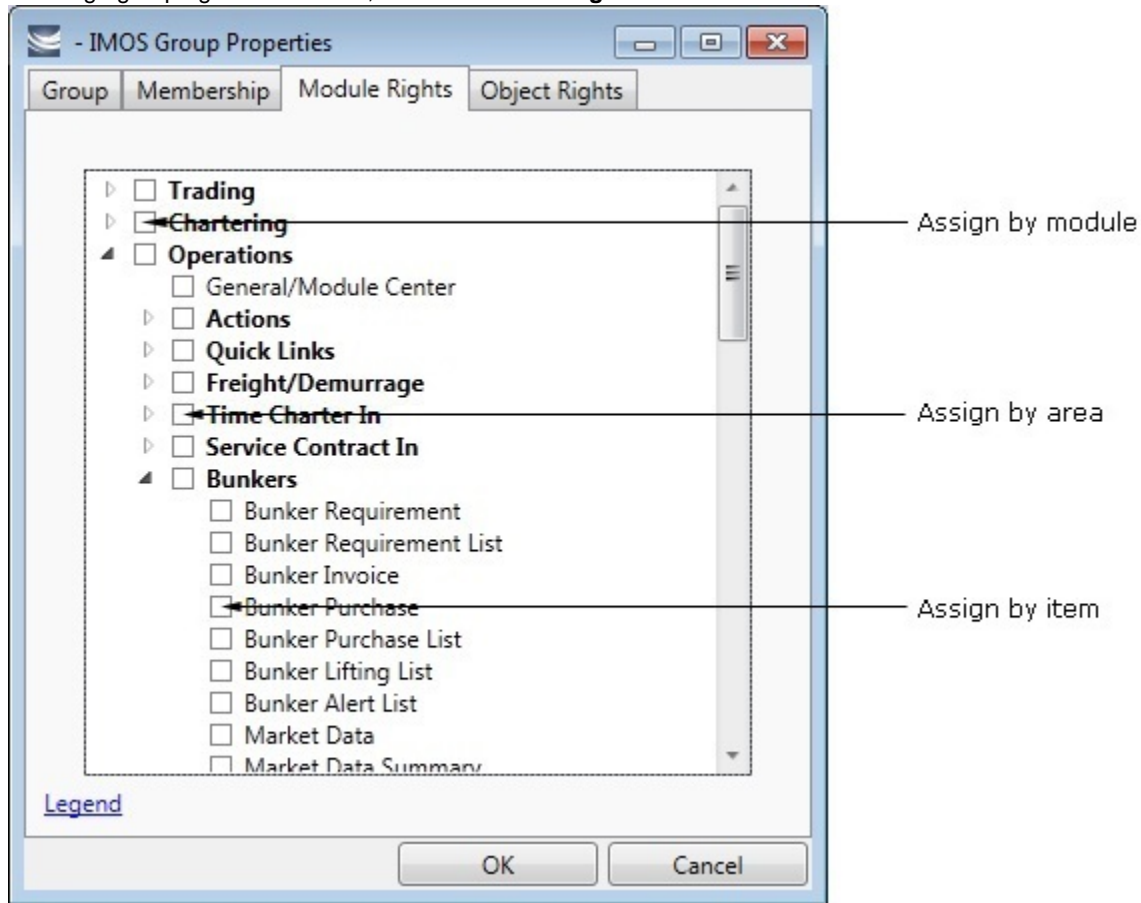
- A **Group Name** that describes the members' functions or rights, for example, Charterers, Operators, Team A, etc.
 - You can also enter a **Description** for the group.
 - Select any of the following options:
 - **Security Administrator**: Make the users in this group Security Administrators.
 - **Inactive**: Inactivate the users in this group.
3. To assign members to a group, click the **Membership** tab. It contains a list of 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.

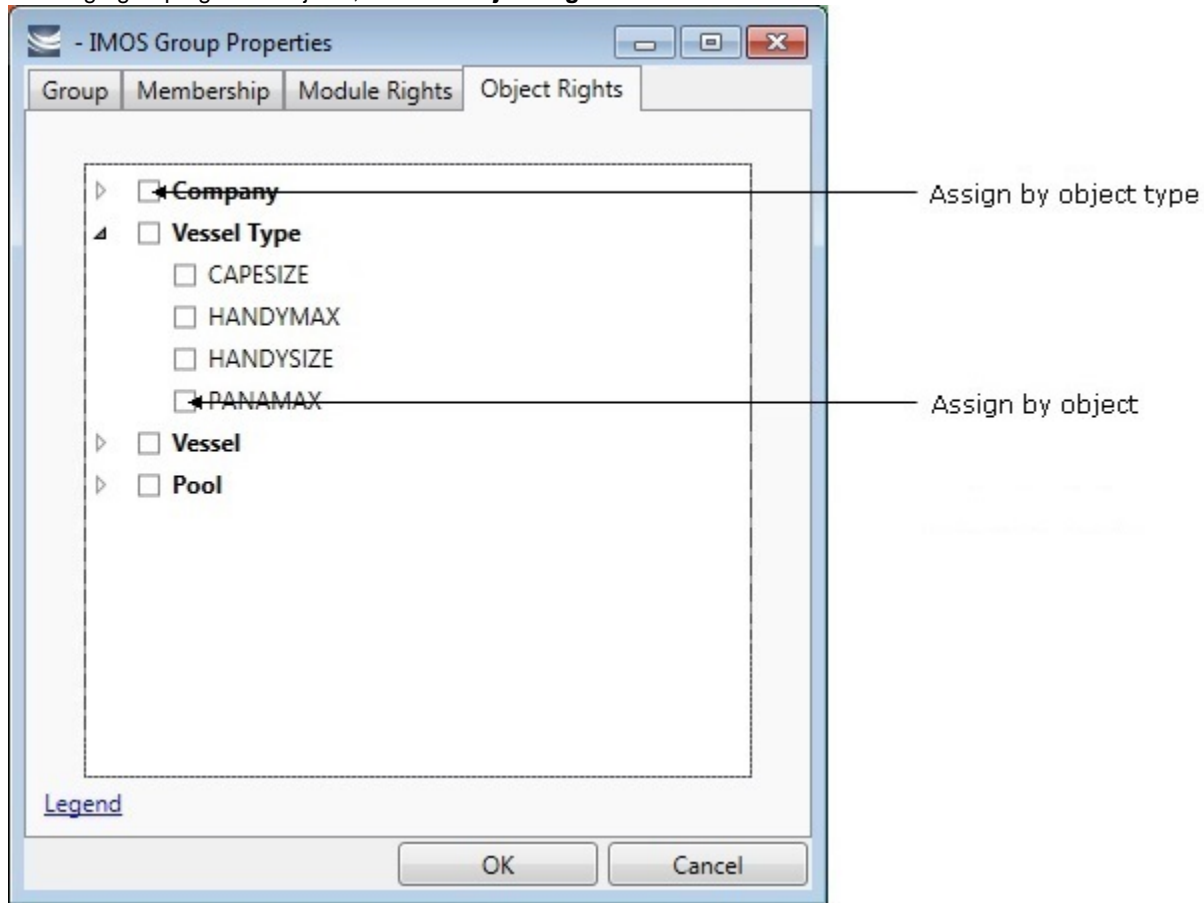


5. Assign module rights by module, by area within a module, or by item within an area. See [About Groups, Users, and Rights](#).
- To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
 - To expand 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.

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](#) to which the user belongs.

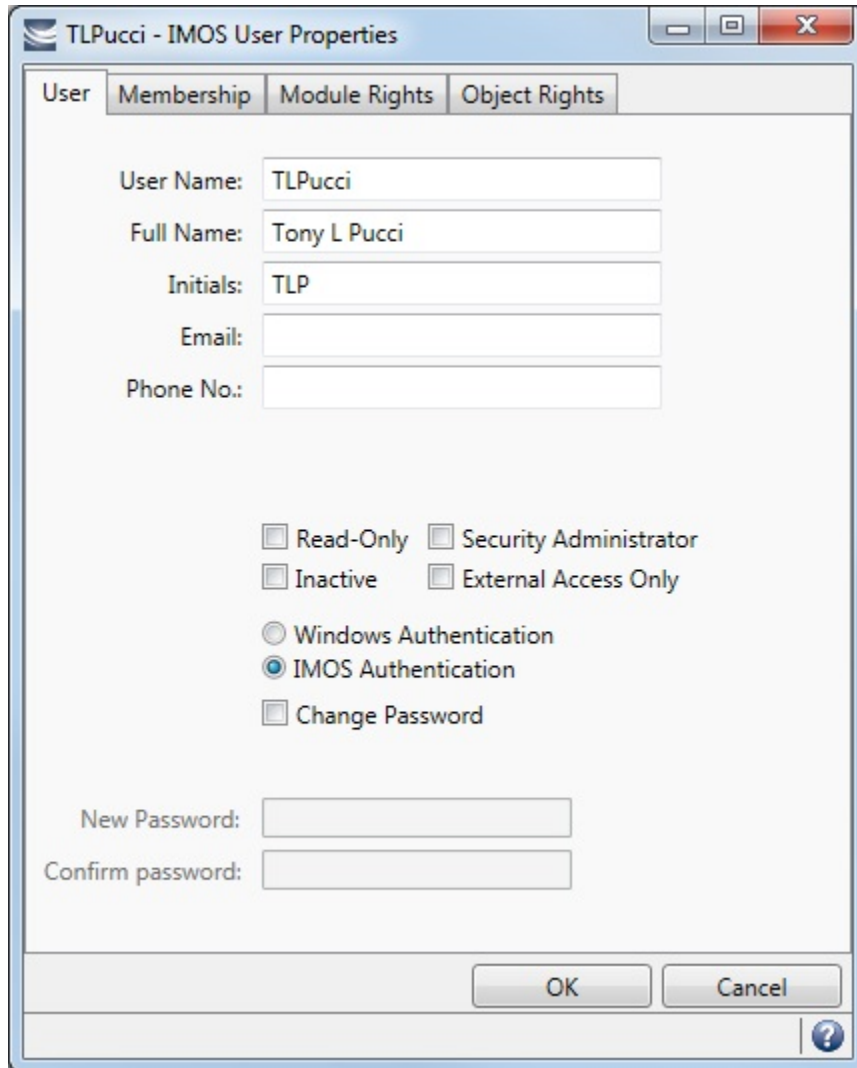
Hint: After assigning group rights, print the IMOS Group and User Report from the Security List. It includes the groups and their members, the users and their information and memberships, and the rights of each user and group. You can use it to keep track of rights when assigning them to groups.

8. 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.



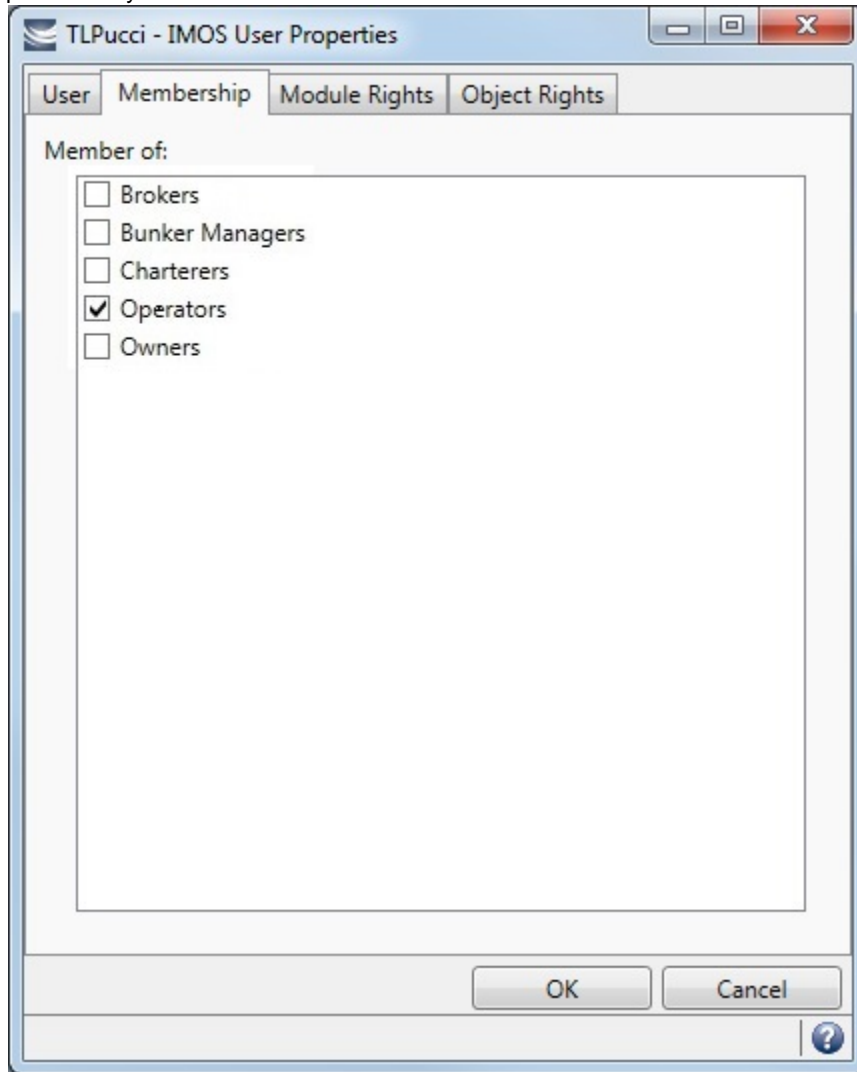
The screenshot shows a window titled "TLPucci - IMOS User Properties" with four tabs: "User", "Membership", "Module Rights", and "Object Rights". The "User" tab is selected. The form contains the following fields and options:

- User Name: TLPucci
- Full Name: Tony L Pucci
- Initials: TLP
- Email: (empty)
- Phone No.: (empty)
- Read-Only:
- Security Administrator:
- Inactive:
- External Access Only:
- Windows Authentication:
- IMOS Authentication:
- Change Password:
- New Password: (empty)
- Confirm password: (empty)

At the bottom, there are "OK" and "Cancel" buttons, and a help icon (?) in the bottom right corner.

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.
 - **Phone No.:** The user's telephone number.
 - Select any of the following options:
 - **Read-Only:** Make this a Read-only user.
 - **Security Administrator:** Make this user a Security Administrator.
 - **Inactive:** Inactivate this user.
 - **External Access Only:** Prohibit this user from logging in. This user type does not count against your IMOS license.
 - 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 **New Password** for the user (at least five characters), and then enter it again to **Confirm the password**.

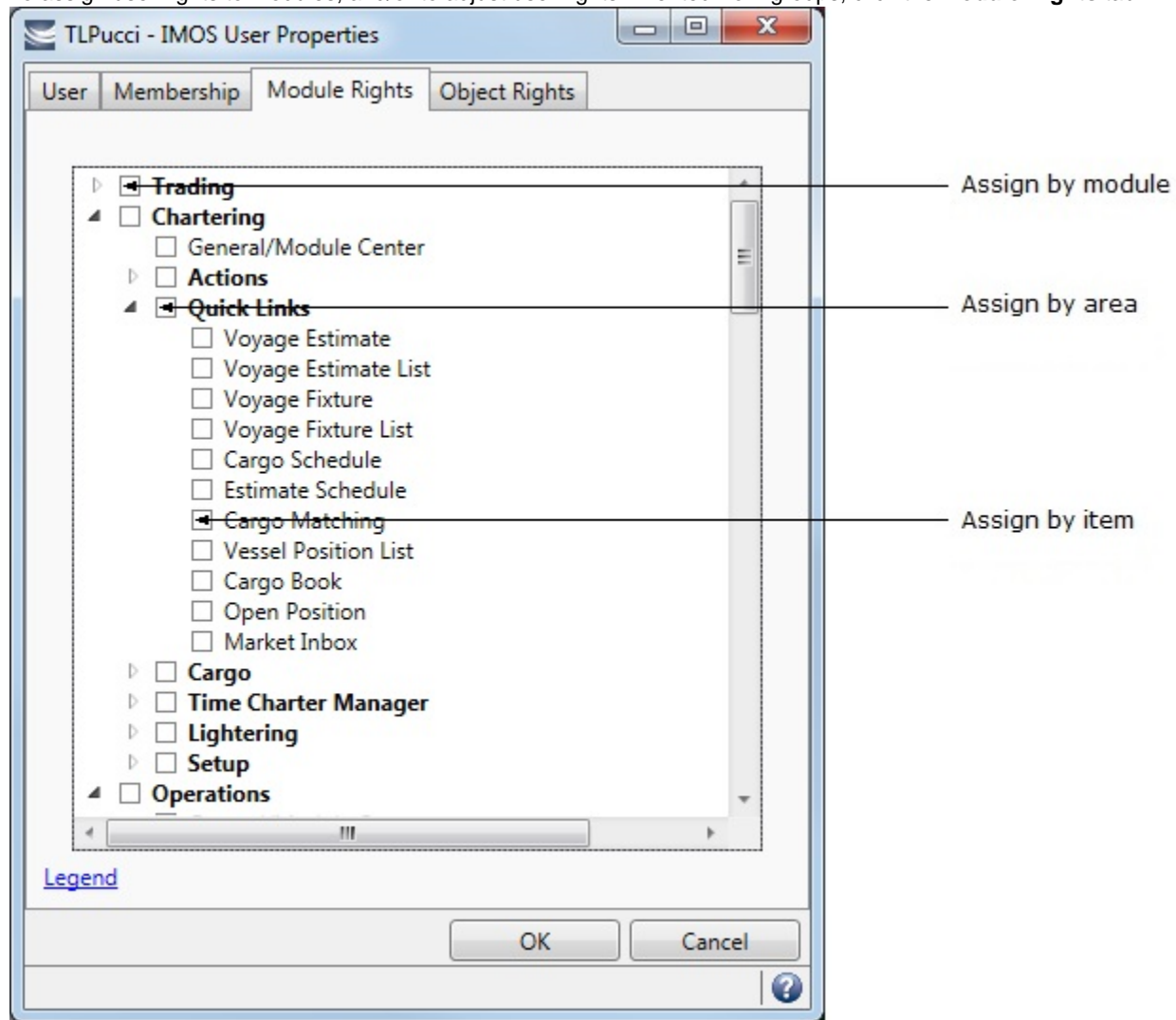
3. To set up group membership for the user, click the **Membership** tab. It contains a list of groups. Each group name is preceded by a check box.



- 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.

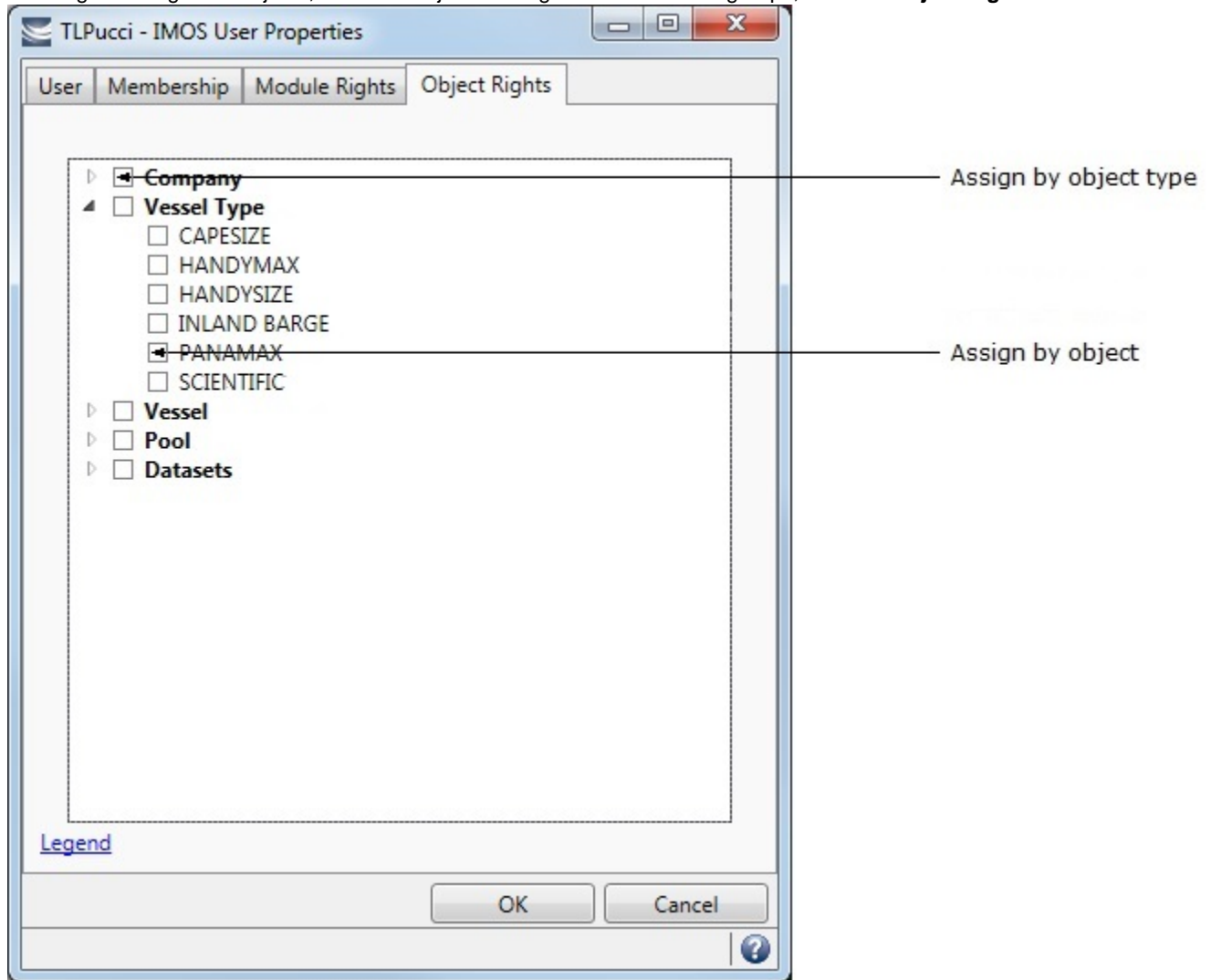


5. Assign module rights by module, by area within a module, or by item within an area. See [About Groups, Users, and Rights](#).
- To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
 - To expand 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.

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 Groups, Users, and 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](#) to which the user belongs.

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.

▼ Related Config Flags

CFGEnableCompanySecurity

Set [company-based permissions](#) for each user or group on the Object Rights tab in Security, under Company.

CFGInvoiceApprovalsByType

Specifies whether the control of invoice **approval** by type is enabled or not; adds an Invoice Approval Types control list to the Object Rights tab in Security, to grant users

rights to approve specific types of invoices. On the Approve Invoices List and Transaction Summary, if a user does not have approval rights for an invoice type, the Review link will not be available for those invoices.

CFGInvoicePostingsByType

Specifies whether the control of invoice **posting** by type is enabled or not; adds an Invoice Posting Types control list to the Object Rights tab in Security, to grant users rights to post specific types of invoices. On the Post Invoices List and Transaction Summary, if a user does not have posting rights for an invoice type, the Post link will not be available for those invoices.

CFGInvoiceActualizationByType

Specifies whether the control of invoice **actualization** by type is enabled or not; adds an Invoice Actualization Types control list to the Object Rights tab in Security, to grant users rights to set specific types of invoices to Actual.

CFGInvoiceReversalsByType

Specifies whether the control of invoice **reversal** by type is enabled or not. When enabled, on the Object Rights tab in [Security](#), an Invoice Reversal Types control list is added to grant users rights to reverse specific types of invoices.

Creating a New 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 Groups can be selected as Security Groups to define [access rights](#) to reports created in the Report Designer.

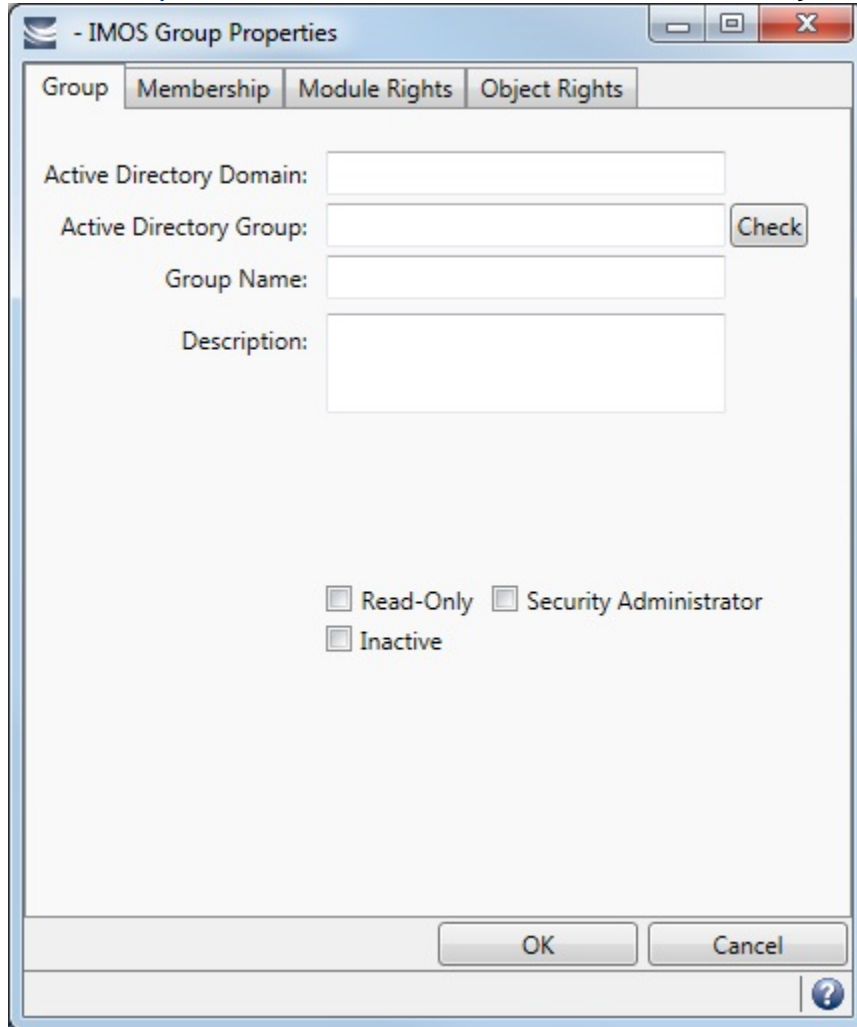
Note: Active Directory integration requires an imosLicense.xml that includes imos.activedirectory as a licensed module.

Set up the IMOS Messaging Service as for standard Active Directory use:

- 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**.



The screenshot shows the "IMOS Group Properties" dialog box with the "Group" tab selected. The dialog has four tabs: "Group", "Membership", "Module Rights", and "Object Rights". The "Group" tab contains the following fields and options:

- Active Directory Domain: [Text Field]
- Active Directory Group: [Text Field] with a "Check" button to its right.
- Group Name: [Text Field]
- Description: [Text Field]
- Read-Only:
- Security Administrator:
- Inactive:

At the bottom of the dialog are "OK" and "Cancel" buttons, and a help icon (?) in the bottom right corner.

2. On the Group tab:
- Specify the **Active Directory Domain**.
 - To specify the **Active Directory Group**:
 - a. Leave the field blank.
 - b. 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.
 - c. In the Group Selection window, select the **Active Directory Group**.
 - Specify an internal IMOS **Group Name**; it does not need to match the Active Directory Group Name.
 - You can also enter a **Description** for the group.
 - To make each user in this group **Read-Only**, select the check box. Read-Only rights will only count against the read-only user license count, unless the users are also in a Read/Write group.
 - To make each user in this group a **Security Administrator**, select the check box.

Active Directory Users

All the users in the Active Directory Group are created as IMOS users, with the permissions specified in the Active Directory Group's [Rights](#) tabs.

- You can do the following:

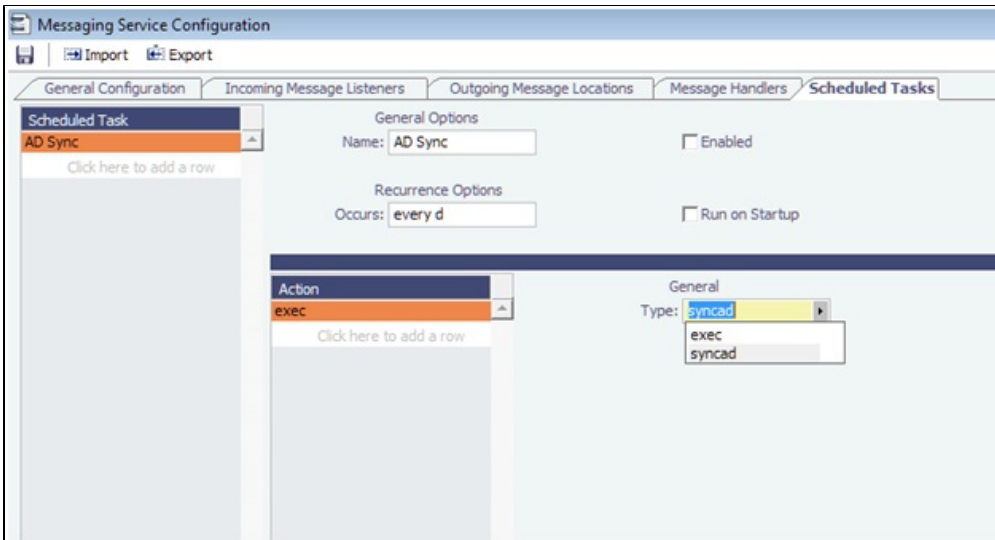
- View User Properties.

The screenshot shows a Windows-style dialog box titled "Tom Mako - IMOS User Properties". It has two tabs: "User" (selected) and "Membership". The "User" tab contains several text input fields and a checkbox. The fields are: "User Domain" with the value "boston", "Active Directory Name" with "Tom Mako", "User Name" with "Tom Mako", "Full Name" with "Tom Mako", "Initials" (empty), and "Email" with "TMako@co.com". Below these fields is an unchecked checkbox labeled "Inactive". At the bottom of the dialog are "OK" and "Cancel" buttons.

- 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.



For more information, see the *Messaging Service Manual*.

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.

Inactivating or Activating a Group or a User

Inactivating

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).

Activating

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.

Creating a New Distribution List

With [configuration flag](#) **CFGEnableDistributionLists** set to **Y**, reports can be emailed to a distribution list, using one of the following methods:

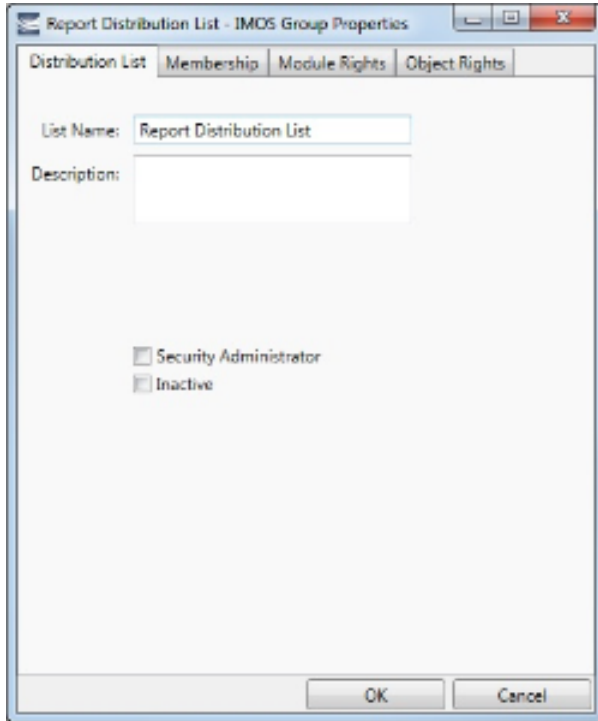
- For reports from the [Report Designer](#), select the reports and click the [Distribute](#) link at the top of the [Report List](#).
- For reports from the [Report Designer](#) or the [Report Editor](#), create a Scheduled Task in the Messaging Service. For more information, see the *IMOS Messaging Service Manual*.

To create a distribution list, follow these steps:

1. In the Data Center , click **Security**.

2. Click .

3. Click **New Distribution List**.



4. Create the Distribution List the same way you create an IMOS [group](#) with members:
- Name the **Distribution List**.
 - On the **Membership** tab, select all IMOS users who should receive the report.
 - To confirm that each selected user has an email address associated with their user account, click the **Name** link in the [Security List](#), and check the **Email** field on the [IMOS User Properties](#) form.

When the report is run, the HTML results are emailed to the distribution list recipients.

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.



Windows Authentication is enabled by default for new installations of IMOS7. To use this feature, see [Adding User Accounts](#).

To enable Windows Authentication when upgrading from IMOS6:

1. 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.
2. 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>
```

3. Edit imosmsg.exe.config (imos\services).
 - a. Set the Messaging Service to use **mixed** authorization mode, by changing the authMode value. (You might 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.

Adding User Accounts with Windows Authentication



1. In the Data Center , click **Security**.
2. For each account that should use Windows Authentication, follow these steps in the [Security List](#):

- a. Click the **Name** to edit the user properties.

The screenshot shows the 'IMOS User Properties' dialog box with the 'User' tab selected. The fields are filled with the following values: User Name: username, Full Name: User Name, Initials: UN, and Email: username@company.com. The 'Windows Authentication' radio button is selected, while 'IMOS Authentication' is unselected. The 'Read-Only', 'Security Administrator', and 'Inactive' checkboxes are also unselected. The 'Password' and 'Confirm password' fields are empty. The 'OK' and 'Cancel' buttons are visible at the bottom.

- b. 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.
- c. Click the **Windows Authentication** radio button.
- d. 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.

IMOS IT Administration

IMOS Administration is traditionally broken into two roles: the business system administrator and the IT system administrator. Within your company structure, these two roles may be the same person, but for many clients these roles are supplied by two different individuals.

Role of the IT Administrator

IMOS is enterprise-level software that is designed to run within a networked environment in a client-server architecture. As a result, there are many areas of IT expertise than an IT administrator must be comfortable with. If you feel you do not have the capacity within your organization to fulfill these roles, Veson Nautical offers an IMOS Hosting Solution, *IMOSlive*, in which we assume the role of IT Administrator.

Areas of Expertise

To be a successful IMOS IT Administrator, you must be familiar with the following areas of expertise:

- XML Files

- [Evaluating Log Files](#)
- [Client-Server Application Architecture](#)
- [Remote Application Distribution](#)
- [SQL Server Database Maintenance](#)
- [POP3/IMAP email Inboxes](#)
- [SMTP email sending servers](#)
- [Windows File Share](#)
- [Backing up SQL databases](#)

IMOS IT Troubleshooting

IMOS is deployed within many different organizations around the world and therefore it is impossible to predict all possible deployment scenarios. An IT Administrator must therefore be ready to perform troubleshooting steps in order to ensure that IMOS is operating with peak efficiency and without error within your organization's IT environment.

Common Troubleshooting Steps

An IMOS IT Administrator should be familiar with these common troubleshooting steps:

- Read the IMOS Messaging Service Log
- Read the IMOS Shell Log
- Perform a ping test

Evaluating IMOS Log Files

Note: The information on this page is for IMOS IT Administrators only.

Log files provide useful information when investigating IMOS issues. To supplement a support request, you can send log files to Veson Nautical Support (support@veson.com) in addition to your description of an issue.

An IMOS installation contains [IMOS Authentication-Messaging Service Log](#) and [IMOS Shell Log](#) files, which have several [log line types](#).

IMOS Authentication-Messaging Service Log

Note: If your organization currently runs separate Authentication and Messaging Services, Veson Nautical recommends that you combine them. To learn more, contact Veson Nautical Support (support@veson.com).

To help troubleshoot any of the following areas, you can evaluate the IMOS Authentication-Messaging Service Log:

- Interfaces, including Messaging Service connection to email servers and shared network drives
- Authentication Service connection to the IMOS database
- Scheduled tasks performance

File Location and Naming

By default, the IMOS Authentication-Messaging Service Log is located in the **imos/services/logs/** directory.

Log file names are formatted as: **imosmsg-Environment.yyyymmdd.txt**

Configuration

To configure the IMOS Authentication-Messaging Service Log, update the following sections of the **imosmsg.exe.config** file:

Section	Key Name	Value Options	Description
<appSettings>	logFileName	<i>Directory\</i> File Name	Changes the log's directory and base file name.
<appSettings>	logLevel	<ul style="list-style-type: none"> • debug • production 	<ul style="list-style-type: none"> • debug: Outputs a high volume of system messages; may result in very large log file sizes.

			<ul style="list-style-type: none"> • production: Outputs a lower volume of system messages.
<appSettings>	maxRolloverLogs	<i>Integer</i>	Determines the maximum quantity of log files retained in the log directory; when the maximum quantity is exceeded, IMOS automatically deletes the oldest log file(s).
<imosEnvironments>	environment	<i>Environment</i>	Enables an IMOS environment for the Messaging Service.

Common Errors

The IMOS Authentication-Messaging Service Log captures all error messages from both the Authentication Service and the Messaging Service components of the combined service. Some errors may result in a fatal error, stopping one or both services from functioning correctly.

Error Message	Service Type	Error Type	Error Explanation	IT Administrator Next Steps
User <i>Username</i> not found.	Auth	Non-fatal	The user is not active in the IMOS environment.	Make sure that the user is correctly using IMOS or Windows authentication to log into IMOS.
Failed to initialize listeners, exception: System.Exception: Messaging service is disabled. at imosmsg.ImosMessageServer.LoginService (String env) at Veson.Libs.Messaging.MessagingControl.StartProcessors (Func`2 pubSubDataAdapterFactory, Func`2 msgDataAdapterFactory, Func`2 contextBuilderFactory)	Msg	Fatal	The Messaging Service is disabled for the IMOS environment.	Make sure that the Messaging Service is enabled.
Exception caught in listener <env>: System.IO.IOException: The handshake failed due to an unexpected packet format.	Msg	Non-fatal	Incoming Message Listener type POP or IMAP failed to connect.	Make sure that the: <ul style="list-style-type: none"> • Connection protocol is correct: POP or IMAP • Port number for connection protocol is correct


				<ul style="list-style-type: none"> • Username and password are correct; does username require @domain.com? • SSL is correctly used • SSL or TLS port number is correct; Google requires TLS port numbers
<p>Failed to initialize listeners, exception:</p> <p>System.ArgumentException: The directory name Z:\Path To Directory is invalid.</p>	Msg	Fatal	Incoming Message Listener type directory does not exist.	<p>Make sure that the directory specified as the Incoming Message Listener exists.</p> <ul style="list-style-type: none"> • If the directory is mapped, make sure that the user running the Messaging Service (default NTAUTHORITY\SYSTEM) correctly maps the drive. • If using UNC fileshare path names, make sure that the Messaging Service has rights to access the share drive.
<p>Failed to initialize listeners. Exclusive application lock held by host Computer Name.</p>	Msg	Fatal	A Windows process, typically the Crash Reporter, is locking the Messaging Service, preventing it from correctly restarting.	<p>Make sure that all Windows crash report processes are closed and you are not debugging the process.</p>

IMOS Shell Log

To help diagnose database errors, shell failures, or system-wide defects, you can evaluate the IMOS Shell Log.

File Location and Naming

To access IMOS Shell Log files, with the credentials of the user experiencing the issue, do either of the following:

- **Log in to IMOS:** In the **IMOS7** menu, select **About Veson Nautical IMOS** and then click . The latest IMOS Shell Log file appears.
- **Log in to Windows:** Open Windows Explorer and enter %temp% into the location field. The user's temp directory appears; sort by date to find the latest IMOS Shell Log file.

Log file names are formatted as: **imoslog.Environment.yyyymmdd.txt**

Log Line Types

In a log file, each line contains structured information about a message.

IMOS Log Line

IMOS log lines provide human-readable information about IMOS activities or performance. For example, after performing a query to load a list, IMOS might report: **Receivables Summary: Applying data view took 0.01 seconds.** This message shows where performance bottlenecks may be occurring in your IMOS installation.

IMOS log lines are formatted as: **[Type] Level yymmdd hh:mm:ss.uuu Body**

SQL Log Line

SQL log lines provide information about SQL queries performed by the shell on the IMOS database. SQL log lines are scrubbed of parametric data; however, in the case of an error, the log lines still enable you to verify that IMOS is querying the correct tables.

SQL log lines are formatted as: **[Type] Level yymmdd hh:mm:ss.uuu Body**

VXP Log Line

VXP log lines provide the VXP message ID as well as a human-readable description of the action that is occurring. For example, a VXP log line might say: **Start AuthRequest Conversation 811ab13b-a847-4b96-827d-8aa4ff1f9169 from to Server: localhost:5225**. You can use this information to confirm that the IMOS shell is configured to converse with the correct IMOS Authentication-Messaging Service.

VXP log lines are formatted as: **[Type] Level yymmdd hh:mm:ss.uuu [ID] Body**

Sending an IMOS Database Backup to Veson Nautical Support

Notes:

- The information on this page is for IMOS IT Administrators only.
- Sending a raw .bak file from the Client Center can cause data corruption; only send compressed .bak files to Veson Nautical Support.

When working with Veson Nautical to resolve a case, Support may request an IMOS database backup to reproduce a scenario. To send an IMOS database backup to Veson Nautical Support, do the following:

1. Create a .bak file using [SQL Server Management Studio](#).
2. Compress and, if larger than 10GB, split the compressed .bak file using 7-zip.
3. Send the compressed IMOS database backup to Veson Nautical Support from the Client Center.

Requirements and Recommendations

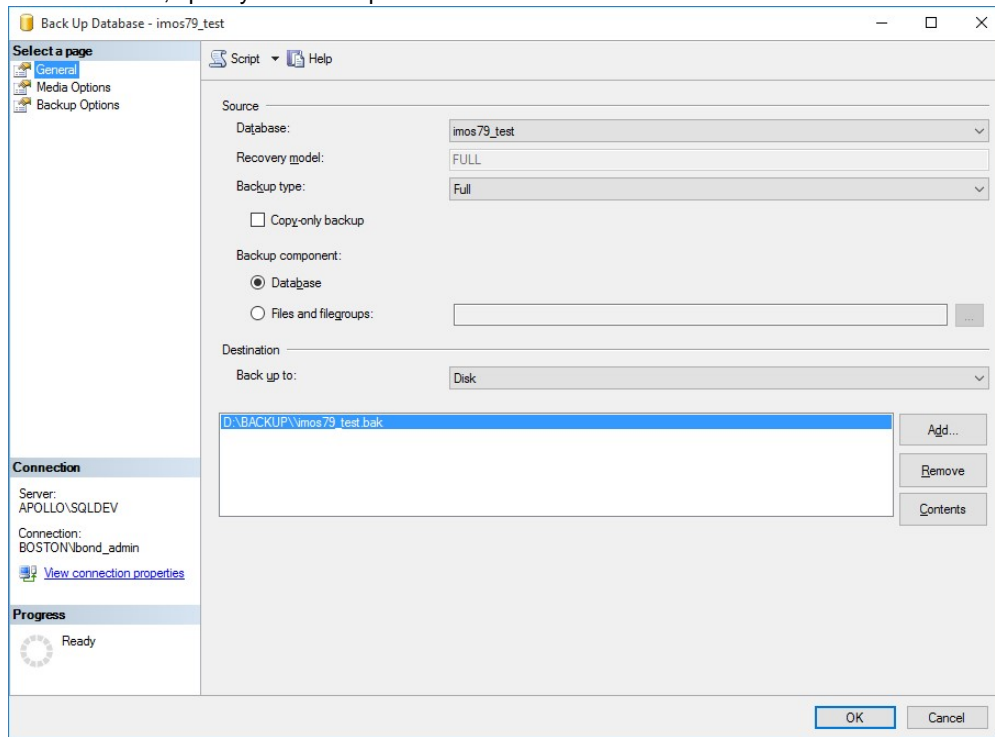
- Download the latest version of 7-Zip from <http://www.7-zip.org/>
- Create one .bak file with a single media family.
- Use a Safari, Firefox, or Chrome browser to send the IMOS database backup from the Client Center. Internet Explorer does not support Client Center IMOS database backup uploads larger than 2GB.
- For additional information in regards to Veson Nautical IT procedures on receiving databases from clients, see [Standard Procedures Explanation When Providing an IMOS Database to Support](#).

Creating a .bak File Using SQL Server Management Studio

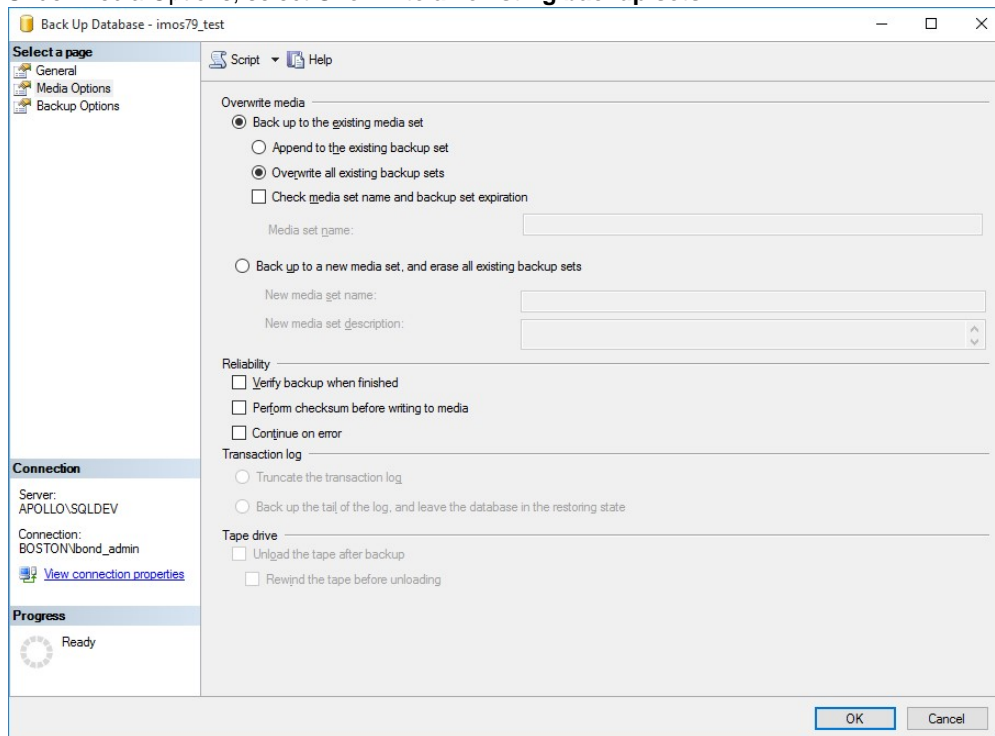
To create a .bak file, do the following:

1. Open SQL Server Management Studio.
2. Expand the SQL instance.
3. Expand the Databases folder.
4. Right-click on the database to back up, hover over **Tasks**, then click **Back Up...**

5. Under General, specify one backup Destination.



6. Under Media Options, select **Overwrite all existing backup sets**.

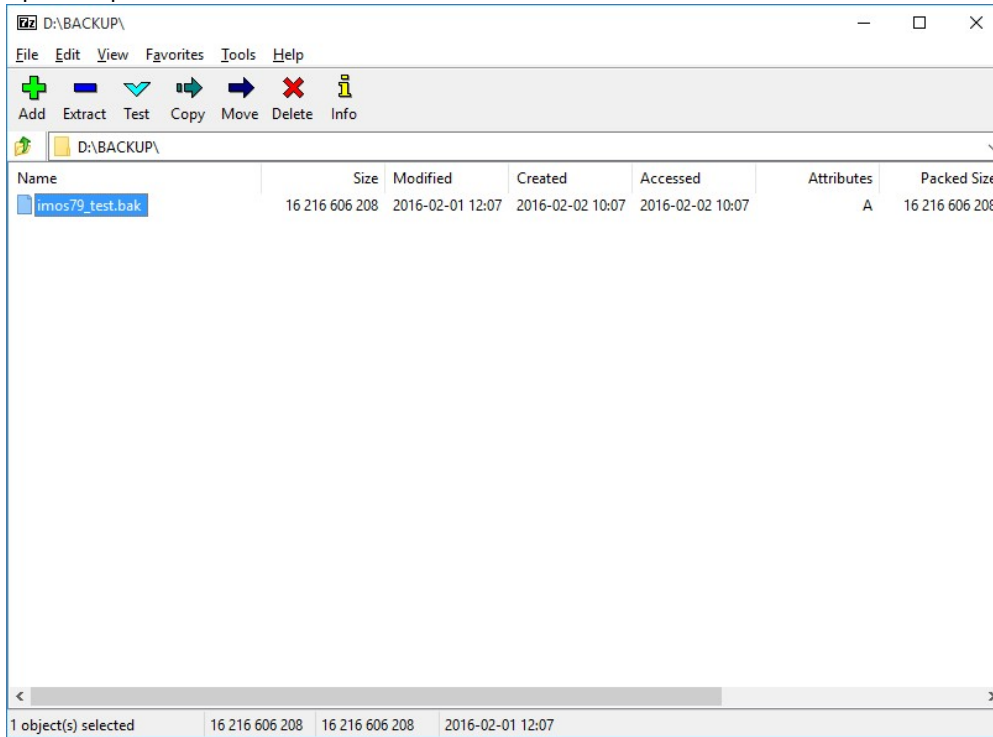


7. Click **OK**.

Compressing and Splitting a .bak File Using 7-Zip

To compress and, if larger than 10GB, split a .bak file, do the following:

1. Open 7-Zip.



2. Navigate to the IMOS database backup destination.
3. Select the .bak file to compress.

4. Click **Add**.

Add to Archive [X]

Archive: D:\BACKUP\
imos79_test.7z

Archive format: 7z
Compression level: Normal
Compression method: LZMA2
Dictionary size: 16 MB
Word size: 32
Solid Block size: 2 GB
Number of CPU threads: 4 / 4
Memory usage for Compressing: 592 MB
Memory usage for Decompressing: 18 MB
Split to volumes, bytes: 700M - CD
Parameters:

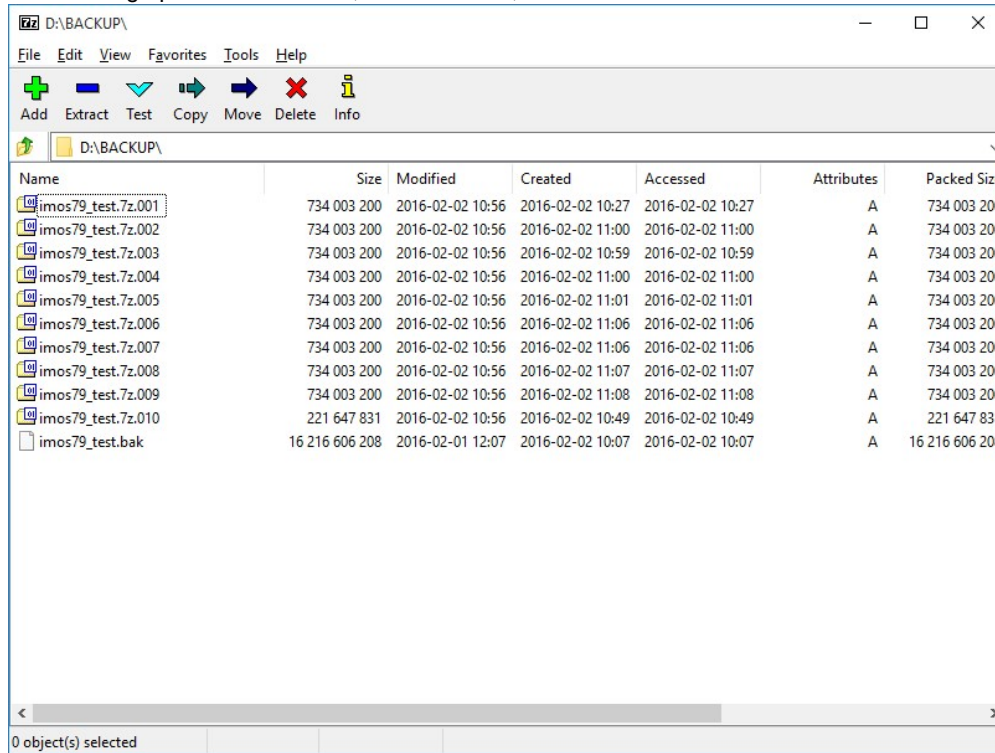
Update mode: Add and replace files
Path mode: Relative pathnames

Options
 Create SFX archive
 Compress shared files
 Delete files after compression

Encryption
Enter password:
Reenter password:
 Show Password
Encryption method: AES-256
 Encrypt file names

OK Cancel Help

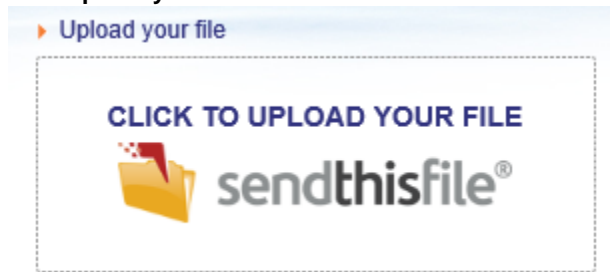
5. If the compressed .bak file is larger than 10GB, to split it into multiple volumes, under **Split to volumes, bytes** select one of the following options: **700M - CD**, **4480M - DVD**, or **8128M - DVD DL**.



Sending Compressed .bak Files from the Client Center

To send compressed .bak files to Veson Nautical Support, do the following:

1. Log in to the Client Center at <https://clients.veson.com>
2. Click **Upload your database via SendThisFile**.



3. Complete the fields:
 - a. From
 - b. Company Name
 - c. Message

4. Click **Browse**. Select the compressed .bak file(s) to send.

From: lbond@veson.com (email address)
Recipient: support@veson.com
Company: Veson Nautical Submission
Name: Veson Nautical Submission

Message

File 1	Browse...
File 2	Browse...
File 3	Browse...
File 4	Browse...
File 5	Browse...
File 6	Browse...
File 7	Browse...
File 8	Browse...
File 9	Browse...
File 10	Browse...

SendThisFile Cancel

How to Create a Database Backup For Veson Nautical Support

1. Use SQL Server Management Studio to take a backup of your database, ensuring that there is only one backup location specified.
2. Compress the .BAK file using 7-zip, and if applicable split into chunks under 10gb in size each.
3. If you have any questions concerning this process, please contact Veson Nautical Support

Estimated time left: 0 0
File:
Rate: 0 Elapsed: 00:00:00 Status: Not started


5. Click **SendThisFile**.

6. Do not close the browser until all file transfers are complete.

Standard Procedures Explanation When Providing an IMOS Database to Support

- When creating a .bak file, it is necessary to ensure that there is only one specified backup location. This prevents SQL Management Studio from splitting the database backup into multiple .bak files or media families. The application with which our support staff restores databases for case reproduction can only support a single .bak file/media family; therefore, they can only accept a single .bak file.
- Regardless of the resulting .bak file size, clients should compress it into either a .zip file or a .7z file. This protects the file integrity during WAN transfers across the Internet from client sites to Veson Nautical's secured internal repository. The support team will not accept raw, uncompressed .bak files; this is due to the high frequency of database corruption that tends to result from WAN transfers.
- If the expected compressed file size is larger than 10GB, clients should use the application 7-Zip (<http://www.7-zip.org/>) to create the archive instead of Windows Explorer. Veson Nautical IT selected 7-zip due to its reliability, versatility, and global ubiquity. A critical feature is the ability to split a file into segments during the **Add to archive** process, thus taking a single large file and splitting it into multiple compressed volumes. Standard options include 700MB, 4480MB, and 8128MB, all of which are acceptable file sizes to upload. The adding to archive and splitting to volumes is a single process; it is not necessary to first add a .bak file to an archive, and then split it, as it is possible to do both in a single action. In addition, we do not accept or support the .RAR file type, as we do not install WinRAR on our support staff computers.
- The specific service that Veson Nautical uses to facilitate the transfer of files from clients to the secured internal repository has a recommended upper file size limit of 10GB for uploads, hence the need to split 7-zip archive files into smaller volumes than 10GB. This recommendation extends to both Chrome and Firefox; however, Internet Explorer is reliable up to 2GB only.
 - In addition, it is beneficial to split these larger files with 7-zip so that substantial progress is not lost if the network connection drops during data transfer. For example, if the connection drops when 100GB of a 200GB file has transferred there could be a significant loss of invested time; however, if the connection drops during the tenth 10GB file upload, then the process can resume with that file before moving on while all nine previously uploaded files are secure.
- This standard procedure allows for a more secure and timely resolution process on client cases submitted to support@veson.com. Please reach out to your Veson Nautical account manager for further clarification.

Internal Support Team

 This is a **Key Topic**, with high value for all users.

Veson Nautical recommends that your company identify key people to fulfill **administrative** and **business** roles to best support solution implementation.

Note: The description of each role below suggests tasks to accomplish, but it does not specify how many people you need; the number of people required to fulfill each role will differ from company to company.

Administrative Roles

Administrative roles are performed by people who may or may not be familiar with the day-to-day operations of a commercial shipping desk. In many cases, administrative roles are fulfilled by the IT or general affairs department of a shipping company.

Role	Description	Primary Responsibilities	Additional Beneficial Skills
Administrator	The Administrator manages the solution as information technology. An Administrator should be competent in information technology and will regularly communicate with the shipping desk.	<ul style="list-style-type: none"> • Manage configuration. • Understand the solution. • Manage user security. • Understand the role of the solution at your company. 	<ul style="list-style-type: none"> • Software design • Database management • Business intelligence and reporting
Primary Support Contact	The Primary Support Contact acts as a single point of contact for all support requests open with Veson Nautical. A Primary Support Contact should be competent in information technology, have management skills for handling open support requests, and understand the day-to-day workflows of the shipping desk.	<ul style="list-style-type: none"> • Develop troubleshooting skills to perform internal support for your company's End Users. • Communicate and manage support requests with the Veson Nautical support desk (support@veson.com). • Escalate outstanding support requests through the Veson Nautical support escalation protocol. • Understand the day-to-day workflows of End Users. • Understand the solution. • Understand of the role of the solution at your company. 	<ul style="list-style-type: none"> • Software design • Database management • Business intelligence and reporting


Business Roles

Business roles are performed by people who are fluent in maritime shipping but may be less familiar with software. Business roles are critical to ensure a continuous fit between your solution and company business practices. Business roles often assist administrative roles, especially in areas where a deep understanding of the maritime business is necessary.

Role	Description	Primary Responsibilities	Additional Beneficial Skills
Super Users	Super Users are the most highly trained users and are typically involved in implementation from its very early stages. A Super User should be familiar with decisions made during implementation and the reasons those decisions were made. He or she should also be competent in a designated business role (for example, Chartering or Operations).	<ul style="list-style-type: none"> • Understand a specific department's business and workflows. • Understand the role of the solution at your company and the benefits of using it. • Teach others how to use the solution. 	<ul style="list-style-type: none"> • Business intelligence and reporting
Business Process Owners (BPOs)	Business Process Owners make sure that End Users within a department follow the correct workflows. A BPO should understand the day-to-day business	<ul style="list-style-type: none"> • Understand the current business practices at your company. • Understand a specific department's workflows. 	<ul style="list-style-type: none"> • Compliance reporting

	workflows within a department, the importance of using the solution correctly, and the importance of identifying mistakes in the process quickly.		
End Users	End Users are the daily users. An End User should know his or her business workflows and report to Super Users or BPOs for ongoing training.	<ul style="list-style-type: none"> • Understand a specific department's workflows. 	

Overview

 This is a **Key Topic**, with high value for all users.

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

- [IMOS7 Workflows](#) describes the modules of IMOS and how people use them to do their work.
- [Key Topics](#) lists topics with high value for all users.
- [Navigating](#) tells how to navigate through IMOS using the module centers, tabs and windows, menus, and Access Keys.
- [Lists](#) describes the many lists available and tells how you can access information using them.
- [Schedules](#) describes the schedules you can use to organize your workflows.
- [Forms](#) describes the purpose of forms and tells how to open them.
 - [Attachments](#) tells how to attach files and links to forms.
 - [Field Help](#) tells you how to find definitions for fields.
- [Tasks, Alerts, and Revisions](#) tells how to set up Tasks and Alerts as well as how to view Revisions.
- [Reports](#) tells how to open a report from a module center or from a form.
- [Abbreviations](#) shows the abbreviations you can use in date and number fields.
- [Setting Your Own User Properties](#) tells how to set up restoring open tabs and your task list.
- [Glossary](#) defines shipping terms that appear in IMOS.

Other Sources of Information

For additional overview information, see these tutorials:

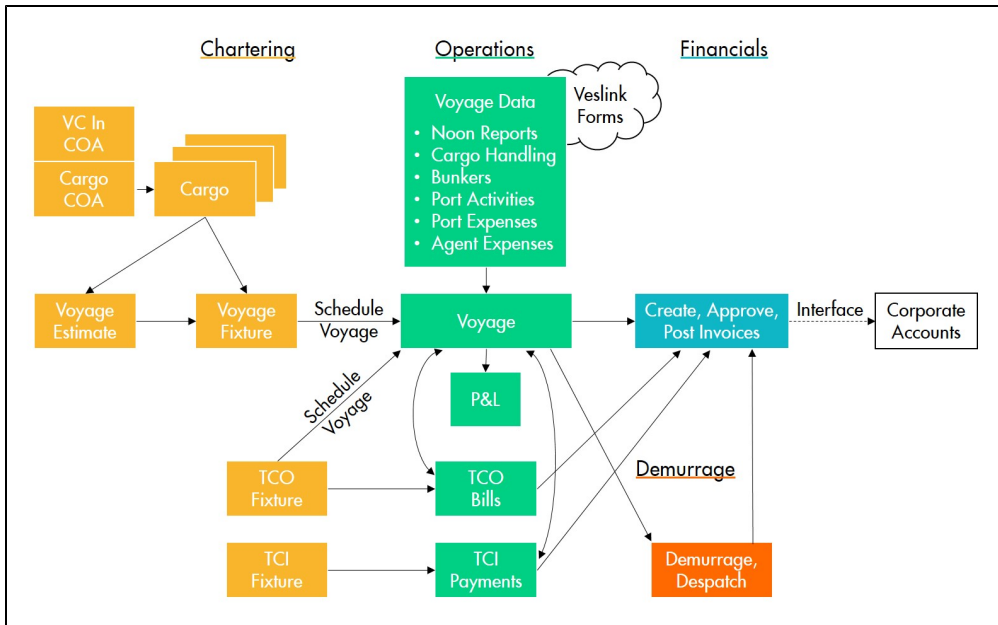
- [Navigating](#)
- [Lists](#)
- [Schedules](#)
- [Introduction to Dynamic Tasks and Alerts](#)

You can access all the tutorials from the [IMOS7 Tutorials](#) page.

IMOS7 Workflows

End-to-End Workflow

The following diagram 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 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.



Function- and Industry-Specific Workflows

- Chartering Workflows
- Operations Workflows
- Financials Workflows
- Trading Workflows
- Barging - Chartering Workflow
- Barging - Operations Workflow
- Barging - Financials Workflow
- Barging - Reporting Workflow
- LNG Workflow
- Bunker Management Workflows
- Demurrage on Account Workflow
- Pooling Workflow

Core Modules

The IMOS shipping workflow is made up of the following core modules:

Chartering

Members of a Chartering department use the Chartering module to create and analyze Voyage Estimates, COAs, Cargoes, Voyage Fixtures, and Time Charters that may result in the scheduling of voyages. Chartering includes a full range of core analytical tools, including Estimates, the Cargo Schedule, and Time Charter Out Estimates, to help Chartering teams make informed decisions and maximize profits.

Operations

Operations managers use 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 Calculation form in the Operations module center.

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.

Reporting

IMOS has many built-in [reports](#) that you can either run or copy and modify. You can access reports either from the module centers or by clicking  **Report** on the toolbars of various forms and lists.

In addition, there are two tools built into IMOS you can use to create and run custom reports: The **Report Designer** and the **Report Editor (legacy)**.

- **Report Designer:** The Report Designer features a drag-and-drop interface and supports many of the same features as the legacy Report Editor. You can create and run reports with data from across the IMOS database—everything from Open Positions for Vessels to financial information. The Report Designer provides live preview, so you can see your edits in real time. In addition, the Report Designer includes features that cut down on data loading times.
- **Report Editor:** With the legacy Report Editor, you can create and run custom reports from an extensive list of IMOS datasets. Datasets are available for each functional area in the system: Chartering, Claims, Operations, Trading, and Financials.

Both of these reporting tools give you the flexibility to extract your data in the way that is most meaningful to you. You can apply filters, sort and group results, aggregate data, and create a custom layout for your report. The tools also have more advanced capabilities like conditional formatting and creating custom columns with custom expressions. You can even create a scheduled task from the report to automate the execution and delivery of a report on a periodic basis using the Messaging Service.

The wide variety of output options (Excel, CSV, XML, PDF, and the reporting database) give you a lot of possibilities to determine the best way to extract your data from IMOS, to facilitate decision support based on historical information.

Data Center


In the Data Center, you can enter and update the data used throughout IMOS. Quick Links include the records for your master data; along with Distances; items related to messages, auditing, and configuration; 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 (Operations and IT) 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.

Add-on Solutions

The following add-on solutions require additional licensing. To implement them for your organization, contact your Veson Nautical account manager.

Trading

The Trading module  provides Trading desk functionality to record and settle Paper Trades. It also provides marine trade organizations a comprehensive view of physical and derivative contracts and net exposure, to support better trading decisions. With 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 Trading for portfolio management and risk hedging for both freight and bunkers. Freight and freight derivative traders can use it in trading for profit.

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 the Platform 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.

The Trading module allows you to:

- Enter into Paper Trades. These can be automatically marked-to-market using Market Data feeds and can be invoiced and settled within the system.
- Manage your positions from both Physical and Paper Trades. You can view the overall position of your portfolio to identify risk and take appropriate steps to mitigate it.
- Mark to Market your positions, showing you the value of your trades and create reports.

Cargo Matching

Cargo Matching is a collaborative cargo scheduling tool with a visual drag-and-drop interface. Cargo Matching supports multiple chartering desks, each with its own tailored work space.

Members of each chartering desk can work simultaneously with multiple vessels and multiple cargoes, evaluating different options, and collaborating to identify the best solutions. Cargo Matching adjusts automatically to global events such as vessel ETA changes and to team member presence and input.

Barging

The Barging module is a set of features that configures IMOS to support the workflows particular to the barging business. Since barging involves many short, quick voyages with multiple boats or barges, this is a much different approach to moving cargo than the typical single vessel voyage workflow.

The Barging module adds support for:

- **Boats:** Formerly inland tugs. Boats are represented as vessels with Type Code Boat.
- **Barges:** Barges are represented as vessels with Type Code Barge.
- **Tows:** Formerly Inland Units. A Tow is a combination of one boat and one or more barges which are working as a unit. A tow goes on a voyage, not an individual boat or barge. Tows are represented as vessels with Type Code Tow.
- **Equipment Contracts:** Equipment Contracts support boats and barges. There are two types: Equipment TC contracts and Equipment Spot contracts. Separate pricing for boats and barges is supported.

Lightering

The Lightering module enables you to manage lightering and reverse lightering contracts end-to-end, providing visibility into all of the service and support operations.

LNG

For non-LNG trades, changes in fuel and cargo quantities on board are typically independent of one another. For LNG voyages, however, one of the fuels on board is also the cargo. Fuel transactions affect cargo quantities and vice versa.

The LNG module supports LNG shipping and trading workflows by linking LNG fuel and cargo tracking in IMOS to help users calculate boil-off. LNG is entered into IMOS as both a cargo and a fuel, and any changes to LNG (fuel) or LNG (cargo) quantities are updated in both.

Bunker Management

The Bunker Management module adds support for a centralized department for bunker procurement. Workflow between voyage Operators, vessels (via Veslink forms), 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.

If you have the Operations module but have not purchased the separate Bunker Management module, you can still manage bunker planning, lifting, and invoicing data in the Voyage Manager. For more information, see [Voyage Bunkers](#).

Demurrage and Claims

With the Demurrage and Claims module, you can manage both Demurrage Claims and other types of Claims. This module supports the business needs of marine Demurrage Specialists, enabling them to determine the amount of demurrage to be charged, and to negotiate with the other parties. It also includes tools to track and improve Claims performance and limit Demurrage exposure to loss. In addition to the Laytime Calculator, it has workflow management tools: an overview of estimated, pending, and active demurrage claims on the Demurrage Summary, as well as a Time Bar Task List.

Pooling

The Pooling module offers an integrated solution for pool operators to effectively manage their pools. The Pooling module provides pool operators with tools to calculate vessel and voyage contributions to a pool, perform Pooling Distribution calculation, book actual Pooling Cash Distributions, share voyage results with partners, and access reports detailing the historic performance of a pool.

The foundation of the Pooling module is a pool contribution system based on Vessel Points assignment and real-time linking to actual Voyage P&L data from the Operations module. Vessels can be added to and removed from the pool without any restrictions, and, through the linking with the Operations module, all Off Hire is taken into consideration.

Key Topics

 These are the **Key Topics** for this version of IMOS, with high value for all users.

Overview

[Page:Glossary](#)

[Page:Overview](#)

Installation

[Page:Creating New Environments in IMOS7](#)

[Page:IMOS Architecture Recommendations](#)

[Page:Installing IMOS7](#)

Administration

[Page:About Groups, Users, and Rights](#)

[Page:Internal Support Team](#)

[Page:Security](#)

Report List

[Page:Creating a Simple Report in the Report Editor: Voyage Summary](#)

[Page:Creating a Vessel Position and Voyage TCE Report in the Report Editor](#)

[Page:Creating a Voyage Profit and Loss Summary Report in the Report Editor](#)

[Page:Custom Expressions](#)

Chartering

[Page:Cargo](#)

[Page:Cargo COA](#)

[Page:Max Lift Calculations](#)

[Page:VC In](#)

[Page:VC In COA](#)

Cargo Matching

[Page:Adjusting Your Cargo Matching Workspace](#)

Time Charters

[Page:TC In Hire Statement](#)

[Page:TC Out Hire Statement](#)

Page:Time Charter In
Page:Time Charter Out
Page:Time Charter Out Estimates

Operations

Page:Activity Reports
Page:Consecutive Voyages
Page:Extra Information for Report
Page:Freight Invoice
Page:Invoices Tab - Voyage Manager
Page:Ledger Expense Setup
Page:Operations Tab - Voyage Manager
Page:Profit and Loss Tab - Voyage Manager
Page:Task List
Page:Voyage Other Revenues and Expenses

Bunker Management

Page:Bunker Management Workflows

Demurrage and Claims

Page:Claim
Page:Demurrage
Page:Estimated Demurrage

Financials

Page:Adding a Bank Account
Page:Advance Payment - Receipt Allocations
Page:Advance Payments and Receipts
Page:Bank Links
Page:Chart of Accounts
Page:Company Information
Page:Financials Reports
Page:Journal Entry
Page:Monthly Accruals
Page:Transaction Data Entry
Page:Voyage Period Journals

Data Center

Page>About Vessel Consumption Setup
Page:Operations Ledger
Page:Port
Page:Routes Tab - Vessel
Page:Voyage Template List

Veslink

- 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

Navigating

Navigating Tutorial

You can view this information in the [Navigating tutorial](#). You can access all the tutorials from the [IMOS7 Tutorials](#) page.

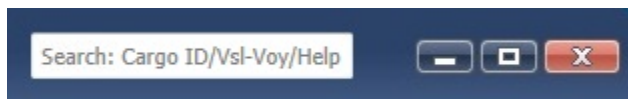
About Navigating

The following pages describe ways to navigate through IMOS:

- [IMOS Search](#)
- [Welcome Tab](#)
- [Module Centers](#)
- [Tabs and Windows](#)
- [IMOS7 Menu](#)
- [Keyboard Shortcuts](#)
- [Access Keys](#)
- [Exiting IMOS](#)

IMOS Search

You can search directly from IMOS for a vessel/voyage, a Cargo ID, or Knowledge Base content.



In the Search field at the top right corner of the IMOS shell, start typing. IMOS autofills the field with possible results.

To move your mouse pointer to the Search field, type **Alt + D**.

Vessel Name or Cargo ID

For a Vessel Name, start typing the text; for a Cargo ID, start typing the number.

Vessel	Code	Voyage	Opr Type	Fixture No	TCI	Commence	Complete
MV AKTAIA	AKTA	3	OVOV			6/15/2014 9:50:00	6/16/2014 8:45:00
MV DAPHNE	DAPH	3	OVOV			6/9/2014 9:50:00	6/10/2014 8:45:00
MV ECHO	ECHO	3	OVOV			6/14/2014 6:30:00	6/15/2014 5:25:00

A list appears; select from the list.

- If more than one option is available, for example, more than one voyage for a vessel, click > to expand the list and then select from it.

Vessel	Code	Voyage	Opr Type	Fixture No	TCI	Commence	Complete
MV AKTAIA	AKTA	3	OV0V			6/15/2014 9:50:00	6/16/2014 8:45:00
MV AKTAIA	AKTA	2	OV0V			6/15/2014 10:55:00	6/15/2014 9:50:00
MV AKTAIA	AKTA	1	OV0V	20140011		6/9/2014 12:00:00	6/15/2014 10:55:00
MV DAPHNE	DAPH	3	OV0V			6/9/2014 9:50:00	6/10/2014 8:45:00
MV ECHO	ECHO	3	OV0V			6/14/2014 6:30:00	6/15/2014 5:25:00

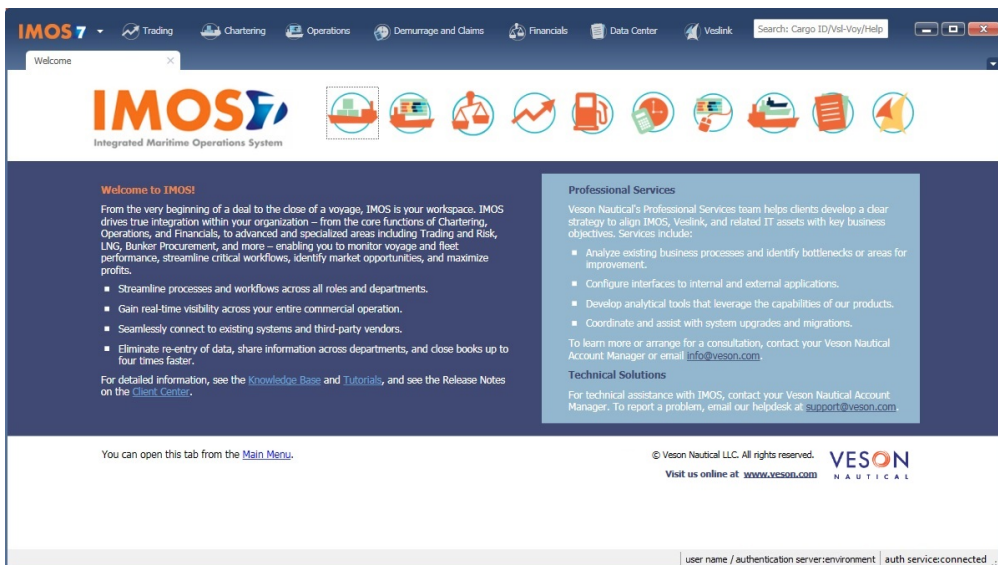
- To exit from a selection list and search the Knowledge Base, press the **Up** key.

Knowledge Base

For Knowledge Base content, a [search results page](#) appears. Select the information you want.

Welcome Tab

When IMOS opens for the first time, the Welcome tab appears. You can open it again from the IMOS7 menu.



The Welcome tab contains:

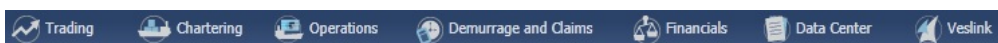
- Links to the Knowledge Base, Tutorials, and Client Center
- Information about Professional Services and Technical Solutions with email links for Veson information and technical assistance
- Links to the Veson Nautical website from the module icons:



Module Centers

Module Center Buttons

Buttons for the module centers are along the top of IMOS.

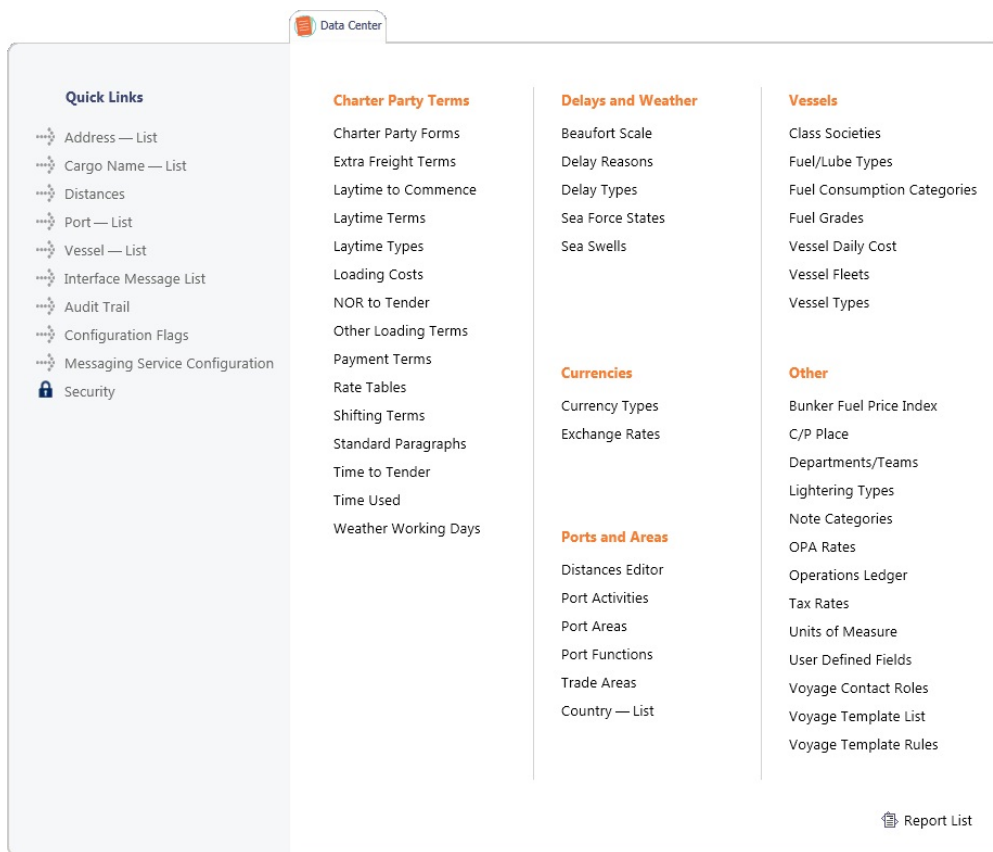


You might not see all the buttons and options described here; what you see is based on the access rights granted by your administrator. You might have access to the following modules:

- Trading 
- Chartering 
- Operations 
- Demurrage and Claims 
- Financials 
- Data Center 
- Veslink 

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.



The screenshot shows the 'Data Center' module center. It features a 'Quick Links' sidebar on the left and a main content area with four columns of categorized items. A 'Report List' link is located in the bottom right corner.

Quick Links	Charter Party Terms	Delays and Weather	Vessels
Address — List	Charter Party Forms	Beaufort Scale	Class Societies
Cargo Name — List	Extra Freight Terms	Delay Reasons	Fuel/Lube Types
Distances	Laytime to Commence	Delay Types	Fuel Consumption Categories
Port — List	Laytime Terms	Sea Force States	Fuel Grades
Vessel — List	Laytime Types	Sea Swells	Vessel Daily Cost
Interface Message List	Loading Costs		Vessel Fleets
Audit Trail	NOR to Tender		Vessel Types
Configuration Flags	Other Loading Terms		
Messaging Service Configuration	Payment Terms	Currencies	Other
Security	Rate Tables	Currency Types	Bunker Fuel Price Index
	Shifting Terms	Exchange Rates	C/P Place
	Standard Paragraphs		Departments/Teams
	Time to Tender		Lightering Types
	Time Used		Note Categories
	Weather Working Days	Ports and Areas	OPA Rates
		Distances Editor	Operations Ledger
		Port Activities	Tax Rates
		Port Areas	Units of Measure
		Port Functions	User Defined Fields
		Trade Areas	Voyage Contact Roles
		Country — List	Voyage Template List
			Voyage Template Rules

Report List

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

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.

▼ Related Config Flags

CFGLibCrMasthead

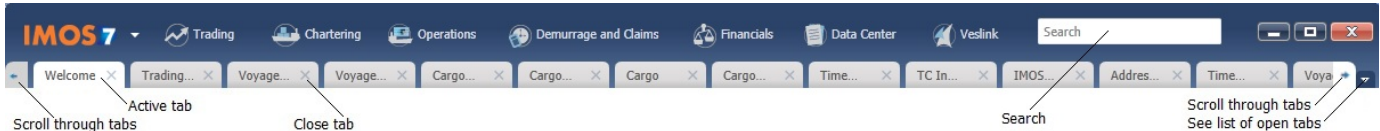
To set the colors in the shell masthead gradient, enter between one and three comma-separated hex color codes.

Tabs and Windows

Opening in Tabs or Windows

When you click a link in a module center, by default, the lists, schedules, and tools open in tabs, whereas the 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 website**.
- Open the **Welcome Tab**.
- Access this Knowledge Base **Help**.
- Access your **User Properties**.
- **Log Out**.
- **Exit**.

Keyboard Shortcuts

The following keyboard commands apply when working within the IMOS Shell. Also see the [abbreviations](#) you can use in date and number fields.



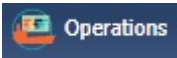




Key Command	Action
Arrow Keys	Navigate module center items.
Tab	Move to the next field or to the next cell in a table.
Shift + Tab	Move to the previous field or to the previous cell in a table.
Enter	Select a command from a menu.
F5	Refresh most forms/lists.
Alt + D	Move the mouse pointer to the IMOS shell Search field.
Ctrl + C	Copy text.
Ctrl + D	Delete text.
Ctrl + X	Cut text.
Ctrl + V	Paste text.
Ctrl + L	Copy and paste the value from the same field on the previous line to the current field.
Ctrl + Shift + L	Copy and paste the values from all fields on the previous line to the current line.
Ctrl + N	New
Ctrl + S	Save.
Ctrl + W	Close the current tab.
Esc	Close a form or module center.
Windows Key + Up Arrow	[Windows 7] Maximize the IMOS Shell.
Windows Key + Left Arrow	[Windows 7] Shift the IMOS Shell to the left half of the monitor.
Windows Key + Right Arrow	[Windows 7] Shift the IMOS Shell to the right half of the monitor.
Windows Key + Down Arrow	[Windows 7] Minimize the IMOS Shell by one level.
Ctrl + Left Arrow	In Voyage Estimate Column view , move the selected Estimate column to the left.
Ctrl + Right Arrow	In Voyage Estimate Column view , move the selected Estimate column to the right.

Access Keys

For those who prefer to navigate using the keyboard, IMOS provides Access Keys.

1. To display the Access Keys, press the **Alt** key on your keyboard and release it.
2. Letter Access Keys appear for the menu and for each module center, number keys for each toolbar button. Press the letter or number for the action you want.




Key Command	Action
Alt then I	Open the IMOS7 menu.
Alt then R	Open the Trading module center 
Alt then C	Open the Chartering module center 
Alt then O	Open the Operations module center 
Alt then M	Open the Demurrage and Claims module center 
Alt then N	Open the Financials module center 
Alt then D	Open the Data Center 
Alt then V	Open the Veslink module center 
Alt then # Examples: Alt then 1, Alt then 4	Activate a button on a form toolbar.

Navigation

When the Access Keys appear, focus is set to the tabs. Use the following commands to navigate around the tabs:

Key Command	Action
Left or Right Arrow Key	Navigate to the previous or next open tab.
Ctrl + Tab	Navigate to the next open tab.
Ctrl + Shift + Tab	Navigate to the previous open tab.

Exiting IMOS

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

Lists Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.


About Lists

IMOS makes many objects and transactions available to you on lists and summaries. You can open all the lists to which you have access from the 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.

Cargo ID	Buy or Sell	Cargo Type	CP Date	Month	Cargo Quantity	Cargo Unit	Load Port	Discharge Port	Counterparty	Company	Status
835	Sell	SUGAR	12/22/2010	SEP 2013	33000	MT	SANTOS	MONTREAL	CHARTERER2	A	Inquiry
836	Sell	SUGAR	12/22/2010	JAN 2014	33000	MT	SANTOS	MONTREAL	CHARTERER1	A	Inquiry
837	Sell	TITANIUM SLAG	1/22/2008	FEB 2011	10000	MT	SOREL	ROTTERDAM	CHARTERER1	A	Scheduled
838	Sell	TITANIUM SLAG	11/6/2009	JAN 2011	10000	MT	SOREL	CALAIS	CHARTERER1	A	Scheduled
839	Sell	POTASH	12/29/2010	JAN 2011	30000	MT	ST PETERSBURG (R)	PARANAGUA	CHARTERER7	A	Scheduled
840	Sell	WHEAT	12/31/2010	JAN 2011	25000	MT	QUEBEC	CASABLANCA	CHARTERER7	A	Scheduled
841	Sell	ALUMINA	6/29/2010	FEB 2011	47500	MT	PARANAM	FARSUND	CHARTERER5	A	Scheduled
842	Sell	ALUMINA	6/29/2010	FEB 2011	47500	MT	PARANAM	FARSUND	CHARTERER1	A	Scheduled
843	Sell	ALUMINA	8/4/2010	DEC 2011	48000	MT	VILA DO CONDE	SEPT-ILES	CHARTERER1	A	Confirmed
844	Sell	ALUMINA	6/29/2010	APR 2011	25000	MT	POINT COMFORT	BAIE COMEAU	CHARTERER1	A	Confirmed
845	Sell	MANGANESE	1/6/2011	JAN 2011	50000	MT	GROOTE EYLANDT	TIANJIN	CHARTERER1	A	Scheduled
846	Sell	POTASH	1/5/2011	JAN 2011	27850	MT	KLAIPEDA	BUENAVENTURA	CHARTERER1	A	Scheduled
847	Sell	TITANIUM SLAG	11/6/2009	FEB 2011	15000	MT	SOREL	PIOMBINO	CHARTERER5	A	Scheduled
848	Sell	SUGAR	12/23/2005	OCT 2011	50000	MT	SANTOS	QUEBEC	CHARTERER1	A	Inquiry
849	Sell	SUGAR	12/23/2005	NOV 2011	50000	MT	SANTOS	QUEBEC	CHARTERER2	A	Inquiry
850	Sell	UREA	1/7/2011	JAN 2011	25000	MT	DAMIETTA	PHILADELPHIA	CHARTERER5	A	Scheduled
851	Sell	TITANIUM SLAG	1/22/2008	JAN 2011	3500	MT	SOREL	ROTTERDAM	CHARTERER5	A	Scheduled

On most IMOS lists, you can modify the contents and format of a list in the following ways:

- Create a report
- Import and export data
- Filter list data
- Create and use different List Views.

- Search columns quickly with Quick Search. Click  and then click **Quick Search**. Once enabled for a list, it stays enabled whenever you log in.
- Select columns to display
- Rearrange column sequence and width
- Filter columns
- Sort columns

Creating a Report

To create a report of the data displayed, do one of the following:

- Click .
- Right-click a column heading and click **Show Report**.

Importing and Exporting Data

To import or export the data that is currently displayed, click  and then click one of the following:

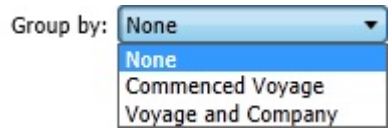
- Export Data to CSV
- Export Data to XML

Some lists have additional options, such as importing and exporting configuration flags on the Configuration Flag List.

Filtering List Data

Filtering by Selecting

Some lists have filters at the top that you can select from: Group by:



Click the filter and select a value:

Dates

Date selection lists can include the following:


- **Relative times**, such as This Week, From Last Week on, Last Quarter, etc.



- **Custom**, where you can enter a custom date or date range:
- **Use Fiscal Calendar** check box (at the end of the list), to use the [fiscal year](#).
- **Specific dates** , where you can either type a date or click the calendar and select a date.

Filtering with Logical Operations

Some lists have filters on the right, where you can use logical operations to filter particular columns in the list.

To open the filters, click  **Filters** .

Filters

Voyage Commencing Date

is |

Add

Trade Area

is |

Add

Ops Coordinator

contains | 3

Add

Status

is |

Add


To filter by a column, click its list button and select an operation. Then enter a value in the field.

Filters

Voyage Commencing Date
 is after 10/2/2013
 Add

Trade Area
 does not contain
 Add

is
 is not
 starts with
 does not start with
 ends with
 does not end with
 is empty
 is not empty
 is in the list
 is
 Add

To close the filters, click .

Using Quick Search

Similar to filtering, you can perform a [Quick Search](#) of items in a list, with a Search field in each column.

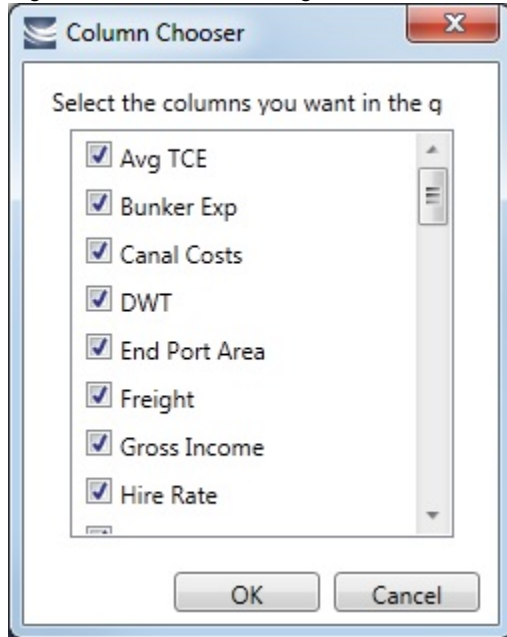


Click  and then click **Quick Search**.

Choosing Columns to Display

Select the columns you want to see in a list, so that those you do not need are out of the way.

1. Right-click a column heading and click **Choose Columns**.



2. In the Column Chooser:
 - Select check boxes for the columns you want to see.
 - Clear any selected check boxes for columns you do not want to see.
3. Click **OK**.

Rearranging Column Sequence and Width

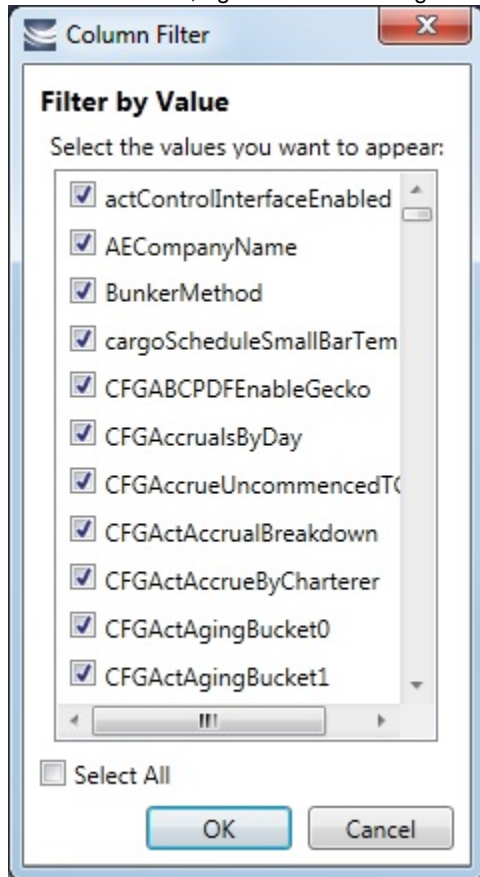
- Change the sequence of columns, so you can most easily see those you work with most, and you can still access those you need less frequently: Click a column heading and drag the column to where you want it.
- Change the width of a column: Place your pointer at the right end of the column heading. When the pointer becomes a double-headed arrow, drag it to move the split line.

Filtering Columns

Filter the columns to exclude the data you do not need to work with. The filter values for a column include the values that remain after other column filters have been applied.

Note: [Quick Search](#) must be disabled to do this.

1. To filter a column, right-click its heading and click **Filter by Values**.



2. In the Column Filter:
 - 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.
3. Click **OK**.

Clearing Filters

- 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

Sort columns, so that 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**.
- To sort using multiple columns, click the heading of the primary sort column, then Shift + click the heading of the secondary sort column.

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

To clear the sort order, either click the column heading a third time or right-click and click **Clear Sorting**.

Quick Search

You can perform a Quick Search of items in a list; when you enable Quick Search, it stays enabled any time you log in.

1. Do one of the following:



- In a list, click **Quick Search**.
- In **Cargo Matching**, right-click a column heading and then click **Quick Search**.

2. Search fields appear in the columns.




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

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.

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.

For **public** Views, you must have the Security **Module Right Manage public list views** (under Data Center Actions), **and**:

- To **create and edit**: at least Read and Write Only rights to that list.
- To **delete**: at least Read, Write, and Delete rights to that list.

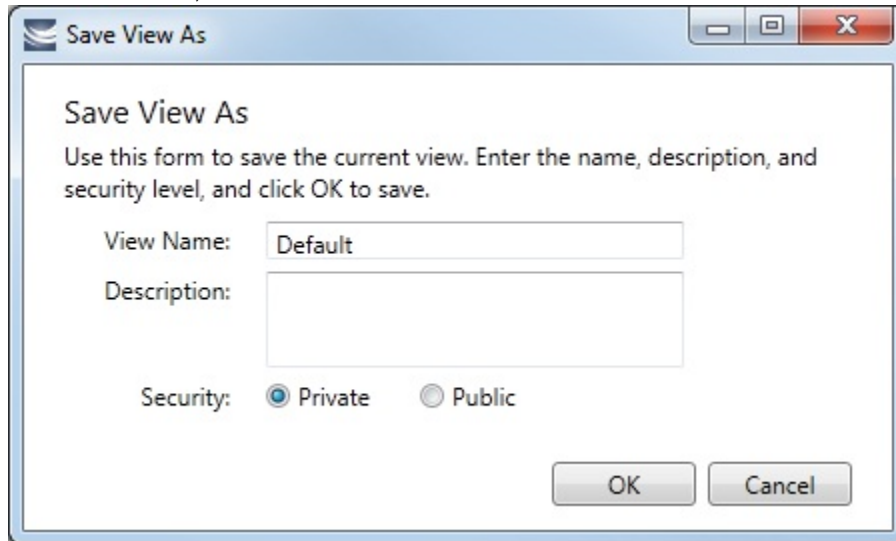
In the View selection list, after the Default View, additional views are listed under the categories **Public Views** and **Private Views**.

Creating a View

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

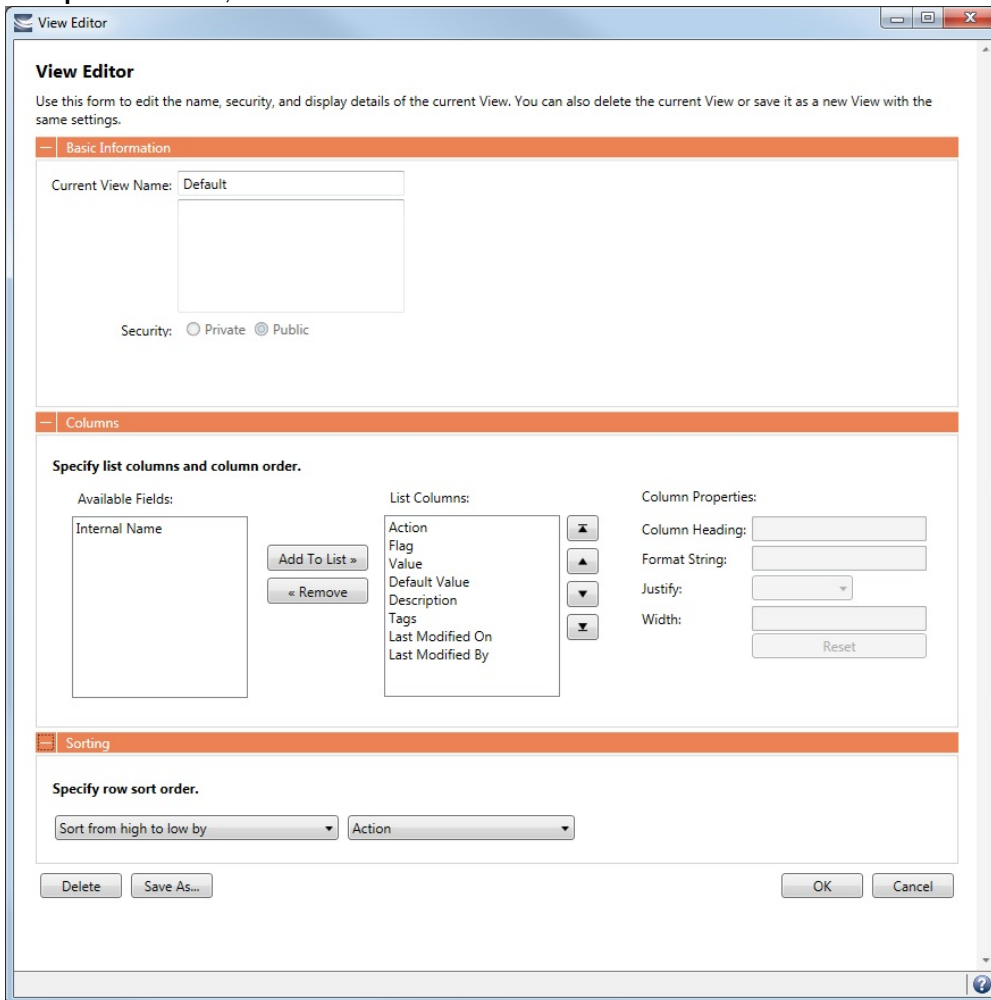
1. In the List, click the [Edit](#) link.

2. In the View Editor, click **Save As**.



The 'Save View As' dialog box has a title bar with a minus, maximize, and close button. The main area contains the text 'Save View As' and 'Use this form to save the current view. Enter the name, description, and security level, and click OK to save.' Below this are three input fields: 'View Name:' with the text 'Default', 'Description:' with an empty text area, and 'Security:' with two radio buttons, 'Private' (selected) and 'Public'. At the bottom right are 'OK' and 'Cancel' buttons.

3. In the Save View As box:
- a. Enter a **View Name**. You can also enter a Description.
 - b. Select **Private** or **Public** (if you have the [rights](#)).
 - c. Click **OK**.
4. In the View Editor, complete the **Basic Information** section.
- To **collapse** a section, click **-**.
 - To **expand** a section, click **+**.

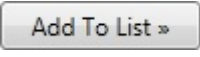






The 'View Editor' window has a title bar with a minus, maximize, and close button. The main area contains the text 'View Editor' and 'Use this form to edit the name, security, and display details of the current View. You can also delete the current View or save it as a new View with the same settings.' Below this are three sections: 'Basic Information' (with 'Current View Name: Default' and 'Security: Private Public'), 'Columns' (with 'Specify list columns and column order.' and fields for 'Available Fields', 'List Columns', and 'Column Properties'), and 'Sorting' (with 'Specify row sort order.' and dropdowns for 'Sort from high to low by' and 'Action'). At the bottom are 'Delete', 'Save As...', 'OK', and 'Cancel' buttons.


5. To set up **Columns**:
- To add columns:

a. Select one or more fields from the Available Fields list.

- To select consecutive fields, hold **Shift**.
- To select nonconsecutive fields, hold **Ctrl**.

b. Click . 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: , , , or .
- 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 . The removed columns appear in the Available Fields list again.

6. To set up **Sorting**, select a sort order and a column to sort by.

7. When you finish editing your view, click **OK**. It appears in the View list.

8. Filter columns in the list to include only those you want in your View. 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.

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 Lifted.
- [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

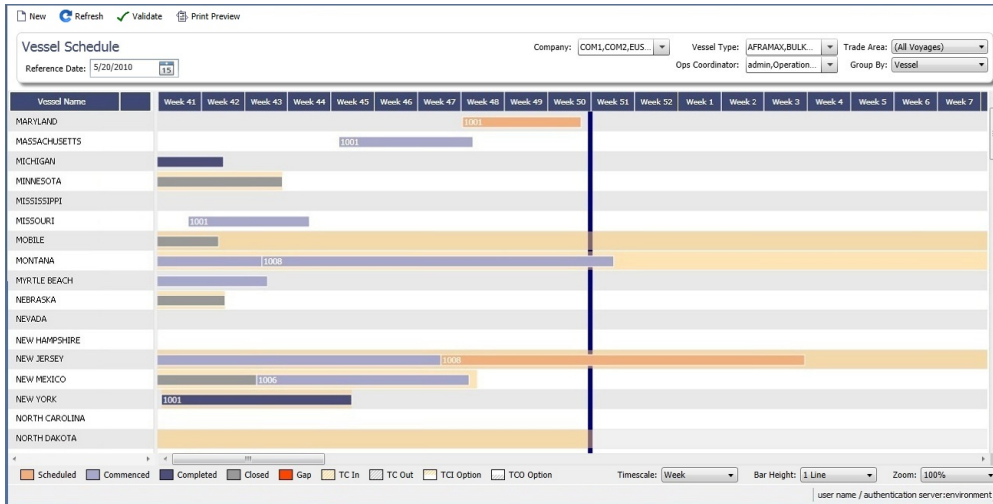
Schedules Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.

About 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
 - **Print Preview:** To print the Vessel Schedule from the current Reference Date, using the current filters and zoom settings
- 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 on the Cargo, Vessel, or Port Schedule. For more information, see [Styling Gantt Bar Templates](#).

Styling Gantt Bar Templates

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:



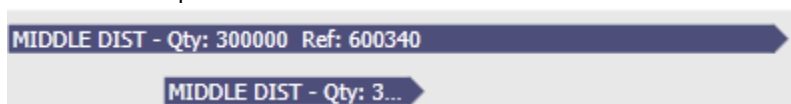
Suggestions

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:

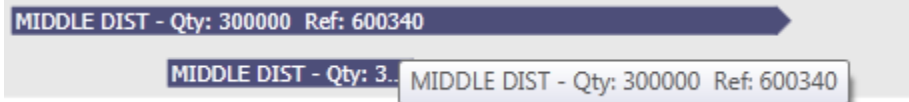


Template: (CARGO) - Qty: (CARGOQTY) Ref: (EXTERNALREF)

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
(VSLNAME)	Either the nominated or performing vessel of the cargo
(SHIPMENTNO)	The Shipment No field of the cargo
(EXTERNALREF)	The external reference field of the cargo
(ALLGRADES)	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
(COMMID)	Display the Commercial ID of the first leg of the cargo itinerary
(LABEL)	A default variable that shows the Cargo and Cargo Quantity
(VSLCODE)	The Vessel Short Code for the nominated or performing vessel
(CARGO)	The Cargo name
(GRADE)	The first grade of the Cargo
(CARGOWINDOW)	The Laycan From and Laycan To date times
(CHARTERER)	The cargo Charterer
(COAID)	The Cargo COA ID if linked to a Cargo COA
(CARGOID)	The Cargo ID
(PURCHASEID)	The Cargo Purchase ID
(VOYNO)	The Voyage Number of the cargo's performing voyage
(CPFORM)	The CP Form
(LOADPORT)	The first load port of the cargo itinerary
(DISCPORT)	The last discharge port of the cargo itinerary
(CARGOQTY)	The CP Quantity of the cargo
(CARGOUNIT)	The CP Unit of the cargo

(CONTRACTTYPE)	Cargo contract or Voyage Charter contract
(RECEIVER)	The first specified receiver of the cargo
(SUPPLIER)	The first specified supplier of the cargo
(CPDATE)	The CP Date of the cargo

Vessel Schedule

Configuration Flag

vesselScheduleSmallBarTemplate

Example

[vesselschedule_example.txt](#)

Variables

Variable Name	Description
(LABEL)	A default label displaying the Vessel Code and Voyage Number, as well as the voyage start and end dates
(VSL_CODE)	The performing Vessel Code
(VSL_NAME)	The performing Vessel Name
(VOY_NO)	The Voyage Number
(START_DATE)	The voyage commence date
(FINISH_DATE)	The estimated or actual voyage complete date
(COUNTERPARTY)	The voyage Counterparty
(FIRSTPORT)	The first port of the voyage (including C, R ports, etc)
(LASTPORT)	The last port on the itinerary of the voyage (including T and Z ports)
(FIRSTLPORT)	The first load port of the voyage
(LASTDPORT)	The last discharge port of the voyage
(FIRSTLAYCAN)	The laycan of the first cargo
(FIRSTBL)	The month and day of the first BL
(EXTERNALREF)	The external reference of the voyage
(VOYREF)	The voyage reference
(FIRSTCARGOREF)	The external reference of the first cargo
(FIRSTCARGOSHIPMENTNO)	The Shipment Number of the first cargo

Port Schedule

Configuration Flag

portScheduleSmallBarTemplate

Example

Variables

Variable	Description
(VSL_CODE)	The Vessel Code of the performing vessel
(VSL_NAME)	The Vessel Name of the performing vessel
(PORT_NAME)	The Port Name of the specific port call
(VOY_NO)	The Voyage Number of the vessel which is calling the port
(START_DATE)	The Estimated/Actual time of arrival for the specific port call
(FINISH_DATE)	The Estimated/Actual time of departure for the specific port call
(SHIPMENTNO)	The Shipment Number of first cargo of the voyage containing the port call

Forms




Forms enable you to manage information about records; for example, forms are available for Voyage Estimates, contracts, Voyages, and related information. They appear as [windows](#) and can be docked.

On a form, you can view [field help](#) and add [attachments](#).

Note: For more information about a specific form, see the Knowledge Base page with its name.

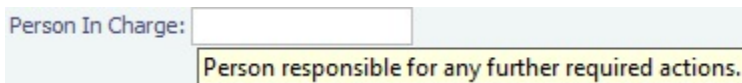
Opening Forms

You can open forms in several ways, including the following:

- To create a **new** form:
 - On the [IMOS7 menu](#), create a **New** object.
 - In a [module center](#), click a **Form Name**.
 - On a [list](#) of forms or a form, click  **New** or .
 - On a form, to create a copy, click .
- To open an **existing** form:
 - On the [IMOS7 menu](#), **Open** an existing or **Recently** opened form.
 - In [Search](#):
 - To open the [Voyage Manager](#) for a particular Voyage, search by **Vessel Name**.
 - To open a particular [Cargo](#) contract, search by **Cargo ID**.
 - On a form, to open another related form:
 - Click the appropriate toolbar button.
 - Click a field label [link](#).

Field Help

To see a definition for an IMOS field in IMOS7, hold your mouse pointer over it. The definition appears in a few seconds.



Alternatively, click in the field, and the definition appears in the Status bar at the bottom of the form.

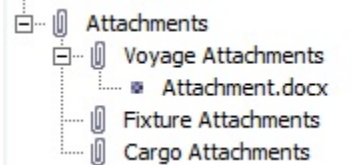
Sea Swell: **NO SWELL** ▶ 0

Description of the maximum Sea Swell for which the charter party warranties are applicable.

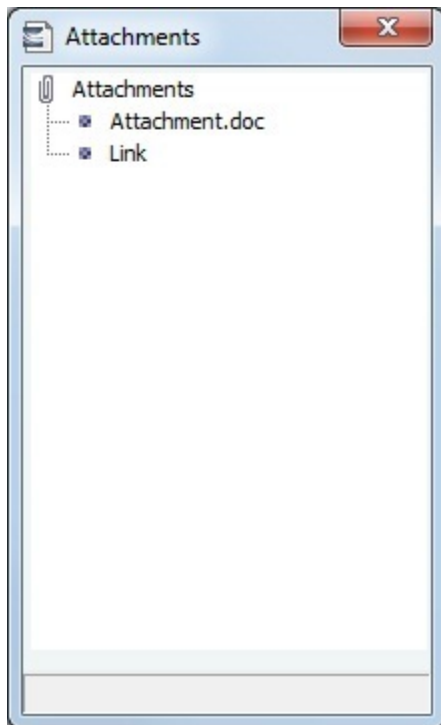
Attachments

On many forms, you can attach and view a file or a link, after saving the form. You can access Attachments in these ways:

- Voyage Manager, Voyage Fixture, Vessel, Time Charter In, and Time Charter Out forms have Attachments nodes in the Summary Tree. Click + to expand the node to show additional Attachments nodes; click - to collapse it again. On each node, click + to show a list of Attachments; click - to collapse it again.



- Tasks or Alerts with Attachments have an icon in the panel on the right side of a form. In the [Tasks & Alerts panel](#), click . If there is only one attachment, it opens.
- From other forms, you can open the Attachments form:
 - On [Cargo COA](#), [VC In COA](#), and [Laytime Calculation](#) forms, click Attachments ▼ or Attachments |.
 - On [Cargo](#), [VC In](#), and [Voyage Estimate](#) forms, click **Attachments** on the menu.



In the Summary Tree, Tasks & Alerts panel, or Attachments form:

- To add an attachment, right-click the Attachments node and click **Attach New File** or **Attach New Link**.
- To open an attachment, either double-click or 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**.

Dynamically Linking Attachments, Locations, and External Programs

Note: The **Configuration Flags Module Right** must be selected for you in Security.

Six **configuration flags** allow dynamic linking of attachments, locations, and external programs to the Voyage Manager, Fixture, Vessel, Cargo, COA, Time Charter In, and Time Charter Out forms. By using these flags, you can store all your related documents in one location and access them directly, without having to individually define the links.

To enable dynamic linking to a form, edit the Value of its **configuration flag**:

Form	Configuration Flag	Value
Cargo COA or VC In COA	DataForm.COA.Links	<p>Enclosed in <Link> </Link> tags, description of link location followed by = followed by path to COA link location in double quotes. These links appear in the Attachments section of the COA.</p> <ul style="list-style-type: none"> • Within the path, {CoaNo} and {ReferenceNo} may be used, for example <Link>COA Docs="C:\My Documents\COA{CoaNo}"</Link>. • Multiple locations may be entered, each in its own set of <Link> </Link> tags. • Links to applications may also be created using this syntax, and parameters can be added within the <Link> tag, for example <Link params="-COA:{CoaNo}">Program Name="C:\Program Files\OutsideApp.exe"</Link>. • The size limit for for each link (everything after the '=' in a single <Link>) is 512 characters. Any links that are not complete within this limit will be ignored. The same limit applies separately to the 'params' attribute. Special characters (such as &, %, \$) must be escaped.
Cargo or VC In	DataForm.Cargo.Links	<p>Enclosed in <Link> </Link> tags, description of link location followed by = followed by path to Cargo link location in double quotes. These links appear in the Attachments section of the Cargo form and the Voyage Manager.</p> <ul style="list-style-type: none"> • Within the path, {CargoID} {ExternalRef} {VesselName} and {VoyageNo} may be used, for example <Link>Cargo Docs="C:\My Documents\Cargo{CargoID}"</Link>. • Multiple locations may be entered, each in its own set of <Link> </Link> tags. • Links to applications may also be created using this syntax, and parameters can be added within the <Link> tag, for example <Link params="-cargo:{CargoID}">Program Name="C:\Program Files\OutsideApp.exe"</Link>. • The size limit for for each link (everything after the '=' in a single <Link>) is 512 characters. Any links that are not complete within this limit will be ignored. The same limit applies separately to the 'params' attribute.

		Special characters (such as &, %, \$) must be escaped.
Voyage Fixture	DataForm.Fixture.Links	<p>Enclosed in <Link> </Link> tags, description of link location followed by = followed by path to Fixture link location in double quotes. These links appear in the Attachments section of the Voyage Fixture and the Voyage Manager.</p> <ul style="list-style-type: none"> • Within the path, {FixtureNo} and {VesselCode} may be used, for example <Link>Fixture Docs="C:\My Documents\Fixture\{VesselCode}\{FixtureNo}"</Link>. • Multiple locations may be entered, each in its own set of <Link> </Link> tags. • Links to applications may also be created using this syntax, and parameters can be added within the <Link> tag, for example <Link params="-vessel:{VesselCode} -fixture:{FixtureNo}">Program Name="C:\Program Files\OutsideApp.exe"</Link>. • The size limit for for each link (everything after the '=' in a single <Link>) is 512 characters. Any links that are not complete within this limit will be ignored. The same limit applies separately to the 'params' attribute. Special characters (such as &, %, \$) must be escaped.
Time Charter In or Time Charter Out	DataForm.TimeCharter.Links	<p>Enclosed in <Link> </Link> tags, description of link location followed by = followed by path to Time Charter link location in double quotes. These links appear in the Attachments section of the Time Charter.</p> <ul style="list-style-type: none"> • Within the path, {TcCode} {ExternalRef} and {VesselName} may be used, for example <Link>TC Docs="C:\My Documents\Time Charter\{TcCode}"</Link>. • Multiple locations may be entered, each in its own set of <Link> </Link> tags. • Links to applications may also be created using this syntax, and parameters can be added within the <Link> tag, for example <Link params="-TimeCharter:{TcCode}">Program Name="C:\Program Files\OutsideApp.exe"</Link>. • The size limit for for each link (everything after the '=' in a single <Link>) is 512 characters. Any links that are not complete within this limit will be ignored. The same limit applies separately to the 'params' attribute. Special characters (such as &, %, \$) must be escaped.



Voyage Manager	DataForm.Voyage.Links	<p>Enclosed in <Link> </Link> tags, description of link location followed by = followed by path to voyage link location in double quotes. These links appear in the Attachments section of the Voyage Manager.</p> <ul style="list-style-type: none"> • Within the path, {VoyageNo} {VesselCode} {VesselName} and {VoyageReference} may be used, for example <Link>Voyage Docs="C:\My Documents\Voyage\{VesselCode}\{VoyageNo}"</Link>. • Multiple locations may be entered, each in its own set of <Link> </Link> tags. • Links to applications may also be created using this syntax, and parameters can be added within the <Link> tag, for example <Link params="-vessel:{VesselCode} -voyage:{VoyageNo}">Program Name="C:\Program Files\OutsideApp.exe"</Link>. • The size limit for for each link (everything after the '=' in a single <Link>) is 512 characters. Any links that are not complete within this limit will be ignored. The same limit applies separately to the 'params' attribute. Special characters (such as &, %, \$) must be escaped.
Vessel	DataForm.Vessel.Links	<p>Enclosed in <Link> </Link> tags, description of link location followed by = followed by path to Vessel link location in double quotes. These links appear in the Attachments section of the Vessel form.</p> <ul style="list-style-type: none"> • Within the path, {VesselCode} {VesselName} and {RefNo} may be used, for example <Link>Vessel Docs="C:\My Documents\Vessel\{VesselCode}"</Link>. • Multiple locations may be entered, each in its own set of <Link> </Link> tags. • Links to applications may also be created using this syntax, and parameters can be added within the <Link> tag, for example <Link params="-vessel:{VesselCode}">Program Name="C:\Program Files\OutsideApp.exe"</Link>. • The size limit for for each link (everything after the '=' in a single <Link>) is 512 characters. Any links that are not complete within this limit will be ignored. The same limit applies separately to the 'params' attribute. Special characters (such as &, %, \$) must be escaped.

Tasks, Alerts, and Revisions

Tasks

Tasks are included throughout Chartering and Operations. Configuring these Tasks and incorporating them in your workflow can increase business process compliance and assist in workflow auditing.

You can create several types of Tasks, all of which appear on the [Task List](#). To create Tasks:

- Configure [Task Groups](#) for your Chartering and Operations workflows.
- In the [Task List](#) or [My Task List](#), click  .
- On the [Tasks & Alerts](#) panel menu  , click **Add Task**.
- From the [Task & Alert Rule Set List](#), create Task & Alert Rule Sets that can define Tasks to appear in the [Tasks & Alerts](#) panel of [Cargo](#), [VC In](#), [Voyage Estimate](#), [TC In](#), [TC Out](#), and [Voyage Manager](#) forms.

Tasks in Chartering

Chartering Tasks help to ensure that every Fixture has been properly processed before fixing the business and performing the Operations hand-over. A Task-based workflow can reduce confusion between a Chartering team and an Operations team, by ensuring that everything is complete.

[COA Nomination Tasks](#) are copied to their Cargoes or VC Ins.

Tasks in Operations

[Voyage Tasks](#) are an everyday part of an operator's workflow. They are even more useful when combined with [Voyage Templates](#). Voyage Templates may be set either by the Chartering team when fixing the voyage or by the operator after the voyage has been fixed. When a Voyage Template is added to a voyage, the linked Task Group is automatically populated.

Task Compliance

Tasks are only useful if they are used effectively. You can use several features related to Task compliance:

- The [Task List](#) gives an administrator, a super user, or a manager a global overview of all Tasks in the system. You can sort and filter on all Tasks delegated across the system, including Tasks from Cargoes, Voyage Estimates, and voyages.
- Individual users can use [My Task List](#), which offers a personalized list of tasks assigned to you.
- The [Report Designer](#) offers a Task data table under the Show All Tables Display Option. From this data table, you can build a custom report with Task details and do your own sorting and filtering. You can set a Scheduled Task to email this report on a periodic basis to ensure timely compliance (for more information, see the *IMOS Messaging Service Manual*). Veson has provided a base report at [Example Reports - Report Designer](#) to help you get started.
- In [Cargo Matching](#), you can add a Task Progress column to display the Status of Cargo Tasks.

Alerts

Managers can configure Error or Warning Alert messages to be sent to end users.

To create Alerts, from the [Task & Alert Rule Set List](#), create Task & Alert Rule Sets that define Alerts to appear in the [Tasks & Alerts](#) panel of [Cargo](#), [VC In](#), [Voyage Estimate](#), [TC In](#), [TC Out](#), and [Voyage Manager](#) forms.

Revisions

Revisions are updates to forms made by end users or the Messaging Service.

You can view Revisions in:

- The [Revisions](#) panel of [Cargo COA](#), [Cargo](#), [VC In COA](#), [VC In](#), [TC In](#), [TC Out](#), [Voyage Estimate](#), and [Voyage Manager](#) forms
- The [Audit Trail](#)

▼ Related Config Flags

CFGDisableShowAllTables



When enabled, there is no option in Report Designer to Show All Tables. Users must create reports starting from the primary tables and may join to other tables from there.

Tasks and Alerts Panel

The **Tasks & Alerts panel** displays the Tasks and Alerts that apply to a form; it appears in [Cargo](#), [VC In](#), [Voyage Estimate](#), [Time Charter In](#), [Time Charter Out](#), and [Voyage Manager](#) forms.

From the [Task & Alert Rule Set List](#), you can create Rules that define warning Alerts, error Alerts, or Tasks; they appear in the Tasks & Alerts or Alerts panel of a form based on an evaluation of the Rules.


From the Tasks & Alerts panel, you can:

- Add [Tasks](#) and [Task Groups](#).
- View [revisions](#), if they are available: Click  and then click **Show Revisions** or **Revision History**. To return to the Tasks & Alerts panel, click  and then click **Show Tasks & Alerts**.


Dynamic Tasks and Alerts Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Hiding or Showing Tasks and Alerts

You can hide all Tasks, or Tasks that are not relevant at the moment, from your view of the panel on all forms. Click  and then select one or more of the following:

- **Hide Tasks**
- **Hide Tasks Until Start Date**
- **Hide Completed Tasks**

In the Voyage Manager, associated Cargo Tasks and Alerts are hidden by default. To show them, click  and then clear **Hide Cargo Tasks & Alerts**.

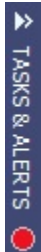
Viewing Task & Alert Rules

To view the [rule](#) that defines a Task or Alert, right-click the Task or Alert and then click **View Tasks & Alerts Rule**.

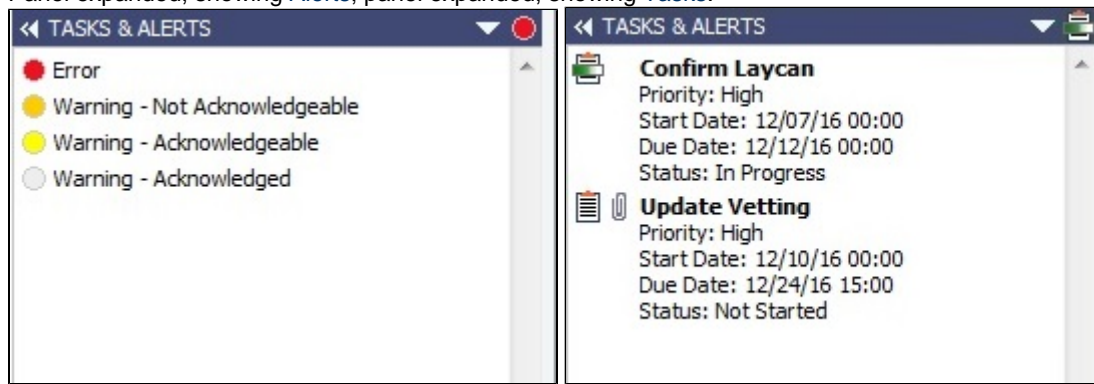
Expanding or Collapsing the Panel


To expand  or collapse  the panel, click the double arrow.

- Panel collapsed, showing an error Alert:







- Panel expanded, showing Alerts; panel expanded, showing Tasks:



- For contracts that have **Tasks** or **Alerts**, the panel is expanded when the form opens. If the panel is collapsed when a new Alert is triggered, the panel expands.
- The heading bar includes the icon for the most urgent Alert or Task. If none are urgent, the Task that is in progress appears.
- For Tasks or Alerts with [attachments](#),  appears.


Alerts

The Tasks & Alerts or Alerts panel can include **Alerts** of the following types:

-  **Error**: Cannot be acknowledged; appears at the top of the list
-  **Warning - Not Acknowledgeable**: Cannot be acknowledged
-  **Warning - Acknowledgeable**: Can be acknowledged
-  **Warning - Acknowledged**: Text reduces to what fits on one line; moves to the bottom of the list

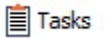
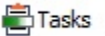
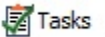
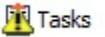
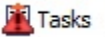
Acknowledging Warning Alerts

To acknowledge a warning Alert, do one of the following:

- Double-click .
- Right-click the Alert and then click **Acknowledge**.


Tasks

The Tasks & Alerts panel can include **Tasks** of the following statuses:

-  **Tasks** : Not Started
-  **Tasks** : In Progress or Follow Up
-  **Tasks** : Completed or Canceled
-  **Tasks** : Not Started; should be In Progress
-  **Tasks** : Overdue; should be Completed

Adding or Editing a Task


To add a Task:

1. Click  and then click **Add Task**.

2. Complete the fields:
 - Keep the **Status** up to date.
 - **Categories** are defined on the [Task Categories](#) form.
 - Set the **Priority**.
 - To assign a Task to a specific user, enter an **Owner**.
 - If **CFGDisplayMyTasks** is enabled, the Task will appear in the user's **My Task List**.
 - **Nomination Tasks** copied from their COA have a **Basis of Load Laycan Start**.
 - If the Load Laycan Date changes, the Task Start Date and Due Date move along with it, retaining the Offsets.
 - When you add another Nomination Task to a Cargo, its **Basis is None**, but you can change it to **Load Laycan Start**
- To open a Task, in the panel, do one of the following:
 - Double-click the Task text.
 - Right-click the Task and then click **Open**.
- To delete a Task, right-click it in the panel, click **Delete**, and then confirm the deletion.

Adding the Tasks from a Task Group

To add all the Tasks from a [Task Group](#) to the Cargo, VC In, Voyage Estimate, or voyage:


1. Click  and then click **Add Task Group**.
2. Select the **Task Group**.

Updating Task Status

To update the Status of a Task, do any of the following:

- To mark the Task as Completed, double-click its icon.
- Right-click the Task and then click **In Progress** or **Complete**.
- While editing the Task, update its Status.

To change the status of multiple Tasks, do the following:

1. Select the **Tasks** in the panel.
 - To select consecutive Tasks, hold down **Shift** while you select.
 - To select nonconsecutive Tasks, hold down **Ctrl** while you select.
2. Click  and then click **Complete Tasks**, **Mark In Progress**, or **Cancel Tasks**.

You can also update the Status of one or more Tasks from the [Task List](#) or [My Task List](#).

▼ **Related Config Flags**

CFGDefaultShowCargoTasksAndAlertsInVoyage

When enabled, in the Voyage Manager Tasks & Alerts panel, the Hide Cargo Tasks & Alerts menu option is cleared and associated Cargo Tasks and Alerts appear by default.

CFGEnableVoyManagerCargoList

Adds Cargo and Cargo Handling tabs to the Voyage Manager. The Cargo tab is similar to the Cargo List, but only includes cargoes associated with the voyage. The Cargo Handling tab is similar to the [Cargo Handling](#) form; it includes a list of all cargoes associated with the voyage, with a line for each load and discharge. Lines highlighted in yellow indicate transshipment cargoes, while lines highlighted in blue indicate interservice cargoes.


If a Cargo or VC In has at least one unacknowledged [revision](#), its row is highlighted in the Cargo List.

Revisions Panel

The **Revisions panel** displays a chronological list of updates to a form. It appears in [Cargo COA](#), [Cargo](#), [VC In COA](#), [VC In](#), [Time Charter In](#), [Time Charter Out](#), [Voyage Estimate](#), and [Voyage Manager](#) forms.

Revisions indicate:

- The date and time of the update.
- Which IMOS user made the update.
- If an update is from a [Bulk Cargo Update](#).
- For Cargo and VC In forms, if an update is imported via the Messaging Service. In that case, it must be [acknowledged](#).

In the Revisions panel, click  to select one of the following menu options:

- **Show Tasks & Alerts:** View the [Tasks & Alerts](#) or Alerts panel, if it is available. To return to the Revisions panel, click **Show Revisions**.
- **Revision History:** View the same information in a list; it is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.
- **Refresh:** Refresh the information in the Revisions panel.

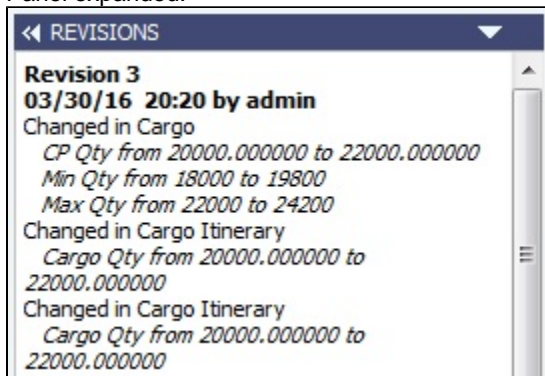
Expanding or Collapsing the Panel

To expand  or collapse  the panel, click the double arrow.

- Panel collapsed:




- Panel expanded:



Acknowledging Revisions

For Cargo and VC In forms, if an update is imported via the Messaging Service, it must be acknowledged.

- Unacknowledged revisions are highlighted. To acknowledge all highlighted revisions:
 - The **Acknowledge Cargo Revisions Module Right** must be selected in **Security**, under **Chartering**.
 - Click  and then click **Acknowledge Revisions**.
- When a Cargo or VC In has at least one unacknowledged revision:
 - In the **Cargo List** and **VC In List**:
 - A warning triangle appears on the list tab when it is docked; to view the number of records affected, hold your mouse pointer over the triangle.
 - The row of the Cargo or VC In is highlighted, and its Un-ackRev column contains Y.
 - In the **Voyage Manager Cargo List** (enabled with configuration flag **CFGEnableVoyManagerCargoList**), the row of the Cargo or VC In is highlighted.

▼ Related Config Flags

CFGEnableVoyManagerCargoList

Adds Cargo and Cargo Handling tabs to the Voyage Manager. The Cargo tab is similar to the Cargo List, but only includes cargoes associated with the voyage. The Cargo Handling tab is similar to the **Cargo Handling** form; it includes a list of all cargoes associated with the voyage, with a line for each load and discharge. Lines highlighted in yellow indicate transshipment cargoes, while lines highlighted in blue indicate interservice cargoes.

If a Cargo or VC In has at least one unacknowledged revision, its row is highlighted in the Cargo List.


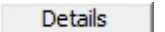
Reports

Module Centers

Reports are available from several of the IMOS module centers.

Running a Report from a Module Center

To open a report from a module center:


1. In the module center, click  and then select the report.
2. Enter any report criteria.
3. Click  **Report**,  **Print**,  **Details**, or  **Summary**, or the appropriate button to print the report. The report appears in the Reporting Center. You can print, save/export to different file formats, or, in some cases, email the report.

Forms

Reports are also available from some forms.

Running a Report from a Form

To open a report from a form:

1. On the toolbar, click  **Reports** and then select the report.
2. If a form appears, enter report criteria and click **OK**.
3. The report appears in the Reporting Center. You can print, save/export to different file formats, or, in some cases, email the report.

Report List

You can create and run your own reports on the [Report List](#).

▼ Related Config Flags

CFGDisableCreateExcelFromReport Viewer

Specifies if the Create Excel button in Report Viewer is disabled.

CFGEnableReportEPPEExcelOutput

EPP is a third-party library that is independent of Microsoft Office and creates the Excel file format you want. When this flag and **CFGReportUseOffice2003Standard** are enabled, .xls files will be created. When **CFGReportUseOffice2003Standard** is disabled, .xlsx files will be created. When **CFGEnableReportEPPEExcelOutput** is disabled, the Microsoft Office API is used to create the Excel output.

CFGEnableReportExcelWorkbookRefresh

Refreshes all external data ranges and PivotTable reports in the Excel workbook when the report is output to Excel.

CFGReportUseOffice2003Standard

IMOS exports reports in Microsoft Office 2003 file types (.xls for Excel and .doc for Word).

Notes:

- When this flag is enabled along with **CFGEnableReportEPPEExcelOutput**, Excel .xls files will open with a file format and extension mismatch error, however the file will still open.
- Reports with large numbers of columns may render incorrectly in .doc format.

ReportPath

Sets the reports working directory. If no value is entered, the following is used: *System.Environment.CurrentDirectory + @"..\reports"*

Abbreviations

In date and number fields, you can use abbreviations. You can also use [keyboard shortcuts](#).

Date Fields

In **date** fields, you can use the following abbreviations.

Key Command	Action
T or t	Today's date
Y or y	Yesterday's date
5.1 or 0501	May 1 of the current year
5.1.17 , 5.1.2017 , 050117 , or 05012017	May 1 of 2017
+365	365 days from today
-10	10 days prior to today
1300 or 13:00	13:00 hours

Note: You can combine date and time abbreviations (for example, **5.1 12:00** = May 1 of the current year at 12:00 hours). If you only enter a date, the time defaults to 00:00 hours.

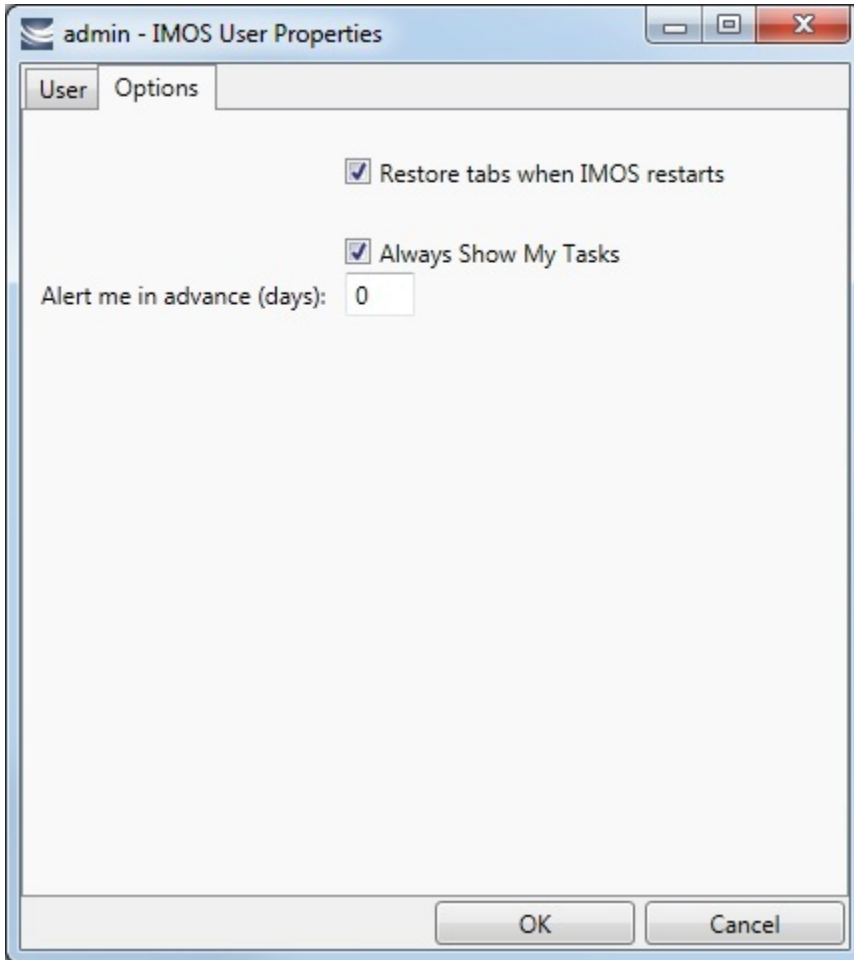
Number Fields

In **number** fields, such as Qty or Amt, you can use **K** or **k** (followed by a space or not) to represent 1,000. For example:


30K, 30k, or 30 k = 30,000

Setting Your Own User Properties


To set your User Properties, on the IMOS7 menu, click **User Properties** and then click the **Options** tab.



Select the check boxes for the options you want:

- **Restore tabs when IMOS restarts:** IMOS reopens the tabs you have open on exiting the next time you log in.
- **Always Show My Tasks:** An option can be configured to have a [My Task List](#) available from the Operations module center . This is a personal version of the [Task List](#). To have this list open every time you start IMOS, select this check box.
 - **Alert me in advance (days):** Enter the number of days in advance of due date you want the alert to appear. Alerts use GMT, not Local Time, and are color coded:
 - Yellow = Due date minus Alert days
 - Red = Overdue task

Glossary

 This is a **Key Topic**, with high value for all users.

Alternate terms and abbreviations are sometimes applied to shipping concepts; this section includes terms that are used in IMOS.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A													
ADCOMM	See Address Commission .												
Address Commission	A fee paid by the owner to the charterer or the charterer's designee. It may be a rebate on the freight for hire or a discount for frequent business or for not using an agent.												
Agent	A business entity handling details, such as paperwork and port expenses, for another shipping business entity.												
API Gravity	A measure, from the American Petroleum Institute, of the relative density of petroleum liquids. A liquid with an API gravity greater than 10 floats on water. A liquid with a greater API gravity is less dense than and floats on one with a lesser API gravity.												
ATRS	American Tanker Rate Schedule; a publication of tanker Freight Rates from the Association of Ship Brokers and Agents. Each route has a flat rate based on a prototype vessel; counterparties agree on a percentage of the rate. Similar to Worldscale .												
AVE	Average method; the default Bunker Calculation Method . The weighted average bunker cost multiplied by the amount consumed in the voyage.												
B	Return to top												
B/L	See Bill of Lading .												
Back-To-Back Charter	A charter in which a disponent owner charters out a vessel on terms that are the same (except for rate and similar variables that he controls) as the terms under which the vessel was chartered to him.												
Ballast	Material such as seawater placed in a vessel that is empty of cargo, for stability. The vessel is then in ballast , as opposed to laden .												
Ballast Bonus	A lump sum payment for a vessel traveling in ballast to reach a loading port or a delivery port under a charter.												
Baltic Index	A daily measure of shipping costs for different routes and vessels of different sizes, used for trading and settling contracts. It is issued by the Baltic Exchange, and Trading clients can subscribe to a feed into Market Data .												
Barge	In IMOS, barges are represented as vessels with Type Code Barge.												
BBL	Abbreviation for barrel.												
Beam	The width of a vessel at its widest point.												
Beaufort Scale	<p>A scale expressing wind force at sea. Good weather is typically defined as below 4 or 5; above that point, the data is ignored for calculating performance.</p> <table border="1"> <thead> <tr> <th>Admiral Beaufort's Number</th> <th>Description of Wind</th> <th>Speed in Knots</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Calm</td> <td>Less than 1</td> </tr> <tr> <td>1</td> <td>Light air</td> <td>1-3</td> </tr> <tr> <td>2</td> <td>Light breeze</td> <td>4-6</td> </tr> </tbody> </table>	Admiral Beaufort's Number	Description of Wind	Speed in Knots	0	Calm	Less than 1	1	Light air	1-3	2	Light breeze	4-6
Admiral Beaufort's Number	Description of Wind	Speed in Knots											
0	Calm	Less than 1											
1	Light air	1-3											
2	Light breeze	4-6											

	3	Gentle breeze	7-10
	4	Moderate breeze	11-16
	5	Fresh breeze	17-21
	6	Strong breeze	22-27
	7	Moderate gale	28-33
	8	Fresh gale	34-40
	9	Strong gale	41-47
	10	Whole gale	48-55
	11	Storm	56-65
	12	Hurricane	Above 65
Berth	The specific place in a port where a vessel is to load and/or discharge.		
Boat	A synonym for an inland tug. In IMOS, boats are represented as vessels with Type Code Boat.		
Bill of Lading	A written receipt issued by a vessel's Master or a Shipping department that states that cargo has been placed on board. It includes the type of cargo, the amount, and the terms for shipping.		
Broker	A business entity working between an owner and a charterer to arrange for a vessel to charter and/or cargo to ship.		
Brokerage	See Commission .		
Bulk Cargo	A homogenous cargo, such as coal or grain, that is stowed loose, not in a container.		
Bunker	(Noun) The fuel used on a vessel, or the tank or compartment for storing fuel. (Verb) To acquire fuel or load fuel into a vessel's bunkers for its own use (not as cargo). Also known as stem .		
Bunker Calculation Method	A method of valuing the fuel onboard a vessel, so that its cost can be allocated to the voyage in which it is used. It is selected in the Voyage Manager. See AVE , FIFO , LIFO , and TBM .		
Bunker Surcharge	An Extra Freight Term ; a way for an owner to make up for an increase in bunker prices.		
C	Return to top		
C/P or CP	See Charter Party .		
Cargo	The goods being carried on a vessel.		
Cargo COA	A long-term sale contract on a Voyage Charter basis; the other side of a VC In COA .		
Charter Party	A contract between a vessel owner and a charterer that lists all the terms of their agreement.		

Charterer	A business entity getting control of a vessel from another party.
Clearinghouse	A business entity that clears and settles financial accounts.
COA	See Contract of Affreightment .
Combination Carrier	See Ore-Bulk-Oil Carrier .
Commission	<p>A fee for services performed by a broker, also known as brokerage. It is paid by the owner because it is always assumed that business is being brought to the ship. Broker commission is usually 1.25%:</p> <ul style="list-style-type: none"> • For a Voyage Charter, of the freight and, in most cases, of de adfreight and demurrage. • For a Time Charter, of the hire.
Contract of Affreightment (COA)	A contract for a grouping of cargoes. A long-term agreement or grouping mechanism for a series of cargo liftings in what might be different vessels. See Cargo COA and VC In COA .
CTMS	Custody-transfer measurement system.
Cubic Capacity	<p>Each vessel has two cubic capacities:</p> <ul style="list-style-type: none"> • Grain cubic capacity: The maximum space available for bulk cargo, measured in cubic feet or cubic meters. Bulk cargo flows in between the frames and beams. • Bale cubic capacity: The space available for bagged cargoes, or a general cargo of mixed commodities, measured in cubic feet. Hand-stowed cargo goes to the inside of the frames or to the underside of the beams, not to the skin of the ship. <p>An example from an actual 25,650 TDW bulk carrier: Grain cubic: 1,135,900 in holds 138,537in wing tanks 1,274,432total Bale cubic:1,090,500 total</p>
CN/E	Cabling, victualling, and entertainment; see Gratuities .
D	Return to top
Daily Rate	Payment for a Time Charter : an amount per day, as opposed to a Freight Rate . It covers crew and maintenance, but not fuel.
Daughter Ship or Vessel	See Lightering Service Vessel .
Daughter Voyage	The voyage of a Lightering Service Vessel .
Deadfreight	Freight payable by a charterer to cover cargo loaded below the amount agreed upon in the contract. Also, an Extra Freight Term : A specific (usually full value) rate for cargo loaded below that agreed-upon amount.
Deadweight	The amount of mass or weight in tons that a ship can carry, including cargo, fuel, stores, fresh water, and crew.
Deadweight Cargo Capacity	The weight-carrying capacity of a vessel, expressed in long tons or metric tons, for a particular voyage, after allowance for fuel, water, stores, and crew, at a particular draft and water density.

Deadweight Scale	A scale on which are plotted the deadweight capacities corresponding to the various drafts of water between light and loaded displacements. This scale is usually included with the vessel's Capacity plan. Also known as Displacement Scale.
DEL	See Delivery .
Delivery	The delivery of a vessel to a charterer at the beginning of a Time Charter.
DEL/REDEL	Delivery and redelivery .
DEM	See Demurrage .
Demurrage	The money a voyage charterer must pay to the owner for a delay in loading and/or discharging cargo after laytime has expired.
Derivative	A financial instrument, such as an FFA , whose value changes based on the value of underlying assets.
DES	See Despatch .
Despatch	The money an owner must pay to a voyage charterer if the ship completes loading or discharging before the laytime has expired. Tankers do not do despatch.
Displacement	The weight of a ship and everything it contains, which is the same as the weight of the water it displaces.
Disponent Owner	A business entity that has control of a vessel's operation through charter or agreement, without owning the vessel.
Draft	The distance between the waterline and the bottom of a vessel. It is measured vertically to the lowest part of the hull, propellers, or other projecting point.
DWT	See Deadweight .
E	Return to top
Equipment	In IMOS, Equipment can refer to boats , barges , or a combination of both. See Tow .
Estimate	See Voyage Estimate .
ETA	Estimated time of arrival.
ETC	Estimated time of completion.
ETD	Estimated time of departure.
ETR	Estimated time of readiness.
Extra Freight Terms	Extra charges related to freight, such as those for Deadfreight or Overage/Additional Cargo charges.
F	Return to top
FFA	See Freight Forward Agreement .
FHEX	A Laytime Term : Fridays and Holidays are Excepted (Excluded) from laytime .
FD	See Free Discharge .
FIFO	

	First In First Out; a Bunker Calculation Method that treats bunkers as an asset and depletes the first asset before going on to the next. This is the most accurate method.
FIO	See Free In and Out .
FIOS	See Free In and Out Stowed .
FIOT	See Free In and Out Trimmed .
Fixture	The representation of the full contract that fixes a voyage and a cargo (Voyage Fixture for a Voyage Charter, or Time Charter In or Out Fixture); the completed negotiation that results in a charter party.
FOB	See Free On Board .
Free Discharge (FD)	The charterer or receiver pays for the discharging of the cargo.
Free In and Out (FIO)	The charterer or shipper/receiver pays for the loading and discharging of the cargo.
Free In and Out Stowed (FIOS)	The same as FIO, except that when nonbulk commodities (such as bagged cargo, generals, or scrap metal) are loaded, the additional cost of stowing is included.
Free In and Out Trimmed (FIOT)	The same as FIO, except that when grain, ore, coal, and other similar bulk commodities are carried, the trimming cost (the cost to level the cargo either by machinery or by hand) is included. Frequently now, the agreed trimming is spout trimming, which limits the loader's obligation to what can be done by the loading device itself. Any trimming beyond that would be for the vessel's account.
Free On Board (FOB)	An export sales term under which the seller is responsible for placing the goods on board a vessel at the port of shipment named in the sales contract.
Freight	The amount of money payable to a vessel owner for the capacity/space for carrying cargo from one port to another under a Voyage Charter, Bill of Lading, booking note, or Contract of Affreightment. Contrary to how it might be thought of outside the shipping industry, <i>freight</i> does not refer to the cargo.
Freight Forward Agreement (FFA)	A financial instrument used to buy or sell the price of freight on a forward basis. It is settled with cash, with the price based on the Baltic index . Owners and charterers buy forward to protect against a rising market and sell forward to protect against a falling market.
Freight Rate	Payment for a Voyage Charter : an amount per unit of measure (MT, m3, BBL), as opposed to a Daily Rate .
Freight Scale Table	A Rate Table created in the Data Center for use on Cargo COAs and Cargoes. To base Freight Rates on the quantity loaded, use a Freight Rate Table . To base Freight Rates on specific load and discharge ports, if you have different options for ports, use a Freight Matrix Scale Table .
Freight Type	The type of payment: F = Freight Rate , L = Lumpsum, W = Worldscale , A = ATRS , D = Daily Rate , E = Equipment Daily Rate .

Fuel	The most common grades of fuel oil are IFO (intermediate fuel oil) 180 CST and IFO 380 CST, both used as propulsion fuel in motor ships; and Bunker C, mainly used on steam turbine-driven large-size tankers. Also, MDO (marine diesel oil), used for the auxiliaries of motor ships (or sometimes as propulsion fuel in smaller vessels).
G	Return to top
GCU	Gas combustion unit.
Gratuities	Extra money given to the Master of the vessel in cash, and thus taken off the bill; also known as C/V/E .
H	Return to top
Head Fixture	A Time Charter contract for an owned vessel. Its Contract Type is Own Vessel .
Hire	The basic compensation to be paid to a vessel owner by a charterer for a Time Charter.
I	Return to top
IFO	Intermediate fuel oil.
ILOHC	In lieu of hold cleaning.
J	Return to top
Jetty	A walkway or other structure that extends from shore out into a body of water.
K	Return to top
Knot	A unit of speed: one nautical mile per hour.
L	Return to top
Laden	Refers to a vessel with cargo on board, as opposed to in ballast .
Laycan	The window of arrival time; the IMOS default is 15 days. Laycan also determines when you can cancel a contract: if the vessel is on time, but the cargo is not ready, the vessel can cancel and pick up a different load.
Layday	The period of time during which the owner must tender the ship for loading. The charterer is not obliged to accept Notice of Readiness before the commencement of laydays. The charterer may cancel the charter if the ship does not tender prior to the expiration of laydays (which is called the cancelling date).
Laytime	The amount of time allowed at a port for loading and/or discharging.
Laytime Non-Reversible	When laytime is non-reversible, any despatch earned or demurrage incurred at the load or discharge port is payable there, and time saved at one port cannot be used to offset time lost at the other.
Laytime Reversible	An option given to the charterer to add together the time allowed for loading and discharging. The effect is the same as specifying a total time to cover both operations.
Laytime Saved	

	The time saved to the ship from the completion of loading /discharging to the expiration of laytime, excluding any notice time and periods excepted (excluded) from laytime.
Laytime Term	A Charter Party term that describes when ports are open for loading and discharging.
Leg	The part of a voyage from one port to the next port.
LIFO	Last In First Out; a Bunker Calculation Method that defers revenues, so you can maximize expenses currently and defray savings until later, for a tax advantage.
Lift	A single movement of cargo off an STBL . Several lifts are required to fully lighter an STBL .
Lifting	A voyage of a single cargo created from a COA .
Lighter	A general name for a broad, usually flat-bottomed barge, frequently used in loading or discharging a larger vessel at anchor.
Lightering	The act of discharging cargo into a lighter or barge offshore, usually so that the vessel that has been lightered can get into a shallow berth.
Lightering Area	See Lightering Port .
Lightering Job	A subcontract for an individual Lightering Service Vessel.
Lightering Master Contract	A contract for a company's Lightering Service Vessels.
Lightering Port	An offshore location where an STBL moors and undergoes lightering . Also known as a Lightering Area or a Lightering Zone.
Lightering Service Vessel	A vessel that performs lightering for an STBL . Also known as a Daughter Ship or a Daughter Vessel.
Lightering Support Contract	A contract for a company's Lightering Support Vessels. Also known as a Work Boat Contract.
Lightering Support Job	A subcontract for an individual Lightering Support Vessel's services. Also known as a Work Boat Job.
Lightering Support Vessel	A ship that accompanies Lightering Service Vessels to help with a lightering operation. Activities include mooring ships together, hooking up pipes, and other lightering operation support. Also known as a Work Boat.
Lightering Zone	See Lightering Port .
Liner	A vessel with a published, relatively fixed schedule between load and discharge ports, as opposed to a tramp .
LNG	Liquefied natural gas.
Long-Term TC	A Time Charter Contract Type covering a long enough period of time that it requires special accounting, as opposed to a Trip TC or a Period TC .
LSF	Low sulfur fuel, required in certain ports/Emission Control Areas.
LSG	Low sulfur gas.
LSI	Low sulfur IFO.

LOA	Length overall of a vessel.
M	Return to top
M³	Cubic meter.
Margin	The money a trader has on account with a clearinghouse as collateral.
Mark to Market	To assign a value based on the current market price.
Master Contract	An IMOS form that is used to organize and differentiate different types of COAs .
Max Lift Quantity	The maximum quantity a vessel can lift in the port in the voyage that has the most restrictive deadweight and draft limits. In IMOS, this amount can be calculated based on the density of the cargo, the vessel's deadweight, and the weight of bunkers and everything on the vessel.
MDO	Marine diesel oil.
MGO	Marine gas oil.
Min/Max	A minimum and maximum weight range. An owner might warrant that a vessel can carry cargo weight within this range; the charterer might agree to supply a cargo within this range. Also used to describe a cargo quantity without tolerance , for example min/max 28,350 metric tons.
MOLOO	A commonly used Option Type meaning More or Less Owner's Option.
Mooring Master	Captain of a Lightering Service Vessel or a Lightering Support Vessel.
Mother Ship or Vessel	See STBL .
Mother Voyage	The voyage of an STBL .
MT	Metric ton.
N	Return to top
NBOG	Natural boil-off gas.
NOR	See Notice of Readiness .
Notice of Readiness (NOR)	<p>A notice that the Master must present to the charterer stating that the vessel is ready to load or discharge. The following conditions must be met:</p> <ul style="list-style-type: none"> • The vessel must be at the place of loading or discharge as set forth in the charter party, or as near as it can safely get. • The vessel must be fully prepared to load or to discharge immediately. <p>Laydays commence from the moment the Notice of Readiness has been accepted by the charterer, unless (as is usually the case) stipulations to the contrary have been included in the charter. Under most grain Charter Parties, Notice of Readiness to load must be accompanied by a certificate issued by a competent surveyor stating that the vessel is ready to load in all holds.</p>
O	Return to top

OBQ	Onboard quantity.
OBO	See Ore-Bulk-Oil Carrier .
Option Type	Cargo Tolerance Option Type, the option in the Charter Party that states the minimum/maximum load/discharge quantity for a cargo and/or which business entity has the right to declare it. If the vessel cannot load the minimum, or if the cargo owner has less than the minimum, 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.
Ore-Bulk-Oil Carrier (OBO)	A vessel designed to carry wet and/or dry cargoes, also known as a combination carrier. They were developed to be flexible enough to vary their cargo and to reduce ballast voyages.
Outturn Weight	The delivered weight of the cargo, which is determined after discharge. Some minor loss of weight due to cargo sticking to the holds is inevitable for bulk cargoes.
OV	See Owned Vessel or Own Voyage .
Overage	Cargo loaded above the specified amount. Also, an Extra Freight Term : A specific (lower) rate for cargo loaded above the specified amount.
OVTO	A Voyage Charter Out .
Owned Vessel (OV)	A vessel you own, not a chartered vessel.
Own Vessel	A Time Charter Contract Type for a vessel with ownership type OV. The contract is a Head Fixture .
Own Voyage (OV)	A voyage you are running for yourself (OVOV or TCOV), not chartering out.
Owner	A business entity with control of a vessel.
P	Return to top
Payment Type	Called Invoice Type on the Freight Invoice, these are the Payment Types: <ul style="list-style-type: none"> • Normal (default): A regularly scheduled payment for a specific period 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. If the contract has no more Period payments remaining, the Invoice Type defaults to Special. • Incremental: In IMOS, a payment for which a sort of reconciliation of accounts is performed. All amounts due since the beginning of the Time Charter contract are calculated, and all payments made are subtracted. The net difference then shows as the payment due. This payment method can be used either for every payment or once at the end of the Time Charter to ensure that the accounts are correct.
Period TC	A Time Charter Contract Type covering more than one voyage, but not long enough to require special accounting, as opposed to a Trip TC or a Long-Term TC .
Pool	


	A number of vessels that owners group together for the purpose of negotiating better rates than they could individually, thus reducing their risk and exposure in the market.
Pooling Class	A category for vessels, based on deadweight and the number of holds, cranes, and hatches.
Port	A protected area within which ships are loaded with and/or discharged of cargo.
Port Charges	A general term that includes charges and dues of every nature assessed against the vessel or its cargo in a port. It usually includes harbor dues, tug boat charges, pilotage fees, custom house fees, consular fees, wharfage, dockage on the vessel, etc.
Q	Return to top
Quay	Pronounced "key," a wharf or jetty where vessels are loaded and unloaded.
R	Return to top
Rebill	Expenses to be billed back to the vessel owner.
REDEL	See Redelivery .
Redelivery	The return of a vessel to the owner at the end of a Time Charter.
Relet (RELT)	A voyage for which you Voyage Charter In a vessel and then Voyage Charter it Out. As an intermediary, you both pay and receive a Freight Rate .
Reliq	Reliquefaction.
Reverse Lightering	Offshore loading of cargo onto an STBL . See Lightering .
Reverse Top-Off	A situation in which a cargo is loaded at a single port and offloaded at multiple discharge ports with varied rates. See Top-Off .
RO/RO	Roll on roll off; a type of vessel.
ROB	Remaining on board, usually referring to bunkers.
S	Return to top
STBL	Ship to Be Lightered. A vessel that needs lightering to discharge or load cargo. Such ships are too large to come into port (for example, VLCCs and ULCCs). Also known as a Mother Ship or a Mother Vessel.
Settlement	Trades are marked to market every day, to give a better estimate of value, and the clearinghouse credits or debits the trader's account daily, until the settlement date, when the final payment is made.
SHEX	A frequently used Laytime Term : Sundays and Holidays are Excluded (Excluded) from laytime .
SHINC	A frequently used Laytime Term : Sundays and Holidays are Included in laytime .
Ship to Be Lightered (STBL)	See STBL .
Spot (Vessel)	

	In both dry cargo and tanker chartering, a vessel that is immediately available for employment.
Spot (Voyage)	A Voyage Charter In .
Statement of Facts	A list of port activities and the times they occurred, agreed on by the ship's Master and the agent, that is used for the lay time calculation.
Stem	To take on bunkers .
Stowage Factor	The number of cubic feet actually occupied by one ton of a commodity, including an allowance for broken stowage. The stowage factor depends upon the type of goods being carried.
T	Return to top
Target Date	The date by which you would like to have a Demurrage Claim completed. In IMOS, it is calculated as Time Bar Date Target Days .
Target Days	Used to calculate the Target Date .
TBM	Tramper Business Method; a Bunker Calculation Method in which you buy all the inventory at the beginning of the voyage and sell it all at the end, so you know the exact cost for the voyage. In IMOS, the consumption is calculated. You might use this method for a Time Charter In or Out that is delivered and redelivered with the same amount, or to override all values.
TBN	To be named (or nominated).
TC	See Time Charter .
TC Equiv or TCE	See Time Charter Equivalent .
Terms	Values, set up in the Data Center, that can be selected in fields throughout IMOS.
Time Bar Date	The date by which a Demurrage Claim must be made. In IMOS, it is calculated as Demurrage-Triggering Activity Date (such as PE or HF port activity at a specific port) + Time Bar Days .
Time Bar Days	Used to calculate the Time Bar Date .
Time Charter (TC)	A charter for a period of time (like renting a car), as opposed to a Voyage Charter . A Time Charter contract specifies the length of time plus any optional days, daily rate , other expenses, delivery and redelivery dates, and how to handle bunkers on delivery and redelivery. See Time Charter In and Time Charter Out .
Time Charter Equivalent (TCE or TC Equiv)	The cost of an equivalent Time Charter.
Time Charter In	A Time Charter contract between a charterer (the IMOS user) and an owner to use a vessel for a certain length of time.
Time Charter Out	A Time Charter contract between an owner (the IMOS user) and a charterer to let out a vessel for a certain length of time.
Top-Off	A situation in which a cargo is loaded at multiple ports with varied rates and offloaded at a single discharge port. See Reverse Top-Off .

Tow	A combination of one boat and one or more barges that are working, at least temporarily, as a unit (formerly Inland Unit). Thus, it is a tow that goes on a voyage, not an individual boat or barge. In IMOS, tows are represented as vessels with Type Code Tow.
TPC/TPI	Tons per centimeter/inch. The number of tons loaded for each centimeter/inch the vessel goes down in the water.
Tramp	A vessel with no regular schedule or itinerary whose owner sends it to find the most lucrative employment, as opposed to a liner .
Transshipment	A transshipment voyage moves cargo to an intermediate location before the final discharge port. The purpose of transshipment can be to change modes of transportation, consolidate small shipments, or deconsolidate large shipments.
Trip TC	A Time Charter Contract Type covering a very short time, usually one voyage, as opposed to a Period TC or a Long-Term TC .
Turn Time	Extra hours allowed for steaming into the berth after NOR is tendered and before laytime commences (used for bulkers, not for tankers).
U	Return to top
Unwind	To take a trade back to a zero position, by selling an amount equivalent to what you bought or buying an amount equivalent to what you sold (for example, to buy & then sell December @ \$100/day).
V	Return to top
VC	See Voyage Charter .
VC In COA	A long-term purchase contract on a Voyage Charter basis; the other side of a Cargo COA .
VLCC	Very large crude (oil) carrier, about 160,000 tons deadweight.
VOY	Abbreviation for voyage.
Voyage Charter (VC)	A charter for a voyage (like taking a taxi), with payment at a certain Freight Rate , as opposed to a Time Charter . A Voyage Charter In is a Spot voyage; a Voyage Charter Out is an OVTO.
Voyage Estimate	An estimate of the profit and loss for a voyage that includes as much information as possible about cargoes, ports, bunkers, income, and expenses.
W	Return to top
Weather Working Day	A working day or part of a working day during which it is or would be possible to load or discharge cargo without interference from weather. If weather interference occurs, the period is excluded from laytime .
Working Day	A day on which work is normally done at a particular port.
Work Boat	See Lightering Support Vessel .
Work Boat Contract	See Lightering Support Contract .

Work Boat Job	See Lightering Support Job .
Worldscale	A publication of tanker Freight Rates from the Worldscale Association. Each route has a yearly flat rate based on a standard vessel; counterparties agree on a percentage of the rate. Similar to ATRS .
WS	See Worldscale .
X	Return to top
Y	Return to top
Z	Return to top

Report List

IMOS has many built-in [reports](#) that you can either run or copy and modify. You can access reports either from the module centers or by clicking  **Report** on the toolbars of various forms and lists.

In addition, there are two tools built into IMOS you can use to create and run custom reports: The **Report Designer** and the **Report Editor (legacy)**.



- **Report Designer:** The Report Designer features a drag-and-drop interface and supports many of the same features as the legacy Report Editor. You can create and run reports with data from across the IMOS database—everything from Open Positions for Vessels to financial information. The Report Designer provides live preview, so you can see your edits in real time. In addition, the Report Designer includes features that cut down on data loading times.
- **Report Editor:** With the legacy Report Editor, you can create and run custom reports from an extensive list of IMOS datasets. Datasets are available for each functional area in the system: Chartering, Claims, Operations, Trading, and Financials.

Both of these reporting tools give you the flexibility to extract your data in the way that is most meaningful to you. You can apply filters, sort and group results, aggregate data, and create a custom layout for your report. The tools also have more advanced capabilities like conditional formatting and creating custom columns with custom expressions. You can even create a scheduled task from the report to automate the execution and delivery of a report on a periodic basis using the Messaging Service.

The wide variety of output options (Excel, CSV, XML, PDF, and the reporting database) give you a lot of possibilities to determine the best way to extract your data from IMOS, to facilitate decision support based on historical information.

Accessing the Report List and Its Reports

To access the Report List:

- On a module center without a report selection list, click  **Report List**.
- On a module center with a report selection list, click  and then select **Report List**.
- On the IMOS7 menu, click **Reports**.

Action	Title	Access Type	Data Source	Data Source Type	Last Run
Run Copy	Cargo Report	Built-in	Cargoes Loaded/Discharged	Report Editor	8/6/2015 1:37 PM
Run Copy	Pooling Report	Built-in	Pooling Information	Report Editor	7/30/2015 12:13 PM
Run Copy	Production Report	Built-in	Port Production	Report Editor	7/29/2015 10:49 AM
Run Copy	Periodical Report	Built-in	Voyage P&L Summary	Report Editor	7/29/2015 10:11 AM
Run Copy	Periodical Report Post	Built-in	Voyage P&L Summary	Report Editor	7/29/2015 9:50 AM
Run Copy	Bunker Invoice Report	Built-in	Bunker Invoices Summary	Report Editor	7/28/2015 10:41 AM
Run Copy	Performance Analysis Report (Voyage)	Built-in	Performance Analysis Report (Voyage)	Report Editor	7/28/2015 10:40 AM
Run Copy	Performance Analysis Report (Sea Passage)	Built-in	Performance Analysis Report (Sea Passage)	Report Editor	7/28/2015 10:03 AM
Run Copy	Demurrage Summary Report	Built-in	Demurrage Summary	Report Editor	7/24/2015 10:42 AM
Run	Worldscale Route Report	Built-in	Worldscale/ATRS Route Report	Report Editor	7/24/2015 7:19 AM
Run	Forex Exposure Report	Built-in	Foreign Exchange Exposure	Report Editor	7/20/2015 12:43 PM
Run Copy	Address Book Report	Private	AddressBook,ChartOfAccounts	Report Designer	7/6/2015 9:50 PM
Run Copy	New Report	Private		Report Designer	7/2/2015 4:39 PM
Run Copy	Voyage Itinerary Report	Public		Report Designer	7/2/2015 10:19 AM
Run Copy	Voyage P&L Report	Private	Voyage,VoyagePnl	Report Designer	7/2/2015 10:19 AM

The Report List list shows you all reports created using the IMOS legacy Report Editor and the Report Designer. The **Type** column specifies whether the report is a built-in IMOS report, or one that was created by a user.


Toolbar

The Toolbar buttons appear at the top:

- **New**: Create a new report or import a report definition.
- **Refresh**
- **Report**: Quickly create a PDF of the current report view.
- **Export Data**: Export data to CSV or XML. You can also export IMOS datasets.
- **Display Options**: Enable or disable [Quick Search](#).

Actions

Select one or more report check boxes and click links at the top of the list to do any of the following:

- [Delete](#) reports
- [Assign Batch ID/Clear Batch ID](#) (Legacy Report Editor only)
- [Export Report Definitions](#) to your computer
 - To import report definitions back into IMOS, click  and then click **Import Report Definition**. Select the report definition file on your computer that you want to import and click **Open**. The imported report appears on the Report List.
- [Distribute](#) Report Designer reports to [Distribution Lists](#) and [Contacts set up for distribution](#).

Titles of reports that you create are [hyperlinks](#). To open a report for editing in the Report Editor or Report Designer, click its title. The report opens for editing in the tool with which it was created.

List Functions

The Report List list is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

Report Types

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:** Public reports appear in the list for all users. The authors of these reports (you and/or other users) set them up to allow other users to run the reports:
 - **Report Designer:** **Access** is Public or a Security Group to which you belong.
 - **Report Editor:** The **Allow other users to run this report** check box is selected.
- **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.

This section includes the following topics:

- [Creating a Report in the Report Designer](#)
- [Creating a Report in the Report Editor](#)
- [Working with Reports](#)

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

Related Key Topics

 These **Key Topics** have high-value information for all users:

[Page:Creating a Simple Report in the Report Editor: Voyage Summary](#)

[Page:Creating a Vessel Position and Voyage TCE Report in the Report Editor](#)

[Page:Creating a Voyage Profit and Loss Summary Report in the Report Editor](#)

[Page:Custom Expressions](#)

Creating a Report in the Report Designer

To access Design Mode and edit reports, **Report Designer Module Rights** must be selected in **Security**, under Data Center Actions.

The Report Designer, available from the [Report List](#), features a drag-and-drop interface. With the Report Designer, you can create custom reports with Source **IMOS** or **Veslink Forms**. The Report Designer provides live preview, so you can see your edits in real time. You can apply filters that can decrease loading times, group data, create custom columns, add aggregate functions, and perform simple calculations. When you are finished, you can export your report.

Note: The legacy [Report Editor](#) and reports created in it are still available.


Report Designer Tutorials


You can access all the tutorials from the [IMOS7 Tutorials](#) page.

[Introduction to the Report Designer](#)

[Using the Report Designer](#)

Report Designer Modes

The Report Designer has two modes: **Design Mode** to create the report, and **Report View Mode** to view the report. To switch between Design Mode and Report View Mode at any time, click the Design Mode button: .

- **Design Mode:** Build the report in Design Mode.
 - Design Mode is only available to report owners and Security Administrators.
 - In Design Mode the actions menu appears: .
 - On the Actions menu, you can create a new report, save the report, save a copy of the report, or edit the report properties.
- **Report View Mode:** View the report in Report View mode.

User View Changes

In Report View Mode, you can modify the list layout, including filters, sorting, and grouping, and then save the changes in a [User View](#).

▼ Related Config Flags

CFGDesignModeNumRecords

Specify the number of records that are loaded in the Design Mode list. The default is 100.

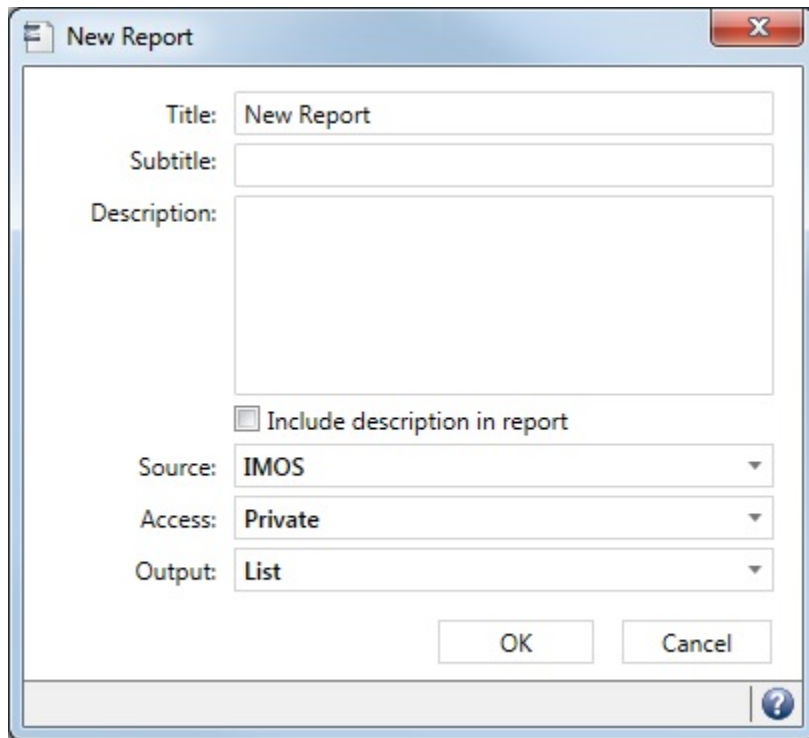
CFGNonDesignModeNumRecords

Specify the number of records that are loaded in the Report View Mode list. The default is 1000.

Defining Report Properties

You can create custom reports with Source **IMOS** or **Veslink Forms**.

1. To create a custom report in the Report Designer, click  and then click **Report**.



2. Enter the following properties:

- **Title, Subtitle, and Description.**

To include the Description in the report, select the check box.

- **Source:**

- **IMOS**

- **Veslink Forms** (when paired with a Veslink environment): Includes data from the Veslink forms currently in the local IMOS database.

- **Access:** Private, Public, or by Security Group or Active Directory Group. For each group, you can assign either Read Only (R) or Read and Write (RW) rights for this report.

- Only Owners and Security Administrators can edit or delete reports.

- Group members with Read and Write access (RW) can create copies of that report only.

- Members with Read Only access (R) can only run the report.

- **Output:** The different Output types have different options.

- **List**

- **CSV, PDF, Word, or XML:**

Save report output in the specified folder

Specify output filename

IMOS User Distribution: List

Address Book Distribution: Contact
 Contact

Distribute Only Report With Data

- You can select check boxes to specify optional output details:
 - **Save report output in the specified folder:** Enter a location for storage and easy access by other users.
 - **Specify output filename:** Enter a filename for the output file.
- For **PDF** and **Word**, font (bold, italic, color) and field (color, alignment) attributes are maintained on export.

- **Excel:**

Template:
 Overwrite Excel Template
 Worksheet:
 Cell:
 Include Column Headers
 Output as Table
 Output Report Settings
 Settings Worksheet:
 Settings Cell:
 Save report output in the specified folder


 Specify output filename

 IMOS User Distribution: List
 Address Book Distribution: Contact
 Contact
 Distribute Only Report With Data

- You can select check boxes to specify optional output details:
 - **Save report output in the specified folder:** Enter a location for storage and easy access by other users.
 - **Specify output filename:** Enter a filename for the output file.
 - Font (bold, italic, color) and field (color, alignment) attributes are maintained on export.

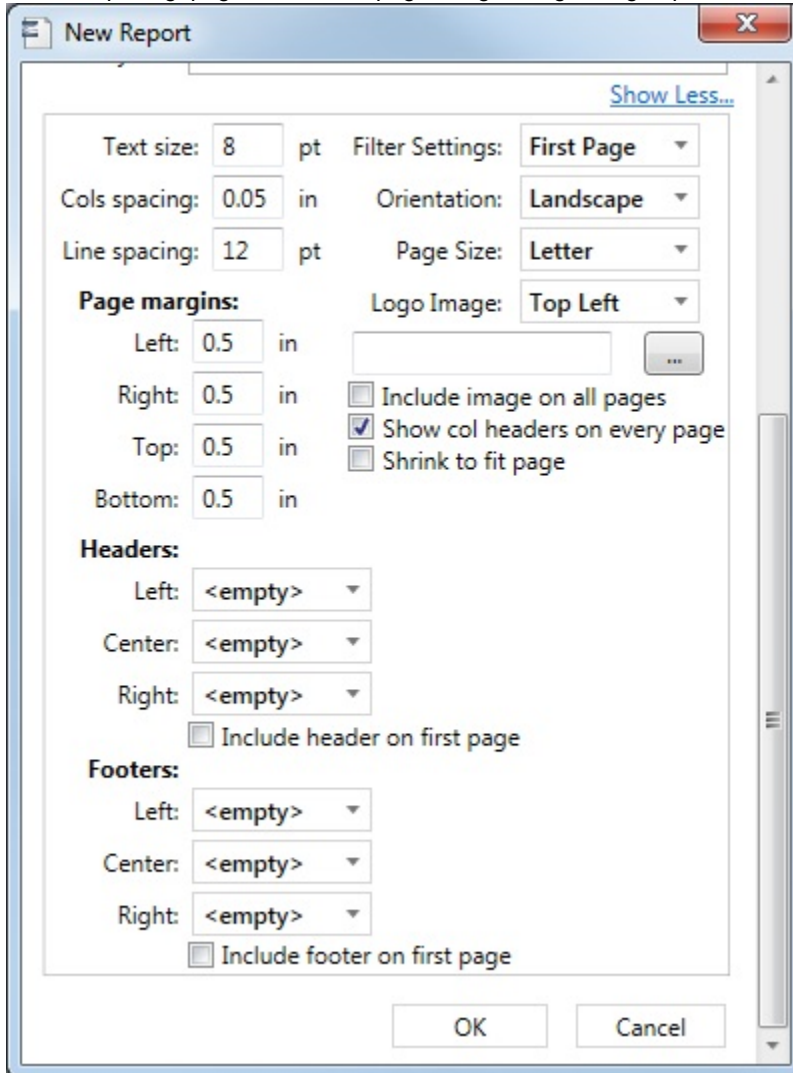
- **Reporting DB:**

DB:
 Overwrite existing data
 Fail if dataset schema changed
 Save report output in the specified folder

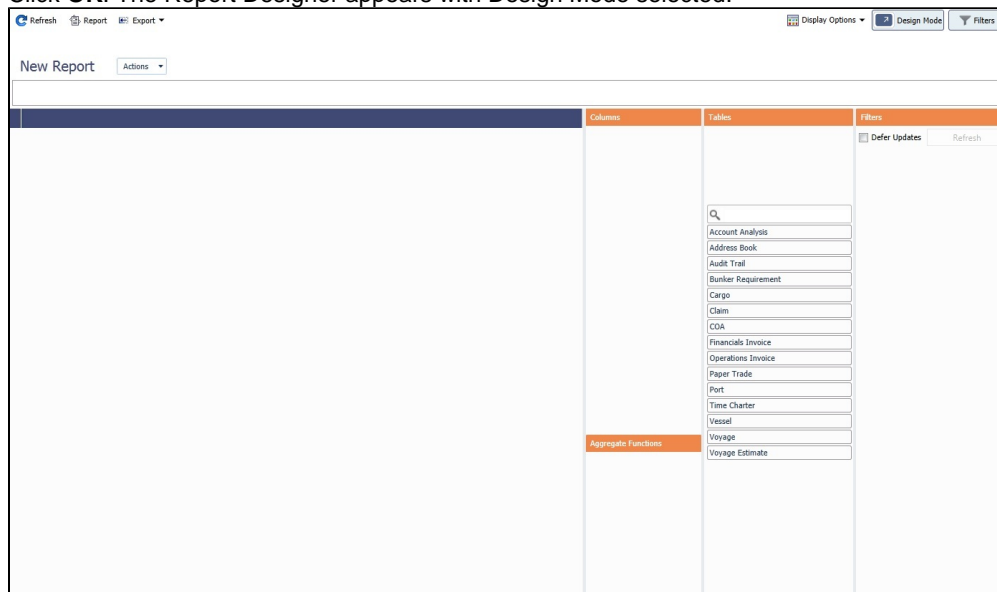
Note: Use of the **Reporting Database**, to have custom reports output to a SQL server database, requires a separate license. To set it up, in the Data Center  **Data Center**, under Other, click **Reporting Databases**.

- **IMOS User Distribution** and **Address Book Distribution** (for CSV, Excel, PDF, Word, and XML Output types only): Reports can be distributed to IMOS [Distribution Lists](#) and to those [Address Book](#) contacts with the **Reports** check box selected on the Contacts tab. To distribute the report, either select it in the [Report List](#) and click the [Distribute](#) hyperlink or create a Scheduled Task in the Messaging Service.
 - To prevent distribution of empty reports, select the **Distribute Only Report With Data** check box.

- For more information, see the *IMOS Messaging Service Manual*.
- **Layout:** Select **Default** or **Custom**. With a Custom Layout (for **Word**, **Excel**, or **PDF**), you can alter text size, column and line spacing, page orientation, page margins, logo image upload, headers and footers, and other page properties.

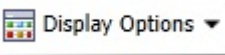


3. Click **OK**. The Report Designer appears with Design Mode selected:



- The report columns appear on the left, with blue headings.

- The workspace columns are on the right, with orange headings.
- The primary Tables (related to setup in the Data Center) appear; to also see functional Tables (related to use in voyages),

click  and then click **Show All Tables**.

▼ Related Config Flags

CFGDisableShowAllTables

When enabled, there is no option in Report Designer to Show All Tables. Users must create reports starting from the primary tables and may join to other tables from there.

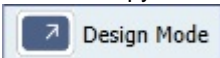
Designing the Report

To learn about designing a report, see the following:

- [Finding Fields with the Data Map](#)
- [Adding Filters](#)
- [Adding Columns](#)
 - [Adding Custom Columns and Formatting Columns](#)
 - [Custom Expression Functions](#)
 - [Formatting Codes for Numbers and Dates](#)
 - [Sample Custom Expressions](#)
 - [Joining Tables and Fields](#)
- [Adding Groups](#)
- [Adding Aggregate Functions](#)
- [User Views](#)
- [Setting Up a Report Designer Report for Distribution](#)
 - [Datashed Arguments](#)
- [Example Reports - Report Designer](#)
 - [Creating a Voyage Summary Report in the Report Designer](#)
 - [Creating an Estimated Demurrage Report in the Report Designer](#)
- [Example Reports - Veslink Form Data](#)

Saving the Report

To save the report:

- Click the Actions menu, and then click **Save**.
 - To save a copy of the report, click **Save As**.
- Click  to exit Design Mode. When you are prompted to save the current view, click **Yes**.

Editing a Report or Report Properties

You can edit a report that you created. In the [Report List](#), click its title.



While editing, to edit the [report's properties](#) (title, subtitle, etc.), on the Actions menu, click **Edit Properties**.

Searching a Report

- To search within a report, do one of the following:

- Click  and then click Search.
- Press **Ctrl + F**.

The search box appears: 

- Type a search term and press **Enter**. The search term is highlighted in the report.
- Click  or  to highlight the previous or next search result.

Exporting a Report

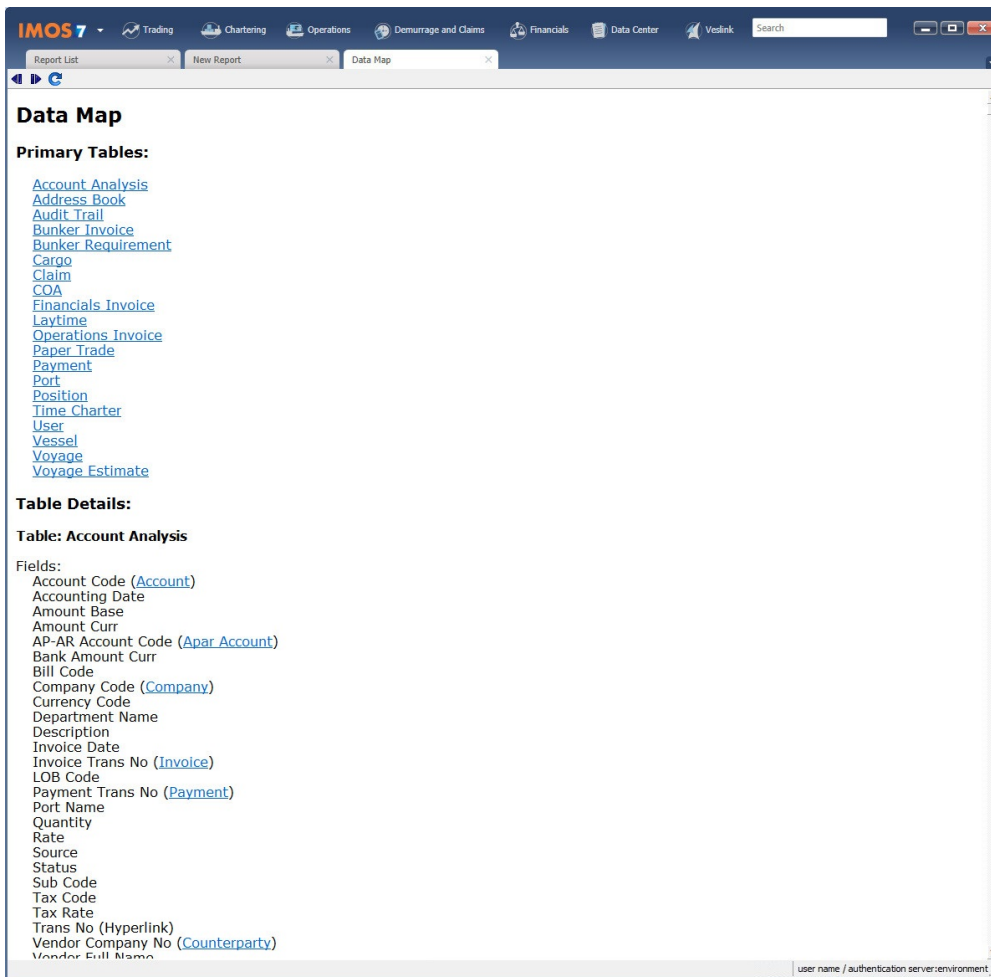
After creating your report, you can export it. Click  and then click **Excel, PDF, Word, CSV, or XML**.

Finding Fields with the Data Map

Note: You must have the **Report List Module Right** selected, under Reports in the Data Center. The Data Map does not include Veslink Forms data.



When you are designing a report and want to include a particular field as a filter, a column, a group, or a function, you can find the table it is in by using the Data Map.

In **Design Mode** in the Report Designer, click  and then click **Data Map**. The Data Map opens on another tab.



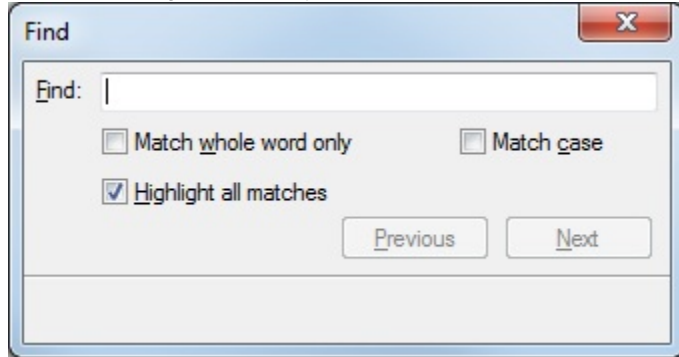
The Data Map includes:

- **Primary Tables:** Those that appear initially in the Report Designer.
- **Table Details** for all tables:
 - **Fields:** All fields in each table, with:
 - (Hyperlink) next to field names that the Report Designer outputs as hyperlinks.
 - Hyperlinks from joined fields to their tables.
 - **One-to-Many Joins:** Hyperlinks from one-to-many joins to their tables.

After clicking a link, to go back and forward again, click  and .

To search for a field:

1. Click on the page and then type **Ctrl + F**.



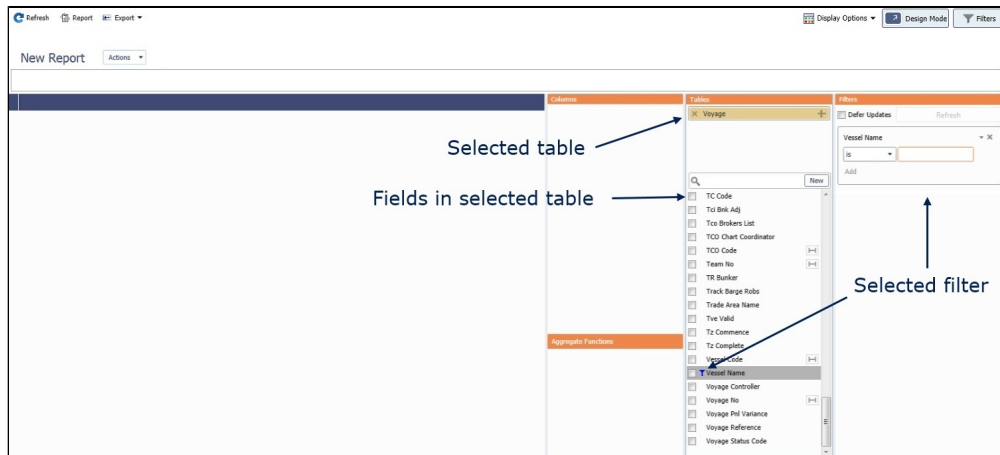
2. Enter search text, select options, and click **Previous** or **Next**.

Adding Filters

In the **Report Designer**, 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. Adding filters first can increase performance and loading times.

Changes you make to your report appear in real time. If you want to hold updates until after setting up the report, select **Defer Updates** in the Filters column at the right. When selected, click **Refresh** to see the results of your design. Using Defer Updates can increase performance and loading times.

1. Select a table. Tables are similar to the legacy datasets and contain the fields in IMOS that you can add as columns to your report. The selected table appears above the list, highlighted in gold, and its fields expand below it.



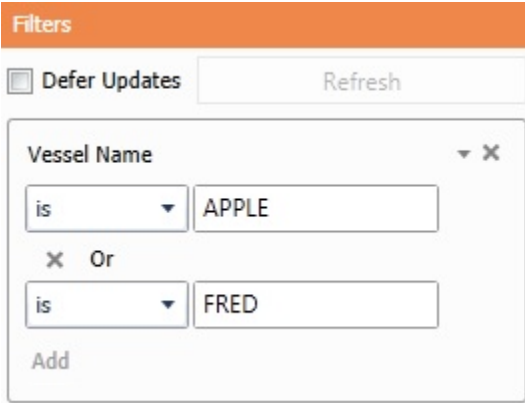
To show all tables in IMOS, click  **Display Options** and then click **Show All Tables**.

2. To show/hide the filters pane, click .
3. To use a field as a filter, either drag it to the Filters pane or right-click it in the Tables pane and click **Filter**.

Note: Watch for **duplicate fields**.

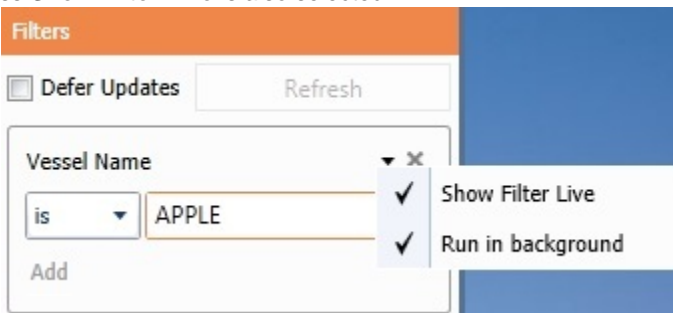
4. To create a range of commencement dates and completion dates of the voyages in your database, use the **Voyage Range GMT** field from the Voyage Table. Voyages can then be filtered by whether they overlap or are within the range.
4. Select each operator, and then do one of the following:
 - To enter a value, begin typing. The text box autofills with possible results; select the appropriate value.
 - To allow the user to enter a value, leave the value as **<Ask the User>**. For a report, a prompt will ask the user to enter a value when the report is run; for a list, a filter will be set on the right. One base report can contain all possible data and provide blank filters; users can then enter their own filter criteria and save it as a user view.
 - For a few fields, such as Chtr Specialist and Ops Coordinator in the Voyage table, you can filter on your user name. Right-click the arrow next to the value and select **<current user>**.

5. To add more conditions to the same filter, click the [Add](#) link:



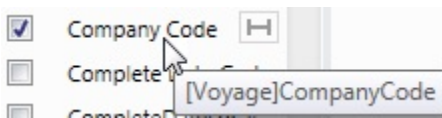
6. On the filter, click ▼ and then click one or both of the following:

- **Show Filter Live:** The filter will appear in Report View mode and users can change it.
- **Run in background:** The filter will be applied to the report as it is run and cannot be changed in Report View mode unless **Show Filter Live** is also selected.



Duplicate Fields

To be sure to use the intended data, watch for duplicate field names from different sources; for example, there are Company Code fields for Time Charter and for Voyage. To see the source in brackets before the field name, hold your mouse pointer over the field.



Related Config Flags

CFGDisableShowAllTables

When enabled, there is no option in Report Designer to Show All Tables. Users must create reports starting from the primary tables and may join to other tables from there.

Adding Columns

After you define [Report Properties](#), the Tables pane appears with a list of tables, which contain fields that you can add as columns to your report. A list of all tables is available in the [Data Map](#).

On this Page

Adding Columns to a Report

- [Adding Columns to a Report](#)
- [Adjusting Columns in a Report](#)

In the Tables pane, do the following:

1. To select a **table**, click it.



Note: To see all tables in the Report Designer, click **Show All Tables**.

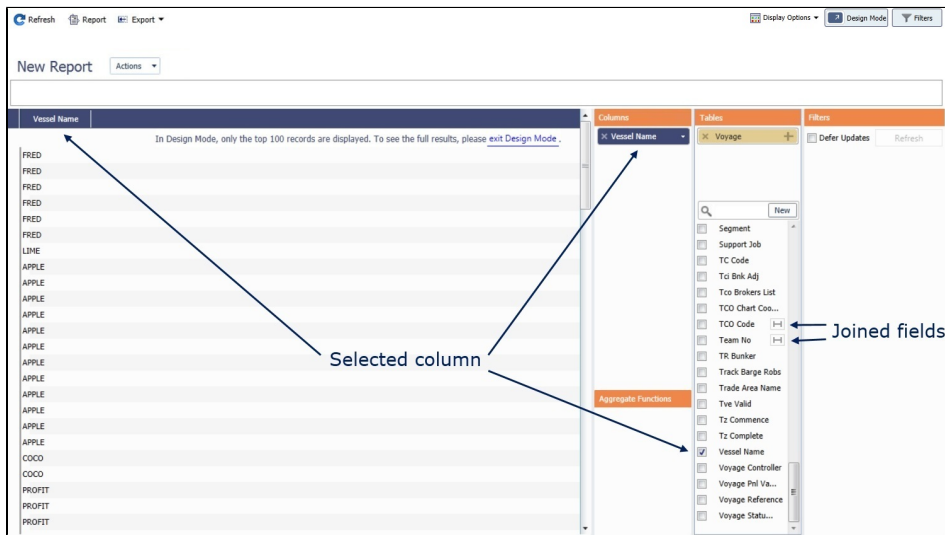
2. To add columns, use any of these methods from the list of fields in the Tables pane:

- To **search** for a field in the selected table, type its name in the **Search** field at the top of the list.
 - To clear the Search field, press **Esc**.
- To **use** a field as a column, drag it to the **Columns** pane or select its check box.

Note: Watch for **duplicate fields**.

- To create a range of commencement dates and completion dates of the voyages in your database, use the **Voyage Range GMT** field from the Voyage Table.
- To **add a custom column**, click **New** at the top of the list.
- To **join a table**, after selecting one of the primary tables, click the **+** button.
- To **join a field**, click **H** next to the field name.

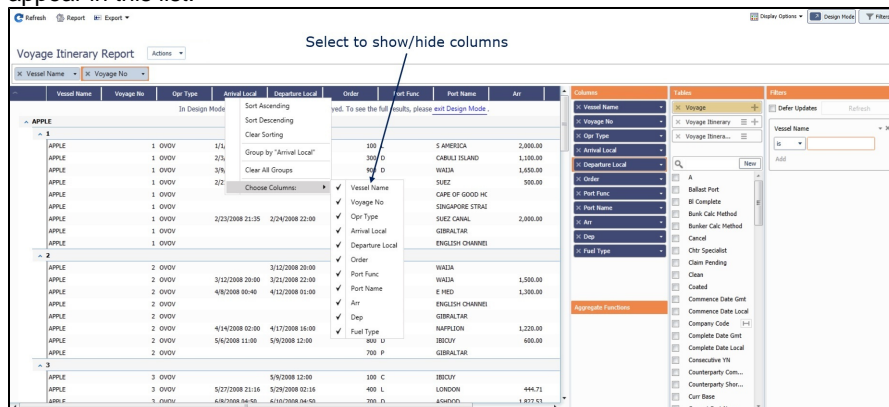
Selected columns appear in the left pane.



Adjusting Columns in a Report

In a report, you can make any of the following adjustments to columns:

- To **show or hide** columns in the report, right-click a column heading and hover over **Choose Columns**. A list of columns appears and you can select the ones you want to see. Only columns that were added to the report in Design Mode appear in this list.



- To change column **sequence**, drag the column heading to where you want it in either the **columns** themselves or the **Columns** pane.
- To **sort** by a column, do one of the following:
 - Click the column heading to **Sort Ascending**. Click again to **Sort Descending**. Click again to **Clear Sorting**.
 - Right-click the column heading and click **Sort Ascending**, **Sort Descending**, or **Clear Sorting**.
 - Click the arrow on the field name in the Columns pane and click **None**, **Asc**, or **Desc**.
- To **change the properties** of a column, including **Heading**, **Font**, **Background**, and other **formatting**, click the field name in the **Columns** pane and edit the Properties fields.

Adding Custom Columns and Formatting Columns


In the **Report Designer**, you can add a custom column to a report and specify its heading and value. Custom columns are added to the **Columns** pane and can be rearranged, grouped, sorted, and filtered like any other column.

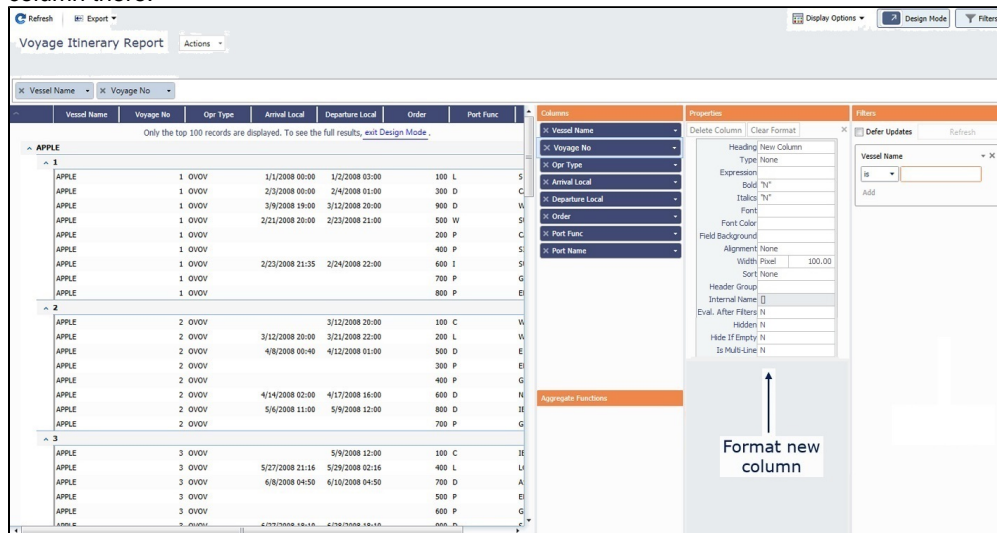
You can define or change column formatting for custom columns and existing columns. Formatting such as font attributes, field background, and alignment can be defined using a value, conditions, or a formula for an expression, similar to Excel.

For details and examples, see [Report Designer Data Types and Expressions.pdf](#) and [Sample Custom Expressions](#).

Note: The Report Designer does not support exporting custom expressions at this time.

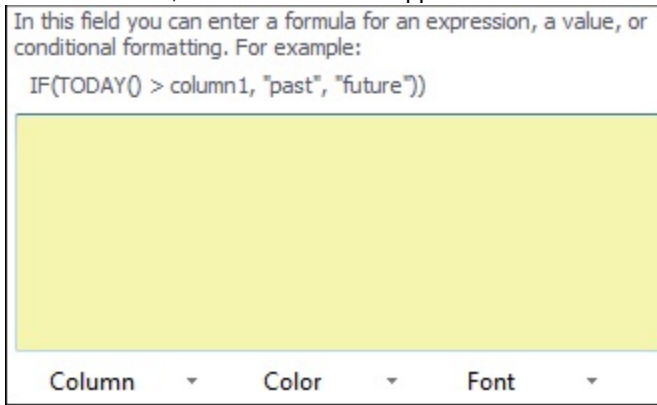
Adding a Custom Column

1. To create a custom column, click  in the Tables pane. The **Properties** pane takes its place; you can format the new column there.



2. Enter a **Heading** for the column.
3. Select a **Type**.
 - For Type Numeric or DateTime, select a **Format**.
4. Enter an **Expression** to define the value:

- a. Click in the field; the **formula editor** appears.



Note: The formula editor is case sensitive. For example, VoyageStatus=="commenced" is different from VoyageStatus=="Commenced"

- b. Create a formula for the value, following the example formula. You can include:

- Other custom columns
- Selections from the **Column**, **Color**, and **Font** lists at the bottom of the formula box

The Column list includes the following **functions**, which must be in UPPERCASE:

- ABS(FieldID)
- AVG(FieldID)
- COALESCE(FieldID1, FieldID2, ...)
- CONCAT(FieldID)
- CONTAINS(FieldID, SearchString)
- COUNT(FieldID)
- COUNTDISTINCT(FieldID)
- COUNTIF(FieldID, TestExpr)
- DATE(Year, Month, Day)
- DATERANGE(DateFieldID1, DateFieldID2)
- DATETIME(Year, Month, Day, Hours, Minutes, Seconds)
- DATETIME RANGE(DateFieldID1, DateFieldID2)
- DAY(DateFieldID)
- DISPLAYVALUE(EnumLiteral)
- ENDSWITH(FieldID, SearchString)
- HOUR(DateFieldID)
- IF(Condition, true, false)
- INDEX(FieldID, Num)
- INLIST(Value, Target1, Target2, ...)
- JOIN(",", FieldID)
- JOINDISTINCT(" ", FieldID)
- LEN(FieldID)
- MAX(FieldID)
- MIN(FieldID)
- MINUTE(DateFieldID)
- MONTH(DateFieldID)
- NOW()
- NOWGMT()
- ROWOFFSET(n, ORDERBY(FieldA, FieldB)).FieldID
- SECOND(DateFieldID)
- SPLIT(FieldID, Delimiter, Index)
- SQRT(FieldID)
- STARTSWITH(FieldID, SearchString)
- SUBSTRING(FieldID, StartIndex, length(optional))
- SUM(FieldID)
- TIME(Hours (0-23), Minutes (0-59), Seconds (optional, 0-59), Milliseconds (optional, 0-999))
- TODAY()
- TODAYGMT()
- TOINT(FieldID)
- TOCALESTRING(FieldID)
- TOSTRING(FieldID)
- YEAR(DateFieldID)

Formatting a Column

1. To format a column, open the **Properties** pane:
 - For a custom column, follow the steps above.
 - For an existing column, click it in the **Columns** pane.
2. Edit any of the following fields:
 - **Bold, Italics:**
 - a. Click in the field; the [formula editor](#) appears.
 - b. Type one of the following:
 - "Y"
 - "N"
 - c. Either click outside the box or press **Enter**.
 - **Font:**
 - a. Click in the field; the [formula editor](#) appears.
 - b. Select a value from the **Font** list at the bottom of the box.
 - c. Click in the box.
 - d. Either click outside the box or press **Enter**.
 - **Font Color, Field Background:**
 - a. Click in the field; the [formula editor](#) appears.
 - b. Select a value from the **Color** list at the bottom of the box.
 - c. Click in the box.
 - d. Either click outside the box or press **Enter**.
 - **Alignment, Width, Sort:**
 - a. To change the default value, click to select it, then press **Delete**.
 - b. Select a different value from the list.
 - **Header Group:** Group consecutive columns together under a single heading.

Ports	
Load Port Names	Disc Port Names

- For each field to be grouped together, select the field in the **Columns** pane and add the same **Header Group** name.
 - **Eval. After Filters: Y** = Calculate the value for a column with a formula only after filters have been applied.
- Example:
- Load Port Days is a custom column that will be populated from the Port Days column.
 - Port Function is filtered on Load.
 - Load Port Days column has Eval. After Filters enabled.
 - IMOS will apply the filter before calculating the value of the Load Port Days column.
 - **Hidden: Y** = This column will be hidden in the report output.
 - **Hide if Empty: Y** = If there are no values, this column will be hidden in the report output.
 - **Is Multi-Line: Y** = When the column's width is not sufficient to display the text in the column, it will wrap onto multiple lines.
 - **Format:** Enter the number or datetime format pattern. For examples on how these patterns work, see [Formatting Codes for Numbers and Dates](#).

Custom Expression Functions

The [Custom Expression Editor](#) is found in many areas, including the [Report Designer](#), [Advanced Pricing](#), and [Task & Alert Rules](#). The Custom Expression Editor gives you access to various data objects, such as Voyages, Cargoes, Estimates, and Invoices, as well as many of the data fields within those objects. In addition, the Custom Expression Editor enables you to use various functions to create formulas that calculate new fields and values that can be added to reports or output as Advanced Pricing Rules, or even to create complex conditional statements in Tasks and Alerts. The same functions below are used when building reports, and mastering them will enhance the information you can extract.

The functions come in two types: named functions and operators. Named functions require you to specify a field or a value as an input parameter and then provide the result. You can choose to display this result, or you can choose to nest functions within one another to create more complex expressions.

Operators are simpler functions and look similar to mathematical operators. However, depending on the type of the variable used in the operator expression, the results may be different from what is expected.

In addition to the explanations below, see our [Sample Custom Expressions](#) for use-case scenarios of the functions.

Functions

--	--	--	--	--

Function	Parameters	Return Type	Description	Example
ABS	(FieldID)	Numeric	Parameter field must be a Numeric field. Returns the absolute value of the parameter.	ABS(-5) returns 5 .
AVG	(FieldID)	Numeric	Parameter field must be a Numeric field within a one-to-many join. Returns the mean average of the values within the join.	AVG(Voyage.VoyageBunkerSummaries.EndPrice) Returns the mean average of the End Price for all bunker types within a single voyage.
COALESCE	(FieldID1, FieldID2, ...)	String	Parameter fields are a list of fields of the same type. Returns the first value of the list of fields that is not null.	COALESCE (FirstDetails.Voyage.VesselName, FirstDetails.VesselName) In the Operations Invoice Table, returns the Voyage Vessel Name for the Operations Invoice first, but if not Voyage (e.g., TCIP), returns the Vessel Object Vessel Name.
CONCAT	(FieldID, FieldID2, ...)	String	Parameter fields must be String types; try using TOSTRING(). Parameter fields can include non-field strings designated by "". Returns a single string that is a comma-separated list of the fields.	CONCAT(Voyage.VesselName, Voyage.VoyageNo) Returns MV AKTAIA, 1601 .
CONTAINS	(FieldID, SearchString)	Boolean	First parameter must be a String type; this is the field within which you will be searching. Second parameter is a String that will be searched for; can be a field or manually designated between "". Returns True if the second parameter can be found entirely within the first parameter; otherwise, returns False.	CONTAINS(Voyage.VesselName, "AKTA") "MV AKTAIA" returns True . "MV BELISAMA" returns False .

COUNT	(FieldID)	Numeric	<p>Parameter field must be a field within a one-to-many join.</p> <p>Returns the number of times within the join that the field is populated.</p>	<p>COUNT(Voyage.VoyageBunkerSummaries.FuelType)</p> <p>A vessel with four types returns 4.</p> <p>A vessel with two types returns 2.</p>
COUNTDISTINCT	(FieldID)	Numeric	<p>Parameter field must be a field within a one-to-many join.</p> <p>Returns the number of times within the join that the field is populated with a unique value.</p>	<p>COUNTDISTINCT(Voyage.VoyageBunkerSummaries.VoyageNo)</p> <p>Returns 1; VoyageBunkerSummaries is a one-to-many table, but each line has a single Voyage Number, and therefore is considered distinct.</p>
DATE	(Year, Month, Day)	DateTime	<p>Parameters are Integer values.</p> <p>Year must be four digits, corresponding to the year.</p> <p>Month must be two digits, corresponding to the month, from 01 to 12, where 01 is January, and 12 is December.</p> <p>Day must be two digits, corresponding to the day within the month, from 01 to 31.</p> <p>Returns a DateTime type.</p>	<p>DATE(2016, 03, 14)</p> <p>Returns DateTime of 14 March 2016, 00:00.</p>
DATERANGE	(DateFieldID1, DateFieldID2)	String	<p>Parameters are two DateFields.</p> <p>Returns a String type of the supplied DateFields in the format dd-MMM-yy (i.e., 01-Oct-16).</p>	<p>DATERANGE(Voyage.CommenceDateLocal, Voyage.CompleteDateLocal)</p> <p>Voyage Commence is 14 March 2016 and Voyage Complete is 7 April 2016.</p> <p>Returns 14-Mar-16 - 07-Apr-16.</p>
DATETIME	(Year, Month, Day, Hours, Minutes, Seconds)	DateTime	<p>Parameters are Integer values.</p> <p>Year must be four digits, corresponding to the year.</p>	<p>DATETIME(2016, 03, 14, 09, 49, 53)</p> <p>Returns DateTime of 14 March 2016 @ 09:49:53.</p>

			<p>Month must be two digits, corresponding to the month, from 01 to 12, where 01 is January, and 12 is December.</p> <p>Day must be two digits, corresponding to the day within the month, from 01 to 31.</p> <p>Hours must be two digits, corresponding to the 24 hours of a day, from 0 to 23.</p> <p>Minutes must be two digits, corresponding to the 60 minutes within an hour, from 0 to 59.</p> <p>Seconds must be two digits, corresponding to the 60 seconds within a minute, from 0 to 59.</p> <p>Returns a DateTime type.</p>	
DAY	(DateFieldID)	Numeric	<p>Parameter field must be a DateTime type.</p> <p>Returns the integer representing the Day value of the DateTime parameter.</p>	<p>DAY(Voyage.CommenceDateGmt)</p> <p>Voyage Commence is 01 October 2016 @ 08:45:00.</p> <p>Returns 01.</p>
DISPLAYVALUE	(EnumLiteral)	String	<p>Specific use-case function only.</p> <p>Parameter field is a field with a coded value stored in the database.</p> <p>Returns a human-readable representation of the coded value.</p>	No relevant examples.
ENDSWITH	(FieldID, SearchString)	Boolean	<p>First parameter is a String type field.</p> <p>Second parameter is a String that will be searched for at the end of the first parameter; can be a field or manually designated between "".</p>	<p>ENDSWITH(Voyage.VoyageBunkerSummaries.FuelType, "GO")</p> <p>Fuel Type "MGO" returns True.</p> <p>Fuel Type "LSMGO" returns True.</p> <p>Fuel Type "IFO" returns False.</p>

			Returns True if the first parameter contains the exact search string as its last characters; otherwise, returns False.	
HOUR	(DateFieldID)	Numeric	<p>Parameter field must be a DateTime type.</p> <p>Returns the integer representing the Hour value of the DateTime parameter.</p>	<p>HOUR(Voyage.CommenceDateGmt)</p> <p>Voyage Commence is 01 October 2016 @ 08:45:00.</p> <p>Returns 08.</p>
IF	(Condition, true, false)	Varies	<p>First parameter is a Boolean expression; formatting can vary but is typically some sort of check for inequality (e.g., Cargo.CPQty > Cargo.BLQty).</p> <p>Second parameter is an expression that will be evaluated if the first parameter returns True.</p> <p>Third parameter is an expression that will be evaluated if the first parameter returns False.</p>	<p>IF(Cargo.CPQty > Cargo.BLQty, "Underloaded", "Not Underloaded")</p> <p>This example will evaluate the CP Qty and BL Qty of a Cargo, and if the CP Qty is greater than BL Qty, will return a String type value, displaying either Underloaded or Not Underloaded.</p> <p>For more information, see the further notes on Conditional Expressions.</p>
INDEX	(FieldID, Num)		<p>First parameter is a String type field.</p> <p>Second parameter is an integer, starting at 1.</p> <p>Returns the character in the provided String located at the position indicated by the Integer.</p>	<p>INDEX(VesselName, 4)</p> <p>VesselName is MV AKTAIA.</p> <p>Returns A.</p>
INLIST	(Value, Target1, Target2, ...)	Boolean	<p>First parameter is a field, or hardcoded value, that will be compared against the remaining parameters.</p> <p>All other parameters are either fields or hardcoded values and will be used to populate the list of values used for comparison.</p>	<p>INLIST(Voyage.VoyageBunkerSummaries.FuelType, "LSG", "LSMGO", "LGO", "LSF", "LSFO")</p> <p>Fuel Type "IFO" returns False.</p> <p>Fuel Type "LSG" returns True.</p>

			Returns True if the first parameter matches at least one of the supplied values of the other parameters; otherwise returns False.	
JOIN	("", FieldID)	String	<p>First parameter must be ",".</p> <p>Second parameter is a field in a one-to-many join.</p> <p>Returns a concatenated list of the values within the join.</p>	<p>JOIN(",", Voyage.VoyageBunkerSummaries.FuelType)</p> <p>Returns IFO, MGO, LSF, LGO.</p>
JOINDISTINCT	("", FieldID)	String	<p>First parameter must be ",".</p> <p>Second parameter is a field in a one-to-many join.</p> <p>Returns a concatenated list of only the unique values within the join.</p>	JOINDISTINCT(",", Voyage.)
LEN	(FieldID)	Numeric	<p>Parameter field must be a String type.</p> <p>Returns the length of the string.</p>	<p>LEN(Voyage.VesselName)</p> <p>Vessel Name is MV AKTAIA.</p> <p>Returns 9.</p>
MAX	(FieldID)	Numeric	<p>Parameter field must be a Numeric type in a one-to-many join.</p> <p>Returns the Maximum value within the Join set.</p>	<p>MAX(Voyage.VoyageBunkerSummaries.EndQty)</p> <p>Returns the highest End Qty for all bunker types within a single voyage.</p>
MIN	(FieldID)	Numeric	<p>Parameter field must be a Numeric type in a one-to-many join.</p> <p>Returns the Minimum value within the Join set.</p>	<p>MIN(Voyage.VoyageBunkerSummaries.EndQty)</p> <p>Returns the lowest End Qty for all bunker types within a single voyage.</p>
MINUTE	(DateFieldID)	Numeric	<p>Parameter field must be a DateTime type.</p> <p>Returns the integer representing the Minute value of the DateTime parameter.</p>	<p>MINUTE(Voyage.CommenceDateGmt)</p> <p>Voyage Commence is 01 October 2016 @ 08:45:00.</p> <p>Returns 45.</p>

MONTH	(DateFieldID)	Numeric	<p>Parameter field must be a DateTime type.</p> <p>Returns the integer representing the Month value of the DateTime parameter.</p>	<p>MONTH(Voyage. CommenceDateGmt)</p> <p>Voyage Commence is 01 October 2016 @ 08:45:00.</p> <p>Returns 10.</p>
NOW		DateTime	<p>No parameters.</p> <p>Returns the DateTime, in local server time, at the moment the expression is evaluated (the moment the report is run).</p>	
NOWGMT		DateTime	<p>No parameters.</p> <p>Returns the DateTime, in GMT, at the moment the expression is evaluated (the moment the report is run).</p>	
ROWOFFSET	(n, ORDERBY(FieldA, FieldB)).FieldID	Varies	<p>First parameter is an Integer; determines how many rows to look above or below current row.</p> <p>Second parameter is an ORDERBY function that takes a list of fields to order the Report Data by.</p> <p>Returns the value of the field designated by the final parameter after the ORDERBY function, but from the number of rows away designed by the first parameter.</p>	
SECOND	(DateFieldID)	Numeric	<p>Parameter field must be a DateTime type.</p> <p>Returns the integer representing the second value of the DateTime parameter.</p>	<p>SECOND(Voyage. CommenceDateGmt)</p> <p>Voyage Commence is 01 October 2016 @ 08:45:00.</p> <p>Returns 00.</p>
SPLIT	(FieldID, Delimiter, Index)	String	<p>First parameter is a String type field.</p> <p>Second parameter is a specified String, i.e., " ; " .</p>	

			<p>Third parameter is the index of the part you would like to return. Index is 0-based, meaning the first part is index 0.</p> <p>Returns the split part from the String according to the Index value.</p>	
SQRT	(FieldID)	Numeric	<p>Parameter must be Numeric.</p> <p>Returns the Square Root of the parameter value.</p>	<p>SQRT(4)</p> <p>Returns 2.</p>
STARTSWITH	(FieldID, SearchString)	Boolean	<p>First parameter is a String type field.</p> <p>Second parameter is a String that will be searched for at the end of the first parameter; can be a field or manually designated between "".</p> <p>Returns True if the first parameter contains the exact search string as its first characters; otherwise, returns False.</p>	<p>STARTSWITH (Voyage.VoyageBunkerSummaries.FuelType, "LS")</p> <p>Fuel Type "MGO" returns False.</p> <p>Fuel Type "LSMGO" returns True.</p> <p>Fuel Type "IFO" returns False.</p>
SUBSTRING	(FieldID, StartIndex, Length(optional))	String	<p>First parameter is a String type field.</p> <p>Second parameter is an Integer denoting the character position to begin creating the substring. (First character is position 0.)</p> <p>Third parameter is the optional length for the substring; otherwise function will substring until the end.</p> <p>Returns the substring of the first parameter designated by the StartIndex and Length parameters.</p>	<p>Vessel Name is MV AKTAIA.</p> <p>SUBSTRING(Voyage.VesselName, 3)</p> <p>Returns AKTAIA.</p> <p>SUBSTRING(Voyage.VesselName, 3, 4)</p> <p>Returns AKTA.</p>
SUM	(FieldID)	Numeric	<p>Parameter field must be a Numeric field within a one-to-many join.</p>	<p>SUM(Voyage.VoyageBunkerSummaries.EndQty)</p> <p>Returns the sum of the End Qty for all</p>

			Returns the sum of the values within the join.	bunker types within a single voyage.
TIME	(Hours (0-23), Minutes (0-59), Seconds (optional, 0-59), Milliseconds (optional, 0-999))	Time	<p>Parameters must be Integers.</p> <p>Hours must be two digits, corresponding to the 24 hours of a day, from 0 to 23.</p> <p>Minutes must be two digits, corresponding to the 60 minutes within an hour, from 0 to 59.</p> <p>Seconds must be two digits, corresponding to the 60 seconds within a minute, from 0 to 59.</p> <p>Milliseconds must be three digits, corresponding to the 1000 milliseconds within a second, from 0 to 999.</p>	<p>TIME(09, 45, 53)</p> <p>Returns 09:45:53.</p>
TODAY		DateTime	<p>No parameters.</p> <p>Returns the Date, in local server time, at the moment the expression is evaluated (the moment the report is run), with a time of 00:00.</p>	
TODAYGMT		DateTime	<p>No parameters.</p> <p>Returns the Date, in GMT, at the moment the expression is evaluated (the moment the report is run), with a time of 00:00.</p>	
TOINT	(FieldID)	Numeric	<p>Parameter is a String type field.</p> <p>Returns the value represented by the string, but as an Integer type.</p>	<p>TOINT(Voyage.VoyageNo)</p> <p>Voyage Number is 1601 (String type).</p> <p>Returns 1601 (Integer type).</p>
TOLOCALESTRING	(FieldID)	String	<p>Parameter is a Numeric type field.</p> <p>Returns the value of the number, visually</p>	<p>TOLOCALESTRING (VoyagePnl)</p> <p>VoyagePnl is 1253.21.</p>

			formatted according to your locale.	Your locale is fr-FR. Returns 1253,21 .
TOSTRING	(FieldID)	String	Parameter is any non-String type field. Returns the value of the parameter, but as a String type.	TOSTRING(Voyage.VoyageBunkerSummaries.EndQty) End Qty is 330 (Integer type). Returns 330 (String type).
YEAR	(DateFieldID)	Numeric	Parameter field must be a DateTime type. Returns the integer representing the Year value of the DateTime parameter.	YEAR(Voyage.CommenceDateGmt) Voyage Commence is 01 October 2016 @ 08:45:00. Returns 2016 .

Conditional Expressions

IF Statements are a very powerful tool in reporting because they enable you to create complex conditional expressions. The IF statement of the formula editor supports the following Boolean logic operations:

Symbol	Logical Operations	Example
	Or	IF(VoyageStatus=="Completed" VoyageStatus=="Closed", ..., ...)
>=	Greater Than or Equal To	IF(CommenceDate >= TODAY(), ..., ...)
>	Greater Than	IF(CommenceDate > TODAY(), ..., ...)
==	Equality	IF(VoyageStatus=="Commenced", ..., ...)
<=	Less Than or Equal To	IF(CommenceDate <= TODAY(), ..., ...)
<	Less Than	IF(CommenceDate < TODAY(), ..., ...)
&&	And	IF(VoyageStatus=="Commenced" && CommenceDate > TODAY(), ..., ...)
!=	Inequality	IF(VoyageStatus!="Closed", ..., ...)

Boolean operations can be strung together to make complex conditions using parentheses (); for example:

```
IF( (VoyageStatus=="Commenced" && CommenceDate > TODAY()) || (VoyageStatus=="Scheduled" && CommenceDate < TODAY()), "Red", "White")
```

To see how they can be used in different circumstances, review the [Report Designer Tutorial](#) and our [sample reports](#).

IF Statements and JOIN Functions

Combining one-to-many functions such as MAX and AVG within an IF statement can have unpredictable results. In cases where you need to check a MAX value, it is better to store the result of the MAX function in a separate column, which you will then use in the IF statement.

Alternative IF Statement Syntax

The Custom Expression Editor supports an alternative, short-hand format for IF conditionals.

Boolean statement? true result: false result

The same sample above can be written in short-hand as:

Cargo.CPQty > Cargo.BLQty ? "Underloaded" : "Not Underloaded"

Operators

Operator Symbol	Valid Expressions	Example
+	<p><i>String + String</i></p> <p>Using the + operator with two String types as the operands will concatenate the two strings together and return the value as a string.</p>	<p>VesselName + "-" + VoyageNo</p> <p>MV AKTAIA-1602</p>
	<p><i>Numeric + Numeric</i></p> <p>Using the + operator with two Numeric types as the operands will add the two numbers together and return the sum as a numeric.</p>	<p>2 + 2</p> <p>4</p> <p>CPQty + 10000</p> <p>CPQty is 30000</p> <p>40000</p>
	<p><i>Boolean + Boolean</i></p> <p>Using the + operator with two Boolean types as the operands will return a Boolean that is the result of a logical OR function.</p>	<p>False + False</p> <p>False</p> <p>False + True</p> <p>True</p> <p>True + True</p> <p>True</p>
	<p><i>DateTime + DateTime</i></p> <p>Using the + operator with two DateTime types as the operands will return a number that is the difference, in days, between the two dates.</p> <p>The returned number will be negative if the first operand is an earlier date than the second operand.</p>	<p>01-Dec-12 + 01-Jan-13</p> <p>-31</p> <p>01-Jan-13 + 01-Dec-12</p> <p>31</p>
	<p><i>DateTime + Numeric</i></p> <p>Using the + operator with a DateTime type and Numeric type as the operands will return a DateTime value that is the provided date time plus the number of days.</p>	<p>01-Dec-12 + 5</p> <p>06-Dec-12</p>
-	<p><i>Numeric - Numeric</i></p> <p>Using the - operator with two Numeric types as the operands will subtract the two numbers and return the difference as a Numeric.</p>	<p>5 - 3</p> <p>2</p>
	<p><i>Boolean - Boolean</i></p> <p>Using the - operator with two Boolean types as the operands will return a</p>	<p>False - False</p> <p>False</p>

	<p>Boolean that is the result of a logical OR function.</p>	<p>False - True</p> <p>True</p> <p>True - True</p> <p>True</p>
	<p>DateTime - DateTime</p> <p>Using the - operator with two DateTime types as the operands will return a number that is the difference, in days, between the two dates.</p> <p>The returned number will be negative if the first operand is an earlier date than the second operand. (This is the same behavior as the + operator.)</p>	<p>01-Dec-12 - 01-Jan-13</p> <p>-31</p> <p>01-Jan-13 - 01-Dec-12</p> <p>31</p>
	<p>DateTime - Numeric</p> <p>Using the - operator with a DateTime type and Numeric type as the operands will return a DateTime value that is the provided date time minus the number of days.</p>	<p>01-Jan-13 - 5</p> <p>21-Dec-12</p>
*	<p>DateTime * DateTime</p> <p>Using the * operator with two DateTime types as the operands will return a number that is the difference, in days, between the two dates.</p> <p>The returned number will be negative if the first operand is an earlier date than the second operand. (This is the same behavior as the + operator.)</p>	<p>01-Dec-12 * 01-Jan-13</p> <p>-31</p> <p>01-Jan-13 * 01-Dec-12</p> <p>31</p>
	<p>Numeric * Numeric</p> <p>Using the * operator with two Numeric types as the operands will multiply the two numbers and return the product as a Numeric.</p>	<p>30000 * .1</p> <p>3000</p>
/	<p>DateTime / DateTime</p> <p>Using the / operator with two DateTime types as the operands will return a number that is the difference, in days, between the two dates.</p> <p>The returned number will be negative if the first operand is an earlier date than the second operand. (This is the same behavior as the + operator.)</p>	<p>01-Dec-12 / 01-Jan-13</p> <p>-31</p> <p>01-Jan-13 / 01-Dec-12</p> <p>31</p>
	<p>Numeric / Numeric</p> <p>Using the / operator with two Numeric types as the operands will divide the two numbers and return the quotient as a Numeric.</p>	<p>6 / 2</p> <p>3</p>

Formatting Codes for Numbers and Dates

In the Report Designer, if a Custom Column is of type DateTime or Numeric, you can customize how the field is displayed. Changing the formatting of the Display does not change the value of the field, but only chooses the visual formatting. This formatting is not exported to Excel.

DateTime Formatting Options

The output of DateTime fields can be formatted to show as much or as little information as is required. IMOS offers a formatting selector for the most common formats, but you can also construct your own DateTime format using a combination of codes. Continue past the table for examples of custom formatted date options.

Formatting Code	Formatting Selector Option	Formatting Output
d	Short date	2-digit Day-Short Month-2-digit Year 01-Oct-13
D	Long date	Long Weekday, Long Month 2-digit Day, 4-digit Year Wednesday, June 12, 2013
f	Full date, short time	Long Weekday, Long Month 2-digit Day, 4-digit Year Hours:Minutes AM PM Wednesday, June 12, 2013 8:00 AM
F	Full date, long time	Long Weekday, Long Month 2-digit Day, 4-digit Year Hours:Minutes:Seconds AM PM Wednesday, June 12, 2013 8:00:00 AM
g	General date, short time	2-digit Day-Short Month-2-digit Year Hours:Minutes AM PM 12-Jun-13 8:00 AM
G	General date, long time	2-digit Day-Short Month-2-digit Year Hours:Minutes:Seconds AM PM 12-Jun-13 8:00:00 AM
m	Month, day	Long Month, 2-digit Day June 12
t	Short time	Hours:Minutes AM PM 8:00 AM
T	Long time	Hours:Minutes:Seconds AM PM 12:30:45 PM
y	Year, month	Long month, 4-digit Year October, 2013
yyyy	-	4-digit Year 2013

yy	-	2-digit Year 13
dd	-	2-digit Day 12
ddd	-	Short Weekday Tue
dddd	-	Long Weekday Tuesday
MM	-	2-digit Month 09
MMM	-	Short Month Sep
MMMM	-	Long Month September

Custom DateTime Formatting

You can create a custom DateTime formatting using the above codes that do not appear in the Formatting Selector field. To create custom formatting codes, type the preferred codes in the Formatting Code field. You can also include other characters to display in the output. For simple characters like - and , you can just type the character, but wrap more complex characters in "".

Here are some examples:

Formatting Code	Formatting Output
yyyy-MM-dd	1986-03-14
"Year: "yyyy", Month: "MMMM", Day: "dd"	Year: 2013, Month: June, Day: 12
MMMM dd, yyyy	March 14, 2016

Numeric Formatting Options

Formatting Code	Description	Formatting Selector Option	Formatting Output
0	Digit	-	Sample pattern: 0
-	Digit, zero shows as absent		31.24 31 31.56 32
.	Position of the decimal point		Sample pattern: #.00
,	Group separator for thousands		1.234 1.23 1.236 1.24 1.2 1.20 0.16 .16
%	Shows number as a percentage.		Sample pattern: 0.00% 0.1555 15.55% 0.0022 0.22%

			Sample pattern: #,###.00 1000.235 1,000.24
C	Formats as a currency, including decimal, thousands separators, and currency symbol.	Currency	\$53,121.00
F	Rounds decimal values to 2 digits.	Fixed-point	5344.00
G	General formatting with no thousands separators, and decimal output depending on decimal value.	General	8964.02481
N	Formats with thousands separators and 2-digit fixed decimals.	Number	9,431.25
P	Value is multiplied by 100. Formats with thousands separators and 2-digit decimals, with a % symbol.	Percent	94,312,500.00 %

Sample Custom Expressions

The Custom Expression Editor is powerful; it enables you to create fields that do not already exist in the IMOS data fields.

Here are some sample [custom expressions with functions](#) you can use to create custom [Report Designer](#) columns, [Task & Alert](#) and [Advanced Pricing Rule Values](#), and [Cargo Matching](#) programs:

[Identifying Voyage Commence Month and Quarter](#)
[Calculating Bunkers ROB on Departure from Previous Port](#)
[Extracting Market Freight From Calculation Description](#)
[Adding Custom Font Colors](#)
[Calculating Total Voyage Days](#)
[Calculating Voyage P&L Results Based on Snapshots](#)
[Calculating the Duration of a Date Range](#)
[Calculating the Difference between Daily Costs](#)
[Adding Red Highlight for Next Dry Dock within 30 Days](#)

Note: Each expression assumes a certain base table in the report and, therefore, is not simply "plug and play."

Identifying Voyage Commence Month and Quarter

This expression uses nested IF statements to see if the numeric value of the month of the Commence Date of the voyage is within a list of numbers. If it is in that list, it then returns the name of the Month, rather than the number; otherwise, it moves on to the next condition. Note that the expression also skips the comparison for month 12; this comparison is unnecessary because the final result can only be December.

Base Tables: Voyage

Functions Used: IF, INLIST, TOLOCALESTRING, MONTH

Expression:

```
IF ( INLIST ( TOLOCALESTRING ( MONTH ( CommenceDateGmt ) ) , "1" ) , "Jan" ,
( IF ( INLIST ( TOLOCALESTRING ( MONTH ( CommenceDateGmt ) ) , "2" ) ,
"Feb" ,
( IF ( INLIST ( TOLOCALESTRING ( MONTH ( CommenceDateGmt ) ) , "3" ) ,
"Mar" ,
```



```
IF(Condition, True, False)
```

Next, we want to check if the previous row's Vessel is the same as the current row's Vessel. We already know that we can use ROWOFFSET to check the previous row's values, so we will just use that one more time. To finish our condition statement, we also need to compare the previous row to the current row, so we can use the field name. This is called the Condition Rowoffset.

```
IF(ROWOFFSET(-1, ORDERBY(VesselCode, VoyageNo, VoyageItineraries.VoyageItineraryBunkers.
FuelType, VoyageItineraries.Seq)).VesselCode == VesselCode, ..., ...)
```

Finally, we can complete our True and False results for the IF function. For True, we want to use the working function that returns the Departure ROB. This is called the Result Rowoffset. For False, we will return 0, because we don't know the previous ROB and can only assume a zero value. (The new lines are added to make the example more clear; you can add lines in your IF functions without causing any problems.)

```
IF(ROWOFFSET(-1, ORDERBY(VesselCode, VoyageNo, VoyageItineraries.VoyageItineraryBunkers.
FuelType, VoyageItineraries.Seq)).VesselCode == VesselCode,
    ROWOFFSET(-1, ORDERBY(VesselCode, VoyageNo, VoyageItineraries.VoyageItineraryBunkers.
FuelType, VoyageItineraries.Seq)).VoyageItineraries.VoyageItineraryBunkers.RobDeparture,
    0)
```

You will notice that ORDERBY is the same for both the Condition and the Result ROWOFFSET. This is necessary when using an IF in most scenarios because it is the only way to guarantee that IMOS is checking the same row in both the Condition Rowoffset and the Result Rowoffset. Though it seems long, wrapping ROWOFFSET functions in IF statements greatly improves their usability. It also provides the flexibility needed to define the relationship between the rows.

Extracting Market Freight From Calculation Description

This expression can be used to extract a Market Freight Rate \$/MT that has been back-calculated from the \$/day provided by Baltic. This requires the IMOS Trading Module as well as the Market Data Feeds Module.

Base Tables: Trade Contracts, Trade Pnl

Functions: SUBSTRING, IF

Expression:

```
SUBSTRING(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 6), 0,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 7,1)==" ", 2,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 8,1)==" ", 3,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 9,1)==" ", 4,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 10,1)==" ", 5,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 11,1)==" ", 6,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 12,1)==" ", 7,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 13,1)==" ", 8,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 14,1)==" ", 9,
    IF(SUBSTRING(TradeContracts.TradePnls.CalcDescription, 15,1)==" ", 10, 0))))))))))
```

This function uses SUBSTRING to extract only the part of the Calculation Description that is relevant to the Freight Rate. The nested IF statements are used to determine where the first space character occurs in the Calculation Description and then returns that location as the Length of the first Substring. It does have a limitation in that it can only extract a freight in the format of ###.####, therefore assuming a maximum \$/MT of \$999.9999.

Adding Custom Font Colors

You can add custom font colors to a column:

Change column formatting

The screenshot shows a 'Voyage Itinerary Report' in 'Design Mode'. The main table lists voyage details for vessel 'APPLE'. The 'Opr Type' column is highlighted in green. The 'Properties' pane on the right shows the 'Font Color' property for the 'Opr Type' column is set to 'Green'.

In this example, the font color of the Opr Type column is set to green if the Operation Type is OVOV. For all other Operation Types, the font color is red:

The screenshot shows a 'Voyage Itinerary Report' in 'Design Mode'. The main table lists voyage details for vessel 'APPLE'. The 'Opr Type' column is highlighted in red. The 'Properties' pane on the right shows the 'Font Color' property for the 'Opr Type' column is set to 'Red'.

Calculating Total Voyage Days

You can create a simple custom column that adds the Port Days and Sea Days columns together:

Custom Total Voyage Days column

The screenshot shows a 'Voyage Itinerary Report' in 'Design Mode'. A new column 'Total Voyage Days' has been added to the table. The 'Properties' pane on the right shows the 'Expression' property for the 'Total Voyage Days' column is set to 'VoyageItineraries.PortDays+VoyageItineraries.SeaDays'.

- **Heading:** Total Voyage Days
- **Expression:** VoyageItineraries.PortDays+VoyageItineraries.SeaDays

- **Font Color:** "Blue"
- **Width:** 125.00

Calculating Voyage P&L Results Based on Snapshots

You can calculate the P&L results from saved P&L Snapshots in the database, based on a period you enter and the saved calculation options:

1. Join the Voyage Pnl Table to the Voyage table.
2. Filter on the new column Period Range Gmt.
3. Enter the date range to which you want the calculation applied.
4. To see just the relevant voyages, also apply a filter for Voyage Range GMT.

Calculating the Duration of a Date Range

You can calculate the difference between two dates as a number of days, using date and/or date-time values. For example:

TODAY() DueDate

Calculating the Difference between Daily Costs

You can use a field in another row to calculate the difference between the previous Daily Cost and today's:

1. Add custom column **Previous Cost**, using this expression:
ROWOFFSET(1, ORDERBY (VesselCode,VoyageNo)).Daily Cost
 It takes the data from the Daily Cost field that is one row above, when the list is sorted by Vessel Code and Voyage No.
2. Add custom column **Delta Cost**, using this expression:
Daily Cost - Previous Cost

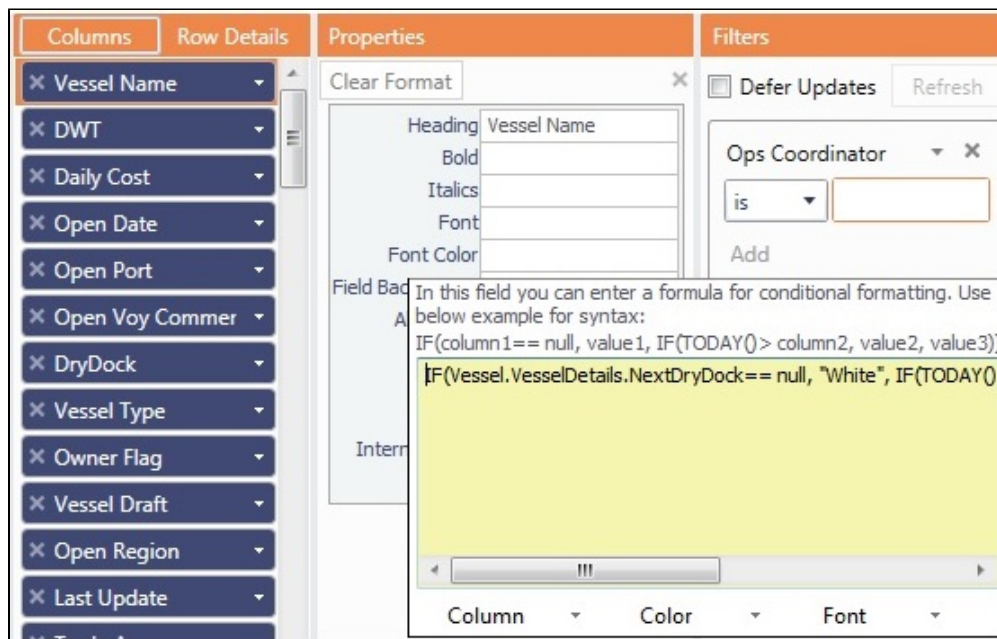
Adding Red Highlight for Next Dry Dock within 30 Days



When [creating a Cargo Matching program](#), you can [format columns](#) and add color-coded Alerts to columns to highlight various issues. This example shows how to highlight the Vessel Name in red when the next Dry Dock date is within 30 days.

In [Design Mode](#):

1. See that Vessel Name is added as a [column](#).
2. Click **Vessel Name** in the Columns pane.
3. In the Properties pane, enter the following in the **Field Background** field:

IF(Vessel.VesselDetails.NextDryDock== null, "White", IF(TODAY()+30> Vessel.VesselDetails.NextDryDock, "Red", "White"))



4. The Next Dry Dock field is in the Vessel Details table; to add it:
 - a. In the Voyage table, click  next to **Vessel Code**.
(Hovering over shows [Voyage]Vessel Code.)
 - b. In the Vessel Code table, click  next to **Vessel Code**.
(Hovering over shows [Vessel]Vessel Code.)
 - c. Select **Next Dry Dock** as a column.
(Hovering over shows [Vessel Details]NextDryDock.)

If the Next Dry Dock date is less than 30 days away, the background for that vessel in the **Vessel Name** column turns red.

Joining Tables and Fields

When **adding columns** to a Report Designer report, fields from logically linked tables can be added to the same report. Between any two tables there can be two types of relationships:

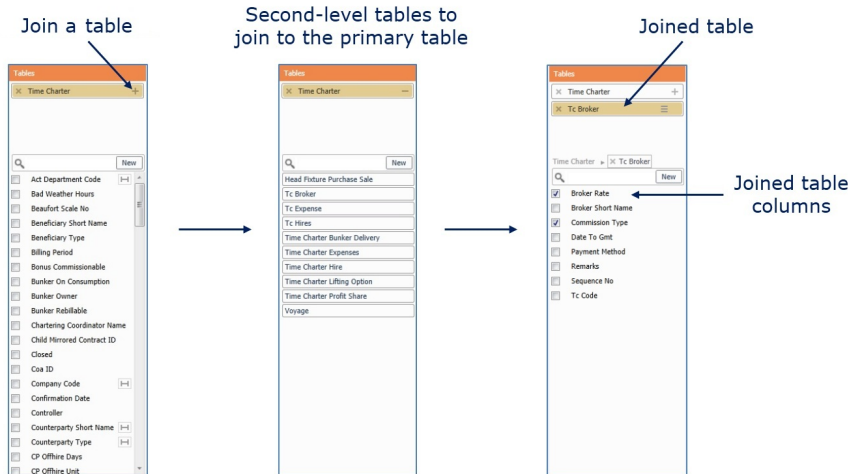
On this Page


- **One-to-many:** Created by [joining tables](#).
- **One-to-one:** Created by [joining fields](#).

- [Joining Tables](#)
- [Joining Fields](#)
- [Example: Report on Payment Detail Lines](#)

Joining Tables

1. After selecting one of the primary tables, click the **+** button to join a table. The tables for selection here are tables that have multiple records for each of the rows in the primary table:



2. Click  and select one of the following table joining methods:
 - **Default:** The main table record appears the same number of times as the corresponding secondary table records.

Address Book					Columns	Tables
Short Name	Country	Bank	Type			
ADAM	UGANDA	HSBC Bank USD	W		X Short Name	X Address Book
ADAM	UGANDA	HSBC Bank JPY	W		X Country	X Address Book Bank
ADAM	UGANDA	HSBC Bank USD	B		X Bank	
ADAM	UGANDA	HSBC Bank JPY	B		X Type	
ADAM	UGANDA	HSBC Bank USD	O			
ADAM	UGANDA	HSBC Bank JPY	O			


- **Aggregate:** The values from the secondary table will be concatenated within each of the secondary table columns. You can use this method to consolidate records.


Address Book					Columns	Tables
Short Name	Country	Join(Bank)	Type			
ADAM	UGANDA	HSBC Bank USD, HSBC Bank JPY	W		X Short Name	X Address Book
ADAM	UGANDA	HSBC Bank USD, HSBC Bank JPY	B		X Country	X Address Book Bank
ADAM	UGANDA	HSBC Bank USD, HSBC Bank JPY	O		X Join(Bank)	
					X Type	

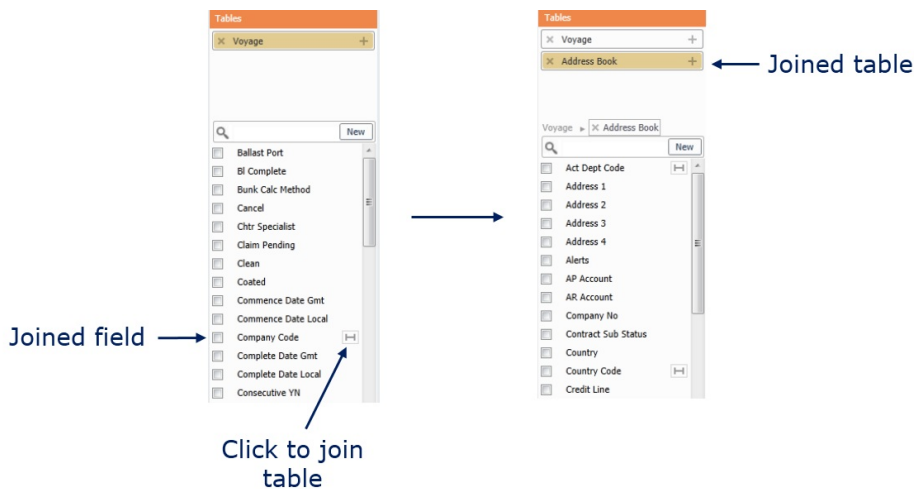
Tips on Joining Tables

- Try to avoid joining one-to-many twice from the same source.
- **Example:**
 - Start from Voyage > Voyage Itinerary.
 - To know which cargo is loaded/discharged, adding Voyage > Cargo Handling directly results in too many lines. A better approach is Voyage > Voyage Itinerary > Cargo Handling.
- If you have no choice but to join one-to-many more than once, plan each join carefully:
 - Start with a plan for which columns you expect. If those are not available as columns in Report Designer, you might have to export to an Excel output and then use a PivotTable for the result.
 - If there is a logical link between the two tables added, there should be a logical filter to be applied, as in the example below.
 - Identify your primary table and the relationships you will use; make sure you have everything mapped.

Joining Fields

The join icon, , indicates that a link can be made to another table via that field.

For example, you can click  next to **Company Code** to create a direct link to the **Address Book** table, in which that field is located.



Example: Report on Payment Detail Lines

Payment detail lines can be allocated to the different invoice lines. In IMOS, it looks like this:

Ysl	Voy	AC	Description	AP/AR	Original	Outstanding	Amount to Pay
0042		800000	0042-4-Acetic Acid: Freight 35,000.000 MT *	100100	2,800,000.00	800,000.00	2,000,000.00
0042		800000	0042-4-Extra Lumpsum 4 1,000.00 USD @ 8	100100	800.00	350.00	450.00
0042		800000	0042-4-Dead Frt Percent of WSLev (10,000.	100100	800,000.00	99,500.00	700,500.00
0042		800000	0042-4-River Differential 1,000.00 USD @ 8	100100	800.00	0.00	800.00
0042		50496	0042-4-Commission for ABBEY SEA SHIPPING	100100	-135,060.00	0.00	-135,060.00
0042		700000	0042-4-adj	100100	0.01	0.00	0.01
Total:					3,466,540.01	0.00	0.00

However, if you try to report on this information, you might get this result:

Company Code	Invoice Type	Ledger Code	Invoice Amount Base	Payment Amount Base	Seq	Seq No
OMAR	Freight Invoice	800000	2,800,000.00	2,000,000.00	1	1
OMAR	Freight Invoice	800000	800.00	2,000,000.00	2	1
OMAR	Freight Invoice	800000	800,000.00	2,000,000.00	3	1
OMAR	Freight Invoice	800000	800.00	2,000,000.00	4	1
OMAR	Freight Invoice	50496	-135,060.00	2,000,000.00	5	1
OMAR	Freight Invoice	700000	0.01	2,000,000.00	6	1
OMAR	Freight Invoice	800000	2,800,000.00	450.00	1	2
OMAR	Freight Invoice	800000	800.00	450.00	2	2
OMAR	Freight Invoice	800000	800,000.00	450.00	3	2
OMAR	Freight Invoice	800000	800.00	450.00	4	2
OMAR	Freight Invoice	50496	-135,060.00	450.00	5	2
OMAR	Freight Invoice	700000	0.01	450.00	6	2
OMAR	Freight Invoice	800000	2,800,000.00	700,500.00	1	3
OMAR	Freight Invoice	800000	800.00	700,500.00	2	3
OMAR	Freight Invoice	800000	800,000.00	700,500.00	3	3
OMAR	Freight Invoice	800000	800.00	700,500.00	4	3
OMAR	Freight Invoice	50496	-135,060.00	700,500.00	5	3
OMAR	Freight Invoice	700000	0.01	700,500.00	6	3
OMAR	Freight Invoice	800000	2,800,000.00	800.00	1	4
OMAR	Freight Invoice	800000	800.00	800.00	2	4
OMAR	Freight Invoice	800000	800,000.00	800.00	3	4
OMAR	Freight Invoice	800000	800.00	800.00	4	4
OMAR	Freight Invoice	50496	-135,060.00	800.00	5	4
OMAR	Freight Invoice	700000	0.01	800.00	6	4
OMAR	Freight Invoice	800000	2,800,000.00	-135,060.00	1	5
OMAR	Freight Invoice	800000	800.00	-135,060.00	2	5
OMAR	Freight Invoice	800000	800,000.00	-135,060.00	3	5
OMAR	Freight Invoice	800000	800.00	-135,060.00	4	5
OMAR	Freight Invoice	50496	-135,060.00	-135,060.00	5	5
OMAR	Freight Invoice	700000	0.01	-135,060.00	6	5
OMAR	Freight Invoice	800000	2,800,000.00	0.01	1	6
OMAR	Freight Invoice	800000	800.00	0.01	2	6
OMAR	Freight Invoice	800000	800,000.00	0.01	3	6
OMAR	Freight Invoice	800000	800.00	0.01	4	6
OMAR	Freight Invoice	50496	-135,060.00	0.01	5	6
OMAR	Freight Invoice	700000	0.01	0.01	6	6

The challenge is to get rid of the redundant lines. This can be achieved by filtering on the Seq and Seq No columns.

- Create a new custom column, with an expression that checks if Seq==SeqNo.
- Filtering on this column gives you this result:

Company Code	Invoice Type	Ledger Code	Invoice Amount Base	Payment Amount Base	Seq	Seq No
OMAR	Freight Invoice	800000	2,800,000.00	2,000,000.00	1	1
OMAR	Freight Invoice	800000	800.00	450.00	2	1
OMAR	Freight Invoice	800000	800,000.00	700,500.00	3	1
OMAR	Freight Invoice	800000	800.00	800.00	4	1
OMAR	Freight Invoice	50496	-135,060.00	-135,060.00	5	1
OMAR	Freight Invoice	700000	0.01	-135,060.00	6	1

Adding Groups

In the Report Designer, you can group by one or more columns to further arrange data.

To group by a field or a column, do one of the following:

- Drag it to the Grouping pane.
 - Right-click it in the Tables pane and click **Group**.
- Note:** Watch for duplicate fields.

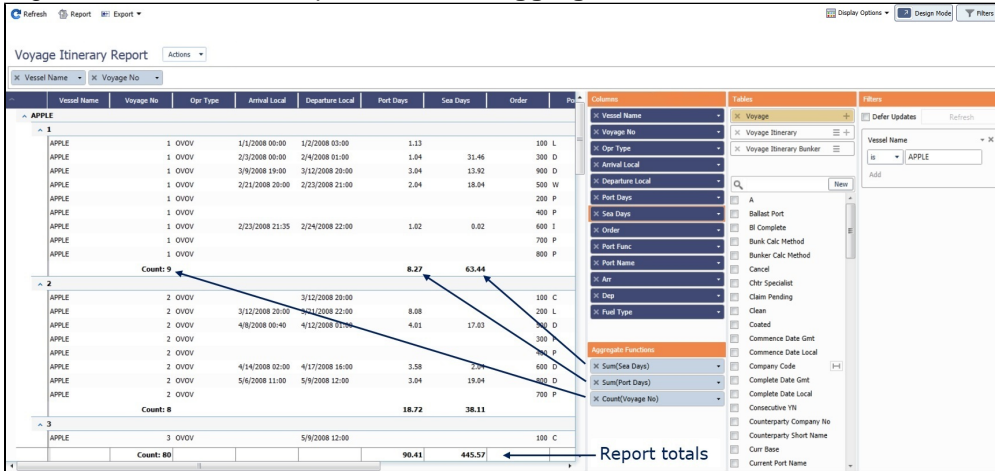
The screenshot shows the Report Designer interface. The main report area displays a table of voyage itineraries for the vessel 'APPLE'. The table has columns for Vessel Name, Voyage No, Ovr Type, Arrival Local, Departure Local, Order, Port Func, Port Name, and Am. The data is grouped by Voyage No, with three groups labeled 1, 2, and 3. The Grouping pane on the left shows 'Voyage No' selected. The Tables pane on the right shows the report structure with columns and tables defined.

- To sort groups, click the arrow on the field name in the Grouping pane and click **None**, **Asc**, or **Desc**.

Adding Aggregate Functions

You can use an aggregate function in the **Report Designer** to average, count, sum, or perform another function on column data. 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 use a field or column in a function, do one of the following:
 - Drag it to the Aggregate Functions pane.
 - Right-click it in the Tables pane and click **Aggregate**.



- The type of aggregation possible depends on the data type of the field. In the Aggregate Functions pane, click the down arrow on the field name and select one of the following:
 - Avg**: The average of all non-null values in the column
 - Count**: The count of all non-null values in the column
 - Max**: The maximum of all non-null values in the column
 - Min**: The minimum of all non-null values in the column
 - Sum**: The sum of all values in the column

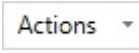
User Views

In the **Report Designer** or in **Cargo Matching**, you can modify the list layout outside of Design Mode and then save the changes in a User View.

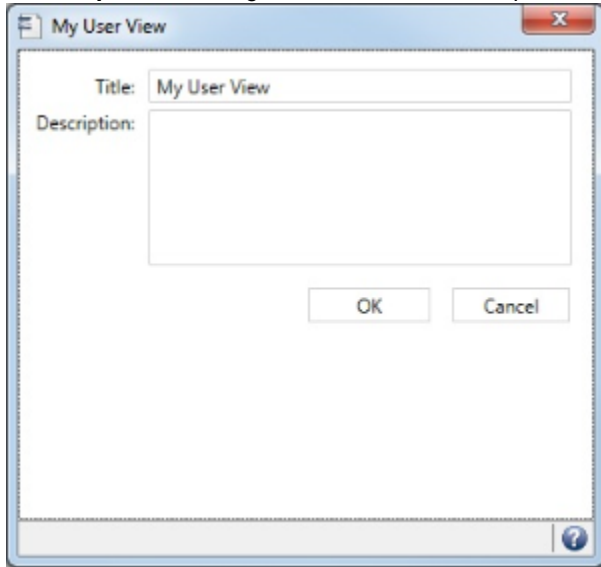
You can save the following types of changes:

- Filters:
 - Enter or select filter values.
- Columns:
 - To choose from the columns that were selected in Design Mode, right-click a column heading and click **Choose Columns**. Columns being displayed have a check mark; click to select or clear columns in the list.
 - To filter a column, right-click its heading and click **Filter by Values** or **Filter by Range**.
 - To sort columns, do one of the following:
 - Click the column heading to rotate through the options.
 - Right-click and select **Sort Ascending**, **Sort Descending**, or **Clear Sorting**.
 - To do additional sorts of multiple columns, hold down the **Shift** key and click the column headings.
 - To rearrange column sequence, click a column heading and drag the column to where you want it.
 - To change column width, place your pointer at the right end of the column heading. When the pointer becomes a double-headed arrow, drag it to move the split line.
- Groups:
 - To sort a group, click the arrow next to its name and click **None**, **Asc**, or **Desc**.
 - To collapse all groups, click **^** in the label for the first column. To expand it again, click **v**.
 - To collapse a group, click **^** in the row with its name. To expand it again, click **v**.


Working with User Views

Next to the User Views list, click . On the Actions menu, click one of the following:

- **Save:** Save a User View.
- **Save As:** Copy a User View and save it; change the Title and/or Description in the Properties window.
- **Edit Properties:** Change the Title and/or Description of a User View.



- **Delete:** Delete a User View.
- **Default:** Return to the Default view. In [Cargo Matching](#), the Default view is the initial view that is already set up; changes must be saved under a different name.

Note: To save the Default view, in Design Mode, click .

Setting Up a Report Designer Report for Distribution

Note: Only reports with Output type CSV, Excel, PDF, Word, or XML can be sent to Distribution Lists and Address Book contacts.

To set up a [Report Designer](#) report for distribution, follow these steps:

1. Make sure that the report does not need any user input for the report criteria.
2. To set up recipients for the report, do either or both of the following:
 - Create a [Distribution List](#).
 - On the [Contacts](#) tab of an Address Book entry, select the **Reports** check box for individual contacts.
3. On the Actions menu for the report, click **Edit Properties**. In the [Output](#) section, select the Distribution Lists and contacts to receive the report.
4. To distribute reports, do any of the following:
 - On the [Report List](#), select one or more reports and then, at the top of the list, click [Distribute](#).
 - Create a Scheduled Task in the Messaging Service to distribute reports; for more information, see the *IMOS Messaging Service Manual*.

Datashed Arguments

IMOS Datashed is a utility for extracting data from IMOS and exporting it in various formats. It can be run stand-alone from the command line as an ad hoc utility†, or it can be run from the IMOS Messaging Service. Datashed accepts many arguments, some of which may be incompatible with one another.

Command line option*	Description
--action=VALUE	A vncmd: <i>command</i> action, in URI format, to perform, inclusive of that action's arguments.
--actionLimit=VALUE	Used in conjunction with --action to specify the maximum number of actions that will be executed.
--bulksize=VALUE	Maximum number of records to output to DB in one call (500

	by default).
--emailAttach=VALUE	(optional) <ul style="list-style-type: none"> • True (default): Email output in specified format as attachment. • False: Email as embedded HTML.
--emailBlank=VALUE	<ul style="list-style-type: none"> • True: Email blank outputs. • False (default): Email non-blank outputs only.
--emailFrom=VALUE	Sender's email address (as specified in Messaging Service Configuration Outgoing Message Locations, e.g., xxxx@gmail.com) to use when emailing report output (optional, to be used with emailTo option).
--emailTo=VALUE	Comma-separated list of user names, Distribution List(s), and/or companyNo (for Address Book report distribution) to receive the output by email.
--env=VALUE	IMOS environment to use (optional).
--locale=VALUE	Locale format for the report to export in; the value comes from OS Language Value Codes.
--multithread	Commands datashed to run across multiple threads, taking full use of available CPU cores to perform its query faster.
--outputPath=VALUE	Output directory (optional, overrides Report Designer view settings).
--rvFile=VALUE	An exported Report Designer .form file to run.
--rvFilter=VALUE	A series of logical filters that can apply to the object specified by rvForm.
--rvForm=VALUE	An IMOS Dataforms Object to run.
--rvTitle=VALUE	Report Designer view title to run.
--stream	Reads data from the database in chunks of 5,000 records to prevent out-of-memory exceptions that might occur from loading all the data at once. The report being run must be uniquely sorted using only standard columns, and output must be set to XML or CSV.
--streamBatchSize <number>	Used in conjunction with --stream to specify how many records should be loaded per batch.
--user=VALUE	User name to use for resolving meta-user fields in reports (optional).

- †When running datashed.exe from the command line, for some arguments you may need to have an IMOS shell open, and also to set the IMOSENV environment variable to the intended IMOS environment name.
- *When providing values to arguments, it is a good idea to wrap the VALUE in double-quotes (" ").

Datashed Use-Case Scenarios

Datashed accepts many arguments and can be used in many different scenarios. This is a list of common scenarios and appropriate arguments.

Running a Report Designer Report

Datashed is able to run a Report Designer report. This is particularly useful when [scheduling reports to run](#). When running a Report Designer report, the parameters of the datashed call will override any settings stored in the Report Designer definition. This includes overriding details such as which output directory to use and which email address to send to.

