

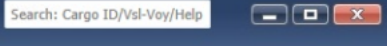
# IMOS v7.5 Documentation

Compliance with January 2015 SOx Regulations for Low Sulfur Fuel Consumption in ECA Zones

## About IMOS

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

**Did you know?**



Type **Alt + D** to move to the Search field.

In the IMOS shell, you can enter a search term for the Knowledge Base, a Vessel Name, or a Cargo ID.



### Trading

Track and view physical and paper contracts and net exposure.



### Chartering

Use analytical tools to make informed decisions and maximize contracts.



### Planning

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



### Operations

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



### Bunker Management

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



### Pooling

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



### Demurrage and Claims

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



### Financials

Manage all financial transactions in IMOS and view reports.



### Data Center

Manage data and security in IMOS.



### Veslink

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

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

## New in IMOS v7.5

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This page lists the [Major Features](#) of IMOS v7.5 and its [Highlights](#): other features that provide a major improvement in day-to-day operations in the core IMOS modules or affect security, architecture, or services.

For complete information, see the [Release Notes](#) on the Client Center.

## Major Features

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### Barging Module

A new comprehensive Barging module has been introduced in IMOS v7.5. The goal of this new functionality is to enable IMOS to be configured to better suit the workflows particular to the inland barging business. IMOS now supports the following:

- **Equipment Contracts:** Equipment Contracts are similar to Time Charter Contracts, but allow separate rates to be entered for boats and barges. You can create Equipment Time Charter In and Equipment Spot In/Out Contracts. Equipment contracts are accessible from the Chartering or Operations Module Center. You can:
  - Add hire information if it is a TC In contract, add daily equipment rates, rate differentials, and broker details.
  - Create payments or bills, similar to a Time Charter Contract.
  - Access the Equipment History List, where you can view all the equipment that was used during the life of the contract and corresponding periods.
- **Activity Log:** A new Activity Log has been added to the Voyage Manager, accessible from the Equipment button on the toolbar. The Activity Log provides a simplified UI for recording and viewing all the barging voyage activities:
  - Port Activities
  - Equipment joining and departing the voyage
  - Equipment delivery and redelivery
  - Rate differentials starting and ending
  - Barge fuel consumption
  - Cargo Bill of Lading updates
  - Cargo heating information
  - Delays information

All equipment used throughout the course of the voyage appears in the Voyage Manager itinerary tree on the right. You can also use the Activity Log to:

- Reassign equipment: Remove it from the tow and add it to another tow.
  - Replace equipment: Remove it from the tow and replace it with another piece of equipment of the same type.
  - Swap equipment: Directly swap a piece of equipment with another from a different tow.
- **Fuel Consumption Tracking by Owner:** A new Bunker Interpolator functionality has been added to the Bunkers form in the Voyage Manager for Barging voyages. The Bunker Interpolator uses daily ROB readings, along with data from the Boat Fuel Consumption and Barge Fuel Consumption forms, to calculate estimated ROBs at arrival and departure, and bunker consumption for each voyage leg. The data can be exported to a data warehouse, where equipment performance can be analyzed and compared across various equipment owners. The Bunker Interpolator also includes the Bunker Interpolation Details report, which shows how the estimations were calculated.
  - **Percent of Allocation of Costs for Overlapping Voyages:** A new option to specify the percentage allocation of costs (hire and bunkers) between two overlapping voyages was added to the Voyage Manager. A new Overlap button was added to the Voyage Manager to open the Tow form and allow you to add this information. All voyages that overlap with the current one appear on the Voyage Overlap Cost Allocation grid. The percentages entered here are reflected in the P&L calculation. The default cost percentage is 50%.

New forms and features were added to the Data Center to set up IMOS for barging operations:

- A new **Reference Code** field was added to the IMOS Address form. This field is used in forming Contract IDs for Equipment Time Charter Contracts, SPOT contracts, or COA contracts; it is required for any Charterer or Owner being added to a contract.
- **Barge Fuel Consumption** form: Set fuel consumption rates during discharge for barges of different capacities. Consumption values are set in gallons of fuel per hour, depending on size of the barge.
- **Boat Fuel Consumption** form: Specify fuel consumption for boats of various horsepower ranges and pulling a given number of barges in Laden, Ballast, or Hotel (in port) states.
- **Boat** and **Barge** forms: Boat is a synonym for an inland tug. In IMOS, boats are represented as vessels with Type Code Boat. Barges are represented as vessels with Type Code Barge. Similar to the Vessel form, you can add information on each boat and barge on these new forms.
- **Tow** form: In IMOS, a tow (formerly Inland Unit) is a combination of one boat and one or more barges which are working, at least temporarily, as a unit. As part of the new Barging functionality, all Inland Units prior to IMOS v7.5 have been converted to Tows. A tow goes on a voyage, not an individual boat or barge. In IMOS, tows are represented as vessels with Type Code Tow.
  - To set the default Time Zone for new Tows, the configuration flag CFGTowDefaultTimeZone has been added.

Other changes:

- Links have been added to the Operations Module Center to access the Equipment Contract, Equipment Contract Payment, and Equipment Commission forms.
- A new Equipment column was added to the Vessel Schedule. In addition, new shading was added to the Gantt chart to indicate if an Equipment Time Charter In Contract or Equipment Spot In Contract is being used on the voyage.
  - To see the equipment on the voyage in a tooltip, add @EQUIPMENT@ to the configuration flag vesselScheduleSmallBarTemplate.
  - New Boats, Barges, and Equipment Contract ID columns were added to the Vessel grid and Cargo grid in Cargo Matching.

## Report Designer

A new reporting capability was added to IMOS: Report Designer.

- The Report List displays both new and legacy report types, identified by Data Source Type (Report Designer or Report Editor). From the New button you can select either:
  - Report: To open the new Report Designer.
  - Report (Legacy): To open the existing Report Editor.
- For a new report, enter its properties:
  - Title, Subtitle, Description
  - Access (Public, Private, or based on Security Group)
  - Output (used when clicking the Run link in the Report List or scheduling the report in the Messaging Service)
  - Layout (can be Custom for Word or PDF).An Edit Properties option is available from the Actions menu.
- In a report, to switch in and out of Design Mode, click the **Design Mode** button on the top right. Design Mode has a live preview section, where you can see the report layout as you design it.
- The Report Designer is based on a new data structure that displays all the main IMOS objects as primary tables. You can click **Show All Tables** in Display Options to see additional tables. The tables can be extended and linked with additional information.
  - After selecting a table, you can drag and drop fields to add them to the report and to filter, group, and aggregate them. More tables that are logically linked can be joined by clicking the + sign at the table name or by clicking the join button to the right of some fields. You can also create custom columns, and you can edit the properties of columns by clicking them in the Columns section.
- Report definitions can be exported and imported:
  - To save one or more report definitions, select each report in the Report List, click the Export Report Definition link, and then select a target folder. The new reports have a .form extension.
  - To import a report definition as a new report, click the New button in the Report List and then select Import Report Definition.
- The number of records displayed in the Report Designer is configurable. Two config flags were added to control these numbers:
  - CFGDesignModeNumRecords (defaults to 100): The maximum number of records to display in Design Mode.

- CFGNonDesignModeNumRecords (defaults to 1000): The maximum number of records to display when viewing the report, but users can show more.
- To search through data, either click **Search** in the Display Options menu or click in the view pane and press **Ctrl+F**.
- To run a report using the command line tool, use `datashed.exe`.
- Only Owners and Security Administrators can edit or delete reports. Group members with Read and Write access () in the Security Groups settings for a report can create copies of that report only; members with Read Only access () can only run the report.

## Cargo Matching Upgrade

Cargo Matching 7.5 is a major module upgrade with important new capabilities for individual schedulers as well as globally distributed trading teams.

- **Real-Time Team Collaboration:** Deploy live Cargo Matching workspaces that tell distributed team members who's online, what fixture opportunities they're working on, and what issues are hot.
- **Focused Decision Support:** Create Estimate Worksheets to explore alternative fixture opportunities, capture decision rationale, and collaborate with distributed team members to quickly converge on optimal solutions.
- **Enhanced User Productivity:** The integrated IMOS Report Designer provides interactive vessel and cargo list views that deliver more data and new features including multi-level grouping, sorting, column freeze, aggregate functions, and quick access row details reports.
- **Streamlined Setup and Reduced Maintenance:** Quickly define program filters that deliver the right data to each chartering desk and automatically display new fixture opportunities as they enter the system.

## Contract Management

- Support for standards in contract management, voyage scheduling, operations, and accounting
- Ability to manage COAs with multiple contract periods
- Accounting improvements, like incremental accruals and monthly closing by category
- Support for voyage rescheduling and related, complex scenarios

## Use Local Time in Time Charter Contracts

A new Use Local Time check box has been implemented in Time Charter contracts. When selected, delivery and redelivery dates are in local time instead of GMT in contracts, invoices, and hire statements.

- In the first voyage for a TCI/TCO contract, Hire in the P&L considers commencing time in local time but ending time in GMT, unless the voyage is marked as Last TCI Voy/Last TCO Voy.
- When there are multiple voyages under a TCI and the last one is marked as last TCI voyage, the commence time for the first voyage and the end time for the last voyage are considered in local time, and the rest are considered in GMT for P&L calculations.

## Highlights

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This section lists features that provide a major improvement in day-to-day operations in the core IMOS modules or affect security, architecture, or services, in these areas:

- [All IMOS](#)
- [Trading](#)
- [Chartering](#)
- [Time Charters](#)
- [Operations](#)
- [Demurrage and Claims](#)
- [Financials](#)
- [Messaging Service](#)

## All IMOS

- In Major Features, see [Barging Module](#) and [Report Designer](#).
- In IMOS lists, including the Voyage List and Cargo List, you can sort using multiple columns: Left-click the primary sort column and then Shift left-click the secondary sort column.

- Date and time fields, for example, the Commence Date on the Voyage Manager, have been split into two portions, for the date and the time. This allows only one or the other to be edited or deleted, rather than both at once.

## Trading

- A new P&L Realization Rule is available for Cargo in the Trading Profile. When selected, the new rule, "Voyage Completed," allocates Realized P&L for that Cargo to the month when the voyage it is linked to completes.

## Chartering

- In Major Features, see [Cargo Matching Upgrade](#) and [Contract Management](#).

## Voyage Estimate

- When fixing an Estimate, the Voyage Fixture is skipped, unless CFGEnableVesselVetting is enabled. Instead, the Create New Voyage form opens, and the Voyage Fixture is created after the voyage is scheduled.
- The Voyage Estimate Other Revenues/Expenses form now allows for linking port expenses to a port call rather than a port and cargo. The Exp Details tab algorithm has been changed to include port and cargo linked expense to a specific lifting as well as just a port linked expense to all liftings at the port call. Expenses linked to only a cargo remain as common expenses.
- When a TCI estimate is marked as Last TCI Voy, IMOS calculates the TCI Bunker Adjustment and includes this adjustment in the Estimate's P&L. To see the TCI Bunker Adjustment, mouse over the Bunker Expenses field, now highlighted, in the P&L Summary pane on the right side of the Voyage Estimate. TCI Bunker Adjustment also appears in the Voyage Manager P&L Tab. The TCI Bunker Adjustment is calculated by the following:  

$$(\text{actual redelivery quantity} * \text{end price}) - (\text{actual redelivery quantity} * \text{contracted redelivery price}) = \text{Bunker Adjustment}$$
 To find the total TCI Bunker Adjustment, add each fuel type's Bunker Adjustment together. To find the actual redelivery quantity and end price, click Bunker Planning on the Voyage Estimate menu. The contracted redelivery price is on the TC In form Bunkers Delivery tab, as Est Redelivery.
- The Voyage Estimate has been modified to work with Tows:
  - If the selected vessel is a Tow, the TC In Code field is now locked and cannot be edited. Also, its value does not default.
  - When creating a Cargo Matching Estimate for a Tow, the TC In Code does not default.
  - Freight Type E can be selected in CP Terms in the Tow's Estimate, but no pricing information can be entered, and no Equipment Contract is back-created.
- A new Use Fuel Zones button is on the Bunker Planning form for Estimates with unsailed ports that are not using Fuel Zones. It recalculates the estimated bunker consumption and cost based on information entered in the Fuel Zones form in the Data Center.

## Voyage Estimate and CP Terms Details

- On the Voyage Estimate and the CP Terms Details form, with the Import Cargo button, you can select multiple cargoes, rather than just one.

## Cargo COA

- Planning Periods are now available on the Planning Period tab on the COA form, when the flag CFGEnableCOAPlanningPeriod is enabled. In the Lift Size and Option % fields, you can specify the quantity for each lift, which is recorded in the Planning Period grid. Fields in the grid record the Start and End date of each Planning Period, as well as information regarding the liftings. Flag CFGEnableCargoBooking should not be enabled when CFGEnableCOAPlanningPeriod is enabled.
- When a Cargo COA is used to create a new voyage from the Create New Voyage button on the Voyage Manager, the Planning Period for the voyage's cargo must be chosen upon creation from the Planning Periods in the COA.
- After Cargoes are created from a Cargo COA, you can update the Total Qty, Status, Option %, and Type for all Cargoes in the COA together, or make changes to specific liftings. The Update Cargo form is available from the Cargo button, only if CFGEnableCargoBooking is not enabled.
- When configuration flag CFGEnableCOAPlanningPeriod is enabled, Planning Periods are available in the Planning Period tab on the COA form. With the new fields **Lift Size** and **Option %**, you can specify the quantity for each lift, which is recorded in the Planning Period grid. Fields in the grid record the Start and End date of each Planning Period as well as information regarding the liftings. The flag CFGEnableCargoBooking should not be enabled when CFGEnableCOAPlanningPeriod is enabled.
- When configuration flag CFGEnforceCOAItinerary is enabled, validations between the cargo form and the associated COA form are enabled. For example, the Planning Period on the cargo must be one of the Planning Periods on the COA; the Cargo's assigned vessel's Vessel Type must be in the list of types in the COA; and the itinerary of the cargo will default to the itinerary on the COA.

## Cargo/VC In

- Voyages can be scheduled directly from contracts, using the Schedule Voyage button on Cargo/VC In forms. On the Create New Voyage form, the Create From field displays Cargo, and the new Cargo ID field displays the relevant cargo's information. When scheduling a SPOT voyage from a VC In, the VC In ID appears instead of the Cargo ID. When configuration flag CFGChartererView is enabled, and a voyage is scheduled using Cargo as the source, the Opr Type on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT; otherwise, it is TCOV or OVOV, depending on the Ownership field on the Vessel form. The Opr Type can be changed, and, if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Cargoes grid of the Voyage Manager is cleared.
- In the Cargo form:
  - When CFGEnableItinLaycanFields is enabled, Laycan From and Laycan To columns are now in the Itinerary grid, CP Terms Details form, and the Cargo tab of the Voyage Manager.
  - If CFGChartererView is enabled, the Laycan From/ To fields are called Window From/ To.
  - If CFGVoyapiValidateCargoLaycanForPort is enabled, the Laycan dates will be validated against the ETA/ ETD of the voyage. If the Itinerary-level Laycan fields have been enabled, then the validation will be against those; if not, it will be against the Laycan dates in the header of the Cargo form.
- IMOS now supports Top-Off and Reverse Top-Off for VC In Contracts.
- If a Cargo/VC In has been scheduled, the Nominated Vessel field always displays the Vessel Name as specified on the corresponding voyage.
- When Use Pricing from COA is not checked on a Cargo linked to a COA, the field for the cargo's Charterer cannot be edited in the CP Terms Details, Voyage Fixture, Voyage Estimator Cargo grid, and Voyage Manager Cargo grid.
- The Reference Vessel field on the Cargo contract is now mandatory for FOB cargoes.

## Time Charters

- Time Charter In and Time Charter Out form title bars and tabs now display the Vessel Name, in addition to the Vessel Code and TC Code.
- A new checkbox has been added to invoice lines of TCI Payments and TCO Bills: Retain. It can be used on index-linked Time Charter Hire lines to retain the rate used on the current invoice for the next invoice. This can be a manually entered rate or a market rate. Checking this box has the following effects:
  - If the market rate has been overwritten, the current period's hire will not be reversed and recalculated with the relevant market rate on the next invoice.
  - The next period's hire will use the retained rate.
  - To retrieve the market rate on the next invoice, clear the box for the relevant period and refresh the invoice.
- When scheduling a TCO Estimate, the Fixture form appears (instead of proceeding directly to Voyage Manager).
- When Barging is used, Tows (which used to be called Inland Units) can no longer be selected as a Vessel on Time Charter In and Time Charter Out contracts. A reminder appears to use the new Equipment Contract form for Tows.
- The default TC Hire Statement template has an improved layout.

## Operations

- On the Voyage Manager, the Previous and Next buttons have been moved next to the Refresh button. Clicking the Refresh button prompts for unsaved changes. The Clear form button has been removed, because the Vessel field can be used to select a different voyage, even if the form is not cleared first.
- A new Vessel Performance Report has been added. It is based on a date range, rather than a voyage range, and gives information about bunker consumption based on Activity Reports.
- A new Activity Log form and context menu option has been implemented in the Voyage Manager Itinerary grid. The form has tabs displaying Port Activities, Delays, and Cargo Handling information from the voyage. Changing information here changes it in the respective locations in the Voyage Manager, and vice versa.
- A new check box column and Close function was added in the Voyage Manager list, allowing for the closure of multiple completed voyages in a single action, with the proper Security rights.
- A new Use Fuel Zones button is on the Bunkers form for voyages with unsailed ports that are not using Fuel Zones. It recalculates the estimated bunker consumption and cost based on information entered in the Fuel Zones form in the Data Center.
- The Sea Cons/ROB Arr/Received/PortCons fields on the Port Activities Form in the Voyage Manager can be edited, even if Activity Reports were entered for a port call or preceding sea leg.
- A new configuration flag, CFGUseClosingSnapshotForClosedVoyages, has been added to always select the latest closing P&L Snapshot to display on the P&L tab for closed voyages. Its default is N.

- A new configuration flag, CFGAdvancePaymentPercent, sets a percentage of the PDA as the default Actual Advance Payment in the Port Advance/DA form.
- The Exchange Rate Date can be changed on the following forms, causing the Exchange Rate field to be retrieved from the Exchange Rate table. If it is not in the table, the last valid exchange rate (prior to the date) is applied.
  - PDA and FDA Rebill Invoices
  - Freight Invoices (Configuration flag CFGMultiCurrency must be set to 'N'.)
  - TCO Bill Invoices
- Configuration flag CFGShowHoursInVoyageManagerItinerary changes some columns in the Voyage Manager to appear in hours instead of days: S Days, P Days, LS S Days, and LS PDays.
- On the Commission Payment form, a negative adjustment value can be added in the Adjustment table without a normal commission line present.
- When both Freight and Demurrage Commissions are payable to a broker separately, as soon as one invoice is entered, the other commission is split off into a separate invoice.
- The default invoice template has an improved layout with enhanced pagination support.
- With configuration flag CFGEstimatePortDaysUsingBIQty enabled, once BL/Disch Qty has been entered in the Voyage Manager Itinerary, it is used to calculate the time spent in port, rather than continuing to use the L/D Qty, which represents the CP Qty.
- Configuration flag CFGAutoCalcPortExpenses has had its functionality changed. Previously, it treated each individual port expense as a separate data point when calculating the average over the last five port expenses for a given port, even if multiple expenses were logged for the same port call. It now aggregates port expenses for a given port call into one data point and then calculates the average of the previous five port calls.
- Delays created automatically based on the port function specified for a portcall were not being properly linked to their originating portcall during loading of the voyage, which was causing a duplicate delay record to be created upon saving the voyage. This has been fixed. Accidentally created duplicate delay records need to be manually deleted after the IMOS upgrade is applied. An SQL script to help identify those records is available from Veson Support if needed.

## Demurrage and Claims

- The Agreed Amount field in the Laytime Calculation has been replaced with Agreed Demurrage and Agreed Despatch fields. These help specifying an agreed demurrage amount when the calculated amount is despatch, and vice versa.
- When a Vessel Name is changed, it is now possible to look it up using its old name in the New Laytime Calculation Setup form. Also, deactivated vessels can be selected on the form.
- The Time Round Up check box in the Laytime Calculation has been changed to Net Used Time Round Up. In all calculation modes, the net time used (gross time used-deductions) is rounded up for each port and considered in the calculation.
- The Owner field in the top right side of the Summary Report from the Laytime Calculator has been renamed Vessel Owner to distinguish it from the other Owner field on the report.
- The AP/AR column in the Demurrage Summary is now populated.
- On the Claim tab of the Claim form, a new Invoiced Amount field displays the total amount of the Claim Invoices in the Invoices tab. It has also been added as a column in the Claim List and Report.
  - If Claim Status is Settled and Date Settled is blank on the Claim, a warning appears when saving the form.
  - If Claim Status is Settled and Agreed Amount differs from the Invoiced Amount, a warning appears when saving the form.
- The following changes have been made to the Claim form when a Rebill Claim is created for an internal counterparty:
  - The Claim Status is Settled by default.
  - The Analyst field is copied from the AP (Rebill) claim. If there are multiple AP (Rebill) invoices, the Analyst is left empty in the resulting Rebill Claim.
  - The Agreed Amount is set equal to Original Claim Amount.
  - Date Settled is the date the rebill is created.
- Hire Payment Type and Freight Invoice Type were added to the Transaction Summary List and the Operations Invoice Report Designer table. If the database has already been updated to 7.5, the update will need to be run again (using imoschema.exe) before Special invoice types are available. This is not necessary if upgrading to 7.5 for the first time using 7.5.300 or later.

## Financials

- Actual and Pending invoices are now available in the Payables and Receivables Summary Lists.
- Config flag CFGAccountGroups enables an Account Groups form. Accruals by Account must be enabled. Account Groups can be used in the Chart of Accounts form for each account; to save the Chart of Accounts, every account must have an Account Group. Once Account Groups have been set up, Monthly Accruals must be run based on them. The Account Analysis Report can be run for an Account Group.

- When printing AR Invoices with a blank Remittance Bank field, IMOS checks the following to populate the Invoice with a Remittance Bank:
  - If the invoice is related to a TCO form, then it will look for a Remittance Bank in the Other Info form in the TCO.
  - If the invoice is not related to a TCO form, then it will look for a Remittance Bank in the Cargo form.
  - If the Remittance bank is not populated in these forms, then you can select a Remittance Bank when printing the AR Invoice.
- The Vendor Statement Summary displays the Balance (USD) column in the Vendor portion.
- On the Transaction Summary, multiple valid invoices can be posted, reversed, or printed simultaneously.
- Journal Entries cannot be posted to the last day of a closed period.
- The Voyage P&L Variance Tolerance form now has a P&L Change field. If a value is entered for a company, and a change is made in the Voyage Manager for a voyage with that company that will cause a change in the P&L greater than that tolerance, then, upon saving the voyage, a message will notify the user. The user can then choose to save the changes or not.
- Changes to the Monthly Accrual Summary form:
  - Reconcile Bunker ROB for Current Voyages calculation option. Using it generates ROB rows up till the accrual period with new Bill codes of the format ROB\_FuelType in current voyages.
    - For consecutive voyages, when no commenced voyage exists for the vessel, the most recently completed voyage is considered current.
    - For non-consecutive voyages, all of them (except closed voyages) are considered as current.
    - When configuration flag CFGAllocateBunkersToVoy is enabled, unposted bunker liftings are now treated as posted in Monthly Accruals.
  - Accruals for Closed Voyages check box allows only Closed voyages that were last updated during the Accrual period to be accrued.
- An Apply Bunker Consumption To Period check box has been added to the Monthly Accrual Summary, Voyage Period Journals, and Voyage P&L Summary setup forms. When enabled, bunker consumption is not prorated based on voyage completion %. The most recent actual bunker consumption up till the accrual period is considered.
  - The Bunkers row in Voyage Period Journals displays Portion % as 100.
  - When running the Voyage P&L Summary report with this option enabled, if the report Date From is later than the voyage commence date, bunker consumption is calculated as  $((\text{Initial Qty} + \text{Received Qty} - \text{most recent ROB within period}) \times \text{FIFO price}) \times (\text{reported voy duration} / \text{consumption period})$ .
- Configuration flag CFGDisableContractCompanyMismatchWarning is obsolete. Configuration flag CFGRequireCompanyMatchForInvoice must be used instead. When set to N, the validation that the contract company needs to match the fixture company (when flag CFGUseContractCompany is enabled) does not apply when approving/posting invoices.
- Non-voyage-related invoices with Pending Status can be deleted from the Edit Invoices List.

## Data Center

- In Security Module Rights, a new Edit Company on a Commenced Voyage right has been added to Operations > Actions, to grant users rights to edit the Company on Commenced, Completed, and Closed voyages/fixtures.
- The IMOS Voyage Template form has new sections for Laytime Commence Time and Laytime Complete Time, where laytime start/laytime end times can be configured to default based on specific Port Activities in the voyages that use the template.
- A new configuration flag has been added:
 

```
<imosProperty name="CFGAddBookInternalAddressText" value="label for the check box" />
```

 Description: Display a new check box in the Address Book with the label being the value of the configuration flag. When the string is empty, the check box does not appear.  
 Data Type: String  
 Data Default Value: (empty)  
 Data Value Range: empty, check box label
- In some ECA Zones, one fuel type must be consumed at its own consumption rate plus the consumption rate of another fuel type. Cons. rate only fuel types have been added to IMOS Fuel Zones, so you can select one fuel type plus one cons. rate only fuel type to consume the first fuel type at the rate of both added together.

## Messaging Service

- Messaging Service Configuration has new Edit XML toolbar button, allowing direct changes to the XML. Using this button is the equivalent of exporting the XML to an external file, editing it, and then importing it.



- The GMT +/- column in the Interface Message List has been removed. To toggle the Date column between local time and GMT, right-click the Date column heading and select either Display System Local Time or Display GMT.
- The following XML tags have been added to the chartererInfo, companyInfo and ownerInfo sections of tcExport, cargoSaleExport, and cargoPurchaseExport XMLs: hasMarginingPaper, hasMarginingPhysical, hasNettingPaper, hasNettingPhysical, and isInternalAddress. These are check boxes in the Address Book entry. isInternalAddress refers to the new check box that appears Book when flag CFGAddBookInternalAddressText is enabled.

## IMOS v7.5 Release Notes are on the Client Center

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The current [Release Notes](#) can be found on the Client Center.

## FAQs - IMOS v7.5

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This section includes FAQs related to the IMOS modules:

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

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

## FAQs - IMOS General

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This section includes the following IMOS General FAQs:

- [FAQ - Utilizing IMOS Logs](#)
- [FAQ - Why am I Getting an Error Message Before Logging in to IMOS?](#)
- [FAQ - How Does IMOS Invoke a Browser when Accessing the Wiki or Distance Map?](#)
- [FAQ - Alerts](#)

## FAQ - Utilizing IMOS Logs

---

### *General Log Info*

The IMOS log is a efficient way to diagnosis database errors or shell failures. Each user has a specific IMOS log file that can be accessed via two ways.

1. Clicking "View Log" from the About Veson Nautical form.
2. Checking the users temp directory.

The log name is created using the following parameters: imoslog.<environment name>.<date>. For example, imoslog.prod.20131010.txt. A new log will generate daily in the temp directory of each users local machine. A separate log file is also generated for the IMOS Shell (referring to imosshell.exe). This "shell log" can be used to diagnosis system wide defects such as with a voyage crash, database lock up, or report failure.

If an IMOS shell crash occurs, providing the temporary files created after the crash can greatly aid in determining the cause.

To find these files:

1. Go to the Start Menu -> Run

2. Enter "%temp%" into the text field and click "OK"
3. The temp directory will open.

Sort the files in the directory by date and there should be a file on top with a name similar to "imosshell.[internal:the day's date].txt". Please send this file in along with your report of what you were doing when the crash occurred.

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

---

### Question

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

### Answer

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

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

### Support

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

## FAQ - How Does IMOS Invoke a Browser when Accessing the Wiki or Distance Map?

---

Users are able to access Veson's [Knowledge Base](#), as well as Veson's [Veslink Distance](#) page (the Fleet Map) directly from the IMOS interface. The following descriptions elaborate on the internal process IMOS uses to invoke a browser and request page information on the web. Client's IT departments may wish to take note of these processes to further understand how their specific security infrastructures affect this IMOS functionality.

### **How IMOS accesses the Knowledge Base Wiki:**

1. The user links to the Knowledge Base from IMOS, e.g. by clicking *Help* in the drop-down list under the **IMOS Menu**.
2. IMOS invokes the browser set as the default for that user's machine and begins to load the Knowledge Base web page. By way of example, if the user's default browser is set to Internet Explorer, IMOS opens a new Internet Explorer window (or tab, if the program is already running) and requests access to the URL, <https://wiki.veson.com...>
3. At the instant the Knowledge Base web page begins to load in the user's browser, a credential authentication token is created by IMOS. This authentication token is unique to each user, and subsequent to its creation, the token is inserted into the URL address that is being used to call the wiki web page. This addition to the URL occurs instantaneously, and as a result, one cannot visually observe any change in the link.
4. The Knowledge Base either accepts or rejects the authentication token. In turn, the user is either directed to the requested content on the Knowledge Base, or redirected to an external page that prompts them to re-enter their credentials.
5. Should the initial authentication token be accepted by the Knowledge Base, a temporary cookie labeled *JSESSIONID* is placed in the user's local browser cookie store. This cookie will stay in the store for up to two hours of inactivity, or until the user exits their browser. As long as the cookie in the store, the user will be able to access information on the Knowledge Base.

### **How IMOS accesses the Veslink Distance page (the Fleet Map):**

1. The user links to Veslink Distance from IMOS, e.g. by clicking *Distances* in the **Data Center Module**.

2. IMOS invokes the browser set as the default for that user's machine and begins to load the Veslink Distance web page. By way of example, if the user's default browser is set to Internet Explorer, IMOS opens a new Internet Explorer window (or tab, if the program is already running) and requests access to the URL, <https://veslink.com/distances/...>
3. The Veslink Distance URL is then appended with an "imoscred" querystring parameter, which contains specific, encrypted data about the current user. This querystring also includes the current timestamp.
4. When Veslink Distances receives a page request from the appended URL, it either accepts or rejects the embedded authentication data. If the authentication is accepted, the user is directed to the Veslink Distances web page. If the authentication is rejected, the user will be redirected to a 'login' page.
5. As in the case of the Knowledge Base, the Veslink Distance page sets a session login cookie once authentication is accepted. This cookie allows the user to return to the page without having to re-enter credentials for a certain time period, as long as they keep their web browser open.

## FAQ - Alerts

---

The following IMOS forms include an **Alerts** field, which is a free-form text field that can be used to capture issues.

- [Address](#)
- [Vessel](#)
- [Tow](#)
- [Port](#)

If an Alert is entered for a Charterer, a Vessel, or a Port, that field is highlighted in light pink on the [Cargo COA](#), [Cargo](#), [Voyage Estimate](#), [Voyage Fixture](#), and [Voyage Manager](#).

**Vessel:** VESSEL 1

When you hold your mouse pointer over the field, a tooltip shows the text of the Alert.

An Alerts column can be selected to appear in the [Address Book](#), the [Vessel List](#), and the [Port List](#).

## FAQs - Report List

---

This section includes the following [Report List](#) FAQs:

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

### FAQ - Example Custom Expression

---

#### 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 Report 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.

## 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](#).

## FAQs - Trading

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This section includes the following [Trading FAQs](#):

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

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

---

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

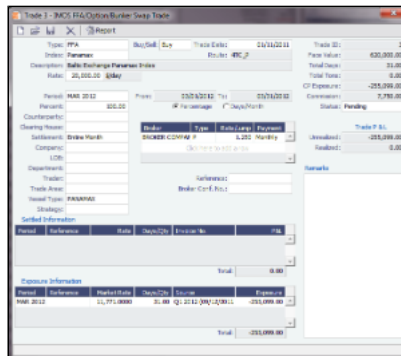
<b>1.NE ASIA</b>	<b>TCI</b>	Exposure Days:	194
		Weighted Days:	194
		Exposure Tons:	193,435
		Net Exposure:	-1,256,525
		Fixed:	0
		<b>Net:</b>	<b>-1,256,525</b>

- Exposure tons are calculated using the following:
  - TC Vessel Deadweight
  - Region Turnover Ratio (The number of voyages in a given region that you could expect a given ship to perform over a month. Defaulted to 1, but definable in the Data Center / Trade Areas).
  - TC days in the period
- For a simple calculation:
  - 30K MT DWT ship is TC'ed in for 15 days in a given month (assume 30 days in the month) into SE Asia (where you can expect to do 2 voyages in 30 days)
  - 30K 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
<b>1.NE ASIA</b>	<b>FFA</b>	Exposure Days:	-31
		Weighted Days:	-31
		Exposure Tons:	0
		Net Exposure:	146,928
		Fixed:	0
		<b>Net:</b>	<b>146,928</b>
		<b>1.NE ASIA</b>	<b>TCI</b>
Weighted Days:	194		
Exposure Tons:	193,435		
Net Exposure:	-1,256,525		
Fixed:	0		
<b>Net:</b>	<b>-1,256,525</b>		
<b>1.NE ASIA</b>	<b>Sub total</b>		
		Weighted Days:	163
		Exposure Tons:	74,435
		Net Exposure:	1,462,902
		Fixed:	0
		<b>Net:</b>	<b>1,462,902 *</b>



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

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

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

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

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

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

## Bunker Exposure

The bunker exposure is calculated as follows:

**Bunker Exposure = (Fuel 1 Rate - Fuel 1 Market Rate) \* Benchmark Fuel 1 consumption tons + (Fuel 2 Rate - Fuel 2 Market Rate) \* Benchmark Fuel 2 consumption tons + . . .**

## TC Exposure

The TC exposure 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:

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

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

**TC Exposure = Net P&L - Bunker Exposure**

## FAQs - Chartering

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This section includes the following [Chartering](#) FAQs:

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

See also:

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

## 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 Group](#) 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 - Preventing a ripple effect on linked cargoes when changing a COA price

### Question

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

### Answer

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

The screenshot shows the 'Cargo 287' window with the 'Pricing' tab selected. The 'Use Pricing From COA' checkbox is highlighted with a red box and is currently unchecked. The interface displays various cargo details such as 'CHEMICAL', 'USCS CHARLESTON', and a freight rate of 23.50.

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

## FAQ - Is There a Way to Set Default Values in a Voyage Estimate?

### The .TDEFAULT Voyage Estimate

The .TDEFAULT Voyage Estimate is blank by default, but it can be edited by the admin user account. When edited and saved, its values populate every Voyage Estimates created by any user.

