

IMOS v7.2 Documentation

About IMOS

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

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

New in IMOS v7.2 and Release Notes

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

- **Download current Release Notes:** [IMOS 7.2.550 Release Notes.xls](#)
- **View and search current Release Notes:** [IMOS Release Notes v7.2](#)

This document describes the new features in the initial release of IMOS version 7.2 in these areas:

- [Major Features](#)
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- [Time Charters](#)
- [Operations](#)
- [Demurrage and Claims](#)
- [Financials](#)
- [Data Center](#)
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Major Features

Journal Templates for Manually Created Journal Entries

Journal Templates can now be used for manually created Journal Entries. This feature can improve the efficiency of clients who regularly need to create similar Journal Entries. On the Journal Entry form, a new drop-down button was added: Templates.

A new Journal Entry form has these options:

- **Retrieve a template:** Displays a list of all saved templates. It is possible to retrieve any template and edit, save, or delete it.
- **Create a new Journal Entry from a template:** Displays a list of all the saved templates, and automatically populates the Journal Entry form with the relevant details from the template.
- **Convert to a new template:** Gives the option to save the entered values as a new template. A Template name must be entered upon saving.
On a Journal Template form, the same options appear, with this addition:
- **Convert to a new Journal Entry:** A journal entry can be created directly, using the template's details.

Journal Templates cannot be created from auto-created journals (like Voyage Costs or Monthly Accruals).

Bunker Purchase Paid By Owner

On the Time Charter In Bunkers Delivery tab, the Bunker Purchase Paid By Owner check box is now working and is used to record quantities that are paid by the TCI Owner to be deducted from the redelivery quantity. This feature allows TC In controllers to manage bunker liftings made during a Time Charter that are to be paid directly by the Owner, so that the Owner's quantities will be excluded from the TCI Payment and reflected properly in the Hire Statement and Statement of Accounts. When the Bunker Purchase Paid By Owner check box is selected:

- A quantity can be entered in the Purchased for Owner quantity field.
- The Purchase for Owner Price field is still locked, since the purchase was paid for by the TCI Owner.
- On the Hire Statement and the TCI Payment of Bunkers on Redelivery, the quantity to be settled is calculated by the Est /Projected/Actual Redelivery quantity minus the amount entered in the Purchased for Owner quantity field.
- The TCI Bunker adjustment on redelivery is applied on the redelivery quantity, excluding the quantity paid by owner.
- If a Bunker Invoice is issued for a lifting that includes the quantity paid by owner, the Invoiced Quantity should only include the quantity paid by the TCI Charterer.

Pooling Cash Distribution

A new Pooling Cash Distribution program was added to the Pooling module. In this program, a cash amount can be entered to be distributed between the Pool Participants for the specified dates.

The new form has the following sections:

- Header: You can enter the details for the distribution and request a Payment XML notification.
- Pooling Distribution: A view of all the posted Pooling Distribution invoices issued up until the date specified in the Period To field. The display is itemized per each of the invoices' detail lines.
- Participants' Items: All the non-pooling, posted invoices that were issued by the Pool Company with one of the pooling participants as the counterparty.
- Advance Payments: When there is still cash to distribute between the participants, advance payment amounts appear here.

Fields in the header section:

- Pool - specified by the user; the selection is from all the pools in the system.
- Period From - defaults to the last Period To value that was entered for this pool (cannot be edited). When using the form for the first time, this value can be entered manually.
- Period To - entered by the user, this value is used to filter all the invoices issued up until this date.
- Cash Amount - the cash amount to be distributed between the participants, manually entered by the user.
- Pool Participants' Items, Net - calculated field, displays the total Participants' Items amounts.
- Total Applied To Distribution - calculated field, displays the difference between the Cash Amount and the total Participants' Items Net values.
- Amount Distributed - the total amount to be distributed, excluding the Participants' Items.
- Total Amount Allocated - the total amount to be distributed, including the Participants' Items.

Note - the calculation of the amounts allocation always rounds the numbers down. This means that there might be a difference between the values in Cash Amount and Total Amount Allocated, and a difference between Total Applied To Distribution and Amount Distributed.

The logic of the distribution is the following:

- Participants' Items should always be paid first.
- Pooling Distribution Invoices should be paid according to the period's date, in an ascending order (result/adjustments for March should be paid before the result/adjustments for April).
- After all invoices are paid, Advance Payments are calculated for the participants, based on their pooling points.

The Report button in this form is a drop-down selection of three report types:

- Summary - displays all the participants, and for each of them the balance before, the amount distributed, and the balance after (if there is any).
- Details - displays the same information as in the Summary report, but itemized per invoices and advance payments.
- Receipts - displays the receipt for each of the participants. When printing this report, page breaks are used between each receipt.

After entering the Cash Amount and verifying the allocation, to create a Request for Payment XML notification that can be sent to a third-party system, click the Request Payment button. The XML notification includes, among other tags, the pool name, periods, the total/allocated cash amounts, the participants' details, invoice numbers when relevant, and the company.

A new Security Right was added to the Module Rights tab:

- Operations > Pooling > Pooling Cash Distribution

All IMOS

- Ctrl+W can now be used as a shortcut key to close IMOS tabs. Forms not in a tab will not close.
- A new config flag was added to set up a hierarchy between Company, LOB, and Trade Area.
`<imosProperty name="CFGUseCompanyLobTradeAreaHierarchy" value="Y" />`
 Description: When enabled, it is possible to set up a hierarchy between Company, LOB, and Trade Area in these forms: Voyage Estimate/Fixture/Manager, Cargo/VC In, CCOA/VCOA, Time Charter In/Out, Transaction Data Entry, and Journal Entry.
 - A new column was added to the Lines of Business form: Parent Company.
 - A new column was added to the Trade Areas form: Parent LOB.
 - When selecting an LOB, if a company is already entered, the LOB selections are limited to only those whose Parent Company is the set company (or whose Parent Company is empty).
 - When selecting a Trade Area, if an LOB is already entered, the Trade Area selections are limited to those whose Parent LOB is the set LOB (or whose Parent LOB is empty).
 - If the Company is modified, the LOB and Trade Area are cleared, to maintain the hierarchy.
 - If the LOB is modified, the Trade Area is cleared, to maintain the hierarchy.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- New configuration flag: `<imosProperty name="CFGCrashReportDumpType" value="value" />`
 Description: When set to full, IMOS will save the full crash dump rather than the mini crash dump. This should only be temporarily enabled for troubleshooting, since full crash dumps can be very large.
 Data Type: string
 Data Default Value: "normal"
 Data Value Range: "normal" or "full"

Report List/Report Editor

- A new licensed option is available to export custom IMOS reports to a reporting database. The license adds a Reporting Database option to the Report Editor's Output Options section.
- Custom reports can now be exported as CSV (comma-separated value), PDF, or XML files. The additional options are available in the Report Editor under Output Options. The output path can be specified; a new output file name will be generated in the specified directory every time the report is run.
- Performance of custom reports that use data objects was improved.
- A Output Report Settings check box has been implemented in the Output Options section of the Report Editor. When the Excel Spreadsheet output type is used, the new check box allows displaying of filters and parameters in the spreadsheet according to the Settings Worksheet and Settings Cell specified.

Trading

- It is now possible to link Bunker Swaps to voyages in IMOS. This link between Bunker Swaps and Operations means that users no longer have to create a Voyage Other Revenue/Expense 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, a new table was added: Linked Bunker Swaps.
 - In this new table it is possible to specify Bunker Swap lots (per month) that are not linked to any other contract. For each Bunker Swap, the Trade ID and Period can be specified. The Status is automatically populated by Exposed (if not settled) or by Settled. The value under (Un)realized is the sum of the P&L amount and the commissions for that trade (excluding commissions of type lumpsum).
 - It is possible to add a linked Bunker Swap to a Cargo/TCO at any point of the contract, before or after scheduling it.
 - On the Bunker Swap form, for the lines in the Exposure/Settlement tabs, it is possible to right-click and open the linked contract. If there was no value in the Reference column, the contract ID is populated in this field.
 - Once a Bunker Swap is linked to a scheduled Cargo/TCO, it is no longer consider as exposed in the Trading P&L, since it is included in the contract's P&L.
 - Bunker Swaps in the Voyage Manager and Accruals:
 - On the Bunkers form from the Voyage Manager, a new tab is displayed: Swaps. On this tab, all the linked trades are displayed, and it is possible to access the Bunker Swap by right-clicking and selecting 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.
 - Under the Bunker Swaps 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. The following Business Rules should be added to accommodate the Bunker Swaps Accruals:
 - 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 but not posted before linking the Bunker Swap to the voyage, the non-posted invoices are automatically linked to the vessel/voyage.
 - If Settlement/Settlement Commission Invoice were already created and posted before linking the Bunker Swap to the voyage, allocation journals are automatically created, to relink the invoices to the voyage.
 - For these journals, the following Business Rules should be added:
 - 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 - Assign to Voyage
- A capability was added to the Trading Module: Curve Generation. Curve Generation is a process where new forward curve prices are calculated for routes based on broker quotes.
 - To support this feature, a Markets form was added to the Trading module. In this form it is possible to view all the markets defined in the system and create new ones. For each market, it is possible to edit the Type (Freight/Bunker /Discount Rate), and the Source (Broker or Generated, default is Broker). It is also possible to inactivate it, if necessary.
 - A new Security Right was added to the Module Rights tab: Trading > Data > Markets
 - On the Market Data form, a new section was added for Curve Generation. In this section it is possible to generate a new curve based on the specified parameters and save the new curve to a Market specified below. In this section, one of these Types has to be selected:
 - Hub: The Hub Curve is generated by prices from the Baltic as well as from information collected from Brokers. If Hub is selected, the following fields are available:
 - Latest Quote Only - Select to have the quotes retrieved from the Ref Curve be the latest for each period only. When this is selected, the Max Quote Age (days) is disabled.
 - Max Quote Age (days) - Number of days in the past before the Date specified that historic records should be taken from.
 - Date - Date to use when counting the Max Quote Age, and the date used if the generated curve is saved (quoting date).
 - Alpha - Factor to smooth the generated curve; it should be a value between 0 and 1, while 1 gives the smoothest curve and 0 gives a more broken-down curve.
 - Ref Curve -A reference curve can be specified for which it is possible to specify proximity (Upper/Lower Bound %) and use its SPOT (daily) rate.
 - Ref Curve Date - Date to be used when retrieving the Ref Curve.
 - Upper Bound % - Percentage applied on the ref curve rate; serves as the ceiling of the new rate.
 - Lower Bound % - Percentage applied on the ref curve rate; serves as the floor of the new rate.
 - Secondary: The Secondary Curve is generated for Trade Routes for which there are no forward prices in the system (but there might be published spot prices). If Secondary is selected, the following fields are available:
 - Max Quote Age (days) - Number of days before the Date specified that historic records should be taken from.
 - Date - Date to use when counting the Max Quote Age, and the date used if the generated curve is saved.
 - Tapering Period (months) - Period during which the current difference between spot prices is tapered off to the average difference.
 - Ref Market/Ref Market Date/Route - Fields for indication of the reference curve.
 - To generate a Market Curve to use for exposure in the Trading Profile, follow these steps:
 1. Enter/import Broker Quotes to the specified Markets and Routes.
 2. Load those quotes into the Market Data form in Multi-market mode. When the quotes are loaded in this mode, the values are averaged if they overlap the same period.
 3. In the Curve Generation section, enter the relevant parameters.
 4. Click Generate.
 5. Select a Market in the Name field and click Save Curve.
- For Cargo/VC In Trading Exposure, the system now uses the Lifting Quantity instead of the CP Quantity.
- A new Opr Bunker Qty column was added to the Trade Details List, Normal mode. The value in this column is the operations bunker quantity, excluding the BAF effect on it.
- In the Cargoes (Trade List) dataset and List, the Disc/Load Port Area columns now display the value from the Port Area field in the Port form (rports.locationRef). The values that were displayed in these columns (rports.area) in the past are now available under the two new columns Disc Port Ocean and Load Port Ocean.

- A new dataset was added to IMOS: FFA Market Data Report. This dataset displays all information that is imported to IMOS by using automkt (Freight/Bunker Market Rates, Discount Rates). The available columns are:
 - Amount
 - Basis Symbol
 - Date
 - Description
 - External Ref.
 - Last modified by
 - Last modified on
 - Period Info
 - Reference Date
 - Period
 - Route
 - Settlement Terms
 - Type

Chartering

- A new search functionality to retrieve bookings has been added to the Cargo Booking form.

Cargo COA, VC In COA, Cargo, and VC In

- A new Counterparty-Timebar table has been implemented on the Other Info tab of the Cargo form. This enables the user to specify Timebar Days for the various counterparties connected to the cargo. By default, the Timebar Days column in the table is populated from the counterparty's Address Book entry, but it can be modified. Also, the Basis column can be either B /L Date or Completion of Disch, and the combined entry is used to calculate the Time Bar Date in the corresponding Laytime Calculation. If the table is not populated, the earlier method of date calculation applies.
 - A new, related Demurrage Time Bar (Cargoes) dataset has been created, which lists all cargoes with their Demurrage Time Bar settings, as specified in the new Counterparty-Timebar table. Date parameters in the Report Editor help in filtering cargoes by laycan dates. Only those cargoes are displayed whose entire laycan period falls within the report date parameters specified.
- A new functionality was added to Cargo COA and Cargo contracts: Bunker Hedging.
 - Two new fields were added to the Exposure tab of Cargo COA/Cargo forms:
 - Bunker Hedging: The possible values can be configured in the Data Center as Bunker Hedging Values.
 - Bunker Hedged By: The possible values can be configured in the Data Center as Bunker Hedging Values. This is an IMOS User field, and only users who have the Assign Bunker Hedging right (see below) can edit this field or be selected as values in this field.
 - Two Security rights were added to the Module Rights tab:
 - Data Center > Other > Bunker Hedging Values
 - Chartering > Actions > Assign Bunker Hedging
- When creating Cargo contracts from the Estimate (Menu > Create Cargoes, or Fix Cargo in Benchmark Estimate), a message now shows the Estimate validation warnings. Click Yes to continue and create the Cargo or No to go back to the Estimate without creating the Cargo. If the Estimate has critical errors (it cannot be saved), cargo creation is blocked.
- A new configuration flag has been introduced to enable mirroring of the Reference No. field (or Ref No., as applicable) between mirror contracts.


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

 Description: This flag determines whether or not the Reference No. field (or Ref No., as applicable) in contracts will be mirrored between intercompany contracts. It has no effect if CFGEnableContractMirroring is not enabled.
 Data Type: Boolean
 Data Default Value: Y
 Data Value Range: Y, N
- A new config flag was added to clear the Company, LOB, and Department values when copying in Chartering.


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

 Description: When enabled, the Company and LOB (and Department, when relevant) values are cleared upon copying the following forms: Voyage Estimates/Fixtures, Time Charter In/Out, and Cargo/VC In COAs.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- The Counterparty-Timebar table on the Cargo form has been modified to have a T column to help select the type of counterparty. The default counterparty name comes from the contract, but for suppliers/receivers, those not in the contract

can now be added in the table by manually typing in the name. This timebar table has been introduced on the Other Info tab of the VC In form.

- In the Cargo, VC In, Cargo COA, and VC In COA, the Rate column in the Price Matrix was renamed Amount, since the value in this column can be a lumpsum or a percentage in addition to a rate.
- In the Cargo COA form, it is now possible to set a World Scale Freight Type in the price matrix. The value specified in the Amount column is the WSC%, while the WSC Flat rate is determined per Cargo, according to its itinerary. This capability was added to the Cargo form as well, where also it is only possible to set the WSC Percentage in the price matrix line; if that line is in use, the Flat Rate can be set in the Cargo header.
- A new Copy to Cargo and Link Back option is available under the Copy functionality on the VC In form. Using this copies relevant details from the VC In onto a new Cargo form and automatically links them in a Relet connection (similar to using the Add Relet option on a cargo). Pricing, demurrage, broker, and Xftr details are not copied onto the cargo.
- The description for the D option in the D column of the Broker grid on the VC In has been changed to: Demurrage Commission will be deducted from the invoice and paid separately. This is consistent with the CP Relet Information form.
- There is now an option to create Claims and Laytime Calculations for an FOB Cargo through the Cargo form. For this purpose, Claim and Laytime Calculator buttons have been introduced on the Other Info tab for FOB Cargoes. A new Claim accessed from the Cargo has the Vessel/Voyage populated as per the Reference Vessel/Reference Voyage on the Cargo form, while a Laytime Calculation is according to the FOB Vessel/FOB Voyage. A new Existing Claims grid displays all existing Claims and Laytime Calculations for the Cargo. In the invoice XML for FOB claims and laytime calculations, <cargoReference> is now displayed. Also, <commercialId> is now displayed in the claim invoice XML. Columns Cargo Status, BL Date (First Load), Load Port Comm ID, and Disc Port Comm ID have been added to the Cargo List, Claim List, and Demurrage Summary. Columns Cargo Status, Load Port Comm ID, and Disc Port Comm ID have been added to the Transaction Summary.
- Several changes in the links between Cargoes and Voyage Estimates:
 - It is now possible to create specific Cargoes from a Voyage Estimate by right-clicking the Cargo line and selecting Create Cargo. This is the same functionality as in the Create Cargoes option in the Estimate menu.
 - A new Estimate button was added to the Cargo form, displayed for non-fixed/scheduled cargoes.
 - From this button, Add Cargo to New Estimate or Add Cargo to Existing Estimate can be selected.
 - When selecting to add cargo to a new Estimate, a Voyage Estimate form is opened with the cargo loaded into it. If a nominated vessel has been entered in the Cargo, the new Estimate is automatically loaded with this vessel.
 - When selecting to add cargo to an existing Estimate, an Estimate Search form is opened, so an existing Estimate can be selected, to which the cargo is added as an additional cargo, with the ports added at the end of the itinerary.
 - When CFGUseVoyestVoyageDeviation is enabled, the following changes were made to Deviation Estimates:
 - When opening a new Deviation Estimate from the Voyage Manager, the Cargoes are imported with their Cargo IDs.
 - Deviation Estimates are indicated by a highlighted Estimate ID, with a tooltip specifying the linked Vessel/Voyage.
 - When selecting to create cargo in a Deviation Estimate, the Cargo is created as linked to the original voyage. The cargo is added to the voyage as an additional cargo, with the ports added at the end of the itinerary.
- Performance enhancements were made to the Cargo List and its corresponding dataset.
- Two new fields were added as columns to the Cargo data object, COA data object, Cargo List, COA List, and the corresponding datasets: Bunker Hedging and Bunker Hedged By.

Voyage Estimate, Voyage Fixture, and Voyage Manager

- It is now possible to create a Voyage Fixture directly from a VC In contract. If the VC In is already linked to a Sale Cargo, the Voyage Operation Type is set to be RELT. Otherwise, the Operation Type is set to SPOT.
- On the Voyage Estimate Port/Date Group tab, columns TPDAY and PEXPTTL were removed, and instead the following editable fields were added:
 - PD: The total port days for all cargoes associated with this port.
 - XP: The extra port days for all cargoes associated with this port.
 - TT: The total turntime hours associated with this port.
 - PExp: The total estimated port expenses for this port.When editing these fields, the totals are proportionally allocated to each Load/Discharge line of the port, based on the given Load/Discharge quantity and the total quantity handled (Load/Discharge) in the port. Editing the individual Load/Discharge lines in the Cargo tab does not recalculate the totals in the Port/Date Group tab.

- A new config flag was added to display a Vessel Draft tab in the Voyage Estimate and Voyage Manager:
`<imosProperty name="CFGEnableDraftViewByPortcall" value="Y" />`
 Description: When enabled, a new Vessel Draft tab is available in the Itinerary grid of the Voyage Estimate and Voyage Manager. On this tab, the draft information is displayed per port call. The columns displayed are:
 - Arr/Dep Draft (M): A calculated value, using the Vessel DWT, the bunkers/cargo/constants on board, SW Summer draft, and the Draft Basis as entered in the Draft/Restriction tab.
 - ROB Arr/Dep: Total bunkers on board when arriving at the port and when departing from it.
 - Max Lift (MT): Calculated Max Lift, the same as on the Draft/Restrictions tab.
 - Cargo ROB Arr/Dep: Total cargo on board when arriving at the port and when departing from it.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- A new configuration flag CFGDefaultTradeAreaOnCargoImport has been introduced which defaults the Trade Area in a Voyage Estimate/Voyage Fixture/Voyage Manager to the one from the imported cargo.
`<imosProperty name="CFGDefaultTradeAreaOnCargoImport" value="Y" />`
 Description: When importing a cargo, specifies whether or not the Trade Area from the imported cargo should be used to default the Trade Area on the Estimate, Fixture, or voyage if a Trade Area has not yet been specified.
 Data Type: Boolean
 Data Default Value: Y
 Data Value Range: Y, N
- A new config flag was added to default port expenses for port per historical values:
`<imosProperty name="CFGAutoCalcPortExpenses" value="Y" />`
 Description: When enabled, when selecting or editing a port in the Voyage Estimate/Fixture/Manager, the estimated Port Expenses default to the top 5 average port expenses for this port. The search criteria for this calculation is: Port Name, Vessel Type, and the date from is 12 months before the current day.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- A couple of changes in the In Progress feature in the Voyage Estimate (enabled by CFGEnableInProgressEstimating):
 - Until now, only a Commenced voyage could be imported into the Estimate. Now it is possible to import a Scheduled Voyage as well.
 - The last voyage that is linked to the Estimate is now the last voyage associated with the Estimate's Time Charter In /Head Fixture.
- A few changes around Freight Rate-related columns:
 - In the Voyage Estimate List:
 - Two new columns were added: WSC Flat and WSC %. If the Freight Type is W (Worldscale), the relevant values appear in these columns.
 - When the Freight Type was D (Daily Rate), the rate incorrectly appeared under Total Frt Lumpsum column. This was fixed. The Frt Rate column was renamed to Frt Rate/Daily Rate, and the Daily Rate value also appears in this column.
 - In the Cargo/VC In List:
 - Two new columns were added: WSC Flat and WSC %. If the Freight Type is W (Worldscale), the relevant values appear in these columns.
 - When the Freight Type was D (Daily Rate), the rate did not appear in the list. This was fixed. The Freight column was renamed to Frt/Daily Rate, and the Daily Rate value also appears in this column.
- Several changes were made for the COA data object:
 - The COA Cargo column was renamed COA Cargos, and it now lists all Cargo options specified in the COA as comma separated values.
 - The COA Vessel Type column was renamed COA Vessel Types, and it now lists all Vessel Type options specified in the COA as comma separated values.
 - A column was added to display the Qty per Lifting from the COA.
 - Two new columns were added for Load/Disc Options. The values in these columns are comma separated values taken from the Load/Discharge Options specified in the COA contract.
- Data objects COA and Voyage were added to the Cargoes (Trade List) dataset.
- A Cargo ID field has been added to the Cargo Details report, accessible from the Reports button on the Cargo form. Additionally, the Quantity column in the itinerary table now includes units at the end of the amount. Finally, for transshipment cargoes, the report includes columns for TS Cargo ID, TS Vessel, TS Voyage, and TS Estimated Cost.
- A few changes related to Cargo Shipment No.:

- A column for Cargo Shipment No. was added to the following lists:
 - Voyage Fixtures List
 - Voyage List
 - Port Schedule (left half in the split view)
- It is now possible to add the Cargo Shipment No. as a value to be displayed on the Vessel, Cargo, and Port Schedules:
 - For Vessel Schedule, add the value (FIRSTCARGOSHIPMENTNO) to the vesselScheduleSmallBarTemplate config flag.
 - For Cargo Schedule, add the value (SHIPMENTNO) to the cargoScheduleSmallBarTemplate config flag.
 - For Port Schedule add the value (SHIPMENTNO) to the portScheduleSmallBarTemplate config flag.
- A <ShipmentNo> tag was added in the VoyageCargo section in the underlying XML of an invoice printout, so it can be used for display in the style sheet.

Time Charters

- In Major Features, see [Bunker Purchase Paid By Owner](#).
- In TC Contracts, it is now possible to set the Hold Cleaning items (ILOHC and INTHC) with Rate Type Lumpsum-provisional. When such an item is indicated as provisional, it appears in the P&L tab of the last TCI/TCO voyage, even before including it in an invoice. The amount appears in the P&L up until the sum of the invoiced cleaning items is greater than the provisional.
- A new report was added to the Time Charter Hire Statement Report button: SoA Recap. This report displays all the items that were actually invoiced, according to the corresponding categories. All invoices appear in the Payment section, including the Pending ones. The balance appearing in the report is the balance of the Estimated Expenses entered in this contract.
- It is now possible to set specific Voyage/Misc Expenses in the Time Charter Invoice as estimated. Those indicated as estimated are displayed in the new SoA Recap report, in the Estimated Expenses section. To set an expense as estimated, follow these steps:
 1. Create a new Operation Ledger Code: ESTEXP.
 2. In the Time Charter Invoice, for the Voyage/Misc Expense, set ESTEXP as the Subcode.
 - This expense will be displayed in the Estimated Expenses section of the SoA Recap report.
 - The total estimated expenses will appear as the balance of the SoA recap report.
- Several changes around Time Charter Hire Statement reports:
 - When selecting to issue a Statement of Accounts report, a new form displays uninvoiced items that can be included: Off Hire, Bunker Value on Delivery, Bunker Value on Redelivery, and CVEs. When selected, those items are displayed for the full contract, as in the Hire Statement; the values selected are saved globally for all users.
 - A new field was added to the TC Hire Statement form: Display Rebillable Admin Fee As. The value entered in this field replaces the Admin Fee item's description in all Hire Statement reports. This value is saved globally for all users.
 - For invoiced items that appear individually in the reports, the description displayed is now the description saved in the invoice, and not the default one.
 - The Admin Fee item is now included in the Owner's Expenses section.
- A new field was added to the Time Charter In contract: Owner's Comm. (%). The percentage value set in this field is applied on the linked voyages gross revenue and is displayed in the P&L. The gross revenue this commission is applied to is calculated according to the CFGPoolCommByAccount flag. For the item to appear in the Voyage P&L Accounts view correctly, a Business Rule should be added for OWCM:OWCOM.
- It is now possible to create payments for Owner's Commission for Time Charter In contracts. A new link was added in the Time Charter In section of the Operations module center: Owner's Commissions. Clicking this link opens the Owner's Commission Summary. In this form it is possible to select a Vessel and TC Code and see all the payments created for this contract. It is also possible to enter an Effective Up To date and to create a payment for specific periods of time by clicking the New button. The Owner's Commission Payment form displays all the relevant voyages and the commission payment applied to each of them.
 - The invoice status is Pending by default.
 - The basis payment calculation depends on CFGUsePostedInPooling; if the flag is enabled, only amounts from the latest accruals snapshot are considered.
 - It also depends on CFGPoolCommByAccount; if the flag is enabled, the basis amount for the commission is only calculated from accounts that are marked as Mgt.
 - To post the payment, a new Business Rule must be added for OWCM:OWCOM.
 - A new Security Module right was added to access the Owner's Commission Summary form: Operations > Time Charter In > Owner's Commissions.
- On the Item Select form from the Time Charter Bill/Payment, a new Inv column was added to the Off Hire/Off Hire Reverse table, after the Hours column. When Inv is selected, it means that the Off Hire Hours were already included in the TC Invoice, and only Off Hire Bunkers remain to be invoiced.

- On the Other Information form (from Time Charter contracts) for LNG Vessels, the LNG Conversion field has been renamed from FOE Conversion Factor to CP FOE Conversion Factor.
- A new column was added to Time Charter In/Out Lists: Billing Period. The value is taken from the Billing Period field in the Time Charter contract.
- In Time Charter In/Out Lists, the column Net Rate was renamed Gross Hire, which more accurately reflects the values in this column.
- In a Head Fixture contract, it is now possible to enter multiple rows in Purchase and Sale tabs, both for the Purchase/Sale installments and for the Brokers.
Changes in Purchase/Sale tabs:
 - Two new fields were added above the installments grid: Purchase/Sale Price and Currency. The Currency defaults according to the selected Counterparty.
 - The Purchase details can now be entered in multiple installments. Each row has the Payment Terms, Status, Payment Date, Amount, Amount (base) and Exch Rate (defaults according to the Payment Date).
 - It is now possible to enter several brokers in the Purchase tab.
- In Time Charter invoices, until now, Admin Fee was only added to Voyage Rebillables. Now, it is also possible to add the Admin Fee to TC Rebillables in the same way.
- A few enhancements to Time Charter invoices:
 - The Invoice Due Date value now defaults to the Invoice Issue Date if Payment Terms are not set in the invoice.
 - If the Issue Date is not set, and Payment Terms are, the Invoice Due Date defaults according to the Payment Terms and today's date.
 - A new AdmFee column was added to the Voyage Rebillables section on the Create/Add Details form. It is now possible to exclude the Admin Fee for specific rebillable items by clearing this check box. Even if an item's Admin Fee was excluded from a normal invoice, it will still come up in an incremental invoice.
- A new config flag was added to default Time Charter Payment invoice numbers with a specific format:
<imosProperty name="CFGAutoGeneralTCIInvNo" value="Y" />
Description: When enabled, if no invoice number was specified in a Time Charter In Payment, the invoice number automatically defaults to [TCI Code][Vessel Name][Hire No.]. The Hire No. is a sequential counter per Time Charter contract.
Data Type: Boolean
Data Default Value: N
Data Value Range: Y/N
- A new configuration flag CFGDefaultTCStatus has been added to default the Status in Time Charter contracts.
<imosProperty name="CFGDefaultTCStatus" value="0" />
Description: Determines the default status of Time Charter contracts; 0 = Fixed, 1 = Opportunity, 2 = On Subjects.
Data Type: Integer
Data Default Value: 0 (defaults Status to Fixed)
Data Value Range: 0,1,2
- For Time Charter contracts, when CFGItemizeDeliveryBunker is enabled, the Bunker Cost on Delivery/Redelivery in the Hire Statement is now itemized according to the values in the Bunker Breakdown form.
- A few changes around Time Charters in the Report List:
 - A new dataset was added to IMOS: Time Charter Hires. Each data row corresponds to a Hire line in the TCI or TCO. In this dataset there are the TC and Vessel data objects, and the following columns:
 - From GMT
 - To GMT
 - Duration
 - Duration Unit
 - Rate Type
 - Rate
 - Index Route
 - Index Route Adj %
 - Index Lumpsum Offset
 - Index Floor (\$/day)
 - Index Ceiling (\$/Day)
 - Index Billing Method
 - TCL Ins
 - Comments
 - In the TC data object, all the Hire-related columns were renamed to have First Hire in their prefix.
 - The Time Charters dataset was renamed Time Charter Invoices.

- The Charterer column in the TC data object has been renamed Counterparty, because it is applicable to both charterers and owners.
- In the TC Lifting Options dataset, a new column was added: Date Declared.
- In the TC data object, two new columns were added: TC Purch Opt Declared (Y/N) and TC Purch Opt Date. Those values are taken from the Purchase form in the Time Charter contract.
- Several changes to the Vessel Delivery/Redelivery Report dataset:
 - A new parameter was added to the dataset: Ref Date/Time (GMT). This parameter is a date/time value to be used in a few of the new columns of this report. If this parameter is left blank, the value defaults to the time the report is run.
 - The following new columns were added to the dataset:
 - Ref Date/Time Voy (Y/N): The value is Y if the Ref Date/Time value entered is between the Voyage Commence /Complete dates in GMT, and N otherwise.
 - Ref Date/Time Hire Rate: The Hire Rate as of the Ref Date/Time value.
 - Ref Date/Time Add Comm %: The Address Commission % as of the Ref Date/Time value.
 - The following columns were added to the Time Charter data object:
 - Intercompany (Y/N): The value is Y if the TCI is marked as Intercompany.
 - Hire Paid Up To: The date that the hire is paid up to, that is, the latest Paid To in TCI payments.
 - Bunkers Value (Est Redel): The total value of the estimated Bunkers Redelivery from the TCI Bunkers Delivery tab.
 - Bunkers Value (Proj Redel): The total value of the projected Bunkers Redelivery from the TCI Bunkers Delivery tab.
- Two new fields were added to the Time Charter data object: Min/Max Premium and Option Premium. Those two values are taken from the Lifting Options form opened from the Time Charter contract.
- The following new columns have been added to the TC In List, TC Out List, and TC Code data object in the Time Charters report: Vessel Type Correlation, Unpriced Bunkers (Y/N), Hire Index-Linked (Y,N), Created On, Est Delivery Date, Est Redelivery Date, Delivery Port Region, Redelivery Port Region, Bunker 1 Type, Bunker 1 Est Del Qty, Bunker 1 Act Del Qty, Bunker 1 Est Redel Qty, Bunker 2 Type, Bunker 2 Est Del Qty, Bunker 2 Act Del Qty, Bunker 2 Est Redel Qty. Hire Index-Linked (Y,N) is used to indicate whether any of the hire rows in the Time Charter contract use Index Table. The Created On column displays values only for newly created contracts.

Operations

- It is now possible to set a Daily Rate specific to Off Hire items on the Delays form, to overwrite the contract's Daily Rate in the P&L and the Time Charter Invoices. This change handles situations where the Off Hire Rate is not the same as the TC Hire Rate and affects invoicing and the P&L. On the Delays form, these columns were added:
 - An OV Daily Cost column was added to OV** Voyages.
 - A TCI Daily Cost column was added to TC** Voyages.
 - An additional TCO Daily Cost column was added only to **TO Voyages.
 If a value is specified in one of these columns, that value is used as the relevant OV/TCI/TCO Off Hire Daily Rate in the Voyage P&L and in the Time Charter Invoices. If no value is specified, there is no change in behavior.
- The Create New Voyage form was updated to include a Create From field. The Create From field allows the user to select a source from Voyage Fixture, TCO Fixture, Cargo COA, or No Source. If selected, a source will be used to populate the initial voyage data upon creation. Selections are limited to appropriate pairings of Opr Type and Create From source. For a Cargo COA source, if a Master Contract is entered, only Cargo COAs associated with the Master Contract will be selectable. Also, the Vessel Type of the selected Vessel has to be an allowed type in the Cargo COA.
- For the Freight/Demurrage Commission Payment invoice, it is now possible to issue an incremental invoice. After selecting the Broker, you can change the Invoice Type from Normal to Incremental. The system displays the most recent amount of commission to be paid, and deducts all the previously invoiced items from the total.
- A new column was added to the Freight Commission Payment form: Inv %. If a Broker in Cargo CP Terms Details is marked as Partial (check box P), it is possible to issue the Commission Invoice based on a partial percentage. Like Freight Invoices, it is possible to issue several Commission Invoices, summing up to 100%.
- A new check box was added to the bottom of the Port Expenses Summary from the Voyage Manager: Use estimate cost in P&L. When selected, it indicates that the estimated port expenses (entered in the Itinerary Cargo tab) will be displayed in the P&L when higher than actual expenses. If the actual expenses are higher than the estimated, the actual amount is displayed in the P&L. A new config flag was added to select the new check box by default:


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

 Description: When enabled, the Use estimate cost in P&L check box is selected by default for all newly created voyages.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N

- For companies with multiple internal entities, a new feature improves workflow by eliminating the need for multiple data entry. When configuration flag CFGEnableContractMirroring is enabled, voyage mirroring is now performed when an intercompany VC In is scheduled to a SPOT voyage. This SPOT voyage is the mirror, and its Operations data is updated to match the parent RELT/TCOV/OVOV voyage, which has the linked intercompany Sale cargo.
- The PDA/SDA tab on the Port Advance/DA form has been renamed PDA/APR. APR refers to Additional Payment Request (issued between a PDA and an FDA).
- Until now, in the Final Freight Statement, when CFGDisableItemizedDemOnFinalStatement was enabled, a single line was displayed for all Demurrage/Despatch-related items in the report. This was changed, and now a single line appears for each Demurrage/Despatch invoice issued.
- When issuing an Inquiry/Nomination email in the Bunker Requirement form, the value in Dates is displayed according to the following rules:
 1. Use Req Delivery Date.
 2. If the above is blank, use Window From-Window To.
 3. If the above are blanks, use ETA-ETD.
 4. If all the above are blanks, leave the field blank.
- Two fields were added to the Activity Reports form from the Voyage Manager:
 - Current: Takes a positive integer value with two decimal places
 - Curr Dir: Takes either With or Against as a value
 These two fields have also been added to the Reporting dataset Activity/Noon Reports Summary.
- On the Extra Information for Report form from Activity Reports:
 - The following fields have been added: Generator 1 KWHr, Generator 2 KWHr, Generator 3 KWHr, and Main Engine KWHr.
 - The Bad Weather Hrs/Cons field has been changed to Bad Weather Hrs/Dist. Values for consumption due to bad weather will be recorded in the newly added Bad Weather field located in the details section per fuel type.
- A new Group by option was added to the Voyage List. It is possible to group all the non-commenced voyages under the commenced voyage of a specific vessel, and it is also possible to do the same while the grouping is per Company. The new option can be saved in a list view.
- A new column was added to the Bunker Requirement List and its corresponding dataset: Voyage Itinerary Ports. In this column all the ports that are specified in the Voyage Itinerary are listed.
- The Vessel Schedule can now be printed by selecting Print Preview from the toolbar. The schedule will print from the current Reference Date, using the current filters and zoom settings as displayed.
- On the Rebills for Off Hire and Port Expenses form, two fields were added: Payment Terms and Due Date. Upon selection of Payment Terms, the Due Date value is defaulted.
- In Rebills for Off Hire and Port Expenses invoices, the Off Hire Bunker detail lines now include the bunker units and rates.
- On the Voyage Expenses Rebill Management form, the Amt to Bill can now be greater than the default rebillable amount in this column. A negative amount can also be rebilled. A warning appears in these cases, and the Rebill (Balance) row is created accordingly.
- New bill codes have been introduced for accurate categorization of Freight and Demurrage Address Commissions and related adjustments in the P&L. The source code remains FCOM.
 - FDAOM - Address commission on demurrage
 - DMAAD - Address commission on demurrage commission adjustment
 - FMAAD - Address commission on freight commission adjustment
 - AMADJ - Address commission on other commission adjustment
- A new token was added to the vesselScheduleSmallBarTemplate configuration flag: (BUNKERINGSUMMARY). The new token will display the port name, ETA, and ETD of any ports that have a planned or actual bunkering on the Vessel Schedule.
- A few changes around the flag CFGCheckRedelBnkVsHire:
 - Now when the warning for Redelivery Bunkers appears, the difference between the TC quantity and the Operations quantity is indicated.
 - A new config flag was added to set a tolerance for the Operations redelivery quantity:


```
<imosProperty name="CFGCheckRedelBnkTolerance" value="5" />
```

 Description: The warning about the Redelivery Bunkers (enabled by separate flag CFGCheckRedelBnkVsHire) only

appears when the difference is higher than the percentage value set in this flag, applied on the TC redelivery quantity. When the value set is bigger than zero, the percentage difference appears in the warning.

Data Type: Integer

Data Default Value: 0

Data Value Range: 0-100

- In voyage mirroring between two internal companies, it is now possible to edit the Suppliers/Receivers table (through CP Terms Details) for the mirror voyage.
- Invoice mirroring is now supported in model A of voyage mirroring (with two internal companies). New configuration flag CFGEnableInvoiceMirroring has been implemented. This feature applies only when CFGEnableContractMirroring is enabled.
<imosProperty name="CFGEnableInvoiceMirroring" value="Y" />
Description: When 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).
Data Type: Boolean
Data Default Value: N
Data Value Range: Y, N
- A configuration flag has been introduced to enable the Create Rebill Claim check box by default on the Voyage Expenses Rebill form.
<imosProperty name="CFGActDefaultCreateRebillClaim" value="Y" />
Description: When enabled, the Create Rebill Claim check box on the Voyage Expenses Rebill form is selected by default.
Data Type: Boolean
Data Default Value: N
Data Value Range: Y, N
- A configuration flag has been introduced to make Pending invoices a part of the Voyage Expenses Rebill Management form.
<imosProperty name="CFGActEnablePendingInvoiceRebill" value="Y" />
Description: Enabling the flag makes Pending invoices a part of the Voyage Expenses Rebill Management form.
Data Type: Boolean
Data Default Value: N
Data Value Range: Y,N
- Voyage saving speed has been improved when CFGDBEnableAuditing is off.

Voyage Manager

- A new Group by option was added to the Voyage List. It is possible to group all the non-commenced voyages under the commenced voyage of a specific vessel, and it is also possible to do the same while the grouping is per Company. The new option can be saved in a list view.
- In the P&L, the (Act-Est)% is now 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.
- Files can now be attached as links in the Voyage Manager. The Select Folder button has been renamed Select File/Folder.
- The Remarks field on the Voyage Manager P&L tab was expanded to a length of 2048 characters instead of 512.
- The performance of Voyage P&L snapshots was improved, which can also reduce voyage saving time.
- It is no longer possible to enter more than one Y/Z (Delivery/Redelivery) ports in the Voyage Manager itinerary. If there are already more than one Y/Z ports specified in a TCO Voyage itinerary (older data), a validation error is issued.
- In the Voyage Manager, a new validation error was added for ports where the departure bunker quantities are higher than the arrival bunker quantities without any received bunkers entered.
- In Spot/Relet voyages, when clicking the Delete button in the Spot Out/Relet links from the voyage, a warning is now issued.

- Modifications have been made to the Cargo/Transshipment Details form when CFGEnableTransshipment is enabled. Both the CP Port and T/S ports for a lifting can now be seen on the Cargo. The new workflow is to add CP ports directly on the Cargo form and corresponding T/S ports through the Transshipment Details form. The Counterparty on this form now defaults to the Company from the base cargo if the company is also a Charterer as per the Address Book entry. L/D Rate, Terms, and RU columns now belong to CP ports instead of T/S ports. New flag CFGTransshipmentAsFullCargo has been implemented:

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

Description: When enabled, transshipment cargoes are treated like standard IMOS cargoes. This includes the ability to edit them in the normal Cargo form (which is created when the Transshipment Details form is first saved) and their presence in the Cargo list, where a column has been added to identify them as transshipment. Once a CP port has a TS port, the CP port's name, L/D Rates, and Terms can be changed only on the TS cargo. Also, chains of transshipment cargoes are now allowed, where each step in a transshipment chain works similar to the existing single TS-Cargo relationship. The CP port displayed for the base cargo of such a chain is the CP port of the very last cargo in the chain. For any transshipment leg, if there are multiple endpoints to the TS chain (i.e., multiple CP ports), the CP Port/Berth is displayed as (multiple) on the base cargo. Edits to a lifting that is part of a transshipment chain is synced all the way down the chain, unless the chain has multiple CP ports.

Data Type: Boolean
Data Default Value: N
Data Value Range: Y, N
- A new config flag was added to display the Include In Cover check box in the Voyage Manager:

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

Description: When enabled, an Include In Cover check box is displayed in the Voyage Manager, to be used by the Pooling Information dataset.

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

A new parameter was added to the Pooling Information dataset: Include In Cover. The default value is All, which means all voyages are retrieved, and the calculation is performed. However, when Y/N are selected, only voyages that are marked/not marked as Include In Cover are retrieved, and no distribution calculation is performed.
- A new config flag was added to display customized text on the Port Schedule bars:

```
<imosProperty name="portScheduleSmallBarTemplate" value=" (VSL_CODE)- (VOY_NO) (PORT_NAME) ( (START_DATE) to (FINISH_DATE))" />
```

Description: When set, the values in the flag are displayed on the Port Schedule bars and as a tooltip.

Data Type: String
Data Default Value: N
Data Value Range: (VSL_CODE)- (VOY_NO) (PORT_NAME) ((START_DATE) to (FINISH_DATE))
- A new config flag was added:

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

Description: When enabled, Cargo Loss functionality is enabled (see details below).

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

 - A new functionality was added to IMOS to support recording of Cargo Loss information: A new Cargo Loss tab was added to the Cargo Handling form from the Voyage Manager. On this tab it is possible to record the following data for each grade:

 - Grade
 - GSV Vessel
 - NSV Vessel
 - GSV Shore
 - NSV Shore
 - Unit (syncs across the grade sequence)
 - API (syncs across the grade sequence)
 - Vessel Experience Factor (syncs across the grade sequence)
 - Vessel corrected for VEF (syncs across the grade sequence)
 - Currency (syncs across the grade sequence)
 - Price per unit (syncs across the grade sequence)
 - Completion Date (syncs across the grade sequence)
 - Inspector name
 - Also, two fields are displayed in the bottom of the new tab: Loss Control Status and Loss Control Notes. These fields' values are synced across the voyage.
 - The Grade fields in the new tab were added as columns to the Cargoes Loaded/Discharged dataset, and the voyage fields were added to the Voyage data object.

- For FOB Cargoes, when the new flag is enabled, and a Reference Vessel is selected, the BL Qty label in the Cargo Other Info tab serves as a link to open a Cargo Handling form for the FOB voyage. On this form, the new tab is displayed and functions the same as in regular OV Voyages.

Operations Reports, Datasets, and Data Objects

- Performance of reports that use P&L snapshots was improved.
- Latest Voyage No. in the vessel data object will now exclude voyages of operation type RELT and intercompany TO voyages.
- For the Voyage P&L Report setup form Header/Footer tab, it is now possible to select the Voyage Ref. If selected, it appears in the report top header.
- Several changes to the Fixing Estimates report section in the Voyage P&L Report:
 - The voyage rebillable items are now displayed in two different lines: Port Rebills and Misc Rebills. The port rebillable amounts appear under the corresponding port, while the misc rebillable amounts are applied for all the voyage and are displayed in the first column.
 - The At Sea/Port Hire amounts are now displayed per the hire rate table in the TCI and are applied to the voyage period. Previously, the average rate was allocated across the voyage.
 - New lines were added for the Hire Commission and Off Hire Commission. The Hire commission is displayed under the corresponding ports, while the Off Hire Commission is applied to the voyage.
- Several changes in the Vessel Position Report dataset:
 - The following data objects have been added: Cargo, COA, and TC.
 - Two new columns were added: Port Arr ROB and Port Dep ROB. The values in these columns display the fuel types and the corresponding port Arrival/Departure quantities.
 - A new column was added: Port Last (Y/N). This column indicates a port as the last port of the itinerary, regardless of its port function.
 - Columns ETA and Function were renamed Port ETA and Port Function.
 - A new parameter was added to the dataset: Ref Date/Time (GMT). This parameter is a date/time value to be used in a few of the new columns of this report. If this parameter is left blank, the value defaults to the time the report is run. The following new columns were added in relation to the parameter:
 - Ref Date/Time Voy (Y/N): The value is Y if the Ref Date/Time value entered is between the Voyage Commence /Complete dates in GMT, and N otherwise.
 - Ref Date/Time Hire Rate: Hire Rate as of the Ref Date/Time value.
 - Ref Date/Time Add Comm %: The Address Commission % as of the Ref Date/Time value.
 - The following columns were added to the Time Charter data object:
 - CVE-Bal. Bonus Rate
 - CVE-Bal. Bonus Rate Type
 - CVE-Gratuities Rate
 - CVE-Gratuities Rate Type
 - CVE-Vict. Rate
 - CVE-Vict. Rate Type
 - CVE-Allow. Rate
 - CVE-Allow. Rate Type
 - CVE-Lash./Stowage Rate
 - CVE-Lash./Stowage Rate Type
 - CVE-ILOHC Rate
 - CVE-ILOHC Rate Type
 - CVE-Interm. HC Rate
 - CVE-Interm. HC Rate Type
- The Port Expense Summary dataset was renamed the Port Advance/DA List, to correspond to the name of the list used as the datasource. The functionality remains the same.
- These columns were added to the Voyage data object:
 - Voyage Remarks
 - Voyage Ballast Port No.
 - Voyage First Disc. Port No.
 - Voyage First Loading Port No.
 - Voyage Last Loading Port.
 - Voyage Last Loading Port No.
 - Voyage Last Disc. Port
 - Voyage Last Disc. Port No.

- Two new columns were added to the Port Advance DA List/dataset:
 - Final Amt Paid: The amount paid in the Port Disbursement invoice.
 - Final Amt Outstanding: The difference between Final Amounts and Final Amt Paid.
- A Charterer data object was added to the Voyage P&L Summary dataset. The Charterer column in older reports is now mapped to Charterer.Short Name.
- A new column was added to the Voyage P&L Drilldown (Operations) dataset: P&L Level. The value in this column indicates the level of the item in the P&L drilldown hierarchy. This is useful to filter rows of the same level when making reports in external tools. The value is:
 - 1 for category Revenues, Expenses, or Running Cost
 - 2 for categories such as Freight, Bunkers, or Hire
 - 3 for all the subitems of categories mentioned above
- In the Voyage P&L Summary dataset, a new column was added: (Act.) Premium. The value in this column is taken from the Premium value entered in the Profit Share form that is in the Voyage Manager, prorated according to the report period.
- A new Voyage P&L Drilldown (Accounts) report dataset has been implemented. The report displays the Accounts View of the P&L for the voyages falling within the Period From/Period To timeframe. (The values are also prorated accordingly.) The Data Source can be any of the three types: Force Calculation, Latest Snapshot, or Latest Accrual Snapshot. If Latest Snapshot is chosen, the snapshot type and date can be specified to view details from the latest snapshot on the given date.
- In the Voyage P&L Drilldown (Accounts) and Voyage P&L Drilldown (Operations) datasets, a new column was added for Month. It is useful to group and sort according to this column when Monthly Interval is selected for the report.
- In the Activity/Noon Reports Summary dataset:
 - These fields were added:
 - B.W. Dst (Bad weather distance)
 - Heading
 - Generator 1 KWhr
 - Generator 2 KWhr
 - Generator 3 KWhr
 - Main Engine KWhr
 - Voyage.Ttl B/L Qty (Total Loading BL Quantity)
 - Additionally, multiple fuel-specific columns were added. Fuel columns can either be fuel-specific, numbered 1-6, or marked as (General), which is only used when the Include One Data Row Per Fuel Type box is selected. There is a column for each type of bunker consumption, bunker ROB, as well as B.W. Cons (Bad weather consumption).
- A new column was added to the Vessel data object: Latest Voyage No. The number in this column is the number of the last voyage with the most recent Complete Date.
- Improved performance of the Cargo Operations dataset, so that reports that use it are less likely to time out.
- The following new columns were added to the Offhire Summary dataset:
 - Off Hire Amt (TCI, Base)
 - Off Hire Amt (TCO, Base)
 - Off Hire Amt (TCI, Curr)
 - Off Hire Amt (TCO, Curr)
 - Off Hire Comm. (TCI)
 - Off Hire Comm. (TCO)
 - Off Hire Add. Comm. (TCI)
 - Off Hire Add. Comm. (TCO)
 - Off Hire CVE (TCI)
 - Off Hire CVE (TCO)
 - Off Hire Bunkers (TCI)
 - Off Hire Bunkers (TCO)
- A new column for Fuel (Opr Qty) was added to the Port Operations dataset, and Fuel (Opr Qty, MT) was added to the General Operations dataset. The value in this column is the operations quantity (planned or actually lifted) for the fuel type taken from the Voyage Manager.
- A new Include All Ports check box parameter has been introduced in the Report Editor for the Vessel Position Report dataset. When this option is used, all ports except Passing points are included in the report.

Pooling

- In Major Features, see [Pooling Cash Distribution](#).
- In Pooling Cash Distribution, when selecting a Pool, if there are unallocated Advance payments made for the Pool Participants, a message asks if you want to run the Advance Payment/Receipt Allocations form; if so, click Yes. Or click No to clear the Pool and select a different pool. In the Advance Payment/Receipt Allocations form, when auto-allocating a payment for Pooling Distribution invoices, the same logic as in the Cash Distribution takes place.
- Several column labels were changed in the Pooling module.
 - Pools form:
 - Commission % is now Mgt Fee %.
 - Pool Fee is now Mgt Fee/Day.
 - Pool Assignment form:
 - Commission % is now Mgt Fee %.
 - Pool Fee is now Mgt Fee/Day.
 - Owner is now Participant.
 - Pooling Distribution:
 - Owner Name is now Participant.
 - Pool Comm is now Mgt Fee.
 - Pooling Summary dataset:
 - Pool Fee is now Mgt Fee (Daily).
 - Pooled Commission is now Pooled AP Mgt Fee.
 - Income AP Commission is now Income AP Mgt Fee.
 - Owner is now Participant.
 - Owner Company No. is now Participant Company No.
- A new column was added to the Pools form: Company. In this column the user can specify the Pool Company that will be used in the financial Pooling Distribution transaction.
- A new report was added to the Pooling Distribution form: Distribution Analysis. This report shows the calculation as detailed in the bottom part of the form. The following columns are displayed:
 - Vessel
 - Pool Participant
 - Period End Date
 - Period (Current = The line is for the current distribution; Previous = The line corresponds to an adjustment).
 - Off-Hire Days
 - On-Hire Days
 - Pool Points
 - Result Distribution
 - Mgt. Fee
 - Premium
 - Total
- On the Pooling Distribution form, a new column was added to the Pooling Result Distribution section: I (Intercompany). If the Pooling Participant is marked as internal in the Address Book, this column is automatically selected. When this column is selected, posting the Pooling Distribution Payable invoice automatically creates a mirrored Pooling Distribution Receivable transaction, with the same invoice details except that the company is the counterparty, and the pooling participant is the company. The mirrored transaction is created in Ready for Approval status and needs to be approved and posted. A new Invoice Type code was created for the new Pooling Distribution - AR: PLAR. A link to the corresponding bill viewer appears in the Transaction Data Entry for field Mirror Trans. No., in the bottom right header.

When one of the mirrored invoices is reversed, the other is reversed as well.

In order for the mirrored transaction to be created correctly, the following setup should be done:

 - Both the Pooling Company and the Pooling Participant should be configured as types O (Owner) and W (Company). This is possible by enabling the flag `CFGEnableMultiRoleOnAddressBook`.
 - Corresponding business rules should be added:
 - PLAR: POOLP
 - PLAR:COMMS
 - PLAR:ADJST
 - PLAR:ADJCM
- For Pooling Distribution Invoice XML notifications, the last Voyage TCI code is now included in the detail lines, under the `<voyageTCICode>` tag.
 - To see each of the TCI Codes, create a Pooling Assignment for each TCI of the vessel. The GMT dates on the TCI and the assignment should match one another.
 - In the Pooling Distribution invoice, a detail line is created for each assignment. This is true for previous months/years adjustments as well, so the TCI value is always relevant to the adjustment.

- A config flag was added to handle Pooling Premium Distribution:
`<imosProperty name="CFGDefaultCompanyFromVessel" value="Y" />`
 Description: When enabled, in the forms Voyage Estimate/Fixture/Manager, Cargo/VC-In, and Time Charter In/Out, when selecting a Vessel when the Company field is empty, the Company field is populated with the Company value set on the Vessel level.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- A config flag was added to calculate the Pooling results from the latest Accrual snapshot instead of the Actual P&L.
`<imosProperty name="CFGUsePostedInPooling" value="Y" />`
 Description: When enabled, the Pooling results are calculated based on the corresponding Accrual snapshot for that month.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- A config flag was added to control the level of details in Pooling Distribution invoices:
`<imosProperty name="CFGPoolInvBreakOutPeriods" value="1" />`
 Description: This flag determines how Pooling Distribution invoices are broken down to invoice line items.
 - When the value is set to 0, no breakdown to details.
 - When the value is set to 1, the breakdown is by month.
 - When the value is set to 2, the break down is by month for the current year and by year for the prior years.
 Data Type: numeric
 Data Default Value: 1
 Data Value Range: 0,1,2
- Three flags were added to allow customization of the invoice detail lines description for Pooling Distribution invoices.
 - `<imosProperty name="CFGPoolResultDistribDesc" value="Result Distribution" />`
 Description: The value set in this flag is the default description of the Result Distribution lines in the Pooling Distribution invoices.
 Data Type: String
 Data Default Value: Result Distribution
 Data Value Range: any string
 - `<imosProperty name="CFGPoolMgtFeeDesc" value="Mgt Fee Distribution" />`
 Description: The value set in this flag is the default description of the Mgt Fee Distribution lines in the Pooling Distribution invoices.
 Data Type: String
 Data Default Value: Mgt Fee Distribution
 Data Value Range: any string
 - `<imosProperty name="CFGPoolPremiumDesc" value="Premium Distribution" />`
 Description: The value set in this flag is the default description of the Premium Distribution lines in the Pooling Distribution invoices.
 Data Type: String
 Data Default Value: Premium Distribution
 Data Value Range: any string
- A config flag was added to set the number of previous years for which Pooling Adjustments should be calculated:
`<imosProperty name="CFGPoolAdjYear" value="1" />`
 Description: When set, the system calculates only adjustments from the specified number of calendar years back.
 Data Type: Integer
 Data Default Value: -1
 Data Value Range: -1,0,1,2,...
 Examples for a Pooling Distribution that is created for October, 2012:
 - If the value is 1, adjustments are only calculated for 2011 and 2012.
 - If the value is 0, adjustments are only calculated for 2012.
 - If the value is -1 (default), the number of adjustments calculated is defined by the value set in CFGPoolAdjMonth.
- When CFGUsePostedInPooling is enabled, the Pooling Distribution form now issues a warning detailing all the relevant voyages that do not have Monthly Accruals run for them.
- In the Pooling Summary dataset, two new columns were added to better display the amounts breakdown when Premium is marked: Non-Premium Income Before and Non-Premium Income After. Those values do not include the premium contribution/distribution and are used in the invoice details calculation.
- Several pooling-related changes were made to the Voyage P&L Summary and Voyage P&L Drilldown (Accounts) datasets:
 - Both lists now have a new Pool parameter, where it is possible to specify a pool to filter the report results.

- For the Voyage P&L Summary dataset, the following new columns were added:
 - Pool Company: The company value specified on the Pools form.
 - Pool TCI Days: If the voyage has a linked TCI, and the TCI company is the same as the pool company, the number of TCI days is displayed in this column.
- New Pool-related columns were added to the Voyage P&L Drilldown (Accounts) dataset:
 - Pool Actual Mgt Fee: This value is only populated after a Pooling Distribution payment is saved. The value is the pro-rated Mgt Fee paid for this Vessel/Voyage.
 - Pool Mgt (Y/N): Applicable when CFGPoolCommByAccount is enabled, it indicates whether the account is marked as Mgt.
 - Pool Mgt Fee %
 - Pool Mgt Fee/Day
 - Pool Name
 - Pool Participant

Demurrage and Claims

- A Company column has been added to the Demurrage Summary to display the voyage company.
- Scale Tables for Demurrage and Laytime can now be used for Cargo/VC In/CCOA/VCOA.
 - For Demurrage:
 - The following columns can be populated:
 - Rate - the Demurrage Rate.
 - Rate Unit - either PH (Per Hour) or PD (Per Day). If no value is entered, the default is PD.
 - Qty - the Operations quantity.
 - Qty Unit - if no value is entered, the default is the cargo unit.
 - The logic is to use the Demurrage Rate that corresponds to the first Qty that is greater than the actual Operations quantity.
 - When the Demurrage Scale table is in use, the Load/Disch Dem/Des fields and the PD/PH radio buttons are not considered at all.
 - For Laytime:
 - The following columns can be populated:
 - Rate - Load/Discharge rate.
 - Rate Unit - can be PD, PH, D, or H.
 - Qty - the Operations quantity.
 - Qty Unit - if no value is entered, the default is the cargo unit.
 - The logic is to use the Laytime Rate that corresponds to the first Qty that is greater than the actual Operations quantity.
 - The Laytime from the table is only used in the Laytime Calculation form; there is no indication to it in the Cargo /Voyage itinerary.

Laytime Calculations

- The invoice currency in a Laytime Calculation for the counterparty in CP Terms Details can now be different from the calculation currency. The invoice currency/exchange rate need to be specified in the Dem Inv Curr/Ex fields in the CP Quantity Details form (accessed through CP Terms Details). These fields are available when flag CFGEnableInvCurrOnFixture is turned on.
- Remarks specified in CP Terms Details > Remarks > Demurrage Remarks are populated in the Calculation Remarks field in new Laytime Calculations made for the CP Terms counterparty. Any update to the Remarks in CP Terms reflect only in the calculations made after the update.
- The Used and Allowed Counterparty Qty fields on a Supplier/Receiver Laytime Calculation now default to the ones specified in Cargo Handling (Cargo Suppliers/Cargo Receivers forms).
- A configuration flag CFLaytimeSkipRoundingToMinutes has been implemented, which when set prevents rounding of durations to the minute in Laytime Calculations.
 <imosProperty name="CFLaytimeSkipRoundingToMinutes" value="Y" />
 Description: When set, a Laytime Calculation will not round durations to the minute when there are fractions in them.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y, N
- A config flag was added to define the height of the Deductions table in the Laytime Calculator:
 <imosProperty name="CFLaytimeDeductionTableHeight" value="3" />

Description: The value in this flag specifies the number of rows in the Deductions table in the Laytime Calculator, including the heading row. The minimum value is 3.

Data Type: Integer

Data Default Value: 3

Data Value Range: 3,4,5,...

- A configuration flag has been added, which makes the default Allowed Time zero in Supplier/Receiver Laytime Calculations.
<imosProperty name = "CFGZeroAllowedTimeForSupplierReceiver" value = "Y" />

Description: When enabled, a Laytime Calculation against a Supplier/Receiver has zero as the default Allowed Time.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y, N

Claims

- When a Claim is an AP, a new Rebill Option field is now available on the Claim form. This allows the user to mark a Claim as Rebillable, Non-Rebillable, or To Be Checked. The corresponding column in the Claim List is Rebill Option.
 - When marked as Rebillable, the corresponding invoice(s) automatically becomes rebillable (which can be changed on the Invoice Detail form). These now appear in the Create Invoices list to remind the user to create rebills. This invoice is also available on the Voyage Expenses Rebill Management form, which is now also available in RELT voyages. When an invoice/claim is rebilled, the new Create Rebill Claim check box on the Voyage Expenses Rebill form can be used to create an AR claim for each rebill invoice. This Rebill Claim is a new Invoice Type in IMOS and has source code CREB and bill code RCEXP. It is available in the Claim List just like others. Note that the Create Rebill Claim check box cannot be modified after the Voyage Expenses Rebill form is saved and closed.
- In the Claim form, it is now possible to remove Related Invoices by clicking the relevant row and selecting Delete.
- On the Claim form, a Company column was added to the following selection fields:
 - Reference No., when the CP Reference is Fixture.
 - Vessel/Voy
- When creating a new Claim, the Reference ID field now defaults to the Claim ID upon save. This field value is passed on to any connected rebill claims or mirror claims when they are created.
- A Rebill Manager button is now available in the toolbar on the Claim form when an AP Claim or at least one of the invoices in the AP Claim is rebillable. The button opens the Voyage Expenses Rebill Management form for the voyage connected to the claim, and details of invoices attached to the claim only are displayed. Once a Rebill Claim is created through the usual rebilling process, the button in the original claim changes to Rebill with these options: Rebill Claim, to access the first rebill claim created, and Rebill Manager, to access the Voyage Expenses Rebill Management form.
- If the Claim Type on a Claim form matches an Operations Ledger Code, the Code field on a new invoice created in the Claim now defaults to this value. When a Rebill Claim is created for a port expense invoice, the Claim Type is now populated as ADVANCE or PORTEXPENSES on the claim (depending on whether an Advance or Final port expense is rebilled), if these types are set up in the Claim Types form. If different port expense types are rebilled, the Claim Type is blank in the resulting Rebill Claim.
- The default Original Claim Amount on a Rebill Claim now equals the total rebilled amount.
- The Rebill Option field on a mirrored Claim form is now editable. Changes are saved automatically; the claim should not be saved manually. This field change does not affect the status of the Rebillable checkbox in the Invoice Detail form in the invoices attached to the Claim.
- In Claims mirroring, the Claim Action Log is now mirrored between the parent (AR) and mirror (AP) claims. The log cannot be modified on the mirror claim; it can be changed only through the parent.
- When a Claim form is of type AP, the default Rebill Option is now To Be Checked.

Financials

- Tax Rates are now displayed with three decimals. The changes apply to the following:
 - Transaction Data Entry form, Rate column for the tax lines
 - Tax Rates form from the Data Center.
 - Invoice underlying XML (used for the invoice printout)
 - The XML invoice notification (invoiceExport)

Financials Summaries

- In the Payables Summary, payment batch columns Pay Batch Status and Pay Batch Pay Date have been split into two columns each. The new columns are: Pay Batch Status (First), Pay Batch Status (Second), Pay Batch Pay Date (First) and Pay Batch Pay Date (Second). This helps in better sorting of the date and status columns when there are multiple batches connected to an invoice.
- The Payables Summary now has columns Action (with View the only available action), Status, and Approval Status.
- Data objects Cargo and COA were added to the Payables Summary and Receivables Summary datasets.
- The Receivables Summary has new columns Status and Approval Status.
- In the Receivables Summary and dataset:
 - The Outstanding column was renamed Outstanding (Curr).
 - A new Outstanding (Base) column was added, which displays the outstanding amount in the base currency.
- Column Voyage Reference has been added to the Transaction Summary.
- New column Counterparty Company No. has been added to the Transaction Summary dataset.

Financials Transactions

- In Major Features, see [Journal Templates for Manually Created Journal Entries](#).
- It is now possible to create Advance Payments/Receipts in IMOS and to allocate them to an Invoice in a later stage. A new Advance check box was added to the Payments and Receipts form (bottom section). Selecting this check box creates an Advance payment/receipt record, in which you can enter the payment/receipt Mode, the Company, the Vendor, the Bank, and the Advance amount. It is also possible to change the Currency and to add Bank/Other Charges. To retrieve Advance Payments/Receipts from this form, select the Retrieve Intermediate Bank Transfer check box in the Retrieve Payment /Receipt form.
 - Another way to create such Advance payments/receipts is by using the simplePayment XML notification. The following changes were made to the imosAct.xsd file, under the simplePayment section:
 - Tags that are now optional are invoiceTransNo and externalRefId.
 - The following tags were added and are only relevant for Advance payments:
 - isAdvance: Set the value to Y if the payment is an Advance, and N if it is a regular invoice payment.
 - xcRate
 - companyCode
 - transType: 1 for payment, 2 for receipt
 - vendorNo
 - vendorName
 - vendorType
 - vendorCrossRef
 - To allocate the Advance payments/receipts outstanding Invoices, a new program was added to the Financials module: Advance Payment/Receipt Allocations. In this form it is possible to filter according to Vendors (multi selection), Companies (multi selection) and Accounting date. All the Outstanding invoices are displayed in the first section, all the Advance Payments/Receipts in the second section, and in the bottom section is possible to manually allocate invoices to relevant (meaning, same Vendor and same Currency) payments/receipts. It is also possible to auto-allocate an Advance amount to all the relevant invoices. If the amount is not enough to cover all invoices, it is pro-rated between the invoices. In the Allocations table, a See Details option is available via right-click. This opens an Allocation Details form, displaying the invoice detail lines and the allocated amount for each of them. It is possible to edit the allocated amount in the different lines of this form, as long as the total allocated amount does not exceed the Advance amount. To commit the Advance allocations to the invoices, click the Allocate button. The entries in the Allocations table are removed, and the two upper sections reflect the new situation.
 - A new Security Right was added to the Module Rights tab:
Financials > Transactions > Advance Payment/Receipt Allocations.
 - For the PEXP (Port Expenses) Invoice type, it is now possible to set different detail lines according to different expenses (Code column in the Operation View of the Transaction Data Entry), hence indicating which items can be rebilled. Only ledger codes that have a PEXP:**** Business Rule defined are included in the selection list. After posting the invoice, the rebillable amount is displayed in the Voyage Expenses Rebill Management form.
 - On the Journal Template form, there is no longer a field for Invoice Date. When creating a new Journal Entry from a Template, the journal Invoice Date defaults to the current date.

- It is now possible to set a Journal Entry to automatically reverse on a specified date. This task iterates over all the journals that need to be reversed that day (due or overdue) and reverses them.
 - A new check box was added to the Journal Entry form: Autoreverse. Selecting this check box enables the Reversal Date field, in which the automatic reversal date is specified.
 - In order for the reversal to occur it is necessary to set a daily Scheduled Task in the Messaging Service:


```
<scheduledTask name="Auto Journals" enabled="true" occurs="every d" runOnStartup="true">
<actions>
<action type="exec" command="autoinv.exe" arguments="AUTOJOURNALS" timeoutSeconds="30">
</action>
</actions>
</scheduledTask>
```
- Two new columns were added to the Create Commission Invoices list:
 - Freight Inv No.: The invoice number of the last Freight Invoice issued for this broker's cargo.
 - Freight Inv Curr
- Rebillable claims and invoices are now shown in the Create Rebill Invoices list as long as an outstanding amount exists for them in the voyage.
- The Accounting Date and Reference No. fields on the Transaction Data Entry form have been made editable for mirror invoices (applicable when flag CFGEnableInvoiceMirroring is enabled).
- A config flag was added to allow handling of mirrored invoices independently from the source invoices:


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

 Description: When enabled, it is possible to approve/reject and then post mirrored invoices. When disabled, these actions can only be performed on the source invoices.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- A Person In Charge field was added to multiple invoices. Clicking the Person In Charge field will provide a list of users to select from. Person In Charge has also been made a selectable column for Invoice Lists. This is not a required field and can be left blank; the primary use is for appointing an internal user who is responsible for any further required actions.
- For Time Charter Commission invoices (TCOM and TCOC), a tcCode tag is now included in the XML notification, with the Time Charter code as its value. The tag is located below the oprBillSource tag of the invoice.
- A new field was added to the Transaction Data Entry form: Contact. The values for selection in this field are the contacts from the Address Book entry of the company specified in the Invoice Details. This feature is incompatible with invoices that have more than one linked company.
- On the Transaction Data Entry and Journal Entry forms, a new free-text field was added under Remarks tab: Additional Remarks.
- All invoice forms were updated to include a multi-line Remarks field.
- New columns Voyage Reference and Voyage Ref. have been implemented in the Create Invoices, Edit Invoices, Approve Invoices, and Post Invoices lists. These correspond to the Reference and Voy Ref fields in the Voyage Manager.
- Rem Swift Code was mandatory on a Payment Batch for it to be sent to the bank; this restriction has been removed.
- A new config flag was added to block reversal of an invoice that is linked to a closed voyage:


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

 Description: When enabled, it is not possible to reverse an invoice that is linked to a closed voyage.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- A new config flag was added to not default the reversal date of transactions:


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

 Description: When enabled, the reversal date of transactions and journals does not default, but remains blank for the user to enter.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N

- A new config flag was added to default the Accounting Date of Period Journals.
`<imosProperty name="CFGActDefaultPeriodJournalsAccountingDateToInvoiceDate" value="Y" />`
 Description: When enabled, the Accounting Date of all Period Journals defaults to the invoice date, which is either the voyage completion date or the date specified as the Period Through in the form.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N
- A new config flag was added to allow deleting voyages even when the voyages have monthly accruals posted to them.
`<imosProperty name="CFGIgnoreAccrualOnVoyageDelete" value="Y" />`
 Description: When enabled, it will still be possible to delete a voyage that has monthly accruals posted to it. An extra confirmation message appears when deleting such voyages.
 - The posted records are not deleted or reversed. If another voyage is created with the same number, those records are linked to this new voyage. These records are still displayed in the Financials lists.
 - Records that are approved but not posted are deleted (same as the general behavior for non-approved records).
 - Journals that have been saved using the Save button are not deleted as well (handled as posted).
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N

Financials Setup

- A new config flag was added to display a Mgt column in the Chart of Accounts form, and to control the Pooling Mgt Fee and Owner's Commission:
`<imosProperty name="CFGPoolCommByAccount" value="Y" />`
 Description: When enabled, the Mgt column on the Chart of Accounts form is displayed. It is only possible to check Revenue accounts as Mgt. When an account is selected as Mgt, all amounts associated with this account have the Mgt Fee (Pooling Distribution) and the Owner's commission (Time Charter In form) applied. When disabled, the Mgt Fee and Owner's Commission are applied on all revenue accounts.
 Data Type: Boolean
 Data Default Value: N
 Data Value Range: Y/N

Financials Reports and Datasets

- For Account Analysis reporting:
 - The following options were added:
 - Show Tax Code/Rate
 - Show Bill Src/Subcode
 - The following datasets were modified to include the following data points:
 - Financials: Account Analysis Details
 - Tax Code
 - Tax Rate
 - Bill Source
 - Financials: Account Analysis Summary
 - Tax Code
 - Tax Rate
 - Bill Source
- The Transactions Summary dataset has been renamed Transactions Details.
- These changes were made to the Cashflow Report dataset:
 - Added data objects to the Cashflow dataset: Vessel, Voyage, TC, Counterparty
 - Added estimated port expenses lines
 - Added actual (invoiced) TC commissions (both regular and address); they will have descriptions like TCI Hire Comm or TCI Hire Add. Comm.
 - Added estimated TC commissions (both regular and address); they will have descriptions like TCI Hire Add. Comm Not Invoiced, TCI Hire Add. Comm Not Invoiced, etc.
 - Added demurrage/despatch invoiced items; they will have a Transaction Type like Demurrage or Despatch.
 - Previously, at least one TC Hire invoice had to be created for projected TC Hires to be created; this was fixed.
 - Projected cash flows from delivery/redelivery bunkers and ballast bonus now show on this report.
 - Bunker Invoices and Misc Adjustments from TC Payments were also added to the report.

Data Center

- In the Data Center, a new form has been added to create Reporting Databases connections. Connections created in this form can be used in the Report Editor when specifying Reporting Database as an output option, or when creating a new Report Batch from the Report List.
- On the IMOS Port form, the Low Sulphur Community check box has been renamed Low Sulfur ECA. When this check box is enabled, a new check box option, Allow <1% IFO, is available. This check box can be used to indicate that low sulfur fuel oil can be burned in port, such as within the North America ECA region outside California. Two related configuration flags have been introduced:
 - `<imosProperty name =""CFGLSPortConsumptionDefaultGrades"" value=""fuel_grade1, fuel_grade2"" />`
Description: Comma-separated list of grade codes to burn in LS ports.
Data Type: String
Data Default Value: (blank)
 - `<imosProperty name =""CFGLSPortConsumptionLSFOGrades"" value=""fuel_grade3, fuel_grade4"" />`
Description: Comma-separated list of grade codes to burn in LS ports that permit burning low sulfur fuel oil.
Data Type: String
Data Default Value: (blank)
 - Logic:
 1. If a port is not marked Low Sulfur, we burn G and H grades in that port.
 2. If a port is marked as Low Sulfur, and the Allow <1% IFO option is not checked, we consume only the L grades that are specified in the CFGLSPortConsumptionDefaultGrades flag.
 3. If a port is marked as Low Sulfur and Allow <1% IFO is checked, we consume only the L grades that are specified in the CFGLSPortConsumptionLSFOGrades flag. If this flag is not specified, we fall back to the list in flag CFGLSPortConsumptionDefaultGrades.
 4. If the flag being used (according to point 3 and 4) has grades that are not present on the vessel, no L grade is consumed at the low sulfur port.
 5. If neither flag is set, we fall back to the previous behavior, which is that when a port is not Low Sulfur, we consume H and G, and when it is Low Sulfur, we consume all L grades on the vessel.
- New columns were added to the Port data object:
 - Latitude, Latitude (Deg), Longitude, and Longitude (Deg) columns were added.
 - Port.Port Aliased To: Use this column to filter according to the Port Aliased To value, and the results will include all aliases in the report.

Vessels

- A Holiday Calendar was added to the Data Center. The form allows associating date ranges with a holiday code on a per country basis, to be used in future features.
- A new field was added to the Vessel form Details tab: Pool-Point. This is an informational field, and the possible selections can be configured in a new Data Center form: Pool-Point Types. In this form, it is possible to set a Pool-Point Type and the number of Points for that type.
The new field was added to ImosData.xsd, under `<details>\<poolPoint>`.
For the new form, a new Security right was added: Data Center > Vessels> Pool-Point Types.
- On the Vessel form for LNG Vessels, the LNG Conversion field has been renamed from FOE Conversion to Actual FOE Conversion Factor.
- P&I Club was added to the Vessel reporting data object.

Audit Trail

- In the Audit Trail List:
 - List performance was enhanced, and the time for fetching the data is now shorter.
 - When an out of memory exception is thrown, IMOS no longer shuts down, and an error message appears instead.
- Two new columns were added to the Audit Trail List and dataset:
 - Reference: The record ID (if relevant).
 - Remarks: The nature of the edit: Modified, Created, or Deleted.
- A new Reference column, to display the contract ID (when applicable), has been added to the Audit Trail list and dataset.

Messaging

- New XML tags ExternalRef and VoyRef (corresponding to Reference and Voy Ref fields on the Voyage Manager) have been added to the VoyageManager import message.

- New XML tags refNo (refers to Reference No. on the Cargo form) and actDeptName (Department on Cargo) have been added in the voyCargoInfo section of the VoyageManager import message.
- New XML tags PreviousStatus and SeqNo have been added to the LiftingOption section of the tcExport notification. These display the Status of the lifting from the last notification XML sent, and the current sequence number of the given lifting from the Lifting Options form.
- New XML tags RefCompanyName and RefCompanyType have been added to the voyage, Cargo, and ReletInfo sections of the VoyageManager import XML. These refer to the Short Name and Type of the Ref. Company in the Voyage Manager, Cargo, and VC In forms.
- New XML tags consDescriptionLaden and consDescriptionBallast have been added to the vesselExportFull file. These are available in the seaConsumption section and display values for the Type column for each speed in the Speed Consumption Table on the IMOS Vessel form. Also, these fields are supported in the import vessel XML file.
- New XML tag gradeEx corresponding to the Code column on the Fuel Grades form has been introduced in the vessel import file. This is used to populate the corresponding grade in the Grade column in the Port Consumption table on the Vessel form. This tag has also been added in the VesselExportFull export message.
- Custom reports can now be output to an SQL Server Database. This option is available in the Report Editor under Output Options, output type Reporting Database. This feature is licensed separately.
- Custom reports can be set to output to a reporting database in a batch. All reports in a batch will output to the reporting database specified when creating the batch, regardless of the output option in the report. To create and edit batches from the Report List, click the New button on the toolbar. To assign reports to batches, select the check box in the list and click the Assign Batch ID link. To run a batch (for example, as a Scheduled Task from the Messaging Service), use imosreport.exe with these arguments:
--adhoc-headless batch:"<Batch Id>"
- A Cargo that is back-created from the saving of a Voyage Fixture will now trigger an XML notification of type cargoSaleExport. A new oprType element has been added to the Cargo information.
- A new tcExport notification type has been added as an option for the notificationsIncludeList configuration flag. When this option is added to the notification list, an outbound message will be generated whenever a TC is modified. Additionally, an option to send notifications will be added to the TC In and TC Out Lists. Multiple tcExport notification messages can be sent at once from the list by selecting the check box of the TCs and clicking the Send Notifications hyperlink.
- Added bunkerSurchargeType to cargoPurchaseExport and cargoSaleExport. The value is populated via the Bunker Surcharge field on the Cargo form -> Pricing Tab. Possible values are None, Cap/Collar, and Scale Table.
- When creating a new SPOT fixture, the Owner's details are now populated under the <ownerInfo> tag in the auto-generated notification (cargoSaleExport in IMOS7.1 and cargoPurchaseExport in IMOS7.2).
- For the Voyage Notification XML file, two new fields were added to the portcall node: ETALocal and ETDLocal. The values in these fields are the local times of arrival/departure of the relevant ports. These two fields were added to the ImosOps.xsd schema, under portcallLine.
- New functionality to import/export Ports Serviced information for an Address Book entry has been implemented. Importing can be done through the Messaging program autocabv.exe. The new XML has the root tag companyPortServiced; each port added to the Ports Serviced form has its own XML message and displays data such as Company No., Type, Short Name, Full Name, Ref No., etc. The schema definition is in imosData.xsd.
- New XML tag portExternalRef is now available in the Idport and itinerary (under estimateInfo) sections of the cargoSaleExport and cargoPurchaseExport messages. Similar tag portExternalRef is displayed in the Delivery and Redelivery sections of the tcExport notification message. These display the External Ref No. for the corresponding port from the IMOS Port form.
- New XML tag RefContract has been added to the tcExport notification message. This is same as the new refContract in the cargoPurchaseExport/cargoSaleExport messages. The tags represent the Ref Contract from the Time Charter/Cargo/VC In contracts.
- When using autoinv.exe to import invoices, new tag <billCodeDesc> can be used to specify a Bill code description. If not set, the value will be defaulted from the Business Rules table. Likewise, if <memo> is not set, it will be defaulted from the Chart of Accounts. ImosAct.xsd was updated for the new field.

- The imosmail.exe program can be used in Messaging Service Action Handlers and Scheduled Tasks to send email, but, in the past, the server used to send the message could not be specified. An additional argument, -server, has been added to allow specifying the name of the mail server to use. (The mail server names can be found in the Messaging Service Configuration tool, on the Outgoing Message Locations tab). The full syntax is:
imosmail -send recipient subject @body_file [-queue] [-wrap] [-server serverName]
- In the Voyage XML notification, a new <agent> tag was added under the <portcall> tag. If one or more agents are specified for a port call, the following will be displayed for each agent: ID, Short Name, agentRole (Charterer's, Owner's, Protective, or Other), Currency, Full Name, and Address lines. ImosOps.xsd already has a corresponding agentLine type, and the agentRoles type was added to support the <agentRole> tag.
- The Voy Ref field on the Voyage Manager is now available as voyRef in the voyage XML notification. Also, a new import message type updateVoyRef has been added, which can be used to update the Reference (using XML tag externalRef) and Voy Ref (tag voyRef) fields on the Voyage Manager using autovoy.exe. The Arguments field for the updateVoyRef message needs to be "setVoyRef=Y&file=\$(MESSAGE_BODY_FILE)" (along with quotes). Its schema definition exists in ImosOps.xsd. When the reference fields are updated, these are also updated in any voyage mirrored with the voyage being updated.
- For the Voyage Notification XML file, two new fields were added to the portcall node: ETALocal and ETDLocal. The values in these fields are the local times of arrival/departure of the relevant ports. These two fields were added to the ImosOps.xsd schema, under portcallLine.
- For the outgoing invoice XML notification, two tags were added to the invoice element in ImosAct.xsd: vendorCareOf and vendorCareOfRef.
 - If a value is specified as Bill Via, the vendorCareOf value is populated with the value 1, and vendorCareOfRef is populated with the Bill Via entity's external reference.
 - If no value is specified as Bill Via, the vendorCareOf value is populated with the value 0, and vendorCareOfRef is empty.
- New tag portUNCode has been added to the itinerary section of the invoice notification XML.
- For Invoices outgoing notification, a tag for Vessel Type was added: vesselType. The value in this tag is according to the Vessel linked to the Invoice, while for Trade Settlement Invoices, the Vessel Type is retrieved from the Trade form. ImosAct.xsd was updated with the new tag.
- Added vesselName to the paymentDetails element of the paymentExport notification XML. ImosAct.xsd was updated to reflect the change.
- New XML tags consDescriptionLaden and consDescriptionBallast have been added to the vesselExportFull file. These are available in the seaConsumption section and display values for the Type column for each speed in the Speed Consumption Table on the IMOS Vessel form. Also, these fields are supported in the import vessel XML file.
- It is now possible to import/export Port Remarks (the remarks displayed in the Bunker Purchase form) between different IMOS environments. In order to use this feature in EnvA, EnvB, and EnvC (Any two or more environments can be configured the same.), the following setup needs to take place:
 - Add portRemarksExport notification to the config flag notificationsIncludeList in all the relevant environments.
 - Each of the environments should have its own Directory Listener (e.g., Inbound EnvA, Inbound EnvB, and Inbound EnvC).
 - For the Directory Listeners, enter the Processing Delay (pickupWaitSeconds) value as 1.
 - In each of the environments' Messaging Service Configuration, the following Message Handlers need to be added. (The example is for EnvB; each environment should have a Copy action to the other environments.):
 - Port Remarks Export
 - General Options:
Name: Port Remarks Export
Target Msg Type: portRemarksExport
Enabled: True
 - Action:
Type: exec
Command: imosmail.exe
Arguments: -xslt \$(MESSAGE_BODY_FILE) portRemarksExport.xslt \$(MESSAGE_BODY_FILE)
Redirect Output: True
 - Action:
Type: exec
Command: xcopy.exe
Arguments: \$(MESSAGE_BODY_FILE) "[enter here the path to Inbound EnvA]" /Y
Redirect Output: False
 - Action:
Type: exec
Command: xcopy.exe

- Arguments: \$(MESSAGE_BODY_FILE) "[enter here the path to Inbound EnvC]" /Y
Redirect Output: False
- Port Remarks Import
 - General Options:
Name: Port Remarks Import
Target Msg Type: portRemarksImport
Enabled: True
 - Action:
Type: exec
Command: autoport.exe
Arguments: \$(MESSAGE_BODY_FILE) BUNKERREMARKS
Redirect Output: True
- The Message Handlers in XML format:


```
<messageHandlers>
  <messageHandler name="Port Remarks Export" target="portRemarksExport" enabled="true">
    <actions>
      <action type="exec" command="imosmail.exe" arguments="-xslt $(MESSAGE_BODY_FILE) portRemarksExport.xslt $(MESSAGE_BODY_FILE)" redirectOutput="true" timeoutSeconds="30" />
      <action type="exec" command="xcopy.exe" arguments="$(MESSAGE_BODY_FILE) "[enter here the path to Inbound EnvA]" /Y" redirectOutput="false" timeoutSeconds="30" />
      <action type="exec" command="xcopy.exe" arguments="$(MESSAGE_BODY_FILE) "[enter here the path to Inbound EnvC]" /Y" redirectOutput="false" timeoutSeconds="30" />
    </actions>
  </messageHandler>
  <messageHandler name="Port Remarks Import" target="portRemarksImport" enabled="true">
    <actions>
      <action type="exec" command="autoport.exe" arguments="$(MESSAGE_BODY_FILE) BUNKERREMARKS" redirectOutput="true" timeoutSeconds="30" />
    </actions>
  </messageHandler>
</messageHandlers>
```
- After the above is configured and the Messaging Service is restarted, every save of a Bunker Purchase triggers the portRemarksExport notification and copies the XML into the other environments' folders. For the other environments, the portRemarksImport is triggered, and the Port Remarks are saved in the other environments.

Veslink

- A new link was added to the Veslink module: Send Offline Forms. Previously this would have been accessed when managing form groups, but it is now its own page. Names of Veslink module links were aligned with the names from the Veslink Admin menu:
 - Forms & Reports Setup -> Forms & Reports
 - Forms Setup -> Define Forms
 - Reports Setup -> Define Reports
 - Form Distribution -> Set Up Form Distribution
 - Prepare/Send Offline Forms -> Manage Form Groups
- In the Veslink forms, the Cargo Handling control has been improved:
 - It can now manage two or more cargoes with the same cargo type and cargo operation in a port.
 - Multiple liftings of the same cargo can be entered in a port. This data is replicated to the cargo handling in IMOS.
 - A Charterer field has been added to the Details section. This field is a free-text field for Offline Forms; for Onboard forms it is auto-populated with data defined in IMOS.
 - The functionality above requires Veslink version 1.16.
- If the Validate Number of Upcoming Ports option is selected, users can only update the number of ports that currently exist in the IMOS Voyage Manager. Previously, this validation check occurred during the approval process for the form. Now, this validation check also occurs at the time of replication between IMOS and Veslink.

IMOS Release Notes v7.2

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Searching

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

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

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

Filtering

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

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

Sorting

To sort a column alphabetically, click its header. Click the column header again to sort in reverse alphabetical order.

Release Notes

Case Number	Type	Area	Release Note	Config Flag	Version
3878	Bug	Financials	On the Business Rules form, validation has been added to prevent entering a value that was not defined in the Lines of Business form into the LOB field.		7.2.120
22873	Feature	Demurrage	<p>Scale Tables for Demurrage and Laytime can now be used for Cargo /VC In/CCOA /VCOA.</p> <p>For Demurrage, the following columns can be populated:</p> <ul style="list-style-type: none">- Rate - the Demurrage Rate.- Rate Unit - either PH (Per Hour) or PD (Per Day). If no value is entered, the default is PD.- Qty - the Operations quantity.- Qty Unit - if no value is entered, the default is the cargo unit.- The logic is to		7.2.260

			<p>use the Demurrage Rate that corresponds to the first Qty that is greater than the actual Operations quantity.</p> <p>When the Demurrage Scale table is in use, the Load/Disch Dem /Des fields and the PD/PH radio buttons are not considered at all.</p> <p>For Laytime, the following columns can be populated:</p> <ul style="list-style-type: none"> - Rate - Load /Discharge rate. - Rate Unit - can be PD, PH, D, or H. - Qty - the Operations quantity. - Qty Unit - if no value is entered, the default is the cargo unit. - The logic is to use the Laytime Rate that corresponds to the first Qty that is greater than the actual Operations quantity. <p>The Laytime from the table is only used in the Laytime Calculation form; there is no indication to it in the Cargo/Voyage itinerary.</p>	
24114	Feature	Chartering	On the Item Select form from the Time Charter Bill /Payment, a new Inv column was added to the Off Hire/Off Hire Reverse table, after the Hours	7.2.120

			column. When Inv is selected, it means that the Off Hire Hours were already included in the TC Invoice, and only Off Hire Bunkers remain to be invoiced.	
28487	Bug	Operations	When printing or generating a PDF from the Voyage P&L report in landscape mode, sometimes an extra blank page would be added to the end. This has been fixed.	7.2.120
28822	Feature	Financials	<p>It is now possible to use Journal Templates for manually created Journal Entries. On the Journal Entry form, a new drop-down button was added: Templates.</p> <p>A new Journal Entry form has these options:</p> <ul style="list-style-type: none"> - Retrieve a template: Displays a list of all saved templates. It is possible to retrieve any template and edit, save, or delete it. - Create a new journal entry from a template: Displays a list of all the saved templates, and automatically populates the Journal Entry form with the relevant details from the template. - Convert to a new template: Gives the option to save the entered values as a new template. A Template name must be entered upon saving. 	7.2.185

			<p>On a Journal Template form, the same options appear, with this addition:</p> <ul style="list-style-type: none"> - Convert to a new journal entry: A Journal Entry can be created directly, using the template's details. <p>It is not possible to create Journal Templates from auto-created journals (like Voyage Costs or Monthly Accruals).</p>	
28823	Feature	Financials	<p>It is now possible to set the system to automatically create a non-voyage journal template on a specified day of the month:</p> <ul style="list-style-type: none"> - A new check box was added to the Journal Entry Template form: Recurring. Selecting this check box enables the Post On, th Day and Stop Recurring fields. - In the first two fields it is possible to specify number of days from beginning of month or before end of month. For example, if the values are Post On 2th Day EOM, the journal is created on Jan 30th, then on Feb 27th, etc. - In the Stop Recurring field, if needed, it is possible to set a date for stopping this process. - If a Template is set as recurring, and Autoreverse is enabled as well, the automatic 	7.2.260

			<p>reversal is recurring as well, and the day of the month can be specified for it (this will always happen after the automatic creation /posting of the journal).</p> <p>- If CFGActEnableNonVoyJournalApproval is enabled, the journals are created in Ready For Approval status. Otherwise, they are created in Ready To Post status.</p> <p>- For the Journal creation to occur, a daily Scheduled Task must be set in the Messaging Service (same task for the Auto Reversal feature from case 28824).</p> <pre> <scheduledTask name="Auto Journals" enabled="true" occurs="every d" runOnStartup=" true"> <actions> <action type=" exec" command=" autoinv.exe" arguments=" AUTOJOURNALS" timeoutSeconds=" 30"> </action> </actions> < /scheduledTask> </pre>	
28824	Feature	Financials	<p>It is now possible to set a Journal Entry to automatically reverse on a specified date:</p> <p>- A new check box was added to the</p>	7.2.120

			<p>Journal Entry form: Autoreverse. Selecting this check box enables the Reversal Date field, in which the automatic reversal date is specified.</p> <p>- For the reversal to occur, a daily Scheduled Task must be set in the Messaging Service. This task iterates over all the journals that need to be reversed that day (due or overdue) and reverses them.</p> <pre> <scheduledTask name="Auto Journals" enabled="true" occurs="every d" runOnStartup=" true"> <actions> <action type=" exec" command=" autoinv.exe" arguments=" AUTOJOURNALS" timeoutSeconds=" 30"> </action> </actions> < /scheduledTask> </pre>		
28968	Feature	Financials	<p>A new config flag was added to not default the reversal date of transactions:</p> <pre> <imosProperty name=" CFGActNoDefault ReversalDate" value="Y" /> </pre> <p>Description: When enabled, the reversal date of transactions and journals does not default, but remains blank for the user to enter.</p>	CFGActNoDefault ReversalDate	7.2.120

			<p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>		
29907	Feature	Demurrage	<p>The invoice currency in a Laytime Calculation for the counterparty in CP Terms Details can now be different from the calculation currency. The invoice currency /exchange rate need to be specified in the Dem Inv Curr/Ex fields in the CP Quantity Details form (accessed through CP Terms Details). These fields are available when flag CFGEnableInvCurrOnFixture is turned on.</p>		7.2.260
31851	Feature	Demurrage	<p>A new configuration flag CFGLaytimeSkipRoundingToMinutes has been implemented, which when set prevents rounding of durations to the minute in Laytime Calculations.</p> <p><imosProperty name="CFGLaytimeSkipRoundingToMinutes" value="Y" /></p> <p>Description: When set, a Laytime Calculation will not round durations to the minute when there are fractions in them.</p> <p>Data Type: Boolean</p>	CFGLaytimeSkipRoundingToMinutes	7.2.120

			Data Default Value: N Data Value Range: Y, N		
32802	Feature	Financials	A new field was added to the Transaction Data Entry form: Contact. The values for selection in this field are the contacts from the Address Book entry of the company specified in the Invoice Details. This feature is incompatible with invoices that have more than one linked company.		7.2.260
33217	Feature	Operations	The ability to attach files as links was added to the Voyage Manager. The Select Folder button has been renamed Select File/Folder.		7.2.120
33922	Feature	Financials	The Payables Summary now has columns Action (with View the only available action), Status, and Approval Status. The Receivables Summary has new columns Status and Approval Status.		7.2.120
34280	Feature	Chartering	A new column was added to Time Charter In /Out Lists: Billing Period. The value is taken from the Billing Period field in the Time Charter contract.		7.2.120
34387	Bug	Financials	The Trial Balance Summary unnecessarily listed multiple transactions for a single payment in		7.2.120

			some instances; this has been fixed.		
36295	Feature	Operations	<p>A new config flag was added to set the number of previous years for which Pooling Adjustments should be calculated:</p> <pre><imosProperty name="CFGPoolAdjYear" value="1" /></pre> <p>Description: When set, the system calculates only adjustments from the specified number of calendar years back.</p> <p>Examples for a Pooling Distribution that is created for October, 2012:</p> <ul style="list-style-type: none"> - If the value is 1, adjustments are only calculated for 2011 and 2012. - If the value is 0, adjustments are only calculated for 2012. - If the value is -1 (default), the number of adjustments calculated is defined by the value set in CFGPoolAdjMonth. <p>Data Type: Integer</p> <p>Data Default Value: -1</p> <p>Data Value Range: -1,0,1,2,...</p>		7.2.320
36398	Feature	Trading	<p>A capability was added to the Trading Module: Curve Generation. Curve Generation is a process</p>		7.2.260

where new forward curve prices are calculated for routes based on broker quotes.

To support this feature, a Markets form was added to the Trading module. In this form it is possible to view all the markets defined in the system and create new ones. For each market, it is possible to edit the Type (Freight/Bunker /Discount Rate), and the Source (Broker or Generated, default is Broker). It is also possible to inactivate it, if necessary.

A new Security Right was added to the Module Rights tab:

- Trading > Data > Markets

On the Market Data form, a new section was added for Curve Generation. In this section it is possible to generate a new curve based on the specified parameters and save the new curve to a Market specified below. In this section, one of these Types has to be selected:

- Hub: The Hub Curve is generated by prices from the Baltic as well as from information collected from

Brokers.

- Secondary: The Secondary Curve is generated for Trade Routes for which there are no forward prices in the system (but there might be published spot prices).

If Hub is selected, the following fields are available:

- Latest Quote Only - Select to have the quotes retrieved from the Ref Curve be the latest for each period only. When this is selected, the Max Quote Age (days) is disabled.

- Max Quote Age (days) - Number of days in the past before the Date specified that historic records should be taken from.

- Date - Date to use when counting the Max Quote Age, and the date used if the generated curve is saved (quoting date).

- Alpha - Factor to smooth the generated curve; it should be a value between 0 and 1, while 1 gives the smoothest curve and 0 gives a more broken-down curve.

- Ref Curve -A reference curve can be specified for which it is possible to specify proximity (Upper /Lower Bound %) and use its SPOT

(daily) rate.

- Ref Curve Date -
Date to be used
when retrieving
the Ref Curve.

- Upper Bound % -
Percentage
applied on the ref
curve rate; serves
as the ceiling of
the new rate.

- Lower Bound % -
Percentage
applied on the ref
curve rate; serves
as the floor of the
new rate.

If Secondary is
selected, the
following fields are
available:

- Max Quote Age
(days) - Number
of days before the
Date specified that
historic records
should be taken
from.

- Date - Date to
use when
counting the Max
Quote Age, and
the date used if
the generated
curve is saved.

- Tapering Period
(months) - Period
during which the
current difference
between spot
prices is tapered
off to the average
difference.

- Ref Market/Ref
Market Date
/Route - Fields for
indication of the
reference curve.

Clicking the
Generate button
creates the new
Curve. To save it,
select a market in
the Name field
and click the Save

			<p>Curve button.</p> <p>The basic workflow to use the Curve Generation is the following:</p> <ol style="list-style-type: none"> 1. Enter/import Broker Quotes to the specified Markets and Routes. 2. Load those quotes into the Market Data form in Multi-market mode. <p>When the quotes are loaded in this mode, the values are averaged if they overlap the same period.</p> <ol style="list-style-type: none"> 3. In the Curve Generation section, enter the relevant parameters. 4. Click Generate. 5. Select a Market in the Name field and click Save Curve. <p>The Generated Market curve can be used for exposure in the Trading Profile.</p>	
37158	Feature	Operations	<p>A new column was added to the Freight Commission Payment form: Inv %.</p> <p>If a Broker in Cargo CP Terms Details is marked as Partial (check box P), it is possible to issue the Commission Invoice based on a partial percentage. Like Freight Invoices, it is possible to</p>	7.2.185

			issue several Commission Invoices, summing up to 100%.		
38099	Feature	Operations	A new column was added to the Pools form: Company. In this column the user can specify the Pool Company which will be used in the financial Pooling Distribution transaction.		7.2.120
38322	Feature	Chartering	There is now an option to create Claims and Laytime Calculations for an FOB Cargo through the Cargo form. For this purpose, Claim and Laytime Calculator buttons have been introduced on the Other Info tab for FOB Cargoes. A new Claim accessed from the Cargo has the Vessel/Voyage populated as per the Reference Vessel/Reference Voyage on the Cargo form, while a Laytime Calculation is according to the FOB Vessel/FOB Voyage. A new Existing Claims grid displays all existing Claims and Laytime Calculations for the Cargo. In the invoice XML for FOB claims and laytime calculations, <cargoReference> is now displayed. Also, <commercialId> is now displayed in the claim invoice XML. Columns Cargo Status, BL Date (First Load), Load Port Comm		7.2.260

			ID, and Disc Port Comm ID have been added to the Cargo List, Claim List, and Demurrage Summary. Columns Cargo Status, Load Port Comm ID, and Disc Port Comm ID have been added to the Transaction Summary.		
38549	Feature	Operations	It is no longer possible to enter more than one Y or Z (Delivery or Redelivery) port in the Voyage Manager itinerary. If there is already more than one Y or Z port specified in a TCO Voyage itinerary (older data), a validation error is issued.		7.2.120
38550	Bug	Operations	The PDA/SDA tab on the Port Advance/DA form has been renamed PDA /APR. APR refers to Additional Payment Request (issued between a PDA and an FDA).		7.2.120
38819	Feature	Operations	A new check box was added to the bottom of the Port Expenses Summary from the Voyage Manager: Use estimate cost in P&L. When selected, it indicates that the estimated port expenses (entered in the Itinerary Cargo tab) will be displayed in the P&L when higher than actual expenses. If the actual expenses are higher than the estimated, the actual amount is displayed in the P&L.	CFGDefaultPortExpToProvisional	7.2.120

			<p>A new config flag was added to select the new check box by default:</p> <pre><imosProperty name="CFGDefaultPortExpToProvisional" value="Y" /></pre> <p>Description: When enabled, the Use estimate cost in P&L check box is selected by default for all newly created voyages.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>		
38894	Feature	Operations	<p>A new config flag was added:</p> <pre><imosProperty name="CFGCargoLossControl" value="Y" /></pre> <p>Description: When enabled, the Cargo Loss functionality is enabled (see details below).</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p> <p>A new functionality was added to IMOS to support recording of Cargo Loss information:</p> <p>In Voyage Manager, Cargo</p>	CFGCargoLossControl	7.2.290

Handling form, a new tab is added, Cargo Loss. In this tab it is possible to record the following data for each grade:

- Grade
- GSV Vessel
- NSV Vessel
- GSV Shore
- NSV Shore
- Unit (syncs across the grade sequence)
- API (syncs across the grade sequence)
- Vessel Experience Factor (syncs across the grade sequence)
- Vessel corrected for VEF (syncs across the grade sequence)
- Currency (syncs across the grade sequence)
- Price per unit (syncs across the grade sequence)
- Completion Date (syncs across the grade sequence)
- Inspector name

Also, two fields are displayed in the bottom of the new tab: Loss Control Status and Loss Control Notes. These fields' values are synced across the voyage.

The grade fields in the new tab were added as columns

			<p>to the Cargoes Loaded /Discharged dataset, and the voyage fields were added to the Voyage data object.</p> <p>For FOB Cargoes, when the new flag is enabled and a Reference Vessel is selected, the BL Qty label in the Cargo Other Info tab serves as a link to open a Cargo Handling form for the FOB voyage. In this form, the new tab is displayed and function the same as in regular OV Voyages.</p>		
39015	Bug	Data Center	A validation check was added to prevent deleting a vessel in IMOS if it has already sent information to Veslink.		7.2.120
39056	Bug	Demurrage	Previously, the Port Details Report from a Laytime Calculation did not print Remarks in the Deductions section. This has been fixed, and Deduction Remarks will now be shown in the report.		7.2.185
39373	Feature	Operations	Modifications have been made to the Cargo /Transshipment Details form when CFGEnableTransshipment is enabled. Both the CP Port and T/S ports for a lifting can now be seen on the Cargo. The new workflow is to add CP ports directly on the Cargo form and	CFGTransshipmentAsFullCargo	7.2.260

corresponding T/S ports through the Transshipment Details form. The Counterparty on this form now defaults to the Company from the base cargo if the company is also a Charterer as per the Address Book entry. L/D Rate, Terms, and RU columns now belong to CP ports instead of T/S ports.

New flag CFGTransshipmentAsFullCargo has been implemented:

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

Description: When enabled, transshipment cargoes are treated like standard IMOS cargoes. This includes the ability to edit them in the normal Cargo form (which is created when the Transshipment Details form is first saved) and their presence in the Cargo list, where a column has been added to identify them as transshipment. Once a CP port has a TS port, the CP port's name, L/D Rates, and Terms can be changed only on the TS cargo. Also, chains of transshipment cargoes are now allowed, where each step in a transshipment chain works similar to the

			<p>existing single TS-Cargo relationship. The CP port displayed for the base cargo of such a chain is the CP port of the very last cargo in the chain. For any transshipment leg, if there are multiple endpoints to the TS chain (i. e., multiple CP ports), the CP Port /Berth is displayed as (multiple) on the base cargo. Edits to a lifting that is part of a transshipment chain is synced all the way down the chain, unless the chain has multiple CP ports.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y, N</p>	
39374	Feature	Chartering	<p>Several changes in the links between Cargoes and Voyage Estimates:</p> <p>1. It is now possible to create specific Cargoes from a Voyage Estimate by right-clicking the Cargo line and selecting Create Cargo. This is the same functionality as in the Create Cargoes option in the Estimate menu.</p> <p>2. A new Estimate button was added to the Cargo form, displayed for non-fixed/scheduled cargoes.</p>	7.2.260

- From this button, Add Cargo to New Estimate or Add Cargo to Existing Estimate can be selected.

- When selecting to add cargo to a new Estimate, a Voyage Estimate form is opened with the cargo loaded into it. If a nominated vessel has been entered in the Cargo, the new Estimate is automatically loaded with this vessel.

- When selecting to add cargo to an existing Estimate, an Estimate Search form is opened, so an existing Estimate can be selected, to which the cargo is added as an additional cargo, with the ports added at the end of the itinerary.

3. When CFGUseVoyestVoyageDeviation is enabled, the following changes were made to Deviation Estimates:

- When opening a new Deviation Estimate from the Voyage Manager, the Cargoes are imported with their Cargo IDs.

- Deviation Estimates are indicated by a highlighted Estimate ID, with a tooltip specifying the linked Vessel /Voyage.

			<p>- When selecting to create cargo in a Deviation Estimate, the Cargo is created as linked to the original voyage. The cargo is added to the voyage as an additional cargo, with the ports added at the end of the itinerary.</p>	
39688	Bug	Financials	<p>Previously, attachments made to invoices through the Transaction Data Entry form used the invoice number as an ID. This number did not have to be unique, and some clients reuse invoice numbers internally over time, resulting in attachments being shared across different invoices.</p> <p>Attachments are now tied to the Transaction Number, which will allow them to be uniquely identified. Running the schema update for the new version of IMOS will include migrating attachments from the former setup to the new method. This process will include making a unique copy per invoice of all attachments that are associated with multiple invoices sharing the same invoice number. This may increase database size.</p>	7.2.120
39785	Feature	Demurrage	<p>Until now, in the Final Freight</p>	7.2.185

			Statement, when CFGDisableItemizedDemOnFinalStatement was enabled, a single line was displayed for all Demurrage /Despatch-related items in the report. This was changed, and now a single line appears for each Demurrage /Despatch invoice issued.	
39921	Feature	Operations	A new token was added to the vesselScheduleSmallBarTemplate configuration flag: @BUNKERINGSUMMARY@. The new token will display the port name, ETA, and ETD of any ports that have a planned or actual bunkering on the Vessel Schedule.	7.2.120
40087	Feature	Operations	The following data objects have been added to the Vessel Position Report dataset: Cargo, COA, and TC.	7.2.120
40153	Bug	Chartering	The Voyage Estimate Profit & Loss Report did not account for low speed zones in an itinerary when displaying average leg speeds. This has been corrected, the speeds in the P&L report will always match those displayed in the Estimate, Fixture, and Voyage.	7.2.185
40170	Feature	Chartering	In Time Charter In /Out Lists, the column Net Rate was renamed Gross Hire, which more accurately reflects the values in this column.	7.2.120

40225	Feature	Trading	For Cargo/VC In Trading Exposure, the system now uses the Lifting Quantity instead of the CP Quantity.		7.2.120
40421	Feature	Chartering	<p>A new functionality was added to Cargo COA and Cargo contracts: Bunker Hedging.</p> <p>- Two new fields were added to the Exposure tab of Cargo COA/Cargo forms:</p> <ul style="list-style-type: none"> * Bunker Hedging: The possible values can be configured in the Data Center as Bunker Hedging Values. * Bunker Hedged By: This is an IMOS User field, and only users who have the Assign Bunker Hedging permission (see below) can edit this field or be selected as values in this field. <p>- The two new fields were added as columns to the Cargo data object, COA data object, Cargo List, COA List, and the corresponding datasets.</p> <p>- Two Security Rights were added to the Module Rights tab:</p> <ul style="list-style-type: none"> * Data Center > Other > Bunker Hedging Values * Chartering > Actions > Assign Bunker Hedging 		7.2.120

40426	Feature	Messaging	<p>In the Voyage XML notification, a new <agent> tag was added under the <portcall> tag. If one or more agents are specified for a port call, the following will be displayed for each agent: ID, Short Name, agentRole (Charterer's, Owner's, Protective, or Other), Currency, Full Name, and Address lines.</p> <p>ImosOps.xsd already has a corresponding agentLine type, and the agentRoles type was added to support the <agentRole> tag.</p>		7.2.120
40433	Feature	Chartering	<p>A new config flag was added to default Time Charter Payment invoice numbers with a specific format:</p> <pre><imosProperty name="CFGAutoGeneralTCIPInvNo" value="Y" /></pre> <p>Description: When enabled, if no invoice number was specified in a Time Charter In Payment, the invoice number automatically defaults to [TCI Code][Vessel Name][Hire #]. The Hire # is a sequential counter per Time Charter contract.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p>	CFGAutoGeneralTCIPInvNo	7.2.120

			Data Value Range: Y/N		
40565	Feature	All IMOS	<p>A new config flag was added to handle Pooling Premium Distribution:</p> <pre><imosProperty name="CFGDefaultCompanyFromVessel" value="Y" /></pre> <p>Description: When enabled, in the forms Voyage Estimate/Fixture/Manager, Cargo/VC-In, and Time Charter In/Out, when selecting a Vessel when the Company field is empty, the Company field is populated with the Company value set on the Vessel level.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	CFGDefaultCompanyFromVessel	7.2.185
40673	Feature	Financials	<p>These changes were made to the Cashflow Report dataset:</p> <ul style="list-style-type: none"> - Added data objects to the Cashflow dataset: Vessel, Voyage, TC, Counterparty - Added estimated port expenses lines - Added actual (invoiced) TC commissions (both regular and address); they will have descriptions like TCI Hire Comm or TCI Hire Add. Comm. - Added estimated 		7.2.290

			<p>TC commissions (both regular and address); they will have descriptions like TCI Hire Add. Comm Not Invoiced, TCI Hire Add. Comm Not Invoiced, etc.</p> <p>- Added demurrage /despatch invoiced items; they will have a Transaction Type like Demurrage or Despatch.</p> <p>- Previously, at least one TC Hire invoice had to be created for projected TC Hires to be created; this was fixed.</p> <p>- Projected cash flows from delivery /redelivery bunkers and ballast bonus now show on this report.</p> <p>- Bunker Invoices and Misc Adjustments from TC Payments were also added to the report.</p>		
40684	Feature	Data Center	A Holiday Calendar was added to the Data Center. The form allows associating date ranges with a holiday code on a per country basis, to be used in future features.		7.2.260
40693	Feature	Demurrage	Remarks specified in CP Terms Details > Remarks > Demurrage Remarks are populated in the Calculation Remarks field in new Laytime Calculations made for the CP Terms counterparty. Any update to the Remarks in CP		7.2.120

			Terms reflect only in the calculations made after the update.	
40730	Feature	Trading	<p>It is now possible to link Bunker Swaps to voyages in IMOS.</p> <p>Linking Bunker Swaps to contracts:</p> <ul style="list-style-type: none"> - On the Cargo form Exposure tab, a new table was added: Linked Bunker Swaps. - On the Time Charter Out contract, a new tab was added: Bunker Swaps. In the tab, the same table is displayed. - In this new table it is possible to specify Bunker Swap lots (per month) that are not linked to any other contract. For each Bunker Swap, the Trade ID and Period can be specified. The Status is automatically populated by Exposed (if not settled) or by Settled. The value under (Un)realized is the sum of the P&L amount and the commissions for that trade (excluding commissions of type lumpsum). - It is possible to add a linked Bunker Swap to a Cargo/TCO at any point of the contract, before or after scheduling it. - On the Bunker Swap form, for the 	7.2.260

lines in the Exposure /Settlement tabs, it is possible to right-click and open the linked contract. If there was no value in the Reference column, the contract ID is populated in this field.

- Once a Bunker Swap is linked to a scheduled Cargo /TCO, it is no longer consider as exposed in the Trading P&L, since it is included in the contract's P&L.

Bunker Swaps in the Voyage Manager and Accruals:

- On the Bunkers form from the Voyage Manager, a new tab is displayed: Swaps. On this tab, all the linked trades are displayed, and it is possible to access the Bunker Swap by right-clicking and selecting 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.

- Under the Bunker Swaps 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. The following Business Rules should be added to accommodate the Bunker Swaps Accruals:

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 but not posted before linking the Bunker Swap to the voyage, the non-posted invoices are automatically linked to the vessel /voyage.