```
datashed.exe --rvTitle="Report Title" --outputPath="C:\temp"
```

Breakdown of this command:

Argument	Explanation
--rvTitle	Run a Report Designer report using the set Title.
--outputPath	Output the contents of the report to this specified folder. IMOS will export the report in the format specified in the Report Designer report properties. You cannot export the report if it is set to open in List View.

Running a Large Report Designer Report

For larger reports, data can be read from the database in chunks of records (default = 5000) to prevent out-of-memory exceptions that might occur from loading all the data at once.

```
datashed.exe --rvTitle "report_name_2" --stream
datashed.exe --rvTitle "report_name" --stream --streamBatchSize 10000
```

Exporting a Voyage Pnl Snapshot XML

Datashed can export a Voyage Pnl Snapshot XML based on recalculation or a snapshot. The snapshot XML will include every Pnl line item detail and is specifically dependent upon the vnccmd pnlXml.

- Examples:
 - datashed.exe --rvForm Voyage --rvFilter "VesselCode==" "XXXX" "AND VoyageNo=="XXXX" --action "vnccmd:pnlXml?vslCode=XXXX&voyNo=XXXX&snapshotType=daily&dataSource=EAP&voypnlNotificationXml=true&outputFolder=C:\temp" --multithread
 - datashed.exe --rvForm Voyage --rvFilter "VesselCode==" "XXXX" "AND VoyageNo=="XXXX" --action "vnccmd:pnlXml?vslCode=XXXX&voyNo=XXXX&snapshotType=current&dataSource=snapshot:EAP&voypnlNotificationXml=true&outputFolder=C:\temp" --multithread
 - This method is best used with snapshot types like current, for which only one of each A, E, P can exist.

Breakdown of this command:

Argument	Explanation
--rvForm Voyage	Datashed command is run against the Voyage data object instead of a Report Designer report.
--rvFilter "VesselCode==" "XXXX" "AND VoyageNo=="XXXX"	Datashed will run only against the Voyage data objects that match the provided VesselCode and VoyageNo.
--action "vnccmd:pnlXml?vslCode=XXXX&voyNo=XXXX&snapshotType=current&dataSource=EAP&voypnlNotificationXml=true&outputFolder=C:\temp"	The action specified, pnlXml, acts on all voyages that match the VesselCode and VoyageNo filter and takes several arguments of its own; see below for more details on vnccmd:pnlXml.

Running Trading Module Historical VaR

Datashed can run the Trading module Historical VaR report. This report is specifically dependent upon the vnccmd runHistoricalVarReport. The following is an example:

```
datashed.exe --action "vnccmd:runHistoricalVarReport?numberOfSteps=30&snapshotType=Ad-
hoc&snapshotRef=Daily&step=1&stepUnit=Day&filter=CARGO&outputFile=C:\temp\VarReport.xml"
```

This example leverages the --action parameter of datashed to execute a runHistoricalVarReport command. Please [see below](#) for further information on the runHistoricalVarReport command.

vnccmd:pnlXml

vnccmd is an internal utility for calling specific actions in IMOS from the command line. It is common to use one specific action, pnlXml, when working with datashed. Here is a list of the pnlXml action arguments.

Argument	Values	Notes
vslCode	Vessel Code	vslCode= <i>Vessel/Code</i> sets the Vessel Code parameter. This is a required parameter for this action; value is controlled using datashed.exe --rvFilter argument.
voyNo	Voyage Number	voyNo= <i>Voyage/No</i> sets the Voyage Number parameter. This is a required parameter for this action; value is controlled using datashed.exe --rvFilter argument.
snapshotType	Snapshot Type	snapshotType= <i>any available IMOS snapshot type</i> ; the action will select only snapshots of that type. For example, snapshotType=current sets the data to be taken from the voyage's current snapshot. Snapshot types include: <ul style="list-style-type: none"> • Snapshots you take (custom or exportXML); these appear with the date, time, and user. • initial: Depending on the value of configuration flag CFGInitialSnapshotTimeSelect, snapshots automatically taken when a voyage is either scheduled or commenced. • current: Snapshots automatically taken when a voyage is saved. • closed: Snapshots automatically taken when a voyage is closed; the date and time are followed by the text <i>Closing</i>. • accrual: Monthly Accruals Snapshots taken while using the Daily Snapshot method to generate Accruals; the date and time are followed by the text <i>Accrual</i>. • deviation: Snapshots automatically taken when creating a Deviation Estimate; the date, time, and user are preceded by the text <i>Dev Est</i>.
dataSource	snapshot: <i>any combination of the following</i> : <ul style="list-style-type: none"> • E • A • P 	dataSource=snapshot: <i>any combination of (E)stimated, (A)ctual, or (P)osted</i> to output a single snapshot XML file per type. In the examples above, dataSource=snapshot:EAP triggers output for Estimate, Actual, and Posted P&L data.

voypnlNotificationXml	<p>One of the following:</p> <ul style="list-style-type: none"> • true • false • blank 	<p>voypnlNotificationXml=<i>true</i> creates Voyage P&L output XML in the summary format of voypnl notification message, using the same output format and tags as the voypnl XML generated by manually saving the voyage from the Voyage Manager.</p> <p>voypnlNotificationXml=<i>false</i> or <i>blank</i> uses the default format.</p>
outputFolder	\path\to\directory	<p>The path to the preferred output location.</p> <p>For example, outputFolder=C:\temp outputs the snapshot XML into the C:\temp directory.</p>
format	<p>One of the following:</p> <ul style="list-style-type: none"> • snapshot • summary • details 	<p>The format of the XML output:</p> <ul style="list-style-type: none"> • format=<i>snapshot</i> outputs a voypnl XML file with line-item detail of the Voy Pnl. • format=<i>summary</i> (default) outputs a PNLINFO XML file with condensed details of the Voy Pnl. • format=<i>details</i> outputs a PNLINFO XML file with condensed details of the Voy Pnl in a special format. It cannot be used with voypnlNotificationXml.

vnccmd:runHistoricalVarReport

vnccmd is also able to run the Trading module Historical VaR Report. This allows you to schedule the Historical VaR report for regular output, and even automatically email it to certain recipients. Like the pnlXml command above, the runHistoricalVarReport has its own set of commands that are build into a datashed action argument.

Argument	Values	Notes
markets	Market Name	<p>markets=<i>Baltic,Imarex_Bunker</i></p> <p>Comma-delimited market names. Ignore invalid individual market names. All markets are selected if the parameter is not set.</p>
calendar	Holiday Calendar Code	<p>calendar=<i>CNY</i></p> <p>A single Holiday Calendar Code value. Null if the value is invalid or not set.</p>
refDateOffset	Integer	<p>refDateOffset=<i>- 1</i></p> <p>Day for which to run the Historical Var, referencing the current day.</p> <p>-1 meaning yesterday. Default to 0 if the value is invalid or not set.</p>
step	Integer	<p>step= <i>1</i></p> <p>The size of the step; expressed in units.</p>
unit	<p>One of the following:</p> <ul style="list-style-type: none"> • Day • Week 	<p>unit=<i>Day</i></p> <p>The unit of the step. Default is Day.</p>

	<ul style="list-style-type: none"> Month 	
numberOfSteps	Integer	<p>numberOfSteps= <i>100</i></p> <p>The number of steps to take historically, from the reference date.</p>
snapshotType	<p>One of the following:</p> <ul style="list-style-type: none"> Ad-hoc Scheduled 	<p>snapshotType=<i>Ad-hoc</i></p> <p>The Trading P&L Snapshot Type.</p>
snapshotRef	String	<p>snapshotRef=<i>Daily</i></p> <p>The Snapshot reference name; typically set in the Trading P&L Snapshot scheduled task. If left blank, you must enter a value for snapshotProfileName.</p>
snapshotDateOffset	Integer	<p>snapshotDateOffset= <i>-1</i></p> <p>Specific day for which to retrieve a snapshot, referencing the current day. Only used if snapshotType is set.</p> <p>Default to 0 if the value is invalid or not set. If multiple snapshots exist for the same combination of snapshotRef and snapshotDateOffset, the latest snapshot for the combination of snapshotRef and snapshotDateOffset should be returned.</p>
snapshotProfileName	Trading Profile Name	<p>snapshotProfileName= <i>STANDARD</i></p> <p>The Trading Profile name. If left blank, you must enter a value for snapshotRef.</p>
filter	Trade Filter Name	<p>filter= <i>CARGOVSVESSEL</i></p> <p>Specifies the Trading Filter to apply to the snapshot. Ignore if blank.</p>
reportType	<p>One of the following:</p> <ul style="list-style-type: none"> Aggregated Detailed 	<p>reportType= <i>Detailed</i></p> <p>Determines if output should be the Detailed or Aggregated version of the Historical VaR.</p>
outputPath	\path\to\directory	<p>outputPath= <i>C:\Temp</i></p> <p>The path to the preferred output location.</p>
outputTab	Excel Worksheet Tab name	Tab name, only if the outputFile is an Excel file.
emailTo	email@address.com	Comma-separated email distribution list for the report - can be individual users, IMOS distr groups and companyNo (for company report distribution) - similar to datashed "emailTo" argument

Sending Emails

Datashed is able to send emails either through the command line parameters, or by running a report with an email distribution list configured. When sending an email, datashed will use a Messaging Service Outgoing Message Location. This Outgoing Location must be an SMTP server with the Name **default**. For more information, see the *IMOS Messaging Service Manual*.

Example Reports - Report Designer

Example Report Walkthroughs

- [Creating a Voyage Summary Report in the Report Designer](#)
- [Creating an Estimated Demurrage Report in the Report Designer](#)

Sample Reports for Download

File Download	Description
COA Performance Report	A base report showing fixture performance per Cargo, grouped by COA ID.
Budget Report	A base report for estimating budget based on Voyages and Voyage Estimates. A workflow change is required to create Voyage Estimates with Estimate ID starting with BUDGET to designate budget estimates.
Task Compliance Report	A base report showing assigned tasks and highlights based on risk.
Account Analysis with Debit/Credit Columns	A base report built on the Account Analysis table that breaks displays the AmountBase value in a Debit or Credit column according to account type.
Completed Voyages Bunker Report	Evaluates the current snapshot for voyages of status Completed and highlights if there is a discrepancy between Actual and Posted.

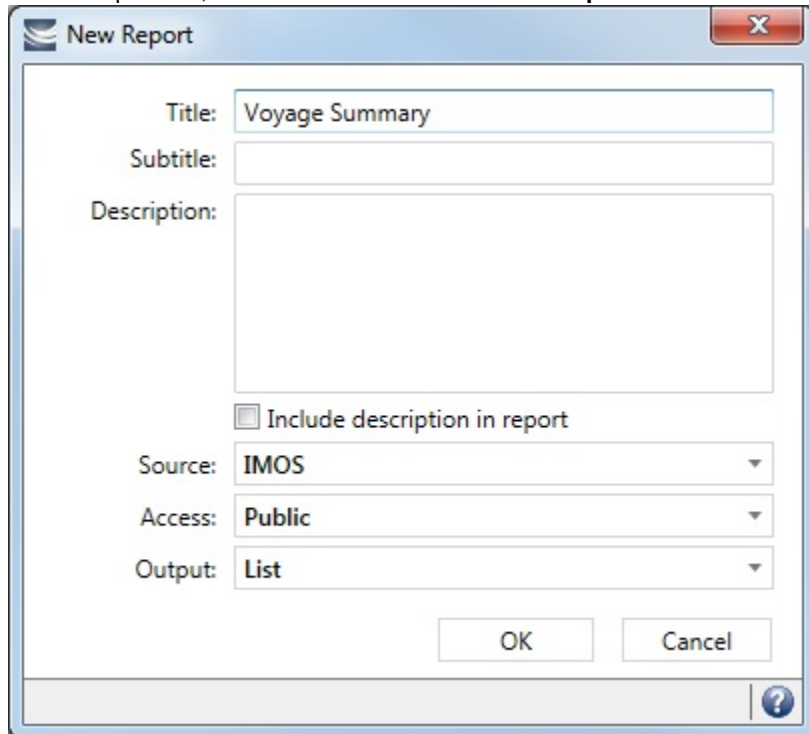
Creating a Voyage Summary Report in the Report Designer

In this example, we will create a report in the [Report Designer](#) that shows a summary of key information for each voyage. This example report shows all voyages with high-level voyage and cargo details. Additionally, it shows an aggregate of Sea Days and Port Days, along with total Cargo Quantity.

Vessel Name	Voyage No	Port Days	Sea Days	Buy Or Sell	Cargo ID	Cargo Short...	Counterpart...	CP Date	CP Qty	Disck Port
1										
FRED	1		12.31	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	4.00		Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	3.00	2.52	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	2.00	27.74	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	2.00	1.42	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1			Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1		12.31	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	4.00		Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	3.00	2.52	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	2.00	27.74	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1	2.00	1.42	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
FRED	1			Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO
	Count: 12		22.00						960,000.00	
2										
FRED	2		21.78	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2	1.00	10.55	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2	1.33	11.35	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2	1.33		Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
FRED	2		21.78	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA
	Count: 70		47.64						3,920,000.00	

Creating the Report

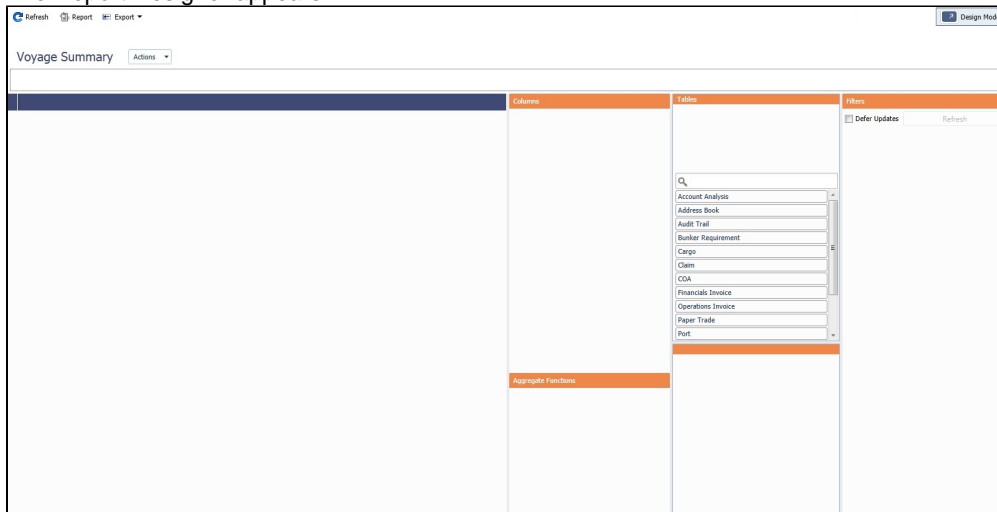
1. On the Report List, click  and then click **Report**.



The 'New Report' dialog box is shown with the following fields and options:



- Title: Voyage Summary
- Subtitle: (empty)
- Description: (empty)
- Include description in report
- Source: IMOS
- Access: Public
- Output: List
- Buttons: OK, Cancel

2. Define the report properties and then click **OK**.
The Report Designer appears:




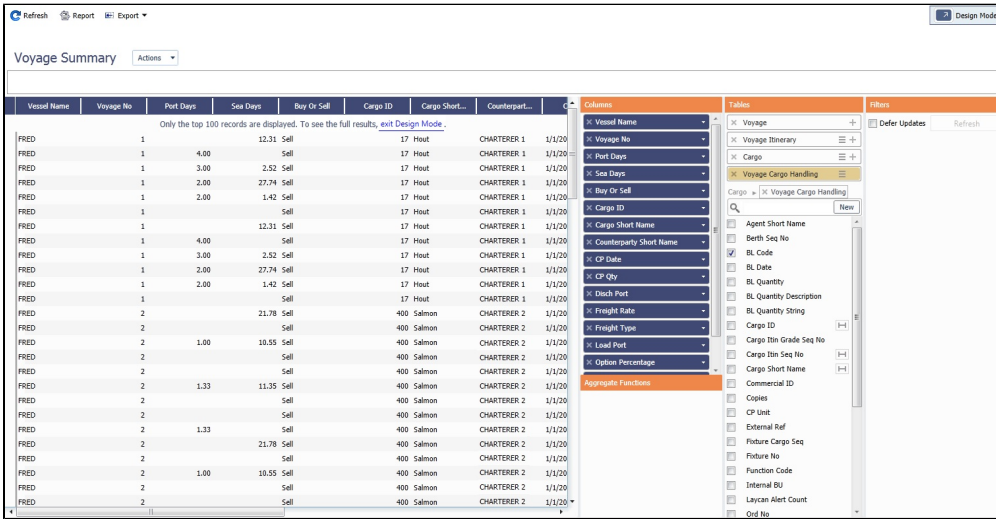
The Report Designer interface shows the 'Voyage Summary' report. It features a table with columns for 'Columns', 'Tables', and 'Filters'. The 'Tables' column contains a list of tables including Account Analysis, Address Book, Audit Trail, Bunker Requirement, Cargo, Class, COA, Financials Invoice, Operations Invoice, Paper Trade, and Port. The 'Filters' column has a 'Defer Updates' checkbox and a 'Refresh' button.

Adding Columns

1. Click the **Voyage** table to add it to the report.
2. Add the following columns to the report:
 - **Vessel Name**
 - **Voyage No**
3. On the Voyage table, click  and then click **Voyage Itinerary** to add that table.
4. Add the **Port Days** and **Sea Days** columns to the report.
5. On the Voyage table, click  and then click **Cargo** to add that table.
6. Add the following columns:
 - **Buy or Sell**
 - **Cargo ID**
 - **Cargo Short Name**
 - **Counterparty Short Name**

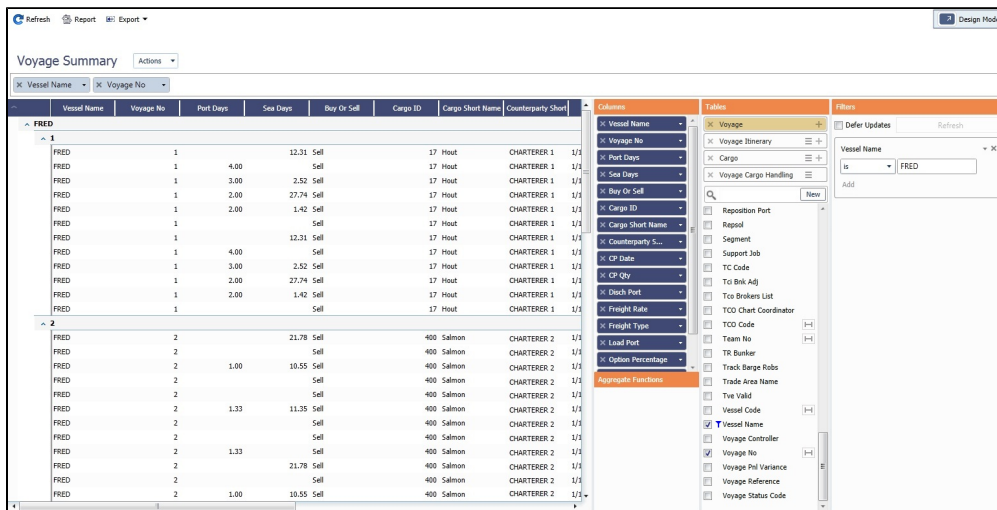
- CP Date
- CP Qty
- Disch Port
- Freight Rate
- Freight Type
- Load Port
- Option Percentage
- Option Type

7. On the Cargo table, click  and then click **Voyage Cargo Handling** to add that table.
8. Add the **BL Code** column.
9. To rearrange the columns to best suit your workflow, drag and drop the columns themselves or drag and drop them in the Columns section.



Adding Filters and Groups

1. Drag the Vessel Name column to the Filters section and specify a vessel to filter by.
 - On the Filters drop down menu, select both **Show Filter Live** and **Run in background**. Selecting both of these will cause the filter to be applied when the report is run, but also allow the user to turn it off.
2. Drag the Vessel Name and Voyage Number columns to the Grouping pane.



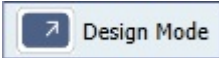
Adding Aggregate Functions

- Drag the following columns to the Aggregate Functions section and apply the aggregation type:
 - **Voyage No:** Count
 - **Port Days:** Sum

- **Sea Days: Sum**
- **CP Qty: Sum**

Vessel Name	Voyage No	Port Days	Sea Days	Buy Or Sell	Cargo ID	Cargo Short...	Counterpart...
FRED	1		12.31	Sell	17	Hout	CHARTERER 1 1/1
FRED	1	4.00		Sell	17	Hout	CHARTERER 1 1/1
FRED	1	3.00	2.52	Sell	17	Hout	CHARTERER 1 1/1
FRED	1	2.00	23.74	Sell	17	Hout	CHARTERER 1 1/1
FRED	1	2.00	1.42	Sell	17	Hout	CHARTERER 1 1/1
FRED	1			Sell	17	Hout	CHARTERER 1 1/1
FRED	1		12.31	Sell	17	Hout	CHARTERER 1 1/1
FRED	1	4.00		Sell	17	Hout	CHARTERER 1 1/1
FRED	1	3.00	2.52	Sell	17	Hout	CHARTERER 1 1/1
FRED	1	2.00	27.74	Sell	17	Hout	CHARTERER 1 1/1
FRED	1	2.00	1.42	Sell	17	Hout	CHARTERER 1 1/1
FRED	1			Sell	17	Hout	CHARTERER 1 1/1
Count: 12			22.00				
FRED	2		21.78	Sell	400	Salmon	CHARTERER 2 1/1
FRED	2			Sell	400	Salmon	CHARTERER 2 1/1
FRED	2	1.00	10.55	Sell	400	Salmon	CHARTERER 2 1/1
FRED	2			Sell	400	Salmon	CHARTERER 2 1/1
FRED	2			Sell	400	Salmon	CHARTERER 2 1/1
FRED	2	1.33	11.35	Sell	400	Salmon	CHARTERER 2 1/1
FRED	2			Sell	400	Salmon	CHARTERER 2 1/1
FRED	2			Sell	400	Salmon	CHARTERER 2 1/1
FRED	2	1.33		Sell	400	Salmon	CHARTERER 2 1/1
FRED	2		21.78	Sell	400	Salmon	CHARTERER 2 1/1
Count: 70			47.61	364.35			


Saving and Running the Report

- To save the report, click the Actions menu and then click **Save**.
- To exit Design mode and view the report output, click .

Creating an Estimated Demurrage Report in the Report Designer

To report on the estimated demurrage values shown in the [Estimated Demurrage](#) form:

Note: Configuration flag **CFGAllowEstLaytime** enables demurrage estimating; configuration flag **CFGEnableMultiEstDem** enables the Counterparty field.

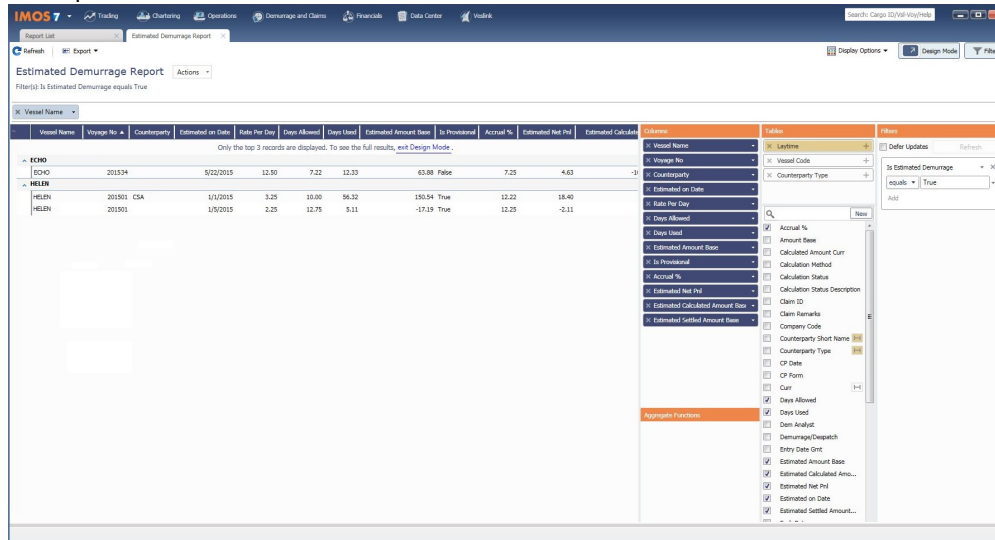
1. In the Voyage Manager, click  and point to **Estimated Demurrage**.

Vessel:	MV HELENA	HELEN	Voy No.:	201501
Counterparty:				
Initial Estimate		Net P&L Amount		
Estimated On:	01/05/2015	Estimate:	-2.11	
Rate per Day:	2.25	Calculated Amount:	0.00	
Days Allowed:	12.75	Settled Amount:	0.00	
Days Used:	5.11			
Estimate:	-17.19	<input checked="" type="checkbox"/> Estimate Is Provisional		
Accrual %:	12.25			

In the Report Designer, use the following Laytime form fields corresponding to the Estimated Demurrage form fields as below, and filter the results with a filter:

Is Estimated Demurrage = True

The report should look like this:




The following is the list of Estimated Demurrage form fields and the corresponding fields in the Report Designer report.

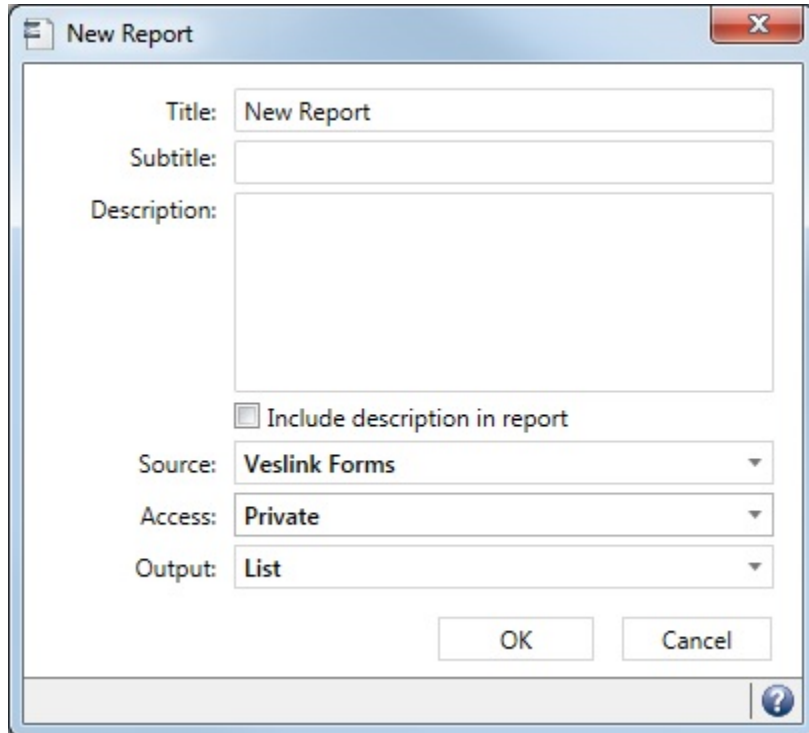
Estimated Demurrage form fields	Laytime table fields (or expression to calculate)	Notes
Vessel	[Voyage]VesselName	
Voy No.	[Voyage]VoyageNo	
Counterparty	[Address Book]ShortName	Will only be specified if config flag CFG EnableMultiEstDem is enabled.
Estimated On	[Laytime]EstimatedOnDate	
Rate per Day	[Laytime]RatePerDay	
Days Allowed	TotalAllowedTimeMinutes / 1440.0	
Days Used	TotalUsedTimeMinutes / 1440.0	
Estimate	[Laytime]EstimatedAmountBase	
Estimate Is Provisional	[Laytime]IsEstimatedDemurrageProvisional	
Accrual %	[Laytime]EstimatedAccrualPct	
Net P&L Amount: Estimate	[Laytime]EstimatedPnlAmountBase	
Net P&L Amount: Calculated Amount	[Laytime]EstimatedCalculatedAmountBase	Column value is calculated run-time; thus, if the column is included, it will slow down the report performance.
Net P&L Amount: Settled Amount	[Laytime]EstimatedSettledAmountBase	Column value is calculated run-time; thus, if the column is included, it will slow down the report performance.

Example Reports - Veslink Form Data

For IMOS paired with Veslink, you can [create custom reports](#) using data from Veslink forms. The **Report Designer Module Rights** must be selected in **Security**, under Data Center Actions.

Creating a Report

1. In the Report Designer, click  and then click **Report**.




2. Define the report properties, selecting **Veslink Forms** as the Source, and click **OK**.
3. Design and save the report.

Importing a Report

To download a report definition from this page, click its link and save the .form file for importing.

To import a report definition into IMOS:

1. In the [Report List](#), click  and then click **Import Report Definition**.
2. Select the .form file.

Running a Report

To run a report, in the [Report List](#), click [Run](#) in its Action column.

Report Examples

Pending Veslink Forms List

This report shows any Veslink forms currently in IMOS that have status Pending. These forms need to be reviewed, typically when they are received, and either approved or rejected. This report can be emailed out at a fixed time per day as a reminder to users to clean up their daily forms.

[Pending Veslink Forms List.form](#)

Veslink KPI Report

This report is used to populate an Excel template of key performance indicators. The template contains three worksheet tabs:

- **Pivots:** Three pivot tables
- **Dashboards:** The corresponding pivot charts, showing the breakdown of rejected reports by Vessel Type, Operation Type, and Form Type
- **Data:** The report data

[Veslink KPI Report.form](#)

[Veslink KPI Report Template.xlsx](#)

Save both files and import the report. Then follow these steps to modify the template. You can also add customizations to suit your own internal KPI.

In the [Report List](#):

1. In the Title column, click **Veslink KPI Report**.
2. On the Actions menu, click **Edit Properties**.
3. Set up the Output:
 - a. Browse to select the location of the **Template**.
 - b. Make sure the data is exported to the **Data** worksheet and begins in cell **A2**.
 - c. Select the check box next to **Save report output in the specific folder** and browse to select the location.
 - d. Select the check box next to **Specify output filename** and make sure that **Veslink KPI Report** appears.

Bunker Consumption Breakdown

Note: Requires IMOS v7.10.1025 or later.

This report shows daily bunker consumption broken down by category and fuel type. The template uses a Daily Consumption Calculation [custom column](#) and fields from the Veslink [Bunker Consumptions](#) control.

[Bunker Consumption Breakdown.form](#)

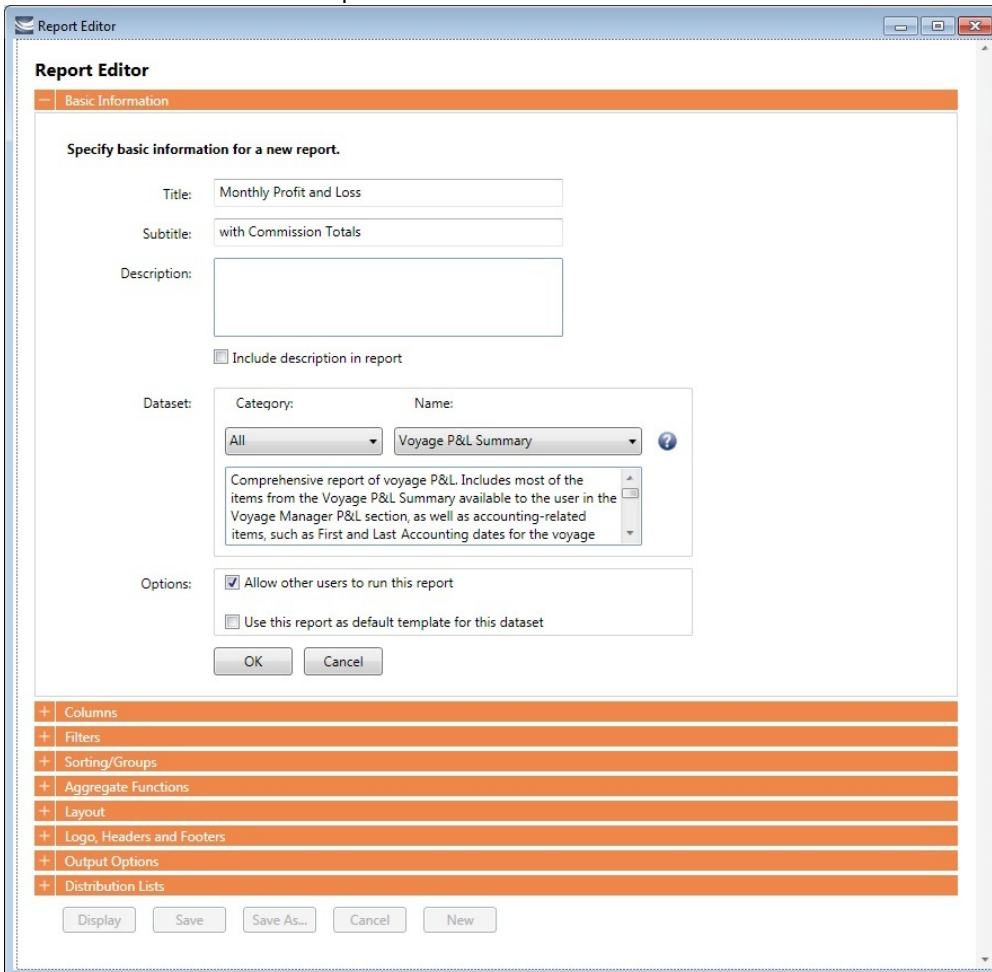
Report Suggestions

- Number of vessels that reported in today
- Number of forms that are unapproved for each vessel
- Position list for a vessel, based on the most recent form that came in

Creating a Report in the Report Editor



Note: To create, edit, and copy Report Editor reports, the **Report Editor (Legacy) - Create/Edit Reports Module Right** must be selected for you in [Security](#).

To create a custom report from the [Report List](#), click  and then click **Report (Legacy)**. 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](#)
- [Distribution Lists](#)
- [Example Reports - Report Editor](#)
- [Dataset Review](#)

Editing a Report

You can edit a report that you created. In the [Report List](#), click its title.


Basic Information

In the Basic Information section of the [Report Editor](#), 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 specify if the report is public or private.

The screenshot shows the 'Basic Information' dialog box. It has a title bar with a minus sign and the text 'Basic Information'. The main content area is titled 'Specify basic information for a new report.' and contains the following fields and options:

- Title:** Monthly Profit and Loss
- Subtitle:** with Commission Totals
- Description:** (empty text area)
- Include description in report
- Dataset:** A section with two dropdown menus: 'Category:' set to 'All' and 'Name:' set to 'Voyage P&L Summary'. A help icon (?) is to the right. Below the dropdowns is a scrollable text box containing: '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'.
- Options:** A section with two checkboxes: Allow other users to run this report and Use this report as default template for this dataset.

At the bottom are 'OK' and 'Cancel' buttons.

You must at least select a dataset for the report. To see information about or download the [Dataset Review](#), click . It describes each Report List dataset and lists the data in each.

When you finish, click **OK**. The [Columns](#) section expands.

Columns

In the Columns section of the [Report Editor](#), 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 in the Column Properties section. Select each column to set column's properties. You can specify the Title Header, Format String, Justification, and Width. You can also apply conditional formatting to each selected column, such as custom text and background color.

The screenshot shows the 'Columns' dialog box. It has a title bar with a minus sign and the text 'Columns'. The main content area is titled 'Specify report columns and column order.' and is divided into three main sections:

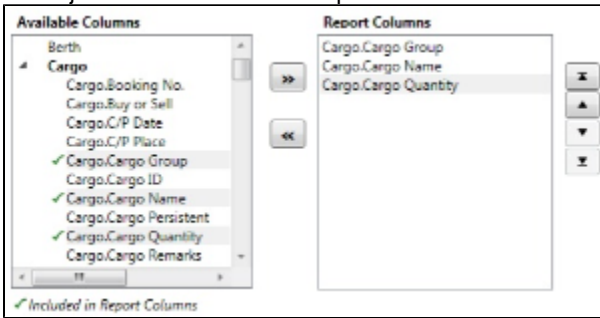
- Available Columns:** A list of columns including '(Act.) Addr. Comm %', '(Act.) Admin Fees', '(Act.) Ballast Bonus', '(Act.) Bareboat Add. Cor', '(Act.) Bareboat Comm.', '(Act.) Bareboat Hire', '(Act.) Bareboat Misc. Exp', '(Act.) Bareboat Off Hire', '(Act.) Bareboat Voyage I', and '(Act.) Broker Comm %'. There are 'Add to Report >' and '< Remove' buttons between this list and the 'Report Columns' list.
- Report Columns:** A list containing '(Act.) (BNK) Cost'. There are up, down, and refresh icons to its right.
- Column Properties:** A section for configuring the selected column. It includes:
 - Column Heading:** (Act.) (BNK) Cost
 - Format String:** (empty)
 - Select a format code:** (dropdown menu)
 - Justify:** Default (dropdown menu)
 - Width:** (input field) in (dropdown menu)
 - Custom Expression:** (input field)
 - Text Color:** (input field) with an 'Edit' button
 - Background Color:** (input field) with an 'Edit' button
 - Font Weight:** (input field) with an 'Edit' button
 - Hide 0 Values
 - Show Once Per Fuel Type
 - Reset to Defaults** button

Below these sections are three sections for report properties:

- Specify report properties:** Include Only Unique Data Rows and Include One Data Row Per Fuel Type
- Specify custom expression columns:** A table with columns 'Column Name', 'Column Type', and 'Column Expression'. Below it are 'Add New Column', 'Apply', and 'Revert' buttons.







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:

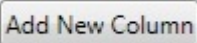
1. In the list of **Available Columns**, select one or more columns for the report.
 - To select multiple **consecutive** columns, hold down **Shift** while you select.
 - To select multiple **nonconsecutive** columns, hold down **Ctrl** while you select.
2. To add the selected column or columns to the list of **Report Columns**, click . To remove a column from the report, select it and click . You must add at least one column to the report to be able to save it.
3. To change the column sequence in the report, select one or more column names and then click:
 -  To move it to the top of the list (the first column in the report)
 -  To move it up in the list
 -  To move it down in the list
 -  To move it to the bottom of the list (the last column in the report)
4. To change **Column Properties** for a column, select it in the list of **Report Columns**. Its properties appear to the right, and you can edit them.
 - **Format String**: For columns of numeric or date/time types, you can select a **Format code** for its values; it should be in a standard .NET format. For more information, see [.NET Standard Formats](#).
 - **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.

Custom Expressions

 This is a **Key Topic**, with high value for all users.

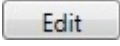
In the **Columns** section of the **Report Editor**, you can add a custom column to the report that will display calculated values based on a formula and/or an expression you specify for it. You might use this to combine two columns into one, as in the example below.

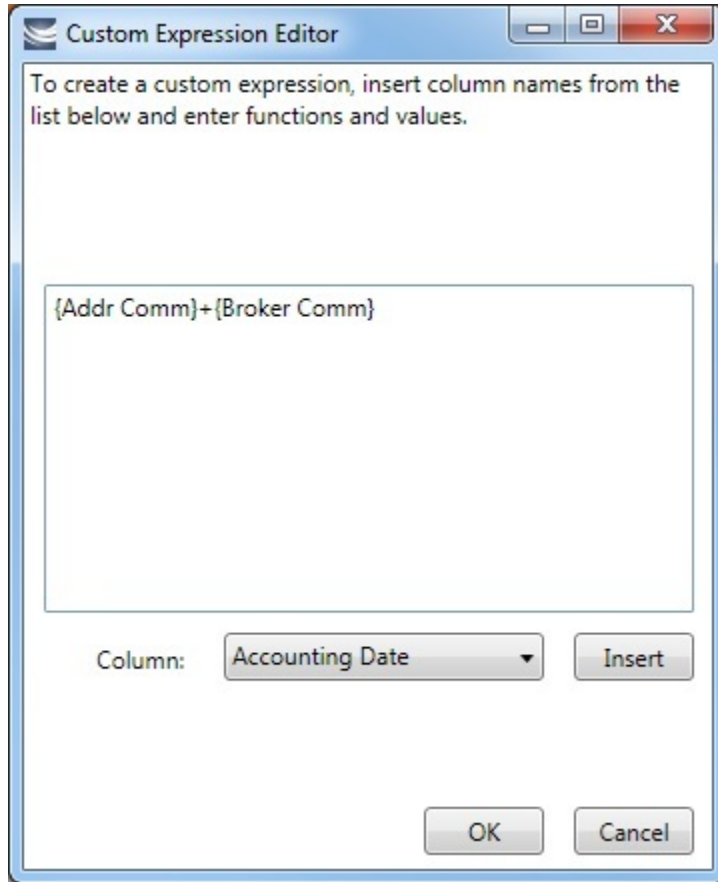
Note: For additional information, see the Microsoft expression editor documentation at <http://msdn.microsoft.com/en-us/library/system.data.datacolumn.expression.aspx>.

1. To add a custom expression column, click .

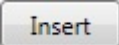
The dialog box titled 'Specify custom expression columns.' contains a table with three columns: 'Column Name', 'Column Type', and 'Column Expression'. The 'Column Type' dropdown is set to 'Boolean'. There are 'Del', 'Add New Column', 'Apply', 'Revert', and 'Edit' buttons.

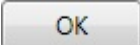
Column Name	Column Type	Column Expression
<input type="text"/>	Boolean	<input type="text"/>

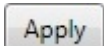
2. Enter a **Column Name** and select a **Column Type**, the data type of the column to be added. To enter a Column Expression, click .



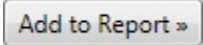
3. In the Custom Expression Editor, for each column:

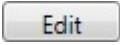
- Select a **Column** from the list and click  to insert it into the expression.
- Add any functions and values: You can make calculations, concatenate columns, or use an IIF statement.
- Use any of the following macros:
 - **_NOW_**: Gives the current date and time of issuing the report.
 - **_NOW_UTC**: Gives the UTC current date and time of issuing the report.
 - **TODAY**: Gives the current date, with time set to 00:00:00.

- Click . The Column Expression appears in the Column Expression field.

4. After creating the Column Expression, to add it to the list of **Available Columns**, click .

5. To add the Column Expression to the list of **Report Columns**, select it in the list of **Available Columns** and click

.

6. To change the **Text Color**, **Background Color**, or **Font Weight** for a column to highlight particular data, click . You can even set conditional color or font weight that changes based on the value of the data. In the editor, insert a column and then insert its color or font weight.

Parameters

The Parameters section of the [Report Editor](#) appears only for the Voyage P&L-related datasets:

- Voyage P&L Summary
- Voyage P&L Drilldown (Operations)
- Voyage P&L Drilldown (Accounts)

Parameters

Specify report parameters.

- ! Period From (GMT): is date: [input] [15]
- ! Period To (GMT): is date: [input] [15]
- Monthly Interval: is value: [checkbox]
- Data Source: is text: Force Calculation
- Latest Snapshot Type: is text: [input]
- Latest Snapshot Date: is date: [input] [15]
- Take Snapshot: is value: [checkbox]
- Take Snapshot Type: is text: [input]
- Apply Ballast Bonus to Period: is value: [checkbox]
- Adjust Portion for Off Hire: is value: [checkbox]
- Adjust Portion for Waiting Time: is value: [checkbox]
- Apply TC Hire to Period: is value: [checkbox]
- Apply Off Hire/Waiting to Period: is value: [checkbox]
- Exclude Running Cost for Long Term TC/OV: is value: [checkbox]
- Pool: is text: [input]

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.
- ! Required parameters are marked with an exclamation point.
- 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.

For more information, see [Creating a Voyage Profit and Loss Summary Report in the Report Editor](#).

Filters

In the Filters section of the [Report Editor](#), 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.

Filters

Specify filters to apply.

Del Account No. contains the text [input] Add Val


Add New

To set up Filters for the report:

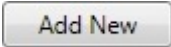
- To add a new filter, click .
- Select a **Column** to filter by.
- Select a comparison **Operator**.
- Select a **Value** or *<ask the user>*. When you select *<ask the user>*, a prompt asks the user to enter the value when the report is run.
 - For values for which you must specify *the text*, another 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.
 - To add another value, click .
- To add another filter, click .

Sorting and Groups

In the Sorting/Groups section of the [Report Editor](#), 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.

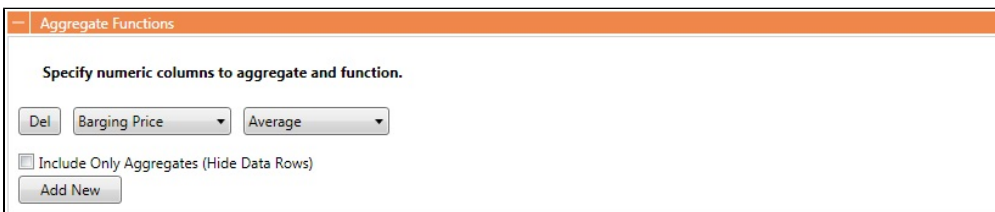


To set up sorting/groups for the report:

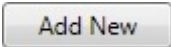
1. To add a new sorting/group, click .
2. Select one of the following:
 - A **Sorting Mechanism** and a **Column** to sort by.
 - A **Sorting and Grouping Mechanism**, a **Column** to sort by, and an **Option** to group by. The additional options depend on the type of column. For example, for columns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

Aggregate Functions

In the Aggregate Functions section of the [Report Editor](#), 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 of the [Report Editor](#), you can either keep the company defaults or set a custom layout.

Layout

Specify report output format and options.

Use company defaults

Set custom layout:

Text size: pt

Columns spacing: in

Line spacing: pt

Page margins:

Left: in

Right: in

Top: in

Bottom: in

Orientation: Landscape
 Portrait
 Default for Dataset

Print filter settings: On first page
 On last page
 Do not print filter settings

Print parameters: On first page
 On last page
 Do not print parameters

Page Size:

Other options: Show column headers on every page
 Shrink to fit page

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 the settings for the report.

Logo, Headers, and Footers

In the Logo, Headers, and Footers section of the [Report Editor](#), you can customize the look of your report by selecting a company logo image. You can also select information to appear in the header and footer.

Logo, Headers and Footers

Add a report logo and specify headers and footers:

Image:

Include image on first page only

Header Left:

Header Center:

Header Right:

Include header on first page

Footer Left:

Footer Center:

Footer Right:

Include footer on first page

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 of the [Report Editor](#), you can specify the file format for report output. File format options include **RDL (default)**, **.XLS**, **.CSV**, **.XML**, **.PDF**, and **Reporting Database**.

You can also select check boxes to specify optional output details:

- **Save report output in the specified folder:** Enter a location for storage and easy access by other users.
- **Specify output filename** (for Excel, CSV, XML, and PDF): Enter a filename for the output file.

Output Options

Specify optional report output type and settings.

IMOS Report Viewer (Default, RDL)
 Excel Spreadsheet (XLS)

Excel Template:

Overwrite Excel Template Output Report Settings

Target Worksheet: Settings Worksheet:

Target Cell: Settings Cell:

Include Column Headers
 Output as Table

Comma-Separated Values (CSV)
 Extensible Markup Language (XML)
 Portable Document Format (PDF)
 Reporting Database

Specify optional output details.

Save report output in the specified folder
Output folder:

Specify output filename
Output filename:

Note: Use of the **Reporting Database**, to have custom reports output to a SQL server database, requires a separate license. In the Data Center, under Other, click **Reporting Databases** to set it up.

Distribution Lists

Configuration flag **CFGEnableDistributionLists** enables the creation of [Distribution Lists](#) you can use to distribute reports, using a Scheduled Task in the Messaging Service. For more information, see the *IMOS Messaging Service Manual*.

In the Distribution Lists section of the [Report Editor](#), you can select distribution lists for the report.

Distribution Lists

Select distribution lists.

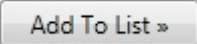
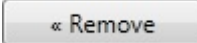
Available Lists

Port Report Distribution List

Distribute Only Reports With Data
 Distribute Reports As Attachment

To select distribution lists:

1. In the list of **Available Lists**, select one or more lists for the report.
 - To select multiple **consecutive** lists, hold down **Shift** while you select.

- To select multiple **nonconsecutive** lists, hold down **Ctrl** while you select.
2. To add the selected list or lists to the list of **Selected Lists**, click . To remove a list from the report, select it and click .

Example Reports - Report Editor

Example Report Walkthroughs

Note: To create, edit, and copy Report Editor reports, the **Report Editor (Legacy) - Create/Edit Reports Module Right** must be selected for you in [Security](#).


- [Creating a Simple Report in the Report Editor: Voyage Summary](#)
- [Creating a Vessel Position and Voyage TCE Report in the Report Editor](#)
- [Creating a Voyage Profit and Loss Summary Report in the Report Editor](#)
- [Creating Custom Expressions in the Report Editor - Examples](#)
- [Formatting Column Values in the Report Editor - Example](#)

Example Bunker Forecast by Port Area Attachment

The attached file contains an example report definition you can import. The report 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.

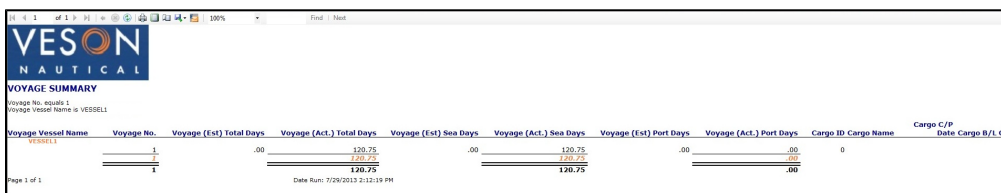
[Bunker Forecast by Port Area.xml](#)

Creating a Simple Report in the Report Editor: Voyage Summary

 This is a **Key Topic**, with high value for all users.

Note: To create, edit, and copy Report Editor reports, the **Report Editor (Legacy) - Create/Edit Reports Module Right** must be selected for you in [Security](#).

In this example, we will create a report that shows a summary of key information for each voyage. This example report shows all voyages with high-level voyage and cargo details. Additionally, it shows an aggregate of Total Voyage Days, Sea Days and Port Days, along with total Cargo Quantity. The report can be further customized to filter the data to bring attention to specific voyages where a certain condition exists. This conditional formatting can be done with [custom expressions](#).



Voyage Vessel Name	Voyage No.	Voyage (Est) Total Days	Voyage (Act.) Total Days	Voyage (Est) Sea Days	Voyage (Act.) Sea Days	Voyage (Est) Port Days	Voyage (Act.) Port Days	Cargo ID	Cargo Name	Cargo QTY
VESSEL1	1	.00	120.75	.00	120.75	.00	.00	0		
			120.75		120.75		.00			

Page 1 of 1
Date Run: 7/29/2012 2:12:19 PM

Creating the Report

To create this report, complete each section of the [Report Editor](#):

1. On the IMOS menu, click **Reports**.
2. Click **New**, then click **Report (Legacy)**.

Basic Information

1. Type a Title and Description for the report.
2. Select a dataset. For this example, we will use the General Operations dataset.

3. In the Options section, select the **Allow other users to run this report** check box. This makes the report public so other users to run it.

Columns

The Columns section shows you a list of all columns you can select from in this dataset.

- For this specific sample, select **Vessel Name, Voyage No., Est Total Days, Act Total Days, Est Sea Days, Act Sea Days, Est Port Days, Act Port Days, Cargo ID, Cargo Name, C/P Date, B/L Code, C/P Quantity, Counterparty, Buy/Sell, Freight Type, Freight Rate, Options %, Option Type, Load Port, and Discharge Port.**

Filters

A filter can be added to pare down the result set to a list of voyages within a specific date range (for example, voyages within a specific year).

- Add an **<ask the user>** filter to have the Report Editor ask the user to enter in filter criteria when the report is run. This is useful if you want to run a report for a specific fleet of vessels that you are responsible for.

Sorting/Groups

Sort the report results by any specified column to order the result set according to your liking. You can also add groupings to sort and group the report so it is easier to read.

- Sort this report by Vessel Name.

Aggregate Functions.

- Add the following aggregates for a quick summary of results:
 - **Voyage No || Count Distinct:** Counts the number of distinct voyage records for each vessel group.
 - **Voyage (Actual) Total Days || Sum:** Sums up the total number of voyage days.
 - **Voyage (Actual) Port Days || Sum:** Sums up the total number of port days.
 - **Voyage (Actual) Sea Days || Sum:** Sums up the total number of sea days.
 - **Voyage (Actual) CP Quantity || Sum:** Sums up the total number of contracted cargo quantity.

Layout

- The default layout settings were used in this example report.

Logo, Headers and Footers

- Add a logo in the top left of the report.

Logo, Headers and Footers

Add a report logo and specify headers and footers:

Image: C:\Pictures\Logo.jpg

Include image on first page only

Header Left:

Header Center:

Header Right:

Include header on first page

Footer Left:

Footer Center:


Footer Right:

Include footer on first page

Output Options

- The default **IMOS Report Viewer** output option was used in this example report.
 - Reports created using the datasets can be run automatically as scheduled tasks. For more information, see the *IMOS Messaging Service Manual*.

Creating a Vessel Position and Voyage TCE Report in the Report Editor

 This is a **Key Topic**, with high value for all users.

Note: To create, edit, and copy Report Editor reports, the **Report Editor (Legacy) - Create/Edit Reports Module Right** must be selected for you in **Security**.

In this example, we will create a simple custom Vessel Position report that will also display the estimated and actual TCE for each active voyage.

Voyage No.	Cargo Counterparty	Cargo Name	Cargo Lxscan From	Cargo Lxscan To	Port Name	Port Function	Port ETA	Port ETD	Port Arr	Port BOB	Voyage (Est.)	Voyage TCE	Voyage (Act.)	Voyage TCE
1	CHARTERER1	CRUDE	2/1/2011 10:00	2/2/2011 10:00	SINGAPORE	F	2/1/2011 00:00	2/1/2011 00:00	LSF 1000 / MDO 200		11,667.79		14,139.79	
	CHARTERER1	CRUDE	2/1/2011 10:00	2/2/2011 10:00	FUJAIRAH	L	2/9/2011 23:36	2/9/2011 23:36	LSF 652 / MDO -14		11,667.79		14,139.79	
	CHARTERER1	CRUDE	2/1/2011 10:00	2/2/2011 10:00	SEOUL	D	2/27/2011 14:48	2/27/2011 14:48	LSF 42 / MDO -75		11,667.79		14,139.79	
											11,667.79		14,139.79	

Creating the Report

To create this report, complete each section of the **Report Editor**:

- On the IMOS menu, click **Reports**.
- Click **New**, then click **Report (Legacy)**.

Basic Information

- Type a Title and Description for the report.
- Select a dataset to serve as the data source for this report. This report will reference vessel position data, therefore select the **Vessel Position Report** dataset.
- In the Options section, select the **Allow other users to run this report** check box. This makes the report public so other users to run it.

Basic Information

Specify basic information for a new report.

Title:

Subtitle:

Description:

Include description in report

Dataset: Category: Name:

All Vessel Position Report ?

Lists each cargo handling operation at each port in the voyage itinerary, with additional data such as load and discharge ports' ETA/ETD, cargo and bunkers data, vessel and voyage extended data etc.

Options: Allow other users to run this report

Use this report as default template for this dataset

Columns

From the Available Columns list, select the following columns to include in the report:

- Voyage.Voyage No.
- Cargo.Counterparty
- Cargo.Cargo Name
- Cargo.Laycan From
- Cargo.Laycan To
- Port.Name
- Port Function
- Port ETA
- Port ETD
- Port Arr ROB
- Voyage.(Est) Voyage TCE
- Voyage.(Act.) Voyage TCE

Columns

Specify report columns and column order.

Available Columns

- Voyage.(Act.) Total Days
- Voyage.(Act.) Voyage P&L
- ✓ Voyage.(Act.) Voyage TCE
- Voyage.(Est.) Ballast Days
- Voyage.(Est.) Bunker Days
- Voyage.(Est.) Idle Days
- Voyage.(Est.) Laden Days
- Voyage.(Est.) Port Days
- Voyage.(Est.) Sea Days
- Voyage.(Est.) Total Days
- Voyage.(Est.) Voyage P&L
- ✓ Voyage.(Est.) Voyage TCE

✓ Included in Report Columns

Report Columns

- Voyage.Voyage No.
- Cargo.Counterparty
- Cargo.Cargo Name
- Cargo.Laycan From
- Cargo.Laycan To
- Port.Name
- Port Function
- Port ETA
- Port ETD
- Port Arr ROB
- Voyage.(Est.) Voyage TCE
- Voyage.(Act.) Voyage TCE

Column Properties

Column Heading: Voyage No.

Format String:

Select a format code:

Justify: Default

Width: in

Custom Expression:

Text Color:

Background Color:

Font Weight:

Hide 0 Values

Show Once Per Fuel Type

Specify report properties.

Include Only Unique Data Rows

Specify custom expression columns.

Column Name	Column Type	Column Expression
<input type="button" value="Add New Column"/>	<input type="button" value="Apply"/>	<input type="button" value="Revert"/>

Filters

- Using Voyage.Status, filter voyages which are neither active nor scheduled.

Filters

Specify filters to apply.

Del	Voyage.Status	is not	the text	Completed	<input type="button" value="Add Val"/>
Del	Voyage.Status	is not	the text	Closed	<input type="button" value="Add Val"/>
<input type="button" value="Add New"/>					

Sorting/Groups

- Group the results by vessel name using Voyage.Vessel Name, then sort them in ascending order starting with the voyage number (Voyage.Voyage No.), then the ETA of the itinerary ports (Port ETA).

Sorting/Groups

Specify row groups and row sort order.

Del	Sort and group from low to high	Voyage.Vessel Nam	grouped by	equal values
Del	then Sort and group from low to high	Voyage.Voyage No.	grouped by	equal values
Del	then Sort from low to high by	Port ETA		
<input type="button" value="Add New"/>				

Aggregate Functions

- Calculate the average value of the estimated (Voyage.(Est) Voyage TCE) and actual (Voyage.(Act.) Voyage TCE) TCEs across your voyages, assuming all vessels are of the same type.


Aggregate Functions

Specify numeric columns to aggregate and function.

Del	Voyage.(Act.) Voyag	Average
Del	Voyage.(Est) Voyag	Average
<input type="checkbox"/> Include Only Aggregates (Hide Data Rows)		
<input type="button" value="Add New"/>		

- Keep the default settings for the remaining Report Editor sections. Click **Display** to run the report.

Creating a Voyage Profit and Loss Summary Report in the Report Editor

 This is a **Key Topic**, with high value for all users.

Note: To create, edit, and copy Report Editor reports, the **Report Editor (Legacy) - Create/Edit Reports Module Right** must be selected for you in [Security](#).

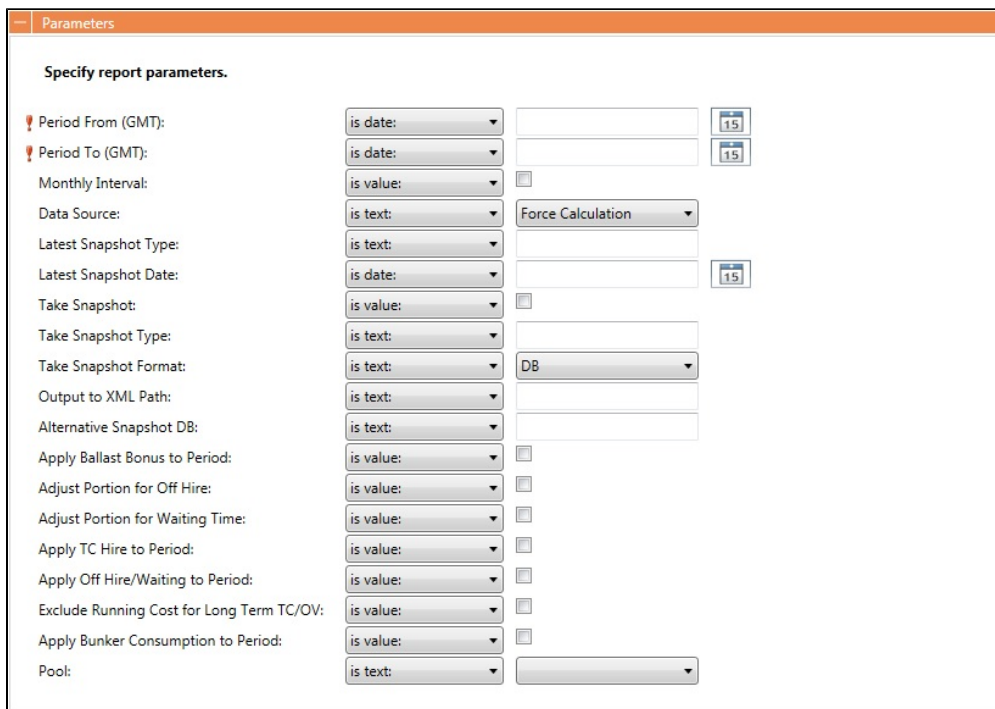
In IMOS, there are a few Voyage P&L-related datasets, from which you can create reports to match your business needs. The main three datasets are:

- Voyage P&L Summary
- Voyage P&L Drilldown (Operations)
- Voyage P&L Drilldown (Accounts)

This page focuses mainly on the Parameters section, which is exclusive to these datasets. For more information, see [Report Editor](#) and [Creating a Simple Report](#).

Voyage P&L-Related Parameters

This Parameters section in the Report Editor is relevant to the three datasets mentioned above.



- **Period From/To (GMT):** These parameters are required to save the report settings and to run it later. IMOS calculates the portion of the voyage within that period and applies the relevant P&L calculations with that portion in the report output. You can also select <ask the user> to make these fields available to the user running the report.
- **Monthly Interval:** To further break down the output to monthly intervals, select this check box. For a clearer output, with each line relevant to a specific month, we recommended that you add the **Month** column with this option.
- **Data Source:** The default data source is **Force Calculation**, but you can also select **Latest Snapshot** or **Latest Accrual Snapshot**. With one of the Snapshot options, you must also specify the **Latest Snapshot Type** and the **Latest Snapshot Date** because a snapshot can be uniquely identified by its type and date. The information retrieved in the report will be based exclusively on the snapshot specified. This option is good, for example, when working with Financials reports, looking for information that is coming from a fixed point in time.
- **Take Snapshot and Take Snapshot Type:** These options are good to use when creating a scheduled batch process that runs the report regularly, and a snapshot is taken for every run. We recommended that you only use these options for that purpose.

- **Apply Ballast Bonus to Period, Adjust Portion for Off Hire, Adjust Portion for Waiting Time, Apply TC Hire to Period, Apply Off Hire/Waiting to Period, Exclude Running Cost for Long Term TC/OV, and Apply Bunker Consumption to Period:** Select these check boxes to change the [calculation options](#).
- **Pool:** To run the report only for a specific Pool, select it.

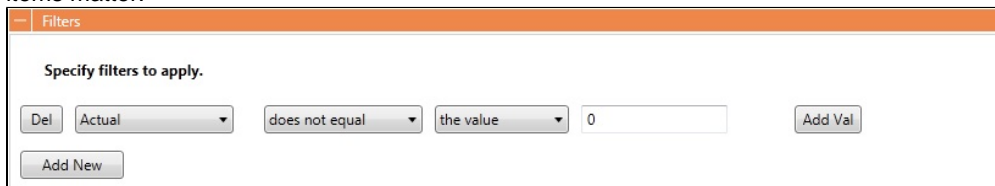
Differences Between the Datasets

Each of the datasets outputs its own type of records:

- Voyage P&L Summary:
 - One line per voyage
 - Available columns: All the possible P&L items in their different levels
- Voyage P&L Drilldown (Operations):
 - One line per P&L item
 - Available columns: Similar to the P&L tab, Operations view in the Voyage Manager, plus general data about the voyage (Vessel Name, Company, etc.)
- Voyage P&L Drilldown (Accounts):
 - One line per P&L item
 - Available columns: Similar to the P&L tab, Accounts view in the Voyage Manager, plus general data about the voyage (Vessel Name, Company, etc.)

General Tips

- When running a report on multiple records, we recommended that you group the results by Vessel Name and Voyage Number. This can be done in the [Sorting/Groups](#) section in the Report Editor.
- You can add [Aggregate Functions](#) to the various columns, like Sum and Average. Aggregation is done for each group, in addition to being combined at the end of the report.
- Select only the [columns](#) you need. This will decrease the noise level in the report output and enhance the performance when running.
- For the Voyage P&L Drilldown datasets (Operations/Accounting), add a [filter](#) for columns **Estimated**, **Actual**, and/or **Posted**, using the operator **does not equal** and the value **0**. All items can be displayed for all voyages, but usually only the non-zero items matter.



Creating Custom Expressions in the Report Editor - Examples

Note: To create, edit, and copy Report Editor reports, the **Report Editor (Legacy) - Create/Edit Reports Module Right** must be selected for you in [Security](#).

You can create custom report columns to display a value based on the values of other columns in the report, or a static value. For example, to add a column to display the value in the Cargo B/L Gross column multiplied by 3:

1. Edit or create a legacy report from the IMOS [Report List](#) using the **General Operations** dataset.
2. Add **Cargo B/L Gross** to the list of Report Columns.
3. Under **Specify custom expression columns**, click **Add New Column**.
4. in the **Column Name** field, type **Cargo B/L Gross multiplied by 3**.
5. For **Column Type**, select **Double**.
6. Click the **Edit** button to the right of the Column Expression field.
7. In the Custom Expression Editor, type **{Cargo B/L Gross} * 3** and click **OK**.
8. Under the new Column Name, click **Apply** and then click **Yes**. The new custom column is added to the Available Columns list.
9. In the Available Columns list, select **Cargo B/L Gross multiplied by 3** and add it to the **Report Columns** list.
10. Run the report and see that the new custom column values appear.

You could also use a Conditional expression in this case, following [Microsoft Expression standards](#). For example, to display **0** in the custom column if the value in the Cargo B/L Gross column is greater than 30000 and **1** otherwise:

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

Formatting Column Values in the Report Editor - Example

Note: To create, edit, and copy Report Editor reports, the **Report Editor (Legacy) - Create/Edit Reports Module Right** must be selected for you in [Security](#).

For a report that displays the value of Cargo B/L Gross with three decimals, center-justifying and setting the color based on value s:

- Less than 30000: Green
- Between 30000 and 40000: Yellow
- More than 40000: Red

Follow these steps:

1. Edit or create a legacy report from the IMOS [Report List](#) using the **General Operations** dataset.
2. Add **Cargo B/L Gross** to the list of Report Columns.
3. Select **Cargo B/L Gross** in the list of Report Columns.
4. Under **Column Properties**, enter these values:
 - Format String: **##.###** (or any value that conforms to the Microsoft .NET formats standards. See [Standard Numeric Format Strings](#) for details.)
 - Justify: **Center**.
 - Text Color (click **Edit** to open the Text Color Editor.): ***IIF({Cargo B/L Gross} < 30000, 'Green', (IIF({Cargo B/L Gross} < 40000, 'Yellow', 'Red')))***
Note: Either type or use the Column and Color drop-down lists.
5. Click **OK**.

The conditional expression in this case uses the [Microsoft Expression standard](#).

Dataset Review

Download a complete list of datasets: [IMOS Datasets v7.9.xlsx](#)

Dataset Summary

For each [Report List](#) dataset, the first tab includes the following:

- Dataset Name
- Dataset Description
- Dataset Categories
- Dataset DB Tables
- Dataset IMOS Location
- Dataset Data Objects (Linked Field/Data Obj Type)
- Dataset IMOS Lists
- Dataset Parameters

Dataset Details

For each [Report List](#) dataset, the second tab includes the following:

- Dataset Name
- Dataset Column
- Dataset Column DB Table
- Dataset Column DB Field
- Dataset Column Name

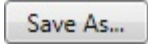
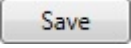
Working with Reports

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](#)

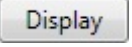

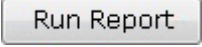
Copying a Report

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. You might need to enter additional information.
 - If requested, 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 .
 - If the report definition uses the <current user> value for any of the [filters](#), it will use the username of the user who is running the report. For example, if in the Report Editor, the following filter is specified:
Ops Coordinator - is - <current user>
then, when running the report, IMOS will replace <current user> with the name of the currently logged on user and will apply that filter as if the following had been specified:
Ops Coordinator is (current user name)

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.

Reports created using the datasets can be run automatically as scheduled tasks. For more information, see the *IMOS Messaging Service Manual*.

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
- 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. It can then be imported into IMOS.

Exporting a Report Definition



To export a report definition, use one of these methods:

- In the [Report List](#):
 - Find the report and click its **check box** in the first column, then click [Export Report Definition](#) at the top of the list.
 - Select a location and click **OK**. The report definition is saved as a .form file.
- In a [Report Designer](#) report:

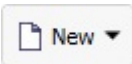
- Click  to enter Design mode.
- Click  and then click **Report Definition**.
- Select a location, enter a file name, and click **Save**. The report definition is saved as a .form file.

Importing a Report Definition

Note: Only report definitions with file type **FORM File** can be imported. If you receive a report definition from another user and you trust the source, make sure to remove **.unsafe** from the file name so that it converts to a **FORM File**.

Name	Type
 Bunker Invoice Details Report.form	FORM File
 Bunker Invoice Details Report.form.unsafe	UNSAFE File

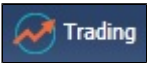
To import a report definition:

- On the [Report List](#) toolbar, click  and then click **Import Report Definition**.
- Browse for the report definition FORM File, select it, and then click **Open**.

The report appears on the [Report List](#), from which you can run, copy, or modify it.

Trading

Note: Requires a Trading and Risk Management license. The [General Trading Module Right](#) must be selected in [Security](#). Access to other forms and actions also require specific Module Rights. Your configuration might differ from the information shown. For information on other features, please contact your account manager.

The Trading module  provides Trading desk functionality to record and settle Paper Trades. It also provides marine trade organizations a comprehensive view of physical and derivative contracts and net exposure, to support better trading decisions. With 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 Trading for portfolio management and risk hedging for both freight and bunkers. Freight and freight derivative traders can use it in trading for profit.

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 the Platform 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.

The Trading module allows you to:

- Enter into Paper Trades. These can be automatically marked-to-market using Market Data feeds and can be invoiced and settled within the system.
- Manage your positions from both Physical and Paper Trades. You can view the overall position of your portfolio to identify risk and take appropriate steps to mitigate it.
- Mark to Market your positions, showing you the value of your trades and create reports.

Concepts

The following pages describe concepts used in the Trading module:

[Page:Mark-to-Market](#)

[Page:Paper Positions](#)

[Page:Physical Positions](#)

[Page:Quantity of Exposure](#)

For more information, see the [Glossary](#).

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.
4. After confirming trades and settling them, you can create [trade invoices](#) in the Financials module.

Other Workflows

You can do any of the following using the Trading module:

[Page:Linking Bunker Swaps to Voyages](#)

[Page:Working with Benchmark Voyage Estimates](#)

Trading Concepts

The following pages describe concepts used in the Trading module:

[Page:Mark-to-Market](#)

[Page:Paper Positions](#)

[Page:Physical Positions](#)

[Page:Quantity of Exposure](#)

For more information, see the [Glossary](#).

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.

Paper Positions

The Trading module manages paper positions. Paper contracts are financial derivatives. The Trading module allows users to enter the following trades and to post commission and settlement invoices. Paper Trades will show day or ton exposure in each month that is part of the trade.

- Forward Freight Agreement (FFA): A swap on one of the Baltic issued published routes or indices. Two parties agree between themselves a Period and a Contract rate and depending on the average published spot rates of the agreed period at the time of settlement, if:
 - Contract Rate >Market Rate: the buyer will pay the seller (Contract Rate-Market Rate)*Days Agreed
 - Contract Rate <Market Rate: the seller will pay the buyer (Market Rate-Contract Rate)*Days Agreed
- FFA Option: The buyer pays the Premium to the seller in order to obtain the right, but not the obligation, to settle an FFA with Contract Rate=Strike Price at the time of settlement. The buyer will only exercise an FFA option if this is in his favor. If the FFA Option is an Option to obtain a long (buy) FFA position, then this is a Call Option. If the FFA Option is an Option to obtain a short (sell) FFA position, then this is a Put Option.
- Bunker Swap: Similar to an FFA with the difference that the underlying index is a bunker price index rather than a freight index.
- Bunker Option: Similar to an FFA Option with the difference that the underlying index is a bunker price index rather than a freight index.

The following rules determine when a Paper Trade leaves exposure:

- The period need must have matured, that is, the month must be in the past, relative to the system date.
- The Settlement rate must be available, that is, the **Price** (Entire Month, Last 7 days, Last 10 days) on the [Market Data](#) form for a day during that month that matches the trade's **Settlement** field must be available. Ensure that the settlement rate for that particular trade is available.

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](#) (TC In) and [TC In Option](#), including:
 - [Head Fixture](#)
 - [Bareboat Contract In](#)
- [TC Out](#) and [TC Out Option](#)
- [Equipment Contract](#) (with [Barging](#))
- [Master Lightering Contract](#), [Master Lightering Contract \(Purchase\)](#), and [Lightering Support Contract](#) (with [Lightering](#))
- [Service Contract In](#) and [Service Contract Out](#) (with [Service Contracts](#))

The following rules determine which monthly period exposure will show for each contract type:

- [Cargo](#): [Cargo](#) and [VC In](#) contracts show their entire position under a single month.
 - The period is bucketed under the month of the **Laycan From Date** with the following exceptions:
 - If you have entered a date in the **Exposure Basis Month** field on the [Exposure](#) tab of the [Cargo](#) form, the exposure is bucketed under this month.
 - If the **Laycan From Date** is in the past, the exposure will be bucketed into the current month. The same will happen if the **Exposure Basis Month** is set to a past date.
- [Time Charter](#): The length of the TC will first be split into **TC**, **TC Min/Max**, and **TC Options** if these exist.
 - If a TC has a custom duration without a **Min/Max**, then the length of the TC between **Est Delivery Date** and **Est Redelivery Date** will be split into the different monthly periods that it spans.

- If a TC has a **Min/Max** duration, then the duration between **Est Delivery Date** and **Est Redelivery Date** basis the **Min** duration will be under the TC Contract type. The duration between the **Min** redelivery date and the **Max** redelivery date will be under the TC Min/Max contract type.
- If the TC has [Lifting Options](#), the duration of these will be in separate lines as the TC Option Contract Type.

The following rules determine when a contract leaves exposure:

Time Charter:

- A portion of the TC equal to the size of the voyage leaves exposure when a voyage has been scheduled on that TC.
- For a TCTO voyage, the portion of the TC contracts that leaves exposure is determined when **Out of exposure** is selected in the Contracts on TCTO Voyage field on the [Trading Profile](#) form.

Cargo or VC In:

- A Cargo or VC In contract leaves exposure when it is scheduled on a voyage. The Net P&L will then be the Voyage P&L, prorated by quantity if there are multiple cargoes on the voyage.

Quantity of Exposure

The quantity of exposure on COAs, Cargoes, and Time Charters is controlled by the settings on the Exposure tab of the contracts:

- For Cargo and VC In COAs, see [Exposure Tab - Cargo COA](#).
- For Cargoes and VC Ins, see [Exposure Tab - Cargo](#).
- For Time Charters, see the Exposure Tab section on [Time Charter In](#) and [Time Charter Out](#).

Trading Workflows

You can do any of the following using the Trading module:

Page: [Linking Bunker Swaps to Voyages](#)

Page: [Working with Benchmark Voyage Estimates](#)

Linking Bunker Swaps to Voyages

You can link Bunker Swaps to voyages in IMOS, to show the gain or loss when a Bunker Swap is used to hedge against bunker exposure of contracts.

Linking Bunker Swaps to Contracts

On the [Cargo form Exposure tab](#), or on the [Time Charter Out Bunker Swaps tab](#), in the Linked Bunker Swaps table, specify the Bunker Swap lots (per month). Only those that are not linked to any other contract can be selected. They can be linked at any point in the contract, before or after scheduling.

After a Bunker Swap is linked to a scheduled Cargo or TCO, it is no longer considered as exposed in the [Trading P&L](#), because it is included in the P&L of the contract.

Bunker Swaps in the Voyage Manager and Accruals

- You can see all the linked trades on the Bunker Swaps tab of the [Bunkers form](#). To access a [Bunker Swap](#), right-click its line and click **View Bunker Swap**.
- When a voyage has a linked Bunker Swap, a Bunker Swaps item is added to the Expenses section of the [Voyage P&L](#), under Bunkers. In this section, the trades are displayed per their lots, and the commission amounts are broken down as well. The [Accruals](#) for this item are calculated on the gross Bunker Swaps amount. To accommodate the Bunker Swaps Accruals, add the following [Business Rules](#):
 - MACR:IS-BUNKERSWAPPL - Bunker Swaps - Accruals Income Statement
 - MACR:BS-BUNKERSWAPPL - Bunker Swaps - Accruals Balance Sheet

Trade and Commission Settlements

If a Bunker Swap was linked to a voyage, creating a new Settlement/Settlement Commission Invoice for that trade is automatically assigned to the vessel/voyage, and after posting, it appears in the Voyage P&L.

If Settlement/Settlement Commission Invoices were already created:

- If they were not posted before linking, they are automatically linked to the vessel/voyage.
- If they were posted before linking, allocation journals are automatically created, to relink the invoices to the voyage. For these journals, add the following [Business Rules](#):
 - BSWJ:BSPCL - Bunker Swaps Allocation (Clearing House)
 - BSWJ: BSPCLR - Bunker Swaps Allocation (Clearing House) - Assigned to Voyage
 - BSWJ:BSPST - Bunker Swaps Allocation (Counterparty)
 - BSWJ:BSPSTR - Bunker Swaps Allocation (Counterparty) - Assigned to Voyage
 - BCMJ:BSPCM - Bunker Swaps Commission Allocation
 - BCMJ:BSPCMR - Bunker Swaps Commission Allocation - Assigned to Voyage

Working with Benchmark Voyage Estimates

Note: Configuration flag **CFGEnableBenchmarkEstimate** must be enabled.

You can do any of the following with Benchmark Estimates:

[Calculating Exposure Using a Benchmark Estimate](#)

[Bunker Exposure](#)

[TC Exposure](#)

[Linking a Benchmark Estimate and a Cargo](#)

[Changing a Benchmark Estimate Itinerary to Match a Cargo](#)

[Calculating Exposure Using a Benchmark Estimate](#)

You can create a Benchmark Estimate 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, you could do the following calculation to find the future value of your contract:

Net P&L = (Market Freight Rate/Ton - Contract Freight Rate/Ton) * 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:

Bunker Exposure = (Fuel 1 Rate - Fuel 1 Market Rate) * Benchmark Fuel 1 consumption tons + (Fuel 2 Rate - Fuel 2 Market Rate) * Benchmark Fuel 2 consumption tons + . . .

TC Exposure

The TC exposure 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 on the same route.

To use a Voyage Estimate 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 Estimate will back-calculate in this formula to retrieve the Net P&L:

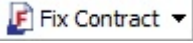
Net P&L = (Market Freight rate/ton - Contract Freight rate/ton) * Contract Qty

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

TC Exposure = Net P&L - Bunker Exposure

[Linking a Benchmark Estimate and a Cargo](#)


The following workflow describes how a trader can create a Cargo using a Voyage Estimate and link them so that the Mark-to-Market of the Cargo is using that Estimate.

1. Create a [Voyage Estimate](#).
 - **Note:** The vessel does not need to be the actual vessel that will perform the Cargo contract. In many cases, traders will use standard benchmark vessels and standard ballasting positions for this stage.
2. Select the **Benchmark** check box at the top right of the form. The **Fix Contract** button appears on the toolbar.
3. Click  and then click **Fix Cargo**. A Cargo contract is created with the information from the [CP Terms Details](#) form.
4. On the [Exposure](#) tab of the Cargo contract, the Exposure Method is set to **Benchmark Estimate** by default, and the Voyage Estimate that generated the Cargo is linked there.
5. On the Exposure tab of the Cargo, set the **TC Route**, **Correlation**, and **Benchmark Bunker Curve**.
6. If you want to use a different Benchmark Estimate at a later stage to evaluate the Cargo Exposure more accurately, you can insert a new line and select a different Estimate in the Benchmark Estimate table.

Note: A Benchmark Estimate cannot be scheduled. To create a Voyage Fixture and scheduled voyage, you must create a new Voyage Estimate.

Changing a Benchmark Estimate Itinerary to Match a Cargo

Using the [Trading Profile](#), you can dynamically change a Benchmark Estimate Itinerary according to the Cargo and use it in the exposure calculation. Follow these steps:

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 , then click **Fix Cargo**.
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.

▼ Related Config Flags


CFGEnableBenchmarkEstimate

In [Voyage Estimate](#) Details view, under Estimate Summary, a **Benchmark** check box appears. To mark an Estimate as a Benchmark Estimate, select the check box. Benchmark Estimates must have exactly one cargo, and they cannot be fixed.

In [Cargo COA](#) and [Cargo](#) forms, an **Exposure** tab appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$/ton rate in the Trading Profit and Loss.

In [Cargo Matching](#), when creating a New Program, a **Create Estimate From Benchmark** check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.

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 and L Summary](#)
- [Trade Details List](#)
- [Bunker Trade List](#)
- [Trading Opportunity Analysis](#)

Trading P and L Summary

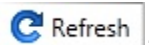
The Trading P&L Summary is the main dashboard for most Trading users, forming the core of the Trading module. It is a summary of the overall paper and physical positions and displays all types of contracts: Bunker Swap, FFA, Cargo, Cargo Option, Cargo COA, Cargo COA Option, VC In, VC In Option, VC In COA, VC In COA Option, TC In, TC In Option, TC Ib Min/Max, TC Out, TC Out Option, and TC Out 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.

To access the Trading P&L Summary, in the Trading module center , under Quick Links, click **Trading P&L Summary**.

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 with recalculated values, or retrieve a **Snapshot** that includes the data with calculated values as it was at the time the snapshot was taken. For more details on Snapshots, see [Trading P&L Snapshots](#).
 - **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
 - For [Time Charter In Contracts](#) and [Head Fixtures](#), the number of days specified in the Unavailable Days table on the Exposure tab.
 - **Exposure Tons:** Exposure in tonnage, either the cargo or vessel size.
- ▼ **How are Exposure Tons Calculated for TCI?**
- Exposure tons are calculated using the following:
 - TC Vessel Deadweight
 - Region Turnover Ratio (The number of voyages in the region that the ship could be expected to perform over a month; defaults to 1, but can be defined in [Trade Areas](#)).
 - TC days in the period
 - Example calculation:
 - 30K MT DWT ship is TCed in for 15 days in a month of 30 days into SE Asia, where 2 voyages are expect to be done in 30 days
 - $30K\text{ MT} * (15\text{ days TC}/30\text{ days in month}) * 2\text{ voyages/mo} = 30K\text{ MT exposure tons}$
- **Bunker Tons:** Exposure to the bunker market, in tonnage. For bunker contracts, this is the contract quantity. For freight contracts, it is the estimated or projected quantity.
 - **Bunker Exposure:** The unrealized P&L that relates to the exposure on the Bunker Market.
 - **Time Charter Exposure:** The unrealized P&L that relates to the exposure on the Freight Market.
 - **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 only the Long positions.
 - **Short TCE:** The weighted average of TCE, with the Exposure Days for only the Short positions.
 - **Contract TCE:** The TCE, either the contract TC rate or the calculated TCE using estimated or projected bunker prices from the contract. This is 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 estimated Voyage P&L for contracts with Fixed status. Exposure is locked in.
 - **Sailed:** The (estimated) actual Voyage P&L 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. This sets the size of the time buckets in which the Trading P&L Summary aggregates contracts and related values.
 - **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, Cargo COA, Cargo COA Option, Cargo, Cargo Option, FFA, Own Vessel, TC In, TC In Min/Max, TC In Option, TC Out, TC Out Min/Max, TC Out Option, VC In, VC In Option, VC In COA, and VC In COA Option.


Trading P&L Summary Report

To export the current view of the Trading P&L Summary as a report, in the toolbar, click  Report .

Trade Details List

Each line in the Trade Details List represents one month in a trade, because paper trades are settled on a monthly basis; when viewing a Quarterly Period, one trade is represented by three lines.

To access the Trade Details List, do one of the following:

- In the Trading Module Center , under Quick Links, click **Trade Details List**.
- On the [Trading P and L Summary](#), click a [Details](#) link.

Working with the Trade Details List

The following trades appear on the Trade Details List, depending on contract status:

- FFA and Bunker Swaps: Pending or Confirmed
- Cargo, VC In and COA: Confirmed
- TC In and TC Out: Fixed or Delivered

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: One line appears for each contract for each trading month within the filtered period. 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.
 - The line includes the information on the TC and Bunker exposure and combines all elements related to bunkers. The bunker-related information could include information on different fuel types and unpriced elements (such as BAF's) without showing the breakdown between these.
- **Drilldown** mode: Each contract is broken down into the following categories and subtypes to show the different elements that make up the TC and Bunker exposure:
 - TC: Freight elements of physical contracts being benchmarked against TC routes
 - VC: Freight elements of physical contracts being benchmarked against VC routes
 - Bunker: Bunker elements of physical contracts
 - One line per Fuel Type
 - BAF
 - Paper:
 - FFA for Freight derivatives
 - Bunker for Bunker derivatives


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

The Bunker Trade List is a detailed list of contracts that relate to a position in the bunker market (for both physical and derivative contracts). The list includes the bunker positions for the following contracts:

- Bunker swaps
- Bunker element on Cargo/VC In
- Unpriced Bunker element (for example, BAF) on Cargo/VC In
- Bunker element on remaining Cargo COA/VC In COA liftings (liftings that are not created as Cargo/VC In)
- Unpriced Bunker element (for example, BAF) on remaining Cargo COA/VC In COA liftings

To access the Bunker Trade List, in the Trading module center , under Quick Links, click **Bunker Trade List**.


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.
- **Trade Filter:** Select a **Filter** from the Trading Filter List.

Trading Opportunity Analysis

Using the Trading Opportunity Analysis tool, you can analyze the impact of additional contracts on your portfolio by reviewing the change in market position (expressed in TC days), and the expected unrealized result for these additional contracts. Contracts with Opportunity Status appear on the left side; select those contracts you want to evaluate, and see their effects on the right.

In the Trading module center , under Quick Links, click **Trading Opportunity Analysis**.

Contract	Index	Q1 2013	Q2 2013	Q3 2013	Q4 2013	Q1 2014	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015
FFA	Count:			92							
	Days:			94,300							
	Exposure:			1							
Own Vessel	Count:	361	364	368	368	360	364	368	368	274	
	Days:	506,747	630,357	637,284	637,284	1,005,480	1,016,652	1,027,824	1,027,824	1,017,280	1,027,824
	Exposure:	5	4	4	4	4	4	4	4	4	4
TCI	Count:	97	91	92	92	90	91	92	3		
	Days:	355,032	413,322	417,864	417,864	521,640	527,436	533,232	15,456		
	Exposure:	3	1	1	1	1	1	1	1	1	
TCI Min/Max	Count:	117	91	92	92	90	91	92	88		
	Days:	330,030	413,322	417,864	417,864	521,640	527,436	533,232	510,048		
	Exposure:	1	1	1	1	1	1	1	1	1	
TCI Option	Count:										
	Exposure:										

On the left side, you can select columns to include in the grid.

To see the effect of specific opportunity contracts on the Trading Position and P&L, select the check box before each line and then click [Calculate](#).

Filtering

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

- **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 P and L Snapshots

To record Trading P&L Snapshots, use one of the following methods:


- Export the snapshot data as an XML file for use in external systems using the [Trading P&L Snapshot Manager](#).
- Take scheduled snapshots, which require the use of the [Messaging Service](#) to run. For more information, see "Create Scheduled Trading P&L Snapshots" in the *IMOS Messaging Service Manual*.
- Record Trading P&L Snapshots in your database using the method described below. These snapshots can then be used in reports such as the [Historical VaR Report](#) and the [Snapshot Comparison Report](#).

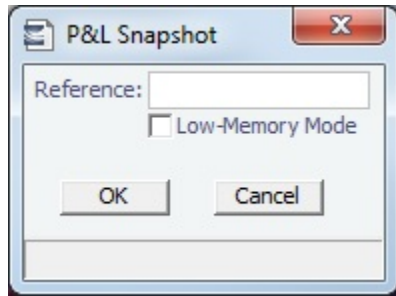
Ad-hoc Snapshots

Ad-hoc snapshots refer to snapshots taken of the Trading P&L Summary at a non-specific time. Taking an Ad-hoc snapshot may consume significant computer resources, so we recommend taking them only during low-use periods during the day.

To take an Ad-hoc snapshot:

1. Open the [Trading P&L Summary](#).

2. Click  Snapshot.



- **Reference:** Snapshot name.
- **Low-Memory Mode:** To prevent high computer memory use when taking an Ad-hoc snapshot, select this check box; the speed will be slightly reduced.


To retrieve a snapshot, in the Snapshot list, click **(Retrieve...)**, select the **Snapshot Type** (Daily Scheduled or Ad-hoc), enter the **Date** or **Reference**, and then click **OK**. The Date/Reference appears next to the Trading P&L Summary heading.

Trading P and L Snapshot Manager

To record Trading P&L Snapshots, use one of the following methods:

- Record **Trading P&L Snapshots** in your database. These snapshots can then be used in reports.
- Take scheduled snapshots, which require the use of the Messaging Service to run. For more information, see "Create Scheduled Trading P&L Snapshots" in the *IMOS Messaging Service Manual*.
- Export the snapshot data as an XML file for use in external systems using the Trading P&L Snapshot Manager. Using the Trading P&L Snapshot Manager will prevent you from also using Trading P&L Snapshots, so **follow the steps below only if you are planning to export XML to an external system.**

With the Trading P&L Snapshot Manager, you can add contracts to and update contracts in Trading Snapshots.

- To enable the Trading P&L Snapshot Manager, add **TradeSnapshotExport** to the **notificationsIncludeList** configuration flag.
- To use it, you must have the Trading P&L Snapshot Manager **Module Right**.
- To access it, in the Trading module center , under Quick Links, click **Trading P&L Snapshot Manager**.

Snapshot Action	Contract Type	Contract ID	Vessel Type	Vessel	Contract Date	Contract Reference	Last Update	Last Update By
Update	Cargo	125	Handymax	GEORGIA	8/1/2013		9/25/2013 9:07 PM	imosmsg
Update	Cargo	125	Panamax	GEORGIA	8/1/2013		9/25/2013 8:03 PM	imosmsg
Add	Cargo Option	3			4/1/2013			
Add	VC In Option	6	CAPE SIZE		4/1/2013			
Add	Cargo	1	CAPE SIZE		3/1/2013			
Add	VC In	4	CAPE SIZE		3/1/2013			
Add	Cargo	2	CAPE SIZE	PORTLAND				
Add	VC In	5	CAPE SIZE					
Add	Cargo	7	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	8	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	9	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	10	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	11	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	12	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	13	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	14	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	15	CAPE SIZE	MASSACHUSETTS				
Add	Cargo	16	CAPE SIZE	HOUSTON				
Add	Cargo	17	CAPE SIZE	HOUSTON				
Add	Cargo	18	CAPE SIZE	HOUSTON				

Each line in the list represents one contract. Adding/Updating a contract creates a Trade Snapshot Notification .XML that contains information for each contract selected, as well as information on the snapshot currently selected.

To find snapshots, select a **Snapshot Reference Date** and **Snapshot Type**.

Adding Contracts

- To add a contract to the snapshot, click its [Add](#) link in the Snapshot Action column.
- To add multiple contracts to the snapshot, select their check boxes in the first column and then click the [Update Snapshot\(s\)](#) link at the top of the list.

Updating Contracts

The Update action appears if the contract is already present inside the currently selected snapshot.

- To update the snapshot for a contract, click its [Update](#) link in the Snapshot Action column.
- To update the snapshots for multiple contracts, select their check boxes in the first column and then click the [Update Snapshot\(s\)](#) link at the top of the list.


Trades

You can access the following types of Trading contracts from links in the Trading module center , under **Trades**:

- [FFA-Option Trade](#)
- [Bunker Swap-Option Trade](#)

The **Trades** section on the Trading module center also provides access to the following Trading-related forms and their [lists](#), described under [Chartering](#) and [Time Charters](#) in the Knowledge Base:

- [Cargo](#)
- [VC In](#)
- [Time Charter In](#)
- [Time Charter Out](#)

After confirming trades and settling them, you can create [trade invoices](#) on the [Create Invoices](#) List from the Financials module center .

FFA-Option Trade

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.

FFA contracts are valued against the quoted forward rates for the route underlying the trade. FFA Options are not being automatically valued against the underlying routes. Instead, you can create a Market for Freight Options in which the [Option Symbols](#) can be quoted. Each FFA Option contract will have a unique Option Symbol automatically generated. On the [Market Data](#) form, the quoted values of the trades can be recorded for each Option Symbol.

In the Trading module center , under Trades, click **FFA/Option**. To edit FFA/Option Trades, the **Record Trades Module Right** must be selected in [Security](#).

FFA/Option Trade

Type: **FFA** Buy/Sell: Trade Date: **08/02/2013** Trade ID: **0**

Index/Route: Face Value: **0.00**

Description: Total Days: **0.00**

Contract Rate: **0.00** Total Tons: **0.00**

Curr/Exch Rate: **USD 1.000000** Commission: **0.00**

Status: **Pending**

Period: From: To: Total Volume: **0.00**

Volume/Month: **0.00**

Counterparty:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Clearinghouse:

Settlement:

Company:

LOB:

Department:

Trader: **admin** Ref Contract:

Trade Area: Reference:

Vessel Type: Broker Conf No.:

Strategy:

Intercompany IC Company:

IC Adj %:

Exposure Settlement Months

Period	Market Rate	Days/Qty	Source	Exposure
Total: 0.00				

Remarks

FFA/Option Trade

Type: **CALL Option** Buy/Sell: Trade Date: **08/02/2013** Trade ID: **0**

Option Symbol: Index/Route: Face Value: **0.00**

Description: Total Days: **0.00**

Strike: **0.00** Premium: **0.00** Total Tons: **0.00**

Curr/Exch Rate: **USD 1.000000** Commission: **0.00**

Status: **Pending**

Period: From: To: Total Volume: **0.00**

Volume/Month: **0.00**

Counterparty:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Clearinghouse:

Settlement:

Company:

LOB:

Department:

Trader: **admin** Ref Contract:

Trade Area: Reference:

Vessel Type: Broker Conf No.:

Strategy:

Intercompany IC Company:

IC Adj %:

Exposure Settlement Months

Period	Market Rate	Days/Qty	Source	Exposure
Option Market: <input type="text"/> Total: 0.00				

Remarks

Enter contract details.

• **Statuses:**

- **Pending:** The trade has been created. Contracts with a Pending status show as position in the Trading P&L Summary.
- **Opportunity:** The trade can be included in the Trading Sensitivity Analysis to see how the P&L will look with this trade added.
- **Confirmed:** Contracts with a Confirmed status appear in the Trading P&L Summary.
Note: The **Broker Confirmation Number** is required to confirm a trade; it changes the Status to **Confirmed**. Someone with the **Broker Confirmation Module Right** selected in **Security** must enter the Broker Confirmation Number to confirm the trade and save it. Only paper trades that are confirmed can be settled for matured periods.
- **Partially Settled:** The trade is partially settled.
- **Settled:** The trade is fully settled.

- **Reference:** To edit this field, you must have the **Reference Module Right** selected in **Security**, under **Trading**.

• **Settlement:** For **Period Average:**

- The period must be less than or equal to one month.
- The settlement rate will be the forward rate for the month until the period is realized; then the settlement is the average of all spot rates in the period.
- Early settlement is not allowed, since the true settlement rate is not available until the period is fully realized.
- When using Realize Paper Trade Days Through the Month, the unrealized portion of the trade will use the forward rate for the month, and the realized portion will use an average of the spot rates in the realized period.

The grid on the bottom of the form populates with the Periods, the Market Rates, the Date that the Market Rate is from (Source), and the P&L (Exposure).

Exposure Tab

When you first enter a trade, periods in the future appear on the Exposure tab.

Exposure	Settlement	Months		
Period	Market Rate	Days/Qty	Source	Exposure
JAN 2012		30.00		570,000.00
FEB 2012		30.00		570,000.00
MAR 2012		30.00		570,000.00
APR 2012		30.00		570,000.00
MAY 2012		30.00		570,000.00
JUN 2012		30.00		570,000.00
JUL 2012		30.00		570,000.00
AUG 2012		30.00		570,000.00
Total:				4,560,000.00

Settlement Tab

After a particular period of the trade has matured and the settlement rate has become available, that period moves to the Settlement tab.

The Trade must be refreshed for the periods to appear on the correct tab. To refresh, close the trade and reopen it.

Exposure	Settlement	Months		
Period	Settlement Rate	Days/Qty	Invoice No.	P&L
SEP 2012	4,180.7000	30.00		444,579.00
OCT 2012	6,029.7500	30.00		389,107.50
NOV 2012	6,908.6705	30.00		362,739.89
DEC 2012	6,814.9219	30.00		365,552.34
Total:				1,561,978.73

These conditions both need to be fulfilled for this to happen:


- The period must have matured, that is, the month must be in the past, relative to the system date.
- The Settlement rate must be available; the Price field (**Entire Month, Last 7 days, Last 10 days**) on the **Market Data** form for a day during the trade's **Settlement** month must be available.

Months Tab


Monthly information appears on the Months tab.

Period	Reference	Sub ID	Start Ave	Stop Ave	Priced D...	Pricing D...	Implied Vol	Underlying	PS %	Counterparty
JAN 2012		132-1	01/02/2012	01/31/2012	22	22	0.0000	0.0000	0.00	
FEB 2012		132-2	02/01/2012	02/29/2012	21	21	0.0000	0.0000	0.00	
MAR 2012		132-3	03/01/2012	03/30/2012	22	22	0.0000	0.0000	0.00	

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**.

FFA/Option List

All FFA/Option Trades appear on the FFA/Option List. In the Chartering module center , next to FFA/Option, click **List**.

The FFA/Option List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

In the FFA/Option List, you can select multiple FFA/Options and confirm them at once by clicking the [Confirm trade\(s\)](#) link.

▼ Related Config Flags

CFGFfaDefaultCounterparty

Defaults the Counterparty field when a value is entered in the Clearing House field.

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.

Bunker Swap contracts are valued against the quoted forward rates for the bunker symbol underlying the trade. Bunker Swap Options are not being automatically valued against the underlying routes. Instead, you can create a Market for Bunker Options in which the [Option Symbols](#) can be quoted. Each Bunker Swap Option contract will have a unique Option Symbol automatically generated. On the [Market Data](#) form, the quoted values of the trades can be recorded for each Option Symbol.

In the Trading module center , under Trades, click **Bunker Swap/Option**.

Bunker Swap/Option Trade

Type: **Bunker Swap** Buy/Sell: Trade Date: **08/02/2013** Trade ID:
 Index/Symbol: **Bunker Symbol** Face Value:
 Description: Total Days:
 Total Tons:
 Contract Rate: \$/ton
 Curr/Exch Rate: **USD** Commission:
 Status: **Pending**
 Period: From: To:
 Volume/Month: Total Volume:
 Counterparty:
 Clearinghouse:
 Settlement:
 Company:
 LOB:
 Department:
 Trader: **admin** Ref Contract:
 Trade Area: Reference:
 Vessel Type: Broker Conf No.:
 Strategy:
 Intercompany IC Company:
 IC Adj %:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Trade P & L
 Unrealized:
 Realized:

Remarks

Period	Market Rate	Days/Qty	Source	Exposure
Total: <input type="text" value="0.00"/>				

Bunker Swap/Option Trade

Type: **CALL Option** Buy/Sell: Trade Date: **08/02/2013** Trade ID:
 Option Symbol: Index/Symbol: **Bunker Symbol** Face Value:
 Description: Total Days:
 Total Tons:
 Strike: \$/ton Premium:
 Curr/Exch Rate: **USD** Commission:
 Status: **Pending**
 Period: From: To:
 Volume/Month: Total Volume:
 Counterparty:
 Clearinghouse:
 Settlement:
 Company:
 LOB:
 Department:
 Trader: **admin** Ref Contract:
 Trade Area: Reference:
 Vessel Type: Broker Conf No.:
 Strategy:
 Intercompany IC Company:
 IC Adj %:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Trade P & L
 Unrealized:
 Realized:

Remarks

Period	Market Rate	Days/Qty	Source	Exposure
Option Market: <input type="text"/> Total: <input type="text" value="0.00"/>				

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.

Enter contract details.

- **Statuses:**
 - **Pending:** The trade has been created. Contracts with a Pending status show as position in the Trading P&L Summary.
 - **Opportunity:** The trade can be included in the Trading Sensitivity Analysis to see how the P&L will look with this trade added.
 - **Confirmed:** Contracts with a Confirmed status appear in the Trading P&L Summary.
Note: The **Broker Confirmation Number** is required to confirm a trade; it changes the Status to **Confirmed**. Someone with the **Broker Confirmation Module Right** selected in **Security** must enter the Broker Confirmation Number to confirm the trade and save it. Only paper trades that are confirmed can be settled for matured periods.
 - **Partially Settled:** The trade is partially settled.
 - **Settled:** The trade is fully settled.
- **Reference:** To edit this field, you must have the **Reference Module Right** selected in **Security**, under **Trading**.
- **Settlement:** For **Period Average:**
 - The period must be less than or equal to one month.
 - The settlement rate will be the forward rate for the month until the period is realized; then the settlement is the average of all spot rates in the period.
 - Early settlement is not allowed, since the true settlement rate is not available until the period is fully realized.
 - When using Realize Paper Trade Days Through the Month, the unrealized portion of the trade will use the forward rate for the month, and the realized portion will use an average of the spot rates in the realized period.

The grid on the bottom of the form populates with the Periods, the Market Rates, the Date that the Market Rate is from (Source), and the P&L (Exposure).

Exposure Tab

When you first enter a trade, periods in the future appear on the Exposure tab.

Exposure				
Period	Market Rate	Days/Qty	Source	Exposure
JAN 2012		30.00		570,000.00
FEB 2012		30.00		570,000.00
MAR 2012		30.00		570,000.00
APR 2012		30.00		570,000.00
MAY 2012		30.00		570,000.00
JUN 2012		30.00		570,000.00
JUL 2012		30.00		570,000.00
AUG 2012		30.00		570,000.00
Total:				4,560,000.00

Settlement Tab

After a particular period of the trade has matured and the settlement rate has become available, that period moves to the Settlement tab.

The Trade must be refreshed for the periods to appear on the correct tab. To refresh, close the trade and reopen it.

Settlement				
Period	Settlement Rate	Days/Qty	Invoice No.	P&L
SEP 2012	4,180.7000	30.00		444,579.00
OCT 2012	6,029.7500	30.00		389,107.50
NOV 2012	6,908.6705	30.00		362,739.89
DEC 2012	6,814.9219	30.00		365,552.34
Total:				1,561,978.73

These conditions both need to be fulfilled for this to happen:


- The period must have matured, that is, the month must be in the past, relative to the system date.
- The Settlement rate must be available; the Price field (**Entire Month, Last 7 days, Last 10 days**) on the [Market Data](#) form for a day during the trade's **Settlement** month must be available.

Months Tab

Monthly information appears on the Months tab.

Period	Reference	Sub ID	Start Ave	Stop Ave	Priced D...	Pricing D...	Implied Vol	Underlying	PS %	Counterparty
JAN 2012		132-1	01/02/2012	01/31/2012	22	22	0.0000	0.0000	0.00	
FEB 2012		132-2	02/01/2012	02/29/2012	21	21	0.0000	0.0000	0.00	
MAR 2012		132-3	03/01/2012	03/30/2012	22	22	0.0000	0.0000	0.00	


Copying a Bunker Swap-Option

To copy a Bunker Swap-Option, click . Enter the number of copies and then click **Create**. Edit line items for the copies as needed and then click **OK**.

Linked Bunker Swaps

You can link [Bunker Swaps to voyages](#) to show the gain or loss when a Bunker Swap is used to hedge against bunker exposure of contracts. You can link a Bunker Swap to a [Cargo](#) or a [Time Charter Out](#) at any point during the contract, before or after scheduling it. To open the linked contract, right-click a line on the Exposure or Settlement tab and click **See Linked Contract**.

Bunker Swap List

All Bunker Swaps appear on the Bunker Swap List. In the Chartering module center , next to Bunker Swap, click **List**.

The **FFA/Option** List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

In the Bunker Swap List, you can select multiple Bunker Swaps and confirm at once by clicking the [Confirm trade\(s\)](#) link.

▼ Related Config Flags

CFGFfaDefaultCounterparty

Defaults the Counterparty field when a value is entered in the Clearing House field.

Trade Settlement Invoices

After confirming trades and settling them, you can create invoices on the [Create Invoices](#) List. The Settlement rates will be sourced from the default Settlement Markets.


To create a Trade Settlement Invoice for one or more trades in the past, from the same Trade Book, follow these steps:


1. On the Create Invoices List, select Invoice Type **Trade Settlement Invoices**.
2. In the row for each trade, select the check box.

3. Click the [Create settlement\(s\)](#) link.

ID	Days/Qty	Route	Description	P&L
508	5.00	4TC_P	Buy FFA 4TC_P 5.00 Days of OCT 2010 @ 24,900.00, settled @ 18,778.85	-30,605.77

4. On the Trade Settlement form, enter a **Due Date** and any other relevant information.

5. To save the form, click .

6. To create an invoice, click  **Invoice**. 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.

Forward Invoices

If you have two trades for the same period with the same details, you can create a Settlement invoice prior to the maturation of the period.

- On the Create Invoices list, select the same period from the two trades and click the [Create Settlement](#) link.

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.

▼ **Related Config Flags**

CFGSettlementMarket

Specifies the name of the default market against which the FFA trades need to settle.

CFGBunkerMarket

Specifies the name of the default market against which the Bunker Swap trades need to settle.

Trade Commission Settlement and Invoice


To create a Trade Commission Invoice for one or more trades for the same broker, follow these steps:


1. On the Create Invoices List, select Invoice Type **Trade Commission Invoices**.
2. In the row for the trade, select the check box.

3. Click the [Create settlement\(s\)](#) link.

FFA ID	From	To	Face Value	Broker	%	Commission
2	05/01/2008	05/31/2008	-4,309,000.00	XADDCOM	0.250	10,772.50

4. On the Trade Commission Settlement form, enter a **Due Date** and any other relevant information.


5. To save the form, click .

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

Data


To access one of the following types of data, in the Trading module center , under Data, click its name.

- Trading Profile
- Trading Filter
- Market Data
- Markets
- Trade Route
- Bunker Symbol
- Freight Option Symbol
- Bunker Option Symbol
- Fuel Market Symbol Rules
- Trading Strategy
- Benchmark TC Adjustment

To access one of the following types of data relevant to Trading, in the Data Center , click its name.

- Trade Areas
- Vessel Fleets
- Vessel Types

Trading Profile


To access the Trading Profile form, in the Trading module center , under Data, click **Trading Profile**.

In the Trading Profile form, you can create different Trading Profiles, each with different options, specific settings of TC Exposure, and adjustments of Mark-To-Market values.

- **Bunker Exposure Until:**
 - **Same as Cargo Contract Group**
 - **Ordering Bunkers (Benchmark Exposure):** Bunkers will remain in exposure, based on the Bunker Exposure Breakdown table on the [Cargo Exposure](#) tab, until ordered (Ordered Bunker Purchase or Invoiced) even if the Cargo is scheduled. For those liftings, the lifting quantity is deducted from the remaining bunker exposure of that Fuel Type. When the total lifted quantity is higher than the total bunkers specified, or when the voyage is completed, those lots will go out of exposure.
- **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. The **Adjustment Percentage** is applied on the market rate, and the result is used in the exposure calculations.
- **TCI Redelivery Adj. Days** (appears when Adjust TC Redelivery On Market Condition is selected): 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.
- **Option Valuation Rules** table: Specify what models should be applied for Delta and Pricing on the different option types.
 - When None is selected for any of these models, the system will keep calculating the days/tons and net P&L values.
 - When Black (1976) is selected for any of the Contract Groups for:
 - Delta Model, the Days/Tons value is adjusted based on the Black (1976) formula.
 - Pricing Model, the Net P&L value is adjusted based on the Black (1976) formula.
- **Position Rules** table: Select when the trade status for Cargo and TCO contracts changes from Confirmed to **Fixed** and from Fixed to **Sailed**.

- **P&L Realization Rules** table: Select when the P&L for Cargo and TCO contracts changes from Unrealized to **Realized**, that is, when the Cargo or TCO contract shows the Actual P&L rather than Estimated on the [Trade Details List](#).


Trading Profile List

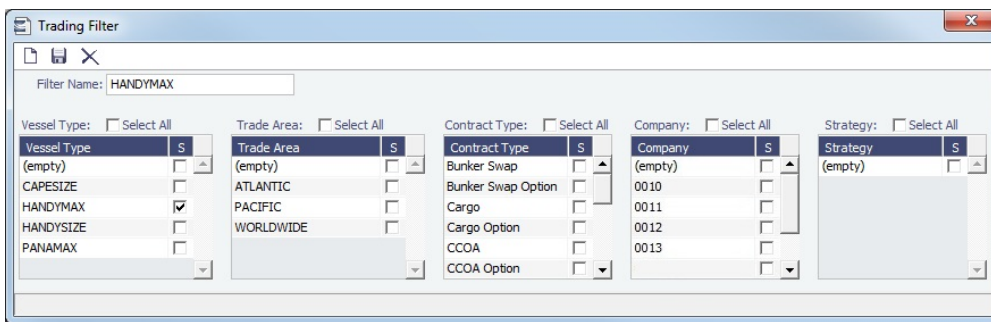
All Trading Profiles appear on the Trading Profile List. In the Trading module center , next to Trading Profile, click **List**.

The Trading Profile List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

Trading Filter

You can create different Trading Filters to apply to the [Trading P&L Summary](#), [Trade Details List](#), and [Portfolio Report](#) form.

In the Trading module center , under Data, click **Trading Filter**.



Each filter has the option to filter according to [Vessel Type](#), [Trade Area](#), [Contract Type](#), [Company](#), and [Strategy](#). You can select several options in a single Filter.

Displaying Physical and Paper Trades as Offsetting

A common use of Trading Filters is to display Physical and Paper Trades as offsetting one another. To do so, create a Trading Filter and then apply it to the [Trading P&L Summary](#).

1. Create the Trading Filter

1. Create a new Trading Filter with a **Filter Name** (for example, FFA VS. CARGO).
2. Ignore the Vessel Type check boxes.
3. To include only specific Trade Areas, select one or more **Trade Area** check boxes.
4. In the **Contract Type** list, select only the **Cargo** and **FFA** check boxes.
5. To include only specific Companies, select one or more **Company** check boxes.
6. To include only specific Strategies, select one or more **Strategy** check boxes.
7. Save and close the Trading Filter.

2. Configure the Trading P&L Summary

1. Open the [Trading P&L Summary](#).
2. Next to **Show**, select **Exposure Tons** and **Exposure Days**.

3. Next to **Filter**, select your **Trading Filter**.

Short/Long	Contract	Index	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016
Long	FFA	Exposure Data:	56	0	0	0	0	0	0	0	0	0	0	0	0
		Bunker Exposure:	0	0	0	0	0	0	0	0	0	0	0	0	0
		TC Exposure:	44,576	0	0	0	0	0	0	0	0	0	0	0	0
		Net:	44,576	0	0	0	0	0	0	0	0	0	0	0	0
		Net Count:	2 Details	0 Details	0 Details	0 Details	0 Details	0 Details	0 Details	0 Details	0 Details	0 Details	0 Details	0 Details	0 Details
Short	Cargo	Exposure Data:	-14	-25	-48	-30	-30	-118	-27	-77	-30	-30	-30	-30	-30
		Bunker Exposure:	-11,207	-1,413	-1,941	-850	-850	-3,570	-1,137	-2,330	-850	-850	-850	-850	-850
		TC Exposure:	-637,346	-26,228	-62,728	-280,503	-280,523	-955,681	-301,771	-637,827	-280,350	-280,350	-280,350	-280,350	-280,350
		Net:	4,639,213	-11,053	913,286	533,850	526,775	963,757	311,487	933,326	532,350	532,350	532,350	532,350	532,350
		Net Count:	4,061,879	47,312	976,614	253,350	245,850	1,918,758	613,258	1,571,153	241,650	241,650	241,650	241,650	241,650
		Net Count:	15 Details	1 Details	2 Details	1 Details	1 Details	2 Details	1 Details	2 Details	1 Details	1 Details	1 Details	1 Details	1 Details
Total		Exposure Data:	-14	0	-48	-30	-30	-118	-27	-77	-30	-30	-30	-30	-30
		Bunker Exposure:	-11,207	-1,413	-1,941	-850	-850	-3,570	-1,137	-2,330	-850	-850	-850	-850	-850
		TC Exposure:	-637,346	-26,228	-62,728	-280,503	-280,523	-955,681	-301,771	-637,827	-280,350	-280,350	-280,350	-280,350	-280,350
		Net:	4,639,213	-11,053	913,286	533,850	526,775	963,757	311,487	933,326	532,350	532,350	532,350	532,350	532,350
		Net Count:	4,061,879	47,312	976,614	253,350	245,850	1,918,758	613,258	1,571,153	241,650	241,650	241,650	241,650	241,650
		Net Count:	15 Details	1 Details	2 Details	1 Details	1 Details	2 Details	1 Details	2 Details	1 Details	1 Details	1 Details	1 Details	1 Details

4. Click Refresh.

Trading Filter List

All Trading Filters appear on the Trading Filter List. In the Trading module center , next to Trading Filter, click **List**.

The Trading Filter List is a standard IMOS list, so you can sort it, filter it, do a **Quick Search**, and create custom **Views** for it.

Market Data

You can track current and future freight and bunker rates on the Market Data form. You can see two views of this data on the **Market Data Summary**.

Market Data should be populated daily, in either of these ways:

- IMOS supports multiple data feeds from Baltic, Platts (bunker), and Imarex (freight and bunker). We can enable an interface for clients who have a signed contract with a data provider.
- The data can be entered manually. You can enter future data up to 10 years from the current date, for P&L calculations.

To access Market Data, do one of the following:

- In the Trading module center , under Data, click **Market Data**.
- In the Operations module center , under Bunkers, click **Market Data**.
- In the Data Center , under Quick Links, click **Market Data**.


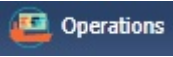
- **Market:**
 - Enter a new Market; you are asked if you want to create a new one (either a Freight or a Bunker market curve).
 - Select an existing **Freight Market** and the **Route** and **Date**, and you can see the Daily (Spot) rate and the Settlement Rates for the Last 7 Days, Last 10 Days, and Entire Month; the Future Rates; or the curve.
 - Select an existing **Bunker Market** and the **Symbol**, and you can see the Settlement Rates for the Last 7 Days, Last 10 Days, and Entire Month; the Future Rates; or the curve.
- **Mode:**
 - **Single-Market**
 - **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.

You can also [generate new forward curve prices](#) for routes based on broker quotes.

Market Data Summary

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

1. To access the Market Data Summary, do one of the following:

- In the Trading module center  , under Data, next to Market Data, click **List**.
- In the Operations module center  , under Bunkers, click **Market Data Summary**.

2. Select the **Market**.

3. Select the **Data**:

- **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 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.

▼ Related Config Flags

CFGMarketExpiryDays

Determine if a market rate is out of date or recent.

CFGCalcForwardRatesByNoOfMonths

When enabled, when calculating forward rates IMOS will prorate based on the number of months in the quarter instead of the number of days in the quarter.


CFGCMSIADDataTag

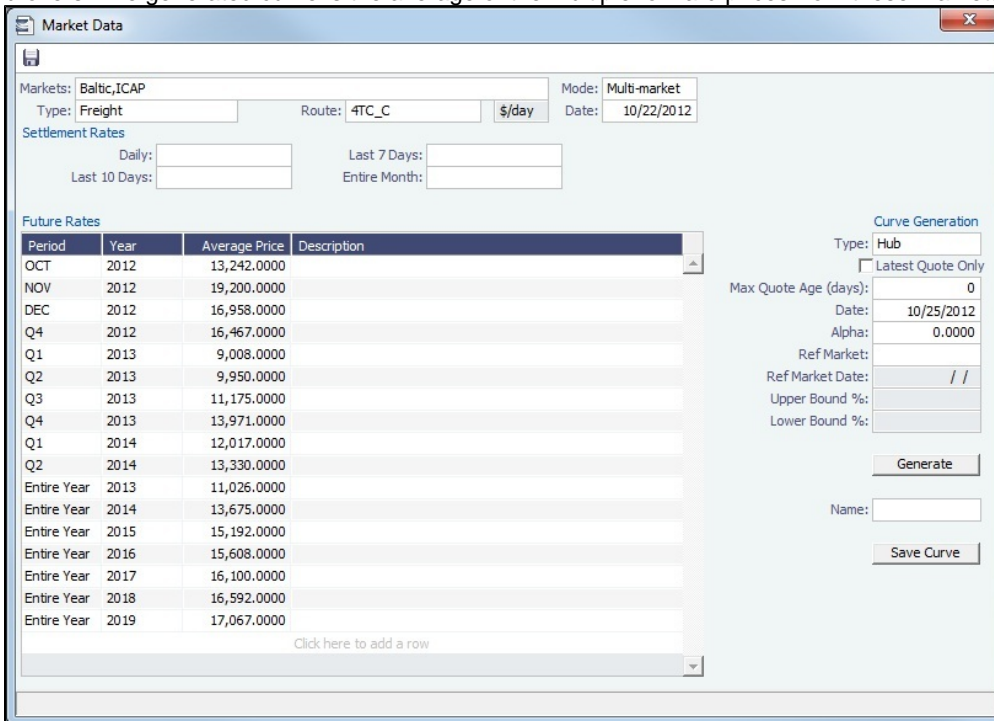
Controls the XML element used to get the index value for market data feeds. Possible tag values:

- TimeCharterSettlement
- TimeCharterAverage

Curve Generation

Curve Generation is a process where new forward curve prices are calculated for routes based on broker quotes. You can generate a curve based on specified parameters and save the new curve to a [Market](#).

1. In the Trading module center , under Data, click **Market Data**.
2. Complete the following fields:
 - **Markets:** One or more source [Markets](#). These should be of broker type only, not generated.
 - **Mode:**
 - Multi-market for Hub
 - Single-market for Secondary
 - **Route:** Source route
 - **Date:** Date on which source prices are published
3. After selecting the date, Broker Quotes are loaded. In Multi-market mode, the values are averaged if they overlap the same period.
4. Under **Curve Generation**, enter the relevant parameters. Different options appear, depending on the Type:
 - **Hub:** Future Rates generated from prices from the selected source Markets, which is information collected from brokers. The generated curve is the average of the multiple forward prices from these Markets.



The screenshot shows the 'Market Data' application window. The 'Markets' field is set to 'Baltic,ICAP', 'Type' is 'Freight', 'Route' is '4TC_C', and 'Date' is '10/22/2012'. The 'Mode' is 'Multi-market'. The 'Settlement Rates' section has input fields for 'Daily', 'Last 7 Days', 'Last 10 Days', and 'Entire Month'. The 'Future Rates' table is displayed with the following data:

Period	Year	Average Price	Description
OCT	2012	13,242.0000	
NOV	2012	19,200.0000	
DEC	2012	16,958.0000	
Q4	2012	16,467.0000	
Q1	2013	9,008.0000	
Q2	2013	9,950.0000	
Q3	2013	11,175.0000	
Q4	2013	13,971.0000	
Q1	2014	12,017.0000	
Q2	2014	13,330.0000	
Entire Year	2013	11,026.0000	
Entire Year	2014	13,675.0000	
Entire Year	2015	15,192.0000	
Entire Year	2016	15,608.0000	
Entire Year	2017	16,100.0000	
Entire Year	2018	16,592.0000	
Entire Year	2019	17,067.0000	

The 'Curve Generation' section on the right has 'Type' set to 'Hub', 'Latest Quote Only' checked, 'Max Quote Age (days)' set to 0, 'Date' set to '10/25/2012', and 'Alpha' set to '0.0000'. There are 'Generate' and 'Save Curve' buttons at the bottom right.

- **Secondary:** Future Rates generated from the correlation between the Daily Spot Rates for the selected Route and the selected Ref Routes.

Market Data

Market: Baltic Mode: Single-market
 Type: Freight Route: S3 \$/day Date: 06/02/2014

Settlement Rates
 Daily: 6,600.0000 Last 7 Days: Last 10 Days: Entire Month:

Future Rates

Period	Year	Price	Description
JUN	2014		
JUL	2014		
AUG	2014		
SEP	2014		
OCT	2014		
NOV	2014		
DEC	2014		
JAN	2015		
Q2	2014		
Q3	2014		
Q4	2014		
Q1	2015		
Q2	2015		
Q3	2015		
Q4	2015		
Entire Year	2015		
Entire Year	2016		
Entire Year	2017		
Entire Year	2018		

Curve Generation
 Type: Secondary
 Max Quote Age (days): 120
 Date: 06/02/2014
 Tapering Period (months): 25
 Ref Market: Baltic
 Ref Market Date: 06/02/2014
 Ref Route: STC_S

Generate

Name: CustomCurve

Save Curve

5. Click **Generate**. Future Rates appear.

Market Data

Market: Baltic Mode: Single-market
 Type: Freight Route: S3 \$/day Date: 06/02/2014

Settlement Rates
 Daily: Last 7 Days: Last 10 Days: Entire Month:

Future Rates

Period	Year	Price	Description
APR	2014	6,663.9446	
MAY	2014	6,629.0400	
JUN	2014	6,594.1353	
JUN	2014	6,594.1353	
JUL	2014	7,408.1692	
JUL	2014	7,077.7351	
AUG	2014	7,347.1334	
AUG	2014	7,368.7470	
SEP	2014	7,678.4814	
SEP	2014	7,329.3247	
OCT	2014	8,418.0051	
OCT	2014	8,808.0484	
NOV	2014	8,760.4164	
DEC	2014	8,712.7843	
JAN	2015	8,496.1433	
JAN	2015	7,900.6227	
FEB	2015	8,449.4403	
FEB	2015	7,857.1932	
MAR	2015	8,402.7373	

Curve Generation
 Type: Secondary
 Max Quote Age (days): 120
 Date: 06/02/2014
 Tapering Period (months): 25
 Ref Market: Baltic
 Ref Market Date: 06/02/2014
 Ref Route: STC_S

Generate

Name: CustomCurve



Save Curve

6. In the **Name** field, select a Market (of the Generated type) and click **Save Curve**. The Generated Market Curve can be used for exposure in the [Trading Profile](#).

Market Data Summary

The Market Data Summary provides two views of your [Market Data](#), showing the data that is fed in for the selected Market.

1. To access the Market Data Summary, do one of the following:

- In the Trading module center , under Data, click Market Data - **List**.
- In the Operations module center , under Bunkers, click **Market Data Summary**.

2. Select the **Market**.

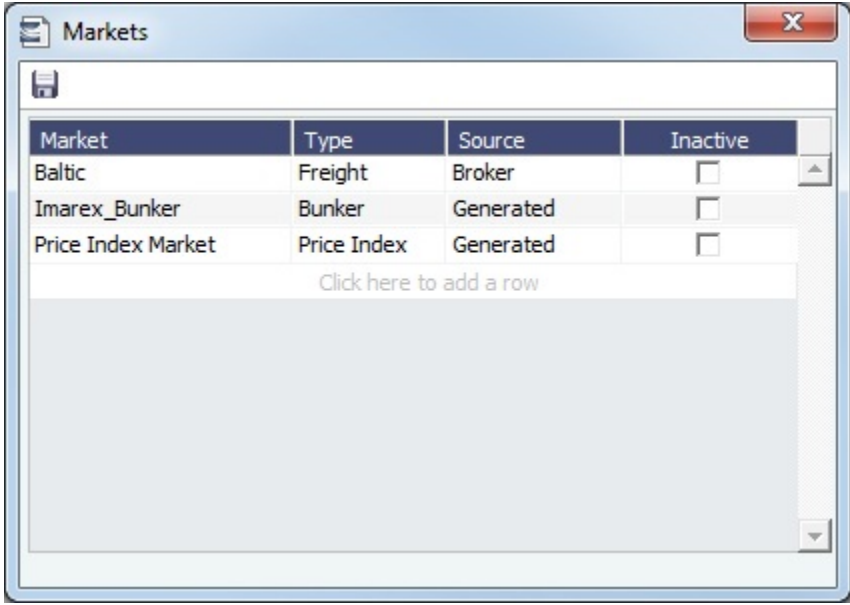
3. Select the **Data**:

- **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 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.

Markets

On this form, you can view all the markets defined in the system and create new ones for use on the [Market Data](#) form.

In the Trading module center , under Data, click **Markets**.



Market	Type	Source	Inactive
Baltic	Freight	Broker	<input type="checkbox"/>
Imarex_Bunker	Bunker	Generated	<input type="checkbox"/>
Price Index Market	Price Index	Generated	<input type="checkbox"/>

Click here to add a row

For each market, you can edit the Type and the Source (default: Generated).

▼ Related Config Flags

CFGBunkerMarket

Selects the market used for settlement of bunker swaps.

CFGPriceIndexMarket

Sets the default Price Index Market.

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 Worldscales), usually based on the area or the start and end points of the itinerary.

In the Trading module center , under Data, click **Trade Route**.

Route	Unit	Description	Basis Days	Basis Qty	Calculated	Formula	Settlement	Vessel Type	Holiday Calendar
4TC_P	\$/day	Baltic Exchange Panamax Index	0.00	0	<input type="checkbox"/>				
P17A	\$/day	74000mt Transatlantic RV	0.00	74,000	<input type="checkbox"/>				
P1EA	\$/day	74000mt Transatlantic RV FORWARDS	0.00	74,000	<input type="checkbox"/>				
P2A	\$/day	74000mt SKAW-GIB/FAR EAST	0.00	74,000	<input type="checkbox"/>				
P2EA	\$/day	74000mt SKAW-GIB/FAR EAST FORWARDS	0.00	74,000	<input type="checkbox"/>				
P3A	\$/day	74000mt Japan-SK/NOPAC/RV	0.00	74,000	<input type="checkbox"/>				
P3EA	\$/day	74000mt Japan-SK/NOPAC/RV FORWARDS	0.00	74,000	<input type="checkbox"/>				
P4_03	\$/day	74000mt FAR EAST/NOPAC/SK-PASS	0.00	74,000	<input type="checkbox"/>				

The trade routes are universal for all markets specified as **Freight**.

Adding Calculated Routes

You can also add calculated routes:


1. Select the **Calculated** check box.
2. Type in the formula in the **Formula** field.

Examples:

- AVG (Route1,Route2,Route3)
 - **Example:** AVG (P2A,P2EA)
- Factor1 * Route1 +/- Factor2 * Route2 +/- Factor3 * Route3
 - **Example:** 0.6 * 4TC_P - 0.4 * P17A
- Factor1 * \$ / TonRoute - Factor2 * BunkerSymbol1 - Factor3 * BunkerSymbol2 - Factor4
 - **Example:** 1143 * LPG - 42 * SPO380FO - 0.1 * SPOMGO - 2549

Bunker Symbol

On the Bunker Symbol form, you can manage Bunker Symbols. For a bunker data feed, the symbol must be set so that the data is imported correctly.

In the Trading module center , under Data, click **Bunker Symbol**.

Symbol	Description	Basis Days	Basis Qty	Calculated	Formula	Settlement	Fuel Type	Port	Holiday Calendar
CalcBunker	Calculated	0.00	0	<input checked="" type="checkbox"/>	SIN_180+SIN_380				
SIN_180	Fuel 180 CST FOB Singapore Swaps	0.00	0	<input type="checkbox"/>					
SIN_380	Fuel 380 CST FOB Singapore Swaps	0.00	0	<input type="checkbox"/>					

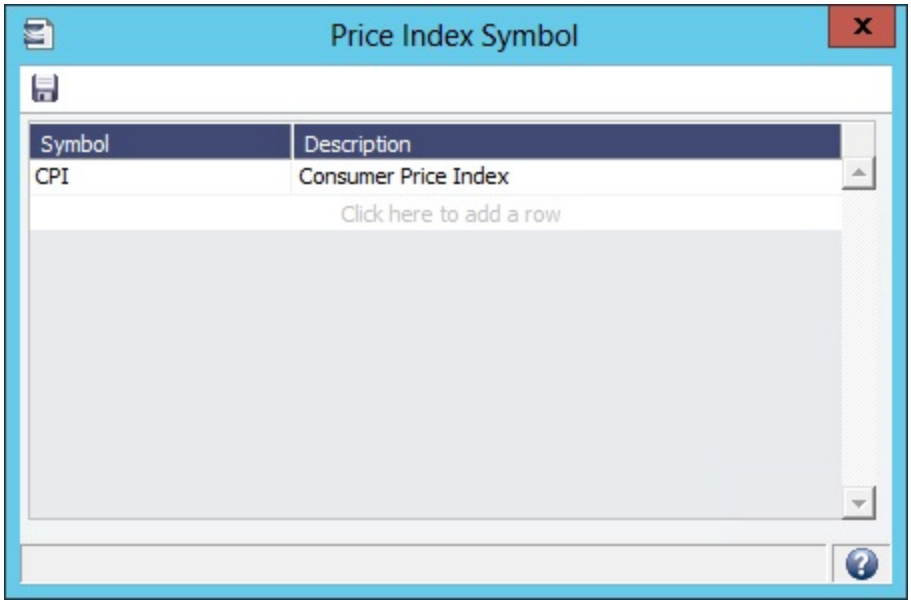
The Bunker Symbols are universal for all markets specified as **Bunker**.

Price Index Symbol

On the Price Index Symbol form, you can manage Price Index Symbols. For a data feed, the symbol must be set so that the data is imported correctly.

- Markets of Type Price Index can be entered on the [Markets](#) form.
- Price Index curves can be entered on the [Market Data](#) form or through a data feed.

In the Trading module center , under Data, click **Price Index Symbol**. To access this form, you must have the [Trading Module Right Price Index Symbol](#).




The Price Index Symbols are universal for all markets specified as **Price Index**.

▼ **Related Config Flags**

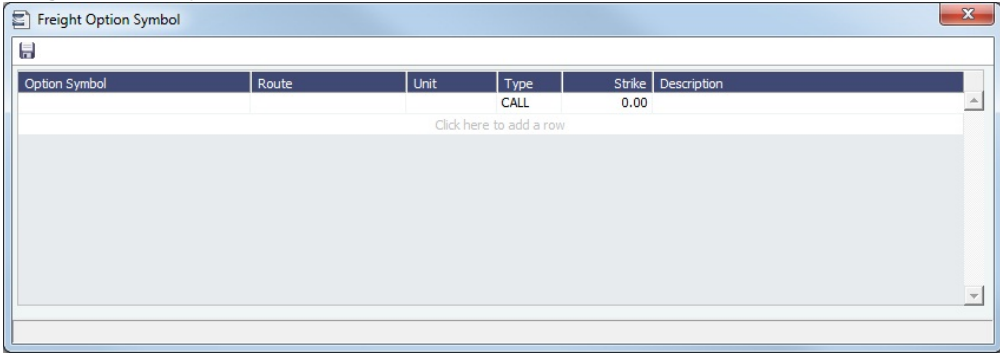
CFGPriceIndexMarket
Sets the default Price Index Market.

Freight or Bunker Option Symbol

Option Trades (FFA or Bunker Swap) can use Freight Option and Bunker Option markets to calculate their P&L. The Option Symbol form can be used to aggregate the symbols created for the Option markets. When a new symbol is created based on the information entered in a new Trade, that symbol is added to the Option Symbols form.

In the Trading module center , under Data, click one of the following:

• **Freight Option Symbol:**



- **Bunker Option Symbol:**


Option Symbol	Bunker Symbol	Unit	Type	Strike	Description
			CALL	0.00	

Click here to add a row

These Option types appear on the [Trading P and L Summary](#) and the [Trade Details List](#). They have two invoice detail lines, one for the Premium and one for the Settlement. [Trade Settlement invoices](#) can be created even if the period is still in exposure.

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.

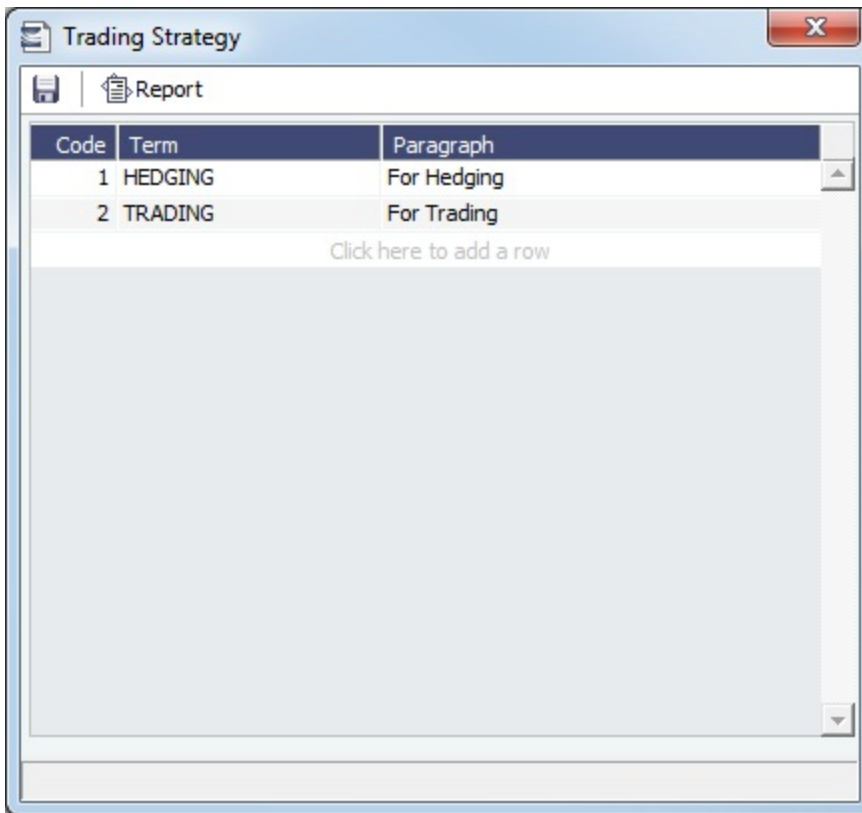
In the Trading module center , under Data, click **Fuel Market Symbol Rules**.

Market Symbol	Bunker Symbol	Period	Unit	Description
AAHCZ00	SIN_180	+1MON	MT	FO 180 FOB Spore Swap 1-Mo
AAHDA00	SIN_180	+2MON	MT	FO 180 FOB Spore Swap 2-Mo
AAHDB00	SIN_180	+3MON	MT	FO 180 FOB Spore Swap 3-Mo
AAHDC00	SIN_180	+4MON	MT	FO 180 FOB Spore Swap 4-Mo
AAHDD00	SIN_180	Q1	MT	FO 180 FOB Spore Swap 1-Qr
AAHDE00	SIN_180	Q2	MT	FO 180 FOB Spore Swap 2-Qr
AAHDF00	SIN_180	Q3	MT	FO 180 FOB Spore Swap 3-Qr
AAHDG00	SIN_180	Q4	MT	FO 180 FOB Spore Swap 4-Qr
AAVFD00	SIN_380	+1MON	MT	380 CST FOB Spore Swap 1-Mo
AAVFE00	SIN_380	+2MON	MT	380 CST FOB Spore Swap 2-Mo
AAVFF00	SIN_380	+3MON	MT	380 CST FOB Spore Swap 3-Mo
AAVFG00	SIN_380	+4MON	MT	380 CST FOB Spore Swap 4-Mo
AAVFH00	SIN_380	Q1	MT	380 CST FOB Spore Swap 1-Qr
AAVFJ00	SIN_380	Q2	MT	380 CST FOB Spore Swap 2-Qr

Trading Strategy

On this form, you can define a set of strategies as a means of grouping your portfolio to analyze risk, total P&L, or exposure. It is used on the [FFA-Option Trade](#) and can be selected as a column on the FFA/Option/Bunker Swap List to filter or group trades.

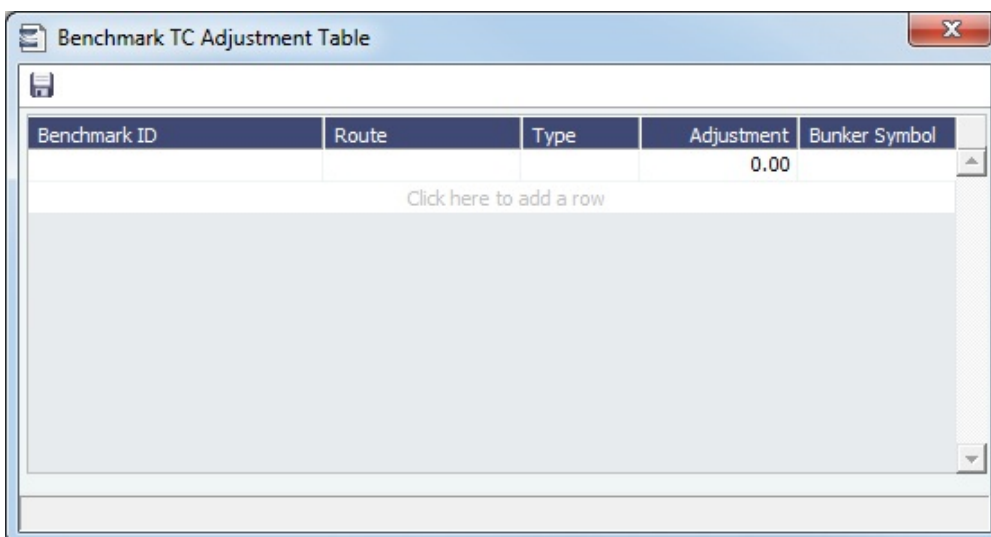
In the Trading module center , under Data, click **Trading Strategy**.




Benchmark TC Adjustment


This table defines the Benchmark Estimates to be used in the [Benchmark Freight Report](#).

In the Trading module center , under Data, click **Benchmark TC Adjustment**.



1. In the Report selection list in the Trading module center, select **Benchmark Freight Report**. The report displays all the Benchmark Estimates defined in this table and retrieves the most recent market data.
2. Edit the **TC Rates** and **Bunker Rates**; it automatically adjusts the corresponding **Freight Rates**.
3. Click .

Trading Reports

In the Trading module center , click to access the [Report List](#) and the following reports specific to Trading.

Report	Description
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.
Historical VaR Report	To run this report, enter at least a Ref Date , Snapshot Ref , and No. of Steps greater than 0. You can filter by Markets , apply a specific Holiday Calendar , set the Step size, apply a Trading Filter , and choose a Report Type (Aggregated or Detailed). The resulting report lists Shocks by Date for the selected Trading P&L Snapshot.
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.

Chartering

Note: The [General Chartering Module Right](#) must be selected in [Security](#). Access to other forms and actions also require specific Module Rights. Your configuration might differ from the information shown. For information on additional features, please contact your account manager.

Members of a Chartering department use the Chartering module to create and analyze Voyage Estimates, COAs, Cargoes, Voyage Fixtures, and Time Charters that may result in the scheduling of voyages. Chartering includes a full range of core analytical tools, including Estimates, the Cargo Schedule, and Time Charter Out Estimates, to help Chartering teams make informed decisions and maximize profits.

You can find all chartering-related activities in the Chartering module center



- [Voyage Estimate](#)
- [Voyage Fixture](#)
- [Cargo](#)
- [VC In](#)
- [Cargo COA](#)
- [VC In COA](#)
- [Time Charter In](#)
- [Time Charter Out](#)

Concepts

The following pages describe concepts used in the Chartering module:

[Page:Cargo Tolerance Option Types](#)

[Page:Contract Types](#)

[Page:Max Lift Calculations](#)

[Page:Piracy and ECA Routing](#)

[Page:Worldscale Rates](#)

For more information, see the [Glossary](#).

Workflows

You can do any of the following in the Chartering module:

[Page:Bulk Updating Cargoes from a COA](#)

[Page:Creating a Default Voyage Estimate](#)

[Page:Creating a Forward Cargo from an Estimate](#)

[Page:Creating Cargoes and Cargo Templates](#)

[Page:Mirroring Contracts](#)

[Page:Scheduling a Voyage](#)

For industry-specific chartering workflows, see [Barging](#) and [LNG](#) module documentation.


Other Sources of Information

This section includes information about Voyage Estimates, COAs, Cargoes, VC Ins, and Voyage Fixtures. Some items within the Chartering module center are not included here, but are described elsewhere:

- [Time Charters](#)
- [Time Charter Manager tutorial*](#)
- [Cargo Matching](#)
- [Introduction to Cargo Matching tutorial*](#)
- [Creating a Cargo Matching Program tutorial*](#)
- [Using Cargo Matching tutorial*](#)

*You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Related Key Topics

 These **Key Topics** have high-value information for all users:

[Page:Cargo](#)

[Page:Cargo COA](#)

[Page:Max Lift Calculations](#)

[Page:VC In](#)

[Page:VC In COA](#)

Chartering Concepts

The following pages describe concepts used in the Chartering module:

[Page:Cargo Tolerance Option Types](#)

[Page:Contract Types](#)

[Page:Max Lift Calculations](#)

[Page:Piracy and ECA Routing](#)

[Page:Worldscale Rates](#)

For more information, see the [Glossary](#).

Cargo Tolerance Option Types

The Cargo Tolerance Option Type (**Opt Type**) can be specified on the [Voyage Estimate](#) (Cargoes grid), [CP Terms Details](#), [Voyage Fixture](#) (Cargoes grid), and [Cargo](#) forms.

The logic is as follows: 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)**: A charter party will have a stated contract quantity to load/discharge, for example, 50,000 MT on a Panamax, basis 10% more or less owner's option. This means that although the contracted quantity is 50,000 MT, the owner is aware that by the time his vessel comes to load the cargo, it may not be able to load 50,000 MT. On the other hand, he may be able to load a little more. Before arriving 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 that 10% range.
 - If the vessel cannot load the minimum, or the cargo owner comes with less than the minimum 45,000 MT, 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 (55,000 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 loading.
- **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, the Maximum field is then cleared.
- **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, the Maximum field is then cleared.


Contract Types

You can create the following contract types in IMOS:

- [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 \(TC In\)](#) and [TC In Option](#), including:
 - [Head Fixture](#)
 - [Bareboat Contract In](#)
- [TC Out](#) and [TC Out Option](#)
- [Equipment Contract](#) (with [Barging](#))
- [Master Lightering Contract](#), [Master Lightering Contract \(Purchase\)](#), and [Lightering Support Contract \(with Lightering\)](#)
- [Service Contract In](#) and [Service Contract Out \(with Service Contracts\)](#)

Max Lift Calculations

 This is a **Key Topic**, with high value for all users.

Max Lift is the maximum quantity a vessel can lift in the port in the voyage that has the most restrictive deadweight and draft limits. This amount can be calculated based on the density of the cargo, the vessel's deadweight, and the weight of bunkers and everything on the vessel.

1. On the Voyage Estimate menu, click **Auto Calculate by Max Lift Qty**. The following information is used:
 - From the [Vessel](#) form:
 - Capacity fields vary with Type Code, for example:
 - Type Code T (Tanker): Capacity M³ or Capacity Bbl
 - Type Code B (Bulk): Capacity (Bale) or Capacity (Grain)
 - Vessel DWT (taking into account the season and the salinity of the [berth](#))
 - Constants and Safety Margins
 - Bunkers ROB
 - [Cargo Name](#)
 - Cargo Class Dry or Unspecified: Stowage Factor (M³/MT or Ft³/MT)
 - Cargo Class Liquid: Density (API/Specific Gravity)
 - Cargo Class Dry: The Capacity Basis default is Grain, but you can change it on the [Cargo Name](#) form.
2. Quantities appear in [Voyage Estimate Details](#) view:
 - On the Draft/Restrictions tab, in the Cargo and L/D Qty fields.
 - In the Cargoes grid, in the CP Qty field, depending on [configuration flags](#).
3. You can override the calculated lift value.
To recalculate, clear the field and then press **Enter**. The new value appears [blue](#).

To see the inputs to the calculation, on the Draft/Restrictions tab, hold your mouse pointer over the value in the **Max Lift** field.

Max Lift Calculation

In determining the Max Lift, three possibly restricting quantities are calculated:

- [Max Available Deadweight](#)
- [Max Deadweight Given Cubic Restrictions](#)
- [Max Deadweight Given Draft Restrictions](#)

The Max Lift is taken as the most restrictive of these values.

You can see which restriction is in effect on the Itinerary Details form.

Max Lift = Capacity divided by Stowage Factor

Max Available Deadweight = DWT minus Bunkers ROB on Arrival minus Constants and Margins

If the result from the Max Lift calculation is higher than the Max Available Deadweight, then the **Max Lift** is the Deadweight itself (the maximum the ship can lift).

Max Available Deadweight

Max Available Deadweight = Vessel Deadweight - Bunkers and Constants

Vessel Deadweight

The deadweight comes from the baseline chosen for calculations:

- **Vessel DWT, SW Summer Draft**, and **TPC/TPI** on the [Vessel](#) form.
- Information entered on the bottom half of the Vessel [DWT/Draft](#) tab.

If an exact baseline does not exist (meaning Deadweight, Draft, or TPC is missing) backups are used depending on the relevant loadline:

- Tropical Fresh Water -> Tropical Salt Water -> Summer Salt Water
- Winter Fresh Water -> Winter Salt Water -> Summer Salt Water
- **Note:** Winter Fresh Water is not an available line, so a backup is always used.
- Summer Fresh Water -> Summer Salt Water

When Summer Salt Water is used as a backup for Winter/Tropical loadlines, the draft and the deadweight are adjusted as follows:

- $Tropical\ SW\ Draft = Summer\ SW\ Draft + 1/48 * Summer\ SW\ Draft$
 $Tropical\ SW\ DWT = Summer\ SW\ DWT + (Tropical\ SW\ Draft - Summer\ SW\ Draft) * TPC * 100\ CM/M$
- $Winter\ SW\ Draft = Summer\ SW\ Draft - 1/48 * Summer\ SW\ Draft$
 $Winter\ SW\ DWT = Summer\ SW\ DWT - (Summer\ SW\ Draft - Winter\ SW\ Draft) * TPC * 100\ CM/M$

Bunkers and Constants

Bunkers and Constants = Sea Constants + Fresh Water + Other Constants + Bunker Margins + Arrival ROB Bunkers + Bunkers Received

Sea Constants, Fresh Water, Other Constants, and Bunker Margins come from the Vessel [Consumption](#) tab:

- In the In Port Consumption Table (Per Day) grid, the **Margin** column.
- Under Variables and Safety Margins, **Constants Sea**, **Fresh Water**, and **Others** fields.

ROB Bunkers and Bunkers Received come from the Voyage/Estimate.

Example

Let's consider the calculation of the Max Available Deadweight for the vessel seen in the screenshots below:

MAX LIFT TEST VESSEL - IMOS Vessel

Vessel Code: MLTV Vessel Name: MAX LIFT TEST VESSEL Vessel DWT: 80,000.00 MT
 Type Code: B Year Built: SW Summer Draft: 15.000 M
 Ownership: OV Vessel Type: PANAMAX TPC: 70.00
 IMO Number: Vessel Fleet: Capacity (Bale): 0 Ft3
 Daily Cost: 0.00 Trade Area: Capacity (Grain): 0 Ft3
 Speed Laden: 12.00 Vessel Owner: Deck Capacity: 0 M3
 Speed Ballast: 12.00 Class Society: Vessel Type Correlation:

Inactive Vessel Estimate Only Vessel Vessel Rejected Offshore Barge
 Commercial Management Active for Veslink

Consumption Routes DWT/Draft Details Stowage Contacts Multiple Rates L/D Perf

In Port Consumption Table (Per Day)

Type	Unit	G	Grade	Capacity	Margin	Loading	Disch	Idle/On	Idle/Off	Heat	Hea
IFO	MT	L		0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
MDO	MT	L		0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00

Click here to add a row

Speed Consumption Table (Per Day)

Speed	B/L	Engine Load	IFO	MDO	Type
12.00	B	0.00	20.00	2.00	
12.00	L	0.00	23.00	3.00	

Click here to add a row

Variables and Safety Margins

Constants Sea: 20.00 MT Fresh Water: 30.00 MT Others: 40.00 MT
 Constants Lakes: 0.00 MT Total: 90.00 MT

Beaufort: CALM 0
 Sea State: CALM (GLASSY) 0
 Sea Swell: NO SWELL 0

Fuel Zone Set: Company: Reference No.: Alerts:

MAX LIFT TEST VESSEL - IMOS Vessel

Vessel Code: MLTV Vessel Name: MAX LIFT TEST VESSEL Vessel DWT: 80,000.00 MT
 Type Code: B Year Built: SW Summer Draft: 15.000 M
 Ownership: OV Vessel Type: PANAMAX TPC: 70.00
 IMO Number: Vessel Fleet: Capacity (Bale): 0 Ft3
 Daily Cost: 0.00 Trade Area: Capacity (Grain): 0 Ft3
 Speed Laden: 12.00 Vessel Owner: Deck Capacity: 0 M3
 Speed Ballast: 12.00 Class Society: Vessel Type Correlation:

Inactive Vessel Estimate Only Vessel Vessel Rejected Offshore Barge
 Commercial Management Active for Veslink

Consumption Routes DWT/Draft Details Stowage Contacts Multiple Rates L/D Perf

Draft (M) DWT (MT) Displ (MT) TPC Remarks

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:	15.000	80,000.00	0.00	0.000	70.00
Tropical FW:	0.000	0.00	0.00	0.000	0.00
Tropical SW:	0.000	0.00	0.00	0.000	0.00
Fresh Water:	0.000	0.00	0.00	0.000	0.00
Winter:	0.000	0.00	0.00	0.000	0.00
Normal Ballast:	0.000	0.00	0.00	0.000	0.00
Lightship:	0.000	0.00	0.00	0.000	0.00

Fresh Water Allowance: 0.000 mm Max Air Draft: 0.00 M

Company: Reference No.: Alerts:

Suppose we are sailing to Bergen in winter, so our loadline is Winter Salt. We arrive at Bergen with 200 MT IFO and 150 MT MGO. We also buy 150 MT IFO and 100 MT MDO at the port. Because we do not have information on the Winter Line, we will need to use the summer line. Therefore, our calculation will look as follows:

$$\text{Adjusted Vessel Draft} = 15 \text{ M} \cdot 1/48 \cdot 15 \text{ M} = 14.6875 \text{ M}$$

$$\text{Adjusted Vessel DWT} = 80,000 \text{ MT} (15\text{M } 14.6875 \text{ M}) * 70 \text{ MT} / \text{CM} * 100\text{CM} / \text{M} = 77,812.5 \text{ MT}$$

$$\text{Bunkers and Constants} = 20 \text{ MT (Sea Constants)} + 30 \text{ MT (Fresh Water)} + 40 \text{ MT (Other Constants)} + 110 \text{ MT (IFO and MDO Bunker Margins)} + 350 \text{ MT (IFO and MDO Arrival ROB Bunkers)} + 250 \text{ MT (Bunkers Received)} = 800 \text{ MT}$$

So, we get:

$$\text{Max Available Deadweight} = 77,812.5 \text{ MT} - 800 \text{ MT} = 77,012.5 \text{ MT}$$

Configuration Flags	
CFGExcludeSafetyMarginFromMaxLiftCalc	When this flag is enabled, we do not include the Bunker Margins when calculating Bunkers and Constants. So, in our example, we would have 800 MT – 110 MT for Bunkers and Constants. The Max Available Deadweight would therefore equal 77,122.5 MT.
CFGEnableDefaultEndingRobConstants	When this flag is enabled, an Ending ROB Margin field appears on the Consumption tab in the Vessel form. If we do not have initial bunker quantities, then we add on this constant. So, in our example, if we had no initial bunkers, and this constant had a value of 100 MT, Bunkers and Constants would be 800 MT + 100 MT = 900 MT. The Max Available Deadweight would therefore equal 76,912.5 MT.

Other Notes

Unlike the [Max Deadweight Given Draft Restrictions](#) calculation, this portion of the Max Lift Calculation does not account for possible differences in salinity between the baseline used and the itinerary.

Max Deadweight Given Cubic Restrictions

For Gas Carriers and Tankers:

$$\text{Max Cubic Deadweight} = 0.99820701 \text{ MT/M}^3 * \text{Specific Gravity} * \text{Capacity in M}^3$$

This formula is based on the fact that the density of water at 20 degrees Celsius is 0.99820701 MT/M³ and the following two physical relations:

$$\text{Mass} = \text{Volume} * \text{Density}$$

$$\text{Specific Gravity} = \text{Density} / (\text{Density of Water})$$

Specific Gravity

OIL - IMOS Cargo Name

Short Name: OIL
 Cargo Group: Crude
 Cargo Class: LIQUID
 IMO Name:
 IBC Code:
 IMSBC Code:

Full Name: OIL
 API: 40.0000 SG: 0.8251
 UN Number: Class:
 Product Code:
 Default CP Unit:

Description:

Pre-clearance for US and Canada
 Dangerous
 Inactive Persistent

The conversion between API and Specific Gravity is given by the following formula:

$$\text{Specific Gravity} = 141.5 / (\text{API} + 131.5)$$

Capacity

MAX LIFT TEST TANKER - IMOS Vessel

Vessel Code: MLTT Vessel Name: MAX LIFT TEST TANKER
 Type Code: T Year Built:
 Ownership: OV Vessel Type: PANAMAX
 IMO Number: Vessel Fleet:
 Daily Cost: 0.00 Trade Area:
 Speed Laden: 12.00 Vessel Owner:
 Speed Ballast: 12.00 Class Society:

Vessel DWT: 80,000.00 MT
 SW Summer Draft: 15.000 M
 TPC: 70.00
 Capacity: 80,000 M3
 Capacity: 503,186 Bbl

Inactive Vessel Estimate Only Vessel Allow Dispatch Vessel Rejected Offshore Barge
 Commercial Management Active for Vesselink

Consumption Routes DWT/Draft Details Stowage Contacts Multiple Rates L/D Perf

In Port Consumption Table (Per Day)

Type	Unit	G	Grade	Capacity	Margin	Loading	Disch	Idle/On	Idle/Off	Heat	Hes
IPO	MT	L		0.00	50.00	0.00	0.00	0.00	0.00	0.00	
MDO	MT	L		0.00	60.00	0.00	0.00	0.00	0.00	0.00	

Speed Consumption Table (Per Day)

Speed	B/L	Engine Load	IPO	MDO	Type
12.00	B	0.00	20.00	2.00	
12.00	L	0.00	23.00	3.00	

Variables and Safety Margins

Constants Sea: 20.00 MT Fresh Water: 30.00 MT Others: 40.00 MT
 Constants Lakes: 0.00 MT Total: 90.00 MT Ending ROB Margin: 0

Beaufort: CALM 0
 Sea State: CALM (GLASSY) 0
 Sea Swell: NO SWELL 0

Fuel Zone Set:

Company:
 Reference No.:
 Alerts:

503185.988304224: For LNG vessels, the filling limit.

Example

Suppose that we are shipping OIL, with an API of 40. This gives us:

$$\text{Specific Gravity} = 141.5 / (40 + 131.5) = 0.825072$$

If we then ship this cargo on a Tanker with a capacity of 80,000 M³, we calculate the Max Cubic Deadweight as:

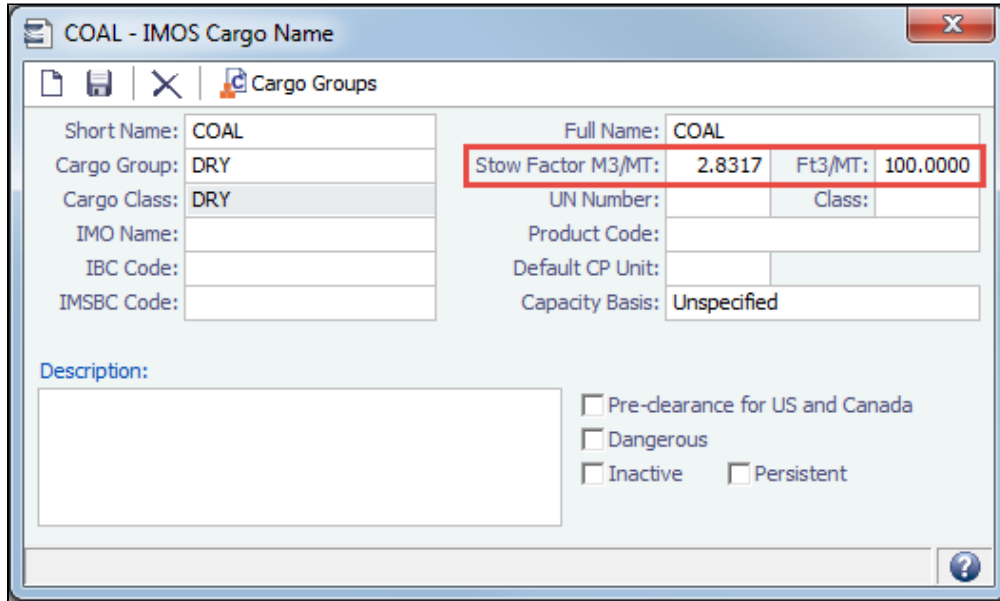
$$\text{Max Cubic Deadweight} = 0.99820701 \text{ MT/M}^3 * 0.825072 * 80,000 \text{ M}^3 = 65,887.4$$

For Other vessels (except LNG Carriers):

$$\text{Max Cubic Deadweight} = (\text{Capacity in MT} * 35.3146667 \text{ Ft}^3/\text{M}^3) / (\text{Stowage Factor in Ft}^3/\text{MT})$$

35.3146667 is the number of cubic feet in one cubic meter.

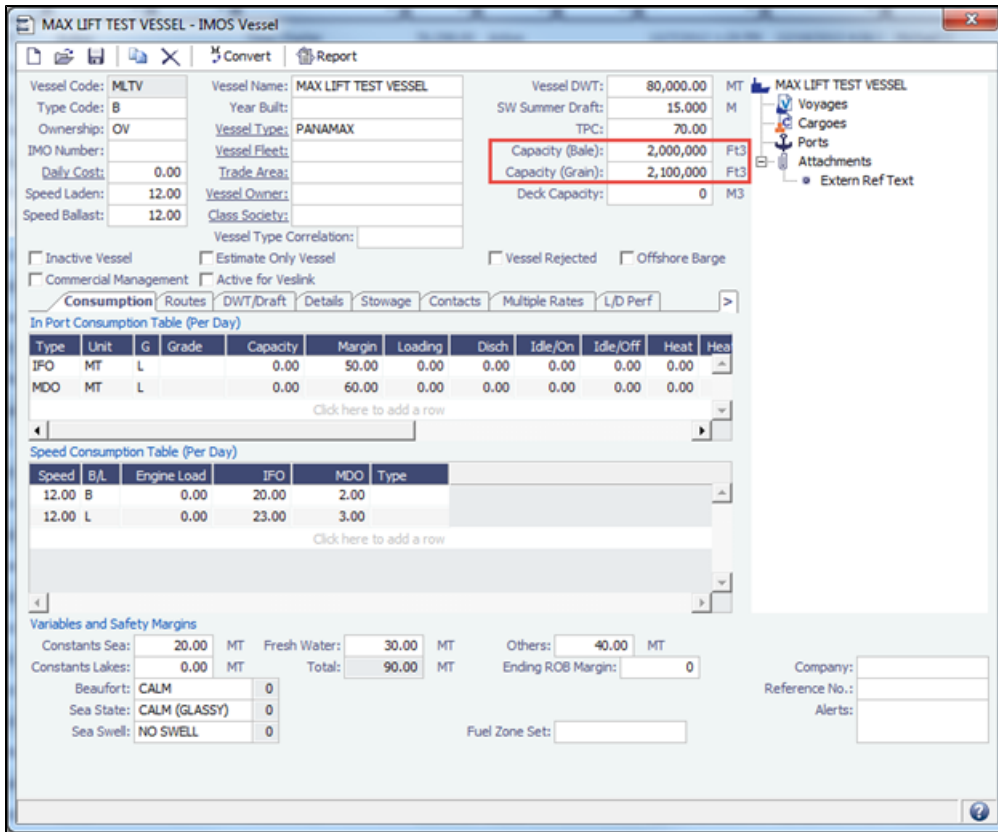
Stowage Factor



The screenshot shows a software window titled "COAL - IMOS Cargo Name". It contains several input fields and checkboxes. The "Stow Factor M3/MT" field is highlighted with a red box and contains the value "2.8317". The "Ft3/MT" field contains the value "100.0000". Other fields include "Short Name: COAL", "Cargo Group: DRY", "Cargo Class: DRY", "Full Name: COAL", "UN Number", "Class", "Product Code", "Default CP Unit", and "Capacity Basis: Unspecified". There are also checkboxes for "Pre-clearance for US and Canada", "Dangerous", "Inactive", and "Persistent".

Short Name:	COAL	Full Name:	COAL
Cargo Group:	DRY	Stow Factor M3/MT:	2.8317
Cargo Class:	DRY	Ft3/MT:	100.0000
IMO Name:		UN Number:	
IBC Code:		Class:	
IMSBC Code:		Product Code:	
		Default CP Unit:	
		Capacity Basis:	Unspecified

Capacity



The capacity used depends on the **Capacity Basis** set on the cargo. Unspecified defaults to **Grain** in the calculation.

Example

Suppose we are shipping COAL, with a Stowage Factor of 100 Ft³/MT and an **Unspecified** Capacity Basis. If we then ship this cargo on a Bulker with a grain capacity of 2,100,000 Ft³, we calculate the Max Cubic Deadweight as:

$$\text{Capacity in Ft}^3 = 59465.28 \text{ M}^3 * 35.3146667 \text{ Ft}^3/\text{M}^3 = 2,100,000 \text{ Ft}^3$$

$$\text{Max Cubic Deadweight} = 2,100,000 \text{ Ft}^3 / (100 \text{ Ft}^3/\text{MT}) = 21,000 \text{ MT}$$

Other Notes

This calculation is not performed:

- For LNG Vessels.
- If there are different cargo densities specified in the itinerary.
- If Capacity or Specific Gravity/Stowage Factor is missing.

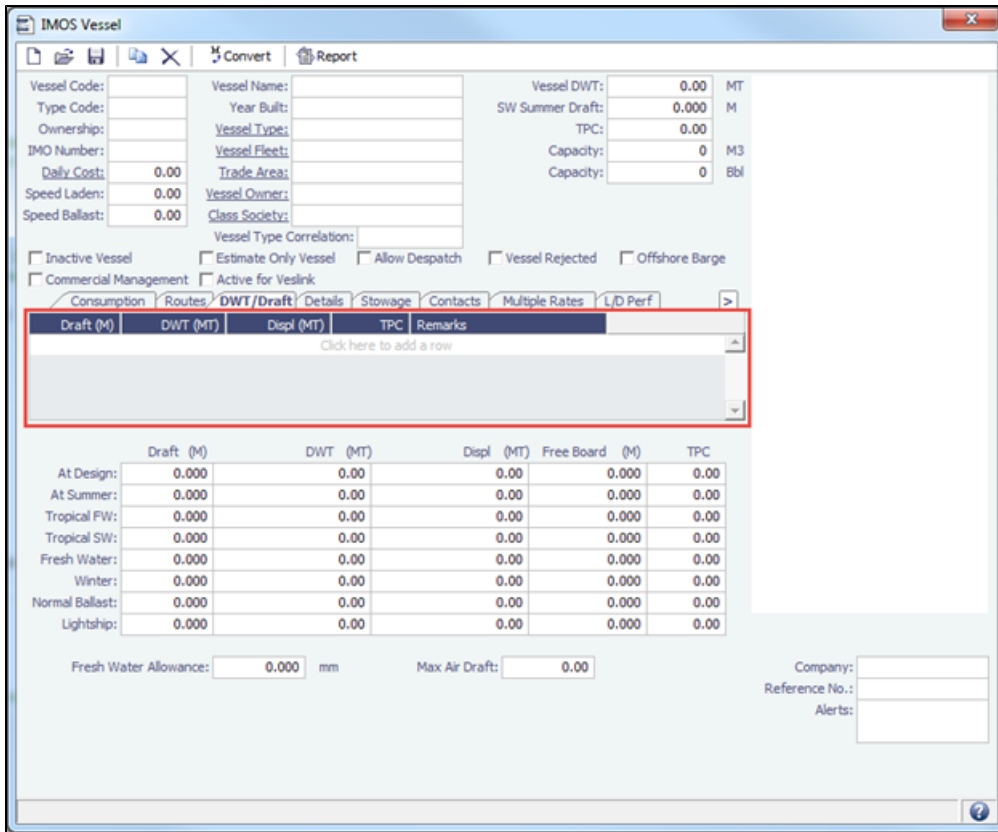
Max Deadweight Given Draft Restrictions

This calculation happens in one of two ways, depending on whether we can determine the deadweight from the Deadweight Table in the DWT/Draft tab of the Vessel form.

Notes

This calculation is only performed when we have a draft specified on an itinerary line.

Calculation Based on Deadweight Table



Notes

The Max Deadweight Given Draft Restrictions are not determined if:

- There are less than two lines in the Deadweight Table.
- Every draft in the Deadweight Table is greater than the itinerary's ESWD.

Calculation

First, the draft in the itinerary is converted into the Equivalent Salt Water Draft, as follows:

$$\text{Equivalent Salt Water Draft (ESWD)} = \text{Itinerary Draft} * (1 - 0.92 (1.025 \text{ kg/l Itinerary Salinity}))$$

In this equation, 1.025 is the density of salt water.

Then, if there is a line in the Deadweight Table with draft within 0.005 M of the ESWD, we take the deadweight from this line.

If not, we order the lines by draft and find the closest line with a draft greater than the ESWD (call it LG), and the closest line with a draft less than the ESWD (call it LL). We then extrapolate the deadweight through a linear equation as follows (recall that the equation of a line is $y = mx + b$):

$$m (\text{slope}) = (LG.\text{Deadweight} - LL.\text{Deadweight}) / (LG.\text{Draft} - LL.\text{Draft})$$

$$b (\text{intercept}) = LL.\text{Deadweight} - m * LL.\text{Draft}$$

$$\text{Table Deadweight} = m * \text{ESWD} + b$$

An easy way to imagine this is to think of a graph where the y-axis is deadweight and the x-axis is draft. LG and LL give us two points on this graph, and we use them to build a line. This line will then have a point corresponding to the draft we are looking for. The deadweight at this point is the result of our calculation.

Following this calculation, the Bunkers and Constants (which are calculated as described in the [Max Available Deadweight section](#)) are subtracted to get:

$$\text{Max Deadweight Given Draft Restrictions} = \text{Table Deadweight} - \text{Bunkers and Constants}$$

Special Case: ESWD is Greater than Every Draft in the Table

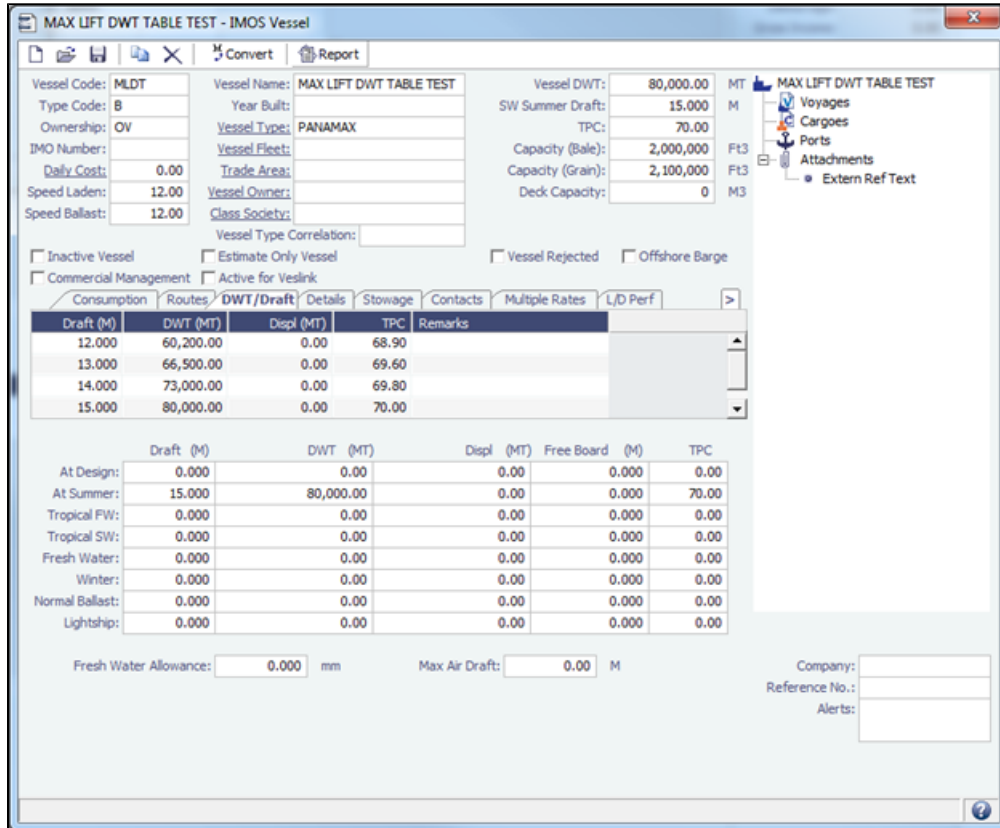
If the largest draft in the table is greater than the vessel **SW Summer Draft** we simply use this line's deadweight as the Max Deadweight Given Draft Restrictions. If the **SW Summer Draft** is greater or equal, then we use the **SW Summer Draft** and the **Vessel DWT** as the point LG, and extrapolate from the resulting line. (If the difference in draft is less than 0.005, we simply use the deadweight from the line in the table.)

Bad Data Handling

If we end up in a situation where LG.Deadweight > LL.Deadweight, we deal with the bad data by assigning Max Deadweight Given Draft Restrictions to be the LG.Deadweight if ESWD LG.Draft and LL.Deadweight otherwise. We **do not** do a linear extrapolation based on a negative slope.

Example

Consider the following vessel:



Suppose that we arrive at a freshwater port with a draft of 13 M. Then, we get the ESWD as follows:

$$ESWD = 13 M * (1 - 0.92 (1.025 kg/l - 1.000 kg/l)) = 12.701 M$$

Then looking through the table, since we do not have a row with a draft within .005 of 12.701, we take the row with draft 13M as LG, and the row with draft 12M as LL. From these two points we extrapolate the Max Deadweight Given Draft Restrictions as follows:

$$m = (66,500 MT - 60,200 MT) / (13 M - 12 M) = 6,300 MT/M$$

$$b = 60,200 MT - 6,300 MT/M * 12 M = 15,400 MT$$

$$Table Deadweight = 6,300 MT/M * 12.701 M - 15,400 MT = 64,616.3 MT$$

Then, supposing we have 200 MT worth of Bunkers and Constants, we get:

Max Deadweight Given Draft Restrictions = 64,616.3 MT - 200 MT = 64,416.3 MT

Calculation Based on TPC

If we fail to get a deadweight from the Deadweight Table calculation (for one of the reasons given under **Notes** in the relevant section), we calculate the max deadweight based on the vessel's TPC. The equation for this method depends on whether the salinity on the itinerary line matches the baseline salinity we are using for our Max Lift Calculation (see the [Max Available Deadweight](#) -> Deadweight section for information on baselines).

Salinity Matches

*Max Deadweight Given Draft Restrictions = Max Available Deadweight (Adj Vessel Draft Itinerary Draft) * (TPC * 100 CM/M)*

The Max Available Deadweight calculation is discussed in a separate section.

Example

Consider the example we have from the [Max Available Deadweight](#) section. Recall that our vessel has a TPC of 70 MT/CM and adjusted draft of 14.6875 M. Moreover, we have:

Max Available Deadweight = 77,012.5 MT

Now suppose that the port has a draft of 14 M. Then we get:

*Max Deadweight Given Draft Restrictions = 77,012.5 MT (14.6875 M 14.0 M) * (70 MT/CM * 100 CM/M) = 72,200 MT*

Salinity Does Not Match

Note that this calculation works poorly if Lightship is not specified on the vessel. There are warnings generated when this calculation is done without a Lightship value.

Salinity Ratio = (Baseline Salinity Itinerary Salinity) / (Itinerary Salinity)

*Max Deadweight Given Draft Restrictions = (((Itin Draft Adj Vsl Draft) * TPC * 100 CM/M) + (Adj Vsl DWT) (Salinity Ratio * Lightship)) / (1 + Salinity Ratio) Bunkers and Constants*

Example

Consider the example we have from the Max Available Deadweight section. Instead of going to a port with a Winter Salt loadline, suppose we go to a port with a Winter Fresh loadline. Let's say this port has a draft of 14M. Our vessel would still have a TPC of 70MT/CM, an adjusted draft of 14.6875M, an adjusted deadweight of 77,812.5MT, and 800MT worth of Bunkers and Constants (See Max Available Deadweight for how these values are obtained). Moreover, let's say that our vessel has a Lightship value of 11,000MT. Lightship is specified in the Details tab of the vessel form.

Given these details the calculation will yield:

Salinity Ratio = (1.025 kg/l - 1.000 kg/l) / (1.000 kg/l) = 0.025

*Max Deadweight Given Draft Restrictions = (((14 M 14.6875 M) * 70 MT/CM * 100 CM/M) + (77,812.5 MT) (0.025 * 11,000 MT)) / (1 + 0.025) 800 MT = 70,151.2 MT*

▼ Related Config Flags

CFGManualMaxLiftCpQty

When using Auto Calculate by Max Lift on a Voyage Estimate, the CP Qty for a cargo will never be automatically set by the Maximum Lift Calculation. Only the L/D quantities will change. The CP Qty can be changed.

CFGVoyestUseMinCpQtyForCharter

erOpt

When using Auto Calculate by Max Lift on a Voyage Estimate, if the Option Type for a Cargo is a charterer's option, its minimum quantity will be used as a restriction for the lift quantity. If set to N, the CP Qty for the Cargo will instead be used for the lift restriction.

CFGEnableDefaultEndingRobConstants

An additional constant representing a default ending bunker quantity will be added into the Voyage Estimate Maximum Lift Calculation in cases where the initial bunker quantities are not specified in the Estimate.

CFGExcludeSafetyMarginFromMaxLiftCalc

Removes the fuel safety margin from the calculation of MaxLift, arrival Draft, and departure Draft in the Voyage Estimate and Voyage Manager.

Worldscale Rates

The ability to store, update, and display default Worldscale Rates for particular Routes depends on these Chartering [Module Rights](#):

- Save New Worldscale Route
- Update Existing Worldscale Flat Rate

If the properties of a Cargo Itinerary are updated in a [Voyage Estimate](#), a [Voyage Fixture](#), or a [voyage](#), an attempt will be made to fetch an existing Worldscale Route for the new Cargo Itinerary. Matches are made based on the first five L/D ports, the Worldscale Year, the Freight Type (W), and the first transit port with Cargo onboard.

- If the WSC Flat Rate differs from the Worldscale Route saved to the database, a warning indicates that the WSC Flat Rate in use differs from the stored Flat Rate.
- 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 Worldscale route or flat rate, when you save an Estimate/Fixture/voyage, you are asked if you want to update the existing Worldscale Route. For Worldscale 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 Worldscale Route used differs from the Worldscale Flat Rate used for a Cargo, the WSC Flat Rate is automatically updated, based on the Flat Rate on the current Worldscale Route in the database.

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

From the Cargo grid in the Estimate/Fixture/voyage, right-click for an option to create a new Worldscale Route (if the route does not yet exist in the database) or update the Worldscale Flat Rate (if the Flat Rate differs from the route's Flat Rate in the database). These options allow you to save the Worldscale parameters without saving the Estimate/Fixture/voyage itself.

Audit type Worldscale Route is available in the IMOS [Audit Trail](#)/Transaction Log.

Notes for Fixed/Variable Differentials on stored Routes appear in the Spot Estimate 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.

▼ Related Config Flags

CFGEnableWorldscaleDifferentials

Automatically calculate Worldscale Differentials for Rotterdam, Panama Canal, and Suez Canal in Voyage Estimator/Fixture Note/Voyage Manager.

CFGEnableWorldscaleClassic

When enabled, only the first load and first discharge ports are used to define a unique Worldscale route for price caching.

CFGUpdateWsRatesOutsideVoyest

When enabled, changes to the Itinerary of a Worldscale Cargo will update the Worldscale Flat Rate for the Cargo from any saved route matching the new Itinerary, and the user will be prompted to save any new or updated Worldscale Routes when saving the Fixture or voyage.

When disabled, the WSC Flat Rate for the Cargo will only change if the user explicitly sets this value, and the user will not be prompted to save any new or updated Worldscale Routes.

Chartering Workflows


You can do any of the following in the Chartering module:

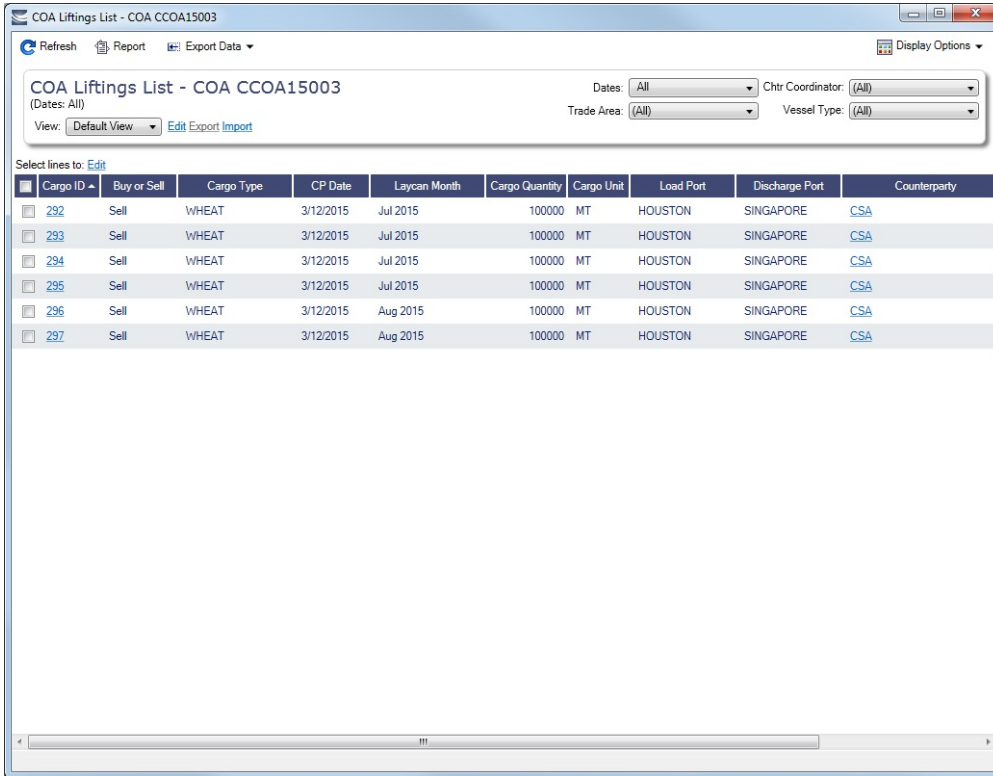
- Page: Bulk Updating Cargoes from a COA
- Page: Creating a Default Voyage Estimate
- Page: Creating a Forward Cargo from an Estimate
- Page: Creating Cargoes and Cargo Templates
- Page: Mirroring Contracts
- Page: Scheduling a Voyage

For industry-specific chartering workflows, see [Barging](#) and [LNG](#) module documentation.

Bulk Updating Cargoes from a COA

After [Cargoes](#) are created, you can update many of the fields for all Cargoes in the COA in bulk. This option is only available if `CFGEnableCargoBooking` is not enabled.

1. On the [Cargo COA](#), click  [Bulk Update](#).



Cargo ID	Buy or Sell	Cargo Type	CP Date	Laycan Month	Cargo Quantity	Cargo Unit	Load Port	Discharge Port	Counterparty
292	Sell	WHEAT	3/12/2015	Jul 2015	100000	MT	HOUSTON	SINGAPORE	CSA
293	Sell	WHEAT	3/12/2015	Jul 2015	100000	MT	HOUSTON	SINGAPORE	CSA
294	Sell	WHEAT	3/12/2015	Jul 2015	100000	MT	HOUSTON	SINGAPORE	CSA
295	Sell	WHEAT	3/12/2015	Jul 2015	100000	MT	HOUSTON	SINGAPORE	CSA
296	Sell	WHEAT	3/12/2015	Aug 2015	100000	MT	HOUSTON	SINGAPORE	CSA
297	Sell	WHEAT	3/12/2015	Aug 2015	100000	MT	HOUSTON	SINGAPORE	CSA

Liftings appear on the **COA Liftings List**, which is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

- Click check boxes to select the lines you want to edit and then click [Edit](#).

- On the Bulk Cargo Update form, update any of the available fields, including adding [Unpriced Elements](#).
- Click [Update](#). You are given an option to open the **Bulk Cargo Update Report**.

If the contract is mirrored, any updates to the contract will also update the mirrored contract(s).

▼ Related Config Flags

CFGDefaultCargoStatus

Sets the default status of the linked liftings. If set to 1 when the user does not have rights to edit confirmed cargoes, the Status on the Create Cargo/VC In Setup form is set to Inquiry.

CFGConfirmLinkedLiftingsViaCOA

Updates the status of the linked liftings from their current state (for example, Default) to Confirmed once the status of the parent COA is changed from Pending to Confirmed.

CFGEnableCargoBooking

Enables the [Cargo Booking](#) form.

CFGNewFirmLiftingOnExercise

Setting a Cargo Option Status to Exercised will automatically create a new Cargo (a copy of the Option Cargo), with the Option check box cleared and the status of the system default, set by config flag CFGDefaultCargoStatus. Saving this Cargo will decrease the number of optional liftings in the COA by one and increase the number of firm liftings by one.

Creating a Default Voyage Estimate

The .TDEFAULT Voyage Estimate is a default Voyage Estimate that can be created by the admin user account. Only one .TDEFAULT Estimate can be used. It is blank by default; when edited and saved, its values populate every Voyage Estimate created by any user.

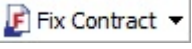
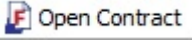
For example, a Miscellaneous Expense, like a Hold Cleaning of \$4,500, could appear on every Estimate as a Common Voyage Expense. There is no logic associated with it; that is, it cannot include a \$4,500 Hold Cleaning for a Handymax, and a \$4,000 one for a Handysize.

Creating the .TDEFAULT Estimate

1. Log in as **admin**.
2. Open a Voyage Estimate.
3. In the **Estimate ID** field, enter:
.TDEFAULT
4. Enter the fixed data that you want to be part of every Estimate that is generated.
5. Save the Estimate. The data will be included in all Voyage Estimates created by all users.

Creating a Forward Cargo from an Estimate

To create a **Forward Cargo Contract** from an [Estimate](#):

1. Either create a new Estimate or copy an existing Estimate. If a copy is made from an Estimate with an existing Cargo, be sure to clear the link to the existing Cargo at the system prompt.
2. When all Estimate details are complete, select the **Benchmark** check box in [Details view](#).
3. When the Cargo needs to be fixed, click , then click **Fix Cargo**. All the information from the Voyage Estimate moves to the Cargo contract, and the button changes to . If any validation rules are not complied with, a warning message appears.
4. On the Cargo form, the Benchmark Estimate is linked as the **Initial Estimate**, as well as the **Benchmark Est.** used for the exposure calculation.

▼ Related Config Flags

CFGEnableBenchmarkEstimate

In [Voyage Estimate](#) Details view, under Estimate Summary, a **Benchmark** check box appears. To mark an Estimate as a Benchmark Estimate, select the check box. Benchmark Estimates must have exactly one cargo, and they cannot be fixed.


In [Cargo COA](#) and [Cargo](#) forms, an **Exposure tab** appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$/ton rate in the Trading Profit and Loss.

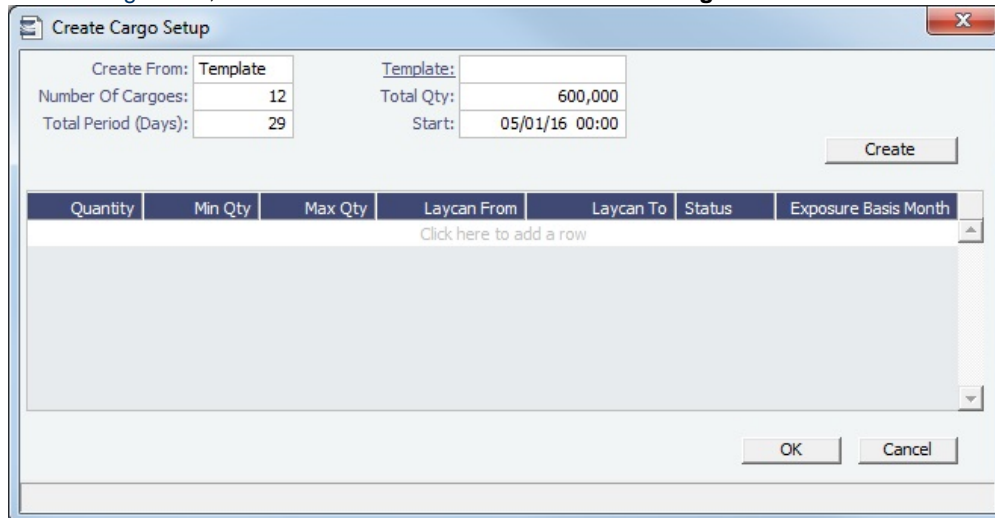
In [Cargo Matching](#), when creating a New Program, a **Create Estimate From Benchmark** check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.

Creating Cargoes and Cargo Templates

Creating Cargo

To create [Cargoes](#), that is, [liftings](#), under a Cargo COA:

1. On the Cargo COA, click  and then click **Create Cargo**.



Quantity	Min Qty	Max Qty	Laycan From	Laycan To	Status	Exposure Basis Month
Click here to add a row						

On the Create Cargo Setup form, the Total Liftings becomes the Number of Cargoes.

2. In the Create From field, select one of the following:
 - **COA:** Enter the values individually.
 - **Template:** Select any [Template](#) linked to the COA; all Cargoes will be created based on this template.
3. Change any setup options and click **Create**. The liftings appear below, using the first Cargo, Load Port, and Discharge Port options.
4. Adjust the **Total Qty** and liftings, if needed, then click **OK** to create the Cargoes.

Cargoes appear on the [Linked Liftings](#) tab, where they can be updated. If the COA Cargo grid is not empty, newly created Cargoes default to the name of the first Cargo in the grid.

Creating a Cargo Template

Cargo Templates enable you to create multiple liftings based on the same specifications. You can create Cargo Templates associated with COA contracts and create liftings based on them.

- On the Cargo COA, click  and then click **Create Template**.

The Template is almost the same as the [Cargo](#) form, with an additional **Template** name field on the right, and values based on the COA.

Editing a Template

To edit a template, On the [Cargo](#) form, click . Point to **Templates** and then click **Retrieve a template**.

▼ Related Config Flags

CFGDefaultCargoStatus

Sets the default status of the linked liftings. If set to 1 when the user does not have rights to edit confirmed cargoes, the Status on the Create Cargo/VC In Setup form is set to Inquiry.

CFGConfirmLinkedLiftingsViaCOA

Updates the status of the linked liftings from their current state (for example, Default) to Confirmed once the status of the parent COA is changed from Pending to Confirmed.

CFGEnableCargoBooking

Enables the [Cargo Booking](#) form.

Mirroring Contracts

Configuration flag **CFGEnableContractMirroring** enables Contract Mirroring.

Intercompany workflows facilitate the existence of multiple separate legal entities within a single database.

Workflow Models

The following workflow models can be used in mirroring. 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.
 - If the company in the mirror contract does not have LOB or Department specified in the Address Book, these are copied from the original contract.
- 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 Object Rights 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.

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.

Cargo Mirroring Between Two Internal Companies

- 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 Types **C**, **O**, and **W**, and with the **Internal** check box selected.
 - b. Enter Company B as Types **C**, **O**, and **W**, and with the **Internal** check box selected.
- 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. The following contracts are created:
 - i. Cargo between A and third party Y
 - ii. Cargo between A and B
 - iii. VC In between 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.

Source Codes for Invoices

invoices with the following [Source Codes](#) can be mirrored:

- POOL
- OREB
- CREB
- CREV
- FINV
- DEMP
- DEMR
- DESP
- DESR
- PTSH
- MPAC

▼ Related Config Flags

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGEnableContractMirroring

Enables the following types of intercompany contracts to be mirrored: Cargo COA, VC In COA, Cargo, VC In, Time Charter In, Time Charter Out, and FFA/Option/Bunker Swap Trade. When a contract of one of these types is created with internal counterparties, a mirrored contract is automatically created 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.

CFGAllowMirroredInvoiceApproval

Enables handling of mirrored invoices independently from their source invoices.

CFGMirrorContractRefNo

Enables mirroring of the Reference No. or Ref No. field between mirror contracts.

CFGEnableInvoiceMirroring

Applies only when CFGEnableContractMirroring is enabled; Freight Invoice, AR Demurrage Invoice, Rebillable Expense, and Rebill Claim invoices from the parent voyage are mirrored as Spot/Relet Freight Invoice, AP Demurrage, Voyage Other Expense, and Claim Payment (AP Claim) in the mirror voyage. They also acquire the same invoice numbers.

For Demurrage Invoices, the calculations are not mirrored, so opening the mirror Demurrage Invoice displays the parent voyage invoice. For this reason, the mirror invoice cannot be seen in the Voyage Manager tree or the Laytime Calculation Setup form. Mirror voyage invoices cannot be reviewed or approved; their status follows their counterparts from the parent voyage; posting has to be done manually in both voyages. The Claim Payment/Voyage Other Exp invoices in the mirror voyage can be rebilled by enabling the Rebillable check box/changing Type in the corresponding invoice forms (and not through the Transaction Data Entry form).

Scheduling a Voyage

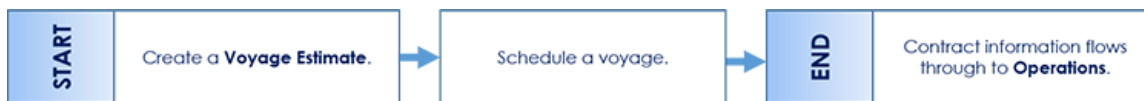
The end point of standard workflows within the Chartering module is the scheduling of a voyage. This section shows you different paths to a voyage; to view a step, click it in a workflow diagram.

Select a starting point:

- Voyage Estimate
- Cargo or VC In
- Time Charter In
- Time Charter Out
- Time Charter Out Estimate

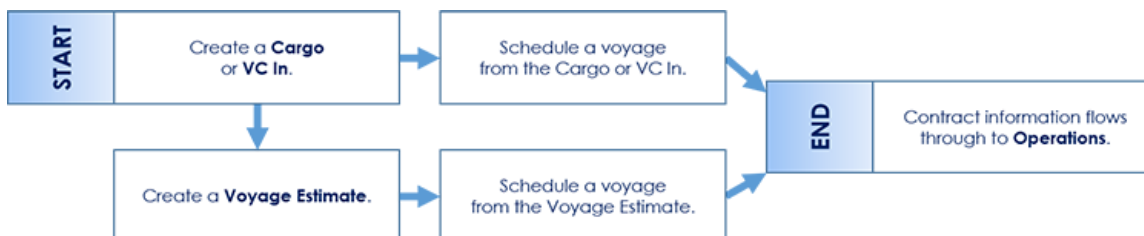
Voyage Estimate

For vessel owners and operators fixing spot business, creating a [Voyage Estimate](#) and then [scheduling a voyage](#) is a common workflow. In this case, the spot Cargo details are first entered in the Voyage Estimate as a tool for calculating and negotiating freight. As the deal progresses, the Voyage Estimate can be updated to be a highly accurate representation of a potential Voyage P&L before finally fixing the business and scheduling a voyage.



Cargo or VC In

For a cargo owner/vessel charterer, creating a [Cargo or VC In](#) contract (which can be from a COA) and then [scheduling the voyage](#) is a common workflow. Optionally, you can create a [Voyage Estimate](#) before scheduling. It can also be used for operators who may have forward fixtures, particularly if your business has many COAs. Finally, for clients who use the Trading and Risk Management module, it is common to create your Voyage Estimate from a Cargo with a linked [Benchmark Voyage Estimate](#).



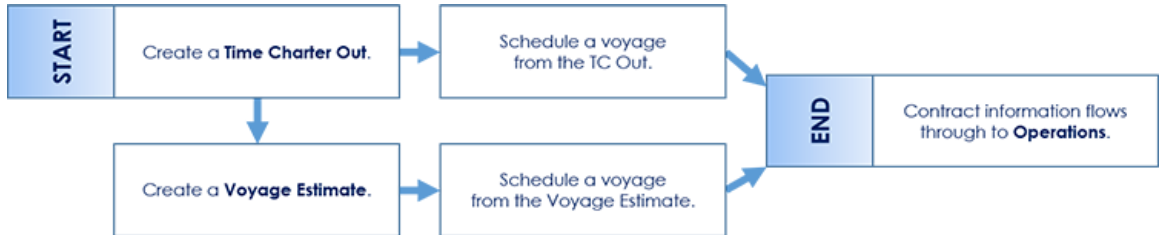
Time Charter In

For long-term (several years) and period (several months) **Time Charter In** contracts, creating the TC, adding it to a **Voyage Estimate**, and then **scheduling the voyage** is a common workflow. For a long-term TC In, after the TC is created, it is treated like an owned vessel from that point forward. For a period TC In, after the TC is created, it is treated like an owned vessel until the point of redelivery, at which point the Chartering team must consider redelivery conditions like bunker quantity and port.



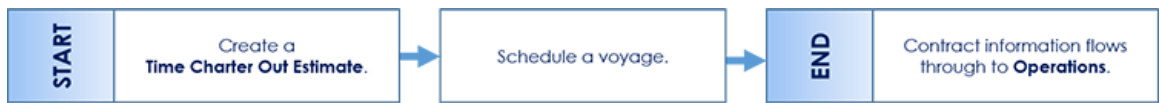
Time Charter Out

For clients who are fixing their vessels on TC Out on long term basis with minimal ballasting, creating a **Time Charter Out** contract and then **scheduling a voyage** is a common workflow. Optionally, you can create a **Voyage Estimate** before scheduling.



Time Charter Out Estimate

For clients who may be fixing on trip or period basis with a ballast leg, creating a **TC Out Estimate** and then **scheduling a voyage** is a common workflow.



Creating a Ballast Voyage

When you have a vessel with a **Time Charter In** contract entered in IMOS that is ballasting without employment, the Operators will be repositioning, bunkering, etc., and you must record this information. To do so, you can create a voyage for the vessel without a Cargo or a Fixture (TC Out or Voyage Out).

1. Do one of the following:

- On the **Vessel Schedule**, click  **New**.

- On the Voyage Manager, click .

On the [Create New Voyage](#) form, do not select Create from Voyage Fixture, as there is no fixture yet. The voyage is created, and Operations can manage the ballasting portion by adding ports, etc.

- After business (either TC Out or Voyage Out) is found for the vessel, create the Voyage Fixture or Time Charter Out contract, but instead of scheduling a new voyage, link the contract to this ballast voyage.

- For a [Voyage Fixture](#):
 - Find the Fixture No. on the top left of the Voyage Fixture contract (for example, 20100005).
 - 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 [Time Charter Out](#):
 - Find the TC Code on the top left of the TC Out contract (for example, VES1-O00003).
 - 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.

▼ Related Config Flags

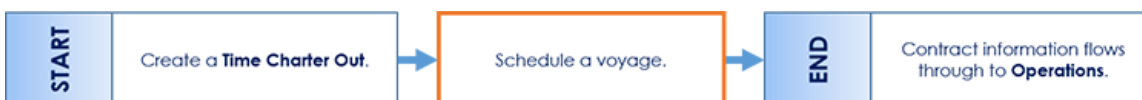
CFGVoyaccUseBallastVoyageBillCodes

Creates distinct accruals Bill Codes for ballast voyages (voyages without a fixture), with a prefix of **B**.

Creating a New Time Charter Out Voyage


Walkthrough: Scheduling a Voyage

To view a step, click it in the [workflow](#) diagram:

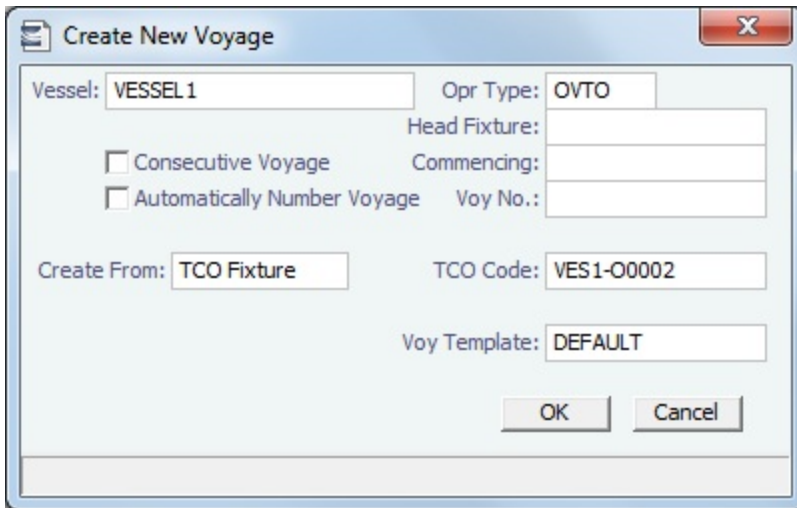


For clients who are fixing their vessels on TC Out on long term basis with minimal ballasting, creating a [Time Charter Out](#) contract and then scheduling a voyage is a common workflow. Optionally, you can create a [Voyage Estimate](#) before scheduling.

To create a Time Charter Out voyage, do one of the following:

- On the [Time Charter Out](#) form, click  [Sched a Voy](#).
- On the [Voyage Fixture List](#), click the [Schedule](#) link.

The Create New Voyage form appears.



Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
 - OVOV: Owned Vessel, Own Voyage
 - OVTO: Owned Vessel, TC Out
 - RELT: Cargo Relet
 - TCOV: TC In Vessel, Own Voyage
 - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
 - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
 - The last port of the previous voyage becomes the commencing port of the next voyage.
 - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
 - When creating a new voyage:
 - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
 - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
 - In sequence from the last voyage number
 - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
 - 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.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
 - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
 - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
 - Cargo (automatically selected if scheduling a voyage from a Cargo)
 - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port

- No Source (to create a voyage from scratch)
- **Voyage Template:** 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 clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

▼ Related Config Flags

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGChartererView

Use the [Charterer's view](#) instead of the standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGValidateContractStatusToSchedule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

CFGEnableCOAPlanningPeriod

Adds [Planning Periods](#) fields to the COA and Cargo forms and a COA Period field to this form for voyages created from a Cargo COA that uses Planning Periods. The field defaults to the planning period that includes the date/time entered in the Commencing field; if no planning period includes that date/time, the field is blank.

CFGUseCargoBenchmarkOnVoyage

If enabled, when scheduling a Voyage from a Cargo Contract that uses Benchmark Estimate as its Exposure Basis, the new voyage will be initialized from the Benchmark Estimate of the Cargo Contract.

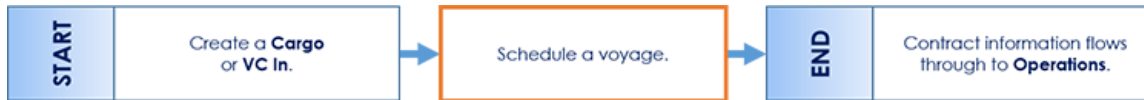
CFGUpdateNextVoyageWithRouting

When saving a voyage whose last port has been modified, the update to the following consecutive voyage will include insertion/removal of applicable transit ports, and apply automatic update of estimated expenses as necessary.


Creating a New Voyage from a Cargo or VC In

Walkthrough: Scheduling a Voyage

To view a step, click it in the [workflow](#) diagram:



For a cargo owner/vessel charterer, creating a [Cargo](#) or [VC In](#) contract (which can be from a COA) and then scheduling the voyage is a common workflow. Optionally, you can create a [Voyage Estimate](#) before scheduling. It can also be used for operators who may have forward fixtures, particularly if your business has many COAs. Finally, for clients who use the Trading and Risk Management module, it is common to create your Voyage Estimate from a Cargo with a linked [Benchmark Voyage Estimate](#).

To create a voyage from a Cargo or VC In, on the [Cargo](#) or [VC In](#) form, click  [Schedule Voyage](#). The Create New Voyage form appears; if a Nominated Vessel is selected, the vessel flows to this form.

Vessel:	VESSEL1	Opr Type:	OVOV
Head Fixture:		Commencing:	08/26/14 00:22
<input checked="" type="checkbox"/> Consecutive Voyage		Voy No.:	
<input type="checkbox"/> Automatically Number Voyage			
Create From:	Cargo	Cargo ID:	1640

Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
 - OVOV: Owned Vessel, Own Voyage
 - OVTO: Owned Vessel, TC Out
 - RELT: Cargo Relet
 - TCOV: TC In Vessel, Own Voyage
 - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
 - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
 - The last port of the previous voyage becomes the commencing port of the next voyage.
 - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
 - When creating a new voyage:
 - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
 - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
 - In sequence from the last voyage number

- Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
 - 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.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
 - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
 - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
 - Cargo (automatically selected if scheduling a voyage from a Cargo)
 - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
 - No Source (to create a voyage from scratch)
 - **Voyage Template:** 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 clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

▼ Related Config Flags

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGChartererView

Use the [Charterer's view](#) instead of the standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGValidateContractStatusToSchedule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

CFGEnableCOAPlanningPeriod

Adds [Planning Periods](#) fields to the COA and Cargo forms and a COA Period field to this form for voyages created from a Cargo COA that uses Planning Periods. The field defaults to the planning period that includes the date/time entered in the Commencing field; if no planning period includes that date/time, the field is blank.

CFGUseCargoBenchmarkOnVoyage

If enabled, when scheduling a Voyage from a Cargo Contract that uses Benchmark Estimate as its Exposure Basis, the new voyage will be initialized from the Benchmark Estimate of the Cargo Contract.

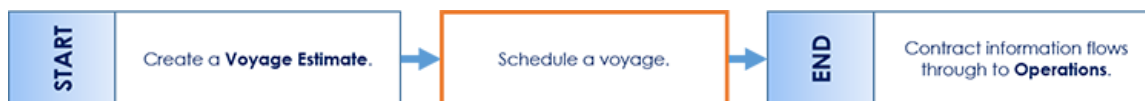
CFGUpdateNextVoyageWithRouting

When saving a voyage whose last port has been modified, the update to the following consecutive voyage will include insertion/removal of applicable transit ports, and apply automatic update of estimated expenses as necessary.

Creating a New Voyage from a Voyage Estimate

Walkthrough: Scheduling a Voyage


To view a step, click it in the [workflow](#) diagram:




For vessel owners and operators fixing spot business, creating a [Voyage Estimate](#) and then scheduling a voyage is a common workflow. In this case, the spot Cargo details are first entered in the Voyage Estimate as a tool for calculating and negotiating freight. As the deal progresses, the Voyage Estimate can be updated to be a highly accurate representation of a potential Voyage P&L before finally fixing the business and scheduling a voyage.

Note: You must have the [Fix an Estimate Module Right](#) selected, under in Actions in the Chartering module, and the following [configuration flags](#) must be disabled: CFGEnableVesselVetting, CFGEnableChartManualStatusFlags, and CFGEnableUserGroupOnFixture.

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

- From a Voyage Estimate in [Details View](#), click  [Fix Estimate](#).
- From a Voyage Estimate in [Column View](#), click **Fix Estimate** on the menu.

Depending on the Operation Type:

- For a TCO Estimate, a [Time Charter Out Fixture](#) is created. All the information from the Voyage Estimate moves to the fixture and then to the voyage. After the fixture is created, the button changes to .
- For other Operation Types, the Create New Voyage form appears:

The screenshot shows a dialog box titled "Create New Voyage" with the following fields and options:

- Vessel:
- Opr Type:
- Head Fixture:
- Consecutive Voyage
- Commencing:
- Automatically Number Voyage
- Voy No.:
- Create From:
- Fixture No.:
- Voy Template:
- Buttons: OK, Cancel

Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
 - OVOV: Owned Vessel, Own Voyage
 - OVTO: Owned Vessel, TC Out
 - RELT: Cargo Relet
 - TCOV: TC In Vessel, Own Voyage
 - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
 - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
 - The last port of the previous voyage becomes the commencing port of the next voyage.
 - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
 - When creating a new voyage:
 - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
 - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
 - In sequence from the last voyage number
 - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
 - 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.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
 - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
 - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
 - Cargo (automatically selected if scheduling a voyage from a Cargo)
 - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
 - No Source (to create a voyage from scratch)
- **Voyage Template:** 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 clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

▼ Related Config Flags

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGChartererView

Use the [Charterer's view](#) instead of the standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGValidateContractStatusToSchedule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

CFGEnableCOAPlanningPeriod

Adds [Planning Periods](#) fields to the COA and Cargo forms and a COA Period field to this form for voyages created from a Cargo COA that uses Planning Periods. The field defaults to the planning period that includes the date/time entered in the Commencing field; if no planning period includes that date/time, the field is blank.

CFGUseCargoBenchmarkOnVoyage

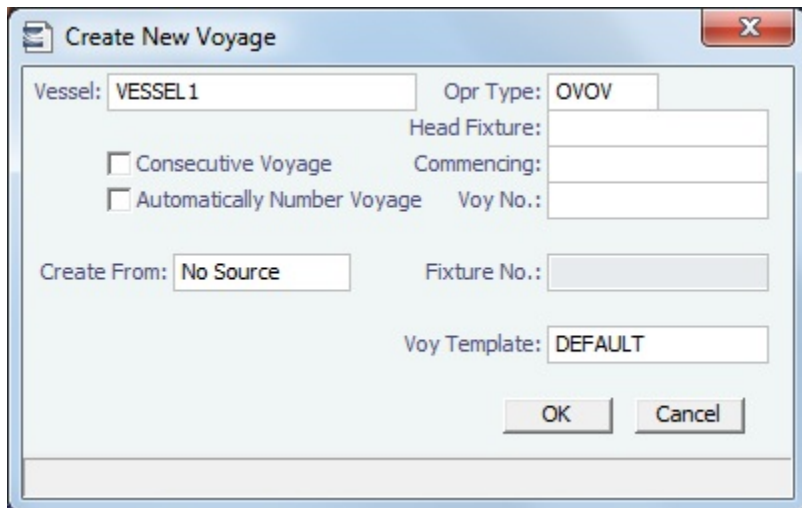
If enabled, when scheduling a Voyage from a Cargo Contract that uses Benchmark Estimate as its Exposure Basis, the new voyage will be initialized from the Benchmark Estimate of the Cargo Contract.

CFGUpdateNextVoyageWithRouting

When saving a voyage whose last port has been modified, the update to the following consecutive voyage will include insertion/removal of applicable transit ports, and apply automatic update of estimated expenses as necessary.

Creating a New Voyage from a Voyage Fixture

To create a voyage from a Voyage Fixture, on the [Voyage Fixture List](#), click the [Schedule](#) link. The Create New Voyage form appears.



Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
 - OVOV: Owned Vessel, Own Voyage
 - OVTO: Owned Vessel, TC Out
 - RELT: Cargo Relet

- TCOV: TC In Vessel, Own Voyage
- TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
 - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
 - The last port of the previous voyage becomes the commencing port of the next voyage.
 - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
 - When creating a new voyage:
 - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
 - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
 - In sequence from the last voyage number
 - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
 - 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.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
 - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
 - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
 - Cargo (automatically selected if scheduling a voyage from a Cargo)
 - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
 - No Source (to create a voyage from scratch)
- **Voyage Template:** 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 clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

▼ Related Config Flags

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

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CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGChartererView

Use the [Charterer's view](#) instead of the standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGValidateContractStatusToSchedule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

CFGEnableCOAPlanningPeriod

Adds [Planning Periods](#) fields to the COA and Cargo forms and a COA Period field to this form for voyages created from a Cargo COA that uses Planning Periods. The field defaults to the planning period that includes the date/time entered in the Commencing field; if no planning period includes that date/time, the field is blank.


CFGUseCargoBenchmarkOnVoyage

If enabled, when scheduling a Voyage from a Cargo Contract that uses Benchmark Estimate as its Exposure Basis, the new voyage will be initialized from the Benchmark Estimate of the Cargo Contract.

CFGUpdateNextVoyageWithRouting

When saving a voyage whose last port has been modified, the update to the following consecutive voyage will include insertion/removal of applicable transit ports, and apply automatic update of estimated expenses as necessary.

Chartering Lists and Tools

You can access several lists and tools to help you in your work from the Chartering module center , as well as from the IMOS7 menu.

- Chartering module center and Lists submenu:
 - [Cargo List](#)
 - [Cargo COA List](#)
 - [Lightering Job 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](#).)
 - [VC In List](#)
 - [VC In COA List](#)
 - [Voyage Estimate List](#)
 - [Voyage Fixture List](#)

*You can access all the tutorials from the [IMOS7 Tutorials](#) page.

- Chartering module center and Tools submenu:
 - [Cargo Matching](#)
 - [Cargo Schedule](#)
 - [Open Position](#)
 - [Voyage Estimate](#)

Chartering Setup

In the Chartering module center, under Setup, you can set the following options:

- [Chartering List Settings](#): Set Warnings and Alerts to highlight events occurring within a certain number of days.
- [Voyage Estimate Categories](#): Create global categories for your own purposes.

Chartering Setup

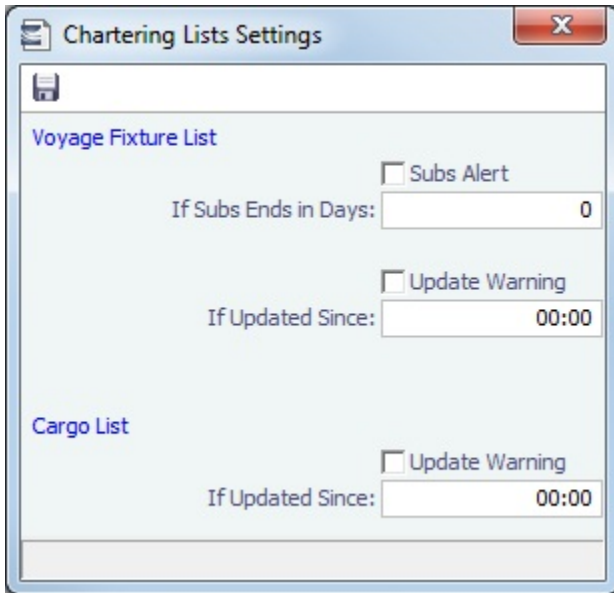
In the Chartering module center , under Setup, you can set the following Chartering options:

- Chartering Lists Settings
- Voyage Estimate Categories
- Vessel Vetting Setup

Chartering Lists Settings

In the [Cargo List](#) and [Voyage Fixture List](#), you can highlight recently changed Cargoes and Voyage Fixtures.

In the Chartering module center , under Setup, click **Chartering Lists Settings**.



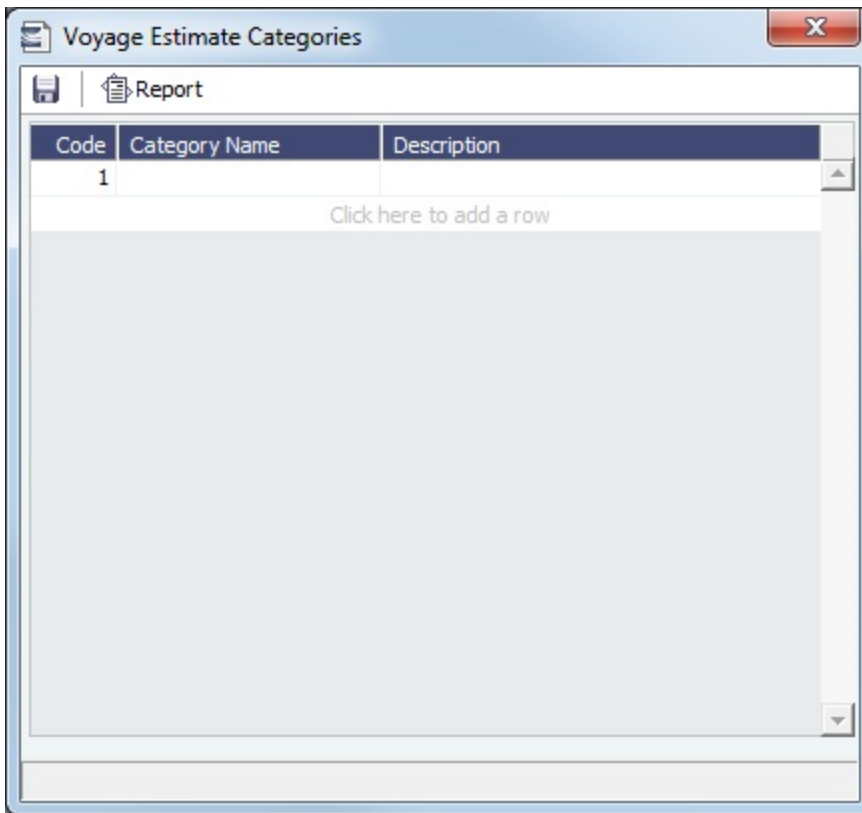
You can set up warnings/alerts for the following:

- **Voyage Fixture List:**
 - **Subs Alert:** Configuration flag **CFGEnableChartManualStatusFlags** enables this alert.
 - When the **Subs Alert** check box is selected, and a value specified in the **If Subs Ends in Days** field, each Fixture in the Voyage Fixture List with the status On Subs appears in red when the current time passes the **Ship on Subs Until** date entered on the Voyage Fixture, minus the **If Subs Ends in Days** value.
 - **Update Warning:** When selected, and you type in a time in HH:MM format, Fixtures that have been changed since that time each day will be highlighted in yellow in the **Voyage Fixture List**.
 - For example, if the time is set to 00:00, all Voyage Fixture records that have changed since midnight will be highlighted. Each day at midnight the highlights will be cleared so that only recent changes are highlighted.
- **Cargo List:** When the **Update Warning** check box is selected, and you type a time in HH:MM, Cargoes that have been changed since that time each day will be highlighted in yellow in the **Cargo List**.
 - For example, if the specified time is set to 00:00, all Cargo records that have changed since midnight will be highlighted. Each day at midnight the highlights will be cleared so that only recent changes are highlighted.

Voyage Estimate Categories

Before creating a Voyage Estimate, you can set up Voyage Estimate Categories for your own purposes. After you set up categories, they can be selected in the **Category** field in a [Voyage Estimate](#); the label of the field can be set with configuration flag **CFGVoyestCategoryCustomType**.


In the Chartering module center , under Setup, click **Voyage Estimate Categories**.

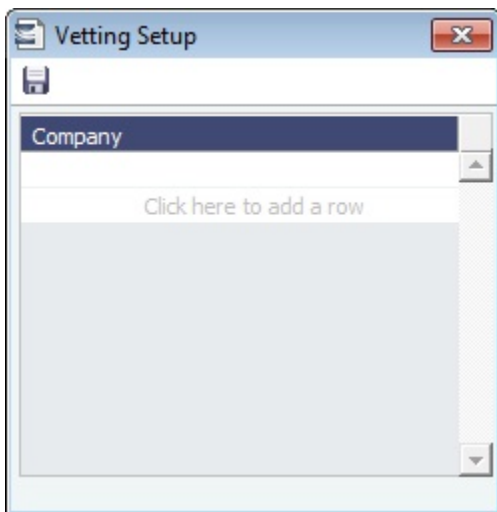


Note: The categories specified are global, not specific to a certain user.

Vessel Vetting Setup

Configuration flag **CFGEnableVesselVetting** enables [Vessel Vetting](#). On the Vetting Setup form, you can specify the entities for which every vessel has to be vetted.

In the Chartering module center  Chartering, under Setup, click **Vessel Vetting Setup**.

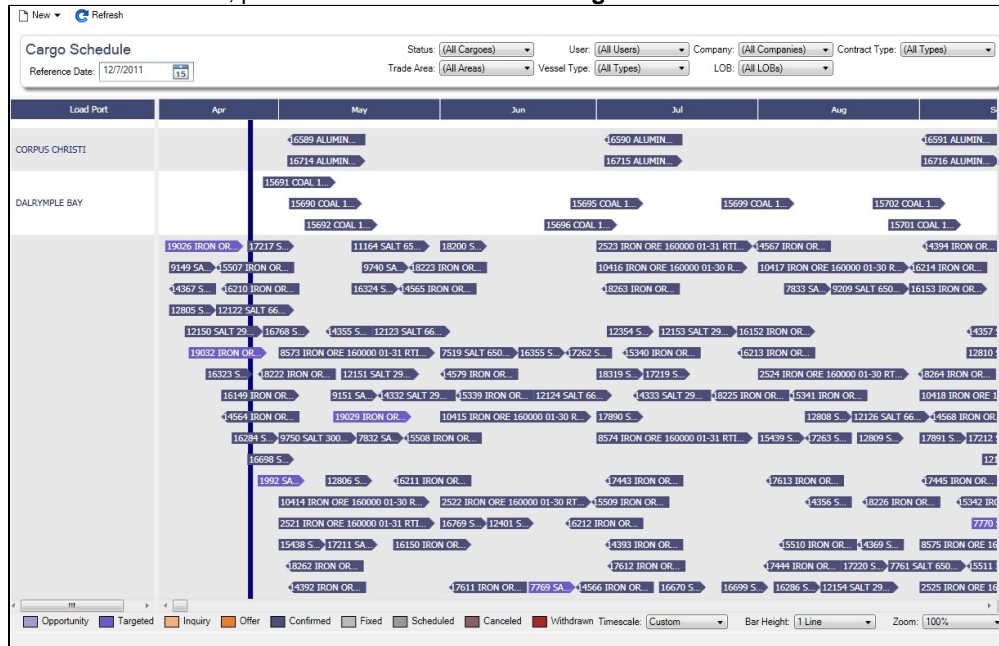


Cargo Schedule

The Cargo Schedule is a Gantt chart overview of cargoes, listed by load port and color coded by status.

To access the Cargo Schedule, do one of the following:

- In the Chartering module center , under Quick Links, click **Cargo Schedule**.
- On the IMOS7 menu, point to **Tools** and then click **Cargo Schedule**.



Each Cargo is represented by a bar with an arrow head. The Cargo name and quantity appear on the bar, and its length indicates the duration of the Cargo laycan window. The status of the Cargo is indicated by the color of the bar, and a legend across the bottom of the schedule describes each color.

The following filters are available:

- **Reference Date:** Earliest date at which Cargoes will appear on the schedule, based on their **Laycan From** to **Laycan To** dates.
- **Status**
- **Trade Area**
- **User**
- **Vessel Type**
- **Company**
- **Contract Type**

Double-click a bar to open the Cargo. Right-click a bar to open a Cargo or create a [Voyage Estimate](#).

For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#); for information on customizing the text that appears on the bars, see [Styling Gantt Bar Templates](#).

▼ Related Config Flags

CFGChartererView

Use the [Charterer's View](#) instead of the standard [Cargo](#) form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGEnableMultiGrade

Enable grades to be selected for Cargoes in a [Voyage Estimate](#).

cargoScheduleSmallBarTemplate


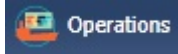
Set the data to display on the bars. CFGChartererView and CFGEnableMultiGrade must also be set.

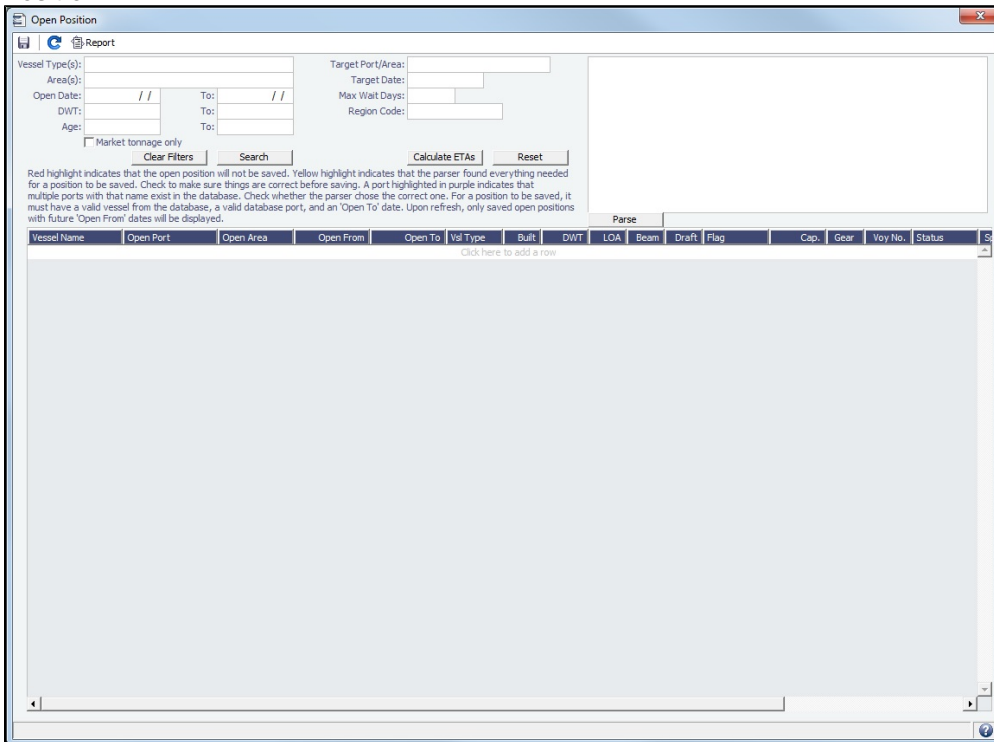
Open Position

The Open Position tool is used to view the open positions of vessels on active or scheduled voyages and the positions of current and future cargo opportunities, allowing you to see if a vessel can arrive at a specified port by a specified date.

1. Do one of the following:

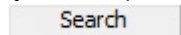
- On the IMOS7 menu, point to **Tools** and then click **Open Position**.

- In the Chartering  or Operations  module center, under Quick Links, click **Open Position**.



2. Specify the filters.

- **Open Date (From/To):** Only voyages with an open date later than the date specified in this filter appear.


3. Click . Information appears below:

- **Open Port/Area:** The last port/area in the voyage.
- **Open From/To:** For vessels in a TCO Voyage, the TCO Redelivery date is considered the Open Date.
- **Status:** Scheduled, Commenced, or Completed. Closed voyages do not appear.

4. To find the following values, specify the **Target Date** and **Target Port/Area** and click :

- **Dist To Go:** Distance from the Open Port to the Target Port.
- **Target Arrival:** Arrival date when traveling from the Open Port to the Target Port.
- **Wait Days:** Number of days to wait in the Target Port until the Target Date.

- To refresh the results after making changes to the displayed voyages, click .

- To open a report based on the current table, click .
Results are sorted according to Open Area and then Open Date.

Projection Ports

When a Region Code is specified, up to an additional five Projection Port columns are added. These are ports that have the Projection Port check box selected and the same Region Code set on the [Port](#) form. If there are more than five projection ports, 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

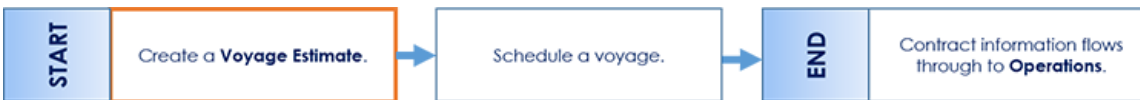
For each retrieved record, you can right-click to do the following:

- 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 Estimate

Walkthrough: Scheduling a Voyage

To view a step, click it in the [workflow](#) diagram:




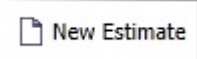
For vessel owners and operators fixing spot business, creating a Voyage Estimate and then [scheduling a voyage](#) is a common workflow. In this case, the spot Cargo details are first entered in the Voyage Estimate as a tool for calculating and negotiating freight. As the deal progresses, the Voyage Estimate can be updated to be a highly accurate representation of a potential Voyage P&L before finally fixing the business and scheduling a voyage.

With a Voyage Estimate, 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 the Estimate to create a voyage](#).

Creating a Voyage Estimate

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**.

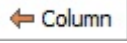
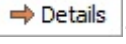
A new Voyage Estimate appears with your next consecutive **Estimate ID**, which you can change. If a **.TDEFAULT Voyage Estimate** has been created, its values populate the Estimate.

Editing a Voyage Estimate

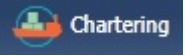
You can edit Voyage Estimates that you created; to be able to edit an Estimate that someone else created, the **Edit Other Users' Estimates Module Right** must be selected for you in [Security](#).

Voyage Estimate Views

Voyage Estimates have two views:

- Use [Column view](#) when you want a quick snapshot, and if you have a simple voyage with one load port, one discharge port, and one cargo. You can also use this view to compare Estimates. To change from Details view, click  **Column**.
- Use [Details view](#) when you want to enter additional information and see the details, and if you have a more complicated voyage with multiple load ports, discharge ports, and/or cargoes. To change from Column view, click  **Details**.

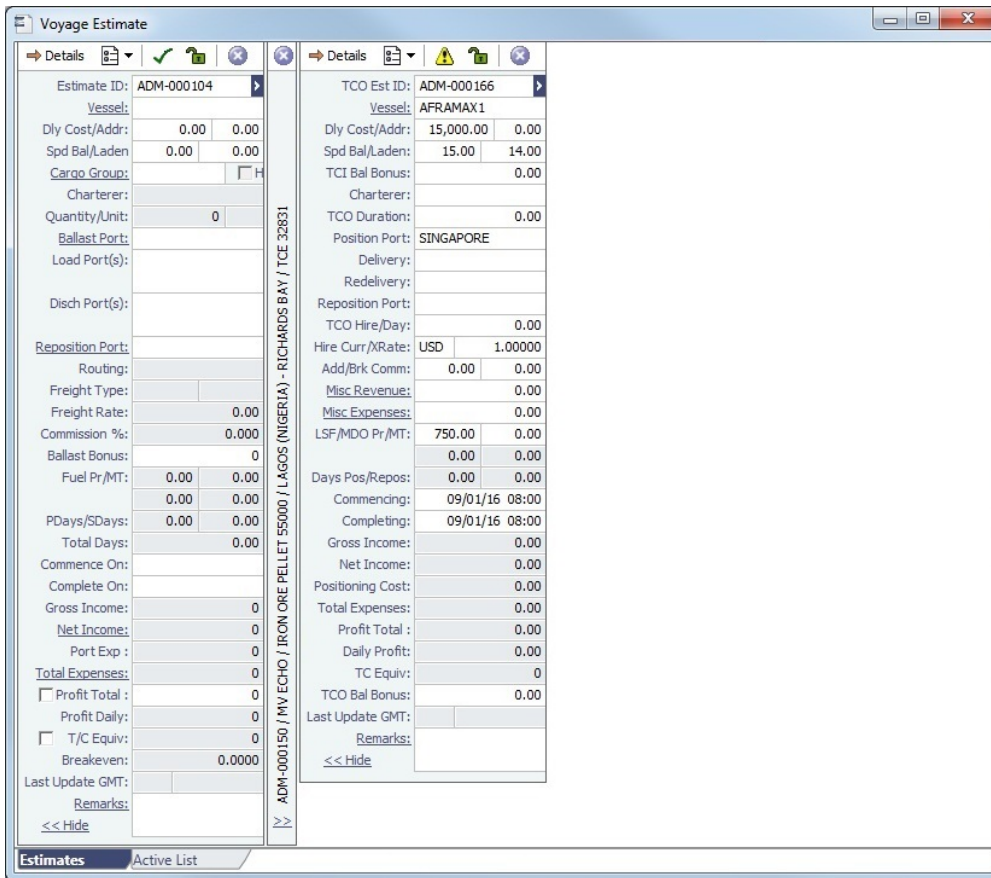
Voyage Estimate List






All Voyage Estimates appear on the Voyage Estimate List. In the Chartering module center , next to Voyage Estimate, click **List**.

- The Voyage Estimate List is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.
- You can open or copy one or more Estimates simultaneously from the Voyage Estimate List: Select the check boxes of the Estimates you want, then click the [Open](#) or [Copy](#) link. If one Estimate is selected, it opens in Details view; if multiple Estimates are selected, they open side-by-side in Column view.

Voyage Estimate, Column View

[Voyage Estimate](#) 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 Deviation and Sensitivity [Analyses](#). Use Column view when you want a quick snapshot, and if you have a simple voyage with one load port, one discharge port, and one cargo.



- 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.
- With multiple Voyage Estimates open, you can click [<< Hide](#) at the bottom of an Estimate to collapse it (center, above) and [>>](#) to expand it again.
- To move an Estimate column to the right or left, click a field in the column you want to move and then press **Ctrl + Right Arrow** or **Ctrl + Left Arrow**.
- Either the **Tasks & Alerts** or **Revisions** panel appears at the top right corner of each Estimate column. To expand  or collapse  the panel, click the arrow. Colored arrows indicate Alerts: A red arrow  indicates an Error, and a yellow arrow  indicates a Warning.
 - To select what you want to view, click  and then click one of the following:
 - **Show Tasks & Alerts:** View the Tasks & Alerts panel, which displays the Tasks and Alerts that apply to the contract. The heading bar includes the icon for the most urgent Alert or Task. If none are urgent, the task that is in progress appears.
 - **Show Revisions:** View the Revisions panel, which displays a chronological list of changes to the Voyage Estimate. You can also click **Revision History** to view the same information in a list.
- In each Voyage Estimate, you must enter at least the **Vessel Name** to save.

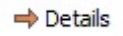
- When you select a port, the **Itinerary Details** form appears, so you can enter additional information about the itinerary. In **Details view**, you can open it from a context menu from a port line in the Itinerary grid on most tabs.

Active List

To see a list of active voyages, click the **Active List** tab at the bottom of the Estimates.

Voyage Estimate ID	Vessel Name	Status	First Loading Port	Last Discharge Port	Cargo	Commence on	Voyage Days	Profit Total	TC Equivalent
<input type="checkbox"/> ADM-000113		Estimated					0.00	0.00	0.00

Changing to Details View

To add more cargoes and/or ports, as well as additional information, click  to expand to [Details view](#).

Estimate Menu

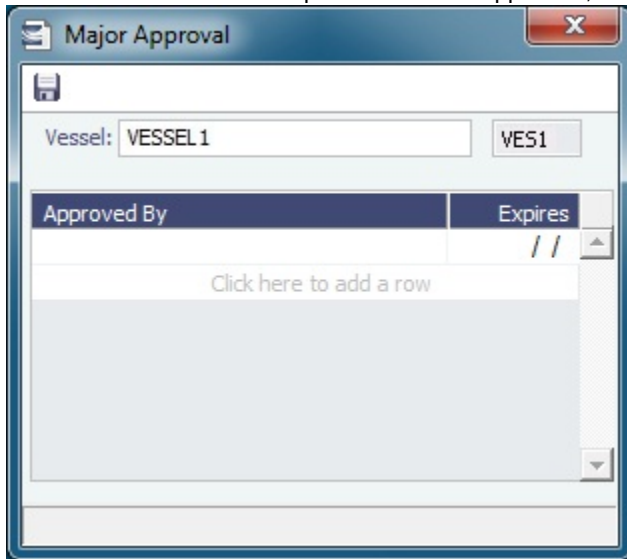
To do any of the following, click  and then click a command. The menu in [Details view](#) has additional commands.

- Create a **New Estimate**, **New TCO Estimate**, or **New Consecutive Estimate**
- **Open Estimate** or **Open Multiple Estimates**
- **Copy Estimate**, **Copy to TCO Estimate**, or **Convert to TCO Estimate**
- **Save Estimate** or **Delete Estimate**
- **Map Itinerary**: See and adjust the itinerary in Veslink Distances.
- **Analysis**: Perform analyses within the Estimate.
- **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.
- **Update Commencement Data**: Select one of the following:
 - **Select Voyage**: Select either the contract linked to the Estimate, or a different voyage from which the commencement data will default.
 - **From TC/Head Fixture Delivery**: Retrieve the commencement information from the Delivery information in the linked Time Charter/Head Fixture Contract.
 - **Clear Commencement Info**: Remove the Commencing port and initial bunkers and quantities. All commencement information is used, regardless of configuration flag settings: terminating port date, ballast port, fuel prices, and fuel quantities.
- **Delays**: Enter information about delays.
- **Profit Share**: Indicate amounts from the Voyage P&L to be considered as Profit Sharing or Premium Revenue.
- **Piracy/ECA Avoidance**: Select an option:
 - **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 region.
- **Attachments**: Add or view attachments.
- **In Progress Voyage**: Link to a commenced voyage.
- **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/Open Fixture**: [Create a new voyage](#) or open the linked [Voyage Fixture](#).
- **Create Cargoes**: Create [Cargoes](#).
- **Update Linked Fixture**: Update the linked [Voyage Fixture](#).
- **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. If you then override the Calculated Lift value, it turns blue. To recalculate, clear the field and then press **Enter**. You can see this information on the [Draft/Restrictions tab](#) in [Details View](#).
- **Reports**: Click to view any of the following reports:
 - Voyage Estimate Profit & Loss Report
 - Voyage Estimate Summary Report
 - Voyage Estimate Column Report

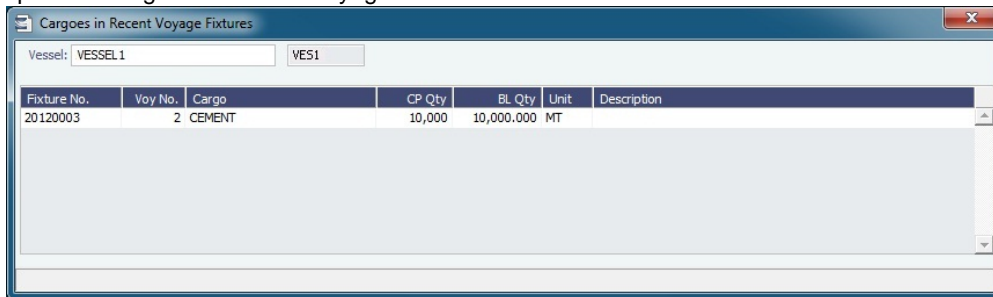
▼ Related Config Flags

CFGScenarioSelectInVoyest	Adds a Program field to the Voyage Estimate so you can assign the Estimate to a program in the Estimate Schedule.
CFGEnableVoyestTceAps	Adds an APS TCE (Arrival at Pilot Station TCE) field to the P&L Summary for OVOV and TCOV voyage types. APS TCE uses the same calculation as the TCE field, but with the following ballast costs removed:

- To record the names and expiration dates of approvals, click the **Major Approval** button.



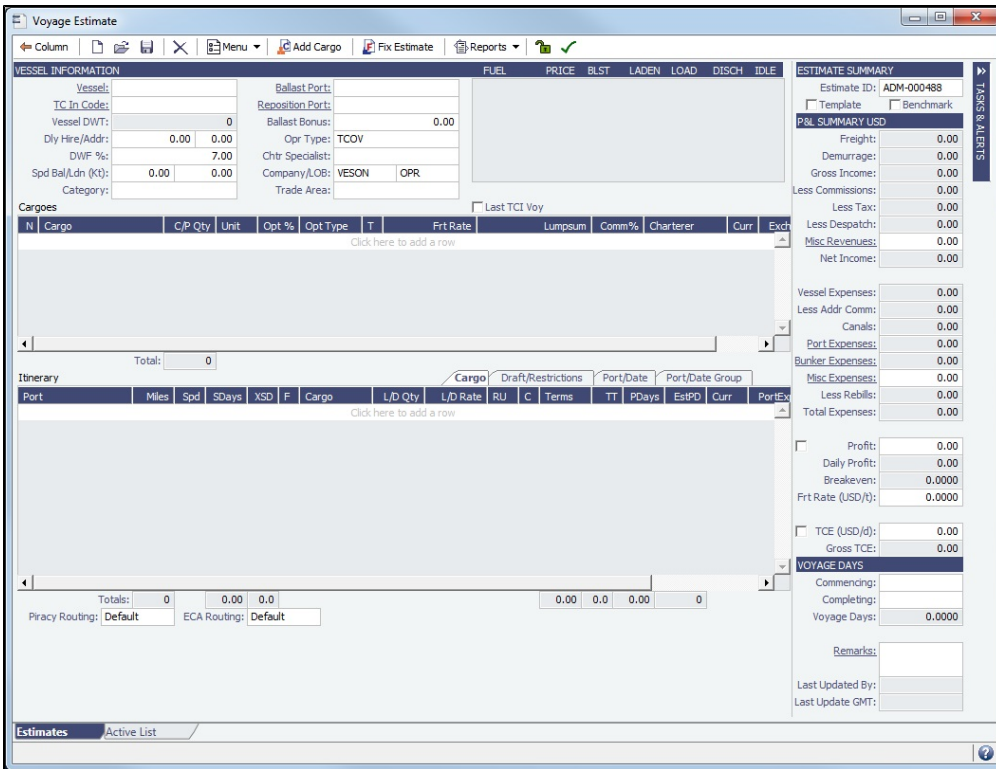
- To retrieve the CP Quantity and Bill of Lading Quantity for all recent voyage cargoes, click the **Recent Cargoes** button to open the Cargoes in Recent Voyage Fixtures form.



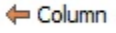
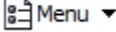
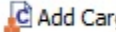
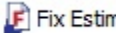
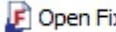







Voyage Estimate, Details View

In the Details view of a Voyage Estimate, 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.



Toolbar

-  : Return to [Column View](#).
-  : In addition to the [menu commands](#) in [Column View](#), you can do the following:
 - **Import/Export** an Estimate.
 - **Reorder the Itinerary** after changing the Sequence on the Port/Date tab, or alter it to create the **Shortest Itinerary**.
-  : Open the [CP Terms Details](#) form to [add Cargo](#).
-  : Open the [Create New Voyage](#) form. After the voyage is scheduled, a [Voyage Fixture](#) is created, and the button changes to  .
-  : Access [Voyage Estimate](#) reports.
- **Locking Status:** Depending on the status of the Estimate and your [Module Rights](#), whether you can save it. Click the symbol to see a message describing any issues.
 -  : The Estimate has not been fixed, and you have rights to save it.
 -  : The Estimate has been fixed, but you have rights to save it.
 -  : The Estimate was created by someone else, and you do not have rights to save it. (These rights include saving Estimates, Fixed Estimates, Benchmark Estimates, and Estimates created by others, with [CFGEnableVoyestUserSecurity](#) enabled.)
- **Validation symbol:** 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.

▼ Related Config Flags

CFGEnableVoyestUserSecurity	Users can only save changes to Voyage Estimates they create. If a user attempts to save an Estimate created by another user, the action will be blocked, and they will be advised to make a copy of the active Estimate.
CFGVoyestZeroProfitOnBunkerError	Any fuel type that is used in the calculation with price zero will trigger a red warning. The profit and daily profit are set to zero to avoid misjudging the calculation.
CFGVoyestZeroProfitOnDWTErr	If the quantity of cargo on board exceeds the calculated max lift quantity for an itinerary line, an Estimate error will be raised indicating where the overloading has occurred, and the profit/daily profit for the Estimate will be set to zero. However, if the Estimate is fixed, it does not show zero P&L, and the Estimated P&L in the Voyage Manager is not affected.
CFGVoyapiErrorOnDischGreaterThanLoad	A nominated discharge quantity greater than the loaded quantity will raise a validation error in Voyage Estimate, Voyage Fixture, and Voyage Manager. Additionally, in Voyage Estimate, this will clear the results of the PNL calculation.
CFGVoyapiWarnIfMissingEstPortExp	Displays a validation warning in Voyage Estimate and Voyage Manager if a cargo handling port call exists without estimated port expenses.
CFGWarnIfMissingCargoBunkers	If vessel is a tanker or gas carrier, displays a warning if applicable cargo bunker consumption types are not enabled in an estimate or voyage.
CFGVoyapiValidateCargoLaycanForPort	Displays 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. <ul style="list-style-type: none"> • Additionally, on the Voyage List, voyage lines will be highlighted in yellow if the above condition exists.

General Information

VESSEL INFORMATION		FUEL	PRICE	BLST	LADEN	LOAD	DISCH	IDLE
Vessel:		Ballast Port:						
TC In Code:		Reposition Port:						
Vessel DWT:	0	Ballast Bonus:				0.00		
Dly Cost/Addr:	0.00 0.00	Opr Type:						
DWF %:	7.00	Chtr Specialist:						
Spd Bal/Ldn (Kt):	0.00 0.00	Company:						
Category:		Trade Area:						

This section contains general information about the vessel and voyage.

- Inheriting values:
 - These fields inherit default values from the Vessel form:
 - Vessel DWT
 - Daily Cost
 - Spd Bal/Ldn
 - Opr Type
 - Owned vessel: default is OVOV
 - Voyage Charter or Time Charter vessel: default is TCOV
 - Fuel grades
 - Ballast, Laden, Load, Discharge, and Idle fuel consumption
 - These fields inherit default values from the vessel's most recent voyage in IMOS, if one exists:
 - Ballast Port
 - Commencing and Completing dates
 - Commencing port in Itinerary
 - Fuel Price

- **TC In Code:** If the selected vessel is a [Tow](#), this field will be locked from editing.
- **Dly Cost/Hire:** The value entered in this field will contribute to Vessel Expenses, shown in the P&L Summary. It will be multiplied by the number of Voyage Days.
- **Addr:** The value entered here will contribute to the Less Addr Comm field, shown in the P&L Summary. It will be multiplied by the Vessel Expenses.
- **DWF %:** IMOS multiplies extra sea days on all voyage legs in the itinerary by this Default Weather Factor, which increases voyage length and expenses related to the length of the voyage.
- **Spd Bal/Ldn:** You can set these speeds to any value, unless the **Restrict Speeds** check box is selected for the [Vessel Type](#), which restricts vessel speeds used to those in the Speed Consumption Table on the [Vessel](#) form.

▼ Related Config Flags

CFGVerifyMatchingCompany	Displays a validation error if any of a voyage's or Estimate's linked contracts or Bunker Requirements has a different Company set than the voyage company.
CFGDefaultCompanyOnTciSelect	<p>When selecting a TC In Fixture to be used for a Voyage /Voyage Estimate, if no Company has been selected, the Company on the selected TC In Fixture will be used.</p> <ul style="list-style-type: none"> • If the Vessel is changed in Voyage Estimate, the Company field will be the Company of TCI/Head Fixture or Vessel, based on the values of CFGDefaultCompanyOnTciSelect and CFGDefaultCompanyFromVessel. • If the Vessel is not changed, but the TCI/Head Fixture is changed, the Company field will change accordingly, also respecting the value of CFGDefaultCompanyOnTciSelect.
CFGDefaultCompanyFromVessel	<p>When selecting a vessel on a contract, if no Company has been assigned on the contract, it will default to the Company specified on the vessel.</p> <ul style="list-style-type: none"> • If the Vessel is changed in Voyage Estimate, the Company field will be the Company of TCI/Head Fixture or Vessel, based on the values of CFGDefaultCompanyOnTciSelect and CFGDefaultCompanyFromVessel. • If the Vessel is not changed, but the TCI/Head Fixture is changed, the Company field will change accordingly, also respecting the value of CFGDefaultCompanyOnTciSelect.
CFGEnableOpsLOB	If enabled, displays an LOB (Line of Business) field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.
CFGEnableVoyTypeCheckboxes	Adds Pool, Ice, Clean, and Coated check boxes to Voyage Estimate and Voyage Fixture for reporting for bulk vessels. They are carried to the Voyage Manager, and their statuses flow between the forms.
CFGDefaultCharteringSpecialist	When creating a new Voyage Estimate or Voyage Fixture, the current user will be assigned as the Chartering Specialist.
CFGDefaultCompanyOnCargoImport	When importing a cargo, specifies whether or not the company specified on the imported cargo should be used to default the company on Voyage Estimate, Voyage Fixture, and Voyage Manager if a company has not yet been specified.
CFGDefaultLobOnCargoImport	When importing a cargo, specifies whether or not the LOB specified on the imported cargo should be used to default the LOB on Voyage Estimate, Voyage Fixture, and

	Voyage Manager if an LOB has not yet been specified.
CFGDefaultLobOnTciSelect	On selection of a TC In Fixture to be used for a Voyage /Voyage Estimate, if no LOB has been selected on the given Voyage/Voyage Estimate, the LOB on the selected TC In Fixture will be used.
CFGEnableChartManualStatusFlags	Adds additional status options to the Voyage Fixture and Voyage Estimate, and the manual management of these statuses. (A manually managed Status field is available on the Voyage Fixture. A voyage can be scheduled from a Voyage Fixture only if its status is Fixed.)
CFGEnableFixtimatorTradeArea	Voyage Estimate: Sets the appearance of the Trade Area input box in the expanded Details view.
CFGUseEstimateLastFuelCost	Enables the option to default Voyage Estimate fuel costs to those of the last saved estimate.
CFGUseVesselLastPort	Voyage Estimate: Defaults ballast port to the vessel open port.
CFGVoyestCategoryCustomType	Specifies custom label for the Category selection list field of Voyage Estimate and its reporting dataset. The values in the list can be configured in the Voyage Estimate Categories form, available from the Setup section of the Chartering module center.
CFGVoyestRetainBunkerPrices	Changing vessels on an Estimate will map the bunker prices for the first vessel onto the new vessel where appropriate; fuels unavailable on the new vessel will not be available and hence not have prices, and fuels available on the new vessel that are absent from the first vessel will pull their prices from the last voyage prices (unless explicitly disabled with use of config flag CFGUseVesselLastFuelCost), or the last estimate (if CFGUseVesselLastFuelCost is disabled and CFGUseEstimateLastFuelCost is enabled).
CFGDefaultBunkerUnit	Voyage Estimate: Sets the default bunker unit.
CFGUseVesselLastFuelQuantity	The initial bunker quantities in an estimate will be pulled from the last actual voyage when a vessel is selected.
CFGUseCompanyLobTradeAreaHierarchy	Sets up a hierarchy between Company, LOB, and Trade Area on this form.
CFGUsePreviousVoyageWeatherFactor	When enabled, the previous voyage DWF % (WF % in the Voyage Manager) value is copied to new consecutive voyages and Voyage Estimates, and the global default value set by CFGDefaultWeatherFactor is applied only when no previous position is specified for a voyage or Voyage Estimate.
CFGEnableOpenEstimate	Adds an Open Estimate check box to Voyage Estimate for reporting purposes. Open Estimate is available in the Report Designer Voyage Estimate table and as a selectable column in the Voyage Estimate List. An Open Estimates Only check box is added to the Estimate Search Criteria form, allowing retrieval of only Open Estimates in searches.

Cargoes Grid

N	Group	C/P Qty	Unit	Opt %	Opt Type	T	Frt Rate	Lumpsum	Comm%	Charterer	Curr	Exc
Click here to add a row												

You can add cargoes in one of these ways:

- Enter line items in the Cargoes grid. You can then either right-click, enter the itinerary in the CP Terms Details form, and click **+ Update Estimate** or enter it in the Itinerary grid below, selecting the Cargo in the line.
- Click **Add Cargo**, complete the **CP Terms Details** form, and click **+ Add to Estimate**.
- Right-click a line in the Cargoes grid and then select one of the following:
 - **Import Cargo**: Select Search Criteria and select one or more **Cargoes**.
 - **Create Cargo**: Create a Cargo from values in Voyage Estimate.
 - **Insert New**
 - **Duplicate Cargo**
 - **Duplicate Cargo (Inc. Itin)**: Duplicate a Cargo and include its itinerary.

Freight revenue is calculated in one of these ways, depending on the setting of **Bill By** in CP Terms/Details:

- If Bill By is set to **CP Qty**, the freight will always be calculated basis the BL Qty.
- If Bill By is set to **Bill Qty**, there are two potential calculations:
 - If an itinerary is not defined for the cargo, or if **L/D Qty** is blank in the itinerary for the cargo, freight will always be calculated basis the CP Qty.
 - If an itinerary is defined for the cargo, and **L/D Qty** is populated in the itinerary for the cargo, freight will always be calculated basis the BL Qty (L/D Qty).

Complete the remaining fields.

- For **Opt %** and **Opt Type**, see **Cargo Tolerance Option Types**.
- For **T** (Freight Type) = **W** (World Scale), see **Worldscale Rates**.
- For Operation Type RELT and SPOT, the first column **T** = contract type:
 - S = Sale (Cargo)
 - P = Purchase (VC In)

N	T	Group	C/P Qty	Unit	Opt %	Opt Type	T	Frt Rate	Lumpsum	Comm%	Counterparty	Curr	Exc
Click here to add a row													


▼ Related Config Flags

CFGChaTradeUnitIdInCargoGrid	The CP Terms grid in Voyage Estimate, Voyage Fixture, and Voyage Manager will have an ID column that displays the Cargo ID for the cargo linked to the CP Terms.
CFGChaTradeUnitIdInItinerary	Voyage Estimate/Voyage Fixture will show the trade unit ID of the cargo associated with the given itinerary line.
CFGCounterpartyLabel	References to Charterer in Voyage Estimate, Voyage Fixture, and Voyage Manager are now replaced with value of this flag, for example, Buyer .
CFGDefaultCargoUnit	Voyage Estimate: Sets the default cargo unit for the Quantity/Units field.
CFGDefaultFreightType	To globally configure the default Freight Type for Cargoes newly added to Voyage Estimate, Voyage Fixture, and Voyage Manager. Enter the letter code for the default

	freight type: F = Freight Rate, L = Lumpsum, W= World Scale, D = Daily Rate, A = ATRS. Note that this configuration only affects Cargoes that are created via Voyage Estimate, Voyage Fixture, and Voyage Manager. Cargoes that already exist and are imported into these forms are not affected, and records created directly from the Cargo form always use the default set in the flag.
CFGEnableAltLiftUnit	Unit of Measure Conversion for MT, BBL, and M3 on the Voyage Estimate, Voyage Fixture, and Voyage Manager forms.
CFGEnableMultiGrade	Enables grades to be selected for cargoes in Voyage Estimate.
CFGEnableUnits	Enables the cargo units field to be editable in Voyage Estimate and in the CP Terms Details window.
CFGShowCargoPerUnitCost	Voyage Estimate: Shows the field Per Unit Cost . This value is also seen on the PnL Report (Voyage Manager) where Per Unit Cost = Total cost of expenses by quantity of cargo loaded.
CFGShowCommissionInCargoGrid	Shows the Comm% field in the Voyage Estimate Cargo grid, which shows the total commission for the Cargo. If there is only one broker, the value can be updated manually in this field. If there are multiple brokers, their commission should be updated in CP Terms Details.

Itinerary Grid

You can add ports and information about them. The Itinerary grid has tabs to show different views.

- On all tabs, if the bunkers ROB falls under the safety margin (specified per fuel type for the [Vessel](#)), the text in the port line turns **red**, and the Voyage Validation icon turns red  , so you can plan to get more bunkers. To work with bunkers, on the menu, click [Bunker Planning](#).
- From port lines on most tabs, you can open the [Itinerary Details form](#) from a context menu to enter additional details about the itinerary; in [Column view](#), it appears when you select a port.
- **Piracy/ECA Routing**: Select an option:
 - **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 region.

Cargo Tab

The Cargo tab includes information about the cargo for each port.



Exp Details Tab

Config flag **CFGEnableCargoExpDetails** adds an Exp Details tab to the Itinerary grid.



For companies that typically manage voyages on a 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.

- **Exp/Unit**: Shows the cost per unit (e.g., metric ton) of moving cargo, taking into account sea and port expenses.

Draft/Restrictions Tab

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.

- If you have the list of Low Sulfur Community ports loaded into the IMOS database, Voyage Estimate sets low sulfur port days (**LS PDays**) to be equal to port days (**PDays**) while in one of these ports (without considering Laytime Terms).
- Low sulfur port days (**LS PDays**) and low sulfur sea days (**LS SDays**) will be calculated for ports and routes that fall within an ECA zone.

Port/Date Tab

The Port/Date tab includes the parameters for each port call that has a function, with one line per cargo, like a cargo itinerary.

- For **LNG Carriers**, this tab includes an additional **Fuel Cons Mode** column. The Fuel Consumption Mode can be specified separately for each voyage leg. For Estimates created in previous IMOS versions, the value for the Estimate is retained to avoid changing the P&L. For new Estimates, these defaults can be overridden on any leg:
 - Automatic
 - Dual Fuel
 - IFO Only
 - LNG Only

Port/Date Group Tab

The Port/Date Group tab is a collapsed view of the Port/ Date view tab, with one line per port, like a vessel itinerary.

- The **L/D Qty** entered on a Load port will default the same quantity to that cargo's discharge port **L/D Qty** if the cargo is linked to the ports.
- To lock a Transit port (Port Function P or I) 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.
- To move a port up or down in the itinerary, right-click the port and click **Move Up** or **Move Down**.

▼ **Related Config Flags**

CFGVoyestShowCranesInItinGrid	Adds a Cranes column to indicate the use of cranes in the port.
CFGDistancesAvoidRivers	When disabled, calculates distances using river routes. This is equivalent to clearing the Avoid rivers if possible check box in Veslink Distances settings.
CFGAutoCalcPortExpenses	Voyage Estimate: Automatically enters port expenses for ports with previously saved expenses. The estimated amount excludes rebillable and recoverable items from historical port expense invoices.
CFGDefaultAutoLiftQuantity	Voyage Estimate: Auto-inserts the Max Lift Qty basis DWT restrictions.
CFGManualMaxLiftCpQty	Voyage Estimate: Defaults the maximum CP quantity in owner's option to the estimated loaded quantity. This can be used in combination with CFGDefaultAutoLiftQuantity

	so to take the maximum between CP quantity and maximum lift of the vessel.
CFGVoyestUseMinCpQtyForChartererOpt	<ul style="list-style-type: none"> • When set to Y, if using Auto Calculate by Max Lift Qty in Voyage Estimate, if the option type for a cargo is a charterer's option, its minimum quantity will be used as a restriction for lift quantity. • If set to N, the CP Qty for the cargo will instead be used for the lift restriction.
CFGDisableMaxLiftWarnings	Enables notification when your quantity loaded exceeds the vessel's maximum lift quantity.
CFGDefaultRateUnit	Specifies default rate unit for cargo load/discharge rates (Voyage Estimate/Voyage Fixture Note).
CFGDefaultSuezXPDays	Sets a default amount of XP , or Extra Port days for the Suez Canal transit.
CFGEnableCargoExpDetails	On the Voyage Estimate Details view, adds an Exp Details tab to the Itinerary grid.
CFGEnableCargoHandlingTradeNo	If multigrade cargoes are enabled, adds a Trade No. column to the itinerary's Cargo tab in Voyage Estimate, Voyage Fixture, and Voyage Manager. Additionally, if cargo transfers are enabled, the column is added to the Transfers tab. This is a free-text field, where users can enter identifiers for a trade associated with the given cargo lifting.
CFGEnablePortExpSearchAutocomplete	On the Search - Port Expense History form, enables selectable search criteria instead of free-text searching.
CFGMultiCurrencyPortExpenses	Enables support for multi-currency estimated port expenses.
CFGShowRateUnitInMainItin	Displays the Rate Unit (RU) column in the main Itinerary grid in the Cargo tab of Voyage Estimate, for easy view/editing alongside the L/D Rate column values.
CFGUpdateCanalExpOnVesselChange	Changing the vessel on an estimate or fixture note will update any canal costs in the itinerary with the defaults as specified in the selected vessel's routing prefs. Any canals which occur between delivery and redelivery in a TCO Estimate will not be updated, and any canals which do not appear in the routing preferences of the selected vessel will likewise be unaltered.
CFGVoyapiNoShexFactorOnTurntime	SHEX factor will not be applied to turntime when estimating total days in a port.
CFGDefaultPortExpToProvisional	Estimated port expenses in Voyage Manager will be Provisional by default.
CFGEnableDefaultEndingRobConstants	An additional constant representing a default ending bunker quantity will be added into the Voyage Estimate maximum lift calculation in cases where the initial bunker quantities are not specified in the estimate.
CFGNoDefaultPortTerms	Voyage Estimate/Voyage Fixture will not default the laytime terms at ports to SHINC - for L/D ports, having no terms will cause a validation error which will prevent the user from fixing the estimate with such errors and/or prevent the user from saving a fixture with such errors.

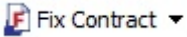
CFGVoyestShowCargoVolume	Enables the Cargo Volume field on the Port/Date Group tab. This field displays the change in cargo ROB for all cargo handling lines at both load and discharge ports.
CFGShowCounterpartyInItin	Enables the Charterer field on the Cargo and Port/Date tabs. This field displays the charterer for the Cargo associated with that load or discharge line.
CFGEnableLNGPortFuelConsMode	<p>For voyages and estimates with Vessel Type L, enables you to select how LNG will be consumed for the purposes of estimating in-port bunker consumption for LNG carriers:</p> <ul style="list-style-type: none"> • In the Port/Date Group tab of the voyage itinerary, the Fuel Cons Mode column is renamed to Sea Mode. • A new column, Port Mode, is added. This column represents the fuel consumption mode while in the port. • Dual Fuel is not an available choice for Port Mode. • The Port Mode drop-down menu includes an additional option, Per Table. This indicates that the pre-existing behavior for in-port fuel consumption is to be used, where all fuel types in the In Port Consumption table on the Vessel form are to be consumed in the quantities indicated in the table. • Port Mode is defaulted and updated based on the value entered in Sea Mode, with these exceptions: • If Sea Mode is Dual Fuel, Port Mode defaults to LNG Only. • If a different value is entered in Port Mode, it will turn blue and no longer be updated by changes to the Sea Mode. To relink the fields, set Port Mode to Automatic.

Estimate Summary, P&L Summary, and Voyage Days

This section shows the Estimate P&L, which is driven by values entered elsewhere on the Voyage Estimate form.

ESTIMATE SUMMARY	
Estimate ID:	ADM-000437
<input type="checkbox"/> Template	<input type="checkbox"/> Benchmark
P&L SUMMARY USD	
Freight:	0.00
Demurrage:	0.00
Gross Income:	0.00
Less Commissions:	0.00
Less Tax:	0.00
Less Despatch:	0.00
Misc Revenues:	0.00
Net Income:	0.00
Vessel Expenses:	0.00
Less Addr Comm:	0.00
Canals:	0.00
Port Expenses:	0.00
Bunker Expenses:	0.00
Misc Expenses:	0.00
Less Rebills:	0.00
Total Expenses:	0.00
<input type="checkbox"/> Profit:	0.00
Daily Profit:	0.00
Breakeven:	0.0000
Frft Rate (USD/t):	0.0000
<input type="checkbox"/> TCE (USD/d):	0.00
Gross TCE:	0.00
VOYAGE DAYS	
Commencing:	
Completing:	
Voyage Days:	0.0000
Remarks:	
Last Updated By:	
Last Update GMT:	

Estimate Summary



- 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.
- Benchmark Estimate:
 - A Benchmark Estimate can be viewed by a user without the Benchmark right.
 - When a Benchmark Estimate is copied, the Benchmark check box is cleared.
 - From a Benchmark Estimate, you can create a Cargo, Cargo COA, or [Fuel-Neutral Cargo COA](#) with this Benchmark Calculation as the Exposure Basis: Click  and then click **Fix Cargo**, **Fix Cargo COA**, or **Fix Fuel Neutral Cargo COA**. This will also associate the Benchmark Estimate as the initial Estimate of the contract as a reference to the calculation. If the Benchmark Estimate is a SPOT Estimate, a VC In COA is created upon clicking **Fix Cargo COA**.

- It is possible to dynamically [change a Benchmark Estimate Itinerary](#) using the Trading Profile to match a contract and use it in the exposure calculation.

P&L Summary

- You can enter or edit [miscellaneous revenues or expenses](#). Click their links to add more than one line item.
- You can adjust the **Profit**, **Freight Rate**, or **TCE** to see the resulting changes in the P&L.
 - **TCE USD/d** (Daily Time Charter Equivalent) = (Net Income (Total Expenses (Vessel Expenses + Ballast Bonus + TCI Common Voyage Expenses Address Commission))) / Voyage Days
 - For Type G (Gas Carrier) vessels, **TCE/Month** appears instead of TCE (USD/d).
 - **Gross TCE** = Daily TCE / (1 - x), where x is the Address Commission rate of Vessel Daily Cost or Hire.
 - **Note:** TCI Common Voyage Expenses do not include ILOHC or INTHC; these two expenses affect TCE.
 - To lock the **Profit** or **TCE** to back-calculate the Freight Rate, select its check box.
 - To lock the TCE to a [target set on the Vessel form](#) to back-calculate Freight:
 1. Make sure the **Commencing** time is set.
 2. Right-click the **TCE** field (or **TC Equiv** field in [Column view](#)) and then click **Apply Vessel TCE Target**. The TCE value is overwritten by the target effective at voyage commencing time and appears in [blue](#).
 3. The TCE can still be overwritten: If the TCE lock check box is cleared or the TCE value is overwritten by changing the vessel or Commencing date, it reverts to black.

Tasks & Alerts or Revisions Panel

Either the [Tasks & Alerts](#) or [Revisions](#) panel appears at the top right corner of the form. To expand  or collapse  it, click the double arrow.

To select what you want to view, click  and then click one of the following:

- **Show Tasks & Alerts:** View the Tasks & Alerts panel, which displays the Tasks and Alerts that apply to the contract. The heading bar includes the icon for the most urgent Alert or Task. If none are urgent, the Task that is in progress appears.
- **Show Revisions:** View the Revisions plan, which displays a chronological list of changes to the form. You can also click **Revision History** to view the same information in a list.

Related Config Flags

CFGEnableVoyestSavedBallastDays	Calculates the impact of Saved Ballast Days on the TCE.
CFGEnableBenchmarkEstimate	<p>In Voyage Estimate Details view, under Estimate Summary, a Benchmark check box appears. To mark an Estimate as a Benchmark Estimate, select the check box. Benchmark Estimates must have exactly one cargo, and they cannot be fixed.</p> <p>In Cargo COA and Cargo forms, an Exposure tab appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$ /ton rate in the Trading Profit and Loss.</p> <p>In Cargo Matching, when creating a New Program, a Create Estimate From Benchmark check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.</p>
CFGSyncCargoWithInitialEstimate	Syncs the Cargo with the Initial Estimate.
CFGLockInitialEstimate	Locks the initial Benchmark Estimate after the Cargo contract is created. When the Cargo contract is Confirmed, it can be edited, but the corresponding Initial estimate is locked. For all other statuses, the Initial estimate can be edited, but Freight Type and Frt Rate fields on the Cargo cannot. They must be updated from

	the Initial estimate (applies when CFGSyncCargoWithInitialEstimate is ON).
CFGVoyIdByUserPrefix	Automatically assigns a sequential Estimate ID number for each user prefix.
CFGEnableVoyestTceAps	<p>Adds an APS TCE (Arrival at Pilot Station TCE) field to the P&L Summary for OVOV and TCOV voyage types. (Also disables Gross TCE field.)</p> <p>APS TCE uses the same calculation as the TCE field, but with the following ballast costs removed:</p> <ul style="list-style-type: none"> • All bunker expenses incurred before arrival at the first Load Port • All port expenses and tolls at any port prior to the first Load Port, including Other Revenues and Expenses that are linked to those ports <p>To use APS TCE, CFGEnableVoyestTceDeviation must be disabled.</p>
CFGEnableVoyestTceDeviation	Enables access to Deviation TCE functionality in Voyage Estimate. (Also disables Gross TCE field.)
CFGVoyestTcePercent	Displays a field on the Voyage Estimate form to show /enable entry of TCE as a ratio of TCE Vessel Daily Cost. (Also disables Gross TCE field.)
CFGEnableStandards	Enables Expense Standards on Voyage Estimates.
CFGUseVoyestVoyageDeviation	Adds a Deviation button to the Voyage Manager toolbar to launch a Deviation Estimate .
CFGUsePreviousVoyageWeatherFactor	When enabled, the previous voyage DWF % (WF % in the Voyage Manager) value is copied to new consecutive voyages and Voyage Estimates, and the global default value set by CFGDefaultWeatherFactor is applied only when no previous position is specified for a voyage or Voyage Estimate.
CFGVoyIdIncludesDate	If enabled, the date of creation is included in Estimate IDs in the format of UUyyMMdxx, where UU is the user's initials and xx is the number of Voyage Estimates created that day.

Voyage Estimate Other Revenues and Expenses

You can enter Voyage Revenues and Expenses from the [Voyage Estimate, Details View](#). Under P&L Summary on the right, click the label link for either **Misc Revenues** or **Misc Expenses**.

Other Revenues and Other Expenses Tabs

Voyage Estimate Other Revenues/Expenses - ADM-000424 (1)

Other Revenues | Other Expenses | Detailed Port Expenses

Code	Revenue Description	Cargo	Port	Type	Curr	Amount Curr	Exch Rt	Amount Base	Non-Acc
VOREV	VOYAGE OTHER REVENUES			Lumpsum	USD	0.00	1.000000	0.00	<input type="checkbox"/>

Click here to add a row

Total: 0.00

Voyage Estimate Other Revenues/Expenses - ADM-000424 (1)

Other Revenues | Other Expenses | Detailed Port Expenses

Code	Expense Description	Cargo	Port	Type	Curr	Amount Curr	Exch Rt	Amount Base	Non-Acc	Rebillable
VOEXP	VOYAGE OTHER EXPENSES			Lumpsum	USD	0.00	1.000000	0.00	<input type="checkbox"/>	Y

Click here to add a row

Total: 0.00

The **Other Revenues** and **Other Expenses** tabs look the same.

- To link Port Expenses to:
- A port call, select the **Port**.
- A port and cargo, select the **Port** and then a **Cargo** handled at that port, or a **Cargo** and then a **Port** where the Cargo is handled.
- For an overall Voyage Misc Exp/Rev, select a **Cargo** without a Port.
- Voyage Expenses created from standards appear on the Other Expenses tab.

Detailed Port Expenses Tab

Voyage Estimate Other Revenues/Expenses - ADM-000001 (1)

Other Revenues | Other Expenses | Detailed Port Expenses

Seq	Port	Func	Code	Description	Curr Amt	Curr	Exch Rate	Base Amt	Rebillable
900	SINGAPORE	D	VOEXP	REBILLABLE	0.00	USD	1.000000	0.00	Y

Click here to add a row

On the Detailed Port Expenses tab, you can add lines for each Port Expense. Items added here will be reflected in PortExp column in the itinerary.

- Port Expenses created by Expense Standards appear on this tab. Standard Port Expenses are also applied to hidden routing ports, those that are not in the itinerary, but would be if they were allowed by vessel route preferences.
- Lumpsum Port Expenses, entered in the itinerary PortExp column, and Detailed Port Expenses, entered here, are mutually exclusive, per port. If a Detailed Port Expense line item is added, either manually or by an Expense Standard, any lumpsum expense previously entered in that port is overwritten. The PortExp column in the itinerary will show the sum of the Detailed Port Expenses for that port.

TCI Common Voyage Expenses Tab

Voyage Estimate Other Revenues/Expenses - ADM-000413 (1)

Other Revenues | Other Expenses | Detailed Port Expenses | **TCI Common Voy Exp**

Code	Description	Rate Type	Rate/Amt	Remarks
CABLE	Gratuities	Per 30 Days	0.00	
VICTU	Victualling	Per 30 Days	0.00	
ALLOW	Repr. Exp. / Allowances	Per 30 Days	0.00	
LASHS	Lashing and Stowage	Per 30 Days	0.00	
ILOHC	ILOHC	Lumpsum	0.00	
INTHC	Intermediate HC	Lumpsum	0.00	

Update from linked Time Charter In

Voyage Estimate Other Revenues/Expenses - ADM-00082 (1)

Other Revenues | Other Expenses | Detailed Port Expenses | **TCO Common Voy Exp (USD)**

Code	Description	Rate Type	Rate/Amt	Remarks
CABLE	Gratuities	Per 30 Days	0.00	
VICTU	Victualling	Per 30 Days	0.00	
ALLOW	Repr. Exp. / Allowances	Per 30 Days	0.00	
LASHS	Lashing and Stowage	Per 30 Days	0.00	
ILOHC	ILOHC	Lumpsum	0.00	
INTHC	Intermediate HC	Lumpsum	0.00	

You can also enter Common Voyage Expenses (CVE) for Time Charter In Estimates (Operation Type TC**) and Time Charter Out Estimates (Operation Type **TO).

- For Time Charter In Estimates, click **Misc Expenses** and then click the **TCI Common Voy Exp tab**.
- For Time Charter Out Estimates, click **Misc Revenues** and then click the **TCO Common Voy Exp (Currency) tab**.
- **TCI Common Voy Exp tab** values turn **blue** when they are edited.
- **TCO Common Voy Exp (Currency) tab** values are transferred to the contract when the Estimate is fixed.

Analysis

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

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

Freight Sensitivity Analysis

On a Voyage Estimate **Column View** or **Details View** menu, click **Analysis** and then click **Freight Sensitivity Analysis**.

Sensitivity Analysis

To compare a range of Freight Rate (or the selected Freight Type) amounts to their Time Charter Equivalents and vice versa, IMOS uses the current amount and TC Equiv and default step sizes. To change the analysis, enter a Mid Point or a Step size.

Frt Rate (USD)
 Mid Point:
 Step:

TC Equiv (USD)
 Mid Point:
 Step:

Frt Rate	TC Equiv
17.50	9,227
18.00	10,038
18.50	10,848
19.00	11,659
19.50	12,469
20.00	13,280
20.50	14,090
21.00	14,900
21.50	15,711
22.00	16,521

TC Equiv	Frt Rate
29,500	30.01
29,600	30.07
29,700	30.13
29,800	30.19
29,900	30.25
30,000	30.32
30,100	30.38
30,200	30.44
30,300	30.50
30,400	30.56

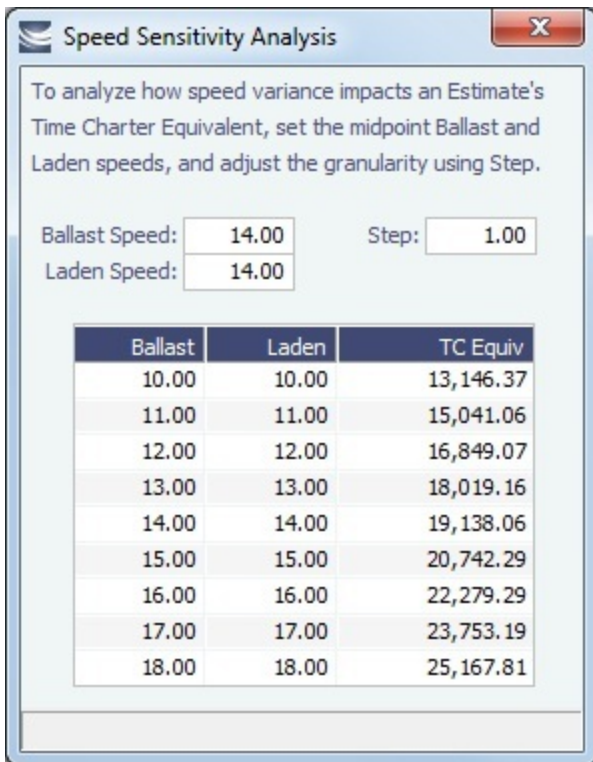
The Freight Sensitivity Analysis analyzes how changes in the Freight Rate affect the Time Charter Equivalent and vice versa to reach a particular TCE.

▼ **Related Config Flags**

- CFGDefaultFreightSensitivityStep
Sets the step amount for the Freight Rate column of the Sensitivity Analysis.
- CFGDefaultLumpsumSensitivityStep
Sets the step amount for the Lumpsum column of the Sensitivity Analysis.
- CFGDefaultTceSensitivityStep
Sets the step amount for the Time Charter Equivalent column of the Sensitivity Analysis.

Speed Sensitivity Analysis

On a Voyage Estimate [Column View](#) or [Details View](#) menu, click **Analysis** and then click **Speed Sensitivity Analysis**.

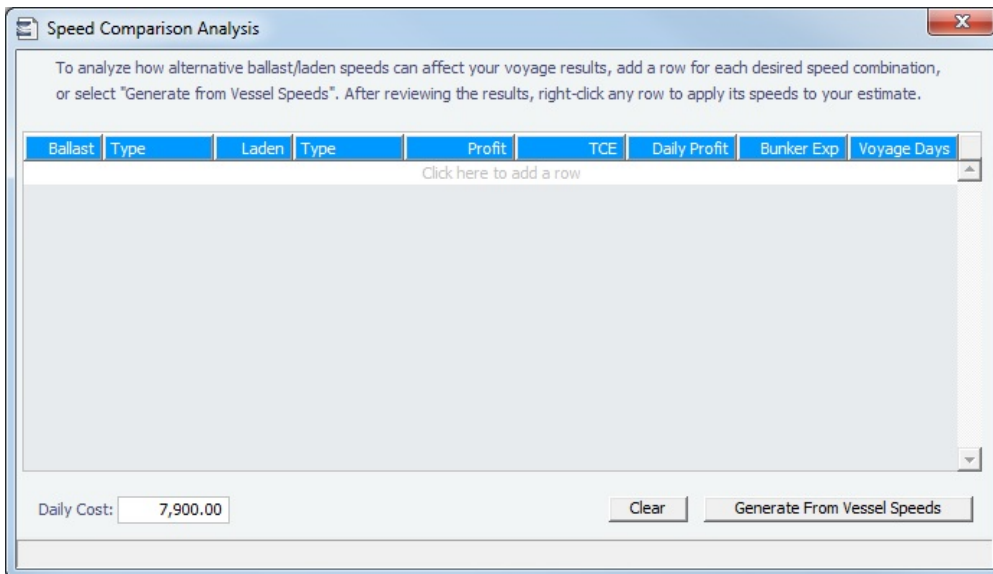


The Speed Sensitivity Analysis shows the impact of changing the speed on the TCE. You can set the Laden and/or Ballast Speed and the Step by which they should increase and decrease for the TCE result.

Speed Comparison Analysis

The Speed Comparison Analysis calculates how alternative ballast/laden speeds impact voyage results.

On a Voyage Estimate Column view or Details view menu, click **Analysis** and then click **Speed Comparison Analysis**.



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**.

- **Daily Cost:** Defaults to the value of **Dly Cost** in the Estimate.
 - To recalculate P&L figures in the table, enter a new Daily Cost value.
 - To reset Daily Cost to its default value, clear the field.


- **Clear:** Clears all the lines in the form.
- **Generate From Vessel Speeds:** Populates all the possible combinations of speeds that are specified on the Vessel form.
- To sort by a column, click its heading; data is sorted in descending order. To change the sort order, click the heading again.

Bunker Sensitivity Analysis

On a Voyage Estimate [Column View](#) or [Details View](#) menu, click **Analysis** and then click **Bunker Sensitivity Analysis**.

Frts Rate	620.00	630.00	640.00	650.00	660.00
19.00	6,486.68	6,392.21	6,297.75	6,203.28	6,108.81
19.50	7,020.34	6,925.87	6,831.40	6,736.93	6,642.47
20.00	7,554.00	7,459.53	7,365.06	7,270.59	7,176.12
20.50	8,087.65	7,993.18	7,898.72	7,804.25	7,709.78
21.00	8,621.31	8,526.84	8,432.37	8,337.90	8,243.44

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.

To print a report of the analysis, click .

Reposition Analysis

On a Voyage Estimate [Column View](#) or [Details View](#) menu, click **Analysis** and then click **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 reduced loss.

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.
6. 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.
 - When the Profit is locked in the Estimate, the **Apply To Estimate** check box is selected by default and the **Cost Saving %** value is back-calculated from the Profit.

Deviation Estimate

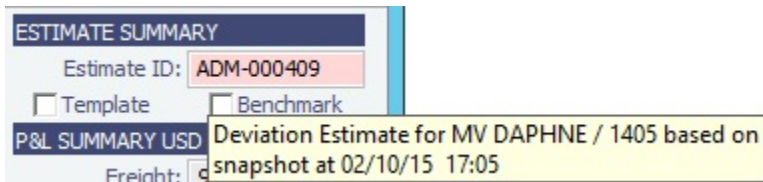
Configuration flag **CFGUseVoyestVoyageDeviation** enables the Deviation Estimate functionality.

With a Deviation Estimate, you can create a snapshot [Voyage Estimate](#) and evaluate how changes to a voyage itinerary affect the P&L. A Deviation Estimate **cannot be fixed**.


Creating a Deviation Estimate

On the [Voyage Manager](#) toolbar, click  **Deviation** and then click **Create New**.

A snapshot of the Voyage P&L is taken, and a Voyage Estimate appears with all voyage information populated. A Deviation Estimate is indicated by a highlighted **Estimate ID** field, with a tooltip in Details view showing the linked vessel/voyage and the snapshot date and time.




- The initial version of the Deviation Estimate is saved, and the P&L Summary fields are uneditable and populated with values calculated by the following formula:

$$\text{P\&L snapshot} + (\text{P\&L of the current Estimate} - \text{P\&L of the initial Deviation Estimate related to the snapshot})$$
- The snapshot can be accessed from the [P&L tab of Voyage Manager](#).
- Any **Bareboat** costs (hire and misc costs) for the Estimate's period are translated to an average Daily Rate and added to the vessel's Daily Cost.
- XADDCOMM applies to total vessel expenses, including Bareboat, even if XADDCOMM is not in the Bareboat contract.
- To open a Deviation Estimate, click  **Deviation** and then click **Open Existing**.
- You can also open a set of Deviation Estimates that are based on the same voyage snapshot.

Importing Cargoes from a Deviation Estimate to a Voyage

From a Deviation Estimate, you can create [Cargoes](#) and link them to the voyage.

1. Open the voyage and create a Deviation Estimate.
2. In the Deviation Estimate, add one or more Cargoes.
3. On the Deviation Estimate menu  **Menu**, click **Add Deviation Cargoes to Voyage**.

The Cargoes are added to the voyage, with their load and discharge ports included at the end of the itinerary.

Bunker Planning and Estimated Consumption

In Bunker Planning, bunker prices are proposed based on purchase history, but you can change them, set up your initial quantities, and set up calculation methods for each fuel type. Fuel use is calculated by port, and you can enter quantities and prices for any bunkers you plan to receive.

To open the Bunker Planning form, do one of the following:

- On a Voyage Estimate [Column View](#) or [Details View](#) menu, click **Bunker Planning**.
- On a Voyage Estimate [Details View](#), in the P&L Summary, click the [Bunker Expenses](#) link.

Bunker Planning: Estimate ADM-000398

IFO LSF MGO LSMGO

Init Quantity: 263.550 Init Price: 570.00 Calc Method: FIFO Total Cons: 245.887
 End Quantity: 17.663 End Price: 570.00 Transfer Received When Fixing

Port Name	Sea Cons	Clean Cons	Heat Sea	ROB Arr	Port Cons	Heat Port	Receive	Price	ROB Dpt
HOUSTON	0.000		0.000	263.550	0.00	0.000			263.550
ENGLISH CHANNEL	245.887		0.000	17.663	0.00	0.000			17.663
ROTTERDAM	0.000		0.000	17.663	0.00	0.000			17.663

Totals: 245.887 0.000 0.000 0.000 0.000 0.000 Disable Backup Fuels
 Fuel Zone Set:

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.

- **Sea Consumption** is calculated based on the specified **consumption rate** for the speed associated with the sea leg.
- **Port Consumption** is calculated based on the time used for loading or discharging, basis SHINC, at the Load or Discharge **consumption rate** specified for the vessel. Additional time in port is calculated basis the vessel-specified Idle consumption rate. This additional time is Turn Time and time spent in port during weekend clauses. In addition, you can add extra time in port: The related columns are XP and Dem, which also count as Idle time.
- For **LNG vessels**, the LNG detail tab includes additional fields for ****OV Estimates only** (not ****TO Estimates**).

Bunker Planning: Estimate ADM-000398

IFO MGO LSF LNG

Init Quantity: 0.000 Boil-Off Prc: 0.00 NBOG Spd Ballast: 0.00 Total Cons: 414.732 Max Load: 150,311.848
 End Quantity: 0.000 Forced Boil-Off Prc: 0.00 NBOG Spd Laden: 0.00 Max Discharge: 0.000

Port Name	Sea Cons	Cooling Cons	Reliq Sea	ROB Arr	Port Cons	Reliq Port	Receive	Price	ROB Dpt
SINGAPORE	0.000		0.000	414.732	0.00	0.000			414.732
SINGAPORE	0.000		0.000	414.732	0.00	0.000			414.732
SINGAPORE STRAIT	3.125		0.000	411.607	0.00	0.000			411.607
NAGOYA	411.607		0.000	0.000	0.00	0.000			0.000

Totals: 414.732 0.000 0.000 0.000 0.000 0.000 Disable Backup Fuels
 Fuel Zone Set:

- For **Bulk carriers**, there is an option for each port call to indicate whether the vessel will be using its own cranes. If not, it consumes at the Idle **consumption rate**.

Fuel Zones

For Estimates that are not already using Fuel Zones to calculate bunker consumption and have unsailed ports, a **Use Fuel Zones** button appears in the lower left corner. To recalculate estimated bunker consumption and cost based on information entered in **Fuel Zones** in the Data Center, click **Use Fuel Zones**.

If you have configured a **Fuel Zone Set**, you can select it, rather than the Default set, at the bottom of this form.

Related Config Flags

CFGEnableLegacyIFOTopOffCalc

For LNG vessels, relates to the calculation of the amount of IFO (or other designated "FOE" fuel type) needed in order to accelerate to a given speed higher than the NBOG speed when in dual-fuel mode. When this config flag is enabled, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b) the FOE equivalent of the LNG consumption at the NBOG speed. When this config flag is disabled or by default, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b) the IFO consumption at NBOG speed.

Estimate Delays

On the Estimate Delays form, you can enter information about delays.

On a Voyage Estimate [Column View](#) or [Details View](#) menu, click **Delays**.

- **Activity:** [Delay Type](#)
- **Reason:** [Delay Reason](#)

The following Activity/Reason pairs affect the TCE in the Voyage Estimate.

	Activity	Reason
1	PLANNED OFF HIRE	Any reason
2	WAITING	WAITING FOR LAYCAN
3	WAITING	WAITING FOR ORDERS

Linking a Port Function with a Delay

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.

Example:

1. Define this [Delay Type](#):
 - **WA**, Waiting, Time Does Not Count
2. Define these [Delay Reasons](#):
 - **WAITING FOR LAYCAN**, WAITING, UNPLANNED OFFHIRE
 - **WAITING FOR ORDERS**, WAITING, UNPLANNED OFFHIRE
3. For Port Function W:
 - Set **Activity** to Delay Type WAITING
 - Set **Reason** to WAITING FOR LAYCAN
4. To generate a Waiting Delay, insert a port with Port Function **W**.

To have default Delay Bunkers values recorded when a Waiting delay is automatically created for a Port Function, select the **Default Delay Bunkers** check box; the Port Function must have an **Activity** selected.

- Quantity defaults to consumption per fuel type at the related W port.
- Price defaults to the initial voyage price per fuel type.

Vessel Defaults

On this form, you can enter vessel default values to be used in Voyage Estimates.

On a Voyage Estimate [Column View](#) or [Details View](#) menu, click **Vessel Defaults**.

Vsl Name	Vsl	Vsl DWT	Qty(Mt)	L Days	D Days	Comms	IFOHeat
		0	0	0.00	0.00	0.00	0.00

Click here to add a row

Vessel Matrix

In Estimate Vessel Matrix, you can enter different vessels to compare their costs, speed, and open ports. Vessel details are set up on the [Vessel](#) form in the Data Center; you can adjust them for this Voyage Estimate.

On a Voyage Estimate [Column View](#) menu, click **Vessel Matrix**.

Vessel	Daily Cost	Addr	Open Port	Bal Spd	Lad Spd
VESSEL1	60,000.00	0.00	HOUSTON	15.0	14.5

Click here to add a row

Use All Open Estimates
 Preserve Bunker Prices

In the grid, add vessels and adjust scenarios for them. To create a copy of the active Voyage Estimate for each vessel in the grid, click **Create**. Vessel properties specified for each grid line are set on the Voyage Estimate copy.

- To create a report that compares matrix Estimates, on the Voyage Estimate menu, point to **Reports** and then click **Voyage Estimate Column Report**.
- To compare the open Estimates in a list view, select the **Active List** tab on the bottom of the Voyage Estimate.

▼ Related Config Flags

CFGVoyestRetainBunkerPrices

To map bunker prices when changing vessels; if it is enabled, this check box is enabled by default when this form is opened.

CFGDefaultPortExpSearchLimit

To automatically start with default search criteria and a default Limit.

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. For Premium Income, 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.

On the Voyage Estimate menu, click **Profit Share**.

Code	Description	Type	Counterparty	Curr	Exch Rt	Amount/Percent	Amount Base
PNLSHARE	PROFIT SHARE	Lumpsum		USD	1.000000		
PREMIUM	PREMIUM REVENUE	Percent		USD	1.000000		

Click here to add a row

You can also access the Profit Share form on one of the following menus:


- Voyage Fixture
- Voyage Manager (click  Other Rev/Exp)

Data entered in this form in the Voyage Estimate flows to the Voyage Fixture when fixed, and to the Voyage Manager when scheduled.

The **Voyage Manager P&L** tab includes Profit Sharing (including voyage and time charter) and Net Voy Profit total rows, as well as Net Daily Profit (Loss) as a result of profit sharing, in the Estimated and Actual columns. When a **Profit Share Distribution** is created, the corresponding amounts appear in the Posted column.

For an IMOS Counterparty with the Internal check box selected on its Address Book entry, a mirrored transaction will be created and automatically posted for that Counterparty. The **Business Rule** for the mirrored invoice is Source PTSR and Code per the Profit Share codes: PNLSHAREL, PNLSHAREP, PNLSHARER, PNLSHAREW. The mirrored invoice cannot be reversed on its own, but will be reversed automatically if the parent invoice is reversed.

Cargo COA

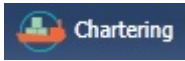

 This is a **Key Topic**, with high value for all users.

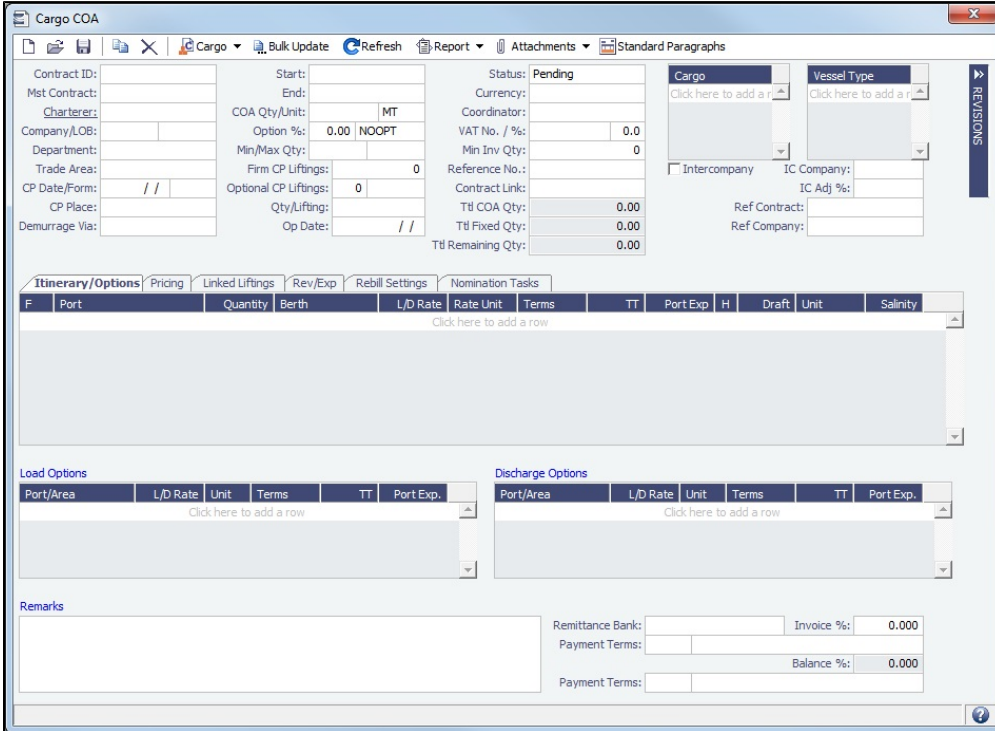
When you need to set up a contract agreement to move a certain amount of cargo over a period of time, you can use a Cargo COA, or Contract of Affreightment. A Cargo COA is like an umbrella contract that might include several different cargoes and several different load and discharge ports, each with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

A VC In COA represents the contract from a charterer's perspective. Whereas a Cargo COA is a long-term sale contract on a Voyage Charter basis, a VC In COA is a long-term purchase contract.

Creating a Cargo COA


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.



The screenshot shows the 'Cargo COA' form with the following sections and fields:

- Contract Information:** Contract ID, Mst Contract, Charterer, Company/LOB, Department, Trade Area, CP Date/Form, CP Place, Demurrage Via.
- Pricing:** Start, End, COA Qty/Unit, Option % (0.00 | NOOPT), Min/Max Qty, Firm CP Liftings (0), Optional CP Liftings (0), Qty/Lifting, Op Date.
- Status and Reference:** Status (Pending), Currency, Coordinator, VAT No. / % (0.0), Min Inv Qty (0), Reference No., Contract Link, Ttl COA Qty (0.00), Ttl Fixed Qty (0.00), Ttl Remaining Qty (0.00).
- Intercompany:** Intercompany checkbox, IC Company, IC Adj %.
- Reference:** Ref Contract, Ref Company.
- Itinerary/Options:** Table with columns: F, Port, Quantity, Berth, L/D Rate, Rate Unit, Terms, TT, Port Exp, H, Draft, Unit, Salinity.
- Load Options:** Table with columns: Port/Area, L/D Rate, Unit, Terms, TT, Port Exp.
- Discharge Options:** Table with columns: Port/Area, L/D Rate, Unit, Terms, TT, Port Exp.
- Remarks:** Text area for notes.
- Financials:** Remittance Bank, Invoice % (0.000), Payment Terms, Balance % (0.000).

To open the Attachments form, click  **Attachments**. You can attach documents or links or double-click to open an attachment.

The Cargo COA form includes the following sections:


- General Information, Cargoes, and Vessel Types
- Revisions panel
- Itinerary/Options or Pricing tab
- Linked Liftings tab
- Exposure tab (when config flag **CFGEnableBenchmarkEstimate** is enabled)
- Properties tab (when User Defined Fields applicable to the Cargo COA are set up)
- Rev/Exp tab
- Rebill Settings tab
- Nomination Tasks tab
- Planning Periods tab (when config flag **CFGEnableCOAPlanningPeriod** is enabled)

When you save the Cargo COA, 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.

Changing COA Status and Editing a COA

To change the status of a COA to or from Confirmed, the **Confirm COA Module Right** must be selected in **Security**. When a COA has status Confirmed, only certain fields can be edited, either with or without this right.

Cargo COA List

All Cargo COAs appear on the Cargo COA List. In the Chartering module center , next to Cargo COA, click **List**.

The Cargo COA List is a standard IMOS **list**, so you can sort it, filter it, do a **Quick Search**, and create custom **Views** for it.

▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier

archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGENforceCOAltinerary

Turns on validations between a cargo and the COA associated with it.

CFGContractReferenceURL

Converts the Contract Link field to a Hyperlink. This is used to interface with third party systems such as Chinsay.

CFGDeleteFixtureUponVoyageDeleti

on

When a voyage is deleted, its Voyage Fixture is also deleted. If the voyage was created from a Cargo COA (with CFGPreserveGeneratedCargoes disabled), the voyage's Cargo is deleted as well.

CFGResetCOALiftingUponFixtureDel

etion

When a Voyage Fixture is deleted, and its Cargo is a COA lifting, or when a COA Cargo is unscheduled by removing it from a voyage, the lifting is reset as follows:

- The Cargo Status is set to Confirmed.
- The Cargo Qty is reset to the Qty/Lifting value from the COA.

CFGEnableBenchmarkEstimate

In **Voyage Estimate** Details view, under Estimate Summary, a **Benchmark** check box appears. To mark an Estimate as a Benchmark Estimate, select the check box.

Benchmark Estimates must have exactly one cargo, and they cannot be fixed.

In **Cargo COA** and **Cargo** forms, an **Exposure tab** appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$/ton rate in the Trading Profit and Loss.

In **Cargo Matching**, when creating a New Program, a **Create Estimate From Benchmark** check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.

CFGEnableCOAPlanningPeriod

Adds Planning Periods functionality to COAs, with Lift Size and Option % fields and a Planning Period grid. The Pricing information for a Planning Period can be specified in the **Planning Period** field on the Pricing tab. When linked liftings have the **Use Pricing from COA** check box enabled, the Pricing information will be inherited from the COA, based on which Planning Period is selected in the Cargo form. This feature should not be used with Cargo Booking (CFGEnableCargoBooking and related flags).

CFGEnableContractMirroring

Enables 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.

CFGShowRemittanceInCargo

Adds **Remittance Bank**, **Invoice %**, **Payment Terms**, and **Balance %** fields to **CP Terms Details** and the Cargo COA, **Cargo**, **VC In COA**, and **VC In Itinerary/Options** tab. Also adds a **Remittance Bank** field to Time Charter **Other Information**. Remittance information flows between these places; for example, fixing an Estimate will transfer the remittance information.

- In a Cargo COA, VC In, or Time Charter Out, changing the **Company** clears the remittance bank information, as this may change with a change to the Company.
- In a VC In COA or Time Charter In, changing the **Owner** clears the remittance bank information, as this may change with a change to the Owner.

CFGAutoNumberCOA

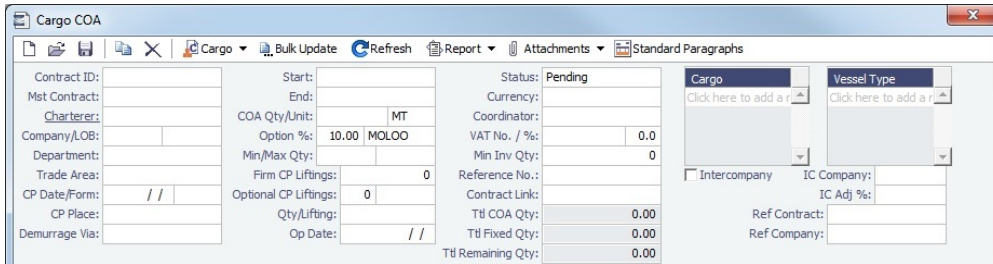
Automatically assigns a Contract ID number on COAs.

CFGEnableOpsLOB

If enabled, displays an **LOB (Line of Business)** field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.

General Information, Cargoes, and Vessel Types - Cargo COA

In this section of the **Cargo COA**, complete the information as appropriate.



- In the **Cargo** grid: Cargo Names that are allowed for the liftings under the contract.
- In the **Vessel Type** grid: Vessel Types to fulfill the contract.

▼ Related Config Flags

CFGScheduleMaxLift

Sets the Cargo CP Quantity to the **Max Lift Quantity** when scheduling a single cargo voyage where discharge is after all loads in the itinerary, using Create New Voyage from a COA or a Cargo or Schedule Voyage from a Cargo. After initial scheduling, all changes to CP Quantity must be made manually; there will be no automatic updates.

CFGRestrictCargoFromCOA

Causes the Cargo selection on the Cargo Details form to respect the Cargo list in the linked COA.

CFGAutoNumberCOA

Automatically assigns a Contract ID number on COAs.

Itinerary-Options or Pricing Tab - Cargo COA

To define pricing for a COA:

- If your contract is simple, use the **Itinerary/Options** tab to define your itinerary and pricing; do not use the Pricing tab.
- For flexibility in creating an itinerary for complex contracts, use the **Pricing** tab.

Itinerary/Options Tab

Load Options and Discharge Options grids: Each potential load and discharge port and the terms that apply to the port. When you enter a Port in the itinerary, if it matches a Load or Discharge Option line, that information automatically populates. You can change the ports and/or terms on the [Cargo](#) form.

Pricing Tab

This tab is similar to the [Cargo Pricing](#) tab.

Pricing Grid

To adjust pricing, do any of the following:

- Add one row for each possible combination of **Load Port(s)**, **Discharge Port(s)**, and **Cargo**. Multiple load and discharge ports can be entered per row; the order of the ports is relevant to picking the correct row.
- To use [Advanced Pricing](#) to create configurable rules for pricing contracts, select the **Advanced** check box.
- To enable **Top-off**, select a type of top-off:
 - **Regular:** Cargo loaded at multiple ports with varied rates, offloaded at one discharge port
 - **Reverse:** Cargo loaded at one port, discharged at multiple ports
- Note:** IMOS does not support [Top-off](#) or [Reverse Top-off](#) in connection with Interservice Cargoes.
- To enter a **VAT No.** and **VAT %** specific to a row, right-click the row and then click **VAT Info**; otherwise, the default entered above is used.
- In the Freight Type (**Frt Type**) column, select **Flat Rate**, **Lumpsum**, **Daily Rate**, or one of the following:
 - **Index Table:** Uses an [Index Table](#) to price your freight based on Index values.
 - **Scale Table:** Uses a [Scale \(Rate\) Table](#), defined in the Data Center; select the table in the **Table** column.
 - To base Freight Rates on the quantity loaded, use a [Freight Rate Table](#).
 - To base Freight Rates on the load and discharge ports, if you have different ports, use a [Freight Matrix Rate Table](#).
 - **Worldscale:** Uses [Worldscale](#); WSC% is in the **Amount** column; the WSC Flat rate is determined per Cargo, according to its itinerary.
- To specify CP Quantity and CP Draft by port and vessel to calculate deadfreight, click [Lift CP Qty & Draft](#).
- To automatically add pricing rows based on Load/Discharge Options, click [Update from Opts](#). Pricing rows are populated for any unique pair of Load and Discharge options that do not already exist in the Pricing grid.

How are pricing terms selected?

IMOS uses the best match when selecting a pricing row, based on a scoring system:

- If a pricing row perfectly matches an itinerary (Load Port(s), Discharge Port(s), and Cargoes match), the first such row is used and all others are ignored. The scoring in this case is not relevant.
- If a perfect match is **not** found, the scoring is as follows:
 - Load Port(s)/Discharge Port(s) score is calculated as:
 - If there is more than one itinerary L or D port found in the pricing row, **+1**
 - If the pricing row has no L or D ports specified, **+1**
 - If there is a single itinerary L or D port, and it matches the first pricing row L or D port, **+2**
 - Otherwise (i.e., ports are specified and do not match), **10** (i.e., disqualified)
 - Cargo score is calculated as:
 - If the cargo is specified and matches, **+2**
 - If the cargo is not specified, **+1**
 - Otherwise (i.e., a cargo is specified and does not match), **10** (i.e., disqualified)

Brokers Grid

The Brokers grid enables you to add information about brokers and broker commissions.

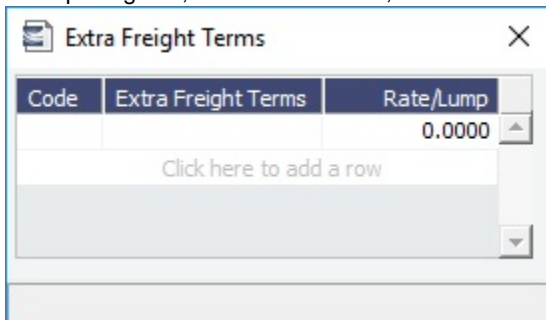
Depending on the commission **Amount**, Type defaults to:

- %, when the Amount is 25 or less
- Lumpsum, when the Amount is greater than 25

Extra Freight Terms Grid

You can assign [Extra Freight Terms](#) to either the contract or a specific pricing row.

1. Do one of the following:
 - For the contract, add a row to the Extra Freight Terms grid.
 - For a pricing row, in the **Xfrt** column, select the check box.



2. Add a row for each term, select a **Code** and then enter a **Rate/Lump** amount.

Rate Tables

- **Freight Surcharge:** To use a [Freight Surcharge Table](#) to determine the Freight Surcharge based on quantity, select **Table**. To edit the table, click [Edit Table](#).
- **Bunker Surcharge:** To use a table to determine the Bunker Surcharge, select one of the following:
 - **Cap/Collar:** Uses a [Bunker Cap/Collar Table](#) to base the surcharge on increases above a cap and decreases below a collar.
 - **Scale Table:** Uses a [Bunker Surcharge Rate Table](#); select the table in the **Table** field below. To edit the table, click [Edit Table](#).
- **Demurrage:** Select one of the following:
 - **Flat Rate:** Enter the rates to the right.
 - **Scale Table:** Uses a [Demurrage Rate Table](#) to determine the demurrage rates based on the deadweight of the vessel; select the table in the **Table** field below. To edit the table, click [Edit Table](#).
- **Laytime Hours:** Select one of the following:
 - **Flat Rate:** Enter the **Laytime Allowed** amount, unit, and terms, and **TT Hours**.

- **Scale Table:** Uses a [Laytime Hours Rate Table](#) to determine the laytime hours based on cargo BL quantity; select the table in the **Table** field below. To edit the table, click [Edit Table](#).

▼ Related Config Flags

CFGUseSymmetricalBAF	<p>Implement Symmetrical Bunker Adjustment Factor (BAF) on a Cargo Price Matrix (with options determined by configuration flag CFGLockBunkerSurchargeOnFix).</p> <p>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.</p> <p>On the Cargo COA, VC In COA, Cargo, and VC In forms, the Bunker Surcharge field is replaced with Bunker Market.</p> <p>Note: The setting of this config flag determines which result is available on the Pricing Rule form:</p> <ul style="list-style-type: none"> • N: Bunker Surcharge • Y: BAF
CFGLockBunkerSurchargeOnFix	<p>The 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.</p> <p>Options for the Symmetrical Bunker Adjustment Factor (BAF) for the Price Matrix:</p> <ul style="list-style-type: none"> • N = 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. • Y = A Cargo with BAF has Extra Freight Term BR, whose value is locked when the Cargo is fixed. <p>The Extra Freight Term for BAF is only created if a bunker surcharge exists at the time of fixing the cargo.</p>
CFGEnableCOAPlanningPeriod	<p>Adds Planning Periods functionality to COAs, with Lift Size and Option % fields and a Planning Period grid. The Pricing information for a Planning Period can be specified in the Planning Period field on the Pricing tab. When linked liftings have the Use Pricing from COA check box enabled, the Pricing information will be inherited from the COA, based on which Planning Period is selected in the Cargo form. This feature should not be used with Cargo Booking (CFGEnableCargoBooking and related flags).</p>

Index Table

On the COA [Pricing](#) tab, to price your freight based on Index values, in the Freight Type (**Frft Type**) column, select **Index Table**.

Index Table

Market: Index Value:

Index: Calculation:

Ceiling: Currency:

Floor:

Market Rate	Rate
Click here to add a row	

Select the **Market** and then enter the details.

Freight Surcharge Table

On the **Cargo COA Pricing** tab, to use a table to determine the Freight Surcharge based on quantity, in the **Freight Surcharge** field, 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 Cap/Collar Table

On the **Cargo COA Pricing** tab, to base the Bunker Surcharge on increases above a cap and decreases below a collar, in the Bunker Surcharge field, select **Cap/Collar**. To edit the Bunker Cap/Collar Table, next to the Table field, click **Edit Table**.

Bunker Cap/Collar Table

Bunker Market: Reference Price:

Symbol: Cap: Surcharge /ton:

Currency: Collar: Credit /ton:

Commissionable Taxable Allow Partial Deductions

Lift CP Quantity and Draft

On this form, you can specify CP Quantity and CP Draft by port and vessel and calculate deadfreight based on quantity shortfall or draft shortfall.

On the Cargo COA or Cargo Pricing tab, click Lift CP Qty & Draft.

When a lifting or a Cargo is scheduled on a voyage, the CP Quantity and CP Draft are updated based on the values entered in this form. If more than one CP Quantity or CP Draft value is specified, the lowest value is set in the lifting or Cargo. If no value is specified on this form, the CP Quantity and CP Draft will not be changed. Values are updated only when the Cargo is scheduled.

You can select to calculate deadfreight by Tonnage or by Draft:

- **Deadfreight by Tonnage:** When selected, CP Quantity is required, while Contract Draft is optional. Deadfreight quantity is calculated using the following equation: $\text{Deadfreight} = \text{CP Quantity} - \text{BL Quantity} - \text{Allowance}$.
- **Deadfreight by Draft:** When selected, CP Draft is required, while Contract Tonnage is optional. Deadfreight quantity is calculated using the following equation: $\text{Deadfreight} = ((\text{CP Draft} - \text{Actual BL Draft}) * \text{TPC} * 100) - \text{Allowance}$.

Notes:

- If neither check box is selected, the deadfreight quantity calculation will use the standard method.
- For a COA Cargo, if the **Using Pricing from COA** check box is selected, the Lift CP Quantity and Draft information is inherited from the COA.

Linked Liftings Tab - Cargo COA

After Cargoes are created, they appear on the **Linked Liftings** tab of the Cargo COA.

Seq	ID	Quantity	BL Qty	Load Port	Disc Port	Laycan Fr	Laycan To	Type	Status	Option Status	Vessel
1	165	60,000	60,000	BOSTON (USA)	GIBRALTAR	07/29/13 00:00	08/13/13 00:00	Cargo	Fixed		ORCHID
2	166	60,000	60,000	BOSTON (USA)	ROTTERDAM	09/07/13 00:00	09/22/13 00:00	Cargo	Fixed		ORCHID
3	167	60,000	0	BOSTON (USA)	ROTTERDAM	10/17/13 00:00	11/01/13 00:00	Cargo	Confirmed		
4	168	60,000	0	BOSTON (USA)	ROTTERDAM	11/26/13 00:00	12/11/13 00:00	Cargo	Confirmed		
5	169	60,000	0	BOSTON (USA)	ROTTERDAM	01/05/14 00:00	01/20/14 00:00	Cargo	Confirmed		
6	170	60,000	0	BOSTON (USA)	ROTTERDAM	02/14/14 00:00	03/01/14 00:00	Cargo	Confirmed		
7	171	60,000	0	BOSTON (USA)	ROTTERDAM	03/26/14 00:00	04/10/14 00:00	Cargo	Confirmed		
8	172	60,000	0	BOSTON (USA)	ROTTERDAM	05/05/14 00:00	05/20/14 00:00	Cargo	Confirmed		
9	173	60,000	0	BOSTON (USA)	ROTTERDAM	06/14/14 00:00	06/29/14 00:00	Cargo	Confirmed		
10	174	60,000	0	BOSTON (USA)	ROTTERDAM	07/24/14 00:00	08/08/14 00:00	Cargo	Confirmed		
11	175	60,000	0	BOSTON (USA)	ROTTERDAM	08/21/13 00:00	09/05/13 00:00	Cargo	Confirmed		

Total: 660,000 60,000 Firm Liftings: Total 11 Optional Liftings: Total 0


Liftings in a Cargo COA or VC In COA are color coded by status:

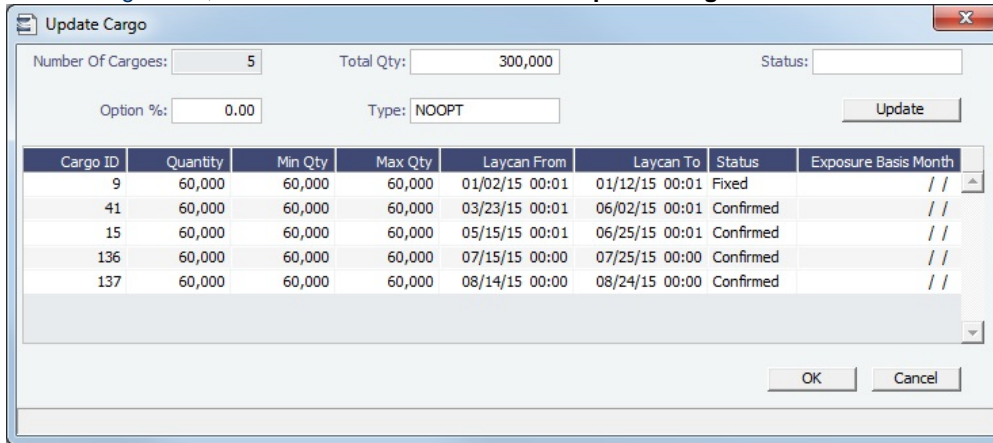
- **Inquiry:** White background with black text
 - **Confirmed Cargo/VC In but not linked to a VC In/Cargo:** Blue background with black text
 - **Confirmed Cargo/VC In linked to a VC In/Cargo:** Green background with black text
 - **Fixed:** Yellow background with black text
 - **Withdrawn:** White background with red text
- In the Firm Liftings field, you can select to view Remaining, Completed, or Total.

To view and edit the details on the Cargo form, right-click a lifting and click **Cargo Details**.

Updating Cargoes

To update **Cargoes**, that is, **liftings**, under a **Cargo COA**:

1. On the **Cargo COA**, click  and then click **Update Cargo**.



Cargo ID	Quantity	Min Qty	Max Qty	Laycan From	Laycan To	Status	Exposure Basis Month
9	60,000	60,000	60,000	01/02/15 00:01	01/12/15 00:01	Fixed	//
41	60,000	60,000	60,000	03/23/15 00:01	06/02/15 00:01	Confirmed	//
15	60,000	60,000	60,000	05/15/15 00:01	06/25/15 00:01	Confirmed	//
136	60,000	60,000	60,000	07/15/15 00:00	07/25/15 00:00	Confirmed	//
137	60,000	60,000	60,000	08/14/15 00:00	08/24/15 00:00	Confirmed	//

2. Change any setup options and click **Update**. The **liftings** appear below.
3. Adjust the **liftings** as needed, then click **OK** to create the **Cargoes**.

▼ Related Config Flags

CFGDefaultCargoStatus

Sets the default status of the linked **liftings**. If set to 1 when the user does not have rights to edit confirmed cargoes, the Status on the Create Cargo/VC In Setup form is set to Inquiry.

CFGConfirmLinkedLiftingsViaCOA

Updates the status of the linked **liftings** from their current state (for example, Default) to Confirmed once the status of the parent COA is changed from Pending to Confirmed.

CFGLinkCargoRefContractToCoa

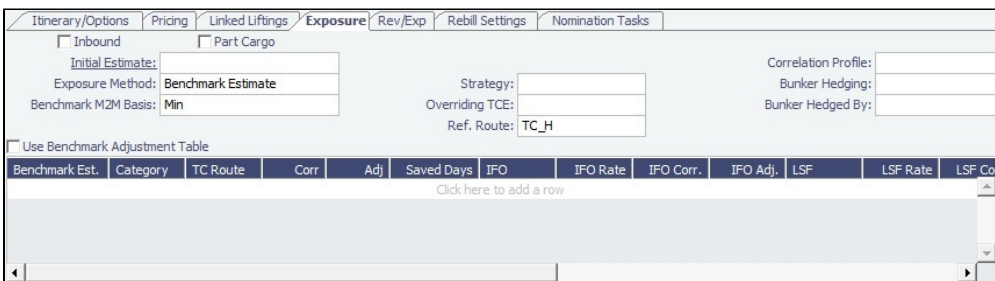
Enables updating of the Ref Contract field (available when flag CFGEnableContractReferenceCompany is enabled) on the Cargo/VC In from the Cargo COA/VC In COA forms. COA-linked cargoes that have not been fixed inherit their Ref Contract from the COA.

CFGEnableCargoBooking

Enables the **Cargo Booking** form.

Exposure Tab - Cargo COA

Config flag CFGEnableBenchmarkEstimate adds an **Exposure tab** to the **Cargo COA**. On this tab, you can enter information for the calculation of mark-to-market bunker exposure.



Benchmark Est.	Category	TC Route	Corr	Adj	Saved Days	IFO	IFO Rate	IFO Corr.	IFO Adj.	LSF	LSF Rate	LSF Co
Click here to add a row												

- **Inbound**: Synced with all **linked liftings** that have the **Use Pricing From COA** check box checked. For those Cargoes, the **Inbound** check box is not editable.

Exposure Method

- Different fields appear based on the **Exposure Method**:
 - **Route linked to Trade Area** (default): Exposure is calculated according to the route linked to the [Trade Area](#).
 - **Voyage Route**: Instead of linking the exposure to a Trade Area, link the cargo directly to a **Voyage Route**, and enter a **Route Correlation** factor and an **Adjustment**. The Days Exposure is according to the route's basis days value.
 - **Benchmark Estimate**: Specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by entering the market rate and bunkers in 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**
 - **Manual**: When Manual is selected, the **S** check box appears on the grid. You can add multiple Benchmark Estimates and manually select the one you want to use for the exposure calculation.
 - When linked liftings are created from the COA, the status of the **S** check box on the liftings is inherited from the COA when **Use Exposure Settings From COA** is selected on the Cargo/VC In. But after creation, the status of the check box in the Cargo does not depend on the COA and can be modified even when Use Exposure Settings From COA is selected.
 - **Inbound**
 - **Manual Exposure**: Set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.

▼ Related Config Flags

CFGEnableBenchmarkEstimate

In [Voyage Estimate](#) Details view, under Estimate Summary, a **Benchmark** check box appears. To mark an Estimate as a Benchmark Estimate, select the check box. Benchmark Estimates must have exactly one cargo, and they cannot be fixed.

In [Cargo COA](#) and [Cargo](#) forms, an **Exposure tab** appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$/ton rate in the Trading Profit and Loss.

In [Cargo Matching](#), when creating a New Program, a **Create Estimate From Benchmark** check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.

Properties Tab - Cargo COA

On the **Properties tab**, when [User Defined Fields](#) applicable to a [Cargo COA](#) 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	

Rev-Exp Tab - Cargo COA

On the **Rev/Exp tab**, you can enter information about any revenues and expenses that will be inherited by the cargo liftings under the [Cargo COA](#).

Itinerary/Options								Pricing	Linked Liftings	Rev/Exp	Rebill Settings	Nomination Tasks
Description	Rev/Exp	Type	Curr	Amt Curr	Exch Rate	Amt Base	Code					
Click here to add a row												
Port Expense Groups												
Port(s)	Click here to add a row											

To rebill port expenses that exceed a cap, or to credit port expenses that do not meet a collar, you can configure Port Expense Cap/Collar Groups either here or at the [Cargo](#) level.

1. Under Port Expense Groups, click to add a row.

2. In the Port Expense Cap/Collar form, define the functions and ports included and the cap and collar amounts and tolerance information. Select whether overage is billable and/or underage is creditable.

The overage or underage can be rebilled through [Expenses Rebill Management](#). Individual cost types can be excluded from the amount being compared to the cap or collar by selecting Excl from Cap Collar on the [Ledger Expense Setup](#) form. Rebillable cost items are excluded by default.

Rebill Settings Tab - Cargo COA

Itinerary/Options								Pricing	Linked Liftings	Rev/Exp	Rebill Settings	Nomination Tasks
F	Port	Ledger	Ledger Code Description	Cost Details Description	Rebillable							
		OWNEX	OWNERS EXPENSES	OTHER OWNERS EXPENSES	Non-Rebillable	Click here to add a row						

Occasionally, contracts are negotiated in which standard costs that are normally rebilled are absorbed instead. You can add these costs on the [Cargo COA Rebill Settings](#) tab to ensure that they are not mistakenly rebilled.

- If a cost on the Rebill Settings tab is added to a voyage, it will not be rebilled. This affects both P&L and invoicing aspects of the voyage.
- If a voyage includes multiple cargoes, and one or more of those cargoes overrides a normally rebillable standard cost, that override will be applied to all cargoes on the voyage.
- Rebill Settings will automatically be copied to each lifting in the COA.

Nomination Tasks Tab - Cargo COA

The vessel and laycan nomination process for each [COA](#) can be defined as a set of default Nomination Tasks to be included in each lifting. On the Nomination Tasks tab, you can create Task templates that capture these contractual responsibilities.

Itinerary/Options		Pricing	Linked Liftings	Rev/Exp	Rebill Settings	Nomination Tasks	
Nomination Task	Due Date Offset	Reminder Offset	Priority	Category	Description		
Initial vessel nomination	-90	-100	Normal	Due from operator			
Narrow laycan, 20-day spread	-40	-50	Normal	Due from charterer			

[Click here to add a row](#)

Each row in the table defines a template, with a Nomination Task name and optional information. When COA liftings are created, a Task is added to each Cargo for each row in this tab, using the values entered.

- Offset values are relative to the start of Load Laycan.
 - For example:
 - If the initial Load Laycan Nomination Task is due from the charterer 45 days prior to load, set the Due Date Offset for that Task template to -45.
 - To alert the charterer that the Task should be started 5 days before its Due Date, set the Reminder Offset to -50.
 - If the Load Laycan changes, the Due Date and Reminder Date change along with it.
- Task Categories are defined in the Data Center.

Planning Periods Tab - Cargo COA

Configuration flag **CFGEnableCOAPlanningPeriod** enables Planning Periods. Because the quantities and liftings of a Cargo COA can extend over a long period of time, Planning Periods enable you to report their actuals by a time period you define. With this flag enabled, a lifting created from a COA must always belong to a Planning Period of the COA, and a COA must have at least one Planning Period before it can be saved.

Itinerary/Options		Pricing	Linked Liftings	Rev/Exp	Rebill Settings	Nomination Tasks		Planning Periods			
From GMT	To GMT	Planned Qty	Min Qty	Max Qty	Min Liftings	Max Liftings	Agreed Qty	Agreed Liftings	Performed Qty	Performed	
03/29/10 00:00	12/31/10 23:59	0	0	0	0	0	0	0	0	0	
12/31/10 23:59	12/31/11 23:59	0	0	0	0	0	0	0	0	0	
12/31/11 23:59	12/31/12 23:59	0	0	0	0	0	0	0	0	0	
12/31/12 23:59	12/31/13 23:59	69,356	69,356	69,356	1	1	0	0	69,356		
12/31/13 23:59	12/31/14 23:59	400,000	400,000	400,000	5	5	70,000	1	116,192		

[Click here to add a row](#)

Enabling this flag also:

- Adds a Planning Period column to the [Linked Liftings tab](#).
- Adds a COA Period field to the [Create New Voyage](#) form for voyages created from a Cargo COA that uses Planning Periods. It defaults to the planning period that includes the date/time entered in the Commencing field; if no planning period includes that date/time, the field is blank.
- Adds a Planning Period field to the top of the [Create Cargo Setup](#) form. When you create Cargoes, you must select from the Planning Periods defined in the COA. Based on your selection:
 - The Number of Cargoes defaults to the liftings remaining in the period.
 - The Total Qty defaults to the quantity remaining for the period.

Fuel-Neutral Cargo COA

Configuration flag **CFGEnableFuelNeutralCOA** enables the fixing of a Benchmark Estimate into a Fuel-Neutral Cargo COA.

A Fuel-Neutral Cargo COA can be used by owners and charterers who want to see more granular fuel costs in their contracts, and therefore be more transparent about their profit margins. In a Fuel-Neutral COA, all bunker prices are transferred to the charterer. IMOS estimates fuel costs for each fuel type and shows them as Extra Freight Terms in the contract, to give the charterer a clearer picture of the costs in the voyage. These estimated costs are the rate components for each fuel type. If bunker prices change, these rate components are adjusted accordingly using [Unpriced Components](#).

Creating a Fuel-Neutral Cargo COA

Fuel-Neutral Cargo COAs must be created from [Benchmark Estimates](#).

To create a Fuel-Neutral Cargo COA, do the following:

Enable Configuration Flags

1. Enable configuration flag **CFGEnableFuelNeutralCOA**. When enabled:
 - The following fields appear in the [Voyage Estimate](#) Cargoes grid:
 - **Fixed Percentage**: The percentage of base freight rate or lumpsum that is not subject to CPI adjustment.
 - **Base CPI**: Base Consumer Price Index value used by the Estimate.
 - A new menu option, **Auto Calculate Fuel/Variable Base Freight** appears on the Voyage Estimate menu and is selected by default for any new Benchmark Estimate. This option must be selected to create Fuel-Neutral Cargo COAs.
 - Two columns are added to the [Fuel/Lube Types](#) form: **ExtFrTerm(F)** and **ExtFrTerm(L)**. Using these columns, you can link Extra Freight Terms with their corresponding fuel types. An Extra Freight Term cannot be linked to more than one Fuel Type.
 - Two fields are added to the Cargo COA: **Reference Ballast Port** and **Reference Reposition Port**. These fields are populated from the Voyage Estimate when the Fuel-Neutral COA is created.
2. Enable configuration flags for the freight-based Extra Freight Term:
 - If using a Variable Rate component, enable **CFGVariableBaseRateComponent** and specify the value of the flag as the corresponding code of a Rate type Extra Freight Term from the [Extra Freight Terms](#) form.
 - If using a Variable Lumpsum component, enable **CFGVariableBaseLumpsumComponent** and specify the value as the corresponding code of a Lumpsum type Extra Freight Term from the [Extra Freight Terms](#) form.

Set Up Extra Freight Terms



1. On the [Extra Freight Terms](#) form, create lines for each Fuel Type you will use in the voyage.
 - a. Create one line per Fuel Type for lumpsum and for rate.
 - b. Create a line for freight-based variable lumpsum and variable rate.

Code	Description	Commissionable	Taxable	Partial	Outturn	On Deadfreight	Bill Code	Type	Inactive
1L	Base IFO Lumpsum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
1R	Base IFO Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Rate	<input type="checkbox"/>
2L	Base MDO Lumpsum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
2R	Base MDO Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Rate	<input type="checkbox"/>
11	Variable Lumpsum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
12	Variable Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Rate	<input type="checkbox"/>

2. On the [Fuel/Lube Types](#) form, link these Extra Freight Terms via the **Code** of their corresponding Fuel Types in the **ExtFrTerm(F)** and **ExtFrTerm(L)** columns.

Code	Fuel Type	Description	G	Group	Track Sulfur %	Calorific Value	CO2 Factor	ExtFrTerm(F)	ExtFrTerm(L)
IFO	IFO	Intermediate Fuel Oil	H		<input type="checkbox"/>		1.0000	1R	1L
LSF	LSF	Low Sulfur Fuel Oil	L		<input type="checkbox"/>		1.0000		
LSG	LSG	Low Sulfur Marine Gas Oil	L		<input type="checkbox"/>		1.0000		
LSO	LSF	Low Sulfur Fuel Oil	L		<input type="checkbox"/>		1.0000		
MDO	MDO	Marine Diesel Oil	L		<input type="checkbox"/>		1.0000	2R	2L
MGO	MGO	Marine Gas Oil	L		<input type="checkbox"/>		1.0000		

Create the Estimate

1. Create a Benchmark [Voyage Estimate](#). The Estimate must have only one Cargo.
2. On the Benchmark Estimate toolbar, click , and then click **Fix Fuel Neutral Cargo COA**.
3. A COA is created based on information entered in the Benchmark Estimate.
 - Extra Freight Terms for freight and bunker costs are populated on the COA Pricing tab.
 - **Unpriced Components** are created for each Extra Freight Term. To view and edit them, click .
 - One Unpriced Component is created per Fuel Type to account for bunker price changes.
 - One Unpriced Component for variable base freight escalation is created for the Variable Base Component Extra Freight Term.

Breakdown of Freight Calculation

If the COA Freight Type is F, the Freight Rate is broken down into the following components:

- There are two components to the calculation of the freight:
 - **Base Freight** can be broken down into two parts:

- **Fixed Base Freight:** The **Frft Rate** specified in the Voyage Estimate Cargoes grid.
- **Variable Base Freight:** The Fixed Base Freight (The **Frft Rate** on the Voyage Estimate Cargoes grid) * $[(100 - \text{Fixed \%}) / \text{Fixed \%}]$. For example, if you enter a **Frft Rate** of 25 and a fixed percentage of 25, the resulting Variable portion of the Base Freight would be $25 * [(100 - 25) / 25] = 75$. The Variable Base Freight will appear as an Extra Freight Term defined by configuration flag CFGVariableBaseRateComponent.
- **Fuel Component:** The Fuel Component of each Fuel Type = **Estimated cost of the fuel type / Cargo CP Quantity**. The Fuel Component of each Fuel Type is an Extra Freight Term as specified on the Fuel/Lube Types form.


If Freight Type is L, Freight Lumpsum is broken down into the following components:

- There are two components to the calculation of the freight:
 - **Base Freight** can be broken down into two parts:
 - **Fixed Base Freight:** The **Lumpsum** amount specified in the Voyage Estimate Cargoes grid.
 - **Variable Base Freight:** The Fixed Base Freight (The **Lumpsum** amount on the Voyage Estimate Cargoes grid) * $[(100 - \text{Fixed \%}) / \text{Fixed \%}]$. For example, if you enter a **Lumpsum** of 25000 and a fixed percentage of 25, the resulting Variable portion of the Base Freight would be $25 * [(100 - 25) / 25000] = 75000$. The Variable Base Freight will appear as an Extra Freight Term defined by configuration flag CFGVariableBaseLumpsumComponent.
 - **Fuel Component:** The Fuel Component of each Fuel Type = **Estimated cost of the fuel type** (the value in the Bunker Expenses field in the Voyage Estimate P&L Summary). The Fuel Component of each Fuel Type is an Extra Freight Term as specified on the Fuel/Lube Types form.

▼ Related Config Flags

CFGEnableFuelNeutralCOA
Enables the Fuel-Neutral COA functionality.
CFGVariableBaseRateComponent
Extra Freight Term of type Rate.
CFGVariableBaseLumpsumComponent
Extra Freight Term of type Lumpsum.

Cargo

 This is a **Key Topic**, with high value for all users.

Walkthrough: Scheduling a Voyage

To view a step, click it in the workflow diagram:






For a cargo owner/vessel charterer, creating a Cargo or VC In contract (which can be from a COA) and then [scheduling the voyage](#) is a common workflow. Optionally, you can create a [Voyage Estimate](#) before scheduling. It can also be used for operators who may have forward fixtures, particularly if your business has many COAs. Finally, for clients who use the Trading and Risk Management module, it is common to create your Voyage Estimate from a Cargo with a linked [Benchmark Voyage Estimate](#).

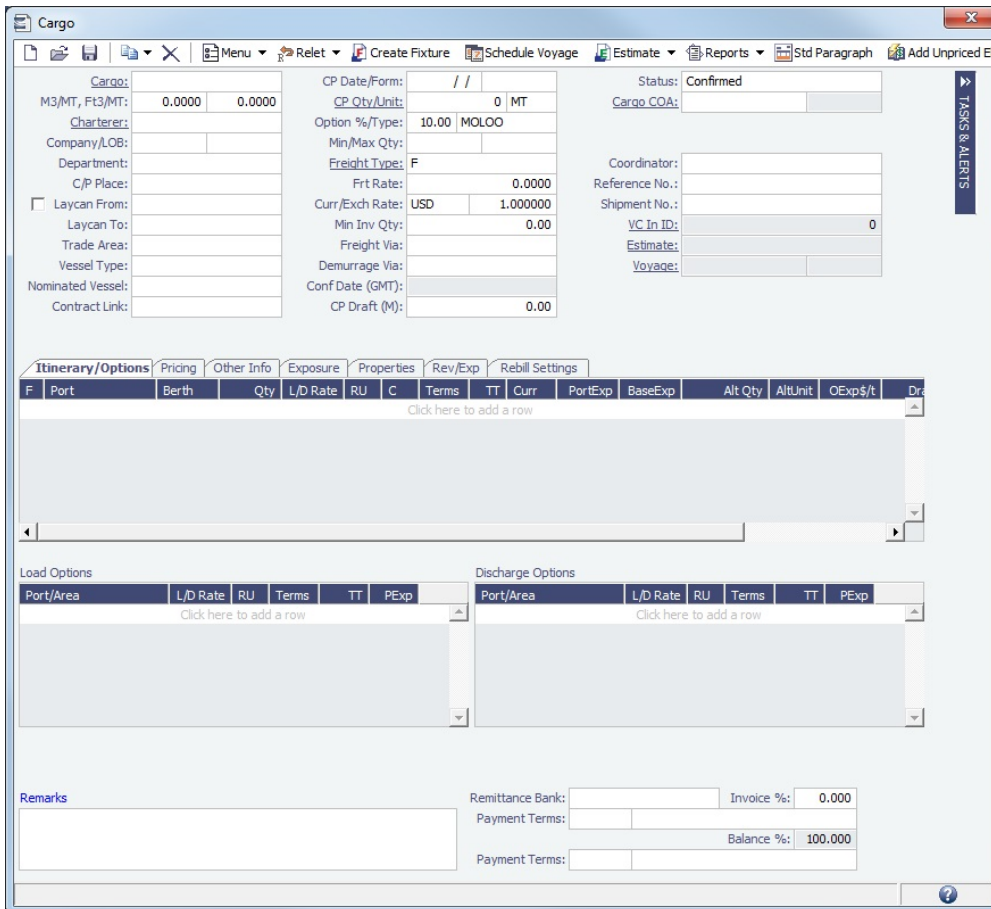
This section describes the typical [workflow](#) of a Charterer. It begins with Cargoes, which can be created from [Cargo COA](#), which can be part of a [Master Contract](#).

If you have a cargo that is not part of a [Cargo COA](#), you can create one from scratch and create a [Voyage Fixture](#) from it, and/or schedule the voyage.

Creating a Cargo

To create a Cargo, do one of the following:






- In the Chartering module center , under Cargo, click **Cargo**.
- On the [Cargo List](#), click .
- Create Cargoes from a [Cargo COA](#).
- On the [Cargo Schedule](#), click  and then click **Cargo**.
- On the IMOS7 menu, point to **New**, and then click **Cargo**.



The Cargo form includes the following sections:

- General Information
 - For **Opt %** and **Opt Type**, see [Cargo Tolerance Option Types](#).
- [Tasks & Alerts](#) or Revisions panel
- [Itinerary/Options](#) tab
- [Pricing](#) tab
- [Other Info](#) tab
- [Exposure](#) tab (when config flag **CFGEnableBenchmarkEstimate** is enabled)
- [Properties](#) tab (when User Defined Fields applicable to the Cargo are set up)
- [Rev/Exp](#) tab
- [Rebill Settings](#) tab


On the toolbar, you can also do the following:

- Click  Menu ▾ and then click one of the following:
 - **Attachments:** Attach documents or links or double-click to open an attachment.
 - **Templates:** Create templates that contain information about the types of cargo you typically carry and use them to create cargoes. Choose one of the following:
 - **Retrieve a template:** Select any template from the list of saved templates and edit, save, or delete it.
 - **Make new cargo from a template:** Select any template from the list of saved templates to automatically populate the Cargo form with its relevant details.
 - **Convert to a new template:** Make additional changes as necessary, enter a new template name, and click  Save .
- For a relet, if the relet information has not been entered yet, click  Relet ▾ and complete the **VC In** form. To edit existing information, click  Relet ▾ and then click **Edit Relet**.
- If  appears, there is a data lock in place: The pricing of the Cargo cannot be changed because it is linked to something else, such as a COA or a Bunker Surcharge Table. Click to see an explanation.

When you save the Cargo, 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**.


To copy a Cargo to a VC In, click  and then click **Copy to VC In**.

Creating a Voyage Estimate from a Cargo



To create a [Voyage Estimate](#) from a Cargo, click  Estimate ▾ and then click **Add Cargo to New Estimate**. A Voyage Estimate is created with the Cargo and all the defaults from the [.TDEFAULT Estimate](#). If a vessel has been nominated, the new Estimate uses this vessel.

Adding a Cargo to a Voyage Estimate



To add a Cargo to an existing [Voyage Estimate](#):

1. Click  Estimate ▾ and then click **Add Cargo to Existing Estimate**.
2. Select the **Estimate** to which you want to add the Cargo.
3. The Estimate appears, with the additional Cargo and ports added to the itinerary.


Creating a Voyage Fixture from a Cargo

To create a [Voyage Fixture](#) from the Cargo, click  Create Fixture . All the information from the Cargo moves to the Voyage Fixture and then to the voyage. After the Voyage Fixture is created, the button changes to  Open Fixture .

Creating a Voyage from a Cargo

To create a [voyage](#) from the Cargo, click  Schedule Voyage . All the information from the Cargo moves to the voyage. After the voyage is created, the button changes to  Open Voyage .

Cargo List

All Cargoes appear on the Cargo List. In the Chartering module center , next to Cargo, click **List**.

The Cargo List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

If a Cargo or a VC In has at least one unacknowledged [revision](#), its row is highlighted in the [Voyage Manager Cargo List \(CFGEnableVoyManagerCargoList\)](#).

▼ **Statuses on the Cargo List**

Statuses on the Cargo List relate to its association with a voyage:

Cargo Fixed?	Associated with Voyage?	Status on Cargo List
No	No	Cargo Status
Yes	No	Fixed
Yes	Yes	Scheduled (not the Voyage Status)

▼ **Related Config Flags**

CFGEnableCargoStatusSecurity

When enabled, the **Edit Confirmed Cargo Contracts Module Right** will be used to allow editing of confirmed Cargo/VC In records by a user.

CFGEnableMultiGrade

For vessels such as product tankers with the same kind of Cargo in several grades, enables [Multigrade Cargoes](#): Changes the **Cargo** field to **Cargo Group** and adds a **Cargo Grade** column (for the [Cargo Name](#) within the [Cargo Group](#)) to the Itinerary/Options tab.

CFGChartererView

Uses the [Charterer's view](#) instead of this standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGLayoutDuration

Sets the default number of days after the Laycan From for the Laycan To.

CFGUseCompanyLobTradeAreaHier

archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGClearCompanyLobOnCopy

Clears the Company, LOB, and Department values when copying a Cargo.

CFGShowRemittanceInCargo

Adds **Remittance Bank**, **Invoice %**, **Payment Terms**, and **Balance %** fields to [CP Terms Details](#) and the [Cargo COA](#), [Cargo](#), [VC In COA](#), and [VC In Itinerary/Options](#) tab. Also adds a **Remittance Bank** field to Time Charter [Other Information](#). Remittance information flows between these places; for example, fixing an Estimate will transfer the remittance information.

- In a Cargo COA, VC In, or Time Charter Out, changing the **Company** clears the remittance bank information, as this may change with a change to the Company.

- In a VC In COA or Time Charter In, changing the **Owner** clears the remittance bank information, as this may change with a change to the Owner.

CFGContractReferenceURL

Converts the Contract Link field to a hyperlink. This is used to interface with third party systems such as Chinsay.

CFGScheduleMaxLift

Sets the Cargo CP Quantity to the **Max Lift Quantity** when scheduling a single cargo voyage where discharge is after all loads in the itinerary, using Create New Voyage from a COA or a Cargo or Schedule Voyage from a Cargo. After initial scheduling, all changes to CP Quantity must be made manually; there will be no automatic updates.

CFGDeleteFixtureUponVoyageDeletion

When a voyage is deleted, its Voyage Fixture is also deleted. If the voyage was created from a Cargo COA (with CFGPreserveGeneratedCargoes disabled), the voyage's Cargo is deleted as well.

CFGResetCOALiftingUponFixtureDeletion

When a Voyage Fixture is deleted, and its Cargo is a COA lifting, or when a COA Cargo is unscheduled by removing it from a voyage, the lifting is reset as follows:

- The Cargo Status is set to Confirmed.
- The Cargo Qty is reset to the Qty/Lifting value from the COA.

CFGEnableBenchmarkEstimate

In **Voyage Estimate** Details view, under Estimate Summary, a **Benchmark** check box appears. To mark an Estimate as a Benchmark Estimate, select the check box. Benchmark Estimates must have exactly one cargo, and they cannot be fixed.

In **Cargo COA** and **Cargo** forms, an **Exposure tab** appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$/ton rate in the Trading Profit and Loss.

In **Cargo Matching**, when creating a New Program, a **Create Estimate From Benchmark** check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.

CFGEnableVoyManagerCargoList

Adds Cargo and Cargo Handling tabs to the Voyage Manager. The Cargo tab is similar to the Cargo List, but only includes cargoes associated with the voyage. The Cargo Handling tab is similar to the **Cargo Handling** form; it includes a list of all cargoes associated with the voyage, with a line for each load and discharge. Lines highlighted in yellow indicate transshipment cargoes, while lines highlighted in blue indicate interservice cargoes.

If a Cargo or VC In has at least one unacknowledged **revision**, its row is highlighted in the Cargo List.

CFGEnableContractMirroring

Enables 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.

CFGAllowCounterpartyOverwrite

Displays a warning message when the Charterer field is changed on a COA-linked Cargo form.

CFGEnableLiftQtyDescriptions

Enables **Quantity Descriptions**, which can be used to indicate the status or intent of cargo lift quantities. You can select a Quantity Description in the **Description** column on CP Terms Details and Cargo itineraries.

CFGEnableOpsLOB

If enabled, displays an **LOB (Line of Business)** field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.

Itinerary-Options Tab - Cargo

On the **Cargo Itinerary/Options** tab, enter terms and information for the ports. For a Cargo created from a COA, the information is inherited from the **COA** when the Cargo is created but can be edited later.

- **Load Options** and **Discharge Options** grids: Each potential load and discharge port and the terms that apply to the port. When you enter a Port in the itinerary, if it matches a Load or Discharge Option line, that information automatically populates.

▼ Related Config Flags

CFGShowLinerTerms

Add liner terms fields (OExp\$/t and LinerExp) to the Voyage Fixture and Voyage Estimate. These fields are also synced with the corresponding OExp\$/t and LinerExp fields in the Cargo form.

CFGEnableLaycanFields

Adds Laycan From and Laycan To columns to this form.

- When **CFGChartererView** is enabled, these columns will be named Window From and Window To.
- When **CFGVoyapiValidateCargoLaycanForPort** is enabled, the Laycan dates will be validated against the ETA/ETD of the voyage. If **CFGVoyapiValidateCargoLaycanForPort** is not enabled, validation will be against the Laycan dates in the header of the Cargo form.

CFGEnableLiftQtyDescriptions

Enables **Quantity Descriptions**, which can be used to indicate the status or intent of cargo lift quantities. You can select a Quantity Description in the **Description** column on CP Terms Details and Cargo itineraries.

Pricing Tab - Cargo

On the **Cargo Pricing** tab, for a Cargo created from a COA, the information is inherited from the **COA** when the Cargo is created but can be edited later. If you are not contractually bound to use all the terms from the COA, or to prevent Cargoes from past voyages from changing their prices when the price is changed on the linked COA, you can clear the **Use Pricing from COA** check box and make adjustments.

This tab is similar to the **COA Pricing** tab.

Pricing Grid

To adjust pricing, do any of the following:

- Add one row for each possible combination of **Load Port(s)**, **Discharge Port(s)**, and **Cargo**. Multiple load and discharge ports can be entered per row; the order of the ports is relevant to picking the correct row.
- To use **Advanced Pricing** to create configurable rules for pricing contracts, select the **Advanced** check box.
- To enable **Top-off**, select a type of top-off:
 - **Regular**: Cargo loaded at multiple ports with varied rates, offloaded at one discharge port
 - **Reverse**: Cargo loaded at one port, discharged at multiple ports
- Note**: IMOS does not support **Top-off or Reverse Top-off** in connection with Interservice Cargoes.
- To enter a **VAT No.** and **VAT %** specific to a row, right-click the row and then click **VAT Info**; otherwise, the default entered above is used.
- In the Freight Type (**Frt Type**) column, select **Flat Rate**, **Lumpsum**, **Daily Rate**, or one of the following:
 - **Index Table**: Uses an **Index Table** to price your freight based on Index values.
 - **Scale Table**: Uses a **Scale (Rate) Table**, defined in the Data Center; select the table in the **Table** column.
 - To base Freight Rates on the quantity loaded, use a **Freight Rate Table**.
 - To base Freight Rates on the load and discharge ports, if you have different ports, use a **Freight Matrix Rate Table**.
 - **Worldscale**: Uses **Worldscale**; WSC% is in the **Amount** column; the WSC Flat rate is determined per Cargo, according to its itinerary.
- To specify **CP Quantity** and **CP Draft** by port and vessel to calculate deadfreight, click **Lift CP Qty & Draft**.
- To automatically add pricing rows based on Load/Discharge Options, click **Update from Options**. Pricing rows are populated for any unique pair of Load and Discharge options that do not already exist in the Pricing grid.

How are pricing terms selected?

IMOS uses the best match when selecting a pricing row, based on a scoring system:

- If a pricing row perfectly matches an itinerary (Load Port(s), Discharge Port(s), and Cargoes match), the first such row is used and all others are ignored. The scoring in this case is not relevant.
- If a perfect match is **not** found, the scoring is as follows:
 - Load Port(s)/Discharge Port(s) score is calculated as:
 - If there is more than one itinerary L or D port found in the pricing row, **+1**
 - If the pricing row has no L or D ports specified, **+1**
 - If there is a single itinerary L or D port, and it matches the first pricing row L or D port, **+2**
 - Otherwise (i.e., ports are specified and do not match), **10** (i.e., disqualified)
 - Cargo score is calculated as:
 - If the cargo is specified and matches, **+2**
 - If the cargo is not specified, **+1**
 - Otherwise (i.e., a cargo is specified and does not match), **10** (i.e., disqualified)

Brokers Grid

The Brokers grid enables you to add information about brokers and broker commissions.

Depending on the commission **Amount**, **Type** defaults to:

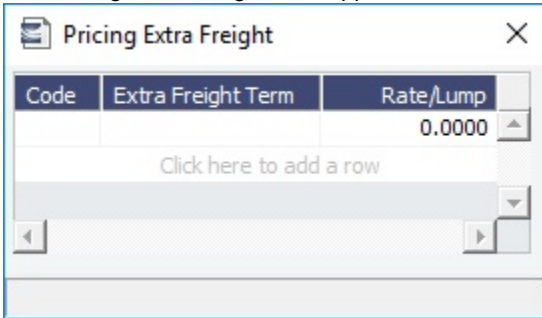
- %, when the Amount is 25 or less
- Lumpsum, when the Amount is greater than 25

Extra Freight Terms

You can assign **Extra Freight Terms** to either the contract or a specific pricing row.

1. Do one of the following:
 - For the contract, add a row to the Extra Freight Terms grid.
 - For a pricing row, either:
 - In the **Xfrt** column, select the check box.
 - Right-click the row and then click **Open Extra Freight Terms**.

The Pricing Extra Freight form appears.



2. Add a row for each term, select a **Code** and then enter a **Rate/Lump** amount.

Rate Tables

- **Freight Surcharge:** To use a [Freight Surcharge Table](#) to determine the Freight Surcharge based on quantity, select **Table**. To edit the table, click [Edit Table](#).
- **Bunker Surcharge:** To use a table to determine the Bunker Surcharge, select one of the following:
 - **Cap/Collar:** Base the surcharge on increases above a cap and decreases below a collar (see [Bunker Cap/Collar Table](#)).
 - **Scale Table:** Uses a [Bunker Surcharge Rate Table](#); select the table in the **Table** field below. To edit the table, click [Edit Table](#).
- **Dem Scale Table:** To use a [Demurrage Rate Table](#) to determine the demurrage rates based on the deadweight of the vessel, select the table. To edit the table, click its Table ID [link](#).
- **Laytime Scale Table:** To use a [Laytime Hours Rate Table](#) to determine the laytime hours based on cargo BL quantity, select the table. To edit the table, click its Table ID [link](#).

▼ Related Config Flags

CFGEnableUseCOAPricingWarning	Displays a warning message when the Use Pricing from COA check box is selected or cleared.
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Other Info Tab - Cargo

On the **Cargo Other Info** tab, you can enter additional information regarding the Cargo contract, such as Supplier and Receiver, intercompany relationships, and **FOB/Delivered Cargo** [rebillable costs](#).

In the table, you can specify [Time Bar days](#) for the various counterparties (Charterers, Suppliers, or Receivers) related to the Cargo.

Exposure Tab - Cargo

Config flag `CFGEnableBenchmarkEstimate` adds an **Exposure** tab to the [Cargo](#) form. On this tab, you can either select the [Use Exposure Settings from COA](#) check box or enter the information.

Exposure Method

- Different fields appear based on the **Exposure Method**:
 - **Route linked to Trade Area** (default): Exposure is calculated according to the route linked to the [Trade Area](#).
 - **Voyage Route**: Instead of linking the exposure to a Trade Area, link the cargo directly to a **Voyage Route**, and enter a **Route Correlation** factor and an **Adjustment**. The Days Exposure is according to the route's basis days value.
 - **Benchmark Estimate**: Specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by entering the market rate and bunkers in 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**
 - **Manual**: When Manual is selected, the **S** check box appears on the grid. You can add multiple Benchmark Estimates and manually select the one you want to use for the exposure calculation.
 - When linked liftings are created from the COA, the status of the **S** check box on the liftings is inherited from the COA when **Use Exposure Settings From COA** is selected on the Cargo/VC In. But after creation, the status of the check box in the Cargo does not depend on the COA and can be modified even when Use Exposure Settings From COA is selected.
 - **Inbound**
 - **Manual Exposure**: Set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.
- In the **Linked Trades** table, you can specify Trade lots (per month) by selecting from those that are not linked to any other contract. To view a linked contract, right-click its line and then click **See Trade Details**.

- In the **Bunker Exposure Breakdown** table, you can break down bunker exposure to different periods and keep bunkers in exposure until they are actually ordered. Once this table is populated, the bunker exposure for the Cargo is based on the quantities/symbols and dates in it.

In the [Trading Profile Bunker Exposure Until](#) field, select **Ordering Bunkers (Benchmark Estimate)** to have any bunkers in this table remain in exposure until they are lifted on a voyage or the voyage is completed.

▼ Related Config Flags

CFGEnableBenchmarkEstimate

In [Voyage Estimate](#) Details view, under Estimate Summary, a **Benchmark** check box appears. To mark an Estimate as a Benchmark Estimate, select the check box. Benchmark Estimates must have exactly one cargo, and they cannot be fixed.

In [Cargo COA](#) and [Cargo](#) forms, an **Exposure tab** appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$/ton rate in the Trading Profit and Loss.

In [Cargo Matching](#), when creating a New Program, a **Create Estimate From Benchmark** check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.

CFGSyncCargoWithInitialEstimate

Syncs the Cargo with the Initial Estimate, as long as there is only one Cargo and one Initial Estimate; if the same Initial Estimate is used for multiple Cargoes, IMOS will not sync one:many when the Initial Estimate is updated.

If the Estimate has two Cargoes linked to it, the Open Contract button on the toolbar is named Contracts and has two options:

- **Open Contract** opens the first Cargo.
- **Open Related Cargoes** opens a selection window with all Cargoes that have that Estimate as their Initial Estimate.

When a VC In is set to use a TCOV Benchmark Estimate, the VC In will not be updated when a change is made to the Initial Estimate.

When **CFGLockInitialEstimate** is also enabled, and there are multiple Cargoes that use the Benchmark Estimate as the Initial Estimate, this flag is ignored: The Estimate can be edited and saved.

CFGLockInitialEstimate

Locks the Initial Benchmark Estimate after the Cargo contract is created. When the Cargo contract is Confirmed, it can be edited, but the corresponding Initial Estimate is locked. For all other statuses, the Initial Estimate can be edited, but Freight Type and Frt Rate fields on the Cargo cannot. They must be updated from the Initial Estimate (applies when **CFGSyncCargoWithInitialEstimate** is ON).

Backhaul Exposure Method

The IMOS [Trading P&L Summary](#) supports displaying Net P&L on physical cargo inclusive of a backhaul voyage, ensuring correct exposure reporting for world round voyages.

In order to properly expose your world round voyages, inclusive of backhaul, follow these steps:

1. Create your first Voyage Estimate that will be your Fronthaul voyage. This Estimate should include correct cargo, itinerary, market bunker prices and targeted Freight Rate, as well as other voyage costs, for more accurate P&L reporting.
2. Set this Voyage Estimate as a Benchmark Estimate and save the Voyage Estimate.
3. Copy this Estimate; this new copy is your World Round Voyage Estimate.
4. In your World Round Estimate:
 - a. Set it as a Benchmark Estimate.
 - b. Add the Backhaul Cargo as a second Cargo to the Estimate.
 - c. Set this as the Backhaul Cargo by selecting the **B** check box in the Cargoes table. (Depending on settings, you may need to scroll right in the Cargoes table.)

- d. Complete the remaining details such as market bunker prices and other voyage costs.
- e. Lock and change the TCE or Freight Rate on the Backhaul Cargo to set your targeted Freight Rate.
5. Right-click the Backhaul Cargo in the Cargoes table and then click **Create Cargo**.
6. Right-click the Backhaul Cargo and then click **View Cargo**.
7. On the Exposure tab of the Backhaul Cargo:
 - a. Set the Exposure Method to **Benchmark Estimate**.
 - b. Set the Benchmark M2M Basis to **Backhaul**.
 - c. In the Benchmark Estimates Table, add the Fronthaul Benchmark Estimate and set its Category to **Fronthaul**.
 - d. Save and close the Cargo.
8. Save the World Round Estimate and close.

The Backhaul Cargo exposure is calculated in the following way:

1. The system calculates the Fronthaul benchmark Freight Rate.
2. In the World Round Estimate, the bunker market rates and the Fronthaul 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 World Round benchmark Freight Rate.

Properties Tab - Cargo

On the **Cargo Properties** tab, when **User Defined Fields** applicable to Cargo 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						
Click here to add a row						

Rev-Exp Tab - Cargo

On the **Cargo Rev/Exp** tab, you can enter information about expected revenues and expenses associated with the Cargo. These will be pulled into the Estimate and voyage of the Cargo.

Itinerary/Options		Pricing	Other Info	Exposure	Properties	Rev/Exp	
Description	Rev/Exp	Type	Curr	Amt Curr	Exch Rate	Amt Base	Code
Click here to add a row							
Port Expense Groups							
Port(s)							
Click here to add a row							

To rebill port expenses that exceed a cap, or to credit port expenses that do not meet a collar, you can configure Port Expense Cap/Collar Groups either here or at the **Cargo COA** level.

1. Under Port Expense Groups, click to add a row.

2. In the Port Expense Cap/Collar form, define the functions and ports included and the cap and collar amounts and tolerance information. Select whether overage is billable and/or underage is creditable.

The overage or underage can be rebilled through [Expenses Rebill Management](#). Individual cost types can be excluded from the amount being compared to the cap or collar by selecting Excl from Cap Collar on the [Ledger Expense Setup](#) form. Rebillable cost items are excluded by default.

Rebill Settings Tab - Cargo

Occasionally, contracts are negotiated in which standard costs that are normally rebilled are absorbed instead. You can add these costs on the [Cargo Rebill Settings](#) tab to ensure that they are not mistakenly rebilled.

- If a cost on the Rebill Settings tab is added to a voyage, it will not be rebilled. This affects both P&L and invoicing aspects of the voyage.
- If a voyage includes multiple cargoes, and one or more of those cargoes overrides a normally rebillable standard cost, that override will be applied to all cargoes on the voyage.

Charterer's View - Cargo

Configuration flag **CFGChartererView** enables the Charterer's View instead of the standard [Cargo](#) form.

The Charterer's View has:

- A [Cargo Group](#) field rather than a Cargo field
- Other minor differences in the general information at the top of the form
- Additional fields on the Itinerary/Options tab

The screenshot shows the 'Cargo' application window. At the top, there is a menu bar with options like 'Menu', 'Relet', 'Create Fixture', 'Schedule Voyage', 'Estimate', 'Reports', and 'Std Paragraph'. Below the menu is a grid of input fields for voyage details, including 'Cargo Group', 'CP Date/Form', 'Status', 'Counterparty', 'CP Qty/Unit', 'Cargo COA', 'Option %/Type', 'Min/Max Qty', 'Coordinator', 'Department', 'Freight Type', 'Reference No.', 'C/P Place', 'Frt Rate', 'Shipment No.', 'Voyage Region', 'Vessel Type', 'Nominated Vessel', 'Contract Link', 'Curr/Exch Rate', 'Min Inv Qty', 'Freight Via', 'Demurrage Via', 'Conf Date (GMT)', 'CP Draft (M)', and 'Estimate'. Below the input fields is a tabbed interface with 'Itinerary/Options' selected. This tab contains a table with columns: 'F', 'Port', 'GS', 'Grade', 'Qty', 'Unit', 'API', 'Terms', 'OExp\$/t', 'Window From', 'Window To', 'Commercial ID', and 'Supplier/Rcvr'. Below the table are sections for 'Load Options' and 'Discharge Options', each with a table and a 'Click here to add a row' prompt. At the bottom, there is a 'Remarks' text area.

When Charterer's View is enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

▼ Related Configuration Flags

CFGChartererView

Uses the Charterer's view instead of this standard Cargo form.

Bunker Consumption for Cargo Heating

To set up bunker consumption used for cargo heating:

- **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 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 **Cargo Bunkers** tab on 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 last Discharge port.

Interservice Cargo

Configuration flag CFGEnableInterservice enables Interservices Cargo, for cargo loaded on one voyage and discharged on a later voyage.

- To allocate freight to the discharge voyage, select the **Allocate Freight to Discharge Voyage** check box. The freight invoice can then only be created from the discharge voyage. Freight revenue will appear in the discharge voyage.

▼ Related Config Flags


CFGDefaultInterserviceFrtToDisVoy

Selects the Allocate Freight to Discharge Voyage check box by default.

CFGHideInterserviceFrtAllocationOption

- If CFGHideInterserviceFrtAllocationOption is **Y**, the Allocate Freight to Discharge Voyage check box is hidden on the Cargo form, and its value is set according to CFGDefaultInterserviceFrtToDisVoy:
 - If CFGDefaultInterserviceFrtToDisVoy is **Y**, freight of a new interservice cargo is allocated to the **discharge** voyage, and the behavior cannot be altered by a user on the Cargo form.
 - If CFGDefaultInterserviceFrtToDisVoy is **N**, freight of a new interservice cargo is allocated to the **load** voyage, and the behavior cannot be altered by a user on the Cargo form.
- If CFGHideInterserviceFrtAllocationOption is **N**:
 - And CFGDefaultInterserviceFrtToDisVoy is **Y**, the Allocate Freight to Discharge Voyage check box is **available** on the Cargo form for an interservice cargo, and is **selected** by default.
 - And CFGDefaultInterserviceFrtToDisVoy is **N**, the Allocate Freight to Discharge Voyage check box is **available** on the Cargo form for an interservice cargo and is **cleared** by default.

VC In COA


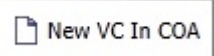
 This is a **Key Topic**, with high value for all users.

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

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.

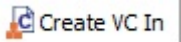
Creating a VC In COA

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, hold your mouse pointer over **New** and then click **VC In COA**.

Complete all the sections, as on a **Cargo COA**.

To create VC Ins, click  and then complete the Create VC In Setup form, as on the **Create Cargo Setup form**.

VC In COA List

All VC In COAs appear on the VC In COA List. In the Chartering module center , next to VC In COA, click **List**.

The VC In COA List is a standard IMOS list, so you can sort it, filter it, do a **Quick Search**, and create custom **Views** for it.

▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier
archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGClearCompanyLobOnCopy

Clears the Company, LOB, and Department values when copying a VC In COA.

CFGEnableContractMirroring

Enables 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.

CFGShowRemittanceInCargo

Adds **Remittance Bank**, **Invoice %**, **Payment Terms**, and **Balance %** fields to **CP Terms Details** and the **Cargo COA**, **Cargo**, **VC In COA**, and **VC In Itinerary/Options** tab. Also adds a **Remittance Bank** field to Time Charter Other Information. Remittance information flows between these places; for example, fixing an Estimate will transfer the remittance information.

- In a Cargo COA, VC In, or Time Charter Out, changing the **Company** clears the remittance bank information, as this may change with a change to the Company.
- In a VC In COA or Time Charter In, changing the **Owner** clears the remittance bank information, as this may change with a change to the Owner.


CFGAutoNumberCOA

Automatically assigns a Contract ID number on COAs.

CFGEnableOpsLOB

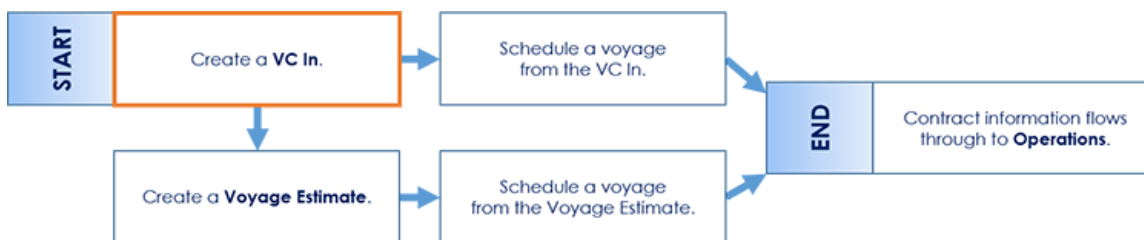
If enabled, displays an **LOB (Line of Business)** field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.

VC In

 This is a **Key Topic**, with high value for all users.

Walkthrough: Scheduling a Voyage

To view a step, click it in the [workflow](#) diagram:





For a cargo owner/vessel charterer, creating a **Cargo** or **VC In** contract (which can be from a COA) and then **scheduling the voyage** is a common workflow. Optionally, you can create a **Voyage Estimate** before scheduling. It can also be used for operators who may have forward fixtures, particularly if your business has many COAs. Finally, for clients who use the Trading and Risk Management module, it is common to create your Voyage Estimate from a Cargo with a linked **Benchmark Voyage Estimate**.

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; for details see information on the **Cargo** form. VC In contracts also appear on the **Trading P&L Summary**.

Creating a VC In

To create a VC In, do one of the following:

- In the Chartering module center , click **VC In**.
- On the **VC In List**, click  **New**.
- Create VC Ins from a **VC In COA**.


The screenshot shows the 'VC In' software interface with the following sections:

- Menu:** Create Fixture, Schedule Voyage, Estimate, Reports, Std Paragraph, Add Unpriced Elem
- Cargo:** M3/MT, Ft3/MT: 0.0000 0.0000; Owner: ; Company/LOB: ; Department: ; C/P Place: ; Laycan From: ; Laycan To: ; Trade Area: ; Vessel Type: ; Nominated Vessel: ; Contract Link: ;
- CP Date/Form:** / / ; CP Qty/Unit: 0 MT ; Option %/Type: 10.00 MOLOO ; Min/Max Qty: ; Freight Type: F ; Frt Rate: 0.0000 ; Curr/Exch Rate: USD 1.000000 ; Min Inv Qty: 0.00 ; Freight Via: ; Demurrage Via: ; Conf Date (GMT): ; CP Draft (M): 0.00 ;
- Status:** Confirmed ; VC In COA: ; Coordinator: ; Reference No.: ; Shipment No.: ; Cargo ID: 0 ; Estimate: ; Voyage: ;
- Tasks & Alerts:** (Vertical button on the right)
- Tables:**
 - Itinerary/Options:** Columns: F, Port, Berth, Qty, L/D Rate, RU, C, Terms, TT, Curr, PortExp, BaseExp, Alt Qty, AltUnit, OExp. Content: Click here to add a row.
 - Load Options:** Columns: Port/Area, L/D Rate, RU, Terms, TT, PExp. Content: Click here to add a row.
 - Discharge Options:** Columns: Port/Area, L/D Rate, RU, Terms, TT, PExp. Content: Click here to add a row.
- Remarks:** (Empty text area)
- Financials:** Remittance Bank: ; Invoice %: 0.000 ; Payment Terms: ; Balance %: 100.000 ; Payment Terms: ;

Complete all the sections, as on 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**.

Copy a VC In to a Cargo

To copy a VC In to a Cargo, click  and then click **Copy to Cargo**.

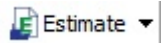
Copy a VC In to a Cargo and Link Back

To copy relevant details from a VC In to a Cargo and Link them in a Relet connection (similar to clicking  on a Cargo), click  and then click **Copy to Cargo and Link Back**. Pricing, demurrage, broker, and Extra Freight Terms details are not copied onto the Cargo.

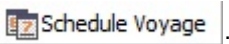
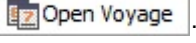
Creating a Voyage Fixture from a VC In

To create a [Voyage Fixture](#) from the VC In, click . If the VC In is linked to a Sale Cargo, the Voyage Operation Type is set to RELT; otherwise, it is set to SPOT. After the Voyage Fixture is created, the button changes to .


Creating a Voyage Estimate from a VC In

To create a [Voyage Estimate](#) from a VC In, click  , then click **Add Cargo to New Estimate**. A Voyage Estimate is created with the cargo. If a vessel has been nominated, the new Estimate uses with this vessel.

Creating a Voyage from a VC In

To create a [voyage](#) from the VC In, click  . All the information from the VC In moves to the Voyage. After the Voyage is created, the button changes to .

VC In List

All VC Ins appear on the VC In List. In the Chartering module center  , next to VC In, click **List**.

The VC In List is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

If a Cargo or a VC In has at least one unacknowledged [revision](#), its row is highlighted in the [Voyage Manager Cargo List \(CFGEnableVoyManagerCargoList\)](#).

▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier
archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGEnableVoyManagerCargoList

Adds Cargo and Cargo Handling tabs to the Voyage Manager. The Cargo tab is similar to the Cargo List, but only includes cargoes associated with the voyage. The Cargo Handling tab is similar to the [Cargo Handling](#) form; it includes a list of all cargoes associated with the voyage, with a line for each load and discharge. Lines highlighted in yellow indicate transshipment cargoes, while lines highlighted in blue indicate interservice cargoes.

If a Cargo or VC In has at least one unacknowledged [revision](#), its row is highlighted in the Cargo List.

CFGEnableContractMirroring

Enables 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.

CFGShowRemittanceInCargo

Adds **Remittance Bank**, **Invoice %**, **Payment Terms**, and **Balance %** fields to [CP Terms Details](#) and the [Cargo COA](#), [Cargo, VC In COA](#), and VC In Itinerary/Options tab. Also adds a **Remittance Bank** field to Time Charter [Other Information](#). Remittance information flows between these places; for example, fixing an Estimate will transfer the remittance information.

- In a Cargo COA, VC In, or Time Charter Out, changing the **Company** clears the remittance bank information, as this may change with a change to the Company.
- In a VC In COA or Time Charter In, changing the **Owner** clears the remittance bank information, as this may change with a change to the Owner.

CFGEnableOpsLOB

If enabled, displays an **LOB (Line of Business)** field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.

Advanced Pricing

With Advanced Pricing in IMOS, you can price Cargo contracts based on many variables in addition to load and discharge ports. You can create configurable rules containing relevant variables, conditions, and results. These rules will determine the value of various attributes of the contract, such as freight and Extra Freight Terms. The **Advanced Contract Pricing Module Right** must be enabled in Security.

Workflow

1. On the Pricing tab of a Cargo, VC In, Cargo COA, VC In COA, Bulk Cargo Update, or CP Terms Details form, select the **Advanced** check box.
 - If any **Pricing Templates** exist, and there are no existing Rules, you are prompted to choose a template.
 - To switch back to the current pricing matrix functionality, clear the **Advanced** check box.
2. Complete the **Pricing Rule** form by adding Conditions or Groups of Conditions, and corresponding Results, to fit the contract. Many Rules can be created for a single contract.
3. When you exit the Pricing Rule form, all Rules appear in a grid that replaces the current Pricing grid.

Rule Name	Contract Terms	Result	Type	Value
Freight Rate	Cargo CP Date is on or after 01/01/2014 and Cargo CP Date is on or before 12/31/2015 and (Load Port 1 is ROTTERDAM or Load Port 1 is HAMBURG or Load Port 1 is No. of Load Ports is less than or equal to 4	Freight	Scale Table	KS

- Rules will be read in sequence. To change the sequence, right-click a Rule and then click **Move Up** or **Move Down**.
 - To open the Pricing Rule form again to view a Rule, right-click a Rule and then click **Details**.
 - To add another Rule, click the last row in the grid; the Pricing Rule form opens again.
 - Values applied by Advanced Pricing can be overridden. Overridden values turn blue and are no longer populated by the Advanced Pricing table.
 - To resume populating an overridden field from the Advanced Pricing table, clear the field. However, the **Bunker Surcharge** field cannot be cleared. Instead, right-click it and then click **Revert to Adv Pricing Result**.
 - Extra Freight Terms that are manually added to a contract that uses Advanced Pricing are blue when entered and are not deleted when the table is run.
 - Extra Freight Terms inserted by Advanced Pricing that are manually deleted are added again when the table is run. To remove them, set their value to 0 rather than deleting.
 - For an **Estimate Only Result**, the text in the contract and throughout IMOS is dark red. When creating an invoice that includes an Estimate Only Result, if you set the invoice status to Actual, you are prompted to finalize the values or set the invoice status back to Pending. You can either manually overwrite the values in the contract or click **Estimate Only** again in the Pricing Rule form to clear it.
 - **Otherwise Rules**: One or more Rules with no Conditions can be added to the end of the list of Rules. These will be used on the contract should none of the other Rules evaluate to true.
4. To print a report about the Rules table from the contract it is used on, click **Reports** (or, on a **Multiple Cargo Booking**, click **Advanced Pricing**) and then click **Advanced Pricing**. It shows Rules that evaluate to true, a full list of Rules, and Rules that cannot be evaluated, as well as any warnings on the contract. The **Cargo form Module Right** must be enabled in Security.

Because Pricing table Results from Rules evaluating to true are saved directly to the Cargo, VC In, Cargo COA, and VC In COA, there are minimal changes to the invoicing process. The P&L also remains unchanged, and the way that the Trading P&L is calculated is not affected. The calculations remain the same, although the values that go into the calculations might change as a result of a more accurate Pricing table.

Application of Rules

These contract items can be populated by the Advanced Pricing table:

- BAF or Bunker Surcharge (depending on the setting of CFGUseSymmetricalBAF)
- Counterparty Option Tolerance
- Demurrage/Despatch
- Extra Freight Terms

- Freight
- VAT

For all but Extra Freight Terms, only one instance is available. As IMOS reads through the Rules, it fills in these fields with the Results from the first Rule it encounters that evaluates to true. IMOS then moves on to evaluate the next Rule. Once it finds the next Rule evaluating to true, it looks for Results that it has not already filled in.

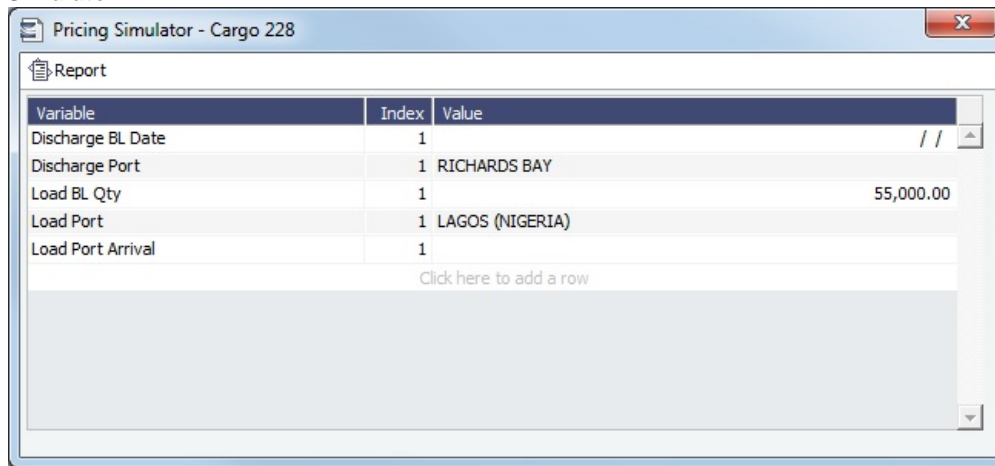
For example, if three Rules in an Advanced Pricing table all evaluated to true and all included only Freight as a Result, the Freight from the first Rule would be used, and nothing would be used from the second and third Rules. If the second Rule additionally had a value for Demurrage/Despatch plus an Extra Freight Term, and the third Rule had a different Extra Freight term, the Freight would be used from the first Rule, the Demurrage/Despatch rates and the Extra Freight Term would be used from the second Rule, and the different Extra Freight Term would be used from the third Rule. The [Advanced Pricing Report](#) is a useful tool for understanding which Results from which Rules are being applied to the contract, and why.

Advanced Pricing Simulator




In the Advanced Pricing Simulator, you can enter hypothetical scenarios and see how they affect your contract.

To use the the Advanced Pricing Simulator:

1. Click  **Reports** (or, on a [Multiple Cargo Booking](#), click  **Advanced Pricing**) and then click **Advanced Pricing Simulator**.



Variable	Index	Value
Discharge BL Date	1	/ /
Discharge Port	1	RICHARDS BAY
Load BL Qty	1	55,000.00
Load Port	1	LAGOS (NIGERIA)
Load Port Arrival	1	
Click here to add a row		

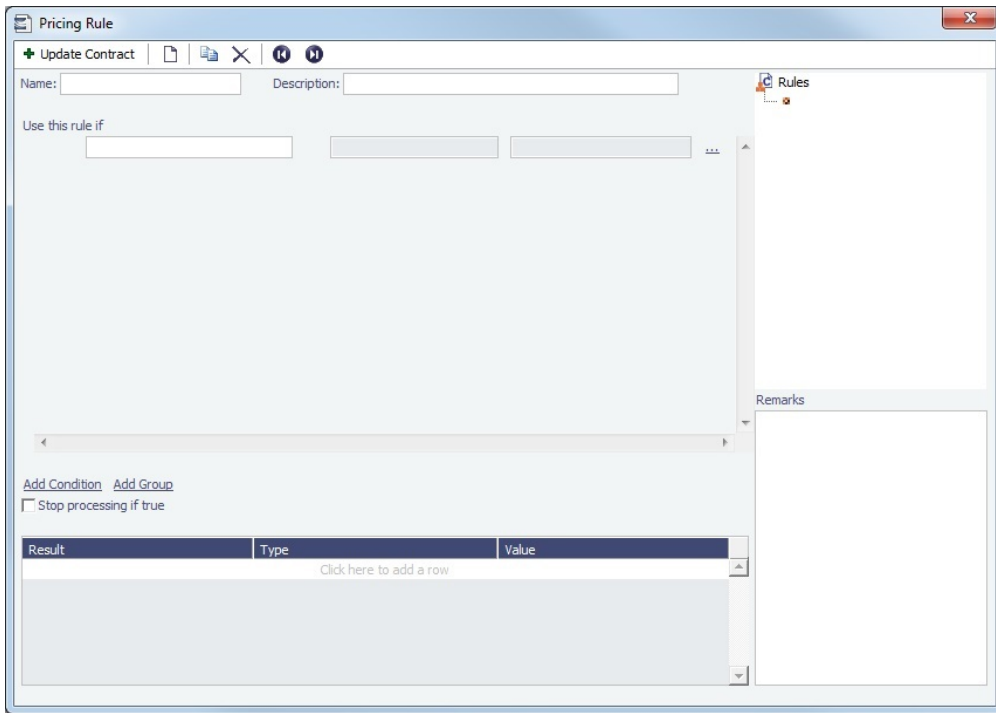
2. The setup form for this report includes any **Variables** that were used as Conditions in at least one Rule of the contract (except those used only in expressions). The **Value** column displays the current value of this Variable, if it is available. Do any of the following:
 - Change Values from the contract, which appear on this form.
 - Enter Values for other Variables in the table, using Operations and contract details where available.
 - Click the last row to add another Condition.
 - For a Multiple Cargo Booking, click  or  to see the Simulator for the previous or next Cargo. The Cargo number appears in the Title bar.
3. Click  **Report**. The [Advanced Pricing Rules Report](#) shows the Results with these values applied.
 - If Values are blank, those Rules will not be evaluated.
 - You can modify the Values and run the report again.

Pricing Rule

On the Pricing Rule form, you can create, update, and delete [Advanced Pricing Rules](#) and navigate between the Rules in the current contract.

To enable this method of pricing, select the **Advanced Pricing** check box on the Pricing tab of the [Cargo](#), [VC In](#), [Cargo COA](#), [VC In COA](#), or [CP Terms Details](#) form. The Pricing Rule form opens.

- To access this form after rules have been created, right-click a rule in the grid and then click **Details**.



Rules consist of **Conditions** (or **Groups** of Conditions) and **Results**.

- Each **Condition** consists of a Variable, an Operator, and a Value, for example, Use this Rule if X is on or before Y.
 - **Groups** of Conditions are evaluated together, like a part of a formula enclosed in parentheses, for example, Use this Rule if (X = Y or X = Z).
- Each line in the **Results** grid consists of a Result, a Type, and a Value.

Adding Rules

To create a Rule on the Pricing Rule form:

1. Enter a **Name** and a **Description**.
2. Under **Use this rule if**, add Conditions and/or Groups of Conditions. For each **Condition**, select the following:
 - **Variable**: Determines the Operators and Values available.
 - If it can be defined by a Data Center list, the Values available will come from it, and it will autocomplete. For example, for the Variable Load Port, the Port list will be the selection list for the values. Otherwise the Value field will be free text.
 - If it could refer to an item in a list, the items are numbered sequentially, and the numbers can be selected in a field next to the Variable name. For example, the second Load Port would be Load Port 2. To use any of the possible values, for example, any Load Port, leave this field blank. The field is only available when an indexable Variable is selected, that is, one that has a one-to-many relationship with a Cargo contract. For example, a Cargo contract may only have one Freight Rate, but it might have many Load Ports.
 - Other Rules in the contract appear in this list, preceded by **Rule:**. These can be used to efficiently have multiple Rules depend on the same set of base variables, but with variations.
 - **User Defined Fields** appear in this list, preceded by **UDF (Cargo)**.
 - **Boolean variables** appear in this list (those that can be True or False).
 - Variable values that come from Operations, rather than being defined on the contract, have defined backups to use until they are entered.

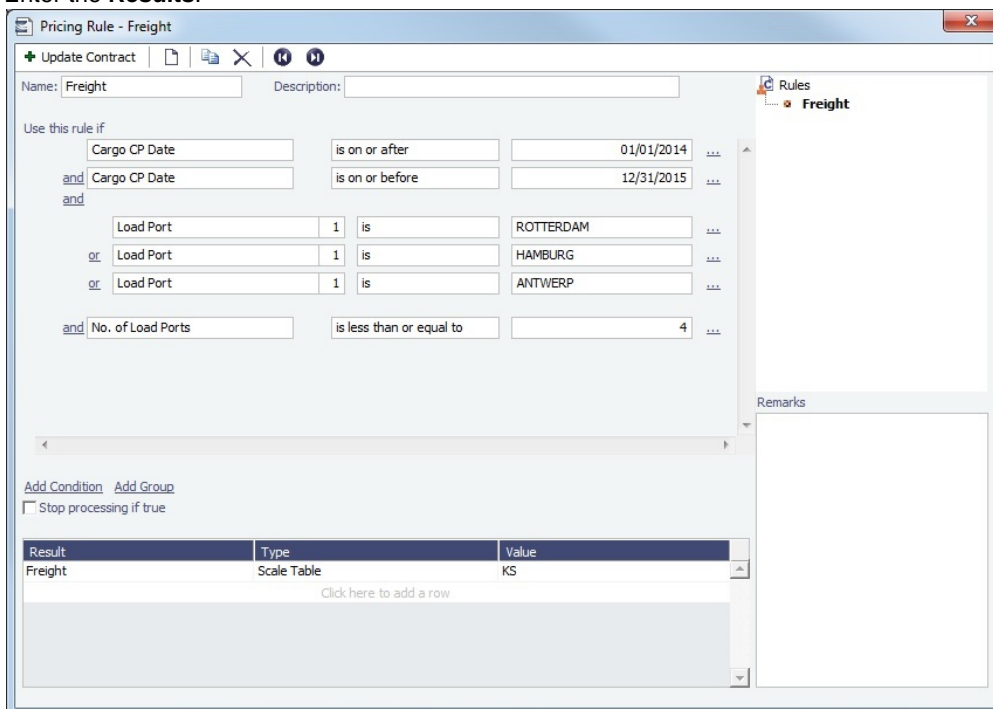
▼ Defined Backups

Variable	Backup
Invoiced Qty	In this order:
Nominated Qty	a. BL Qty b. Load Qty c. CP Qty





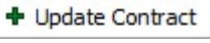
Load BL Qty	In this order: a. Load Qty b. CP Qty
Load Qty	CP Qty
Vessel DWT	The Vessel Type defined on the contract's Basis Qty If not available, no backup
Sail Load Port Date 1	Laycan End (first Load Port only)
Load BL Date 1	Laycan End (first Load Port only)
Start Loading 1	Laycan Start (first Load Port only)
End Loading 1	Laycan End (first Load Port only)
Vessel Type	On a COA Cargo, the first Vessel Type on the COA, until the Cargo has its own If not available, no backup

- **Operator**
- **Value**

- To add, insert, or delete Conditions or Groups, do one of the following:
 - Click [...](#) to the right of Conditions/Groups and then click **Add Condition, Insert Condition, Add Group, Insert Group, or Delete Condition.**
 - Click [Add Condition](#) or [Add Group](#) under the list of Conditions.
- A new Condition or Group is added to the previous one; to change from and to or, click [and](#) to the left of the condition and then click [or](#). To change back, click [or](#) and then click [and](#).
- Conditions will be read in sequence. To change the sequence of Conditions or Groups, click [...](#) to the right of Conditions /Groups and then click **Move Condition Up, Move Condition Down, Move Group Up, or Move Group Down.**
- To stop processing when a rule is true, select **Stop processing if true.** Otherwise, the entire table will be read to find all true rules. The results from rules evaluating to true will be stored on the contract as saved values.
- Enter the **Results.**



- **Result:** Determines the Types and Values available. Options are:
 - BAF
 - Bill By
 - Counterparty Option Tolerance
 - Demurrage/Despatch

- Extra Freight Term
 - Freight
 - VAT
 - **Type**
 - **Value:**
 - To enter a free-text formula, right-click the line and then click **Expression**.
Example: Result: Extra Freight Term, Type: 2L, Value: X*(Cargo.NoLoadBerths-1)
For more examples, see [Extra Freight Term Expression Examples](#).
 - The Expression editor supports the use of [custom expression functions](#).
 - To mark a Result as Estimate Only, so that someone creating an invoice knows that this number is not final and may be negotiable, right-click the line and then click **Estimate Only**. A check mark appears on the menu; to clear it, click **Estimate Only** again. The text of the Result in the contract and throughout IMOS is dark red. If this Estimate Only value is used on the contract and is part of the Freight Invoice, the value will have to be finalized before the invoice can be saved in status Actual. Estimate Only values are still used in the Actual column of the Voyage P&L.
8. To add or view Rules:
- To add a Rule, right-click a Rule in the list of Rules in the navigation tree at the right, and then click **Insert**.
 - To add a Rule to the end of the current list of Rules, either click  to create a blank rule or click  to create a copy of the current Rule.
 - To view a different Rule, click  (previous) or  (next) or double-click it in the tree.
 - Rules will be read in sequence. To change the sequence, right-click a Rule in the tree and then click **Move Up** or **Move Down**.
 - To add an **Otherwise** row, to be read and displayed at the end of the list of rules, add a rule with Results but no Conditions.
9. To update the contract with the Rules, click . They appear in a [grid in the contract](#).

▼ Related Config Flags

CFGEnableMultiGrade

Enables selection of Cargo Groups on Cargo contracts, with selection of Cargo Grades within that Group on the Cargo contract's itinerary.

Note: The setting of this config flag determines which variable is available, and whether the **No. of Grades** variable is available, on this form:

- **N:** Cargo Type; No. of Grades variable not available
- **Y:** Cargo Grade x; No. of Grades variable available

When the Cargo Grade variable is used in a Rule, its evaluation is done based on the order of Grades in the itinerary.

CFGUseSymmetricalBAF

Implement Symmetrical Bunker Adjustment Factor (**BAF**) on a Cargo Price Matrix (with options determined by configuration flag CFGLockBunkerSurchargeOnFix).

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.

On the Cargo COA, VC In COA, Cargo, and VC In forms, the Bunker Surcharge field is replaced with Bunker Market.

Note: The setting of this config flag determines which result is available on the [Pricing Rule](#) form:

- **N:** Bunker Surcharge
- **Y:** BAF

CFGEnableCargoOption

If enabled, a new contract type, Cargo Option, is added to the Trading P&L. On the Cargo form, selecting the new Option check box adds a Status field to the form, with the options Pending, Exercised, or Expired. Options with status Pending or Executed are counted as exposure in the Trading P&L.

Note: The setting of this config flag determines whether the Cargo Is Option, Option Declaration Date, and Option Status variables are available on this form:

- N: Not available
- Y: Available

CFGEnableTransshipment
Enables transshipment feature.

Note: The setting of this config flag determines whether the Cargo Is Transshipment variable is available on this form:

- N: Not available
- Y: Available

CFGEnableCargoBooking
Estimated demurrage for Multiple Cargo Booking.

Note: The setting of this config flag determines whether the No. of Cargoes in Booking variable is available on this form:

- N: Not available
- Y: Available

Extra Freight Term Expression Examples

The following are common business cases for using Extra Freight Term expressions.

Charging a Lumpsum Overage Based on Overage Quantity Only

For contracts that stipulate that an overage should be paid, but only on the loaded quantity over the CP quantity. The following examples assume a NOOPT option term, but it is fairly easy to implement a cap/collar for the option term. The example also assumes a rate-basis for freight, but it is also trivial to convert this to a lumpsum-basis freight, or even to a World Scale freight.

Result: Extra Freight Term

Type: OL

Value (Expression):

$(0.5 * \text{Cargo.FreightRate}) * (\text{SUM}(\text{Cargo.LoadBLQty.LoadBLQty}) - \text{Cargo.CPQty})$

This expression will calculate a lumpsum Extra Freight Term of 50% of Freight Rate for the quantity difference between Total Load Quantity and CP Quantity.

Advanced Pricing Examples

Advanced Pricing Example Walkthroughs

- [Advanced Pricing Example - COA](#)
- [Advanced Pricing Example - Otherwise Rules](#)

Advanced Pricing Example - COA

In the following example, Advanced Pricing Rules are used to configure the following areas of a COA to move saffron and salt:

Freight

Freight Rates are basis up to 3 load ports, with up to a total of 4 load berths and up to 5 discharge ports with up to a total of 7 discharge berths.

The following Freight Rates do not apply to saffron and salt:

Quantity per shipment	USD / MT
20,000–30,000 MT	\$20
30,001–40,000 MT	\$21
40,001–50,000 MT	\$22
50,001–70,000 MT	\$23

Advanced Pricing Rule 1:

Extra Grades

Charterer’s option to utilize up to 2 additional grades against extra \$15,500 USD per grade on top of the above Freight Rates.

Advanced Pricing Rule 2:

Pricing Rule - 1 Extra Grade

Update Contract [] [] [] [] [] []

Name: 1 Extra Grade Description: []

Use this rule if
 No. of Required COA Liftings equals [] 0 ...

Rules
 Freight
 1 Extra Grade

Remarks

Add Condition Add Group
 Stop processing if true

Result	Type	Value
Extra Freight Term	EF	15,500.00
Click here to add a row		

Advanced Pricing Rule 3:

Pricing Rule - 2 Extra Grades

Update Contract [] [] [] [] [] []

Name: 2 Extra Grades Description: []

Use this rule if
 No. of Required COA Liftings equals [] 26 ...

Rules
 Freight
 1 Extra Grade
 2 Extra Grades

Remarks

Add Condition Add Group
 Stop processing if true

Result	Type	Value
Extra Freight Term	EF	31,000.00
Click here to add a row		

Extra Discharges

Additional lumpsum per first additional discharge: \$18,750 USD

Advanced Pricing Rule 4:

Name: 1 Extra Discharge Description:

Use this rule if
 No. of Discharge Ports equals 6

Rules
 Freight
 1 Extra Grade
 2 Extra Grades
 1 Extra Discharge

Remarks

Add Condition Add Group
 Stop processing if true

Result	Type	Value
Extra Freight Term	EF	18,750.00

Click here to add a row

Additional lumpsum per second additional discharge: \$51,500 USD

Advanced Pricing Rule 5:

Name: 2 Extra Discharge Description:

Use this rule if
 No. of Discharge Ports equals 7

Rules
 Freight
 1 Extra Grade
 2 Extra Grades
 1 Extra Discharge
 2 Extra Discharge

Remarks

Add Condition Add Group
 Stop processing if true

Result	Type	Value
Extra Freight Term	EF	51,500.00

Click here to add a row

Saffron and Salt Freight

The following Freight Rates apply to saffron:

Quantity per shipment	USD / MT
20,000–30,000 MT	\$30

30,001–40,000 MT	\$31
40,001–50,000 MT	\$32
50,001–70,000 MT	\$33

Advanced Pricing Rule 6:

The following Freight Rates apply to salt:

Quantity per shipment	USD / MT
20,000–30,000 MT	\$18
30,001–40,000 MT	\$19
40,001–50,000 MT	\$20
50,001–70,000 MT	\$21

Advanced Pricing Rule 7:

Pricing Rule - Salt Freight

Update Contract

Name: Salt Freight Description:

Use this rule if
Cargo Type is SALT

Add Condition Add Group
 Stop processing if true

Result	Type	Value
Freight	Scale Table	Scale table 3

Click here to add a row

Rules

- Freight
- 1 Extra Grade
- 2 Extra Grades
- 1 Extra Discharge
- 2 Extra Discharge
- Saffron Freight
- Salt Freight**

Remarks



Advanced Pricing Example - Otherwise Rules

When setting up [Advanced Pricing](#) for a contract, in the Pricing Rule Form, you can create an **Otherwise Rule** that displays Results in the contract if none of the other Rules evaluate to true. Otherwise Rules ensure that a contract with Advanced Pricing always has a result (for example, Freight Rate), and they can be used to display Results signifying that no other Rules have taken effect.

Without an Otherwise Rule, you may see a warning error message like the following: **WARNING - Freight is missing from Otherwise rule.**

Creating an Otherwise Rule

To create an Otherwise Rule, open the [Pricing Rule](#) form for a contract and then create a Rule with Results but no Conditions:

1. On the Pricing Rule form, click  to create a new Rule.
2. Enter a **Name** and **Description**.
3. To delete all Conditions, click  to the right and then click **Delete Condition**.

Pricing Rule - Otherwise

Update Contract

Name: Otherwise Description: Otherwise

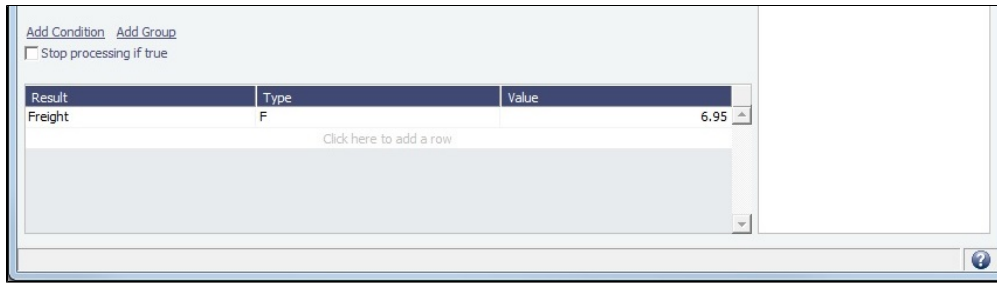
Use this rule if

Rules

- Otherwise**
- Disch. in JPN & Laycan in Nov.
- BL Qty > 53,000

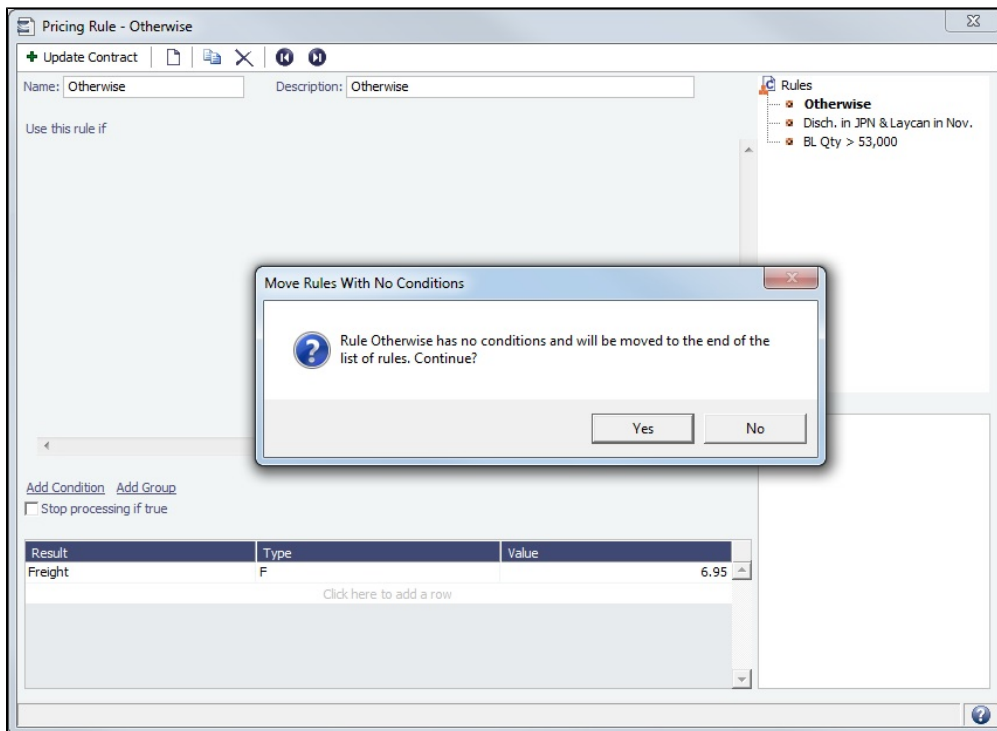
Add Condition
Insert Condition
Delete Condition
Add Group
Insert Group

4. At the bottom of the Pricing Rule form, enter one or more Results.

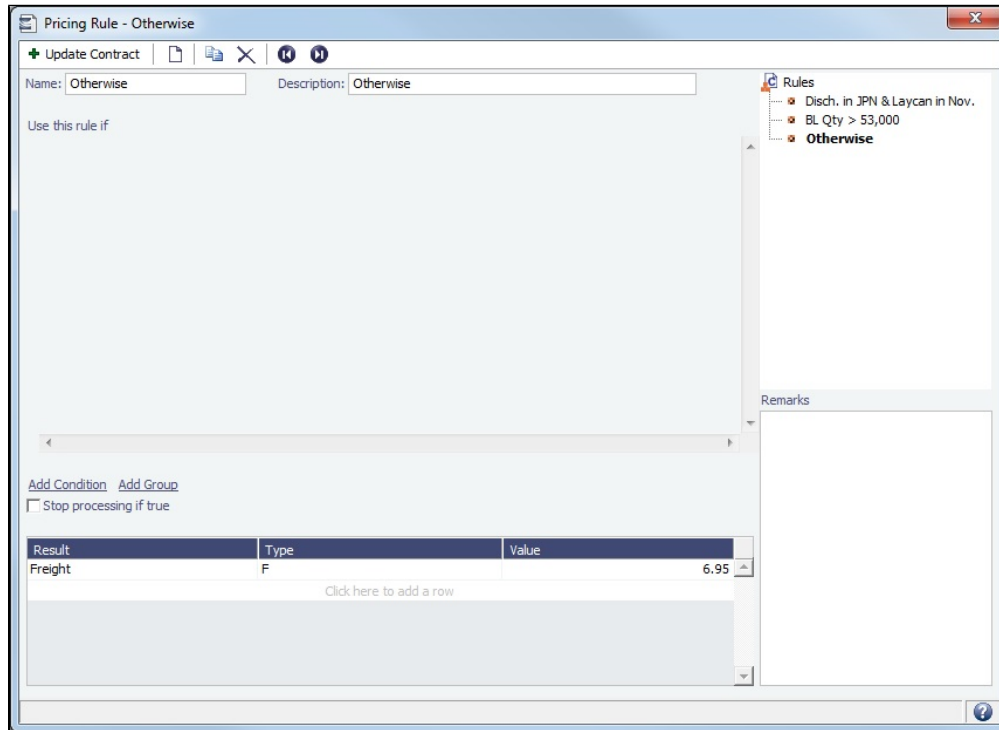


5. To save your changes to the contract's Advanced Pricing, click **+ Update Contract**.

If you did not add the Otherwise Rule to the bottom of the Rules list, a Move Rules With No Conditions message appears. To move the Otherwise Rule to the bottom of the Rules list, click **Yes**.



The new Otherwise Rule is now in effect, and Data Locking and Validation warning error messages should not appear for the associated contract.



Master Contract

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.


Creating a Master Contract

To create a Master Contract to group Cargo COAs, do one of the following:

- In the Chartering module center , under Cargo, click **Master Contract**.
- On the [Master Contract](#) list, click .
- On the IMOS7 menu, point to **New**, and then click **Master Contract**.

1. Enter a **Contract Number** and press **Enter**.
2. A confirmation message asks if you want to create a new contract. Click **Yes**.
3. Enter the **Charterer** and other appropriate information.