For instance, a Miscellaneous Expense, like a Hold Cleaning of \$4500, could appear on every Estimate as a common voyage expense. There is no logic associated with it; that is, it cannot include a \$4500 hold cleaning for a Handymax, but \$4000 for a Handysize. What is entered in the .TDEFAULT Estimate appears in every Voyage Estimate. Only one .TDEFAULT Estimate can be used.

### Creating the .TDEFAULT Estimate

1. Log in as admin.
2. Open a Voyage Estimate. In the Estimate ID field, enter **.TDEFAULT** (that is, a period followed by TDEFAULT)
3. Enter the fixed data that you want to be part of every Estimate that is generated.
4. Save the Estimate. The data will be included in all Estimates created by all users.

## 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 - About Cargo Tolerance Option Types

---

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

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

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

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

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



maximum quantity to load. To avoid confusion and to indicate that there is no maximum, IMOS then clears the Maximum field.

- **Minimum/Maximum Charterer's Option (MNMXC):** Same as MNMX, but the charterer has the right to declare the minimum /maximum quantity. To specify the option to load up to full capacity, enter a minimum quantity to load and enter 0 at the maximum quantity to load. To avoid confusion and to indicate that there is no maximum, IMOS then clears the Maximum field.

## FAQ - Configuring voyage estimate security

---

### Question

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

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

### Answer

Use this config flag:

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

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

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

Other implications of this flag:

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

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

## FAQ - About Top-off

---

The Pricing tab on a [Cargo](#) or [VC In](#) has two check boxes:

- **Top-off** covers cases where a cargo is loaded at multiple ports with varied rates and offloaded at a single discharge port.
  - When selected, each load port in the itinerary is considered when searching for a pricing line.
  - When cleared, once IMOS finds a pricing line for the first load port (and the discharge port, if applicable), it stops considering the other pricing lines that might be associated with other load ports.
- **Reverse Top-off** covers cases where a cargo is loaded at a single port and offloaded at multiple discharge ports with varied rates.
  - When selected, each discharge port in the itinerary is considered when searching for a pricing line.
  - When cleared, once IMOS finds a pricing line for the first discharge port (and the load port, if applicable), it stops considering the other pricing lines that might be associated with other discharge ports.

## FAQ - About Multigrade Cargo Import

---

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

- On cargoes imported via the XML interface, IMOS now will read in the <grade> field and import the cargo properly provided:
  - Multigrade is enabled <imosProperty name="CFGEnableMultiGrade" value="Y" />
    - IMOS will import the cargo without this flag, and will display the grades, but will not carry these grades through to the fixture.
  - All cargo/grade names are in the Data Center/Cargo Name
    - When going from the cargo to the fixture, the cargo field will be populated by the <cargo group> for the item in the <cargo> field in the imported XML
  - Charterer is in the Data Center/Address
  - Ports are in Data Center/Port

- Every <grade> has at least one load and discharge port. (A given grade can have multiple load or discharge ports)
- IMOS does not check:
  - That quantities sum up properly for different grades
  - That the Supplier/Receiver is in the Address Book
  - If there is any relationship between the cargoes/grades (i.e., the <Cargo> field doesn't need to be set up as on normal IMOS multicargo. This works nicely for the interface, but does allow some items to be created through the interface that cannot be created through a similarly set up IMOS)
- IMOS does not allow:
  - Blending - IMOS will fail a cargo that loads grade A, and discharges grade B. IMOS expects matched sets.
  - Unnamed/unmapped ports - i.e. "One safe port Singapore"

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

---

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

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

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

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

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

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

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

## FAQ - 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:

- Enter Company A as Types **C**, **O**, and **W**, and with the **Internal** check box selected.
- Enter Company B as Types **C**, **O**, and **W**, and with the **Internal** check box selected.

2. Cargo form:

- 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.

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

c. Save. IMOS will create:

- Cargo between A and third party Y
- Cargo between A and B
- VC In between A (Charterer) and B (Owner)

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

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

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

5. Create the relet voyage:

- Open the third-party Cargo form (between third party Y and A).
- Click **Add Relet** and then click **Existing VC In**.
- Schedule the voyage and use voyage type RELT.
- Do not use the Consecutive voyage option, but set the start date equal to the start date of the parent voyage TCOV (OVOV).
- 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 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 - Behavior of the 'Status' Field in the Cargo List

---

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

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

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

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

## FAQs - Cargo Matching

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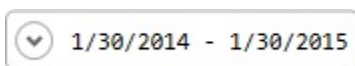
This section includes the following [Cargo Matching](#) FAQs:

- [FAQ - Cargo Matching Tips](#)

### FAQ - Cargo Matching Tips

---

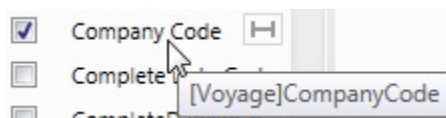
#### Date Range Filter



- The Date Range filter can be used to restrict data to a specific date range. In many situations, setting the filter to approximately 2 months back and 4-6 months forward will include most open positions.
- New and old TC vessels appear in the schedule based on their Delivery and Redelivery dates. If there is any overlap with the Date Range filter, the vessel will appear in the Position List.

#### Duplicate Fields

To be sure to filter or group on the intended data in Design Mode, watch for duplicate field names from different sources. Some fields appear more than once; for example, there are two Company Code fields, one for Time Charter and one for Voyage. To see the source in brackets before the field name, hold your mouse pointer over the field.



## 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 - 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 - Selling Post-Delivery Bunkers as Delivery Bunkers](#)
- [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 check box 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).

Also, when this check box is checked, it is also possible to check the Rebillable check box. Enabling that check box causes the Bunker Consumption in the Voyage P&L to be net zero by adding a Rebill line for the Bunkers Consumption. This amount can be billed in the Time Charter Out Bill.

## 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.

The user also tried to delete and reenter the Delay record, but got message saying "Cannot delete, information has been used in TC payment or billing."

What should the user do? Here are 3 possible 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

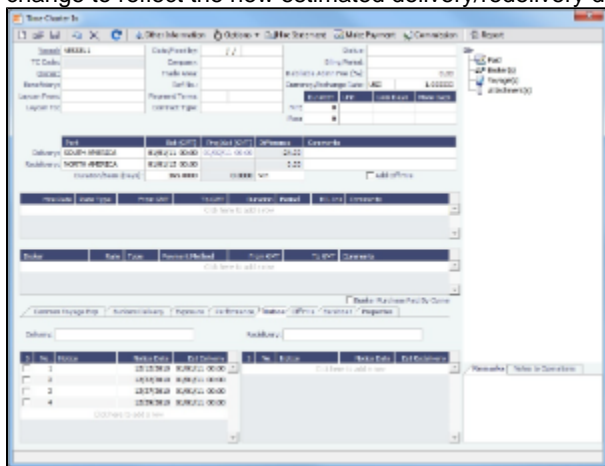
To provide a convenient spot for the user to record that they've given delivery/redelivery notices, and to simplify the process by projecting dates based upon notification requirements.

### 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 - 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. If you use the "Per 30 days" rate option for victualling, it 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 - 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](#).

## 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 - How to Rebill a Rebillable Freight Invoice](#)
- [FAQ - How to Configure and Use Freight Tax](#)
- [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 - What is the difference between Bill Via and Via Company](#)
- [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 - What Port Expenses are available in Port Expense History search?](#)

## 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 - 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)

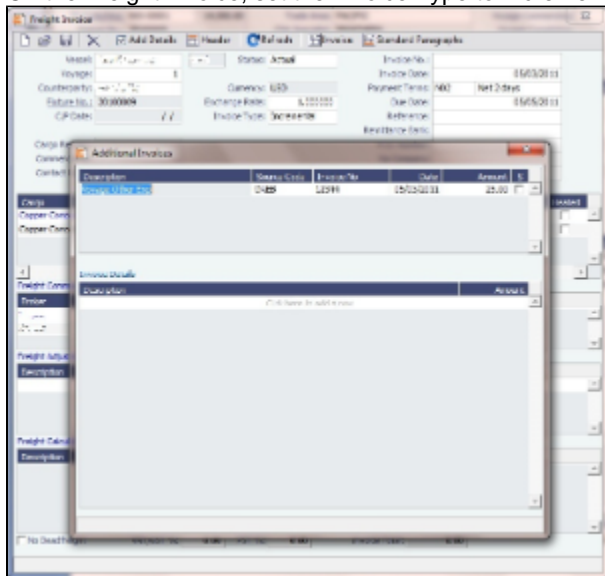
1. Go to **Voyage Manager > Other Rev/Exp > Other Revenues and Expenses**.
2. Enter the invoice to be rebilled, with type = Freight Reb Exp. This line will show up in red because there is not a linked rebill yet.

- 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**.

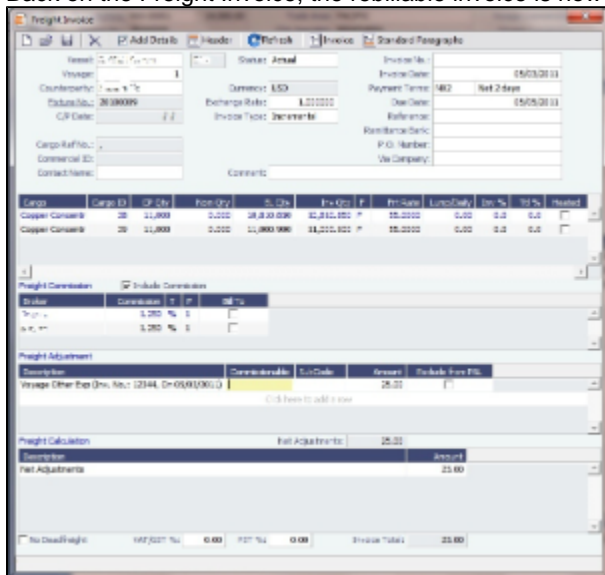
- On the Freight invoice, set the Invoice Type to Incremental and click **Add Details** to show the rebillable invoice(s).



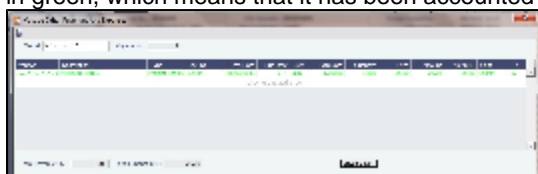
- Select the invoice(s) that you want to rebill, and close the Additional Invoices window.



- 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 Ballast Bonus 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:

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

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)
<b>Revenues</b>						
- 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		
<b>Total Revenues</b>			<b>859 500</b>	<b>859 500</b>		
<b>Expenses</b>						
+ Bunkers						
			261 576	261 576		
+ Port Expenses						
			25 000	25 000		
<b>Total Expenses</b>			<b>286 576</b>	<b>286 576</b>		
Profit (Loss):			572 924	572 924		
Net Voyage Days:			22,19	22,19	22,19	
T/C Equivalent:			25 816	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)
<b>Revenues</b>					
Freight		859 500	859 500	859 500	
CPP 30 000,000 MT @ 30,00 USD		859 500			
CPP 30 000,000 MT @ 30,00 USD			900 000		
Freight Tax (30 000,00 MT @ 30,00 * -4.50 %)			(40 500)		
Freight Invoice	CHSH000378			859 500	
CPP: Freight 30 000,000 MT @ 30,00 USD/MT				900 000	
Freight Tax -4.50 %				(40 500)	
Despatch			(5 003)		
<b>Total Revenues</b>		859 500	854 497	859 500	
<b>Expenses</b>					
Bunkers		261 576	1 079 818		
Port Expenses		25 000	25 000		
<b>Total Expenses</b>		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 - 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.

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

Total Cost: 0.00 0.00 0.00 0.00 0.00 0.00

Excise Duty: 0.00 GST %: 0.00 PST %: 0.00 Port Charges: 0.00 Invoice Total: 0.00

Rebillable  Non-Accounting Invoice

## FAQ - 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 - 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-refresh the data when this is run. This would be a large toll on performance so the behavior is by design at the current time.

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

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

## 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 fields have been entered in one or more noon reports for this voyage. By design in IMOS, once you enter ROB fields in a noon report, from that point on you cannot enter them in the Port Activities. Once you've entered ROB fields in the noon report, all ROB fields 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

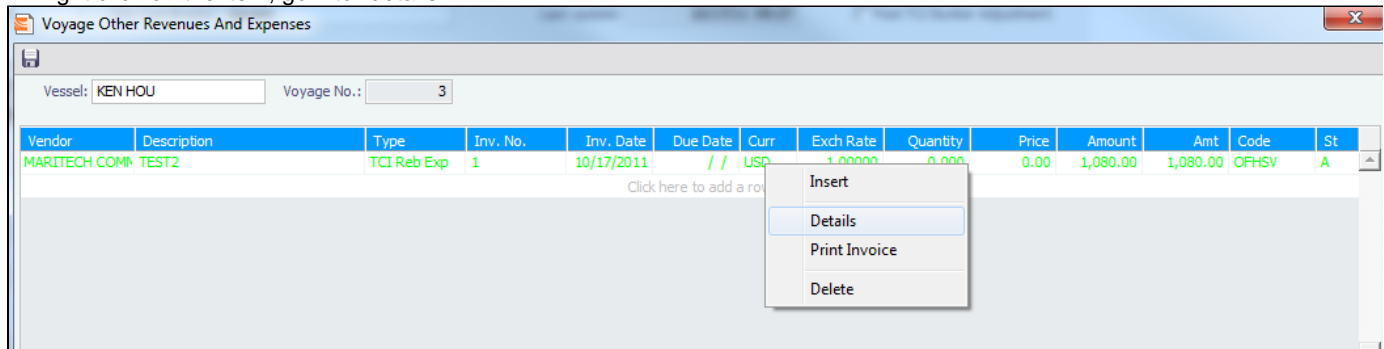
### Question

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

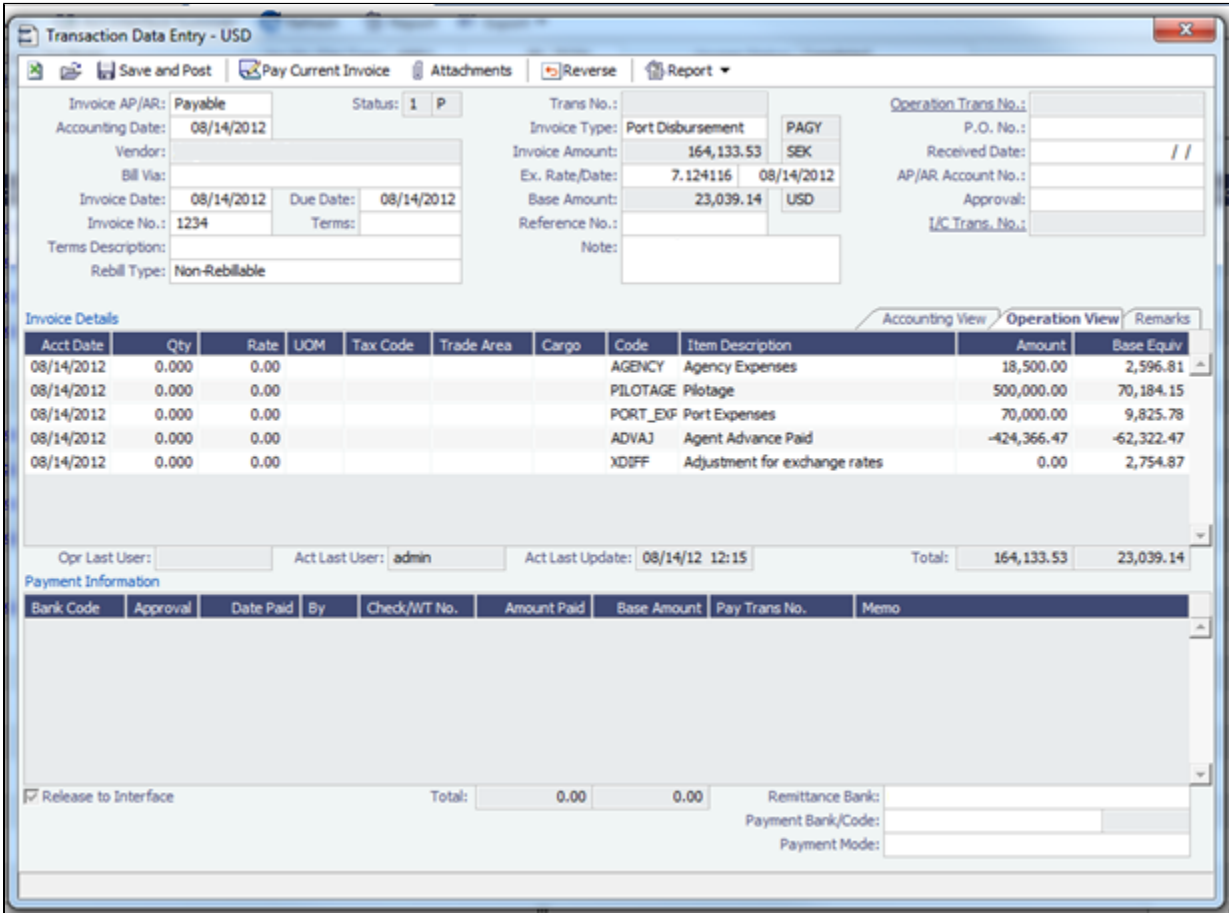
Note: In IMOS, off hire means only that the vessel is not on hire for the specified amount of time. It does not mean the vessel is not sailing for that number of hours. Therefore, adding Planned off hire does not add to your voyage days.

## 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



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

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

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

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

This gives us the Adjustment for exchange rates:

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

Port Advance/DA

Vessel: 10001 Advance Inv. No.: Disbursement Inv. No.: 1234 P.O. No.:

Voyage: 50 PDA Status: Posted FDA Status: Posted Payee:

Port: ID: 700 Advance Sent: 06/13/2012 Disbursement Sent: 08/14/2012 Service Date: //

Port Func: LOADING Reference:

Arrival: 04/18/12 07:30 Advance Currency: SEK Disbursement Currency: SEK

Departure: 04/22/12 13:00 Advance Inv. Due: 06/13/2012 Disbursement Inv. Due: 08/14/2012

Agent Short: Exchange Rate: 6.809206 Exchange Rate: 7.124116

Full Name: Total Advance: 530,458.00 Person In Charge:

Rem. Bank: Actual Advance Payment: 424,366.47

Adv. Remarks: Disb. Remarks:

Advance/Disbursement PDA/APR

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

Est. Cost: 100,000 Total Tax: 0.00 0.00 0.00  List In Alphabetic Order  Rebillable

Total Currency: 530,458.00 588,500.00 58,042.00  Hide lines with 0 amount

Total USD: 77,903.06 85,361.60 7,458.54  Keep Advance Balance Due To Agent (SEK): 164,133.53

Advance Balance

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

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

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

and add the Adjustment for exchange rates:

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

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

## FAQ - 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.

## 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 - Bunkers

---

This section includes the following Bunkers and Bunker Management FAQs:

- [FAQ - How is TCI Bunker Adjustment Calculated](#)
- [FAQ - How is TCO 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 - Overview of Bunker Invoices Binding Status](#)
- [FAQ - Financial Setup - Rebilling and Bunker Invoices](#)
- [FAQ - Accounting for bunkers lifted at a deleted port](#)
- [FAQ - Bunkers Operational Quantity vs Invoice Quantity](#)
- [FAQ - How do I register lifted bunkers paid by two different parties in a Time Charter?](#)
- [FAQ - Bunker Consumption for Cargo Heating](#)
- [FAQ - How to enter a lifting that has multiple prices for one fuel grade](#)
- [FAQ - Partial deduction of bunkers before delivery](#)
- [FAQ - What is the "For Owner" Checkbox used for?](#)
- [FAQ - How can I transfer bunkers from one grade to another during a voyage?](#)
- [FAQ - How to View Bunker Lists for Multiple Environments in One](#)
- [FAQs - Entering Bunkers Purchased by Charterer or Owner](#)
  - [FAQ - Bunkers Purchased by TCO Charterer Before Delivery](#)
  - [FAQ - Bunkers Purchased by TCI Charterer Before TCI Delivery](#)
  - [FAQ - Bunkers Purchased by TCI Charterer for TCI Owner's Account](#)
  - [FAQ - Bunkers Purchased by Owner After Delivery as Part of TCO Delivery Bunkers](#)
  - [FAQ - Bunkers Purchased by Owner During TCO for Use After Redelivery](#)
  - [FAQ - Bunkers Purchased by Owner Before TCI Redelivery](#)
- [FAQ - CP Consumption for Grouped Fuels](#)

## 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:  
500mt\*\$635 - (500mt-185mt)\*\$690 - 185mt\*635 = -17,325 (Profit)

MDO:  
30mt\*1082.23 - (30mt-13mt)\*1050 - 13mt\*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 - 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)**

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

---

### Question

What is the Logic for Bunker Alerts?

### Answer

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

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

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

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

*"Bunker requirement is unlinked from portcall."*

*"Bunker requirement portcall is changed."*

## FAQ - Bunkers Inventory-Accruals Report

---

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

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

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

The report is accessed from the Operations report list.

Why are the reported ROBs different from my last report?

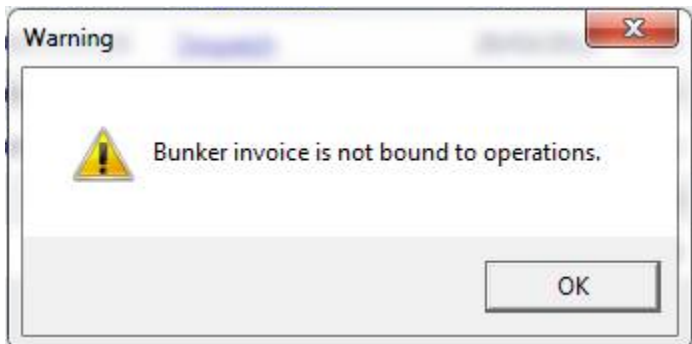
The ROBs are interpolated using the closest available reports. This includes the Activity Reports, such as Noon Reports. All reports on bunkers ROB are in local time, which can be different from UTC. Lastly, a Noon Report is typically given at noon of the day, while the report includes the full day,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

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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 - 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

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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), BXXXXP (Bunker purchase, XXX = fuel grade). If you want it to go to a different ledger code, it's manual.
3. To get the "extra" bunker costs reflected in the bunker price, you need to run through Operations, and then bind the invoice to the lifting.

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

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### Question

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

### Answer

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

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

## FAQ - Bunkers Operational Quantity vs Invoice Quantity

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

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

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

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

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

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

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

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

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

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

### Question

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

### Answer

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

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

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

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

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

Make sure "CFGAutoSetBunkersPurchasedForOwner" is enabled; CFGUpdateLinkedTcoFixtureFromVoyage, as of v7.4, is enabled by default.