- If Settlement /Settlement Commission Invoice were already created

			<p>and posted before linking the Bunker Swap to the voyage, allocation journals are automatically created, to relink the invoices to the voyage.</p> <p>- For these journals, the following Business Rules should be added:</p> <p>BSWJ:BSPCL - Bunker Swaps Allocation (Clearing House)</p> <p>BSWJ: BSPCLR - Bunker Swaps Allocation (Clearing House) - Assigned to Voyage</p> <p>BSWJ:BSPST - Bunker Swaps Allocation (Counterparty)</p> <p>BSWJ:BSPSTR - Bunker Swaps Allocation (Counterparty) - Assigned to Voyage</p> <p>BCMJ:BSPCM - Bunker Swaps Commission Allocation</p> <p>BCMJ:BSPCMR - Bunker Swaps Commission Allocation - Assign to Voyage</p>		
40747	Feature	Chartering	<p>It is now possible to set specific Voyage/Misc Expenses in the Time Charter Invoice as estimated. Those indicated as estimated are displayed in the new SoA Recap report, in the Estimated Expenses section. To set an expense as estimated,</p>		7.2.120

			<p>follow these steps:</p> <ol style="list-style-type: none"> 1. Create a new Operation Ledger Code: ESTEXP. 2. In the Time Charter Invoice, for the Voyage /Misc Expense, set ESTEXP as the Subcode. <p>* This expense will be displayed in the Estimated Expenses section of the SoA Recap report.</p> <p>* The total estimated expenses will appear as the balance of the SoA recap report.</p>	
40902	Feature	Operations	<p>New bill codes have been introduced for accurate categorization of Freight and Demurrage Address Commissions and related adjustments in the P&L. The source code remains FCOM.</p> <p>FDAOM - Address commission on demurrage</p> <p>DMAAD - Address commission on demurrage commission adjustment</p> <p>FMAAD - Address commission on freight commission adjustment</p> <p>AMADJ - Address commission on other commission adjustment</p>	7.2.120
40908	Feature	Chartering	<p>For LNG Vessels, the LNG Conversion field has been renamed:</p>	7.2.120

			<ul style="list-style-type: none"> - On the Vessel form, from FOE Conversion to Actual FOE Conversion Factor - In the Other Information form (from Time Charter contracts), from FOE Conversion Factor to CP FOE Conversion Factor 		
40920	Bug	Operations	Creating, posting, or deleting of Demurrage and Despatch invoices is now correctly prevented for closed voyages. Also, saving of Voyage Other Expense/Voyage Other Revenue invoices on closed voyages is prevented.		7.2.120
41034	Feature	Messaging	A new notification type tcExport has been added as an option for the notificationsInclude List configuration flag. When this option is added to the notification list, an outbound message will be generated whenever a TC is modified. Additionally, an option to send notifications will be added to the TC In and TC Out Lists. Multiple tcExport notification messages can be sent at once from the list by selecting the check box of the TCs and clicking the Send Notifications hyperlink.		7.2.260
41147	Feature	All IMOS	A new column was added to the Port Data Object: Port.Port Aliased To. Using this		7.2.120

			column, it is possible to filter according to the Port Aliased To value; the results will include all aliases in the report.		
41263	Bug	Financials	The warning message that comes up when deleting a Payment Batch has been improved.		7.2.120
41329	Feature	Financials	Rem Swift Code was mandatory on a Payment Batch for it to be sent to the bank; this restriction has been removed.		7.2.185
41345	Feature	Operations	<p>A new config flag was added to calculate the Pooling results from the latest Accrual snapshot instead of the Actual P&L.</p> <pre><imosProperty name="CFGUsePostedInPooling" value="Y" /></pre> <p>Description: When enabled, the Pooling results are calculated based on the corresponding Accrual snapshot for that month.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	CFGUsePostedInPooling	7.2.120
41434	Feature	Operations	<p>A few changes around the flag CFGCheckRedeliveryBunkers:</p> <ul style="list-style-type: none"> - Now when the warning for Redelivery Bunkers appears, the difference 	CFGCheckRedeliveryBunkersTolerance	7.2.120

			<p>between the TC quantity and the Operations quantity is indicated.</p> <p>- A new config flag was added to set a tolerance for the Operations redelivery quantity:</p> <pre><imosProperty name="CFGCheckRedelBnkTolerance" value="5" /></pre> <p>Description: The warning about the Redelivery Bunkers (enabled by separate flag CFGCheckRedelBnkVsHire) only appears when the difference is higher than the percentage value set in this flag, applied on the TC redelivery quantity. When the value set is bigger than zero, the percentage difference appears in the warning.</p> <p>Data Type: Integer</p> <p>Data Default Value: 0</p> <p>Data Value Range: 0-100</p>	
41538	Feature	Operations	For datasets that are using the Voyage data object: A Voyage Remarks column was added to the Voyage Data Object.	7.2.120
41598	Feature	Operations	A new Voyage P&L Drilldown (Accounts) report dataset has been implemented. The report displays the Accounts View of the P&L for the voyages falling within the Period From/Period To	7.2.260

			<p>timeframe. (The values are also prorated accordingly.) The Data Source can be any of the three types: Force Calculation, Latest Snapshot, or Latest Accrual Snapshot. If Latest Snapshot is chosen, the snapshot type and date can be specified to view details from the latest snapshot on the given date.</p>		
41707	Feature	Operations	<p>Two new columns were added to the Port Advance DA List/dataset:</p> <ul style="list-style-type: none"> - Final Amt Paid: The amount paid in the Port Disbursement invoice. - Final Amt Outstanding: The difference between Final Amounts and Final Amt Paid. 		7.2.185
41856	Feature	Data Center	<p>In the Audit Trail List:</p> <ul style="list-style-type: none"> - List performance was enhanced, and the time for fetching the data is now shorter. - When an out of memory exception is thrown, IMOS no longer shuts down, and an error message appears instead. 		7.2.120
41873	Feature	Operations	<p>The following new columns were added to the Offhire Summary dataset:</p> <ul style="list-style-type: none"> - Off Hire Amt (TCI, Base) - Off Hire Amt (TCO, Base) - Off Hire Amt 		7.2.260

			<p>(TCI, Curr)</p> <ul style="list-style-type: none"> - Off Hire Amt (TCO, Curr) - Off Hire Comm. (TCI) - Off Hire Comm. (TCO) - Off Hire Add. Comm. (TCI) - Off Hire Add. Comm. (TCO) - Off Hire CVE (TCI) - Off Hire CVE (TCO) - Off Hire Bunkers (TCI) - Off Hire Bunkers (TCO) 		
41917	Bug	Trading	In the Trade Details List, in Drilldown mode, when No days Exposure on index-linked trades was selected in the Trading Profile, the Days column did not display 0 for the relevant trades. This was fixed.		7.2.185
42020	Feature	Chartering	<ul style="list-style-type: none"> - In the Cargo, VC In, Cargo COA, and VC In COA, the Rate column in the Price Matrix was renamed Amount, since the value in this column can be a lumpsum or a percentage in addition to a rate. - In the Cargo COA form, it is now possible to set a World Scale Freight Type in the price matrix. The value specified in the Amount column is the WSC%, while 		7.2.120

			<p>the WSC Flat rate is determined per Cargo, according to its itinerary.</p> <p>This capability was added to the Cargo form as well, where also it is only possible to set the WSC Percentage in the price matrix line; if that line is in use, the Flat Rate can be set in the Cargo header.</p>		
42029	Feature	Chartering	<p>A new Copy to Cargo and Link Back option is available from the Copy button on the VC In form. Using this copies relevant details from the VC In into a new Cargo form and automatically links them in a Relet connection (similar to using the Add Relet option on a Cargo). Pricing, demurrage, broker, and Xftr details are not copied into the Cargo.</p>		7.2.185
42031	Feature	Chartering	<p>It is now possible to create a Voyage Fixture directly from a VC In contract. If the VC In is already linked to a Sale Cargo, the Voyage Operation Type is set to RELT. Otherwise, the Operation Type is set to SPOT.</p>		7.2.185
42032	Feature	Operations	<p>When configuration flag CFGEnableContractMirroring is enabled, voyage mirroring is now performed when an intercompany VC In is scheduled to a</p>		7.2.185

			<p>SPOT voyage. The SPOT voyage is the mirror, and its Operations data is updated to match the parent RELT/TCOV/OVOV voyage, which has the linked intercompany Sale cargo.</p>		
42033	Feature	Operations	<p>Invoice mirroring is now supported in model A of voyage mirroring (with two internal companies). New configuration flag CFGEnableInvoiceMirroring has been implemented. This feature applies only when CFGEnableContractMirroring is enabled.</p> <p><imosProperty name="CFGEnableInvoiceMirroring" value="Y" /></p> <p>Description: When 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</p>	CFGEnableInvoiceMirroring	7.2.185

			<p>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).</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y, N</p>	
42108	Bug	Operations	<p>For the General Operation dataset, voyages with vessels that don't have any Bunker Types defined were excluded from the report. This was fixed.</p>	7.2.120
42139	Bug	Chartering	<p>When a Time Charter contract was created with a non-base currency, and a Time Charter Invoice was saved with a different Exchange Rate, a warning message was issued when the invoice was loaded, indicating the Daily Rate was changed. This was fixed,</p>	7.2.345

			and the Daily Rate is now calculated correctly, according to the Invoice Exchange Rate.		
42142	Feature	Operations	On the Rebills for Off Hire and Port Expenses form, two fields were added: Payment Terms and Due Date. Upon selection of Payment Terms, the Due Date value is defaulted.		7.2.120
42156	Feature	Demurrage	<p>A new config flag was added to define the height of the Deductions table in the Laytime Calculator:</p> <pre><imosProperty name="CFGLaytimeDeductionTableHeight" value="3" /></pre> <p>Description: The value in this flag specifies the number of rows in the Deductions table in the Laytime Calculator, including the heading row. The minimum value is 3.</p> <p>Data Type: Integer</p> <p>Data Default Value: 3</p> <p>Data Value Range: 3,4,5,...</p>	CFGLaytimeDeductionTableHeight	7.2.320
42157	Feature	Financials	Added a Person In Charge field to multiple Invoices. Clicking the Person In Charge field provides a list of users to select from. Person In Charge has also been made a selectable column for Invoice Lists. This is not a required field and		7.2.120

			can be left blank; the primary use is for appointing an internal user who is responsible for any further required actions.	
42448	Feature	Chartering	<p>In a Head Fixture contract, it is now possible to enter multiple rows in Purchase and Sale tabs, both for the Purchase/Sale installments and for the Brokers.</p> <p>Changes in Purchase/Sale tabs:</p> <ul style="list-style-type: none"> - Two new fields were added above the installments grid: Purchase /Sale Price and Currency. The Currency defaults according to the selected Counterparty. - The Purchase details can now be entered in multiple installments. Each row has the Payment Terms, Status, Payment Date, Amount, Amount (base) and Exch Rate (defaults according to the Payment Date). - It is now possible to enter several brokers in the Purchase tab. 	7.2.120
42453	Feature	Financials	All invoice forms were updated to include a multi-line Remarks field.	7.2.120
42454	Feature	Operations	When a Claim is an AP, a Rebill Option field is now available on the Claim form. This allows the user to mark a Claim as Rebillable, Non-Rebillable, or To Be Checked. The	7.2.185

			<p>corresponding column in the Claim List is Rebill Option.</p> <p>When marked as Rebillable, the corresponding invoice(s) automatically becomes rebillable (which can be changed on the Invoice Detail form). These now appear in the Create Invoices List to remind the user to create rebills. This invoice is also available on the Voyage Expenses Rebill Management form, which is now also available in RELT voyages.</p> <p>When an invoice /claim is rebilled, the new Create Rebill Claim check box on the Voyage Expenses Rebill form can be used to create an AR claim for each rebill invoice. This Rebill Claim is a new Invoice Type in IMOS and has source code CREB and bill code RCEXP. It is available in the Claim List just like others. Note that the Create Rebill Claim check box cannot be modified after the Voyage Expenses Rebill form is saved and closed.</p>		
42455	Feature	Chartering	A new Counterparty-Timebar table has been implemented on the Other Info tab of the Cargo form. This enables		7.2.185

			<p>the user to specify Timebar Days for the various counterparties connected to the cargo. By default, the Timebar Days column in the table is populated from the counterparty's Address Book entry, but it can be modified. Also, the Basis column can be either B/L Date or Completion of Disch, and the combined entry is used to calculate the Time Bar Date in the corresponding Laytime Calculation.</p> <p>If the table is not populated, the earlier method of date calculation applies. A new related Demurrage Time Bar (Cargoes) dataset has been created, which lists all cargoes with their Demurrage Time Bar settings, as specified in the new table. Date parameters in the Report Editor help in filtering cargoes by laycan dates. Only those cargoes are displayed whose entire laycan period falls within the report date parameters specified.</p>	
42511	Feature	Messaging	<p>The Voy Ref field on the Voyage Manager is now available as voyRef in the voyage XML notification. Also, a new import message type updateVoyRef has been added,</p>	7.2.185

			<p>which can be used to update the Reference (using XML tag externalRef) and Voy Ref (tag voyRef) fields on the Voyage Manager using autovoy.exe. The Arguments field for the updateVoyRef message needs to be "setVoyRef=Y&file=\$(MESSAGE_BODY_FILE)" (along with quotes). Its schema definition exists in ImosOps.xsd. When the reference fields are updated, these are also updated in any voyage mirrored with the voyage being updated.</p>	
42535	Feature	Operations	<p>Two fields were added to the Activity Reports form from the Voyage Manager and to the Activity /Noon Reports Summary reporting dataset:</p> <ul style="list-style-type: none"> - Current: Takes a positive integer value with two decimal places - Curr Dir: Takes either With or Against as a value 	7.2.120
42650	Bug	Financials	<p>When using the Copy button on the Transaction Data Entry, the copy will now have its Document Number cleared (if applicable), in addition to its status and any approvals. Fields including Invoice Amount will be unlocked for editing. Copy is only available for non-voyage revenue or</p>	7.2.260

			expense invoice types, and only when CFGActDisableTransactionCopy is set to N.		
42671	Feature	Data Center	Two new columns were added to the Audit Trail List and dataset: - Reference: The record ID (if relevant). - Remarks: The nature of the edit: Modified, Created, or Deleted.		7.2.120
42740	Bug	Operations	On the Voyage Manager P&L Tab, with the view set to Accounts, the Business Rules for Time Charter Payments /Bills and Voyage Expenses were not used according to the specified subcode in the Time Charter invoice. This caused discrepancies between the Actual and the Posted column when in this view. This was fixed.		7.2.650
42763	Feature	Operations	The Remarks field on the Voyage Manager P&L tab was expanded to a length of 2048 characters instead of 512.		7.2.120
42785	Feature	Operations	The Create New Voyage form was updated to include a Create From field, where a source can be selected from Voyage Fixture, TCO Fixture, Cargo COA, or No Source. If selected, the source will be used to populate the initial voyage data upon creation. Selections are limited to		7.2.185

			appropriate pairings of Opr Type and Create From source. For a Cargo COA source, if a Master Contract is entered, only Cargo COAs associated with the Master Contract will be selectable. Also, the Vessel Type of the selected Vessel has to be an allowed type in the Cargo COA.	
42787	Feature	Operations	A new Group by option was added to the Voyage List. It is possible to group all the non-commenced voyages under the commenced voyage of a specific vessel, and it is also possible to do the same while the grouping is per Company. The new option can be saved in a list view.	7.2.185
42837	Feature	Chartering	<p>A new report was added to the Time Charter Hire Statement Report button: SoA Recap.</p> <p>This report displays all the items that were actually invoiced, according to the corresponding categories. All invoices appear in the Payment section, including the Pending ones.</p> <p>The balance appearing in the report is the balance of the Estimated Expenses entered in this contract.</p>	7.2.120
42932	Feature	Operations	For the Freight /Demurrage	7.2.120

			Commission Payment invoice, it is now possible to issue an incremental invoice. After selecting the Broker, you can change the Invoice Type from Normal to Incremental. The system displays the most recent amount of commission to be paid and deducts all the previously invoiced items from the total.		
42940	Feature	Operations	A new column was added to the Bunker Requirement List and its corresponding dataset: Voyage Itinerary Ports. This column includes all the ports that are specified in the Voyage Itinerary.		7.2.120
42948	Bug	Data Center	User-defined fields were not loading when an Address Book record was opened by using the Open button on the form; this was fixed.		7.2.120
42990	Feature	Chartering	A new config flag was added to default port expenses for port per historical values: <imosProperty name="CFGAutoCalcPort Expenses" value="Y" /> Description: When enabled, when selecting or editing a port in the Voyage Estimate/Fixture /Manager, the estimated Port Expenses default	CFGAutoCalcPort Expenses	7.2.185

			<p>to the top 5 average port expenses for this port. The search criteria for this calculation is: Port Name, Vessel Type, and the date from is 12 months before the current day.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	
43015	Bug	Operations	<p>The new Voyage Period Journals form did not consider the flag CFGEnableVoyBunkerCheckWhenPosting, and the expected warnings for Bunker posting (Uninvoiced bunker liftings and Voyage is incomplete) were not displayed. This was fixed.</p>	7.2.185
43048	Feature	Operations	<p>A new config flag was added to display a Vessel Draft tab in the Voyage Estimate and Voyage Manager:</p> <pre><imosProperty name="CFGEnableDraftViewByPortcall" value="Y" /></pre> <p>Description: When enabled, a new Vessel Draft tab is available in the Itinerary grid of the Voyage Estimate and Voyage Manager. On this tab, the draft information is displayed per port call. The columns displayed are:</p> <ul style="list-style-type: none"> - Arr/Dep Draft 	7.2.185

			<p>(M): A calculated value, using the Vessel DWT, the bunkers/cargo /constants on board, SW Summer draft, and Draft Basis as entered in the Draft /Restriction tab.</p> <p>- ROB Arr/Dep: Total bunkers on board when arriving at the port and when departing from it.</p> <p>- Max Lift (MT): Calculated Max Lift, the same as on the Draft /Restrictions tab.</p> <p>- Cargo ROB Arr /Dep: Total cargo on board when arriving at the port and when departing from it.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	
43049	Feature	Chartering	<p>In the Voyage Estimate Port /Date Group tab, columns TPDAY and PExpTtl were removed, and instead the following editable fields were added:</p> <p>- PD: The total port days for all cargoes associated with this port.</p> <p>- XP: The extra port days for all cargoes associated with this port.</p> <p>- TT: The total turntime hours associated with this port.</p>	7.2.120

			<p>- PExp: The total estimated port expenses for this port.</p> <p>When editing these fields, the totals are proportionally allocated to each Load/Discharge line of the port, based on the given Load /Discharge quantity and the total quantity handled (Load /Discharge) in the port. Editing the individual Load /Discharge lines in the Cargo tab does not recalculate the totals in the Port /Date Group tab.</p>		
43173	Feature	Messaging	<p>For the Voyage Notification XML file, two new fields were added to the portcall node: ETALocal and ETDLocal. The values in these fields are the local times of arrival /departure of the relevant ports. These two fields were added to the lmosOps.xsd schema, under portcallLine.</p>		7.2.120
43174	Feature	Financials	<p>A new config flag was added to block reversal of an invoice that is linked to a closed voyage:</p> <pre><imosProperty name="CFGBlockClosedVoyageInvoiceReversal" value="Y" /></pre> <p>Description: When enabled, it is not possible to reverse an invoice that is linked to a closed voyage.</p>	CFGBlockClosedVoyageInvoiceReversal	7.2.120

			Data Type: Boolean Data Default Value: N Data Value Range: Y/N	
43283	Bug	Operations	In the P&L, the (Act-Est)% is now 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.	7.2.120
43363	Bug	Operations	In voyages where there was a second portcall following a commencing port at the same port and time, an adjustment value equal to the RoB from the A report would be entered in the cpmfuel table for the commencing port's E report. This has been resolved, and the unnecessary adjustment value will no longer be present.	7.2.120
43595	Bug	Financials	Previously, when CFGInitialSnapshotTimeSelect='commence' the Voyage P&L Summary dataset would still reference estimated values from when the voyage was scheduled. The dataset will now reference estimated values	7.2.120

			from when the voyage was commenced.		
43660	Feature	Chartering	For Time Charter contracts, when CFGItemizeDeliveryBunker is enabled, the Bunker Cost on Delivery /Redelivery in the Hire Statement is now itemized according to the values in the Bunker Breakdown form.		7.2.120
43708	Bug	Operations	Negative values in the Fuel (Port, MT) column of the General Operations dataset were displayed as zero. The values in this column will now be displayed correctly.		7.2.120
43739	Bug	All IMOS	In several IMOS lists, when selecting Show Report In Excel, the date values were displayed in a wrong format. This was fixed, and date values are now displayed correctly in the Excel report.		7.2.120
43743	Bug	Chartering	Until now, if the Payment Method for a Broker in a Time Charter Out was set to Deduct from Hire, it was still possible to create an invoice for that Broker separately. This was fixed.		7.2.120
43852	Bug	Messaging	When importing vessel information using autovsl, certain data (such as vessel type) might be imported incorrectly if mandatory field <imoNumber> wasn't specified. This was fixed by making		7.2.120

			<imoNumber> optional.	
43957	Bug	Financials	In the Payables Summary, payment batch columns Pay Batch Status and Pay Batch Pay Date have been split into two columns each. The new columns are: Pay Batch Status (First), Pay Batch Status (Second), Pay Batch Pay Date (First) and Pay Batch Pay Date (Second). This helps in better sorting of the date and status columns when there are multiple batches connected to an invoice.	7.2.120
43986	Bug	Operations	The To Date/Time for delays in the Delay Details section of the Voyage Operation report has been fixed to display the right time.	7.2.120
44017	Feature	Operations	A Charterer data object was added to the Voyage P&L Summary dataset. The Charterer column in older reports is now mapped to Charterer.Short Name.	7.2.120
44125	Feature	All IMOS	Custom reports can now be exported as CSV (comma-separated value), PDF, or XML files. The additional options are available in the Report Editor under Output Options. The output path can be specified; a new output file name will be generated in the specified directory every	7.2.120

			time the report is run.	
44239	Feature	Messaging	New XML tags consDescriptionLaden and consDescriptionBallast have been added to vesselExportFull file. These are available in the seaConsumption section and display values for the Type column for each speed in the Speed Consumption Table on the IMOS Vessel form. Also, these fields are supported in the import vessel XML file.	7.2.120
44240	Bug	Chartering	If only a single value exists for Trade Area or Department in the system, it was not possible to clear that value from the Time Charter form. This was fixed.	7.2.120
44249	Feature	Financials	<p>In the Financials module, the following options were added to Account Analysis reporting:</p> <ul style="list-style-type: none"> - Show Tax Code /Rate - Show Bill Src /Subcode <p>The following datasets were modified to include the following data points:</p> <p>Financials: Account Analysis Details</p> <ul style="list-style-type: none"> - Tax Code - Tax Rate - Bill Source <p>Financials: Account Analysis Summary</p> <ul style="list-style-type: none"> - Tax Code - Tax Rate 	7.2.345

			<ul style="list-style-type: none"> - Bill Source Transactions Details (formerly Transactions Summary) - Invoice Exch Rate - Invoice Exch Rate Date - Tax Code - Tax Rate - Bill Code 		
44294	Bug	Veslink	Previously if a Cargo was associated with a Group that did not have a value for Code (vtype in the cargotp table), it would cause replication with Veslink to crash. This has been resolved; it will instead display a warning message allowing replication to finish.		7.2.120
44335	Bug	Data Center	The option to select/load an Address Book entry using the Short Name field has been removed. Use the Retrieve toolbar button or the Address Book list.		7.2.260
44338	Bug	Data Center	Resolved an issue where copying a vessel in the Data Center would also copy over that vessel's Veslink status, including the timestamp of the last replication. Now, both the status and the timestamp are cleared for the new vessel.		7.2.120
44343	Bug	Financials	Until now, when Multiple Base Currencies was enabled, it was not possible to set a currency to a bank specified in the Address Book Entry of a Company. This was fixed.		7.2.120

44397	Feature	Operations	In Rebills for Off Hire and Port Expenses invoices, the Off Hire Bunker detail lines now include the bunker units and rates.		7.2.120
44416	Feature	Messaging	<p>For the outgoing invoice XML notification, two tags were added: vendorCareOf and vendorCareOfRef.</p> <p>- If a value is specified as Bill Via, the vendorCareOf value is populated with the value 1, and vendorCareOfRef is populated with the Bill Via entity's external reference.</p> <p>- If no value is specified as Bill Via, the vendorCareOf value is populated with the value 0, and vendorCareOfRef is empty.</p> <p>The tags vendorCareOf and vendorCareOfRef were added to the invoice element in ImosAct.xsd.</p>		7.2.120
44424	Feature	Messaging	New tag portUNCode has been added to the itinerary section of the invoice notification XML.		7.2.120
44438	Bug	Operations	When Bunker Purchase Paid By Owner is selected in a TCO contract, after creating a Bunker Invoice in the voyage, the user would have to clear and reselect the Bunker Purchase Paid By Owner box for the Purchased for Owner fields to		7.2.260

			update. Now, the user can alternatively press the form's Refresh button.		
44485	Bug	Operations	Until now, on the Voyage Manager P&L tab, when Off Hire was billed in a different exchange rate than the TC exchange rate, the Actual Off Hire days value was not updated according to the different exchange rate. This was fixed.		7.2.120
44501	Feature	All IMOS	Ctrl+W can now be used as a shortcut key to close IMOS tabs. (Forms not in a tab will not close).		7.2.120
44512	Bug	Chartering	In the Hire Statement, items were displayed as Inconsistent Items even though the difference was extremely small. This was fixed, and a tolerance of 0.50 was added to the Inconsistent items, so if a difference between the TC Info and the Payment Record is lower than 0.50, it will not be displayed as inconsistent.		7.2.120
44529	Feature	Operations	The Vessel Schedule can now be printed, by selecting Print Preview from the toolbar. The schedule will print from the current Reference Date, using the current filters and zoom settings as displayed.		7.2.260
44532	Bug	Demurrage	When making manual changes to Port Activity percentages in a		7.2.120

			Laytime Calculation with the Laytime Expires check box selected, the demurrage amount could be wrong if the Port Activity was between Weekend Start and Weekend End. This issue has been fixed.		
44633	Feature	Messaging	Added vesselName to the paymentDetails element of the paymentExport notification XML. Updated ImosAct.xsd to reflect the change.		7.2.120
44663	Feature	Operations	A new column was added to the Voyage P&L Drilldown (Operations) dataset: P&L Level. This is useful to filter rows of the same level when making reports in external tools. The value in this column indicates the level of the item in the P&L drilldown hierarchy. The value is: - 1 for category Revenues, Expenses, or Running Cost - 2 for categories such as Freight, Bunkers, or Hire - 3 for all the subitems of categories mentioned above		7.2.120
44664	Feature	Messaging	Custom reports can now be output to an SQL Server Database. This option is available in the Report Editor under Output Options, output type Reporting		7.2.260

			Database. This feature is licensed separately.		
44708	Bug	Operations	The crash that could occur while printing an IMOS report using a non-default printer is fixed now.		7.2.120
44720	Bug	Chartering	The Charterer column in the TC data object has been renamed Counterparty, because it is applicable to both charterers and owners.		7.2.120
44765	Bug	Data Center	Updating bunker consumption values could fail for an existing vessel in IMOS when updating was done by a Baltic99/Q88 import of the vessel. This happened if the number of bunker grades in the existing IMOS vessel was less than the ones from Baltic99/Q88. This issue has been fixed, and all bunker grades update correctly.		7.2.120
44791	Feature	Operations	<p>These columns were added to the Voyage data object:</p> <ul style="list-style-type: none"> - Voyage Ballast Port No. - Voyage First Disc. Port No. - Voyage First Loading Port No. - Voyage Last Loading Port. - Voyage Last Loading Port No. - Voyage Last Disc. Port - Voyage Last Disc. Port No. 		7.2.120

44833	Feature	Financials	New column Counterparty Company No. has been added to the Transaction Summary List dataset.		7.2.120
44835	Feature	Financials	Data objects Cargo and COA were added to the Payables Summary and Receivables Summary datasets.		7.2.120
44856	Bug	Operations	An issue was fixed where remarks on the Laytime Calculation form were not saving when Remarks fields were the only ones edited.		7.2.120
44879	Bug	Operations	For a TCO Voyage, when Bunkers on Consumption is set and the Redelivery Bunkers quantity is higher than the Delivery Bunkers, it was possible that the difference would appear as consumed in the Voyage P&L. This was fixed.		7.2.120
44881	Bug	Demurrage	The Claim Voyage Selection form was formatting Voyage Number incorrectly by displaying commas for large numbers. This has been fixed.		7.2.120
45001	Feature	Chartering	Several changes to the Vessel Delivery /Redelivery Report dataset: - A new parameter was added to the dataset: Ref Date /Time (GMT). This parameter is a date/time value to be used in a few of the new columns of this		7.2.185

report. If this parameter is left blank, the value defaults to the time the report is run.

- The following new columns were added to the dataset:

* Ref Date/Time Voy (Y/N): The value is Y if the Ref Date/Time value entered is between the Voyage Commence /Complete dates in GMT, and N otherwise.

* Ref Date/Time Hire Rate: The Hire Rate as of the Ref Date/Time value.

* Ref Date/Time Add Comm %: The Address Commission % as of the Ref Date /Time value.

- The following columns were added to the Time Charter data object:

* Intercompany (Y/N): The value is Y if the TCI is marked as Intercompany.

* Hire Paid Up To: The date that the hire is paid up to, that is, the latest Paid To in TCI payments.

* Bunkers Value (Est Redel): The total value of the estimated Bunkers Redelivery from the TCI Bunkers Delivery tab.

* Bunkers Value (Proj Redel): The

			total value of the projected Bunkers Redelivery from the TCI Bunkers Delivery tab.		
45028	Bug	Chartering	An issue was resolved where the Voyage No. link on the Voyage Fixture List would fail to load the corresponding voyage for Canceled fixtures. Now, for Canceled fixtures, the data in the Voyage No. column will no longer be a link.		7.2.120
45053	Feature	All IMOS	<p>A new config flag was added to set up a hierarchy between Company, LOB, and Trade Area.</p> <pre><imosProperty name="CFGUseCompanyLobTradeAreaHierarchy" value="Y" /></pre> <p>Description: When enabled, it is possible to set up a hierarchy between Company, LOB, and Trade Area in these forms: Voyage Estimate /Fixture/Manager, Cargo/VC In, CCOA/VCOA, Time Charter In /Out, Transaction Data Entry, and Journal Entry.</p> <ul style="list-style-type: none"> - A new column was added to the Lines of Business form: Parent Company. - A new column was added to the Trade Areas form: Parent LOB. - When selecting an LOB, if a company is already entered, 		7.2.185

			<p>the LOB selections are limited to only those whose Parent Company is the set company (or whose Parent Company is empty).</p> <p>- When selecting a Trade Area, if an LOB is already entered, the Trade Area selections are limited to those whose Parent LOB is the set LOB (or whose Parent LOB is empty).</p> <p>- If the Company is modified, the LOB and Trade Area are cleared, to maintain the hierarchy.</p> <p>- If the LOB is modified, the Trade Area is cleared, to maintain the hierarchy.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	
45081	Bug	Operations	When CFGItemizeDeliveryBunker was enabled, only the Bunkers breakdown on delivery was itemized in the TCO invoice. This was fixed, and the Bunkers breakdown on redelivery (which can be entered only after the vessel is redelivered) is now itemized in the TCO invoice as well.	7.2.185
45113	Feature	Chartering	In TC Contracts, it	7.2.260

			is now possible to set the Hold Cleaning items (ILOHC and INTHC) with Rate Type Lumpsum-provisional. When such an item is indicated as provisional, it appears in the P&L tab of the last TCI/TCO voyage, even before including it in an invoice. The amount appears in the P&L up until the sum of the invoiced cleaning items is greater than the provisional.		
45141	Bug	All IMOS	<p>A new configuration flag CFGQueryTimeout has been introduced to avoid timeouts.</p> <pre><imosProperty name="CFGQueryTimeout" value="180" /></pre> <p>Description: To specify the timeout in seconds of individual database queries.</p> <p>Data Type: Integer</p> <p>Data Default Value: 180</p>		7.2.185
45231	Feature	All IMOS	Latitude, Longitude (Deg), and Longitude (Deg) columns were added to the Port data object.		7.2.120
45272	Feature	Chartering	Two new fields were added to the Time Charter data object: Min/Max Premium and Option Premium. Those two values are taken from the Lifting Options form opened from the Time Charter contract.		7.2.120

45298	Bug	Operations	Fixed an issue where certain special characters were not displaying properly in the Voyage Manager P&L reporting grid.	7.2.120
45306	Bug	Messaging	When a Fixture was saved directly (instead of indirectly, by saving the voyage /cargo), XML tags vesselCode and voyageNo were not populated in the Contracts section of the message. Also, tradeArea and tradeAreaCode were populated according to the Fixture instead of the Cargo. These issues have been fixed.	7.2.120
45351	Bug	Operations	When CFGAllocTCOMisc RevExpToPeriod was enabled, the allocation of Other Rev/Exp in TCO Voyages was not done correctly if the invoice date was the first of the month. This was fixed.	7.2.185
45409	Bug	Operations	In the Voyage Manager's Port Activities form, an existing activity could be changed by typing in the Activity column, but those would not automatically update the activity type (AT column). This has been fixed so the AT column will change as appropriate if the Activity column is updated.	7.2.185
45428	Bug	Financials	When flag CFGActCacheInvoiceXml was set to N, and CFGDisableLocalAttachments was	7.2.120

			set to Y, it was not possible to reverse an invoice. This problem has been fixed.	
45433	Feature	Chartering	<p>A few changes around Time Charters in the Report List:</p> <ul style="list-style-type: none"> - A new dataset was added to IMOS: Time Charter Hires. Each data row corresponds to a Hire line in the TCI or TCO. In this dataset there are the TC and Vessel data objects, and the following columns: * From GMT * To GMT * Duration * Duration Unit * Rate Type * Rate * Index Route * Index Route Adj % * Index Lumpsum Offset * Index Floor (\$/day) * Index Ceiling (\$/Day) * Index Billing Method * TCL Ins * Comments <p>- In the TC data object, all the Hire-related columns were renamed to have First Hire in their prefix.</p>	7.2.260

			- The Time Charters dataset was renamed Time Charter Invoices.	
45434	Feature	Operations	<p>These fields were added to the Activity/Noon Reports Summary dataset:</p> <ul style="list-style-type: none"> * B.W. Dst (Bad weather distance) * Heading * Generator 1 KWhr * Generator 2 KWhr * Generator 3 KWhr * Main Engine KWhr * Voyage.Ttl B/L Qty (Total Loading BL Quantity) <p>Additionally, multiple fuel-specific columns were added. Fuel columns can either be fuel-specific, numbered 1-6, or marked as (General), which is only used when the Include One Data Row Per Fuel Type box is selected. There is a column for each type of bunker consumption, bunker ROB, as well as B.W. Cons (Bad weather consumption).</p>	7.2.260
45435	Feature	Operations	<p>On the Extra Information for Report form from Activity Reports:</p> <ul style="list-style-type: none"> - The following fields have been 	7.2.185

			<p>added: Generator 1 KWHr, Generator 2 KWHr, Generator 3 KWHr, and Main Engine KWHr.</p> <ul style="list-style-type: none"> - The field Bad Weather Hrs/Cons has been changed to Bad Weather Hrs/Dist. Values for consumption due to bad weather will be recorded in the newly added Bad Weather field located in the details section per fuel type. 	
45440	Feature	Messaging	<p>It is now possible to import/export Port Remarks (the remarks displayed in the Bunker Purchase form) between different IMOS environments.</p> <p>To use this feature in EnvA, EnvB, and EnvC (Any two or more environments can be configured the same.), the following setup needs to take place:</p> <ul style="list-style-type: none"> - Add portRemarksExport notification to the config flag notificationsIncludeList in all the relevant environments. - Each of the environments should have its own Directory Listener (e.g., Inbound EnvA, Inbound EnvB, and Inbound EnvC). - For the Directory Listeners, enter the Processing Delay (pickupWaitSeconds) value as 1. 	7.2.120

- In each of the environments' Messaging Service Configuration, the following Message Handlers need to be added. (The example is for EnvB; each environment should have a Copy action to the other environments.):

1. Port Remarks Export

- General Options:

Name: Port Remarks Export

Target Msg Type: portRemarksExport

Enabled: True

- Action:

Type: exec

Command: imosmail.exe

Arguments: -xslt \$(MESSAGE_BODY_FILE) portRemarksExport.xslt \$(MESSAGE_BODY_FILE)

Redirect Output: True

- Action:

Type: exec

Command: xcopy.exe

Arguments: \$(MESSAGE_BODY_FILE) "[enter here the path to Inbound EnvA]" /Y

Redirect Output: False

- Action:

Type: exec

Command: xcopy.
exe

Arguments:
\$(MESSAGE_BOD
Y_FILE) "[enter
here the path to
Inbound EnvC]" /Y

Redirect Output:
False

2. Port Remarks
Import

- General Options:

Name: Port
Remarks Import

Target Msg Type:
portRemarksImport

Enabled: True

- Action:

Type: exec

Command:
autoport.exe

Arguments:
\$(MESSAGE_BOD
Y_FILE)
BUNKERREMARKS

Redirect Output:
True

- The Message
Handlers in XML
format:

```
<messageHandle  
rs>
```

```
<messageHandl  
er name="Port  
Remarks Export"  
target="  
portRemarksExpor  
t" enabled="true">
```

```
<actions>
```

```
<action type="
exec" command="
imosmail.exe"
arguments="-xslf
$(MESSAGE_BOD
Y_FILE)
portRemarksExpor
t.xslt
$(MESSAGE_BOD
Y_FILE)"
redirectOutput="
true"
timeoutSeconds="
30" />

<action type="
exec" command="
xcopy.exe"
arguments="$(ME
SSAGE_BODY_FI
LE) &quot;[enter
here the path to
Inbound EnvA]
&quot; /Y"
redirectOutput="
false"
timeoutSeconds="
30" />

<action type="
exec" command="
xcopy.exe"
arguments="$(ME
SSAGE_BODY_FI
LE) &quot;[enter
here the path to
Inbound EnvC]
&quot; /Y"
redirectOutput="
false"
timeoutSeconds="
30" />

</actions>

<
/messageHandler>

<messageHandl
er name="Port
Remarks Import"
target="
portRemarksImport
" enabled="true">

<actions>

<action type="
exec" command="
autoport.exe"
arguments="$(ME
SSAGE_BODY_FI
LE)
BUNKERREMARK
S" redirectOutput="
true"
```

			<pre> timeoutSeconds=" 30" /> </actions> < /messageHandler> < /messageHandlers> </pre> <p>- After the above is configured and the Messaging Service is restarted, every save of a Bunker Purchase triggers the portRemarksExport notification and copies the XML into the other environments' folders. For the other environments, the portRemarksImport is triggered, and the Port Remarks are saved in the other environments.</p>		
45451	Bug	Operations	On the Claim form, when selecting the Vessel/Voyage, the CP Date was not defaulted. This was fixed.		7.2.120
45465	Bug	Chartering	For Time Charter Invoices, when an Admin Fee was invoiced, and an incremental invoice was issued, the Admin Fee was displayed twice in the Hire Statement report. This was fixed.		7.2.120
45478	Feature	Messaging	The imosmail.exe program can be used in Messaging Service Action Handlers and Scheduled Tasks to send email, but, in the past, the server to be used		7.2.120

			<p>to send the message could not be specified. An additional argument, -server, has been added to allow specifying the name of the mail server to use. (The mail server names can be found in the Messaging Service Configuration tool, on the Outgoing Message Locations tab). The full syntax is:</p> <pre>imosmail -send recipient subject @body_file [-queue] [-wrap] [-server serverName]</pre>		
45561	Feature	Messaging	<p>New functionality to import/export Ports Serviced information for an Address Book entry has been implemented. Importing can be done through the Messaging program autocabv.exe. The new XML has the root tag companyPortServiced; each port added to the Ports Serviced form has its own XML message and displays data such as Company No., Type, Short Name, Full Name, Ref No., etc. The schema definition is in imosData.xsd.</p>		7.2.260
45566	Feature	Financials	<p>For the PEX (Port Expenses) Invoice type, it is now possible to set different detail lines according to different expenses (Code column in the Operation View of the Transaction Data Entry), hence</p>		7.2.120

			<p>indicating which items can be rebilled. Only ledger codes that have a PEXP:**** Business Rule defined are included in the selection list.</p> <p>After posting the invoice, the rebillable amount is displayed in the Voyage Expenses Rebill Management form.</p>		
45596	Bug	Operations	<p>Until now, for Other Rev/Exp, it was possible to actualize an invoice with a NO NAME vendor specified. This was fixed, and a valid Vendor value is now required to set the invoice to Actual.</p>		7.2.120
45597	Bug	Operations	<p>When CFGAutoNumberPayables is enabled, the invoice number was still not automatically created for daily expenses. This was fixed.</p>		7.2.120
45634	Bug	Operations	<p>The Next Port column in the Vessel Position report could be wrong when multiple cargo handling lines were present at the port in the Port column. This issue has been fixed.</p>		7.2.185
45688	Bug	Operations	<p>In the Voyage P&L Summary dataset, the Fuel-related columns were not displaying all the correct values in the report. This was fixed.</p>		7.2.185
45783	Feature	Financials	<p>In the Receivables Summary List /dataset:</p>		7.2.120

			<ul style="list-style-type: none"> - The Outstanding column was renamed Outstanding (Curr). - A new Outstanding (Base) column was added, which displays the outstanding amount in the base currency. 	
45806	Bug	Data Center	<p>When posting an invoice, when Object Rights for Invoice Posting Types was specified as All (with flag CFGInvoicePostingsByType enabled), the statuses of individual invoice types were being considered while posting them. This has been fixed, and the status of the All checkbox is considered while posting a given invoice. If nothing is specified for it, the individual invoice settings come into play.</p>	7.2.120
45828	Feature	Chartering	<p>Several changes around Time Charter Hire Statement reports:</p> <ul style="list-style-type: none"> - When selecting to issue a Statement of Accounts report, a new form displays uninvoiced items that can be included: Off Hire, Bunker Value on Delivery, Bunker Value on Redelivery, and CVEs. When selected, those items are displayed for the full contract, as in the Hire Statement; the values selected are saved globally 	7.2.260

			<p>for all users.</p> <ul style="list-style-type: none"> - A new field was added to the TC Hire Statement form: Display Rebillable Admin Fee As. The value entered in this field replaces the Admin Fee item's description in all Hire Statement reports. This value is saved globally for all users. - For invoiced items that appear individually in the reports, the description displayed is now the description saved in the invoice, and not the default one. - The Admin Fee item is now included in the Owner's Expenses section. 	
45829	Feature	Operations	<p>It is now possible to set a Daily Rate specific to Off Hire items on the Delays form, to overwrite the contract's Daily Rate in the P&L and the Time Charter Invoices.</p> <p>On the Delays form, these columns were added:</p> <ul style="list-style-type: none"> - An OV Daily Cost column was added to OV** Voyages. - A TCI Daily Cost column was added to TC** Voyages. - An additional TCO Daily Cost column was added only to **TO Voyages. <p>If a value is specified in one of these columns,</p>	7.2.120

			that value is used as the relevant OV /TCI/TCO Off Hire Daily Rate in the Voyage P&L and in the Time Charter Invoices. If no value is specified, there is no change in behavior.	
45830	Feature	Chartering	<p>A few enhancements to Time Charter invoices:</p> <ul style="list-style-type: none"> - The Invoice Due Date value now defaults to the Invoice Issue Date if Payment Terms are not set in the invoice. - If the Issue Date is not set, and Payment Terms are, the Invoice Due Date defaults according to the Payment Terms and today's date. - A new AdmFee column was added to the Voyage Rebillables section on the Create/Add Details form. It is now possible to exclude the Admin Fee for specific rebillable items by clearing this check box. Even if an item's Admin Fee was excluded from a normal invoice, it will still come up in an incremental invoice. 	7.2.120
45948	Bug	Financials	For the Voyage P&L Daily Variance (Accounts) dataset, the Include P&L Line Items parameter was sometimes considered as enabled even though it was	7.2.320

			disabled. This was fixed.	
45952	Feature	Chartering	In Time Charter invoices, until now, Admin Fee was only added to Voyage Rebillables. Now, it is also possible to add the Admin Fee to TC Rebillables in the same way.	7.2.120
45982	Feature	Veslink	In Veslink, if the Validate Number of Upcoming Ports option is selected, the user will only be able to update the number of ports that currently exist in the IMOS Voyage Manager. Previously, this validation check occurred during the approval process for the form. Now, this validation check also occurs at the time of replication between IMOS and Veslink.	7.2.260
46019	Feature	Operations	<p>On the Pooling Distribution form, a new column was added to the Pooling Result Distribution section: I (Intercompany). If the Pooling Participant is marked as internal in the Address Book, this column is automatically selected.</p> <p>When this column is selected, posting the Pooling Distribution Payable invoice automatically creates a mirrored Pooling Distribution Receivable transaction, with the same invoice details except that</p>	7.2.120

the company is the counterparty, and the pooling participant is the company. The mirrored transaction is created in Ready for Approval status and needs to be approved and posted.

A new Invoice Type code was created for the new Pooling Distribution - AR: PLAR.

A link to the corresponding bill viewer appears in the Transaction Data Entry for field Mirror Trans. No., in the bottom right header.

When one of the mirrored invoices is reversed, the other is reversed as well.

For the mirrored transaction to be created correctly, the following setup should be done:

- Both the Pooling Company and the Pooling Participant should be configured as types O (Owner) and W (Company). This is possible by enabling the flag CFGEnableMultiRoleOnAddressBook.

- Corresponding business rules should be added:

- * PLAR: POOLP

- * PLAR:COMMS

			* PLAR:ADJST * PLAR:ADJCM		
46044	Bug	Financials	An issue was resolved where data for LOB was not displaying for reports generated from the Account Analysis form in the Financials module.		7.2.120
46049	Bug	Financials	When using the Accounting Interface Summary dataset to create a report, the values were not displayed in the report as expected. This was fixed. Also, an issue was fixed with the Company No. column not showing the correct values.		7.2.120
46060	Feature	Demurrage	In the Claim form, it is now possible to remove Related Invoices, by clicking the relevant row and selecting Delete.		7.2.120
46061	Bug	Data Center	Configuration flag CFGDefaultOnceAlwaysOnDemurrage was missing in the Configuration Flag List; this has been fixed.		7.2.120
46099	Feature	Operations	A new config flag was added to control the level of details in Pooling Distribution invoices: <imosProperty name="CFGPoolInvBreakOutPeriods" value="1" /> Description: This flag determines how Pooling Distribution invoices are broken down to		7.2.120

			<p>invoice line items.</p> <ul style="list-style-type: none"> - When the value is set to 0, there is no breakdown to details. - When the value is set to 1, the breakdown is by month. - When the value is set to 2, the breakdown is by month for the current year and by year for the prior years. <p>Data Type: Numeric</p> <p>Data Default Value: 1</p> <p>Data Value Range: 0,1,2</p>	
46123	Bug	Chartering	<p>The description for the D option in the D column of the Broker grid on the VC In has been changed to: Demurrage Commission will be deducted from the invoice and paid separately. This is consistent with the CP Relet Information form.</p>	7.2.120
46134	Bug	Operations	<p>On the Estimated Demurrage form, when the Estimate field was 0, and the Estimate is Provisional check box was selected, any actual demurrage amounts were not appearing in the Actual column of the P&L. This issue has been fixed.</p>	7.2.120
46237	Feature	Data Center	<p>A new field was added to the Vessel form, Details tab: Pool-Point. This is an informational field, and the possible selections can be configured in a new Data Center</p>	7.2.120

			<p>form: Pool-Point Types.</p> <p>In this form, it is possible to set a Pool-Point Type and the number of Points for that type.</p> <p>The new field was added to ImosData.xsd, under <details>\<poolPoint>.</p> <p>For the new form, a new permission was added: Data Center > Vessels> Pool-Point Types.</p>	
46238	Feature	Operations	<p>Several column labels were changed in the Pooling module.</p> <p>Pools form:</p> <ul style="list-style-type: none"> - Commission % is now Mgt Fee %. - Pool Fee is now Mgt Fee/Day. <p>Pool Assignment form:</p> <ul style="list-style-type: none"> - Commission % is now Mgt Fee %. - Pool Fee is now Mgt Fee/Day. - Owner is now Participant. <p>Pooling Distribution:</p> <ul style="list-style-type: none"> - Owner Name is now Participant. - Pool Comm is now Mgt Fee. <p>Pooling Summary</p>	7.2.120

			<p>dataset:</p> <ul style="list-style-type: none"> - Pool Fee is now Mgt Fee (Daily). - Pooled Commission is now Pooled AP Mgt Fee. - Income AP Commission is now Income AP Mgt Fee. - Owner is now Participant. - Owner Company No. is now Participant Company No. 		
46245	Feature	Operations	<p>A new field was added to the Time Charter In contract: Owner's Comm. (%). The percentage value set in this field is applied on the linked voyages' gross revenue and is displayed in the P&L.</p> <p>The gross revenue this commission is applied to is calculated according to the CFGPoolCommBy Account flag.</p> <p>For the item to appear in the Voyage P&L Accounts view correctly, a Business Rule should be added for OWCM: OWCOM.</p>		7.2.120
46261	Feature	Financials	<p>A new config flag was added to display a Mgt column in the Chart of Accounts form, and to control the Pooling Mgt Fee and Owner's Commission:</p> <p><imosProperty</p>	CFGPoolCommBy Account	7.2.120

			<p>name="CFGPoolCommByAccount" value="Y" /></p> <p>Description: When enabled, the Mgt column on the Chart of Accounts form is displayed. It is only possible to check Revenue accounts as Mgt. When an account is selected as Mgt, all amounts associated with this account have the Mgt Fee (Pooling Distribution) and the Owner's commission (Time Charter In form) applied. When disabled, the Mgt Fee and Owner's Commission are applied on all revenue accounts.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	
46307	Bug	Financials	When an invoice was not released to the interface, its reversal transaction was still being released. This has been fixed, and the reversal will be exported only if the original invoice was exported.	7.2.120
46395	Feature	Messaging	When using autoinv.exe to import invoices, new tag <billCodeDesc> can be used to specify a Bill code description. If not set, the value will be defaulted from the Business Rules table. Likewise, if <memo> is not	7.2.120

			set, it will be defaulted from the Chart of Accounts. ImosAct.xsd was updated for the new field.		
46399	Bug	Demurrage	The Allowed time on an AP Laytime Calculation used to come from CP Terms Details instead of the CP Relet Information form when the calculation was reversible. This has been fixed.		7.2.120
46420	Bug	Messaging	XML tag cargoReference is now populated in the invoice XML for SPOT voyages. In future IMOS versions, the populated tag will be vcinExternalRef, since in IMOS 7.2 + SPOT voyages are scheduled from VC In contracts instead of Cargo contracts.		7.2.185
46437	Bug	Demurrage	The 0 amount commission line that used to appear in Despatch invoice reports has been removed. Commission lines now show only if they contain an amount.		7.2.120
46497	Feature	Messaging	For Invoices outgoing notification, a tag for Vessel Type was added: vesselType. The value in this tag is according to the Vessel linked to the Invoice, while for Trade Settlement Invoices, the Vessel Type is retrieved from the Trade form. ImosAct.xsd was updated with the new tag.		7.2.120

46505	Bug	Operations	On the Pool Assignment form, pressing Enter while the Pool field has focus will now open the Pool Selection list.		7.2.120
46537	Feature	Chartering	<p>On the Time Charter In Bunkers Delivery tab, the Bunker Purchase Paid By Owner check box is now working and is used to record quantities that are paid by the TCI Owner to be deducted from the redelivery quantity.</p> <p>When the Bunker Purchase Paid By Owner check box is selected:</p> <ul style="list-style-type: none"> - It is possible to enter a quantity in the Purchased for Owner quantity field. - The Purchase for Owner Price field is still locked, since the purchase was paid for by the TCI Owner. - On the Hire Statement and the TCI Payment of Bunkers on Redelivery, the quantity to be settled is calculated by the Est/Projected /Actual Redelivery quantity minus the amount entered in the Purchased for Owner quantity field. - The TCI Bunker adjustment on redelivery is applied on the redelivery quantity, excluding the quantity paid by owner. 		7.2.260

			- If a Bunker Invoice is issued for a lifting that includes the quantity paid by owner, the Invoiced Quantity should only include the quantity paid by the TCI Charterer.	
46551	Bug	Operations	Until now, when running the Pooling calculation, the Off Hire days were prorated on the period instead of being applied to the period. This was fixed.	7.2.185
46556	Bug	Chartering	Until now, when CFGUseVesselLastPort was disabled, on copying an Estimate and setting a vessel with no voyages linked to its TCI, the Commence port in the copied Estimate was defaulted to the TCI Delivery port. This was fixed, and when this flag is disabled, no changes are made to the copied Estimate.	7.2.120
46558	Bug	Operations	<p>- In the Pooling Distribution calculation, when a vessel is marked as Premium, the Result Distribution was double-counting the Premium amount. This was fixed.</p> <p>- In the Pooling Summary dataset, two new columns were added to better display the amounts breakdown when Premium is marked: Non-Premium Income Before and Non-</p>	7.2.120

			Premium Income After. Those values do not include the premium contribution /distribution and are used in the invoice details calculation.		
46560	Feature	Chartering	A new search functionality to retrieve bookings has been added to the Cargo Booking form.		7.2.185
46582	Bug	Chartering	In the Time Charter Invoice, when changing the Bunkers Redelivery quantity, the corresponding description was not updated accordingly, and the full quantity was displayed. This was fixed.		7.2.120
46612	Feature	Operations	<p>Several pooling-related changes were made to the Voyage P&L Summary and Voyage P&L Drilldown (Accounts) datasets:</p> <ul style="list-style-type: none"> - Both lists now have a new Pool parameter, where it is possible to specify a pool to filter the report results. - For the Voyage P&L Summary dataset, the following new columns were added: <ul style="list-style-type: none"> * Pool Company: The company value specified on the Pools form. * Pool TCI Days: If the voyage has a linked TCI, and the TCI company is the same as the pool company, the 		7.2.120

			number of TCI days is displayed in this column.		
46614	Feature	Operations	<p>- In the Voyage P&L Summary dataset, a new column was added: (Act.) Premium. The value in this column is taken from the Premium value entered in the Profit Share form that is in the Voyage Manager, prorated according to the report period.</p> <p>- In the Voyage P&L Drilldown (Accounts) and Voyage P&L Drilldown (Operations) datasets, a new column was added for Month. It is useful to group and sort according to this column when Monthly Interval is selected for the report.</p>		7.2.120
46615	Bug	Operations	For Voyage Other Rev/Exp, the value entered in the Description column is now always displayed in the Voyage P&L tab. If the invoice has only one detail line, the description of the invoice and of the detail line are always in sync.		7.2.260
46616	Feature	Operations	<p>Several changes in the Pooling Information dataset:</p> <p>- A new Pool parameter was added.</p> <p>- A new Data Source parameter was added, where it is possible to select Force</p>		7.2.120

			<p>Calculation (default) or Latest Distribution, where the system retrieves the latest Pooling Distribution data that was created before the specified To date in the report.</p> <p>- The following new columns were added to display the total amounts ever distributed:</p> <ul style="list-style-type: none"> * Distributed Income * Distributed Mgt Fee * Distributed Premium * Distributed Non-Prem. Income 		
46635	Feature	Operations	<p>When CFGUsePostedInPooling is enabled, the Pooling Distribution form now issues a warning detailing all the relevant voyages that don't have Monthly Accruals run for them.</p>		7.2.120
46636	Feature	Operations	<p>Three new flags were added to allow customization of the invoice detail lines description for Pooling Distribution invoices.</p> <pre><imosProperty name="CFGPoolResultDistribution" value="Result Distribution" /></pre> <p>Description: The value set in this flag is the default description of the Result Distribution</p>	CFGPoolResultDistributionDesc, CFGPoolMgtFeeDesc, CFGPoolPremiumDesc	7.2.120

lines in the Pooling Distribution invoices.

Data Type: String

Data Default Value: Result Distribution

Data Value Range: any string

```
<imosProperty name="CFGPoolMgtFeeDesc" value="Mgt Fee Distribution" />
```

Description: The value set in this flag is the default description of the Mgt Fee Distribution lines in the Pooling Distribution invoices.

Data Type: String

Data Default Value: Mgt Fee Distribution

Data Value Range: any string

```
<imosProperty name="CFGPoolPremiumDesc" value="Premium Distribution" />
```

Description: The value set in this flag is the default description of the Premium Distribution lines in the Pooling Distribution invoices.

Data Type: String

Data Default Value: Premium Distribution

			Data Value Range: any string	
46654	Bug	Chartering	In the Time Charter contract, when CFGUseAbsolute MinMaxOnTC was enabled and the More Days value was specified in the Max line, the Duration of the hire was updated accordingly, but the To date was not. This was fixed.	7.2.120
46670	Feature	Operations	<p>It is now possible to create payments for Owner's Commission for Time Charter In contracts. A new link was added in the Time Charter In section of the Operations module center: Owner's Commissions.</p> <p>Clicking this link opens the Owner's Commission Summary. In this form it is possible to select a Vessel and TC Code and see all the payments created for this contract. It is also possible to enter an Effective Up To date and to create a payment for specific periods of time by clicking the New button. The Owner's Commission Payment form displays all the relevant voyages and the commission payment applied to each of them.</p> <p>- The invoice status is Pending by default.</p>	7.2.185

			<ul style="list-style-type: none"> - The basis payment calculation depends on CFGUsePostedInP ooling; if the flag is enabled, only amounts from the latest accruals snapshot are considered. - It also depends on CFGPoolCommBy Account; if the flag is enabled, the basis amount for the commission is only calculated from accounts that are marked as Mgt. - To post the payment, a new Business Rule must be added for OWCM:OWCOM. - A new Module Rights permission was added to access the Owner's Commission Summary form: Operations > Time Charter In > Owner's Commissions. 		
46686	Bug	Financials	On the Journal Entry form, when using Save only (without posting), the values in the Remarks tab were not saved correctly. This was fixed.		7.2.120
46690	Bug	Chartering	For Own Vessels in the Time Charter In form, it was not possible to create a new TCI Contract while there was an active Head Fixture. This was fixed.		7.2.120
46694	Feature	Chartering	- In the TC Lifting Options dataset, a new column was added: Date		7.2.120

			<p>Declared.</p> <ul style="list-style-type: none"> - In the TC Data Object, two new columns were added: TC Purch Opt Declared (Y/N) and TC Purch Opt Date. Those values are taken from the Purchase form in the Time Charter contract. 		
46764	Feature	Chartering	<p>Several changes were made for the COA data object:</p> <ul style="list-style-type: none"> - The COA Cargo column was renamed COA Cargos, and it now lists all Cargo options specified in the COA as comma separated values. - The COA Vessel Type column was renamed COA Vessel Types, and it now lists all Vessel Type options specified in the COA as comma separated values. - A column was added to display the Qty per Lifting from the COA. - Two new columns were added for Load/Disc Options. The values in these columns are comma separated values taken from the Load/Discharge Options specified in the COA contract. 		7.2.260
46824	Feature	Chartering	<p>A few changes around Freight Rate-related columns:</p> <ul style="list-style-type: none"> - In the Voyage Estimate List: 		7.2.120

			<p>* Two new columns were added: WSC Flat and WSC %. If the Freight Type is W (Worldscale), the relevant values appear in these columns.</p> <p>* When the Freight Type was D (Daily Rate), the rate incorrectly appeared under Total Frt Lumpsum column. This was fixed. The Frt Rate column was renamed Frt Rate /Daily Rate, and the Daily Rate value also appears in this column.</p> <p>- In the Cargo/VC In List:</p> <p>* Two new columns were added: WSC Flat and WSC %. If the Freight Type is W (Worldscale), the relevant values appear in these columns.</p> <p>* When the Freight Type was D (Daily Rate), the rate did not appear in the list. This was fixed. The Freight column was renamed Frt/Daily Rate, and the Daily Rate value also appears in this column.</p>	
46851	Feature	Operations	<p>New Pool-related columns were added to the Voyage P&L Drilldown (Accounts) dataset:</p> <p>- Pool Actual Mgt Fee: This value is only populated</p>	7.2.120

			<p>after a Pooling Distribution payment is saved. The value is the prorated Mgt Fee paid for this Vessel /Voyage.</p> <ul style="list-style-type: none"> - Pool Mgt (Y/N): Applicable when CFGPoolCommBy Account is enabled, it indicates whether the account is marked as Mgt. - Pool Mgt Fee % - Pool Mgt Fee /Day - Pool Name - Pool Participant 	
46895	Bug	Demurrage	<p>On the Laytime Calculation form, the Apply allocation percent to rate check box was displayed for Reversible and Average Calculation methods as well. This was fixed, and this check box is now only displayed when using the Standard calculation method.</p>	7.2.260
46913	Feature	Chartering	<p>On the Open Position form, the records were sorted within the Open Area according to the Open Date column, in descending order. This was fixed, and they are now ordered in an ascending order.</p>	7.2.185
46947	Bug	Chartering	<p>In the Time Charter SoA Recap report, the balance line was incorrectly displaying the wrong counterparty to</p>	7.2.120

			whom the balance is in favor. This was fixed.		
46960	Bug	Operations	<p>Resolved an issue where ETAs submitted for upcoming ports via Veslink would recalculate if a Weather Factor was defined for those ports in IMOS.</p> <p>Now, the ETA will remain as submitted, and instead the Projected Speed will recalculate accordingly.</p>		7.2.120
47076	Bug	Chartering	<p>When negative Off Hire bunkers were entered on the Delays form, the Create/Add Details form of the Time Charter Invoice did not display the yellow highlighting for those bunkers. This also created a problem in adding those Off Hire Bunker items in later invoices. This was fixed, and the warning is now displayed correctly.</p>		7.2.120
47081	Bug	Demurrage	<p>The Demurrage amount in the broker Commission Payment form sometimes did not match the one in the Laytime Calculation due to rounding issues. This has been fixed, and the Commission form now always rounds durations to the minute when calculating the demurrage amount.</p>		7.2.260
47141	Feature	Financials	<p>New columns Voyage Reference and Voyage Ref. have been</p>		7.2.185

			<p>implemented in the Create Invoices, Edit Invoices, Approve Invoices, and Post Invoices lists. These correspond to the Reference and Voy Ref fields in the Voyage Manager. Column Voyage Reference has also been added to the Transaction Summary list.</p>		
47153	Feature	Operations	<p>- A new config flag was added to display the Include In Cover check box in the Voyage Manager:</p> <pre><imosProperty name="CFGShowIncludeInCover" value="Y" /></pre> <p>Description: When enabled, an Include In Cover check box is displayed in the Voyage Manager, to be used by the Pooling Information dataset.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p> <p>- A new parameter was added to the Pooling Information dataset: Include In Cover. The default value is All, which means all voyages are retrieved, and the calculation is performed. However, when Y/N are selected, only voyages that are marked/not</p>	CFGShowIncludeInCover	7.2.120

			marked as Include In Cover are retrieved, and no distribution calculation is performed.		
47201	Feature	All IMOS	A new licensed option is available to export custom IMOS reports to a reporting database. The license adds a Reporting Database option to the Report Editor's Output Options section.		7.2.185
47246	Bug	Chartering	In Cargo Matching, when attempting to schedule an Estimate and clicking Cancel on the Schedule Voyage form or not saving the new Voyage, the Cargo Fixture created in the background was not deleted. This was fixed, and upon canceling a Voyage Schedule, the fixture is deleted.		7.2.320
47259	Feature	Data Center	P&I Club was added to the Vessel reporting data object.		7.2.120
47260	Bug	Demurrage	Broker commission in a Laytime Calculation could be wrong when there were some ports on demurrage, others on despatch, when an Agreed Amount was specified, and the calculation was a Standard one. This issue has been fixed, and the commission is now always calculated based on the agreed amount.		7.2.185
47281	Bug	Chartering	- When FIFO was		7.2.185

			<p>enabled in a Voyage Estimate, the Estimate P&L Report used to display the last used price instead of the weighted average. This was fixed.</p> <p>- If the Estimate was fixed and scheduled, the same issue happened in the P&L tab of the Estimated column of the Voyage Manager. This was fixed as well.</p>	
47304	Feature	Veslink	<p>A new link was added to the Veslink module: Send Offline Forms. Previously this would have been accessed when managing form groups, but it is now its own page.</p> <p>Names of Veslink module links were aligned with the names from the Veslink Admin menu:</p> <ul style="list-style-type: none"> - Forms & Reports Setup -> Forms & Reports - Forms Setup -> Define Forms - Reports Setup -> Define Reports - Form Distribution -> Set Up Form Distribution - Prepare/Send Offline Forms -> Manage Form Groups 	7.2.120
47363	Feature	All IMOS	<p>A new Output Report Settings check box has been implemented in the Output</p>	7.2.185

			Options section of the Report Editor. When the Excel Spreadsheet output type is used, the new check box allows displaying of filters and parameters in the spreadsheet according to the Settings Worksheet and Settings Cell specified.	
47364	Feature	Operations	<p>Several changes in the Vessel Position Report dataset:</p> <ul style="list-style-type: none"> - Two new columns were added: Port Arr ROB and Port Dep ROB. The values in these columns display the fuel types and the corresponding port Arrival /Departure quantities. - Columns ETA and Function were renamed Port ETA and Port Function. - A new parameter was added to the dataset: Ref Date /Time (GMT). This parameter is a date/time value to be used in a few of the new columns of this report. If this parameter is left blank, the value defaults to the time the report is run. The following new columns were added in relation to the parameter: <ul style="list-style-type: none"> * Ref Date/Time Voy (Y/N): The value is Y if the Ref Date/Time value entered is between the Voyage Commence /Complete dates 	7.2.185

			<p>in GMT, and N otherwise.</p> <p>* Ref Date/Time Hire Rate: Hire Rate as of the Ref Date/Time value.</p> <p>* Ref Date/Time Add Comm %: The Address Commission % as of the Ref Date /Time value.</p> <p>The following columns were added to the Time Charter data object:</p> <ul style="list-style-type: none"> - CVE-Bal. Bonus Rate - CVE-Bal. Bonus Rate Type - CVE-Gratuities Rate - CVE-Gratuities Rate Type - CVE-Vict. Rate - CVE-Vict. Rate Type - CVE-Allow. Rate - CVE-Allow. Rate Type - CVE-Lash. /Stowage Rate - CVE-Lash. /Stowage Rate Type - CVE-ILOHC Rate - CVE-ILOHC Rate Type - CVE-Interm. HC Rate - CVE-Interm. HC Rate Type 	
47403	Bug	Operations	When issuing an invoice printout, if a Company code existed that was	7.2.185

			<p>the same as the Vessel code, it was taking precedence over the Voyage Company. This was fixed, and the Voyage Company now always takes precedence when issuing an invoice printout.</p>	
47450	Feature	Operations	<p>A new Pooling Cash Distribution program was added to the Pooling module. In this program, a cash amount can be entered to be distributed between the Pool Participants for the specified dates.</p> <p>The new form has the following sections:</p> <ul style="list-style-type: none"> - Header: You can enter the details for the distribution and request a Payment XML notification. - Pooling Distribution: A view of all the posted Pooling Distribution invoices issued up until the date specified in the Period To field. The display is itemized per each of the invoices' detail lines. - Participants' Items: All the non-pooling, posted invoices that were issued by the Pool Company with one of the pooling participants as the counterparty. - Advance Payments: When there is still cash 	7.2.425

to distribute between the participants, advance payment amounts appear here.

Fields in the header section:
- Pool - specified by the user; the selection is from all the pools in the system.

- Period From - defaults to the last Period To value that was entered for this pool (cannot be edited). When using the form for the first time, this value can be entered manually.

- Period To - entered by the user, this value is used to filter all the invoices issued up until this date.

- Cash Amount - the cash amount to be distributed between the participants, manually entered by the user.

- Pool Participants' Items, Net - calculated field, displays the total Participants' Items amounts.

- Total Applied To Distribution - calculated field, displays the difference between the Cash Amount and the total Participants' Items Net values.

- Amount Distributed - the total amount to be distributed,

excluding the
Participants' Items.

- Total Amount
Allocated - the
total amount to be
distributed,
including the
Participants' Items.

Note - the
calculation of the
amounts
allocation always
rounds the
numbers down.
This means that
there might be a
difference
between the
values in Cash
Amount and Total
Amount Allocated,
and a difference
between Total
Applied To
Distribution and
Amount
Distributed.

The logic of the
distribution is the
following:

- Participants'
Items should
always be paid
first.

- Pooling
Distribution
Invoices should be
paid according to
the period's date,
in an ascending
order (result
/adjustments for
March should be
paid before the
result/adjustments
for April).

- After all invoices
are paid, Advance
Payments are
calculated for the
participants,
based on their
pooling points.

The Report button in this form is a drop-down selection of three report types:

- Summary - displays all the participants, and for each of them the balance before, the amount distributed, and the balance after (if there is any).
- Details - displays the same information as in the Summary report, but itemized per invoices and advance payments.
- Receipts - displays the receipt for each of the participants. When printing this report, page breaks are used between each receipt.

After entering the Cash Amount and verifying the allocation, to create a Request for Payment XML notification that can be sent to a third-party system, click the Request Payment button. The XML notification includes, among other tags, the pool name, periods, the total /allocated cash amounts, the participants' details, invoice numbers when relevant, and the company.

			<p>A new Security Right was added to the Module Rights tab:</p> <p>- Operations > Pooling > Pooling Cash Distribution</p>		
47451	Feature	Operations	<p>In Pooling Cash Distribution, when selecting a Pool, if there are unallocated Advance payments made for the Pool Participants, a message asks if you want to run the Advance Payment/Receipt Allocations form; if so, click Yes. Or click No to clear the Pool and select a different pool.</p> <p>In the Advance Payment/Receipt Allocations form, when auto-allocating a payment for Pooling Distribution invoices, the same logic as in the Cash Distribution takes place.</p>		7.2.425
47459	Bug	All IMOS	<p>Upgrade an Existing Installation option was removed from the IMOS Self Extracting Archive until it can be updated to support 7.2+.</p>		7.2.185
47486	Feature	Chartering	<p>A new configuration flag CFGDefaultTCStatus has been added to default the Status in Time Charter contracts.</p> <pre><imosProperty name="CFGDefaultTCStatus" value="0" /></pre> <p>Description: Determines the</p>	CFGDefaultTCStatus	7.2.185

			<p>default status of Time Charter contracts; 0 = Fixed, 1 = Opportunity, 2 = On Subjects.</p> <p>Data Type: Integer</p> <p>Data Default Value: 0 (defaults Status to Fixed)</p> <p>Data Value Range: 0,1,2</p>		
47493	Feature	Chartering	<p>A new configuration flag CFGDefaultTradeAreaOnCargoImport has been introduced which defaults the Trade Area in a Voyage Estimate/Voyage Fixture/Voyage Manager to the one from the imported cargo.</p> <p><imosProperty name="CFGDefaultTradeAreaOnCargoImport" value="Y" /></p> <p>Description: When importing a cargo, specifies whether or not the Trade Area from the imported cargo should be used to default the Trade Area on the Estimate, Fixture, or voyage if a Trade Area has not yet been specified.</p> <p>Data Type: Boolean</p> <p>Data Default Value: Y</p> <p>Data Value Range: Y, N</p>	CFGDefaultTradeAreaOnCargoImport	7.2.260
47545	Bug	Operations	<p>When trying to create a Pre-voyage Bunker Invoice, it was not possible to create</p>		7.2.185

			it as such, but only as a normal Bunker Invoice. This was fixed.		
47573	Bug	Operations	<p>In the Bunker Requirement:</p> <ul style="list-style-type: none"> - The Inquiry Currency incorrectly defaulted according to the Voyage base currency, instead of the Bunkers actual currency (configured by CFGBunkerCurrency). This was fixed. - If there was an invoiced Inquiry, the other Inquiries' Currency fields were incorrectly blocked for edit. This was fixed. 		7.2.260
47577	Bug	Operations	Using a release of IMOS after 7.0 to reverse a transaction created in an IMOS version prior to 7.0 could result in uncategorized adjustments displaying in the P&L. This has been fixed.		7.2.185
47582	Feature	Messaging	New XML tag portExternalRef is now available in the Idport and itinerary (under estimateInfo) sections of the cargoSaleExport and cargoPurchaseExport messages. Similar tag portExternalRef is displayed in the Delivery and Redelivery sections of the tcExport notification message. These display the External Ref No. for the corresponding		7.2.185

			port from the IMOS Port form.		
47591	Bug	All IMOS	The imosmail program was not compatible with certain XSL files, resulting in errors during XML transformations; this has been fixed.		7.2.185
47609	Bug	Chartering	When an Additional TC Hire (XHIRE) item was selected in a Period-type TC Invoice, the Hire Statement incorrectly added CVE amounts applied on the duration of the Additional TC Hire. This was fixed, and no CVE is applied on Additional TC Hire items.		7.2.185
47612	Bug	Operations	Previously, estimated port expenses entered on the Port Expense Summary form would be lost upon voyage save. This has been fixed, and changing the value on the Port Expense Summary form will update the value on the voyage as expected.		7.2.185
47618	Feature	Operations	The Port Expense Summary dataset was renamed the Port Advance/DA List, to correspond to the name of the list used as the datasource. The functionality remains the same.		7.2.185
47649	Bug	Financials	The closing balance column on the Trial Balance Summary list (left pane) could be incorrect for certain periods. It would not match		7.2.185

			<p>the Account Analysis report run over the same period or the values on the right pane of the list. This issue has been fixed; the Account Analysis report has the correct value.</p> <p>Resolving this issue requires running the database upgrade (_ALL script in \db directory) on affected databases to correct a stored procedure.</p>		
47653	Feature	Operations	In the Voyage Manager, a new validation error was added for ports where the departure bunker quantities are higher than the arrival bunker quantities without any received bunkers entered.		7.2.260
47670	Bug	Operations	On the TC Hire Statement, the To date of the hire lines could be incorrect when the Time Charter was updated from the linked voyage. This was fixed.		7.2.290
47708	Feature	Messaging	For the Voyage Notification XML file, two new fields were added to the portcall node: ETALocal and ETDLocal. The values in these fields are the local times of arrival /departure of the relevant ports. These two fields were added to the ImosOps.xsd schema, under portcallLine.		7.2.185
47724	Bug	Operations	In cases where an intercompany VC		7.2.260

			In and Cargo were linked together into a single RELT voyage (model B of intercompany mirroring), the XADDCOM for the VC In could inadvertently be cleared. This has been fixed.	
47741	Bug	Operations	When updating a Cargo object via the Messaging Service, if no value was entered for Load /Discharge Rate or Laytime Terms, any value present in the system would be removed. This has been fixed, so that if no value has been entered in the imported Cargo object, whatever is already present in the system will remain.	7.2.185
47742	Bug	Operations	Previously, any updates to a Cargo object imported via the Messaging Service would be rejected if BL information had been added to the first Load port of the scheduled Cargo through the user interface. This has been fixed.	7.2.185
47775	Feature	Veslink	In the Veslink forms, the Cargo Handling control has been improved: - It can now manage two or more cargoes with the same cargo type and cargo operation in a port. - Multiple liftings of the same cargo can be entered in a port. This data is	7.2.260

			<p>replicated to the cargo handling in IMOS.</p> <p>- A Charterer field has been added to the Details section. This field is a free-text field for Offline Forms; for Onboard forms it is auto-populated with data defined in IMOS.</p> <p>The functionality above requires Veslink version 1.16.</p>		
47841	Feature	Operations	<p>A new column was added to the Vessel Position Report dataset: Port Last (Y/N). This column indicates a port as the last port of the itinerary, regardless of its port function.</p>		7.2.185
47850	Feature	Messaging	<p>New XML tag RefContract has been added to the tcExport notification message. This is same as the new refContract in the cargoPurchaseExport /cargoSaleExport messages. The tags represent the Ref Contract from the Time Charter /Cargo/VC In contracts.</p>		7.2.260
47851	Feature	Chartering	<p>A Cargo ID field has been added to the Cargo Details report, accessible from the Reports button on the Cargo form. Additionally, the Quantity column in the itinerary table now includes units at the end of the amount. Finally, for transshipment cargoes, the report includes</p>		7.2.260

			columns for TS Cargo ID, TS Vessel, TS Voyage, and TS Estimated Cost.		
47916	Bug	Operations	The Bunkers section in the Voyage P&L Report and Voyage Performance Report was displaying the currency in the Voyage base currency, instead of the Bunkers actual currency (configured by CFGBunkerCurrency). This was fixed.		7.2.260
47924	Bug	Financials	In datasets Voyage P&L Drilldown (Operations) and Voyage P&L Drilldown (Accounts), the values for % Act - Est are now displayed as 100% for items that have a non-zero amount in the Actual column and 0 in the Estimate column, and -100% for items that have 0 in the Actual column but have a non-zero amount in the Estimate column. The same logic holds for the % Act - Pst column.		7.2.260
47928	Bug	Financials	Broker Commissions or Address Commission included in a TC Payment were not showing in reports using the Cashflow Report dataset; this was fixed. Projected commission amounts are now generated in line with the projected hire payments. That means that		7.2.260

			for every projected hire payment based on the billing period there is a line for Address Commission and a line for Broker Commissions. The Broker Commissions line is the sum of commissions for all brokers.	
47931	Feature	Operations	<p>Several changes to the Fixing Estimates report section in the Voyage P&L Report:</p> <ul style="list-style-type: none"> - The voyage rebillable items are now displayed in two different lines: Port Rebills and Misc Rebills. The port rebillable amounts appear under the corresponding port, while the misc rebillable amounts are applied for all the voyage and are displayed in the first column. - The At Sea/Port Hire amounts are now displayed per the hire rate table in the TCI and are applied to the voyage period. Previously, the average rate was allocated across the voyage. - New lines were added for the Hire Commission and Off Hire Commission. The Hire commission is displayed under the corresponding ports, while the Off Hire Commission is applied to the voyage. 	7.2.400
47932	Feature	Operations	For the Voyage	7.2.185

			P&L Report setup form Header /Footer tab, it is now possible to select the Voyage Ref. If selected, it appears in the report top header.		
47934	Bug	Operations	<p>A couple of changes around Accounts view in the P&L Tab of the Voyage Manager:</p> <ul style="list-style-type: none"> - If for a specific P&L item two business rules existed (a normal one and an I/C one), the system was not consistent on selecting the correct account for the corresponding item. This was fixed. - For Freight (Cargo and VC In) and TCO Commissions, the brokers specified in the Estimate are now itemized per broker, which makes the Accounts view more accurate, as the estimated amounts are allocated to the correct accounts according to the I /C business rules. 		7.2.260
47941	Bug	Operations	An error while generating the Port Activities report has been fixed.		7.2.260
47963	Bug	Operations	<p>A couple of fixes for In Progress Voyage scheduling:</p> <ul style="list-style-type: none"> - When scheduling an In Progress Voyage, the speed from the last scheduled voyage was incorrectly reset. This was fixed. 		7.2.290

			- If a Departure Report was entered in the last scheduled voyage, the projected speed was not preserved upon scheduling the voyage. This was fixed as well.	
47971	Bug	Operations	<p>A couple of issues were fixed in updating Cargoes /VC Ins:</p> <ul style="list-style-type: none"> - When removing a broker or an Extra Freight Term from the Relet Info form in a RELT Voyage, the information was not flowing correctly to the VC In, and the removed item was reappearing. This was fixed. - In contract mirroring, when updating a mirrored Cargo from a scheduled SPOT VC In, the XADDCOM broker would have been removed. This was fixed. 	7.2.260
48021	Feature	Messaging	Added bunkerSurchargeType to cargoPurchaseExport and cargoSaleExport. The value is populated via the Bunker Surcharge field on the Cargo form -> Pricing Tab. Possible values are None, Cap/Collar, and Scale Table.	7.2.260
48024	Feature	Messaging	A Cargo that is back-created from the saving of a Voyage Fixture will now trigger an XML notification of type cargoSaleExport. A new oprType element has been	7.2.260

			added to the Cargo information.	
48076	Bug	Operations	When opening a voyage in 7.1 that was not yet saved in 7.1, the Estimated Port Expenses for ports with a port function other than L/D were cleared in the voyage. This was fixed.	7.2.260
48092	Feature	Financials	<p>A new config flag was added to allow deleting voyages even when the voyages have monthly accruals posted to them.</p> <pre><imosProperty name="CFGIgnoreAccrual OnVoyageDelete" value="Y" /></pre> <p>Description: When enabled, it will still be possible to delete a voyage that has monthly accruals posted to it. An extra confirmation message appears when deleting such voyages.</p> <ul style="list-style-type: none"> - The posted records are not deleted or reversed. If another voyage is created with the same number, those records are linked to this new voyage. These records are still displayed in the Financials lists. - Records that are approved but not posted are deleted (same as the general behavior for non-approved records). - Journals that have been saved using the Save 	7.2.260

			<p>button are not deleted as well (handled as posted).</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>		
48114	Feature	Chartering	Data objects COA and Voyage were added to the Cargoes (Trade List) dataset.		7.2.260
48128	Feature	Operations	In Spot/Relet voyages, when clicking the Delete button in the Spot Out/Relet links from the voyage, a warning is now issued.		7.2.260
48154	Bug	All IMOS	Upgrading from a pre-7.0 database schema to IMOS 7.2 would cause the vattach table (used to store file attachment) to not be updated correctly. This has been fixed.		7.2.260
48163	Feature	Operations	<p>When issuing an Inquiry /Nomination email in the Bunker Requirement form, the value in Dates is displayed according to the following rules:</p> <ol style="list-style-type: none"> 1. Use Req Delivery Date. 2. If the above is blank, use Window From-Window To. 3. If the above are blanks, use ETA-ETD. 4. If all the above are blanks, leave the field blank. 		7.2.260
48186	Feature	Chartering	- A column for Cargo Shipment		7.2.260

			<p>No. was added to the following lists:</p> <ul style="list-style-type: none"> * Voyage Fixtures List * Voyage List * Port Schedule (left half in the split view) <p>- It is now possible to add the Cargo Shipment No. as a value to be displayed on the Vessel, Cargo, and Port Schedules:</p> <ul style="list-style-type: none"> * For Vessel Schedule, add the value @FIRSTCARGOSHIPMENTNO@ to the vesselScheduleSmallBarTemplate config flag. * For Cargo Schedule, add the value @SHIPMENTNO@ to the cargoScheduleSmallBarTemplate config flag. * For Port Schedule add the value @SHIPMENTNO@ to the portScheduleSmallBarTemplate config flag. <p>- A <ShipmentNo> tag was added in the VoyageCargo section in the underlying XML of an invoice printout, so it can be used for display in the style sheet.</p>		
48196	Bug	Operations	For SPOT Voyages, when a broker's commission on		7.2.260

			the cargo is specified as Commission will be deducted from freight invoice, it was not possible to issue a separate payment to that broker. This was fixed.	
48203	Bug	Operations	<p>For Other Rev /Exp Invoices, when an invoice had more than one detail line, editing it in the Voyage Invoice Setup form caused the detail lines to be cleared, leaving only the total amount.</p> <p>To avoid such issues, the following fields are now only editable from the Details view of the Other Rev/Exp Invoices:</p> <ul style="list-style-type: none"> - Vendor - Comment - Exchange Rate - Invoice Date - Account Code - Invoice Total 	7.2.260
48212	Bug	All IMOS	When exporting an IMOS list to Excel that had a column with hyperlinked integers (such as the Voyage No. column in the Voyage List), the values in the column would be wrong in the resulting spreadsheet. This was fixed.	7.2.260
48226	Bug	Chartering	On the Time Charter Hire Statement, for items that are included in several incremental	7.2.260

			invoices, sometimes not all the items were displayed in the report. This was fixed.		
48240	Feature	Operations	A new column was added to the Vessel data object: Latest Voyage No. The number in this column is the number of the last voyage with the most recent Complete Date.		7.2.260
48241	Bug	Operations	Until now, in the Voyage P&L tab, Accounts view, even when a Business Rule existed for AGCA: ADVAJ (Port Expense Advance Adjustment), the system was using the PAGY:ADVAJ (Port Disbursement Adjustment) Business Rule. This was fixed.		7.2.260
48265	Feature	Operations	In voyage mirroring between two internal companies, it is now possible to edit the Suppliers /Receivers table (through CP Terms Details) for the mirror voyage.		7.2.345
48270	Bug	Chartering	When creating a Cargo Lifting in status Opportunity, the Cargo/VC In COA form was crashing. This was fixed.		7.2.260
48297	Bug	Data Center	On the Exchange Rates form, when entering an Exchange Rate lower than 0.001 (for example, Indonesian Rupiah to US Dollar), the currency line was not saved properly. This was		7.2.260

			fixed, and the new threshold is now 0.00001.	
48299	Bug	Demurrage	<p>On the Laytime Calculator, when entering a new deduction with a From Time that is later than the Laytime Completed Time, it was not possible to properly enter a To Date with the same value as the Laytime Complete Date.</p> <p>This was fixed, and now when entering a deduction with a Laytime Complete Date as the To Date, the system issues a message suggesting to set the To time to the Laytime Complete value.</p>	7.2.260
48301	Feature	Financials	<p>Two new columns were added to the Create Commission Invoices list:</p> <p>- Freight Inv No.: The invoice number of the last Freight Invoice issued for this broker's cargo.</p> <p>- Freight Inv Curr</p>	7.2.290
48306	Bug	Chartering	<p>When CFGFixtureTradeAreaRequired was enabled, it was not possible to create a Fixture from the Cargo form; an error message was issued. This was fixed.</p>	7.2.260
48317	Bug	Operations	<p>For intercompany mirroring, model B, it was not possible to select a company value in the I/C Company field</p>	7.2.260

			that the user only had read rights to. This was fixed.		
48318	Bug	Chartering	In Cargo Matching, when matching a cargo to a vessel that had no voyages scheduled, when the cargo's laycan dates were before the vessel TCI delivery date, the Estimate created was not using the TCI, which caused the Daily Rate to be 0. This was fixed, and in such a scenario, the Estimate is created in the vessel TCI delivery date, with a validation error warning about the late laycan dates.		7.2.260
48324	Feature	Operations	<p>A new config flag was added to display customized text on the Port Schedule bars:</p> <pre><imosProperty name=" portScheduleSmall BarTemplate" value=" @VSL_CODE@- @VOY_NO@ @PORT_NAME@ (@START_DATE @ to @FINISH_DATE@)" /></pre> <p>Description: When set, the values in the flag are displayed on the Port Schedule bars and as a tooltip.</p> <p>Data Type: String</p> <p>Data Default Value: N</p> <p>Data Value Range: @VSL_CODE@- @VOY_NO@ @PORT_NAME@</p>	portScheduleSmall BarTemplate	7.2.260

			(@START_DATE @ to @FINISH_DATE@)	
48335	Bug	All IMOS	The report filter fields in the Report Editor and in the report itself were not showing the autocomplete for values retrieved directly from the database (such as Company, Vessel Name, etc.). This was fixed.	7.2.260
48341	Bug	Chartering	In Cargo form, Pricing tab, the value for Bunker Surcharge field was not cleared correctly upon saving. This was fixed.	7.2.290
48350	Bug	Financials	<p>Until now, for Off Hire Bunkers Owner's Rebill items (SREB), the Accruals were not picking up the posted values correctly, causing these items to always accrue.</p> <p>This was fixed, and these items are now grouped under the same codes.</p> <p>The business rules for the accruals need to be changed to rules of the format MACR:IS-TCIOFFHIFOCOS T and MACR:BS-TCIOFFHIFOCOS T (this is an example for IFO. For bunker type BNK the corresponding rules are MACR:IS-TCIOFFHBNKCOS T and MACR:BS-TCIOFFHBNKCOS T).</p>	7.2.320
48353	Bug	Operations	Until now, if a bunker lifting was recorded in a	7.2.260

			RELT/SPOT /COAS voyage, a Create Bunker Invoice link would have been created in the Invoices tab of the voyage and in the Create Bunker Invoices list. This could potentially happen when the voyage is mirrored to an OV voyage. This was fixed, and those Create Bunker Invoice links are no longer displayed for such voyages.		
48376	Feature	Operations	Improved performance of the Cargo Operations dataset, so that reports that use it are less likely to time out.		7.2.260
48406	Bug	Financials	In some cases the Approve Invoices list could not be opened. This has been fixed.		7.2.260
48408	Bug	Operations	For datasets Voyage P&L Drilldown (Accounts /Operations), when the data source was set to Latest Snapshot, and the Voyage did not have an Accrual snapshot, no data was retrieved. This was fixed. Note: When Latest Snapshot is selected as the data source, a Latest Snapshot Type has to be specified.		7.2.260
48430	Feature	Chartering	A couple of changes in the In Progress feature in the Voyage Estimate (enabled by CFGEnableInProgressEstimating):		7.2.260

			<p>- Until now, only a Commenced voyage could be imported into the Estimate. Now it is possible to import a Scheduled Voyage as well.</p> <p>- The last voyage that is linked to the Estimate is now the last voyage associated with the Estimate's Time Charter In /Head Fixture.</p>		
48443	Bug	Data Center	If the Status filter on the Port List was not set to (All), the list would not load. This was fixed.		7.2.260
48463	Bug	Financials	Until now, when importing a simplePayment with an externalRef value that is the same as a reversed payment, the original payment was updated with the new import. This was fixed, and if a payment is reversed, such an import fails and the user has to specify a new externalRef value.		7.2.290
48464	Bug	Operations	For RELT Voyages, when the relet freight type was Worldscale, changing the rate in the relet did not always update the Freight Invoice calculation. This was fixed.		7.2.260
48471	Bug	Financials	In TCI voyages, when creating Vessel Daily Cost journals, the counterparty was incorrectly assigned to be XJOURNAL instead of the TCI Owner. This was fixed.		7.2.260

48474	Bug	Financials	When using a Freight Adjustment in a Freight Invoice with a subcode specified, the line item in the Voyage P&L Accounts view was not picking up the correct account from the Business Rules for the Actual amount. The rule used was for subcode FINVA instead of the one specified. This was fixed.	7.2.260
48498	Bug	Trading	On the Exposure tab of a Cargo/VC In/CCOA/VCOA, when Use Benchmark Adjustment Table was selected, the Bunker symbol mapping was not working correctly, causing the Benchmark Freight Rate to be incorrect. This was fixed, and the Bunker Symbol in the Benchmark TC Adjustment Table is used when calculating exposure.	7.2.260
48506	Bug	Chartering	When creating a new SPOT fixture, the Owner's external reference is now populated under the <ownerExternalRef > tag in the auto-generated notification (cargoSaleExport in IMOS7.1 and cargoPurchaseExport in IMOS7.2).	7.2.290
48532	Bug	Chartering	For Cargo Sale Export notification, when the system updated a mirrored cargo, the previousStatus value was not displayed correctly. This was fixed.	7.2.290

48533	Bug	Chartering	When copying an Estimate that has a mirrored Cargo contract linked to it, the Intercompany values were not properly cleared when clearing the Cargo details, which caused an error message when saving the copied Estimate. This was fixed.	7.2.320
48557	Bug	Operations	When Use Booking Qty on Scale Table was enabled for a Cargo (which was created via Booking), and the Cargo was set to use a Scale Table, opening this Cargo caused the Freight Rate to be calculated based on the single Cargo quantity instead of the full booking quantity. This was fixed.	7.2.260
48563	Bug	Operations	The Voyage Days column in the Voyage list was not populating correctly. This was fixed.	7.2.260
48597	Feature	Data Center	In the Data Center, a new form has been added to create Reporting Databases connections. Connections created in this form can be used in the Report Editor when specifying Reporting Database as an output option, or when creating a new Report Batch from the Report List.	7.2.320
48604	Feature	Financials	On the Transaction Data Entry and Journal Entry forms, a new free-text field	7.2.260

			was added under Remarks tab: Additional Remarks.	
48606	Feature	Operations	Latest Voyage No. in the vessel data object will now exclude voyages of operation type RELT and intercompany TO voyages.	7.2.320
48664	Feature	Operations	<p>A new report was added to the Pooling Distribution form: Distribution Analysis. This report shows the calculation as detailed in the bottom part of the form. The following columns are displayed:</p> <ul style="list-style-type: none"> - Vessel - Pool Participant - Period End Date - Period (Current = The line is for the current distribution; Previous = The line corresponds to an adjustment). - Off-Hire Days - On-Hire Days - Pool Points - Result Distribution - Mgt. Fee - Premium - Total 	7.2.260
48733	Feature	Chartering	When creating a new SPOT fixture, the Owner's details are now populated under the <ownerInfo> tag in the auto-generated notification (cargoSaleExport	7.2.290

			in IMOS7.1 and cargoPurchaseExport in IMOS7.2).	
48741	Bug	Operations	In Pooling Distribution, when CFGUsePostedInPooling is enabled, a warning message is issued if the loaded vessel does not have accrual snapshots for the calculated period. Until now, this message was issued for voyages with a company that is different than the pool company. This was fixed, and now the warning message is only issued for the relevant voyages that are under the pool company.	7.2.290
48756	Feature	Trading	<p>A new dataset was added to IMOS: FFA Market Data Report. This dataset displays all information that is imported to IMOS by using automkt (Freight /Bunker Market Rates, Discount Rates).</p> <p>The available columns are:</p> <ul style="list-style-type: none"> - Amount - Basis Symbol - Date - Description - External Ref. - Last modified by - Last modified on - Period Info - Reference Date - Period 	7.2.260

			<ul style="list-style-type: none"> - Route - Settlement Terms - Type 		
48758	Bug	Operations	For Daily Rev/Exp that were saved without dates, the P&L Summary report was not prorating the amounts per the voyage days. This was fixed, and those amounts are now considered as spanning from the Voyage Commence date to the Voyage Complete date.		7.2.260
48781	Feature	Messaging	New XML tags PreviousStatus and SeqNo have been added to the LiftingOption section of the tcExport notification. These display the Status of the lifting from the last notification XML sent, and the current sequence number of the given lifting from the Lifting Options form.		7.2.400
48825	Bug	Chartering	On the Bunker Planning form from the Voyage Estimate, if there were multiple Cargo Handling lines for one port, the port consumption for that port was displaying just the port consumption associated with the first Cargo Handling line. This was fixed.		7.2.260
48831	Feature	Chartering	Performance enhancements were made to the Cargo List and its corresponding dataset.		7.2.260
48853	Feature	Financials	A new config flag was added to	CFGActDefaultPeriodJournalsAccount	7.2.290

			<p>default the Accounting Date of Period Journals.</p> <pre><imosProperty name="CFGActDefaultPeriodJournalsAccountingDateToInvoiceDate" value="Y" /></pre> <p>Description: When enabled, the Accounting Date of all Period Journals defaults to the invoice date, which is either the voyage completion date or the date specified as the Period Through in the form.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	ingDateToInvoiceDate	
48863	Bug	Operations	In CP Terms Details, when a rate value was set under OExp\$/t, and the CP Quantity was changed, the LinerExp lumpsum was preserved, while the rate was changed. This was fixed, and the rate is now preserved after the quantity is changed.		7.2.290
48892	Bug	All IMOS	Crashes introduced in 7.2 that affected forms and lists, most typically when using Windows XP, have been fixed.		7.2.290
48906	Feature	Chartering	The performance of the Cargo List was improved.		7.2.290
48964	Feature	Financials	It is now possible to create Advance Payments /Receipts in		7.2.425

IMOS, and to allocate them to an Invoice in a later stage.

A new Advance check box was added to the Payments and Receipts form (bottom section). Selecting this check box creates an Advance payment/receipt record, in which you can enter the payment /receipt Mode, the Company, the Vendor, the Bank, and the Advance amount. It is also possible to change the Currency and to add Bank/Other Charges.

To retrieve Advance Payments /Receipts from this form, select the Retrieve Intermediate Bank Transfer check box in the Retrieve Payment /Receipt form.

Another way to create such Advance payments /receipts is by using the simplePayment XML notification. The following changes were made to the imosAct.xsd file, under the simplePayment section:

Tags that are now optional are invoiceTransNo and externalRefId.

The following tags

were added and are only relevant for Advance payments:

isAdvance: Set the value to Y if the payment is an Advance, and N if it is a regular invoice payment

.
xcRate

companyCode

transType: 1 for payment, 2 for receipt

vendorNo

vendorName

vendorType

vendorCrossRef

To allocate the Advance payments /receipts outstanding Invoices, a new program was added to the Financials module: Advance Payment/Receipt Allocations.

In this form it is possible to filter according to Vendors (multi selection), Companies (multi selection) and Accounting date.

All the Outstanding invoices are displayed in the first section, all the Advance Payments /Receipts in the second section, and in the bottom section is possible to manually allocate invoices to relevant

			<p>(meaning, same Vendor and same Currency) payments/receipts.</p> <p>It is also possible to auto-allocate an Advance amount to all the relevant invoices. If the amount is not enough to cover all invoices, it is pro-rated between the invoices.</p> <p>In the Allocations table, a See Details option is available via right click. This opens an Allocation Details form, displaying the invoice detail lines and the allocated amount for each of them. It is possible to edit the allocated amount in the different lines of this form, as long as the total allocated amount does not exceed the Advance amount.</p> <p>To commit the Advance allocations to the invoices, click the Allocate button. The entries in the Allocations table are removed, and the two upper sections reflect the new situation.</p> <p>A new Security Right was added to the Module Rights tab:</p> <ul style="list-style-type: none"> - Financials > Transactions > Advance Payment /Receipt Allocations. 		
48967	Feature	All IMOS	Performance of custom reports that use data		7.2.290

			objects was improved.	
48977	Feature	Operations	<p>For Pooling Distribution Invoice XML notifications, the last Voyage TCI code is now included in the detail lines, under the <voyageTCICode> tag.</p> <p>- To see each of the TCI Codes, create a Pooling Assignment for each TCI of the vessel. The GMT dates on the TCI and the assignment should match one another.</p> <p>- In the Pooling Distribution invoice, a detail line is created for each assignment. This is true for previous months /years adjustments as well, so the TCI value is always relevant to the adjustment.</p>	7.2.400
48983	Bug	Operations	<p>If a Bareboat contract had an expense line where the From and To dates were equal, this could prevent voyages associated with the contract from opening. This was fixed. Now in this instance the expense is treated as a lumpsum, with the From date used to determine which voyage the expense belongs to.</p>	7.2.290
48994	Bug	Trading	<p>In the Trade Details dataset, the value under Option Declare Date was not populated</p>	7.2.320

			correctly. This was fixed, and the value from the Declaration Date field in the Cargo Option form is now populated correctly under this column.	
48995	Bug	Financials	On the Monthly Accruals and Voyage P&L Summary reports, when the Adjust Portion for Waiting Time check box was selected in the Calculation Options, the Portion percentage could have been displayed as higher than 100% for voyages with Waiting time. This was fixed, and the portion is now always displayed as 100% or lower.	7.2.290
48998	Bug	Operations	With CFGAutoSetBunkersPurchasedForOwner enabled, when a For Owner Bunker Purchase was invoiced, the bunker types quantities sequence in the TCO was not always correct. This was fixed.	7.2.320
49002	Bug	Chartering	When fixing a Cargo/VC In with the Create Fixture button in the form, the specified Opr Type in the setup form was incorrectly replaced by OVOV in the Fixture form itself. This was fixed.	7.2.290
49005	Bug	Operations	For TCO Voyages, the TCO Bunker Adjustment items (ATCB) showed a variance for the posted items in the P&L Accounts View when the	7.2.290

			<p>business rule was mapping the item to an asset account and then to a P&L account. This was fixed, and a variance is no longer displayed for such situations.</p> <p>In 7.3, the TCO Bunker Adj journals will be changed to have the mapping to a P&L account and then to an asset account.</p>		
49018	Bug	Messaging	<p>The estimateInfo section in a cargoSaleExport message was missing if the user saving the cargo did not have at least Read rights for the company on the relevant Benchmark Estimate. This has been fixed, and the Benchmark Estimate details are now always populated.</p> <p>A Time Charter contract/Head Fixture can now no longer be deleted if it is being used in a Voyage Estimate.</p>		7.2.345
49019	Bug	Operations	<p>For a TCO Voyage, when the TCO contract is in a non-base currency, and multiple hire lines are specified, the Voyage P&L TCO Hire item was not showing the individual hire lines, but was aggregating the amounts into a single line. This was also affecting the Apply TC Hire to Period option in Monthly Accruals and the Voyage P&L Summary</p>		7.2.345

			report. The issue was fixed, and the itemized lines are now displayed correctly and used in the P&L calculation.		
49020	Bug	Data Center	In the Vessel List, the Curr Voyage No. value was not displayed. This was fixed.		7.2.320
49027	Feature	Operations	On the Claim form, a Company column was added to the following selection fields: - Reference No., when the CP Reference is Fixture. - Vessel/Voy		7.2.320
49073	Feature	Financials	Tax Rates are now displayed with three decimals. The changes apply to the following: - Transaction Data Entry form, Rate column for the tax lines - Tax Rates form from the Data Center. - Invoice underlying XML (used for the invoice printout) - The XML invoice notification (invoiceExport)		7.2.345
49080	Feature	Operations	The performance of Voyage P&L snapshots was improved, which can also reduce voyage saving time.		7.2.290
49093	Feature	Operations	Voyage saving speed has been improved when CFGDBEnableAuditing is off.		7.2.290
49097	Bug	Financials	When the flag CFGAutoPostDAFormInterface is enabled, and		7.2.320

			accounting date of the imported invoice falls into a locked accounting period, the system was failing the invoice import. This was fixed, and in such cases the system sets the accounting date to the next available open accounting date.		
49109	Bug	Chartering	For the Time Charter SoA Recap report, the Payment section was in a different format than the Statement of Accounts report. This was fixed, and now the Payment section in the SoA Recap report is in the same format.		7.2.290
49126	Bug	Data Center	The report on the Exchange Rate form now shows the Rate column to six decimals.		7.2.320
49130	Bug	All IMOS	In some cases, upgrading a 6.14 or later database to the 7.2 database schema would cause an error in the attachment files table (vattach). This has been fixed.		7.2.320
49136	Bug	Chartering	For a VC In, when selecting Copy to Cargo and Link Back, the Cargo created was cleared of the Freight Type and Rate. This was fixed to only clear the Rate, while the Freight Type is now preserved.		7.2.320
49154	Bug	Chartering	For Time Charter contracts that are index-based, the Hire Statement was not displaying the relevant address		7.2.320

			commission and commission values correctly. This was fixed.		
49167	Bug	Operations	When Use Booking Qty on Scale Table was checked, and there was a Deadfreight amount to one of the cargoes, the system incorrectly added that amount to each of the cargoes. This was fixed.		7.2.320
49189	Bug	Chartering	When fixing a Cargo of a Benchmark Estimate that was copied from another fixed Benchmark Estimate, both Estimates appeared as linked to the Cargo in the Exposure tab. This was fixed.		7.2.320
49199	Bug	Operations	When creating a payable Freight Invoice (in RELT or SPOT Voyages), the values entered in the Freight Via /Demurrage Via fields in the VC In contract were not considered. This was fixed, and now those values are used when issuing the invoice printout for the payable Freight Invoice.		7.2.320
49224	Bug	Chartering	On the Time Charter form, it is now possible to clear the Trade Area by deleting the value in the field. Previously, clicking Cancel in the Trade Area selection form was required.		7.2.320
49236	Feature	Chartering	When creating Cargo contracts from the Estimate		7.2.320

			<p>(Menu > Create Cargoes, or Fix Cargo in Benchmark Estimate), a message now shows the Estimate validation warnings. Click Yes to continue and create the Cargo or No to go back to the Estimate without creating the Cargo.</p> <p>If the Estimate has critical errors (it cannot be saved) cargo creation is blocked.</p>		
49251	Bug	Trading	In the Trade Details List, for Sailed Cargo contracts, the Net P&L value was not displayed, even though it was displayed correctly in the Trading P&L Summary. This was fixed.		7.2.345
49261	Feature	Messaging	New XML tags refNo (refers to Reference No. on the Cargo form) and actDeptName (Department on Cargo) have been added in the voyCargoInfo section of the VoyageManager import message.		7.2.320
49314	Bug	Trading	For Time Charter contracts, if the duration of the contract was not fully covered in the duration specified in the Hire Rate table, the Trade Details list was displaying a different line for the non-covered period. This was fixed, and now this period is covered with the last line in the Hire Rate table.		7.2.320
49315	Feature	Trading	A new Opr Bunker		7.2.345

			Qty column was added to the Trade Details List, Normal mode. The value in this column is the operations bunker quantity, excluding the BAF effect on it.		
49333	Bug	Chartering	In the Cargo list, it was not possible to sort by the Counterparty column. This was fixed.		7.2.320
49337	Bug	All IMOS	In some of the IMOS lists, clicking the Report button resulted in an error message. This was fixed.		7.2.320
49366	Bug	Financials	Previously, when CFGInitialSnapshotTimeSelect='commence' the Voyage P&L Summary dataset, Voyages dataset, and Voyages list would still reference estimated values from when the voyage was scheduled. The dataset will now reference estimated values from when the voyage was commenced. If the report does not force a recalculation (or in the case of the voyage list) the voyage will need to be resaved first.		7.2.345
49378	Bug	Operations	The Rebill Claim form now has the Claim Type and Claim Description populated from the original claim. If claims containing a different type and description are rebilled, the resulting Rebill Claim has these fields empty.		7.2.345

49379	Feature	Operations	The Rebill Option field on a mirrored Claim form is now editable. Changes are saved automatically; the claim should not be saved manually. This field change does not affect the status of the Rebillable checkbox in the Invoice Detail form in the invoices attached to the Claim.		7.2.450
49393	Bug	Messaging	When contract mirroring was enabled, and a mirrored Time Charter contract was created, tcExport notification was being sent only for the original contract and not the mirror. This has been fixed, and notifications are now sent for all intercompany contracts.		7.2.400
49395	Feature	Financials	<p>A new config flag was added to allow handling of mirrored invoices independently from its source invoice:</p> <pre><imosProperty name="CFGAllowMirroredInvoiceApproval" value="Y" /></pre> <p>Description: When enabled, it is possible to approve/reject and then post mirrored invoices. When disabled, these actions can only be performed on the source invoices.</p> <p>Data Type: Boolean</p> <p>Data Default</p>	CFGAllowMirroredInvoiceApproval	7.2.425

			Value: N Data Value Range: Y/N	
49400	Feature	Operations	<p>On the IMOS Port form, the Low Sulphur Community check box has been renamed Low Sulfur ECA. When this check box is enabled, a new check box option, Allow <1% IFO, is available. This check box can be used to indicate that low sulfur fuel oil can be burned in port, such as within the North America ECA region outside California.</p> <p>Two related configuration flags have been introduced:</p> <p><imosProperty name="CFGLSPortConsumptionDefaultGrades" value="fuel_grade1, fuel_grade2" /></p> <p>Description: Comma-separated list of grade codes to burn in LS ports.</p> <p>Data Type: String</p> <p>Data Default Value: (blank)</p> <p><imosProperty name="CFGLSPortConsumptionLSFOGrades" value="fuel_grade3, fuel_grade4" /></p> <p>Description: Comma-separated list of grade codes to burn in LS ports that permit</p>	7.2.400

burning low sulfur fuel oil.

Data Type: String

Data Default Value: (blank)

Logic:

1. If a port is not marked Low Sulfur, we burn G and H grades in that port.

2. If a port is marked as Low Sulfur, and the Allow <1% IFO option is not checked, we consume only the L grades that are specified in the CFGLSPortConsumptionDefaultGrades flag.

3. If a port is marked as Low Sulfur and Allow <1% IFO is checked, we consume only the L grades that are specified in the CFGLSPortConsumptionLSFOGrades flag. If this flag is not specified, we fall back to the list in flag CFGLSPortConsumptionDefaultGrades.

4. If the flag being used (according to point 3 and 4) has grades that are not present on the vessel, no L grade is consumed at the low sulfur port.

5. If neither flag is set, we fall back to the previous behavior, which is that when a port is not Low Sulfur, we consume H and G, and when it is

			Low Sulfur, we consume all L grades on the vessel.	
49419	Bug	Operations	In the Voyage P&L Summary and Voyage P&L Drilldown (Accounts) datasets, specifying a Pool parameter value now adjusts the period to the pool assignment dates if the entry/exit date is within the specified period parameters.	7.2.400
49427	Bug	Chartering	In the Cargo List, the Vessel column was displaying the Vessel codes instead of the Vessel names. This was fixed.	7.2.345
49484	Bug	Messaging	A security error could come up when trying to import a VoyageEstimating message through the Messaging Service. This issue has been fixed.	7.2.345
49490	Bug	Operations	When Bunker Adjustment % (code BP) was considered in a Freight Invoice where the invoice Qty was BL Qty, the adjustment description was rounding the BL Qty to 2 decimal places. This has been fixed, and BL Qty is now displayed up to 3 decimals.	7.2.400
49500	Bug	Operations	When editing the Est Cost value in the Port Expenses Summary form (Voyage Manager, right click an itinerary line and select Port Expenses), the value was not always saved	7.2.400

			correctly. This was fixed.	
49501	Bug	Chartering	When first creating a Time Charter Contract, the entryDate value in the tcimain table in the database was not updated. This was fixed, and the creation date is now populated in this field correctly.	7.2.345
49551	Bug	Operations	When back-creating a Voyage Estimate/Voyage Fixture from the Voyage Manager, the Bunker Calc Method on the Estimate/Fixture was always Average instead of matching the one in the Voyage Manager. This has been fixed. If anything other than FIFO /Average is specified in the Voyage Manager, Average method is considered in the Fixture /Estimate. This fix also applies to voyages imported through the Messaging program autovoy.exe.	7.2.345
49562	Bug	Chartering	In a Voyage Estimate of type OVOV, a TCI code could default inadvertently. This was fixed, and other validations on TC/HF codes in Estimate /Voyage were added.	7.2.625
49580	Bug	Messaging	New XML tags ExternalRef and VoyRef (corresponding to Reference and Voy Ref fields on the Voyage Manager) have	7.2.400

			been added to the VoyageManager import message.		
49659	Bug	Chartering	For the Time Charter Out Hire statement, when Bunkers As Delivery were included in the contract, the Balance for Owner /Charterer amount was not calculated correctly. This was fixed.		7.2.475
49695	Bug	Chartering	In a Voyage Estimate, when the Freight Rate is zero, and a commission percentage is set, the Breakeven value was calculated without including the commission value. This was fixed, and the Breakeven is now the same value for any Freight Rate value entered.		7.2.500
49715	Feature	Demurrage	A new Rebill Manager button is now available in the toolbar on the Claim form when an AP Claim or at least one of the invoices in the AP Claim is rebillable. The button opens the Voyage Expenses Rebill Management form for the voyage connected to the claim, and details of invoices attached to the claim only are displayed. Once a Rebill Claim is created through the usual rebilling process, the button in the original claim changes to Rebill with these options: Rebill Claim, to access the first rebill claim created, and		7.2.400

			Rebill Manager, to access the Voyage Expenses Rebill Management form.		
49716	Feature	Operations	<p>A new configuration flag has been introduced to enable the Create Rebill Claim check box by default on the Voyage Expenses Rebill form.</p> <pre><imosProperty name="CFGActDefaultCreateRebillClaim" value="Y" /></pre> <p>Description: When enabled, the Create Rebill Claim check box on the Voyage Expenses Rebill form is selected by default.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y, N</p>	CFGActDefaultCreateRebillClaim	7.2.400
49717	Feature	Operations	<p>If the Claim Type on a Claim form matches an Operations Ledger Code, the Code field on a new invoice created in the Claim now defaults to this value.</p> <p>When a Rebill Claim is created for a port expense invoice, the Claim Type is now populated as ADVANCE or PORTEXPENSES on the claim (depending on whether an Advance or Final port expense is</p>		7.2.450

			rebilled), if these types are set up in the Claim Types form. If different port expense types are rebilled, the Claim Type is blank in the resulting Rebill Claim.		
49718	Feature	Operations	On the Voyage Expenses Rebill Management form, the Amt to Bill can now be greater than the default rebillable amount in this column. A negative amount can also be rebilled. A warning appears in these cases, and the Rebill (Balance) row is created accordingly.		7.2.450
49719	Feature	Demurrage	When creating a new Claim, the Reference ID field now defaults to the Claim ID upon save. This field value is passed on to any connected rebill claims or mirror claims when they are created.		7.2.450
49720	Feature	Operations	<p>A new configuration flag has been introduced to make Pending invoices a part of the Voyage Expenses Rebill Management form.</p> <pre><imosProperty name="CFGActEnablePendingInvoiceRebill" value="Y" /></pre> <p>Description: Enabling the flag makes Pending invoices a part of the Voyage Expenses Rebill</p>	CFGActEnablePendingInvoiceRebill	7.2.400

			<p>Management form.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y,N</p>		
49721	Feature	Operations	The default Original Claim Amount on a Rebill Claim now equals the total rebilled amount.		7.2.450
49722	Feature	Chartering	<p>The Counterparty-Timebar table on the Cargo form has been modified to have a T column to help select the type of counterparty. The default counterparty name comes from the contract, but for suppliers /receivers, those not in the contract can now be added in the table by manually typing in the name.</p> <p>This timebar table has been introduced on the Other Info tab of the VC In form.</p>		7.2.450
49726	Feature	Demurrage	The Used and Allowed Counterparty Qty fields on a Supplier /Receiver Laytime Calculation now default to the ones specified in Cargo Handling (Cargo Suppliers/Cargo Receivers forms).		7.2.450
49727	Feature	Demurrage	A new configuration flag has been added, which makes the default Allowed Time zero in Supplier/Receiver Laytime Calculations.	CFGZeroAllowedTimeForSupplierReceiver	7.2.450

			<p><imosProperty name="CFGZeroAllowedTimeForSupplierReceiver" value="Y" /></p> <p>Description: When enabled, a Laytime Calculation against a Supplier/Receiver has zero as the default Allowed Time.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y, N</p>		
49728	Feature	Financials	Rebillable claims and invoices are now shown in the Create Rebill Invoices list as long as an outstanding amount exists for them in the voyage.		7.2.450
49729	Feature	Demurrage	A new Company column has been added to the Demurrage Summary to display the voyage company.		7.2.400
49733	Feature	Operations	A new checkbox parameter Include All Ports has been introduced in the Report Editor for the Vessel Position Report dataset. When this option is used, all ports except Passing points are included in the report.		7.2.425
49734	Feature	Operations	In Claims mirroring, the Claim Action Log is now mirrored between the parent (AR) and mirror (AP) claims. The log cannot be modified on the mirror claim; it can		7.2.450

			be changed only through the parent.	
49737	Feature	Demurrage	When a Claim form is of type AP, the default Rebill Option is now To Be Checked.	7.2.450
49757	Feature	Messaging	New XML tags consDescriptionLaden and consDescriptionBallast have been added to the vesselExportFull file. These are available in the seaConsumption section and display values for the Type column for each speed in the Speed Consumption Table on the IMOS Vessel form. Also, these fields are supported in the import vessel XML file.	7.2.475
49758	Feature	Messaging	New XML tag gradeEx corresponding to the Code column on the Fuel Grades form has been introduced in the vessel import file. This is used to populate the corresponding grade in the Grade column in the Port Consumption table on the Vessel form. This tag has also been added in the VesselExportFull export message.	7.2.475
49760	Feature	Operations	A new column for Fuel (Opr Qty) was added to the Port Operations dataset, and Fuel (Opr Qty, MT) was added to the General Operations dataset. The value in this column is the operations quantity (planned	7.2.400

			or actually lifted) for the fuel type taken from the Voyage Manager.		
49784	Bug	Demurrage	On the Claim form, when entering a Port and a BL Code, the values were not saved, and cleared upon loading the Claim. This was fixed.		7.2.450
49788	Bug	Operations	In the Voyage Manager, a few UI refresh and load issues were fixed.		7.2.400
49801	Feature	Chartering	In the Cargoes (Trade List) dataset and List, the Disc/Load Port Area columns now display the value from the Port Area field in the Port form (rports.locationRef). The values that were displayed in these columns (rports.area) in the past are now available under the two new columns Disc Port Ocean and Load Port Ocean.		7.2.400
49805	Bug	Financials	Clicking on Mirror Trans. No. in the Transaction Data Entry form for a non-posted transaction and closing the resulting mirror form used to clear the Transaction Data Entry form for the existing transaction. This issue has been fixed.		7.2.450
49868	Bug	Messaging	When reversing a payment, the R transaction notification that is generated (paymentExport type) was displaying the amounts under bankCharge and otherCharge with a positive sign,		7.2.450

			instead of a negative one. This issue was fixed.		
49881	Bug	Operations	<p>Two issues around Off Hire amounts in the Voyage P&L were fixed:</p> <ul style="list-style-type: none"> - If Off Hire was included in a Period invoice and then in an Incremental invoice that were issued using IMOS7.1 (or older versions), it would have been double-counted in the Voyage P&L Actual column. - For Time Charters that spanned more than one voyage and had invoiced Off Hire, the Off Hire amounts appeared in the P&L of all the voyages that had Off Hire, instead of just the relevant voyage. 		7.2.450
49900	Bug	Operations	On the Vessel Position Report, the TC Data Object columns now always refer to the TC In contract.		7.2.425
49934	Bug	Chartering	A potential crash when retrieving a Time Charter contract using the Retrieve option on a Time Charter contract has been fixed.		7.2.400
49949	Bug	Operations	Until now, if a rebillable invoice amount was modified after a partial rebill was created, the Rebill (Balance) amount was not updated in the Voyage Expenses Rebill Management form. This was fixed, and the		7.2.450

			balance is now always updated upon modifications to the original invoice.		
49959	Bug	Operations	In the Accounts view in the Voyage P&L tab, the rebillable items mapping was using the original invoice ledger instead of the actual code that will be used when the rebill gets created. This was fixed, and those items are now mapped to OREB:RVEXP.		7.2.400
49964	Bug	Trading	When No Days Exposure on Index-Linked Trades was selected in the Trading Profile, the relevant trades were also excluded from the list when it was filtered by Exposure. This was fixed, and these contracts are now displayed under the Exposure filter as well.		7.2.525
49987	Feature	Chartering	<p>A new configuration flag has been introduced to enable mirroring of the Reference No. field (or Ref No. as applicable) between mirror contracts.</p> <pre><imosProperty name="CFGMirrorContractRefNo" value="Y" /></pre> <p>Description: This flag determines whether or not the Reference No. field (or Ref No. as applicable) in</p>	CFGMirrorContractRefNo	7.2.425

			<p>contracts will be mirrored between intercompany contracts. No effect if CFGEnableContractMirroring is not enabled.</p> <p>Data Type: Boolean</p> <p>Data Default Value: Y</p> <p>Data Value Range: Y, N</p>		
50002	Bug	All IMOS	In the Report Editor, creating a custom expression could result in a crash. This was fixed.		7.2.425
50057	Bug	Financials	<p>With the Transaction Details dataset:</p> <ul style="list-style-type: none"> - Some invoices did not have Ports information populated correctly in the report. This was fixed. This information is only available to invoices that are linked to Cargo Handling. - A new Invoice Status column was added. This is the invoice Status code displayed in the Transaction Data Entry, and it is useful to filter reversed/pending transactions. 		7.2.575
50086	Feature	Messaging	New XML tags RefCompanyName and RefCompanyType have been added to the voyage, Cargo, and ReletInfo sections of the VoyageManager import XML. These refer to the Short Name and Type of the Ref.		7.2.425

			Company in the Voyage Manager, Cargo, and VC In forms.	
50116	Bug	Financials	When creating an Advance Payment, the amount did not appear correctly in the Trial Balance Summary or in the Account Analysis report under the corresponding Bank Account. This was fixed. The fix requires running the _ALL database upgrade script from the \db directory, even for databases that have already been upgraded to 7.2.	7.2.425
50129	Bug	Messaging	The position of tag cargoReference was wrong in the invoice XML output; this has been fixed.	7.2.425
50143	Bug	Trading	In the Trade Details List, when the filters are set on Exposure and a Trade Area that does not have a Route specified for it (Data Center > Trade Areas), the relevant records were not displayed in the list. This was fixed, and they now appear even when a Route was not specified for their Trade Area.	7.2.450
50172	Bug	Operations	When running the Pooling Summary report, using the Pooling Over Period calculation option gave a Monthly Pooling calculation result. This was fixed.	7.2.450
50251	Feature	Financials	The Accounting Date and Reference No. fields on the Transaction Data Entry form have	7.2.475

			been made editable for mirror invoices (applicable when flag CFGEnableInvoice Mirroring is enabled).		
50255	Bug	Chartering	When running the Cargo Report from the Report List, an error message was issued. This was fixed.		7.2.450
50258	Bug	Chartering	When issuing any of the Hire Statement reports in Time Charter contracts, a Bank Selection form was displayed. This was fixed, and a Bank Selection form is only displayed when relevant.		7.2.450
50276	Bug	Financials	The Outstanding Amount column in the Create Rebill Invoices list was not considering port expense rebill amounts. This has been fixed.		7.2.450
50283	Feature	Financials	On the Journal Template form, there is no longer a field for Invoice Date. When creating a new Journal Entry from a Template, the journal Invoice Date defaults to the current date.		7.2.500
50292	Bug	Financials	When CFGDocNoTableS can is enabled, and document numbers are in use with the Company code specified, an error message was issued when the invoice number was generated. This was fixed.		7.2.450
50299	Bug	Messaging	When importing a RELT voyage through autovoy.exe, the		7.2.475

			Nominated Vessel field on the back-created VC In now displays the voyage's vessel.		
50318	Bug	Chartering	The Department field is now copied from a COA contract to newly created liftings.		7.2.475
50328	Bug	Demurrage	When a Claim Invoice/Rebill Claim was reversed and actualized, the new auto-assigned invoice number was not following the document numbering format. This issue has been fixed.		7.2.500
50354	Bug	Chartering	A potential issue of Time Charter payments/bills recorded against the wrong counterparty (charterer instead of owner and vice versa) in the case of intercompany contracts has been fixed. This could happen when a counterparty was both a charterer and an owner in the Address Book.		7.2.450
50356	Bug	Operations	When issuing a Freight Invoice that included Demurrage /Despatch, the Demurrage and Despatch invoices were all grouped to the same line in the invoice. This was fixed.		7.2.450
50369	Bug	Chartering	Until now, when creating a Voyage Estimate and linking a Time Charter In code to it, the Hire rate was not dynamic according to the Voyage duration, and was only calculated upon		7.2.500

			<p>selection of the TCI code.</p> <p>This was fixed, and now the Daily Hire Rate and Address Commission are recalculated for any change in the itinerary duration or dates.</p>		
50397	Feature	Financials	For Time Charter Commission invoices (TCOM and TCOC), a tcCode tag is now included in the XML notification, with the Time Charter code as its value. The tag is located below the oprBillSource tag of the invoice.		7.2.475
50419	Feature	Operations	Performance of reports that use P&L snapshots was improved.		7.2.450
50426	Bug	Chartering	For the Time Charter Out SoA Recap report, the balance displayed was specified against the reversed counterparty. The phrasing was Balance in Charterer's Favor, when it should have been Balance in Owner's Favor. This was fixed.		7.2.500
50473	Bug	Operations	When the configuration flag "CFGEnableDraftViewByPortcall" is enabled, the Vessel Draft calculation has been modified in the following two ways. - The calculation of vessel draft is affected by the draft basis selected in the Draft/Restrictions tab for the voyage. For example, the		7.2.500

			<p>displacement of a vessel will increase when the draft basis is changed from summer salt to summer brackish to summer fresh.</p> <ul style="list-style-type: none"> - The calculation for the vessel draft now includes the vessel's lightship DWT value, whereas previously it only included bunker ROB, constants, and cargo ROBs. 		
50496	Feature	Operations	<p>The following new columns were added to the Activity/Noon Report Summary dataset:</p> <ul style="list-style-type: none"> - Sea Height - Swell Height - FWD Draft - Steaming Hours - Avg Steam Speed - Average RPM - Revs Counter - DWT - Eng Load % - Reported Speed - Slippage % - Ballast/Laden 		7.2.625
50512	Bug	All IMOS	<p>In some instances, the _ALL database upgrade script would not correctly update the vattach table. This has been fixed.</p>		7.2.500
50531	Bug	Operations	<p>In the Voyage Manager, for vessels that have Restrict Speed enabled for their Vessel Type (in</p>		7.2.550

			<p>the Data Center), the speed selection logic for a specific leg was using the next leg Ballast/Laden status, instead of the current Ballast /Laden status. This was fixed, and now the speeds available for selection correspond to the actual leg status (Ballast/Laden).</p>	
50535	Bug	Chartering	<p>When flag CFGRetainCargoStatusOnFix is enabled, and a cargo is being back-created from the Voyage Fixture /Voyage Manager, the cargo's Status now correctly defaults to the status set by flag CFGDefaultCargoStatus. Also when flag CFGDefaultCharteringSpecialist is enabled, and a cargo is being similarly back-created, the Coordinator field on the new cargo rightly defaults to the current IMOS user.</p>	7.2.500
50552	Bug	Demurrage	<p>When flag CFGZeroAllowedTimeForSupplierReceiver was enabled, the Allowed time in supplier/receiver Laytime Calculations was populated when Reversible All Ports was enabled in the cargo and Ttl Allowed Hrs was specified. This has been fixed, and Allowed time is now always 0 for supplier/receiver when the flag is on.</p>	7.2.500

50553	Bug	Demurrage	On an invoice created in a Claim, the Description corresponding to the Code is now correctly populated (from the Operations Ledger form) when the Code defaults to the Claim Type specified on the Claim form.	7.2.500
50555	Bug	Demurrage	The Port and BL Code in a newly created Rebill Claim is now populated from the original claim. In case claims containing a different Port and BL Code are rebilled, the resulting rebill has these fields blank.	7.2.500
50571	Bug	Demurrage	Laytime Calculations not marked as Include in P&L were being counted towards the Provisional estimated demurrage amount. This issue has been fixed, and only those calculations marked to be included in the P&L affect the Provisional Demurrage amount.	7.2.525
50592	Bug	Chartering	When CFGDefaultCompanyOnTciSelect was enabled, the system used to default TCI/HF contract companies that the user did not have permission to edit in the Voyage Estimate. This blocked the user from changing the company to a different one. This was fixed, and the	7.2.500

			system now validates against contracts when the user does not have Write access to their Company.		
50740	Bug	Data Center	<p>When copying a Vessel, the following details were not copied properly:</p> <ul style="list-style-type: none"> - Company field - Values specified on the DWT/Draft tab - Hatch Information on the Stowage tab - User-defined properties values on the Properties tab - Values specified on the Bunker Tanks tab 		7.2.500
50744	Bug	Messaging	When importing a voyage, if the voyage was consecutive and commenced, and the first port was not a C port, the import was failing. This has been fixed.		7.2.500
50749	Bug	Operations	Due to long list loading times, the auto-refresh facility has been disabled for the Veslink Form List.		7.2.575
50762	Bug	Messaging	When TC payments/bills were imported through autoinv.exe, the daily hire rate was not displayed properly in the invoice report. This issue has been fixed.		7.2.525
50764	Bug	Chartering	In Cargo Matching, the problem of Open Country, Open Ocean, Open Region, Open Region Code, and		7.2.525

			Open Port Area not displaying correct values for vessels with commenced voyages has been fixed.		
50793	Bug	All IMOS	In the transition between 6.14 and 7.2, some of the columns in the custom reports were not preserved correctly, causing error messages to be issued when running these reports. This was fixed.		7.2.525
50852	Bug	Financials	When importing an invoice, the value set <memo> tag is the value set as the item's description in the Accounting tab. If not set, the system was defaulting the description from the Chart of Accounts. This was fixed, and now the system is defaulting the description from the Operations Ledger.		7.2.525
50854	Bug	Financials	The flag CFGActAllowDueDateBeforeInvDate was missing from the Configuration Flag List, preventing enabling it. The flag was added, and it is now possible to enable/disable it.		7.2.500
50911	Bug	Chartering	In the Voyage Estimate, when the bunker consumption was calculated for L/D ports that had Despatch days, the idle consumption was inaccurate: the despatch days were deducted from the port		7.2.525

			working days, but the total port stay was not taken into account. This was fixed, and the idle consumption is now calculated by the difference between the total estimated port days (Arr-Dep), and the working port days. If this difference is negative, the idle consumption is zero.	
50967	Bug	Operations	When a Freight Invoice was set as Incremental and then as Normal again, the invoice printout would still display the Previously Invoiced line. This was fixed.	7.2.550
50972	Bug	Financials	The IMOS 7.2 schema update script has been fixed to preserve attachments in posted journals during the upgrade.	7.2.525
50995	Bug	Operations	For fixed /scheduled Cargoes, if the Cargo form is saved outside of the voyage, the Cargo Bunkers information from the CP Terms details of the Fixture/Voyage was incorrectly cleared. This was fixed.	7.2.525
50997	Bug	Chartering	In Time Charter invoices, when adding a Hire Adjustment line (HIADJ) with specified dates and changing the Hire Adjustment amount (directly or by changing the duration/dates), the corresponding commissions were	7.2.550

			not updated correctly. This was fixed.		
51061	Bug	Chartering	The Vessel column in the All COA Listing report used to be blank; it has been fixed to display values when applicable.		7.2.525
51067	Bug	Chartering	It is now possible to post incremental Time Charter In payments to closed voyages if the amount, account number, and voyage number of the reversal rows match the corresponding items from the original invoice(s). This validation applies only to non-hire items. For incremental invoices containing only hire rows, the validation is not performed, and posting can always be done.		7.2.550
51072	Bug	Operations	When flag PortExpListByAgent was enabled, a missing data link error used to appear on opening Port Expense Invoices containing Ledger codes not specified in the Agent/Vendor Port Expenses List for the agent. This issue has been fixed.		7.2.550
51156	Bug	Demurrage	When demurrage /despatch rates were specified as Per Hour in a Cargo/VC In contract, the Laytime Calculator used to incorrectly multiply these rates by 24 in		7.2.625

			relevant calculations. This has been fixed.		
51184	Bug	Chartering	Users were unable to open a Benchmark/Initial Estimate from the Cargo form if they did not have the Set up a Benchmark Estimate Module Right in Security. This has been fixed.		7.2.550
51193	Feature	Chartering	<p>A new config flag was added to clear the Company, LOB, and Department values when copying in Chartering.</p> <pre><imosProperty name="CFGClearCompanyLobOnCopy" value="Y"/></pre> <p>Description: When enabled, the Company and LOB (and Department, when relevant) values are cleared upon copying the following forms: Voyage Estimates /Fixtures, Time Charter In/Out, and Cargo/VC In COAs.</p> <p>Data Type: Boolean</p> <p>Data Default Value: N</p> <p>Data Value Range: Y/N</p>	CFGClearCompanyLobOnCopy	7.2.550
51211	Bug	Operations	When flag CFGInternalBroker was enabled, demurrage commission for the internal broker was displayed as a negative revenue in the P&L. This has been fixed, and		7.2.550

			commission is now always positive for the internal broker.		
51216	Feature	All IMOS	<p>When running IMOS as a RemoteApp on Microsoft Terminal Server, the following line should be added to imosshell.exe.config to prevent crashing and window management problems:</p> <pre><add key="disableKeyTips" value="Y" /></pre> <p>This will turn off keyboard shortcuts that are activated by pressing ALT. Shortcuts that do not require ALT will still work (like pressing ESC to close a form).</p>		7.2.575
51292	Bug	Chartering	<p>When saving an intercompany Time Charter contract, it was possible for the Company in the contract to replace both the Counterparty and Company in the mirrored contract. Also, the Ref No. sync between the contracts was not properly obeying flag CFGMirrorContract RefNo when the sync was indirectly done through voyages. These issues have been fixed.</p>		7.2.550
51294	Bug	Chartering	<p>Columns Frt/Daily Rate and Lumpsum were not populated in the VC In and Cargo lists; this has been fixed.</p>		7.2.575

51300	Bug	Chartering	In the Hire statement and Statement of Accounts, Hire Commissions were not counting Off Hire days from closed voyages; this has been fixed.	7.2.550
51308	Bug	Chartering	In Hire Statement and Statement of Accounts reports issued from Time Charter contracts, the Owner's Expenses and Rebillable Owner's Expenses amounts were incorrectly included in the Total Adjustment amount. This was fixed.	7.2.575
51329	Feature	Chartering	The following new columns have been added to the TC In List, TC Out List, and TC Code data object in the Time Charters report: Vessel Type Correlation, Unpriced Bunkers (Y/N), Hire Index-Linked (Y,N), Created On, Est Delivery Date, Est Redelivery Date, Delivery Port Region, Redelivery Port Region, Bunker 1 Type, Bunker 1 Est Del Qty, Bunker 1 Act Del Qty, Bunker 1 Est Redel Qty, Bunker 2 Type, Bunker 2 Est Del Qty, Bunker 2 Act Del Qty, Bunker 2 Est Redel Qty. Hire Index-Linked (Y, N) is used to indicate whether any of the hire rows in the Time Charter contract use Index Table. The Created On column displays	7.2.550

			values only for newly created contracts.		
51332	Feature	Data Center	A new Reference column, to display the contract ID (when applicable), has been added to the Audit Trail list and dataset.		7.2.550
51336	Bug	Messaging	When non-USD port expense APR records imported through the autopexp Messaging program were posted, the exchange rate in the corresponding PDA used to be overwritten by the one specified for APR. This has been fixed.		7.2.625
51355	Bug	Operations	When selecting an Accruals snapshot in the Voyage P&L tab, the period automatically defaulted to the corresponding Accruals month. This was fixed, and now the period defaults to All. It is still possible to select the corresponding period manually.		7.2.625
51361	Bug	Financials	Until now, for the underlying XML file of an Invoice, only some specific invoice types had the <Rate> value displayed with three decimals. This was fixed, and now for all invoices types the <Rate> value is with three decimals.		7.2.550
51372	Bug	Operations	The TCO Admin Fee amount was incorrectly displayed in the Voyage P&L as a negative revenue. This was fixed.		7.2.625
51384	Feature	Veslink	For xxTO voyages		7.2.625

			<p>in IMOS, it is now possible to successfully replicate an incoming Offline Cargo Handling form containing multiple cargo handling lines with the same Cargo name. This creates corresponding port cargo handling rows in the B/L Info tab of the Voyage Manager. This works only if the Cargo already exists as a port cargo in the voyage.</p> <p>Note: This feature requires IMOS v7.2.625 or above.</p>	
51425	Bug	Operations	<p>In a TCTO, If a TCO Misc. Revenue was added as rebillable to the voyage TCI, the corresponding TCI Misc. Expense did not appear in the P&L until it was invoiced. The same thing happened for a rebill from the TCI to the TCO. This was fixed.</p>	7.2.625
51427	Bug	Operations	<p>When loading information from saved snapshots, items that were set with subcodes in invoices (e.g., adjustment to Freight Invoice or TCO Bill), were loaded according to Business Rules relevant for the adjustment itself and not the subcode. This caused an issue when calculating the Mgt Fee for Pooling Distribution items.</p>	7.2.625

			This was fixed, and all items are now loaded with the correct subcode and assigned to the correct account.	
51457	Bug	Chartering	For routes that pass through an ECA Zone but exit and re-enter the zone more than once (for example, CABOT STRAIT to MISSISSIPPI RIVER), the LS SDays were calculated incorrectly. This was fixed.	7.2.550
51460	Feature	Financials	Added consistency to invoice descriptions in regards to partial amounts. The new format is as follows for a standard 100% freight invoice: 25,000.000 MT * 12.34 USD. For a partial invoice it will be the following: 25,000.000 MT * 12.34 USD @ 95.00%. This has been changed for all invoice types where partial formatting is required.	
51493	Bug	Demurrage	It is now possible to post Demurrage Invoices with a 0 invoice amount in cases where the demurrage amounts for all individual ports in the calculation are also 0.	7.2.575
51509	Bug	Operations	A potential crash that could occur when creating a TCOV voyage involving an intercompany Time Charter In contract has been fixed.	7.2.550
51568	Bug	Financials	When running the	7.2.575

			<p>Monthly Accruals with any of the Calculation Options set, the auto-created snapshot did not include the Calculation Options selected. This caused the Snapshot P&L display in Voyage Manager, as well as the Pooling Distribution calculations (only when CFGUsePostedInPooling was enabled), to be based on different amounts than those accrued. This was fixed, and the Calculation Options are now preserved.</p> <p>Note: When running any of the P&L reports based on an Accrual Snapshot, the same Calculation Options checked at the time of the Accruals need to be set in the report setup to get the same results.</p>	
51574	Bug	Operations	In the Freight Invoice, when an Extra Freight Term was not marked as Partial (on the Extra Freight Terms form in the Data Center), and a non partial commission was included on the invoice, the base amount for the commission was calculated incorrectly. This was fixed.	7.2.550
51615	Bug	Operations	For voyages that have multiple delays entered in older versions of IMOS (prior to 6.10), the Off Hire	7.2.575

			amounts were double-counted in the Voyage P&L. This was fixed.	
51621	Bug	Chartering	When fixing a TCO Estimate for a vessel that had a Head Fixture and other existing TCO contracts fixed, an error message was issued. This was fixed.	7.2.575
51690	Bug	Operations	When a voyage had a Bunker Swap with a commission linked to it, an error message sometimes appeared when accessing the voyage or running a P&L report against it. This was fixed.	7.2.625
51830	Bug	Chartering	When the specified SW Summer Draft value on a Vessel form did not have a corresponding line in the DWT /Draft grid, the Max Lift calculations were sometimes inaccurate. This was fixed.	7.2.625
51852	Bug	Messaging	Platts market data importing using automkt.exe was assigning the forward rates to the wrong periods for December rates. This was fixed.	7.2.575
51864	Bug	Operations	When running reports based on the Activity/Noon Reports Summary dataset, it was possible to get an error message. This was fixed.	7.2.625
52002	Bug	Chartering	When copying a Voyage Estimate with an imported Cargo, and clearing links on	7.2.625

			copy when prompted, the Reference No. from the original Cargo was being copied into any Cargoes created from the Estimate copy. This issue has been fixed.		
52021	Bug	Chartering	The Cargo name can now be changed on the Cargo form when it has interservice /transshipment information attached to it. The change propagates to all transshipment cargoes/cargo handling lines in the relevant voyages. The Cargo name can no longer be changed in a Cargo Booking containing interservice cargoes or cargoes containing transshipment information.		7.2.625
52067	Bug	Chartering	A VC In sometimes had corrupt Exposure data when it was connected to an intercompany COA mirrored to a Cargo COA. This has been fixed.		7.2.625
52103	Bug	Veslink	A Cannot Edit Distance message could inadvertently come up when performing IMOS-Veslink replication; this has been removed.		7.2.625
52138	Bug	Chartering	For the Voyage Estimate Max Lift calculation: - On the DWT /Draft tab of the Vessel form, the top grid is used for the calculation only if it has two or		7.2.625

			<p>more lines.</p> <p>- When the bottom table in the DWT /Draft tab is used for the calculation, and the Draft Basis set in the port is an exact match with a value from the table, that value will now be used in the calculation without the need for any conversion. The tooltip text now shows these values as well.</p>		
52274	Bug	Chartering	<p>Saving a Cargo could freeze if a record in the associated Benchmark Estimate grid had an empty Estimate ID. This has been fixed.</p>		7.2.625
52308	Feature	Financials	<p>A new configuration flag has been introduced to enable accruing xxTO voyages 100% based on Voyage Commence date.</p> <pre><imosProperty name="CFGVoyaccProrat eTCO" value="N" /></pre> <p>Description: When this flag and existing flag CFGVoyaccAlways Prorate are disabled, xxTO voyages accrue 100% based on Voyage Commence date. In all other cases, these voyages prorate per accrual date.</p> <p>Data Type: Boolean</p> <p>Data Default Value: Y</p>	CFGVoyaccProrat eTCO	7.2.625

			Data Value Range: Y, N	
52535	Bug	Operations	In intercompany voyage mirroring, splitting cargo handling lines for ports containing Port Activities in the parent voyage was leading to a synchronization error; this has been fixed.	7.2.625
52553	Bug	Financials	A crash while loading the Create Invoices List for Demurrage invoices has been fixed.	7.2.625
52558	Bug	Operations	In intercompany voyage mirroring, deleting cargo handling lines in the parent voyage did not always update the mirror voyage; this has been fixed.	7.2.625
52576	Feature	Operations	When calculating a Monthly Pooling Distribution for a vessel, if there are no previous distribution records saved, the system will now calculate all the distributions for the months after the pool entry date. This assures that when calculating future adjustments in the pool, the months prior to the first pooling distribution month are taken into account.	7.2.625
52628	Bug	Trading	In the FFA Daily Report, the results were filtered by their start dates, beginning with the first day of the year. This was fixed, and the following logic now holds: - The year value used for the filter	7.2.625

			<p>used to be the current year. This was changed to be the year specified in the Date field in the report setup form.</p> <p>- The filter is now according to the trades' end dates, so if there are trades that are still open in the report year, they are always displayed.</p>		
52633	Bug	Chartering	It was not possible to copy a Cargo /VC In linked to a closed voyage; this has been fixed.		7.2.625
52657	Feature	Messaging	Additional logging was added to the IMOS Authentication Service when synchronizing Active Directory groups.		7.2.625
52666	Bug	Operations	When running the Voyage P&L Summary dataset, using the Pool parameter, some of the voyages lines might have appeared with negative voyage days, because the vessel was not in the pool for the specified range. This was fixed, and those lines were removed from the report. Each voyage is now only displayed per the pool days overlapping with the voyage days.		7.2.625
52689	Bug	Operations	The Obs Dst field was inadvertently removed from the Activity/Noon Reports Summary reporting dataset in 7.2.575. This was fixed.		7.2.625
52730	Bug	Operations	When a vessel entered and exited		7.2.625

			<p>a pool mid-month, and the Pooling Distribution Analysis report was run, only one line corresponding to the vessel was displayed, with incorrect days and Distribution amounts. This was fixed, and the lines in the report now correspond to the vessel entry /exit dates within that month.</p>	
52735	Bug	Financials	<p>On Monthly Accruals, when calculating accruals basis Daily Snapshot, the basis date (AccDate) will now come from the snapshot instead of the current voyage date when the accrual is basis the commence date. The BL date and the sail date of the load port still come from current voyage data and not the snapshot, when those are needed.</p>	7.2.650
52780	Bug	Financials	<p>Voyage P&L Drilldown Accounts and Voyage P&L Drilldown Operations datasets will use the voyage commence and complete date from the snapshot when it is specified to determine the Period, rather than the current voyage dates. Additionally, the Commence and Complete GMT columns will be taken from the snapshot (but not the Commence and Complete in local time).</p>	7.2.650

52841	Bug	Operations	On the Voyage data object, the First Discharge Port might have not been populated. This could affect any custom report that used the Voyage object; it has been fixed.	7.2.650
52845	Bug	Operations	If an incremental Time Charter Bill or Payment was issued on a TC that had a previously invoiced rebillable miscellaneous expense, these items could incorrectly appear repeatedly on the P&L. This issue only affected 7.2.625 and was fixed.	7.2.650
52900	Bug	Chartering	When Charterer's View of the Cargo form or CFGEnableMultiGrade was enabled, and an FOB Cargo was being created, it was not possible to assign a value to the GS column in the Itinerary/Options section for a D port row when no L port existed. This issue has been fixed.	7.2.650
52912	Bug	Chartering	Laytime Terms on a Cargo created from a Cargo COA did not default correctly if the COA had Reversible All Ports selected on the Pricing tab. This has been fixed.	7.2.650
53111	Bug	Operations	For the Voyage P&L Summary dataset, when the parameter was set to a specific pool, and a vessel exited and then re-entered the pool,	7.2.650

			the value for the On Hire Days column was only including the first assignment dates. This was fixed.		
53134	Feature	Messaging	New tag veslinkID has been added to company import XML. This populates the Veslink ID field in the IMOS Address form.		7.2.650
53139	Feature	Financials	On the Monthly Accruals form, a new Monthly Closing Accruals (Details) report was added. It can be accessed from the Reports toolbar button.		7.2.650
53151	Bug	Chartering	When an N port (PURGING, cleaning consumption rates are used in these ports) is set in the Voyage Estimate, any save of the Estimate would increase the bunker consumption for that port, hence changing the P&L. This was fixed.		7.2.650
53157	Bug	Financials	IMOS user names longer than 25 characters could cause a crash in the Accounting Interface Summary list. This was fixed.		7.2.650
53410	Feature	Operations	<ul style="list-style-type: none"> - When creating a new voyage linked to a TCI/HF contract, the system will default the commence date and voyage number to follow the last voyage linked to that contract, instead of using the largest voyage number existing for this vessel. - If the user 		7.2.650

			specifies a voyage number manually for a new consecutive voyage, the system will use the preceding voyage number to default the commence date.	
53411	Bug	Financials	When posting an invoice, the Account Periods validation now correctly considers the Last Month Closed as per the calendar year instead of the fiscal year. The validation is now also applied for invoices imported through the Messaging program autoinv.exe.	7.2.650
53440	Bug	Operations	In Voyage Manager P&L Accounts view, items from Time Charter Payment (TCIP) were incorrectly displayed as Vessel Cost items (VCST), even when mapped to balance sheet accounts. This was fixed.	7.2.650
53455	Bug	Chartering	In a Voyage Estimate, when the bunker calculation was FIFO, the initial bunkers were negative, and a received quantity was entered afterwards in the itinerary, the Bunker price calculation for the Bunker Expenses was incorrect. This was fixed.	7.2.650
53492	Bug	Operations	When the Extra Freight Terms were set with a manually entered description, the description values were not flowing	7.2.650

			to the P&L and the Freight Invoice. This was fixed.		
53597	Feature	Messaging	In cargoSaleExport and cargoPurchaseExport XML notifications, the following tags were added, to display the relevant currency Freight amount and exchange rate used: - exchangeRate - freightRateCurr - freightLumpsumCurr - freightDailyRateCurr ImosCha.xsd was updated accordingly with the new tags.		7.2.675
53612	Bug	Chartering	When printing the Statement of Accounts report, the Prepaid bunker amounts were sometimes not included in the total calculation. This was fixed.		7.2.675
53832	Bug	Financials	When setting a Business Rule marked with I/C (for internal vendors), the rule was not always picked up when posting the transaction. This was fixed.		7.2.675
53851	Bug	Trading	Until now, it was not possible to import a negative market price into IMOS. This was fixed.		7.2.675
53935	Bug	Operations	When issuing an Incremental Freight Invoice when the previous invoices had		7.2.675

			freight adjustments, the items that were added back and then reversed were not preserved with their set subcodes. This was fixed, and now for all newly created Freight Invoices the subcode is preserved in the incremental invoice as well.		
54086	Bug	Chartering	When selecting /defaulting the Time Charter In contract on a Voyage Estimate with flag CFGDefaultCompanyOnTciSelect enabled, the company from the contract used to be populated in the Estimate even when the user only had read access to the company. This has been fixed, and the company now no longer defaults from the Time Charter contract.		7.2.675
54138	Bug	Chartering	In Cargo and VC In Lists, the value in the Line Of Business column was blank. This was fixed.		7.2.675
54444	Bug	Trading	In the FFA Daily report, FFA contracts that have early settlements were sometimes incorrectly considered open due to a miscalculation of the days. This was fixed.		7.2.675
54466	Bug	All IMOS	When running the update script on the environment database, errors		7.2.675

			might have been issued to the user. This was fixed.	
54566	Bug	Trading	In some situations it was possible to get an error message when opening the Trade Details List or Trading P&L Summary. That was fixed.	7.2.675
54733	Bug	Operations	With CFGEnableXDiffToVoy enabled, the exchange difference applied to the voyage was only displayed in the Posted column of the P&L and not in the Actual column. This was fixed.	7.2.675
54829	Bug	Demurrage	Opening a Claim would sometime cause a SQL error to appear. This was fixed.	7.2.675
54858	Bug	Operations	The Extra Information for Report form was missing the Sea State description, and the information presented in the Sea State, Beaufort, and Sea Swell fields was also incorrect. This was most noticeable when Offline noon reports were submitted through Veslink. This has now been resolved.	7.2.675
54941	Bug	Trading	For brokers with special characters in their names (such as &), creating a Trade Commission Invoice was resulting in a blank form. This was fixed.	7.2.700
55240	Bug	Operations	When using flag CFGAutoGeneralTCIPInvNo, the	7.2.700

			invoice numbers for TCI Payments were not generated correctly after more than 10 invoices. This was fixed.	
55251	Feature	Operations	For users who map the Advance Adjustment (AGCA:ADVAJ) to a P&L Account, the Accounts View in the P&L tab of the Voyage Manager was not displaying the full estimated value from the Advance Invoice. This workflow is now considered, and the full estimated value is displayed correctly in the P&L.	7.2.700
55334	Bug	Chartering	A bug has been fixed in intercompany voyages in Cargo Matching, where a new Cargo Matching Estimate's commence information was set based on the highest voyage number rather than the most recent voyage. Also, the Open Port, Open Date, Open Ocean, and Open Region Code columns have been fixed to display the right port details (from the most recent voyage).	7.2.700
55368	Bug	Operations	When using the Bunker Surcharge based on fuel price functionality in the CP Terms Details form (enabled by CFGBunkerSurchargeOnFuelPrice), the corresponding description in the Freight Invoice	7.2.700

			was incorrect. This was fixed.		
55646	Bug	Trading	When the last trading day was not within a two-day window from the last day of the month, the Settlement rate was not used correctly in the FFA/Bunker Swap. This could have caused a problem when there was a holiday adjacent to a weekend. This was fixed, and the window is now three days, to accommodate such cases.		7.2.700
55754	Bug	Chartering	When a Voyage Estimate had a daily revenue /expense, changing the voyage duration would not always update the daily revenue/expense total amount. This was fixed.		7.2.700

FAQs - IMOS v7.2

This section includes FAQs related to IMOS v7.2.