Master Contract List


All Master Contracts appear on the Master Contract List. In the Chartering module center , next to Master Contract, click **List**.

The Master Contract List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

Multiple Cargo Booking

Configuration flag **CFGEnableCargoBooking** enables the Cargo Booking form, which you can use to match a Cargo Booking with a [COA Contract](#).

To open the Cargo Booking form, do one of the following:

- In the Chartering module center , under Cargo, click **Multiple Cargo Booking**.
- On the Calculation tab of the [Laytime Calculation](#) or [Booking-Based Laytime Calculation](#) form, if a booking number has been assigned to a cargo, you can right-click its itinerary line and then click **View Booking Details**.

CFGEnableCargoBooking also adds an [Extra Freight Term](#): Lumpsum per booking (code LB). When included on multiple [Cargoes](#) that are part of the same booking, it only applies to the Cargo with the lowest ID in that booking to which it has been added for both P&L and Freight Invoice. If that Cargo is removed from the booking, the Extra Freight Term will be applied to the new lowest ID in the booking. The Extra Freight Term will remain visible on any contracts to which it is added, but it will only be invoiced once per booking and will only appear on the Voyage P&L once per booking.

Voyage Fixture

Note: By default, the Voyage Fixture is disabled in new systems. To enable Voyage Fixtures, use the [configuration flags](#) below to enable either Voyage Fixture Status or Vessel Vetting.

A Voyage Fixture is a contract for a voyage; it captures the Charter Party terms for each cargo and may be set up before creating the Voyage. Changes to the contract terms in the voyage (via Voyage Manager) are reflected on the Voyage Fixture.

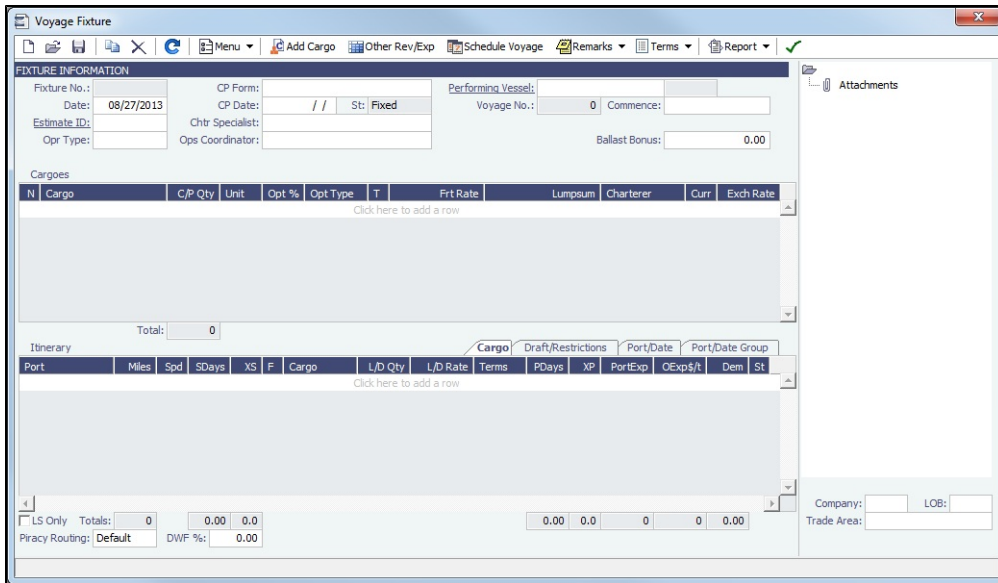
To **view** an existing Voyage Fixture:

- On a [Cargo](#), [VC In](#), or fixed [Voyage Estimate](#), click [Open Fixture](#).
- On the [Voyage Manager](#), click its [Fixture No.](#) link.

To **create** a new Voyage Fixture, do one of the following:












- On a [Cargo](#) or [VC In](#), click [Create Fixture](#) and then complete the **Create Voyage Fixture** form. The information entered into the Cargo is used to create a new Voyage Fixture.

- In the Chartering module center [Chartering](#), click **Voyage Fixture**.
- On the [Voyage Fixture List](#), click [New](#) and then click **New Voyage Fixture**.
- On the IMOS7 menu, point to **New** and then click **Voyage Fixture**.
- When you [create a new voyage from a Voyage Estimate](#), a Voyage Fixture is automatically created.
 - If [configuration flag CFGEnableVesselVetting](#) (for [Vessel Vetting](#)), [CFGEnableChartManualStatusFlags](#), or [CFGEnableUserGroupOnFixture](#) is enabled, you must first create a Voyage Fixture and then [schedule the voyage](#).



- Voyage Fixture information appears in [Fixture Information](#), [Summary Tree](#), [Cargoes](#), and [Itinerary](#) sections.
- You can access additional tools, forms, and information on the [toolbar](#).
- In the [Cargoes](#) or [Itinerary](#) grid, to view or enter additional information associated with a line item, on its context menu, click a command.

Toolbar

- Use tools on the toolbar to create, find, save, copy, or delete records.
- To do any of the following, click  and then click a command:
 - **Reorder Itinerary** after changing the **Sequence** on the [Port/Date](#) tab, or alter it to create the **Shortest Itinerary**.
 - **Map Itinerary**: See and adjust the itinerary in [Veslink Distances](#).
 - **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.
 - **Profit Share**: Indicate amounts from the Voyage P&L to be considered as Profit Sharing or Premium Revenue.
 - **Piracy Avoidance**: Select an option:
 - **Default**: Uses the vessel's default routing preferences specified on the [Routes](#) tab in the [Vessel](#) form.
 - **Disabled**: Uses the most direct route.
 - **Enabled**: Reroutes the vessel around the region.
-  **Add Cargo** : Add to the [Cargoes](#) grid.
-  **Other Rev/Exp** : View or enter miscellaneous revenue (AR) or expense (AP) items that you wish to be reflected on the Voyage Fixture P&L and in the associated scheduled voyage.
-  **Schedule Voyage** or  **View Voyage** : [Schedule](#) or [view](#) a voyage.
-  **Remarks** : Select the appropriate option to record additional Voyage Fixture remarks, including any (read-only) notes to Operations.
-  **Terms** : Select the appropriate option to record additional Voyage Fixture terms.
-  **Report** : Run the **Voyage Fixture Report** or **Voyage Fixture Estimated Profit & Loss Report**.
- 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, and a valid voyage can be created from the Voyage Fixture.
 -  : Some information is missing, but a valid voyage can be created from the Voyage Fixture.
 -  : The form contains one or more errors, and a valid voyage cannot be created from the Voyage Fixture.

Fixture Information

FIXTURE INFORMATION										
Fixture No.:		CP Form:		Performing Vessel:						
Date:	08/27/2013	CP Date:	//	St:	Fixed	Voyage No.:	0	Commence:		
Estimate ID:		Chtr Specialist:								
Opr Type:		Ops Coordinator:				Ballast Bonus:		0.00		

- The **Performing Vessel** can be updated at any time, even after the creation of a voyage from the Voyage Fixture. If the vessel scheduled to a voyage changes, the change must be entered in this field in the Voyage Fixture.
- When you save the Voyage Fixture, its **Status** (as well as that of the associated Voyage Estimate, if applicable) changes to **Fixed**. When a voyage is created from the Voyage Fixture, its **Status** (as well as that of the associated Voyage Estimate, if applicable) changes to **Scheduled**.
- When you enter the **Commence Date**, **ETAs** and **ETDs** are calculated and display based on the projected speed of the vessel and the distances between the voyage legs in the **Itinerary** grid.

Summary Tree

The Summary tree is at the right; it summarizes important data and forms. You can [attach documents or links](#) or double-click to open an attachment.

Cargoes and Itinerary

Cargoes													
N	ID	Cargo	C/P Qty	Unit	Opt %	Opt Type	T	Frnt Rate	Lumpsum	Comm%	Charterer	Curr	Exch
1			0	MT	10.00	MOLOO	F	0.0000	0.00	0.00		USD	1
Click here to add a row													

To add Cargoes, do one of the following:

- Click **Add Cargo**. The **CP Terms Details** form appears, with all the details for the cargo (charterer, laycan, load/discharge ports, pricing and laytime terms, etc.).
- Enter line items in the **Cargoes** grid.
 - For **Opt %** and **Opt Type**, see [Cargo Tolerance Option Types](#).
 - For **T** (Freight Type) = **W** (World Scale), see [Worldscale Rates](#).
 - To add more cargo information, including laycan, load/discharge ports, pricing and laytime terms, right-click the Cargo line item and select **CP Terms Details**. After updating information, click **Add to Fixture** to add those new Cargo terms to the Voyage Fixture, or **Update Fixture** to update the current Cargo data in the Voyage Fixture.


Itinerary

Itinerary																	
Port	Miles	Spd	SDays	XSD	F	Cargo	ID	L/D Qty	L/D Rate	RU	C	Terms	TT	PDays	EstPD	Curr	P
	0.0										Y					USD	
Click here to add a row																	
LS Only		Total:	0	0.0	0.0				0.0	0.0						0	
Piracy Routing:		Default		DWF %:	10.00												

To add to the Voyage Fixture Itinerary, do one of the following:

- To add legs to the end of the itinerary, in the Itinerary grid, click to add a row and enter the relevant information.
- To insert legs into the itinerary, right-click the line below which you want to insert a new itinerary leg, and select **Insert Port**.

Voyage Fixture List

All Voyage Fixtures appear on the Voyage Fixture List. In the Chartering module center , next to Voyage Fixture, click **List**.

The Voyage Fixture List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

▼ **Related Config Flags**

CFGEnableChartManualStatusFlags	Adds 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.
CFGEnableVesselVetting	<p>Enables 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.</p> <p>With this flag enabled:</p> <ul style="list-style-type: none"> • The Voyage Fixture is created when an Estimate is fixed. • On the Voyage Fixture form, the Performing Vessel field label changes to Vessel.
CFGEnableVoyTypeCheckboxes	Adds 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.
CFGUseCompanyLobTradeAreaHierarchy	Sets up a hierarchy between Company, LOB, and Trade Area on this form.
CFGDefaultLobOnCargoImport	Enables defaulting the LOB on a Voyage Fixture to the one from the imported cargo, if it has not yet been specified.
CFGDefaultTradeAreaOnCargoImport	Enables defaulting the Trade Area on a Voyage Fixture to the one from the imported cargo.
CFGVoyestShowCranesInItinGrid	Adds a Cranes column to indicate the use of cranes in the port.
CFGEnableInProgressEstimating	Enables a Voyage Fixture to be created from an In Progress voyage by copying data from the voyage, using the In Progress Voyage check box.
CFGClearCompanyLobOnCopy	Clears the Company, LOB, and Department values when copying a Voyage Fixture.
CFGVoyapiValidateCargoLaycanForPort	<p>Adds 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.</p> <ul style="list-style-type: none"> • Additionally, on the Voyage List, voyage lines will be highlighted in yellow if the above condition exists.
CFGEnableOpsLOB	If enabled, displays an LOB (Line of Business) field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.
CFGDeleteFixtureUponVoyageDeletion	When a voyage is deleted, its Voyage Fixture is also deleted. If the voyage was created from a Cargo COA (with CFGPreserveGeneratedCargoes disabled), the

	voyage's Cargo is deleted as well.
CFGResetCOALiftingUponFixtureDeletion	<p>When a Voyage Fixture is deleted, and its Cargo is a COA lifting, or when a COA Cargo is unscheduled by removing it from a voyage, the lifting is reset as follows:</p> <ul style="list-style-type: none"> • The Cargo Status is set to Confirmed. • The Cargo Qty is reset to the Qty/Lifting value from the COA.
CFGEnableUserGroupOnFixture	Add fields for User Group and User on the Voyage Fixture form.

Vessel Vetting

Setup

Configuration flag **CFGEnableVesselVetting** enables Vessel Vetting.

To access the Vessel Vetting form, the following **Module Rights** must be selected under Chartering in **Security**:

- Actions: **Vessel Vetting**
- Setup: **Vessel Vetting Setup**

Workflow

Follow these steps:

1. Complete the **Vessel Vetting Setup** form for all parties that require vessel vetting.
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.

Approved For	Vetted	Approved By	Approved On	Comments
Loading at MELBOURNE	<input checked="" type="checkbox"/>	User Name	05/24/12 20:24	
Discharging at SYDNEY (AUSTRALIA)	<input checked="" type="checkbox"/>	User Name	05/24/12 20:24	

Click here to add a row

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.

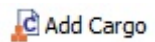
The **Validation symbol** on this form indicates the status of the Voyage Fixture. The symbol on the Fixture includes its vetting status.

- 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, a vetting status of **Pending** causes a validation error.

CP Terms Details

The CP Terms Details form includes the details from the Charter Party contract for a specific cargo.

To add or update CP Terms information:

- To add information while adding a new Cargo to a Voyage Estimate or Voyage Fixture, click  on a [Voyage Estimate](#) or a [Voyage Fixture](#).

- To open a CP Terms Details form, right-click the Cargo line in a Voyage Estimate or a Voyage Fixture and click **CP Terms Details**.

CP Terms Details

Cargo: Frt Type/Curr: F USD Laycan From:
 Charterer: Frt Rate: 0.0000 Laycan To:
 Cargo COA: Exch Rate: 1.000000 Dem Curr/Exch Rate: USD 1.000000
 CP Qty/Unit: 0 MT Comm %: 0.00 Load Dem/Des: 0.00 0.00
 CP Form: Frt Tax %: 0.00 Disch Dem/Des: 0.00 0.00
 CP Date: // Company/LOB: Reversible All Ports TT Hours: 0.00
 Option %/Type: 10.00 MOLOO Bill By: BL Qty Laytime Allowed: 0.00 H
 Min/Max Qty: Dem TB Days: 0

Per Day Per Hour Use Cranes:

F	Port	Berth	Qty	L/D Rate	RU	C	Terms	TT	PD	Est PD	Curr	PortExp	BaseExp	Alt
Click here to add a row														

Broker	Amount	T	F	D	P	V	C	Code	Extra Freight Term	Rate/Lump
Click here to add a row										
								DP	Dead Frt Percent of V	100.0000
Click here to add a row										

Bunker Surcharge Based On Fuel Price

Remittance Bank: Invoice %: 0.000 Payment Terms:
 Balance %: 100.000 Payment Terms:

CP Terms Details

Cargo: Frt Type/Curr: F USD Laycan From:
 Charterer: Frt Rate: 0.0000 Laycan To:
 Cargo COA: Exch Rate: 1.000000 Dem Curr/Exch Rate: USD 1.000000
 CP Qty/Unit: 0 MT Comm %: 0.00 Load Dem/Des: 0.00 0.00
 CP Form: Frt Tax %: 0.00 Disch Dem/Des: 0.00 0.00
 CP Date: // Company/LOB: Reversible All Ports TT Hours: 0.00
 Option %/Type: 10.00 MOLOO Bill By: BL Qty Laytime Allowed: 0.00 H
 Min/Max Qty: Dem TB Days: 0

Per Day Per Hour Use Cranes:

F	Port	Berth	Qty	L/D Rate	RU	C	Terms	TT	PD	Est PD	Curr	PortExp	BaseExp	Alt
Click here to add a row														

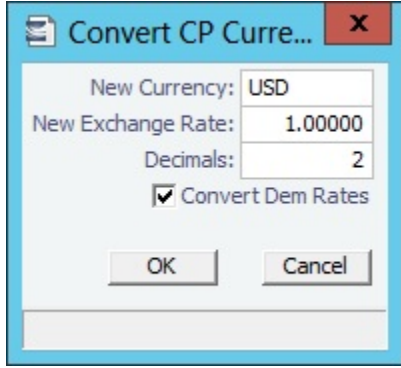
Broker	Amount	T	F	D	P	V	C	Code	Extra Freight Term	Rate/Lump
Click here to add a row										
								DP	Dead Frt Percent of V	100.0000
Click here to add a row										

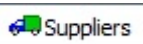
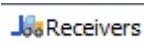
Bunker Surcharge Based On Fuel Price

Remittance Bank: Invoice %: 0.000 Payment Terms:
 Balance %: 100.000 Payment Terms:

- To import Cargo, click , then set search criteria and select one or more Cargo.
- For **Option %** and **Opt Type**, see Cargo Tolerance Option Types.

- To specify a Freight Currency that is different from the Base Currency, click the **Fr Type/Curr** label link. **Note:** You can specify the number of decimals in the Freight Invoice for a Freight Type that is Rate/Lumpsum/Daily.



- Freight Type E** can be selected for **Tows**, however, pricing information cannot be entered, and no **Equipment Contract** is back-created.
 - Cargoes with equipment and pricing information can be used in the Voyage Estimate, but cannot be edited. When the voyage is fixed or scheduled, the equipment and pricing information that was entered on the Cargo form will be preserved.
- To enter detailed information about **Suppliers** or **Receivers**, click  or .

Itinerary Tab

On the Itinerary tab, make any adjustments to Laytime Terms and other information for 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

Itin Options Tab

On the Itin Options tab, record the load and discharge options as specified in the Charter Party.

- Note:** Adding data to the tables on this tab is not required. Data on the Itinerary tab drives the creation of the Voyage Fixture and the subsequent scheduled voyage's itinerary.

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					

Pricing or Price Matrix Tab

On this tab, record the pricing options associated with the Cargo for specific load/discharge port options. Based on the load /discharge ports used in the voyage created from this Fixture, the associated Freight Rate and Extra Freight Terms are added to this table. For more information on this tab, see the [COA Pricing tab](#).

Load Port(s)	Discharge Port(s)	Cargo	Fr Type	Amount	Table	Basis
Click here to add a row						

Update from Opts

Itinerary							Itin Options		Price Matrix			Cargo Bunkers		Use Cranes:	
<input type="checkbox"/> Use Pricing From COA							<input type="checkbox"/> Use Pricing From COA		<input type="checkbox"/> Advanced			Top-off: None			
Load Port	Discharge Port	Cargo	Frft Type	Rate	Table	Basis	Xfrt								
Click here to add a row															
Update from Opts															

- To use **Advanced Pricing** to create configurable rules for pricing contracts, select the **Advanced** check box.
- IMOS does not support **Top-off** or **Reverse Top-off** in connection with **Interservice Cargoes**. Scenarios where this support would be useful arise only rarely, typically in the following way:
 - The Cargo is set for Reverse Top-off, with both discharges set to occur at the same port.
 - Only part of the Cargo is discharged under the inbound voyage; the remainder is left on board, to be discharged on the following outbound voyage.
 - The recommended solution is to split the Cargo into two Cargoes.
- To automatically update the pricing lines in the Voyage Fixture from the actual voyage when the **Freight Type** is set to **Use Price Matrix**, click the **Update from Opts** button. Price lines are populated for any unique pair of Load and Discharge options that do not already exist in the Voyage Fixture.

Rebill Overrides Tab

Occasionally, contracts are negotiated in which standard costs that are normally rebilled are absorbed instead. You can add these costs on the Rebill Overrides tab to ensure that they are not mistakenly rebilled.

Itinerary							Itin Options		Price Matrix			Rebill Overrides		Use Cranes:	
Ledger Code	Ledger Code Description			Cost Details Description			Rebillable								
OWNEX	OWNERS EXPENSES			OTHER OWNERS EXPENSES			N								
Click here to add a row															

- If a cost on the Rebill Overrides tab is added to a voyage, it will not be rebilled. This affects both P&L and invoicing aspects of the voyage.
- If a voyage includes multiple cargoes, and one or more of those cargoes overrides a normally rebillable standard cost, that override will be applied to all cargoes on the voyage.

Cargo Bunkers Tab

On the Cargo Bunkers tab (for the relevant **Vessel Types** with the corresponding **bunker consumption**), make any adjustments.

Itinerary							Itin Options		Price Matrix			Cargo Bunkers			Use Cranes:	
Heating Cons: Heating		IGS Cons: Enabled			Cleaning Cons: Auto Load			Temp: 0.00								
Fuel Type	Heat Rate	Heat Days	Heat Total	IGS Rate	IGS Days	IGS Total	Clean Rate	Clean Days	Clean Total							
HSF	0.00	0.00		0.00	0.00		0.00	0.00	0.00							
MGO	0.00	0.00		0.00	0.00		0.00	0.00	0.00							

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–Type code T)
- **Cooling Cons** (only for Gas Carriers–Type code G)
- **IGS Cons** (only for Tankers–Type code T and Gas Carriers–Type code G)
- **Reliq Cons** (only for LNG Carriers–Type code L)
- **Cleaning Cons** (only for Tankers–Type code T and Gas Carriers–Type code G): This type of consumption has four modes:
 - **Disabled** (default): No cleaning consumption is calculated for this cargo.
 - **Auto Load**: 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**: 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 with any manual input): Cleaning consumption is associated with the last discharge port, but no automatic update is done if the port is changed.

Broker

In the Broker grid, add information about brokers and commissions.

Broker	Amount	T	F	D	P	C
	0.000	%	1	Y	<input type="checkbox"/>	C
Click here to add a row						

Saving CP Terms Details

To save changes:

- For new information, click or .
- For updated information, click or .

Related Config Flags

CFGVoyestShowCranesInItinGrid

When this flag is set to Y, a column for crane usage ("C") will be shown in the itinerary grid for bulkers, allowing user to easily change crane usage for the load/discharge.

CFGEnableIgsByDefault

When enabled, when creating/importing a cargo in Estimate/Fixture/Voyage, the IGS consumption mode is automatically set to Auto Disch.

CFGDefaultOverageXfrtPct

After a value is specified in this flag, an Extra Freight Term for Overage Percent (OP) is automatically added to any Cargo that does not have one, having the specified percentage value.

CFGDefaultRevAllForTankers

For cargoes created within the Voyage Estimate, Voyage Fixture, and Voyage Manager, if the selected vessel is a tanker (or if no vessel is selected, and the default Vessel Type is tanker), the Reversible All Ports check box is automatically selected on the CP Terms Details form when this flag is enabled.

CFGEstimateCargoDefaultBroker

Voyage Estimator: Sets a default broker for cargoes, basis broker specified.

CFGEstimateCargoDefaultCommissi

on

Voyage Estimator: Sets a default brokerage commission amount.

CFGManualMaxLiftCpQty

When enabled, when using Voyage Estimator with the 'Auto Calculate by Max Lift' option, the 'CP Qty' for a cargo will never be automatically set by the maximum lift calculation - only the L/D quantities will change. Users can manually change the 'CP Qty' if desired.

CFGShowLinerTerms

Add liner terms fields (OExp\$/t and LinerExp) to the Voyage Fixture and Voyage Estimate. These fields are also synced with the corresponding OExp\$/t and LinerExp fields in the Cargo form.

CFGShowRemittanceInCargo

Adds **Remittance Bank**, **Invoice %**, **Payment Terms**, and **Balance %** fields to CP Terms Details and the **Cargo COA**, **Cargo**, **VC In COA**, and **VC In Itinerary/Options** tab. Also adds a **Remittance Bank** field to Time Charter **Other Information**. Remittance information flows between these places; for example, fixing an Estimate will transfer the remittance information.

- In a Cargo COA, VC In, or Time Charter Out, changing the **Company** clears the remittance bank information, as this may change with a change to the Company.
- In a VC In COA or Time Charter In, changing the **Owner** clears the remittance bank information, as this may change with a change to the Owner.

CFGDefaultDischargeDemDesPerce
nt

When enabled, you can specify the default percentage of the loading demurrage /despatch rates the discharge demurrage/despatch rates default to.

CFGVoyestUseMinCpQtyForCharter
erOpt

When set to Y, if using "Auto Calculate by Max Lift Qty" in Voyage Estimator, if the option type for a cargo is a charterer's option, its minimum quantity will be used as a restriction for lift quantity. If set to N, the CP Qty for the cargo will instead be used for the lift restriction.

CFGDefaultCpDateOnCargo

When enabled, the CP Date of any Cargo back-created from a Voyage Estimate will default to the current date.

CFGUseFixcarExchRate

Forces Freight Commission Invoices to use the Exchange Rate on the CP Terms Details form. (For Freight Invoices, the Exchange Rate is always pulled from CP Terms Details regardless of how this flag is set.

CFGCargoBunkerRampFactorLoad

The value set in this flag is used as the factor applied to the Heating/Cooling consumption at the Cargo's first Load port.

CFGCargoBunkerRampFactorDisch

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

CFGEnableLiftLaycanFields

Adds Laycan From and Laycan To columns to this form.

- When [CFGChartererView](#) is enabled, these columns will be named Window From and Window To.
- When [CFGVoyapiValidateCargoLaycanForPort](#) is enabled, the Laycan dates will be validated against the ETA/ETD of the voyage. If [CFGVoyapiValidateCargoLaycanForPort](#) is not enabled, validation will be against the Laycan dates in the header of the Cargo form.

CFGEnableLiftQtyDescriptions

Enables [Quantity Descriptions](#), which can be used to indicate the status or intent of cargo lift quantities. You can select a Quantity Description in the **Description** column on CP Terms Details and Cargo itineraries.

Suppliers and Receivers

You can enter detailed information about suppliers or receivers on the Suppliers or Receivers form.

On the [CP Terms Details](#) form, click  or .

Suppliers

Cargo: CP Date: / CP Quantity: Unit:

Supplier	Curr	Exch Rate	Quantity	Opt %	Opt Type	T	Amount	Level %	
Click here to add a row									
								Total Supp:	<input type="text" value="0"/>

Receivers

Cargo: CP Date: / CP Quantity: Unit:

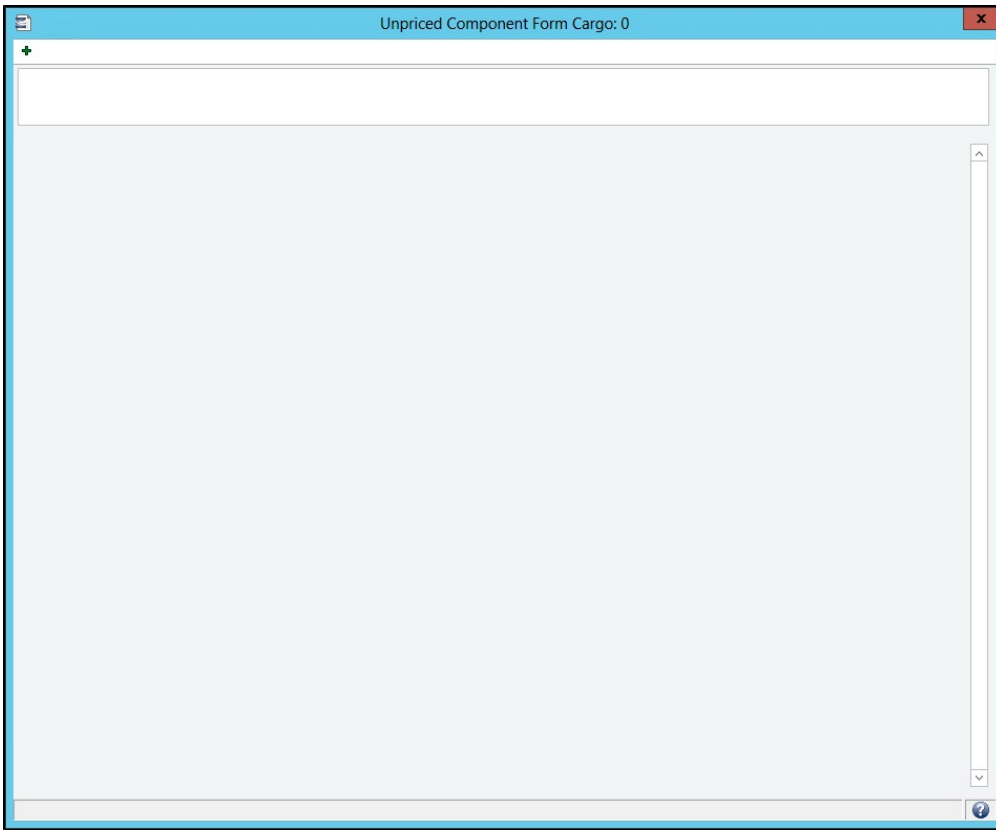
Receiver	Curr	Exch Rate	Quantity	Opt %	Opt Type	T	Amount	Level %	
		0.00000	0	0.00			0.000	0.00	
Click here to add a row									
								Total Recv:	<input type="text" value="0"/>

Unpriced Component


Note: You must have Unpriced Components enabled by your Veson Nautical account manager.

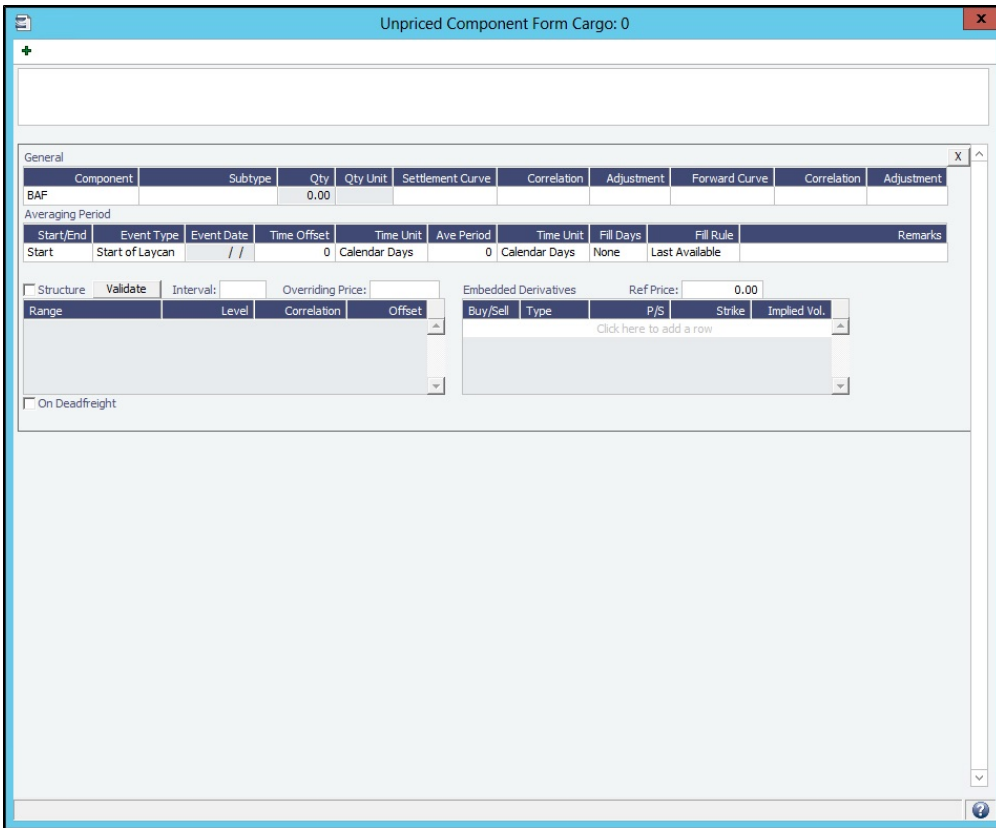
An Unpriced Component is a contractual item that has an amount linked to a market index. You can add multiple Unpriced Components to a contract.

On a Cargo, VC In, Time Charter In, or Time Charter Out contract, click [Add Unpriced Elements](#).



On the Unpriced Component form, do any of the following:

- Add remarks to the field at the top (up to 512 characters).
- Click  to add a set of fields for each component and complete them.



General Grid

In the General section, define the Unpriced Component and its market curve details.

General									
Component	Subtype	Qty	Qty Unit	Settlement Curve	Correlation	Adjustment	Forward Curve	Correlation	Adjustment
Hire		0.00							

You can create the following **Components**:

- For Cargoes and VC Ins:

Component	Subtype
\$/MT	N/A
Model TC	N/A
Model Fuel Types	Fuel types
Model TC Inbound	N/A
Model Fuel Types Inbound	Fuel types
BAF	Fuel types
Price Index	CPI
Demurrage (Informational) Note: There is no Unpriced Demurrage calculation, but you can record demurrage-related unpriced information for the contract.	N/A

- For Time Charter contracts:

Component	Subtype
Hire	The different Hire periods
BOD (Bunker on Delivery)	Fuel types
BOR (Bunker on Redelivery)	Fuel types
Ballast Bonus TC	N/A
Ballast Bonus Bunker	Fuel types

Averaging Period

On the Averaging Period Grid, specify a window of time during which the average market price is calculated.

Start/End	Event Type	Event Date	Time Offset	Time Unit	Ave Period	Time Unit	Fill Days	Fill Rule	Remarks
Start	Hire Period Start	/ /	0	Calendar Days	0	Calendar Days	None	Last Available	

- **Fill Rule:** The Fill Rule specifies where the price is to be taken from. When Last Spot Pricing is selected, the price used will be the last spot price on the curve on or before the Event Date.

Structure

Select the **Structure** check box to use the Structure table to define the price of the component as a function of the index price. The calculation uses the formula: **(Index price - Level) * (Correlation) + (Adjustment) = Unpriced Component Price**.

By default, the **Structure** check box is not selected. The price for the Unpriced Component is calculated using the following formula: **(Index price * Correlation) + (Adjustment) = Unpriced Component Price**, averaged across the averaging period.

<input type="checkbox"/> Structure	Validate	Interval:		Overriding Price:	
Range	Level	Correlation	Offset		

- **Range:** Enter a range using inclusive and exclusive brackets. In the below examples, 1 and 5 can be replaced with any number:
 - **(1,5):** The range starts at **1**, but does not include it, and ends at **5**, but does not include it.
 - **(1,5) = 2, 3, 4**
 - **(1,5]:** The range starts at **1**, but does not include it, and ends at **5** and includes it.
 - **(1,5] = 2, 3, 4, 5**
 - **(1,):** The range starts at **1**, but does not include it, and ends at **infinity**.
 - **(1,) = 2 through infinity**
 - **(,5):** The range starts at **infinity** and ends at **5**, but does not include it.
 - **(,5) = infinity through 4**

Structure Validation

Click the **Validate** button to check the calculation. IMOS checks to make sure that no two ranges overlap. If there are no errors, the Structure Validation form appears:

Structure Validation

Start: 250.00 Step: 10.00
End: 300.00

Index	Contract
250.00	250.00
260.00	260.00
270.00	270.00
280.00	280.00
290.00	290.00
300.00	300.00

On this form, you can create a table with rows for different Index Prices, based on a specified start, step, and end amount.

- The Contract column shows the Unpriced Component's price for the corresponding Index price.

Embedded Derivatives Grid

The Embedded Derivatives grid is for reference only; values here do not affect any calculations in IMOS.

Embedded Derivatives Ref Price: 0.00

Buy/Sell	Type	P/S	Strike	Implied Vol.
Click here to add a row				

After you close the Unpriced Component form, you can click to edit the Unpriced Components.

Invoicing Unpriced Components

On the [Freight Invoice](#), you can view Unpriced Components, override the Market Rate, and view the Unpriced Component Rate Breakdown report.

1. In the Voyage Manager, click **Freight**, then click **Freight Invoice**.
2. Type a Counterparty for the Freight Invoice. The Unpriced Components tab appears on the Cargo grid:

Cargo	Cargo ID	Component	Subtype	Market Rate
Crude	1414	BAF	180	669.9000

3. Do any of the following:
 - To override the Market Rate, edit the Market Rate field.
 - To view the [Unpriced Component Rate Breakdown report](#), right-click the line and click **Rate Breakdown**.

Unpriced Component Rate Breakdown

The Unpriced Component Rate Breakdown report shows you a list of days and their corresponding market rates.

IMOS Reporting Center

Print Preview Save Create PDF Email

Unpriced Component Rate Breakdown

Component: Hire Sub Type: 1

Day	Date	Rate	Fill
1/1/2016 - 1/16/2016			
TH	12/17/2015	24,189.0000	None
FR	12/18/2015	24,189.0000	None
SA	12/19/2015		None
SU	12/20/2015		None
MO	12/21/2015	24,189.0000	None
TU	12/22/2015	24,189.0000	None
WE	12/23/2015	24,189.0000	None
TH	12/24/2015	24,189.0000	None
FR	12/25/2015	24,189.0000	None
SA	12/26/2015		None
SU	12/27/2015		None
MO	12/28/2015	24,189.0000	None
TU	12/29/2015	24,189.0000	None
WE	12/30/2015	24,189.0000	None
TH	12/31/2015	24,189.0000	None
1/16/2016 - 1/31/2016			
FR	1/1/2016	19,965.0000	None
SA	1/2/2016		None
SU	1/3/2016		None
MO	1/4/2016	19,965.0000	None
TU	1/5/2016	19,965.0000	None

To access it, do any of the following:

- For TC Contracts with Unpriced Components, right-click the Hire line on the contract, then click **Show Rate Breakdown**.
- On the [Freight Invoice](#) Unpriced Components tab, right-click the line and click **Rate Breakdown**.
- For Cargo contracts with \$/MT, Model TC, Model Fuel Types, Model TC Inbound, and Model Fuel Types Inbound Unpriced Components, click the **Fr Rate** field label.
 - To indicate that the Cargo has one of these Unpriced Components, the Freight Type field will turn pink:

Freight Type: **F**

▼ Related Config Flags

CFGBunkerPurchaseHistoryReport

Makes the Bunker Purchase History Report available from the Cargo Unpriced Components form and the Bunkers menu in the Voyage Manager. The report is run per vessel and is only relevant for scheduled Cargoes.


Cargo Matching

Note: Requires a [Cargo Matching](#) module license. You must have the Chartering [Module Right Cargo Matching](#). Your configuration might differ from the information shown. For information on other features, see your account manager.

Cargo Matching is a collaborative cargo scheduling tool with a visual drag-and-drop interface. Cargo Matching supports multiple chartering desks, each with its own tailored work space.

Members of each chartering desk can work simultaneously with multiple vessels and multiple cargoes, evaluating different options, and collaborating to identify the best solutions. Cargo Matching adjusts automatically to global events such as vessel ETA changes and to team member presence and input.

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

In the Chartering module center , under Quick Links, click **Cargo Matching**. Alternatively, to work from the separate [Vessel Position List](#) or [Cargo Book](#), click that link.

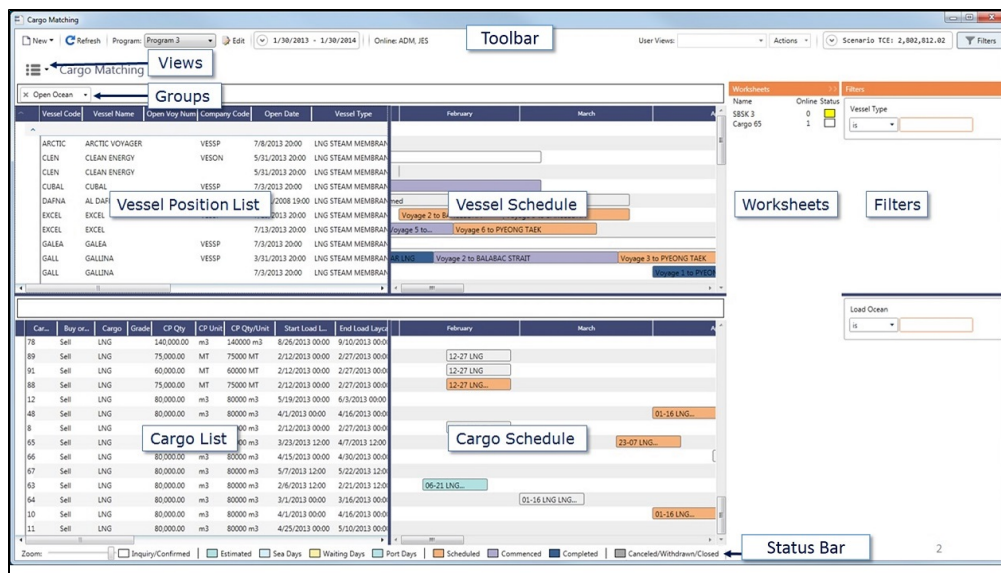
Introduction to Cargo Matching Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Cargo Matching Sections

Cargo Matching consists of the following sections, with vessel information in the top and cargo information in the bottom, lists on the left, schedules to their right, and collapsible worksheet and filter lists on the far right.

- Vessel Position List
- Vessel Schedule
- Cargo List
- Cargo Schedule
- Worksheets
- Filters



Additional tools are in the toolbar and status bar. In each section, you can right-click to open a context menu with forms you can open and related options.


Color Coding

In the status bar, a legend explains the cargo, Intended Estimate, and voyage statuses.

On the Vessel Schedule, milestones for new and Time Charter In vessels, in the local time at the delivery/redelivery port, are indicated with red and green lines:

- **Green line:** Delivery date (**Proj/Actual** if specified; **Est** otherwise; hidden when voyages linked to the open Time Charter In also appear in the schedule)
- **Dotted red line:** Min E/L Redelivery date
- **Red line:** Max E/L Redelivery date

Cargo Matching Views

You can access other Views of Cargo Matching from the menu. In the Cargo Matching toolbar, click  and then click a View:

- Map

- [Vessel Position List](#)
- [Cargo Book](#)

Steps for Using Cargo Matching

These are the general steps for using Cargo Matching.

Administrator:

1. Create a [program](#) to support each chartering desk.
2. [Design the Vessel Position List and Cargo List](#) in each program to include the vessels, cargoes, and other data needed.

Users:

1. Select the [program](#) you want to use.
2. [Adjust the workspace](#) to match your working preferences.
3. See which [team members](#) are online, which [Estimate Worksheets](#) they have open, and which Estimate Worksheets they have flagged for review.
4. Use one of these methods to match cargoes to vessels, and create shared worksheets.
 - Drag a cargo to a vessel position to create an Intended Estimate in one step.
 - Open a Cargo or Vessel Worksheet. Add and adjust Estimates, evaluate, and select the Intended Estimate.
 - Use Find Best Vessel/Find Best Cargo to quickly generate a set of alternatives on a [Best Estimate List](#), add them to a worksheet, evaluate, and select the Intended Estimate.
5. [Schedule](#) the voyage.

▼ Related Config Flags

CFGEnableForecastVoyage

Enables changing the **Voyage Status** to Forecast. Forecast voyages appear in pink on the Vessel Schedule and in Cargo Matching.

Related Key Topics



These **Key Topics** have high-value information for all users:

[Page: Adjusting Your Cargo Matching Workspace](#)

Creating a Cargo Matching Program

[Cargo Matching](#) programs filter the objects in your environment. You can create a program to include only the particular vessels, cargoes, and other types of objects that you work with, to limit what you see.

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

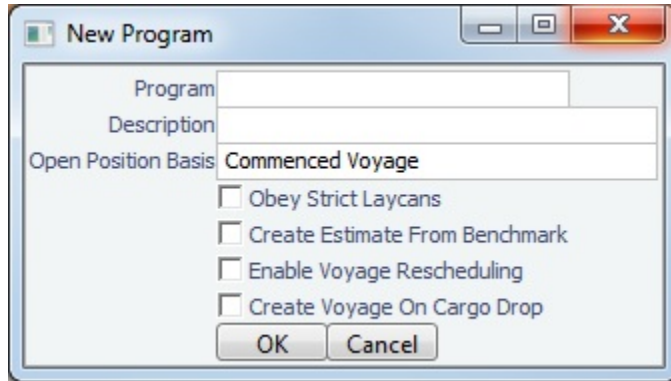
Creating a Cargo Matching Program Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Creating a Program

When you start Cargo Matching for the first time, you must create a program. You can create programs to support multiple chartering desks and objectives.

1. Click  and then click **Program**.



2. Enter the following information in the New Program form:
 - **Program:** Program name.
 - **Description**
 - **Open Position Basis:** How each vessel's open position (open port and open date) is calculated:
 - **Commenced Voyage:** Open position is set to the last port and estimated completion date of the commenced voyage.
 - **Commenced Voyage at Load Port:** If the vessel has arrived at the first load port of the commenced voyage, open position is set to the last port and estimated completion date of that voyage; otherwise, open position is set to the last port and actual completion date of the previous voyage.
 - **Last Scheduled Voyage:** Open position is set to the last port and estimated completion date of the last scheduled voyage.
 - **Obey Strict Laycans:** Select to indicate that vessels will wait for the start of the load laycan to begin loading.
 - **Create Estimate from Benchmark:** Select to create new cargo Estimates from their Benchmark Estimates if designated as Initial.
 - **Enable Voyage Rescheduling:** Select to enable drag-and-drop [voyage rescheduling](#). Configuration flag **CFGAllowOpsVoyageRenumbering** must also be enabled.
 - **Create Voyage On Cargo Drop:** Select to enable drag-and-drop [voyage scheduling](#). Configuration flag **CFGAllowOpsVoyageRenumbering** must also be enabled.
3. [Design the Vessel Position List and the Cargo List](#). They are saved with the program.

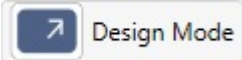

Editing a Program

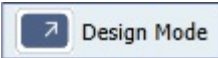
After creating a program, you can edit it. To open the Program Editor, select the program from the Program List

Program:  and then click . Make the changes and then click **OK**.

Designing the Vessel Position List and Cargo Book

In Design Mode, you can use the [Report Designer](#) to design the Vessel Position List and the Cargo Book. Those settings are saved with the program. Follow these steps:

1. To enter Design Mode:
 - From Cargo Matching, right-click a column heading in either the Vessel Position List or the Cargo List and click **Show Designer**.
 - From the [Vessel Position List](#) or the [Cargo Book](#), click .
2. In the Report Designer, programs are populated with default fields. Use the Report Designer to add [filters](#), [columns](#), [groups](#), and [aggregate functions](#).
 - **Note:** Fields at the bottom of the Columns pane whose names are in *italics* are needed for calculations in other fields. Do not remove them.
 - You can also add [Row Details](#), which pop up in a row (available only in Cargo Matching).
 - In the Cargo List/Cargo Book, you can add a **Task Progress** column to display the Status of Cargo Tasks and configure its Field Background using [conditional formatting](#).
Example: Using the Custom Expression Editor, you can [add red highlight if the next dry dock is within 30 days](#).
- To export a list, click  and then click **Excel, PDF, Word, CSV, or XML**.



- To exit Design Mode and save changes with the program, click
- Continue by designing the other list and saving those changes.

Related Config Flags

CFGEnableBenchmarkEstimate

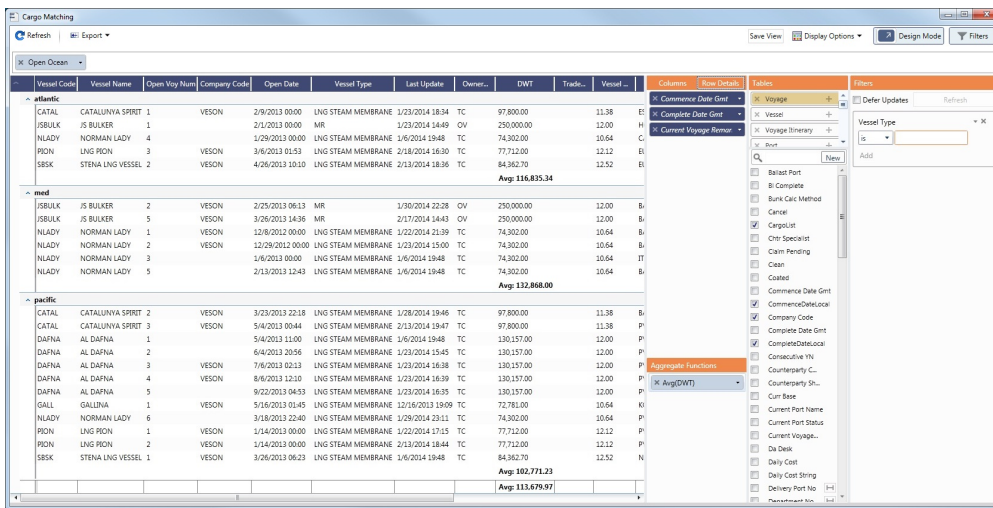
In [Voyage Estimate](#) Details view, under Estimate Summary, a **Benchmark** check box appears. To mark an Estimate as a Benchmark Estimate, select the check box. Benchmark Estimates must have exactly one cargo, and they cannot be fixed.

In [Cargo COA](#) and [Cargo](#) forms, an **Exposure tab** appears. If a cargo is linked to a Benchmark Estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back-calculate the \$/ton rate in the Trading Profit and Loss.

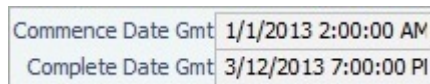
In [Cargo Matching](#), when creating a New Program, a **Create Estimate From Benchmark** check box appears; if you select the check box, the Benchmark Estimate linked to the cargo will be used as the basis for the Estimate.

Row Details

In a [Cargo Matching](#) program, to add details that pop up for a row, click **Row Details** in the Columns pane. Then either drag fields into the pane or select their check boxes, just like selecting columns.



Previewing and Viewing Row Details



Row Details pop up for the selected row:

- In **Design Mode**, to preview the Row Details, click a row.
- In **Report View Mode**, to view Row Details, right-click a row and click **Row Details**.

Editable User Defined Fields

When designing [User Defined Fields](#) in Row Details, you can enable users to edit the values:

1. Click the **field name** in the Row Details section. Its properties appear in the Properties section.

The Properties dialog box shows the following settings:

Heading	Current Voyage Rem.
Bold	"N"
Italics	"N"
Font	
Font Color	
Field Background	
Alignment	None
Width	100.00
Sort	None
<input checked="" type="checkbox"/> Editable	
Internal Name	[Voyage]UserField_4
Hidden	N

2. Select the **Editable** check box. Rather than just the field,

The Row Details dialog box shows the following fields:

Commence Date Gmt	02/25/2013 05:13:51
Complete Date Gmt	02/25/2013 05:13:51
Current Voyage Remarks	

Row Details include a field in which a value can be added or edited.

The Row Details dialog box shows the following fields:

Commence Date Gmt	02/25/2013 05:13:51
Complete Date Gmt	02/25/2013 05:13:51
Current Voyage Remarks	

Custom Column Example - Red Highlight for Next Dry Dock Within 30 Days

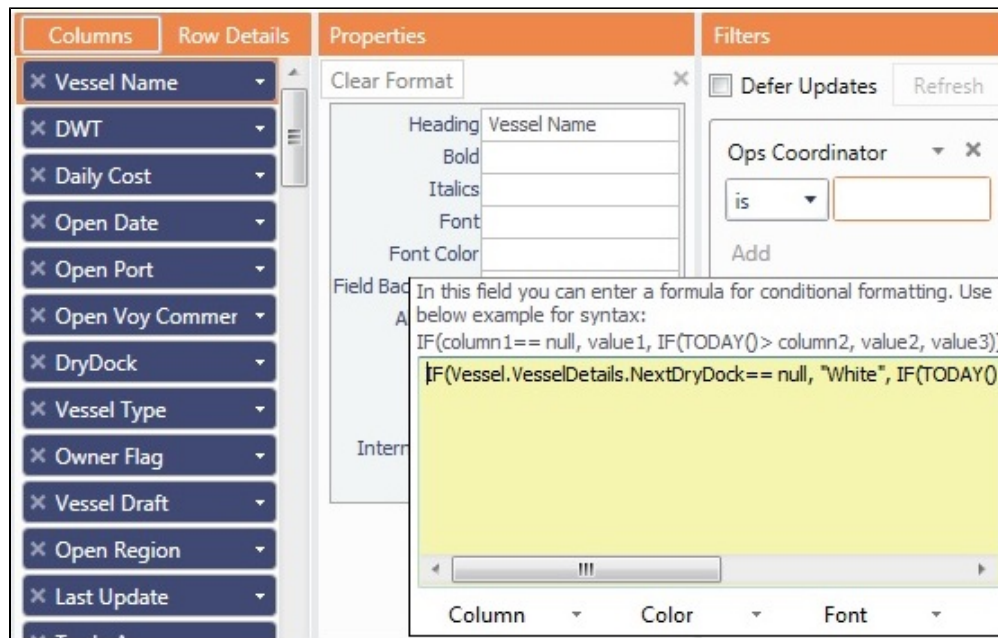
When [creating a Cargo Matching program](#), you can [format columns](#) and add color-coded Alerts to columns to highlight various issues. This example shows how to highlight the Vessel Name in red when the next Dry Dock date is within 30 days.



In [Design Mode](#):

1. See that Vessel Name is added as a [column](#).
2. Click **Vessel Name** in the Columns pane.
In the Properties pane, enter the following in the **Field Background** field:

IF(Vessel.VesselDetails.NextDryDock== null, "White", IF(TODAY()+30> Vessel.VesselDetails.NextDryDock, "Red",

"White"))



4. The Next Dry Dock field is in the Vessel Details table; to add it:
 - a. In the Voyage table, click  next to **Vessel Code**.
(Hovering over shows [Voyage]Vessel Code.)
 - b. In the Vessel Code table, click  next to **Vessel Code**.
(Hovering over shows [Vessel]Vessel Code.)
 - c. Select **Next Dry Dock** as a column.
(Hovering over shows [Vessel Details]NextDryDock.)

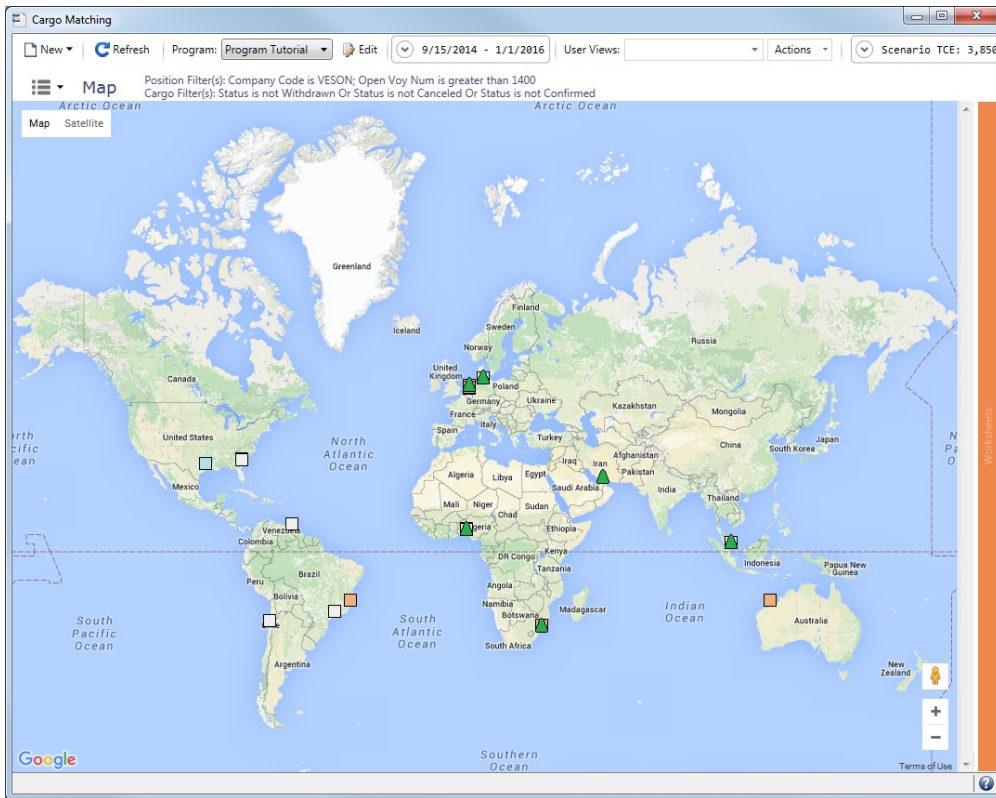
If the Next Dry Dock date is less than 30 days away, the background for that vessel in the **Vessel Name** column turns red.

Map





For [Cargo Matching](#), you can view your options on the Map.

To access the Map, you must have the Chartering [Module Right Cargo Matching](#). Without the **Cargo Matching** right, you cannot use [Find Best/Best Estimate List](#) functions or access [Estimate Worksheets](#).

In the Cargo Matching toolbar, click  and then click **Map**.



On the map:

-  Green triangles represent vessels. Hold your mouse pointer over a vessel to see its name.
- Color-coded squares represent Cargoes. Hold your mouse pointer over a Cargo to see its name.
 -  White = Confirmed
 -  Blue = Estimated
 -  Orange = Scheduled
- To open a [Best Estimate List](#) for a Cargo, click it on the map.

▼ Related Config Flags

CFGCargoMatchingMap

This specifies the URL to be used for mapping functionality in Cargo Matching. When empty, the mapping functionality is disabled.


Value: <http://www.veslink.com/distances/googlemap.aspx>

Vessel Position List

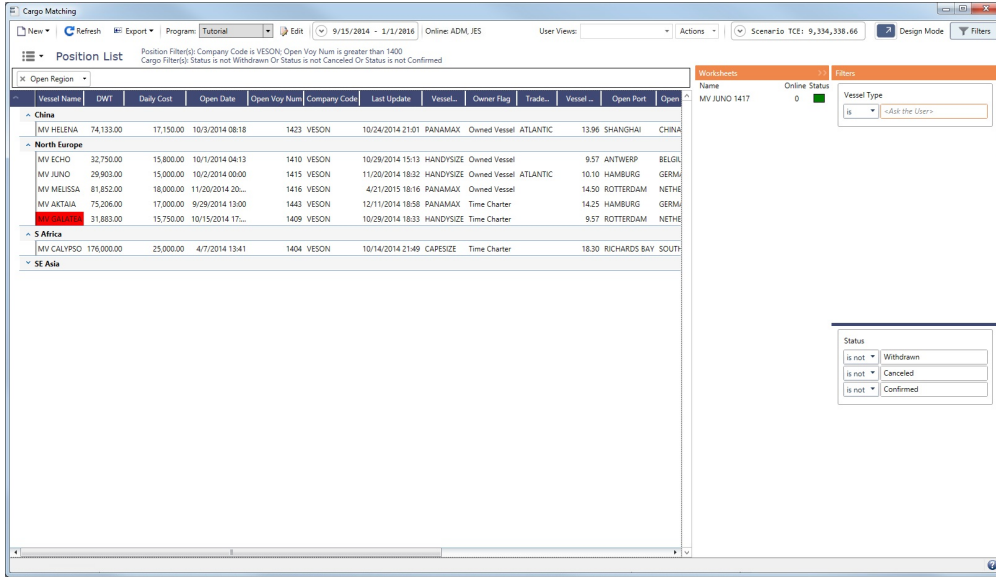
For [Cargo Matching](#), you can work from the separate Vessel Position List.

To access the Vessel Position List, you must have the [Chartering Module Right](#) **Cargo Matching** or **Vessel Position List**. Without the **Cargo Matching** right, you cannot use [Find Best/Best Estimate List](#) functions or access [Estimate Worksheet](#).


Do one of the following:

- In the Chartering module center , under Quick Links, click **Vessel Position List**.

- On the Cargo Matching toolbar, click  and then click **Vessel Position List**.



Continue with adjusting your workspace, evaluating options, and scheduling voyages.

- To export the Vessel Position List, click  and then click **Excel, PDF, Word, CSV, or XML**.

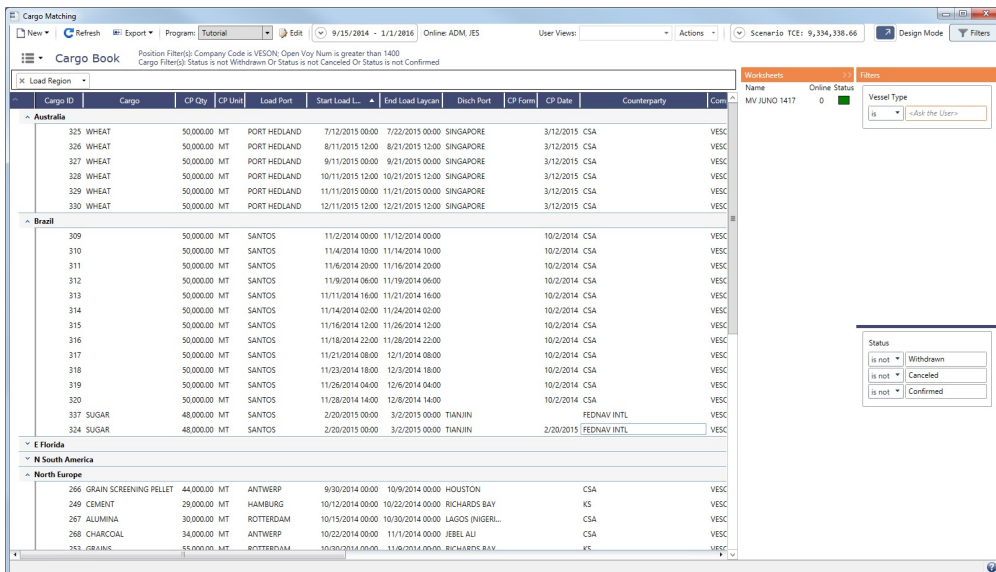
Cargo Book

For **Cargo Matching**, you can work from the separate **Cargo Book**.


To access the **Cargo Book**, you must have the Chartering **Module Right Cargo Matching** or **Cargo Book**. Without the **Cargo Matching** right, you cannot use **Find Best/Best Estimate List** functions or access **Estimate Worksheet**.

Do one of the following:


- In the Chartering module center , under Quick Links, click **Cargo Book**.
- On the Cargo Matching toolbar, click  and then click **Cargo Book**.



Continue with [adjusting your workspace](#), [evaluating options](#), and [scheduling voyages](#).

To export the Cargo Book, click  and then click **Excel**, **PDF**, **Word**, **CSV**, or **XML**.

Adjusting Your Cargo Matching Workspace

 This is a **Key Topic**, with high value for all users.

[Cargo Matching](#) provides a number of options to set up your workspace.


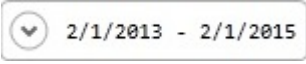
Using Cargo Matching Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.


Selecting Settings

When you leave Cargo Matching and return, these settings remain.

Toolbar



- In the Program list  , select the [program](#) that has your filters.
- In the [Date Range](#) filter  , select the Load Laycan window for the first unscheduled cargoes.

Status Bar

- In the Zoom tool  drag the slider to show the level of detail you want to see.

Section Sizes

To optimize your workspace, do any of the following:

- To change the sizes of the sections, drag the horizontal and vertical borders between them.
- To collapse the Worksheets list, click **>>** in its label. To expand it again, click the collapsed, vertical Worksheets bar.
- To collapse the Filters lists, click  . To expand it again, click  .

Setting Up Vessel and Cargo Lists

User View Changes

You can modify the contents and format of the Vessel Position List and Cargo List in the following ways and save the changes in a [User View](#). In Cargo Matching, the Default view is the initial view that is already set up; changes must be saved under a different name.

Filters

- Enter or select filter values.

Columns

- To choose columns to display, right-click a column heading and click **Choose Columns**. Selected columns have a check mark; click to select or clear columns in the list.
- To filter a column, right-click its heading and click **Filter by Values**.

To sort columns, do one of the following:

- Click the column heading to rotate through the options.
- Right-click and select **Sort Ascending**, **Sort Descending**, or **Clear Sorting**.
- To do additional sorts of multiple columns, hold down the **Shift** key and click the column headings.
- To rearrange column sequence, click a column heading and drag the column to where you want it.
- To change column width, place your pointer at the right end of the column heading. When the pointer becomes a double-headed arrow, drag it to move the split line.

Groups

- To sort a group, click the arrow next to its name and click **None**, **Asc**, or **Desc**.
- To collapse all groups, click **^** in the label for the first column. To expand it again, click **v**.
- To collapse a group, click **^** in the row with its name. To expand it again, click **v**.

Freeze Columns

When Cargo Matching is undocked, you can **freeze columns** so they do not scroll. Drag the line after the first (empty) column past those you want to freeze.

Search

To search in the Vessel or Cargo List, click in the grid, then press **Ctrl + F**.

Tips for Configuring

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

Sections

- Adjust the size of the sections to match your work style.
 - If you primarily **drag and drop** cargoes, maximize the Gantts on the right side.
 - If you primarily find the **best vessels** for cargoes, maximize the Cargo List and Gantt.
 - If you primarily find the **best cargoes** for vessels, maximize the Vessel Position List.

Columns

- 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 Voyage Number**
 - **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.
 - **Cargo List:**
 - **Cargo ID**
 - **Cargo**
 - **Charterer**
 - **Load Port**
 - **Start Load Laycan:** To line up cargoes by those that need attention first, sort by this column.
 - **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.

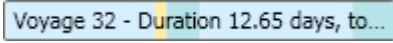

Date Range

- Set the Date Range filter to restrict data to a specific date range.
 - In many situations, setting the filter to approximately 2 months back and 4-6 months forward will include most open positions.
 - New and old TC vessels appear in the schedule based on their Delivery and Redelivery dates. If there is any overlap with the Date Range filter, the vessel will appear in the Position List.

Evaluating Options

In [Cargo Matching](#), you can use any of these methods to create [Estimates](#) to analyze cargo/vessel matches:

- [Drag and drop cargo](#).
- Find the [best vessel](#) for the cargo.
- Find the [best cargo](#) for the vessel.
- Create a [worksheet](#) with one or more Estimates.

When you designate an Estimate as **Intended**, it appears on the Vessel Schedule  and Cargo Schedule  as [color-coded](#) Estimate bars.

Using Cargo Matching Tutorial

You can access the tutorials from the [IMOS7 Tutorials](#) page.

Dragging and Dropping a Cargo

Dragging and dropping is the fastest way to create an Intended Estimate. From the Cargo Schedule, drag a cargo to the Vessel Schedule and drop it on the vessel row. The Intended Estimate appears in the Vessel Schedule and is added to both the Cargo and Vessel Position [Worksheets](#).

Finding the Best Vessel

To find the best vessel for the cargo, in the row for a cargo in the Cargo List, or on the bar for a cargo in the Cargo Schedule, right-click and click **Find Best Vessel**. IMOS looks at all the vessels and displays the [Best Estimate List](#).

Finding the Best Cargo

To find the best cargo for the vessel, in the Vessel Schedule, right-click the vessel and click **Find Best Cargo**. IMOS looks at all the cargoes and displays the [Best Estimate List](#).

Creating Worksheets

To create an [Estimate Worksheet](#), do one of the following:

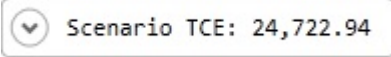
- In the Vessel Schedule, right-click the vessel and click **Next Position Worksheet**.
- In the Cargo List or the Cargo Schedule, right-click the row for a cargo and click **Cargo Worksheet**.

Finding Additional Information

TCE

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** (the time-weighted average TCE for all 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.

Scenario Summary Report

To evaluate the performance of individual or groups of voyages and Voyage Estimates, create a **Scenario Summary Report**:

1. Select individual or multiple voyages and/or Voyage Estimates. Selected voyages and Estimates are highlighted with a bold outline, and selections are maintained if you scroll or zoom.
 - To select or clear an **individual** voyage or Estimate, click it.

- To select a **range** of voyages and/or Estimates in the same vessel row, hold down **Shift** while you click the first and last.
 - To select or clear **nonconsecutive** voyages or Estimates, hold down **Ctrl** while you click.
 - To **clear all** selections, click off the chart; selections are also cleared if you change filter settings, views, or programs.
2. Right-click the selection and then click **Scenario Summary**. The Scenario Summary Report provides details of each voyage and Estimate selected: Vessel and Voyage Number, Days and Quantity with Totals and Averages, Status, and Total and Per Day values for Net Revenue, Bunker Expenses, Daily Vessel Cost, Other Expenses, Profit, and TCE.
 3. To evaluate alternative scheduling scenarios, compare reports for different selection groups.

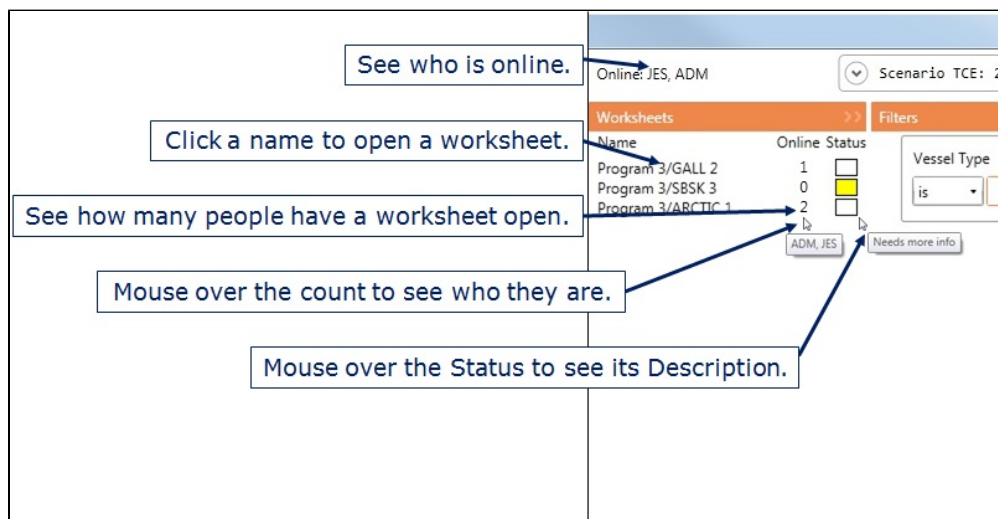
Row Details

To view details that pop up for a row in the Vessel Position List or Cargo List, right-click the row and click **Row Details**. For **User Defined Fields**, you might have the option to add or edit values.

Collaboration Features

You can work with your team members to find the best options. The following Cargo Matching collaboration features are updated immediately:

- The Cargo Matching toolbar displays the initials of all users who are currently online and looking at the program.
- The Worksheets List shows all **worksheets** that:
 - Are currently open; mouse over the Online count to see the initials of the team members who have one open.
 - Have their Status flagged with green, yellow, or red; mouse over the Status to see the Description.



Worksheets have additional [collaboration features](#).

Adjusting Options

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.

To edit all Estimates at once, type **Ctrl + Enter**.

Best Estimate List

1. To create a list of the best **Estimates**, when **evaluating options** in Cargo Matching, do one of the following:
 - In the Vessel Position List or Vessel Schedule, right-click and then click **Find Best Cargo**.

- In the Cargo List or Cargo Schedule, right-click and then click **Find Best Vessel**.

The screenshot shows the 'IMOS Cargo Matching Estimate' window. At the top, there are buttons for 'Refresh', 'Report', and 'Export Data', along with a 'Display Options' dropdown. Below this is a 'Best Estimate List' section with a 'View: Default View' dropdown and 'Edit', 'Export', and 'Import' links. A link 'Add to Worksheet' is visible above the table. The table has the following data:

	Vessel Name	Company	First Loading Port	Last Discharge Port	Cargo	Commence on	Completed on
<input type="checkbox"/>	CALLAINA	QWERT	EBOOK	BAHAMAS LZ	Crude	4/9/2013 11:05 AM	5/10/2013 1:47 AM
<input type="checkbox"/>	CALLAINA	QWERT	ROBERTS BANK	VADO LIGURE	Chemical	4/9/2013 11:05 AM	6/6/2013 6:59 PM
<input type="checkbox"/>	CALLAINA	QWERT	QAANAAQ	VAASA	Crude	4/9/2013 11:05 AM	5/4/2013 3:12 AM
<input type="checkbox"/>	CALLAINA	QWERT	TADRI	C AND D CANAL	Cabinda	4/9/2013 11:05 AM	5/22/2013 7:55 PM
<input type="checkbox"/>	CALLAINA	QWERT	QAANAAQ	M'BAO OIL TERMINAL	Emeraude	4/9/2013 11:05 AM	5/7/2013 2:35 AM
<input type="checkbox"/>	CALLAINA	QWERT	QAANAAQ	E MED	Emeraude	4/9/2013 11:05 AM	5/11/2013 12:57 AM
<input type="checkbox"/>	CALLAINA	QWERT	DAGANG (QINGDAO)	EL MEKS	HAGO	4/9/2013 11:05 AM	6/2/2013 8:53 PM

The Best Estimate List includes an Estimate for each vessel/cargo combination in the current configuration.

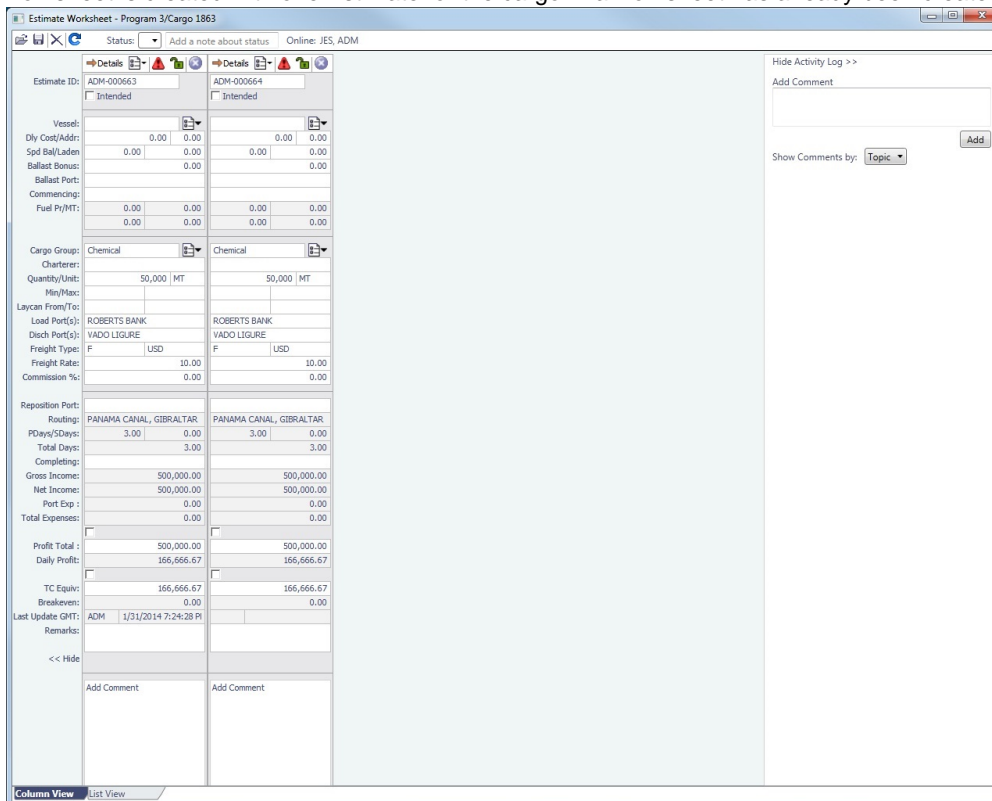
- The Estimate line is highlighted in yellow for either of these conditions:
 - The total load quantity for a **Cargo** is outside of the Min/Max Qty specified in the **CP Terms**.
 - The terminating date for an Estimate is after the maximum redelivery date for the **Time Charter In** contract.
2. To add one or more Estimates to a worksheet, select their check boxes and then click [Add to Worksheet](#) at the top of the list.
 3. Close the Best Estimate List and open the **worksheet**.

Estimate Worksheet


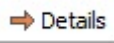


On **Cargo Matching** Estimate Worksheets, you can add **Estimates**, evaluate options, and select an Intended Estimate. You can save worksheets to show the rationale behind your decisions.

1. To create or open a worksheet for Estimates, do one of the following:
 - **Drag** a cargo to the Vessel Schedule and drop it on the vessel row. A worksheet is created for the vessel position and cargo, with one Estimate, selected as **Intended**.
 - In the Vessel Position List, right-click to create or open a **Position Worksheet** from a vessel. A worksheet is created with one Estimate for the vessel and port at the next open date. If a worksheet has already been created, it opens.
 - In the Vessel Schedule, right-click to create or open a:
 - **Position Worksheet** from:
 - An **unscheduled** vessel, or the **position** to the right of a vessel. A worksheet is created with one Estimate for the vessel and port at the next open date. If a worksheet has already been created, it opens.
 - A vessel with an **Estimate**. The worksheet opens with the existing Estimates for the vessel and port at the next open date.
 - **Next Position Worksheet** from any vessel. A worksheet is created with one Estimate for the vessel and port at the next open date. If a worksheet has already been created, it opens.

- In the Cargo List or the Cargo Schedule, right-click to create or open a **Cargo Worksheet** from the row for a cargo. A worksheet is created with one Estimate for the cargo. If a worksheet has already been created, it opens.



2. Do any of the following to determine the best option:

- Add more Estimates: Click  at the top of the Estimate and click a command to open an Estimate or create a new one.
- Edit one or more Estimates in **Column View**.
 - To simultaneously change a field value in multiple Estimates, make the change in one field and type **Ctrl + Enter**.
- Edit an Estimate, or see more information, in **Details view**: Click .
- See or edit **Vessel** information: Click  next to the Vessel field.
- See or edit **Cargo** information: Click  next to the Cargo field and edit or import cargoes.
- Use **collaboration features**:
 - Set or view the color-coded Status and Description at the top of the worksheet.
 - See who has the worksheet open.
 - Add or view Comments for each Estimate.
 - Add or view Comments for the worksheet in the Activity Log.

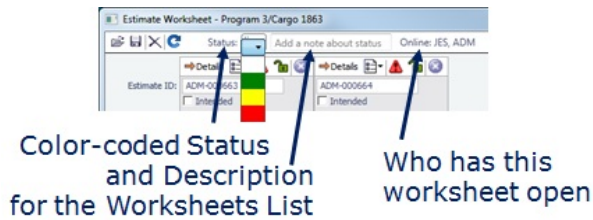
3. Select the **Intended** check box of the best Estimate; it appears on the Vessel Schedule and the Cargo Schedule.
4. **Schedule** the voyage.

Collaboration Features

Worksheets are designed to be opened and modified by multiple users at the same time. In addition to the **collaboration features** from the toolbar and Worksheets List, worksheet collaboration features share the following changes with all users in real-time.

- **Estimates**:
 - New Estimates: When a new Estimate is saved to the worksheet, all users see it immediately.
 - Changed Estimates: When changes to an existing worksheet Estimate are saved, all users see the changes immediately.
 - Deleted Estimates: When an Estimate is deleted from a worksheet, it is immediately removed for all users.

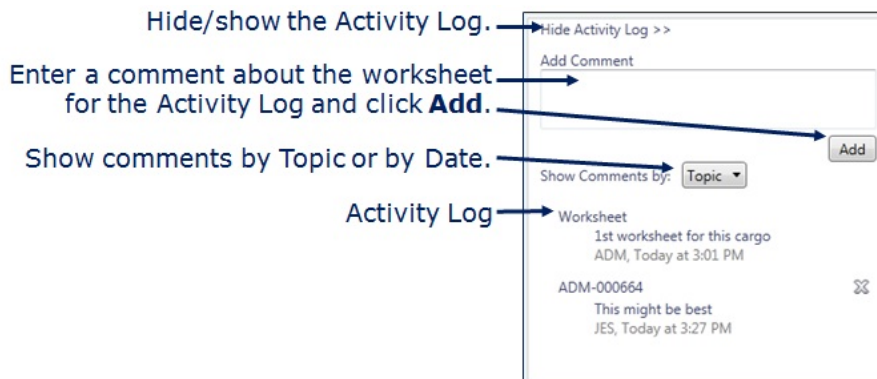
- **Worksheet Status:** When the worksheet Status color or Description is modified, the changes are immediately visible to all users. Worksheets that are open or have their color Status set appear in the [Cargo Matching Worksheets List](#), and you can click one there to open it.



- **Estimate Comments:** Comments added to each Estimate are immediately visible to all users.



- **Worksheet Comments:** Comments added to the worksheet Activity Log are immediately visible to all users.



Scheduling a Voyage from Cargo Matching

To schedule a voyage from [Cargo Matching](#), do one of the following:

- On the Vessel or Cargo Schedule, right-click the Estimate and then click **Schedule Voyage**.
- If **Create Voyage On Cargo Drop** is selected in the Cargo Matching program, drag-and-drop a Cargo onto a vessel.

The Create New Voyage form appears.

Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
 - OVOV: Owned Vessel, Own Voyage
 - OVTO: Owned Vessel, TC Out
 - RELT: Cargo Relet
 - TCOV: TC In Vessel, Own Voyage
 - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
 - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
 - The last port of the previous voyage becomes the commencing port of the next voyage.
 - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
 - When creating a new voyage:
 - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
 - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
 - In sequence from the last voyage number
 - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
 - 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.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
 - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
 - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
 - Cargo (automatically selected if scheduling a voyage from a Cargo)
 - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
 - No Source (to create a voyage from scratch)
- **Voyage Template:** 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 clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

▼ Related Config Flags

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGChartererView

Use the [Charterer's view](#) instead of the standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGValidateContractStatusToSchedule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

CFGEnableCOAPlanningPeriod

Adds [Planning Periods](#) fields to the COA and Cargo forms and a COA Period field to this form for voyages created from a Cargo COA that uses Planning Periods. The field defaults to the planning period that includes the date/time entered in the Commencing field; if no planning period includes that date/time, the field is blank.

CFGUseCargoBenchmarkOnVoyage

If enabled, when scheduling a Voyage from a Cargo Contract that uses Benchmark Estimate as its Exposure Basis, the new voyage will be initialized from the Benchmark Estimate of the Cargo Contract.

CFGUpdateNextVoyageWithRouting

When saving a voyage whose last port has been modified, the update to the following consecutive voyage will include insertion/removal of applicable transit ports, and apply automatic update of estimated expenses as necessary.

Uncheduling a Voyage

To unchedule a voyage, on the Vessel Schedule, right-click the voyage and then click **Unschedule Voyage**. The voyage and Fixture are deleted, and the Cargo returns to its uncheduled state.

Rescheduling Voyages from Cargo Matching

Configuration flag **CFGAllowOpsVoyageRenumbering** enables [voyage](#) rescheduling. Rather than using the [Reschedule Voyage](#) form, you can use a [Cargo Matching](#) program for drag-and-drop voyage rescheduling. To prevent a gap in voyage numbering, you can enable configuration flag **CFGEnforceSequentialVoyageNumbering**.

You can drag and drop any voyage with a status of Scheduled. When you drag a voyage, valid drop locations are highlighted. All scheduled voyages for a vessel must commence after any previously commenced voyages and before any estimated voyages.

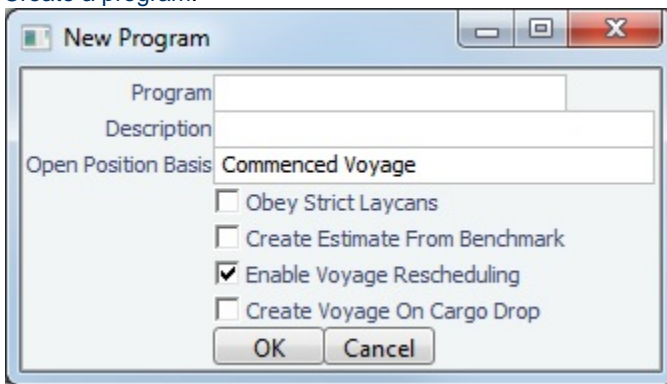
About Voyage Rescheduling

In Cargo Matching, you can do any of the following:

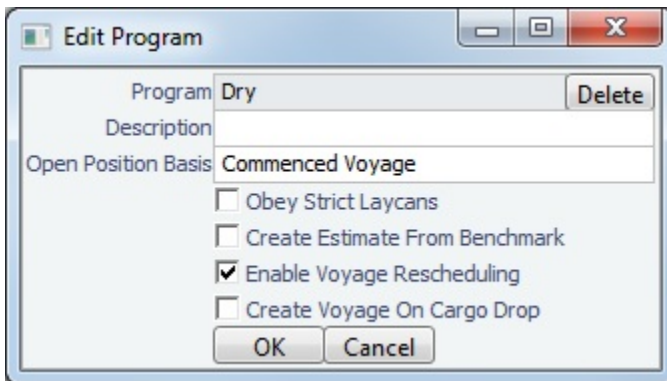
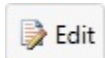
- Drag one or more scheduled voyages to a new position on the same vessel or on a different vessel with the same company.
- Swap the positions of two scheduled voyages on the same vessel or on different vessels of the same company.

Enabling Drag-and-Drop Voyage Rescheduling

1. To enable voyage rescheduling in Cargo Matching, do one of the following:
 - Create a program.



- Edit an existing program: Select the program from the Program List Program: and then click



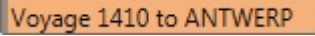
2. On the New Program or Edit Program form, select **Enable Voyage Rescheduling**.

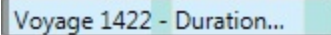
Rescheduling One or More Voyages

To reschedule one or more voyages:

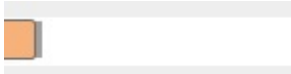
1. Select the voyage or voyages:
 - To select a single voyage Voyage 1409 to ROTTERDAM, click the voyage; it is highlighted Voyage 1409 to RICHARDS....
 - To select a range of **consecutive** voyages, hold down **Shift** while you select. Voyage 1 to... Voyage 2 to NANJING

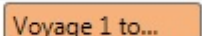
2. Drag the voyage or voyages over a different voyage.

- For a scheduled voyage, the commencing position of that voyage is highlighted.  Drop the voyage; the dropped voyage takes that commencing position, and the original voyage is made consecutive to it.
- For the first estimated voyage of a vessel, the commencing position of that voyage is highlighted.

 Drop the voyage; the dropped voyage takes that commencing position, and the original voyage is made consecutive to it.

- For a blank space:

- If there is a preceding voyage, the completion position of that voyage is highlighted . Drop the voyage; the dropped voyage takes that commencing position, and the original voyage is made consecutive to it.

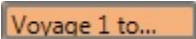
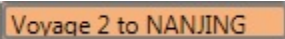
- If there is no preceding voyage or voyage estimate  , the earliest position in the date range is highlighted. Drop the voyage; the dropped voyage keeps the same commencing date. This is the only case in which a dropped voyage is made non-consecutive.

Swapping Voyages

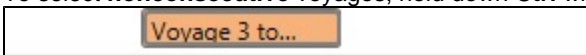

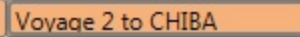
To swap any two scheduled voyages:

1. Select the voyages:

- To select **consecutive** voyages, hold down **Shift** while you select.

- To select **nonconsecutive** voyages, hold down **Ctrl** while you select.

2. Right-click and then click **Swap**. The two voyages replace each other.

Barging

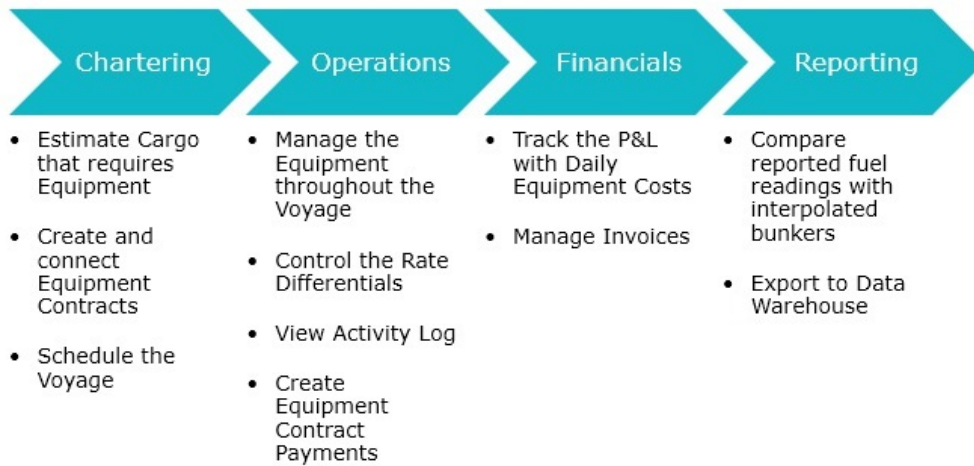
Note: Requires a Barging module license. Your configuration might differ from the information shown. For information on other features, see your account manager.

The Barging module is a set of features that configures IMOS to support the workflows particular to the barging business. Since barging involves many short, quick voyages with multiple boats or barges, this is a much different approach to moving cargo than the typical single vessel voyage workflow.

The Barging module adds support for:

- **Boats:** Formerly inland tugs. Boats are represented as vessels with Type Code Boat.
- **Barges:** Barges are represented as vessels with Type Code Barge.
- **Tows:** Formerly Inland Units. A Tow is a combination of one boat and one or more barges which are working as a unit. A tow goes on a voyage, not an individual boat or barge. Tows are represented as vessels with Type Code Tow.
- **Equipment Contracts:** Equipment Contracts support boats and barges. There are two types: Equipment TC contracts and Equipment Spot contracts. Separate pricing for boats and barges is supported.

Barging Workflow



Barging Setup

- Administrators set up fuel consumption, Rate Differentials, Address Book reference codes, Boats, Barges, and Tows in IMOS.

Chartering

- The Charterer (moving Cargo inland) records the Cargo information on the Cargo form.
 - If equipment and pricing are known, the Charterer can add these to the Equipment and Pricing tabs on the Cargo form.
- The Charterer schedules the voyage. Equipment added to the Cargo flows to the voyage when the Use Equipment from Cargo check box is selected.

Operations

- The Operator manages the voyage, recording the following information on the Activity Log:
 - Port Activities
 - Movement of equipment in and out of the voyage
 - Equipment delivery and redelivery
 - Rate differentials
 - Delays
 - Cargo Bill of Lading updates
 - Barge fuel consumption
 - Cargo heating information
- The Operator creates equipment contract payments and bills.


Financials

- The P&L tracks daily equipment cost and accounts for rate differentials in complex tow situations.
- Finance Operators create, approve, and post invoices.

Reporting

- When the voyage is completed, Reporting Desks run the Bunker Interpolator as part of the Voyage Cost Allocation process. The Bunker Interpolator generates bunker readings for every voyage based on reported fuel readings to estimate Arrival and Departure ROBs for each voyage leg.
- This performance data can be exported to a data warehouse and used to identify owners with high- and low-performing equipment.

Barging Setup

For Barging, set up the following in the Data Center :

- Reference Codes on [Address Book entries](#)

- Barge Fuel Consumption Setup
- Boat Fuel Consumption Ratios Setup
- Equipment Hire Rate Differentials
- Boats
- Barges
- Tows

Barging - Chartering Workflow



This workflow applies to both Equipment TC Contracts and Equipment Spot Contracts:

1. The Charterer (moving Cargo inland) creates the cargo using the Cargo form.
 - a. If equipment and pricing are known, the Charterer can add these to the Equipment and Pricing tabs on the Cargo form.
2. The Charterer schedules the voyage. Equipment added to the Cargo flows to the voyage when the Use Equipment from Cargo check box is selected.

This section includes the following topics:

- Equipment Contract
 - Equipment History List

Create a Cargo

Create a new Cargo:

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

Cargo Group: CLEAN
API/SG: 1.0000 1.0679
Counterparty: COUNTERPARTY
Department: [Empty]
C/P Place: [Empty]
Voyage Region: [Empty]
Vessel Type: [Empty]
Nominated Vessel: VESSEL1

CP Date/Form: / /
CP Qty/Unit: 50,000 BBL
Option %/Type: 0.00 MOLOO
Min/Max Qty: 50,000 50,000
Freight Type: E
Equip Contract ID: [Empty]
Curr/Exch Rate: USD 1.000000
Min Inv Qty: 0.00
Freight Via: [Empty]
Demurrage Via: [Empty]
Conf Date (GMT): [Empty]

Status: Inquiry
Cargo COA: [Empty]
Coordinator: [Empty]
Reference No.: [Empty]
Shipment No.: [Empty]
VC In ID: 0
Estimate: [Empty]
Voyage: [Empty]

F	Port	GS	Grade	Qty	Unit	API	Window From	Window To	Commercial ID	Supplier/Rcvr	Internal BU	Op
L	GALVESTON	1	CLEAN	50,000	BBL	1.0000	10/14/13 00:00	10/16/13 23:59				
D	HOUSTON	1	CLEAN	50,000	BBL	1.0000						

Load Options

Port/Area	L/D Rate	RU	Terms	TT	PExp
Click here to add a row					

Discharge Options

Port/Area	L/D Rate	RU	Terms	TT	PExp
Click here to add a row					

Remarks

[Empty text box]

1. Specify a **Cargo Group, Counterparty, CP Qty** and **Unit**.

- To enable equipment-based pricing on the Pricing tab, set the **Freight Type** to **E**.
 - Freight Type E stands for Equipment Daily Rate, and when selected, additional Equipment-related fields are available.
 - If the Freight Type is not set to E and the voyage is already scheduled, changing the Freight Type to E will back-create a Spot Equipment Contract.

2. In the **Nominated Vessel** field, select the name of the tow you want to link to this cargo. When a tow is selected, the Equipment tab appears on the form.

3. On the Itinerary tab, specify Loading and Discharging ports, Quantities, and other relevant information.

Add Equipment

On the Equipment tab, you can add boats and barges and their Equipment Contract IDs, if you know them, before scheduling the voyage. The **Equip Rate, Rate Diff,** and **Diff** fields are populated from the values entered on the Equipment Contract.

Itinerary/Options Pricing Other Info Rev/Exp Equipment							
Type	Name	Code	Contract ID	Equip Rate	Rate Diff.	Diff.	Reason
Boat	Boat 1	1296	AA13S0008	3,000.00		0.00	
Barge	Barge 1	4280	AA13S0008	6,000.00		0.00	
Click here to add a row							

- Note:** The fields on this tab are used for reference. Any equipment you add here can be copied to the Equip In/Out tab on the [Activity Log - Barging](#) when the voyage is scheduled, and it is on that form where Operators manage equipment for the voyage.

Specify Pricing

You must specify the rates:


- You are charging the Charterer for an Equipment TC Contract
- You will pay to the Owner for an Equipment Spot Contract

Itinerary/Options Pricing Other Info Rev/Exp Equipment							
Equip. Type	No. Equipment	Daily Rate	Differential Name		Additional Rate/Day		
Boat	1	5,000.00	WEST OF CORPUS CHRISTI		500.00		
Barge	1	3,000.00					
Click here to add a row							
Broker	Amount	T	F	D	Code	Extra Freight Term	Rate/Lump
Click here to add a row							
Click here to add a row							
Freight Surcharge:	None	Edit Table		Dem Scale Table:			Laytime Scale Table:
Bunker Surcharge:	None			Dem Curr/Exch Rate:	USD	1.000000	<input type="checkbox"/> Reversible
Table:		Edit Table		Demurrage:	0.00		NOR Offset: 0.00
<input type="checkbox"/> Use BL Date						Laytime Allowed: 0.00 H SHINC	
						Dem TB Days: 0	

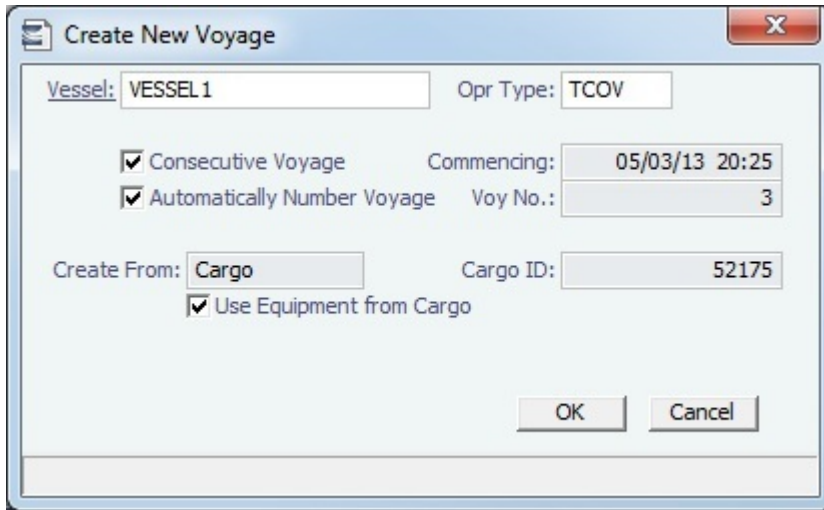
On the Pricing tab:

- Create a line for each Equipment Type, add the Number of Equipment, and Daily Rates.
 - If this is a consecutive voyage, you do not have to add this information to the next voyage, because the equipment is copied to the new voyage from the previous voyage.
- Save the Cargo. The **Equipment Contract ID** field is populated with a generated ID number, but the contract is not created yet. The Equipment Contract is created when the voyage is scheduled, and at that time, you can open it.

Schedule the Voyage

To schedule the voyage, click  [Schedule Voyage](#) on the Cargo form.

On the Create New Voyage form, some fields are completed. Complete the remaining fields according to the voyage.



The screenshot shows a 'Create New Voyage' dialog box with the following fields and values:

- Vessel: VESSEL 1
- Opr Type: TCOV
- Consecutive Voyage
- Commencing: 05/03/13 20:25
- Automatically Number Voyage
- Voy No.: 3
- Create From: Cargo
- Cargo ID: 52175
- Use Equipment from Cargo

Buttons: OK, Cancel

- **Opr Type:** Type of voyage being scheduled.
 - To create a Spot voyage/Equipment Spot Contract, select **SPOT**.
 - To create a TC voyage/Equipment TC Contract, select **TCOV**.
 - Cargoes with Freight Type **E** cannot be scheduled on TC tow voyages.
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
 - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
 - The last port of the previous voyage becomes the commencing port of the next voyage.
 - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
 - The **Use Equipment from Cargo** check box cannot be used when using the **Consecutive Voyage** check box because the equipment from end of the previous voyage is carried over.
 - If the voyage is based on an Equipment Contract, you cannot set up a consecutive voyage based on a TC Contract. However, if the first voyage is based on a TC Contract, you can create a consecutive voyage based on an Equipment Contract.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
 - In sequence from the last voyage number
 - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
 - 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.
- **Create From:** The source is selected; upon voyage creation, the source data is included in the new voyage.
 - **Use Equipment from Cargo:** Selected by default for non-consecutive voyages. When selected, the equipment entered on the Equipment tab of the Cargo form is copied over to the voyage and appears on the [Activity Log - Bargining](#).

After the voyage is scheduled, the Operator [manages the voyage](#).

▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGChartererView

Use the [Charterer's view](#) instead of the standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGValidateContractStatusToSchedule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

CFGUseCargoBenchmarkOnVoyage


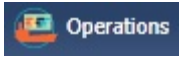
If enabled, when scheduling a Voyage from a Cargo Contract that uses Benchmark Estimate as its Exposure Basis, the new voyage will be initialized from the Benchmark Estimate of the Cargo Contract.

Equipment Contract

Equipment Contracts are similar to [Time Charter](#) contracts. An Equipment Contract governs the hire rate of the contractual period, the location and time for the boats and barges to be claimed and returned, and the conditions for their use. An Equipment Contract is not associated with a particular Tow.

Equipment Contracts support separate rates for boats and barges. With appropriate [Security Module Rights](#) (under Time Chartering in Chartering and Operations), you can manage payments and issue invoices for boat and barge owners for the actual time each piece of equipment was on hire.

To access the Equipment Contract form:

- In the Chartering module center , under Time Charter Manager, click **Equipment Contract**.
- In the Operations module center , under Time Charter In, click **Equipment Contract**.
- On the [Voyage Manager](#), click the [Contract ID/Hire](#) field label link.

TC In

Equipment Contract

Contract Type: TC In Description: Date: // Status: Billing Period: Currency/Exchange Rate: 0.000000

Contract ID: Fixed By: Company: Trade Area: Allowance Hrs: 0.00

Delivery:	Est GMT	Act GMT	Difference	Port	Comments
Redelivery:			0.0000		
Duration (Days):	0.0000	0.0000			

Daily Rates:	Equip Type	From GMT	To GMT	Duration	Rate	Qty	Total Hire	Comments
Click here to add a row								

Differentials:	Differential Name	Subcode	Additional Rate/Day	From GMT	To GMT	Duration	Remarks
Click here to add a row							

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
Click here to add a row						

Notice Performance

Delivery: Redelivery:

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

Update based on Proj. Date

Spot In

Equipment Contract

Contract Type: Spot In Description: Date: // Status: Billing Period: Currency/Exchange Rate: 0.000000

Contract ID: Fixed By: Company: Trade Area: Itinerary: Port F Cargo Laycan From Laycan To Quantity Unit Remarks

Daily Rates:	Equip Type	Rate	Qty	Total Hire	Comments
Click here to add a row					

Differentials:	Differential Name	Subcode	Additional Rate/Day	Remarks
Click here to add a row				

Broker	Rate	Type	Freight Commission	Demurrage Commission	Remarks
Click here to add a row					

Notice Performance

Delivery: Redelivery:

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

Update based on Proj. Date

Upon saving the contract, a **Contract ID** is automatically created using the following formula:


- **Reference Code + Last two digits of the current year + T** (for Time Charter Contracts, or **S** for Spot Contracts) + **Four digit sequential number**

About Equipment TC Contracts and Equipment Spot Contracts


You can create TC In/Out or Spot In/Out Equipment Contracts.

- An Equipment TC In or Equipment Spot In Contract is with an Owner; an Equipment TC Out or Equipment Spot Out Contract is with a Charterer.
- Spot charters based on daily rates are represented by Equipment Spot In or Equipment Spot Out Contracts.
- A single Equipment Spot In Contract cannot be applied to more than one voyage.
- For Equipment Spot Contracts, a COA field is provided, so you can record the COA applicable to the spot cargo.
- The Brokers grid on the Equipment Spot Contract parallels the Brokers grid on the [Cargo](#) form.

Toolbar

 **Make Payment** : Open the Hire Payment form to create a payment/bill.

 **Commission** : Open the [TC Commission Summary](#) to view and create Commission Payments.

 **Equipment History** : Open the [Equipment History List](#) to view all the equipment that was used during the life of the contract.

Contract Information

Add information about the contract.

Contract Type: TC In	Description:	Date: 02/27/2015	Status: On Subjects
Owner: OWNER 1	Fixed By: admin	Company: COM1	Billing Period: Monthly
Contract ID:	Trade Area:	Currency/Exchange Rate: USD	1.000000
Allowance Hrs: 12.00			

Hire Information

For **TC In** or **TC Out** Equipment Contracts, add the Delivery and Redelivery ports and times.

	Est GMT	Act GMT	Difference	Port	Comments
Delivery:	02/27/15 00:00		0.0000	HOUSTON	
Redelivery:	02/27/16 00:00		0.0000	HOUSTON	
Duration (Days):	365.0000	0.0000			

Daily Rates Grid

Add Daily Rate information for boats and barges.

Daily Rates:	Equip Type	From GMT	To GMT	Duration	Rate	Qty	Total Hire	Comments
	Boat	02/27/15 00:00	02/27/16 00:00	365.000000	2,500.0000	3	7,500.00	
	Barge	02/27/15 00:00	02/27/16 00:00	365.000000	4,000.0000	1	4,000.00	
Click here to add a row								

- You cannot have two rates in effect for the same boat or barge on the same day. To do this, you can use a [Rate Differential](#).

Differentials Grid

Select the [Rate Differential](#) types you want to use for this contract.

Differentials:	Differential Name	Subcode	Additional Rate/Day	From GMT	To GMT	Duration	Remarks
	NORTH OF BATON ROUGE	MISCEXP	500.0000	02/27/15 00:00	02/27/16 00:00	365.000000	
	WEST OF CORPUS CHRISTI	MISCEXP	500.0000	02/27/15 00:00	02/27/16 00:00	365.000000	
Click here to add a row							

Brokers Grid

Add information about Brokers and Broker Commissions.

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
XADDCOM	1.250	%	Deduct from hire	02/27/15 00:00	02/27/16 00:00	
Click here to add a row						

Notice Tab

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

This tab allows you to establish a series of points in time, measured in number of days prior to delivery or redelivery, at which your company is contractually required to provide notification of its intention to take delivery of/redeliver the vessel. You can also record whether each required notice has actually been sent.

Notification emails are not automatically sent; this must be done manually. Alerts are not generated regarding the need to send such notification emails. This is simply a place where, upon fixing the Equipment TC Contract, you can set up the contractually mandated reminders, and then, as each one is sent, track that it has been sent by selecting the corresponding check box.

Notice					Performance				
Delivery:					Redelivery:				
S	No.	Notice	Notice Date	Est Delivery	S	No.	Notice	Notice Date	Est Redelivery
Click here to add a row					Click here to add a row				
Update based on Proj. Date									

Performance Tab

On the **Performance** tab, you can enter speed and consumption information from the equipment owner to verify its performance.

Notice					Performance				
Type	Grade	Boat Hotel	Barge Disc	Barge Heat	Remarks	Speed	B/L		
Click here to add a row					Click here to add a row				

Related Config Flags

CFGBlockInvoicingOutsideHireTable

When enabled, for Equipment Contract and TC invoicing, hire cannot be invoiced beyond the end date of the hire rate table.

Equipment History List

On the Equipment History list, you can view all the equipment that was used during the life of the contract and corresponding periods.

To access the Equipment History list, on the [Equipment Contract](#), click  [Equipment History](#)

Equipment Name	Equipment Type	Delivered - GMT	Redelivered - GMT	Joined - GMT	Departed - GMT	Gap	Tow Name	Voyage No.	Commence - GMT	Complete - GMT
TC BARGE 1	Barge	3/11/2004 11:00 PM		3/11/2004 11:00 PM	4/9/2004 5:05 PM		TEST 1	6	3/11/2004 11:00 PM	4/9/2004 5:05 PM
TC BARGE 1	Boat		4/9/2004 5:05 PM	4/9/2004 5:05 PM	5/19/2004 5:30 AM		TEST 1	7	4/9/2004 5:05 PM	5/19/2004 5:30 AM
TC BOAT 1	Boat	1/1/2012 4:00 AM		1/1/2012 4:00 AM	2/8/2012 12:38 PM	*	TEST 1	2	12/31/2011 11:00 PM	2/8/2012 12:38 PM
TC BARGE 1	Barge			5/1/2013 4:00 AM	6/11/2013 6:21 AM		TEST 1	3	4/30/2013 10:00 PM	6/11/2013 6:21 AM
TC BARGE 2	Barge			5/1/2013 4:00 AM	6/11/2013 6:21 AM		TEST 1	3	4/30/2013 10:00 PM	6/11/2013 6:21 AM
TC BOAT 1	Boat			5/1/2013 4:00 AM	6/11/2013 6:21 AM		TEST 1	3	4/30/2013 10:00 PM	6/11/2013 6:21 AM
BO2	Boat	1/1/2014 6:00 AM		1/1/2014 6:00 AM	1/2/2014 6:00 AM		TEST 10	10	12/31/2013 4:00 PM	2/11/2014 6:05 AM
BO2	Boat		4/10/2014 10:00 PM	4/10/2014 10:00 PM	5/10/2014 12:00 AM		TEST 10	11	4/10/2014 10:00 PM	5/12/2014 4:38 AM

Each record in the list corresponds to a single service period as recorded on the Equip In/Out tab of the [Activity Log](#). Two rows for the same piece of equipment will appear if:

- A piece of equipment served in one voyage, exited the voyage, then rejoined the voyage later
- A piece of equipment was transferred from one tow to another, but remained under the same contract
- A piece of equipment was shared between 2 tows/voyages

Columns

- **Delivered - GMT:** For Equipment TC Contracts, this is the date/time the vessel was delivered.
- **Redelivered - GMT:** For Equipment TC Contracts, this is the date/time the vessel was redelivered.
- **Joined - GMT:** The date/time the vessel joined the voyage. If the equipment was delivered during this voyage, this will be the same as the Delivery date/time.
- **Departed - GMT:** The date/time the vessel departed the voyage. If the equipment was redelivered during this voyage, this will be the same as the Redelivery date/time.
- **Gap:** For Equipment TC Contracts, an asterisk appears in this column if, as of one minute prior to the equipment joining, there was a shortage of this type of equipment working under the contract (compared to the nominal number of boats or barges needed for the contract).
 - For example, if 3 barges are required under the contract, and as of one minute prior to the join date/time there are only 2 barges, an asterisk would appear.
 - The nominal number of boats and barges required in the contract is subject to the Est/Act Delivery date from the contract. That is, if the contract requires 1 boat and 3 barges, and 1 boat and 3 barges are delivered exactly as of the Est/Act Delivery date, there will be no gap, since as of 1 minute prior the contract was not yet in effect—there were no requirements and therefore no shortages.
 - Act Delivery Date is used if the Equipment Contract status is Delivered or Redelivered; Est Delivery is used otherwise.

Barging - Operations Workflow



After the voyage is scheduled, the Operator does the following:

1. Manages the voyage, recording the following information on the [Activity Log](#):
 - [Port Activities](#)
 - [Movement of equipment in and out of the voyage](#)
 - [Equipment delivery and redelivery](#)
 - [Rate differentials](#)

- Delays
- Cargo Bill of Lading updates
- Barge fuel consumption
- Cargo heating information

2. Creates equipment contract payments and bills.

Note: The Voyage Manager has some differences related to Barging.

This section includes the following topics:


- Activity Log - Barging
 - Reassign Equipment
 - Replace Equipment
 - Swap Equipment

Activity Log - Barging

After scheduling a voyage, you manage equipment using the Activity Log. Activities and information added to the Activity Log are synchronized with the Port Activities, Delay Information, and Cargo Handling forms.

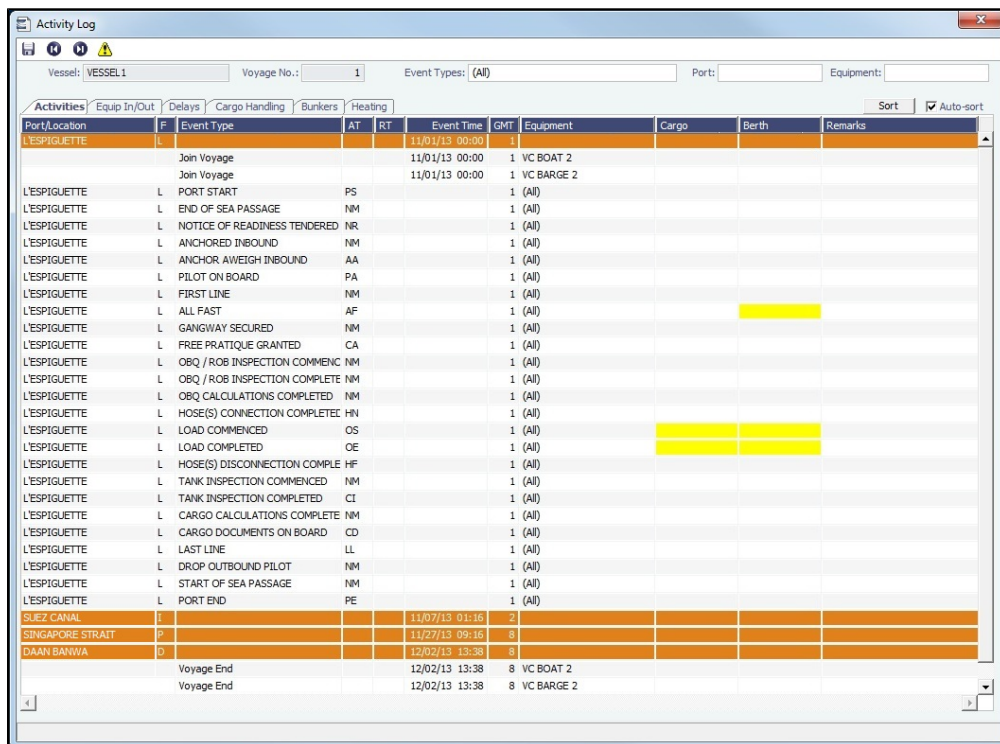
Without the **Barging** module, the **Activity Log** does not include the options for managing equipment.

To access the Activity Log, in the **Voyage Manager**:

- Click  **Equipment** on the toolbar.
- In the Itinerary grid, right-click a port name, and then click **Activity Log**.

Activities Tab

The Activities tab displays Port Activities, equipment in/out movements and **rate differentials**. Use the filters at the top of the form to filter by Event Types, Ports, or Equipment.



Port/Location	F	Event Type	AT	RT	Event Time	GMT	Equipment	Cargo	Berth	Remarks
L'ESPIGUETTE	L	Join Voyage			11/01/13 00:00	1	VC BOAT 2			
L'ESPIGUETTE	L	Join Voyage			11/01/13 00:00	1	VC BARGE 2			
L'ESPIGUETTE	L	PORT START	PS			1	(All)			
L'ESPIGUETTE	L	END OF SEA PASSAGE	NM			1	(All)			
L'ESPIGUETTE	L	NOTICE OF READINESS TENDERED	NR			1	(All)			
L'ESPIGUETTE	L	ANCHORED INBOUND	NM			1	(All)			
L'ESPIGUETTE	L	ANCHOR AWEIGH INBOUND	AA			1	(All)			
L'ESPIGUETTE	L	PILOT ON BOARD	PA			1	(All)			
L'ESPIGUETTE	L	FIRST LINE	NM			1	(All)			
L'ESPIGUETTE	L	ALL FAST	AF			1	(All)			
L'ESPIGUETTE	L	GANGWAY SECURED	NM			1	(All)			
L'ESPIGUETTE	L	FREE PRATIQUE GRANTED	CA			1	(All)			
L'ESPIGUETTE	L	OBQ / ROB INSPECTION COMMENC	NM			1	(All)			
L'ESPIGUETTE	L	OBQ / ROB INSPECTION COMPLETE	NM			1	(All)			
L'ESPIGUETTE	L	OBQ CALCULATIONS COMPLETED	NM			1	(All)			
L'ESPIGUETTE	L	HOSE(S) CONNECTION COMPLETE	HN			1	(All)			
L'ESPIGUETTE	L	LOAD COMMENCED	OS			1	(All)			
L'ESPIGUETTE	L	LOAD COMPLETED	OE			1	(All)			
L'ESPIGUETTE	L	HOSE(S) DISCONNECTION COMPLETE	HF			1	(All)			
L'ESPIGUETTE	L	TANK INSPECTION COMMENCED	NM			1	(All)			
L'ESPIGUETTE	L	TANK INSPECTION COMPLETED	CI			1	(All)			
L'ESPIGUETTE	L	CARGO CALCULATIONS COMPLETE	NM			1	(All)			
L'ESPIGUETTE	L	CARGO DOCUMENTS ON BOARD	CD			1	(All)			
L'ESPIGUETTE	L	LAST LINE	LL			1	(All)			
L'ESPIGUETTE	L	DROP OUTBOUND PILOT	NM			1	(All)			
L'ESPIGUETTE	L	START OF SEA PASSAGE	NM			1	(All)			
L'ESPIGUETTE	L	PORT END	PE			1	(All)			
SUEZ CANAL	I				11/07/13 01:16	2				
SINGAPORE STRAIT	P				11/27/13 09:16	8				
DAAN BANWA	D				12/02/13 13:38	8				
		Voyage End			12/02/13 13:38	8	VC BOAT 2			
		Voyage End			12/02/13 13:38	8	VC BARGE 2			

An **orange** header row appears for each **Port/Location**.

To add port activities:

1. Right-click a port line and select **Expand Port Activities**, or, in the Event Types filter, select to include Port Activities. The Port Activities from the **Voyage Template** appear.
2. Fill in the dates and times for each activity, as you would on the **Port Activities** form.
 - Either click to add a line at the bottom of the list or right-click a port line to insert, delete, or copy an event.
 - If you insert a new activity for the same port call, when you click in the Event Time column, IMOS fills in the date and time from the previous line, and you can just adjust them as needed.
 - Select the **Auto-sort** check box to have activities automatically sort in chronological order as you enter them.
 - You can add activities for a port without entering a Departure time for the preceding port.
3. When you save Port Activities, any **Tasks** with a Port Activity Basis are created.

Equip In/Out Tab

Specify equipment and when it is used during the voyage.

The screenshot shows the 'Activity Log' window for Vessel: VESSEL 1 and Voyage No.: 1. The 'Equip In/Out' tab is active, displaying a table with columns: Event, Equip Name, Type, Event Time, GMT, Contract, Total Rate, Rate Diff, Diff, Reason, MDO ROB, and Price. The table contains five rows of activity data, with the last two rows highlighted in yellow. Below the table is a link that says 'Click here to add a row'.

Event	Equip Name	Type	Event Time	GMT	Contract	Total Rate	Rate Diff	Diff	Reason	MDO ROB	Price
Join Voyage	VC BOAT 2	Boat	11/01/13 00:00	1	AA13S0008	111.00		0.00		0.000	0.00
Join Voyage	VC BARGE 2	Barge	11/01/13 00:00	1	AA13S0008	222.00		0.00		0.000	0.00
Voyage End	VC BOAT 2	Boat	12/02/13 13:38	8	AA13S0008	111.00		0.00		0.000	0.00
Voyage End	VC BARGE 2	Barge	12/02/13 13:38	8	AA13S0008	222.00		0.00		0.000	0.00

Equipment added on the Cargo form Equipment tab appears here if you selected to copy the equipment when scheduling the voyage.

Event Types

- **Rate Differential Start/End:** The **Rate Differential** starts/ends.
- **Join/Depart Voyage:** The piece of equipment joins/departs the tow.
 - For Equipment TC Contract equipment: The Join event type is used for equipment that was already on hire (that is, on another tow) under the same Equipment Contract. Therefore, the Join event is typically paired with a Depart event from another tow.
 - For Equipment Spot Contract voyages: For Spot voyages, the Join event is not paired with a Depart event.
 - You are required to enter fuel ROB and Price with the Join event.
 - If the Join event is paired with a Depart event from another tow, the Join event's fuel ROB and Price values will be mirrored with those of the Depart event and you do not need to enter them with the Join event.
 - The fuel ROB and Price do not generate bunker adjustments on the Hire Payment form.
 - When a voyage status changes from Scheduled to Commenced, the date and time of every Equipment Joins Tow event changes to match the the actual start date and time of the voyage.
- **Delivery/Redelivery:** Equipment is delivered from/redelivered to the owner. Applies only to Equipment TC Contracts.
 - Delivery and Redelivery are used to determine the amounts due to the owner under the Equipment TC Contract.
 - You are required to enter fuel ROB and Price with the Delivery event. This creates a bunker adjustment on the Hire Payment form.
- **Voyage Start/End:** The piece of equipment joins/departs the voyage. For all voyages, the Voyage Start row dates are kept in sync with the date and time the voyage commences. Voyage Start rows can be created manually, and Voyage End rows are automatically generated.

- For consecutive voyages:
 - IMOS creates Voyage Start events for each piece of equipment that remained in the previous voyage as of that voyage's end: The Voyage End list of equipment of the first voyage (yellow rows) will be mirrored with the Voyage Start list of equipment (blue rows) of the second voyage.
 - If the end date/time of the first voyage changes, all of these items (the yellow rows in the first voyage, and the blue rows in the second voyage) all get updated automatically.
 - Because the equipment was already in the tow, its fuel ROB and Price do not need to be entered. ROB and price at the beginning of the voyage is calculated by the [Bunker Interpolator](#).
 - These Voyage Start events cannot be modified or deleted.
- For non-consecutive voyages:
 - IMOS will not mirror the equipment, like in consecutive voyages. Therefore, the second voyage will not contain any Voyage Start rows.
 - To create Voyage Start rows automatically, select the **Use Equipment from Cargo** check box when scheduling the Voyage from the Cargo form.
 - If a consecutive voyage is made non-consecutive, The Voyage Start events can be deleted or modified.

Note: Tow voyages created in previous versions of IMOS will have two Voyage Start and Voyage End events for each equipment linked to them through the Cargo contracts. These events cannot be edited or removed, nor can new events be added.

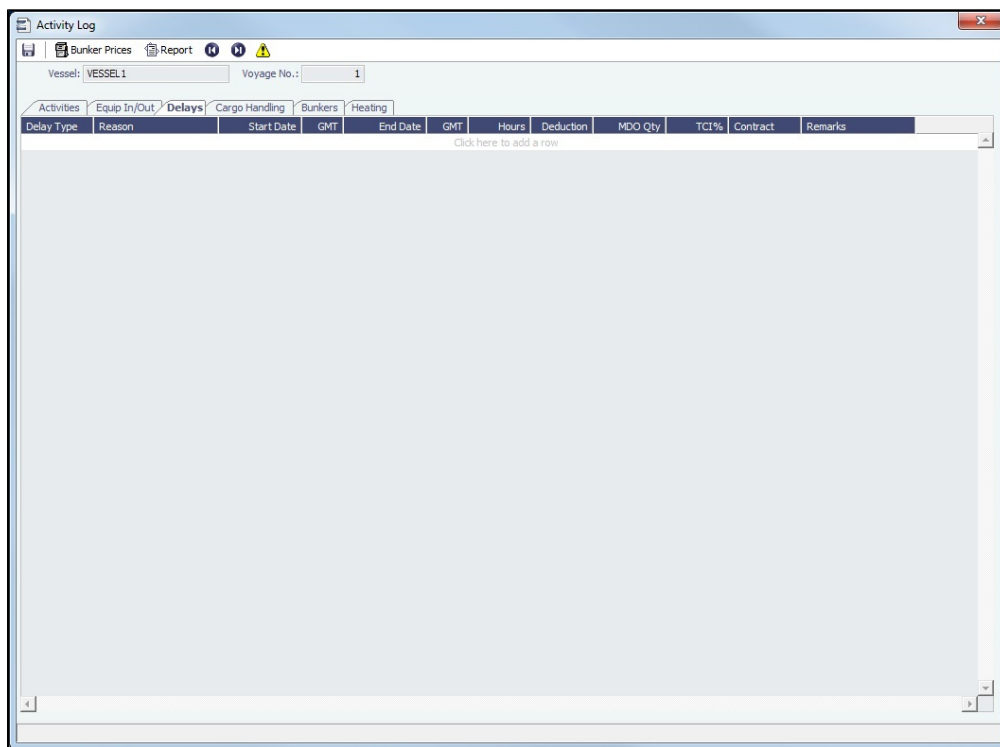
Equip In/Out Tab Context Menu Options

To open a context menu with more options, right-click an event on the grid. You can insert, delete, or copy the event, or select one of the following:

- **Redeliver Equipment:** Adds a new row with the Redelivery event type and populates the Equip Name field with one from the current line. This option is only available for Delivery, Join Voyage, or Voyage Start events.
- **Reassign Equipment:** Reassigns the current boat/barge.
- **Replace Equipment:** Removes the current boat/barge from the tow, and replaces it with another piece of equipment of the same type.
- **Swap Equipment:** Swaps the current equipment with one in another tow.

Delays Tab

Add delays. Information added here will also appear on the [Delay Information](#) form.



Cargo Handling Tab

The Cargo Handling tab combines the information on the Voyage Manager Cargo tab and the Alt Unit and Alt Qty columns from the Cargo Handling form, so you can add all information in one place.

Port	F	N	GS	Grade	Berth	BL Code	BL Disch Date	CP Unit	BL Disch Qty	Ship Gross	Alt Unit	Alt Qty	Alt Ship Grs	Barges	API
L'ESPIQUETTE	L	1	1	46-28	QUAY	1	11/01/2013	MT	1,000.000	0.000		0.000	0.000	(All)	1.000
DAAN BANWA	D	1	1	46-28	QUAY	1	11/01/2013	MT	1,000.000	0.000		0.000	0.000	(All)	1.000


- Update existing cargoes with the actual bill of lading information. Information added here will also appear on the [Cargo Handling](#) form.

Bunkers Tab

Record ROBs, liftings, and bunker transfers between equipment in the tow.

Entry Type	Event Time	GMT	Equipment	MDO Qty	Cons	Price
Join Voyage	11/01/13 00:00	1	VC BOAT 2	0.000	0.000	0.00
Join Voyage	11/01/13 00:00	1	VC BARGE 2	0.000	0.000	0.00
Voyage End	12/02/13 13:38	8	VC BOAT 2	0.000	0.000	0.00
Voyage End	12/02/13 13:38	8	VC BARGE 2	0.000	0.000	0.00

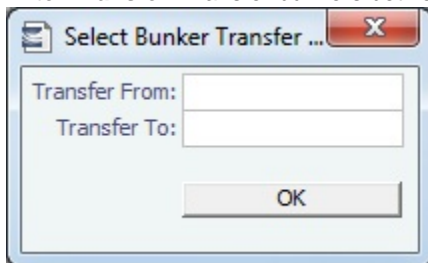
Click here to add a row

- Click  **Bunker Interpolator** to access the [Bunker Interpolator](#).
- Rows are automatically inserted when equipment joins or leaves the tow.
- **Track Barge ROBs**: If not selected, and a barge joins the tow with ROBs, that fuel quantity is considered to have been consumed instantaneously at the time the barge joined. A row is added automatically to represent that consumption.
- When a new voyage is created, the following settings are inherited from the previous voyage, regardless of whether the new voyage is consecutive or not:
 - Default Time for New ROBs
 - Track Barge ROBs check box

Bunkers Tab Context Menu Options

In the Bunkers grid, right-click a line item and select one of the following:

- **Insert Event**: Adds an Event line to the grid. In the Event Type field, you can select ROB, Lifting, or Transfer.
- **Delete Event**: Deletes the line item.
- **Enter ROBs**: Add ROB information for boats and barges.
 - If **Track Barge ROBs** is selected, one row for each applicable fuel type will be added for each piece of equipment in the tow.
 - If **Track Barge ROBs** is not selected, one row for each applicable fuel type will be added for each boat in the voyage, but no rows are added for barges.
- **Enter Lifting**: Adds a new row at the bottom of the grid on which you can add information on the ROBs being lifted.
- **Enter Transfer**: Transfer bunkers between pieces of equipment. When selected, the Bunker Transfer form appears:



1. Select a boat or barge to transfer bunkers from.
2. Select a boat or barge to transfer bunkers to.
3. Click **OK**.
4. A line is inserted in the grid indicating that bunkers are being transferred between pieces of equipment.

Heating Tab

Add heating information, if applicable. Each row applies to a single cargo; if two cargoes were heated during the same period of time, you must add two heating rows, one for each cargo.

The screenshot shows the 'Activity Log' window with the 'Heating' tab selected. The table displays heating data for two barges. The 'Total Hours' is 48.0000 and 'Consumed' is 0.00.

Barge	Code	Cargo	Counterparty	From	GMT	To	GMT	Hours	Cons Rate	Consumed
VC BARGE 2	1938	1: ASPHALT	BARGE CO	11/02/13 00:00	0.0	11/03/13 00:00	0.0	24.0000	0.00	0.00
VC BARGE 2	1938	1: ASPHALT	BARGE CO	11/03/13 00:00	0.0	11/04/13 00:00	0.0	24.0000	0.00	0.00

Click here to add a row

Total Hours: 48.0000 Consumed: 0.00

To add heating information for barges:

1. Select a barge. Its Code, Cargo, and Counterparty appear automatically.
2. Specify the heating start and end date and time.
 - The heating **Cons Rate** is populated from the **Heating (Gal/Hr)** field on the Inland Barge Information form.
 - The **Consumed** field is automatically calculated by multiplying the Hours and Cons Rate.

Note: If you want to include cargo heating in a Spot In/Spot Out Invoice, you can do so using the **Barge Heating Hourly** (code BH) Extra Freight Term.

- On the CP Terms Details form for the cargo, add the Barge Heating Hourly term and specify the hourly rate.
- IMOS calculates the heating cost by multiplying the heating hours by the specified hourly rate. This calculated amount is added to the Spot In/Spot Out Invoice.

After the voyage is completed, Finance Operators [analyze the P&L and manage invoices](#).

Reassign Equipment

To reassign the current boat/barge, on the [Activity Log - Barging](#), right-click a Delivery, Join, or Voyage Start event and then click **Reassign Equipment**. You can use this to create a Depart event and remove the boat/barge from this tow, then add it to another tow and voyage and create a Join event.

Complete the form and click **OK**. A Depart event is created for the existing tow, and a Join event is created for the new one.

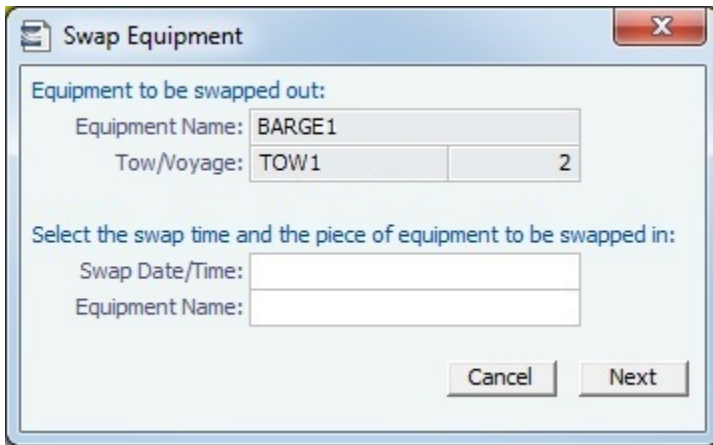
Replace Equipment

To replace the current boat/barge, on the [Activity Log - Barging](#), right-click a Delivery, Join, or Voyage Start event and then click **Replace Equipment**. You can remove the current boat/barge from the tow and replace it with another piece of equipment of the same type by creating a corresponding Join event.

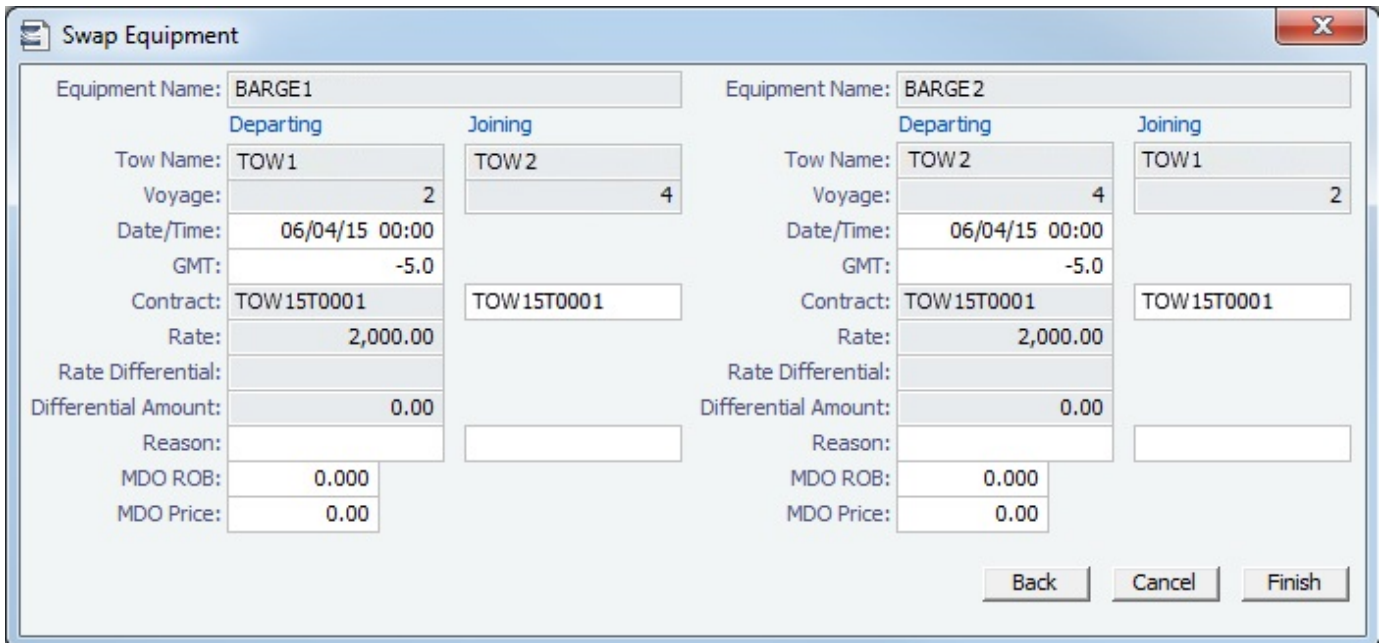
- Neither the current equipment nor the replacement equipment can participate in more than one voyage or tow at a time. If the replacement equipment is in another tow, IMOS will ask if you want to remove it from that tow.
- Complete the form and click **OK**. The following happens:
 - For the current equipment:
 - If the equipment is under a TC contract, a Redelivery event is created.
 - If the equipment is under a Spot contract, a Depart record is created.
 - For the replacement equipment:
 - If the equipment is under a TC contract and was not already in another tow, a Delivery event is created for it. Otherwise a Join event is created.
 - If the equipment belongs to another tow, a Depart event is created for that other tow.

Swap Equipment

To swap the current piece of equipment with one in another tow, on the [Activity Log - Barging](#), right-click a Delivery, Join, or Voyage Start event and then click **Swap Equipment**. Neither the current equipment nor the replacement equipment can be in more than one voyage or tow at a time.



Select the Swap Date/Time and the equipment to be swapped in, and then click **Next**.



- Add ROB values, Prices, Contracts, and any other relevant information and click **Finish** to swap the equipment.

Barging - Financials Workflow



1. Finance Operators use the P&L, which tracks daily equipment cost and accounts for *rate differentials* in complex tow situations.
2. Finance Operators create, approve, and post invoices.

This section includes the following topics:

- Equipment Spot Contract Payments
- Equipment TC Contract Payments
- Equipment Commission
- Equipment Payment Schedule

Equipment Spot Contract Payments

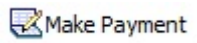

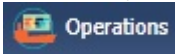
For Equipment Spot Contract Payments:

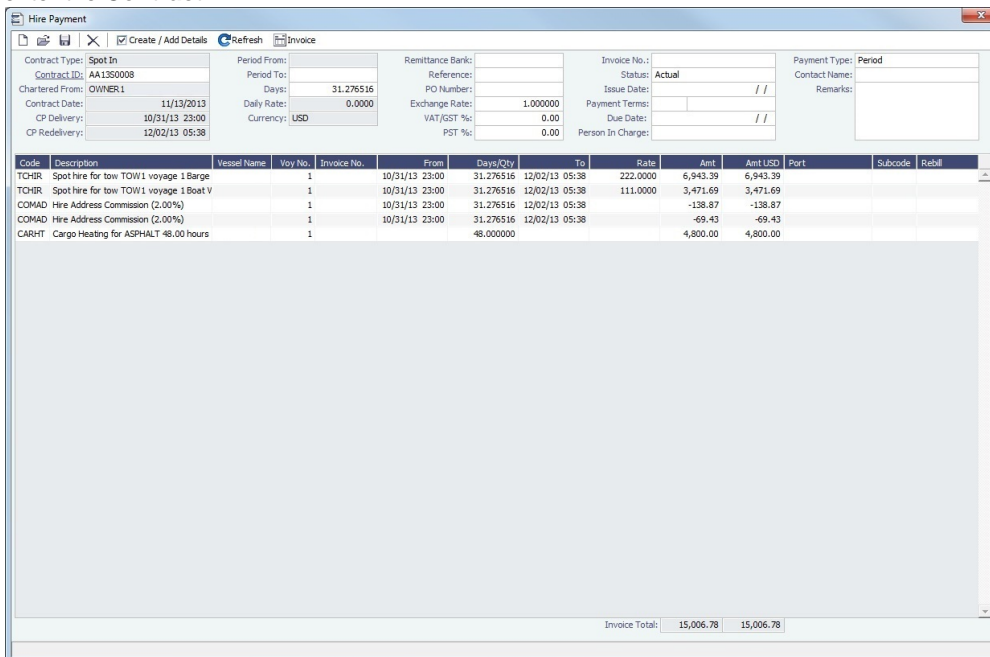
- You are creating your payment to the owner.
- There is no advance payment option.
- There is no bunker payment option.
- There is generally only a single payment against each Spot contract.

Making a Payment

To make a payment:

1. Do one of the following:

- On the **Equipment Contract**, click .
- On the **Voyage Manager** toolbar, click , point to **Make Equipment Payment**, and then click the **Contract ID** for the equipment you want to create a payment for.
- In the Operations module center , under Time Charter In, click **Equipment Contract Payment**. Then, enter the **Contract ID**.




The screenshot shows the 'Hire Payment' form with the following details:

- Contract Type: Spot In
- Contract ID: AA1200008
- Chartered From: OWNER 1
- Contract Date: 11/13/2013
- CP Delivery: 10/31/13 23:00
- CP Redelivery: 12/02/13 05:38
- Period From: 10/31/13 23:00
- Period To: 12/02/13 05:38
- Days: 31.276516
- Daily Rate: 0.0000
- Currency: USD
- Remittance Bank: [Empty]
- Reference: [Empty]
- PO Number: [Empty]
- Exchange Rate: 1.000000
- VAT/GST %: 0.00
- PST %: 0.00
- Invoice No.: [Empty]
- Status: Actual
- Issue Date: [Empty]
- Payment Terms: [Empty]
- Due Date: [Empty]
- Person In Charge: [Empty]
- Payment Type: Period
- Contact Name: [Empty]
- Remarks: [Empty]

Code	Description	Vessel Name	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Amt	Amt USD	Port	Subcode	Rebill
TCHR	Spot hire for tow TOW 1 voyage 1 Barge		1		10/31/13 23:00	31.276516	12/02/13 05:38	222.0000	6,943.39	6,943.39			
TCHR	Spot hire for tow TOW 1 voyage 1 Boat V		1		10/31/13 23:00	31.276516	12/02/13 05:38	111.0000	3,471.69	3,471.69			
COMAD	Hire Address Commission (2.00%)		1		10/31/13 23:00	31.276516	12/02/13 05:38		-138.87	-138.87			
COMAD	Hire Address Commission (2.00%)		1		10/31/13 23:00	31.276516	12/02/13 05:38		-69.43	-69.43			
CARHT	Cargo Heating for ASPHALT 48.00 hours		1			48.000000			4,800.00	4,800.00			

Invoice Totals: 15,006.78 15,006.78

2. Specify an **Invoice Number**.

3. To add rows to the Hire Payment form using the Item Select form, click .




The screenshot shows the 'Item Select' form with the following details:

- Spot Freight
- M & R Hours
- Cargo Heating
- Broker Commission(s)
- Misc Adjustments
- Freight Adjustment
- Rate Differentials
- Address Commission
- Voyage Expenses
- Misc Adjustments: 0
- Voyage Expenses: 0

Tow	Voyage	Description	Amount(USD)	Type	S

OK

a. Select any applicable check boxes and any items to be rebilled and then click **OK**.

4. Click  to save the Hire Payment.

Freight Calculation

Freight charges are calculated differently for Spot In and Spot Out contracts.

- **Spot In:** The amounts due are calculated based on the rows in the Activity Log Equip In/Out tab whose Contract IDs match the Contract ID of the Equipment Spot In Contract.
- **Spot Out:** Spot Out billing is done on an individual voyage basis. Spot Out Contracts are back-created when the voyage is created from a Cargo.
 - The amount due for equipment is calculated based on the amount of time the equipment was used.
 - For M&R periods, the equipment is treated as Off Hire and is not billed to the charterer.

▼ Related Config Flags

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

Equipment TC Contract Payments

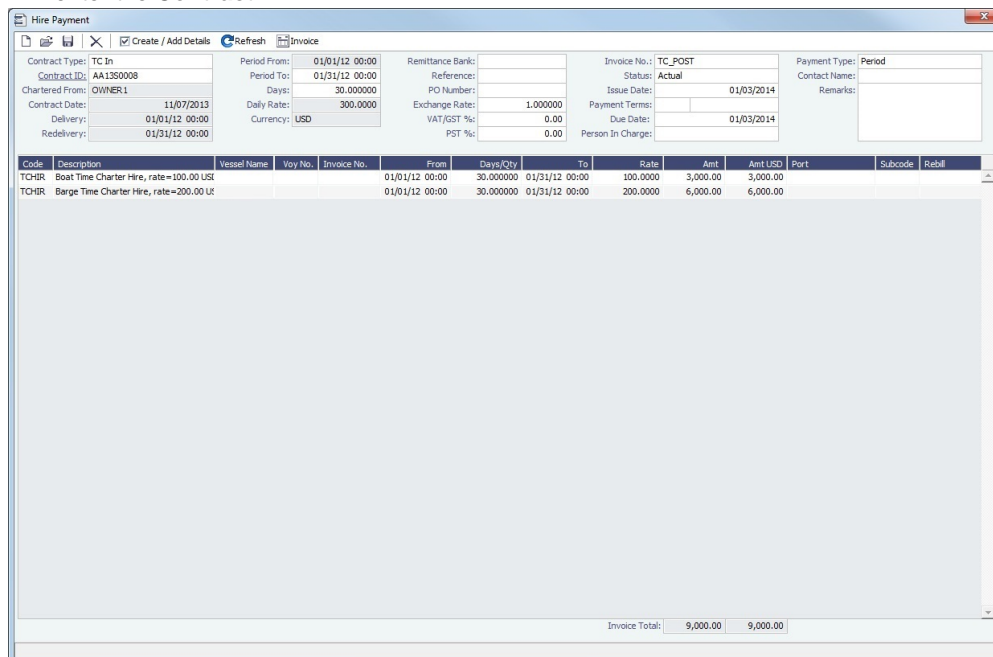
TC (Time Charter) Hire is typically paid in advance based on the number of boats and barges specified in the Equipment Contract. After the period is over, adjustments are generated based on the actual number of equipment and days in service. It is likely that the amount due at the end of a month will be different from the amount that was paid in advance at the beginning of that month. When a discrepancy occurs, an adjustment is proposed that you can include in the Hire invoice. This is similar to the Off Hire/Off Hire Reverse grid in a traditional TC Hire Payment.

Making a Payment

To make a payment:

1. Do one of the following:

- On the [Equipment Contract](#), click  **Make Payment**.
- In the Operations module center , under Time Charter In, click **Equipment Contract Payment**. Then, enter the **Contract ID**.



The screenshot shows the 'Hire Payment' window with the following details:

Code	Description	Vessel Name	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Amt	Amt USD	Port	Subcode	Rebill
TCHR	Boat Time Charter Hire, rate=100.00 US				01/01/12 00:00	30.000000	01/31/12 00:00	100.0000	3,000.00	3,000.00			
TCHR	Barge Time Charter Hire, rate=200.00 US				01/01/12 00:00	30.000000	01/31/12 00:00	200.0000	6,000.00	6,000.00			

Invoice Totals: 9,000.00 9,000.00

2. Specify an **Invoice Number**, **Period From**, and **Period To**. The Period From and Period To fields are populated according to the **Billing Period** on the contract.

3. Click **Create / Add Details** to select line items on the Item Select form to add to the payment.

The screenshot shows the 'Item Select' window with the following sections:

- Adjustment Checkboxes:**
 - Time Charter Hire
 - Hire Adjustment
 - Broker Commission(s)
 - Misc Adjustments (0)
 - Additional TC Hire
 - Hire Adjustment On Delivery
 - Address Commission
 - Voyage Expenses (0)
 - Hire Adjustment On Redelivery
- M & R Hours In Excess Of Allowance:**

Tow	Voyage	From GMT	To GMT	Hours	Deduct	%	S
TOW1	1	01/02/16 23:00	01/03/16 21:00	24.0000	2.0000	100.00	<input type="checkbox"/>
- Equipment Shortage/Surplus Periods:**

Tow	Voyage	From GMT	To GMT	M&R Deduct	Equipment Type	Required	Actual	Net Shortage/Surplus	Amount	Write Off	S
TOW1	1	01/02/16 23:00	02/01/16 00:00	0.91667	Barge	2	1	Shortage (1)	-5,250.00	<input type="checkbox"/>	<input type="checkbox"/>
- Bunker Adjustments:**


Tow	Voyage	Equipment	Event	Date/Time GMT	Fuel Type	Quantity	Value	Write Off	S
TOW1	1	Boat: TC BOAT 10	Delivery MDO	01/02/16 23:00	MDO	0.000	0.00	<input type="checkbox"/>	<input type="checkbox"/>
TOW1	1	Barge: TC BARGE 10	Delivery MDO	01/02/16 23:00	MDO	0.000	0.00	<input type="checkbox"/>	<input type="checkbox"/>
- Rate Differentials:**

Tow	Voyage	From GMT	To GMT	Days	M&R Deduct	Rate Differential	Rate	Amount	S
TOW1	1	01/02/16 23:00	01/23/16 13:00	20.58333	0.91667	WEST OF CORPUS CHRISTI	2.00	39.33	<input type="checkbox"/>
TOW1	1	01/02/16 23:00	01/23/16 13:00	20.58333	0.91667	NORTH OF BATON ROUGE	1.00	19.67	<input type="checkbox"/>
- Voyage Rebillables:**

Tow	Voyage	Description	Amount(USD)	Type	S
					<input type="checkbox"/>

a. Item Select presents any adjustments to be included in the Hire Payment. Select the check boxes for those you want to pay/receive credit for:

- **M&R Hours in Excess of the Allowance:** M&R entries are mapped to Delay records.
 - Any M&R entries that are in excess of the monthly allowance appear here.
 - When adding an M&R record, you must indicate how many of the M&R hours are covered by the monthly allowance (the Deduction column).
- **Equipment Shortage/Surplus Periods:** Any deviations from the number of equipment in the contract appear here. For example, if the contract includes a boat and two barges, and for a period during the voyage a third barge joined the tow, a row would appear here representing the additional charge for the time that third barge was in use (surplus). Similarly, if one of the barges left the tow for a period, a row would appear here to credit you for the time the barge was not in service (shortage).
 - The Shortage/Surplus periods are calculated based on the Delivery and Redelivery events on the Equip In/Out tab of the [Activity Log - Barging](#).
 - To **Write Off** an Equipment Shortage/Surplus Period, select the check box for the period.
 - To **Hide Write Off** items, select the check box above the grid.
- **Bunker Adjustments:** Bunker adjustments appear here for equipment entering or leaving the tow.
 - Every Delivery or Redelivery of a piece of equipment generates a Bunker Adjustment row.
 - Bunker adjustments with a zero value appear here as well, to allow you to check that the zero value is correct.
 - If a barge is being redelivered to the owner and the **Track Barge ROB**s check box is not selected, the final ROB entered on the Tow will be ignored because all fuel transferred to the the barge is treated as having been consumed. The ROB entered on the Tow still appears here so that credit can be received from the owner.
 - To **Hide Write Off** items, select the check box above the grid.
- **Rate Differentials:** All [Rate Differentials](#) applicable during the period appear here.
 - If a Rate Differential period overlaps with a M&R period, the Rate Differential period is stopped temporarily while the M&R period is in effect.
 - You can nest multiple instances of the same Rate Differential. For example, you can add a Rate Differential Start as of May 3 and another one with the same Rate Differential Index Term as of May 5, with no Rate Differential end between the two. In this situation, the Rate Differentials go into effect independently of each other and the Rate Differential will be charged twice.
- **Voyage Rebillables:** Include any rebillable items into the Hire Payment, similar to a typical TC contract.
 - Select the check boxes for any rebillable items to be included in the Hire Payment.
 - Click **OK**.

- The Hire Payment is updated with Hire lines and any adjustments you selected.
- Click  to save the Hire Payment.

Source Codes for Equipment TC Contracts

The Equipment TC Contract Payment uses different [source codes](#) than the typical TC Payment:

- **EQIP:** For Equipment TC In Contract Payment
- **EQOB:** For Equipment TC Out Bill
- **ESIP:** For Equipment Spot In Contract Payment
- **ESOB:** For Equipment Spot Out Contract Payment

Outstanding Hire-Payment Adjustments Report

The Outstanding Hire-Payment Adjustments Report is available from the [Operations](#) module center.


▼ Related Config Flags

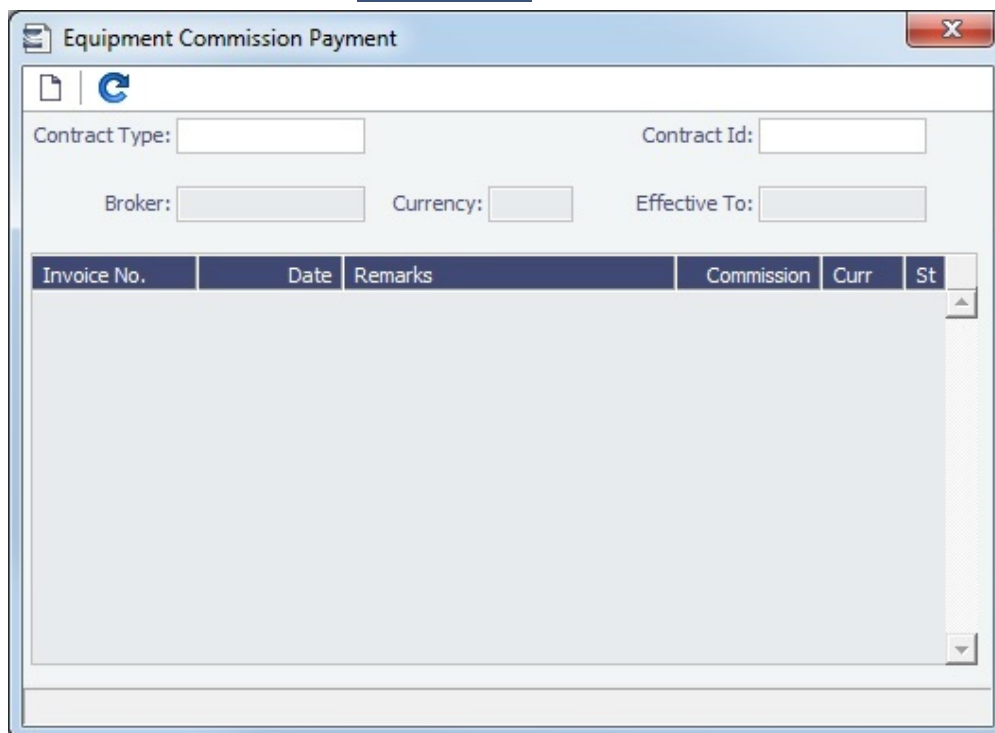
CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

Equipment Commission

On the Equipment Commission Payment form, you can create payments for commission for [Equipment Contracts](#).

- In the Operations module center , under Time Charter In, click **Equipment Commission**.




- On the Equipment Commission Payment Summary, select the **Contract Type** and **Contract ID**. Existing Equipment Commission Payment lines appear.
- To view an existing Equipment Commission Payment, right-click it and then click **Details**.

Creating a New Payment

To create a new Equipment Commission Payment:

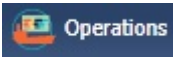
1. On the Equipment Commission Payment Summary, above, click .

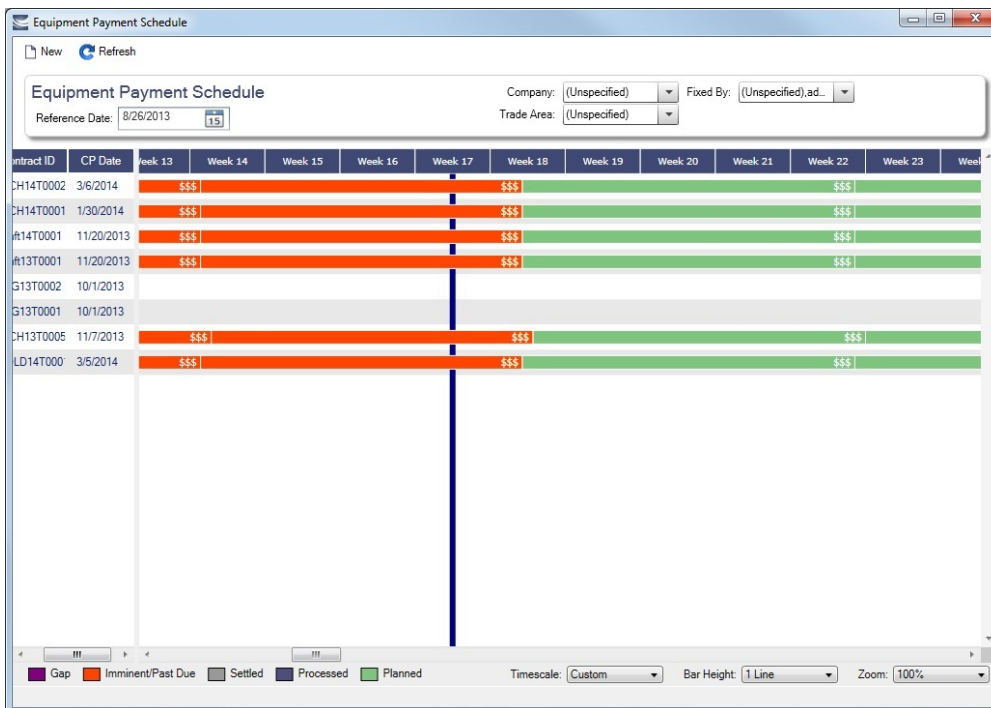
Description	Period From GMT	Period to GMT	TC Amt USD	Voy No.	Rate	Comm USD	C
Hire payment (AKT141009-1) 09/01	09/01/14 00:00	09/11/14 00:00	50,000.00		3.000	1,500.00	<input checked="" type="checkbox"/>
Hire payment (AKT141009-1) 09/01	09/01/14 00:00	09/11/14 00:00	60,000.00		3.000	1,800.00	<input checked="" type="checkbox"/>

- Each possible payment appears, with the **C** (Commissionable) check box selected. Clear check boxes for any detail lines you do not want to include.
- Enter the **Invoice No.**
- Change the **Status** to Actual and then click ; the invoice appears in Financials.

Equipment Payment Schedule

On the Equipment Payment Schedule, you can quickly see the status of payments for equipment.

In the Operations module center , under Time Charter In, click Equipment Payment Schedule.



- When you rest your mouse pointer over a bar, a tooltip tells you the Invoice Number (if the payment has been settled or processed), the Billing Period, and the ID and date of the Time Charter Fixture.
- Double-click a bar to open the Hire Payment, or right-click to create or view a Hire Payment or open the [Equipment Contract](#).

For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#).

Barging - Reporting Workflow

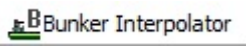


1. When the voyage is completed, Reporting Desks run the [Bunker Interpolator](#) as part of the Voyage Cost Allocation process. The Bunker Interpolator generates bunker readings for every voyage based on reported fuel readings to estimate Arrival and Departure ROBs for each voyage leg.
2. This performance data can be exported to a data warehouse and used to identify owners with high- and low-performing equipment.

This section includes the following topics:

- [Bunker Interpolator](#)
 - [Bunker Interpolation Details](#)

Bunker Interpolator

On the [Bunkers](#) form, click  to initiate the Bunker Interpolator calculation.

Overview

The Bunker Interpolator uses daily ROB readings, along with data from the [Boat Fuel Consumption Ratios Setup](#) and [Barge Fuel Consumption Setup](#) forms to calculate estimated ROBs at arrival and departure and bunker consumption for each voyage leg. The data can be exported to a data warehouse where equipment performance can be analyzed and compared across various equipment owners to make more informed decisions.

Because ROB information is often received from Owners at times that do not correspond to arrivals and departures, arrival and departure ROBs must be interpolated based on historical ROBs obtained by owners.

- The Bunker Interpolator takes two owner-provided ROB readings and calculates and stores the breakdown of consumption between the two readings. The Bunker Interpolator uses the following consumption categories:
 - Propulsion
 - Hotel (Port Consumption)
 - Discharge
 - Heating
 - Adjustment
 - Stop

The values calculated by the Bunker Interpolator appear on the Voyage Manager [Bunkers tab](#) and on the [Voyage Bunkers](#) form.

Total Fuel Consumption Calculation

The total consumption for a piece of equipment is calculated using the following formula:

(ROB at period start) + (bunkers lifted during the period) + (bunkers transferred to the equipment during the period) - (ROB at period end) - (bunkers transferred from the equipment during the period)

- For equipment that joined or departed the tow during the period, the ROB value from the corresponding Delivery, Redelivery, Join, or Depart rows (On the Activity Log Equip In/Out tab) will be used instead of the ROB at period start or ROB at period end values.
- On the Activity Log [Bunkers](#) tab, if the **Track Barge ROBs** check box is not selected, the ROB value for barges will be zero.
 - For a barge entering a tow, if the ROB value is not zero and **Track Barge ROBs** is not selected, IMOS assumes that the fuel onboard the barge is immediately consumed upon joining the tow. A row appears, representing this consumption.
 - When **Track Barge ROBs** is not selected, you should not have a nonzero ROB for a barge departing the tow. If this situation occurs, the ROB amount will be used in the total consumption calculation.

Bunker Interpolator Calculation for Boats

1. The Bunker Interpolator calculates the boat's total fuel consumption using the formula above.
2. For each Laden, Ballast, and Hotel leg within the period, the Bunker Interpolator calculates the percentage of the overall period that the leg represents.
3. For each fuel type that the boat consumed over the period, the Bunker Interpolator:
 - a. Looks up the applicable row on the [Boat](#) form, using the number of barges as of the start date/time of the period. If the applicable row is not found, the Bunker Interpolator looks to the [Boat Fuel Consumption Ratios Setup](#) form.
 - b. Using the fuel consumption data generated from the previous step, calculates the boat's ROB at each Arrival and Departure within the period.
 - c. Assigns all fuel consumed during the period to the appropriate categories:
 - When the fuel consumption period is entirely at port (between a Port Start and a Port End), the difference in ROB's is categorized as Hotel. If the fuel consumption period includes sea time and port time, then the Hotel consumption calculation is **(Number of days in port) * (Daily Hotel consumption rate)**.
 - The daily Hotel consumption rate is specified in the **Hotel Gal/Day** column on the [Boat](#) form. If the Hotel consumption rate is not specified on the Boat form, then the rate on the [Boat Fuel Consumption Ratios Setup](#) form will be used.
 - The remaining fuel is categorized as Propulsion fuel, which is further divided into laden and ballast, depending on the ratios specified on the [Boat](#) form or on the [Boat Fuel Consumption Ratios Setup](#) form.
 - Stop consumption is the fuel consumed during a Stop [delay](#) and is calculated similar to Port Consumption: **(Stop delay days) * (Hotel consumption rate)**.
 - For example, if the Stop delay is 1 day, and the Hotel consumption rate is 20 gal/day, the Stop consumption is calculated as $1 * 20 = 20$ gal.

Bunker Interpolator Calculation for Barges

If the **Track Barge ROBs** check box is selected, a calculation is done for each barge that was in the tow over the period.

- The Bunker Interpolator calculates the barge's total fuel consumption using the formula above.
 - If only Discharge or Heating consumption applies, all consumption is allocated to the Discharge or Heating category, respectively.
 - If both Discharge and Heating consumption applies:
 1. The Bunker Interpolator uses the [Barge Fuel Consumption Setup](#) form to determine the applicable Discharge consumption, in gallons per hour, and multiplies it by the length of each discharge operation to determine the number of gallons used for Discharging.
 2. The Heating consumption is calculated using the formula: **(Total consumption) - (Discharging consumption)**.
 3. The barge's ROBs at each Arrival and Departure is calculated using the fuel consumption results from the previous steps.

Notes:

- You cannot run the calculation if any Voyage Period Journals of type Bunkers have been posted.
- Heating consumption is calculated only if the **Heated** check box is selected for cargoes on the voyage.
- Discharge consumption is calculated if the tow sailed to a type **D** (Discharge) port during the period, and if an **OS/OE** activity type took place during the period.

Bunker Interpolation Details

On the [Bunkers](#) form, click  [Reports](#) and then click **Bunker Interpolation Details**.

IMOS Reporting Center

Print Preview Save Create PDF Email

Bunker Interpolation Details Report

Tow: VESSEL 1 Voyage: 1

Date/Time	Event	Equipment	Fuel Type	ROB	Consumption	Propulsion	Hotel	Discharge	Heating	Adjustment	Stop	Total Voyage Consumption
01/01/13 00:00	Equipment Delivery	NEW BOAT1	MDO	1,000.00								
01/01/13 00:00	Arrival ALABAMA INLAND PORTS	NEW BOAT1	MDO	1,000.00								
01/09/13 00:00	Lifting	NEW BOAT1	MDO	100.00								
01/10/13 00:00	Departure ALABAMA INLAND PORTS	NEW BOAT1	MDO	830.00	270.00		270.00					270.00
01/10/13 02:00	ROB	NEW BOAT1	MDO	600.00	230.00		230.00					500.00
02/01/13 00:00	Equipment Out	NEW BOAT1	MDO		600.00	600.00						1,100.00
02/09/13 00:00	Equipment In	NEW BOAT1	MDO									1,100.00
02/27/13 00:00	Arrival HOUSTON	NEW BOAT1	MDO									1,100.00
03/01/13 00:00	Departure HOUSTON	NEW BOAT1	MDO									1,100.00
03/02/13 00:00	Equipment Out	NEW BOAT1	MDO	200.00	-200.00					-200.00		900.00
03/04/13 00:00	Equipment In	NEW BOAT1	MDO	180.00								900.00
03/08/13 00:00	ROB	NEW BOAT1	MDO	130.00	50.00	50.00						950.00
03/10/13 00:00	Arrival OILTANKING-HOUSTON	NEW BOAT1	MDO	110.54	19.46	19.46						969.46

- Black lines represent data entered manually.
- Red lines represent data calculated by the Bunker Interpolator.

LNG

Note: Requires an [LNG](#) module license. Your configuration might differ from the information shown. For information on other features, see your account manager.

For non-LNG trades, changes in fuel and cargo quantities on board are typically independent of one another. For LNG voyages, however, one of the fuels on board is also the cargo. Fuel transactions affect cargo quantities and vice versa.

The LNG module supports LNG shipping and trading workflows by linking LNG fuel and cargo tracking in IMOS to help users calculate boil-off. LNG is entered into IMOS as both a cargo and a fuel, and any changes to LNG (fuel) or LNG (cargo) quantities are updated in both.

LNG Workflow

With the LNG module, you can follow the [standard IMOS workflow](#) with some modifications:

Data Center

In the [Data Center](#), set up LNG-specific IMOS records.

1. In the Vessel form, create a [vessel of Type code L](#) (LNG Carrier); an [LNG](#) tab appears.
 - A [Fuel Warranty Table](#) column appears on the [Vessel Types](#) form.
 - You can include [Bunker Curve Parameters](#) in the calculation of fuel consumption for LNG Carriers.
2. Create the [Cargo Name](#) and [Fuel/Lube Type, LNG](#).

Chartering

In [Chartering](#), do any of the following:

- Manage LNG contracts.
 - If a vessel's Fuel Warranty Table is other than None, in [TC In](#) and [TC Out](#) contracts, record parameters related to vessel performance warranties in a [Warranty tab](#).
- Create LNG Voyage Estimates.
 - Specify [Fuel Consumption Mode](#) for each LNG voyage leg.
 - For [**OV](#) Estimates only, enter [Max Lift](#) and [Max Discharge](#) in the [LNG detail tab](#) of the Bunker Planning form.

Operations

In [Operations](#), manage LNG voyages.

- On the [Operations](#) tab of the Voyage Manager, specify [Fuel Consumption Mode](#) for each LNG voyage leg.
- In the [Voyage Bunkers](#) form, complete additional fields on the [LNG detail tab](#).

- Automatically capture data from LNG voyage reports using [Veslink](#) (requires Veslink with IMOSConnect).

Financials

In [Financials](#), close LNG voyages.

Reports


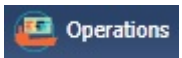
In the [Report Designer](#), run performance reports to benchmark against vessel/Time Charter LNG consumption curves.

Time Charters

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

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 in 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](#).

To access Time Charter forms, in the [Chartering](#)  or [Operations](#)  module center, click the name of the form. Each of these module centers includes some Time Charter forms.

Time Charter Manager Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Concepts

The following pages describe concepts related to Time Charters:

[Page:Address Commission](#)

For more information, see the [Glossary](#).

Workflows

You can do any of the following with Time Charters:

[Page:Creating a Ballast Voyage](#)

[Page:Creating a New Time Charter Out Voyage](#)

Related Key Topics

 These **Key Topics** have high-value information for all users:

[Page:TC In Hire Statement](#)

[Page:TC Out Hire Statement](#)

[Page:Time Charter In](#)

[Page:Time Charter Out](#)

[Page:Time Charter Out Estimates](#)

Time Charter Concepts

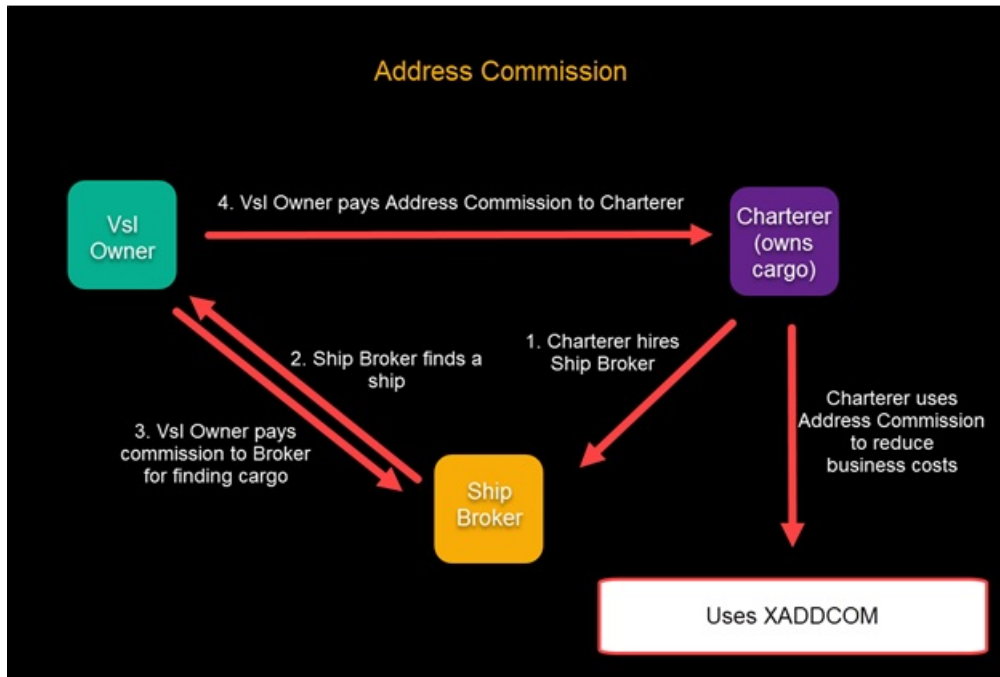
The following pages describe concepts related to Time Charters:

Page: [Address Commission](#)

For more information, see the [Glossary](#).

Address Commission

Address Commission is a fee paid by vessel owners to charterers, who will then use the commission to help cover business costs. As a result, the total fees incurred by the charterer are reduced by the amount of the received Address Commission.



Setting Up Address Commission

To set up Address Commission, on the Brokers grid of a [TC In](#) or [TC Out](#), complete at least the following fields:

- **Broker:** Enter **XADDCOM**. XADDCOM is not technically a broker, but rather acts as a placeholder to trigger the ability for IMOS to include/calculate Address Commission.
- **Rate**
- **Type**
- **Payment Method:**
 - **Deduct from hire:** IMOS will generate an Address Commission payment in the TC Payment.
 - **Pay Separately** and **Pay by Counterparty:** Address Commission will be accounted for in the Commission section instead of in the TC Payment.

Broker	Rate	Type	Payment Method	M	From GMT	To GMT	Remarks
XADDCOM	2.500	%	Deduct from hire	2	09/25/17 20:00	09/25/18 00:00	
Click here to add a row							

Creating an Address Commission Payment

To create an Address Commission payment:

1. On the [TC In](#) or [TC Out](#) toolbar, click **Make Payment**.
2. The [Time Charter Payment](#) form appears. Click **Create / Add Details**.

3. The **Item Select** form appears. Do the following:
 - a. Select the **Address Commission** check box.
 - b. To save, click **OK**. IMOS will generate Time Charter Hire data and Address Commission (COMAD) based off of the TC Hire (TCHIR) amount on the Time Charter Payment form.

The screenshot shows the 'Time Charter Payment' form with the following details:

- Vessel: MV AKTALA
- TC Code: AKTA-10001
- Chartered From: SOUTHEAST MARINE LTD.
- TC Date: 09/17/2017
- Delivery: 09/25/17 20:00
- CP Redelivery: 06/01/18 00:00
- Remarks:
- Period From: 03/24/18 20:00
- Period To: 04/08/18 20:00
- Days: 15.000000
- Daily Rate: 10,000.00000
- Currency: USD
- Payment Type: Period
- Contact Name:
- Remittance Bank:
- Reference:
- PO Number:
- Exchange Rate: 1.000000
- Invoice No.:
- Status: Actual
- Issue Date: / /
- Payment Terms: N15 Net 15 days
- Due Date: / /
- VAT/GST %: 0.00
- PST %: 0.00
- Person In Charge:

Code	Description	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Retain	Amount	Amt USD	Port
TCHIR	Time Charter Hire, rate=10,000.00 USD/day	5		03/24/18 20:00	15.000000	04/08/18 20:00	10,000.00000	<input type="checkbox"/>	150,000.00	150,000.00	
COMAD	Hire Address Commission (2.5%)	5		03/24/18 20:00	15.000000	04/08/18 20:00		<input type="checkbox"/>	-3,750.00	-3,750.00	

Time Charter Workflows

You can do any of the following with Time Charters:

Page: [Creating a Ballast Voyage](#)

Page: [Creating a New Time Charter Out Voyage](#)

Time Charter In

This is a **Key Topic**, with high value for all users.

Walkthrough: Scheduling a Voyage

To view a step, click it in the [workflow](#) diagram:



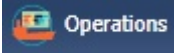
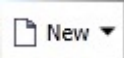



For long-term (several years) and period (several months) Time Charter In contracts, creating the TC, adding it to a [Voyage Estimate](#), and then [scheduling the voyage](#) is a common workflow. For a long-term TC In, after the TC is created, it is treated like an owned vessel from that point forward. For a period TC In, after the TC is created, it is treated like an owned vessel until the point of redelivery, at which point the Chartering team must consider redelivery conditions like bunker quantity and port.

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 payment includes the Time Charter hire for the applicable period, plus Gratuities and bunkers. Typically, you buy the entire amount of bunkers upon Delivery of the vessel. When the vessel is Redelivered, the owner buys back the entire amount, at the price stated on the contract.

The Time Charter In form provides a system for managing the information and payments for vessels chartered in from other parties.

Creating a Time Charter In

- To create a Time Charter In, do one of the following:
 - On the IMOS7 menu, point to **New** and then click **Time Charter In**.
 - In the Trading , Chartering , or Operations  module center, click **Time Charter In**.
 - On the **TC In List**, click  and then click **New TC In**.
 - To copy a Time Charter In, click , then click **Copy to TCI**. You can also create a **Time Charter Out** by clicking **Copy to TCO**.
- In the Time Charter form, enter the contract details, including: Vessel, Counterparty, TC Date, Delivery/Redelivery ports and estimated dates, Hire Information, and Bunkers quantities and prices.
- When you save the form, IMOS generates a Time Charter Code. You can now select this Time Charter Code when you are creating a voyage; the Time Charter information governs the voyage, and the voyage becomes part of this Time Charter.

When the First Voyage is Scheduled

- The **Actual/Projected Delivery** date and time automatically appear in light blue font, to indicate that those values are projected.
- If the **Delivery Port** in the Voyage Manager (first port in the itinerary) is different than the Delivery Port set in the Time Charter In, the port gets updated in the Time Charter In.
- On the **Bunkers Delivery/Redelivery** tab, the **Actual/Projected Delivery** quantities and prices are automatically set for each Fuel Type.

When the First Voyage is Commenced - Vessel is Delivered

When the first voyage is commenced, the Delivery information on the Time Charter In is updated to match the information on the voyage, this time as Actual and not Projected: The Delivery Port, Delivery Date/Time, and the bunker quantities are updated according to the operational information from the voyage. The Time Charter In Status is automatically set to **Delivered**.

When the Last Voyage is Scheduled

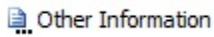
To indicate that a vessel is about to be redelivered upon completion of a particular Voyage, select the **Last TCI Voy** check box in the Voyage Manager. When selected, the Redelivery information in the Voyage Manager updates the Time Charter In:

- The **Actual/Projected Redelivery** date and time automatically appear in light blue font, to indicate that those values are projected.
- If the **Redelivery Port** in the Voyage Manager (last port in the itinerary of the Last TCI Voy) is different than the Redelivery Port set in the Time Charter In, the port on the Time Charter In gets updated.
- On the **Bunkers Delivery/Redelivery tab**, the **Actual/Projected Redelivery** quantities and prices are automatically set for each Fuel Type.
- A **TCI Bunkers Adj on Redelivery** item appears in the Voyage P&L, in case there is an adjustment.

When the Last Voyage is Completed - Vessel is Redelivered

When the last voyage (marked as Last TCI Voy) is completed, the Redelivery information in the Voyage Manager updates the Time Charter In, this time as Actual and not Projected: The Redelivery Port, Redelivery Date/Time, and the bunker quantities are updated according to the operational information from the voyage. The Time Charter In Status is automatically set to **Redelivered**

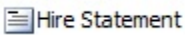
Toolbar



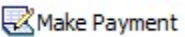
: Add **Other Information** or comments about a number of aspects of the Time Charter.



: Add **Lifting** or **Purchase** options, 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.



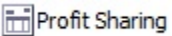
: Open the **TC In Hire Statement**. The Hire Statement for a Time Charter In lists all the amounts invoiced or paid; you can make a payment from it. You can also view reports.



: Open the **Time Charter Payment** form to create Time Charter Payments.



: Open the **TC Commission Payment** form to view and create Time Charter Commission Payments.



(when config flag **CFGTCJointVenture** is enabled): Open the **Profit Share** form for Time Charters.

Contract Information

Vessel:	Date/Fixed By: //	Status:															
TC Code:	Company:	Billing Period:															
Owner:	Department:	Rebillable Admin Fee %: 0.00															
Beneficiary:	Trade Area:	Currency/Exchange Rate: USD 1.000000															
Laycan From:	Ref No.:	Ref Contract:															
Laycan To:	Payment Terms:	Conf Date:															
	Contract Type:																
		<table border="1"> <thead> <tr> <th>Dur.</th> <th>Unit</th> <th>-Days</th> <th>+Days</th> <th>E/L Redel.</th> </tr> </thead> <tbody> <tr> <td>Min:</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max:</td> <td>0</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Dur.	Unit	-Days	+Days	E/L Redel.	Min:	0				Max:	0			
Dur.	Unit	-Days	+Days	E/L Redel.													
Min:	0																
Max:	0																

Add information about the vessel and the contract.



- **E/L Redel:** The calculated value for Earliest/Latest Redelivery appears black. To lock it, either edit it or right-click it and then click **Lock Date**. When the date is locked, it appears **red** to indicate that it will not be recalculated upon changing one of the parameters (**Delivery Date**, **Min Duration / Max Duration**, or **Days / +Days**).

Summary Tree

The Summary tree is at the right; it summarizes important data and forms. You can **attach documents** or **links** or double-click to open an attachment.



Tasks & Alerts or Revisions Panel

Either the **Tasks & Alerts** or **Revisions** panel appears at the top right corner of the form. To expand  or collapse  it, click the double arrow.

To select what you want to view, click  and then click one of the following:

- **Show Tasks & Alerts:** View the Tasks & Alerts panel, which displays the Tasks and Alerts that apply to the contract. The heading bar includes the icon for the most urgent Alert or Task. If none are urgent, the Task that is in progress appears.
- **Show Revisions:** View the Revisions panel, which displays a chronological list of changes to the form. You can also click **Revision History** to view the same information in a list.

Delivery and Redelivery Grid

	Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		
<input type="checkbox"/> Use Local Time		<input type="checkbox"/> Add Off Hire			

	Port	Est LT	Proj/Act LT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		
<input checked="" type="checkbox"/> Use Local Time		<input type="checkbox"/> Add Off Hire			

Add the Delivery and Redelivery ports and times.

- **Use Local Time:** Select to show delivery and redelivery dates in local time instead of GMT in contracts, invoices, Hire Statements, and [Profit Sharing](#) forms.
 - In the first voyage for a TCI/TCO contract, Hire in the P&L considers Commencing time in local time but Ending time in GMT, unless the voyage is marked as Last TCI Voy/Last TCO Voy.
 - When there are multiple voyages under a TCI, and the last one is marked as Last TCI Voyage, the Commence time for the first voyage and the Ending time for the last voyage are considered in local time, and the rest are considered in GMT for P&L calculations.
- **Duration Basis:** If Duration or Redelivery Date is updated, updates automatically to Min, Mid, Max, or Custom, based on the Duration entered. If Basis is set to Option, no longer updates.

Pricing Tab

On the **Pricing tab**, you can add Hire information, Broker information, and Common Voyage Expenses.

Hire Grid

Add Hire information: How much to pay for a TC In or charge for a TC Out.

Pricing		Bunkers Delivery	Exposure	Performance	Notice	Off Hire	Bareboat	Inv Items
Hire Rate	Rate Type	From GMT	To GMT	Duration	Lock	Period	TCL Ins	Comments
0.0000	Per day			0.000000	Duration	Days	0.00	
Click here to add a row								

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.

- Default for **To GMT**: If a Max Duration has been specified, the E/L Redel value from the Max Duration row is used; if Max Duration is zero, the Redelivery date is used.
- For the **Rate Type**, you can select **Index** to assign the Hire Rate according to the Market Rate on the **Index Option** form.

Brokers Grid

Add information about Brokers and Broker Commissions.

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
Click here to add a row						

- The **Type** defaults to % when the rate is 25 or less, or to Daily when the rate is greater than 25.

Note: If an invoice spans a change in the Hire Rate, Broker Rate, or both, the amounts due calculate correctly.

Common Voyage Expenses Grid

On the **Common Voyage Expenses grid**, you can set up additional cost items payable by the Charterer to the Owner, including both one-time and recurring costs. Carrying out this setup causes the applicable items to appear automatically during the Time Charter invoicing process, where you can choose whether they actually apply and should be added to the particular invoice. You can specify a period-based rate for items that do not have a **Rate Type** of Lumpsum.

Code	Description	Rate Type	Rate	Comm	From GMT	To GMT	Remarks
BALLA	Ballast Bonus	Lumpsum	0.00	<input type="checkbox"/>			
CABLE	Gratuities	Per 30 days	0.00	<input type="checkbox"/>	01/01/14 00:00		
VICTU	Victualling		0.00	<input type="checkbox"/>	01/01/14 00:00		
ALLOW	Repr. Exp. / Allowances		0.00	<input type="checkbox"/>	01/01/14 00:00		
LASHS	Lashing and Stowage		0.00	<input type="checkbox"/>	01/01/14 00:00		
ILOHC	ILOHC	Lumpsum	0.00	<input type="checkbox"/>			
INTHC	Intermediate HC	Lumpsum	0.00	<input type="checkbox"/>			
Click here to add a row							

Bunkers Tab

On the **Bunkers tab**, you can enter itemized Bunker information, which flows into the FIFO queue.

These tabs are parallel, but from the other perspective, for a TC In and a TC Out:

Pricing / Bunkers / Exposure / Performance / Notice / Off Hire / Bareboat / Inv Items									
Description	IFO qty	IFO prc	LSI qty	LSI prc	MDO qty	MDO prc	MGO qty	MGO prc	
Pre-purchased By Operator									
Est Delivery	788.460	593.50	56.490	623.50	24.520	918.50	73.360	918.50	
Actual Delivery	788.460		56.490		24.520		73.360		
Delivery Difference									
Supplement to Delivery									
Est Redelivery	788.460	621.88	56.490	652.88	24.520	918.50	73.360	918.50	
Paid by TCI Owner									
For TCI Owner's Account									
Projected Redelivery	1,143.789		10.361		24.350		85.695		
Redelivery Difference	355.329		-46.129		-0.170		12.335		

Use Delivery Bunkers Last
 Delivery ROBs From Official Survey
 Redelivery ROBs From Official Survey
 Bunker Breakdown

Pricing / Bunkers / Exposure / Performance / Notice / Off Hire / Inv Items / Linked Trades									
Description	IFO qty	IFO prc	MDO qty	MDO prc	LSI qty	LSI prc	MGO qty	MGO prc	
Last ROB From Operations	446.800		40.500		232.926		32.900		
Pre-purchased By TCO Charterer									
Est Delivery	1,300.000	667.00	350.000	997.00	40.000	724.00	35.000	1,018.00	
Actual Delivery	1,424.807		40.605		375.657		32.921		
Delivery Difference	124.807		-309.395		335.657		-2.079		
Supplement to Delivery									
Est Redelivery	1,424.807	667.00	40.605	997.00	375.657	724.00	32.921	1,018.00	
Paid by Operator									
For Operator's Account									
Actual Redelivery	1,352.600		42.300		373.100		34.900		
Redelivery Difference	-72.207		1.695		-2.557		1.979		

Bunkers on Consumption
 Owner's Account
 Delivery ROBs From Official Survey
 Redelivery ROBs From Official Survey
 Bunker Breakdown

- Whenever changes are saved to the initial bunkers in the first voyage in the TC, the changes update this tab as well. If the voyage has not yet been Commenced, the figures are considered Estimated; after the voyage has been Commenced, the changes are considered Actual.
- IMOS locks old records and manually edited quantities and highlights those lines in pink:

For TCI Owner's Account 280.000 480.00 0.000 600.00

Those records are not synced between the voyage and the Time Charter.

- To enable an old record to use these new functions, save the Voyage Manager.
- To unlock a record, right-click the line and then click **Unlock**.
- To see or edit information about bunker quantities and prices on delivery and redelivery, click Bunker Breakdown on the bottom of the tab to open the [Delivery/Redelivery Bunker Breakdown](#) form.

Exposure Tab

On the **Exposure tab**, you can enter the Exposure information as it will be processed in the [Trading](#) module.

Exclude Running Costs from Voyage P&L Route: Vessel Type: **HANDYSIZE** Strategy:
 Own Vessel Turnover Ratio: Vessel Type Correlation:

Bunker Exposure

Fuel	Symbol Delivery	Symbol Redelivery
IFO		
MGO		
LSG		
LSF		

TC Exposure Periods

Duration	Unit	Route	Correlation	Start Month
Click here to add a row				

Unavailable Days

Year	Month	Type	Days
Click here to add a row			

The Time Charter Route and Correlation used for the Mark-to-Market of the Time Charter is taken from the Vessel Type if details in the Exposure tab are not completed. Otherwise, if you select a **Route** in the Exposure tab, this Route will be used for the Mark-to-Market.

- Using the **TC Exposure Periods** table, you can mark your positions to market based on multiple routes for different periods.
- Using the **Bunker Exposure** table, you can track hedging your bunkers for delivery and redelivery against a forward curve: Enter the bunker symbols to be used for the Mark-to-Market of the delivery and redelivery bunkers.
- Using the **Unavailable Days** table, you can specify the number of days that the vessel is planned to be unavailable. This value is reflected as Weighted Days in the [Trading P&L Summary](#) and [Trade Details List](#).
- When a **Ballast Bonus** is specified on the [Common Voyage Expenses grid](#), the Ballast Bonus Exposure information appears.

Performance Tab

On the **Performance tab**, you can enter speed and consumption information from the vessel owner to verify the vessel's performance.

Speed	B/L	IFO	LSF
14.00	L	22.00	22.00
15.00	B	20.00	22.00
Click here to add a row			

Type	Load	Disch	Idle/On	Idle/Off	Heat	Heat+	Heat++	IGS	Clean	Maneuv	Auxil	Cool	Boiler
IFO	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C
LSF	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C
Click here to add a row													

Beaufort: CALM 0 Sea State: CALM (GLASSY) 0 Swell Force: NO SWELL 0 Ballast Speed: 0.00 Laden Speed: 0.00

- **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](#).
- **In Port Consumption table**
- The **Beaufort**, **Sea State**, and **Swell Force** fields indicate the maximum weather conditions for which the charter party warranties are applicable.
- Fuel consumption in conditions exceeding these maximums is tracked separately from fuel consumption under normal conditions, as follows:
 - In the Veslink Noon Report, when the **Track Fuel Consumption over Weather Threshold** check box is selected on the System Configuration page, the **Over Weather Threshold** field appears in the ROB control. The shipboard user enters the amount of the daily fuel consumption that occurred in conditions over the weather threshold. This value is:
 - Sent to IMOS and stored in the Bad Weather Consumption field on the [Extra Information for Report form](#).

- Taken into account by all performance-related reports in IMOS. That is, this amount of fuel consumption is backed out before carrying out performance calculations.
- Note that in case of a TCTO voyage, the TC In and TC Out contracts may have differing stipulations on the Performance tab. So, for a TCTO voyage, you can produce the Voyage Performance Report either for the TCI Fixture or the TCO Fixture.

For LNG Vessels

Type	Grade	Load	Disch	Idle/On	Idle/Off	Reliq	GCU/Steam	Meter Adj	IGS	Clean	Maneuvr	Auxil
IFO		5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C ▲
MGO		5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C
LSF		5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C ▼

- **Reliq, GCU/Steam, and Meter Adj** consumption table columns replace Heat, Heat+, and Heat++.
- You can include [Bunker Curve Parameters](#) in the calculation of fuel consumption.

Warranty Tab

When [Vessel Type Code](#) is L (LNG Carrier) and [Vessel Type Fuel Warranty Table](#) is other than None, a **Warranty tab** appears. On this tab, you can record parameters related to vessel performance warranties.

Depending on the [Vessel Type Fuel Warranty Table](#), different fields appear.

• FOE by Fuel Cons Mode:

• By Plant (ME/DG/Reliq):

• FOE + Pilot Fuel:

Notice Tab

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

This tab enables you to establish a series of points in time, measured in number of days prior to delivery or redelivery, at which your company is contractually required to provide notification of its intention to take delivery of/redeliver the vessel. You can also record whether each required notice has actually been sent.

Such notification emails are not automatically sent; this must be done manually. Nor are any alerts generated regarding the need to send such notification emails. This is simply a place where, upon fixing the TC Contract, you can set up the contractually mandated reminders, and then, as each one is sent, track that it has been sent by selecting the corresponding check box.

- To record notices, do one of the following:
 - Manually enter notices.
 - In the **Delivery** or **Redelivery** field at the top, enter the number of prior days, for example, **20/10/5/3/2/1**. Notices will be created based upon the estimated delivery/redelivery time, one line for each number.
- To record that you have sent a notice, select its **S** check box.
- 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.

Off Hire Tab

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

For a delay to appear on a linked Time Charter contract, the TCI%/TCO% field on the [Delay Information](#) form must be populated with a number other than 0.00.

Bareboat Tab

On the **Bareboat** tab (only on the Time Charter In Manager), you can create and maintain additional related contracts, such as with a crew manager, that might be needed in case of a bareboat charter. (The bareboat-in charter is treated as the main contract.)

Code	Beneficiary	Date	Contract Start	Contract End	Remarks
Click here to add a row					

Create New Contract

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.

Title	Value
Click here to add a row	

Invoice Items Tab

INTHC items can be billed multiple times in the course of a Time Charter Contract; 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					

Linked Trades

On the **Linked Trades tab**, you can link **FFAs** so that you can keep track of hedging related to each contract, or **Bunker Swap** lots (per month) by selecting from those that are not linked to any other contract. To view the linked contract, right-click the line and click **See Trade Details/See Bunker Swap**. If there was no value in the Reference column, the **Contract ID** is populated in this field.

Trade ID	Type	Period	Status	(Un)realized
263	Bunker Swap	AUG 2012	Settled	10,160.00
Click here to add a row				

Linking FFAs to a Time Charter In does not impact the Trading P&L, Trade Details List, or Voyage P&L.



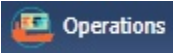
Remarks/Notes to Operations/Roles

At the bottom of the Time Charter Manager, you can enter general, free-text **Remarks** to print on the Time Charter report, enter **Notes to Operations** to appear in the Voyage Manager, and (with `CFGEnableVoyageRoles` enabled) assign Controller and Finance Coordinator **Roles** for the Time Charter.

For Time Charter In contracts, you can also enter [Owner's Commissions](#) information.

Remarks	Notes to Operations	Roles
Next Open Date:		
Owner's Comm. (%):		0.00
Owner's Comm. Pay To:		

TC In List

All Time Charter In contracts appear on the TC In List. In the Trading , Chartering , or Operations  module center, next to Time Charter In, click **List**.

The TC In List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

▼ Related Config Flags

`CFGUseCompanyLobTradeAreaHier`
archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

`CFGClearCompanyLobOnCopy`

Clears the Company, LOB, and Department values when copying a Time Charter In.

`CFGDefaultTCStatus`

Sets the default status of Time Charter contracts.

`CFGBillByNaturalMonth`

Always ends 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.

`CFGAlwaysProrateMonthlyTCRates`

When enabled, monthly rates in Time Charters are always prorated, so an exact month may not yield a round number. All Monthly rates will be prorated, without considering the months included in the specific billing period.

`CFGUseAbsoluteMinMaxOnTC`

Uses the **Less Days** and **More Days** values for **Min** and **Max Duration**.

`CFGEnableTCOpsCoordinator`

Adds an **Ops Coordinator** field.

`CFGEnableTCChtrSpecialist`

Adds a **Chtr Specialist** field. The value in will be copied to the TCO Contract when fixing a TCO Estimate.

`CFGTcJointVenture`

Adds a Profit Sharing button to the toolbar to enable entering Owner [Profit Share](#) details manually in both TCI and TCO. These profit sharing items will be included in the Time Charter Invoices.

`CFGEnableTCWriteOff`

Adds a Write Off field to the Hire Table in Time Charter In and Time Charter Out contracts. The Write Off amount is automatically added to the Hire on the invoice and is subject to the different commissions and Off Hire.

`CFGDefaultTCCommPaymentMethod`

Sets a default Payment Method for brokers.

CFGCheckRedelBnkVsHire

Enables Alerts for partial bunker deductions, to make sure charterers can collect the value of redelivered bunkers.

- On the [Item Select](#) form, 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 (Quantity and Amount) are editable.
- An Unpriced Bunkers informational check box appears on the Bunkers tab.

CFGExcludeTcConsFromBunkerCalcs

Uses the consumption rates from the [Vessel](#) form instead. This can be used for performance at the end of the charter.

CFGEnableVesselBunkerGrade

Specifies the Fuel Grade in a Grade column and defaults this value on the [Bunker Requirement](#).

CFGEnableVoyageRoles

Adds a Roles tab to set the Controller and Finance Coordinator for the Time Charter.

CFGEnableContractMirroring

Enables 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.

CFGEnableOpsLOB

If enabled, displays an **LOB (Line of Business)** field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.

Index Option

Note: The [Trading](#) module is required to use this feature, so that you have the necessary market data.

On the TC [In/Out Pricing](#) tab, do the following:

1. Add a row to the hire grid and then set its **Rate Type** to **Index** to assign the Hire Rate according to the Market Rate, as imported from the Baltic (which can be seen in the Market Rate column in the [Trade Details List](#)).
2. Right-click the hire line and then click **Index Option**.

Market:	
Route:	
Adjustment %:	100.00
Billing Method:	Average of billing period
Lumpsum Offset:	0.00
Floor (\$/day):	0.00
Ceiling (\$/day):	0.00

3. On the Index Option form, you can enter the **Market**, the **Route** used for the Time Charter, the **Adjustment** (as a percentage and/or a 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.

Examples for Adjustment:

- **Adjustment Percentage:** If Market Hire Rate = 1,000/day, and % = 70, new Hire Rate = 700 (70% of 1,000)
- **Lumpsum Offset:** If Market Hire Rate = 1,000/day, and Lumpsum Offset = 70, new Hire Rate = 1,070/day

▼ Related Config Flags

CFGCMSIADatTag

Controls the XML element used to get the index value for market data feeds. Possible tag values:

- TimeCharterSettlement
- TimeCharterAverage

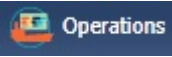
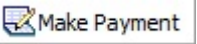
Time Charter Payment

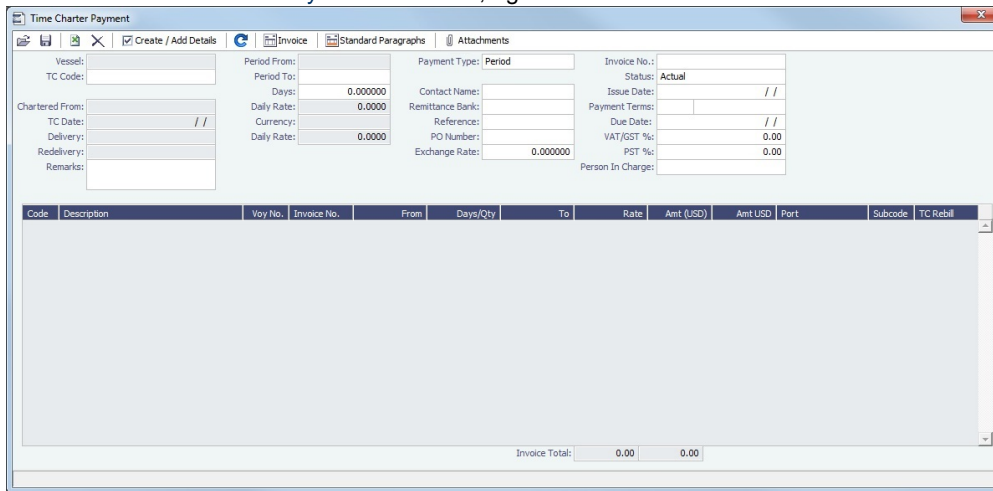
Just as the Voyage Manager handles the costs of the voyage, the **Time Charter In (TC In)** handles the costs for the use of the vessel.

Making a Payment

To create an invoice that reflects the bill sent by the vessel owner:


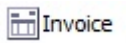
1. Do one of the following:

- In the Operations module center , under Time Charter In, click **Time Charter Payment**. Then, enter the **TC Code**.
- On the **TC In**, click .
- On the **Time Charter Payment Schedule**, right-click a bar and then click **Create New Hire Payment**.



2. On the payment, complete the information:

- **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 TC Hire, cannot be allocated this way. If the contract has no more Period payments remaining, the Payment Type defaults to Special.
 - **Incremental:** For an Incremental payment, a sort of reconciliation of accounts is performed. All amounts due since the beginning of the TC contract are calculated, and all payments made are subtracted. The net difference then shows as the payment due. We recommend that you use this payment method once at the end of the TC to ensure that the accounts are correct; the incremental invoice does not allow you to include all the line items that a period invoice allows.
- **Invoice No. and Issue Date:** The number and date from the bill sent to you.
- **Rate:** Populated only for the TC Hire lines, with the rate used for each line.
 - When the rate of an index-linked Hire line is changed after issuing the invoice (either due to a manually-entered value or new market data), the next issued invoice will include a reversal of the previous invoice/invoices and the current rate will be used for that period.
- **TC Rebill:** This field can be used to rebill CVE, Miscellaneous, Voyage, Off Hire, or Port Expenses across TC contracts for the same vessel.
 - When rebilling between two TC contracts with different Company values, the amount is rebilled in the same sign as the original amount. If the two contracts are recorded under the same Company, the rebillable amount has the opposite sign of the original amount.

3. Click  to select line items to add to the payment in the [Item Select](#) form.
4. To create an invoice, click . The payment appears in the Summary tree on the TC In.

When you issue an invoice for [bunker costs](#), the text refers to the entities as Charterer and Owner. The [Item Select](#) form has a separate check box for quantities For TC In Owner's Account, and with Cost on Delivery selected, any prepurchased quantity is deducted from the delivery quantity. You can also select Supplement to Delivery.

Note: When posting a TC Payment, the Bunkers Redelivery quantity is negative to give an overview and a subtotal of the Accounts Analysis with Rate/Quantity for the relevant accounts.

▼ Related Config Flags

CFGAutoGeneralTCIPInvNo

For TC Payments, the Invoice No. field becomes read-only and Invoice # defaults to {T C Code} {Vessel} {Hire Number} if none is specified.

CFGCheckRedelBnkVsHire

Enables Alerts for partial bunker deductions, to make sure charterers can collect the value of redelivered bunkers.

- On the [Item Select](#) form, 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 TC invoice.
- A validation warning is added to the Voyage Manager, which appears for Last TC In/TC Out Voyages with end quantities that are different than the Estimated Redelivery quantities in the linked TC contract.
- Bunkers Cost on Redelivery line items (Quantity and Amount) are editable.
- An Unpriced Bunkers informational check box appears on the Bunkers tab.

CFGBORSafetyMarginDays

Specifies the days used in the calculation for the Redelivery Bunkers deduction warning. The flag is only relevant when CFGCheckRedelBnkVsHire enabled.

CFGCheckRedelBnkTolerance

The warning only appears when the difference is higher than the percentage value set in this flag.

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

CFGDefVoyNoToTciPay

Auto-assigns the voyage number to a TC In Payment.

CFGIncrementalXmlExportDiffs

When enabled, the TC incremental Hire invoice xml will only show lines for amount differences per category.

CFGBlockInvoicingOutsideHireTable

When enabled, for Equipment Contract and TC invoicing, Hire cannot be invoiced beyond the end date of the Hire Rate table.

CFGIncludeInvoiceAttachmentBase64

When enabled, includes a base-64 encoded version of the invoice attachments in the XML output.

Time Charter Payment Schedule

On the TC Payment Schedule, you can quickly see the status of payments for hired vessels.

To open the TC Payment Schedule, do one of the following:

- In the Operations module center , under Time Charter In, click **TC Payment Schedule**.
- On the IMOS7 menu, point to **Tools** and then click **TC Payment Schedule**.

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

- To open a [payment](#), double-click the bar.
- To create a [payment](#), right-click to use the context menu.
- To open the [Hire Statement](#) or the [Time Charter](#), right-click to use the context menu.






For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#).

Approving or Rejecting Invoices

To review an invoice for approval (if you have [rights](#)), do one of the following:

- Right-click an Actual invoice and select **Approve Invoice**.
- Open the invoice for viewing.

In the invoice, do one of the following:

- Click  and then enter a **Comment**, if required.
- Click  and then enter a **Comment**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
- Click  and then enter a **Comment** that tells the reason for the rejection.

Owner's Commissions

Owner's Commission Summary

On the Owner's Commission Summary form, you can create payments for Owner's Commission for [Time Charter In](#) contracts with **Owner's Comm. (%)** and **Owner's Comm. Pay To** specified.


In the Operations module center , under [Time Charter In](#), click **Owner's Commissions**.

When you select a **Vessel** from the selection list, any existing payments appear.

Owner's Commission Payment

The Owner's Commission Payment form shows all the relevant voyages and the commission payment applied to each of them.

1. On the Owner's Commission Summary, select a **Vessel** and then do one of the following:

- To create a new Owner's Commission Payment, click .
- To view an existing payment, right-click it and then click **View Payment**.

Any existing payments appear.

2. Complete the remaining fields on the form as appropriate.

- To post the payment, a new [Business Rule](#) must be added for OWCM:OWCOM.

▼ Related Config Flags


CFGUsePostedInPooling

When enabled, only amounts from the latest accruals snapshot are considered in the basis payment calculation.

CFGPoolCommByAccount

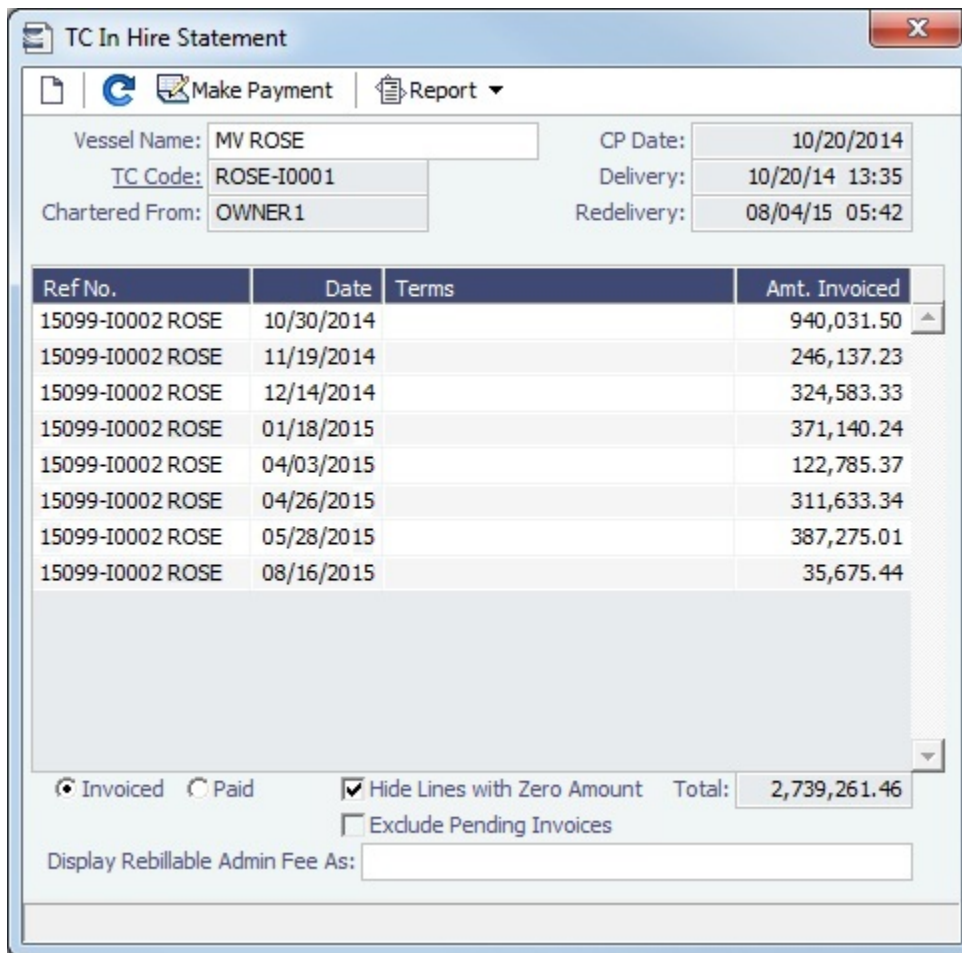
When enabled, IMOS only calculates the basis amount for the commission from accounts that are marked as [Mgt.](#)

TC In Hire Statement

 This is a **Key Topic**, with high value for all users.

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  [Hire Statement](#) on the Time Charter In.




The screenshot shows a software window titled "TC In Hire Statement". At the top, there are icons for "Make Payment" and "Report". Below these are input fields for "Vessel Name: MV ROSE", "CP Date: 10/20/2014", "TC Code: ROSE-I0001", "Delivery: 10/20/14 13:35", "Chartered From: OWNER1", and "Redelivery: 08/04/15 05:42". A table lists invoice details with columns for Ref No., Date, Terms, and Amt. Invoiced. At the bottom, there are radio buttons for "Invoiced" (selected) and "Paid", a checked checkbox for "Hide Lines with Zero Amount", a total amount of 2,739,261.46, and an unchecked checkbox for "Exclude Pending Invoices". A text field for "Display Rebillable Admin Fee As:" is also present.


Ref No.	Date	Terms	Amt. Invoiced
15099-I0002 ROSE	10/30/2014		940,031.50
15099-I0002 ROSE	11/19/2014		246,137.23
15099-I0002 ROSE	12/14/2014		324,583.33
15099-I0002 ROSE	01/18/2015		371,140.24
15099-I0002 ROSE	04/03/2015		122,785.37
15099-I0002 ROSE	04/26/2015		311,633.34
15099-I0002 ROSE	05/28/2015		387,275.01
15099-I0002 ROSE	08/16/2015		35,675.44

If there are bunker adjustment lines due to off hire, the off hire time period information is included in those lines.

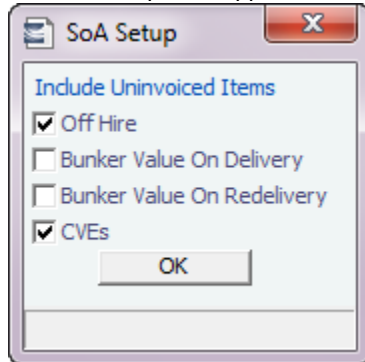
On a **Time Charter In** Hire Statement:

- To select **Invoiced** or **Paid** items, click the radio button at the bottom.
- To make a [payment](#), click .

Reports

To view a report, click  Report ▾. You can view three reports that show Hire information in slightly different ways.

- **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. It is a calculation of what should have been billed until the date of the last invoice.
 - On a Hire Statement Report for **bunker costs**, the text refers to the entities as Charterer and Owner.
 - **Configuration flag CFGTcItemsFlag** enables you to print out, as both Outstanding Items and Inconsistent Items, certain TC items, including Rebill, ILOHC, and INTHC.
- **Statement of Accounts:** Using the same categories, shows if there are outstanding amounts to be paid/received over a period in the TC that has already been invoiced/billed. The period is from the From date of the first hire/bill to the To date of the last hire/bill. The report calculates the amounts due to the owner/charterer basis the TC In/Out fixture terms and deducts the amounts invoiced or paid/received. A charterer might send this along with each payment. When this report is selected, the SoA Setup form appears, and uninvoiced items can be selected for inclusion.



- **SoA Recap:** Includes all invoiced items, according to the corresponding categories. All invoices appear in the Payment section, including Pending invoices. The balance in the report is the balance of the Estimated Expenses entered in this contract.

▼ Related Config Flags

CFGTCUseProjRedelDate

Uses the Proj/Act Redelivery date on the Hire Statement, rather than the Est Redelivery date.

CFGBankSelectOnHireStatement

Enables bank selection when generating TCI, TCO, and Bareboat Hire Statement reports.

CFGEnableDetailedHireStatement

Makes a Statement of Accounts (Detailed) option available in TC Hire Statement reports. Details of invoices related to the TC are exported to an XML file but not displayed in the UI.

CFGShowOffhireAsAdjInTCReports

When enabled, the full delay details are displayed in the adjustment section of the Hire Statement.

CFGTcItemsFlag

Controls which billable items from the TC will appear on the Hire Statement report, even if not included in an invoice. This flag is a bitflag, meaning that each option has a value, and summing up those values allows for different combinations.

- **0** = Default functionality.
- **1** = In Lieu of Hold Cleaning (ILOHC) items will appear, even if not already included in an invoice.
- **2** = Intermediate Hold Cleaning (INTHC) items will appear, even if not already included in an invoice.
- **4** = Rebillable items (e.g., Owner's Expenses) will appear, even if not already included in an invoice.

Possible bitflag combinations:

- **3** = Both ILOHC and INTHC will appear.

- 5 = Both ILOHC and Rebillable items will appear.
- 6 = Both INTHC and Rebillable items will appear.
- 7 = ILOHC, INTHC, and Rebillable items will appear.


Profit Share - Time Charters

Profit Sharing enables recording and storing profit share agreements on a Time Charter In or Head Fixture and using this data for payments and Trading calculations.

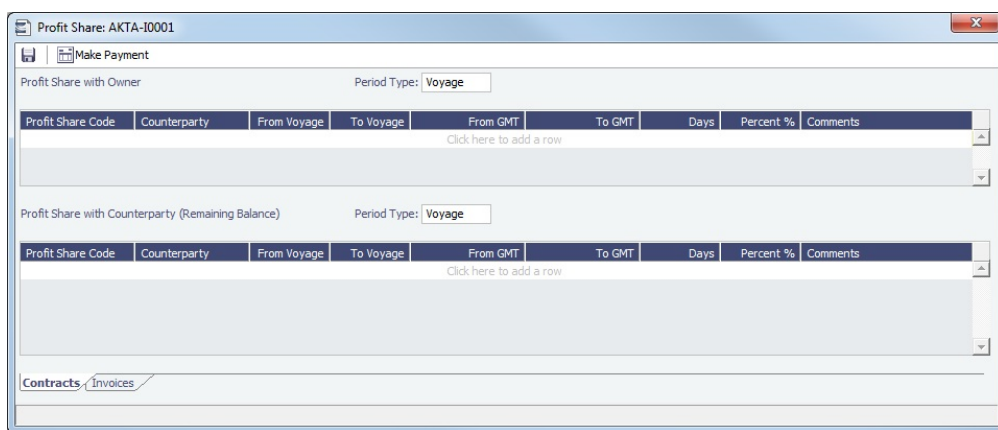
Profit Sharing Contracts

For profit sharing contracts with the Owner and other counterparties, you can record profit share contracts and issue invoices based on linked voyages.

On the [Time Charter In](#) or [Head Fixture](#), click  Profit Sharing.

- With [CFGTCJointVenture](#) enabled, click  Profit Sharing and then click **Profit Sharing Contracts**.

Contracts Tab



The Contracts tab has two sections.

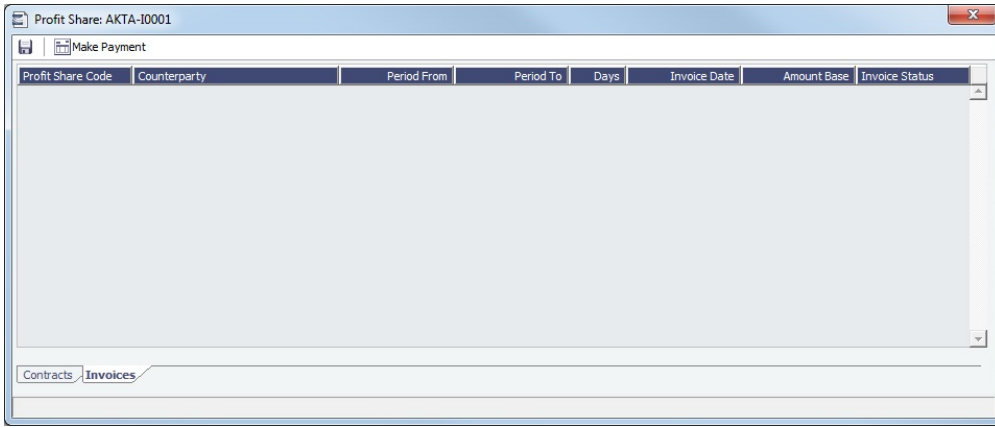
In each section, record profit share contracts for a specific **Period Type**.


- **Profit Share with Owner**
- **Profit Share with Counterparty**
 - The Counterparty can be any Address Book contact other than the Owner.
 - The Counterparty profit share is applied to the balance remaining after profit sharing with the Owner.

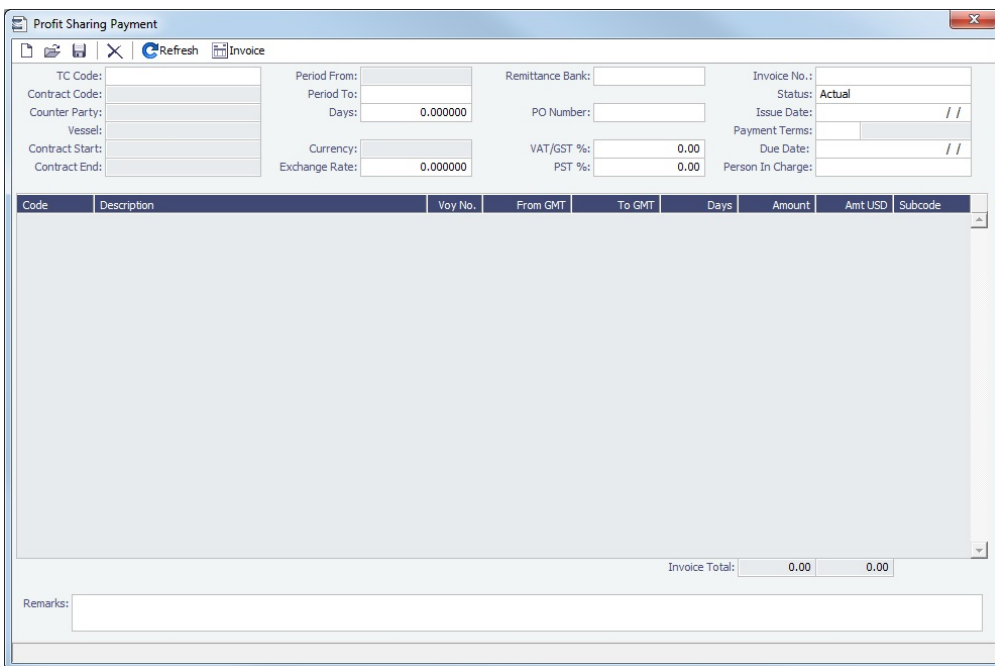
In both sections:


- **To Voyage:** For an in-progress TC with voyages that are not yet created in IMOS, if **Period Type** is **Voyage**, leave this field blank to have it default to the latest voyage associated with the contract. When making subsequent payments for the same counterparty, previous payments will be reversed and re-calculated on the invoice along with the addition of any newly created voyages.

Invoices Tab and Payment



On the Invoices tab, to create an invoice, which is a payment for the profit share counterparty, click  **Make Payment** .



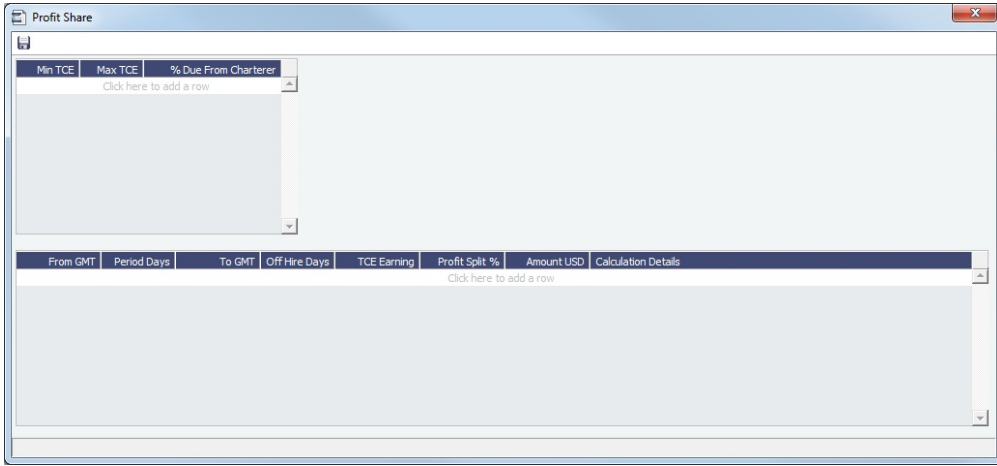
- Each line item represents a percentage applied on an overlapping voyage.
- The amount is the profit share percentage applied on the prorated voyage P&L for that period.
- Invoices are issued incrementally: Previous invoices are reversed, and the invoice is recalculated with the most up-to-date voyage P&L.
- For every line item, a Subcode can be specified, to apply different **Business Rules**. The following Business Rules are required; both should be assigned to a Balance Sheet account.
 - TCPS: TCPNLSHARE: For the profit share amount
 - TCPS: PSADJ: For adjustments of the previously invoiced amounts
- To create an invoice, click  **Invoice** .

Profit Sharing for Owners Only


Configuration flag CFGTcJointVenture enables entering Owner Profit Sharing details manually in both the Time Charter In and the Time Charter Out. These profit sharing items will be included in the Time Charter Invoices.

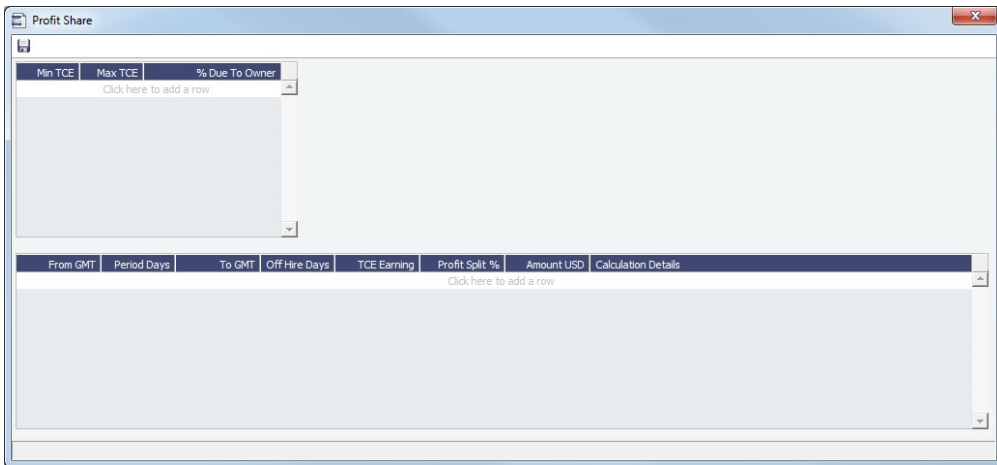
Time Charter In

On the **Time Charter In**, click  **Profit Sharing** ▼ and then click **Profit Sharing for Owners Only**.



Time Charter Out

On the **Time Charter Out**, click  **Profit Sharing**.




▼ **Related Config Flags**

CFGTCJointVenture

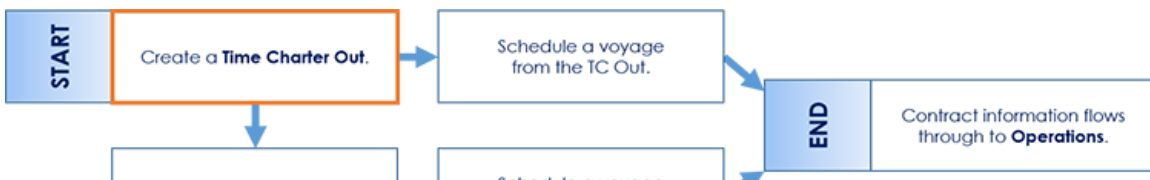
Adds a Profit Sharing button to the toolbar to enable entering Owner Profit Share details manually in both TCI and TCO. These profit sharing items will be included in the Time Charter Invoices.

Time Charter Out

 This is a **Key Topic**, with high value for all users.

Walkthrough: Scheduling a Voyage

To view a step, click it in the [workflow diagram](#):

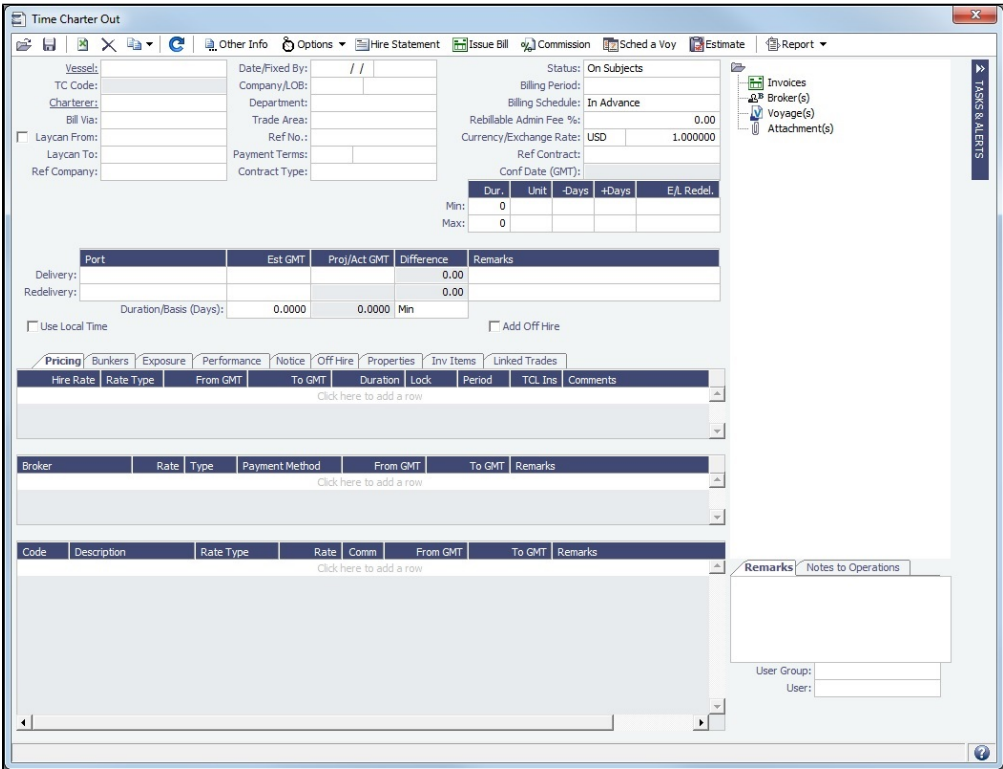




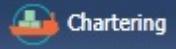
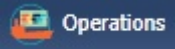



For clients who are fixing their vessels on TC Out on long term basis with minimal ballasting, creating a Time Charter Out contract and then **scheduling a voyage** is a common workflow. Optionally, you can create a **Voyage Estimate** before scheduling.

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. Hire is paid in advance, and the Billing Period is usually 15 days. The first bill includes the Time Charter hire for the applicable period, plus Gratuities and bunkers. Typically, you sell the entire amount of bunkers upon Delivery of the vessel. When the vessel is Redelivered, you buy back the entire amount, at the price stated on the contract.


The Time Charter Out Manager provides for the scheduling, billing, and receipt of payments for vessels chartered out to other parties.



Creating a Time Charter Out

- 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 Out, click  and then click **Copy to TCO**. You can also create a **Time Charter In** by clicking **Copy to TCI**.
- Enter the required information. This is the same as for the **Time Charter In**, except for the **Charterer** field, rather than Owner.
- Enter any additional information, following the **Time Charter In** instructions.
- To save your changes, click . IMOS creates a Time Charter code.

Scheduling a Voyage

To schedule a voyage, click  **Sched a Voy** and complete the [Create New Voyage](#) form. Typically, a single Voyage is scheduled for a single Time Charter Out, so in this Voyage when scheduling it from the Time Charter Out.

When the Voyage is Scheduled

- A **Y** port (Delivery) and a **Z** port (Redelivery) are automatically created.
- The **Actual/Projected Delivery** date and time appear in light blue font, according to the Y port, to indicate those values are projected.
- If the **Delivery Port** in the Voyage Manager (Y port) is different than the Delivery Port set in the Time Charter Out, the port is updated in the Time Charter Out.
- On the **Bunkers Delivery/Redelivery tab**, the **Actual/Projected Delivery** quantities and prices are automatically set for each Fuel Type.
- A **TCO Bunkers Adj on Delivery** item appears in the Voyage P&L, in case there is an adjustment.

If a **Z** port (Redelivery) is also specified in the voyage:

- The **Actual/Projected Redelivery** date and time are automatically appear in light blue font according to the Z port, to indicate those values are projected.
- If the **Redelivery Port** in the Voyage Manager (Z port) is different than the Redelivery Port set in the Time Charter Out, the port gets updated in the Time Charter Out.
- On the **Bunkers Delivery/Redelivery tab**, the **Actual/Projected Redelivery** quantities and prices are automatically set for each Fuel Type.

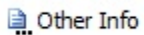
When the Vessel is Delivered

When the **Y** port (Delivery) is arrived, the Delivery information is defaulted to the Time Charter Out, this time as Actual and not Projected: The **Delivery Port**, **Delivery Date/Time**, and the Bunker quantities are updated according to the Operational information from the Voyage. The Time Charter Out **Status** is automatically set to Delivered.

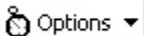
When the Vessel is Redelivered

When the **Z** port (Redelivery) is sailed, the Redelivery information is defaulted to the Time Charter Out, this time as Actual and not Projected: The **Redelivery Port**, **Redelivery Date/Time**, and the Bunker quantities are updated according to the Operational information from the Voyage. The Time Charter Out **Status** is automatically set to Redelivered.

Toolbar



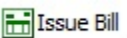
: Add [Other Information](#) or comments about a number of aspects of the Time Charter.



: Add [Lifting](#) or [Purchase](#) options, 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.



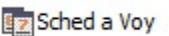
: Open the [TC Out Hire Statement](#). The Hire Statement for a Time Charter Out lists all the amounts invoiced or received; you can issue a bill from it. You can also view reports.



: Open the [Time Charter Bill](#) form to create Time Charter Bills.



: Open the [TC Commission Payment](#) form to view and create Time Charter Commission Payments.



: Schedule a voyage.



: Create a [Time Charter Out Estimate](#).

Contract Information

Vessel:	Date/Fixed By: //	Status:
TC Code:	Company:	Billing Period:
Owner:	Department:	Rebillable Admin Fee %: 0.00
Beneficiary:	Trade Area:	Currency/Exchange Rate: USD 1.000000
Laycan From:	Ref No.:	Ref Contract:
Laycan To:	Payment Terms:	Conf Date:
	Contract Type:	

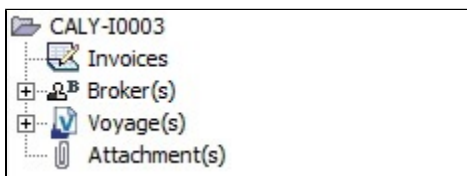
	Dur.	Unit	-Days	+Days	E/L Redel.
Min:	0				
Max:	0				

Add information about the vessel and the contract.

- **E/L Redel:** The calculated value for Earliest/Latest Redelivery appears black. To lock it, either edit it or right-click it and then click **Lock Date**. When the date is locked, it appears **red** to indicate that it will not be recalculated upon changing one of the parameters (**Delivery Date**, **Min Duration / Max Duration**, or **Days / +Days**).

Summary Tree

The Summary tree is at the right; it summarizes important data and forms. You can [attach documents or links](#) or double-click to open an attachment.



Tasks & Alerts or Revisions Panel

Either the **Tasks & Alerts** or **Revisions** panel appears at the top right corner of the form. To expand or collapse it, click the double arrow.

To select what you want to view, click and then click one of the following:

- **Show Tasks & Alerts:** View the Tasks & Alerts panel, which displays the Tasks and Alerts that apply to the contract. The heading bar includes the icon for the most urgent Alert or Task. If none are urgent, the Task that is in progress appears.
- **Show Revisions:** View the Revisions panel, which displays a chronological list of changes to the form. You can also click **Revision History** to view the same information in a list.

Delivery and Redelivery Grid

	Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		
<input type="checkbox"/> Use Local Time		<input type="checkbox"/> Add Off Hire			

	Port	Est LT	Proj/Act LT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		
<input checked="" type="checkbox"/> Use Local Time		<input type="checkbox"/> Add Off Hire			

Add the Delivery and Redelivery ports and times.

- **Use Local Time:** Select to show delivery and redelivery dates in local time instead of GMT in contracts, invoices, Hire Statements, and [Profit Sharing](#) forms.
 - In the first voyage for a TCI/TCO contract, Hire in the P&L considers Commencing time in local time but Ending time in GMT, unless the voyage is marked as Last TCI Voy/Last TCO Voy.
 - When there are multiple voyages under a TCI, and the last one is marked as Last TCI Voyage, the Commence time for the first voyage and the Ending time for the last voyage are considered in local time, and the rest are considered in GMT for P&L calculations.
- **Duration Basis:** If Duration or Redelivery Date is updated, updates automatically to Min, Mid, Max, or Custom, based on the Duration entered. If Basis is set to Option, no longer updates.

Pricing Tab

On the **Pricing tab**, you can add Hire information, Broker information, and Common Voyage Expenses.

Hire Grid

Add Hire information: How much to pay for a TC In or charge for a TC Out.

Hire Rate	Rate Type	From GMT	To GMT	Duration	Lock	Period	TCL Ins	Comments
0.0000	Per day			0.000000	Duration	Days	0.00	
Click here to add a row								

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.
 - Default for **To GMT**: If a Max Duration has been specified, the E/L Redel value from the Max Duration row is used; if Max Duration is zero, the Redelivery date is used.
- For the **Rate Type**, you can select **Index** to assign the Hire Rate according to the Market Rate on the [Index Option](#) form.

Brokers Grid

Add information about Brokers and Broker Commissions.

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
Click here to add a row						

- The **Type** defaults to % when the rate is 25 or less, or to Daily when the rate is greater than 25.

Note: If an invoice spans a change in the Hire Rate, Broker Rate, or both, the amounts due calculate correctly.

Common Voyage Expenses Grid

On the **Common Voyage Expenses grid**, you can set up additional cost items payable by the Charterer to the Owner, including both one-time and recurring costs. Carrying out this setup causes the applicable items to appear automatically during the Time Charter invoicing process, where you can choose whether they actually apply and should be added to the particular invoice. You can specify a period-based rate for items that do not have a **Rate Type** of Lumpsum.

Code	Description	Rate Type	Rate	Comm	From GMT	To GMT	Remarks
BALLA	Ballast Bonus	Lumpsum	0.00	<input type="checkbox"/>			
CABLE	Gratuities	Per 30 days	0.00	<input type="checkbox"/>	01/01/14 00:00		
VICTU	Victualling		0.00	<input type="checkbox"/>	01/01/14 00:00		
ALLOW	Repr. Exp. / Allowances		0.00	<input type="checkbox"/>	01/01/14 00:00		
LASHS	Lashing and Stowage		0.00	<input type="checkbox"/>	01/01/14 00:00		
ILOHC	ILOHC	Lumpsum	0.00	<input type="checkbox"/>			
INTHC	Intermediate HC	Lumpsum	0.00	<input type="checkbox"/>			
Click here to add a row							

Bunkers Tab

On the **Bunkers tab**, you can enter itemized Bunker information, which flows into the FIFO queue.

These tabs are parallel, but from the other perspective, for a TC In and a TC Out:

Description	IFO qty	IFO prc	LSI qty	LSI prc	MDO qty	MDO prc	MGO qty	MGO prc
Pre-purchased By Operator								
Est Delivery	788.460	593.50	56.490	623.50	24.520	918.50	73.360	918.50
Actual Delivery	788.460		56.490		24.520		73.360	
Delivery Difference								
Supplement to Delivery								
Est Redelivery	788.460	621.88	56.490	652.88	24.520	918.50	73.360	918.50
Paid by TCI Owner								
For TCI Owner's Account								
Projected Redelivery	1,143.789		10.361		24.350		85.695	
Redelivery Difference	355.329		-46.129		-0.170		12.335	

Use Delivery Bunkers Last
 Delivery ROBs From Official Survey
 Redelivery ROBs From Official Survey

Description	IFO qty	IFO prc	MDO qty	MDO prc	LSI qty	LSI prc	MGO qty	MGO prc
Last ROB From Operations								
	446.800		40.500		232.926		32.900	
Pre-purchased By TCO Charterer								
Est Delivery	1,300.000	667.00	350.000	997.00	40.000	724.00	35.000	1,018.00
Actual Delivery	1,424.807		40.605		375.657		32.921	
Delivery Difference	124.807		-309.395		335.657		-2.079	
Supplement to Delivery								
Est Redelivery	1,424.807	667.00	40.605	997.00	375.657	724.00	32.921	1,018.00
Paid by Operator								
For Operator's Account								
Actual Redelivery	1,352.600		42.300		373.100		34.900	
Redelivery Difference	-72.207		1.695		-2.557		1.979	

Bunkers on Consumption
 Owner's Account
 Delivery ROBs From Official Survey
 Rebillable
 Redelivery ROBs From Official Survey

- Whenever changes are saved to the initial bunkers in the first voyage in the TC, the changes update this tab as well. If the voyage has not yet been Commenced, the figures are considered Estimated; after the voyage has been Commenced, the changes are considered Actual.
- IMOS locks old records and manually edited quantities and highlights those lines in pink:

For TCI Owner's Account	280.000	480.00	0.000	600.00
-------------------------	---------	--------	-------	--------

Those records are not synced between the voyage and the Time Charter.

 - To enable an old record to use these new functions, save the Voyage Manager.
 - To unlock a record, right-click the line and then click **Unlock**.
- To see or edit information about bunker quantities and prices on delivery and redelivery, click on the bottom of the tab to open the [Delivery/Redelivery Bunker Breakdown](#) form.

Exposure Tab

On the **Exposure tab**, you can enter the Exposure information as it will be processed in the [Trading](#) module.

Exclude Running Costs from Voyage P&L Route: Vessel Type: **HANDYSIZE** Strategy:
 Own Vessel Turnover Ratio: Vessel Type Correlation:

Bunker Exposure

Fuel	Symbol Delivery	Symbol Redelivery
IFO		
MGO		
LSG		
LSF		

TC Exposure Periods Basis: **Delivery**

Duration	Unit	Route	Correlation	Start Month
Click here to add a row				

Unavailable Days

Year	Month	Type	Days
Click here to add a row			

The Time Charter Route and Correlation used for the Mark-to-Market of the Time Charter is taken from the Vessel Type if details in the Exposure tab are not completed. Otherwise, if you select a **Route** in the Exposure tab, this Route will be used for the Mark-to-Market.

- Using the **TC Exposure Periods** table, you can mark your positions to market based on multiple routes for different periods.
- Using the **Bunker Exposure** table, you can track hedging your bunkers for delivery and redelivery against a forward curve: Enter the bunker symbols to be used for the Mark-to-Market of the delivery and redelivery bunkers.
- Using the **Unavailable Days** table, you can specify the number of days that the vessel is planned to be unavailable. This value is reflected as Weighted Days in the [Trading P&L Summary](#) and [Trade Details List](#).
- When a **Ballast Bonus** is specified on the [Common Voyage Expenses grid](#), the Ballast Bonus Exposure information appears.

Performance Tab

On the **Performance tab**, you can enter speed and consumption information from the vessel owner to verify the vessel's performance.

Pricing Bunkers Delivery Exposure **Performance** Notice Off Hire Bareboat Inv Items

Speed	B/L	IFO	LSF
14.00	L	22.00	22.00
15.00	B	20.00	22.00

Click here to add a row

Type	Load	Disch	Idle/On	Idle/Off	Heat	Heat+	Heat++	IGS	Clean	Maneuvr	Auxil	Cool	Boiler
IFO	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C
LSF	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C

Click here to add a row

Beaufort: CALM 0 Sea State: CALM (GLASSY) 0 Swell Force: NO SWELL 0 Ballast Speed: 0.00 Laden Speed: 0.00

- **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](#).
- **In Port Consumption table**
- The **Beaufort**, **Sea State**, and **Swell Force** fields indicate the maximum weather conditions for which the charter party warranties are applicable.
- Fuel consumption in conditions exceeding these maximums is tracked separately from fuel consumption under normal conditions, as follows:
 - In the Veslink Noon Report, when the **Track Fuel Consumption over Weather Threshold** check box is selected on the System Configuration page, the **Over Weather Threshold** field appears in the ROB control. The shipboard user enters the amount of the daily fuel consumption that occurred in conditions over the weather threshold. This value is:
 - Sent to IMOS and stored in the Bad Weather Consumption field on the [Extra Information for Report form](#).

- Taken into account by all performance-related reports in IMOS. That is, this amount of fuel consumption is backed out before carrying out performance calculations.
- Note that in case of a TCTO voyage, the TC In and TC Out contracts may have differing stipulations on the Performance tab. So, for a TCTO voyage, you can produce the Voyage Performance Report either for the TCI Fixture or the TCO Fixture.

For LNG Vessels

Type	Grade	Load	Disch	Idle/On	Idle/Off	Reliq	GCU/Steam	Meter Adj	IGS	Clean	Maneuvr	Auxil
IFO		5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C ▲
MGO		5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C
LSF		5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C ▼

- **Reliq, GCU/Steam, and Meter Adj** consumption table columns replace Heat, Heat+, and Heat++.
- You can include **Bunker Curve Parameters** in the calculation of fuel consumption.

Warranty Tab

When **Vessel Type Code** is L (LNG Carrier) and **Vessel Type Fuel Warranty Table** is other than None, a **Warranty tab** appears. On this tab, you can record parameters related to vessel performance warranties.

Depending on the **Vessel Type Fuel Warranty Table**, different fields appear.

• FOE by Fuel Cons Mode:

• By Plant (ME/DG/Reliq):

• FOE + Pilot Fuel:

Notice Tab

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

This tab enables you to establish a series of points in time, measured in number of days prior to delivery or redelivery, at which your company is contractually required to provide notification of its intention to take delivery of/redeliver the vessel. You can also record whether each required notice has actually been sent.

Such notification emails are not automatically sent; this must be done manually. Nor are any alerts generated regarding the need to send such notification emails. This is simply a place where, upon fixing the TC Contract, you can set up the contractually mandated reminders, and then, as each one is sent, track that it has been sent by selecting the corresponding check box.

- To record notices, do one of the following:
 - Manually enter notices.
 - In the **Delivery** or **Redelivery** field at the top, enter the number of prior days, for example, **20/10/5/3/2/1**. Notices will be created based upon the estimated delivery/redelivery time, one line for each number.
- To record that you have sent a notice, select its **S** check box.
- 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.

Off Hire Tab

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

Voy	Reason	From	Zone	To	Zone	Hours	Ded Hrs.	Net Hrs	Value	Bnk Value
CP Off Hire Days: 0.00 Monthly M&R Allowance: 0.00 Total: 0.00 0.00 0.00 0.00										

For a delay to appear on a linked Time Charter contract, the TCI%/TCO% field on the [Delay Information](#) form must be populated with a number other than 0.00.

Bareboat Tab

On the **Bareboat** tab (only on the Time Charter In Manager), you can create and maintain additional related contracts, such as with a crew manager, that might be needed in case of a bareboat charter. (The bareboat-in charter is treated as the main contract.)

Code	Beneficiary	Date	Contract Start	Contract End	Remarks
Click here to add a row					

Create New Contract

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.

Title	Value
Click here to add a row	

Invoice Items Tab

INTHC items can be billed multiple times in the course of a Time Charter Contract; 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					

Linked Trades

On the **Linked Trades tab**, you can link **FFAs** so that you can keep track of hedging related to each contract, or **Bunker Swap** lots (per month) by selecting from those that are not linked to any other contract. To view the linked contract, right-click the line and click **See Trade Details/See Bunker Swap**. If there was no value in the Reference column, the **Contract ID** is populated in this field.

Trade ID	Type	Period	Status	(Un)realized
263	Bunker Swap	AUG 2012	Settled	10,160.00
Click here to add a row				

Linking FFAs to a Time Charter In does not impact the Trading P&L, Trade Details List, or Voyage P&L.




Remarks/Notes to Operations/Roles

At the bottom of the Time Charter Manager, you can enter general, free-text **Remarks** to print on the Time Charter report, enter **Notes to Operations** to appear in the Voyage Manager, and (with `CFGEnableVoyageRoles` enabled) assign Controller and Finance Coordinator **Roles** for the Time Charter.

For Time Charter Out contracts, you can also enter **User Group/User** (*Department/Team*) information.

Remarks	Notes to Operations	Roles
User Group:		
User:		

TC Out List

All Time Charter Out contracts appear on the TC Out List. In the Trading , Chartering , or Operations  module center, next to Time Charter Out, click **List**.

The TC Out List is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

▼ Related Config Flags

`CFGUseCompanyLobTradeAreaHier`
archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

`CFGClearCompanyLobOnCopy`

Clears the Company, LOB, and Department values when copying a Time Charter In.

`CFGDefaultTCStatus`

Sets the default status of Time Charter contracts.

`CFGBillByNaturalMonth`

Always ends 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.

`CFGUseAbsoluteMinMaxOnTC`

Uses the **Less Days** and **More Days** values for **Min** and **Max Duration**.

`CFGEnableTCOpsCoordinator`

Adds an **Ops Coordinator** field.

`CFGEnableTCChtrSpecialist`

Adds a **Chtr Specialist** field. The value in will be copied to the TCO Contract when fixing a TCO Estimate.

`CFGTcJointVenture`

Adds a Profit Sharing button to the toolbar to enable entering Owner [Profit Share](#) details manually in both TCI and TCO. These profit sharing items will be included in the Time Charter Invoices.

`CFGEnableTCWriteOff`

Adds a Write Off field to the Hire Table in Time Charter In and Time Charter Out contracts. The Write Off amount is automatically added to the Hire on the invoice and is subject to the different commissions and Off Hire.

`CFGDefaultTCCommPaymentMethod`

Sets a default Payment Method for brokers.

`CFGCheckRedelBnkVsHire`

Enables Alerts for partial bunker deductions, to make sure charterers can collect the value of redelivered bunkers.

- On the [Item Select](#) form, 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 (Quantity and Amount) are editable.
- An Unpriced Bunkers informational check box appears on the Bunkers tab.

CFGExcludeTcConsFromBunkerCalcs

Uses the consumption rates from the [Vessel](#) form instead. This can be used for performance at the end of the charter.

CFGEnableVesselBunkerGrade

Specifies the Fuel Grade in a Grade column and defaults this value on the [Bunker Requirement](#).

CFGEnableVoyageRoles

Adds a Roles tab to set the Controller and Finance Coordinator for the Time Charter.

CFGEnableTcoBunkerOnOwner

Adds an **Owner's Account** check box on the Bunkers Tab.

- When cleared, only ballast bunkers appear.
- Selecting this check box specifies that all bunkers consumed during this TCO are on the owner's account. There will be no bunker sales to the charterer at delivery and no bunker purchases from the charterer at redelivery. Any bunkers lifted during the TCO voyage will be on the owner's account, and bunker invoices must be paid by the owner, just like in an Own Voyage (OV).

Also, when this check box is selected, the **Rebillable** check box can be selected, which causes the Bunker Consumption in the Voyage P&L to be net zero by adding a Rebill line for the Bunkers Consumption. This amount can be billed in the Time Charter Out Bill.

CFGAlwaysShowTCOBunkerAdj

Causes TCO Bunker Redelivery Adjustments to be calculated regardless of the status of the linked TCO Fixture.


CFGEnableContractMirroring

Enables 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.

CFGEnableOpsLOB

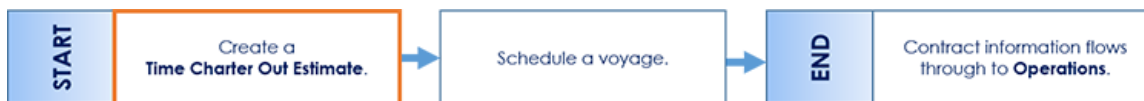
If enabled, displays an **LOB (Line of Business)** field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.

Time Charter Out Estimates

 This is a **Key Topic**, with high value for all users.

Walkthrough: Scheduling a Voyage

To view a step, click it in the [workflow](#) diagram:



For clients who may be fixing on trip or period basis with a ballast leg, creating a TC Out Estimate and then scheduling a voyage is a common workflow.

You can determine what to charge a Charterer for the use of your vessel by creating a Time Charter Out (TC 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 TC Out.


Creating a TC Out Estimate

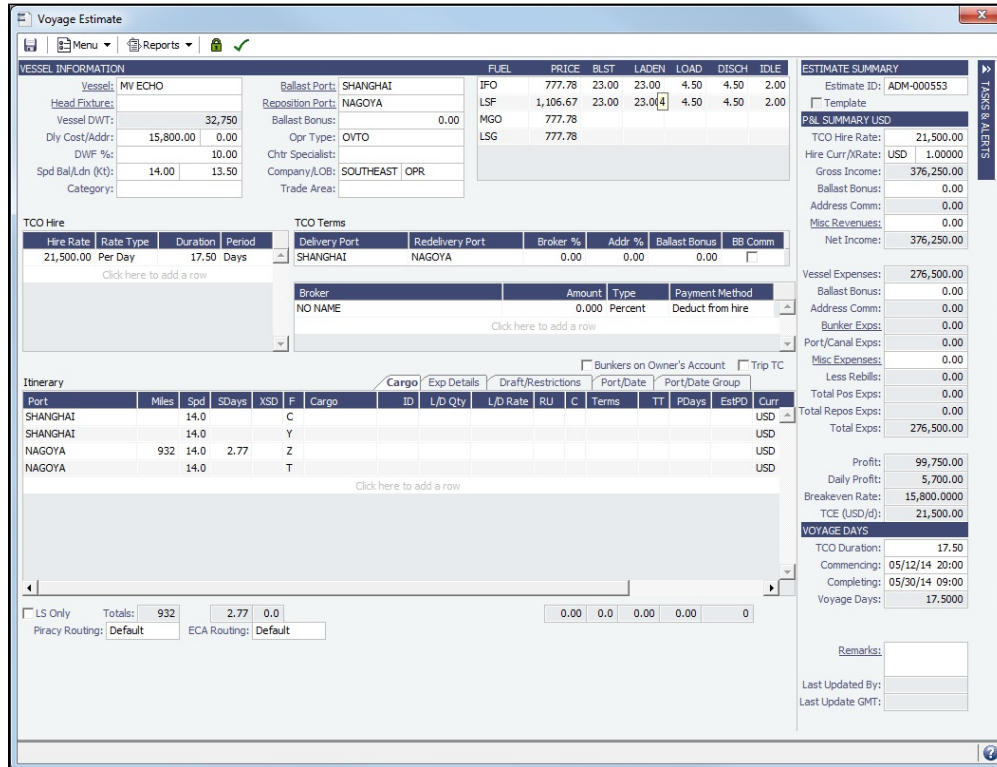
To create a TC Out Estimate, do one of the following:

- In a Voyage Estimate, in Column View, click  and then click **New TCO Estimate**.

Details	
TCO Est ID:	ADM-000651
<u>Vessel:</u>	
Dly Cost/Addr:	0.00 0.00
Spd Bal/Laden:	0.00 0.00
TCI Bal Bonus:	0.00
Charterer:	
TCO Duration:	0.00
Position Port:	
Delivery:	
Redelivery:	
Reposition Port:	
TCO Hire/Day:	0.00
Hire Curr/XRate:	USD 1.00000
Add/Brk Comm:	0.00 0.00
<u>Misc Revenues:</u>	0.00
<u>Misc Expenses:</u>	0.00
Fuel Pr/MT:	0.00 0.00
	0.00 0.00
Days Pos/Repos:	0.00 0.00
Commencing:	
Completing:	
Gross Income:	0.00
Net Income:	0.00
Positioning Cost:	0.00
Total Expenses:	0.00
Profit Total :	0.00
Daily Profit:	0.00
<u>TC Equiv:</u>	0
TCO Bal Bonus:	0.00
Last Update GMT:	
<u>Remarks:</u>	
<< Hide	

To add more information, click  to change to Details view.

- On the TC Out form, click  Estimate .





The screenshot shows the 'Voyage Estimate' window with the following data:

VESSEL INFORMATION				FUEL				PRICE				BLST				LADEN				LOAD				DISCH				IDLE			
Vessel:	MV ECHO	Ballast Port:	SHANGHAI	IPO	777.78	23.00	23.00	4.50	4.50	2.00	2.00	LSF	1,106.67	23.00	23.00	4.50	4.50	2.00	2.00	MGO	777.78			LSG	777.78						

TCO Hire				TCO Terms					
Hire Rate	Rate Type	Duration	Period	Delivery Port	Redelivery Port	Broker %	Addr %	Ballast Bonus	BB Comm
21,500.00	Per Day	17.50	Days	SHANGHAI	NAGOYA	0.00	0.00	0.00	0.00

ESTIMATE SUMMARY											
Estimate ID: ADM-000553											
P&L SUMMARY USD											
TCO Hire Rate:	21,500.00										
Hire Curr/MRate:	USD 1.00000										
Gross Income:	376,250.00										
Ballast Bonus:	0.00										
Address Comm:	0.00										
Misc Revenue:	0.00										
Net Income:	376,250.00										

It opens in Details view. To change to Column view, click  Column .

- In Details view, you can enter information about **TCO Hire**, **TCO Terms**, 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.

Note: Values from a .TDEFAULT Voyage Estimate do not populate a TC Out Estimate.

TCO Hire Grid

In the TCO Hire grid, you can set multiple different hire lines, each with a **Rate Type**, **Duration**, and **Period** (duration type).

Hire Rate	Rate Type	Duration	Period
21,500.00	Per Day	17.50	Days
Click here to add a row			

TCO Terms Grid


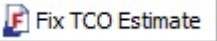
In the TCO Terms grid, you can specify Delivery/Redelivery ports, Broker/Address total commissions, Ballast Bonus, and whether the Ballast Bonus is commissionable.

TCO Terms					
Delivery Port	Redelivery Port	Broker %	Addr %	Ballast Bonus	BB Comm
SHANGHAI	NAGOYA	0.00	0.00	0.00	<input type="checkbox"/>
Broker		Amount	Type	Payment Method	
NO NAME		0.000	Percent	Deduct from hire	
Click here to add a row					

- Specifying a Delivery/Redelivery port creates or edits the corresponding Y/Z port in the Itinerary. If the Y/Z ports are created /edited in the Itinerary, the corresponding values are updated here.
- Specifying a Broker/Address commission creates corresponding lines in the Brokers table if they were not already specified. Changing the values in the Brokers table updates these values here.

Creating a TC Out Fixture from a TC Out Estimate

To create a TC Out Fixture from a TC Out Estimate:

- In **Column view**, click  and then click **Fix Estimate**.
- In **Details view**, click .

When the Estimate is fixed, all its values flow into the TC Out Fixture, and when scheduled, the multiple hire lines are itemized in the Voyage P&L.

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 the following:

- On the IMOS7 menu, point to **Tools** and then click **TC Billing Schedule**.
- In the Operations module center , under Time Charter Out, 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.

- To open a bill, double-click the bar.

- To create an invoice, right-click to use the context menu.
- To open the Hire Statement or the Time Charter, right-click to use the context menu.




For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#).

Approving or Rejecting Invoices

To review an invoice for approval (if you have [rights](#)), do one of the following:

- Right-click an Actual invoice and select **Approve Invoice**.
- Open the invoice for viewing.

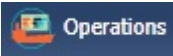
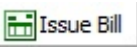
In the invoice, do one of the following:

- Click  and then enter a **Comment**, if required.
- Click  and then enter a **Comment**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
- Click  and then enter a **Comment** that tells the reason for the rejection.

Time Charter Bill

To create a Time Charter Bill to send to the charterer:


1. Do one of the following:


- In the Operations module center , under Time Charter Out, click **Time Charter Bill**. Select the **TC Code**
- On the [Time Charter Out](#), click .

2. On the bill, complete the information:

- **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. If the contract has no more Period payments remaining, the Payment Type defaults to Special.
 - **Incremental:** For an Incremental payment, a sort of reconciliation of accounts is performed. It calculates all amounts due since the beginning of the Time Charter Contract, and subtracts all payments made. It then shows the net difference as the payment due. You can use this payment method once at the end of the Time Charter to ensure the accounts are correct, or use it for every payment.
- **Rate:** This field is populated only for the Time Charter Hire lines, with the rate used for each line.
 - When the rate of an index-linked hire line is changed after issuing the invoice (either due to a manually-entered value or new market data), the next issued invoice will include a reversal of the previous invoice/invoices and the current rate will be used for that period.
- **TC Rebill:** This field can be used to rebill CVE, Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.

- When rebilling between two Time Charter contracts with different Company values, the amount is rebilled in the same sign as the original amount. If the two contracts are recorded under the same Company, the rebillable amount has the opposite sign of the original amount.

3. Click  [Create / Add Details](#) to select line items to add to the bill in the [Item Select](#) form.

4. To create an invoice to send, click  [Invoice](#). The bill appears in the Summary tree on the Time Charter Out.

When you issue an invoice for [bunker costs](#), the text refers to the entities as Charterer and Owner. The [Item Select](#) form has a separate check box for quantities For Operator's Account, and with Cost on Delivery selected, any prepurchased quantity will be deducted from the delivery quantity. You can also select Supplement to Delivery.

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.

▼ Related Config Flags

CFGLockTCOBInvNo

Blocks editing of the invoice number on a Time Charter Out Bill.

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.


CFGIncrementalXmlExportDiffs

When enabled, the TC incremental hire invoice xml will only show lines for amount differences per category.

CFGIncludeInvoiceAttachmentBase64

When enabled, includes a base-64 encoded version of the invoice attachments in the XML output.

TC Out Hire Statement

 This is a **Key Topic**, with high value for all users.

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

To view the TC Out Hire Statement, click  [Hire Statement](#) on the Time Charter Out.

TC Out Hire Statement

Issue Bill | Report

Vessel Name: MV FORTUNA CP Date: 03/04/2015
 TC Code: FRTN-O0003 Delivery: 03/08/15 03:30
 Chartered From: OWNER1 Redelivery: 06/28/15 20:12

Ref No.	Date	Terms	Amt. Received
15NPPS0000FRTN	03/20/2015		620,614.47
15NPPS0000FRTN	04/22/2015		262,500.00
15NPPS0000FRTN	05/13/2015		262,500.00
15NPPS0000FRTN	06/01/2015		262,500.00
15NPPS0000FRTN	07/30/2015		127,893.43


Invoiced Received Hide Lines with Zero Amount Exclude Pending Invoices
 Total: 1,536,007.90
 Display Rebillable Admin Fee As:

If there are bunker adjustment lines due to off hire, the off hire time period information is included in those lines.

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

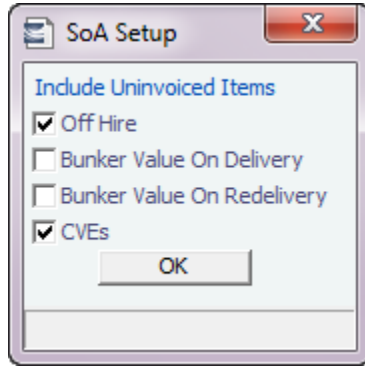
- To select **Invoiced** or **Received** items, click the radio button at the bottom.
- To issue a bill, click  Issue Bill.

Reports

To view a report, click  Report. You can view three reports that show Hire information in slightly different ways.

- **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, an owner might send the charterer the Hire Statement, showing the balance.
 - On a Hire Statement Report for **bunker costs**, the text refers to the entities as Charterer and Owner.
- **Statement of Account:** Using the same categories, shows if there are outstanding amounts to be paid/received over a period in the TC that has already been invoiced/billed. The period is from the From date of the first hire/bill to the To date of the last hire/bill. The report calculates the amounts due to the owner/charterer basis the TC In/Out fixture terms and deducts

the amounts invoiced or paid/received. A charterer might send this along with each payment. When this report is selected, the SoA Setup form appears, and uninvoiced items can be selected for inclusion.



- **SoA Recap:** Includes all invoiced items, according to the corresponding categories. All invoices appear in the Payment section, including Pending invoices. The balance in the report is the balance of the Estimated Expenses entered in this contract.

▼ Related Config Flags

CFGTCUseProjRedelDate

Uses the Proj/Act Redelivery date on the Hire Statement, rather than the Est Redelivery date.

CFGBankSelectOnHireStatement

Enables bank selection when generating TCI, TCO, and Bareboat Hire Statement reports.

CFGEnableDetailedHireStatement

Makes a Statement of Accounts (Detailed) option available in TC Hire Statement reports. Details of invoices related to the TC are exported to an XML file but not displayed in the UI.

CFGShowOffhireAsAdjInTCReports

When enabled, the full delay details are displayed in the adjustment section of the Hire Statement.

Item Select - Time Charter

You can add additional details to a [Time Charter Payment](#) or a [Time Charter Bill](#).

1. Click **Create / Add Details** to select line items to add to the payment or bill in the Item Select form.

- The first payment/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.
- To add miscellaneous line items, use either **Voyage Expenses**, which affect the P&L, or **Miscellaneous Adjustments**, which affect the Balance Sheet directly. For more details, see [Time Charter Miscellaneous Adjustments](#).
- If a **Ballast Bonus** payment is needed, the check box is highlighted in **yellow**.
- The first payment/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 in **yellow**.
- When CFGAutoSetCleanItems is enabled, in the following cases, Hold Cleaning items (Intermediate HC/ILOHC) are automatically selected:
 - For a TCTO Voyage:
 - If Intermediate HC was added to a TCO Bill, Intermediate HC is selected on the Item Select form of the next TCI Payment.
 - If Intermediate HC was selected and set for a certain number of times in the TCO Bill, the same number is set in the TCI Payment.
 - If the voyage is not yet completed and is marked as Last TCI Voyage, any billing of ILOHC in the TCO Bill triggers automatic selecting of Intermediate HC in the TCI Payment.
 - For any TC Voyage (TCOV or TCTO), if a linked voyage is marked as the Last TCI Voyage and is in Completed status, the next TCI Payment will have ILOHC selected by default.
 - When adding ILOHC to a TCI Payment or TCO Bill, if a linked voyage is marked as Last TCI or Last TCO, that voyage number will be assigned to the ILOHC line on the invoice.
- To set a Voyage/Misc expense as estimated and have it appear on the [SoA Recap Report](#), create [Operations Ledger](#) code ESTEXP, select Misc Adjustments, and then select ESTEXP in the Subcode field on the ADJST line of the Time Charter Payment.
 - Once the actual expense is incurred, create a credit for the estimate (using ADJST/ESTEXP) and then create a new line for the actual expense.

2. When you finish selecting, click **OK**; the line items appear on the payment or bill.

Item Select for Incremental Payments or Bills

To create an invoice with Payment Type **Incremental**, the **Issue Date** must be entered. IMOS will apply a credit to any invoices with Issue Dates before this one.

- When the Time Charter status is Redelivered, the **Include Redelivery Bunkers** check box is selected by default. 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.

Outstanding Hire-Payment Adjustments Report

The Outstanding Hire-Payment Adjustments Report is available from the [Operations](#) module center.

▼ Related Config Flags

CFGCheckRedelBnkVsHire

Enables Alerts for partial bunker deductions, to make sure charterers can collect the value of redelivered bunkers.

- On the Item Select form, the Cost On Redelivery items are only highlighted in **yellow** 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 (Quantity and Amount) are editable.
- An Unpriced Bunkers informational check box appears on the Bunkers tab.

Time Charter Miscellaneous Adjustments


Four types of adjustments 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

Other Information

You can add other information or comments about Time Charters.

Do one of the following:

- On a Time Charter In, click  Other Information.

- On a Time Charter Out, click  Other Info.

- For any Offhire Voyages that appear at the bottom of the form, to access the **Bunker Handling for Off Hire Voyage** form, right-click a voyage line and then click **Bunker Handling**.

Related Config Flags


CFGShowRemittanceInCargo
 Adds **Remittance Bank**, **Invoice %**, **Payment Terms**, and **Balance %** fields to **CP Terms Details** and the **Cargo COA**, **Cargo**, **VC In COA**, and **VC In Itinerary/Options** tab. Also adds a **Remittance Bank** field to Time Charter Other Information. Remittance

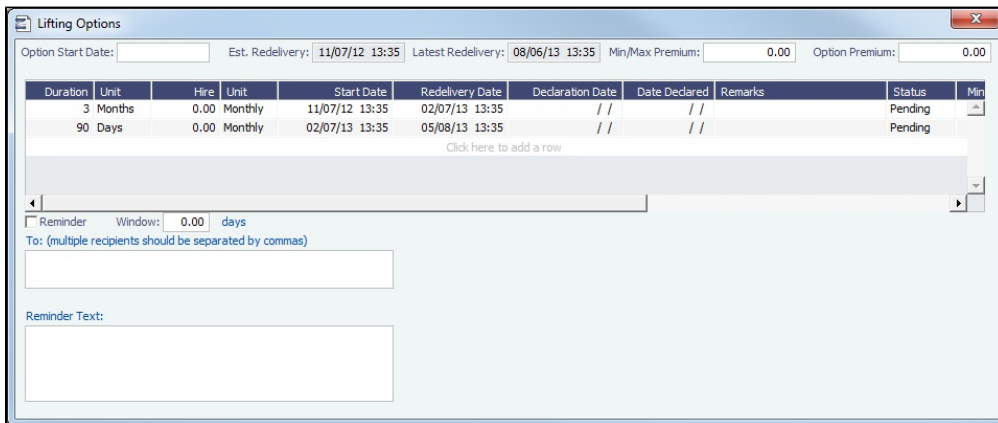
information flows between these places; for example, fixing an Estimate will transfer the remittance information.

- In a Cargo COA, VC In, or Time Charter Out, changing the **Company** clears the remittance bank information, as this may change with a change to the Company.
- In a VC In COA or Time Charter In, changing the **Owner** clears the remittance bank information, as this may change with a change to the Owner.

Lifting Options

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

 **Options** and then click **Lifting**.



Duration	Unit	Hire	Unit	Start Date	Redelivery Date	Declaration Date	Date Declared	Remarks	Status	Min
3 Months	0.00 Monthly	11/07/12 13:35	02/07/13 13:35	//	//				Pending	
90 Days	0.00 Monthly	02/07/13 13:35	05/08/13 13:35	//	//				Pending	

In the table:


- To access a Hire Rates table for a lifting option, right-click the line and click **Hire Rates**.
- 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.

To send a reminder:

- Make sure that a valid Outgoing Message Location is defined in the **Messaging Service Configuration Tool**. For more information, see the *Messaging Service Manual*.
- Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is basis the Declaration Date of each specified option.
- Enter recipients in the **To** field.
- In the **Window** field, enter the number of days in advance for the reminder to be sent.

Purchase Options

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

 **Options** and then click **Purchase**.

To send a reminder:

1. Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is based on the Declaration Date of each specified option.
2. Enter recipients in the **To** field.
3. In the **Window** field, enter the number of days in advance for the reminder to be sent.

Time Charter Commissions

On a [Time Charter](#), you can view and create Time Charter Commission Payments.

TC Commission Payment

The TC Commission Payment form lists Time Charter Commission Invoices.

Do one of the following:


- On the [Time Charter In](#) or [Time Charter Out](#), click  **Commission**.
- In the Operations module center , under [Time Charter In](#) or [Time Charter Out](#), click **Commissions**.

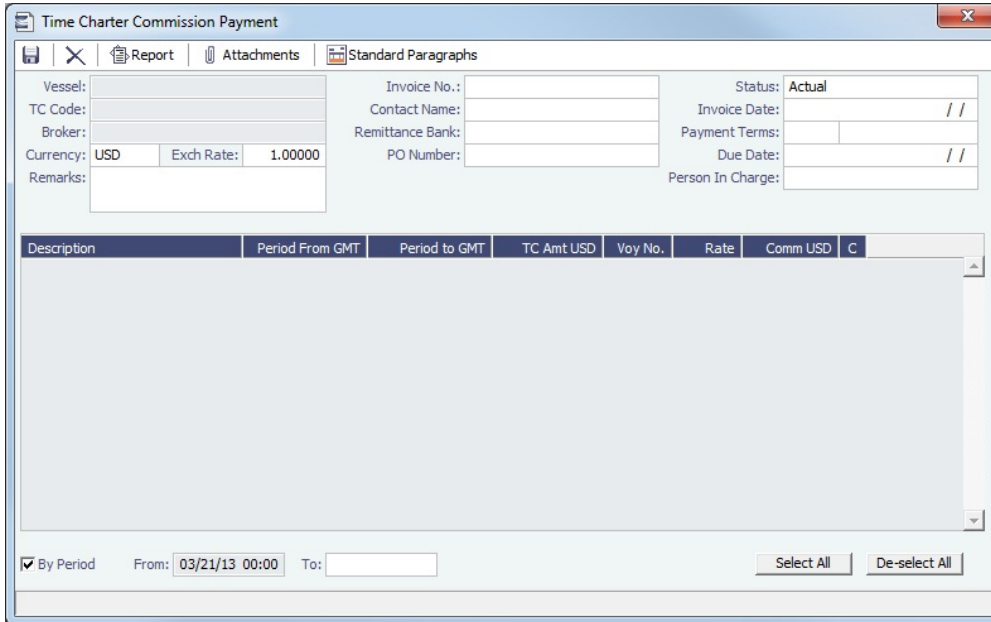
- To view a Time Charter Commission Payment, select a **Vessel** from the selection list.

- To create a new Time Charter Commission Payment, click .

Time Charter Commission Payment

The Time Charter Commission Payment form 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 consistent with the commission structure established in the Time Charter Manager and allows you to record payment.

On the TC Commission Payment, click .



Description	Period From GMT	Period to GMT	TC Amt USD	Voy No.	Rate	Comm USD	C

- Any existing payments appear.
- Select the **C** check box on each detail line to pay those commissions.
 - To select or clear all lines, use the buttons at the bottom of the list.
 - You can issue a By Period payment after a regular Commission Payment.

▼ Related Config Flags

CFGDefaultTCCommPaymentMethod
Sets a default Payment Method for brokers.

Bareboat Contract In

When time chartering in a vessel, you need to create a Time Charter In for the Bareboat charter and then record the contracted cost of the crew and provisions provided by a separate counterparty.


The Bareboat Manager form enables you to manage Bareboat information and payments.

1. On the **Time Charter In Bareboat** tab, click **Create New Contract**.


2. Enter at least a **Counterparty**, **Currency**, **Exchange Rate**, and **Billing Period**.
3. Do any of the following:
 - In the Hire Rate grid, if the Bareboat Hire is not paid on the Time Charter Payment, enter a Bareboat **Hire Rate**. On the Voyage P&L, it appears as **Bareboat Hire**.
 - In the Miscellaneous grid, enter miscellaneous expenses for all Bareboat Payments. You can specify if they are commissionable.
 - In the Broker grid, add Brokers to the contract.
 - To view the **Bareboat Hire Statement** and report, click **Hire Statement**.
 - To make a **payment**, click **Make Payment**. Payments appear in the **Summary Tree**, at the right.
 - To view and create Bareboat Commission Payments from the **Bareboat Commission Summary**, click **Commission**.

Bareboat Hire Statement


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

On the Bareboat Manager, click  Hire Statement.

Ref No.	Date	Terms	Amt. Invoiced
---------	------	-------	---------------

- To select **Invoiced** or **Paid** items, click the radio button at the bottom.
- To make a payment, click  Make Payment.

Report

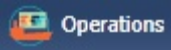
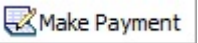
To view the Hire Statement report, click  Report. It includes all the details of the contract so far: Gross Hire, Hire Commissions, Other Adjustments, and Payments. It also lists any inconsistent items. At the end of the contract, a charterer might send the owner the Hire Statement, showing the balance. It is a calculation of what should have been billed until the date of the last invoice.

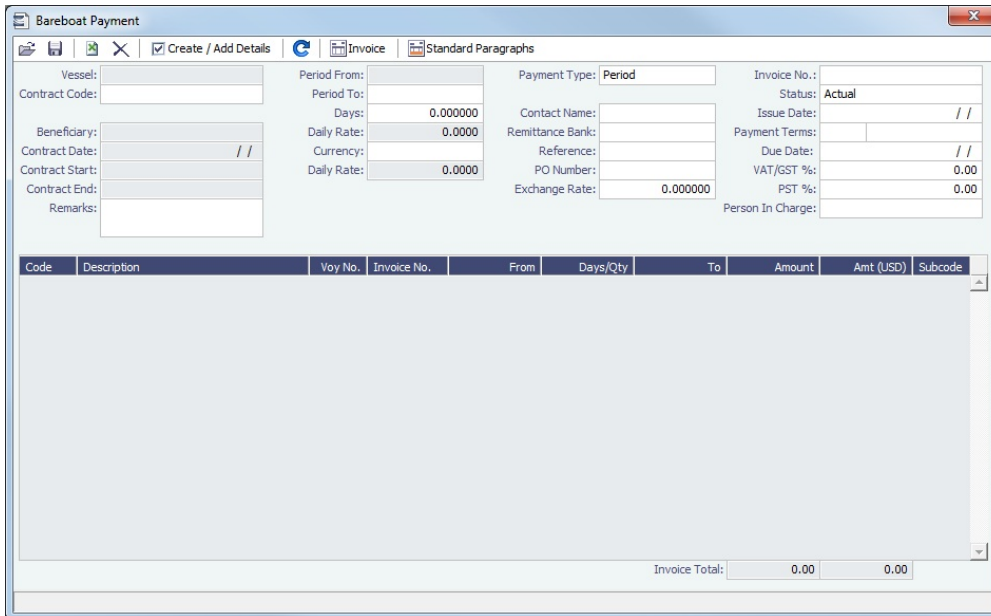
Related Config Flags

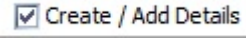
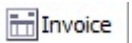
CFGBankSelectOnHireStatement
Enables bank selection when generating TCI, TCO, and Bareboat Hire Statement reports.

Bareboat Payment

To create an invoice that reflects the bill sent by the vessel owner for the use of a bareboat vessel, do one of the following:

- In the Operations module center , under Time Charter In, click **Bareboat Payment**. Then, select a **Contract Code**.
- On the Bareboat Manager, click .
- On the Bareboat Payment Schedule, right-click a line and then click **Create New Bareboat Payment**.



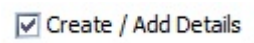
- **Payment Type:**
 - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
 - **Special:** A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
 - **Incremental:** For an Incremental payment, a sort of reconciliation of accounts is performed. All amounts due since the beginning of the Time Charter Contract are calculated, and all payments made are subtracted. The net difference then shows as the payment due. You can use this payment method once at the end of the Time Charter to ensure the accounts are correct, or use it for every payment.
- Click  to select line items to add to the payment in the [Item Select](#) form.
- To create an invoice, click . The payment appears in the Summary Tree on the Bareboat Manager.

Related Config Flags

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

Item Select - Bareboat

On a [Bareboat Payment](#), click  to select line items to add to the payment in the Item Select form.

Item Select

Time Charter Hire
 Broker Commission(s)
 Misc Adjustments 0
 Address Commission
 Voyage Expenses 0

Miscellaneous

Description	Rate Type	Rate	Curr	Exch Rate	S
line 1	Per contract	3,000.00	EUR	0.765230	<input type="checkbox"/>

OK

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.

Bareboat Commissions

On the [Bareboat Manager](#), you can view and create Bareboat Commission Payments.

Bareboat Commission Summary

The Bareboat Commission Payment form lists Bareboat Commission Invoices.

Do one of the following:

- On the [Bareboat Manager](#), click  **Commission**.
- In the Operations module center  **Operations**, under Time Charter In, click **Bareboat Commissions**.

Bareboat Commission Payment

The Bareboat Commission Payment form is used to enter details from an invoice received from a broker for a Bareboat Contract In payment. It verifies that the information is correct and consistent with the commission structure established in the Bareboat Manager and allows you to record payment.

On the Bareboat Commission Summary, click .


- Any existing payments appear.
- Select the **C** check box on each detail line to pay those commissions.
 - To select or clear all lines, use the buttons at the bottom of the list.
 - You can issue a By Period payment after a regular Commission Payment.

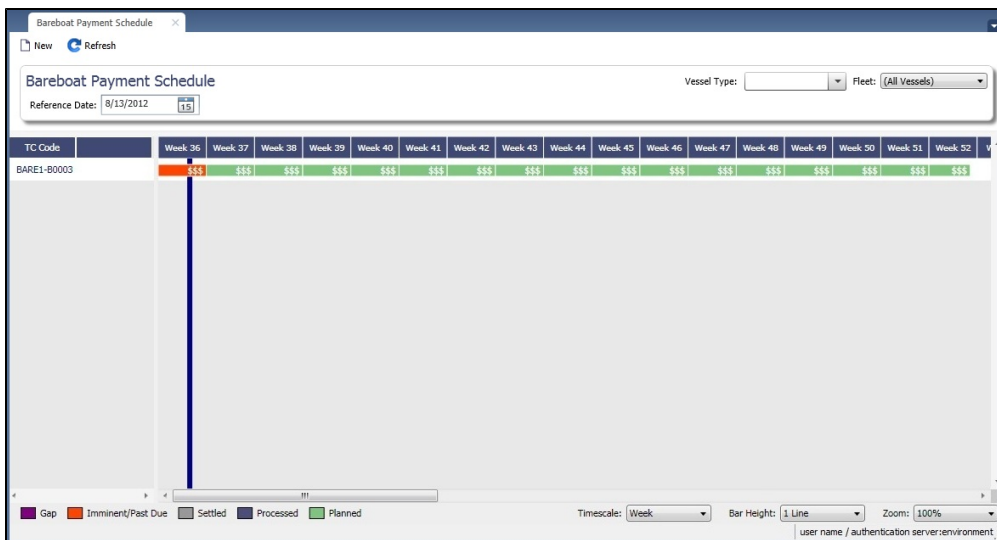
▼ Related Config Flags

CFGDefaultTCCommPaymentMethod
Sets a default Payment Method for brokers.

Bareboat Payment Schedule

On the Bareboat Payment Schedule, you can quickly see the status of [payments](#) for bareboat vessels.

In the Operations module center  **Operations**, under Time Charter In, click **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:

- 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.

- To open a payment, double-click the bar.
- To create a payment, right-click to use the context menu.

For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#).

Head Fixture

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 information, and other relevant data can be recorded.
- On the **Sale** tab, the **Delivery Date** 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 **TC In** 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

▼ **Related Config Flags**

CFGHeadFixtureForOwnVoyageRequired

Requires a Head Fixture Contract for OV** Voyages.

Delivery-Redelivery Bunker Breakdown

For a [Time Charter In](#) or a [Time Charter Out](#), you can see or edit information about bunker quantities and prices on delivery and redelivery.

Do one of the following:

- On the bottom of the Bunkers tab, click **Bunker Breakdown**.
- In the Bunkers tab grid, right-click **Est Delivery**, **Actual Delivery**, or **Actual Redelivery** and then click **Edit Bunker Breakdown**.

From Time Charter In:

The screenshot shows a software window titled "Delivery / Redelivery Bunker Breakdown". It contains three data tables, each with a header row and a single data row. Below each table is a "Click here to add a row" link.

Delivery										
Pre-Purchased	IFO Qty	IFO Prc	LSF Qty	LSF Prc	MGO Qty	MGO Prc	LSG Qty	LSG Prc	LNG Qty	LNG Prc
<input type="checkbox"/>	1,500.00	650.00	500.00	700.00	0.00	0.00	0.00	0.00	10,000.00	9.00

Est. Redelivery										
IFO Qty	IFO Prc	LSF Qty	LSF Prc	MGO Qty	MGO Prc	LSG Qty	LSG Prc	LNG Qty	LNG Prc	
1,500.00	650.00	500.00	700.00	0.00	0.00	0.00	0.00	10,000.00	9.00	

Redelivery										
IFO Qty	IFO Prc	LSF Qty	LSF Prc	MGO Qty	MGO Prc	LSG Qty	LSG Prc	LNG Qty	LNG Prc	

From Time Charter Out:

The screenshot shows a software window titled "Delivery / Redelivery Bunker Breakdown". It contains three data grids. The first grid, "Delivery", has columns for IFO Qty, IFO Prc, LSF Qty, LSF Prc, MGO Qty, MGO Prc, LSG Qty, LSG Prc, LNG Qty, and LNG Prc. The second grid, "Est. Redelivery", has columns for Owner's Qty, IFO Qty, IFO Prc, LSF Qty, LSF Prc, MGO Qty, MGO Prc, LSG Qty, LSG Prc, LNG Qty, and LNG Prc. The third grid, "Redelivery", has columns for Owner's Qty, IFO Qty, IFO Prc, LSF Qty, LSF Prc, MGO Qty, MGO Prc, LSG Qty, LSG Prc, LNG Qty, and LNG Prc. Each grid has a "Click here to add a row" link below it.

Delivery									
IFO Qty	IFO Prc	LSF Qty	LSF Prc	MGO Qty	MGO Prc	LSG Qty	LSG Prc	LNG Qty	LNG Prc
2,000.00	625.00	500.00	650.00	0.00	0.00	0.00	0.00	10,000.00	7.00

Est. Redelivery										
Owner's Qty	IFO Qty	IFO Prc	LSF Qty	LSF Prc	MGO Qty	MGO Prc	LSG Qty	LSG Prc	LNG Qty	LNG Prc
	1,500.00	625.00	500.00	650.00	0.00	0.00	0.00	0.00	12,000.00	7.00

Redelivery										
Owner's Qty	IFO Qty	IFO Prc	LSF Qty	LSF Prc	MGO Qty	MGO Prc	LSG Qty	LSG Prc	LNG Qty	LNG Prc

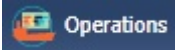
The values are populated from the Bunkers tab. Values in the Est. Redelivery grid can be edited and invoiced when the contract is in a status before Redelivered. On the [TCI Payment](#) or the [TCO Bill](#), select the **Cost on Redelivery** check box. Values will appear in the Hire Statement, Statement of Accounts, and SoA Recap.

Operations

Note: The [General Operations Module Right](#) must be selected in [Security](#). Access to other forms and actions also require specific Module Rights. Your configuration might differ from the information shown. For information on other features, please contact your account manager.

Operations managers use 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 Calculation form in the Operations module center.

The Operations module center  has quick links to the following:

- [Vessel Schedule](#)
- [Port Schedule](#)
- [Fleet Map](#)
- [Voyage Manager](#)
- [Task List](#) and (with **CFGDisplayMyTasks** enabled) [My Task List](#)
- [Veslink Form List](#): Requires a [Veslink Voyage Reporting](#) license
- [Open Position](#)

It also provides access to forms related to:

- **Freight/Demurrage:** Includes [Laytime Calculations](#) for those who do not have the separate [Demurrage and Claims](#) module
- **Bunkers:** Requires a Bunker Management license
- **Setup**
- **Port/Other Costs**
- **Time Charters**
- **Pooling:** Requires a Pooling license
- **Service Contracts:** Requires a Service Contracts license
- **Lightering:** Requires a Lightering license

Concepts

The following pages describe concepts used in the Operations module:

[Page:Consecutive Voyages](#)

[Page:Piracy and ECA Routing](#)

For more information, see the [Glossary](#).

Workflows

You can do any of the following in the Operations module:

[Page:Allocating Expenses to a Voyage](#)

[Page:Creating a Ballast Voyage](#)

[Page:Creating a New Voyage in Operations](#)

[Page:Managing a Voyage](#)

[Page:Managing Voyage Cargoes](#)

[Page:Rescheduling Voyages](#)

For industry-specific operations workflows, see [Barging](#), [LNG](#), and [Pooling](#) module documentation.


Other Sources of Information

This section 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*](#)
- [Barging](#)
- [Bunker Management](#)
- [Demurrage and Claims](#)
- [LNG](#)
- [Pooling](#)

*You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Related Key Topics

 These **Key Topics** have high-value information for all users:

[Page:Activity Reports](#)

[Page:Consecutive Voyages](#)

[Page:Extra Information for Report](#)

[Page:Freight Invoice](#)

[Page:Invoices Tab - Voyage Manager](#)

Page:Ledger Expense Setup

Page:Operations Tab - Voyage Manager

Page:Profit and Loss Tab - Voyage Manager

Page:Task List

Page:Voyage Other Revenues and Expenses

Operations Concepts


The following pages describe concepts used in the Operations module:

Page:Consecutive Voyages

Page:Piracy and ECA Routing

For more information, see the [Glossary](#).

Consecutive Voyages

 This is a **Key Topic**, with high value for all users.

Definition

In IMOS, a consecutive voyage is a voyage that immediately follows another one and uses the same data:

- The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
- The last port of the previous voyage becomes the commencing port of the next voyage.
- The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.

This data is defaulted and cannot be changed.

Setup

On the [Create New Voyage](#) form or [Voyage Manager Properties](#), select the **Consecutive Voyage** check box. In some cases, it is selected by default.

- When creating a new voyage for an OV/owned vessel without a linked TC In/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
- When creating a new voyage for a vessel with a TC In/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TC In/Head Fixture.
 - If the selected TC In/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.

Fixing Errors

Revising a Previous Consecutive Voyage After the Next Voyage Commences

If a consecutive voyage has commenced, but you need to revise the previous voyage information, such as completing time:

- **Do not** clear the Consecutive Voyage check box. This approach may relink the two voyages in terms of completing /commencing time, but it can cause various issues if any other Activity Reports or Port Activities have been reported during the changed time window.
- **Do not** change the voyage Status.

Instead, follow these steps:

1. Open Voyage 1.
2. Open Activity Reports from the last itinerary line of Voyage 1.
 - a. Update the timestamp and other details of the last Activity Report.
 - b. Save and close the Activity Reports form.
3. Save Voyage 1.

4. Open Voyage 2.
5. Open Activity Reports of the first itinerary line of Voyage 2.
 - a. Update the timestamp and other details of the first Activity Report and any subsequent Activity Reports that need to be updated.
 - b. Save and close the Activity Reports form.
6. If needed, repeat the last step for the second itinerary line of Voyage 2.
7. Save Voyage 2.

Matching Bunker Prices on Consecutive Voyages

If the initial bunker prices in Voyage 2 do not match the ending bunker prices from Voyage 1, follow these steps:

1. Open Voyage 1.
2. Save Voyage 1.
3. Open Voyage 2.
4. Make sure that the **Consecutive Voyage** check box is selected (bottom right corner of the Voyage Manager).
5. Save Voyage 2. The initial bunker prices for Voyage 2 should now match the ending bunker prices for Voyage 1.

▼ **Related Config Flags**

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGUpdateNextVoyageWithRouting

When saving a voyage whose last port has been modified, the update to the following consecutive voyage will include insertion/removal of applicable transit ports, and apply automatic update of estimated expenses as necessary.

Operations Workflows

You can do any of the following in the Operations module:

[Page:Allocating Expenses to a Voyage](#)

[Page:Creating a Ballast Voyage](#)

[Page:Creating a New Voyage in Operations](#)

[Page:Managing a Voyage](#)

[Page:Managing Voyage Cargoes](#)

[Page:Rescheduling Voyages](#)

For industry-specific operations workflows, see [Barging](#), [LNG](#), and [Pooling](#) module documentation.

Allocating Expenses to a Voyage

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.

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 = Tramper Business Method:** With this method, you buy all the inventory at the beginning of the voyage and sell all at the end, so you know the exact cost for the voyage. IMOS calculates what the consumption was. You might use this method for a Time Charter In or Out that is delivered and redelivered with the same amount, or if you just want to override all values.
- **FIFO = First In First Out** (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** checkbox to send a message to Financials to allocate the bunker costs to the voyage.

To get the most information about bunkers, see the Bunker Details on the Voyage Profit & Loss Report. In the Voyage Manager, click  Reports and then click **Voyage Profit & Loss Report**. Select **Details** and **Bunker Details** and click **OK**.

Posting Bunker Costs

You can post bunker journals from the Voyage Manager P&L tab, using the Voyage Period Journals button or from [Voyage Period Journals](#) in Financials. [Security](#) access can be restricted with [Module Rights](#) so that, for example, only Operators can post Voyage Bunker Period Journals.

When posting bunker costs, a single Source Code is used by all bunker types: VBANK.

- One Journal Entry is created for all bunker types, rather than several individual journals.
 - With config flag CFGItemizeBunkerJournal, instead of being aggregated per fuel type, bunker journals are generated in the breakdown level.
- 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.

When the Voyage Period Journal Entry is posted, it appears in the Posted column in the Voyage Manager under Bunker Expenses. If any changes are made to the voyage that impact the bunker expenses, and they have already been posted, IMOS will calculate the difference, which can be posted.

Time Charter Hire



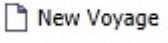

If you [Time Charter In](#) a vessel for a year, you might use it for several voyages during that time. Because you are paying a daily rate for the vessel, hire is allocated on a time basis. However, if you are paying in 15-day increments, those might not line up with voyages.

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.

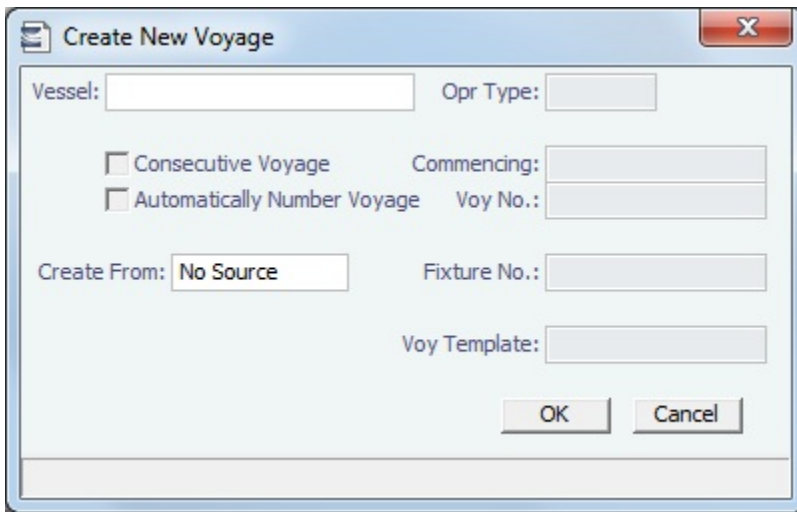
You can post TCI Hire from the Voyage Manager P&L tab, using the Voyage Period Journals button or from [Voyage Period Journals](#) in Financials.

Creating a New Voyage in Operations

You can create a voyage from the following locations in Operations:

- On the **Voyage Manager Operations** tab:
 - To create a new voyage, click . The Vessel defaults to the same vessel as in the voyage.
 - To copy the voyage, click  and then click **Copy Voyage**.
- On the Voyage List, click .
- On the **Vessel Schedule** or the **Port Schedule**, click .

The Create New Voyage form appears.



Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
 - OVOV: Owned Vessel, Own Voyage
 - OVTO: Owned Vessel, TC Out
 - RELT: Cargo Relet
 - TCOV: TC In Vessel, Own Voyage
 - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
 - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
 - The last port of the previous voyage becomes the commencing port of the next voyage.
 - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
 - When creating a new voyage:
 - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
 - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - Using **configuration flags**, voyages can be configured to have voyages automatically numbered in these ways:
 - In sequence from the last voyage number
 - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
 - 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.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
 - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
 - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
 - Cargo (automatically selected if scheduling a voyage from a Cargo)
 - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
 - No Source (to create a voyage from scratch)
- **Voyage Template:** 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 clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

▼ Related Config Flags

CFGAllowVoyageOverlap

When enabled, the system will warn that your commencing date is in another voyage's period. It will default No to the message box asking if you want to continue, but will allow clicking Yes.

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGChartererView

Use the [Charterer's view](#) instead of the standard Cargo form. When enabled:

- When a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.
- All noncoload Cargoes in a voyage synchronize to have the same CP Date and CP Terms Details form.

CFGValidateContractStatusToSchedule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

CFGEnableCOAPlanningPeriod

Adds [Planning Periods](#) fields to the COA and Cargo forms and a COA Period field to this form for voyages created from a Cargo COA that uses Planning Periods. The field defaults to the planning period that includes the date/time entered in the Commencing field; if no planning period includes that date/time, the field is blank.

CFGUseCargoBenchmarkOnVoyage

If enabled, when scheduling a Voyage from a Cargo Contract that uses Benchmark Estimate as its Exposure Basis, the new voyage will be initialized from the Benchmark Estimate of the Cargo Contract.

CFGUpdateNextVoyageWithRouting

When saving a voyage whose last port has been modified, the update to the following consecutive voyage will include insertion/removal of applicable transit ports, and apply automatic update of estimated expenses as necessary.






Initial Bunkers


After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the [FIFO bunker calculation method](#).

If you do not know these values at the time of scheduling, you can adjust Initial Bunkers later from the [Voyage Bunkers](#) form. After you close the form, the [Voyage Manager](#) appears.

Managing a Voyage

To manage a voyage, in the [Voyage Manager](#), do the following:

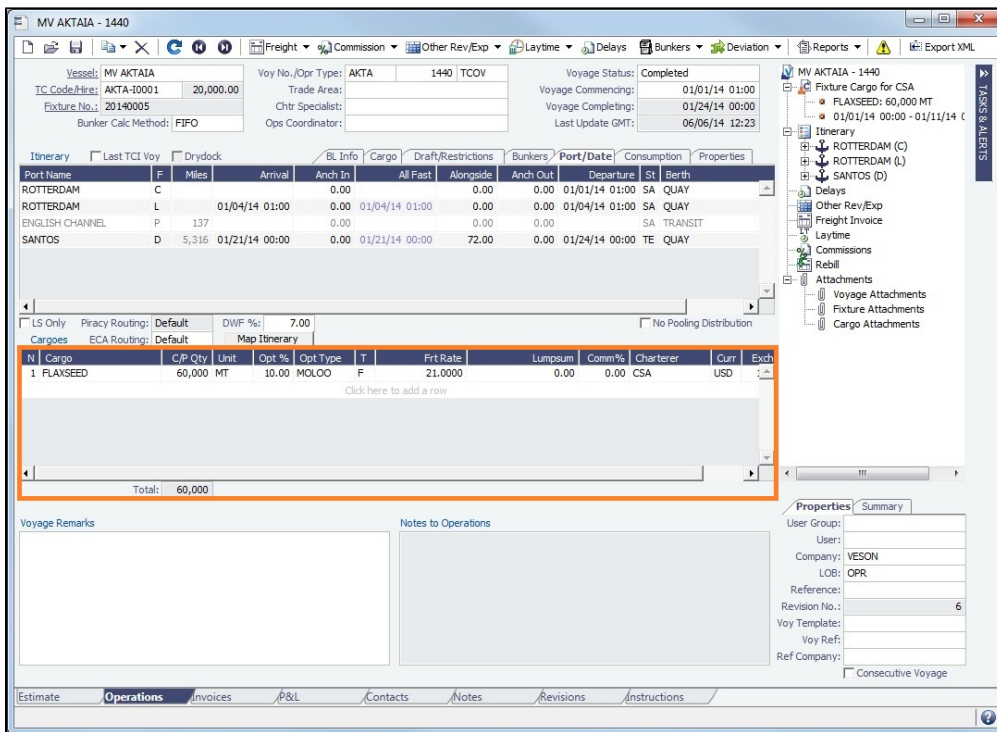
Step Number	Step	 Key Information: About Voyage Status
1	<p>Check the Validation symbol on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.</p> <p> : All information is complete.</p> <p> : Some information is missing.</p> <p> : The form contains one or more errors.</p>	
2	To save the voyage, click  .	By default, the voyage Status is Scheduled .
3	When the voyage begins, change the voyage Status from Scheduled to Commenced .	When the voyage Status is changed from Scheduled to Commenced , the Status for the first port changes to Sailed .
4	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.	
5	When you are traveling between ports, right-click the port line and click Activity Reports to track information in the Activity Reports .	
6	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 .	
7	To enter Voyage Other Revenues and Expenses not associated with a port or with freight, click  Other Rev/Exp and then click Other revenues and expenses .	
8	When the Start Sea Passage Port Activity is entered for the last port, IMOS changes the port Status to TE (Terminated).	IMOS also changes the voyage Status to Completed . Port, bunker, cargo, and financial data can still be modified.
9	After all voyage transactions are completed, change the Status to Closed	After the voyage Status is changed to Closed , the voyage cannot be modified.

For industry-specific voyage management workflows, see [Barging](#), [LNG](#), and [Pooling](#) module documentation.

Managing Voyage Cargoes

The Voyage Manager **Cargoes** grid enables you to manage cargoes assigned to a voyage.



The Cargoes grid displays any cargoes from the **Voyage Fixture**. You can add a row to add cargo; if you have multiple cargoes for one port or one cargo loading or discharging at multiple ports or berths, enter each on a separate row.

You can also right-click a cargo row to **import**, **swap**, **insert new**, **duplicate**, or **remove** cargoes.

N	Cargo	C/P Qty	Unit	Opt %	Opt Type	T	Frt Rate	Lumpsum	Comm%	Charterer	Curr	Exch
1	FLAXSEED	60,000	MT				21.0000	0.00	0.00	CSA	USD	

Total: 60,000	
Voyage Remarks	

The context menu also provides access to the associated CP Terms Details, CP Quantity Details, Cargo, and Cargo Loss forms.

Importing Cargoes

To import a cargo that exists in the Platform, in the Cargoes grid:

- Do one of the following:
 - Right-click a blank row and then click **Import Cargo**.
 - To overwrite an assigned cargo, right-click its row and then click **Import Cargo**.

Cargo Search Criteria [X]

Cargo:

Charterer:

Load Port:

Discharge Port:

CP Qty From:

CP Qty To:

Cargo ID:

Cargo COA:

Shipment Ref.:

Company:

Laycan From:

Laycan To:

Nominated Vessel:

Trade Area:

Please enter the criteria for cargo retrieval.
To retrieve all cargoes, leave all fields blank.

- On the Cargo Search Criteria form, search for the cargo that you want.
 - If you know the **Cargo ID** of the cargo to add to the voyage, enter it and then click **Search**.
 - If you do not know the Cargo ID, enter search criteria, click **Search**, select one or more cargoes from the **Cargo Search Results** list, and then click **OK**.
- When prompted, click **Yes** to confirm that you want to complete the import. The new cargo is added to the voyage along with associated load and discharge ports.
 - For nonrelet voyages, the swapped out cargo is marked as unfixd.
 - For relet voyages, when VC Ins are enabled, after a new Sale Cargo is selected, the voyage is repriced and the operational data is bound to the new Cargo.
- Save the voyage.

Swapping Cargoes

When a cargo is assigned to a voyage but needs to be removed or replaced by a new cargo, you can swap it, **remove** it and then add a new cargo later, or **import** a new cargo to overwrite it.

To swap out a cargo, in the Cargoes grid:

1. Right-click its row and then click **Swap Cargo** (for nonrelet voyages) or **Swap Sale Cargo** (for relet voyages).

2. On the Cargo Search Criteria form, search for the cargo that you want.
 - To keep the current load and discharge information, select **Keep Current L/D Info**.
 - If you know the **Cargo ID** of the cargo to add to the voyage, enter it and then click **Search**.
 - If you do not know the Cargo ID, enter search criteria, click **Search**, select the cargo from the **Cargo Search Results** list, and then click **OK**.
3. When prompted, click **Yes** to confirm that you want to complete the swap. The new cargo is added to the voyage along with associated load and discharge ports.
 - For nonrelet voyages, the swapped out cargo is marked as unfixed.
 - For relet voyages, when VC Ins are enabled, after a new Sale Cargo is selected, the voyage is repriced and the operational data is bound to the new Cargo.
4. Save the voyage.

▼ Example Scenario: Changing Discharge Port Midvoyage

Problem: Your original voyage itinerary is Houston to Singapore, and the vessel has already sailed its load port, but midvoyage you want to change the Discharge port to Dalian and perform this under a different cargo contract. You want to be able to keep all of the work you have done so far, including entry of load port activities.

Solution: When swapping the cargo loaded in Houston, on the Cargo Search Criteria form, enter Load Port as Houston, enter Discharge Port as Dalian, and select **Keep Current L/D Info** before clicking **Search**.

Inserting New Cargoes

To insert a new cargo, in the Cargoes grid:

1. Right-click any row and then click **Insert New**.
2. A blank row appears. Enter **Cargo**, **Charterer**, and other relevant information.
3. When you save the voyage, a cargo **ID** generates.

Duplicating Cargoes

To duplicate a cargo already assigned to the voyage, in the Cargoes grid:

1. Right-click its row and then click **Duplicate Cargo**. A duplicate cargo row appears.
2. When you save the voyage, a cargo **ID** generates.

Removing Cargoes

To remove a cargo, in the Cargoes grid:

1. Right-click its row and then click **Remove Cargo**.

- When prompted, click **Yes** to confirm that you want to remove the cargo. The row is removed from the Cargoes grid.
- Save the voyage.

Rescheduling Voyages

Configuration flag **CFGAllowOpsVoyageRenumbering** enables **voyage** rescheduling.

About Voyage Rescheduling

With the Reschedule Voyage form, you can do any of the following:

- Move one voyage's itinerary to the itinerary of another vessel.
- Select a range of consecutive voyages for one vessel and reschedule them as a group to another point on the schedule of the same vessel or another vessel.
- Swap two voyage itineraries, either of the same vessel or of two different vessels.

In this example, voyage 952 is being rescheduled to voyage 954. The following happens:

Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing		Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing
952	VESSEL_1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM	→	953	VESSEL_1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM
953	VESSEL_1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM		954	VESSEL_1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM
954	VESSEL_1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM		955	VESSEL_1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM
955	VESSEL_1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM		956	VESSEL_1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM

- Voyage 952 is renumbered 954 and takes on voyage 954's itinerary.
- The original voyage 954 and voyage 955 are pushed down one line and renumbered: 954 becomes 955, and 955 becomes 956.

Note that there is no longer a voyage 952. To prevent this gap in voyage numbering, you can enable config flag **CFGEnforceSequentialVoyageNumbering**. When enabled, renamed voyage numbers are compacted:

Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing		Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing
952	VESSEL_1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM	→	952	VESSEL_1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM
953	VESSEL_1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM		953	VESSEL_1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM
954	VESSEL_1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM		954	VESSEL_1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM
955	VESSEL_1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM		955	VESSEL_1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM


- Like before, voyage 952 is renumbered 954 and takes on voyage 954's itinerary.
- Voyage 953 is moved up one line and renumbered voyage 952.
- The original voyage 954 is moved up one line and renumbered voyage 953.
- Voyage 955 remains the same.

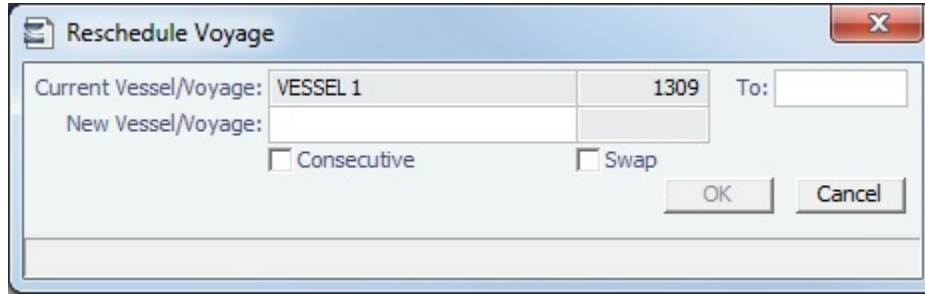
The below examples are shown with **CFGEnforceSequentialVoyageNumbering** enabled.

Rescheduling One Voyage

- On the **Voyage List**, select the voyage you want to reschedule. In this example, we will choose 1309:

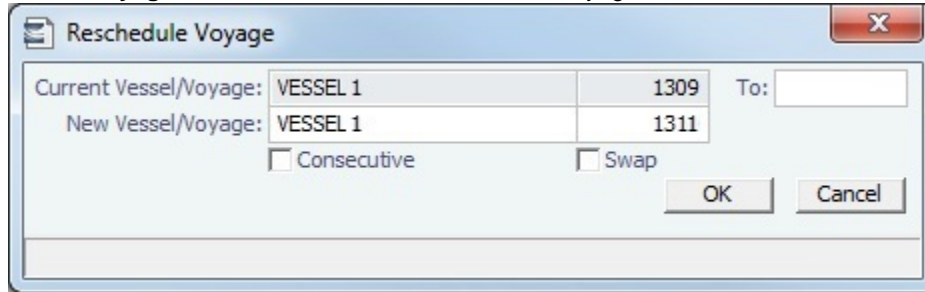
Voyage No.	Vessel Name ←	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL_1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL_1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL_1	HANDYMAX	Commenced	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL_1	HANDYMAX	Scheduled	2/20/2013 3:15 PM	2/26/2013 11:34 PM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL_1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL_1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL_1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)
1310	VESSEL_1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL_1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL_1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1313	VESSEL_1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1314	VESSEL_1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1315	VESSEL_1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHLT	SAN FRANCISCO
1316	VESSEL_1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO

- The Voyage Manager appears. On the toolbar, click  and then click **Reschedule Voyage**.



Reschedule Voyage dialog box. Current Vessel/Voyage: VESSEL 1 1309. New Vessel/Voyage: (empty). Options: Consecutive (unchecked), Swap (unchecked). Buttons: OK, Cancel.

- In the **New Vessel/Voyage** fields, select the vessel and voyage number whose schedule you want to apply to the **Current Vessel/Voyage**. The New Vessel can be a different voyage of the Current Vessel:



Reschedule Voyage dialog box. Current Vessel/Voyage: VESSEL 1 1309. New Vessel/Voyage: VESSEL 1 1311. Options: Consecutive (unchecked), Swap (unchecked). Buttons: OK, Cancel.

- Click **OK**.
- Voyage 1309 is rescheduled as voyage 1310. The previous voyage 1310 is moved up one space in the list and renumbered 1309:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL 1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL 1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL 1	HANDYMAX	Commenced	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL 1	HANDYMAX	Scheduled	2/20/2013 3:15 PM	2/26/2013 11:34 PM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)
1311	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1313	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1314	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHLT	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO


Rescheduling Multiple Voyages

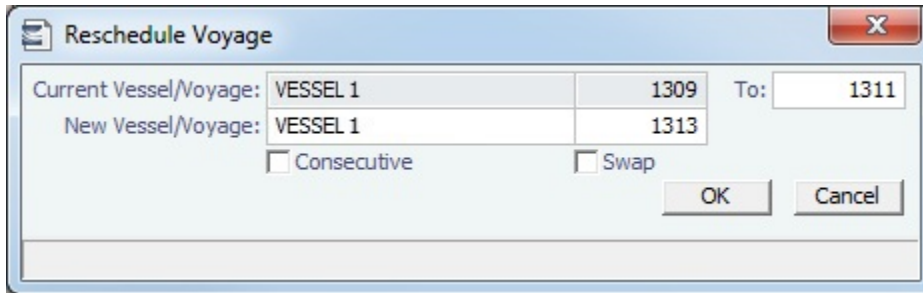
You can reschedule a group of consecutive voyages to another point on the schedule of the same vessel or to another vessel. All voyages in the group must be consecutive.

In the following example, we are rescheduling voyages 1309 through 1311.

- On the **Voyage List**, select the first of the group of voyages you want to reschedule:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL 1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL 1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL 1	HANDYMAX	Completed	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL 1	HANDYMAX	Commenced	2/20/2013 3:15 PM	2/27/2013 7:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1313	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHLT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)

- The **Voyage Manager** appears. On the toolbar, click  and then click **Reschedule Voyage**.
- On the Reschedule Voyage form, in the **To** field, type the voyage number where the range of vessels to be rescheduled ends.
- In the **New Vessel/Voyage** fields, select the vessel and voyage number where you want the range of vessels to be rescheduled to.



The dialog box titled "Reschedule Voyage" contains the following fields and controls:

- Current Vessel/Voyage:** VESSEL 1, 1309
- To:** 1311
- New Vessel/Voyage:** VESSEL 1, 1313
- Consecutive
- Swap
- OK** and **Cancel** buttons.

- The **Consecutive** check box only affects the status of the first voyage in the batch.
- Click **OK**.
 - Voyages 1309 through 1311 are rescheduled as consecutive voyages beginning at voyage 1310. The previous voyage 1313 is moved up to 1309.

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL 1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL 1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL 1	HANDYMAX	Completed	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL 1	HANDYMAX	Commenced	2/20/2013 3:15 PM	2/27/2013 7:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1310	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1313	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	3/11/2015 5:32 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	3/11/2015 5:32 AM	3/19/2015 10:51 PM	OVOV	SECHELT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	3/19/2015 10:51 PM	3/26/2015 2:14 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)

Swapping Voyages

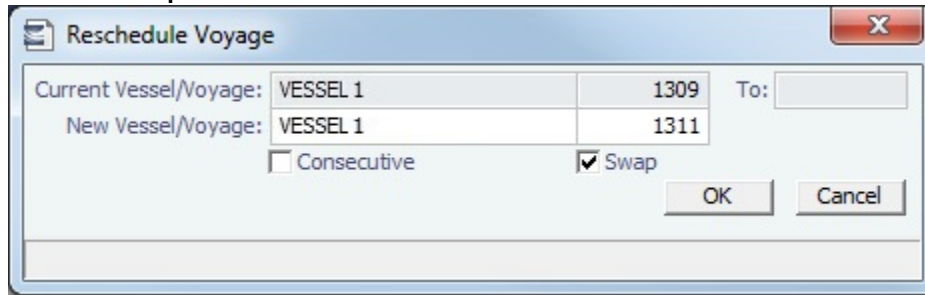
To swap two scheduled voyages, select the **Swap** check box on the Reschedule Voyage form. You can only swap one voyage with another; you cannot swap a group of voyages.

- On the **Voyage List**, select the voyage you want to swap:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1101	VESSEL 1	HANDYMAX	Scheduled	1/10/2011 7:17 AM	1/18/2011 6:06 PM	OVOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1313	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHELT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)

- The **Voyage Manager** appears. On the toolbar, click  and then click **Reschedule Voyage**.
- In the **New Vessel/Voyage** field, select the vessel and voyage you want to swap the current voyage with.

- Select the **Swap** check box.



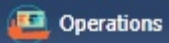
The dialog box titled "Reschedule Voyage" contains the following fields and controls:

- Current Vessel/Voyage: VESSEL 1, 1309
- New Vessel/Voyage: VESSEL 1, 1311
- To: (empty field)
- Consecutive
- Swap
- OK button
- Cancel button

- Click **OK**.
- The two voyage itineraries are swapped:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1101	VESSEL 1	HANDYMAX	Scheduled	1/10/2011 7:17 AM	1/18/2011 6:06 PM	OVOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1313	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHELT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)


Operations Lists and Tools

You can access several lists and tools to help you in your work from the Operations module center , as well as from 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 (also available from Chartering)
- 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.*)
 - Task List
 - Veslink Form List
 - My Task List
 - Service Contract In List
 - Service Contract Out List
 - Lightering Job List

*You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Operations Setup

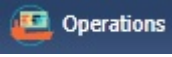
In the Operations module center , under Setup, you can set the following Operations options related to bunkering:

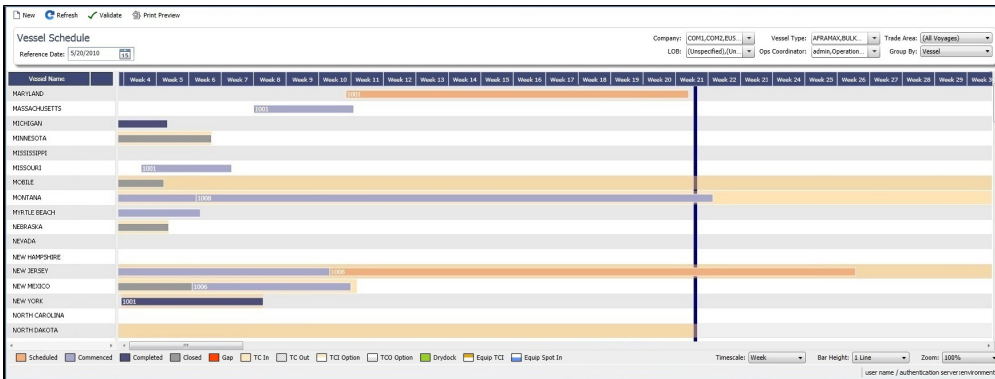
- Operations Lists Settings
- Bunker Purchase Types

- [Bunker Delivery Types](#)

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.

In the Operations module center , under Quick Links, click **Vessel Schedule**.



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.

To print the Vessel Schedule using the current Reference Date, filters, and zoom settings, click .

For more information on schedules, see [Schedules](#) or the [Schedules tutorial](#); for information on customizing the text that appears on the bars, see [Styling Gantt Bar Templates](#).

▼ Related Config Flags

vesselScheduleSmallBarTemplate

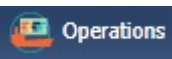
Set the data to display on the bars.

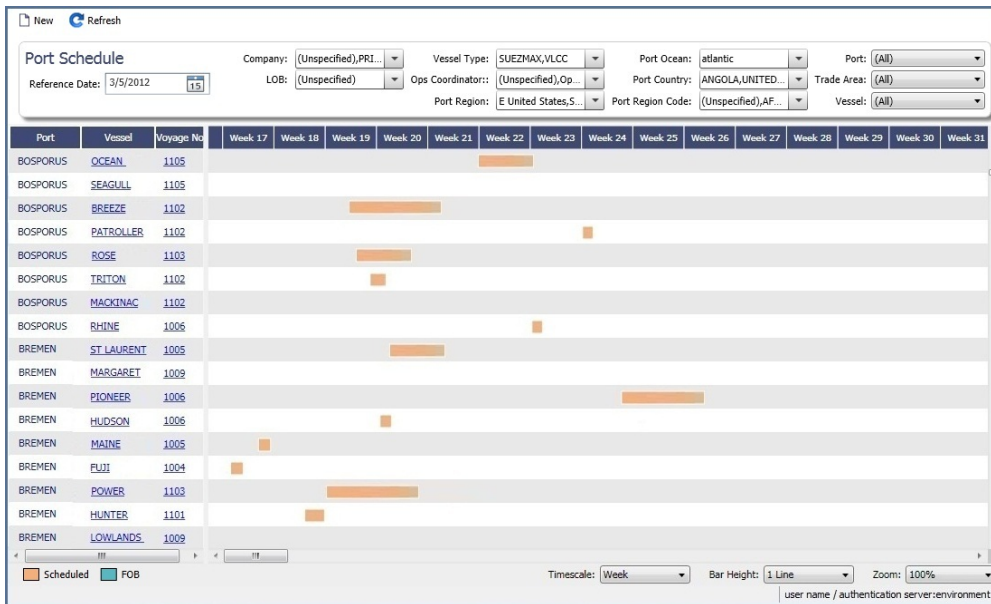
CFGEnableForecastVoyage

Enables changing the **Voyage Status** to Forecast. Forecast voyages appear in pink on the Vessel Schedule and in Cargo Matching.

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.

In the Operations module center , under Quick Links, click **Port Schedule**.



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.

For more information on schedules, see [Schedules](#) or the [Schedules tutorial](#); for information on customizing the text that appears on the bars, see [Styling Gantt Bar Templates](#).

▼ Related Config Flags

portScheduleSmallBarTemplate
 Set the data to display on the bars.

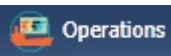
Fleet Map

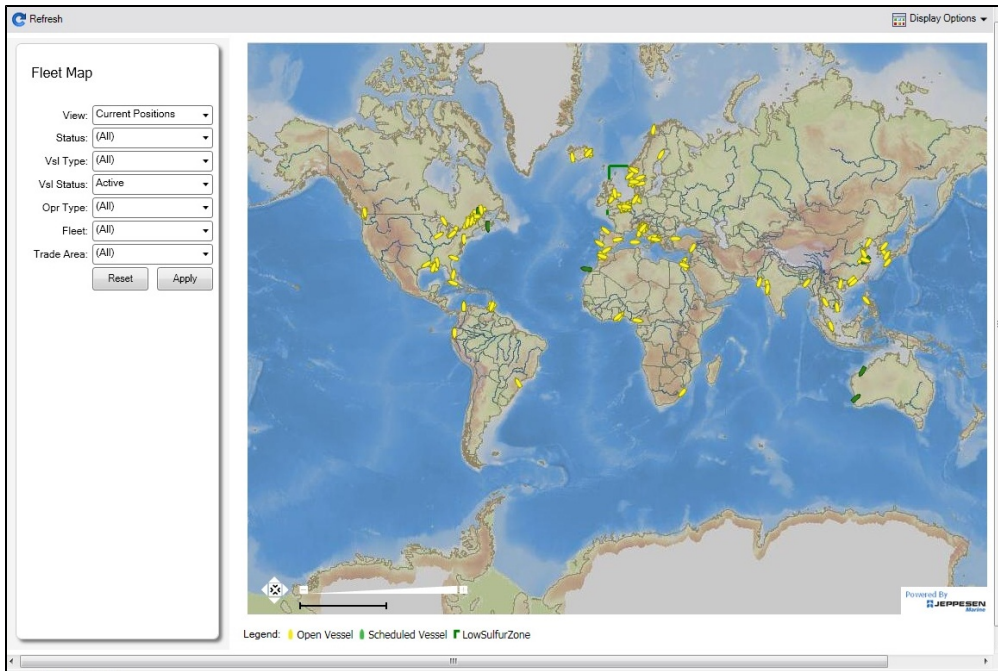
Fleet Map Tutorial

You can view this information in the [Fleet Map tutorial](#). You can access all the tutorials from the [IMOS7 Tutorials](#) page.

About the 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.

In the Operations module center , under Quick Links, click **Fleet Map**.



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.

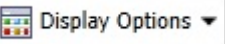
To reset the View to Current Positions and reset all filters to (All), click **Reset**.


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  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.

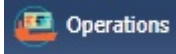
Task List

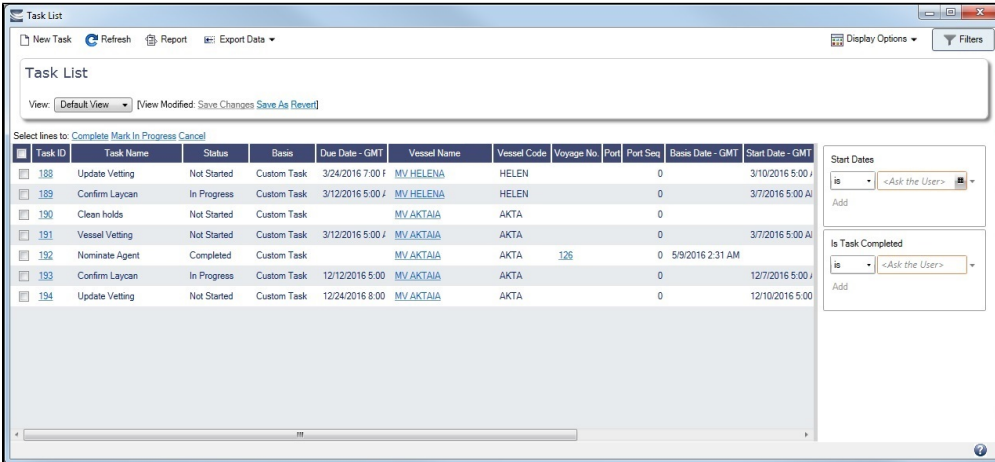
 This is a **Key Topic**, with high value for all users.

Your System Administrator must grant you the **Module Right** to the **Task List**.

On the Task List, you can see all **Tasks**. For a personal list, with only Tasks assigned to you, set up **My Task List**.

To access the Task List, do one of the following:

- On the IMOS7 menu, point to Lists and then click **Global Tasks**.
- In the Operations module center , under Quick Links, click **Task List**.



Task ID	Task Name	Status	Basis	Due Date - GMT	Vessel Name	Vessel Code	Voyage No	Port	Basis Date - GMT	Start Date - GMT
188	Update Vetting	Not Started	Custom Task	3/24/2016 7:00 P	MV HELENA	HELEN		0		3/10/2016 5:00 J
189	Confirm Laycan	In Progress	Custom Task	3/12/2016 5:00 J	MV HELENA	HELEN		0		3/7/2016 5:00 A
190	Clean holds	Not Started	Custom Task		MV AKTATA	AKTA		0		
191	Vessel Vetting	Not Started	Custom Task	3/12/2016 5:00 J	MV AKTATA	AKTA		0		3/7/2016 5:00 A
192	Nominate Agent	Completed	Custom Task		MV AKTATA	AKTA	126	0	5/9/2016 2:31 AM	
193	Confirm Laycan	In Progress	Custom Task	12/12/2016 5:00	MV AKTATA	AKTA		0		12/7/2016 5:00 J
194	Update Vetting	Not Started	Custom Task	12/24/2016 8:00	MV AKTATA	AKTA		0		12/10/2016 5:00

- You can sort this list to show only your voyages and vessels and use it as your daily task list, [creating your own View](#).
- Date-time columns can display either GMT or system local time. Right-click the column heading of **Due Date**, **Basis Date**, or **Start Date** and then click **Display GMT** or **Display System Local Time**.
- Custom Tasks created from the **Task & Alert Rule Set List**, from a **Voyage Template**, or from the Task List appear in this list, along with formula-generated Tasks.

- Only formula-generated Tasks can be assigned to a specific voyage; it is not possible to create a Task from this list and assign it to a voyage.
- The Task List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

Typical Workflow

A typical workflow is:

1. Client-specific (formula-generated) Tasks are created and implemented. Such Tasks are automatically generated per voyage, according to agreed parameters.
2. The Operations manager monitors Task statuses on the Task List, follows up on system-generated Tasks, [creates new ad hoc important Tasks](#), and assigns them to responsible operators.
3. Operators maintain Tasks assigned from the Task List or the Voyage Manager on [My Task List](#).

Creating a New Task

To create a new [Task](#), click . Use [Statuses](#) to maintain your overview of open Tasks.

Updating Task Status

Use check boxes to select one or more rows and then click [Complete](#), [Mark In Progress](#), or [Cancel](#) at the top of the list.

You can also update the Status of one or more Tasks from the [Tasks & Alerts](#) panel.

▼ Related Config Flags

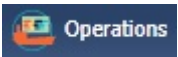
CFGOpsTasksCompletedStatusList

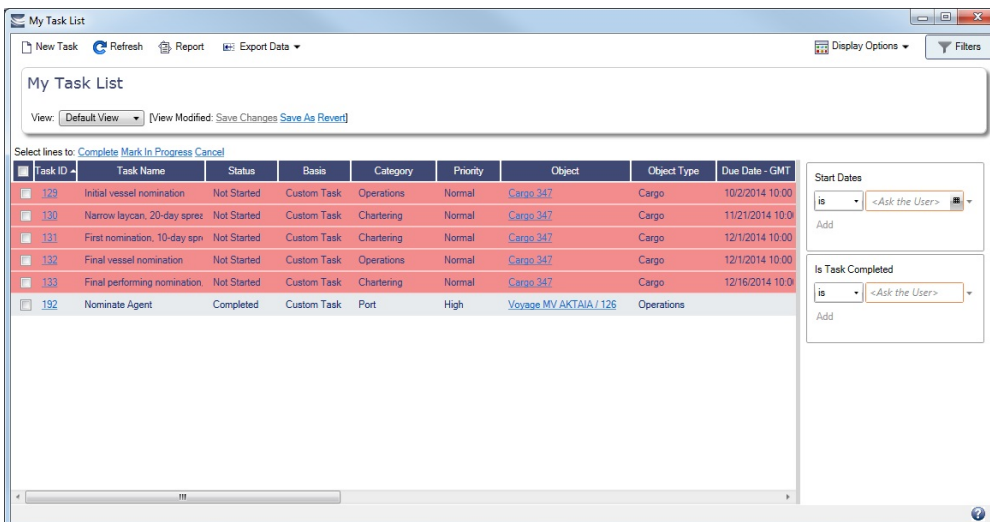
Specifies which statuses are considered Completed for Operations Tasks:

- Data Value Range: N (Not Started), P (In Progress), F (Completed), C (Cancelled).

My Task List

[Configuration flag CFGDisplayMyTasks](#) enables **My Task List**, and your System Administrator must grant you the Security right to it. This is a personal version of the [Task List](#).

In the Operations module center , under Quick Links, click **My Task List**.



Task ID	Task Name	Status	Basis	Category	Priority	Object	Object Type	Due Date - GMT
<input type="checkbox"/>	129 Initial vessel nomination	Not Started	Custom Task	Operations	Normal	Cargo 347	Cargo	10/2/2014 10:00
<input type="checkbox"/>	130 Narrow laycan, 20-day spre	Not Started	Custom Task	Chartering	Normal	Cargo 347	Cargo	11/21/2014 10:00
<input type="checkbox"/>	131 First nomination, 10-day spn	Not Started	Custom Task	Chartering	Normal	Cargo 347	Cargo	12/1/2014 10:00
<input type="checkbox"/>	132 Final vessel nomination	Not Started	Custom Task	Operations	Normal	Cargo 347	Cargo	12/1/2014 10:00
<input type="checkbox"/>	133 Final performing nomination	Not Started	Custom Task	Chartering	Normal	Cargo 347	Cargo	12/16/2014 10:00
<input type="checkbox"/>	192 Nominate Agent	Completed	Custom Task	Port	High	Voyage MV AKTALIA / 126	Operations	

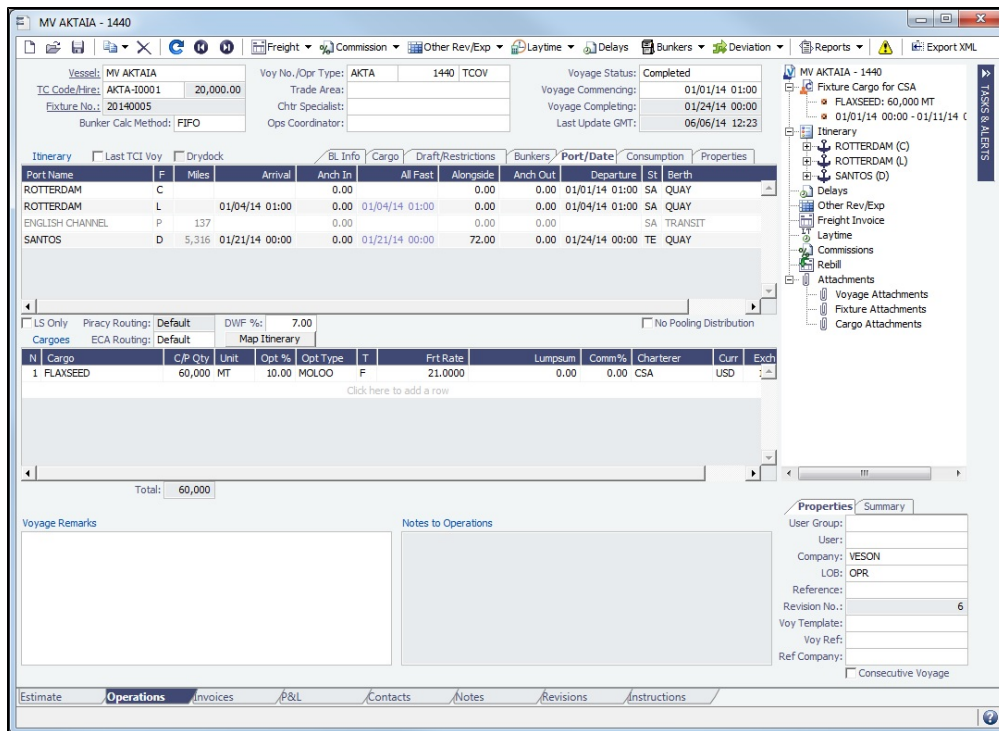
My Task List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

You can have this list open every time you start IMOS, even if it was closed the last time you exited IMOS, by setting [User Properties](#).

Voyage Manager

The Voyage Manager is the central point for managing a voyage in IMOS. It is the endpoint from a [Voyage Estimate](#) or [Voyage Fixture](#) and the beginning point of voyage accounting, that is, invoice creation.

- **Charterers** can use the Voyage Manager to view forecasted voyages and review or update contract terms and to compare the actual P&L of completed voyages to their Estimates.
- **Operators** can use the Voyage Manager to find, record, and adjust all the data for a voyage in one place:
 - View the original contract terms
 - Manage the voyage itinerary
 - Record Cargo Bill of Lading data
 - Record delays
 - Create Laytime Calculations
 - Review/record bunker consumption
 - Create AP/AR invoices
 - Create/execute tasks
 - Create Voyage Instructions
 - Generate Performance Reports
- **Accounting** users can use the Voyage Manager to view and manage invoices and the voyage P&L.



- The Voyage Manager has tabs along the bottom for viewing/managing the voyage from different perspectives: [Estimate](#), [Operations](#), [Invoices](#), [Profit & Loss](#), [Contacts](#), [Notes](#), [Revisions](#), and [Instructions](#). It opens with the [Operations](#) tab active.
- To view the itinerary on the map in [Veslink Distances](#), below the Itinerary, click [Map Itinerary](#).

Related Config Flags

CFGCacheVoyPnl

Enables caching the Voyage P&L in the database so that the Trading module can use the cached data to expedite the Trading P&L calculation. Also enable the Voyage Manager to save the current P&L snapshot when the voyage is saved. The saved P&L numbers are used in the Voyage List for columns Est P&L, Actual P&L, and Est-Act P&L.

CFGTraUseCachedVoyagePL

Enables using the cached voyage P&L in the Trading module. Flag CFGCacheVoyPnl (on the Operations tab) enables caching the Voyage P&L in the database so that the Trading module can use the cached data to expedite the Trading P&L calculation.

CFGEnableVoyManagerOpsOverview

Adds 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. When there is an **Alert** on the charterer in the Address Book, the Charterer field in the Ops Overview is highlighted in red, and a tooltip over the Charterer field shows the Alert text.

CFGEnableCOASeqInOpsOverview

When enabled, in the Ops Overview tab of the Voyage Manager (enabled with CFGEnableVoyManagerOpsOverview), the cargo grid includes a **CS** column that shows the lifting sequence number for COA cargoes.

CFGEnableVoyManagerCargoList

Adds Cargo and Cargo Handling tabs to the Voyage Manager. The Cargo tab is similar to the Cargo List, but only includes cargoes associated with the voyage. The Cargo Handling tab is similar to the [Cargo Handling](#) form; it includes a list of all cargoes associated with the voyage, with a line for each load and discharge. Lines highlighted in yellow indicate transshipment cargoes, while lines highlighted in blue indicate interservice cargoes.

If a Cargo or VC In has at least one unacknowledged [revision](#), its row is highlighted in the Cargo List.

CFGUseVoyestVoyageDeviation

Adds a Deviation button to launch a [Deviation Estimate](#).

CFGShowHoursInVoyageManagerItinerary

Displays the following columns in the Voyage Manager Itinerary in hours rather than days: S Days, P Days, LS S Days, and LS PDays.

CFGWarnNonCoordinatorWhenSavingVoy

Displays a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.

CFGWarnOnMismatchedConsecutiveVoyages

Displays a warning when saving a voyage if the Terminating Date on the voyage does not match the Commence Date on the following consecutive voyage.

CFGEnableDraftViewByPortcall

Adds a Vessel Draft tab to the Voyage Manager.

CFGUseCompanyLobTradeAreaHierarchy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGVerifyMatchingCompany

Displays a validation error if any of a voyage's or Estimate's linked contracts or Bunker Requirements has a different Company set than the voyage company.

CFGDefaultCompanyOnTciSelect

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.

CFGDefaultLobOnTciSelect

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

CFGBunkerPurchaseHistoryReport

Makes the Bunker Purchase History Report available from the Cargo Unpriced Components form and the Bunkers menu in the Voyage Manager. The report is run per vessel and is only relevant for scheduled Cargoes.

CFGDeleteFixtureUponVoyageDeletion

When a voyage is deleted, its Voyage Fixture is also deleted. If the voyage was created from a Cargo COA (with CFGPreserveGeneratedCargoes disabled), the voyage's Cargo is deleted as well.

CFGResetCOALiftingUponFixtureDeletion

When a Voyage Fixture is deleted, and its Cargo is a COA lifting, or when a COA Cargo is unscheduled by removing it from a voyage, the lifting is reset as follows:

- The Cargo Status is set to Confirmed.
- The Cargo Qty is reset to the Qty/Lifting value from the COA.

CFGDefaultShowCargoTasksAndAlertsInVoyage

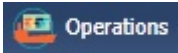



When enabled, in the Voyage Manager Tasks & Alerts panel, the Hide Cargo Tasks & Alerts menu option is cleared and associated Cargo Tasks and Alerts appear by default.

Creating a New Voyage

A voyage can either be [created from scratch](#) or contain the data entered by the Chartering user into a [Voyage Estimate](#), [Voyage Fixture](#), [Cargo](#), [VC In](#), [Time Charter In](#), or [Time Charter Out](#).

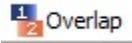
Opening an Existing Voyage


To open an existing voyage, do one of the following:

- In the Operations module center  **Operations**, under Quick Links, click **Voyage Manager**. Select the **Vessel** and **Voyage No.**
- Open the Voyage Manager from one of the [Operations Tools](#).
- Select a voyage from the [Voyage List](#).
- On the Voyage Manager:
 - Click  and then search for the voyage.
 - To open the form for the previous or next voyage, click  or .

Tow Voyages

With the [Barguing module](#), there are additional options on the toolbar for managing Tow voyages:

 **Overlap** : Access the Tow and [allocate overlap costs](#). This button appears when a tow is participating in overlapping voyages.

 **Equipment** : Access the [Activity Log](#) to manage the equipment involved in the voyage.

Estimate Tab - Voyage Manager

VESSEL INFORMATION

Vessel: MV AKTAIA
 TC In Code:
 Vessel DWT: 75,206
 Dly Hire/Addr: 20,000.00 1.50
 DWF %: 7.00
 Spd Bal/Ldn (Kt): 15.00 14.00
 Category:

Ballast Port: ROTTERDAM
 Reposition Port:
 Ballast Bonus: 0.00
 Opr Type: TCOV
 Chtr Specialist:
 Company/LOB: VESON OPR
 Trade Area:

FUEL

FUEL	PRICE	BLST	LADEN	LOAD	DISCH	IDLE
IPO	600.00	35.56	35.56	7.11	7.11	3.05
LSF	675.00	35.56	35.56	7.11	7.11	3.05
LSG	900.00	0.30	0.30	0.30	0.30	0.30
MGO	875.00	0.30	0.30	0.30	0.30	0.30

Cargoes

N	Cargo	C/P Qty	Unit	Opt %	Opt Type	T	Frt Rate	Lumpsum	Comm%	Charterer	Curr	Exch Rate
1	FLAXSEED	60,000	MT	10.00	MOLOO	F	21,000		0.00	0.00	CSA	USD 1,000

Total: 60,000

Itinerary

Port	Miles	Spd	SDays	XSD	F	Cargo	L/D Qty	L/D Rate	RU	C	Terms	TT	PDays	EstPD	Curr	PortExp	EstB	
ROTTERDAM	15.0				C										USD			
ROTTERDAM	15.0				L	FLAXSEED	60,000	2.00	D	Y	SHEX5		3.00	3.00	USD		40,000	
ENGLISH CHANNEL	137	14.0	0.41		P													
SANTOS	5,316	14.0	15.82	1.1	D	FLAXSEED	60,000	3.00	D	Y	SHINC		3.00	3.00	USD		50,000	

LS Only Totals: 5,453 16.23 1.1 6.00 0.0 6.00 90,000

Pracy Routing: Default ECA Routing: Default

ESTIMATE SUMMARY

Estimate ID: CSA-0101

P&L SUMMARY USD

Freight: 1,260,000.00
 Demurrage: 0.00
 Gross Income: 1,260,000.00
 Less Commissions: 0.00
 Less Tax: 0.00
 Less Dispatch: 0.00
 Misc Revenues: 0.00
 Net Income: 1,260,000.00

Vessel Expenses: 467,304.17
 Less Addr Comm: 7,009.56
 Canals: 0.00
 Port Expenses: 90,000.00
 Bunker Expenses: 404,777.52
 Misc Expenses: 0.00
 Less Rebills: 0.00
 Total Expenses: 955,072.12

Profit: 304,927.88
 Daily Profit: 13,050.51
 Breakeven: 15.9179
 Frt Rate (USD/t): 21,000

TCE (USD/d): 32,750.51
 Gross TCE: 33,249.25

VOYAGE DAYS


Commencing:
 Completing:
 Voyage Days: 23.3652

Remarks:

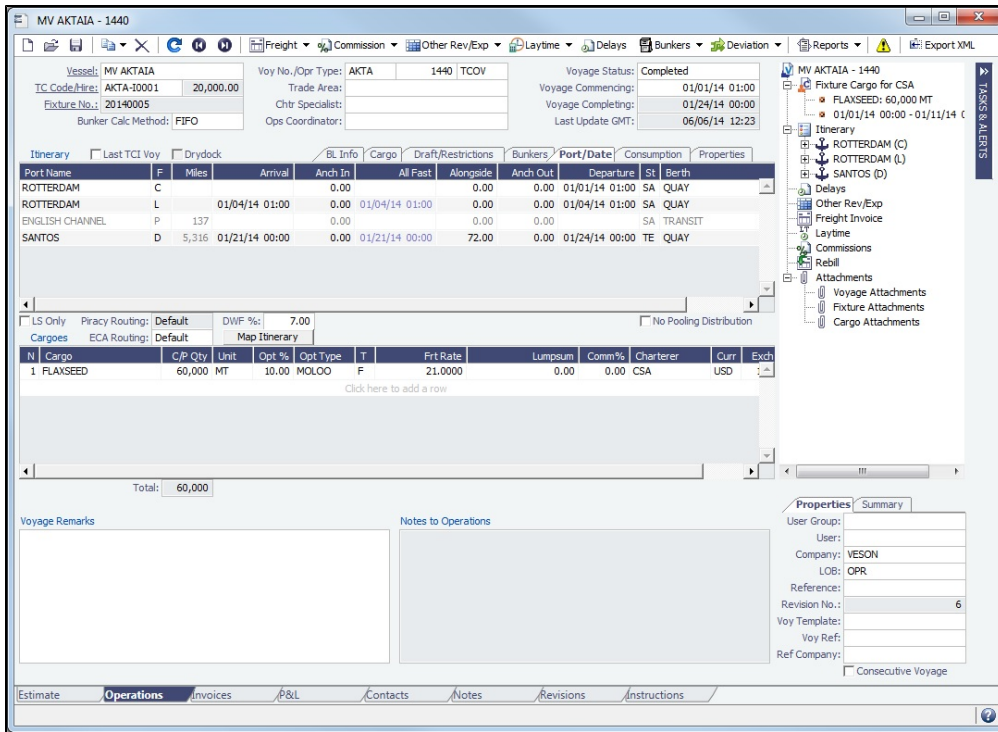
The Voyage Manager Estimate tab displays the Charterer's Voyage Estimate, so you can see its details without opening it separately, if you have the appropriate Module Rights. The Estimate includes Vessel Information, Cargoes, and tabbed views of the Itinerary.

Along the right side, the Estimate tab displays the Estimate Summary, P&L Summary, Voyage Days, and Tasks & Alerts or Revisions panel.

Operations Tab - Voyage Manager

 This is a **Key Topic**, with high value for all users. See the [Key Information](#) below.

The Voyage Manager Operations tab is the default tab; it is active when the Voyage Manager opens. The Operations user enters most of the voyage data on this tab.



Toolbar

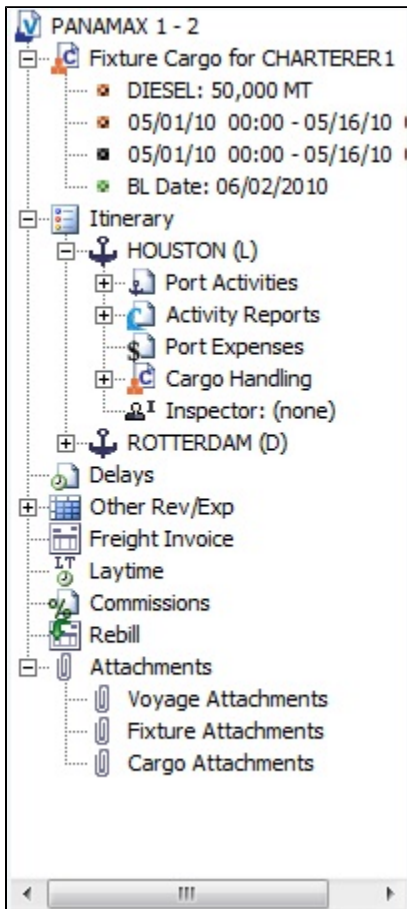
- Freight** : Open Freight Invoice or Expenses Rebill Management.
- Commission** : Open Freight-Relet Commission Summary.
- Other Rev/Exp** : Open Voyage Other Revenues and Expenses, Rebills for Off Hire and Port Expenses (when configuration flag **CFGRebillForOffhire** is enabled), Voyage Itinerary Deviation, or Profit Share.
- Laytime** : Open Estimated Demurrage or New Laytime Calculation Setup.
- Delays** : Open Delay Information.
- Bunkers** : Open Voyage Bunkers or Bunker Liftings.
- Reports** : Open Voyage Manager Reports.

Related Config Flags

CFGRebillForOffhire	Enabled, the user will see a new menu item under the Other Revenue/Expenses toolbar in Voyage Management called Rebills for off hire and port expenses . This allows the user to rebill these items when not under a TC. While displaying Port Expenses Rebills on the Rebills for Off Hire and Port Expenses form, only one row was being displayed, which was the sum of all rebillable items from the Port Advance/DA form. This has been modified, and different rebillable items are displayed in separate rows on the Rebills for Off Hire and Port Expenses form.
CFGUseVoyestVoyageDeviation	Adds a Deviation button to the Voyage Manager toolbar to launch a Deviation Estimate .



Summary Tree

The Summary tree is at the right; it summarizes and provides access to important forms and related information. You can [attach](#) and access documents or links.





Summary Tree for Tow Voyages

With the [Barging module](#), equipment is sorted in the Summary tree based on type; Boats appear first, followed by Barges. Additionally:

- Equipment that stays in the voyage until completion appears at the top of the tree.
- A green icon () appears next to equipment that is currently in the voyage.
- A red icon () appears next to equipment that has departed the voyage.

Tasks & Alerts or Revisions Panel

Either the [Tasks & Alerts](#) or [Revisions](#) panel appears at the top right corner of the form. To expand  or collapse  it, click the double arrow.

To select what you want to view, click  and then click one of the following:

- **Show Tasks & Alerts:** View the Tasks & Alerts panel, which displays the Tasks and Alerts that apply to the contract. The heading bar includes the icon for the most urgent Alert or Task. If none are urgent, the Task that is in progress appears.
- **Show Revisions:** View the Revisions plan, which displays a chronological list of changes to the form. You can also click **Revision History** to view the same information in a list.

You can see all Tasks for all voyages in the [Task List](#).

General Information

The screenshot shows the Voyage Manager interface with the following fields:

- Vessel:** (Empty)
- TC Code/Hire:** 0.00
- Fixture No.:** (Empty)
- Bunker Calc Method:** (Empty)
- Voy No./Opr Type:** 0
- Trade Area:** (Empty)
- Chtr Specialist:** (Empty)
- Ops Coordinator:** (Empty)
- Voyage Status:** Scheduled
- Voyage Commencing:** (Empty)
- Voyage Completing:** (Empty)
- Last Update GMT:** (Empty)

General information is at the top of the Voyage Manager; different fields can appear, depending on the Operation Type and your configuration.

The required fields, **Vessel** and **Voyage Number**, are pulled in from the IMOS Time Charter Out Manager, Voyage Fixture, or Create New Voyage form.



▼ Related Config Flags

CFGSortVoyAutocompleteByDate	Causes the Vessel field selection list to sort voyages for a vessel by commence date in descending order.
CFGEnableVoyTypeCheckboxes	Adds 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.
CFGEnableOPA	Sets the OPA in the Voyage Fixture and in the Voyage Manager.
CFGAllowOpsVoyageRenumbering	Enables changing the voyage number in the Voy No. field.
CFGEnableForecastVoyage	Enables changing the Voyage Status to Forecast. Forecast voyages appear in pink on the Vessel Schedule and in Cargo Matching.
CFGAutoCompleteVoyage	Sets the Voyage Status to Completed if a Departure report has been entered for the last port call of the voyage. This applies only to voyages that do not end in a Terminating (T) port.

Itinerary Grid

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

- **Function:** Some [port functions](#) drive default behavior at the port. For example, L and D require cargo handling; Y and Z require delivery and redelivery.
- If bunkers have been received at a port, or if actual Port Expenses have been entered, that port cannot be changed to functions C, P, or T. These functions have no port time, so no bunkers can be received, and no port expenses can be incurred.
- **Miles** defaults basis the IMOS Distances table and is calculated in the following way:
 - When the preceding sea leg is completed, and the observed distances are reported in the Activity Reports, the value is the sum of the reported observed distances; it is shown in black, to indicate it as the Actual Distance.
 - If the preceding sea leg is not yet completed, or if any observed distance was not reported in the preceding sea leg, the value will remain the estimated value; it is shown in grey, to indicate it as an estimated distance. Editing this field adjusts bunker consumption and port arrival and departure.
- **Speed** defaults basis the Vessel form. Editing this field adjusts bunker consumption and port arrival and departure.
- **WF%** (Weather Factor) and **XS** (Extra Sea Days, with a day value), and **P Days** (Port Days) can also be adjusted to manipulate the Itinerary.
- **St** (Status) for each port changes, based on [Port Activities](#):
 - **..** = Not arrived
 - **AR** = Arrived
 - **SA** = Sailed
 - **TE** = Terminated; sailed from the last port in the voyage
- 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.

- Actual arrival and departure times are black; estimated times are [blue](#).
- If the bunkers ROB falls under the safety margin (specified per fuel type for the [Vessel](#)), the test in the port line turns red, and the Voyage Validation icon turns red  , so you can plan to get more bunkers. To work with bunkers, click  Bunkers .
- [Piracy/ECA Routing](#): Select an option:
 - **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 region.

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.**
- Options to open forms:
 - [Port Activities](#)
 - [Activity Reports](#)
 - [Cargo Handling](#)
 - [Activity Log - Barging](#): To manage equipment (or [Activity Log](#) without the [Barging](#) module).
 - [Leg Delays](#)
 - [Bunker Requirement](#): To request bunkers. (If you have the Bunker Management module, see [Bunker Management](#).)
 - [Port Expenses](#)
 - [Port Expense Search](#): To search for historical data on port expenses.
 - [Agents and Notices](#)

To enter Fixture and/or Operations Itinerary remarks, right-click an itinerary line and then click **Fixture Itinerary Remarks** or **Operations Itinerary Remarks**. Enter the remarks and then click **OK**.

CP Terms Tab

This tab enables you to view twice as many port call lines without having to scroll. It is enabled by [configuration flag](#) **CFGExpand VoyageManagerRowsets**.

CP Terms													
N	ID	Group	C/P Qty	Unit	Opt %	Opt Type	T	Frnt Rate	Lumpsum	Comm%	Charterer	Curr	Exch Rate

B/L Info Tab

The **B/L Info** tab is a view of **Cargo Handling**, with Bill of Lading information and actual Ship quantities.

B/L Info													
Itinerary	F	N	Cargo	Berth	BL Code	BL/Disch Date	CP Unit	BL/Disch. Qty	Ship Gross	FT3/MT	M3/MT	St	BL

Click here to add a row

You do not have to open the [Cargo Handling](#) form; you can update this information here.

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.

Cargo															
Itinerary	Miles	Spd	SDays	XSD	F	Cargo	L/D Qty	L/D Rate	Terms	TT	PDays	XPD	EstPD	PortExp	St

Click here to add a row

Draft/Restrictions													
Itinerary	Berth	F	Draft	Unit	Loadline	Salinity	Cargo	L/D Qty	FT3/MT	M3/MT	MaxLift	ROB Arr	LS SB

Click here to add a row

Bunkers Tab

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

Port	Arrival	Departure	IFO Arr	IFO Rec	IFO Dep	MDO Arr	MDO Rec	MDO Dep	MGL Arr	MGL Rec
DAAN BANWA		11/22/12 01:37	0.000		800.000	0.000		0.000	0.000	

Port/Date Tab

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

Port Name	F	Miles	DToGo	Speed	WF%	SHo...	XSH	B/L	Day	Arrival	Day	Departure	PHours	ID No	St	Berth
Click here to add a row																

- For **LNG Carriers**, this tab includes an additional **Fuel Cons Mode** column. The Fuel Consumption Mode can be specified separately for each voyage leg. For Estimates created in previous IMOS versions, the value for the Estimate is retained to avoid changing the P&L. For new Estimates, these defaults can be overridden on any leg:
 - Automatic
 - Dual Fuel
 - IFO Only
 - LNG Only
- **Arrival:** If you cannot edit the ETA for a port in the Arrival column, follow these steps:
 1. Open the [Activity Report](#) for the port that the vessel most recently arrived at or sailed from.
 2. In the **DstToGo** column, if the value is 0, enter the **DToGo** (Distance to Go) value from the Voyage Manager for that leg.
 3. Save and exit the Activity Reports form.
 4. Save the voyage. The ETA at the next port should be editable.

Consumption Tab

Setting the value of [configuration flag CFGVoyageFormat](#) to **1** enables the **Consumption** tab and adds Anchor In, All Fast, Alongside, and Anchor Out columns to the Port/Date tab.

- If [Vessel Type Fuel Warranty Table](#) is other than None, an **Instruction Type** column appears.

Port Name	F	Miles	DToGo	Speed	WF%	SDays	XSD	B/L	Day	Arrival	Day	Departure	PDays	ID No	St	Berth
Click here to add a row																

Properties Tab

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

Title	Value
Click here to add a row	

Related Config Flags

CFGVoyageFormat	<p>Value:</p> <ul style="list-style-type: none"> • 1: Enables the Consumption tab and adds Anchor In, All Fast, Alongside, and Anchor Out columns to the Port/Date tab. • 2: Uses the Port/Date tab without the added fields.
CFGShowCargoRobInVoyageManager	Adds a Cargo ROB column to the Port/Date tab in the Voyage Manager, or to the Consumption tab if

	<p>CFGVoyageFormat is set to 1. This reflects the cargo remaining on board upon completion of cargo activities at the port. This feature will only function properly if all cargo movements use MT as their unit of measure.</p> <ul style="list-style-type: none"> • If all lines at the port have complete BL information entered, including the BL Date, the BL Qty will be factored into the calculation. • If the BL information is missing, the estimated lift quantity will be used. • If any quantities for a port call are estimated, the Cargo ROB value for this port will be blue. • If the Cargo ROB value exceeds the estimated maximum lift quantity for the entire portcall, and estimated lift quantities exist at the port, the Cargo ROB value will turn red.
CFGVoyapiValidateCargoLaycanForPort	<p>Adds 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.</p> <ul style="list-style-type: none"> • Additionally, on the Voyage List, voyage lines will be highlighted in yellow if the above condition exists.
CFGWarnOnMismatchedConsecutiveVoyages	<p>A warning message appears when saving, if a modified Terminating Date no longer matches the Commence Date on the following consecutive voyage.</p>
CFGExpandVoyageManagerRowsets	<p>Add 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.</p>
CFGVoyestShowCranesInItinGrid	<p>Add a Cranes column on the Cargo tab to indicate the use of cranes in the port.</p>
CFGDefaultWeatherFactor	<p>Specifies the default value in the DWF % field.</p>
CFGShowHoursInVoyageManagerItinerary	<p>Displays the following Itinerary columns in hours instead of days: SDays > SHours, SD > SH, XSD > XSH, PDays > PHours, PD > PH, XPD > XPH, LS SDay > LS SHour, and LS PDay > LS PHour</p>
CFGEnableStandards	<p>Hides the Port Expense field on some forms, enables standards for expenses, and adds a Port Expenses Details form and a Port Expenses Details button on the Port Expenses Summary to open it. When detail-level port expenses are being used, the PortExp column in the Voyage Manager Itinerary behaves the same as the PortExp column in the Voyage Estimate itinerary:</p> <ul style="list-style-type: none"> • For a port with no detail-level port expenses, you can edit its PortExp amount in the Voyage Manager Itinerary Cargo Tab. The voyage P&L shows this amount as estimated expenses for that port. • For a port with a single detail-level expense, that amount appears and can be edited in the voyage itinerary PortExp field. An estimated expense entered before creating the detail-level expense is no longer displayed in the voyage P&L. • For a port with multiple detail-level expenses, the itinerary PortExp field shows the sum of the detail-level expenses for that port and cannot be edited.
CFGGroupCargoHandlingByFunc	<p>Groups cargoes by port function. This will cause an L and</p>


	D to be grouped as an L when scheduled; otherwise, you will get two lines at the same port in Voyage Manager.
CFGHideVoyageltinColumns	<p>Hides corresponding columns on the Voyage Manager Itinerary grid, based on a comma-separated list of values. For example, to hide the Berth and XSD columns, set this config flag to Berth,XSD.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Berth • XSD • St • B/L • Day: Arrival and Departure Day

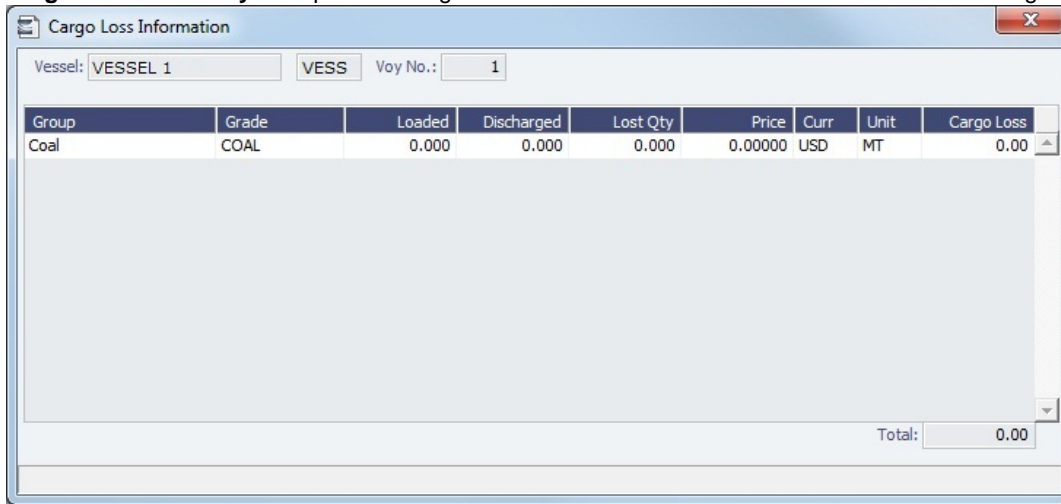
Cargoes Grid

The Cargoes grid displays any cargoes from the [Voyage Fixture](#). You can add a row to add cargo; if you have multiple cargoes for one port or one cargo loading or discharging at multiple ports or berths, enter each on a separate row.

- For **Opt %** and **Opt Type**, see [Cargo Tolerance Option Types](#).
- For **T** (Freight Type) = **W** (World Scale), see [Worldscale Rates](#).

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 select one or more Cargoes.
 - **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.



▼ Related Config Flags

CFGDefaultLobOnCargoImport	Enables defaulting the LOB on a voyage to the one from the imported Cargo, if it has not yet been specified.
CFGDefaultTradeAreaOnCargoImport	Enables defaulting the Trade Area on a voyage to the one from the imported Cargo.
CFGShowDADeskCheckBox	Adds a DA-Desk check box to indicate DA-Desk voyages.
CFGDefaultVoyageDADeskEnabled	The DA-Desk check box is selected by default.
CFGShowIncludeInCover	Adds the Include In Cover check box, to be used by the Pooling Information dataset.
CFGEnableLtinLaycanFields	<p>Adds Laycan From and Laycan To columns to this form.</p> <ul style="list-style-type: none"> • When CFGChartererView is enabled, these columns will be named Window From and Window To. • When CFGVoyapiValidateCargoLaycanForPort is enabled, the Laycan dates will be validated against the ETA/ETD of the voyage. If CFGVoyapiValidateCargoLaycanForPort is not enabled, validation will be against the Laycan dates in the header of the Cargo form.

Properties/Summary/Roles

Properties of the voyage, a Summary of its data, and (with [CFGEnableVoyageRoles](#) enabled) assigned Roles appear in the lower right corner.

The image shows three screenshots of the voyage management interface, each with a different tab selected: Properties, Summary, and Roles.

- Properties Tab:** Shows fields for User Group, User, Company, LOB, Reference, Revision No. (1), Voy Template, Voy Ref, and Ref Company. A Consecutive Voyage checkbox is at the bottom.
- Summary Tab:** Displays financial and operational data: P&L (as of 06/06/14 15:00 GMT): Revenue: 892,584,000; Expenses: 914,732; P/L: 891,669,268; TCE: 43,665,316; Duration: Total: 20.43 days; Port: 4.00 days; Sea: 16.43 days; Bunkers ROB: IFO = 500.00 MT; LSO = 500.00 MT.
- Roles Tab:** Lists assigned roles: Chtr Coord, Ops Coord, Ops Coord 2, Controller, FD Manager, and Finance.

Company Code and LOB

The Time Charter Contract might have Company Code A, and the vessel might have Company Code B. When the Time Charter Contract is fixed and scheduled with the vessel, the Voyage Manager defaults to the Vessel Code, thus will have company code B, but it can be changed. For invoices and posting, the default Company Code on the Transaction Data Entry form when posting TC items should be A, and for other voyage items it should retain the Company Code of the voyage.

▼ Related Config Flags

CFGEnableVoyageRoles	Adds 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).
CFGVoyManDefaultSelectSummaryTab	Makes the Summary tab the default open tab, rather than the Properties tab.

CFGEnableMultipleBaseCurrencies	Adds a read-only Company Currency field to the Properties tab. This field also appears as a read-only field on the Invoices, P&L, Contacts, Notes, Revisions, and Instructions tab in the Voyage Manager.
CFGEnableVoymanVoyageID	Replaces the Voy Ref field on the Properties tab with a Voyage ID field.
CFGVerifyMatchingCompany	Displays a validation error if any of a voyage's or Estimate's linked contracts or Bunker Requirements has a different Company set than the voyage company.
CFGDefaultCompanyOnTciSelect	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.
CFGDefaultLobOnTciSelect	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.
CFGEnableOpsLOB	If enabled, displays an LOB (Line of Business) field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.
CFGWarnNonCoordinatorWhenSavingVoy	Displays a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.

Barging

The following differences are related to [Tow voyages](#) and the [Barging](#) module:

- In the [Cargoes](#) grid, the Frt Rate column is highlighted in light pink for cargoes of Freight Type **E**.

T	Frt Rate	Lumpsum	Co
E	0.0000	0.00	ADM

click here to add a row





Total: 10,000.00 USD/Day



A tooltip displays the contract rate/day for the cargo, based on the equipment participation in the voyage as of:

- Current system date
- Voyage Completing date for voyages in the past
- Voyage Commencing date for voyages in the future

Managing a Voyage

To manage a voyage, in the [Voyage Manager](#), do the following:

Step Number	Step	 Key Information: About Voyage Status
1	<p>Check the Validation symbol on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.</p> <p> : All information is complete.</p> <p> : Some information is missing.</p> <p> : The form contains one or more errors.</p>	
2		By default, the voyage Status is Sched

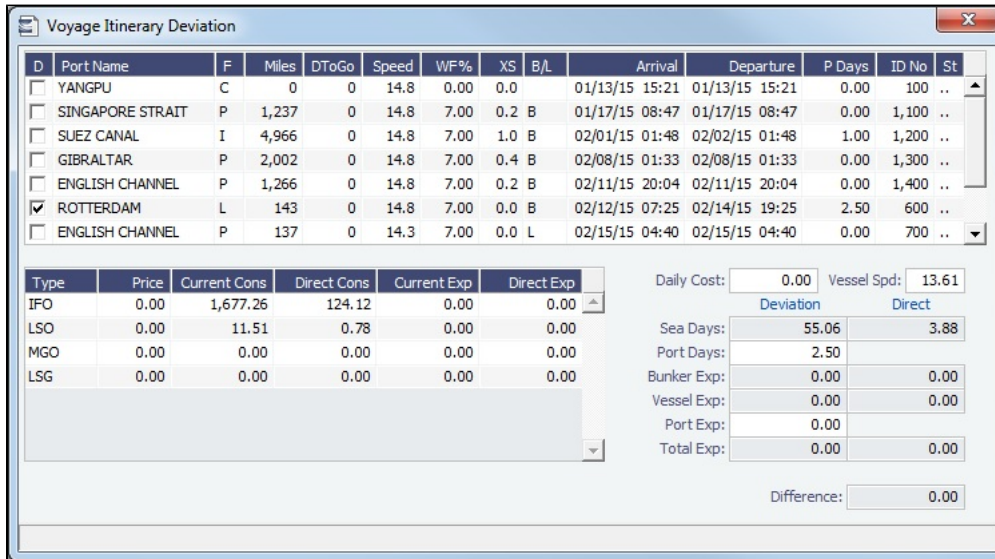
	To save the voyage, click  .	uled.
3	When the voyage begins, change the voyage Status from Scheduled to Commenced .	When the voyage Status is changed from Scheduled to Commenced , the Status for the first port changes to Sailed .
4	As you continue through each port, right-click the port line and click Port Activities to enter Port Activities for the voyage. IMOS updates the Itinerary with any changes.	
5	When you are traveling between ports, right-click the port line and click Activity Reports to track information in the Activity Reports .	
6	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 .	
7	To enter Voyage Other Revenues and Expenses not associated with a port or with freight, click  Other Rev/Exp and then click Other revenues and expenses .	
8	When the Start Sea Passage Port Activity is entered for the last port, IMOS changes the port Status to TE (Terminated).	IMOS also changes the voyage Status to Completed . Port, bunker, cargo, and financial data can still be modified.
9	After all voyage transactions are completed, change the Status to Closed .	After the voyage Status is changed to Closed , the voyage cannot be modified.

For industry-specific voyage management workflows, see [Barging](#), [LNG](#), and [Pooling](#) module documentation.

Voyage Itinerary Deviation

You can analyze the difference in expenses caused by a change to the itinerary.

1. On the **Voyage Manager Operations** tab toolbar, click  **Other Rev/Exp** and then click **Deviation Analysis**.




D	Port Name	F	Miles	DToGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St
<input type="checkbox"/>	YANGPU	C	0	0	14.8	0.00	0.0		01/13/15 15:21	01/13/15 15:21	0.00	100	..
<input type="checkbox"/>	SINGAPORE STRAIT	P	1,237	0	14.8	7.00	0.2	B	01/17/15 08:47	01/17/15 08:47	0.00	1,100	..
<input type="checkbox"/>	SUEZ CANAL	I	4,966	0	14.8	7.00	1.0	B	02/01/15 01:48	02/02/15 01:48	1.00	1,200	..
<input type="checkbox"/>	GIBRALTAR	P	2,002	0	14.8	7.00	0.4	B	02/08/15 01:33	02/08/15 01:33	0.00	1,300	..
<input type="checkbox"/>	ENGLISH CHANNEL	P	1,266	0	14.8	7.00	0.2	B	02/11/15 20:04	02/11/15 20:04	0.00	1,400	..
<input checked="" type="checkbox"/>	ROTTERDAM	L	143	0	14.8	7.00	0.0	B	02/12/15 07:25	02/14/15 19:25	2.50	600	..
<input type="checkbox"/>	ENGLISH CHANNEL	P	137	0	14.3	7.00	0.0	L	02/15/15 04:40	02/15/15 04:40	0.00	700	..

Type	Price	Current Cons	Direct Cons	Current Exp	Direct Exp
IFO	0.00	1,677.26	124.12	0.00	0.00
LSO	0.00	11.51	0.78	0.00	0.00
MGO	0.00	0.00	0.00	0.00	0.00
LSG	0.00	0.00	0.00	0.00	0.00

Daily Cost:	0.00	Vessel Spd:	13.61
Deviation		Direct	
Sea Days:	55.06		3.88
Port Days:	2.50		
Bunker Exp:	0.00		0.00
Vessel Exp:	0.00		0.00
Port Exp:	0.00		
Total Exp:	0.00		0.00
Difference:		0.00	

2. Select a check box for one of the line items at the top of the form. Differences in fuel consumption and expenses appear below.

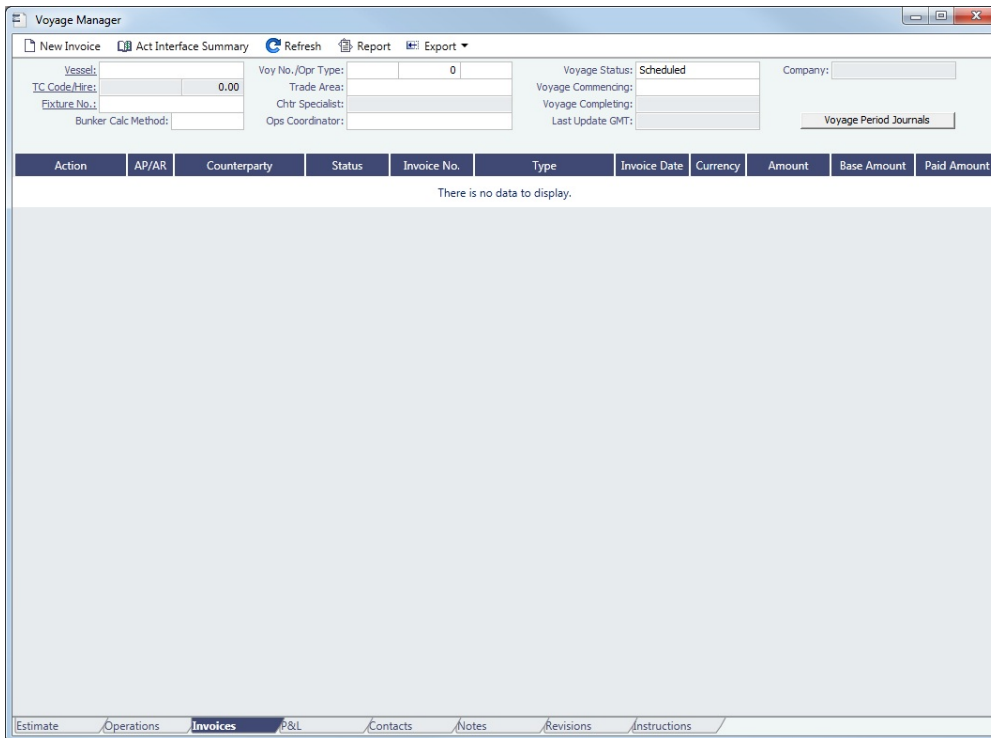
Invoices Tab - Voyage Manager

 This is a **Key Topic**, with high value for all users.

The **Voyage Manager 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 **Module Rights** to perform the various actions, you can see the status of each invoice. You can also see the amount outstanding, amount paid, and due date. With appropriate rights, you can view, create, review, approve, post, and assign tax codes for invoices.

A **Create Invoice** link is created for each potential invoice that has not been created yet. In the Type column, you can click links to open invoices that have been created.



To create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TC/TCO Bunker Adjustments, click [Voyage Period Journals](#) to open Voyage Period Journals.

▼ Related Config Flags

CFGPromptInvoiceCreateWhenAllCargoBLEntered

Display a **Create Invoice** link for Freight Invoices when BL quantities are entered in all Load ports of the cargo, and not just the first one.

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.

CFGOpsRequirePaymentTerms

When enabled, the [Payment Terms](#) field is required on all operations invoices. On the [Laytime Calculation Claim tab](#), the Payment Terms field is not required until an Invoice Number is generated.


CFGOpsEnableCyclePayments

If an operations invoice has a Payment Terms field, you can set up Cycle Payment, which calculates up to four Due Dates per month.

To set up Cycle Payment, do the following:

1. Edit [configuration flag CFGOpsEnableCyclePayments](#): Replace the **Value** with no more than four monthly Cycle Payment days, separated by commas. For example, enter **1,15** if payments are made on the first and fifteenth day of every month.
 - Days past **31** will be ignored.
 - If **29, 30,** or **31** is entered, months with fewer days will use the last day of the month.
2. In the [Payment Terms](#) form, a Cycle Pmt column appears. To enable Cycle Payment for a Code, select the **Cycle Pmt** check box in its row. When an operations invoice uses a Payment Term with Cycle Payment enabled, Due Date = Period Basis + Period (rounded up to the next Cycle Payment day).


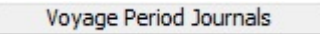
Profit and Loss Tab - Voyage Manager

 This is a **Key Topic**, with high value for all users.

The **Voyage Manager P&L** tab gives you detailed Profit and Loss information for financial monitoring, reconciliation, and auditing (if you have the **Voyage P&L Summary Module Right**, under Reports in the Operations Module). It shows Estimated, Actual, Posted, and Cash columns, as well as Variance columns showing the difference and percentages between Actual and Estimated and Actual and Posted. 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.

Views

You can select either of two views toward the top left of the grid. In either view:

- To open a report, click  **Reports** and then select a report.
- To create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TC In/TC Out Bunker Adjustments, click  **Voyage Period Journals** to open **Voyage Period Journals**.

Operations View (default)

Operators use this view to see categories of revenues and expenses.

Basis:	Actual	Compare:	Posted	All periods	Estimated	Actual	Posted	Cash	Variance			
Operations	Description	Invoice No.						In / (Out)	Act - Est	%	Act - Pst	%
Revenues												
▶	Freight				800,000,000	800,000,000					800,000,000	
▶	Freight Add. Comm.				(14,000,000)	(14,000,000)					(14,000,000)	
	Total Revenues				786,000,000	786,000,000					786,000,000	
Expenses												
▶	Bunkers				730,085	(344,450)			(1,074,534)	L	(344,450)	
▶	IFO Cost				662,243	(406,050)			(1,068,293)	L	(406,050)	
▶	LSF Cost				59,214	59,214					59,214	
▶	MGO Cost				6,628	2,386			(6,241)	(72)	2,386	
▶	Port Expenses				90,000	90,000					90,000	
	Total Expenses				820,085	(254,450)			(1,074,534)	L	(254,450)	
	Voyage Result:				785,179,916	786,254,450			1,074,534	0	786,254,450	
	Net Daily (TCE):				19,982,952	19,546,958			(435,994)	(2)	19,546,958	
Running Cost												
▶	Hire				785,850	804,478			18,628	2	804,478	
	Total Running Cost				785,850	804,478			18,628	2	804,478	
Profit (Loss):												
	Profit (Loss):				784,394,066	785,449,972			1,055,907	0	785,449,972	
	Net Voyage Days:				39.29	40.22			0.93	2	40.22	
	Daily Profit (Loss):				19,962,952	19,526,958			(435,994)	(2)	19,526,958	
Total/Off hire days:												
	Total/Off hire days:				39.29	40.22			0.93			
Port/Sea days:												
	Port/Sea days:				5.96	33.33	4.96	35.27	(1.00)	1.94		


Accounts View

Accounting roles typically use this view to see the name and number of each ledger account affected by the voyage and how costs are allocated to them. In the following example, under Expenses, the IFO cost shown above appears under the Ledger Code and Account Name.

Accounts	Description	Invoice No.	Estimated	Actual	Posted	Cash	Variance			
							In / (Out)	Act - Est	%	Act - Pst
Revenues										
71921000	- VC-Freight hire		800,000,000	800,001,000				1,000		800,001,000
	Total Revenues		800,000,000	800,001,000				1,000		800,001,000
Expenses										
	PEXP:EST - Missing business rule!		90,000	90,000						90,000
	81910101 - TCI-Charter hire paid		785,850	785,850				(0)		785,850
	81920100 - COMM-Address Commission		14,000,000	14,000,000						14,000,000
	81920601 - BUNKER-Consumption IFO		740,654	740,454				(200)	(0)	740,454
	IFO Cost 500.000 MT @ 600.00			300,000				0	0	0
	LSF Cost 115.868 MT @ 675.00			78,211				0	0	0
	IFO Cost 603.738 MT @ 600.00			362,243				0	0	0
	IFO 1103.738 MT @ 600.00		662,243					0	0	0
	LSF 116.164 MT @ 675.00		78,411					0	0	0
	81920602 - BUNKER-Consumption MDO		10,374	10,362				(11)	(0)	10,362
	Total Expenses		15,626,877	15,626,666				(211)	(0)	15,626,666
Profit (Loss):			784,373,123	784,374,334				1,211	(0)	784,374,334
Net Voyage Days:			39.29	39.29						
Daily Profit (Loss):			19,962,419	19,962,450				31		19,962,450
Profit Share:				392,187,167				392,187,167		392,187,167
Net Voy Profit:			784,373,123	392,187,167				(392,185,956)	(50)	392,187,167
Net Daily Profit (Loss):			19,962,419	9,981,225				(9,981,194)	(50)	9,981,225
Total/Off hire days:			39.29	39.29						
Port/Sea days:			5.96	33.33						

Snapshots

To save a **snapshot** of the P&L:

1. Click  **Snapshot**.
2. Enter **Remarks**.
3. Select a **Snapshot Type**:
 - **custom**: Saves the snapshot to the database.
 - **exportXml**: Creates an XML notification when voyplnsnapshot/exportXml is added to the notificationsIncludeList configuration flag. For more information, see the *IMOS Messaging Service Manual*.
4. Click **Save**.

You can add, update, or remove snapshots from voyages using the [Voyage P&L Snapshot Manager](#).

Snapshot Types

Snapshot types include:

- Snapshots you take (**custom** or **exportXml**); these appear with the date, time, and user.
- **initial**: Depending on the value of configuration flag **CFGInitialSnapshotTimeSelect**, snapshots automatically taken when a voyage is either **scheduled** or **commenced**.
- **current**: Snapshots automatically taken when a voyage is saved.
- **closed**: Snapshots automatically taken when a voyage is closed; the date and time are followed by the text *Closing*.
- **accrual**: Monthly Accruals Snapshots taken while using the Daily Snapshot method to generate *Accruals*; the date and time are followed by the text *Accrual*.
- **deviation**: Snapshots automatically taken when creating a *Deviation Estimate*; the date, time, and user are preceded by the text *Dev Est*.

Estimated, Actual, Posted, Cash, and Variance Columns

- **Estimated**: These figures come from the *Voyage Estimate* that this voyage originated from. If no Voyage Estimate exists, these figures are calculated from the initial data in the voyage when it is created.
- **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

or on the voyage itself before commencement. 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 is set to Completed, all operational updates are reflected in the Actual column, indicating voyage revenue/expense variations based on updated information during the voyage (for example, an FDA, or a change in bunker consumption because of a deviation).

- **Posted:** This column includes only amounts that are posted to the P&L using the Transaction Data Entry form. Although posted proforma port expense invoices appear in the Actual column, they are not included here because the amounts are typically posted to Balance Sheet accounts rather than P&L accounts.
- **Cash:** This column includes payment and receipt transaction amounts against the amounts listed in the Posted column.
- **Variance:**
 - **Act - Est** displays the difference between Actual and Estimated.
 - **Act - Est %** is calculated as (Act-Est)/Absolute value of Est. This ensures that when Estimated and Actual are both negative, the Variance % is negative when Actual is less than Estimated and positive when Actual is greater than Estimated.
 - **Act - Pst** displays the difference between Actual and Posted.
 - **Act - Pst %** is calculated as (Act-Pst)/Absolute value of Act. This ensures that when Posted and Actual are both negative, the Variance % is negative when Actual is less than Posted and positive when Actual is greater than Posted.

Snapshot and Period Comparison



For P&L Snapshot comparison, two selection lists include all the snapshots taken of this voyage:

- **Basis:** The default value is **Actual**. When you select a different snapshot:
 - The **Actual** column displays the Actual values from the selected Basis snapshot.
 - For a selection other than Actual, the snapshot's date appears under the column title.
 - For a snapshot you take, if you add **Remarks**, they appear in the Remarks field in the lower left corner of the tab.
- **Compare:** The default value is **Posted**. When you select a different snapshot:
 - The **Posted** column displays the Actual values from the selected Compare snapshot.
 - The **Posted** column title changes to Compare, with the selected snapshot's short name under it.
 - For a selection other than Posted, the snapshot's date appears under the column title.
 - **Variance** columns display the variance between the snapshots.

If monthly accruals are run for this voyage, the **Period** selection list includes the months during which the voyage ranges, and All. Selecting a month in this field shows all the Estimated and Actual values prorated until the end of the selected month. The Posted and Cash columns show the full transactions made until that date.

Revenues and Expenses

Items in the list are broken out into Revenues and Expenses, in a tree format. With a configuration flag enabled, Running Costs can be a separate category.

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

Totals

The following totals can appear at the bottom of the table:

- **Voyage Result**
- **Net Daily (TCE):** For [Vessel Type](#) Gas Carrier, Monthly TCE appears rather than Daily.
- **Profit (Loss)**
- **Market Profit (Loss):** Appears if a value is entered in the **Market Hire** field; note [Module Right Edit Market Hire on Voyages with Status Other Than Scheduled](#).
- **Net Voyage Days**
- **Daily Profit (Loss)**
- With [Profit Sharing](#):
 - **Profit Share**
 - **Net Voy Profit:** Total Voyage Profit minus Profit Share.
 - **Net Daily Profit (Loss)**

- **Total/Off hire days**
- **Port/Sea days**
- With [CFGShowWaitingCostInVoyagePnL](#) and if applicable:
 - **Waiting for Laycan**
 - **Waiting for Orders**

Remarks

To add remarks to the current P&L, click the [Edit](#) link above the field, enter text, and click **OK**. The remarks appear in the field below. These remarks are separate from those entered on Snapshots.

Possible Errors

Missing Business Rule

▼ Revenues

- ▶ TCOB:TCHIR - Missing business rule!

If the description of one of your items is **Missing Business Rule**, find the Invoice type (Source) and item (Code), and add the account in the [Business Rules](#).

Source	Code	Description
AGCA	ADVAJ	Agent Advance Paid
AGCA	AGENCY	Agency Expenses
AGCA	CHARTER	Charterers Expenses - Rebillable

In this case, in Accounts view, the P&L totals display amounts that are ~~red and crossed out~~.

Uncategorized Adjustments

If you have the wrong account type set up for an item, an Uncategorized Adjustments category appears in Accounts view.

▼ Revenues

- ▶ TCO Hire
- ▶ Uncategorized Adjustment

For example, this can occur if you have VEXP/VOEXP set to post to a Balance Sheet account and create a miscellaneous expense.

Invariant

Invariants occur when P&L items are incorrectly mapped to the balance sheet or income statement. A value that is ~~red and crossed out~~ on the P&L has an invariant error if, when you hold your mouse pointer over it, **PNL**, **Invariant**, and **Differential** values appear.

▼ Related Config Flags

CFGAlwaysSaveAccountCodeInSnapshot
 Saves the account code in the snapshot table.
 CFGInitialSnapshotTimeSelect
 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. The Snapshot button can also be used to update the initial snapshot.

CFGUseClosingSnapshotForClosed

Voyages

For closed voyages, always display information from the latest closing snapshot on the P&L tab.

CFGAutoPnlSnapshot

When enabled, current snapshots in the voyage P&L are updated when Cargo and TC contracts connected to the voyage are updated.

For Time Charter contracts, snapshots are only updated for related voyages whose total revenues, total expenses, total profit/loss, or TCE have changed; the Estimate, Actual, and Posted columns of the P&L are checked.

An update is also done when voyage-related invoices/Bunker Requirements are created /updated/deleted and when changes are made to Bunker Swaps connected to Cargoes in the voyage.

When XML notifications are enabled and voyage and voypnl are specified as values for flag notificationsIncludeList, XMLs are exported in this order: voyage, voypnl (estimate), voypnl (actual), voypnl (posted).

CFGTCtoVoyexAsMiscExp

Displays TC Out Voyage Expenses under the Expenses section, instead of under the Revenues section.

CFGUseDelQtyCalcBnkAdjBeforeArr

The TC Out Bunker Adjustment is calculated against the CP Quantity until the vessel is delivered.

CFGRebsDontReduceProvisionalExp

Rebillable port expenses are not counted against provisional port expenses in the voyage PL.

CFGCacheVoyPnl

Enables caching the Voyage P&L in the database so that the Trading module can use the cached data to expedite the Trading P&L calculation. Flag

CFGTraUseCachedVoyagePL (on the Trading tab) enables using the cached voyage P&L in the Trading module.

Also enables the Voyage Manager to save the current P&L snapshot when the voyage is saved; these are saved into the "voypnl" table with the "snapshotType = 'current'".

The saved P&L numbers are used in the Voyage List for columns Est P&L, Actual P&L, and Est-Act P&L.

CFGShowPNLCalcOptions

Enables [P&L calculation options](#) on various forms and reports.

CFGDefaultPnlCalcAdjustForOffHire

Selects the **Adjust Portion for Off Hire** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcAdjustForWaiting

selects the **Adjust Portion for Waiting Time** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcApplyBallastBonus

Selects the **Apply Ballast Bonus to Period** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcApplyBunkerCons

Selects the **Apply Bunker Consumption to Period** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).
CFGDefaultApplyOtherRevExp

Note: This flag should not be used if [CFGAllocTCOMiscRevExpToPeriod](#) is enabled. If the existing flag is already enabled, it will take precedence and setting

CFGDefaultApplyOtherRevExp will have no effect.

DisableCFGAllocTCOMiscRevExpToPeriod in order to use

CFGDefaultApplyOtherRevExp.

Setting this value determines the behavior of the **Apply Other Revenues/Expenses to Period P&L calculation option**. There are four possible values:

- **PRORATE** (default): Clears the check box by default; Lumpsum Other Revenues /Expenses are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **INVOICEDATE** is applied.
- **INVOICEDATE**: Selects the check box by default; 100% of a Lumpsum Other Revenue/Expense amount is applied to P&L reporting period based on Invoice Date.
- **TCINVOICEDATE**: Selects the check box by default; 100% of Lumpsum Other Revenue/Expense amounts is applied to P&L reporting period based on Invoice Date, only for TC Out voyages.
- **SERVICEDATE**: Selects the check box by default; 100% of a Lumpsum Other Revenue/Expense amount is applied to P&L reporting period based on the service date of the Other Revenue/Expense invoice.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGAllocTCOMiscRevExpToPeriod

When enabled, miscellaneous revenues and expenses on TC Out voyages are not prorated but allocated to the period the invoice date is in for accrual calculations.

CFGDefaultPnlCalcApplyPortExpens

es

Setting this value determines the behavior of the **Apply Port Expenses to Period P&L calculation option**. There are three possible values:

- **PRORATE** (default): Clears the check box by default; Port Expenses are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **BYDAYS** is applied.
- **BYDAYS**: Selects the check box by default; the amount of Port Expenses in the P&L reporting period are prorated. The prorata portion is calculated by the following logic: For each port call, Prorated Port Expense Amount = (# of Days at Port within Period / Total # of Days in Port in Voyage) x Port Expense Amount.
- **FULL**: Selects the check box by default; 100% of a Port Expense amount is applied to P&L reporting period.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcApplyAdditionalT

chire

Setting this value determines the behavior of the **Apply Additional Hire to Period P&L calculation option**. There are two possible values:

- **N** (default): Clears the check box by default; TC additional hire items are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **Y** is applied.
- **Y**: Selects the check box by default; 100% of an XHIRE amount is allocated to period based on TCIP or TCOB Invoice Date.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcApplyOffHire

Selects the **Apply Off Hire/Waiting to Period** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).
CFGDefaultPnlCalcApplyTcHire

Setting this value determines the behavior of **Apply TC Hire to Period P&L calculation option**. There are three possible values:

- **PRORATE**: Clears the check box by default; TC Hire, additional hire items, CVE, and Hire Commissions are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **EXCLUDEXHIRE** is applied.
- **EXCLUDEXHIRE**: Selects the check box by default; TC Hire, CVE, and Hire Commissions are applied to period based on the period from and to dates. XHIRE items continue to be prorated.
- **INCLUDEXHIRE**: Selects the check box by default; TC Hire, CVE, Hire Commissions, and additional hire items are applied to period. Period items are allocated based on the period dates, and additional hire items are allocated based on Invoice Date.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).
CFGDefaultPnlCalcApplyTCExp

Setting this value determines the behavior of the **Apply TC Expenses to Period P&L calculation option**. There are two possible values:

- **N** (default): Clears the check box by default; TC In and TC Out Voyage Expenses, Hold Cleaning, and ILOHC items are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **Y** is applied.
- **Y**: Selects the check box by default; all TC In and TC Out Voyage Expenses, Hold Cleaning, and ILOHC items are applied to P&L reporting period based on Invoice Date.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).
CFGDefaultPnlCalcAccrueLinkedTradesOnSettlement

Selects the **Accrue Linked Trades Upon Settlement** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).
CFGDefaultPnlCalcReconcileBunkers

Selects the **Reconcile Bunker ROB for Current Voyages** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).
CFGDefaultPnlCalcApplyTCBnkAdj

Setting this value determines the behavior of **Apply TC Bunker Adjustment to Period P&L calculation option**. There are two possible values:

- **N** (default): Clears the check box by default; TC Bunker Adjustments are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **Y** is applied.
- **Y**: Selects the check box by default; any TC Bunker Adjustments are applied to the correct period based on the operations ETA of delivery (TC Out) or redelivery (TC In).

For Time Charter Out voyages, if the TC Out contract is set to Bunkers on Consumption, the Bunker Adjustment will be allocated to the period containing the departure from the Z port.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGShowRunningCost

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 TC In or TC Out 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.

To hide the Running Cost on the Voyage Manager P&L tab and the Voyage Profit Loss Report from the Voyage Manager, use this flag with **CFGHideRunningCostOnPNL**.

CFGHideRunningCostOnPNL

Used with **CFGShowRunningCost**, hides the Running Cost, the TCE, and the final P&L value on the Voyage Manager P&L tab. The Voyage Profit Loss Report from the Voyage Manager hides Running Costs in the same way as the P&L tab.

CFGTciAdminAsRunningCost

Considers TC In Admin Fee items as Running Costs, not Expenses.

CFGDefaultPnlCalcExcludeRunning

Costs

Selects the **Exclude Running Costs for Long Term TC/OV** option by default on all forms that include [P&L calculation options](#).

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGUseTCInvoiceExchangeRateInVoyPNL

For TC In/TC Out in non-base currency, the Hire Statement, Statement of Account, and Statement of Account Recap use the invoice exchange rate for delivery/redelivery bunkers.

CFGAllocateTciHireToVoy

When enabled, voyage number is a required field for all hire-related lines in TC In; block incremental payment completely.

CFGAllocateBunkersToVoy

When enabled, post voyage bunker cost as difference of bunkers used - bunker inv - accrue.

CFGShowWaitingCostInVoyagePnl

When enabled, for TCOV voyages only, the voyage P&L handles waiting delay bunker and vessel costs the same as Off Hire costs.

- Waiting Bunkers is shown as a new P&L expense category below Off Hire Bunkers.
- Waiting Cost is shown as a new P&L Running Cost category below Off Hire.
- The TCE Calculation excludes Waiting Bunkers the same way that Off Hire Bunkers is excluded.
- The same Allocate to Period logic is used for waiting costs (bunker and hire) as is currently used for off hire costs.

To use this feature, the following config options must be disabled:

CFGAllocateTciHireToVoy, **CFGAllocateBunkersToVoy**.

P&L Calculation Options

P&L calculation options are available when you have enabled the [config flag](#) **CFGShowPNLCalcOptions**. By selecting these options, you can modify certain areas of the P&L calculation, typically using a prorata calculation or a more specific calculation for certain values.

With the **Modify P&L Calculation Options** [Module Right](#) selected under **Financials** Actions in [Security](#), you can toggle the P&L calculation options on the [Monthly Accruals](#), [Voyage Period Journals](#), and [Voyage P&L Summary Report](#) forms. Without it, you can only use these forms with the P&L Options as set by the configuration flags beginning with **CFGDefaultPnlCalc**.

Option Descriptions

Note: Each of the following options has one or more possible configurations; to learn more, see [Related Config Flags](#) on this page. These flags can be used to set the default states of the check boxes.

If no P&L calculation options are changed from their defaults, all P&L items will be calculated according to config flag settings. Off Hire will be included in voyage duration and thus reflected in the Portion %.

- **Apply TC Hire to Period:** TC Out Hire will not be prorated; instead, TC Out Hire will be calculated based on hire rate and actual voyage days in the period. CVE and commissions will be applied only to the period in which they occur. In Monthly Accruals, TC Commission will be applied to period when set as a percentage of the Hire in the contract.
- **Apply Additional Hire to Period:** For Time Charter voyages, 100% of an XHIRE (additional hire) amount is allocated to period based on TCIP (Time Charter In Payment) or TCOB (Time Charter Out Bill) Invoice Date.
- **Apply Off Hire/Waiting to Period:** Off Hire will be allocated to the actual period, that is, full deduction of Off Hire in the period when the Off Hire occurred.
- **Apply Ballast Bonus to Period:** Ballast Bonus and Ballast Bonus Commission for TCI and TCO will be allocated to the period of voyage commencement. The P&L Period Range will begin before the voyage commences.
- **Apply TC Bunker Adjustment to Period:** For Time Charter voyages, 100% of a Bunker Adjustment amount is allocated to period based on operations ETA for delivery (TCO) or redelivery (TCI). For Time Charter Out Voyages, if the TCO Contract is set to Bunkers on Consumption, the Bunker Adjustment will be allocated to the period containing the departure from the Z port.
- **Apply TC Expenses to Period:** For TCIP and TCOB INTHC (Intermediate Hold Cleaning), ILOHC (In Lieu of Hold Cleaning), and VOYEX (Voyage Expenses), 100% of the line item amount is allocated to period based on the Invoice Date of the invoice in which it is included. Items included on incremental invoices will still be allocated based on their original invoice's date.
- **Apply Bunker Consumption to Period:** Bunker expense will not be prorated, but calculated based on actual consumed amount in the period.
- **Apply Other Revenues/Expenses to Period:** For invoice types VEXP (Voyage Other Expense, Lumpsum) and VREV (Voyage Other Revenue, Lumpsum), 100% of the invoice amount, including linked non-freight rebills, is allocated to period based on a specific date, determined by configuration.
- **Apply Port Expenses to Period:** 100% of a Port Expense amount, including linked non-freight rebills, is allocated to period based on a specific date, determined by configuration.
- **Adjust Portion for Off Hire:** Off hire 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. If the check box is cleared, the system will consider the voyage 50% complete after the first month and 100% complete after the second month.
- **Adjust Portion for Waiting Time:** Waiting Time is considered when determining the percentage. For example, if you have a 2-month voyage, and it is waiting for the entire first month, the voyage will be considered 0% complete after the first month and 100% after the second month. If the check box is cleared, the system will consider the voyage 50% complete after the first month and 100% complete after the second month.
- **Reconcile Bunker ROB for Current Voyages:** Accrual includes ROB rows up until the accrual period with new bill codes of the format ROB_FuelType in current voyages. The accrual basis is based on the ROB from the most current Activity Report in the accrual period, rather than based on bunker planning estimation. For consecutive voyages, when no commenced voyage exists for the vessel, the most recently completed voyage is considered current. For non-consecutive voyages, all (except closed voyages) are considered as current.
- **Exclude Running Costs for Long Term TC/OV:** 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**. This feature does not apply when config flag **CFGVoyaccAccrualType** is set to **Act**.
- **Accrue Linked Trades Upon Settlement:** Only settled periods of trades linked to the Voyage P&L will be included in Monthly Accruals; exposed periods will be excluded.

▼ Related Config Flags

CFGShowPNLCalcOptions

Enables P&L calculation options on various forms and reports.

CFGDefaultPnlCalcApplyTCHire

Setting this value determines the behavior of **Apply TC Hire to Period** P&L calculation option. There are three possible values:

- **PRORATE**: Clears the check box by default; TC Hire, additional hire items, CVE, and Hire Commissions are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **EXCLUDEXHIRE** is applied.
- **EXCLUDEXHIRE**: Selects the check box by default; TC Hire, CVE, and Hire Commissions are applied to period based on the period from and to dates. XHIRE items continue to be prorated.
- **INCLUDEXHIRE**: Selects the check box by default; TC Hire, CVE, Hire Commissions, and additional hire items are applied to period. Period items are allocated based on the period dates, and additional hire items are allocated based on Invoice Date.

CFGDefaultPnlCalcAdjustForOffHire

Selects the **Adjust Portion for Off Hire** option by default on all forms that include P&L calculation options.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcApplyOffHire

Selects the **Apply Off Hire/Waiting to Period** option by default on all forms that include P&L calculation options.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcAdjustForWaiting

Selects the **Adjust Portion for Waiting Time** option by default on all forms that include P&L calculation options.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcApplyBallastBonus

Selects the **Apply Ballast Bonus to Period** option by default on all forms that include P&L calculation options.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcReconcileBunkers

Selects the **Reconcile Bunker ROB for Current Voyages** option by default on all forms that include P&L calculation options.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultPnlCalcApplyTCBnkAdj

Setting this value determines the behavior of **Apply TC Bunker Adjustment to Period** P&L calculation option. There are two possible values:

- **N** (default): Clears the check box by default; TC Bunker Adjustments are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **Y** is applied.
- **Y**: Selects the check box by default; any TC Bunker Adjustments are applied to the correct period based on the operations ETA of delivery (TCO) or redelivery (TCI).

For Time Charter Out voyages, if the TCO contract is set to Bunkers on Consumption, the Bunker Adjustment will be allocated to the period containing the departure from the Z port.

CFGDefaultPnlCalcExcludeRunning Costs

Selects the **Exclude Running Costs for Long Term TC/OV** option by default on all forms that include P&L calculation options.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGShowRunningCost

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.

CFGVoyaccAccrualType

Enables an option to control the type of **accrual items** using **Business Rules**. There are five possible values:

- **Ops** (default): No change in behavior for accruals; the items generated are set as configured in the Business Rules.
- **Act**: New Business Rules are used for accruals. The items are grouped per their corresponding P&L accounts in the Business Rules (Accruals by Account). These are generated automatically upon opening the Business Rules form.
- **ActCounterparty**: Same as Act, but the accruals are also itemized per vendor.
- **ActCounterpartyPort**: Port expenses will be accrued on a separate line-item for each port and each counterparty, and all other items will be accrued per account and counterparty.
- **ActPort**: Port expenses will be accrued on a separate line-item for each port and all other items will be accrued per account.

When set to a nondefault value, CFGVoyaccAccrualType adds a check box column to the **Bill Viewer**; to exclude a Bill Viewer row from **Monthly Accruals**, clear its check box.

CFGDefaultPnlCalcApplyTCExp

Setting this value determines the behavior of the **Apply TC Expenses to Period** P&L calculation option. There are two possible values:

- **N** (default): Clears the check box by default; TCI and TCO Voyage Expenses, Hold Cleaning, and ILOHC items are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **Y** is applied.
- **Y**: Selects the check box by default; 100% of TCI and TCO Voyage Expenses, Hold Cleaning, and ILOHC items is applied to P&L reporting period based on Invoice Date.

CFGDefaultPnlCalcAccrueLinkedTradesOnSettlement

Selects the **Accrue Linked Trades Upon Settlement** option by default on all forms that include P&L calculation options.

CFGDefaultPnlCalcApplyBunkerCons

Selects the **Apply Bunker Consumption to Period** option by default on all forms that include P&L calculation options.

The option will apply when running P&L reports in Report Designer using Voyage P&L table (except for records with Snapshot Type **accrual**).

The option will **not** affect Voyage P&L related reports in the Report Editor (Legacy).

CFGDefaultApplyOtherRevExp

Note: This flag should not be used if **CFGAllocTCOMiscRevExpToPeriod** is enabled. If the existing flag is already enabled, it will take precedence and setting

CFGDefaultApplyOtherRevExp will have no effect. Disable

CFGAllocTCOMiscRevExpToPeriod in order to use CFGDefaultApplyOtherRevExp.

Setting this value determines the behavior of the **Apply Other Revenues/Expenses to Period** P&L calculation option. There are four possible values:

- **PRORATE** (default): Clears the check box by default; Lumpsum Other Revenues /Expenses are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **INVOICEDATE** is applied.

- **INVOICEDATE:** Selects the check box by default; 100% of a Lumpsum Other Revenue/Expense amount is applied to P&L reporting period based on Invoice Date.
- **TCOINVOICEDATE:** Selects the check box by default; 100% of Lumpsum Other Revenue/Expense amounts is applied to P&L reporting period based on Invoice Date, only for TCO voyages.
- **SERVICEDATE:** Selects the check box by default; 100% of a Lumpsum Other Revenue/Expense amount is applied to P&L reporting period based on the service date of the Other Revenue/Expense invoice.

CFGDefaultPnlCalcApplyPortExpenses

Setting this value determines the behavior of the **Apply Port Expenses to Period** P&L calculation option. There are three possible values:

- **PRORATE** (default): Clears the check box by default; Port Expenses are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **BYDAYS** is applied.
- **BYDAYS:** Selects the check box by default; the amount of Port Expenses in the P&L reporting period is prorated. The prorata portion is calculated by the following logic: For each port call, Prorated Port Expense Amount = (# of Days at Port within Period / Total # of Days in Port in Voyage) x Port Expense Amount.
- **FULL:** Selects the check box by default; 100% of a Port Expense amount is applied to P&L reporting period.

CFGDefaultPnlCalcApplyAdditionalTchire

Setting this value determines the behavior of the **Apply Additional Hire to Period** P&L calculation option. There are two possible values:

- **N** (default): Clears the check box by default; TC additional hire items are prorated based on voyage prorating logic: Voyage Days in Period / Total Voyage Days. If the check box is selected, the calculation logic for **Y** is applied.
- **Y:** Selects the check box by default; 100% of an XHIRE amount is allocated to period based on TCIP or TCOB Invoice Date.

Option Availability

These options are available in several areas where P&L calculation is performed, but may not be valid in all areas. This table shows where the check box will have effect if used.

Table Legend

= Option is applied to calculation/report

X = Option is not applied to calculation/report

Option	Period-Based Voyage P&L	Monthly Accruals	Voyage Period Journals	Voyage P&L Summary Report	Voyage P&L Drilldown Dataset (Report Editor)	Voyage P&L Summary Dataset (Report Editor)
Apply TC Hire to Period						
Apply Additional Hire to Period					X	X
Apply Off Hire /Waiting to Period						
Apply Ballast Bonus to Period						

Apply TC Bunker Adjustment to Period					X	X
Apply TC Expenses to Period			X		X	X
Apply Bunker Consumption to Period					X	
Apply Other Revenues /Expenses to Period			X		X	X
Apply Port Expenses to Period			X		X	X
Adjust Portion for Off Hire						
Adjust Portion for Waiting Time						
Reconcile Bunker ROB for Current Voyages			X	X	X	X
Exclude Running Costs for Long Term TC /OV						
Accrue Linked Trades Upon Settlement			X	X	X	X

Multithread P&L Snapshot Process

These processes improve the length of time taken to generate [Voyage P&L snapshots](#) in IMOS. They can be run using the IMOS Messaging Service or from the command prompt.

- One process allows IMOS to run the calculation of the snapshot data and export that data into XML files in a selected location, for example, c:/temp.
 - A Report Designer report must be created with all relevant filters (all voyages, excluding closed voyages).
 - The process will use this report definition .form file to determine for which voyages snapshots will be taken.
 - The .form file must be saved in a shared location and referred to in the export configurations.
 - The XML files will be generated and placed in the temp location specified in the export setup.
 - This process will use the multithread capabilities, with one main work processor and multiple helper processors. The number of helper processors will depend on the number of virtual cores that are present on the server where the process is being run.
- A separate import process will look in the source directory where the XML files are, review them for duplicates, and then import them into the IMOS database. Any invalid files will be skipped and will not stop the process. Once the process is completed, it will delete any successfully imported files. This process does not use the multithread feature.
 - The source location of the XML files must be specified in the import arguments.
 - Once the calculation/export process is completed, the import process will start and will import the XML files into the database.

- An argument must be specified to delete the successfully completed files.

Report Definition for Voyages in the Snapshot

1. To open the [Report List](#), on the IMOS7 menu, click **Reports**.



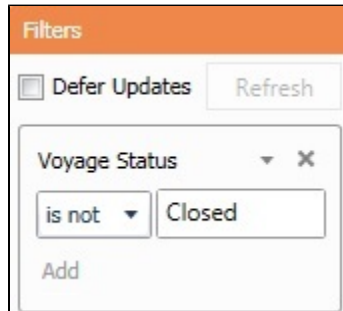
2. To [create a report](#), click **New** and then click **Report**.

3. Enter a **Title**, such as **Voyage Snapshot Definition**.

4. Leave all other properties as they are, and click **OK**.

5. In the Tables list, click **Voyage**.

6. To have a snapshot taken for all voyages except closed voyages, [add a filter](#) for **Voyage Status** and specify **is not**, with the value **Closed**.



Note: This is an important step in the process; if you are not sure about what to do, check with a Veson Nautical consultant.

7. [Add columns](#) **Vessel Code** and **Voyage No**.
8. Exit Design Mode, save the report, and close the Report Designer.
9. Go back to the Report List, and locate the new report.
10. To create the .form file, click the check box next to the row and then click **Export Report Definition** at the top of the list.
11. Save the .form file in a location that is accessible on the server, as it will be specified in the export process.

Using the Command Prompt

Calculation and Export

1. Log into the IMOS environment.
2. Launch the command prompt and navigate to the /exe directory.
3. Run the following commands:

- Set `IMOSENV=test_7.x`

where **7.x** is your version number

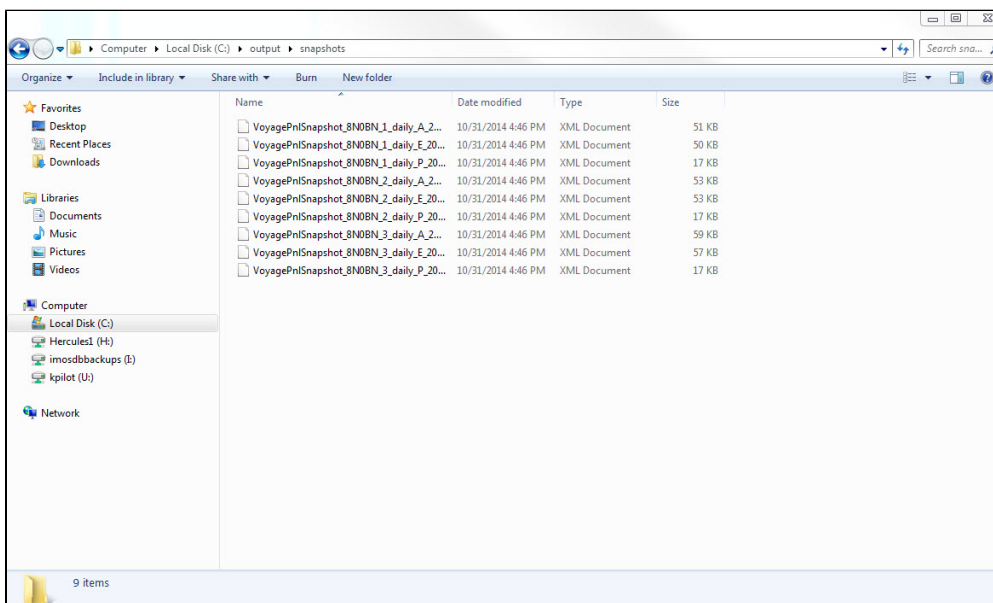
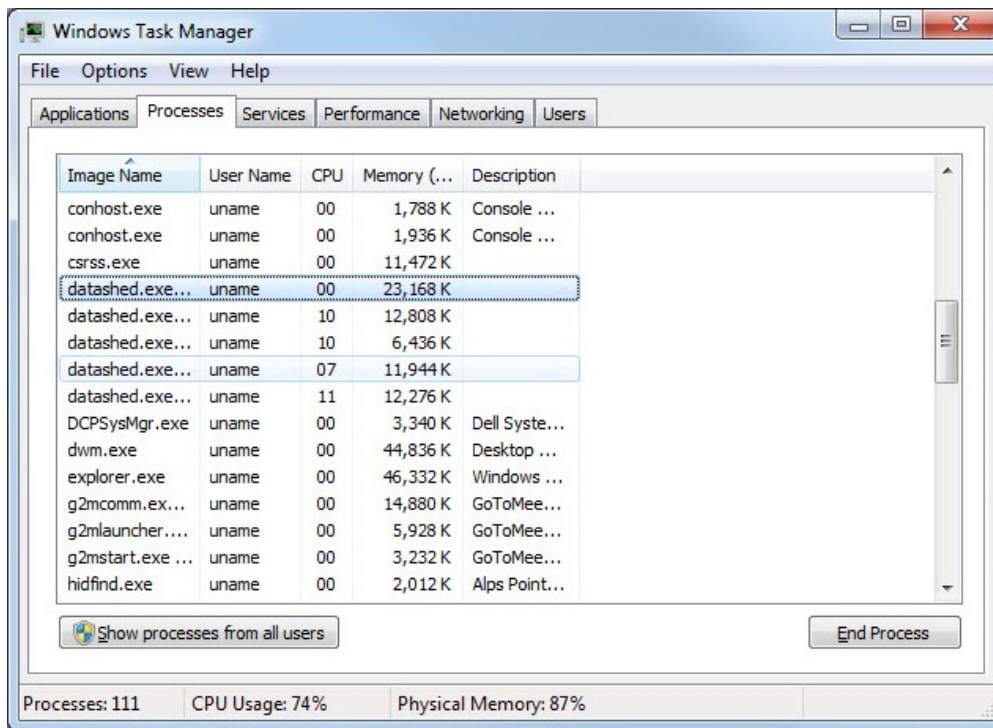
- `datashed -rvFile="C:\reports\Voyage Snapshot Definition.form" -action "vnccmd:pnlXml?vslCode={VesselCode}&voyNo={VoyageNo}&snapshotType=daily&dataSource=EAP&outputFolder=C:\output\snapshots" -multithread`

where:

- **C:\reports** is the location of the .form file with the definition of the voyages you want included in the snapshot.
- **C:\output\snapshots** is the location where you want the XML files dumped into; it is also the location where the import process will read the XML files from and import them into the database.

If either of these locations is not on the C drive, then specify the full UNC path.