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

Question

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

Answer

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

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

---


## FAQ - How to View 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. In imosshell.exe.config, set the configuration like this:

```
<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.

## FAQs - Entering Bunkers Purchased by Charterer or Owner

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

- FAQ - Bunkers Purchased by TCO Charterer Before Delivery
- FAQ - Bunkers Purchased by TCI Charterer Before TCI Delivery
- FAQ - Bunkers Purchased by TCI Charterer for TCI Owner's Account
- FAQ - Bunkers Purchased by Owner After Delivery as Part of TCO Delivery Bunkers
- FAQ - Bunkers Purchased by Owner During TCO for Use After Redelivery
- FAQ - Bunkers Purchased by Owner Before TCI Redelivery

### FAQ - Bunkers Purchased by TCO Charterer Before Delivery

This scenario illustrates how to enter data in IMOS for a bunker purchase paid by the TCO Charterer prior to delivery of the TCO. Main points:

- If the TCO Charterer purchase bunkers on a previous voyage, ROB on previous voyage must not include this quantity.
- Enter a dummy port with no time/distance in VM Itinerary on the TCO voyage and follow the steps below.
- If bunkers are purchased on present voyage, enter the port in VM Itinerary, and follow the steps below.
- Create a dummy invoice for Bunker Purchase, without price but with quantity inserted in Charterer's Quantity field.
- Enter bunkers purchased by TCO Charterer in TCO Bunkers Delivery tab Pre-purchased By Charterer field.

#### Steps

This scenario follows steps as if bunkers were purchased by TCO Charterer on the previous voyage. For bunkers purchased on the present TCO voyage but prior to delivery, use the actual port of call, and follow the same steps:

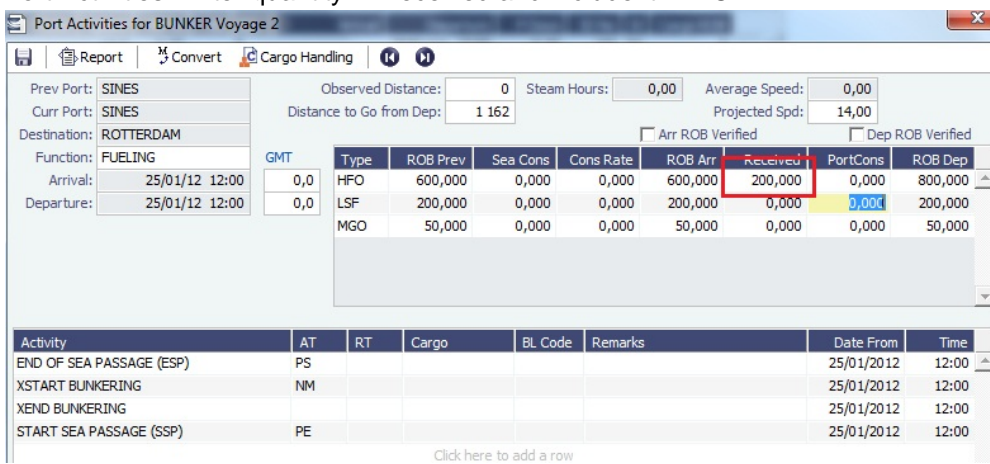
1. Enter a dummy port in Voyage Manager Itinerary with zero time:



The screenshot shows the Voyage Manager Itinerary for vessel BUNKER. The dummy port 'SINES' is highlighted with a red box, showing a distance of 1162 miles and a time of 0:00. The table below is a simplified version of the itinerary data shown in the screenshot.

Port Name	F	Miles	DTogo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St	Cargo RO
SINES	C			14,0	0,00		B		25/01/12 12:00	0,00	100	SA	
SINES	F	1162		14,0	0,00		B	25/01/12 12:00	25/01/12 12:00	0,00	500	..	
ENGLISH CHANNEL	P	1019		14,0	0,00			28/01/12 12:47	28/01/12 12:47	0,00	600	..	
ROTTERDAM	Y	143		14,0	0,00		B	29/01/12 00:00	29/01/12 00:00	0,00	200	..	
ROTTERDAM	Z			14,0	0,00		B	23/02/12 02:51	23/02/12 02:51	0,00	300	..	

2. Port Activities: Enter quantity in Received and include it in ROB:



The screenshot shows the Port Activities for BUNKER Voyage 2. The 'Received' quantity is highlighted with a red box. The table below is a simplified version of the data shown in the screenshot.

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
HFO	600,000	0,000	0,000	600,000	200,000	0,000	800,000
LSF	200,000	0,000	0,000	200,000	0,000	0,000	200,000
MGO	50,000	0,000	0,000	50,000	0,000	0,000	50,000

Activity	AT	RT	Cargo	BL Code	Remarks	Date From	Time
END OF SEA PASSAGE (ESP)	PS					25/01/2012	12:00
XSTART BUNKERING	NM					25/01/2012	12:00
XEND BUNKERING						25/01/2012	12:00
START SEA PASSAGE (SSP)	PE					25/01/2012	12:00

3. Create a dummy invoice for TCO Charterer's quantity and update Charterer's Quantity field with quantity taken. Keep status = Pending.

You can create the invoice directly from the Voyage Manager Invoice tab:

Type	Grade	Inv Qty	Opr Qty	Basic Prc	Barging Prc	Other Prc	Oth Cost	Sales Tax	Total Cost	Market Curve	Chart Qty	Sulfur %
HFO		0,000	200,000	0,0000	0,0000	0,0000	0,00	0,00	0,00		200,000	0,0000

4. Update the TCO Bunkers Delivery tab Pre-Purchased By Charterer field:

Description	HFO qty	HFO prc	LSF qty	LSF prc	MGO qty	MGO prc
Last ROB From Operations	600,000		200,000		50,000	
<b>Pre-purchased By Charterer</b>	<b>200,000</b>					
Est Delivery	400,000	600,00	300,000	700,00	50,000	1 100,00
Actual Delivery	700,000		200,000		50,000	
Delivery Difference	300,000		-100,000			
Est Redelivery	400,000	600,00	300,000	700,00	50,000	1 100,00
Purchased for Owner						
Projected Redelivery	700,000		200,000		50,000	

### Result

- IMOS will know that this quantity is for Charterer's account and deduct the amount from the Hire Bill:

Code	Description	Voy	From	Days/Qty	To	Amount	Amt USD	Tax %	Port
TCHIR	Time Charter Hire - rate=10,000.00 USD/Day		29/01/12 11:00	5,000000	03/02/12 11:00	50,000,00	50,000,00	0,00	
HFODL	(700,000 - 200,000) MT @ 600.00 USD/MT			500,000000		300,000,00	300,000,00	0,00	

- The Hire Statement will only consider the actual amount sold to the TCO Charterer:

Bunker Value On Delivery		
HFO Delivery (500,000 MT @600.00)		300,000.00
LSF Delivery (200,000 MT @700.00)		140,000.00
MGO Delivery (50,000 MT @1100.00)		55,000.00
Total Bunker Value At Delivery		495,000.00

- The TCO Adjustment will disregard the quantity purchased by the TCO Charterer. For this scenario, the net ROB on delivery had a price of \$ 720 HFO, and the CP TCO Price was \$600. Adjustment is only made for net ROB, i.e., Charterer's pre-purchased quantity is excluded:

Revenues		
TCO Hire		246 188
TCO Bunker Adjustment		(35 000)
TCO HFO Adjustment		(60 000)
TCO LSF Adjustment		20 000
TCO MGO Adjustment	TCO HFO Adjustment (Delivery Qty=500,000, Price=600.00, Actual ROB Qty=500,000, Price=720.00)	
<b>Total Revenues</b>		<b>211 188</b>
Expenses		

## FAQ - Bunkers Purchased by TCI Charterer Before TCI Delivery

The recommended way to handle bunker purchases prior to a TCI delivery is to add a bunker port after delivery and enter the bunker requirement there.

It might seem appropriate to use Bunker Purchased by Charterer on the Time Charter In and enter the quantity purchased, followed by breaking down the ROB on delivery in the Voyage Manager into TCI Owner delivery quantity and TCI Charterer-purchased quantity. However, if Bunker Breakdown is used on the TCI, it can cause a conflict with the TCI Hire Statement and TCI Bunker Delivery payment.

### Steps

1. After delivery of TCI, update the Voyage Manager Bunkers ROB delivery as per Owner's quantity.
2. Add a dummy port in the Voyage Manager and create a Bunker Requirement.

Using the real bunker port is OK as long as Miles are deleted/amended to not include any additional time added to the voyage:

Port Name	Type	Miles	DToGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St	Cargo ROB
ROTTERDAM	C			14,0	0,00		B				0,00	600 SA	0
ROTTERDAM	F	5 050		14,0	0,00		B	01/01/12 01:00	01/01/12 01:00	0,00	1 300	..	0
ENGLISH CHANNEL	P	137		14,0	5,00			01/01/12 10:16	01/01/12 10:16	0,00	1 400	..	0
HOUSTON	L	4 913	5 077	14,0	5,00	0,7	L	16/01/12 12:45	18/01/12 12:45	2,00	800	..	65 000
ENGLISH CHANNEL	P	4 934		13,5	5,00	0,8		03/02/12 18:30	03/02/12 18:30	0,00	1 200	..	65 000
ROTTERDAM	D	143		13,5	5,00		B	04/02/12 06:37	09/02/12 19:57	5,56	1 000	..	0

3. Create the Bunker Invoice as usual.

### Result

- The Hire Payment will not consider the bunkers taken by the TCI Charterer.
- The FIFO principle will be followed.

## FAQ - Bunkers Purchased by TCI Charterer for TCI Owner's Account

This example illustrates how to enter data into IMOS for TCOV voyages where a TCI Charterer purchases bunkers on behalf of the TCI Owner and settles with the TCI Owner via the Hire Payment. Details:

- TCI Charterer purchases bunkers for their use and account in Norfolk, 300 MT HFO
- TCI Charterer purchases bunkers on behalf of TCI Owner for TCI Owner's use after redelivery in Sines, 300 MT HFO

### Steps

1. Voyage Manager > Port Activities: Bunkers purchased on behalf of TCI Owners = 300 MT HFO. Enter bunker quantity in Received, and use actual ROB for departure:

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
HFO	600,000	300,000	30,638	300,000	300,000	0,000	600,000
LSF	200,000	0,000	0,000	200,000	0,000	0,000	200,000
MGO	50,000	0,000	0,000	50,000	0,000	0,000	50,000

2. TCI Contract Bunkers Delivery tab: Insert the quantity and price in **Purchased for Owner**:

Common Voy. Exp.		Bunkers Delivery		Exposure		Performance		Notice		Off Hire		Bareboat		Pr	
Description	HFO qty	HFO prc	LSF qty	LSF prc	MGO qty	MGO prc									
Pre-purchased By Charter															
Est Delivery	500,000	500,00	300,000	600,00	50,000	1 000,00									
Actual Delivery	500,000		300,000		50,000										
Delivery Difference															
Est Redelivery	900,000	500,00	350,000	600,00	80,000	1 000,00									
<b>Purchased for Owner</b>	<b>300,000</b>	<b>800,00</b>													
Actual Redelivery	600,000		200,000		50,000										
Redelivery Difference	-300,000		-150,000		-30,000										

Delivery ROBs From Official Survey     Redelivery ROBs From Official Survey  
 Use Delivery Bunkers Last                     Bunker Purchase Paid By Owner

Voyage Rebillables

3. Item Select form: Select the **Purchased For Owner** check box:

Item Select

Time Charter Hire     Gratuities For Period     Repr. Exp. / Allowances For Period     Additional TC Hire     ILOHC  
 Broker Commission(s)     Gratuities For Whole Month     Repr. Exp. / Allowances For Whole Month     Hire Adjustment     Intermediate  
 Address Commission     Vindicating For Period     Lashing and Stowage For Period     Misc Adjustments     Voyage Expenses     Ballast Bonus  
 Rebillable Owner's Expenses     Profit Sharing     Hire Adjustment On Delivery     Off Hire Adj  
 Hire Adjustment On Redelivery     Off Hire

Off Hire / Off Hire Reverse

Voy	Activity	From GMT	Hours	Inv	HFO qty	HFO prc	LSF qty	LSF prc	MGO qty	MGO prc	%	S	Reason	Remarks
1	OFF HIRE	02/01/12 00:00	24,0000	<input type="checkbox"/>	0,000	0,00	0,000	0,00	0,000	0,00	100,00	<input checked="" type="checkbox"/>	ENGINE PROBLEM	

Voyage Rebillables Warning: time to deduct redelivery bunker

Voy	Description	Amount	T	S	AdmFee	Description	HFO	LSF	MGO
	Pre-paid						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cost On Delivery						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adj On Delivery						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cost On Redelivery						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adj On Redelivery						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Purchased For Owner						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Off Hire						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Off Hire Adj						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TC Code    Description    Amount    S    AdmFee

Result



- TCI Payment will deduct the quantity purchased for owner from the actual ROB:

Time Charter Payment

Vessel: BUNKER  
 TC Code: 30022-10001  
 Chartered From: Owner 1  
 TC Date: 01/12/2011  
 Delivery: 01/01/12 00:00  
 Redelivery: 25/01/12 12:00

Period From: 01/01/12 00:00  
 Period To: 16/01/12 00:00  
 Days: 15,000000  
 Daily Rate: 10 000,0000  
 Currency: USD

Payment Type: Period  
 Invoice No.:  
 Status: Actual  
 Issue Date:  
 Payment Terms: ZS26 Pay Immediately  
 Due Date:  
 VAT/GST %:  
 PST %:  
 Person In Charge:

Code	Description	Voy No.	Invoice No.	From	Days/Qty	To	Amount	Amt USD	Port
TCHIR	Time Charter Hire, rate=10 000,00 USD/day			01/01/12 00:00	15,000000	16/01/12 00:00	150 000,00	150 000,00	
COMAD	Hire Address Commission (2.50%)			01/01/12 00:00	15,000000	16/01/12 00:00	-3 750,00	-3 750,00	
CABLE	Gratuities For Period			01/01/12 00:00	15,000000	16/01/12 00:00	591,78	591,78	
VICTU	Victualing For Period			01/01/12 00:00	15,000000	16/01/12 00:00	580,65	580,65	
HFORD	High Sulfur Fuel Oil Cost On Redelivery 300.0				300,000000		-150 000,00	-150 000,00	
HFPO	High Sulfur Fuel Oil Purchased For Owner				300,000000		-240 000,00	-240 000,00	

Invoice Total: -242 577,57 -242 577,57

Time Charter code assigned by IMOS: vvvv-xnnnn, where vvvv = Vessel code, x = I for In or O for Out, and nnnn = sequence number

Est Redelivery	900,000	500,00	350,000	600,00	80,00	1 000,00
Purchased for Owner	300,000	800,00				
Actual Redelivery	600,000		200,000	50,000		
Redelivery Difference	-300,000		-150,000	-30,000		

- Hire Statement will show the correct values:

Bunker Value on Redelivery	
HFO Redelivery (300,000 MT @500.00)	150,000.00
LSF Redelivery (200,000 MT @600.00)	120,000.00
MGO Redelivery (50,000 MT @1000.00)	50,000.00
HFO Purchased For Owner (300,000 MT @800.00)	240,000.00
Total Bunker Value At Redelivery	-560,000.00

- ROB end of voyage will reflect the bunkers purchased on the voyage:
  - 300 MT HFO for TCI Charterer's account taken in a previous port, \$600 PMT
  - 300 MT for TCI Owner's account taken in Sines and paid by TCI Charterer, \$800 PMT.
- Bunker Requirement:
  - If no Bunker Requirement is made for the purchase done on behalf of the Owner, enter the price directly into the Bunkers form below - \$800.
  - If a Bunker Requirement is made, the price will come from the Requirement. This is just for information.

Type	Est Qty	Est Price	Sea Cons	Port Cons	Req Qty	Req Price	Act Qty	Act Price	ROB Qty	ROB Price
HFO	500,000	500,00	0,000	0,000	300,000	600,00	600,000	600,00	600,000	600,00
LSF	300,000	600,00	100,000	0,000	0,000	0,00	200,000	600,00	200,000	600,00
MGO	50,000	1000,00	0,000	0,000	0,000	0,00	50,000	1000,00	50,000	1000,00

- TCI Adjustment Voyage Manager P&L will show the correct adjustment based on formula:  
 ROB quantity \* actual ROB prices (found in the Bunkers form from the Voyage Manager)  
 Less  
 TCI CP Redelivery Quantity \* CP Price (TCI CP Redelivery Quantity is found in TCI Contract > Est or Actual Redelivery less Purchased for Owner Qty)  
 Less  
 Quantity purchased for Owner \* purchased price (found in TCI CP > Bunkers Delivery: Purchased for Owner)

Expenses	773 250	310 000	(463 250)	(60)	31
Bunkers					
TCI Bunker Adjustment		30 000	30 000		3
TCI HFO Adjustment		30 000	30 000		3
TCI HFO Adjustment (Est. End ROB Qty=600,000,...		30 000	0	0	
Port Expenses	140 000	140 000			14
Misc. Expenses					
TCI HFO Adjustment (Est. End ROB Qty=600,000, Price=700,00; Redelivery Qty=600,000, Price=500,00; Purchased Qty=300,000, Price=800,00)					5
Total Expenses	918 250	535 000	(383 250)	(47)	53

The adjustment calculation using above formula:

- 600 MT \* \$ 700 = 420,000
  - 300 MT \* \$ 500 = (150,000)
  - 300 MT \* \$ 800 = (240,000)
- TCI Adjustment = 30,000

## FAQ - Bunkers Purchased by Owner After Delivery as Part of TCO Delivery Bunkers

Sometimes an owner purchases bunkers after the delivery of the TCO because they were unable to provide the initial amount:

Port Activities for BUNKER Voyage 2

Report Convert Cargo Handling

Prev Port: SINES Observed Distance: 0 Steam Hours: 95,00 Average Speed: 0,00  
 Curr Port: ROTTERDAM Distance to Go from Dep: 294 Projected Spd: 14,00  
 Destination: BREMEN Arr ROB Verified Dep ROB Verified  
 Function: DELIVERY  
 Arrival: 29/01/12 12:00 GMT 1,0  
 Departure: 29/01/12 12:00 GMT 1,0

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
HFO	600,000	400,000	101,053	200,000	0,000	0,000	200,000
LSF	200,000	0,000	0,000	200,000	0,000	0,000	200,000
MGO	50,000	0,000	0,000	50,000	0,000	0,000	50,000

Activity	AT	RT	Cargo	BL Code	Remarks	Date From	Time
END OF SEA PASSAGE (E.O.S.P.)	PS					29/01/2012	12:00
START SEA PASSAGE (S.S.P.)	PE					29/01/2012	12:00

Click here to add a row

Vessel is delivered in Rotterdam with 200 MT HFO onboard but should have 400 MT HFO.

- IMOS can handle the scenario only basis the CP Price invoiced to the TCO Charterer for the additional purchased quantity.
- If the purchased price differs from the CP Price, IMOS will calculate an Adjustment and allocate the P&L to the voyage.
- A Bunker Invoice must be created, but it can be kept in status Pending until the actual invoice is received.

Steps

To capture this event in IMOS, follow these steps:

1. Create a Bunker Requirement for the additional quantity purchased after delivery.

Bunker Requirement 93: BUNKER - 2 at BREMEN

Vessel: BUNKER 00022 Voy No.: 2 Req Delivery: // // Request Status: Preliminary Procurement Status: Not Started  
 Port: BREMEN ETA: 30/01/12 12:00 Delivery: // // Request By: admin Bunker Manager:  
 Charterer: Charterer 1 ETB: 30/01/12 12:00 Window From: 30/01/12 12:00 Request Date: 06/12/12 16:04 Delivery Type:  
 Owner: Agent: ETD: 30/01/12 12:00 Window To: 30/01/12 12:00 Last Update: 06/12/12 16:04 Last Updated By: admin  
 Company: Company

Planned Liftings

Type	Grade	Req Qty	Min. Qty	Max. Qty	Qpr Qty	Alt Qty	Alt Unit	Sulfur %
HFO		200,000	0,000	0,000	200,000	0,000		0,00
LSF		0,000	0,000	0,000	0,000	0,000		0,00
MGO		0,000	0,000	0,000	0,000	0,000		0,00

Inquiries and Purchases

Port	Vendor	S	For Owner	Status	Curr	Exch Rate	HFO Qty	HFO Price	LSF Qty	LSF Price	MGO Qty	MGO Price	Barg Rate	Barging	Other
BREMEN	Vendor 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ordered	USD	1,000000	200,000	800,000	0,000	0,000	0,000	0,000	0,00	0,00

Click here to add a row

Owner fuels the vessel in Bremen with 200 MT HFO for their account.

2. In Port Activities, update the quantity received.

Port Activities for BUNKER Voyage 2

Report Convert Cargo Handling

Prev Port: ROTTERDAM Observed Distance: 0 Steam Hours: 24,00 Average Speed: 0,00  
 Curr Port: BREMEN Distance to Go from Dep: 313 Projected Spd: 14,00  
 Destination: ROTTERDAM Arr ROB Verified Dep ROB Verified  
 Function: FUELING  
 Arrival: 30/01/12 12:00 GMT 1,0  
 Departure: 30/01/12 12:00 GMT 1,0

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
HFO	200,000	0,000	0,000	200,000	200,000	0,000	400,000
LSF	200,000	25,000	25,001	175,000	0,000	0,000	175,000
MGO	50,000	0,000	0,000	50,000	0,000	0,000	50,000

Activity	AT	RT	Cargo	BL Code	Remarks	Date From	Time
END OF SEA PASSAGE (ESP)	PS					30/01/2012	12:00
XSTART BUNKERING	NM					30/01/2012	12:00
XEND BUNKERING						30/01/2012	12:00
START SEA PASSAGE (SSP)	PE					30/01/2012	12:00

Click here to add a row

3. Create a Bunker Invoice and select the **As Delivery Bunker** check box.

4. In the Item Select form from the TCO Bill, select the **Purchase For Delivery** check box.

*Result*

The bill will include the bunkers purchased.

If the price for the bunker purchased differs from the CP Price, IMOS will create an Adjustment on the voyage. For this scenario, a price of USD 800 was used, and IMOS calculated the adjustment accordingly.

View:	Operations	Snapshot:	Current	Period:	All	Estimated	Actual	Posted
Description		Invoice No.						
<b>Revenues</b>								
TCO Hire							246 188	
TCO Bunker Adjustment							(55 000)	
TCO HFO Adjustment							(80 000)	
TCO HFO Adjustment (Delivery Qty=200.000,...							(40 000)	
TCO HFO Purchased For Delivery Adjustment...							(40 000)	
TCO LSF Ad								
TCO MGO A								
<b>Total Revenues</b>							191 188	
<b>Expenses</b>								
Bunkers							260 000	
<b>Total Expenses</b>							260 000	
<b>Voyage Result:</b>							(68 813)	
<b>Net Daily (TCE):</b>							(2 408)	

## FAQ - Bunkers Purchased by Owner During TCO for Use After Redelivery

### Steps

1. Voyage Manager: Create Bunker Requirement in port where bunkers are received. (It is not necessary to select For Owner.)

Type	Grade	Req Qty	Min. Qty	Max. Qty	Qtr Qty	Alt Qty	Alt Unit	Sulfur %
IFO		200,000	0,000	0,000	200,000	0,000		0,00
LSF		0,000	0,000	0,000	0,000	0,000		0,00
MDO		0,000	0,000	0,000	0,000	0,000		0,00

2. Create a Bunker Invoice and leave status Pending until an invoice is received and ready to be processed.

Type	Grade	Inv Qty	Qtr Qty	Basic Prc	Barging Prc	Other Prc	Oth Cost	Sales Tax	Total Cost	Market Curve	Chart Qty	Sulfur %
IFO		200,000	200,000	800,000	0,000	0,000	0,00	0,00	160 000,00		0,000	0,000

3. TCO Bunkers Delivery tab: Select the **Bunker Purchase Paid by Owner** check box; note that Quantity and Price appear.

Description	IFO qty	IFO prc	LSF qty	LSF prc	MDO qty	MDO prc
Last ROB From Operations	600,000		400,000		50,000	
Pre-purchased By Charter						
Est Delivery	400,000	500,00	200,000	600,00	50,000	1 000,00
Actual Delivery	500,000		300,000		50,000	
Delivery Difference	100,000		100,000			
Est Redelivery	400,000	500,00		600,00		1 000,00
Purchased for Owner	200,000	800,00				
Actual Redelivery	500,000		200,000		40,000	

### Result

**TCO Bill: IMOS will not include the quantity purchased in Redelivery.**

The screenshot shows the 'Time Charter Billing' window. The 'Bunkers Delivery' tab is selected. The table below shows the following entries:

Description	HFO qty	HFO prc	LSF qty	LSF prc	MGO qty	MGO prc
Last ROB From Operations	600,000					
Pre-purchased By Charter						
Est Delivery	400,000	500,00	300,000	600,00	50,000	1 000,00
Actual Delivery	500,000		300,000		50,000	
Delivery Difference	100,000					
Est Redelivery	400,000	500,00	350,000	600,00	80,000	1 000,00
Purchased for Owner	200,000					
Actual Redelivery	500,000		200,000		50,000	
Redelivery Difference	-300,000		-150,000		-30,000	

**FAQ - Bunkers Purchased by Owner Before TCI Redelivery**

This example illustrates how to enter data in IMOS for a bunker purchase paid by the TCI Owner prior to redelivery of the TCI from the TCI Charterer. The basic steps are:

- Enter the purchased quantity in Port Activities > Received
- Include the purchased quantity in ROB
- Enter the purchased quantity only (price is not relevant) in the TCI Fixture as Purchased for Owner

*Steps*

1. Port Activities: Enter owner's bunkers received. Include the ROB quantity for the last port in the voyage prior to redelivery (Sines, in this example, with grade HFO).

The screenshot shows the 'Port Activities for BUNKER Voyage 1' window. The table below shows the following entries:

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
HFO	600,000	300,000	30,638	300,000	300,000	0,000	500,000
LSF	200,000	0,000	0,000	200,000	0,000	0,000	200,000
MGO	50,000	0,000	0,000	50,000	0,000	0,000	50,000

2. TCI Bunkers Delivery tab, enter the quantity, with no price, and select the **Bunker Purchase Paid by Owner** check box:

The screenshot shows the 'Common Voy. Exp. / Bunkers Delivery' tab. The table below shows the following entries:

Description	HFO qty	HFO prc	LSF qty	LSF prc	MGO qty	MGO prc
Pre-purchased By Charter						
Est Delivery	500,000	500,00	300,000	600,00	50,000	1 000,00
Actual Delivery	500,000		300,000		50,000	
Delivery Difference						
Est Redelivery	900,000	500,00	350,000	600,00	80,000	1 000,00
Purchased for Owner	300,000					
Actual Redelivery	600,000		200,000		50,000	
Redelivery Difference	-300,000		-150,000		-30,000	

Below the table, the checkbox  Bunker Purchase Paid By Owner is selected.

*Result*

- IMOS will deduct the quantity purchased by owner in the payment:

Time Charter Payment

Vessel: BUNKER  
TC Code: 00022-10001

Chartered From: Charterer 1  
TC Date: 01/12/2011  
Delivery: 01/01/12 00:00  
Redelivery: 25/01/12 12:00

Period From: 01/01/12 00:00  
Period To: 16/01/12 00:00  
Days: 15,000000  
Daily Rate: 10 000,0000  
Currency: USD

Payment Type: Period  
Invoice No.:  
Status: Actual  
Issue Date:  
Payment Terms: ZS26 Pay Imr  
Due Date:  
VAT/GST %:  
PST %:  
Person In Charge:

Code	Description	Voy No.	Invoice No.	From	Days/Qty	To	Amount	Amt USD	Port
TCHIR	Time Charter Hire, rate=10 000,00 USD/day			01/01/12 00:00	15,000000	16/01/12 00:00	150 000,00	150 000,00	
COMAD	Hire Address Commission (2.50%)			01/01/12 00:00	15,000000	16/01/12 00:00	-3 750,00	-3 750,00	
CABLE	Gratuities For Period			01/01/12 00:00	15,000000	16/01/12 00:00	591,78	591,78	
VICTU	Victualling For Period			01/01/12 00:00	15,000000	16/01/12 00:00	580,65	580,65	
HFOR	n Redelivery 300,000 MT @ 500.00 USD/MT				300,000000		-150 000,00	-150 000,00	

Invoice Total: -2 577,57 -2 577,57

Free-form text field for a brief description.

Est Delivery	500,000	500,00	300,000	600,00	50,000	1 000,00		
Actual Delivery	500,000		300,000		50,000			
Delivery Difference								
Est Redelivery	900,000	500,00	350,000	600,00	80,000	1 000,00		
Purchased for Owner	300,000							
Actual Redelivery	600,000		200,000		50,000			
Redelivery Difference	-300,000		-150,000		-30,000			

Remarks Notes to C

Delivery ROB's From Official Survey  Redelivery ROB's From Official Survey   
 Use Delivery Bunkers Last  Bunker Purchase Paid By Owner  Unpriced Bunkers  Bunker Breakdown  Next Open Date:   
 Owner's Comm. (%):

- Hire Statement will exclude the quantity purchased by owner (see HFO):

Bunker Value on Redelivery	
HFO Redelivery (300,000 MT @500.00)	150,000.00
LSF Redelivery (200,000 MT @600.00)	120,000.00
MGO Redelivery (50,000 MT @1000.00)	50,000.00
<b>Total Bunker Value At Redelivery</b>	<b>-320,000.00</b>

- TCI Adjustment will disregard the quantity purchased by owner (see HFO):

▶ Bunkers		773 250	310 000			(463 250)	(60)	310
▶ TCI Bunker Adjustment			30 000			30 000		30
▶ TCI HFO Adjustment			30 000			30 000		30
▶ TCI HFO Adjustment (Est. End ROB Qty=600,000,...			30 000				0	0
▶ Port Expenses		140 000	140 000					140
▶ Misc. Expenses	TCI HFO Adjustment (Est. End ROB Qty=600,000, Price=600.00; Redelivery Qty=600,000, Price=500.00; Purchased Qty=300,000, paid by owner)							55
<b>Total Expenses</b>		<b>918 250</b>	<b>535 000</b>			<b>(383 250)</b>	<b>(42)</b>	<b>535</b>

End of voyage, total HFO ROB 600 MT:

- 300 MT HFO belongs to TCI Owner; price is not of interest
- 300 MT HFO belongs to TCI Charterer, purchased at \$600 during the voyage
- Adjustment: (CP price TCI redelivery bunkers \$500 less purchase price \$600) \* 300 MT = \$30,000

## FAQ - CP Consumption for Grouped Fuels

On the Fuel/Lube Types form, you can group High and Low Sulfur fuel types to be consumed for the same purpose. Having two fuel types (HS and LS) in the same group means that the vessel cannot burn both fuel types at the same time.

The following screenshot defines two different fuel groups. In this example, IFO and LSF belong to a group; LSM and MDO belong to another group. Therefore, IFO cannot be consumed by the vessel at the same time as LSF is consumed. The same applies for LSM and MDO.

**Fuel / Lube Types**

Code	Fuel Type	Description	G	Group	Track Sulfur %	Calorific Value
IFO	IFO	Intermediate Fuel Oil	H	1	<input type="checkbox"/>	
LSF	LSF	Low Sulfur Fuel Oil	L	1	<input type="checkbox"/>	
LSM	LSM	Low Sulfur Marine Diesel	L	2	<input type="checkbox"/>	
MDO	MDO	Marine Diesel Oil	H	2	<input type="checkbox"/>	

Click here to add a row

Type of fuel or lubricant.

**Grouped Fuel Consumption Example**

In this example, the vessel has the following fuel consumption information entered on the Vessel form. The amount of bunkers to be consumed at sea for IFO or LSF is 45 MT/day.

**Speed Consumption Table (Per Day)**

Speed	B/L	Engine Load	IFO	LSF	MDO	LSM	Type
13.00	B	0.00	45.00	45.00	0.00	0.00	
13.00	L	0.00	45.00	45.00	0.00	0.00	
13.50	B	0.00	47.00	47.00	0.00	0.00	
13.50	L	0.00	47.00	47.00	0.00	0.00	

Click here to add a row

When entering the bunker consumption in an Activity Report, the CP Consumption of IFO and LSF will always total 45 MT in a 24 hour period.

**Extra Information for Report N on 26/05/14 23:00**

Type	ROB Prev	Received	ROB	Actual Cons	CP Cons	Difference
IFO	1,875.947	0.000	1,850.947	25.000	25.000	0.000
LSF	1,000.000	0.000	980.000	20.000	20.000	0.000
MDO	0.000	0.000	0.000	0.000	0.000	0.000
LSM	0.000	0.000	0.000	0.000	0.000	0.000

- The consumption is distributed between IFO and LSF fuels, totaling 45 MT.

If the vessel consumption is higher than 45 MT in a 24 hour period, the extra amount will be prorated to calculate the CP Consumption for each fuel.

Extra Information for Report N on 26/05/14 23:00						
Type	ROB Prev	Received	ROB	Actual Cons	CP Cons	Difference
IFO	1,875.947	0.000	1,840.947	35.000	24.231	-10.769
LSF	1,000.000	0.000	970.000	30.000	20.769	-9.231
MDO	0.000	0.000	0.000	0.000	0.000	0.000
LSM	0.000	0.000	0.000	0.000	0.000	0.000

- The sum of the CP Consumption of IFO and LSF is still 45 MT.
- The **Difference** column shows the extra amount consumed of each fuel, based on the prorated CP Consumption.

## FAQs - Pooling

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This section includes the following [Pooling](#) FAQs:

- [FAQ - Pooling Distributions Invoices Configurations](#)
- [FAQ - Pooling Premium](#)
- [FAQ - Pool Management Fee](#)

### FAQ - Pooling Distributions Invoices Configurations

---

In Pooling, it is possible to configure the invoices to look/include according to the business needs.

#### *Invoice Items Descriptions*

To edit the descriptions of the Distribution items, edit the following configuration flags:

CFGPoolResultDistribDesc - The value to be used for the Result Distribution description.

CFGPoolMgtFeeDesc- The value to be used for the Management Fee Distribution description.

CFGPoolPremiumDesc - The value to be used for the Premium Distribution description.

#### *Number of Adjustments*

It is possible to set the numbers of years/months you'd like the system to go back when calculating the adjustments for the Pooling distributions.

CFGPoolAdjMonth - number of months.

CFGPoolAdjYear - number of years.

If both are set, the CFGPoolAdjYear takes precedence.

#### *Line Items in the Pooling Distribution invoice*

It is possible to control the level of details in Pooling Distribution invoices, by setting the value for the flag CFGPoolInvBreakOutPeriods.

- 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.

The default value for this flag is 1.

### FAQ - Pooling Premium

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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 - Pool Management Fee

An option can be configured (CFGDistributePoolComm) to calculate the Pool Management Fee on the Gross Income in a different way.

When this flag is disabled (the default setting), the Management Fee percentage is applied to each vessel/participant's gross revenues (that is, revenues without considering expenses).

However, when this flag is enabled, the total amount of the Management Fee is calculated in the same way (percentage multiplied by each participant's gross revenues), but is then allocated to the individual pool participants on the basis of days in the pool multiplied by pool points; that is, in the same way as pooling income or loss:

1. For each vessel, the percentage is applied on the gross income.
2. The sum for all results from step 1 in the pool is the Gross Commission.
3. The percentage is applied on the weighted days (Pool Days\*Pool Points), which gives the Commission Weight for that vessel.
4. For each vessel, the Pooled Commission is calculated by the Commission Weight applied on the Gross Commission.

The Pool Management Fee value can be added as a column to the Pooling Information dataset.

Although the Pool Management Fee is expressed as a percentage of gross revenues, not all types of revenues are necessarily subject to the Pool Management Fee in this way. The Pool Management Fee is calculated only on those gross revenues falling into one of those accounts for which the **Mgt** check box has been selected on the Chart of Accounts form:

Code	Account Name	Category	LOB	Ves	Voy	Port	Dept	I/C	Mgt
1100810	Bank 9909	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109920	Bank 5036	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109930	Bank 3320	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109940	Bank 3252	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109945	Bank 403	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109950	Bank 0853	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109960	Bank 301	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109970	Bank 465	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1109990	Bank 248	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120805	Prepaid insurance chartered vessels (TCI)	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120806	Other prepaid insurance premiums	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120810	PDA - Description unknown	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120820	Bank - trust account	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1120821	Bank Trust Account 2	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To exclude a particular type of revenue from the Pool Management Fee calculation, clear the **Mgt** box in the applicable row.

## FAQs - Demurrage and Claims

This section includes the following [Demurrage and Claims FAQs](#):

- [FAQ - Demurrage on Account calculations](#)
- [FAQ - Handling Multiple Loadings & Discharges at One Port](#)
- [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 - How is a Demurrage Claim Defined as AR or AP?](#)

## FAQ - Demurrage on Account calculations

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

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

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### 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?

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

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### 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.

## FAQs - Financials

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This section includes the following [Financials](#) FAQs:

- [FAQ - How Do We Handle Office Expenses \(Accruals\)](#)
- [FAQ - Accrual Calculation and Configuration Flags](#)
- [FAQ - How can I create a revenue or expense that will not show on the P&L?](#)

- FAQ - Month End Accruals Process
- FAQ - Controlling the Type of Accrual Items with Business Rules
- FAQ - Restricting Users from Approving or Posting Specific Types of Invoices
- FAQ - Transaction Numbers
- 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 prevent posting to 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 on Accounts Receivable and Accounts Payable 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 - Which party's bank information will be displayed on an invoice printout?
- FAQ - How do I itemize Bunker Cost for Voyage Period Journals?
- FAQ - An invoice with the same number is already in the database
- FAQ - How do I default Voyage Other Revenues & Expenses to Actual instead of Pending?
- FAQ - What is the non-accounting invoice option on the bunker invoice screen?

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)

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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 - Accrual Calculation and Configuration Flags

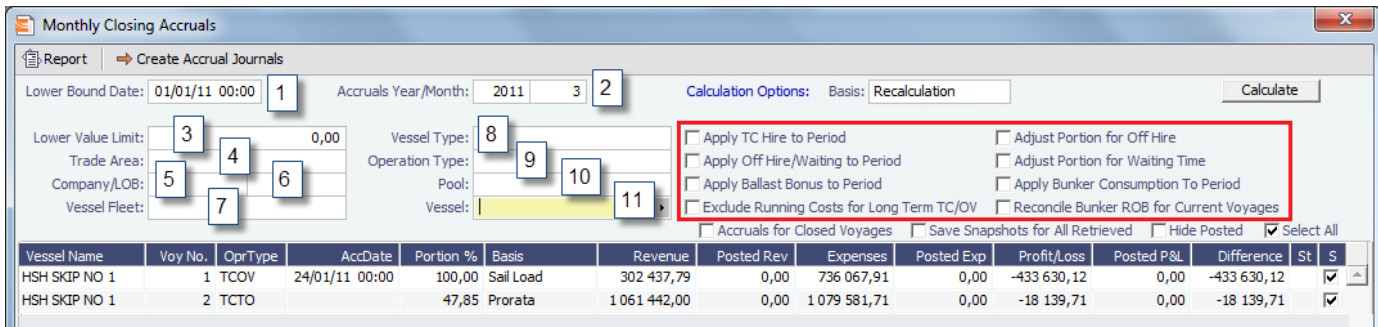
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The following describes additional options and logic for the Monthly Accruals tool.

The main configuration flags having effect on the calculation are:

- CFGVoyaccAlwaysProrate (default value=N)
  - If set to Y, all voyages will be prorated as per accrual date.
  - If set to N, xxTO voyages will be prorated as per accrual date, whereas xxOV will be prorated according to setting of flag
- CFGVoyaccAccrualDate, making calculation of voyage accruals as follows:
  - 1= 100% by Complete loading
  - 2= 100% by BL Date loading
  - 3= 100% by voyage commence,
  - 4= 100% by voyage complete
  - 5= 100% by last BL date
 If flag is missing, default value is 1, Complete Loading

Please see below for other flags. If these flags do not appear, set CFGShowPNLCalcOptions to Y.



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. Entry is optional
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".
6. Apply Bunker Consumption to Period  
Bunker expense will not be prorated, but calculated based on actual consumed amount in period.  
Here is one simple example to show what happens on Balance sheet and P&L when you run the accrual:

		Qty	Price	Val ue	Lifted	Post ed	Lifted Con sum ed	Post ed	Act ual	Pos ted	Journal	Deb it P&L	Cre dit BS	Journal	Deb it BS	Cre dit P&L
Bun ker	Batc h 1	1000	600	60 0,00	Y	Y	1000	780	1000	46 8,00	6 00,0	Accr ual		Def erral	13 2,00	13 2,00

exp ens es				0.00							0.00	00.00			-	-		0.00	0.00	
	Batc h 2	500	625	31 2,50 0.00	Y	N	500	0	0					Accr ual	31 2,50 0.00	31 2,50 0.00	Def erral	31 2,50 0.00	31 2,50 0.00	