It includes FAQs related to the IMOS modules:

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

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

FAQs - IMOS General

This section includes the following IMOS General FAQs:

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

- [FAQ - Finding configuration flags](#)
- [FAQ - How can I configure the IMOS messaging service to send a receipt notification of an incoming xml?](#)

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

Question

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

Answer

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

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

Support

If these steps do not work, please do not hesitate to contact us at support@veson.com

FAQ - Finding configuration flags

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

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

It is recommended that these flags are viewed within IMOS in the [Configuration Flag List](#).

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

Question

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

Answer

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

```
<messageHandler name="testmsg" target="testmsg" enabled="true">
  <actions>
    <action type="exec" command="notepad.exe" arguments="$(MESSAGE_BODY_FILE)" redirectOutput="true"
    timeoutSeconds="5000" stripNamespaces="true" />
  </actions>
</messageHandler>
```

```
<action type="exec" command="imosmail.exe" arguments="-send name@email.com "testmsg received" "testmsg received"
-queue" timeoutSeconds="5000" />

</actions>

</messageHandler>
```

FAQs - Report List

This section includes the following Report List FAQs:

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

FAQ - Formatting Report Columns and Values

Purpose

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

Example

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

- if the value is less than 30000 – then set the font color to green
- if the value is between 30000 and 40000 – then set font color to yellow
- if the value is more than 40000 – set the font value to red
- **How:**

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

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

Then click **OK**.

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

FAQ - Using Custom Expressions

Purpose

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

Example

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

1. Edit existing or create new report from the IMOS Reports List for the General Operations dataset.
2. Add **Cargo B/L Gross** to the list of **Report Columns**.
3. Click the **Add New Column** button under **Specify custom expression columns**.
4. Type **Cargo B/L Gross multiplied by 3** into the **Column Name** text box.
5. For **Column Type**, select **Double**.

6. Click the **Edit** button to the right of the Column Expression.
7. Type **{Cargo B/L Gross} * 3** in the Custom Expression Editor and click **OK**.
8. Click **Apply** and then **Yes** under the new Column Name.
9. The new custom column is added to the Available Columns list. Select it and add it to the **Report Columns** list.
10. Run the report and observe the new custom column values being displayed according to the formula specified.

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

For example:

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

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

FAQ - Example Report Definition

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

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

FAQs - Trading

This section includes the following Trading FAQs:

- [FAQ - How are Exposure Tons Calculated for TCI on the Trading P&L Summary?](#)
- [FAQ - How Do I Show FFAs Offsetting \(or Adding to\) My Exposure for a Given Period?](#)
- [FAQ - How is exposure calculated using a Benchmark Estimate?](#)

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

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

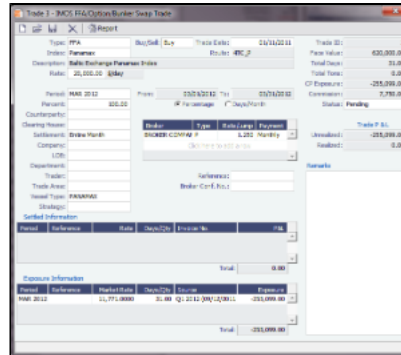
I.NE ASIA	TCI	Exposure Days:	194
		Weighted Days:	194
		Exposure Tons:	193,435
		Net Exposure:	-1,256,525
		Fixed:	0
		Net:	-1,256,525

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

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

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

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



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

FAQ - How is exposure calculated using a Benchmark Estimate?

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

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

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

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

Bunker Exposure

The bunker exposure is calculated as follows:

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

TC Exposure

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

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

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

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

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

FAQs - Chartering

This section includes the following Chartering FAQs:

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

See also:

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

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

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

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

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

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

FAQ - How to Mirror Cargoes Between Two Internal Companies

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

Scenario:

- **Company A** has a cargo contract with **third party Y**.
- **Company B** has the TCI vessels that will lift the contract cargoes.
- **Company A** and **Company B** are internal companies, and the relet is back-to-back.

1. Address Book:

- a. Enter Company A as W, C, and O, and with short name checked as Internal.
- b. Enter Company B as W, C, and O, and with short name checked as Internal.

2. Cargo form:

- a. Create a Cargo with third party Y and company A.

Note: For two internal companies, Cargo mirroring is also supported when the Cargo is created indirectly, through an Estimate.

- b. Other Info tab: Select the **Intercompany** check box and select the **IC** who will lift this cargo (B).

- c. Save. IMOS will create:

- i. Cargo between A and third party Y
- ii. Cargo between A and B
- iii. VC In cargo A (Charterer) and B (Owner)

3. VC In: Make sure the Cargo is set as Confirmed.

4. The parent vessel/voyage will be the voyage between A and B (ii., above), either as TCOV (if the vessel is a TCI) or OVOV.

- a. Create the Voyage Fixture and Schedule the voyage from the Cargo.

5. Create the relet voyage:

- a. Open the third-party Cargo form (between third party Y and A).
- b. Click **Add Relet** and then click **Existing VC In**.
- c. Schedule the voyage and use voyage type RELT.

- d. Do not use the Consecutive voyage option, but set the start date equal to the start date of the parent voyage TCOV (OVOV).
- e. Any changes made to the parent voyage (between A and B) will be reflected on the RELT voyage, including the exact start/end date/times.

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

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

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

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

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

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

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

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

FAQ - About Multigrade Cargo Import

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

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

FAQ - About Top-off

FAQ - About Top Off

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

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

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

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

FAQ - About Cargo Tolerance Option Types

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

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

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

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

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

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

Question

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

Answer

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

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

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

FAQ - About Unit of Measure Conversion

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

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

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

- **CP Unit:** Default CP unit of measure for all grades within the group
- **Lift Unit:** Default L/D, or Lift, unit of measure for all grades within the group
- **Alt Lift Unit:** Default Alternate L/D unit of measure for all grades within the group
- **Convert?:** Whether automatic conversion between units should take place for this group

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

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

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

If there are a value and a unit of measure for L/D Qty, a unit of measure for Alt Unit, and nonzero values for API/SG, then the Alt Qty value is automatically calculated. It is also possible to back-calculate an L/D Qty from a manually entered Alt Qty: After entering the Alt Qty, clear the L/D Qty value to trigger the recalculation. This procedure can also be used to calculate the quantities based on a manually entered API/SG.

FAQ - Cargo Bunkers - Cleaning

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

- Disabled: default mode, no cleaning consumption is calculated for this cargo.
- Auto Load: when selected, there is 1 day of cleaning consumption at the first load port. The fuel type (HS or LS) is updated every time the port is changed.
- Auto Disch: when selected, there is 1 day of cleaning consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
- Manual: automatically selected when a manual input was entered - the cleaning consumption is to be associated to the last discharge port, but no automatic update is done if the port is changed.

FAQ - Configuring voyage estimate security

Question

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

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

Answer

Use this config flag:

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

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

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

Other implications of this flag:

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

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

FAQ - About Worldscale Rates for Voyage Estimates

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

- Save new Worldscale route
- Update existing Worldscale flat rate

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

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

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

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

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

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

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

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

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

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

The .TDEFAULT Voyage Estimate

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

Setting the .TDEFAULT Estimate

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

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

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

Question

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

Answer

- Open the COA
- Click the Linked Liftings tab

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

Cargo 287

Templates Add Relet Open Fixture Reports Standard Paragraphs

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

Itinerary Itin Options **Pricing** Est. Matrix Rev/Exp Persistent

Use Pricing From COA Top-off Reverse Top-off

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

FAQ - Default Routing of a Voyage in an Estimate

The routing of a voyage in a Voyage Estimate is determined by several factors, mainly:

- The settings on the Routes tab on the Vessel form for the vessel
- Defined Piracy Areas
- Configuration flag CFGRoutingPrefsVslCode

At the outset, IMOS chooses the shortest route, but the selected route is modified, depending on these settings.

Vessel Form Routes Tab

HANS TEST 1 - IMOS Vessel

Convert Report

Vessel Code: HANS1 Vessel Name: HANS TEST 1 Vessel DWT: 19 960.00 MT
 Type Code: T Year Built: 2006 SW Summer Draft: 10.000 M
 Ownership: TC Vessel Type: LIMIT TPC: 45.00
 IMO Number: Vessel Fleet: Capacity: 22 178 M3
 Daily Cost: 5 000.00 Trade Area: Capacity: 139 494 Bbl
 Speed Laden: 13.00 Vessel Owners: Owner no 1
 Speed Ballast: 14.00 Class Society:
 Commercial Management Vessel Type Correlation:
 Inactive Vessel Estimate Only Vessel Allow Dispatch Vessel Rejected

Consumption **Routes** DWT/Draft Details Stowage Contacts Multiple Rates L/D Perf

Region	Toll (Ballast)	Toll (Laden)	PD	XP	Func	Block	Hide	No Tolls	Use
GREAT BELT	0.00	0.00	0.00	0.00	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L
KIEL CANAL	0.00	0.00	0.00	0.00	I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SOUND	0.00	0.00	0.00	0.00	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
TORRES STRAIT	0.00	0.00	0.00	0.00	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGLISH CHANNEL	0.00	0.00	0.00	0.00	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A

Click here to add a row

Routing Ports in the **Region** column are further refined by **Function**:

- **P** = Passing (not possible to allocate Costs or Activities)
- **I** = Canal (Costs, Activities, Extra Days can be applied)

With the settings above, IMOS will never route the vessel through Kiel Canal on a voyage from, for example, Hamburg to Baltic (with **Block** selected and **Use** set to **Always**), but route it through Great Belt when Laden (**Use** set to **L**) and through the Sound only when Ballast (**Use** set to **B**). Furthermore, the vessel will not be routed through Torres Strait (with **Block** selected), and although the vessel will be routed via the **English Channel**, it will not appear on the Itinerary, with **Hide** selected.

Defined Piracy Areas

Piracy areas can be defined at the Port and Country level, but the area-level definition given by IMOS is the one affecting the routing. The Piracy areas are found in the Region column on the Vessel form Routes tab and enabled in the Voyage Estimate. (On the menu, click **Piracy Avoidance**.) (As of version 7.2, there is a discrepancy between routing in IMOS and the display in Map Itinerary; IMOS estimated distances are correct).

Configuration Flag CFGRoutingPrefsVslCode

CFGRoutingPrefsVslCode can be used to set up a default Routing. Set the Routing preferences on an inactive or template vessel and use the Vessel Code as a parameter in the flag. The setting will be used as the default on all vessels but can be partly or fully overwritten by different preferences on individual Routing Ports.

Other Factors

Other vessel characteristics like LOA, Beam, Draft including TPC, etc., are used for validation at the Port/Berth level, and conflicts change the Warning icon in the Voyage Estimate to yellow; if not corrected, it will continue all the way to the Voyage Manager.

Max Intake at a given, limiting draft will also appear at the bottom of Itinerary Details in the Voyage Estimate.

To achieve the same functionality for a routing point as the Regions on the Routes tab of the Vessel form, associate a berth named TRANSIT with the corresponding Port form in the Data Center and register the limitations, for instance Draft, on the berth TRANSIT in that port.

FAQs - Time Charters

This section includes the following Time Charters FAQs:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FAQ - Using TC Delivery - Redelivery Notices

Purpose

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

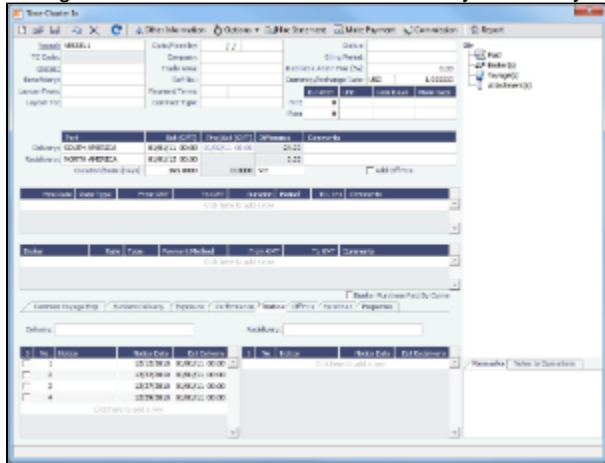
Mechanics

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

Notes

- If you change the estimated delivery/redelivery time, the notice dates will not auto update.

- The way to update the dates is to click on the Notification field, enter a space, and press Enter. The projected dates will change to reflect the new estimated delivery/redelivery dates.



FAQ - Index Rate Type in TC Contracts

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

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

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

Question

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

Answer

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

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

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

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

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

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

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

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

Question

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

Answer

In the Time Charter In or Out form, when updating the projected delivery date and time (the Proj/Act (GMT) field for Delivery), the estimated redelivery time is now updated automatically (the Est (GMT) field for Redelivery). The automatic update only occurs if

the Duration Basis is set to Min, Mid, or Max, and if the estimated redelivery has not been set manually. If the estimated redelivery was set manually, it will not be overwritten. Note that the estimate redelivery was already updated automatically if the duration was changed.

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

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

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

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

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

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

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

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

66.66+935.54=1002.2

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

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

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

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

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

The total amount will be 66.66+935.54=1002.2

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

FAQ - Missing Off Hire in TC Contracts

Question

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

Answer

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

Notes:

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

Delay Information

Bunker Prices

Vessel: Voy No.: Commencing: Completing:

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

Click here to add a row

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

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

Question

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

Answer

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

FAQ - Bunker Purchase Paid By Owner

The Bunker Purchase Paid By Owner check box on a [Time Charter In](#) is used to record quantities that are paid by the TCI Owner to be deducted from the redelivery quantity. This feature allows TC In controllers to manage bunker liftings made during a Time Charter that are to be paid directly by the Owner, so that the Owner's quantities will be excluded from the TCI Payment and reflected properly in the Hire Statement and Statement of Accounts. When the Bunker Purchase Paid By Owner check box is selected:

- A quantity can be entered in the Purchased for Owner quantity field.
- The Purchase for Owner Price field is locked, because the purchase was paid for by the TCI Owner.
- On the Hire Statement and the TCI Payment of Bunkers on Redelivery, the quantity to be settled is calculated by the Est /Projected/Actual Redelivery quantity minus the amount entered in the Purchased for Owner quantity field.
- The TCI Bunker adjustment on redelivery is applied on the redelivery quantity, excluding the quantity paid by owner.
- If a Bunker Invoice is issued for a lifting that includes the quantity paid by owner, the Invoiced Quantity should only include the quantity paid by the TCI Charterer.

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

Question

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

Answer

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

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

FAQs - Operations

This section includes the following Operations FAQs:

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

FAQ - P&L Snapshotting

There are four necessary configuration flags for imosConfig.xml:

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

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

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

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

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

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

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

The fourth flag, which enables snapshots in the accruals.

With these flags enabled, there will be a new Snapshot button on the P&L tab. Clicking this button will save a manual P&L snapshot to the database -- the report is available from the P&L View dropdown menu, logged with a timestamp and a userid.

The snapshot will display in the usual P&L grid. Upon running an accrual for the voyage, the snapshot will again appear as a choice in the dropdown.

We are thinking about ways to improve the reporting aspect.

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

FAQ - About Commenced Consecutive Voyage

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

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

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

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

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

FAQ - How to Rebill a Rebillable Freight Invoice

Purpose

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

Setup

Turn on the following flag to allow Incremental freight invoices:

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

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

Steps

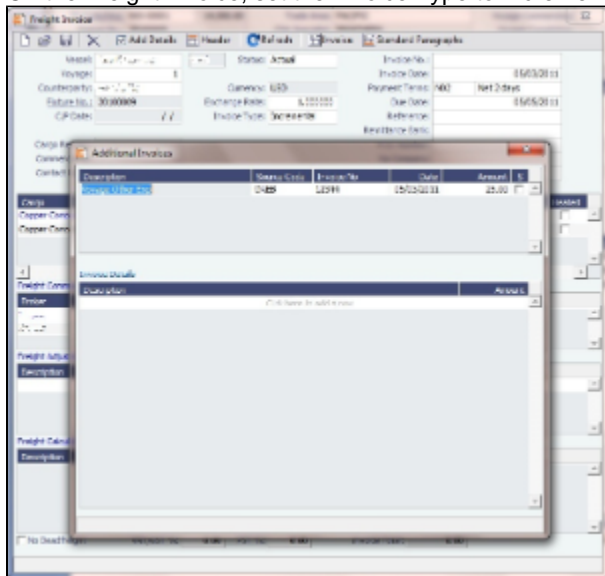
(Demonstrated in IMOS V6.12. It should work in some earlier versions as well)

1. Go to **Voyage Manager > Other Rev/Exp > Other Revenues and Expenses**.
2. Enter the invoice to be rebilled, with type = Freight Reb Exp. This line will show up in red because there is not a linked rebill yet.
 - An invoice needs to have status = Actual, Approved, or Posted to be rebillable. If it is Pending, it will not show up.



3. When you are ready to rebill this expense, go to **Voyage Manager > Freight > Freight Invoice**.

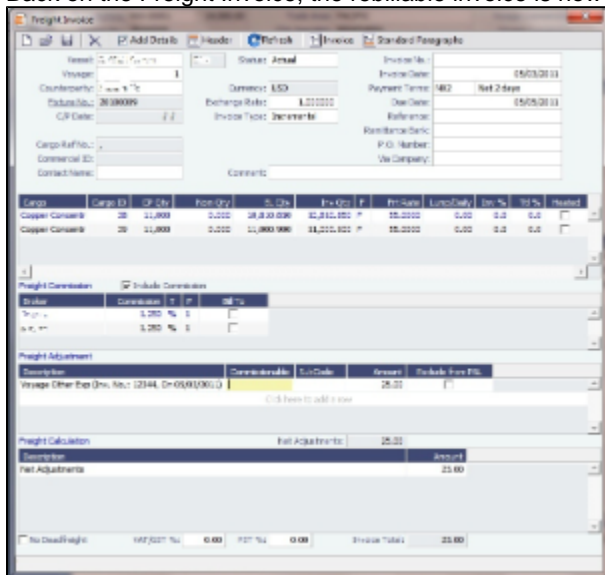
- On the Freight invoice, set the Invoice Type to Incremental and click **Add Details** to show the rebillable invoice(s).



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



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



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



FAQ - How to Configure and Use Freight Tax

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

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

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

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

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

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

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

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

Business Rules - Operations Accounts Mapping

Source	Code	Description	LOB	Account	Account Description
FINV	VOREV	Bunkers compensation	VOY	3000	Freight income
FINV	VOTAX	Total VAT	VOY	2700	VAT on freight
FRTT	FRTTAX	Freight tax	VOY	3001	Freight Tax
MACR	ADDCOM	Address Commission Accrual	VOY	4039	accrued comm expenses
MACR	BALLASTB	Gross BallastBonus Accrual			
MACR	BNKREBILL	Bunker Rebill Accrual			
MACR	BS COMM	...	VOY	2400	...

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

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

CP Terms Details

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

Itinerary

Itinerary	Berth	GS	Grade	Qty	Unit	LD Rate	RU	Terms	PD	SP	Curr	Curr/Exp	LinerExp
V	QUAY	1	OPP	37 000	MT	2,00	D	SHINC	2,00	0,50	USD	15 000	
ORK	QUAY	1	OPP	37 000	MT	2,00	D	SHINC	2,00	0,00	USD	10 000	

Extra Freight Term

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

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

Voyage Estimate

Vessel Information

Ballast Port: ROTTERDAM
 Reposition Port: ...
 Ballast Bonus: 0,00
 Opr Type: OVQV

FUEL PRICE BLST LADEN LOAD DISCH EDE

FUEL	PRICE	BLST	LADEN	LOAD	DISCH	EDE
IPO	500,00	28,00	28,00	5,00	8,00	3,50
MDO	662,00					

ESTIMATE SUMMARY

Estimate ID:	ADM-000004
Freight	859 500,00
Demurrage	0,00
Gross Income	859 500,00
Less Comm/Rbt	0,00
Less Tax	0,00
Misc Revenue	0,00
Net Income	859 500,00

Cargoes

N	Group	CP Qty	Unit	Opt %	Opt Type	T	Frt Rate	Lumpsum	Charter	Curr	Exch Rate	
1	CPP	30 000	MT	0,00	NOOPT	F	30,0000		0,00	ADM	USD	1,000000

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

View: Operations		Snapshot: Current	Estimated	Actual	Posted	Cash
Description		Invoice No.				In / (Out)
Revenues						
- Freight						
CPP 30 000,000 MT @ 30,00 USD			859 500	859 500		
CPP 30 000,000 MT @ 30,00 USD			859 500			
Freight Tax (30 000,00 MT @ 30,00 * -4,50 %)				900 000		
Total Revenues			859 500	859 500		
Expenses						
+ Bunkers						
			261 576	261 576		
+ Port Expenses						
			25 000	25 000		
Total Expenses			286 576	286 576		
Profit (Loss):			572 924	572 924		
Net Voyage Days:			22,19	22,19	22,19	
T/C Equivalent:			25 816	25 816		

8. The Freight Invoice will include the Freight Tax:

Vessel: CHSH000378	Status: Actual	Invoice No.: CHSH000378
Voyage: 25	Currency: USD	Invoice Date: 25/01/2011
Charterer: ...	Exchange Rate: 1,000000	Payment Terms: N05 Net 5 days
Fixture No.: 20110002		Due Date: 30/01/2011
C/P Date: //		Reference: TRE
Cargo Ref No.:		Remittance Bank: ...
Commercial ID:		P.O. Number:
Contact Name:		Via Company:
Comment:		

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

Freight Commission		<input type="checkbox"/> Include Commission	
Broker	Commission	T	F
Bill To			

Freight Adjustment			
Description	Commissionable	SubCode	Amount
Click here to add a row			

Freight Calculation		Net Adjustments:	0,00
Description	Commissionable	SubCode	Amount
CPP: Freight 30 000,000 MT @ 30,00 USD/MT			900 000,00
Freight Tax -4,50 %			-40 500,00

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

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

FAQ - Pooling Premium

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

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

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

FAQ - Cargo Transfers

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

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

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

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

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

The Transfers Tab

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

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

Notes on the columns:

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

Mechanics/Workflow

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

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

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

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

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

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

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

The Tree

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

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

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

FAQ - Bunker warnings and validations on safety margin

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

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

* A warning will be raised in the Voyage Estimate validation report.

* An error will be raised in the Voyage Manager validation report.

* The field text for the associated port call will turn red (in both Voyage Estimate and Voyage Manager).

FAQ - How to Specify Rebillables to Owners versus to Charterers

(1) Voyage Other Expenses:

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

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

(2) TCI Payment and TCO Billing:

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

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

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

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

Question

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

Answer

The pre-paid by charterer quantity comes from the bunker invoice(s). The second to last column of the bunker invoice grade grid is "Chart Qty". So you can create a bunker invoice and set Inv Qty and Chart Qty to the same values. This will essentially create

a 0 bunker invoice, but it will link in the correct price for the FIFO calculation etc. You should then be able to use the Pre-paid Chtr and have a value flow through as expected.

FAQ - How to change default port activities per port function

Question

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

Answer

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

- Go to Data Center and choose Port Functions
- A window will come up listing all port functions:

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

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

Click here to add a row

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

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

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

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

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

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

FAQ - How to Set Default Port Expenses Per Agent

Question

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

Answer

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

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

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

Question

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

Answer

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

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

FAQ - Company Code on Time Charter Screen and Voyage Manager

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

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

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

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

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

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

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

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

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

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

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

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

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

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

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

Question

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

Answer

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

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

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

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

Question

Why are the ROB fields in Port Activities locked?

Answer

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

FAQ - P&L - Rolling Voyage

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

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

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

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

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

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

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

FAQ - How to enter settlement of partial rebillables

Question

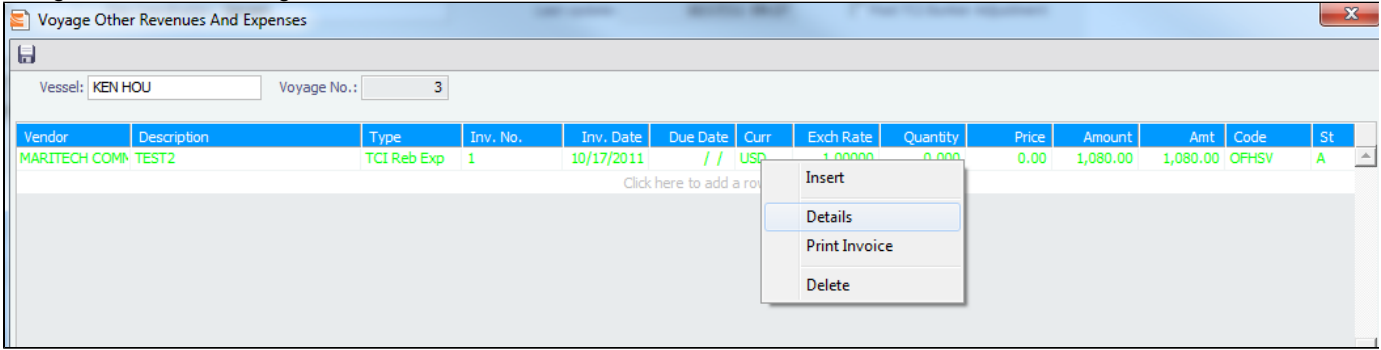
How do you enter partially settled rebillable items?

Answer

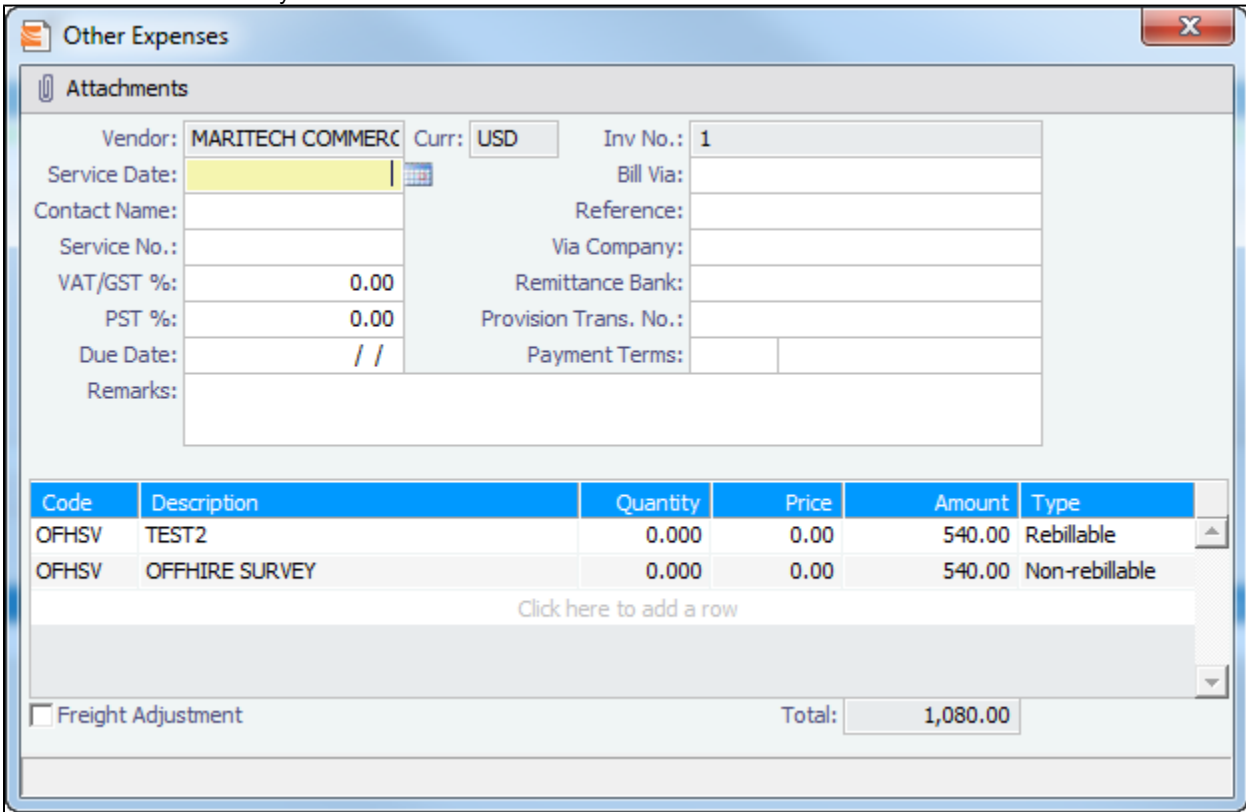
This can be entered from the Voyage Other Revenues and Expense form:

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

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



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



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

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

Question

What delay types effect TCE in the Voyage Estimate?

Answer

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

	Activity	Reason
1	Planned off hire	Any reason

2	Waiting	Waiting for laycan
3	Waiting	Waiting for orders

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

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

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

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

Question

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

Answer

Transaction Data Entry - USD

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

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

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

Payment Information

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

Release to Interface Total: 0.00 0.00 Remittance Bank:
 Payment Bank/Code:
 Payment Mode:

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

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

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

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

This gives us the Adjustment for exchange rates:

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

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

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

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

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

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

and add the Adjustment for exchange rates:

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

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

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

Question

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

Answer

Check that port activities have been entered in the correct order, based on the Type column in the Port Activities screen. Here is the correct order of port activity types:

1. PS - Port Arrival (end sea passage)
2. AA - Anchor Inbound
3. LL - Last Line
4. AD - Anchor Outbound
5. PE - Port Departure (begin sea passage)

Note that only PS and PE activity types are required, but if AA, LL, or AD activities are entered, they must be in the correct order.

FAQs - Bunkers

This section includes the following Bunkers FAQs:

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

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

Make sure "CFGAutoSetBunkersPurchasedForOwner" and CFGUpdateLinkedTcoFixtureFromVoyage" are checked

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

New Bunker Requirement

---Make sure "for owner" is checked

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

Create Bunker Invoice

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

TCO Contract Screen (Bunkers Delivery Tab)

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

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

FAQ - How is TCI Bunker Adjustment Calculated

Here's how the calculation is done:

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

examples:

IFO:

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

MDO:

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

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

FAQ - What is the Logic for Bunker Alerts?

Question

What is the Logic for Bunker Alerts?

Answer

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

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

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

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

"Bunker requirement is unlinked from portcall."

"Bunker requirement portcall is changed."

FAQ - Bunkers Inventory-Accruals Report

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

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

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

The report is accessed from the Operations report list.

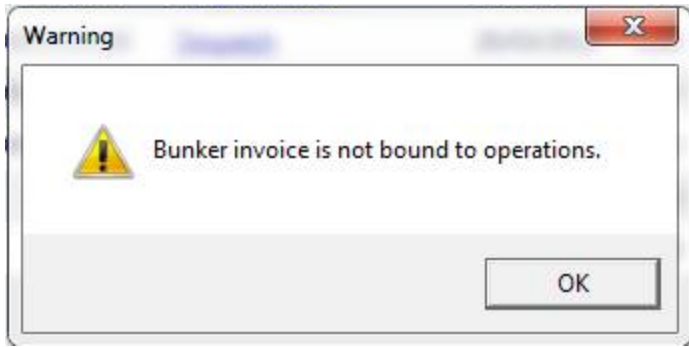
Why are the reported ROBs different from my last report?

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

FAQ - Bunker Invoice Not Bound to Operations.

Question

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



Answer

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

FAQ - Inconsistent Bunker Details on Voyage Performance Report

Question

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

Answer

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

FAQ - Matching ending and beginning bunker prices on consecutive voyages

Question

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

Answer

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

FAQ - Overview of Bunker Invoices Binding Status

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

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

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

FAQ - Financial Setup - Rebilling and Bunker Invoices

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

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

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

On the Bunker Invoice method:

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

FAQ - Partial deduction of bunkers before delivery

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

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

Description: When enabled:

- On the Item select form of the Time Charter invoice, the Bunkers On Redelivery items are only highlighted when the value of the contractual redelivery bunkers meets/exceeds the net hire left in the contract. The calculation of this date is based on the Period To value in the Time Charter Invoice.
- A validation warning is added to the Voyage Manager, which appears for Last TCI/TCO Voyages with end quantities that are different than the Estimated Redelivery quantities in the linked Time Charter contract.
- Bunkers Cost on Redelivery line items are editable (Quantity and Amount).
- A new informational check box is displayed in the Bunkers tab: Unpriced Bunkers.

Data Type: Boolean

Data Default Value: N

Data Value Range: Y/N

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

Question

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

Answer

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

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

FAQ - Accounting for bunkers lifted at a deleted port

Question

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

Answer

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

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

FAQ - Bunkers Operational Quantity vs Invoice Quantity

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

Bunker Invoice

Vessel: OCEAN PREFECT OCPF Voyage No.: 1 Invoice No.:
Port: SINGAPORE Currency: USD Status: Pending
Berth: Exchange Rate: 1.00000 Requirement ID: 0 Delivery Date: //
Vendor: Account Number: Invoice Date: //
Broker: P.O. Number: Payment terms:
Paying Co: Remittance Bank: Due Date: //

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

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

Berth name, if known. Enter, select, or accept the default of Quay.

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

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

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

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

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

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

Scenario:

In a TCOV voyage, how to register that 1000 MT are bought by the time charterer during the voyage and for which:
- 500 MT are on time charterer's account
- 500 MT are on owner's account

1. Purchase of 1000 MT in the voyage

Purchase:

Create a bunker requirement for the port in question, enter the ordered quantity (1000 MT) and price in the lower part of that bunker requirement form, save it and close it. Such price will be used by the system in the voyage unless there is a bunker invoice created later on with a different price - the system will use the latter instead.

Lifting:

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

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

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

Set quantity and price:

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

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

FAQ - Bunker Consumption for Cargo Heating

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

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

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

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

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

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

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

Question

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

Answer

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

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

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

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

FAQ - How is TCO Bunker Adjustment Calculated?

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

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

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

Calculation Logic

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

Where:

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

TC1 = Value of bunker grade sold according to TCO terms

VB2 = FIFO value of bunker grade in voyage at redelivery

TC2 = Value of bunker grade purchased according to TCO terms

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

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

FAQs - Demurrage and Claims

This section includes the following Demurrage and Claims FAQs:

- [FAQ - Demurrage on Account calculations](#)
- [FAQ - Determining Time Bar Date and Target Date](#)
- [FAQ - Handling Multiple Loadings & Discharges at One Port](#)
- [FAQ - How is a Demurrage Claim Defined as AR or AP?](#)
- [FAQ - How can I configure IMOS so that laytime commences on All Fast by default?](#)
- [FAQ - How can I configure IMOS so that laytime ends on Hoses Off by default?](#)
- [FAQ - Multiple Demurrage Rates](#)

FAQ - Demurrage on Account calculations

Question

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

Answer

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

1. Calendar Days

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

2. Demurrage Days

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

FAQ - Determining Time Bar Date and Target Date

Question

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

Purpose

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

Where

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

How

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

FAQ - Handling Multiple Loadings & Discharges at One Port

Question

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

How

- Enter each cargo in the cargo tab of the Voyage Manager with its own cargo handling line
- For each cargo, enter the corresponding B/L Code
- Right-click on the port name and click Port Activities

- Enter a set of Start Loading Cargo and End Loading cargo lines for each separate cargo
- Link these Start and End Loading lines by entering the cargo in the Cargo field on each line
- Using the Laytime Calculator, you can now create laytime calculations based on separate cargoes or separate charterers by checking off the cargoes or charterers in the Laytime Calculator that you wish to use

Question

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

How

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

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

Question

How a demurrage claim is defined as AR or AP?

Answer

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

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

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

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

Question

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

Answer

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

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

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

Question

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

Answer

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

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

FAQ - Multiple Demurrage Rates

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

- To access it, go to the Laytime Calculator and right-click on the port to which you want to add tiered laytime. Choose Demurrage/Despatch rates.
- This brings up the the form below, where you can enter rates/days.
- It calculates with the following rules:
 - If the Demurrage/Despatch Rates window is populated, the rates you enter in there will supersede whatever you enter in the port line for the entire laytime.
 - If you define only one demurrage rate, that will be used for the whole period.
 - If you define a rate with the highest Up to date less than the demurrage time, that rate will be used for all extra time. In the example below:
 - First 1 day = \$10K/day
 - Next 6 days = \$20K/day (even though it says up to 2 days; there is no higher amount)
 - Total = \$130K

FAQs - Financials

This section includes the following Financials FAQs:

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

See also:

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

FAQ - How Do We Handle Office Expenses (Accruals)

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

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

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

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

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

Purpose

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

Where

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

Example

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

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

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

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

Purpose

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

Where

Financials Module Center -> Approve Invoices

Example

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

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

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

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

FAQ - FFAs and Accrual

When do FFAs start getting accrued in IMOS?

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

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

FAQ - Reversal Process in IMOS

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

IMOS Reversal Process

Original Invoice

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

Reversal

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

Viewing Reversed Items in IMOS

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

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

Question

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

Answer

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

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

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

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

Question

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

Answer

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

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

FAQ - Handling of Write-Off in IMOS

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

1. Post invoice no. 1 for USD 1,205 using Company A
 - CR A/P \$1,205
 - DR Expenses \$1,205
2. Pay USD 1,200 using Company A
 - CR Bank \$1,200
 - DR A/P \$1,200
3. If you have not already set up Write Off and Bad Debt accounts, follow these steps, otherwise skip to step 4:
 - Financials -> Chart of accounts -> Click to Add New Account -> Name: Write Off -> Code: 98000 (this is a suggestion, you can choose any code) -> Type: Liability
 - Click to add another new account -> Name: BADDEBT -> Code: 99000 (suggestion) -> Type: Bank -> save and exit
 - Data Center -> Address -> Create new address -> Type: Bank -> Short name: BADDEBT -> save and close
 - Open the address book entry for Company A -> Link the bank BADDEBT in the Bank Links section -> save and close

- Financials -> Bank Links -> Add the account number to the bank BADDEBT (99000 as referenced above)

1. Create new AP invoice of type Non-Voyage Expenses, for same company for USD 5 (Company A). At this point, if any other write-offs are to be made they should be added in as well, as positive amounts. This means that if you have had other invoices that have amounts which need to be written off, you can write all of these off on one invoice. Post the invoice.
 - DR A/P \$5
 - CR Write off account \$5
2. Pay this invoice with method WO (write off) using the bad debt account bank. Enter the applicable amounts in the Pay Amount column.
 - CR Bad Debt Account \$5
 - DR A/P \$5

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

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

Question

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

Answer

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

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

Question

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

Answer

- Open the invoice in the Transaction Data Entry screen (one way to do this is by clicking the View link in the Transaction Summary)
- Click Pay Current Invoice
- The Payments and Receipts screen will come up
- Right-click one of the line items
- If this line item has multiple items on it, the Pay Invoice Details screen will come up
- Here, you can allocate the amount you want to put towards each individual line item
- If you do not go through this process, the cash will be applied to the first line item, and then go down the list from there
- Click the X to close the window when you are done, and the cash will be applied as you indicated

FAQ - How to pay commission on an Incremental Freight Invoice

Question

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

Answer

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

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

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

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

Question

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

Answer

There are four steps needed to ensure the correct setup:

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

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

3. In the Data Center Module Center, open the address book entry for the internal company you want to link the bank to.

- Ensure there is a line for the bank you want to use, and that the correct currency is entered.

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

4. In the Financials Module Center, click **Bank Links**.

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

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

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

Question

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

Answer

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

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

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

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

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

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

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

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

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

The quantity and rate will show on the following forms:

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

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

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

FAQ - Accrual Calculation and Configuration Flags

The following describes additional options and logic for the Monthly Accruals tool.

The main configuration flags having effect on the calculation are:
CFGVoyaccAlwaysProrate (default value=N)

If set to Y, all voyages will be prorated as per accrual date.

If set to N, xxTO voyages will be prorated as per accrual date, whereas xxOV will be prorated according to setting of flag CFGVoyaccAccrualDate, making calculation of voyage accruals as follows:

- 1= 100% by Complete loading
- 2= 100% by BL Date loading
- 3= 100% by voyage commence,
- 4= 100% by voyage complete
- 5= 100% by last BL date

If flag is missing, default value is 1, Complete Loading

Please see below for other flags. If these flags do not appear, set CFGShowPNLCalcOptions to Y.

Vessel Name	Voy No.	OprType	AccDate	Portion %	Basis	Revenue	Posted Rev	Expenses	Posted Exp	Profit/Loss	Posted P&L	Difference	St	S
HSH SKIP NO 1	1	TCOV	24/01/11 00:00	100,00	Sail Load	302 437,79	0,00	736 067,91	0,00	-433 630,12	0,00	-433 630,12		
HSH SKIP NO 1	2	TCTO		47,85	Prorata	1 061 442,00	0,00	1 079 581,71	0,00	-18 139,71	0,00	-18 139,71		

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

The selection fields gives following possibilities:

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

All selection elements can be used in combination with each other.

The Calculations Options are as follows:

1. No ticks

All items will be prorated according the flag settings as per above.

Offhire will be included in voyage duration and thus reflected in the Portion %-age, ref heading of column 5 in above grid.

2. Apply TC Hire to Period

TC hire (both Out and In, latter as running cost) will not be prorated, but calculated based on actual Hire and actual voyage days in period. All other elements, including CVE, will be prorated. Prorated part of total Offhire will be deducted.

3. Apply Offhire/Waiting to Period

Offhire will be allocated to the actual period, i.e. full deduction of offhire in the period when the offhire occurred.

4. Apply Ballast Bonus to Period

Ballast Bonus TCO will be allocated to the period of Voyage commencement.

5. Exclude Running Costs for Long Term TC

There will be no accrual for Running cost on OV vessels and vessels on Long Term TCI contract.

A prerequisite for this functionality is that CFGShowRunningCost is set to "Y".

Adjust Portion for Offhire/Waiting Time

Offhire/Waiting time is considered when determining the percentage. For example, if you have a 2 month voyage, and it is off hire for the entire first month, the voyage will be considered 0% complete after the first month and 100% after the second month. Without ticking this box, the system will consider the voyage 50% complete after the first month and 100% complete after the second month.

Release note for CFGShowPNLCalcOptions:

The Financials > Monthly Accruals screen has new filters. In addition to the previously available "Trade Area", accruals can now be limited by Lower Value, Company, Vessel Fleet or Type, Operation Type, and Pool. In the past, accruals were limited to using the average TC hire rate, now the TC hire rate applied to period can be used instead. Other new calculation options are to prorate the ballast bonus and/or offhire and to exclude offhire and/or waiting time. Finally, there is an option to save P&L snapshots for all accrued voyages. The "Retrieve" toolbar button that looked like a folder has been replaced by a button labeled "Retrieve" on the upper right of the Monthly Accruals screen. This flag is necessary to see the feature: <imosProperty name="CFGShowPNLCalcOptions" value="Y" />

Other flags:

CFGAllocTCOMiscRevExpToPeriod, default value=N

When enabled, miscellaneous revenues and expenses on TCO voyages are not prorated but allocated to the period of the invoice date for accrual calculations.

CFGActSkipZeroAccruals, default value=N

When enabled, IMOS will eliminate any \$0 line items in the Journal Entries generated from running Monthly Accruals.

FAQ - How is daily rate calculated on TC payments?

In IMOS 7.2 the daily rate on TC payments is calculated as follows:

- If the payment period is not fully matured (i.e. making a payment on March 28 for a payment period March 15 - March 30) then **the future rate is used, not taking spot rates into consideration.**
- If the payment period is fully matured then the average of the SPOT rates is used (if that is the calculation method selected).

Here is an example:

Route	Route Description	Index	Period	3/15/2013	3/18/2013	3/19/2013	3/20/2013	3/21/2013	3/22/2013	3/25/2013	3/26/2013	3/27/2013	3/28/2013
STC_S	Baltic Exchange Supramax Index	Supramax	SPOT	9,676.50	9,799.38	9,933.75	10,027.63	10,124.63	10,226.25	10,258.63	10,217.50	10,093.63	0.00
STC_S	Baltic Exchange Supramax Index	Supramax	MAR 2013	9,695.00	9,710.00	0.00	0.00	0.00	0.00	0.00	0.00	9,480.00	0.00

- If the payment period is not fully matured (i.e. making a payment on March 28 for a payment with a period from and to March 15 - March 30) then **the future rate is used, not taking spot rates into consideration.**
 - If you have BSI % set for 100% then your daily rate on March 28 will be \$9,480.00.

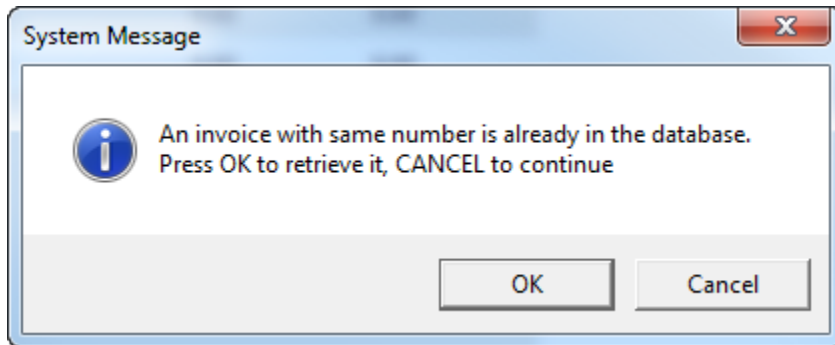
FAQ - An invoice with the same number is already in the database

Question

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

Answer

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



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

In order to continue posting the current invoice, click Cancel. To retrieve the already posted invoice, click OK.

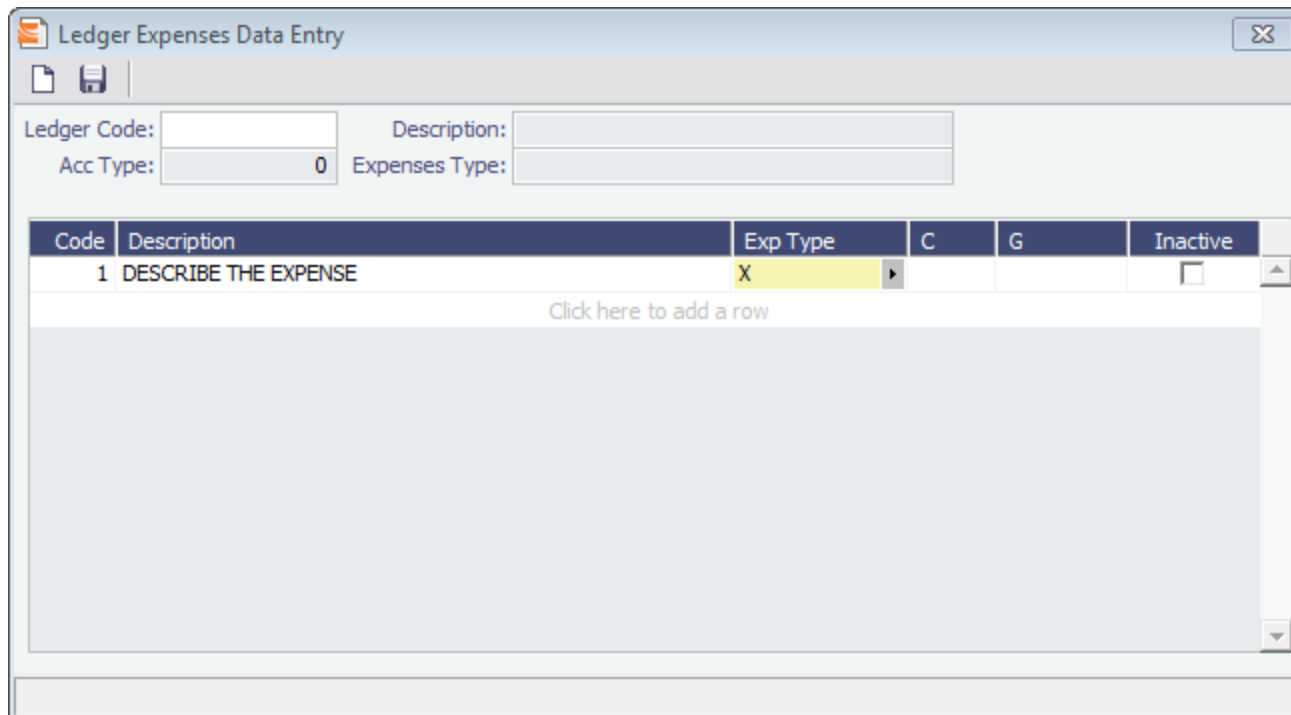
FAQ - How can I create a revenue or expense that will not show on the P&L?

Question

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

Answer

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



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

FAQ - How do I default Voyage Other Revenues & Expenses to Actual instead of Pending?

Question

How do I default Other Rev/Exp to Actual instead of Pending?

Answer

In order to set the default status of Other Revenues & Expenses to Actual instead of Pending, set the config flag CFGDefaultOtherRevExpStToA to value Y

FAQ - Month End Accruals Process

IMOS7 Monthly Accruals

Accruals Explanation

IMOS 7 is capable of running Monthly Accruals on several different basis and is capable of pro-rating accruals for voyages that span months. The purpose of closing accruals is to keep as accurate as possible a picture of the revenues and expenses of open voyages. Companies perform accruals at different intervals during the year; in most cases, it is monthly. IMOS is capable of handling different intervals.

Prorating

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

Configuration

IMOS 7 contains many configuration flags that can modify the results of accruals. A system administrator should configure IMOS to accrue voyage P&L based upon the discretion of the accounts and finance teams. Please discuss with your Veson Account

Manager the details of configuring your system for accruals, as well as the specifics of any configuration flag, before entering production. Some configuration flags that may impact your monthly accruals include:

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

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

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

Setup

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

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

Process

Completing the Monthly Accruals Form

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

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

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

The selection fields gives following possibilities:

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

The Calculations Options are as follows:

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

Calculating Accrual Journals

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

The table columns break down as follows:

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

- *Vessel Name* -- The name of the vessel performing the voyage against which the accrual was generated
- *Voy No.* -- The specific voyage number of the particular vessel against which the accrual was generated
- *AccDate* -- Accrual Date for journals which have already been posted
- *Portion %* - The percentage of the revenue and expense of the particular voyage P&L that will be accrued

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

Creating Accrual Journals

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

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

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

Posting Accrual Journals

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

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

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

FAQ - Transaction Numbers

Use:

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

Creation of Transaction Numbers for invoices:

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

Formatting for invoices:

The transaction number is formatted in the following manner:

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

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

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

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

Example:

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

Status:

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

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

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

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

Reversals

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

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

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

Ways to Search by Transaction Number

1. Transaction Summary List

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

1. Transaction Data Entry

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

For Tracking the History of a Posted Invoice

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

FAQ - What Port Expenses are available in Port Expense History search?

Question

What Port Expenses are retrieved in Port Expense History search?

Answer

The following Port Expense Types are retrieved when using the Port Expense History search:

- Port Expense
- Cargo Expense
- Rebillable Expense
- Surveys
- Tolls
- Voyage Other Expenses
- Other

The following Port Expense Types are **not** retrieved when using the Port Expense History search:

- Recoverable Expense

FAQs - Data Center

This section includes the following Data Center FAQs:

- [FAQ - Configurations for cleaning, heating and inerting cargo bunkers](#)
- [FAQ - How to create new Laytime Terms](#)
- [FAQ - Company-Based Security](#)
- [FAQ - Guidelines for Use of Tax Groups](#)
- [FAQ - Different methods of importing vessel data from Baltic99](#)
- [FAQ - How to make an alias port](#)
- [FAQ - Styling Gantt Bar Templates](#)
- [FAQ - How do I confirm a report was emailed to a distribution list?](#)

See also:

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

FAQ - Configurations for cleaning, heating and inerting cargo bunkers

- For Heating/Cooling consumption, flag CFGUseCargoBunkerRampUp was retired, and instead, the following two flags are introduced:

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

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

Data Default Value: 0.5

Data Value Range: 0.0-1.0

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

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

Data Default Value: 0.5

Data Value Range: 0.0-1.0

- For IGS consumption, flag CFGSetDefaultCargoBunkerDays was retired, and instead, a new mode was added: Auto Disch. When this mode is selected, there will be 1 day of IGS consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.

- For IGS consumption, a new flag was added:

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

Description: When enabled, when creating/importing a cargo in Estimate/Fixture/Voyage, the IGS consumption mode is automatically set to Auto Disch.

Data Default Value: N

Data Value Range: Y

- A flag to add warnings about Cargo Bunkers not specified was added: <imosProperty name="CFGWarnIfMissingCargoBunkers" value="Y" />

Description: When enabled, if a vessel is a tanker or a gas carrier, Estimate/Fixture/Voyage will raise a warning if applicable cargo bunker consumption types (Heating, IGS or estimated Cleaning) are not enabled in the CP Terms Details/Bunker Planning.
Data Type: Boolean
Data Default Value: N
Data Value Range: Y/N

- A cleaning feature was added to Voyage Manager:

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

Description: When enabled, estimated cleaning consumption can be entered in Bunkers form in Voyage Manager. Right clicking a sea leg in a Bunker Type tab gives the option to select Est Cleaning Consumption. The value in brackets is the current consumption stored for this leg.
Data Type: Boolean
Data Default Value: N
Data Value Range: Y/N

FAQ - How to create new Laytime Terms

Question

How do I create new Laytime Terms?

Answer

- In IMOS, go to Data Center -> Laytime Terms (list under Charter Party Terms).
- Click at the bottom to add a new row.
- Enter a Code for the new term. Suggestion is to enter the next highest number from the previous Code.
- Enter a Description.
- Enter a Factor. This factor is added to Port Days on the Voyage Estimate on ports set to use this term, and if there is no factor IMOS will use a default of 1 day.
- Save the form.
- Right-click the newly added line and select Sub Terms Information.
- For each given day, enter the times to be **included** in laytime.
 - For example, if weekends are excluded, enter From 0 and To 2400 for Monday through Friday, and From 0 and To 0 for Saturday and Sunday.
- Exit the Sub Terms Information form and save the Laytime Terms form again.
- This term can now be used throughout the system when selecting Laytime Terms.

FAQ - Company-Based Security

- Config flag **CFGEnableCompanySecurity** enables Company Security. Enabling this flag makes it possible to set company-based permissions for each user or group, in Security List > IMOS User Properties > Object Rights, under Company.
- Previously, config flags CFGCompanyACLQuery and securityCompanyAccessQuery were used to enable company security. Those flags have been deprecated.
- Config flag **CFGUseContractCompany** is almost always enabled when company-based security is in use, as it requires the company code to be specified in records before the user can save.

FAQ - Guidelines for Use of Tax Groups

Configuration

- Configuration flag required: <imosProperty name="CFGEnableTaxGroup" value="Y" />
- If not all invoice lines should have tax codes, this flag must be set to N: <imosProperty name="CFGActRequireTaxCode" value="N" />
- After configuration set, exit and re-enter IMOS
- Business Rules must be created for the Operation Ledger types (codes) used, refer to below samples for GST10, PST20, and VAT10

Purpose

The purpose of Tax rate is to enable user to group a set of max three taxes which will automatically populate rows with corresponding values as per percentage set when invoice is posted.

Setup

Data Center > Operations Ledger and Tax Rates

The Tax group and sub codes are created in the Operations Ledger and thereafter retrieved into the Tax Rate form as shown below:

1. Create different Group Codes with Category = TGP:

Code	Description	Category	Exp Type
FRTTAX	FREIGHT TAX	TAX	
GST%	GST % X	TAX	
GST10	GST 10 %	TAX	
PST20	PST 20 %	TAX	
OWNER	OWNER'S EXPENSES	OPX	
POOST	PORT COSTS	OPX	
REBILL	REBILLABLE DIRECT EXPENSES	OPX	
SREB	OFF HIRE	MVE	
TAX1	TAX % X	TGP	
TAX2	TAX % Y	TGP	
VAT10	VAT 10 %	TAX	
VAT%	VAT % X	TAX	
VOEXP	VOYAGE OTHER EXPENSES	OPX	

2. Operations Ledger, create the sub group(s) – for this scenario GST10, PST20 and VAT10 have been used. Set the sub groups to category = TAX:

Code	Description	Category	Exp Type
FRTTAX	FREIGHT TAX	TAX	
GST%	GST % X	TAX	
GST10	GST 10 %	TAX	
PST20	PST 20 %	TAX	
OWNER	OWNER'S EXPENSES	OPX	
POOST	PORT COSTS	OPX	
REBILL	REBILLABLE DIRECT EXPENSES	OPX	
SREB	OFF HIRE	MVE	
TAX1	TAX % X	TGP	
TAX2	TAX % Y	TGP	
VAT10	VAT 10 %	TAX	
VAT%	VAT % X	TAX	
VOEXP	VOYAGE OTHER EXPENSES	OPX	
VOREV	VOYAGE OTHER REVENUES	TAX	
TAXZ	TAX % Z	TAX	

3. Tax Rates> Link the (Group) Code = Tax Code and link the Sub-codes as below.

The form is read horizontally, and the sample illustrates following scenario:

In invoice, user selects Tax code = TAX1 > the program will auto-populate and calculate both GST=10 % and PST=20%
 If user selects TAX2, only one row will be populated = VAT10%

Tax Code	Sub-code 1	Sub-code 2	Sub-code 2	Sub-code 2	Sub-code 2	Sub-code 2	Rate	Rate
TAX1	GST 10	0.00	PST 20	0.00	0.00	0.00	0.10	0.20
TAX2	GST 10	0.00		0.00	0.00	0.00	0.10	0.20

4. Invoicing and how to retrieve the Tax rates:

- Status of Invoice must be ready to post
- Go to Operation View
- Retrieve Tax code from pop up list



If TAX 1 is chosen, the program will auto-populate 2 rows, one with GST 10 % and one with PST 20 %, ref above Tax Rate form:

Account	Qty	Rate	Cost	Tax Code	Trade Desc	Cap	Code	Base Description	Amount	Base Cost
81010011	0.00	0.00	0.00	TAX1	GST		OPXN	Freight Commissions	0.00	0.00
81010011	0.00	0.00	0.00	TAX2	PST		OPXN	Business Compensation	21,361.00	21,361.00
81010011	0.00	30.00	30.00	PST20	VOEXP		OPXN		-36.75	-36.75
81010011	0.00	30.00	30.00	PST20	VOEXP		OPXN		-36.46	-36.46

Note: For testing this functionality, be aware that if start/end dates set in the Tax rate form and invoice date used for testing is outside these dates, no population of tax rows will happen. Likewise, if start/end dates are used, it is important to update dates for next period.

FAQ - Different methods of importing vessel data from Baltic99

Question

What options are available for importing vessel data from Baltic99?

Answer

There are two configurable options for importing data from Baltic99. Before considering either of these options, please consult with your account manager regarding license requirements and necessary setup.

Importing data for owned vessels only:

1. In IMOS, in the Data Center Module Center, click **Configuration Flag List**.
2. Search for the flag **CFGBasicQ88Interface**.
3. Set this flag to **N**.
 - This allows you to import data on only your owned vessels.

Importing data for all vessels in Baltic99:

1. In IMOS, in the Data Center Module Center, click **Configuration Flag List**.
2. Search for the flag **CFGBasicQ88Interface**.
3. Set this flag to **Y**.
 - This allows you to import data on all vessels listed in Baltic99 as long as they are published.

FAQ - How to make an alias port

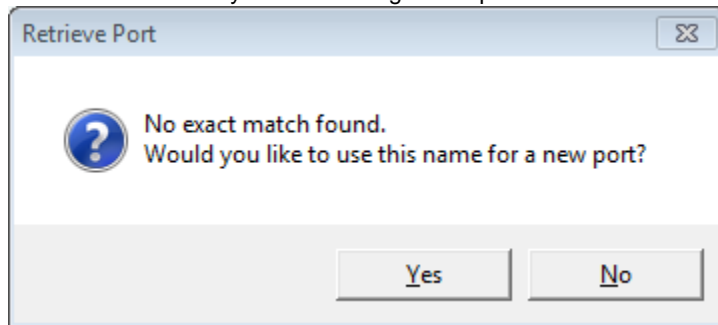
Question

How do I make an alias port?

Answer

An alias port is a port you can create that will have all the attributes of another port, allowing this port to be included in distance calculations using another port's location. Here are the steps to take to create a port in IMOS which is an alias of another port:

1. In IMOS, in the Data Center Module Center, click **Port**.
2. In the **Port Name** field, type the name of the alias port you want to create and press **Enter**.
3. Click **Yes** to indicate you are creating a new port:



4. In the Port Type field, select **Alias Port**.
5. A new field opens under the Port Type field: **Alias To**.
6. In the **Alias To** field, enter the port you want the Alias port to mimic.
7. Save the form.

This port can now be used throughout IMOS and will have all the attributes of the port entered in the **Alias To** field. You can also make changes to the port details. Any changes made will only affect the Alias port; they will not affect the Alias To port.

FAQ - Styling Gantt Bar Templates

Brief

IMOS provides several schedules on Gantt charts, including the [Cargo Schedule](#), the [Vessel Schedule](#), and the [Port Schedule](#). These schedules populate the Gantt bars and their associated tooltips with information based on templates defined within IMOS configuration flags.

Styling Templates

Configuring

Each IMOS schedule has an associated template configuration flag, specified below. Modifying the value of the configuration flag will modify the template specifying the shown text. Unlike most IMOS configuration flags, it is not necessary to restart IMOS to see the effects; refreshing the respective IMOS schedule will immediately show the new template style.

Formatting

Variables

The IMOS Gantt bar styling follows a specific format. Text contained between two "at signs," (i.e. @...@) is considered a variable name and will populate with different text depending on the circumstance. For example, on the Cargo Schedule, (CARGO) may populate with the text "beans" or "steel," depending upon the associated IMOS Cargo object.

Plain Text

Aside from variables, the template will consider all other text, as-is, and therefore display it without modification. Typing only the words "Hello World" will actually display the words "Hello World" on all Gantt bars for the specific schedule:



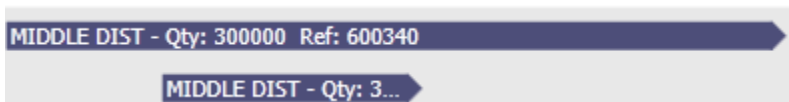
Suggestions

An IMOS administrator determines the formatting that is applied to each schedule. Formatting is set at the system level and is the same for all IMOS users, regardless of any other user-specific settings. Administrators may want to consider a mix of variables and plain text to make labels efficient. For example, see the difference between a Cargo Schedule Gantt bar with just variables:



Template: (CARGO) (CARGOQTY) (EXTERNALREF)

versus one with plain text included:

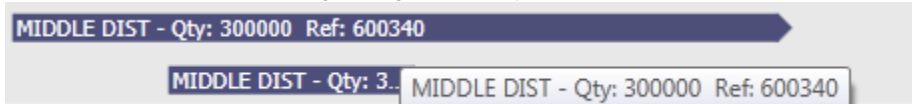


Template: (CARGO) - Qty: (CARGOQTY) Ref: (EXTERNALREF)

Including plain text in a template makes the text easier to read and quicker to understand.

Tooltips

The template style selected will also apply to the tooltips which appear when hovering over a specific Gantt bar. This is useful if the visible Gantt bar is not long enough to display the full text of the defined template.



Cargo Schedule

Configuration Flag

cargoScheduleSmallBarTemplate

Example

[cargoschedule_example.txt](#)

Variables

Variable Name	Description
(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

[portschedule_example.txt](#)

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

FAQ - How do I confirm a report was emailed to a distribution list?

Question

How do I confirm a report was emailed to a distribution list?

Answer

In order to confirm that a report was emailed to a distribution list, you can check the IMOS Messaging Log for the environment from which the report was sent. Open the messaging log (found in imos\services\logs) and look for a line with this structure:

Type=sendmail Body=<imosEmail from="Your 'From' email address" to="Your 'To' email address(es)" subject="Report Name"

This line is followed by the body of the email.

IMOS Installation

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

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

IMOS7 Requirements and Recommendations

Download this document: [IMOS7 Requirements and Recommendations.pdf](#)

Prerequisites

- An operational and configured application server
- Hardware and software meeting or exceeding these recommendations:

Component	Description	Value/Minimum Value	Recommended Value	Comments
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 Logical Architecture

A typical IMOS installation consists of three major components:

- A database server running Microsoft SQL Server 2005 or later. (The server can contain multiple database instances, such as a separate database for development and a separate database for production.) In smaller installations (up to around 15 users), the database server can coexist in the same hardware as the servers recommended below. For a typical installation, we recommend that the following databases be set up:
 - **Prod:** Production environment, used for all transactions and commercial transactions. This is the most important, live database. Every IMOS user must have access to this environment.
 - **Test:** Test environment, used to test patches, new releases, or any other changes. The test environment provides a safe location to confirm changes without affecting production.
 - **Other (optional):** Other environment can be created as a training environment, or even as an alternative testing environment.
- A server to host the IMOS services. (At a minimum, the server should be running on Microsoft Windows 2003, with Full Framework .NET 4.)
 - This server runs the IMOS Authentication Service and the IMOS Messaging Service. The optional Messaging Service is used for integration with external systems such as Veslink, external financial systems, trading and exchange rate data, DA Desk, email servers, and more.
- A file server to host the IMOS application files and an optional Citrix or Microsoft Terminal Services to provide remote user access.
 - When the IMOS application is running, it will first connect to the IMOS Authentication Service to verify credentials and IMOS license, and then make a direct connection to the database.
 - Users on the same (1Gbps) LAN as the database server can run the IMOS application locally on their own workstations, provided they have Microsoft .NET 4 Full Framework (not just Client Profile) installed.
 - Remote users (slower than 1Gbps connection to the database server) must access IMOS via Citrix or Microsoft Terminal Services. The Citrix or MS Server where the IMOS application is running should have a 1Gbps or faster connection to the database.

Updates

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

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

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

Data Migration

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

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

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

Rollback Plan

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

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

Database Backup and Restore

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

Moving From IMOS 6 to IMOS 7

Before Moving from v6 to v7

- The database *must* have its schema updated before migrating environments, otherwise migration will fail because there will not be a table for the configuration flags.
- Make sure the services/config folder contains **ONLY** custom configurations for environments that have IMOS 7 databases designated in their imosConfig.xml. These will otherwise fail the migrate progress completely.

Migrating Environments

A major change between versions 6 and 7 of IMOS is the movement of the imosConfig and imosMsgConfig files, and the configuration options they contained, into the database. Moving an environment from v6 to v7 requires a process called migration, which takes the details from these files and moves them into the correct locations (database connections are added to imosEnv.xml, and configuration options move to the database). ***To migrate an environment:***

1. To install the services, run the following from the services directory. Meaning, if you have IMOS7 installed in **C:\Veson\Imos.v7**, the running directory should be **C:\Veson\Imos.v7\Services**:

```
imosauth /register
imosmsg /register
```

2. Run the all script on the new DB.
3. Create a folder in **C:\Veson\Imos.v7\Services\Config** and give it the same name as your environment name.
4. Put the imosConfig.xml file from your IMOS 6 environment in this folder.
5. To migrate a specific environment named **envName**, run from the same location:

```
imosauth /migrate envName
```

6. Add the license file under config folder.

Installing v7 Alongside a v6 Installation

IMOS 7's Authentication and Messaging services are separate from IMOS 6's services, allowing them to be installed alongside v6 while you test v7 and migrate v6 environments. When installing v7 alongside an existing v6 installation, modify the v7 imosshell.exe.config, imosmsg.exe.config, and imosauth.exe.config files to use a separate port than the v6 environment (port 923 instead of port 922, for example).

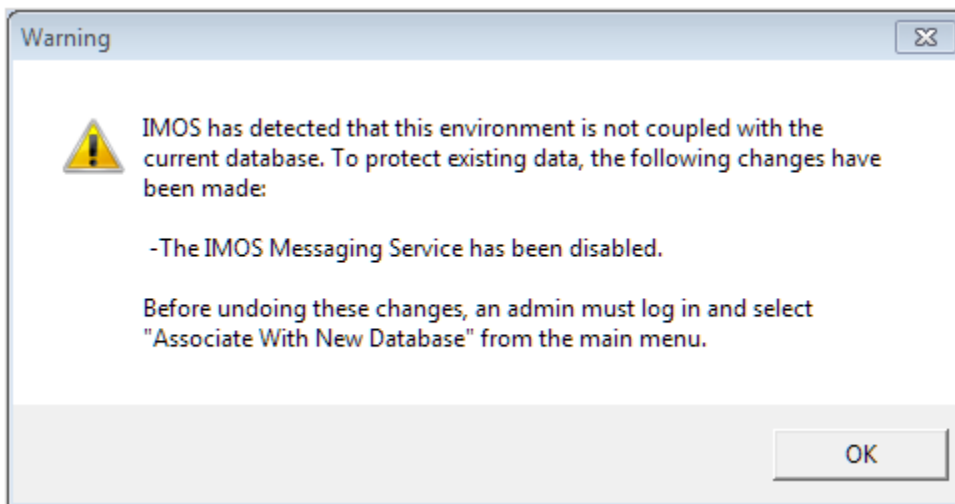
Creating New Environments in IMOS 7

Adding a new IMOS environment is different in IMOS 7 than it was in IMOS 6: Rather than copying and renaming an environment folder, a new entry is added to imosEnv.xml.

1. Create the database for the environment. Populate the database (either by restoring the base .bak file provided with the v7 install files or by copying an existing IMOS database using the Copy Database Wizard in SQL Studio).
2. Edit imosEnv.xml to add an entry for the new environment. The easiest method is to copy an existing entry and edit the database name and connection string. If copying, be sure to change the connection string to point to the correct database.
3. You can also edit imosshell.exe.config to add the new environment to the login page.
4. Log in to the environment and associate the database with the new environment if using the Messaging Service. See below for details

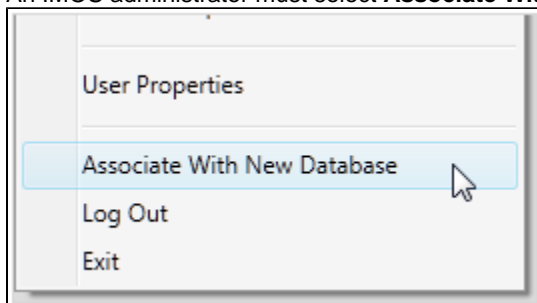
Because the Messaging Service configuration is copied along with the database, IMOS 7 contains protections to avoid unintentionally interfacing an environment with production systems.

IMOS automatically disables the Messaging Service when it detects that a database copy has occurred. On login post-copy, the following warning will appear:

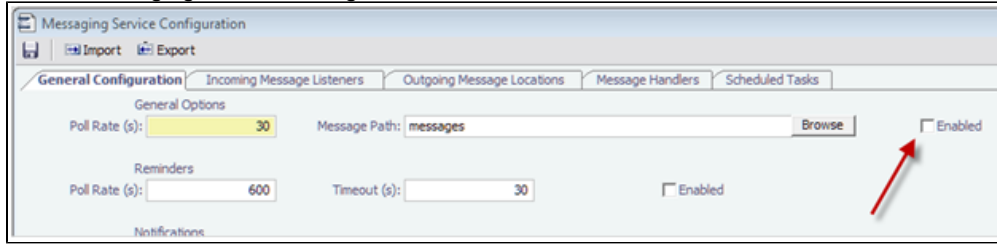


Enabling the Messaging Service is a two-step process:

- An IMOS administrator must select **Associate With New Database** from the IMOS7 menu.






- It is important to review the configuration before enabling; to enable the Messaging Service, select the **Enabled** check box on the Messaging Service Configuration form from the Data Center.



Setting Up Veslink Site Keys and Veslink URLs (Veslink Users Only)

In IMOS 7, the way the Veslink site keys and URLs are specified has been changed. The Veslink URL is now accessed in Veslink Master Directory, based on the site key. When upgrading from IMOS 6 to IMOS 7:

- If the IMOS installation is paired with a test Veslink site (the Veslink URL ends in test.veslink.com), you will need to override the master directory URL.
 - In IMOS, 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: **http://test.veslink.com**
- In IMOS, in the Veslink Module Center , click **Set Up Site Key and Veslink URL**. Enter the site key provided by Veson Nautical, and then click **Verify** and **OK**. A response indicates that the Site Key has been accepted.
- Log out and log in for the changes to take effect.

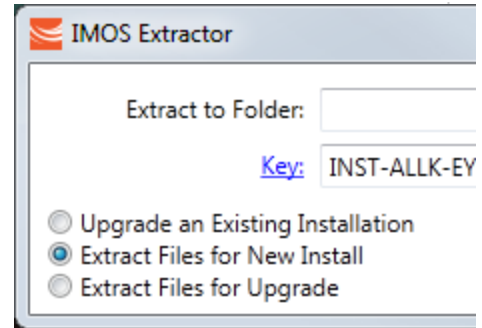
Note: Configuration flag CFGVeslinkBaseURL should no longer be used in IMOS 7. Its value can be changed, for example, to **http://**

IMOS7 Installation Instructions

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

To set up and install IMOS, follow these steps:

Step	Action	Comment
1.	Make an IMOS home directory. 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.	The extractor asks if you want 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.

The installer also requests elevated privileges (and admin credentials) via Windows User Access Control.

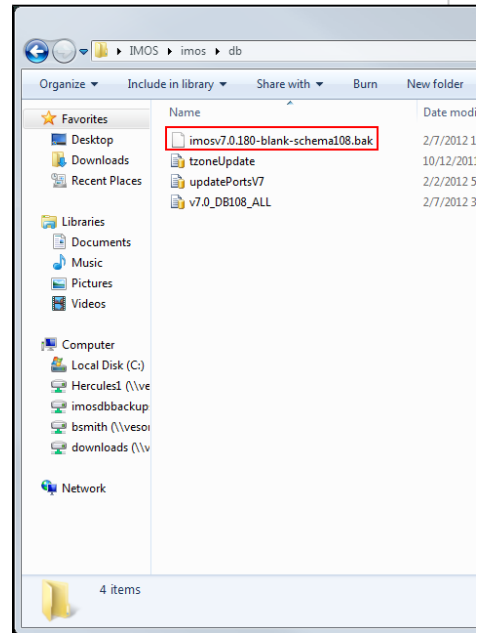
4.	Modify the Configuration files provided with the installer:	
	imos\services\imosauth.exe.config	The Authorization Service file typically does not have to be edited unless the TCP default port of 922 is changed.
	imos\services\imosmsg.exe.config	In most situations, the Messaging Service is on the same server as the Authorization Service, so <i>localhost</i> , as set up by default in the Configuration file, is sufficient.
	imos\exe\imosshell.exe.config	<p>On the server, you can configure the IMOS shell to display one or more environment options. When you open <code>d:\veson\imos\exe\imosshell.exe.config</code> in Notepad, it has the following sections:</p> <ul style="list-style-type: none"> • <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 <code>imos\services\imosauth.exe.config</code>, and set the value for the key "secure" to "false". • Set the value for key "authServiceUri" to "tcp://hostname:922/authServiceUri" with "hostname" replaced with the application server's hostname or IP. A default value is provided with the file, but it must be changed. Ensure that this value is correct; otherwise, IMOS will not authenticate. • <imosEnvironments>: Contains IMOS environments. The default value provided with the file is <code><add key="prod" value="prod" /></code>. To

add or edit an environment, copy or edit this line; for each key in this file, there must be a corresponding line in imosEnv.xml. (See step 7 for more information.)

5.

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

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



6.

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

See the screenshots below. Note the password permissions level.

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

Connection

Server: BOSL49BMS\SQLEXPRESS

Connection: BOSTON\bsmith

[View connection properties](#)

Progress

Ready

Default database:

Default language:

Login - New

Select a page

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

Script Help

Users mapped to this login:

Map	Database
<input type="checkbox"/>	clean
<input type="checkbox"/>	datasets
<input type="checkbox"/>	master
<input type="checkbox"/>	model
<input type="checkbox"/>	msdb
<input checked="" type="checkbox"/>	PROD
<input type="checkbox"/>	tempdb
<input type="checkbox"/>	TEST
<input type="checkbox"/>	testthis

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: BOSL49BMS\SQLEXPRESS

Connection: BOSTON\bsmith

[View connection properties](#)


Progress

Ready

7.	<p>Modify the Configuration file provided with the installer: imos\services\config\imosEnv.xml</p>	<p>This file maintains database login information for each of the IMOS environments on a user's system and 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. • 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. <pre><?xml version="1.0"?> <imosEnv> <imosEnvironments> <imosEnvironment name="prod" dbConnectionString="Provider=Microsoft OLE DB Provider for SQL Server;Driver= {SQL Server};Server= {hostname\instance}; Trusted_Connection={No};Database= {imos}; Uid={imosUser};Pwd= {imosUserPassword}" dbSqlId="_sqlid" /> </imosEnvironments> </imosEnv></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. <i>The password for this .Zip file is in the Client Center instructions.</i></p>
9.	<p>Register the services. Run a command prompt with administrator privileges, then, from the imos\services directory, run:</p> <p>imosauth /register imosmsg /register</p>	
10.	Start the IMOS Authentication Service and the IMOS Messaging Service.	Start these services from the Services Control Panel in Windows. Set them to start automatically by setting the Startup type to Automatic.
11.	<p>Do this only if you are using Veslink in production: Connect your Veslink site to your IMOS environment.</p>	<p>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.</p>
12.		

Do this only if you are using a Test Veslink site:
Connect your Test Veslink site to your Test IMOS environment.

a. In the Data Center

 **Data Center**, click **Configuration Flags**.


b. To edit this hidden configuration flag, click

 **Custom Flag**

c. In the Name field, enter the following: **CFGVeslinkMaster DirectoryOverrideURL**

d. In the Value field, enter the following: <https://test.veslink.com:229>

e. In the Veslink module center

 **Veslink**, 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.

Other Important Notes

Use the default admin User Name and Password for IMOS, which are set up by Veson Nautical, to log in for the first time after installation.

The IMOS application consists of the \exe, \reports, and \dat directories. Any account that will be running imosshell.exe will need read access to those three directories.

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

Finally, you should also consider adding a Dependency on the IMOS Authentication Service to the IMOS Messaging Service so that it does not attempt to start before the Authentication Service. These recommendations are not mandatory, but will increase the availability of IMOS.

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 Administration

About IMOS Administration

This document is for administrators of IMOS, the Integrated Maritime Operations System from Veson Nautical Corporation. It contains guidelines for developing a disaster recovery plan and instructions for setting up security.

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

Sequence of Administration Steps

1. Install and configure IMOS. For more information, see [Installation](#).

2. Log in as an administrator.
3. Set up IMOS Security. You can also [enable Windows authentication](#).
4. Complete the following setup tasks.
 - a. Edit and/or enter information in the [Term Lists](#).
 - b. Enter [Address Book](#) contacts.
 - c. Edit and/or enter [Cargo Names](#).
 - d. Edit and/or enter [Vessel](#) information.

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

Developing a Disaster Recovery Plan

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

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

Recommended Hardware Configuration for Off-Site Installation

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


Security

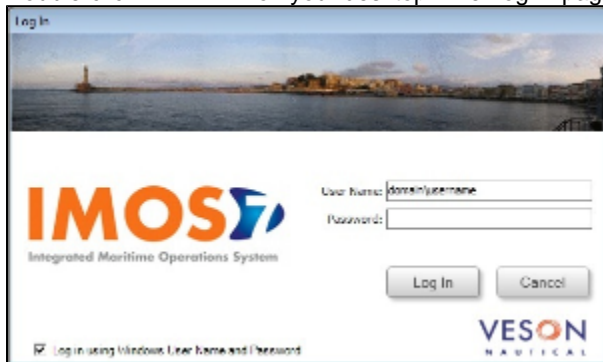
Logging In and Out as an Administrator

Logging In

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



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



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


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

IMOS appears.



Logging Out

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

- Click .
- On the IMOS7 menu, point to **File**, and then click **Exit**.
- On the IMOS7 menu, point to **File**, and then click **Log Out**. If another user is not logging in, click **Cancel** on the Login page.

About Groups and Users

IMOS recognizes two types of users for assigning access rights:

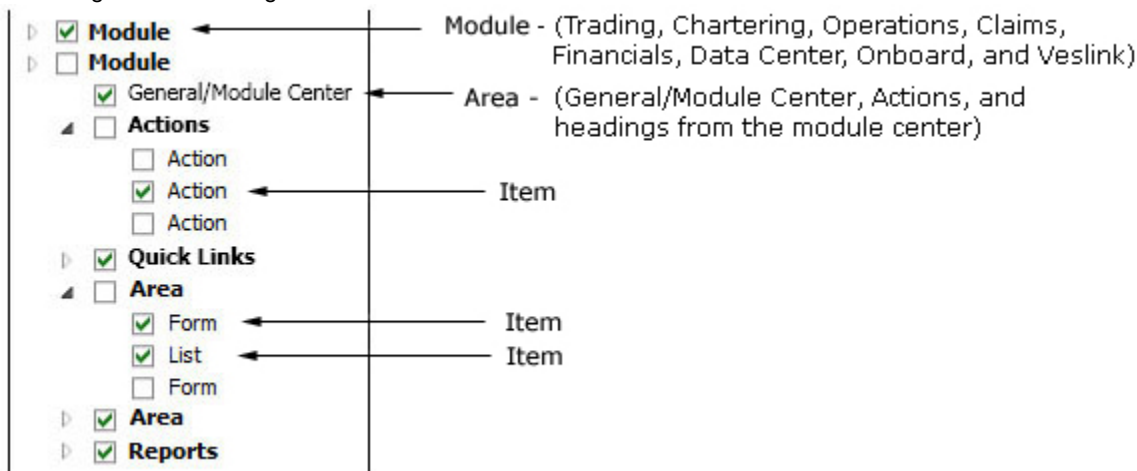
- **Groups** have group access rights. Groups can belong to other groups. A group acts as a template: Any group or user in a group inherits all the access rights of the group.
- **Users** have individual access rights. Users can belong to one or more groups, but they do not have to belong to any groups.

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

About Rights

Module Rights

Module rights can be assigned at three different levels:



- **Module**: Trading, Chartering, Operations, Claims, Financials, Data Center, Onboard, and Veslink. For each module, you can assign a right to the whole module or expand it.
- **Area** within a module: The **headings** from the module center (Quick Links, Reports, etc.) plus:
 - **General/Module Center**: The right to view the Module Center



- **Actions:** Actions that might or might not correspond to a form or a list in a module center and go beyond the rights to Read, Write, and Delete. You can assign groups or users different rights to these actions than to the related form or list. Examples:
 - In Operations, deleting, closing, and reopening a voyage are listed under Actions. All these actions refer to the same form, the Voyage Manager, which is listed under Quick Links, as it is in the Operations Module Center. You might want to assign a group the Read and Write right to the Voyage Manager form, but only assign certain members the right to delete, close, or reopen a voyage.
 - In Financials, approving, posting, releasing, and reversing invoices are listed under Actions. Approve Invoices and Post Invoices, for the Approve Invoices List and Post Invoices List, are listed under Transactions, as they are in the Financials Module Center. You might want to assign a group or a user the Read Only right to the Approve Invoices List and the Post Invoices List, but not the right to approve, post, release, or reverse invoices. You also might want to allow certain users to approve or post invoices and others to reverse them.
- **Item** within an area, such as an action, a Quick Link, a form, a list, or a report







Object Rights

Object rights can be assigned at two different levels:

- By **object type:** Company, Vessel Type, Vessel, or Pool.
You can assign a right to the whole object type or expand it. For example, you can assign a group or a user the same rights to all Vessel Types.
When Company-based Security is enabled, you can select an (empty) Company, to allow a user or group to edit and save records that do not have a company specified.
- By **object:** An individual company, vessel type, vessel, or pool.
For example, you can assign a group or a user different rights to different vessel types.
- [An option can be configured](#) (CFGInvoiceApprovalsByType) to control Invoice Approval and Posting by invoice type in Security.

Levels and Priorities of Rights


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


- To assign a right, click a check box. To change to a different right, click again. Each time you click, the right changes.
 - : No rights have been assigned here. But keep in mind that these rights for groups or users might have been assigned in any groups in which they are members.
 - : Some rights have been assigned at a lower level. To see them, click  to expand the item.
 - : Read, Write, and Delete
 - : Read and Write
 - : Read Only
 - : All Rights Denied
- To expand a level, click .
- To collapse a level, click .
- To see the legend that explains the rights, click [Legend](#) on either tab.

General:

Inherits Rights From Group

All Privileges Denied

 Read Only

 Read and Write Only

Read, Write, and Delete

Rights have priorities to determine which right applies if a user is a member of more than one group, and the groups have different rights. The order is:

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

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

Setting Up Security

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

To set up IMOS Security:

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

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

To set up users and groups:

1. [Create groups](#) and assign module and object rights.
2. [Create users](#).
 - a. Assign users to groups.
 - b. Assign user module and object rights or adjust user rights inherited from groups.

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

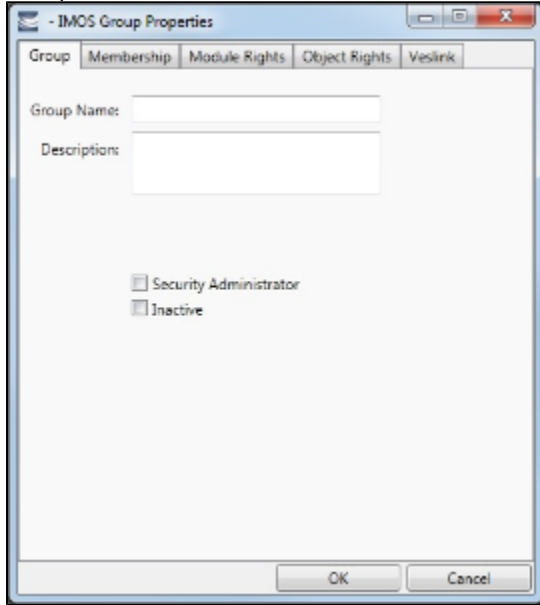
Creating groups and creating users are nearly identical tasks, with nearly the same window tabs:

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

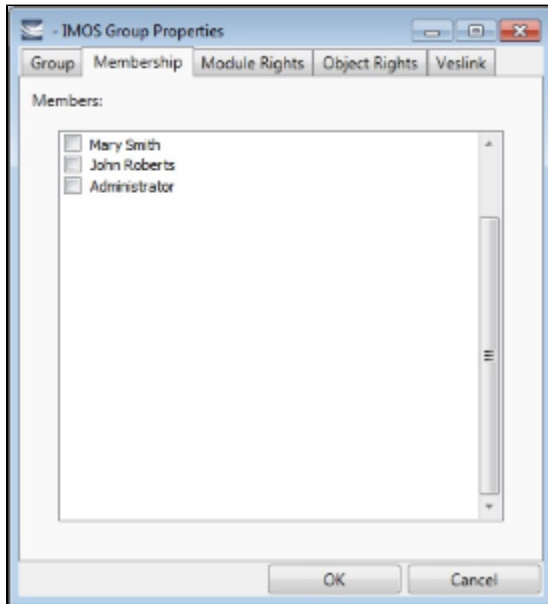
Creating a New Group

To create a new group:

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



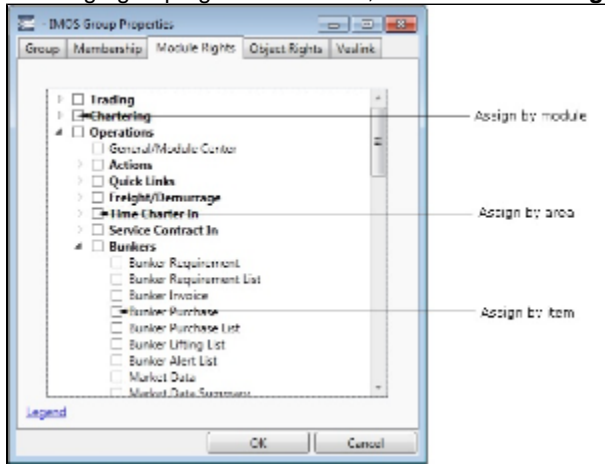
2. On the **Group** tab, enter the following:
- A **Group Name** that describes the members' functions or rights, for example, Charterers, Operators, Team A, etc.
 - You can also enter a **Description** for the group.
 - To make each user in this group a **Security Administrator**, select the check box.
3. To assign members to a group, click the **Membership** tab. It contains a list of IMOS users. Each user name is preceded by a check box.



- a. To add or remove a group member, click the user's check box.
- = The user is not a member of the group.
 - = The user is a member of the group.

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

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



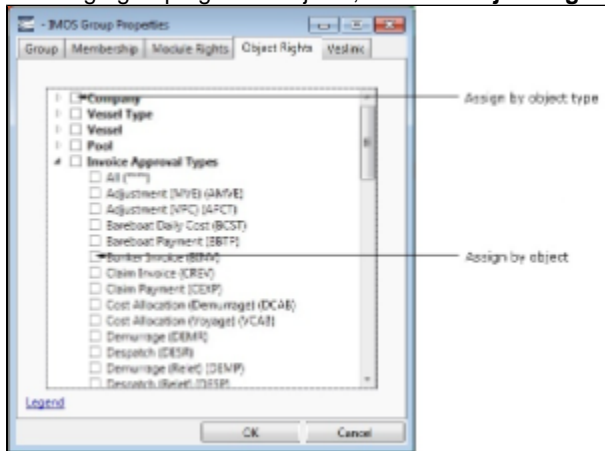
5. Assign module rights by module, by area within a module, or by item within an area. See [About Rights](#).

- To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
- To expand the list of areas in a module, click ▾.
 - To assign the same rights for the whole area, click the area's check box. To change to a different right, click again. Each time you click, the right changes.
 - To expand the list of items in an area, click ▾.
 - To assign rights for an item, click its check box. To change to a different right, click again. Each time you click, the right changes.
- To collapse a list, click ▲.

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

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

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



7. Assign object rights by object type or by individual object. See [About Rights](#).

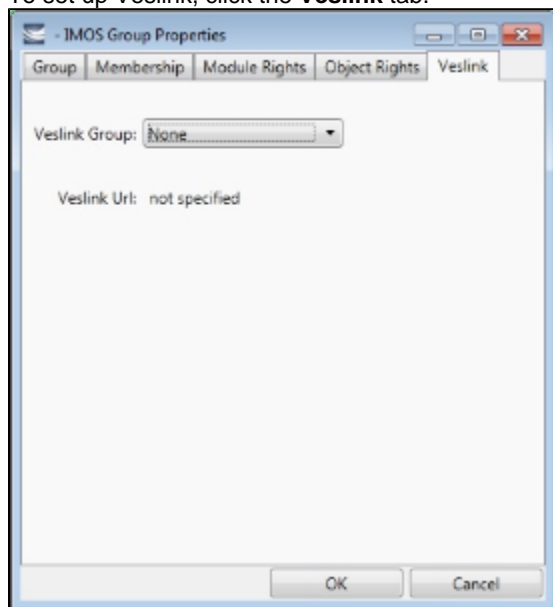
- To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
- To expand the list of objects of an object type, click ▾.
 - To assign rights for an object, click its check box. To change to a different right, click again. Each time you click, the right changes.
- To collapse a list, click ▲.

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

groups would have those rights.

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

8. To set up Veslink, click the **Veslink** tab.



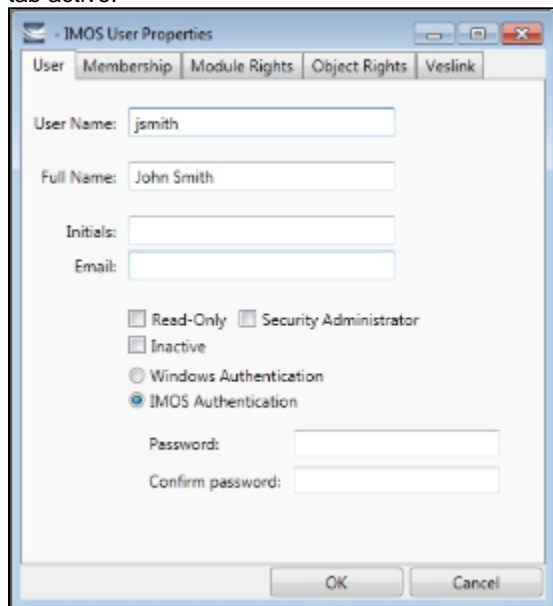
- a. Select the **Veslink Group**.
- b. Enter the **Veslink URL**.

9. When you finish creating the group, click **OK**.

Creating a New User

To create a new user:

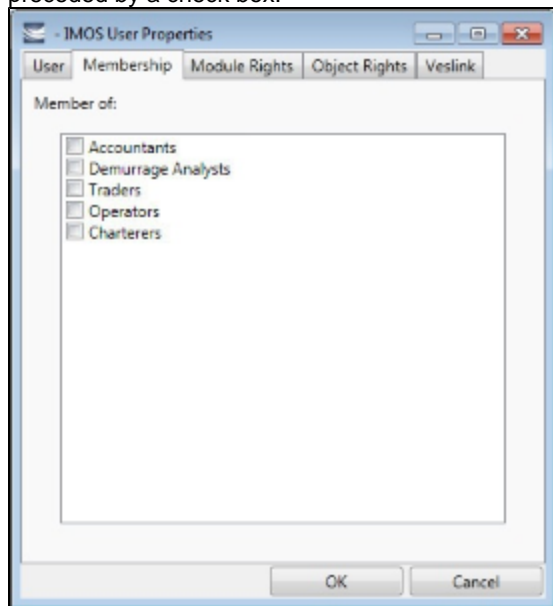
1. On the Security List, click  and then click **New User**. The IMOS User Properties window appears, with the User tab active.



2. On the **User** tab, enter the following information:
- **User Name:** Up to 128 characters.
 - **Full Name:** The user's full name.
 - **Initials:** The user's initials.

- **Email:** The user's email address.
- **Read-Only:** To make this a Read-only user, select this check box.
- **Security Administrator:** To make this user a Security Administrator, select this check box.
- **Inactive:** To inactivate this user, select this check box.
- **Authentication:** Select one.
 - **Windows Authentication:** If you select this option, IMOS uses Windows login credentials for authentication, and the user does not have to log in a second time with possibly a different user name and password. If the user changes the Windows password, it is also changed here.
 - **IMOS Authentication:** If you select this option, enter a **Password** for the user (at least five characters), and then enter it again to **Confirm the password**.

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

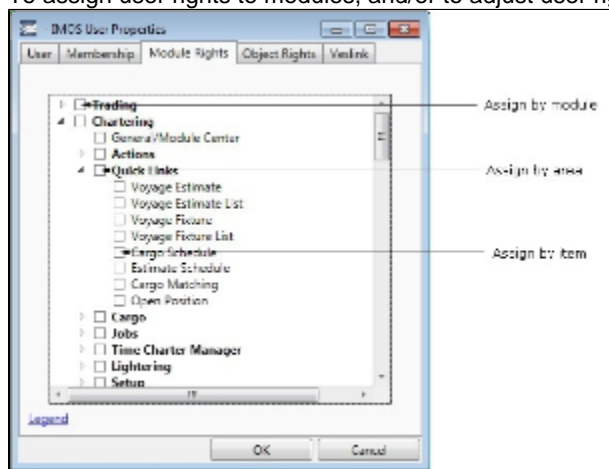


a. To add the user to a group or remove the user from a group, click the group's check box.

- = The user is not a member of the group.
- = The user is a member of the group.

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

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



5. Assign module rights by module, by area within a module, or by item within an area. See [About Rights](#).

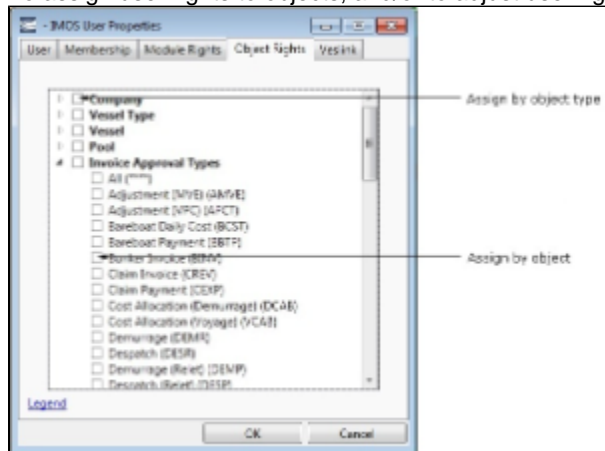
- To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
- To expand the list of areas in a module, click ▾.
 - To assign the same rights for the whole area, click the area's check box. To change to a different right, click again. Each time you click, the right changes.
 - To expand the list of items in an area, click ▾.

- To assign rights for an item, click its check box. To change to a different right, click again. Each time you click, the right changes.
- To collapse a list, click ▲.

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

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

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

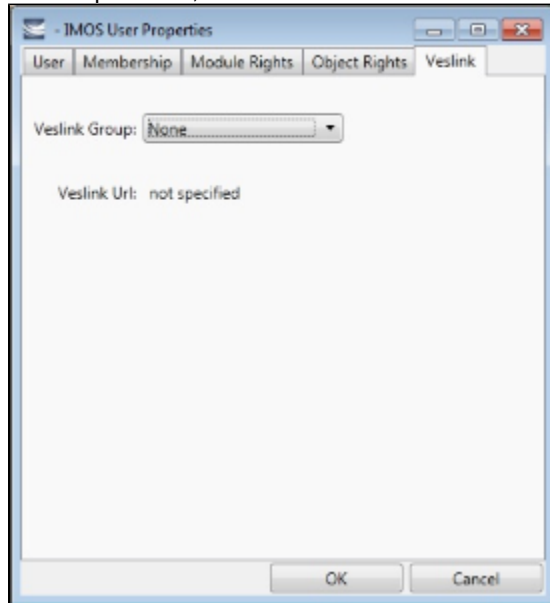


7. Assign object rights by object type or by individual object. See [About Rights](#).
- To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
 - To expand the list of objects of an object type, click ▾.
 - To assign rights for an object, click its check box. To change to a different right, click again. Each time you click, the right changes.
 - To collapse a list, click ▲.

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

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

8. To set up Veslink, click the **Veslink** tab.



a. Select the **Veslink Group**.

b. Enter the **Veslink URL**.

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

Editing a Group or a User

To edit a group or a user:

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

Note: As a Security Administrator, if you change your own settings, you do not have to log out of IMOS and log back in for the changes to take effect. Any open forms will have the new security settings the next time they are opened.


Creating an Active Directory Group

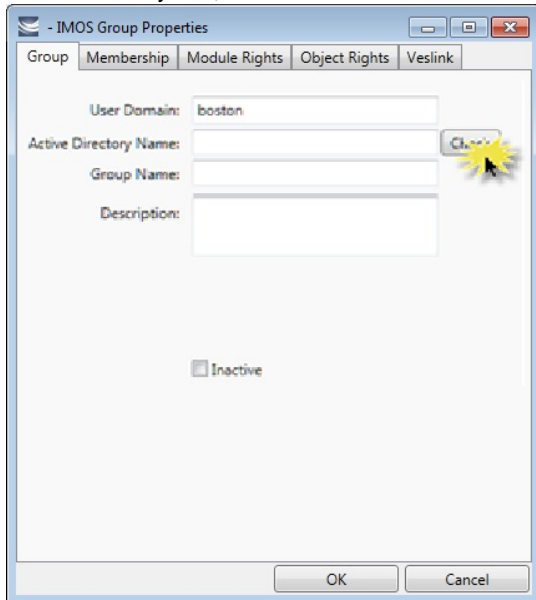
IMOS security integration with Active Directory Groups allows creating new users without leaving Active Directory and having them instantly gain access to IMOS, with permissions assigned based on their Active Directory group membership. Active Directory integration requires an imosLicense.xml that includes imos.activedirectory as a licensed module.

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

- imosauth.exe.config should specify that the channel is secure.
- imosshell.exe.config should set auth mode to mixed.

To sync an IMOS group and its membership with an Active Directory Group:

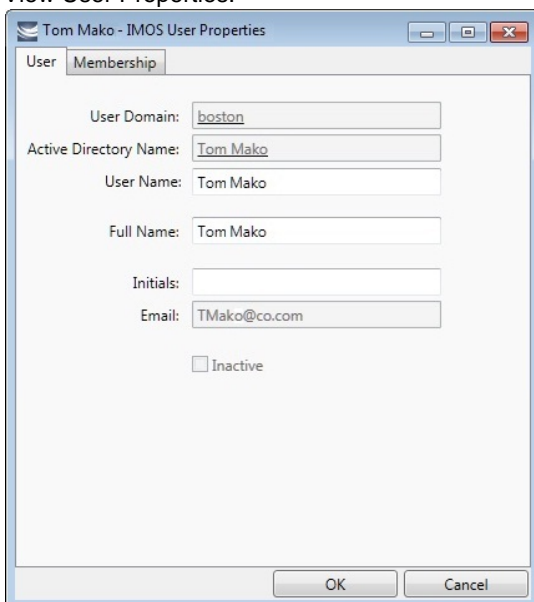
1. On the Security List, click  and then click **New Active Directory Group**.



2. On the Group tab:
 - a. Specify the **User Domain**.
 - b. Leave the **Active Directory Name** blank.
 - c. Click **Check** to select from a list of Active Directory Groups. The user the IMOS Auth Service is running as needs to have the appropriate permissions to query Active Directory.
 - d. In the Group Selection window, select the **Active Directory Group**.
 - e. Specify an internal IMOS **Group Name**; it does not need to match the Active Directory Group Name.

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

- You can do the following:
 - View User Properties.

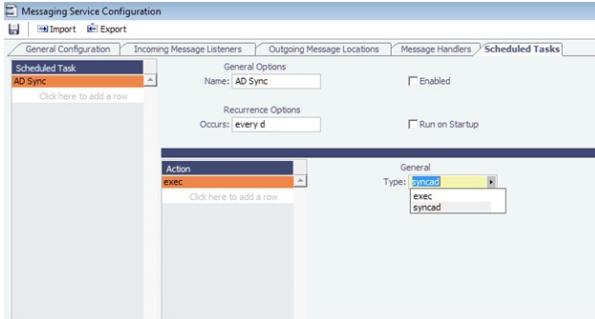


- Change the IMOS **User Name**. If it is not changed, it will keep updated along with any changes to the Active Directory name; otherwise it will stay as specified.
- Membership, password, email, etc. cannot be edited from within IMOS.

Scheduling Synchronization

User login is in real time, so if a user attempts to log in with Active Directory, the IMOS Authentication service will look up their group memberships at that moment and determine what rights they have on login to IMOS. However, a syncad Scheduled Task

can be set up in the Messaging Service to sync all Active Directory users. This maintenance task will clean out users that have been removed from all IMOS Active Directory groups and no longer belong in IMOS.



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

Inactivating or Activating a Group or a User

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

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

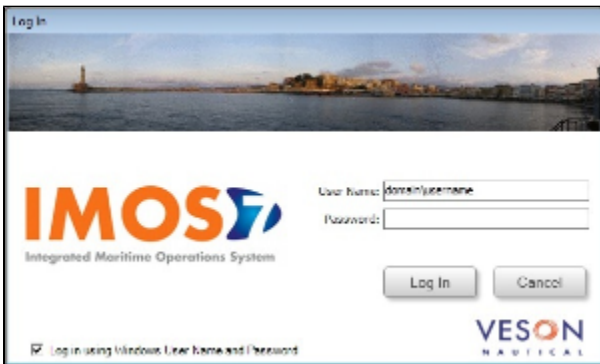
To see an inactivated group or user on the Security List, set the Status filter to Inactive or (All).

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

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

Enabling Windows Authentication

It is not necessary for users to remember separate login names and passwords for IMOS. IMOS supports Windows Authentication; after a user logs into Windows, no additional authentication is required to log into IMOS.



To enable Windows Authentication:

1. Make sure that your IMOS Authentication Service and IMOS Messaging Service are recent enough to support using Windows Authentication to log into IMOS. The files imosmsg.exe and imosauth.exe (in the imos\services directory) must be dated at least August 14, 2007.
2. Edit imosauth.exe.config (imos\services).
 - a. Change the tcp channel to use a secure connection:


```
<channels>
      <channel ref="tcp" port="922" secure="true" />
</channels>
```
 - b. Restart the IMOS Authentication Service so that the change takes effect.
3. Edit imosshell.exe.config (imos\exe).

- a. Set the imosshell to use “mixed” authorization mode (in other words, use either IMOS or Windows Authentication), by changing the authMode value. (You may need to add the entire line, if it does not exist.)

```
<appSettings>
  <add key="authServiceUri" value="tcp://hst:922/authServiceUri"/>
  <add key="authMode" value="mixed" />
</appSettings>
```

4. Edit imosmsg.exe.config (imos\services).

- a. Set the messaging service to use “mixed” authorization mode, by changing the authMode value. (You may need to add the entire line.)

Note that if this is not done, the service will not be able to authorize itself with IMOS and will not process messages properly.

```
<appSettings>
  <add key="authServiceUri" value="tcp://hst:922/authServiceUri"/>
  <add key="logFilename" value="logs\imosmsg.log" />
  <add key="logLevel" value="debug" />
  <add key="debugBreakOnInit" value="false" />
  <add key="runAsExe" value="false" />
  <add key="authMode" value="mixed" />
</appSettings>
```

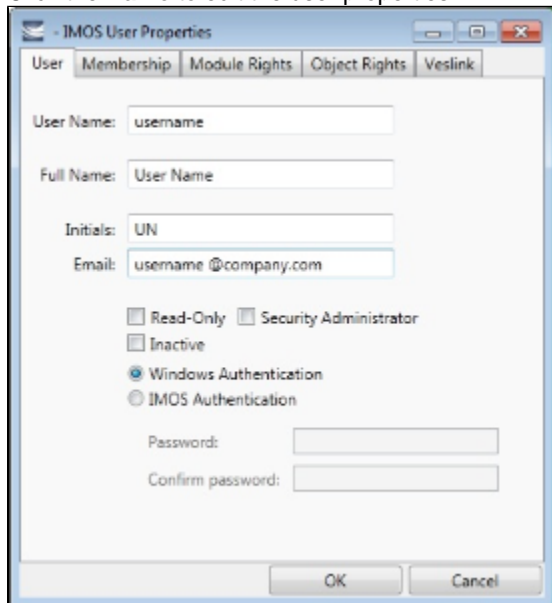
- b. Restart the IMOS Messaging Service, so that the change takes effect.

5. Edit user accounts.

- a. In the Data Center, click **Security**.

- b. For each account that should use Windows Authentication, follow these steps in the [Security List](#):

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



- ii. Make sure that the IMOS user name used with Windows Authentication is the same as the Windows user name. (Note that no domain or workgroup names should be prefixed.) This is how IMOS determines which Windows user and IMOS user are linked.

- iii. Click the **Windows Authentication** radio button.

- iv. Click **OK** to save the changes. The next time IMOS is started:

- The login window will have a check box in the lower left corner that controls whether to automatically log in using Windows Authentication.
- The User Name field will include the Windows user name.
- Neither the User Name field nor the Password field will be editable.
- Clicking Log In will automatically log into IMOS, with the privileges associated with the IMOS user.

Overview

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

- [IMOS Overview](#) describes the modules of IMOS and how people use them to do their work.
- [Navigating](#) tells how to navigate through IMOS using the module centers, tabs and windows, menus, and Access Keys.
- [Lists](#) describes the many lists available in IMOS and tells how you can access information using them.
- [Schedules](#) describes the IMOS schedules you can use to organize your workflows.

- [Reports](#) tells how to open a report from a module center or from a form.
- [Attachments](#) tells how to attach files and links to IMOS forms.
- [Setting User Properties](#) tells how to set up restoring open tabs and your task list.
- [Abbreviations](#) shows the abbreviations you can use in date and number fields.
- [Field \(Hover\) Help](#) tells you how to find definitions for fields.