```
H:\veson\devbuild\7.5\7.5\7.5.1022\exe>datashed -rvFile="c:\reports\Voyage_Snapshots_Definition.form" -action "vnccmd:pnlXml?vslCode={VesselCode}&voyNo={VoyageNo}&format=snapshot&snapshotType=daily&dataSource=EAP&outputFolder=C:\output\snapshots" -multithread
3 actions returned by query
PnlXml 8N0BN 3
PnlXml 8N0BN 1
PnlXml 8N0BN 2
3 actions completed in 3.543s (.847 actions/sec)
```



Import

1. Keep the IMOS environment from the export process open.
2. While still in the /exe directory run the following command:
 - `datashed.exe --importXmlPath="C:\output\snapshots" --env=test_Z.X --bulksize=5000 --importXmlIgnoreFail=True --importXmlDelFiles=True`

where *Z.x* is your version number

```
H:\veson\devbuild\7.5\7.5\7.5.1022\exe>datashed.exe --importXmlPath="c:\output\snapshots" --env=Per_7.5 --bulksize=5000 --importXmlIgnoreFail=True --importXmlDelFiles=True
datashed: Parsing 27 XML files...
datashed: Parsing XML files took 0.39 sec.

datashed: VoyagePnlCopyDataHandler: pre-copy data cleanup...
datashed: VoyagePnlCopyDataHandler: pre-copy data cleanup took 0.01 sec.
datashed: VoyagePnlCopyDataHandler: deleting existing snapshots...
datashed: VoyagePnlDeleteSnapshots: deleting existing snapshots took 0.89 sec.
datashed: VoyagePnlCopyDataHandler: copying data to DB...
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1" table took 0.24 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1det" table took 0.05 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1itin" table took 0.03 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1car" table took 0.02 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1bnkr" table took 0.02 sec.
datashed: Copying data to the DB took 1.28 sec.

datashed: Deleted 27 imported XML file(s) from c:\output\snapshots.

datashed: Imported XML from c:\output\snapshots to the DB successfully.

datashed: Import operation took 1.7 sec.
```

3. When creating using the command prompt, the Calculation/Export and Import process can be run from a single command line. Enter the execution commands, and separate them with && so that the import process will be launched only upon successful completion of the calculation/export process. For example:

- `datashed -rvFile="C:\reports\Voyage Snapshot Definition.form" -action "vnccmd:pnlXml?vsCode={VesselCode}&voyNo={VoyageNo}&snapshotType=daily&dataSource=EAP&outputFolder=C:\output\snapshots" -multithread && datashed.exe --importXmlPath="C:\output\snapshots" --env=test_7.x --bulksize=5000 --importXmlIgnoreFail=True --importXmlDelFiles=True`

where *Z.x* is your version number

Using the Messaging Service

1. Log into the IMOS environment.



2. In the Data Center, under Quick Links, click **Messaging Service Configuration**.

3. On the Scheduled Tasks tab, add a new Scheduled Task and enter a **Name**, for example, **Voyage Snapshot**.

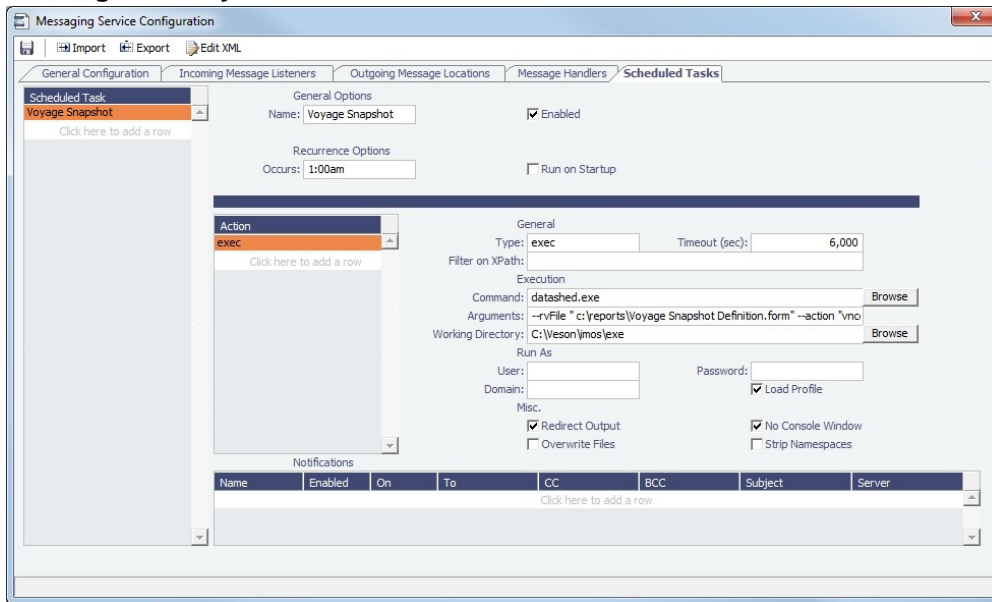
4. **Enabled**: Select the check box.

5. **Occurs**: Set the recurrence frequency.

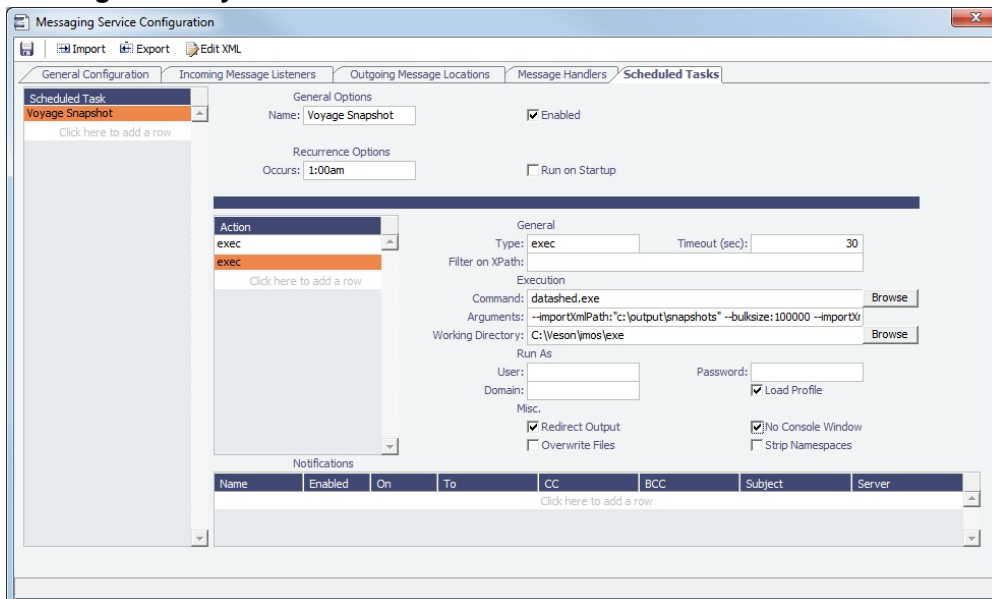
6. You will be creating two exec tasks:

- **Calculation and Export**: Enter the following values:
 - **Action**: exec
 - **Type**: exec
 - **Timeout(sec)**: 6000
 - **Command**: datashed.exe
 - **Arguments**: `--rvFile="c:\reports\Voyage Snapshot Definition.form" --action "vnccmd:pnlXml?vsCode={VesselCode}&voyNo={VoyageNo}&snapshotType=daily&dataSource=EAP&outputFolder=c:\output\snapshots" --multithread`

- **Working Directory:** The location of the /exe folder



- **Import:** Enter the following values:
 - **Command:** datashed.exe
 - **Arguments:** --importXmlPath:"c:\output\snapshots" --bulksize:100000 --importXmlDelFiles:True --importXmlIgnoreFail:True
 - **Working Directory:** The location of the /exe folder

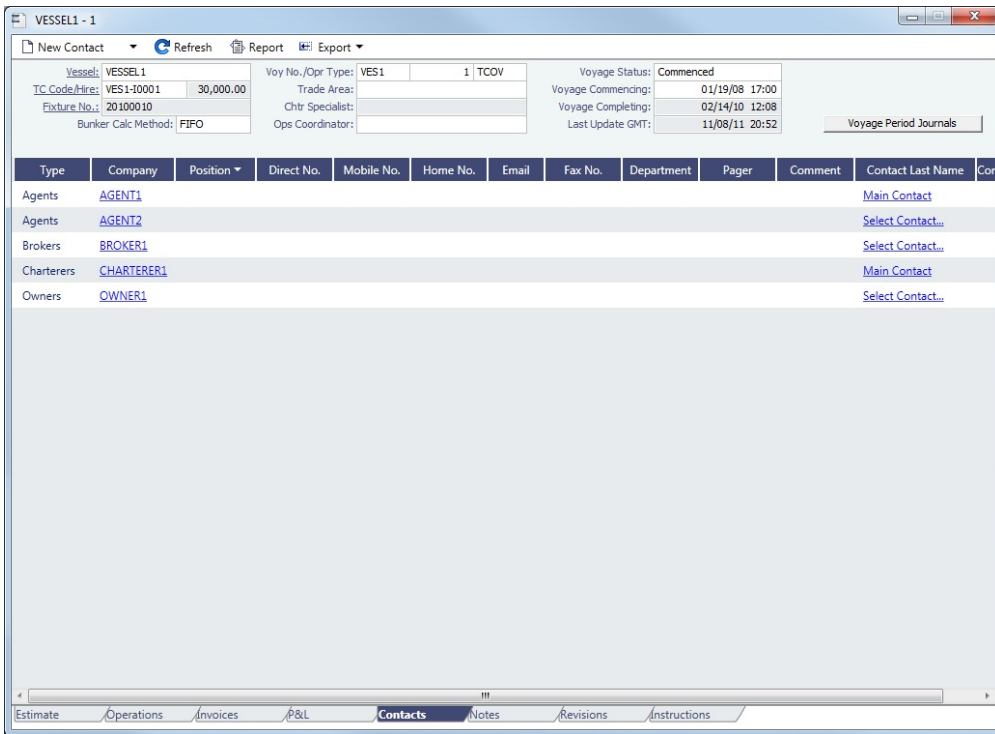


Testing

To test, you can either run using the command prompt steps or set the Scheduled Task to run on startup.

Contacts Tab - Voyage Manager

On the [Voyage Manager](#) Contacts tab, for each counterparty associated with the voyage, you can display the information for selected individual contacts from that counterparty's [Address Book](#) entry.

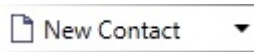


Phone numbers and contact information appear on the tab for each Contact, so you can easily see how to reach them. To see the company's [Address Book](#) entry, click its link.

Adding a Contact

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:

- Assign a **Contact Role**, after setting up [Voyage Contact Roles](#).
- Add **Attachments**.
- Select a **Subcontact** (from the Contacts grid on the [Address Book](#) entry).

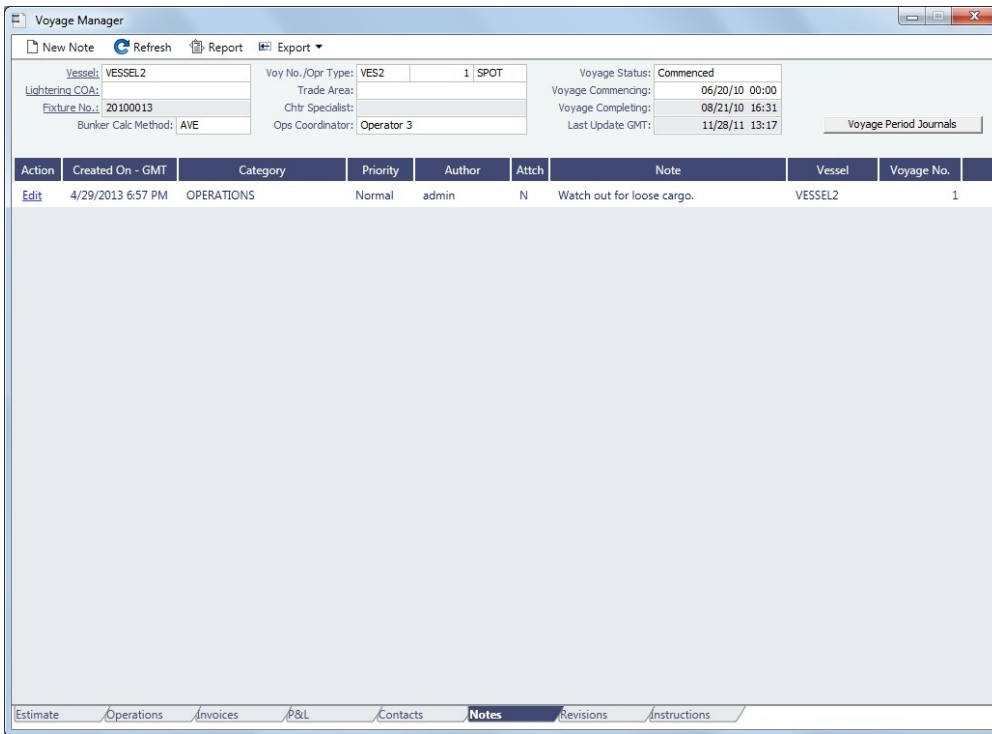
c. To save the Contact, click .

3. Click  Refresh to refresh the Contacts list. The Contacts list is a standard [list](#); you can sort, filter, and select columns for it.

- 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.

Notes Tab - Voyage Manager

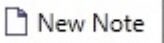
On the [Voyage Manager](#) Notes tab, you can create Voyage Notes to keep a record of important information. Notes can be of any length, and you can create as many as you need. The Notes list is a standard [list](#); you can sort, filter, and select columns for it.

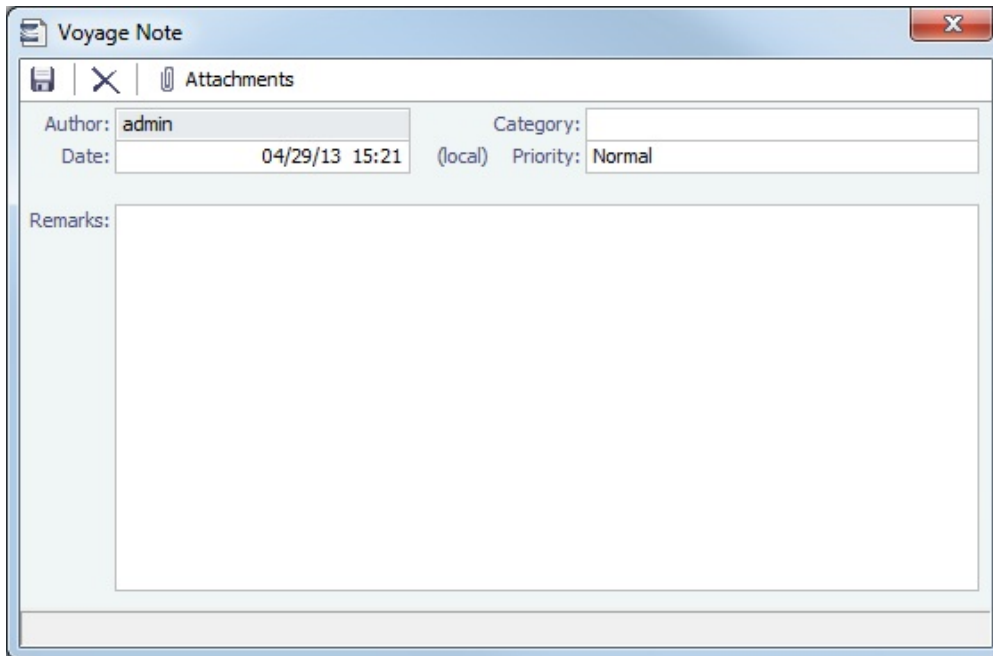



Date-time columns can display either GMT or system local time. Right-click the column heading and then click **Display GMT** or **Display System Local Time**. New Voyage Notes save in local time.

Creating Voyage Notes

To create a Voyage Note:

1. If you want to use categories to sort and filter the Notes in the list, set up [Note Categories](#) from the Data Center.
2. On the Notes tab, click  **New Note**.



3. Select a **Category** and a **Priority**, and enter **Remarks** (Voyage Note text). You can also click  **Attachments** to attach a file or a link.

Revisions Tab - Voyage Manager

The **Voyage Manager** 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. 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)
- Cargo or Berth information
- Assignment of port agent

You can also view Revisions in the Voyage Manager **Revisions** panel, available on the Estimate and Operations tabs.

The screenshot shows a software window titled "VESSEL2 - 1" with a "Refresh" button. The window contains several data fields:

Vessel:	VESSEL2	Voy No./Opr Type:	VES2	1	SPOT	Voyage Status:	Commenced
Lightering COA:		Trade Area:				Voyage Commencing:	06/20/10 00:00
Fixture No.:	20100013	Chtr Specialist:				Voyage Completing:	08/21/10 16:31
Bunker Calc Method:	AVE	Ops Coordinator:	Operator 3			Last Update GMT:	11/28/11 13:17

There is a "Voyage Period Journals" button on the right side of the data fields. Below the data fields is a large empty rectangular area. At the bottom of the window is a navigation bar with tabs: Estimate, Operations, Ops Overview, Invoices, P&L, Contacts, Notes, **Revisions**, and Instructions.

Veslink Forms Tab - Voyage Manager

The **Voyage Manager** Veslink Forms tab is like a voyage-specific **Veslink Form List**, displaying all the forms in the associated Veslink database for this voyage only.

PDF	Effective (GMT)	Submitted (GMT)	Port	Port Seq.	Port/Transit	Form Title	Status	Start of Sea Passage	End of Sea Passage
PDF	4/11/2014 11:00 AM	7/22/2014 2:12 PM	ROTTERDAM	100	In Port	Departure Notice	Approved	4/11/2014 11:00 AM	
PDF	4/4/2014 11:00 AM	4/9/2014 10:57 PM		100	In Port	Noon Report	Approved		
PDF	4/3/2014 11:00 AM	4/9/2014 10:29 PM		100	In Port	Bunkering Form	Approved		
PDF	4/2/2014 11:00 AM	4/9/2014 10:21 PM		100	In Port	Noon Report	Approved		
PDF	4/1/2014 7:00 AM	4/9/2014 10:15 PM	ROTTERDAM	100	In Port	Arrival Notice	Rejected		4/1/2014 7:00 AM
PDF	4/6/2014 11:00 AM	4/9/2014 10:14 PM		100	In Port	Noon Report	Pending		
PDF	4/5/2014 11:00 AM	4/9/2014 10:14 PM		100	In Port	Noon Report	Pending		

The **Effective (GMT)** column displays the Form Date/Time. Operators can use it as a guide to the sequence for approving incoming forms.

The **Status** column displays one of the following for each form:

- **Pending:** Forms that require approval.
- **Pending with Errors:** Forms that have errors that need to be corrected before they can be approved.
- **Approved:** Forms that have been approved by the Operator.
- **Processing:** Forms waiting to be approved or rejected.
- **Open for Resubmit:** Forms that were approved once and have been opened for resubmit.
- **Rejected:** Forms that have been rejected by the Operator.

To open:

- A PDF of a submitted form, click the [PDF](#) link.
- A form to work with, click the [Form Title](#) link.
- A text box showing the reason for the error, click the [Status](#) link.

To approve or reject forms, select the check boxes of one or more forms, then click the [Approve](#) or [Reject](#) hyperlink.

▼ Related Config Flags

CFGVoyManagerVeslinkFormsListVi
ew

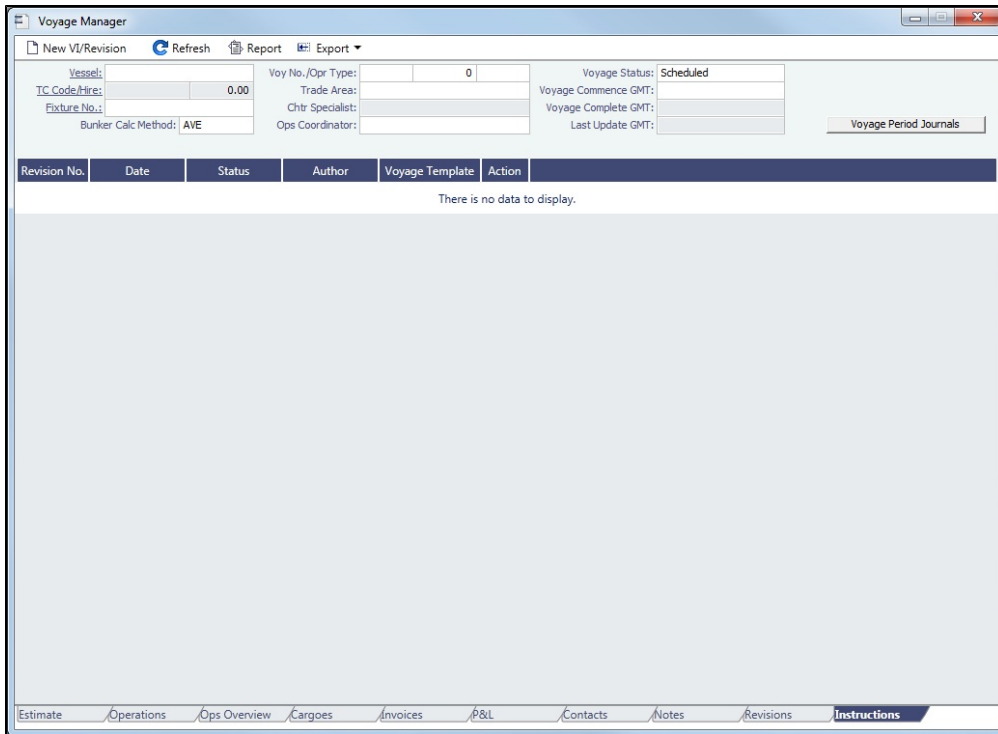
When enabled, the view is compatible with the [Veslink Form List](#) in IMOS, with standard list view control added to the top section. When disabled, the tab will be displayed with the Voyage Manager fields.

CFGEnableCompanySecurity

Set [company-based permissions](#) for each user or group on the Object Rights tab in Security, under Company.

Instructions Tab - Voyage Manager

The [Voyage Manager](#) Instructions tab lists any Voyage Instructions and Revisions for the voyage. The Voyage Instructions tab of the [Voyage Template](#) stores the VFML/RDLC or [Veslink forms](#) for the Voyage Instructions format.



To **delete** a Voyage Instructions/Revision with status Draft, click the [Del](#) link in the Action column.

To **create** a New Voyage Instructions/Revision, there must be a Voyage Template containing the Voyage Instructions VFML /RDLC or Veslink forms selected in **Properties** in the lower right corner of the **Operations** tab in the voyage.

Creating and Sending a New Voyage Instructions/Revision

Using Veslink Forms

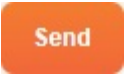
If you selected [Use Veslink Forms](#) on the Voyage Template, follow these steps:

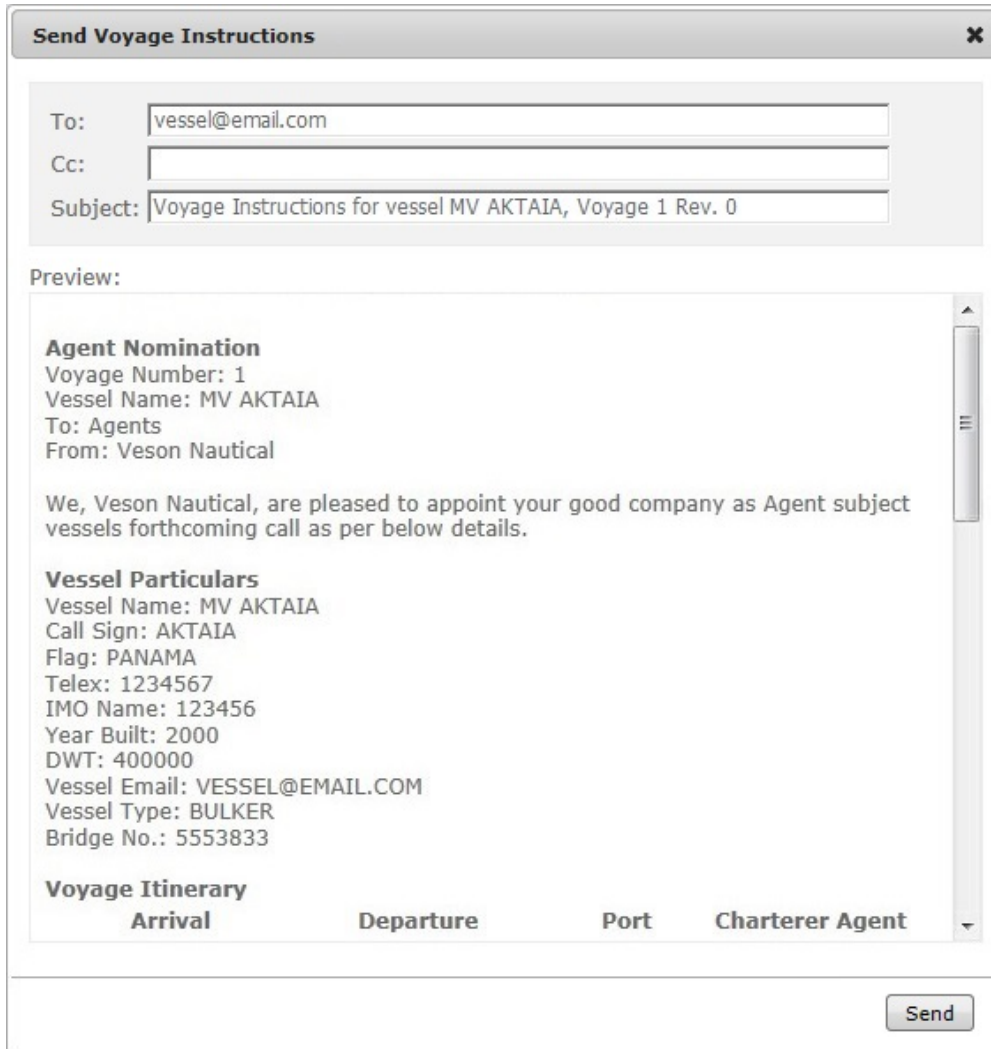
1. Click [New VI/Revision](#).
2. On the Voyage Instructions form, do any of the following:
 - **Edit** field values.
 - To edit a paragraph, click it. To help you format text, the rich text editor appears. To close the rich text editor, click outside of it.

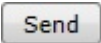
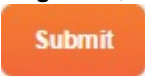
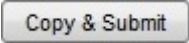
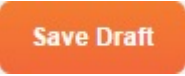

Note: To enable paragraph editing for templates created before May 27, 2016, you must first open and save the form in [Veslink Form Designer](#).



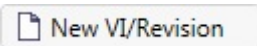
- **Send** Voyage Instructions from IMOS.
 - To send **using Veslink**, do the following:
 - a. Make sure that Veslink is configured to automatically send Voyage Instructions.

- b. Click  . The completed Veslink form appears in a new window.



- c. Click  .
- To send **using email**, do the following:
 - Click  . The completed Veslink form appears in a new window.
 - Click  . The Preview text is copied to your Clipboard and, in IMOS, the form Status is updated to Submitted.
 - Paste the text into an email and then send to recipients.
 - Click  : A new line appears in the Voyage Manager Instructions tab list with status Draft. You can reopen the form at any time to edit and save changes to the draft or send it.
 - Click  : You can open or save the Veslink form XML.

Using VFML Forms

If you selected **Use VFML Forms** on the Voyage Template, click  and then do the following:

- Complete the **Voyage Instructions** form.
- Click a button to send an **HTML Email** or a **Text Email**, **Save** (with CFGEableVoyOrderEmailModeSave), **Cancel**, **Print**, or **Copy to Clipboard**.


▼ Related Config Flags

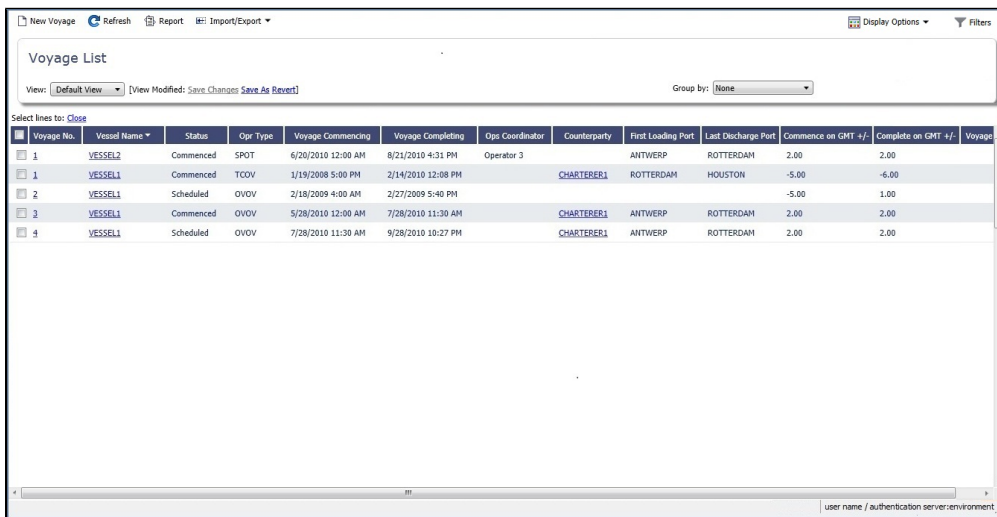
CFGEnableVoyOrderEmailModeSave

Enables saving draft Voyage Order forms, even for forms that use email mode.
Applicable only to VFML Voyage Instructions forms.

Voyage List

The Voyage List includes information about all [voyages](#). It serves as an alternative to the [Vessel Schedule](#) in that it displays more detailed voyage data, such as Operation Type, Voyage P&L, and TCE.

In the Operations module center , next to Voyage Manager, click **List**.



The screenshot shows the Voyage List application interface. At the top, there are navigation options: New Voyage, Refresh, Report, and Import/Export. Below this is a 'Voyage List' header with a 'View' dropdown set to 'Default View' and a 'Group by' dropdown set to 'None'. A 'Select lines to: Close' link is visible. The main table has the following columns: Voyage No., Vessel Name, Status, Opr Type, Voyage Commencing, Voyage Completing, Ops Coordinator, Counterparty, First Loading Port, Last Discharge Port, Commence on GMT +/-, Complete on GMT +/-, and Voyage P&L. The table contains four rows of data:

Voyage No.	Vessel Name	Status	Opr Type	Voyage Commencing	Voyage Completing	Ops Coordinator	Counterparty	First Loading Port	Last Discharge Port	Commence on GMT +/-	Complete on GMT +/-	Voyage P&L
1	VESSEL2	Commenced	SPOT	6/20/2010 12:00 AM	8/21/2010 4:31 PM	Operator 3		ANTWERP	ROTTERDAM	2.00	2.00	
1	VESSEL1	Commenced	TCOV	1/19/2008 5:00 PM	2/14/2010 12:08 PM		CHARTERER1	ROTTERDAM	HOUSTON	-5.00	-6.00	
2	VESSEL1	Scheduled	OVDV	2/18/2009 4:00 AM	2/27/2009 5:40 PM					-5.00	1.00	
3	VESSEL1	Commenced	OVDV	5/28/2010 12:00 AM	7/28/2010 11:30 AM		CHARTERER1	ANTWERP	ROTTERDAM	2.00	2.00	
4	VESSEL1	Scheduled	OVDV	7/28/2010 11:30 AM	9/28/2010 10:27 PM		CHARTERER1	ANTWERP	ROTTERDAM	2.00	2.00	

- To close one or more voyages, select their check boxes and then click the [Close](#) link. To be able to close voyages, the **Close Voyages Module Right** must be selected in [Security](#).

Using the **Group by** filter, you can also make the Voyage List more manageable by selecting one of these options:

- **Commenced Voyage:** Collapse all Scheduled and Completed voyages under the currently active (Commenced) voyage
- **Voyage and Company:** Collapse all Scheduled and Completed voyages with the same Company under the currently active (Commenced) voyage

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.

List Functions


The Voyage List is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGVoyapiValidateCargoLaycanFor Port

Highlights voyage lines yellow 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.

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 Profit & Loss Report
 - Voyage Estimate Summary Report
- **Operations tab:** For these reports, a dialog box opens, on which you can select information to include and header and footer information.
 - Voyage Profit & Loss Report
 - Voyage Operation Report
 - Voyage Performance Report
- **Invoices tab:** Voyage Invoice List Report
- **P&L tab:** For these reports, a dialog box opens, on which you can select information to include and header and footer information.
 - 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

▼ Related Config Flags

CFGVoyageExpenseAllocation

Adds a Voyage Expense Allocation section to the Voyage Estimate Profit & Loss Report, and optionally to the Voyage Profit & Loss Report. Note that this requires **CFGE nableStandards** to also be set to Y.

Port Activities

On the Port Activities form, the Operator can enter Statement of Facts data for a vessel calling at a port. An arrival and a departure date and time are required for each port, so **a date and time must be entered for at least the End Sea Passage (arrival) and Start Sea Passage (departure) activities, but the voyage must be Commenced first.**

Port Activities update the Port Status in the Itinerary in the following sequence:

- .. = Scheduled
- **AR** = Arrived
- **SA** = Sailed
- **TE** = Terminated (for the last port only)

To navigate between forms for the previous or next port, click  or .

You can create a [Voyage Template](#) to specify default Port Activities for different kinds of voyages.

Entering Port Activities

To enter port activities:

1. In the **Voyage Manager Itinerary**, right-click the port line and then click **Port Activities**.

Port Activities for VESSEL1 Voyage 3

Prev Port: ANTWERP
 Curr Port: EINSWARDEN
 Destination: ROTTERDAM
 Function: LOADING
 Arrival: 06/20/10 00:00
 Departure: 06/20/10 23:22

Observed Distance: 0
 Steam Hours: 0.00
 Average Speed: 0.00
 Distance To Go From Dept: 284
 Projected Spd: 14.50

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
IFO	600.000	0.000	0.000	600.000	0.000	0.000	0.000
MDO	100.000	0.000	0.000	100.000	0.000	0.000	0.000
LSF	560.000	0.000	0.000	560.000	0.000	0.000	0.000
MGO	1,000.000	0.000	0.000	1,000.000	0.000	0.000	0.000

GMT: 2.0

Sort Activities

Activity	AT	RT	Cargo	Bl. Code	Remarks	Date From	Time
END OF SEA PASSAGE (ESP)	PS					06/20/2010	00:00
ANCHOR AWEIGH	NM					06/20/2010	00:00
ALL FAST	NM				BERTH:	//	00:00
START LOADING CARGO	OS				CARGO:	//	00:00
END LOADING CARGO	OE					//	00:00
CARGO DOCUMENTS ON BOARD	NM					//	00:00
UNMOORED	NM					//	00:00
START SEA PASSAGE (SSP)	PE					//	00:00

Click here to add a row

Arrival Draft Fwd (m): 0.00
 Arrival Draft Aft (m): 0.00
 Departure Draft Fwd (m): 0.00
 Departure Draft Aft (m): 0.00

Note: The next two steps do not apply for the **Barging** module.

2. Enter **End of Sea Passage (ESP)**. You must do this **before** you can enter bunker information.
- Note:** The voyage must be Commenced before you can enter and save PS/PE times or bunkers.
3. Enter bunker information:
 - Enter **ROB Arr** for each applicable bunker grade. If an ROB is not entered for a grade, IMOS defaults the ROB Arr amount to the ROB Prev Amount.
 - Enter any bunkers received under **Received**.
 - Enter any bunkers consumed under **Port Cons**. If an ROB Dep amount is entered that is less than the ROB Arr amount without entering any consumption, IMOS calculates and displays the Port Cons amount.
 - If the ROB fields are **locked**, and you cannot enter data, some bunker information has been entered on an **Extra Information** form for an **Activity Report**. To ensure consistency of data, after you enter ROBs in an Activity Report, you must continue to enter them there.
4. Enter **Arrival Drafts** if needed (at the bottom).
5. Enter dates and times of activities. Dates and times use the regional settings of your computer.
 - To add a **Port Activity**, either click to add a line at the bottom of the list or right-click to insert a line. IMOS fills in the date and time from the previous line, so you can adjust them as needed.
 - Only PS and PE activity types (AT column) are required, but if AA, LL, or AD activities are entered, they must be in this order:
 - a. PS - Port Arrival (end sea passage)
 - b. AA - Anchor Inbound
 - c. LL - Last Line
 - d. AD - Anchor Outbound
 - e. PE - Port Departure (begin sea passage)
 - To sort activities in ascending order by the entered date/time, click **Sort Activities** at the top of the list.
 - For cargo-related activities, the Bill of Lading information must be entered on the **Cargo Handling** form. To open it, click **Cargo Handling**. You can **select the cargo** in the Cargo column. The associated **BL information** appears in the BL Code column. If there is more than one cargo, enter individual start and end loading and discharging operations for each cargo.
 - For paired activities such as Start Bad Weather and End Bad Weather, be sure to add both **Start** and **End** entries.
6. Enter **Departure Drafts** if needed (at the bottom).
7. Enter a date and time for the **Start of Sea Passage (SSP)**. You must do this **before** you can enter ROB Dep.
8. Enter **ROBs on Departure (ROB Dep)**.

9. To save the information, click . Any **Tasks** with a Port Activity Basis are created.

ROBs Tab

On the Port Activities ROBs tab, you can record in-port event ROBs for Activities specified in [Port Activities Terms](#). When those Activities are added to the Port Activities tab, they appear here as well. When a date and time has been added on the Port Activities tab, the ROBs can be edited here.

Port Activities	ROBs	Sort Activities		
Activity	IFO	LSF	LSG	MGO
END OF SEA PASSAGE (ESP)	500.000	500.000	500.000	500.000
NOR TENDERED				
ANCHORED				
ANCHOR AWEIGH				
ALL FAST	0.000	0.000	0.000	0.000
START LOADING CARGO				
END LOADING CARGO				
START SEA PASSAGE (SSP)	500.000	500.000	500.000	500.000

ROBs that you enter here do not affect the overall bunker calculation; these values are only available within IMOS for reporting.

- EOSP and SOSP ROBs are populated based on the existing ROBs grid and cannot be edited here.
- Events are sorted the same as those on the Port Activities tab. Each event must have ROBs that are lower than or equal to the previous chronological event.
- When two Port Activities have the same date/time, they cannot have different ROBs for a fuel type.

▼ Related Config Flags

CFGNeedBerthInPortAct

Adds a Berth column to the Port Activities form.

If a Berth was specified for the Cargo, it appears in the Berth column when the Cargo is selected.

CFGUseEstBnkrDefArrRob

On the Port Activities form, defaults the vessel's arrival bunkers to the estimated arrival bunkers for the portcall.

Activity Log

On the Activity Log, you can record and view voyage activities, including Delays, Cargo Handling, and Heating information. You can use the Activity Log or the [Port Activities](#) form interchangeably. Activities and information added to the Activity Log are synchronized with the Port Activities, Delay Information, and Cargo Handling forms.

Additional options for managing equipment are available on the [Activity Log](#) with the [Barging module](#).

In the [Voyage Manager](#) Itinerary grid, right-click a port name and then click **Activity Log**.

Activities Tab

Enter Port Activities on the Activities tab. Use the **Event Types** filter at the top of the form to select Port Activities or Delays and /or the **Port** filter to select a port.

Port/Location	F	Event Type	AT	RT	Event Time	GMT	Cargo	Remarks
NEW YORK	C				06/25/13 16:00	-4		
NEW YORK	C	START SEA PASSAGE (S.S.P.)	PE					
NEW ORLEANS	F				06/29/13 18:00	-5		
NEW ORLEANS	F	END OF SEA PASSAGE (ESP)	PS		06/29/13 18:00	-5		
NEW ORLEANS	F	START SEA PASSAGE (SSP)	PE		06/30/13 14:15	-5		
GARYVILLE	L				06/30/13 14:15	-5		
GARYVILLE	L	END OF SEA PASSAGE (ESP)	PS		06/30/13 14:15	-5		
GARYVILLE	L	ALL FAST	AF		07/01/13 14:40	-5		BERTH:
GARYVILLE	L	START SEA PASSAGE (SSP)	PE		07/03/13 11:00	-5		
GIBRALTAR	P					0		
FOS	D				07/20/13 21:40	2		
FOS	D	END OF SEA PASSAGE (ESP)	PS		07/20/13 21:40	2		
FOS	D	START SEA PASSAGE (SSP)	PE		07/23/13 06:10	2		

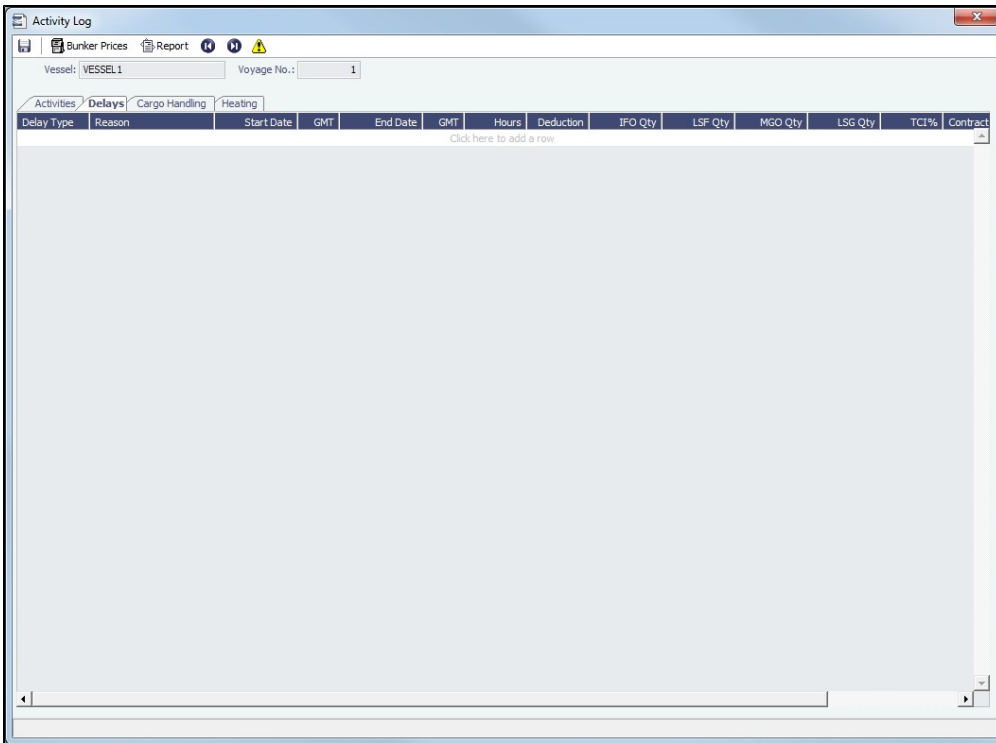
An **orange** header row appears for each **Port/Location**.

To add port activities:

1. Right-click a port line and select **Expand Port Activities**, or, in the Event Types filter, select to include Port Activities. The Port Activities from the [Voyage Template](#) appear.
2. Fill in the dates and times for each activity, as you would on the [Port Activities](#) form.
 - Either click to add a line at the bottom of the list or right-click a port line to insert, delete, or copy an event.
 - If you insert a new activity for the same port call, when you click in the Event Time column, IMOS fills in the date and time from the previous line, and you can just adjust them as needed.
 - To have activities automatically sort in chronological order as you enter them, select the **Auto-sort** check box.
3. When you save Port Activities, any [Tasks](#) with a Port Activity Basis are created.

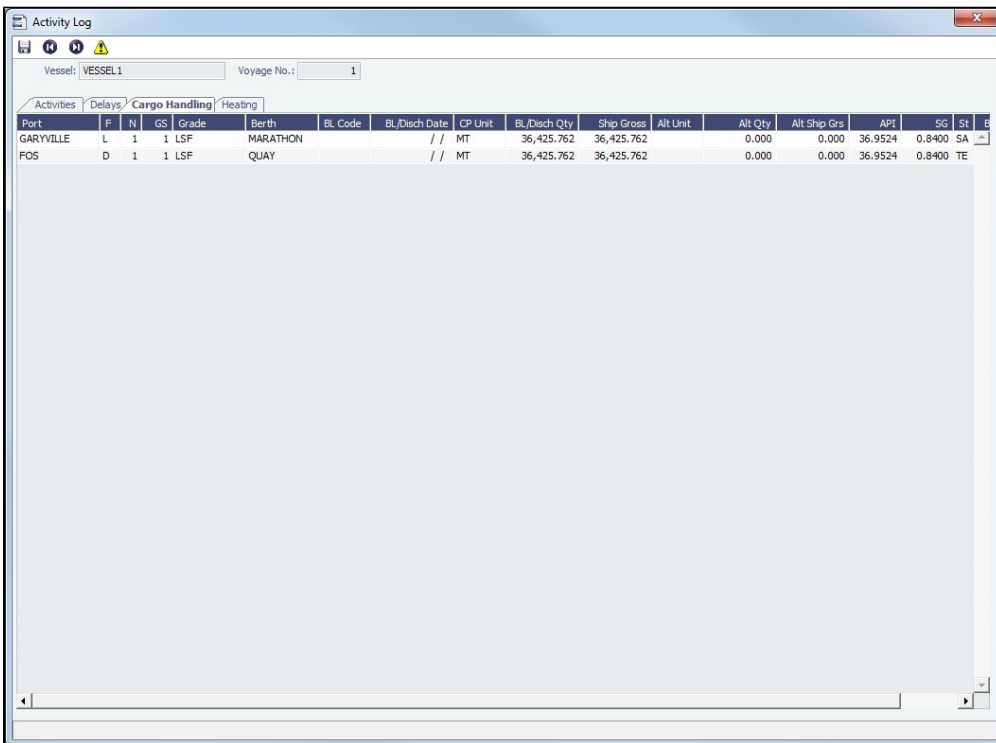
Delays Tab

Add delays on this tab. Information added here will also appear on the [Delay Information](#) form.



Cargo Handling Tab

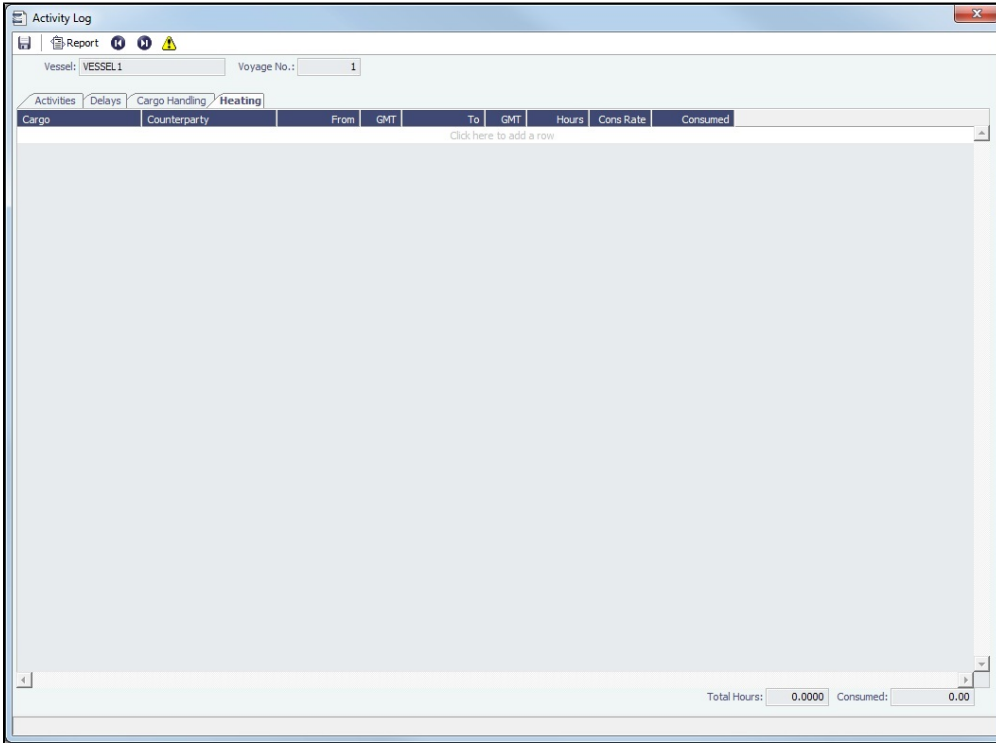
The Cargo Handling tab combines the information on the Voyage Manager Cargo tab and the Alt Unit and Alt Qty columns from the Cargo Handling form, so you can add all information in one place.



- Update existing Cargoes with the actual bill of lading information. Information added here will also appear on the Cargo Handling form.


Heating Tab

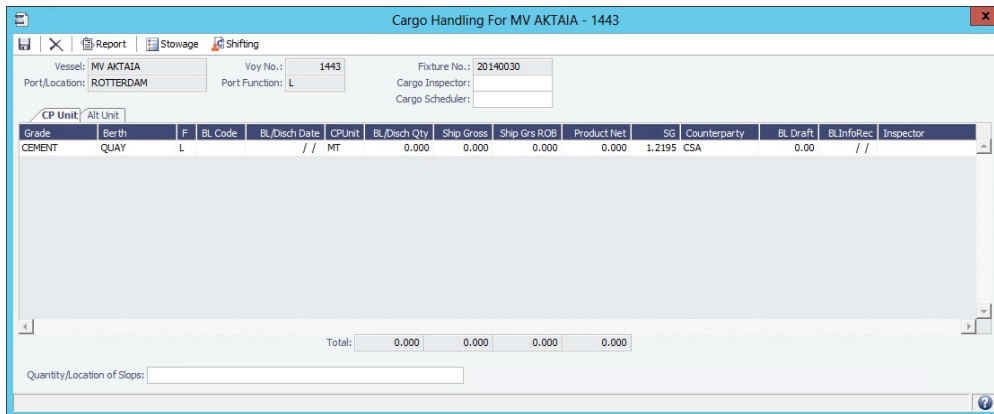
Add heating information, if applicable. Each row applies to a single **Cargo**; if two Cargoes were heated during the same period of time, you must add two heating rows, one for each Cargo. This tab is only applicable to clients with the **Barging** module.



Cargo Handling

To enter information about cargo on the Cargo Handling form:

- Do one of the following:
 - In the **Voyage Manager Operations** tab **Itinerary**, click the **BL Info** tab. Information entered there populates this form.
 - To open the Cargo Handling form for a load, discharge, or multi-function port:
 - In the **Voyage Manager**, right-click a port and then click **Cargo Handling**.
 - On the **Port Activities** form, click  **Cargo Handling**.



- On this form, enter the **BL Code**, **BL/Disch Date**, and **BL/Disch Qty**. The **CP Unit** is from the Charter Party, but you can specify an alternate Unit and BL Gross on the **Alt Unit** tab.

▼ Cargo Inspector: Enabling Address Type I

The **Cargo Inspector** can be selected from a list of **Address** entries of Type **I**. To enable this Address Type, run the following script on your IMOS database:


```

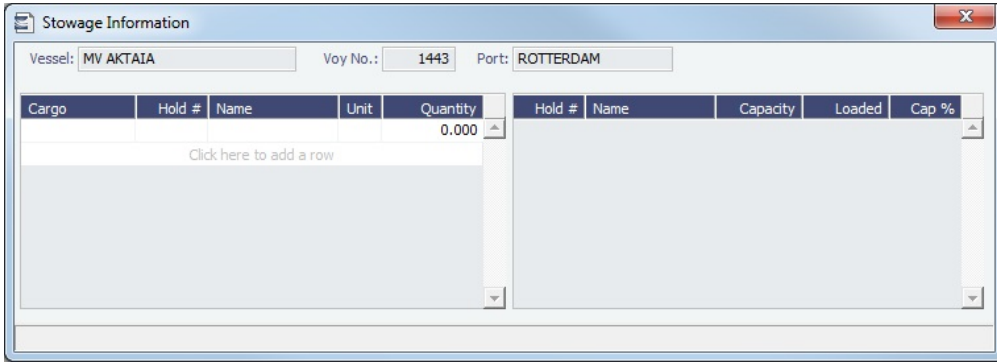
— begin script —
INSERT INTO type (_sqlid, vtype, vdesc)
SELECT (SELECT MAX(_sqlid)+1 FROM type), 'I', 'Cargo inspector'
— end script —


```

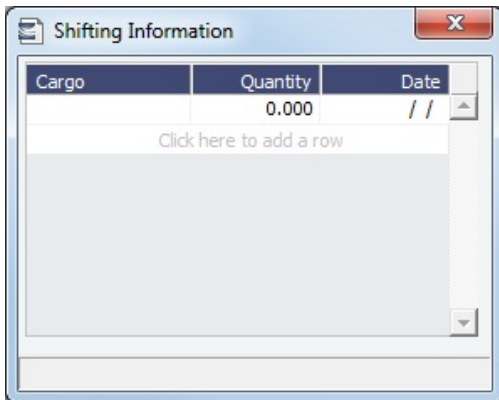
As always when running database scripts, do so first on a backup of your production database to ensure the correct results. After doing this, you can create an Address entry with type I, and it can be selected in the Cargo Inspector field.

3. Complete the remaining fields as appropriate.

- To enter Stowage Information about the cargo hold, click  **Stowage**.



- To enter Shifting Information, click  **Shifting**.



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

- **Documents:** Opens the Cargo Documents form. Enter information about documents, including a Letter of Protest.

- **Suppliers/Receivers:** Opens the Cargo Suppliers or Cargo Receivers form.
- **Alternate Quantities/Units:** Opens the Alternate Quantities/Units form. Enter alternate quantities and units of measure.

BL Gross:	44,000.000	CP Qty:	MT
Alt Qty 1:	0.000	Unit:	
Alt Qty 2:	0.000	Unit:	
Alt Qty 3:	0.000	Unit:	
Alt Qty 4:	0.000	Unit:	

- **Split Cargo:** Adds another row to split the cargo in two.
- **CP Terms Details:** Opens the CP Terms Details form.
- **Insert Cargo**
- **Delete Cargo**

▼ Related Config Flags

CFGCargoLossControl
Add a Cargo Loss tab on this form.

- For **FOB Cargoes**, when CFGCargoLossControl is enabled and a Reference Vessel is selected, the BL Qty label is a link to open a Cargo Handling form for the FOB voyage.

CFGDefaultDischargeBLInfo
When a load Cargo Handling record is saved, if exactly one discharge Cargo Handling record exists for the cargo, the BL Code, BL Date, BL Qty, CP Unit, Ship Qty, and Ship Unit on the discharge port are set equal to that of the load port. If multiple discharges exist, only the BL Code is defaulted.

CFGEstimatePortDaysUsingBIQty
Once BL/Disch Qty has been entered in the Voyage Manager Itinerary, it will be used to calculate the time spent in port, instead of continuing to use the L/D Qty, which represents the CP Qty.

Cargo Suppliers and Cargo Receivers


To enter information about suppliers or receivers on the Cargo Suppliers or Cargo Receivers form, on the [Cargo Handling](#) form:

- From a Loading port, right-click the cargo and then click **Suppliers**.
- From a Discharge port, right-click the cargo and then click **Receivers**.

The image shows two screenshots of software forms. The top form is titled 'Cargo Suppliers' and has the following fields: Port: ROTTERDAM, Function: L, Cargo: NO NAME, and BL Qty: 45,000.000 MT. It features a table with columns 'Supplier', 'Quantity', and 'BL Date'. The table contains one row with '0.000' in the Quantity column and '//' in the BL Date column. Below the table is a button that says 'Click here to add a row'. The bottom form is titled 'Cargo Receivers' and has the following fields: Port: CHENNAI, Function: D, Cargo: WHEAT, and BL Qty: 0.000 MT. It features a table with columns 'Receiver', 'Quantity', and 'BL Date'. The table contains one row with '0.000' in the Quantity column and '//' in the BL Date column. Below the table is a button that says 'Click here to add a row'.

The name of the Supplier/Receiver must already be entered on the [Cargo](#) form. Select the **Supplier/Receiver**. Enter the **Quantity** and **BL Date**.

Activity Reports

 This is a **Key Topic**, with high value for all users.

Activity Reports track the movement of a vessel throughout a voyage.

In the [Voyage Manager](#) Itinerary, right-click the port line and click **Activity Reports**.

Activity Reports track the following activities when you are in port or traveling between ports. Reports are generally entered in this sequence:

C = Commencing: This report is created when you **commence** the voyage.

At sea:

N = Noon: When you are sailing between ports, you can enter **Noon Reports**. After you enter one Noon report, the time defaults to 24 hours after the last one. This report can be entered multiple times per sea leg.

E = End of Leg: This report is created when you enter the **arrival date and time for the next port** in Port Activities.

In port:

A = Arrival: This report is created when you enter the **arrival date and time** in Port Activities.

S = Special: While the vessel is in port, you can enter a special **Noon Report**. This report can be entered multiple times per port leg.

D = Departure: This report is created when you enter the **departure date and time** in Port Activities.

T = Terminating: This report is created when you either **arrive at a Terminating port or sail from the last port** in a voyage.

T	Lat	Lon	Local Date	GMT	Obs Dat	Act Hrs	Obs Spd	Hrs Diff	Eng Dat	Del ToGo	CP Spd	Prj Spd	S	Current	Cur Dir	F	Dly Hrs	BW Hrs	Sls Rec	Ref Port
C	51.54N	4.25E	04/01/15 00:00	2.0	0	0.00	0.00	0.00	0	3,366	0.00	15.00	0	0.00		1	0.00	0.00	N	
E	30.10N	32.20E	06/28/15 21:00	2.0	0	2,133.00	0.00	0.00	0	0	0.00	0.00	0	0.00		1	0.00	0.00	N	
Total:						0	2,133.00	0.00	0.00	0.00										

- To enter more detailed information on the [Extra Information for Report](#) form, right-click the report line and click **Extra Information (Bunker/Technical/Weather/Remarks)**.
- For an LNG Carrier (Type code L), Tanker (Type code T), or Gas Carrier (Type code G), to enter [Tank Conditions](#), right-click the report line and click **Tank Conditions**.

Bad Weather

Fuel consumption from Activity Reports where the Beaufort Scale (**B**) reading is above a certain level (set on the Vessel form Consumption tab or the Time Charter Manager Performance tab) is excluded from performance calculations. Default values are taken from these forms, according to the voyage type:

- OVOV/RELT: Values are taken from the [Vessel](#) form.
- OVTO: Values are taken from the linked [Time Charter Out](#) contract.
- TCOV: Values are taken from the linked [Time Charter In](#) contract.
- TCTO: Values are taken from the linked [Time Charter Out](#) contract.

▼ Related Config Flags


CFGNeverUpdEtaEtd

This flag determines what happens when the ETD at a port is changed via an update from Veslink:

- Y prevents the recalculation of future ETAs and ETDs that normally occurs when a new arrival or departure date is recorded in the itinerary.
- N preserves the entered/ordered speed on the subsequent leg, changing the ETA at the next port accordingly

IMOS 7.7.1450+ is required.

Extra Information for Report

 This is a **Key Topic**, with high value for all users.

On the Extra Information for Report form, you can break down ship performance data, regarding ROBs and consumption, weather information, technical information, delay information, and constants.

For arrivals and departures, you can update bunker information on this form as well as in [Port Activities](#), but after you enter ROBs here, you must continue to enter them here.

On the [Activity Reports](#) form, right-click the report line and then click **Extra Information (Bunker/Technical/Weather/Remarks)**. This form has slight differences for **LNG** vessels (on right).

Extra Information for Report A on 06/12/15 08:30

Type	ROB Prev	Received	ROB	Actual Cons	CP Cons	Difference
IFO	980.000	0.000	980.000	0.000	0.000	0.000
LSF	470.000	0.000	470.000	0.000	0.000	0.000
LSG	85.000	0.000	85.000	0.000	0.000	0.000
MGO	100.000	0.000	100.000	0.000	0.000	0.000

Since Last Report Since Last Port

Hours:	0.00	0.00
Observed Dist:	0	0
Eng (Log) Dist:	0.00	0.00
Slippage %:	0.00	0.00
Eng Load %:	0.00	0.00
Revs Counter:	0	0
Total Revs:	0	0
Average RPM:	0.00	0.00
Avg Steam Speed:	0.00	0.00
Average BHP:	0	0
Generator 1 Hrs:	0.00	0.00
Generator 2 Hrs:	0.00	0.00
Generator 3 Hrs:	0.00	0.00
Generator 4 Hrs:	0.00	0.00
Generator 1 KWhr:	0.00	0.00
Generator 2 KWhr:	0.00	0.00
Generator 3 KWhr:	0.00	0.00
Generator 4 KWhr:	0.00	0.00
Main Engine KWhr:	0.00	0.00
Boiler Hrs:	0.00	0.00
Incinerator Hrs:	0.00	0.00
FW Generator Hrs:	0.00	0.00
Reported Speed:	0.00	0.00
Steaming Hours:	0.00	0.00
Main Engine Hours:	0.00	0.00

DETAILS FOR IFO

Main Eng:	0.000	Propulsion:	0.000	Deballast:	0.000	Idle/Off:	0.000
Aux Eng:	0.000	Load/Disch:	0.000	Maneuver:	0.000	Others:	0.000
Heat:	0.000	IGS:	0.000	Cooling:	0.000		
Heat++:	0.000	Generator:	0.000	Heat++:	0.000		
Clean:	0.000	Idle/On:	0.000	Adjustment:	0.000		
Boiler:	0.000	Incinerator:	0.000				

Bad Weather: 0.000

AVERAGE:

Beaufort:	0	Wind:	0.0	Directn:		Degree:		Height:	
Sea State:	0	Sea:	0.0	Sea:		Sea:	0.00	Sea:	0.00
Sea Swell:	0	Swell:	0.0	Swell:		Swell:	0.00	Swell:	0.00
Bad Weather Hrs/Dist:									

AT TIME OF REPORT:

Air Temp:		Barometric Pressure:		Fresh Water Rec:	0.00
Sea Temp:		Barometric Movement:		Fresh Water Cons:	0.00
Cargo Temp/Unit:	0.00	No. of Tugs:	0	Fresh Water ROB:	0.00
				Distilled Water Rec:	0.00
				Distilled Water Cons:	0.00
				Distilled Water ROB:	0.00
				Distilled Water Prod:	0.00
				Slop Rec:	0.00
				Slop ROB:	0.00
				Ballast:	0.00
				Crew/Stores:	0.00
				Lubes:	0.00
				Constant:	0.00

Delay Type: Delay Start Delay End

Delay Reason:

Master:

Chief Engineer:

Gauge Name:

Water Lvl:	0.000	Restricted Location:	0.000
UOM:		UOM:	

Position Note:

Remarks:

DRAFT: Middle Port Starboard

FWD:	0.00	0.00	0.00
MID:	0.00	0.00	0.00
AFT:	0.00	0.00	0.00
UOM:		Mean Draft:	0.00

Salinity: 0.000

DWT: 0.00 Heading: 0

MaxLD Indicator: 0.00 Displacement: 0.00

Extra Information for Report A on 09/12/15 04:00

Type	ROB Prev	Received	ROB	Actual Cons	CP Cons	Difference
IFO	3,725.000	0.000	3,725.000	0.000	0.000	0.000
MGO	123.000	0.000	123.000	0.000	0.000	0.000
LSF	0.000	0.000	0.000	0.000	0.000	0.000
LNG	126,474.000	0.000	126,474.000	0.000	0.000	0.000

DETAILS FOR IFO

Main Eng:	0.000	Propulsion:	0.000	Deballast:	0.000	Idle/Off:	0.000
Aux Eng:	0.000	Load/Disch:	0.000	Maneuver:	0.000	Others:	0.000
Bad Weather:	0.000	Reliq.:	0.000	IGS:	0.000	Cooling:	0.000
		GCU/Steam:	0.000	Generator:	0.000	Meter Adj:	0.000
		Clean:	0.000	Idle/On:	0.000	Adjustment:	0.000
		Boiler:	0.000	Incinerator:	0.000		

AVERAGE:

Beaufort:	3	GENTLE BREEZE	Wind:	SW	225.0	Height
Sea State:	0	CALM (GLASSY)	Sea:	SW	225.0	1.00
Sea Swell:	0		Swell:		0.0	0.00

AT TIME OF REPORT:

Air Temp:		Barometric Pressure:		Fresh Water Rec:	0.00
Sea Temp:		Barometric Movement:		Fresh Water Cons:	0.00
Cargo Temp/Unit:	0.00	No. of Tugs:	0	Fresh Water ROB:	0.00
Delay Type:		Distilled Water Rec:	0.00	Distilled Water Cons:	0.00
Delay Reason:		Distilled Water ROB:	0.00	Distilled Water Prod:	0.00
Master:		Slop Rec:	0.00	Slop ROB:	0.00
Chief Engineer:		Ballast:	0.00	Crew/Stores:	0.00
GMS Control Mode:		Lubes:	0.00	Constant:	0.00
LNG Reading Type:		MMBTU/M3:			

Current Location: _____ Restricted Location: _____

Gauge Name: _____ Water Lvl: 0.000 UOM: _____

Position Note: _____

Remarks: _____

Since Last Report

Hours:	0.00	Since Last Port	0.00
Observed Dist:	222		222
Eng (Log) Dist:	0.00		0.00
Slippage %:	0.00		0.00
Eng Load %:	0.00		0.00
Revs Counter:	0		0
Total Revs:	0		0
Average RPM:	56.50		0.00
Avg Steam Speed:	0.00		0.00
Average BHP:	0		0
Generator 1 Hrs:	0.00		0.00
Generator 2 Hrs:	0.00		0.00
Generator 3 Hrs:	0.00		0.00
Generator 4 Hrs:	0.00		0.00
Generator 1 KWHr:	0.00		0.00
Generator 2 KWHr:	0.00		0.00
Generator 3 KWHr:	0.00		0.00
Generator 4 KWHr:	0.00		0.00
Main Engine KWHr:	0.00		0.00
Boiler Hrs:	0.00		0.00
Incinerator Hrs:	0.00		0.00
FW Generator Hrs:	0.00		0.00
Reported Speed:	0.00		0.00
Steaming Hours:	0.00		0.00
Main Engine Hours:	0.00		0.00

DRAFT: Middle Port Starboard

FWD:	0.00	0.00	0.00
MID:	0.00	0.00	0.00
AFT:	0.00	0.00	0.00
UOM:		Mean Draft:	0.00

Salinity: 0.000

DWT: 0.00 Heading: 330

MaxLD Indicator: 0.00 Displacement: 0.00

To see details for a **Fuel Type**, click it in the table. Consumption breakdown details for the selected type appear below.

Calculations

- **Average RPM** = Total Revs (Revs Counter) divided by (Hours * 60)
- **Avg Steam Speed** = Obs Dst divided by Act Hrs

Related Config Flags

CFGAllowReportedSlippage
Allow editing of the **Logged Dist** and **Slippage (%)** fields.

Tank Conditions

Note: To access Tank Conditions for an LNG Carrier (Type code L), Tanker (Type code T), or Gas Carrier (Type code G), tank stowage information must be entered on the [Stowage tab](#) of the Vessel form.

To enter information about tank conditions, on the [Activity Reports](#) form, right-click the report line and then click **Tank Conditions**

Tank Type	Tank Name	Condition	Pressure (kPa)	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

Default tank information is from the [Stowage tab](#) of the Vessel form.

Port Expenses

This section includes the following pages:

- [Ledger Expense Setup](#): On this form, you can set up Expense Codes to define different types of expenses.
- [Port Expenses Summary](#): On this form, you can create a [Port Advance/DA](#) with detailed costs or a simple [Port Expense](#).
- [Port Advance/DA](#):
 - The [Proforma DA \(PDA\)](#) captures the estimated amount in a DA process.
 - The [Final DA \(FDA\)](#) captures the final amount disbursed.
 - You can also record multiple [Additional Payment Request \(APR\)](#) records.
- [Port Expense](#): On this form, you can record a port expense without an advance.
- [Search - Port Expense History](#): You can search for historical data on port expenses.
- [Standards for Expenses: Configuration flag **CFGEnableStandards**](#) enables the use of standards for expenses and related features, using either [Expense Standards](#) or [Standard Expenses](#), along with [Port Expenses Details](#).

Ledger Expense Setup

This is a **Key Topic**, with high value for all users.

The **Ledger Expense Setup** form is used to set up Expense Codes to define different types of expenses under an [Operations Ledger Code](#).

To open this form, do one of the following:

- In the Operations module center , under Port/Other Costs, click **Ledger Expense Setup**.
- On a [Port Advance/DA](#), click .

The [Operations Ledger Codes](#) are set up in the Data Center, under Other.

- Exp Type = Expense Type of the Ledger Code

Exp Type	Description
P	Port Expense
C	Cargo Expense
R	Rebillable Expense
S	Surveys
T	Tolls
V	Other Voyage Expenses
X	Recoverable Expense
A	Advance Rebillable Expense
O	Others
Z	<p>By Description:</p> <ul style="list-style-type: none"> • The Code column in the Business Rules for these items must be of the format REVENUE_Operations Ledger Code or EXPENSES_Operations Ledger Code. • On Other Revenues/Expenses invoices, the amounts appear in Voyage P&L Operations view in a category right under the root of Revenues or Expenses, with the Description as the category name. • On other types of invoices, it behaves as a code without a specific Exp Type.
U	Port Revenue


- C = Payment Terms Class, the basis for calculating [standard expenses](#):

Payment Terms Class	Description
C	Per Call
D	Per Day
F	Per Freight Unit
G	Per Vessel Gross Register Tonnage
H	<p>Per metric ton loaded or discharged for each cargo handling in the port</p> <p>H cannot be used if the port function is I (canal) or P (passing).</p>
L	Per Vessel LOA
M	Per Metric Ton of cargo on board
N	Not Actively Used
S	Per Vessel Summer DWT
T	Per Vessel Net Register Ton
U	Unit Factor from the Vessel form Details tab
Z	Expected time of the vessel in the canal multiplied by the

Port Expenses Summary

From the Port Expenses Summary, you can create a [Proforma DA \(PDA\)](#) or a [Port Expense](#).

On the [Voyage Manager](#), right-click a port in the Itinerary and then click **Port Expenses**.

- To create a PDA or Port Expense, click  and then click **New Advance/DA** or **New Expense**.
- To open an existing PDA or Port Expense, right-click its line item and then click **View Expense Details**.

Related Config Flags

CFGDefaultPortExpToProvisional

Select the **Use estimate cost in P&L** check box by default for all newly created voyages.

CFGEnableStandards

Hides the Port Expense field on some forms, enables standards for expenses, and adds a Port Expenses Details form and a Port Expenses Details button on the Port Expenses Summary to open it. When detail-level port expenses are being used, the PortExp column in the Voyage Manager Itinerary behaves the same as the PortExp column in the Voyage Estimate itinerary:

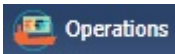

- For a port with no detail-level port expenses, you can edit its PortExp amount in the Voyage Manager Itinerary Cargo Tab. The voyage P&L shows this amount as estimated expenses for that port.
- For a port with a single detail-level expense, that amount appears and can be edited in the voyage itinerary PortExp field. An estimated expense entered before creating the detail-level expense is no longer displayed in the voyage P&L.
- For a port with multiple detail-level expenses, the itinerary PortExp field shows the sum of the detail-level expenses for that port and cannot be edited.

Port Advance DA

On the Port Advance/DA form, you can create the following records:

- [Proforma DA \(PDA\)](#)
- [Final DA \(FDA\)](#)
- [Additional Payment Request \(APR\)](#)

To access the Port Advance/DA form, do one of the following:

- In the Operations module center , under Port/Other Costs, click **Port Advance/DA** or click **List** and then select one from the list.
- In the [Voyage Manager](#):
 - Right-click the port or passing point and click **Port Expenses**.
 - 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 then click **View Expenses Details**.

Port Advance/DA List

All Port Advances/DAs appear on the Port Advance/DA List. In the Operations module center, next to Port Advance/DA, click **List**.

The Port Advance/DA List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGAdvancePaymentPercent

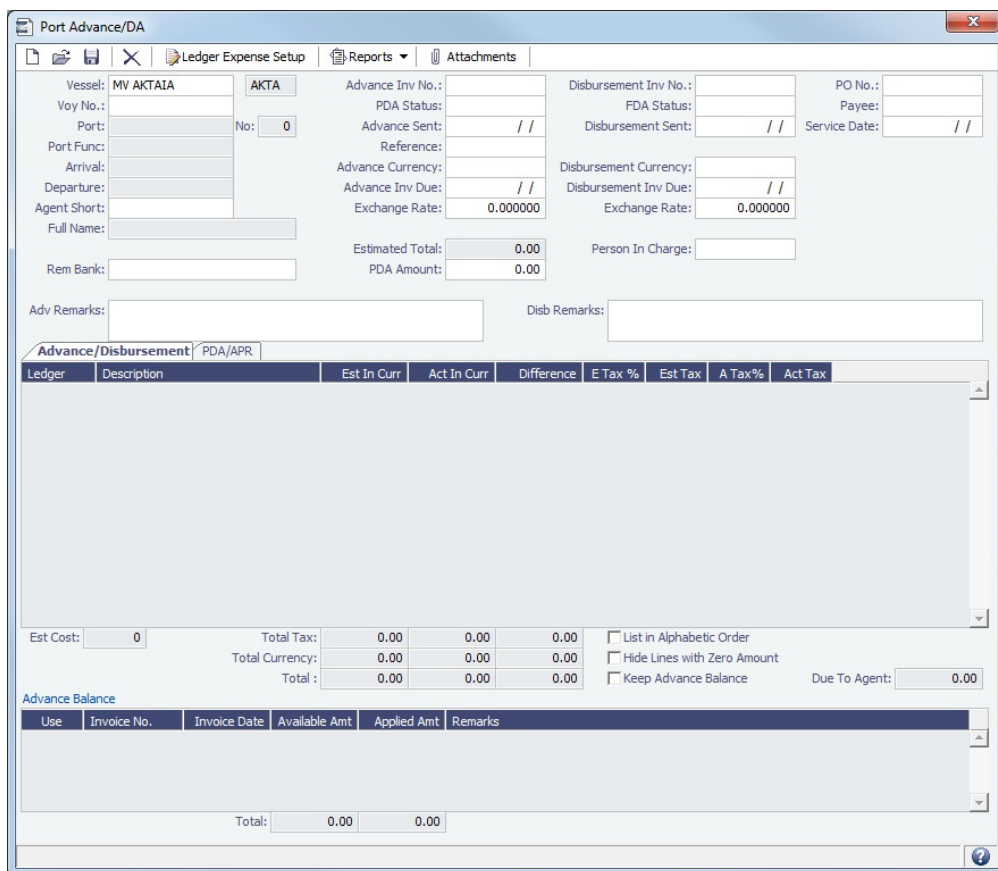
Set a percentage of the PDA as the default Actual Advance Payment in the Port Advance/DA form. This also applies to PDAs imported through autopexp.exe, unless a different value is entered in the imported xml for <advancePaid>.

CFGAutopexpInvoiceNoField

When importing invoices, the Invoice Number will be mapped from the tag name specified, for example <invoiceNo1> or <invoiceNo> (the default).

Proforma DA

On the [Port Advance/DA](#) form, you can record a Proforma DA (PDA) when you receive the advance invoice.




The screenshot shows the 'Port Advance/DA' form with the following data:

Ledger	Description	Est In Curr	Act In Curr	Difference	E Tax %	Est Tax	A Tax%	Act Tax
[Empty table body]								
Est Cost:		0						
Total Tax:		0.00	0.00	0.00				
Total Currency:		0.00	0.00	0.00				
Total:		0.00	0.00	0.00				


Summary statistics at the bottom of the form:

- Est Cost: 0
- Total Tax: 0.00 / 0.00 / 0.00
- Total Currency: 0.00 / 0.00 / 0.00
- Total: 0.00 / 0.00 / 0.00
- Due To Agent: 0.00

1. When opened from a voyage, the voyage information appears on the Advance/Disbursement tab. Otherwise, select the **Vessel, Voyage Number, Port, and Agent Short** name.
2. **Before you can enter costs**, you must enter the **Advance Invoice Number** and the **Advance Sent** date.
3. 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 *Currency* column and the Due to Agent field, in the Disbursement Currency. (The **Disbursement Currency** field is disabled until the **Disbursement Sent** date is entered.)
4. In the table below, in the **Est In Currency** column, enter the estimated costs, in the local currency of the agent. The amounts in the **Diff in Currency** and **Totals** fields change, based on the estimated amounts entered.
5. Enter the **PDA Amount** above.
6. Change the **PDA Status** to A - **Actual** and click ; an invoice is generated and appears in Financials.

Final DA


Using the **Port Advance/DA** form, the Final DA is based on actual port expenses.

1. **Before you can enter Final DA amounts**, you must enter the **Disbursement Invoice Number** and the **Disbursement Sent** date.
2. In the table below, in the **Act In Currency** column, enter the actual amounts disbursed against the advance, in the local currency of the agent. The amounts in the **Totals** fields 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 ; an invoice is generated and appears in Financials.

Additional Payment Request

In addition to **PDA** and **FDA** records for port expenses, you can record multiple Additional Payment Request (APR) records using the **Port Advance/DA** form. An APR is an addendum to an existing PDA.

To record an additional payment:

1. On the Port Advance/DA form, click the **PDA/APR tab**.
2. In the first open **APR in Currency** column, enter the actual amounts disbursed, in the local currency of the agent. The amounts in the **Total** field for the column and the **Due to Agent** field at the bottom right change, based on the amounts entered.
3. Enter the **Disbursement Invoice Number** and the **Disbursement Sent** date.
4. Above the APR in Currency column, change the APR Status to A - **Actual** and click ; an invoice is generated and appears in Financials.

You can record additional APRs in the additional columns.

Port Expense

Note: Configuration flag CFGEnableStandards must be set to **N**.


To record a port expense without an advance and details:

1. On the **Port Expenses Summary**:
 - To create a new Port Expense, click  and then click **New Expense**.

- To open a Port Expense, right-click an expense line and click **View Expenses Details**.

The screenshot shows a window titled "Port Expenses Entry" with a close button (X) in the top right corner. Below the title bar is a toolbar with icons for Save, Cancel, and Report. The main form area contains the following fields:

- Vendor: [Text Box]
- Currency: [Text Box]
- Inv Date: [Text Box] / /
- Exch Rate: 0.000000
- Invoice No.: [Text Box]
- Currency Est: 0.00
- USD Est: 0.00
- Currency Amt: 0.00
- USD Amt: 0.00
- Due Date: [Text Box] / /
- Memo: [Text Box]
- Actual

2. On the Port Expenses Entry form, complete at least these fields:
 - Vendor
 - Invoice Date
 - Currency Estimated
3. Select the **Actual** check box and click ; IMOS generates an invoice to appear in Financials.

Unlike a [Port Disbursement and Advance](#), you can create a Port Expenses invoice for multiple vessels, ports, and/or voyages. On the [Transaction Data Entry](#) form, use Source code PEXP. For each detail line, 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.

▼ Related Config Flags

CFGMultiCurrencyPortExpenses

Adds support for multi-currency estimated port expenses.

CFGIgnoreEstPexpOnVoyageCharte

rIn

When a cargo with a linked VC In is imported to an Estimate/Fixture/Voyage (the relet contract is fixed), the estimated port expenses defined on the cargo are not cleared, and any estimated port expenses defined in the Estimate/Voyage Itinerary of a RELT or SPOT voyage are not included in the P&L.



CFGEnableStandards

When enabled, the Port Expense field will be hidden on some forms, and Standard Port Expenses will be used.

Note: When **CFGVoyageExpenseAllocation** is set to Y, a Voyage Expense Allocation section will be added to the Voyage Estimate Profit & Loss Report, and optionally to the Voyage Profit & Loss Report. This requires **CFGEnableStandards** to also be set to Y.

Search - Port Expense History

You can search for historical expenses previously entered for a port.

1. Open the Search - Port Expense History form:
 - On the Cargo/VC In [Itinerary/Options](#) tab, right-click a line and then click **Port Expense History**.
 - On the Voyage Estimate [Column view](#)  or [Details view](#)  menu, click **Port Expense History**.
 - On the [Voyage Estimate](#) or [Voyage Manager](#) Itinerary, right-click a line and then click **Port Expense Search**.

2. Enter any additional search criteria, then select one of the following ways to display the port expense search results:
 - **By Invoice:** Each port expense invoice appears as a separate line.
 - **By Port:** Port expenses for each port appear as separate lines.
3. Click **Search**.

Vessel	Voy	Port	Berth	F	Cargo	No.	Qty	Unit	Days	Arrival	Agent	Cost USD	Vsl Type
MV AKTALA	2	HOUSTON	QUAY	1	R	0	0		2,920.000	11/30/10 18:00	ANDERSSON	4,090	ACC
MV AKTALA	3	HOUSTON	QUAY	1	R	0	0		3,294.000	11/30/11 18:00	ANDERSSON	3,950	ACC
MV AKTALA	1	HOUSTON	QUAY	1	R	0	0		152.792	07/01/10 00:00	ANDERSSON	760	ACC
MV AKTALA	2	HOUSTON	QUAY	1	M	0	0		2,920.000	11/30/10 18:00	ANDERSSON	5,700	ACC
MV AKTALA	3	HOUSTON	QUAY	1	R	0	0		4,758.000	11/30/11 18:00	ANDERSSON	13,193	ACC
MV AKTALA	4	HOUSTON	QUAY	1	M	0	0		4,745.000	11/30/12 18:00	ANDERSSON	11,556	ACC
MV AKTALA	5	HOUSTON	QUAY	1	M	0	0		248.000	11/30/13 18:00	ANDERSSON	3,869	ACC
MV BELISAMA	3	HOUSTON	QUAY	1	R	0	0		3,294.000	11/30/11 18:00	ANDERSSON	10,462	ACC
MV BELISAMA	4	HOUSTON	QUAY	1	M	0	0		4,745.000	11/30/12 18:00	ANDERSSON	13,509	ACC

The Search - Port Expense History form displays historical data on expenses for this port from the last 20 voyages, with an **Average** of the last three port calls at the bottom.

The following Port Expense types are retrieved, but Recoverable Expenses are not.

- Port Expense
- Cargo Expense
- Rebillable Expense
- Surveys
- Tolls
- Voyage Other Expenses
- Other

To view the [Port Activities](#), [Expense Details](#), or [Agent Details](#) for a voyage, right-click a line. This information can help you to adjust or understand your current estimate.

▼ Related Config Flags

CFGDefaultPortExpSearchLimit

To automatically start with default search criteria and a default Limit.

CFGEnhancedPortExpSearch

Add columns Base Curr, Base Amt, Curr, Curr Amt, and Exch Rate and additional related context menu options.

CFGEnablePortExpSearchAutocompl

ete

On the Search - Port Expense History form, enables selectable search criteria instead of free-text searching.

Standards for Expenses

Configuration flag **CFGEnableStandards** enables the use of standards for expenses and related features:

- Either of two options for capturing and using standards for expenses:
 - **Expense Standards:** On this form, standard expenses can be defined for ports, passing ports, and canals. IMOS applies the standards based on the exact Port and Berth (when specified), and then on matching criteria and Effective Dates.
 - **Standard Expenses:** On this form, standard expenses can be defined and applied individually, for the voyage or for the Port, Berth, and Cargo. The form has a table with one Standard Expense per row, where you can create, view, and modify all definitions, and filters to help you find existing definitions and determine which ones will be applied in specific voyage scenarios. This form is enabled by the addition of configuration flag **CFGEnableAllStdExpMatches**.
- The **Port Expenses Details** form, to view and edit standard port expenses and miscellaneous voyage expenses
- The use of standard expenses on **Voyage Estimate Other Expenses**
- The use of **Marine Service Fees** for bulk vessels

This config flag also adds a Rebillable column to the **Business Rules** table.

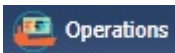
Expense Standards

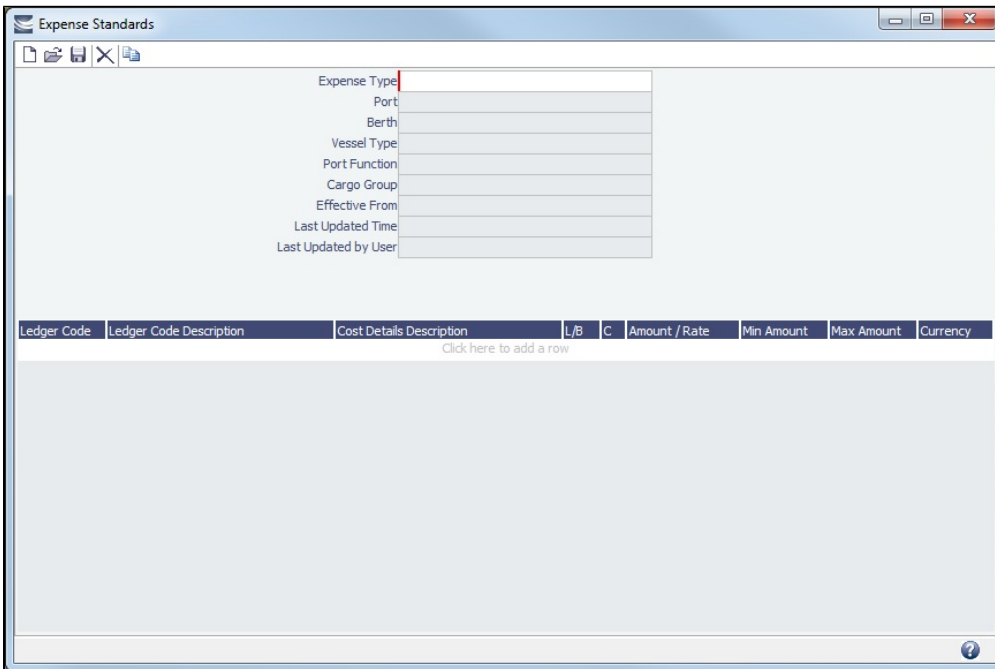
Note: Configuration flag **CFGEnableStandards** must be enabled. To edit this form, you must have the **Expense Standards Module Right** selected, under Port/Other Costs in Operations.

CFGEnableStandards enables the use of **standards for expenses** and related features. Expense Standards is one of two options for capturing and using standards for expenses; the other option is **Standard Expenses**.

On the Expense Standards form, you can enter standard expected expenses for ports, passing ports, and canals, based on a combination of Port, Berth, Vessel Type, Port Function, Cargo Group, and Effective From date.

To open it, do one of the following:

- In the Operations module center , under Port/Other Costs, click **Expense Standards**.
- On the **Voyage Estimate** or **Voyage Manager**, right-click an Itinerary line and then click **Port Expense Standards**.



These standard expected expenses will be automatically added to **Port Expenses Details** information and the P&L for a voyage when it has a cargo handling port that falls under one of the standards.

- When a voyage is created from a linked lifting of a **Cargo COA** such that a Expense Standards would be used, and the standard includes **Cost** type G or T, that cost item is multiplied by the vessel Gross or Net Register Tonnage.
- You can define standard expenses that are calculated per cargo quantity handled in a port: Adding a value of H in column **C** specifies that a standard expense will be calculated by multiplying the **Amount/Rate** times the metric tons loaded or discharged for each cargo or cargo parcel handled in the port. A type H expense standard cannot be added if the port function is I (canal) or P (passing).

- Standard expenses that are calculated per metric ton of cargo and associated with passing ports and canals (Payment Class M) are calculated individually for each cargo onboard, or for each parcel onboard in the case of multi-grade cargoes.

Best Match Logic

A standard only applies if the Port, and Berth (when specified), are an exact match.

- After finding standards that match the Port and Berth, IMOS ranks them based on the number of optional criteria that fit. IMOS looks first for a standard with four matching criteria, then for a standard with three matching criteria, two matching criteria, etc.
- The best match is considered to be the first standard found with the highest number of matching criteria.
- If multiple best matches are found, each with the same number of matching criteria, the field order shown on the form is used to rank the matches from best (top) to worst (bottom):
 - Vessel Type
 - Port Function
 - Cargo Group
- After finding the best match, IMOS then looks at Effective Dates to determine which version of the standard applies.

Expense Standards and Voyage Estimates

Expense Standards are also applied to Voyage Estimates when configuration flag **CFGEnableStandards** is enabled. When **CFGEnableVoyEstUpdates** is also enabled, Estimates for a Scheduled, Commenced, or Completed voyage are back-created or updated each time the voyage is saved.

- Voyage Expense Standards create lines on the Other Voyage Expenses form, on the [Other Expenses tab](#).
- Port Expense Standards create lines on the Other Voyage Expenses form, on the [Detailed Port Expenses tab](#).
- Voyage and Port Expense Standards are applied when elements of a Voyage Estimate are added, modified, or removed. When standards are reapplied, any existing expenses created from standards are removed. For example, when voyage dates in an Estimate overlap with Effective Date for a Voyage Expense standard, the expense is populated in the Estimate according to the standard. When voyage dates are modified such that the dates fall before the standard becomes effective, the expense will be deleted.
- Manual edits to standard expenses will be overwritten or removed when Expense Standards are reapplied.
- When you schedule an Estimate, all expenses on the Estimate (manually-entered expenses and automatically-generated standard expenses) are added to the voyage. Standard expenses are not automatically generated for the voyage.

▼ Related Config Flags

CFGEnableStandards

When enabled, the Port Expense field will be hidden on some forms, and Standard Port Expenses will be used.

Note: When **CFGVoyageExpenseAllocation** is set to Y, a Voyage Expense Allocation section will be added to the Voyage Estimate Profit & Loss Report, and optionally to the Voyage Profit & Loss Report. This requires **CFGEnableStandards** to also be set to Y.

CFGEnableVoyEstUpdates

Automatically updates Standard Expenses on a Voyage Estimate to reflect changes in the voyage:

- The Estimate for a scheduled/commenced/completed voyage is back-created each time the voyage is saved.
- Actual (BL) load and discharge quantities are used in standard expense calculations on voyages and Estimates when they are available. If actual quantities are not available, planned lift quantities are used.
- Any changes to Detailed Port Expenses are maintained when a standard is reapplied.
- Manually entered Expected Actual values are maintained for existing standard expenses.
- Standard expenses that no longer apply because of changes in voyage data or standard definitions are maintained if Expected Actual values have been entered.
- On the Port Expenses Details form, the Estimate column shows the estimated port expenses from the Estimate linked to the voyage.

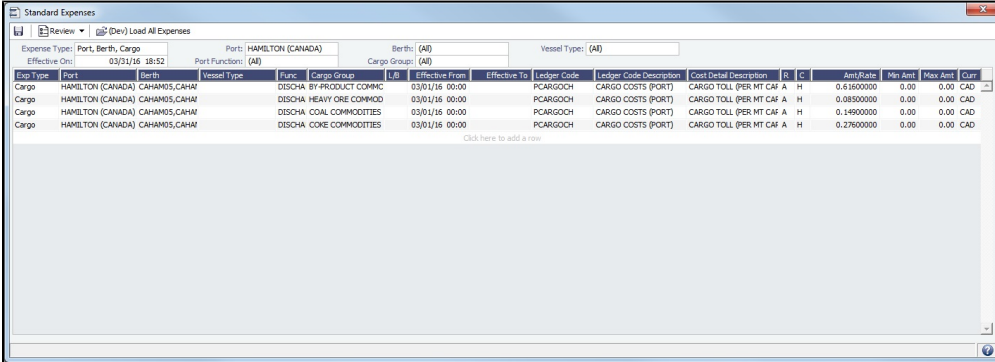
Standard Expenses

Configuration flag **CFGEnableStandards** enables the use of [standards for expenses](#) and related features. Enabled along with it, **CFGEnableAllStdExpMatches** makes this Standard Expenses form available, rather than the legacy [Expense Standards](#) form, for more streamlined setup and maintenance.

- Standard expenses can be defined and applied individually in a table with one Standard Expense per row, where you can create, view, and modify all definitions.
- Filters help you quickly find existing definitions and determine which ones will be applied in specific voyage scenarios.
- Each Voyage standard expense is applied to a Voyage Estimate and carried through to the voyage. Port, Berth, and Cargo standard expenses are applied once per port, once per berth, or once per cargo (or cargo parcel, for multi-grade cargoes).

To edit this form, you must have the Operations [Module Right Standard Expenses](#). [Operations Ledger Codes](#) and related [Ledger Expenses](#) must be set up first.

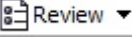
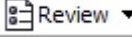
In the Operations module center , under Port/Other Costs, click **Standard Expenses**.



Expense Type	Port	Berth	Vessel Type	Func	Cargo Group	Effective From	Effective To	Ledger Code	Ledger Code Description	Cost Detail Description	B	C	Amt/Rate	Min Amt	Max Amt	Curr
Cargo	HAMILTON (CANADA)	CAHAM05,CAH07		DISCHA BY-PRODUCT COMMOD		03/01/16 00:00		PCARGOCH	CARGO COSTS (PORT)	CARGO TOLL (PER MT CAF A	H		0.61600000	0.00	0.00	CAD
Cargo	HAMILTON (CANADA)	CAHAM05,CAH07		DISCHA HEAVY ORE COMMOD		03/01/16 00:00		PCARGOCH	CARGO COSTS (PORT)	CARGO TOLL (PER MT CAF A	H		0.08500000	0.00	0.00	CAD
Cargo	HAMILTON (CANADA)	CAHAM05,CAH07		DISCHA COAL COMMODITIES		03/01/16 00:00		PCARGOCH	CARGO COSTS (PORT)	CARGO TOLL (PER MT CAF A	H		0.14900000	0.00	0.00	CAD
Cargo	HAMILTON (CANADA)	CAHAM05,CAH07		DISCHA CORE COMMODITIES		03/01/16 00:00		PCARGOCH	CARGO COSTS (PORT)	CARGO TOLL (PER MT CAF A	H		0.27600000	0.00	0.00	CAD

Creating or Editing Standard Expenses

You can use this form to create standard expenses; if they need to be modified, you can edit them directly in this form.

1. Complete a row for each standard expense. For each condition, select a single value or multiple values, or leave blank to apply to all. Some conditions are required, depending on the Expense Type:
 - **Port:** Port; Effective From; Ledger Code; Expense Class C, D, G, L, S, T, U, or Z; Amount/Rate; and Currency
 - **Berth:** Port; Berth; Effective From; Ledger Code; Expense Class C, G, L, S, T, or U; Amount/Rate; and Currency
 - **Cargo:** Port; Effective From; Ledger Code; Expense Class H or M; Amount/Rate; and Currency
 - **Voyage:** Effective From, Ledger Code, Amount/Rate, and Currency
2. Add and delete rows as needed:
 - To add a standard expense at the bottom, click the last row.
 - To insert a standard expense above another, right-click the row and then click **Insert**.
 - To create a similar standard expense, for example with a new Effective From/To range, right-click a row and then click **Copy**.
 - To delete a standard expense, right-click the row and then click **Delete**.
3. Rows that are incomplete are highlighted in **red**. When rows have sufficient information, they turn **green**. All rows with changes must be green to save the form.
 - To see only rows with unsaved changes, click  and then click **Review Changes**.
 - To see only rows with errors, click  and then click **Review Errors**.
 - To see what information is missing from an unsaved row, hold your mouse pointer over the row.
 - To see when a saved standard expense was last updated, hold your mouse pointer over the row.
4. Complete the information in all rows and save the form.

- When a voyage has a cargo handling port that falls under one of the standards, these standard expected expenses are automatically added to [Port Expenses Details](#) information and the P&L.
- When multiple expenses with the same ledger code/detail code values are generated for the port and/or berths in a single port call, an aggregated expense line item is created, which is the sum of the expenses. When aggregated expenses are defined with different currencies, the aggregate sum is calculated and shown in the system base currency. The description text shown in the Voyage P&L, Voyage P&L hover text, and Port Expense Details form hover text includes the cost detail description and the object and amount for each aggregated expense.

Retrieving and Viewing Standard Expenses

Filters at the top of the form let you quickly find existing standard expense definitions and determine which will be applied in specific voyage scenarios. You can use the filters in different ways:

- To match the specific scenario you want to test, select all applicable filters.
- To see all standard expenses that might apply, select **(Select All)** for one or more conditions.
For example, to see every standard expense definition for a port, select a **Port**, clear the **Effective On** filter, and set all remaining filters to **(Select All)**.

The **Expense Type** determines the other available filters:

- **Voyage:**
 - Vessel Type
 - Effective On
- **Port, Berth, Cargo:**
 - Port
 - Berth (for selected Port)
 - Vessel Type
 - Effective On
 - Port Function
 - Cargo Group

Expense Standards Updates

Expense Standards are updated and refreshed as information changes in the Voyage Estimate or voyage.

- Voyage Expense Standards create lines on the Other Voyage Expenses form, on the [Other Expenses tab](#).
- Port Expense Standards create lines on the Other Voyage Expenses form, on the [Detailed Port Expenses tab](#).
- Standard Expenses are automatically evaluated when:
 - A Voyage Estimate is created or modified; this may cause standard expenses to be added or removed from the Estimate.
 - A Voyage Estimate is scheduled; this may cause standard expenses to be added to the voyage.
 - A Cargo is scheduled; this may cause standard expenses to be added to the voyage and a Voyage Estimate to be back-created.
 - A voyage is modified; this may cause standard expenses to be added or removed from the voyage and a Voyage Estimate to be back-created.
- Change the voyage commence date/time by as little as one second to manually force the reapplication of all standard expenses to a Voyage or Voyage Estimate.
- When expense standards are reapplied, any existing expenses created from standards are removed, and manual edits are overwritten or removed.

▼ Related Config Flags

CFGEnableStandards

When enabled, the Port Expense field will be hidden on some forms, and Standard Port Expenses will be used.

Note: When **CFGVoyageExpenseAllocation** is set to Y, a Voyage Expense Allocation section will be added to the Voyage Estimate Profit & Loss Report, and optionally to the Voyage Profit & Loss Report. This requires **CFGEnableStandards** to also be set to Y.

CFGEnableVoyEstUpdates

Automatically updates Standard Expenses on a Voyage Estimate to reflect changes in the voyage:

- The Estimate for a scheduled/commenced/completed voyage is back-created each time the voyage is saved.
- Actual (BL) load and discharge quantities are used in standard expense calculations on voyages and Estimates when they are available. If actual quantities are not available, planned lift quantities are used.
- Any changes to Detailed Port Expenses are maintained when a standard is reapplied.
- Manually entered Expected Actual values are maintained for existing standard expenses.
- Standard expenses that no longer apply because of changes in voyage data or standard definitions are maintained if Expected Actual values have been entered.

- On the Port Expenses Details form, the Estimate column shows the estimated port expenses from the Estimate linked to the voyage.

CFGEnableAllStdExpMatches

When enabled along with CFGEnableStandards, the Standard Expenses form is available instead of the [Expense Standards](#) form. All standard expense definitions created using this form are individually evaluated and applied to voyages and Voyage Estimates.

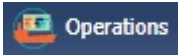
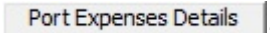
Port Expenses Details

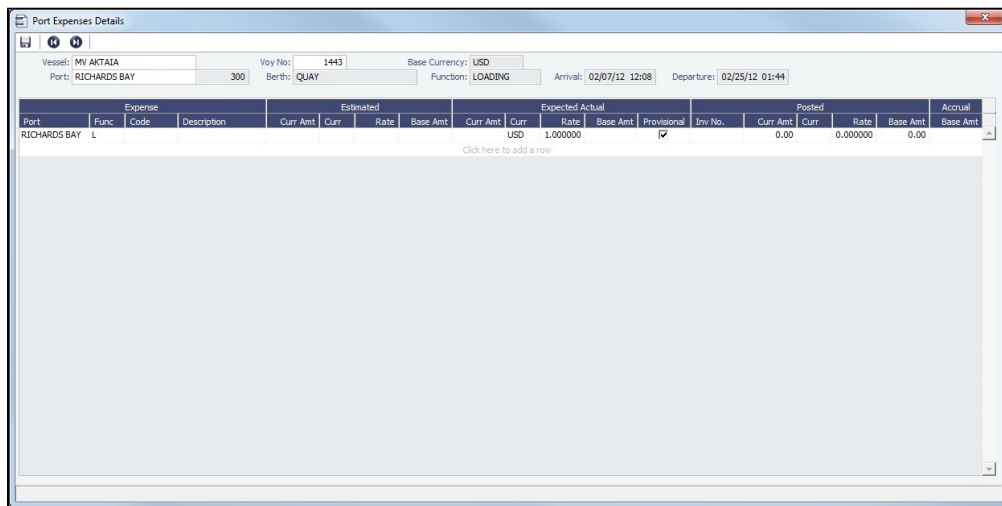
Configuration flag CFGEnableStandards enables the use of [standards for expenses](#) and the Port Expenses Details form. This configuration flag hides the editable Port Expense field on some forms, which then use the standard port expenses. To edit this form, you must have the Operations **Module Right Port Expenses Details**.

The Port Expenses Details form can be used for two purposes:

- It lists the standard port expenses that apply to a particular port call. The port expenses are estimated and do not have an invoice associated with them.
- When the Port field is cleared, it also lists miscellaneous voyage expenses, so you can see all standard expenses for a voyage.

To open the Port Expenses Details form, do one of the following:

- In the Operations module center , under Port/Other Costs, click **Port Expenses Details**.
- On the [Port Expenses Summary](#), click .



You can edit expected actual expenses, mark them as provisional, add new ones, and view the current accrual amount.

▼ Related Config Flags

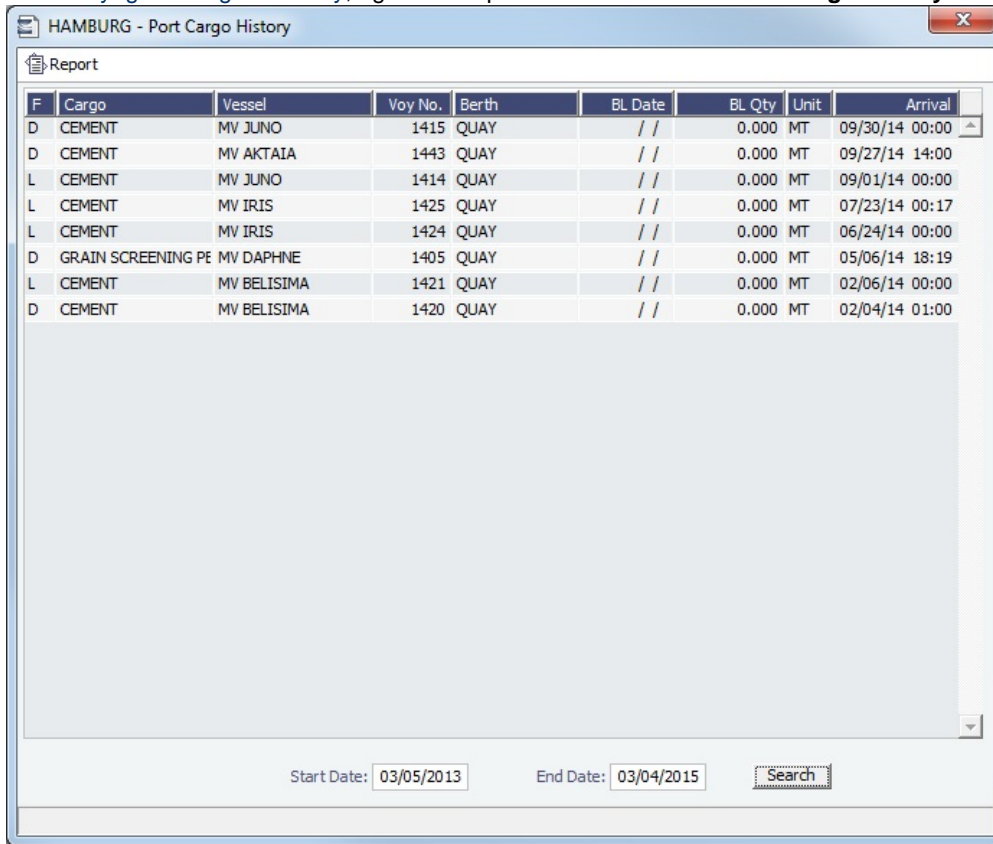
CFGPortExpProvisionalByBillCode

If the Provisional check box in the Port Expense Details form is selected/cleared, the setting for all rows for the same port and the same Bill code are selected/cleared. Accrual calculations are based on the combination of Operations Ledger Code and rebill type of the port expense.

Port Cargo History

On the Port Cargo History form, you can see the history of any cargo handling done in a port, for a date range you select.

1. In the [Voyage Manager](#) itinerary, right-click a port line and then click **Port Cargo History**.



- At the bottom of the form, enter a **Start Date** and an **End Date**.
- Click **Search**.

To view the related voyage, right-click a line and click **Open Voyage**.

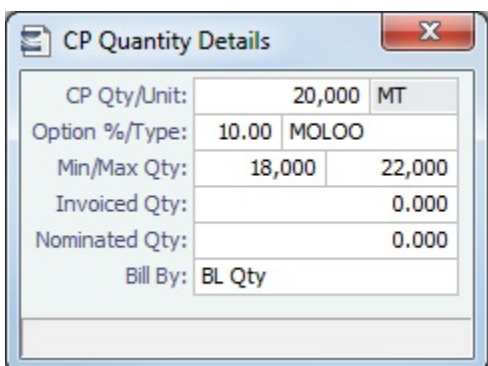
CP Quantity Details

The CP Quantity needs to be completed even if you are billing by invoice quantity, because it is used to calculate the actual freight in the [Voyage Manager P&L](#) until the invoice is created.

When inside the Min/Max Quantity, and the Option Type is MOLOO, but the charterer does not provide the full Nominated Quantity, then the difference between the Nominated Quantity and the Bill of Lading Quantity is used to calculate the [Deadfreight](#), which must be entered on the [Cargo](#) form.

To access the CP Quantity Details form, do one of the following:

- On the [Cargo](#) or [CP Terms Details](#) form, click the [CP Qty/Unit](#) field label link.
- On the [Voyage Manager](#) or [Voyage Fixture 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 on the [Operations](#) 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](#).

▼ Related Config Flags

CFGEnableInvCurrOnFixture


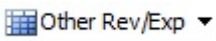
Use a different invoice currency for the Counterparty in the Laytime Calculation than the calculation currency. Adds Frt Inv Curr/Exch and Dem Inv Curr/Exch fields to this form.

Voyage Other Revenues and Expenses

 This is a **Key Topic**, with high value for all users.


You can enter any voyage revenues and expenses that are not directly related to freight, bunkers, port DAs ([Rebill Management](#)), or demurrage.

To enter other revenues and expenses:

1. Do one of the following:
 - In the Operations module center , under Port/Other costs, click **Other Revenues/Expenses**. Select the **Vessel** and **Voyage Number**.
 - On the [Voyage Manager](#), click  and then click **Other revenues and expenses**.

Note: To sort by a column in either grid, click its header.

2. For each revenue or expense, add a line and enter the relevant information. For the **Type**:
 - **Expense:** Creates a standard AP voyage transaction.
 - **Revenue:** Creates a standard 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:
 - a. Right-click the line and click **Rebill**.
 - b. On the Other Expenses Rebill form, enter the **Bill To** and **Invoice Date**.

c. 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.

- **Freight Reb Exp:** Creates an AP and an AR on the voyage that can be included in a Freight Invoice or added to an Incremental Freight Invoice.
- **Voy Reb Exp:** Creates an AP on the voyage that can be offset by an AR when right clicking and then clicking **Rebill** to select the counterparty.
- **TCI Reb Exp:** Creates an AP and an AR on the voyage and a negative AP on the TCI Payment. See [Entering Settlement of Partial Rebillables](#).
- **TCO Reb Exp:** Creates an AP and an AR on the voyage and an AR on the TCO Bill.
- **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.

3. In the **Code** field, select a **Ledger Code**.

4. In the **Status** field, when it is ready for Accounting, change the value to **A: Ready to post**.

5. To add more details on the **Other Expenses** or **Other Revenues** form, right-click the line and then click **Details**.

- **Payment Terms:** Specify a [Payment Terms](#) code.
- **Due Date:** Calculated based on [Payment Terms](#).
- **TCO Rebill:** For expenses of type Rebillable, to rebill to another TCO, select one in the TCO Rebill column, or leave it blank for the TCO of the current voyage. When rebilled to another TCO, both the expense and the rebill appear in the P&L of the current voyage. The amount that is rebilled to a different TCO appears on the Hire Statement of that TCO as an expense rebillable to that TCO.

Entering Settlement of Partial Rebillables

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 the line item and click **Details**.
3. In the Other Expense form, enter rebillable and non-rebillable portions of the total amount in separate lines. The calculation for prorating the amount needs to be done manually. The rebillable amount will be carried on to the TC Fixture, and the rest will be expense on the voyage.

▼ Related Config Flags

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

CFGConvertOtherRevExpToProvisional

Other options for **Type: Provision Exp** or **Provision Reb**. When a fixture is scheduled, all other revenues/expenses that do not have details and are not in any phase of invoicing will be set to Provisional when saved. For per-unit expenses, this results in the rev/exp being converted to a provisional lumpsum for the total amount at the time of saving.

CFGLinkedCargoImpliesCargoExp

When enabled, Voyage Other Expenses with a linked Cargo contract will be classified as Cargo Expenses in the Voyage Manager P&L.


When disabled, only the Bill Code of the Other Expense invoice is considered when classifying the expense as a Cargo Expense.

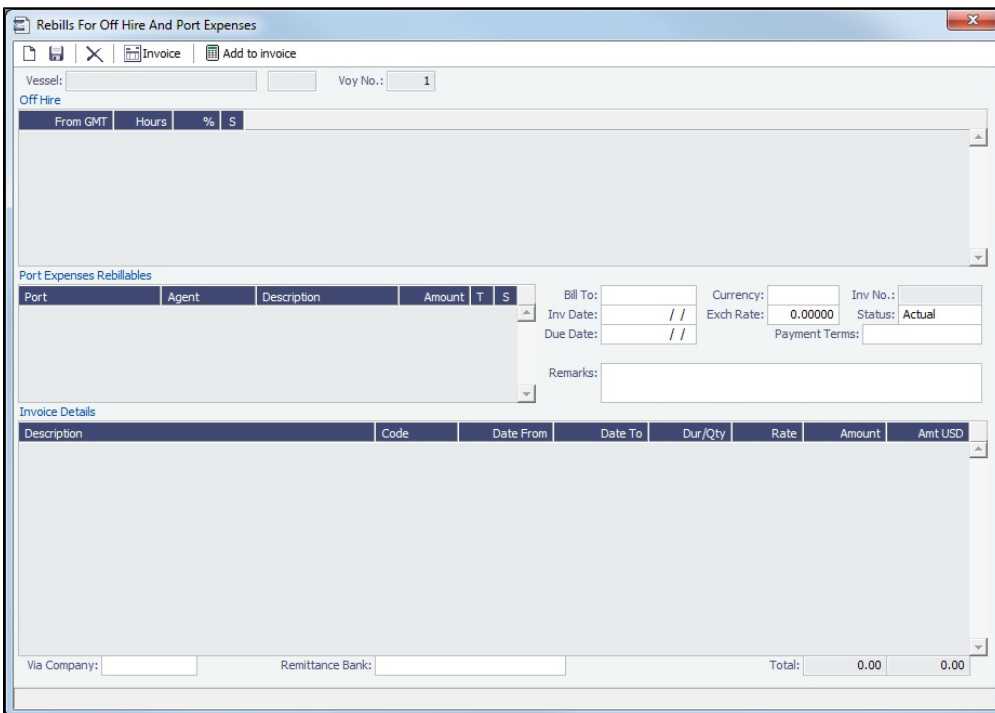
CFGDefaultOtherRevExpStToA

Defaults Other Rev/Exp status to Actual instead of Pending.

Rebills for Off Hire and Port Expenses

Configuration flag CFGRebillForOffhire enables rebilling off hire and port expenses for voyages outside of a Time Charter contract. You can use this form to rebill a third party; it is only enabled for an OV voyage.

In the **Voyage Manager**, click  **Other Rev/Exp** and then click **Rebills for off hire and port expenses**.



From GMT	Hours	%	S
----------	-------	---	---

Port	Agent	Description	Amount	T	S
------	-------	-------------	--------	---	---

Description	Code	Date From	Date To	Dur/Qty	Rate	Amount	Amt USD
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▼ Related Config Flags

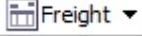

CFGRebillForOffhire

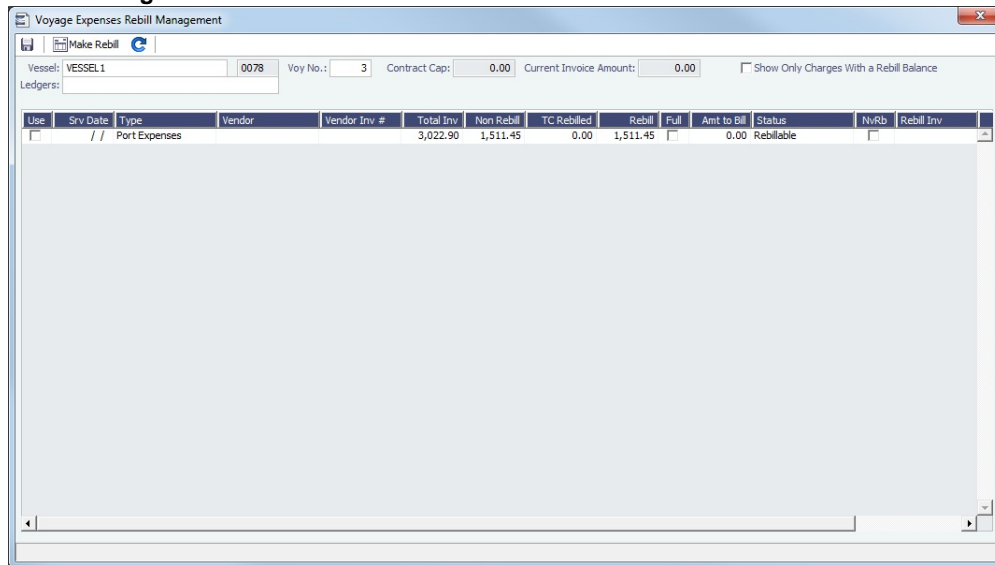
Enabled, the user will see a new menu item under the Other Revenue/Expenses toolbar in Voyage Management called **Rebills for off hire and port expenses**. This allows the user to rebill these items when not under a TC. While displaying Port

Expenses Rebillables on the [Rebills for Off Hire and Port Expenses](#) form, only one row was being displayed, which was the sum of all rebillable items from the Port Advance /DA form. This has been modified, and different rebillable items are displayed in separate rows on the Rebills for Off Hire and Port Expenses form.

Voyage Expenses Rebill Management

To view and access rebill transactions from a voyage (except those of type TCO/TCI Reb Exp), 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**.

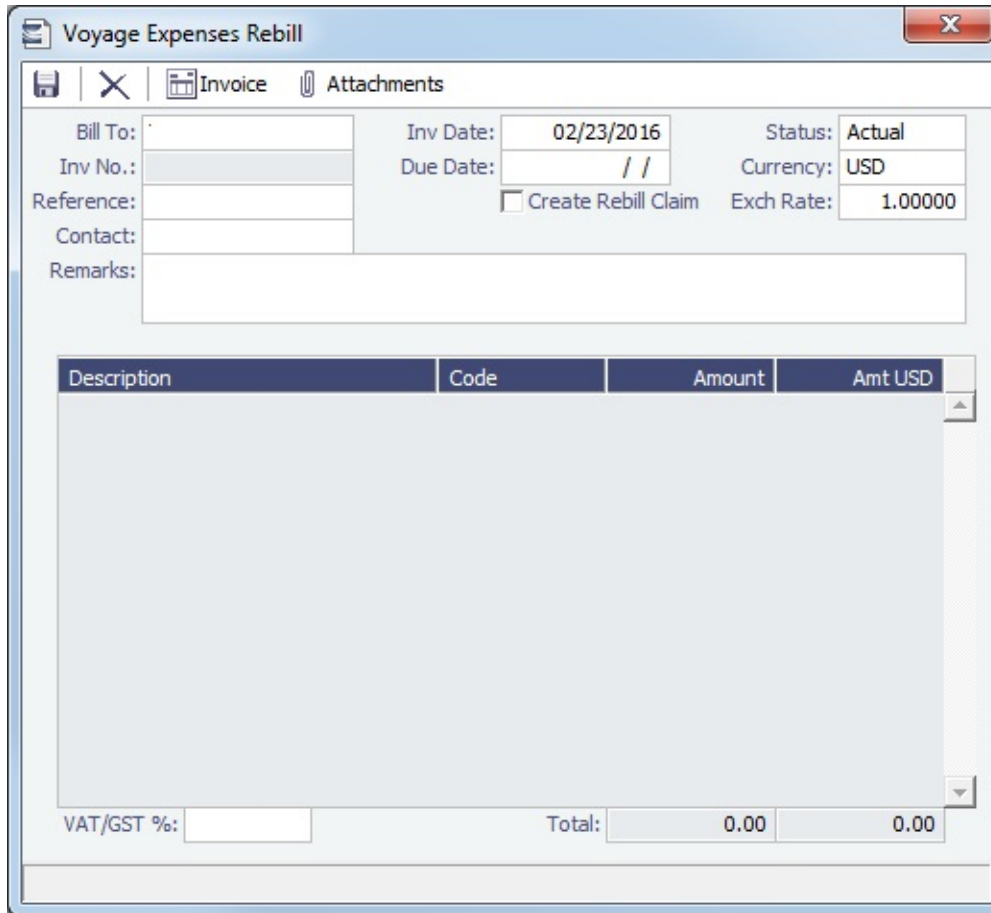




Use	Srv Date	Type	Vendor	Vendor Inv #	Total Inv	Non Rebill	TC Rebilled	Rebill	Full	Amit to Bill	Status	NvRb	Rebill Inv
<input type="checkbox"/>	//	Port Expenses			3,022.90	1,511.45	0.00	1,511.45	<input type="checkbox"/>	0.00	Rebillable	<input type="checkbox"/>	<input type="checkbox"/>

The Voyage Expenses Rebill Management form lists rebillable port, miscellaneous, or other expenses. Lines are color-coded.

- **Yellow** = A rebill was created.
 - **Green** = The invoice was posted.
2. Do any of the following:
 - 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  Make Rebill.



- d. On the Voyage Expenses Rebill form, complete the appropriate fields. You can use this form to combine multiple rebill expenses into one receivable with one customer.
- When an invoice/claim is rebilled, the **Create Rebill Claim** check box can be used to create an AR claim for each rebill invoice. This Rebill Claim has source code CREB, has bill code RCEXP, and is available on the [Claim List](#). The **Create Rebill Claim** check box cannot be modified after the Voyage Expenses Rebill form is saved and closed.
- e. To save the information, click .
- f. To create a Rebill Invoice, click .

▼ Related Config Flags

CFGActEnablePendingInvoiceRebill
Include Pending invoices on this form.
CFGActDefaultCreateRebillClaim
Have the **Create Rebill Claim** check box selected by default.

Voyage Bunkers

Note: If you have purchased the separate Bunker Management module, see [Bunker Management](#), rather than this section.

On this form, you can plan forward bunkerings and follow the progress of your Bunker Requirements.

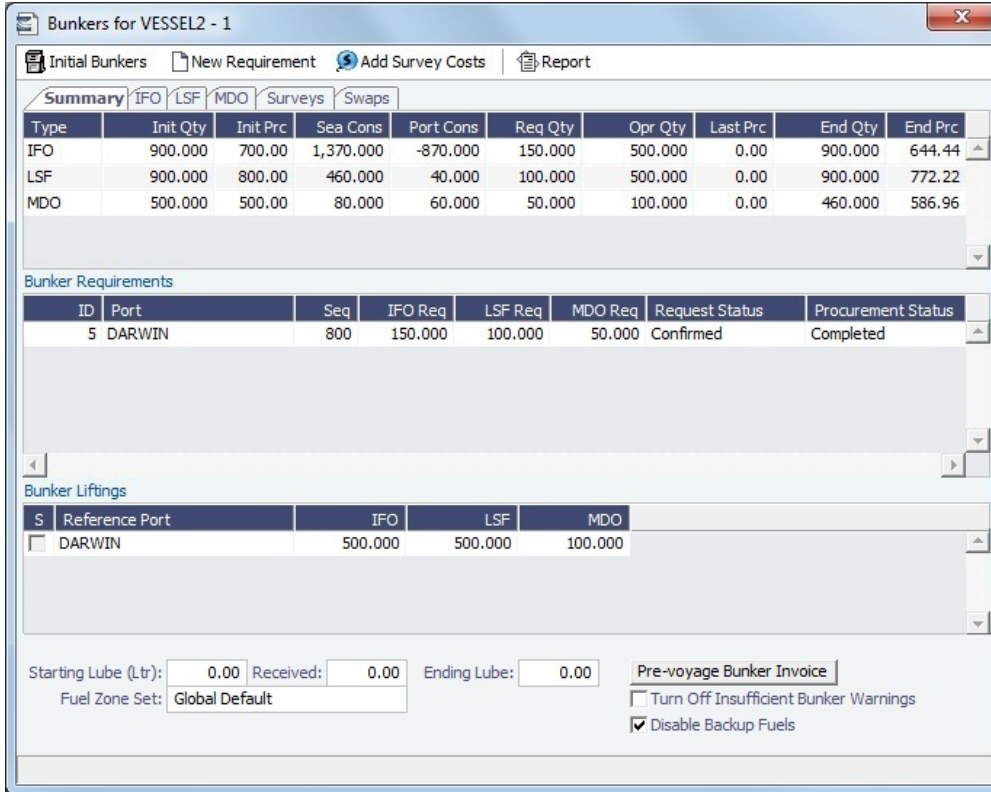
- Multiple types, or grades, of fuel can be set up on the [Fuel/Lube Types](#) Term List in the Data Center. For each vessel, you can track up to five fuel types.
- The [Bunker Calculation Method](#) is the method of valuing the fuel onboard; it determines how the cost of fuel is allocated to voyages.

To work with bunkers for the voyage, in the [Voyage Manager](#), click  **Bunkers** and then click **Voyage Bunkers**.

Summary Tab

Received quantities appear on the Summary tab after they are entered in [Port Activities](#).

To bind a Bunker Invoice to the voyage, in the **Bunker Liftings** grid, the **S** check box must be selected.



The screenshot shows the 'Bunkers for VESSEL2 - 1' window with the following data:

Type	Init Qty	Init Prc	Sea Cons	Port Cons	Req Qty	Opr Qty	Last Prc	End Qty	End Prc
IFO	900.000	700.00	1,370.000	-870.000	150.000	500.000	0.00	900.000	644.44
LSF	900.000	800.00	460.000	40.000	100.000	500.000	0.00	900.000	772.22
MDO	500.000	500.00	80.000	60.000	50.000	100.000	0.00	460.000	586.96

ID	Port	Seq	IFO Req	LSF Req	MDO Req	Request Status	Procurement Status
5	DARWIN	800	150.000	100.000	50.000	Confirmed	Completed

S	Reference Port	IFO	LSF	MDO
<input type="checkbox"/>	DARWIN	500.000	500.000	100.000

Starting Lube (Ltr): Received: Ending Lube: [Pre-voyage Bunker Invoice](#)

Fuel Zone Set:

Turn Off Insufficient Bunker Warnings
 Disable Backup Fuels

Fuel Zones

For voyages that are not already using Fuel Zones to calculate bunker consumption and have unsailed ports, a **Use Fuel Zones** button appears in the bottom right corner. To recalculate estimated bunker consumption and cost based on information entered in [Fuel Zones](#) in the Data Center, click [Use Fuel Zones](#).

If you have configured a [Fuel Zone Set](#), you can select it, rather than the Default set, at the bottom of this form.

Detail Tabs

This form has a detail tab for each bunker grade. On each individual bunker grade tab, you can enter the Operator Quantity. The best known price is defaulted, but you can change it to maintain the P&L bunker expenses. It is the assigned price for this lifting until an invoice is issued for this lifting or a [Bunker Purchase](#) is recorded for the port.

Req Qty is only used for a stand-alone [Bunker Requirement](#), and it cannot be edited because a Bunker Requirement can be linked at a later time.

Bunkers for VESSEL2 - 1

Initial Bunkers | New Requirement | Add Survey Costs | Report

Summary | IFO | LSF | MDO | Surveys | Swaps

Port Name	Sea Cons	ROB Arr	Port Cons	Req Qty	Opr Qty	Price	ROB Dpt	St
SOMALIA (COUNTRY)	0.000	0.000	0.000				900.000	SA
SOMALIA (COUNTRY)	0.000	900.000	15.000				885.000	SA
DARWIN	885.000	0.000	-885.000				885.000	SA
DARWIN	485.000	400.000	0.000	150.000	500.000	600.00	900.000	SA
SUEZ CANAL	0.000	900.000	0.000				900.000	SA
ATHENS	0.000	900.000	0.000				900.000	SA
ATHENS	0.000	900.000	0.000				0.000	TE
Total:		1,370.000	-870.000	0.000	500.000			

Detail Tab for LNG

The Detail tab for LNG has additional Boil-Off Price, Forced Boil-Off Price, and NBOG Speed Ballast and Laden fields at the bottom:

Boil-Off Price: Forced Boil-Off Price: NBOG Speed Bal/Laden:

Surveys Tab

To enter Survey Costs, click [Add Survey Costs](#)

Survey Costs

Invoice

Surveyor: Inv Date: Curr: Exch Rate:

Port: Due Date: Survey Cost:

Inv No.: Remittance Bank:

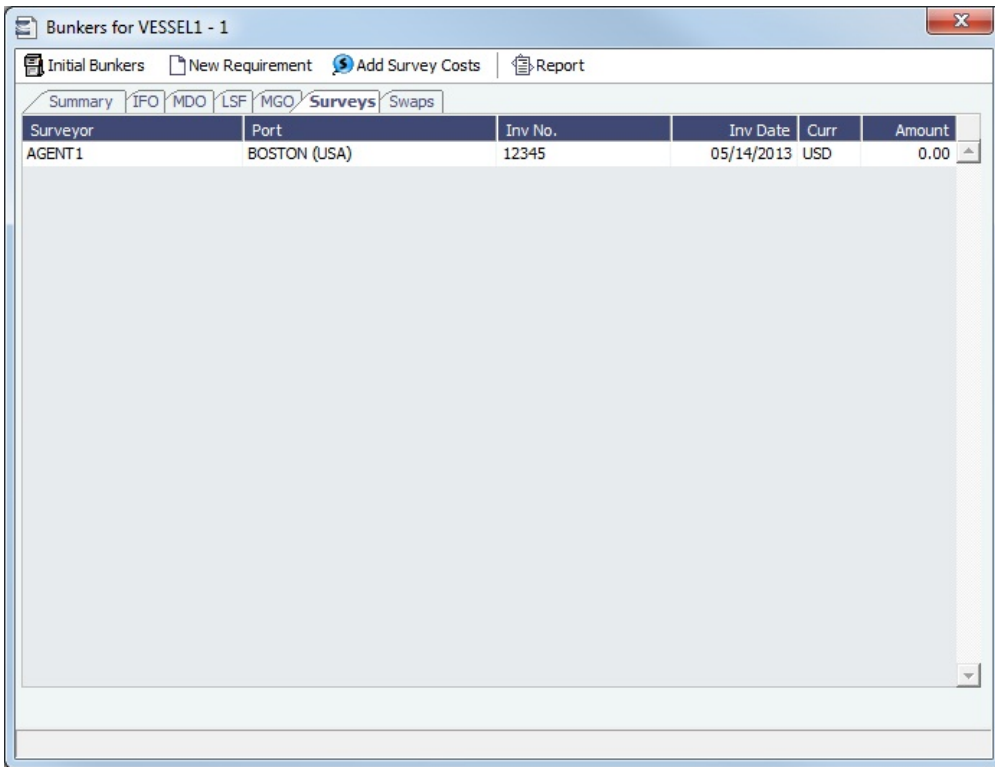
Remarks:

Actual TCI Rebill: TCO Rebill:

Type	ROB Survey
IFO	0.000
MDO	0.000
LSF	0.000

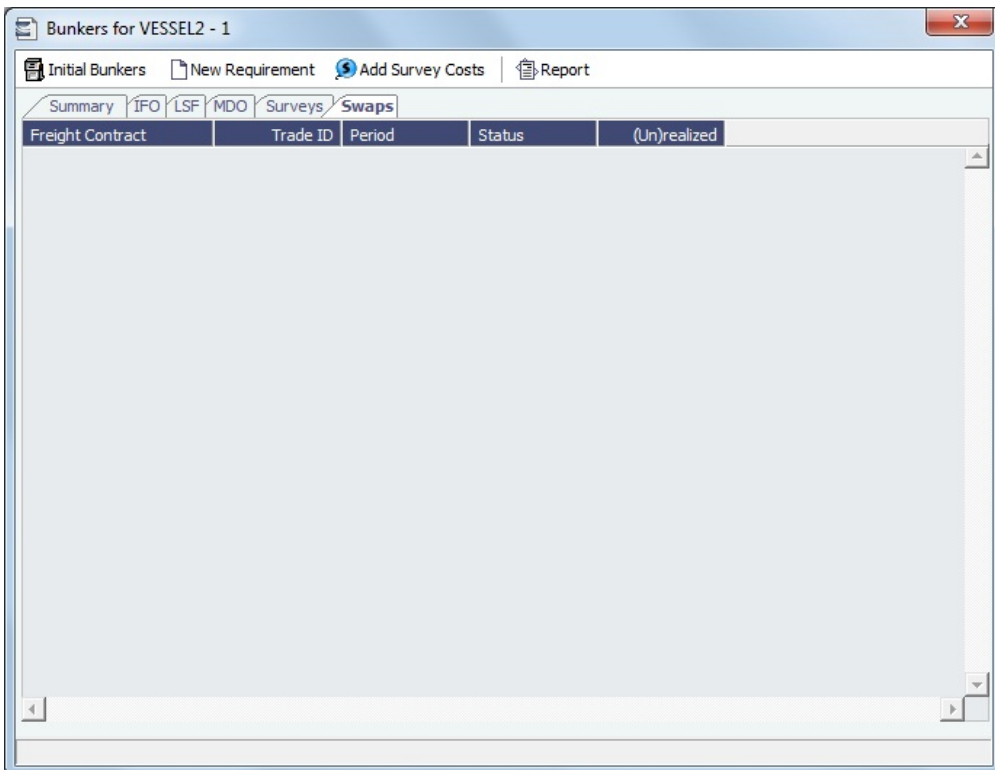
On the Survey Costs form, you can enter information about a survey and allocate parts of the paid amount to rebill the linked TCO/TCI counterparties.

Survey costs appear on the Surveys tab.



Swaps Tab

On the Swaps tab, all the linked trades appear. To access a **Bunker Swap**, right-click its line and click **View Bunker Swap**.

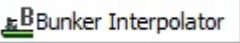



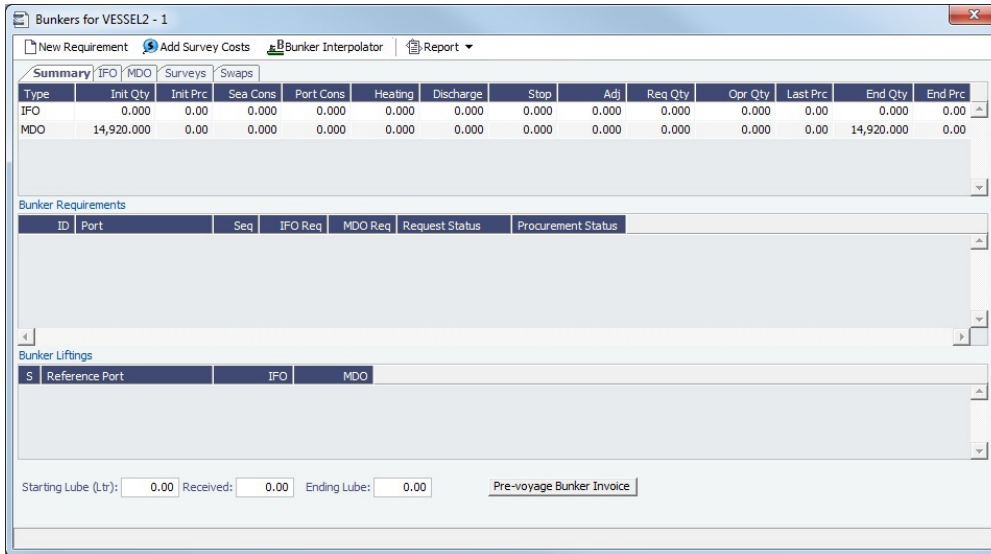
Bunker Requirements

To enter a **Bunker Requirement**, see the [Typical Operator-Only Workflow](#) or follow the steps for an [Operator](#) and a [Bunker Manager](#).

Barging

With the [Barging](#) module, you can also do the following:

- For Tow voyages, click  to access the [Bunker Interpolator](#) to initiate the calculation.
- View bunker consumption during Stop delays in the voyage, calculated by the Bunker Interpolator. It appears in the **Stop** column on the Summary and Detail tabs.
- Click  and select the **Bunker Interpolation Details Report**.



The screenshot shows the 'Bunkers for VESSEL2 - 1' window. At the top, there are tabs for 'Summary', 'IFO', 'MDO', 'Surveys', and 'Swaps'. The 'Summary' tab is active, displaying a table with columns: Type, Init Qty, Init Prc, Sea Cons, Port Cons, Heating, Discharge, Stop, Adj, Req Qty, Opr Qty, Last Prc, End Qty, and End Prc. The data rows are as follows:

Type	Init Qty	Init Prc	Sea Cons	Port Cons	Heating	Discharge	Stop	Adj	Req Qty	Opr Qty	Last Prc	End Qty	End Prc
IFO	0.000	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.00	0.000	0.00
MDO	14,920.000	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.00	14,920.000	0.00

Below the table, there are sections for 'Bunker Requirements' and 'Bunker Liftings'. At the bottom, there are input fields for 'Starting Lube (Ltr): 0.00', 'Received: 0.00', and 'Ending Lube: 0.00', along with a 'Pre-voyage Bunker Invoice' button.

Related Config Flags

CFGEnableOpsEstSeaCleaning

Enable estimated sea cleaning consumption to be entered on the Bunkers form.

CFGDisableInsufficientBunkerWarnin

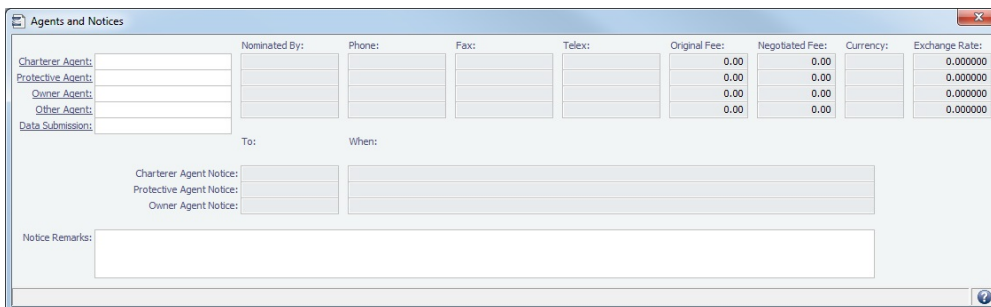
gsByDefault

When set to Y, when a new voyage is created, the **Turn Off Insufficient Bunker Warnings** check box is selected by default, but it can be cleared.

Agents and Notices

The Agents and Notices form records nominated agents and their contact information. It can be used for communicating with a DA Service Provider and for notifying agents using Veslink.

In the [Voyage Manager](#) or in a [Voyage Fixture](#), right-click the port and then click **Agents and Notices**.



The screenshot shows the 'Agents and Notices' form. It has a grid for agent information with columns: Nominated By, Phone, Fax, Telex, Original Fee, Negotiated Fee, Currency, and Exchange Rate. The data rows are as follows:

Charterer Agent:	Nominated By:	Phone:	Fax:	Telex:	Original Fee:	Negotiated Fee:	Currency:	Exchange Rate:
					0.00	0.00		0.000000
Protective Agent:					0.00	0.00		0.000000
Owner Agent:					0.00	0.00		0.000000
Other Agent:					0.00	0.00		0.000000
Data Submission:					0.00	0.00		0.000000

Below the grid, there are fields for 'To:' and 'When:', and a section for 'Charterer Agent Notice:', 'Protective Agent Notice:', and 'Owner Agent Notice:'. At the bottom, there is a 'Notice Remarks:' field.

For each agent, enter the following information:

- **Agent:**

- **Charterer, Protective, Owner, or Other Agent:** Selection lists display agents marked as [servicing the port](#) first. The selected agent's contact information appears.
- **Data Submission:** See below.
- **Nominated By:** Your name.
- **Original Fee and Negotiated Fee**
- **Currency;** the default **Exchange Rate** for the voyage appears.
- **Agent Notice To:** Select a contact to send the notice to.
- **Agent Notice When:** The date to send the notice.
- **Notice Remarks**

Data Submission Agents

Data Submission agents are those you are sharing port call information with via Veslink [Agent Portal](#). Additionally, you must specify a Data Submission agent if you are partnered with agents who are submitting forms directly via the [Veslink API](#).

Notification emails are sent to the Data Submission agent when they are nominated for that port call. Emails will also be sent whenever data relating to that port call is changed.

To set up automatic emails to the Data Submission agent:

- Specify the Data Submission agent.
- Select the **Port Call Info** check box on the [Shared Resources](#) form.
- The agent must specify an email address in the **Nomination Email** field on the [Company Profile](#) page in Veslink.

▼ Related Config Flags

CFGPortAgentType

Defines the Address Book Types to be considered when entering values for agents. The default value is A.

CFGDefaultDataSubmissionAgent



Sets the Short Name of the default Data Submission Agent for voyages performed by vessels marked as Active for Veslink for all ports except those with Port Function C (Commencing), T (Terminating), P (Passing), Y (Delivery), or Z (Redelivery).

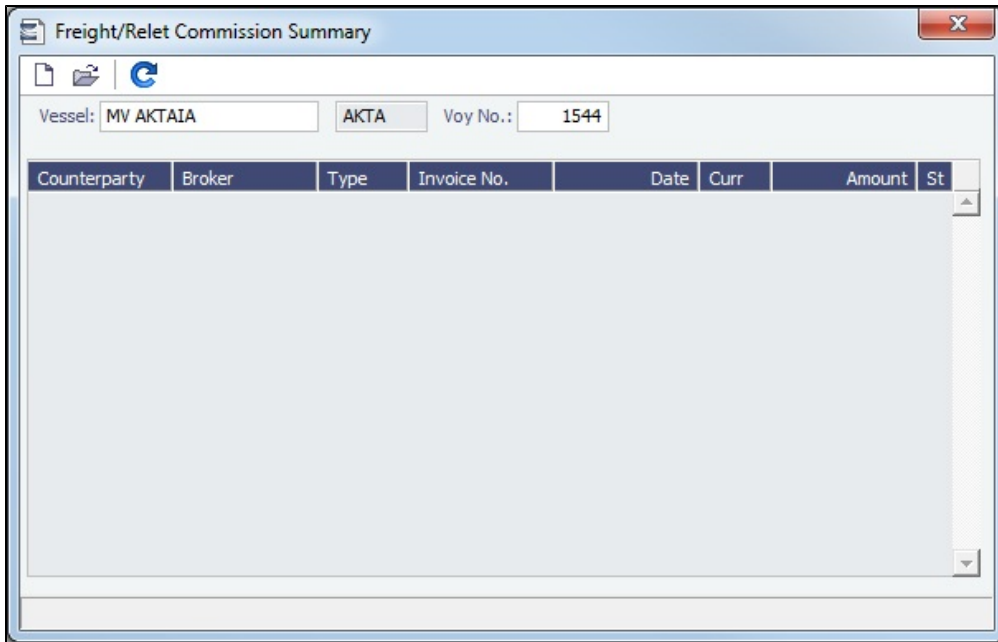
Freight-Relet Commissions

For broker commissions not deducted from the [Freight Invoice](#) (specified at the cargo level), you can create a separate invoice. If a Broker in [CP Terms Details](#) is set to Partial (the **P** check box is selected), it is possible to issue a Commission Invoice based on a partial percentage. Like Freight Invoices, it is possible to issue several Commission Invoices, totaling 100%.

Freight-Relet Commission Summary

To open the Freight-Relet Commission Summary, do one of the following:

- In the [Voyage Manager](#), click  Commission ▾.
- In the Operations module center , under Freight/Demurrage, click **Commissions** and enter the **Vessel Name** and **Voyage Number**.



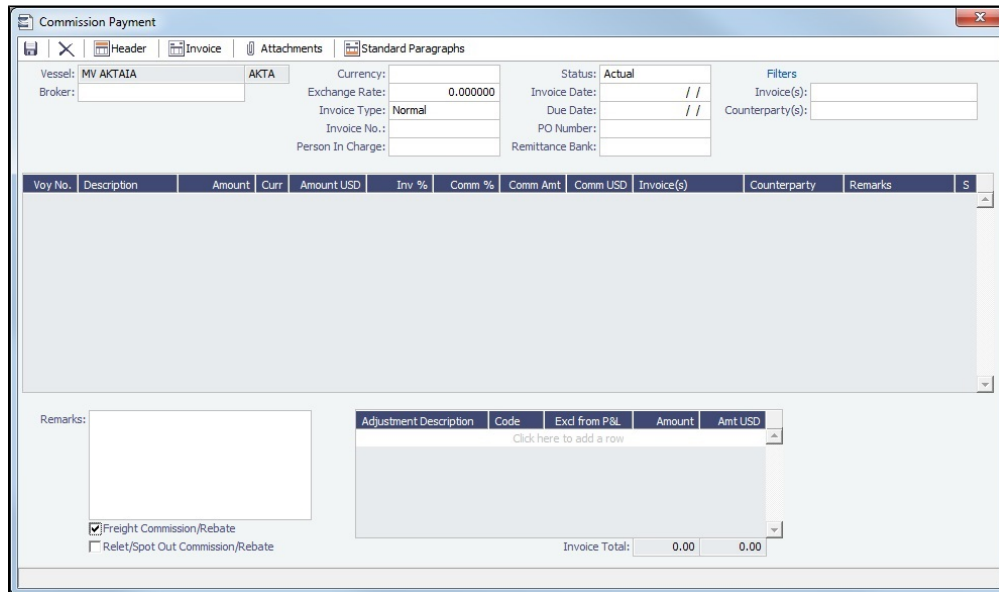
The Freight-Relet Commission Summary lists all existing Commission Payments for the voyage.

Commission Payment

To view an **existing** Commission Payment, on the Freight-Relet Commission Summary, right-click the line and click **Details**.

To create a **new** Commission Payment:

1. On the Freight-Relet Commission Summary, click .



2. On the Commission Payment, select the **Broker**.
3. Each possible payment appears, with the **S** check box selected. Clear check boxes for any detail lines you do not want to include.
4. To issue an incremental invoice, for which the accounts are balanced each time based on what has already been paid, change the Invoice Type to **Incremental**. The most recent commission is shown, with all previously invoiced items deducted from the total.
5. To filter the invoices shown in the grid, you can enter a full or partial value in the Invoice Number or Counterparty filters at the top right.
6. Enter an **Invoice Number** and any **Adjustment** information; you can add a negative adjustment value, and you can create a Commission Payment with only Adjustments.

7. Change the Status to **Actual** and click ; the invoice appears in Financials.
8. To print an invoice, click  Invoice.

A [configuration flag](#) (CFGFreightCommBasedOnPaidAmount) enables an alternate workflow.

▼ Related Config Flags

CFGFreightCommBasedOnPaidAmount

- Bases Freight and Demurrage Commission on the paid amount instead of the actual calculated amount.
- Prompts to create Commission Invoices upon the payment of the invoice in the Transaction Data Entry, if the adjustments in the invoice are linked to the Cargo.
- Adds a Deducted from Freight/Demurrage Payment check box to the Commission form. Select it to set the commission amount; the counterparty of the Commission Invoice is set to be the Charterer.
- Adds a quick search Invoice(s) field below the Broker field to filter the values that appear in the Invoice(s) column in the grid below.

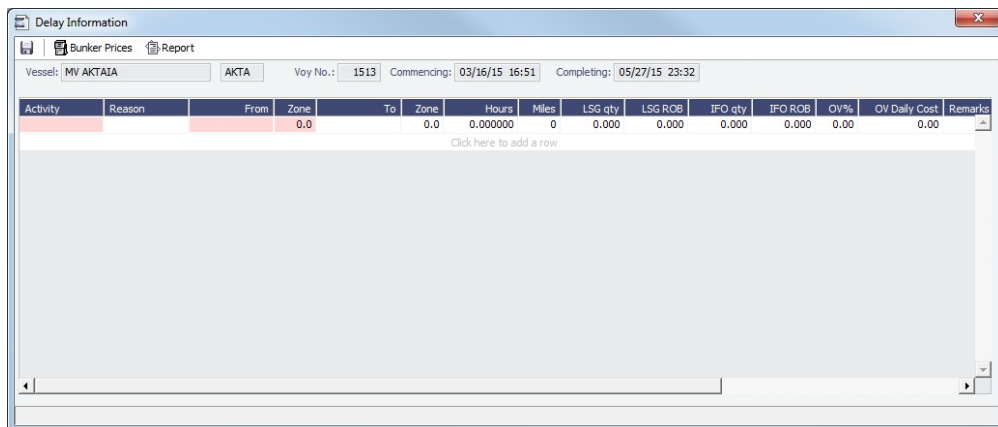
CFGUseInvExchInActual

Freight Commission in the Actual column of the Voyage Profit and Loss will use the exchange rate from the invoice once it is created instead of always using the exchange rate from the freight contract.

Delay Information

On the Delay Information form, you can record information about delays.

In the [Voyage Manager](#), click  to open the Delay Information form.



Activity	Reason	From	Zone	To	Zone	Hours	Miles	LSG qty	LSG ROB	JFO qty	JFO ROB	OV%	OV Daily Cost	Remarks
		0.0		0.0		0.000000	0	0.000	0.000	0.000	0.000	0.00	0.00	

Click here to add a row

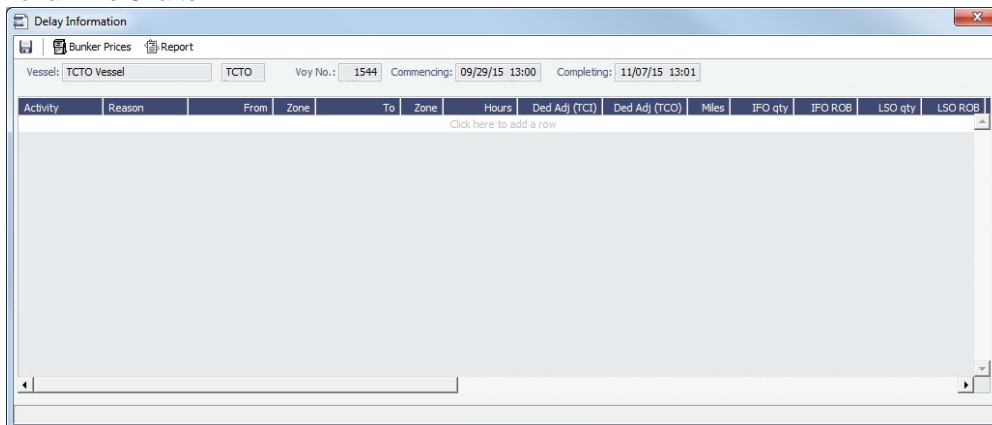
- Fields are **highlighted in pink** if an error exists. Hold your mouse pointer over the field to see the details of the error.

Enter the following information:

- The values that contribute to the calculation:
 - **Activity** (Delay Type)
 - Delay Reason: This appears in the Off Hire table of the [Item Select](#) form from the Time Charter Payment/Bill.
 - Times and Zones:
 - **From** date and time and **Zone**
 - **To** date and time and **Zone**
 You can override defaults for [waiting delays](#) that are automatically generated by ports in the voyage itinerary.

Values turn blue and are no longer updated on saving the voyage. From a right-click context menu, you can then click **Use Dates from Portcall**. All manually entered values are replaced by the default values, in black text.

- Deduction **Hours**: This can be used only to deduct an Off Hire for a Time Charter In.
- For a Time Charter:



- **OV%**, **TCI%**, and **TCO%**: The **percentages** that count for **TC In** and/or **TC Out**. This information goes to the **Time Charter Manager**, so you can deduct any off hires or reversals from the invoices.
 - 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 determine whether off hire time and bunkers are a revenue or an expense in the P&L.
- **Ded Adj (TCI)** and **Ded Adj (TCO)** are deduction adjustments; in most cases, they should be left at zero.
- **TCI Stmt** and **TCO Stmt**: Defaults to **Show**. To hide the off hire line and all associated categories (Off Hire Address Commission, Gratuities for Off Hire, Repr. Exp./Allowances for Off Hire, Victualling for Off Hire, Lashing and Stowage for Off Hire, and Off Hire Bunkers) from the Hire Statement, Statement of Accounts, and SOA Recap, set to **Hide**.
- **Fuel Quantities** and **ROB Quantities** used during the delay. You can override quantity and price **defaults for waiting delays** that are automatically generated by ports in the voyage itinerary. Values turn blue and are no longer updated on saving the voyage. From a right-click context menu, you can then click **Use Bunkers from Portcall**. All manually entered values are replaced by the default values, in black text.
 - To enter bunker price information during the delay, click **Bunker Prices** and then complete the **Bunker Prices** form.
- **Daily Cost** for the OV or TC and/or TCO:
 - **TCI L**, **TCI Lumpsum** (TCOV, TCTO), **TCO L**, **TCO Lumpsum** (OVTO, TCTO): To settle off hire as a lumpsum, select the **L** check box and enter the total lumpsum settlement in the **Lumpsum** field. No hire, commission, bunkers, or CVE will be calculated for this delay in the Voyage P&L or in TC invoices.

Business Rules for Lumpsum Off Hire

Source **TCIP**

- Code **OHLSS**: TCI Off Hire Lumpsum Settlement
- Code **ORLSS**: TCI Off Hire Reversal of LumTCIP Lumpsum Settlement

Source **TCOB**

- Code **OHLSS**: TCO Off Hire Lumpsum Settlement
- Code **ORLSS**: TCO Off Hire Reversal of Lumpsum Settlement

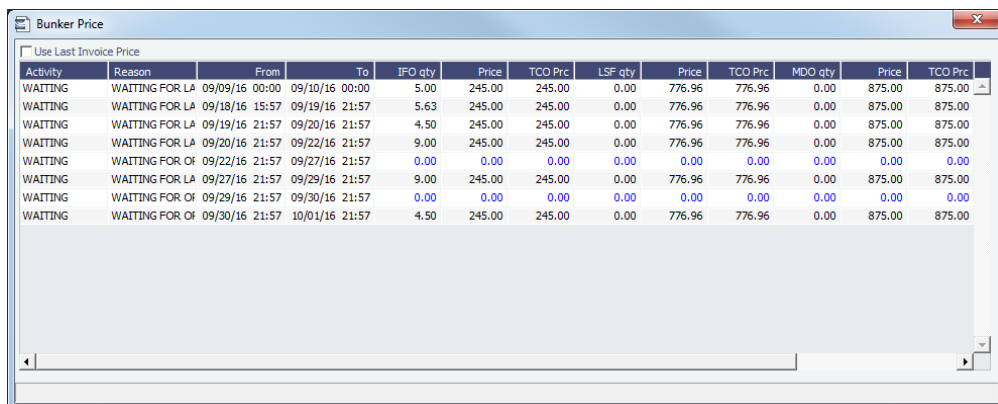
- **Remarks**: These also appear in the Off Hire table of the **Item Select** form from the Payment/Bill. When these items are selected, the Remarks are added to the corresponding detail lines.

- The **Last Updated** date and time and the **Last Updated User** automatically populate.

Bunker Prices

To change price information during delays, click  **Bunker Prices** on the [Delay Information](#) form to open the Bunker Price form.

By default, the OFF HIRE Bunker Price is the TC/best known fuel price. If you want to use a different price, you can enter the price information.

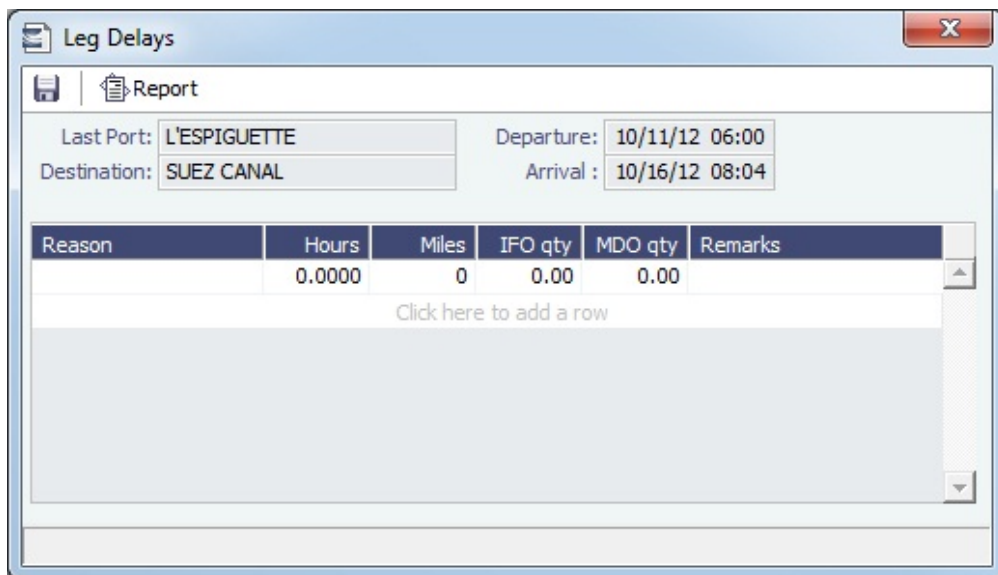


Activity	Reason	From	To	IFO qty	Price	TCO Prc	LSF qty	Price	TCO Prc	MDO qty	Price	TCO Prc
WAITING	WAITING FOR LA	09/09/16 00:00	09/10/16 00:00	5.00	245.00	245.00	0.00	776.96	776.96	0.00	875.00	875.00
WAITING	WAITING FOR LA	09/18/16 15:57	09/19/16 21:57	5.63	245.00	245.00	0.00	776.96	776.96	0.00	875.00	875.00
WAITING	WAITING FOR LA	09/19/16 21:57	09/20/16 21:57	4.50	245.00	245.00	0.00	776.96	776.96	0.00	875.00	875.00
WAITING	WAITING FOR LA	09/20/16 21:57	09/22/16 21:57	9.00	245.00	245.00	0.00	776.96	776.96	0.00	875.00	875.00
WAITING	WAITING FOR OF	09/22/16 21:57	09/27/16 21:57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WAITING	WAITING FOR LA	09/27/16 21:57	09/29/16 21:57	9.00	245.00	245.00	0.00	776.96	776.96	0.00	875.00	875.00
WAITING	WAITING FOR OF	09/29/16 21:57	09/30/16 21:57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WAITING	WAITING FOR OF	09/30/16 21:57	10/01/16 21:57	4.50	245.00	245.00	0.00	776.96	776.96	0.00	875.00	875.00

You can override quantity and price defaults for waiting delays that are automatically generated by ports in the voyage itinerary. Values turn blue and are no longer updated on saving the voyage. From a right-click context menu, you can then click **Use Bunkers from Portcall**. All manually entered values are replaced by the default values, in black text.

Leg Delays


To enter information about a delay for one leg, right-click the port line in the [Voyage Manager](#) itinerary and then click **Leg Delays**.



Last Port: L'ESPIQUETTE Departure: 10/11/12 06:00
 Destination: SUEZ CANAL Arrival: 10/16/12 08:04

Reason	Hours	Miles	IFO qty	MDO qty	Remarks
	0.0000	0	0.00	0.00	
Click here to add a row					

Freight Invoice

 This is a **Key Topic**, with high value for all users. See the [Key Information](#) below.

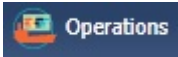

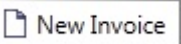
As soon as you load a cargo, you can issue a Freight Invoice. To be able to create a Freight Invoice:

- A [Voyage Fixture](#) must exist, with Freight Terms and Extra Freight Terms completed for all cargoes loaded.

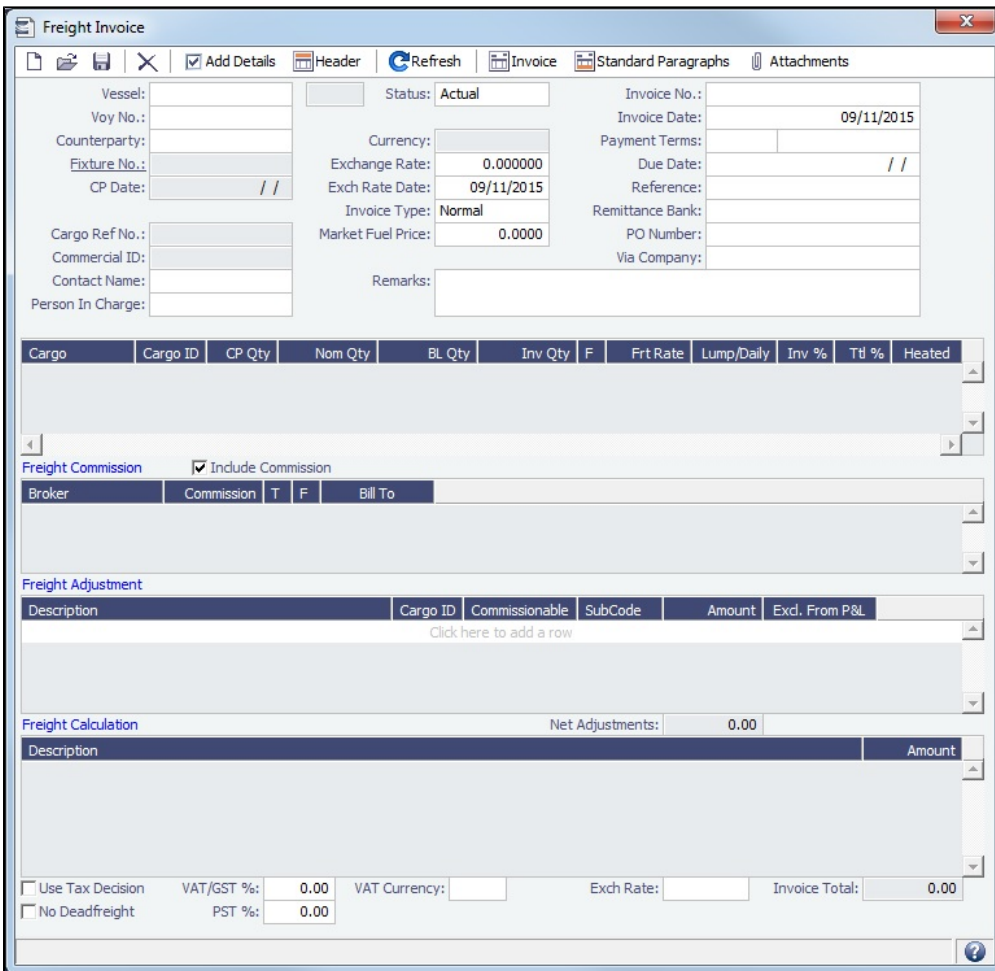
- The **Cargo Handling** form must be completed with the B/L quantity and the cargoes bound to the Voyage Fixture.

Creating a Freight Invoice

To create a Freight Invoice for freight sales or purchases, do one of the following:

- In the Operations module center , under Freight/Demurrage, click **Freight Invoice** and then enter the **Vessel I Name** and **Voyage Number**.
- On the **Voyage Manager Operations** tab, click  and then click **Freight Invoice**.
- On the **Voyage Manager Invoices** tab:
 - Click .
 - On a Freight Invoice line item, click the [Create Invoice](#) link.

The form opens with the information from the Voyage Manager.




The screenshot shows the 'Freight Invoice' form with the following details:

- Header:** Add Details, Header, Refresh, Invoice, Standard Paragraphs, Attachments
- Fields:**
 - Vessel: []
 - Voy No.: []
 - Counterparty: []
 - Fixture No.: []
 - CP Date: [] / []
 - Cargo Ref No.: []
 - Commercial ID: []
 - Contact Name: []
 - Person In Charge: []
 - Status: **Actual**
 - Currency: []
 - Exchange Rate: 0.000000
 - Exch Rate Date: 09/11/2015
 - Invoice Type: **Normal**
 - Market Fuel Price: 0.0000
 - Remarks: []
 - Invoice No.: []
 - Invoice Date: 09/11/2015
 - Payment Terms: []
 - Due Date: [] / []
 - Reference: []
 - Remittance Bank: []
 - PO Number: []
 - Via Company: []
- Cargo Table:**

Cargo	Cargo ID	CP Qty	Nom Qty	BL Qty	Inv Qty	F	Frt Rate	Lump/Daily	Inv %	Ttl %	Heated
[Empty]											
- Freight Commission:**
 - Include Commission
 - Broker: []
 - Commission: []
 - T: []
 - F: []
 - Bill To: []
- Freight Adjustment:**

Description	Cargo ID	Commissionable	SubCode	Amount	Excl. From P&L
Click here to add a row					
- Freight Calculation:**
 - Net Adjustments: 0.00
 - Description: []
 - Amount: []
- Footer:**
 - Use Tax Decision
 - VAT/GST %: 0.00
 - VAT Currency: []
 - Exch Rate: []
 - Invoice Total: 0.00
 - No Deadfreight
 - PST %: 0.00

- **Required:**
 - Select the **Counterparty**. Information for the cargo and the Bill of Lading are combined to create the freight calculation.
 - Check that the **Status** is Actual.
 - Enter the **Invoice Date**.
 - When you save the form, an **Invoice Number** is generated.
- **Optional:**
 - **Contact Name:** Specify one of an internal company's contacts. The voyage to which the Freight Invoice relates must have a Company code assigned.
 -  **Key Information: Invoice Type:**
 - **Normal** (default): A regularly scheduled payment for a specific period 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. If the contract has no more Period payments remaining, the Invoice Type defaults to Special.
- **Incremental:** A payment for which the accounts are balanced each time based on what has already been paid. It automatically includes an adjustment that shows the previously invoiced amount and the invoice number.
- **Payment Terms:** Specify a [Payment Terms](#) code.
- **Due Date:** Calculated based on Payment Terms.
- **Invoice Qty:** Specify this in the Cargo grid to use an amount that is different from the **CP Quantity** and the **BL Quantity**, if your contract does not specify their use.
- **Inv %:** To create a **partial freight invoice**, specify the percentage to pay. The remaining percentage is entered on the next invoice.
- **Freight Commission:** To deduct 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.
- **Bill To** check box: Select to send the bill to the broker.
- **Freight Adjustment:** Add any relevant information.
- To include additional invoices, such as a Demurrage or Despatch calculation, click [Add Details](#).

On the Additional Invoices form, you can select additional invoices to include in the freight:

- Laytime Invoices (Dem/Des)
- Freight Rebillables also appear; these are entered on the [Voyage Other Revenues and Expenses](#) form.
- [Demurrage and Despatch invoices included in the Freight Invoice](#) will be shown with Posted status in the voyage invoices list; the actual posting will be done when the Freight Invoice is posted.
- When there is more than one load or discharge port, to assign different pricing and create an invoice for each port, use the Top-off or Reverse Top-off check box on the [Cargo Pricing](#) tab.
- To print the invoice, click .

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 it.
2. A Re-issue button appears instead of the Refresh button. Click . 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.

▼ **Related Config Flags**

CFGFreightCommBasedOnPaidAmount

Freight and Demurrage commission will be based on the paid amount instead of the actual calculated amount. Causes a prompt to appear to create commission invoices when the invoice is paid.

CFGDefaultCargoRefOnFreightInv

Populate the Reference field with the Reference No. from the Cargo form.

CFGLockInvoiceHeader

Locks editing of the Address, PO Box, and Country fields on the Header form of the Freight Invoice. When disabled, these fields are editable.

CFGAllowOverageAsDeadfreight

Adds a new check box on the Pricing tab of Cargo and COA contracts: Overage as Deadfreight. When selected, freight will be billed as follows: All freight up to the BL Qty, including overage, is invoiced at the freight rate. The overage will then be deducted as a credit using the Deadfreight extra freight term rate, percentage, or lumpsum with the description "Reversed deadfreight credit."

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

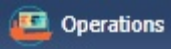
CFGUseInvDateAsExchRateDate

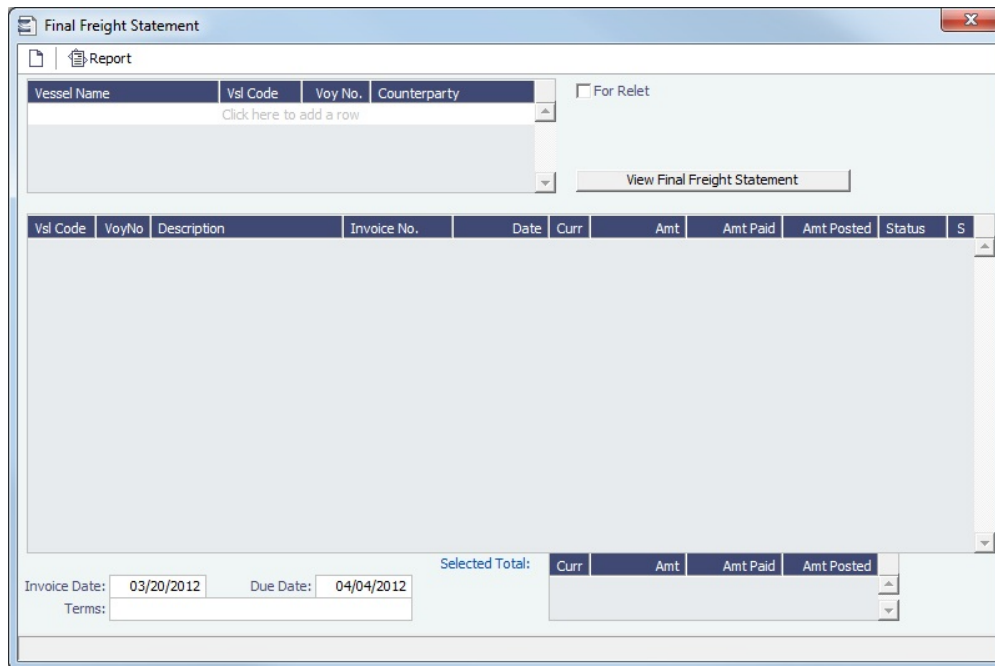
Causes the default Exchange Rate Date for Freight and Demurrage invoices to be the Invoice Date, rather than the Cargo contract Exchange Rate Date.

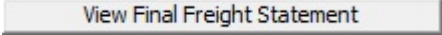

Final Freight Statement - Demurrage Statement

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

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. 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.
 - With multiple different currencies:
 - If freight is invoiced in base currency and another invoice is included that is not in base currency, all non-base currency items are converted to base currency.
 - If freight is invoiced in a non-base currency, and another invoice is included that is in a different non-base currency, all non-base currency items are converted to base currency.
 - If all items included are in the same non-base currency, the statement is printed in that currency.

▼ Related Config Flags

CFGDisableItemizedDemOnFinalStatement

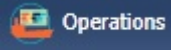
Aggregate all related Demurrage items in a Final Freight Statement; the commissions are still detailed.

CFGConsolidateFrtCommissions

Show the commissions on the freight invoice and final freight invoice on one line.

Veslink Form List

The Veslink Form List displays all the forms in the associated Veslink database.

In the Operations module center , under Quick Links, click **Veslink Form List**.

Refresh Report Import/Export Display Options

Veslink Form List Form Status: (All) Ops Coordinator: (All)

View: Default View [View Modified: Save Changes Save As Revert]

Select lines to: [Approve](#) [Reject](#)

	PDF	Effective (GMT)	Submitted (GMT)	Vessel	Voy No.	Port	Port Seq.	Port/Transit	Form Title	Status
<input type="checkbox"/>	PDF		6/4/2013 3:23 PM	MV BULKER	1	HALIFAX	400	In Port	Noon Report	Approved
<input type="checkbox"/>	PDF		6/3/2013 10:27 PM	MV BULKER	1	HALIFAX	400	In Port	Cargo Handling Form	Approved
<input type="checkbox"/>	PDF	1/14/2013 1:00 PM	5/20/2013 4:18 PM	MV BULKER 2	5	BALTIMORE (USA)	300	In Port	Offline Departure Notice	Approved
<input type="checkbox"/>	PDF	1/1/2013 7:00 AM	4/17/2013 3:47 PM	MV BULKER 7	1	HOUSTON	100	In Port	Offline Noon Report	Pending
<input type="checkbox"/>	PDF	1/1/2013 7:00 AM	4/17/2013 3:45 PM	MV BULKER 3	1	HOUSTON	100	In Port	Offline Noon Report	Approved
<input type="checkbox"/>	PDF	1/1/2013 7:00 AM	4/17/2013 3:43 PM	MV BULKER 9	1	HOUSTON	100	In Port	Offline Noon Report	Pending
<input type="checkbox"/>	PDF	5/2/2012 10:00 AM	3/8/2013 8:05 PM	MV BULKER 4	1	HOUSTON	100	In Port	Offline Cargo Handling Form	Pending
<input type="checkbox"/>	PDF	4/22/2012 8:00 AM	12/4/2012 3:59 PM	MV BULKER 5	11	BOSTON (USA)	400	In Transit	Offline Noon Report	Pending
<input type="checkbox"/>	PDF	4/4/2012 11:01 PM	11/29/2012 8:40 PM	MV BULKER 6	8	BOSTON (USA)	300	In Port	Offline Statement of Facts	Pending
<input type="checkbox"/>	PDF	4/6/2012 6:00 PM	11/28/2012 6:38 PM	MV BULKER 8	7	HOUSTON	200	In Port	Norden Offline Noon Report	Pending

The **Effective (GMT)** column displays the Form Date/Time. Operators can use it as a guide to the sequence for approving incoming forms.

The **Status** column displays one of the following for each form:

- **Pending:** Forms that require approval.
- **Pending with Errors:** Forms that have errors that need to be corrected before they can be approved.
- **Approved:** Forms that have been approved by the Operator.
- **Processing:** Forms waiting to be approved or rejected.
- **Open for Resubmit:** Forms that were approved once and have been opened for resubmit.
- **Rejected:** Forms that have been rejected by the Operator.

To open:

- A PDF of a submitted form, click the [PDF](#) link.
- A form to work with, click the [Form Title](#) link.
- A text box showing the reason for the error, click the [Status](#) link.

To approve or reject forms, select the check boxes of one or more forms, then click the [Approve](#) or [Reject](#) hyperlink.

The [Veslink Forms](#) tab of the Voyage Manager is like a Veslink Form List for only that voyage.

▼ Related Config Flags

CFGEnableCompanySecurity

Set [company-based permissions](#) for each user or group on the Object Rights tab in Security, under Company.

Working with Veslink Forms

From the [Veslink Forms](#) tab in the Voyage Manager or the [Veslink Form List](#), you can click the [Form Title](#) link to open a form.

Veson - Veslink

Approve Reject Print PDF Print Excel

Vessel Name: ALEXANDRA Voyage Number: 10
 GMT Offset: GMT+01:00 Port: ROTTERDAM

Activities:

Activity	Cargo	Remarks	Date/Time/GMT	
END OF SEA PASSAGE			02/14/2014 9:00 +1:00	del
ARRIVAL PILOT STATION			02/14/2014 10:00 +1:00	del
ARRIVAL CUSTOMARY			02/14/2014 11:00 +1:00	del
PILOT DISEMBARKED			02/14/2014 11:00 +1:00	del
START LOADING CARGO	WHEAT		02/15/2014 9:00 +1:00	del
END LOADING CARGO	WHEAT		02/17/2014 13:00 +1:00	del
COMPLETED CARGO			02/17/2014 15:00 +1:00	del
START SEA PASSAGE			02/18/2014 9:00 +1:00	del

Click here to add: Port Activity Berth Cargo

Remarks:

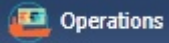

Master's Name First: Last:

Approve Reject Print PDF Print Excel

When the form is open, depending on your permissions, you can do any of the following:

- Approve or reject the form.
- Print a PDF or Excel.
- Open the form to resubmit it.
- Make changes to unprotected fields and resubmit the form.

Operations Reports

In the Operations module center , click **Select Report:**  to access the [Report List](#) and the following reports specific to Operations:

Report	Description
Bunker Invoices Summary	Lists all bunker invoices, 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 TC Out 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. For actuals, the bunker quantity is an interpolated value based on the two closest ROB reports: the Port Activity Report and Activity Reports (Noon Report, etc.). For projections, the bunker quantity is calculated basis the last reported ROB of bunkers and the expected consumption

	<p>related to the voyage days and consumption rates as specified for the vessel.</p> <p>The date of the report is always related to UTC, and it includes the day the report is run. Effectively, the exact time for a report run on December 31, 2018 is 12/31/18 23.59 UTC.</p>
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.
Demurrage Summary	Report includes details of all the invoiced voyage demurrage /despatch for a user-specified date range.
EEOI Reporting	<p>You can run either of the following reports, which calculate Energy Efficiency Operational Index (EEOI) figures based on the Activity Reports submitted during the reporting period:</p> <ul style="list-style-type: none"> • Vessel Detail Listing: A detailed listing for an individual vessel. • Fleet Period Summary: A summary over a period, which can report on multiple vessels at once. <p>The reporting period runs from midnight to midnight GMT, and interpolation is performed as necessary to calculate distance traveled and fuel consumption at the very beginning and end of the reporting period.</p>
Fixture Cargo Summary	Report includes cargo fixture and freight values for all cargoes. If the Use Voyage Date 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 Scheduled Fixtures Only 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"> • General Operations Report: 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. • Sea Operations Report: Similar to the General Operations report, but with the information limited to the sea part of each leg and fuel consumption breakdown. • Port Operations Report: 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. • Vessel Position Report: 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, Odessa*. • Off Hire Report: Report includes the details of voyage off hire, with start/end of such off hire, fuel consumed, and reason for the off hire.

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, TC Out, or Other Revenue—dated after the user-specified reference date. Paid and posted amounts for each invoice are listed in separate columns.
Outstanding Hire-Payment Adjustments Report	Report includes information from the Item Select forms of the Time Charter Contract and Equipment Contract so voyage coordinators can monitor credits and adjustments to claim potential credits from vessel owners. This report appears only with a license for the Barging module; the Reports > Outstanding Hire-Payment Adjustments Module Right must be selected in Security .
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.
Performance Warranty Report	Report includes all voyages that have a Commence Date falling within a user-specified date range. Each section includes data from all voyages for the given Time Charter contract. This report is similar to the Voyage Performance Report in the Voyage Manager. This report is available when <code>CFGEnablePerformanceWarrantyReport</code> is enabled.
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 Time Charter Equivalent (TCE) rate breakdown for the year and vessel(s) specified by the user and compares it with the previous year's figures. User can select Show TC-In to print figures for TC In 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 cargoes.
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 Performance Report	Report is based on a date range, rather than a voyage range, and gives information about bunker consumption based on Activity Reports.

Vessel Position Report	<p>Includes different types of reports: Ships, Offshore Barge, Inland Barge, and External.</p> <p>Report includes voyage leg information for each active vessel on the user-selected reference date. Voyage leg 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	<p>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 report 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.</p> <p>With the Modify P&L Calculation Options Module Right selected in Security, you can toggle the P&L Calculation Options at the bottom of the Profit and Loss Summary setup form. Without it, you can only use this form with the P&L Options as set by the configuration flags beginning with CFGDefaultPnlCalc.</p>
Worldscale/ATRS Route Report	Report includes extended information on worldscale routes. The Freight Type (W for Worldscale, A for ATRS) and the year are selected, and based on these selections, the report will print all saved routes, their port compositions, saved flat rates, and the numbers of times the routes are included in Voyage Estimates and Voyage Fixtures/Voyages.

Bunker Management

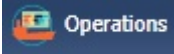
Note: Requires a Bunker Management module license. Your configuration might differ from the information shown. For information on other features, please contact your account manager.

The Bunker Management module adds support for a centralized department for bunker procurement. Workflow between voyage Operators, vessels (via Veslink forms), 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.

If you have the Operations module but have not purchased the separate Bunker Management module, you can still manage bunker planning, lifting, and invoicing data in the Voyage Manager. For more information, see [Voyage Bunkers](#).

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, in the Operations module center , under Bunkers, click a form or list name.

Workflows

You can do any of the following using the Bunker Management module:

[Page:Administrator Tasks](#)

[Page:Alternate Operator-Bunker Department Workflow](#)

[Page:Typical Operator-Bunker Department Workflow](#)


[Page:Typical Operator-Only Workflow](#)

Other Sources of Information

In the Operations module center, the **Bunkers** section also provides access to the following market information, described under [Trading](#) in the Knowledge Base:


- [Market Data](#)
- [Markets](#)

Related Key Topics

 These **Key Topics** have high-value information for all users:

[Page:Bunker Management Workflows](#)

Bunker Management Workflows

 This is a **Key Topic**, with high value for all users.

[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.

You can do any of the following using the Bunker Management module:

Page:Administrator Tasks

Page:Alternate Operator-Bunker Department Workflow

Page:Typical Operator-Bunker Department Workflow

Page:Typical Operator-Only Workflow

Administrator Tasks

1. Install the [Bunker Management](#) license.
2. Log in, set up [Security](#) and [rights](#) for administrators and other users, and then log out.
3. Log in again and then enter the [Bunker Settings](#).

Typical Operator-Only Workflow

A typical [Bunker Management](#) workflow for an operator only:

1. Enter a new [Bunker Requirement](#); the Request Status is **Preliminary**.
2. Record one or more vendor price inquiries and set the Procurement Status to **In Process**.
3. Order the bunkers and set the Procurement Status to **Completed** and the Purchase Status to **Ordered**.
Note: When a third-party bunker vendor with a direct interface updates a Bunker Requirement/Purchase, the Request Status changes to **Pending Approval**, and a report alerts the operator to those that need attention. When an agreement is reached between the operator and the bunker broker, the status changes to **Approved**, and only the Bunker Requirement Request Status field and Bunker Purchase PO Number field remain editable.
4. After the vessel lifts the bunkers, update received quantities and lifting details in either [Port Activities](#) or [Activity Reports](#); change the Purchase Status to **Lifted**.
5. Create and process the payable [Bunker Invoice](#); the Purchase Status updates to **Invoiced**.

Typical Operator-Bunker Department Workflow

A typical [bunker management workflow](#) for an operator and a Bunker Department:

Step	Operator	Bunker Manager
1.	Create a Bunker Requirement from the Bunkers form in the Voyage Manager. Leave the Request Status as Preliminary to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
2.		Use the Bunker Requirement List to see preliminary and confirmed bunker requests. Sort the list in order of Vessel ETA or Bunkering Window From and process requests in date priority order.
3.		Open an individual Bunker Requirement to view requirement details. Set the Procurement Status to In Process to help track your work. Make vendor inquiries for one or more ports and record the details.
4.	Monitor the Procurement Status of your requests in the Bunker Requirement form. Set the Request Status to Confirmed to tell the Bunker Manager that the bunkers can now be ordered.	

	<p>Note: When a third-party bunker vendor with a direct interface updates a Bunker Requirement/Purchase, the Request Status changes to Pending Approval, and a report alerts the operator to those that need attention. When an agreement is reached between the operator and the bunker broker, the status changes to Approved, and only the Bunker Requirement Request Status field and Bunker Purchase PO Number field remain editable.</p>	
5.		To record a bunker purchase, open the Bunker Requirement , select the vendor inquiry, and set its Status to Ordered . Track the progress of individual inquiries in the Bunker Purchase List . When all orders have been placed, set the Bunker Requirement Procurement Status to Completed .
6.	Enter the bunkers received by the vessel in Port Activities or Activity Reports in the Voyage Manager.	
7.		Update lifting details in the Bunker Purchase form; change the Purchase Status to Lifted .
8.		From the Bunker Purchase form, create and process the payable Bunker Invoice ; the Purchase Status updates to Invoiced .

Alternate Operator-Bunker Department Workflow

If only one Inquiry is to be recorded per Bunker Requirement, an alternate [bunker management workflow](#) can be configured. In this scenario, the Bunker Specialist uses the Bunker Lifting List as the primary interface for managing purchases. To facilitate this model of use, a Bunker Inquiry is automatically generated for each new Bunker Requirement, with inquiry quantities set to the requested quantities. As a result, this list shows one row per fuel type requested, as soon as the bunkers are requested. This alternate workflow can be outlined as follows:

Step	Operator	Bunker Manager
1.	Enter a new Bunker Requirement from the Voyage Bunkers form from the Voyage Manager. Leave the Request Status as Preliminary to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
2.		When the Bunker Alert automatically notifies your department of the new Requirement under your responsibility, open the Bunker Requirement from the Bunker Alert List and accept the alert. You are automatically recorded as the responsible Bunker Manager. You can add more inquiries to a Requirement.
3.		Print the Bunker Slip Report for the Bunker Requirement and use it to

		record inquiry information from one or more bunker vendors. This report lists information for each bunker vendor servicing the proposed bunker port. Record inquiry results on the paper copy and electronically for the selected vendor only.
4.		Open the Bunker Lifting List and select the row corresponding to the Bunker Requirement. The Bunker Purchase form appears in the lower half of the list, and the fuel type tab for the selected list row appears.
5.		Update the Bunker Purchase form to include order information for the selected vendor. A P.O. Number is automatically generated when the purchase status is set to Ordered.
6.	<p>Note: When a third-party bunker vendor with a direct interface updates a Bunker Requirement/Purchase, the Request Status changes to Pending Approval, and a report alerts the operator to those that need attention. When an agreement is reached between the operator and the bunker broker, the status changes to Approved, and only the Bunker Requirement Request Status field and Bunker Purchase PO Number field remain editable.</p> <p>Enter the bunkers received by the vessel in Port Activities or Activity Reports in the Voyage Manager.</p>	
7.		Update details for each ordered bunker type in the Bunker Purchase form and create the Bunker Invoice when it is received from the vendor.

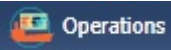
Bunker Settings

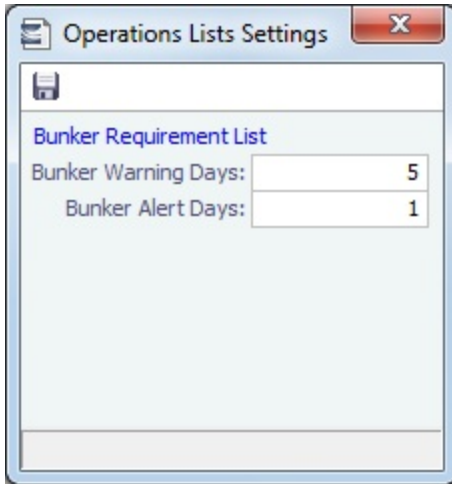
You can set the following Bunker Settings:

- [Operations Lists Settings](#): Parameters used by the [Bunker Requirement List](#) and [Bunker Alert List](#).
- [Bunker Purchase Types](#): Value options for the Purchase Types field in [Bunker Purchases](#).
- [Bunker Delivery Types](#): Value options for the Delivery Type field in [Bunker Requirements](#) and [Bunker Purchases](#).

Operations Lists Settings

Begin by setting options for the Operations Lists.

In the Operations module center , under Setup, click **Operations Lists Settings**.



For the **Bunker Requirement List**, enter the following information:

- **Bunker Warning Days:** The number of days before the bunkering **Window From** when requirements turn **yellow**.
- **Bunker Alert Days:** The number of days before the bunkering **Window From** when requirements turn **red**.


▼ Related Config Flags

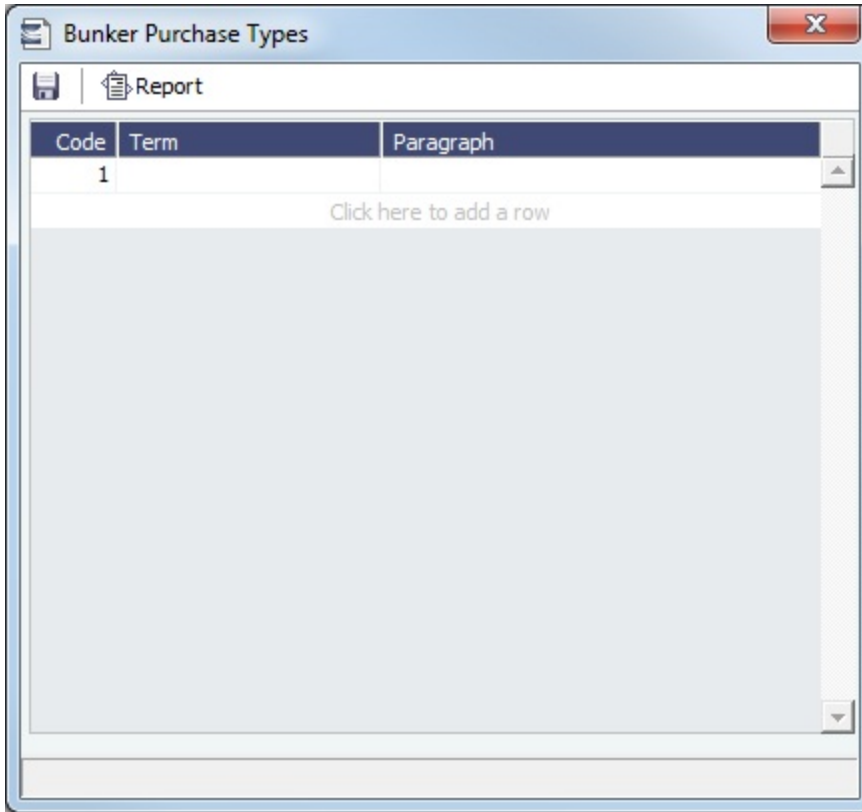
CFGDisplayBunkerAlerts

Enables the Bunker Alerts List. The list shows all recently created bunker requests not assigned to a Bunker Manager.

Bunker Purchase Types

You can configure a list of the possible Bunker Purchase Types that can be selected on the [Bunker Purchase](#) form.

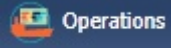
In the Operations module center  **Operations**, under Setup, click **Bunker Purchase Types**.

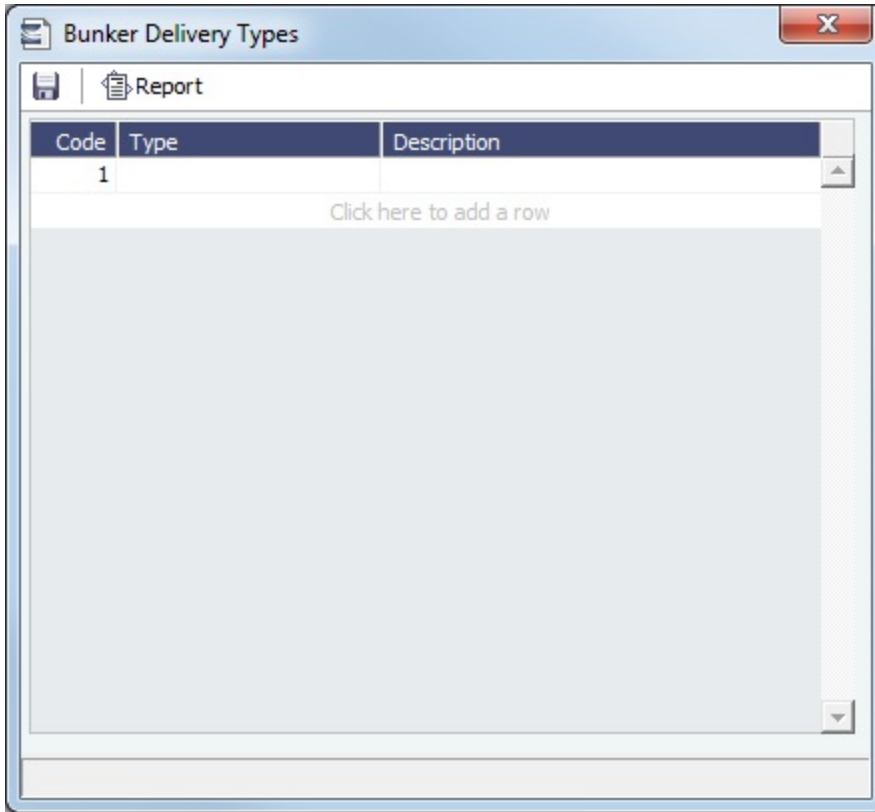


For each Bunker Purchase Type, enter a **Term**; you can also describe it in a **Paragraph**. A sequential **Code** appears automatically.

Bunker Delivery Types

You can configure a list of the possible Bunker Delivery Types that can be selected on the [Bunker Requirement](#) and [Bunker Purchase](#) forms.

In the Operations module center , under Setup, click **Bunker Delivery Types**.

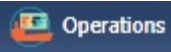


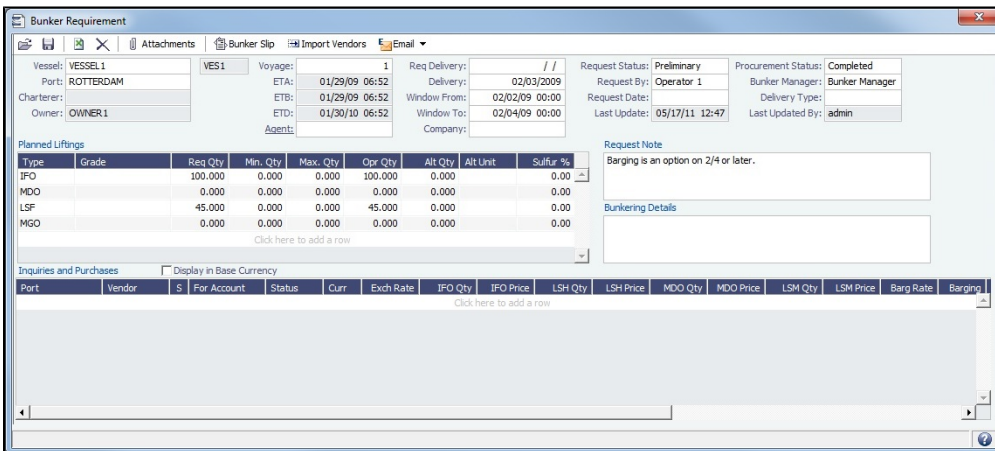
For each Bunker Delivery Type, enter a **Type**; you can also describe it in the **Description** column. A sequential **Code** appears automatically.

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.

In the Operations module center , under Bunkers, click **Bunker Requirement**.



If a port call with a Bunker Requirement is changed, the Bunker Requirement remains linked to the new port call, but if the [Bunker Alert List](#) is enabled, it 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.

Note: Veslink provides a different form for entering bunker requirements.

▼ Related Config Flags

CFGEnableVesselBunkerGrade

Specifies 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.

CFGRequireAgentsToConfirmRequirement

Requires values for Port Agents when confirming a Bunker Requirement.

CFGVerifyMatchingCompany




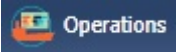
Displays a validation error if any of a voyage's or Estimate's linked contracts or Bunker Requirements has a different Company set than the voyage company.

Operator

When you think you will need to bunker at a port, complete the [Bunker Requirement](#) form.

Creating a New Bunker Requirement

To create a [Bunker Requirement](#), do one of the following:

- From the [Voyage Manager](#):
 - On the [Voyage Bunkers](#) form:
 - Click .
 - On a bunker type-specific detail tab, right-click a port call row 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, 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**.
- In the Operations module center , under Bunkers, click **Bunker Requirement**.

It is possible to have multiple Bunker Requirements per port call; 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 [Voyage 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


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. If you are paying a barge to get the fuel to the vessel, and barging is not included in the Base Rate, enter the associated costs for the bunkers and for barging. 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 Served](#), click  [Import Vendors](#)
 - To [email an inquiry](#), click  [Email](#) and then click **Inquiry**.
4. As you gather the information, complete the fields as appropriate.
 - **Vendor:** If you complete the [Ports Served](#) form for each bunker vendor in the [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
IFO:	500.000	450.000	550.000	750.0000
MDO:				0.0000
MGL:				0.0000
LSF:				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:
 - a. If you want to leave instructions or notes about the bunker delivery, enter a **Request Note**.
 - b. 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.
 - c. 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 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.
 - d. If you have not set an Opr Qty, you are asked if you want to set the requirement quantity as the Opr Qty.
 - e. Set the **Procurement Status** to **Completed** and enter a **Delivery Date**.
 - To [email a nomination](#), click  [Email](#) 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  [Email](#) and then click **Inquiry** 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, 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.
- The subject line defaults to **Company Name - Vessel Name - Port Name - Inquiry/Nomination**.
Example: SEATIDE MARITIME - MV AKTAIA - ROTTERDAM - Inquiry
- To add a Standard Paragraph to the emails, create a [Standard Paragraph](#) in the Data Center with group BINQ.

▼ Related Config Flags

CFGBunkerVendorsRestricted

Restrict Bunker Vendor selection to only Bunker Vendors who have the port listed in Ports Served.

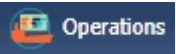
CFGInternalBunkerEmail

Specify a single address on emails, instead of emailing all the bunker vendors in the Requirement.

Bunker Requirement List

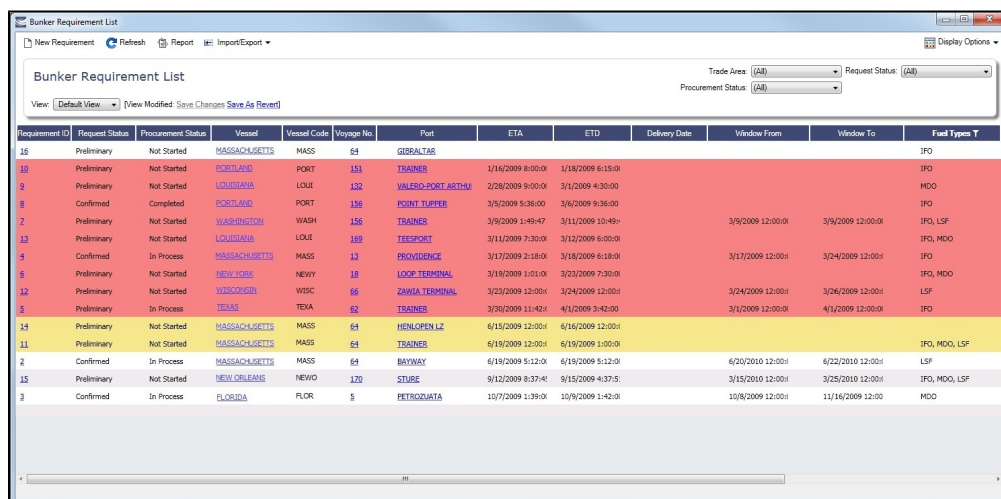
Bunker Manager

This is the primary work list for processing [Bunker Requirements](#). Bunker Requirements might come from Operators or from vessels, through Veslink forms. You can use this list to see the bunkers that will be needed for upcoming voyage itineraries.

In the Operations module center , under Bunkers, next to Bunker Requirement, click **List**.

Rows are highlighted according to the [Operations Lists Settings](#):

- **Yellow** = Requirements within the Bunker Warning Days
- **Red** = Requirements within the Bunker Alert Days



Requirement ID	Request Status	Procurement Status	Vessel	Vessel Code	Voyage No.	Port	ETA	ETD	Delivery Date	Window From	Window To	Fuel Types
16	Preliminary	Not Started	MASSACHUSETTS	MASS	64	SEBALTAB						IFO
10	Preliminary	Not Started	PORTLAND	PORT	151	TRAINER	1/16/2009 8:00:00	1/18/2009 6:15:00				IFO
9	Preliminary	Not Started	LOUISIANA	LOUL	132	VALERO-PORT ARTHU	2/28/2009 9:00:00	3/1/2009 4:30:00				MDO
8	Confirmed	Completed	PORTLAND	PORT	156	POINT TUPPER	3/5/2009 5:36:00	3/6/2009 9:36:00				IFO
7	Preliminary	Not Started	WASHINGTON	WASH	156	TSAINES	3/9/2009 1:49:47	3/11/2009 10:49:47		3/9/2009 12:00:00	3/9/2009 12:00:00	IFO, LSF
13	Preliminary	Not Started	LOUISIANA	LOUL	169	TEESPORT	3/11/2009 7:30:00	3/12/2009 6:00:00				IFO, MDO
6	Confirmed	In Process	MASSACHUSETTS	MASS	13	PROVIDENCE	3/17/2009 2:18:00	3/18/2009 6:18:00		3/17/2009 12:00:00	3/24/2009 12:00:00	IFO
4	Preliminary	Not Started	NEW YORK	NEWY	18	LOOP TERMINAL	3/19/2009 1:01:00	3/23/2009 7:30:00				IFO, MDO
12	Preliminary	Not Started	WISCONSIN	WISC	66	ZANIGA TERMINAL	3/23/2009 12:00:00	3/24/2009 12:00:00		3/24/2009 12:00:00	3/26/2009 12:00:00	LSF
5	Preliminary	In Process	TEXAS	TEKA	62	TRAINER	3/30/2009 11:42:00	4/1/2009 3:42:00		3/1/2009 12:00:00	4/1/2009 12:00:00	IFO
14	Preliminary	Not Started	MASSACHUSETTS	MASS	64	HENLOPEN LZ	6/15/2009 12:00:00	6/16/2009 12:00:00				IFO, MDO, LSF
11	Preliminary	Not Started	MASSACHUSETTS	MASS	64	TRAINER	6/19/2009 12:00:00	6/19/2009 1:00:00				IFO, MDO, LSF
2	Confirmed	In Process	MASSACHUSETTS	MASS	64	BAYWAY	6/19/2009 5:12:00	6/19/2009 5:12:00		6/20/2010 12:00:00	6/22/2010 12:00:00	LSF
15	Preliminary	Not Started	NEW ORLEANS	NEWO	170	STUBE	9/12/2009 8:37:48	9/15/2009 4:37:50		3/15/2010 12:00:00	3/25/2010 12:00:00	IFO, MDO, LSF
3	Confirmed	In Process	FLORIDA	FLOA	5	PETROQUATA	10/7/2009 1:39:00	10/9/2009 1:42:00		10/8/2009 12:00:00	11/16/2009 12:00:00	MDO

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](#) or the [Lists tutorial](#).

To have the most critical requirements appear at the top of the list, sort by the ETA column or the Window From column. You can open the [Voyage Manager](#) to find other information. To open a Requirement, click the Requirement ID.

Operator or Vessel

You can use this list to check on the status of a [Bunker Requirement](#).

List Functions

The Bunker Requirement List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

Bunker Alert List

Note: Configuration flag **CFGDisplayBunkerAlerts** must be enabled, and the **Bunker Alert List Module Right** must be selected in [Security](#).

Bunker Alerts notify you of new or changed [Bunker Requirements](#). The list only appears if there are alerts that have not yet been accepted by a Bunker Manager.

Generating Bunker Alerts

To generate a Bunker Alert to appear on the list, a user must have either the **Edit Operator's Fields on Bunker Requirement** or **Edit Bunker Manager's Fields on Bunker Requirement** [Module Right](#) selected (not both), under Actions in Operations.

An Alert appears whenever a user creates, modifies, or cancels a Bunker Requirement.

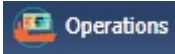
The alert does **not** appear on the list if:

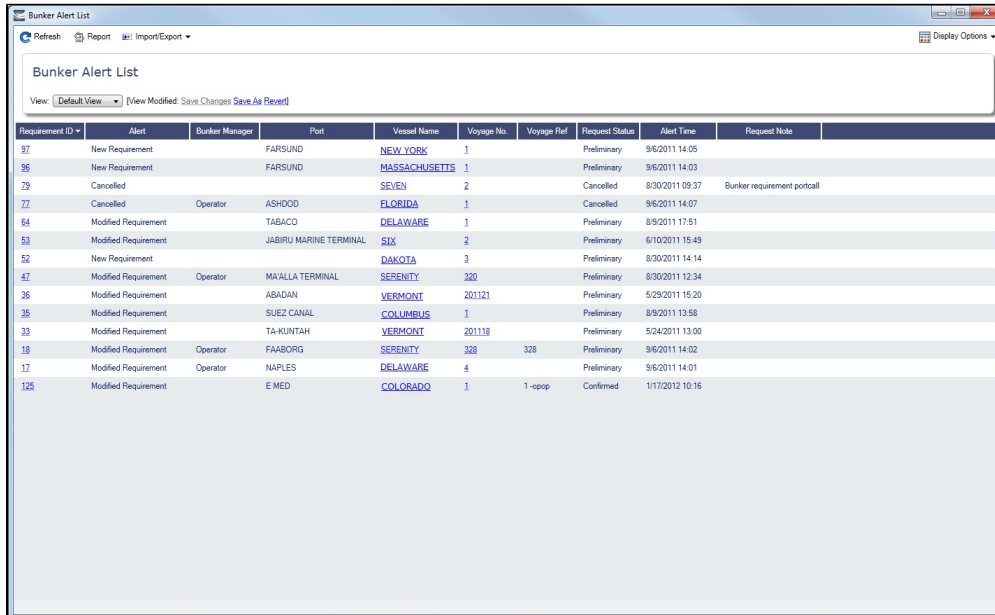
- The modification happens after clicking the **Accept Alert** button in the Bunker Requirement.
- All the [Bunker Purchases](#) linked to the Requirement are in status **Invoiced**.

The Bunker Alert List can be set to refresh and display automatically at a specified time interval. In [Operations List Settings](#), in the Bunker Alerts List section, select the check box and enter a Refresh Interval in minutes.

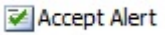
Managing Bunker Alerts

To manage alerts in the Bunker Alert List:

1. In the Operations module center , under Bunkers, click **Bunker Alert List**.



Requirement ID	Alert	Bunker Manager	Port	Vessel Name	Voyage No.	Voyage Ref	Request Status	Alert Time	Request Note
87	New Requirement		FARSUND	NEW YORK	1		Preliminary	9/6/2011 14:05	
86	New Requirement		FARSUND	MASSACHUSETTS	1		Preliminary	9/6/2011 14:03	
79	Cancelled			SEVEN	2		Cancelled	9/30/2011 09:37	Bunker requirement portcall
77	Cancelled	Operator	ASHOOD	FLORIDA	1		Cancelled	9/6/2011 14:07	
64	Modified Requirement		TABACO	DELAWARE	1		Preliminary	8/9/2011 17:51	
63	Modified Requirement		JABIRU MARINE TERMINAL	SIX	2		Preliminary	6/10/2011 15:49	
62	New Requirement			DAKOTA	3		Preliminary	8/30/2011 14:14	
47	Modified Requirement	Operator	MAALLA TERMINAL	SERENITY	320		Preliminary	8/30/2011 12:34	
36	Modified Requirement		ABADAN	VERMONT	201121		Preliminary	5/29/2011 15:20	
35	Modified Requirement		SUEZ CANAL	COLUMBUS	1		Preliminary	8/9/2011 13:58	
33	Modified Requirement		TA-KUNTAH	VERMONT	201118		Preliminary	5/24/2011 13:00	
18	Modified Requirement	Operator	FAABORG	SERENITY	328	328	Preliminary	9/6/2011 14:02	
17	Modified Requirement	Operator	NAPLES	DELAWARE	4		Preliminary	9/6/2011 14:01	
126	Modified Requirement		E MED	COLORADO	1	1-ppp	Confirmed	1/17/2012 10:16	

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; you can assign another user as the Bunker Manager.
 - To work with an alert that you have already accepted, edit the Bunker Requirement and save it.

▼ Related Configuration Flags

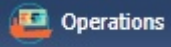
CFGDisplayBunkerAlerts

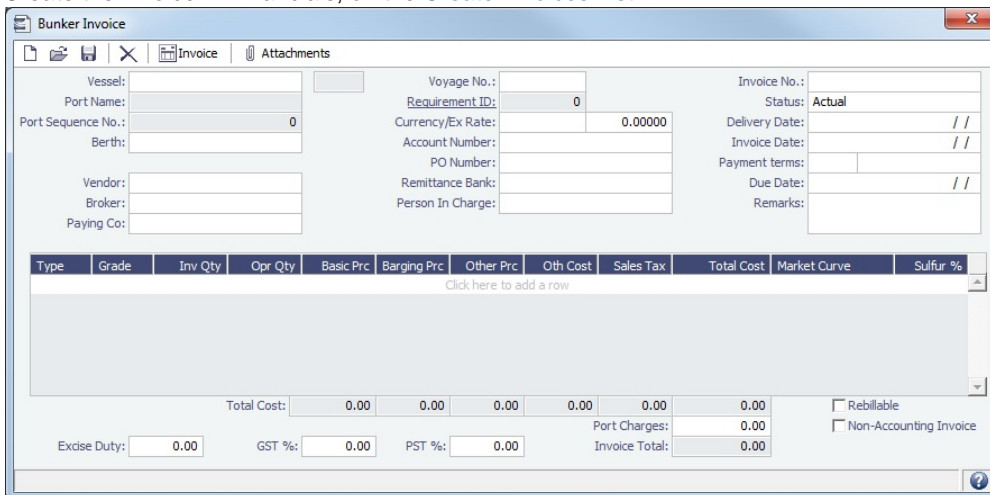
Enables the Bunker Alerts List. The list shows all recently created bunker requests not assigned to a Bunker Manager.

Bunker Invoice

You can follow alternate bunker invoicing workflows to support different business situations. For example, you can create a Bunker Invoice before a [Bunker Requirement](#) or a [Bunker Inquiry](#) has been entered, or before knowing the operational lifting quantities. If you like, you can bind the invoice to a bunker purchase or to the operational quantity at a later time. To support this flexibility, there are a number of ways in which you can create a Bunker Invoice.

Creating a Bunker Invoice

1. To create a Bunker Invoice, use one of these methods:
 - On the [Bunker Requirement](#) form, right-click the selected vendor inquiry line (the one with the S check box selected), and click **Create Bunker Invoice**.
 - On the [Voyage Bunkers](#) form from the Voyage Manager, under Bunker Liftings, right click the line and click **Create Bunker Invoice**.
 - On the [Invoices](#) tab of the Voyage Manager, click the [Create Invoice](#) link.
 - In the Operations module center , under Bunkers, click **Bunker Invoice**.
 - Create the invoice in Financials, on the [Create Invoices List](#).




2. On the Bunker Invoice, do one of the following:
 - Complete at least the required fields.
 - If an uninvoiced [Bunker Purchase](#) matches the values when you complete fields, a selection list appears with the possible relevant Bunker Purchases. Select the appropriate one; its values populate the Invoice.
3. Complete any other relevant fields.

Viewing a Bunker Invoice

To view all Bunker Invoices, in the Financials module center , under Transactions, click [Transaction Summary](#) and then apply a filter to the **Description** column.

To view all Bunker Invoices related to a voyage, go to the [Invoices Tab - Voyage Manager](#) and then apply a filter to the **Type** column.

To view a specific Bunker Invoice, do any of the following:



- In the [Transaction Summary](#), click a [Description](#) link.
- On the [Invoices Tab - Voyage Manager](#), click a [Type](#) link.
- In the [Bunker Purchase](#) form, click  [Bunker Invoice](#).

Binding a Bunker Invoice

You can create a Bunker Invoice before a Bunker Requirement or inquiry has been entered and then bind the invoice to a bunker purchase later. In another case, you might create a Bunker Invoice before knowing the operational lifting quantities. Again, you can bind the invoice to the operational quantity at a later time.


Binding an Inquiry to an Invoice

When you create an invoice independent of a vendor inquiry, you can later associate the invoice with the purchase.

1. On the **Bunker Requirement** form, right-click the selected line and click **Bind to Bunker Invoice**.
2. In the Bunker Invoice, click  and retrieve the invoice.
3. To save the information, click .

Binding a Lifting to an Invoice

When you create a Bunker Invoice before knowing the operational lifting quantities, to associate an invoice with the quantity lifted, as recorded in the Voyage Manager, follow these steps.

1. On the **Voyage Bunkers** form from the Voyage Manager, in the Bunker Liftings table, right-click the line and click **Bind Bunker Invoice**.
2. In the Bunker Invoice, to save the information, click .

▼ Related Config Flags

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

CFGAutoPostBinV

Bunker Invoices that are imported as Pending will be automatically posted as long as they are within acceptable thresholds defined in **CFGAutoPostBinVTotalTolerance**, **CFGAutoPostBinVPriceTolerance**, and **CFGAutoPostBinVQtyTolerance**.

In addition to validating that amounts are within the tolerances defined:

- The related Bunker Inquiry/Purchase must be status Ordered.
- The related Bunker Requirement must be status Approved.
- The PO Number on the incoming Invoice must match that on the Bunker Inquiry /Purchase.
- The voyage information defined in the Invoice must match that on the Requirement.

If any of the validations fails, the invoice will still be imported as Pending status.

CFGAutoPostBinVTotalTolerance

When **CFGAutoPostBinV** is enabled, pending bunker invoices imported through the Messaging Service will be automatically posted if they meet certain data validations. Set the tolerance here in base currency for the acceptable difference between the bunker invoice's total amount and the related ordered inquiry's total amount.

CFGAutoPostBinVPriceTolerance

When **CFGAutoPostBinV** is enabled, pending bunker invoices imported through the Messaging Service will be automatically posted if they meet certain data validations. Set the tolerance here in base currency for the acceptable difference between the bunker invoice's price per metric ton and the related ordered inquiry's price per metric ton.

CFGAutoPostBinVQtyTolerance

When **CFGAutoPostBinV** is enabled, pending bunker invoices imported through the Messaging Service will be automatically posted if they meet certain data validations. Set the tolerance here in metric tons for the acceptable difference between the bunker invoice's Inv Qty and Opr Qty.

CFGPreserveLineItemsOnBINVPost

When posting a bunker invoice, all individual items will be preserved; barging and other costs will not be added to the base price.


Bunker Purchase

In IMOS, a **Bunker Inquiry** is a Bunker Purchase with Purchase Status **Inquiry**. The Bunker Purchase form captures all the data related to a Bunker Inquiry or Purchase, including the [purchase type](#), purchase number, order date, and user who placed the order.

Creating a Bunker Purchase

1. Do one of the following:

- In the Operations module center , under Bunkers, click **Bunker Purchase**.

- On the [Bunker Purchase List](#), click  and then click **New Bunker Purchase**.

2. Enter a **Vendor**.

3. Complete any other relevant information.

- **Order and Invoice tabs:** Provide the cost breakdown as ordered and as invoiced, with the amounts prorated for each fuel type purchased.
- **Port Remarks, Special Instructions, and Comments:** Capture General, Products, and Barges Port Remark fields and display them on all purchases for that port, as well as Special Instructions and Comments.
- **Fuel tabs:** Capture detailed information for every fuel type purchased, including cancellation fees, benchmark pricing, barging details, bunkering times and rates, pre-delivery and post-delivery test results, delivery terms, and bunker-related claim information.

Note: After a voyage is closed, the Bunker Purchase form cannot be edited.

Viewing a Bunker Inquiry or Purchase

To view all Bunker Inquiries and Purchases, see the [Bunker Purchase List](#).

To view a specific Bunker Inquiry or Purchase, do either of the following:

- On the [Bunker Purchase List](#), click a [Purchase No.](#) link.
- On a [Bunker Requirement](#), under Inquiries and Purchases, right-click a row and then click **Bunker Purchase**.

▼ Related Config Flags

CFGActLinkBINVWithPurchaseNo

Automatically binds a Bunker Invoice to the corresponding Bunker Purchase form, once it is imported with a P.O. number.

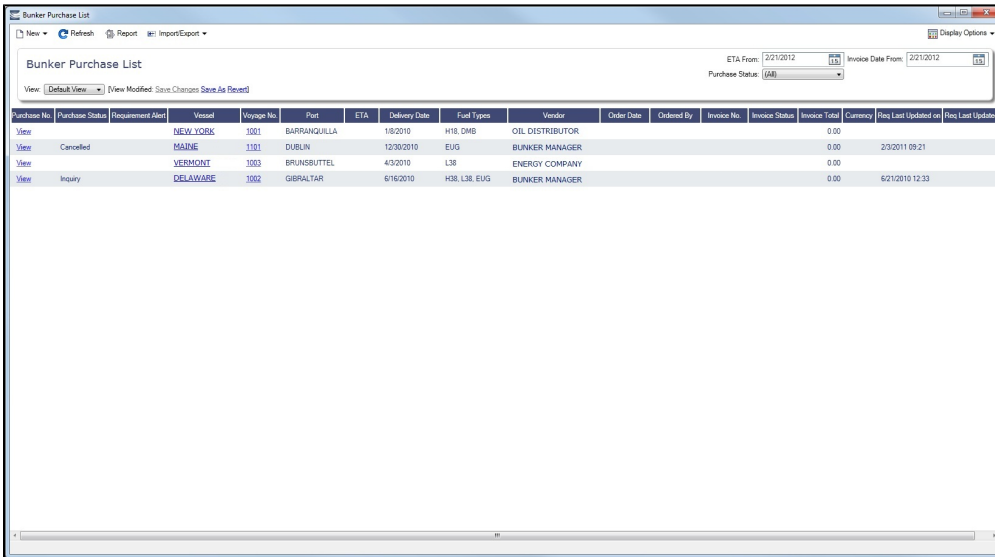
Users with Module Right **Edit Bunker Purchase PO#** can edit the P.O. Number.

Bunker Purchase List

The Bunker Purchase List includes all [Bunker Inquiries and Purchases](#), one per row, of any status.

For most bunker specialists, the Bunker Purchase List will function as the primary work list for managing the bunker purchase process; others might prefer to use the [Bunker Lifting List](#).

In the Operations module center , under Bunkers, click **Bunker Purchase List**.



Purchase No.	Purchase Status	Requirement Id	Vessel	Voyage No.	Port	ETA	Delivery Date	Fuel Types	Vendor	Order Date	Ordered By	Invoice No.	Invoice Status	Invoice Total	Currency	Req Last Updated on	Req Last Updated
View	Cancelled		NEW HDSE	3001	BURRANGUELLA		18/2010	H18, DMB	OIL DISTRIBUTOR					0.00			
View			MAINE	1101	DUBLIN		12/202010	EUG	BUNKER MANAGER					0.00		2/3/2011 09:21	
View			VERMONT	1003	BRUNSBUTTEL		4/3/2010	L38	ENERGY COMPANY					0.00			
View	Inquiry		DELAWARE	3002	GIBRALTAR		6/16/2010	H38, L38, EUG	BUNKER MANAGER					0.00		6/21/2010 12:33	

On the Bunker Purchase List, you can:

- [Filter](#) the 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.
- Open a [Bunker Purchase](#) form: click its link in the **Purchase No.** column.

List Functions

The Bunker Purchase List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.


▼ Related Config Flags

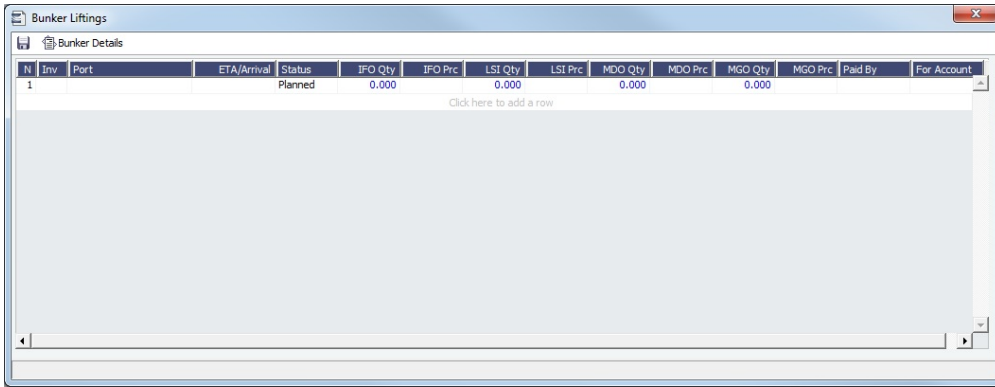
CFGEnableBunkerPurchaseForm

Show the Bunker Purchase Form for the selected row in a second frame below the list.

Bunker Liftings

On the Bunker Liftings form, you, the Operator, can track, edit, and review all the bunker liftings of a voyage. You can also determine, for each bunker lifting, who pays for the bunkers, and for whose account. You or a counterparty, the TCO Charterer or TCI Owner, might pay for bunkers, and the bunkers might be bought for another entity's account. Those cases are settled financially and recognized correctly in ROB inventories.

In the [Voyage Manager](#), click  and then click **Bunker Liftings**.



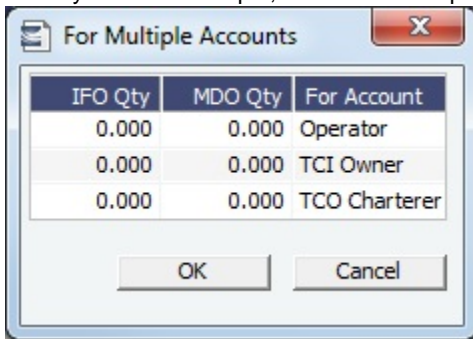
The Bunker Liftings form includes all liftings, both planned and lifted.

Planned Liftings

You can enter planned liftings for upcoming ports on this form. For each bunker type, you can specify:

- **Quantity**
- **Price:** IMOS uses the best bunker price available, across the Voyage P&L and the FIFO/Average queue. It is determined in this order:
 - Bunker Invoice
 - Bunker Purchase
 - Manually entered price
 - Last known Operations price
- **Paid By:**
 - For a TC In: Operator or TCI Owner
 - For a TC Out: Operator, TCI Owner, or TCO Charterer
- **For Account:**
 - For a TC In: Multiple, Operator, or TCI Owner
 - For a TC Out: Multiple, Operator, TCI Owner, or TCO Charterer

When you select Multiple, in the form that pops up, select the quantity for each account.



When you enter bunker purchases and inquiries on the [Bunker Purchase/Inquiry](#) form in [Bunker Management](#), you can specify For Account values. A new line with Status Planned appears in the Bunker Liftings form. Paid By defaults to Operator, and port, quantities, prices, and For Account values default to those from the Bunker Purchase.

Options for Liftings Paid by Operator

When a planned Bunker Lifting is Paid By Operator, additional options are available from the context menu of a Lifting. A Bunker Requirement, Purchase, and/or invoice can be created, linked, and/or opened from the Bunker Liftings form, depending on its state. Because a Requirement can result in one or more Purchases, the Lifting is bound to the Purchase and its invoice, rather than to the Requirement.

Syncing with Time Charter In and Out

IMOS updates the Time Charter contract linked to the voyage with the correct bunker quantities and prices.

Time Charter In:

- Each quantity is counted against the corresponding function in the TCI:
 - Preurchased by Operator
 - Supplement to Delivery
 - Paid by TCI Owner
 - For TCI Owner's Account
- The FIFO queue on delivery depends on whether the Use Delivery Bunkers Last check box is selected:
 - With Use Delivery Bunkers Last selected, the sequence is preurchased quantity, any lifted bunkers, delivery bunkers, and then supplement to delivery bunkers.
 - With Use Delivery Bunkers Last cleared, the sequence is preurchased quantity, delivery bunkers, supplement to delivery bunkers, and then any lifted bunkers.
- When using the AVE (Average) bunker calculation method, any liftings both Paid By and For the Account of the TCI Owner use the redelivery price on the TC Contract.

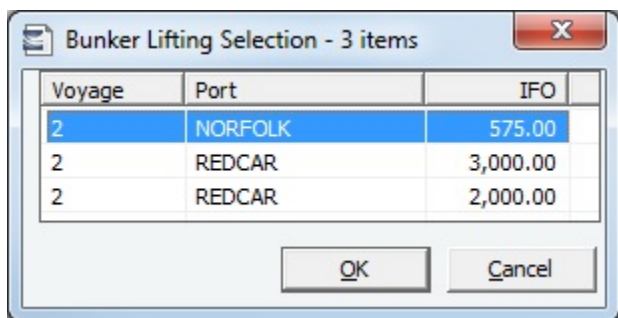
Time Charter Out:

- Each quantity is counted against the corresponding function in the TCO:
 - Preurchased by TCO Charterer
 - Supplement to Delivery
 - Paid by Operator
 - For Operator's Account
- The FIFO queue on redelivery depends on whether the Bunkers on Consumption check box is selected:
 - With Bunkers on Consumption selected, the sequence is the previous maintained FIFO queue (that is, redelivery bunkers) and then bunkers for Operator's account (including the difference between redelivery and delivery if negative)
 - For TCO Bunkers on Consumption, the P&L Adjustment is realized only upon actual redelivery. The amount is based on the prepaid amount, unless it was reversed, and actual quantity is invoiced.
 - With Bunkers on Consumption cleared, the sequence is redelivery bunkers and then bunkers for Operator's account.
- When using the AVE (Average) bunker calculation method, any liftings by the TCO Charterer for the TCO Charterer are treated as if they were made at the initial bunker price.

The quantities and prices appear on the Bunkers tab of the Time Charter In or Time Charter Out. The Paid By and For Account options combined with the Operation Type and the port's position in the itinerary have **different impacts** on the Time Charter In or Out. **Multiple parties** can be involved in the transaction.

Debunkering

If needed, you can debunker a lifted quantity or transfer bunker quantities between two types. On the Bunker Liftings form, enter a negative lifted quantity.



In the Bunker Lifting Selection form, select the FIFO lot to remove the quantity from; it does not have to be the last lot. The FIFO queue is modified.

The price for the negative quantity is defined by the invoice price.

Paid By - For Account Impacts

This table shows the impacts of selecting various Paid By and For Account options on the **Bunker Liftings** form, based on the Operation Type and the port's position in the itinerary.

Opr Type	Port	Paid By	For Account	TC In field, in which the quantity appears	TC Out field, in which the quantity appears	Comments

OVOV		Operator	Operator			
OVTO	Before Y/After Z	Operator	Operator			
OVTO	Between Y and Z	Operator	Operator		Paid by Operator	
OVTO	Before Y	Operator	TCO Charterer			Same as By Operator For Operator
OVTO	After Z	Operator	TCO Charterer			Not Allowed
OVTO	Between Y and Z	Operator	TCO Charterer		Supplement to Delivery	
OVTO	Before Y/After Z	TCO Charterer	Operator			Not Allowed
OVTO	Between Y and Z	TCO Charterer	Operator		For Operator's Account	
OVTO	Before Y	TCO Charterer	TCO Charterer		Prepurchased by TCO Charterer	
OVTO	After Z	TCO Charterer	TCO Charterer			Not Allowed
OVTO	Between Y and Z	TCO Charterer	TCO Charterer			
TCOV		Operator	Operator			
TCOV		Operator	TCI Owner	For TCI Owner's Account		
TCOV		TCI Owner	Operator	Supplement to Delivery		
TCOV		TCI Owner	TCI Owner	Paid by TCI Owner		
TCTO	Before Y/After Z	Operator	Operator			
TCTO	Between Y and Z	Operator	Operator		Paid by Operator	
TCTO	Before Y/After Z	Operator	TCI Owner	For TCI Owner's Account		
TCTO	Between Y and Z	Operator	TCI Owner	For TCI Owner's Account	Paid by Operator	
TCTO	Before Y	Operator	TCO Charterer			Same as By Operator For Operator
TCTO	After Z	Operator	TCO Charterer			Not Allowed
TCTO	Between Y and Z	Operator	TCO Charterer		Supplement to Delivery	
TCTO	Before Y/After Z	TCI Owner	Operator	Supplement to Delivery		

TCTO	Between Y and Z	TCI Owner	Operator	Supplement to Delivery	Paid by Operator	
TCTO	Before Y/After Z	TCI Owner	TCI Owner	Paid by TCI Owner		
TCTO	Between Y and Z	TCI Owner	TCI Owner	Paid by TCI Owner	Paid by Operator	
TCTO		TCI Owner	TCO Charterer			Not Allowed
TCTO	Before Y/After Z	TCO Charterer	Operator			Not Allowed
TCTO	Between Y and Z	TCO Charterer	Operator		For Operator's Account	
TCTO	Before Y	TCO Charterer	TCI Owner		Prepurchased by TCO Charterer	
TCTO	After Z	TCO Charterer	TCI Owner			Not Allowed
TCTO	Between Y and Z	TCO Charterer	TCI Owner	Paid by TCI Owner		
TCTO	Before Y	TCO Charterer	TCO Charterer		Prepurchased by TCO Charterer	
TCTO	After Z	TCO Charterer	TCO Charterer			Not Allowed
TCTO	Between Y and Z	TCO Charterer	TCO Charterer			

TC Bunker Lifting Options

When lifting bunkers in a TCTO voyage, multiple parties can be involved in the transaction.

Scenario	Paid By	For Account	Description on the Voyage Manager Bunkers tab
Scenario 1: Operator for Operator	Operator	Operator	Paid by Operator
Scenario 2: Operator for TCO	Operator	TCO Charterer	Supplement to Delivery
Scenario 3: TCO for Operator	TCO Charterer	Operator	For Operator's Account
Scenario 4: TCO for TCO	TCO Charterer	TCO Charterer	-
Scenario 5: Operator for TCI	Operator	TCI Owner	For TCI Owner's Account
Scenario 6: TCI for Operator	TCI Owner	Operator	Supplement to Delivery
Scenario 7: TCI for TCI	TCI Owner	TCI Owner	Paid by TCI Owner

Scenario 1: Operator for Operator

Bunkers paid by the Operator for the Operator's Account are not settled on the TC Out contract.

For a bunker lifting, if the invoice is paid by the Operator, and the bunkers are for the Operator's Account, the following is shown:

Paid By	For Account	Description on the Voyage Manager Bunkers tab
Operator	Operator	Paid by Operator

The TCO Charter Party shows the quantity and price paid in the Paid by Operator line. The price is not editable because it is a direct reflection from bunker lifting.

Description	IFO qty	IFO prc	LSF qty	LSF prc	MDO qty	MDO prc	LSG qty	LSG prc
Last ROB From Operations	347.450				85.273			
Pre-purchased By TCO Charterer								
Est Delivery	800.000	220.00					45.00	450.000
Actual Delivery	800.000				50.000			
Delivery Difference					50.000			-450.000
Supplement to Delivery								
Est Redelivery	400.000	220.00					45.00	450.000
Paid by Operator	600.000	200.00						
For Operator's Account								
Actual Redelivery	1,053.611				49.303			
Redelivery Difference	653.611				49.303			-450.000

When issuing a bill from the TCO Charter Party, Cost On Delivery and Cost On Redelivery check boxes are highlighted:

Description	IFO	LSF	MDO	LSG
Pre-paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adj On Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery (preliminary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adj On Redelivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire Adj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When these check boxes are selected, the invoice shows three lines to settle the delivery and redelivery bunkers:

Code	Description	Voy	From	Days/Qty	To	Rate	Retain	Amount	Amt USD	Tax %
IFODL	IFO Cost On Delivery 800.000 MT @ 220.00	111		800.000000			<input type="checkbox"/>	176,000.00	176,000.00	0.00
IFORD	IFO Cost On Redelivery 1053.611 MT @ 220	111		1,053.611000			<input type="checkbox"/>	-231,794.42	-231,794.42	0.00
IFORD	IFO For Owner's Account 600.000 MT @ 220	111		600.000000			<input type="checkbox"/>	132,000.00	132,000.00	0.00

Line 1 shows the quantity and price of the bunkers on delivery.

Lines 2 and 3 settle the redelivery bunkers:

The Charterer's redelivery bunkers need to be settled: 1,053.61 – 600 = 453.61 MT @ CP price 220 USD/MT

The logic is as follows: The Operator has paid the bunkers at lifted price outside the TC Out contract, but the Operator is still buying all bunkers from the TCO Charterer on redelivery @ CP price, including the bunkers paid by the Operator. Hence, the Operator deducts the money from the bill to the TCO Charterer.

Scenario 2: Operator for TCO

For a bunker lifting, if the invoice is paid by the Operator but the bunkers are for the TCO Charterer's Account, the following is shown:

Paid By	For Account	Description on the Voyage Manager Bunkers tab
Operator	TCO Charterer	Supplement to Delivery

N	Inv	Port	ETA/Arrival	Status	Ifo Qty	Ifo Prc	LSF Qty	LSF Prc	MDO Qty	MDO Prc	LSG Qty	LSG Prc	Paid By	For Account
1		SINGAPORE	01/10/15 07:00	Lifted	600.000	200.000	0.000		0.000		0.000		Operator	TCO Charterer

The TCO Charter Party shows the quantity and price paid in the Supplement to Delivery line. The price is editable and should be edited to reflect the eventual bunker selling price.

Note: The eventual selling price can be different from the lifting price (autocomplete gives the CP price).

Bill Via: Laycan From: 01/11/15 00:00 Laycan To: 01/12/15 00:00

Trade Area: Ref No.: Contract Type: Trip TC

Rebillable Admn Fee %: 0.00 Currency/Exchange Rate: USD 1.000000

Ref Contract: Conf Date (GMT): 28/09/15 05:35

Dur.	Unit	-Days	+Days	E/L Redel.
Min: 0				01/11/15 00:00
Max: 0				01/11/15 00:00

Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery: SINGAPORE	01/11/15 00:00	01/11/15 00:00	0.00	
Redelivery: SHANGHAI	07/10/15 23:20	07/10/15 23:20	0.00	

Duration/Basis (Days): 24.0278 24.0278 Custom

Use Local Time Intercompany IC Company: Add Off Hire IC Adj %:

Description	Ifo qty	Ifo prc	LSF qty	LSF prc	MDO qty	MDO prc	LSG qty	LSG prc
Last ROB From Operations	347.450				85.273			
Pre-purchased By TCO Charterer							45.00	450.000
Est Delivery	800.000	220.00						
Actual Delivery	800.000				50.000			
Delivery Difference					50.000			-450.000
Supplement to Delivery	600.000	200.00						
Est Redelivery	400.000	220.00					45.00	450.000
Paid by Operator								
For Operator's Account								
Actual Redelivery	1,053.611				49.303			
Redelivery Difference	653.611				49.303			-450.000

When issuing a bill from the TCO Charter Party, in addition to Cost On Delivery and Cost On Redelivery, the Supplement to Delivery check box is highlighted:

Description	Ifo	LSF	MDO	LSG
Pre-paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplement to Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery (preliminary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Redelivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire Adj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When these check boxes are selected, the invoice shows three lines:

Code	Description	Voy	From	Days/Qty	To	Rate	Retain	Amount	Amt USD	Tax %
IFODL	IFO Cost On Delivery 800.000 MT @ 220.00	111		800.000000			<input type="checkbox"/>	176,000.00	176,000.00	0.00
IFOXDL	IFO Supplement to Delivery 600.000 MT @ 2	111		600.000000			<input type="checkbox"/>	132,000.00	132,000.00	0.00
IFORD	IFO Cost On Redelivery 1053.611 MT @ 220	111		1,053.611000			<input type="checkbox"/>	-231,794.42	-231,794.42	0.00

In addition to the cost on delivery and redelivery, a line appears for IFO **Supplement to Delivery** with the amount lifted for the TCO Charterer and paid by the Operator at the price of selling: 600 USD/MT (IFO price from the TC Out contract)

Scenario 3: TCO for Operator

For a bunker lifting, if the invoice is paid by the TCO Charterer but the bunkers are for the Operator's Account, the following is shown:

Paid By	For Account	Description on the Voyage Manager Bunkers tab
TCO Charterer	Operator	For Operator's Account

The **TCO Charter Party** shows the quantity and CP price in the **For Operator's Account** line. The price field is editable and should be recorded as per invoices received from the TCO Charterer. The price field is the actual buying price from the TCO Charterer.

Description	IFO qty	IFO prc	LSF qty	LSF prc	MDO qty	MDO prc	LSG qty	LSG prc
Last ROB From Operations	347.450				85.273			
Pre-purchased By TCO Charterer								
Est Delivery	800.000	220.00				45.00	450.000	
Actual Delivery	800.000				50.000			
Delivery Difference					50.000		-450.000	
Supplement to Delivery								
Est Redelivery	400.000	220.00				45.00	450.000	
Paid by Operator								
For Operator's Account	600.000	200.00						
Actual Redelivery	1,053.611				49.303			
Redelivery Difference	653.611				49.303		-450.000	

When issuing a bill from the TCO Charter Party, in addition to **Cost On Delivery** and **Cost On Redelivery**, the **For Owner's Account** check box is highlighted:

Description	IFO	LSF	MDO	LSG
Pre-paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery (preliminary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Redelivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Owner's Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire Adj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When these check boxes are selected, the invoice shows four lines:

Code	Description	Voy	From	Days/Qty	To	Rate	Retain	Amount	Amt USD	Tax %
IFODL	IFO Cost On Delivery 800.000 MT @ 220.00	111		800.000000			<input type="checkbox"/>	176,000.00	176,000.00	0.00
IFORD	IFO Cost On Redelivery 1053.611 MT @ 220	111		1,053.611000			<input type="checkbox"/>	-231,794.42	-231,794.42	0.00
IFORD	IFO For Owner's Account 600.000 MT @ 220	111		600.000000			<input type="checkbox"/>	132,000.00	132,000.00	0.00
IFOPO	IFO For Owner's Account Paid By Charterer	111		600.000000			<input type="checkbox"/>	-132,000.00	-132,000.00	0.00

Line 1 is used to settle the delivery bunkers.

The next three lines are used to settle the redelivery bunkers:

Lines 2 and 3 are used to settle the Charterer's bunkers: 1,053.61 – 600 = 453.61 MT @ CP price 220 USD/MT

Line 4 is used to settle the Owner's bunkers: 600 MT @ lifted price 220 USD/MT

The logic is as follows: The payable redelivery quantity @ CP price should be less than the total quantity redelivered because part of the redelivered quantity already belongs to the Operator when the TCO Charterer gets the lifting. Subsequently, the Operator settles this amount at the buying price with the Charterer (line 4).

Scenario 4: TCO for TCO

For a bunker lifting, if the invoice is paid by the TCO Charterer but the bunkers are for the TCO Charterer's Account, the lifting does not show on any charter party. This information is not relevant to the IMOS user in this scenario; knowing this only affects the projected redelivery amount.

Paid By	For Account	Description on the Voyage Manager Bunkers tab
TCO Charterer	TCO Charterer	-

N	Inv	Port	ETA/Arrival	Status	IFO Qty	IFO Prc	LSF Qty	LSF Prc	MDO Qty	MDO Prc	LSG Qty	LSG Prc	Paid By	For Account
1		SINGAPORE	01/10/15 07:00	Lifted	600.000		0.000		0.000		0.000		TCO Charterer	TCO Charterer

When issuing a bill from the TCO Charter Party, **Cost On Delivery** and **Cost On Redelivery** check boxes are highlighted, both settled at CP price for full Qty.

When these check boxes are selected, the invoice shows two lines:

Code	Description	Voy	From	Days/Qty	To	Rate	Retain	Amount	Amt USD	Tax %
IFODL	IFO Cost On Delivery 800.000 MT @ 220.00	111		800.000000			<input checked="" type="checkbox"/>	176,000.00	176,000.00	0.00
IFORD	IFO Cost On Redelivery 1053.611 MT @ 220	111		1,053.611000			<input checked="" type="checkbox"/>	-231,794.42	-231,794.42	0.00

The logic is as follows: The TCO Charterer is responsible for its own bunker consumption throughout the TC Out contract, so it is not important for Operator to know how much the Charterer lifted.

Scenario 5: Operator for TCI

For a bunker lifting, if the invoice is paid by the Operator but the bunkers are for the TCI Owner's Account, the following is shown:

Paid By	For Account	Description on the Voyage Manager Bunkers tab
Operator	TCI Owner	For TCI Owner's Account

N	Inv	Port	ETA/Arrival	Status	IFO Qty	IFO Prc	LSF Qty	LSF Prc	MDO Qty	MDO Prc	LSG Qty	LSG Prc	Paid By	For Account
1		SINGAPORE	01/10/15 07:00	Lifted	600.000	200.000	0.000		0.000		0.000		Operator	TCI Owner

The **TCO Charter Party** is the same as **Operator for Operator** because the TCO Charterer does not care about the final ownership of the bunkers, so long as it is not for the TCO Charterer.

Beneficiary:	Trade Area:	Rebillable Admin Fee %:	0.00
<input type="checkbox"/> Laycan From: 01/10/15 00:00	Ref No.:	Currency/Exchange Rate:	USD 1.000000
Laycan To: 10/10/15 00:00	Payment Terms:	Ref Contract:	
	Contract Type: Long Term TC	Conf Date (GMT):	18/11/15 02:22
	Ops Coordinator:	Dur.	Unit
	Chtr Specialist:	Min: 0	-Days +Days E/A Redel.
		Max: 0	30/09/15 23:00
			30/09/15 23:00

Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery: SINGAPORE	01/10/15 00:00	30/09/15 23:00	1.00	
Redelivery: SHANGHAI	01/10/16 00:00	07/10/15 23:20	8,616.67	

Duration/Basis (Days):	366.0417	7.0139	Custom	<input type="checkbox"/> Intercompany	IC Company:
<input type="checkbox"/> Use Local Time				<input type="checkbox"/> Add Off Hire	IC Adj %:

Description	IFO qty	IFO prc	LSF qty	LSF prc	MDO qty	MDO prc	LSG qty	LSG prc
Pre-purchased By Operator								
Est Delivery	600.000	220.00			50.000	450.00		
Actual Delivery	600.000				50.000			
Delivery Difference								
Supplement to Delivery								
Est Redelivery	600.000	220.00			50.000	450.00		
Paid by TCI Owner								
For TCI Owner's Account	600.000	200.00						
Actual Redelivery	1,053.611				49.303			
Redelivery Difference	453.611				-0.697			

When making a payment from the TCI Charter Party, **Cost On Delivery**, **For Owner's Account**, and **Cost On Redelivery** check boxes are highlighted:

Description	IFO	LSF	MDO	LSG
Pre-paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adj On Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery (preliminary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adj On Redelivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Owner's Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire Adj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When these check boxes are selected, the invoice shows four lines:

Code	Description	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Retain	Amount	Amt USD
IFODL	IFO Cost On Delivery 600.000 MT @ 220.00				600.000000			<input type="checkbox"/>	132,000.00	132,000.00
IFORD	IFO Cost On Redelivery 1053.611 MT @ 220				1,053.611000			<input type="checkbox"/>	-231,794.42	-231,794.42
IFORD	IFO For Owner's Account 600.000 MT @ 220				600.000000			<input type="checkbox"/>	132,000.00	132,000.00
IFOPD	IFO For Owner's Account Paid By Charterer	111			600.000000			<input type="checkbox"/>	-120,000.00	-120,000.00

Line 1 is used to settle the delivery bunkers.

The next three lines are used to settle the redelivery bunkers:

Lines 2 and 3 are used to settle the Charterer's bunkers: $1,053.61 - 600 = 453.61$ MT @ CP price 220 USD/MT

Line 4 is used to settle the Owner's bunkers: 600 MT @ lifted price 200 USD/MT

Similarly, the Operator subtracts the Owner's Account (600 MT) from redelivery bunker quantity from TCI payment @ CP price and separately claims via **Owner's Account Paid by Charterer** @ selling price.

Scenario 6: TCI for Operator

For a bunker lifting, if the invoice is paid by the TCI Owner but the bunkers are for the Operator's Account, the following is shown:

Paid By	For Account	Description on the Voyage Manager Bunkers tab
TCI Owner	Operator	Supplement to Delivery (TCI)

N	Inv	Port	ETA/Arrival	Status	IFO Qty	IFO Prc	LSF Qty	LSF Prc	MDO Qty	MDO Prc	LSG Qty	LSG Prc	Paid By	For Account
1		SINGAPORE	01/10/15 07:00	Lifted	600.000		0.000		0.000		0.000		TCI Owner	Operator

The **TCI Charter Party** shows the quantity lifted and CP price in the **Supplement to Delivery** line. The price is editable and should be recorded as your (Operator's) buying price from the TCI Owner.

Beneficiary:	Trade Area:	Rebillable Admin Fee %:	0.00			
<input type="checkbox"/> Laycan From: 01/10/15 00:00	Ref No.:	Currency/Exchange Rate:	USD 1.000000			
Laycan To: 10/10/15 00:00	Payment Terms:	Ref Contract:				
Contract Type: Long Term TC	Ops Coordinator:	Conf Date (GMT):	18/11/15 02:22			
Chtr Specialist:	Min:	Dur.	Unit	-Days	+Days	E/L Redel.
	Max:	0				30/09/15 23:00
		0				30/09/15 23:00

Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery: SINGAPORE	01/10/15 00:00	30/09/15 23:00	1.00	
Redelivery: SHANGHAI	01/10/16 00:00	07/10/15 23:20	8,616.67	

Duration/Basis (Days): 366.0417 7.0139 Custom

Use Local Time

Intercompany IC Company:

Add Off Hire IC Adj %:

Description	IFO qty	IFO prc	LSF qty	LSF prc	MDO qty	MDO prc	LSG qty	LSG prc
Pre-purchased By Operator								
Est Delivery	600.000	220.00			50.000	450.00		
Actual Delivery	600.000				50.000			
Delivery Difference								
Supplement to Delivery	600.000	200.00						
Est Redelivery	600.000	220.00			50.000	450.00		
Paid by TCI Owner								
For TCI Owner's Account								
Actual Redelivery	1,053.611				49.303			
Redelivery Difference	453.611				-0.697			

When making a payment from the TCI Charter Party, in addition to **Cost On Delivery** and **Cost On Redelivery**, the **Supplement to Delivery** check box is highlighted:

Description	IFO	LSF	MDO	LSG
Pre-paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplement to Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery (preliminary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Redelivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire Adj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When these check boxes are selected, the invoice shows three lines:

Code	Description	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Retain	Amount	Amt USD
IFODL	IFO Cost On Delivery 600.000 MT @ 220.00				600.000000			<input type="checkbox"/>	132,000.00	132,000.00
IFOXDL	IFO Supplement to Delivery 600.000 MT @ 2	111			600.000000			<input type="checkbox"/>	120,000.00	120,000.00
IFORD	IFO Cost On Redelivery 1053.611 MT @ 220				1,053.611000			<input type="checkbox"/>	-231,794.42	-231,794.42

In addition to the cost on delivery and redelivery, a line appears for **Supplement to Delivery** with the Operator paying the invoiced price to the TCI Owner.

Scenario 7: TCI for TCI

If a bunker is lifted and the invoice is paid by the TCI Owner, the bunkers are for the TCI Owner's Account, and the following is shown:

Paid By	For Account	Description on the Voyage Manager Bunkers tab
TCI Owner	TCI Owner	Paid by TCI Owner

N	Inv	Port	ETA/Arrival	Status	IFO Qty	IFO Prc	LSF Qty	LSF Prc	MDO Qty	MDO Prc	LSG Qty	LSG Prc	Paid By	For Account
1		SINGAPORE	01/10/15 07:00	Lifted	600.000		0.000		0.000		0.000		TCI Owner	TCI Owner

The **TCI Charter Party** shows the quantity only in the **For Operator's Account** line. The price is neither relevant to the Operator nor editable.

Beneficiary:	Trade Area:	Rebillable Admin Fee %:	0.0
<input type="checkbox"/> Laycan From: 01/10/15 00:00	Ref No.:	Currency/Exchange Rate:	USD 1.00000
Laycan To: 10/10/15 00:00	Payment Terms:	Ref Contract:	
	Contract Type: Long Term TC	Conf Date (GMT):	18/11/15 02:2
	Ops Coordinator:		
	Chtr Specialist:		
	Min:	Dur. Unit -Days +Days E/L Redel.	30/09/15 23:0
	Max:		30/09/15 23:0

Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery: SINGAPORE	01/10/15 00:00	30/09/15 23:00	1.00	
Redelivery: MUMBAI	01/10/16 00:00		0.00	

Duration/Basis (Days): 366.0417 0.0000 Custom

Use Local Time

Intercompany IC Company:
 Add Off Hire IC Adj %:

Description	IFO qty	IFO prc	LSF qty	LSF prc	MDO qty	MDO prc	LSG qty	LSG prc
Pre-purchased By Operator								
Est Delivery	600.000	220.00			50.000	450.00		
Actual Delivery	600.000				50.000			
Delivery Difference								
Supplement to Delivery								
Est Redelivery	600.000	220.00			50.000	450.00		
Paid by TCI Owner	600.000							
For TCI Owner's Account								
Projected Redelivery								
Redelivery Difference	-600.000				-50.000			

When making a payment from the TCI Charter Party, **Cost On Delivery** and **Cost On Redelivery** check boxes are highlighted:

Description	IFO	LSF	MDO	LSG
Pre-paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery (preliminary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost On Redelivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adj On Redelivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Hire Adj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When these check boxes are selected, the invoice shows three lines:

Code	Description	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Retain	Amount	Amt USD
IFODL	IFO Cost On Delivery 600.000 MT @ 220.00				600.000000			<input type="checkbox"/>	132,000.00	132,000.00
IFORD	IFO Cost On Redelivery 1053.611 MT @ 220				1,053.611000			<input type="checkbox"/>	-231,794.42	-231,794.42
IFORD	IFO For Owner's Account 600.000 MT @ 220				600.000000			<input type="checkbox"/>	132,000.00	132,000.00

Line 1 shows the quantity and price of the bunkers on delivery.


Lines 2 and 3 settle the redelivery bunkers:

The Charterer's redelivery bunkers need to be settled: 1,053.61 – 600 = 453.61 MT @ CP price 220 USD/MT

The lifting price does not matter to the Operator. The Operator only knows that 453.61 MT is for the TCI Owner's Account, hence it is outside the TC In contract.

Bunker Lifting List

The Bunker Lifting List includes all Bunker Liftings, with one row for each bunker type on a Bunker Inquiry/Purchase.

In the Operations module center  **Operations**, under Bunkers, click **Bunker Lifting List**.

The Bunker Lifting List shows details that are entered in the [Bunker Purchase](#) form for each bunker type lifted. 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](#).

P.O. Number	Requirement ID	Vessel	Voyage No.	Port	Fuel Type	Delivered Qty	Inspector	Density	Bunkering Time (mins)	Bunkering Rate (mt/hr)	Diff Density	Diff Amount (USD)	Claim Am
201200001	18	AMELIA	6	KASHIMA	IPO	0.00		0.00	0	0.00	0.00	0.00	
201200002	18	AMELIA	6	KASHIMA	IPO	0.00		0.00	0	0.00	0.00	0.00	
View	16	CAROLINE	1	HAMBURG	380	0.00		0.00	0	0.00	0.00	0.00	
View	16	CAROLINE	1	HAMBURG	LSF	0.00		0.00	0	0.00	0.00	0.00	
View	16	CAROLINE	1	HAMBURG	LSG	0.00		0.00	0	0.00	0.00	0.00	
View	25	ADVENTURE	2	ROTTERDAM	IPO	0.00		0.00	0	0.00	0.00	0.00	
View	25	ADVENTURE	2	ROTTERDAM	MDO	0.00		0.00	0	0.00	0.00	0.00	
View	26	MARIA	3	S. CHINA	IPO	0.00		0.00	0	0.00	0.00	0.00	

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.


List Functions

The Bunker Lifting List is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

Reporting from Lists and Datasets

The [Bunker Requirements List](#) and [Bunker Purchase List](#) include a large amount of data for reporting.



- To create a report of the columns displayed in one of the lists, click .
- Information for both lists is also provided in reporting datasets, available in the [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**

Pooling

Note: Requires a [Pooling](#) module license. Your configuration might differ from the information shown. For information on other features, please see your account manager.

The Pooling module offers an integrated solution for pool operators to effectively manage their pools. The Pooling module provides pool operators with tools to calculate vessel and voyage contributions to a pool, perform Pooling Distribution calculation, book actual Pooling Cash Distributions, share voyage results with partners, and access reports detailing the historic performance of a pool.

The foundation of the Pooling module is a pool contribution system based on Vessel Points assignment and real-time linking to actual Voyage P&L data from the Operations module. Vessels can be added to and removed from the pool without any restrictions, and, through the linking with the Operations module, all Off Hire is taken into consideration.

Pooling Workflow

The tasks involved in Pooling are:

1. [Set up Pooling](#).
2. Perform monthly [Pooling Distribution](#) and review owner Payment Details or book [Pooling Cash Distribution](#).
3. View [Pooling reports](#).

Setting Up Pooling

To set up Pooling, do the following:

- 1 [Creating Pools](#)
- 2 [Assigning Vessels to Pools](#)
- 3 [Updating Pool Assignments](#)

Creating Pools

On the [Pools](#) form, create the pools that you want to manage.

Assigning Vessels to Pools

On the [Pool Assignment](#) form, assign vessels to Pools and enter pooling assignment information such as Vessel Points, Pool Entry/Exit Dates, and Management Fees.

Updating Pool Assignments

Pool assignments are subject to change. When the Vessel Points are revised or the ownership of a vessel is transferred, on the [Pool Assignment](#) form, we recommend making the vessel exit from the pool on the day the change happens and then reentering the vessel into the pool on the same day by adding a new line with the same vessel.

In the below example, the Vessel Points for the vessel MV BELISAMA are revised from 90 to 100, effective 03/01/17:

Pool	Vessel Name	Code	Vessel Points	Source Pool	Premium	Net Cash Pmt	Pool Entry Date	Pool Exit Date	Mgt Fee %	Mgt Fee Day	Participant
POOL 1	MV ACTANA	ACTA	110.00			200.00	01/01/17 00:00		0.00	100.00	SEATTLE MARITIME
POOL 1	MV BELISAMA	BELI	90.00			150.00	01/01/17 00:00	03/01/17 00:00	0.00	100.00	SOUTHEAST MARINE LTD.
POOL 1	MV BELISAMA	BELI	100.00			150.00	03/01/17 00:00		0.00	100.00	SOUTHEAST MARINE LTD.

▼ Related Config Flags

CFGDefaultCompanyFromVessel

Enters the Company value from the Vessel form in the Voyage Estimate/Fixture /Manager, Cargo/VC In, and Time Charter In/Out, when selecting a Vessel with the Company field empty.

CFGUseItemizedCommissionRate

Enables setting multiple [Commission rates](#) for different Pool Vessels and adds Mgt Fee % and Mgt Fee/Day columns to the Pools and Pool Assignment forms.

CFGUsePremiumInPool

Handles **Pooling Premium Distribution**. Premium vessels get special allocations of the profit to the Premium pool, in addition to their share of the profits; the Pooling Distribution calculation takes care of it. For example, a charterer might be charged an Ice Premium for ice-classed vessels, which are specially designed to be able to travel in Arctic waters.

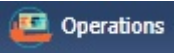
Up to five types of premium can be defined, and a vessel can participate in more than one type.

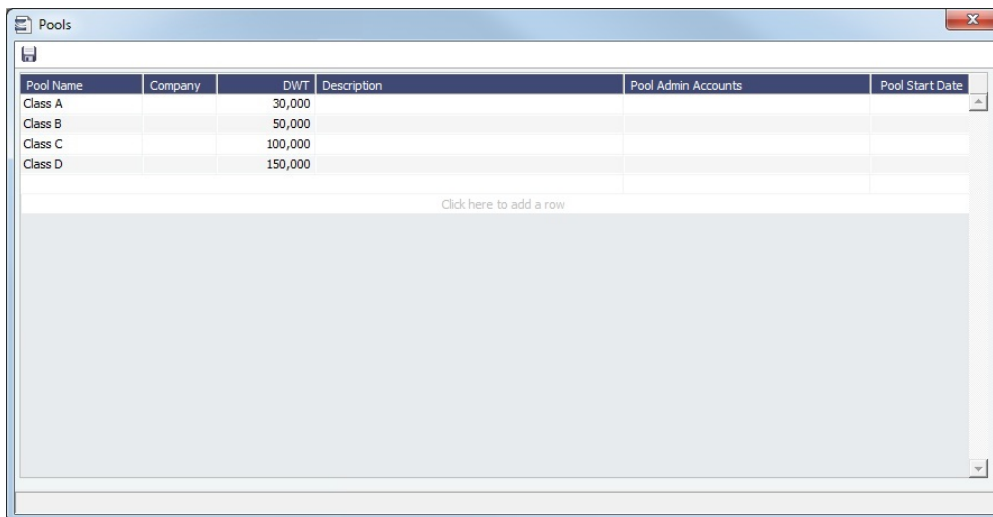
Adds a PRM Category to the [Operations Ledger](#) for defining Premium types. Adds a Premium column to the Pool Assignment form, from which the Premium type can be selected.

For each voyage in the pool, the Operations Ledger code can be selected and a Premium amount entered on the [Profit Share](#) form.

Pools

The Pools form is used to define pools.

1. To create or edit pools, in the Operations module center , under Pooling, click **Pools**.



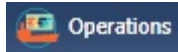
Pool Name	Company	DWT	Description	Pool Admin Accounts	Pool Start Date
Class A		30,000			
Class B		50,000			
Class C		100,000			
Class D		150,000			

Click here to add a row

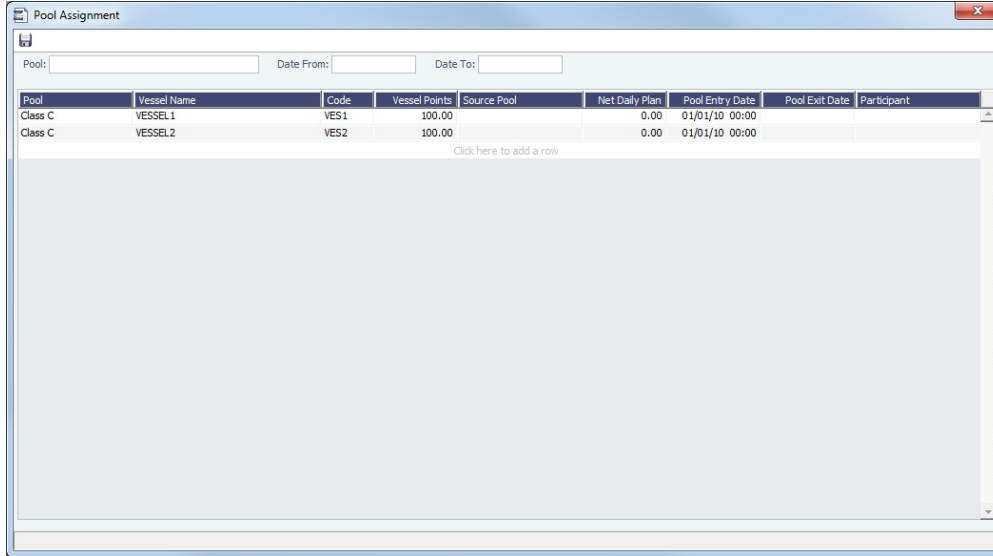
2. For each pool, enter at least the **Pool Name**.

Pool Assignment

On the Pool Assignment form, assign vessels to Pools and allocate points to them.



1. In the Operations module center, under Pooling, click **Pool Assignment**.



2. To filter the pool assignments, select a value for any of the following. Without filtering, all pool assignments appear.

- **Pool**
- **Date From** and/or **Date To**

3. To add a new vessel to a pool, scroll to the bottom of the list, click to add a new row, and then complete at least the **Pool**, **Vessel Name**, **Code**, **Vessel Points**, and **Pool Entry Date** fields.

▼ Related Config Flags

CFGUseItemizedCommissionRate

Enables setting multiple [Commission rates](#) for different Pool Vessels and adds Mgt Fee % and Mgt Fee/Day columns to the Pools and Pool Assignment forms.

CFGUsePremiumInPool

Handles **Pooling Premium Distribution**. Premium vessels get special allocations of the profit to the Premium pool, in addition to their share of the profits; the Pooling Distribution calculation takes care of it. For example, a charterer might be charged an Ice Premium for ice-classed vessels, which are specially designed to be able to travel in Arctic waters.

Up to five types of premium can be defined, and a vessel can participate in more than one type.

Adds a PRM Category to the [Operations Ledger](#) for defining Premium types. Adds a Premium column to the Pool Assignment form, from which the Premium type can be selected.

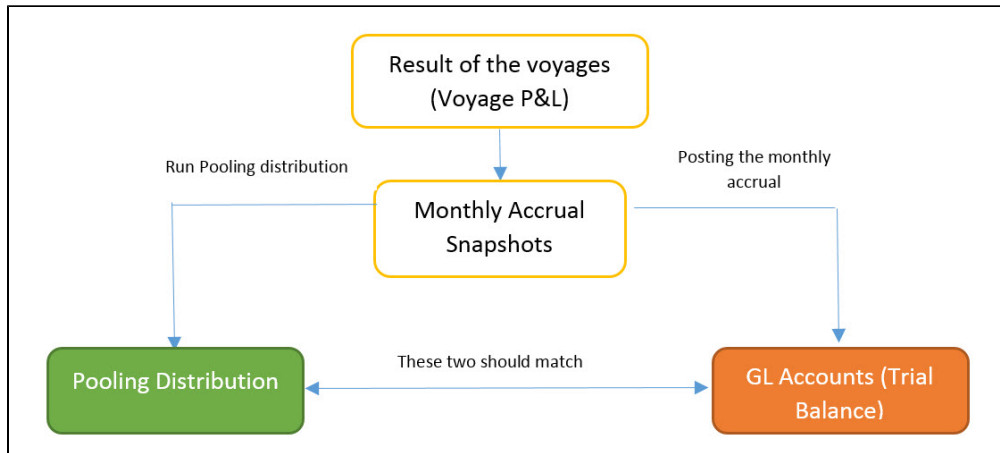
For each voyage in the pool, the Operations Ledger code can be selected and a Premium amount entered on the [Profit Share](#) form.

Pooling Distribution

This pooling distribution workflow is based on the most commonly used and recommended configuration, using [configuration flag CFGUsePostedInPooling](#). Pooling results are calculated from the latest Accrual Snapshot, rather than the posted P&L.

When the voyage results are in for a distribution period (typically one month), the Pooling Distribution form can calculate the earnings and losses of the pool in the distribution period and distribute them to each vessel owner. This is done by taking a monthly accrual snapshot to capture the static state of the voyage results. This snapshot is created when the [Monthly Accruals](#) form creates the accrual adjustment journals. When the monthly accrual journal is posted, all the voyage profits and losses of the month go to your general ledger accounts; running the pooling distribution basis the same snapshot guarantees that the same voyage profits and losses are distributed to the pool partners. For more details about how the numbers are calculated, see [Pooling Distribution Calculation Details](#).


Note: If there are unexpected results in the voyages, and the Monthly Accruals form is used a subsequent time, the Pooling Distribution must also be re-created basis the updated Accrual Snapshot.

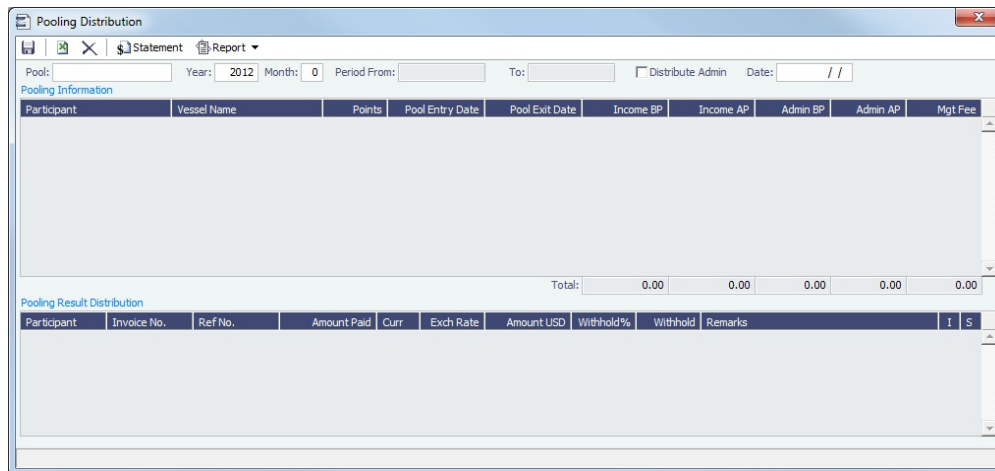


The **Voyage Manager** has a **No Pooling Distribution** check box. If it is selected, the P&L of this voyage will still contribute to the pool, but the voyage will have 0 Income AP.

Pooling Distribution Workflow

To run Pooling Distribution:

1. Make sure that **Monthly Accruals** have been run for all vessels in the pool.
2. In the Operations module center , under Pooling, click **Pooling Distribution**.



3. Enter the **Pool, Year, and Month**.
 - In the **Pooling Information** section, the pooling distribution calculation details appear:
 - **Income BP** (Before Pooling) and **Income AP** (After Pooling)
 - **Admin BP** (Before Pooling) and **Admin AP** (After Pooling)
 - **Mgt Fee** (Management Fee)
 - In the **Pooling Result Distribution** section, each line item contains the distribution details for one particular Participant.
 - **Withhold% and Withhold**
 - **I** (Intercompany Transactions)

- To view the calculation itemized details for each distribution, right-click a line and then click **View Payment Details**.

- To change the distribution period, which will change the distribution amount, click to clear any unsaved records of payment amounts generated for the pool payment. After clearing the distribution, close the form. If you want to run Pooling Distribution for a new period, reopen the form.

4. To create distribution invoices, click to save the Pooling Distribution results. Invoice **Status** defaults to **A**, which means that the invoice is ready for approval/posting.

Pooling Distribution Reporting

On the Pooling Distribution form, to run reports, do any of the following:

- Click **Statement**: The **Monthly Pooling Statement** is a statement of all the distributed items within the period to each owner, broken down by vessel owner.
- Click **Report** and then click one of the following:
 - Summary**: The Pooling Summary is a yearly report, broken down by month. It shows what the monthly distributed and paid amounts are for each vessel owner.
 - Distribution Analysis**: The **Pool Distribution Analysis Report** is an itemized, detailed report about the distribution. It includes the current month distribution as well as previous month adjustments, if there are any.

Related Config Flags

CFGUsePostedInPooling

The Pooling results are calculated from the latest Accrual snapshot, instead of the Actual P&L, and the Pooling Distribution form issues a warning detailing all the relevant voyages that don't have Monthly Accruals run.

CFGItemizeBilldetByVsl

Creates Pool Payment detail lines associated with each vessel, rather than just grouped by owner. This should always be enabled.

CFGActMirrorInvoiceAsUnposted

When enabled, auto-created mirror transactions will not be posted by default.

CFGPoolMgtFeeUseIncomeBP

Calculates Pooling Management Fee based on gross income before pooling instead of income after pooling. This flag takes precedence over CFGDistributePoolComm.

	CFGPoolMgtFeeUseInco meBP = Y	CFGPoolMgtFeeUseInco meBP = N
--	--	--

CFGDistributePoolComm = Y	<p>Mgt Fee = Gross Income BP * Mgt Fee %</p> <p>Gross Income BP = sum of freight, demurrage, despatch, and TCI/TCO hire after deduction of commissions</p>	<ul style="list-style-type: none"> • Mgt Fee = Mgt Fee Weight * Gross Income • Mgt Fee Weight = Mgt Fee Contribution/Sum (Mgt Fee Contribution) • Mgt Fee Contribution = Pool Days * Mgt Fee % • Pool Days = Days * Points
CFGDistributePoolComm = N	<p>Mgt Fee = Gross Income BP * Mgt Fee %</p> <p>Gross Income BP = sum of freight, demurrage, despatch, and TCI/TCO hire after deduction of commissions</p>	<p>Mgt Fee = Income AP * Mgt Fee %</p>

CFGDistributePoolComm

Calculates the Pooling Commission based on the Gross Income.

CFGUseItemizedCommissionRate

Enables setting multiple [Commission rates](#) for different Pool Vessels and adds Mgt Fee % and Mgt Fee/Day columns to the Pools and Pool Assignment forms.

Configuring Invoices

In Pooling, invoices can be configured to meet your business needs.

- To change the descriptions of the distribution items:

CFGPoolResultDistribDesc

The default description of result distribution lines in the pooling distribution invoices.

CFGPoolMgtFeeDesc

The default description of management fee distribution lines in the pooling distribution invoices.

- To set the amount of time to go back when calculating adjustments for Pooling distributions:

CFGPoolAdjYear

Specifies the number of previous years for which Pooling Adjustments should be calculated. If the value is -1 (default), the number of adjustments calculated is defined by CFGPoolAdjMonth. If CFGPoolAdjMonth is also set, CFGPoolAdjYear takes precedence.

CFGPoolAdjMonth

Specifies the number of monthly adjustments to calculate if the value of CFGPoolAdjYear is -1. If CFGPoolAdjYear is also set, it takes precedence.

- To control the level of details in Pooling Distribution invoices:

CFGPoolInvBreakOutPeriods

Controls the level of detail in Pooling Distribution invoices:

0 = No breakdown

1 = Breakdown by month (default)

2 = Breakdown by month for the current year and by year for the previous years

Pooling Distribution Calculation Details

The [Pooling Distribution](#) form shows the final result; this page describes how those numbers are calculated. The calculations on this page are based on using [configuration flag CFGUsePostedInPooling](#).

Example Scenario

Pool Assignment:

- Number of pool Participants: 2 vessels
- Management Fee: \$100 per day

Pool	Vessel Name	Code	Vessel Points	Source Pool	Net Daily Plan	Pool Entry Date	Pool Exit Date	Mgt Fee %	Mgt Fee/Day	Participant
CLASS B	MV AKTATA	AKTA	110.00		200.00	01/01/17 00:00		0.00	100.00	SEATIDE MARITIME
CLASS B	MV BELISAMA	BELI	90.00		150.00	01/01/17 00:00		0.00	100.00	SOUTHEAST MARINE LTD.

How the Income Before Pooling is Derived

The Income Before Pooling (Income BP) is derived from the Monthly Accrual Snapshot.

For the two vessels in the example pool:

- MV AKTATA:
 - Income from January on the Jan 2017 Snapshot = \$423,161
 - On-hire days = 30.6667 days
 - Vessel Points = 110

Operations	Description	Invoice No.	Estimated	Actual	Posted	Cash	Variance				
							In / (Out)	Act - Est	%	Act - Pst	%
Revenues											
▶	Freight		584,746	584,746							584,746
	Total Revenues		584,746	584,746							584,746
Expenses											
▶	Bunkers		213,522	138,195				(75,327)	(35)		138,195
▶	Port Expenses		23,390	23,390							23,390
	Total Expenses		236,912	161,585				(75,327)	(32)		161,585
	Voyage Result:		347,834	423,161				75,327	22		423,161
	Net Daily (TCE):		12,040	13,799				1,759	15		13,799
Running Cost											
	Total Running Cost										
Profit (Loss):			347,834	423,161				75,327	22		423,161
Net Voyage Days:			28.89	30.67	30.67			1.78	6		
Daily Profit (Loss):			12,040	13,799				1,759	15		13,799
Total/Off hire days:			28.89	30.67				1.78			
Port/Sea days:			3.90	24.99	5.50	25.17		1.60	0.18		

- MV BELISAMA:
 - Income from January on the Jan 2017 Snapshot = \$401,250
 - On-hire days = 27.4132 days
 - Vessel Points = 90

Operations	Description	Invoice No.	Jan 2017	Actual	Posted	Cash	Variance
Revenues							
Freight			544,683	544,683			544,683
Total Rev			544,683	544,683			544,683
Expenses							
Bunkers			210,294	121,646			(88,648) (42) 121,646
Port Expenses			21,787	21,787			21,787
Total Expenses			232,081	143,433			(88,648) (38) 143,433
Voyage Result:			312,602	401,250			88,648 28 401,250
Net Daily (TCE):			11,711	14,637			3,326 29 14,637
Running Cost							
Total Running Cost							
Profit (Loss):			312,602	401,250			88,648 28 401,250
Net Voyage Days:			27.64	27.41	27.41		(0.23) (1) 27.41
Daily Profit (Loss):			11,711	14,637			3,326 29 14,637
Total/Off hire days:			27.64	27.41			(0.23)
Port/Sea days:			3.63	24.01	3.63	23.78	(0.23)

Formulas for Income After Pooling and On-Hire Days

The example pool has one Pooling Distribution period, for which:

- Y = Total Income BP
- X = Number of pool vessels

The formula to calculate the Income After Pooling (Income AP) for one participant is: **(Y * on-hire days of the Participant's vessel * Vessel Points of the Participant's vessel) / (X * on-hire days * Vessel Points)**

On-hire days are calculated as: **voyage days – off-hire days**

How the Income After Pooling is Derived

This formula is used to calculate Income AP based on Income BP:

- **For MV AKTAIA:** Income AP = (\$423,161.02 + \$401,249.89) * (30.6667 days * 110) / (30.6667 days * 110 + 27.4132 days * 90) = \$476,158.35
- **For MV BELISAMA:** Income AP = (\$423,161.02 + \$401,249.89) * (27.4132 days * 90) / (30.6667 days * 110 + 27.4132 days * 90) = \$348,252.55

Data source	Voyage Period	MV AKTAIA		MV BELISAMA	
		Income BP	Income AP	Income BP	Income AP
Pooling Distribution, as calculated in January	JAN	\$423,161.02	\$476,158.35	\$401,249.89	\$348,252.55

The same information is displayed in Pooling Distribution for January, 2017:

Pooling Distribution									
Pool: CLASS B Year: 2017 Month: 1 Period From: 01/01/17 00:00 To: 01/02/17 00:00 Distribute Admin: <input type="checkbox"/> Date: 20/02/2017									
Pooling Information									
Participant	Vessel Name	Points	Pool Entry Date	Pool Exit Date	Income BP	Income AP	Admin BP	Admin AP	Mgt Fee
SEATIDE MARITIME	MV AKTAIA	110.00	01/01/17 00:00	01/02/17 00:00	423,161.02	476,158.35	0.00	0.00	3,066.67
SOUTHEAST MARINE LTD.	MV BELISAMA	90.00	01/01/17 00:00	01/02/17 00:00	401,249.89	348,252.55	0.00	0.00	2,741.32
Total:					824,410.90	824,410.90	0.00	0.00	5,807.99
Pooling Result Distribution									
Participant	Invoice No.	Ref No.	Amount Paid	Curr	Exch Rate	Amount USD	Withhold%	Withhold	Remarks
SEATIDE MARITIME	00002-2017-01		473,091.68	USD	1.00000	473,091.68	0.00	0.00	I S
SOUTHEAST MARINE LTD.	00002-2017-01		345,511.23	USD	1.00000	345,511.23	0.00	0.00	A

How the Previous Month Adjustments are Incurred and Calculated

The Voyage P&L is dynamic when the vessel is still at sea. The Voyage P&L could be distributed in a past distribution period according to the Voyage P&L accrual snapshot in that particular period, but some voyage expenses and revenues are only incurred and posted in a later distribution period. Under this circumstance, Pooling Distribution captures this change and adds previous month adjustment components into the Pooling Distribution.

If the Vessel Points are revised for previous periods, or if off-hire days are entered for previous periods, the Pooling Distribution form also captures these changes and calculates the new Income AP for that period minus the old Income AP for that period as the previous period adjustments.

In summary, any changes to the Income BP, Vessel Points, and on-hire days of a vessel to the past period are captured. The new Income AP is then calculated for that period, basis the latest information, and the difference between the new Income AP and the old Income AP is shown as previous period adjustments.

In the following example, where the Income BP changes for a pool vessel MV AKTAIA, you can see how the previous adjustments are calculated.

Example of Previous Month Adjustments Due to Change in Income BP

The voyage MV AKTAIA 1701 commences in January and completes in February:

MV AKTAIA - 1701									
Vessel: MV AKTAIA	Voy No./Opr Type: AKTA 1701 OVVOV	Voyage Status: Completed							
Head Fix/Cost: 0.00	Trade Area:	Voyage Commencing: 01/01/17 12:00							
Fixture No.: 20170002	Chtr Specialist:	Voyage Completing: 10/02/17 00:00							
Bunker Calc Method: FIFO	Ops Coordinator:	Last Update GMT: 22/02/17 08:02							

There is one WEATHER ROUTING expense of \$10,000 that was not posted before the Pooling Distribution in January was running, so it is not captured in January's result and distribution.

Voyage Other Revenues And Expenses													
Vessel: MV AKTAIA Voyage No.: 1701													
Vendor	Description	Type	Inv No.	Inv Date	Due Date	Curr	Exch Rate	Quantity	Price	Amount	Amt USD	Code	St
AWT	WEATHER ROUTING	Expense	POOL AD11	22/02/2017	24/03/2017	USD	1.00000	0.000	0.00	10,000.00	10,000.00	VOEXP	P

Later in February, this expense was posted, so the Feb Pooling Distribution captures this change, and there are no other changes.

Income BP changes for **Jan period in Feb**: -\$10,000

To determine the voyage result of January when looking from February, in the Voyage P&L, check the snapshots for **Feb 2017 Accruals** during the period **Jan 2017**:

MV AKTAIA - 1701

Refresh Snapshot Reports

Vessel: MV AKTAIA Voy No./Opr Type: AKTA 1701 OVOV Voyage Status: Completed Company: SEATIDE MARITIME
 Head Fix/Cost: 0.00 Trade Area: Voyage Commencing: 01/01/17 12:00 Market Hire:
 Fixture No.: 20170002 Chtr Specialist: Voyage Completing: 10/02/17 00:00
 Bunker Calc Method: FIFO Ops Coordinator: Last Update GMT: 22/02/17 08:02

Basis: Feb 2017 Accrual Compare: Posted Jan 2017 Estimated Actual Posted Cash Variance

Operations	Description	Invoice No.	Feb 2017	Actual	Posted	Cash	In / (Out)	Act - Est	%	Act - Pst	%
Revenues											
Freight			584,746	584,746						584,746	
Total			584,746	584,746						584,746	
Expenses											
Bunkers			213,522	138,195				(75,327)	(35)	138,195	
Port Expenses			23,390	23,390						23,390	
Misc. Expenses				7,797				7,797		7,797	
Total Expenses			236,912	169,381				(67,530)	(29)	169,381	
Voyage Result:			347,834	415,364				67,530	19	415,364	
Net Daily (TCE):			12,040	13,544				1,505	12	13,544	
Running Cost											
Total Running Cost											
Remarks: Edit											
Profit (Loss):			347,834	415,364				67,530	19	415,364	
Net Voyage Days:			28.89	30.67	30.67			1.78	6		
Daily Profit (Loss):			12,040	13,544				1,505	12	13,544	
Total/Off hire days:			28.89	30.67				1.78			
Port/Sea days:			3.90 24.99	5.50 25.17				1.60 0.18			

Estimate Operations Invoices P&L Contacts Notes Revisions VESLINK Forms Instructions

Select the filters for the January period basis the Feb 2017 Accrual Snapshot

MV BELISAMA - 1701

Refresh Snapshot Reports

Vessel: MV BELISAMA Voy No./Opr Type: BELI 1701 OVOV Voyage Status: Completed Company: SOUTHEAST MARINE LTD.
 Head Fix/Cost: 0.00 Trade Area: Voyage Commencing: 04/01/17 22:05 Market Hire:
 Fixture No.: 20170001 Chtr Specialist: Voyage Completing: 11/02/17 00:00
 Bunker Calc Method: FIFO Ops Coordinator: Last Update GMT: 17/02/17 07:36

Basis: Feb 2017 Accrual Compare: Posted Jan 2017 Estimated Actual Posted Cash Variance

Operations	Description	Invoice No.	Feb 2017	Actual	Posted	Cash	In / (Out)	Act - Est	%	Act - Pst	%
Revenues											
Freight			544,683	544,683						544,683	
Total Revenue			544,683	544,683						544,683	
Expenses											
Bunkers			210,294	121,646				(88,648)	(42)	121,646	
Port Expenses			21,787	21,787						21,787	
Misc. Expenses				143,433				(88,648)	(38)	143,433	
Total Expenses			232,081	143,433				(88,648)	(38)	143,433	
Voyage Result:			312,602	401,250				88,648	28	401,250	
Net Daily (TCE):			11,311	14,637				3,326	29	14,637	
Running Cost											
Total Running Cost											
Remarks: Edit											
Profit (Loss):			312,602	401,250				88,648	28	401,250	
Net Voyage Days:			27.64	27.41	27.41			(0.23)	(1)		
Daily Profit (Loss):			11,311	14,637				3,326	29	14,637	
Total/Off hire days:			27.64	27.41				(0.23)			
Port/Sea days:			3.63 24.01	3.63 23.78				(0.23)			

Estimate Operations Invoices P&L Contacts Notes Revisions VESLINK Forms Instructions

Select the filters for the January period basis the Feb 2017 Accrual Snapshot

The following is a recap of the calculation of January's distribution, performed above:

Data source	Voyage Period	MV AKTAIA		MV BELISAMA	
		Income BP	Income AP	Income BP	Income AP
Pooling Distribution, as calculated in January	JAN	\$423,161.02	\$476,158.35	\$401,249.89	\$348,252.55

With the adjusted figure for January's distribution, and taking in the new P&L number from February's accrual snapshot, the calculation changes to:

- **For MV AKTAIA:** $\text{Income AP} = (\$415,364.09 + \$401,249.89) * (30.6667 \text{ days} * 110) / (30.6667 \text{ days} * 110 + 27.4132 \text{ days} * 90) = \$471,655.23$
- **For MV BELISAMA:** $\text{Income AP} = (\$415,364.09 + \$401,249.89) * (27.4132 \text{ days} * 90) / (30.6667 \text{ days} * 110 + 27.4132 \text{ days} * 90) = \$344,959.10$

Data source	Voyage Period	MV AKTAIA		MV BELISAMA	
		Income BP	Income AP	Income BP	Income AP
Pooling Distribution, as calculated in January	JAN	\$423,161.02	\$476,158.35	\$401,249.89	\$348,252.55
February Monthly Accrual Snapshot	JAN	\$415,364.00	\$471,655.23	\$401,249.89	\$344,959.10

The adjustment amount for January, in the Pooling Distribution period February, is:

- **For MV AKTAIA:** $\$471,655.23 - \$476,158.35 = -\$4,503.12$
- **For MV BELISAMA:** $\$344,959.10 - \$348,252.55 = -\$3,293.49$

When running the Pooling Distribution for February, in the Pooling Result Distribution grid, right-click a Participant line and then click **View payment details**. On the Item Select form, line items appear with the Description **Result Distribution Adj. for VESSE L NAME, JAN 2017:**

Code	Vessel	Voy No.	Agent	Ref Trans	Description	Amount USD	S
POOLP	STMT				Result Distribution, FEB 2017	135,981.97	✓
COMMS	STMT				Mgt Fee Distribution, FEB 2017	-866.67	✓
ADJST	MV AKT...			2	Result Distribution Adj. for MV AKTAIA, JAN 2017	-4,503.12	✓

Code	Vessel	Voy No.	Agent	Ref Trans	Description	Amount USD	S
POOLP	SEML				Result Distribution, FEB 2017	132,653.74	✓
COMMS	SEML				Mgt Fee Distribution, FEB 2017	-1,033.33	✓
ADJST	MV BELI...			3	Result Distribution Adj. for MV BELISAMA, JAN 2017	-3,293.49	✓

Pooling Admin Fee Distribution

When managing a pool, some non-voyage expenses/revenues can be generated, such as office purchases and insurance. **Admin Fee Distribution** captures these expenses/revenues and distributes them to the pool partners along with the **Pooling Distribution**.

To distribute Admin Fees, do the following:

1. Set Up the Accounts for the Admin Fee
2. Select the Pool Admin Accounts
3. Create a Non-Voyage Exp/Rev or a Journal Entry for the Admin Fee
4. Run Pooling Distribution

1. Set Up the Accounts for the Admin Fee

For Admin Fees to be captured, the accounts for these fees must be set up in the **Chart of Accounts**. The screenshot below includes the following accounts for pool admin expenses:

--	--

Code	Account Name
20130	Admin Cost - Office Purchase
20131	Admin Cost - Insurance
20132	Admin Cost - Other Pool Admin Expenses

Code	Account Name	Category	Subcategory	LOB	Yes	Voy	Port	Dept	I/C
10150	TCO Bunker adjustment	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10190	Demurrage, accruals	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10200	Other income	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10216	IHC/ILOCH TC out	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10290	Other income, accruals	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10300	T/C hire income	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10310	CVE (TC out) income	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10390	TC income, accruals	Revenue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000	Port expenses	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20012	DA-Desk fee	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20020	Towage	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20050	PDA/Tolls advance payment account	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20080	Stevedoring overtime	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20081	Stevedore damage	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20082	Grab operation	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20086	Supercargo/Port Captain	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20089	Stevedoring, accruals	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20090	Port expenses, accruals	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20112	Surveys (draft, preload etc)	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20115	Survey on-/offhire	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20120	Insurance, accruals	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20123	Insurance TC (P&I)	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20125	Insurance other (warrisk, overage)	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20130	Admin Cost - Office purchase	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20131	Admin Cost - Insurance	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20132	Admin Cost - Other Pool Admin expenses	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20150	Legal assistance/franchise (WOE)	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20200	TC in costs incl BB	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20202	BAF/Bunker compensation, expenses	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20203	Bunkers during offhire TCI	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20204	Bunker loss during TC	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20205	IFO Bunker Consumption	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20206	LSF Bunker Consumption	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20207	HS380 Bunker consumption	Expense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Select the Pool Admin Accounts

After the accounts are set up, on the Pools form, select them in the **Pool Admin Accounts** column. Make sure that all the accounts that you want to capture for Admin Fee Distribution are entered.

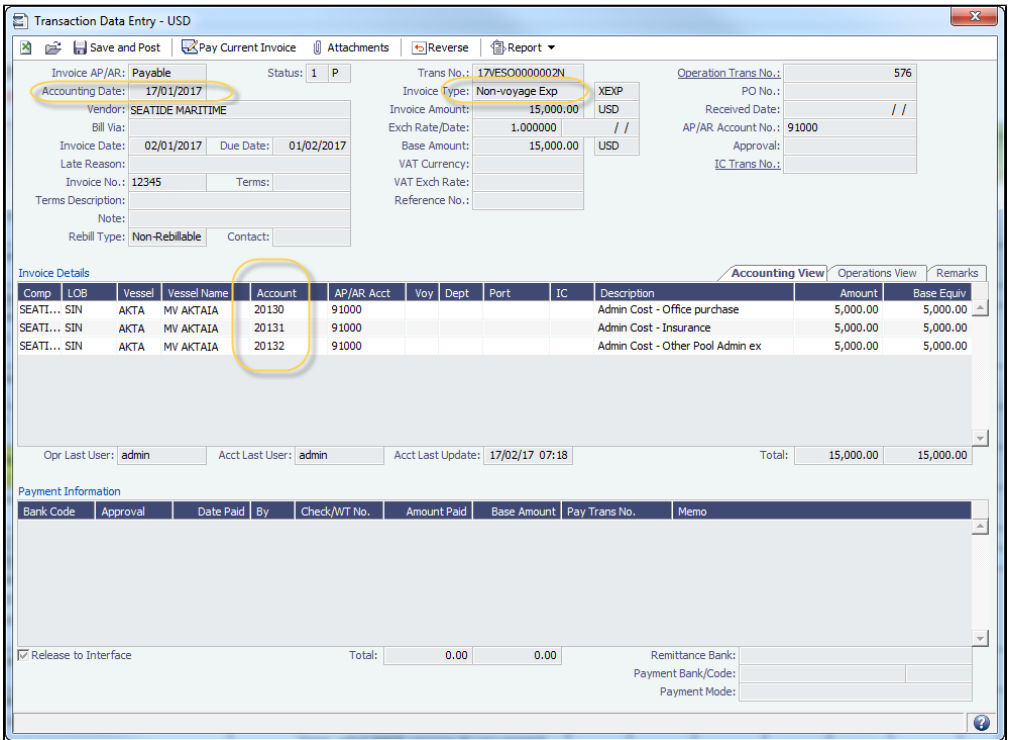
Pool Name	Company	DWT	Description	Pool Admin Accounts	Pool Start Date
CLASS A	SEATIDE ...	20,000		20130,20131,20132	08/07/15 00:00
CLASS B	SOUTHEA...	50,000		20130,20131,20132	08/07/15 00:00

Click here to add a row

Select the corresponding Ledger Account(s) to use in the Pooling Distribution as the Admin Fee.

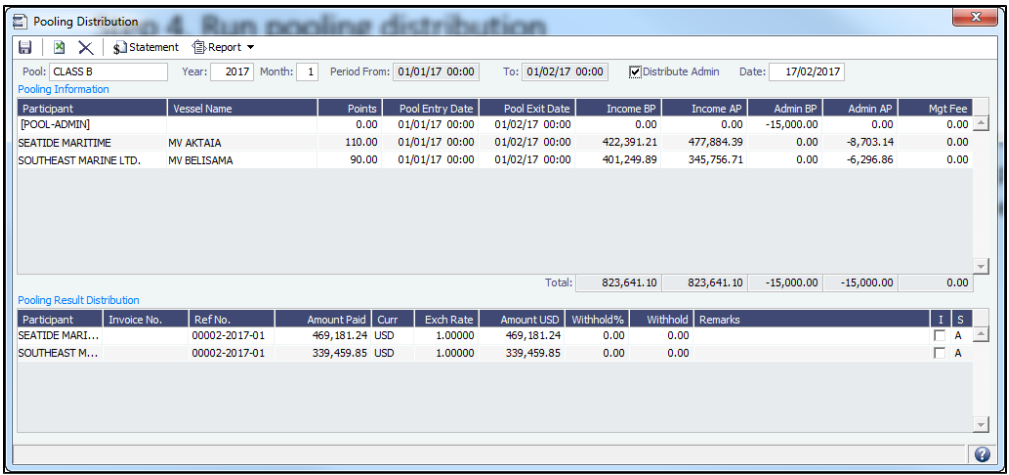
3. Create a Non-Voyage Exp/Rev or a Journal Entry for the Admin Fee

When expenses/revenues related to these accounts are incurred, they must be entered as Non-Voyage Expenses/Revenues or Journal Entries. In the Financials module, you can create them as **Transaction Data Entries** with Invoice Type **Non-Voyage Exp /Rev** or as **Journal Entries**. For both types, the **Accounting Date** must be in the Pooling Distribution period for which you want to distribute the Admin Fee.



4. Run Pooling Distribution

When running the **Pooling Distribution**, select the **Distribute Admin** check box.



When selected, a new **[POOL-ADMIN]** line appears, with the **Admin BP** (Admin Before Pooling) and **Admin AP** (Admin After Pooling) columns populated for all the vessels. The Admin Fee is distributed to the vessel owners proportional to their Income After Pooling (Income AP).

Income AP of the vessel / Total income of the pool = Admin AP of the vessel / Total Admin Fee
In this example: \$477,884.39 / (\$477,884.39 + \$345,756.71) = \$8,703.14 / (\$8,703.14 + \$6,296.86)

Note: The payment details do not show the breakdown, but only the total distributed amount.

Participant	Vessel Name	Points	Pool Entry Date	Pool Exit Date	Income BP	Income AP	Admin BP	Admin AP
[POOL-ADMIN]		0.00	01/01/17 00:00	01/02/17 00:00	0.00	0.00	-15,000.00	0.00
SEATIDE MARITIME	MV AKTAIA	110.00	01/01/17 00:00	01/02/17 00:00	422,391.21	477,884.39	0.00	-8,703.14
SOUTHEAST MARINE LTD.	MV BELISAMA	90.00	01/01/17 00:00	01/02/17 00:00	401,249.89	345,756.71	0.00	-6,296.86

Participant	Invoice No.	Ref No.	Amount Paid	Curr	Exch Rate	Amount USD	Withhold%	Withhold	Remarks
SEATIDE MARI...		00002-2017-01	469,181.24	USD	1.00000	469,181.24	0.00	0.00	
SOUTHEAST M...		00002-2017-01	339,459.85	USD	1.00000	339,459.85	0.00	0.00	

Item Select

Owner: SEATIDE MARITIME Remarks:

Code	Vessel	Voy No.	Agent	Ref Trans	Description	Amount USD
STMT	AKTA				Result Distribution, JAN 2017	469,181.24

Pooling Management Fee

The pool management Company may charge Participants for management fees/commissions. To incorporate Pooling Management Fees into your workflow, make sure [CFGPoolCommByAccount](#) is enabled and then do the following:

1. Set up Pooling Management Fee accounts.
2. Assign Pooling Management Fee by vessel.
3. Run Pooling Distribution.

1. Set Up Pooling Management Fee Accounts

Although the Pooling Management Fee is expressed as a percentage of gross revenues, it does not have to apply to all types of revenues. It is calculated only on those gross revenues falling into an account for which the **Mgt** check box is selected on the [Chart of Accounts](#) form.

To include a particular type of revenue in the Pooling Management Fee calculation, select the **Mgt** box in the applicable row.

Code	Account Name	Category	LOB	Ves	Voy	Port	Dept	I/C	Mgt
1100810	Bank 9909	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109920	Bank 5036	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109930	Bank 3320	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109940	Bank 3252	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109945	Bank 403	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109950	Bank 0853	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109960	Bank 301	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109970	Bank 465	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109990	Bank 248	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120805	Prepaid insurance chartered vessels (TCI)	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120806	Other prepaid insurance premiums	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120810	PDA - Description unknown	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120820	Bank - trust account	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120821	Bank Trust Account 2	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Assign Pooling Management Fee by Vessel

On the [Pool Assignment](#) form, enter **Mgt Fee%** (percentage of the Income After Pooling) or **Mgt Fee/Day** (flat daily rate) for each vessel.

Example:

- For the vessel **MV AKTAIA**, the Management Fee will be charged at 1% of the Income AP.
- For the vessel **MV BELISAMA**, the Management Fee will be charged at \$100 USD/day basis the On-Hire days.

Pool	Vessel Name	Code	Vessel Points	Source Pool	Premium	Net Daily Plan	Pool Entry Date	Pool Exit Date	Mgt Fee %	Mgt Fee Day	Participant
POOL 1	MV AKTAIA	AKTA	110.00		0.00	0.00	01/01/17 00:00		1.00	0.00	SEATIDE MARITIME
POOL 1	MV BELISAMA	BELI	90.00		0.00	0.00	01/01/17 00:00		0.00	100.00	SOUTHEAST MARINE LTD.

For each vessel:

- The percentage is applied on the gross revenue.
- The sum of all results in the pool is the Gross Commission.
- The percentage is applied on the weighted days (Pool Days * Vessel Points), which gives the Commission Weight for that vessel.
- The Pooled Commission is calculated by the Commission Weight applied on the Gross Commission.

3. Run Pooling Distribution

After running the **Pooling Distribution**, the **Mgt Fee** column is populated with the Pooling Management Fee calculated.

Example:

- For vessel **MV AKTAIA**, the Mgt Fee is \$4,778.84, which is the Income AP \$477,884.39 * 1%.
- For vessel **MV BELISAMA**, the Mgt Fee is \$2,741.32, which is \$100 USD/day * 27.4132 days, because the first voyage of the vessel commenced on January 4, 2017 at 22:05, so the On-Hire days for the month equal 27.4132 days.

Participant	Vessel Name	Points	Pool Entry Date	Pool Exit Date	Income BP	Income AP	Admin BP	Admin AP	Mgt Fee
SEATIDE MARITIME	MV AKTAIA	110.00	01/01/17 00:00	01/02/17 00:00	422,391.21	477,884.39	0.00	0.00	4,778.84
SOUTHEAST MARINE LTD.	MV BELISAMA	90.00	01/01/17 00:00	01/02/17 00:00	401,249.89	345,756.71	0.00	0.00	2,741.32

Total: 823,641.10 | 823,641.10 | 0.00 | 0.00 | 7,520.16

Vessel:	MV BELISAMA	Voy No./Opr Type:	BELI 1701 OVOV	Voyage Status:	Completed
Head Fix/Cost:	0.00	Trade Area:		Voyage Commencing:	04/01/17 22:05
Fixture No.:	20170001	Chtr Specialist:		Voyage Completing:	11/02/17 00:00
Bunker Calc Method:	FIFO	Ops Coordinator:		Last Update GMT:	17/02/17 07:36

▼ Related Config Flags

CFGPoolCommByAccount

When enabled, Pooling Management Fee and **owner's commission** calculation will be based on the amount in the accounts with **Mgt** selected in the Chart of Accounts.
CFGUseItemizedCommissionRate
 Enables setting multiple Commission rates for different Pool Vessels and adds Mgt Fee % and Mgt Fee/Day columns to the Pools and Pool Assignment forms.
CFGDistributePoolComm
 Calculates the Pooling Commission based on the Gross Income.

Withholding from Payments to Owners

Sometimes, the pool owner withholds some payment amount from the Pooling Distribution period and recovers it in future distribution periods. The Pooling module enables a workflow to settle this. To withhold and then recover a payment to an owner, follow these steps.

1. Set Up the Amount to Withhold from a Distribution Period

For example, to withhold **5%** of the total payable to the pool Participant **SEATIDE MARITIME** from the distribution period **Jan 2017**:

When running the **Pooling Distribution** for Jan 2017, in the Pooling Result Distribution grid, either enter **5%** in the **Withhold%** column or enter the corresponding dollar amount in the **Withhold** column. The withheld amount is then deducted from the payment. To check the withheld amount, right-click the line and then click **View Payment Details**.

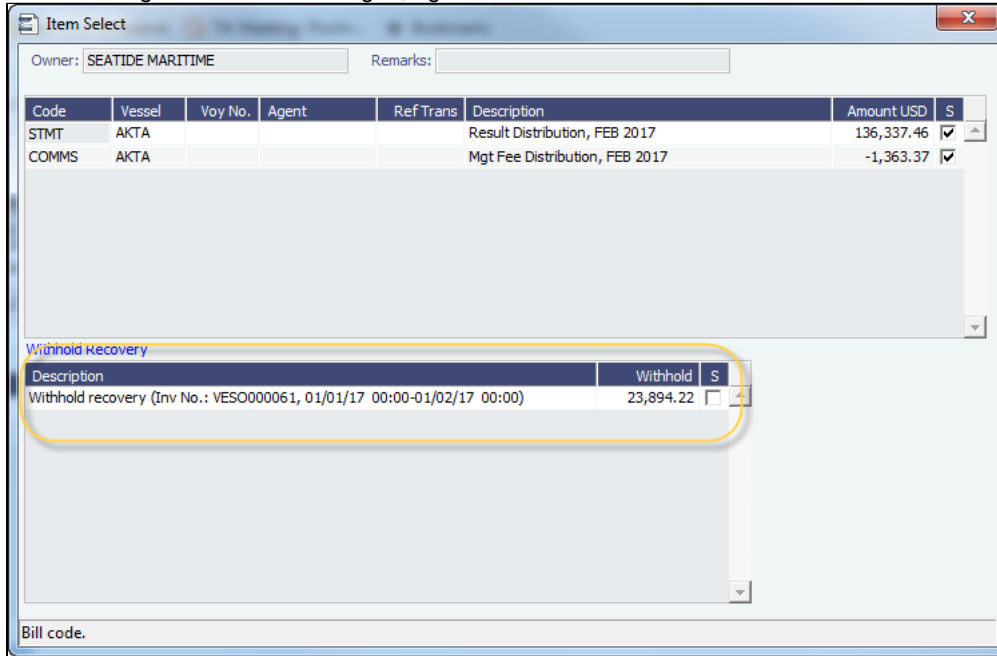
The screenshot shows the 'Pooling Distribution' window. At the top, it displays 'Pool: CLASS B', 'Year: 2017', 'Month: 1', and 'Period From: 01/01/17 00:00' to '01/02/17 00:00'. Below this is a 'Pooling Information' table with columns for Participant, Vessel Name, Points, Pool Entry Date, Pool Exit Date, Income BP, Income AP, Admin BP, Admin AP, and Mgt Fee. Two rows are visible: SEATIDE MARITIME (MV AKTALA) and SOUTHEAST MARINE LTD. (MV BELISAMA). Below the table is a 'Pooling Result Distribution' table with columns for Participant, Invoice No., Ref No., Amount Paid, Curr, Exch Rate, Amount USD, Withhold%, Withhold, and Remarks. Two rows are shown: SEATIDE MARITIME with a 5% withhold and a \$23,894.22 amount, and SOUTHEAST MARITIME with a 0% withhold and a \$0.00 amount. A 'Total' row at the bottom shows a total of 823,641.10 for Income AP and 7,520.16 for Mgt Fee.

The screenshot shows the 'Item Select' window. It has an 'Owner' field set to 'SEATIDE MARITIME' and a 'Remarks' field. Below is a table with columns for Code, Vessel, Voy No., Agent, RefTrans, Description, Amount USD, and S. Three items are listed: STMT (Result Distribution, JAN 2017, 477,884.39), COMMS (Mat Fee Distribution, JAN 2017, -4,778.84), and WITHHOLD (Withhold, -23,894.22). The WITHHOLD item is highlighted with a yellow circle. Below the table is a 'Withhold Recovery' section with a table for Description, Withhold, and S. At the bottom, there is a 'Bill code' field.

2. Recover the Withheld Amount in a Future Distribution Period

To recover the withheld amount for the pool Participant SEATIDE MARITIME from the distribution period Feb 2017:

1. Run the [Pooling Distribution](#) from Feb 2017.
2. In the Pooling Result Distribution grid, right-click the SEATIDE MARITIME line and then click **View Payment Details**.



The previously withheld amount appears under **Withhold Recovery**.

3. In the Withhold Recovery grid, select the **S** check box to select withheld amounts from previous periods to recover in this distribution period.

Intercompany Pooling Distribution Transactions

For an intercompany transaction, pooling distribution payable transactions can be mirrored to create receivable transactions.

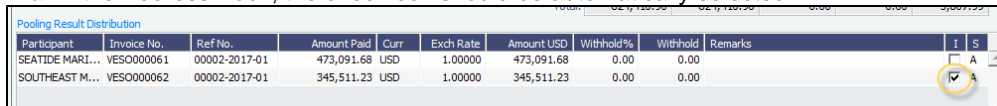
Configuration and Setup

Follow these steps:

1. Enable [configuration flag CFGEnableMultiRoleOnAddressBook](#).
2. Configure both the Pooling Company and the Pooling Participant as both type **O** (Owner) and type **W** (Company) in the [Address Book](#).
3. Add the following Business Rules:

Source	Code	Description
PLAR	POOLP	Pool Payment
PLAR	COMMS	Commissions
PLAR	ADJST	Pool Adjustment
PLAR	ADJCM	Pool Commissions Adjustment

4. In the Pooling Result Distribution line item, select the **I** (Intercompany) check box. If the Pooling Participant is marked as **integral** in the Address Book, the check box should be automatically selected.



Mirroring Pooling Distribution

Post the pooling distribution payable invoice. A mirrored pooling distribution receivable transaction is created with the same invoice details, except that the Company is the Counterparty and the Pool Participant is the Company. The mirrored transaction is created in Ready for Approval status and needs to be approved and posted.

The screenshot shows the 'Transaction Data Entry - USD' window. It contains several fields for invoice information: Invoice AP/AR (Receivable), Accounting Date (22/01/2017), Customer (SEATIDE MARITIME), Invoice Date (22/01/2017), Due Date (01/02/2017), Invoice Amount (345,511.23 USD), and Invoice Type (Pooling Distribution R). Below these fields is an 'Invoice Details' table with columns for Comp, LOB, Vessel, Vessel Name, Account, AP/AR Acct, Voy, Dept, Port, IC, Description, Amount, and Base Equiv. The table contains two rows: STMT (Result Distribution, JAN 2017) and SEML (Mgt Fee Distribution, JAN 2017).

Comp	LOB	Vessel	Vessel Name	Account	AP/AR Acct	Voy	Dept	Port	IC	Description	Amount	Base Equiv
STMT		AKTA	MV AKTATA	20302	61000					Result Distribution, JAN 2017	348,252.55	348,252.55
SEML		BELI	MV BELISAMA	90300	61000					Mgt Fee Distribution, JAN 2017	-2,741.32	-2,741.32

To open the Bill Viewer from the **Transaction Data Entry** form, above the Invoice Details grid, to the right, click the **Mirror Trans No.** field label.

When one of the mirrored invoices is reversed, the other is reversed as well.

Pooling Cash Distribution

On the Pooling Cash Distribution form, you can specify a Cash Amount to be distributed to the pool Participants.

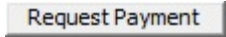

To access this form, you must have the **Pooling Cash Distribution Module Right** selected, under **Pooling** in Operations.

- In the Operations module center , under Pooling, click **Pooling Cash Distribution**.

The screenshot shows the 'Pooling Cash Distribution' window. It features input fields for Pool, Cash Amount (0.00), Total Allocated (0.00), Period From, Period To, Currency, Pool Participants' Items, Net (0.00), Total Applied To Distribution (0.00), and Amount Distributed (0.00). Below these fields are three summary tables: 'Pooling Distribution', 'Participants' Items', and 'Advance Payments'. The 'Pooling Distribution' table has columns for Participant, Trans No., Invoice No., Description, Amount, Allocated, and Balance. The 'Participants' Items' table has columns for Participant, Trans No., Invoice No., Amount, Allocated, and Balance. The 'Advance Payments' table has columns for Participant, Vessel Name, and Allocated.

- Select a **Pool**.
- Enter **Period From** and **Period To** dates. Details for the distribution appear in the following grids:

- **Pooling Distribution** includes all the posted Pooling Distribution invoices issued until the Period To date.
 - **Participants' Items** include all the non-Pooling, posted invoices issued by the pool Company with one of the pool Participants as the counterparty.
4. Enter the **Cash Amount** to be distributed. **Pool Participants' Items, Net; Total Applied To Distribution;** and **Amount Distributed** fields populate.
 - If the Cash Amount exceeds the invoice amounts in the Pooling Distribution and Participants' Items grids, advance payment amounts appear in the **Advance Payments** grid.
 - Participants' Items are always paid first.
 - Pooling Distribution invoices are paid according to the Period date, in an ascending order.
 - After all invoices are paid, Advance Payments are calculated for the Participants, based on their Vessel Points.

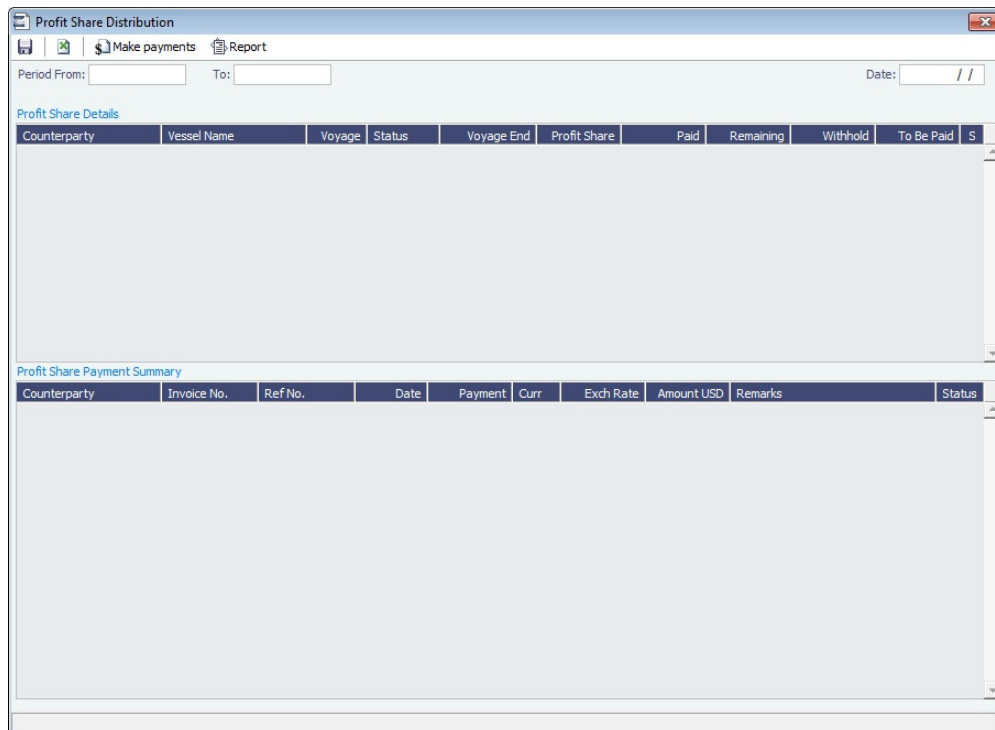
Note: The calculation of the amounts allocation always rounds the numbers down, so there might be a difference between the values in Cash Amount and Total Amount Allocated, and between Total Applied To Distribution and Amount Distributed.
 5. Do any of the following:
 - To create a Request for Payment XML notification that can be sent to a third-party system, click .
 - To view Pooling Cash Distribution reports, click  **Report** and then click one of the following reports:
 - **Summary:** Displays the balance before, the amount distributed, and the balance after for all Participants.
 - **Details:** Displays the same information as the Summary report, but itemized per invoices and Advance Payments.
 - **Receipts:** Displays the receipt for each Participant. When printing this report, page breaks appear between each receipt.

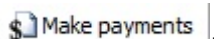
Profit Share Distribution

You can use the Profit Share Distribution form to distribute voyage profit to a third party.

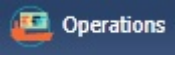
To access this form, you must have the **Profit Share Distribution Module Right** selected, under **Pooling** in Operations.

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.
 - You can enter a **Withhold** amount to be excluded from the payment.
3. To create Profit Share Distribution invoices, after checking the relevant records, click .

Pooling Reports

Links to the following reports are available in the Operations module center , under Pooling:

- [Pooling Summary](#)
- [Pooling Year Comparison](#)

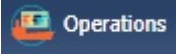
Pooling Summary

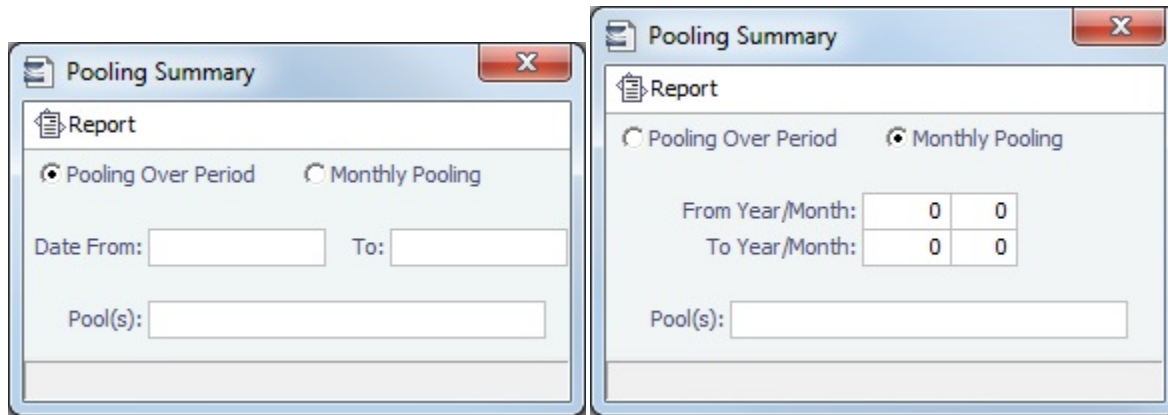
The Pooling Summary report is a pooling distribution summary for every vessel in one or more pools during a period.

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.

Note: Pooling distribution can only be calculated for a single period, not over time, because each month has a unique distribution of earnings. As a result, when the Pooling Summary report is run over multiple periods, it shows a summation of these periods instead of a recalculated overall.

To run the Pooling Summary report:

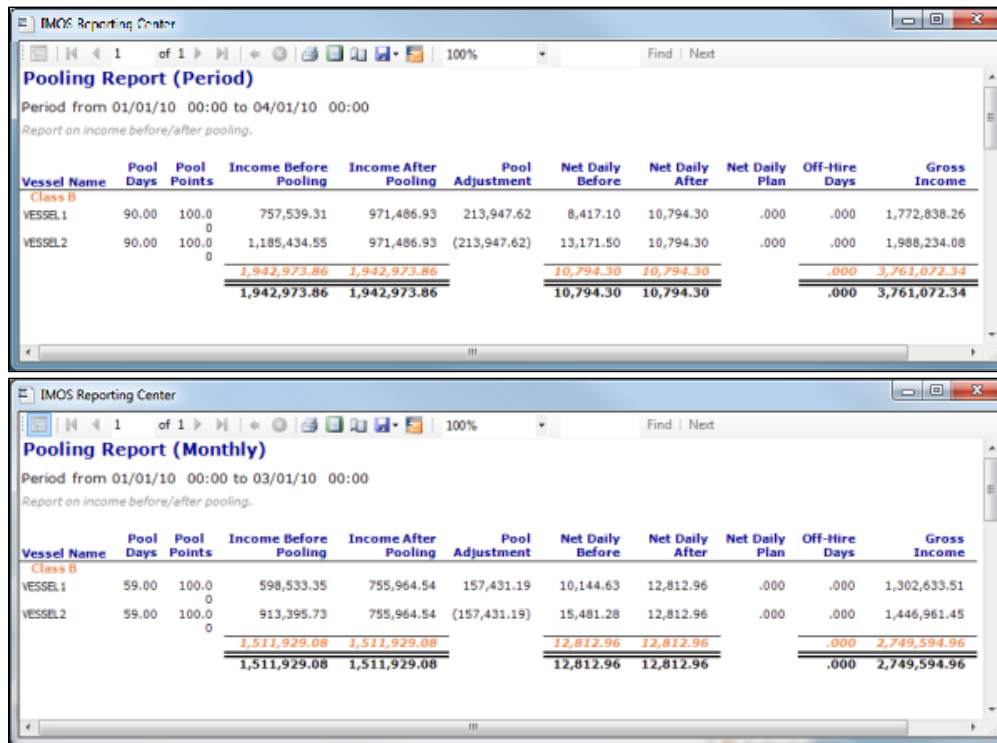
1. In the Operations module center , under Pooling, click **Pooling Summary**.



The image shows two side-by-side screenshots of the 'Pooling Summary' report configuration window. Both windows have a title bar with 'Pooling Summary' and a close button (X). The left window has a 'Report' section with two radio buttons: 'Pooling Over Period' (selected) and 'Monthly Pooling'. Below these are two text input fields labeled 'Date From:' and 'To:', and a larger text input field labeled 'Pool(s):'. The right window has the same 'Report' section but with 'Monthly Pooling' selected. Below the radio buttons are two sets of input fields: 'From Year/Month:' and 'To Year/Month:', each consisting of two small text boxes (the first contains '0' and the second contains '0'). Below these is a larger text input field labeled 'Pool(s):'.

2. Select the pooling type and time:
 - **Pooling Over Period:** This type lets you specify arbitrary dates, and having a longer period smooths out your exposure. If you select this type, enter **Date From** and **To**.
 - **Monthly Pooling:** If you select this type, enter **From Year/Month** and **To Year/Month**.
3. Select the **Pool(s)** to include.

4. Click  Report .



Pooling Report (Period)
Period from 01/01/10 00:00 to 04/01/10 00:00
Report on income before/after pooling.




Vessel Name	Pool Days	Pool Points	Income Before Pooling	Income After Pooling	Pool Adjustment	Net Daily Before	Net Daily After	Net Daily Plan	Off-Hire Days	Gross Income
Class B										
VESSEL1	90.00	100.00	757,539.31	971,486.93	213,947.62	8,417.10	10,794.30	.000	.000	1,772,838.26
VESSEL2	90.00	100.00	1,185,434.55	971,486.93	(213,947.62)	13,171.50	10,794.30	.000	.000	1,988,234.08
			<u>1,942,973.86</u>	<u>1,942,973.86</u>		<u>10,794.30</u>	<u>10,794.30</u>		<u>.000</u>	<u>3,761,072.34</u>
			1,942,973.86	1,942,973.86		10,794.30	10,794.30		.000	3,761,072.34

Pooling Report (Monthly)
Period from 01/01/10 00:00 to 03/01/10 00:00
Report on income before/after pooling.

Vessel Name	Pool Days	Pool Points	Income Before Pooling	Income After Pooling	Pool Adjustment	Net Daily Before	Net Daily After	Net Daily Plan	Off-Hire Days	Gross Income
Class B										
VESSEL1	59.00	100.00	598,533.35	755,964.54	157,431.19	10,144.63	12,812.96	.000	.000	1,302,633.51
VESSEL2	59.00	100.00	913,395.73	755,964.54	(157,431.19)	15,481.28	12,812.96	.000	.000	1,446,961.45
			<u>1,511,929.08</u>	<u>1,511,929.08</u>		<u>12,812.96</u>	<u>12,812.96</u>		<u>.000</u>	<u>2,749,594.96</u>
			1,511,929.08	1,511,929.08		12,812.96	12,812.96		.000	2,749,594.96

- **Pool Days:** The total on-hire days within the reporting period.
- **Pool Points:** Points assigned to each vessel, from the [Pool Assignment](#) form.
- **Income Before Pooling:** The Income BP over the reporting period.
- **Income After Pooling:** The Income AP over the reporting period.
For the details about how Income BP and Income AP are calculated, see [Pooling Distribution Calculation Details](#).
- **Pool Adjustment:** The difference between the Income AP and Income BP.
- **Net Daily Before:** Daily net income before pooling over the reporting period, calculated as Income Before Pooling divided by Pool Days.
- **Net Daily After:** Daily net income after pooling over the reporting period, calculated as Income After Pooling divided by Pool Days.
- **Net Daily Plan:** The net daily planned earning, from the [Pool Assignment](#) form.
- **Off-Hire Days:** Total off-hire days over the reporting period.
- **Gross Income:** The voyage's total revenue, from the [Voyage P&L](#).

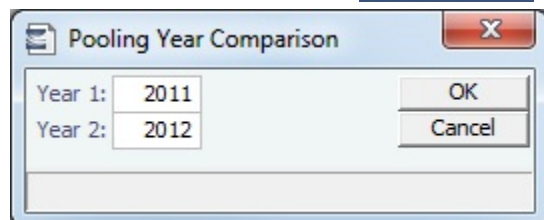
5. You can do any of the following:

- To print the report, click .
- To export the report, click  and then click **Excel**, **PDF**, or **Word**.
- To email the report, click .

Pooling Year Comparison

To view a Microsoft Excel report that compares pooling information from two different years:

1. In the Operations module center  Operations , under Pooling, click **Pooling Year Comparison**.



Pooling Year Comparison

Year 1: 2011

Year 2: 2012

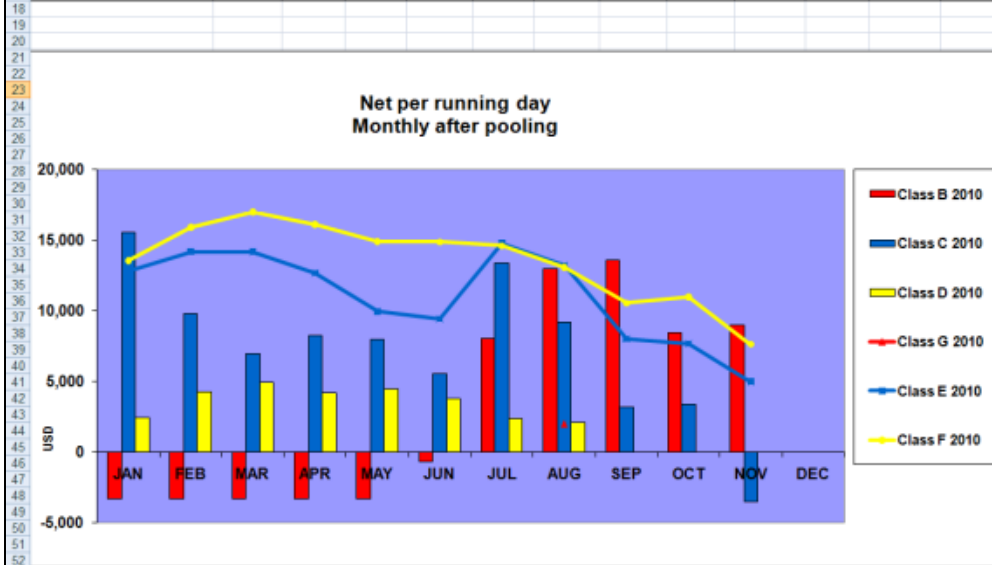
OK

Cancel

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 per running day, Monthly after pooling:**

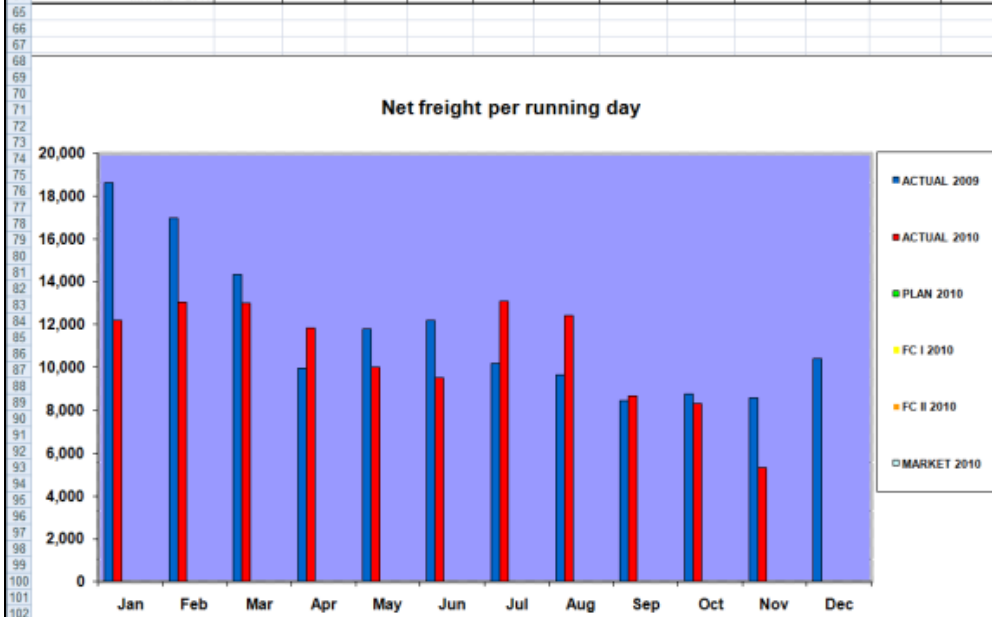
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Net freight per running day												
2	Monthly after pooling												
3													
4													
5		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
6	Class B 2010	-3,280	-3,280	-3,280	-3,280	-3,280	-685	8,049	12,961	13,573	8,460	8,956	
7	Class C 2010	15,545	9,788	6,952	8,219	7,993	5,566	13,378	9,204	3,186	3,398	-3,512	
8	Class D 2010	2,436	4,257	4,900	4,163	4,464	3,757	2,340	2,101				
9	Class G 2010							1,979					
10	Class E 2010	12,819	14,187	14,169	12,666	9,947	9,418	14,777	13,210	7,999	7,665	4,980	
11	Class F 2010	13,547	15,913	17,012	16,097	14,893	14,875	14,602	13,073	10,541	10,981	7,631	
12	Class A 2009												
13	Class B 2009	-3,280	-3,280	-3,280	-3,280	-3,280	-3,280	-3,280	-3,280	-3,280	-3,280	-3,280	-3,280
14	Class C 2009												8,768
15	Class D 2009	9,357	10,895	4,851	6,066	4,905	6,344	7,822	5,927	3,755	4,255	1,789	1,391
16	Class E 2009	18,668	16,957	14,332	9,079	12,058	12,647	9,712	9,318	7,025	7,723	7,774	10,439
17	Class F 2009	26,267	22,164	21,704	17,501	15,028	13,996	14,248	12,144	14,537	13,799	13,590	13,742



- **Net freight per running day, Average:**

- If you entered a **Net Daily Plan** value on the **Pool Assignment** form, that estimate also appears.
- You can also enter **Market** values for comparison; the chart updates to include any values you enter or edit.


	A	B	C	D	E	F	G	H	I	J	K	L	M
56	Net freight per running day												
57	Average												
58		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
59	ACTUAL 2009	18,620	16,952	14,354	9,969	11,780	12,176	10,199	9,672	8,447	8,761	8,575	10,406
60	ACTUAL 2010	12,188	13,061	13,021	11,843	10,026	9,531	13,083	12,402	8,687	8,312	5,339	
61	PLAN 2010												
62	FC I 2010												
63	FC II 2010												
64	MARKET 2010												



Demurrage and Claims

Note: Requires a Demurrage and Claims module license. The **General Demurrage Module Right** must be selected in [Security](#). Access to other forms and actions also requires specific Module Rights. Your configuration might differ from the information shown. For information on other features, please contact your account manager.

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, enabling them to determine the amount of demurrage to be charged, and to negotiate with the other parties. It also includes tools to track and improve Claims performance and limit Demurrage exposure to loss. In addition to the Laytime Calculator, it has workflow management tools: an overview of estimated, pending, and active demurrage claims on the Demurrage Summary, as well as a Time Bar Task List.

To access the Demurrage and Claims module center, click .

This section includes:

- [Demurrage and Claims Workflows](#)
- [Demurrage](#)
- [Claims](#)
- [Demurrage and Claims Reports](#)

Workflows


You can do any of the following using the Demurrage and Claims module:

[Page:Demurrage on Account](#)

[Page:Including Laytime in the Voyage P&L](#)

[Page:Including Laytime Invoices in a Freight Invoice](#)

Related Key Topics

 These **Key Topics** have high-value information for all users:

[Page:Claim](#)

[Page:Demurrage](#)

[Page:Estimated Demurrage](#)

Demurrage and Claims Workflows

You can do any of the following using the Demurrage and Claims module:

[Page:Demurrage on Account](#)

[Page:Including Laytime in the Voyage P&L](#)

[Page:Including Laytime Invoices in a Freight Invoice](#)

Demurrage on Account

Configuration flag `CFGEnableDemurrageOnAccount` enables the Demurrage on Account functionality.

Demurrage on Account allows partial demurrage invoices to be sent during a period, reducing the risk of large outstanding amounts. Each invoice is supported by an individual [Laytime Calculation](#) for the period invoiced. An incremental calculation creates a [Final Demurrage Invoice](#) by calculating demurrage for the entire voyage and subtracting the amounts already invoiced. This feature is for contracts where billing of Demurrage on Account is applicable for the discharging port only. The following conditions apply:

- Ports must be Reversible.

- Demurrage on Account works only with the Laytime Calculation [Deduction method](#).
- The [Cargo](#) form must be updated with the agreed terms.
- The calculation is only applicable for the discharging port.

This section explains the [configuration and settings](#) required to enable the functionality and the [workflow](#) for using this feature.

Demurrage on Account Configuration and Settings

Configuration

To configure Demurrage on Account, follow these steps.

1. Enable [configuration flag](#) **CFGEnableDemurrageOnAccount**.
2. Create a new Demurrage on Account [Port Activity](#) and link it to [Port Function](#) Discharging. This row is used to indicate the end date for the Demurrage on Account calculation.

Cargo Form Settings

On the [Cargo](#) form:

- Select the **Demurrage on Account** check box to indicate that the contract terms allow Demurrage on Account.
- **Billing Days**: Indicate the days on demurrage per invoice per period billed, or how frequently Demurrage on Account can be billed. This number is added to the Period From date on the [Laytime Calculation](#) to determine the Period To date.
- **Basis**: Select the method used:
 - **Calendar days**: Any interruptions from the period invoiced will be deducted.
For a Period of 7 days, starting 11/02/2012 12:00, with an interruption of 0.5 days:
Period: 11/02/2012 12:00 – 11/09/2012 12:00 = 7 days; demurrage amount based on 6.5 days.
 - **Demurrage days**: Demurrage will always be calculated for a full on-account period of 7 days, adding interruptions to the end date.
For a Period of 7 days, starting 11/02/2012 12:00, with an interruption of 0.5 days:
Period: 11/02/2012 12:00 – 11/10/2012 00:00 = 7.5 days; demurrage amount based on 7 days.
- Select the **Reversible** check box.

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

- Cargo:** GRAIN
- M3/MT, Ft3/MT:** 1.3499 | 47.6700
- Charterer:** CHARTERER 1
- Company/LOB:**
- Department:**
- C/P Place:**
- Laycan From:** 10/03/13 00:00
- Laycan To:** 10/13/13 00:00
- Trade Area:**
- Vessel Type:** SUPRAMAX
- Nominated Vessel:** BULKER 1
- CP Date/Form:** / /
- CP Qty/Unit:** 30,000 MT
- Option %/Type:** 10.00 MOLOO
- Min/Max Qty:** 27,000 | 33,000
- Freight Type:** F
- Frft Rate:** 15.0000
- Curr/Exch Rate:** USD | 1.000000
- Min Inv Qty:** 0.00
- Freight Via:**
- Demurrage Via:**
- Conf Date:**
- Status:** Confirmed
- Cargo COA:**
- Coordinator:**
- Reference No.:**
- Shipment No.:**
- VC In ID:** 0
- Estimate:**
- Voyage:** BULKER 1

Pricing Tab:

- Use Pricing From COA:** **Top-off:** **Reverse Top-off:** **Use Booking Qty on Scale Table:**
- Table:**

Load Port	Discharge Port	Cargo	Frft Type	Amount	Table	Basis	Xfrt
Click here to add a row							
- Broker Table:**

Broker	Amount	T	F	D	P	Code	Extra Freight Term	Rate/Lump	Update from Options
XADDCOM	1.250	%	2	D	<input type="checkbox"/>	DP	Dead Frft Percent of V	100,000.00	<input checked="" type="checkbox"/> Demurrage On Account
Click here to add a row									
						OP	Overage Percent of V	50,000.00	Billing Days: 0
									Basis: Demurrage days
- Freight Surcharge:** None
- Bunker Surcharge:** None
- Table:** Use BL Date
- Dem Scale Table:**
- Dem Curr/Exch Rate:** USD | 1.000000
- Load Dem/Des:** 10,000.00 | 5,000.00
- Disch Dem/Des:** 10,000.00 | 5,000.00
- Laytime Scale Table:**
- NOR Offset:** 0.000
- Laytime Allowed:** 0.00 H
- Dem TB Days:** 0
- Per Day:** **Per Hour:**
- Reversible:**

Remarks:

Calculating Period To and Balance (Days)

The methods of calculation depend on the **Basis** field setting on the Cargo form Pricing tab (also where the Billing Days quantity is set). If Basis is set to:

- **Calendar Days:**
 - Period To = Period From + Billing Days
 - For example, if Period From is May 21, 2016 and Billing Days were 3, Period To would be set to May 24, 2016
 - Balance (Days) = Period To - Period From - Any deductions that fall in period from/to
 - For example, if Period From is May 21, 2016 and Billing Days were 3, and there was a deduction of 1 day in this period, then Balance (Days) would be 3 days - 1 day = 2 days
- **Demurrage Days:**
 - Period To = Period From + Billing Days + Deductions
 - For example, if Period From is May 21, 2016, Billing Days are 3, and there is a deduction of exactly 1 day from May 22, 2016 through May 23, 2016, then Period To = May 21 + 3 + 1 = May 25, 2016
 - Balance (Days) = 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.

Demurrage on Account Workflow

A typical **Demurrage on Account** scenario is that the vessel has arrived at the discharging port but will stay at anchorage for a longer period of time, and demurrage will be invoiced on a frequent basis, as per the agreed terms.

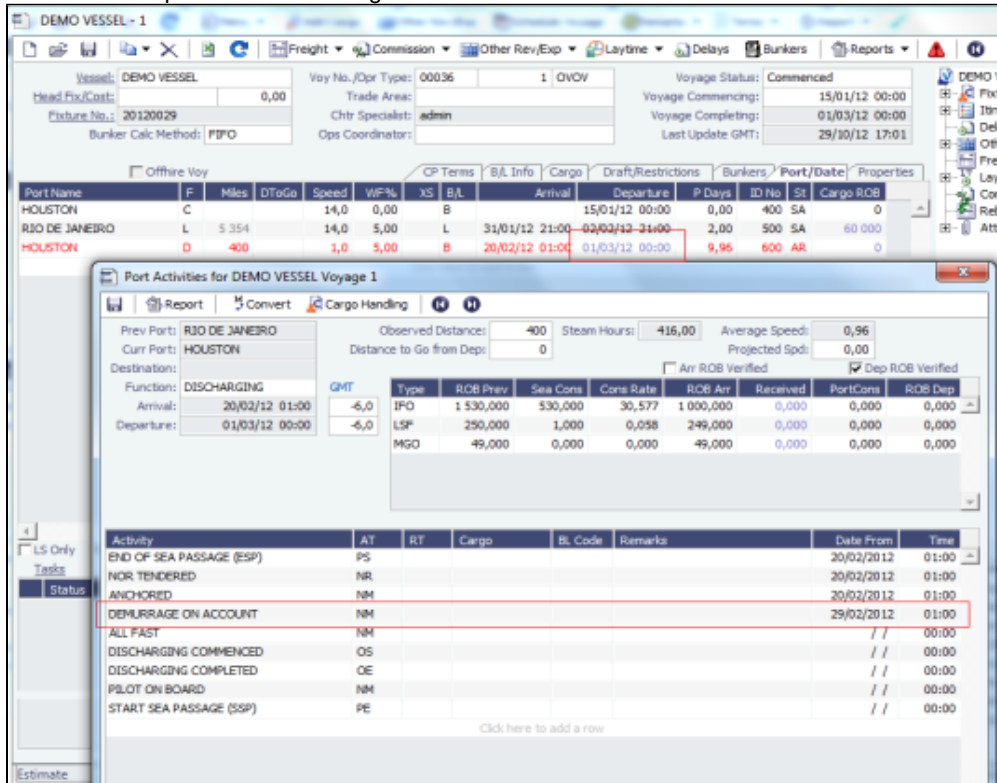
Cargo Form

Cargo form: In this example, **Basis** is set to Demurrage Days.

Voyage Manager

Voyage Manager:

- **Itinerary:** Maintain the ETD.
- **Port Activities:** Create Port Activities with the information on hand. Select the **Demurrage on Account** Port Activity and set the date/time up to when Demurrage on Account should be calculated.



Laytime Calculation Example

Laytime Calculation:

1. Import laytime for all ports.
2. Select the **Laytime Expires** check box and note that the demurrage will be calculated basis 7 days: Balance (Days).
 - **Demurrage Amount** = Actual demurrage, including date/time used in Demurrage on Account

- **Agreed Amount = 7 days demurrage @ USD \$ 10,000**

The screenshot displays the 'Laytime Calculation for Charterer - AR claim' window. At the top, it shows the charterer 'PETRO', vessel 'DEMO VESSEL 00036', and status 'Under Review'. Below this is a table of port activities with columns for Port Name, Cargo, F, Quantity, L/D Rate, Terms, Dem Rate/D, Des Rate/D, Allowed, Used, Deduction, and Balance. The activities include 'RIO DE JANEIRO' (FUEL, L, 60,000,000, 40,000.00, SHINC, 10,000.00, 0.00, 01d12:00, 01d20:00, 00d00:00, 01d04:00) and 'HOUSTON' (FUEL, D, 60,000,000, 40,000.00, SHINC, 10,000.00, 0.00, 01d12:00, 08d18:00, 00d00:00, -07d14:00). A summary row shows 'Total: 03d00:00, 10d14:00, 00d00:00, -07d14:00'. Below the table is a 'Port Activities' section with a table of activities including 'END OF SEA PASSAGE (ESP)', 'NOR TENDERED', 'ANCHORED', 'LAYTIME COMMENCED', 'DEMURRAGE START', 'LAYTIME COMPLETED', and 'DEMURRAGE ON ACCOUNT'. To the right, there are 'Import Activities' and 'Calculation' options, including 'On Account' and 'Period' settings. A summary of calculations shows 'Demurrage Amount: 75,833.33', 'Previously Invoiced Amount: 0.00', 'Agreed Amount: 70,000.00', and 'Difference: 0.00'. At the bottom, there are 'Deductions' and 'Calculation' summary tables.

3. Save the calculation as **Settled**, whereby the demurrage amount will be included in the P&L and the invoice can be posted.
4. Invoice the first Demurrage on Account.

Steps for New Periods

Follow the same steps for each new period to be invoiced:

1. Maintain the ETD.

2. Update Port Activity Demurrage on Account date/time.

DEMO VESSEL - 1

Vessel: DEMO VESSEL
 Head Fix/Cost: 0,00
 Fixture No.: 20120029
 Bunker Calc Method: FIFO

Voy No./Opr Type: 00036 / 1 OVOV
 Trade Area:
 Chr Specialist: admin
 Ops Coordinator:

Voyage Status: Commenced
 Voyage Commencing: 15/01/12 00:00
 Voyage Completing: 09/03/12 02:00
 Last Update GMT: 29/10/12 17:16

Port Name	F	Miles	DToGo	Speed	WF%	YS	B/L	Arrival	Departure	P Days	ID No	St	Cargo ROB
HOUSTON	C			14,0	0,00		B	15/01/12 00:00		0,00		400	SA
RIO DE JANEIRO	L	5 354		14,0	5,00		L	31/01/12 21:00	02/02/12 21:00	2,00		500	SA
HOUSTON	D	400		1,0	5,00		B	20/02/12 01:00	09/03/12 02:00	18,04		600	AR

Port Activities for DEMO VESSEL Voyage 1

Prev Port: RIO DE JANEIRO
 Curr Port: HOUSTON
 Destination:
 Function: DISCHARGING
 Arrival: 20/02/12 01:00
 Departure: 09/03/12 02:00

Observed Distance: 400
 Distance to Go from Dep: 0
 Steam Hours: 416,00
 Average Speed:
 Projected Spd:
 Arr ROB Verified
 Dep ROB Verified

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
IFO	1 530,000	530,000	30,577	1 000,000	0,000	0,000	0,000
LSF	250,000	1,000	0,058	249,000	0,000	0,000	0,000
MGO	49,000	0,000	0,000	49,000	0,000	0,000	0,000

Activity	AT	RT	Cargo	BL Code	Remarks	Date From	Time
END OF SEA PASSAGE (ESP)	PS					20/02/2012	01:00
NOR TENDERED	NR					20/02/2012	01:00
ANCHORED	NM					20/02/2012	01:00
DEMURRAGE ON ACCOUNT	NM					08/03/2012	01:00
ALL FAST	NM					//	00:00
DISCHARGING COMMENCED	OS					//	00:00
DISCHARGING COMPLETED	OE					//	00:00
PILOT ON BOARD	NM					//	00:00
START SEA PASSAGE (SSP)	PE					//	00:00

3. Create a new Laytime Calculation. (Do not reuse the previous one.)

4. Note that the next period appears, as well as Previously Invoiced.

Laytime Calculation for Charterer - AR claim

Charterer: PETRO
 Invoice No.:
 Vessel: DEMO VESSEL 00036
 Voyage No./Opr Type: 1 OVOV
 CP Form:
 CP Date: //
 Status: Under Review
 Analyst:

Port Name	Cargo	F	Quantity	L/D Rate	Terms	Dem Rate/D	Des Rate/D	Allowed	Used	Deduction	Balance
RIO DE JANEIRO	FUEL	L	60 000,000	40 000,00	SHINC	10 000,00	0,00	01d12:00	01d20:00	00d00:00	01d04:00
HOUSTON	FUEL	D	60 000,000	40 000,00	SHINC	10 000,00	0,00	01d12:00	16d18:00	00d00:00	-15d14:00

Total: 03d00:00 18d14:00 00d00:00 -15d14:00

RIO DE JANEIRO HOUSTON All Ports

Day	Date	Time	Activity	Remarks
MO	20/02/2012	01:00	END OF SEA PASSAGE (ESP)	
MO	20/02/2012	01:00	NOR TENDERED	
MO	20/02/2012	01:00	ANCHORED	
MO	20/02/2012	07:00	LAYTIME COMMENCED	
TU	21/02/2012	11:00	DEMURRAGE START	
TH	08/03/2012	01:00	LAYTIME COMPLETED	
TH	08/03/2012	01:00	DEMURRAGE ON ACCOUNT	

Import Activities Calculations: Reversible
 Laytime Expires
 Include in P&L
 Continuous Laytime
 HH:MM Format
 Once On/Always On Dem
 On Account Type: Period
 Period From: 28/02/12 11:00
 Period To: 06/03/12 11:00

Balance (Days):	7,000000
Original Claim Amount:	0,00
Curr/Exch Rate:	USD 1,00000
Demurrage Amount:	155 833,33
Previously Invoiced Amount:	70 000,00
Agreed Amount:	70 000,00
Difference:	0,00

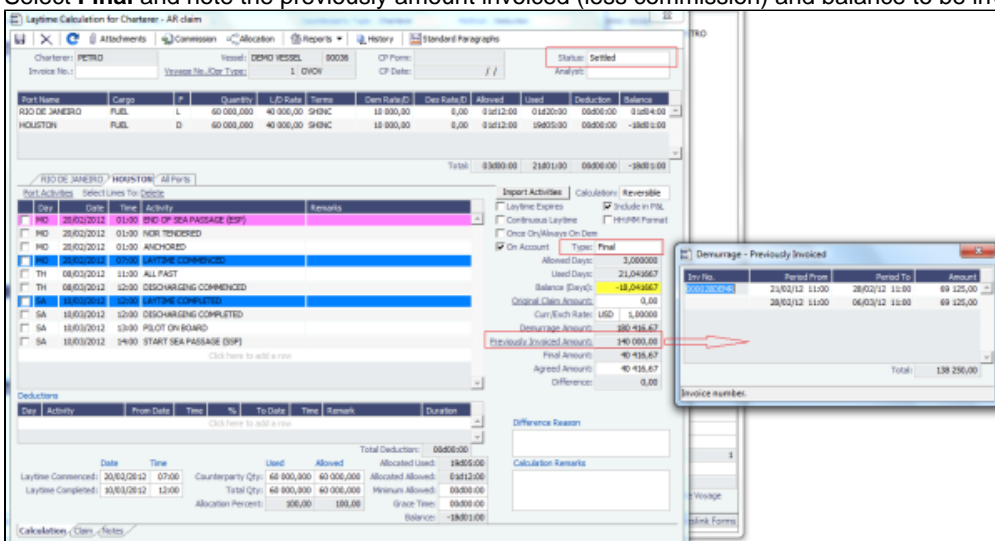
Total Deduction: 00d00:00

Allocated Used: 16d18:00
 Allocated Allowed: 01d12:00
 Minimum Allowed: 00d00:00
 Grace Time: 00d00:00
 Balance: -15d14:00

5. When the last Laytime Calculation should be done for the remaining part, do the following.

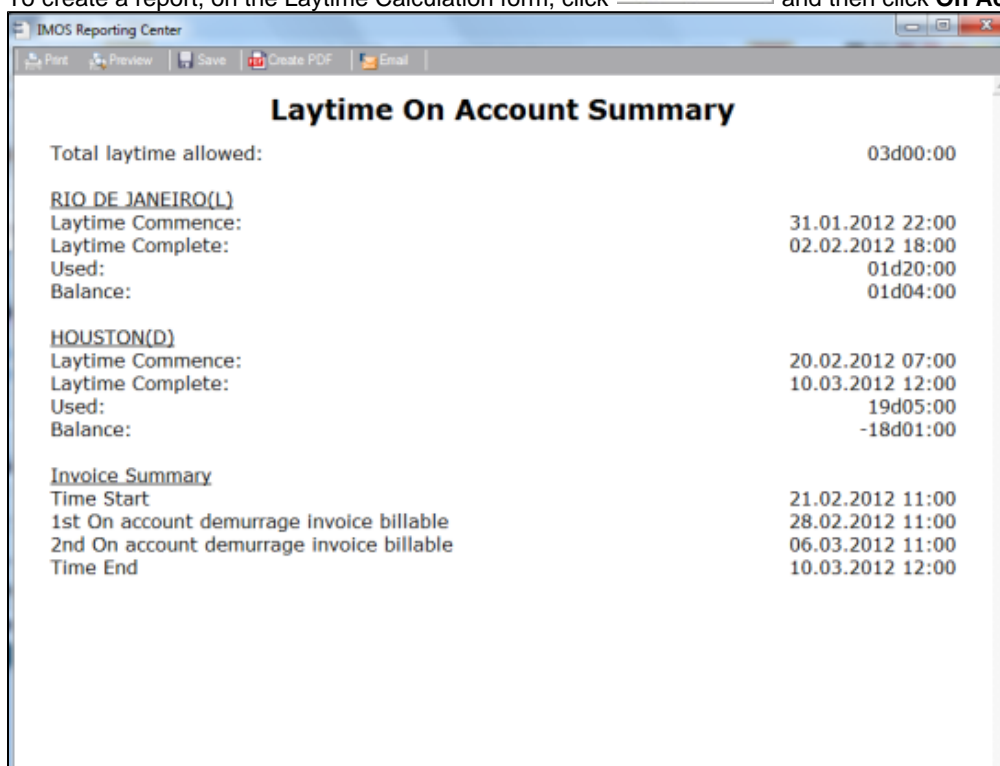
- Complete Port Activities.
- Create a new Laytime Calculation for all ports.

c. Select **Final** and note the previously amount invoiced (less commission) and balance to be invoiced.



Laytime On Account Summary Report

To create a report, on the Laytime Calculation form, click  and then click **On Account Summary**.



Including Laytime in the Voyage P&L

The IMOS [Laytime Calculator](#) offers the ability to choose when to include laytime in the voyage P&L. Including laytime in the voyage P&L is an important decision because demurrage and despatch amounts can have a significant impact on the overall voyage performance. Including demurrage and despatch can also affect [month-end closing numbers](#). Thus, the correct time to include the amount is often a joint decision between the Operations Team and the Accounting Team. Even when included, IMOS offers functionality to control [what percentage of the included amount is accrued](#) at month end, and what amount is provisioned as bad debt.

How IMOS displays the demurrage or despatch amount in the P&L depends upon factors in each Laytime Calculation. The IMOS **contract type**, **counterparty type**, and even selected **transaction type** affect how the number is displayed in the [Voyage](#)

Manager P&L Tab. The table below outlines how IMOS handles different Laytime Calculation scenarios from the perspective of the voyage P&L.

Contract Type (Contract Role)	Laytime Counterparty	Dem/Des	Trans. Type	Bill Source	Amount Sign	P&L Effect
VC-In (Charterer)	Owner	Dem	AP	DEMP	+	-
	Owner	Des	AP	DESP	-	+
	Supplier	Dem	AR	DEMR	+	+
	Supplier*	Dem	AP	DEMP		
	Supplier	Des	AP	DESP	-	+
	Supplier	Des	AR	DESR	-	-
	Receiver	Dem	AR	DEMR	+	+
	Receiver*	Dem	AP	DEMP		
	Receiver	Des	AP	DESP	-	-
	Receiver	Des	AR	DESR	-	-
Cargo (Owner)	Supplier	Dem	AR	DEMR	+	+
	Supplier*	Dem	AP	DEMP		
	Supplier*	Des	AP	DESP		
	Supplier	Des	AR	DESR	-	-
	Receiver	Dem	AR	DEMR	+	+
	Receiver*	Dem	AP	DEMP		
	Receiver*	Des	AP	DESP		
	Receiver	Des	AR	DESR	-	-
	Charterer	Dem	AR	DEMR	+	+
	Charterer	Des	AR	DESR	-	-

* IMOS does not support including these calculation types in the Voyage P&L. For these scenarios, see [FOB/Delivered Cargo](#).

Table Legend

- **Contract Type (Contract Role):** The underlying contract type for the relationship with the counterparty. This will often correlate to the Voyage Operation type, except in cases of Cargo Relet voyages.
- **Laytime Counterparty:** The counterparty type of the counterparty in the Laytime Calculation. This is selected on the [New Laytime Calculation Setup](#) form for each calculation.
- **Dem/Des:** Whether the calculation results in a demurrage or a despatch.
- **Trans. Type:** The IMOS Transaction Type for the calculation. For Owner and Charterer counterparty types, you cannot select this value. For Supplier/Receiver types, you can select this on the Laytime Setup form.
- **Bill Source:** The IMOS [Bill Source](#) for the demurrage or despatch invoice. This Bill Source determines how the calculation will appear on the voyage P&L, and will also determine the Business Rule used to post the transaction in Financials.
- **Amount Sign:** The sign of the demurrage or despatch amount on the Voyage P&L and its effect. For example, on a standard OVOV laytime, both demurrage and despatch are considered revenue (AR) transaction types, but demurrage is a positive revenue while despatch is a negative revenue.
- **P&L Effect:** The net impact on the P&L; positive being an increase to P&L, negative being a decrease to P&L.

Including Laytime Invoices in a Freight Invoice

It is possible to include Demurrage and Despatch invoices in a [Freight Invoice](#), with the following considerations:

- Demurrage and Despatch invoices included in the Freight Invoice will be shown with Posted status in the Voyage Manager Invoices tab.
- The Demurrage invoice will only be considered posted to the financial ledger when the Freight Invoice is posted.

Action	AP/AR	Counterparty	Status	Invoice No.	Port	Type	Invoice Date	Currency	Amount
Review	AR	KOCH FERTILISER TRAD	Posted	000008DEMR		Demurrage	03/12/15	USD	3,775.00
Create Invoice	AR	KOCH FERTILISER TRAD	Ready For Approval	000039FINV		Freight Invoice	03/12/15	USD	1,244,302.68
	AP	CLARKSON	Uninvoiced			Freight/Demurrage Commission		USD	0.00

- To include the Demurrage and Despatch invoice in a Freight Invoice, the Claim Status should be **In Progress** or **Settled**, and the invoice Status should be **Actual**.

Commissions for Included Demurrage

Scenario 1: Address Commission on Demurrage

1. In CP Terms Details, when Address Commission for Demurrage is set to **D** (Demurrage is commissionable and will be deducted from the invoice), a **Demurrage Add. Comm.** item appears in the Voyage Manager P&L tab.

Basis: <input type="button" value="Actual"/> Compare: <input type="button" value="Posted"/> All periods <input type="button" value="All periods"/>		Estimated	Actual
Operations	Description	Invoice No.	
Revenues			
▶	Freight		1,289,007
▶	Freight Comm.		(16,113)
▶	Freight Add. Comm.		(48,338)
▶	Demurrage		3,775
▶	Demurrage Comm.		(47)
▶	Demurrage Add. Comm.		(142)
	Demurrage Commission for XADDCOM @ 3.75% (Cargo:...		(142)
	Total Revenues		1,228,143
Expenses			
▶	Bunkers		100,000
▶	Port Expenses		1,145,618
	Total Expenses		1,245,618
	Voyage Result:		101,394
	Net Daily (TCE):		1,388
Running Cost			
	Total Running Cost		
Remarks: Edit			
	Profit (Loss):		1,128,143
	Net Voyage Days:		73.05
	Daily Profit (Loss):		13,919
	Total/Off hire days:	73.05	81.05
	Port/Sea days:	6.30 66.75	5.12 75.93

2. When you include this demurrage in the Freight Invoice, set the Freight Adjustment's Commissionable to **N**; otherwise the commission will be double-counted against Demurrage.

Freight Adjustment		
Description	Cargo ID	Commissionable
Demurrage (Inv. No.: VESX000008, , On 07/09/2015)		<input type="button" value="N"/>
Click here to add a row		


Scenario 2: Address Commission on Freight for Demurrage

1. In CP Terms Details, set the Address Commission for Demurrage to **N** (Demurrage is not commissionable).

- When you include this demurrage in the [Freight Invoice](#), set the Freight Adjustment's Comissionable to **Y**. The Address Commission appears under **Freight Add. Comm.** in the [Voyage Manager P&L tab](#).

Basis: Actual Compare: Posted All periods		Estimated	Actual
Operations	Description	Invoice No.	
Revenues			
▶	Freight		1,417,908
▶	Freight Comm.		(17,724)
▼	Freight Add. Comm.		(53,172)
	Cargo UREA GRANULAR, Address Commission: freight...		(48,338)
	Address Commission for Adjustment 3,775.00 @ 3.75 %		(142)
	Freight address commission		(53,172)
▶	Demurrage		3,775
▶	Demurrage Comm.		(47)
Total Revenues			1,347,012
Expenses			100,000
▶	Bunkers		1,145,618
▶	Port Expenses		100,000
Total Expenses			1,245,618
Voyage Result:			101,394
Net Daily (TCE):			1,388
Running Cost			13,919
Total Running Cost			
Remarks: Edit			
Profit (Loss):			101,394
Net Voyage Days:			73.05
Daily Profit (Loss):			1,388
Total/Off hire days:		73.05	81.05
Port/Sea days:		6.30 66.75	5.12 75.93

Demurrage

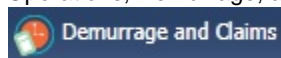
 This is a **Key Topic**, with high value for all users. See the [Key Information](#) below.


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 for laytime, so the Laytime Calculator knows how time counts toward demurrage.

Demurrage Workflow Types

Two different types of demurrage workflow are supported. 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 coordinate the work between Operations, Demurrage, and Chartering, have additional tools available from the **Demurrage and Claims module center**



- Operators** who are responsible for handling demurrage can access the Laytime Calculator from the **Operations module center**  or from the [Voyage Manager](#).

Key Information: Steps for Demurrage

- When a cargo handling operation is completed, [Create](#) links appear in the following lists. To begin creating a calculation, click a link.
 - [Demurrage Summary](#)
 - [Voyage Manager Invoices tab](#)
 - [Financials Create Invoices List](#) (if CFGEnableEstimatedDemurrage is enabled)
Alternatively, begin from a [Demurrage Claim](#), from the [Demurrage Summary](#).
- Set up the calculation using the [New Laytime Calculation Setup](#) form.
- Enter activities and calculate using the [Laytime Calculation](#).

4. Depending on the calculation:

- If no demurrage is due, set the **Status** to **No Demurrage**.
- If demurrage is due, after negotiations, set the **Status** to **Settled** and enter the **Settled Amount**. When the **Invoice Status** on the [Laytime Calculation](#) Claim tab is Actual, IMOS handles the invoicing.

Owner

You can calculate if demurrage is due as soon as an operation is completed:

- If laytime is not reversible, after each cargo is loaded or discharged
- If laytime is reversible, after the last cargo is discharged

Charterer

You might not do a calculation until you receive a Demurrage Claim from the Owner. However, if you have the opportunity to rebill suppliers or receivers at each port, you can create a calculation for each and evaluate it.

FOB/Delivered Cargo

If you are billed for demurrage for FOB/delivered cargo, you can complete [FOB/Delivered Cargo](#) information as the basis for the demurrage calculation and claim. If you have the opportunity to rebill suppliers or receivers, you can use the same Port Activities for the rebill calculations.

▼ Related Config Flags

CFGEnableEstimatedDemurrage

Enables Estimated Demurrage on the Create Invoices List.

Demurrage Setup

If you want to use the Demurrage workflow, before you do the Demurrage setup, Veson Nautical must work with you to understand and implement your rules.


To use Demurrage, set up Demurrage options on the following forms:

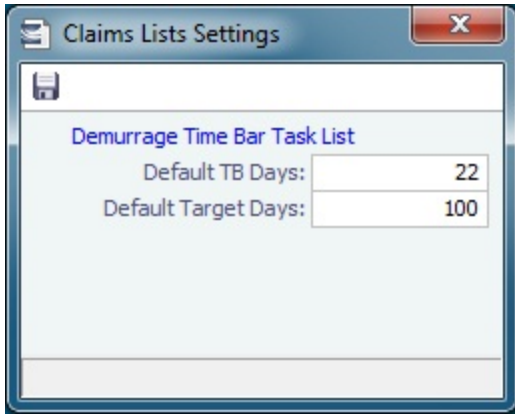
- [Port Activities Terms](#) for Laytime Calculations
- [Voyage Template](#)
- [Claims Lists Settings](#)
- [Claim Actions](#)

Claims Lists Settings

Time Bar Days and Target Days are used to determine the Time Bar Date and Target Date in [Laytime Calculations](#) and (if enabled by your Veson Nautical account manager) Demurrage Time Bar Tasks.

To access Claims Lists Settings, you must have the **Claims Lists Settings Module Right** selected, under **Setup** in Demurrage and Claims.

To set the default number of days, in the Demurrage and Claims module center , under Setup, click **Claims Lists Settings**.




- **Default Time Bar Days:** Used to calculate the **Time Bar Date**, the date by which the Demurrage Claim must be made. Time Bar Days are determined based on the following sequence of forms:
 1. CP Terms Details form for the Cargo: **Dem TB**
 2. If not specified, Cargo form, Pricing tab: **Time Bar Days**
 3. If not specified, Cargo COA form: **Time Bar Days**
 4. If not specified or COA does not exist, Charterer company Address Book entry: **Dem TB Days**
 5. If not specified, **Default TB Days** on this form
 6. If not specified, 90 days
- **Default Target Days:** Used to calculate the **Target Date**, the date by which you would like to have the Demurrage Claim completed. Target Days are determined based on the following sequence of forms:
 1. If Trade Area is set for the voyage, Trade Areas form: **Dem Target Days**
 2. If not specified, **Default Target Days** on this form
 3. If not specified, 45 days

These values appear on the Claim tab of the [Laytime Calculation](#), but you can change them.

Claim Actions

Claim Actions are used to record Claim or Demurrage processing activities. You can add each step in your process as a Claim Action. On the [Claim](#) or [Laytime Calculation](#) form, 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](#).

To access Claim Actions, you must have the [Claim Actions Module Right](#) selected, under **Setup** in Demurrage and Claims.

In the Demurrage and Claims module center , under Setup, click **Claim Actions**.


Claim Actions

Report


Code	Term	Paragraph	Follow-up Days
1	Internal Claim Review	Internal Claim Review	10
2	Claim Sent	Claim Sent	14
3	Note	Note	10
4	Payment Promised	Payment Promised	14

Click here to add a row

Estimated Demurrage

 This is a **Key Topic**, with high value for all users.

Configuration flag **CFGAllowEstLaytime** enables demurrage estimating, to make the P&L projection more accurate. When the actual demurrage is entered, it overrides this amount.

1. In the *Voyage Manager*, click  Laytime ▾, point to **Estimated Demurrage**, and then click **New**.

Estimated Demurrage

Vessel: MV HELENA HELEN Voy No.: 1423

Initial Estimate		Net P&L Amount	
Estimated On:	//	Estimate:	0.00
Rate per Day:	0.00	Calculated Amount:	0.00
Days Allowed:	0.00	Settled Amount:	0.00
Days Used:	0.00		
Estimate:	0.00	<input type="checkbox"/> Estimate Is Provisional	
Accrual %:			

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. For a Tanker, if **Days Used** is less than **Days Allowed**, the amount is 0, unless **Allow Despatch** is selected on the *Vessel* form.
 - If days and rates are not known, enter an **Estimate**. The Estimate is used on the Voyage P&L until your first Demurrage calculation.
4. Do any of the following:

- To have the Voyage P&L reflect the percentage of Demurrage and Demurrage Commission you expect to be collected, enter an **Accrual %**.
- 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.

The Estimated Demurrage Amount appears on the [P&L tab of the Voyage Manager](#).

▼ Related Config Flags

CFGAllowEstLaytime

In the Voyage Manager, changes the Laytime button to a drop-down menu with Estimated Demurrage as an option.




CFGEnableMultiEstDem

Makes the Estimated Demurrage calculation per charterer rather than per voyage; select the counterparty. With no Charterer entered, the calculation represents all charterers of the voyage without a charterer-specific Estimate. CFGAllowEstLaytime must also be enabled.

New Laytime Calculation Setup

The [Laytime Calculation](#) is created from this form. For chemical tankers, see [Booking-Based Laytime Calculation Setup](#).

1. To set up a Laytime Calculation, use one of these methods:

- In the [Voyage Manager](#), click  **Laytime** and then click **Laytime Calculation**.
- On the [Demurrage Summary](#), click  **New** 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  **Demurrage and Claims**, under Laytime, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.
- On the [Vessel Schedule](#), right-click the voyage bar and click **Laytime Calculator**.
Charterer or Owner:

New Laytime Calculation Setup

Vessel: MV AKTAIA Voy No.: 1544 Counterparty Type: Charterer Method: Time Counting

Charterer	S	Port Name	Cargo	BL Qty	Unit	F	Status	
CSA	<input checked="" type="checkbox"/>	ROTTERDAM	CEMENT	0	MT	L	..	<input checked="" type="checkbox"/>
		HAMBURG	CEMENT	0	MT	D	..	<input checked="" type="checkbox"/>

Include Transit Ports
 Include Purging Ports
 Include Cleaning Ports
 Include Waiting Ports
 Co-Load
 Reversible Selected Ports
 Laytime Expires
 Once On/Always On Dem

Claim ID	Counterparty	Type	Ports	Dem/Des	Invoice Date	Amount USD	Status

Receiver or Supplier:

New Laytime Calculation Setup

Vessel: MV JUNO Voy No.: 15113 AP/AR: AR Counterparty Type: Receiver Method: Time Counting

Receiver	S	Port Name	Cargo	BL Qty	Unit	F	Status	
		BOSTON (USA)	ALUMINA	0	MT	L	..	<input type="checkbox"/>
		NEW YORK	ALUMINA	0	MT	D	..	<input type="checkbox"/>

Include Transit Ports
 Include Purging Ports
 Include Cleaning Ports
 Include Waiting Ports
 Co-Load
 Reversible Selected Ports
 Laytime Expires
 Once On/Always On Dem

Claim ID	Counterparty	Type	Ports	Dem/Des	Invoice Date	Amount USD	Status

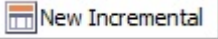
- On the New Laytime Calculation Setup form, check that the following values are entered, or enter them. Any existing demurrage calculations for this voyage appear in the table at the bottom.
 - Vessel:** Select from a list of all vessels: active vessels, deactivated vessels, and if a vessel name has changed, its old name appears here as well.
 - Voyage**
 - AP/AR (Receiver or Supplier):** Select whether to consider the demurrage or despatch as AP or AR.
 - Counterparty Type**
 - Method:** Deduction or Time Counting
- In the Counterparty and Port/Cargo tables, all options are selected. To **exclude** an option from the calculation, clear its check box. To select or clear all options, click the check box in the heading.

Note: In the Port/Cargo table, the configurable **Barges** column displays only those barges associated with the individual cargo (as established in the BL Info tab of the voyage itinerary). Additionally, in the Laytime Calculation, for any activity line to which more than one barge applies, the complete list of barges is listed in the Remarks column.
- Select any additional options and click **OK**. The [Laytime Calculation](#) opens.








Laytime Calculation

When you complete the [New Laytime Calculation Setup](#) form, the Laytime Calculation form appears. For chemical tankers, see [B ooking-Based Laytime Calculation](#).

The Laytime Calculation form includes the vessel, voyage, and Voyage Fixture information. It has these tabs:

- **Calculation tab:** Use either the **Deduction method** or the **Time Counting method** for the calculation.
- **Claim tab:** Track the progress of the Demurrage Claim.
- **Incremental tab:** Manage Incremental Claims you create using . These are adjustments from negotiations after posting/sending an initial invoice.
- **Notes tab:** Enter and track notes about the Laytime Calculation.

Toolbar

-  **New Incremental** : Create a new Incremental Claim.
-  **Attachments** : Open the Attachments form.
If you have created multiple incremental Demurrage Invoices, you can add attachments to each Demurrage Invoice. Attachments made to the Calculation tab will be linked with the latest incremental Demurrage Invoice in the calculation. Attachments made to each invoice will flow through to their Financials invoice when it is approved and posted.
-  **Commission** : Open the Freight-Relet Commission Summary.
-  **Allocation** : Open the Demurrage Allocation Summary.
-  **Reports** : Print a Demurrage Invoice to send to the charterer or view Laytime Calculation reports.
-  **History** : Run the Claim History report.
-  **Standard Paragraphs** : Add Standard Paragraphs to each invoice.

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** or **Time Counting**). For a new calculation, you can select the method that fits the type of voyage or your preference. A calculation uses either one method or the other, but you can create another calculation using the other method.

Cargo Grid

Charterer:	CSA	Vessel:	JUNE	JUNE	CP Form:		Status:	Under Review					
Invoice No.:		Voyage No./Op. Type:	1	TCOV	CP Date:	12/13/2013	Analyst:						
Port Name	Cargo	F	Quantity	L/D Rate	Terms	Dem Rate/D	Des Rate/D	Allowed	Used	Deduction	Balance	Laycan From	Laycan To
Boston	IRON ORE	L	40,000.000	40,000.00	SHEX4	0.00	0.00	01000:00	00000:00	00000:00	01000:00	12/11/13 00:00	12/16/13 00:00
Rotterdam	IRON ORE	D	40,000.000	40,000.00	SHEX2	0.00	0.00	01000:00	00000:00	00000:00	01000:00		
Total:									00000:00	00000:00	00000:00	00000:00	

The Cargo grid shows the details of each Load or Discharge operation. The Laytime Calculation form relies on this information to do the calculation. If any relevant information is missing, complete the fields.

- The **Quantity** column shows the CP Quantity in blue until operational quantities are entered; then they appear in black.

Right-click an itinerary line and click any of the following:

- **Remarks:** Opens the Remarks form, on which you can add additional information to the itinerary line.
- **View Cargo Details:** Opens the Cargo form.
- **View CP Terms:** Opens a read-only version of the [CP Terms Details](#) form.
- **Demurrage/Despatch Rates:** You can configure [multiple demurrage rates](#).

Port Activities

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, and an **All Ports** tab shows all activities in a single list, in chronological order. For each port, time allowed and time used are automatically prorated, based on the total cargo quantities at the port.

To enter port activities, do any of the following:

- **Import Activities:** To import all the Port Activities entered in the Voyage Manager, so you do not have to enter the Statement of Facts again, click [Import Activities](#) and select an option for **all ports** or for the **current port only**.
 - To import Port Activities from the voyage, click either **From voyage** or **From voyage (current port only)**.
 - If a calculation has already been done, click either **From existing Laytime Calculation** or **From existing Laytime Calculation (current port only)**.
 - To import Port Activities from the [Voyage Template](#), click **From Voyage Template**.
 - To import activities for [FOB Cargoes](#), click **From Reference Voyage**.
- To manually enter a local list of [Port Activities](#), click the last line or right-click to insert a line and then select **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, your changes are overwritten.
- Port Activity lines are color coded, but if you change the times, the colors do not update.
 - **Pink** = Arrival at port
 - **Green** = Weekend/Holiday for Time Counting method; Demurrage Start when the Laytime Expires check box is selected
 - **Blue** = Laytime Commenced/Completed

Deduction Method

This calculation method is typically used for tankers. 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 [setup](#), appear in the Deductions table below, with one line per deduction.

ANTWERP		NEW YORK	All Ports					
Port Activities		Select lines to: Delete						
Day	Date	Time	Activity	Remark				
<input type="checkbox"/>	FR	05/06/2013	01:00	NOR TENDERED				
<input type="checkbox"/>	FR	05/06/2013	02:00	ANCHORED	REASON:			
<input type="checkbox"/>	FR	05/06/2013	03:00	ALL FAST	BERTH:			
<input checked="" type="checkbox"/>	FR	05/06/2013	07:00	LAYTIME COMMENCED				
<input checked="" type="checkbox"/>	SA	05/07/2013	22:00	LAYTIME COMPLETED				
<input type="checkbox"/>	SA	05/07/2013	22:00	END LOADING CARGO				
<input type="checkbox"/>	SA	05/07/2013	23:00	CARGO DOCUMENTS ON BOARD				
<input type="checkbox"/>	SA	05/07/2013	23:30	UNMOORED				
Click here to add a row								
Deductions								
Day	Activity	From Date	Time	%	To Date	Time	Remarks	Duration
Click here to add a row								

With this method, you can use **Demurrage on Account**, which supports incremental invoicing for Demurrage over the life of a voyage, for the discharging port only.

Time Counting Method

This calculation method is typically used for dry bulk vessels. 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.

ANTWERP		NEW YORK	All Ports					
Port Activities		Ignore Weekends	COA Seq: 0					
Day	Activity	From Date	Time	%	To Date	Time	Remark	Duration
FR	NOR TENDERED	05/06/2013	01:00	0.00	05/06/2013	02:00		00d00:00
FR	ANCHORED	05/06/2013	02:00	0.00	05/06/2013	03:00	REASON:	00d00:00
FR	ALL FAST	05/06/2013	03:00	0.00	05/06/2013	07:00	BERTH:	00d00:00
FR	LAYTIME COMMENCED	05/06/2013	07:00	100.00	05/07/2013	22:00		01d15:00
SA	LAYTIME COMPLETED	05/07/2013	22:00	0.00	05/07/2013	22:00		00d00:00
SA	END LOADING CARGO	05/07/2013	22:00	0.00	05/07/2013	23:00		00d00:00
SA	CARGO DOCUMENTS	05/07/2013	23:00	0.00	05/07/2013	23:30		00d00:00
SA	UNMOORED	05/07/2013	23:30	0.00	05/07/2013	23:30		00d00:00
Click here to add a row								

- **Ignore Weekends:** Click **Ignore Weekends** to remove Weekend Start and Weekend End rows (if inserted) from the grid for each port. The percentages of the activities between them will be adjusted, and activities named Weekend will be removed.

Adjusting Port Activities

On the tab for a port, you can make any of the following adjustments to activities to record those that are relevant to the calculation. To see the original Port Activities form from the voyage, click the [Port Activities](#) link at the top of the list.

- Insert activities: Click the last line to add a line or right-click and insert a line.
- Delete activities:
 - **Deduction** method: Select activities and then click the [Delete Selected](#) link at the top of the list.
 - **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.
- With the **Barging** module, a **Barge** column appears before the Remarks field. Up to five barges from the voyage can be selected for an activity; if (All) is selected, hover text shows the names.

The Laytime Calculation form calculates when laytime commences and uses default percentages set according to the [Action Type of each Port Activity](#) to determine the time used for each activity. The percentages are initially set as follows:

Port Activity Type	Action Type	Time to Count	Initial Laytime Counting 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%

Resetting Percentages

The Laytime Calculator preserves all manually entered activity and deduction percentages, which appear in [blue text](#), unless you reset them.

To reset percentages to default values, below the Port Activities or Deductions grid, click [Reset Percentages](#) and then click **For all ports** or **For current port**. Default values appear in black text.

Setting Laytime Commence and End Times

You can configure default Laytime Commence and Laytime End activities on the [Port Activities](#) form in the Data Center. Set the Code for the Activity:

- **Laytime Commence:** OS (Operation Start)
- **Laytime End:** OE (Operation End)

The activity will be the first Operation Start/End line in the Port Activities. After making this change, you will need to delete and re-enter any lines with that activity that already exist, so they can take on the new behavior.

Calculation Method and Options

Import Activities Calculation: **Standard**

Laytime Expires Include in P&L

Continuous Laytime HH:MM Format

Once On/Always On Dem

Time Round Up

Allowed Days: 0.00000000

Used Days: 0.00000000

Balance Days: 0.00000000

Original Claim Amount: 0.00

Curr/Exch Rate: USD 1.00000

Amount Paid To Owner:

Demurrage Amount: 0.00

Agreed Demurrage: 0.00

Agreed Despatch: 0.00

Difference: 0.00

On the right side of the form, select a **Calculation** method:

- **Standard:** Demurrage/despatch amounts at different ports are added together to decide the final result of the calculation.
- **Average:** Balance days at each port are considered and added together 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.

For more details on how IMOS handles laytime in the Voyage P&L, see [Including Laytime in the Voyage P&L](#).

Summary Information

Summary information for the selected port appears below the Port Activities; you can edit this information.

	Date	Time	Used	Allowed	Allocated Used:	00d00:00	
Laytime Commenced:	/ /	00:00	Counterparty Qty:	222.000	222.000	Allocated Allowed:	00d00:00
Laytime Completed:	/ /	00:00	Total Qty:	222.000	222.000	Minimum Allowed:	00d00:00
<input type="checkbox"/> Apply Allocation Percent to Rate			Allocation Percent:	100.00	100.00	Grace Time:	00d00:00
					Despatch Time:	00d00:00	

Status and Saving

Before saving, select a **Status**:

Laytime Calculation Status	Comment	Default Value of Include in Voyage P&L check box	Invoice number generated after selected
New or Estimated		Cleared	No
Under Review	When you create a Laytime Calculation from the New Calculation Setup form, this is its Status.	Cleared	No
Preliminary		Selected	No
In Progress	When the final amount is being negotiated, select this Status.	Selected	Yes
Dispute		Selected	Yes
Settled	The demurrage amount may change after negotiations. When the amount is settled, enter the amount in the Agreed Amount field, then select this Status. If the Agreed Amount is not entered, the calculated Claim Amount is used. When the calculation status is set to Settled, the invoice status is automatically set to Actual.	Selected	Yes
No Demurrage	After doing the calculation, if you determine that there is no demurrage, select this Status. It is not looked at 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, Canceled, or Timebar		Cleared	No

Internal	When the cargo is being moved for an internal department, select this Status.	Cleared	No
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When you save 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

As you process the Claim, you can use this information to track its progress.

Claim Information

- **Time Bar Date:** The date by which the claim has to be sent to the counterparty; this date is calculated, but it can be manually adjusted. It defaults from contract information on the [Cargo](#) form; if not there, it uses the [Address Book](#) entry for the counterparty; if not there, it uses the system-wide default set on the [Claims Lists Settings](#). If not there, it is set to the last OE date in the voyage + 90 days.
- **Target Date:** The date by which the Claim should be completed; by default, it is the Time Bar date - 45 days. Otherwise, it is Target Days from the [Claims Lists Settings](#) form + the last OE date in the voyage.
- **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**

After a Claim is created, it appears as a row in the [Demurrage Summary](#).

Invoice Information

- **Status:** If the Laytime Calculation Status is **Settled**, the Invoice Status on the Claim tab is changed to **Actual**.
 - Laytime Calculations with Status **New** and the **Include In P&L** check box selected can be set to **Actual** and posted.
- **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.

- **Company:** If you are using auto-generated invoice numbers based on company and you edit this field, the invoice number on the claim will be generated based on the new company selection. If an invoice number already exists for this claim, you will be prompted to keep the existing invoice number or generate a new one based on the new company.
- **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, to remove the accrual amount from the next month accrual, set the value of the Accrual % back to 100 and click **Update** next to it.

Demurrage/Despatch Invoice Type Selection

The type of laytime transaction automatically changes, depending upon these factors:


- Whether the Company is on demurrage or despatch.
- The address type of the counterparty. This chart identifies transaction type logic.

Company Role	Counterparty Type	Dem/Des	Bill Source	AP/AR	Amount Sign	Default Invoice Title
Owner /Operator	Charterer	Demurrage	DEMR	AR	+	Demurrage Invoice
	Charterer	Despatch	DESR	AR	-	Credit Memo
Charterer	Owner	Demurrage	DEMP	AP	+	Payable Statement
	Owner	Despatch	DESP	AP	-	Despatch Invoice

In the **AP/AR** field of the New Laytime Calculation Setup form for a Supplier or Receiver, you can select if you want the demurrage or despatch to be considered as AP or AR.

Incremental Tab

On the Incremental tab, you can manage Incremental Demurrage Claims, for adjustments representing the result of negotiations after posting/sending an initial invoice. Because a previous Claim cannot be edited, the Claim must have an Invoice Number and a Status of Actual.

To create a new Incremental Claim, click  **New Incremental** . A numbered Incremental tab appears.

Laytime Calculation for Charterer - AR claim 535

Charterer: CSA Vessel: MV DAPHNE DPHN CP Form: Status: In Progress
 Invoice No.: 00007IDENR Voyage No./Op Type: 1 TCOV CP Date: // Analyst:

Claim Information

Claim Date: 03/10/2015 Original Claim Amount: 0.00 Difference Reason: Claim Status:
 Settled Date: // Calculated Amount: 0.00
 Time Bar Date: 12/04/2011 Agreed amount: 1,500.00 Last Action:
 Target Date: 10/20/2011 Difference: 1,500.00 Last Action Date: Update

Invoice Information

Invoice Date: // Invoice Amount: 493.75 Company:
 Invoice Status: Actual Curr/Exch Rate: USD 1.00000 Contact Name:
 Bill Via: Amount (USD): 493.75 VAT No.:
 Payment Terms: Add Comm %: 0.00 VAT %: 0.00
 Due Date: 03/10/2015 Include Address Commission PST %: 0.00
 Via Company: Use Tax Decision PO Number:
 Remittance Bank: Reference: Person In Charge:
 Accrual %: Update

Commissions

Broker	Rate Type	Rate	Amount	<input checked="" type="checkbox"/> Include Broker Commission
DEMIMPORT	P	1.25	-18.75	

Adjustments

Description	Amount	Remarks
Click here to add a row		

Previously Invoiced

Description	Amount	Invoice Date	Status
Previously Invoiced [000070DEMUR] - 987.500000	-987.50	03/10/2015	Pending

Invoice/Claim Remarks:

Calculation / Claim / Incremental 1 / Notes

- The Incremental tab is the same as the Claim tab, plus a **Previously Invoiced** grid, which shows previous Claims that were deducted from the current invoice amount to create the correct financial adjustments when posting this Claim. Other than the **Original Claim Amount**, the calculation can be edited.
- Only the data in the current Claim—the original or the most recent Incremental Claim—can be retrieved in the Laytime Calculator and appears in the **Voyage P&L**.
- Only the most recent Incremental Claim can be edited or deleted.
- The **Total Claim Amount** column in the **Demurrage Summary**, **Transaction Summary**, and Laytime table of the **Report Designer** represents the total amount due after considering all previous invoices, adjustments, and potential commission deductions.
- To access the **Final Statement Report**, click **Reports**. It shows the final agreed Laytime Amount: the newest Incremental Claim excluding Previously Invoiced amounts.
- An invoice can be printed for each individual Claim from its tab. Click **Reports** and then click **Invoice**.

Notes Tab

On the Notes tab, you can enter notes related to the Laytime Calculation. Notes can be added, edited, or deleted even after the invoice is approved/posted.

Adding a Note

To add a new note:

1. If a note already appears in the large text field at the bottom of the form, click **New** to clear the field.
2. In the text 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.

Editing a Note

To edit a note, click it in the list; it appears in the text field. Edit it and then click **OK**.

Deleting a Note

To delete a note, select its check box and then click the [Delete](#) link.

▼ Related Config Flags

CFGEnableDemurrageOnAccount

Enables 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 Cargo form and the Deduction method of the Laytime Calculation form support the creation of periodic and final on-account invoices for applicable voyages. Demurrage must be reversible to use this feature.

CFGLaytimeDeductionTableHeight

Defines the height of the Deductions table.

CFGHideToDateOnLaytimeActivity

Hides columns To Date and Time.

CFGDefaultLaytimeMethod

Sets the default calculation method for new Laytime Calculations.

CFGLaytimeSkipRoundingToMinutes

Prevents rounding of durations in Laytime Calculations to the minute when fractions are in them.

CFGZeroAllowedTimeForSupplierRe

ceiver

Makes the default Allowed Time 0 in Supplier/Receiver Laytime Calculations.

CFGLaytimeDefaultAllocationByCounterpartyQty

Prevents prorating of Counterparty Quantity.

CFGEnableDemurrageLiabilityLimit

Displays the Amount to Owner field and adds validation to compare it with the Agreed Amount.

CFGLaytimeReportExcludePortsWithoutActivities

Removes ports that have no Port Activities from the Laytime Calculation Report and Laytime Invoice.

CFGTaxOnTaxPST

Causes PST Tax to consider all items on the invoice as taxable, including other tax lines, rather than applying only to non-tax invoice items.

CFGWarnContinuousLaytime

Displays a confirmation dialog whenever the Continuous Laytime check box is changed on the Laytime Calculator.

CFGLaytimeImportDelays

Imports any applicable Delays when Port Activities are imported. Delays can also be manually selected in the Activities grid. For Delays imported or manually selected, the default value of the % column depends on the **Laytime** column value specified on the **Delay Types** form.

CFGUseInvDateAsExchRateDate

Causes the default Exchange Rate Date for Freight and Demurrage invoices to be the Invoice Date, rather than the Cargo contract Exchange Rate Date.

CFGIncludeInvoiceAttachmentBase64

When enabled, includes a base-64 encoded version of the invoice attachments in the XML output.

CFGEnableCargoBooking

Enables the Cargo Booking form.

CFGOpsRequirePaymentTerms

When enabled, the **Payment Terms** field is required on all operations invoices. On the Laytime Calculation Claim tab, the Payment Terms field is not required until an Invoice Number is generated.

Demurrage-Despatch Rates

Configuration flag **CFGMultiDemRate** enables multiple demurrage rates per Laytime Calculation (not per Cargo contract).

You can create multiple Laytime Calculations that use different Demurrage/Despatch rate tables. If the rate table differs between the load and discharge port, two separate calculations must be created.

To set up multiple demurrage rates, right-click on a port in a **Laytime Calculation** and click **Demurrage/Despatch Rates**.

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


Enter **Up to (days)** and **Demurrage** and **Despatch Rates**. Rules for calculating:

- If this form is populated, the rates entered here 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 days** 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

Demurrage Summary

With the separate [Demurrage and Claims](#) module, you can access the Demurrage Summary, an overview of all outstanding demurrage calculations. For chemical tankers, see [Demurrage Summary - Bookings](#).

In the Demurrage and Claims module center , under Quick Links, click **Demurrage Summary**.

Action	Vessel	Voyage No.	Status	Ports	Commence on	Commence on GMT	AP/AR	Cargo	LDI	Invoice No.	Invoice Date	Amount	Allowed Days	Operation Type
Edit	MAINE	910	In Progress	POINT LISAS	9/24/2009 11:30:00 AM	-04:00	AR	DRI PELLETS	L	000004DEDS			4.1931	TCOV
Edit	MAINE	910	In Progress	CONTRECOEUR	9/24/2009 11:30:00 AM	-04:00	AR	DRI PELLETS	D	000005DEDS			3.1444	TCOV
Edit	MAINE	911	In Progress	PORT CARTIER	10/26/2009 10:30:00 PM	-04:00	AR	IRON ORE	L	000012DEDS			1.0000	TCOV
Edit	MAINE	911	In Progress	POINT LISAS	10/26/2009 10:30:00 PM	-04:00	AR	IRON ORE	D	000013DEDS			2.1181	TCOV
Edit	MAINE	1001	Posted	HAMBURG	12/9/2009 8:30:00 AM	-04:00	AP	SOYABEAN	D	000038DEDS	1/29/2010	13,472.57	2.6347	TCOV
Edit	MAINE	1001	Posted	HAMILTON (CANADA)	12/9/2009 8:30:00 AM	-04:00	AP	SOYABEAN	L	000122DEDS	1/29/2010	4,056.94	3.1611	TCOV
Edit	MAINE	1002	In Progress	ST PETERSBURG (RUSSIA)	1/6/2010 10:06:00 PM	-04:00	AP	POTASH	L	000210DEDS			3.8361	TCOV
Edit	MAINE	1002	Estimated	PANJANG ...	1/6/2010 10:06:00 PM	-04:00	AR	POTASH	Mult	000211DEDS			0.0000	TCOV
Edit	MONTANA	1002	In Progress	MORMUGAO	1/8/2010 5:24:00 PM	-04:00	AR	IRON ORE	L	000154DEDS			3.2750	TCOV
Edit	MONTANA	1002	In Progress	LANSHAN	1/8/2010 5:24:00 PM	-04:00	AR	IRON ORE	D	000155DEDS			2.1833	TCOV
Edit	PORTLAND	1001	In Progress	IMMINGHAM	12/10/2009 1:25:00 AM	-04:00	AR	GREEN PETCOKE	L	000128DEDS			3.6757	TCOV
Edit	PORTLAND	1001	In Progress	VIZAG	12/10/2009 1:25:00 AM	-04:00	AP	GREEN PETCOKE	D	000248DEDS			5.7181	TCOV
Edit	PORTLAND	1002	Estimated	EHOALA	1/31/2010 3:20:00 AM	-04:00	AR	ILMENITE SAND	L	000196DEDS			0.0000	TCOV
Edit	PORTLAND	1002	Estimated	SOREL	1/31/2010 3:20:00 AM	-04:00	AR	ILMENITE SAND	D	000197DEDS			0.0000	TCOV
Edit	SEATTLE	1002	In Progress	VILA DO CONDE	1/22/2010 4:00:00 PM	-04:00	AR	ALUMINA	L	000189DEDS			1.7201	TCOV
Edit	TENNESSEE	1001	Posted	QUEBEC	12/5/2009 6:20:00 PM	-04:00	AR	WHEAT	L	000132DEDS	2/23/2010	7,984.38	5.1028	TCOV
Edit	TENNESSEE	1001	In Progress	ORAN	12/5/2009 6:20:00 PM	-04:00	AR	WHEAT	D	000118DEDS			5.1028	TCOV
Edit	TENNESSEE	1001	Estimated	QUEBEC	12/5/2009 6:20:00 PM	-04:00	AP	WHEAT	L	000035DEDS			5.1028	TCOV
Edit	TENNESSEE	1002	Estimated	QUEBEC	1/22/2010 3:55:00 AM	-04:00	AR	WHEAT	L	000221DEDS			0.0000	TCOV
Edit	TENNESSEE	1002	Estimated	HAVANA	1/22/2010 3:55:00 AM	-04:00	AR	WHEAT	D	000222DEDS			0.0000	TCOV
Edit	WISCONSIN	1001	Posted	PORT KEMBLA	12/30/2009 9:45:00 PM	-04:00	AR	STEEL SHEETS	L	000262DEDS	2/23/2010	5,920.04	4.9500	TCOV

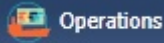

- To create a new [Laytime Calculation](#), click  and then click **New Laytime**.
- To create a new [FOB/Delivered Cargo](#), click  and then click **New FOB/Delivered Cargo**.
- To edit a Laytime Calculation, click the [Edit](#) link in the **Action** column.
- To open a Demurrage Invoice, click its link in the **Invoice No.** column.
- To see how much time remains before the Time Bar Date, by which a Demurrage Claim must be made, check the **Days to Expiration** column, calculated as Last Discharge Port ETA + Time Bar Days - Now.
- To follow up on actions, check the **Follow-up Date** column, the date of the Last Action plus the Follow-up Days set in the [Claim Actions](#) form. For example, if the last action taken was Request Sent, and it has 40 days for the Follow Up days, the Follow Up Date is the date the request was sent plus 40 days.



For more information on lists, see [Lists](#) and the [Lists tutorial](#).

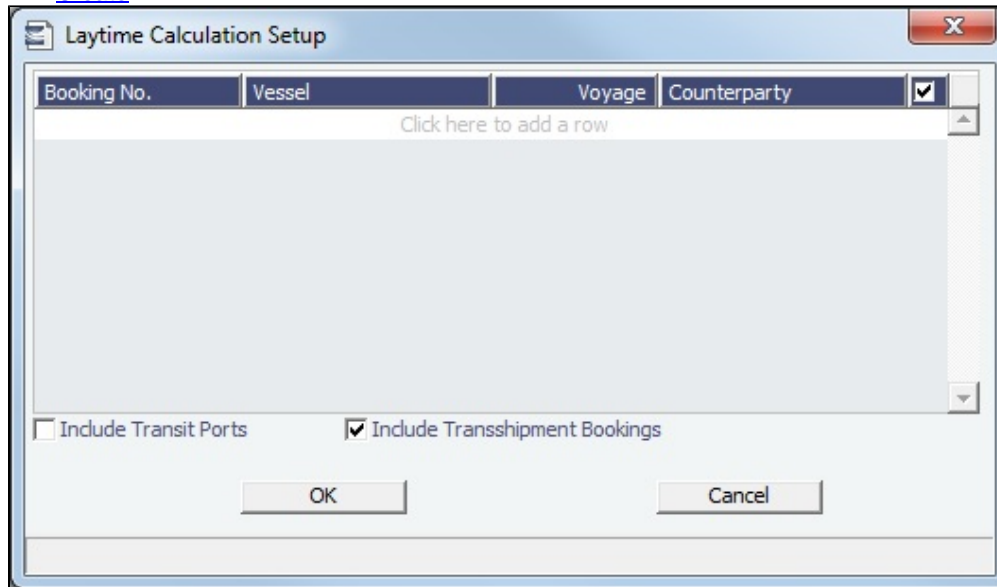
Booking-Based Laytime Calculation Setup

[Configuration flag CFGLayoutCalculator](#) enables the Booking-Based Laytime Calculator for chemical tankers; enter **laytime_c.exe** as the value for the flag. Otherwise, see [New Laytime Calculation Setup](#).

1. To set up a Laytime Calculation, use one of these methods:

- In the Operations module center , under Freight/Demurrage, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.
- In the Demurrage and Claims module center , under Laytime, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.
- On the [Vessel Schedule](#), right-click the voyage bar and then click **Laytime Calculator**.

- On the [Voyage Manager](#), click  **Laytime** and then click **Laytime Calculation**.
- On the [Demurrage Summary \(Bookings\)](#) list, click  **New** and then click **New Laytime**. Enter the **Vessel** and **Voyage**.
- On the [Demurrage Summary \(Bookings\)](#) list, [Voyage Manager Invoices](#) tab, or [Financials Create Invoices List](#), click the [Create](#) link.



Booking No.	Vessel	Voyage	Counterparty	<input checked="" type="checkbox"/>
Click here to add a row				

Include Transit Ports
 Include Transshipment Bookings

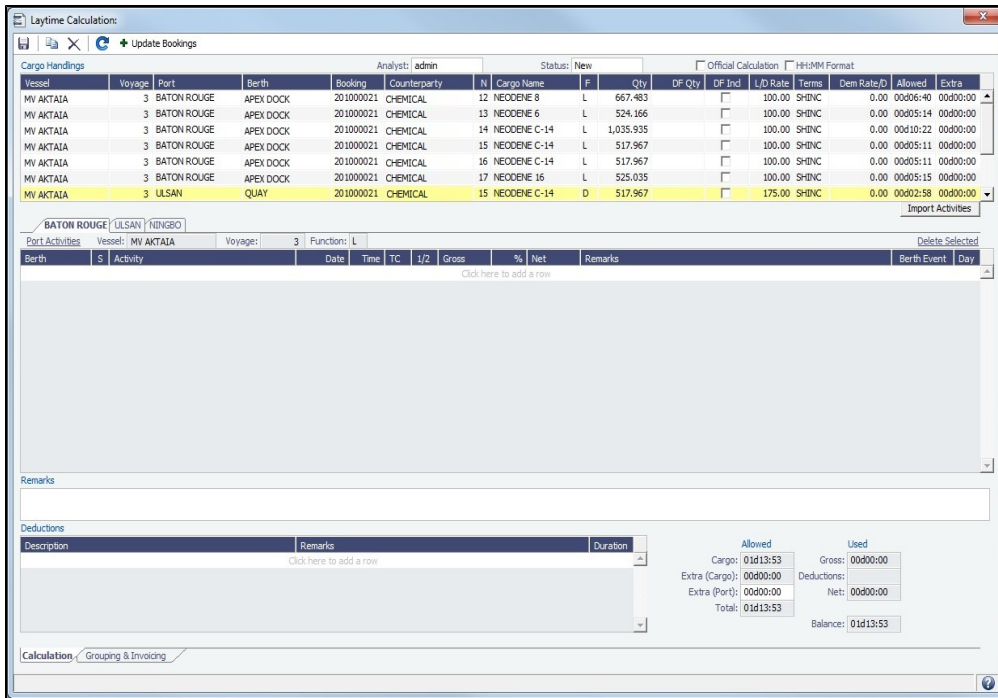
2. On the [Laytime Calculation Setup](#) form, select one or more **Booking Numbers**. The **Vessel**, **Voyage**, and **Counterparty** columns populate automatically.
 - To include or exclude all Bookings in the calculation, select or clear the check box in the table heading.
 - To include or exclude an individual Booking in the calculation, select or clear the check box in its row.
3. You can also do the following if necessary:
 - To include transit port times in the Laytime Calculation, select **Include Transit Ports**.
 - The **Include Transshipment Bookings** check box is selected by default; if you do not want them included, clear the check box.
4. Click **OK**. The Laytime Calculation form opens.

Booking-Based Laytime Calculation

When you complete the [Booking-Based Laytime Calculation Setup](#) form, the Booking-Based Laytime Calculator appears.

[Configuration flag CFGLaytimeCalculator](#) enables the Booking-Based Laytime Calculator for chemical tankers; type **laytime_c.exe** as the value for the flag. Otherwise, see [Laytime Calculation](#).

The Booking-Based Laytime Calculation form has two tabs: the [Calculation](#) tab and the [Grouping & Invoicing](#) tab.



Calculation Tab

Port Activities appear on a separate tab for each port call.

Cargo Handlings Grid

All cargo handlings appear in the Cargo Handlings grid, along with booking numbers for each cargo.

- Transshipment cargo handlings are highlighted in yellow.
- Interservice cargo handlings are highlighted in blue.

Vessel	Voyage	Port	Berth	Booking	Counterparty	N	Cargo Name	F	Qty	DF Qty	DF Ind	L/D Rate	Terms	Dem Rate	Allowed	Extra
MV AKTALA	3	BATON ROUGE	APEX DOCK	201000021	CHEMICAL	12	NEODENE 8	L	667,483			100.00	SHINC	0.00	00d06:40	00d00:00
MV AKTALA	3	BATON ROUGE	APEX DOCK	201000021	CHEMICAL	13	NEODENE 6	L	524,166			100.00	SHINC	0.00	00d05:14	00d00:00
MV AKTALA	3	BATON ROUGE	APEX DOCK	201000021	CHEMICAL	14	NEODENE C-14	L	1,035,935			100.00	SHINC	0.00	00d10:22	00d00:00
MV AKTALA	3	BATON ROUGE	APEX DOCK	201000021	CHEMICAL	15	NEODENE C-14	L	517,967			100.00	SHINC	0.00	00d05:11	00d00:00
MV AKTALA	3	BATON ROUGE	APEX DOCK	201000021	CHEMICAL	16	NEODENE C-14	L	517,967			100.00	SHINC	0.00	00d05:11	00d00:00
MV AKTALA	3	BATON ROUGE	APEX DOCK	201000021	CHEMICAL	17	NEODENE 16	L	525,035			100.00	SHINC	0.00	00d05:15	00d00:00
MV AKTALA	3	ULSAN	QUAY	201000021	CHEMICAL	15	NEODENE C-14	D	517,967			175.00	SHINC	0.00	00d02:58	00d00:00

- To see more booking lines without scrolling, expand the form vertically.
 - To add or delete bookings or transit ports in the calculation, click **+ Update Bookings**.
- Note:** Bookings and transit ports can only be removed if no invoices have been created for them. A transit port is always associated with the first booking from its voyage that is included in the calculation. All calculations for a transit port must be made manually.
- Right-click an itinerary line and then click any of the following:
 - **View Cargo Details:** Opens the **Cargo** form.
 - **View Booking Details:** Opens the **Cargo Booking** form.
 - **View Cargo Handling:** Opens the **Cargo Handling** form.

Port Activities Grid

In the Port Activities grid, there is a tab for each port. To import Port Activities from the voyage, click **Import Activities**. Laytime Commenced and Laytime Completed lines are inserted when Port Activities are imported.

NEW YORK SINGAPORE L'ESPIQUETTE												
Port Activities		Vessel: MV AKTAIA	Voyage: 3	Function: L								Delete Selected
Berth	Activity	Date	Time	TC	1/2	Gross	%	Net	Remarks	Berth Event	Day	S
Click here to add a row												
Remarks												

- Time counting is denoted by the start (S) and end (E) activities in the TC column. By default, S is inserted in the Laytime Commenced row, and E is inserted in the Laytime Completed row.
- All Port Activities appear in a single list; each activity appears on one line.
- **Berth Event:** The Berth Event check box can only be selected when E (End) or ES (EndStart) is selected in the TC column. When the Berth Event check box is selected, the Laytime Statement includes the value from this Port Activity's Remarks column.
- **1/2:** The 1/2 column is used to allocate the portion of demurrage time to be considered at half-demurrage rate. For example, if demurrage days is calculated as N, and 1 day is specified as 1/2 rate, N-1 is calculated at the full rate, and 1 day at half the demurrage rate. Time counting is denoted by the start (S) and end (E) activities in this column as well.
- **%:** In the % column, you can change the percent of time counting that applies towards demurrage.

Deductions and Totals

In the Deductions grid, add any time that you want deducted from the time counting. Any deductions in Port Activities in the voyage are not populated here.

All information in the bottom right—Time Allowed, Time Used, and the Balance—is brought over to the Grouping & Invoicing tab.

Deductions			Allowed	Used
Description	Remarks	Duration		
Click here to add a row			Cargo: 00d00:00	Gross: 00d00:00
			Extra (Cargo): 00d00:00	Deductions: 00d00:00
			Extra (Port): 00d00:00	Net: 00d00:00
			Total: 00d00:00	Balance: 00d00:00

Grouping & Invoicing Tab

Ports Grid

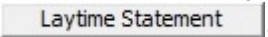
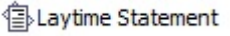
You can group ports by assigning group numbers to them in the Ports grid. The Groups grid displays aggregated details for all ports in a given group.

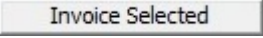
Ports										Official Calculation		HHMM Format	
Vessel	Voyage	F	Port	Berth	Arrival Date	Cargo	Time Allowed	Time Used	Balance	Group	Sec		
MV AKTAIA	3	L	BATON ROUGE	APEX DOCK	07/09/17 06:09	NEODENE 8	01d13:53	00d00:00	01d13:53				
MV AKTAIA	3	D	ILSAN	QUAY	08/24/17 23:18	NEODENE C-14	00d12:45	00d00:00	00d12:45				
MV AKTAIA	3	D	NINGBO	QUAY	08/30/17 07:00	NEODENE C-14	00d08:55	00d00:00	00d08:55				

Type a number in the Group column for each Port line. The group appears in the Groups grid. You can have multiple ports in the same group.

Groups Grid

Groups											Invoice Selected
Group ID	Allowed	Used	Balance	1/2 Rate Time	Rate/Day	Curr	Amount	S	Invoice No.		Laytime Statement
1	05d04:58	01d03:20	04d01:38	00d00:00	19,000.00	USD		<input type="checkbox"/>			
2	04d10:58	00d17:40	03d17:18	00d00:00	19,000.00	USD		<input type="checkbox"/>			

- The Groups grid contains the groups assigned in the Ports grid.
 - To add progressive Demurrage Rates for a group, right-click on a Group in the Groups grid and click **Demurrage Rates**.
- To create a Laytime Statement, select one or more groups and click .
 - If the statement and invoice need to be sent to a counterparty other than the charterer, you can enter a Bill Via party. The statement shows time-counting information for each port in the invoice and is categorized by berth.
 - If two or more groups are selected, and they have different currencies, the invoice amount for the second group is converted to the currency of the first group and added to the first group's amount; the exchange rate and calculation appear.
 - To view the Laytime Statement after it has been created, in the [Invoices grid](#), right-click the invoice, click **View Details**, and then click .

To create an invoice, select the Groups to be included and click .

Invoices Grid

Created invoices appear in the Invoices grid.

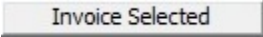
Invoices						
Invoice No.	Counterparty	Invoice Date	Amount	Currency	Status	Accrual %
000007DEMUR	CHEMICAL	08/06/2017	100.00	USD	A	

- Invoices can be reviewed, approved, and posted, just like a normal invoice. An invoice can have multiple bookings, and when it is posted, the corresponding demurrage amounts for each booking appear in the P&L of the respective voyages. The bookings may be in separate voyages, so the amounts go into the correct voyage.
- To view the invoice details, right-click a line, then click **View Details**.

Note: Invoices can only be created when the **Official Calculation** check box is selected. Bookings can be included in multiple calculations but in only one Official calculation.

Multiple bookings from multiple voyages related to different counterparties can be included in the same calculation. Therefore, a calculation can no longer be accessed from the voyage. It is displayed in the [Demurrage Summary - Bookings List](#).

Demurrage Invoice Details

To create an invoice, select the Groups to be included in the [Groups grid](#) and click .

Demurrage Invoice Details

Charterer: Charles Sven Andersson
Company: CHEMICAL
Bill Via:
Invoice Date: 08/06/2017
Payment Terms: C4 Payable 30 days
Due Date: 09/06/2017
Via Company:
Remittance Bank:

Calculated Amount: 0.00
Agreed Amount: 100.00
Auto Split

Status: Posted
P.O. Number:
Reference:
Invoice No.: 000007DEMR
Invoice Amount: 100.00
Curr/Ex. Rate: USD 1.000000
Amount (USD): 100.00
Accrual %: Update

Details

Booking ID	Vessel	Voyage	Description	Amount
201400108	MV AKTAIA	118	Demurrage for MV AKTAIA	28.29
201400109	MV AKTAIA	118	Demurrage for MV AKTAIA	28.60
201400183	MV AKTAIA	118	Demurrage for MV AKTAIA	10.08
201400184	MV AKTAIA	118	Demurrage for MV AKTAIA	33.03

Commissions Include Broker Comm. Include Address Comm.

Booking ID	Vessel	Voyage	Broker	%	Amount
201400108	MV AKTAIA	118	XADDCOM	2.50	0.71
201400109	MV AKTAIA	118	XADDCOM	2.50	0.72
201400184	MV AKTAIA	118	XADDCOM	2.50	0.83

On the Demurrage Invoice Details form:

- The **Charterer**, **Curr**, and **Ex Rate** are from the first booking in the invoice, but can be overwritten.
- The total demurrage amount is allocated to each booking in the invoice according to BL Qty, but can be overwritten. To set the allocated amounts back to the default, click .
- The Accrual percentage for the invoice is 100.00 when blank (the default); to change it, specify an **Accrual %**. To update it after the invoice is approved and can no longer be changed and saved, click .
- Any commissions entered in all the bookings in the invoice will populate in the Commissions grid if they have been denoted as **D** (Demurrage is commissionable and will be deducted from the invoice) in [CP Terms Details](#).
- Click to view the Laytime Statement Report.
 - If two or more groups are selected, and they have different currencies, all amounts are converted to the currency of the first group. The amounts from the groups are added together and displayed in the Calculated Amount field.

▼ Related Config Flags

CFGAggregateDemItemsOnInvoice

Aggregates the demurrage/despatch amounts in the Invoice report, instead of displaying them as one row per cargo handling (laytime.exe), or per booking (laytime_c.exe).

CFGDefaultTSDemToParentVoy

When a laytime_c calculation includes a transshipment booking and its parent booking, allocates all the demurrage costs for the transshipment booking to the parent voyage and none to the transshipment voyage.


CFGDefaultLaytimeCHHMMFormat

In the Cargo Handlings grid of the Booking-Based Laytime Calculator, selects the **HH:MM Format** check box by default.

Demurrage Summary - Bookings

Configuration flag **CFGLaytimeCalculator** enables the Booking-Based Laytime Calculator for chemical tankers; type **laytime_c.exe** as the value for the flag. Otherwise, see [Demurrage Summary](#).

The Demurrage Summary (Bookings) list is an overview of all outstanding Demurrage calculations.

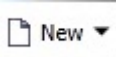
1. In the Demurrage and Claims module center , under Quick Links, click **Demurrage Summary (Bookings)**.
2. Select the **Voyage Commencing Date** that you want to see.

Demurrage Summary (Bookings) (Voyage Commencing Date: All) Voyage Commencing Date: All

View: Default View [View Modified: Save Changes Save As Revert]

<input type="checkbox"/>	Action	Vessel	Voyage No.	Status	Booking No.	Calculation	Official Calc (Y/N)	Counterparty	Voyage No.	Curr
<input type="checkbox"/>	Edit / Copy	MAINE	910	In Progress	201200003	2	N	CHARTERER2	201201	USD
<input type="checkbox"/>	Edit / Copy	MAINE	910	In Progress	201200003	19	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	MAINE	911	In Progress	201200003	20	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	MAINE	911	In Progress	201200003	21	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	MAINE	1001	Posted	201200003	22	N	CHARTERER7	201201	USD
<input type="checkbox"/>	Edit / Copy	MAINE	1001	Posted	201200003	27	N	CHARTERER7	201201	USD
<input type="checkbox"/>	Edit / Copy	MAINE	1002	In Progress	201200003	29	N	CHARTERER5	201201	USD
<input type="checkbox"/>	Edit / Copy	MAINE	1002	Estimated	201200003	30	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	MONTANA	1002	In Progress	201200003	31	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	MONTANA	1002	In Progress	201200003	32	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	PORTLAND	1001	In Progress	201200003	33	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	PORTLAND	1001	In Progress	201200003	34	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	PORTLAND	1002	Estimated	201200003	35	N	CHARTERER5	201201	USD
<input type="checkbox"/>	Edit / Copy	PORTLAND	1002	Estimated	201200003	36	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Edit / Copy	SEATTLE	1002	In Progress	201200003	37	N	CHARTERER2	201201	USD
<input type="checkbox"/>	Create	TENNESSEE	1001	Posted	201200003	38	N	CHARTERER5	201201	USD
<input type="checkbox"/>	Edit / Copy	TENNESSEE	1001	In Progress	201200003	39	N	CHARTERER5	201201	USD
<input type="checkbox"/>	Edit / Copy	TENNESSEE	1001	Estimated	201200003	40	N	CHARTERER1	201201	USD
<input type="checkbox"/>	Create	TENNESSEE	1002	Estimated	201200003	41	N	CHARTERER2	201201	USD
<input type="checkbox"/>	Edit / Copy	TENNESSEE	1002	Estimated	201200003	42	N	CHARTERER5	201201	USD
<input type="checkbox"/>	Edit / Copy	WISCONSIN	1001	Posted	201200003	43	N	CHARTERER5	201201	USD

user name / authentication server:environment

3. From the Demurrage Summary (Bookings) list, you can do any of the following:
 - To create a new Laytime Calculation, do one of the following:
 - Click  and then click **New Laytime**.
 - Click the [Create](#) link in the **Action** column for a booking on a Commenced voyage that does not have a calculation yet.
 - To include multiple bookings in one Laytime Calculation, select all their check boxes in the first column and click the [Create Laytime Calc](#) link.
 - To edit a Laytime Calculation, click its [Edit](#) link in the **Action** column.
 - To copy a Laytime Calculation, click its [Copy](#) link in the **Action** column.
 - To open a Cargo Booking, click its number link in the **Booking No.** column.

The **Time Bar Date** and **Target Date** are calculated from the date of each booking's final cargo discharge; they are blank until the final discharge date is entered.



For more information on lists, see [Lists](#) and the [Lists tutorial](#).

FOB-Delivered Cargo

With FOB (Free on Board) or delivered cargo, you are not tracking a voyage or paying freight, just giving or receiving cargo in a port. Your only concern is if there is a Claim at that port. You can create an FOB/Delivered Cargo as the basis for a [Demurrage](#) calculation or other [Claim](#). Depending on your contracts, you might be able to rebill suppliers and receivers. FOB/Delivered Cargoes appear in the Cargo List.

Creating a New FOB/Delivered Cargo Laytime Calculation for a New Cargo

To create a [Laytime Calculation](#) for a new FOB/Delivered Cargo:

1. In the Demurrage and Claims module center , click **FOB/Delivered Cargo** or on the Demurrage Summary, click  and then click **FOB/Delivered Cargo**.

- Specify Itinerary and Pricing details for the [Cargo](#).
- On the **Other Info** tab of the [Cargo](#) form, select the **FOB/Delivered Cargo** check box and complete the additional fields.

- Click the **Laytime Calculator** button in the lower middle of the tab.

Creating a New FOB/Delivered Cargo Laytime Calculation for an Existing Cargo

To create a [Laytime Calculation](#) for an existing Cargo:

- On the [Demurrage Summary](#), click the [Create](#) link to open the [New Laytime Calculation Setup](#) form. You might want to create a Laytime Calculation for a vendor and a supplier.
- Click **Import Activities** and then click **From Reference Voyage**.

Creating a Claim

To create a [Claim](#) for an FOB Cargo, click the **Claim** button. The **Existing Claims** grid displays all existing Claims and Laytime Calculations for the Cargo.

▼ Related Config Flags

CFGShowFobOnSchedules
 Display FOB Cargoes on the [Vessel Schedule](#) and the [Port Schedule](#).

Demurrage Allocation

You can allocate a Demurrage amount to different internal business units. To create a new Demurrage Allocation:

- On the [Laytime Calculation](#), click  [Allocation](#).

2. On the Demurrage Allocation Summary, click **New Allocation**.

The **Total Demurrage** (or Total Despatch) amount appears at the top of the Demurrage Allocation form.

3. For each business unit, select the **Cargo** and the **Internal Business Unit** to which you want to allocate the revenue or expense and enter either an **Amount** or a **Percentage** of the Total Demurrage to allocate. When you save the form, a Journal Entry is created to assign the correct percentages of the revenue or expense to the business units.

Related Config Flags

CFGExcludeDemurrageAllocationCo
 mmissionDefault

Select the Exclude Commission check box by default.

Demurrage Commission

You can create a Demurrage Commission Payment that is separate from the Demurrage Invoice.

Freight-Relet Commission Summary


To open the Freight-Relet Commission Summary, on the [Laytime Calculation](#), click **Commission**.

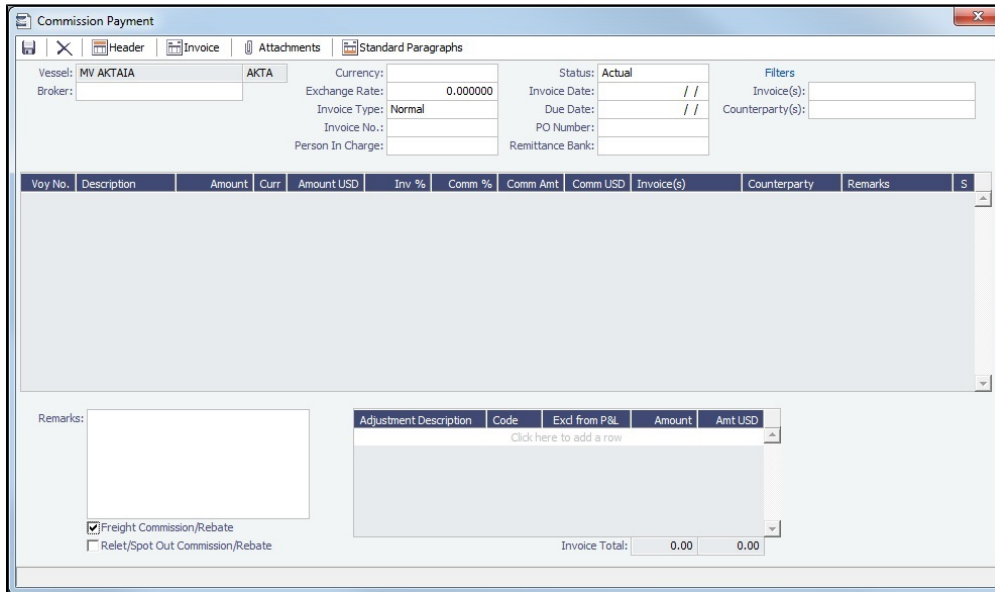
The Freight-Relet Commission Summary lists all existing Commission Payments for the voyage.



Commission Payment

To view an **existing** Commission Payment, on the Freight-Relet Commission Summary, right-click the line and click **Details**.

To create a **new** Commission Payment:

1. On the Freight-Relet Commission Summary, click .



2. On the Commission Payment, select the **Broker**.
3. Each possible payment appears, with the **S** check box selected. Clear check boxes for any detail lines you do not want to include.
4. To issue an incremental invoice, for which the accounts are balanced each time based on what has already been paid, change the Invoice Type to **Incremental**. The most recent commission is shown, with all previously invoiced items deducted from the total.
5. To filter the invoices shown in the grid, you can enter a full or partial value in the Invoice Number or Counterparty filters at the top right.
6. Enter an **Invoice Number** and any **Adjustment** information; you can add a negative adjustment value, and you can create a Commission Payment with only Adjustments.
7. Change the Status to **Actual** and click ; the invoice appears in Financials.
8. To print an invoice, click  **Invoice**.

A **configuration flag** (CFGFreightCommBasedOnPaidAmount) enables an alternate workflow.

Related Config Flags

CFGFreightCommBasedOnPaidAmount

- Bases Freight and Demurrage Commission on the paid amount instead of the actual calculated amount.
- Prompts to create Commission Invoices upon the payment of the invoice in the Transaction Data Entry, if the adjustments in the invoice are linked to the Cargo.
- Adds a Deducted from Freight/Demurrage Payment check box to the Commission form. Select it to set the commission amount; the counterparty of the Commission Invoice is set to be the Charterer.

Claims

The Demurrage and Claims module supports custom [Claims](#) of types other than Demurrage. Rather than being an invoice, a Claim is like an envelope for [invoices](#), which you review and post individually.


To use Claims, set up the following forms:

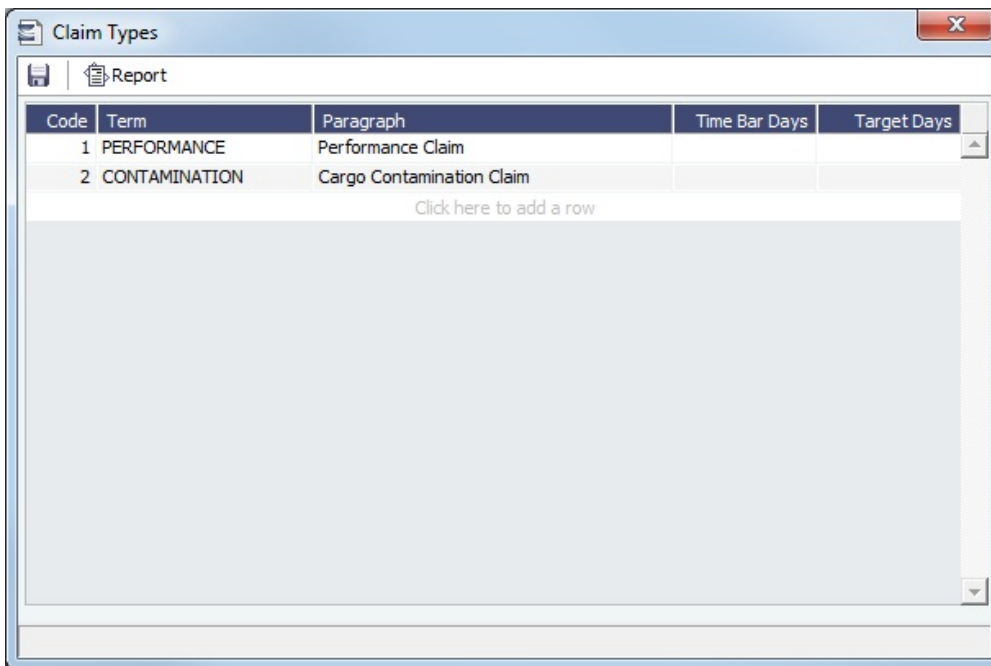
- [Claim Types](#), such as cargo damage claims, missed laycan claims, and pollution claims, and [Claim Sub-Types](#) for further details, so you can sort by them on the [Claim List](#)
- [Claim Actions](#), to record Claim or [Demurrage](#) processing activities

Claim Types

You can set up Claim Types to identify different types of [Claims](#). You can then select the Claim Type on the Claim and sort by it on the [Claim List](#).

To access Claim Types, the **Claim Types Module Right** must be selected for you in [Security](#).

In the Demurrage and Claims module center , under Setup, click **Claim Types**.



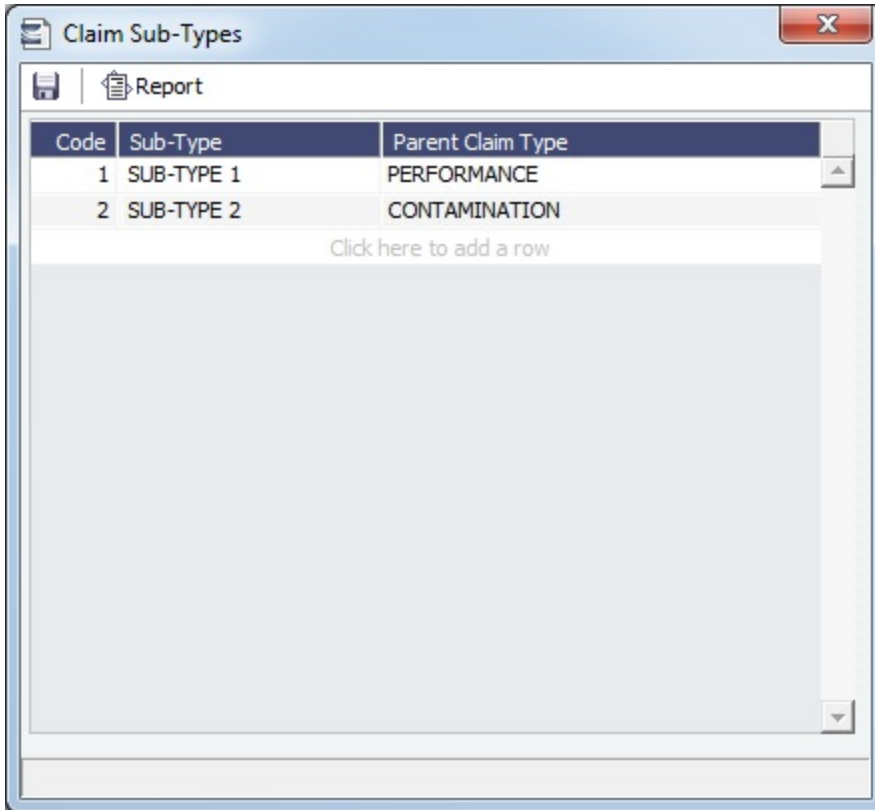
Claim Types can be further categorized into [Claim Sub-Types](#).

Claim Sub-Types


You can further categorize [Claim Types](#) to track and analyze [Claims](#) in greater detail by setting up **Claim Sub-Types**. You can then select the Claim Type and Claim Sub-Type on the Claim and sort by them on the [Claim List](#).

To access Claim Sub-Types, the **Claim Sub-Types Module Right** must be selected for you in [Security](#).

In the Demurrage and Claims module center , under Setup, click **Claim Sub-Types**.





Claim

 This is a **Key Topic**, with high value for all users.

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.

Creating a Claim

To create a Claim, do one of the following:

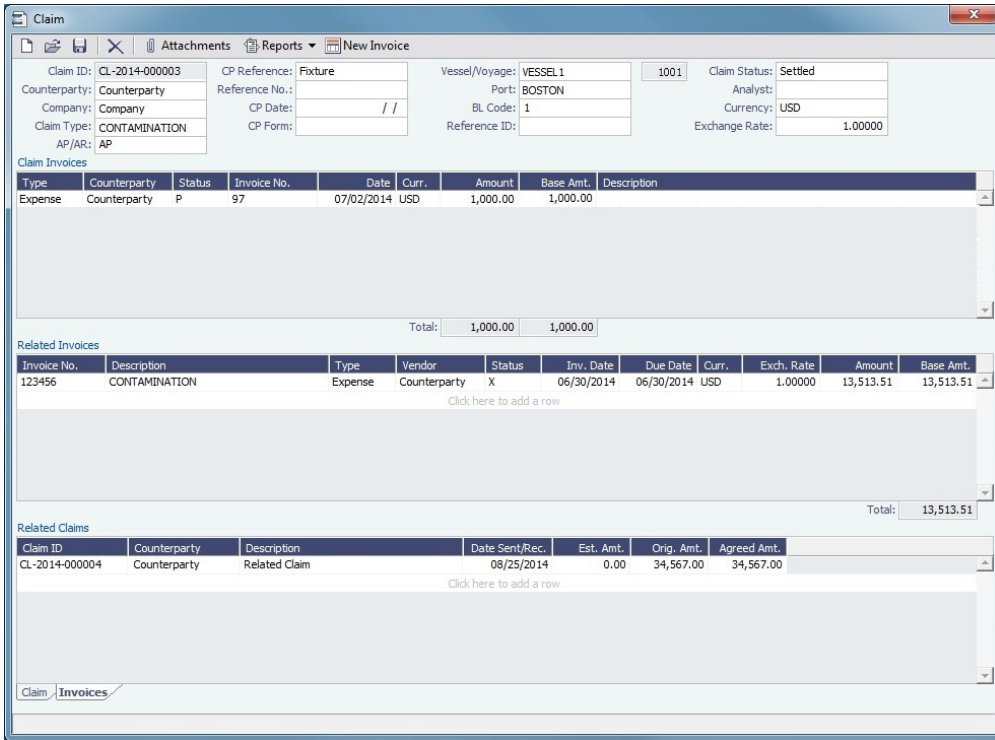
- In the Demurrage and Claims module center  **Demurrage and Claims**, under Quick Links, click **Claim**.
- On the [Claim List](#), click .
- For an FOB Cargo, click the **Claim** button on the [FOB/Delivered Cargo](#) form.

Claim Tab

- Select the **Counterparty** and enter at least the **Date Sent/Received**.
 - The Counterparty determines the default transaction type (AP or AR), although it can be changed.
 - Owner = AP: You have a contract with the owner to use the vessel, and if demurrage is incurred, you will have to pay the owner.
 - Charterer or Receiver = AR: You will be billing this to them to recoup the cost paid to the owner.
 - When a Claim is an AP, you can select a **Rebill Option**. Rebillable invoices appear in the [Create Invoices](#) list and on the [Voyage Expenses Rebill Management](#) form.
 - When a Rebill Claim is created for an internal counterparty:
 - **Claim Status** is Settled by default.
 - **Analyst** field is copied from the AP (Rebill) claim; if there are multiple AP (Rebill) invoices, the Analyst field is left empty in the resulting Rebill Claim.
 - **Agreed Amount** is set equal to the Original Claim Amount.
 - **Date Settled** is the date the rebill is created.
- **CP Reference:** Select a contract type or **Stand Alone**. For Claims associated with a contract:
 - **Reference No.:** Select a [Voyage Fixture](#), [TC In](#), [TC Out](#), or Service Contract ID. If the contract is scheduled, Claim Invoices appear on the [Invoices](#) tab of the Voyage Manager for the reference **Vessel/Voyage**.
 - For an **FOB Cargo**, select the FOB Cargo in the **Vessel/Voyage** field. After the Claim is saved, it appears on the **FOB Cargo Existing Claims** grid.
 - **Port:** Select from ports in the contract itinerary.
- In the **Out of Pocket** field, you can enter a claim amount withheld from freight. This field is for reference only and does not impact any other fields in IMOS.
- 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**.
- When you save the Claim, a **Claim ID** is assigned. Claims are numbered according to the following scheme:
 CL-YYYY-#####
 For example: CL-2013-000001

Invoices Tab

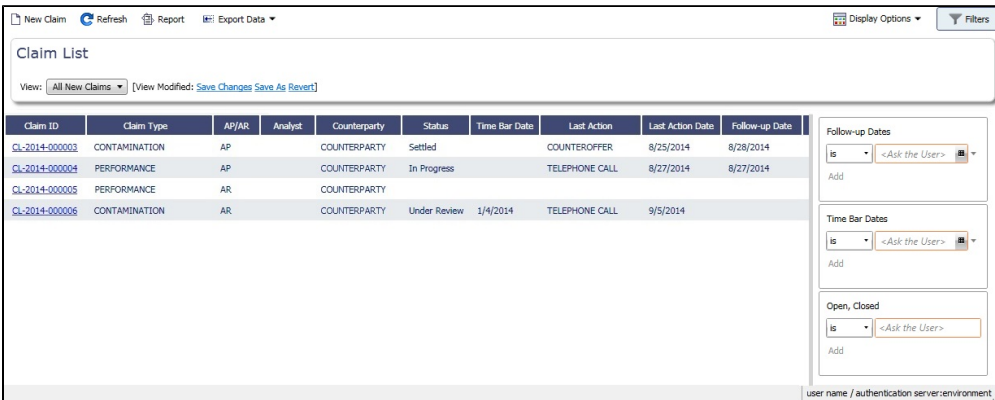
On the Invoices tab, you can create multiple [Claim Invoices](#) for a Claim. You can also add links to Related Invoices, for example, if there are expenses for processing the claim, and to Related Claims.




Claim List

With the separate Demurrage and Claims module, you can access the Claim List. On the Claim List, you can view all or selected Claims.

In the Demurrage and Claims module center , next to Claim, click **List**.




The Claim List is a standard IMOS list, so you can sort it, filter it, do a Quick Search, and create custom Views for it. You can use logical operations to filter particular columns in the list.



- 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.

Claim Invoice

To create a Claim Invoice, on either the Claim tab or the Invoices tab of a Claim, click  **New Invoice**.

Demurrage and Claims Reports

In the Demurrage and Claims module center  **Demurrage and Claims**, click  to access the [Report List](#) and the following reports specific to Demurrage and Claims:

Report	Description
Demurrage Activity Report	Lists all demurrage-related information, such as cause, duration, accounting data, amounts, 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 (Summary)	Demurrage Activity subreport: Summary of demurrage for vessel/voyage, with information such as payable/receivable, etc.
Outstanding Payable/Receivable (Details)	Demurrage Activity subreport: Detailed demurrage item information with demurrage cargo, invoice, outstanding days, etc.
Outstanding Payable/Receivable (Filtered)	Demurrage Activity subreport: Filtered demurrage item information.

Financials

Note: The **General Financials Module Right** must be selected in [Security](#). Access to other forms and actions also requires specific Module Rights. Your configuration might differ from the information shown. For information on other features, please contact your account manager.

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.

The Financials module center  includes links to:

- Set up your general ledger and business logic.
- Create, edit, approve, reject, or post all invoice transactions.
- Create, edit, approve, reject, or post all payment transactions.
- Create, review, post, or reverse Journal Entries.
- View summaries of invoice or payment transactions.
- View accounting reports.

Concepts

The following pages describe concepts used in the Financials module:

[Page:Financial and Operations Organization Hierarchy](#)

[Page:Financials General Overview](#)

For more information, see the [Glossary](#).

Workflows

You can do any of the following in the Financials module:


[Page:Allocating Period Cost to Voyages](#)

[Page:Complete Operations and Financials AP-AR Workflow](#)

[Page:Intercompany Payments](#)

For industry-specific financials workflows, see [Barging](#), [LNG](#), and [Pooling](#) module documentation.

Related Key Topics

 These **Key Topics** have high-value information for all users:

[Page:Adding a Bank Account](#)

[Page:Advance Payment - Receipt Allocations](#)

[Page:Advance Payments and Receipts](#)

[Page:Bank Links](#)

[Page:Chart of Accounts](#)

[Page:Company Information](#)

[Page:Financials Reports](#)

[Page:Journal Entry](#)

[Page:Monthly Accruals](#)

[Page:Transaction Data Entry](#)

[Page:Voyage Period Journals](#)

Financials Concepts

The following pages describe concepts used in the Financials module:

[Page:Financial and Operations Organization Hierarchy](#)

[Page:Financials General Overview](#)

For more information, see the [Glossary](#).

Financial and Operations Organization Hierarchy

IMOS offers many ways of organizing your business, both financially and operationally. When considering how to organize your business, IMOS offers you tools that will directly affect your Security configurations and your Financials and Operations reporting. How you structure these tools is ultimately up to your internal business organization, but keep in mind the following when making those decisions.

Master Data Options

IMOS offers four key master data options for classifying a business, and each offers its own advantages.

Data Element	Description	Examples
Company	A Company in IMOS refers specifically to a business entity that maintains its own Profit and Loss. Company is the strongest master data identifier in IMOS and is included in many Security and reporting options.	<ul style="list-style-type: none"> • Small shipping businesses may only need one Company • Larger ship owners or operators may choose to use a Company per vessel desk (e.g., Handymax, Panamax, etc.) • Commodity traders may use one Company as the trade house and a second Company as the freight desk
Line of Business	Line of Business is a master data element most typically used for financial reporting reasons, but also available operationally. LOB is most useful because it can be locked as a requirement before posting to a ledger account.	<ul style="list-style-type: none"> • LOB to designate different office locations: Singapore, Hong Kong, New York, London • LOB to designate cost center: Time Charter, Owned Vessels, Operation Costs
Department	Department is another financials-oriented field. It is less commonly used than LOB, but is available throughout Financials and can even be a requirement for posting to a ledger.	
Trade Area	Trade Area is an Operations-wide field and has direct impact on the Trading and Risk module as a useful reporting pivot. It is also available operationally and can be populated in Financials but is not a requirement. Trade Area is most often specific to the different business routes operated by your business.	<ul style="list-style-type: none"> • Atlantic, Pacific, Worldwide, Crosstrade • ECAU-CHINA, WCAU-CHINA, AUS-CJK

Impact on Built-in Reports

One of the most straightforward uses of these four classifiers is in reporting. This chart highlights where in IMOS you can use them to filter the most popular IMOS built-in reports. An X designates that the filter is available.

Report	Area	Company	LOB	Dept	Trade Area
Voyage P&L Summary	Operations	X	X	X	X
Voyage Accruals Summary	Operations				X
Vessel Position Report	Operations	X			X

Bunker ROB Accruals	Operations				
Cargoes Loaded/Discharged	Operations				
On Hire/Off Hire Summary	Operations				X
Account Analysis	Financials	X			
Trial Balance	Financials	X			
Income Statement	Financials	X			
Balance Sheet	Financials	X			
Accounts Payable/Receivable	Financials	X			
Cashflow Reports	Financials	X			
P&L Comparison Report	Trading	X			X
Portfolio Report	Trading				X

Availability on Forms

It is impossible to report using one of the classifiers if they are not entered; therefore, it is important to ensure that necessary data is classified correctly wherever appropriate. This chart highlights which pieces of IMOS data can be classified using which classifiers.

Form/Data Object	Company	LOB	Dept	Trade Area
Cargo/VC In	X	X	X	X
FFA/Bunker Swap	X	X	X	X
Voyage Estimate	X			X
Voyage Manager	X	X	X	X
Time Charter In/Out	X		X	X

Default Company on Forms

A Time Charter contract might have Company Code (Short Name) A, and the vessel might 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 Code from the vessel. The Company Code might be changed in the Voyage Manager to C. For invoices and posting, the default Company Code used on the Transaction Data Entry when posting TC items should be A, and for other voyage items it should be B, the Company Code of the voyage.

Recognizing Financial Data

IMOS has a fairly strict split between Operations data and Financial data. As a result of this logical split, it is important that all necessary data classifiers be added before moving information out of Operations and into Financials. The process of moving information from Operations into Financials is called *posting*.

Posting a Transaction

IMOS can require the following fields to be populated before posting a transaction, via the [Chart of Accounts](#):

- Company
- LOB
- Dept

LOB via Business Rules

The Line of Business (LOB) data classifier is typically considered of higher importance to Financials users, not Operations users. Because of this hierarchy, an Operations user may not be aware of the correct LOB when operating in IMOS, but will still need to

create invoices for posting. The IMOS [Business Rules](#) table is able to back-apply the LOB to any transaction line item. Simply filling in the LOB field in the Business Rules table will apply that LOB to any line item that matches the specific Business Rule.

Company and Subcompany

IMOS Companies are the most common mechanism for separating different profit centers within IMOS. However, there are times when it still may be necessary to combine profit center data in one of the reports. When this is the case, it is necessary to configure parent Companies and Subcompanies correctly.

Companies

Companies are created using the [Address Book](#) in the Data Center. You must set the counterparty type as *W (Company Info)*.

Subcompanies

Subcompanies are also *W-type Companies* in the Address Book. A Subcompany may be entered on a contract in lieu of a Company. When reporting on a primary Company, it will pull in all data assigned to it and to its Subcompanies. For Financial reports, it is also possible only to report on Subcompanies. In many cases, IMOS will create default Subcompanies of Vessels.

To make a Company a Subcompany, in [Company Information](#), enter the primary Company in the Company Name field and then enter Subcompanies into the table below.

Notes on Implementing

It is very difficult to provide a single recommendation for how to implement these different classifiers. Instead, here are some tips and tricks for reviewing each:

Forcing Hierarchy

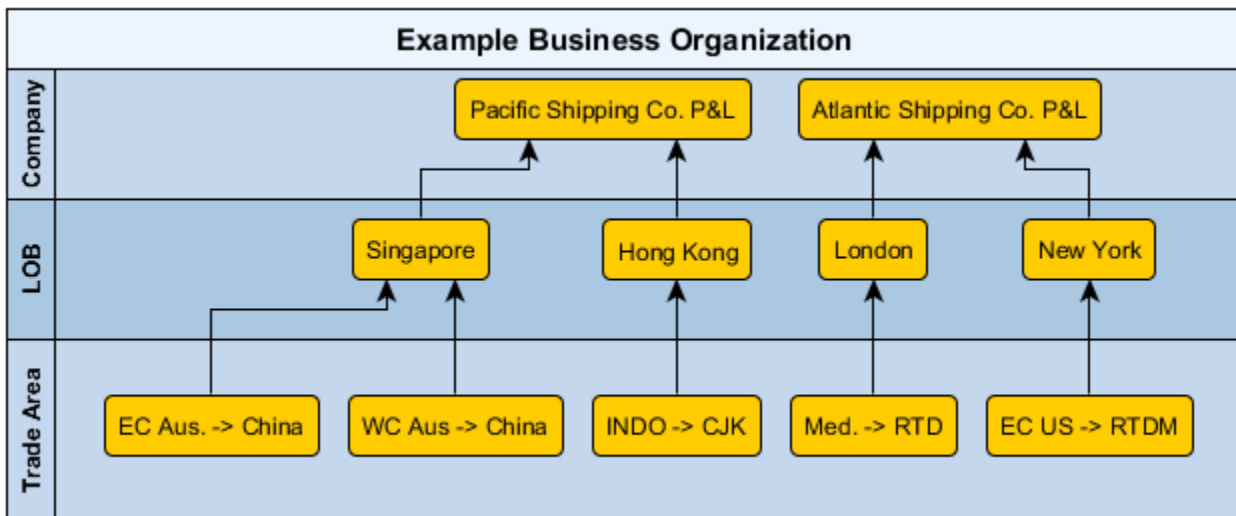
IMOS offers a configuration flag to enforce hierarchy: `CFGUseCompanyLobTradeAreaHierarchy`

When enabled, LOB records can be assigned to a Company, and Trade Area records can be assigned to an LOB. When selecting the LOB on a contract, the options will be limited to those associated with the Company assigned on the contract. Likewise, when selecting a Trade Area, the options will be limited to those associated with the LOB assigned on the contract.

After enabling the configuration flag, the following configuration must be done:

- In [Trade Areas](#), set the Parent LOB field per Trade Area
- In [Lines of Business](#), set the Parent Company per LOB

Here is an example of two Companies, each with two LOBs and an assortment of Trade Areas. In this example, the Companies are different regional desks that operate from different offices and focus on specific Trade Areas.



Company

- The most strict reporting element for Financials reports
- Easily made mandatory on most data entry forms
- Considered a profit center by IMOS
- An invoice is issued from a single Company
- All users of IMOS should understand how Companies are set up

Line of Business

- Less available for built-in reporting filters
- Able to require LOB before posting a transaction
- Business Rules functionality allows for Financials to back-fill LOB into transactions before posting
- Operations users do not need to understand LOB

Department

- Less available for built-in reporting filters
- Able to require Dept before posting a transaction
- More likely Operations users should understand Departments

Trade Area

- Cannot require Trade Area before posting
- Available on all major Operations forms
- Commonly used as a reporting element in the Trading module
- Operations users should understand Trade Areas
- Trade Area can be renamed when using the following flags together: CFGTradeAreaHeader, CFGTradeAreaPrompt, CFGTradeAreaText

Configuration Flags Grid

Implementing these classifiers across the whole system requires multiple configuration flags. This table breaks down which flags affect which field per form.

Form/Data Object	Company	LOB	Dept	Trade Area
Cargo/VC In	<ul style="list-style-type: none"> • CFGStrictValidationOnContract • CFGClearCompanyLobOnCopy • CFGDefaultCompanyFromVessel • CFGDefaultCompanyOnCargoImport • CFGVerifyMatchingCompany 	<ul style="list-style-type: none"> • CFGClearCompanyLobOnCopy • CFGDefaultLobOnCargoImport • CFGEnableOpsLOB • CFGVerifyMatchingLOB 		<ul style="list-style-type: none"> • CFGDefaultTradeAreaOnCargoImport • CFGStrictValidationOnContract • CFGSyncCargoTradeAreaOnVoyageChange • CFGSyncVoyageTradeAreaOnCargoChange • CFGSyncCargoTradeAreaOnVoyageSave • CFGSyncVoyageTradeAreaOnCargoSave
FFA/Bunker Swap	<ul style="list-style-type: none"> • CFGStrictValidationOnContract 			<ul style="list-style-type: none"> • CFGStrictValidationOnContract
Voyage Estimate	<ul style="list-style-type: none"> • CFGClearCompanyLobOnCopy • CFGDefaultCompanyOnTciSelect 	<ul style="list-style-type: none"> • CFGClearCompanyLobOnCopy • CFGEnableOpsLOB 		<ul style="list-style-type: none"> • CFGEnableFixtimatorTradeArea
Voyage Manager		<ul style="list-style-type: none"> • CFGEnableOpsLOB 		

	<ul style="list-style-type: none"> • CFGAssignDefaultCompanyOnVoyage • CFGVerifyMatchingCompany 	CFGVerifyMatchingLOB		<ul style="list-style-type: none"> • CFGFixtureTradeAreaRequired • CFGSyncCargoTradeAreaOnVoyageChange • CFGSyncVoyageTradeAreaOnCargoChange • CFGSyncCargoTradeAreaOnVoyageSave • CFGSyncVoyageTradeAreaOnCargoSave
Time Charter In/Out	<ul style="list-style-type: none"> • CFGClearCompanyLobOnCopy • CFGDefaultCompanyFromVessel • CFGVerifyMatchingCompany 	<ul style="list-style-type: none"> • CFGClearCompanyLobOnCopy • CFGDefaultLobOnTciSelect • CFGEnableOpsLOB • CFGVerifyMatchingLOB 		<ul style="list-style-type: none"> • CFGRequireTradeAreaOnTC
Posting	<ul style="list-style-type: none"> • CFGActEnableGLValidation 	<ul style="list-style-type: none"> • CFGActDisableLOB • CFGActBankChargeLOB • CFGActOtherChargeLOB • CFGActEnableGLValidation 	<ul style="list-style-type: none"> • CFGActEnableGLValidation • CFGActBankChargeDebit • CFGActOtherChargeDebit 	
Reporting		<ul style="list-style-type: none"> • CFGReportFilterByLOB 		

Financials General Overview

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 section provides an overview of how financial data flows from the point of 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**, or **AP**.

Code	Account Name	Category	LOB	YES	NOY	PRT	DPT	IJC
100000	Interbank Transfer	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100100	Accounts Receivable	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100200	Bunkers - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100300	Daily Vessel Cost - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134701	TCI Payment	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134702	TCO Billing	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134711	TCI Bunkers loss	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134712	TCO Bunkers earn	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300000	Accounts Payable	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171207	Accr: Bunker Costs	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171208	Accr: Other Accruals	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171209	3rd Party Freight Rev.	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171210	3rd Party Demurrage	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
341000	Accrued Revenue	Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 the [Operations Ledger](#) to create a unique list of items pertaining to your business (crude oil, dry bulk, chemicals, etc.).

Code	Description	Category	Exp Type	Tax On Tax	Inactive	Rebill Type
ADDRESS COM1	ADDRESS COMMISSION	OPX			<input type="checkbox"/>	<input type="checkbox"/>
AGYFEE	AGENCY FEE				<input type="checkbox"/>	<input type="checkbox"/>
AP_SUSPENSE	AP SUSPENSE		Recoverable Expense		<input type="checkbox"/>	<input type="checkbox"/>
BAF	BUNKER ADJUSTMENT FACTOR				<input type="checkbox"/>	<input type="checkbox"/>
BAF DELIVERY	BUNKER ADJUSTMENT FACTOR ON DELIVERY				<input type="checkbox"/>	<input type="checkbox"/>
BAF REDELIVERY	BUNKER ADJUSTMENT FACTOR ON REDELIVERY				<input type="checkbox"/>	<input type="checkbox"/>
BANK CHARGES	BANK CHARGES				<input type="checkbox"/>	<input type="checkbox"/>
BARGE CONTRIB	BARGE CONTRIBUTION				<input type="checkbox"/>	<input type="checkbox"/>
BDIFF	BUNKER DIFFERENTIAL				<input type="checkbox"/>	<input type="checkbox"/>
BONUS	BONUS	OPX			<input type="checkbox"/>	<input type="checkbox"/>
BROKER COM1	BROKER COMMISSION				<input type="checkbox"/>	<input type="checkbox"/>
BROKERAGE 1	BROKERAGE 1				<input type="checkbox"/>	<input type="checkbox"/>
BROKERAGE 2	BROKERAGE 2				<input type="checkbox"/>	<input type="checkbox"/>
CA_GST_STD	GST TAX	TAX	Recoverable Expense		<input type="checkbox"/>	<input type="checkbox"/>
CA_HST_STD	HST TAX	TAX	Recoverable Expense		<input type="checkbox"/>	<input type="checkbox"/>
CA_PST_STD	GST TAX	TAX	Recoverable Expense		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAP	CURRENCY ADJUSTMENT FACTOR	OPX			<input type="checkbox"/>	<input type="checkbox"/>
CANCELLATION F	CANCELLATION FEE				<input type="checkbox"/>	<input type="checkbox"/>
CARGO CLAIM	CARGO CLAIM				<input type="checkbox"/>	<input type="checkbox"/>
CARGO SHIPTRK	CARGO SHIPTRK	OPX			<input type="checkbox"/>	<input type="checkbox"/>
CCOST	CARGO COST	OPX			<input type="checkbox"/>	<input type="checkbox"/>
CFIA	CANADIAN FOOD INSPECTION AGENCY				<input type="checkbox"/>	<input type="checkbox"/>
CHARTEXP	CHARTERS EXPENSES	OPX			<input type="checkbox"/>	<input type="checkbox"/>

Mapping Business Rules

- To ensure that all accounting items generated throughout a voyage are 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 intercompany 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 per vessel basis, rather than at a voyage or company level.
- If such a structure exists, Object Rights in IMOS [Security](#) can restrict data to specific users or groups, depending on their company or vessel access.

Code	Subcompany Name	Remarks
COM1	COMPANY 1	
COM2	COMPANY 2	

Click here to add a row

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 used 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 includes 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	Invoice No.	Estimated	Actual	Posted	Cash	In / Out	Act - Est	%	Act - Post	%
Revenues										
Freight		770,000	767,997				(2,003)	(0)	767,997	
Freight Comm.		(8,867)	(8,600)				267	(3)	(8,600)	
Freight Add. Comm.		(28,729)	(28,300)				429	(1)	(28,300)	
Demurrage		28,237	37,011				17,678	91	37,011	
Demurrage Comm.			(462)				(462)		(462)	
Demurrage Add. Comm.			(92)				(92)		(92)	
Dispatch			36,789				36,789		36,789	
Misc. Revenue			5,500				5,500		5,500	
Total Revenues		738,723	817,109				57,375	8	817,109	
Expenses										
Bunkers		248,220	147,740				(1,480)	(1)	147,740	
Port Expenses		61,000	61,000						61,000	
Stable			(900)				(900)		(900)	
Misc. Expenses		15,000	15,500				500	3	15,500	
Total Expenses		329,220	329,740				(520)	(1)	329,740	
Voyage Result:		409,503	487,369				86,869	21	487,369	
Net Daily (TCE):		24,271	26,687				2,415	10	26,687	
Running Cost										
Hire			311,286				311,286		311,286	
Vessel Daily Cost		308,214					(308,214)	(100)		
CPE			1,088				1,088		1,088	
Total Running Cost		308,214	312,374				4,160	1	312,374	
Profit (Loss)		230,599	280,094				49,495	21	280,094	
Net Voyage Days:		22.02	22.23				0.21	1		
Daily Profit (Loss):		10,472	12,638				2,166	23	12,638	
Total/Off hire days:		22.02	22.23				0.21			
Port/Day Hire:		12.52	14.85				2.33	19		

Voyage Transaction Types

- IMOS knows what invoices are expenses or 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, 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](#). If 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 which invoice workflow is applicable:

- 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 creating payments and receipts, including tracking bank charges, write offs, and recording exchange difference.

- 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 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.
 - When a voyage goes beyond the accrual period, IMOS prorates. Options can be configured to fit your accounting methods, such as only running accruals for completed voyages and not a voyage portion percent. This is also true for managing off hire that overlaps an accrual period.
- In the example below, note the fields that can be used:

- Accruals can be run for a specific **Company code**, **Operation Type**, or **Vessel name**. An accrual data snapshot can also be generated when generating accrual **Journal Entry**. This can be viewed in the Voyage P&L.

Vessel Name	Voy No.	OpType	AccDate	Portion %	Basis	Revenue	Posted Rev	Expenses	Posted Exp	Profit/Loss	Posted P&L	Difference	St	S
CLIPPER EMPEROR	2	TCOV		100.00	Prorata	2,620,100.00	0.00	5,107,161.19	0.00	-2,487,061.19	0.00	-2,487,061.19		✓
CLIPPER EMPEROR	3	OVOV		100.00	Prorata	602,703.83	0.00	797,942.33	0.00	-195,238.50	0.00	-195,238.50		✓
CLIPPER GOLFITO	1	TCOV		44.15	Prorata	1,371,843.00	0.00	1,624,762.95	0.00	-252,919.95	0.00	-252,919.95		✓

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. 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 2013, transactions with an accounting date of January 31, 2013 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. For more information, see the *Messaging Service Manual*.

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.

Reporting Center - Veson Nautical IMOS

Print Preview Save Create PDF Email

Accounts Payable and Receivable

NEW COMPANY (NEWC)
Statement as of 5/24/2012
Period 1/1/2010 to 1/1/2011

Transactions in USD

No	PartyName	Vessel	Voyage	Currency	Trans No	Inv No	Inv Date	Base Amt USD	Amount USD	Total Paid USD	Outstanding USD	0 Days	1 - 30 Days	31 - 60 Days	61 - 90 Days	91+ Days
1	OCEAN TRANSPORTATION (S) PTE LTD	ACE BULKER	2	USD	09NEWC0000001R	000005FINV	07/01/2009	-240,000.00	-240,000.00	0.00	-240,000.00	0.00	0.00	0.00	0.00	-240,000.00
2	OCEAN Marine	ACE BULKER	0	USD	09NEWC0000003R	000001VREV	01/01/2009	-20,000.00	-20,000.00	0.00	-20,000.00	0.00	0.00	0.00	0.00	-20,000.00
3	SHIPPING INC	CLIPPER EMPEROR	1	USD	10NEWC0000001N	000003FINV	04/15/2008	2,473,553.76	2,473,553.76	0.00	2,473,553.76	0.00	0.00	0.00	0.00	2,473,553.76
Total Curr				USD				2,213,553.76	2,213,553.76	0.00	2,213,553.76	0.00	0.00	0.00	0.00	2,213,553.76
Grand Total								Based Amount USD			2,213,553.76					

Trial Balance, Balance Sheet, and Income Statement

Voyage Profit & Loss Data Analysis

- 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. These 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.

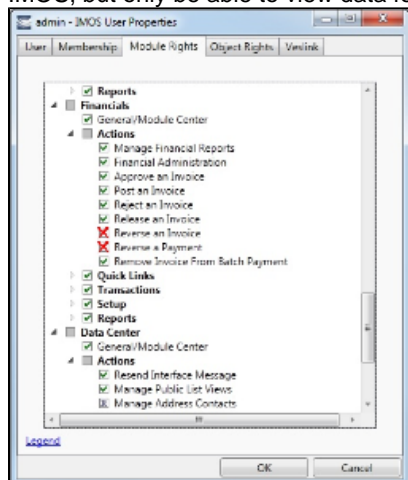
Bank Links

- 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.

Financials Workflows

You can do any of the following in the Financials module:

[Page:Allocating Period Cost to Voyages](#)

[Page:Complete Operations and Financials AP-AR Workflow](#)

[Page:Intercompany Payments](#)

For industry-specific financials workflows, see [Barging](#), [LNG](#), and [Pooling](#) module documentation.

Allocating Period Cost to Voyages

A TCI vessel may have multiple voyages. Some period costs like TC Hire and Bunker expenses, although incurred during one voyage, may not be totally consumed in that voyage. IMOS allocates such costs among voyages by using [Voyage Period Journals](#) to match actual expenses and posted invoices from a financial perspective.

There are two models to do this.

Model A: Invoices are considered prepayments and suspended in balance sheet (preferred solution)

The hire and bunker invoices are posted into the balance sheet, and the posted P&L shows no amounts. After running the Voyage Period Journals, IMOS will credit the balance sheet and debit the P&L for the same amounts as the actual P&L (regardless of the balance of the Bunkers paid in advance and Hire paid in advance accounts). All hire and bunkers paid for, but not expenses against the voyage, remain posted in the balance sheet.

Example:

Posted cost during voyage 1:

Hire invoice: 250,000
 DEBIT: Hire Paid in advance 250,000 Credit: Account Payable 250,000

Hire payment bunkers on delivery: 300,000
 DEBIT: Bunkers Paid in advance 250,000 Credit: Account Payable 300,000

Bunker lifting invoice: 250,000
 DEBIT: Bunkers Paid in advance 250,000 Credit: Account Payable 250,000

Hire invoice 2: 250,000
 DEBIT: Hire Paid in advance 250,000 Credit: Account Payable 250,000

During the voyage:

Voyage 1 actual bunker expense: 300,000
 Voyage 1 actual hire: 350,000

At the end of the voyage, voyage 1 will show P&L as below:

P&L	Actual	Posted
Bunker Expenses	300,000	-
Hire Expenses	350,000	-

The Balance sheet will show as below:

<i>Balance Sheet</i>		
Bunkers paid in advance		550,000
Hire paid in advance		500,000

After running the Voyage Period Journal:

Voyage 1 will show P&L as below:

P&L	Actual	Posted
-----	--------	--------

Bunker Expenses	300,000	300,000
Hire Expenses	350,000	350,000

The Balance sheet will show as below:

<i>Balance Sheet</i>		
Bunkers paid in advance		250,000
Hire paid in advance		150,000

The remaining prepaid amount (asset) on the balance sheet will be brought to the next voyage.

Model B: Invoices are considered expenses and immediately posted in P&L

The hire and bunker invoices are posted into the (voyage) P&L, and the posted P&L shows full invoice amounts. After running the Voyage Period Journals, IMOS will credit the voyage P&L for voyage 1 for the non-consumed hire and bunkers and debit the P&L of voyage 2 for the same amount. All hire and bunkers not consumed (and through Voyage Period Journal no longer expensed) in voyage 1 are expected to be consumed in the consecutive voyage(s), and thus the expenses are posted in the consecutive voyage P&L.

Example:

Posted cost during voyage 1:

Hire invoice: 250,000
 DEBIT: Hire Expenses 250,000 Credit: Account Payable 250,000

Hire payment bunkers on delivery: 300,000
 DEBIT: Bunkers Expenses 250,000 Credit: Account Payable 300,000

Bunker lifting invoice: 250,000
 DEBIT: Bunkers Expenses 250,000 Credit: Account Payable 250,000

Hire invoice 2: 250,000
 DEBIT: Hire Expenses 250,000 Credit: Account Payable 250,000

During the voyage:

Voyage 1 actual bunker expense: 300,000
 Voyage 1 actual hire: 350,000

At the end of the voyage, voyage 1 will show P&L as below:

P&L	Actual	Posted
Bunker Expenses	300,000	550,000
Hire Expenses	350,000	500,000

After running the Voyage Period Journal:

P&L	Actual	Posted
Bunker Expenses	300,000	300,000
Hire Expenses	350,000	350,000

After debiting the posted expenses, the remaining 250,000 (550,000 – 300,000) bunker expenses and 150,000 Hire Expenses will be credited to the next voyage in the Posted column.

Flags to control the model to use

CFGAllocateTciHireToVoy: When set to 'N', TCI Hire expense will be posted according to model A; When set to 'Y', TCI Hire expense will be posted according to model B.

CFGAllocateBunkersToVoy: When set to 'N', Bunker expense will be posted according to model A; When set to 'Y', Bunker expense will be posted according to model B.

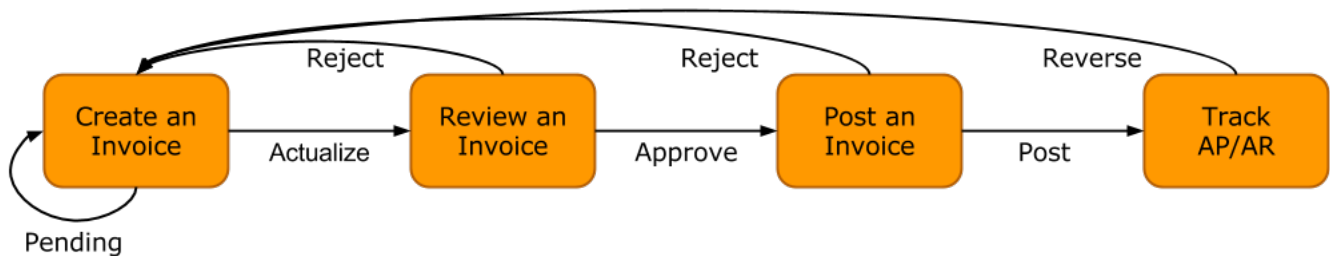
Complete Operations and Financials AP-AR Workflow

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

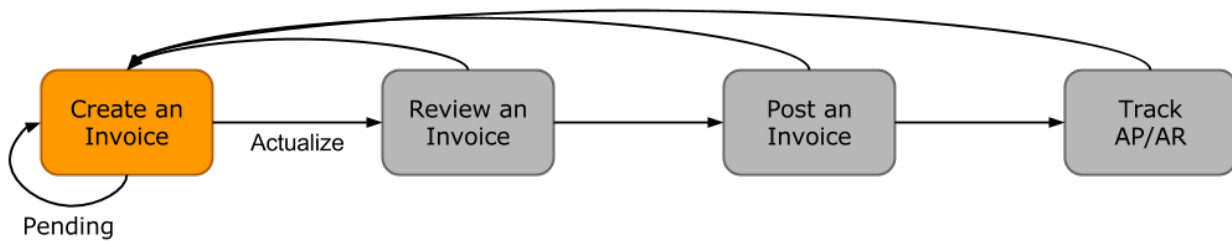
1. Creating an Invoice
2. Reviewing an Invoice
3. Posting an Invoice
4. Tracking Outstanding AP/AR Invoices
5. Tracking Cash Payments and Receipts in IMOS (Optional)

Roles & Responsibilities

Roles	Responsibilities
Voyage Operator Post Fixture Specialist	<ul style="list-style-type: none"> • Create AP/AR invoices • Create Time Charter Invoices • Create Bunker Invoices

Operations Manager	<ul style="list-style-type: none"> • Approve AP/AR invoices
Accounting team Control team	<ul style="list-style-type: none"> • Post AP/AR invoices • Track AP/AR invoices

1. Creating an Invoice



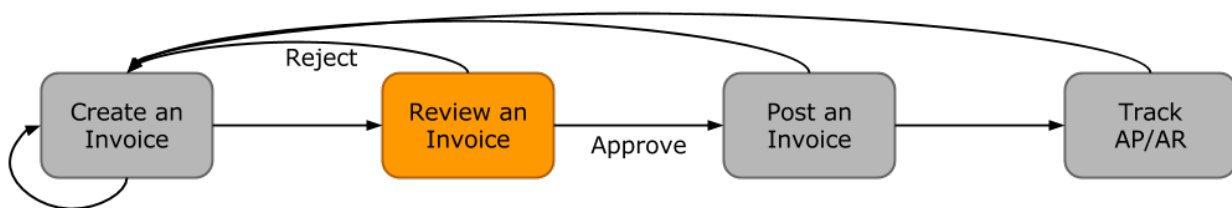
Creating an invoice is the most variable step of this workflow. Based on the [roles and responsibilities](#) defined above, the first responsible party will be the Voyage Operator or Post Fixture Specialist (PF). As a Voyage Operator or PF, it is your responsibility to ensure that all voyage-related 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.


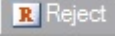
To review an invoice, do so from the [Voyage Manager Invoices](#) tab or do the following:

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.

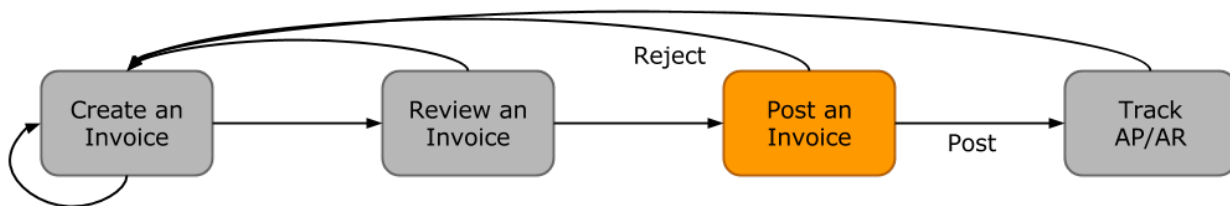
Action	No.	Due	Counterparty	Amount	Desc.	Vessel	Voy.
Review	JPCITR-FDA-1		VESAGENT	85,785.00	Port Disbursement	JP CITRUS	1401
Review		28-Jan-14	FMG	54,991.67	Demurrage	PACIFIC MCLEAN	1401

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"/>	Review Post	VESX000038	admin	16-Oct-14	154,583.33	Demurrage
<input type="checkbox"/>	Review Post		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.

- 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](#).

Transaction Data Entry - USD

Invoice AP/AR: Payable Status: Trans No.: Operation Trans No.: 202

Accounting Date: 01/10/2014 Invoice Type: Demurrage DEMP PO No.:
 Vendor: CARGILL INTERNATIONAL SA Invoice Amount: 154,583.33 USD Received Date: //
 Bill Via: Exch Rate/Date: 1.000000 01/10/2014 AP/AR Account No.: 91000
 Invoice Date: 01/10/2014 Due Date: 16/10/2014 Base Amount: 154,583.33 USD Approval:
 Late Reason: Reference No.: Note: Demurrage V00001-1401 IC Trans No.:
 Invoice No.: VESX000038 Terms: N15
 Terms Description: Net 15 days
 Rebill Type: Non-Rebillable Contact:

Comp	LOB	Vessel	Vessel Name	Account	Credit Acct	Yoy	Dept	Port	IC	Description	Amount	Base Equiv
VESON		V00001	COUGA	10100			1401			V00001-1401-Demurrage - KANDA	154,583.33	154,583.33

Opr Last User: admin Acct Last User: Acct Last Update: Total: 154,583.33 154,583.33

Payment Information

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

Release to Interface: Total: 0.00 0.00 Remittance Bank: Payment Bank/Code: Payment Mode:

- To officially recognize the transaction on your financial ledger, click **Save and Post**.

Transaction Data Entry - USD

Save and Post Pay Current Invoice Attachments

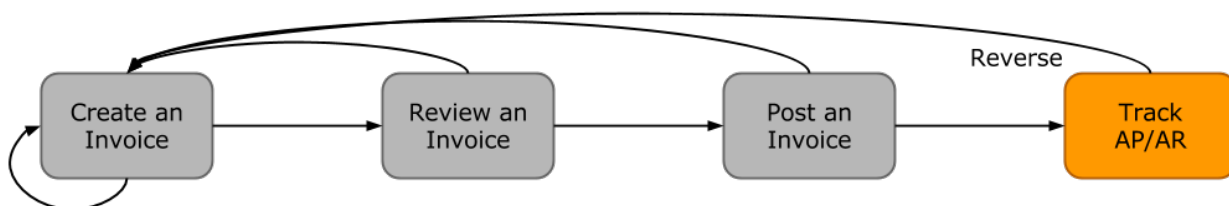
Invoice AP/AR: Payable Status: Invoice
 Accounting Date: 01/10/2014 Invoice
 Vendor: CARGILL INTERNATIONAL SA Invoice
 Bill Via: Exch R

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

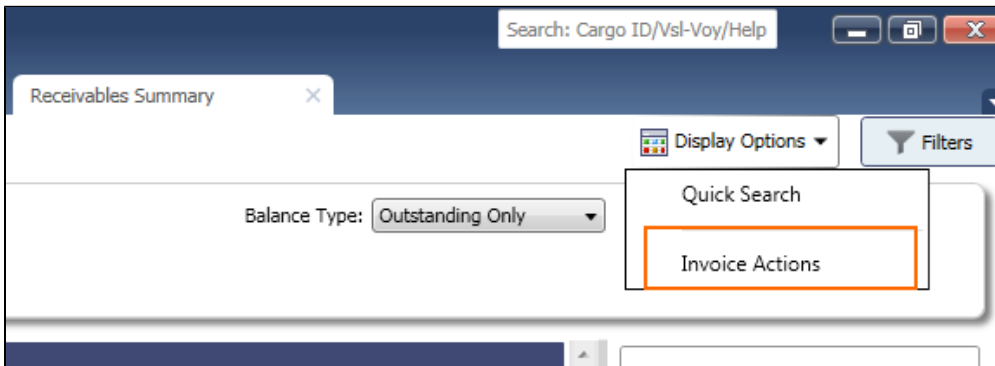
For AR teams, the [Receivables Summary](#) is a recommended home base. Here are the Receivables Summary features you should make use of:

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 Remind	1401	91+ DAYS	Freight Invoice

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	VES0000010	SK C
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:

- [Payment Batches](#)
- [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 [Accounts Payable-Receivable](#).
3. Click **Print**.

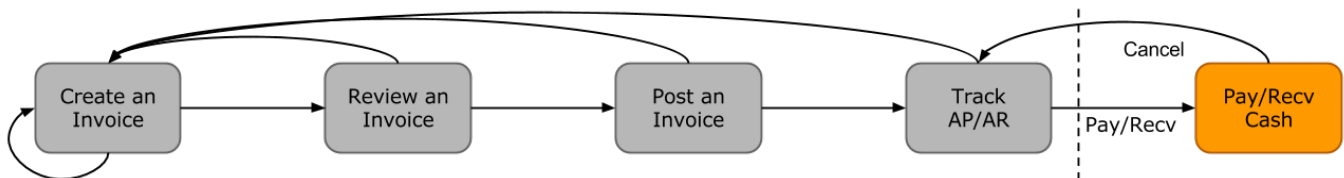
Vendor Statements

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 [Vendor Statements](#).
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.

Receivables Summary			
View: Default View [View Modified: Save Changes Save As Revert]			
Action	Voyage No.	Invoice Age (Group)	Type
Summary View 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	VESX0000030	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

Company: VESX VESON NAUTICAL SINGAPORE
 Vendor/Customer: CARGILL INTERNATIONAL SA
 Details: GENEVA
 SWITZERLAND
 Bank Name: HSBC USD 66231 Third-Party Transaction 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 WSLv (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.

6. 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.


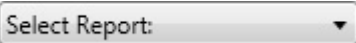
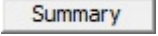
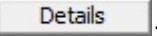
7. Click .

- You can view all completed transactions in the [Payables Summary](#) 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:

1. In the Financials module center , click  and then click **Cashflow Reports**.
2. Enter parameters; for options, see [Cashflow Reports](#).
3. Do one of the following:
 - For a cash-level breakdown of the cashflow, click .
 - For a per-invoice breakdown of cash transactions, click .

Intercompany Payments

Intercompany payments can be configured, with the following capabilities.

- [Time Charter In](#) (TC In) and [Time Charter Out](#) (TC Out) contracts can be made against another internal company, and internal payments are created 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 TC In and a TC Out contract for the same vessel.
- [Journal Entries](#) can be posted between different companies, using the intercompany account.

Setting Up Intercompany Payments

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, the internal payment is automatically created against the default intercompany account.

When a company has a Payment Company set in the Address Book, the payment/receipt form defaults 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.

Creating a Journal Entry

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. To do this, there must be an I/C account set up for both companies. The Journal Entry is created in the following format:

Company	Account	Amount
Company A	Account X	USD(1000)
Company A	IC Account B	USD1000
Company B	IC Account A	USD(1000)
Company B	Account X	USD1000

When saving a Journal Entry for a multi-company transaction (a different company per line item) the intercompany lines are automatically added if the accounts are intercompany accounts.

Related Config Flags

CFGActLimitICJournalOnICAccount
Limits the Intercompany Journal to only two lines.

Financials Summaries and Tools

You can open any of these Financials Summaries or tools by clicking its link in the Financials module center

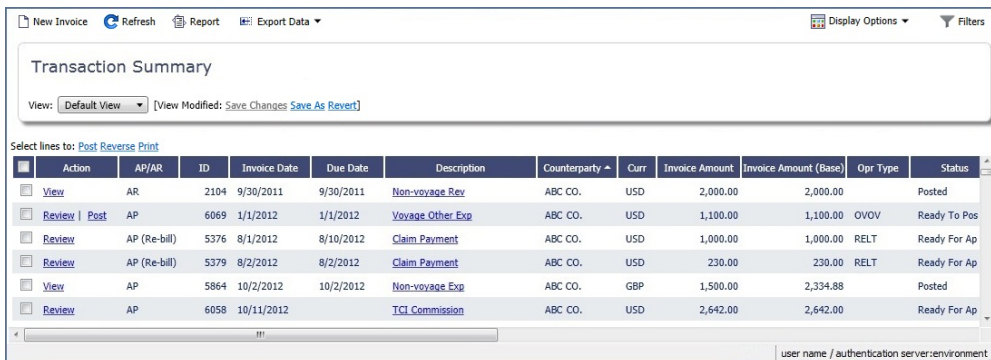


- [Transaction Summary](#)
- [Receivables Summary](#)
- [Payables Summary](#)
- [Accounting Interface Summary](#)
- [Trial Balance Summary](#)
- [Vendor Statement Summary](#)
- [Voyage P and L Snapshot Manager](#)

Transaction Summary

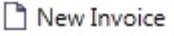
The Transaction Summary gives you a global view of all invoice transactions.

In the Financials module center , under Quick Links, click **Transaction Summary**.



The screenshot shows the 'Transaction Summary' interface with the following table:

Action	AP/AR	ID	Invoice Date	Due Date	Description	Counterparty	Curr	Invoice Amount	Invoice Amount (Base)	Opp Type	Status
View	AR	2104	9/30/2011	9/30/2011	Non-voyage Rev	ABC CO.	USD	2,000.00	2,000.00		Posted
Review Post	AP	6069	1/1/2012	1/1/2012	Voyage Other Exp	ABC CO.	USD	1,100.00	1,100.00	OVOV	Ready To Pos
Review	AP (Re-bill)	5376	8/1/2012	8/10/2012	Claim Payment	ABC CO.	USD	1,000.00	1,000.00	RELT	Ready For Ap
Review	AP (Re-bill)	5379	8/2/2012	8/2/2012	Claim Payment	ABC CO.	USD	230.00	230.00	RELT	Ready For Ap
View	AP	5864	10/2/2012	10/2/2012	Non-voyage Exp	ABC CO.	GBP	1,500.00	2,334.88		Posted
Review	AP	6058	10/11/2012		TCL Commission	ABC CO.	USD	2,642.00	2,642.00		Ready For Ap

- To create a new invoice, click  and complete the [Transaction Data Entry](#) form.
- To post, reverse, or print more than one invoice at a time, select the check box in front of each invoice and then click [Post](#), [Reverse](#), or [Print](#) at the top of the list.
- 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](#) or [Journal Entry](#) form.
 - [Post](#) invoices with the status Ready to Post.
- The **Description** column contains [links](#) to open the invoices created in Operations.

List Functions

The Transaction Summary is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

Related Config Flags

CFGInvoiceReversalsByType

Specifies whether the control of invoice reversal by type is enabled or not. When enabled, on the Object Rights tab in [Security](#), an Invoice Reversal Types control list is added to grant users rights to reverse specific types of invoices.

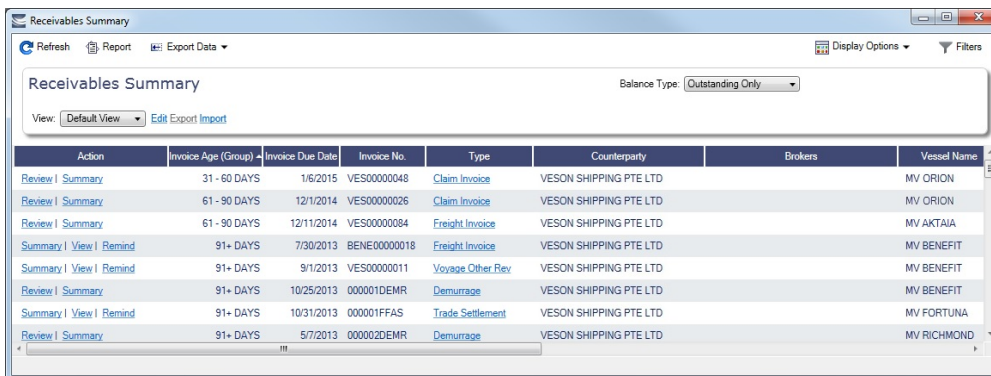
CFGActSearchByEntryDate

When enabled, Transaction Summary and Edit Invoices lists in Financials are sorted by Entry Date by default; otherwise, by Invoice Date.

Receivables Summary

The Receivables Summary displays unpaid invoices with status Actual, Pending, or Posted, divided into user-specified age periods. You can remit reminder or collection letters directly from the list.

In the Financials module center , under Quick Links, click **Receivables Summary**.




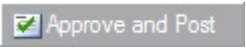

Action	Invoice Age (Group)	Invoice Due Date	Invoice No.	Type	Counterparty	Brokers	Vessel Name
Review Summary	31 - 60 DAYS	1/6/2015	VES00000048	Claim Invoice	VESON SHIPPING PTE LTD		MV ORION
Review Summary	61 - 90 DAYS	12/1/2014	VES00000026	Claim Invoice	VESON SHIPPING PTE LTD		MV ORION
Review Summary	61 - 90 DAYS	12/11/2014	VES00000084	Freight Invoice	VESON SHIPPING PTE LTD		MV AKTAJA
Summary View Remind	91+ DAYS	7/30/2013	BENE00000018	Freight Invoice	VESON SHIPPING PTE LTD		MV BENEFIT
Summary View Remind	91+ DAYS	9/1/2013	VES00000011	Voyage Other Rev	VESON SHIPPING PTE LTD		MV BENEFIT
Review Summary	91+ DAYS	10/25/2013	000001DEMUR	Demurrage	VESON SHIPPING PTE LTD		MV BENEFIT
Summary View Remind	91+ DAYS	10/31/2013	000001FFAS	Trade Settlement	VESON SHIPPING PTE LTD		MV FORTUNA
Review Summary	91+ DAYS	5/7/2013	000002DEMUR	Demurrage	VESON SHIPPING PTE LTD		MV RICHMOND

- 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.
 - [Remind](#): Send a collection letter to those with an outstanding balance.
 - [Review](#): Open the invoice to [approve](#), [approve and post](#), or [reject](#).
- The **Invoice Number** column contains links to open the relevant invoices as they were created in Operations.

Approving, Posting, or Rejecting Invoices

To [review an invoice for approval](#) (if you have rights), click [Review](#) in the **Action** column.

In the invoice, do one of the following:

- Click  and then enter a **Comment**, if required.
- Click  and then enter a **Comment**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
- Click  and then enter a **Comment** that tells the reason for the rejection.

List Functions

The Receivables Summary is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGActAgingBucket0 through
CFGActAgingBucket3

Sets the size of the periods for the Accounts Payables/Receivable report by Aging Analysis; an Invoice Age (Group) column can then be selected on the Receivables Summary. The default is 0, 1-30, 31-60, 61-90, and 91+ days.

CFGEnableInvoiceNotes

Adds 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.


CFGPayRecSummaryObeyAmountSi

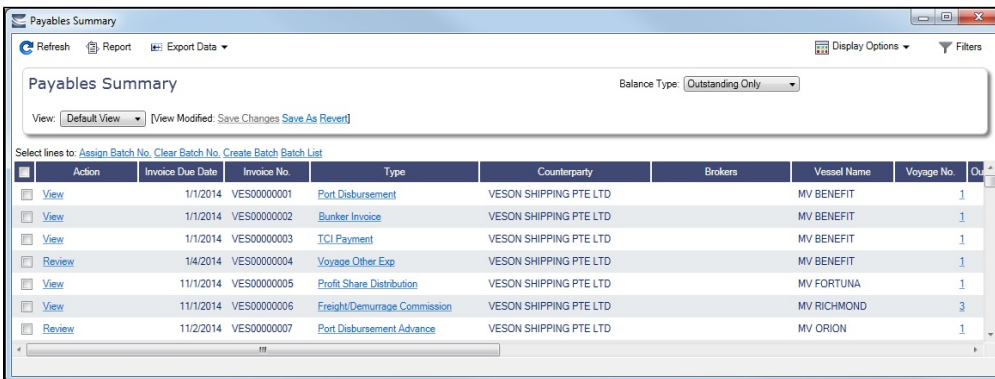
gn

Adds an Invoice AP/AR column.

Payables Summary

The Payables Summary displays unpaid invoices with status Actual, Pending, or Posted.

In the Financials module center , under Quick Links, click **Payables Summary**.






Action	Invoice Due Date	Invoice No.	Type	Counterparty	Brokers	Vessel Name	Voyage No.	Out
View	1/1/2014	VES00000001	Port Disbursement	VESON SHIPPING PTE LTD		MV BENEFIT	1	
View	1/1/2014	VES00000002	Bunker Invoice	VESON SHIPPING PTE LTD		MV BENEFIT	1	
View	1/1/2014	VES00000003	T/CI Payment	VESON SHIPPING PTE LTD		MV BENEFIT	1	
Review	1/4/2014	VES00000004	Voyage Other Exp	VESON SHIPPING PTE LTD		MV BENEFIT	1	
View	11/1/2014	VES00000005	Profit Share Distribution	VESON SHIPPING PTE LTD		MV FORTUNA	1	
View	11/1/2014	VES00000006	Freight/Demurrage Commission	VESON SHIPPING PTE LTD		MV RICHMOND	3	
Review	11/2/2014	VES00000007	Port Disbursement Advance	VESON SHIPPING PTE LTD		MV ORION	1	

- The **Action** column contains links for the following actions. To open the document, click the link.
 - [View](#): Open the [Transaction Data Entry](#) form for the transaction.
 - [Review](#): Open the invoice to [approve](#), [approve and post](#), or [reject](#).
- 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 [Payment Batches](#) from here.

Approving or Rejecting Invoices

To [review an invoice for approval](#) (if you have rights), click [Review](#) in the **Action** column.

In the invoice, do one of the following:

- Click  and then enter a **Comment**, if required.
- Click  and then enter a **Comment**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
- Click  and then enter a **Comment** that tells the reason for the rejection.

List Functions

The Payables Summary is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGIncludeReceivablesInPayablesSummary

Displays both AR and AP invoices in the Payables Summary.

CFGEnableInvoiceNotes

Adds 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.

CFGPayRecSummaryObeyAmountSign

Adds an Invoice AP/AR column.

CFGBatchPaymentSupported

When set to Y, enables [Batch Payment](#) options. The Payables Summary shows all invoices that are not paid in full and has an additional column of check boxes to select invoices for payment. Additionally, two hyperlinks, [Assign Batch No.](#) and [Clear Batch No.](#), are added to the top of the list. After a Batch Number is assigned, the [Payment Batch](#) form opens.

Payment Batches

Note: [Configuration flag CFGBatchPaymentSupported](#) enables Payment Batch options.

The [Payables Summary](#) shows all invoices that are not paid in full. With [Payment Batches 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:

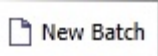
- Create a batch.
- Assign or clear Batch Numbers.
- Access the Payment Batches List.

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



The 'Create New Payment Batch' dialog box contains the following fields:

- Batch No.: [Text Input]
- Batch Date: [Text Input]
- Bank: [Text Input]
- Description: [Text Input]

Buttons: Ok, Cancel

- On the Create New Payment Batch form, complete at least the following fields:
 - Batch No.
 - Batch Date
 - Bank
- Click **OK**.

Assigning Batch Numbers

To assign Batch Numbers to payments:

- 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.

Assign	Batch No.	Description	Batch Date	Bank	Bank Curr
<input type="checkbox"/>					

Click here to add a row

Buttons: Ok, Cancel

- On the Available Payment Batches form, select the check box of the batch and click **OK**.
- After a Batch Number is assigned, the Payment Batch form opens.

The 'Payment Batch' form includes the following fields:


- Batch No.: [Text Input]
- Batch Date: [Text Input]
- Bank/Curr: [Text Input]
- Description: [Text Input]
- Memo: [Text Input]
- Date Sent: [Text Input]
- Status: [Text Input]

Due Date	Pay Date	Invoice No.	Invoice Type	Counterparty	Vessel Name	Voy No.	Inv Curr	Inv Amount	Outstanding	Amount Pay	Exch Rate

Buttons: Report, Send to Bank

- To send the batch to the bank, click **Send to Bank**.

Deleting a Batch

A Payment Batch can be deleted even after it is sent, if there are no longer any payable invoices assigned to the batch. This can happen, for example, when a payment or an invoice is reversed. On the Payment Batch form, click .


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**.

Payment Batches List

To view the Payment Batches List:

- On the Financials  module center, under Transactions, click Payment Batch - **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.

To view or edit the Payment Batch, click the [Batch No.](#) link to open the Payment Batch form.

▼ Related Config Flags

CFGBatchPaymentSupported

Enables Payment Batch options. The Payables Summary shows all invoices that are not paid in full and has an additional column of check boxes to select invoices for payment. Additionally, two hyperlinks, Assign Batch No. and Clear Batch No., are added to the top of the list. After a Batch Number is assigned, the Payment Batch form opens.

CFGPaymentBatchResponse

Extends Payment Batch functionality (CFGBatchPaymentSupported) to allow import of XML message responses, including status updates and error information, from third party systems.

CFGRequirePayMethodInPaymentBatch

Displays a warning if Payment Method is blank for any of the invoices when sending the batch to the bank.

CFGPaybatchSplitIncompleteInvoices

Activates functionality where a payment can be spread across multiple vendor banks in the same batch.

CFGExtendedPaymentBatchExport

Determines whether to export additional fields (like counterparty address, bank address etc.) when payment batch is sent to the bank.

CFGBatchPaymentCounterpartyValidation

Requires that Payment Batches contain consistent counterparty and remittance information for all payments included. Moves Pay Date to the top of the Payment Batch form and applies this date to all invoices included in the batch.

Accounting Interface Summary

The Accounting Interface Summary displays transactions that have been released to your external accounting system.

In the Financials module center , under Quick Links, click **Accounting Interface Summary**.

Accounting Interface Summary (Dates: All)

View: By Date [View Modified: Save Changes Save As Revert]

Select lines to: Re-post

Action	Trans ID	AP/AR	Description	Trans No.	Invoice No.	Invoice Amount	Last Update GMT	Voyage No.	Status	Error No.	Error D
Edit	000003004	AP	Port Expenses	13INT1R0000019N	CX26609	1,713.80	4/29/2013 5:14 PM	1			
Edit	000002700	AP		12INT20000089B		1,726.00	10/4/2012 11:57 AM	0			
Edit	000002869	AR	Owner Rebill	13INT1R0000002N	INT100000676	1,730.00	1/8/2013 3:29 PM	7			
Edit	000000467	AP	Voyage Other Exp	11INT30000048N	0412	1,743.43	4/12/2011 3:49 PM	8			
Edit	0000001317	AR	Freight Invoice	11INT1R00000604N	INT100000240	1,800.00	9/23/2011 10:20 AM	5	5	-1	Not a

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

In the Trial Balance Summary, you can select an account from the list on the left to view its transactions on the right.

In the Financials module center , under Quick Links, click **Trial Balance Summary**.

Trial Balance Summary (Dates: All)

View: Default View [View Modified: Save Changes Save As Revert]

Dates: All Company: INT1, INT2, INT3 Vessel: (All)

Account	Description	Opening B	Act. Date	Transaction No.	Vessel	Voyage No.	Vendor	Curr	Description	Debit (Base)	Credit (Base)
100000	Interbank Transfer		3/9/2012	12INT10000027N	Vessel1	2	XJOURNAL	USD	Voyage Period TCO Bunker A	39,445.83	
100100	Accounts Receivable		5/9/2012	12INT10000027B	Vessel1	2	XJOURNAL	USD	Reversal: Voyage Period TCO		39,445.83
100200	Bunkers - Asset		1/15/2012	12INT20000018B	Vessel2	1				232,629.97	
100300	Daily Vessel Cost - Asset		2/15/2012	12INT20000020B	Vessel2	1				315,243.40	
134701	TCI Payment		3/1/2012	12INT20000024B	Vessel2	1					7,916.66
134702	TCO Billing		1/15/2012	12INT20000037N	Vessel3	1	XJOURNAL	USD	Voyage Period Bunkers Journ		208,132.78

Both the left and right sides are typical lists with context menus to customize, sort, and filter data.

Vendor Statement Summary

In the Vendor Statement Summary, you can select an account from the list on the left to view its transactions on the right.

In the Financials module center , under Quick Links, click **Vendor Statement Summary**.

Vendor	Transaction No.	Act Date	Due Date	Invoice No.	Description	Vessel	Voyage No.	Debit	Credit	Balance
AB LTD.	12INT10000284N	10/18/2012	7/21/2011	INT100000183	TCO Billing AMINA-7	AMINA	7	0.00	337,244.27	-214
AB LTD.	12INT10000284N	10/18/2012	7/21/2011	INT100000187	TCO Billing AMINA-7	AMINA	7	0.00	80,118.82	-294
ABB SERVICES	12INT10000284N	10/18/2012	7/21/2011	INT100000188	TCO Billing AMINA-7	AMINA	7	80,726.34	0.00	-114
ABC CO.	12INT10000133H	7/24/2012	4/23/2012	INT100000461	Freight Invoice WEDNS-2	WEDNESDAY	2	0.00	16,000.00	2,694
ABC CO.	12INT10000282H	10/18/2012	4/23/2012	INT100000461	Freight Invoice WEDNS-2	WEDNESDAY	2	2,371.84	0.00	2,294
ACAO SHIP CO.	12INT10000284N	10/18/2012	4/23/2012	INT100000461	Freight Invoice WEDNS-2	WEDNESDAY	2	13,628.16	0.00	

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.

Reports

- To create a **Vendor Statement Summary Report** for all vendors, click Report.
- To create a **Vendor Statement Transactions Report** for a single vendor, click the row to select the vendor and then click Report.

Voyage P and L Snapshot Manager

With the Voyage P&L Snapshot Manager, you can adjust realized P&L snapshot data for voyages by adding, updating, or removing snapshots. Each line shows one contract/voyage.

In the Financials module center , under Quick Links, click **Voyage P&L Snapshot Manager**.

Snapshot Action	Vessel Name	Voyage No.	Opr Type	Voyage Commencing	Voyage Completing	Last Update	Last Update By
Update	GEORGIA	4	TCTO	11/1/2012 12:00 AM	11/23/2012 12:00 PM	9/20/2013 9:35 AM	admin
Add	GEORGIA	5	TCTO	11/23/2012 12:00 PM	10/24/2013 1:00 PM		
Add	MASSACHUSETTS	13	TCOV	10/22/2012 6:00 PM	11/23/2012 8:30 AM		
Add	MASSACHUSETTS	14	TCOV	11/23/2012 8:30 AM	12/10/2012 4:30 PM		
Add	MASSACHUSETTS	15	TCOV	12/10/2012 4:30 PM	1/9/2013 1:00 PM		
Add	MASSACHUSETTS	16	TCOV	1/9/2013 1:00 PM	2/9/2013 12:00 PM		
Add	PORTLAND	1	OVTO	11/1/2012 12:00 AM	1/29/2013 12:00 AM		
Add	PORTLAND	25	TCOV	9/30/2012 11:00 PM	11/3/2012 2:36 PM		
Add	PORTLAND	26	TCOV	11/3/2012 2:36 PM	11/28/2012 6:18 AM		
Add	PORTLAND	27	TCOV	11/28/2012 6:18 AM	12/12/2012 1:12 PM		
Add	PORTLAND	28	TCOV	12/12/2012 1:12 PM	1/7/2013 4:30 PM		
Add	PORTLAND	29	TCOV	1/7/2013 4:30 PM	1/24/2013 6:00 PM		
Add	CHARLESTON	81	TCTO	10/27/2012 2:24 PM	12/23/2012 5:06 AM		
Add	CHARLESTON	82	TCOV	12/23/2012 5:06 AM	1/2/2013 1:25 PM		
Add	HOUSTON	1	OVTO	10/1/2012 12:00 AM	11/12/2013 12:00 AM		
Add	HOUSTON	4	OVTO	11/12/2013 12:00 AM	3/9/2016 12:00 AM		
Add	HOUSTON	28	TCOV	8/30/2012 5:12 PM	11/29/2012 2:24 PM		
Add	HOUSTON	30	TCTO	11/29/2012 2:24 PM	11/12/2013 2:04 AM		

To find snapshots, select a **Snapshot Reference Date** and **Snapshot Type**.

Adding Snapshots

- To add a snapshot to a voyage, click its [Add](#) link in the Snapshot Action column.
- To add snapshots to multiple voyages, select their check boxes in the first column and then click the [Update/Add](#) link at the top of the list.

After a snapshot has been added to a voyage for a specific reference date, you can update or remove it from the voyage.

Updating Snapshots

Updating reruns the Voyage P&L calculation.

- To update the snapshot for a voyage, click its [Update](#) link in the Snapshot Action column.
- To update the snapshots for multiple voyages, select their check boxes in the first column and then click the [Update/Add](#) link at the top of the list.

Removing Snapshots

- To remove the snapshot from a voyage, click its [Remove](#) link in the Snapshot Action column.
- To remove snapshots from multiple voyages, select their check boxes in the first column and then click the [Remove](#) link at the top of the list.

▼ Related Config Flags

CFGAutoPnlSnapshot


When enabled, current snapshots in the voyage P&L are updated when Cargo and TC contracts connected to the voyage are updated.

For Time Charter contracts, snapshots are only updated for related voyages whose total revenues, total expenses, total profit/loss, or TCE have changed; the Estimate, Actual, and Posted columns of the P&L are checked.

An update is also done when voyage-related invoices/Bunker Requirements are created /updated/deleted and when changes are made to Bunker Swaps connected to Cargoes in the voyage.

When XML notifications are enabled and voyage and voypnl are specified as values for flag notificationsIncludeList, XMLs are exported in this order: voyage, voypnl (estimate), voypnl (actual), voypnl (posted).

Transactions

Links to transaction tasks are in the list in the middle of the Financials module center , with invoice tasks on top and others on the bottom:

- [Create Invoices](#)
- [Edit Invoices](#)
- [Approve Invoices](#)
- [Post Invoices](#)
- [Printed Invoices](#)
- [Transaction Data Entry](#)
- [Payments and Receipts](#)
- [Advance Payments and Receipts](#)
- [Journal Entry](#)
- [Advance Payment - Receipt Allocations](#)
- [Create Rebill Invoices over Port Expense Cap](#)

Create Invoices

The Create Invoices list displays all invoices or partial invoices that were generated but not created in Operations.

In the Financials module center , under Transactions, click **Create Invoices**.

Creating Invoices

1. From the Invoice Type list, select the type of invoice you want to create: **Bunker, Freight/Demurrage Commissions, Demurrage, Freight, Liner, Rebill, Trade Commission, or Trade Settlement.**
 - To view invoices from a particular date through today, in the **Dates From** filter at the top right of each list, select a date.
2. Do one of the following:
 - To create a [printable 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.
3. When the invoice appears, enter at least the **Vessel Name** and **Code; Owner, Charterer, or Receiver**; and **Invoice Date**.

Additional Information

- 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.
 - 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.

List Functions

The Create Invoices list is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

▼ Related Config Flags

CFGPromptInvoiceCreateWhenAllCargoBLEntered

Only displays a Create Invoice link for Freight Invoices when BL quantities are entered in all Load ports of the Cargo, and not just the first one.

CFGActJournalFXThreshold

When non-zero, IMOS will create Exchange Rate Difference line for journals and invoices where total amount is zero if sum of line items in base currency is not equal to zero. If absolute value of such sum is greater than the value of this flag, user will be prompted to create Exchange Rate Difference line. In addition when non-zero, IMOS will allow payment bank amount to differ from the sum of line items in bank currency.

CFGReportLocale

Determines the locale used in displaying XSL and XFD reports. If blank or invalid for XSL reports, the system's culture settings will be used.

CFGXFDInvoiceTemplateDateFormat

Specifies the XFD date format for invoices and other XFD-based stylesheets. Defaults to: 'date:MMM dd yyyy' when empty and no CFGReportLocale is used.

CFGXFDInvoiceTemplateNumberFormat


mat

Specifies the XFD number format for invoices and other XFD-based stylesheets.

Defaults to: 'number:#,###.00 th:, dec: sign:()' when empty and no CFGReportLocale is used.

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 Financials module center , under Transactions, click **Edit Invoices**.

In the **Action** column:

- To open an invoice as created in Operations, click [Open Invoice](#).
- To view a [printable invoice](#), click [View](#).

List Functions

The Edit Invoices list is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGActSearchByEntryDate

When enabled, Transaction Summary and Edit Invoices lists in Financials are sorted by Entry Date by default; otherwise, by Invoice Date.

Approve Invoices

The Approve Invoices list displays all invoices requiring review. It is similar in layout to the [Transaction Summary](#).

In the Financials module center , under Transactions, click **Approve Invoices**.

You can also Approve, Approve and Post, or Reject invoices from anywhere an invoice can be generated, such as the [TC Payment Schedule](#) and [TC Billing Schedule](#).

Viewing Invoices

To view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.



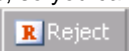
Approving, Posting, or Rejecting Invoices

To approve, post, or reject invoices, you must have [Module Rights](#) **Approve an Invoice**, **Post an Invoice**, or **Reject an Invoice**. Approving, posting, and rejecting invoices can be limited to particular invoice types with the [configuration flags](#) (described below) **CFGInvoiceApprovalsByType**, **CFGInvoicePostingsByType**, or **CFGInvoiceRejectsByType**.

To review a [printable invoice](#), do one of the following:

- Click [Review](#) in the **Action** column.
- On any invoice generation form, open the invoice.

In the invoice, do one of the following:

- Click  and then enter a **Comment**, if required.
- Click  and then enter a **Comment**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
- Click  and then enter a **Comment** that tells the reason for the rejection.

List Functions

The Approve Invoices list is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGInvoiceApprovalsByType

Add Security Object Rights to approve specific invoice types per user/group.

CFGInvoicePostingsByType

Add Security Object Rights to post specific invoice types per user/group.

CFGInvoiceRejectsByType

Add Security Object Rights to reject specific invoice types per user/group.

CFGActEnableNonVoyJournalApproval

Enable Non-Voyage Journal Approvals.

CFGActNonVoyInvApprovalNeeded,

CFGActJournalApprovalNeeded,

CFGActInvoiceApprovalNeeded

Enable specifying the number of approvals required for Non-Voyage invoices

(CFGActNonVoyInvApprovalNeeded), Journal invoices

(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.

CFGActShowOnlyApproveAndPost

Only display the Approve and Post button, not the Approve button, while approving invoices.

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.




In the Financials module center , under Transactions, click **Post Invoices**.

Viewing Invoices

To view the details of an invoice either in a viewer or as created in Operations, click its [link](#) in the **Description** column.

Approving, Posting, or Rejecting Invoices

To approve, post, or reject invoices, you must have [Module Rights Approve an Invoice](#), [Post an Invoice](#), or [Reject an Invoice](#). Approving, posting, and rejecting invoices can be limited to particular invoice types with the [configuration flags](#) (described below) **CFGInvoiceApprovalsByType**, **CFGInvoicePostingsByType**, or **CFGInvoiceRejectsByType**.

- To review a [printable invoice](#), do one of the following:
 - Click [Review](#) in the **Action** column.
 - On any invoice generation form, open the invoice. In the invoice, do one of the following:
 - Click  and then enter a **Comment**, if required.
 - Click  and then enter a **Comment**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
 - Click  and then enter a **Comment** that tells the reason for the rejection.
- To post an invoice, click [Post](#) in the **Action** column.
- To post more than one invoice at a time, select the check box in front of each invoice you want to post and then click [Post](#) at the top of the list.

When you click [Post](#), the [Transaction Data Entry](#) form opens. The Accounting Date field defaults to the current date, but you can change it.

List Functions

The Post Invoices list is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGInvoiceApprovalsByType

Add Security Object Rights to approve specific invoice types per user/group.

CFGInvoicePostingsByType

Adds Security Object Rights to post specific invoice types per user/group.

CFGInvoiceRejectsByType

Add Security Object Rights to reject specific invoice types per user/group.

CFGActEnableMergedStatement

When enabled, multiple invoices can be posted as a merged statement if Invoice Type, Counterparty, Currency, and Company match.

Printed Invoices

The standard versions of IMOS invoice printouts allow several preferences to be selected via [configuration flags](#), without having to edit the report code.

▼ Related Config Flags

CFGInvoiceReportSuppressIMO

Number

When set, non-custom invoices will not display IMO number.

CFGInvoiceReportLogoPosition

Controls the location of the logo (left, right, center) of the default invoice.

CFGInvoiceReportSuppressVessel

Flag

When set, non-custom invoices will not display vessel flag.

CFGEnableMultiGrade

Enables selection of Cargo Groups on Cargo contracts, with selection of cargo grades within that group on the given Cargo contract's itinerary.


Also, the [Freight Invoice](#) automatically adapts its format to display the Cargo Group, followed by the individual grades.

CFGBankSelectOnHireStatement

- Y = A bank must be chosen for TCI and TCO Hire Statement reports.
- N = A bank cannot be chosen for TCI and TCO Hire Statement reports, and the report XML will not contain any bank information.

Also, the [Hire Statement](#) and [Statement of Account](#) prompt the user to select a bank and print the details of the selected bank on the report.

Transaction Data Entry

 This is a **Key Topic**, with high value for all users.

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.

Creating a Transaction



1. In the Financials Module Center, under Transactions, 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**.

- To calculate Due Date, complete the **Terms** field by specifying a **Payment Terms** code.
- **Exch Rate/Date**:
 - When creating transactions from this form, the date defaults to the Accounting Date and is not affected by config flags.
 - When creating transactions in Operations, the date defaults to the Exchange Rate Date on the Operations invoice; if not available, the date defaults to the Invoice Date.

4. Complete **Invoice Details**:

- **Accounting View** tab: Enter **Company**, **Line of Business**, **Vessel** code or **Vessel Name**, and **Amount**.
- **Operations View** tab: Enter the Bill (Detail) **Code** for the Source Code selected as the Invoice Type. Its **Item Description** appears. If there is a Business Rule for the Source Code/Bill Code, the **Account** field on the Accounting View tab will be filled in automatically, but it can be overwritten. Changes to the mapping can be done in the **Business Rules**.

Accounting View	Operation View	Remarks
Acct Date	Qty	Rate
UOM	Tax Code	Trade Area
Cargo	Code	Item Description
Amount	Base Equiv	

- **Remarks** tab: Enter Invoice Details and Additional Remarks. On posting, the text is captured in the output invoice .XML.

5. Click **Save and Post**.

Payments appear on the **Payments** tab at the bottom of the form.

For invoices created in the Transaction Data Entry, **attachments** can be added after the form is saved. Click

Attachments

Status Codes

Several Status codes appear on the Transaction Data Entry form, depending the stage of the transaction.

- V = Saved Only. Transaction data is entered and saved but not posted. A pending transaction number is generated.
- 1 = Posted. The transaction is posted but not yet paid.
- 0 = Posted and Paid. The transaction is posted and saved.
- R = Reversed. The transaction is reversed either from when it was paid or posted.
- X = Canceled. This Status does not appear on the form, but it does show up in the XML files when the transaction is canceled; on the form, Status code R appears.

Batch Payments

If [Payment Batches](#) are configured, an additional tab appears along with **Payments** information. The **Payment Batches** tab includes information about all payment batches related to the invoice; the corresponding batches can be opened from the context menu of each line.


Batch No.	Description	Amount	Pay Date	Batch Status
Batch 5		12,000.00	02/27/2013	Sent

Batch Status:

- **Sent:** The batch has been sent.
- **Accepted:** All payments in the batch were accepted.
- **Amended:** At least one payment in the batch was rejected, amended, and resent, and no payments in it were rejected.
- **Rejected:** If any payments in the batch are rejected, the batch is rejected as well.

A posted invoice can be assigned to a Payment Batch. Click the Payment Batch No. field label link to [assign a Batch Number](#) or view the [Payment Batch](#).

Reversing a Transaction

1. If there is a payment against the invoice, cancel it before reversing the transaction.
2. On the Transaction Data Entry form, click  **Reverse**.
3. Enter reversal information and then click **OK**.

Related Config Flags

CFGInvoiceNoByCompany	Use company code as prefix for invoice numbers.
CFGInvNoByCompanySkipGap	IMOS will not reuse invoice numbers of reversed transactions.
CFGAutoNumberPayables	Automatically assign an invoice number to AP invoices.
CFGCheckDuplicateInvNoInOps	When enabled, saving an invoice created either within the Voyage Other Revenue and Expenses form or the Transaction Data Entry form is not allowed when the invoice number is the same as a different bill record for the same vendor.
CFGCheckDuplicateInvNoInAct	Invoice numbers cannot be used in more than one financial transaction for the same vendor.
CFGAppendRToReversalInvoiceNumber	When enabled with CFGCheckDuplicateInvNoInAct, adds - R to the end of the invoice number of a reversed AP invoice. When disabled, the reversed AP invoice number remains the same as the original.
CFGActRequireRefNoFor	Defines a comma-separated list of invoice types for which

	Reference No. is mandatory when posting.
CFGActRefNoFormat	Specifies the format for the Reference No. field when CFGActRequireRefNoFor is used.
CFGEnableInvoiceSubtypes	Adds 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.
CFGUseCompanyLobTradeAreaHierarchy	Sets up a hierarchy between Company, LOB, and Trade Area on this form.
CFGRequireRemBankOnARPosting	Remittance Bank must be entered before posting an AR Invoice.
CFGIgnoreCurrencyMatchOnBankSelection	Removes the restriction of Remittance Bank currency being the same as the invoice, so all the bank accounts linked to the vendor are available for selection.
CFGActEnableSaveOnly	Adds a Save button, in addition to the Save and Post button, for creating a non-voyage invoice.
CFGActNoDefaultReversalDate	For reversals, the reversal date will be left blank for entry, rather than defaulting to the current date.
CFGBlockClosedVoyageInvoiceReversal	An invoice that is linked to a closed voyage cannot be reversed.
CFGActRequireReversalReason	A posted transaction cannot be reversed without selecting a Reversal Reason.
CFGActEnableMergedStatement	When enabled, multiple invoices can be posted as a merged statement if Invoice Type, Counterparty, Currency, and Company match.
CFGActEnableAccountingDateWarning	Displays a warning if a future date is entered into the Accounting Date field on the Transaction Data Entry and Journal Entry forms.
CFGActEnableAutoPropagateTaxCode	When the tax code for the first line item is added, the tax codes for the remainder of the line items are automatically populated with the same tax code; when a tax code is added on the Operations View tab, its Port column is automatically populated. CFGEnableTaxGroup must also be enabled.
CFGInvoiceNoCharLimit	Sets the maximum number of characters allowed in the Transaction Data Entry invoice number upon posting.
CFGActCacheInvoiceXml	Caches a copy of an invoice when it is reversed. The cached copy will be used for printing the reversed invoice.
CFGInvoiceReversalsByType	Specifies whether the control of invoice reversal by type is enabled or not. When enabled, on the Object Rights tab in Security , an Invoice Reversal Types control list is added to grant users rights to reverse specific types of invoices.
CFGInvoiceDateWarningMonths	Enables a warning message when an Invoice Date is too far in the future. To indicate how many months after the current date of saving or posting is acceptable, enter a number greater than 0. Invoice Dates outside this range will trigger a warning but still allow the user to save or post. To disable the warning, enter 0.
CFGOpsEnableCyclePayments	If an operations invoice has a Payment Terms field, you can set up Cycle Payment, which calculates up to four Due Dates per month.

	<p>To set up Cycle Payment, do the following:</p> <ol style="list-style-type: none"> 1. Edit configuration flag CFGOpsEnableCyclePayments : Replace the Value with no more than four monthly Cycle Payment days, separated by commas. For example, enter 1,15 if payments are made on the first and fifteenth day of every month. <ul style="list-style-type: none"> • Days past 31 will be ignored. • If 29, 30, or 31 is entered, months with fewer days will use the last day of the month. 2. In the Payment Terms form, a Cycle Pmt column appears. To enable Cycle Payment for a Code, select the Cycle Pmt check box in its row. When an operations invoice uses a Payment Term with Cycle Payment enabled, Due Date = Period Basis + Period (rounded up to the next Cycle Payment day).
CFGEnableTaxGroup	Enables the Tax Rate Information form in the Data Center, which allows for the grouping of taxes for the Transaction Data Entry form.
CFGActRequireTaxCode	<p>Note: CFGEnableTaxGroup must also be enabled.</p> <p>Sets the Tax Code field on the Operations tab of the Transaction Data Entry form as a mandatory field. If it is set as mandatory, it is not possible to post the transaction if any of the line items has a blank Tax Code.</p>

Payments and Receipts

On the Payments and Receipts form, you can enter a final payment or receipt (including credit and debit memos), or finalize a bank transfer.

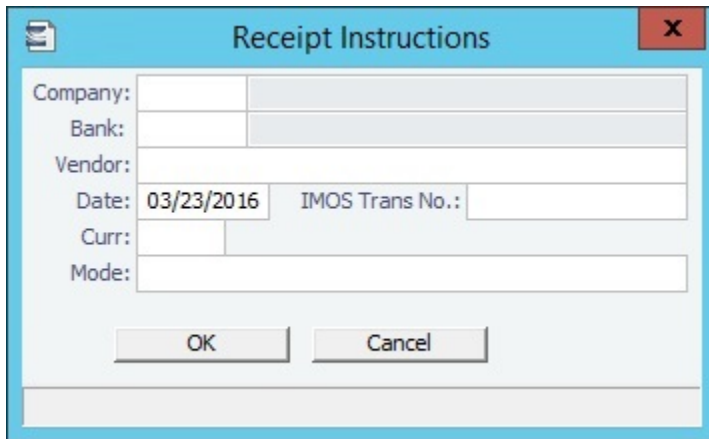
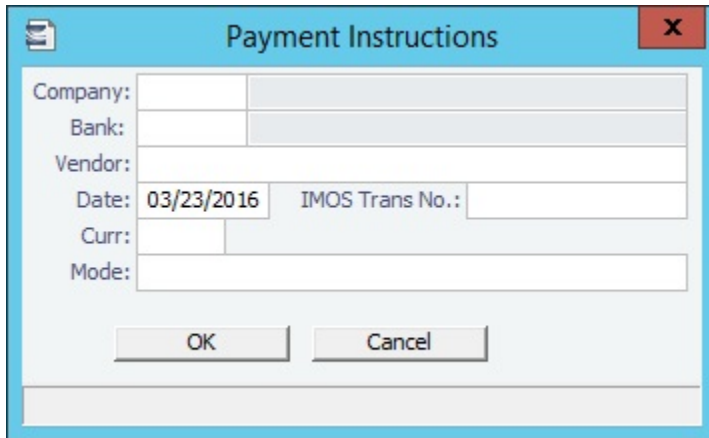
You can also use this form to enter [Advance Payments or Receipts](#).


Creating a Payment or Receipt

1. In the Financials module center , under Transactions, click **Payments and Receipts**.

2. On the Payments and Receipts form, select either **Make Payment** or **Enter Receipt**.

3. Click .



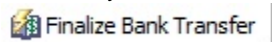
4. Complete the **Payment Instructions** or **Receipt Instructions** form:
 - a. Select the **Company** making or receiving the payment, the **Bank**, and the **Vendor**.
 - b. Enter the **Date** and the **IMOS Transaction Number**.
 - c. Select the **Currency**.
 - d. Select the payment **Mode**.
 - e. Click **OK**.
5. 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 **Amount to Pay** 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**.
6. Click  to save the form. 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.

Finalizing a Bank Transfer

To finalize a wire transfer transaction:

1. On the Payments and Receipts form, click .
2. On the Retrieve Payment/Receipt form, select the **Include Advance Payment/Receipt in Results** check box and click .
3. Select the bank transfer.

4. On the Payments and Receipts form, select the **Final** check box, enter the **Bank Charge** and **Ledger Code** and then click



Related Config Flags

CFGActPayPreventSavelfReleased

Prevents saving a payment/receipt more than once when paymentExport notification is enabled.

CFGActNoDefaultReversalDate

For reversals, leaves the reversal date blank for entry, rather than defaulting to the current date.

CFGActPayFinalByDefault

Selects the Final check box by default.

Advance Payments and Receipts

This is a **Key Topic**, with high value for all users.

On the Payments and Receipts form, you can enter an Advance Payment or Receipt.

1. In the Financials module center , under Transactions, click **Payments and Receipts**.

2. Select the **Advance** check box at the bottom of the form. This means you are now able to create a new Advance record, and a line for the transaction appears.
3. On the Payments and Receipts form, select either **Make Payment** or **Enter Receipt**.
4. Select the payment **Mode**, **Company** making or receiving the payment, **Vendor/Customer**, and **Bank Name**.
5. Enter the **Amount to Pay** and any **Bank Charge**.

The AP/AR account from the vendor's Address Book entry is used allocating Advance Payments and Receipts. If it is not specified, the AP/AR account from the [Accounts Periods](#) form is used.

To allocate Advance Payments or Receipts to outstanding invoices, use the [Advance Payment/Receipt Allocations](#) form. Allocating an Advance Payment (but not an Advance Receipt) to an invoice selects the **Final** check box on this form.

Related Config Flags

CFGActPayPreventSavelfReleased

Prevents saving a payment/receipt more than once when paymentExport notification is enabled.


CFGActNoDefaultReversalDate

For reversals, leaves the reversal date blank for entry, rather than defaulting to the current date.

CFGActPayFinalByDefault

Selects the Final check box by default.

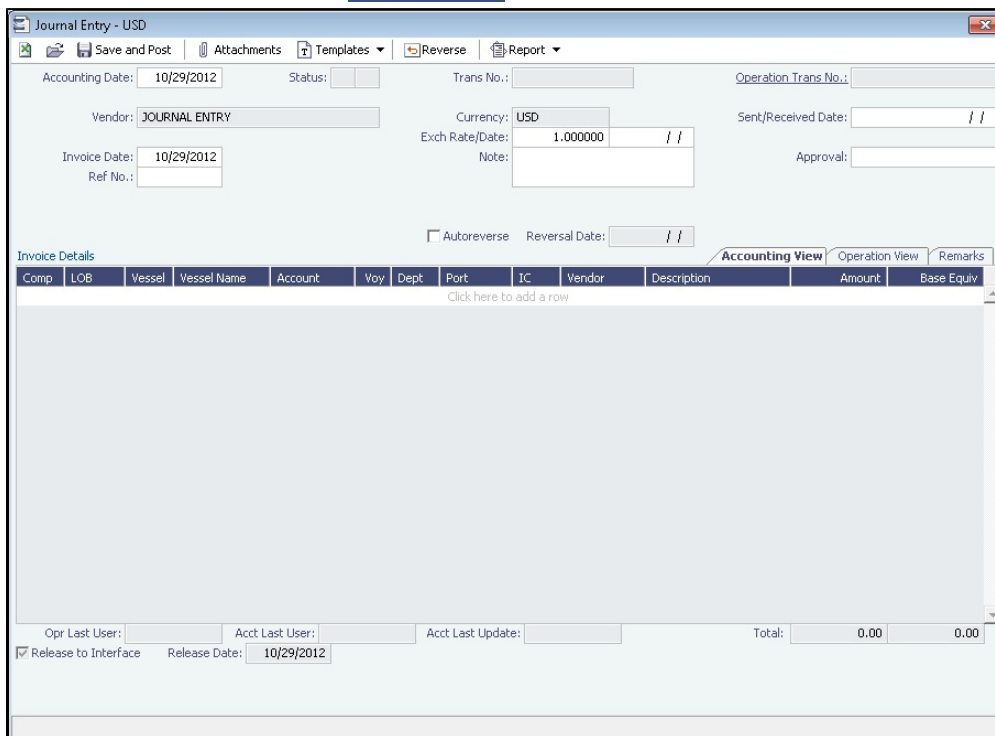
Journal Entry

 This is a **Key Topic**, with high value for all users.

Journal Entries move money between accounts, so a Journal Entry includes a debit account and a credit account. The layout of the Journal Entry form is consistent with that of the [Transaction Data Entry](#) form.

Creating a Journal Entry

1. In the Financials module center , under Transactions, click **Journal Entries**.



Journal Entry - USD

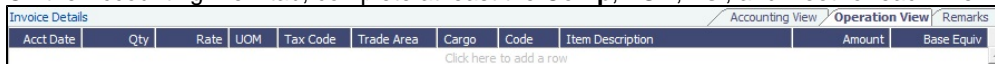
Accounting Date: 10/29/2012 Status: Trans No.: Operation Trans No.:
Vendor: JOURNAL ENTRY Currency: USD Sent/Received Date: //
Invoice Date: 10/29/2012 Exch Rate/Date: 1.000000 // Note: Approval:
Ref No.:
 Autoreverse Reversal Date: //

Invoice Details

Comp	LOB	Vessel	Vessel Name	Account	Voy	Dept	Port	IC	Vendor	Description	Amount	Base Equip
Click here to add a row												

Opr Last User: Acct Last User: Acct Last Update: Total: 0.00 0.00
 Release to Interface Release Date: 10/29/2012

2. Add a line for the debit and a second line for the credit information.
3. On the Accounting View tab, complete at least the **Comp, LOB, Vsl**, and **Acct** for each line.




Invoice Details

Acct Date	Qty	Rate	UQM	Tax Code	Trade Area	Cargo	Code	Item Description	Amount	Base Equip
Click here to add a row										

4. Make sure that debits equal credits; the Journal Entry must net out to zero.

5. On the Remarks tab, you can enter Invoice Details and Additional Remarks. On posting, the text is captured in the output invoice .XML.



6. To save the transaction, click  Save and Post .

Automatic Reversal

Journal Entries can be set to automatically reverse on a specified date. Select the **Autoreverse** check box and then complete the **Reversal Date** field. The date entered is used as the Accounting Date for the reversal.

A daily Scheduled Task must also be set in the Messaging Service. For more information, see **Examples of Scheduled Tasks**, in the *Messaging Service Manual*.

▼ Related Config Flags

CFGPostOffhire

When enabled, posts Off Hire and Off Hire bunker costs to journals when posting vessel cost or posting bunker cost (respectively) from the Voyage Manager.

CFGActEnableSaveOnly

Adds a Save button in addition to the Save and Post button, for creating a non-voyage journal entry.

CFGActNoDefaultReversalDate

For reversals: leaves the reversal date blank for entry, rather than defaulting to the current date.

CFGBlockClosedVoyageInvoiceReversal

Prevents reversing an invoice that is linked to a closed voyage.

CFGUseCompanyLobTradeAreaHierarchy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGActEnableGLValidation

Transaction Data Entry form checks the [Chart of Accounts](#) to determine if LOB, Vessel, Voyage, Port, and Department are required for a particular line item when posting.

CFGActEnableAccountingDateWarning

Displays a warning if a future date is entered into the Accounting Date field on the Transaction Data Entry and Journal Entry forms.

CFGActJournalFXThreshold

When non-zero, IMOS will create Exchange Rate Difference line for journals and invoices where total amount is zero if sum of line items in base currency is not equal to zero. If absolute value of such sum is greater than the value of this flag, user will be prompted to create Exchange Rate Difference line. In addition when non-zero, IMOS will allow payment bank amount to differ from the sum of line items in bank currency.

CFGInvoiceDateWarningMonths

Enables a warning message when an Invoice Date is too far in the future. To indicate how many months after the current date of saving or posting is acceptable, enter a number greater than 0. Invoice Dates outside this range will trigger a warning but still allow the user to save or post. To disable the warning, enter 0.

CFGAccrueDemBadDebt

When this config flag is enabled and `CFGVoyaccAccrualType` is set to **Ops**, when Accrual Percentage of a Laytime Calculation is less than 100%, demurrage bad debt is accrued with a journal separate from demurrage. Its source code is MACR and bill code is DEMBADDEBT. This feature is applicable to both laytime.exe and laytime_c.exe.

`CFGActApprovalsMask`

Bitflag: If accounting approvals are enabled, determines which are active. Possible values:

- 0 = None
- 1 = Payables only
- 2 = Receivables only
- 4 = Journals
- 64 = By company; adds an Approval Company node in Object Rights for each user.

The default value is $7=1+2+4$.

`CFGActBunkerCostJournalApproval`

Needed

Specify how many approvals are needed for Bunker Cost Journals before posting:

- **0** = Voyage Bunker Cost (VBNK/ARDB/ATCB) Journals are automatically approved when they are created and need no approval to be ready to post.
- **N > 0** and `CFGActApprovalsMask` enables the approval of journals: A VBANK/ARDB/ATCB Journal must be approved by N different users before being ready to post.

Journal Template

If you regularly need to create similar [Journal Entries](#), you can use templates to simplify the process.

Creating a Journal Entry from a Template

To create a Journal Entry from a template, do one of the following:

- Work in a Journal Entry:

a. On the Journal Entry toolbar, click  **Templates** ▾.

- b. Click **Create a New Journal Entry from a Template**.
 - c. Select a template from the list of saved templates to populate the Journal Entry.
 - d. Edit the information in the Journal Entry and save it.
- Work in a template:

- a. On the Journal Entry toolbar, click .
- b. Click **Retrieve a Template**.
- c. Select a template from the list of saved templates to populate the Journal Entry.
- d. Edit the information in the template.
- e. Click  and then click **Convert to a New Journal Entry**.
- f. Save the Journal Entry.

Creating a Journal Entry Template

To create a Journal Entry template:

1. Edit the information in the Journal Entry to include all the standard information.
2. On the Journal Entry toolbar, click .
3. Click **Convert to a New Template**.
4. Enter a **Template Name** and save.


Journal Entry templates cannot be created from auto-created journals (like Voyage Costs or Monthly Accruals).

Editing or Deleting a Journal Entry Template

To edit or delete a Journal Entry template:

1. On the Journal Entry toolbar, click .
2. Click **Retrieve a Template**.
3. Select a template from the list of saved templates.
4. Do one of the following:
 - To edit, change the information and save.
 - To delete, click .

Advance Payment - Receipt Allocations

 This is a **Key Topic**, with high value for all users.

Note: You must have the **Advance Payment/Receipt Allocations Module Right** selected, under Transactions in Financials. To allocate an advance payment, a clearance account must be set up in the [Chart of Accounts](#).

Allocating Advance Payments or Receipts to Invoices

After you create [Advance Payments or Receipts](#), you can allocate them to outstanding invoices with the same vendor and currency on the Advance Payment/Receipt Allocations form.



1. In the Financials module center **Financials**, under Transactions, click **Advance Payment and Receipt Allocations**.

2. Filter by **Vendors, Companies**, and/or accounting **Date To**. Outstanding Invoices appear in the grid at the top.

3. To allocate advance payments/receipts to invoices, do one of the following:

- In the Advance Payments/Receipts grid, in the middle, right-click an **Advance Payment or Receipt** and click **Auto-Allocate**. The amount is allocated to all the relevant invoices and appears in the Allocations grid. If the amount is not enough to cover all invoices, it is prorated between them. The advance transaction is unchanged; instead, new allocation transactions are created.
- In the Allocations grid, at the bottom:
 - a. To view more information, right-click a line and then click **See Details**.


b. Adjust allocations in the Allocation Details form as needed (as long as the total allocated amount does not exceed the Advance amount).

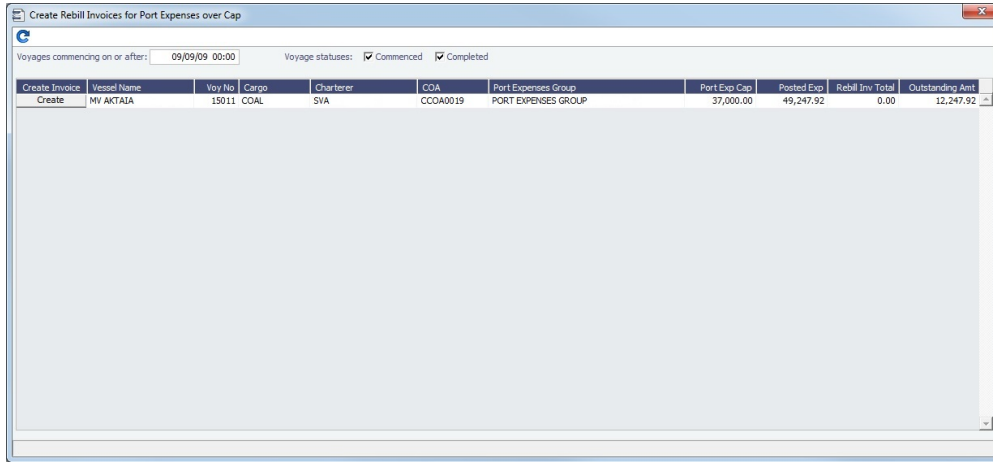
4. To commit the Advance allocations to the invoices, click **Allocate**. Entries in the Allocations grid are removed, and the two upper grids reflect the new situation. The advances are linked to the invoices as payments or receipts.

Create Rebill Invoices over Port Expense Cap

When a cap/collar is specified in a **COA contract**, and a voyage is scheduled against that COA, actual **Port Expenses** can be posted with a total above the cap or below the collar.

On the Create Rebill Invoices over Port Expense Cap form, you can view a list of all voyages/port calls where the posted Port Expenses exceed the contractual cap stipulated in the COA. Rebill Invoices can be generated for expense amounts in excess of the cap.

1. In the Financials module center , under Transactions, click **Create Rebill Invoices over Port Expense Cap**.




2. In **Voyage Commencing On or After**, enter a date. Invoice lines appear in the grid.
3. To create a Rebill Invoice, click **Create**.

Period Closing

This section includes the following Financials Period Closing forms:

- [Monthly Accruals](#)
- [Period FX Adjustments](#)
- [Voyage Period Journals](#)

Monthly Accruals

 This is a **Key Topic**, with high value for all users.

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.

With Monthly Accruals, you can compute the posted-actual for every vessel voyage that is still open and calculate accruals based on the result.

With the **Modify P&L Calculation Options Module Right** selected in IMOS [Security](#), you can toggle the [P&L Calculation Options](#) in the top right corner of this form. Without it, you can only use this form with the P&L Options as set by the configuration flags beginning with CFGDefaultPnlCalc.

Required Setup

Before running monthly accruals, the following setup is required to achieve accurate results:

- Complete your [Chart of Accounts](#).
- Determine if you will be using Accrual By Ops or Accrual By Act.
- Complete your [Accrual Business Rules](#).
- Set your accrual basis: always prorate or using an operations basis date (CFGVoyaccAccrualDate).

Calculating Accruals



1. In the Financials module center **Financials**, under Period Closing, click **Monthly Accruals**.

The screenshot shows the 'Monthly Accrual Summary' window. At the top, there are navigation options like 'Reports' and 'Create Accrual Journals'. The main area contains several input fields: 'Lower Bound Date', 'Accruals Year/Month' (set to 2016, 8), and 'Calculation Options' (Basis: Recalculation). Below these are checkboxes for various calculation options such as 'Apply TC Hire to Period', 'Apply Additional Hire to Period', etc. At the bottom, there is a table with columns: Vessel Name, Voy No., OprType, AccDate, Portion %, Basis, Revenue, Posted Rev, Expenses, Posted Exp, Profit/Loss, Posted P&L, Difference, St, S, R.

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 Accruals Year/Month on this form.
 - Accruals snapshots appear in the [Snapshot and Period Comparison](#) selection lists on the P&L tab of the Voyage Manager.
 - To accurately account for these items based on your company's policies, the following Calculation Options can be used with accruals-based snapshots created with IMOS v7.10 or later: Apply Additional Hire to Period, Apply TC Bunker Adjustment to Period, Apply TC Expenses to Period, Apply Other Revenues/Expenses to Period, Apply Port Expenses to Period.

3. Select filters to limit accruals by Trade Area, Company/LOB, Vessel Fleet, Vessel Type, Operation Type, or Pool, or select a specific Vessel.

4. Select filters unique to Accruals:

- **Lower Bound Date**: The accruals program will filter out any voyages that commence before this date; if left empty, all non-closed voyages will be included.
- **Lower Value Limit**: The accruals program will filter out any individual P&L line items less than this limit; if empty, all line items will be included.

5. To apply P&L calculation options, select the appropriate check boxes.

6. Click **Calculate**.

7. 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**.

8. To select the records for which you **do not** want to create a reversal of the accrual, clear their check boxes in the **R** column.

9. Click **Create Accrual Journals**.

- If a record's **S** check box is selected, a [Journal Entry](#) is generated 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).
- If a record's **R** check box is selected, a reversal of the accrual is generated for the first day of the next month.

10. To view Summary or Account Analysis reports, click **Reports**.

Calculation Method for Accruals (Revenue and Costs)

Accrual journals are generated on a per vessel, per voyage basis. The system calculates month-end results.

- With configuration flag **CFGActAccrualBreakdown** set to:
 - **Y**: The calculation is per P&L category.

- **N:** P&L categories are consolidated into revenues and expenses.
- With configuration flag **CFGVoyaccAlwaysProrate** set to:
 - **Y:** P&L results are prorated according to the number of voyage days in the month.
 - **N:** Revenues and expenses are recognized in the month in which they occur.

Prorating Voyages

Depending on your configuration, your accrual calculation may be prorated. 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 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.

TCO Voyages

Time Charter Out voyages are all treated the same, regardless of system configuration. Time Charter Out voyages will by default always be prorated. This can be overridden using the **Apply TC Hire To Period** calculation option on the Accrual form. Additionally, TCO voyages are not accrued until they have commenced.

Approve and Post

After you have calculated and created the Accrual journals, it is still necessary to approve and post the journals. Accrual journals will follow your security settings for approving and posting but also have some convenient functionality:

- When posting the journal for the end of the accrual period, you will be prompted to post the additional reversal accrual journal for the next day.
- When reversing an accrual journal, you will be prompted if you want to reverse the reversal journal as well.
- Use the check box on the Post Invoices List to approve and post accrual journals in bulk.

▼ Related Config Flags; click to see CFGVoyaccAccrualType for Accruals by Account, etc.

CFGVoyaccAccrualType

Enables an option to control the type of [accrual items](#) using [Business Rules](#). There are five possible values:

- **Ops** (default): No change in behavior for accruals; the items generated are set as configured in the Business Rules.
- **Act:** New Business Rules are used for accruals. The items are grouped per their corresponding P&L accounts in the Business Rules (Accruals by Account). These are generated automatically upon opening the Business Rules form.
- **ActCounterparty:** Same as Act, but the accruals are also itemized per vendor.
- **ActCounterpartyPort:** Port expenses will be accrued on a separate line-item for each port and each counterparty, and all other items will be accrue per account and counterparty.
- **ActPort:** Port expenses will be accrued on a separate line-item for each port and all other items will be accrued per account.

When set to a nondefault value, CFGVoyaccAccrualType adds a check box column to the [Bill Viewer](#); to exclude a Bill Viewer row from [Monthly Accruals](#), clear its check box.

CFGVoyaccAlwaysProrate

Sets IMOS to always prorate voyage accrual figures.

CFGVoyaccAccrualDate

Determines the day on which the accrual process recognizes a voyage for accrual. When a voyage is recognized, IMOS will accrue 100% of that Voyage P&L.

The following configuration only applies if **CFGVoyaccAlwaysProrate** is set to N.

Option	Revenues and Expenses are Recognized Basis
1	Sailing date from first load port

2	First BL date; if there is no B/L date or cargo, then accrual calculation changes to prorata
3	Voyage Commence Date
4	Voyage Completion Date
5	After All B/Ls Entered is selected on the Voyage Manager, Last BL date

CFGAccrualsByDay

Specifies a date for running Monthly Accruals, rather than only at month end.

CFGIgnoreAccrualOnVoyageDelete

Allows deleting voyages even when the voyages have monthly accruals posted to them.

CFGAccrualTimeZone

Sets the time zone offset to use when calculating accruals and bunker period journals.

The default is 0 (GMT).

CFGAllocateBunkersToVoy

When enabled, post voyage bunker cost as difference of bunkers used - bunker inv - accrue. See [Allocating Period Cost to Voyages](#).

CFGSeparateAndMirrorProfitShareA

ccrual

Accrues any profit share amounts on the voyage in a separate journal per counterparty.

For a counterparty marked as Internal in the Address Book, posting the profit share accrual journal automatically generates a mirrored transaction: For an accrual done from company A to company B, the mirrored journals are generated from company B to company A, with the reversed signs. The new journal type requires a new Business Rule: MPAC:PROFITSHARE.

CFGVoyaccUseBallastVoyageBillCo

des

When enabled, distinct bill codes are used when generating accruals for ballast voyages (voyages without a fixture).

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.

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.

CFGEnableVesselCostBreakdownOn

VoyageJournal

Monthly Accruals and Voyage Period Journals will calculate the vessel cost for OVxx voyages without Head Fixture using the breakdown from Vessel form when it's defined.

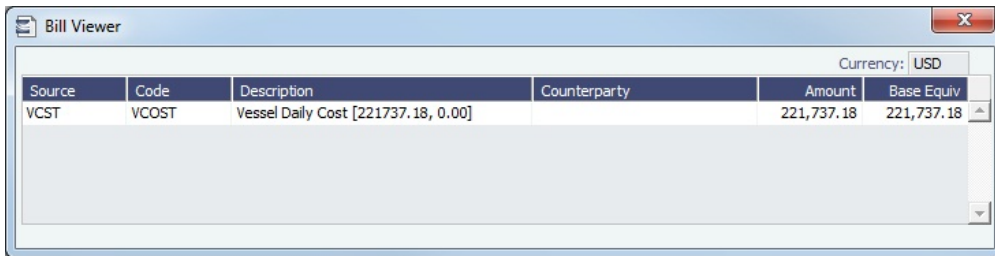
CFGAccrueDemBadDebt

When this config flag is enabled and [CFGVoyaccAccrualType](#) is set to **Ops**, when Accrual Percentage of a Laytime Calculation is less than 100%, demurrage bad debt is accrued with a journal separate from demurrage. Its source code is MACR and bill code is DEMBADDEBT. This feature is applicable to both laytime.exe and laytime_c.exe.

Bill Viewer

The Bill Viewer includes the details to be included in the Journal.

Right-click the line on the [Monthly Accruals](#) form or the [Voyage Period Journals](#) form and then click **Preview Journal**.



Source	Code	Description	Counterparty	Amount	Base Equiv
VCST	VCOST	Vessel Daily Cost [221737.18, 0.00]		221,737.18	221,737.18

Note: For accruals only, if **CFGVoyaccAccrualType** is set to a value other than Ops (the default), a check box column appears on the far right. To exclude a row from Monthly Accruals, clear its check box.

Related Config Flags

CFGVoyaccAccrualType

Enables an option to control the type of [accrual items](#) using [Business Rules](#). There are five possible values:

- **Ops** (default): No change in behavior for accruals; the items generated are set as configured in the Business Rules.
- **Act**: New Business Rules are used for accruals. The items are grouped per their corresponding P&L accounts in the Business Rules (Accruals by Account). These are generated automatically upon opening the Business Rules form.
- **ActCounterparty**: Same as Act, but the accruals are also itemized per vendor.
- **ActCounterpartyPort**: Port expenses will be accrued on a separate line-item for each port and each counterparty, and all other items will be accrued per account and counterparty.
- **ActPort**: Port expenses will be accrued on a separate line-item for each port and all other items will be accrued per account.

When set to a nondefault value, CFGVoyaccAccrualType adds a check box column to the Bill Viewer; to exclude a Bill Viewer row from [Monthly Accruals](#), clear its check box.

Accrual Business Rules

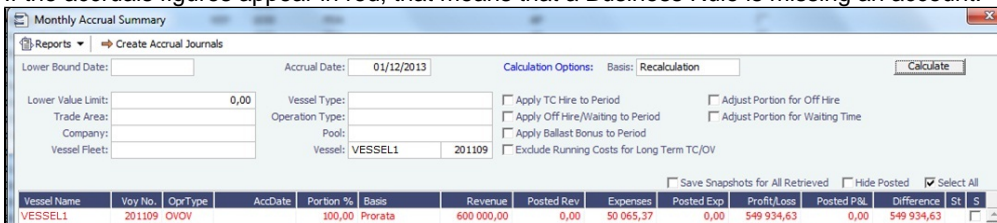
Configuration flag **CFGVoyaccAccrualType** enables an option to control the type of [accrual items](#) using [Business Rules](#). There are five possible values:

- **Ops** (default): No change in behavior for accruals; the items generated are set as configured in the Business Rules.
- **Act**: New Business Rules are used for accruals. The items are grouped per their corresponding P&L accounts in the Business Rules (Accruals by Account). These are generated automatically upon opening the Business Rules form.
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- **ActPort**: Port expenses will be accrued on a separate line-item for each port and all other items will be accrued per account.

Notes:

- When CFGVoyaccAccrualType is set to a nondefault value, a check box column appears on the [Bill Viewer](#) form; to exclude a row from [Monthly Accruals](#), clear its check box.
- When Accruals by Account is enabled:

- If the accruals figures appear in red, that means that a Business Rule is missing an account.



- Incremental accruals can be run. If accruals are run and then an adjustment is made that would warrant running accruals for a second time, the accrual journals do not have to be reversed to do so. The accruals can be run again, and the difference between the original accrual amount and the new accrual amount will be the resulting Journal Entry. Accrual journals that have been run but not posted will be overwritten. Only accounts that have been updated since the last run of accruals will have a Journal Entry created for them.

Creating Accounting Ledgers per Vendor for Posted Invoices and Accruals

To configure IMOS to allocate transactions to specific vendors:

Scenario

- Commission On Freight (FCOM)
- Internal Broker
- External Brokers

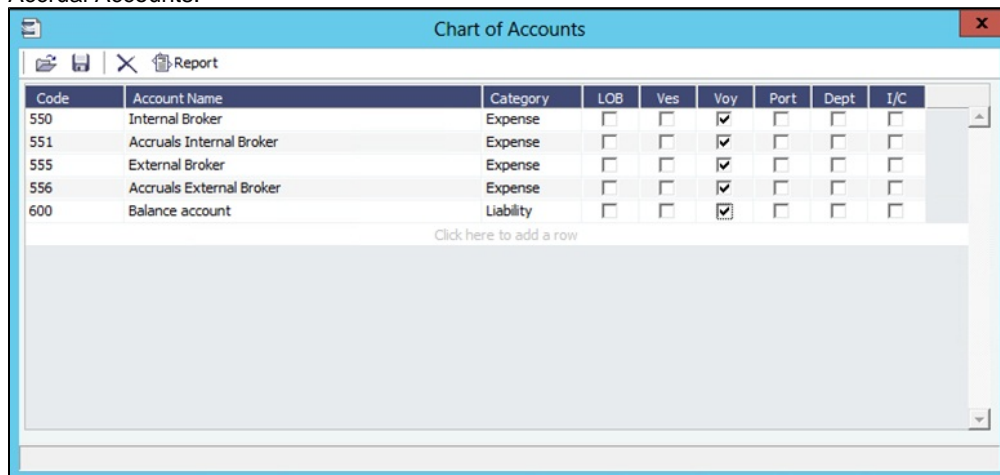
Internal Broker A posting on account: 550

External Brokers B posting on account: 555

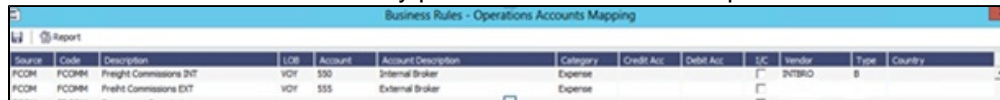
Create Accruals with separate accrual accounts similar to posted transactions

Financial Account Configuration

1. Create unique Account Codes for internal broker and external brokers in the [Chart of Accounts](#) and add their equivalent Accrual Accounts.



2. Create new Business Rules for both accounts using the same code (FCOMM), and link the Internal Broker in Vendor column. IMOS will thereby post the internal broker separated from the other external brokers:



3. Associate the new Business Rules with their accrual account by creating a new MACR rule:
 - In the **Code** column, enter the unique account code for the internal/external broker.
 - In the **Account** column, enter the accrual account code.
4. Enter the applicable accounts:
 - The **Account** column refers to the correct posting on the Income Statement.

- The **Credit Acc** column refers to the correct posting on the Balance Sheet.

Source	Code	Description	LOB	Account	Account Description	Category	Credit Acc	Debit Acc	I/C	Vendor	Type	Country
FREB	CDPRT	Deadfreight										
FREB	CFRTR	Freight (by Rate or World Scale)										
FREB	FINVA	Freight Rebilled in Advance										
MACR	550	Freight Commission Accrual INT	VOY	551	Accruals Internal Broker	Expense	600					
MACR	555	Freight Commission Accrual EXT	VOY	556	Accruals External Broker	Expense	600					
MACR	ADDCOM	Address Commission Accrual										
MACR	BALLACTR	Ballast Revenue Accrual										

Checking the Configuration

To check that internal/external commissions are posted to the correct account:

- To check if the new Freight Commission accounts are configured correctly (posting to the correct Account Codes), create and post a new Commission Invoice. On the **Transaction Data Entry** form, the correct Account Number should appear.

Transaction Data Entry - USD

Invoice AP/AR: Payable Status:

Accounting Date: 11/29/2013 Invoice Type: Freight/Demurrage Cr FCOM Operation Trans No.: 21

Vendor: External Broker Invoice Amount: 12,655.85 USD PO No.: Received Date: //

Bill Via: Exch Rate/Date: 1.000000 11/29/2013 AP/AR Account No.: Approval: I/C Trans No.:

Invoice Date: 11/29/2013 Due Date: 12/29/2013 Base Amount: 12,655.85 USD Reference No.: Note: Freight/Demurrage Commission VEST2-8

Late Reason: Invoice No.: 000004#INV Terms: Rebill Type: Non-Rebillable Contact:

Terms Description:

Invoice Details

Comp	LOB	Vessel	Vessel Name	Account	Voy	Dept	Port	IC	Prod	Description	Amount	Base Equiv
VOY	VEST2	VOYEST 2		555		8				VEST2-8-Freight Commission fo	12,655.85	12,655.85

Transaction Data Entry - USD

Invoice AP/AR: Payable Status:

Accounting Date: 11/29/2013 Invoice Type: Freight/Demurrage Cr FCOM Operation Trans No.: 20

Vendor: Internal Broker Invoice Amount: 12,655.85 USD PO No.: Received Date: //

Bill Via: Exch Rate/Date: 1.000000 11/29/2013 AP/AR Account No.: Approval: I/C Trans No.:

Invoice Date: 11/29/2013 Due Date: 12/29/2013 Base Amount: 12,655.85 USD Reference No.: Note: Freight/Demurrage Commission VEST2-8

Late Reason: Invoice No.: 000004#INV Terms: Rebill Type: Non-Rebillable Contact:

Terms Description:

Invoice Details

Comp	LOB	Vessel	Vessel Name	Account	Voy	Dept	Port	IC	Prod	Description	Amount	Base Equiv
VESON	VOY	VEST2	VOYEST 2	550		8				VEST2-8-Freight Commission fo	12,655.85	12,655.85

To check that accruals are separating internal/external brokers:

- Run accruals and note that the separation is done per accrual account - set for the respective internal and external brokers.

Journal Entry - USD

Accounting Date: 31/12/2013 Status: Trans No.: Operation Trans No.: 48554

Vendor: JOURNAL ENTRY Currency: USD Sent/Received Date: //

Invoice Date: 31/12/2013 Exch Rate/Date: 1.000000 31/12/2013 Note: Accrual for December 2013 Approval:

Ref No.:

Autoreverse Reversal Date: //

Invoice Details

Account	Debit	Credit	Description	Amount	Base Equiv		
VOY	TONE	TONE	551	4	INTERBRO TONE-4-550 - Internal Bro	\$ 100,00	\$ 100,00
VOY	TONE	TONE	471	4	INTERBRO TONE-4-550 - Internal Bro	-5 100,00	-5 100,00
VOY	TONE	TONE	556	4	EXTBROKER TONE-4-555 - External Bro	\$ 100,00	\$ 100,00
VOY	TONE	TONE	471	4	EXTBROKER TONE-4-555 - External Bro	-5 100,00	-5 100,00

✓ Related Config Flags

CFGAccrueDemBadDebt


When this config flag is enabled and CFGVoyaccAccrualType is set to **Ops**, when Accrual Percentage of a Laytime Calculation is less than 100%, demurrage bad debt is

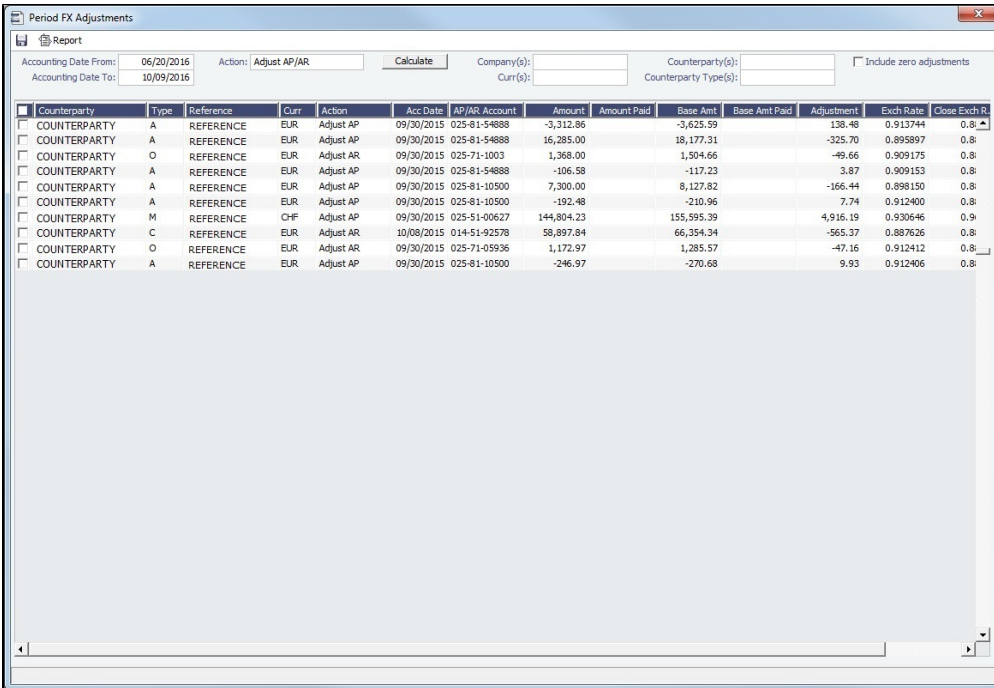
accrued with a journal separate from demurrage. Its source code is MACR and bill code is DEMBADDEBT. This feature is applicable to both laytime.exe and laytime_c.exe.

Period FX Adjustments

Period FX Adjustments can be used for these purposes:

- **Adjust FX Rate:** To create temporary payments at a current exchange rate for outstanding non-base-currency invoices.
- **Adjust Advance:** To create [Journal Entries](#) to make the [Account Analysis Report](#) in Financials reflect the end of the period exchange rate for the AP/AR account balance when there are no base-currency advanced payments/receipts.
- **Adjust Bank:** To create [Journal Entries](#) to make the [Cashflow Report](#) in Financials reflect the end of the period exchange rate for bank balances.
- **Clear Balance:** To resolve differences in invoice and payment amounts caused by using different exchange rates on the invoice and payment.

In the Financials module center , under Period Closing, click **Period FX Adjustments**.




Counterparty	Type	Reference	Curr	Action	Acc Date	AP/AR Account	Amount	Amount Paid	Base Amt	Base Amt Paid	Adjustment	Exch Rate	Close Exch R
COUNTERPARTY	A	REFERENCE	EUR	Adjust AP	09/30/2015	025-81-54888	-3,312.86	-3,625.59			138.48	0.913744	0.8
COUNTERPARTY	A	REFERENCE	EUR	Adjust AP	09/30/2015	025-81-54888	16,285.00	18,177.31			-325.70	0.895897	0.8
COUNTERPARTY	O	REFERENCE	EUR	Adjust AR	09/30/2015	025-71-1003	1,368.00	1,504.66			-49.66	0.909175	0.8
COUNTERPARTY	A	REFERENCE	EUR	Adjust AP	09/30/2015	025-81-54888	-106.58	-117.23			3.87	0.909153	0.8
COUNTERPARTY	A	REFERENCE	EUR	Adjust AP	09/30/2015	025-81-10500	7,300.00	8,127.82			-166.44	0.898150	0.8
COUNTERPARTY	A	REFERENCE	EUR	Adjust AP	09/30/2015	025-81-10500	-192.48	-210.96			7.74	0.912400	0.8
COUNTERPARTY	M	REFERENCE	CHF	Adjust AP	09/30/2015	025-51-00627	144,804.23	155,995.39			4,916.19	0.930646	0.9
COUNTERPARTY	C	REFERENCE	EUR	Adjust AR	10/08/2015	014-51-92578	58,897.84	66,354.34			-565.37	0.887626	0.8
COUNTERPARTY	O	REFERENCE	EUR	Adjust AR	09/30/2015	025-71-05936	1,172.97	1,285.57			-47.16	0.912412	0.8
COUNTERPARTY	A	REFERENCE	EUR	Adjust AP	09/30/2015	025-81-10500	-246.97	-270.68			9.93	0.912406	0.8

Adjust FX Rate

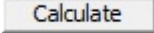

To adjust the FX rate, follow these steps:

1. Check the [Exchange Rates](#) form and make sure that exchange rates are entered for the **Eff Date** from which you want to adjust exchange rates. (This is the date to enter in the **Accounting Date From** field.)
2. Check the [Account Periods](#) form and make sure that there is an entry in the **Exch Diff** field for the date range for which you want to adjust exchange rates.
3. In the **Accounting Date From** and **Accounting Date To** fields, enter the date range for which you want to adjust exchange rates, from step 1. (This checks the Accounting Date of transactions.)
4. In the **Action** field, select **Adjust AP/AR**.
5. As needed, apply filters for **Company(s)**, **Curr(s)**, **Counterparty(s)**, or **Counterparty Type(s)**.
6. Click **Calculate** to calculate the adjustment. A list of all invoices with an open balance appears.
 - Line items that are in the base currency are in red text. No adjustments will be made for these lines; they are for information only.
 - Line items that have a different currency than the base currency are in black text. These are the lines for which temporary adjustments will be posted.
7. Scroll through the list and review the items in black text.

8. If all amounts appear correct, click  to save. A Payment is automatically created against the original invoice for the amount in the Adjustment column, and then a Payment Reversal is created for the next date. The account set in **Exch Diff** in [Account Periods](#) is used as the clearing account for these two transactions. They can be seen in the Payments section of the [Transaction Data Entry](#).

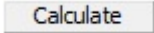

Adjust Advance

To adjust the AP/AR account balance, follow these steps:

1. Check the [Exchange Rates](#) form and make sure that exchange rates are entered for the **Eff Date** from which you want to adjust exchange rates. (This is the date to enter in the **Accounting Date From** field.)
2. Check the [Account Periods](#) form and make sure that there is an entry in the **Exch Diff** field for the date range for which you want to adjust exchange rates.
3. In the **Accounting Date From** and **Accounting Date To** fields, enter the date range for which you want to adjust exchange rates, from step 1. (This checks the Accounting Date of transactions.)
4. In the **Action** field, select **Adjust Advance**. The adjustment is based on the current existing advanced payments/receipts made in non-base-currencies.
5. As needed, apply filters for **Company(s)**, **Curr(s)**, **Counterparty(s)**, or **Counterparty Type(s)**.
6. Click  to [calculate the adjustment](#). A list of payments that has been made to non-base-currency banks appears.
 - Line items that do not have a **Close Exch Rate** are in red text. No adjustments will be made for these lines; go back to check the Exchange Rates, as in step 1. After new exchange rates are entered, you need to close the Period FX Adjustment form and reopen it to see the changes.
 - Line items that have the necessary information are in black text. These are the lines for which adjustment Journal Entries will be posted.
7. Scroll through the list and review the items in black text.
8. If all amounts appear correct, select the line items to adjust, and click  to save. A Journal Entry ending in **X** is automatically created against the AP or AR account. In [Account Analysis Reports](#), you see that the Journal Entries have adjusted the ending balance for the base currency based on the current exchange rates.

Adjust Bank

To adjust the Bank balance, follow these steps:

1. Check the [Exchange Rates](#) form and make sure that exchange rates are entered for the **Eff Date** from which you want to adjust exchange rates. (This is the date to enter in the **Accounting Date From** field.)
2. Check the [Account Periods](#) form and make sure that there is an entry in the **Exch Diff** field for the date range for which you want to adjust exchange rates.
3. In the **Accounting Date From** and **Accounting Date To** fields, enter the date range for which you want to adjust exchange rates, from step 1. (This checks the Accounting Date of transactions.)
4. In the **Action** field, select **Adjust Bank**. The adjustment is based on the current existing payments/receipts made to non-base-currency banks.
5. As needed, apply filters for **Company(s)**, **Curr(s)**, **Counterparty(s)**, or **Counterparty Type(s)**.
6. Click  to [calculate the adjustment](#). A list of payments that has been made to non-base-currency banks appears.
 - Line items that do not have a **Close Exch Rate** are in red text. No adjustments will be made for these lines; go back to check the Exchange Rates as in step 1. After new exchange rates are entered, you need to close the Period FX Adjustment form and reopen it to see the changes.
 - Line items that have necessary information are in black text. These are the lines for which adjustment Journal Entries will be posted.
7. Scroll through the list and review the items in black text.
8. If all amounts appear correct, select the line items to adjust, and click  to save. A Journal Entry ending in **X** is automatically created against the corresponding bank code. In [Cashflow Reports](#), you will see that the Journal Entries have adjusted the ending balance for the base currency based on the current exchange rates. In the example below, a payment of \$10,000 in SGD is adjusted. When the payment was made, the exchange rate for USD: SGD was 1.2, so \$8,333 USD was debited. However, the exchange rate is now 1.25, so a Journal Entry of 333.33 has been

posted automatically to adjust the USD balance to be \$8,000.


3	30/03/2017	17TGBC0000004N	AGENCY SERVICES TEST FOR ADJ	-8,333.33	10,000.00
4	30/03/2017	17TGBC0000005X	JOURNAL ENTRY FX CLOSE TGBC 66241	333.33	0.00
Total this Period				8,000.00	18,000.00
Period net cashflow				-8,000.00	10,000.00
Ending Bank Account Balance				-8,000.00	10,000.00

Base currency

Foreign currency

Clear Balance

To clear the balance, follow these steps:


1. Check the [Account Periods](#) form and make sure that there is an entry in the **Exch Diff** field for the date range for which you want to clear the balance.
2. In the **Accounting Date From** and **Accounting Date To** fields, enter the date range for which you want to clear the balance. **Accounting Date To** will be the posting date of the balance clear transaction.
3. In the **Action** field, select **Clear Balance**.
4. As needed, apply filters for **Company(s)**, **Curr(s)**, **Counterparty(s)**, or **Counterparty Type(s)**.
5. Click to calculate the adjustment. A list is generated of all invoices with a zero invoice currency balance and a non-zero base currency balance.
6. Scroll through the list and review the items; these are the lines for which permanent adjustments will be posted.
7. If all amounts appear correct, click  to save. A Payment is automatically created against the original invoice for the amount in the Adjustment column. No reversal is created; these are permanent adjustments to clear balances on invoices caused by foreign exchange differences. The account set in **Exch Diff** in [Account Periods](#) is used as the clearing account for this transaction. It can be seen in the Payments section of the [Transaction Data Entry](#).

Adjustment Calculations

Adjustments are calculated as follows:

- **Adjust AP/AR:** $((\text{Amount} - \text{Amount Paid}) / \text{Exch Rate}) - ((\text{Amount} - \text{Amount Paid}) / \text{Close Exch Rate})$
- **Adjust Advance:** $(\text{Advanced Paid/Received Amount} / \text{Exch Rate}) - (\text{Advanced Paid/Received Amount} / \text{Close Exch Rate})$
- **Adjust Bank:** $(\text{Payment/Receipt Amount} / \text{Exch Rate}) - (\text{Payment/Receipt Amount} / \text{Close Exch Rate})$
- **Clear Balance:** $(\text{Ttl Base Amt} - \text{Ttl Base Paid})$

Voyage Period Journals

 This is a **Key Topic**, with high value for all users.


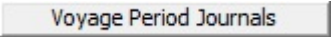
Expenses are incurred during a voyage that need to be transferred from the Balance Sheet. With Voyage Period Journals, you can create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, TCI/TCO Bunker Adjustments, and Victualling in a centralized way. You can create these Journals according to the Voyage Completion Date, or cumulatively, according to a specific date.

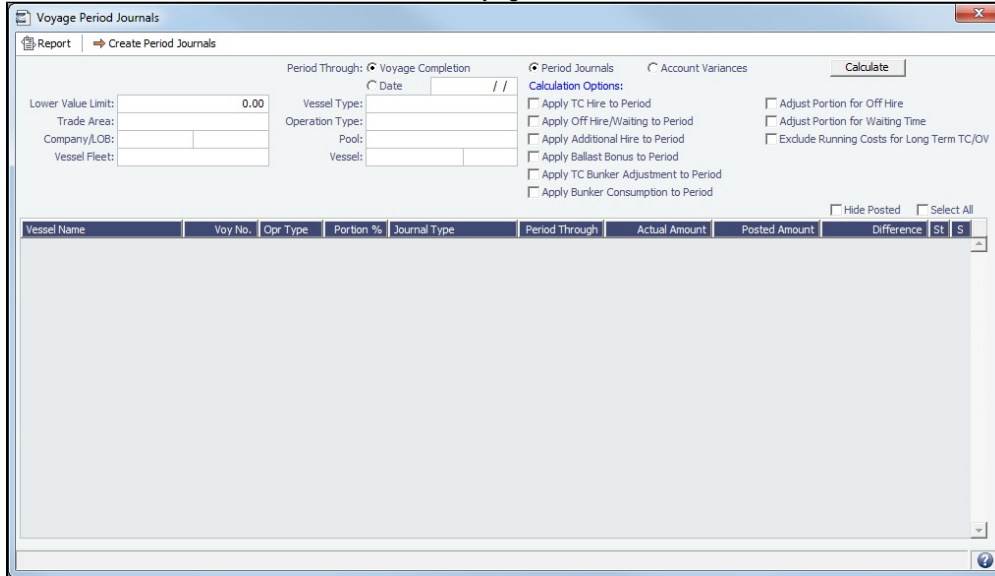
With the **Modify P&L Calculation Options Module Right** selected under **Financials** Actions in [IMOS Security](#), you can toggle the [P&L Calculation Options](#) in the top right corner of this form. Without it, you can only use this form with the P&L Options as set by the configuration flags beginning with CFGDefaultPnlCalc.

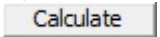
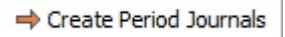

Creating Voyage Period Journals

Typically, Voyage Period Journals are run when a voyage is completed or at the end of the accounting period. For voyages that are in progress when the journals are run, journals will be overwritten the next time the journals are run.

1. Do one of the following:

- In the Financials module center , under Period Closing, click **Voyage Period Journals**. A blank form appears.
- On the Voyage Manager P&L tab or Invoices tab, click . The form appears with information filled in for the vessel and voyage.



- Using the filters, you can create a list of journals that spans across multiple vessels/voyages. You can use multiple filters at the same time.
 - To hide all the posted retrieved records and recalculate the result, select the **Hide Posted** check box.
 - Filtering by Voyage Completion or by Date:
 - To filter by Voyage Completion, next to Period Through, select the **Voyage Completion** radio button.
 - To filter by Date, under Period Through, select the **Date** radio button. Select a date. All Journal Types across all vessels appear, until that date.
 - Filtering by Vessel Type:
 - Select a Vessel Type, such as Handymax, to further narrow the results.
- To apply P&L calculation options, select the appropriate check boxes.
- Click .
- Each vessel/voyage can have multiple line items, with different Journal Types.
 - To sort the columns, click the column headings.
 - On the context menu of each line item, you can:
 - Click **Voyage Details** to open the voyage in the Voyage Manager.
 - Click **Preview Journal** to open the **Bill Viewer** form. The Bill Viewer includes the details of the Journal.
 - Click **Delete** to delete all non-posted journal entries of a particular type that are linked to the voyage.
- 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.
- Click . A message tells you that the journals have been generated and are ready to post.
- To see a report with the details of all the Journal Entries to be generated in the calculation, click .

Posting Voyage Period Journals

The Ready to Post Journals appear on the [Voyage Manager Invoices list](#), [Post Invoices list](#), and the [Transaction Summary list](#) with Counterparty name **XJOURNAL**.

The screenshot shows the Voyage Manager interface. At the top, there are navigation buttons: New Invoice, Act Interface Summary, Refresh, Report, and Export. Below this, there are input fields for Vessel (SAPPHIRE), TC Code/Hire (001-10001), Fixture No. (20120001), and Bunker Calc Method (AVE). Other fields include Voyage Status (Completed), Voyage Commencing (01/06/12 07:30), Voyage Completing (04/10/12 07:00), and Last Update GMT (11/15/12 17:59). A table below displays invoice data:

Action	AP/AR	Counterparty	Status	Invoice No.	Type	Invoice Date	Currency	Amount	Base Amount	Paid Amount
Review Post		XJOURNAL	Ready To Post		Voyage Bunker Cost	12/31/2012	USD	349,655.06	349,655.06	0.00
Review Post		XJOURNAL	Ready To Post		Vessel Daily Cost	12/31/2012	USD	589,287.53	589,287.53	0.00
Review Post		XJOURNAL	Ready To Post		TCI Bunker Adj	12/31/2012	USD	21,570.84	21,570.84	0.00

At the bottom, there is a navigation bar with tabs: Estimate, Operations, Ops Overview, Invoices (selected), P&L, Contacts, Notes, Revisions, and Instructions.

To post the journals, see [Post Invoices](#).

Some period costs, like TC Hire and Bunker expenses, although incurred during one voyage, might not be totally consumed in that voyage. Such costs are allocated among voyages by using Voyage Period Journals to match actual expenses and posted invoices from a financial perspective.

▼ Related Config Flags

CFGItemizeBunkerJournal

Instead of being aggregated per fuel type, 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.

CFGActDefaultPeriodJournalsAccountingDateToInvoiceDate

Defaults the Accounting Date of all Period Journals to the invoice date.

CFGSetBrokerNameOnPeriodJournal

Sets the Vendor/Counterparty as the Broker for hire commission rows. Account information specific to the Broker is used for these rows when set up in Business Rules. This only applies when there is only one Broker set up to be paid directly in the Time Charter contract.

CFGAccrualTimeZone

Sets the time zone offset to use when calculating accruals and bunker period journals. The default is 0 (GMT).

CFGAllocateBunkersToVoy

When enabled, post voyage bunker cost as difference of bunkers used - bunker inv - accrue. See [Allocating Period Cost to Voyages](#).

CFGAllocateTciHireToVoy

When enabled, voyage number is a required field for all hire-related lines in TCI; block incremental payment completely. See [Allocating Period Cost to Voyages](#).

CFGEnableVesselCostBreakdownOnVoyageJournal

Monthly Accruals and Voyage Period Journals will calculate the vessel cost for OVxx voyages without Head Fixture using the breakdown from Vessel form when it's defined.

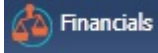
CFGPostOffhire

When enabled, posts Off Hire and Off Hire bunker costs to journals when posting vessel cost or posting bunker cost (respectively) from the Voyage Manager.

Setup

To use the accounting features of IMOS, you must complete the system Financials setup. To set up Financials, you must:

- Enter your company's relevant General Ledger accounts into the [Chart of Accounts](#) and [Account Periods](#) tables.
- Set up the links between specific voyage accounting activities in Operations and your General Ledger account codes in the [Business Rules](#) table.

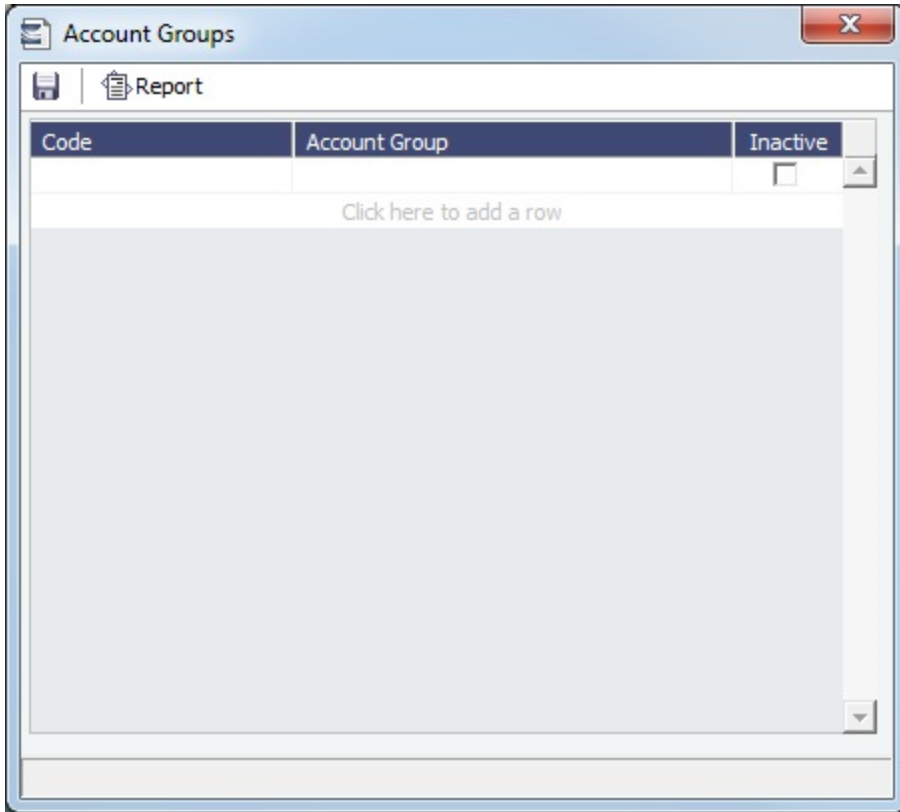
Setup links are in the list on the right side of the Financials module center , in alphabetical order. Because some of the items are dependent on others, it is easiest to set them up in the following order:

1. [Currency Types](#)
2. [Exchange Rates](#)
3. [Chart of Accounts](#)
4. [Account Periods](#)
5. [Lines of Business](#)
6. [Business Rules](#)
7. [Bank Contact Information](#)
8. [Company Information](#)
9. [Bank Links](#)
10. [Document Numbers](#)
11. [Departments](#)
12. [Invoice Approvals](#)
13. [Reversal Reasons](#)
14. [Invoice Actions](#)
15. [Payment Methods](#)
16. [Voyage P and L Variance Tolerance](#)

Account Groups

Configuration flag **CFGAccountGroups** enables the Account Groups form. To use CFGAccountGroups, [Accruals by Account](#) must be enabled.

In the Financials module center , under Setup, click **Account Groups**.



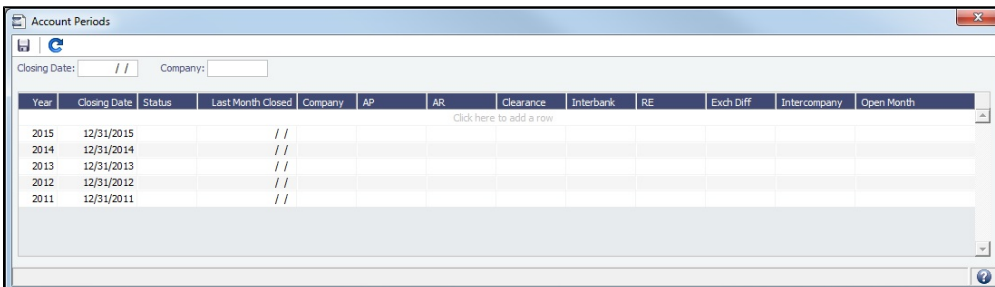
Account Group fields are added to the following forms:

- Account Groups can be used in the [Chart of Accounts](#) for each account. To save the Chart of Accounts, every account must have an Account Group.
- Once Account Groups have been set up, [Monthly Accruals](#) must be run based on Account Groups.
- The [Account Analysis Report](#) can be run for an Account Group.

Account Periods

The Account Periods form performs multiple functions for voyage accounting, including determining open and closed periods within an account year and defaulting specific account types to defined ledger codes. Before you can use the Account Periods form, you must first configure the [Chart of Accounts](#) for your company.

In the Financials module center , under Setup, click **Account Periods**.



To filter by periods on a list or the [Report Editor](#), select **Use Fiscal Calendar** in the date filter.

Defining Account Periods

To define Account Periods:

1. Add a row for each fiscal **Year**.

2. For each year, enter a **Closing Date**, which determines the end of the fiscal year.
 - To configure different Account Periods per Company Code, on a new row, enter an existing fiscal year and the **Company Code**.

Note: For each year, you must maintain a row with no Company Code specified, or you may receive warnings that your account periods have not been initialized correctly.
3. For each period, enter the default ledger code from the [Chart of Accounts](#) for each of these accounts:
 - Accounts Payable
 - Accounts Receivable
 - Clearance
 - Interbank Transfer
 - Retained Earnings
 - Note:** If you do not enter a default Retained Earnings account, you may receive a large Unknown amount on your [Trial Balance](#) report.
 - Exchange Difference
 - [Intercompany](#)

Account Period Statuses

The **Status** field determines the ability to post to each period through the **Last Month Closed**:

- **Finalized (F):** All postings are blocked
- **Partial (P):** All postings are blocked, except accruals and payments

If the Status and/or Last Month Closed fields are blank, all postings are enabled through the end of the fiscal year.

Controlling Account Periods

Closed Periods Method

This method allows you to close periods sequentially from the beginning of the fiscal year. You must use both **Status** and **Last Month Closed** fields to control your period, and you must update these fields after each period closure to correctly maintain your closed periods.

1. For the first month of the fiscal year, leave the Status field blank and do not specify Last Month Closed. This means the full year is open for posting.
2. After the first month close, set the period **Status** to Finalized or Partial and set **Last Month Closed** as the last day of the period you have just closed. That status is now enforced for any postings attempted into that closed period.
 - If you set Status to **Partial** on the first day of your month-end closing process and specify the **Last Month Closed**, this allows you to post your accruals and make any cash payments without modifying your AP/AR. After the month-end close is complete, you can set the status to **Finalized**.
3. For each subsequent period, adjust the period **Status** and **Last Month Closed** accordingly.

Open Periods Method

This method is more strict than the Closed Periods Method, as it allows you to close an entire fiscal year while only maintaining specific open periods.


1. Set the period Status to **Finalized** and set the **Last Month Closed** as the last day of the fiscal year.
2. Use the **Open Months** column to specify which months are open for any posting. This will allow any postings, including invoices, journals, and cash settlements.
 - During your month-end close process, you may choose to restrict the months open to only the month to be closed and the next open month.
3. Once the month is closed, remove it from the **Open Months** column and select any additional months that should remain open.

▼ **Related Config Flags**

CFGAutopayAllowPartiallyClosedPeriodPayment

Autopay.exe will be able to create payment transactions in partially closed accounting periods.

Bank Links

 This is a **Key Topic**, with high value for all users.

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.

Setting Up Bank Links

Make sure of the following:

- The [Chart of Accounts](#) includes the Ledger **Code** and **Account Name** for the account where the cash transactions will be recorded, with Category **Bank**.



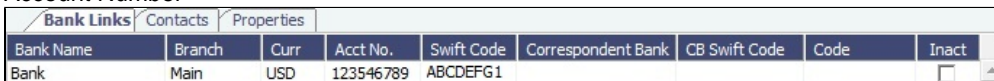
Code	Account Name	Category	LOB	Yes	Voy	Port	Dept	I/C	Mgt
00001	Bank	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The bank has an entry in the [Address Book](#) of Type **N** (Banks) with the following information:
 - Bank Name
 - Branch
 - On the Account Information tab:
 - Currency
 - Account Number



Curr	Acct No.	Swift Code	Correspondent Bank	CB Swift Code	Inact
USD	123456789	ABCDEFG1			<input type="checkbox"/>

- The internal company [Address Book](#) entry (Type **W**, Company Info) has the bank selected on a line of the **Bank Links** tab, with the following information:
 - Bank Name
 - Branch
 - Currency
 - Account Number

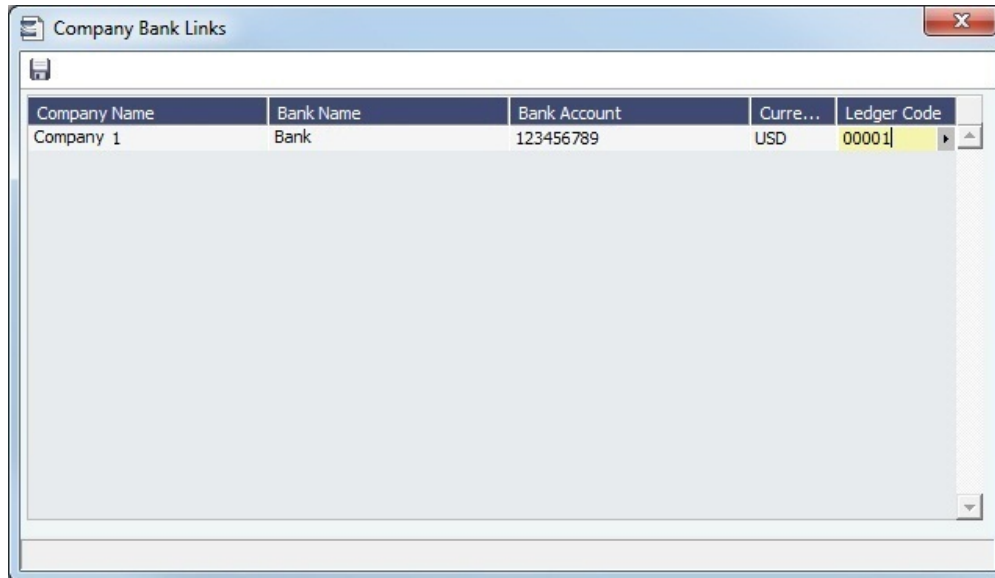


Bank Name	Branch	Curr	Acct No.	Swift Code	Correspondent Bank	CB Swift Code	Code	Inact
Bank	Main	USD	123456789	ABCDEFG1				<input type="checkbox"/>

Linking a Bank

To link a bank:

1. In the Financials module center , under Setup, click **Bank Links**.



- Company Bank Links should have a line with your Company Name, Bank Name, Bank Account, and Currency.
2. Select the **Ledger Code** used in the Chart of Accounts for the bank.

Business Rules

The Business Rules form links commercial operations accounting activities to specific General Ledger account codes that are defined in your [Chart of Accounts](#). In short, Business Rules are the link between the Operations P&L and the Financials P&L. Each Business Rule contains an operations **Source**, an operations detail **Code**, and a generic **Description** for each Source /Code activity.

Business Rules shorthand follow the convention, SOURCE:CODE. For example, a Freight Invoice, Freight Line Item would be written FINV:CFRTR.

Business Rules Guidelines

To get the most out of the Business Rules, follow these guidelines:

- Set them up the same as your company's [Chart of Accounts](#), with the help of a Veson Nautical consultant.
- Try your best to match Business Rules Descriptions with your [Chart of Accounts Account Description](#).
- If you do not configure 100% of your Business Rules from the beginning, you can always add any that you may have missed.
- Once you have configured a specific Business Rule, do not change it without consulting your Accounting department as well as Veson Nautical Support.

Note: A missing Business Rule can cause an error to appear on the [Voyage P&L](#).

How Do Business Rules Work?

IMOS applies a single Business Rule at the line-item level of a transaction (i.e. AR Invoice, AP Invoice, or Journal), and uses the rule logic to automate the account posting process.

1. A user posts an invoice from one of the many invoice lists (e.g., [Payables Summary](#), [Receivables Summary](#), [Post Invoices](#), and [Transaction Summary](#)).
2. IMOS references the [Source](#) of the transaction that the user is posting.
3. IMOS references the individual transaction line item Bill Code.
4. IMOS references the Business Rules form to locate the row with the same Source and Code from steps 2 and 3.
5. IMOS populates the transaction line item's empty Ledger Account with the same Ledger Account from the referenced Business Rules row.

After picking the ledger account for the line item, IMOS will populate the corresponding General Ledger ([Chart of Accounts](#)) account Code.

▼ **Example Scenario: Posting a Freight Invoice with Two Line Items**

In the following example, an end user will post a Freight Invoice with two line items: Freight and Address Commission.

For reference, here are the Business Rules:

Source	Code	Description	LOB	Account	Account Description	Category
FCOM	FMADJ	Brokerage Freight adjustment		20410	Brokerage	Expense
FINV	CDEMD	Demurrage in final freight (disport)		10100	Demurrage, income	Revenue
FINV	CDEML	Demurrage in Freight (Load Port)		10100	Demurrage, income	Revenue
FINV	CDES	Despatch in final freight (disport)		20507	Despatch, expense	Expense
FINV	CDESL	Despatch in final freight (loadport)		20507	Despatch, expense	Expense
FINV	CFACM	Freight Address Commission		20420	Address commission	Expense
FINV	CFCMM	Freight brokerage		20410	Brokerage	Expense
FINV	CFRTL	Freight by lumpsum		10000	Freight income	Revenue
FINV	CFRTR	Freight by Rate		10000	Freight income	Revenue
FINV	CXFR	Extra freight		10000	Freight income	Revenue
FINV	CXLUM	Extra lumpsum		10000	Freight income	Revenue
FINV	CXUR.1	BAF per mt		10130	BAF/Bunker compensation income	Revenue
FINV	FINVA	FFS Freight adjustment		10010	Freight adjustment (FFS)	Revenue
FINV	SETTL	Demurrage Settlement		10100	Demurrage, income	Revenue

... and here is the transaction before posting:

The screenshot shows the 'Transaction Data Entry - USD' window. The 'Invoice AP/AR' is 'Receivable' with a status of '1 P'. The 'Accounting Date' is '15/01/2015' and the 'Customer' is 'SEATIDE MARITIME'. The 'Invoice Date' is '15/01/2015' and the 'Due Date' is '14/02/2015'. The 'Invoice Amount' is '5,557,125.00 USD'. The 'Invoice Type' is 'Freight Invoice' with a 'FINV' code. The 'Operation Trans No.' is '165'. The 'AP/AR Account No.' is '61000'. The 'Invoice No.' is 'VESX000029'. The 'Terms Description' is 'Freight Invoice V00033-1401'. The 'Accounting View' table shows two line items: 'SEML' with 'Vessel' 'AKTA' and 'Vessel Name' 'MV AKTAIA', 'Account' '10000', 'AP/AR Acct' '61000', 'Yoy' '1401', 'Port' '1401', 'Description' 'V00033-1401-BARLEY: Freight 81,200.00C', 'Amount' '5,785,500.00', and 'Base Equiv' '5,785,500.00'. The second line item is 'SEML' with 'Vessel' 'AKTA' and 'Vessel Name' 'MV AKTAIA', 'Account' '20420', 'AP/AR Acct' '61000', 'Yoy' '1401', 'Port' '1401', 'Description' 'V00033-1401-Address Commission: 6,090', 'Amount' '-228,375.00', and 'Base Equiv' '-228,375.00'. The 'Total' is '5,557,125.00'.

Note: Because the Business Rules are complete, IMOS has already performed the logical steps necessary to select the Ledger Account Codes.

When the transaction is posted, IMOS references the Source, which is **FINV**:

The screenshot shows the 'Transaction Data Entry - USD' window. The 'Invoice AP/AR' is 'Receivable' with a status of '1 P'. The 'Accounting Date' is '15/01/2015'. The 'Trans No.' is '15VESX0000001N'. The 'Invoice Type' is 'Freight Invoice' with a 'FINV' code highlighted in a red box.

IMOS then references the individual line item Codes within the transaction; these can be seen from the Operations tab of the [Transaction Data Entry](#):

		Accounting View	Operations View	Remarks
Cargo	Code	Item Description	Amount	Base Equiv
BARLEY	CFRTR		5,785,500.00	5,785,500.00
BARLEY	CFACM		-228,375.00	-228,375.00

IMOS references the Business Rules form and performs a look up for the two Business Rules, which are **FINV:CFRTR** and **FINV:CFACM**:

The screenshot shows two windows. The left window is 'Business Rules - Operations Accounts Mapping' with a table listing various business rules like FINV:CFRTR and FINV:CFACM. The right window is 'Transaction Data Entry - USD' showing invoice details for 'SEATIDE MARITIME' with a total amount of 5,557,125.00 USD. Red boxes and arrows highlight the mapping between the business rules and the transaction data.

Setting Up Business Rules

In the Financials module center , under Setup, click **Business Rules**.

Source	Code	Description	LOB	Account	Account Description	Category	Credit Acc.	Debit Acc.	I/C	Vendor	Type	Country
AGCA	ADVAJ	Agent Advance Paid										
AGCA	AGFE	Agency Fee										
AGCA	AUTH	Port Authority										
AGCA	BOCMC	Boom Charges										
AGCA	CANCF	Cancellation Fee										
AGCA	CANEX	Canal Dues (Canal Dues)										
AGCA	CLEAN	Cleaning Fees										
AGCA	COFRE	COFR Expenses										
AGCA	COMME	Communications Expenses										
AGCA	CRANE	Crane Service										
AGCA	CSTEX	Customs Formalities										
AGCA	DOKEX	Dock/Berth Dues										
AGCA	DIVER	Diversion										
AGCA	ENVIR	Environmental Fee										
AGCA	ESCOR	Escort Fee										
AGCA	FUELC	Fuel Surcharge										
AGCA	HEATC	Heating Charges										
AGCA	HELIC	Helicopter Service										
AGCA	ICENA	Ice Navigation										
AGCA	INSPE	Inspector Fee										
AGCA	LALUN	Launching										
AGCA	LIGHT	Lightening Tax										
AGCA	LINEH	Line Handling										

For each activity, enter the appropriate information:

Field	Additional notes beyond field help
Source	A transaction has one only one 4-letter Source. Examples: <ul style="list-style-type: none"> • BINV corresponds to all accounting items/activities associated with bunker invoices. • FINV corresponds to all freight invoice items/activities.
Code	A transaction has one Bill Code per line item.

	<p>Example: Bill code CFACM under Source code DEMR refers to the demurrage address commission line item.</p>
Account	<p>Select the appropriate General Ledger account number from the selection list and click OK. The Account Description and Category from the Chart of Accounts appear.</p> <ul style="list-style-type: none"> 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.
Debit Acc	<p>This field is only used for Monthly Accruals and is editable only for source code MACR.</p> <ul style="list-style-type: none"> An Expense that was posted and needs to be removed from the P&L will be posted in the balance sheet under the account specified in this column (deferred expenses). A Revenue that needs to be recognized in the P&L will be posted in the balance sheet under the account specified in this column (accrued revenues).
Advanced Options	
Credit Acc	<p>In its basic form, a Business Rule is designed to pick the non-AP/AR account of the transaction. For direct Revenue or Expense items this would be the Revenue or Expense account while for inventory or prepayment items, this may be a balance sheet account. If you wish, you can use the Credit Acc column of the Business Rules form to also pick the corresponding AP/AR account per line item within a transaction.</p> <p>Select the appropriate General Ledger credit account (to offset another account) number from the selection list and click OK.</p> <ul style="list-style-type: none"> If the Credit Account is defined, IMOS defaults to that account number in the Transaction Data Entry, followed by the account number defined in the counterparty's Address Book entry, followed by the number defined in the Account Period. If the Credit Account is left blank, this Business Rule, when used in a posting, will use the Credit Account defined in the Account Period. Line items posted to an AP invoice will use the account in the AP field; the same is true for AR. An Expense that needs to be recognized in the P&L will be posted in the Balance Sheet under the account specified in this column (accrued expenses). A Revenue that was posted and needs to be removed from the P&L will be posted in the Balance Sheet under the account specified in this column (deferred revenues).
Vendor	<p>Select the Vendor name from the selection list and click OK. The Address Type of the Vendor appears.</p> <p> ▾ Example Scenario: Vendor-Specific Accounting Problem: Some companies may account for transactions with certain IMOS counterparties differently than how they account for the those same transaction types with the majority of their counterparties. A common example of </p>

this is handling Freight with an internal company via a different ledger account, or handling all AP through vendor-specific accounts.

Solution: You can create two Business Rule entries for the same bill source and bill code, but also include a **Vendor** value. With this rule configured, all transactions against the vendor will follow the vendor-specific Business Rule entry, while all other transactions of that same rule will follow the general rule.

The following screenshot shows two Freight Business Rules (FINV:CFRTR). One is for an internal counterparty, while the other is for all other counterparties:

Source	Code	Description	Rebill Type	LOB	Account	Account Description
FINV	CFRTR	Charterers Freight by Rate			10000	Freight Income
FINV	CFRTR	Charterers Freight by Rate - INTERNAL			10001	Freight Income Interne

Country

Business Rules can be configured to apply to transaction line items that apply to specific countries.

▼ **Example Scenario: Country-Specific Accounting**

Problem: Certain business scenarios require reporting on income or expense earned in a certain country for tax or customs purposes.

Solution: You can configure this in Business Rules by setting the **Country** field. When set, any transaction line item will follow a country-specific Business Rule if its Vendor's Address Book—entry Country is located in the specified country.

The below Business Rules are set to differentiate Port Expenses in Australia from Port Expenses in all other countries:

Source	Code	Description	Rebill Type	LOB	Account	Account Description
IPAGY	PORTX	PORT EXPENSES		VOY	20000	Port expenses
IPAGY	PORTX	PORT EXPENSES - AUSTRALIA			20001	Port Expenses - Austr

▼ **Related Config Flags**

CFGEnableCompanyBasedBusinessRules

Allows separation of the Business Rules based on company.

CFGVoyaccAccrualType

Enables an option to control the type of [accrual items](#) using [Business Rules](#). There are five possible values:

- **Ops** (default): No change in behavior for accruals; the items generated are set as configured in the Business Rules.
- **Act:** New Business Rules are used for accruals. The items are grouped per their corresponding P&L accounts in the Business Rules (Accruals by Account). These are generated automatically upon opening the Business Rules form.

	<ul style="list-style-type: none"> • ActCounterparty: Same as Act, but the accruals are also itemized per vendor. • ActCounterpartyPort: Port expenses will be accrued on a separate line-item for each port and each counterparty, and all other items will be accrue per account and counterparty. • ActPort: Port expenses will be accrued on a separate line-item for each port and all other items will be accrued per account. <p>When set to a nondefault value, CFGVoyaccAccrualType adds a check box column to the Bill Viewer; to exclude a Bill Viewer row from Monthly Accruals, clear its check box.</p>
CFGEnableAllStdExpMatches	<p>When enabled along with CFGEnableStandards, the Standard Expenses form is available instead of the Expense Standards form. All standard expense definitions created using this form are individually evaluated and applied to voyages and voyage estimates.</p> <p>Also, a Rebill Type column is available in the Business Rules table, and is part of a unique index of the table. It allows the following values: Non-Rebillable, Rebillable, Advance Rebillable, <blank>. For the same Source and Code, an applicable rule whose Rebill Type column is not blank takes precedence over a rule whose Rebill Type column is blank.</p>

Source Codes

This is a list of all the default Source Codes used in the [Business Rules](#). Depending on your business, you might not use all of them.

Source Code	Description	Transaction Type
AGCA	Port Disbursement Advance	Payable
AMVE	MVE Adjustment	Receivable
APCT	VPC Adjustment	Receivable
ARDB	Time Charter In Bunker Adjustment	Journal Entry
AREB	Port Advance Rebill	Receivable
ATCB	Time Charter Out Bunker Adjustment	Journal Entry
BBTP	Bareboat Payment	Payable
BCST	Bareboat Daily Cost	Journal Entry
BINV	Bunker Invoice	Payable
CEXP	Claim Payment	Payable
CREB	Claim Rebill	Receivable
CREV	Claim Invoice	Receivable
DCAB	Demurrage Cost Allocation	Journal Entry
DEMP	Payable Demurrage	Payable
DEMR	Receivable Demurrage	Receivable
DESP	Payable Despatch	Payable

DESR	Receivable Despatch	Receivable
DREB	Port Disbursement Rebill	Receivable
EQIP	Equipment TC In Contract Payment	Payable
EQOB	Equipment TC Out Bill	Receivable
ESIP	Equipment Spot In Contract Payment	Payable
ESOB	Equipment Spot Out Contract Payment	Receivable
FCOM	Freight/Demurrage Commission Paid Separately	Payable
FFAC	Trade Commission	Payable
FFAJ	Trade Settlement	Journal Entry
FFAS	Trade Settlement	Receivable
FINV	Freight Invoice	Receivable
FRBT	Freight Rebate	Payable
FREB	Rebillable Freight Invoices and RELT voyages for SPOT/RELT mirrored contracts	Payable
INTS	Interservice Revenue	Receivable
LGHT	Lightering Cost	Payable
MACR	Monthly Closing Accruals	Journal Entry
OREB	Rebillable Expense	Receivable
PAGY	Port Disbursement Final	Payable
PEXP	Port Expense	Payable
POOL	Pooling Distribution	Payable
PTSH	Profit Share Distribution	Payable
RACM	Relet Address Commission	Payable
RCOM	Relet Freight/Demurrage Commission	Payable
REXP	Voyage Other Expense, Rate	Payable
RINV	Relet Freight Invoice	Payable
RRBT	Relet Rebate	Receivable
RREV	Voyage Other Revenue, Rate	Receivable
SPUR	Sling Purchase	Payable
SREB	Owner Rebill	Receivable
SRVB	Service Bill	Receivable
SRVP	Service Payment	Payable
SURV	Bunker Survey Cost	Payable
TCIC	Time Charter In Payment Commission	Payable

TCIP	Time Charter In Payment	Payable
TCOB	Time Charter Out Billing	Receivable
TCOC	Time Charter Out Commission	Payable
TCOM	Time Charter In Commission, Paid Separately	Payable
TINV	Spot Freight Invoice	Payable
TRNS	Transshipment Cost	Payable
VBNK	Voyage Bunker Cost	Journal Entry
VCAB	Voyage Cost Allocation	Journal Entry
VCOB	Voyage Charter Out Billing	Receivable
VCOM	Voyage Charter Out Commission Payment	Payable
VCST	Vessel Daily Cost	Journal Entry
VEXP	Voyage Other Expense, Lumpsum	Payable
VREV	Voyage Other Revenue, Lumpsum	Receivable
XEXP	Non-Voyage Expense	Payable
XJOU	Non-Voyage Journal	Journal Entry
XOTH	Non-Accounting Rev/Exp	Non-Accounting AR or AP
XREV	Non-Voyage Revenue	Receivable

Adjustment Bill Codes

FMADJ - Freight Commission Adjustment

DMADJ - Demurrage Commission Adjustment

CMADJ - General Commission Adjustment (the existing code, grouped with Freight in the P&L)


For payments to the pool broker:

PFADJ - Freight Commission Adjustment

PDADJ - Demurrage Commission Adjustment

PMADJ - General Commission Adjustment (the existing code, grouped with Freight in the P&L)

Chart of Accounts

 This is a **Key Topic**, with high value for all users.

The Chart of Accounts form stores your company's relevant General Ledger data. All companies set up in IMOS share the account codes entered in the Chart of Accounts.

In the Financials module center , under Setup, click **Chart of Accounts**.


Code	Account Name	Category	LOB	VES	VOY	PRT	DPT	I/C
100000	Interbank Transfer	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100100	Accounts Receivable	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100200	Bunkers - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100300	Daily Vessel Cost - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134701	TCI Payment	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134702	TCO Billing	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134711	TCI Bunkers loss	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134712	TCO Bunkers earn	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300000	Accounts Payable	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171207	Accr: Bunker Costs	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171208	Accr: Other Accruals	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171209	3rd Party Freight Rev.	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171210	3rd Party Demurrage	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
341000	Accrued Revenue	Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the information for each account.

▼ Related Config Flags

CFGAccountGroups	When enabled, users will be able to run and post accruals per, report on, and filter various lists by Account Groups .
CFGActEnableGLValidation	Have any selected Chart of Accounts check boxes (LOB, VES, VOY, PRT, DPT, I/C) be required fields for posting from the Transaction Data Entry form, where they appear as columns under Invoice Details.
CFGPoolCommByAccount	When enabled, Pooling Management Fee and owner's commission calculation will be based on the amount in the accounts with Mgt selected in the Chart of Accounts.

Company Information


 This is a **Key Topic**, with high value for all users.

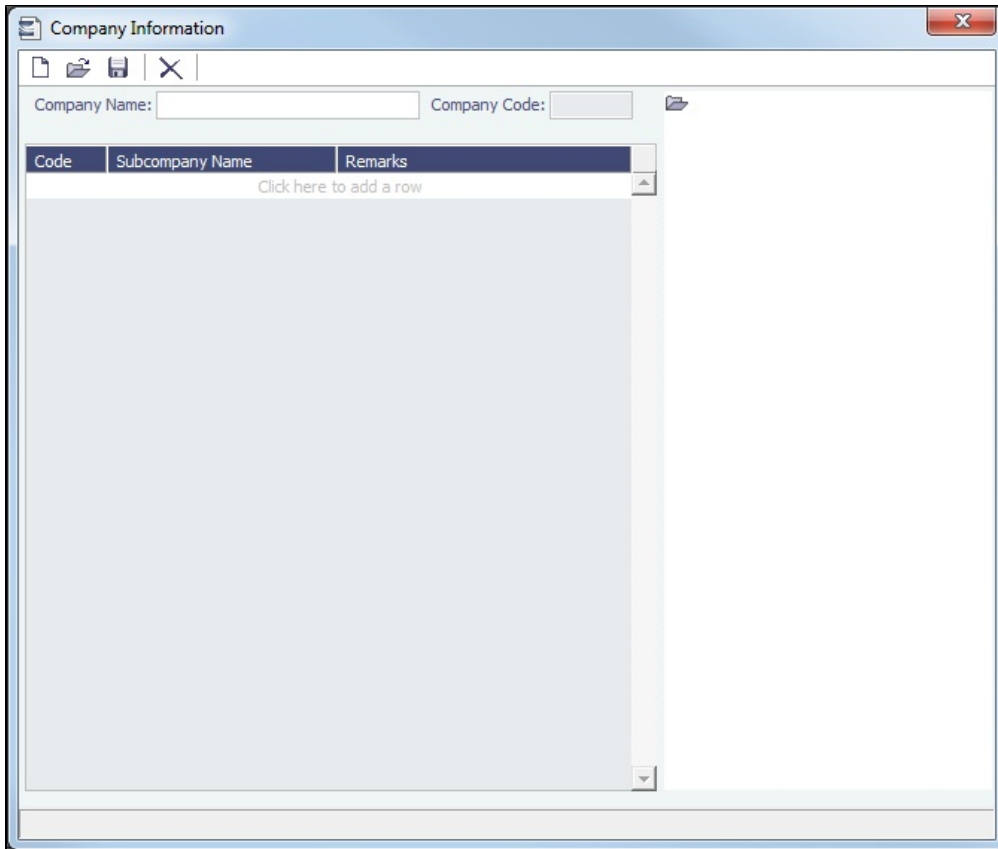
Complete Company Information for your company as well as any subcompanies you have. You can set up your vessels as subcompanies to have remittances for invoices go directly to the subcompany of the vessel. You can then also have a P&L on a vessel basis instead of on the voyage or company level. Additionally, in [Security Object Rights](#), you can select which subcompanies or vessels the users can access.

When running [Financials Reports](#), if there is no Company Information record that matches the value of the [configuration flag CFG CompanyCode](#), the Major Company will default to blank in the reports.

Creating a Company Information Record

Before you can set up your Company Information, you have to set up an [Address Book](#) entry of Type **W** for each parent company.

In the Financials module center , under Setup, click **Company Information**.



When you open Company Information, 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.

Creating a Subcompany or a Vessel

1. For each subcompany or vessel of the company, either click at the bottom to add a row or right-click to insert a line.
2. Select either **Vessel** or **Company**.
3. Enter a **Code**, **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.

Currency Types

The Currency Types form includes all currencies that can be selected in transactions. To access it, do one of the following:

- In the Financials module center , under Setup, click **Currencies**.
- In the Data Center , under Currencies, click **Currency Types**.

Curr	Description	S
AED	UAE DIRHAM	
AUD	AUSTRALIAN DOLLARS	\$
BHD	BAHRAIN DINAR	
BND	BRUNEI DOLLAR	
BRL	BRAZIL REAL	
CAD	CANADIAN DOLLARS	\$
CHF	SWISS FRANC	
CLP	CHILEAN PESO	£
CNY	CHINESE YUAN	
COP	COLOMBIAN PESO	
DKK	DANISH KRONER	
EUR	EURO	
FJD	FIJI DOLLAR	
GBP	BRITISH POUND	£
HKD	HONG KONG DOLLAR	
IDR	INDONESIAN RUPIAH	

Adding a Currency Type

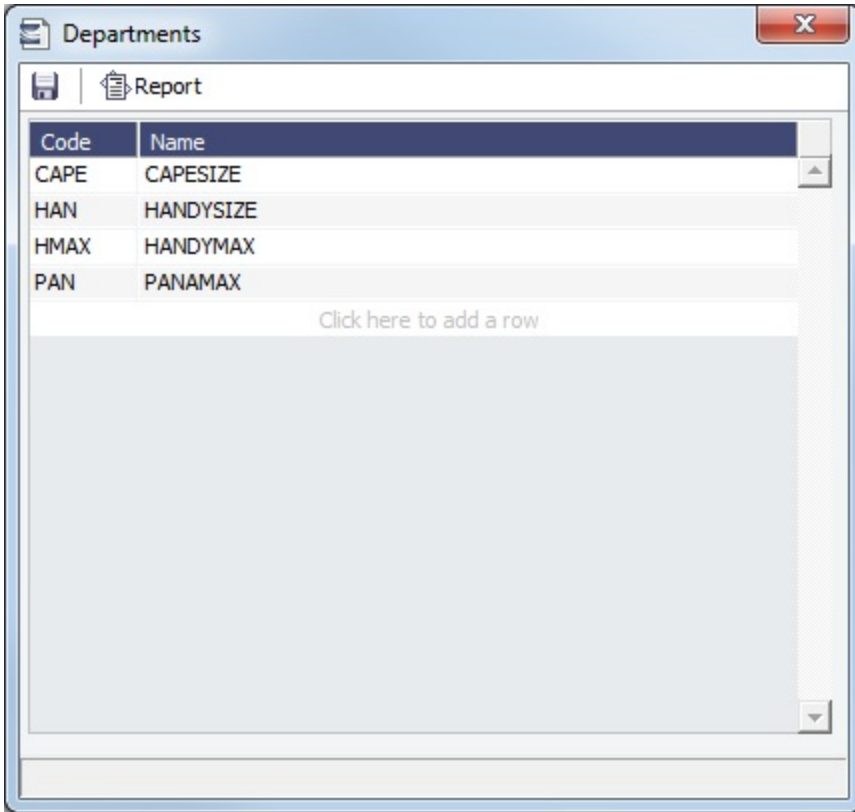
To add a currency:

1. Add or insert a row.
2. For each currency type, enter a **Currency**, **Description**, and **Symbol**.

Departments

Departments (or Profit/Cost Centers) are used on the [Address](#), [Transaction Data Entry](#), and [Journal Entry](#) forms as well as for data aggregation on Financials reports.

In the Financials module center , under Setup, click **Departments**.




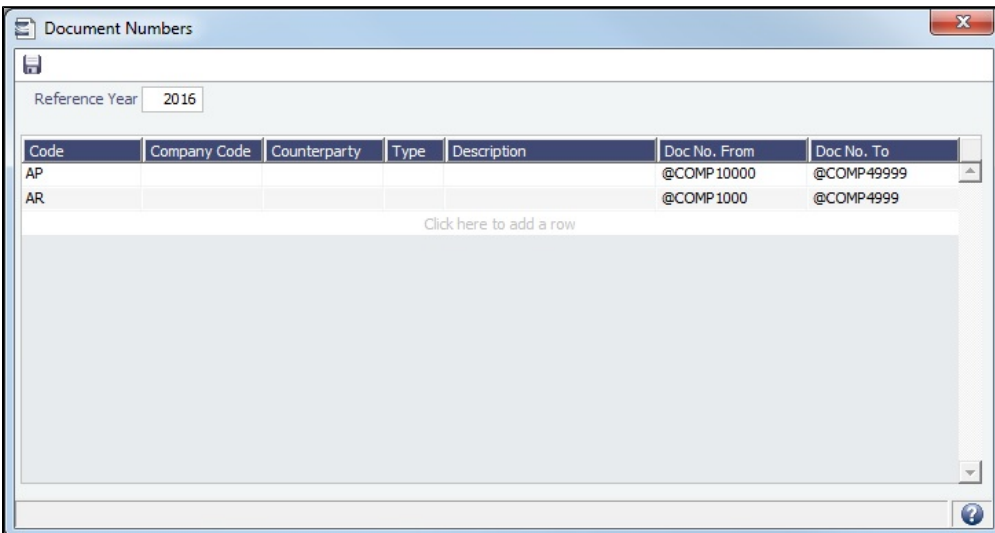
Document Numbers

IMOS uses the Source **Code** from the [Business Rules](#) table with sequential numbering to create the invoice number for invoices.

[Configuration flag CFGEnableDocumentNumbers](#) enables Document Number functionality, for setting up a custom invoice numbering scheme. The appropriate Document Number series is selected based on the type of invoice along with Company Code and/or Counterparty.

Setting Up Document Numbers

In the Financials module center , under Setup, click **Document Numbers**.



1. Enter the **Reference Year**, which is used to populate the **@YEAR** variable. To populate each year correctly, a new set of Document Numbers must be created for each year in use.
2. For each **Code**, enter at least the **Doc No. From** and **Doc No. To**, and any other relevant information.
 - To associate an invoice number series with a specific counterparty, enter the **Counterparty Short Name**. **Type** shows the company type for the counterparty.

You can specify any of the following as the beginning of the document numbers:

- **@COMP** (for example, @COMP000000 to @COMP999999): To have document numbers begin with the Company Code.
- **@YEAR** (for example, @YEAR000000 to @YEAR999999): To have document numbers begin with the invoice date year.
- **@REFCODE** (for example, @REFCODE000000 to @REFCODE999999): To have document numbers begin with the company's [Address Book Reference Code](#).

To generate an invoice number from the appropriate series, the Document Number series is chosen based on fields in the invoice, using the following sequence. Row order has no effect.

- Matching Company Code and Counterparty
- Matching Company Code and blank Counterparty
- Matching Counterparty and blank Company Code
- Blank Company Code and Counterparty

When the invoice is saved, the invoice number appears.



The <docNo> tag in the release .XML for payables populates based on this range specified on Document Numbers.

Exchange Rates

The Exchange Rates form lists the currency conversion, or exchange, rates used in 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).

Note: Veson Nautical can set up an exchange rate feed, if your organization does not currently have one. For more information, email support@veson.com or contact your Veson Nautical account manager.

To access the Exchange Rates form, do one of the following:

- In the Financials module center  , under Setup, click **Exchange Rates**.
- In the Data Center  , under Currencies, click **Exchange Rates**.

Exchange Rates

Report

Eff Date: 03/29/2012 Base Currency: USD USA DOLLARS

Cur	Description	Eff Date	Cur Rate
AUD	AUSTRALIAN DOLLARS	01/23/2012	0.989350
CAD	CANADIAN DOLLARS	01/23/2012	0.979480
DKK	DANISH KRONER	01/23/2012	1.333330
EUR	EURO	01/23/2012	0.767450
GBP	BRITISH POUND	01/23/2012	0.642430
INR	INDIAN RUPEE	01/23/2012	49.010000
JPY	JAPANESE YEN	01/23/2012	76.978900
NOK	NORWEGIAN KRONER	01/23/2012	1.323232
NZD	NEW ZEALAND DOLLAR	01/23/2012	1.353333
SEK	SWEDISH KRONER	01/23/2012	1.333333

Click here to add a row

Changing the Base Currency

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 on the [Currency Types](#) form.

Adding an Exchange Rate

To add an exchange rate:

1. Add or insert a row.
2. In the **Cur** field, press **Enter** to open the [Currency Types](#) form and then select a currency.
3. Enter the **Current Rate of Exchange**. When you save the form, **Effective Date** populates with today's date. Any transactions that take place on or after this date use this rate.

▼ Related Config Flags

CFGMonthlyExchangeRate	Use monthly exchange rates in Operations.
------------------------	---

Invoice Actions

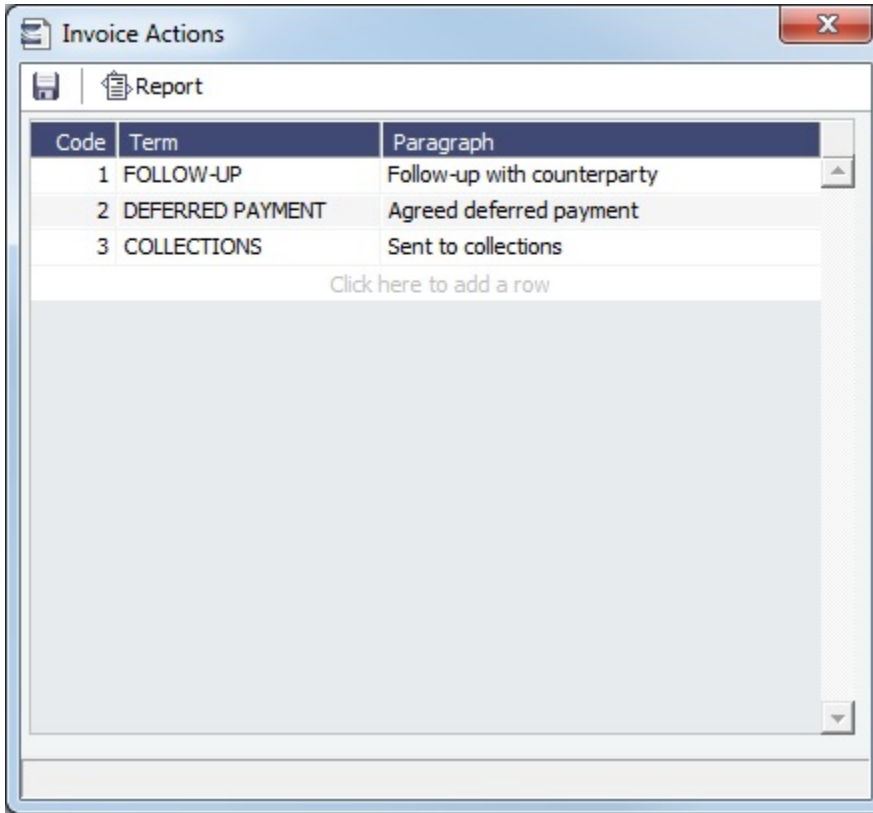
Configuration flag **CFGEnableInvoiceNotes** enables the Invoice Action log on the [Receivables Summary](#) and [Payables Summary](#).

With Invoice Actions, you can set up the types of actions that can be logged; you might record past or future actions relating to the collection or payment process.

Setting Up Invoice Actions

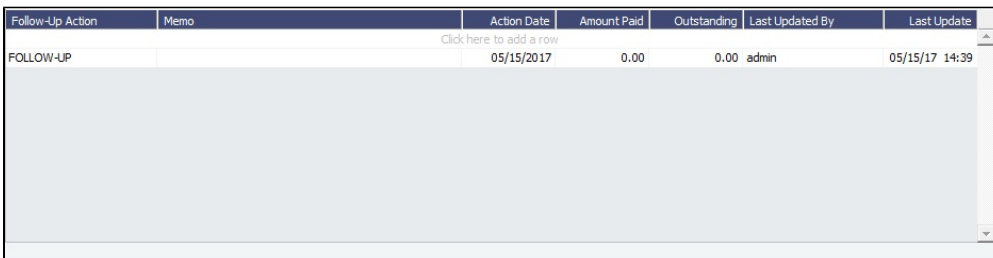
To set up Invoice Actions to be logged:

In the Financials module center , under Setup, click **Invoice Actions**.



Logging Invoice Actions

In the [Receivables Summary](#) and [Payables Summary](#), click **Display Options**, click **Invoice Actions**, and then select an invoice line.



Select a **Follow-Up Action**; fields are provided to record notes and manually track paid and outstanding amounts.

You can also select Follow-up columns in the Summary to create [List Views](#) that show follow-up activities organized by follow-up date.

Invoice Approvals