	Batc h 3	1000	650	65 0,00 0.00	N	N	0	0	0					Accr ual	65 0,00 0.00	65 0,00 0.00	Def erral	65 0,00 0.00	65 0,00 0.00	
Tota ls							1500	780	1000											

#### 7. Reconcile Bunker ROB for Current Voyage

Using it generates ROB rows up till the accrual period with new bill codes of the format ROB\_FuelType in current voyages. The accrual basis is based on the ROB from the most current activity report in the accrual period rather than based on IMOS bunker planning estimation. For consecutive voyages, when no commenced voyage exists for the vessel, the most recently completed voyage is considered current. In the case of non-consecutive voyages, all of them (except closed voyages) are considered as current.

#### 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 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 Operations 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

Code	Description	Exp Type	C	G	Inactive
1	DESCRIBE THE EXPENSE	X			<input type="checkbox"/>

7. 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 Actual column
8. Ensure that the business rules lines that include this code are mapped to balance sheet accounts. When posting the invoice line item for the recoverable expense to a BS account, the amount will not appear in the voyage P&L posted column

## FAQ - Month End Accruals Process

### IMOS7 Monthly Accruals

#### Accruals Explanation

IMOS 7 is capable of running Monthly Accruals on several different basis and is capable of pro-rating accruals for voyages that span months. The purpose of closing accruals is to keep as accurate as possible a picture of the revenues and expenses of open voyages. Companies perform accruals at different intervals during the year; in most cases, it is monthly. IMOS is capable of handling different intervals.

#### *Prorating*

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

#### Configuration

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

- **CFGVoyaccUseBallastVoyageBillCodes** - When enabled, distinct bill codes are used when generating accruals for ballast voyages (voyages without a fixture).
- **CFGVoyaccAlwaysProrate** - If enabled, IMOS will always prorate voyage accrual figures.

- **CFGVoyaccAccrualDate** - Sets calculation basis of voyage accruals (dependent upon CFGVoyaccAlwaysProrate).
- **CFGActSkipZeroAccruals** - When enabled, IMOS will eliminate any \$0 line items in the Journal Entries generated from running Monthly Accruals.
- **CFGShowRunningCost** - When enabled, forces the Voyage Manager P&L to break out the daily costs or the TC Hire in a section called Running Cost, separate from the expenses. For an Own voyage, the daily expenses will appear. For a TCI or TCO voyage, the Hire will appear. Furthermore, the arrows used to navigate between voyages in the Voyage Manager now also appear on the P&L tab for easier navigation.
- **CFGAllocTCOMiscRevExpToPeriod** - When enabled, miscellaneous revenues and expenses on TCO voyages are not prorated but allocated to the period the invoice date is in for accrual calculations.
- **CFGActAccrualBreakdown** - When enabled, accrual line items are broken down like the voyage profit and loss. When disabled, there are only two accrual lines, one for revenue and one for expenses.
- **CFGAccrueUncommencedTCO** - When disabled, TCO voyages that are not commenced will not be accrued.
- **CFGActAccrueByCharterer** - When enabled, monthly accruals can be made to counterparty specific financial account codes as mapped in the Business Rules table. Counterparty information, e.g. the fields 'vendorNo,' 'vendorName,' 'vendorExternalRef' and 'vendorCrossRef' have been added to the journal XML.
- **CFGAccrualsByDay** - When enabled, allows the user to run accruals through an individual date, rather than just end of month.

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

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

### Setup

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

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

### Process

#### Completing the Monthly Accruals Form

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

Vessel Name	Voy No.	OpType	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	Sol 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	Prorate	1 061 442,00	0,00	1 079 581,71	0,00	-18 139,71	0,00	-18 139,71		



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.	Op Type	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		<input checked="" type="checkbox"/>
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		<input checked="" type="checkbox"/>
KOONBANA BAY	4	TCOV		100.00	Prorate	866,141.87	0.00	770,571.92	0.00	95,569.95	0.00	95,569.95		<input checked="" type="checkbox"/>

- *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 - Controlling the Type of Accrual Items with Business Rules

Configuration flag **CFGVoyaccAccrualType** enables an option to control the type of accrual items using Business Rules. Possible values for the flag:

- **Ops** (default): No change in behavior for accruals; the items generated are set as configured in the Business Rules.
- **Act**: New Business Rules are used for accruals. The items are grouped per their corresponding P&L accounts in the Business Rules (Accruals by Account). These are generated automatically upon opening the Business Rules form.
- **ActCounterparty**: Same behavior as Act, plus the accruals are itemized per vendor.

**Note:** When Accruals by Account is enabled, if the accruals figures appear in red, that means that a Business Rule is missing an account.

Vessel Name	Voy No.	OprType	AccDate	Portion %	Basis	Revenue	Posted Rev	Expenses	Posted Exp	Profit/Loss	Posted P&L	Difference	St	S
VESSEL1	201109	OVOV		100,00	Prorata	600,000,00	0,00	50,065,37	0,00	549,934,63	0,00	549,934,63		

With Accruals by Account enabled, incremental accruals can be run. If accruals are run and then an adjustment is made that would warrant running accruals for a second time, the accrual journals do not have to be reversed to do so. The accruals can be run again, and the difference between the original accrual amount and the new accrual amount will be the resulting Journal Entry. Accrual journals that have been run but not posted will be overwritten. Only accounts that have been updated since the last run of accruals will have a Journal Entry created for them.

### Creating Accounting Ledgers per Vendor for Posted Invoices and Accruals

To configure IMOS to allocate transactions to specific vendors:

#### Scenario

- Commission On Freight (FCOM)
- Internal Broker

- External Brokers

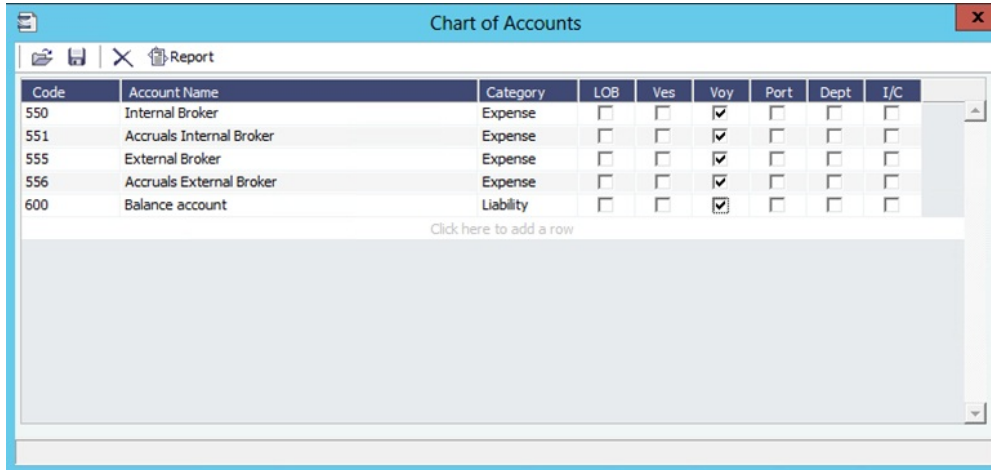
Internal Broker A posting on account: 550

External Brokers B posting on account: 555

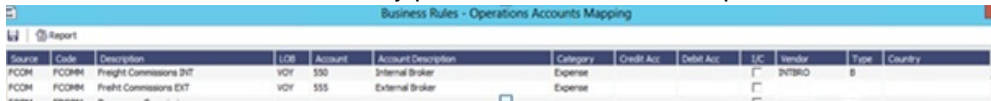
Create Accruals with separate accrual accounts similar to posted transactions

*Financial Account Configuration*

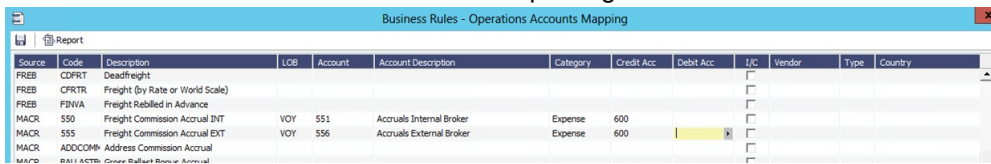
1. Create unique Account Codes for internal broker and external brokers in the **Chart of Accounts** and add their equivalent Accrual Accounts.



2. Create new Business Rules for both accounts using the same code (FCOMM), and link the Internal Broker in Vendor column. IMOS will thereby post the internal broker separated from the other external brokers:



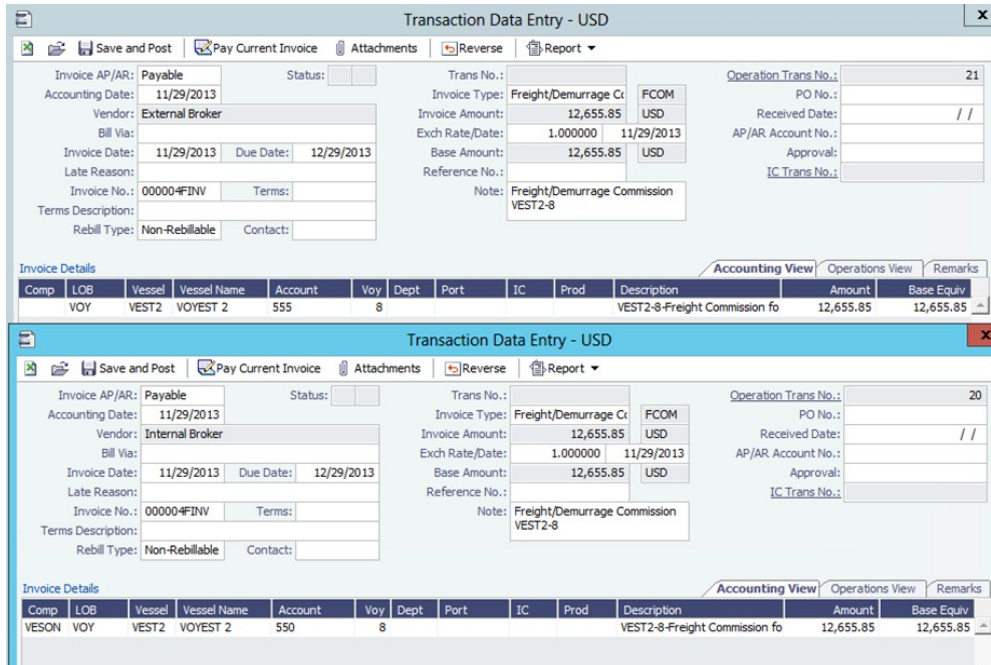
3. Associate the new Business Rules with their accrual account by creating a new MACR rule:
  - In the **Code** column, enter the unique account code for the internal/external broker.
  - In the **Account** column, enter the accrual account code.
4. Enter the applicable accounts:
  - The **Account** column refers to the correct posting on the Income Statement.
  - The **Credit Acc** column refers to the correct posting on the Bbalance Sheet.



*Checking the Configuration*

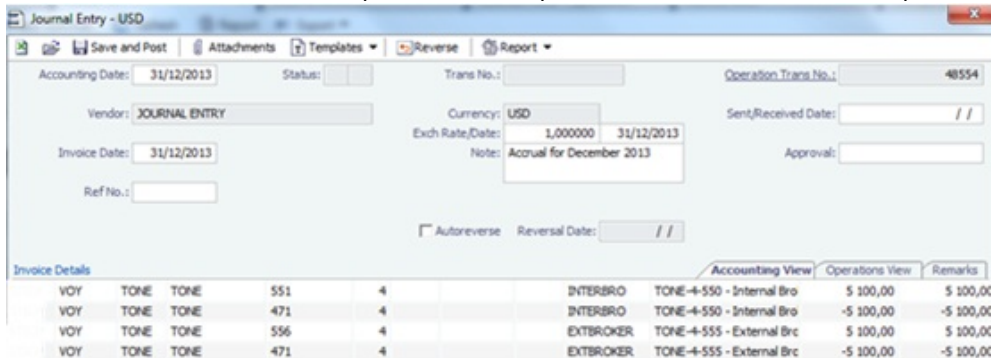
To check that internal/external commissions are posted to the correct account:

- To check if the new Freight Commission accounts are configured correctly (posting to the correct Account Codes), create and post a new Commission Invoice. On the **Transaction Data Entry** form, the correct Account Number should appear.



To check that accruals are separating internal/external brokers:

- Run accruals and note that the separation is done per accrual account set for the respective internal and external brokers.



## 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.

- Set configuration option "CFGInvoiceApprovalsByType" to "Y" and/or "CFGInvoicePostingsByType" to "Y" to specify user's restrictions to approve or post invoices in IMOS accordingly.
- Data Center->Security-> select ABCDE user->IMOS User Properties->Object Rights tab.
- Expand Invoice Approval Types node, check Freight Invoice (FINV) node with a green check.
- 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 - 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 xxxxxN) 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 - 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 prevent posting to an accounting period and what are F and P statuses?

---

### Question

How do I prevent posting to 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 on Accounts Receivable and Accounts Payable in IMOS

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### Scenario 1: Accounts Receivable

Case where an Accounts Receivable invoice of USD 1,205 has a payment received of USD 1,200 and the remaining USD 5 is to be written off. All transactions for Company 'A'. The accounting entries shown are generated by IMOS on posting of invoices and payments.

Relevant accounts are as follows:

- Bank (Chart of Accounts category is 'Bank')
- Payables/Receivables Written Off Control Account (Chart of Accounts category is 'Bank')
- Accounts Receivable (Chart of Accounts category is 'AR')
- Revenue Account (Chart of Accounts category is 'Revenue')
- Revenue Written Off Account (Chart of Accounts category is 'Revenue')

To set up the control account 'Payables/Receivables Written Off', follow these steps:

1. Financials -> Chart of Accounts -> Click to Add New Account (Code='98000', Name='Payables/Receivables Written Off Control', Category='Bank').
2. Data Center -> Address -> New (Type='N', Short Name='AP/AR WO', Full Name='Payables/Receivables Written Off Control', Branch='AP/AR WO') -> Save and Close.
3. Open the Address Book entry for Company 'A' -> Link the bank 'AP/AR WO' in the Bank Links section -> Save and Close.
4. Financials -> Bank Links -> Set the Ledger Code to '98000' on the entry for Company 'A' -> Save and Close.

To set up the account 'Revenue Written Off', follow these steps:

1. Financials -> Chart of Accounts -> Click to Add New Account (Code='99000', Name='Revenue Written Off', Category='Revenue').

The write off procedure is as follows:

**Step 1:** Create a receivable invoice for USD 1,205.00

- CR Revenue Account \$1,205.00
- DR Accounts Receivable \$1,205.00

**Step 2:** Settle the invoice with a receipt of USD 1,200.00, leaving a debit balance of \$5.00 on Accounts Receivable.

- CR Accounts Receivable \$1,200.00
- DR Bank \$1,200.00

**Step 3:** Create new invoice relating to the same vendor as in Step 1, of type Receivable, for USD -5.00. NB. This must be entered as a negative amount to achieve the correct DR and CR postings. Set the Account on the invoice detail line item to the corresponding account number of the Revenue Written Off Account. Post the invoice. This gives a zero balance on Accounts Receivable and a debit balance on the Revenue Written Off Account.

- CR Accounts Receivable \$5.00
- DR Revenue Written Off Account \$5.00

**Step 4:** There are two outstanding receivables, of USD 5.00 and USD -5.00, shown on Financials -> Receivables Summary. Clear these down by raising a single payment for both receivables with method WO (write off) to the Payables/Receivables Written Off Control Account. Enter the applicable amounts in the Pay Amount column.



- CR Accounts Receivable \$5.00
- DR Payables/Receivables Written Off Control Account \$5.00
- CR Payables/Receivables Written Off Control Account \$5.00
- DR Accounts Receivable \$5.00

The end result is:

**Profit & Loss:** A credit balance on the Revenue Account of USD 1,205.00 and a debit balance on the Revenue Written Off Account of USD 5.00

**Balance Sheet:** A debit to the Bank of USD 1,200.00, a zero balance on the Accounts Receivable Account, and a zero balance on the Payables/Receivables Written Off Control Account.

#### Scenario 2: Accounts Payable

Case where an Accounts Payable invoice of USD 2,205 is paid as USD 2,200 and a credit note is received for USD 5. All transactions for Company 'A'. The accounting entries shown are generated by IMOS on posting of invoices and payments.

Relevant accounts are as follows:

- Bank (Chart of Accounts category is 'Bank')
- Payables/Receivables Written Off Control Account (Chart of Accounts category is 'Bank')
- Accounts Payable (Chart of Accounts category is 'AP')
- Expense Account (Chart of Accounts category is 'Expense')
- Expenses Credited Back Account (Chart of Accounts category is 'Expense')

The control account 'Payables/Receivables Written Off' is set up in Scenario 1 above.

To set up the account 'Expenses Credited Back', follow these steps:

1. Financials -> Chart of Accounts -> Click to Add New Account (Code='99000', Name='Expenses Credited Back', Category='Expenses').

The credit note procedure is as follows:

**Step 1:** Create a payable invoice for USD 2,205.00

- CR Accounts Payable \$2,205.00
- DR Expense Account \$2,205.00

**Step 2:** Settle the invoice with a payment of USD 1,200.00, leaving a credit balance of \$5.00 on Accounts Payable.

- CR Bank \$2,200.00
- DR Accounts Payable \$2,200.00

**Step 3:** Create new invoice relating to the credit note from the same vendor as in Step 1, of type Payable, for USD -5.00. NB. This must be entered as a negative amount to achieve the correct DR and CR postings. Set the Account on the invoice detail line item to the corresponding account number of the Expenses Credited Back Account. Post the invoice. This gives a zero balance on Accounts Payable and a credit balance on the Expenses Credited Back Account.

- DR Accounts Payable \$5.00
- CR Expenses Credited Back Account \$5.00

**Step 4:** There are two outstanding payables, of USD 5.00 and USD -5.00, shown on Financials -> Payables Summary. Clear these down by raising a single payment for both payables with method WO (write off) to the Payables/Receivables Written Off Control Account. Enter the applicable amounts in the Pay Amount column.

- CR Payables/Receivables Written Off Control Account \$5.00
- DR Accounts Payable \$5.00
- CR Accounts Payable \$5.00
- DR Payables/Receivables Written Off Control Account \$5.00

The end result is:

**Profit & Loss:** A debit balance on the Expense Account of USD 2,205.00 and a credit balance on the Expenses Credited Back Account of USD 5.00

**Balance Sheet:** A credit to the Bank of USD 2,200.00, a zero balance on the Accounts Payable Account, and a zero balance on the Payables/Receivables Written Off Control Account.

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

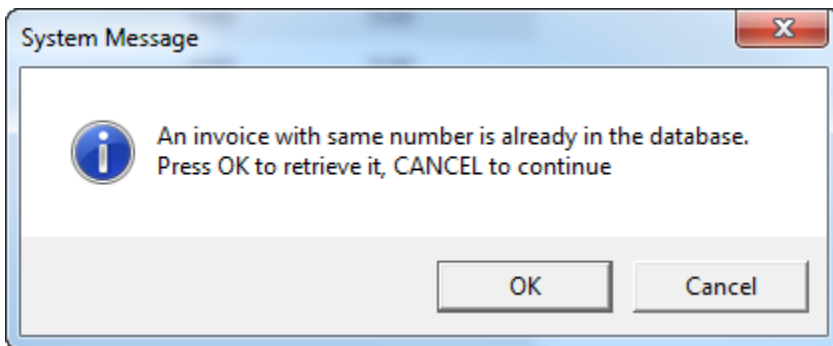
---

### 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 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 - What is the non-accounting invoice option on the bunker invoice screen?

---

The screenshot shows the 'Bunker Invoice' application window. It features a header with 'Bunker Invoice' and 'Attachments'. Below this are several input fields for vessel and voyage information, including 'Vessel:', 'Port:', 'Berth:', 'Voyage No.:', 'Requirement ID:', 'Currency/Ex Rate:', 'Account Number:', 'PO Number:', 'Remittance Bank:', and 'Person In Charge:'. There are also fields for 'Invoice No.:', 'Status: Actual', 'Delivery Date:', 'Invoice Date:', 'Payment terms:', 'Due Date:', and 'Remarks:'. A table with columns for 'Type', 'Grade', 'Inv Qty', 'Opr Qty', 'Basic Prc', 'Barging Prc', 'Other Prc', 'Oth Cost', 'Sales Tax', 'Total Cost', 'Market Curve', 'Chart Qty', and 'Sulfur %' is present. Below the table are summary fields for 'Total Cost:', 'Excise Duty:', 'GST %:', 'PST %:', 'Port Charges:', and 'Invoice Total:'. There are also checkboxes for 'Rebillable' and 'Non-Accounting Invoice'.

For a given bunker purchase, if there is a difference between "invoiced quantity" and "operational/received quantity", IMOS will display a "Create Invoice" line in the Invoices tab, warning the user that there is an amount for which no invoice was created.

This warning message in most cases is correct - there is no invoice created for the difference.

In other (fewer) cases, it is because the amount in the invoice that is registered in IMOS does not match the received quantity. This can be due to:

- A mistake in data entry which needs to be corrected;
- There is no mistake but the difference must be reconciled in some way. The solution is to create a non-accounting invoice for the missing MT (difference between invoiced quantity and operational quantity that is observed in the original invoice).

The status of the 'Non-accounting' invoice is kept as "Pending" and the system does not allow the user to post it to Accounting. It is shown in the 'Invoices tab to give the user an overview of the differences between operational quantities and invoiced quantities, if any.

## FAQs - Data Center

This section includes the following [Data Center FAQs](#):

- [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?](#)
- [FAQ - Finding configuration flags](#)
- [FAQ - Important Fields in the Address Book](#)

See also:

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

## 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. A warning message will appear if an invoice is issued in which the contract company does not match the fixture company.
    - When config flag **CFGRequireCompanyMatchForInvoice** is set to N, the validation that the contract company needs to match fixture company (when CFGUseContractCompany is enabled) does not apply when approving/posting invoices.
- Note:** Configuration flag **CFGDisableContractCompanyMismatchWarning** is obsolete.

## 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	
RRILL	REBILLABLE DIRECT EXPENSES	OPX	
SRIBL	OFF LURE	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	
PORT	PORT COGTS	OPX	
REBILL	REBILLABLE DIRECT EXPENSES	OPX	
GRDD	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%

Code	Description	Amount	Date
TAX1			
TAX2			

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	Code	Unit	Rate	Code	Unit	Rate	Description	Amount	Amount
00000011	0.000	0.000		TAX1	0.000		Freight Commissions	-87.27	-87.27
00000011	0.000	0.000		WORLD	0.000		Runners compensation	21,361.00	21,361.00

**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

---

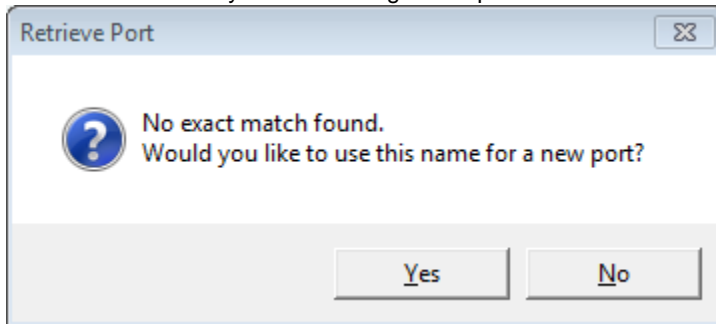
Question

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:



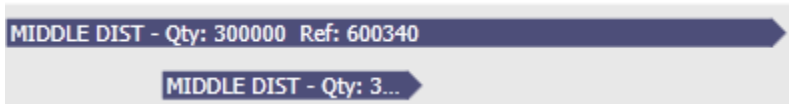
Suggestions

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:

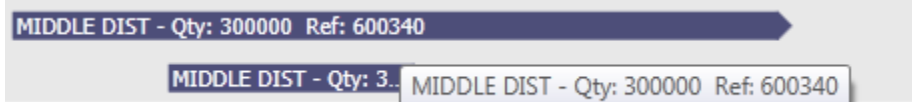


Template: (CARGO) - Qty: (CARGOQTY) Ref: (EXTERNALREF)

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
<b>(COMMID)</b>	Display the Commercial ID of the first leg of the cargo itinerary
<b>(LABEL)</b>	A default variable that shows the Cargo and Cargo Quantity
<b>(VSLCODE)</b>	The Vessel Short Code for the nominated or performing vessel
<b>(CARGO)</b>	The Cargo name
<b>(GRADE)</b>	The first grade of the Cargo
<b>(CARGOWINDOW)</b>	The Laycan From and Laycan To date times
<b>(CHARTERER)</b>	The cargo Charterer
<b>(COAID)</b>	The Cargo COA ID if linked to a Cargo COA
<b>(CARGOID)</b>	The Cargo ID
<b>(PURCHASEID)</b>	The Cargo Purchase ID
<b>(VOYNO)</b>	The Voyage Number of the cargo's performing voyage
<b>(CPFORM)</b>	The CP Form
<b>(LOADPORT)</b>	The first load port of the cargo itinerary
<b>(DISCPORT)</b>	The last discharge port of the cargo itinerary
<b>(CARGOQTY)</b>	The CP Quantity of the cargo
<b>(CARGOUNIT)</b>	The CP Unit of the cargo
<b>(CONTRACTTYPE)</b>	Cargo contract or Voyage Charter contract
<b>(RECEIVER)</b>	The first specified receiver of the cargo
<b>(SUPPLIER)</b>	The first specified supplier of the cargo
<b>(CPDATE)</b>	The CP Date of the cargo

*Vessel Schedule*

Configuration Flag

vesselScheduleSmallBarTemplate

Example

[vesselschedule\\_example.txt](#)

Variables

<b>Variable Name</b>	<b>Description</b>
<b>(LABEL)</b>	A default label displaying the Vessel Code and Voyage Number, as well as the voyage start and end dates
<b>(VSL_CODE)</b>	The performing Vessel Code
<b>(VSL_NAME)</b>	The performing Vessel Name
<b>(VOY_NO)</b>	The Voyage Number

<b>(START_DATE)</b>	The voyage commence date
<b>(FINISH_DATE)</b>	The estimated or actual voyage complete date
<b>(COUNTERPARTY)</b>	The voyage Counterparty
<b>(FIRSTPORT)</b>	The first port of the voyage (including C, R ports, etc)
<b>(LASTPORT)</b>	The last port on the itinerary of the voyage (including T and Z ports)
<b>(FIRSTLPORT)</b>	The first load port of the voyage
<b>(LASTDPORT)</b>	The last discharge port of the voyage
<b>(FIRSTLAYCAN)</b>	The laycan of the first cargo
<b>(FIRSTBL)</b>	The month and day of the first BL
<b>(EXTERNALREF)</b>	The external reference of the voyage
<b>(VOYREF)</b>	The voyage reference
<b>(FIRSTCARGOREF)</b>	The external reference of the first cargo
<b>(FIRSTCARGOSHIPMENTNO)</b>	The Shipment Number of the first cargo

#### *Port Schedule*

Configuration Flag

portScheduleSmallBarTemplate

Example

[portschedule\\_example.txt](#)

Variables

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

#### FAQ - How 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.

---

## FAQ - Finding configuration flags

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

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

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

---

## FAQ - Important Fields in the Address Book



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

---

The following fields are important in an [Address Book Entry](#). To see the definition of a field, hover your mouse pointer over it in IMOS.

- Types: Certain Types can be used with various types of [invoices](#).
- Curr
- Company No.
- Veslink ID
- Ref No.
- Credit Term
- Credit Line
- AP Account
- AR Account
- IC Account
- Cross-Ref No.
- Parent Company
- Payment Company

### Invoice Types and Types of Address Book Entries

The Address Book entry Types that can be used with the following types of invoices:

- Freight Invoice: C (Charterers)
- Relet Freight Invoice: O (Owners)
- Bunker Invoice: F
- TC In Payment: O (Owners)
- TC Out Bill: C (Charterers)
- Laytime Calculation:
  - C (Charterers)
  - O (Owners)
  - R (Receivers)
  - S (Shippers)
- Voyage Other Revenue/Expense and Port Expense: Anything but Banks (N):
  - A (Agents)
  - B (Brokers)
  - C (Charterers)

- E (Exchange)
- F (Bunker Vendors)
- K (Crew)
- M (Misc)
- O (Owners)
- P (Port Services Supplier)
- Q (Port/Terminal Operation)
- R (Receivers)
- S (Shippers)
- W (Company Info) (Internal Company)
- X (System Used) (like XJOURNAL)
- Port Advance/DA
  - A (Agents)
  - P (Port Services Supplier)

## IMOS Installation


---

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

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

### Related Key Topics

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

## Content by label

There is no content with the specified labels



## IMOS7 Requirements and Recommendations

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**Download this document:** [IMOS7 Requirements and Recommendations.pdf](#)

### Prerequisites


- An operational and configured application server
- Hardware and software meeting or exceeding these recommendations:

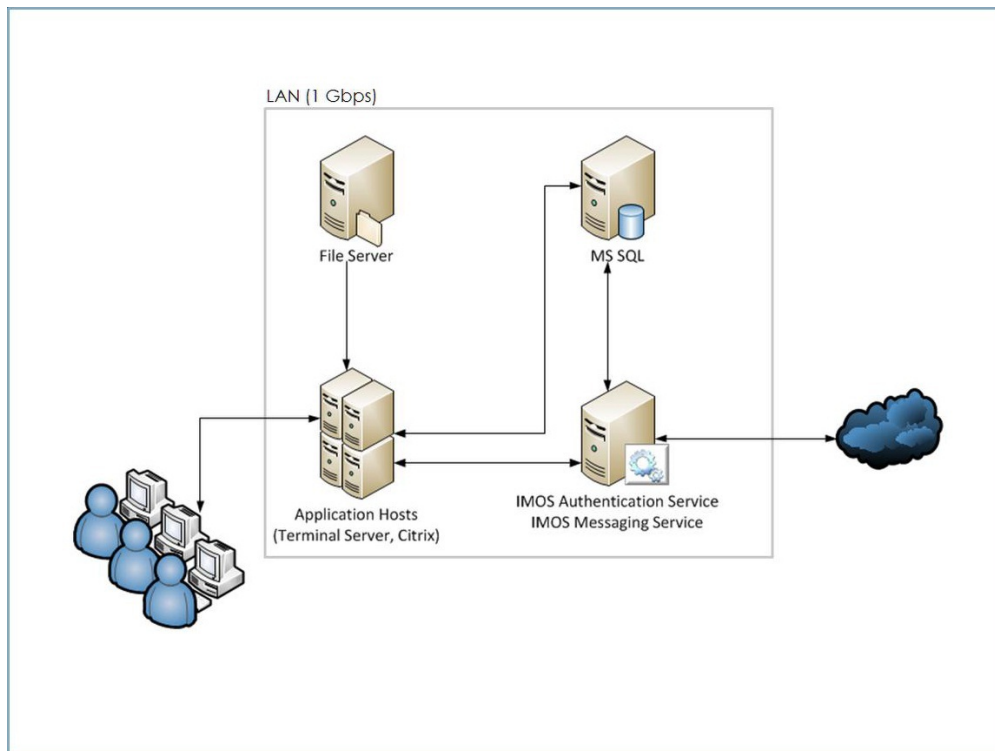
Component	Description	Value/Minimum Value	Recommended Value	Comments
<b>Client Machine</b>	Client-server interface	ADO.NET, .NET Remoting over TCP	N/A	
	Operating System	Windows 7	Windows 10	
	Remote Access	Citrix / Terminal Server	N/A	
	Client-specific requirements	Microsoft .NET 4.5	N/A	
	Hardware requirements	Intel Core i3, 4 GB RAM	8 GB RAM	

	Display Resolution	1280 x 1024	1920 x 1080	
	Web browser	Microsoft Internet Explorer 11	N/A	
	Multimedia	Adobe Flash Player	N/A	
	LAN connection between client and database server	1 Gbit/s	N/A	If not deployed over Citrix or Terminal Server
<b>Application Server</b>	Size of Veson application install base	500 MB	N/A	
	Anticipated data growth on application server (MB)	N/A	N/A	
	Cache requirement of application server (MB)	N/A	N/A	
	How frequently the data on application server will change/be updated	Approximately quarterly	N/A	
	Backup media	No preference		
	Backup window	No preference		
	Maintenance window	No preference		
	Dependency on other infrastructure components	IMOS provides authentication and messaging; no external dependency as such	N/A	If Windows Authentication is used, there is a dependency on AD for security accounts
	Application server details	Microsoft .NET 4.5	N/A	
	Can share with other .NET application server	Yes	N/A	
	Hardware requirements	2.8 GHz CPU, 4 GB RAM	4 logical processors x 2.8 GHz, 16 GB RAM	
	Server operating system	Server 2008 R2	Server 2012 R2 or Server 2016	
	Release, version, etc	Enterprise/Standard Edition	N/A	
Patches, service packs, etc	N/A	N/A		
<b>Database Server</b>	Number of database connections anticipated per user	5	N/A	
	Initial raw data size	2 GB	N/A	Application data
	Initial raw database size	4 GB	N/A	Database size, including index, tables, other structures, logs, etc
		20 GB	N/A	

Database size considering growth for five years			Depends on number of users and use patterns
Can use common storage	Yes	N/A	
Hardware requirements	Dual Intel Xeon, 2.8 GHz CPU, 8 GB RAM	8 logical processors, SSD storage, sufficient RAM to cache IMOS database or 32 GB, whichever is more	
Server operating system	Server 2008 R2	Server 2012 R2 or Server 2016	
Release, version, etc	Enterprise/Standard Edition	N/A	
Patches, service packs, etc	N/A	N/A	
Database name and version	MS SQL 2008 R2	MS SQL 2016	

## IMOS Architecture Recommendations

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




We recommend an IMOS installation consisting of three major components:

- A database server running Microsoft SQL Server 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 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.

## Installing IMOS7

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

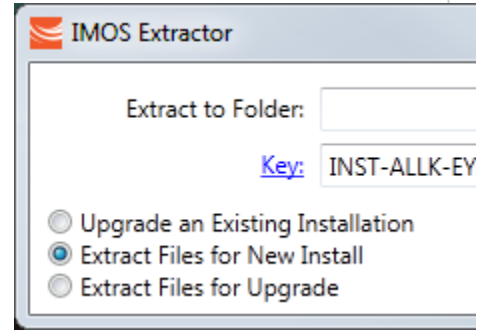
**Download Installation Instructions:** [Installing IMOS7.pdf](#)

To set up and install IMOS, follow these steps:

Step	Action	Comment
1.	Make an IMOS home directory.  <b>Example:</b> D:\veson\	Install IMOS in a location that users can access: either on a file server, if users will be running IMOS from their desktops, or in a place accessible to a Citrix or MS Remote Desktop Services application server, if IMOS will be accessed that way.
2.	Extract the installer from the downloaded Zip file to the desktop.	The IMOS installer is distributed in a Zip file format. You can download the file from the Client Center: <a href="http://clients.veson.com">http://clients.veson.com</a> . For login details, contact your account manager.
3.	Run imosv#.#.#-extractor.exe, where #.#.# is the IMOS version number.	Click <b>Yes</b> when prompted to extract IMOS. After initial decompression, the IMOS Extractor opens.



Select the directory created in step 1 as the installation location, and click **Extract Files for New Install**.



The installer requests an installation key, which can be found on the front page of the Client Center, above your account manager's contact details.

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

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

4.

Modify the Configuration files provided with the installer:

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

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

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

The Authorization Service file typically does not have to be edited unless the TCP default port of 922 is changed.

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

In most situations, the Messaging Service is on the same server as the Authorization Service, so `localhost`, as set up by default in the Configuration file, is sufficient.

`imos\exe\imosshell.exe.config`

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

- **<configSections>**: Leave this section as it is.
- **<appSettings>**: Contains key-value pairs for configuring login.
- Set the value for key "authMode" to "imos" for IMOS Authentication, or "mixed" for Windows Authentication.

**Note:** If set to "imos" the Authentication Service must be set to use a nonsecure

connection. Edit imos\services\imosauth.exe.config, and set the value for the key "secure" to "false".

- Set the value for key "authServiceUri" to "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.**

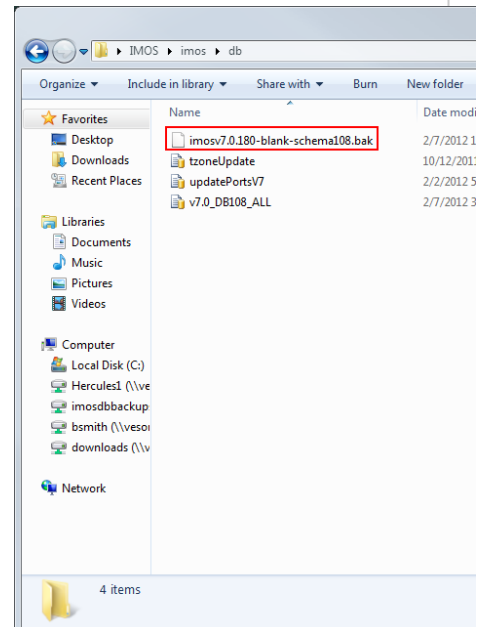
- **<imosEnvironments>**: Contains IMOS environments.

The default value provided with the file is <add key="prod" value="prod" />. 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.)

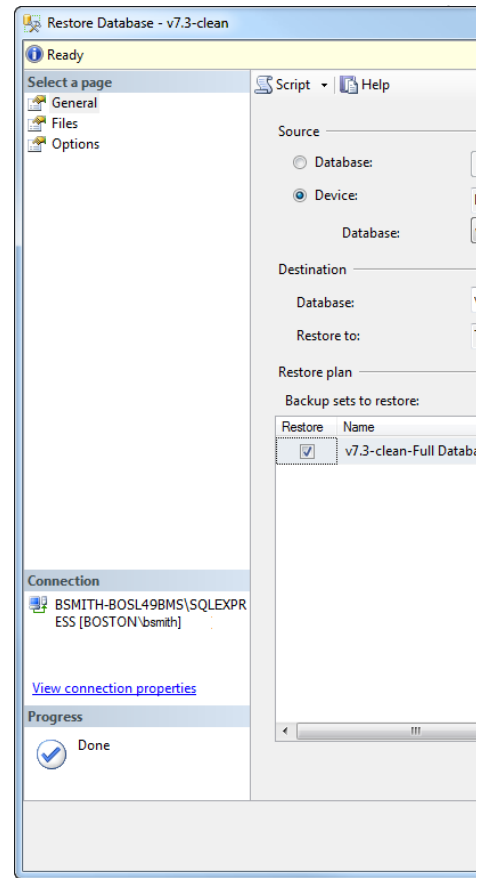
5.

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

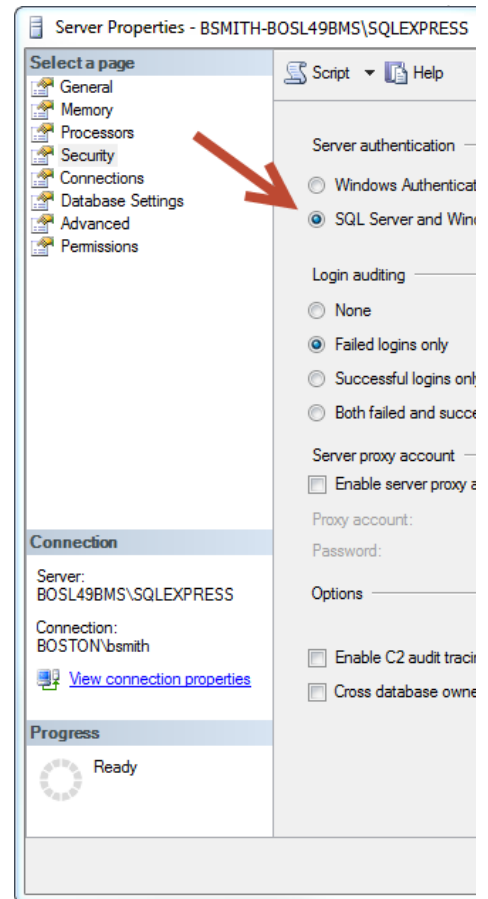
First-time installs are typically provided with a base database (with a name like imosv#. #.#-blank-schema#.bak, where #.#.# is the version number) in the imos\db directory that is then populated with initial master data.



Inside Microsoft SQL Server Management Studio, right-click the **Databases** folder under your database instance and click **Restore Database**. For Source, select **Device** and add the .bak file that you received with your first-time install.



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



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

Default database:

Default language:

Connection

Server: BOSL49BMS\SQLEXPRESS

Connection: BOSTON\bsmith

[View connection properties](#)

Progress

Ready

Login - New

Select a page

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

Script Help

Users mapped to this login:

Map	Database
<input type="checkbox"/>	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
<input type="checkbox"/>	

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



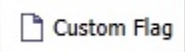

Connection: BOSTON\bsmith

[View connection properties](#)

Progress

Ready

7.	<p>Modify the Configuration file provided with the installer: imos\services\config\imosEnv.xml</p>	<p>This file is used by the Authorization Service running on the application server and maintains database login information for each of the configured IMOS environments. It has the following sections:</p> <ul style="list-style-type: none"> <li>• <b>&lt;imosEnvironments&gt;</b>: Contains connection details for each environment's database.</li> <li>• Update the <b>Server</b> section with the hostname and instance of the server the database is stored on.</li> <li>• Leave <b>Trusted_Connection</b> set to No, because SQL authentication is being used.</li> <li>• For <b>Database</b>, enter the name of the IMOS database set up in steps 5-7.</li> <li>• Enter the <b>Uid</b> and <b>Password</b> for the SQL user used to gain access to the database's information created in the previous step.</li> </ul> <pre>&lt;?xml version="1.0"?&gt; &lt;imosEnv&gt; &lt;imosEnvironments&gt; &lt;imosEnvironment name="prod" dbConnectString=" Provider=Microsoft OLE DB Provider for SQL Server;Driver= {SQL Server};Server= {hostname\instance}; Trusted_Connection={No}; Database={imos}; Uid= {imosUser};Pwd= {imosUserPassword}" dbSqlId=" _sqlid" /&gt; &lt;/imosEnvironments&gt; &lt;/imosEnv&gt;</pre>
8.	Place the license file provided on the Client Center in imos\services\config.	<p>Each client receives an individual license file that unlocks features in IMOS to match those purchased, for the appropriate number of users.</p> <p><b><i>The password for this .Zip file is in the Client Center instructions.</i></b> (See also <a href="#">Renewing an IMOS License</a>)</p>
9.	<p>To register the services, open Command Prompt with administrator privileges (right-click Command Prompt and select <b>Run as administrator</b>), then, from the imos\services directory, run:</p> <p><b>imosauth /register</b> <b>imosmsg /register</b></p>	<p>The services will be registered and run on the application server.</p> <p><b>If you are running multiple instances of the IMOS7 services concurrently (<i>advanced</i>):</b></p> <ul style="list-style-type: none"> <li>• Give the services a unique label that will be appended to the end of the service names. Set imosAuthInstanceName and imosMsgInstanceName environment variables before registering the services by running these commands (Note that this example uses a descriptive label and the intended port number to help avoid confusion later.):</li> </ul>

		<ul style="list-style-type: none"> <li>• set imosAuthInstanceName=production923</li> <li>• set imosMsgInstanceName=production923</li> <li>• Change the port number in imosauth.exe.config, imosmsg.exe.config, and imosshell.exe.config to an unused port (in this example, port 923).</li> <li>• Register the services as normal.</li> </ul>
10.	Start the IMOS Authentication Service and the IMOS Messaging Service.	Start these services from the Services Control Panel in Windows (Control Panel -> System and Security -> Administrative Tools -> Services). Double-click both the <b>IMOS Authentication Service</b> and <b>IMOS Messaging Service</b> and set them to start automatically by setting the Startup type to <b>Automatic</b> .
11.	<b>Do this only if you are using Veslink in production:</b> Connect your Veslink site to your IMOS environment.	Log in to IMOS. In the Veslink module center  , click <b>Set Up Site Key and Veslink URL</b> . Enter the site key provided by Veson Nautical, and then click <b>Verify</b> and <b>OK</b> . A response indicates that the Site Key has been accepted.
12.	<b>Do this only if you are using a Test Veslink site:</b> Connect your Test Veslink site to your Test IMOS environment.	<ol style="list-style-type: none"> <li>In the Data Center , click <b>Configuration Flags</b>.</li> <li>To edit this hidden configuration flag, click .</li> <li>In the Name field, enter the following: <b>CFGVeslinkMasterDirectoryOverrideURL</b></li> <li>In the Value field, enter the following: <a href="https://test.veslink.com:229">https://test.veslink.com:229</a></li> <li>Click <b>OK</b>.</li> <li>In the Veslink module center , click <b>Set Up Site Key and Veslink URL</b>. Enter the site key provided by Veson Nautical, and then click <b>Verify</b> and <b>OK</b>. A response indicates that the Site Key has been accepted.</li> </ol>

## Other Important Notes

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

The IMOS application consists of the \exe, \reports, and \dat directories. Any account that will be running imosshell.exe will require read access to those three directories.

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

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.

## Upgrading from IMOS6 to IMOS7

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

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### Before Moving from IMOS6 to IMOS7

- 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 IMOS7 databases designated in their imosConfig.xml. Otherwise, migration will fail.

### Migrating Environments

A major change between IMOS6 and IMOS7 is the movement of the imosConfig and imosMsgConfig files, and the configuration options they contained, into the database. Moving an environment from IMOS6 to IMOS7 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 IMOS7 is installed in **C:\Veson\IMOS7**, the running directory should be **C:\Veson\IMOS7\Services** (running as administrator):