Other Sources of Information

For additional overview information about IMOS, see these tutorials:

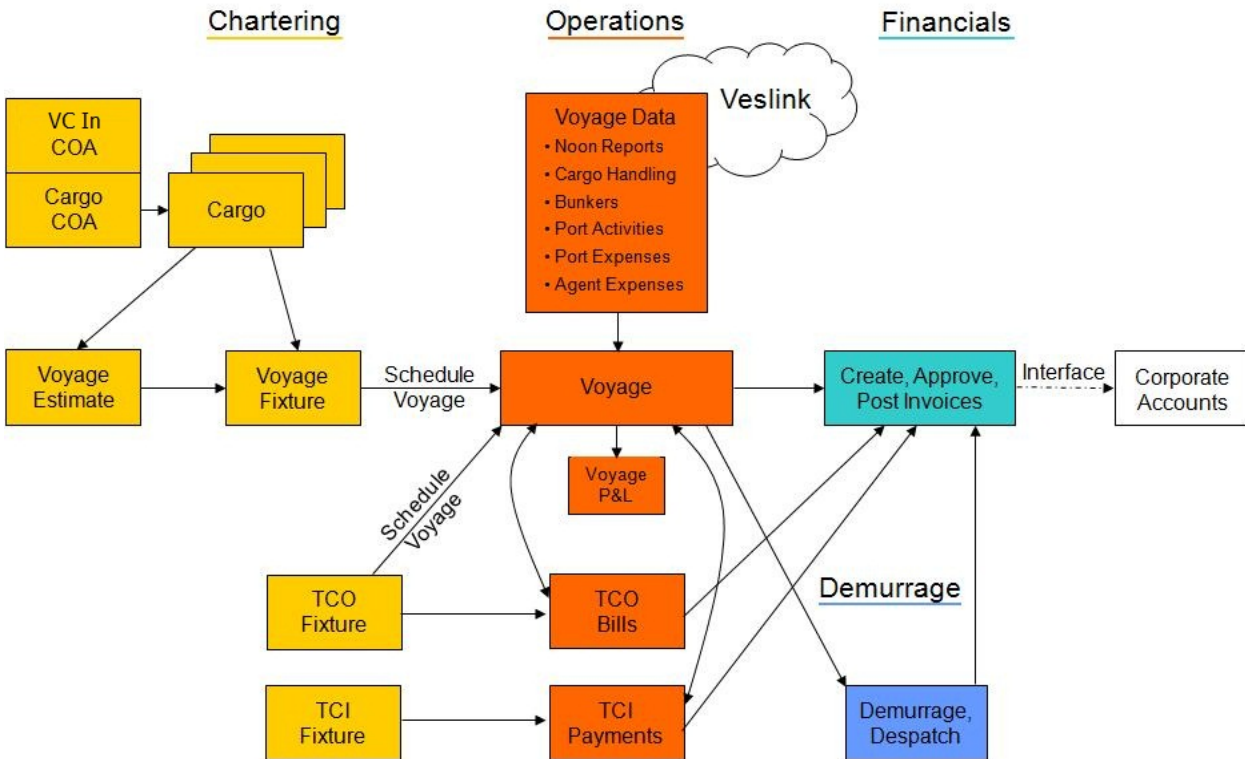
- *Navigating*
- *Lists*
- *Schedules*

You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

IMOS Overview

IMOS Components Illustration

This illustration shows the main components of IMOS and their functions and interactions. One of the biggest benefits of IMOS is that it integrates the activities of all marine departments, reducing double entry of data and streamlining work processes. A contract created in Chartering is the basis for a Voyage Fixture, which becomes a voyage flowing through Operations. This information is also visible in the Trading module as part of the company's overall position. Invoices and financial data flow from Operations to Financials.



IMOS Modules

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

Trading

People who work at a Trading desk or are part of a Portfolio or Risk Management team use the Trading module to manage physical freight commitments, Forward Freight Agreements (FFAs), and options in one integrated system. The Portfolio Management team looks at the values of all trades and uses IMOS to compare what was committed to the cost, to determine if

the company is making or losing money. For companies that subscribe, market information comes daily in from the Baltic Exchange as an XML feed.

Chartering

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

Planning

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

Operations

Operations Managers use the graphical interfaces in the Operations module to manage day-to-day operations, from fleet and vessel scheduling to voyage management and monitoring. They can quickly access schedules and voyage details, evaluate choices, and make more informed decisions in a constantly changing environment.

Operations Managers can create the Freight Invoices and other types of invoices related to the voyage and might also be responsible for demurrage and laytime calculations. If so, they have a link to the Laytime Calculator in the Operations Module Center.

Demurrage

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

Financials

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

Pooling

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

Data Center

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


Data Services

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

Navigating

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

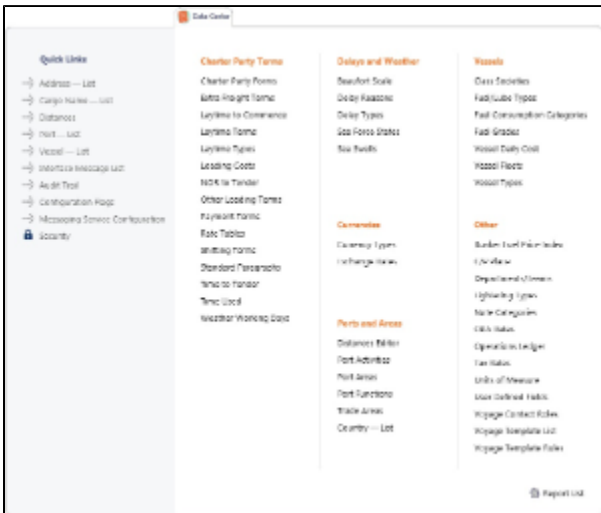


The Welcome tab contains links to the tutorials and other training resources, information about Professional Services and Support, and a link to the Veson Nautical Web site. To close the Welcome tab, click . You can open it again from the IMOS7 menu.

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

Module Centers

Module centers provide access to the items you need to work with in each module. Module centers are like pop-up menus that help you find and access items with a minimum of clicks, and without interrupting your work. To open a module center, click its button.



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

- **Trading:** Trading P&L Summary, Trade Details List, Bunker Trade List, Trading Opportunity Analysis, and items related to Trades and Data.
- **Chartering:** Voyage Estimates, Voyage Fixtures, Cargo Schedule, Cargo Matching, Open Position, and items related to Cargo, Time Charters, Jobs, Lightering, and Setup.
- **Operations:** Vessel Schedule, Port Schedule, Fleet Map, Voyage Manager, Operations Task List, Open Position, and items related to Freight and Demurrage, Bunkers, Setup, Port/Other Costs, Time Charters, Pooling, Service Contracts, and Lightering.
- **Demurrage and Claims:** Demurrage Summary, Time Bar Task List, Claims, and items related to Laytime and Setup.
- **Financials:** Transaction Summary, Receivables Summary, Payables Summary, Accounting Interface Summary, Trial Balance Summary, Vendor Statement Summary, and items related to Transactions and Setup.

- **Data Center:** Records for Address Book Contacts, Cargo Names, Ports, and Vessels; Distances tool, interface Messages, Audit Trail, Configuration Flags, Messaging Service Configuration, and Security, as well as terms for Charter Parties, Delays and Weather, Currencies, Ports and Areas, Vessels, and Other terms.
- **Veslink:** Document Manager, Veslink Vessel List, Fleet Position Reports Overview, and items related to General Configuration, Form and Report Setup, and Replication.

In the bottom right corner, each Module Center has either a link to the Report List or a Report selection list that includes it.

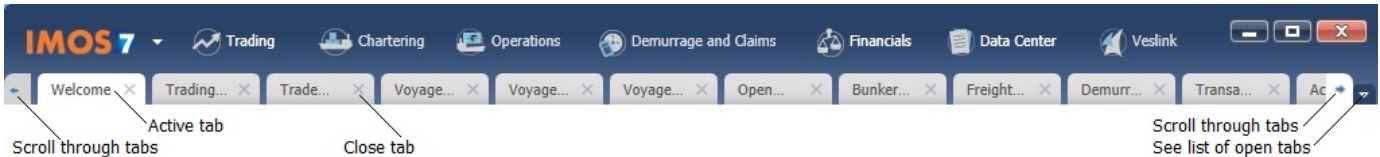
To open an item from a Module Center, click its link. When you open an item, the Module Center closes. To close a Module Center without selecting anything, either click somewhere off the Module Center or press the **Escape** key on your keyboard.

Tabs and Windows

Opening in Tabs or Windows

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

About Tabs



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

Undocking and Docking

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


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

To dock all open IMOS windows to tabs, click **Windows** on the IMOS7 menu and then click **Dock All**. To close all open tabs, right-click a tab and click **Close All**.

IMOS7 Menu

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



Click . You can do any of the following:

- Create **New** objects.
- **Open** existing objects.
- See a list of all the items you have **Recently** opened. Items that are still open are labeled, and you can click a closed item to reopen it.
- See a list of all open **Windows**. You can then select a window and view it or dock it.
- Select one of the IMOS **Lists** to view.
- Access the **Report** List.
- Select one of the IMOS **Tools** to use.
- See information **About Veson Nautical IMOS**.

- Access the **Veson Nautical Web** site.
- Open the **Welcome Tab**.
- Access this Knowledge Base **Help**.
- Access your **User Properties**.
- **Log Out**.
- **Exit**.

Keyboard Shortcuts

The following keyboard commands apply when working within the IMOS Shell:

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		
Ctrl + C	Copy text		
Ctrl + D	Delete text		
Ctrl + X	Cut text		
Ctrl + V	Paste text		
Ctrl + L	Copy and paste the previous line		
Ctrl + N	New		
Ctrl + S	Save		
Ctrl + W	Close current tab		
Esc	Close a form or a Module Center		
<ac:structured-macro ac:name="unmigrated-wiki-markup" ac:schema-version="1" ac:macro-id="956b09db-8d69-4bd9-b100-525a63b8e245"><ac:plain-text-body><![CDATA[Windows Key + Up Arrow	[Windows 7] Maximize the IMOS Shell]]></ac:plain-text-body></ac:structured-macro>
<ac:structured-macro ac:name="unmigrated-wiki-markup" ac:schema-version="1" ac:macro-id="9fc6734d-4c38-4afd-8b74-b6fa288eb441"><ac:plain-text-body><![CDATA[Windows Key + Left Arrow	[Windows 7] Shift the IMOS Shell to left half of monitor]]></ac:plain-text-body></ac:structured-macro>
<ac:structured-macro ac:name="unmigrated-wiki-markup" ac:schema-version="1" ac:macro-id="824d017a-8a98-4bad-9971-904f00933f75"><ac:plain-text-body><![CDATA[Windows Key + Right Arrow	[Windows 7] Shift the IMOS Shell to right half of monitor]]></ac:plain-text-body></ac:structured-macro>

<pre><ac:structured-macro ac: name="unmigrated-wiki- markup" ac:schema- version="1" ac:macro-id=" ef1b0d76-c1e5-4e2a-86f0- 5d03d519c00d"><ac:plain- text-body><![CDATA[</pre>	Windows Key + Down Arrow	[Windows 7] Minimize the IMOS Shell by one level]]></ac:plain-text-body></ac:structured-macro>
--	--------------------------	--	--

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 Module 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

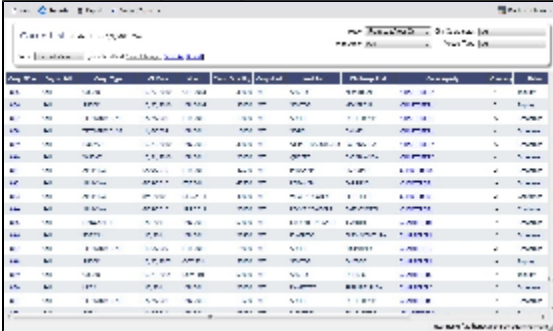
Exiting IMOS

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

IMOS makes many objects and transactions available to you on lists and summaries. You can open all the lists to which you have access from the IMOS7 menu; the Reports list is on the menu, and the rest are on the Lists submenu in alphabetical order within module groupings. You can also access the lists from the module centers.



On most IMOS lists, you modify the contents of a list in the following ways. For more information, see the *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

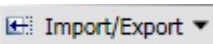
- **Filter** the list by selecting filters at the top of the list. The filter values for a column include the values that remain after other column filters have been applied.

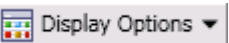
- For a specific date , either type a date or click the calendar and select a date.
- For a selection list field, click either the field or the arrow and select a particular value or (All). Some date fields now have selection lists with relative times, such as This Week, From Last Week on, Last Quarter, and Custom, where you can enter a specific date or date range.

- To hide or show filters, click  and then click **Filters**.

- **Create** a new item: Click .
- **Open** objects: Click document name or task name links.

- **Refresh** the list: Click .

- Import a report definition to the Report List: Click  and then click **Import Report Definition**.
- **Export** data to a CSV file or an XML file or **Import a Report Definition** to the Report List: Click and then click **Export Data to CSV** or **Export Data to XML**.

- Do a **Quick Search** of the columns: Click  and then click **Quick Search**. For more information, see [Quick Search](#).

- Work with different **Views** of the list.
 - To use a different View, select it from the list.
 - To create and edit Views in the View Editor, click the [Edit View](#) link. For more information, see [List Views](#).

- **Filter** a column: Right-click the column heading and click **Filter Values**, **Clear Filter**, or **Clear All Filters**.

- **Sort** a column. Do one of the following:
 - Click the column heading to alternate between ascending and descending.
 - Right-click the column heading and click **Sort Ascending** or **Sort Descending**. An arrow points up or down in the column heading box to show the sort order.

- Change **columns**:
 - Select columns from the Column Chooser: Right-click the column heading and click **Select Columns**.
 - Change the width of a column: Move your pointer to the right end of the column heading. When the pointer becomes a double-headed arrow, drag the pointer to move the split line.
 - Move a column: Click the column heading box and drag the column to where you want it.

- Create a **report** of the data displayed. Do one of the following:
 - Right-click a column heading and click **Show Report**.

- Click .

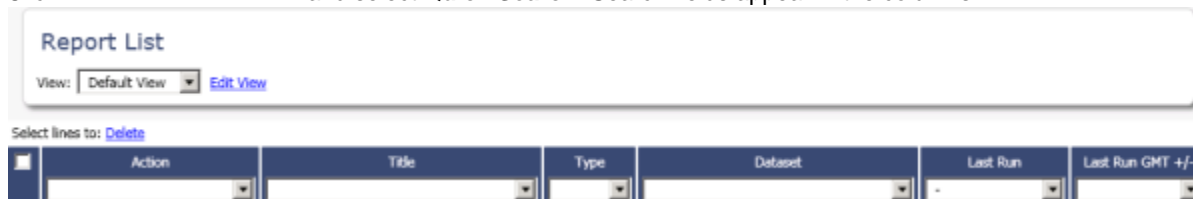
Additional List Features and Differences

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


Quick Search

To perform a Quick Search of items in a list:

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



2. In a column you want to search, enter search data in one of these ways:
 - In any Search field that has a dash, either type a value or enter a range.
 - To enter a range, click the arrow at the right end. In the Filter by Range box, enter a **From** value and a **To** value and then click **OK**.
 - To clear the range values, click the arrow again and then click **Clear** in the Filter by Range box.
 - In any Search field without a dash, click the arrow on the right and select.
 - Begin to type a value. The Search fields autofill, and a selection list appears with auto-complete options.
3. When you have entered values in all the fields you want to search, press **Enter**.

Note: Be sure not to press the Refresh button; that clears all the Search fields.
4. For each column that is filtered, a filter icon  appears in the heading. To stop filtering, right-click the column heading and click **Clear Filter** or **Clear All Filters**.

List Views

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

- Columns and column order
- Filtering
- Sorting

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

Public and Private Views

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

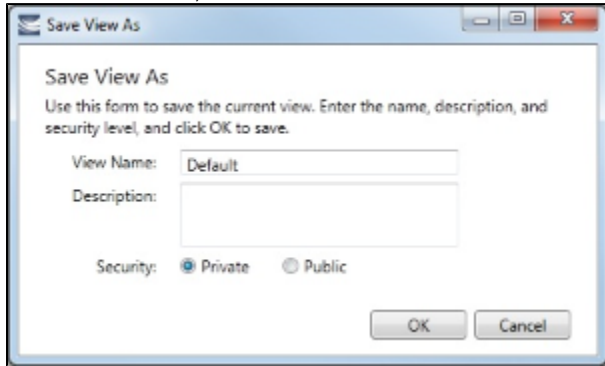
- To be able to *create and edit* public Views in a list, you must have the right to Manage public list views and at least Read and Write Only rights to that list.
- To be able to *delete* public Views in a list, you must have the right to Manage public list views and at least Read, Write, and Delete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

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

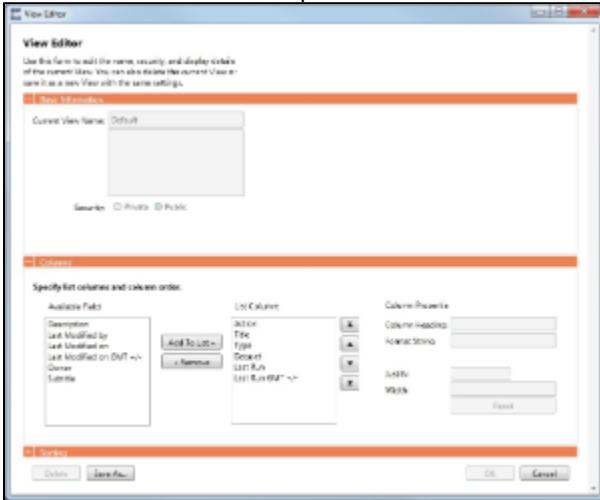
Creating a View

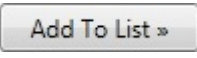




You can create your own Views of lists you use in your workflows. To create a View:

1. In the List, click the [Edit View](#) link.
2. In the View Editor, click **Save As**.



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



4. To set up Columns:
 - To add columns:
 - a. Select one or more fields from the Available Fields list.
 - To select consecutive fields, hold **Shift**.
 - To select nonconsecutive fields, hold **Ctrl**.
 - b. Click . 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.
5. To set up Sorting, select the sort order and the column to sort by.
6. When you finish editing your view, click **OK**. It appears in the View list.
7. Filter columns in the list to include only those you want in your list. When you change the View, links appear next to the View list. To save the changes, either click **Save Changes** or click **Save As** and enter a new **View Name**, **Description**, and **Security** level.

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

Importing and Exporting List Views

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

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.

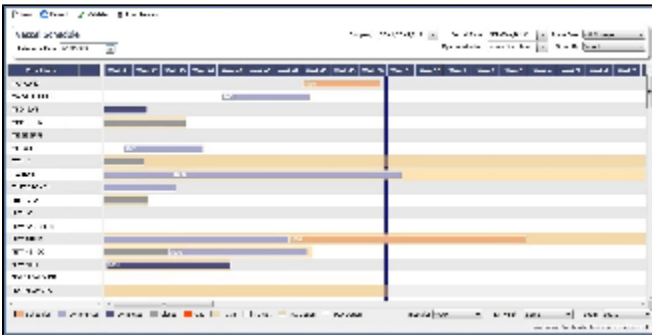
Example Purchase List Views:

- [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

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 in a schedule. For more information, see [FAQ - Styling Gantt Bar Templates](#).

Reports


Module Centers

Reports are available from several of the IMOS module centers. To open a report from a module center:

1. In the module center, click  and then select a report.
2. Enter report criteria and click  Report. The report appears in the Reporting Center. You can print, save, create a PDF, or email the report.

Forms

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


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

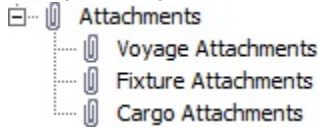
Report List


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

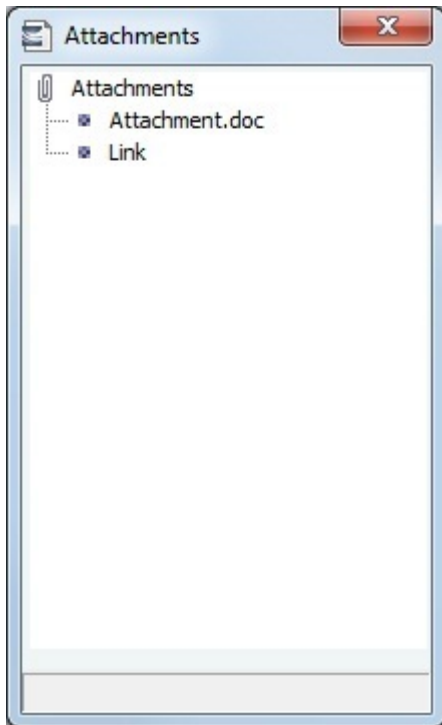
Attachments

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

- The Voyage Manager and the Voyage Fixture have Attachments nodes in the Summary Tree.
 - Voyage Fixture:  Attachments
 - Voyage Manager: Click + to expand the node to show additional Attachments nodes; click - to collapse it again.



- On some forms, you can click  Attachments ▼ or select **Attachments** from a menu to open the Attachments form:



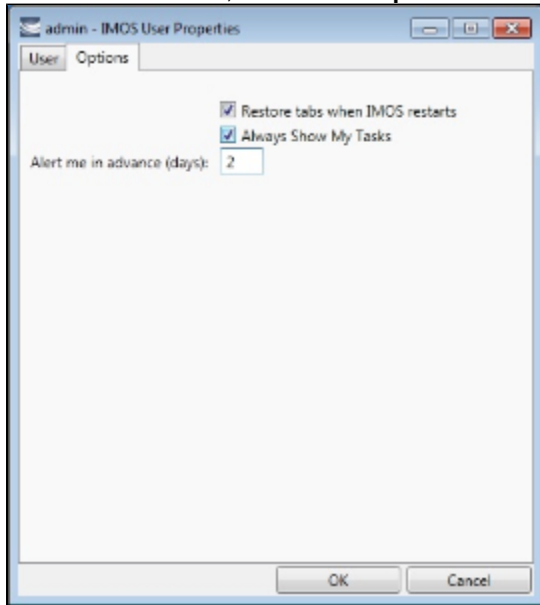
In either the Summary Tree or the Attachments form:

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

Setting User Properties

To set your User Properties:

1. On the IMOS7 menu, click **User Properties** and click the **Options tab**.



2. To have IMOS reopen the tabs you have open on exiting the next time you log in, select the **Restore tabs when IMOS restarts** check box.
3. An option can be configured (CFGDisplayMyTasks) to have the **My Tasks List** available from the Operations module center. To have this list open every time you start IMOS, select the **Always Show My Tasks** check box and enter the number of days in the **Alert me in advance (days)** field. This is a personal version of the [Operations Task List](#).
4. To save your changes and close the form, click **OK**.

Abbreviations

In date fields, you can use the following abbreviations:

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

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

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

Field (Hover) Help


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

Glossary

View the glossary of IMOS terms: [IMOS Glossary.pdf](#)

Report List

About the Report List

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

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

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

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


Related FAQs

For more information, see the following Report List FAQs:

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

Accessing the Report List and Its Reports

To access the Report List:

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



The Report List is a standard IMOS list, so you can sort it, filter it, and create custom Views for it. For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

The Report List includes the following report types:

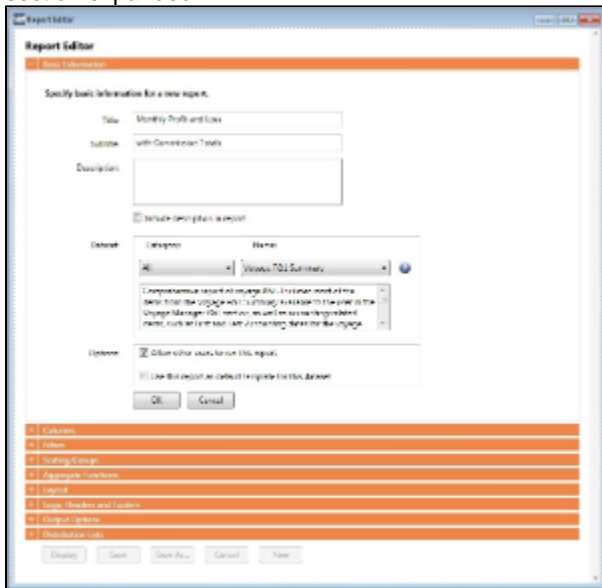
- **Built-in:** These reports come from Veson Nautical and are in the Report List by default. You cannot edit a built-in report; you can either run it or copy it into a separate report, which you can then edit.
- **Public:** The authors of these reports (you and/or other users) selected the Security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

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

Creating a Custom Report



 **New Report**

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



To start over and create a new report, click **New** at the bottom of the page.

Sections of the Report Editor

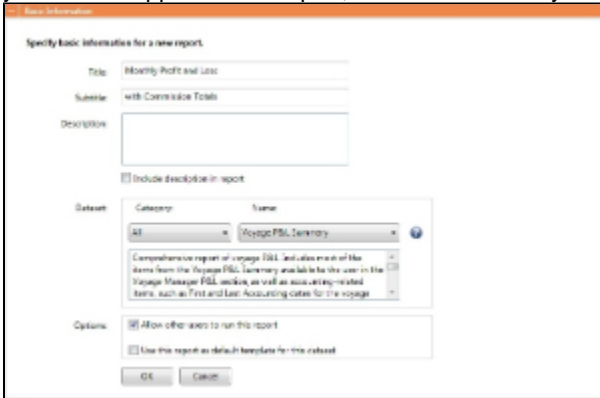
To expand a section to see its options, click . To collapse a section, click .

Report Editor sections include:

- Basic Information
- Columns
- Parameters
- Filters
- Sorting and Groups
- Aggregate Functions
- Layout
- Logo, Headers, and Footers
- Output Options


Basic Information

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



To set up the basic information for the report:

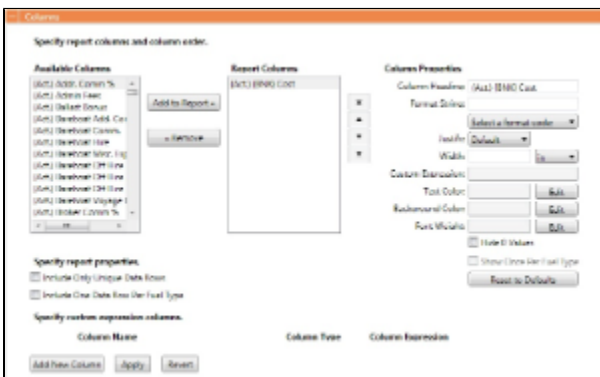
1. Complete the following fields:
 - **Title (Required):** Enter a Title to appear at the top of the report.
 - **Subtitle:** Enter a Subtitle to appear below the Title. You might use this to differentiate between two similar reports or expand on the information in the Title.
 - **Description:** Enter a Description of the report. To include the Description on the report, select the check box.
 - **Dataset:**
 - **Category:** You can filter the list of datasets by selecting a Category. Categories are defined in the Report Config file (example: category="Operations, Financials"). If no Categories are defined, the only option is All.
 - **Name (Required):** Select the Dataset with the data you want to include in the report. When you select a Dataset, its description appears below.

Note: For a description of each Report List dataset and a list of the data in each dataset, click  to see the *Dataset Review*.

 - **Options:**
 - **Allow other users to run this report:** To make this a Public report, select the check box. Otherwise, it is a Private report; it only appears in the Report List when you are logged in.
 - **Use this report as default template for this dataset:** To use this report as a template each time this dataset is selected, select the check box. Only a Public report can be used as a template, and only one template can be created for each dataset.
2. Click **OK**. The **Columns** section expands.

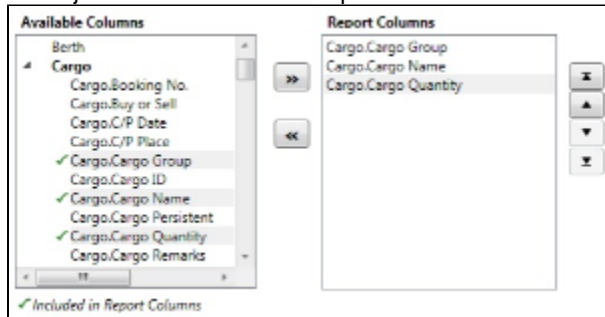
Columns

In the Columns section, you select the specific columns of data to include on the report and determine their sequence on the report. You can also set their properties.



Data Objects

Reporting data objects are highlighted in bold in the Report Editor and can be expanded to allow all data fields associated with the object to be included in a report:



Setting Up Columns

To set up columns for the report:

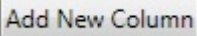
- In the list of **Available Columns**, select one or more columns for the report.
 - To select multiple **consecutive** columns, hold down **Shift** while you select.
 - To select multiple **nonconsecutive** columns, hold down **Ctrl** while you select.
- To add the selected column or columns to the list of **Report Columns**, click **Add to Report >>**. To remove a column from the report, select it and click **<< Remove**. You must add at least one column to the report to be able to save it.
- To change the column sequence in the report, select one or more column names and then click:
 - To move it to the top of the list (the first column in the report)
 - To move it up in the list
 - To move it down in the list
 - To move it to the bottom of the list (the last column in the report)
- To change **Column Properties** for a column, select it in the list of **Report Columns**. Its properties appear to the right, and you can edit them.
 - Column Heading:** You might change a Column Heading if you use different terminology; you can call the data by the name you use.
 - Format String:** For columns of numeric or date/time types, you can select a **Format code** for its values; the **Format string** appears above. For example, for a commission, you might specify rounding to a certain decimal point. The Format code should be in a standard .NET format; for more information, see [.NET Standard Formats](#).
 - Justify:** Select how you want the column values to justify in the report: Default, Left, Center, or Right.
 - Width:** Select the column width and its unit: inch, millimeter, centimeter, point, or pica.
 - Custom Expression:** You can add a custom column to the report that will display calculated values based on a formula and/or an expression you specify for it.
 - Text Color:** You can change the color of the font for a column to highlight particular data; you can even set conditional text color that changes depending on the value of the data. Click . In the Color Expression Editor, select a color for the current column and insert it. To set conditional color, follow the instructions in the editor. You might change a color to draw attention to critical information.
 - Background Color:** You can change the background color of the cells in the column to highlight data; you can even set conditional text color that changes depending on the value of the data. Click . In the Color Expression Editor, select a background color for the current column and insert it. To set conditional color, follow the instructions in the editor.
 - Font Weight:** You can specify a font weight (bold, medium, light, etc.) for the values displayed in the specified columns.
 - Hide 0 Values:** To hide zero values for selected numeric dataset columns used in Report List reports, select this check box.
 - Show Once Per Fuel Type:** To include a column for each fuel type, select this check box.
- To specify report properties, you can select the following:
 - Include Only Unique Data Rows:** To include only distinct values for all selected columns, select this check box.
 - Include One Data Row Per Fuel Type:** To include a separate line for each fuel type with fuel-specific data, rather than one line per voyage, so you can see the breakdown by fuel for each voyage or port, select this check box.

To change all settings back to their default values, click

Adding a Custom Expression

You can add a custom column to the report that will display calculated values based on a formula and/or an expression you specify for it. You might use this to combine two columns into one, as in the example below.

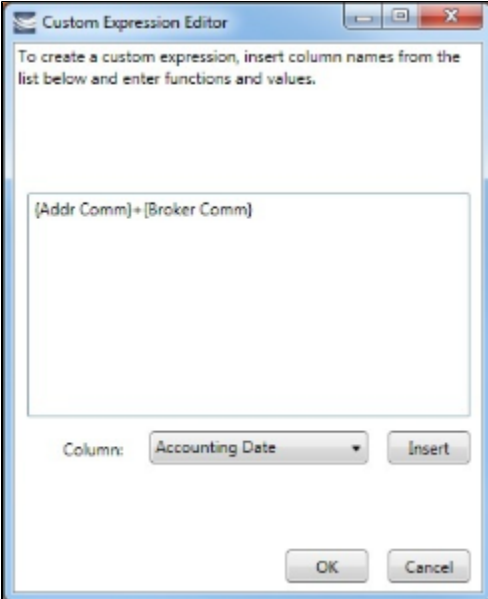
Note: For additional information, see the Microsoft expression editor documentation at <http://msdn.microsoft.com/en-us/library/system.data.datacolumn.expression.aspx>.

1. To add a custom expression column, click .



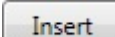

The dialog box titled "Specify custom expression columns." contains three columns: "Column Name", "Column Type", and "Column Expression". Each column has a corresponding "Del" button. Below the columns are "Add New Column", "Apply", and "Revert" buttons. An "Edit" button is located to the right of the "Column Expression" field.

2. Enter a **Column Name** and select a **Column Type**. To enter a Column Expression, click .

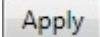
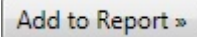




The "Custom Expression Editor" dialog box shows a text area with the expression "[Addr Comm]+[Broker Comm]". Below the text area is a "Column:" dropdown menu currently set to "Accounting Date" and an "Insert" button. At the bottom are "OK" and "Cancel" buttons.

3. In the Custom Expression Editor:

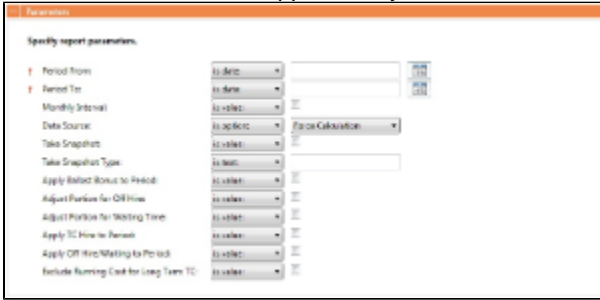
- Select **Columns** from the list and click  to insert them into the expression.
- Add any functions and values.
- Use any of the following macros:
 - **_NOW_**: Gives the current date and time of issuing the report.
 - **_NOW_UTC**: Gives the UTC current date and time of issuing the report.
 - **TODAY**: 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, do one of the following:

- To add the Column Expression to the list of Available Columns, click . Then click .
- To delete the Column Expression, click .
- To reset the list of Available and Report Columns to the last saved instance of the report, click .

Parameters

The Parameters section appears only for certain datasets, such as Voyage P&L Summary.



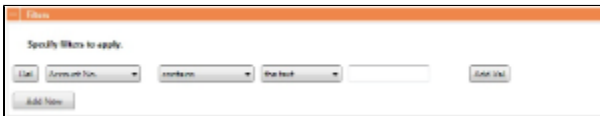
In this section, you can specify parameters for the report to consider at runtime. Parameters can be set to a specific value or *ask the user*, which prompts the user at runtime to enter a value.

The values of these parameters are printed in the report header. In the [Layout](#) section, under Print parameters, you can select whether and where to print them.

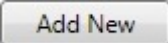
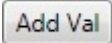
You can use the [Voyage P&L Variance Tolerance](#) form with the Voyage P&L Drilldown dataset for measuring and benchmarking financial performance.

Filters

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



To set up Filters for the report:

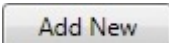
1. To add a new filter, click .
2. Select a **Column** to filter by.
3. Select a comparison **Operator**.
4. Select a **Value** or **<ask the user>**. When you select **<ask the user>**, a prompt asks the user to enter the value when the report is run.
 - For values for which you must specify *the text*,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

Sorting and Groups

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



To set up sorting/groups for the report:

1. To add a new sorting/group, click .
2. Select one of the following:
 - A Sorting Mechanism and a Column to sort by.

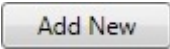
- A **Sorting and Grouping Mechanism**, a **Column** to sort by, and an **Option** to group by. The additional options depend on the type of column. For example, for columns whose value is a date, you can group by day, week, month, etc.

Aggregate Functions

In the Aggregate Functions section, you can select columns and average, count, sum, or perform another function on them. You can do very powerful comparisons and find out true performance values. For example, you might want to find the average return for the whole fleet, the count of all voyages, or the sum of the money you are making per voyage.

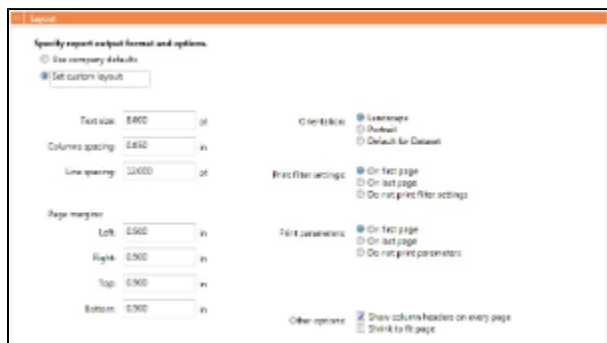


To set up aggregate functions for the report:

1. To add a new aggregate function, click .
2. Select a numeric **Column** to aggregate and a **Function**. The following functions are available:
 - **Average**: The average of all non-null values in the column
 - **Count**: The count of all non-null values in the column
 - **Count Distinct**: The count of all distinct non-null values in the column
 - **Custom Average**: The value of the sum of the selected Numerator column's non-null values divided by the sum of selected Denominator column's non-null values
 - **Maximum**: The maximum of all non-null values in the column
 - **Minimum**: The minimum of all non-null values in the column
 - **Standard Deviation**: The standard deviation (that is, the measure of the variability or [dispersion](#) of values) of all non-null values in the column
 - **Sum**: The sum of all values in the column
 - **Variance**: The variance (that is, the measure of the values' spread; the square root of the variance is the Standard Deviation) of all non-null values in the column

Layout

In the Layout section, you can either keep the company defaults or set a custom layout.



To set up the layout for the report, select one:

- **Use company defaults**: Use the company default layout settings for the report.
- **Set custom layout**: When you select this option, the options appear, with the company default values. You can change these custom layout settings for the report:
 - Text size
 - Column spacing
 - Line spacing
 - Page margins
 - Orientation
 - Print filter settings
 - Print [parameters](#)
 - Other options:
 - Show column headers on every page
 - Shrink to fit the width of the report page (11 inches for Landscape orientation; 8.5 inches for Portrait)

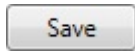
Logo, Headers, and Footers

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

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

1. To set up the logo, headers, and footers for the report:

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



2. To save the report, click

- For a new report, the report appears in the Report List.
- For an existing report, the report is updated.

Output Options

In this section, you can specify the output options for your report.

Specify optional report output type and settings

You can select from the following output types:

- **IMOS Report Viewer (Default, RDL)**
- **Excel Spreadsheet (XLS):** The following related fields appear:
 - **Excel Template:** If specified, the report is output to that template file. Otherwise a new Excel file is created.

- **Overwrite Excel Template:** Selecting this check box causes the generated Excel report output file to have the same name as the template file.
- **Target Worksheet** and **Target Cell:** If specified along with the Excel Template File, these values determine the exact place to begin data output in the file. If not specified, the output begins on the first Excel workbook's sheet at cell A1.
- **Include Column Headers:** If selected, Column Headers are included in **bold**. This is the same format as the regular IMOS Report Viewer output.
- **Output as Table:** If selected, results are created inside an Excel table.
- **Output Report Settings:** If selected, filters and parameters are displayed in the spreadsheet according to the **Settings Worksheet** and **Settings Cell** specified.
- **Comma-Separated Values (CSV)**
- **Extensible Markup Language (XML)**
- **Portable Document Format (PDF)**
- **Reporting Database:** With a separate license, you can have custom reports output to a SQL server database. The following related fields appear:
 - **Reporting DB**
 - **Overwrite Existing Data**
 - **Fail DB Output if Dataset Schema Changed**

Specify optional output path

- **Save report output in the specified folder**
 - **Output folder:** A new output file name is generated in this directory every time the report is run.

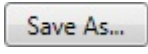
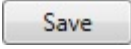
Working with Reports

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](#)

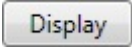
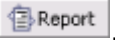

Copying a Report

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. If a dialog box appears, do one of the following:
 - Enter any selection criteria and click .
 - If the report has any custom (ask the user) filter values, enter the values (or leave them blank to include all data) and click .

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

For IMOS reports (non dataset-enabled, but HTML, such as invoices and in-program reports) the report can be emailed as either a PDF attachment or as HTML in the body of the email.

Deleting a Report

To delete a report:


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

Report types for deletion:

- Built-in reports cannot be deleted.
- Public or Private Reports can be deleted by the user who created them or by the Security Administrator.

Exporting Report Data

To export data from a Report List report, do the following:

1. On the IMOS7 Menu, click **Reports**.
2. Next to the report you want to export data from, click **Run**.
3. Enter any required parameters, and click **Run Report**.
4. Once you see the report results, click  and select one of the following:
 - Excel
 - **Note:** You can combine data from different reports in a spreadsheet.
 - PDF
 - WordThe report results are exported in the specified format.
5. Save the file as you would a standard document: type a file name, select a location, and click **Save**.

Exporting and Importing a Report Definition

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

Exporting a Report Definition

To export a report definition:

1. Find the report in the Report List and click [Export Report Def](#) in its Action column.
2. Enter a location and file name and click **Save**. The report definition is saved as an XML file.

Importing a Report Definition

In addition to report definitions that you have exported, Veson Nautical sometimes sends report definitions for you to import. IMOS imports these report definition XML files automatically when they are in the following directory:

\\IMOS_DIRECTORY\reports\COMPANY_CODE\adhoc\

You can also import a report definition manually. Follow these steps:

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

Dataset Review

Download a complete list of datasets: [Dataset Review v7.2 08-09-2012.xlsx](#)

Dataset Descriptions

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

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

Data

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

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

Trading

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

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

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



To access the IMOS Trading Module Center, click [here](#).

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

Related FAQs

For more information, see the following Trading FAQs:

- [FAQ - How are Exposure Tons Calculated for TCI on the Trading P&L Summary?](#)
- [FAQ - How Do I Show FFAs Offsetting \(or Adding to\) My Exposure for a Given Period?](#)
- [FAQ - How is exposure calculated using a Benchmark Estimate?](#)

About Trading

Paper Positions

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

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

Physical Positions

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

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

Mark-to-Market

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

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

Steps for Using Trading

These are the general steps for using Trading:

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

Data

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

- [Trading Profile](#)
- [Trading Filter](#)
- [Market Data](#)
- [Trade Route](#)
- [Bunker Symbol](#)
- [Fuel Market Symbol Rules](#)
- [Trading Strategy](#)
- [Benchmark TC Adjustment](#)

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

- [Trade Areas](#)
- [Vessel Fleets](#)
- [Vessel Types](#)


Trading Profile

In the Trading Profile form it is possible to create different Trading Profiles, each Profile with different options, specific settings of the TC Exposure, and adjustments of the Mark-To-Market values.

1. In the Trading Module Center, click [Trading Profile](#).

2. Complete the following fields:
 - **Profile Name**

- **Contract Mark-To-Market table:** For each Contract Group, you can select a Market and a Bunker Market. You can also enter percentage values for Adjustments on the market rates. The adjustment percentage is applied on the market rate, and the result is used in the exposure calculations.
- **TC Route Correlation Rule:** Select one of the following:
 - Apply to market rate (default): The correlation is applied on the Market Rate when performing calculations of TC routes (\$/day).
 - Apply to contract TCE: The correlation is applied on the TCE as the denominator, and the TCE is normalized to standard Baltic vessels.
- **Contracts On TCTO Voyage:** Select one of the following:
 - Out of exposure (default): When a TCTO voyage is scheduled, both the linked TCI and TCO contracts are not exposed in the Trading P&L.
 - In exposure until TCO invoice: Linked TCI and TCO contracts are always exposed, unless the period is in the past, or it is covered by a TCO Invoice.
 - Always in exposure: Linked TCI and TCO contracts are always exposed, unless the period is in the past.
- **Exclude Out-of-Money Options In Our Favor:** IMOS excludes Out-of-Money options for Long positions and In-the-Money options for Short positions.
- **Exclude Internal Trade:** IMOS excludes trades in which the counterparty is marked as Internal in its Address Book Entry.
- **Overwrite Itinerary on Benchmark Estimate:** Dynamically [changes the Benchmark Estimate Itinerary](#) to be the same as in the Cargo's Itinerary options.
- **No Days Exposure on Index-Linked Trades:** All the contracts linked to an index pricing will not have any Days Exposure.
- **Adjust TC Redelivery On Market Condition:** Makes two fields available:
 - **Include About Days:** The adjustment will include the More Days value from the TC Contract/Option forms.
 - **TCI Redelivery Adj. Days:** Number of days to be used in the following logic as X.
 - For TCI Contracts:
 - If the TCI Min/Max is OTM (Option Status is Out of The Money), exclude the TCI Min/Max and the Options. The total Exposure time is until the Min redelivery + X.
 - If the TCI Min/Max is ITM (Option Status is In The Money), but the Options are OTM, exclude the Options. The total Exposure time is until the Max redelivery + About Days - X.
 - If the TCI Min/Max and the Options are ITM, include both. The total Exposure time is until the last option's redelivery + About Days - X.
 - For TCO Contracts:
 - If the TCO Min/Max is ITM, exclude the TCO Min/Max and the Options. The total Exposure time is until the Min redelivery.
 - If the TCO Min/Max is OTM, but the Options are ITM, exclude the Options. The total Exposure time is until the Max redelivery + About Days.
 - If the TCO Min/Max and the Options are OTM, include both. The total Exposure time is until the last option's redelivery + About Days.

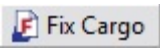
3. To save the profile, click .

Deleting a Trading Profile

- To delete a Trading Profile, click .

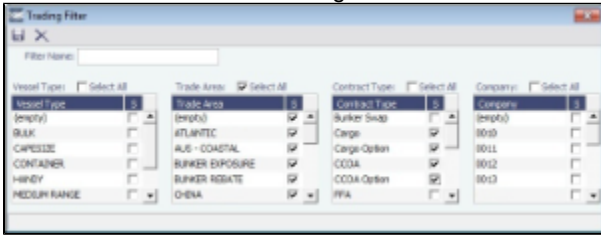
Changing a Benchmark Estimate Itinerary to Match a Cargo

Using the [Trading Profile](#), it is possible to dynamically change a Benchmark Estimate Itinerary according to the Cargo, and to use it in the exposure calculation. The workflow is as follows:

1. Create a [Benchmark Estimate](#).
2. In [CP Terms Details](#), specify all the [Itinerary Options](#).
3. Verify that the Freight Type is Flat Rate.
4. In the Benchmark Estimate, click .
5. In the newly created [Cargo](#), set the Freight Type to **Use Price Matrix**.
6. On the Pricing Tab of the Cargo, click the **Update from Opts** button and update all the pricing details.
7. On the Exposure tab of the Cargo, set the **Benchmark Route** and **Correlation**, and the **Benchmark Bunker Curve**, if relevant.
8. In the Trading Profile, select the **Overwrite Itinerary on Benchmark Est** check box.

Trading Filter

You can create different Trading Filters to be used on the Trading P&L Summary, Trade Details List, and Portfolio Report form.

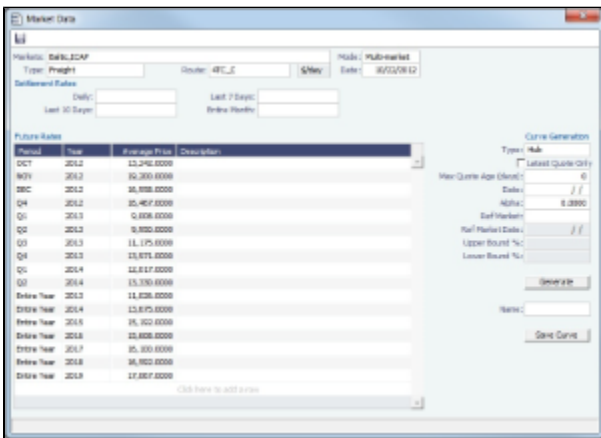


Each filter has the option to filter according to Vessel Type, Trade Area, Contract Type, and Company. It is possible to multi-select several options in a single Filter.

Market Data

Market Data should be populated daily. IMOS supports multiple data feeds from Baltic, Platts (bunker), and Imarex (freight and bunker). We can enable an interface for customers who have a signed contract with a data provider. The data can also be entered manually.

You can enter future data up to 10 years from the current date, for P&L calculations.



- **Market:**
 - Select an existing Market and the Route and Date, and you can see the Daily (Spot) rate and the Settlement Rates for the Last 7 Days, Last 10 Days, and Entire Month; the Future Rates; or the curve.
 - Enter a new Market; you are asked if you want to create a new one (either a Freight or a Bunker market curve).
- **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.
- **Curve Generation Type:**
 - Hub: Generated by prices from the Baltic as well as from information collected from Brokers.
 - Secondary: Generated for Trade Routes for which there are no forward prices in the system (but there might be published spot prices).
- An option can be configured (CFGMarketExpiryDays) to determine if a market rate is out of date or recent.

Market Data List

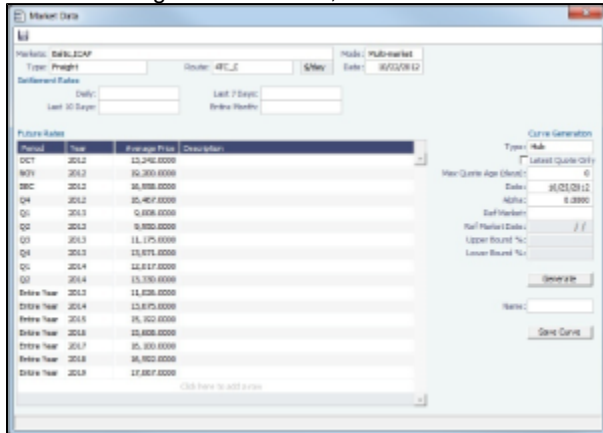
The Market Data Summary provides two views of your market data, showing the data that is fed in for the selected Market:

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

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. On the Trading Module Center, click **Market Data**.



2. Enter/import Broker Quotes to the specified Markets and Routes.
3. Load those quotes into the Market Data form in Multi-market mode. When the quotes are loaded in this mode, the values are averaged if they overlap the same period.
4. Under Curve Generation, enter the relevant parameters:

- **Type:**

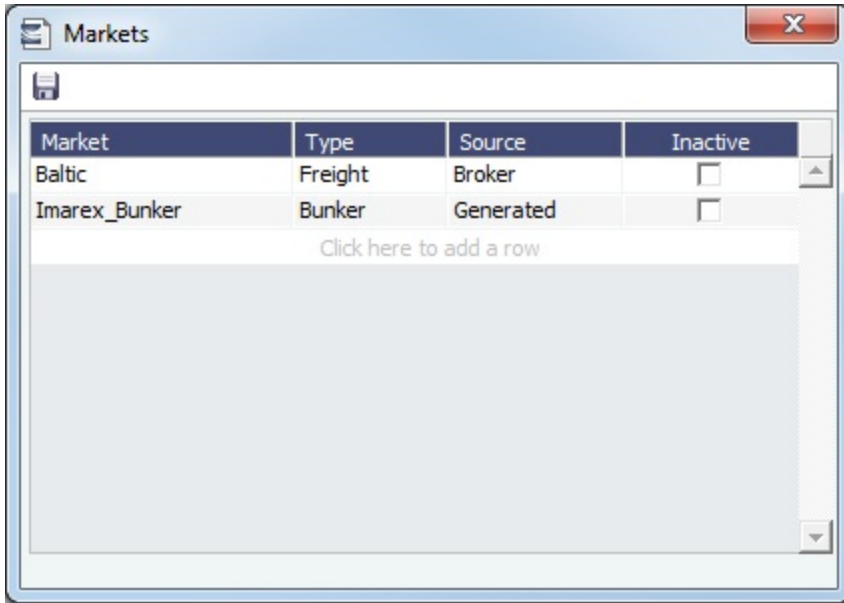
- **Hub:** The Hub Curve is generated by prices from the Baltic as well as from information collected from Brokers. The following fields are available:
 - **Latest Quote Only:** Select to have the quotes retrieved from the Ref Curve be the latest for each period only. When this is selected, the Max Quote Age (days) is disabled.
 - **Max Quote Age (days):** Number of days before the Date specified that historic records should be taken from.
 - **Date:** Date to use when counting the Max Quote Age, and the date used if the generated curve is saved (quoting date).
 - **Alpha:** Factor to smooth the generated curve; it should be a value between 0 and 1, while 1 gives the smoothest curve and 0 gives a more broken-down curve.
 - **Ref Market:** A reference curve can be specified for which you can specify proximity (Upper/Lower Bound %) and use its SPOT (daily) rate..
 - **Ref Market Date:** Date to be used when retrieving the Ref Curve.
 - **Upper Bound %:** Percentage applied on the ref curve rate; serves as the ceiling of the new rate.
 - **Lower Bound %:** Percentage applied on the ref curve rate; serves as the floor of the new rate.
- **Secondary:** The Secondary Curve is generated for Trade Routes for which there are no forward prices in the system (but there might be published spot prices). If Secondary is selected, the following fields are available:
 - **Max Quote Age (days):** Number of days before the Date specified that historic records should be taken from.
 - **Date:** Date to use when counting the Max Quote Age, and the date used if the generated curve is saved.
 - **Tapering Period (months):** Period during which the current difference between SPOT prices is tapered off to the average difference.
 - **Ref Market:** Reference market for the curve.
 - **Ref Market Date:** Reference market date for the curve.
 - **Ref Route:** Field for indication of the reference curve.

5. Click .

6. Select a Market in the **Name** field and click .

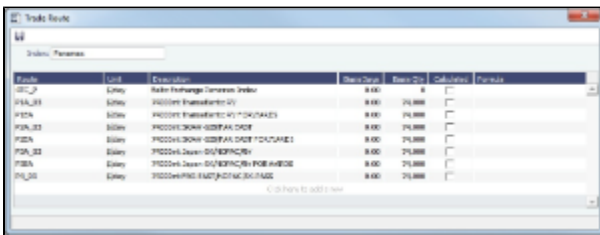
Markets

On this form, you can view all the markets defined in the system and create new ones. For each market, you can edit the Type (Freight/Bunker/Discount Rate), and the Source (Broker or Generated, default is Broker). You can also inactivate it, if necessary.



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.

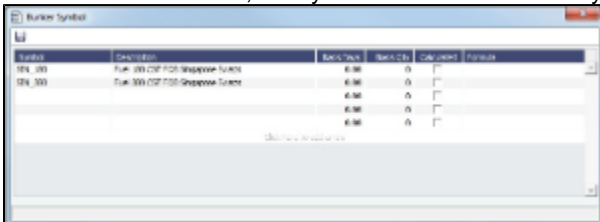


You can also add calculated routes:

1. Select the **Calculated** check box.
2. Type in the formula in the **Formula** field. The supported syntax for the Formula value is:
 - AVG(route1, route2,) (Example: AVG (P2A, P2EA))
 - Factor1 * Route1 +/- Factor2 * Route2 +/-..... (Example: 0.6 * 4TC_P - 0.4 * P17A)

Bunker Symbol

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



Fuel Market Symbol Rules

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

Market Symbol	Bunker Symbol	Period	Unit	Description
AAHC200	SIN_180	+2MON	MT	FO 180 FOB Spore Swap 1-Mo
AAHD200	SIN_180	+2MON	MT	FO 180 FOB Spore Swap 2-Mo
AAHE200	SIN_180	+3MON	MT	FO 180 FOB Spore Swap 3-Mo
AAHF200	SIN_180	+4MON	MT	FO 180 FOB Spore Swap 4-Mo
AAHD000	SIN_180	Q1	MT	FO 180 FOB Spore Swap 1-Qr
AAHE000	SIN_180	Q2	MT	FO 180 FOB Spore Swap 2-Qr
AAHF000	SIN_180	Q3	MT	FO 180 FOB Spore Swap 3-Qr
AAHD000	SIN_180	Q4	MT	FO 180 FOB Spore Swap 4-Qr
AAVH000	SIN_380	+1MON	MT	380 CST FOB Spore Swap 1-Mo
AAVE000	SIN_380	+2MON	MT	380 CST FOB Spore Swap 2-Mo
AAVF000	SIN_380	+3MON	MT	380 CST FOB Spore Swap 3-Mo
AAVH000	SIN_380	+4MON	MT	380 CST FOB Spore Swap 4-Mo
AAVH000	SIN_380	Q1	MT	380 CST FOB Spore Swap 1-Qr
AAVF000	SIN_380	Q2	MT	380 CST FOB Spore Swap 2-Qr

Trading Strategy

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

Code	Term	Paragraph
1	HEDGING	For Hedging
2	TRADING	For Trading

Click here to add a row

Benchmark TC Adjustment

This table defines the Benchmark Estimates to be used in the [Benchmark Freight Report](#).

1. In the Trading Module Center, click **Benchmark TC Adjustment**.

Benchmark ID	Route	Type	Adjustment	Bunker Symbol
			0.00	

Click here to add a row

2. Complete the form.
3. In the Report selection list in the Trading Module Center, select **Benchmark Freight Report**. The report displays all the Benchmark Estimates defined in the Benchmark TC Adjustment table and retrieves the most recent market data.

4. Edit the TC Rates and Bunker Rates; it automatically adjusts the corresponding Freight Rates.

5. Click  Report.

Trading-Related Data Center Terms

These Data Center terms also have information relevant to Trading.

- Trade Areas
- Vessel Fleets
- Vessel Types

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](#)

Trading-related fields appear on these [Chartering forms](#):

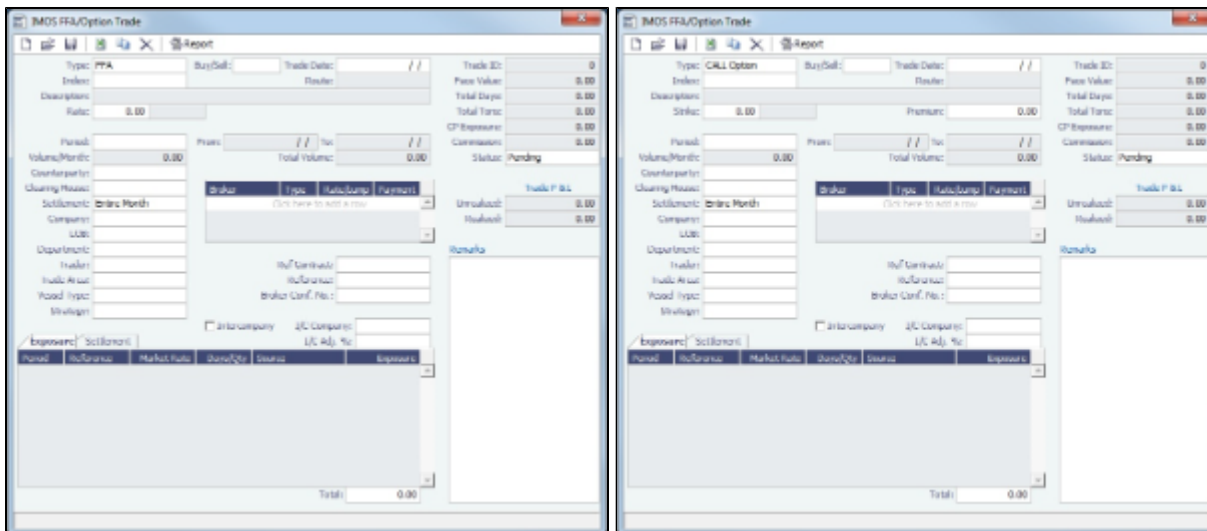
- Cargo COAs
- VC In COAs
- Cargoes
- VC Ins
- Time Charter In
- Time Charter Out

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

FFA-Option Trade

On the FFA/Option Trade form, you can capture the basic information of an FFA or an option. IMOS captures four types of options: Buy and Sell of Call and Put Options.

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




- **Type:** FFA, CALL Option, or PUT Option
- **Buy/Sell**
- **Trade Date:** The date the trade is done.
- **Index:** Selecting the Index filters the list to include only applicable routes.
- **Route:** Routes have different types of Rates (Quantifier column in selection list): \$/day, \$/ton.
- **Rate (FFA only):** Quantifier is related to Route.

- **Strike** (Option only): The exercise price; the price at which the underlying transaction will occur upon exercise.
- **Premium** (Option only): A payment from the buyer to the originator of the option.
- **Period:**
 - FFA: Current and future Months, Quarters, current and combination of next two Quarters, current and future Calendar years, or Custom: select From and To dates from calendars.
 - When you enter the Period, **From** and **To** dates appear at the right, and **Total Days** and **CP Exposure** appear in the column at the top right.
 - When you enter the Rate amount and Period, the **Face Value** appears in the column at the top right.
 - Option: The last date of the Period is the Expiration Date, the last date that the option can be exercised.
- **Percent/Days:** Select **Percentage** or **Days/Month** at right, then enter a Percent of the Period (1-100) or a certain number of Days per Month. The ability to select a partial period depends on the Counterparty.
- **Counterparty:** The counterparty of the trade, selected from the Address Book.
- **Clearing House:** When this field is populated, a matured settlement of the FFA is a Journal Entry, rather than an invoice.
- **Settlement:** The Settlement Period, typically Entire Month, but it can be Last 7 Days or Last 10 Days.
- **Company:** The Company executing this Trade.
- **LOB:** Line of Business, as defined in the Data Center module.
- **Department**
- **Trader:** Select from a list of Traders with rights set up in Security in the Data Center.
- **Trade Area:** Select from a list of geographical Trade Areas. Trade Areas are defined in the Data Center, under Ports and Areas. Trade Areas can be used as a means of grouping voyages, trades, and contracts to analyze risk, total P&L, or exposure. They are also useful for balancing paper trading against physical positions.
- **Vessel Type:** The Vessel Type, from the Data Center. If the Index name is a user-defined Vessel Type, this field defaults to the value in that field.
- **Strategy:** Select from a list of Trading Strategies, as a means of grouping your portfolio to analyze risk, total P&L, or exposure. Trading Strategies are defined in the Trading Module Center, under Data.
- **Brokers table:** In this table, you can specify for each record:
 - Broker: Broker's name, selected from the Address Book.
 - Type: Payment type: P (Percentage), R (Rate), and L (Lumpsum).
 - Rate/Lump: The amount to be paid, according to the payment type.
 - Payment: Occurrence of the payment: Monthly or On Execution. Lumpsum payment type can only be paid On Execution.
- **Reference**
- **Broker Confirmation Number:** Traders typically are not allowed to approve their own trades. When a trade is created, its Status is set to Pending. When someone with Module Rights set to Broker Confirmation in Security in the Data Center enters this number, and the trade is saved, its Status changes to Confirmed.
- **Settled Information:** If a period is matured but no settlement has been created, you can right-click for an option to create settlement for the period.
 - **Period**
 - **Rate**
 - **Days/Qty:** For Sell trades, this value is negative to distinguish between buy and sell trades and adjust the days/quantity on the offset trades.
 - **Invoice No.**
 - **P&L**
- **Exposure Information:**
 - **Period**
 - **Reference**
 - **Market Rate**
 - **Days/Qty:** For Sell trades, this value is negative to distinguish between buy and sell trades and adjust the days/quantity on the offset trades.
 - **Source**
 - **Exposure**
- **Trade ID**
- **Face Value**
- **Total Days**
- **Total Tons**
- **CP Exposure**
- **Commission**
- **Status:**
 - **Pending:** The trade has been created.
 - **Opportunity:** If you set the Status to Opportunity, the trade can be included in the Trading Opportunity Analysis to see how the P&L will look with this trade added.
 - **Confirmed:** Someone with the appropriate rights (set up in Security in the Data Center) has entered the Broker Confirmation Number to confirm this trade and saved it. The paper trade can be settled.
 - **Partially Settled:** The trade is partially settled.
 - **Settled:** The trade is fully settled.

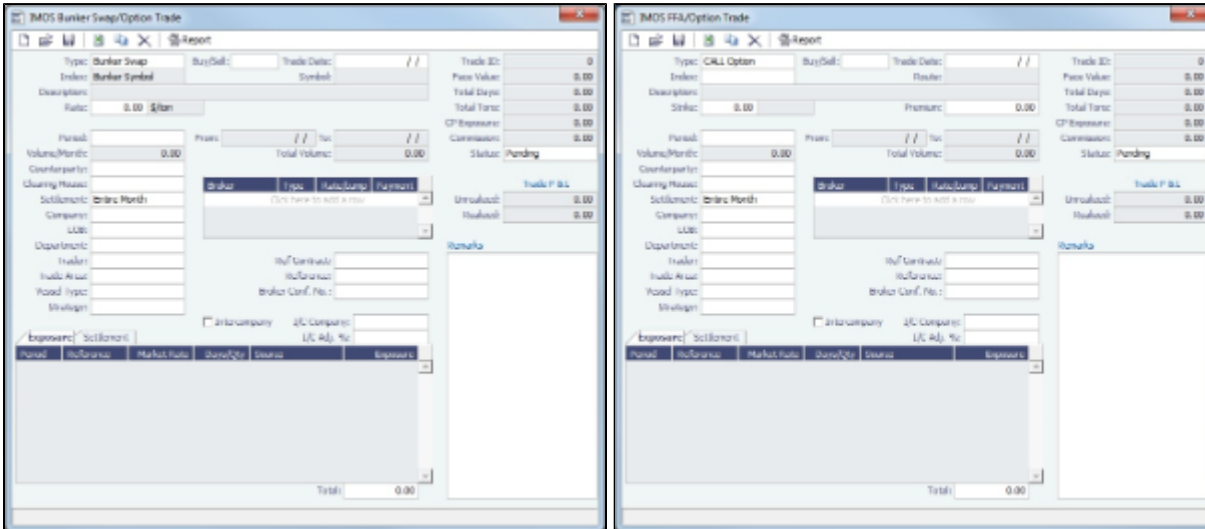
- **Unrealized:** The amount that has not been settled.
- **Realized:** The amount that has been settled.
- **Remarks:** A free text field, to add remarks concerning this trade.

Copying an FFA

To copy an FFA, click . Enter the number of copies and then click **Create**. Edit line items for the copies as needed and then click **OK**.

Bunker Swap-Option Trade

A Bunker Swap or CALL or PUT option is like an [FFA/Option Trade](#) except that it references a different market.



The Bunker Swap/Option Trade form is the same except:

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

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**.

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



Creating Invoices

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

Trade Settlement Invoices

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

1. On the Create Invoices List, select Invoice Type **Trade Settlement Invoices**.
2. In the row for the trade, click the [Create Settlement](#) link.

3. On the Trade Settlement form, enter a **Due Date** and any other relevant information.
4. To save the form, click .
5. To create an invoice, click . IMOS creates an **Invoice Number**.

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

Settling Combined Buy and Sell Positions



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

Trade Commission Settlement and Invoice

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

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

P&L ID	From	To	Trade Value	Spread	% Commission	Commission
2	06/01/2010	06/12/2010	1,000,000.00	0.000000	0.250	\$2,472.50

3. On the Trade Commission Settlement form, enter a **Due Date** and any other relevant information.
4. To save the form, click .
5. To create an invoice, click . IMOS creates an **Invoice Number**.

Combining Trade Commissions

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

Trading Lists and Tools

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

- [Trading P&L Summary](#)
- [Trade Details List](#)
- [Bunker Trade List](#)
- [Trading Opportunity Analysis](#)
- [FFA/Option List](#)
- [Bunker Swap/Option List](#)

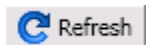
Trading P&L Summary

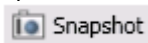
The Trading P&L Summary is the main dashboard for most users, forming the core of the Trading module. It is a summary of the overall paper and physical positions and displays all types of contracts: Bunker Swap, FFA, Cargo, Cargo Option, CCOA, CCOA Option, VC In, VC In Option, VCOA, VCOA Option, TCI, TCI Option, TCI Min/Max, TCO, TCO Option, and TCO Min/Max.

The Trading P&L Summary gives you a way to mark-to-market each of the positions in your portfolio against the price curve.

Filtering

You can select filters to view the data you want and even select various groupings of data. After changing settings, click



- **Date:** The Trading P&L Summary includes data from this date forward.
- **Snapshot:** Select **Current** for the most up-to-date data, or retrieve a **Snapshot**. You can schedule daily snapshots of positions and take additional ad-hoc snapshots.
 - To take an ad-hoc snapshot, click , enter a **Reference**, and click **OK**.
 - To retrieve a snapshot, in the Snapshot list, click **(Retrieve...)**, select the **Snapshot Type** (Daily Scheduled or Ad-hoc), and enter the **Date** or **Reference**. Then click **OK**. The Date/Reference appears next to the Trading P&L Summary heading.
 - An option can be configured (CFGCFGAlwaysSaveAccountCodeInSnapshot) to save the account ledger number for P&L Snapshots.

- An option can be configured (CFGInitialSnapshotTimeSelect) to set the time of the initial snapshot to either:
 - When commencing.
 - When the voyage is created. This snapshot is used as the basis for the Estimated column on the Voyage Manager P&L tab and the estimated values in the Voyage P&L reports, and the Snapshot button can also be used to update the initial snapshot.
- **Show:** Select check boxes.
 - **Exposure Days:** Number of exposure days for the Period.
 - **Weighted Days:** Adjusted, based on the Weighted Days Correlation specified on the [Vessel Types](#) form from the Data Center.
 - **Exposure Tons:** Calculations convert contracts to tons.
 - **Bunker Tons:** The quantity of Bunkers involved in the contract.
 - **Bunker Exposure:** The amount of Bunker exposure.
 - **Time Charter Exposure:** The amount of Time Charter exposure.
 - **Net Exposure:** The sum of Bunker Exposure and TC Exposure.
 - **TCE:** The TCE of the contract, calculated using the exposure days and the market prices.
 - **Long TCE:** The weighted average of TCE, with the Exposure Days for all the Long positions.
 - **Short TCE:** The weighted average of TCE, with the Exposure Days for all the Short positions.
 - **Contract TCE:** the TCE calculated by using the bunker prices from the contract, in contrast to the TCE value, where the calculation is done using the market bunker rates.
 - **Exposure Count:** The number of contracts that have exposure in this period. Next to the count, click the **Details** link to open the Trade Details List.
 - **Fixed:** The amount of exposure for cargoes with Fixed status. Exposure is locked in.
 - **Sailed:** The amount of exposure for contracts with Sailed status. Exposure is locked in.
 - **Net P&L:** The sum of Net Exposure plus Fixed and Sailed amounts.
 - **Net Count:** The number of unsettled contracts for this period. Next to the count, click the **Details** link to open the Trade Details List.
- **Period:** Monthly, Quarterly, or Annually.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter:** Select a [Filter](#) from the Trading Filter List.
- **Groupings:** Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet. Contract Types are Bunker Swap, CCOA, CCOA Option, Cargo, Cargo Option, FFA, Own Vessel, TCI, TCI Min/Max, TCI Option, TCO, TCO Min/Max, TCO Option, VC In, VC In Option, VCOA, and VCOA Option.

Trade Details List

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

- On the Trading Module Center, click **Trade Details List**.
- On the [Trading P&L Summary](#), click a [Details](#) link.

On the Trade Details List, you can switch between two views. The views of the two modes are different, and each has a different set of columns.

- **Normal** mode: Bunker Qty value is summed by the exposed fuel type tons with the exposed BAF tons (visible in the Drilldown mode).
- **Drilldown** mode: Each contract is broken down into the following categories and subtypes.
 - TC: Each trade is broken down to the most granular level, so if the TC contract has multiple hire rates in one month, a line appears for each period within that month.
 - VC
 - Bunker
 - Fuel Type
 - BAF
 - Paper
 - FFA
 - Bunker


In either mode:

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

On the [Cargo](#) form, on the Pricing tab, the Rate appears; on the Exposure tab, exposure settings can be selected. The last available data appears on the [Market Data List](#).

Filtering

You can select filters to view the data you want and the settings to be applied.

After changing settings, click .

- **From and To:** The Trade Details List includes the data from the first date to the second.
- **Snapshot:** Select **Current** for the most up-to-date data, or retrieve a **Snapshot**.
- **Show:**
 - **(All):** Displays all the unsettled contracts, including non-exposed.
 - **Exposure:** Displays only contracts with Exposure Days > 0.
- **Contract:** (All) or a particular Contract type.
- **Vessel Type:** (All) or a particular Vessel Type.
- **Trade Area:** (All) or a particular Trade Area.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter:** Select a [Filter](#) from the Trading Filter List.

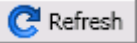
Trade Details List Views

You can save, create, and load List Views. For each mode (Normal or Drilldown), Views can be saved as Private or Public. Views in the Trade Details List include only the columns and the in-column filters. The top-level filters can be controlled by the [Trading Filter](#).

Bunker Trade List

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

Filtering

You can select filters to view the data you want and the settings to be applied. After changing settings, click .

- **Dates:** The Bunker Trade List includes data for the select dates.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter:** Select a [Filter](#) from the Trading Filter List.

Trading Opportunity Analysis

Using the Trading Opportunity Analysis tool, you can analyze the impact of additional contracts on your portfolio.

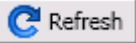
Contracts with Opportunity Status appear on the left side; select those contracts you want to evaluate, and see their effects on the right.

On the left side, you can select from the following columns to include in the grid:

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

To see the effect of specific contracts on the P&L Summary, select the check box before each line and then click [Calculate](#).

Filtering

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

- **Period:** Monthly, Quarterly, or Annually.
- **Filter:** Select a [Filter](#) from the Trading Filter List.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Grouping:** Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet.

Trading Reports

From the Trading Module Center, you can access the [Report List](#).

You can also access 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.
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

About Chartering

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



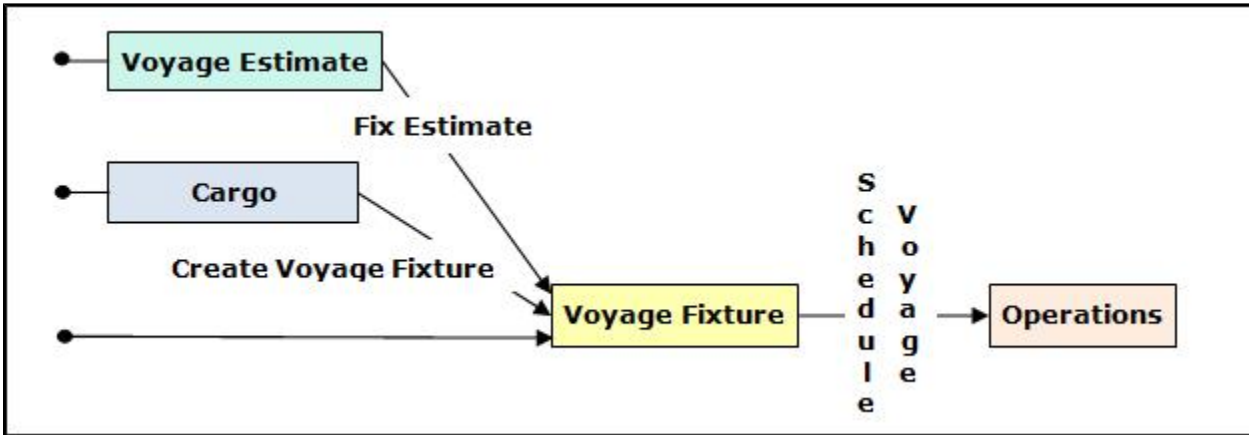
To access the IMOS Chartering Module Center, click [Chartering](#).

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

Chartering Workflows

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

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



Other Sources of Information

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

- Time Charters:
 - [Time Charters](#)
 - * [Time Charter Manager](#) tutorial
- [Cargo Matching](#)

* You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

Related FAQs

For more information, see the following Chartering FAQs:

- [FAQ - Behavior of the 'Status' Field in the Cargo List](#)
- [FAQ - How to Mirror Cargoes Between Two Internal Companies](#)
- [FAQ - How to create a relet with a contract quantity different from CP Terms](#)
- [FAQ - About Multigrade Cargo Import](#)
- [FAQ - About Top-off](#)
- [FAQ - About Cargo Tolerance Option Types](#)
- [FAQ - How do I populate the Cargo Inspector field on the Cargo Handling form?](#)
- [FAQ - About Unit of Measure Conversion](#)
- [FAQ - Cargo Bunkers - Cleaning](#)

- [FAQ - Configuring voyage estimate security](#)
- [FAQ - About Worldscale Rates for Voyage Estimates](#)
- [FAQ - Is There a Way to Set Default Aspects of a Voyage Estimate?](#)
- [FAQ - Preventing a ripple effect on linked cargoes when changing a COA price](#)
- [FAQ - Default Routing of a Voyage in an Estimate](#)

Chartering Lists and Tools

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

- Chartering Module Center and Tools menu:
 - [Voyage Estimator](#)
 - [Voyage Fixture](#)
 - [Cargo Schedule](#)
 - [Cargo Matching](#)
 - [Job Planning](#)
 - [ETA Calculator](#)
- Chartering Module Center and Lists menu:
 - [Voyage Estimate List](#)
 - [Voyage Fixture List](#)
 - [Cargo List](#)
 - [VC In List](#)
 - [Cargo COA List](#)
 - [VC In COA List](#)
 - [Master Contract List](#)
 - [Time Charter In List](#) (Also see the *Time Charter Manager* tutorial.*)
 - [Time Charter Out List](#) (Also see the *Time Charter Manager* tutorial.*)
 - [Lightering Job List](#)
 - [Time Charter Lifting Option List](#)
 - [Time Charter Purchase Option List](#)

* You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

Chartering Setup

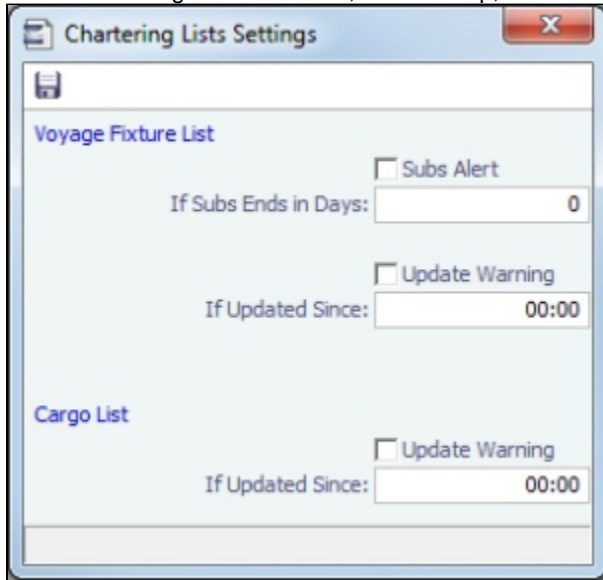
In the Chartering Module Center, under Setup, you can set the following Chartering options:


- [Chartering Lists Settings](#)
- [Voyage Estimate Categories](#)
- [Vessel Vetting Setup](#)

Chartering Lists Settings

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

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

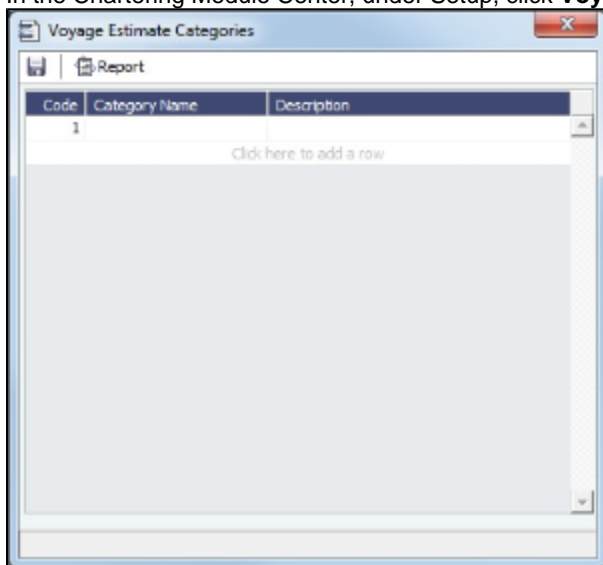


2. Do either or both:
 - For a Subs Alert:
 - a. Select the **Subs Alert** check box.
 - b. In the **If Subs Ends in Days** field, enter the number of days from which changed records should be highlighted. Voyages whose status is On Subs turn red when the current time passes **Ship on Subs Until** minus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

Voyage Estimate Categories

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

1. In the Chartering Module Center, under Setup, click **Voyage Estimate Categories**.

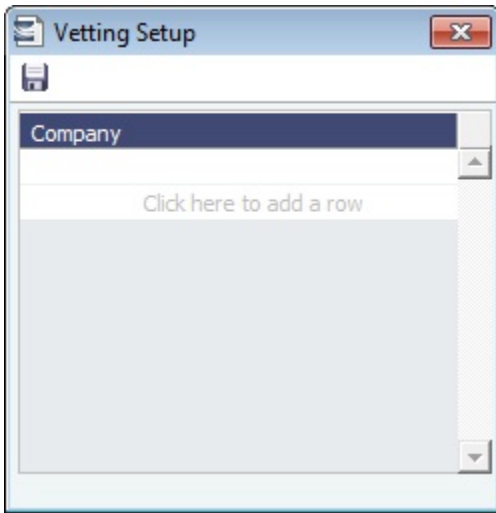


2. For each category, enter a **Code**, **Category Name**, and **Description**.
3. To save and close the form, click .

Vessel Vetting Setup

An option can be configured (CFGEnableVesselVetting) to enable [Vessel Vetting](#) in IMOS.

In the Chartering module center, under Setup, click **Vetting Setup**.



On this form, you can specify the entities for which every vessel has to be vetted.

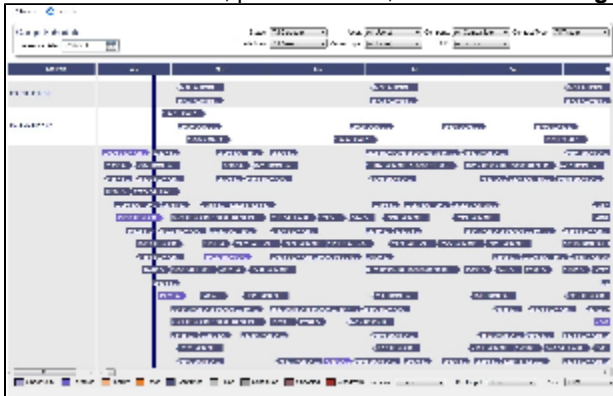
Alerts

The [Cargo COA](#), [Cargo](#), [Voyage Estimate](#), [Voyage Manager](#), and [Voyage Fixture](#) forms highlight the Vessel, Charterer, and Port Name fields in light pink if an alert is entered for them. To see a tooltip showing the text of the alert, hover your mouse pointer over it.

Cargo Schedule

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

- In the Chartering Module Center, click **Cargo Schedule**.
- On the IMOS7 menu, point to **Tools**, and then click **Cargo Schedule**.



Double-click a bar to open the Cargo, or right-click to open the Cargo or to create an Estimate. The length of the bar indicates the laycan dates.

- An option can be configured (CFGChartererView) to use the [Charterer's View](#) instead of the standard [Cargo](#) form. An option can be configured (CFGEnableMultiGrade) to enable grades to be selected for Cargoes in a [Voyage Estimate](#). With these two flags enabled an option can be configured (cargoScheduleSmallBarTemplate) to set the data to display on the bars.

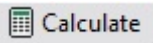
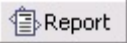
For more information on schedules, see [Schedules](#) and the *Schedules* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).


Open Position - Chartering

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



To use Open Position:

1. Specify the filters.
2. Click .
3. To open a report in the [Reporting Center](#), click . Results are sorted according to Open Area and then Open Date. For vessels in a TCO Voyage, the TCO Redelivery date is considered the Open Date.

Note: If changes are made to the displayed voyages outside the form, click  to retrieve them without closing and reopening it.

Filters

- **Region Code.** All records with Open Ports that have this Region Code set appear.
- **Open Date:** Only voyages with an open date later than the date specified in this filter appear. The default is three months before the current day, but you can edit this value.
- **Target Date and Target Port:** The target date of arrival and port. Calculating with these values entered gives the Dist To Go (distance) from this Target Port, the Target Arrival (date of arrival), and the Wait Days in the port until the specified Target Date for each voyage.
- **Max Wait Days:** This value filters the voyages that will have to wait more than the value specified.

Output Columns

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

Projection Ports

When a 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

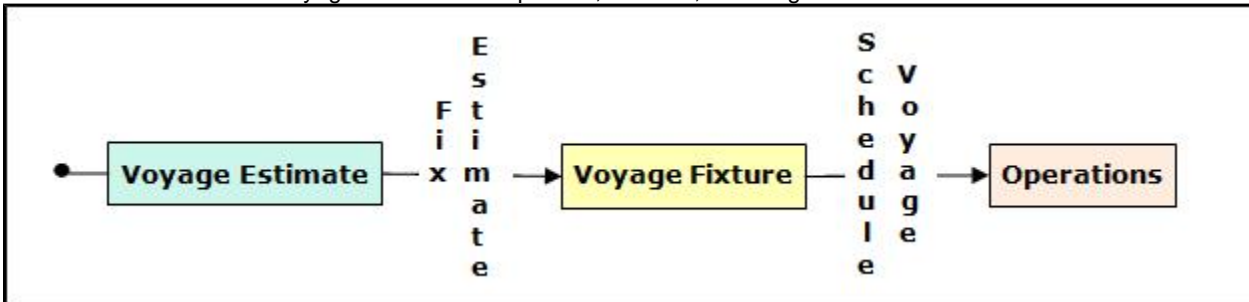
Comments/Remarks

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.

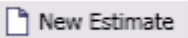
Voyage Estimates

With Voyage Estimates, you can create and try out potential voyage scenarios to find your most profitable option. You can include information about voyage income and expenses, bunkers, and cargo.



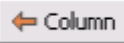
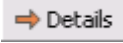
This section describes the first of the [Chartering workflows](#), the typical workflow of an Owner. After creating an Estimate, you fix it to create a Voyage Fixture, and then schedule a voyage.

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

- In the Chartering Module Center, click **Voyage Estimate**.
- On the Voyage Estimate list, click .
- On the IMOS7 menu, point to **New**, and then click **Estimate**.

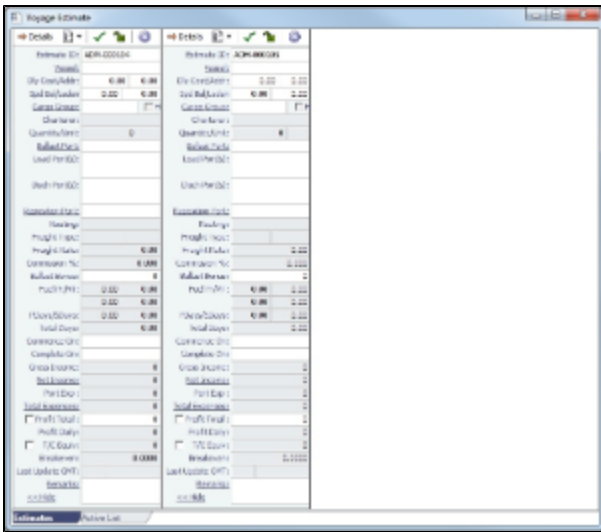
A new Voyage Estimate appears with your next consecutive **Estimate ID**, which you can change.

Voyage Estimates have two views:

- Use **Column view** when you want a quick snap shot, and if you have a simple voyage with one load port, one discharge port, and one cargo. You can also use this view to compare Estimates. To change from Details view, click .
- Use **Details view** when you want to enter additional information and see the details, and if you have a more complicated voyage with multiple load ports, discharge ports, and/or cargoes. To change from Column view, click .

Voyage Estimate, Column View

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



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

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

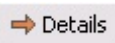
Note: You can enter several Load Ports and several Discharge Ports in the same field. Each of the port names is displayed as a link, which leads to the corresponding Itinerary Details form of the port.

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


For **Quantity/Units**, you can select **Auto-calculate by Max Lift Quantity** from the menu to have IMOS calculate by the amount this vessel can lift in the most restrictive port. If you then override the Calculated Lift value, it turns blue. To recalculate, clear the field and then press **Enter**.

2. To open the **Vessel Details - Estimate** form, click the **Vessel** field name link.

3. To save the Estimate, click .

4. To add more cargoes and/or ports, as well as additional information, click  to expand to **Details view**. You can open multiple existing Estimates in Column view simultaneously, using either of these methods:

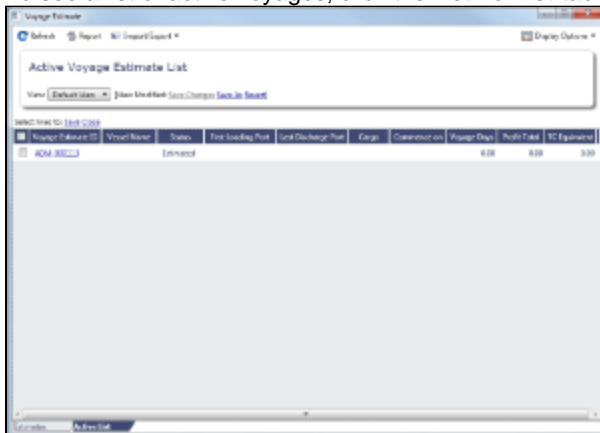
- In a Voyage Estimate:


- a. Click , and then click **Open Multiple Estimates**.
- b. Enter search criteria and click **Search**.
- c. In the selection list, select one or more check boxes in the first column.

- On the Voyage Estimate List:

- a. Select one or more check boxes in the first column.
- b. Click the **Open** link at the top of the list.

With multiple Voyage Estimates open, you can click **<<Hide** to collapse (center, above) and **>>** to expand it again. To see a list of active voyages, click the **Active List** tab at the bottom.

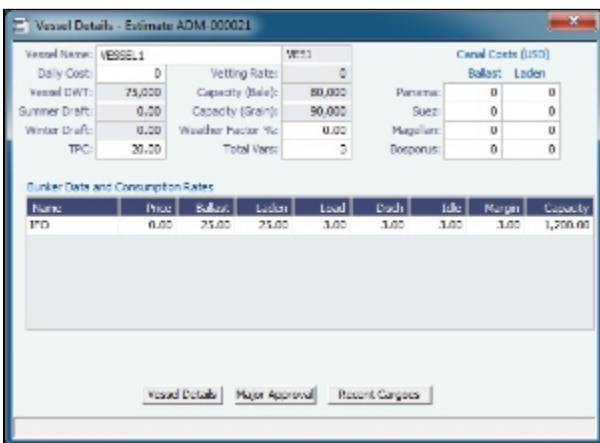


To do any of the following, click  and then click a command. The menu in [Details view](#) has additional commands.

- Create a **New Estimate**, **New TCO Estimate** (See [Time Charters](#)), or **New Consecutive Estimate**
- **Open Estimate** or **Open Multiple Estimates**
- **Copy Estimate**, **Copy to TCO Estimate**, or **Convert to TCO Estimate**
- **Map Itinerary**: See and adjust the itinerary in Veslink Distances.
- **Analysis**: Click to perform any of the following analyses:
 - **Freight Sensitivity Analysis**: Analyze how changes in the Freight Rate affect the Time Charter Equivalent and vice versa to reach a particular TCE.
 - **Speed Sensitivity Analysis**: See the impact of changing the speed on the TCE.
 - **Speed Comparison Analysis**: Calculate how alternative ballast/laden speeds impact voyage results.
 - **Bunker Sensitivity Analysis**: See a matrix per type of fuel on the vessel that shows TCE per freight rate and bunker price.
 - **Reposition Analysis**: Calculate the cost of a reposition voyage and allocate some of the cost as a negative profit.
- **Port Expense History**: Search for historical expenses previously entered for a port.
- **Bunker Planning**: Set up initial quantities and calculation methods for each fuel type and enter quantities and prices for any bunkers you plan to receive.
- **Delays**: Enter information about delays.
- **Piracy Avoidance**: Select whether Piracy Avoidance is set to Default, Disabled, or Enabled.
 - **Default**: Uses the vessel's default routing preferences specified on the [Routes tab](#) in the Vessel form.
 - **Disabled**: Uses the most direct [Distances](#) route.
 - **Enabled**: Reroutes the vessel around the piracy region.
- **Attachments**: Add or view [attachments](#).
- **Exchange Rates**: Opens the form to enter Exchange Rates from the Data Center.
- **Vessel Defaults**: Enter Vessel default values to be used in Voyage Estimates.
- **Combine Estimates**: Select Voyage Estimates to combine from a list of active Estimates.
- **Vessel Matrix**: Enter different vessels to compare their costs, speed, and open ports.
- **Fix Estimate**: Create a [Voyage Fixture](#) from the Estimate.
- **Auto Calculate by Max Lift Qty**: Have IMOS check the maximum quantity that can be loaded in the port with the most restrictive deadweight and draft limits. You can see this information on the [Draft/Restrictions tab](#).
- **Reports**: Click to view any of the following reports:
 - **Estimate PL Report**: View the P&L Report for the Voyage Estimate.
 - **Estimate Summary**: View the Estimate Summary Report.
 - **Estimate Column**: View the Column Estimate Report.

Vessel Details - Estimate

The Vessel Details - Estimate form includes some of the data that appears on the [Vessel](#) form. You can record certain data here; when you close it, you are asked if you want to synchronize the data between the two forms. To open this form, click the **Vessel** label on the [Voyage Estimate](#).



Vessel Details - Estimate ADM 000021

Vessel Name: **VESSEL1** VET: **0** Canal Costs (USD)

Daily Cost: **0** Vetting Rate: **0** Ballast: **0** Laden: **0**

Vessel DWT: **75,000** Capacity (Bale): **80,000** Panama: **0** Suez: **0**

Summer Draft: **0.00** Capacity (Grain): **90,000** Magellan: **0** Bosphorus: **0**

Winter Draft: **0.00** Weather Factor %: **0.00** Total Vets: **0**

TPC: **20.00**

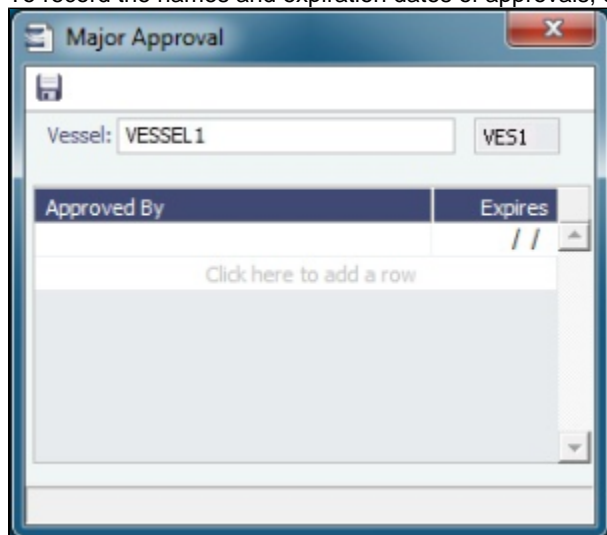
Bunker Data and Consumption Rates

Name	Price	Ballast	Laden	Load	Draft	Idle	Margin	Capacity
IFO	0.00	25.00	25.00	3.00	3.00	3.00	3.00	1,200.00

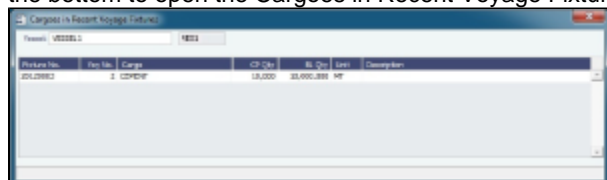
Buttons: **Vessel Details** **Major Approval** **Recent Cargoes**

- To open the [Vessel](#) form, click the **Vessel Details** button at the bottom.

- To record the names and expiration dates of approvals, click the **Major Approval** button at the bottom.



- To retrieve the CP Quantity and Bill of Lading Quantity for all recent voyage cargoes, click the **Recent Cargoes** button at the bottom to open the Cargoes in Recent Voyage Fixtures form.

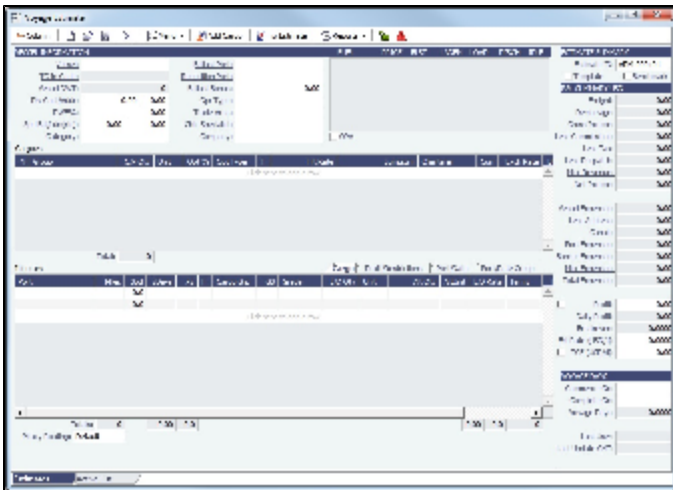


Voyage Estimate, Details View

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

Details view shows the full itinerary with miles and canals added, the commencing and terminating dates, and the financial results. From this view, you can update details for the vessel, fuel consumption and costs, cargoes, and voyage itinerary data, and fine-tune them. Each time you make a change, the TCE (Time Charter Equivalent) and expenses are updated in the P&L Summary on the right.

- An option can be configured (CFGEnableVoyestSavedBallastDays) to calculate the impact of Saved Ballast Days on the TCE.
- An option can be configured (CFGVerifyMatchingCompany) to display a validation error if any of the Estimate/voyage's linked contracts has a different company set than the voyage company.
- When a Time Charter In is selected, options can be configured to default to the company (CFGDefaultCompanyOnTciSelect) or LOB (CFGDefaultLobOnTciSelect) on the Time Charter In Contract.
- An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.
- An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Voyage Estimate.

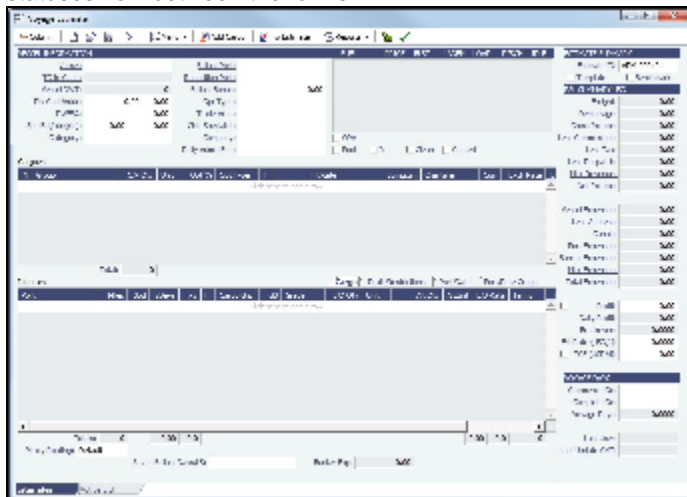


Different fields can appear, depending on the Operation Type and your configuration. When the **OPA** check box is selected, the following fields appear:

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

All OPA information from the Estimate flows through the [Voyage Fixture](#).

- An option can be configured (CFGEnableVoyTypeCheckboxes) to add **Pool**, **Ice**, **Clean**, and **Coated** check boxes to the Voyage Estimate and Voyage Fixture for reporting for bulk vessels. They are carried to the Voyage Manager, and their statuses flow between the forms.



1. In Details View:

- In the **Cargoes** grid, you can add cargoes in one of these ways:
 - Enter line items in the **Cargoes** grid. You can then either right-click, enter the itinerary in the CP Terms Details form, and click **+ Update Estimate** or enter it in the Itinerary grid below, selecting the cargo in the line.
 - Right-click a line and then select **Import Cargo**, **Create Cargo**, **Insert New**, or **Duplicate Cargo**.
 - Click **+ Add Cargo**, complete the **CP Terms Details** form, and click **+ Add to Estimate**. If a Cargo does not have Load/Discharge ports specified, the Freight is calculated by the CP Quantity; after those ports are specified, the Freight is calculated by the lift quantity.
- An option can be configured (CFGAutoCalcPortExpenses) to default port expenses per its historical values.
- An option can be configured (CFGDefaultLobOnCargoImport) to enable defaulting the LOB on a Voyage Estimate to the one from the imported cargo, if it has not yet been specified.
- An option can be configured (CFGDefaultTradeAreaOnCargoImport) to enable defaulting the Trade Area on a Voyage Estimate to the one from the imported cargo.

- An option can be configured (CFGEnableInProgressEstimating) to allow a Voyage Estimate to be created from an In Progress voyage by copying data from the voyage, using the **In Progress Voyage** check box.
- In the **Itinerary** grid, you can add ports and information about them. The Itinerary grid has tabs to show different views:
 - **Cargo:** Information about the cargo for each port.

- If you have the list of Low Sulfur Community ports loaded into the IMOS database, the Voyage Estimator sets low sulfur port days (LS PDays) to be equal to port days (PDays) while in one of these ports.
 - An option can be configured (CFGVoyapiValidateCargoLaycanForPort) to add validation warnings if, at the first port where a cargo is to be loaded, the vessel will arrive before the start or after the end of the cargo's laycan.
 - An option can be configured (CFGVoyestShowCranesInItinGrid) to add a Cranes column to indicate the use of cranes in the port.
- **Exp Details:** For companies that typically manage voyages on discharge-to-discharge basis, but for some contracts are able to charge a netback on the shipping cost, this tab shows cost allocation by leg. Because the netback is on a load-to-load basis, the leg cost allocation is used to accurately calculate the amounts to charge back to the trader.

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

- **Vessel Draft:** An option can be configured (CFGEnableDraftViewByPortcall) to display a Vessel Draft tab with information for each port call.

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

- An option can be configured (CFGDistancesAvoidRivers) to have distances calculated by IMOS use river routes (when disabled). This is equivalent to clearing the Avoid rivers if possible check box in Veslink Distances settings.
- **Port/Date Group:** A collapsed view of the Port/Date view, with one line per port, like a vessel itinerary.

- To lock a Transit port (Port Function P or I) to prevent it from being changed or removed, either right-click the port and click **Lock Transit Port**. A locked Transit port has a light blue background in the Itinerary.
- The **Estimate Summary** is along the right side.
 - A **Template** Estimate cannot be fixed, and fixed/scheduled estimates cannot be marked as Template.
 - Users without the Update template voyage estimates Security Right cannot edit Template Estimates, but can work on a copy of a Template Estimate.
 - From a **Benchmark** Estimate, you can create a Cargo with this Benchmark Calculation as the Exposure Basis:
 - Click **Fix Cargo**.
 - When the Benchmark Estimate is copied, the check box is cleared.
 - A Benchmark Estimate can be viewed by a user without the Benchmark right.
 - It is possible to dynamically [change a Benchmark Estimate Itinerary](#) to match a Cargo, and to use it in the exposure calculation.
 - In the **P&L Summary**, you can adjust the Freight Rate or TCE to see the resulting changes in the P&L.
- Many of the **Column View** menu commands are also in Details View; in addition, you can click **Menu** in Details View and then click one of the following commands.
 - **Import Estimate, Export Estimate:** IMOS can export an Estimate to XML, for example, so you can share Estimates across platforms. Traders, for example, can import XML data from a trading program through middleware, manipulate it, and create a Voyage Fixture from it. You can also save your Estimates locally and import them.
 - **Shortest Itinerary, Reorder Itinerary, Map Itinerary:** You can rearrange your itinerary to optimize the sequence of ports, and you can view your itinerary on the map in Distances.

- **Create Cargoes:** To create cargoes with actual data and Cargo IDs.
 - **Use Cargo Grid:** This is the default view; you can switch to seeing cargoes in boxes.
2. Check the Validation symbol on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.



: All information is complete.



: Some information is missing.



: The form contains one or more errors.

- An option can be configured (CFGEnableOpsLOB) to validate the LOB on all contracts linked to a Voyage Estimate.

3. To save the Voyage Estimate, click .

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

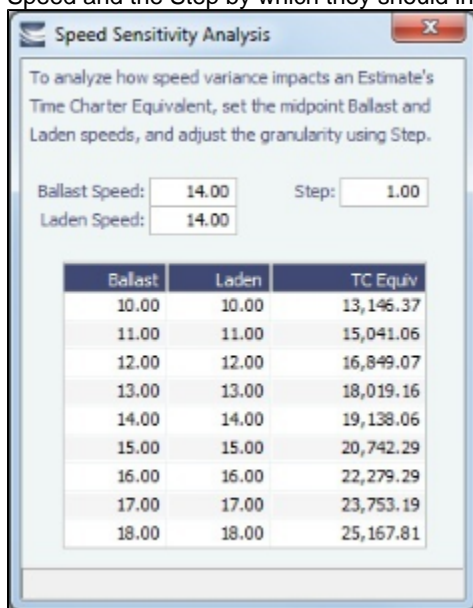
Analyses

You can perform analyses from the [Voyage Estimate](#). Click  and then click one of the following:

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

Speed Sensitivity Analysis

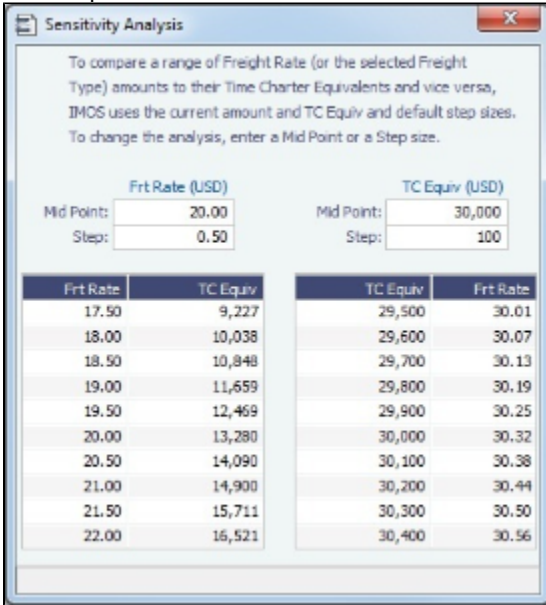
The Speed Sensitivity Analysis shows the impact of changing the speed on the TCE. You can set the Laden and/or Ballast Speed and the Step by which they should increase and decrease for the TCE result.



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

Freight Sensitivity Analysis

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

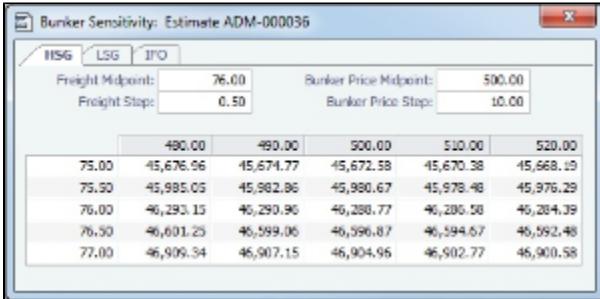


Config Flags Related to this Form

- 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.

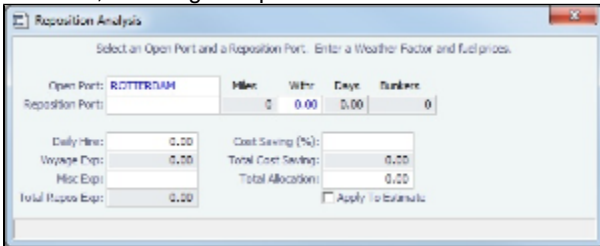
Bunker Sensitivity Analysis

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



Reposition Analysis

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

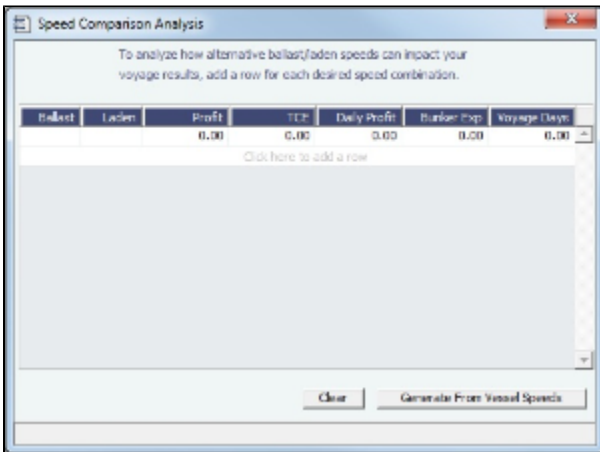


If the vessel can find some cargo to carry at a discount, the voyage will be more financially efficient than going ballast. The workflow can be as follows:

1. Prepare an Estimate for this discounted cargo and open the Reposition Analysis. The default Open Port will be the first port in the itinerary.
2. Enter the relevant Reposition Port.
3. The Weather Factor, price of Bunkers, and Daily Hire are defaulted according to the Estimate data but can be edited for the Analysis.
4. You can enter Miscellaneous Expenses as a lumpsum amount.
5. The Total Reposition Expenses value appears. Enter the percentage of this amount you would like to save.
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.

Speed Comparison Analysis


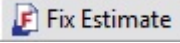

The Speed Comparison Analysis calculates how alternative ballast/laden speeds impact voyage results. After specifying Ballast and Laden speeds, the following values are calculated for each set of speeds: Profit, TCE, Daily Profit, Bunker Exp, and Voyage Days.



- To apply this set of speeds to the Estimate, right-click a line in the table and click **Apply to Estimate**.
- To clear all the lines in the form, click **Clear**.
- To populate all the possible combinations of speeds that are specified on the Vessel form, click **Generate From Vessel Speeds**.

Creating a Voyage Fixture from an Estimate

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

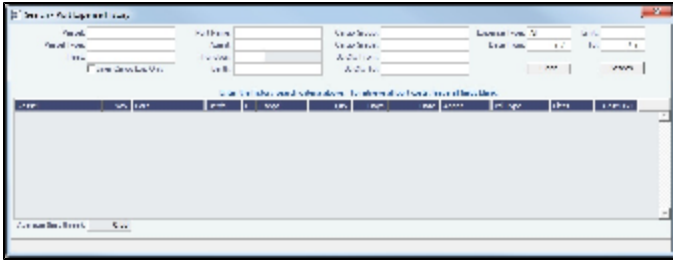
- In **Column view**, click  and then click **Fix Estimate**.
- In **Details view**, click . All the information from the Voyage Estimate moves to the **Voyage Fixture**, and the button changes to .

An option can be configured (CFGValidateContractStatusToSchedule) to restrict fixing Estimates unless Cargoes are Confirmed.

Port Expense History

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

- An option can be configured (CFGDefaultPortExpSearchLimit) to automatically start with default search criteria and a default Limit.



Enter search criteria and click **Search**.

Bunker Planning

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

Fuel Name	Qty	Price	Total
HFO	5,000	3.00	15,000
MFO	5,000	3.00	15,000
DFO	5,000	3.00	15,000
IGS	5,000	0.00	0.00
Total	15,000	3.00	45,000

Depending on the Vessel Type in the Voyage Estimate, columns can also appear for sea consumption for heating, cooling, and reliquefaction, and port consumption for heating, cooling, and reliquefaction, as well as IGS consumption.

Estimate Delays

Enter information about delays.

Activity	Reason	From	Zone	To	Zone	Hours
			0.0		0.0	0.0000
Click here to add a row						
Total:						0.0000

Vessel Defaults

Enter Vessel default values to be used in Voyage Estimates.

The screenshot shows a window titled "Vessel Default Values Used in Voyage Estimates". It contains a table with the following columns: Vsl Name, Vsl, Vsl DWT, Qty/Mtr, L Days, D Days, Conns, and FOL/est. The table has one row with the following values: 0, 0, 0.00, 0.00, 0.00, 0.00. Below the table is a text box that says "Click here to add a row".

Vessel Matrix

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

The screenshot shows a window titled "Estimate Vessel Matrix". It contains a table with the following columns: Vessel, Daily Cost, Addr, Open Port, Bal Spd, and Lad Spd. The table has one row with the following values: VESSEL 1, 60,000.00, 0.00, HOUSTON, 15.0, 14.5. Below the table is a text box that says "Click here to add a row". At the bottom of the window, there are two checkboxes: "Use All Open Estimates" and "Preserve Bunker Prices", both of which are unchecked. There are also "Create" and "Cancel" buttons.

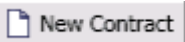
Preserve Bunker Prices: For any fuel types that match up between the source Estimate and the new Estimates generated, the bunker prices are copied into the new Estimate.

- An option can be configured (CFGVoyestRetainBunkerPrices) to map bunker prices when changing vessels; if it is enabled, this check box is enabled by default when this form is opened.

Master Contracts

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

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

1. To create a Master Contract to group Cargo COAs, do one of the following:
 - In the Chartering Module Center, click **Master Contract**.
 - On the Master Contract list, click .

- On the IMOS7 menu, point to **New**, and then click **Master Contract**.

2. Enter a **Contract Number** and press **Enter**.
3. A confirmation message asks if you want to create a new contract. Click **Yes**.
4. Enter the **Charterer** and other appropriate information.
5. To save the Master Contract, click .

Mirroring Contracts

About Mirroring Contracts

Intercompany workflows facilitate the existence of multiple separate legal entities within a single IMOS database.

- An option can be configured (CFGEnableContractMirroring) to enable the following types of intercompany contracts to be mirrored: Cargo COA, VC In COA, Cargo, VC In, Time Charter In, Time Charter Out, and IMOS FFA/Option/Bunker Swap Trade. When a contract of one of these types is created with internal counterparties, IMOS automatically creates a mirrored contract from the opposite perspective, so that users from both legal entities can manage the contract and include it in both their operational planning and their trading exposure and P&L.
- An option can be configured (CFGAllowMirroredInvoiceApproval) to allow handling of mirrored invoices independently from their source invoices.
- An option can be configured (CFGMirrorContractRefNo) to enable mirroring of the Reference No. or Ref No. field between mirror contracts.
The following two workflow models can be used in mirroring.

Time Charter Contracts

These examples refer to Time Charter contracts, but the concepts apply to all contracts.

Two Internal Companies (Model A)

When the W record entered in the Company field on the contract and the W record in the Counterparty field are both specified as Internal in the Address Book:

- The Intercompany check box is selected by default.
- On saving the contract, an identical (or mirrored) contract is automatically created behind the scenes, with the alternate perspective.

For example, when a Time Charter In contract is created between Company X and Counterparty Y (both internal), the Intercompany check box is automatically selected, and on save, a Time Charter Out form with Company Y and Counterparty X is created with the same information.

- After this mirrored link is established, any entry into either of the contracts passes to the other upon save. This includes brokers and XADDCOMM.
- Disabling the Intercompany option on either of the contracts and saving breaks the link; updates no longer flow through.
- The automatic creation of mirrored contracts and subsequent updating is allowed even if you do not have security access to the company of the linked contract. (You can enter details from X's perspective and have it flow through and update Y's contract, but you cannot change anything in Y's contract directly if you do not have rights to Y.)

An option can be configured (CFGEnableInvoiceMirroring) when the configuration flag 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.

One Internal Company and One External Company (Model B)

When the W record entered in the Company field is Internal, but the Counterparty is not Internal:

- The Intercompany check box is not selected by default.
- Selecting it selects the I/C Company and I/C Adj % fields on the form.
- I/C Company refers to the secondary intercompany counterparty; I/C Adj % allows a numerical entry.
- If the I/C Company is entered, a total of three contracts are created, all mirrored with one another.

For example, if a TC In contract is created between internal Company X and external Counterparty Z, and Company Y is the I/C Company (also internal), three linked contracts are created:

- X has a TC In with Z (parent contract)
- X has a TC Out with Y (child contract 1)
- Y has a TC In with X (child contract 2)
- The I/C Adj % value is applied automatically to the Gross Hire Rate on the two child contracts, that is, the contracts between the internal counterparties. This is always applied as a mark down on a buy and mark up on a sell.
- If the Hire Rate is index linked, the same process applies. If a floor/ceiling is specified, they increase/decrease along with the rate, according to the I/C Adj % value.
- After this mirrored link is established, any entry to any of the three contracts passes to the others upon save (except for the I/C Company and I/C Adj % fields, which are not mirrored). Note that broker entries in the parent contract are not mirrored onto the child contracts (although broker entries are mirrored between the child contracts); XADDCOMM is mirrored among all contracts.
- Disabling the Intercompany option on any of the contracts breaks the link on all; updates no longer flow through.
- The automatic creation of mirrored contracts and subsequent indirect updating (through mirroring) is allowed even if you do not have security access to the company of the linked contracts.

TC Mirroring

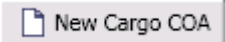
- When contract A (connected to voyage 1) is mirrored with contract B (connected to voyage 2), and voyage 1 is scheduled /commenced, port, time, and bunker information flows from the voyage to contract A to contract B. Voyage 2 needs to be manually synced with voyage 1. There is no voyage mirroring in this case.

Cargo Mirroring and Voyage Mirroring

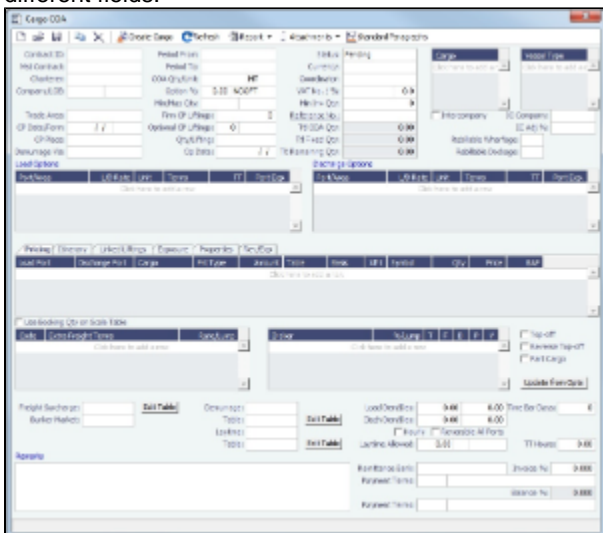
- Voyages created through two mirrored Intercompany contracts are mirrored with each other. For example, if a Cargo is mirrored with a VC In, the two corresponding voyages are mirrored with each other. The voyage corresponding to the Cargo contract is the master, while the other is the mirror voyage. The master has to be scheduled before the mirror, and information flow is one way only: master to mirror.
- Related topic: [FAQ - How to Mirror Cargoes Between Two Internal Companies.](#)

Cargo COAs

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

1. To create a Cargo COA, do one of the following:
 - In the Chartering Module Center, click **Cargo COA**.
 - On the Cargo COA List, click .

- On the IMOS7 menu, point to **New**, and then click **Cargo COA**. Depending on your configuration, you might see different fields.



2. Complete the required fields:

- Contract ID
- Charterer/Owner
- Company
- Trade Area
- CP Date
- Period From
- Period To
- COA Qty
- Currency
- Coordinator
- Cargo (at least one)
- Vessel Type (at least one)
- Load Port Option (at least one)
- Discharge Port Option (at least one)

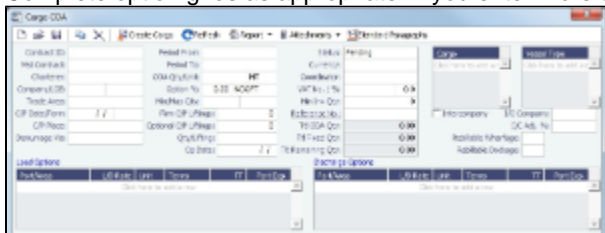
- An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.

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

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

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

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



- In the **Cargo** grid: Each cargo that might be moved.
- In the **Vessel Type** grid: Each type of vessel that fits any requirements.

- In the **Load Options** and **Discharge Options** grids: Each potential load and discharge port and the terms that apply there. You can change the ports and/or terms on the Cargo form.

Itinerary or Pricing Tab - Cargo COA

Depending on the complexity of your contract, complete one of these tabs:

- Use the **Itinerary** tab to define your itinerary and pricing if your contract is simple, and you do not use the Pricing tab.

- Use the **Pricing** tab for flexibility in creating an itinerary for complex contracts.

To automatically add pricing lines when the Freight Type is Use Price Matrix, click **Update from Opts**. Price lines are populated for any unique pair of Load and Discharge options that do not already exist.

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

- **Freight Type:**

- **Flat Rate**
- **Lumpsum**

- **Index Table:** To price your freight based on Index values, select the Market and enter the details in the Index Table that pops up: the index value (Manual or B/L Date), calculation method for the rate being applied, and a Cap (Max \$ to be charged) and a Collar (lowest \$ to be charged). To adjust the selected index rates, change the values in the table (Market Rate or Rate).

- **Scale Table:** Select the table in the Table column. Scale (Rate) Tables are created in the Data Center.
 - To base Freight Rates on the quantity loaded, use a **Freight Rate Table** and enter the Rate or Lumpsum for each Quantity.

Table ID: FREIGHT RATE 1 Calculation: Next Higher
 Table Type: Freight Rate Curr: USD
 Table Desc: Freight Rate Table 1

Qty	Unit	Rate	Lump Sum
10.000	MT	18.000	0.000
20.000	MT	17.000	0.000
100.000	MT	16.000	0.000
500.000	MT	15.000	0.000
1,000.000	MT	14.000	0.000
20,000.000	MT	13.000	0.000
200,000.000	MT	10.000	0.000

Click here to add a row

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

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

Table ID: FREIGHT MATRIX 1
 Table Type: Freight Matrix
 Table Desc: Freight Matrix Table

Port From	Port To	Rate	Unit
BOSTON (USA)	ATHENS	40.00	USD
NEW YORK	ATHENS	45.00	USD
BOSTON (USA)	ROTTERDAM	38.00	USD
NEW YORK	ROTTERDAM	39.00	USD

Click here to add a row

- **World Scale:** The value specified in the Amount column is the WSC%, while the WSC Flat rate is determined per Cargo, according to its itinerary.
- **Amount**
- **Billing Basis:** Based on the CP Qty from the Voyage Fixture, the BL Qty from Cargo Handling, or Manual, entered later.
- **Extra Freight Terms** to apply only to the line, in addition to any **Extra Freight Terms** that apply to the whole COA.
- **Symbol:** The Bunker symbol. The symbol is imported from the configured Bunker information provided by the bunker price supplier.
- **BAF:** An option can be configured (CFGUseSymmetricalBAF) to implement Symmetrical Bunker Adjustment Factor (BAF) for the Price Matrix, with either of two options:

- A Cargo with BAF has Extra Freight Term ZR for the Bunker Adjustment when the Cargo is fixed, which varies with the bunker market rate.
- A Cargo with BAF has Extra Freight Term BR, whose value is locked when the Cargo is fixed.

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

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

- To enter a **VAT No.** and **VAT %** specific to that line, right-click and then click **VAT Info**; otherwise, the default entered above is used.
 - For a **Top-off** (a cargo loaded at multiple ports with varied rates and offloaded at a single discharge port) or a **Reverse Top-off** (a cargo loaded at a single port and offloaded at multiple discharge ports with varied rates), select the check box below and enter the **CP Qty, Min., and Max.**
 - **Extra Freight Terms** for the entire COA.
 - Broker information
2. Enter **Surcharge** and **Laytime** information. [The Scale \(Rate\) tables](#) are set up in the Data Center.
- **Freight Surcharge:** To use a table to determine the Freight Surcharge based on quantity, select **Table**. To edit the Freight Surcharge Table, click **Edit Table**.

Freight Surcharge Table

Description:

Surcharge type: Currency:

Quantity	Rate Value	Lump Sum
Click here to add a row		

Commissionable Taxable Allow Partial Deductions

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

Bunker Cap/Collar Table

Bunker Market: Rate Type:

Symbol: For every \$/ton above Add

Currency: For every \$/ton below Subtract

Commissionable Taxable Allow Partial Deductions

The Rate Type can be Rate, Percentage, or Lumpsum.

- To use a Bunker Surcharge Rate Table defined in the Data Center, select **Scale Table** and select the table in the **Table** field below. To edit the Rate Table, click **Edit Table**.

The screenshot shows a 'Rate Table' dialog box with the following fields:

- Table ID: BUNKER SURCHARGE
- Table Type: Bunker Surcharge
- BFPI: BUNKER FUEL PR
- Table Desc: Bunker Surcharge Table 1

Rate	Rate Unit	Qty	Qty Unit
-1.000	PRC	20.000	USD
0.000	PRC	25.000	USD
1.000	PRC	30.000	USD
2.000	PRC	35.000	USD
3.000	PRC	40.000	USD
4.000	PRC	45.000	USD
5.000	PRC	50.000	USD

Click here to add a row

- Use BL date:** To calculate the Bunker price as of the Bill of Lading date, select the **Use BL date** check box. Otherwise, IMOS uses the first of the month of the BL date.
- Demurrage:**
 - To use a Flat Rate for Demurrage, select **Flat Rate** and enter the daily rates.
 - To enter hourly rates, select the **Hourly** check box.
 - To have total laytime considered together, so that a vessel that overdraws on one port can make it up on another, select **Reversible All Ports**.
 - To use a **Demurrage Rate Table** defined in the Data Center to determine the demurrage rates based on the deadweight of the vessel, select **Scale Table** and select the table in the Table field below. To edit the Rate Table, click **Edit Table**.