Invoice Approvals is a mechanism in the invoice workflow by which specific users can be delegated to certain limits of authority (LOA) on which invoices they can approve. These limits are implemented around certain key invoice data fields.

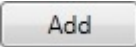
In the Financials module center , under Setup, click **Invoice Approvals**.

Invoice Approvals Filter Options

Filter	Description	Use Case Examples
Trade Area	The Trade Area of the invoice, most likely inherited from the Voyage Manager.	Operations in Trade Areas PACIFIC and ATLANTIC are run by different managers.
Line of Business	The LOB of the invoice, most likely inherited from the Voyage Manager.	Your company has different global offices, and each runs as a separate LOB .
Transaction Type	Invoice type.	Invoices with Transaction Type Bunker Invoice are approved by Bunker Managers.
Ledger Code	The Ledger Code of the invoice. This filter only applies to Voyage Other Revenue/Expense invoices.	Voyage Other Revenue/Expense invoices require more granular approval rights; select based on the specific ledger codes in the invoice. If such granularity is not needed, select (Select All).
User Group	The User Group to which the restrictions on each line apply.	All users in the User Group Chartering Managers have the same approval restrictions.
Lower Limit	A value above which an approval is required. To have no lower limit, leave it blank.	Invoices less than \$10,000 are approved by Operations Managers (Lower Limit: blank) but do not require approval by Chartering Managers (Lower Limit: \$10,000).
Upper Limit	The maximum approval authority (dollar value) of this User Group for this type of invoice. To have no upper limit, leave it blank.	Invoices up to \$1,000,000 are approved by Operations Managers (Upper Limit: \$1,000,000); invoices greater than \$1,000,000 are approved by Chartering Managers (Upper Limit: blank).

Adding an Invoice Approval Restriction

On the Invoice Approval Restrictions form, for each approval line:

1. Click .
2. Select a **Trade Area**, **Line of Business**, **Transaction Type**, and **User Group**.
 - If the Transaction Type is **Voyage Other Expense**, **Voyage Other Expense (Rate)**, **Voyage Other Revenue**, or **Voyage Other Revenue (Rate)**, you can also select **Ledger Codes**.
3. Enter a **Lower Limit** and/or **Upper Limit**.

Notes:

- A line with **0** in both **Lower Limit** and **Upper Limit** means that the User Group **cannot** approve invoices that meet the conditions specified on that line.
- **Restrict approvals to the list specified:**
 - If **selected**:
 - Deleting a line with a blank value in both Lower Limit and Upper Limit **will** affect existing approvals.
 - Any exceptions to the list **will not** be able to approve invoices.
Example: A User Group that is not in the list **will not** be able to approve invoices.
 - If **not selected**:
 - Deleting a line with a blank value in both Lower Limit and Upper Limit **will not** affect existing approvals.
 - Any exceptions to the list **will** be able to approve invoices.
Example: A User Group that is not in the list **will** be able to approve invoices.

▼ Related Config Flags

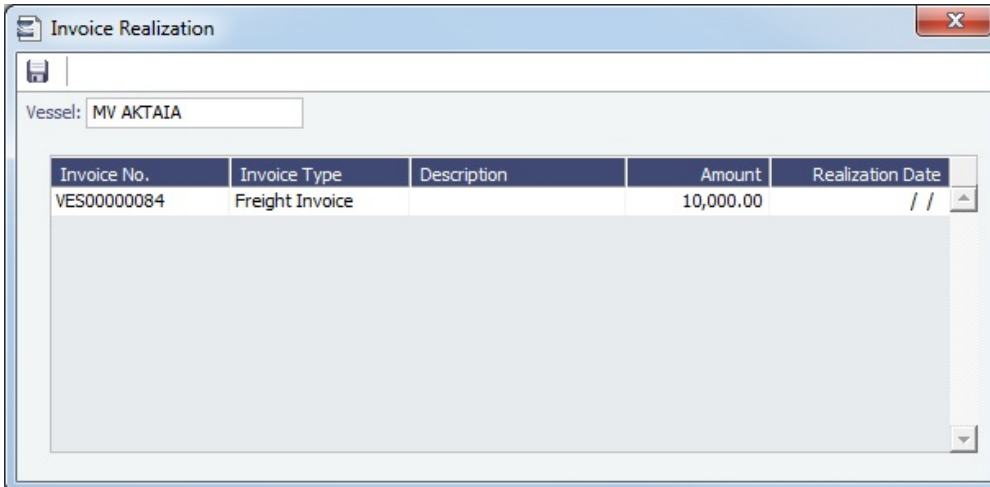
CFGExtendApprovalRightsToFinancials

Renames the Invoice Approval Restrictions form to Financial Control Restrictions and controls access to posting and reversing financial transactions as well as approving them.

Invoice Realization

With Invoice Realization, you can specify the Realization Date for invoices.

In the Financials module center , under Setup, click **Invoice Realization**.



Invoice No.	Invoice Type	Description	Amount	Realization Date
VES00000084	Freight Invoice		10,000.00	//

Setting a Realization Date for Invoices

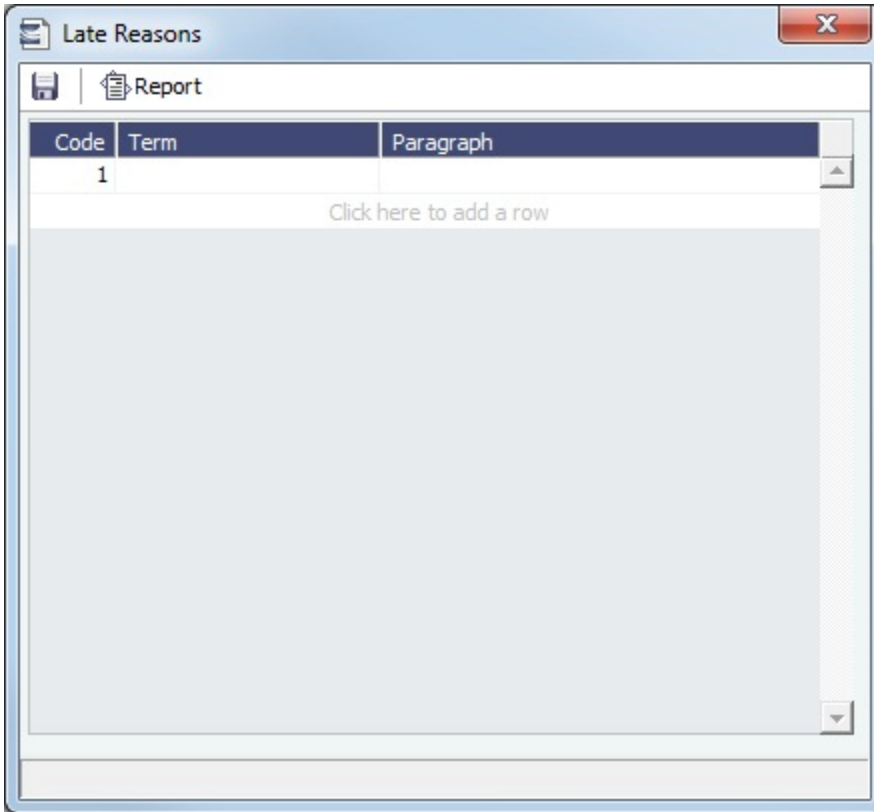
To view invoices for a vessel and specify an Invoice Realization Date:

1. Select a Vessel. The following invoices related to that vessel appear in the grid:
 - Miscellaneous Revenues/Expenses
 - Non Voyage Revenue/Expenses
 - Freight Invoices
 - Demurrage Invoices
 - Commission Invoices
2. Specify a Realization Date for the invoice. The date entered will be reflected in the Realization Date field in the Cashflow Report dataset.

Late Reasons

A Late Reason adds validation when posting Freight Invoices late relative to the Baltic calendar. Weekends are excluded from the lateness calculation.

In the Financials module center , under Setup, click **Late Reasons**.



Enter Late Reasons in this table. They can be selected on [Transaction Data Entry](#) when posting.

- Specify Baltic holidays in the [Holiday Calendar](#) using Code BALTIC.

▼ Related Config Flags

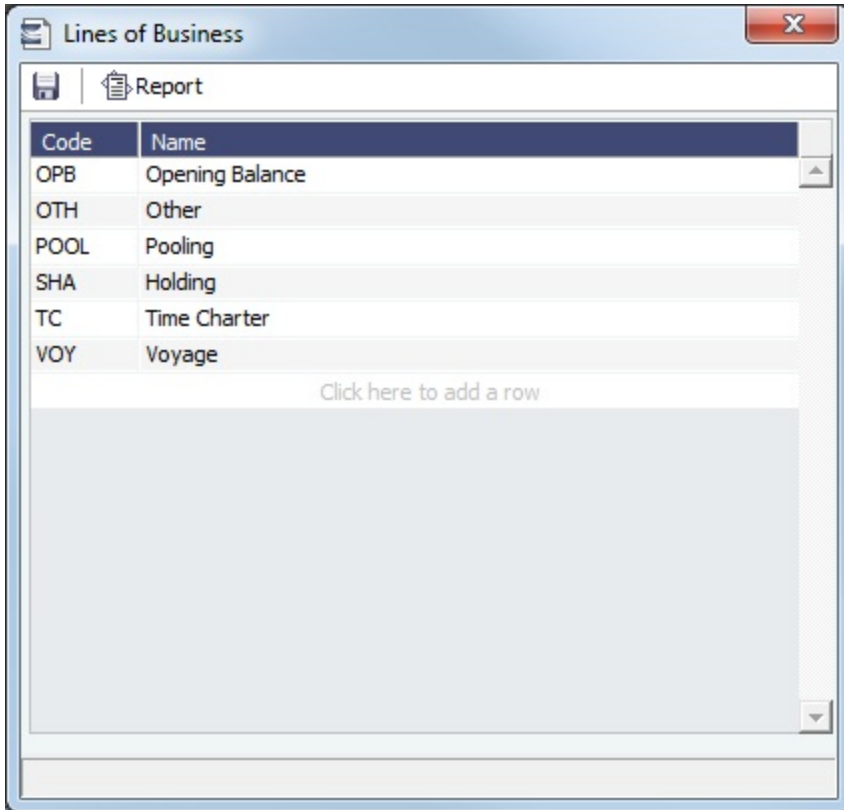
CFGActFreightInvoiceLateThreshold

When the number of days between the Cargo BL date and the Freight Invoice date is greater than value set in this flag, a Late Reason is mandatory for posting the Freight Invoice.

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.

In the Financials module center , under Setup, click **Lines of Business**.



▼ Related Config Flags

CFGEnableOpsLOB

If enabled, displays an **LOB** (Line of Business) field on the Voyage Estimate, Voyage Fixture, Voyage Manager, and contract forms.

CFGActDisableLOB

If enabled, entry of information into the LOB (Line of Business) field is no longer required in order to post a transaction.

CFGClearCompanyLobOnCopy

Clears the Company, LOB, and Department values when copying the following forms: Voyage Estimates/Fixtures, Time Charter In/Out, and Cargo/VC In COAs.

CFGDefaultLoBOnCargoImport

Enables defaulting the **LOB** on a voyage to the one from the imported Cargo, if it has not yet been specified.

CFGDefaultLobOnTciSelect

On selection of a TC In Fixture to be used for a Voyage/Voyage Estimate, if no LOB has been selected on the given Voyage/Voyage Estimate, the LOB on the selected TC In Fixture will be used.

CFGReportFilterByLOB

Adds an LOB filter to the Voyage P&L Summary Report.

CFGUseCompanyLobTradeAreaHier

archy

Sets up a hierarchy between Company, LOB, and Trade Area on these forms: Voyage Estimate/Fixture/Manager, Cargo/VC In, CCOA/VCOA, Time Charter In/Out, Transaction Data Entry, and Journal Entry.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGVerifyMatchingLOB

If enabled, all contracts linked to a voyage must have the same LOB as the given voyage.

CFGActBankChargeLOB

Allows user to configure LOB for bank charges.

CFGActOtherChargeLOB

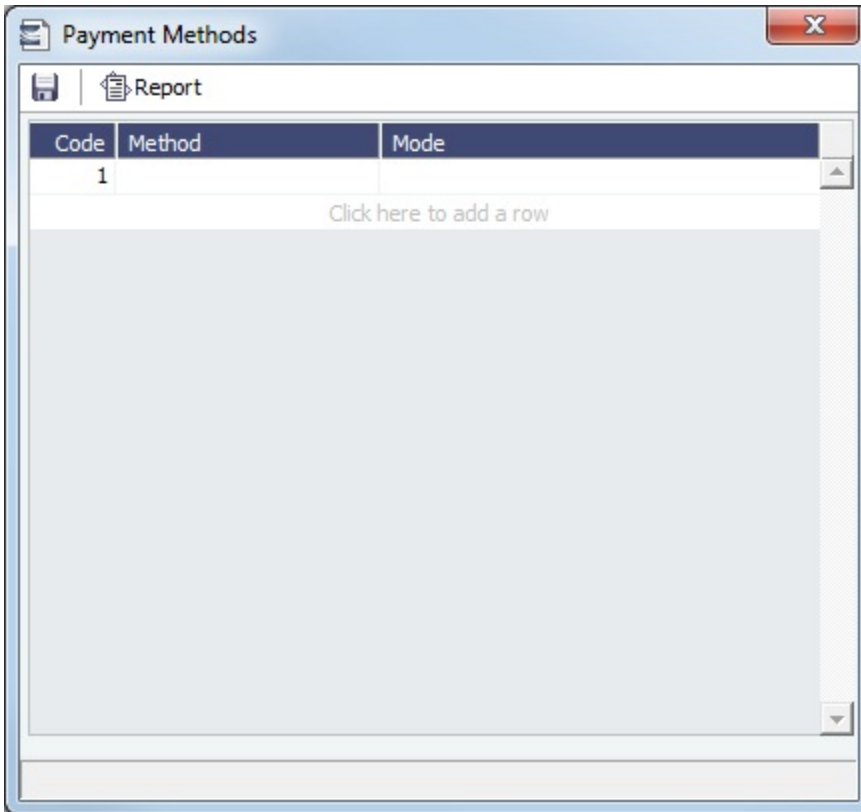
Allows user to configure LOB for other charges.

Payment Methods

Configuration flag **CFGBatchPaymentSupported** enables [Batch Payment](#) options; you can work with Batch Payments from the [Payables Summary](#) list.

On Payment Methods, you can create custom payment methods for Batch Payments.

In the Financials module center , under Setup, click **Payment Methods**.



Code	Method	Mode
1		


Click here to add a row

Assigning a Payment to a Batch

A posted invoice can be assigned to a Payment Batch. Click the [Payment Batch No.](#) field label link to [assign a Batch Number](#) or view the [Payment Batch](#).

Reversing a Transaction

To reverse a transaction:


1. If there is a payment against the invoice, cancel it before reversing the transaction.
2. On the Transaction Data Entry form, click  **Reverse**.
3. Enter reversal information and then click **OK**.

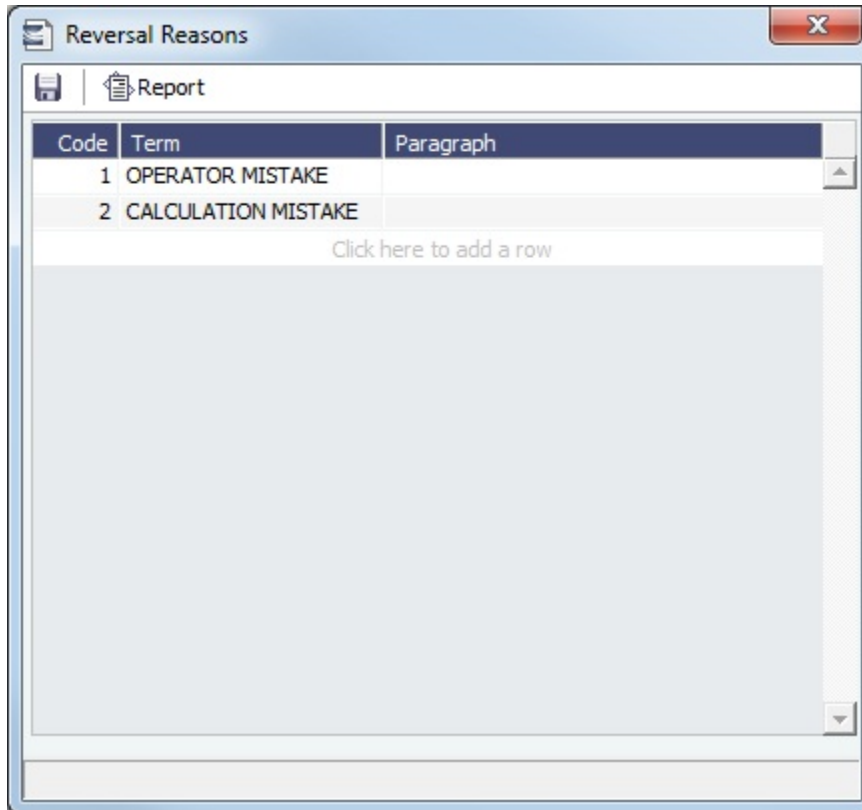
▼ Related Config Flags

CFGBatchPaymentSupported
Enables [Batch Payment](#) options.

Reversal Reasons


In the Reversal Reasons table, you can set up a list of codes for reasons for reversing a transaction.

In the Financials module center , under Setup, click **Reversal Reasons**.



Voyage P and L Variance Tolerance

Voyage P&L Variance Tolerance, used with the IMOS [Voyage P&L Drilldown dataset](#), helps in measuring and benchmarking financial performance.

In the Financials module center , under Setup, click **Voyage P&L Variance Tolerance**.

Company: P&L Change (USD):

Description	P&L Category	Act - Est %	Act - Pst %
Revenues	Revenues		
Freight	Revenues		
Freight Comm.	Revenues		
Freight Add. Comm.	Revenues		
Freight Tax	Revenues		
Freight Cargo Loss	Revenues		
Transshipment Cost	Revenues		
Lightering Cost	Revenues		
Demurrage	Revenues		
Demurrage Comm.	Revenues		
Demurrage Add. Comm.	Revenues		
Despatch	Revenues		
Interservice Revenue	Revenues		
Misc. Revenue	Revenues		
Owner Comm.	Revenues		
Non-Acc. Revenue	Revenues		

Default
 Sort By Description
 Sort By P&L Category

Voyage P&L Variance Tolerance 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.

Setting the P&L Variance Tolerance

Select a **Company**, and then set the tolerance value for each Category (a line item on the Voyage Manager P&L). You can also enter a currency amount above which a P&L change will cause a warning to appear.

If the variance percentage is greater than that specified, it will appear on the report.

Working with P&L Reports


The Voyage P&L Drilldown dataset contains all the drill-down categories from the [P&L tab of the Voyage Manager](#). You can group report results according to the Rev/Exp column, and get a clear view of Estimated/Actual/Posted values, as well as the corresponding variance percentages.


In the Report Editor [Parameters](#) section, for the Show Items parameter, you can filter according to one of the following:

- (Act-Est%) over company tolerance
- (Act-Pst%) over company tolerance
- (Act-Est%) or (Act-Pst%) over company tolerance

If a Category's variance is lower than the corresponding value set on the Voyage P&L Variance Tolerance form, the Category is filtered out of the report.

Financials Reports


 This is a **Key Topic**, with high value for all users.

In the Financials module center , click to access the [Report List](#) and the following [reports](#) specific to Financials.

These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

If there is no Company Information (type W) record in IMOS that matches the value of the [configuration flag CFGCompanyCode](#), the Major Company will default to blank in the reports.

Report	Description
Account Analysis	This report includes a financial transactions summary for the 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. The retained earnings balance is pulled forward.
Accounts Payable/Receivable	This report includes a summary of all account payables /receivables with an outstanding balance. It also includes information on the invoice aging: the number of days the outstanding amount is overdue. For example, 0-30, 30-60, etc.
Cashflow Reports	This 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. The report includes payment dates, the payee/payer name, amount debited/credited, and total debits, credits, and net cash flow for the specified period. Make sure you have correctly configured Bank Links before attempting to use this report.
Company Cashflow Statement	Similar to the Cashflow Reports , this report includes a detailed statement for the 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. Make sure you have correctly configured the Bank Ledger Code and Bank Links before attempting to use this report.
Daily Control Sheet	<p>This report includes all actual and estimated payments for the selected company on the specified date:</p> <ul style="list-style-type: none"> • Actual AR transactions entered into the system on the reference (Funds Received section of the report). • 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. • AP transactions paid on the reference date (Funds Paid section of the report).

	<p>The 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> <p>The Daily Control Sheet only shows funds received/paid if you are entering IMOS payments and receipts into the financial ledger. If your company does not enter cash transactions, you will be unable to see received funds on the report.</p>
<p>Foreign Exchange Exposure</p>	<p>When you click  Report ▾, you can select either of the following:</p> <ul style="list-style-type: none"> • Foreign Exchange Exposure: This report includes information on the company's exposure to the foreign currency market for the selected currencies and various date ranges (buckets – up to 12 allowed). Exposure is calculated in different categories if they are based on a foreign currency. Exposures used are: Contracts (Cargo/COA Freight and Commissions, Time Charter Hire and Commissions, and Port Costs specified on the contracts), Operations (Freight, Hire Commissions, and Port Expenses) and Finance (Outstanding Freight, Hire, Commissions and Port Expenses, through invoices that are not yet paid in full). • Exclusions: This report includes Cargoes with invalid data that are therefore excluded from the Foreign Exchange Exposure report (Port, Port Function, Port Expense, Currency, and order of itinerary do not match the load/discharge ports of the contract's linked Benchmark Estimate). The Exclusions report has the following columns: Company, Contract ID (Reference No. on the Cargo form), Benchmark Estimate ID, Ports in Cargo Itinerary (L/D only), Ports in Benchmark Estimate Itinerary (L/D only).
<p>Trial Balance, Balance Sheet, Income Statement</p>	<ul style="list-style-type: none"> • Trial Balance: This report includes revenues, expenses, assets, and liability accounts summaries for the 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. Note: On the Account Periods form, if you do not enter a default Retained Earnings account, you may receive a large Unknown amount on your Trial Balance report. • Balance Sheet: This report includes an assets and liabilities accounts summary for the 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. • Income Statement: This report includes a revenues and expenses accounts summary for the selected year and month (s), with totals for debits, credits, and the final balance and profit (loss) for the specified period. You can select to show beginning and ending balances for the selected period.
<p>Vendor Statements</p>	

	<p>This report includes all transactions for the 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 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>
<p>Voyage Report</p>	<p>This report includes all financial transactions for the selected company and date range (accounting date), grouped by the transaction's reference voyage. The 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>

Account Analysis

The Accounts Analysis Report is an IMOS built-in [Financials report](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

This report includes a financial transactions summary for the 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. The retained earnings balance is pulled forward.

Report Options

Field Name	Mandatory/Optional	Description	Use When?
Major Company	Mandatory	An IMOS W-type company from the Address Book; this field will determine which transactions are included in the report.	Always.
Vessel	Optional	A selection list of specific Vessels to include.	When you want to filter for a specific Vessel.
Account From/Account To	Optional	A selection list of specific GL Account Codes to include.	When you want to filter for specific GL account codes. All the account codes between Account From and Account To will be included on the report.
Dept	Optional	The Department name, as defined in Financials.	When you want to filter for specific Department.
Date From/Date To	Mandatory	The Date Range for the Transactions to include based on the transaction Accounting Date.	When you want to run reports against specific time periods.
Voyage From/VoyageTo	Optional	The Voyage Number range for the transaction to include.	When you want to filter for specific Voyage Numbers.
Vendor Name	Optional	The Vendors of the transactions to include in the report.	When you want to see the transactions of a certain Vendor.
Group By ...	Mandatory	Select one way to group the data. Options are Account, Vessel, Vessel/Voyage, Vendor, Dept, and Transaction.	When you want the transactions to be grouped in a different way: by Account, Vessel, Vessel /Voyage, Vendor, Department, or Transaction.
Show Rate/Quantity	Optional	Selected: Report shows additional column: Rate (per unit)/Quantity. Not Selected: Report does not show the additional column.	When you want to see the breakdown of Unit Price and Quantity for some transactions.
Show Vendor	Optional	Selected: Report shows additional column: Vendor. Not Selected: Report does not show the additional column.	When you want to see the Vendors of the transactions.
Show Transaction Type	Optional	Selected: Report shows additional column: Transaction Type. Not Selected: Report does not show the additional column.	When you want to see the Transaction Type (AR/AR) of the transactions.
Show LOB	Optional	Selected: Report shows additional column: LOB. Not Selected: Report does not show the additional column.	When you want to see the LOB of the transactions.
Show Tax Code/Rate	Optional	Selected: Report shows additional columns: Tax	When you want to see the tax information for the

		Code and Tax Rate. Not Selected: Report does not show the additional columns.	transactions.
Show Bill Src/Subcode	Optional	Selected: Report shows additional columns: Bill Source and Bill Subcode. Not Selected: Report does not show the additional columns.	When you want to see the Bill source and code as defined in the Business Rule of the Account Codes.
Hide groups with no balance changes	Optional	Selected: Report does not show groups with no balance changes in the selected period. Not Selected: Report shows all groups in the period.	When you want to hide groups with no balance changes.

Accounts Payable-Receivable

The Accounts Payable/Receivable Report is an IMOS built-in [Financials report](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

This report includes a summary of all account payables/receivables with an outstanding balance. It also includes information on the invoice aging: the number of days the outstanding amount is overdue. For example, 0-30, 30-60, etc.

Report Options

Field Name	Mandatory/Optional	Description	Use When?
Major Company	Mandatory	An IMOS W-type company from the Address Book; this field will determine which transactions are included in the report.	Always.
Address Category	Optional	The Address Types of the counterparties you want to include, for example, Charterers and Owners or only Agents.	When you want to filter for specific counterparty types.

Vendors	Optional	A selection list of specific counterparties to include.	When you want to filter for a specific counterparty, especially when that counterparty may span multiple address types (e.g., a counterparty is both a Charterer and Owner, or possibly a Miscellaneous and Port Agent).
Date From and Date To	Mandatory	The Date range for the transactions to include based on the transaction Accounting Date.	When you want to run reports against specific time periods.
Account Type	Mandatory	The transaction type (AP or AR) for the invoices. Note that each IMOS transaction has a hard-coded transaction type.	When you want to only see outstanding AR or AP separately.
Account(s)	Optional, but recommended	The AP/AR ledger account codes to reference.	When you have many different AP/AR codes and only want to report on a subset.
Invoice Level	Optional	<ul style="list-style-type: none"> • Not Selected: Report totals all invoices per vendor. • Selected: Report breaks out vendors into one invoice per line item. 	When you want to see Vendor Totals or individual invoices.
Aging Analysis	Optional	Select to includes Aging Buckets and total the amount per bucket.	When you want to have invoice aging based on your preconfigured aging buckets.
Calc Due Date	Optional	<ul style="list-style-type: none"> • Not Selected: Report displays Invoice Due Date based on static date from Transaction Data Entry. • Selected: Report displays Due Date based on Payment Terms recalculation. 	When you are actively using dynamic Payment Terms and the most accurate aging analysis.
Outstanding Only	Optional	<ul style="list-style-type: none"> • Not Selected: Report shows total AP/AR by counterparty. • Selected: Report shows total outstanding AP/AR by counterparty. 	When you want a collection report rather than a counterparty statement.
For Approval	Optional	Select to include transactions for approval.	
Reminder	Optional	Select to include a reminder.	
Adv. Payments/Receipts	Optional	Select to include as part of the balance any Advance Payments or Receipts posted against the selected Vendors against the selected AP and AR accounts. Balances are also	

provided for the Advance Payments and Receipts separate from the total balance.

Cashflow Reports

The Cashflow Reports are IMOS built-in [Financials reports](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

This 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. The report includes payment dates, the payee/payer name, amount debited/credited, and total debits, credits, and net cash flow for the specified period. Make sure you have correctly configured [Bank Links](#) before attempting to use this report.

Report Options

Field Name	Mandatory / Optional	Description	Use When?
Major Company	Mandatory	An IMOS W-type company from the Address Book; this field will determine which transactions are included in the report.	Always
Bank Code	Mandatory	The Bank Ledger Code, against which you want to report.	Always
Date From and Date To	Mandatory	The date range you want to report on; it will pull in cash transactions based on their payment/receipt date.	Always

Company Cashflow Statement

The Company Cashflow Statement Report is an IMOS built-in [Financials report](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

Similar to the [Cashflow Reports](#), this report includes a detailed statement for the 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. Make sure you have correctly configured the Bank Ledger Code and Bank Links before attempting to use this report.

Report Options

Field Name	Mandatory / Optional	Description	Use When?
Date From and Date To	Mandatory	The date range, on which you want to report; it will pull in cash transactions based on their payment/receipt date.	Always
Major Company	Mandatory	An IMOS W-type company from the Address Book; this field determines which transactions are included in the report.	Always
Bank Code	Mandatory	The Ledger Code for the bank, against which you want to report.	Always

Daily Control Sheet

The Daily Control Sheet is an IMOS built-in [Financials report](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

This report includes all actual and estimated payments for the selected company on the specified date:

- Actual AR transactions entered into the system on the reference (Funds Received section of the report).
- 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.
- AP transactions paid on the reference date (Funds Paid section of the report).

The report includes the counterparty for the transaction, reference vessel/voyage, amounts paid or received, and the due dates for the outstanding invoices.

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.

The Daily Control Sheet only shows funds received/paid if you are entering IMOS payments and receipts into the financial ledger. If your company does not enter cash transactions, you will be unable to see received funds on the report.

Report Options

📄 Daily Control Sheet
✕

Major Company:


Reference Date:

Inv Amt Over (Base Curr):

Field Name	Mandatory / Optional	Description	Use When?
Major Company	Mandatory	An IMOS W-type company from the Address Book; this field determines which AP /AR invoices are included in the report.	Always.
Reference Date	Mandatory	<p>The Reference Date, on which the report will be based.</p> <ul style="list-style-type: none"> Actual AR transactions entered into the system on the Reference Date (Funds Received section of the report). 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. AP transactions paid on the Reference Date (Funds Paid section of the report). 	Always.
Inv Amt Over (Base Curr)	Optional	The threshold for the invoice amount. Only the AP/AR amount that is higher than the threshold will be included in the report.	When you only want to see the ARs/APs that are above one threshold amount.

Foreign Exchange Exposure Report

The Foreign Exchange Exposure Report is an IMOS built-in [Financials report](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

When you click  Report ▾, you can select either of the following:

- **Foreign Exchange Exposure:** This report includes information on the company's exposure to the foreign currency market for the selected currencies and various date ranges (buckets – up to 12 allowed). Exposure is calculated in different categories if they are based on a foreign currency. Exposures used are: Contracts (Cargo/COA Freight and Commissions,

Time Charter Hire and Commissions, and Port Costs specified on the contracts), Operations (Freight, Hire Commissions, and Port Expenses) and Finance (Outstanding Freight, Hire, Commissions and Port Expenses, through invoices that are not yet paid in full).

- **Exclusions:** This report includes Cargoes with invalid data that are therefore excluded from the Foreign Exchange Exposure report (Port, Port Function, Port Expense, Currency, and order of itinerary do not match the load/discharge ports of the contract's linked [Benchmark Estimate](#)). The Exclusions report has the following columns: Company, Contract ID (Reference No. on the Cargo form), Benchmark Estimate ID, Ports in Cargo Itinerary (L/D only), Ports in Benchmark Estimate Itinerary (L/D only).

Report Options

Foreign Exchange Exposure Report
✕

Report ▾

Companies:

Currencies:

Contracts

Operations

Finance

[Contract Status](#)

Optional

Confirmed

Monthly Over Period

Year Month

From: 2016 7

To: 2016 12

Number of Buckets:

Bucket Size (months):

Include Left Outliers Include Right Outliers Breakdown by Contract/Port

Field Name	Mandatory / Optional	Description	Use When?
Companies	Mandatory	The selections of IMOS W-type company from the Address Book; this field will determine which company's contracts/invoices are fetched on the report	Always; enter at least one company.
Currencies	Optional	The selection of the foreign currencies to include on the report	When you want to see the foreign exchange exposure for the selected foreign exchange(s).
Inv Amt Over (Base Curr)	Optional	The threshold for the invoice amount. Only the AP/AR amount that is higher than the threshold will be included in the report.	When you only want to see the ARs/APs that are above one threshold amount.
Monthly or Over Period	Mandatory	<ul style="list-style-type: none"> • Monthly: 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). • Over Period: 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. 	Always select one or another.
Number of Buckets	Mandatory		Always.

		<p>This determines how many buckets are displayed on the report:</p> <ul style="list-style-type: none"> • Monthly: the default value is 5. • Over Period: The default value is 6. 	
Bucket Size	Mandatory	<p>This determines the size (time range) of a bucket:</p> <ul style="list-style-type: none"> • Monthly: The unit is months, and the default value is 1. • Over Period: The unit is days, and the default value is 30. 	Always.
Contracts	Optional	<ul style="list-style-type: none"> • Not selected: "Contract" session which includes foreign exposure comes from contracts (TCs, COAs, estimated voyage port costs) are not fetched on the report. • Selected: "Contract" session which includes foreign exposure comes from contracts (TCs, COAs, estimated voyage port costs) are fetched on the report. 	When you want to include different sessions on the report.
Operations	Optional	<ul style="list-style-type: none"> • Not selected: "Operations" session which includes foreign exposure comes from operations (uninvoiced cargoes, port expenses) are not fetched on the report. • Selected: "Operations" session which includes foreign exposure comes from operations (uninvoiced cargoes, port expenses) are fetched on the report. 	When you want to include different sessions on the report.
Finance	Optional	<ul style="list-style-type: none"> • Not selected: "Finance" session which includes foreign exposure comes from finance (through invoices that are not paid in full yet) are not fetched on the report. • Selected: "Finance" session which includes foreign exposure comes from finance (through invoices that are not paid in full yet) are fetched on the report. 	When you want to include different sessions on the report.
Contract Status check boxes	Optional		When you want to filter cargoes depending on

		<ul style="list-style-type: none"> • Optional: Select to include confirmed cargoes and cargoes containing option(s) with status Pending. • Confirmed: Select to include confirmed cargoes, cargoes containing option(s) with status Exercised, and cargoes with no options. 	option status.
Include Left Outliers	Optional	Select to include the sum of the positions before the first Bucket in the report. Using the example from the screenshot above, the sum of the positions before Jul 2016 will be shown as a separate bucket on the report.	When you want to see the sum of the positions before your first defined bucket.
Include Right Outliers	Optional	Select to include the sum of the positions after the first Bucket in the report. Using the example from the screenshot above, the sum of the positions after Jul 2016 will be shown as a separate bucket on the report.	When you want to see the sum of the positions after your last defined bucket.
Breakdown by Contract /Port	Optional	<ul style="list-style-type: none"> • Not selected: The FX elements (Trades, Port Costs) are not broken down by contract or by port. • Selected: Each FX element (Trades, Port Costs) is broken down by contract or by port accordingly. 	When you want to break down the FX elements by contract or by port.

Trial Balance, Balance Sheet, Income Statement

The Trial Balance, Balance Sheet, and Income Statement Reports are IMOS built-in [Financials reports](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

- **Trial Balance:** This report includes revenues, expenses, assets, and liability accounts summaries for the 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.
Note: On the [Account Periods](#) form, if you do not enter a default Retained Earnings account, you may receive a large Unknown amount on your Trial Balance report.
- **Balance Sheet:** This report includes an assets and liabilities accounts summary for the 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.
- **Income Statement:** This report includes a revenues and expenses accounts summary for the selected year and month(s), with totals for debits, credits, and the final balance and profit (loss) for the specified period. You can select to show beginning and ending balances for the selected period.

Report Options

Trial Balance, Balance Sheet, Income Statement [X]

Accounting Year:

Major Company:

Subcompany/Vessel:

USD

January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December
 Year to Date

Group by Month
 Show Beginning and Ending Balances
 Exclude Year-End Vessel Results Transfer

Field Name	Mandatory/Optional	Description	Use When?
Account Year	Mandatory	The Accounting Year for the Transactions to include based on the transaction Accounting Date.	Always.
Major Company	Mandatory	An IMOS W-type company from the Address Book; this field will determine which transactions are included in the report.	Always.
Subcompany/Vessel	Optional	A filter of Vessel Code or Subcompany Code. When the Company/Vessel Code is entered, the full name of the Vessel or Company populates in the field on the right.	When you want to view the report of transactions that are only related to a certain Vessel or Subcompany.
Group by Month	Optional	<ul style="list-style-type: none"> Not Selected: The report will show Debit and Credit amount in two columns (Debit and Credit) for each GL account for the whole period. Selected: The report will break down each month as one single column and show Debit and Credit amounts as positive and negative numbers for each GL account within that month. 	When you want to view the balance of the GL account codes month by month.
Show Beginning and Ending Balance	Optional	Select to include two additional columns (Beginning Balance and Ending Balance) to show the beginning and ending balance of the GL accounts.	When you want to view the beginning and ending balances of the GL accounts.
Exclude Year-End Vessel	Optional	Select to exclude the year-	When you want to exclude

Results Transfer		end vessel result transfer from the report.	the year-end vessel results transfer from the report.
Month selection check boxes	Optional	Select the particular month (s) or Year to Date as the reporting period. If none of these check boxes are selected, all transactions of the accounting year will be included in the report.	When you want to select particular months instead of the full accounting year to be reported.
Trial Balance	Optional	Button to generate Trial Balance upon the selected options.	When you want to generate a Trial Balance.
Balance Sheet	Optional	Button to generate Balance Sheet upon the selected options.	When you want to generate a Balance Sheet.
Income Statement	Optional	Button to generate Income Statement upon the selected options.	When you want to generate an Income Statement.

Vendor Statements

The Vendor Statement Report is an IMOS built-in [Financials report](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

This report includes all transactions for the 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 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.

Report Options

Field	Mandatory/Optional	Description	Use When?
Major Company	Mandatory	An IMOS W-type company from the Address Book; this field will determine which transactions are included in the report.	Always.

Address Category	Optional	A free-text field that must be the single-letter value matching an IMOS Counterparty-type (A for Agent, C for Charterer, M for Miscellaneous, etc.).	When you want to run a report against all Vendors of a specific type.
Vendor Name	Optional	A free-text field that must be a Vendor Short Name.	When you want to run a report against a specific Vendor.
Date From and Date To	Mandatory	The date range to filter report details based on transaction accounting date.	Always use to specify the reporting period.
Invoice Details	Optional	<ul style="list-style-type: none"> • Not Selected: Report summarizes all information per vendor. • Selected: Report breaks down each vendor section per invoice and transaction line. 	When you want a more detailed breakdown in the report.
For Approval	Optional	Select to include transactions for approval.	

Voyage Report

The Voyage Report is an IMOS built-in [Financials report](#). These reports are IMOS built-in [reports](#). Their output format has been formatted by Veson Nautical. If you want to make changes, contact Veson Support or your Account Manager. These reports only work if you are posting IMOS invoices to the financial ledger. If your company does not post transactions, you will be unable to use these reports.

This report includes all financial transactions for the selected company and date range (accounting date), grouped by the transaction's reference voyage. The 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.

Report Options

Field	Mandatory/Optional	Description	Use When?
Major Company	Mandatory	A Type W company from the Address Book; this field determines which transactions are included in the report.	Always.
Vessel	Optional	A selection list of specific	When you want to filter for a


		vessels to include.	specific vessel.
Date From and Date To	Optional	The date range, by which to filter report details based on transaction accounting date.	When you want to specify the reporting period.
Voyage From and Voyage To	Optional	The Voyage Number range for the transaction to include.	When you want to filter for specific Voyage Numbers.

Data Center

In the Data Center, you can enter and update the data used throughout IMOS. Quick Links include the records for your master data; along with Distances; items related to messages, auditing, and configuration; 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 (Operations and IT) 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, click . The **General Data Center Module Right** must be selected in **Security**. Access to other forms and actions also require specific Module Rights.

Setting Up and Using IMOS

This section 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. Master data:
 - a. [Address Book entries](#)
 - b. [Cargo Name records](#)
 - 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 messages on the [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

This section includes information about most of the items from the Data Center. Some of the Data Center items are described elsewhere:

- [Distances](#)
- [Market Data](#)
- [Veslink Distances tutorial*](#)
- [Audit Trail tutorial*](#)
- [Introduction to Dynamic Tasks and Alerts tutorial*](#)

*You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Related Key Topics

 These **Key Topics** have high-value information for all users:

Page:About Vessel Consumption Setup


Page:Operations Ledger

Page:Port

Page:Routes Tab - Vessel

Page:Voyage Template List

Data Center Lists and Tools

You can access several lists and tools to help you in your work from the Data Center , as well as from the IMOS menu, with the appropriate [rights](#):

- Data Center and Lists submenu:
 - [Address Book](#)
 - [Cargo Name List](#)
 - [Market Data Summary](#)
 - [Port List](#)
 - [Vessel List](#)
 - [Interface Message List](#)
 - [Audit Trail](#) (Also see the [Audit Trail tutorial](#).)
 - [Configuration Flag List](#)
 - [Messaging Service Configuration](#): For more information, see the *Messaging Service Manual*.
 - [Users and Groups \(Security\)](#)
- Data Center and Tools submenu:
 - [Distances](#) (Also see the [Veslink Distances tutorial](#).)

*You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Data Center Records

Quick Links to the records for the master data used throughout IMOS appear in a list along the left side of the Data Center



- [Address](#)
- [Cargo Name](#)
- [Port](#)
- [Vessel](#)

Address

Complete an Address form for each contact with whom you do business. Take care not to create duplicate entries; they can cause errors in accounting. If you have a contact that functions as **more than one type**, do one of the following:

- Enter separate records for that contact.
 - Complete and save the first record, delete the Address Type, press **Enter**, and select the other Type. You are asked if you want to create a new record; click **Yes**.
- Enable [configuration flag CFGEnableMultiRoleOnAddressBook](#). This flag allows multiple roles on one Address Book entry, all sharing the same information.

Because you need to add information about your banks to the Address form for your company and add information about your contacts' banks to their Address records, you might find it easiest to start by completing Bank Address forms.

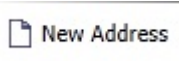
Creating an Address Book Entry

To open a new Address Book entry:

1. In the Data Center , under Quick Links, do one of the following:

- Click **Address**.

- Click Address - **List**. In the Address Book, click



The screenshot shows the 'IMOS Address' window with several tabs: 'Ports Serviced', 'Agent Expenses', and 'Report'. The main form is divided into sections: 'Types', 'Short Name', 'Curr: USD', 'Full Name', 'Address', 'Country', 'Country Code', 'Main Contact', 'Communications' (Phone, Fax, Telex, Email, Web Page), 'SDN', 'Customer Information' (Company No., Veslink ID, Credit Term, Credit Line, Credit Rating, Rating Date, VAT No., Dem TB Days, Ref No., AP Account, AR Account, IC Account, Default Account, Department, Reference Code), 'Remarks', 'Remittance Information' (Bank Name, Branch, Curr, Acct No., Swift Code, Correspondent Bank, CB Swift Code, Pay Method), 'Alerts', 'Cross-Ref No.', 'Parent Company', 'Payment Company', and checkboxes for 'Internal', 'Inactive', 'Margining - Paper', 'Margining - Physical', 'Netting - Paper', and 'Netting - Physical'.

2. Complete at least the following information:

- **Types:** The form has slight differences for **Bank (Type N)** entries and **Company (Type W)** entries.
- **Short Name:** Enter the name and 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**.
 - The Short Name for Types other than W can be up to 32 characters, but if you will use **mirroring** for internal companies, the Short Name for all companies must be the same. Because a W record is limited to 6 characters, the internal Owner and Charterer Type records are also limited to 6 characters.
- **Curr:** Check that the default currency is correct; otherwise, select the currency in which you deal with this contact.
- **Full Name**
- **Address:** Enter at least the first line.
- **Reference Code** (up to 8 characters): This field is used in **Barging** for forming Contract IDs for Time Charter, SPOT, or COA **Equipment Contracts**; it is required for any Charterer or Owner being added to a contract.

Remittance Information Tab

(This tab is different for **Bank (Type N) Addresses** and **Company (Type W) Addresses**.) This tab contains information about Remittance and Correspondent Banks. Add the contact's bank account information here for their payable invoices.

- To enter additional information, right-click the line and then click **Remittance Information**. The Remittance Bank record must be set up in IMOS and selected in the company's **W** Type record before transactions can be posted.

Contacts Tab

This tab contains information about individual contacts for this Address.

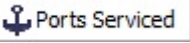

Remittance Information		Contacts					
Name	First Name	Email	Direct No.	Mobile No.	Fax No.	Docs	Reports
Click here to add a row							

- **Docs** check box: Select for the contact to be able to receive Veslink forms.
- **Reports** check box: Select for the contact to appear in the Address Book Distribution list in the **Output** section of report Properties, to be able to receive reports.
- To add more information about a **contact**, right-click the line and then click **Contact Details**.

Properties Tab

When [User Defined Fields](#) are set up in the Data Center for Address Book records, this tab appears, where the fields can be selected and values entered for them.

Additional Information

- **Alerts:** This field can be used to capture issues; the Charterer field is highlighted in light pink on several forms after an [Alert](#) is entered for it. An Alerts column can also be selected to appear in the [Address Book](#).
- To view or enter ports serviced by the contact, click  to open the [Ports Serviced](#) form.
- For an agent (Type **A**) contact, to customize the expense breakdown on a Port Disbursement, click  to open the [Agent/Vendor Port Expenses List](#).

Creating a Bank Entry (Type N)

A first-level account in the [Chart of Accounts](#) is in the **Bank** category. Each first-level account must have a corresponding Address form.

Complete an Address form for each Remittance Bank of your company and select it as the **Remittance Bank** on your [Company Address](#) 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 entries.

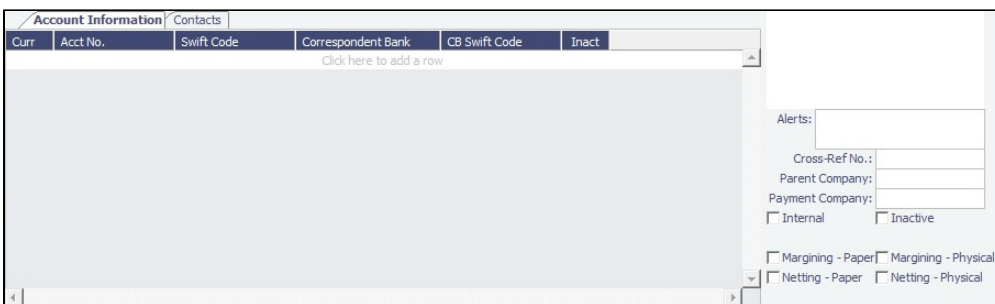
To set up Bank Information, in the Data Center , under Quick Links, click [Address - List](#).

In the Address Book, filter the **Address Type** column heading to show **Banks**. Compare the list to the Chart of Accounts entries of Category Bank, and add any missing bank records.

- **Required fields:**
 - **Type:** N. When you save an Address form of this type, the bottom left tab changes to **Account Information**.
 - **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.

Account Information Tab

Complete only the first line, with at least the **Currency** and **Account Number**.



- To enter additional information, right-click the line and then click [Remittance Information](#). The Remittance Bank record must be set up in IMOS and selected in the company's **W** Type record before transactions can be posted.

Creating Your Company Entry (Type W)

To set up your Company entry, on the Address form, enter the following information. **Required fields:**

- **Type:** W. When you save an Address form of this type, the bottom left tab changes to **Bank Links**.
- **Short Name:** For a Type **W** record, it is limited to 6 characters.
- **Currency:** Your company currency.
- **Full Name:** The name of your company.
- **Address:** Your company address.

- **Country:** Your company country.

After setting up this **W** record, you can create different **subcompanies** for invoicing, separating in the P&L, and **Security** access.

A Type **W** record that has been used in IMOS cannot be deleted.

Bank Links Tab

Select the Address entries for the **Remittance Banks** for your 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 entries.

- The **Remittance Bank** record must be set up in IMOS and selected in this record before transactions can be posted.
- To enter additional information, right-click the line and then click **Remittance Information**.
- You can **add another bank account** after setting up this form.

Adding an Invoice Logo

You can add a company logo for use on invoices you issue:

1. Use **File Management** to upload a logo.
2. Click the **Logo File** field at the bottom right of the Address form.
3. Select the logo file. The logo will appear on any invoices generated for your company.


▼ Related Config Flags

CFGExcludeCompanyFromCounterpartySelection

When enabled, Companies (type W Addresses) are excluded from Counterparty selection in invoices, claim forms, and the TDE form:

- Other Revenue and Expenses (VEXP/VREV/REXP/RREV/XOTH): Vendor
- Voyage Expenses Rebill Management (OREB): Bill To
- Rebills for Off Hire and Port Expenses, enabled by CFGRebillForOffhire (SREB): Bill To
- Claim: Counterparty
- TDE: Vendor

Address Book

All entries appear in the Address Book. In the Data Center , under Quick Links, click Address - **List**.

The Address Book is a standard IMOS **list**, so you can sort it, filter it, do a **Quick Search**, and create custom **Views** for it. You can use **logical operations** to filter particular columns in the list.

▼ Related Config Flags

AECompanyName

The management company code. Should not be changed.

CFGCompanyCode

Default IMOS company selected for running [Financials Reports](#).

CFGAddBookUniqueRefCode

When enabled, the Reference Code field is required to be unique among all records.

CFGSelectBankOnInvType

Y = Determines the Remittance Bank of an invoice by the following rules:

- AP invoice: Counterparty's bank, whether the amount is positive or negative
- AR invoice: Company's bank, whether the amount is positive or negative

N = Determines the Remittance Bank of an invoice based on whether the amount is positive or negative:

- AP invoice:
 - Amount is positive: Counterparty's bank
 - Amount is negative: Internal Company's bank
- AR invoice:
 - Amount is positive: Internal Company's bank
 - Amount is negative: Counterparty's bank

CFGUseVesselCompanyForRemitBa

nk

Populates the Remittance Bank information on AR invoices from the Address Book contact whose Short Name matches the voyage's Vessel Code before looking for the voyage Company.

CFGEnableMultiRoleOnAddressBook

Enable multiple roles on one Address Book entry, all sharing the same information.

CFGSelectBankOnInvType

Determines 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.

CFGBrokerTypes

Sets the **Contact Type** letter that can correspond to brokers throughout IMOS. Each type should be in single quotes, and multiple types need to be separated by commas (for example, **A,B**).

CFGAddBookInternalAddressText


Display a check box in the Address form, labeled with the value of the flag. When the string is empty, the check box does not appear.

The value can also be imported/exported by specifying true/false in the tag isCustomInternalAddress. This tag was added to the companyInfo section in ImosData.xsd.



CFGEnforceBankActivationSecurity

Adds a Security [Module Right](#) under Data Center > Actions to **Activate/Deactivate Banks on Address Book Entries**. When adding a new bank link to an Address Book Entry, the Inact check box will always be selected by default, and a user without this right cannot edit it.

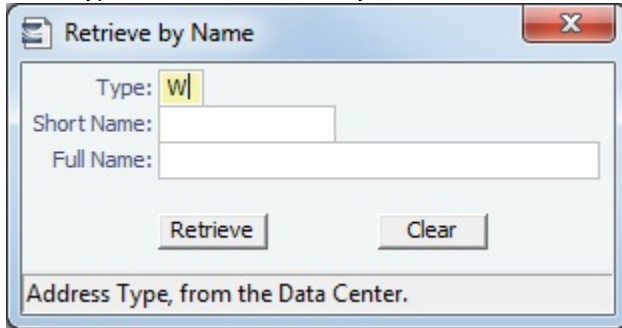
Adding a Bank Account

 This is a **Key Topic**, with high value for all users.

If you need to add a new bank account for your company after setting up your [Company Address](#) form, follow these steps:

1. In the Data Center , click **Address**.
2. On the [Address](#) form, click .

3. In the Type field of the Retrieve by Name form, enter **W**.



Retrieve by Name

Type: W

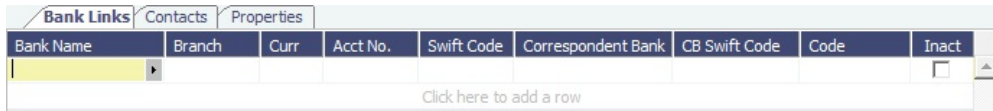
Short Name:

Full Name:

Retrieve Clear

Address Type, from the Data Center.


4. Click **Retrieve**.
5. Select the company and click **OK**.
6. On the Bank Links tab of the Company Contact form, click at the bottom of the grid to add a row and enter the new bank account information.



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

Click here to add a row

7. To enter additional information, right-click the line and then click **Remittance Information**.

8. After you click  to save the form, the bank account is available for selection.

Remittance Information

To enter additional information about a bank, on the Remittance Information tab in an [Address Book entry](#), right-click the line and then click **Remittance Information**.

Remittance Information
X

BENEFICIARY:

Bank Name:

Branch:

Address:

Country: Code:

Swift Code: Ext Ref:

ABA/BSB No.:

Full Name:

Address:

Country: Code:

Account No.:

IBAN No.:

CORRESPONDENT BANK:

Bank Name:

Branch:

Address:

Country: Code:

Swift Code:

ABA/BSB No.:

Account No.:

IBAN No.:

Contact Details

To add more information about a contact, on the [Address](#) form Contacts tab, right-click the line and then click **Contact Details**.

The image shows a software window titled "Contact Details" with a close button (X) in the top right corner. The window contains the following fields:

- Last Name: [Text Box]
- First Name: [Text Box]
- Middle Init: [Text Box]
- Mr./Ms.: [Text Box]
- Department: [Text Box]
- Position: [Text Box]
- Email: [Text Box]
- Direct No.: [Text Box]
- Mobile No.: [Text Box]
- Fax No.: [Text Box]
- Home No.: [Text Box]
- Telex: [Text Box]
- Pager: [Text Box]
- SDN: [Text Box]
- Receives Documents
- Remarks: [Text Area]

Alerts Field

The following IMOS forms include an **Alerts** field, which is a free-form text field that can be used to capture issues.

- Address
- Vessel
- Tow
- Port

If an Alert is entered for a Charterer, a Vessel, or a Port, that field is highlighted in light pink on the [Cargo COA](#), [Cargo](#), [Voyage Estimate](#), [Voyage Fixture](#), and [Voyage Manager](#).

Vessel: VESSEL 1

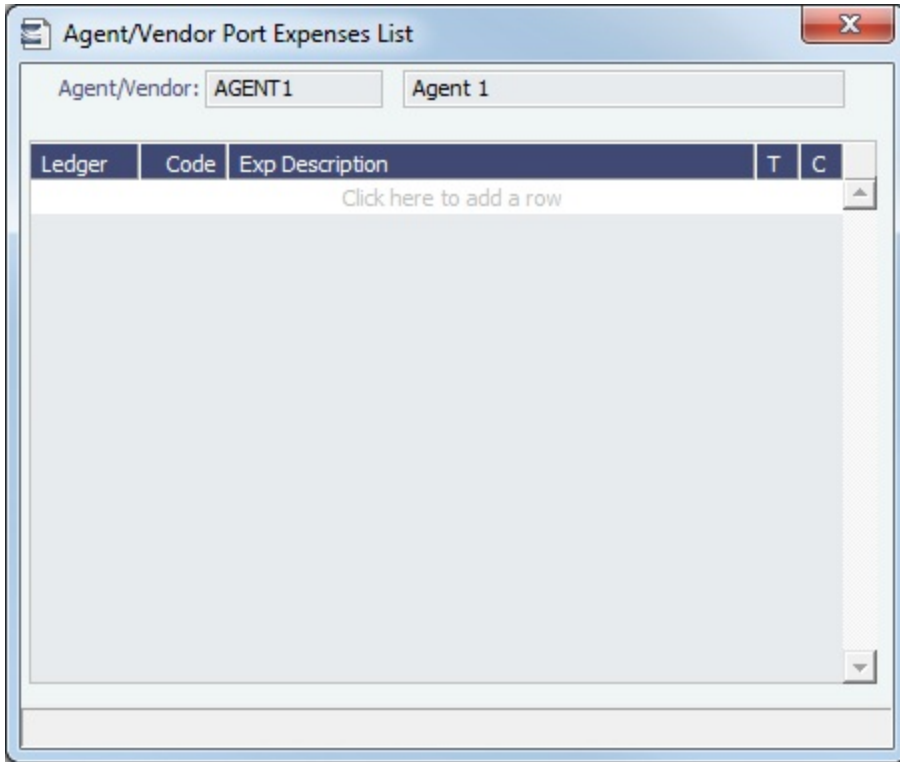
When you hold your mouse pointer over the field, a tooltip shows the text of the Alert.

An Alerts column can be selected to appear in the [Address Book](#), the [Vessel List](#), and the [Port List](#).

Agent Expenses


Configuration flag PortExpListByAgent enables customizing the expense breakdown on a [Port Disbursement](#) for an agent or a vendor contact; you can set a default list of port expenses for a [PDA](#) or [FDA](#).

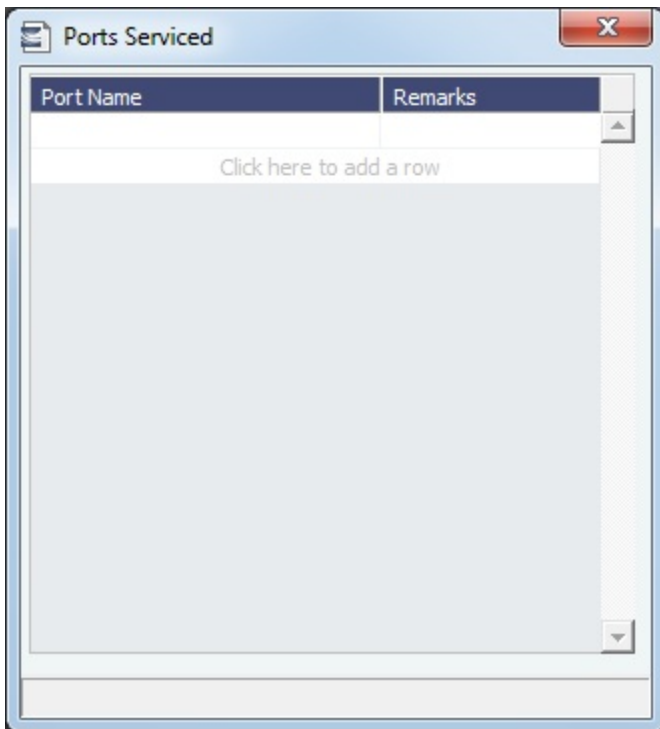
On the [Address Book](#) entry, click A Agent Expenses. On the Agent/Vendor Port Expenses List, enter the expense information to be shown.



When you open a PDA/FDA and enter the agent's name, the custom list of expenses appears.

Ports Serviced

You can view or enter ports serviced by the contact. On the [Address Book](#) entry, click  [Ports Serviced](#).




For Bunker Vendors, the **Remarks** 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 [Addresses Book](#).

Cargo Name

On this form, you can enter the name and information for each type of cargo.

1. To create a Cargo Name, do one of the following:

- In the Data Center  **Data Center**, click **Cargo Name**.

- In the [Cargo Name List](#), click .

2. On the IMOS Cargo Name form, enter a **Cargo Short Name** (32 characters or fewer). Then press **Enter** or **Tab**. A message asks you to confirm that you are adding a new cargo. Click **OK**.

3. Select or enter a [Cargo Group](#). Depending on the group, the form includes fields for either liquid or dry cargo.

IMOS Cargo Name

Short Name:

Cargo Group: **Chemicals**

Cargo Class: **LIQUID**

IMO Name:

IBC Code:

IMSBC Code:

Full Name:

API: **0.0000** SG: **1.0760**

UN Number: Class:

Product Code:

Default CP/Lift/Alt Unit:

Description:

Pre-clearance for US and Canada
 Dangerous
 Inactive Persistent

IMOS Cargo Name

Short Name:

Cargo Group: **Wheat**

Cargo Class: **DRY**

IMO Name:

IBC Code:

IMSBC Code:

Full Name:

Stow Factor M3/MT: **0.0000** Ft3/MT: **0.0000**

UN Number: Class:

Product Code:

Default CP/Lift/Alt Unit:

Capacity Basis: **Unspecified**

Description:

Pre-clearance for US and Canada
 Dangerous
 Inactive Persistent

Multigrade Cargoes

Configuration flag **CFGEnableMultiGrade** enables Multigrade Cargoes. For this configuration:

- Each Cargo Name must be tied to a **Cargo Group**.
- One Cargo Name must be created with the same name as the Cargo Group.

▼ Importing Multigrade Cargoes into IMOS with XML

- On Cargoes imported via the XML interface, IMOS 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 Voyage Fixture.
 - All Cargoes are in the Cargo Group form and all Grades are in the Cargo Name form in the Data Center.
 - When going from the Cargo to the Voyage Fixture, the Cargo field will be populated by the `<cargo group>` for the item in the `<cargo>` field in the imported XML.

- The Charterer is in the Address Book in the Data Center.
- The Ports are in the Port form in the Data Center.
- Every <grade> has at least one load and discharge port. (A 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. (That is, the <Cargo> field does not need to be set up as a normal IMOS multicargo. This could allow some items to be created through the interface that could not be created through a similar setup in 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.

Cargo Name List

All Cargo Names appear on the Cargo Name List. In the Data Center, next to Cargo Name, click **List**.

The Cargo Name List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

▼ Related Config Flags

CFGEnableOPA

Add a **Persistent** check box to the Cargo Name form.

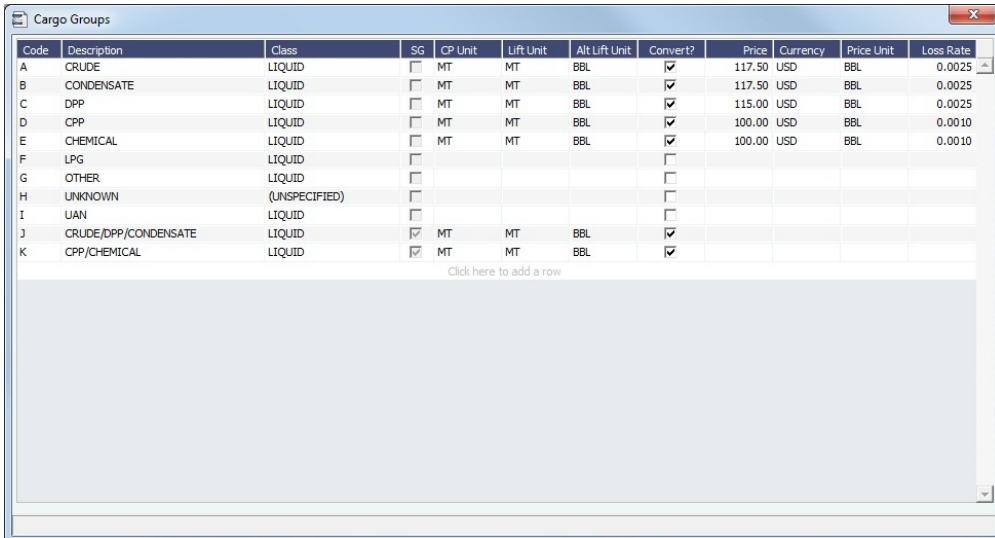
CFGEnableMultiGrade

For vessels such as product tankers with the same kind of Cargo in several grades, enables Multigrade Cargoes: Changes the **Cargo** field to **Cargo Group** and adds a **Cargo Grade** column (for the Cargo Name within the Cargo Group) to the Itinerary/Options tab.

Cargo Group

Creating a Cargo Group

To create a Cargo Group, on the [Cargo Name](#) form, click  **Cargo Groups**.



Code	Description	Class	SG	CP Unit	Lift Unit	Alt Lift Unit	Convert?	Price	Currency	Price Unit	Loss Rate
A	CRUDE	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	117.50	USD	BBL	0.0025
B	CONDENSATE	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	117.50	USD	BBL	0.0025
C	DPP	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	115.00	USD	BBL	0.0025
D	CPP	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	100.00	USD	BBL	0.0010
E	CHEMICAL	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	100.00	USD	BBL	0.0010
F	LPG	LIQUID	<input type="checkbox"/>				<input type="checkbox"/>				
G	OTHER	LIQUID	<input type="checkbox"/>				<input type="checkbox"/>				
H	UNKNOWN	(UNSPECIFIED)	<input type="checkbox"/>				<input type="checkbox"/>				
I	UAN	LIQUID	<input type="checkbox"/>				<input type="checkbox"/>				
J	CRUDE/DPP/CONDENSATE	LIQUID	<input checked="" type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>				
K	CPP/CHEMICAL	LIQUID	<input checked="" type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>				

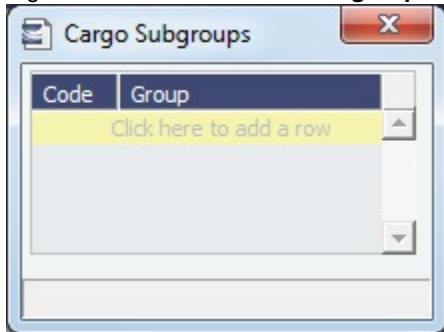
[Click here to add a row](#)

Note: Additional columns can be enabled with configuration flags.

Creating Super Groups and Subgroups

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 Estimate](#), [Voyage Fixture](#), or [Voyage Manager](#). Follow these steps:

1. On the Cargo Group form, click to add a line at the bottom of the grid and name the **Super Group**.
2. Right-click the line and click **Subgroups**.



3. 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.
4. In the [Voyage Estimate](#), [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.

▼ Related Config Flags


CFGEnableAltLiftUnit

Enables Unit of Measure Conversion in IMOS, for MT, BBL, and M3.

- 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.
- With this option, several additional columns appear on IMOS forms:
 - Cargo Groups: CP Unit, Lift Unit, Alt Lift Unit, and Convert
 - [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 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. An L/D Qty can also be calculated from a manually entered Alt Qty: To trigger recalculation, enter the Alt Qty and then clear the L/D Qty value. This procedure can also be used to calculate the quantities based on a manually entered API/SG.

Port

 This is a **Key Topic**, with high value for all users.

To view information about a port or add a new port, in the Data Center , click **Port**.

Port Types

The following port types are available:

- **Standard Port**: Standard Ports are those that are included in the Distances tables.
- **Port (No Distance Link)**: Ports without a Distance Link are custom ports not included in [Distances](#).
- **Alias Port**: Alias Ports are ports created in place of an existing port.
- **Waterway Port**: Waterway Ports are ports located on an inland body of water.

Standard Port

BOSTON (USA) - IMOS Port

Attachments | **Cargo History**

Port Name: **BOSTON (USA)** Port/Terminal Operator: [Edit](#)

Port Type: **Standard Port**

Country: **UNITED STATES**

State: GMT +/-

Time Zone Code: **US-EAST** STD: **-5.00**

U.N. Code: **USBOS** DST: **-4.00**

Lat: **42.21N**

Lon: **71.05W**

Port No.: **54**

Port Aliases

[Click here to add a row](#)

Remarks

Bunkering Port Port Range Projection Port Fuel Zone: **NA 200NM**

Single Berth Inactive Lightering Port Use High Sulfur Fuel

Hide Passing Point ETA/ETD In Voyage

Port Area: Region Code: **NAMR**

External Ref No.: Alerts:

Loadline Zone:

Berth Information

Short Name	Full Name	Inactive
Click here to add a row		

- To see the history of any cargo handling done in this port, click [Cargo History](#).

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

An Alias Port has all the attributes of another port, allowing it to be included in Distance calculations using that port's location.

IMOS Port

Port Name: Port/Terminal Operator: [Edit](#)

Port Type: **Alias Port**

Alias To:

Country:

Time Zone Code: GMT +/-

U.N. Code: STD:

Lat: DST:

Lon:

Port No.:

Port Aliases

Remarks

Bunkering Port Port Range Projection Port Fuel Zone:

Single Berth Inactive Lightering Port Low Sulfur ECA

Hide Passing Point ETA/ETD In Voyage

Port Area: Region Code:

External Ref No.: Alerts:

Loadline Zone:

Berth Information

Short Name	Full Name	Inactive
Click here to add a row		

Enter the port for which this is an Alias. Any changes made will only affect this Alias port; they will not affect the Alias To port.

Waterway Port

Updating Ports and Distances

When a version of IMOS is released, the build contains all the ports that are currently identified. Over time, new ports are added, and older ports are updated. A monthly file of updated ports and distances is added to the [Client Center](#). The file must be downloaded and added to IMOS, and the scripts must be run, each month. Complete instructions are with the file.

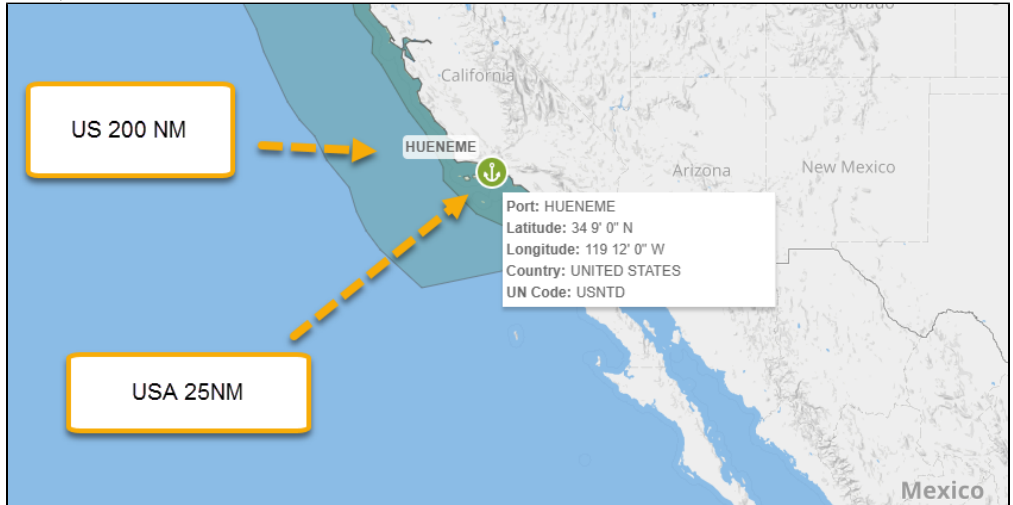
Adding a Port

- If you need a port added, contact Veson to have it added. In the meantime, you can add it, but it will not have distances associated with it; the miles to and from it in an itinerary will be blank.
 - To update the miles, delete the port you added and re-enter the standard port after it is added to the Distances tables.
- When you enter a port name:
 - If the name is new, you are asked if you want to use the name for a new port.
 - If the port already exists, its record appears. A new port with the same name as an existing port cannot be added.

Fuel Zones and Low Sulfur Areas

If a port is located within a Fuel Zone, its name appears:

- A port is assigned to the smallest Fuel Zone within which it is located. For example, HUENEME is assigned to USA 25NM zone, but it is also located in US 200NM:



- To override the low sulfur status, select the **Use High Sulfur Fuel** check box. Any future in-port consumption at that port uses high sulfur fuel.

Fuel Zone: Low Sulfur ECA

- For other ports, the field is blank:
 - To specify a port as a low sulfur area, select the **Low Sulfur ECA** 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 **ECA Fuel Zone** ports are in your Port List, and confirm that the **Low Sulfur ECA** check box is selected in all of them.

Low Sulfur Fuel Use: Port Selections and Fuel Grades Consumed

Port Selections	Fuel Grades Consumed in LS Port
<ul style="list-style-type: none"> Not Low Sulfur 	G and H
<ul style="list-style-type: none"> Low Sulfur Without Configuration flags 	All L grades
<ul style="list-style-type: none"> Low Sulfur Without Allow <1% IFO With CFGLSPortConsumptionDefaultGrades 	L grades specified in CFGLSPortConsumptionDefaultGrades
<ul style="list-style-type: none"> Low Sulfur With Allow <1% IFO With CFGLSPortConsumptionDefaultGrades Without CFGLSPortConsumptionLSFOGrades 	L grades specified in CFGLSPortConsumptionDefaultGrades
<ul style="list-style-type: none"> Low Sulfur With Allow <1% IFO With CFGLSPortConsumptionLSFOGrades 	L grades specified in CFGLSPortConsumptionLSFOGrades
<ul style="list-style-type: none"> Configuration flag with grades not on the vessel 	No L grades

Alerts

The Alerts field can be used to capture issues; the Port field is highlighted in light pink on several forms after an **Alert** is entered for it. 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**.

Port List

All ports appear on the Port List. In the Data Center , next to Port, click **List**.

The Port List is a standard IMOS [list](#), so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it. You can use [logical operations](#) to filter particular columns in the list.

▼ Related Config Flags

CFGLSPortConsumptionDefaultGrades	Sets up a comma-separated list of grade codes to burn in LS ports.
CFGLSPortConsumptionLSFOGrades	Sets up a comma-separated list of grade codes to burn in LS ports that permit burning low sulfur fuel oil.
CFGEnableStandards	Adds a Pilotage Area check box to the Port form. When selected for a Canal Transit port, the distance through the canal in the Voyage Estimate/Voyage Manager itinerary is used to calculate Time in Zone, which is used to calculate any Z type port expenses at this port.

Berth

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**. The General tab appears.

General Tab

Berth Information
X

Berth Short Name: Full Name:

General

Bunkering Berth

Draft Basis/Salinity: Max DWT (MT):

	Meters	Feet	<input type="checkbox"/> Single Vessel	<input type="checkbox"/> Inventory
Max Draft:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Pilot-berth hours:	<input type="text" value="0.00"/>
Max LOA:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Berth-pilot hours:	<input type="text" value="0.00"/>
Max Beam:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Alongside hours:	<input type="text" value="0.00"/>
Max Air Draft:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Distance:	<input type="text" value="0.00"/>
Max Hatch Air Draft:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		

	Quantity	Size	Berthing HHMM
Hoses/Chicksan:	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Hours From: <input type="text"/>

Lat/Lon: / To:

Storage Capacity:

Daily Performance:

Port Working Days:

Normal Work Hours:

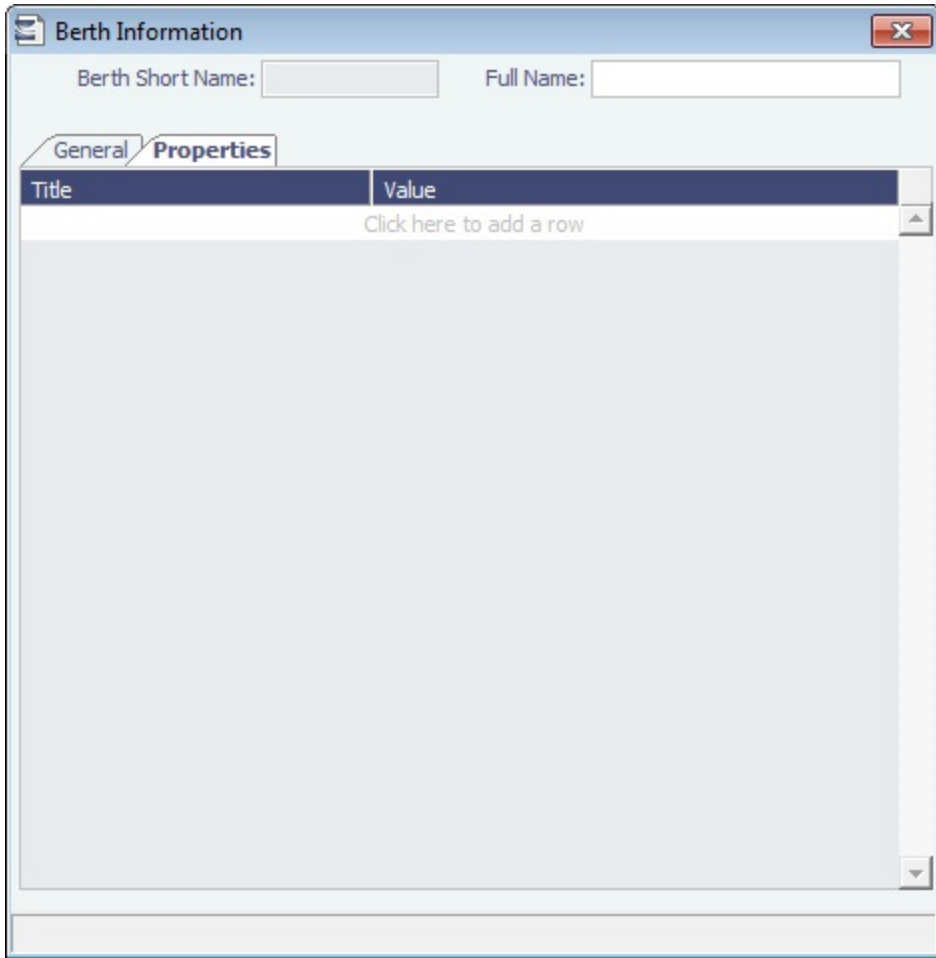
Ref No.:

Req'd Manifold position: Low Flash Restriction

Min parallel body length: Max displacement:

Properties Tab

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.





Vessel

Confirm that all your vessels were set up correctly during installation and update them as your company's fleet changes.

Creating a Vessel

To create a vessel, do one of the following:

- In the Data Center  **Data Center**, click **Vessel**.
- On the [Vessel List](#), click  **New** and then click **New Vessel**.

Complete at least the following required fields:

- Vessel Code (4-6 characters)
- Type Code
- Speed Laden
- Speed Ballast
- Vessel Name
- Vessel Type
- **Note:** The ability to create Type L (LNG) vessels requires a license with the LNG module.
- Vessel DWT



Complete the remaining fields on the form as appropriate.

- Consumption tab
- LNG tab
- Routes tab
- DWT/Draft tab
- Details tab
- Stowage tab
- Contacts tab
- Multiple Rates tab
- L/D Performance tab
- Properties tab (when User Defined Fields are set up in the IMOS Data Center)
- Bunker Tanks tab
- TCE Target tab
- Tugs tab (for Offshore Barges)
- **Alerts:** This field can be used to capture issues; the Vessel field is highlighted in light pink on several forms after an Alert is entered for it. An Alerts column can also be selected to appear in the *Vessel List*.


The Summary tree is at the right; when a vessel has been used in a voyage, it summarizes important data and forms. You can attach documents or links or double-click to open an attachment.

Copying a Vessel

To copy a vessel:

1. On the toolbar of the Vessel form, click . All vessel data is copied to a new Vessel form, but voyage data is not copied, and the Estimate Only Vessel and Inactive Vessel check boxes are cleared.
2. Complete the **Vessel Code** and **Vessel Name** fields.
3. Click  to save the new vessel.

Vessel List

All Vessels appear on the Vessel List. In the Data Center , next to Vessel, click **List**.

The Vessel List is a standard IMOS list, so you can sort it, filter it, do a [Quick Search](#), and create custom [Views](#) for it.

You can also 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, click **Reset**.

▼ Related Config Flags

CFGAllowBaltic99Search

Enable an external search of the Vessel List. To have this integration with Q88 and/or Baltic99, there must be a valid license for these services.

CFGVeslinkCompany

Enable a Veslink Company field (above the Company field in the lower right); then a voyage will only be replicated to Veslink if the Voyage Company code is either blank or matches the Veslink Company field.

CFGOverwriteConsumptionOnVessel

Update

Vessel data imported with autovsl.exe will overwrite all fuel consumption information on the Vessel Form in the Speed Consumption table.

CFGRequireRoutingPrefsOnVessel

Blocks you from saving the Vessel if there are no routes in the Routing Preferences table.

CFGAutoVesselCode

Automatically generates a Vessel Code when a new vessel is created. Set the config flag value to a regular expression that defines Vessel Code format.

About Vessel Consumption Setup



This is a **Key Topic**, with high value for all users.

When calculating fuel consumption in IMOS, a combination of the following is used:

- The [Fuel Zones](#) form
- The [Consumption](#) tab on the Vessel form
- The Performance tab on the Time Charter (TC) [In](#) or [Out](#) contract

Vessel location and voyage type both play a role in how consumption is calculated.

Fuel Consumption in ECA Zones

Fuel that has a grade of **L** (Low Sulfur) on the Vessel form is consumed when the following conditions are met:

- The vessel is in a low sulfur (ECA/SECA) zone.
- On the [Fuel Zones](#) form, a low sulfur fuel type has been selected for that zone.
- Daily consumption values for that fuel type are set up in the Vessel form.

Fuel Consumption Everywhere Else

Fuel that has a grade of as **G** (General Purpose) or **H** (High Sulfur) on the Vessel form is consumed when a vessel is at sea and outside of a low sulfur (ECA/SECA) zone.

Fuel Consumption Calculation

When the type and amount of fuel consumption are calculated for a vessel outside of an ECA zone, depending on the voyage type, the following information is taken into account:

- **TC voyages:** Consumption information on the Performance tab of the TC contract (information on the Vessel form is disregarded)
 - TCOV: Time Charter In
 - TCTO: Time Charter In
 - OVTO: Time Charter Out
- **Non-TC voyages:** Consumption information on the Vessel form
 - OVOV: Vessel form/Head Fixture

Note: If Bunker Expenses for a Voyage Estimate appear as \$0.00, it is likely because the appropriate bunker type and grade are not specified on the Vessel form.

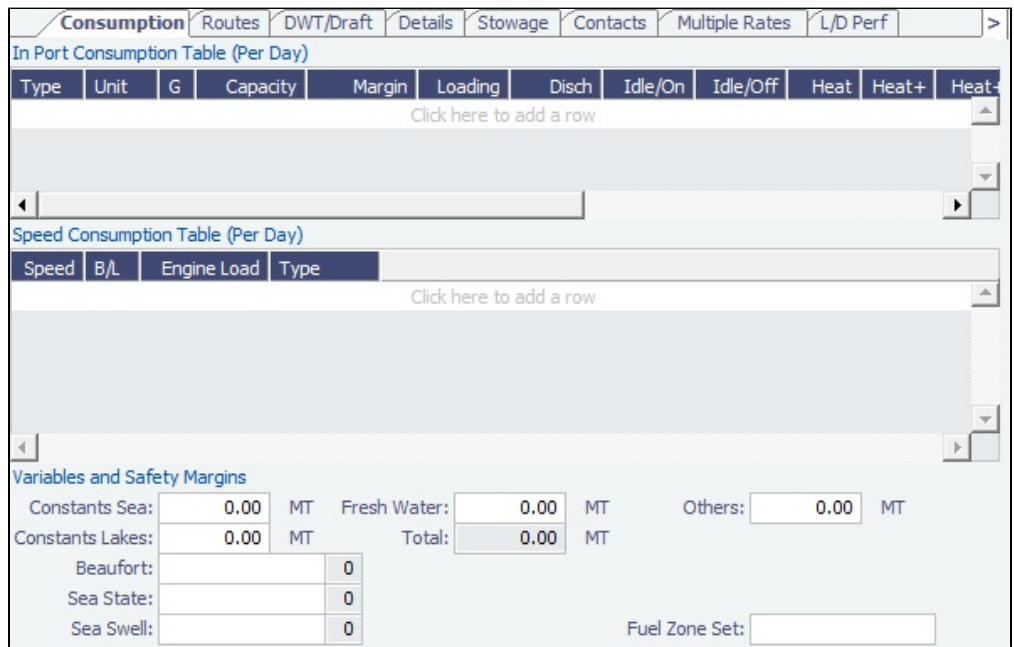
Setting up Fuel Consumption

To set up fuel consumption, see the following:

- [Fuel Zones](#)
- [Consumption Tab - Vessel](#)

Consumption Tab - Vessel

The [Vessel Consumption](#) tab includes the In Port Consumption Table, Speed Consumption Table, and Variables and Safety Margins.



In Port Consumption Table

- When adding a new Low Sulfur fuel type to a Vessel that has an existing High Sulfur type defined, Port/Sea Consumption rates default to being 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, 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

- Reliq, GCU/Steam, and Meter Adj** consumption table columns replace Heat, Heat+, and Heat++.

	Capacity	Margin	Loading	Disch	Idle/On	Idle/Off	Reliq	GCU/Steam	Meter Adj	IGS
	2,000.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	C ▲
	2,000.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	C
	2,000.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	C ▼

- You can include [Bunker Curve Parameters](#) in the calculation of fuel consumption.

▼ **Related Config Flags**

CFGEnableVesselBunkerGrade

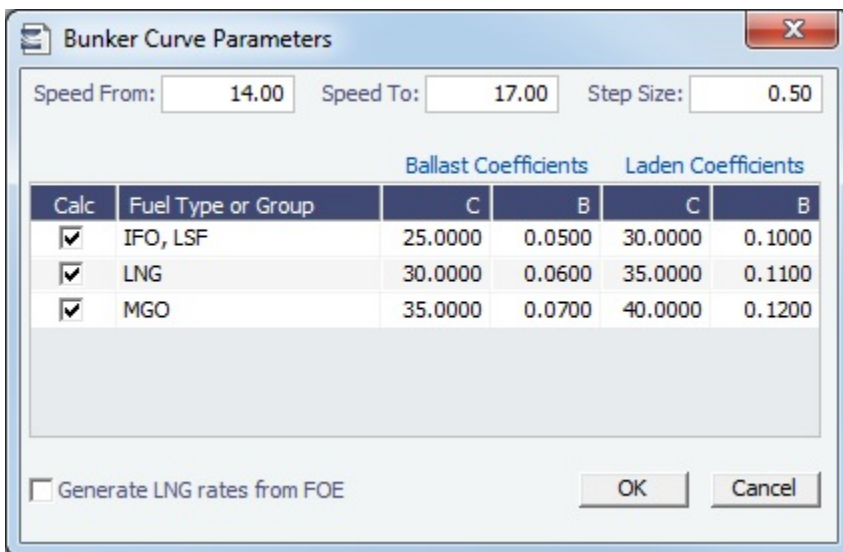
Specify the Fuel Grade in a **G** (Grade) column and default this value on the [Bunker Requirement](#).

CFGEnableLegacyIFOTopOffCalc

For LNG vessels, relates to the calculation of the amount of IFO (or other designated "FOE" fuel type) needed in order to accelerate to a given speed higher than the NBOG speed when in dual-fuel mode. When this config flag is enabled, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b) the FOE equivalent of the LNG consumption at the NBOG speed. When this config flag is disabled or by default, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b) the IFO consumption at NBOG speed.

Bunker Curve Parameters

You can include Bunker Curve Parameters in the calculation of fuel consumption for LNG vessels.



- Do any of the following:

- On the [Vessel form Consumption tab](#), click [Calculate with Vessel Bunker Curve](#).

- On the [Time Charter In form Performance tab](#), click [Calculate with TCI Bunker Curve](#).
 - On the [Time Charter Out form Performance tab](#), click [Calculate with TCO Bunker Curve](#).
2. On the [Bunker Curve Parameters form](#), complete the following fields:
 - **Speed From:** Defaults to the lowest speed in the [Speed Consumption Table](#)
 - **Speed To:** Defaults to the highest speed in the [Speed Consumption Table](#)
 - **Step Size:** Defaults to the difference between Speed To and Speed From
 3. To modify a **Fuel Type or Group**:
 - a. Select the **Calc** check box.
 - b. If you want to modify LNG, make sure the **Generate LNG rates from FOE** check box is cleared.
 - c. **Ballast** and **Laden** Coefficients C and B are specified based on charter party vessel conditions; specify new values.
 4. To recalculate the [Speed Consumption Table](#), click **OK**.
 - When the table recalculates, rows that do not match speeds calculated based on Speed From, Speed To, and Step are deleted.
 - For each modified Fuel Type or Group, consumption rate = $C * EXP(B * speed)$.
 - When the **Generate LNG rates from FOE** check box is selected, LNG consumption rate = $C * EXP(B * speed) / FOE$ Conversion.

▼ Related Config Flags

CFGEnableLegacyIFOTopOffCalc

For LNG vessels, relates to the calculation of the amount of IFO (or other designated "FOE" fuel type) needed in order to accelerate to a given speed higher than the NBOG speed when in dual-fuel mode. When this config flag is enabled, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b) the FOE equivalent of the LNG consumption at the NBOG speed. When this config flag is disabled or by default, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b) the IFO consumption at NBOG speed.

LNG Tab - Vessel

For vessels of type L (LNG carrier), the LNG tab in the [Vessel form](#) includes all LNG-related fields.

Consumption	LNG	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	>
NBOG Speed Laden:	17.00								
NBOG Speed Ballast:	17.00								
Filling Limit %:	98.50								
Actual FOE Conversion Factor:	0.48500								
Max Ballast Daily Boil-Off %:	0.100								
Max Laden Daily Boil-Off %:	0.100								
<input type="checkbox"/> Use NBOG fuel-consumption rate at sub-NBOG speeds									

- **NBOG Speed Laden and Ballast:** Up to this speed, which corresponds to the natural rate of LNG boil-off, the LNG consumed by the vessel is a non-forced Boil Off; for any speed above it, the LNG consumed is considered a forced Boil Off.
- **Use NBOG fuel-consumption rate at sub-NBOG speeds:** Select this check box to have the Voyage Estimate and Voyage Manager calculate LNG consumption at the NBOG consumption rate whenever the vessel travels at a speed less than the NBOG speed (because the gas boils off at the NBOG rate whether it is being burned for propulsion or not).


▼ Related Config Flags

CFGEnableLegacyIFOTopOffCalc

For LNG vessels, relates to the calculation of the amount of IFO (or other designated "FOE" fuel type) needed in order to accelerate to a given speed higher than the NBOG speed when in dual-fuel mode. When this config flag is enabled, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b)

the FOE equivalent of the LNG consumption at the NBOG speed. When this config flag is disabled or by default, this amount is calculated as the difference between (a) the IFO consumption at actual speed and (b) the IFO consumption at NBOG speed.

Routes Tab - Vessel

 This is a **Key Topic**, with high value for all users.

On the [Vessel Routes](#) tab, you can set preferences for routes to take or to block, for example, because of [piracy](#).

You can also enter default costs that will import into the [Voyage Estimate](#) for this vessel; they can be changed there.

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: <input type="text"/>									

To specify settings for a region, click to add a new row, and complete the fields as follows:

- **Region:** The region for the settings on the row.
- **Toll (Ballast/Laden):** These default into the Port Expenses of the Voyage Estimate or voyage.
- **PD/XP:** Port Days and Extra Port Days.
- **Function:** Canal (Costs, Activities, Extra Days can be applied) or Passing Point (Costs and Activities cannot be allocated).
- **Block:** Select to avoid the Region, such as a Piracy Zone or an [ECA Zone](#).
- **Hide:** Select to hide the Region in the Itinerary.
- **No Tolls:** Select for no tolls.
- **Use:** Select when to use (Always, Ballast Only, or Laden Only). The [Voyage Estimate](#) is sensitive to these settings when calculating the route between ports.

Specifying an area to be avoided becomes the default setting for all voyages created with this vessel. You can set Piracy and ECA Avoidance/Routing per voyage in the [Voyage Estimate](#) and the [Voyage Manager](#).

- **Inherit Route Preferences From:** The name of another vessel to inherit preferences from.

▼ Related Config Flags

CFGRoutingPrefsVslCode

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.

DWT/Draft Tab - Vessel

Values entered in the Vessel DWT, SW Summer Draft, and TPC fields automatically populate the At Summer row on the Vessel DWT/Draft tab.

	Draft (M)	DWT (MT)	Displ (MT)	TPC	Remarks
At Design:	0.000	0.00	0.00	0.000	0.00
At Summer:	0.000	75,000.00	0.00	0.000	0.00
Tropical FW:	0.000	0.00	0.00	0.000	0.00
Tropical SW:	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: M

Details Tab - Vessel

On the Vessel Details tab, you can track many details about the vessel.

Note: Different fields appear for different vessel types.

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf
Vessel Identification		Capacity and Draft					
Call Letters:	Operator:	OPA '90:	0.00				
Former Name:	Official 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:	Pool-Point:	Net:	0.00				
Disponent Owner:	DWT Date: //	Suez Gross:	0.00				
Hull No./Type:	Last Dry Dock: //	Net:	0.00				
Cross-Ref No.:	Next Dry Dock: //	Grabs Qty:	0				
Ventilation:	Next Survey: //	Grabs Capacity:	0.00		M3		
Ice Class:	Next Inspection: //	Dimensions					
Engine Make:	Last Prop Polished: //	LOA:	0.00		M		
Propeller Pitch: 0.00 M	Last Hull Cleaning: //	Beam:	0.00		M		
Cargo/Gear:	TVE Expires: //	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"/> Log Fitted <input type="checkbox"/> TVE Valid <input type="checkbox"/> Grain Fitted							

Stowage Tab - Vessel

On the Vessel Stowage tab, you can record information about the stowage properties of the vessel.

- Bulk (Type code B), Container (C), or Reefer (R):

Consumption	Routes	DWT/Draft	Details	Stowage	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								

- Gas Carrier (Type code G), LNG Carrier (L), or Tanker (T):

Consumption	Routes	DWT/Draft	Details	Stowage	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 [Vessel](#) Contacts tab, you can record information about the contacts for the vessel.

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf
<p> Manager: <input type="text"/> Sat A: <input type="text"/> Sat B: <input type="text"/> Sat C: <input type="text"/> Mini-M: <input type="text"/> Telex: <input type="text"/> Fax: <input type="text"/> Cellular: <input type="text"/> Master's No.: <input type="text"/> CCR No.: <input type="text"/> Bridge No.: <input type="text"/> Email: <input type="text"/> Dem Analyst: <input type="text"/> Vessel Remarks: <input type="text"/> </p>							

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 [Vessel 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.

Consumption	Route Prefs	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Performance
<p> ID: <input type="text"/> <input type="button" value="Create New Group"/> Admin Fee/Day: <input type="text" value="0.00"/> </p>							
Daily Cost	From GMT	To GMT	Duration	Comments			
Click here to add a row							
Speed	IFO (L)	IFO (B)	MDO (L)	MDO (B)	LSF (L)	LSF (B)	MGO (L) MGO (B)
Click here to add a row							

For these rates, if a change in the effective date occurs while a voyage is in progress, the cost and/or consumption calculations are split according to the number of voyage days for both effective rate periods.

L/D Performance Tab - Vessel

On the [Vessel 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		

Properties Tab - Vessel

On the **Vessel 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`.

Bunker Tanks Tab - Vessel

On the **Vessel Bunker Tanks** tab, you can record information about the bunker tanks.

<	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties	Bunker Tanks
No.	Description	Location		Capacity	Unit			
0				0.00				
Click here to add a row								

TCE Target Tab - Vessel

On the **Vessel TCE Target** tab, you can set a target by effective date for the Time Charter Equivalent.

<	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties	Bunker Tanks	TCE Target
Effective From (GMT)							TCE Target	
Click here to add a row								

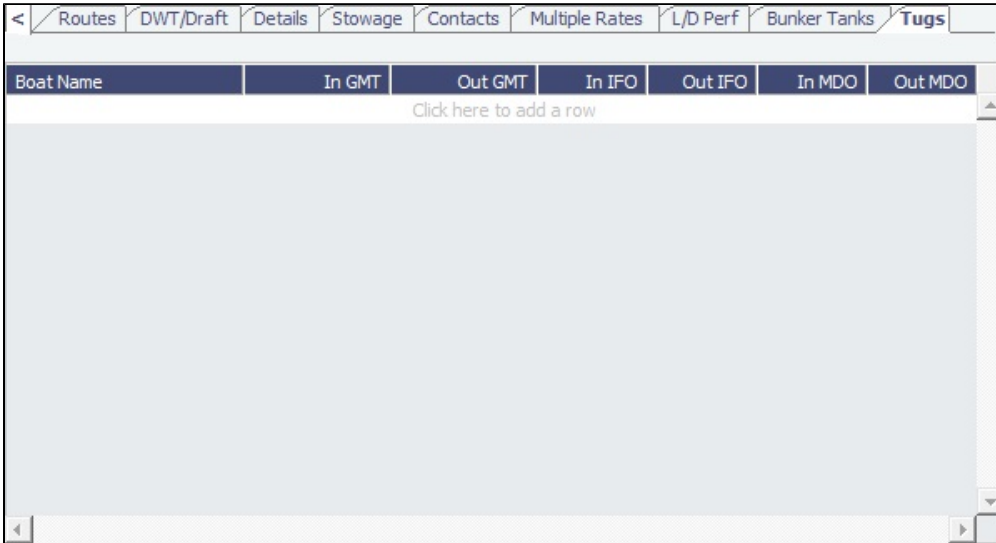
Enter the **Effective From** date and the **TCE Target**.

Then in a Voyage Estimate, you can [lock the TCE to a target](#) to back-calculate Freight.

Tugs Tab - Vessel

With the [Barging](#) module, the [Vessel](#) form includes an **Offshore Barge** check box, just above the tabs. When this check box is selected, the Tugs tab appears.

On this tab, you can record the name of each Tug that has been paired with the Offshore Barge, along with the applicable dates and starting and ending fuel amounts.



Boat Name	In GMT	Out GMT	In IFO	Out IFO	In MDO	Out MDO
Click here to add a row						

Barge

Note: A [Barging](#) license is required.

To create a Barge, on the [Vessel List](#), click  **New**, and then click **New Barge**.

Boat Information

Boat Code: Service Area: Daily Cost:
 Ownership: Vessel Type: Speed Laden:
 Official No.: Fleet: Speed Ballast:
 Year Built: Phone No.: Horsepower:
 Fax No.: Registered Tons:
 Tow Capacity (BBLs):

Inactive Boat

Boat Name	Owner	Eff Date
Click here to add a row		

Lub (Gal/Day):

Vetted Date:

L x W x H (Ft):

Bunker Information

No. Barges	Fuel Type	Laden Ratio	Ballast Ratio	Hotel Gal/Day	Remarks
Click here to add a row					

Remarks:

Tow

Note: A Barging license is required, and you must have the **Tow Module Right** selected, under Vessels in the Data Center.

To create a Tow, on the [Vessel List](#), click , and then click **New Tow**.

Tow Code: A0034
 Type Code: B
 Daily Cost: 1,000.00
 Fleet:
 Company:
 Ownership: OV
 Laden Speed: 13.00
 Ballast Speed: 14.00
 Inactive Tow

Tow Name: TOW 1
 Tow Owner: OWNER
 Vessel Type: POSTPANAMAX
 Trade Area:
 Reference No.:
 Vetted Date: / /
 Time Zone:
 Alerts:

Voyage Overlap Cost Allocation

Period Start(LT)	Period End(LT)	Days	Original Voy	Cost %	Interrupt Voy	Cost %
Click here to add a row						

Bunker Information

Type	Unit	Capacity	Loading	Discharge	Hotel	Heat	Clean
IFO	MT	0.00	10.00	10.00	0.00	0.00	0.00
Click here to add a row							

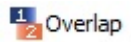
Speed Consumption

Speed	B/L	IFO
13.00	B	32.00
13.00	L	30.00
14.00	B	34.00
14.00	L	32.00

- Specify at least a **Tow Code**, **Type Code**, and **Tow Name**. Complete any other relevant fields.
- **Alerts**: This field can be used to capture issues; the Vessel field is highlighted in light pink on several forms after an **Alert** is entered for it. An Alerts column can also be selected to appear in the **Vessel List**.

Voyage Overlap Cost Allocation


Voyage Cost Allocation is applicable when a Tow is participating in overlapping voyages.

To access the Tow from the voyage and allocate overlap costs, click  on the **Voyage Manager** toolbar.

- All voyages that overlap with the current one appear in the Voyage Overlap Cost Allocation grid.
- In this grid, you can specify the percentage allocation of costs (hire and bunkers) between two overlapping voyages.
- The percentages entered here are reflected in the **P&L calculation**. The default cost percentage is 50%.

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 , under Quick Links, click **Interface Message List**.

Refresh Report Import/Export Display Options

Audit Trail (Dates: 3/5/2012 To 3/11/2012) Dates: [This Week] User: (All) Vessel: (All) Transaction Type: (All)

View: [Default View] [View Modified: Save Changes Save As Revert]

Audit ID	Transaction Type	Action	Field	Table	Old Value	New Value	Changed On(GMT)	Changed By	Machine Used
193626	Voyage Itinerary Berth	Insert	vsl_code	vschbth		0014	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	voy_no_int	vschbth	0	3	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	seq_no_int	vschbth	0	800	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	berth_seq_no	vschbth	0	1	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	port_no	vschbth	0	21640	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	berth	vschbth		QUAY	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	salinity	vschbth	0.000000	1.025000	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	entryDate	vschbth		2012-03-07T23:19:45	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	lastuserid	vschbth		admin	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	draftBasis	vschbth		m.ss	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	_sqlid	vschbth	0	7920	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	vsl_code	vschbth		0014	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	voy_no_int	vschbth	0	3	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	seq_no_int	vschbth	0	700	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	berth_seq_no	vschbth	0	1	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	port_no	vschbth	0	23208	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	berth	vschbth		QUAY	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	salinity	vschbth	0.000000	1.025000	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	entryDate	vschbth		2012-03-07T23:19:45	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	lastuserid	vschbth		admin	3/7/2012 23:19	username	machine

For more information on lists, see [Lists](#) and the [Lists tutorial](#).

Configuration Flag List

To manage configuration flags, in the  Data Center, under Quick Links, click **Configuration Flags**.

Custom Flag Refresh Report Import/Export Display Options

Configuration Flag List

View: [Default View] [View Modified: Save Changes Save As Revert]

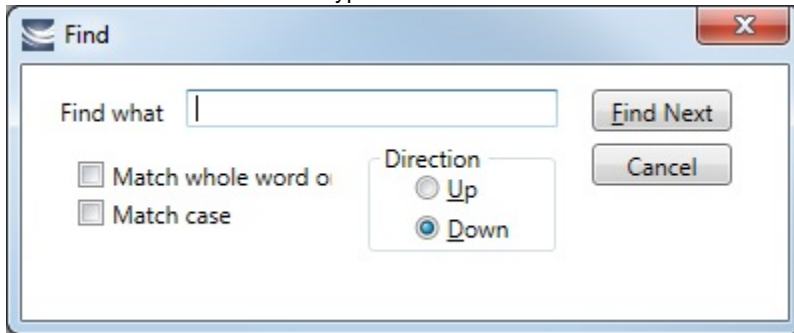
Action	Flag	Value	Default Value	Description	Tags	Last Modified On	Last Modified By
Edit	CFGEnableVoyOrderDate	N	N	When enabled, voyage order date control bec	Operations		
Edit	CFGEnableVoyTypeCheckboxes	N	N	Enables a series of check boxes on the Voyag.	Chartering, Operations		
Edit	CFGEnableWorldscaleClassic	N	N	When enabled, only the first load and first dis	Chartering		
Edit	CFGEnableWorldscaleDifferentials	N	N	Automatically calculate Worldscale Differential	Chartering, Operations		
Edit	CFGEnableXdiffToVoy	Y	N	Enable posting of payment exchange differen	Financials	11/16/2011 15:22	import
Edit	CFGEnhancedPortExpSearch	N	N	Port Expense History screen will show additio	Chartering		
Edit	CFGEstimateCargoDefaultBroker			Voyage Estimator: Sets a default broker for c	Chartering		
Edit	CFGEstimateCargoDefaultCommission	0.0	0.0	Voyage Estimator: Sets a default brokerage cc	Chartering		
Edit	CFGExcludeDemurrageAllocationCommissionDefault	N	N	When enabled, Exclude Commission checkbox	Demurrage		
Edit	CFGExcludeNonOptTransFromPNL	N	N	When set to Y, excludes any journals or trans	Operations		
Edit	CFGExcludePortExpRebForTco	N	N	When enabled (for TCTO voyages), Port Expe	Operations		
Edit	CFGExcludeReletCFFromPNLReport	N	N	If enabled, IMOS will display TCC, TCE, Total	Operations, Financials		
Edit	CFGExcludeReletVoyDaysFromPNLReport	N	N	If enabled, IMOS excludes Total and Net voya	Operations, Financials		
Edit	CFGExcludeTcConsFromBunkerCalcs	Y	N	When enabled, the operations bunker calculat	Operations	11/16/2011 15:22	import
Edit	CFGExclXdiffFromPortExp	N	N	If enabled, displays the port expenses at the I	Operations		
Edit	CFGExpandVoyageManagerRowsets	Y	N	When enabled, in the Voyage Manager, the CI	Operations	11/16/2011 15:22	import
Edit	CFGExtendedPaymentBatchExport	N	N	Determines whether to export additional filed	Messaging		
Edit	CFGExtraLowSulfurHours	0.0	0.0	Used to account for the need to burn L5 fuel f	Operations		
Edit	CFGExtraLowSulfurSpeed	14.0	14.0	Specifies the speed used for the calculation of	Operations		
Edit	CFGFailNrpptWithInvalidTime	N	N	Autonoon fails noon reports with invalid time i	Messaging		

Even if a flag was not explicitly set in the past, it appears with its Default Value, if applicable.

Finding a Flag

To find the full or partial name of a configuration flag or a word or phrase in a description:

1. Click a line in the list and then type **Ctrl + F**.

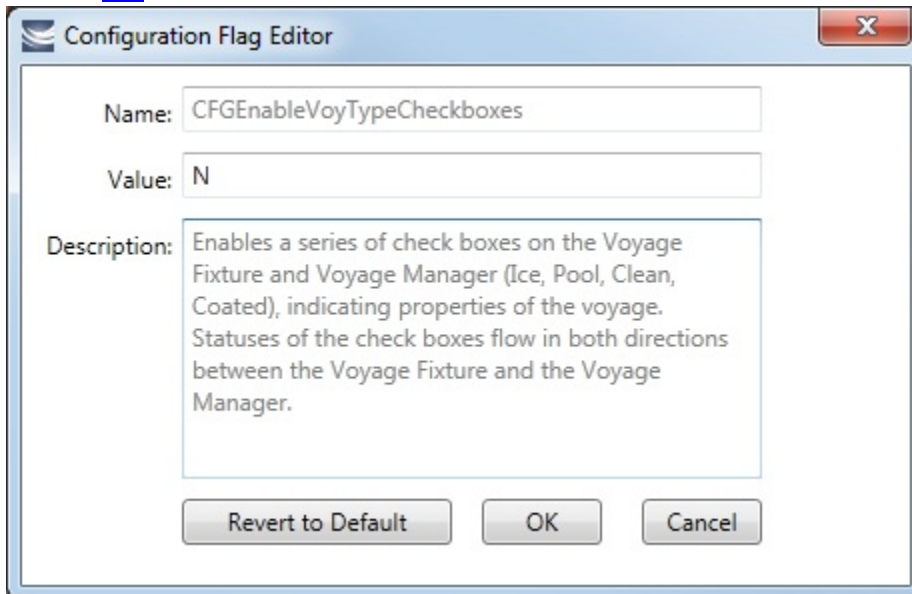


2. Type the search term and select other options.
3. Click **Find Next**.

Editing a Flag

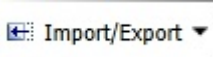
To change a flag's value:

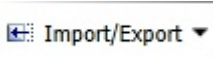
1. Click the [Edit](#) link in its row.



2. In the Configuration Flag Editor, replace the **Value** and then click **OK**. The Value of a String-type flag can be cleared.

Importing/Exporting Flags

To export configuration flags, click  and then click **Export Configuration Flags**. This will generate an XML file that can be sent for importing.

To import configuration flags, click  and then click **Import Configuration Flags**. Select the XML file to import.


Note: If you select Export Data to CSV or Export Data to XML, the format is not suitable for importing into another IMOS environment.

Messaging Service Configuration

The Messaging Service is available by license, and the documentation is available in PDF form to clients who have purchased the license. For information, please contact your account manager.

Term Lists

Begin your IMOS setup 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 master data records (Address Book Contacts, Cargo Names, Ports, and Vessels).


Terms are grouped into categories on the right side of the Data Center . Your configuration might not include all these terms.

This section lists the Term Lists and describes some in detail.

- Charter Party Terms
 - Equipment Hire Rate Differentials
 - Extra Freight Terms
 - Laytime Terms
 - Payment Terms
 - Pricing Template List
 - Quantity Descriptions
 - Rate Tables
 - Bunker Surcharge Rate Table
 - Demurrage Rate Table
 - Laytime Hours Rate Table
 - Freight Rate Table
 - Freight Matrix Rate Table
- Delays and Weather
 - Delay Reasons
 - Delay Types
- Currencies
- Ports and Areas
 - Fuel Zones
 - Piracy and ECA Routing
 - How ECA Zones Are Added as Passing Ports to the Itinerary
 - How to Consume Low Sulfur Both Inside and Outside the ECA Zone for an Auxiliary Engine
 - Compliance with January 2015 SOx Regulations for Low Sulfur Fuel Consumption in ECA Zones
 - Port Activities Terms
 - Port Functions
 - Loadline Zone Seasons
- Vessels
 - Barge Fuel Consumption Setup
 - Boat Fuel Consumption Ratios Setup
 - Fuel-Lube Types
 - CP Consumption for Grouped Fuels
 - Vessel Types
- Other
 - Agreed Distances
 - Correlation Profile
 - ECA Recovery Charge
 - File Management
 - Holiday Calendar
 - Marine Service Fees
 - Note Categories
 - Operations Ledger
 - Task Categories
 - Task Groups
 - Task and Alert Rule Set List
 - Tax Decision
 - Tax Rate Information
 - User Defined Fields
 - Voyage Contact Roles
 - Voyage Template List
 - Voyage Template Rules

Charter Party Terms



In the Data Center , under Charter Party Terms, click the term name.

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.
- **Equipment Hire Rate Differentials** are used to adjust Hire Rates during an Equipment Contract. For more information, see [Equipment Hire Rate Differentials](#).
- **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 Voyage Estimate and Voyage Fixture), CP Terms for Port, and Laytime Calculation forms. For more information, see [Laytime Terms](#).
- **Laytime Types** terms are used on the CP Terms for Port form.
- **Load/Discharge Rate Standards** are used to enter Load and Discharge rates to be defaulted onto Cargo COAs and VC In COAs. The rates flow to liftings linked to the contracts and are re-evaluated when the linked liftings are scheduled onto voyages. The rate selected is based on the vessel, cargo, and port information entered in each line of the form. If two lines could match a particular cargo, the lowest rate will always take precedence, even if the higher rate is a more specific match.
- **Loading Costs** terms are used to track details for internal purposes.
- **NOR to Tender** 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. For more information, see [Payment Terms](#).
- The **Pricing Template List** lists **Pricing Templates**, which contain Rules for [Advanced Pricing](#). For more information, see [Pricing Template List](#).
- **Quantity Descriptions** can be used to indicate the status or intent of cargo lift quantities (with [configuration flag CFGEnable LiftQtyDescriptions](#)). They are used on the CP Terms Details and Cargo forms. For more information, see [Quantity Descriptions](#).
- **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. A standard paragraph is text that flows through the forms; it might be a clause related to terms or a force majeure clause.
- **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.

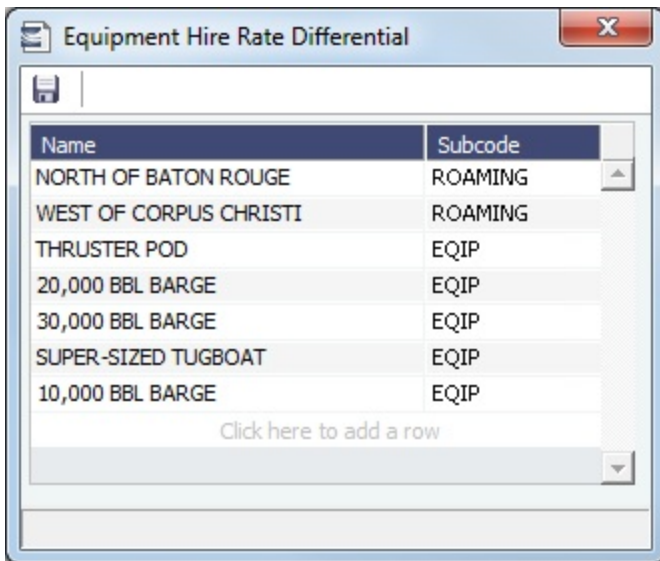
Equipment Hire Rate Differentials

You can use Equipment Hire Rate Differentials to adjust Hire Rates during an [Equipment Contract](#).

- Some Rate Differentials apply to the characteristics of an individual piece of equipment. For example, if a boat swapped into the Tow has a higher-horsepower engine than the one originally under the contract, a premium might be charged for this boat. This would be handled via a rate differential attached to the boat when it is added to the voyage.
- Another type of Rate Differential could include additional daily charges for traveling west of Corpus Christi or east of New Orleans. This would be handled on the [Activity Log - Barging](#), since these are typically included in the traffic reports provided by the owners.



In the Data Center , under Charter Party Terms, click **Equipment Hire Rate Differentials**.



The names of the Rate Differentials and their user-defined Bill codes appear.

- The Subcode must match a code in the [Operations Ledger](#).
- The Subcode is used in Equipment Contracts when you make Hire Payments or when you issue a bill to a charterer.

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](#), [COA](#), and [CP Terms Details](#) forms.

In the Data Center , under Charter Party Terms, click **Extra Freight Terms**.

Code	Description	Commissionable	Taxable	Partial	Outturn	On Deadfreight	Bill Code	Type	Inactive
0L	Non Commissionable Lump	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
0P	Non Commissionable %	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
0R	Non Commissionable Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
1L	Commissionable Lump	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
1P	Commissionable %	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
1R	Commissionable Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
2L	Extra Lumpsum 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
2P	Extra Percentage 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
2R	Extra Rate 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
3L	Extra Lumpsum 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
3P	Extra Percentage 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
3R	Extra Rate 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
4L	Extra Lumpsum 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
4P	Extra Percentage 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
4R	Extra Rate 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
55	Bonus Freight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5L	Extra Lumpsum 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5P	Extra Percentage 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
5R	Extra Rate 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
6L	Extra Lumpsum 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
6P	Extra Percentage 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
6R	Extra Rate 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
7L	Extra Lumpsum 7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
7P	Extra Percentage 7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<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** through **9L**, **0P** through **9P**, and **0R** through **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 Lumpsums
- **T1**, **T2**, and **T3**: Extra Discharge Lumpsums
- **TR**: Trucking Costs per metric ton
- **XD**: Lightering Overtime Rate
- **XO**: OPA Percent

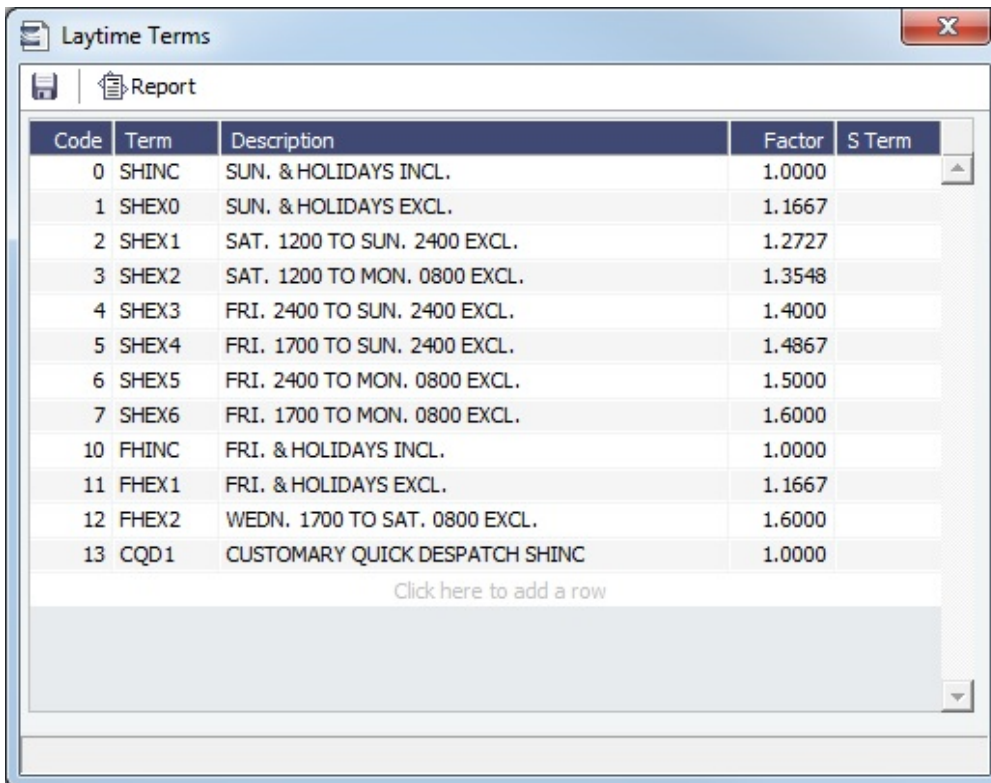
Inactive Extra Freight Terms do not appear as a selection to add to a Cargo.

Extra Freight Terms mapped to a Recoverable Bill Code are excluded from the Voyage P&L.

Laytime Terms

Laytime Terms describe when ports are open for loading and discharging.

In the Data Center , under Charter Party Terms, click **Laytime Terms**.



Code	Term	Description	Factor	S Term
0	SHINC	SUN. & HOLIDAYS INCL.	1.0000	
1	SHEX0	SUN. & HOLIDAYS EXCL.	1.1667	
2	SHEX1	SAT. 1200 TO SUN. 2400 EXCL.	1.2727	
3	SHEX2	SAT. 1200 TO MON. 0800 EXCL.	1.3548	
4	SHEX3	FRI. 2400 TO SUN. 2400 EXCL.	1.4000	
5	SHEX4	FRI. 1700 TO SUN. 2400 EXCL.	1.4867	
6	SHEX5	FRI. 2400 TO MON. 0800 EXCL.	1.5000	
7	SHEX6	FRI. 1700 TO MON. 0800 EXCL.	1.6000	
10	FHINC	FRI. & HOLIDAYS INCL.	1.0000	
11	FHEX1	FRI. & HOLIDAYS EXCL.	1.1667	
12	FHEX2	WEDN. 1700 TO SAT. 0800 EXCL.	1.6000	
13	CQD1	CUSTOMARY QUICK DESPATCH SHINC	1.0000	

Click here to add a row

To add a new Laytime Term:

1. Add a new row:
 - To add a line to the bottom, click in the last row.


- To insert a line above another line, right-click it and then click **Insert**.
2. Complete the fields.
 3. Save the form.
 4. Right-click the new term and then click **Sub Terms Information**.

On the Sub Terms Information form:

1. For each day, enter the times to be **included** in Laytime.
The example above shows weekends excluded, with these values:
Monday through Saturday: **From 0 To 2400**
Sunday: **From 0 To 0**
2. Close the Sub Terms Information form and save the Laytime Terms form again.

Payment Terms

Many IMOS invoices include a **Payment Terms** field for recording the terms under which an invoice is due. A default set of terms is provided, but you can add and remove terms as required; the **Payment Terms Module Right** must be selected in **Security**, under **Charter Party Terms** in the Data Center.

In the Data Center , under Charter Party Terms, click **Payment Terms**.

Code	Description	Period Basis	Period	Skip Holidays	Skip Weekends	Lock Due Date	Cycle Pmt
H1	Invoice must be adjusted to prepayment		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H2	Invoice will be paid manually		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H3	This invoice will not be paid		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H4	Invoice net in AR		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H5	Credit - Debit pair		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H6	Invoice is paid manually		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N05	Net 5 days		5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N10	Net 10 days		10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N15	Net 15 days		15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N20	Net 20 days		20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N30	Net 30 days		30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOR	Net Upon Receipt		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZN10	Net 10 days from invoice date	Invoice Date	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZS26	Pay Immediately Due Net		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click here to add a row

Calculated Due Dates

Payment Terms can be used to calculate due dates based on Operations data and update these due dates even after the invoice has been posted. This functionality is helpful on the **Receivables Summary**, where columns can be added for **Invoice Calculated Age (Day)**, **Invoice Calculated Age (Group)**, and **Invoice Calculated Due Date** after enabling configuration flag **CF GActEnableCalculatedDueDate**.

These Calculated Due Dates can also be included in the **Accounts Payable/Receivable Financials Report**.

When using Calculated Due Dates, note that the original Due Date field will not be overwritten and will remain as at posting. If necessary, the original Due Date can be manually overridden using configuration flag **CFGActDueDateAfterPost**.

Cycle Payment for Operations Invoices

If an [operations invoice](#) has a Payment Terms field, you can set up Cycle Payment, which calculates up to four Due Dates per month.

To set up Cycle Payment, do the following:

1. Edit [configuration flag CFGOpsEnableCyclePayments](#): Replace the **Value** with no more than four monthly Cycle Payment days, separated by commas. For example, enter **1,15** if payments are made on the first and fifteenth day of every month.
 - Days past **31** will be ignored.
 - If **29, 30,** or **31** is entered, months with fewer days will use the last day of the month.
2. In the Payment Terms form, a Cycle Pmt column appears. To enable Cycle Payment for a Code, select the **Cycle Pmt** check box in its row.

When an operations invoice uses a Payment Term with Cycle Payment enabled, Due Date = Period Basis + Period (rounded up to the next Cycle Payment day).

Example: Demurrage Invoice Due Upon Discharge

Your Charter Party stipulates that all demurrage is due upon final discharge. Your receivables team chooses to recognize the Load Demurrage Invoice before Discharge. In this scenario, the Invoice is raised on 1 June 2015, and Discharge is planned for 10 June 2015. The Demurrage Invoice is therefore raised with an Invoice Date of 1 June 2015 and a Due Date of 10 June 2015 based on a **Payment Term** of D0 (0 Days after Discharge). Payment Term D0 is configured with a **Period Basis** of Disch Date and **Period** of 0.

After posting the Demurrage Invoice, discharge operations are delayed by 3 days. The Receivables Summary will have the following dates:

- **Invoice Date:** 1 June 2015
- **Due Date:** 10 June 2015
- **Calculated Due Date:** 13 June 2015

▼ Related Config Flags

CFGActRequirePaymentTerms

When enabled, Payment Terms are a required field on the Transaction Data Entry form.

CFGActAllowDueDateBeforeInvDate

When enabled, the system will allow the user to enter due date earlier than invoice date on the Transaction Data Entry screen.

CFGActDueDateAfterPost

When enabled, the Due Date field in receivable invoices has a hyperlink that opens a window: Update Due Date. Even when the transaction is posted, the user can enter the due date of the invoice.

CFGActEnableCalculatedDueDate

When enabled, **Invoice Calculated Due Date** column in the Payables/Receivables Summary dataset will be calculated based on voyage itinerary and transshipment information for the cargo (freight invoices only).

CFGOpsRequirePaymentTerms

When enabled, the Payment Terms field is required on all operations invoices. On the [Laytime Calculation Claim tab](#), the Payment Terms field is not required until an Invoice Number is generated.

CFGOpsEnableCyclePayments

To enable [Cycle Payment functionality](#) on select invoice types, enter up to four monthly Cycle Payment days separated by commas, for example "1, 15" if payments are made on the first and fifteenth day of every month. Days past 31 will be ignored. If 29, 30, or 31 are used, months with fewer days will use the last day of the month. When these days are entered, Cycle Payment functionality is enabled. This feature includes:

- Cycle Pmt check box in Payment Terms to indicate which terms should follow payment cycles.
- Invoices using Cycle Pmt terms have their due dates calculated as Payment Terms basis date + Period, then round up to the next cycle payment day.
- Due Date fields will be locked on invoices that are using Cycle Pmt terms.

Pricing Template List


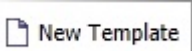
To access Pricing Templates, the **Pricing Template List Module Right** must be selected in **Security**.

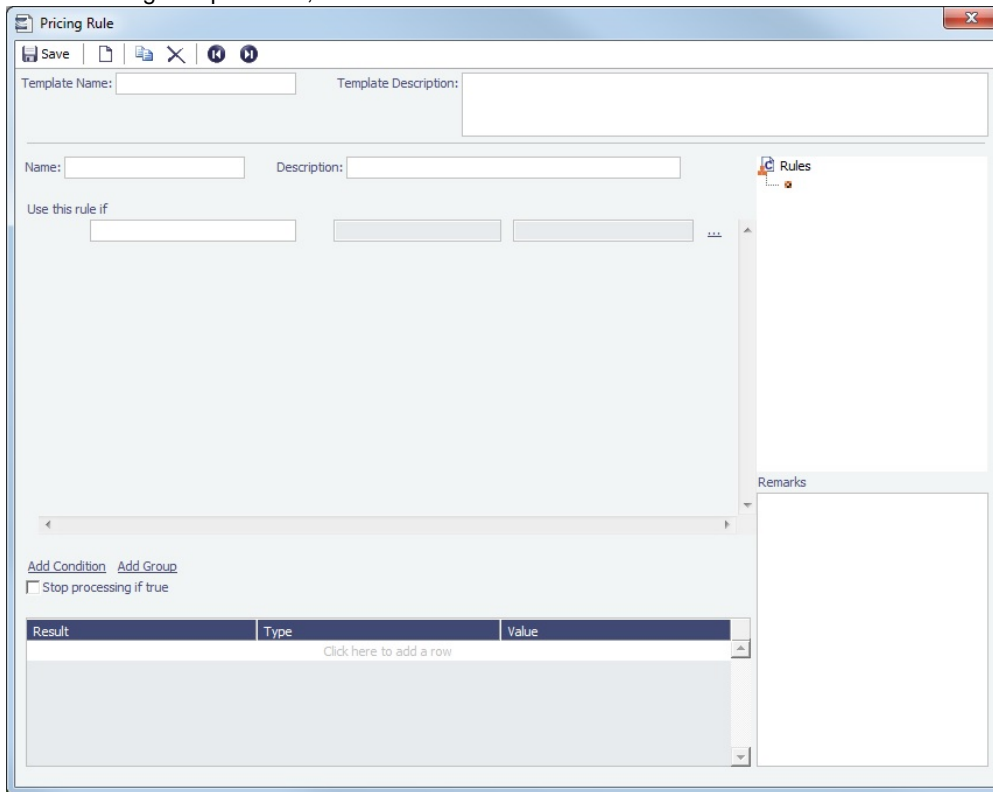
With Pricing Templates, you can specify default sets of **Pricing Rules** for common contract structures, for use in **Advanced Pricing**. When you select the **Advanced** check box on a contract, if any Pricing Templates exist, and there are no existing Rules, you are prompted to choose a template.

After a Pricing Template is applied to a contract, changes to the template will not update the contract, and changes to the contract will not update the template.

On the Pricing Template List, you can create, edit, copy, and delete Pricing Templates.

Creating a Pricing Template

1. In the Data Center , under Charter Party Terms, click **Pricing Template List**.
2. On the Pricing Template List, click .



Result	Type	Value
Click here to add a row		

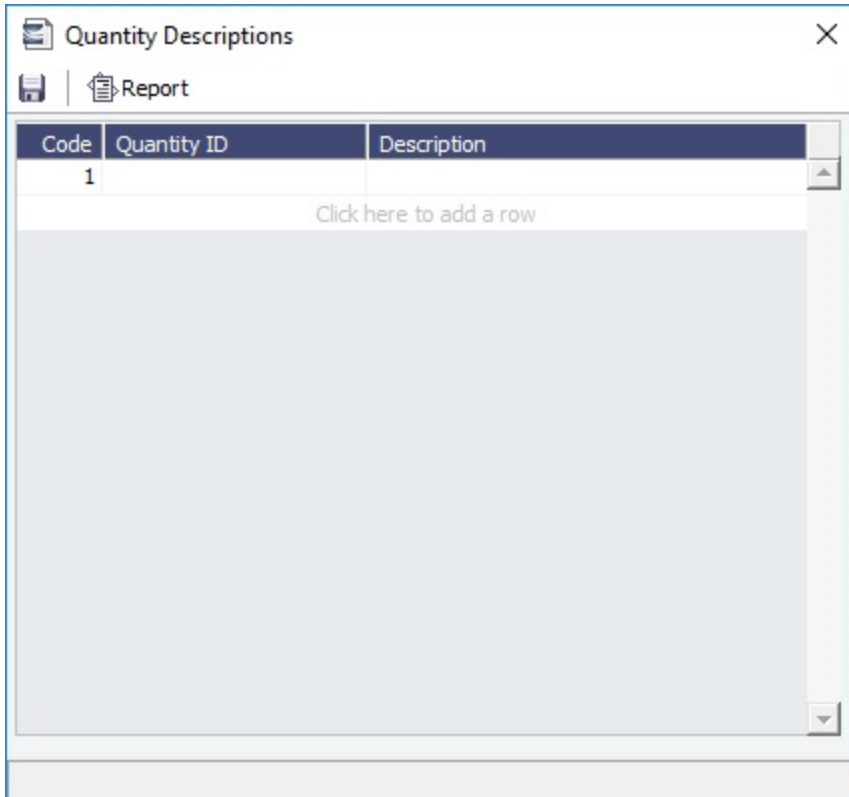
3. Enter a **Template Name** and a **Template Description**.
4. Add Rules.
5. To save the template, click .

Quantity Descriptions

Note: Configuration flag **CFGEnableLiftQtyDescriptions** must be enabled, and you must have the **Quantity Descriptions Module Right** selected, under **Charter Party Terms** in the Data Center.

Quantity Descriptions can be used to indicate the status or intent of cargo lift quantities.

In the Data Center , under Charter Party Terms, click **Quantity Descriptions**.



You can select a Quantity Description in the **Description** column on [CP Terms Details](#) and [Cargo](#) itineraries.

Rate Tables

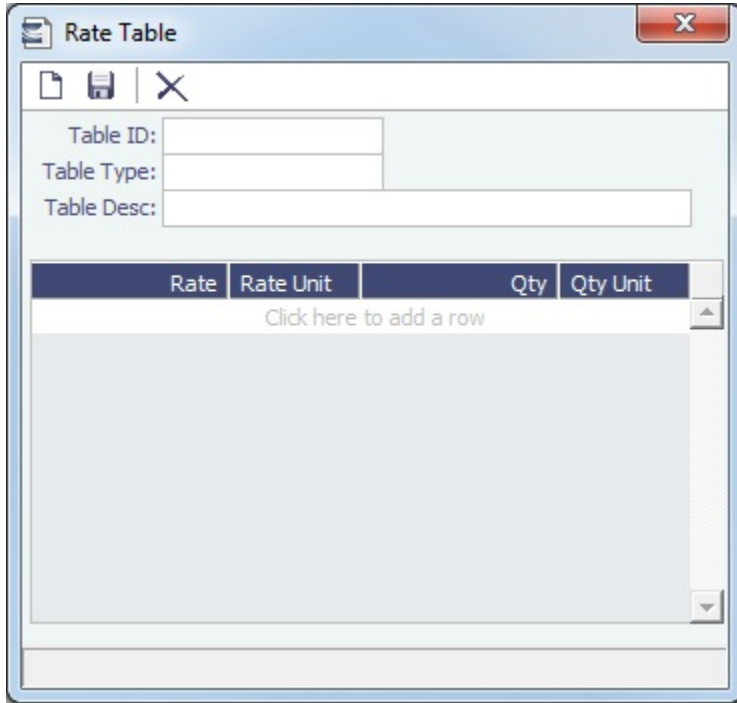
The Rate Tables (or Scale Tables) have different table types:

- [Bunker Surcharge](#): To base a bunker surcharge on a bunker fuel price index.
- [Demurrage Rate](#): To base demurrage rates on the deadweight of the vessel.
- [Laytime Hours](#): To base laytime hours on the cargo quantity.
- [Freight Rate](#): To base freight rates on the quantity loaded.
- [Freight Matrix](#): To base freight rates on the load and discharge ports.

The table headings have different meanings for each type.

Creating a New Standard Rate Table

1. In the Data Center , under Charter Party Terms, click **Rate Tables**.




Rate Table

Table ID:

Table Type:

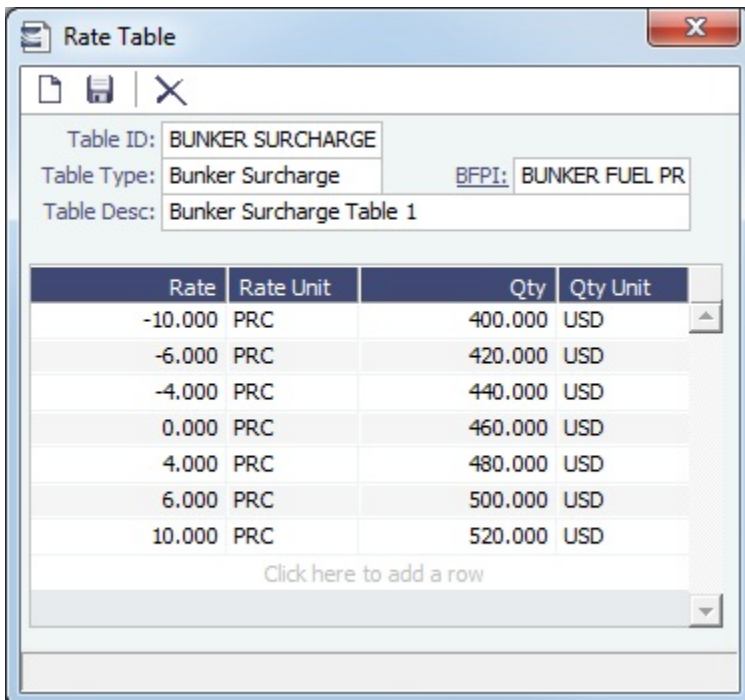
Table Desc:

Rate	Rate Unit	Qty	Qty Unit
Click here to add a row			

2. Enter a **Table ID**.
3. You are asked if you want to create a new table with this ID; click **Yes**.
4. Select a **Table Type** and enter a **Table Description**.
5. Enter at least one **Rate** and then click . (Otherwise it appears that you are looking up a Rate Table, and the form is cleared.)

Bunker Surcharge Rate Table

On the Pricing Tab of a **Cargo COA**, **VC In COA**, **Cargo**, or **VC In**, to use a Bunker Surcharge **Rate Table** to base a bunker surcharge on a **Bunker Fuel Price Index**, in the **Bunker Surcharge** field, select **Scale Table** and select the table in the **Table** field below. Click the **Edit Table** button to open the Rate Table form.



Rate Table

Table ID: BUNKER SURCHARGE

Table Type: Bunker Surcharge BFPI: BUNKER FUEL PR

Table Desc: Bunker Surcharge Table 1

Rate	Rate Unit	Qty	Qty Unit
-10.000	PRC	400.000	USD
-6.000	PRC	420.000	USD
-4.000	PRC	440.000	USD
0.000	PRC	460.000	USD
4.000	PRC	480.000	USD
6.000	PRC	500.000	USD
10.000	PRC	520.000	USD

Click here to add a row

Demurrage Rate Table

On the Pricing Tab of a [Cargo COA](#), [VC In COA](#), [Cargo](#), or [VC In](#), 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), in the **Dem Scale Table** field, select the table. Click the **Edit Table** button to open the Rate Table form.

When a Demurrage Rate table is in use, the Load/Disch Dem/Des fields and the Hourly check box are not considered. The Demurrage Rate is used that corresponds to the first Qty greater than the actual Operations quantity.

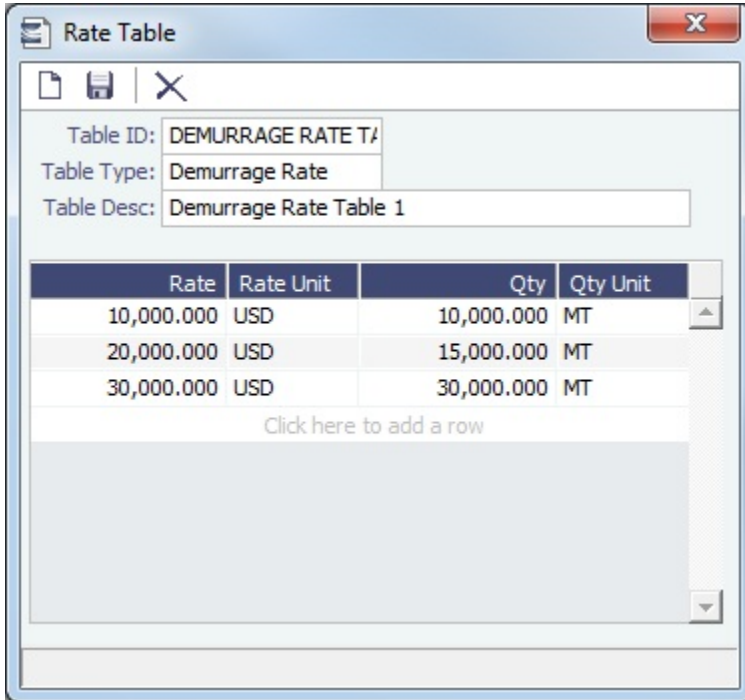


Table ID: DEMURRAGE RATE T/
Table Type: Demurrage Rate
Table Desc: Demurrage Rate Table 1

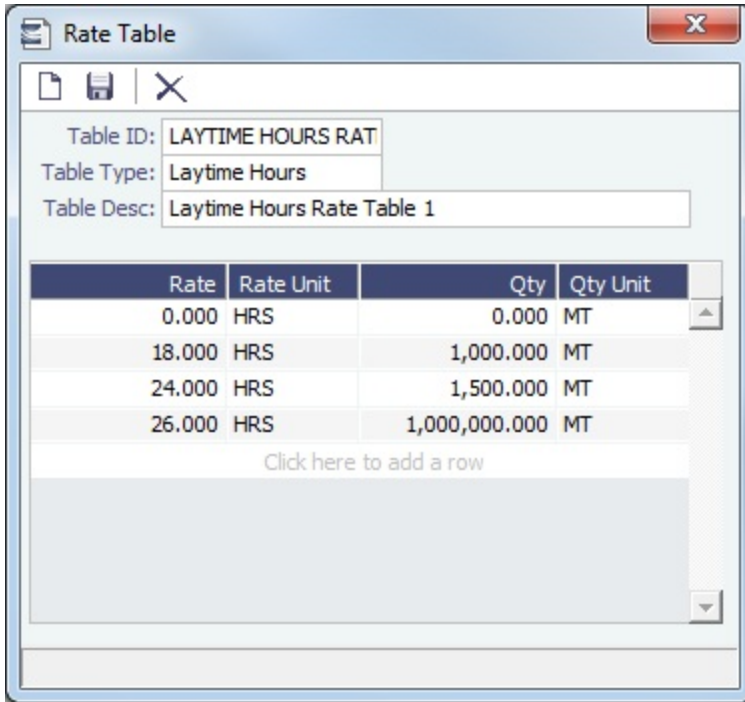
Rate	Rate Unit	Qty	Qty Unit
10,000.000	USD	10,000.000	MT
20,000.000	USD	15,000.000	MT
30,000.000	USD	30,000.000	MT

Click here to add a row

- **Rate:** Demurrage Rate.
- **Rate Unit:** Unit of measure for the rate.
- **Qty:** Deadweight.
- **Qty Unit:** Deadweight unit (MT).

Laytime Hours Rate Table

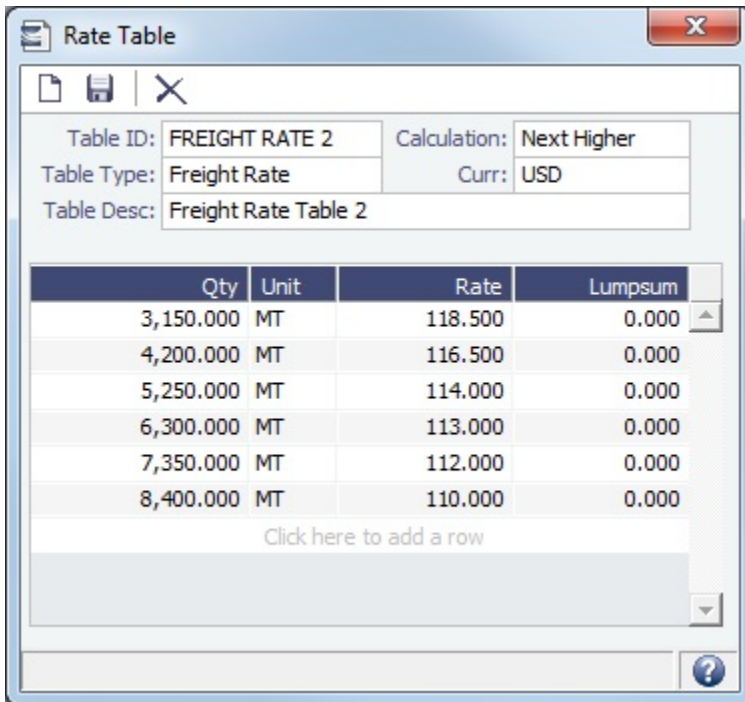
On the Pricing Tab of a [Cargo COA](#), [VC In COA](#), [Cargo](#), or [VC In](#), to use a Laytime Hours [Rate Table](#) to determine the laytime hours based on cargo BL quantity, in the **Laytime Scale Table** field, select the table. The Laytime Rate is used that corresponds to the first Qty greater than the actual Operations quantity. The Laytime from the table is only used in the [Laytime Calculation](#) form, not in the [Cargo/voyage itinerary](#).



- **Rate:** Load/Discharge Rate.
- **Rate Unit:** For example, PD (Per Day), PH (Per Hour), D (Day), or H (Hour).
- **Qty:** Operations quantity.
- **Qty Unit:** The Cargo unit is the default.

Freight Rate Table

On the Pricing Tab of a [Cargo COA](#), [VC In COA](#), [Cargo](#), or [VC In](#), to base Freight Rates on the quantity loaded, use a Freight Rate Table and enter the Rate or Lumpsum for each Quantity.

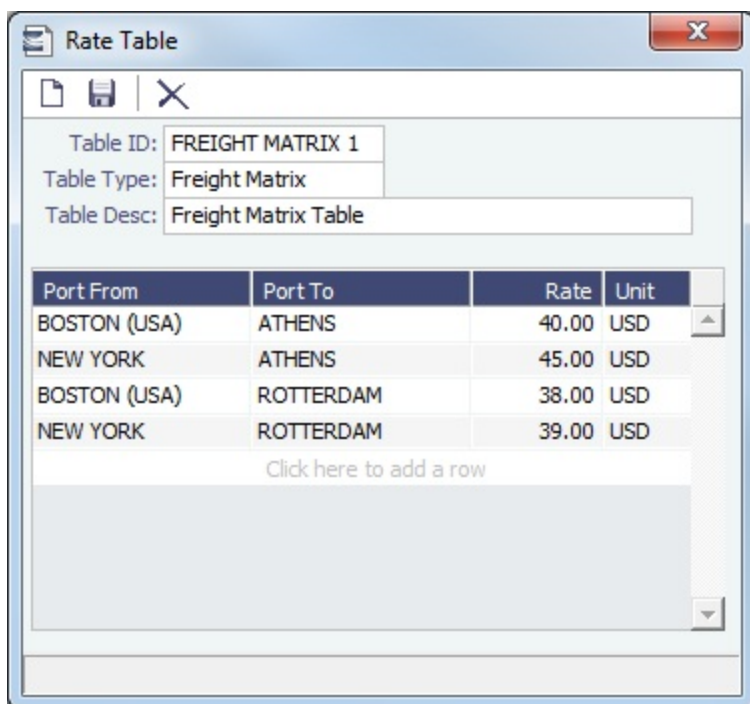


The selection in the **Calculation** field determines how the previously implemented COA tables will interpret the freight amount for a voyage:

- **Next Higher:** The rate is associated with the closest quantity specified in the table where a maximum is not met.
 - Example using the table above: 3,151 MT BL quantity will be invoiced at USD 116.500.
- **Pro-rate:** The rate applied is an interpolated value between two rates.
 - Example using the table above: 3,675 MT BL quantity will be invoiced at USD 117.500.
- **Tax Table:** The rate applied is a weighted average of the applicable rates for the specific buckets.
 - Example using the table above: 3,675 MT BL quantity will be invoiced at USD 118.2143, which is the average of 3,150 MT at USD 118.50 and 525 MT at USD 116.500.

Freight Matrix Rate Table

On the Pricing Tab of a [Cargo COA](#), [VC In COA](#), [Cargo](#), or [VC In](#), to base Freight Rates on specific load and discharge ports, if you have different options for ports, use a [Freight Matrix Rate Table](#) and enter the Rate for each Port From and Port To.



Delays and Weather

Delay and Weather terms are used in Chartering and Operations.

In the Data Center , under Delays and Weather, click the term name.

Note: The following term lists already include standard terms.

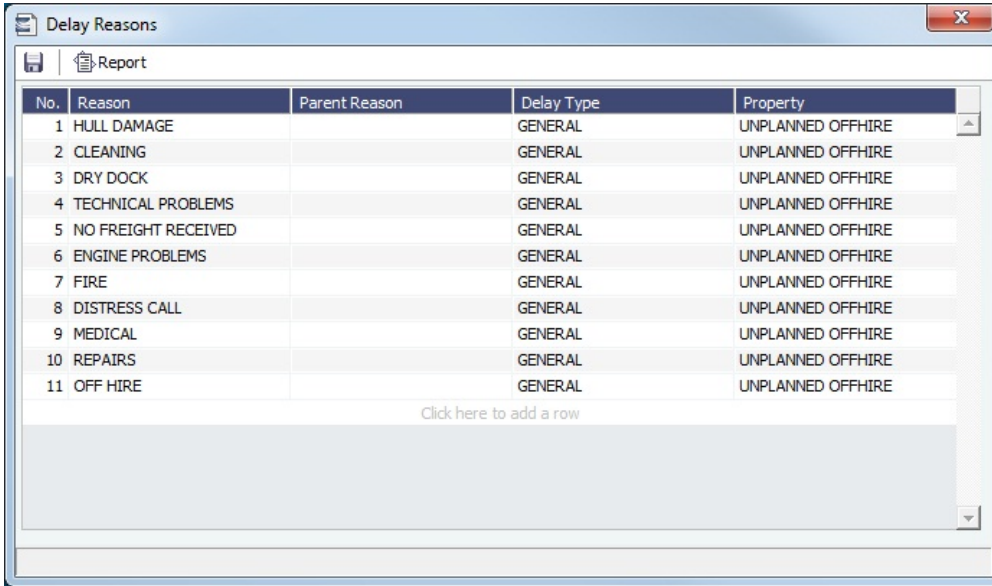
- **Beaufort Scale** is an internationally accepted measure of wind intensity; its terms are used on Activity Reports, the Extra Information for Activity Reports form, and the Time Charter Manager.
- **Delay Reasons** terms are used on the [Estimate Delays](#) and [Delay Information](#) forms.
- **Delay Types** terms are used on the [Estimate Delays](#) and [Delay Information](#) forms as **Activities**.
- **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 Report](#) 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 Report](#) form.

Delay Reasons

Delay Reasons terms are used on the [Estimate Delays](#) and [Delay Information](#) forms. Each Delay Reason has a [Delay Type](#).

In the Data Center , under Delays and Weather, click **Delay Reasons**.

The following are the default Delay Reasons:




No.	Reason	Parent Reason	Delay Type	Property
1	HULL DAMAGE		GENERAL	UNPLANNED OFFHIRE
2	CLEANING		GENERAL	UNPLANNED OFFHIRE
3	DRY DOCK		GENERAL	UNPLANNED OFFHIRE
4	TECHNICAL PROBLEMS		GENERAL	UNPLANNED OFFHIRE
5	NO FREIGHT RECEIVED		GENERAL	UNPLANNED OFFHIRE
6	ENGINE PROBLEMS		GENERAL	UNPLANNED OFFHIRE
7	FIRE		GENERAL	UNPLANNED OFFHIRE
8	DISTRESS CALL		GENERAL	UNPLANNED OFFHIRE
9	MEDICAL		GENERAL	UNPLANNED OFFHIRE
10	REPAIRS		GENERAL	UNPLANNED OFFHIRE
11	OFF HIRE		GENERAL	UNPLANNED OFFHIRE

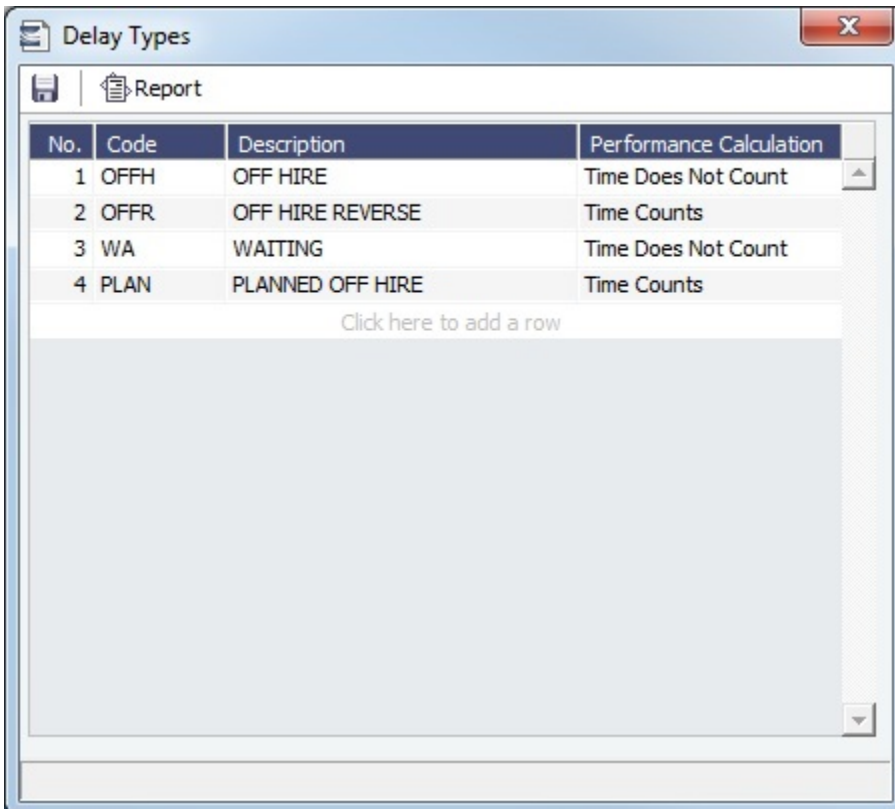
Click here to add a row

Delay Types

Delay Types terms are used on the [Estimate Delays](#) and [Delay Information](#) forms as Activities.

You can define other Delay Types to add more granularity in reporting, and select them on the [Delay Reasons](#) form.

In the Data Center  **Data Center**, under Delays and Weather, click **Delay Types**.



No.	Code	Description	Performance Calculation
1	OFFH	OFF HIRE	Time Does Not Count
2	OFFR	OFF HIRE REVERSE	Time Counts
3	WA	WAITING	Time Does Not Count
4	PLAN	PLANNED OFF HIRE	Time Counts

Click here to add a row

Note:

- The Descriptions **OFF HIRE**, **OFF HIRE REVERSE**, **WAITING**, and **PLANNED OFF HIRE** must be entered in this exact format.
- Normal Delay Types do not affect TCE; only **PLANNED OFF HIRE** does, with Performance Calculation Time Does Not Count.

▼ Related Config Flags

CFGLaytimeImportDelays

Adds a Laytime column to the Delay Types form. This is used when importing applicable Delays when Port Activities are imported in a [Laytime Calculation](#). For Delays that are imported or manually selected, the default value of the % column in the Deductions grid of the Laytime Calculation depends on the **Laytime** column value specified here on the Delay Types form.

Currencies

In the Data Center , under Currencies, click the term name.

- [Currency Types](#) include the currencies that can be selected in transactions.
Note: This term list already includes standard terms.
- [Exchange Rates](#) include the currency conversion, or exchange, rates used in financial transactions. Exchange Rates have an effective date and should be updated frequently. The default base currency used is the US dollar (USD).
Note: Veson Nautical can set up an exchange rate feed, if your organization does not currently have one. For more information, email support@veson.com or contact your Veson Nautical account manager.

Ports and Areas

In the Data Center , under Ports and Areas, click the term name.

Term lists that already include standard terms are underlined below.

- **Distances Editor**: To manually override the default distances for all users.
- **Fuel Zones**: To calculate different estimated/projected LS consumption per Fuel ECA Zone. For more information, see [Fuel Zones](#).
- **Loadline Zones** terms are used on the Loadline Zone Seasons form and can be associated with a [Port](#). You must have the **Loadline Zones Module Right** selected, under **Ports and Areas** in the Data Center.
- **Loadline Zone Seasons** terms are used to define Season durations and the Loadline Zones to which they apply. For more information, see [Loadline Zone Seasons](#).
- **Port Activities** terms are used on the [Port Activities](#) form. For more information, see [Port Activities Terms](#).
- **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. For more information, see [Port Functions](#).
- **Trade Areas** terms include the trade areas or voyage regions of your company and are used on several 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.

The Turnover Ratio represents the number of voyages typically completed in 30 days. A Turnover Ratio of 1 = a voyage length of 30 days; 0.5 = a voyage length of 60 days.

Fuel Zones

Note: You must have the **Fuel Zones Module Right** selected, under Ports and Areas in the Data Center.


On this Page

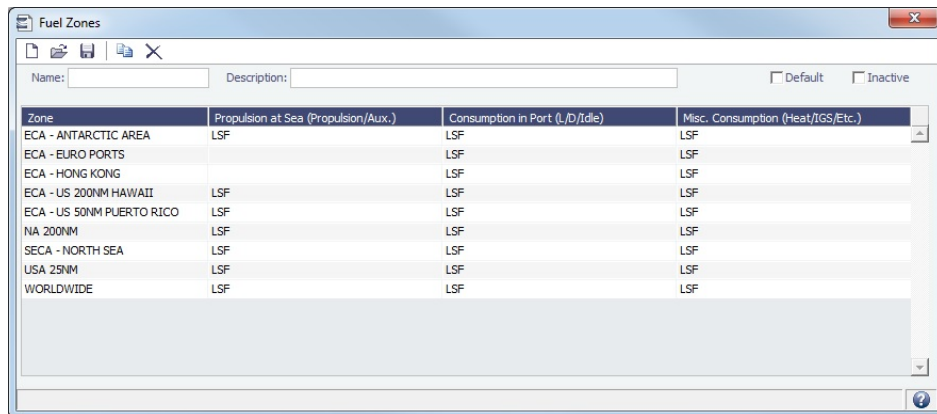
The Fuel Zones form is used to specify estimated/projected low sulfur consumption for different ECA Fuel Zones. Consumption is specified in sets, and can accommodate different ECA regulations, different Vessel Types, and other factors. You can create

- [Creating a Fuel Zone Set](#)
- [ECA Routing](#)

multiple Fuel Zone Sets, including a Global Default Set, and apply them to specific vessels, Vessel Types, Estimates, and voyages.

- Fuel/Lube Types Voyage Fuel Zones Example
- Frequently Asked Questions
- Legacy Fuel Zone Set

In the Data Center , under Ports and Areas, click **Fuel Zones**.



Creating a Fuel Zone Set

To create a Fuel Zone Set:

1. Type a **Name** and **Description** for the Fuel Zone Set.
 - **Default:** Select to make this Set the Global Default.
 - **Inactive:** Select to make this Set inactive.
2. For each [ECA Fuel Zone](#), click in a cell and select from the list that appears, to specify the low sulfur [Fuel/Lube Types](#) (marked **L** in the **G** column) to be consumed in each of the categories:
 - **Propulsion at Sea** (Propulsion/Aux.)
 - **Consumption in Port** (L/D/Idle)
 - **Misc. Consumption** (Heat/IGS/Etc.)

Type	Description
<input type="checkbox"/> HFO (cons rate only)	HFO (cons rate only)
<input type="checkbox"/> IFO (cons rate only)	IFO (cons rate only)
<input type="checkbox"/> LGO (cons rate only)	LGO (cons rate only)
<input type="checkbox"/> LNG (cons rate only)	LNG (cons rate only)
<input type="checkbox"/> LSF	LSF
<input type="checkbox"/> LSF (cons rate only)	LSF (cons rate only)
<input type="checkbox"/> LSG	LSG
<input type="checkbox"/> LSG (cons rate only)	LSG (cons rate only)
<input type="checkbox"/> MDO (cons rate only)	MDO (cons rate only)
<input type="checkbox"/> MGO (cons rate only)	MGO (cons rate only)

- **(cons rate only):** In some ECA Zones, one Fuel Type must be consumed at its own consumption rate plus the consumption rate of another Fuel Type. To consume the first Fuel Type at the rate of both added together, select one Fuel Type plus one (cons rate only) Fuel Type. All Fuel Types can be used as (cons rate only).
3. **Save** the Fuel Zone Set.
 - If you have not defined a specific Set for an Estimate or a voyage, a hierarchy determines which Fuel Zone Set to automatically apply.
 1. The Set specified on the [Vessel](#) form is applied.
 2. If there is no Set specified there, the Set from the [Vessel Types](#) form is applied.
 3. If there is no Set defined on either form, the Global Default Set is used. To use a Fuel Zone Set other than the one chosen, select it in the Fuel Zone Set field on each [Estimate](#) and [voyage](#).
 - When a route between two ports crosses more than one Fuel Zone, a Passing Point is added to the itinerary to indicate the entry to the next Fuel Zone.
 - If multiple Fuel Types are defined for a given Fuel Zone, and the vessel is carrying those Fuel Types, they will be burned simultaneously.

- If a Fuel Zone and a consumption type are set with Fuel/Lube Types, the relevant ports/sea legs will only use those Fuel Types. If not, all the available LS Fuel Types defined on the [Vessel](#) form will be used for those ports/sea legs.

ECA Routing

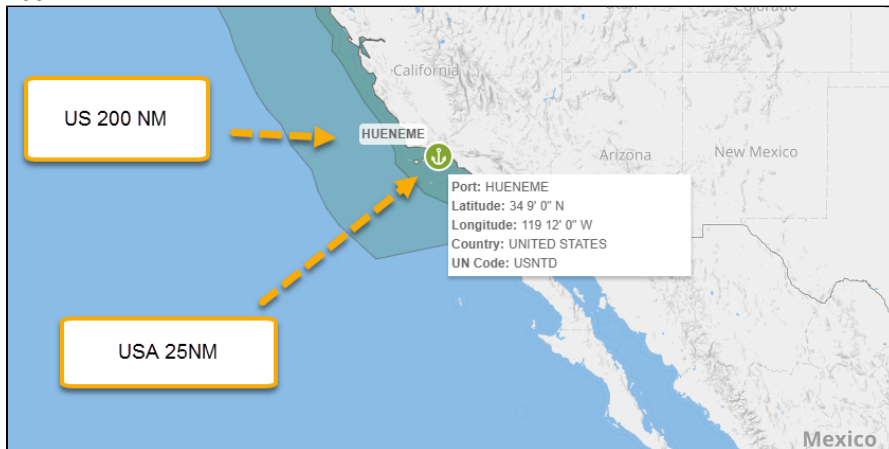
To set up ECA routing, do any of the following:

- On the Voyage Estimate ([Column](#) or [Details](#) view) or [Voyage Manager](#), set **ECA Routing/Avoidance**:
 - **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 region.
- In [Veslink Distances Map Settings](#), there is a **Minimize ECA Routing** check box. When selected, routes will be calculated to minimize travel through ECA zones.

If a port is located within a Fuel Zone, its name appears:

Fuel Zone: Use High Sulfur Fuel

- A port is assigned to the smallest Fuel Zone within which it is located. For example, HUENEME is assigned to USA 25NM zone, but it is also located in US 200NM:



- To override the low sulfur status, select the **Use High Sulfur Fuel** check box. Any future in-port consumption at that port uses high sulfur fuel.

Fuel Zone: Low Sulfur ECA

- For other ports, the field is blank:
 - To specify a port as a low sulfur area, select the **Low Sulfur ECA** 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 [ECA Fuel Zone](#) ports are in your [Port List](#), and confirm that the **Low Sulfur ECA** check box is selected in all of them.

Low Sulfur Fuel Use: Port Selections and Fuel Grades Consumed

Port Selections	Fuel Grades Consumed in LS Port
<ul style="list-style-type: none"> • Not Low Sulfur 	G and H
<ul style="list-style-type: none"> • Low Sulfur • Without Configuration flags 	All L grades
<ul style="list-style-type: none"> • Low Sulfur • Without Allow <1% IFO 	

<ul style="list-style-type: none"> • With CFGLSPortConsumptionDefault Grades 	L grades specified in CFGLSPortConsumptionDefaultGrades
<ul style="list-style-type: none"> • Low Sulfur • With Allow <1% IFO • With CFGLSPortConsumptionDefaultGrades • Without CFGLSPortConsumptionLSFOGrades 	L grades specified in CFGLSPortConsumptionDefaultGrades
<ul style="list-style-type: none"> • Low Sulfur • With Allow <1% IFO • With CFGLSPortConsumptionLSFOGrades 	L grades specified in CFGLSPortConsumptionLSFOGrades
<ul style="list-style-type: none"> • Configuration flag with grades not on the vessel 	No L grades

ECA Fuel Zones

The following ECA Zones are controlled by ECA Routing/Avoidance settings:

- ECA - US 200NM HAWAII
- ECA - US 50NM PUERTO RICO
- NA 200NM
- SECA - NORTH SEA
- USA 25NM

To avoid the following ECA Zones, they must be **blocked** per vessel:

- ECA - ANTARCTIC AREA
- ECA - EURO PORTS (in-port consumption only)
- ECA - HONG KONG (in-port consumption only)
- 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.

Fuel/Lube Types *Voyage Fuel Zones Example*

In this example, the following Fuel/Lube Types are configured:

Code	Fuel Type	Description	G	Group	Track Sulfur %	Calorific Value
IFO	IFO	Intermediate Fuel Oil	G		<input type="checkbox"/>	
LSG	LSG	Low Sulfur Marine Gas Oil	L		<input type="checkbox"/>	
LSF	LSF	Low Sulfur Fuel Oil	L		<input type="checkbox"/>	
MGO	MGO	Marine Gas Oil	L		<input type="checkbox"/>	
MDO	MDO	Marine Diesel Oil	L		<input type="checkbox"/>	

Click here to add a row

Fuel Zones

The following Fuel Zones are configured:

Zone	Propulsion at Sea (Propulsion/Aux.)	Consumption in Port (L/D/Idle)	Misc. Consumption (Heat/IGS/Etc.)
ECA - US 200NM HAWAII	LSF	MDO	MDO
ECA - US 200NM PUERTO RICO	LSF	MDO	MDO
NA 200NM	LSF	MDO	MDO
SECA - NORTH SEA	LSG	MGO	MGO
USA 25NM	LSG	MGO	MGO
WORLDWIDE		MDO	MDO

Vessel Form Consumption Tab

The **Vessel form Consumption** tab includes all the configured Fuel/Lube Types: IFO and the low sulfur fuels LSF, LSG, MGO, and MDO.

Type	Unit	G	Capacity	Margin	Loading	Disch	Idle/On	Idle/Off	Heat	Heat+	Heat-
LSF	MT	L	0.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	
LSG	MT	L	0.00	15.00	3.50	3.50	3.50	0.00	0.00	0.00	
MGO	MT	L	0.00	15.00	3.50	3.50	3.50	0.00	0.00	0.00	

Based on the defined Fuel Zones, the vessel will consume:

- **IFO** when outside an ECA zone
- **LSF** when at sea within the **ECA - US 200NM Hawaii**, **ECA - US 50NM PUERTO RICO**, and **NA 200NM** zones
- **LSG** when at sea within the **SECA - NORTH SEA** and **USA 25NM** zones
- **MDO** when in port and for Miscellaneous Consumption within the **ECA - US 200NM Hawaii**, **ECA - US 50NM PUERTO RICO**, and **NA 200NM** zones
- **MGO** when in port and for Miscellaneous Consumption within the **SECA - NORTH SEA** and **USA 25NM** zones and when outside an ECA zone (**WORLDWIDE**)

Notes:

- Another fuel type with grade **L** could be added to the Vessel form, but it will **only be consumed if it is also on the Fuel Zones form**.
- Fuel types marked as General (**G** in the G column) are consumed at a combined rate if they are specified to be consumed within that Fuel Zone along with a Low Sulfur fuel specified as (**cons rate only**).

Voyage Itinerary

This voyage has the Example Set specified in the **Fuel Zone Set** field at the bottom of the **Voyage Bunkers** form: Fuel Zone Set: Example Set

The voyage loads in Houston and discharges in Rotterdam with this itinerary:

Port	Miles	Spd	SDays	XS	F	Cargo	L/D Qty	L/D Rate	Terms	PDays	XP	PortExp	OExp\$/t	Dem
HOUSTON			15.0		C									
HOUSTON			15.0		L	BANANAS	10,000		SHINC					
SECA - NORTH SEA	4,665	14.0	13.88		P									
ENGLISH CHANNEL	269	14.0	0.80		P									
ROTTERDAM	143	14.0	0.43		D	BANANAS	10,000		SHINC					

As the vessel nears Rotterdam, it crosses into the **SECA - NORTH SEA** zone. This passing point is automatically added to the itinerary; a [passing port is added](#) when the vessel is moving into an ECA zone. The passing point signifies that the vessel is switching to consume LSG, the low sulfur fuel type specified on the Fuel Zones form.

Frequently Asked Questions

Can I turn Fuel Zones on/off?

Fuel Zones cannot be turned off once they are in use. They will always apply to new Estimates and voyages created in IMOS. At this time, you cannot set effective dates such that Fuel Zones are only in effect if the Commence Date is greater than a certain point in time.

If I make changes to the Fuel Zones form, does it refresh on voyages and Estimates that have already been created?

No, existing voyages and Estimates do not automatically update.

- For Estimates and voyages that were created before Fuel Zones were enabled, click the **Use Fuel Zones** button on the [Voyage Bunkers](#) or [Bunker Planning](#) form to update them. After that single click, the button does not appear again, because it does not trigger again every time Fuel Zones and consumption are changed.
- After Fuel Zones are enabled, any change on an Estimate or a voyage that triggers a recalculation of the voyage or Estimate causes a recalculation of the fuel consumption/cost based on the current Fuel Zones setup.
- Changes to Fuel Zones do not automatically refresh existing Estimates and voyages, but changes will be reflected on all Estimates and voyages created after enabling Fuel Zones.

Why is the Use Fuel Zones button not appearing on a specific voyage?

The Use Fuel Zones button only appears on Estimates and voyages that were created before Fuel Zones were enabled, and once clicked will not appear again on that particular Estimate/voyage. Also, the button will not appear on voyages that do not pass through the relevant ECA zones and ports, or voyages that have already been Completed or Closed.

What happens when I click the Use Fuel Zones button?

When you click the Use Fuel Zones button, Bunker Consumption and costs refresh on the Estimate or voyage based on the consumption configuration specified on the Vessel and Fuel Zones forms. The P&L is also recalculated to reflect this change. Voyages with manually entered Distances will be changed to use the automatic calculation.

Legacy Fuel Zone Set

If you began using Fuel Zones before the [2015 ECA changes](#), the modifications made to your Fuel Zone configuration may have changed estimated bunker consumption in historic records. To create a Legacy Fuel Zone Set with pre-2015 [Fuel/Lube Types](#) and use it on historic records:

1. Create a Fuel Zone Set with a descriptive name, for example, **Legacy**.
2. Enter the setup to be used on historic records.
3. Select this Legacy Fuel Zone Set at the bottom of the [Voyage Bunkers](#) and [Bunker Planning](#) forms.

Piracy and ECA Routing

Piracy Routing

To set up piracy routing, do any of the following:

- On the Voyage Estimate ([Column](#) or [Details](#) view) or [Voyage Manager](#), set **Piracy Routing/Avoidance**:
 - **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 region.
- On the Veslink [Distances](#) or [Voyage Reporting](#) map, select **Minimize ECA Routing**.
- In Veslink Distances [Map Settings](#), there is a **Minimize Piracy** check box. When selected, routes will be calculated to minimize travel through Piracy Zones.

Piracy Zones

- GUINEA
- HIGH RISK AREA
- JWC INDIAN OCEAN 2013
- JWC INDIAN OCEAN 2015
- PIRACY-DNK-WAR RISK TRADING LIMITS 2017
- SHELL PIRACY ZONE
- SOMALIA
- SOMALIA 250NM

ECA Routing

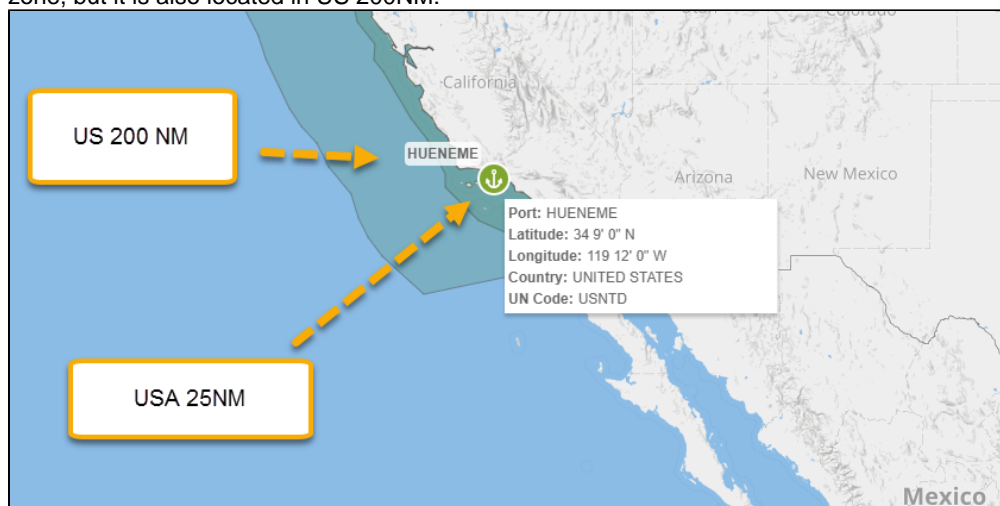
To set up ECA routing, do any of the following:

- On the Voyage Estimate ([Column](#) or [Details](#) view) or [Voyage Manager](#), set **ECA Routing/Avoidance**:
 - **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 region.
- In Veslink Distances [Map Settings](#), there is a **Minimize ECA Routing** check box. When selected, routes will be calculated to minimize travel through ECA zones.

Fuel Zone: Use High Sulfur Fuel

If a port is located within a Fuel Zone, its name appears:

- A port is assigned to the smallest Fuel Zone within which it is located. For example, HUENEME is assigned to USA 25NM zone, but it is also located in US 200NM:



- To override the low sulfur status, select the **Use High Sulfur Fuel** check box. Any future in-port consumption at that port uses high sulfur fuel.

Fuel Zone: Low Sulfur ECA

- For other ports, the field is blank:
 - To specify a port as a low sulfur area, select the **Low Sulfur ECA** 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 [ECA Fuel Zone](#) ports are in your Port List, and confirm that the **Low Sulfur ECA** check box is selected in all of them.

Low Sulfur Fuel Use: Port Selections and Fuel Grades Consumed

Port Selections	Fuel Grades Consumed in LS Port
<ul style="list-style-type: none"> • Not Low Sulfur 	G and H
<ul style="list-style-type: none"> • Low Sulfur • Without Configuration flags 	All L grades
<ul style="list-style-type: none"> • Low Sulfur • Without Allow <1% IFO • With CFGLSPortConsumptionDefaultGrades 	L grades specified in CFGLSPortConsumptionDefaultGrades
<ul style="list-style-type: none"> • Low Sulfur • With Allow <1% IFO • With CFGLSPortConsumptionDefaultGrades • Without CFGLSPortConsumptionLSFOGrades 	L grades specified in CFGLSPortConsumptionDefaultGrades
<ul style="list-style-type: none"> • Low Sulfur • With Allow <1% IFO • With CFGLSPortConsumptionLSFOGrades 	L grades specified in CFGLSPortConsumptionLSFOGrades
<ul style="list-style-type: none"> • Configuration flag with grades not on the vessel 	No L grades

ECA Fuel Zones

The following ECA Zones are controlled by ECA Routing/Avoidance settings:

- ECA - US 200NM HAWAII
- ECA - US 50NM PUERTO RICO
- NA 200NM
- SECA - NORTH SEA
- USA 25NM

To avoid the following ECA Zones, they must be **blocked** per vessel:

- ECA - ANTARCTIC AREA
- ECA - EURO PORTS (in-port consumption only)
- ECA - HONG KONG (in-port consumption only)
- 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.

How ECA Zones Are Added as Passing Ports to the Itinerary

An ECA zone is shown in the itinerary as a passing (P) port only when the vessel is moving into that ECA zone from another ECA zone. The itinerary does not show all the ECA zones that the vessel passes by, but instead shows transitions between two ECA zones. This is illustrated in the example below.

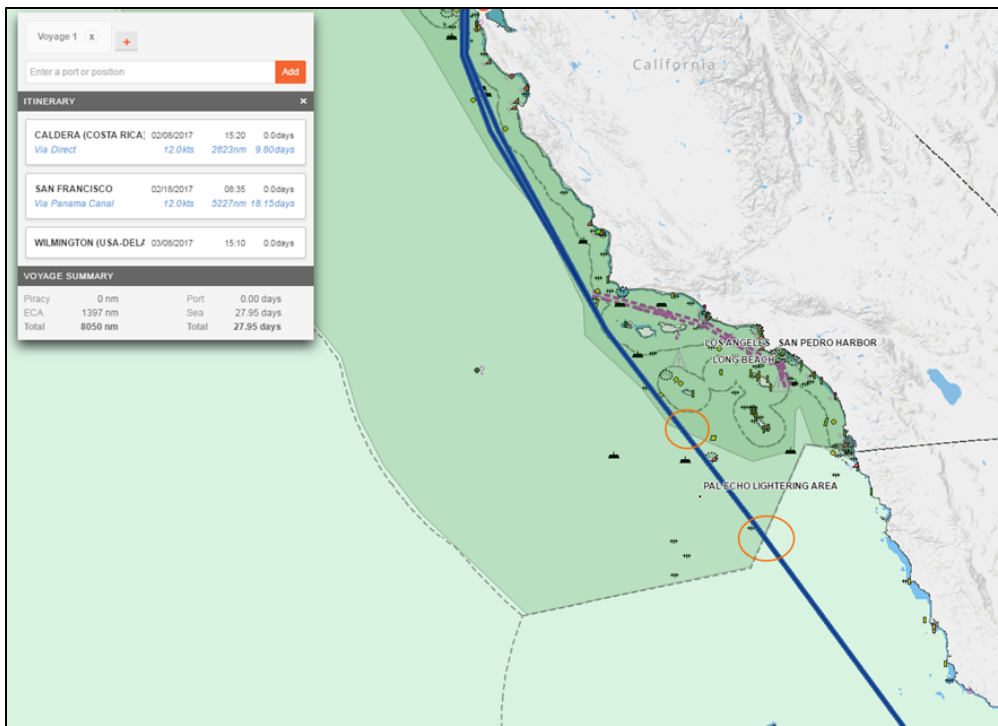
Itinerary: CALDERA (COSTA RICA) to WILMINGTON DELAWARE via SAN FRANCISCO

The itinerary appears like this:

Total: <input type="text" value="0"/>				
Itinerary <input type="checkbox"/> In Progress Voyage				
Port	Berth	F	Draft	U
CALDERA (COSTA RICA)	QUAY			
USA 25NM	TRANSIT	P		
SAN FRANCISCO	QUAY			
NA 200NM	TRANSIT	P		
USA 25NM	TRANSIT	P		
NA 200NM	TRANSIT	P		
PANAMA CANAL	TRANSIT	I	39.50 Ft	
WILMINGTON (USA-DEL)	QUAY			

General Rule: Transitions between two ECA zones are shown, and a passing port is added when the vessel is moving into an ECA zone.

From Caldera to San Francisco, there are two ECA zones: NA 200NM and USA 25NM. Because it passes through both, the itinerary shown the transition into the second one: **USA 25NM**.



From San Francisco to Wilmington, something interesting happens: The shortest navigable distance traverses the USA 25NM, then the NA 200NM, then goes back into the USA 25NM before exiting into the NA 200NM.

Again, the itinerary shows the transitions between two ECA zones, so the first USA 25NM to NA 200NM transition shows as **NA 200NM**, followed by the transition into **USA 25NM**, and then a final transition into **NA 200NM** before beginning to sail to the Panama Canal.



Finally, there is no ECA zone shown en route to Wilmington. This is because there is no transition between ECA zones. The vessel enters NA 200NM once, but never transitions into another ECA zone; hence there is no display of a passing point from there.

How to Consume Low Sulfur Both Inside and Outside the ECA Zone for an Auxiliary Engine

- In **Fuel/Lube Types**, set the LS fuel set to type L, and the IFO to H.
- In the **Vessel details**, set the LS fuel to type G (general) so it can be consumed at all times, and keep IFO at H so it can only be consumed outside an ECA.

Consumption											
In Port Consumption Table (Per Day)											
Type	Unit	G	Capacity	Margin	Loading	Disch	Idle/On	Idle/Off	Heat	Heat+	Heat-
IFO	MT	H	1,250.00	0.00	5.00	5.00	3.00	0.00	0.00	0.00	
LSG	MT	G	1,250.00	0.00	0.10	0.10	0.10	0.00	0.00	0.00	

Speed Consumption Table (Per Day)					
Speed	B/L	Engine Load	IFO	LSG	Type
12.50	L	0.00	35.00	0.10	
13.00	B	0.00	35.00	0.10	

- **Fuel Zones** settings should be **IFO (cons rate only), LSG**. This translates to "consume LSG at the defined rate of IFO + the defined rate of LSG."

To do a spot check that the consumption is accurate, create an Estimate with one day at sea to ensure that 35.100 MT of LSG are consumed within the ECA, as shown below.

Bunker Planning: Estimate ADM-000007			
Port	Miles	Spot	SDays
BOSTON (USA)	13.0		
PROVIDENCE	318	13.3	1.00

Port Name	F	Sea Cons	Clean Cons	Heat Sea	ROB Arr	Port Cons	Heat Port	Receive	Price	ROB Dpt
BOSTON (USA)	L	0.000	0.000	0.000	35.100	0.00	0.000			35.100
PROVIDENCE	D	35.100		0.000	0.000	0.00	0.000			0.000

Compliance with January 2015 SOx Regulations for Low Sulfur Fuel Consumption in ECA Zones

As of January 1, 2015, new SOx regulations state that vessels traveling through Emission Control Areas are required to use fuel with less than 0.1% sulfur content. To comply with these regulations, in the Integrated Maritime Operations System (IMOS), you can configure bunker consumption rules for LS MGO 0.1% within ECA regions. This is done using **Fuel Zones** functionality,

which allows you to specify the low sulfur Fuel Types to be consumed in each ECA zone and the consumption rates for those Fuel Types.

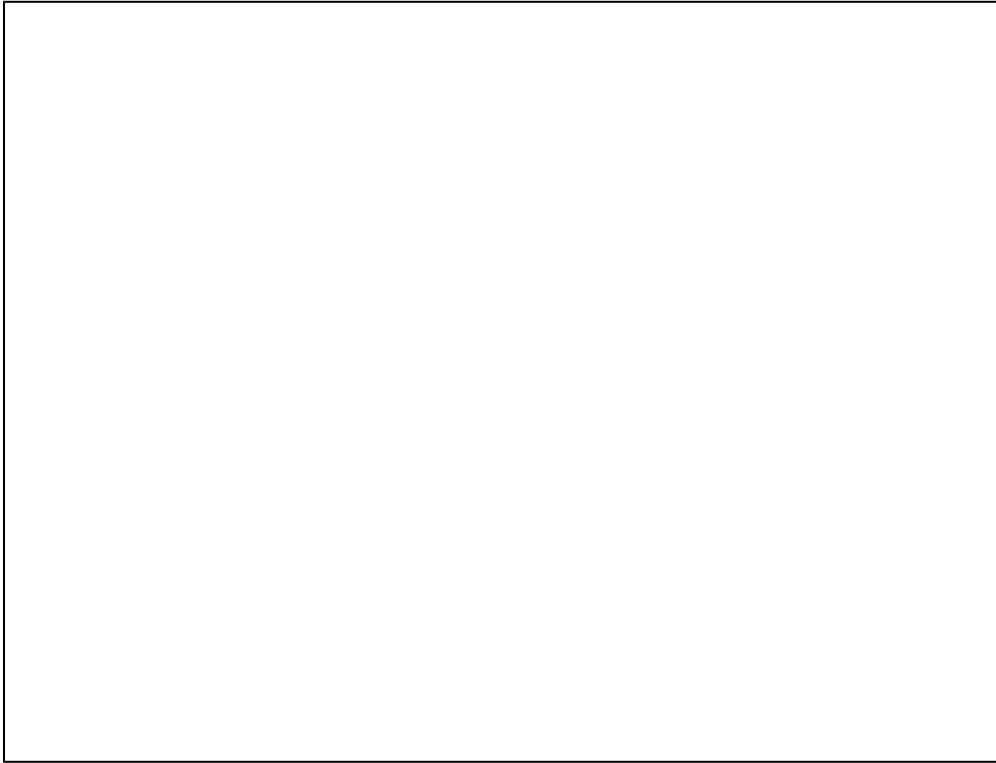
The following capabilities are available:

- Changes have been made to the consumption rate calculation when two Low Sulfur Fuel Types are defined. For example, on a voyage from Houston to Rotterdam via SECA-North Sea, with LSG as the designated Fuel Type, on a vessel that has LSG (at-sea consumption 10 mt/day) and LSF (at-sea consumption 15 mt/day), the at-sea consumption in the North Sea will be LSG at 25 mt/day. Previously, the at-sea consumption would be LSG at 10 mt/day.
- Fields have been added to the Report Designer that allow you to see if a voyage or an Estimate passes through an ECA zone. The fields are **Is LS Voyage** and **Is LS Estimate**.
- A button has been added to the [Voyage Bunkers](#) and [Bunker Planning](#) forms for existing voyages and Estimates. The **Use Fuel Zones** button forces a recalculation of the consumption rates.
- If a given Vessel Type or Vessel uses fuel types that are incompatible with the system-wide Fuel Zone configuration, you can create an alternative Fuel Zone configuration for the Vessel or Vessel Type.

Adding a New Fuel Type and Editing Fuel Zones

1. Look at the Fuel Types in your current environment to determine if a new Fuel Type needs to be added for LS MGO 0.1%. If so, complete the following:
 - a. In the Data Center, under Vessels, click [Fuel/Lube Types](#). Add a row for the LSG Fuel Type, and in the **G** column, select **L** (Low Sulfur Grade).
 - b. Add this new fuel to the [Vessel form Consumption tab](#) for each vessel.
2. If ECA Zone Regulations for LSG are not already in use, add them by enabling Fuel Zones.
 - More information regarding turning on Fuel Zones can be found on the [Fuel Zones](#) page.
3. Fuel Zones will now be in effect for all new voyages and Estimates created in IMOS. However, there may be existing voyages or Estimates in which the consumption needs to be recalculated. To determine how many existing voyages or Estimates need to be updated, you can import and run the attached Report Definitions in your system.
 - [Estimates with ECA impact](#)
 - [Voyages with ECA impact](#)

4. To recalculate Bunker Consumption and cost and apply the new Fuel Zones configuration on already existing voyages and Estimates:
- For each Commenced or Scheduled voyage passing through an ECA Zone, on the [Voyage Bunkers](#) form, click the **Use Fuel Zones** button.



- For each unfixd Estimate passing through an ECA Zone, on the [Bunker Planning](#) form, click the **Use Fuel Zones** button.

Note: If you have any questions or need to update a large number of voyages, contact Veson Nautical Support or your account manager.

Port Activities Terms

Port Activities terms are used on the [Port Activities](#) form.



In the Data Center, under Ports and Areas, click **Port Activities**.

Activities	Code	Remarks	Act.Type	Pair With	Rsn Code	Laytime Calc Import	Cargo	Berth	ROBs
ALL FAST		BERTH:	NM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALLOWANCE FOR DOCUMENTS						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANCHOR AWEIGH			NM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANCHORED		REASON:	NM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVAL CUSTOMARY ANCHORAGE						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVAL INNER ANCHORAGE						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVAL LIGHTENING SITE						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVAL PILOT STATION						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVAL WAITING BERTH						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARGO DOCUMENTS ON BOARD			NM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENCE HOLD SURVEYS			NM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENCEMENT OF LAYTIME						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPLETE HOLD SURVEYS			NM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPLETED CARGO CALCULATION						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
END BAD WEATHER			IE			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
END BALLASTING			IE			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For each Port Activity, you can enter:

- **Activities:** Name of the Port Activity.
- **Code:** Code of up to 8 characters that can be paired with another Activity by adding its number in the **Pair With** column.
- **Remarks:** Free-form text field for additional information.
- **Act Type:** [Action Type](#)
- **Pair With:** **Code** of another **Activity** to use as a pair.
- **Rsn Code:** Delay Reason Code.
- Select check boxes for these purposes:
 - **Laytime Calc Import:** Have a Port Activity imported into a [Laytime Calculation](#).
 - **Cargo:** Be able to edit the Cargo for that Port Activity.
 - **Berth:** Be able to edit the Berth for that Port Activity.
 - **ROBs:** Add an ROBs tab to the [Port Activities](#) form for the voyage and be able to edit in-port ROBs for that Port Activity, for reporting purposes, after the date and time have been added.

Each term can have one of the following **Act (Action) Types**. Only the nine Action Types mentioned in the table below have an effect in the Laytime Calculator. A typical set of Action Types for loading or discharging cargo follows:

- PS (Port Action Starts)
- NR (NOR Tendered)
- OS (Operation Starts)
- OE (Operation Ends)
- PE (Port Action Ends)
 - IS/IE pairs (Interruption Starts/Ends) and DS/DE pairs (Delay Starts/Ends) can be inserted between OS and OE pairs to log interrupts and delays.

Action Type	Laytime Calculator Effect
AA = Anchor Aweigh	None
AD = Anchor Out	None
AF = All Fast	None
BE = Bunkering Ends	None
BS = Bunkering Starts	None
CA = Free Pratique Granted	None
CD = Cargo Documents On Board	None
CI = Tank Inspection Completed	None
DE = Delay Ends	Stop deducting 50% from time used
DS = Delay Starts	Start deducting 50% from time used

HF = Hose Disconnect Completed	None
HN = Hose Connect Completed	None
IE = Interruption Ends	Resume counting time
IS = Interruption Starts	Stop counting time
LL = Last Line	None
NM = Normal Event	None
NR = NOR Tendered	Laytime commenced = NOR Tendered + 6 hours or Laytime commenced = NOR Tendered + Turn Time
OE = Operation Ends	Stop counting time used
OR = Operation Resumes	None
OS = Operation Starts	Start counting time used
PA = Pilot On Board	None
PE = Port Action Ends	Stop counting time used if OE was not already specified
PO = Pilot Off	None
PS = Port Action Starts	For verification purposes only
RE = Rain Ends	None
RS = Rain Starts	None
SE = Shift Ends	None
SS = Shift Starts	None
XE = Dock Ends	None
XS = Dock Starts	None

Port Functions

Port Functions terms are used on the [Cargo/VC In](#) and [COA](#) and displayed on forms with Itineraries.

In the Data Center , under Ports and Areas, click **Port Functions**.

Code	Port Operation	Activity	Reason	Default Delay Bunkers
C	COMMENCING			<input type="checkbox"/>
D	DISCHARGING			<input type="checkbox"/>
F	FUELING			<input type="checkbox"/>
I	CANAL TRANSIT			<input type="checkbox"/>
L	LOADING			<input type="checkbox"/>
O	OTHER			<input type="checkbox"/>
P	PASSING			<input type="checkbox"/>
R	REPAIR	OFF HIRE		<input type="checkbox"/>
T	TERMINATING			<input type="checkbox"/>
W	WAITING	WAITING	WAITING FOR LAYCAN	<input checked="" type="checkbox"/>
Y	DELIVERY			<input type="checkbox"/>
Z	REDELIVERY			<input type="checkbox"/>

Port Function Codes

Do not change the Port Function Codes. Editing Port Functions is for advanced users only.

- **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 cargo handled. When this Port Function is selected on an Estimate, a Tolls line item appears in the P&L Estimate column, and all estimated port expenses will be recorded under this item only.
- **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; you cannot track port activities or bunkers received.
- **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 unused time for reports.
- **Y = Delivery (TC only):** Specifies the exact time when a time chartered ship is delivered. Necessary for TC Out voyages, as this will sync time and fuel between the Voyage Manager and the Time Charter Contract.
- **Z = Redelivery (TC only):** Specifies the exact time when a time chartered ship is redelivered. Necessary for TC Out voyages, as this will sync time and fuel between the Voyage Manager and the Time Charter Contract.

Linking a Port Function with a Delay

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.

Example:

1. Define this **Delay Type**:
 - **WA**, Waiting, Time Does Not Count
2. Define these **Delay Reasons**:
 - **WAITING FOR LAYCAN**, WAITING, UNPLANNED OFFHIRE
 - **WAITING FOR ORDERS**, WAITING, UNPLANNED OFFHIRE
3. For Port Function W:
 - Set **Activity** to Delay Type WAITING
 - Set **Reason** to WAITING FOR LAYCAN
4. To generate a Waiting Delay, insert a port with Port Function **W**.

To have default Delay Bunkers values recorded when a Waiting delay is automatically created for a Port Function, select the **Default Delay Bunkers** check box; the Port Function must have an **Activity** selected.

- Quantity defaults to consumption per fuel type at the related W port.
- Price defaults to the initial voyage price per fuel type.

Specifying Port Activities for Port Functions


You can specify either **default Port Activities** for Port Functions or those for a **Voyage Template**.

To specify Port Activities for a Port Function (either default or for a Voyage Template):

1. Right-click the **Port Function** for which you want to set up Port Activities and click **Activities List**.

Seq	Activity	Activity Type	Remarks	Laytime Calc Import
100	INTERRUPT SEA PASSAGE (ISP)	PS	REASON:	
200	RESUME SEA PASSAGE (RSP)	PE		

2. The **Port Activities for FUNCTION** form displays the default activities for the Port Function.

- **For a Voyage Template only**, select the **Voyage Template** and click  **to save the form** before proceeding. If you do not save, you will be editing the default Function, rather than your Template.

3. To add or remove Port Activities, right-click a line and click **Insert** or **Delete**. A Sequence is assigned to each Port Activity.
4. Continue to select and adjust Port Activities for each function.

Related Config Flags

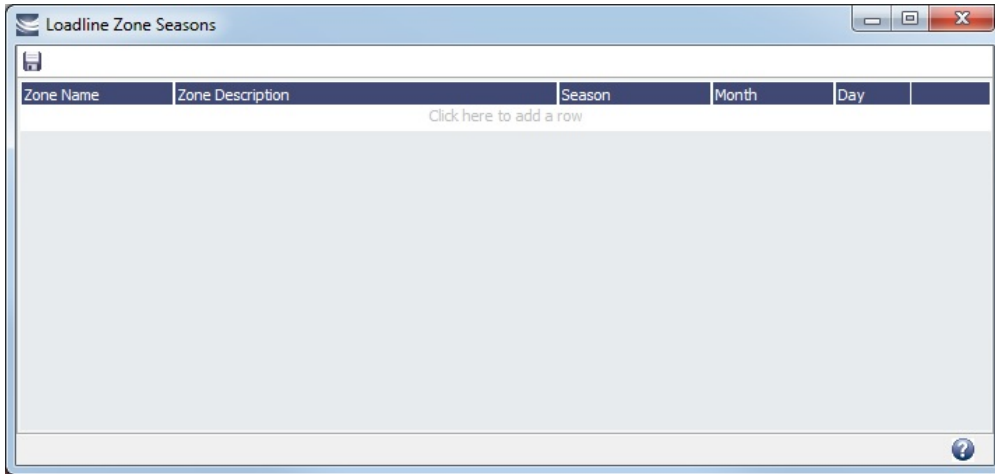
CFGEnableCustomVoyType

Differentiate the default list of Port Activities for Port Functions by Voyage Type. 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.

Loadline Zone Seasons

Loadline Zone Seasons terms are used to define Season durations and the **Loadline Zones** to which they apply. You must have the **Loadline Zone Seasons Module Right** selected, under **Ports and Areas** in the Data Center.

In the Data Center , under Ports and Areas, click **Loadline Zone Seasons**.



In the [Voyage Manager](#), [Voyage Estimate](#), and [Voyage Fixture](#), the Estimated Arrival Date at each Port in the Itinerary combines with any Zone association of the Port and the setup on this form to determine the value in the Loadline column on the Draft /Restrictions tab.

Vessels

In the Data Center , under Vessels, click the term name.

- [Barge Fuel Consumption](#) values describe fuel consumption while discharging based on a range of barrel sizes.
- [Boat Fuel Consumption](#) ratios relate the rates of fuel consumption in the various states (Laden, Ballast, Hotel) to each other.
- **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](#), [Tow](#), [Boat](#), and [Barge](#) forms and displayed on various forms throughout Chartering and Operations.
- **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.
- **Fuel Grades** terms include a sequential Code, a Grade, and a Description. They are used on the [Bunker Requirement](#) form and the [Bunker Purchase](#) form.
- **Pool-Point Types** terms include a Pool-Point Type and the number of Points for that type. They are used on the [Details](#) tab of the [Vessel](#) form and are for information only.
- **Tow** opens the [Tow](#) form, used in the [Barging](#) module.
- **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](#), [Tow](#), and [Boat](#) forms.
- [Vessel Types](#) terms are used on the [Vessel](#), [Tow](#), [Boat](#), [Barge](#), [Cargo COA](#), [Cargo](#), [VC In COA](#), and [VC In](#) forms.

Barge Fuel Consumption Setup

On the Barge Fuel Consumption Setup form you can set fuel consumption rates during discharge for barges of different capacities. Consumption values are set in gallons of fuel per hour, depending on the size of the [barge](#). In other words, barges in size from (**From Calibrated Bbls**) to (**To Calibrated Bbls**) consume (**Discharging**) gallons per hour of (**Fuel Type**).

In the Data Center , under Vessels, click **Barge Fuel Consumption**.

Vessel Type	From Calibrated Bbls	To Calibrated Bbls	Fuel Type	Unit	Discharging
	3,000.00	5,000.00	MDO	Gal/Hr	3.00
	5,001.00	10,000.00	MDO	Gal/Hr	5.00
	10,001.00	15,000.00	MDO	Gal/Hr	8.00

Click here to add a row

- Specifying a **Vessel Type** is optional. You can use this column to add certain types of barges that have the same barrel ranges but have different discharging consumption values.
- The values on this form are used in the calculation of fuel used in the barge for heating.
- This table is used for calculating barge fuel consumption; the fuel consumption table on the **Barge** form is not.

Boat Fuel Consumption Ratios Setup

On the Boat Fuel Consumption Ratios Setup form, you can specify fuel consumption information for boats of various horsepower ranges and pulling a given number of **barges** in Laden, Ballast, or Hotel (in port) states.

In the Data Center , under Vessels, click **Boat Fuel Consumption**.

Vessel Type	From HP	To HP	No. Barges	Fuel Type	Laden Ratio	Ballast Ratio	Hotel Gal/Day
	0.00	3,000.00	0	MDO	200.00	100.00	0.10
	0.00	3,000.00	1	MDO	200.00	100.00	0.10
	0.00	3,000.00	2	MDO	200.00	100.00	0.10
	0.00	3,000.00	3	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	3	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	2	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	1	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	0	MDO	200.00	100.00	0.10

Click here to add a row

- Laden and Ballast fuel consumption values do not refer to gallons per hour or any other specific rate of fuel consumption. Rather, they are expressed in ratios that relate the rates of fuel consumption in the states to each other. These ratios are used by the **Bunker Interpolator** to perform its interpolations.
- This table combines in-port and in-transit consumption information into a single table. This is possible because, in inland barging, speed is not a useful factor for predicting fuel consumption.
- This table is used for calculating boat fuel consumption; the fuel consumption table on the **Boat** form is not.

Fuel-Lube Types

On the Fuel/Lube Types form, you can specify the fuel, lubricant, and oil types used on the **Vessel**, **Tow**, **Boat**, **Barge**, **Fuel Zones**, and other forms.

In the Data Center , under Vessels, click **Fuel/Lube Types**.

Code	Fuel Type	Description	G	Group	Backup Fuel	Track Sulfur %	CV	CO2 Factor
IFO	IFO	Intermediate Fuel Oil	H			<input type="checkbox"/>		1.0000
LSF	LSF	Low Sulfur Fuel Oil	L			<input type="checkbox"/>		1.0000
LSG	LSG	Low Sulfur Gas Oil	L			<input type="checkbox"/>		1.0000
MDO	MDO	Marine Diesel Oil	L			<input type="checkbox"/>		1.0000
MGO	MGO	Marine Gas Oil	H			<input type="checkbox"/>		1.0000

- Low sulfur Fuel/Lube Types (marked **L** in the **G** column) appear on the [Fuel Zones](#) form, where estimated/projected low sulfur consumption can be specified for different ECA Fuel Zones.
- The **Group** column is used to group different fuel types together. Fuels belonging to the same group cannot be consumed at the same time. For more information on fuel groups, see [CP Consumption for Grouped Fuels](#).
- A **Backup Fuel** can be defined for Estimates and voyages, for estimating consumption when a vessel is estimated to run out of the Fuel Type. If a vessel is estimated to run out of the Backup Fuel type or does not have it on board, the Backup Fuel's backup is used. To disable Backup Fuel types, select the **Disable Backup Fuels** check box on the [Bunker Planning](#) and [Voyage Bunkers](#) forms.
- If only one fuel type has an IGS consumption rate specified for a vessel, this type is always used for IGS consumption in the Voyage Estimate/Voyage Manager, regardless of the Misc. Consumption settings on the [Fuel Zones](#) form.

▼ Related Config Flags for Fairplay vessel import

With a Fairplay Interface, these flags act as a mapping between Fairplay Distillate and Residual Fuel Types and IMOS Fuel Types. Each configuration flag accepts a 3-letter code matching an IMOS Fuel Type Code. Restart IMOS before importing vessels from Fairplay.

- The vessel's In Port Consumption table will populate lines for the mapped fuel types.
- Fuel Type capacities will be imported from Fairplay and mapped according to the configuration.
- Fuel Type Unit and High/Low Sulfur setting will be populated according to Fuel Type setting.
- In Port Consumptions will default to 0.
- IMOS will not default any speed consumptions.

CFGFairplayDistillateFuelType

Value is an IMOS Fuel Type Code for Fairplay's Distillate Fuel type.

CFGFairplayResidualFuelType

Value is an IMOS Fuel Type Code for Fairplay's Residual Fuel type.

CP Consumption for Grouped Fuels

On the [Fuel/Lube Types](#) form, you can group High and Low Sulfur fuel types to be consumed for the same purpose. 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 following form defines two different fuel groups. In this example, IFO and LSF belong to a group; LSM and MDO belong to another group. Therefore, IFO cannot be consumed by the vessel at the same time as LSF is consumed. The same applies for LSM and MDO.

Code	Fuel Type	Description	G	Group	Track Sulfur %	Calorific Value
IFO	IFO	Intermediate Fuel Oil	H	1	<input type="checkbox"/>	
LSF	LSF	Low Sulfur Fuel Oil	L	1	<input type="checkbox"/>	
LSM	LSM	Low Sulfur Marine Diesel	L	2	<input type="checkbox"/>	
MDO	MDO	Marine Diesel Oil	H	2	<input type="checkbox"/>	

Click here to add a row

Type of fuel or lubricant.

Grouped Fuel Consumption Example

In this example, the vessel has the following fuel consumption information entered on the Vessel form. The amount of bunkers to be consumed at sea for IFO or LSF is 45 MT/day.

Speed	B/L	Engine Load	IFO	LSF	MDO	LSM	Type
13.00	B	0.00	45.00	45.00	0.00	0.00	
13.00	L	0.00	45.00	45.00	0.00	0.00	
13.50	B	0.00	47.00	47.00	0.00	0.00	
13.50	L	0.00	47.00	47.00	0.00	0.00	

Click here to add a row

When entering the bunker consumption in an Activity Report, the CP Consumption of IFO and LSF will always total 45 MT in a 24 hour period.

Type	ROB Prev	Received	ROB	Actual Cons	CP Cons	Difference
IFO	1,875.947	0.000	1,850.947	25.000	25.000	0.000
LSF	1,000.000	0.000	980.000	20.000	20.000	0.000
MDO	0.000	0.000	0.000	0.000	0.000	0.000
LSM	0.000	0.000	0.000	0.000	0.000	0.000

- The consumption is distributed between IFO and LSF fuels, totaling 45 MT.


If the vessel consumption is higher than 45 MT in a 24 hour period, the extra amount will be prorated to calculate the CP Consumption for each fuel.

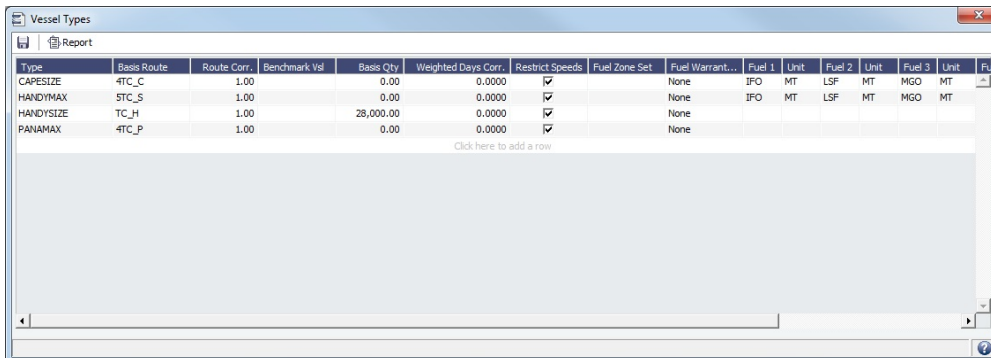
Type	ROB Prev	Received	ROB	Actual Cons	CP Cons	Difference
IFO	1,875.947	0.000	1,840.947	35.000	24.231	-10.769
LSF	1,000.000	0.000	970.000	30.000	20.769	-9.231
MDO	0.000	0.000	0.000	0.000	0.000	0.000
LSM	0.000	0.000	0.000	0.000	0.000	0.000

- The sum of the CP Consumption of IFO and LSF is still 45 MT.
- The **Difference** column shows the extra amount consumed of each fuel, based on the prorated CP Consumption.

Vessel Types

Vessel Types terms are used on the [Vessel](#), [Tow](#), [Boat](#), [Barge](#), [COA](#), and [Cargo](#) forms.


In the Data Center , under Vessels, click **Vessel Types**.



Type	Basis Route	Route Corr.	Benchmark Val	Basis Qty	Weighted Days Corr.	Restrict Speeds	Fuel Zone Set	Fuel Warrant...	Fuel 1	Unit	Fuel 2	Unit	Fuel 3	Unit	Fuel 4
CAPELIZE	4TC_C	1.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>	None	None	IFO	MT	LSF	MT	MGO	MT	
HANDYMAX	STC_S	1.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>	None	None	IFO	MT	LSF	MT	MGO	MT	
HANDYSIZE	TC_H	1.00	28,000.00	0.0000	0.0000	<input checked="" type="checkbox"/>	None	None							
PANAMAX	4TC_P	1.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>	None	None							

- You can specify up to six [Fuel/Lube Types](#) and their Units per Vessel Type. All specified Fuel Types will be added to new vessels of this Vessel Type.
- You can specify the [Fuel Zone Set](#) for each Vessel Type.
- For Trading, each Vessel Type must have a **Basis Route** defined.

Other

In the Data Center , under Other, click the term name.

- [Agreed Distances](#) sets up distances between ports.
- **Bunker Fuel Price Index** terms are used in the [Bunker Surcharge Rate Table](#).
- **Bunker Hedging Values** terms are used on the Exposure tab of [Cargo COA](#) and [Cargo](#) forms.
- **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.
- [Correlation Profiles](#) are used on the Exposure tab of [Cargo COA](#) and [Cargo](#) contracts to calculate Weighted Days.
- **Departments/Teams** terms list the personnel teams in each department and are used to identify the people responsible for system and business transactions. They are used on the [Voyage Manager Properties](#) tab and [Time Charter Out](#).
- [ECA Recovery Charge](#) is a decision table for setting up fee calculation rules.
- [File Management](#) is used for managing files, such as adding a [company logo](#) to invoices.
- [Holiday Calendar](#) terms can be used to associate date ranges with a holiday code on a per country basis.
- **Invoice Subtypes** (with [configuration flag CFGEnableInvoiceSubtypes](#)) can be selected in the Subtype field on the [Transaction Data Entry](#).
- **Lightering Types** terms are used to define categories within the Lightering tools. If you are not using Lightering, these are not applicable.
- [Marine Service Fees](#) sets up the formula for the calculation of Marine Service Fees on voyages and voyage estimates.
- [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.
- **Reporting Databases** sets up the connections to be used in the [Report Designer](#) when specifying [Reporting Database](#) as an output option or when creating a new Report Batch from the [Report List](#).
- [Task Categories](#) are used on the [Task](#) and [Task Group](#) forms.
- [Task Groups](#) are used to bulk-import Tasks.
- [Task & Alert Rule Set List](#) is a list of Task & Alert Rule Sets, which are made up of rules that define warning Alerts, error Alerts, or Tasks to appear in the [Tasks & Alerts](#) panel.
- [Tax Decision](#) conditions are used to set up VAT/GST and PST rates on Freight and Demurrage invoices.
- [Tax Rates](#) (with [configuration flag CFGEnableTaxGroup](#)) allow for the grouping of taxes for the [Transaction Data Entry](#) form.
- **Units of Measure** terms include the units of measure used and their conversion factors.
Note: This terms list already includes standard terms.
- [User Defined Fields](#) can be created for use on several forms.
- [Voyage Contact Roles](#) terms are used to assign an individual a role for a voyage on the [Contacts](#) tab of the [Voyage Manager](#).

- [Voyage Template List](#) lists **Voyage Templates**, which are used to specify default Port Activities for different kinds of voyages on the [Create New Voyage](#) form.
- [Voyage Template Rules](#) terms are used to automatically assign [Voyage Templates](#) to new voyages.

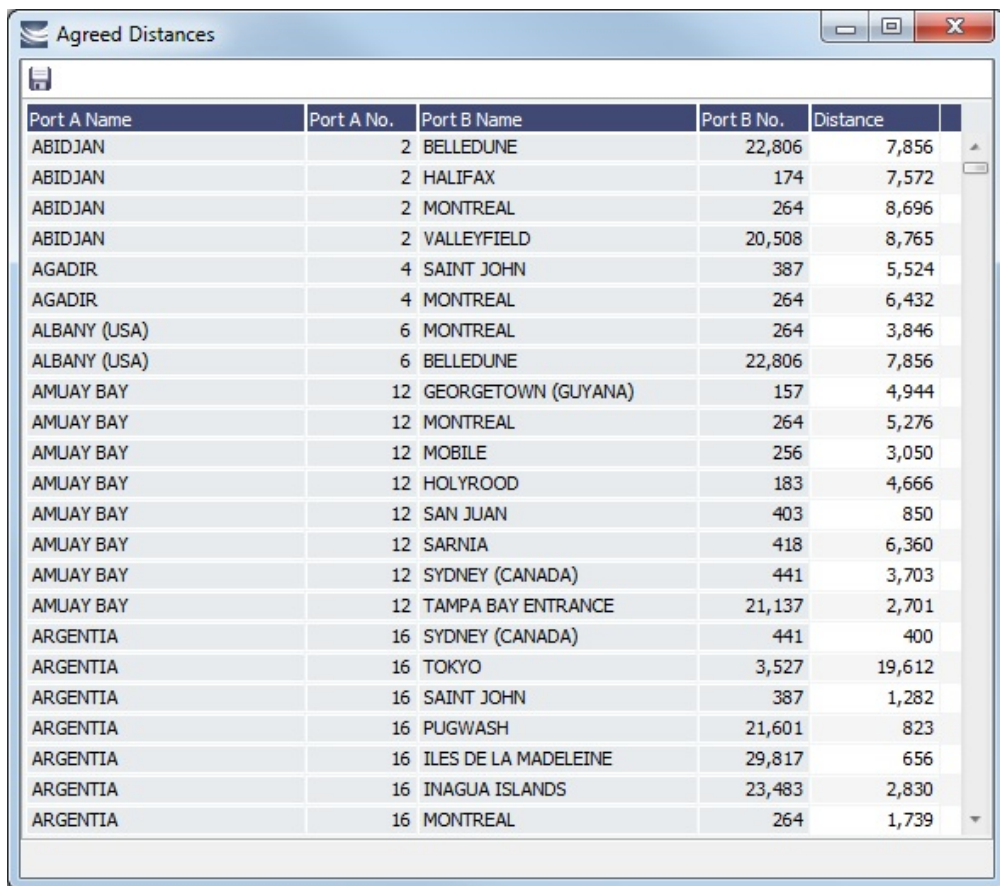
▼ **Related Config Flags**

CFGEnableTaxGroup	Enables the Tax Rate Information form in the Data Center, which allows for the grouping of taxes for the Transaction Data Entry form.
CFGEnableInvoiceSubtypes	Adds 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.

Agreed Distances

Configuration flag **CFGEnableStandards** enables [Expense Standards](#) and the Agreed Distances form. On this form, you can enter agreed port-to-port distances. These distances are published in km by the Canadian government.

In the Data Center , under Other, click **Agreed Distances**.



Port A Name	Port A No.	Port B Name	Port B No.	Distance
ABIDJAN	2	BELLEDUNE	22,806	7,856
ABIDJAN	2	HALIFAX	174	7,572
ABIDJAN	2	MONTREAL	264	8,696
ABIDJAN	2	VALLEYFIELD	20,508	8,765
AGADIR	4	SAINT JOHN	387	5,524
AGADIR	4	MONTREAL	264	6,432
ALBANY (USA)	6	MONTREAL	264	3,846
ALBANY (USA)	6	BELLEDUNE	22,806	7,856
AMUAY BAY	12	GEORGETOWN (GUYANA)	157	4,944
AMUAY BAY	12	MONTREAL	264	5,276
AMUAY BAY	12	MOBILE	256	3,050
AMUAY BAY	12	HOLYROOD	183	4,666
AMUAY BAY	12	SAN JUAN	403	850
AMUAY BAY	12	SARNIA	418	6,360
AMUAY BAY	12	SYDNEY (CANADA)	441	3,703
AMUAY BAY	12	TAMPA BAY ENTRANCE	21,137	2,701
ARGENTIA	16	SYDNEY (CANADA)	441	400
ARGENTIA	16	TOKYO	3,527	19,612
ARGENTIA	16	SAINT JOHN	387	1,282
ARGENTIA	16	PUGWASH	21,601	823
ARGENTIA	16	ILES DE LA MADELEINE	29,817	656
ARGENTIA	16	INAGUA ISLANDS	23,483	2,830
ARGENTIA	16	MONTREAL	264	1,739

Enter an agreed distance for each load/discharge port pair:

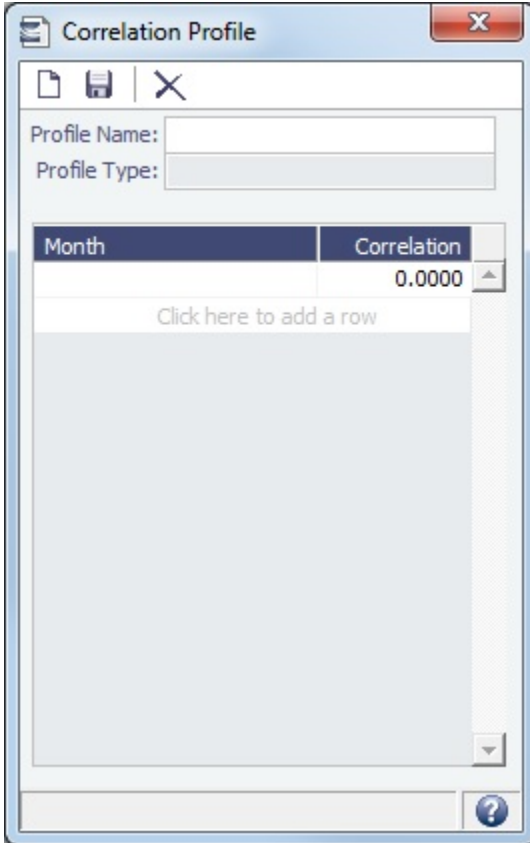
- **Port A Name:** Port with the lower IMOS port number.
- **Port B Name:** Port with the higher IMOS port number.
- **Distance,** in km.

Use **Ctrl + F** to find previously entered ports.

Correlation Profile

In the Correlation Profile form, you can create profiles with different Correlation rates for different months. These profiles can be selected on the Exposure tab of [Cargo COA](#) and [Cargo](#) contracts to profile a trade's Weighted Days.

In the Data Center,  [Data Center](#), under Other, click **Correlation Profiles**.



Month	Correlation
	0.0000


The Weighted Days column of the [Trade Details List](#) and the [Trading P&L Summary](#) uses the value from the profile.

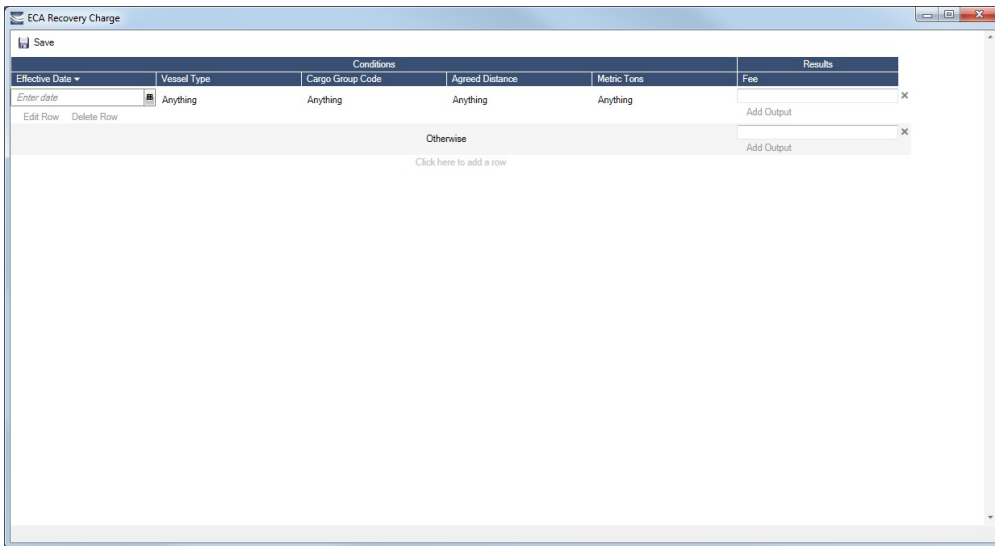
ECA Recovery Charge

[Configuration flag **CFGEnableStandards**](#) enables the use of [standards for expenses](#) and the use of an ECA Recovery Charge. You can set up fee calculation rules for the ECA Recovery Charge on this form. An ECA Recovery Charge is a standard revenue that can be invoiced with freight.

[Cargoes](#) must meet the following conditions:

- Non-multigrade: The Cargo can have only one load port and one discharge port.
- Multigrade ([CFGEnableMultiGrade](#)): Each Grade within a Cargo Group can have only one load port and one discharge port.

In the Data Center,  [Data Center](#), under Other, click **ECA Recovery Charge**.



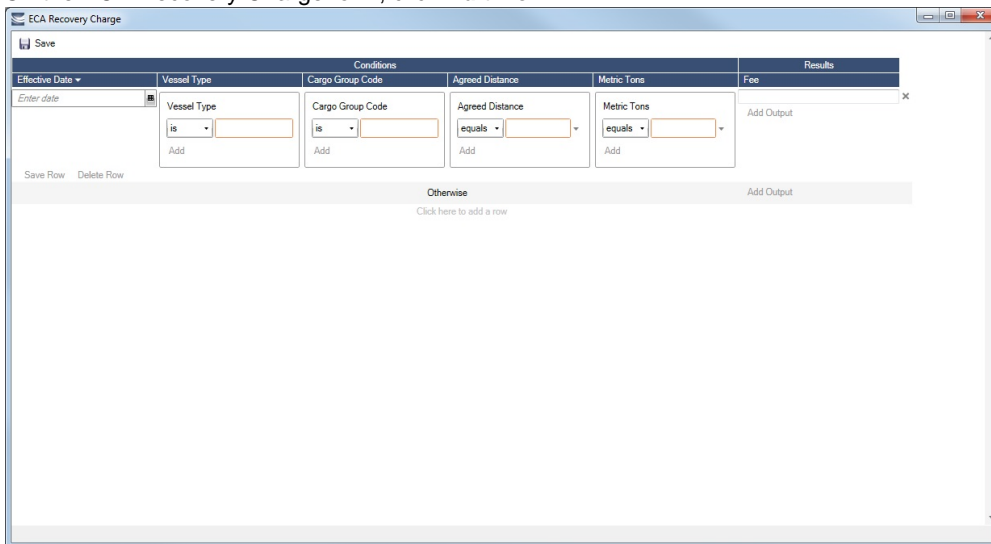
Adding ECA Recovery Charges to Voyages and Estimates

You can automatically add an ECA Recovery Charge to voyages and Estimates based on an Extra Freight Term. When there is deadfreight, an ECA Recovery Charge can be applied to it.

- **ECA Recovery Charge:** The amount is calculated according to this table, using BL Quantity when available, otherwise Load quantity. When multigrade cargo is disabled, the amount is calculated according to the Cargo; when enabled, according to the Cargo Group.
- **ECA Recovery Deadfreight:** The amount is calculated according to this table, then multiplied by the Deadfreight Extra Freight Term DP percentage in the Cargo.

To set up the ECA Recovery Charge:

1. Add **Extra Freight Terms**:
 - **ECA Recovery Charge:** Code **EC**, Type **Lumpsum**
 - **ECA Recovery Deadfreight:** Code **ED**, Type **Lumpsum**
2. Add ECA Recovery Charge calculation rules:
 - a. On the ECA Recovery Charge form, click **Edit Row**.



- b. For each row, enter the conditions for the fee calculation. You can specify **Effective Date**, **Vessel Type**, **Cargo Group Code**, **Agreed Distance**, **Metric Tons**, and a formula to calculate the fee.
 - If you do not fill in the fields, they default to **Anything**.
 - If you do not specify the **Agreed Distance** or **Metric Tons**, the calculation will use the Agreed Distance specified on the **Agreed Distances** form and the Metric Tons specified for the Cargo in the voyage itinerary.
 - For example calculations, contact your Professional Services representative.

Viewing the ECA Recovery Charge

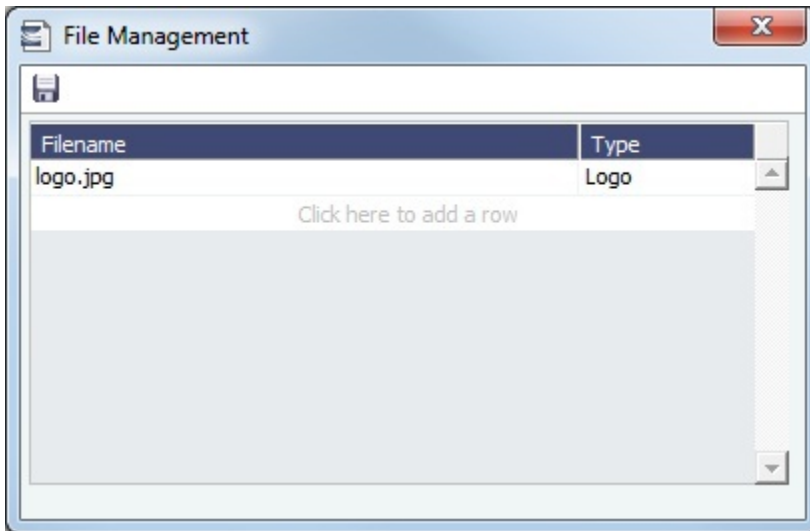
For Voyage Estimates and voyages, if the rule in the ECA Recovery Charge decision table applies to the Vessel Type and a Cargo Group, when Standards are applied or refreshed, any Lumpsum Extra Freight Terms are added/refreshed in the Cargo (with multigrade disabled) or Cargo Group (with multigrade enabled). When multigrade is enabled:

- For Voyage Estimates, the ECA Recovery Charges are broken down to the Grade level in the Estimate P&L report.
- For voyages, the ECA Recovery Charges are broken down to the Grade level in the Voyage P&L Report, on the Voyage Manager P&L tab, and on the Freight Invoice.

File Management

The File Management form enables you to upload Logo files to associate with [Addresses](#).

In the Data Center , under Other, click **File Management**.



Uploading a File

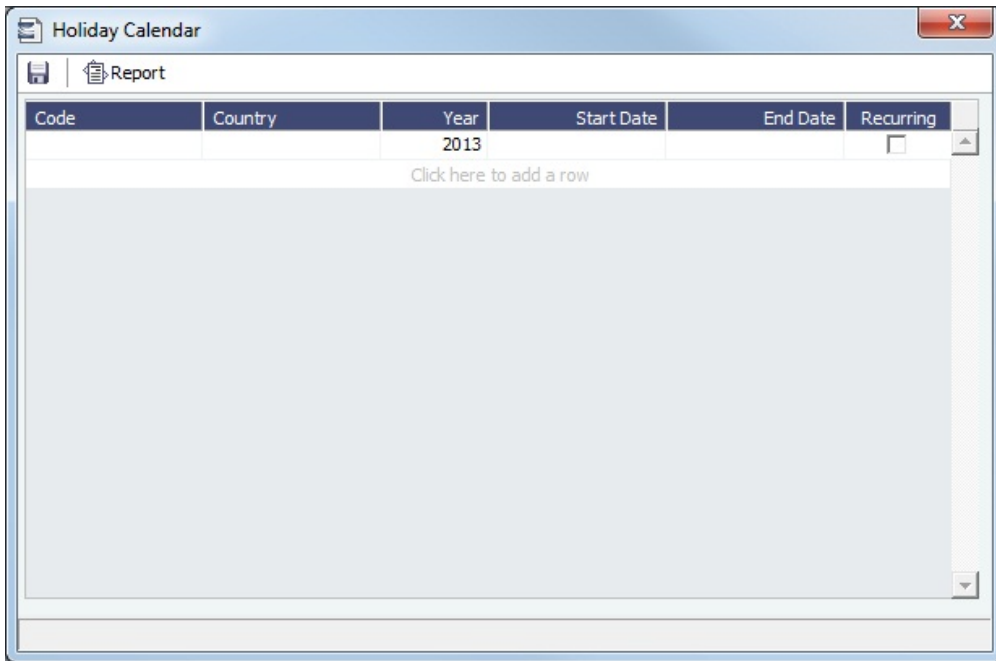
To upload a file:

1. Click the last line to add a row. A file browser appears.
2. Select the image file you want to use and then click **Open**.
3. In the **Type** field, select **Logo**.

Holiday Calendar

Holiday Calendar terms can be used to associate date ranges with a holiday code on a per country basis.


In the Data Center , under Other, click **Holiday Calendar**.

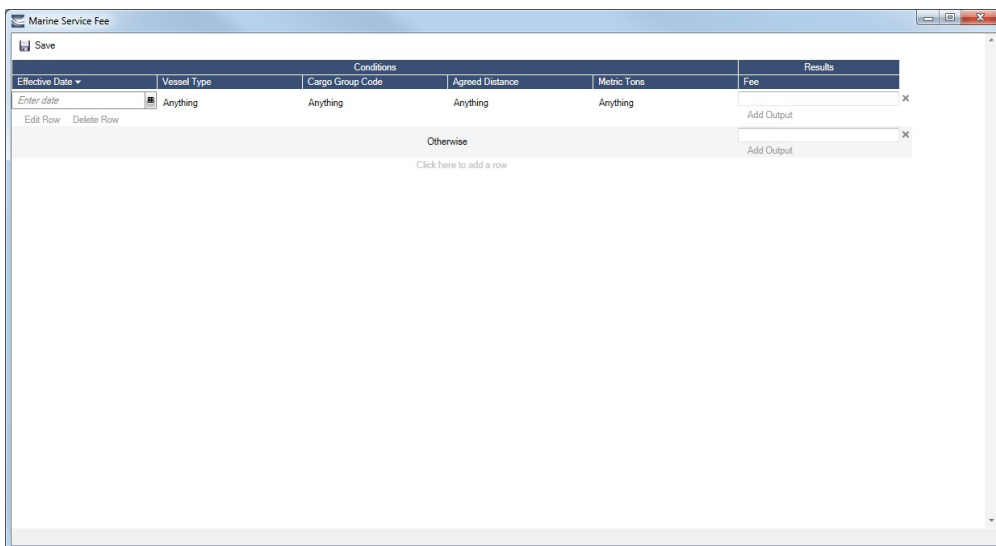


The calendar data can be imported using the Form XML Importer and the Messaging Service. For more information, see the *Messaging Service Manual*.

Marine Service Fees

Configuration flag **CFGEnableStandards** enables the use of standards for expenses and the use of Marine Service Fees. You can set up fee calculation rules for Marine Service Fees on this form.

In the Data Center , under Other, click **Marine Service Fees**.



Marine Service Fees apply only if the Type Code on the *Vessel* form is **B**. Otherwise, the calculation returns a value of zero.

Automatically Adding Marine Service Fees to Voyages and Estimates


You can set calculation rules such that Marine Service Fees will be added automatically for each Cargo parcel on a voyage or Voyage Estimate.

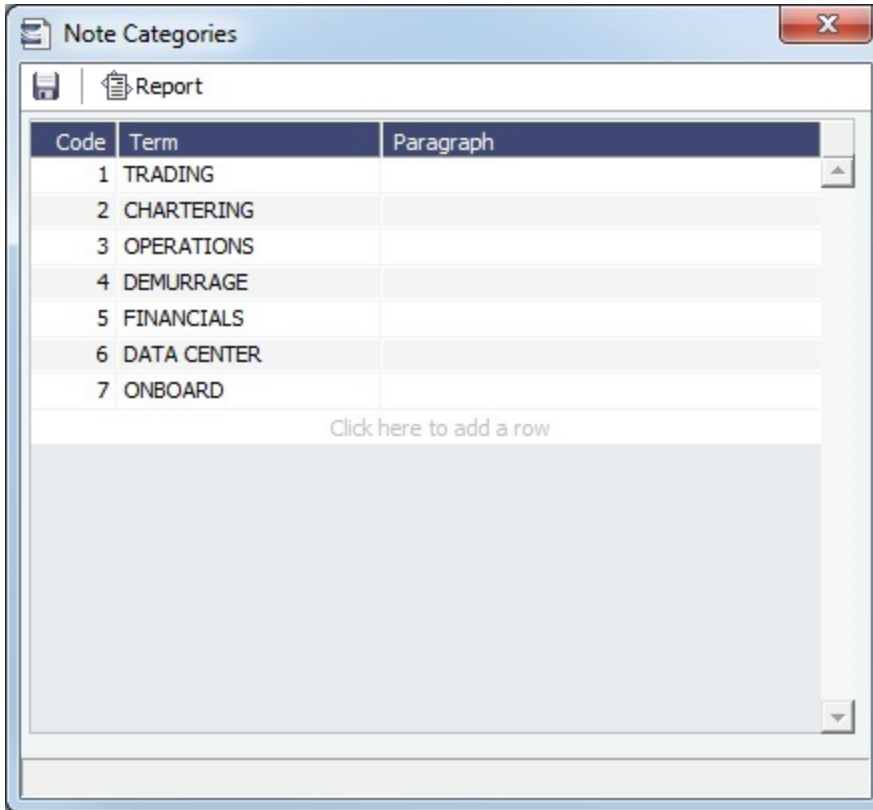
1. In the [Operations Ledger](#), create Source code MSFEE with **Description** MARINE SERVICES FEE and **Exp Type** Advance Rebillable Expense.
2. Specify port-to-port distances on the [Agreed Distances](#) form.
3. Set the Marine Service Fee calculation rules:
 - a. On the Marine Service Fees form, click **Edit Row**.

- b. For each row, enter the conditions for the fee calculation. You can specify **Effective Date**, **Vessel Type**, **Cargo Group Code**, **Agreed Distance**, **Metric Tons**, and a formula to calculate the fee.
 - If you do not fill in the fields, they default to **Anything**.
 - If you do not specify the **Agreed Distance** or **Metric Tons**, the calculation will use the Agreed Distance specified on the [Agreed Distances](#) form and the Metric Tons specified for the Cargo in the voyage itinerary.
 - For example calculations, contact your Professional Services representative.
- c. Click **Save Row**.
- d. The calculated amounts are added to a voyage or Voyage Estimate when it is first saved. The fee is recalculated when a Cargo is added or modified.
 - For voyages, the Marine Service Fee expense appears on the [Voyage Other Revenues and Expenses](#) form.
 - For voyage Estimates, the Marine Service Fee expense appears on the Voyage Estimate Other Revenues and Expenses form, on the [Other Expenses](#) tab.

Note Categories


On the [Notes](#) tab of the [Voyage Manager](#), you can add notes to keep a record of important voyage information. To categorize them, set up Note Categories terms.

In the Data Center , under Other, click **Note Categories**.



You can use these Categories to sort and filter the Notes in the list.

Operations Ledger

 This is a **Key Topic**, with high value for all users.

A default list is maintained 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.).

In the Data Center , under Other, click **Operations Ledger**.

Code	Description	Category	Exp Type	Tax On Tax	Inactive	Rebill Type
ADDRESS COMM.	ADDRESS COMMISSION			<input type="checkbox"/>	<input type="checkbox"/>	
AGYFEE	AGENCY FEE	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
AP SUSPENSE	AP SUSPENSE		Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
BAF	BUNKER ADJUSTMENT FACTOR			<input type="checkbox"/>	<input type="checkbox"/>	
BAF DELIVERY	BUNKER ADJUSTMENT FACTOR ON DELIVERY			<input type="checkbox"/>	<input type="checkbox"/>	
BAF REDELIVERY	BUNKER ADJUSTMENT FACTOR ON REDELIVERY			<input type="checkbox"/>	<input type="checkbox"/>	
BANK CHARGES	BANK CHARGES			<input type="checkbox"/>	<input type="checkbox"/>	
BARGE CONTRIBI	BARGE CONTRIBUTION			<input type="checkbox"/>	<input type="checkbox"/>	
BDIFF	BUNKER DIFFERENTIAL			<input type="checkbox"/>	<input type="checkbox"/>	
BONUS	BONUS	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
BROKER COMM.	BROKER COMMISSION			<input type="checkbox"/>	<input type="checkbox"/>	
BROKERAGE 1	BROKERAGE 1			<input type="checkbox"/>	<input type="checkbox"/>	
BROKERAGE 2	BROKERAGE 2			<input type="checkbox"/>	<input type="checkbox"/>	
CA_GST_STD	GST TAX	TAX	Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
CA_HST_STD	HST TAX	TAX	Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
CA_PST_STD	QST TAX	TAX	Recoverable Expense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CAF	CURRENCY ADJUSTMENT FACTOR	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CANCELLATION F	CANCELLATION FEE			<input type="checkbox"/>	<input type="checkbox"/>	
CARGO CLAIM	CARGO CLAIM			<input type="checkbox"/>	<input type="checkbox"/>	
CARGO SHIFTING	CARGO SHIFTING	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CCOST	CARGO COST	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CFIA	CANADIAN FOOD INSPECTION AGENCY			<input type="checkbox"/>	<input type="checkbox"/>	
CHARTEXP	CHARTERERS EXPENSES	OPX		<input type="checkbox"/>	<input type="checkbox"/>	

Setting Up Operations Ledger Codes

To set up Operations Ledger Codes, follow these steps for each new code:

1. Click at the bottom of the list to add a new row.
2. Fill in the **Code** ([Source code](#)), **Description**, and **Category**.
3. Select the **Expense Type**:

Exp Type	Description
P	Port Expense
C	Cargo Expense
R	Rebillable Expense
S	Surveys
T	Tolls
V	Other Voyage Expenses
X	Recoverable Expense
A	Advance Rebillable Expense
O	Others
Z	By Description: <ul style="list-style-type: none"> • The Code column in the Business Rules for these items must be of the format REVENUE_Operations Ledger Code or EXPENSES_Operations Ledger Code. • On Other Revenues/Expenses invoices, the amounts appear in Voyage P&L Operations view in a category right under the root of Revenues or Expenses, with the Description as the category name. • On other types of invoices, it behaves as a code without a specific Exp Type.
U	Port Revenue

An Operations Ledger Code can be marked as **Inactive**, but codes that have been used cannot be deleted.

To break down Operations Ledger items into more specific items, use [Ledger Expense Setup](#).

Setting Up Rebillable Expenses

To set up a Rebillable Expense, follow these steps:


1. In the Operations Ledger, add a new row.
2. Fill in the **Code** ([Source code](#)), **Description**, and **Category**.
3. In the **Exp Type** field, select **Rebillable Expense**.

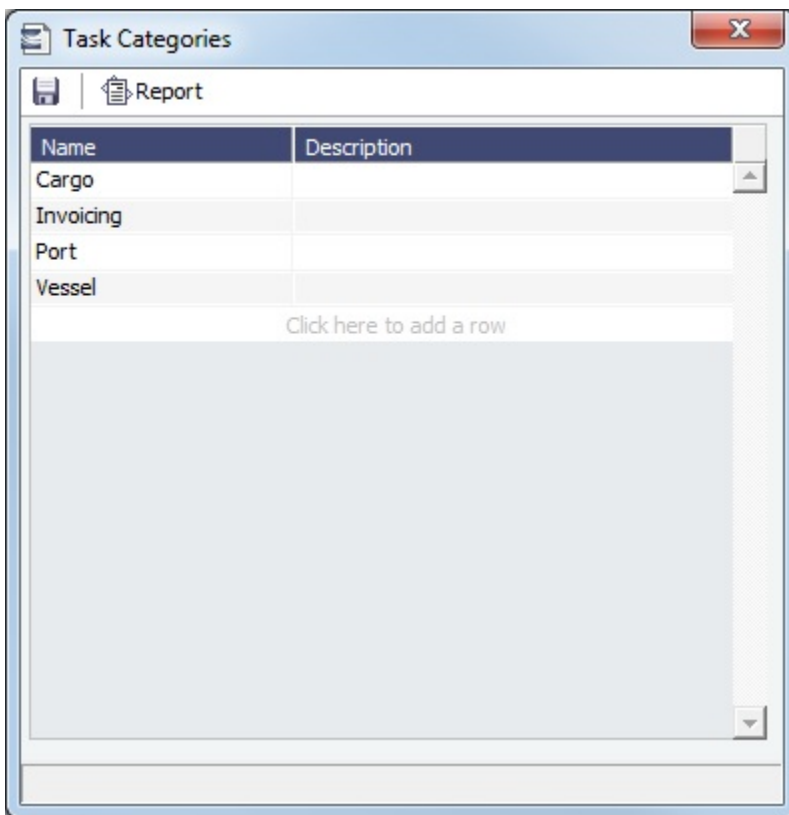
To be able to use a code for rebillable port expenses on the [PDA](#) and [FDA](#), continue with these steps:

1. On the [Ledger Expense Setup](#) form, enter the Ledger Code that you added in step 2 above.
2. Add a line for each cost that you want to break the ledger code into. Lines are automatically numbered, but you can change them.

Task Categories

On the Task Categories form, you can define categories to assign to [Tasks](#).

In the Data Center , under Other, click **Task Categories**.



Name	Description
Cargo	
Invoicing	
Port	
Vessel	

Click here to add a row

Task Categories are used on the [Tasks](#) and [Task Group](#) forms for Chartering and Operations Tasks and also for [Nomination Tasks](#) in the COA.

Task Groups

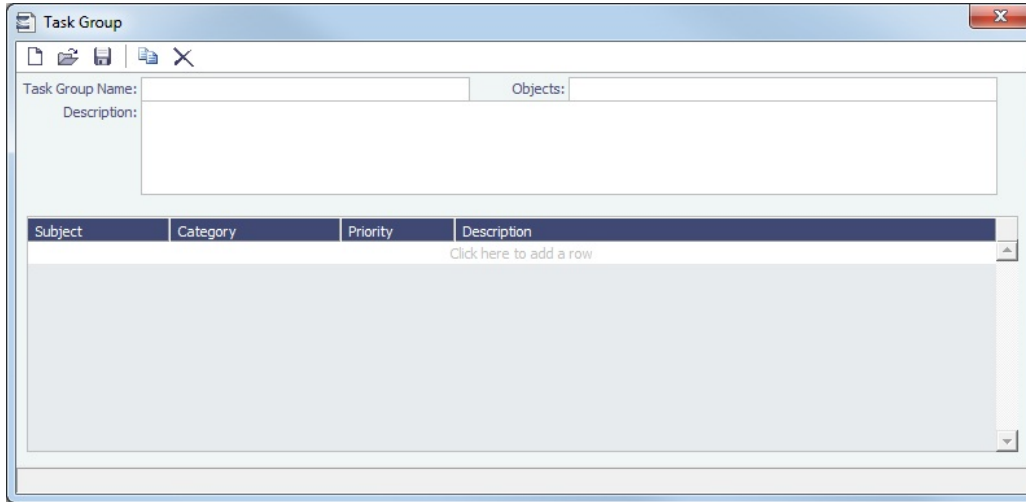
A Task Group is a collection of [Tasks](#) that can be assigned to various objects. On the Task Groups form, you can create, edit, or delete Task Groups.

- In Chartering, you can use Task Groups to bulk-import Tasks to a [Cargo](#), a [Voyage Estimate](#), a [Voyage Template](#), or any combination of them.
- In Operations, you can add a Task Group to an individual voyage in the [Voyage Manager Tasks grid](#).

Start by defining Task Groups for your Chartering workflow and your Operations workflow. You may need to expand into more specific groupings, depending on the business being fixed.

Creating a Task Group

1. In the Data Center , under Other, click **Task Groups**.



2. Type a **Name** for the Task Group.
3. Select the **Objects** this Task Group applies to: Cargo, Voyage Estimate, Voyage (Template), or All.
4. Type a **Description** of the Task Group, including instructions for use. The Description appears in the selection list when adding the Task Group to the object.
5. Add a line item for each Task, including its [Task Category](#).

Task and Alert Rule Set List

Dynamic Tasks and Alerts Tutorial

You can access all the tutorials from the [IMOS7 Tutorials](#) page.

Creating a New Rule Set

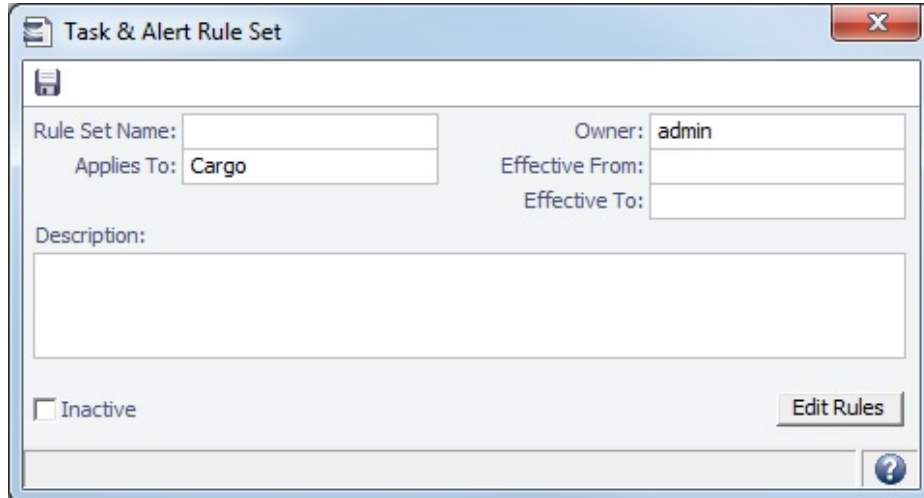
From the **Task & Alert Rule Set List**, you can manage Task & Alert Rule Sets; the list is accessible from the Data Center

, under **Other**.

Rule Sets are made up of rules that define warning Alerts, error Alerts, or Tasks to appear in the [Tasks & Alerts panel](#) of [Cargo](#), [V C In](#), [Voyage Estimate](#), [Time Charter In](#), [Time Charter Out](#), or [Voyage Manager](#) forms.

To create a new Rule Set:

1. On the **Task & Alert Rule Set List**, click

A screenshot of a web form titled "Task & Alert Rule Set". The form has a title bar with a close button (X). Below the title bar is a save icon. The form contains several input fields: "Rule Set Name:" (empty), "Applies To:" (containing "Cargo"), "Owner:" (containing "admin"), "Effective From:" (empty), and "Effective To:" (empty). There is a large text area for "Description:". At the bottom left, there is a checkbox labeled "Inactive" which is currently unchecked. At the bottom right, there is a button labeled "Edit Rules" and a help icon (question mark).

2. Complete the fields on the Task & Alert Rule Set form to define the Rule Set.

- **Applies To:**
 - Cargo/VC In
 - Time Charter
 - Voyage Estimate
 - Voyage

Adding Rules

Rules consist of **Conditions** (or **Groups** of Conditions) and **Results**.

- Each **Condition** consists of a Variable, an Operator, and a Value, for example, Use this Rule if X is on or before Y.
 - **Groups** of Conditions are evaluated together, like a part of a formula enclosed in parentheses, for example, Use this Rule if (X = Y or X = Z).
- **Results** can be either Alerts (either Errors or Warnings) or Tasks. Each line in the Results grid consists of a Result, a Type, and a Value.

To add rules:

1. On the Task & Alert Rule Set form, click **Edit Rules**.

Task & Alert Rule - Cargo type based cleaning

Update Rule Set

Name: Cargo type based cleaning Description: for white cement, diesel, coal

Rules

- Cargo type based cleaning

Use this rule if

Cargo Type is WHITE CEMENT

or Cargo Type is DIESEL

or Cargo Type is COAL

Add Condition Add Group

Stop processing if true

Result	Type	Value
Alert	Warning - Acknowledgeable	Special attention required on cleaning w...

Click here to add a row

Remarks

2. Enter a **Name** and a **Description**.
3. Under **Use this rule if**, add Conditions and/or Groups of Conditions. For each Condition, select the following:
 - **Variable** (up to 64 characters): Relevant to most freight contracts; determines the Operators and Values available.
 - If it can be defined by a Data Center list, the Values available will come from it, and it will autocomplete. For example, in Cargo Rule Sets, for specific cargoes, Cargo Type will be the selection list for the Values. Otherwise the Value field will be free text.
 - If it could refer to an item in a list, the items are numbered sequentially, and the numbers can be selected in a field next to the Variable name. For example, in Voyage Rule Sets, the second Ops Coordinator would be Ops Coordinator 2. To use any of the possible Values, for example, any Ops Coordinator, leave this field blank. The field is only available when an indexable Variable is selected, that is, one that has a one-to-many relationship with a Cargo, VC In, Voyage Estimate, Time Charter, or Voyage. For example, a Voyage may only have one TCO Code, but it might have multiple Ops Coordinators.
 - For Task & Alert Rule Sets that apply to **Voyage Estimates** and **Voyages** only, tables that are joined appear; they end with an ellipsis (for example, Vessel...).
 - For Task & Alert Rule Sets that apply to **Cargoes** only:
 - **User Defined Fields** appear, preceded by **UDF (Cargo)**.
 - **Boolean variables** appear (those that can be True or False).
 - Other Rules in the contract appear, preceded by **Rule:**. These can be used to efficiently have multiple Rules depend on the same set of base variables, but with variations.
 - **Operator**
 - **Value**
4. To add, insert, or delete Conditions or Groups, do one of the following:
 - Click **...** to the right of Conditions/Groups and then click **Add Condition**, **Insert Condition**, **Add Group**, **Insert Group**, or **Delete Condition**.
 - Click **Add Condition** or **Add Group** under the list of Conditions.
5. A new Condition or Group is added to the previous one; to change from and to or, click **and** to the left of the condition and then click **or**. To change back, click **or** and then click **and**.
6. Conditions will be read in sequence. To change the sequence of Conditions or Groups, click **...** to the right of Conditions /Groups and then click **Move Condition Up**, **Move Condition Down**, **Move Group Up**, or **Move Group Down**.
7. To stop processing when a rule is true, select **Stop processing if true**. Otherwise, the entire table will be read to find all true rules. The results from rules evaluating to true will be stored on the contract as saved values.
8. Enter the **Results**.
 - **Result**: Determines the Types and Values available. Options are:

- **Alert:**

Result	Type	Value
Alert	Warning - Acknowledgeable	Special attention required on cleaning will
Click here to add a row		

- **Type:** Determines how the message appears on the Tasks & Alerts or Alerts panel.
 - **Error:** Cannot be acknowledged; appears at the top of the list.
 - **Warning - Not Acknowledgeable:** Cannot be acknowledged.
 - **Warning - Acknowledgeable:** Can be acknowledged.
- **Value:** Free-text message.
- **Task** (for Cargo, VC In, Time Charter, Voyage Estimate, and Voyage Manager forms only):

Result	Type	Value
Task	Cargo	Clean Holds
Click here to add a row		

- **Type:** Task Category.
After you select the Type, complete the Task form.

- **Value:** Task Name from the Task form.

9. To add or view Rules:

- To add a Rule above another Rule, right-click the Rule in the navigation tree at the right, and then click **Insert**.
- To add a Rule to the end of the current list of Rules, either click to create a new, blank rule or click to create a copy of the current Rule.
- To view a different Rule, click (previous) or (next) or double-click it in the navigation tree.
- Rules will be read in sequence. To change the sequence, right-click a Rule in the tree and then click **Move Up** or **Move Down**.
- To add an attachment, right-click the Result line and click [Attachments](#).

10. To update the Task & Alert Rule Set after a change, click

11. To save the Rule Set, save the **Task & Alert Rule Set** form.

Reporting on Task and Alert Rule Sets

In the Task & Alert Rule Set List, to create a report of all rules within each selected rule set, select list lines and then click



In the [Report Designer](#), to create a report on rules-based Alerts, do the following:

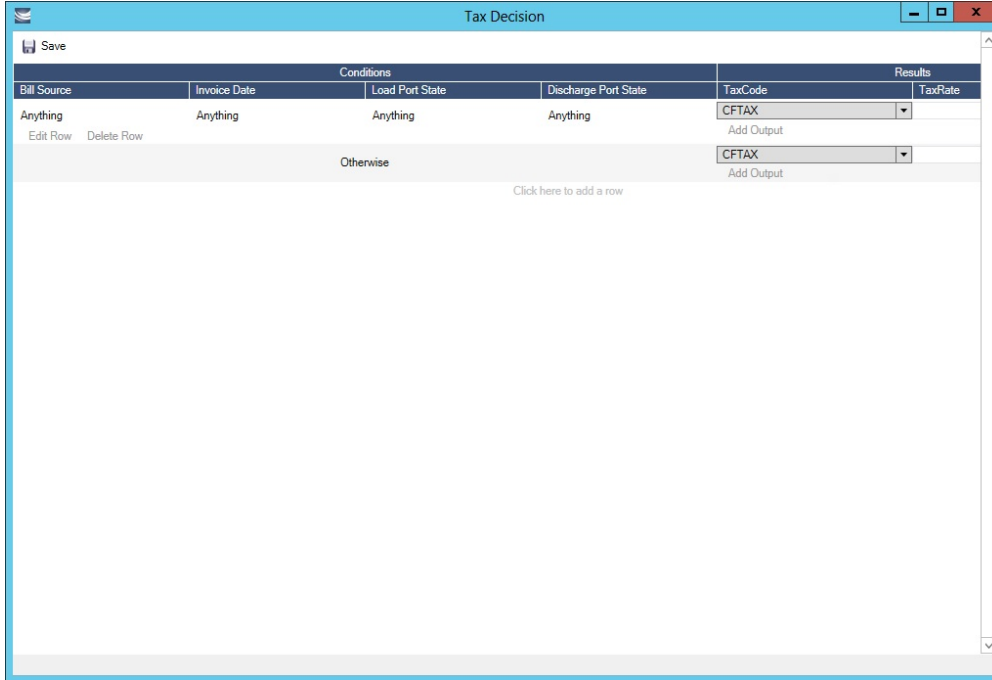
1. Create a new report.
2. Design the report.
 - a. Select the **Cargo**, **Time Charter**, **Voyage**, or **Voyage Estimate** primary table.
 - b. Click the **+** button to join the **Alert** table.

Tax Decision

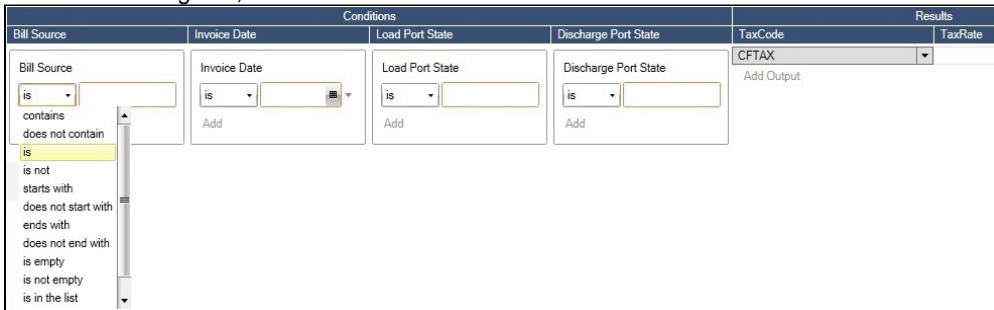
With the Tax Decision table, you can set VAT/GST and PST rates on Freight and Demurrage Invoices based on conditions you define.



1. In the Data Center , under **Other**, click **Tax Decision**.



2. Do one of the following:
- Click at the end of the list to add a row.
 - Under an existing row, click **Edit Row**.



3. For each **Condition**, select an operator and enter or select a value. A blank Condition is interpreted as **Anything**.
Conditions are:
- Bill Source
 - Invoice Date
 - Load Port State
 - Discharge Port State
4. For the **Result**, select the type of Tax Code and enter the Tax Rate. Tax Codes are:
- CFTAX: VAT/GST taxes
 - CFPST: PST tax
5. In the **Otherwise** row, at the end of the list, enter a Tax Rate to be used when no rows match.

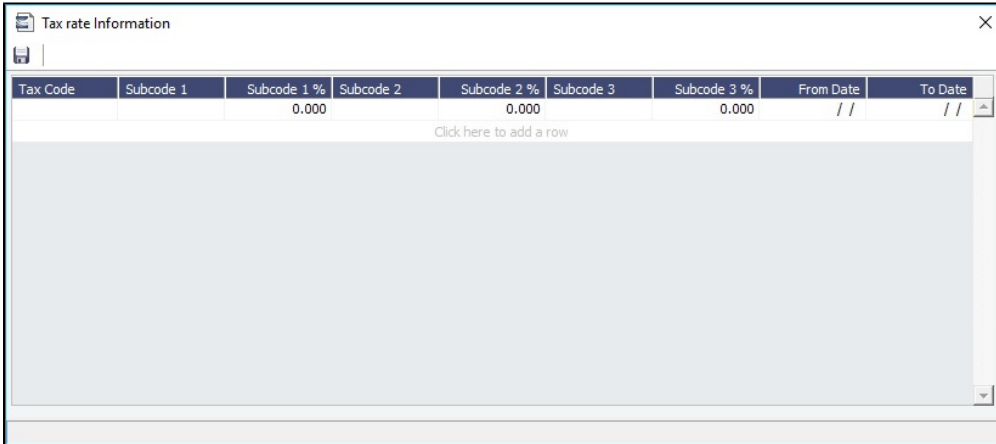
When a Freight or Demurrage Invoice is created, the Results of the first row whose Conditions are all met on the invoice will be applied. If no rows match, IMOS will use the Otherwise row.

Tax Rate Information

Note: Configuration flag **CFGEnableTaxGroup** must be set to **Y**, and you must have the **Tax Rates Module Right** selected, under **Other** in the Data Center.

The Tax Rate Information form enables you to link tax groups (Tax Codes) to at most three tax rates (Subcodes). On a Ready To Post invoice, when a Tax Group is selected for a line item, corresponding values automatically populate based on the percentages defined on the Tax Rate Information form.

In the Data Center , under Other, click **Tax Rates**.



The screenshot shows a window titled "Tax rate Information" with a table containing the following columns: Tax Code, Subcode 1, Subcode 1 %, Subcode 2, Subcode 2 %, Subcode 3, Subcode 3 %, From Date, and To Date. The first row of data shows 0.000 for Subcode 1 %, 0.000 for Subcode 2 %, and 0.000 for Subcode 3 %, with slashes (//) for the From Date and To Date fields. A link "Click here to add a row" is visible below the table.

Using Tax Groups

To use tax groups, do the following:

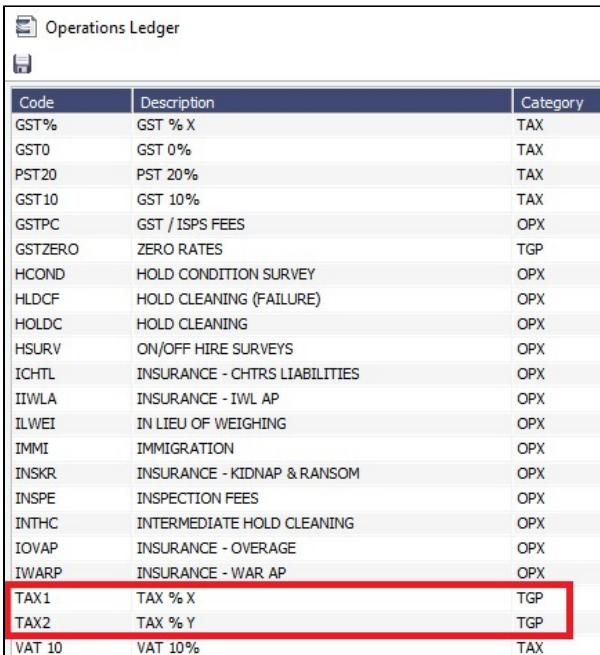
1. Configure IMOS and Set Up Business Rules
2. Create Tax Groups and Tax Rates
3. Link Tax Groups to Tax Rates
4. Retrieve Tax Rates when Posting Invoices

1. Configure IMOS and Set Up Business Rules

- If not all invoice lines should have Tax Codes, configuration flag **CFGActRequireTaxCode** must be set to **N**.
- With the help of a Veson Nautical consultant, create **Business Rules** for the Operations Ledger types (Codes) used. Refer to the below examples for GST10, PST20, and VAT10.

2. Create Tax Groups and Tax Rates

Tax groups are created in the **Operations Ledger** with the Category **TGP**:



The screenshot shows a table titled "Operations Ledger" with columns for Code, Description, and Category. The table lists various codes and their corresponding descriptions and categories. The last three rows, TAX1, TAX2, and VAT 10, are highlighted with a red box.

Code	Description	Category
GST%	GST % X	TAX
GST0	GST 0%	TAX
PST20	PST 20%	TAX
GST10	GST 10%	TAX
GSTPC	GST / ISPS FEES	OPX
GSTZERO	ZERO RATES	TGP
HCOND	HOLD CONDITION SURVEY	OPX
HLDCF	HOLD CLEANING (FAILURE)	OPX
HOLDC	HOLD CLEANING	OPX
HSURV	ON/OFF HIRE SURVEYS	OPX
ICHTL	INSURANCE - CHTRS LIABILITIES	OPX
IIVLA	INSURANCE - IWL AP	OPX
ILWEI	IN LIEU OF WEIGHING	OPX
IMMI	IMMIGRATION	OPX
INSKR	INSURANCE - KIDNAP & RANSOM	OPX
INSPE	INSPECTION FEES	OPX
INTHC	INTERMEDIATE HOLD CLEANING	OPX
IOVAP	INSURANCE - OVERAGE	OPX
IWARP	INSURANCE - WAR AP	OPX
TAX1	TAX % X	TGP
TAX2	TAX % Y	TGP
VAT 10	VAT 10%	TAX

Tax rates are created with the Category **TAX**. In this example, GST10, PST20, and VAT10 are defined:

Code	Description	Category
GST%	GST % X	TAX
GST0	GST 0%	TAX
PST20	PST 20%	TAX
GST10	GST 10%	TAX
GSTPC	GST / ISPS FEES	OPX
GSTZERO	ZERO RATES	TGP
HCOND	HOLD CONDITION SURVEY	OPX
HLDCF	HOLD CLEANING (FAILURE)	OPX
HOLDC	HOLD CLEANING	OPX
HSURV	ON/OFF HIRE SURVEYS	OPX
ICHTL	INSURANCE - CHTRS LIABILITIES	OPX
IIWLA	INSURANCE - IWL AP	OPX
ILWEI	IN LIEU OF WEIGHING	OPX
IMMI	IMMIGRATION	OPX
INSKR	INSURANCE - KIDNAP & RANSOM	OPX
INSPE	INSPECTION FEES	OPX
INTHC	INTERMEDIATE HOLD CLEANING	OPX
IOVAP	INSURANCE - OVERAGE	OPX
IWARP	INSURANCE - WAR AP	OPX
TAX1	TAX % X	TGP
TAX2	TAX % Y	TGP
VAT10	VAT 10%	TAX

3. Link Tax Groups to Tax Rates

Tax groups (Tax Codes) are linked to tax rates (Subcodes) on the Tax Rate Information form, as shown below. **From Date** and **To Date** define the period during which the groupings apply.

Tax Code	Subcode 1	Subcode 1 %	Subcode 2	Subcode 2 %	Subcode 3	Subcode 3 %	From Date	To Date
TAX1	GST10	10.000	PST20	20.000		0.000	01/01/2019	01/01/2020
TAX2	VAT10	10.000		0.000		0.000	01/01/2019	01/01/2020

[Click here to add a row](#)

In this example, for a line item on a Ready To Post invoice:

- If Tax Code **TAX1** is selected, two values populate for GST 10% and PST 20%.
- If Tax Code **TAX2** is selected, only one value populates for VAT 10%.

4. Retrieve Tax Rates when Posting Invoices

For a Ready To Post invoice, on the **Transaction Data Entry** Operation View tab, select a **Tax Code** (tax group) for each line item.

Transaction Data Entry - USD

Invoice AP/AR: Receivable Status: Trans No.: Operation Trans No.: 5917

Accounting Date: 03/01/2019 Invoice Type: Freight Invoice FINV PO No.: 1070

Invoice Amount: 21,114.26 USD Sent Date: / /

Exch Rate/Date: 1.000000 06/24/2019 AP/AR Account No.: 1500

Base Amount: 21,114.26 USD Approval: / /

VAT Currency: I/C Trans No.: / /

VAT Exch Rate: Reference No.: / /

Code	Description	Category
GST	GST	TGP
GSTZERO	ZERO RATES	TGP
TAX1	TAX % X	TGP
TAX2	TAX % Y	TGP

OK Cancel

Acct Date	Qty	Rate	UOM	Tax Code	Trade Area	Cargo	Code	Item Description	Amount	Base Equiv
03/01/2019	0.000	0.000			WORLDWIDE	GASOIL	CFCMM	Freight Commissions	-267.27	-267.27
03/01/2019	0.000	0.000			WORLDWIDE		VOREV	Bunkers Compensation	21,381.53	21,381.53

[Click here to add a row](#)

In this example, **TAX1** is selected, and two values populate for GST 10% and PST 20%:

Invoice Details								Accounting View	Operations View	Remarks
Acct Date	Qty	Rate	UOM	Tax Code	Trade Area	Cargo	Code	Item Description	Amount	Base Equiv
03/01/2019	0.000	0.000		TAX1	WORLDWIDE	GASOIL	CFCMM	Freight Commissions	-267.27	-267.27
03/01/2019	0.000	0.000			WORLDWIDE		VOREV	Bunkers Compensation	21,381.53	21,381.53
03/01/2019	0.000	10.000		GST10	WORLDWIDE		CFTAX		-26.73	-26.73
03/01/2019	0.000	20.000		PST20	WORLDWIDE		CFTAX		-53.45	-53.45


Related Config Flags

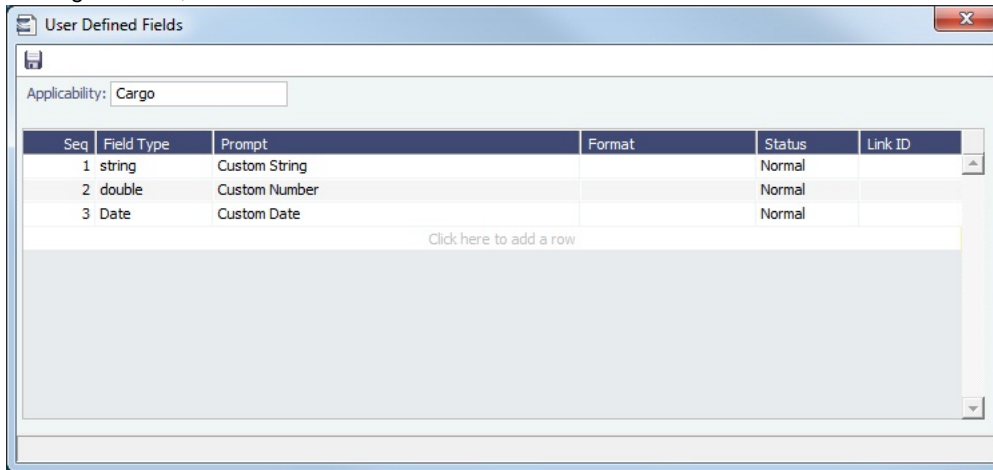
CFGEnableTaxGroup	Enables the Tax Rate Information form in the Data Center, which allows for the grouping of taxes for the Transaction Data Entry form.
CFGActRequireTaxCode	<p>Note: CFGEnableTaxGroup must also be enabled.</p> <p>Sets the Tax Code field on the Operations tab of the Transaction Data Entry form as a mandatory field. If it is set as mandatory, it is not possible to post the transaction if any of the line items has a blank Tax Code.</p>

User Defined Fields

You can create User Defined Fields for use on the [Cargo](#), [Cargo COA](#), [Time Charter In](#) and [Time Charter Out](#), [Berth](#), [Vessel](#), [Voyage Manager](#), and [Address](#) forms. After a user-defined field is defined and saved, the form includes a Properties tab, on which Default fields and selected Normal fields appear.

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**.
2. Select the **Applicability** (form name).
3. In the grid below, define the field.



4. After saving and exiting, a Properties tab is added to the form, where the newly defined fields can be pulled in.




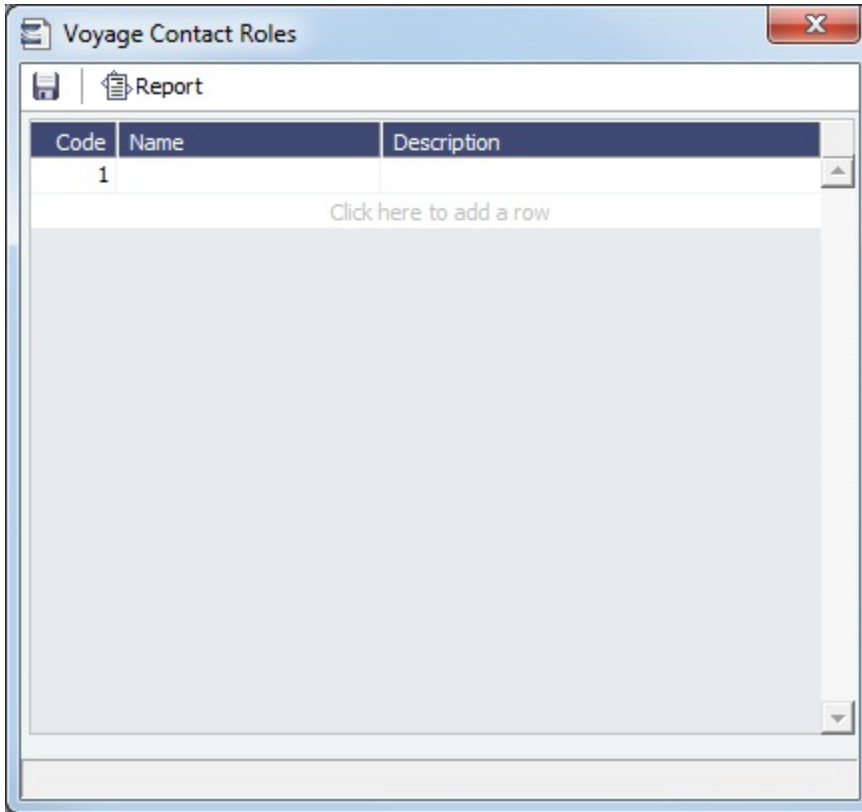
5. In the **Title** column, click to select the field Prompt. The **Value** column will accept an entry based on the Field Type selection.

The properties can be added to the [Cargo List](#) and can be added as columns in reports from the [Report List](#) using the [Cargoes \(Trade List\) Dataset](#).


Voyage Contact Roles

On the [Contacts](#) tab of the [Voyage Manager](#), you can assign an individual a role for a voyage.

In the Data Center , under Other, click **Voyage Contact Roles**.



Voyage Template List

 This is a **Key Topic**, with high value for all users.

Note: You must have the **Voyage Template List Module Right** selected, under Other in the Data Center.

On the Voyage Template List, you can create, edit, copy, and delete Voyage Templates, which can be used to set default voyage information related to Voyage Instructions, Bunker Confirmation Notices, Laytime Calculations, Task Groups, and Port Activities.

Assigning a Voyage Template to a Voyage

To assign a Voyage Template to a voyage, do one of the following:

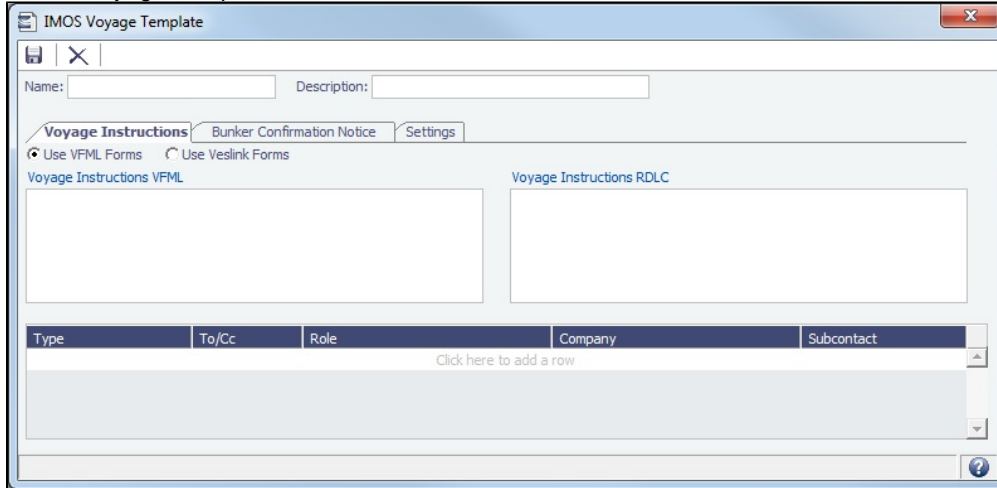
- Select the **Voyage Template** on the [Voyage Manager Properties](#) tab.
- Define [Voyage Template Rules](#) to automatically assign Voyage Templates to new voyages.

Creating a Voyage Template

1. In the Data Center , under Other, click **Voyage Template List**.

 **New Template**

2. On the Voyage Template List, click



3. Enter a **Name** and a **Description**.

4. Do any of the following:

- [Set up Voyage Instructions](#).
- [Set up a Bunker Confirmation Notice](#).
- [Configure Settings](#) related to Laytime Calculations and Task Groups.

5. Save the Voyage Template.

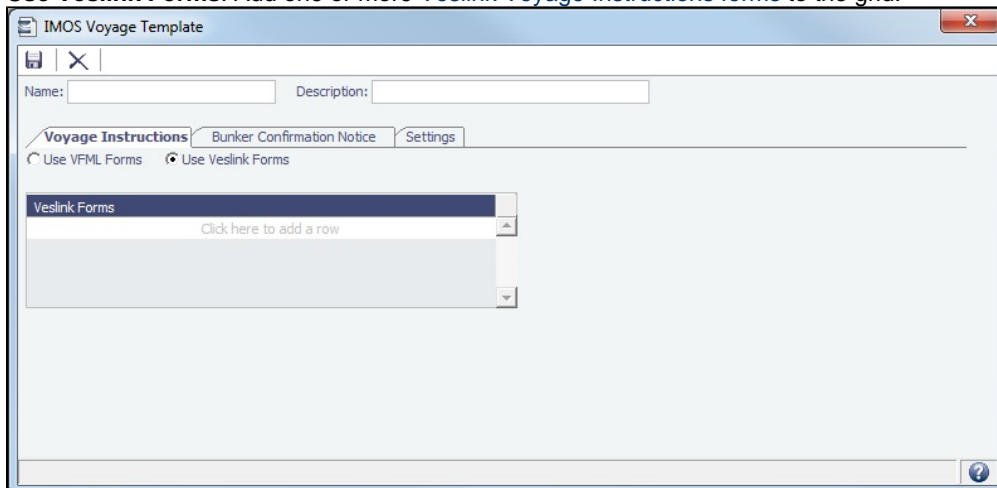
6. To set up default Port Activities, on the [Port Functions](#) form, select the Voyage Template and then specify Port Activities for each Port Function; Port Functions that are not customized use the system default activities. For example, inland and deep-sea vessels might have different Template-specified Loading activities, but they can share the same system default activities for Fueling.

Setting Up Voyage Instructions

On the **Voyage Instructions** tab of the Voyage Template form, you can set up VFML/RDLC or Veslink forms for the Voyage Instructions format for the [Instructions tab of the Voyage Manager](#).

First, select a Voyage Instructions form type:

- **Use VFML Forms** (as shown above):
 1. Enter VFML/RDLC, available on request from Veson Nautical Support.
 2. Specify recipients:
 - 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**.
- **Use Veslink Forms**: Add one or more [Veslink Voyage Instructions forms](#) to the grid.



Setting Up a Bunker Confirmation Notice

On the **Bunker Confirmation Notice** tab of the Voyage Template form, you can set up a Bunker Confirmation Notice.

1. Enter VFML/RDLC, available on request from Veson Nautical Support.
2. Specify recipients:
 - 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**.

The screenshot shows the 'IMOS Voyage Template' window with the 'Bunker Confirmation Notice' tab selected. At the top, there are fields for 'Name' and 'Description'. Below these are two tabs: 'Voyage Instructions' and 'Bunker Confirmation Notice', with the latter being active. Under the active tab, there are two sub-sections: 'Bunker Confirmation Notice VFML' and 'Bunker Confirmation Notice RDLC', each with a large empty text area. Below these is a section titled 'Bunker Confirmation Notice Recipients' which contains a table with the following headers: 'Type', 'To/Cc', 'Role', 'Company', and 'Subcontact'. A link 'Click here to add a row' is visible below the table. The window also has a standard Windows-style title bar and a help icon in the bottom right corner.

Configuring Settings

On the **Settings** tab of the Voyage Template form, you can do any of the following:


- Specify default settings for the [Laytime Calculation](#) for use with this template.
- To include a set of [Tasks](#) on every [voyage](#) created from this template, select a [Task Group](#).

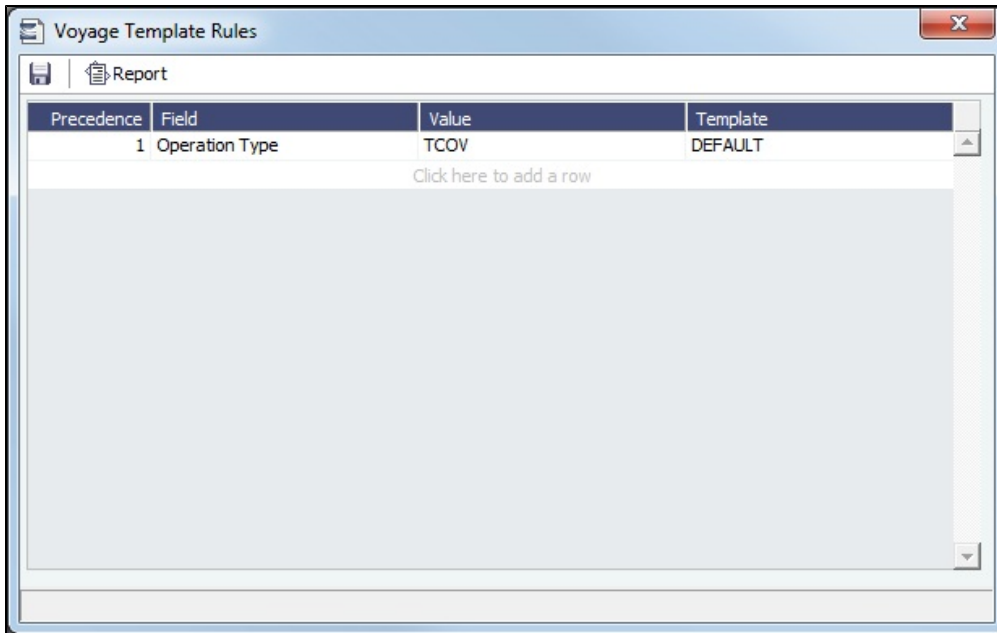
The screenshot shows the 'IMOS Voyage Template' window with the 'Settings' tab selected. At the top, there are fields for 'Name' and 'Description'. Below these are three tabs: 'Voyage Instructions', 'Bunker Confirmation Notice', and 'Settings', with the latter being active. Under the active tab, there are several settings sections: 'Laytime Calculation Method' with a dropdown menu, 'Task Group' with a dropdown menu, 'Laytime Calculator Duration Format' with a dropdown menu, 'Laytime Commence Time' with a checkbox and a text field containing '0.0' followed by 'hours', and 'Laytime Complete Time' with a checkbox and a text field containing '0.0' followed by 'hours'. The window also has a standard Windows-style title bar and a help icon in the bottom right corner.

Voyage Template Rules

Voyage Template Rules automatically assign [Voyage Templates](#) to new voyages.

To access the Voyage Template Rules, you must have the [Voyage Template Rules Module Right](#).

In the Data Center , under Other, click **Voyage Template Rules**.



To define Voyage Template Rules, each rule consists of a **Template** that is applied when a **Field** in the voyage has a particular **Value**, with a **Precedence** for it to be evaluated.

In the example above, Rule 1 is: When field **Operation Type** has the value **TCOV**, apply the **DEFAULT** Template.

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.

Information About Veslink

For information about Veslink, see the [Veslink Documentation](#), including the **Introduction to Veslink Video**, or see [Veslink Functions in IMOS](#).

Related Key Topics

 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](#)

Veslink Functions in IMOS

The following Veslink functions are available in IMOS:

- [Veslink Vessel List](#), where you can [activate vessels for use in Veslink](#)
- [Define & Send Forms](#), where you can work with forms and form groups and see a list of Veslink vessels
- [Veslink Form List](#), where you can see a list of all incoming Veslink forms
- [Veslink Forms tab of the Voyage Manager](#), which is like a voyage-specific Veslink Form List, displaying all the forms in the associated Veslink database for the current voyage only
- [Create reports with Source Veslink Forms](#) using the IMOS Report Designer

To access the Veslink module center, click . Access to certain actions require specific [Module Rights](#) to be selected in [Security](#).

▼ Related Config Flags

CFGVeslinkExternalBrowser

Have all Veslink forms open in the default browser, rather than inside the IMOS shell.

Veslink Vessel List

On the Veslink Vessel List, you can view vessel information and activate vessels.

In the Veslink module center , under Quick Links, click **Veslink Vessel List**. The **Veslink Vessel List Module Right** must be selected in [Security](#), under **Veslink Quick Links**.

Refresh Report Export Data Display Options

Veslink Vessel List

Veslink Status: (All) Fleet: (All)

Vessel Type: (All) Ownership: (All)

View: Default View [View Modified: Save Changes Save As Revert]

Select lines to: [Activate](#) [Deactivate](#)

Action	Code	Vessel	Veslink Status	Vessel Type Code	Call Sign	Fleet	VesselType	Ownership	DWT	Cross-Ref No.
<input type="checkbox"/> Edit	VESA	VESSEL A	Inactive	HANDYMAX		B	TC	56040		
<input type="checkbox"/> Edit	VESB	VESSEL B	Active	HANDYMAX		B	TC	58710		
<input type="checkbox"/> Edit	VESC	VESSEL C	Active	HANDYSIZE		B	TC	28414		
<input type="checkbox"/> Edit	VESD	VESSEL D	Active	HANDYSIZE		B	TC	28487.5		
<input type="checkbox"/> Edit	VESE	VESSEL E	Active	CAPE SIZE		B	TC	176000		
<input type="checkbox"/> Edit	VESF	VESSEL F	Inactive	CAPE SIZE		B	TC	152000		
<input type="checkbox"/> Edit	VESG	VESSEL G	Inactive	HANDYSIZE		B	TC	28340		
<input type="checkbox"/> Edit	VESH	VESSEL H	Active	HANDYSIZE		B	TC	31877		
<input type="checkbox"/> Edit	VESI	VESSEL I	Active	HANDYMAX		B	TC	50296		
<input type="checkbox"/> Edit	VESJ	VESSEL J	Active	HANDYMAX		B	TC	55222		

From this list, you can:

- Select the check box to activate vessels for use in Veslink.
- Click the [Edit](#) link to open the Vessel form.

Activating Vessels for Use in Veslink

Activating Vessels for Use in Veslink

Vessels to be used in Veslink must be activated. Use one of these methods:

- Enable configuration flag **CFGAutoActivateVeslinkVessels** to automatically activate any vessel when it is scheduled in a voyage.
- On the [Veslink Vessel List](#), select the check box to the left of each vessel you want to use in Veslink and click the [Activate](#) link at the top of the list. The Veslink Status of the vessel changes to Active.

Deactivating Vessels

To mark a vessel Inactive, select its check box on the [Veslink Vessel List](#) and click the [Deactivate](#) link at the top of the list. The Veslink Status of the vessel changes to Inactive.


Related Config Flags

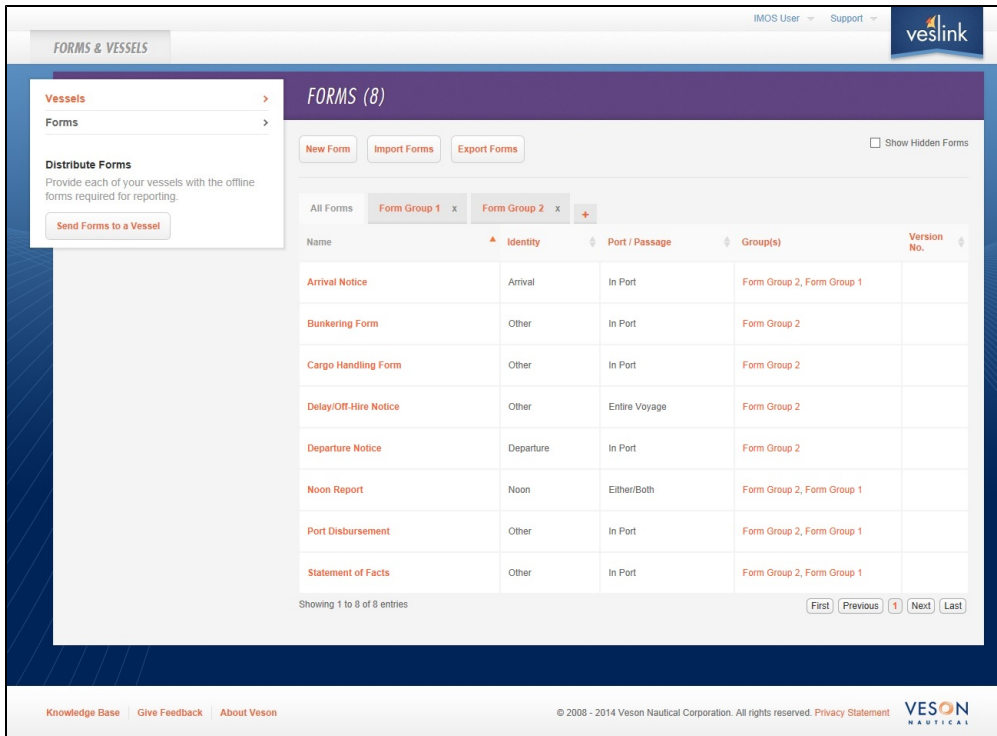
CFGAutoActivateVeslinkVessels

When enabled, this will auto-activate any vessel for Veslink when the vessel is scheduled in a voyage.


Define and Send Forms

On the Veslink [Forms & Vessels](#) tab, you can view all the vessels activated for use in Veslink, assign vessels to form groups, add and edit forms, send forms to a vessel, and more.

In the Veslink module center , under Quick Links, click **Define & Send Forms**.



The Veslink Forms & Vessels tab opens in a browser window.

When viewing the Forms & Vessels tab in IMOS, to ensure that data is up to date without closing and opening the page again, click .

IMOSlive



Veson Nautical's IMOSlive hosted offering delivers all of the functional benefits of the enterprise IMOS system without the overhead and cost of traditional IT administration.

If you are interested in running IMOSlive, contact your Veson account manager or email sales@veson.com.

Key Benefits

- Easier Access**
 Especially for organizations with multiple offices, hosted offerings like IMOSlive remove the need for an application deployment layer like Citrix. Users can log in and get to work quickly.
- Managed Infrastructure**
 With IMOSlive, Veson Nautical has direct oversight over the hardware and operating software powering IMOS. This makes it easy to scale memory and processing power, as well as to administer the latest patches and updates.
- Increased Performance**
 In addition to the inherent gains from a managed hardware and software infrastructure, Veson can also tune your IMOSlive

implementation for optimal performance based on the number and location of your users, your interface needs, and the size of your fleet.

- **Reduced Cost**

Normally, installing and administering an enterprise application involves a significant capital expenditure, not to mention ongoing resource allocation. Hosting with IMOSlive eliminates these costs.

This section includes the following pages:

- [Connecting to IMOSlive](#)
 - [Installing the IMOSlive Client](#)
- [Changing Your IMOSlive Password](#)
- [IMOSlive Requirements](#)
- [IMOSlive Architecture](#)
- [IMOSlive Maintenance Schedule](#)
- [IMOSlive Frequently Asked Questions](#)

Connecting to IMOSlive

Veson Nautical provides two methods for connecting to IMOSlive. This page documents how to connect using both supported methods:

[Connecting with the IMOSlive Client](#)

[Connecting with the IMOSlive Web Portal](#)

Comparison of IMOSlive Client and Web Portal

This section compares the two methods of connecting to IMOSlive. Each method has benefits as well as drawbacks.

- Veson considers the **IMOSlive Client** to be the primary method.
- The **Web Portal** is provided only for certain scenarios in which a user does not have access to their IMOSlive Client. Before selecting the Web Portal, be aware of its limitations:

Feature	IMOSlive Client	Web Portal
Connect to IMOS Production		
Connect to IMOS Training		
Connect to IMOS Test	X	
Connect from the Office		
Connect from Home	X	
Launch Excel		X
Launch Email Client		X
Launch PDF		X
Attach Files		

Connecting with the IMOSlive Client

About the IMOSlive Client

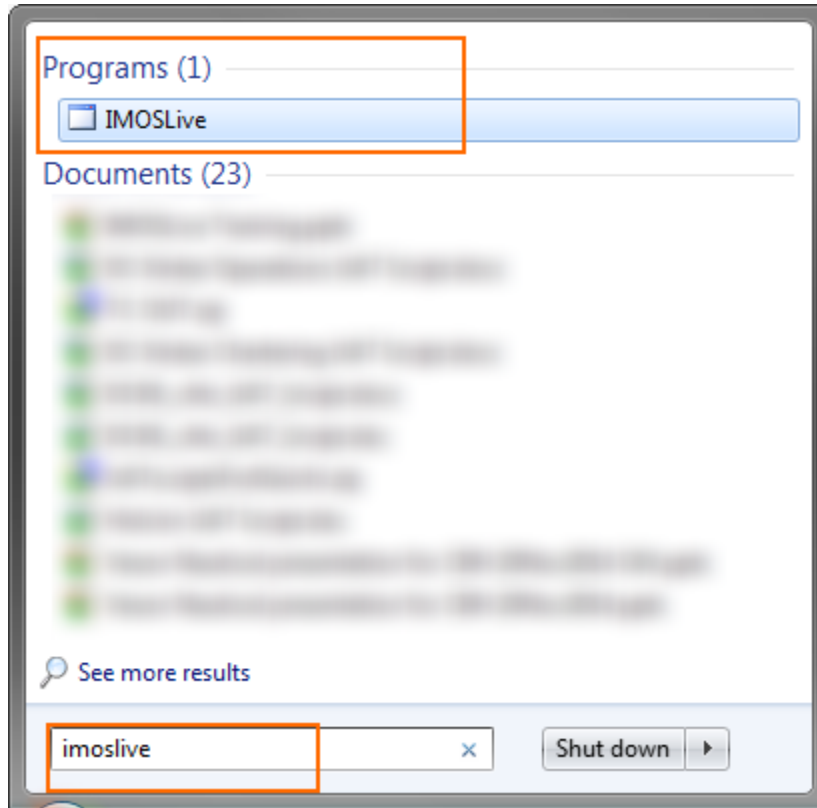
The IMOSlive Client is a small application that an end user installs on their local computer to connect to their company's specific IMOSlive instance.

Before You Connect

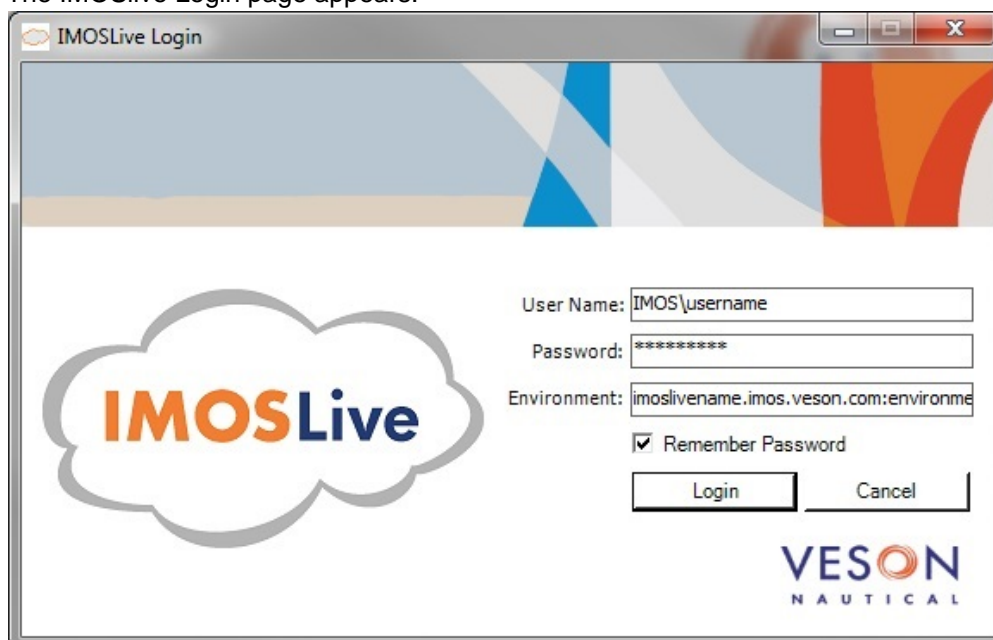
Confirm that the IMOSLive Client is properly installed on your computer.

How to Connect

1. Launch your IMOSLive Client on your local computer. (Try typing **IMOSLive** in your Windows Start Menu.)



The IMOSLive Login page appears.



2. Fill in your **User Name** as provided by Veson Nautical, prefaced with the **IMOS** domain.

User Name:

3. Enter your **Password**.
4. Enter your IMOSlive **Environment** in the following format:
IMOSlivename.imos.veson.com:environment
 - *IMOSlivename* is the name provided by Veson Nautical.
 - *environment* is the IMOS environment to connect to (e.g., prod, test, training).
5. Click **Login**. IMOS opens.

Connecting with the IMOSlive Web Portal

About the IMOSlive Web Portal

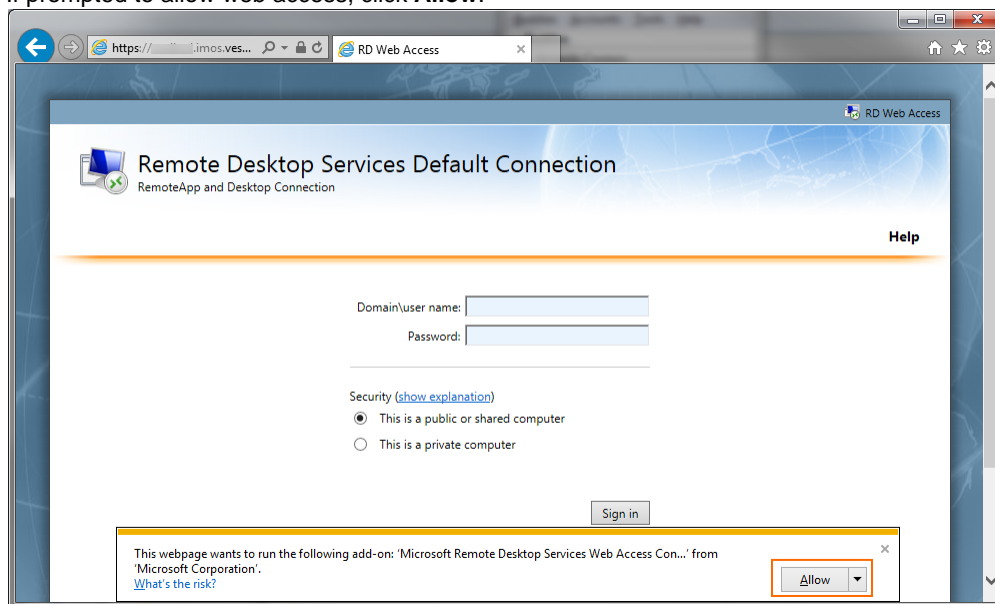
The IMOSlive Web Portal is a backup connection feature. It is built on top of Microsoft RemoteApp Web Gateway technology and may sometimes be called RD Web. The Web Portal may or may not be necessary during your use of IMOSlive. If you have any questions or concerns, discuss them with your IMOS project manager or Veson account manager.

Before You Connect

- Confirm that your computer has Internet Explorer version 10+.
- Confirm that your Internet Explorer allows ActiveX content.

How to Connect

1. Open Internet Explorer and navigate to your IMOSlive Web Portal Address:
https://IMOSlivename.imos.veson.com/rdweb
 - **IMOSlivename**: This is provided by your IMOS project manager.
 - **rdweb**: This is necessary to connect to the web port; if you omit rdweb you will receive a blank web page.
2. If prompted to allow web access, click **Allow**.

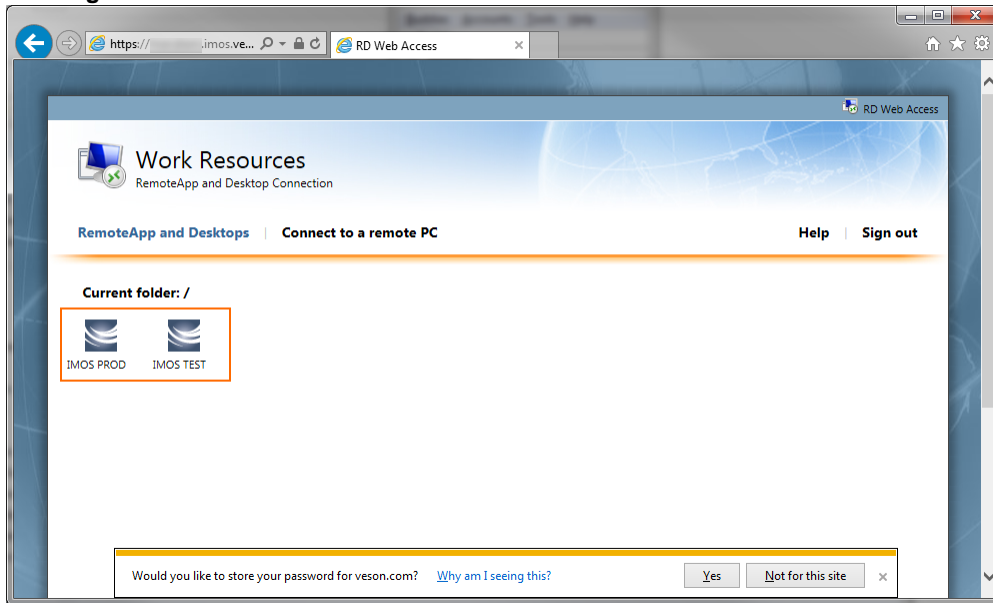



3. On the Login page, provide your **user name**, prefaced with the **IMOS** Domain, and your **Password**.

Domain\user name:

Password:

4. Click **Sign in**.



5. Click the **IMOS** icon  for the environment to which you want to connect. IMOS launches immediately.
Note: Your exact environment options and icons may differ from the illustration.

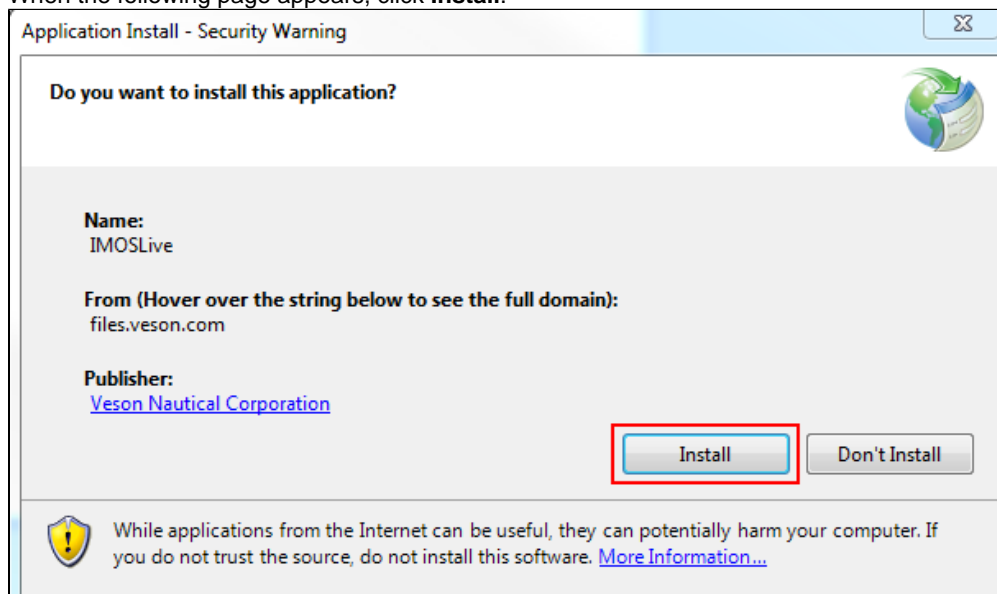
Installing the IMOSlive Client

Before You Begin

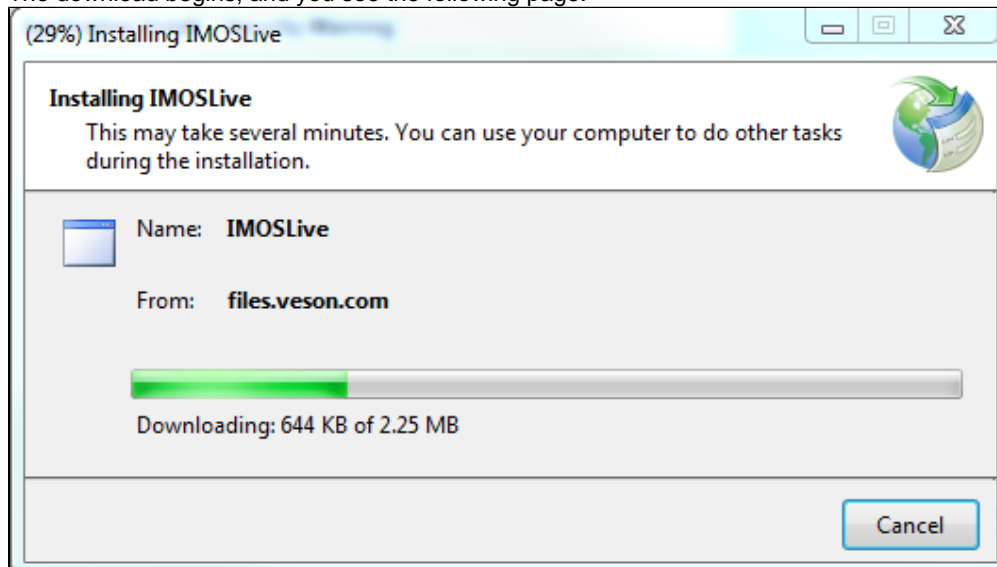
- Review the [IMOSlive Client Requirements](#) and the [IMOSlive Architecture Recommendations](#).
- Confirm that your user account has permission to install applications on your computer.
- Confirm that your network firewall allows Remote Desktop Connections to your IMOSlive environment domain (i.e., [https://\[environment name\].imos.veson.com](https://[environment name].imos.veson.com)).
- Confirm that Internet Explorer has permission to run ActiveX.

Installing the IMOSlive Client

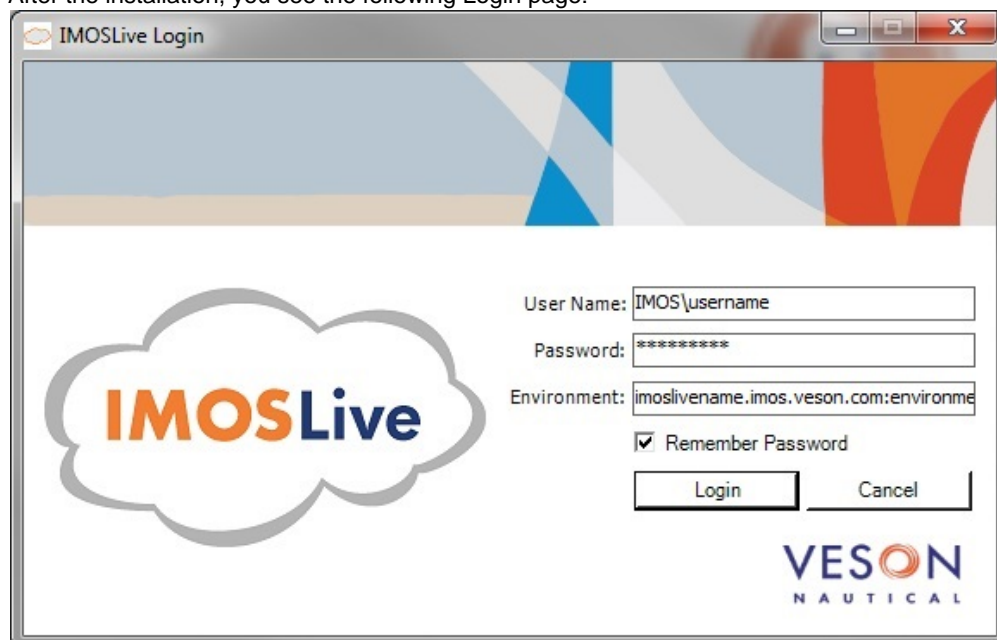
1. Open Internet Explorer and navigate to <http://IMOSlive.com>
2. When the following page appears, click **Install**.



3. The download begins, and you see the following page:



4. After the installation, you see the following Login page:

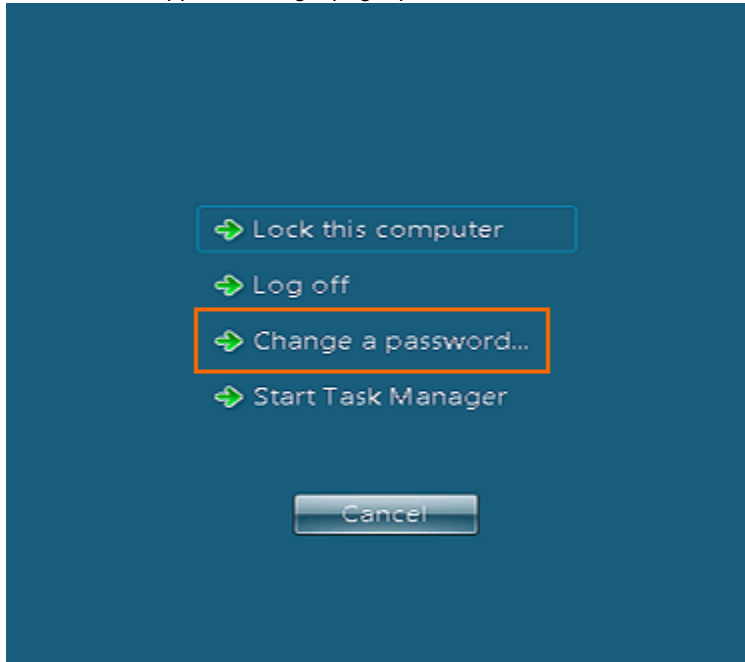


Changing Your IMOSlive Password

1. Using Internet Explorer (mandatory), log in to your [IMOSlive Web Portal](#).

2. To launch the application, click your Production version of IMOS .

3. On the IMOS Application login page, press **Ctrl + Alt + End**. A window with options appears.



4. Click **Change a password**.
5. Type a new password and then click **OK**.

Your password must:

- Not contain your account name or parts of your full name that exceed two consecutive characters.
- Be at least 7 characters in length.
- Contain at least 3 of the following:
 - Uppercase letter (A–Z)
 - Lowercase letter (a–z)
 - Number (0–9)
 - Special character (for example, !, \$, #, or %)

IMOSlive Requirements

Network Connection Requirements

IMOSlive is a cloud-based solution in which end user computers connect to a server hosting the IMOS Application. The server delivers this application via RemoteApp to the end user desktops, where it integrates seamlessly with their user experience. IMOSlive is an Internet-based application and therefore your company may need to make accommodations within your networking rules.

	Requirement
White-listed Domains	Add the following domains to your network firewall white-list: <ul style="list-style-type: none"> • veson.com • *.veson.com • veslink.com • *.veslink.com • IMOSlive.com • *.IMOSlive.com
Protocol	<ul style="list-style-type: none"> • Remote Desktop Protocol • HTTPS
Protocol Version	

	<ul style="list-style-type: none"> • 8.1+, preferably latest
Ports	<ul style="list-style-type: none"> • HTTPS - TCP Port 443 outbound to the IMOSlive server • RDP - TCP Port 3389 outbound to the IMOSlive server

IMOSlive Client Requirements

The IMOSlive Client is a Veson-developed wrapper application that provides enhanced functionality on top of the standard Microsoft RemoteApp deployment tool. All clients using IMOSlive should deploy using Veson's Client application. Veson's IMOSlive Client application has the following requirements:

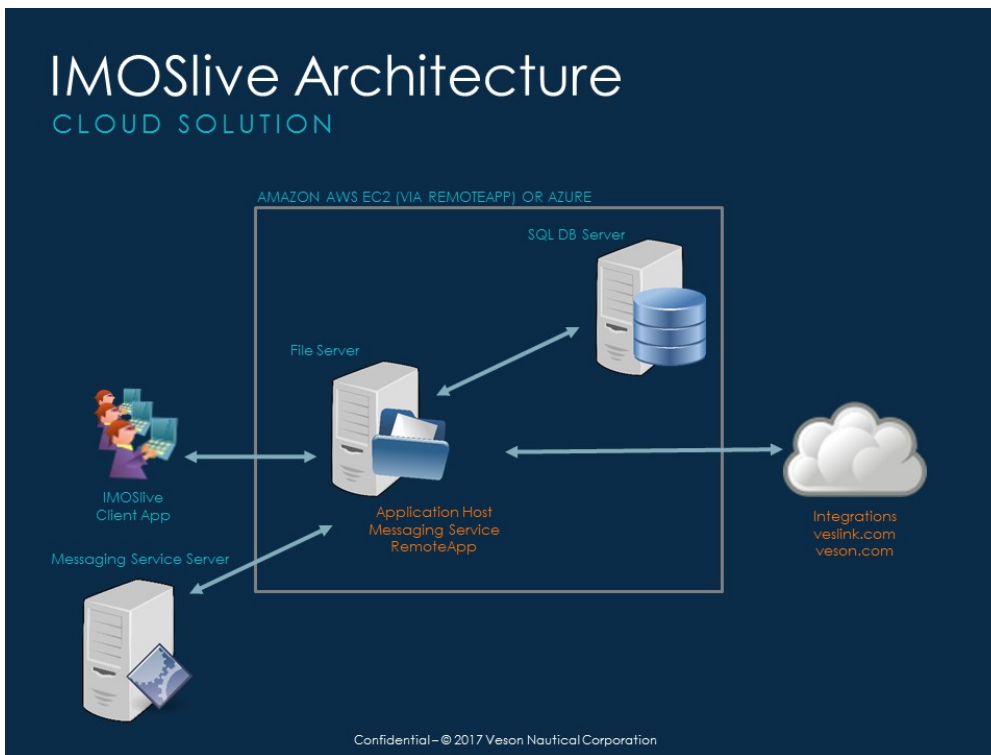
- Microsoft Windows 7, 8.1, or 10 running Microsoft .NET profile 4.5 or newer
- Latest version of the Microsoft Remote Desktop client

IMOSlive Web Portal Requirements

Connecting to the IMOSlive Web Portal requires the following:

- Microsoft Internet Explorer v8+
- ActiveX Content enabled in Internet Explorer

IMOSlive Architecture



IMOSlive Maintenance Schedule

During each monthly maintenance period, the Veslink IMOS Platform (including IMOSlive, Veslink Voyage Reporting, and Veslink CRM) will be unavailable. Submitted Voyage Reporting forms will queue up and be available once the update is complete.

The schedule below includes upcoming maintenance dates and times. If you have any questions, email support@veson.com or contact your Veson Nautical account manager.

Saturday, September 21, 2019, 10:00-14:00h EDT

Saturday, October 19, 2019, 10:00-14:00h EDT

Saturday, November 23, 2019, 10:00-14:00h EST

Saturday, December 21, 2019, 10:00-14:00h EST

IMOSlive Frequently Asked Questions

Frequently Asked Questions

Can I move an existing IMOS application to IMOSlive?

What version of IMOS does IMOSlive run?

Do I need Professional Services to install or configure IMOSlive?

How is an IMOS application provisioned? How long does it take?

Do I get a dedicated environment on IMOSlive, or am I sharing an environment with other clients?

How are upgrades managed?

If I move to a hosted model, do I need multiple hosted environments for test, development, and production?

What is the security like?

What is the downtime?

How is the performance?

Can I still use Microsoft Office tools with IMOSlive?

Is IMOSlive web-based?

Can I move an existing IMOS application to IMOSlive?

Yes. After Veson provides a hosted environment for the client, we can migrate the client database onto the hosted database. If the client is using any third-party integrations or has custom builds or code, additional testing should be performed on the cloud.

What version of IMOS does IMOSlive run?

IMOSlive can be provisioned on any version starting with 7.3.

Do I need Professional Services to install or configure IMOSlive?

Professional Services engagement for installation is typically less for a hosted environment than for an on-premise installation. Professional Services engagements are still recommended for post-installation configuration.

How is an IMOS application provisioned? How long does it take?

When a client signs a licensing agreement for IMOSlive, we provision the environment for them. The environment setup time varies, based on the number of users that the client is going live with. Once an environment is set up, the client receives the URL and credentials to access their IMOS application via the Client Center.

Do I get a dedicated environment on IMOSlive, or am I sharing an environment with other clients?

Each client accesses their own dedicated IMOS environments and databases with IMOSlive. Each client's data is maintained separately, with industry-standard encryption.

How are upgrades managed?

Veson Nautical Support will work together with their assigned clients to ensure that upgrades happen in the least disruptive fashion possible. IMOSlive clients may choose to upgrade each version of IMOS, but must remain on one of the currently supported versions. As per our Technical Support process, Veson Nautical provides maintenance support to the two most current production-stable releases only.

If I move to a hosted model, do I need multiple hosted environments for test, development, and production?

We recommend maintaining one environment for the purposes of cost to the client and simplicity of deployment. Once an IMOS environment is provisioned for a client, any necessary configuration and testing can be performed on this system. Prior to production, we move the configurations to a new environment and database and hibernate the testing environment.

Clients that want to provision and manage multiple cloud environments or their own local environments for testing or training can also do so at an additional cost.

What is the security like?

We use industry-standard 256-bit SSL encryption. The IMOS application is behind a firewall, and the IMOS database is secure. For applications with a larger user set, the IMOS database is remote from the application and terminal server, so it cannot be directly accessed.

What is the downtime?

IMOSlive is hosted on the hardware of third-party Infrastructure providers who adhere to industry-standard high availability SLAs (99.99% uptime). On average, we estimate about four hours of downtime per month for regularly scheduled updates, conducted during off-peak hours. During these updates, Veson may perform IMOS upgrades and/or any additional software/hardware updates.

How is the performance?

The performance of IMOSlive is designed to be highly scalable. However, if the client faces performance issues, we have the ability to enhance the hardware.

Can I still use Microsoft Office tools with IMOSlive?

Yes, you can. Starting with version 7.4, IMOSlive provides the ability to use Excel and other Microsoft Office tools from the client's desktop to interact with various IMOS application components. This is through the IMOSlive client that relays requests for Microsoft Office to the user's local instances of these applications.

Is IMOSlive web-based?

IMOSlive implements the full-featured version of IMOS. It is not a web-based or a SAAS application.