```
imosauth /register
imosmsg /register
```

2. Run the all script on the new database.
3. Create a folder in **C:\Veson\IMOS7\Services\Config** and give it the same name as your environment name.
4. Move the imosConfig.xml file from your IMOS6 environment in this folder.
5. To migrate a specific environment named **envName**, run the following from the same location (running as administrator):  
**Note:** You will need to run the migration script logged in as a user with access to the database you are migrating to. For instance, if you have the imosauth service running as a specific user, you should log into windows as that user, or as an equivalent user with access to the database, and run the following migration script.

```
imosauth /migrate envName
```

6. Add the license file to the config folder.

**Note:** To uninstall IMOS7 services, use \unregister

### Installing IMOS7 Alongside an IMOS6 Installation


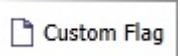

IMOS7's Authentication and Messaging services are separate from IMOS6's services, allowing them to be installed alongside IMOS6 while you test IMOS7 and migrate IMOS6 environments. When installing IMOS7 alongside an existing IMOS6 installation, modify the IMOS7 imosshell.exe.config, imosmsg.exe.config, and imosauth.exe.config files to use a separate port from the IMOS6 environment (port 923 instead of port 922, for example).



## Setting Up Veslink Site Keys and Veslink URLs (Veslink Users Only)

In IMOS7, 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 IMOS6 to IMOS7:

1. If the IMOS installation is paired with a test Veslink site (the Veslink URL ends in test.veslink.com), you will need to override the master directory URL.
  - a. In IMOS, in the Data Center , click Configuration Flags.
  - b. To edit this hidden configuration flag, click .
  - c. In the **Name** field, type the following: **CFGVeslinkMasterDirectoryOverrideURL**
  - d. In the **Value** field, type the following: **http://test.veslink.com**
2. In IMOS, in the Veslink Module Center , click **Set Up Site Key and Veslink URL**. Type the site key provided by Veson Nautical and then click **Verify** and **OK**. A response indicates that the Site Key has been accepted.
3. Log out and log in for the changes to take effect.

**Note:** Configuration flag CFGVeslinkBaseURL should no longer be used in IMOS7. Its value can be changed, for example, to **http://**

## Upgrading from a Previous Release of IMOS7

### About IMOS7 Updates

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

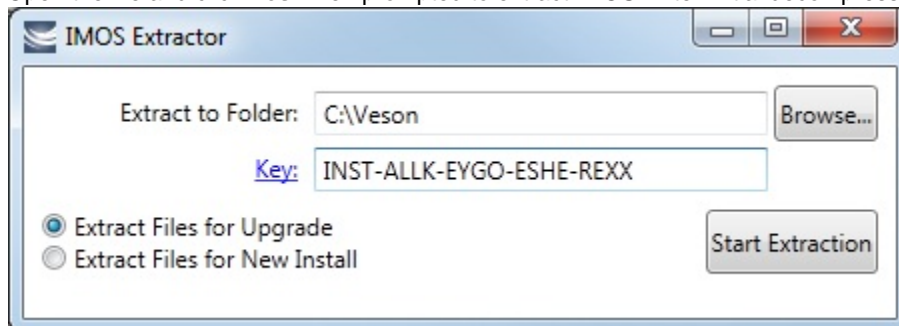
We do not recommend that any update be deployed to the Production environment without testing. As detailed in [IMOS Architecture Recommendations](#), the recommended process is for updates to be released to the Test environment initially and, after changes are validated, rolled into Production. Testing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

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

### Upgrading from a Previous Version of IMOS7

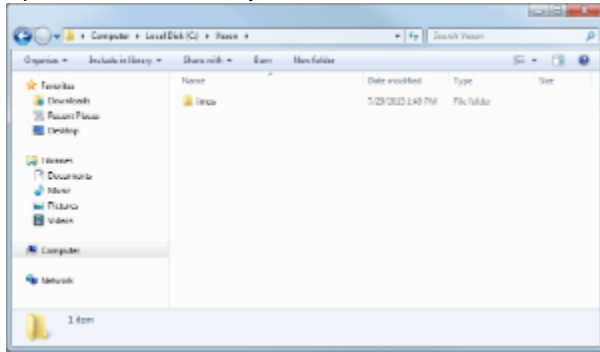
If you are already running an older version of IMOS7 and are upgrading to 7.5, you must perform the following actions:

1. Back up your current IMOS installation directory and database.
2. Ensure that there are no active users on the system.
3. Stop the IMOS7 Authentication and IMOS7 Messaging services.
4. Unregister the existing service(s) in Windows:
  - a. **imosauth /unregister** (if applicable)
  - b. **imosmsg /unregister**
5. Download the new version of IMOS from Client Center.
6. Open the file and click **Yes** when prompted to extract IMOS. After initial decompression, the IMOS Extractor opens.

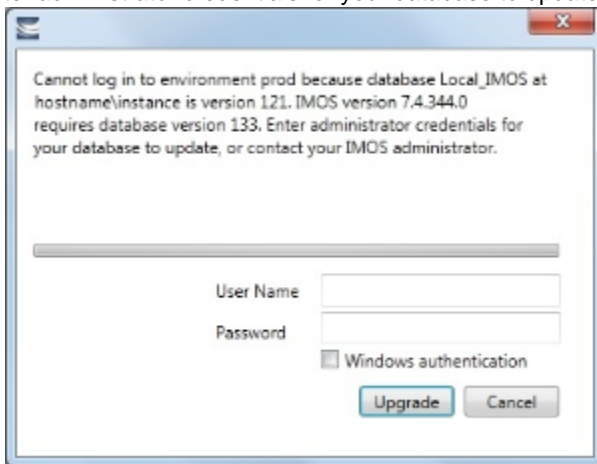


7. Select an easily accessible folder to extract to and select **Extract Files for Upgrade**.

8. Type your install key, which you can find on the Client Center, and click **Start Extraction**.
9. Open the folder where you extracted IMOS v7.4.




10. Replace your current IMOS installation files with the IMOS v7.4 installation files you just extracted: Copy the **imos** folder and paste it over the **imos** folder in your production IMOS directory.
11. Register the service(s):
  - a. **imosauth /register** (if applicable)
  - b. **imosmsg /register**
12. Start the IMOS7 Authentication and Messaging services.
13. Log in to IMOS as an administrator. The following prompt appears:
  - Cannot log in to {environment} because {database} at {host} is {version}. IMOS {version} requires database {version}. Enter administrator credentials for your database to update, or contact your IMOS administrator.



14. If you are using SQL authentication, type the SQL authentication user name and password that has admin access to the database.
  - Select **Windows authentication** if you are logged in as an administrator who has access to the database.
15. Click **Upgrade**.
16. Upgrade the database: Log into SQL Server Management Studio and run the **tzzoneUpdate.sql** and **updatePortsV7.sql** scripts against your database. These scripts are located in the \\imos\db folder.

## Creating New Environments in IMOS7

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

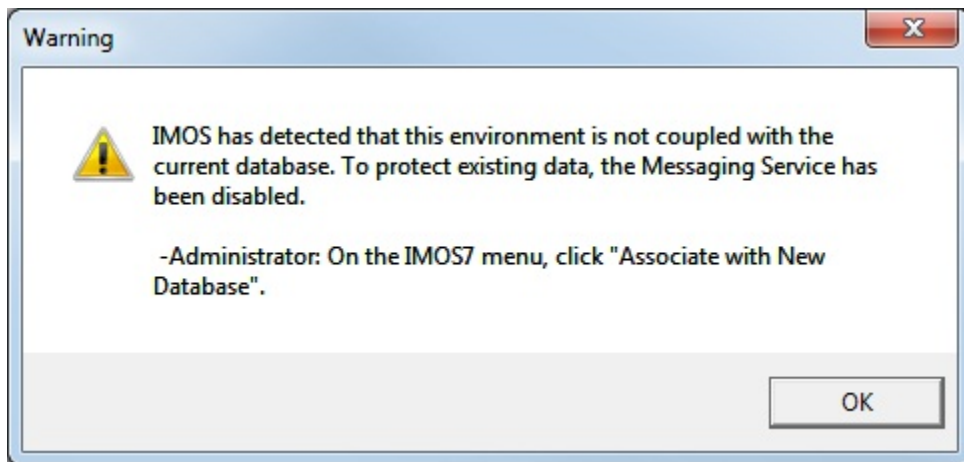
Adding a new IMOS environment has changed in IMOS7. Rather than copying and renaming an environment folder, a new entry is added to imosEnv.xml.

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

## Enabling the Messaging Service

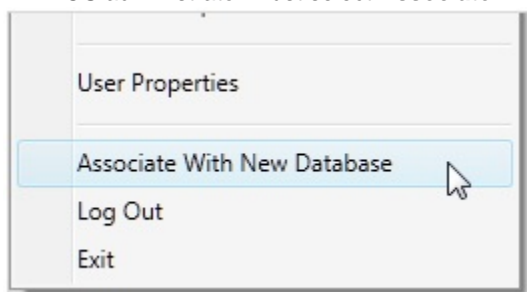
Because the Messaging Service configuration is copied along with the database, IMOS7 contains protections to avoid unintentionally interfacing an environment with production systems.

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

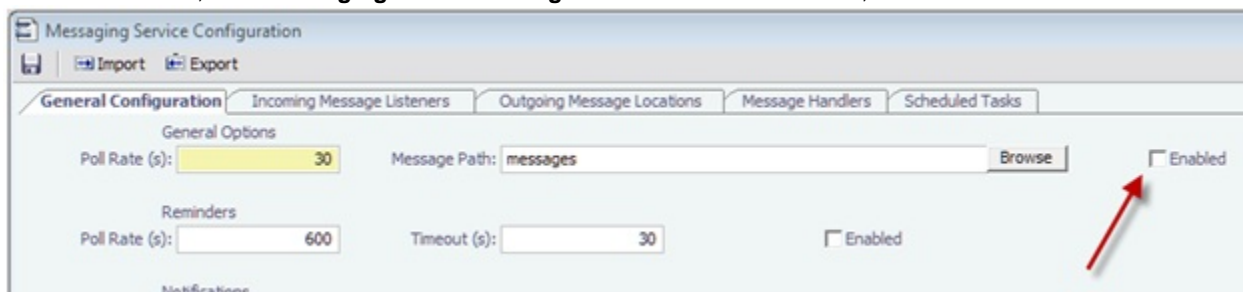


To enable the Messaging Service:

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



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



## IMOS Maintenance and Best Practices

### Maintaining a Test Environment

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

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

1. Back up the Production database.
2. Restore Production to Test or Other.

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

## Database Backup and Restore

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

## Rollback Plan

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

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

## Historical Schema Changes

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

## Renewing an IMOS License

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IMOS licenses must be renewed yearly. To renew your IMOS license, please contact your account manager or send a request to [support@veson.com](mailto:support@veson.com).

### Installing a New License

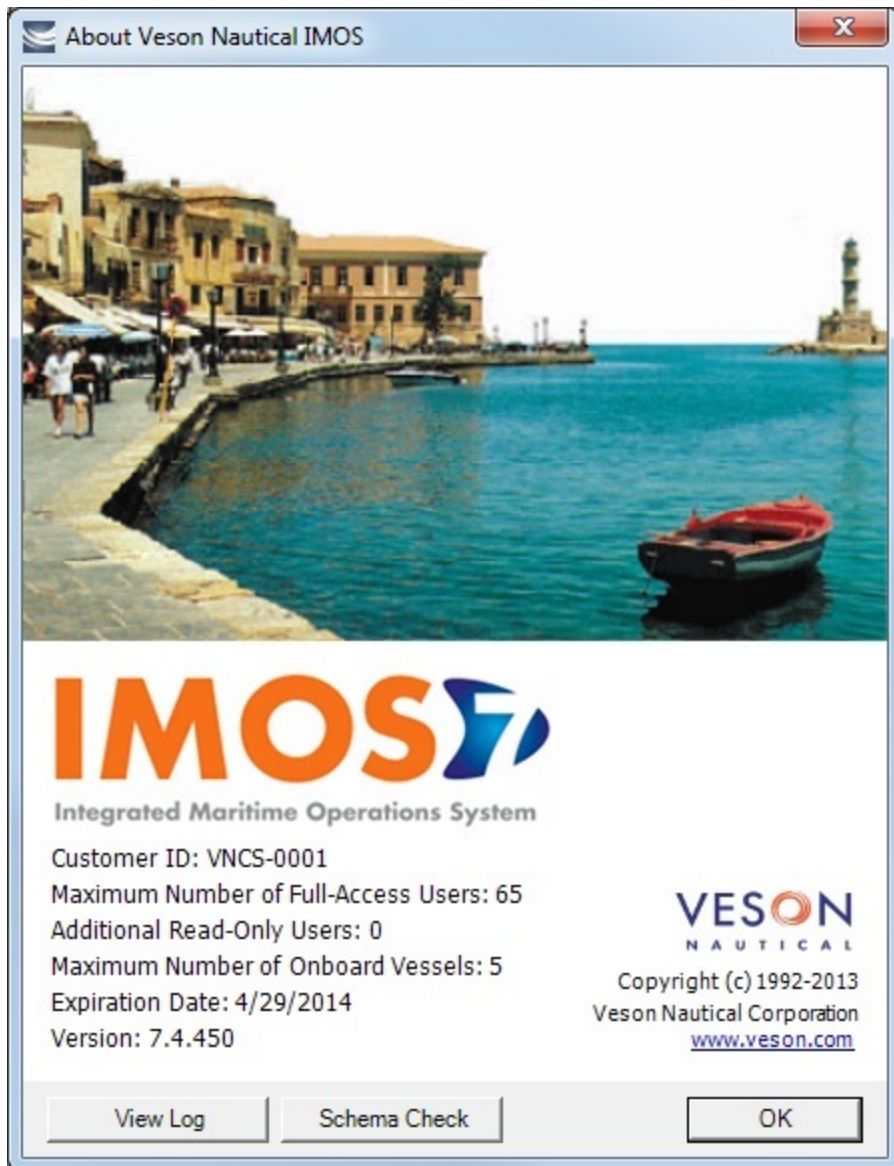
After a renewal is requested, a new license file is placed in the Client Center for you to download:

1. Log into the Client Center and click the Downloads tab. In the Downloads List, you should see a file with Type **License**.
2. Click the file download link to download the license file.
3. Copy the license file password from the Instructions column.
4. Extract the file to **imos/services/config** and paste the password when prompted.
5. Overwrite the existing **imosLicense.xml** file.
6. Restart the IMOS Authentication Service.

### Verifying the License Installation

To confirm the installation was successful, verify the user count and expiration date from the **About Veson Nautical IMOS** form.

- On the IMOS7 menu, click **About Veson Nautical IMOS**.



## Administration

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### About Administration

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

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

### System Administration

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#### Sequence of Steps

1. Install and configure IMOS. For more information, see [Installation](#).
2. [Log in as an administrator](#).
3. Set up IMOS Security. You can also enable Windows authentication.

#### Developing a Disaster Recovery Plan

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

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

## Recommended Hardware Configuration for Off-Site Installation

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

## IMOS Administration

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### Sequence of Steps

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

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

## Related Key Topics

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

## Content by label

There is no content with the specified labels



## Logging In and Out as an Administrator

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### 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.

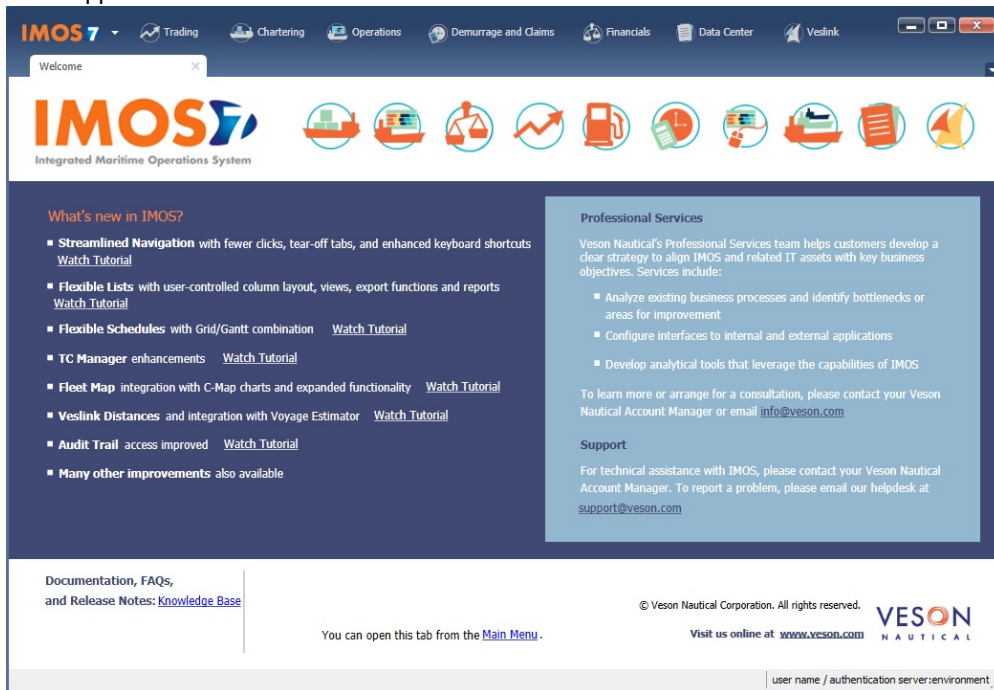


Your Windows User Name and Environment appear. When no environments are specified on the command line, or the <imosEnvironments> tag is empty in imosshell.exe.config, all environments available in imosEnv.xml appear, in the same order as in imosEnv.xml.

2. Do one of the following:


- To log in using your Windows User Name and Password click **Log In**.
- To log in using IMOS Authentication, clear the check box, enter your **User Name** and **Password**, and then click **Log In**.
  - The initial administrator User Name and Password are set up by Veson Nautical. **Be sure to change the Password.**

IMOS appears.




## Logging Out

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

- Click .
- On the IMOS7 menu, point to **File**, and then click **Exit**.
- On the IMOS7 menu, point to **File**, and then click **Log Out**. If another user is not logging in, click **Cancel** on the Login page.

## Security

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

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

### Configuring IMOS Security

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

### Setting Up Security for Individual Users and Groups

To set up IMOS Security:

1. Click the Data Center button .
2. In the Data 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

## About Groups, Users, and Rights

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

---

### Groups and Users

IMOS recognizes two types of users for assigning access rights:

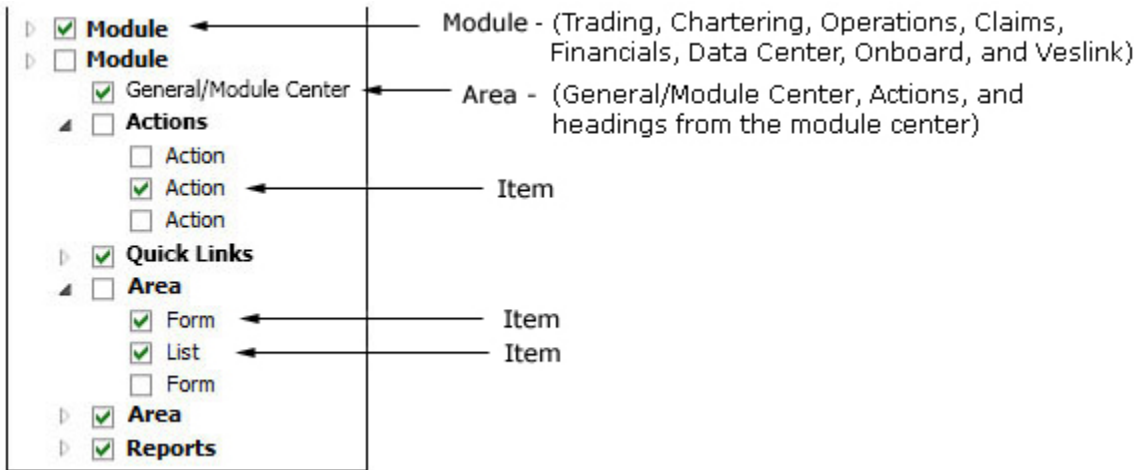
- **Groups** have group access rights. Groups can belong to other groups. A group acts as a template: Any group or user in a group inherits all the access rights of the group.
- **Users** have individual access rights. Users can belong to one or more groups, but they do not have to belong to any groups.