The screenshot shows a 'Rate Table' dialog box with the following fields:

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

Rate	Rate Unit	Qty	Qty Unit
10,000.000	USD	10,000.000	MT
20,000.000	USD	15,000.000	MT
30,000.000	USD	30,000.000	MT

Click here to add a row

- Laytime:**
 - To use a Flat Rate for Laytime Hours, select **Flat Rate** and enter the **Laytime Allowed** and **TT Hours**.

- To use a [Laytime Hours Rate Table](#) defined in the Data Center to determine the laytime hours based on cargo BL quantity, select **Scale Table** and select the table in the Table field below. To edit the Rate Table, click **Edit Table**.

Rate	Rate Unit	Qty	Qty Unit
0.000	HRS	0.000	MT
18.000	HRS	1,000.000	MT
24.000	HRS	1,500.000	MT
26.000	HRS	1,000,000.000	MT

Linked Liftings Tab - Cargo COA

- To create Cargo, click **Create Cargo**.


- On the Create Cargo Setup form, the Total Liftings becomes the Number of Cargoes; change any setup options and click **Create**. The liftings appear below, using the first Cargo, Load Port, and Discharge Port options; adjust them, if needed, then click **OK** to create the cargoes; they appear on the **Linked Liftings tab**. Each cargo includes all the information from the COA.

Seq	ID	Quantity	BL Qty	Load Port	Disc Port	Laycan Fr	Laycan To	Type	Status	Option Status	Vessel
Total:		0	0	Firm Liftings: Total		0	Option Liftings: Total		0		

Liftings in a CCOA or VCOA are color coded by status:

- Inquiry: White background with black text
- Confirmed but not linked: Blue background with black text
- Confirmed Cargo/VC In linked to a VC In/Cargo: Green background with black text
- Fixed: Yellow background with black text
- Withdrawn: White background with red text

In the Firm Liftings field, you can select to view Remaining, Completed, or Total.

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

Exposure Tab - Cargo COA

An option can be configured (CFGEnableBenchmarkEstimate) to add an **Exposure tab** to this form.

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

Pricing	Itinerary	Linked Liftings	Exposure	Properties	Rev/Exp
Exposure Method: <input type="text" value="Benchmark Estimate"/>		Strategy: <input type="text"/>		Bunker Hedging: <input type="text"/>	
Benchmark M2M Basis: <input type="text"/>		Overriding TCE: <input type="text"/>		Bunker Hedged By: <input type="text"/>	
<input type="checkbox"/> Use Benchmark Adjustment Table					
Benchmark Est	F	TC Route	Corr	Adj	
Click here to add a row					

- **Strategy:** A selection from the [Trading Strategy](#) form.
- Different fields appear based on the **Exposure Method:**
 - **Route linked to Trade Area:** This is the default exposure method. The exposure is calculated according to the route linked to the [Trade Area](#).
 - **Voyage Route:** Instead of linking the exposure to a Trade Area, you can link the cargo directly to a **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:** You can specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by plugging the market rate and bunkers into the Benchmark Estimate.
 - **Benchmark M2M Basis:**
 - **Min:** The Benchmark Estimate with the lowest Benchmark Freight Rate is used for the exposure calculation.
 - **Max:** The Benchmark Estimate with the highest Benchmark Freight Rate is used for the exposure calculation.
 - **Backhaul**
 - The value entered in the **Overriding TCE** field is converted to a \$/ton rate, which populates the Rate column in the Trade Details List. (The Contract Rate column still has the original value from the contract.) The new Rate is used in the total exposure calculation.
 - To use the Benchmark Adjustment Table, select the check box and complete the fields.

- **Manual Exposure:** You can set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.

Properties Tab - Cargo COA

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

Rev-Exp Tab - Cargo COA

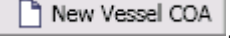
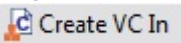
On the **Rev/Exp tab**, you can enter information about any revenues and expenses.


VC In COAs

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

The VC In COA looks the same as a Cargo COA, except that it has an **Owner** field instead of a **Charterer** field. All liftings are displayed as VC Ins, even when the VC In is linked to a Cargo. When a VC In is linked to a Cargo, the Type, Status, and Option Status of the lifting are still from the VC In, although Ports and Laycan are from the Cargo. Depending on your configuration, you might see different fields.

To create a VC In COA:

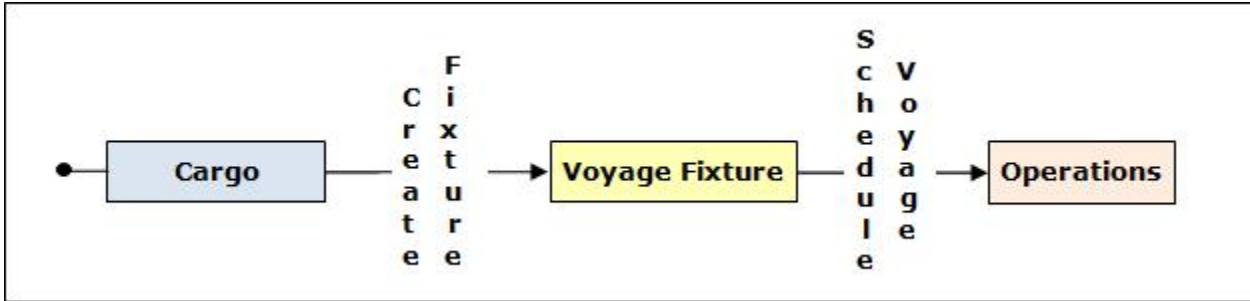
1. Do one of the following:
 - In the Chartering Module Center, click **VC In COA**.
 - On the VC In COA list, click .
 - On the IMOS7 menu, point to **New**, and then click **VC In COA**.
2. Complete required and additional fields as appropriate. See [Cargo COAs](#).
 - [An option can be configured](#) to set up a hierarchy between Company, LOB, and Trade Area on this form.
3. To create VC Ins, click  and complete the Create VC In Setup form.

4. To save the VC In COA, click .

- An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a VC In COA.

Cargoes

This section describes the second of the [Chartering workflows](#), the typical workflow of a Charterer.


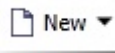


If you have a cargo that is not part of a [Cargo COA](#), you can create one from scratch, create a [Voyage Fixture](#) from it, and schedule the voyage.

An option can be configured (CFGChartererView) to use the [Charterer's view](#) instead of this standard Cargo form.

Creating a Cargo

To create a Cargo:

1. Do one of the following:
 - In the Chartering Module Center, click **Cargo**.
 - On the Cargo List, click .
 - On the Cargo Schedule, click  and then click **Cargo**.
 - On the IMOS7 menu, point to **New**, and then click **Cargo**.

2. On the Cargo form, complete the required fields:
 - Cargo
 - Charterer
 - Laycan From and To

- On the Cargo Itinerary tab:
 - Load Function and Load Port
 - Discharge Function and Discharge Port
- CP Date
- Freight Type:
 - Freight Rate, Lumpsum, World Scale, or Use Price Matrix
- Coordinator
- Nominated Vessel
- Vessel Type
- Trade Area

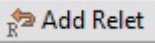
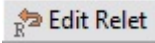
Note: You can create templates that contain information about the types of cargo you typically carry and use them to

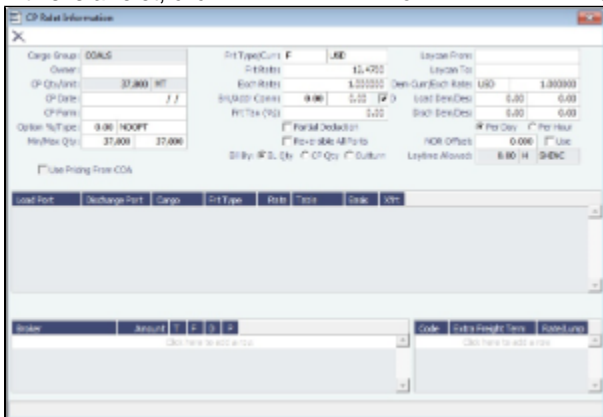
create cargoes; click .

- An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.

3. Enter any additional information as appropriate:

- Select a **Department** from those defined in Financials.

- If this is a relet, click  or  and complete the CP Relet Information form.



- If OPA is enabled, a Persistent check box appears, and a Cargo Persistent column is in the relevant lists and datasets.
 - If a Cargo is created from an Estimate, a Fixture, or a voyage, and the OPA check box is selected, the Cargo is created as Persistent.
 - If a Persistent Cargo is imported into a Voyage Estimate, a Voyage Fixture, or a voyage, the OPA check box is automatically selected.
- **Option** check box: The Cargo/VC In must be linked to a COA contract to be marked as an Option. Option Status appears on the Linked Liftings tab of a COA. When selected, additional fields appear.

<input checked="" type="checkbox"/> Option	Premium:	0.00
Type: Charterer's	Status:	Pending
Declaration Date:		//
Declared Date:		//

- On the **Itinerary/Options** tab, enter terms and information for the ports.

- For a Cargo from a COA, the information from the COA appears.

- On the **Pricing** tab:
 - For a Cargo from a COA, the information from the COA appears. If you are not contractually bound to use all the terms from the COA, you can clear the **Use Pricing from COA** check box and make adjustments.

- For a single Cargo, you can enter multiple pricing options, with different rates for different Load Ports, Discharge Ports, and Cargoes. This tab is the same as the COA Pricing tab.
- To automatically add pricing lines when the Freight Type is Use Price Matrix, click **Update from Options**. Price lines are populated for any unique pair of Load and Discharge options that do not already exist.
- On the **Other Info** tab, you can enter additional information regarding the cargo contract, such as Supplier and Receiver, intercompany relationships, and FOB Cargo/rebillable costs.

Itinerary/Options		Pricing	Other Info	Exposure	Properties	Rev/Exp
Final Destination:			<input type="checkbox"/> On Subjects	Rebillable Wharfage:		
ETS:			<input type="checkbox"/> Traded	Rebillable Dockage:		
Supplier:			<input type="checkbox"/> FOB/Delivered Cargo			
Receiver:				<input type="checkbox"/> Low Water		
VAT No./%:		0.00		OBL No.:		
Ref Contract:				Commingle Code:		
Scheduler:				<input type="checkbox"/> Per DWT		
Trader:	admin					
	<input type="checkbox"/> Intercompany					
IC Company:						
IC Adj. %:						

T	Counterparty	Timebar days	Basis
Click here to add a row			

- In the table, you can specify **Time Bar days** for the various counterparties connected to the cargo.
- With the buttons to the left of the table, you can create **Claims** and **Laytime Calculations** for an FOB Cargo.
- The Existing Claims grid displays all existing Claims and Laytime Calculations for the Cargo.
- An option can be configured (CFGEnableBenchmarkEstimate) to add an **Exposure tab**. On this tab, you can select the **Use Exposure Settings from COA** check box or enter the information.

Itinerary/Options		Pricing	Other Info	Exposure	Properties	Rev/Exp
<input type="checkbox"/> Use Exposure Settings From COA		<input type="checkbox"/> Inbound		<input type="checkbox"/> Part Cargo		
Initial Estimate:			Exposure Basis Month:	/ /		Bunker Hedging:
Exposure Method:	Benchmark Estimate		Strategy:			Bunker Hedged By:
Benchmark M2M Basis:	Min		Overriding TCE:			Ref. Voyage Route:
<input type="checkbox"/> Use Benchmark Adjustment Table						
Benchmark Est.	F	TC Route	Corr.	Adj.		
Click here to add a row						
Linked Bunker Swaps						
Trade ID	Period	Status	(Un)realized			
Click here to add a row						

- **Inbound:** Selected if the Cargo was created through a Benchmark Estimate with an attached Reposition Analysis; it can be changed.
- **Initial Estimate:** This field is populated with the Estimate's ID if the cargo was fixed from a Benchmark Estimate.
 - An option can be configured (CFGLockInitialEstimate) to lock the Initial Estimate.
- **Exposure Basis Month:** To use a value other than the Laycan month, enter a value in this field.
- **Strategy:** A selection from the **Trading Strategy** form.
- Different fields appear based on the **Exposure Method:**
 - **Route linked to Trade Area:** This is the default exposure method. The exposure is calculated according to the route linked to the **Trade Area**.
 - **Voyage Route:** Instead of linking the exposure to a Trade Area, you can link the cargo directly to a **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:** You can specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by plugging the market rate and bunkers into the Benchmark Estimate.
 - **Benchmark M2M Basis:**
 - **Min:** The Benchmark Estimate with the lowest Benchmark Freight Rate is used for the exposure calculation.
 - **Max:** The Benchmark Estimate with the highest Benchmark Freight Rate is used for the exposure calculation.


- **Backhaul**

- The value entered in the **Overriding TCE** field is converted to a \$/ton rate, which populates the **Rate** column in the Trade Details List. (The Contract Rate column still has the original value from the contract.) The new Rate is used in the total exposure calculation.
- To use the Benchmark Adjustment Table, select the check box and complete the fields.
- **Manual Exposure:** You can set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.
- In the **Linked Bunker Swaps** table, you can specify **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 Bunker Swap**.
- On the **Properties tab**, when **User Defined Fields** are set up in the Data Center, they can be selected here and values entered for them.

Itinerary/Options		Pricing	Other Info	Exposure	Properties	Rev/Exp
Title				Value		
Arbitration Location						
Safe Weight of Load						
New Lakes						
Shore/Ship Gear						
Click here to add a row						


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

Itinerary/Options		Pricing	Other Info	Exposure	Properties	Rev/Exp	
Description	Rev/Exp	Type	Curr	Amt Curr	Exch Rate	Amt Base	Code
				0.00	0.00000	0.00	
Click here to add a row							

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

Copying a Cargo

To copy a Cargo:



1. Click  and then click **Copy Existing**.
2. Enter the **Number of Copies**, **Start Date**, and **Total Periods**, and then click **Create**.
3. Edit line items for the copies as needed and then click **OK**.

- An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Cargo.

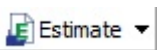
Copy a Cargo to a VC In

To copy a Cargo to a VC In, click  and then click **Copy to VC In**.

Creating a Voyage Fixture from a Cargo


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

Creating a Voyage Estimate from a Cargo

To create a **Voyage Estimate** from a Cargo, 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 this vessel.

Adding a Cargo to an Existing Estimate

To add a Cargo to an existing **Voyage Estimate**:

1. Click  Estimate, 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.

<input checked="" type="checkbox"/> Option	Premium:	0.00
Type: Charterer's	Status:	Pending
Declaration Date:		//
Declared Date:		//

Backhaul Exposure Method

From the Exposure tab of the **Cargo** form, you can set the Backhaul Exposure Method. Follow these steps:

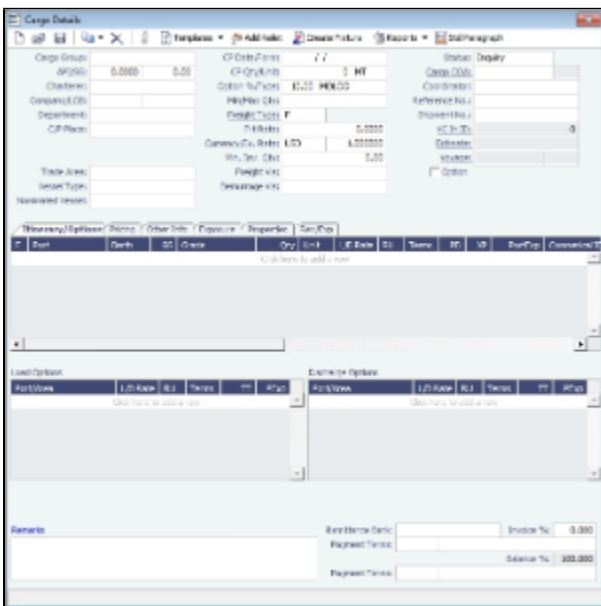
1. Create a front haul estimate (FH) and set the Freight Rate.
2. Set it as a Benchmark Estimate and save it.
3. Copy this Estimate, and in the copy (we'll call this WR, for Worldround), make the following changes:
 - a. Set it as a Benchmark Estimate.
 - b. Add the Backhaul Cargo (BH) as a second Cargo to the Estimate.
 - c. To set this as a Backhaul Cargo, select the **B** check box in the Cargoes table.
 - d. Change the TCE or Freight Rate on the BH Cargo to evaluate the voyage.
 - e. Fix the Cargo (a Backhaul Cargo is indicated in the Estimate, so that will be the fixed Cargo). Do not save it yet.
 - f. On the Exposure tab of the newly created Cargo, add the FH Estimate and set it as F in the Benchmark Estimates table.
 - g. Save the Cargo.

The Backhaul Cargo exposure is calculated in the following way:

1. The system calculates the FH benchmark Freight Rate.
2. In the WR estimate, the bunker market rates and the FH benchmark Freight Rate are plugged in.
3. The TCE is locked, and the market rate is entered, while applying the change on the Backhaul Cargo only.
4. This gives you the WR benchmark Freight Rate.

Cargo - Charterer's View

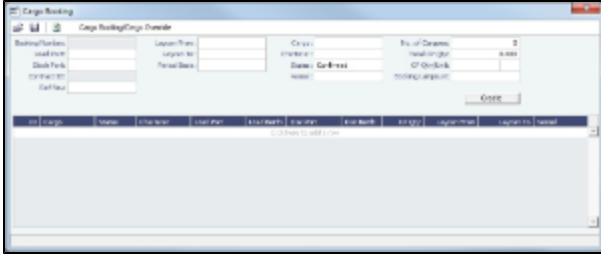
An option can be configured (CFGChartererView) to use this Charterer's view instead of the standard **Cargo** form. The Charterer's View has additional fields on the Itinerary/Options tab.



With Charterer's View, an option can be configured (cargoScheduleSmallBarTemplate) that enables you to add labels to the **Cargo** Schedule.

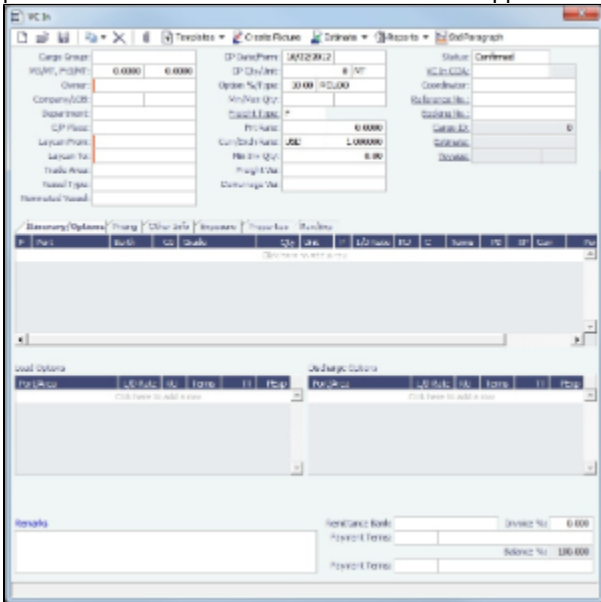
Multiple Cargo Bookings

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




VC Ins

A VC In looks similar to a **Cargo**, except that it has an **Owner** field instead of a **Charterer** field and other fields related to a purchase rather than a sale. VC In contracts appear on the Trading P&L Summary.




To create a VC In:

1. Do one of the following:
 - In the Chartering Module Center, click **VC In**.
 - On the VC In List, click  **New**.
 - Create VC Ins from a **VC In COA**.
2. Follow the steps for creating a **Cargo**.
 - An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.

Copying a VC In

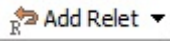

To copy a VC In:

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**.

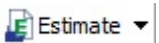
Copy a VC In to a Cargo and Link Back

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 .

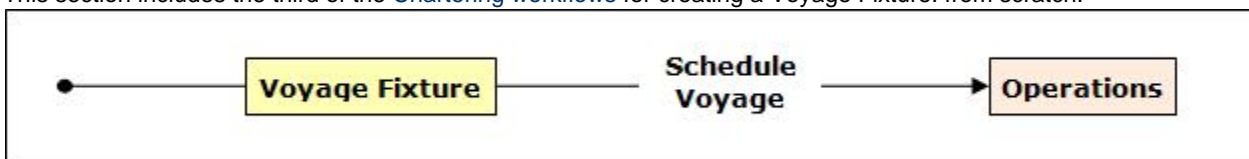
Creating a Voyage Estimate from a VC In

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.

Voyage Fixtures

A Voyage Fixture is a contract for a voyage; it captures the Charter Party terms for each cargo and must be set up before creating the Voyage. It is important that anything that changes in the voyage be reflected on the Voyage Fixture.

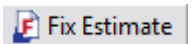
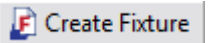
This section includes the third of the [Chartering workflows](#) for creating a Voyage Fixture: from scratch.



Creating a Voyage Fixture

To create a Voyage Fixture:

1. Do one of the following:

- From a [Voyage Estimate](#), click . All the information from the Voyage Estimate moves to the Voyage Fixture.
- From a [Cargo](#), click .

Create Voyage Fixture

Vessel:


Operation Type:

Charterer:

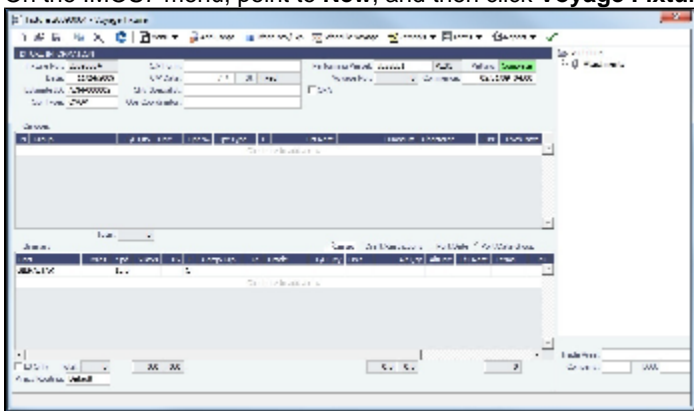
Wait for laycan

OK Cancel

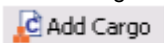
On the Create Voyage Fixture form, complete the required fields: **Vessel** and **Operation Type**. Then click **OK**. All the information from the Cargo moves to the Voyage Fixture.

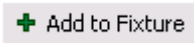
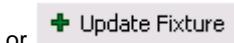
- In the Chartering Module Center, click **Voyage Fixture**.
- On the Voyage Fixture List, click  and then click **New Voyage Fixture**.

- On the IMOS7 menu, point to **New**, and then click **Voyage Fixture**.



2. On the Voyage Fixture, complete the required field: **Vessel**.
3. Enter additional information as appropriate.
 - An option can be configured (CFGEnableChartManualStatusFlags) to add a **Status (St)** field with a default status of On Subs; a voyage can only be scheduled from the Voyage Fixture if its status is Fixed.
 - An option can be configured (CFGEnableVesselVetting) to enable vessel vetting. The value in the **Vetting** field is the Vetting status of the Fixture with this vessel: Pending or Completed. To open the **Vessel Vetting** form, click the Vetting field label.
 - An option can be configured (CFGEnableVoyTypeCheckboxes) to add **Pool, Ice, Clean, and Coated** check boxes to the Voyage Estimate and Voyage Fixture for reporting for bulk vessels. They are carried to the Voyage Manager, and their statuses flow between the forms.
4. When you create a Voyage Fixture from a Cargo or a Voyage Estimate, the **Cargoes** flow through to the Voyage Fixture and then to the Voyage. The Cargoes grid is the same on a Voyage Estimate, a Voyage Fixture, and a Voyage. To add Cargoes, do one of the following:

- Click .
- Enter line items in the Cargoes grid.
 - An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.
 - An option can be configured (CFGDefaultLobOnCargoImport) to enable defaulting the LOB on a Voyage Fixture to the one from the imported cargo, if it has not yet been specified.
 - An option can be configured (CFGDefaultTradeAreaOnCargoImport) to enable defaulting the Trade Area on a Voyage Fixture to the one from the imported cargo.
 - An option can be configured (CFGVoyestShowCranesInItinGrid) to add a Cranes column to indicate the use of cranes in the port.

5. When you click Add Cargo, the CP Terms Details form appears, with all the details for the cargo. For other cargoes, right-click and click **CP Terms Details**. Add or update any appropriate information, such as **Commissions** and **Extra Freight** **Terms, Suppliers** and **Receivers**, and click  or .

- An option can be configured (CFGEnableInProgressEstimating) to allow a Voyage Fixture to be created from an In Progress voyage by copying data from the voyage, using the **In Progress Voyage** check box.
- An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Voyage Fixture.

6. When you create a Voyage Fixture from a Cargo or a Voyage Estimate, the **Itinerary** is pulled in from it. The Itinerary is the same as on a **Voyage Estimate**; it is almost the same on a Voyage, which has a B/L Info tab but no Port/Date tab. To add to an Itinerary, click the last line to add a row, enter Ports, Cargoes, and other information.

- An option can be configured (CFGAutoCalcPortExpenses) to default port expenses per its historical values.
- An option can be configured (CFGVoyapiValidateCargoLaycanForPort) to add validation warnings if, at the first port where a cargo is to be loaded, the vessel will arrive before the start or after the end of the cargo's laycan.

7. Enter the **Commence Date**. IMOS fills in **ETAs** and **ETDs**, based on the projected speed of the vessel and the distances in the Itinerary.

8. To view or enter other revenues or expenses for the voyage, click .

9. In the Cargoes and Itinerary grids, to view or enter additional information, right-click a line to open a context menu.

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



: All information is complete.



: Some information is missing.



: The form contains one or more errors.

- An option can be configured (CFGEnableOpsLOB) to validate the LOB on all contracts linked to a Voyage Fixture.

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

Vessel Vetting

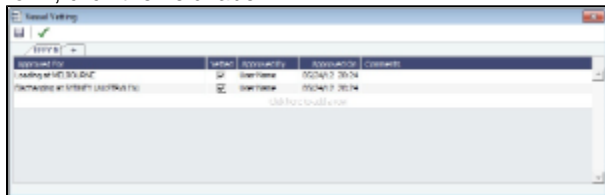
An option can be configured (CFGEnableVesselVetting) to enable vessel vetting in IMOS. To use this option, the following **Security Module rights** must be enabled:

Chartering > Actions > Vessel Vetting

Chartering > Setup > Vessel Vetting Setup

Follow these steps:

1. Complete the [Vessel Vetting Setup](#) form.
2. On the [Voyage Fixture](#), the **Vetting** field displays the vetting status of the Fixture with the vessel. To open the Vessel Vetting form, click the field label link.



The Fixture Performing Vessel is set as the first tab. Each tab includes a line for each of the entities for which the vessel needs to be vetted:

- Each entity specified on the Vetting Setup form (rows are highlighted in yellow)
- Each Port-Function-Supplier/Receiver combination
- Additional entities (rows are highlighted in green)

If there is any change in the itinerary/cargo, the entities in the Vessel Vetting form are updated accordingly.

3. Do any of the following:
 - To add another vessel, click the **+** tab.
 - To add an entity on a vessel tab, either click the next empty line or right-click a line and then click **Insert**.
 - To mark an entity as vetted, select the **Vetted** check box. Your user name appears in the **Approved By** field, and the GMT time of the approval appears in the **Approved On** field. You can enter free-text **Comments** in each row.

The **Validation symbol** on this form indicates the status of the Voyage Fixture. The symbol on the Fixture includes its vetting status.

- The vetting status is **Pending** until all entities for the performing vessel are selected as vetted, and then it turns to **Completed**.
- A Voyage Fixture cannot be scheduled if the Vetting status is not **Completed**.
- For a voyage, if the vetting status is **Pending**, a validation error is raised.

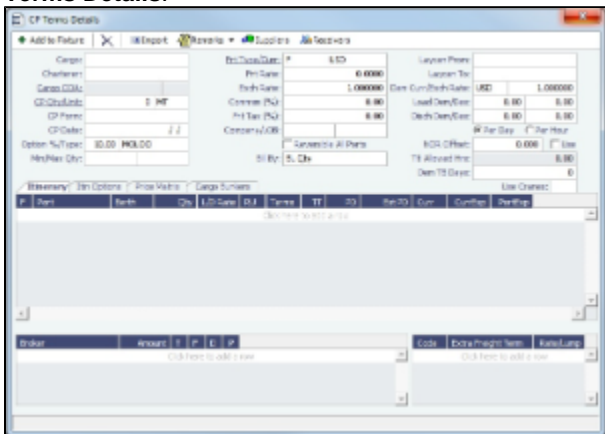
CP Terms Details

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

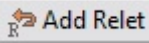
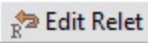

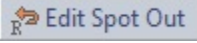
1. To add or update CP Terms information:

- To add CP Terms information, click  on a [Voyage Estimate](#) or a [Voyage Fixture](#).

- To open a CP Terms Details form, right-click the cargo line in a Voyage Fixture or a Voyage Estimate and click **CP Terms Details**.



2. Add or change any information.

- For a voyage of Operation Type RELT, you can add or update Relet information. Click  or . The Relet information can be entered in the Relet Information form. This will create both payable and receivable freight invoices on the voyage and P&L.
- For a voyage of Operation Type SPOT, you can add or update Spot Out information. Click  or . The Spot Out information can be entered in the Spot Out Information form. It will lead to the calculated revenue total shown in the Spot Out Revenue field in the P&L column of the Details view of the Estimate. Spot Out Revenue has been added to the Income section of the Estimate P&L Report.
- For a voyage of Operation Type COAS or SPOT, there is an Add Comm(%) field, where the Address Commission should be specified (rather than adding an XADDCOM broker). Using this field will cause the address commission to correctly appear as a negative expense in the voyage's estimated and actual P&L.
- You can specify how the Freight calculation is calculated. Click the **Bill By** field and select **BL Qty**, **CP Qty**, **Inv Qty**, or **Outturn Qty**.
- You can specify a different currency for Demurrage. A currency that is manually edited to be different from the Cargo currency changes to a blue font.
- You can specify the number of decimals in the Freight Invoice for a Freight Type that is Rate/Lumpsum/Daily. To specify a Freight Currency that is different from the Base Currency:
 - Click the Frt Type/Curr label link.



- In the Convert CP Currency form, specify the **New Currency** and the number of **Decimals** to be used in the exchange conversion. To use the new currency for demurrage, select the **Convert Dem Rates** check box.
 - Click **OK**.
- On the **Itinerary** tab, make any adjustments to terms and information for the ports.

Itinerary													Use Cranes: Y	
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

- On the **Itin Options** tab, make any adjustments to load and discharge options.

- On the **Price Matrix** tab, make any adjustments to the pricing options. For more information, see the [COA Pricing tab](#). To automatically add pricing lines when the Freight Type is Use Price Matrix, click **Update from Opts**. Price lines are populated for any unique pair of Load and Discharge options that do not already exist.

- On the **Cargo Bunkers** tab (for the relevant vessel types with the corresponding consumption), make any adjustments.

When a value other than Disabled is selected for one of the selections, a grid for the relevant fuel types appears. For each fuel type, the system populates the relevant consumption rate (from the Vessel form), the required number of days, and the total consumption. These values can be overridden. The number of days calculated for each fuel type also depends on the itinerary and its considerations of high sulfur and low sulfur. The following selections are available:

- Heating Cons (only for Tankers): The Heat Days per cargo are calculated for the full period the cargo is on board, while only half of the consumption rate is considered for the first load port and the last discharge port. Options:
 - Heating
 - Heating+
 - Heating++
- Cooling Cons (only for Gas Carriers): The Cool Days per cargo are calculated for the full period the cargo is on board, while only half of the consumption rate is considered for the first load port and the last discharge port. Options:
 - Enabled
 - Disabled
- IGS (only for Tankers and Gas Carriers): The IGS Days per cargo are calculated for the full working days at ports where the cargo is loaded or discharged. It does not apply to sea days or other port days. Options:
 - Enabled
 - Disabled
 - Auto Disch: There is one day of IGS consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
- Reliq (reliquefaction) Cons (only for LNG Carriers): The Reliq Days per cargo are calculated for the full period the cargo is on board, while only half of the consumption rate is considered for the first load port and the last discharge port. Options:
 - Reliq
 - Reliq+

- Cleaning Cons (only for Tankers and Gas Carriers):
 - Disabled: Default mode; no cleaning consumption is calculated for this cargo.
 - Auto Load: There is one day of cleaning consumption at the first load port. The fuel type (HS or LS) is updated every time the port is changed.
 - Auto Disch: There is one day of cleaning consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
 - Manual: Automatically selected when manual input is entered; the cleaning consumption is to be associated with the last discharge port, but no automatic update is done if the port is changed.
- Enter **Broker** information:
 - Broker
 - Amount.
 - T (Type): % - Percentage, L - lumpsum, or R - rate
 - F (Freight Invoice): 2 - Commission will be deducted from the Freight Invoice; 1 - Commission will be paid separately.
 - D (Demurrage): D – Demurrage is commissionable and will be deducted from the invoice; N – Demurrage is not commissionable; or Y – Demurrage is commissionable and will be paid separately.
 - P (Partial): When selected, commission will be applied partially on partial freight.
 - V (Via): When the Freight Invoice is billed via the broker you can select this check box. This will show as the Bill to option on the Freight Invoice.
- Enter **Extra Freight Terms**.

3. Save the information.


- For new information, click or .
- For updated information, click or .

▼ [Config Flags Related to this Form](#)

- 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, IGS consumption will be automatically enabled for new and imported cargoes if the selected vessel type supports inerting.
- 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.
- CFGEstimateCargoDefaultCommission: 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: Show liner terms field in fixture and VoyEst. Set to 'Y', this field is displayed over the demurrage "Per Day" and "Per Hour" radio buttons in the CP Terms Details form.
- CFGShowRemittanceInCargo: When enabled, fields for Remittance Bank, Payment Terms, and Invoice % are available in Voyest cargo details screen, Fixture Note CP Terms details screen, and Trade Unit details screen. Information flows between these places as one would expect (i.e. importing a trade unit imports the remittance info, fixing an estimate will transfer the remittance info). Changing the charterer will clear the remittance bank information, as this may change with a change to the charterer.
- CFGVoyestAutoCalcDespatch: If enabled, autopopulates the Despatch field from the entered demurrage amount (= .5demurrage) in a cargo's CP Terms Details form. The Demurrage and Despatch fields on the Cargo COA form are now also sensitive to the existing configuration option CFGVoyestAutoCalcDespatch. If set to N, the system will not auto-fill the Despatch field with a portion of the value of the Demurrage field.
- CFGVoyestAutoCalcDischDemDes: Enabled, IMOS automatically enters discharge port demurrage/despatch when the user enters load port demurrage/despatch.
- CFGVoyestUseMinCpQtyForChartererOpt: 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.

Creating a New Voyage from a Voyage Fixture

To create a voyage:

- From a Voyage Fixture, click  **Schedule Voyage**.
- From the Voyage Fixture List, click the [Schedule](#) link.

Profit Share

When voyage profit is to be shared with a third party, you can indicate amounts from the Voyage P&L to be considered as Profit Sharing or Premium Revenue on the Profit Share form. Data entered in this form in the Voyage Estimate flows to the [Voyage Fixture](#) when fixed, and to the [Voyage Manager](#) when scheduled. If Profit Share was specified for a voyage, its value appears on the P&L tab, in addition to Net Voy Profit (after deducting the Profit Share from the P&L).

1. To open the Profit Share form, click **Profit Share** on one of the following menus:
 - Voyage Estimate menu
 - Voyage Fixture menu
 - Voyage Manager Other Rev/Exp menu

Code	Description	Type	Counterparty	Unit	Units	Amount/Percent	Posted Date
PNLSHARE	PROFIT SHARING	Lumpsum	VESSEL1	USD	2,000,000		
PREMIUM	PREMIUM REVENUE	Percentage	VESSEL1	USD	2,000,000		

2. Complete the following fields:
 - Code
 - PNLSHARE: Profit Sharing.
 - PREMIUM: Premium Revenue. If the vessel is a member of a pool, and the pool assignment is specified as Premium, the Premium amounts from the voyage will be distributed among all the Premium vessels in the pool.
 - Type: Lumpsum or Percentage to be applied on the Voyage P&L.
 - Counterparty: Select from Address Book entries of type Charterer, Owner, or Misc.
 - Currency
 - Exchange Rate
 - Amount/Percent
3. Values appear below:
 - Profit Share Total: Displays the total amount of items specified with the code PNLSHARE.
 - Net P&L: Displays the total P&L minus the Profit Share Total.
4. Profit Sharing and Net Voy Profit total rows appear on the [Voyage Manager P&L tab](#), in the Estimated and Actual columns, according to the Profit Sharing data. When a [Profit Share Distribution](#) is created, the corresponding amounts appear in the Posted column.
 - [An option can be configured](#) (CFGTCJointVenture) to add a table to record Profit Sharing invoice items.

Cargo Matching

About Cargo Matching

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

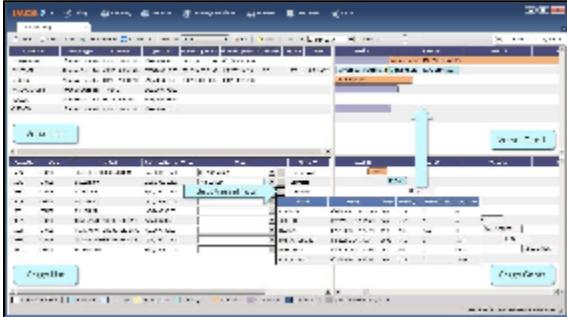
Cargo Matching is designed for use on a large monitor; we recommend a screen resolution of 1600 x 900 or greater.



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

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

- Drag and drop a cargo on a vessel.
- Use the **Best Vessel Tool** to select the best vessel from a list.



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

Cargo Matching Quadrants

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

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

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

Steps for Using Cargo Matching

These are the general steps for using Cargo Matching:

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

Setting Up Cargo Matching


Using Cargo Matching Programs

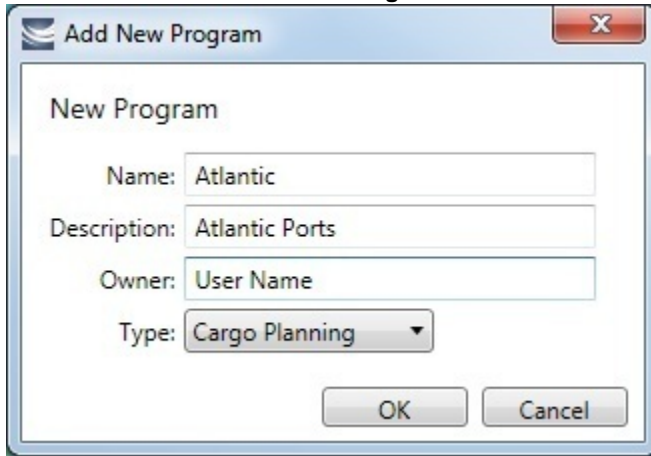
Cargo Matching programs filter the objects in your environment. If you work with particular trade areas, cargoes, load ports, discharge ports, and/or vessels, you can create a program to include only those that you work with, to limit the number of objects you see.

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

Creating a Program

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

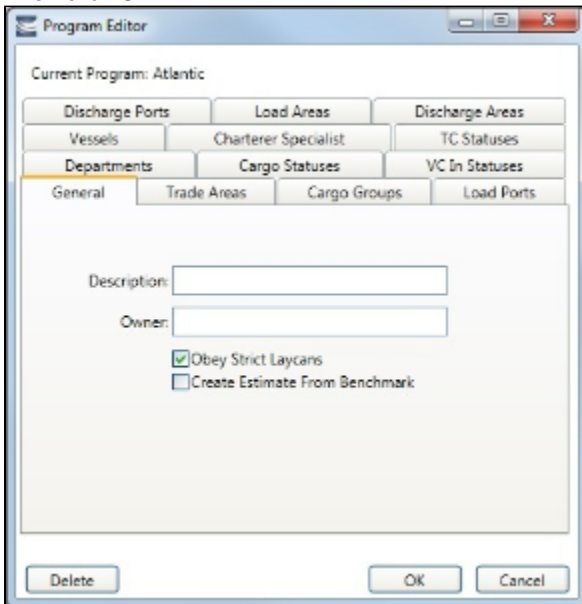
1. Click  and then click **Program**.



The 'Add New Program' dialog box contains the following fields and controls:

- Name:** Text input field containing 'Atlantic'.
- Description:** Text input field containing 'Atlantic Ports'.
- Owner:** Text input field containing 'User Name'.
- Type:** Dropdown menu set to 'Cargo Planning'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

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

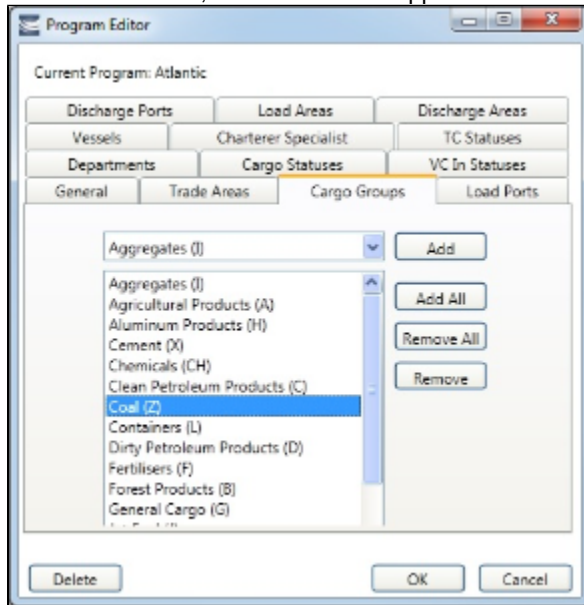


The 'Program Editor' dialog box shows the 'General' tab active for the 'Atlantic' program. It includes the following elements:

- Current Program:** Atlantic
- Navigation Tabs:** Discharge Ports, Load Areas, Discharge Areas, Vessels, Charterer Specialist, TC Statuses, Departments, Cargo Statuses, VC In Statuses, General (active), Trade Areas, Cargo Groups, Load Ports.
- Fields:** Description and Owner text input fields.
- Checkboxes:** Obey Strict Laycans, Create Estimate From Benchmark.
- Buttons:** Delete, OK, and Cancel buttons at the bottom.

3. The Program Editor opens with the General tab active.
 - If you want to be able to schedule cargoes to be loaded as soon as possible, rather than waiting for their Laycan dates, clear the **Obey Strict Laycans** check box.
 - An option can be configured (CFGEnableBenchmarkEstimate) to add an **Exposure tab** to the **Cargo** form; it also adds the ability to **Create Estimate from Benchmark**. When this check box is selected, the Benchmark Estimate linked to the Cargo is used as the basis for the Estimate created in Cargo Matching.
4. Complete the other tabs to limit the information presented to only the objects you work with.
 - You must select **Vessels**.
 - For most tabs other than Vessels, you can leave the list empty to include all objects.
 - For **Load Areas** and **Discharge Areas**, you can filter according to the Port Areas defined in the Data Center.
 - **Load Ports** and **Discharge Ports** have a limit of 50 ports each.
 - The choice of **Departments** (from Financials) affects both the Vessel grid and the Cargo grid.
 - The **TC Statuses** tab affects only the Vessel grid. If nothing is specified, only the vessels specified using the Vessel filter are loaded. If values are specified, vessels with those TC statuses with a TC with a redelivery date after the start date appear, along with the vessels specified in the Vessels tab.
 - If **Cargo Statuses** are left empty, all cargoes are loaded.
 - For status Scheduled, a list of all contracts that have scheduled voyages appears. Contracts that have commenced voyages where the vessel has not yet reached the load port also appear.
 - For status Loaded, all contracts that appear have an associated voyage.

- If **VC In Statuses** are left empty, no VC Ins are loaded. For VC Ins that have a linked Cargo (relet connection), the status of the VC In is the status of the Cargo contract.
 - For status Scheduled, a list of all contracts that have scheduled voyages appears. Contracts that have commenced voyages where the vessel has not yet reached the load port also appear.
 - For status Loaded, all contracts that appear have an associated voyage.

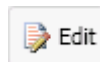



- To add objects, either click **Add All** or select an object from the selection list on the top and click **Add**.
- To remove objects, either click **Remove All** or select an object from the selected list on the bottom and click **Remove**.

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

Editing or Deleting a Program

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






To open the Program Editor, click .

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

Configuring Your Workspace

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

Selecting Settings

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

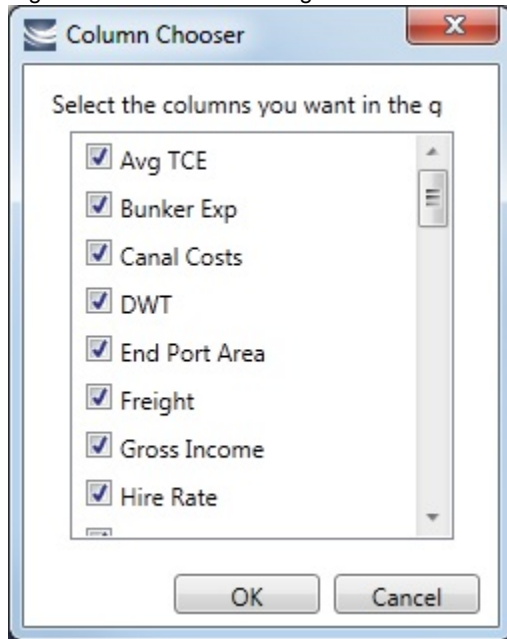
Adjusting the Quadrant Size

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

Selecting Columns

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

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



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

Arranging Columns

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

Filtering Columns

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

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

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

Sorting Columns

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

- In ascending order, either click the column heading or right-click and click **Sort Ascending**.
- In descending order, either click the column heading again or right-click and click **Sort Descending**.
- In addition to a primary sort, you can do a secondary sort of multiple columns by holding down the **Shift** key and clicking the column header.

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

Tips for Setting Up Cargo Matching

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

- Adjust the size of the quadrants to match your work style.

- If you primarily drag and drop cargoes, maximize the Gantts on the right side.
- If you primarily select vessels using the Best Vessel Tool, maximize the lists on the left side.
- Move the columns you use most frequently to where you can see them easily. These are the columns you might find most helpful for making decisions:
 - **Vessel List:**
 - **Vessel Name**
 - **Vessel Type**
 - **Open Port** and **Open Date:** These describe the vessel's open position after the last Completed or Commenced voyage.
 - **Planned Open Port** and **Planned Open Date:** These describe the vessel's open position after the last Scheduled or Estimated voyage.
 - **Idle Days**
 - **Avg TCE** and **Profit:** These are for all estimated voyages of the vessel; TCE for the Scenario is at the top right corner of Cargo Matching.
 - **Cargo List:**
 - **Cargo ID**
 - **Cargo**
 - **Load Port**
 - **Start Load Laycan:** To line up cargoes by those that need attention first, sort by this column.
 - **Vessel,** with **Best Vessel tool:** To select vessels, have these easily accessible. Widen the column enough that you can see the names of the vessels.
 - **Status:** You can filter out Withdrawn and Completed statuses, because you do not need to work with them. You might also want to filter out Fixed and Commenced.
- To insert a blank column to improve readability, right-click the column heading to its right and click **Insert Blank Column**. To remove an inserted blank column, right-click its heading and click **Remove Blank Column**.

Scheduling Cargoes

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

- Dragging and dropping cargo
- Selecting a vessel

Dragging and Dropping Cargo

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

Finding the Best Vessel


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

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


Vessel	Arrival	Miles	Sea Days	Waiting Days	Late Days
CHICAGO	3/31/2009 12:35:10 PM	748	2.15	0	0
BOSTON	4/2/2009 11:37:48 AM	668	1.92	0	0
NEVADA	3/25/2009 6:42:25 AM	699	2.01	5.72	0
MASSACHUSETTS	4/4/2009 3:36:14 AM	1902	5.11	0	1.15
WISCONSIN	4/7/2009 10:51:29 AM	748	2.01	0	4.45
PENNSYLVANIA	4/18/2009 8:14:30 PM	748	2.15	0	15.84

IMOS looks at all the vessels and displays a list of the best vessels for the cargo. For each Vessel, it shows the Arrival date and time, Miles away, Sea Days before arrival, Waiting Days before the Laycan Date, and number of Days Late.

2. Select a **Vessel** from the list.
- Use the **Find Best Vessel** menu option:
 1. Right-click the cargo on the Cargo grid.

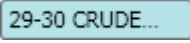
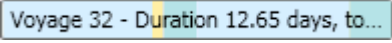
2. Click **Find Best Vessel**.
3. The Best Estimate List appears, with the same filters as the Cargo Matching grids. An Estimate is created for each vessel in the current configuration, unless the cargo/vessel combination results in the vessel missing the cargo laycan.
4. To view all the Estimates in Column view, click the **Estimates tab** at the bottom of the list.
 - The Estimate line in the Best Estimate List is highlighted in yellow for either of these conditions:
 - The total load quantity for a Cargo is outside of the Min/Max Qty specified in the CP Terms.
 - The terminating date for an Estimate is after the maximum redelivery date for the Time Charter In contract.
5. On the Best Estimate List, in the Action column for the best vessel, click **Select**. The Details view for the selected Estimate opens.
6. Adjust the Estimate as necessary and click . Click **Yes** to save changes.



Finding the Best Cargo

1. Right-click the vessel on the Vessel grid.
2. Click **Find Best Cargo**.
3. The Best Estimate List appears, with the same filters as the Cargo Matching grids. An Estimate is created for each cargo in the current configuration, unless the cargo/vessel combination results in the vessel missing the cargo laycan.
4. To view all the Estimates in Column view, click the **Estimates tab** at the bottom of the list.
 - The Estimate line in the Best Estimate List is highlighted in yellow for either of these conditions:
 - The total load quantity for a Cargo is outside of the Min/Max Qty specified in the CP Terms.
 - The terminating date for an Estimate is after the maximum redelivery date for the Time Charter In contract.
5. On the Best Estimate List, in the Action column for the best vessel, click **Select**. The Details view for the selected Estimate opens.
6. Adjust the Estimate as necessary and click . Click **Yes** to save changes.

About Estimated Voyages

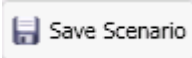
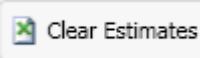
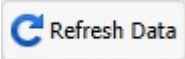
When you match a cargo to a vessel, Cargo Matching creates an Estimate.

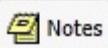
- The Cargo bar in the Cargo Gantt changes color  to show that its status is Estimated.
- An Estimate bar  appears in the Vessel Gantt. It shows ballast and transit time in blue, waiting time in yellow, and port time in green.

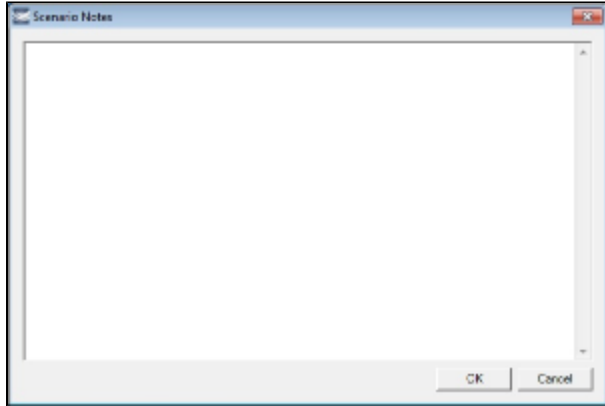
A caution  or warning  symbol on the Estimate bar means that something is wrong with the Estimate. Open the Estimate and click the symbol on the toolbar; a message describes the problem. A caution might be for insufficient bunkers; a warning might be for an arrival time outside the Laycan window.

Working with Scenarios

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

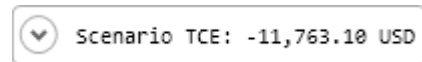
- To **save a Scenario**, click . If your adjustments create a better Scenario, save it again.
- To **start over from scratch**, click . You can then reload the Scenario again.
- To **refresh the data**, click .

- To add notes about a scenario, click  and add notes to the **Scenario Notes** form.

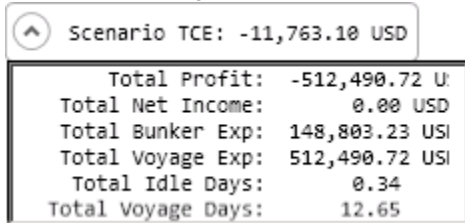


Evaluating Options

As soon as you create, modify, or remove an Estimate, you can see its impact on profitability and cost.



- To see the **TCE for the current Scenario**, look at the right end of the toolbar. Scenario TCE is calculated as the time-weighted average TCE for all Estimates in the scenario. To see more details for the Scenario, including the impact on the use of time and resources, click the arrow next to Scenario TCE.

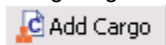


- To see the **Average TCE and Profitability for a vessel**, look at the Avg TCE and Profit columns in the Vessel list.
- To see the **Average TCE and Profitability for an Estimate**, open the Cargo Matching Estimate: Either double-click the Estimate bar in the Vessel Gantt or right-click it and click **Voyage Estimate**.


Adjust cargoes and vessels to find the best options and to respond to changes. Voyage events that are recorded in IMOS Operations, such as vessel ETAs, are automatically updated in your Cargo Matching programs. If circumstances affect your program, such as a voyage departure time changing, a message appears. Do any of the following:


- Open and edit an Estimate:** To view or change Estimate details, either double-click the Estimate bar in the Vessel Gantt or right-click it and click **Voyage Estimate**. The Estimate is fully editable, so you can change any details.

Using drag and drop, only one cargo can be added to a vessel, but you can add more cargoes directly to the Estimate by clicking



. In the Estimate, you can also see bunker and port expenses and other details.

- Move a Cargo:** To try a cargo on a different vessel, drag the Estimate bar to a different vessel in the Vessel Gantt.
- Remove an Estimate:** To remove a cargo from a vessel, either drag it back down to the Cargo Gantt or right-click it in either the Vessel Gantt or the Cargo Gantt and click **Remove Estimate**.
- Open and edit a Cargo:** To view or change Cargo details, either double-click the Cargo bar in the Cargo Gantt or right-click the Cargo in the Cargo Gantt or the Cargo List and click **Cargo**. The Cargo form is fully editable, so you can change any details.
- Open and edit forms:** Right-click to open these forms from the quadrants.
 - Vessel List: Vessel form, Voyage Manager and Remarks for the current voyage, and Time Charter In Manager.
 - Vessel Gantt:
 - Scheduled voyage: Voyage Manager and Remarks for the current voyage, Voyage Fixture
 - Estimated voyage: Cargo Matching Estimate
 - Cargo List and Cargo Gantt:
 - Scheduled cargo: Cargo form, Voyage Fixture, Voyage Manager
 - Unscheduled cargo: Cargo form, Voyage Fixture
- Create a voyage:** Click  and then click **Voyage**.

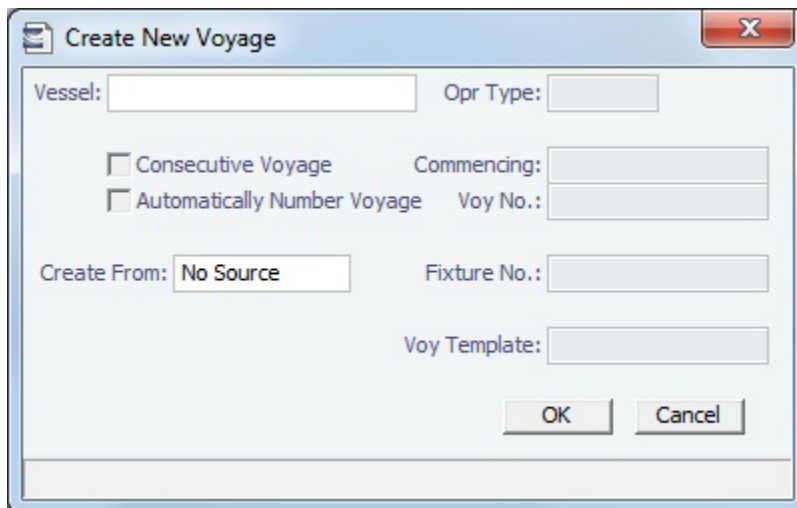
- **Create a cargo:** Either click  and then click **Cargo** or right-click in the Cargo Gantt or the Cargo List and click **Create New Cargo**.

Creating Reports

You can create a Cargo Matching Report that includes all the columns currently visible in either the Vessel list or the Cargo list. Click a column heading and click **Show Report**. The report appears in a separate window, and you can print, save, or email it.

Scheduling a Voyage from Cargo Matching

To schedule a voyage from Cargo Matching, right-click the Estimate in the Vessel Gantt and click **Schedule Voyage**.



Time Charters

About Time Charters

A Time Charter is a contract for a vessel; it governs the hire rate of the contractual period, the location and time for the vessel to be claimed and returned, and the conditions for its use. It must be set up before creating a Voyage. It is important that anything that changes in the Voyage be reflected on the Time Charter.

The Time Charter In and Time Charter Out forms are the same except for their Charterer and Owner perspectives: Where the [Time Charter In Manager](#) has an **Owner** field and a **Make Payment** button, the [Time Charter Out Manager](#) has a **Charterer** field and an **Issue Bill** button. The Time Charter Out Manager also has a button for creating a [Time Charter Out Estimate](#).

For more information, see the [Time Charter Manager](#) tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Time Charters FAQs:

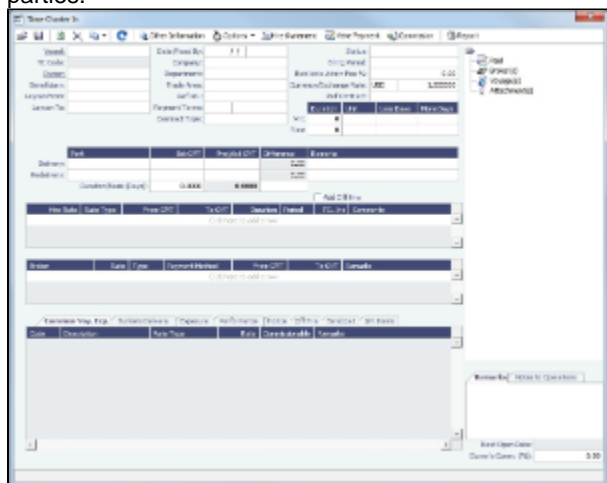
- [FAQ - Statement of Accounts and Statement of Accounts \(Detailed\) report](#)
- [FAQ - How Do I Specify All Bunkers Are on Owner's Account in TCO?](#)
- [FAQ - Adjusting Off Hire TCO% or TCI% After Invoicing](#)
- [FAQ - Using TC Delivery - Redelivery Notices](#)
- [FAQ - Index Rate Type in TC Contracts](#)
- [FAQ - How Can I Hide TC Hire from the Voyage P&L Tab?](#)



- FAQ - How is estimated redelivery date updated in the Time Charter Screen?
- FAQ - Why doesn't monthly hire payment pick up the monthly rate defined in the TC?
- FAQ - Missing Off Hire in TC Contracts
- FAQ - Missing Bunker Adjustment on a TCO using Bunkers on Consumption method
- FAQ - Bunker Purchase Paid By Owner
- FAQ - Which TC Adjustments go to the Balance Sheet and P&L?

Time Charter In

The Time Charter In is a contract for a vessel from the perspective of the Charterer; you are acquiring a vessel for your use. Hire is paid in advance, and the Billing Period is usually 15 days. The first 15-day payment includes the 15 days' worth of the Time Charter, plus Gratuities, plus bunkers. Regarding bunkers, in most cases, you buy the entire amount on the vessel (Delivery) and when you return the vessel (Redelivery), the owner buys back the entire amount, at the price stated on the contract.

The Time Charter In Manager provides a system for managing the information and payments for vessels chartered from other parties.



1. To create a Time Charter In, do one of the following:
 - In the Chartering or Operations Module Center, click **Time Charter In**.
 - On the TC In List, click  and then click **New TC In**.
 - On the IMOS7 menu, point to **New**, and then click **Time Charter In**.
 - To copy a Time Charter In, click  and then click **Copy to TCI**. You can also create a **Time Charter Out** by clicking **Copy to TCO**.
 - An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Time Charter In.
 - An option can be configured (CFGDefaultTCStatus) to set the default status of Time Charter contracts.
2. Complete the required fields:
 - **Vessel**
 - **Owner or Beneficiary**
 - An option can be configured (CFGBillByNaturalMonth) to always end the monthly Billing Period at the 1st of the next month, so every next invoice period is a complete month; otherwise, the Billing Period is always a complete month from the delivery date.
 - **Date**
 - Enter **Duration** values.
 - An option can be configured (CFGUseAbsoluteMinMaxOnTC) to use the **Less Days** and **More Days** values for **Min** and **Max Duration**.
 - In the Delivery and Redelivery grid:
 - **Delivery Port**: Rather than entering an exact port, if it is not determined yet, you can use a Port Area or a Port Range. In the Data Center, you can create a Port Area and then link it to a port. Alternatively, you can select or create a Port Range. When the vessel is delivered or redelivered, you will need to change it to the exact port.
 - **Estimated time** of delivery or redelivery.
 - **Projected/Actual** time: When the voyage has a redelivery port, the estimated time of arrival appears in purple in the Redelivery row. When the Status is changed to Redelivered, the time text turns black and acquires the arrival date (estimated/actual) at the redelivery port.
 - **Estimated Duration/Basis** of the Time Charter: If you enter a **Duration Minimum** above, it appears here. In the **Difference** column, you can instead select one of the following:

- **Mid** to use the midpoint between Min and Max
 - **Max** to use the **Duration Maximum**
 - **Custom** to enter a value
- Option** is automatically selected when an option has been exercised.
- In the Hire grid: **Rate**, **Rate Type** (Per Day, Per Hour, Monthly, or Index), and **Duration**.
 - The **Monthly** type is for cases in which the contract is set for a fixed cost per calendar month. If there are some voyage days that cover only a part of a month, the hire cost for these days is prorated, depending on the actual number of days in the month.
 - When **Index** is selected, the Index Option form opens, where you can enter the Route, Adjustment (as Percentage and/or Lumpsum Offset), a Floor and Ceiling (in \$/day) and a Billing Method. The Billing Method can be the average of the billing period, average of the prior period, or the prior spot rate. The Trading module is required to use this feature, to have the necessary market data.

3. Enter additional information as appropriate.
 - Select a **Department** from those defined in Financials.
 - An option can be configured (CFGEnableTCOpsCoordinator) to add an **Ops Coordinator** field.
 - An option can be configured (CFGEnableTCChtrSpecialist) to add a **Chtr Specialist** field.
 - An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.
 - Enter a **Rebillable Admin Fee (%)** to have IMOS automatically calculate a fee basis voyage rebillables, if any, in the next Time Charter In Payment.
 - Click **Other Information** to enter Other Information or comments about a number of aspects of the Time Charter.

- If there is an option to extend the contract or to purchase the vessel, and you have to notify the other party by a certain date, click **Options** and then click one of the following:
 - **Lifting**
 - **Purchase**
- Enter **Hire Information**: How much you will pay for a TC In or charge for a TC Out. You can set multiple rates on separate lines for different time periods, for example, if you have an escalation clause. This information is used to create the Hire Statement. From GMT and To GMT are needed to calculate the period the vessel is on hire. Actual redelivery information is retrieved from the Voyage Manager.
- Specify **Broker Commissions**, if any. You can set multiple rates on separate lines for different brokers and time periods. For each Broker, you can enter the Rate, Type, Payment Method (Deduct from hire or Pay directly), From and To GMT, and Comments. The Type defaults to % when the rate is 25 or less, or to Daily when the rate is greater than 25.
 - An option can be configured (CFGDefaultTCCommPaymentMethod) to set a default Payment Method for brokers.
- **Note:** With the flexibility in IMOS setting up a contract, it is possible that an invoice will span a change in both the Hire Rate and the Broker Rate; IMOS calculates it correctly.

- On the **Common Voyage Expenses** tab, you can set up expenses to allow for automation of Financials later. Select a **Rate Type** and **Rate** for each expense, to have it appear on invoices, and select if **Commission** is charged. You can also enter a **Comment**.

Code	Description	Rate Type	Rate	Commissionable	Comments
BALLA	Ballast Bonus	Lumpsum	0.00	<input type="checkbox"/>	
CABLE	Gratuities		0.00	<input type="checkbox"/>	
VICTU	Victualling		0.00	<input type="checkbox"/>	
ALLOW	Repr. Exp. / Allowances		0.00	<input type="checkbox"/>	
LASHS	Lashing and Stowage		0.00	<input type="checkbox"/>	
ILOHC	ILOHC	Lumpsum	0.00	<input type="checkbox"/>	
INTHC	Intermediate HC	Lumpsum	0.00	<input type="checkbox"/>	

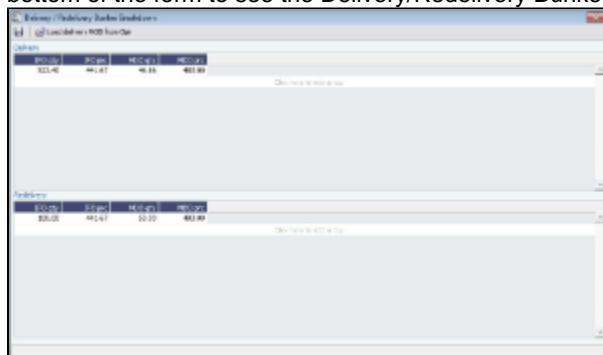
- On the **Bunkers Delivery** tab, you can enter itemized Bunkers on Delivery information, which flows into the FIFO queue.

Description	LSF qty	LSF prc	MDO qty	MDO prc
Pre-purchased By Charterer				
Est Delivery				
Actual Delivery				
Delivery Difference				
Est Redelivery				
Purchased for Owner				
Projected Redelivery				
Redelivery Difference				

Delivery ROB's From Official Survey Redelivery ROB's From Official Survey
 Use Delivery Bunkers Last Bunker Purchase Paid By Owner

Bunker Breakdown

- When the first voyage is scheduled before the vessel is delivered, when the status of this voyage is changed to Commenced, this tab is updated with the initial bunkers.
- When the vessel is delivered before the first voyage is scheduled, to track the bunkers that the Charterer purchases from the Owner, enter the **Estimated Delivery Quantity** and **Price** for each Fuel Type. IMOS uses the Estimated Delivery Price as the Actual Delivery Price. IMOS also uses the Estimated Delivery Quantity and Price for the **Estimated Redelivery Quantity and Price**.
- To have IMOS always use the delivered bunkers last in the FIFO calculation, starting with the first linked voyage, and in the rest of the consecutive voyages, select the **Use Delivery Bunkers Last** check box. This affects the Bunkers Cost in the P&L and is visible in the Bunkers Consumed section in the Bunker Details table in the Voyage Performance report.
 - An option can be configured (CFGCheckRedelBnkVsHire) to allow Alerts for partial bunker deductions, to make sure charterers can collect the value of redelivered bunkers. An Unpriced Bunkers informational check box also appears.
 - An option can be configured (CFGItemizeDeliveryBunker) to itemize delivery bunkers for calculation and invoices.
- To see information about bunker quantities and prices on delivery and redelivery, click **Bunker Breakdown** on the bottom of the form to see the Delivery/Redelivery Bunker Breakdown form.



- You can either select the **Bunker Purchase Paid By Owner** check box or enter values in the **Purchased for Owner** fields.

- On the **Exposure** tab, you can track hedging your bunkers for delivery and redelivery against a forward curve.

- Vessel Type Correlation:** The value from the **Vessel** form. A value that is edited turns red. When adding this vessel to the **Pool Assignment** form, the default Vessel Points value is the same as the Vessel Type Correlation.
 - Using the **TC Exposure Periods** table, you can mark-to-market based on multiple routes for different periods. Enter the following data:
 - Duration.
 - Unit: Days or Months.
 - Route: Select from the possible \$/day routes.
 - Correlation: If empty, the default Vessel Type Correlation is used
- On the **Performance** tab, you can enter vessel and consumption information from the vessel owner to verify the vessel's performance.

- In the Speed Consumption table, figures are separated into Ballast and Laden.
 - When the Vessel Type has Restrict Speeds enabled, the speeds available are only those corresponding to the specific B/L mode, as defined on the Vessel form.
 - An option can be configured (CFGExcludeTcConsFromBunkerCalcs) to use the consumption rates from the Vessel form instead. This can be used for performance at the end of the charter.
 - An option can be configured (CFGEnableVesselBunkerGrade) to specify the Fuel Grade in a Grade column and to default this value on the Bunker Requirement.
 - For LNG vessels, to include Bunker Curve Parameters in the consumption calculation, click **Calculate with TCI Bunker Curve**.
 - The **Beaufort**, **Sea Force**, and **Swell Force** fields indicate the maximum weather conditions for which the charter party warranties are applicable. These values can be entered on the **Vessel** form and can be overridden here for this contract. For **Noon reports**, when the **Track Fuel Consumption over Weather Threshold** check box is selected on the Configure System page in Veslink, the **Over Weather Threshold** field appears in the ROB control for both Onboard and Offline Standard forms. It indicates how much of the fuel consumed was due to the weather being over these threshold conditions, and it is replicated to IMOS. Any bunker consumption while over the threshold is tracked in the Bad Weather Consumption field on the **Extra Information for Report** form and affects all performance-related reports. For a TCTO voyage, you can produce the Voyage Performance Report for the TCI Fixture or the TCO Fixture.
- On the **Notice** tab, you can track Delivery and & Redelivery Notices.

- To update the Est Redelivery column to the Proj/Act Redelivery date in the contract for the notices that have not been sent (S check box not selected), click **Update based on Proj. Date**. The Notice Date is updated according to the sequence defined in the Redelivery field.
- On the **Off Hire** tab, you can view a summary of all the off hire for the Time Charter contract, aggregated across the voyages.

Common Voy. Exp												Bunkers Delivery		Exposure		Performance		Notice	Off Hire	Bareboat		Properties	Invoice Items	
Voy	Reason	From	Zone	To	Zone	Hours	Value	Brk Value	Mile	TCI%	R													
C/P Offhire Days: 0.00												Total:		0.00		0.00		0.000		0.000		0.000		

- On the **Bareboat** tab (only on the Time Charter In Manager), you can create and access an add-on to the Time Charter contract to manage Bareboat information and payments.

Common Voy. Exp												Bunkers Delivery		Exposure		Performance		Notice	Off Hire	Bareboat		Properties	Invoice Items	
Code	Beneficiary	Date	Contract Start	Contract End	Comments																			
Click here to add a row																								


- On the **Properties** tab, when **User Defined Fields** are set up in the Data Center, they can be selected here and values entered for them.

Common Voy. Exp												Bunkers Delivery		Exposure		Performance		Notice	Off Hire	Bareboat		Properties		Invoice Items	
Title	Value																								
Click here to add a row																									

- INTHC items can be rebilled across Time Charter Contracts; on the **Invoice Items** tab, all the INTHC/INTHC rebill items that were invoiced in the contract appear.

Common Voy. Exp												Bunkers Delivery		Exposure		Performance		Notice	Off Hire	Bareboat		Properties	Invoice Items	
Invoice No.	Date	INTHC	Voyage	Port	Status																			
Click here to add a row																								

- At the bottom of the Time Charter Manager, you can enter general, free-text **Remarks** to print on the Time Charter report, as well as **Notes to Operations** to appear in the Voyage Manager.

4. To save your changes, click . IMOS creates a Time Charter code. You can now select this vessel when you are creating a voyage; the Time Charter information governs the voyage, and the voyage becomes part of this Time Charter.
5. When the vessel is delivered:
 - Enter the **Actual Delivery** date and time; you can enter **Comments** to note any differences.
 - On the **Bunkers Delivery/Redelivery** tab, continue to track bunkers by entering the **Actual Delivery** quantities and prices for each Fuel Type when the vessel is delivered.
 - Because IMOS uses the Estimated Delivery price as the Actual Delivery price, if the Actual Delivery price is different, change the **Estimated Delivery** price.
 - If the **Redelivery Quantity** and/or **Price** will be different, enter the **Projected Redelivery Quantity** and/or **Price**; IMOS calculates the **Redelivery Difference** and makes a Bunker Adjustment when the vessel is redelivered.
6. When the voyage commences, and you select the **Commenced** check box in the Voyage Manager, the information is copied to the Time Charter In Manager. The vessel appears on the **Time Charter In Payment Schedule**.

- When the vessel is redelivered, enter the **Actual Redelivery** date and time; you can enter **Comments** to note any differences.



Time Charter In COA

On the Time Charter In COA form, you can enter basic Time Charter Party information in a contract-like format. From this form, you can generate multiple TC In Fixtures attached to this one master contract.

Access to the Time Charter In COA form can be set in IMOS [Security](#).


To create a Time Charter In COA:

- In the Chartering Module Center, under Time Charter Manager, click **Time Charter In COA**.

- Complete the required fields:
 - Contract ID
 - Owner
 - Period From
 - Period To
 - Delivery Port Option
 - Redelivery Port Option
- Complete additional fields as appropriate.
- To save the TC In COA, click .
- To create a new Time Charter In, click . The [Time Charter In](#) form appears.

Time Charter In Payment

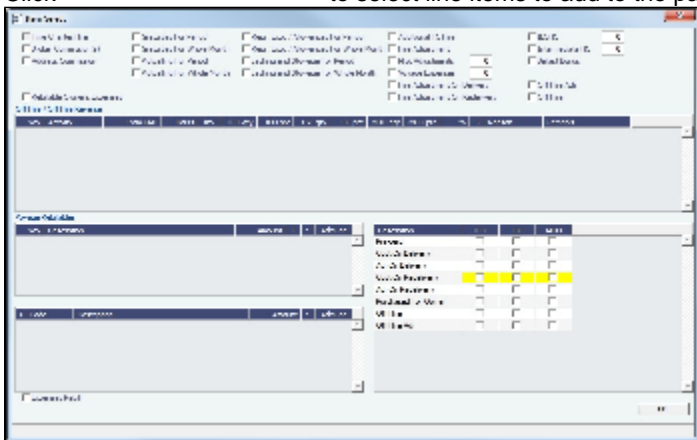
You handle the costs of the voyage in the Voyage Manager; you handle the costs for the use of the vessel in the Time Charter Manager.

- On the Time Charter In, click  to create an invoice that reflects the bill sent by the vessel Owner.

- On the payment:
 - Select the **Payment Type**:
 - Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
 - Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
 - Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have been sent and what should and should not have been included, and presents a current amount to even all

accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.

- b. Enter the **Invoice Number** from the bill sent to you and an **Issue Date**.
 - An option can be configured (CFGAutoGeneralTCIPInvNo) to automatically default the invoice number to [TCI Code][Vessel Name][Hire No.] if none is specified.
- c. The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.
- d. Click **Create / Add Details** to select line items to add to the payment in the Item Select form.



- The first payment includes the **Time Charter Hire** for the first period. To adjust the amount of the Hire, use either the **Additional TC Hire**, which affects the P&L, or the **Hire Adjustment**, which does not.
 - The first payment also includes the **Cost On Delivery** of bunkers; it might include Commissions and other costs. If the actual price of bunkers is different from the estimate, enter an **Adjustment** here. Bunker items that should be invoiced/reinvoiced are highlighted.
 - For an incremental invoice, the **Include Redelivery Bunkers** check box is selected by default when the Time Charter status is Redelivered. If no actual redelivery Bunkers data is available and you select this check box, the estimated redelivery bunkers data is used in the incremental invoice.
 - 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.
 - 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 ADJUST line of the Time Charter Payment.
 - An option can be configured (CFGCheckRedelBnkVsHire) so Bunkers On Redelivery items are only highlighted when the value of the contractual redelivery bunkers meets or exceeds the net hire left in the contract.
 - An option can be configured (CFGCheckRedelBnkTolerance) to have the warning only appear when the difference is higher than the percentage value set in this flag.
- e. When you finish selecting, click **OK**; the line items appear on the payment.

3. To create an invoice, click . The payment appears in the Summary tree on the Time Charter In.

Note: When posting a Time Charter Payment, the Bunkers Redelivery quantity is negative to give an overview and a subtotal of the Accounts Analysis with Rate/Quantity for the relevant accounts.

An option can be configured (CFGAutoGeneralTCIPInvNo) to automatically default the invoice number to [TCI Code][Vessel Name][Hire No.] if none is specified.

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 these things:

- In the Operations Module Center, 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.

Double-click a bar to open the payment, or right-click to create a payment or to open the Hire Statement or the Time Charter.

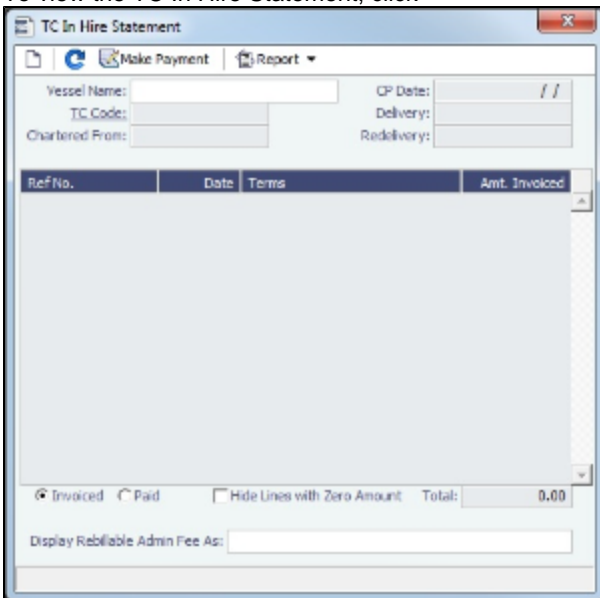
For more information, see [Schedules](#) and the *Schedules* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMO S Welcome tab** (from the IMOS7 menu).



TC In Hire Statement

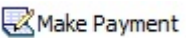

The Hire Statement for a **Time Charter In** lists all the amounts invoiced or paid; you can make a payment from it. You can also view reports.

To view the TC In Hire Statement, click  on the Time Charter In.



If there are bunker adjustment lines due to off hire, the off hire time period information is included in those lines.

On a **Time Charter In** Hire Statement:

- To select **Invoiced** or **Paid** items, click the radio button at the bottom.
- To make a payment, click .
- To view a report, click . You can view 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.
 - **Statement of Accounts:** Shows the position at any point, using the same categories. A charterer might send it along with each payment.

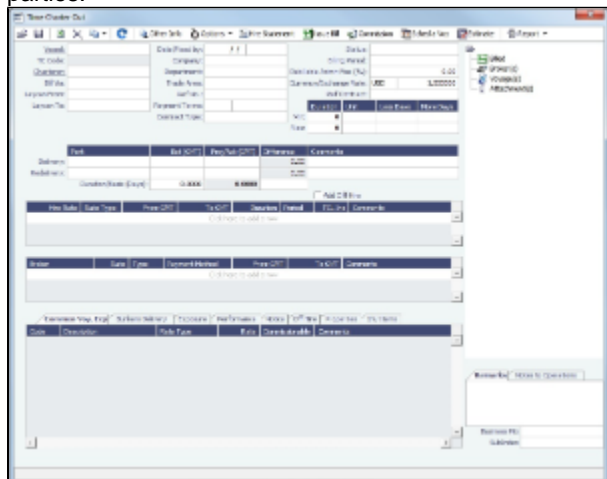
- **SoA Recap:** Includes all invoiced items, according to the corresponding categories. All invoices appear in the Payment section, including Pending invoices. The balance in the report is the balance of the Estimated Expenses entered in this contract.





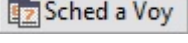
An option can be configured (CFGItemizeDeliveryBunker) to itemize the Bunker Cost on Delivery/Redelivery according to the values in the Bunker Breakdown form.

Time Charter Out

The Time Charter Out is a contract for a vessel from the perspective of the Owner; you are allowing a Charterer the use of your vessel.

The Time Charter Out Manager provides for the scheduling, billing, and receipt of payments for vessels chartered out to other parties.



1. To create a Time Charter Out, do one of the following:
 - In the Chartering or Operations Module Center, click **Time Charter Out**.
 - On the TC Out List, click  and then click **New TC Out**.
 - On the IMOS7 menu, point to **New**, and then click **Time Charter Out**.
 - To copy a **Time Charter In**, click  and then click **Copy to TCO**.
 - An option can be configured (CFGClearCompanyLobOnCopy) to clear the Company, LOB, and Department values when copying a Time Charter Out.
 - An option can be configured (CFGDefaultTCStatus) to set the default status of Time Charter contracts.
 - An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.
2. Enter the required information. This is the same as for the **Time Charter In**, except for the **Charterer** field, rather than Owner.
3. Enter any additional information, following the **Time Charter In** instructions.
4. To create a **Time Charter Out Estimate**, click .
5. To save your changes, click . IMOS creates a Time Charter code.
6. To schedule a voyage, click  and complete the **Create New Voyage** form.
7. When the vessel is delivered:
 - Enter the **Actual Delivery** date and time; you can enter **Comments** to note any differences.
 - On the **Bunkers Delivery** tab, continue to track bunkers by entering the **Actual Delivery** quantities and prices for each Fuel Type when the vessel is delivered. Because IMOS uses the Estimated Delivery price as the Actual Delivery price,

if the Actual Delivery price is different, change the **Estimated Delivery** price.

Common Voy. Exp								
Bunkers Delivery								
Exposure			Performance		Notice		Off Hire	
Properties			Inv Items					
Description	IFO qty	IFO prc	MDO qty	MDO prc	LSF qty	LSF prc	MGO qty	MGO prc
Last ROB From Operations								
Pre-purchased By Charterer								
Est Delivery								
Actual Delivery								
Delivery Difference								
Est Redelivery								
Purchased for Owner								
Projected Redelivery								

Delivery ROBs From Official Survey
 Redelivery ROBs From Official Survey
 Owner's Account
 Bunkers on Consumption
 Bunker Purchase Paid By Owner
 Rebillable

Bunker Breakdown

- If the **Redelivery Quantity** and/or **Price** will be different, enter the **Projected Redelivery Quantity** and/or **Price**; IMOS calculates the **Redelivery Difference** and makes a Bunker Adjustment when the vessel is redelivered.
- To load operational voyage data, click **Delivery ROB from Opr** on the top of the form.
- When the owner is lifting bunkers after the vessel is delivered (Y port) to sell to the charterer at the CP price, as part of Bunkers on Delivery, create a Bunker Invoice and select the **As Delivery Bunker** check box.
- An option can be configured (CFGItemizeDeliveryBunker) to detail the billing of Bunkers Cost on Delivery according to the values specified on this form.
- An option can be configured (CFGAutoSetBunkersPurchasedForOwner) to sum up all the quantities marked as For Owner in the Bunker Requirements of the voyage into the Purchased for Owner field on the Bunkers Delivery tab.
- On the **Bunker Swaps** tab, in the **Linked Bunker Swaps** table, you can specify **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 Bunker Swap**. If there was no value in the Reference column, the contract ID is populated in this field.

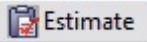
Bunkers Delivery				Exposure		Performance		Notice		Off Hire		Properties		Inv Items		Bunker Swaps	
Trade ID	Period	Status	(Un)realized														
			0.00														
Click here to add a row																	

- When the voyage commences, and you select the **Commenced** check box in the Voyage Manager, the information is copied to the Time Charter Out Manager. The vessel appears on the **Time Charter Billing Schedule**.
- When the vessel is redelivered, enter the **Actual Redelivery** date and time; you can enter **Comments** to note any differences.

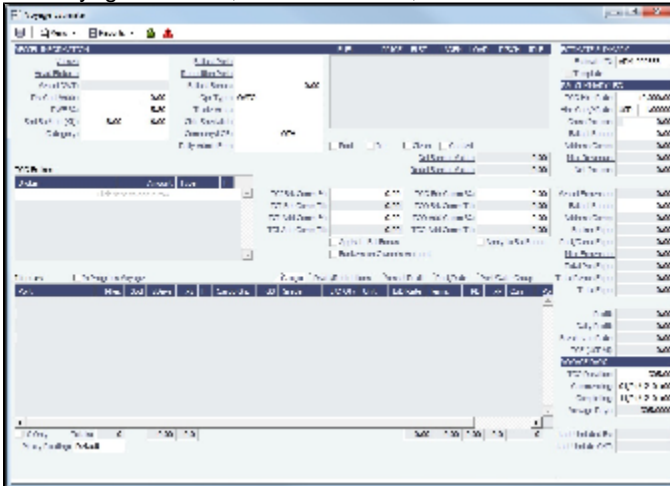
Time Charter Out Estimates

You can determine what to charge a Charterer for the use of your vessel by creating a Time Charter Out Estimate. You can try various Rates to estimate your Profit and Loss. Unlike the Voyage Estimate, bunkers are not included, and the primary concerns are the Brokers and the Itinerary information. From the Time Charter Out Estimate, you can create a Time Charter Out.

- To create a Time Charter Out Estimate:

- In the Time Charter Out Manager, click  .

- In a Voyage Estimate, in Column View, click  and then click **New TCO Estimate**.



2. Complete the required field, **Vessel**.
3. Complete additional fields as appropriate.



If you add more information, click  to change to Details view, where you can enter information about **TCO Brokers** and **TCI** and **TCO Broker** and **Address Commissions**.

To compare Estimates, click  and then click **New TCO Estimate**, **Find Estimate**, or **Copy Estimate** and work with different Estimates side by side.

4. To save the Estimate, click .

Creating a Time Charter Out Fixture from a TCO Estimate

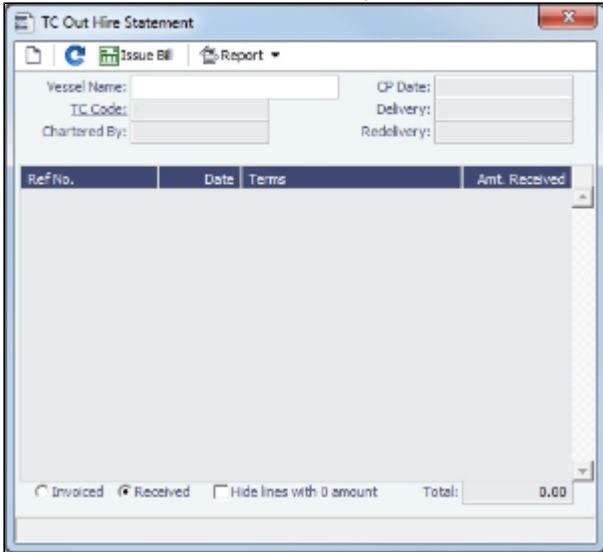
To create a Time Charter Out Fixture from a TCO Estimate:

- In **Column view**, click  and then click **Fix Estimate**.
- In **Details view**, click .

TC Out Hire Statement

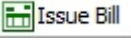
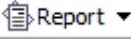
The Hire Statement for a **Time Charter Out** lists all the amounts invoiced or received; you can issue a bill from it. You can also view reports.

To view the TC Out Hire Statement, click  on the Time Charter Out.



If there are bunker adjustment lines due to off hire, the off hire time period information is included in those lines.

On a **Time Charter Out** Hire Statement:

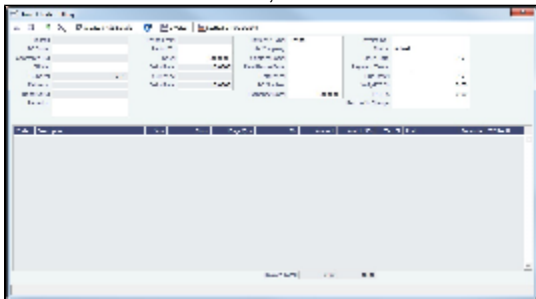
- To select **Invoiced** or **Received** items, click the radio button at the bottom.
- To issue a bill, click .
- To view a report, click . You can view two reports that show Hire information in slightly different ways.
 - The **Hire Statement** includes all the details of the contract so far: Gross Hire, Hire Commissions, Bunker Values, Owner's Expenses, Other Adjustments, and Payments. It also lists any Inconsistent Items. At the end of the contract, a charterer might send the owner the Hire Statement, showing the balance.
 - The **Statement of Accounts** shows the position at any point, using the same categories. A charterer might send it along with each payment.

An option can be configured (CFGItemizeDeliveryBunker) to itemize the Bunker Cost on Delivery/Redelivery according to the values in the [Bunker Breakdown](#) form.

Time Charter Out Bill

You can create a Time Charter Bill to send to the Charterer.

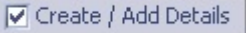
1. On the Time Charter Out, click .

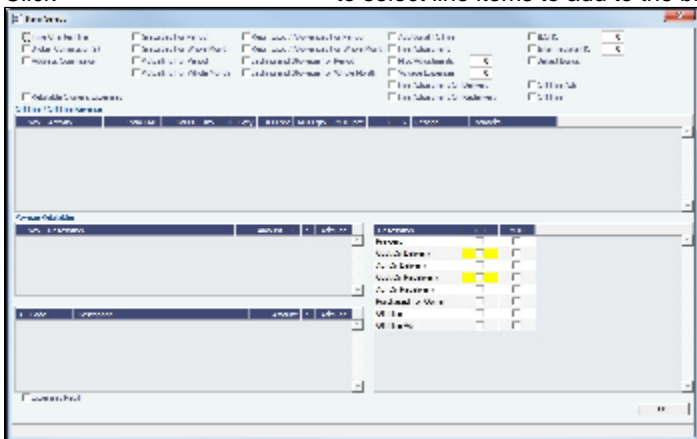


2. On the bill:
 - a. Select the **Payment Type**:
 - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
 - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
 - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have

been sent and what should and should not have been included, and presents a current amount to even all accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.

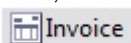
- b. Enter an **Invoice Number** and an **Issue Date**.
- c. The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.


- d. Click  to select line items to add to the bill in the Item Select form.



- The first bill includes the **Time Charter Hire** for the first period. To adjust the amount of the Hire, use either the **Add additional TC Hire**, which affects the P&L, or the **Hire Adjustment**, which does not.
- The first bill also includes the **Cost On Delivery** of bunkers; it might include Commissions and other costs. If the actual price of bunkers is different from the estimate, enter an **Adjustment** here. Bunker items that should be invoiced/reinvoiced are highlighted.
- For an incremental invoice, the **Include Redelivery Bunkers** check box is selected by default when the Time Charter status is Redelivered. If no actual redelivery Bunkers data is available and you select this check box, the estimated redelivery bunkers data is used in the incremental invoice.

- e. When you finish selecting, click **OK**; the line items appear on the bill.

- 3. To create an invoice to send, click . The bill appears in the Summary tree on the Time Charter Out.

- 4. To save your changes, click .

Note: When posting a Time Charter Bill, the Bunkers Redelivery quantity is negative to give an overview and a subtotal of the Accounts Analysis with Rate/Quantity for the relevant accounts.

Creating a New Time Charter Out Voyage

To create a Time Charter Out voyage:

- From a Time Charter Out, click .

- From the Voyage Fixture List, click the [Schedule](#) link.

- An option can be configured (CFGValidateContractStatusToSchedule) to restrict scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

Time Charter Billing Schedule

On the TC Billing Schedule, you can quickly see the status of bills for hired vessels. To open the TC Billing Schedule, do one of these things:

- In the Operations Module Center, click **TC Billing Schedule**.
- On the IMOS7 menu, point to **Tools**, and then click **TC Billing Schedule**.

When you rest your mouse pointer over a bar, a tooltip tells you the Invoice Number (if the bill has been settled or processed), the Billing Period, and the ID and date of the Time Charter Fixture.

Double-click a bar to open the bill, or right-click to create an invoice or to open the Hire Statement or the Time Charter.

For more information, see [Schedules](#) and the *Schedules* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMO S Welcome tab** (from the IMOS7 menu).



Selling Post-Delivery Bunkers as Delivery Bunkers

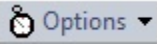
When the owner is lifting bunkers after the vessel is delivered (Y port) to sell to the charterer at the CP price, as part of Bunkers on Delivery, follow these steps:

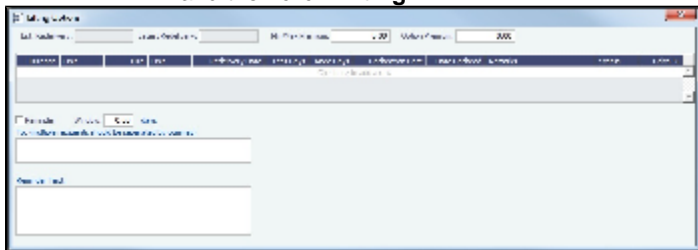
1. After the lifting is actualized, create a [Bunker Invoice](#), select the **As Delivery Bunker** check box, and [bind the invoice to Operations](#).

2. If the Bunker Invoice is created via an external interface, the tag <asDeliveryBunker> is added to the XSD, and when its value is set to 1, As Delivery Bunker is set on the generated Bunker Invoice.
3. On the [Time Charter Out Bill](#), a new item is added for each Bunker type: Purchase For Delivery. The quantities are taken from the Bunker Invoice, and the price used is the CP Delivery price.
4. New ***XDL Bill codes were added to the TCO Billing Invoice, where *** is the fuel type. To use these codes, create new business rules TCOB: ***XDL for each fuel type.
5. The corresponding Bunker Adjustment (difference between purchase price and CP price) is included in the TCO Bunker Adjustment on the [P&L tab of the Voyage Manager](#).

Lifting Options

On a [Time Charter](#), if there is an option to extend the contract, and you have to notify the other party by a certain date, click

 and then click **Lifting**.

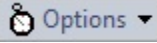


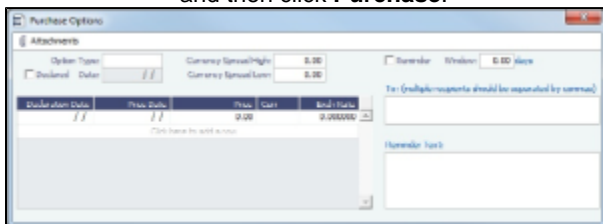
On the Lifting Options form:

- In the table, you can enter several options.
 - If you enter a **Duration** and a **Unit**, the **Redelivery Date** is recalculated.
 - If you specify **Hire** and **Unit**, those values are used for the Trading exposure calculations. When exercised, those Hire lines are appended to the main Hire table in the Time Charter contract.
 - **Status:**
 - **Pending:** A Pending option appears in the Trading P&L Summary.
 - **Exercised:** When an option is Exercised, the **Est. Redelivery** date is updated according to the option's duration.
 - **Expired:** An Expired option causes the succeeding options to expire as well.
- To send a reminder:
 1. Make sure that a valid Outgoing Message Location is defined in the **Messaging Service Configuration Tool**. For more information, see the *Messaging Service Manual*.
 2. Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is basis the Declaration Date of each specified option.
 3. Enter recipients in the **To** field.
 4. In the **Window** field, enter the number of days in advance for the reminder to be sent.

Purchase Options

On a [Time Charter](#), if there is an option to purchase the vessel, and you have to notify the other party by a certain date, click

 and then click **Purchase**.



On the Purchase Options form:

1. Complete the following fields:
 - **Option Type:** American or European.
 - **Declared:** If an option has been declared, select this check box. When selected, the Date field is enabled to specify the actual Declaration Date.
 - **Currency Spread High/Low:** The allowed upper and lower limits between two currencies.
 - **Options Grid:** For each option, specify the Declaration Date, Price Date, Price, Currency, and Exchange Rate.
2. To send a reminder:

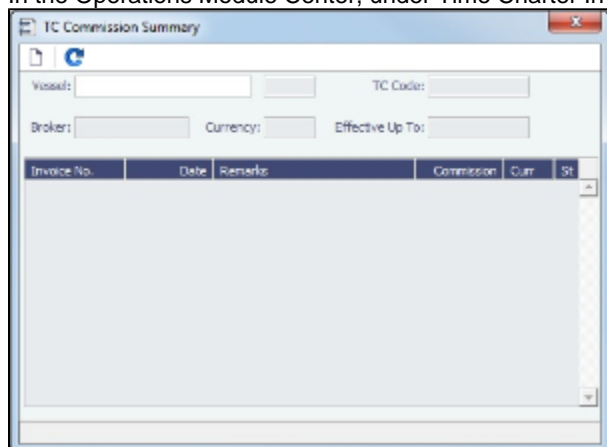
- Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is basis the Declaration Date of each specified option.
- Enter recipients in the **To** field.
- In the **Window** field, enter the number of days in advance for the reminder to be sent.



Time Charter Commissions

TC Commission Summary

The TC Commission Summary lists Time Charter Commission Invoices.

- In the Operations Module Center, under Time Charter In or Time Charter Out, click **Commissions**.





- On the TC Commission Summary:
 - To view a payment, select a **Vessel** from the selection list.
 - To create a new Commission Payment, click .
- To close the TC Commission Summary, click .

Time Charter Commission Payment

The Time Charter Commission Payment is used to enter details from an invoice received from a broker for a Time Charter In payment. It verifies that the information is correct and matches the Time Charter Payment Commissions and records payment.

- To create a Time Charter Commission Payment, on the TC Commission Summary, click .



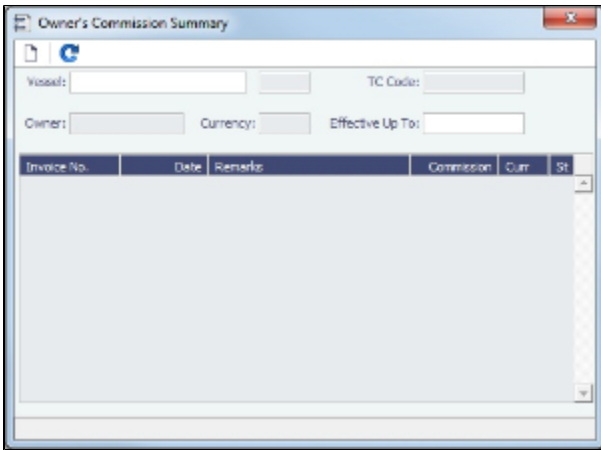
- Any existing payments appear. Select the **C** check box in detail lines to pay those commissions. You can use the buttons at the bottom of the list to select or clear all lines.
- Complete the remaining fields on the form as appropriate.
- To save your changes, click .
- To close the Time Charter Commission Payment, click .



An option can be configured (CFGDefaultTCCommPaymentMethod) to set a default Payment Method for brokers.

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.

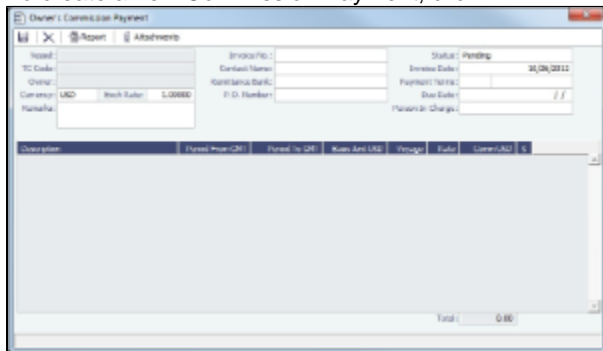


1. In the Operations Module Center, under Time Charter In, click **Owner's Commissions**.
2. On the Owner's Commission Summary:
 - To view a payment, select a **Vessel** from the selection list.
 - To create a new Commission Payment, click .
3. To close the Owner's Commission Summary, click .

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. To create a new Commission Payment, click .



- 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.
3. To save your changes, click .
4. To close the Owner's Commission Payment, click .



An option can be configured (CFGUsePostedInPooling) to consider only amounts from the latest accruals snapshot in the basis payment calculation.

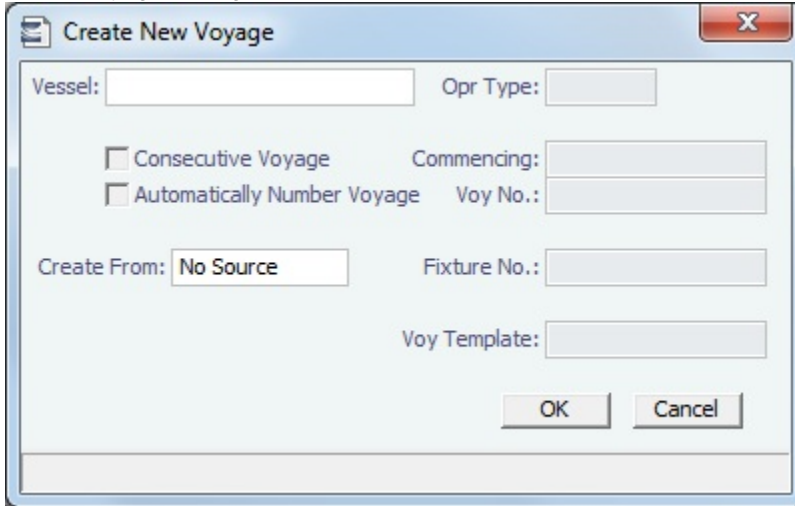
An option can be configured (CFGPoolCommByAccount) to only calculate the basis amount for the commission from accounts that are marked as [Mgt](#).

Creating a Ballast Voyage

When you have a vessel, with a Time Charter In contract entered in IMOS, that is ballasting without an employment, the Operators will be repositioning, bunkering, etc., and you need to record this information. You can create a voyage for the vessel, without a Cargo or a Fixture (TC Out or Voyage Out).

1. Do one of the following:

- On the Vessel Schedule, click .
- On the Voyage Manager, click .



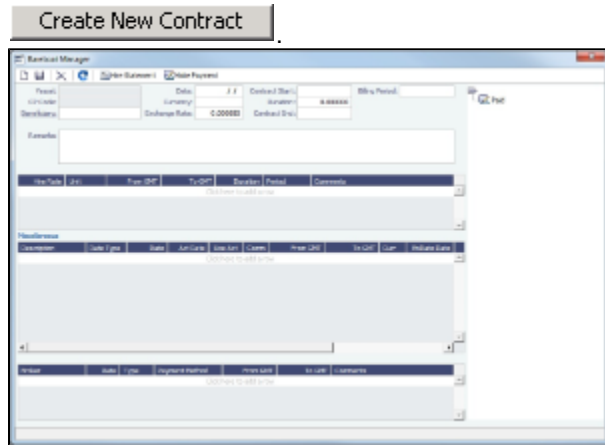
On the [Create New Voyage](#) form, do not select Create from Voyage Fixture, as there is no fixture yet. The voyage is created, and Operations can manage the ballasting portion by adding ports, etc.

- An option can be configured (CFGVoyaccUseBallastVoyageBillCodes) to create new accruals Bill Codes for ballast voyages. Monthly Closing Accruals Journal Entries are created with with Bill code prefixes ISB instead of IS- and BSB instead of BS-.
2. After business (either TC Out or Voyage Out) is found for the vessel, create the Voyage Fixture or Time Charter Out contract, but instead of scheduling a new voyage, link the contract to this ballast voyage.
- For a Voyage Fixture:
 - a. Find the Fixture No. on the top left of the [Voyage Fixture](#) contract (for example, 20100005).
 - b. On the ballast voyage, click the blank Fixture ID field in the top left and select the Fixture ID from the list of unscheduled fixtures for this vessel.
You might need to change the Opr Type of the voyage to TCOV.
IMOS appends the itinerary and terms from the fixture to the existing itinerary of the ballast voyage.
 - For a TC Out:
 - a. Find the TC Code on the top left of the [Time Charter Out](#) contract (for example, VES1-O00003).
 - b. On the ballast voyage, click the blank TCO field in the top left and select the TCO Code from the list of unscheduled TCO contracts for this vessel.
You might need to change the Opr Type of the voyage to TCTO.
IMOS appends the itinerary and terms from the fixture to the existing itinerary of the ballast voyage. The Y and Z ports (delivery and redelivery information) are added to the voyage, if they do not already exist, and are updated if they already exist, according to the Time Charter Out.


Bareboat Contract In

To manage Bareboat information and payments, you can create a Bareboat Contract In.

1. To create and access an add-on to a Time Charter contract, on the [Bareboat](#) tab of the [Time Charter In Manager](#), click



2. Complete the fields on the Bareboat Manager.
 - In the **Act Rate** column of the Miscellaneous table, you can enter a different rate to be used in the Voyage P&L if the corresponding **Use Act** check box is selected. The Act Rate is only displayed as the Actual values in the P&L; it is not used for the actual payments.
 - Miscellaneous expenses can be specified in different currencies. In the Miscellaneous table, when **Currency** and **Ex Rate Date** are specified, the **Exch Rate** defaults to the Exchange Rate from the Data Center, but you can override it. If those values are not specified, the Bareboat Base Currency is the default value. When creating [Bareboat Payments](#), you cannot select more than one currency per payment.
 - Miscellaneous expenses can be allocated to specific time periods, to help in prorating them according to the voyage time frame for profit and loss calculations. When making a payment, only the time period selected in the Bareboat Payment form is taken into account.


3. To make a [payment](#), click  **Make Payment**.

To post Bareboat costs for a voyage, select the **Post Bareboat Cost** check box on the [Voyage Manager](#).

Bareboat Payment

You can manage the costs for the use of the bareboat vessel in the [Bareboat Manager](#).

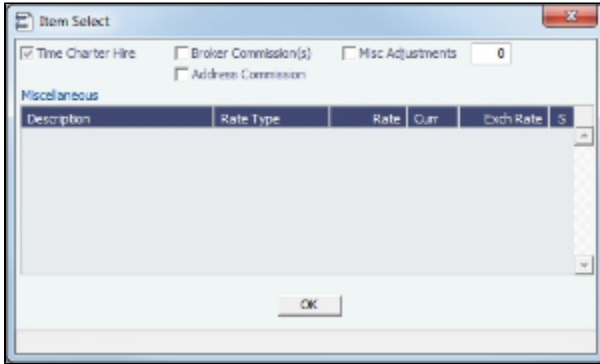
1. To create an invoice that reflects the bill sent by the vessel Owner, do one of the following:

- On the [Bareboat Manager](#), click  **Make Payment**.
- On the [Bareboat Payment Schedule](#), right-click a line and then click **Create New Bareboat Payment**.

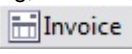



2. On the payment:
 - Select the **Payment Type**:
 - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
 - **Special**: A payment outside the regular schedule. It does not have to be in the base currency or the Time Charter contract currency, but it must have an Exchange Rate in the Data Center. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
 - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have been sent and what should and should not have been included, and presents a current amount to even all accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.
 - Enter the **Invoice Number** from the bill sent to you and an **Issue Date**.

- Click  to select line items to add to the payment in the Item Select form.

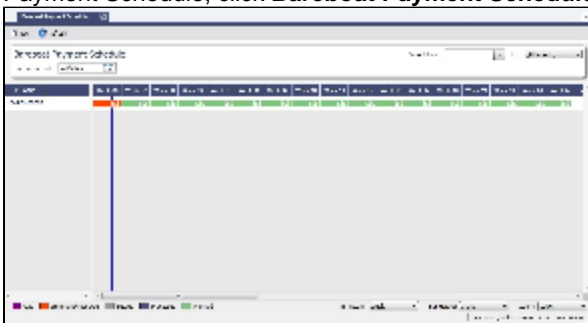


The first payment includes the Time Charter Hire for the first period. It might include Commissions and other costs. When you finish selecting, click **OK**; the line items appear on the payment.

3. To create an invoice, click . The payment appears in the Summary Tree on the Bareboat Manager.
4. To save your changes, click .

Bareboat Payment Schedule

On the Bareboat Payment Schedule, you can quickly see the status of [payments](#) for bareboat vessels. To open the Bareboat Payment Schedule, click **Bareboat Payment Schedule** in the Operations Module Center, under Time Charter In.



For each contract, a relevant timeline appears as consecutive bars per payment period. Each bar is colored according to the corresponding payment's status:

- Red = Due
- Green = Planned
- Blue = Processed

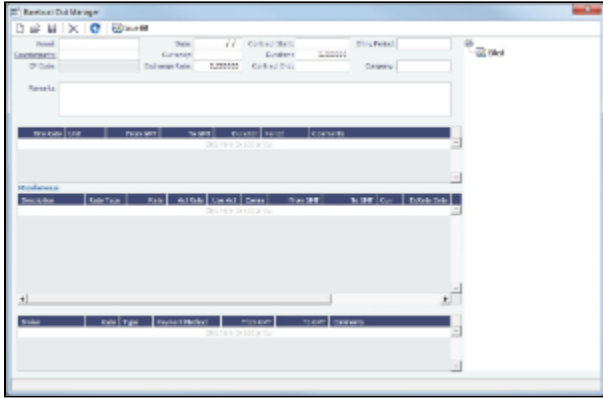
When you rest your mouse pointer over a bar, a tooltip tells you the Invoice Number (if the payment has been settled or processed), the Billing Period, and the ID of the Bareboat Contract.

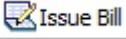
Double-click a bar to open the payment, or right-click to create a payment.

For more information, see [Schedules](#) and the *Schedules* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMO S Welcome tab** (from the IMOS7 menu).

Bareboat Contract Out

1. To manage Bareboat information and bills, you can create a Bareboat Contract Out. In the Operations Module Center, under Time Charter Out, click **Bareboat Contract Out**.

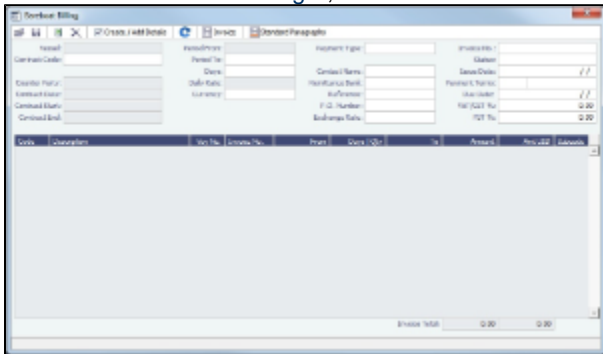


2. Complete the fields on the Bareboat Out Manager.
3. To issue a bill, click  Issue Bill.


Bareboat Bill

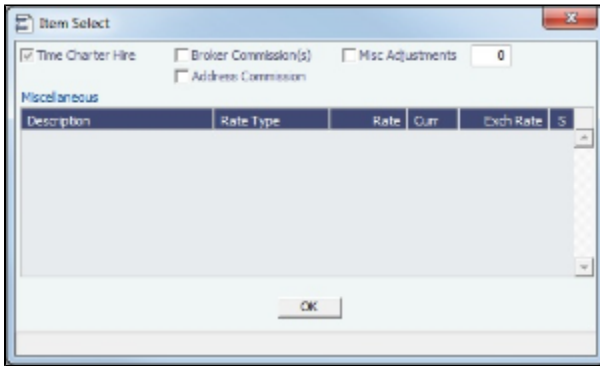
You can create a Bareboat Bill to send to the Charterer.

1. On the Bareboat Out Manager, click  Issue Bill.

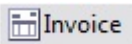



2. On the bill:
 - Select the **Payment Type**:
 - **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
 - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
 - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid, to ensure that nothing is missing, like, for example, the Address Commission. IMOS knows what payments have been sent and what should and should not have been included, and presents a current amount to even all accounts. You can use this payment once at the end of the Time Charter to make sure the accounts are correct, or use it for every payment.
 - Enter an **Invoice Number** and an **Issue Date**.
 - The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.

- Click  to select line items to add to the bill.

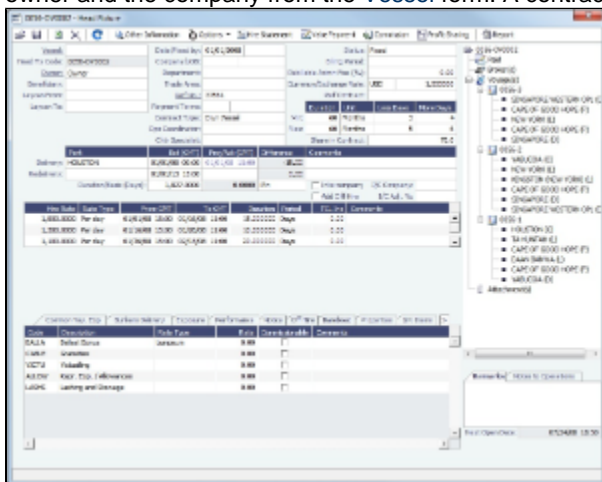


The first bill includes the Time Charter Hire for the first period. It might include Commissions and other costs. When you finish selecting, click **OK**; the line items appear on the bill.

3. To create an invoice to send, click . The bill appears in the Summary Tree on the Bareboat Out.
4. To save your changes, click .

Head Fixtures

Creating a **Time Charter In** contract for a vessel with ownership type OV defaults the Contract Type to be **Own Vessel**, with the owner and the company from the **Vessel** form. A contract of type Own Vessel is a *Head Fixture*.



A Head Fixture contract is similar to a Time Charter In Contract, but with the following differences:

- Status selections also include Under Construction, Purchased - Not Delivered, and Sold.
- It has a Share In Contract field, with a percentage value that defaults to 100.
- There is no Brokers table.
- It has Purchase and Sale Tabs; on each, the counterparty, payment terms, broker 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 TCI list. You can filter the list by the Contract Type column. Other Head Fixture-related columns:
 - Department
 - Min/Max Less/More Days
 - Vessel Head Owner: The Parent company of the Vessel Owner
 - Others, all with prefix HF

An option can be configured (CFGHeadFixtureForOwnVoyageRequired) to require a Head Fixture Contract for OV** Voyages.

Operations

About Operations

Operations includes everything having to do managing the day-to-day operations of a voyage. The Operations Module Center includes Quick Links to the graphical interfaces of the Vessel and Port Schedules and Fleet Map. The Operations Module Center also has Quick Links to the Voyage Manager, which provides access to all voyage-related functions, and the Operations Task List. If you have the Veslink module, you also have a link to Veslink Forms.

The Operations Module Center provides access to all the forms related to Freight, Bunkers, Operations Setup, Port and Other Costs, Time Charters, Pooling, Service Contracts, and Lightering. Those who do not have the separate Demurrage module can access Demurrage and Laytime Calculations here.



To access the IMOS Operations Module Center, click

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Other Sources of Information

This document includes information about most of the items from the Operations Module Center. Some of the Operations items are described elsewhere:

- [* Fleet Map tutorial](#)
- Time Charters:
 - [Time Charters](#)
 - [* Time Charter Manager tutorial](#)
- [Bunker Management](#)
- [Demurrage and Claims](#)
- [Pooling](#)

* You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

Related FAQs

For more information, see the following Operations FAQs:

- [FAQ - P&L Snapshotting](#)
- [FAQ - About Commenced Consecutive Voyage](#)
- [FAQ - How to Rebill a Rebillable Freight Invoice](#)
- [FAQ - How to Configure and Use Freight Tax](#)
- [FAQ - Pooling Premium](#)
- [FAQ - Cargo Transfers](#)
- [FAQ - Bunker warnings and validations on safety margin](#)
- [FAQ - How to Specify Rebillables to Owners versus to Charterers](#)
- [FAQ - How do I record bunker purchased by owner for charterer](#)
- [FAQ - How to change default port activities per port function](#)
- [FAQ - What is the difference between Bill Via and Via Company](#)
- [FAQ - How to Set Default Port Expenses Per Agent](#)
- [FAQ - Why can't I edit the ETA at a port in the Voyage Manager?](#)
- [FAQ - Company Code on Time Charter Screen and Voyage Manager](#)
- [FAQ - Why is the Actual P&L value in the Voyage List different from the Voyage P&L?](#)
- [FAQ - Why are the ROB fields in Port Activities locked?](#)
- [FAQ - P&L - Rolling Voyage](#)
- [FAQ - How to enter settlement of partial rebillables](#)
- [FAQ - What delay types affect TCE in the Voyage Estimate?](#)
- [FAQ - How is the Total USD amount for the Actual column calculated in the DA screen?](#)
- [FAQ - Why does the ETD field recalculate after changing the date?](#)

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](#)
- Operations Module Center and Lists submenu:
 - [Voyage List](#)
 - [Bunker Requirement List](#)

- [Bunker Purchase List](#)
- [Bunker Alert List](#)
- [Port Advance/DA List](#)
- [Time Charter In List](#) (Also see the *Time Charter Manager* tutorial.*)
- [Time Charter Out List](#) (Also see the *Time Charter Manager* tutorial.*)
- [Operations Task List](#)
- [Veslink Form List](#)
- [My Tasks List](#)
- [Service Contract In List](#)
- [Service Contract Out List](#)
- [Lightering Job List](#)

* You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

Viewing Bunker Lists for Multiple Environments in One

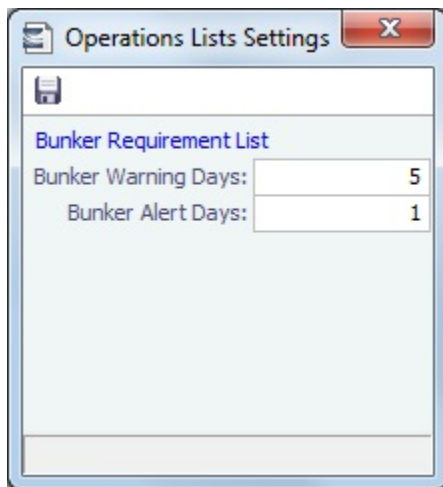
Bunker Requirement Lists, Bunker Purchase Lists, and Bunker Lifting Lists from multiple environments can be viewed in a single, primary environment. Set the configuration like this in `imosshell.exe.config`: `<add key="primary_environment;secondary_1;secondary_2" value="primary_environment;secondary_1;secondary_2" />`

The three environment names appear in the status bar. The first in the list is the primary, and everything except the three lists belongs to this environment. In these three lists, you have access to data from all environments to which you have access rights. The IMOS Environment column displays the source of the data. Clicking links associated with a secondary environment opens modules attached to that environment's database.

Operations Setup

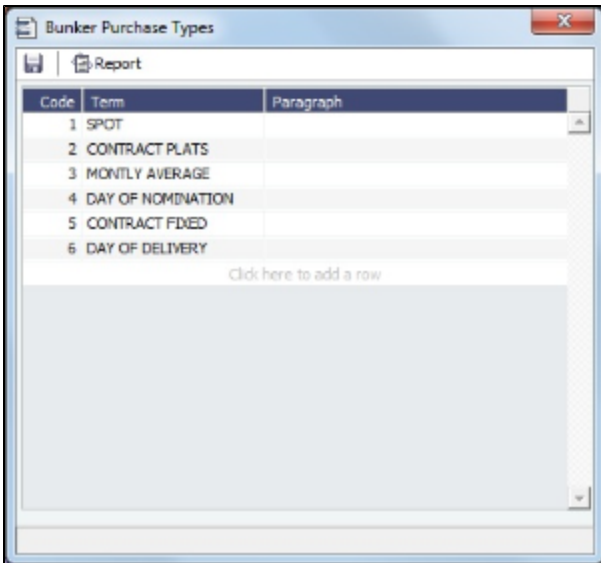
In the Operations Module Center, under Setup, you can set the following Operations options:

Operations Lists Settings



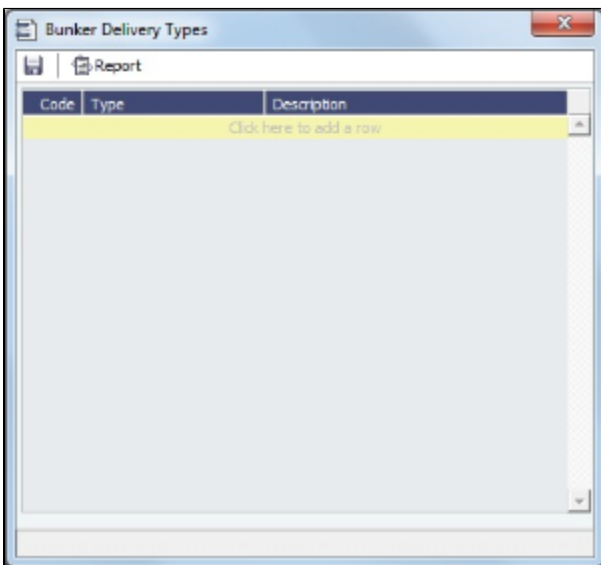
These settings are for the [Bunker Requirement List](#).

Bunker Purchase Types



These settings are for [Bunker Purchases](#).

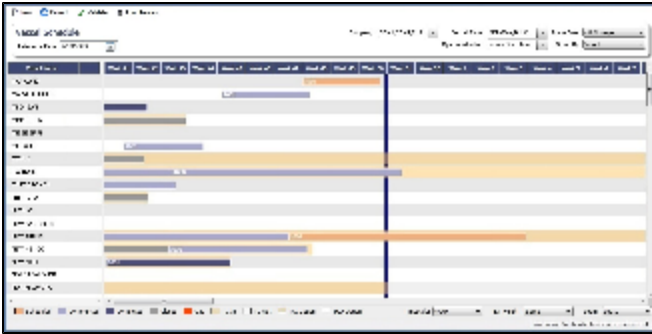
Bunker Delivery Types



These settings are for [Bunker Requirements](#) and [Bunker Purchases](#).

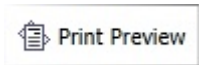
Vessel Schedule

The Vessel Schedule is a graphical overview of your fleet's historical, current, and future voyages. You can select a Reference Date at the top left and other data filters at the top right. For each vessel in the column on the left side, the Gantt chart on the right side shows the schedule information, color coded by status, and either grouped by Company, with one line per vessel /company combination, or grouped by Vessel, with all voyage and TC contract bars on the same line. You can set the timescale, bar height, and zoom level at the bottom.



On the Vessel Schedule, you can access the forms for a particular voyage, so you can manage the voyage from it.

- To see information about a voyage, rest your mouse pointer over its bar.
- To open the Voyage Manager, double-click the bar for the voyage.
- To open the Time Charter Manager for a Time Charter, double-click the shading.
- To open a context menu with items to create or open, right-click a bar.



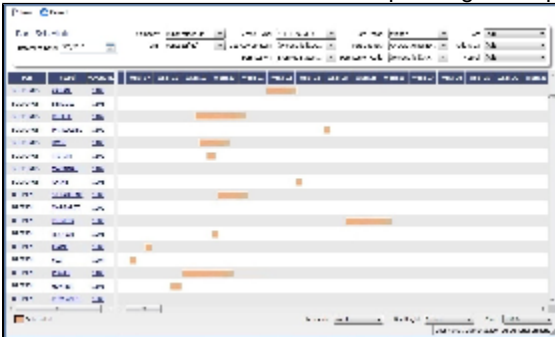
To print the Vessel Schedule using the current Reference Date, filters, and zoom settings, click

- An option can be configured (`vesselScheduleSmallBarTemplate`) to set the data to display on the bars.

For more information on schedules, see [Schedules](#) or the *Schedules* tutorial.

Port Schedule

The Port Schedule is a graphical overview of your vessels by port. You can select a Reference Date at the top left and other data filters at the top right. You can also select the columns you want to view for the ports on the left side; the Gantt chart on the right side shows the time each vessel is spending in the port. You can set the timescale, bar height, and zoom level at the bottom.



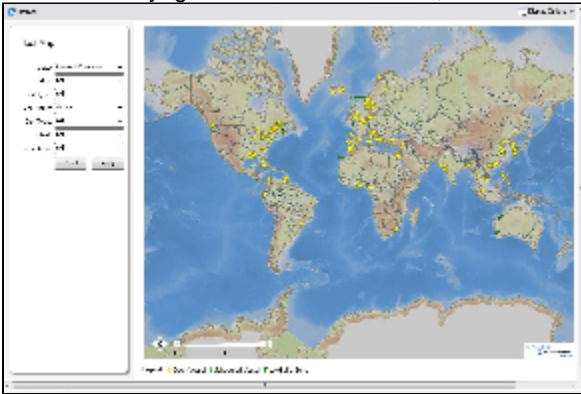
Links to forms appear in the columns you select on the left; from various columns, you can view the Vessel form, Cargo Name form, Company Address form, Voyage Estimate, Voyage Fixture, Time Charter Manager, and/or Voyage Manager.

- To see information about a voyage, rest your mouse pointer over its bar.
- To open the Voyage Manager, double-click the bar for the voyage.
- An option can be configured (`portScheduleSmallBarTemplate`) to set the data to display on the bars.

For more information on schedules, see [Schedules](#) or the *Schedules* tutorial.

Fleet Map

The Fleet Map gives you several quick views of the vessels in your fleet. You can view multiple vessels at once or an individual vessel and voyage. For more information, see the *Fleet Map* tutorial.



Viewing Multiple Vessels

To view one of the multiple-vessel views:

1. Select a **View**:
 - Current positions of vessels of any status
 - All vessels of any status, as of any date
 - Open vessels as of any date
2. Select all the filter values you want to use.
3. Click **Apply**.

To view information about a vessel, rest your mouse pointer over it on the map. In the Vessel Information box:

- To open the Vessel form, click the [Vessel name](#) link.
- To see an individual voyage on the map, click [See Voyage](#), next to the **Current Status**.
- To open the Voyage Manager, click the [Voyage number](#) link for the **Current** or **Last Voyage**.
- To open the Cargo form, click the [Cargo ID](#) link.
- When multiple vessels are at one location, you see the number of vessels; you can expand all or an individual one.



To reset the View to Current Positions and reset all filters to (All), click **Reset**.

Viewing an Individual Vessel and Voyage

To view an individual vessel and voyage:





1. In the **View** field, select the vessel.
2. Select the **Date From** and **Date To**.
3. Select the **Voyage**.
4. Click **Apply**.

You can view more detailed information:


- To view the Vessel form, click the blue route line.
- To view information about a port, rest your mouse pointer over it on the map. In the Port Information box, you can click a link to [View in Fairplay](#) or to [View in Google Maps](#), where you can zoom, pan, and switch views.
- To hide or show the locations where Position Reports were submitted, click  **Display Options** and then click **Position Reports**. To view a Position Report, rest your mouse pointer over its dot.
- To view detailed information about the voyage, click  **Display Options** and then click **Voyage Details**. In the Voyage Details box:
 - To open the Vessel form, click the [Vessel name](#) link.
 - To open the Voyage Manager, click the [Voyage number](#) link for the **Current** or **Last Voyage**.

Zooming and Panning

To zoom in or out on the map, use one of these methods:

- Rotate your mouse wheel up to zoom in or down to zoom out.
- Double-click your left mouse button to zoom in or your right mouse button to zoom out.
- Use the zoom bar and buttons: 
 - Click  to zoom in or  to zoom out.
 - Click in the bar  to zoom to a different level.

To pan, use one of these methods:

- Click the map and drag.
- Use the pan tool: 
 - To move left, right, up, or down, click one of the arrows.
 - When you are viewing an individual voyage, to center the route in the display area, click the center of the tool.

Operations Task List

On the Operations Task List, you can see all tasks for all [voyages](#), including formula-generated tasks.

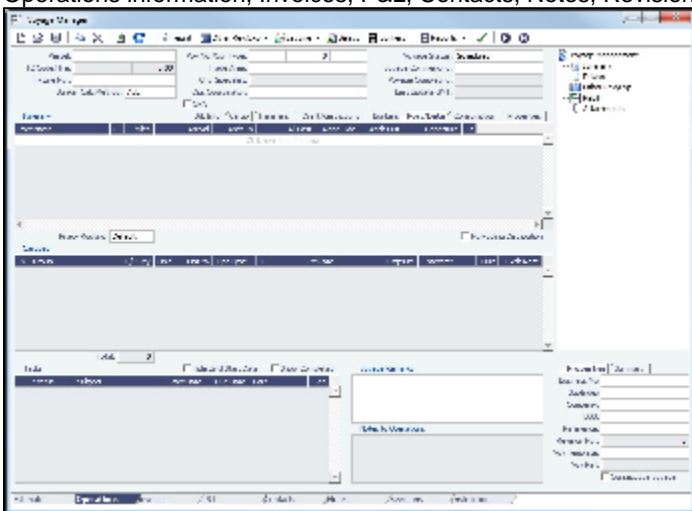



You can sort this list to show only your voyages and vessels and use it as your daily task list. You can also create new Operations Tasks from it.



Date-time columns can display either GMT or system local time. Right-click the column heading and then click **Display GMT** or **Display System Local Time**.

Voyage Manager

The IMOS Voyage Manager is a central point for managing a voyage. As an Operator, you can easily find, record, and adjust all the information needed for the voyage in one place. The Voyage Manager has tabs along the bottom for the Voyage Estimate, Operations information, Invoices, P&L, Contacts, Notes, Revisions, and Instructions.



- To [create a new voyage](#), follow the steps in the previous section.
- To open an existing voyage, do one of the following:
 - Select a voyage from the Voyage List.
 - Open the Voyage Manager from one of the [Operations Tools](#).
 - Open the Voyage Manager, click , and search for the voyage.

- To open the form for the previous or next voyage, click  or .

The Voyage Manager opens with the **Operations tab** active.

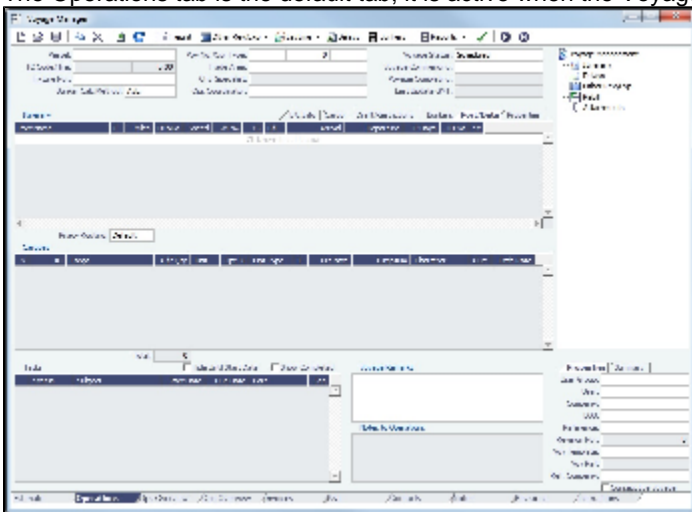
- An option can be configured (CFGEnableVoyageRoles) to add a Roles tab to set and view the five Key Users of the voyage: Chtr Coord (defaults from Cargo form), Ops Coord, Ops Coord 2, Controller, and FD Manager (Freight and Demurrage Manager).
- An option can be configured (CFGEnableVoyManagerOpsOverview) to add an Ops Overview tab to the Voyage Manager. Usually used for tankers, this tab provides an alternate interface for managing voyages, providing expanded details about bunkers, cargo handling, and voyage tasks for each port call in the voyage itinerary. Port Status can be specified on this tab, to appear on the Voyage List.
- An option can be configured (CFGWarnNonCoordinatorWhenSavingVoy) to display a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.
- An option can be configured (CFGWarnOnMismatchedConsecutiveVoyages) to display a warning when saving a voyage if the Terminating Date on the voyage does not match the Commence Date on the following consecutive voyage.
- An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.
- An option can be configured (CFGEnableDraftViewByPortcall) to display a Vessel Draft tab in the Voyage Manager.

Estimate Tab - Voyage Manager

The Estimate tab displays the Charterer's **Voyage Estimate**, so you can see its details without opening it separately, if you have Security rights. The Estimate includes Vessel Information, Cargoes, and tabbed views of the Itinerary. It has the Estimate Summary with the P&L Summary along the right side.

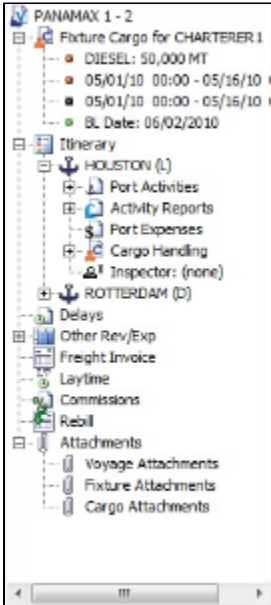
Operations Tab - Voyage Manager

The Operations tab is the default tab; it is active when the Voyage Manager opens.



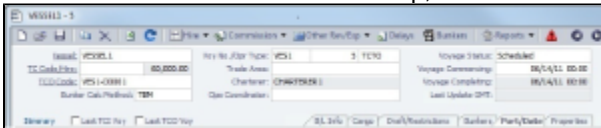
Summary Tree

The Summary tree is at the right; it summarizes important data and forms. You can attach documents or double-click to open the document associated with an item.



General Information Fields

General information fields are at the top; different fields can appear, depending on the Operation Type and your configuration.



The required fields, **Vessel** and **Voyage Number**, are pulled in from the Time Charter Out Manager, Voyage Fixture, or Create New Voyage form.


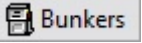
Complete additional fields as appropriate.

- **Bunker Calculation Method:** The method of valuing the fuel onboard.
 - **AVE** = Average method (default)
 - **TBM** = Tramp business method
 - **FIFO** = First In First Out
 - **LIFO** = Last In First Out
 For more information, see [Voyage Accounting](#).
- **An option can be configured** (CFGEnableVoyTypeCheckboxes) to add **Pool**, **Ice**, **Clean**, and **Coated** check boxes to the Voyage Estimate and Voyage Fixture for reporting for bulk vessels. They are carried to the Voyage Manager, and their statuses flow between the forms.
- **OPA:** When the OPA check box is selected, additional fields appear for the year and the selected rate; the rate is available in the Freight Invoice.
 - **An option can be configured** (CFGEnableOPA) to set the OPA in the [Voyage Fixture](#) and in the Voyage Manager.

The general information fields are followed by tabbed views of the Itinerary grid, the Cargoes grid, and the Tasks grid.

Itinerary Grid

In the **Itinerary** grid, enter each **Port Name** and **Function**.

- Actual arrival and departure times are black; estimated times are blue.
- A Transit port (Port Function P or I) can be locked to prevent it from being changed or removed: right-click the port and click **Lock Transit Port**. A locked Transit port has a light blue background in the Itinerary.
- If there is not enough fuel to reach the port, the port line turns red, and the Voyage Validation icon turns red , so you can plan to get more bunkers. To work with **bunkers**, click .

- **Function:** Some [port functions](#) drive default behavior at the port. For example, L and D require cargo handling; Y and Z require delivery and redelivery.
If bunkers have been received at a port, or if actual Port Expenses have been entered, that port cannot be changed to functions C, P, or T. These functions have no port time, so no bunkers can be received, and no port expenses can be incurred.
 - An option can be configured (CFGAutoCalcPortExpenses) to default port expenses per its historical values.
 - An option can be configured (CFGVoyapiValidateCargoLaycanForPort) to add validation warnings if, at the first port where a cargo is to be loaded, the vessel will arrive before the start or after the end of the cargo's laycan.
- **Miles** defaults basis the IMOS Distances table and is calculated in the following way:
 - When the preceding sea leg is completed, and the observed distances are reported in the Activity Reports, the value is the sum of the reported observed distances; it is shown in black, to indicate it as the Actual Distance.
 - If the preceding sea leg is not yet completed, or if any observed distance was not reported in the preceding sea leg, the value will remain the estimated value; it is shown in grey, to indicate it as an estimated distance.
Editing this field adjusts bunker consumption and port arrival and departure.
- **Speed** defaults basis the Vessel form. Editing this field adjusts bunker consumption and port arrival and departure.
- **WF%** (Weather Factor) and **XS** (Extra Sea Days, with a day value), and **P Days** (Port Days) can also be adjusted to manipulate the Itinerary.
- **St** (Status) for each port changes, based on [Port Activities](#):
 - .. = Not arrived
 - AR = Arrived
 - SA = Sailed
 - TE = Terminated; sailed from the last port in the voyage

An option can be configured (CFGWarnOnMismatchedConsecutiveVoyages) to have a warning message appear when saving, if a modified Terminating Date no longer matches the Commence Date on the following consecutive voyage.

CP Terms Tab

- An option can be configured (CFGExpandVoyageManagerRowsets) to have a **CP Terms** tab in the Itinerary grid rather than having a **Cargoes Grid**. This allows you to view twice as many port call lines without having to scroll.

CP Terms												
N	ID	Cargo	C/P Qty	Unit	Opt %	Opt Type	T	Frnt Rate	Lumpsum	Charterer	Curr	Exch Rate
1			0	MT	10.00	MOLOO	F	0.0000	0.00		USD	1.000000

Click here to add a row

B/L Info Tab

The **B/L Info** tab is a view of **Cargo Handling**, with Bill of Lading information and actual Ship quantities; you do not have to open the **Cargo Handling** form; you can update this information here.

B/L Info												
Port Name	F	N	Cargo	Berth	BL Code	BL/Disch Date	CP Unit	BL/Disch. Qty	Ship Gross	FT3/MT	M3/MT	St
ROTTERDAM	C			QUAY		//				0.0000	0.0000	

Cargo and Draft/Restrictions Tabs

The **Cargo** tab and the **Draft/Restrictions** tab are the same as on the [Voyage Fixture](#). If something changes, you do not have to go back to the Voyage Fixture; you can make any adjustments here.

Cargo																
Port	Miles	Spd	SDays	XS	F	Cargo	ID	L/D Qty	L/D Rate	Terms	TT	PDays	Est PD	Curr	PortExp	Ba
ROTTERDAM			14.5		C									USD		

- An option can be configured (CFGVoyestShowCranesInItinGrid) to add a Cranes column to indicate the use of cranes in the port.

Draft/Restrictions												
Port	Berth	F	Draft Basis	Draft	Cargo	L/D Qty	FT3/MT	M3/MT	MaxLift	ROB Arr	LS SDay	LS PDay
ROTTERDAM	QUAY	C	m.ss								0.00	0.00

Bunkers Tab

The **Bunkers** tab displays the Arrival and Departure date and time for each port, with the amounts for each bunker type on arrival, received, and on departure.

Itinerary		<input type="checkbox"/> Offhire Voy		B/L Info		Cargo	Draft/Restrictions		Bunkers	Port/Date	Properties
Port	Arrival	Departure	I/O Arr	I/O Rec	I/O Dep	LSF Arr	LSF Rec	LSF Dep	MDO Arr	MDO Rec	
ROTTERDAM		10/04/11 10:20	0.000		111.000	0.000		111.000	0.000		

Port/Date Tab

The **Port/Date** tab is the default tab.

Itinerary		<input type="checkbox"/> Offhire Voy		B/L Info		Cargo	Draft/Restrictions		Bunkers	Port/Date	Properties	
Port Name	F	Miles	DToGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St
ROTTERDAM	C			14.5	0.00		B	10/04/11 10:20		0.00	1,200	SA

Properties tab

On the **Properties** tab, when **User Defined Fields** are set up in the Data Center, they can be selected here and values entered for them.

Itinerary		<input type="checkbox"/> Offhire Voy		B/L Info		Cargo	Draft/Restrictions		Bunkers	Port/Date	Properties
Title	Value										
Click here to add a row											

Itinerary Context Menu


Many options are available from the Itinerary context menu. The options change based on the **port function**; for example, there are no port expenses at a port with function C (Commencing), so the Port Expenses form is not available at a C port. Right-click a port and then click any of the following:

- Options to adjust the Itinerary: **Insert Port**, **Delete Port**, **Move Up**, **Move Down**
- **Cargo Handling**: To open the [Cargo Handling](#) form.
- **Bunker Requirement**: To enter a [Bunker Requirement](#) to request bunkers. (If you have the Bunker Management module, see [Bunker Management](#).)
- **Port**: To open the [Port](#) form.
- **Port Expense Search**: To search for historical data on port expenses.
- **Agents and Notices**: To open the [Agents and Notices](#) form.

Cargoes Grid

The **Cargoes** grid displays any cargoes from the Voyage Fixture. You can add a row to add cargo.

Many options are available from the Cargoes context menu. Right-click a cargo and then click any of the following:

- **CP Terms Details**: To open the [CP Terms Details](#) form, which describes the charter party terms for the cargo. On this form, you can click  to view the Cargo form.
- **CP Quantity Details**: To open the [CP Quantity Details](#) form, with quantity and billing details.
- Options to adjust the Cargo:
 - **Import Cargo**: Set search criteria and retrieve cargoes to select.
 - **View Cargo**: Open the [Cargo](#) form.
 - **Swap Cargo**: Search for a different cargo and either change the itinerary or select the check box to keep the current load and discharge information. For a non-relet voyage, the swapped out cargo is marked as unfixed.
 - **Swap Sale Cargo**: For RELT voyages, when VC Ins are enabled, search for a different cargo and either change the itinerary or select the check box to keep the current load and discharge information. After a new Sale Cargo is selected, the voyage is repriced, and the operational data is bound to the new Cargo.
 - **Insert New Cargo**
 - **Duplicate Cargo**
 - **Remove Cargo**
- **Cargo Loss Summary**: To open the [Cargo Loss Information](#) form to enter information about cargo losses.


An option can be configured (CFGDefaultLobOnCargoImport) to enable defaulting the LOB on a Voyage to the one from the imported cargo, if it has not yet been specified.

An option can be configured (CFGDefaultTradeAreaOnCargoImport) to enable defaulting the Trade Area on a Voyage to the one from the imported cargo.

An option can be configured (CFGShowIncludeInCover) to add the **Include In Cover** check box, to be used by the Pooling Information dataset.

Tasks Grid

In the **Tasks** grid, you can create a list of Operations Tasks for this voyage.






1. Click **Tasks** and complete the Operations Task form, where you can enter a **Task name**, **Status**, **Start Date**, **Due Date**, **Owner**, **External Reference**, and **Notes** for this vessel and this voyage, as well as adding **Attachments** that can be either files or links.
2. To save the Task, click . It appears in the grid.
 - You can select a **Port** and **Sequence** for it.
 - Statuses can be Not Started, In Progress, Completed, Canceled, or Follow Up.
 - When a task is past due, it turns red; if the status is then set to Completed, it turns black again.
 - Tasks with status Completed are hidden; to see them, select the **Show Completed** check box above the grid.
 - To delete more than one task at a time, select their check boxes and then click **Delete Selected** at the top of the grid. You can see all tasks for all voyages, including formula-generated tasks, in the **Operations Task List**, which you can access from the Operations Module Center Quick Links or from the Lists menu. You can sort this list to show only your voyages and vessels and use it as your daily task list. You can also create new Operations Tasks from it.

Properties/Summary

Properties of the voyage and a summary of its data appear in the lower right corner.

- An option can be configured (CFGVoyManDefaultSelectSummaryTab) to have the Summary tab be the default open tab, rather than the Properties tab.
- An option can be configured (CFGEnableVoymanVoyageID) to have the Voy Ref field on the Properties tab replaced with a Voyage ID field.

Managing the Voyage

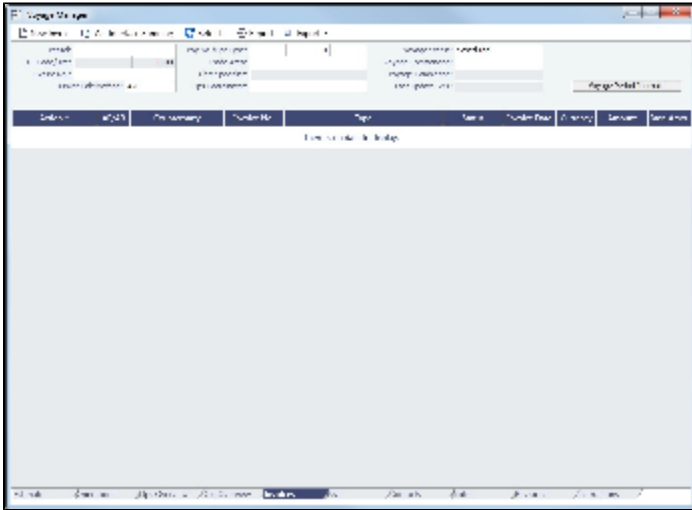
1. Check the Validation symbol on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.
 -  : All information is complete.
 -  : Some information is missing.
 -  : The form contains one or more errors.
 - An option can be configured (CFGEnableOpsLOB) to validate the LOB on all contracts linked to a Voyage Estimate.
2. To save the voyage, click . By default, the voyage Status is **Scheduled**.
 - An option can be configured (CFGWarnNonCoordinatorWhenSavingVoy) to display a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.
3. When the voyage begins, change the Voyage Status 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 **Other Revenues and Expenses**, not associated with a port or with freight, click .
8. When the Start Sea Passage **Port Activity** is entered for the last port, IMOS changes its Status to **TE** (Terminated) and the Voyage Status to **Completed**. While the Status is completed, port, bunker, cargo, or financial data can still be modified.
9. After all voyage transactions are completed, change the status to **Closed**; then the voyage cannot be modified.

Invoices Tab - Voyage Manager

The Invoices tab has a list of all the existing and potential invoices for this voyage. It is like a combination of the Create, Edit, Approve, and Post Invoices Lists and the Transaction Data Summary from Financials. This is a [List](#), and the columns can be modified, but not saved.

Even if you do not have the rights to perform the various actions, you can see the status of each invoice. You can also see the amount outstanding. With appropriate permissions, you can view, create, review, approve, post, and assign tax codes for invoices.

A Create Invoice link is created for each planned Bunker Lifting. If the portcall has a Bunker Requirement attached to it with a single ordered Bunker Purchase, the bunkering details from the Bunker Purchase are entered in the Bunker Invoice.



To create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TCI/TCO Bunker Adjustments, click [Voyage Period Journals](#).

- An option can be configured (CFGEnableVoyBunkerCheckWhenPosting) to have IMOS issue warnings for trying to post bunker costs when the voyage is not complete, unbound bunker invoices exist, or bunkers have been received in the voyage but not invoiced.

P&L Tab - Voyage Manager



The P&L tab gives you detailed information for financial monitoring, reconciliation, and auditing (if you have the Security right to see this information). It shows Estimated, Actual, Posted, and Cash columns, as well as Variance columns showing the difference and percentages between Actual and Estimated, Actual and Posted, and Posted and Cash. You can use this information, along with the Estimate and Voyage Notes, to determine reasons for any variances and see how well you estimated or what you might be able to improve.

To open a report, click  **Reports** and select a report:

- Voyage Profit & Loss Report
- Voyage Operation Report
- Voyage Performance Report

To create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TCI/TCO Bunker Adjustments, click [Voyage Period Journals](#).

Selections

- The default P&L view is **Operations View**; to see the account numbers for the list items, select **Accounts View** at the top left of the grid and then click .
- To store a **snapshot** of the P&L in the database, click , enter **Remarks**, and click **Save**. To open the snapshot, select it from the **Snapshot** list; the Remarks you entered appear in the Remarks field.



When a voyage is closed, a P&L snapshot is automatically taken. The snapshot name includes the text *Closing*.

- The options in the **Period** selection list are the months during which the voyage ranges, and All. Selecting a month in this field shows all the Estimated and Actual values pro-rated until the end of the selected month. The Posted and Cash columns show the full transactions made until that date.

Revenues and Expenses

- [An option can be configured](#) (CFGShowRunningCost) to group the hire cost into the running costs and have TC Hire and related items as part of the Running Cost section in the P&L tab.
- [An option can be configured](#) (CFGTcoVoyexAsMiscExp) to display TCO Voyage Expenses under the Expenses section, instead of under the Revenues section.
- [An option can be configured](#) (CFGTciAdminAsRunningCost) to consider TCI Admin Fee items as Running Costs, not Expenses.

Items in the list are broken out into Revenues and Expenses, in a tree format.

- To expand an item to examine it in detail, click .
- To collapse an item again, click .

Totals

The following totals appear on the P&L tab:

- Profit (Loss)
- Net Voyage Days
- Daily Profit (Loss)
- With [Profit Sharing](#):
 - Profit Share
 - Net Voy Profit: Total Voyage Profit minus Profit Share
- Total/Off hire days
- Port/Sea days

Line Items

When an invoice is created, the Invoice Number appears as a link that you can click to open the invoice; each line item in the invoice is a separate item in the P&L.

- [An option can be configured](#) (CFGUseDelQtyCalcBnkAdjBeforeArr) to have the TCO Bunker Adjustment calculated against the CP Quantity until the vessel is delivered.

A voyage Days Summary appears at the bottom of the list, with Total, Off Hire, Port, Sea, and, if applicable, Waiting for Laycan and Waiting for Orders totals.

Calculation Methods

Revenues and Costs Compared to Posted Revenue Transactions and Costs

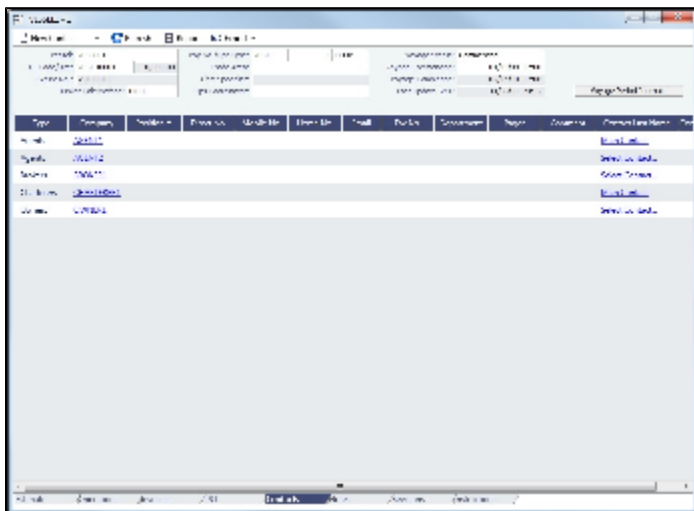
- **Estimated:** These figures originate from a Voyage Estimate with estimated revenue/expenses.
- **Actual:** When a voyage is scheduled, the estimated revenue and cost items from the Voyage Estimate populate the Actual column, being the best knowledge of the voyage result at that time. There may be a difference between estimated and actual P&L even when the voyage is originally scheduled. A difference can arise if changes are made on the Voyage Fixture. A common such case is when the commencing port is different between the estimate and the voyage. Therefore, different bunker expenses apply.

Until the voyage status set to Completed, all operational updates are reflected in the Actual column, indicating voyage revenue/expense variations based on updated information during the voyage, such as revised PDA, changes in ports/route influencing on the bunkers, and/or port costs, etc.

- **Posted:** Only amounts posted to the P&L are shown as posted amounts. That is, posted proforma port expense invoices appear in the Actual column but not in the Posted column.
- **Act - Est %:** (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.

Contacts Tab - Voyage Manager

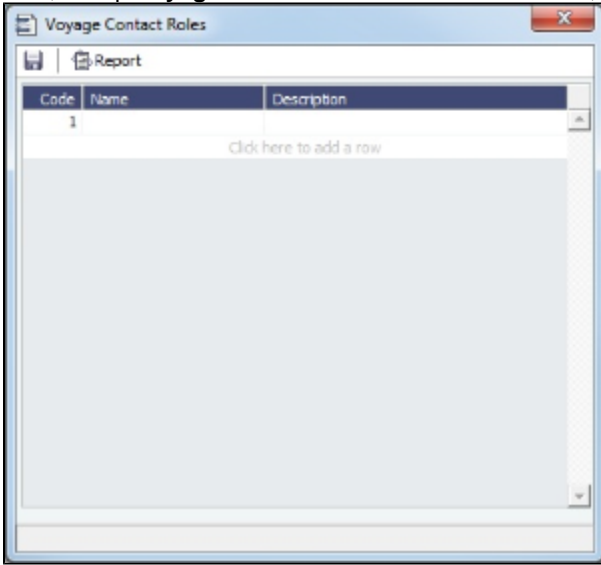
The Contacts tab contains a list of Contacts for all parties associated with the voyage, from the Data Center [Address Book](#).



Phone numbers and contact information appear on the tab for each Contact, so you can easily see how to reach them. To see the company's [Address Book Contact](#), click its link.

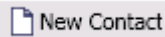
You can add more Contacts and assign a **Role** to each Contact.

First, set up **Voyage Contact Roles** in the Data Center, under Other.

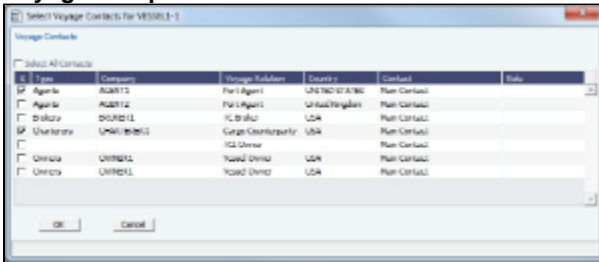


To add a Contact:

1. On the Contacts tab of the Voyage Manager, click
2. Select one of the following:

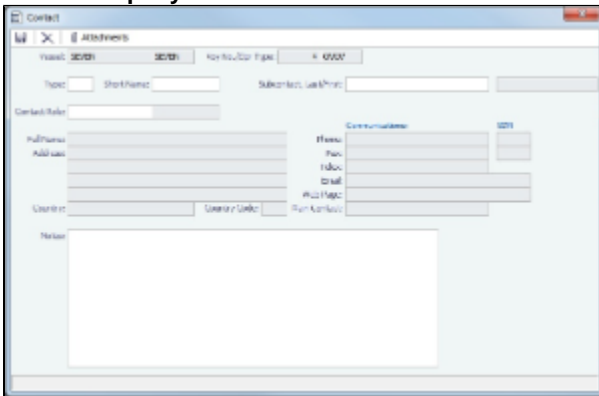


- **Voyage Companies:**




On the **Select Voyage Contacts** form, select from all the contacts of all the associated voyage companies and then click **OK**.

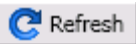
- **Other Company:**



- a. On the **Contact** form, select a **Short Name** from the Address Book. Any other completed fields on the Address Book record (Type, Full Name, Address, Phone, Fax, etc.) are pulled in.
- b. You can also do the following:
 - Select a **Contact Role**.
 - Add **Attachments**.
 - Select a **Subcontact** (from the Contacts grid on the Address Book Contact).

c. To save the Contact, click .

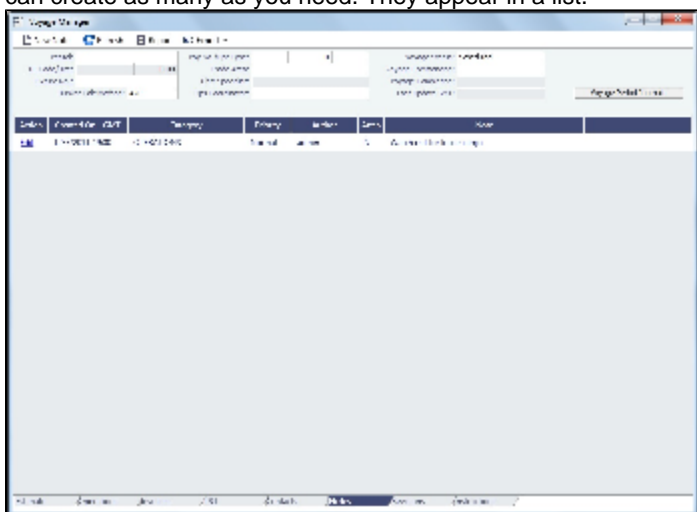
d. To close the form, click .

3. Click  to refresh the Contacts list.
 - For a Subcontact, the details for the Subcontact appear in the list.
 - For a Company, the details for the Company appear in the list.
 - If a Company is the main contact, the **Contact Last Name** column has a [Main Contact](#) link to open the **Contact** form.
 - If a main contact has not been selected, the **Contact Last Name** column has a [Select Contact](#) link to open the **Select Voyage Contacts** form.

The Contacts list is a standard list; you can sort, filter, and select columns for it. For more information, see [Lists](#) or the *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

Notes Tab - Voyage Manager

On the Notes tab, you can create Voyage Notes to keep a record of important information. Notes can be of any length, and you can create as many as you need. They appear in a list.



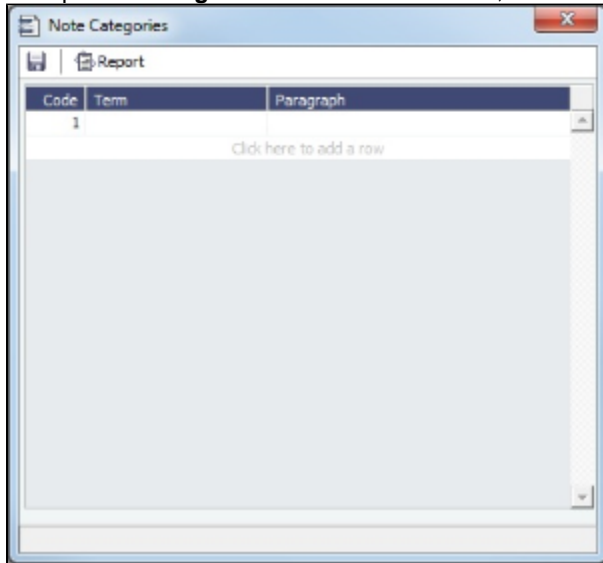
Date-time columns can display either GMT or system local time. Right-click the column heading and then click **Display GMT** or **Display System Local Time**. New Voyage Notes save in local time.

The Notes list is a standard list; you can sort, filter, and select columns for it. For more information, see [Lists](#) or the *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

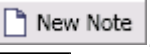
Creating Voyage Notes

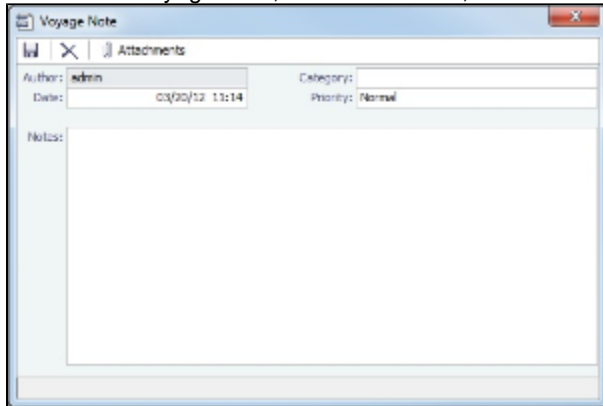
To create Voyage Notes:

1. Set up **Note Categories** from the Data Center, under **Other Terms**.



You can use these Categories to sort and filter the Notes in the list.

2. To create a Voyage Note, on the Notes tab, click .

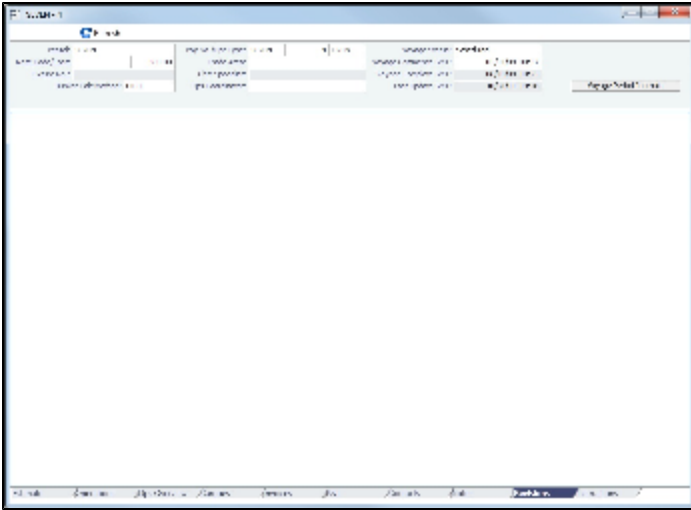


3. To complete the Voyage Note, select a **Category** and a **Priority**, and enter the **Note** text. You can also attach a file or a link.

Revisions Tab - Voyage Manager

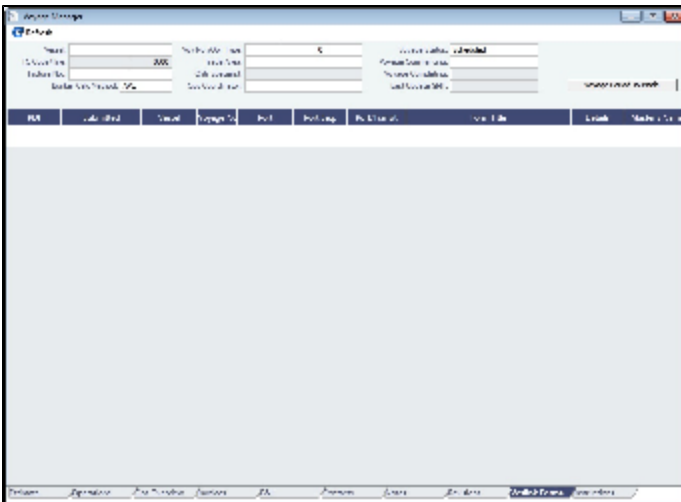
The Revisions tab is like a text Audit Trail. It lists changes to port call information, such as added ports or cargoes or changed port arrival times. These changes are given a Revision Number, which is incremented when any changes are made to the Voyage Instructions, for example, the office's directives to the vessel. Revisions might include changes to the following:

- Itinerary: Addition/deletion of an itinerary line, change of port, or change in ETA/ETD (but not the addition of arrival or departure times)
- Voyage Fixture Cargo information
- Assignment of port agent



Veslink Forms Tab - Voyage Manager

The Veslink Forms tab is like a [Veslink Form List](#) for only this voyage. It displays all the forms in the associated Veslink database.



The **Effective (GMT)** column can be used to guide operators as to the sequence in which incoming Offline Forms should be approved.

- For an Offline Form, this column displays the Form Date/Time.
- For an Onboard form, this column is empty.

The **Status** column displays which forms have successfully replicated to IMOS, in the following categories:

- **Pending Approval:** Forms that require approval, displayed in green
- **Pending with Errors:** Forms that have server-side errors that need to be corrected before it can be approved, displayed in orange
When you open a form with this status, the errors appear at the top.
- **Rejected:** Forms that have been rejected by the Operator
- **Pending Replication:** Forms that have been approved by the Operator (if required), and are awaiting replication into IMOS
- **Replicated:** Forms that have successfully replicated into IMOS
- **Failed Replication:** Forms that have failed replication into IMOS, displayed in red
This status is a hyperlink to open a window with the form-specific log.

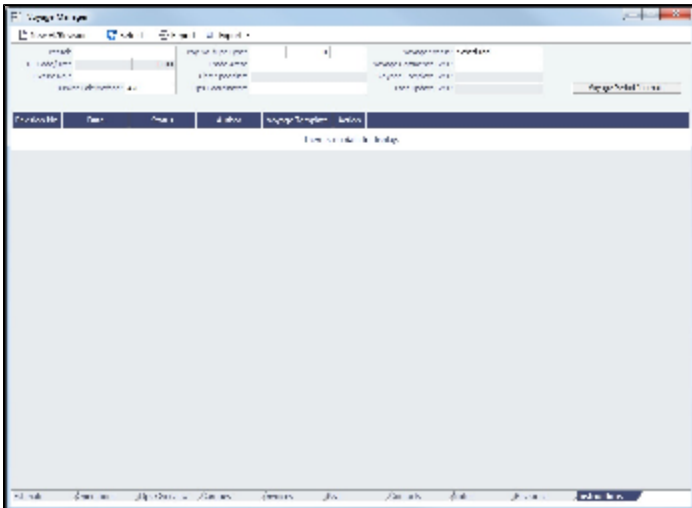
To open:

- A PDF of a submitted form, click the [PDF](#) link.
- A form, click the [Form Title](#) link.

Instructions Tab - Voyage Manager

The Instructions tab lists any Voyage Instructions and Revisions for the voyage. The Voyage Instructions tab of the [Voyage Template](#) (from the Voyage Template List) stores the VFML/RDLC for the Voyage Instructions format.

To delete a Voyage Instruction/Revision form with status Draft, click the [Del](#) link in the Action column.



Voyage List

The Voyage List includes information about all [voyages](#).

A screenshot of the Voyage List table in the software. The table has several columns including 'Voyage ID', 'Status', 'Company', 'Current Port', 'Next Port', 'Start Date', 'End Date', and 'Days'. There are several rows of data displayed, each representing a different voyage. The table is scrollable and has a search bar at the top.

The Voyage List is a standard IMOS list, so you can sort it, filter it, and create custom Views for it. You can also view voyages under the commenced voyage of a specific vessel in either of these groups:

- All voyages with a status other than Commenced
- All voyages with a status other than Commenced and the same Company

For columns related to the Current Port and Next Port:

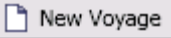

- Only Commenced voyages have values in these columns.
- If the vessel has arrived or is on its way to a port, that port is considered the Current Port.
- If the vessel has arrived at the Current Port, Curr Port Status is displayed as Actual.
- The port after the Current Port for that voyage (if it exists) is the Next Port.

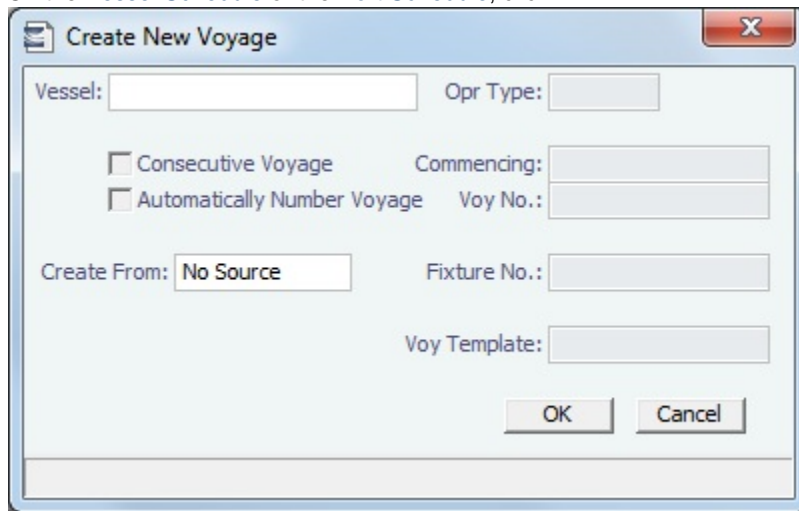
For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

Creating a New Voyage in Operations

You can create a voyage from the following locations in Operations:

- From the Voyage Manager, click .

- From 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 from certain locations, some fields are completed. Complete the remaining fields according to the voyage.

- **Vessel**
- **Operation Type:** Based on the selected vessel, but you can change it.
 - **TC Code:** Only appears for a TCOV or TCTO operation type.
 - **Head Fixture:** Appears for an OVOV or OVTO operation type.
- **Consecutive Voyage:** To schedule the voyage immediately after the last scheduled voyage for the vessel, select the **Consecutive Voyage** check box. Otherwise, enter a **Commencing** date and time. IMOS enters the last port from the previous voyage as the beginning port and the ending bunker quantities and prices from the previous voyage as the initial values.
- **Commencing:** The commencing date and time for a voyage that is not consecutive.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
 - An option can be configured (CFGDefaultAutoNumberVoy) to have this selected for all new voyages.
 - Options can be configured to have voyages automatically numbered in these ways:
 - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2012, the first voyage for each vessel would be either 1201 or 12001.
 - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
 - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Voyage Number:**
- **Create From:**
 - **Voyage Fixture**
 - **Fixture Number:**
 - **TCO Fixture**
 - **TCO Code**
 - **Cargo COA**
 - **Master Contract**
 - **Cargo COA:**
 - **No Source:** Selected from the [Voyage Manager](#), [Voyage List](#), [Vessel Schedule](#), or [Port Schedule](#).
- **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 select a different one. You can also change the Voyage Template after the voyage has commenced. [Voyage Templates](#), which determine the [Port Activities](#) for Port Functions, and the [Voyage Templates](#) that determine their precedence, are set up in the Data Center.

To create a list of Port Activities, click **Port Functions** in the Data Center, then right-click a function and select **Activities List**. In the *Port Activities for FUNCTION* form, select a **Voyage Template**, and then enter the port activities to appear for that function.

Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. Enter the appropriate Quantity and Price information for each fuel type. This is useful for seeding the FIFO bunker calculation method with bunker prices and quantities from before tracking in IMOS.



If you do not know these values at the time of scheduling, you can adjust Initial Bunkers later from the *Bunkers* form. After you close the form, the *Voyage Manager* appears.

Voyage Manager Reports

From the Voyage Manager, you can view the following reports by clicking  and selecting the report from the list:

- Estimate tab:
 - Voyage Estimate P&L
 - Estimate Summary
- Operations tab:
 - Voyage Profit & Loss Report
 - Voyage Operation Report
 - Voyage Performance Report
- Invoices tab: Voyage Invoice List Report
- P&L tab:
 - Voyage Profit & Loss Report
 - Voyage Operation Report
 - Voyage Performance Report
- Contacts tab: Voyage Contact List Report
- Notes tab: Voyage Notes List Report
- Instructions tab: Voyage Instructions List Report



For some reports, a dialog box opens, on which you can select information to include and header and footer information.

Port Activities

On the Port Activities form, you enter a date and time for each activity. A date and time must be entered for at least the End Sea Passage and Start Sea Passage activities.

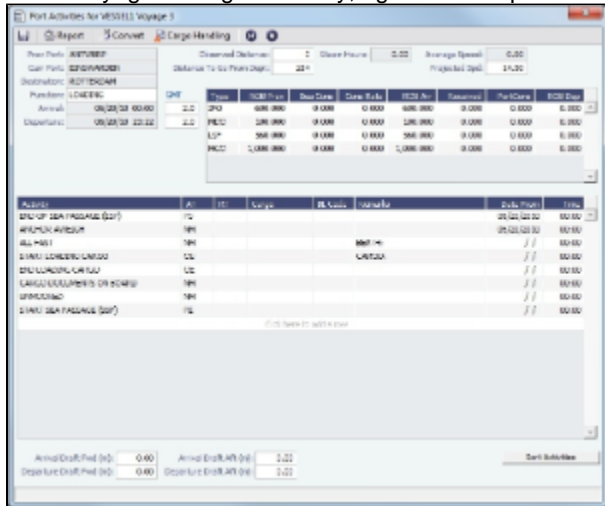
Most activities are already in the Activity table, but you can add a line at the bottom of the list or right-click to insert one and add a *Port Activity*.

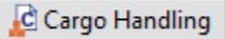

Port Activities change the Port Status in the Itinerary (**.** = Scheduled; **SA** = Sailed; **AR** = Arrived; **TE** = Terminated).

Like the Voyage Manager, the Port Activities form has buttons you can click to open the form for the previous  or next  port.

To enter port activities:

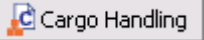
1. In the Voyage Manager Itinerary, right-click the port line and click **Port Activities**.

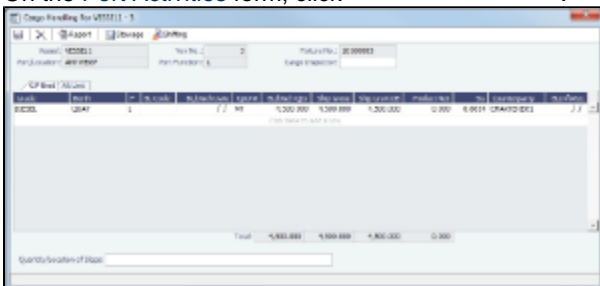


2. Enter a date and time for End of Sea Passage (ESP). This must be completed before you can enter ROBs on Arrival. Check that the values in the GMT fields are correct.
3. Enter bunker information:
 - ROB Arrival
 - Received, if you receive bunkers; if departure information is not entered in Port Activities, IMOS keeps the planned Received Qty.
4. Enter dates and times of activities, adding other activities as necessary. IMOS fills in the date and time from the previous line, so you can just adjust them as needed. To sort activities in ascending order by the entered date/time, click **Sort Activities** at the bottom of the list.
 - For cargo-related activity, make sure that you select the cargo in the Cargo column. If there is more than one cargo, enter individual start and end loading and discharging operations for each cargo.
 - Note:** You must enter the BL information on the [Cargo Handling](#) form before you can select it here. To open it, click .
 - For activities such as Start Bad Weather and End Bad Weather, be sure to add both start and end entries.
 - Before you can enter ROB Departure, you must enter a date and time for the Start of Sea Passage (SSP).
5. To save the information, click .

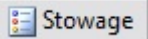

Cargo Handling

To enter information about cargo:

1. Do one of the following:
 - In the [Voyage Manager](#), right-click the port and click **Cargo Handling**.
 - On the [Port Activities](#) form, click .

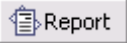


2. On the Cargo Handling form, enter the **BL Code**, **BL/Disch Date**, and **BL/Disch Qty**.

Note: You can also enter this information on the B/L Info tab of the Voyage Manager Operations tab Itinerary. The CP Unit is from the Charter Party, but you can specify an alternate Unit and BL Gross on the Alt Unit tab.
3. Complete the remaining fields as appropriate.
 - To enter Stowage Information, about the cargo hold, click .
 - To enter Shifting Information, click .

- Many options are also available from the Cargo Handling context menu. Right-click a cargo and then click any of the following:
 - **Documents:** To open the Cargo Documents form and enter information about documents, including a Letter of Protest
 - **Suppliers/Receivers**
 - **Alternate Quantities/Units**
 - **Split Cargo:** To add another row to split the cargo in two
 - **CP Terms Details:** To open the [CP Terms Details](#) form.
 - **Insert Cargo** or **Delete Cargo**

4. To save the information, click .

To view the Cargo Handling Report, for berth rotating reporting, etc., click .

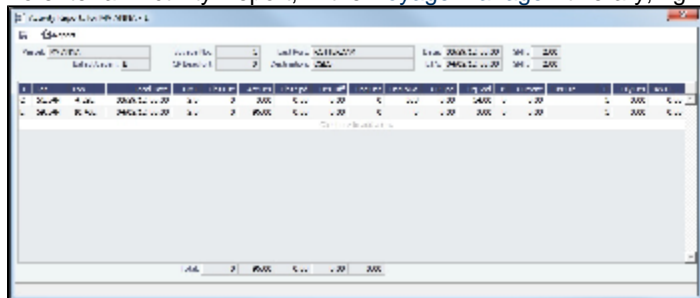
- An option can be configured (CFGCargoLossControl) to add a Cargo Loss tab on this form.
 - For **FOB Cargoes**, when CFGCargoLossControl is enabled and a Reference Vessel is selected, the BL Qty label is a link to open a Cargo Handling form for the FOB voyage.

Activity Reports

The Activity Reports track the following activities when you are traveling between ports:

- A** = Arrival: IMOS creates this report when you enter the arrival date and time in Port Activities.
- C** = Commencing
- D** = Departure: IMOS creates this report when you enter the departure date and time in Port Activities.
- E** = End of Leg: IMOS creates this report when you enter the arrival date and time for the next port in Port Activities.
- N** = Noon: When you are sailing between ports, you can enter Noon, or Position, Reports. After you enter one Noon report, the time defaults to 24 hours after the last one.
- S** = Special
- T** = Terminating

To enter an Activity Report, in the [Voyage Manager](#) Itinerary, right-click the port line and click **Activity Reports**.



- In the Activity Reports grid, each line represents data entered in the corresponding Activity Report.
- To enter extra information on the [Extra Information for Report](#) form, right-click the report line and click **Extra Information (Bunker/Technical/Weather/Remarks)**.
- For an LNG vessel, to enter [Tank Conditions](#), right-click the report line and click **Tank Conditions**.

Details About Fields on this Form

B: (Beaufort Scale)

Fuel consumption from Activity Reports where the Beaufort Scale reading is above a certain level (set on the Vessel form or the Time Charter Manager) is excluded from performance calculations. Default values are taken from other forms, according to the voyage type:

- OVOVARELT: Vessel form.
- OVTO: Values are taken from the linked TCO contract.
- TCOV: Values are taken from the linked TCI contract.
- TCTO: Values are taken from the linked TCO contract.

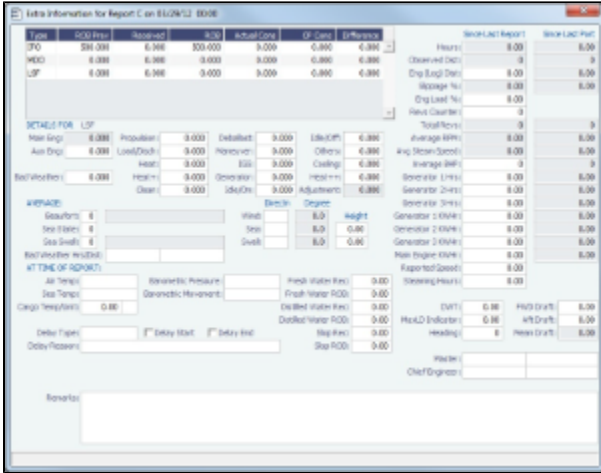
Extra Information for Report

You can access the Extra Information for Report form from [Activity Reports](#). Right-click the report line and click **Extra Information (Bunker/Technical/Weather/Remarks)**.

On the Extra Information for Report form, IMOS updates the bunker information. If you update bunkers here, IMOS makes bunker information inaccessible in Port Activities; use one or the other to update.

Here you can break down fuel for generator or various engines, as well as track weather scale levels and direction.

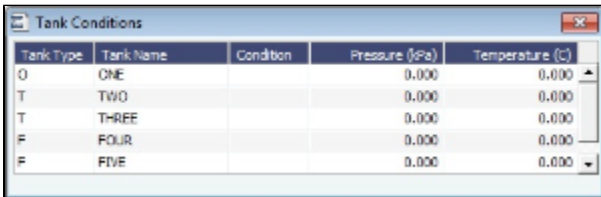
To see details for a fuel type, click it in the table; details for that type appear below.



- An option can be configured (CFGAllowReportedSlippage) to allow editing of the Logged Dist and Slippage (%) fields.

Tank Conditions

To enter information about tank conditions, on the [Activity Reports](#), right-click the report line and click **Tank Conditions**. Tank information is defaulted from the [Vessel](#) form in the Data Center, on the Stowage tab.



For each tank, you can enter:

- Condition: Ballast/Laden
- Pressure
- Temperature


Port Advances and Expenses

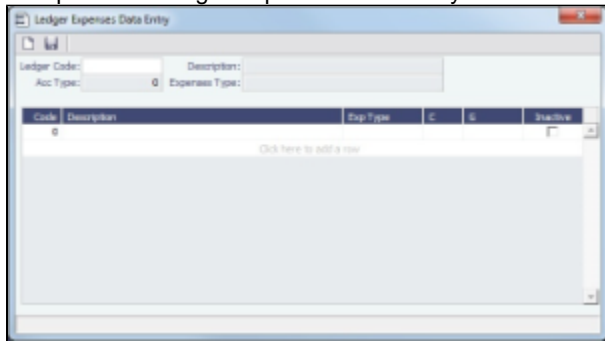
This section includes the following pages:

- **Cost Setup:** On the Ledger Expenses Data Entry form, you can set up Expense Codes to define different types of expenses.
- **Port Advance/DA:**
 - The **Port Disbursement Advance (PDA)** captures the estimated amount on the advance, or pro forma, invoice.
 - The **Final Disbursement Advance (FDA)** captures the final amount disbursed.
 - You can also record multiple **Port Advance DA - Additional Payment Request (SDA)** records.
- **Port Expense:** On this form, you can record a port expense without an advance.
- **Port Expense Search:** You can search for historical data on port expenses.

Cost Setup

To set up Expense Codes to define different types of expenses:

- Do one of the following:
 - On the Operations Module Center, under Port/Other Costs, click **Cost Setup**.
 - On the Port Advance/DA, click .
- Complete the Ledger Expenses Data Entry form.



- Select an **Operations Ledger** Code. These are set up in the Data Center, under Other.
 - Expense Type:** Typically a port, cargo, rebillable, or recoverable expense.
 - C:** Payment Terms Class, such as Per Call, Per day, etc. IMOS supports type C; other categories can be activated upon request.
 - An Expense Code can be marked as **Inactive**. Codes that have been previously used cannot be deleted.

Port Expenses Summary

From the Port Expenses Summary, you can create a [Port Advance/DA](#) or a [Port Expense](#).

- On the Voyage Manager, right-click the port or passing point and click **Port Expenses**.



An option can be configured (CFGDefaultPortExpToProvisional) to select the **Use estimate cost in P&L** check box by default for all newly created voyages.

Port Advance DA

On the Port Advance/DA form, you can create the following records:


- Port Disbursement Advance (PDA)
- Final Disbursement Advance (FDA)
- Additional Payment Request (APR)

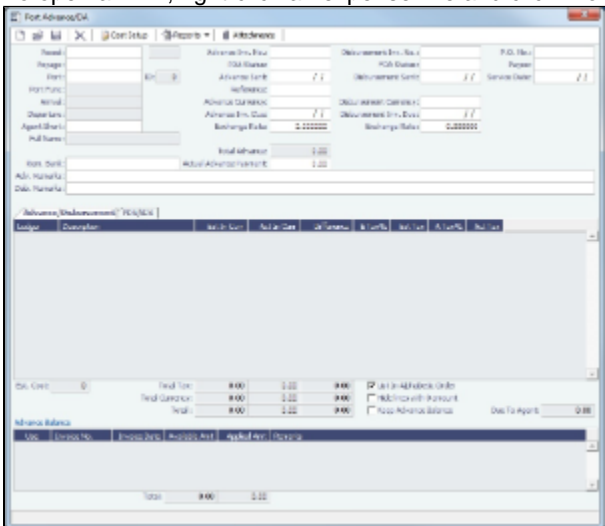
Port Disbursement Advance


To record a Port Disbursement Advance (PDA), when you receive the advance invoice:

- On the Voyage Manager, right-click the port or passing point and click **Port Expenses**. You can also open this form from the Operations Module Center.

2. On the **Port Expenses Summary**:


- To create a new PDA, click  and then click **New Advance/DA**.
- To open a PDA, right-click an expense line and click **View Expenses Details**.



3. On the Port Advance/DA form, select the **Agent Short** name.
4. Enter the **Advance Invoice Number** and the **Advance Sent** date.
Note: You must enter this information before you can enter costs.
5. If the **Advance Currency** is different from the **Disbursement Currency**, a Disbursement Currency/Advance Currency Rate field displays the Exchange Rate found by dividing the Disbursement Currency Exchange Rate on the Advance Sent date by the Advance Currency Exchange Rate on the Advance Sent date. This value will help in calculating the Diff In Curr column and the Due to Agent field, in the Disbursement Currency. (The **Disbursement Currency** field is disabled until the **Disbursement Sent** date is entered.)
6. In the table below, in the **Est In Curr** column, enter the estimated costs, in the local currency of the agent. The amounts in the **Total Advance** field and the **Due to Agent** field at the bottom right change, based on the estimated amounts entered.
7. Enter the **Actual Advance Payment**.
8. Change the **PDA Status** to A - **Actual** and click ; IMOS generates an invoice to appear in Financials.

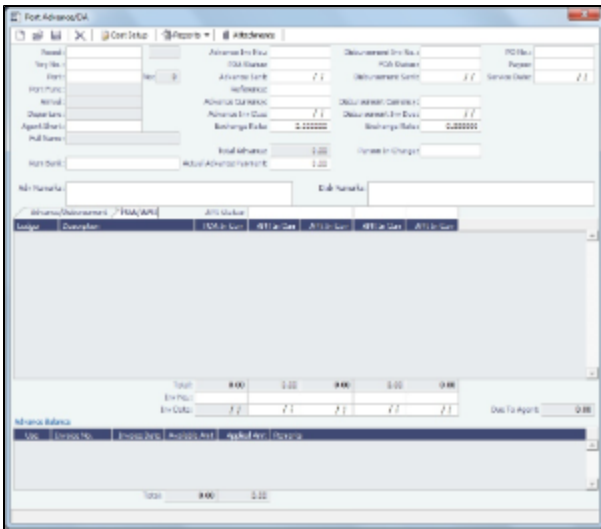
Final Disbursement Advance

To record a Final Disbursement Advance (FDA), when you receive the Agent statement:


1. On the **Port Advance/DA** form, enter the **Disbursement Invoice Number** and the **Disbursement Sent Date**.
Note: You must enter this information before you can enter costs.
2. In the table below, in the **Act In Curr** column, enter the actual amounts disbursed against the advance, in the local currency of the agent. The amounts in the **Total Advance** field and the **Due to Agent** field at the bottom right change, based on the actual amounts entered.
3. In the Disbursement column, change the FDA Status to A - **Actual** and click ; IMOS generates an invoice to appear in Financials.

Port Advance DA - Additional Payment Request

In addition to PDA and FDA records for port expenses, you can record multiple Additional Payment Request (APR) records. An APR is an addendum to a Port Disbursement Advance record, but is assumed to be paid in full. So the Due to Agent amount also takes the APR into consideration as being paid, in addition to the Actual Advance Payment field.




To record an additional payment:

1. On the **Port Advance/DA** form, click the **PDA/APR** tab.
2. In the first open **APR in Curr** column, enter the actual amounts disbursed, in the local currency of the agent. The amounts in the **Total Advance** field and the **Due to Agent** field at the bottom right change, based on the amounts entered.
3. Enter the **Invoice Number** and the **Invoice Date**.
4. In the APR in Curr column, change the APR Status to **A - Actual** and click ; IMOS generates an invoice to appear in Financials.
5. Record additional APRs in the additional columns.

Port Expense

To record a port expense without an advance:

1. On the **Port Expenses Summary**:
 - To create a new Port Expense, click  and then click **New Expense**.
 - To open a Port Expense, right-click an expense line and click **View Expenses Details**.

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.

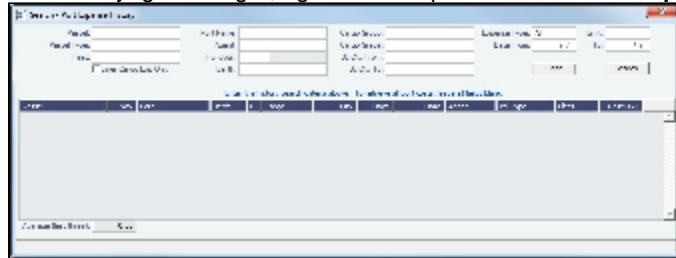
Unlike a [Port Disbursement and Advance](#), you can create a Port Expenses invoice for multiple vessels, ports, and/or voyages. On the [Transaction Data Entry](#) form, use Source code PEXP. For each detail line, enter the vessel, voyage, and port. It is also possible to import and export this invoice type when invoice notification is enabled for the Messaging Service.

- An option can be configured (CFGMultiCurrencyPortExpenses) that adds support for multi-currency estimated port expenses.

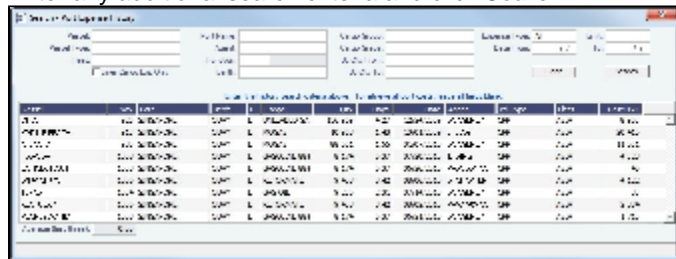
Port Expense Search

You can search for historical data on port expenses:

1. On the Voyage Manager, right-click the port and click **Port Expense Search**.



2. Enter any additional search criteria and click **Search**.



The Port Expense History form displays historical data on expenses for this port from the last 20 voyages, with an average of the last three voyages at the bottom. You can right-click a line item to view the Port Expense directly or to open the specific voyage.

- An option can be configured (CFGEnhancedPortExpSearch) to add columns Base Curr, Base Amt, Curr, Curr Amt, and Exch Rate and additional related context menu options.

Voyage Accounting

After you commence the voyage and enter port activities and expenses, you can see the Voyage Profit/Loss and the TC /Equivalent at any time in the Voyage Manager.

The voyage, from load port to load port, is the unit that is central to accounting. Voyage revenues and expenses are allocated to the voyage, which is straightforward for freight, port expenses, demurrage, and miscellaneous invoices. However, [bunker costs](#) and [Time Charter hire expenses](#) can be difficult to tie to a voyage. You are paying upfront, but the expense might cover several voyages, or there might be multiple payments for one voyage. These expenses go to inventory accounts and need to be allocated to a voyage.

Accounting for Bunkers

Because fuel is generally used on more than one voyage, its cost must be allocated to each voyage. The method of allocation is an accounting decision.

The allocation depends on the **Bunker Calculation Method**, the method of valuing the fuel onboard, which is selected in the Voyage Manager. The calculation happens automatically, as part of the P&L.

Example: You buy 1,000 MT of IFO at \$400 (= \$400,000), then 600 MT at \$500 (= \$300,000). You consume 700 MT on a voyage. How are costs allocated to the voyage?

- **AVE = Average method:** The weighted average cost is $\$700,000 / 1600 = \$437.50/\text{MT}$. Multiplied by 700, your voyage bunker expense is $\$306,250$. Many companies use this method, but it is not fair if bunker prices are high during a voyage when that voyage might not even use those bunkers.
- **TBM = Trampler Business Method:** With this method, you buy all the inventory at the beginning of the voyage and sell all at the end, so you know the exact cost for the voyage. IMOS calculates what the consumption was. You might use this method for a Time Charter In or Out that is delivered and redelivered with the same amount, or if you just want to override all values.
- **FIFO = First In First Out** (default for new Voyage Estimates and Fixtures): FIFO treats bunkers as an asset and depletes the first asset before going on to the next. Starting with the oldest, you use 700 MT at $\$400/\text{MT}$, 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 $\$500/\text{MT}$ ($= \$300,000$) and 100 MT at $\$400/\text{MT}$ ($= \$40,000$), for a total cost of $\$340,000$. The reason for using this method is that it defers revenues when prices are going up, so you can maximize expenses currently and defray savings until later, for a tax advantage.

Of course, you do not start a voyage empty, so IMOS has to go back through the voyages and take into account the previous inventory as well; this is a continuous process. For that reason, you want to set this option once and not change it, even though there might be an advantage one way or another if the market goes up or down.

As the voyage progresses, you might buy more fuel; if you do not use it on this voyage, it does not affect this voyage's costs. If you change the voyage, IMOS estimates the change in fuel needed. When the voyage is completed, and the Completed check box is selected, IMOS can reconcile the accounts. On the Invoices tab of the Voyage Manager, select the **Post Bunker Cost** check box to send a message to Financials to allocate the bunker costs to the voyage.

To get the most information about bunkers, see the Voyage Profit/Loss Report Bunker Expense Detail. In the Voyage Manager,

click  and then click **Profit and Loss Report**. Select **Bunker Expense Detail** and click **OK**.

Posting Bunker Cost

When posting Bunker Cost, a single source code is used by all bunker types: VBNK. Implications:

- One Journal Entry is created for all bunker types, rather than several individual journals.
- When filtering the Financials Lists, selecting Voyage Bunker Cost displays all relevant records, regardless of the bunker type.
- If Invoice Approval/Posting/Reject Types are enabled in IMOS User Properties (Object Rights tab), there is no need for individual permissions per bunker type; one permission is sufficient.
- For new Business Rules, Source Code VBNK must be entered.

Accounting for Time Charter Hire

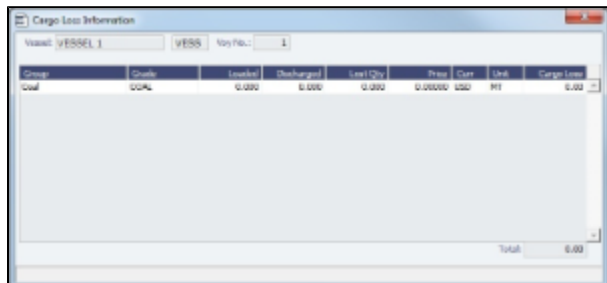
If you Time Charter In a vessel for a year, you might use it for several voyages during that time. Because you are paying a daily rate for the vessel, hire is allocated on a time basis. However, if you are paying in 15-day increments, those might not line up with voyages.

Using a balance sheet and paying every 15 days, for a 60-day voyage, you can then use a Journal Entry to associate those four payments back to the voyage.

To have IMOS create a transaction for the daily vessel cost to send to Financials, select the **Post Vessel Cost** check box on the Invoices tab of the Voyage Manager.

Cargo Loss Summary

On this form, you can enter information about any cargo losses. On the Voyage Manager Cargoes grid, right-click a cargo and then click Cargo Loss Summary.



CP Quantity Details

On this form, you can enter information about cargo quantities and select the quantity to bill by:

- BL Qty
- CP Qty
- Outturn

To open the CP Quantity Details form, on the [Voyage Manager](#) or [Voyage Fixture](#) Cargoes grid, right-click a cargo and then click **CP Quantity Details**.

CP Qty/Unit:	30,000	MT
Option %/Type:	0.00	NOOPT
Min/Max Qty:	30,000	30,000
Invoice Qty:	0.000	
Nominated Qty:	0.000	
Bill By:	BL Qty	

- An option can be configured (CFGEnableInvCurrOnFixture) to use a different invoice currency for the Counterparty in the Laytime Calculation than the calculation currency. Inv Curr/Exch and Dem Inv Curr/Ex fields are added to this form.


Using Outturn Weight for the Final Freight Payment

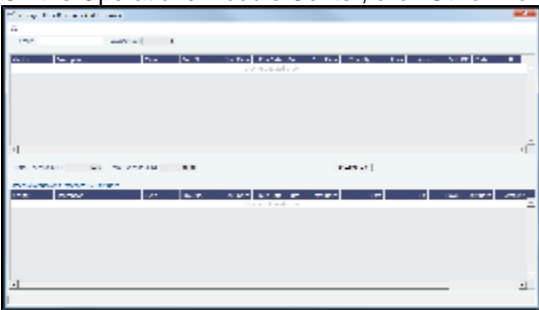
To use Outturn weight for the final freight payment, follow these steps:

1. In the Bill By field, select Outturn Qty.
2. Update the Estimate.
3. Fix the Estimate and schedule the voyage.
4. When the BL quantity is known, insert it in the BL Info tab of the Voyage Manager.
5. After discharging, update the Voyage Manager BL Quantities for the discharging port with the outturn weight.
6. Proceed with the invoice, which will show the total freight basis BL quantity, and the adjusted MT as the difference between BL and Outturn. An Outturn adjustment will appear on the P&L tab of the Voyage Manager.


Other Revenues and Expenses

You can enter any voyage revenues and expenses that are not directly related to freight, bunkers, port DAs, or demurrage. To enter other revenues and expenses:

1. Do one of the following:
 - In the Voyage Manager, click  and then click **Other Revenues and Expenses**.
 - On the Operations Module Center, click **Other Revenues/Expenses**. Select the **Vessel** and **Voyage Number**.



2. For each revenue or expense:
 - a. Add a line and enter the Vendor, Type, Invoice Number, Invoice Date, Due Date, Currency, Amount, and Code (from the [Operations Ledger](#)). For the Type:
 - **Expense**: Creates a standard AP voyage transaction.
 - **Revenue**: Creates a standard AR voyage transaction.
 - **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.

- **Rebill Exp:** Creates an AP on the voyage that can be offset by an AR, either through a TCI Payment/TCO Bill or by right-clicking and then clicking **Rebill** to select the counterparty. To rebill the expense:
 - i. Right-click the line and click **Rebill**.
 - ii. On the Other Expenses Rebill form, enter the **Bill To** and **Invoice Date**.
 - iii. To save the information, click . When you close the form, the line on the Voyage Other Revenues and Expenses form turns green to show that the expense has been rebilled. That one line represents two invoices, one payable and one receivable.
 - For a Time Charter voyage: **TCI Rebill Exp** or **TCO Rebill Exp:** Creates an AP on the voyage that can be offset by an AR only through a TCI Payment/TCO Bill.
 - **Freight Reb Exp:** Creates an AP on the voyage that can be offset by an AR when adding to an Incremental Freight Invoice.
 - **Non Acc Exp and Non Acc Rev:** Creates an adjustment to the Voyage P&L but does not create a transaction to process through the Financials module.
 - a. In the **Status** field, change the value to **A: Ready to post**.
3. To add more details on the **Other Expenses** form, right-click the line and then click **Details**.

4. To save the information, click .

Rebills for Off Hire and Port Expenses


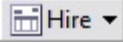
You can use this form to rebill a third party; it is only enabled for an OV voyage. On the [Voyage Manager](#), click

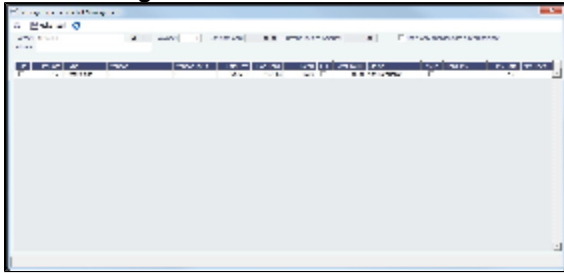
 **Other Rev/Exp** and then click **Rebills for Off Hire and Port Expenses**.

Voyage Expenses Rebill Management

To view and access all rebill transactions from a voyage, follow these steps. The rebills could be generated from Port Expenses, Other Revenues and Expenses, or Freight.

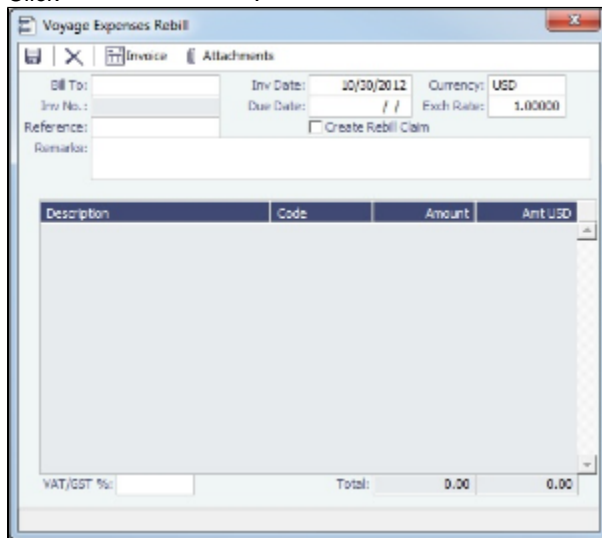
- An option can be configured to include Pending invoices on this form.



1. In the Voyage Manager, depending on the type of voyage, click either  **Freight** or  **Hire** and then click **Expenses Rebill Management**.



2. The Voyage Expenses Rebill Management form appears, listing rebillable port, miscellaneous, or other expenses. Lines are color-coded. Yellow = A rebill was created. Green = the invoice was posted.
 - To see only invoices using particular Ledger Code(s), use the **Ledger** filter.
 - To open a Rebill Invoice, right-click its line and click either **View Rebill Invoice** or **View Original Invoice**.
 - To create a new Rebill:
 - a. Select the **Use** check box for each expense you want to include.
 - b. If the amount is less than the total, enter the **Amount to Bill**.

- c. Click .



- d. On the Voyage Expenses Rebill form, complete the appropriate fields. You can use this form to combine multiple rebill expenses into one receivable with one customer.
 - 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 and bill code RCEXP, and is available in the [Claim List](#). The **Create Rebill Claim** check box cannot be modified after the Voyage Expenses Rebill form is saved and closed.
 - An option can be configured to have the **Create Rebill Claim** check box selected by default.
- e. To save the information, click .
- f. To create a Rebill Invoice, click .


Bunkers

Note: If you have purchased the separate Bunker Management module, see [Bunker Management](#), rather than this section.

About Bunkers

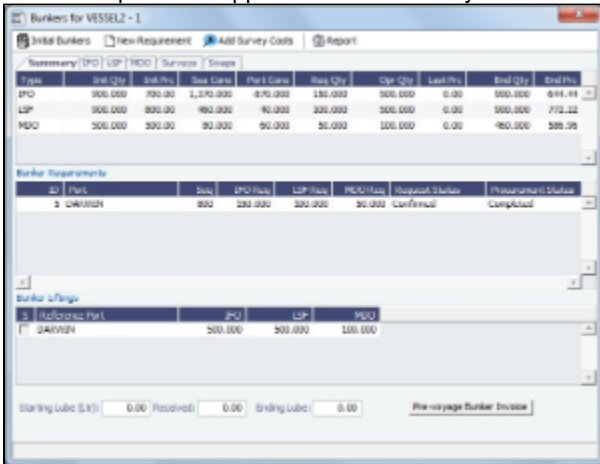
IMOS tracks multiple types, or grades, of fuel, which you set up on the [Fuel/Lube Types](#) Term List in the Data Center. For each vessel, you can track up to five fuel types.

The **Bunker Calculation Method** is the method of valuing the fuel onboard; it determines how the cost of fuel is allocated to voyages. It is set up in the Voyage Manager. See [Accounting for Bunkers](#).

To work with bunkers, in the Voyage Manager, click  Bunkers.

Summary Tab

Received quantities appear on the Summary tab after they are entered in [Port Activities](#).

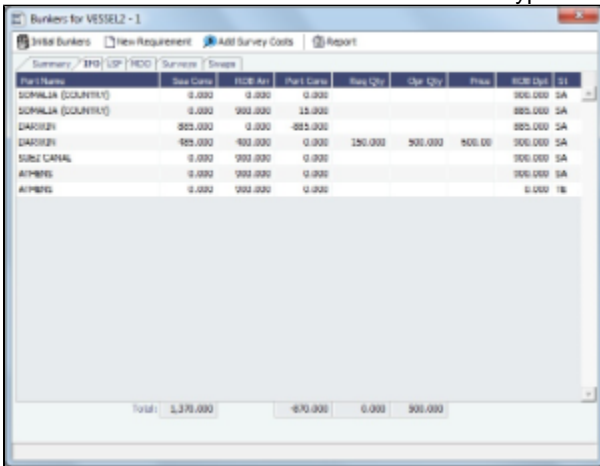


Type	Est Qty	Est Prc	Sea Clean	Fuel Cons	Res Qty	Opr Qty	Last Prc	End Qty	End Prc
IPO	300.000	300.00	1,370.000	-870.000	150.000	300.000	0.00	300.000	0-14.84
LSP	300.000	300.00	480.000	40.000	300.000	300.000	0.00	300.000	772.22
MDO	300.000	300.00	90.000	90.000	50.000	100.000	0.00	480.000	588.98

- An option can be configured (CFGEnableOpsEstSeaCleaning) to enable estimated sea cleaning consumption to be entered on the Bunkers form.

Detail Tabs

The Bunkers form has a detail tab for each fuel type.




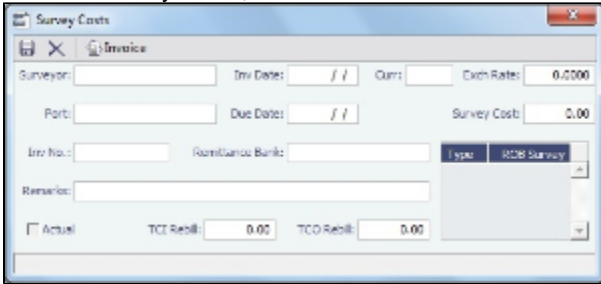
Port Name	Sea Clean	Fuel Cons	Fuel Cons	Res Qty	Opr Qty	Price	Unit
SOMALIA (COUNTRY)	0.000	0.000	0.000			300.000	SA
SOMALIA (COUNTRY)	0.000	000.000	15.000			880.000	SA
DARZEN	880.000	0.000	-880.000			880.000	SA
DARZEN	880.000	880.000	0.000	150.000	300.000	300.000	SA
SUEZ CANAL	0.000	000.000	0.000			000.000	SA
ALPHEE	0.000	000.000	0.000			000.000	SA
ALPHEE	0.000	000.000	0.000			0.000	TE
Total:	1,370.000	-870.000	0.000	300.000			

Enter any bunkers you plan to **Receive**; IMOS enters the previous price. You can specify a corresponding price for a planned Opr Qty; it is used for the Bunkers cost calculated for the voyage and is the assigned price for this lifting until an invoice is issued for this lifting or a Bunker Purchase is recorded for the port.

- An option can be configured (CFGEnableOpsEstSeaCleaning) to enable estimated sea cleaning consumption to be entered on the Bunkers form.

Survey Tab

To enter Survey Costs, click  Add Survey Costs

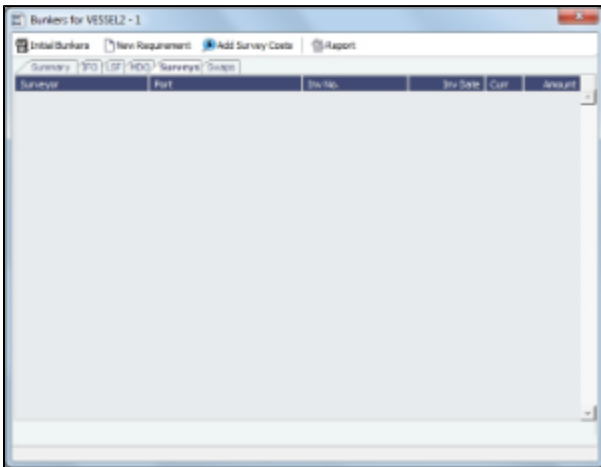


The 'Survey Costs' form contains the following fields and options:

- Surveyor: [Text Field]
- Inv Date: [Date Field]
- Curr: [Text Field]
- Exch Rate: 0.0000
- Port: [Text Field]
- Due Date: [Date Field]
- Survey Costs: 0.00
- Inv No.: [Text Field]
- Remittance Bank: [Text Field]
- Remarks: [Text Area]
- Actual:
- TCT Rebill: 0.00
- TCO Rebill: 0.00

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.

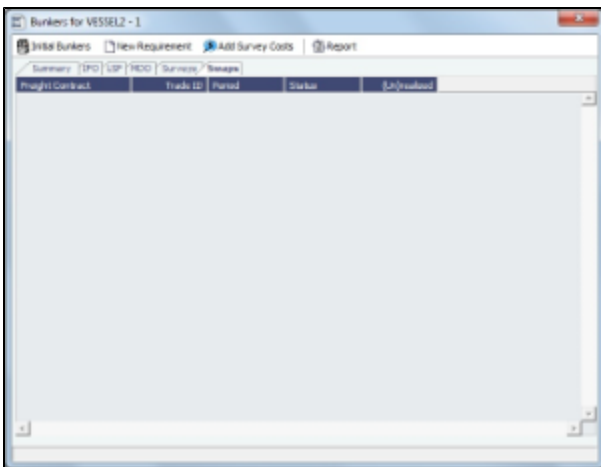
Survey costs appear on the Survey tab.



Surveyor	Port	Inv No.	Inv Date	Curr	Amount
----------	------	---------	----------	------	--------

Bunker Swaps Tab

On the Bunker Swaps tab, all the [linked trades](#) appear. To access a [Bunker Swap](#), right-click its line and click **View Bunker Swap**.



Flag/In Contract	Trade ID	Period	Status	LD/Unload
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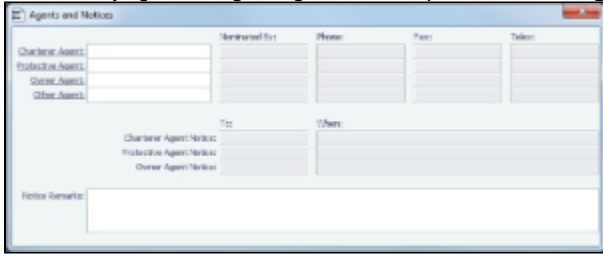
Bunker Requirements


To enter a [Bunker Requirement](#), see the [Typical Operator-Only Workflow](#) or follow the steps for an [Operator](#) and a [Bunker Manager](#).

Agents and Notices

You can nominate agents and send out notices of their nominations. The Address Book Types to be considered when entering values for agents can be configured.

1. On the Voyage Manager, right-click the port and click **Agents and Notices**.



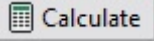
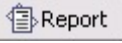
2. For each agent:
 - a. In Agent fields, selections lists display agents marked as **servicing the port** first. Select the **Agent**; their contact information appears.
 - b. Enter your name in the **Nominated By** field.
 - c. To send a notice, select a contact in the **Agent Notice To** field and enter a date in the **When** field.
3. Enter any **Notice Remarks**.
4. To save and close the form, click .


Open Position - Operations

The Open Position tool is used to get an overview of all non-closed voyages in the system, see their open dates and ports, and calculate the vessels' distance from specific ports. It is accessible from Quick Links in the Chartering and Operations Module Centers.



To use Open Position:

1. Specify the filters.
2. Click .
3. To open a report in the [Reporting Center](#), click . Results are sorted according to Open Area and then Open Date. For vessels in a TCO Voyage, the TCO Redelivery date is considered the Open Date.

Note: If changes are made to the displayed voyages outside the form, click  to retrieve them without closing and reopening it.

Filters

- **Region Code.** All records with Open Ports that have this Region Code set appear.
- **Open Date:** Only voyages with an open date later than the date specified in this filter appear. The default is three months before the current day, but you can edit this value.

- **Target Date** and **Target Port**: The target date of arrival and port. Calculating with these values entered gives the Dist To Go (distance) from this Target Port, the Target Arrival (date of arrival), and the Wait Days in the port until the specified Target Date for each voyage.
- **Max Wait Days**: This value filters the voyages that will have to wait more than the value specified.

Output Columns

- **Status**: Scheduled, Commenced, or Completed. Closed voyages do not appear.
- **Open Port/Area**: The last port/area in the voyage.
- **Speed**: The Ballast speed, from the Vessel form in the Data Center.
- **Dist To Go**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button. This is the distance from the Open Port to the Target Port.
- **Target Arrival**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button. This is the arrival date when traveling from the Open Port to the Target Port.
- **Wait Days**: Populated when the Target Date and Target Port are specified, and after clicking the Calculate button - This is the number of days to wait in the Target Port until the Target Date.

Projection Ports

When a 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.

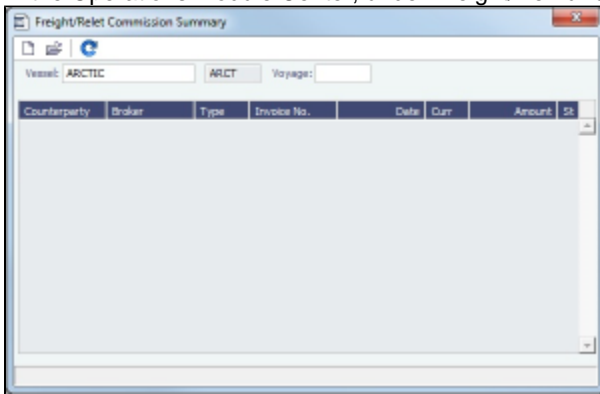
Freight-Relet Commissions

For broker commissions not deducted from the Freight Invoice (specified at the Cargo level), you can create a separate invoice.

1. Do one of the following:

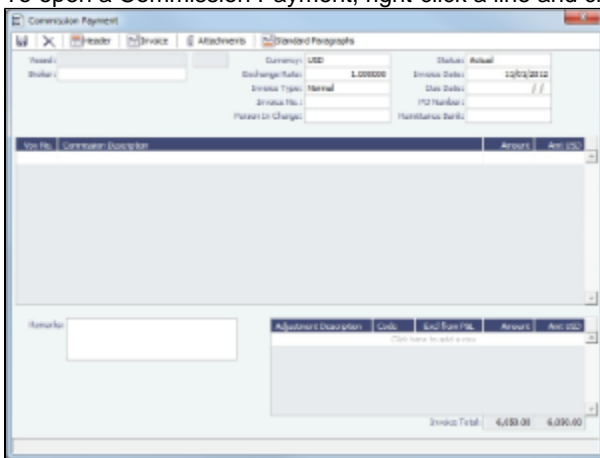
- On the Voyage Manager, click  Commission ▾.


- In the Operations Module Center, under Freight/Demurrage, click **Commissions**.

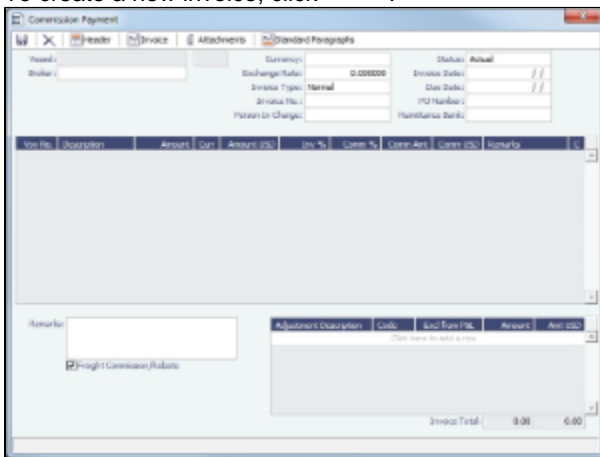


2. The Freight/Relet Commission Summary lists broker commissions for the voyage. Enter the **Vessel Name** and **Voyage Number**.

- To open a Commission Payment, right-click a line and click **Details**.



- To create a new invoice, click .



3. On the Commission Payment form, select the **Broker**. Each possible payment appears, with the **C** (Commissionable) check box selected.


- Clear check boxes for any detail lines you do not want to include.
- To issue an incremental invoice, for which IMOS balances the accounts 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.
- If a Broker in **CP Terms Details** is set to Partial (check box P is selected), it is possible to issue the Commission Invoice based on a partial percentage. Like Freight Invoices, it is possible to issue several Commission Invoices, summing up to 100%.

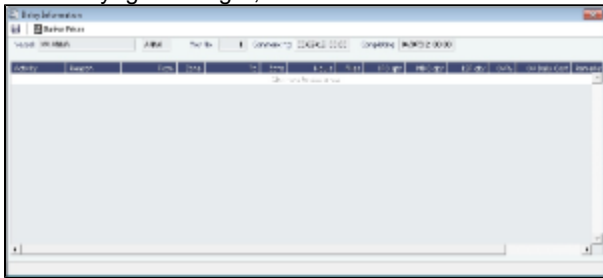
4. Enter the **Invoice No.**

5. Change the **Status** to Actual and click ; the invoice appears in Financials.

Delays

On the Delay Information form, you can record information about delays.

1. In the Voyage Manager, click .




2. Enter the **Activity**, **Reason**, **From** date and time and **Zone**, and **To** date and time and **Zone**. These values contribute to the calculation. You can also enter the **Miles** traveled for reference. The Reason appears in the Off Hire table of the Item Select form from the Time Charter [Payment/Bill](#).

Note: If appropriate, you can enter new Activities and Reasons in the Data Center; for Activities **Offhire** and **Offhire Reverse**, do not change the text; these specific words are required.

3. Enter the **Fuel Quantities** used during the delay. To enter bunker price information during the delay, click



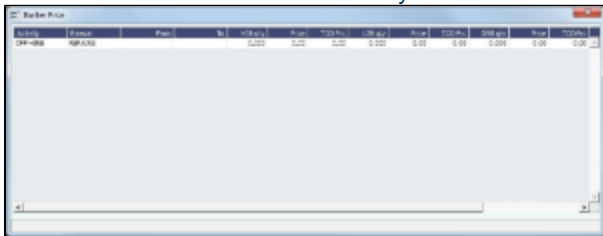
and complete the [Bunker Prices](#) form.


4. If this is a Time Charter, enter the **percentages** that count for **TC In** and **TC Out**. This information goes to the Time Charter Manager, so you can deduct any off hires or reversals from the invoices. For example, for a TCOV voyage, the TC1% value can be up to 100; for a TCTO voyage, both TC1% and TCO% can be up to 100. For OV** Voyages, the label is OV%; for an OVTO voyage, both OV% and TCO% can be up to 100. The percentage values entered in these fields will determine whether off hire time and bunkers are a revenue or an expense in the P&L.
5. To set a Daily Rate specific to Off Hire items, enter the **Daily Cost** for the OV or TC and/or TCO. That value is used as the OV/TC1/TCO Off Hire Daily Rate in the Voyage P&L and in the Time Charter Invoices.
6. Enter any **Remarks**; they appear in the Off Hire table of the Item Select form from the [Payment/Bill](#). When these items are selected, the Remarks are added to the corresponding detail lines; right-click the line and then click **Remarks**.
7. To save the information, click .

Bunker Prices

By default, off hire pay rates use the TC fuel price. If you want to use a different price, you can enter price information, either the current FIFO price or the last purchase price. To enter bunker quantity and price information during delays:

1. Click  on the [Delay Information](#) form.



2. Enter prices.
3. To save the information and close the form, click .

Freight Invoices

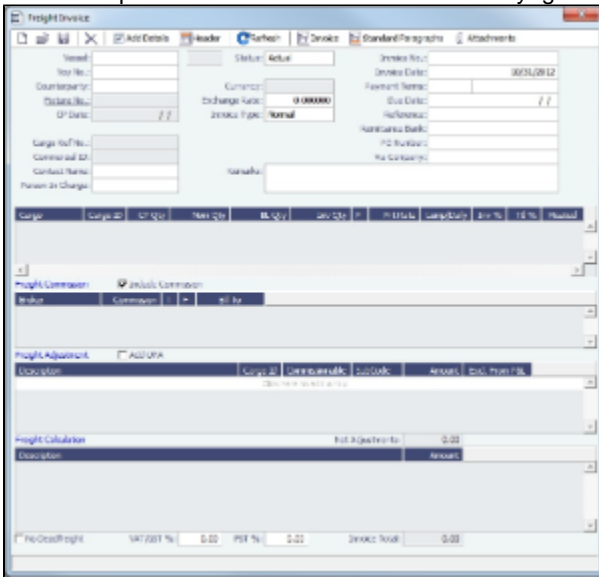
As soon as you load a cargo, you can issue a Freight Invoice.
To be able to create a Freight Invoice:


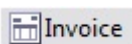
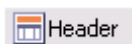
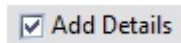
- A Fixture Note must exist, with Freight Terms and Extra Freight Terms completed for all cargoes loaded.
- The [Cargo Handling](#) form must be completed and the cargoes bound to the Voyage Fixture.

To create a Freight Invoice for freight sales or purchases:

1. Do one of the following:

- In the Voyage Manager, click  **Freight**, then click **Freight Invoice**.
- On the Voyage Manager Invoices tab, click .
- In the Operations Center, under Freight, click **Freight Invoice** and enter the **Vessel Name** and **Voyage Number**. The form opens with the information from the Voyage Manager.

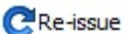


2. Select the **Counterparty**. IMOS combines information for the cargo and the Bill of Lading to create the freight calculation.
3. Check that the **Status** is Actual.
4. Enter the **Invoice Date**.
 - An option can be configured (CFGDefaultCargoRefOnFreightInv) to populate the **Reference** field with the Reference No. from the Cargo form.
5. In the **Contact Name** field, you can specify one of an internal company's contacts. To use this field, the voyage to which the Freight Invoice relates must have a Company code assigned.
6. The Cargo grid shows the **CP Quantity** and the **BL Quantity**.
 - Your contract might specify that billing uses one or the other amount. Alternatively, you can specify an **Invoice Quantity** to use a different amount.
 - You can specify an **Invoice %** to create a partial invoice. IMOS enters the remaining percentage on the next invoice.
7. For Freight Commissions:
 - To deduct commissions from the invoice, select the **Include commission** check box. Otherwise, use the [Freight/Relet Commission Payment](#) form to enter and process invoices for brokerage on freight sales and purchases that were not deducted.
 - To send the bill to the broker, select the **Bill To** check box.
8. Add any **Freight Adjustment** information.
9. To save the information, click . IMOS generates the **Invoice Number**.
10. To print the invoice, click . To edit the invoice header information, click . You can print, save, or email the invoice or create a PDF.
11. To include additional invoices, such as a Demurrage or Despatch calculation, click  to select the item you want to include. Only calculations with status Settled can be included. On the Additional Invoices form, you can select invoices to include; their details appear under Invoice Details, below. The Description section is editable on the invoice in which the demurrage/despatch is initially added. Freight Rebillables also appear; these are entered on the [Other Revenues & Expenses](#) form.
12. To issue an incremental invoice, for which IMOS balances the accounts each time based on what has already been paid, change the **Type** field to Incremental. This will automatically include an adjustment that shows the previously invoiced amount and the invoice number.

Reissuing a Freight Invoice

If a recalculation is needed, you can reissue a normal Freight Invoice that has been posted, using the same invoice percentage.

1. After posting a normal Freight Invoice, open the same Freight Invoice.

2. A Re-issue button appears instead of the Refresh button. Click .
3. A new Freight Invoice with the same Inv % is created that reverses the previously issued invoice and recalculates the Freight.

Notes:

- You cannot reissue an invoice more than once.
- You cannot reissue an invoice of type Reissue.
- You cannot reissue an invoice that was already included in an Incremental invoice.

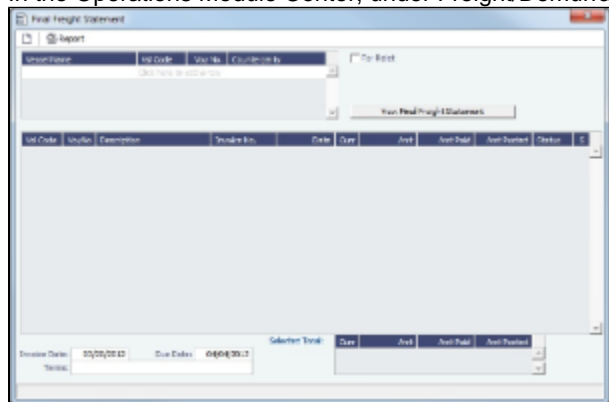
Final Freight Statement - Demurrage Statement

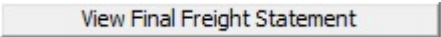

The Final Freight Statement/Demurrage Statement is a summary of freight- and demurrage-related invoices for a counterparty. You can create a Final Freight Invoice/Demurrage Statement by retrieving invoices from one or more voyages and creating a report.

- An option can be configured (CFGDisableItemizedDemOnFinalStatement) to aggregate all related Demurrage items in a Final Freight Statement; the commissions are still detailed.

To create a Final Freight Statement:

1. In the Operations Module Center, under Freight/Demurrage, click **Final Freight Statement**.



2. If this invoice is for relet, select the **For Relet** check box.
3. To select each record, select a **Vessel Name**, **Voyage Number**, and **Counterparty**.
4. Click . The information appears in the table below, with all items selected to appear on the invoice, and the Selected Total Amounts appear at the bottom of the statement.
5. If you do not want an item to appear on the invoice, clear its **S** check box. The Selected Total Amounts are recalculated.
6. To create the Final Freight Invoice, click . The invoice appears in a separate browser window. You can use browser commands to save or print the invoice.

Veslink Form List

The Veslink Form List displays all the forms in the associated Veslink database. To open the Veslink Form List from IMOS, click **Veslink Form List** on the IMOS Operations Module Center.

The **Effective (GMT)** column can be used to guide operators as to the sequence in which incoming Offline Forms should be approved.

- For an Offline Form, this column displays the Form Date/Time.
- For an Onboard form, this column is empty.

The **Status** column displays which forms have successfully replicated to IMOS, in the following categories:

- **Pending Approval:** Forms that require approval, displayed in green
- **Pending with Errors:** Forms that have server-side errors that need to be corrected before it can be approved, displayed in orange
When you open a form with this status, the errors appear at the top.
- **Rejected:** Forms that have been rejected by the Operator

- **Pending Replication:** Forms that have been approved by the Operator (if required), and are awaiting replication into IMOS
- **Replicated:** Forms that have successfully replicated into IMOS
- **Failed Replication:** Forms that have failed replication into IMOS, displayed in red
This status is a hyperlink to open a window with the form-specific log.

To open:

- A PDF of a submitted form, click the [PDF](#) link.
- A form, click the [Form Title](#) link.
- A text box showing the reason for the error, click the [Status](#) link.

The [Veslink Forms](#) tab in the Voyage Manager is like a Veslink Form List for only that voyage.

Operations Reports

From the Operations Module Center, you can access the [Report List](#).

You can also access the following [reports](#) specific to Operations:

Report	Description
Bunker Invoices Summary	Lists all bunker invoices in IMOS, with details for each such as vendor, fueling port, invoice, and fuel-specific details such as invoiced quantities, price, etc.
Bunker Inventory/Accruals	Report includes voyage bunker costs and accruals for the posted voyage bunker costs for all bunkers received throughout the voyage from start to the end of the reference date specified by the user. It considers all voyages (excluding TCO and Spot/Relet) that were active on a user-specified reference date (voyage where the reference date falls within their date range). If the user-specified date is the end of the year, Dec. 31, the accruals will be listed; otherwise, just the costs based on the price and quantity of received bunkers will be shown.
Cargoes Loaded/Discharged	Report includes details of all voyage cargoes loaded and discharged throughout the voyage, along with port, handled cargo quantities, charterer, etc. You can set a specific Vessel, Port, Cargo and Date range to narrow down results.
Check Voyage P&L (Actual/Estimate)	Report includes the P&L details for each voyage where the difference between estimated and actual P&L values exceeds user-specified value.
Commission Summary	Report includes details of the actual and estimated broker commissions for the voyages that fall within a user-specified date range and for a user-specified broker. Commission values are pro-rated according to the portion of the voyage that falls within that date range. For TCO voyages, commissions are based on TC hire rates; for non-TCO voyages, commissions are based on the freight rates.
Demurrage Summary	Report includes details of all the invoiced voyage demurrage /despatch for a user-specified date range.
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, TCO or Other Revenue-- dated after the user-specified reference date. Paid and posted amounts for each invoice are listed in separate columns.
Performance Analysis Report	Report includes voyage fuel and vessel speed related performance information based on comparison of the actual (activity reports) and CP (fixture) values.
Port Expenses Summary	Report includes estimated and actual values for the port expenses for each voyage port where port expenses have been incurred. You can narrow down results by selecting a specific port agent.
Port Expenses Re-billable Summary	Report includes all the re-billable port expenses incurred within a user-specified date range. It also shows the difference between estimated and actual rebillable port expenses.
Port Production Report	Report includes cargo handling information such as the amounts loaded, discharged, and shifted for voyages that have handled cargo at a user-specified port within the user-specified date range.
TCE Summary	Report includes monthly TCE (Time Charter Equivalent) rate breakdown for the year and vessel(s) specified by the user – and compares it with the previous year's figures. User can select Show TC-In to print figures for TCI voyages on separate lines.
US Army Corps of Engineers Report	Report includes a summary of freight carried on the voyages within a user-specified date range and for the selected fleet's vessels. Lists all loading and discharge of voyage 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 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	Comprehensive report of voyage P&L. Includes most of the items from the Voyage P&L Summary available to the user in the Voyage Manager P&L section, as well as accounting-related items, such as First and Last Accounting dates for the voyage invoices, etc. This report takes time to calculate the data; so you must specify Period From and Period To, and other parameters (optional) for the P&L calculation. Filters can be set to further narrow down the report data. The dataset also includes fuel-related information, such as price, initial and final quantity, quantity received during the voyage, etc., for each fuel type in the system.
Voyage Validation Summary	Report runs validation logic for the voyages that fall within the user-specified date range and includes the result as an error code. The error codes are displayed in detail in the legend section at the bottom of the report form. Validation logic used in the report is similar to the one used in the Voyage Manager when saving the voyage.
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

If you have not purchased the separate Bunker Management module, you can work with bunkers from the Voyage Manager.

About Bunker Management

IMOS Bunker Management adds support for a centralized department for bunker procurement. Workflow between voyage Operators, vessels (via Veslink), and the Bunker Department is managed electronically, ensuring rapid response times, and procurement details are tracked in a centralized database for accurate reporting and analysis of performance. Using the lists and reports provided by Bunker Management, you can:

- Generate Bunker Forecast Reports to quickly see fleet requirements and opportunities for multi-vessel purchases, improving your position in vendor price negotiations.
- Use role-based workflows to automate bunker request and procurement processes.
- View and report on historical information, so you can use it for future purchases.
- Set User and Group Security rights for each form and list.

To access Bunker Management, click .

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Bunker Management FAQs:

- [FAQ - What is the "For Owner" Checkbox used for?](#)
- [FAQ - How is TCI Bunker Adjustment Calculated](#)
- [FAQ - What is the Logic for Bunker Alerts?](#)
- [FAQ - Bunkers Inventory-Accruals Report](#)
- [FAQ - Bunker Invoice Not Bound to Operations.](#)
- [FAQ - Inconsistent Bunker Details on Voyage Performance Report](#)
- [FAQ - Matching ending and beginning bunker prices on consecutive voyages](#)
- [FAQ - Overview of Bunker Invoices Binding Status](#)
- [FAQ - Financial Setup - Rebilling and Bunker Invoices](#)
- [FAQ - Partial deduction of bunkers before delivery](#)
- [FAQ - How can I transfer bunkers from one grade to another during a voyage?](#)
- [FAQ - Accounting for bunkers lifted at a deleted port](#)
- [FAQ - Bunkers Operational Quantity vs Invoice Quantity](#)
- [FAQ - How do I register lifted bunkers paid by two different parties in a Time Charter?](#)
- [FAQ - Bunker Consumption for Cargo Heating](#)
- [FAQ - How to enter a lifting that has multiple prices for one fuel grade](#)
- [FAQ - How is TCO Bunker Adjustment Calculated?](#)

Bunker Management Workflows

Bunker Management supports alternate workflows depending on organizational needs, individual preferences, and situational variations. The following workflows assume that bunker requirements are generated by vessel Operators; they can be processed by a specialized Bunker Department. At a high level, bunker workflow options include the following:

- Work with or without a specialized Bunker Department.
- Use Bunker Alerts to coordinate Operations and Bunker Desk work processes.
- Create a Bunker Requirement, then Bunker Inquiries, then a Purchase Order, then an Invoice.
- Create a Bunker Purchase from scratch before entering a Requirement or operational quantities, and manually bind the invoice to the physical liftings.
- Create a Bunker Invoice from scratch before entering a Requirement, a Purchase, or operational quantities, and manually bind the invoice to the physical liftings.
- Optionally capture details for each fuel type lifted, including benchmark prices, cancellation fees, test requirements and results, and claim information.

Administrator Tasks

1. Install the Bunker Management license.
2. Log in, set [Security](#) rights for Administrators and other IMOS users, and log out.
3. Log in again and enter the [Bunker Settings](#).

Typical Operator-Only Workflow

- Enter a new [Bunker Requirement](#); the Request Status is **Preliminary**.
- Record one of more vendor price inquiries and set the Procurement Status to **In Process**.
- Order the bunkers and set the Procurement Status to **Completed** and the Purchase Status to **Ordered**.
- After the vessel lifts the bunkers, update received quantities and lifting details; the Purchase Status is **Lifted**.
- Create and process the payable [Bunker Invoice](#); the Purchase Status is **Invoiced**.

Typical Operator-Bunker Department Workflow

<i>Operator</i>	<i>Bunker Manager</i>
1. Create a Bunker Requirement from the Bunkers form in the Voyage Manager. Leave the Request Status as Preliminary to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
	2. Use the Bunker Requirement List to see preliminary and confirmed bunker requests. Sort the list in order of Vessel ETA or Bunkering Window From and process requests in date priority order.
	3. Open an individual Bunker Requirement to view requirement details. Set the Procurement Status to In Process to help track your work. Make vendor inquiries for one or more ports and record the details.
4. Monitor the Procurement Status of your requests in the Bunker Requirement form. Set the Request Status to Confirmed to tell the Bunker Manager that the bunkers can now be ordered.	
	5. To record a bunker purchase, open the Bunker Requirement , select the vendor inquiry, and set its Status to Ordered . Track the progress of individual inquiries in the Bunker Purchase List . When all orders have been placed, set the Bunker Requirement Procurement Status to Completed .
6. Enter the bunkers received by the vessel in Port Activities or Activity Reports in the Voyage Manager.	
	7. Update lifting details in the Bunker Purchase form; the Purchase Status is Lifted .
	8. From the Bunker Purchase form, create and process the payable Bunker Invoice ; the Purchase Status is Invoiced .

Alternate Operator-Bunker Department Workflow

If only one Inquiry is to be recorded per Bunker Requirement, an alternate Bunker Management workflow can be configured. In this scenario, the Bunker Specialist uses the Bunker Lifting List as the primary interface for managing purchases. To facilitate this model of use, a Bunker Inquiry is automatically generated for each new Bunker Requirement, with inquiry quantities set to the requested quantities. As a result, this list shows one row per fuel type requested, as soon as the bunkers are requested. This alternate workflow can be outlined as follows:

<i>Operator</i>	<i>Bunker Manager</i>
1. Enter a new Bunker Requirement from the Bunkers form in the Voyage Manager. Leave the Request Status as Preliminary to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
	2. When the Bunker Alert automatically notifies your department of the new Requirement under your

	responsibility, open the Bunker Requirement from the Bunker Alert List and accept the alert. You are automatically recorded as the responsible Bunker Manager. You can add more inquiries to a Requirement.
	3. Print the Bunker Slip Report for the Bunker Requirement and use it to record inquiry information from one or more bunker vendors. This report lists information for each bunker vendor servicing the proposed bunker port. Record inquiry results on the paper copy and enter information in IMOS for the selected vendor only.
	4. Open the Bunker Lifting List and select the row corresponding to the Bunker Requirement. The Bunker Purchase form appears in the lower half of the list, and the fuel type tab for the selected list row appears.
	5. Update the Bunker Purchase form to include order information for the selected vendor. A P.O. Number is automatically generated when the purchase status is set to Ordered.
	6. Update details for each ordered bunker type in the Bunker Purchase form and create the Bunker Invoice when it is received from the vendor.

Bunker Settings

You can set two Bunker Settings:



- [Operations Lists Settings](#)
- [Bunker Purchase Types](#)

Operations Lists Settings

Begin by setting options for the Operations Lists.

1. On the Operations Module Center, click **Operations Lists Settings**.

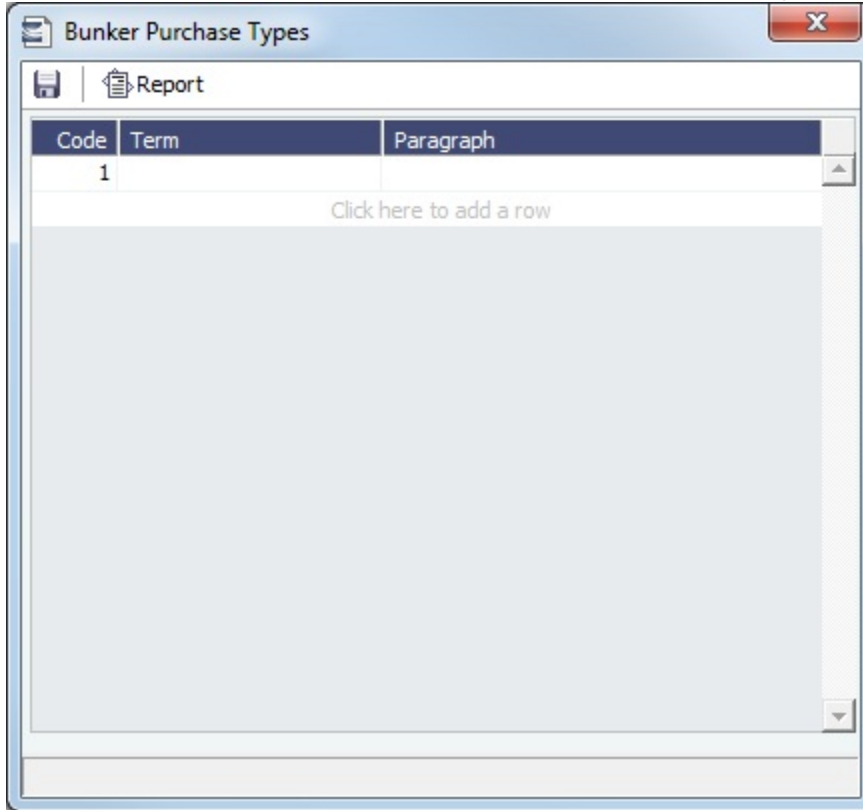


2. For the Bunker Requirement List, enter the number of days before bunkering Window From time that you want requirements to be highlighted:
 - **Bunker Warning Days:** Requirement rows turn yellow.
 - **Bunker Alert Days:** Requirement rows turn red.
3. To have the [Bunker Alert List](#) appear automatically, select the check box. Then enter the number of minutes between refreshes.
4. To save the information, click .
5. To close the form, click .

Bunker Purchase Types

You can configure a list of the possible Bunker Purchase Types that can be selected on the [Bunker Purchase](#) form.


1. In the Operations Module Center, under Setup, click **Bunker Purchase Types**.




Code	Term	Paragraph
1		

Click here to add a row

2. For each Bunker Purchase Type, enter a **Term**; you can also describe it in a **Paragraph**. A sequential **Code** appears automatically.

3. To save the information, click .

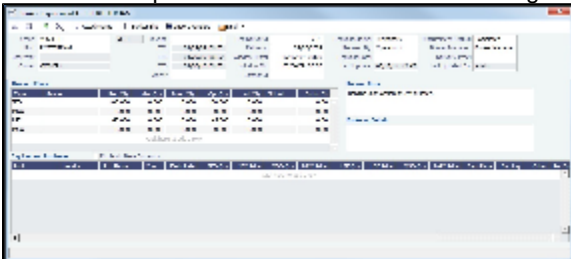
4. To close the form, click .

Bunker Requirement

The Bunker Requirement communicates request information from the [Operator](#) to the [Bunker Manager](#).

[Security Module Rights](#) for the Bunker Requirements form differentiate between Operator and Bunker Manager responsibilities by allowing editing for the appropriate fields.

Note: Veslink provides a different form for entering bunker requirements.



If a port call with a Bunker Requirement is changed, the Bunker Requirement remains linked to the new port call, but will have a [Bunker Requirement Alert](#). If the port call is deleted, the Bunker Requirement is unlinked after the voyage is saved, and shows as unlinked in the [Bunker Requirement List](#). An unlinked Bunker Requirement can be linked to a different port call or canceled.


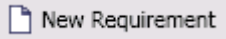

- An option can be configured (CFGEnableVesselBunkerGrade) to specify the fuel **Grade** on the Vessel or Time Charter In /Out form and to default the value here; it can be overridden but is required for Confirmed status.
- An option can be configured (CFGRequireAgentsToConfirmRequirement) to require values for Port Agents when confirming a Bunker Requirement.
- On Time Charter Out voyages, an option can be configured (CFGAutoSetBunkersPurchasedForOwner) to sum up all the quantities marked as For Owner into the Purchased for Owner field in the Time Charter Out contract.

Operator

When you think you will need to bunker at a port, complete this form.

Creating a New Bunker Requirement

To create a Bunker Requirement, do one of the following:

- From the Voyage Manager:
 - On the Bunkers form:
 - Click .
 - On a detail tab, right-click a line and then click **New Bunker Requirement**.
 - On the Operations tab, on the Bunkers tab or the Port/Date Group tab of the Itinerary, right-click the port line and click **Bunker Requirements** and then click **New Bunker Requirement**.
- On the Bunker Requirement List, click .
- On the Bunker Purchase List, click  and then click **New Bunker Requirement**.
- On the Operations Module Center, under Bunkers, click **Requirement**.

It is possible to have multiple Bunker Requirements per port; you can also view any others on the form.

Operator Tasks

Complete the fields as appropriate.


- **Vessel, Voyage, and Port:** If you opened the Bunker Requirement form from a voyage, information from the voyage appears. If you opened it from the Operations Module Center or from a list, select the **Vessel, Voyage, and Port**.
 - If a Requirement is created without a vessel, to assign one later, the specified bunker types must be compatible with the vessel.
 - If a Requirement is created with a vessel and a port, but no Voyage Number, to assign one later, the Voyage Number must be compatible with the specified port and the voyage's itinerary.
 - If a linked Bunker Purchase is invoiced, the Requirement cannot be linked to a new Voyage Number, vessel, or port.
- **Status:** The initial Request Status is **Preliminary**, and the initial Procurement Status is **Not Started**.
- **Planned Liftings:** For each Bunker Type required, complete any of the following:
 - **Req Qty:** The Request Quantity defaults to the same value as the quantity planned for the voyage in Operations.
 - **Opr Qty:** If the planned or received quantity did not come from the **Bunkers** form, enter it to ensure that estimated voyage consumption is basis the planned bunkers. The Opr Qty appears as an estimated amount to receive in the Port Activities form. After receiving bunkers, in Port Activities (after entering the date and time for the End of Sea Passage), enter the amount Received. It appears on the Bunkers form Summary tab under Bunker Liftings.

When you save the form, it appears on the [Bunker Requirement List](#).

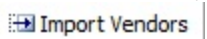
When you want the [Bunker Manager](#) to order the bunkers, set the **Request Status** to **Confirmed**.

Bunker Manager

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 .

- Inquire about different ports and vendors. In the **Inquiries and Purchases** table, click to add a line for each vendor inquiry. Enter the associated costs for the bunkers and for barging, if you are paying a barge to get the fuel to the vessel, and barging is not included in the Base Rate. You might need this information as evidence that you got separate prices.
 - To enter one inquiry line for each Bunker Vendor that has this port specified as **Ports Serviced**, click



- An option can be configured (CFGBunkerVendorsRestricted) to restrict the Bunker Vendor selection to only Bunker Vendors who have this port listed in **Ports Serviced**.

- To email an inquiry, click and then click **Inquiry**.
- If you specify a port other than the main port, you can select **Link to Other Parent Port** on the context menu to open a list of all future calls to this port scheduled for the vessel. Selecting a port call causes the inquiry to be copied to the Bunker Requirement form for that port.

- As you gather the information, complete the fields as appropriate.

- Vendor:** If you complete the Ports Serviced form for each bunker vendor in the Data Center Address Book, vendors recorded as servicing the port appear at the top of the Vendor selection list.
- To enter a quantity range for a price, select the **Range** check box to open the Bunker Quantity Range form.

	Qty	Min	Max	Base Prc
HSG:	300.000			500.0000
LSG:				0.0000
IFO:				0.0000

Enter Quantity, Min, Max, and Base Price for each fuel type; the information is synced with the Bunker Purchase form and appears in the Min/Max Qty fields on the fuel type tab of the Bunker Purchase. To open the form again, right-click the line and click **Bunker Quantity Range**.

- Do the following:

- If you want to leave instructions or notes about the bunker delivery, enter a **Request Note**.
- If the inquiry specifies a port other than the main port for the Bunker Requirement, you can add an inquiry to the Bunker Requirement form of the other port. In the Inquiries and Purchases table, right-click the port and click **Link to Other Parent Port**. Selecting a port causes the inquiry to be copied to the Bunker Requirement form for that port.
- After you negotiate with vendors and order the bunkers, in the Inquiries and Purchases table, select the **S** check box to select the vendor. You must select the vendor, even if there is only one, to have IMOS use the inquiry price for that type of bunker, and a price must be entered for the P&L to properly show the expected cost. The line turns green and its Status changes to Ordered.
- If you have not set an Opr Qty, you are asked if you want to set the requirement quantity as the Opr Qty.
- Set the **Procurement Status** to **Completed** and enter a **Delivery Date**.

- To email a nomination, click and then click **Nomination**.

- 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**.

- After creating the Bunker Invoice, change the **Procurement Status** to **Completed**. The Status columns in the Bunker Requirement List are updated, and the Status of the inquiry in the Inquiries and Purchases table changes to **Invoiced**.

Emailing an Inquiry or a Nomination

To email an inquiry or a nomination, click and then click **Email** or **Nomination**.

When you email an inquiry or a nomination:

- Each report can be sent as an email in HTML format and includes relevant information about the Requirement.
- When an email is created from the Requirement toolbar, all the vendors specified in the Requirement are added as BCC recipients in the email. If any of the vendors do not have an email address entered in their Address Book entry in the Data Center, a warning appears.
- If the email is created from the context menu on a specific inquiry, the vendor's email is used as the recipient of the email.
- To add a Standard Paragraph to the emails, create a Standard Paragraph in the Data Center with group BINQ.
- An option can be configured (CFGInternalBunkerEmail) to specify a single address on the emails, instead of emailing all the bunker vendors in the Requirement.

Bunker Alert List

Bunker Manager

Bunker Alerts notify you of new or changed Bunker Requirements. Security rights to access the Bunker Alert List must be set in the Data Center.

An Alert appears whenever an Operator creates, modifies, or cancels a Bunker Requirement. Exceptions are:

- The modification happens after clicking the Accept Alert button in the Bunker Requirement.
- The user has the access right Edit bunker manager's fields on bunker requirement.
- All the Bunker Purchases linked to the Requirement are in status Invoiced.


The Bunker Alert List can be set to refresh and display automatically at a specified time interval. The list only appears if there are unaccepted alerts. In [Operations List Settings](#), in the Bunker Alerts List section, select the check box and enter a Refresh Interval in minutes.

To use the Bunker Alert List:

1. On the Operations Module Center, under Bunkers, click **Bunker Alert List**.



2. To remove an Alert from the list, open the Bunker Requirement and do one of the following:

- To accept a new Bunker Alert, click . You are recorded as the Bunker Manager for the Bunker Requirement.
- To work with an Alert you have already accepted, view the Bunker Requirement and save it.

Bunker Requirement List

Bunker Manager

This is the primary work list for processing Bunker Requirements. Bunker Requirements might come from Operators or from vessels, through Veslink. You can use this list to see the bunkers that will be needed for upcoming voyage itineraries.

To open the Bunker Requirement List, on the Operations Module Center, under Bunkers, click **Bunker Requirement - List**. Rows are highlighted according to the [Operations Lists Settings](#):


- **Yellow** = Requirements within the Bunker Warning Days
- **Red** = Requirements within the Bunker Alert Days



To create a work list, create a View that has the columns you want to see, and exclude other Bunker Managers, so you see only

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 Bunkers form from the Voyage Manager, in the Bunker Liftings table, right-click the line and click **Bind Bunker Invoice**.

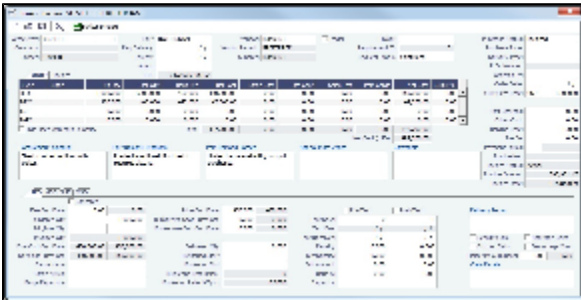
2. In the Bunker Invoice, to save the information, click .

Bunker Purchase

When a [Bunker Inquiry](#) is created, IMOS creates a Bunker Purchase. You can also create one from the Operations Module Center: under Bunkers, click **Bunker Purchase**.

The Bunker Purchase form presents a consolidated interface for data for every bunker purchase, including the [purchase type](#), purchase number, order date, and user who placed the order. A grid interface provides the cost breakdown as ordered and as invoiced, with the amounts prorated for each fuel type purchased. General, Products, and Barges Port Remark fields can be captured and displayed on all purchases for that port.

Fuel tabs capture detailed information for every fuel type purchased. Fields capture cancellation fees, benchmark pricing, barging details, bunkering times and rates, pre-delivery and post-delivery test results, delivery terms, and bunker-related claim information.