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

## Module Rights

Module rights can be assigned at three different levels:



- **Module:** Trading, Chartering, Operations, Claims, Financials, Data Center, and Veslink. For each module, you can assign a right to the whole module or expand it.
- **Area** within a module: The **headings** from the module center (Quick Links, Reports, etc.) plus:
  - **General/Module Center:** The right to view the Module Center
  - **Actions:** Actions that might or might not correspond to a form or a list in a module center and go beyond the rights to Read, Write, and Delete. You can assign groups or users different rights to these actions than to the related form or list. Examples:
    - In Operations, deleting, closing, and reopening a voyage are listed under Actions. All these actions refer to the same form, the Voyage Manager, which is listed under Quick Links, as it is in the Operations Module Center. You might want to assign a group the Read and Write right to the Voyage Manager form, but only assign certain members the right to delete, close, or reopen a voyage.
    - In Financials, approving, posting, releasing, and reversing invoices are listed under Actions. Approve Invoices and Post Invoices, for the Approve Invoices List and Post Invoices List, are listed under Transactions, as they are in the Financials Module Center. You might want to assign a group or a user the Read Only right to the Approve Invoices List and the Post Invoices List, but not the right to approve, post, release, or reverse invoices. You also might want to allow certain users to approve or post invoices and others to reverse them.
- **Item** within an area, such as an action, a Quick Link, a form, a list, or a report

## Object Rights

Object rights can be assigned at two different levels:

- By **object type:** Company, Vessel Type, Vessel, or Pool.  
You can assign a right to the whole object type or expand it. For example, you can assign a group or a user the same rights to all Vessel Types.

When Company-based Security is enabled (CFGEnableCompanySecurity), 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.

## Levels and Priorities of Rights

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

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

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



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

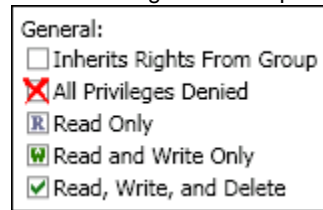
: Read, Write, and Delete

: Read and Write

: Read Only

: All Rights Denied

- To expand a level, click .
- To collapse a level, click .
- To see the legend that explains the rights, click [Legend](#) on either tab.



#### *Priorities for Users with Conflicting Rights*

Rights have priorities to determine which right applies if a user either has individual rights that conflict with group rights or is a member of more than one group, and the groups have different rights. The order is:

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

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

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

#### ▼ **Related Config Flags**

CFGEnableCompanySecurity

Check restrictions specified under Company on the Object Rights tab in Security.

CFGInvoiceApprovalsByType

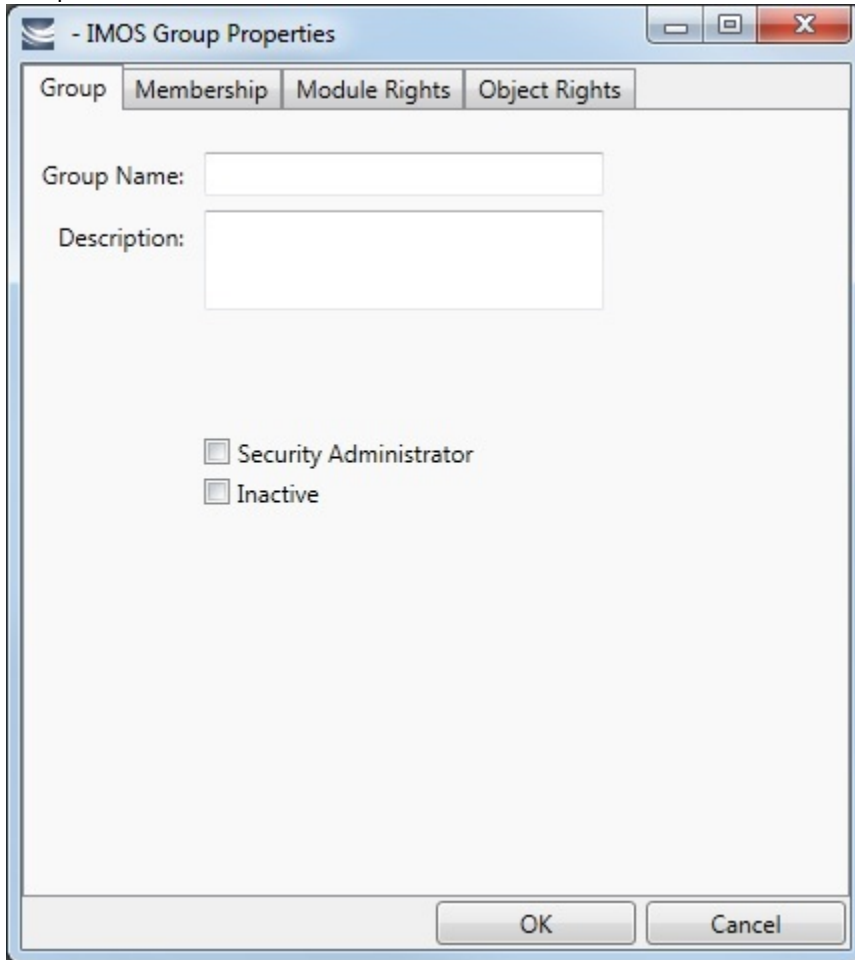
Control Invoice Approval and Posting by invoice type in Security.

## Creating a New Group

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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.

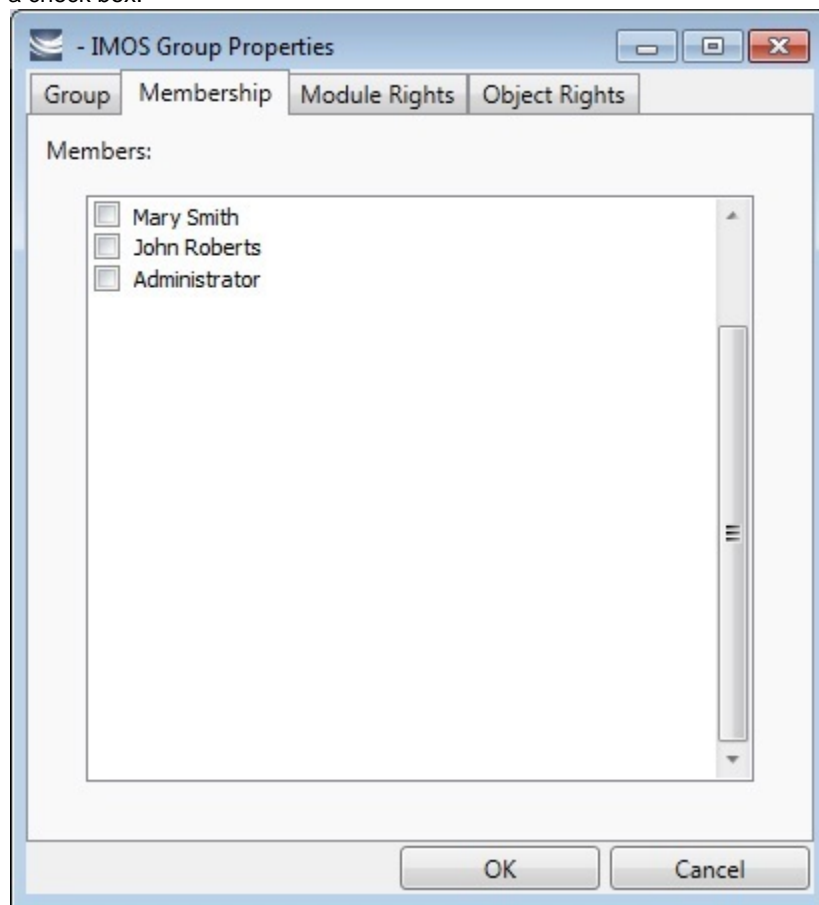


The screenshot shows a dialog box titled "- IMOS Group Properties". It has four tabs: "Group", "Membership", "Module Rights", and "Object Rights". The "Group" tab is active. The dialog contains the following elements:

- Group Name:
- Description:
- Security Administrator
- Inactive
- OK button
- Cancel button

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.



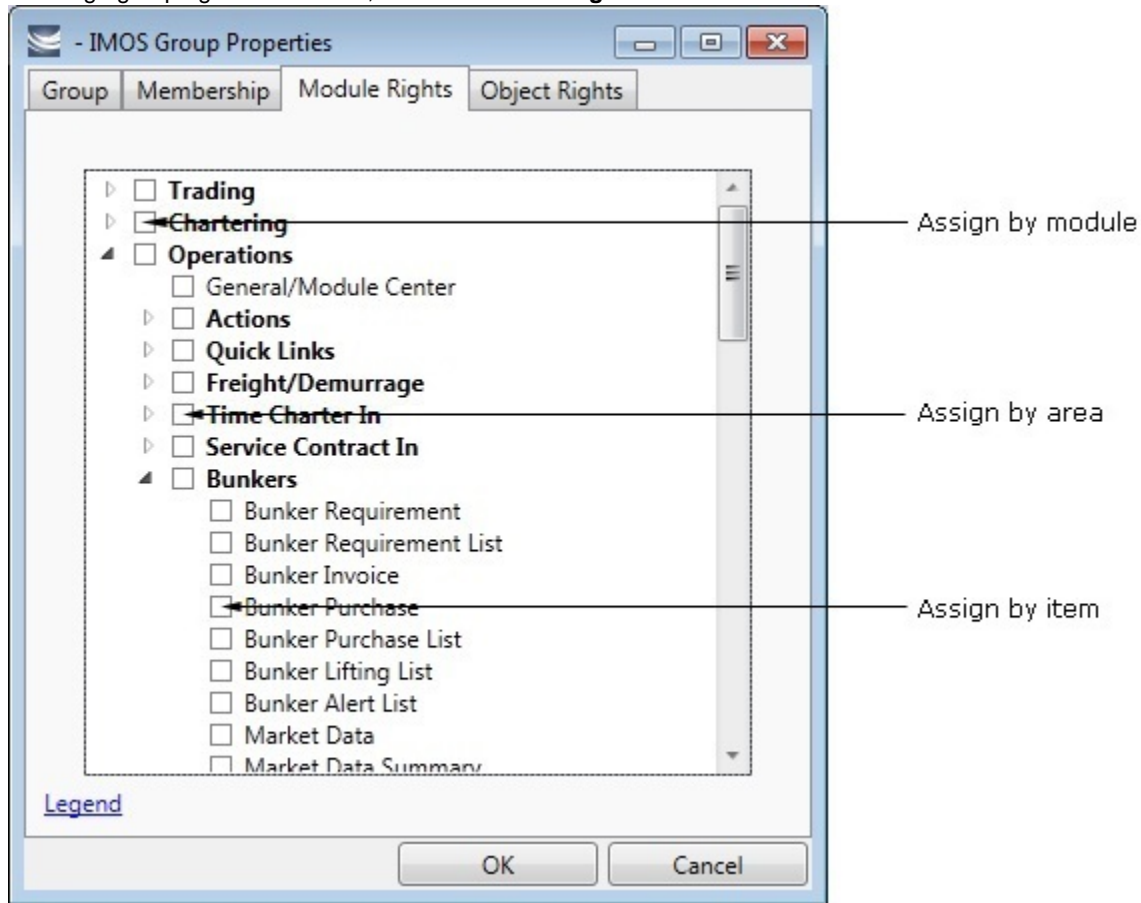
- a. To add or remove a group member, click the user's check box.

= 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.

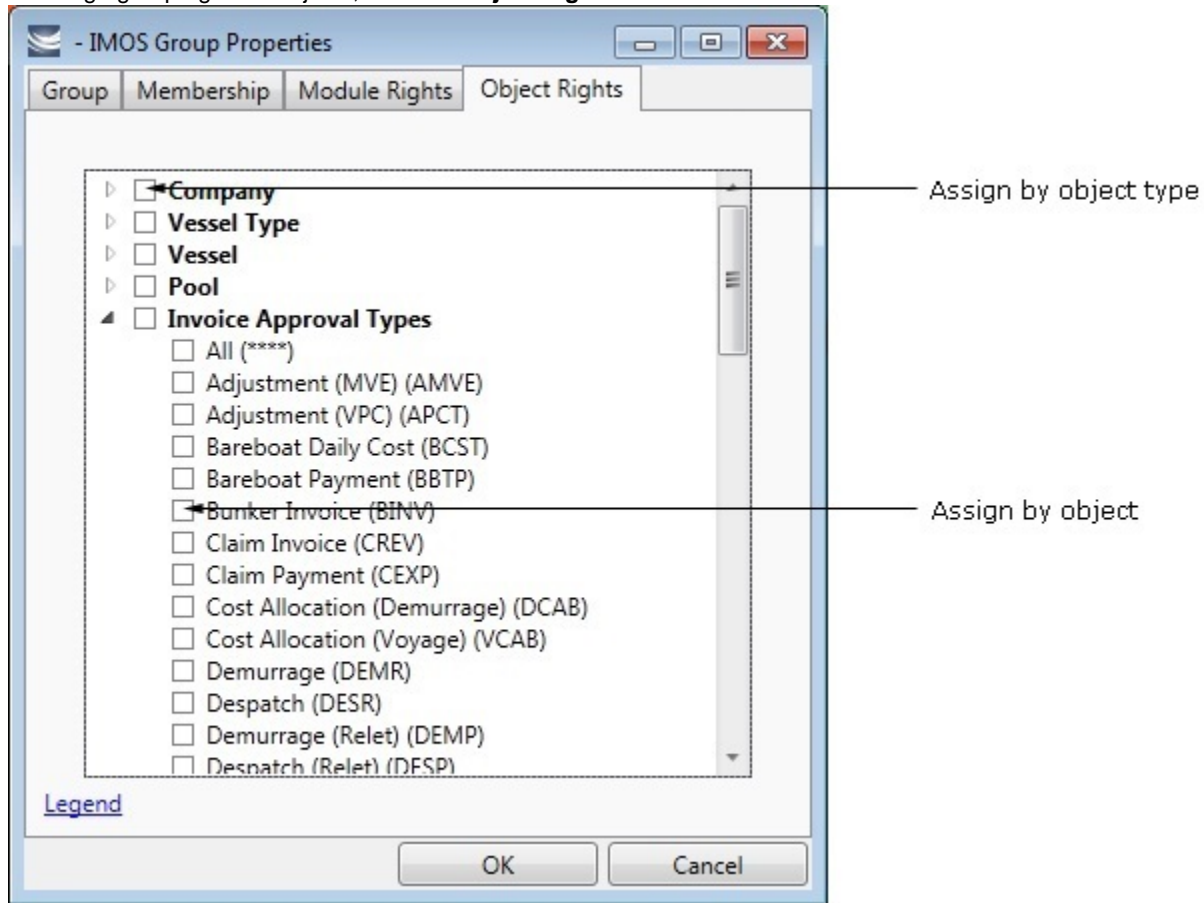


5. Assign module rights by module, by area within a module, or by item within an area. See [About Groups, Users, and Rights](#).
- To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
  - To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

**Note:** A user's rights include the individual user rights plus the [rights from any groups](#) to which the user belongs.

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

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



7. Assign object rights by object type or by individual object. See [About Rights](#).

- To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
- To expand the list of objects of an object type, click ▾.
  - To assign rights for an object, click its check box. To change to a different right, click again. Each time you click, the right changes.
- To collapse a list, click ▲.

**Note:** A user's rights include the individual user rights plus the [rights from any groups](#) to which the user belongs.

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

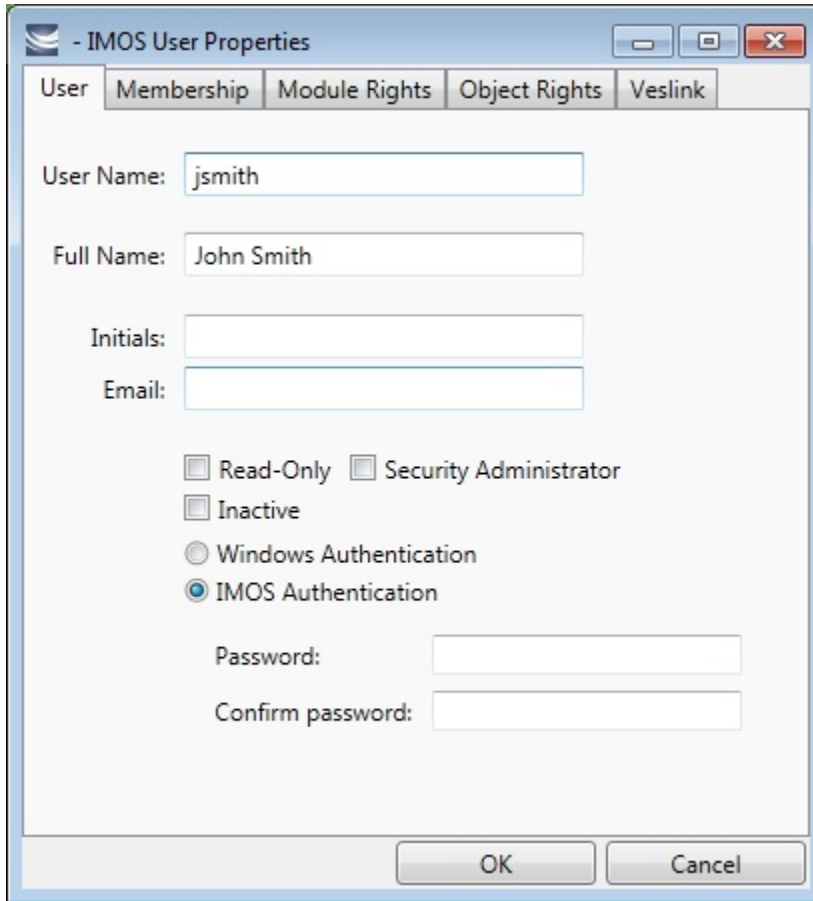
8. When you finish creating the group, click **OK**.

## Creating a New User

---

To create a new user:

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



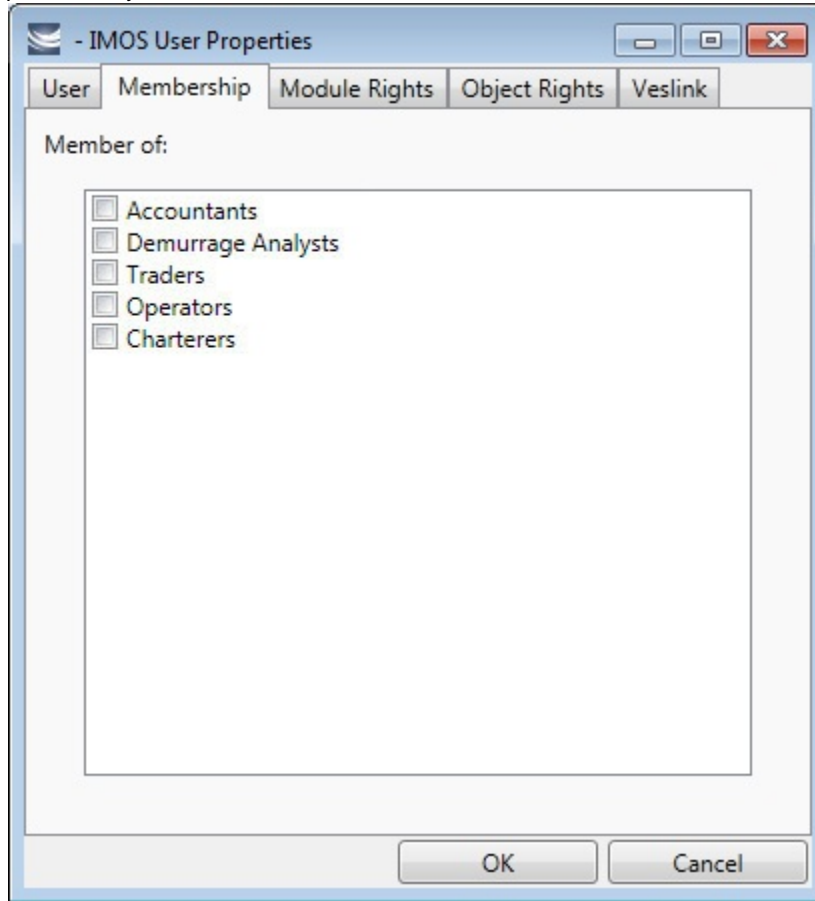
The screenshot shows the 'IMOS User Properties' dialog box with the 'User' tab active. The fields are filled with the following information:

- User Name: jsmith
- Full Name: John Smith
- Initials: (empty)
- Email: (empty)
- Read-Only:
- Security Administrator:
- Inactive:
- Windows Authentication:
- IMOS Authentication:
- Password: (empty)
- Confirm password: (empty)

Buttons: OK, Cancel

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.



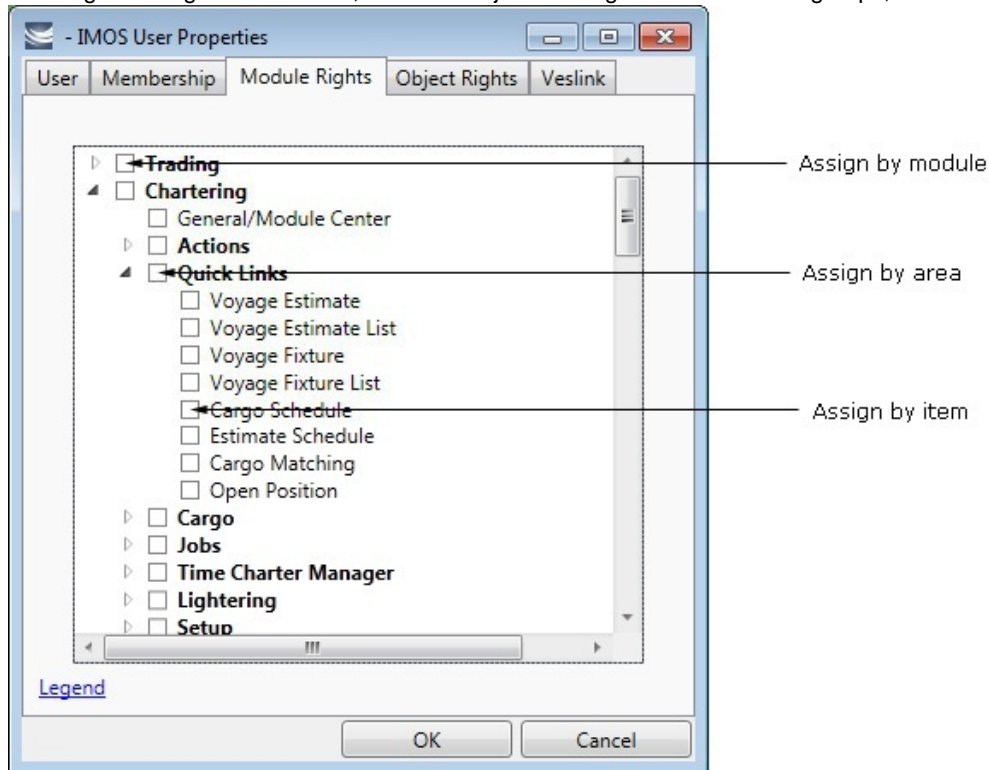
- a. To add the user to a group or remove the user from a group, click the group's check box.

- = 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.

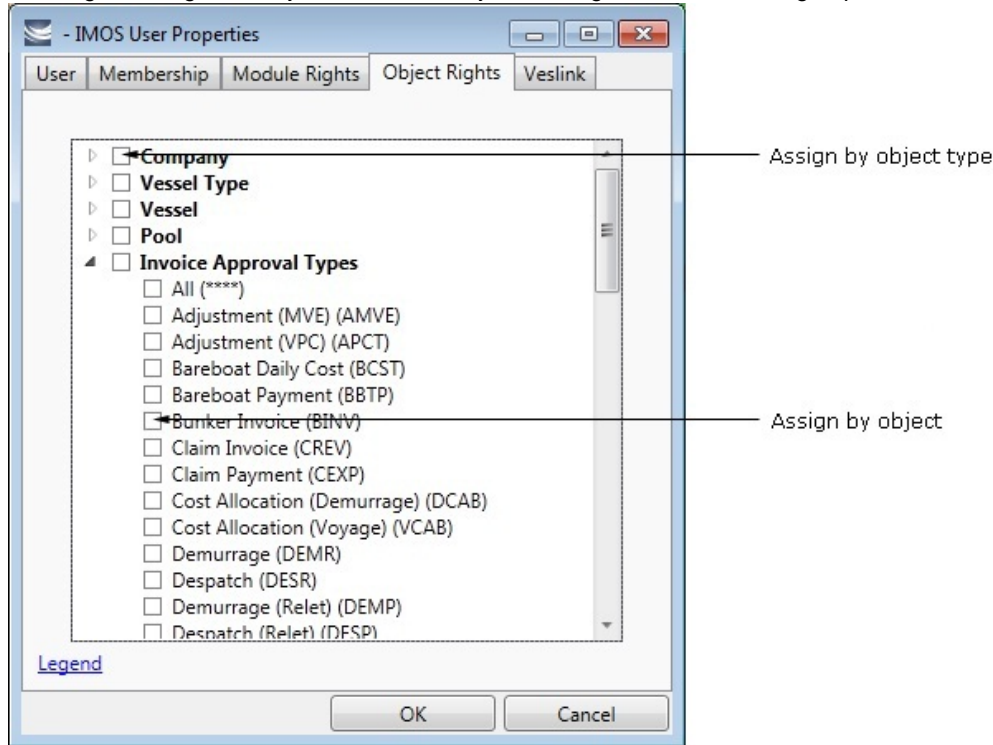


5. Assign module rights by module, by area within a module, or by item within an area. See [About Groups, Users, and Rights](#).
- To assign the same rights for the whole module, click the module's check box. To change to a different right, click again. Each time you click, the right changes.
  - To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

**Note:** A user's rights include the individual user rights plus the [rights from any groups](#) to which the user belongs.

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

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



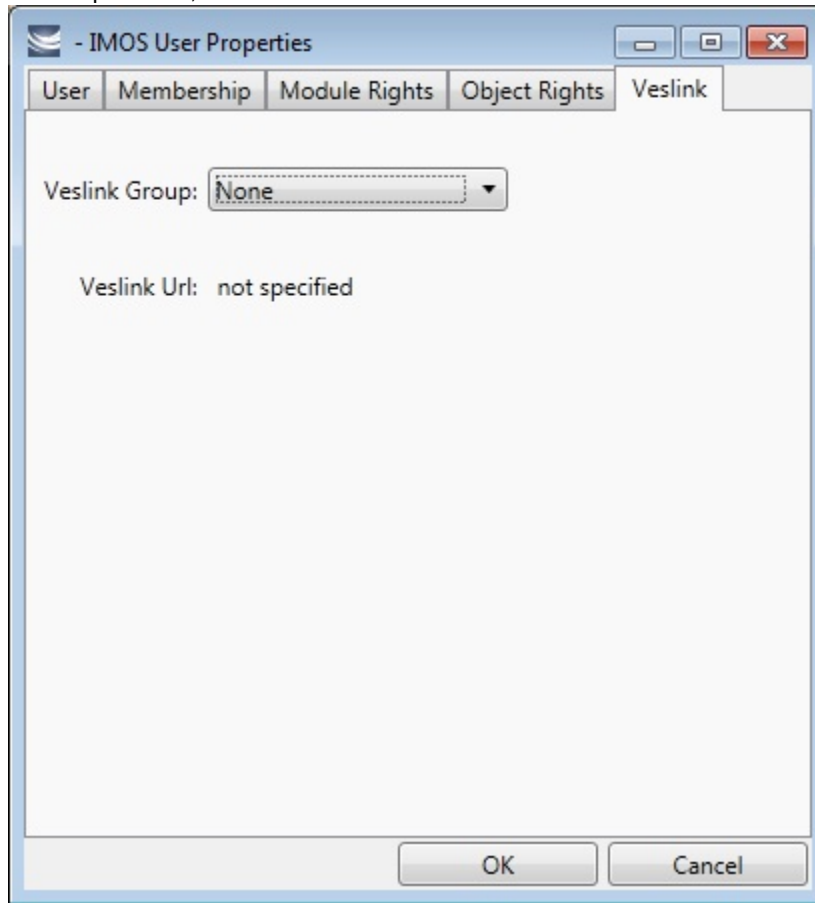
7. Assign object rights by object type or by individual object. See [About Groups, Users, and Rights](#).

- To assign the same rights for all objects of an object type, click the object type's check box. To change to a different right, click again. Each time you click, the right changes.
- To expand the list of objects of an object type, click ▾.
  - To assign rights for an object, click its check box. To change to a different right, click again. Each time you click, the right changes.
- To collapse a list, click ▲.

**Note:** A user's rights include the individual user rights plus the [rights from any groups](#) to which the user belongs.

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

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.

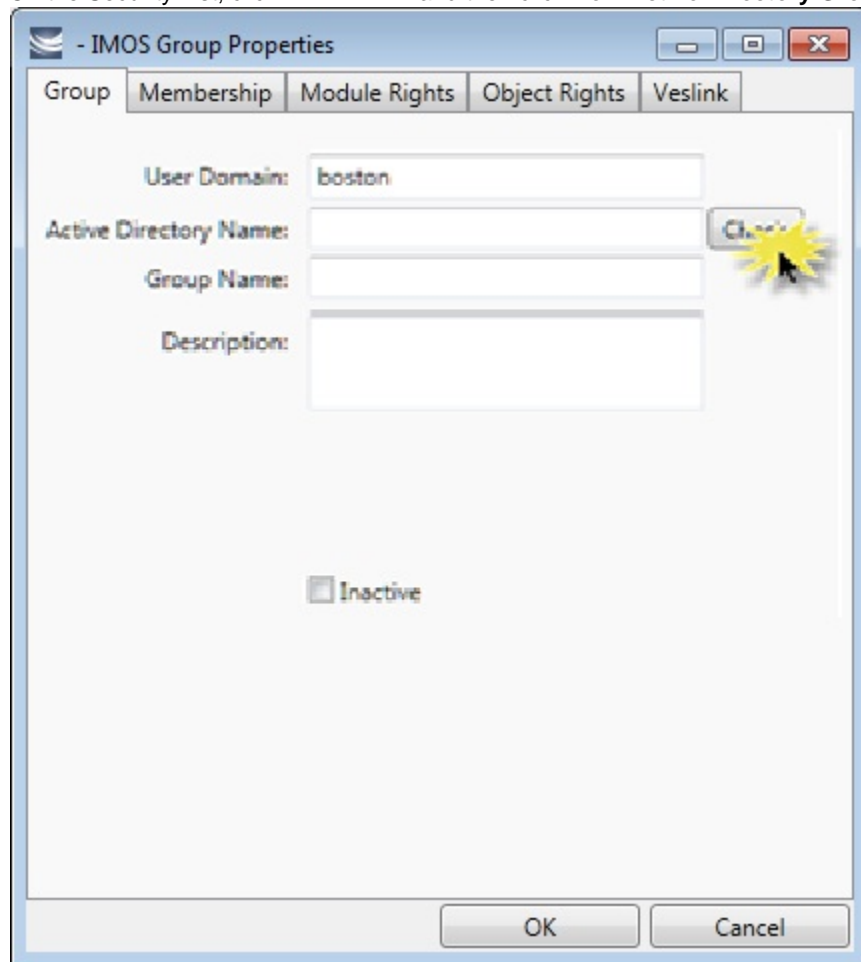
**Note:** Active Directory integration requires an imosLicense.xml that includes imos.activedirectory as a licensed module.

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**.



The screenshot shows a dialog box titled "- IMOS Group Properties". It has four tabs: "Group", "Membership", "Module Rights", and "Object Rights". The "Group" tab is active. The "User Domain" field contains the text "boston". The "Active Directory Name" field is empty, and a yellow mouse cursor is clicking the "Check" button to its right. The "Group Name" field is empty. The "Description" field is empty. At the bottom of the dialog, there is an "Inactive" checkbox which is unchecked, and "OK" and "Cancel" buttons.

2. On the Group tab:
- Specify the **User Domain**.
  - Leave the **Active Directory** Name blank.
  - 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.
  - In the Group Selection window, select the **Active Directory Group**.
  - Specify an internal IMOS **Group Name**; it does not need to match the Active Directory Group Name.

All the users in the group are created as IMOS users, with the permissions specified in the Active Directory Group's [Rights](#) tabs. They can be assigned Read-Only rights, which will only count against the read-only user license count, unless they are also in a Read/Write group.

- You can do the following:

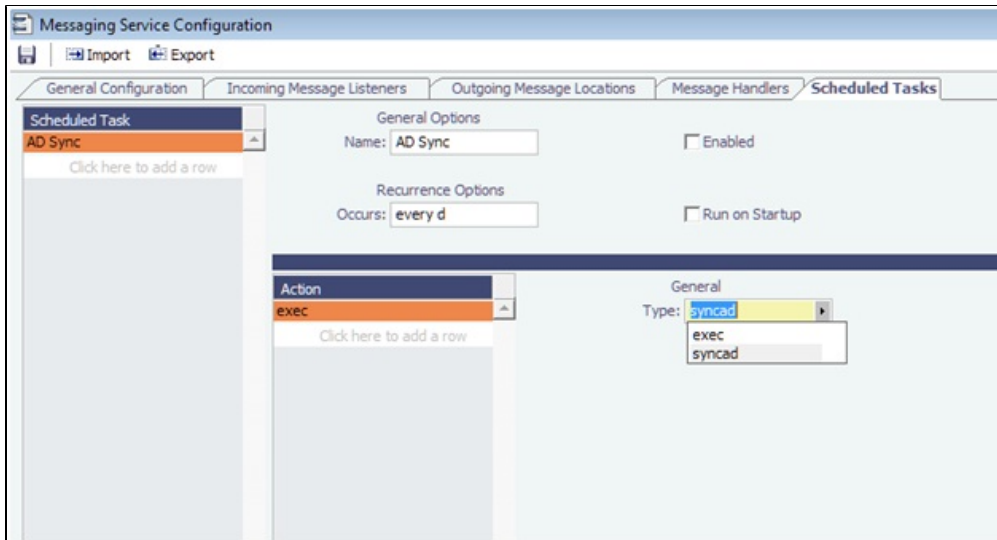
- View User Properties.

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

- Change the IMOS **User Name**. If it is not changed, it will keep updated along with any changes to the Active Directory name; otherwise it will stay as specified.
- Membership, password, email, etc. cannot be edited from within IMOS.

#### Scheduling Synchronization

User login is in real time, so if a user attempts to log in with Active Directory, the IMOS Authentication service will look up their group memberships at that moment and determine what rights they have on login to IMOS. However, a syncad Scheduled Task can be set up in the Messaging Service to sync all Active Directory users. This maintenance task will clean out users that have been removed from all IMOS Active Directory groups and no longer belong in IMOS.



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

## Inactivating or Activating a Group or a User

---

### Inactivating

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

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

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

### Activating

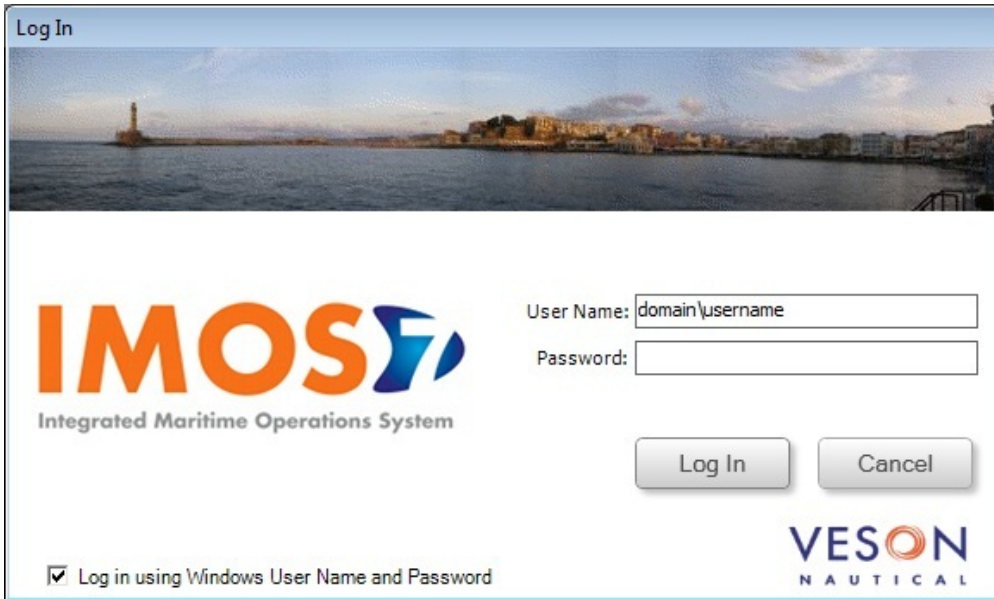
If necessary, you can activate the group or user again.

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

## Enabling Windows Authentication

---

It is not necessary for users to remember separate login names and passwords for IMOS. IMOS supports Windows Authentication; after a user logs into Windows, no additional authentication is required to log into IMOS.



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

To enable Windows Authentication when upgrading from IMOS6:

1. Edit imosauth.exe.config (imos\services).
  - a. Change the tcp channel to use a secure connection:

```

<channels>
<channel ref="tcp" port="922" secure="true" />
</channels>
```

- b. Restart the IMOS Authentication Service so that the change takes effect.
2. Edit imosshell.exe.config (imos\exe).
  - a. Set the imosshell to use "mixed" authorization mode (in other words, use either IMOS or Windows Authentication), by changing the authMode value. (You may need to add the entire line, if it does not exist.)

```

<appSettings>
  <add key="authServiceUri" value="tcp://hst:922/authServiceUri"/>
  <add key="authMode" value="mixed" />
</appSettings>
```

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

Note that if this is not done, the service will not be able to authorize itself with IMOS and will not process messages properly.

```

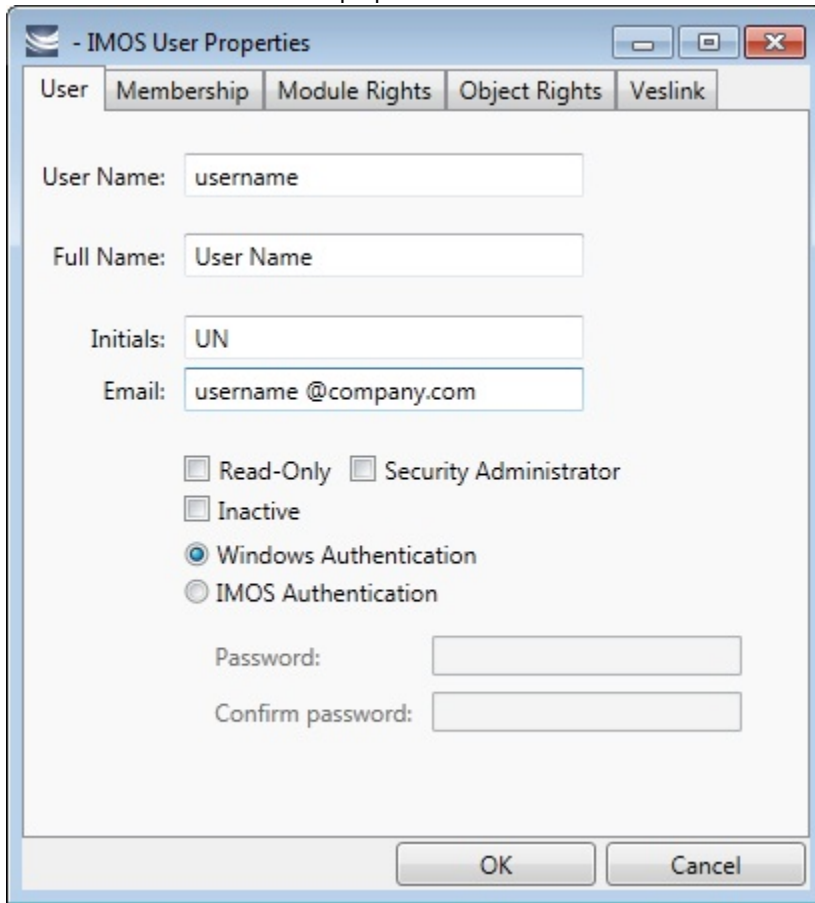
<appSettings>
  <add key="authServiceUri" value="tcp://hst:922/authServiceUri"/>
  <add key="logFilename" value="logs\imosmsg.log" />
  <add key="logLevel" value="debug" />
  <add key="debugBreakOnInit" value="false" />
  <add key="runAsExe" value="false" />
  <add key="authMode" value="mixed" />
</appSettings>
```

- b. Restart the IMOS Messaging Service so that the change takes effect.

#### Adding User Accounts with Windows Authentication

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

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




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

- b. Make sure that the IMOS user name used with Windows Authentication is the same as the Windows user name. (Note that no domain or workgroup names should be prefixed.) This is how IMOS determines which Windows user and IMOS user are linked.
- c. Click the **Windows Authentication** radio button.
- d. Click **OK** to save the changes. The next time IMOS is started:
- The login window will have a check box in the lower left corner that controls whether to automatically log in using Windows Authentication.
  - The User Name field will include the Windows user name.
  - Neither the User Name field nor the Password field will be editable.
  - Clicking Log In will automatically log into IMOS, with the privileges associated with the IMOS user.

## Overview

---

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

---

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.
- [Key Topics](#) lists topics with high value for all users.
- [Navigating](#) tells how to navigate through IMOS using the module centers, tabs and windows, menus, and Access Keys.
- [Lists](#) describes the many lists available 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.
- [Abbreviations](#) shows the abbreviations you can use in date and number fields.
- [Field Help](#) tells you how to find definitions for fields.
- [Setting User Properties](#) tells how to set up restoring open tabs and your task list.



## Other Sources of Information

For additional overview information about IMOS, see these tutorials:

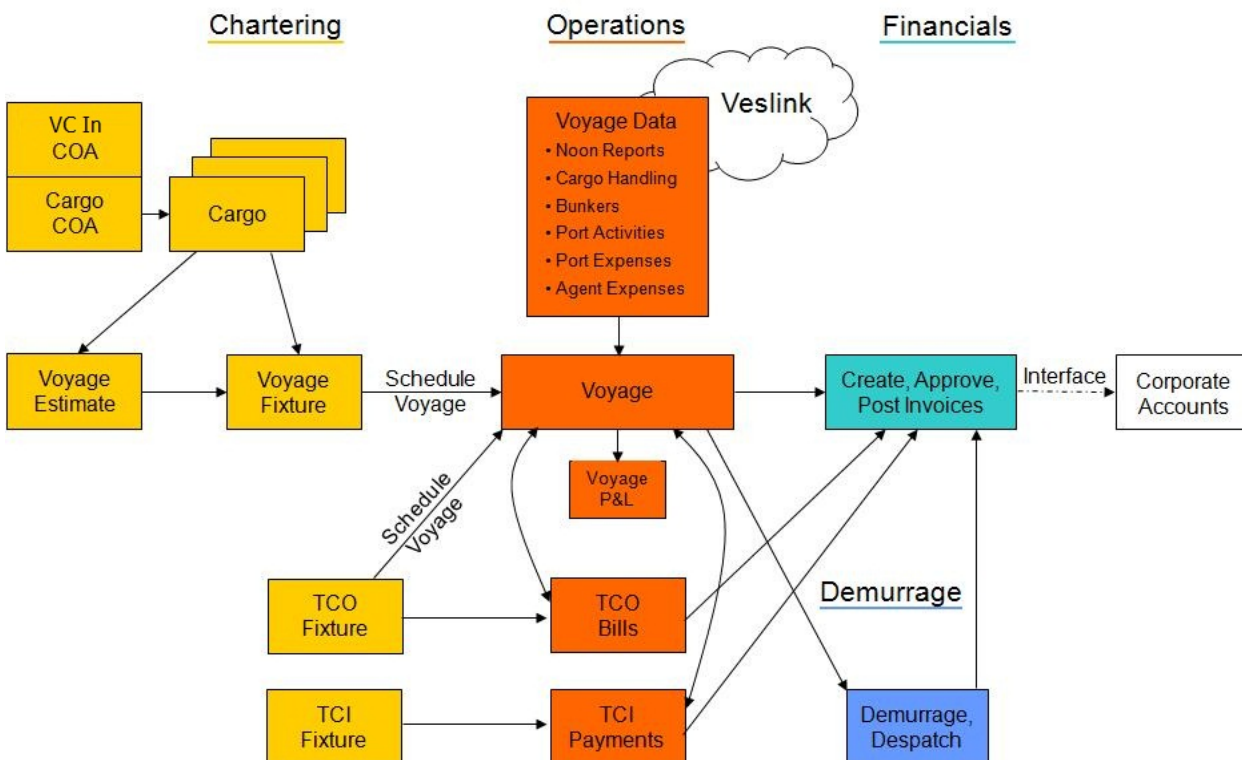
- [Navigating](#)
- [Lists](#)
- [Schedules](#)

You can access the tutorials from the [IMOS7 Tutorials](#) page or the IMOS **Welcome tab** (from the IMOS 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 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 Estimates, 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.

## Key Topics

---

 These are the IMOS v7.5 **Key Topics**, with high value for all users.

### Overview

## Content by label

There is no content with the specified labels

### Installation



## Content by label

There is no content with the specified labels

Administration

## Content by label

There is no content with the specified labels

Report List

## Content by label

There is no content with the specified labels

Chartering

## Content by label

There is no content with the specified labels

Cargo Matching

## Content by label

There is no content with the specified labels

Time Charters

## Content by label

There is no content with the specified labels

Operations

## Content by label

There is no content with the specified labels

Bunker Management

## Content by label

There is no content with the specified labels

Demurrage and Claims

## Content by label



There is no content with the specified labels

Financials

## Content by label

There is no content with the specified labels

Data Center

Page:Distances

Veslink

Page:Dashboard

Page:Distances

Page:Forms and Vessels

Page:Internal Support Team

Page:Network

Page:Reports

Page:Resolving Common Veslink Form Processing Errors

Page:Veslink Quick Reference

Page:Veslink Quick Start

Page:Voyages - Map

## Navigating

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Navigating Tutorial

You can view this information in the [Navigating](#) tutorial. You can access the tutorials from the [IMOS7 Tutorials](#) page or the IMOS **Welcome tab** (from the IMOS menu).

About Navigating

The following pages describe ways to navigate through IMOS:

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

## IMOS Search

---

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



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

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

*Vessel Name or Cargo ID*

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

Vessel	Code	Voyag	Opr Type	Fixture No	TCI	Commence	Complete
APPLE	0003	1	OVOV	20110421	0003-OV0001	1/1/2008 12:00:00 /	3/12/2008 8:00:00 /
Amusement F	0045	1	OVTO		0045-OV0001	1/1/2011 7:00:00 AI	6/23/2011 6:25:00 /
AAARG!	0078	1	TCOV	20120149	0078-I0001	12/31/2009 8:00:00	2/24/2010 6:00:00 /
AVERAGE JOI	0102	1	OVOV	20120324		1/1/2008 9:00:00 AI	4/29/2008 6:50:46 /
ALMOND	0143	1	OVOV			1/1/2013 12:00:00 /	2/11/2013 8:57:53 /
ADAM	ADAM	1	OVOV	20110138	ADAM-OV0001	1/1/2010 12:00:00 /	1/25/2010 10:48:00 /
ADINA	ADINA	2	OVTO		ADINA-OV0003	12/31/2007 4:00:00	2/13/2008 4:57:00 /

A list appears; select from the list.

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

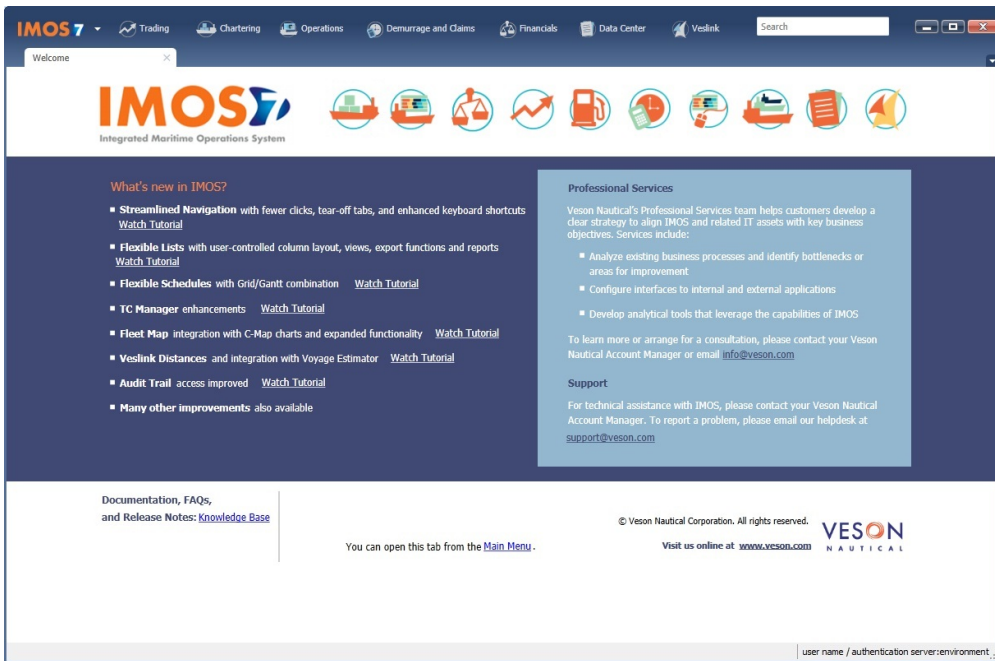
Vessel	Code	Voyag	Opr Type	Fixture No	TCI	Commence	Complete
APPLE	0003	1	OVOV	20110421	0003-OV0001	1/1/2008 12:00:00 /	3/12/2008 8:00:00 /
APPLE	0003	2	OVOV	20110422	0003-OV0001	3/12/2008 8:00:00 /	5/9/2008 12:00:00 /
APPLE	0003	3	OVOV	20110456	0003-OV0001	5/9/2008 12:00:00 /	6/28/2008 6:10:17 /
APPLE	0003	4	OVOV	20110528	0003-OV0001	6/28/2008 6:10:17 /	9/6/2008 1:24:17 /
APPLE	0003	5	OVOV	20110557	0003-OV0001	9/6/2008 1:24:17 /	10/18/2008 7:44:47 /
APPLE	0003	6	OVOV	20120023	0003-OV0001	10/18/2008 7:44:47 /	12/1/2008 9:20:13 /
APPLE	0003	7	OVOV	20120024	0003-OV0001	12/1/2008 9:20:13 /	12/19/2008 7:57:22 /

*Knowledge Base*

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

**Welcome Tab**

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



The Welcome tab contains:

- Links to the tutorials and the Knowledge Base
- Information about Professional Services and Support
- Links to the Veson Nautical Web site from the module icons:



## Module Centers

### Module Center Buttons

Buttons for the Module Centers are along the top of IMOS.



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

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

### Module Centers

Module centers provide access to the items you need to work with in each module. Module centers are like pop-up menus that help you find and access items with a minimum of clicks, and without interrupting your work. To open a module center, click its button.

Data Center

<p><b>Quick Links</b></p> <ul style="list-style-type: none"> <li>⌘ Address — List</li> <li>⌘ Cargo Name — List</li> <li>⌘ Distances</li> <li>⌘ Port — List</li> <li>⌘ Vessel — List</li> <li>⌘ Interface Message List</li> <li>⌘ Audit Trail</li> <li>⌘ Configuration Flags</li> <li>⌘ Messaging Service Configuration</li> <li>🔒 Security</li> </ul>	<p><b>Charter Party Terms</b></p> <ul style="list-style-type: none"> <li>Charter Party Forms</li> <li>Extra Freight Terms</li> <li>Laytime to Commence</li> <li>Laytime Terms</li> <li>Laytime Types</li> <li>Loading Costs</li> <li>NOR to Tender</li> <li>Other Loading Terms</li> <li>Payment Terms</li> <li>Rate Tables</li> <li>Shifting Terms</li> <li>Standard Paragraphs</li> <li>Time to Tender</li> <li>Time Used</li> <li>Weather Working Days</li> </ul>	<p><b>Delays and Weather</b></p> <ul style="list-style-type: none"> <li>Beaufort Scale</li> <li>Delay Reasons</li> <li>Delay Types</li> <li>Sea Force States</li> <li>Sea Swells</li> </ul> <p><b>Currencies</b></p> <ul style="list-style-type: none"> <li>Currency Types</li> <li>Exchange Rates</li> </ul> <p><b>Ports and Areas</b></p> <ul style="list-style-type: none"> <li>Distances Editor</li> <li>Port Activities</li> <li>Port Areas</li> <li>Port Functions</li> <li>Trade Areas</li> <li>Country — List</li> </ul>	<p><b>Vessels</b></p> <ul style="list-style-type: none"> <li>Class Societies</li> <li>Fuel/Lube Types</li> <li>Fuel Consumption Categories</li> <li>Fuel Grades</li> <li>Vessel Daily Cost</li> <li>Vessel Fleets</li> <li>Vessel Types</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Bunker Fuel Price Index</li> <li>C/P Place</li> <li>Departments/Teams</li> <li>Lightering Types</li> <li>Note Categories</li> <li>OPA Rates</li> <li>Operations Ledger</li> <li>Tax Rates</li> <li>Units of Measure</li> <li>User Defined Fields</li> <li>Voyage Contact Roles</li> <li>Voyage Template List</li> <li>Voyage Template Rules</li> </ul>
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Report List

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

In the bottom right corner, each Module Center has either a link to the [Report List](#) or a Report selection list that includes it.

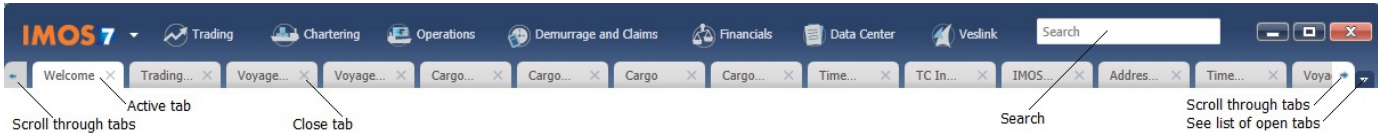
To open an item from a Module Center, click its link. When you open an item, the Module Center closes. To close a Module Center without selecting anything, either click somewhere off the Module Center or press the **Escape** key on your keyboard.

## Tabs and Windows

### *Opening in Tabs or Windows*

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

### *About Tabs*



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

### Undocking and Docking

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

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

To dock all open IMOS windows to tabs, click **Windows** on the IMOS7 menu and then click **Dock All**. To close all open tabs, right-click a tab and click **Close All**.

## IMOS7 Menu

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

Click . You can do any of the following:

- Create **New** objects.
- **Open** existing objects.
- See a list of all the items you have **Recently** opened. Items that are still open are labeled, and you can click a closed item to reopen it.
- See a list of all open **Windows**. You can then select a window and view it or dock it.
- Select one of the IMOS **Lists** to view.
- Access the **Report** List.
- Select one of the IMOS **Tools** to use.
- See information **About Veson Nautical IMOS**.
- Access the **Veson Nautical 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
F5	Refresh most forms/lists



Alt + D	Move the mouse pointer to the IMOS shell Search field
Ctrl + C	Copy text
Ctrl + D	Delete text
Ctrl + X	Cut text
Ctrl + V	Paste text
Ctrl + L	Copy and paste the value from the same field on the previous line to the current field
Ctrl + N	New
Ctrl + S	Save
Ctrl + W	Close current tab
Esc	Close a form or a Module Center
Windows Key + Up Arrow	[Windows 7] Maximize the IMOS Shell
Windows Key + Left Arrow	[Windows 7] Shift the IMOS Shell to left half of monitor
Windows Key + Right Arrow	[Windows 7] Shift the IMOS Shell to right half of monitor
Windows Key + Down Arrow	[Windows 7] Minimize the IMOS Shell by one level

## Access Keys

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

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




Key Command	Action
Alt then I	Open the IMOS7 Menu
Alt then R	Open the Trading Module Center
Alt then C	Open the Chartering Module Center
Alt then O	Open the Operations Module Center
Alt then M	Open the Demurrage and Claims Module Center
Alt then N	Open the Financials Module Center
Alt then D	Open the Data Center
Alt then V	Open the Veslink Module Center
Alt then # (examples: Alt then 1, Alt then 4)	Activate a button on a form toolbar

## Navigation

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

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

## Exiting IMOS

To exit IMOS, either click **Exit** on the IMOS7 menu or click .

In **User Properties**, you can set an option to have IMOS keep your open tabs open the next time you log in.

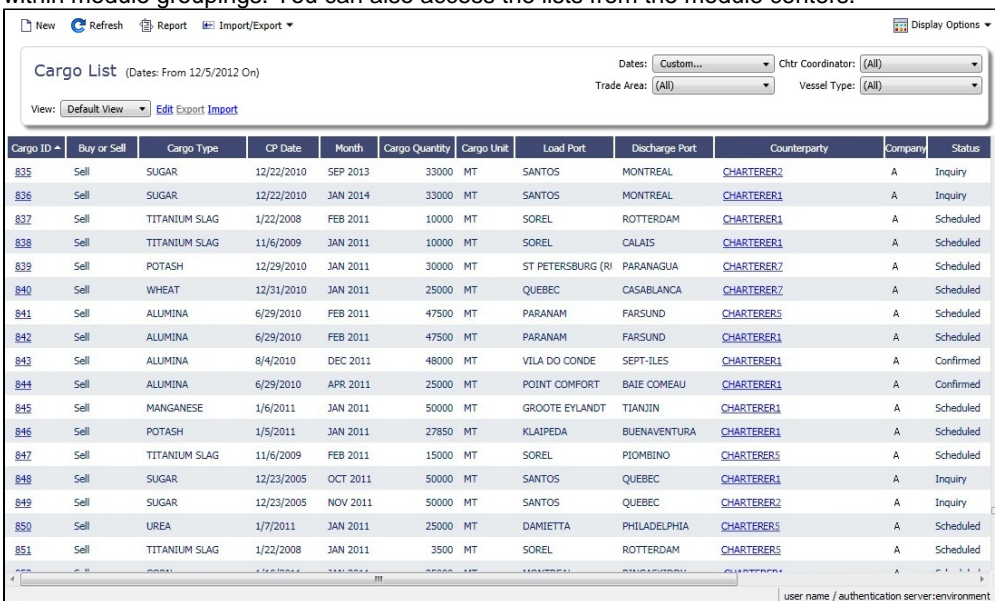
## Lists

### Lists Tutorial

You can view this information in the [Lists](#) tutorial. You can access the tutorials from the [IMOS7 Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS menu).

### About Lists

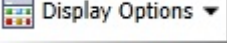
IMOS makes many objects and transactions available to you on lists and summaries. You can open all the lists to which you have access from the IMOS7 menu. The Reports list is on the menu, and the rest are on the Lists submenu in alphabetical order within module groupings. You can also access the lists from the module centers.



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

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


- [Create a report](#)
- [Import and export data](#)
- [Filter list data](#)
- [Create and use different List Views.](#)

- Search columns quickly with [Quick Search](#). Click  and then click **Quick Search**. Once enabled for a list, it stays enabled whenever you log in.

- Select columns to display
- Rearrange column sequence and width
- Filter columns
- Sort columns

## Creating a Report

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

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

## Importing and Exporting Data


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

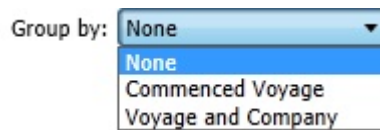
- Export Data to CSV
- Export Data to XML

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

## Filtering List Data

### Filtering by Selecting

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

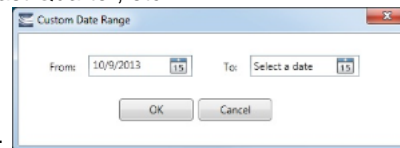



Click the filter and select a value:

### Dates

Date selection lists can include the following:

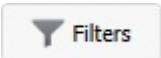
- **Relative times**, such as This Week, From Last Week on, Last Quarter, etc.




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

### Filtering with Logical Operations

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

To open the filters, click .

**Filters**

**Voyage Commencing Date**  
is |    
Add

**Trade Area**  
is |   
Add

**Ops Coordinator**  
contains | 3  
Add

**Status**  
is |   
Add


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

**Filters**

Voyage Commencing Date  
 is after 10/2/2013  
 Add

Trade Area  
 does not contain  
 Add

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

To close the filters, click .

### Using Quick Search

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

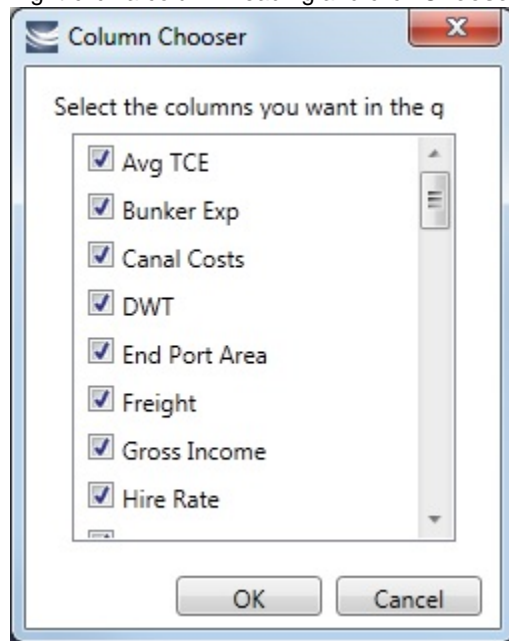


Click  and then click **Quick Search**.

### Choosing Columns to Display

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

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



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

### Rearranging Column Sequence and Width

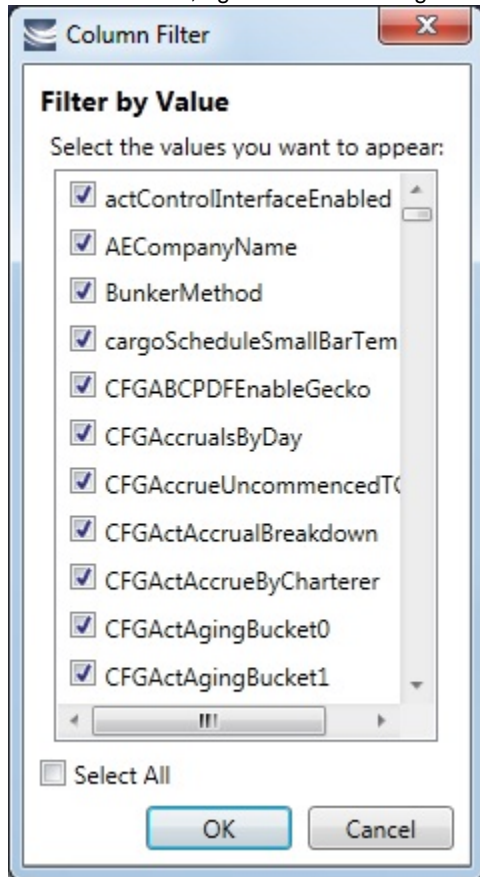
- Change the sequence of columns, so you can most easily see those you work with most, and you can still access those you need less frequently: Click a column heading and drag the column to where you want it.
- Change the width of a column: Place your pointer at the right end of the column heading. When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

### Filtering Columns

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

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

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



2. In the Column Filter:
  - Select check boxes for the values you want to see.
  - Clear any selected check boxes for values you do not want to see.
  - Select or clear the **Select All** check box to select all or none; you can then select or clear individual check boxes.
3. Click **OK**.

#### Clearing Filters

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

#### Sorting Columns

Sort columns, so that you can see the data in the sequence you need to work with. To sort a column:

- In ascending order, either click the column heading or right-click and click **Sort Ascending**.
- In descending order, either click the column heading again or right-click and click **Sort Descending**.
- To sort using multiple columns, click the heading of the primary sort column, then Shift + click the heading of the secondary sort column.

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

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

#### Quick Search

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


1. Do one of the following:



- In a list, click **Display Options** and then click **Quick Search**.
  - In **Cargo Matching**, right-click a column heading and then click **Quick Search**.
2. Search fields appear in the columns.



In a column you want to search, enter search data in one of these ways:

- In any Search field that has a dash, either type a value or enter a range.
    - To enter a range, click the arrow at the right end. In the Filter by Range box, enter a **From** value and a **To** value and then click **OK**.
    - To clear the range values, click the arrow again and then click **Clear** in the Filter by Range box.
  - In any Search field without a dash, click the arrow on the right and select.
  - Begin to type a value. The Search fields autofill, and a selection list appears with auto-complete options.
3. When you have entered values in all the fields you want to search, press **Enter**.  
**Note:** Be sure not to press the Refresh button; that clears all the Search fields.
4. For each column that is filtered, a filter icon  appears in the heading. To stop filtering, right-click the column heading and click **Clear Filter** or **Clear All Filters**.

## List Views

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

- Columns and column order
- Filtering
- Sorting

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*.

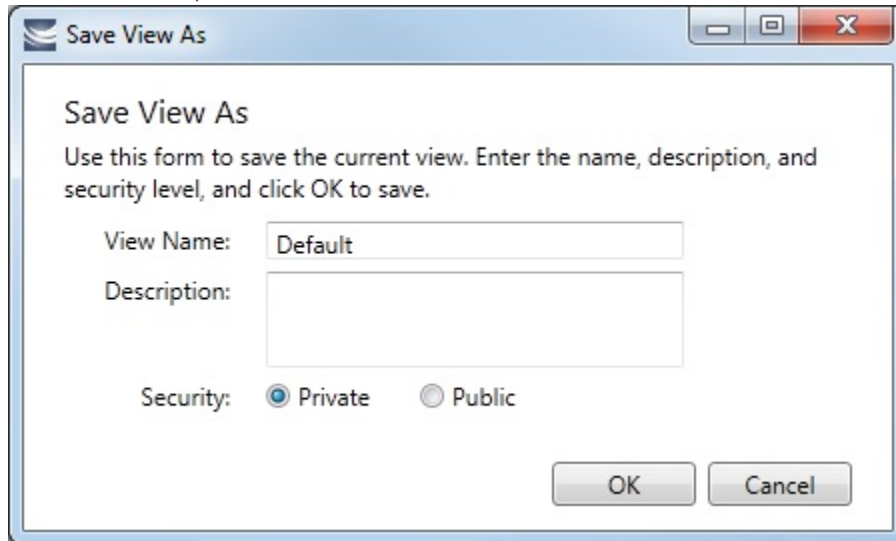
### Creating a View

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

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

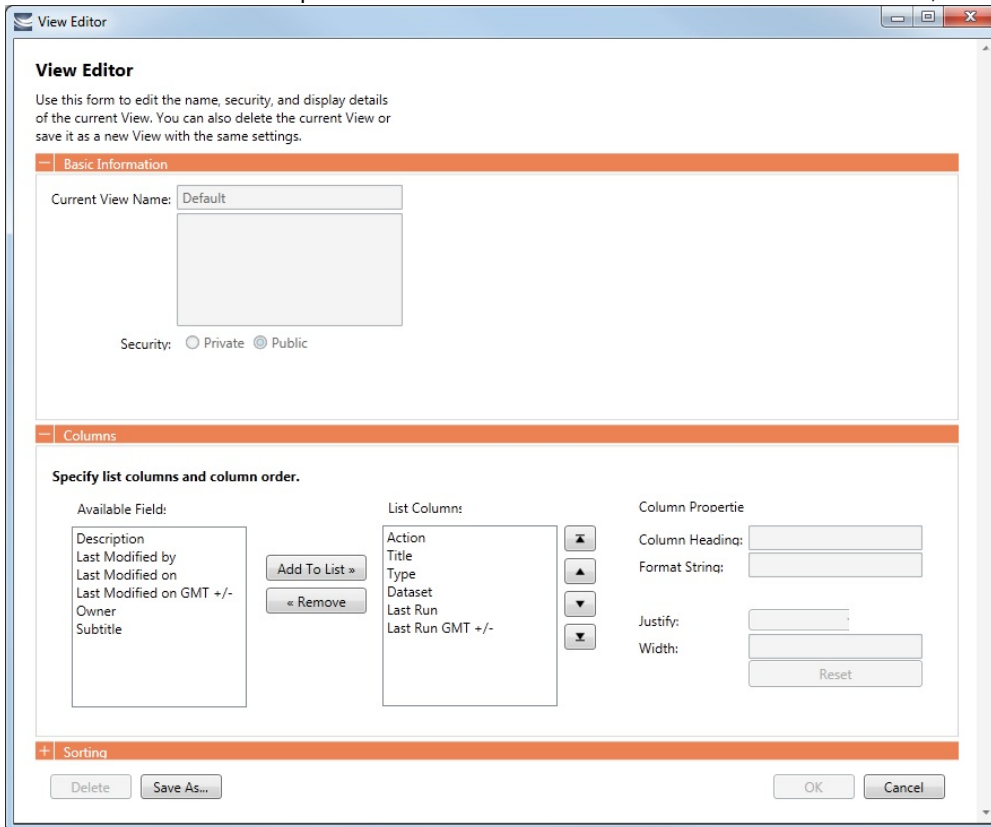


2. In the View Editor, click **Save As**.

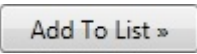





3. In the Save View As box:


- 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 Lified.
- [Bunker Lifting List - Test Due.xml](#): Shows if Test Due column is not blank (a pre-test is required, and the pre-test due date is blank, or a post-test is required, and the post-test due date is blank).
- [Bunker Lifting List - Not Supplied](#): Shows if Status is Ordered.

Example Purchase List Views:

- [Bunker Purchase List - Inquiries.xml](#): Shows inquiries that have not been ordered.
- [Bunker Purchase List - Ordered.xml](#): Shows ordered bunkers.
- [Bunker Purchase List - Alerts.xml](#): Includes an Alert column to highlight changed requirements.

## Schedules

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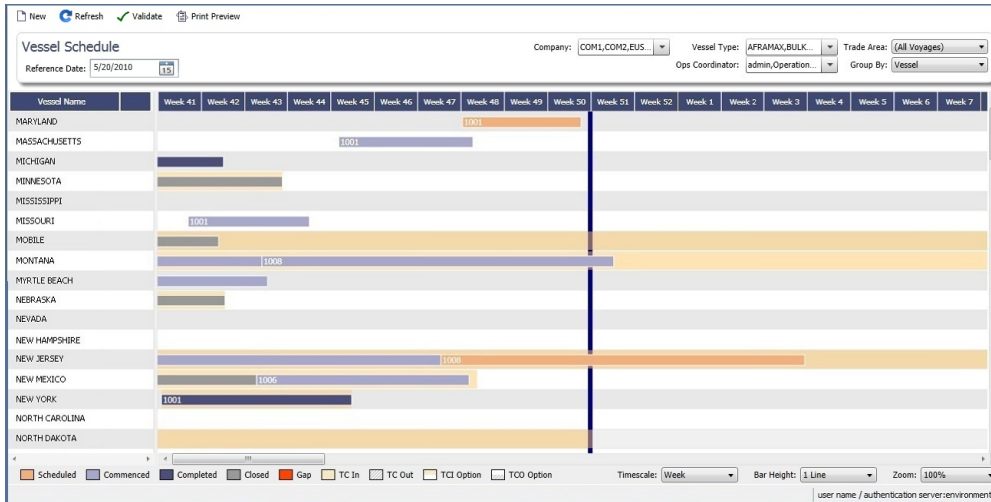
### Schedules Tutorial

You can view this information in the [Schedules](#) tutorial. You can access the tutorials from the [IMOS7 Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS menu).

### About Schedules

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