Bunker Purchase List

The Bunker Purchase List includes all Bunker Inquiries and Purchases, one per row, of any status. To open the Bunker Purchase List, on the Operations Module Center, under Bunkers, click **Bunker Purchase List**. For most bunker specialists, the Bunker Purchase List will function as the primary work list for managing the bunker purchase process; you can:

- Filter this list to manage all active inquiries and orders.
- See completed purchases and add purchase details.
- See historical data regarding inquiries and purchases per port, per vendor, or per fuel type, to compare costs and performance at different ports and with different vendors.

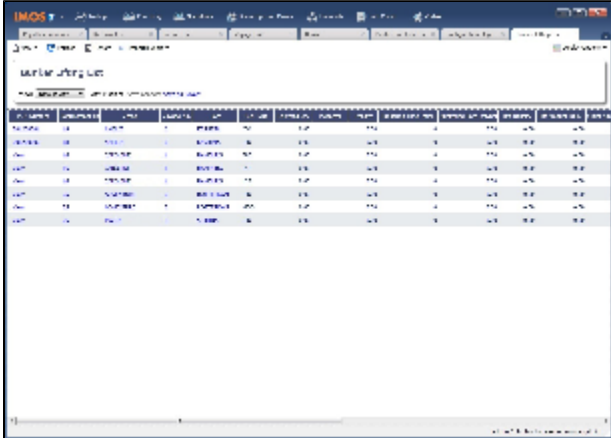


To open a Bunker Purchase form, click its link in the Purchase No. column.

- An option can be configured (CFGEnableBunkerPurchaseForm) to show the Bunker Purchase Form for the selected row in a second frame below the list.

Bunker Lifting List

The Bunker Lifting List shows details that are entered in the [Bunker Purchase](#) form for each bunker type lifted. It has a separate row for each non-zero quantity fuel type on a purchase form. The primary purpose of this list is to view and report on bunkering details pertaining to each fuel lifting. Purchase and requirement information is also shown in this list, making it usable as the primary work list for those who prefer this view to the Bunker Purchase List.




This list and the accompanying Bunker Purchase dataset can be used to track and report on commercial, operational, and inspection information, such as benchmark pricing, bunkering times, and test results.

Access to Bunker Liftings is controlled in the IMOS Security settings. To see this list, Module Rights must be granted for Operations > Bunkers > Bunker Liftings.

Reporting from Lists and Datasets

The Bunker Requirements and Bunker Purchase Lists include a large amount of data for reporting.

- To create a report of the columns displayed in one of the lists, click  Report.
- Information for both lists is also provided in reporting datasets, available in the [Report List](#). To open the Report List, do one of the following:
 - On the IMOS7 menu, click **Reports**.
 - On the bottom right corner of any module center, click **Report List**.

You can create a variety of reports from these datasets.

Bunker Forecast Reports

Bunker Forecast Reports show future ports, estimated arrival dates, projected arrival bunkers, and low bunker warnings for all voyages scheduled in IMOS. Using the Vessel Position Report dataset, you can create a variety of reports with this information. For example, if a Bunker Department assigns responsibilities based on Voyage Region, Bunker Forecast Reports can be grouped by Voyage Region and sorted by Estimated Arrival Date, so each Bunker Manager can look ahead and see when and where bunkers will be required.

The Vessel Position Report dataset includes the following fields that can be useful in creating Bunker Forecast Reports:

- **Bunker Warning:** Which, if any, fuel types are low on arrival, based on configured vessel safety margins.
- **ETA**
- **Port**
- **Vessel Name**
- **Voyage Number**
- **Arrival ROB:** Arrival bunkers of all fuel types for the vessel.
- **Bunker Requirement ID:** The ID of any requirement already entered for that port.
- **Bunker Request Quantity:** The quantity per fuel type requested for that port.
- **ETD**

Market Data and Market Data Summary

Market Data

You can track current and future bunker rates on the Market Data form.


To enter information, in the Operations Module Center, click **Market Data**.

Period	Year	Average Price	Description
MAR	2012		
APR	2012		
MAY	2012		
JUN	2012		
JUL	2012		
AUG	2012		
SEP	2012		
OCT	2012		
Q1	2012		
Q2	2012		
Q3	2012		
Q4	2012		
Q1	2013		
Q2	2013		
Q3	2013		
Entire Year	2013		
Entire Year	2014		
Entire Year	2015		
Entire Year	2016		

On the Market Data form:

1. Select the **Market** and **Symbol**.
2. Enter the **Date**. Future Rate Periods appear below.
3. Enter **Future Rates**.

Note: If you have a bunker market data feed, this information comes in automatically.

4. To save the information, click .

Market Data Summary

The Market Data Summary displays a summary of Daily Data or Historical Data.

In the Operations Module Center, click **Market Data Summary** and select the **Bunker Market**.

Pooling

About Pooling

Vessel owners can create pools to pool resources and have a better share in the market. With pools of vessels, pool partners can negotiate better rates than as individuals and also reduce risk and exposure in the market.

Vessels are grouped in classes and then assigned points, usually based on a standard of 100. Better-performing vessels, perhaps with a better engine, are assigned a value over 100, while those that are not up to the standard lose points. At pool meetings, partners negotiate and, if a vessel's performance changes, can adjust its point value. Off Hire is billed back to the owner; it is not a poolable expense.

Pools change often, with partners breaking apart and coming together and vessels changing hands as well. Vessels can move into and out of pools and can belong to more than one pool at a time, so that owners can try out different scenarios. IMOS tracks vessel entries and exits down to the minute. Owners' earnings are based on their vessels' point values and their time in the pool.

In the typical pool, the owners and operators give the vessels to the pool, and the Pool Managers pay them the results. From the IMOS perspective, it is like a Time Charter Out to the pool, but with different rates every month, based on the performance of the pool. The voyage is like an OVTO or a TCTO with Time Charter contracts set up, and the counterparty is the pool.

Pooling organizations use the Pooling module for calculating and distributing the profit and loss of the pool of vessels.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Pooling Workflow

The tasks involved in pooling are:

1. **Setting Up Pooling:**
 - a. Create a Class List to define classes of vessels in a pool.
 - b. Assign your vessels to Classes and assign credits on the Pool Assignment form.
 - c. Adjust pool points, vessel ownership, and pool entry and exit dates as needed.
2. Send Monthly [Pooling Distribution](#) and review owner Payment Details.
3. View [Pooling reports](#).

Setting Up Pooling

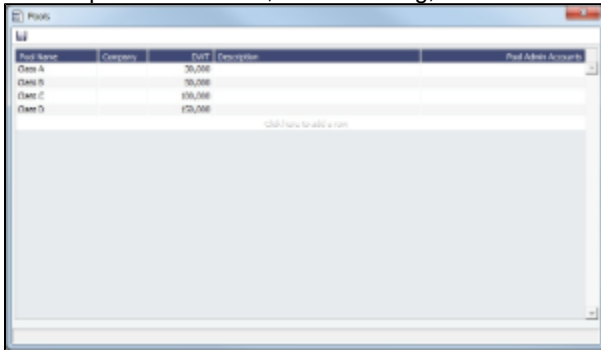
To set up pooling, define Pools, then assign vessels to Pools and allocate points to them.

- An option can be configured (CFGDistributePoolComm) to calculate the Pooling Commission based on the Gross Income.
- An option can be configured (CFGUseItemizedCommissionRate) to allow setting multiple Commission rates for different Pool Vessels. It enables Mgt Fee % and Mgt Fee/Day columns on the Pools and Pool Assignment forms.


Pools


Pools define the types of vessels that form the pool. To create or work with pools:

1. In the Operations Center, under Pooling, click **Pools**.



2. Enter information for each pool: **Pool Name**, **Company**, **Deadweight**, and **Description**. For **Pool Admin Accounts**, select the Ledger Account(s) to use in the [Pooling Distribution](#) for the Admin Fee.

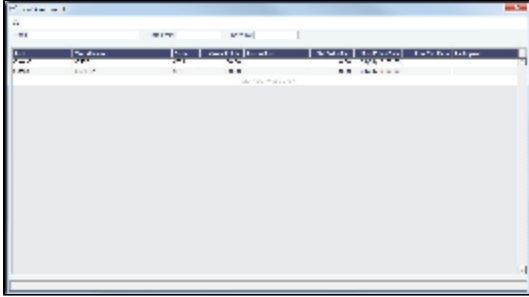
3. To save your changes, click .



4. To close the Pools form, click .

Pool Assignment

On the Pool Assignment form, assign vessels to Classes and allocate points to them.

1. In the Operations Center, under Pooling, click **Pool Assignment**.



2. To display the pool assignments that are relevant in a period of time, select a **Date From** and a **Date To**.
3. Enter the information for each vessel.
 - To enter a new vessel, scroll to the bottom of the list and click to add a new row. You can enter either the **Vessel Name** or the **Vessel Code**.
 - To update a vessel, enter a new **Vessel Points** value or whatever information changes.
 - To set the source of a new pool assignment to be another pool result of the vessel, instead of the vessel's voyages results, enter the **Source Pool**.
 - If this column is empty, by default, the Income Before Pooling values are taken from the relevant voyages' P&Ls.
 - Specifying a value takes this vessel's Source Pool results as the Income before Pooling of the vessel in the current pool.
 - To be able to compare estimates to actual values on the Pooling Year Comparison report, in the **Net Daily Plan** field, enter the forecasted net freight amount per running day.
4. To save your changes, click .
5. To close the Pool Assignment form, click .

Pooling Premium

- An option can be configured (CFGUsePremiumInPool) to handle **Pooling Premium Distribution**; it adds a Premium column to this form.
- An option can be configured (CFGPoolPremiumDesc) to customize the default description of the Premium Distribution lines in the Pooling Distribution invoices.
- An option can be configured (CFGDefaultCompanyFromVessel) to enter 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.

Pooling Distribution


Vessels can be bought and sold but stay in the pool, so the recipient of the money changes. IMOS calculates the pool results and determines who was the owner during the pool period. The Operational P&L changes every day, up to six months or more after a voyage is completed and can continue to do so long after a voyage is completed, sometimes for another six months or more, as additional expenses are recorded or other financial factors are negotiated. Each month, IMOS calculates the Operational P&L and creates transactions in Financials for each owner, either credit notes or invoices. The next month, by default for up to two years, IMOS goes back and checks the current amount and adjusts for each owner. The owner at the time gets the adjustments.

- An option can be configured (CFGUsePostedInPooling) to have IMOS calculate the Pooling results from the latest Accrual snapshot, instead of the Actual P&L, and have the the Pooling Distribution form issue a warning detailing all the relevant voyages that don't have Monthly Accruals run.
- An option can be configured (CFGPoolInvBreakOutPeriods) to control the level of detail in Pooling Distribution invoices.
- An option can be configured (CFGPoolResultDistribDesc) to customize the default description of the Result Distribution lines in the Pooling Distribution invoices.
- An option can be configured (CFGPoolMgtFeeDesc) to customize the default description of the Mgt Fee Distribution lines in the Pooling Distribution invoices.
- An option can be configured (CFGPoolAdjYear) to set the number of previous years for which Pooling Adjustments should be calculated.

The Pooling Distribution form calculates the profit and loss of the pool and distributes it to each vessel owner. The requirements for using the Pooling Distribution form are:

- The pooling results are in.
- The rebillable items have been posted.

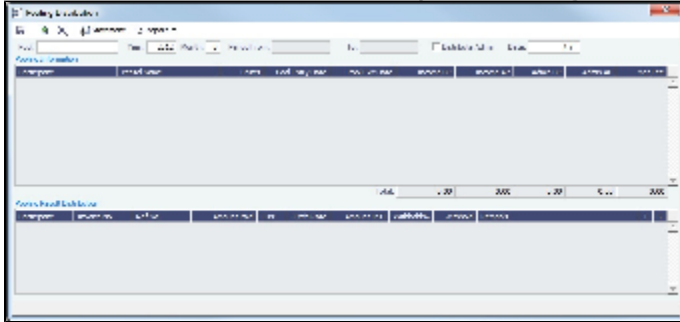
To view the Monthly Pooling Statement, click .

To view Pooling Distribution reports, click , then click **Summary** or **Distribution Analysis**.

Distributing Payments

To distribute payments:

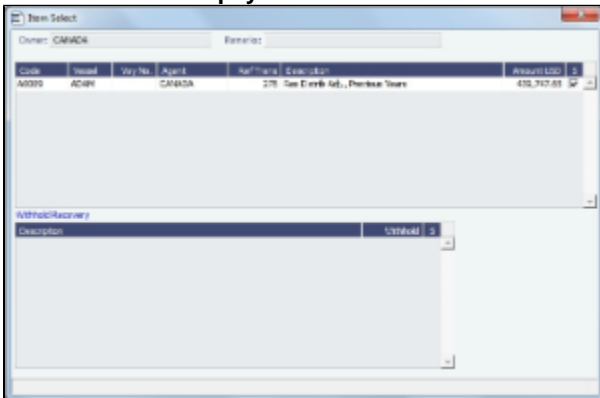
1. In the Operations Center, under Pooling, click **Pooling Distribution**.






2. Select the **Pool**.
3. Enter the **Year, Month, and Date**. IMOS completes the **Period From** and **To**.
4. To distribute the amounts from the Pool Admin Accounts specified on the Pools form, select the **Distribute Admin** check box.
5. IMOS collects all the pool revenues and expenses by vessel (Income Before Pooling) and calculates the amount due to each owner for the period (Income After Pooling) and the amount of commission entered in the Mgt Fee % and/or Mgt Fee

/Day columns in the [Pool Assignment](#) form. To save the information, click .

6. Do any of the following:
 - To specify withholding, either enter a percentage in the **Withhold%** field or an amount in the **Withhold** column. You can right-click an individual owner's payments in the grid and then select **View payment details** to see a Withhold Recovery grid that allows amounts previously withheld from that owner to be added to the current month's payment. Note that if the owner is not being paid in the Base Currency, Exchange Rate differences are not accounted for.
 - To view the payment details for a particular owner, right-click the owner's line in the Pooling Payment Summary table and then click **View payment details**.



The Item Select form shows the itemized amount of the payment.

7. If you want to change the payment period, which will change the distribution amount, click  to clear any unsaved records of payment amounts generated for the pool payment.
8. To save your changes, click .
9. To close the Pooling Distribution form, click .

Mirroring Pooling Distribution Transactions

For an Intercompany transaction, pooling distribution payable transactions can be mirrored to create receivable transactions. Follow these steps:

1. Enable config flag CFGEnableMultiRoleOnAddressBook and configure both the Pooling Company and the Pooling Participant as both type O (Owner) and type W (Company) in the Address Book.
2. Add the following Business Rules:
 - PLAR: POOLP
 - PLAR: COMMS
 - PLAR: ADJST
 - PLAR: ADJCM
3. In the Pooling Result Distribution line item, select the I (Intercompany) check box. If the Pooling Participant is marked as internal in the Address Book, it is automatically selected.
4. 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 Pooling Participant is the Company. The mirrored transaction is created in Ready for Approval status and needs to be approved and posted.

To open the bill viewer from the [Transaction Data Entry](#) form, click the label for the Mirror Trans. No. field, at the right, above the Invoice Details.


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 enter a cash amount to be distributed between the Pool Participants for the specified dates.

The screenshot shows the 'Pooling Cash Distribution' form. At the top, there are several input fields: 'Pool', 'Period From', 'Period To', and 'Currency'. To the right, there are summary fields: 'Cash Amount: 0.00', 'Total Amount Allocated: 0.00', 'Pool Participant Name, Net: 0.00', 'Total Applied To Distribution: 0.00', and 'Amount Distributed: 0.00'. A 'Request Payment' button is located to the right of these fields. Below the input fields are three data tables. The first table is 'Pooling Distribution' with columns: Participant, Transaction, Invoice No., Description, Amount, Allocated, and Balance. The second table is 'Participants' Items' with columns: Participant, Transaction, Invoice No., Amount, Allocated, and Balance. The third table is 'Advance Payments' with columns: Participant and Allocated.

1. Enter the details for the distribution.
 - All the posted Pooling Distribution invoices issued until the Period To date appear in the Pooling Distribution section.
 - All the non-Pooling, posted invoices that were issued by the Pool Company with one of the pooling participants as the counterparty appear in the Participants' Items section.
2. Enter the **Cash Amount** to be distributed. The Pool Participants' Items, Net; Total Applied To Distribution; and Amount Distributed values appear. If the cash amount exceeds the invoice amounts in the Pooling Distribution and Participants' Items sections, advance payment amounts appear in the Advance Payments section.
 - Participants Items are always paid first.
 - Pooling Distribution Invoices are paid according to the period's date, in an ascending order.
 - After all invoices are paid, Advance Payments are calculated for the participants, based on their pooling 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.
3. To create a Request for Payment XML notification that can be sent to a third-party system, click the **Request Payment** button.
4. 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 are used between each receipt.

A Security Right must be selected on the Module Rights tab: Operations > Pooling > Pooling Cash Distribution.

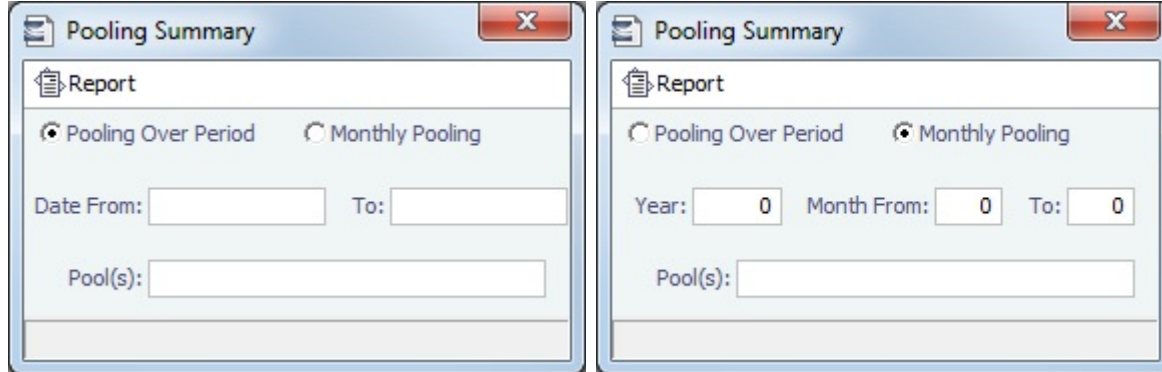
Pooling Reports

You can view a Pooling Summary or a comparison of Pooling Summaries from two different years.

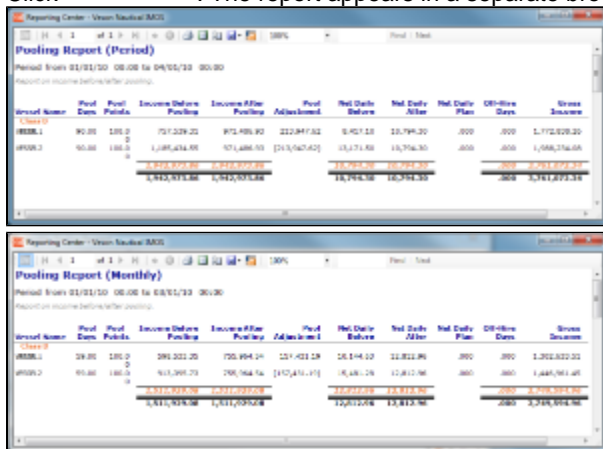
Pooling Summary

For the Pooling Summary report, you can choose between two times for reporting. The calculation is based on Off Hire; the reason for choosing one of the options is when Off Hire is recognized. Pooling needs to put Off Hire where it applies, to make sure profit is allocated fairly. To view a Pooling Summary report:

1. In the Operations Center, under Pooling, click **Pooling Summary**.



2. Select the pooling type and time:
 - **Pooling over period:** This type lets you specify arbitrary dates, and having a longer period smoothes out your exposure. If you select this type, enter the **Date From** and **To**.
 - **Monthly pooling:** If you select this type, enter the **Year** and the **Month From** and **To**.
3. Select the **Pools** to include.
4. Click . The report appears in a separate browser window.



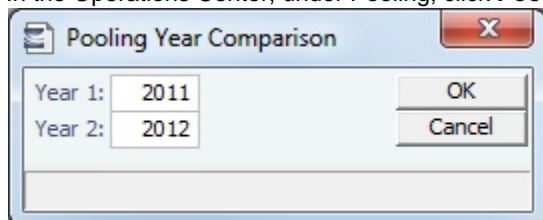
You can use browser commands to print, save, export, or email the report.

5. To close the Pooling Summary, click

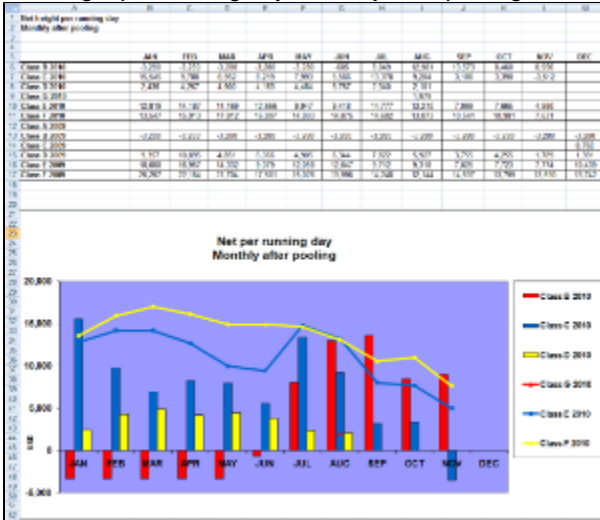
Pooling Year Comparison

To view a Microsoft Excel report that compares Pooling information from two different years:

1. In the Operations Center, under Pooling, click **Pooling Year Comparison**.



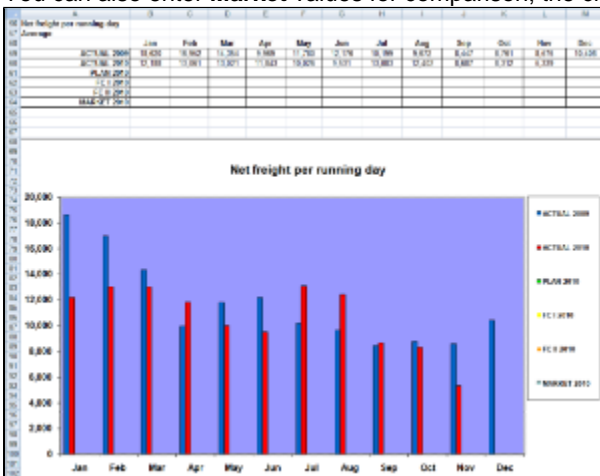
2. Enter two years to compare: **Year 1** and **Year 2**.
3. Click **OK**. The report appears in Excel; it consists of two parts:
 - Net freight per running day, monthly after pooling



- Net freight per running day, average

If you entered **Net Daily Plan**, **Forecast 1st Half**, and **Forecast 2nd Half** values on the **Pool Assignment** form, those estimates also appear here.

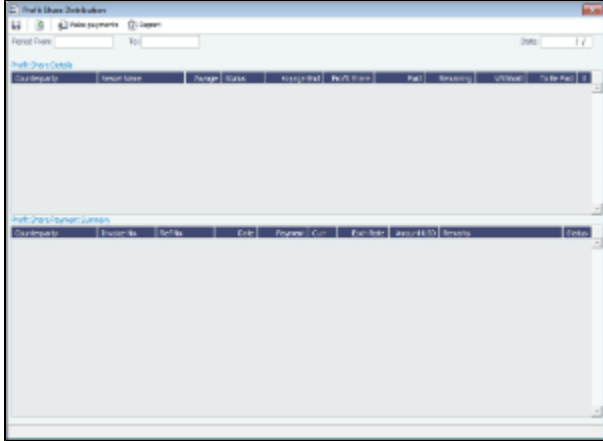
You can also enter **Market** values for comparison; the chart updates to include any values you enter or edit.

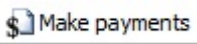


Profit Share Distribution

You can use the Profit Share Distribution form to distribute voyage profit to a third party. The Profit Share Distribution Operations Security Right is required.

1. On the Operations Module Center, under Pooling, click **Profit Share Distribution**.



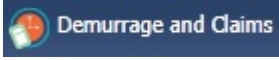
2. Enter a **Period From** and **To**. All voyages completed in that range that have PNLSHARE specified appear. For each record, the **Profit Share**, amounts **Paid**, **Remaining**, to **Withhold**, and **To Be Paid** appear.
3. You can enter a **Withhold** amount to be excluded from the payment.
4. After checking the relevant records, click  to create Profit Share Distribution invoices.

Demurrage and Claims

About Demurrage and Claims

With the Demurrage and Claims module, you can manage both Demurrage Claims and other types of Claims. This module supports the business needs of marine Demurrage Specialists with tools to track and improve Claims performance and limit Demurrage exposure to loss.

This section describes both the new, multi-tab Laytime Calculator and the original, single-tab Laytime Calculator.

To access the IMOS Demurrage and Claims Module Center, click .

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Demurrage and Claims FAQs:

- [FAQ - Demurrage on Account calculations](#)
- [FAQ - Determining Time Bar Date and Target Date](#)
- [FAQ - Handling Multiple Loadings & Discharges at One Port](#)
- [FAQ - How is a Demurrage Claim Defined as AR or AP?](#)
- [FAQ - How can I configure IMOS so that laytime commences on All Fast by default?](#)
- [FAQ - How can I configure IMOS so that laytime ends on Hoses Off by default?](#)
- [FAQ - Multiple Demurrage Rates](#)

Claims

The Demurrage and Claims module supports custom claims of types other than Demurrage. You can set up Claim Types, such as cargo damage claims, missed laycan claims, and pollution claims and then sort by Claim Type on the Claim List.

Claims Setup

To use Claims, set up the following forms:

- [Claim Types](#)



- Claim Actions

Claim Types

You can set up Claim Types to identify different types of Claims. You can then sort by Claim Type on the Claim List.

1. In the Demurrage and Claims Module Center, click **Claim Types**.

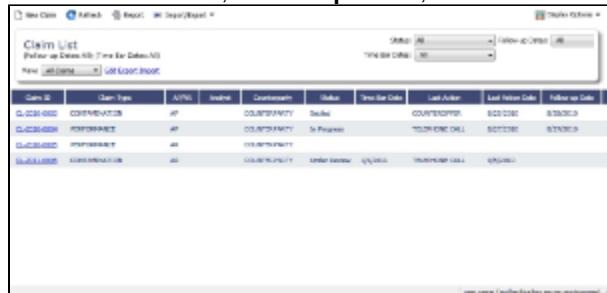


2. On the Claim Types form, enter a **Term** and a **Paragraph** to describe it.
3. Click  to save and  to close the Claim Types form.


Claim List

With the separate Demurrage module, you have the Demurrage and Claims Module Center, where you can access the Claim List. On the Claim List, you can view all or selected Claims.

1. In the Demurrage and Claims Module Center, click Claim - **List**.
2. Select the **Statuses**, **Follow-up Dates**, and **Time Bar Dates** that you want to see.



From the Claim List, you can do any of the following:

- To create a new Claim, click .
- To open a Claim, click its link in the **Claim ID** column.

For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

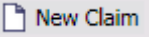
Claim

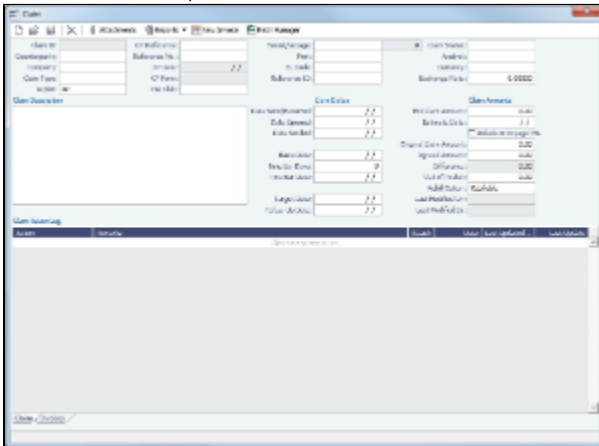
On the Claim form, you can manage custom claims of types other than Demurrage, such as cargo damage claims, missed laycan claims, and pollution claims.

The Claim form has two tabs:

- [Claim Tab](#)
- [Invoices Tab](#)

Claim Tab - Claim

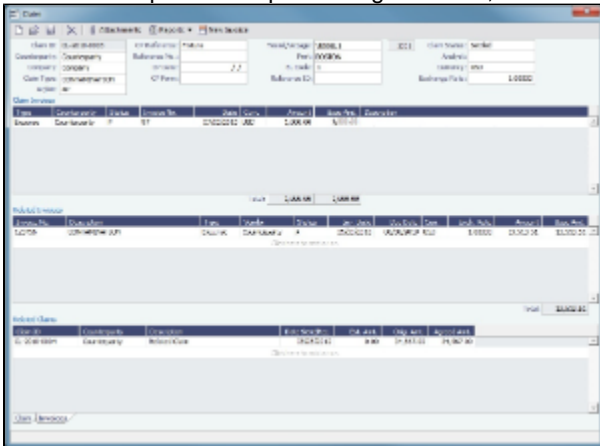
- To create a Claim, do one of the following:
 - In the Demurrage and Claims Module Center, click **Claim**.
 - On the Claim List, click  **New Claim**.



- On the Claim tab, select the **Counterparty** and enter at least the **Date Sent/Received**.
 - 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.
- In the Claim Action Log, you can click to add a line at the top and select **Claim Actions** that describe the actions taken.
- To begin processing the claim, change the **Claim Status** to **In Progress**.
- Click to save the Claim; a Claim ID is assigned. Claims are numbered according to the following scheme:
CL-YYYY-####
For example: CL-2011-0001
- Click to close the form.

Invoices Tab - Claim

On the Invoices tab, you can create multiple Claim Invoices for a claim. You can also add links to Related Invoices, for example, if there are expenses for processing the claim, and to Related Claims.



Demurrage

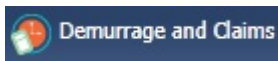
IMOS handles demurrage and despatch, and demurrage contract terms. The Laytime Calculator works with the activities recorded in the voyage, across multiple ports and cargoes, whether or not laytime is reversible. Port Activities must be coded in the Data Center for laytime, so the Laytime Calculator knows how time counts toward demurrage.


Demurrage Workflow Types

IMOS supports two different types of workflow. Depending on your configuration, you can access the Laytime Calculator and demurrage-related options using one of these methods:

- Demurrage Specialists, who work in a Demurrage Department, handle only Demurrage, and have to coordinate the work between Operations, Demurrage, and Chartering, have additional tools available from the Demurrage and Claims Module

Center.



Click  to open the Demurrage and Claims Module Center, which also includes the Demurrage Summary.

- Operators who are responsible for handling Demurrage can access the Laytime Calculator from the Operations Module Center or the Voyage Manager.

Steps for Demurrage

1. When a cargo handling operation is completed, [Create](#) links appear in the following lists; click a link to begin creating a calculation.
 - [Demurrage Summary](#)
 - Voyage Manager Invoices tab
 - Financials Create Invoices ListAlternatively, begin from a [Demurrage Claim](#), from the Demurrage Summary.
2. Set up the calculation using the [New Laytime Calculation Setup](#) form (or the [single-tab version](#)).
3. Enter activities and calculate using the [Laytime Calculation](#) (or the [single-tab version](#)).
4. Depending on the calculation:
 - If no demurrage is due, set the **Status** to **No Demurrage**.
 - If demurrage is due, after negotiations, set the **Status** to **Settled** and enter the **Settled Amount**. IMOS handles the invoicing.

Owner

You can calculate if demurrage is due as soon as an operation is completed:

- If laytime is not reversible, after each cargo is loaded or discharged
- If laytime is reversible, after the last cargo is discharged

Charterer

You might not do a calculation until you receive a Demurrage Claim from the Owner. However, if you have the opportunity to rebill suppliers or receivers at each port, you can create a calculation for each and evaluate it.

FOB/Delivered Cargo

If you are billed for demurrage for FOB/delivered cargo, you can complete [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.

Demurrage Setup

If you want to use the Demurrage workflow, before you do the Demurrage setup, we work with you to understand and implement your rules.

To use Demurrage, set up Demurrage options on the following forms:



- [Port Activities for Laytime Calculations](#)
- [Voyage Templates](#)
- [Claims Lists Settings](#)
- [Claim Actions](#)

Port Activities for Laytime Calculations

To have a Port Activity imported into a Laytime Calculation, it must be specified on the [Port Activities](#) form.

1. In the Data Center, under Ports and Areas, click **Port Activities**.

Name	Code	Category	Laytime Calc	Laytime	Laytime Calc Import	Active	Deleted
NO. 1001		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1002		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1003		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1004		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1005		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1006		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1007		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1008		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1009		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1010		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1011		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1012		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1013		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1014		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1015		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1016		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1017		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1018		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1019		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>
NO. 1020		0000-01	Y			<input type="checkbox"/>	<input type="checkbox"/>

2. In the **Laytime Calc Import** column, for each Port Activity, select whether to include the Activity in the Laytime Calculation.
 - **Y** = Yes
 - **N** = No
3. Click  to save and  to close the Port Activities form.

Claims Lists Settings

You can set the following default values, to be used in Laytime Calculations. These defaults appear on the Claim tab of the multi-tab

- **Default Time Bar Days:** Used to calculate the Time Bar Date, the date by which the Demurrage Claim must be made.
- **Default Target Days:** Used to calculate the Target date, the date by which you would like to have the Demurrage Claim completed.

You can change these values on the Laytime Calculation.

1. In the Demurrage and Claims Module Center, click **Claims Lists Settings**.

Claims Lists Settings



Demurrage Time Bar Task List

Default TB Days:

Default Target Days:

Default Warning Days:

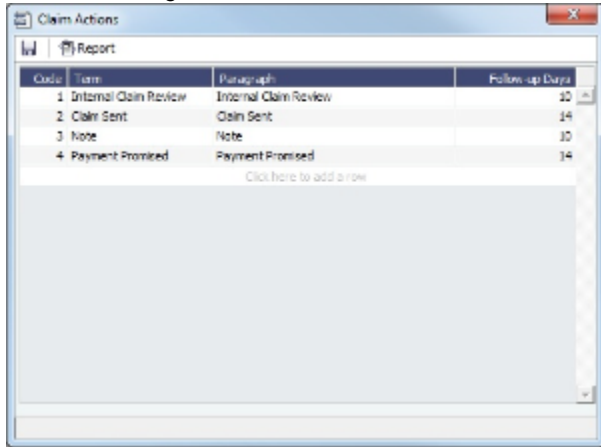
Default Alert Days:

2. On the Claims Lists Settings form, enter the **Default Time Bar Days** and **Default Target Days**.
3. Click  to save and  to close the form.

Claim Actions

Claim Actions are used to record Claim processing activities. You can add each step in your process as a Claim Action. In the Claim, as you finish an action, you select the action in the **Last Action** field, so you always know where the Claim is in the process. You can then use the Last Action to sort the Demurrage Summary and the Claim List.

1. In the Demurrage and Claims Module Center, click **Claim Actions**.

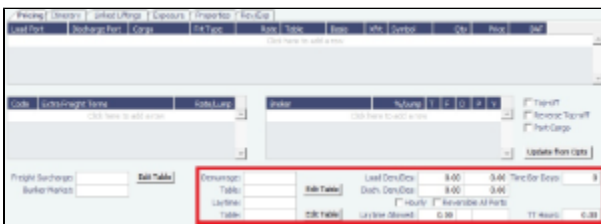


2. On the Claim Actions form, enter a **Term** and a **Paragraph** to describe it.

3. Click  to save and  to close the Claim Actions form.

Demurrage and Laytime Options in Chartering

Select these options on the Pricing Tab of a COA or a Cargo.

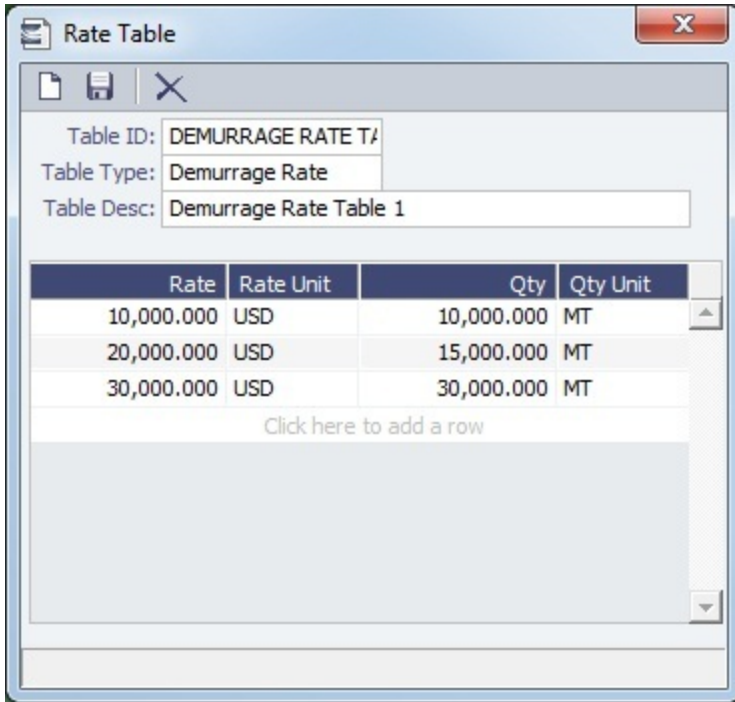


- Demurrage Rate Table
- Laytime Hours Rate Table

Demurrage Rate Table

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), select **Scale Table** and select the table in the **Table** field below. When the Demurrage Rate table is in use, the Load/Disch Dem/Des fields and the PD/PH radio buttons are not considered. IMOS uses the Demurrage Rate that corresponds to the first Qty greater than the actual Operations quantity.

To edit the Rate Table, click **Edit Table**. [Rate tables](#) are defined in the Data Center.

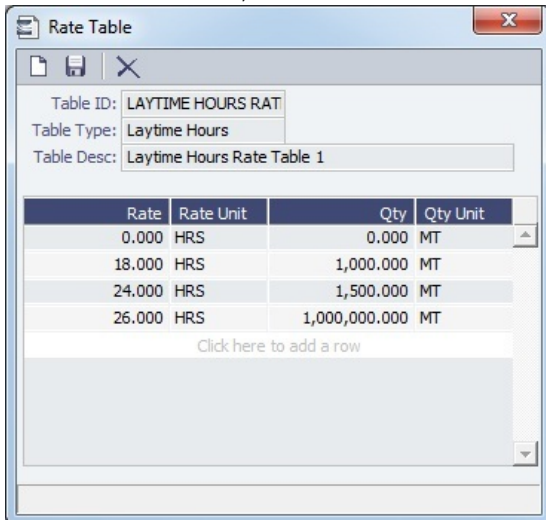


- **Rate:** Demurrage Rate.
- **Rate Unit:** PD (Per Day; default) or PH (Per Hour).
- **Qty:** Operations quantity.
- **Qty Unit:** The Cargo unit is the default.

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, select **Scale Table** and select the table in the Table field below. IMOS uses the Laytime Rate 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.


To edit the Rate Table, click **Edit Table**. [Rate Tables](#) are defined in the Data Center.




- **Rate:** Load/Discharge Rate.
- **Rate Unit:** PD (Per Day) or PH (Per Hour), D (Day), or H (Hour).
- **Qty:** Operations quantity.
- **Qty Unit:** The Cargo unit is the default.

Estimated Demurrage

You can enter estimated demurrage to make the P&L projection more accurate. When the actual demurrage is entered, it overrides this amount.

1. On the Voyage Manager, click  Laytime and then click **Estimated Demurrage**.

2. Enter the **Estimated On** date.
3. Do one of the following:
 - Enter the **Rate Per Day**, **Days Allowed**, and **Days Used**. IMOS calculates an **Estimate** of the Demurrage amount.
 - If days and rates are not known, enter an **Estimate**.
The Estimate is used on the Voyage P&L until your first Demurrage calculation.
For a Tanker, if **Days Used** is less than **Days Allowed**, the amount is 0, unless **Allow Despatch** is selected on the **Vessel** form.
4. You can enter an **Accrual %** to have the Voyage P&L reflect the percentage you expect to be collected.
5. If you want to include an estimated value for Demurrage in the Voyage P&L, select the **Estimate is Provisional** check box. Then the value of this Estimate is used in the Actual column until it is superseded by calculated and settled amounts; when you enter any actual amounts, they are subtracted from it.
For example, if the Estimate value is \$100,000, and you then enter an actual amount of \$50,000, the Voyage P&L shows \$50,000 provisional and \$50,000 actual. If you enter another \$60,000 actual, the Voyage P&L shows \$110,000 actual and no provisional Demurrage.
When the calculation status is Settled, the Agreed Amount is included in the Voyage P&L. When the status is No Demurrage or Canceled, no demurrage or despatch is included in the Voyage P&L.
When all Demurrage calculations are done and Claims are created, clear this check box, so that only calculated and settled amounts are represented in the P&L.
If this check box is not selected, the estimated demurrage amount is included until the first Laytime Calculation amount is included.
6. To close the form, click . IMOS asks if you want to save; click **Yes**.

The Estimated Demurrage Amount appears on the P&L tab of the Voyage Manager.



Multi-Tab Laytime Calculator

Note: If you are using the original, single-tab Laytime Calculator, see [Single-Tab Laytime Calculator](#).

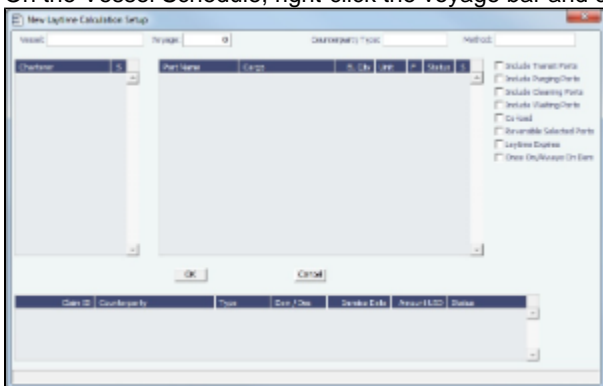
Calculations created in the single-tab Laytime Calculator always open in it.

- You can set up a Laytime Calculation on the [New Laytime Calculation Setup](#) form; the [Laytime Calculation](#) form is created from it.
- [Demurrage on Account](#), which supports incremental invoicing for Demurrage over the life of a voyage, can be set up for applicable contracts, for the discharging port only.

New Laytime Calculation Setup

1. To set up a Laytime Calculation, use one of these methods:
 - On the Voyage Manager, click  Laytime and then click **Laytime Calculation**.
 - On the Demurrage Summary, click  **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, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.

- On the Vessel Schedule, right-click the voyage bar and click **Laytime Calculator**.



2. On the New Laytime Calculation Setup form, check that the following values are entered, or enter them. Any existing demurrage calculations for this voyage appear in the table at the bottom.
 - Vessel
 - Voyage
 - AP/AR
 - Counterparty Type
 - Method: Deduction or Time Counting
3. In the Counterparty and Port/Cargo tables, all options are selected. To exclude an option from the calculation, clear its check box in the **S** column.
4. Select any of the following check boxes:
 - **Include Transit Ports:** To include transit port times in the Laytime Calculation.
 - **Include Purging Ports:** To include purging port times in the Laytime Calculation.
 - **Include Cleaning Ports:** To include cleaning port times in the Laytime Calculation.
 - **Include Waiting Ports:** To include waiting port times in the Laytime Calculation. After a waiting port is pulled up, all data for the calculation must be entered manually.
 - **Co-load:** To include the Co-load counterparty.
 - **Reversible Selected Ports:** To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next. You must also select the **Reversible All Ports** check box in CP Terms Details.
 - **Laytime Expires:** To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used).
 - **Once On/Always On Dem:** Once on demurrage, always on demurrage; any delays or interruptions from that point on do not count as deductions.
5. Click **OK**. The [Laytime Calculation](#) form opens.

Laytime Calculation

The Laytime Calculation form includes the Vessel, Voyage, and Voyage Fixture information. It has three tabs.

- **Calculation Tab:** [Port Activities](#) appear on a separate tab for each port call. You can import and/or add Port Activities. The type of Port Activity list depends on the calculation method:
 - **Deduction method:** The calculation method typically used for tankers: Each activity appears on one line with beginning and ending times. Deductions appear in a table below, with one line per deduction.
 - [An option can be configured](#) (CFGEnableDemurrageOnAccount) to enable [Demurrage on Account](#), which supports incremental invoicing for Demurrage over the life of a voyage. This business process applies mainly to tankers, which can be on Demurrage for many months during a voyage. Enhancements to the IMOS Cargo form and the Deduction method of the IMOS Laytime Calculator support the creation of periodic and final on-account invoices for applicable voyages. Demurrage must be reversible to use this feature.
 - [An option can be configured](#) (CFG_LaytimeDeductionTableHeight) to define the height of the Deductions table.
 - **Time Counting method:** The calculation method typically used for dry bulk vessels: All Port Activities appear in a single list; each activity appears on one line with From Date and Time, To Date and Time, Percentage that the time counts towards Demurrage, and Duration.
 - [An option can be configured](#) (CFGHideToDateOnLaytimeActivity) to hide columns To Date and Time.
 - For a new calculation, you can select either of the two methods, using the one that fits the type of voyage or your preference. A calculation uses either one method or the other, but you can create another calculation of the other type. Old calculations open in the old Laytime Calculator.
- [An option can be configured](#) (CFGDefaultLaytimeMethod) to set the default calculation method for new Laytime Calculations.
- [An option can be configured](#) (CFG_LaytimeSkipRoundingToMinutes) to prevent rounding of durations in Laytime Calculations to the minute when fractions are in them.

- An option can be configured (CFGZeroAllowedTimeForSupplierReceiver) to make the default Allowed Time 0 in Supplier /Receiver Laytime Calculations.

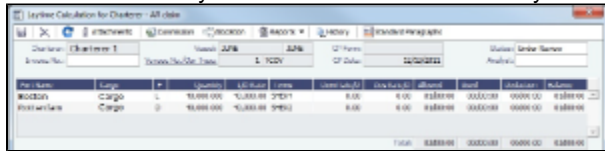
- **Claim Tab:** You can use the Claim tab to track the progress of the Demurrage Claim.
- **Notes Tab:** On the Notes tab, you can enter and track notes about the Laytime Calculation.

Calculation Tab - Laytime Calculation

To create a Laytime Calculation, follow these steps:

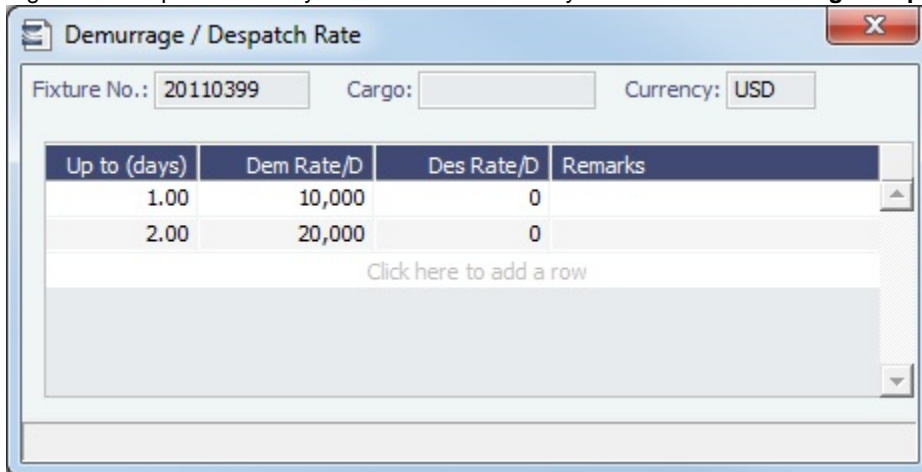
1. When you complete the New Laytime Calculation Setup form, the Laytime Calculation form appears. You can also edit a Laytime Calculation from the Demurrage Summary; click its [Edit](#) link. Near the top of the Calculation tab, the Cargo grid shows the details of each Load or Discharge operation, including the Quantities, Load and Discharge Rates, Demurrage and Despatch Rates, and Allowed and Used times. The Laytime Calculator relies on this information to do the calculation. If any relevant information is missing, complete the fields.

Note: The Quantity column shows the CP Quantity in blue until operational quantities are entered; they appear in black.



Note: You can set up multiple demurrage rates. To do so:

- a. Right-click the port to which you want to add tiered laytime and click **Demurrage/Despatch Rates**.



Note: The Demurrage/Despatch Rate form is per cargo contract. Multiple laytime calculations created for the same cargo will use the same Demurrage/Despatch Rate form.

- b. In the Demurrage/Despatch Rate form, enter Up to (days) and Demurrage and Despatch Rates. Rules for calculating:
 - If the Demurrage/Despatch Rate form is populated, the rates entered there supersede whatever is entered in the port line for the entire laytime.
 - If only one demurrage rate is defined, it is used for the whole period.
 - If a rate is defined with the highest Up to date less than the demurrage time, that rate is used for all extra time. In the example above:
 - First 1 day = \$10K/day
 - Next 6 days = \$20K/day (even though it says up to 2 days; there is no higher amount)
 - Total = \$130K

2. In the middle of the Laytime Calculation form is the Port Activities list, or Statement of Facts, which is the basis for laytime. Port Activities are shown in a separate tab for each port. An All Ports tab shows all activities in a single list. For each port, time allowed and time used are automatically prorated, based on the total cargo quantities at the port.

To enter port activities, you can do any of the following:

- Import all the Port Activities entered in the Voyage Manager, so you do not have to enter the Statement of Facts again. Click the Import Activities button.
 - If a calculation has already been done, you can then select either From existing Laytime Calculation or From Operations Port Activities.
- Notes:
 - This is a copy of the Port Activities. Changes made here are not reflected back to the Operations module.
 - If you make any changes to activities and then import activities again, your changes are overwritten.
- Import Port Activities from the Voyage Template. Click the Import Activities button and then click From Voyage Template.

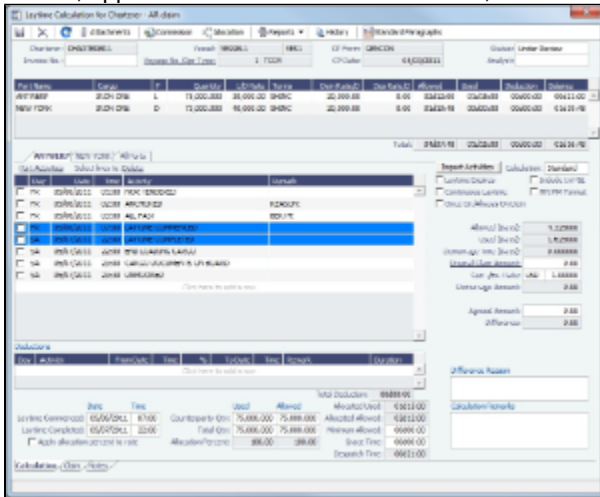
- Manually enter a local list of Port Activities in the Laytime Calculator. Click the last line or right-click to insert a line. Then select Port Activities for loading, discharging, and other functions.

Port Activity lines are color coded. If you change the times, the colors do not update.

- Pink** = Arrival at port.
- White** = Either on time or on despatch.
- Green** = Weekend/Holiday.
- Yellow** = On demurrage.
- Blue** = Laytime has expired; once on demurrage, always on demurrage.

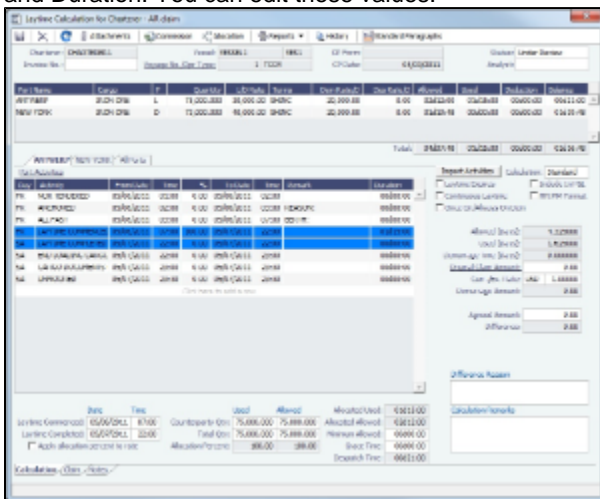
Deduction Method

When you use the Deduction method and import activities, each main laytime-related activity appears on one line with beginning and ending times. Any activities that would deduct from the time used, based on their coding in the Data Center, appear in the Deductions table below, with one line per deduction.



Time Counting Method

When you use the Time Counting method and import activities, all Port Activities appear in a single list; each activity appears on one line with From Date and Time, To Date and Time, Percentage that the time counts towards Demurrage, and Duration. You can edit these values.



- On the tab for a port, make any adjustments to activities to record those that are relevant to the calculation:
 - Insert activities: Click the last line or right-click and insert a line.
 - Delete activities:
 - For a calculation using the Deduction method, select activities and then click the [Delete Selected](#) link at the top of the list.
 - For a calculation using the Time Counting method, right-click the activity and then click **Delete**.
 - Adjust the **Date**, the **Time**, and/or the **Percentage** that any activity counts in the Laytime Calculation. Adjustments here do not affect the activities of the voyage. To see the original Port Activities form from the voyage, click the [Port Activities](#) link at the top of the list. The Laytime Calculator calculates when Laytime commences and uses default percentages set according to the [Action](#)

Type of each Port Activity, as defined in the Data Center, to determine the time used for each activity. The percentages are initially set as follows:

Port Activity Type	Action Type	Time to Count	Initial Laytime Deduction Percentage
Normal Event	NM	All time	100%
Interruption Event	IS = Interruption Start IE = Interruption End	All time between IS and IE	0%
Delay Event	DS = Delay Start DE = Delay End	All time between DS and DE	50%

- Select a **Calculation** method:
 - Standard:** Demurrage/despatch amounts at different ports are added up to decide the final result of the calculation.
 - Average:** Balance days at each port are considered and added up to decide whether the overall calculation is demurrage or despatch. Deductions and interruptions are considered just like in the Standard method.
 - Reversible:** Total allowed laytime is compared to total used laytime; time lost at one port can be made up at the next.
- Select any of the following check boxes:
 - Reversible All Ports:** To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next.
 - Laytime Expires:** To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used) and Demurrage starts.
 - Include in P&L:** To manually control including the calculation in the Voyage P&L; it determines whether the Demurrage amount shows in the Actual column, and thus whether it accrues. This check box is automatically selected when the status is set to Preliminary or a later status. When the status is Settled, this check box cannot be cleared.
 - Continuous Laytime:** To have laytime include the sea passages between ports, rather than only the cargo activities at the load and discharge ports.
 - HH:MM Format:** To display all time durations in this alternate to DD:HH:MM format.
 - Once On/Always On Dem:** Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.
- Summary information for the selected port appears below the Port Activities.




You can edit this information as well:

- Laytime Commenced** and **Laytime Completed** dates and times are automatically calculated, but you can change them.
- Counterparty Qty** pertains to the counterparty of this calculation; if there are cargoes for other counterparties, they are included in the **Total Qty**. The **Allocation Percent** pertains to the counterparty of this calculation. The quantities can be manually adjusted to change the allocation for **Used** and **Allowed** time.
- Allocated Used, Allocated Allowed, Minimum Allowed, and Balance (Time Counting) or Demurrage Time (Deduction)** fields summarize the times for the port.
- Apply allocation percent to rate** is available only for non-reversible cases and is for single-port Laytime Calculations. When this check box is selected, demurrage/despatch rates are prorated (instead of time) in the case of multiple cargoes being loaded/discharged at the port.
- Grace Time** is available on a per port basis. Similar to allowed time, any grace period specified is added to the allowed time (from the contract) and the total is seen in the Allowed (Days) field on the calculation.

- Select a **Status** and click  to save.

Laytime Calculation Status	Comment	Default Value of Include in Voyage P&L check box	Invoice number generated after selected
New		Cleared	No
Estimated		Cleared	No
Under Review	When you create a Laytime Calculation from the New Calculation Setup form, this is its Status.	Cleared	No
Preliminary		Selected	No

In Progress	When the final amount is being negotiated, select this Status.	Selected	Yes
Dispute		Selected	Yes
Settled	The demurrage amount may change after negotiations. When the amount is settled, enter the amount in the Agreed Amount field, then select this Status. If the Agreed Amount is not entered, the calculated Claim Amount is used. When the calculation status is set to Settled, the invoice status is automatically set to Actual.	Selected	Yes
No Demurrage	After doing the calculation, if you determine that there is no demurrage, select this Status. IMOS does not look at it again, and no warnings appear.		No
Averaging	All laytime calculations for the counterparty are added up for the quarter. One final amount results and is applied to all the voyages.	Cleared	No
Withdrawn		Cleared	No
Canceled			No
Timebar		Cleared	No
Internal		Cleared	No

8. To print a Demurrage Invoice to send to the charterer, click  Reports and then click **Invoice**.
9. Click  to save and  to close the Laytime Calculation. The Demurrage/Despatch amount appears on the Voyage Manager P&L tab, in the Actual column, overriding any **Estimated Demurrage**.

Claim Tab - Laytime Calculation

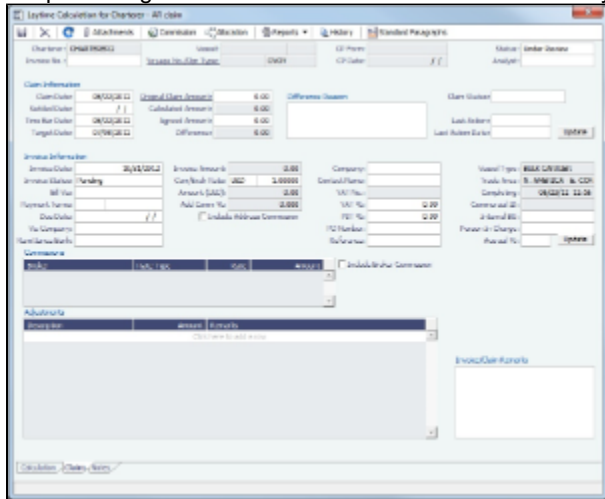
Claim Information

As you process the Claim, you can use this information to track its progress:

- **Time Bar Date:** This date is calculated, but it can be manually adjusted. It defaults from contract information on the Cargo form; if not there, IMOS looks at the Address Book record for the counterparty; if not there, it uses the system-wide default set on the [Claims Lists Settings](#). The calculation is based on the number of days since the last port that is included in the Laytime Calculation.
- **Last Action** and **Last Action Date:** You can use these fields to record the actions taken for this claim. To update these fields after the invoice is posted, click the **Update** button.
- **Claim Status:** Provisional Payment, Time Barred, Six Year Time Barred, Awaiting Counter, Arbitration, or Legal (Prearbitration).
- **Original Claim Amount:** If you receive a payable Claim and click the New Claim button in the Demurrage Summary to create that Claim, that is the Original Claim. Its amount appears here.

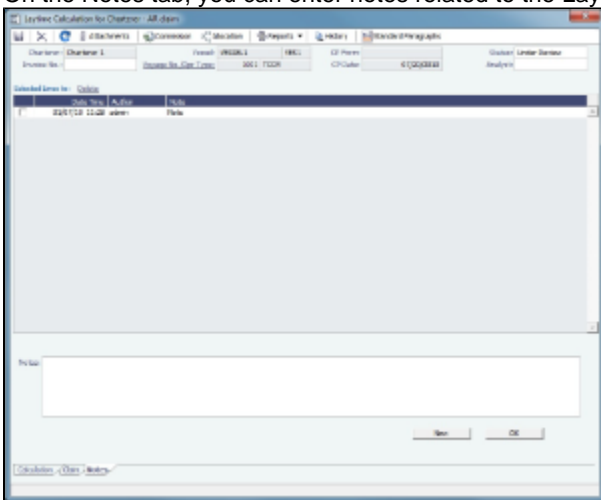
Invoice Information

- **Status:** You cannot post a Demurrage Invoice if the Laytime Calculation Status is In Progress, Canceled, Averaging, or No Demurrage. However, if the Laytime Calculation Status is Settled, the Invoice Status on the Claim tab is changed to Actual.
- **Include Broker Commission:** To include the Broker Commission in the Demurrage Invoice. The Broker Commission percentage must also be entered. If specified on [CP Terms Details](#) for the cargo that it is to be deducted from the invoice, it is automatically considered.
- **Include Address Commission:** To include the Address Commission in the Demurrage Invoice. The Address Commission percentage must also be entered. If specified on [CP Terms Details](#) for the cargo that it is to be deducted from the invoice, it is automatically considered.
- **Accrual %:** The percentage of the current demurrage amount to accrue when Monthly Accruals are run. The Voyage P&L will always show the Actual amount for Demurrage (such as the agreed amount). However, the accrual will break it out into two separate line items to be posted, so you can post the percentage difference to one GL Code and the remaining balance to another GL Code, for example, for a Bad Debt. When cash is recorded against the Demurrage transaction in Financials, the percentage difference will balance back automatically when the next Monthly Accrual is run.




Notes Tab - Laytime Calculation

On the Notes tab, you can enter notes related to the Laytime Calculation.



To create a new note:

1. If a note already appears in the Notes field, click **New**.
2. In the **Notes** field, enter the note.
3. Click **OK**. The note appears in the table above, with the Date and Time and your User Name as its Author.
4. To save the form, click .

You can edit or delete a note:

- To edit a note, click it in the list; it appears in the Notes field. Edit it and click **OK**.
- To delete a note, either click its check box and then click the [Delete](#) link or right-click the note and then click **Delete**.

Demurrage on Account

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 discharging port only.

This section explains the [configuration and settings](#) required to enable the functionality and the [process](#) for using this feature.

Configuration and Settings - Demurrage on Account

Conditions

- 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.

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

- 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 get the Period To date.
- **Basis**: Select the method used:
 - **Calendar days**: IMOS will deduct any interruptions from the period invoiced 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**: IMOS will always calculate demurrage 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.

Cargo

Menu Relet Create Fixture Estimate Reports Std Paragraph Tasks

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
Fr 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

Itinerary/Options Pricing Other Info Exposure Rev/Exp

Use Pricing From COA Top-off Reverse Top-off Use Booking Qty on Scale Table

Load Port	Discharge Port	Cargo	Frft Type	Amount	Table	Basis	Xfrt
Click here to add a row							

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 Frt 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 Edit Table Dem Scale Table:
Bunker Surcharge: None Dem Curr/Exch Rate: USD 1.000000
Table: Load Dem/Des: 10,000.00 5,000.00 Laytime Scale Table:
 Use BL Date Disch Dem/Des: 10,000.00 5,000.00 NOR Offset: 0.00
 Per Day Per Hour Laytime Allowed: 0.00 H
Dem TB Days: 0

Remarks

Process - Demurrage on Account

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.

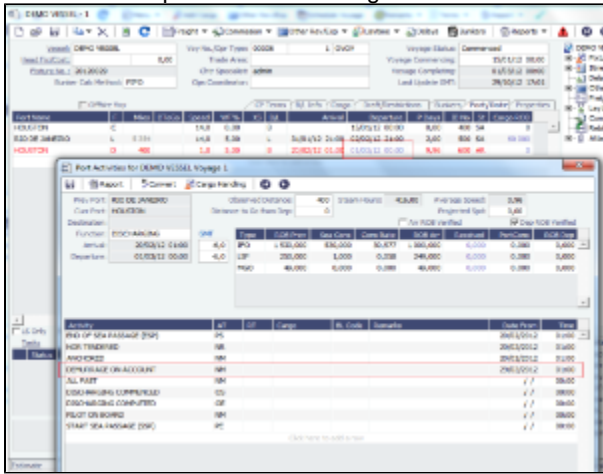
Cargo Form

In this example, **Basis** is set to Demurrage Days.

Voyage Manager

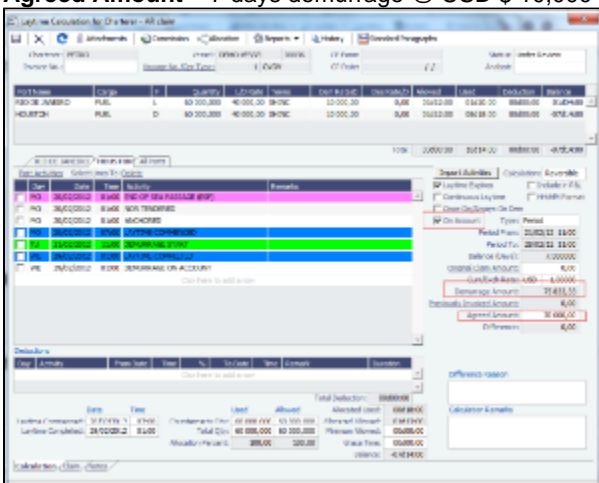
1. **Itinerary**: Maintain the ETD.

- 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

- Import laytime for all ports.
- 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

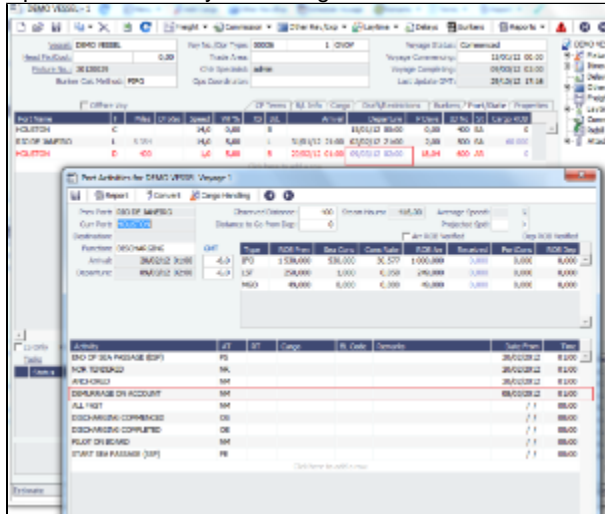


- Save the calculation as Preliminary, whereby the demurrage amount will be included in the P&L.
- On the Claims tab, set the **Status** to Actual, so that the laytime can be invoiced.
- Invoice the first Demurrage on Account.

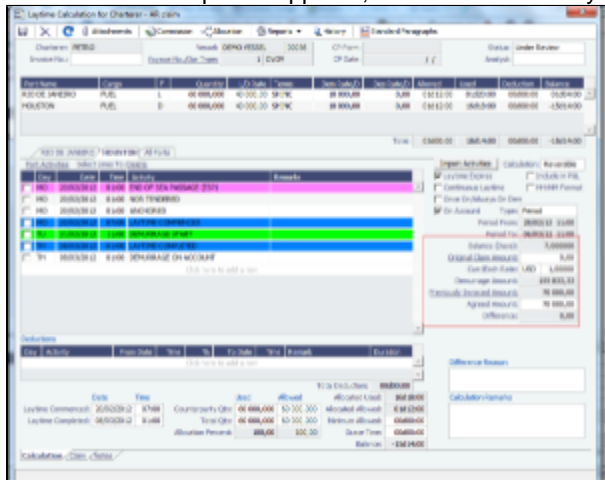
Follow the same steps for each new period to be invoiced:

- Maintain the ETD.

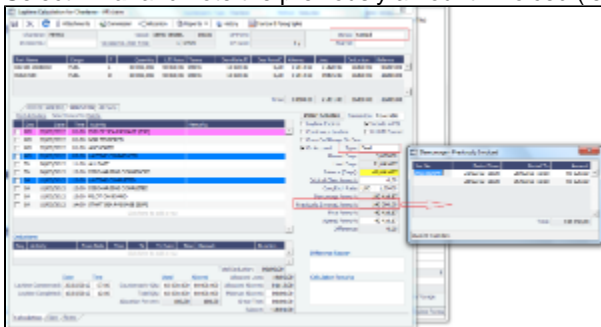
2. Update Port Activity Demurrage on Account date/time.



3. Create a new Laytime Calculation. (Do not reuse the previous one.)
4. Note that the next period appears, as well as Previously Invoiced.

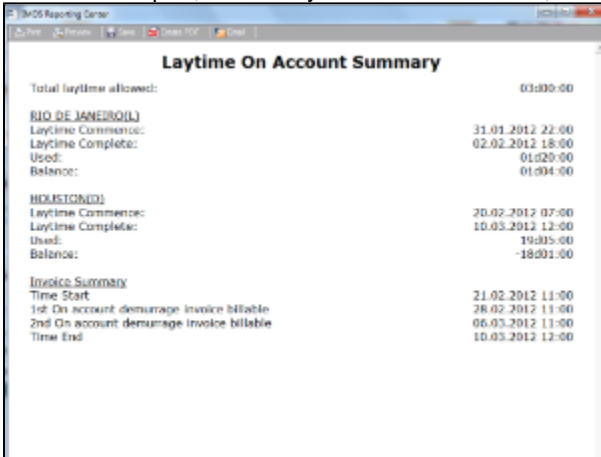


5. When the last Laytime Calculation should be done for the remaining part, do the following.
 - a. Complete Port Activities.
 - b. Create a new Laytime Calculation for all ports.
 - c. Select **Final** and note the previously amount invoiced (less commission) and balance to be invoiced.



Laytime On Account Summary Report

To create a report, on the Laytime Calculation form, click  and then click **On Account Summary**.



Laytime On Account Summary	
Total laytime allowed:	03:00:00
RIO DE JANEIRO	
Laytime Commence:	31.01.2012 22:00
Laytime Complete:	02.02.2012 18:00
Used:	01:00:00
Balance:	01:00:00
HOUSTON	
Laytime Commence:	20.02.2012 07:00
Laytime Complete:	10.03.2012 12:00
Used:	19:00:00
Balance:	-18:00:00
Invoice Summary	
Time Start:	21.02.2012 11:00
1st On account demurrage invoice billable:	28.02.2012 11:00
2nd On account demurrage invoice billable:	06.03.2012 11:00
Time End:	10.03.2012 12:00

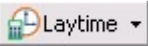

Single-Tab Laytime Calculator

Note: If you are using the default, multi-tab Laytime Calculator, see [Multi-Tab Laytime Calculator](#).

Calculations created in the single-tab Laytime Calculator always open in it.

New Laytime Calculation Setup (Single-Tab Laytime Calculator)

1. To set up a Laytime Calculation, use one of these methods:

- On the Voyage Manager, click .
- On the Vessel Schedule, right-click the voyage bar and click **Laytime Calculator**.
- In the Demurrage and Claims Module Center, click **Laytime Calculator**. Enter the **Vessel** and **Voyage**.
- On the Demurrage Summary, click  and then click **New Laytime**. Enter the **Vessel** and **Voyage**.
- On the Demurrage Summary, Voyage Manager Invoices tab, or Financials Create Invoices List, click the [Create](#) link.



The screenshot shows the 'New Laytime Calculation Setup' dialog box. It includes a table for selecting counterparty and cargo, and several checkboxes on the right for calculation options.

Vessel	Port Name	Cargo	S. (Y/N)	Port	Charter	Rate	Rate
CHARTEUR	HOUSTON	COBALT	Y	GA	SP		
HOUSTON	HOUSTON	COBALT	N	ML	SP		
HOUSTON	HOUSTON	COBALT	Y	ML	SP		

Checkboxes on the right: Include Transit Ports, Include Pump/Ports, Include Cleaning Ports, Include Vetting/Ports, Co-load, Reversible Selected Ports, Unbreak Expenses, One On/Keep On Day.

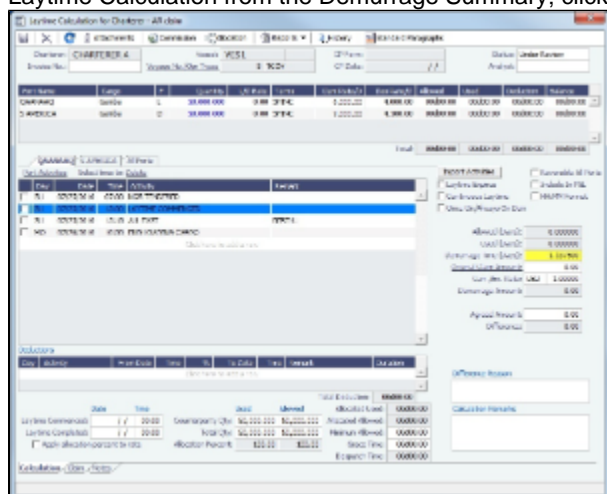
2. On the New Laytime Calculation Setup form, select the type of counterparty: **To Charterer**, **To Receiver**, **To Supplier**, or **To Owner** (for Operation Type Relet).
3. Select either **Single Customer**, to do one calculation per customer, or **Multiple Customers**, to do one calculation and distribute by quantity to multiple customers.
In the Charterer Selection table, to change a selection to include in the calculation, enter **Y** for Yes or **N** for No in the **S** column.
4. Select either **Single Port/Single Cargo** to include only one port/cargo in the calculation or **Multiple Ports/Cargoes** to include all.
In the Port/Cargo Selection table, to change a selection to include in the calculation, enter **Y** for Yes or **N** for No in the **S** column.
5. Select any of the following check boxes. You can also select these on the Laytime Calculation.
 - **Include Transit Ports:** To include a transit port time in the Laytime Calculation.
 - **Reversible Selected Ports:** To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next. You must also select the **Reversible All Ports** check box in CP Terms Details.

- **Include Broker Commission:** To include the Broker Commission in the Demurrage Invoice.
- **Include Address Commission:** To include the Address Commission in the Demurrage Invoice.
- **Laytime Expires:** To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used). Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.

6. Click **OK**. The Laytime Calculation form opens.

Laytime Calculation (Single-Tab Laytime Calculator)

1. When you complete the **New Laytime Calculation Setup** form, the Laytime Calculation form appears. You can also edit a Laytime Calculation from the Demurrage Summary; click its **Edit** link.



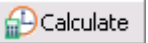
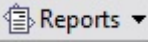



The Laytime Calculation form includes the vessel, voyage, and Voyage Fixture information, as well as the **Allowed** time, **Use** time, **Balance** of time, and **Totals**.

2. The basis for laytime is the Statement of Facts, or Port Activities list. To enter port activities, you can:
 - Import the Port Activities entered in the Voyage Manager, so you do not have to enter the Statement of Facts again. Click the **Import Activities** button. If a calculation has already been done, you can select either **From existing Laytime Calculation** or **From Operations Port Activities**.
 - Create a local list of Port Activities in the Laytime Calculator. User-defined standard cargo activity sequences are used for loading, discharging, and other functions. These activities are displayed automatically. The standard activity lists can be modified by inserting new activities selected from the master Port Activities list.

Port Activity lines are color coded. If you change the times, the colors do not update.

- **Pink** = Arrival at port.
- **White** = Either on time or on despatch.
- **Green** = Weekend/Holiday.
- **Yellow** = On demurrage.
- **Blue** = Laytime has expired; once on demurrage, always on demurrage.

3. On the Laytime Details tab, adjust the **Date**, the **Time**, and/or the **Percentage** that any activity counts in the laytime calculation. Adjustments here do not affect the activities of the voyage.
4. On the Deductions tab, enter any adjustments in the **Deduction Description** and **Amount** fields.
5. Select any of the following check boxes:
 - **Reversible All Ports:** To compare total allowed laytime to total used laytime; time lost at one port can be made up at the next.
 - **Laytime Expires:** To have the Laytime Calculation display a blue line when laytime has expired (all allowed hours/days have been used).
 - **Include Broker Commission:** To include the Broker Commission in the Demurrage Invoice. The Broker Commission percentage must also be entered in the B Com % column for each port.
 - **Include Address Commission:** To include the Address Commission in the Demurrage Invoice. The Address Commission percentage must also be entered in the A Com % column for each port.
 - **Show Weekends/Holidays:** To have the Laytime Calculation display weekends and holidays (based on Laytime Terms) even without Port Activities. A green line indicates the weekend/holiday start and end.
 - **Continuous Laytime:** To have laytime include the sea passages between ports, rather than only the cargo activities at the load and discharge ports.
 - **Once On/Always On Dem:** Any delays or interruptions from that point on do not count as deductions; rather, once on demurrage, always on demurrage.

6. In the Charterer table, distribute the percentage of the Demurrage or Despatch amount among the Charterers. Remember that positive numbers are deductions.
7. To calculate the demurrage amount, click . IMOS prorates the daily demurrage rate according to the laytime used.
8. To print a Demurrage Invoice to send to the charterer, click  and then click **Print Invoice**.
9. Select a Status:
 - **Estimate**: When you create a Laytime Calculation, this is its Status.
 - **Preliminary**: When you want any estimated demurrage or despatch to be reflected in the voyage P&L, select this Status.
 - **In Progress**: When the final amount is being negotiated, select this Status.
 - **Settled**: The demurrage amount may change after negotiations. When the amount is settled, enter the **Settled Date**, and enter the amount actually paid in the **Settled CUR** field. Then select this Status and click  to save. The transaction appears in Financials. Before it is posted, it can be adjusted with a miscellaneous invoice; after it is posted, it cannot be changed.
 - **No Demurrage**: After doing the calculation, if you determine that there is no demurrage, select this Status. IMOS does not look at it again, and no warnings appear.
 - **Averaging**: All laytime calculations for the counterparty are added up for the quarter. One final amount results and is applied to all the voyages.
 - **Canceled**: When you select this Status, select a reason: Withdrawn, Timebar, or Internal.
10. Click  to save and  to close the Laytime Calculation.

When you close the Laytime Calculation Control, the Demurrage/Despatch amount appears in the Laytime Calculation Control and on the Voyage Manager P&L tab, in the Actual column, overriding any [Estimated Demurrage](#).


Demurrage Summary

With the separate Demurrage module, on the Demurrage and Claims Module Center, you can access the Demurrage Summary. It is an overview of all outstanding Demurrage calculations.

1. In the Demurrage and Claims Module Center, click **Demurrage Summary**.
2. Select the **Claim Dates**, **Statuses**, and **Calculation Types** that you want to see.



Voyage	Status	Invoice No.	Action
101000000	Estimate		Edit
101000000	Preliminary		Edit
101000000	In Progress		Edit
101000000	Settled		Edit
101000000	No Demurrage		Edit
101000000	Averaging		Edit
101000000	Canceled		Edit

3. From the Demurrage Summary, you can do any of the following:
 - To create a new Laytime Calculation, click .
 - To edit a Laytime Calculation, click the [Edit](#) link in the **Action** column.
 - To open a Demurrage Invoice, click its link in the **Invoice No.** column.


For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

FOB Delivered Cargo

With FOB (Free on Board) or delivered cargo, you are not tracking a voyage or paying freight, just giving or receiving cargo in a port. Your only concern is if there is a Demurrage Claim at that port. You can create an FOB/Delivered Cargo as the basis for a Demurrage calculation and Claim. Depending on your contracts, you might be able to rebill suppliers and receivers. FOB /Delivered Cargoes appear in the Cargo List.


- An option can be configured (CFGShowFobOnSchedules) to display FOB Cargoes on the [Vessel Schedule](#) and the [Port Schedule](#).



To create a new FOB/Delivered Cargo:

1. Do one of the following:
 - In the Demurrage and Claims Module Center, click **FOB/Delivered Cargo**.
 - On the Demurrage Summary, click  and then click **FOB/Delivered Cargo**.
 - On the [Other Info](#) tab of the [Cargo](#) form, select the **FOB/Delivered Cargo** check box and complete the additional fields.
2. On the [Demurrage Summary](#), click the [Create](#) link to open the [Multi-Tab Laytime Calculator](#) to create a Laytime Calculation. You might want to create a Laytime Calculation for a vendor and a supplier. When you click the **Import Activities** button, if a calculation has already been done, you can select **From existing Laytime Calculation**.

Demurrage Allocation


You can allocate a Demurrage amount to different internal business units.

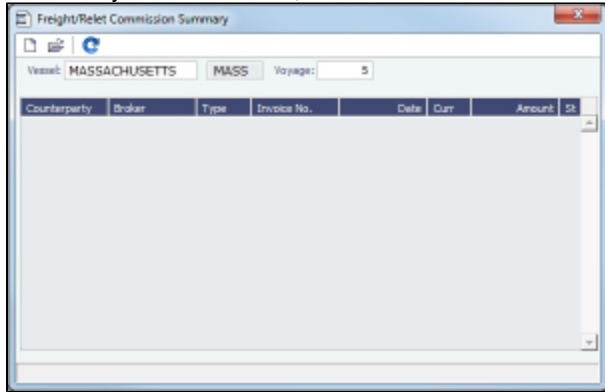
1. On the Laytime Calculation, click  Allocation.

- The **Total Demurrage** (or Total Despatch) amount appears at the top of the form.
2. To exclude commission from the total, select the **Exclude Commission** check box.
 - An option can be configured (CFGExcludeDemurrageAllocationCommissionDefault) to select the Exclude Commission check box by default.
 3. For each business unit:
 - a. Select the **Cargo** from the list. IMOS enters the **Commercial ID** and **Port**.
Note: If there is only one cargo, select the **Port**.
 - b. Select the **Internal Business Unit** to which you want to allocate the revenue or expense.
 - c. Select the **Root Cause** of the delay.
 - d. Enter either an **Amount** or a **Percentage** of the Total Demurrage to allocate. IMOS completes the other field. The **Total Allocated** amount appears at the bottom of the form.
 4. Click  to save and  to close the form. IMOS creates a Journal Entry to assign the correct percentages of the revenue or expense to the business units.

Demurrage Commission

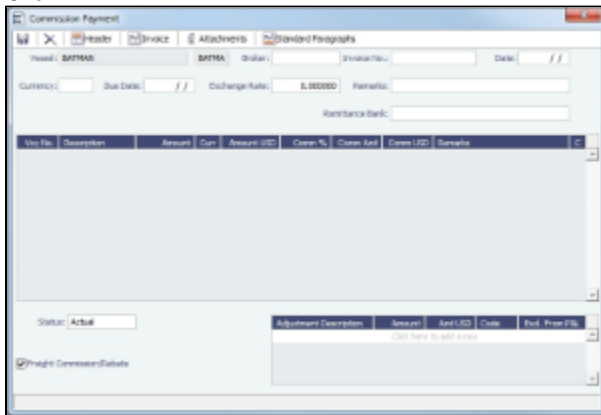
You can create a Demurrage Commission Payment that is separate from the Demurrage Invoice.




1. On the Laytime Calculation, click  Commission.



The Demurrage Commission Summary appears, listing all the existing Demurrage Commission Payments. You can create a new payment from it.

2. In the Demurrage Commission Summary:
 - To open or create a Demurrage Commission Payment for any vessel, broker, or charterer, click  to retrieve the information.
 - To open a Demurrage Commission Payment, right-click the line and click **Details**.
 - To create a new Demurrage Commission Payment:
 - a. Click .



- b. On the Commission Payment, select the **Broker**. Line items appear.
 - To issue an incremental invoice, for which IMOS balances the accounts 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.
- c. Enter an **Invoice Number**.
- d. Enter any Adjustment information; you can create a Commission Payment with only Adjustments.
- e. To print an invoice, click .
- f. Click  to save and  to close the form.

Demurrage and Claims Reports

You can select the following [reports](#) from the list in the Demurrage and Claims Module Center:

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

About Financials

Financial data from Operations all goes into the Financials module, where IMOS can accommodate various workflows and approval processes. The Financials Module Center includes links to:

- Set up your general ledger and business logic
- Create, review, approve, post, or reverse all invoice transactions
- Create, review, approve, post, or reverse all payment transactions
- Create, review, post, or reverse Journal Entries
- View summaries of invoice or payment transactions
- View accounting reports

To access the IMOS Financials Module Center, click



Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Related FAQs

For more information, see the following Financials FAQs:

- [FAQ - How Do We Handle Office Expenses \(Accruals\)](#)
- [FAQ - Restricting Users from Approving or Posting Specific Types of Invoices](#)
- [FAQ - Restricting Users in Specific User Groups to Approve Certain Types of Invoices](#)
- [FAQ - FFAs and Accrual](#)
- [FAQ - Reversal Process in IMOS](#)
- [FAQ - How do I close an accounting period and what are F and P statuses?](#)
- [FAQ - Can the P&L of a closed voyage be updated?](#)
- [FAQ - Handling of Write-Off in IMOS](#)
- [FAQ - What is the best dataset for overall financial reporting?](#)
- [FAQ - How can I allocate cash to specific invoice items when paying?](#)
- [FAQ - How to pay commission on an Incremental Freight Invoice](#)
- [FAQ - How do I check if my bank links are set up properly?](#)
- [FAQ - Which party's bank information will be displayed on an invoice printout?](#)
- [FAQ - How do I itemize Bunker Cost for Voyage Period Journals?](#)
- [FAQ - Accrual Calculation and Configuration Flags](#)
- [FAQ - How is daily rate calculated on TC payments?](#)
- [FAQ - An invoice with the same number is already in the database](#)
- [FAQ - How can I create a revenue or expense that will not show on the P&L?](#)
- [FAQ - How do I default Voyage Other Revenues & Expenses to Actual instead of Pending?](#)
- [FAQ - Month End Accruals Process](#)
- [FAQ - Transaction Numbers](#)
- [FAQ - What Port Expenses are available in Port Expense History search?](#)

Financials Workflows and Procedures

This section includes the following Financials workflows and procedures:

- Financials General Workflow
- Complete Operations and Financials AP-AR Workflow
- Financials Invoice Workflows

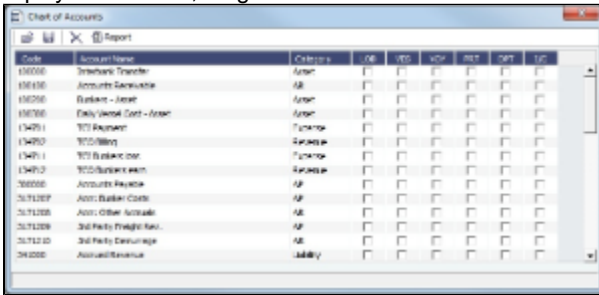
Financials General Workflow

IMOS Financials is a comprehensive vessel/voyage financial system that automates the accrual accounting process. By drastically cutting the hours spent on complex calculations and the updating of information, your team can quickly realize revenue, close voyage accounts without delay, and refocus on financial strategy and planning. Accounting features include built-in alerts and automatic invoicing. This enables more accurate and efficient billing, tracking, processing, and auditing of all your everyday transactions. When your team members gain more control over the financial process, they have time to focus on strategic financial planning.

This document provides a general overview of how financial data flows from point of user entry to your accounting books.

Financial Setup

- **General Accounting Ledger**
 - The main accounting record of a business, using double-entry bookkeeping, can be stored in the [Chart of Accounts](#) in IMOS. Each ledger code (or account number) can be defined and categorized as a revenue, expense, asset, liability, or equity. In addition, ledger codes can be marked as a bank, AR only, or AP only.



Code	Account Name	Category	AR	AP	AR	AP	AR	AP
130000	Shareholder Transfer	Asset						
130400	Accounts Receivable	AR						
130500	Banking - Asset	Asset						
130600	Banking - Liability	Liability						
134000	100 Equipment	Equipment						
134100	100 Buildings	Equipment						
134200	100 Buildings - Other	Equipment						
134300	100 Buildings - Lease	Equipment						
130000	Accounts Payable	AR						
131000	Accr. Banker Costs	AR						
131100	Accr. Other Accounts	AR						
131200	3rd Party Freight Fee	AR						
131300	3rd Party Commission	AR						
131400	Accrual Revenue	Liability						

- **Operations Ledger**
 - The IMOS code maintains a default list of internal Source codes. These Source codes are used to define all revenue or expense items that might occur within the length of a voyage. Aside from the default codes, you can use an [Operations Ledger](#) to create a unique list of items pertaining to your business (crude oil, dry bulk, chemicals, etc.).

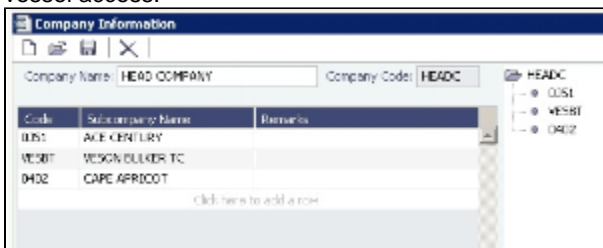


Code	Description	Category	Emp Type
CONVREV	CONCRETE REVENUE		
DEVIAR	DEVIATION		
DRYDOCK	DRY DOCK CHARGES		
DRYDOCKREV	DRY DOCK REVENUE		
INCENTIVE	INCENTIVE		
INSURANCE	INSURANCE		
MANAGES	MANAGEMENT FEES		
OPERCOSTS	OPERATING COSTS		
OTHERCOSTS	OTHER COSTS		
PROFITSHARE	PROFIT SHARE		
PORTREV	PORT DUES/REVENUE		
PORTEXP	PORT EXPENSES		
PREMIUM	PREMIUM INCOME		
REBALL	REBALL		
STEVEDOREV	STEVEDORE DAMAGE REVENUE		
SURVEY	SURVEY FEES		
SURVEYREV	SURVEY FEE REVENUE		
WEATHER	WEATHER ROUTING		

- **Mapping Business Rules**
 - To ensure that all accounting items generated throughout a voyage are properly mapped to the right account, a [Business Rules](#) table links IMOS Source codes and unique Operations Ledger codes to the General Ledger. This ensures that a properly defined Trial Balance exists, and you know exactly what debit and credit actions are occurring within the Balance Sheet and Income Statement.
 - Through this tool, IMOS enables accountants to manage straightforward accounting mapping, as well as special cases (crediting accounts and inter-company relationships).

Financial Company Structure

- IMOS allows the creation of a **single or multiple-company** organization structure. After creating a master company, any subcompanies can be included. Vessels can be set up as subcompanies, to have remittances for invoices go directly to the subcompany of the vessel. With the financial reporting tools, a Profit & Loss can be run on a vessel basis, rather than at a voyage or company level.
- If such a structure exists, IMOS **Security** can restrict data to specific users or groups, depending on their company or vessel access.



Voyage Accounting

Financial Voyage Attributes

- From contract booking and estimate to transaction posting and voyage completion, financial-related attributes can be defined. For example, a vessel can run a voyage under code HEADC (Head Company), and the next voyage can be run under code SUBC (Subcompany). This ensures that all revenues and expenses linked to that voyage are finalized in accounting as linked to that company code, for robust reporting. Key attributes that can be utilized are:
 - Vessel Code
 - Company Code
 - Line of Business (user-defined Profit Centers, such as Spot or Time Charter).

Voyage Profit & Loss

- The IMOS P&L displays Estimated, Actual, Posted, and Cash columns, as well as Variance columns showing the difference and percentages between Actual and Estimated, Actual and Posted, and Posted and Cash. This information can be used (along with a Remarks text box and data snapshots) to closely monitor variances.
- The display can be modified to show data categorized by a traditional Voyage P&L (expenses and revenues) or by General Ledger codes.
- Drill-down capabilities allow for instant diagnosis of unexpected variances.

Category	Description	Estimated	Actual	Posted	Cash	% Diff	% Var	% Post	% Cash
Revenues	Freight	750,000	767,488	63,488	0	10.05	0	100.00	0
	Freight Costs	(26,800)	(26,800)	0	0	0.00	0	0.00	0
	Freight Adj Costs	(58,100)	(58,100)	0	0	0.00	0	0.00	0
	Demurrage	28,200	37,581	0	0	132.91	0	0.00	0
	Demurrage Costs		(982)			0.00	0	0.00	0
Expenses	Bunkers	248,200	247,790	0	0	-0.16	0	0.00	0
	Fuel Bunkers	4,000	4,000	0	0	100.00	0	0.00	0
	Other	(9,900)	(9,900)	0	0	100.00	0	0.00	0
	Other Voyage Costs								
Total Expenses		252,200	261,790	0	0	103.77	0	0.00	0
Net Profit (100%)		497,800	505,698	63,488	0	101.55	0	100.00	0

Voyage Transaction Types

- IMOS knows what invoices are expenses vs. revenues, because of the Operation Type of each voyage, which is defined when fixed. For example, a Time Charter - Owned Voyage assumes that the P&L shows Time Charter Hire, bunkers, and port costs as expenses and freight as a revenue. Other example Operation Types that the P&L manages are Owned Vessel - Owned Voyage, Owned Vessel - Time Charter Out, Time Charter In - Time Charter Out, and Relet voyages.
- As Operations users enter data, IMOS alerts them to generate invoices; an Operator or a Voyage Accountant can create invoices directly in the voyage. Invoices can also be created from the Financials module directly, using the **Transaction Data Entry** form. When generated this way, such as a miscellaneous payable, IMOS auto-creates the invoice on the voyage side so the Operator is aware.
 - In the traditional workflow, transactions flow from voyage to accounting. This ensures that all the voyage attributes are assigned appropriately (Vessel Code, Company Code, Operations Ledger Code), using the established **Business Rules**. In the event that transactions are entered directly from the Financials module, these values can be selected manually. Security can be configured to ensure that all the necessary fields are used.
- The status of a transaction can be Pending, Actual, or Posted. The status determines what invoice workflow is applicable. For example:

- A Pending transaction is not ready for approval.
- An Actual transaction is ready for approval.
- An Actual transaction that is approved is ready for posting.
- IMOS allows for the creating of payments and receipts, including the tracking of bank charges, write offs, and exchange difference recording.
 - Batch payment processes are also supported.
- IMOS has a built-in Invoice Approvals tool that allows a limit-based permission by transaction type.
- In the example below, note the various fields that are mapped:
 - AP vs. AR, Accounting Date, Invoice Date, Due Date, Invoice Number, Payment Terms, Invoice Type, Exchange Rate and Date, Company and Vessel codes, General Ledger Account code, and Remittance Bank.



Financial Procedures

• Accruals

- IMOS supports **accruals** on a monthly or end-of-period basis. A year and month can be entered, or a specific date. IMOS generates a list of accrual calculations on a voyage percent-to-complete basis.
- Regarding the **Voyage P&L** and what value is accrued:
 - Estimated values generate from the original **Estimate** of a charterer before fixing.
 - Actual values match the Estimate upon voyage commencing and continue to update as a running forecast throughout the voyage when invoices are generated and data is modified.
 - Posted values are actual values that are posted to the General Ledger.
 - The accrual value is the difference between the actual and posted amounts.
- In the case where a voyage goes beyond the accrual period, IMOS prorates.
- Various options can be configured to fit your accounting methods (such as only running accruals for completed voyages and not a voyage portion %). This is also true for managing off hire that overlaps an accrual period.
 - In the example below, note the various fields that can be utilized:
 - Run accruals for a specific Company code, Operation Type, or Vessel name. An accrual data snapshot can also be generated when generating accrual **Journal Entries**. This can be viewed in the Voyage P&L.

• Closing Voyages & Account Periods

- Voyages progress in status from Scheduled to Commenced, Completed, and Closed. While a voyage is in Completed status, data and existing transactions can be modified. Proper security rights exist to ensure that a Closed voyage can only be opened by the appropriate user. Once closed, no data can be modified.
- IMOS allows accounting periods on a monthly and yearly basis. When a period is closed, for example, the month of January 2010, transactions with an accounting date of January 31, 2010 or before cannot be posted. In the case of a Head Company and Subcompany organizational structure, closing periods can also be set up basis a specific Company code.
 - There are various configuration options regarding the rules around accounting dates and posting into a closed period.

• General Journal Entries

- To move money between General Ledger accounts, the IMOS **Journal Entry** includes a credit and debit account.

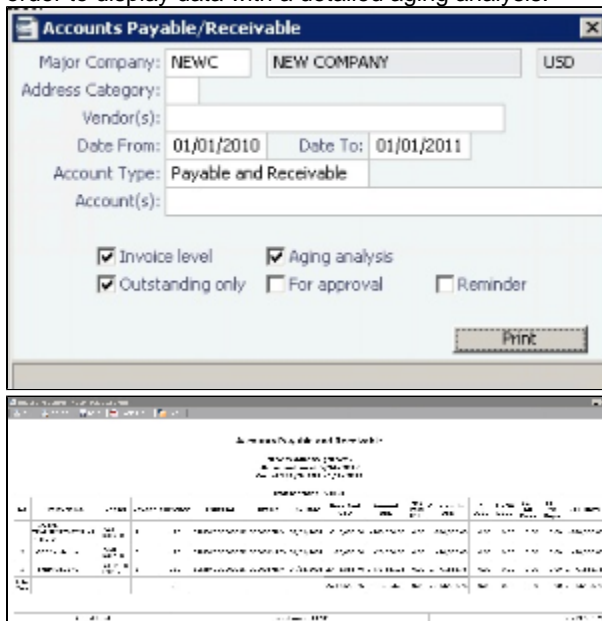
• Data Snapshots

- P&L snapshots can be generated across multiple areas of IMOS.

- Manually, a stored snapshot of data can be generated directly from the Voyage P&L with the click of a button. The current P&L is always the default view, but data can be switched to a previous time stamp.
- When generating accruals, a single-month accrual snapshot can be created within the Voyage P&L.
- Other tactics use the IMOS Messaging Service to generate snapshots of the Voyage P&L on a scheduled basis. This can be used within the user interface or for external reporting.

Reporting & Invoicing

- **Account Analysis**
 - A report can be run to show all debits and credits for a specific General Ledger account code (or range) over a period of time. There is also the ability to filter by Vessel, Company code, Voyage Number, or Vendor.
- **Outstanding & Aging Invoices**
 - An AP and AR report shows all transactions across a period of time. Custom aging buckets can also be specified in order to display data with a detailed aging analysis.



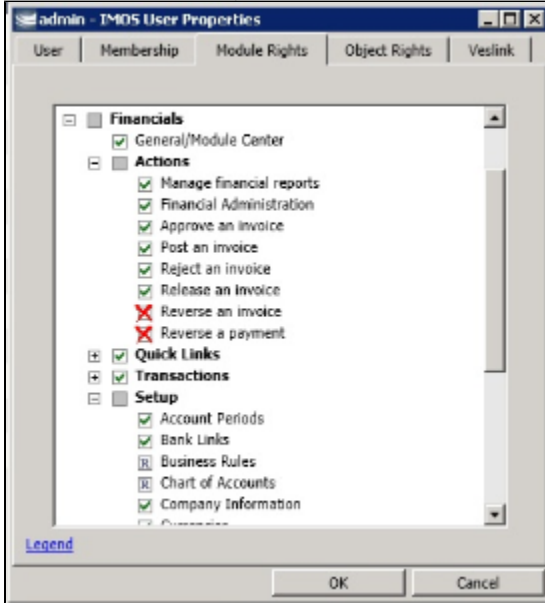
Trial Balance, Balance Sheet, and Income Statement

- **Voyage Profit & Loss Data Analysis**
 - Built-in reports to analyze voyage profit and loss data are throughout IMOS. The [Report List](#) includes various sets of data that allow operational and accounting information to be linked together. Such reports can be run on a period basis to ensure that the proper prorating takes place.
- **Invoices**
 - Custom invoice headers can be stored in IMOS to ensure continuity with vendors when migrating to IMOS.
- **Bank Links**
 - IMOS supports a complex [bank linking](#) configuration that allows defining which Remittance Bank is used for each Address Book item. When invoices are generated, IMOS defaults the correct bank information.

Roles & Permissions

- **Security Configuration**
 - IMOS enables permissions to be managed on a group or user basis. Within each user's settings, rights can be granted to allow access to specific IMOS tools or workflow actions. For example, a Voyage Accountant may need Read Only access to operational data like bunker consumption, but full access to Post bunker consumption cost. Such permissions are also convenient for financial roles that only focus on reporting and analysis, and do not need to edit or save data.

- In addition to **Module Rights**, IMOS allows **Object Rights**. For example, a user can be given full access to accounting tools in IMOS, but only be able to view data for a specific Company code or Vessel name.



- Auditing**

- The **Audit Trail** is a history of the actions related to every transaction in IMOS. Creating or saving a form is a transaction, and inserting, updating, or deleting a value in a field on that form is a separate action in that transaction. This provides a valuable tool for error correction or end-of-year auditing processes.

Accounting Interface

The Accounting interface enables the IMOS Financials module to integrate even more completely with your existing system. Key features include:

- Management of complex invoicing for time charter, voyage, freight, bunkers, commissions, demurrage, rebillables, trading, and other revenues and expenses
- Ability to import and export AP, AR, Payments, Batch Payments, Address Book (Company) records, Receipts, and Journals

IMOS offers proven bi-directional integration with major corporate accounting systems, including SAP, SAP B1, Oracle Financials, Microsoft Dynamics NAV and AX, JD Edwards, Sage, and SUN Accounting. This ensures a streamlined flow of accurate information between departments and eliminates manual re-entry of financial information.

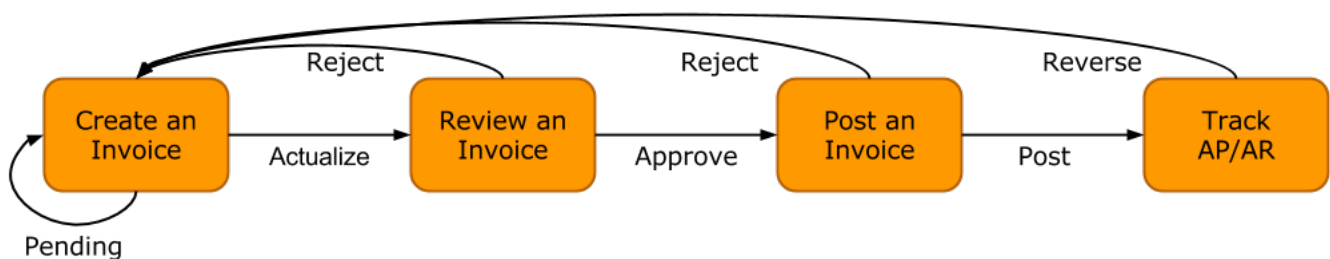
Complete Operations and Financials AP-AR Workflow

Overview

Note: As with all suggested IMOS workflows, before implementing this workflow, review and approve it with your Business Process Owner or IMOS Administrator. Due to the integrated nature of Veson Nautical's products, if one user makes changes in IMOS, it may have unintended impact on other users.

This workflow is based on the following flowchart, steps, roles, and responsibilities.

Flowchart



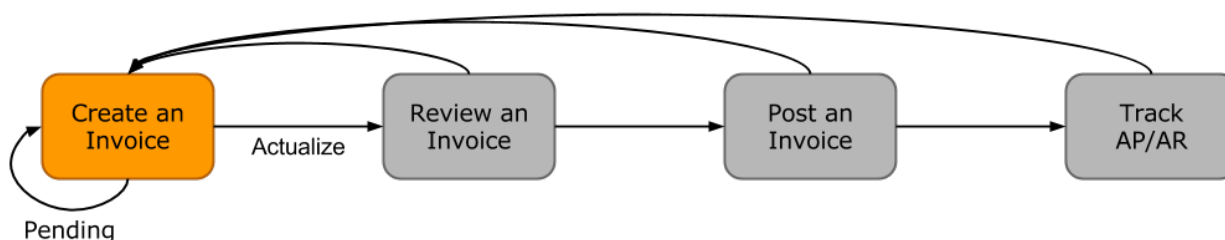
Steps

1. Creating an Invoice
2. Reviewing an Invoice
3. Posting an Invoice
4. Tracking Outstanding AP/AR Invoices
5. Tracking Cash Payments and Receipts in IMOS (Optional)

Roles & Responsibilities

Roles	Responsibilities
Voyage Operator Post Fixture Specialist	<ul style="list-style-type: none"> • 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



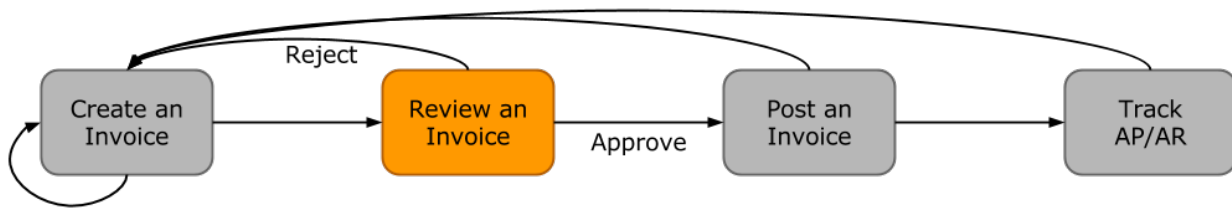
Creating an invoice is the most variable step of this workflow. Based on the [roles and responsibilities](#) defined above, the first responsible party will be the Voyage Operator or Post Fixture Specialist (PF). As a Voyage Operator or PF, it is your responsibility to ensure that all voyage-related 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.

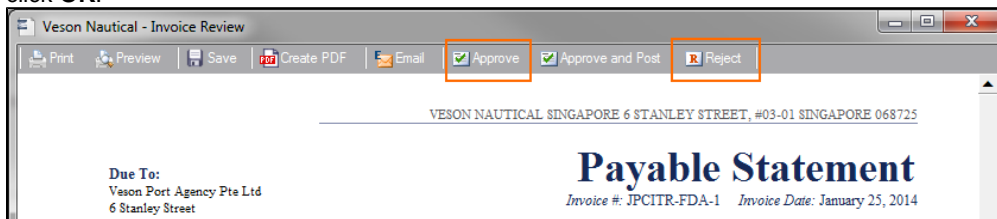
- You can use the [Invoice Approvals](#) form to set limits on which users can approve invoices of a certain Type, Trade Area, or Amount.
- IMOS [user rights](#) can be set to enable specific users to approve invoices of a certain Type.



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.

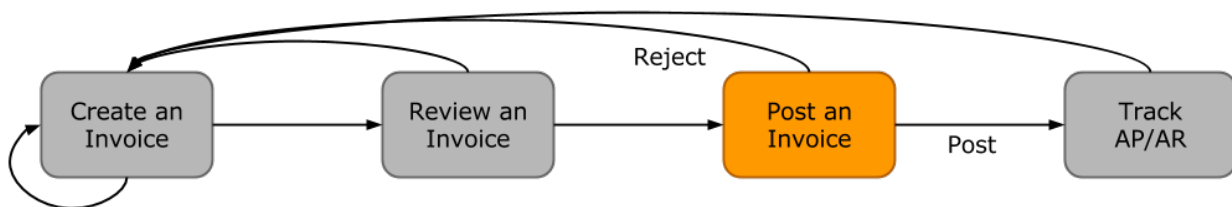
Action	No.	Due	Counterparty	Amount	Desc.	Vessel	Voy.
Review	JPCITR-FDA-1		VESAGENT	85,785.00	Port Disbursement	JP CITRUS	1401
Review		28-Jan-14	FMG	54,991.67	Demurrage	PACIFIC MCLEAN	1401

4. Depending on your configuration, you may need to select a Remittance Bank; if you do, select the correct bank and then click **OK**.



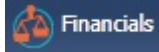
5. Review the invoice.
 6. Do one of the following:
 - Click  and then enter a **Comment**, if required.
 - Click  and then enter a **Comment** that tells the reason for the rejection.
- The Approve Invoices list auto-refreshes with the approved or rejected invoice removed.

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.

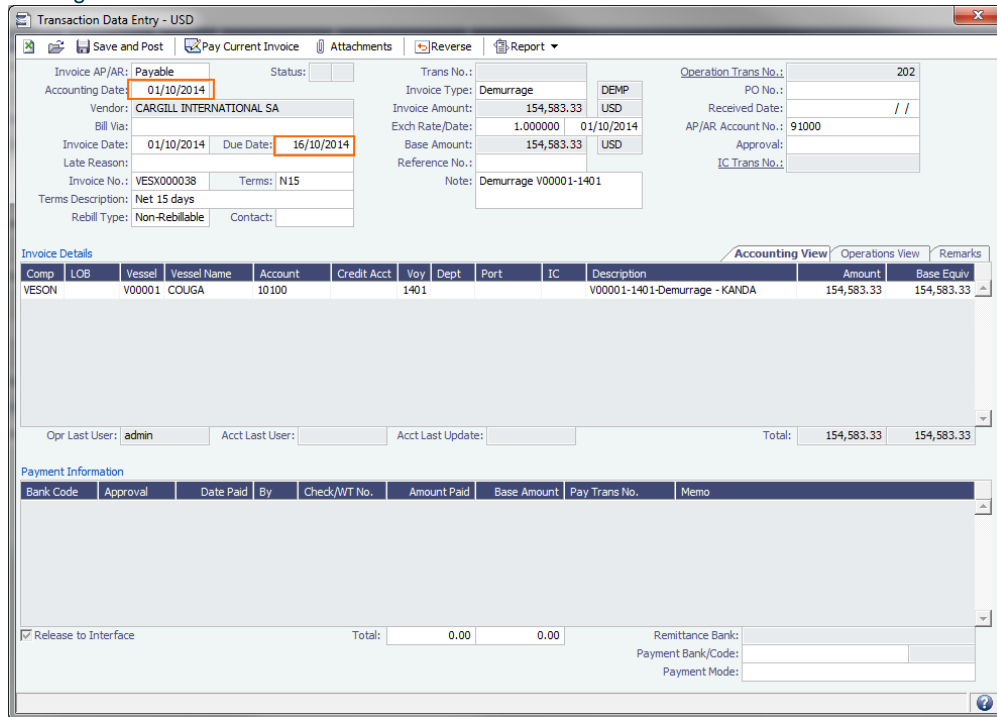
To post an invoice:

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.

4. Review the Accounting Date and Due Date of the invoice to ensure that it is posted into the correct financial period and the AP/AR team can track the invoice aging correctly. For more items to check before Posting, see [Items To Check Before Posting](#).



Transaction Data Entry - USD

Invoice AP/AR: Payable Status:

Accounting Date: 01/10/2014

Vendor: CARGILL INTERNATIONAL SA

Invoice Date: 01/10/2014 Due Date: 16/10/2014

Invoice Type: Demurrage

Invoice Amount: 154,583.33 USD

Exch Rate/Date: 1.000000 01/10/2014

Base Amount: 154,583.33 USD

Reference No.: Demurrage V00001-1401

Operation Trans No.: 202

PO No.: / /

Received Date: / /

AP/AR Account No.: 91000

Approval: / /

IC Trans No.: / /

Invoice No.: VESX000038 Terms: N15

Terms Description: Net 15 days

Rebill Type: Non-Rebillable Contact: / /

Invoice Details

Comp	LOB	Vessel	Vessel Name	Account	Credit Acct	Voy	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
					0.00	0.00		

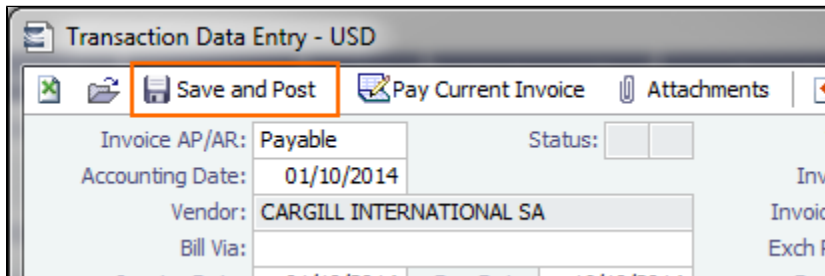
Release to Interface

Remittance Bank: / /




Payment Bank/Code: / /

Payment Mode: / /

5. 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:

Accounting Date: 01/10/2014

Vendor: CARGILL INTERNATIONAL SA

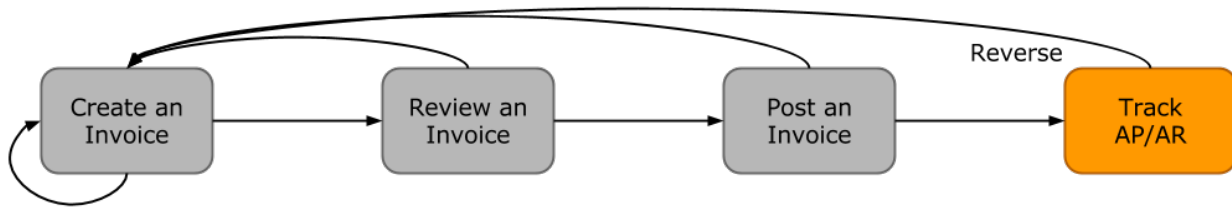
Bill Via: / /

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.

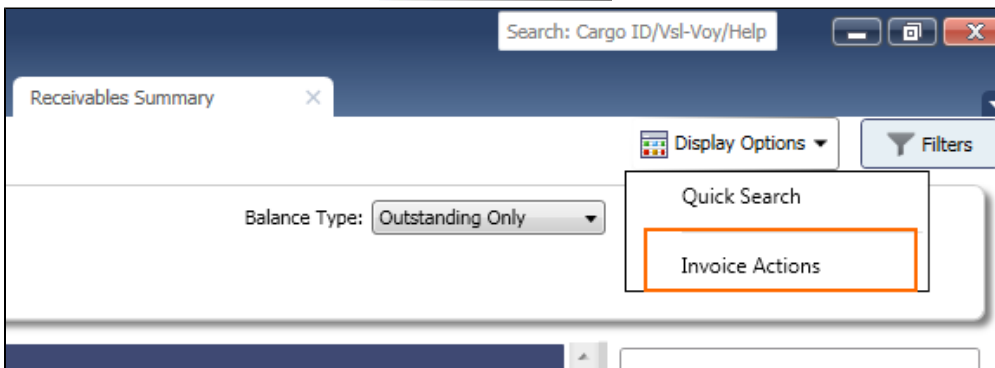
Account Receivables Summary

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	VESO000010	SK D
Review Summary	1401	91+ DAYS	Demurrage	FMG	28-Jan-14	54,991.67		PAC
Summary View Remind	1401	91+ DAYS	Freight Invoice	FMG	23-Jul-14	1,461,996.80	VESX000005	PAC
Summary View Remind	1401	91+ DAYS	Demurrage	FMG	22-Aug-14	53,491.67	VESX000010	PAC
Summary View Remind	1401	91+ DAYS	Freight Invoice	FMG	23-Feb-14	156,155.53	VESX000009	PAC
Review Summary	1401	91+ DAYS	Voyage Other Rev	FMG	05-Feb-15	50,000.00	VESX000033	ALP

Follow-Up Action	Memo	Action Date	Amount Paid	Outstanding	Last Updated By	Last Update
Click here to add a row						

d. In the Action Log table, add rows to add new actions and perform invoice tracking.

Account Payables Summary


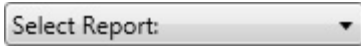
The IMOS [Payables Summary](#) offers almost all of the same functionality as the [Receivables Summary](#). However, you cannot send a collection letter for an invoice from the [Payables Summary](#). For advanced payables workflows, see the following pages:

- [Batch Payments](#)
- [Advance Payments and Receipts](#)

Accounts Payables/Receivable Report

IMOS offers a pre-built static report for details on payables and receivables.


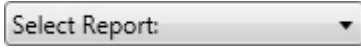
To run the report:

1. In the Financials Module Center , click  and then click **Accounts Payable /Receivable**.
2. Enter filters and parameters; for options, see [Financial Reports](#).
3. Click **Print**.

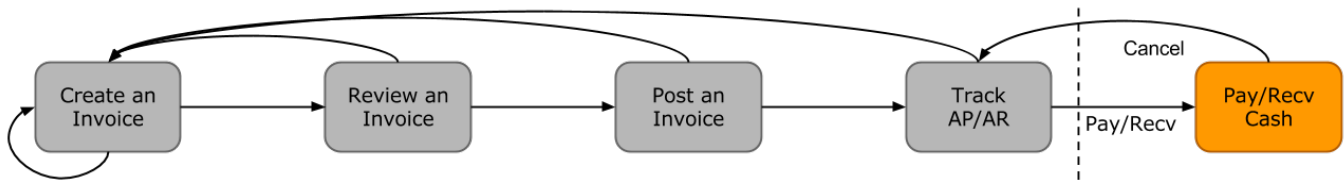
Vendor Statements

Though you can modify the [Accounts Payable/Receivable](#) report to show specific vendor statements, IMOS also offers the specific [Vendor Statements](#) report. This is a pre-built static report.

To run the report:

1. In the Financials Module Center , click  and then click **Vendor Statements**.
2. Enter filters and and parameters; for options, see [Financial Reports](#).
3. Click **Print**.

5. Tracking Cash Payments & Receipts in IMOS (Optional)



Not all clients will use IMOS to track cash payments and receipts, for many possible reasons. For example, cash transactions may be handled by a separate team that does not report back or by a separate system that interfaces back to IMOS. However, if needed, it is possible to use IMOS for cash payment and receipt tracking.

Entering a Cash Payment or Receipt

IMOS treats payments and receipts very similarly. Therefore, whether you are paying or receiving cash, you will follow the same workflow:

1. In the Payables or Receivables Summary, next to the invoice transaction you want to pay or receive, click [View](#) in the **Action** column.

Action	Voyage No.	Invoice Age (Group)	Type
Summary 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	VESX000030	Freight Invoice V00036-1401	20/10/2014	USD	817,272.00	817,272.00	0.00

Remaining To Pay / Total Pay Amount: 0.00 817,272.00 USD

Mode: WI Date: 10/05/2015
 Company: VESX VESON NAUTICAL SINGAPOI
 Vendor/Customer: CARGILL INTERNATIONAL SA
 Details: GENEVA
 SWITZERLAND
 Bank Name: HSBC USD 66231 Third-Party Transaction Advance Check No.:
 Final Reference:

- To register a partial payment, enter a partial amount in the **Amount to Pay** field.
- After you enter a cash payment or receipt, IMOS will reduce the **Amt Outstanding** for the particular transaction.

- To enter details for an individual invoice line, right-click its line.

Vsl	Voy	AC	Description	AP/AR	Original	Outstanding	Amount to Pay
FRTN		71921000	FRTN-1406-RICE: Freight 70,000.000 MT * : 31100099		1,429,750.00	1,429,750.00	0.00
FRTN		71921020	FRTN-1406-Dead Frt Percent of WSLev (300 31100099		6,127.50	6,127.50	0.00
FRTN		81920100	FRTN-1406-Address Commission: 1,511,450. 31100099		-26,450.38	-26,450.38	0.00
Total:					1,409,427.12	0.00	0.00

Edit and then close the **Pay Invoice Details** form; updates appears in [Payments and Receipts](#).

- Optionally, enter any additional Bank Charges or Other Charges.

Inv Curr/Base Curr Exch Rate:	1.000000	
Base Curr Amount:	817,272.00	USD
Inv Curr/Bank Curr Exch Rate:	1.000000	
Bank Curr Amount:	817,272.00	USD
Bank Charge:	0.00	USD
Other Charge:	0.00	USD
Total Bank Amount:	817,272.00	USD
<input type="checkbox"/> Advance	Check No.:	
<input checked="" type="checkbox"/> Final	Reference:	

- If you have not entered Bank Charges, IMOS will prompt you to confirm.



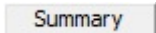
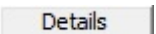
- Click .

- You can view all completed transactions in the [Payables or Receivables Summary](#).
- Each individual invoice transaction maintains links to the payments for that specific transaction at the bottom of the [Transaction Data Entry](#) form.

Bank Reconciliation

If you are tracking cash transactions in IMOS, you may want to also perform bank reconciliations. IMOS offers a Bank Reconciliation report in the form of the [Cashflow Report](#).

To run this report:

- In the Financials Module Center , click  and then click **Cashflow Reports**.
- Enter parameters; for options, see [Financial Reports](#).
- Do one of the following:
 - For a cash-level breakdown of the cashflow, click .
 - For a per-invoice breakdown of cash transactions, click .

Financials Invoice Workflows

Your company might have one of several possible financial workflows, each involving different levels of approvals. The following are a few possibilities:

- Freight Invoices are created in Operations.
 - If an approval is required, the Operator must submit the Actual invoice to move it to Financials, where it may or may not require approval by an Accountant.
 - If an approval is not required, the Operator can submit the Actual invoice to move it to Financials, where it may or may not require approval by an Accountant.
- The Operations department is not responsible for invoices, and an Accountant creates Freight Invoices on the [Create Invoices](#) list in Financials.
 - If an approval is required, when the invoice status is changed to Actual, the invoice moves to the [Approve or Reject Invoices](#) list.
 - If the invoice is approved, it moves to the [Post Invoices](#) list.
 - If the invoice is rejected, it moves to the [Edit Invoices](#) list.
 - If an approval is not required, when the invoice status is changed to Actual, the invoice moves to the [Post Invoices](#) list.

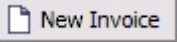
- Different users can perform approvals for each subdivision of a parent company.
- One user can approve Payables, but not Receivables, and another can approve Receivables, but not Payables.

Financials Summaries

To open a Financials Summary, click its link in the Financials Module Center.

Transaction Summary

The Transaction Summary gives you a global view of all invoice transactions.

- To create a new invoice, click  and complete the [Transaction Data Entry](#) form.
- The **Action** column contains links for the following actions. To open the document, click the link.
 - [Review](#) the printed versions of invoices.
 - [View](#) the [Transaction Data Entry](#) form.
 - [Post](#) invoices with the status Ready to Post.
- The **Description** column contains links to open the invoices created in Operations.

Receivables Summary

The Receivables Summary displays posted, unpaid invoices that are divided into specific age periods.

- [Options can be configured](#) (CFGActAgingBucket0 through CFGActAgingBucket4) to set the size of the periods; the default is 0-30, 31-60, and 61-90 days.
- The **Action** column contains links for the following actions. To open the document, click the link.
 - [Summary](#): View a summary message that displays both the number of days overdue and whether a collection letter is needed.
 - [View](#): Open the [Transaction Data Entry](#) form for the transaction.
- The **Invoice Number** column contains links to open the relevant invoices as they were created in Operations.
 - [An option can be configured](#) (CFGEnableInvoiceNotes) to add an Invoice Action Log to record follow-up activities for each invoice. When you click a row, a log appears in the lower section of the list, where you can record past or future actions relating to the payment collection process.
 - [An option can be configured](#) (CFGPayRecSummaryObeyAmountSign) to add an Invoice AP/AR column.

Payables Summary

The Payables Summary displays posted, unpaid invoices that are divided into user-specified age periods. You can remit reminder or collection letters directly from the list.

- [An option can be configured](#) (CFGIncludeReceivablesInPayablesSummary) to display both AR and AP invoices in the Payables Summary.
- [An option can be configured](#) (CFGEnableInvoiceNotes) to add an Invoice Action Log to record follow-up activities for each invoice. When you click a row, a log appears in the lower section of the list, where you can record past or future actions relating to the payment collection process.
- [An option can be configured](#) (CFGPayRecSummaryObeyAmountSign) to add an Invoice AP/AR column.
- [An option can be configured](#) (CFGIncludeReceivablesInPayablesSummary) to display both AR and AP invoices.
- The **Action** column contains a [View](#) link. To open the [Transaction Data Entry](#) form for the transaction, click the link.
- The **Type** column contains links to open the invoices created in Operations.
- With [batch payments configured and set up](#), the Payables Summary list shows all invoices that are not paid in full. You can work with [Batch Payments](#) from here.

Accounting Interface Summary

The Accounting Interface Summary displays transactions that have been released to your external accounting system.

- The **Action** column contains an [Edit](#) link. To open the [Transaction Data Entry](#) form, click the link. From there, you can correct an invoice transaction that may have failed import to or export from IMOS.

Trial Balance Summary

In the Trial balance Summary, you can select an account from the list on the left to view its transactions on the right. Both the left and right sides are typical lists with context menus to customize, sort, and filter data.

Vendor Statement Summary

In the Vendor Statement Summary, you can select an account from the list on the left to view its transactions on the right. Both the left and right sides are typical lists with context menus to customize, sort, and filter data.

For invoices that are bound to more than one voyage/vessel, each invoice appears with corresponding details in different rows.

Batch Payments

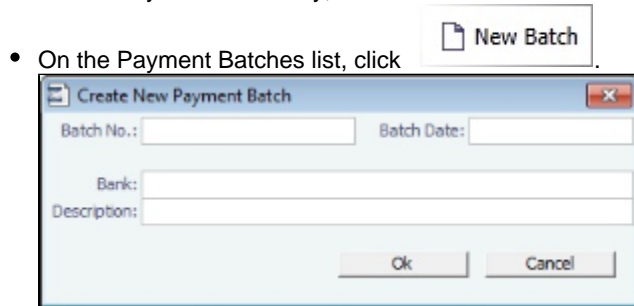
The [Payables Summary](#) shows all invoices that are not paid in full. With [batch payments configured and set up](#), an additional column contains check boxes to select invoices for payment; you can click hyperlinks at the top of the list to:

- Create a batch
- Assign or clear Batch Numbers
- View the Payment Batches List

Creating a Batch

To create a batch of payments:

1. Do one of the following:
 - On the Payables Summary, select their check boxes and then click the **Create Batch** hyperlink at the top of the list.



- On the Payment Batches list, click

2. On the Create New Payment Batch form, complete at least the following fields:
 - Batch No.
 - Batch Date
 - Bank
3. Click **OK**.

Assigning Batch Numbers

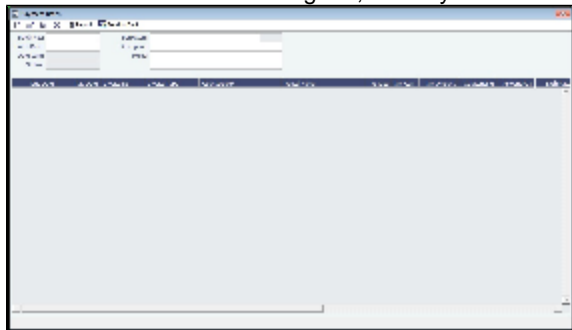
To assign batch numbers to payments:


1. On the Payables Summary, select the check boxes for the payments and then click the **Assign Batch No.** hyperlink at the top of the list.



2. On the Available Payment Batches form, select the check box of the batch and click **OK**.

3. After a batch number is assigned, the Payment Batch form opens.



4. To send the batch to the bank, click  **Send to Bank**.

- An option can be configured (CFGRequirePayMethodInPaymentBatch) to display a warning if Payment Method is blank for any of the invoices when sending the batch to the bank.

Clearing Batch Numbers

To clear batch numbers:

1. On the Payables Summary, select their check boxes, and then click the **Clear Batch No.** hyperlink at the top of the list.
2. A message asks you to confirm. Click **Yes**.

View the Payment Batches List

To view the Payment Batches List, at the top of the Payables Summary, click the **Batch List** hyperlink.

For each payment batch, the list includes the Batch No., Status, Description, Memo, Batch Date, Bank, and Bank Currency. You can click the Batch No. link to open the Payment Batch form.

Intercompany Payments

Intercompany payments can be configured, with the following capabilities.

- **Time Charter In** and **Time Charter Out** contracts can be made against another internal company, and IMOS creates internal payments to settle the books.
- An internal company can pay invoices on behalf of another internal company, with IMOS settling the books.
- TC Rebilling can be done between a TCI and a TCO contract for the same vessel.
- Journal Entries can be posted between different companies, using the intercompany account.

To set up intercompany payments, follow these steps:

1. In the **Chart of Accounts**, enter the new Account Codes to be used for intercompany payments, with a Y in the I/C (intercompany) column.
2. In **Account Periods**, enter the account number for the default intercompany account to use.
3. In the **Address Book**, enter an internal company as owner, type = O (or charterer, type = C), and select the **Internal** check box.
4. Open the **Address Book** record of a company whose payments are taken care of by another company, and add the other company as the **Payment Company**.

When TC In Payments/TC Out Bills are posted against internal owners/charterers, IMOS automatically creates the internal payment against the default intercompany account.

When a company has a Payment Company set in the Address Book, IMOS has the payment/receipt form default to the Payment Company. The intercompany account is used as the credit account, and a Journal Entry is automatically created for the Payment Company to transfer the amount from the intercompany account to the bank account.

The **Transaction Data Entry** form has an I/C (intercompany) column for the line items. When you post a transaction with a value in the I/C column, a message asks if you want to create a **Journal Entry** for the transaction. In order to do this, there must be an I/C account set up for both companies. The Journal Entry is created in the following format:

Company	Account	Amount
---------	---------	--------

Company A	Account X	USD (1000)
Company A	IC Account B	USD1000
Company B	IC Account A	USD (1000)
Company B	Account X	USD1000

When saving a Journal Entry for a multi-company transaction (a different company per line item) the intercompany lines are automatically added if the accounts are intercompany accounts.

- [An option can be configured](#) (CFGActLimitICJournalOnICAccount) to limit the Intercompany Journal to only two lines.

Financials Setup

To use the accounting features of IMOS, you must complete the system Financials setup. To set up Financials, you are required to enter your company's relevant general ledger accounts into the [Chart of Accounts](#) and [Account Periods](#) tables. You also are required to set up the link between specific voyage accounting activities in Operations and your general ledger account codes in the [Business Rules](#) table.

Setup links are in the list on the right side of the Financials Module Center, in alphabetical order. Because some of the items are dependent on others, it is easiest to set them up in the following order.

- [Currency Types](#)
- [Exchange Rates](#)
- [Chart of Accounts](#)
- [Account Periods](#)
- [Lines of Business](#)
- [Business Rules](#)
- [Bank Information](#)
- [Company Information](#)
- [Bank Links](#)
- [Document Numbers](#)
- [Departments](#)
- [Invoice Approvals](#)
- [Reversal Reasons](#)
- [Invoice Actions](#)
- [Payment Methods](#)
- [Voyage P&L Variance Tolerance](#)

Currency Types

All input currencies can be selected in IMOS transactions and are used throughout IMOS.

1. In the Financials Center, under Setup, click **Currencies**.



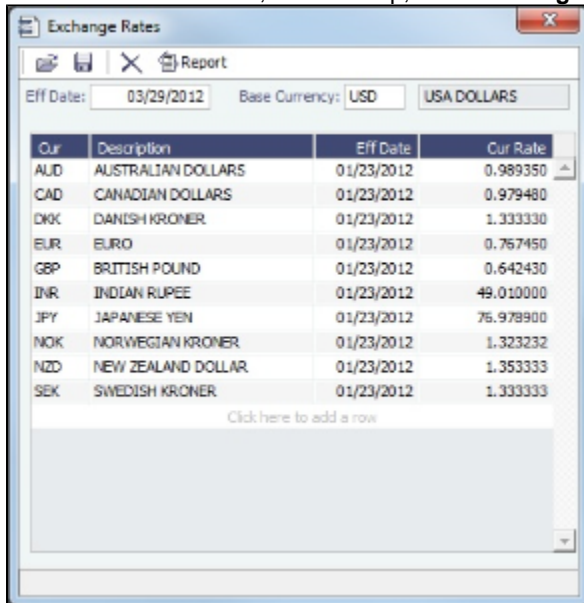
2. For each currency type, enter the following:
 - Currency
 - Description
 - Symbol

3. To save the information, click .

Exchange Rates

The Exchange Rate Table lists the currency conversion, or exchange, rates used in IMOS financial transactions. Exchange rates have an effective date; they should be updated either manually or automatically (via an external exchange rate feed) to avoid applying outdated rates to newer invoice transactions. The default base currency used is the US dollar (USD).

1. In the Financials Center, under Setup, click **Exchange Rates**.



2. Do one of the following:
 - To change the Base Currency from USD, click in the field and press **Delete**, and then press **Enter**. Select the currency, and then click **OK**.
 - **Note:** The Base Currency must already be defined in the [Currency Types](#) table.
 - To add an exchange rate:
 - a. Add or insert a row:
 - To add a row, click the row at the bottom of the table.


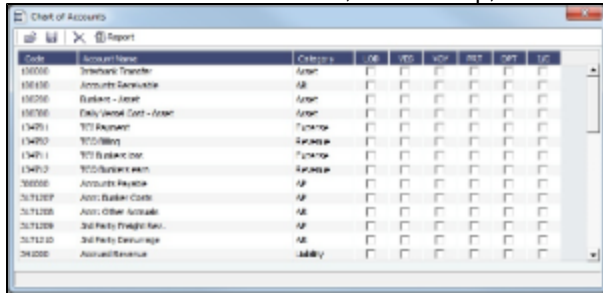
- To insert a row, right-click the line above and click **Insert**.
 - b. In the **Cur** field, press **Enter** to open the Currency Types table and select a currency.
 - c. Enter the **Current Rate of Exchange**.
3. To save your changes, click . IMOS enters today's date as the **Effective Date**. Any transactions that take place on or after this date use this rate.

Chart of Accounts


The Chart of Accounts table stores your company's relevant general ledger data. All companies set up in any specific IMOS installation share the account codes entered in the Chart of Accounts.

1. In the Financials Module Center, under Setup, click **Chart of Accounts**.



Code	Description	Category	LOB	VES	VOY	PRT	DPT	I/C
130000	Director's Transfer	Asset						
130000	Accounts Receivable	AR						
130000	Banking - Jersey	Asset						
130000	Early Vessel Cost - Jersey	Asset						
134000	VTD Expenses	Expense						
134000	VTD Salary	Expense						
134000	VTD Balance Cost	Expense						
134000	VTD Balance Asset	Asset						
130000	Accounts Payable	AP						
134000	Asset: Bank Card	AP						
134000	Asset: Other Assets	AP						
134000	3rd Party Freight Fee	AP						
134000	3rd Party Insurance	AP						
130000	Accounts Revenue	Liability						

2. Enter the information for each account:
 - **Account Code**: Can be numbers or letters.
 - **Account Name**: Description of the account code.
 - **Category**: The category of the account, such as Bank, Asset, Liability, Revenue, Expense, AP, AR, or AP/AR.
 - **LOB (Line of Business)**, **VES (vessel)**, **VOY (voyage)**, **PRT (port)**, **DPT (Department)**, and **I/C (Intercompany)**: An option can be configured (CFGActEnableGLValidation) to have any selected check boxes be required fields for posting from the **Transaction Data Entry** form, where they appear as columns under Invoice Details.

3. To save the information, click .

An option can be configured (CFGPoolCommByAccount) to display a Mgt column in the Chart of Accounts form, and to control the Pooling Mgt Fee and Owner's Commission.

Account Periods

The Account Periods table defines the account ranges for your Balance Sheet and P&L accounts.


Note: The Chart of Accounts must be set up before you set up Account Periods.

1. In the Financials Module Center, under Setup, click **Account Periods**.



Year	Opening Date	Closing Date	Status	Last Month Closed
2007	01/01/2007	12/31/2007	Open	
2008	01/01/2008	02/28/2008	Closed	01/31/2008

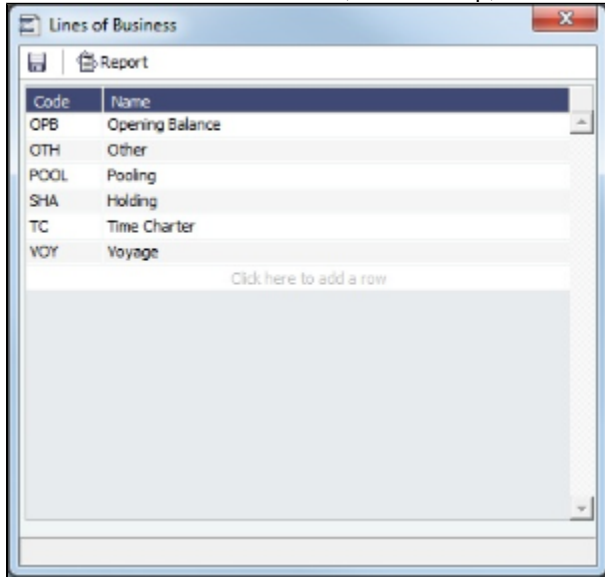
2. The **Year** and **Closing Date** show the end of the fiscal year. **Status** and **Last Month Closed** also appear.
3. To close a month only for voyages with a specific **Company** Code, select that code.
4. Enter the default ledger code from the **Chart of Accounts** for each of these accounts:
 - Accounts Payable
 - Accounts Receivable
 - Clearance
 - Interbank Transfer
 - Retained Earnings
 - Exchange Difference
 - Intercompany


5. To save the information, click .

Lines of Business

A line of business is often indicated either as a profit center or as a cost center. You can use it for grouping accounts in an operational format.

1. In the Financials Module Center, under Setup, click **Lines of Business**.



2. For each line of business, enter the **Code** and **Name**. The illustration above shows system default values.
3. To save the information, click .

Business Rules

In IMOS, the Business Rules table links commercial operations accounting activities to specific general ledger account codes that are defined in your Chart of Accounts. It contains an operational **Source**, an operations detail **Code**, and a generic **Description** for each Source/Code activity representing an invoice line item from Operations. The **Chart of Accounts** also uses an **Account** number and an **Account Description** to describe the same information.

- An option can be configured (CFGEnableCompanyBasedBusinessRules) to allow separation of the Business Rules based on company.

To set up Business Rules:

1. In the Financials Module Center , under Setup, click **Business Rules**.

Source	Code	Description	LOB	Account	Account Description	Credit Acc	I/C	Vendor	Type	Country
AGCA	ADVAJ	Port Disbursement Advance Adjutment	VOY	700000	Expenses		<input type="checkbox"/>			
AGCA	OTHER	Port Disbursement Advance Other Expenses	VOY	700000	Expenses		<input type="checkbox"/>			
AGCA	OWNER	Port Disbursement Advance - OWNER'S EXPE	VOY	700000	Expenses		<input type="checkbox"/>			
AGCA	PRECV	Recoverable item					<input type="checkbox"/>			
AGCA	TPTAX	Total tax					<input type="checkbox"/>			
AGCA	VOEXP	Port Disbursement Advance - VOYAGE OTH	VOY	700000	Expenses		<input type="checkbox"/>			
ARDB	VAIFO	TCI Bunker Adjutment - IFO	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
ATCB	VAIFO	TCO Bunker Adjutment - IFO	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
ATCB	VAMDL	TCO Bunker Adjutment - MDL	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
ATCB	VAMDO	TCO Bunker Adjutment - MDO	TC	100200	Bunkers - Asset		<input type="checkbox"/>			
BBTP	BBOTH	Bareboat Payment - Misc Expenses	VOY	700000	Expenses		<input type="checkbox"/>			
BBTP	TCHIR	Bareboat Payment - Hire	VOY	700000	Expenses		<input type="checkbox"/>			
BCST	TCHIR	Bareboat cost - Journal	VOY	700000	Expenses		<input type="checkbox"/>			
BINV	BHSPF	HSF Purchase cost - Journal	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BHSGP	HSG Purchase cost	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIEXC	Bunker Invoice - Excise Duty	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIFLP	IFL Purchase cost - Journal	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIFOB	IFO Purchase barging cost					<input type="checkbox"/>			
BINV	BIFOO	IFO Purchase other cost					<input type="checkbox"/>			
BINV	BIFOP	Bunker Invoice - IFO Purchase	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIFOS	IFO Purchase bunker surcharge					<input type="checkbox"/>			
BINV	BIFOT	Bunker Invoice IFO tax	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			
BINV	BIGST	Bunker Invoice GST tax	VOY	100200	Bunkers - Asset		<input type="checkbox"/>			

2. For each activity, enter the appropriate information in the following fields:
 - **Source:** A predefined code corresponding to a general accounting area in the system. For example, BINV corresponds to all accounting items/activities associated with bunker invoices, and FINV corresponds to all freight invoice items /activities.

- **Code:** Unless otherwise specified, a user-defined code corresponding to the specific accounting activity under the general source. For example, the detail code CFACM under source code DEMR refers specifically to the demurrage address commission line item.
- **Description:** Detail code description.
- **LOB:** [Line of Business](#), as defined in Financials.
- **Account:** This account must be in the Chart of Accounts. Select the appropriate General Ledger account number from the selection list and click **OK**. IMOS completes the Account Description. If you do not enter an account, a message asks if you want to run the Chart of Accounts. To view the Chart of Accounts, click **Yes**.
- **Credit Acc:** Select the appropriate General Ledger credit account (to offset another account) number from the selection list and click **OK**. If you do not enter an account, a message asks if you want to run the Chart of Accounts. To view the Chart of Accounts, click **Yes**.
- **I/C:** If the Counterparty of a transaction is set as Internal in its Address Book Entry, the Business Rule marked as I/C takes precedence over the general Business Rule. When using this feature, there will be two Business Rules with the same Source and Code.
- **Vendor:** To break it down further, select the appropriate Vendor name from the selection list and click **OK**. IMOS completes the **Vendor Type**.
- **Country:** Country name, to use a separate account for all revenue from a particular country.

Source Codes

This is a list of all the default IMOS Source Codes used in the Business Rules. Depending on your business, you might not use all of them.

Source Code	Description	Account Type
AGCA	Port Disbursement Advance	Payable
AMVE	MVE Adjustment	Receivable
APCT	VPC Adjustment	Receivable
ARDB	Time Charter In Bunker Adjustment	Payable
AREB	Port Advance Rebill	Receivable
ATCB	Time Charter Out Bunker Adjustment	Receivable
BBTP	Bareboat Payment	Payable
BCST	Bareboat Daily Cost	Payable
BINV	Bunker Invoice	Payable
CEXP	Claim Payment	Payable
CREV	Claim Invoice	Receivable
DCAB	Demurrage Cost Allocation	Journal Entry
DEMP	Payable Demurrage	Receivable
DEMR	Receivable Demurrage	Receivable
DESP	Payable Despatch	Payable
DESR	Receivable Despatch	Receivable
DREB	Port Disbursement Rebill	Receivable
FCOM	Freight/Demurrage Commission Paid Separately	Payable
FFAC	Trade Commission	Payable
FFAS	Trade Settlement	Receivable
FINV	Freight Invoice	Receivable

FRBT	Freight Rebate	Payable
INTS	Interservice Revenue	Receivable
LGHT	Lightering Cost	Payable
MACR	Monthly Closing Accruals	Journal Entry
OREB	Rebillable Expense	Payable
PAGY	Port Disbursement Final	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	Receivable
TRNS	Transshipment Cost	Payable
VBNK	Voyage Bunker Cost	Payable
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

Bank Information

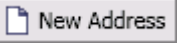
A first-level account in the Chart of Accounts has a **Y** in the BNK column. Each first-level account must have a corresponding entry in the Address Book.

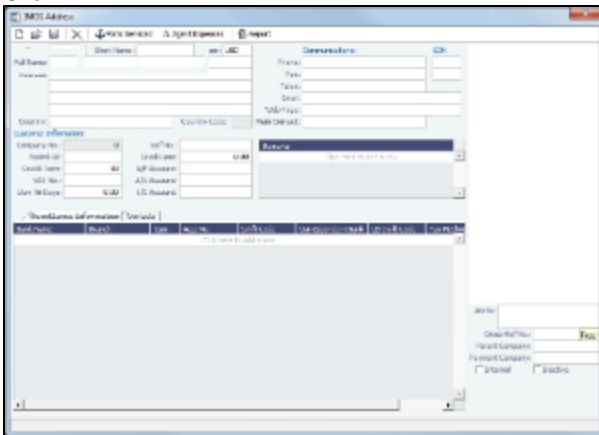
Complete an **Address Book Contact** form (in the Data Center) for each Remittance Bank of your company and select it as the **Remittance Bank** on your Address Book contact form. This is for receivable invoices. You do not have to set this up for banks you are paying to; their information is set up in the Remittance Bank fields of their Customer Contact forms.

- An option can be configured (CFGSelectBankOnInvType) to determine the Remittance Bank of an invoice by the following rules:
 - An AP invoice Remittance Bank is always the Counterparty's bank, whether the amount is positive or negative.
 - An AR invoice Remittance Bank is always the Company's bank, whether the amount is positive or negative.

To set up Bank Information:

1. In the Data Center, click Address - **List**.
2. In the Address Book, filter the **Address Type** column heading to show **Banks**.
3. Compare the list to the Chart of Accounts entries that have the BNK flag set to Y.
4. To enter any missing bank entries:

- a. Click .



- b. Complete the Address Book Contact form with the following information:
- **Type:** N
 - **Short Name:** The Account Name from the Chart of Accounts.
 - **Currency:** The bank currency.
 - **Full Name:** The name of the bank.
 - **Address:** The bank address.
 - **Country:** The bank country.
 - **Beneficiary Bank:** Complete only the first line, with the Beneficiary Bank name, Branch, and Account Number.

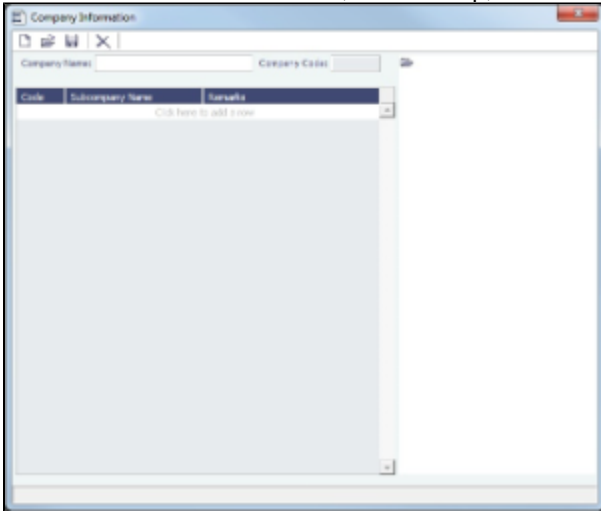
- c. Click .

Company Information

Complete this form for your company, and include any subcompanies you have. You can set up your vessels as subcompanies to have remittances for invoices go directly to the subcompany of the vessel. You can then also have a P&L on a vessel basis instead of on the voyage or company level. Additionally, in the IMOS Security list, you can select which subcompanies or vessels the users can access.

Before you can set up your Company Information, you have to set up an Address Book contact of Type **W** for each parent company.

In the Financials Module Center, under Setup, click **Company Information**.




When you open this form, it is blank, even if you have already set up your company.

Finding a Company's Information

To find a company's information, put your pointer in the **Company Name** field and press **Enter**, select the company, and click **OK**. The company and any subcompanies and vessels appear in the tree on the right. Subcompanies and vessels also appear in the table below.



Setting Up a New Company

To set up a new company:

1. On the Company Information form, click .

2. On the New Company form, enter the **Company Code** (4-6 characters) and **Company Name** and click **OK**.
3. An **Address Book Contact** form appears with the **Short Name** (Company Code) and **Full Name** (Company Name) from the New Company form. Its **Type** is **W**.
4. On the Address Book Contact form, enter the **Address**, **Currency**, and **Country**.
5. Under Remittance Information, select a **Beneficiary Bank**. This name appears as the **In Favor Of** company on the Freight Invoice and Commission Payment. If appropriate, select a **Correspondent Bank**.

- To add details, right-click the **Beneficiary Bank** and then click **Remittance Information**.

- On the Remittance Information form, enter the **Address** and other bank information.
- To save and close the Remittance Bank Information form, click .
- To save the company information, click .

Creating a Subcompany or a Vessel


- For each subcompany or vessel of the company, either click at the bottom to add a row or right-click to insert a line.
- Select either **Vessel** or **Company**.
- Enter a **Code** and **Subcompany Name** and any **Remarks** for the subcompany or vessel. The Code appears in the tree on the right; you can click it to open the Vessel or subcompany Address form.

Bank Links

Set up a Bank Link for each bank that is debited or credited for a payment to your company, but only if you are recording payments in IMOS. This form binds the bank to a General Ledger number and also sets the bank currency.

In the **Chart of Accounts**, each account that has **Bank** in the Category column must be linked to a bank.

- Make sure that the bank has an entry in the **Address Book** of Type **N**, Banks, with an Account Number and Swift Code.
- Make sure that the Bank, Currency, and Account Number are entered on the company's **Address Book** entry.
- Make sure that the Ledger Code you want to link to the bank account is set up in the **Chart of Accounts**, with Category **Bank**.
- In the Financials Module Center, under Setup, click **Bank Links**.

- The **Company Name**, **Bank Name**, and **Bank Account** should appear.
- Select the **Ledger Code**.
- At the bottom of the form, click **Save Links**.
- To save the information, click .

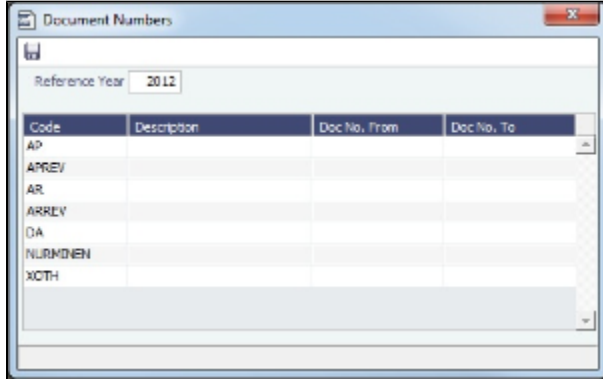
Document Numbers


IMOS uses the Source code from the [Business Rules](#) table with sequential numbering to create the invoice number for invoices.

- An option can be configured (CFGEnableDocumentNumbers) so that rather than use this default numbering scheme, you can set up your own.

To set up Document Numbers:

1. In the Financials Module Center, under Setup, click **Document Numbers**.

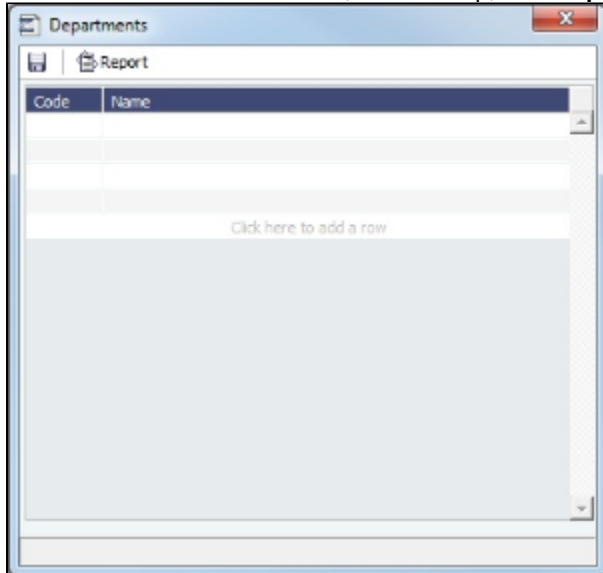



2. Enter the **Reference Year**.
3. For each code, enter the **Description**, **Doc No. From**, and **Doc No. To**.
Note: To have document numbers begin with the Company code, specify that they begin with **@COMP**; for example, @COMP000000 to @COMP999999.
4. To save the information, click .

Departments

Departments (or Profit/Cost Centers) are used primarily for data aggregation on Financials reports.

1. In the Financials Module Center, under Setup, click **Department**.



2. For each department, enter the **Code** and **Name**.
3. To save the information, click .

Invoice Approvals

You can select a Trade Area and Transaction Type for a specified User Group, and set lower and upper limits for their invoice approvals.


1. Click **Invoice Approvals**.

2. On the Invoice Approval Restrictions form, for each approval line:
 - a. Click **Add**.
 - b. Select a **Trade Area**, a **Line of Business**, a **Transaction Type**, and a **User Group**.
 - c. Enter the following:
 - **Lower Limit**: A value above which an approval is required; for example, invoices above \$10,000 might require the approval of a certain level of manager.
 - **Upper Limit**: The maximum approval authority (dollar value) of this user group for this type of invoice.
3. Click **OK**.

Reversal Reasons

In the Reversal Reasons table, you can set up a list of codes for reasons for reversing a transaction.

1. In the Financials Center, under Setup, click **Reversal Reasons**.

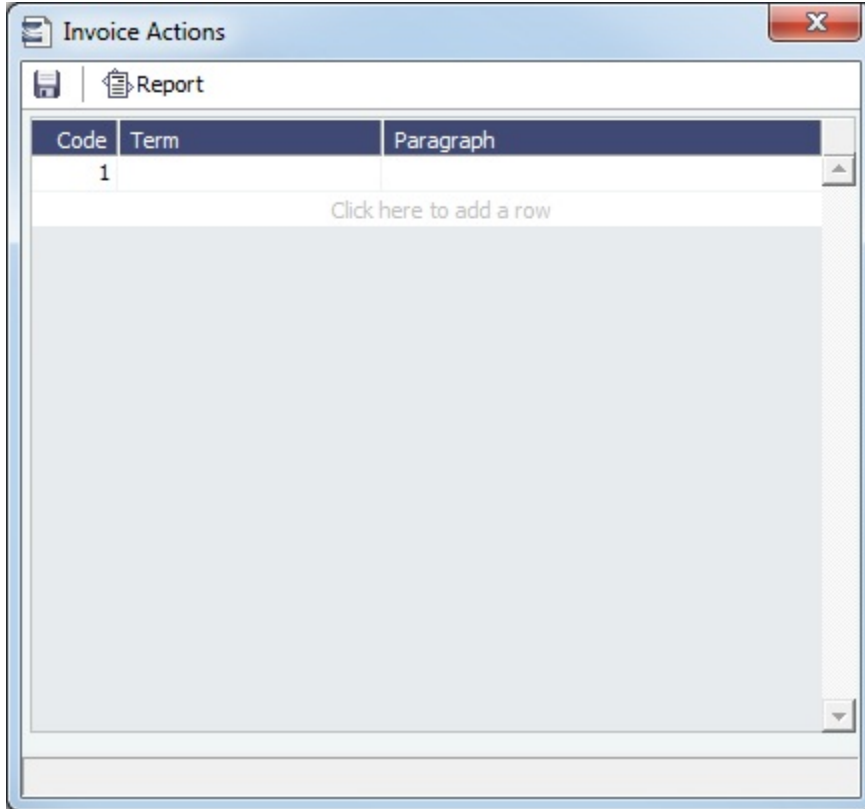
2. Complete the fields.
3. To save the information, click .

Invoice Actions


- [An option can be configured](#) (CFGEnableInvoiceNotes) to show an Action Log below the Receivables Summary and Payables Summary for the selected invoice. In the Invoice Actions table, you can set up the types of actions that can be logged.

To set up Invoice Actions to be logged:

1. In the Financials Center, under Setup, click **Invoice Actions**.



2. Complete the fields.

3. To save the information, click .

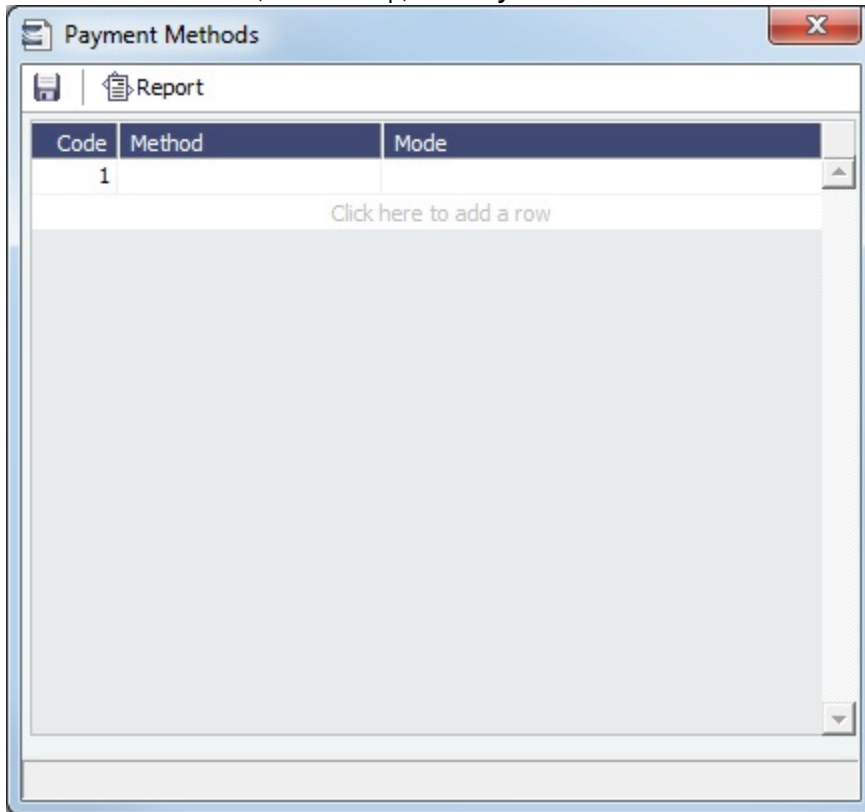
In the Receivables Summary and Payables Summary, click **Display Options**, click **Invoice Actions**, and then select an invoice. Use log entries to record past or future actions relating to the collection or payment process; fields are provided to record notes and manually track paid and outstanding amounts. You can use Follow-up columns to create views that show follow-up activities organized by follow-up date.

Payment Methods


- An option can be configured (CFGBatchPaymentSupported) to enable batch payment options; you can work with batch payments from the [Payables Summary](#) list.

In the Payment Methods table, you can create custom method types for batch payments.

1. In the Financials Center, under Setup, click **Payment Methods**.



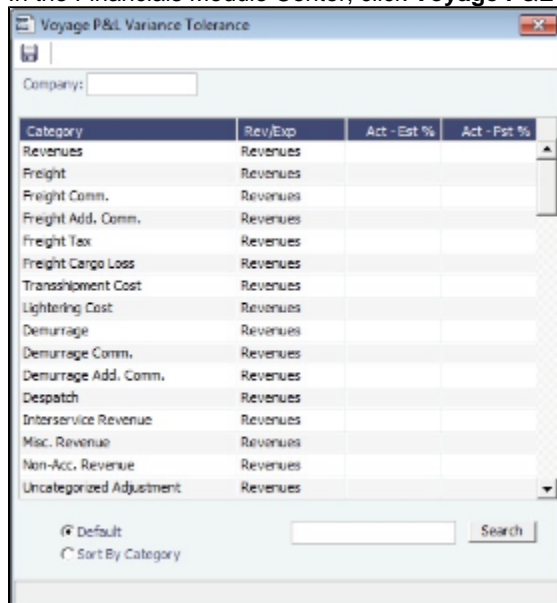
2. Complete the fields.

3. To save the information, click .

Voyage P&L Variance Tolerance

The Voyage P&L Variance Tolerance form, used with the [Voyage P&L Drilldown dataset](#), helps in measuring and benchmarking financial performance.

1. In the Financials Module Center, click **Voyage P&L Variance Tolerance**.



The form can be sorted in the Default order (order of appearance in the Voyage P&L), or by Category, and you can search for a Category.

2. Select a **Company**, and then select the tolerance value for each Category (a line item on the Voyage Manager P&L). If the variance percentage is greater than that specified, it will appear on the report.

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.

Transactions

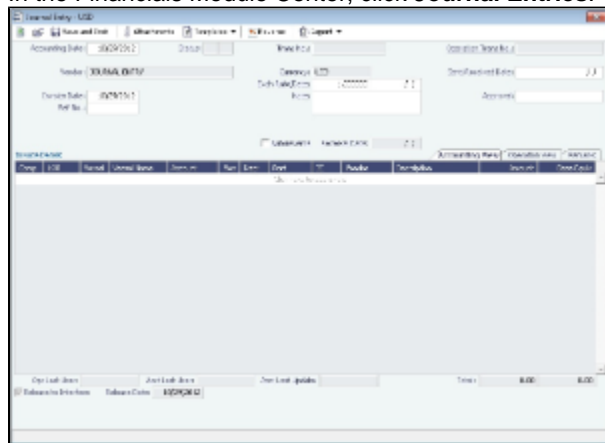
Links to transaction tasks are in the list in the middle of the Financials Module Center, with invoice tasks on top and others on the bottom:

- [Journal Entries](#)
- [Approve or Reject Invoices](#)
- [Post Invoices](#)
- [Transaction Data Entry](#)
- [Create Invoices](#)
- [Payments and Receipts](#)
- [Monthly Accruals](#)
- [Voyage Period Journals](#)
- [Edit Invoices](#)
- [Advance Payment - Receipt Allocations](#)

Journal Entries

Journal Entries move money between accounts, so a Journal Entry includes a credit account and a debit account. The layout of the Journal Entry form is consistent with that of the [Transaction Data Entry](#) form.

1. In the Financials Module Center, click **Journal Entries**.



Invoice Details										Accounting View	Operation View	Remarks
Acct Date	Qty	Rate	UOM	Tax Code	Trade Area	Cargo	Code	Item Description	Amount	Base Equip		
Click here to add a row												

2. On the Accounting View and Operations View tabs, complete at least the **Comp**, **LOB**, **Vsl**, and **Acct**.

- On the Remarks tab, you can enter Invoice Details and Additional Remarks. On posting, the text is captured in the output invoice xml.

- Make sure that debits equal credits; the Journal Entry must net out to zero.
 - To save the transaction, click Save and Post .
- Journal Entries can be set to automatically reverse on a specified date. Select the **Autoreverse** check box and then complete the **Reversal Date** field. 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*.
 - An option can be configured (CFGPostOffhire) to have all related Off Hire items posted under Voyage Cost and Bunkers Cost Journals, including CVE and Commissions items.
 - An option can be configured (CFGActEnableSaveOnly) to add a Save button in addition to the Save and Post button, for creating a non-voyage journal entry.
 - An option can be configured (CFGActNoDefaultReversalDate) for reversals, to leave the reversal date blank for entry, rather than defaulting to the current date.
 - An option can be configured (CFGBlockClosedVoyageInvoiceReversal) to prevent reversing an invoice that is linked to a closed voyage.
 - An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.

Journal Templates

If you regularly need to create similar Journal Entries, you can create Templates to use to manually create Journal Entries.

- On the toolbar, click Templates ▾ .
- Click one of the following:
 - Retrieve a template:** Select any template from the list of saved templates and edit, save, or delete it.
 - Create a new Journal Entry from a template:** Select any template from the list of saved templates to automatically populate the Journal Entry form with its relevant details.
 - Convert to a new template:** Make additional changes as necessary, enter a new template name, and click Save .
- After retrieving or creating a new template, you can convert it to a new Journal Entry using the template's details.

- a. Click .
 - b. Click **Convert to a new Journal Entry**.
4. Continue creating the [Journal Entry](#).

Journal Templates cannot be created from auto-created journals (like Voyage Costs or Monthly Accruals).




Approve or Reject Invoices

The Approve Invoices List displays all invoices requiring review. It is similar in layout to the [Transaction Summary](#).

Several options can be configured:

- To add Security Object Rights to approve (CFGInvoiceApprovalsByType) or reject (CFGInvoiceRejectsByType) specific invoice types per user/group.
- To enable Non-Voyage Journal Approvals (CFGActEnableNonVoyJournalApproval).
- To specify the number of approvals required for each invoice parent type (Non-Voyage: CFGActNonVoyInvApprovalNeeded, Journal: CFGActJournalApprovalNeeded, or all other invoices: CFGActInvoiceApprovalNeeded). After an invoice has been approved, if it should be approved at least once more, its status is Partially Approved, and the last Approval User is in the Approval User column. An additional column, Approval User 2, is available in the Financials lists.
- To only display the Approve and Post button, not the Approve button, while approving invoices (CFGActShowOnlyApproveAndPost).

In the Approve Invoices List:



- To review an invoice for approval, click [Review](#) in the **Action** column. In the invoice, do one of the following:
 - Click  and enter a **Comment**, if required.
 - Click  and enter a **Comment**, if required. The [Transaction Data Entry](#) form or [Journal Entry](#) form opens, so you can post immediately.
 - Click  and enter a **Comment** that tells the reason for the rejection.
- To view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.

Post Invoices

The Post Invoices List displays all invoices with a status of **Ready to Post**. It is similar in layout to the [Transaction Summary](#), but it also contains selection boxes that enable you to post more than one invoice transaction at a time.

- An option can be configured (CFGInvoicePostingsByType) to add Security Object Rights to post specific invoice types per user/group.

On the Post Invoices List:

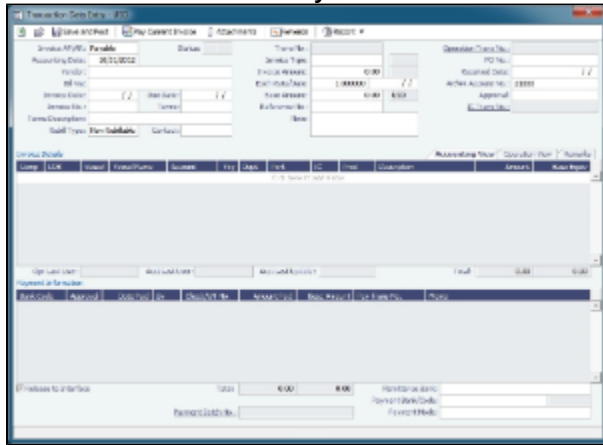
- To review an invoice for approval, click [Review](#) in the **Action** column. In the invoice, do one of the following:
 - Click .
 - Click  and enter a reason for the rejection.
- To view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.
- To post an invoice, click [Post](#) in the **Action** column.
- To post more than one invoice at a time, select the check box in front of each invoice you want to post and then click [Post](#) at the top of the list.

When you click [Post](#), the [Transaction Data Entry](#) form opens. The Accounting Date field defaults to the current date, but you can change it.

Transaction Data Entry

Accountants can create invoices without having to start in Operations, by using the Transaction Data Entry form. When posted, the invoice transaction data is back-created into any relevant voyages in Operations.

1. Click **Transaction Data Entry**.



2. Select either **Payable** or **Receivable**.

3. Complete at least the **Accounting Date, Vendor or Customer, Invoice Date, Due Date, Invoice No.** (for a payable invoice), and **Invoice Type**.

Note: The **Exchange Rate Date** defaults to the Invoice Date, but if you change the **Accounting Date**, IMOS overwrites the Exchange Rate with the rate of that date, so you can either change the Exchange Rate directly or have it retrieved for a certain date.

- An option can be configured (CFGCheckDuplicateInvNoInAct) to prevent an invoice number from being used in more than one financial transaction for the same vendor.
- An option can be configured (CFGActRequireRefNoFor) to define a comma-separated list of invoice types for which Reference No. is mandatory when posting.
- An option can be configured (CFGActRefNoFormat) to specify the format for the Reference No. field when CFGActRequireRefNoFor is used.
- An option can be configured (CFGEnableInvoiceSubtypes) to add an Invoice Subtypes form to the Data Center, through which you can define invoice subtypes that can then be selected in a Subtype field on this form.
- An option can be configured to set up a hierarchy between Company, LOB, and Trade Area on this form.

4. On the Accounting View and Operations View tabs, complete **Invoice Details**:

Invoice Details										Accounting View	Operation View	Remarks
Acct Date	Qty	Rate	UOM	Tax Code	Trade Area	Cargo	Code	Item Description	Amount	Base Equip		
Click here to add a row												

a. Enter the **Vessel code or Vessel Name**; the Company, Line of Business, and Account appear.

b. Enter the **Amount**.

c. On the Operation View tab, enter the Bill (detail) **Code** for the Source Code selected as the Invoice Type. Its Item Description appears.

For a PEXP (Port Expenses) invoice, you can set different detail lines according to different expenses to indicate which items can be rebilled. Only Bill codes that have a PEXP Source code defined in the **Business Rules** are in the selection list. After posting the invoice, the rebillable amount appears on the **Voyage Expenses Rebill Management** form.

Note: Changes to the mapping can be done in the **Business Rules**.

5. On the **Remarks** tab, you can enter Invoice Details and Additional Remarks. On posting, the text is captured in the output invoice xml.

Invoice Details			Accounting View	Operation View	Remarks
Additional Remarks					


- An option can be configured (CFGRequireRemBankOnARPosting) to require the Remittance Bank to be entered before posting an AR Invoice.
- An option can be configured (CFGIgnoreCurrencyMatchOnBankSelection) to remove the restriction of Remittance Bank currency being the same as the invoice.

6. Click **Save and Post**.

- An option can be configured (CFGActEnableSaveOnly) to add a Save button in addition to the Save and Post button, for creating a non-voyage invoice.
- An option can be configured (CFGIgnoreCurrencyMatchOnBankSelection) to remove the restriction that Remittance Bank currency be the same as the invoice, so all the bank accounts linked to the vendor are available for selection.

Reversing a Transaction


To reverse a transaction:

1. Click  Reverse.
 2. Enter reversal information and then click **OK**.
- An option can be configured (CFGInvNoByCompanySkipGap) for the system not to reuse invoice numbers of reversed transactions.
 - An option can be configured (CFGActNoDefaultReversalDate) for reversals, to leave the reversal date blank for entry, rather than defaulting to the current date.
 - An option can be configured (CFGBlockClosedVoyageInvoiceReversal) to prevent reversing an invoice that is linked to a closed voyage.

Create Invoices

The Create Invoices List displays all invoices that were generated but not created in Operations.

To create one or more invoices:

1. From the Invoice Type list, select the type of invoice you want to create: **Bunker, Freight/Demurrage Commission, Demurrage, Freight, Liner, Rebill, Trade Commission, or Trade Settlement**.
2. For a Commission or Demurrage Invoice, to create invoices for a particular date, select a **Reference date**.
3. Do one of the following:
 - To create an invoice, in the **Action** column, click [Create Invoice](#) or [Create Relet Invoice](#).
 - To create more than one invoice at a time, select the check box in front of each invoice you want to create and then click [Create Invoice](#) at the top of the list.
4. When the invoice appears, enter at least the **Vessel Name** and **Code; Owner, Charterer, or Receiver**; and **Invoice Date**. To issue an invoice with the bank details of a certain company, specify that company in the **Via Company** field. The bank selection will be limited to that company.
If the invoice is not ready for approval, change its status to **Pending** before saving, so you can continue to edit it.
5. To save the invoice, click .
 - If the status is **Actual**, a saved invoice can be approved; if your system is not configured to use the approval process, the invoice can be posted.
 - If the status is **Pending**, a saved invoice can still be edited and submitted for approval later.

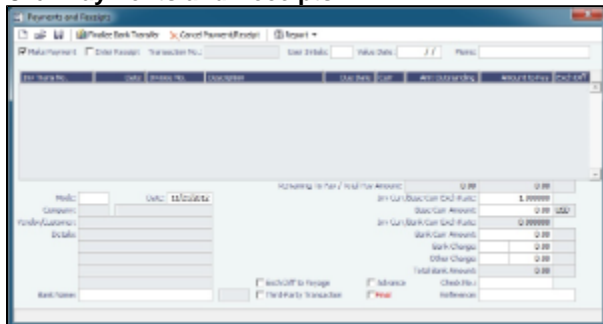
Payments and Receipts

On the Payments and Receipts form, you can enter an advance/final payment or receipt (including credit and debit memos), or finalize a bank transfer.

Note: To enter an advance payment or receipt, the advance clearance account must be entered in your IMOS Configuration file. Your IMOS administrator must enter the following [configuration setting](#):

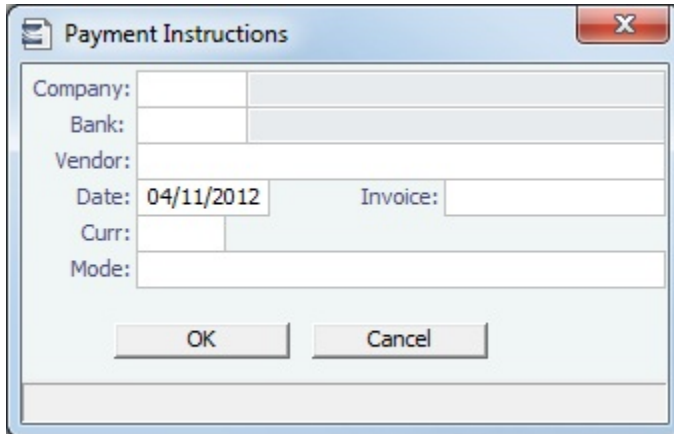
CFGAdvanceLedgerAcc=*account number*

1. Click **Payments and Receipts**.



2. On the Payments and Receipts form:
 - For a **Payment** or a **Receipt**:
 - a. Select either **Make Payment** or **Enter Receipt**.

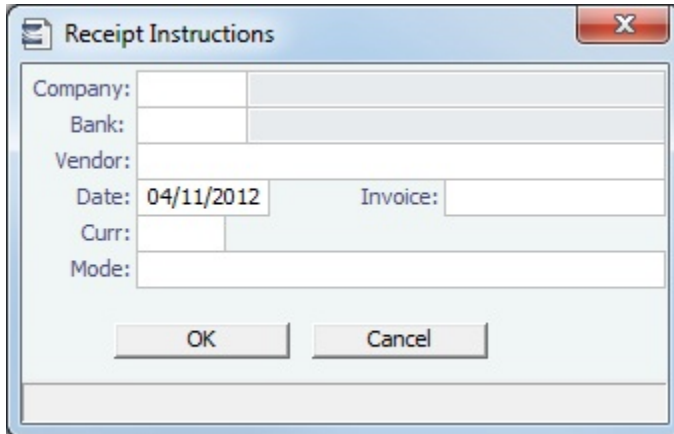
- b. Click .



The **Payment Instructions** dialog box contains the following fields:

- Company: []
- Bank: []
- Vendor: []
- Date: 04/11/2012 Invoice: []
- Curr: []
- Mode: []

Buttons: OK, Cancel



The **Receipt Instructions** dialog box contains the following fields:

- Company: []
- Bank: []
- Vendor: []
- Date: 04/11/2012 Invoice: []
- Curr: []
- Mode: []

Buttons: OK, Cancel


- c. Complete the **Payment Instructions** or **Receipt Instructions** form:
- Select the **Company** making or receiving the payment, the **Bank**, and the **Vendor**.
 - Enter the **Date** and the **Invoice Number**.
 - Select the payment **Mode**.
 - Click **OK**.

• For an **Advance Payment** or an **Advance Receipt**:

- Select either **Make Payment** or **Enter Receipt**.
- Select the **Advance** check box at the bottom of the form.
- Complete the **Payment Instructions** or **Receipt Instructions** form, as above.

d. To retrieve an Advance Payment or Receipt, click  and select the **Retrieve Intermediate Bank Transfer** check box.

e. Advance Payments or Receipts can be allocated to outstanding Invoices using the [Advance Payment/Receipt Allocations](#) form.

- To finalize a bank transfer, click  **Finalize Bank Transfer**.

3. The transaction appears on the Payments and Receipts form. If more than one invoice is outstanding for the selected vendor, all appear, one invoice per line, with their corresponding expected amounts. For each invoice you want to pay or enter a receipt for:

a. Click the **Pay Amount** column and accept the figure, or change it to a different one. The **Total Pay Amount** appears below the invoice lines. If the invoice is in currency other than the base currency, the resulting foreign **Exchange Differential** appears in the last column of the invoice line.

b. Enter the **Bank Charge**, if any, and the **Bank Charge Ledger Code**, for example, if this is a wire transfer. Enter any **Other Charge** and the **Other Charge Ledger Code**.

4. If this is a final payment, select the **Final** check box at the bottom of the form to post the payment. For foreign currency payments, the system automatically calculates and books the foreign exchange difference against the account specified in the General Ledger. The difference is calculated based on the invoice booking exchange rate compared to the bank exchange rate; it appears in the **Exch Diff** column.

- An option can be configured (CFGActPayFinalByDefault) to select the Final check box by default.

5. To save the information, click .

An option can be configured (CFGActPayPreventSavelfReleased) to prevent saving a payment/receipt more than once when paymentExport notification is enabled.

An option can be configured (CFGActNoDefaultReversalDate) for reversals, to leave the reversal date blank for entry, rather than defaulting to the current date.

Monthly Accruals

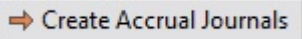

The purpose of closing accruals is to keep as accurate as possible a picture of the revenues and expenses of open voyages. Companies perform accruals at different intervals during the year; in most cases, it is monthly.

- An option can be configured (CFGAccrualsByDay) to specify a date for running Monthly Accruals, rather than only at month end.
- An option can be configured (CFGVoyaccAccrualDate) to have the Accrual Date based on when all BLs are entered.

1. To compute the posted-actual for every vessel voyage that is still open and calculate accruals based on the result, click **Monthly Accruals**.

Note: TCO Voyages are not accrued until they have commenced.



2. Select the accruals **Basis**:
 - **Recalculation**
 - **Daily Snapshot**: Specify the type and date of the snapshot. For journals created using this method, the Invoice Date and Accounting Date are the same as the Accrual Date on this form.
3. Select filters to limit accruals by Lower Value Limit, Trade Area, Company, Vessel Fleet, Vessel Type, Operation Type, or Pool, or select a specific Vessel.
4. For a Recalculation, click **Calculate**; for a Daily Snapshot, click **Retrieve**.
5. To select the records you want to post, select their check boxes in the **S** column, at the right, or select the **Select All** check box.
 - To take and save a P&L snapshot for every result line, regardless of whether there are accrual items, select the **Save Snapshots for All** check box.
 - To view a record in the **Bill Viewer**, including the details to be included in the Journal, right-click the line and then click **Preview Journal**.
6. Click . For each record, IMOS generates a journal entry with two lines, one for accrued revenue, and one for accrued expense. The accrual transaction is generated on the last date of the accounting period (typically the end of the month), and a reversal of the accrual is generated for the first day of the next month.
7. To view Summary or Account Analysis reports, click .

Calculation method for accruals (revenue and costs)

IMOS generates accrual journals on a per vessel, per voyage basis. The system calculates month end results. Upon configuration, the calculation will be per P&L category or will consolidate P&L categories in revenues and expenses. Each accrual line is posted to an IS and a BS account within the journal, and IMOS will automatically create the reversal journal for the beginning of the next month. On system configuration, the accrual calculation will prorate the P&L results according to the voyage days in the month, or will recognize revenues and expenses in the month that they occur.

Configuration Flags

An option can be configured (CFGIgnoreAccrualOnVoyageDelete) to allow deleting voyages even when the voyages have monthly accruals posted to them.

For additional information about options that can be configured, see [FAQ - Accrual Calculation and Configuration Flags](#).

Bill Viewer - Monthly Accruals

The Bill Viewer includes the details to be included in the Journal. To open the Bill Viewer, right-click the line on the [Monthly Accruals](#) form or the [Voyage Period Journals](#) form and then click **Preview Journal**.

Source	Code	Description	Counterparty	Amount	Base Equiv
VCST	VCOST	Vessel Daily Cost [221737.18, 0.00]		221,737.18	221,737.18

Voyage Period Journals

On this form, you can create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TCI/TCO Bunker Adjustments in a centralized way. You can create these Journals according to the Voyage Completion Date, or cumulatively, according to a specific date.

- To create Voyage Journal Entries, do one of the following:
 - On the Financials Module Center, under Transactions, click **Voyage Period Journals**.
 - On the [Voyage Manager P&L](#) tab, click **Voyage Period Journals**.
 - On the [Voyage Manager Invoices](#) tab, click **Voyage Period Journals**.

The form appears with information for the vessel and voyage.

- To sort the columns, click the column headings.
 - If you want to hide all the posted retrieved records and recalculate the result, select the **Hide Posted** check box.
- Change any appropriate options or filters, and then click **Calculate** to apply any changes to the results.
 - To view a record in the [Bill Viewer](#), including the details to be included in the Journal, right-click the line and then click **Preview Journal**.
 - To delete all non-posted journal entries of a particular type that are linked to the voyage, right-click a line of that type and then click **Delete**.
 - To create the journals, click [Create Period Journals](#). The Ready to Post Journals appear in the Voyage Invoices list.
 - An option can be configured (CFGItemizeBunkerJournal) to **itemize bunker cost** for Voyage Period Journals.
 - An option can be configured (CFGActDefaultPeriodJournalsAccountingDateToInvoiceDate) to default the Accounting Date of all Period Journals to the invoice date.

Bill Viewer - Voyage Period Journals

Edit Invoices

The Edit Invoices List displays all rejected invoices, each of which has a status of **Pending** or **Rejected**. It is similar to the [Create Invoices](#) list, but it also includes a Transaction Number column. In the **Action** column:

- To open an invoice as created in Operations, click [Open Invoice](#).
- To view a printed invoice, click [View](#).

Advance Payment - Receipt Allocations

You can allocate [Advance Payments](#) or [Receipts](#) to outstanding invoices with the same Vendor and Currency on the Advance Payment/Receipt Allocations form.

This form has the following sections:

- Outstanding Invoices
- Advance Payments/Receipts
- Allocations

1. Filter by **Vendors, Companies**, and/or accounting **Date To**.
2. To allocate payments/receipts to invoices, do one of the following:
 - Right-click an Advance Payment or Receipt and click **Auto-Allocate**. The amount is allocated to all the relevant invoices. If it is not enough to cover all invoices, it is prorated between them.
 - In the Allocations section, select an invoice and a corresponding advance payment, and set an amount.
3. Allocations appear below. To view them, right-click a line and click **See Details**.

4. In the Allocation Details form, you can adjust allocations as long as the total allocated amount does not exceed the Advance amount.
5. To commit the Advance allocations to the invoices, click the **Allocate** button. Entries in the Allocations table are removed, and the two upper sections reflect the new situation. These advance payments are linked to the invoices as payments.

A Security Right must be selected on the Module Rights tab: Financials > Transactions > Advance Payment/Receipt Allocations.

Financial Reports

Report	Description
Account Analysis	Report includes a financial transactions summary for the user-specified range of accounts, dates, and various other filters such as vessel, voyage, vendor name, etc. Transactions are shown starting with a balance on the start date along with each transaction's debit, credit, and running balance amounts. Transactions can be grouped by account, vessel, vendor, etc.
Accounts Payable/Receivable	Report includes a summary of all account payables /receivables with an outstanding balance. It also includes

	<p>information on the invoice ageing: the number of days the outstanding amount is overdue. For example, 0-30, 30-60, etc.</p>
Balance Sheet	<p>Report includes an assets and liabilities accounts summary for the user-selected month(s) and year (or year to date) with the total of debits, credits, and final balance. Beginning and ending balances for the selected period can be shown.</p>
Cashflow Reports	<p>Report includes the summary or details of payments for the specified company and account The Bank Code selection corresponds to the Ledger Code that is set up in the Financials Module Center under Bank Links. Report includes payment dates, the payee/payer name, amount debited/credited, and total debits, credits, and net cash flow for the user-specified period.</p>
Company Cashflow Statement	<p>Similar to the Cashflow report, this report includes a detailed statement for the user-selected account, company, and date range, selected from the Bank Links form in the Financials Module Center. The results include payment date, mode, payee/payer, invoice amount, and actual debit/credit amount. It also includes the total of debits/credits and the resulting net cash flow for the selected period.</p>
Daily Control Sheet	<p>Report includes all actual and estimated payments for the user-selected company on the user-specified date:</p> <ul style="list-style-type: none"> • 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>Report includes the counterparty for the transaction, reference vessel/voyage, amounts paid or received, and the due dates for the outstanding invoices.</p> <p>You can also filter the report by specifying the base currency threshold amount in the Inv Amt Over (Base Curr) field, which will be used to print only transactions over that amount.</p>
Foreign Exchange Exposure	<p>Report includes information on the company's exposure to the exchange rates for the user-selected currencies and various date ranges (buckets – up to 12 is allowed). Exposure is calculated in different categories if they are based on a foreign currency. Exposures used are: contracts (COAs, estimated voyage port costs), operations (un-invoiced cargos, port expenses) and finance (through invoices that are not paid in full yet).</p> <p>You can filter the report by selecting only part of the categories:</p> <ul style="list-style-type: none"> • 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. • Include Left/Right Outliers: Select to show the sum of past /future positions.

Income Statement	Report includes a revenues and expenses accounts summary for the user-selected year and month(s), with totals for debits, credits, and the final balance and profit (loss) for the user-specified period. You can select to show beginning and ending balances for the selected period.
Trial Balance	Report includes revenues, expenses, assets, and liability accounts summary for the user-selected year and month(s), with totals for debits, credits, and the final balance. You can select to show beginning and ending balances for the selected period.
Vendor Statements	Report includes all transactions for the user-selected company that have a counterparty specified (Vendor Name field), or all counterparties if left blank. Selecting a date range filters transactions by the accounting date. The report can include either a summary or detailed version of the report where transactions are grouped by the counterparty, with beginning balance and all debits/credits for that counterparty within the user-specified date range. The detailed version, run when the Invoice Details check box is selected, shows line items for each transaction. Each transaction has a link to open the Transaction Data Entry form for more details.
Voyage Report	Report includes all financial transactions for the user-selected company and date range (accounting date), grouped by the transaction's reference voyage. Report includes expenses or revenues for each transaction in separate columns and shows the grand total of all expenses and revenues. You can also filter the report for a specific vessel.

Data Center

About the Data Center

In the Data Center, you can enter and update the data used throughout IMOS. Quick Links include the records for your Address Book Contacts, Cargo Names, Ports, and Vessels, along with Distances, Messages, the Audit Trail, and Security. Term Lists, many already populated, appear on the right. Most of the data only needs to be entered once for use by all the IMOS users and then needs only occasional updating.

One individual, perhaps an Operations Supervisor or an IT person, should be responsible for updating the Data Center, acting as a gatekeeper and managing the data. Alternatively, each side of the Data Center could have its own Administrator. It is important not to have too many people with access, or duplicate records can be entered, resulting in not only confusion but also errors in transactions and accounting.



To access the IMOS Data Center Module Center, click .

Setting Up and Using IMOS

This document begins with information about setting up IMOS and continues with other Data Center items you can use after it is set up.

Before you use IMOS, set up the following data:

1. [Term Lists](#)
2. Data Center records:
 - a. [Address Book Contacts](#)
 - b. [Cargo Names](#)
 - c. [Vessel Records](#)

As you use IMOS, you can:

- Use [Distances](#) to enter ports, arrange routes, and calculate time and distances for voyages.
- View incoming and outgoing DA-Desk Interface [Interface Message List](#) and resend them if needed.
- View the [Audit Trail](#), a history of the actions related to every transaction in IMOS.

Note: Your configuration might differ from the information shown. For information on other features, please see your account manager.

Other Sources of Information

This document includes information about most of the items from the Data Center. Some of the Data Center items are described elsewhere:

- [Distances](#)
- * *Veslink Distances* tutorial
- * *Audit Trail* tutorial

* You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

Related FAQs

For more information, see the following Data Center FAQs:

- [FAQ - Configurations for cleaning, heating and inerting cargo bunkers](#)
- [FAQ - How to create new Laytime Terms](#)
- [FAQ - Company-Based Security](#)
- [FAQ - Guidelines for Use of Tax Groups](#)
- [FAQ - Different methods of importing vessel data from Baltic99](#)
- [FAQ - How to make an alias port](#)
- [FAQ - Styling Gantt Bar Templates](#)
- [FAQ - How do I confirm a report was emailed to a distribution list?](#)

Data Center Records

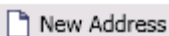
Quick Links to the records for the data used throughout IMOS appear in a list along the left side of the Data Center:

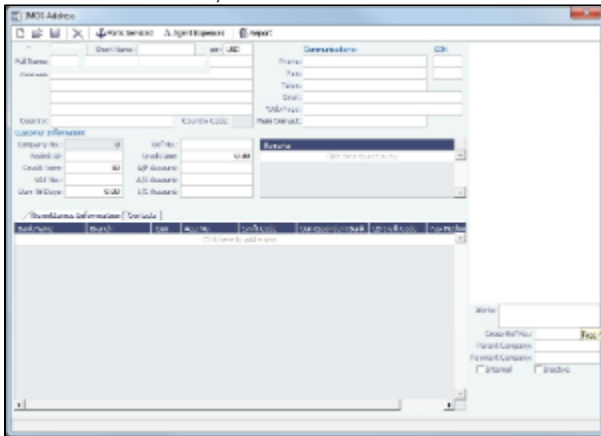
- [Address Book Contacts](#)
- [Cargo Names](#)
- [Ports](#)
- [Vessels](#)

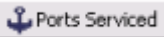
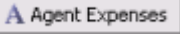

Address Book Contacts

Enter all the contacts with whom you do business. Take care not to create duplicate entries; they can cause errors in accounting.

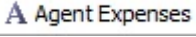
1. To create an Address Book Contact, do one of the following:
 - In the Data Center Module Center, click **Address**.

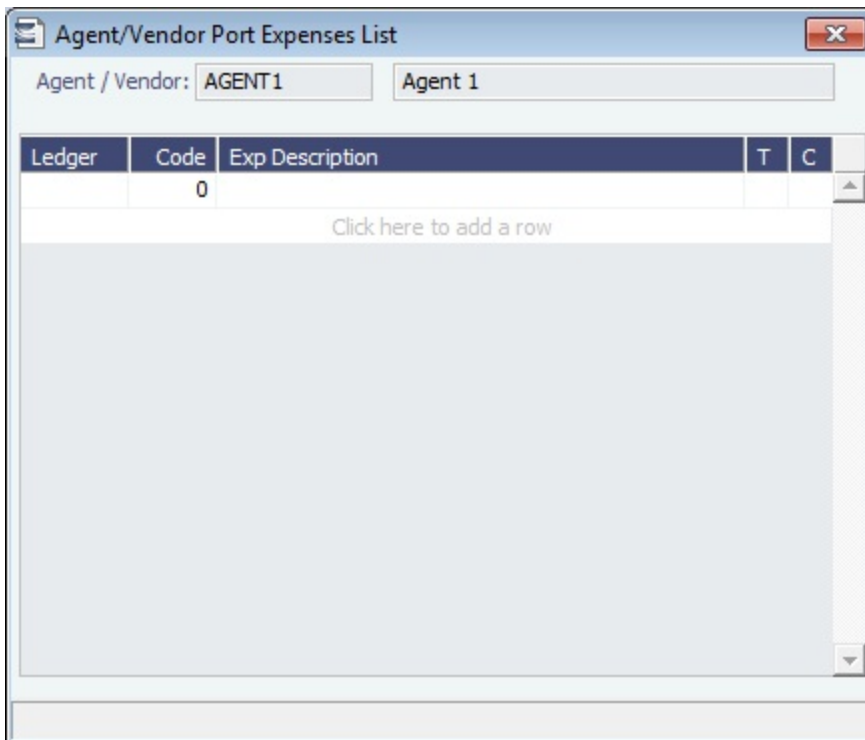
- On the Address List, click .




2. On the IMOS Address form:
 - Select a **Type**.
 - Type **W** is information for an internal [Company](#); it has to be set up differently, through Financials. Its Remittance Bank record must already be set up in IMOS.
 - If you have a contact that functions as more than one type, you must enter two separate records for that contact. (Complete and save the first record, delete the contact Type, press **Enter**, and select the other Type. IMOS asks if you want to create a new record; click **Yes**.)
 - Enter a **Short Name** for the contact (32 characters or fewer). Then press **Enter** or **Tab**. If the Type and Short Name do not match any existing records, a message asks if this is a new record. To create a new record, click **Yes**.
 - In the **Curr** field, check that the default currency is correct; otherwise, select the currency in which you deal with this contact.
 - Enter the **Full Name**.
 - Enter at least the first line of the **Address**.
3. Complete the remaining fields on the form as appropriate.
 - **Veslink ID**: For managing the Agents list for the Agent Portal.
 - To create a specific **AP Account** or **AR Account** for a vendor, enter the account into the field. If it does not yet exist in the [Chart of Accounts](#), a prompt enables you to create it; the account description is the vendor's name.
 - [An option can be configured](#) (CFGDoNotEnforceAddbookAPARLedge) to be able to select an AP account as the vendor's AR account, and AR account as the vendor's AP account.
 - **I/C Account**: When entering a [Payment/Receipt](#), you can make the payment via an internal company by selecting **Intercompany Transaction** as the Payment Mode. An Intercompany Info section appears on the [Cash Transaction Management](#) form, where information should be entered. After saving the payment, a [Journal Entry](#) is created for the I/C company inner transaction; to view it, click the I/C Journal label link in the form.
 - **Remittance Information**: Click this tab to enter information about Remittance and Correspondent Banks. To enter additional information about a bank, right-click the line and then click [Remittance Information](#).
 - **Contacts**: Click this tab to enter information about individuals for this address.
 - **Properties**: When [User Defined Fields](#) are set up in the Data Center for Address Book records, a Properties tab appears, where these fields can be selected and values entered for them.
 - **Alerts**: To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture highlight the Charterer field in light pink after an Alert is entered for it. A tooltip shows the text of the corresponding Alert. An Alerts column can also be selected to appear in the Address Book.
4. You can do the following:
 - To view or enter ports serviced by the contact, click  to open the [Ports Serviced](#) form.
 - For an agent or a vendor contact, to customize the expense breakdown on a Port Disbursement, click  to open the [Agent/Vendor Port Expenses List](#).
5. To save the record, click . IMOS inserts the next sequential **Company Number**.

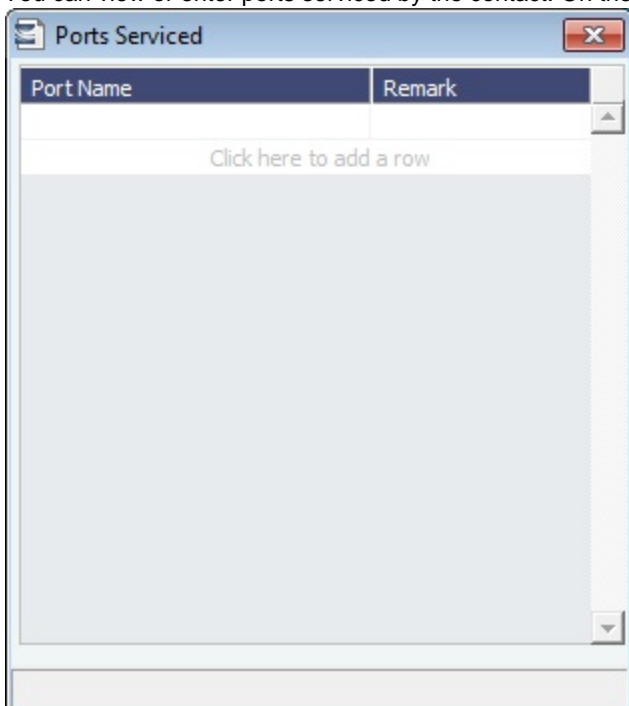
Agent Expenses

For an agent or a vendor contact, you can customize the expense breakdown on a [Port Disbursement](#). On the [Address Book Contact](#), click  to open the Agent/Vendor Port Expenses List.



Ports Serviced

You can view or enter ports serviced by the contact. On the Address Book Contact, click  Ports Serviced.



For Bunker Vendors, the **Remark** field can be used to record information like past issues, bunkering limitations, and performance ratings. After configuring the vendors that service a port, the Vendor selection list in a Bunker Requirement for that port has two sections. The top shows the vendors recorded as serving that port; the bottom lists all bunker vendors in the Address Book.

Remittance Information

To enter additional information about a bank, on the Remittance Information tab in an Address Book Contact, right-click the line and then click **Remittance Information**.


Cargo Names

Enter the names and information for all your types of cargo.

To create a Cargo Name:

1. Do one of the following:
 - In the Data Center Module Center, click **Cargo Name**.
 - In the Cargo Name List, click **New Cargo**.
2. On the IMOS Cargo Name form, enter a **Cargo Short Name** (32 characters or fewer). Then press **Enter** or **Tab**. A message asks you to confirm that you are adding new cargo. Click **OK**.
3. Select or enter a **Cargo Group**. Depending on the group, the form includes fields for either liquid or dry cargo.

Capacity Basis (dry only): The basis for calculating the Max Lift Quantity on the Voyage Estimate; Unspecified (default value: the calculation will be based on the Grain Capacity), Bale, or Grain.

4. Complete the remaining fields on the form as appropriate.
 - An option can be configured (CFGEnableOPA) to add a Persistent check box to the Cargo Name form.
5. To save the record, click .

Cargo Groups

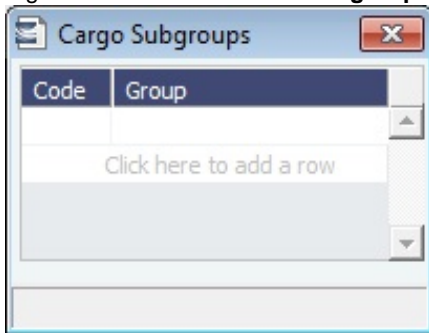
- An option can be configured (CFGEnableAltLiftUnit) to enable Unit of Measure Conversion in IMOS, for MT, BBL, and M3. It adds several columns to the Cargo Groups form:
 - **CP Unit:** Default CP unit of measure for all grades within the group
 - **Lift Unit:** Default L/D, or Lift, unit of measure for all grades within the group
 - **Alt Lift Unit:** Default Alternate L/D unit of measure for all grades within the group
 - **Convert?:** Whether automatic conversion between units should take place for this group. Currently, only MT, BBL, and M3 units are automatically converted. Group defaults can be overridden at an individual grade level on the Cargo Name form or on the Voyage Estimate/Voyage Fixture/Voyage Manager forms. Successful conversion requires non-zero values for API/SG for the grade.
 - With this option, several additional columns appear on IMOS forms:
 - **CP Terms Details:** Alt Qty and Alt Unit on the Itinerary tab of the grid
 - **Voyage Estimate, Voyage Fixture, and Voyage Manager Itinerary grid:** Alt Qty and Alt Unit on the Cargo and Draft /Restrictions tabs
- If there are a value and a unit of measure for L/D Qty, a unit of measure for Alt Unit, and nonzero values for API /SG, then the Alt Qty value is automatically calculated. It is also possible to back-calculate an L/D Qty from a manually entered Alt Qty: After entering the Alt Qty, clear the L/D Qty value to trigger the recalculation. This procedure can also be used to calculate the quantities based on a manually entered API/SG.




1. To create or view a Cargo Group, on the Cargo Name form, click .

Description	Qty	CP Unit	Lift Unit	Alt Lift Unit	Convert	CP Unit	CP Unit	Alt Unit
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT
DRY	100.00	MT	MT	MT	SA	100.00	MT	MT

2. Complete the fields on the form as appropriate.

3. You can create a top-level layer in the Cargo hierarchy, a Super Group, that encompasses one or more existing Cargo Groups for use with multi-grade configurations. This facilitates the selection of grades from any group within a Super Group when the Super Group is used at the CP level in the Voyage Estimator, Voyage Fixture, or Voyage Manager. Follow these steps:
 - a. On the Cargo Groups form, click to add a line at the bottom of the grid and name the Super Group.
 - b. Right-click the line and click **Subgroups**.

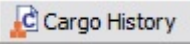


- c. In the Cargo Subgroups form, add a line and select the existing groups to be part of the Super Group. A Cargo Group can belong to multiple Super Groups. In the Voyage Estimator, Voyage Fixture, or Voyage Manager, if you select a Super Group at the CP-level Cargo Group, you can then select any grade belonging to any of the groups that are part of the Super Group. Stowage factors will continue to default basis the grade selection.
4. To save and close the Cargo Subgroups form, click .
5. To save and close the Cargo Groups form, click .
6. To save and close the Cargo Name form, click .

Ports

If you need a port added, contact Veson to have it added. If you attempt to add a port that already exists, its record appears, so a new port with the same name as an existing port cannot be added.

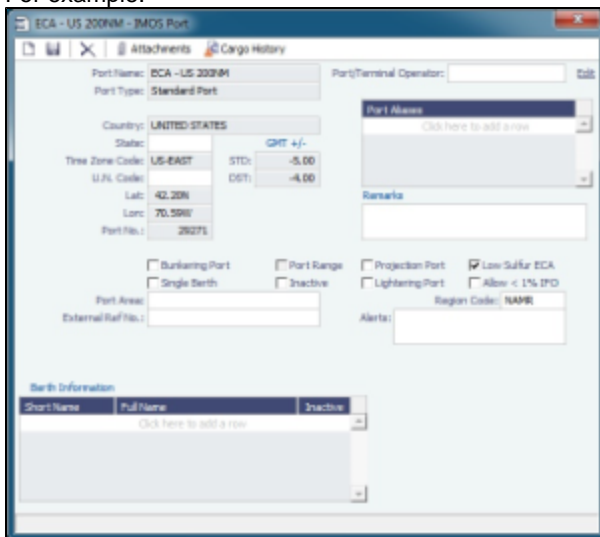
Note: To read rports.xml distributed with IMOS official ports and Distances updates, on the IMOS7 menu, point to **Tools**, and then click **Update Ports**. This replaces the ports update SQL scripts and sets the lastupdate field in the rports table in the IMOS database.

To see the history of any cargo handling done in this port, according to Search Date Range, click . Right-click an entry in the Port Cargo History form for an option to view the related voyage.

- **Port Type:**
 - **Port (No Distance Link):** Enter Port Aliases. Time Zone Code is required; if the new port is an Alias, this value is inherited from the master Port record.
 - **Alias Port:** Enter the port for which this is an Alias.

- **Waterway Port**
- **Low Sulfur ECA:**
 - To specify a **port** as a low sulfur area, select the check box.
 - You can also specify an **Emission Control Area** as a low sulfur area, automatically setting the area and all ports in it to low sulfur. You must have the most recent Distances update installed. To confirm, make sure that the following ports are in your port list. Also confirm that the Low Sulfur Community check box is selected in all of them:
 - ECA - ANTARCTIC AREA
 - ECA - EURO PORTS (in-port consumption only)
 - ECA - HONG KONG (in-port consumption only; requires IMOS v7.7.1525+)
 - ECA - US 200NM HAWAII
 - ECA - US 50NM PUERTO RICO
 - NA 200NM
 - SECA - NORTH SEA
 - USA 25NM
 - **WORLDWIDE:** This zone is used to set the Fuel Types to be consumed in ports that are not located in any of these Fuel Zones but have the **Low Sulfur ECA** check box selected. This includes any historic Estimates created without Fuel Zone information. It should include only Fuel Types that were being used for low sulfur consumption before configuring Fuel Zones (and no cons rate only); otherwise, the consumption rates and types will change on Estimates/voyages created before Fuel Zones were enabled.

For example:



- **Allow <1% IFO** (only appears with Low Sulfur ECA selected): Select this check box if low sulfur fuel oil can be burned in port, such as within the North America ECA region outside California.
- **An option can be configured** (CFGLSPortConsumptionDefaultGrades) to set up a comma-separated list of grade codes to burn in LS ports.
- **An option can be configured** (CFGLSPortConsumptionLSFOGrades) to set up a comma-separated list of grade codes to burn in LS ports that permit burning low sulfur fuel oil.
- **Lightening Port:** For a Lightening Port, select this check box. For Lightening Contracts and Jobs, only Lightening Ports can be selected; Load/Discharge ports can be selected from all ports.
- **Alerts:** To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture highlight the Port Name field in light pink after an Alert is entered for it. A tooltip shows the text of the corresponding Alert. An Alerts column can also be selected to appear in the Port List.
- **Berth Information:** To add or view information about berths in the port, right-click the line in the Berth Information grid and then click **Berth Information**.

Low Sulfur Fuel Use

Port Selections	Fuel Grades Consumed in LS Port
Not Low Sulfur	G and H
Low Sulfur Without Configuration flags	All L grades
Low Sulfur Without Allow <1% IFO With CFGLSPortConsumptionDefaultGrades	L grades specified in CFGLSPortConsumptionDefaultGrades

Low Sulfur With Allow <1% IFO With CFGLSPortConsumptionDefaultGrades Without CFGLSPortConsumptionLSFOGrades	L grades specified in CFGLSPortConsumptionDefaultGrades
Low Sulfur With Allow <1% IFO With CFGLSPortConsumptionLSFOGrades	L grades specified in CFGLSPortConsumptionLSFOGrades
Configuration flag with grades not on the vessel	No L grades

Berths

To add or view information about berths in a port, right-click the line in the Berth Information grid on the [Port](#) form and then click **Berth Information**.

When [User Defined Fields](#) are set up in the Data Center for Berth records, a Properties tab appears, where these fields can be selected and values entered for them.

Vessels

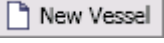
Confirm that all your vessels were set up correctly during installation and update them as your company's fleet changes.

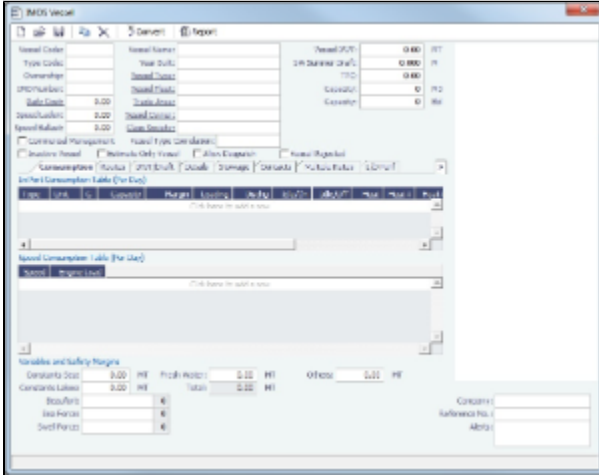
- With a valid Baltic99 license, [an option can be configured](#) (CFGAllowBaltic99Search) to enable an external search of the Vessel List in the Data Center. To have this integration with Q88 and/or Baltic99, there must be a valid license for these services.

To create a Vessel:

1. Do one of the following:

- In the Data Center Module Center, click **Vessel**.

- On the Vessel List, click  .




2. 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

3. Complete the remaining fields on the form as appropriate.

- [Consumption tab](#)
- [Routes tab](#)
- [DWT/Draft tab](#)
- [Details tab](#)
- [Stowage tab](#)
- [Contacts tab](#)
- [Multiple Rates tab](#)
- [L/D Performance tab](#)
- [Properties tab](#)
- [Bunker Tanks tab](#)
- **Alerts:** To capture issues; the Cargo COA, Cargo, Voyage Estimate, Voyage Manager, and Voyage Fixture highlight the Vessel field in light pink if an Alert is entered for it. A tooltip shows the text of the corresponding Alert. An Alerts column can also be selected to appear in the Vessel List.

4. To save the record, click  .

Consumption Tab - Vessel

The **Consumption** tab includes the In Port Consumption Table, Speed Consumption Table, and Variables and Safety Margins.

- In Port Consumption Table:
 - When adding a new Low Sulfur fuel type to a Vessel that has an existing High Sulfur type defined, IMOS defaults its Port /Sea Consumption rates to be the same as the High Sulfur consumption rates, if the new Low Sulfur fuel type is in the same Group as the High Sulfur fuel type on the [Fuel/Lube Types](#) form.
 - When a Vessel Type is selected, and no fuel types are defined yet, the system defaults the Fuel Types, Units, and Grade according to the Vessel Type. If the vessel has not yet been used in IMOS, changing the Vessel Type gives you the option to replace the existing fuel types with the default fuel types defined for the Vessel Type.
 - When the fuel type is H, and an L fuel type exists in the vessel and is in the same Group on the [Fuel/Lube Types](#) form, you can copy consumption figures from the HS/LS corresponding fuel type. Right-click the Fuel Type and then click **Copy consumption**.
- Speed Consumption Table:
 - Figures are separated into Ballast and Laden.
 - When the [Vessel Type](#) has Restrict Speeds enabled, the speeds available are only those corresponding to the specific Ballast/Laden mode.
- For LNG vessels:
 - To include [Bunker Curve Parameters](#) in the consumption calculation, click **Calculate with Vessel Bunker Curve**.
 - A specific speed can be selected in the Speed Consumption Table as the Boil Off speed. Up to this speed, the LNG consumed by the vessel is a non-forced Boil Off; for any speed above it, the LNG consumed is considered forced Boil Off.
- An option can be configured (CFGEnableVesselBunkerGrade) to specify the Fuel Grade in a **Grade** column and to default this value on the [Bunker Requirement](#).

Column	Affects Performance? Y/N	Explanation of use by IMOS
Type	Y	Identifies fuel types used by this vessel throughout the system.
Unit	Y	Identifies the unit used for consumption calculations.
G	Y	Identifies the grade of fuel, which determines where the consumption values should be used.

Capacity	Y	Shows how much of each fuel type can be held on the vessel. Warnings are given in IMOS if this capacity is exceeded.
Margin	N	Displays the bunker safety margin. IMOS will issue a warning if the fuel level is below this margin at any time.
Loading	Y	Daily consumption rate that will be used for the vessel during loading activities.
Dischg	Y	Daily consumption rate that will be used for the vessel during discharging activities.
Idle/On	Y	Daily consumption rate that will be used for the vessel during non-working days in port (XP days, Idle days, etc.).
Idle/Off	N	For reporting and informational purposes only.
Heating	Y	Added to vessel's daily consumption rate when Heating Cons in Cargo Bunkers tab of CP Terms Details is set to Heating.
Heating+	Y	Added to vessel's daily consumption rate when Heating Cons in Cargo Bunkers tab of CP Terms Details is set to Heating+.
Heating++	Y	Added to vessel's daily consumption rate when Heating Cons in Cargo Bunkers tab of CP Terms Details is set to Heating++.
IGS	Y	Added to vessel's daily consumption rate when IGS Cons in Cargo Bunkers tab of CP Terms Details is set to Enabled.
Clean	Y	<p>Added to vessel's daily consumption rate when Cleaning Cons in Cargo Bunker tab of CP Terms Details is set to one of the following:</p> <ul style="list-style-type: none"> • Auto Load: 1 day of cleaning consumption is added at the first load port (updated if the first load port changes). • Auto Disch: 1 day of cleaning consumption is added at the last discharge port (updated if the last discharge port changes). • Manual: 1 day of cleaning consumption is added at the last discharge port (not updated if the last discharge port changes).
Maneuver	N	For reporting and informational purposes only.
Auxil	N	For reporting and informational purposes only.

Cool	Y	Added to vessel's daily consumption rate when Cooling Cons in Cargo Bunkers tab of CP Terms Details is set to Enabled.
Speed	Y	Used to determine what consumption values should be used for a vessel for a given voyage leg.
B/L	Y	Used to determine what consumption values should be used for a vessel for a given voyage leg.
Engine Load	N	For reporting and informational purposes only.
Type	N	For reporting and informational purposes only.

Bunker Curve Parameters

You can include Bunker Curve Parameters in the calculation of fuel consumption for LNG vessels.

- Do one of the following:
 - On the Consumption tab of the [Vessel](#) form, click **Calculate with Vessel Bunker Curve**.
 - On the Performance tab of the [Time Charter In](#) form, click **Calculate with TCI Bunker Curve**.
 - On the Performance tab of the [Time Charter Out](#) form, click **Calculate with TCO Bunker Curve**.
- On the Bunker Curve Parameters form, complete the following fields:
 - Speed From:** Defaults to the first speed specified in the Speed Consumption Table
 - Speed To:** Defaults to the last speed specified in the Speed Consumption Table
 - Step Size:** Defaults to the difference between Speed To and Speed From
 - For **Ballast** and **Laden**, Coefficients c and b are specified.
- To calculate the consumption for each fuel type in the Speed Consumption Table, click **OK**.
 - For FOE Bunker type (or bunkers in the same group as the FOE Bunker type): Consumption rate = $c \cdot \text{EXP}(b \cdot \text{speed})$
 - For LNG Bunker type: Consumption rate = $c \cdot \text{EXP}(b \cdot \text{speed}) / \text{FOE Conversion}$
 - Non-LNG and Non-FOE bunker types are not affected by the calculation.

Routes Tab - Vessel

On the **Routes** tab, you can set preferences for routes to take or to block, for example, because of piracy. You can also use this to store default costs that will import into the Voyage Estimator for this vessel. (A charterer can change this value from an Estimate).

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties	
Region	Toll (Ballast)	Toll (Laden)	PD	XP	Func	Block	Hide	No Tolls	Use
US INLAND WATERWAYS	0.00	0.00	0.00	0.00	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
	0.00	0.00	0.00	0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to add a row									
Inherit Route Preferences From: <input type="text"/>									

To specify that a vessel should avoid a piracy area, do the following:

1. On the Routes tab, click to add a new row.
2. In the Region column, enter the piracy area to be avoided, for example, **Piracy - JWC Indian Ocean**.
3. In the Func column, select **P**.
4. In the Block column, select the check box.

Note: Specifying a piracy area to be avoided becomes the default setting for all voyages created with this vessel. You can Enable or Disable Piracy Avoidance per voyage in the [Voyage Estimate](#).

- [An option can be configured](#) (CFGRoutingPrefsVslCode) to be able to specify a system-wide routing preferences template vessel, which can be an Inactive or Estimate Only vessel; all vessels inherit its routing preferences. Inherited routing preferences are highlighted with a pale-blue background. Additional route preferences can then be specified for an individual vessel, and defaults can be overridden.
- **Use:** Routing preferences can be set to use certain routes for laden or ballast legs only: A = Always; B = Ballast Only; L = Laden Only. The [Voyage Estimator](#) is sensitive to these settings when calculating the route between ports.
- **Inherit Route Preferences From:** Enter the name of another vessel to inherit preferences from.

DWT-Draft Tab - Vessel

Values entered in the Vessel DWT, SW Summer Draft, and TPC fields automatically populate the At Summer row on this tab.

Consumption	Route Prefs	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Performance
Draft (M)	DWT (MT)	Displ (MT)	TPC	Remarks			
5.800	11,000.00	0.00	0.00				
17.500	160,000.00	0.00	114.00				
Click here to add a row							

	Draft (M)	DWT (MT)	Displ (MT)	Free Board (M)	TPC
At Design:	0.000	0.00	0.00	0.000	0.00
At Summer:	0.000	0.00	0.00	0.000	0.00
Tropical F.W.:	0.000	0.00	0.00	0.000	0.00
Tropical S.W.:	0.000	0.00	0.00	0.000	0.00
Fresh Water:	0.000	0.00	0.00	0.000	0.00
Winter:	0.000	0.00	0.00	0.000	0.00
Normal Ballast:	0.000	0.00	0.00	0.000	0.00
Lightship:	0.000	0.00	0.00	0.000	0.00

Fresh Water Allowance: mm Max Air Draft:

Details Tab - Vessel

On the **Details** tab, you can track many details about the vessel.

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"/> TVE Valid							

Stowage Tab - Vessel

On the **Stowage** tab, you can record information about the stowage properties of the vessel.

- Bulker:

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																																																						

- Tanker:

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 **Contacts** tab, you can record information about the contacts for the vessel.

In the **Manager** field, you can select from the list of Owner companies and specify the Vessel Manager to be used on the Voyage Template.

Multiple Rates Tab - Vessel

On the **Multiple Rates** tab, you can create a group, with a Group ID, to store data in case of a change in Daily Cost and Speed consumption rates. It is based on the effective date period (From GMT - To GMT) you enter.

For these rates, if a change in the effective date occurs while a voyage is in progress, the cost and/or consumption calculations are split according to the number of voyage days for both effective rate periods.

L-D Performance Tab - Vessel

On the **L/D Performance** tab, you can track load and discharge performance information.

Load Information		Discharge Information	
Load Time (Hr):	0.00	Discharge Time (Hr):	0.00
Min Liquid Pressure:	0.00	Max Liquid Pressure:	0.00
Min Gas Return (M3/Hr):	0.00	Min Gas Return (M3/Hr):	0.00
Max Gas Pressure:	0.00	Min Gas Pressure:	0.00

Bunker Tanks Tab - Vessel

On the **Bunker Tanks** tab, you can record information about the bunker tanks.

No.	Description	Location	Capacity	Unit
0			0.00	
Click here to add a row				

Properties Tab - Vessel

On the **Properties** tab, when **User Defined Fields** are set up in the Data Center, they can be selected here.

Title	Value
Click here to add a row	

These properties can also be exported and imported using the Messaging Service program, autovsl.exe.

Interface Message List

The Interface Message List provides a central viewing point to see incoming and outgoing IMOS file traffic. The most common messages are invoices or financial transactions to an external accounting system. You can view incoming and outgoing interface messages and resend them if needed.

In the Data Center Quick Links list, click **Interface Message List**.

For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

Audit Trail

The Audit Trail is a history of the actions related to every transaction in IMOS7. Creating or saving a form is a transaction, and inserting, updating, or deleting a value in a field on that form is a separate action in that transaction.

For more information, see the *Audit Trail* tutorial. You can access the tutorials from the [Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

To view the Audit Trail, do one of the following:

- In the Data Center Quick Links list, click **Audit Trail**.
- On the IMOS7 menu, point to **Lists**, and then click **Audit Trail**.

Each transaction has an Audit ID. For each action of a transaction, the Audit Trail can display the following columns. Some are hidden by default, but you can [select them](#).

- Action (Insert, Update, or Delete)
- Audit ID
- Changed By (GMT)
- Changed On (GMT)
- Field
- Machine Used
- New Value
- Old Value
- Port
- Port Call Sequence
- Reference
- Table
- Transaction Type
- Vessel Name
- Voyage Number

Configuration Flag List

- Extra Freight Terms
 - Rate Tables
- Delays & Weather Terms
- Currencies Terms
- Ports and Areas Terms
- Vessels Terms
 - Vessel Types
- Other Terms
 - Operations Ledger
 - User Defined Fields
 - Voyage Templates

Typical Term List

Most terms lists are similar to the term list illustrated below, with a Code, a Term, and a Paragraph or Description. Some terms have one or more additional columns.

Code	Term	Paragraph
1	WIBON	Whether In Berth Or Not
2	WIPON	Whether In Port Or Not
3	WIFPON	Whether In Free Pratique Or Not
4	WIBON/WIBHON	Whether In Berth Or Not
5	WIPON/WIBHON	Whether In Port Or Not
6	WIFPON/WIBHON	Whether In Free Pratique Or Not
7	WIBON FPG	WIBON Free Pratique Granted
8	WIPON FPG	WIPON Free Pratique Granted
9	WIBON FPG/CCG	WIBON FPG/Custom Clearance Granted
10	WIPON FPG/CCG	WIPON FPG/Custom Clearance Granted
11	WIBON FPG/CCG/HP	WIBON FPG/CCG/Holds Passed
12	WIPON FPG/CCG/HP	WIPON FPG/CCG/Holds Passed
13	N/A	
14	BLANK	

Click here to add a row

To **add a term**, do one of the following:

- To insert a line above another line, right-click the line and click **Insert**.
- To add a line at the end of the list, click the last row.

To **sort** by a column, click its heading.

Charter Party Terms

Term lists that already include standard terms are underlined below.

- **Charter Party Forms** terms include Charter Party agreement types. They are used on the COA, Cargo, Voyage Fixture, and CP Terms Details forms.
- **Extra Freight Terms** represent cargo-related extra revenues/expenses to be included in the Freight Invoice. You can add Extra Freight Terms to the COA, Cargo, and CP Terms Details forms. For more information, see [Extra Freight Terms](#).
- **Laytime to Commence** terms are used on the CP Terms for Port form.
- **Laytime Terms** describe when ports are open for loading and discharging. They are used on the COA, Cargo, Voyage Fixture, Itinerary Details (from Estimate and Voyage Fixture), CP Terms for Port, and Laytime Calculation forms.

- **Laytime Types** terms are used on the CP Terms for Port form. To enter details about hours, right-click a Laytime Term, and then click **Sub Terms Information**.
- **NOR to Tender** terms are used on the CP Terms for Port form.
- **Normal Office Hours** terms are used on the CP Terms for Port form.
- **Other Loading Terms** are used when the Liner Terms option is turned on for cargo. This is linked into the CP Terms.
- **Payment Terms** are used on the Transaction Data Entry form and all invoices.
- **Rate Tables** are used on the COA and Cargo forms. For more information, see [Rate Tables](#).
- **Shifting Terms** are used on the CP Terms for Port form.
- **Standard Paragraphs** are used on all invoices.
- **Time to Tender** terms are used on the CP Terms for Port form.
- **Time Used** terms are used on the CP Terms for Port form.
- **Weather Working Days** terms are used on the CP Terms for Port form.

Extra Freight Terms

The Extra Freight Terms represent cargo-related extra revenues/expenses to be included in the Freight Invoice. These terms can be applied to a particular cargo and are calculated based on a lumpsum, a percentage, or a rate. You can add Extra Freight Terms to the Cargo form, the COA form, and the CP Terms Details form.

Code	Description	Commissionable	Taxable	Active	Bill Code	Type	Inactive
0L	Non Commissionable Lump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
0P	Non Commissionable %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
0R	Non Commissionable Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
14	By IFRIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GBREV	Percent	<input type="checkbox"/>
15	Non Packed Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
1L	Commissionable Lump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
1P	Commissionable %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
1R	Commissionable Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
2L	Tutra Lumpsum 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
2P	Tutra Percentage 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
2R	Tutra Rate 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
3L	Tutra Lumpsum 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
3P	Tutra Percentage 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
3R	Tutra Rate 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
4L	Tutra Lumpsum 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
4P	Tutra Percentage 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
4R	Tutra Rate 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
5L	Senus Freight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5P	Tutra Lumpsum 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5P	Tutra Percentage 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
5R	Tutra Rate 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
6L	Tutra Lumpsum 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
6P	Tutra Percentage 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
6R	Tutra Rate 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>

The second letter of the Extra Freight Term represents the Type:

L= Lumpsum

P = Percentage

R = Rate

Extra Freight Terms include the following:

- **0L, 0P, and 0R** through **9L, 9P, and 9R**: Ten user-defined sets of Extra Lumpsum, Extra Percentage, and Extra Rate terms
- **BL, BP, and BR**: Bunker Surcharge Lumpsum, Bunker Surcharge Percentage, and Bunker Surcharge Rate, per metric ton; a way for a vessel owner to cover an increase in bunker prices between the time the voyage is created and the time it takes place
- **D1, D2, and D3**: Extra Discharge Rates
- **DL, DP, and DR**: Deadfreight Lumpsum, Deadfreight Percentage of World Scale Level, and Deadfreight Rate; for cargo loaded below the specified amount
- **EF**: Extra Freight Lumpsum
- **L1, L2, and L3**: Extra Loading Rate
- **OL, OP, and OR**: Overage Lumpsum, Overage Percentage of World Scale Level, and Overage Rate; for additional cargo or overage
- **PD and RD**: Port Differential and River Differential Lumpsums
- **S1, S2, and S3**: Extra Loading Lumpsum
- **T1, T2, and T3**: Extra Discharge Lumpsums
- **TR**: Trucking Costs per metric ton
- **XD**: Lightering Overtime Rate
- **XO**: OPA Percent

Inactive Extra Freight Terms do not appear as a selection to add to a Cargo.

Rate Tables

The Rate Tables have different table types:

- **Demurrage Rate:** To base demurrage rates on the deadweight of the vessel; for more information, see [Demurrage Rate Table](#).
- **Laytime Hours:** To base laytime hours on the cargo quantity; for more information, see [Laytime Hours Rate Table](#).
- **Bunker Surcharge:** To base a bunker surcharge on a bunker fuel price index; for more information, see [Itinerary or Pricing Tab - Cargo COA](#).
- **Freight Rate:** To base freight rates on the quantity loaded; for more information, see [Itinerary or Pricing Tab - Cargo COA](#).
- **Freight Matrix:** To base freight rates on the load and discharge ports; for more information, see [Itinerary or Pricing Tab - Cargo COA](#).

The table headings have different meanings for each type.
To create a new Standard Rate Table:

1. In the Data Center, under Charter Party terms, click **Rate Tables**.

2. Enter a **Table ID**.
3. IMOS asks if you want to create a new table; click **Yes**.
4. Select a **Table Type** and enter a **Description**.
5. Enter at least one **Rate** and then click . (Otherwise IMOS thinks you are looking up a rate table and clears the form.)

Delays & Weather Terms

Delay & Weather terms are used in Operations. Term lists that already include standard terms are underlined below.

- **Beaufort Scale** is an internationally accepted measure of wind intensity; its terms are used on Activity Reports, the Extra Information for Activity Reports form, and the Time Charter Manager.
- **Delay Reasons** terms are used on the Delay Information form. Each Delay Reason has a Delay Type.
- **Delay Types** terms are used on the Delay Information form. General Delay Types are already defined; you can define others.
- **Sea Force States** are an internationally accepted measure of the character of waves from the World Meteorological Organization; its terms are used on the Extra Information for Activity Reports form.
- **Sea Swells** are an internationally accepted measure of the character of the sea swell from the World Meteorological Organization; its terms are used on the Extra Information for Activity Reports form.

Currencies Terms

Term lists that already include standard terms are underlined below.

- **Currency Types** include the currencies that can be selected in IMOS transactions; they are used throughout IMOS.

- **Exchange Rates** include the currency conversion, or exchange, rates used in IMOS financial transactions; they are used throughout IMOS. Exchange Rates have an effective date and should be updated frequently. The default base currency used is the US dollar (USD).

Note: Exchange rates can be linked to an automatic data feed. For information, contact your Veson account manager.

Ports and Areas Terms

Term lists that already include standard terms are underlined below.

- **Distances Editor** To manually override the IMOS distances for all users.
- **Port Activities** terms are used on the [Port Activities](#) form. Each term can have one of the following Action Types; some have an effect in the [Laytime Calculator](#).

Action Type	Laytime Calculator Effect
AA = Anchor Aweigh	None
AD = Anchor Out	None
AF = All Fast	None
BE = Bunkering Ends	None
BS = Bunker Starts	None
CA = Free Pratique Granted	None
CD = Cargo Documents On Board	None
CI = Tank Inspection Completed	None
DE = Delay Ends	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 NOR Tendered + Turn Time
OE = Operation Ends	Stop counting time used
OR = Operation Resumes	None
OS = Operation Starts	Start counting time used
PA = Pilot On Board	None
PE = Port Action Ends	Stop counting time used if OE was not already specified
PO = Pilot Off	None
PS = Port Action Starts	For verification purposes only
RE = Rain Ends	None

RS = Rain Starts	None
SE = Shift Ends	None
SS = Shift Starts	None
XE = Dock Ends	None
XS = Dock Starts	None

Only the nine Action Types mentioned above affect a Laytime Calculation. A typical set of Action Types for loading or discharging cargo would be as follows:

- PS
- NR
- OS
- OE
- PE

IS/IE pairs and DS/DE pairs can optionally be inserted between the OS and the OE to log interrupts and delays.

- **Port Areas** terms are used on the Port form.
- **Port Functions** terms are used on the Cargo and COA and displayed on forms with Itineraries. Entering Delay Type and Delay Reason values in the **Activity** and **Reason** columns links the Port Function with a Delay. When that Port Function is used in a Voyage Estimate or a voyage, and the Port Days value is not zero, a Delay is created with the linked port dates and time zone; it can only be edited in the Voyage Itinerary.
 - C = Commencing – First port function for all voyages, designating the start sea passage time.
 - D = Discharging – Requires that a Cargo Handling line exists, as well as B/L Information.
 - F = Fueling – Even though received bunkers can be tracked on other functions (such as L or D), using this function is beneficial to designate that you are making a call for bunkers only. It also allows you to build in waiting/fueling time.
 - I = Canal Transit – Used for transit through a canal or cape; you cannot track port activities, cargo handled, or bunkers received.
 - L = Loading – Requires that a Cargo Handling line exists, as well as B/L Information.
 - O = Other – Used as a miscellaneous port function and allows you to track time and fuel used at a given location; commonly used for At Sea delays.
 - P = Passing – Used to define a route that passes through a specific location.
 - R = Repair – Similar to O, but specifies that repairs are in progress for the ship.
 - T = Terminating – Optional function that is commonly used to designate a repositioning port.
 - W = Waiting – Similar to O, but specifies that the ship is being ordered to wait outside of port. Incorporates into waiting and unutilized time for reports.
 - Y = Delivery (TC Out only) – Specifies the exact time when a time chartered ship is delivered. Necessary for TC In voyages and TC Out voyages, as this will sync time and fuel between the Voyage Manager and the Time Charter Contract.
 - Z = Redelivery (TC Out only) – Specifies the exact time when a time chartered ship is redelivered. Necessary for TC In voyages and TC Out voyages, as this will sync time and fuel between the Voyage Manager and the Time Charter Contract.

Notes:

- Do not change the Port Function Codes. Editing Port Functions is for advanced users only.
- Each Port Function must be linked to relevant **Port Activities**. See [Voyage Templates](#).
- **An option can be configured** (CFGEnableCustomVoyType) to differentiate the default list of Port Activities for Port Functions by Voyage Type. Trade Areas 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.

- **Trade Areas** terms include the trade areas or voyage regions of your company and are used on the Vessel, FFA/Option /Bunker Swap Trade, Voyage Estimate, Voyage Fixture, COA, Cargo, ETA Calculator, and Voyage Manager forms. Trade Areas can be used as a means of grouping voyages, trades, and contracts to analyze risk, total P&L, or exposure. They are also useful for balancing paper trading against physical positions.

For Trading, each Trade Area must have a default Route defined. Trade Areas are used in contracts to determine the basis for the rate.

The Turnover Ratio represents the number of voyages typically completed in 30 days. A Turnover Ratio of 1 = a voyage length of 30 days; 0.5 = a voyage length of 60 days.

Vessels Terms

Term lists that already include standard terms are underlined below.

- **Class Societies** terms list the Class Society codes and are used on the [Vessel](#) form.
- **Fuel/Lube Types** terms list the main fuel, lubricant, and oil types used in the marine industry and are used on the [Vessel](#), [Unit Information](#), [Boat Information](#), and [Inland Barge Information](#) forms and displayed on various forms throughout [Chartering and Operations](#).
 - The G column specifies the fuel type grade: General-Purpose, Low Sulfur, or High Sulfur.
 - The Group column groups High and Low Sulfur fuel types to be consumed for the same purpose, for calculating CP Consumption. Having two fuel types (HS and LS) in the same group means that the vessel cannot burn both fuel types at the same time. The relation between the two fuel types' CP consumption is based on the relation between the two fuel types' actual consumption.
 - The Track Sulfur % check box is in support of a feature whereby Veslink can gather information on the sulfur content of fuel ROBs, facilitating compliance with the Green Marine initiative.
- **Fuel Consumption Categories** have check boxes for each [Vessel Type](#); specific consumption categories can be cleared, so that they do not appear in Veslink when reporting fuel consumption rates.
- **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.
- **Vessel Daily Cost** allows you to track a vessel's daily operating costs. It is used on the [Vessel](#), [Voyage Estimate](#), and [Vessel Details - Estimate](#) forms.
- **Vessel Fleets** terms are used on the [Vessel](#), [Unit Information](#), and [Boat Information](#) forms.
- **Vessel Types** terms are used on the [Vessel](#), [Unit Information](#), [Boat Information](#), [Cargo and VC In COA](#), and [Cargo](#) forms. For more information, see [Vessel Types](#).

Vessel Types

Vessel Types terms are used on the [Vessel](#), [Unit Information](#), [Boat Information](#), [COA](#), and [Cargo](#) forms.

Name	Unit	Description	Other Fields
HS	HS	High Sulfur	
LS	LS	Low Sulfur	
HS/LS	HS/LS	High/Low Sulfur	
HS/LS/HS	HS/LS/HS	High/Low Sulfur/High Sulfur	

- You can specify up to six [Fuel Types](#) and their Units per [Vessel Type](#).
- For Trading, each [Vessel Type](#) must have a **Basis Route** defined; it links a [Vessel Type](#) with a standard cost-per-day route. Time Charter contracts with the specified [Vessel Types](#) are marked against the linked [Basis Route](#).
 - Because your route, vessel size, and speed might vary from the standards, you can use the **Route Correlation** field to adjust the rate used in IMOS to the rate of the [Basis Route](#), for your internal mark-to-market and risk management. For example, if the rate for the [Basis Route](#) is \$10,000, and the [Correlation](#) is 1.1, the rate used in IMOS is \$11,000.
 - The **Basis Quantity** is the Baltic Benchmark Quantity for the [Vessel Type](#).
 - The **Weighted Days Correlation** is used to adjust [Weighted Days](#) on the [Trading P&L Summary](#) and the [Trade Details List](#).
- To restrict vessel speeds used on the [Voyage Estimate/Fixture/Manager](#) to only those in the [Speed Consumption Table](#) on the [Vessel](#) form in the [Data Center](#), select the **Restrict Speeds** check box.
 - For any [Speed](#) field, the field is changed from free text to a selection field.
 - If for a certain speed and load status ([Ballast/Laden](#)), there is no fuel consumption defined, it is not possible to select this speed, and an error message appears.

Other Terms

Term lists that already include standard terms are underlined below.

- **Bunker Fuel Price Index** terms are used in the [Scale/Rate Table](#) for [Bunker Surcharge](#).
- **Bunker Hedging Values** terms are used on the [Exposure](#) tab of [Cargo COA](#) and [Cargo](#) forms.
- **Claim Actions** terms are used on the [Voyage Fixture](#).
- **C/P Place** terms are used to designate the location of the Charter Party agreement. The field exists on the [Cargo](#) and [Cargo COA](#) forms.
- **Departments/Teams** terms list the personnel teams in each department and are used to identify the people responsible for system and business transactions under IMOS. They are used on the [Transaction Data Entry](#) and [Journal Entry](#) forms.
- **Holiday Calendar** terms can be used to associate date ranges with a holiday code on a per country basis.
- **Lightering Types** terms are used to define categories within IMOS [Lightering](#) tools. If you are not using [Lightering](#), these are not applicable.

- **Note Categories** terms are used in [Voyage Manager Notes](#).
- **OPA Rates** terms list the Oil Pollution Act surcharge rates for a particular year and are used on the [Voyage Fixture](#).
- **Operations Ledger** terms are the Account Ledger line item codes for the different Profit & Loss items used in mapping to the financial interface. They are used on many forms. For more information, see [Operations Ledger](#).
- **Units of Measure** terms include the units of measure used in IMOS and their conversion factors and are used throughout IMOS.
- **User Defined Fields** can be created for use on several forms. For more information, see [User Defined Fields](#).
- **Voyage Templates** terms are used in the Voyage Template Rules term list and on the [Create New Voyage](#) form. For more information, see [Voyage Templates](#).
- **Voyage Template Rules** terms are used with the [Voyage Templates](#).
- **Voyage Contact Roles** terms are used to assign an individual a role for a voyage on the [Contacts](#) tab of the [Voyage Manager](#).

Operations Ledger

The IMOS code maintains a default list of internal Source codes that are used to define all revenue or expense items that might occur within the length of a voyage. In addition to the default codes, you can use the Operations Ledger to create a unique list of items that pertains to your business (crude oil, dry bulk, chemicals, etc.).

Operations Ledger codes are used on the [Port Advance/DA](#), [Ledger Expenses Data Entry](#), [Company Bank Links](#), [Business Rules](#), [Cash Transaction Management](#), [Assign Tax Code](#), and [Agent/Vendor Port Expenses List](#) forms.

Code	Description	Category	Exp Type	Tax On Exp	Inactive
DEBE	DEVIATION COSTS	OTB	Settable Expense	<input type="checkbox"/>	<input type="checkbox"/>
PROBENG	PROBENG		Settable Expense	<input type="checkbox"/>	<input type="checkbox"/>
PROBET	PORT COSTS		Per Expense	<input type="checkbox"/>	<input type="checkbox"/>
PROBSPRE	PROFIT SHARE			<input type="checkbox"/>	<input type="checkbox"/>
PROBBLD	PROBULAR BUILDING			<input type="checkbox"/>	<input type="checkbox"/>
YORBP	VOYAGE OTHER BONUSSES	YOR		<input type="checkbox"/>	<input type="checkbox"/>
YORBP	VOYAGE OTHER BONUSSES	YOR		<input type="checkbox"/>	<input type="checkbox"/>

An Operations Ledger Code can be marked as Inactive. Codes that have been used cannot be deleted.


To break down Operations Ledger items into more specific items, use [Cost Setup](#).

User Defined Fields

You can create User Defined Fields for use on the [Cargo](#), [Cargo COA](#), [Time Charter In](#), [Time Charter Out](#), [Berth](#), [Vessel](#), [Voyage Manager](#), and [Address](#) forms. User Defined Fields for Cargo/VC In and Time Charter In contracts are available as columns in the Cargo and Vessel grids of [Cargo Matching](#).

1. In the Data Center, under Other, click **User Defined Fields** and select the **Applicability**:
 - **Cargo**
 - **Cargo COA**
 - **TC In/Out**
 - **Berth**
 - **Vessel**
 - **Voyage**
 - **Address**
2. In the grid below, define the field:
 - **Field Type**:
 - string
 - integer
 - long
 - float
 - double
 - Date

- Time
- Date and Time
- **Prompt:** The label for the field.
- **Format** (Only applies to string or numerical fields):
 - **String:** Defines the maximum number of characters the field can support.
 - **Numerical:** Defines the number of decimal places that will be shown.
- **Status:** Indicates whether the field is normal, default (required), or inactive.
- **Link ID:** Can be used to map user-defined fields between the different User Defined Field applicabilities. If the Link ID of a Cargo COA User Defined Field matches the Link ID of a Cargo User Defined Field, user data will be ported from COA to Cargo automatically when the field is used.

3. To save the information, click .

4. After saving and exiting, a Properties tab is added to the form, where the newly defined fields can be pulled in. In the Title column, click to select the field Prompt. The Value column will accept an entry based on the Field Type selection. The properties can be added to the Cargo List and can be added as columns in reports from the Report List using the Cargoes (Trade List) Data Set.

Voyage Templates

With Voyage Templates, which are configured by default, you can specify default Port Activities for different kinds of voyages. Each Voyage Template can include a customized Port Activity list for any Port Function. Port Functions that are not customized use the system default Activities. For example, inland and deep-sea vessels might have different Template-specified loading Activities, but they can share the same system default Activities for fueling.

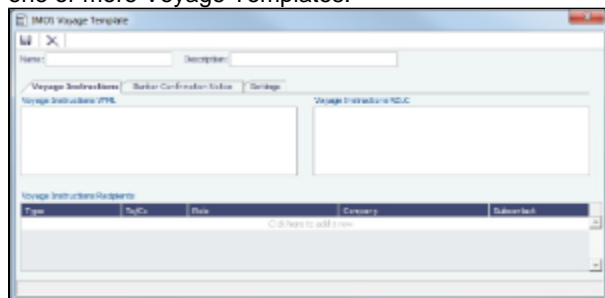
On a Voyage Template, you can also specify default settings for the [Laytime Calculator](#).

You can select a Voyage Template when you are creating a voyage; you can also change the Template after the voyage has commenced.

- Voyage Template Rules can automatically determine a default Voyage Template by evaluating the Voyage Region, Vessel Type, Vessel Type Code, Fleet, and Operation Type.
- If rules are not defined or do not apply, the last template used for the vessel is selected.
- You can always select a template or clear the Template field to override a default Template determined by Template Rules or by the previous voyage.

To set up Voyage Templates (after Module Rights for Voyage Templates and Voyage Template Rules have been enabled in Security):

1. In the Data Center Module Center, under Other, click **Voyage Template List** and then click  to define one or more Voyage Templates.



2. Enter a **Name** and a **Description**.
3. Do any of the following:
 - To specify recipients for Voyage Instructions or Bunker Confirmation Notices, do one of the following:
 - To specify by Company and Subcontact, select **From Address Book** in the **Type** column; select **To** or **CC** and select a **Company** and a **Subcontact**.
 - To specify by Role, in the **Type** column, select **By Role**; select **To** or **CC**, and select a **Role**.
 - To specify Port Activities for a Template, follow these steps:


- a. To set up Template Port Activities for Port Functions, in the Data Center, under Ports and Areas, click **Port Functions**.

Code	Port Operation	Activity	Reason
C	COMMENCING		
D	DISCHARGING		
F	FUELING		
G	GASSING		
I	CAVAL TRANSIT		
L	LOADING		
M	MULTIPOINT		
O	OTHER	OFF HIRE	CLEANING
P	PASSING		
R	REPAIR		
T	TERMINATING		
U	WAITING LAYCAN	WAITING	WAITING FOR LAYCAN
W	WAITING ORDERS	WAITING	WAITING FOR ORDERS
Y	DELIVERY		

- b. Right-click the **Port Function** for which you want to set up Port Activities and click **Activities List**.

Seq	Activities	Remarks	Laytime Calc. Report
100	END-OF SEA PASSAGE (OSP)		
200	NOI TENDERED		
300	ANCHORED	REASON:	
400	ANCHOR AWESCH		
500	ALL PAST	SECT:	
700	START LOADING CARGO	CARGO:	
800	ENCLOSING CARGO		
1,000	CARGO DOCUMENTS ON BOARD		
1,100	UNPACKED		
1,200	START SEA PASSAGE (OSP)		

The default Activities for the Function appear.

- c. Select the **Voyage Template**. If the Activities for the Function have not already been customized, the default Activities remain.
- d. **Save the form before proceeding**. If you do not save, you will be editing the main port function, rather than your port function template.
- e. For each template, enter the activities you would like to use, and delete the ones you do not need.
- f. IMOS assigns a **Sequence** for each Activity. To save the Port Activities, click .
- g. In the Data Center, under Other, click **Voyage Template Rules** and define the Rules that automatically assign Voyage Templates to new voyages. For each Rule, complete the following fields:
- **Precedence**: The order in which the Rules are evaluated.
 - **Field**: The Field to evaluate: Voyage Region, Vessel Type, Vessel Type Code, Fleet, or Operation Type.
 - **Value**: The Value for the Field selected.
 - **Template**: The Template that is applied if the Value of the Field in the voyage matches the Value of the Field specified in the Rule.
- To specify default settings for the Laytime Calculator for use with this template, follow these steps. You can change these settings later, from within the calculation.
- a. Click the **Settings** tab.

IMOS Voyage Template

Name: _____ Description: _____



Voyage Instructions: _____

Laytime Calculation Method: _____

Laytime Calculator Custom Panel: _____

- b. Complete the following fields:
- Laytime Calculation Method:
 - Deduction: Typically used for tankers

- Time Counting: Typically used for dry bulk vessels
- Laytime Calculator Duration Format:
 - DD:HH:MM
 - HH:MM

c. Click  to save and  to close the Voyage Template.

Veslink

Note: IMOS v7.5.225 or higher is required to use Veslink.

About Veslink

Veslink® standardizes voyage communications to help you collect and analyze current positions and other critical voyage data and share information with a network of trusted partners.

Veslink is organized into the following components, on separate tabs:

- **Dashboard:** Manage forms that require attention, view and update information about your network and your company profile, view Veslink updates in a message banner, and get help from the Knowledge Base
- **Voyages:** View vessel positions on the map; access [reports](#) and [port call](#) information from their voyages
- **Distances:** Enter ports or positions, arrange routes, and calculate time and distances for voyages
- **Reports:** View up-to-the-minute data reported by your fleet, with visualization options you select, on the Performance Dashboard
- **Network:** Manage partners and shared information, view the Veslink community, and send invitations to connect with other companies
- **Forms & Vessels:** Manage [vessels](#), manage [forms and form groups](#), and [distribute forms to vessels](#)

Menus at the top right give you access to additional tasks:

- User Name:
 - [My Profile](#): Edit your personal public contact information
 - [Company Profile](#): Edit your company's public contact information
 - Sign Out
- Support:
 - Knowledge Base: Access this help information from the Knowledge Base
 - Submit a Support Ticket: Send an email to support@veson.com to report an issue
- Settings:
 - [System Configuration](#): Configure general system information and form email settings
 - [Security](#): Manage users and groups

Agents can use the [Agent Portal](#) to view and submit forms for [port calls](#) that have been shared with them and to manage a [network](#) of partner relationships with other companies.

The [Veslink API](#) is a standard set of web services that allow external systems to interface with Veslink to retrieve information and submit Veslink Form XML.

Be sure to see [Veslink Quick Start](#) and the [Veslink Quick Reference](#) handout.

Introduction to Veslink Video

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

Information About Veslink

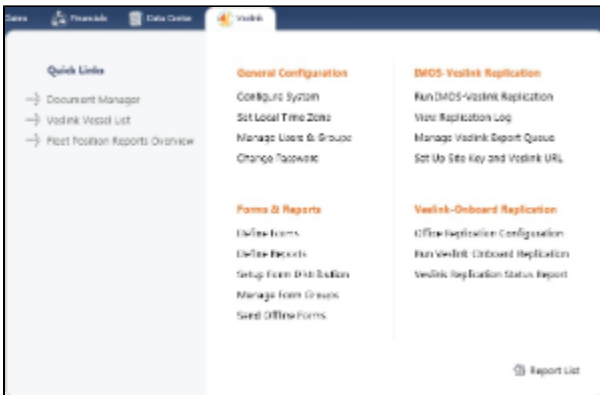
For information about Veslink, select the link for your version from the [Home page](#) or see [Veslink Functions in IMOS](#).

Veslink Functions in IMOS

You can access Veslink functions through the IMOS Veslink Module Center.




To access the Veslink Module Center, click its button.



Most Veslink functions are the same in IMOS as in Veslink, but the following are available only in IMOS:

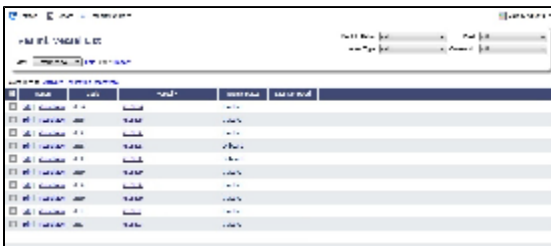
- [Veslink Vessel List](#), where you can activate vessels for replication
- [Manage Veslink Export Queue](#)
- [Veslink Form List](#)

When viewing Veslink pages in IMOS, to ensure that data is up to date without closing and opening the page again, click .

- [An option can be configured](#) (CFGVeslinkExternalBrowser) to have all Veslink forms open in the default browser, rather than inside the IMOS shell.

Veslink Vessel List

The Veslink Vessel List in IMOS is similar to the Vessel List in Veslink, with some additions. To open the Veslink Vessel List from IMOS, click **Veslink Vessel List** on the IMOS Veslink Module Center.



From this list, you can:

- Select the check box to [Activate Vessels for Replication](#).
- Click the [Edit](#) link to open the [Vessel form](#).
- Click the [VesselView](#) link to open the [Voyage Manager](#) for the vessel. This link is disabled if the vessel has not been activated for replication.
- Click the [Vessel](#) link to open the [Replication Management form](#) for the vessel. This link is disabled if the vessel has not been activated for replication.

Activating Vessels for Replication

Vessels to be replicated from IMOS to Veslink must be activated. This is a one-time process, but it must be done after you install IMOS v6.12 or later to have vessel data replicated to Veslink.

1. On the Veslink Vessel List, select the check box to the left of each vessel whose data you want to replicate.
2. At the top of the list, click the [Activate Replication](#) link.

The Veslink Status column can have the following values:

- **Inactive:** Vessel not replicated to Veslink
- **Active:** Vessel replicated to Veslink
- **Onboard:** Vessel replicated to Veslink and Veslink Onboard site activated

To mark a vessel Inactive, select its check box and click the [Deactivate](#) link.

Manage Veslink Export Queue

When Veslink forms come in, if a form has errors, IMOS keeps trying to import it. Instead, on the Manage Veslink Export Queue page, you can select forms to skip and then correct any errors and resend the form.

1. On the Veslink Module Center, to see all forms that have failed replication, click **Manage Veslink Export Queue**.

Form ID	Type	Status	Priority	Log	Submitter	Submitted To	Status	Action
CHN0208	CHN0208	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0209	CHN0209	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0210	CHN0210	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0211	CHN0211	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0212	CHN0212	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0213	CHN0213	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0214	CHN0214	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0215	CHN0215	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0216	CHN0216	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip
CHN0217	CHN0217	Failed	1	IMOS Data Entry - Failed	IMOS Data Entry	IMOS Data Entry	Failed	Skip

2. To skip the replication processing for a form, in its Action column, click **Skip**, and then click **OK** in the confirmation message.

The Report List is a standard IMOS list, so you can sort it, filter it, and create custom Views for it. This feature requires Veslink v1.13 or later. For more information on lists, see [Lists](#) and the *Lists* tutorial. You can access the tutorials from the [Tutorials page](#) or the **IMOS Welcome tab** (from the IMOS7 menu).

Skipped forms have a red **x** next to their names in the Voyage Manager [Forms Tab](#). Hover your mouse over the **x** to see which user skipped the form and when.