You can open all the schedules to which you have access from the Tools submenu; you can also open them from the related module centers.



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

The top of a schedule includes:

- The toolbar buttons:
  - **New:** To create a new object (in this case, a voyage)
  - **Refresh:** To update to the most current data
  - The Vessel Schedule also has a **Validate** button, to check for gaps or overlaps between voyages
  - **Print Preview:** To print the Vessel Schedule from the current Reference Date, using the current filters and zoom settings
- The Reference Date filter on the left
- The other filters on the right
- The schedule object in the first column
- A Gantt chart showing color-coded schedule information on a timescale:
  - The vertical bar identifies the current time.
  - The key for the chart's color coding starts at the bottom left.
  - Selection lists for the chart's **Timescale**, **Bar Height**, and **Zoom** level are at the bottom right.

## Filtering a Schedule

You can filter a schedule in these ways:

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

## Sorting a Schedule

You can sort a schedule in these ways:

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

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

## Setting the Timescale

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

- Quarter Day
- Day
- Week
- Month

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

## Setting the Bar Height

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

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

## Setting the Zoom Level

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

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

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

## Opening Forms

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

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

- TC Code: Time Charter Manager
- Voyage No.: Voyage Manager

## Styling Gantt Bar Text

You can customize the text that appears on the bars in a schedule. For more information, see [FAQ - Styling Gantt Bar Templates](#).

## Reports

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### Module Centers

Reports are available from several of the IMOS module centers. To open a report from a module center:

1. In the module center, click  and then select a report.
2. Enter report criteria and click  Report. The report appears in the Reporting Center. You can print, save/export to different file formats, or, in some cases, 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/export to different file formats, or, in some cases, email the report.

### Report List

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

#### ▼ Related Config Flags

##### CFGReportUseOffice2003Standard

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

Notes:

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


##### CFGEnableReportEPPEXcelOutput

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

## Attachments

---

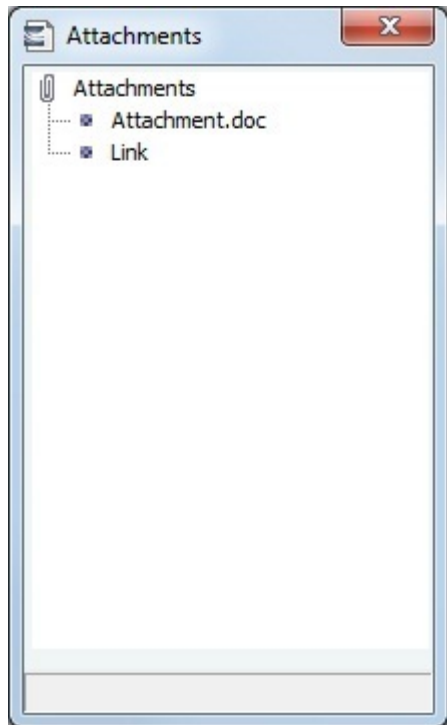
On many forms, you can attach and view a file or a link, after saving the form.

- The Voyage Manager, Voyage Fixture, and Time Charter In and Time Charter Out contracts have Attachments nodes in the Summary Tree.
  - Voyage Fixture, Time Charter In, and Time Charter Out:  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**.

## Abbreviations

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In date fields, you can use the following abbreviations:

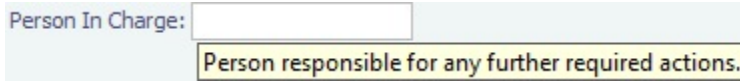
Key Command	Action
T or t	Today's date
Y or y	Yesterday's date
0501	May 1 of the current year
0501 1200	May 1 of the current year at 12:00 noon
+365	365 days from today
-10	10 days prior to today
-10 13:00	10 days prior to today at 13:00 hours

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

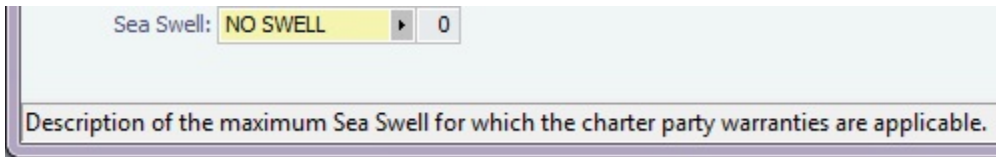
**30K, 30k, or 30 k = 30,000**

## Field Help

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

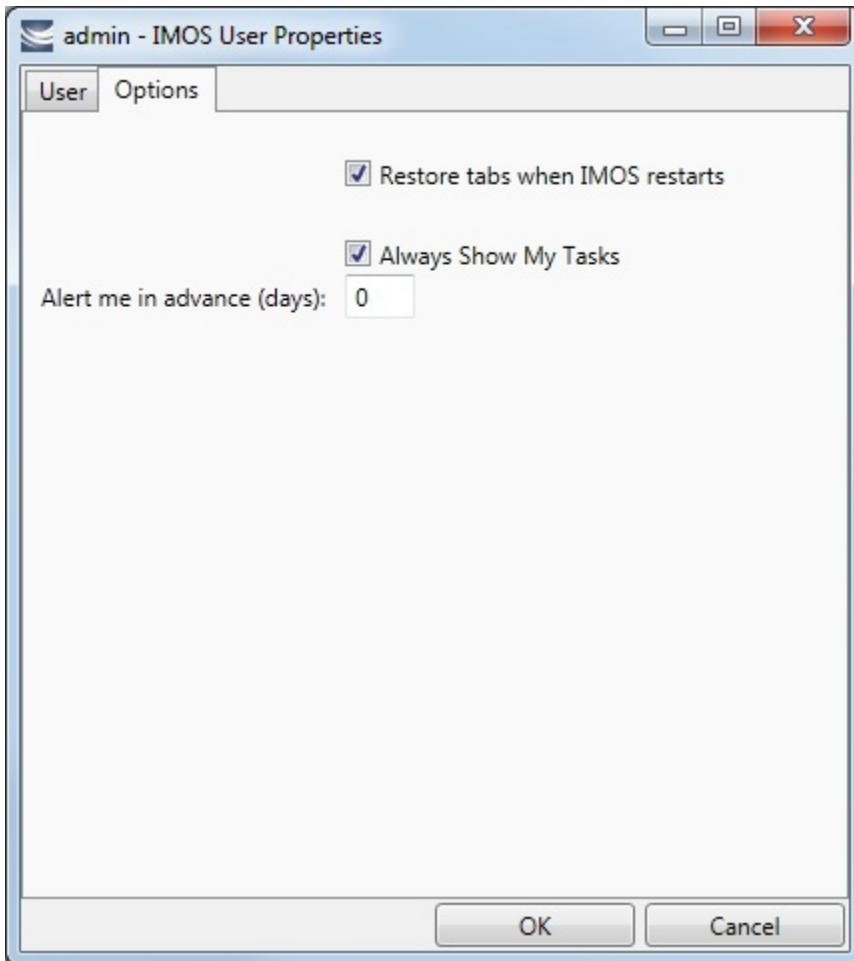


Alternatively, click in the field, and the definition appears in the Status bar at the bottom of the form.



## Setting User Properties

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




Select the check boxes for the options you want:

- **Restore tabs when IMOS restarts:** IMOS reopens the tabs you have open on exiting the next time you log in.

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

## Glossary

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

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View the glossary of IMOS terms: [IMOS Glossary.pdf](#)

## Report List

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### About the Report List

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

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

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



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

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

### Accessing the Report List and Its Reports

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To access the Report List:

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



Action	Title	Type	Data Source	Data Source Type	Last Run
Run   Copy	Cargo Report	Built-in	Cargoes Loaded/Discharged	Report Editor	1/22/2014 1:45 PM
Run   Copy	Pooling Report	Built-in	Pooling Information	Report Editor	1/22/2014 1:44 PM
Run   Copy	Production Report	Built-in	Port Production	Report Editor	1/21/2014 11:06 AM
Run   Copy	Periodical Report	Built-in	Voyage P&L Summary	Report Editor	1/22/2014 11:06 AM
Run   Copy	Periodical Report Post	Built-in	Voyage P&L Summary	Report Editor	1/21/2014 11:03 AM
Run   Copy	Bunker Invoice Report	Built-in	Bunker Invoices Summary	Report Editor	1/17/2014 4:30 PM
Run   Copy	Performance Analysis Report (Voyage)	Built-in	Performance Analysis Report (Voyage)	Report Editor	1/15/2014 5:02 PM
Run   Copy	Performance Analysis Report (Sea Passage)	Built-in	Performance Analysis Report (Sea Passage)	Report Editor	1/21/2014 4:28 PM
Run   Copy	Demurrage Summary Report	Built-in	Demurrage Summary	Report Editor	1/17/2014 4:28 PM
Run	Worldscale Route Report	Built-in	Worldscale/ATRS Route Report	Report Editor	1/21/2014 1:32 PM
Run	Forex Exposure Report	Built-in	Foreign Exchange Exposure	Report Editor	1/21/2014 11:25 AM
Run   Copy	Address Book Report	Private	AddressBook,ChartOfAccounts	Report Designer	1/20/2014 2:51 PM
Run   Copy	New Report	Private		Report Designer	1/17/2014 5:11 PM
Run   Copy	Voyage Itinerary Report	Public		Report Designer	1/17/2014 4:43 PM
Run   Copy	Voyage P&L Report	Private	Voyage,VoyagePnl	Report Designer	1/17/2014 4:29 PM


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

## Toolbar

The Toolbar buttons appear at the top:

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

## Actions

- Select one or more report check boxes and do one of the following:
  - Click the Delete link to delete them.
  - Click the Export Report Definition link to export them to your computer.
- To import report definitions back into IMOS, click  and then click **Import Report Definition**. Select the report definition file on your computer that you want to import and click **Open**. The imported report appears on the Report List.
- Titles of reports that you create are hyperlinks. To open a report for editing in the Report Editor or Report Designer, click its title. The report opens for editing in the tool with which it was created.

## List Functions

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

## Report Types

The Report List includes the following report types:

- **Built-in:** These reports come from Veson Nautical and are in the Report List by default. You cannot edit a built-in report; you can either run it or copy it into a separate report, which you can then edit.
- **Public:** 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.


This section includes the following topics:

- [Creating a Report in the Report Designer](#)
- [Running a Report Using Datashed.exe](#)
- [Creating a Report in the Report Editor](#)
- [Working with Reports](#)
- [Dataset Review](#)
- [Example Reports](#)

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

## Related Key Topics

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

## Content by label

There is no content with the specified labels



## Related FAQs

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For more information, see the following Report List FAQs:

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

## Creating a Report in the Report Designer

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To access Design Mode and edit reports, **Report Designer** Module rights must be selected in [Security](#).

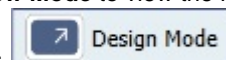
The Report Designer features a drag-and-drop interface and supports many of the same features as the legacy [Report Editor](#). With the Report Designer, you can create and run reports with data from across the IMOS database—everything from Open Positions for Vessels to financial information. The Report Designer provides live preview, so you can see your edits in real time. You can apply filters that can decrease loading times, group data, create custom columns, add aggregate functions, and perform simple calculations. When you are finished, you can export your report to Excel, PDF, CSV, and more.

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

### Report Designer Modes

The Report Designer has two modes: **Design Mode** to create the report, and **Report View Mode** to view the report. To switch

between Design Mode and Report View Mode at any time, click the Design Mode button:



- **Design Mode:** Build the report in Design Mode.
  - Design Mode is only available to report owners and Security Administrators.
  - In Design Mode the actions menu appears: 

- On the Actions menu, you can create a new report, save the report, save a copy of the report, or edit the report properties.
- **Report View Mode:** View the report in Report View mode.
  - The report is read-only; you cannot make any changes to it.

User Views:

- In Report View Mode, the User Views menu appears:
  - Users can make changes to the base view, including filters, sorting, and grouping. These changes are saved by the user, but do not affect the base view. To see another user's saved view, select it from the User View menu.

### Related Config Flags

CFGDesignModeNumRecords

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

CFGNonDesignModeNumRecords

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

## Creating a Report

You can create or run custom reports with the Report Designer from the [Report List](#).

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

2. Enter the following:
  - **Title, Subtitle, and Description.**
  - **Access:** Private, Public, or by [Security Group](#). For each Security Group, you can assign either Read Only (R) or Read and Write (RW) rights for this report.
    - Only Owners and Security Administrators can edit or delete reports.
    - Group members with Read and Write access (RW) can create copies of that report only.
    - Members with Read Only access (R) can only run the report.
  - **Output:** The different Output types have different options.

Save report output in the specified folder

- CSV, PDF, Word, or XML:

Template:

Overwrite Excel Template

Worksheet:

Cell:

Include Column Headers

Output as Table

Output Report Settings

Settings Worksheet:

Settings Cell:

Save report output in the specified folder

- Excel:

DB:

Overwrite existing data

Fail if dataset schema changed

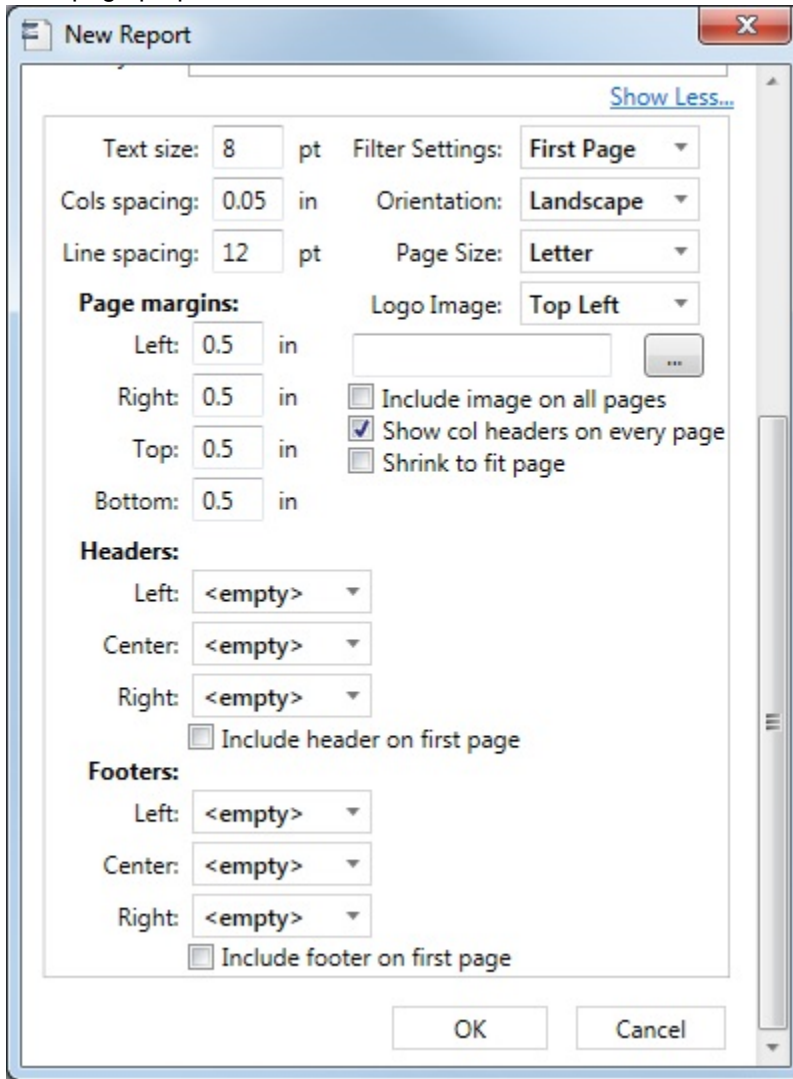
Save report output in the specified folder

- Reporting DB:

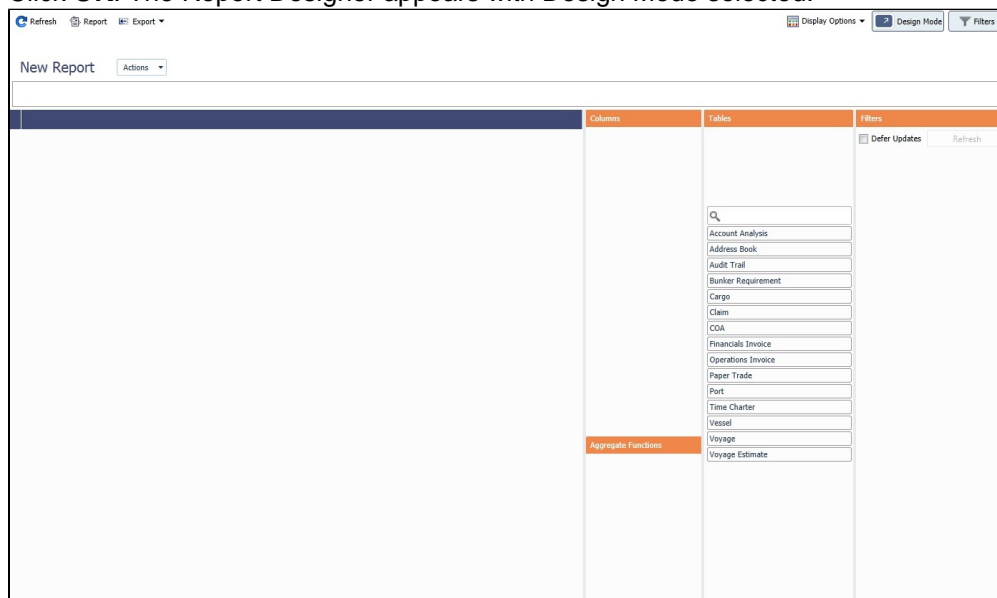
- **Note:** Use of the **Reporting Database**, to have custom reports output to a SQL server database, requires a separate license. In the Data Center, under Other, click **Reporting Databases** to set it up.

- **Layout:** Default or Custom. With a Custom Layout (for Word, Excel, or PDF), you can alter text size, column and line spacing, page orientation, page margins, logo image upload, headers and footers, and

other page properties.



3. Click **OK**. The Report Designer appears with Design Mode selected:



- The report columns appear on the left, with blue headings.
- The workspace columns are on the right, with orange headings.

4. The primary Tables (related to setup in the Data Center) appear; to also see functional Tables (related to use in

voyages), click  and then click **Show All Tables**.

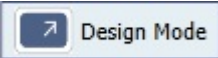
## Designing the Report

To learn about designing a report, see the following:

- [Finding Fields with the Data Map](#)
- [Adding Filters](#)
- [Adding Columns](#)
  - [Adding Custom Columns](#)
- [Adding Groups](#)
- [Adding Aggregate Functions](#)

## Saving the Report

To save the report:

- Click the Actions menu, and then click **Save**.
  - To save a copy of the report, click **Save As**.
- Click  to exit Design Mode. When you are prompted to save the current view, click **Yes**.

## Editing a Report or Report Properties

You can edit a report that you created. In the [Report List](#), click its title.

While editing, to edit the [report's properties](#) (title, subtitle, etc.), on the Actions menu, click **Edit Properties**.



## Searching a Report

1. To search within a report, do one of the following:

- Click  and then click **Search**.
- Press **Ctrl + F**.


The search box appears:

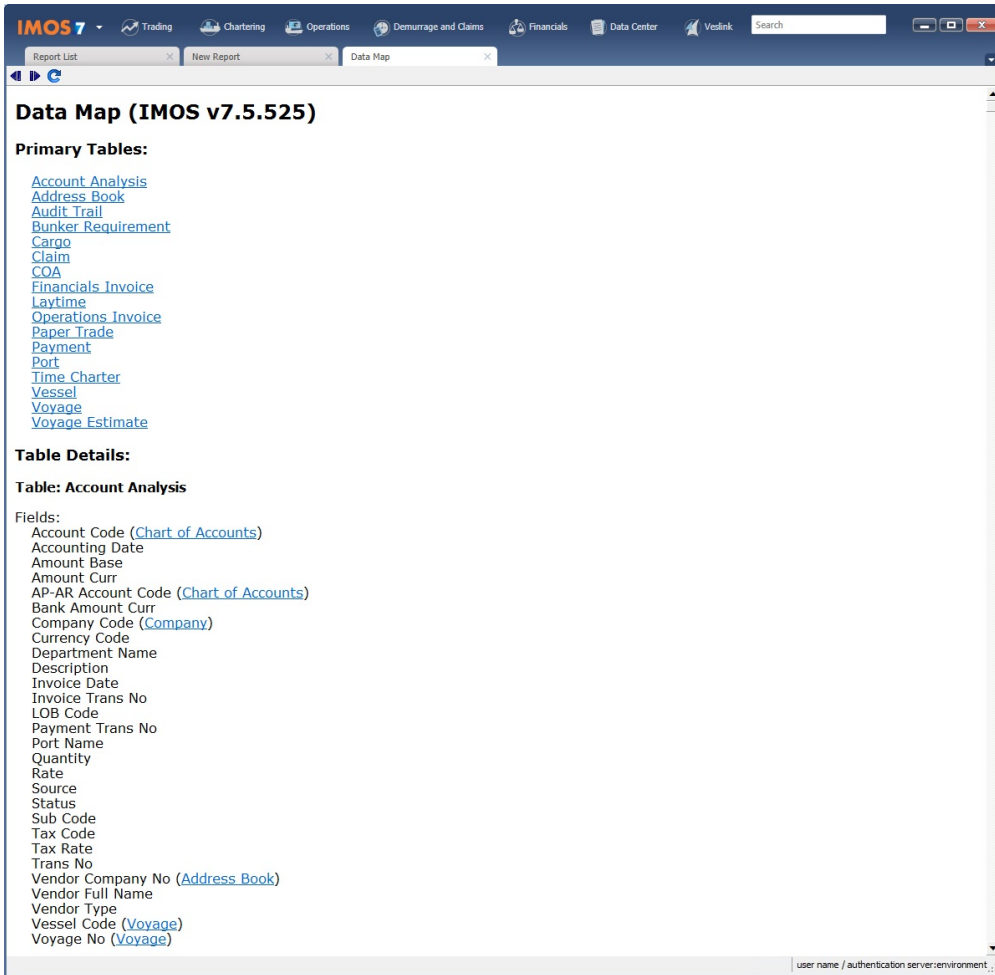


2. Type a search term and press **Enter**. The search term is highlighted in the report.
3. Click  or  to highlight the previous or next search result.

## Finding Fields with the Data Map



When you are designing a report and want to include a particular field as a filter, a column, a group, or a function, you can find the table it is in by using the Data Map.

In the Report Designer, click  and then click **Data Map**. The Data Map opens on another tab.



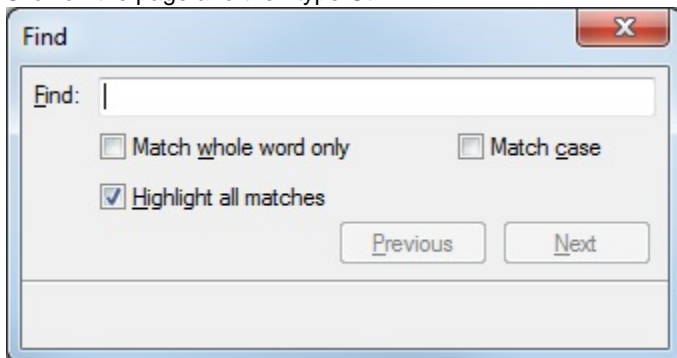
The Data Map begins with links to the Primary Tables, those that appear initially in the Report Designer. It includes:

- Lists of all the fields in all the tables.
- Links from joined fields to their tables.
- Links from one-to-many joins to their tables.

After clicking a link, to go back and forward again, click  and .

To search for a field:

1. Click on the page and then type **Ctrl + F**.



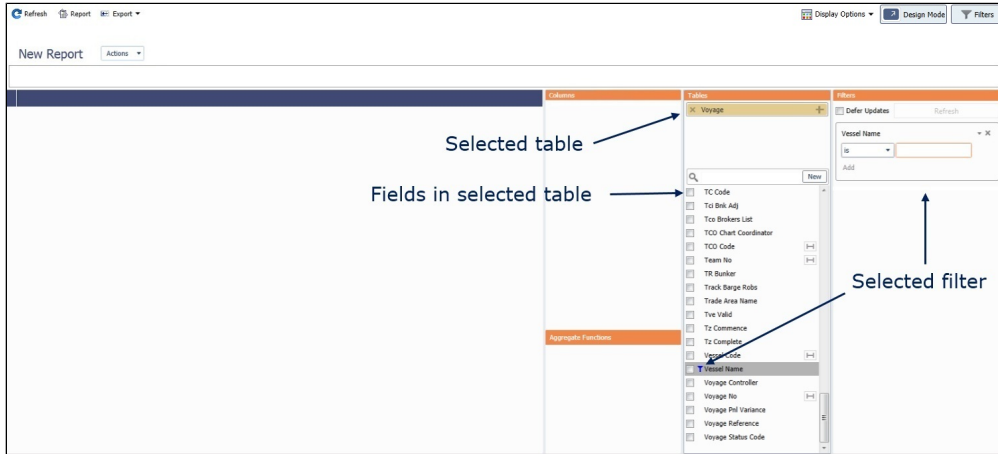
2. Enter search text, select options, and click **Previous** or **Next**.

## Adding Filters


You can set filters to hone in on the range of data you want to see, such as specific dates, and control the volume of data. Adding filters first can increase performance and loading times.

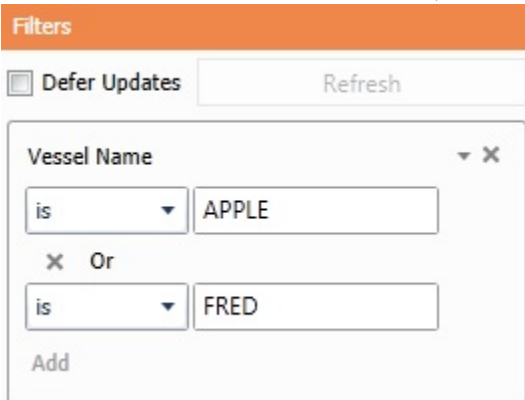
Changes you make to your report appear in real time. If you want to hold updates until after setting up the report, select **Defer Updates** in the Filters column at the right. When selected, click **Refresh** to see the results of your design. Using Defer Updates can increase performance and loading times.


1. Select a table. Tables are similar to the legacy datasets and contain the fields in IMOS that you can add as columns to your report. The selected table appears above the list, highlighted in gold, and its fields expand below it.



To show all tables in IMOS, click  **Display Options** and then click **Show All Tables**.

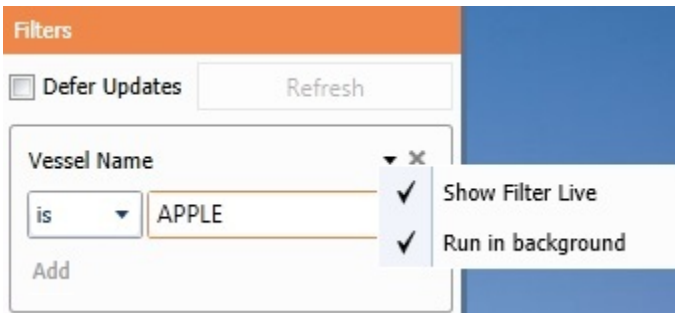
2. To show/hide the filters pane, click .
3. To use a field as a filter, either drag it to the Filters pane or right-click it in the Tables pane and click **Filter**.
  - To create a range of commencement dates and completion dates of the voyages in your database, use the **Voyage Range GMT** field from the Voyage Table. Voyages can then be filtered by whether they overlap or are within the range.
4. Select each operator, and then begin typing its value. The text box autofills with possible results.
5. To add more conditions to the same filter, click the **Add** link:



6. On the filter, click  and then click one or both of the following:
  - **Show Filter Live:** The filter will appear in Report View mode and users can change it.



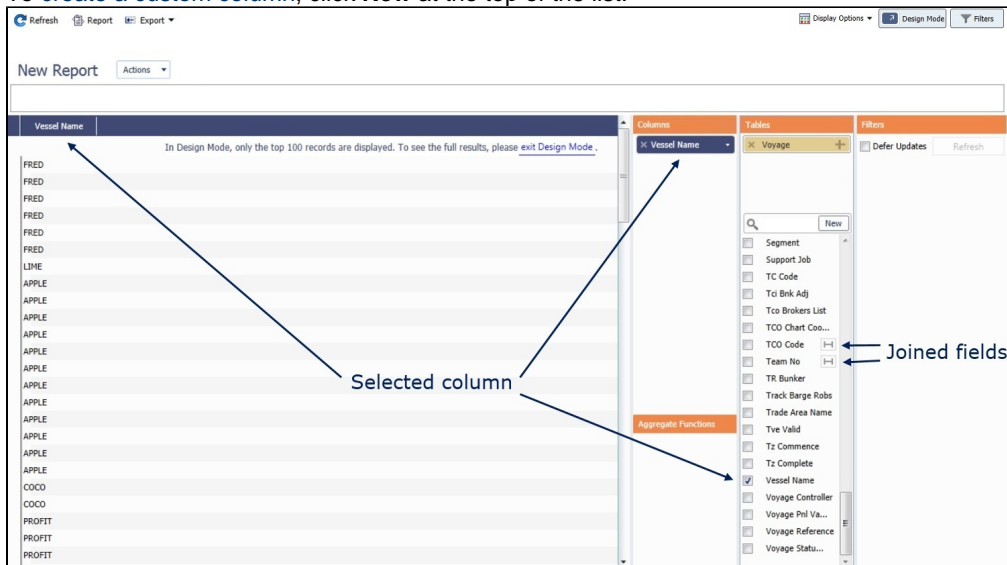
- **Run in background:** The filter will be applied to the report as it is run and cannot be changed in Report View mode unless **Show Filter Live** is also selected.



## Adding Columns

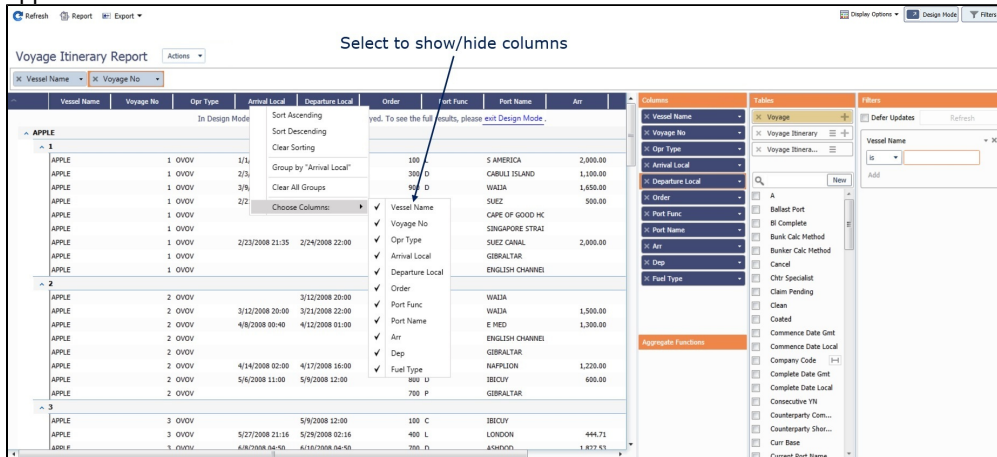
The Report Designer provides a drag-and-drop interface to quickly add columns to your report.

- From the list of fields in the Tables pane:
  - To search for a field in the selected table, type its name in the Search field at the top of the list.
  - To use a field as a column, drag it to the Columns pane or select its check box.
    - To create a range of commencement dates and completion dates of the voyages in your database, use the **Voyage Range GMT** field from the Voyage Table.
  - To create a custom column, click **New** at the top of the list.



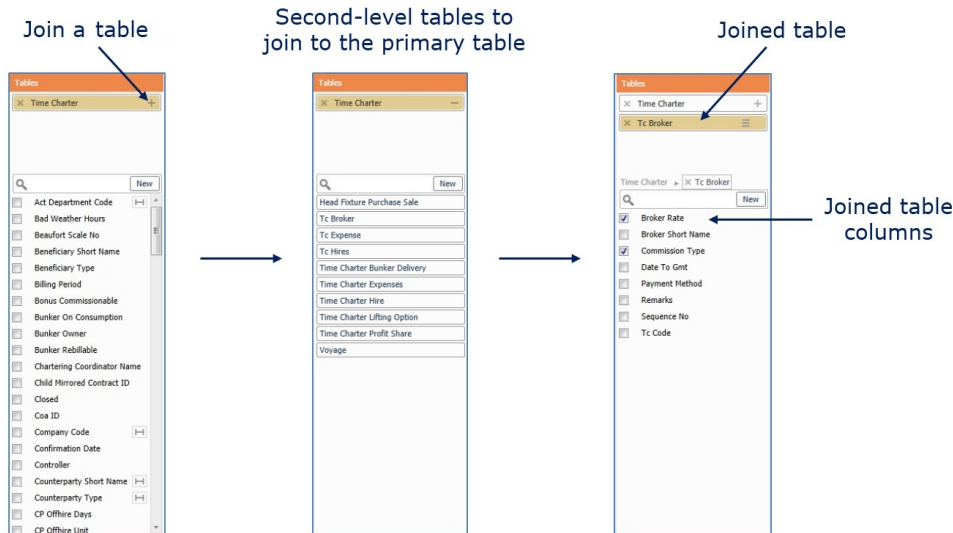
- To change column sequence, drag the column heading to where you want it in either the columns themselves or the Columns pane.
- To sort by a column, do one of the following:
  - Click the column heading to **Sort Ascending**. Click again to **Sort Descending**. Click again to **Clear Sorting**.
  - Right-click the column heading and click **Sort Ascending**, **Sort Descending**, or **Clear Sorting**.
  - Click the arrow on the field name in the Columns pane and click **None**, **Asc**, or **Desc**.
- To apply conditional formatting to a column, click the field name in the Columns pane.

- To show or hide columns in the report, right-click a column heading and hover over **Choose Columns**. A list of columns appears and you can select the ones you want to see. Only columns that were added to the report in Design Mode appear in this list.



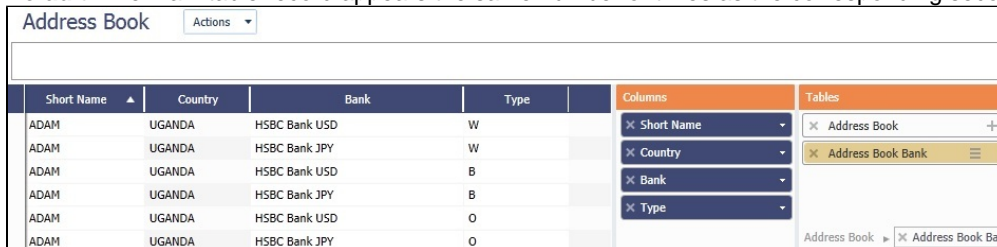
### Joining Tables

- After selecting one of the primary tables, click the **+** button to join a table. The tables for selection here are tables that have multiple records per each of the rows in the primary table:



- Click **≡** and select one of the following table joining methods:


- Default:** The main table record appears the same number of times as the corresponding secondary table records.




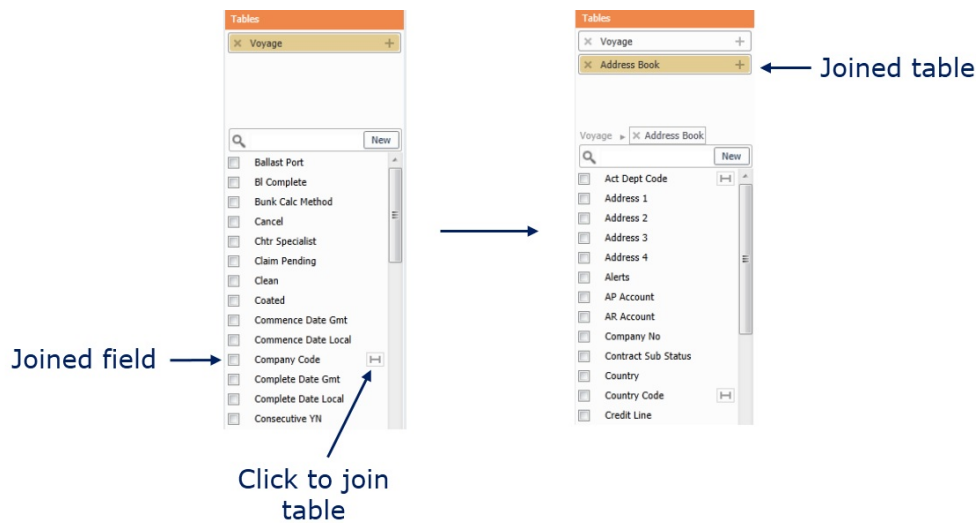
- **Aggregate:** The values from the secondary table will be concatenated within each of the secondary table columns. You can use this method to consolidate records.

Address Book					Actions	
Short Name	Country	Join(Bank)	Type	Columns	Tables	
ADAM	UGANDA	HSBC Bank USD, HSBC Bank JPY	W	Short Name	Address Book	
ADAM	UGANDA	HSBC Bank USD, HSBC Bank JPY	B	Country	Address Book Bank	
ADAM	UGANDA	HSBC Bank USD, HSBC Bank JPY	O	Join(Bank)		
				Type		

### Joined Fields

The join icon, , indicates that a link can be made to another table via that field.

- Click  next to **Company Code** to create a direct link to the Address Book table, the table on which that field is located:




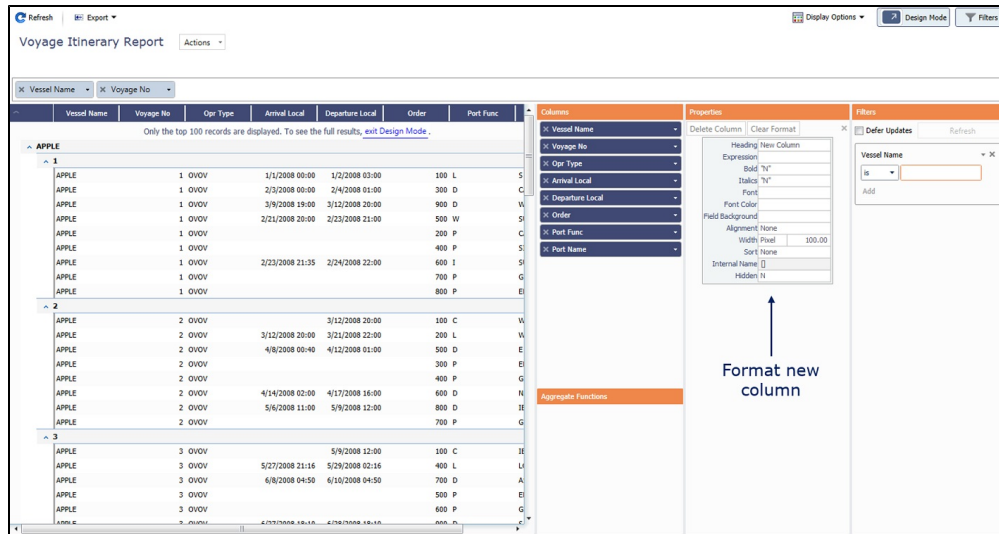
### Adding Custom Columns

You can add a custom column to a report and do any of the following:

- Specify a column heading
- Change column formatting, such as font attributes, field background, and alignment
- Define a value, or an expression or formula for a value, similar to Excel

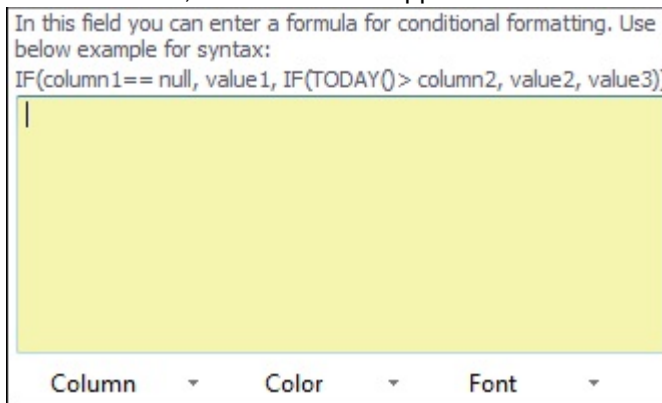
Custom columns are added to the Columns pane and can be rearranged, grouped, sorted, and filtered like any other column.

1. To create a custom column, click  in the Tables pane. The Properties pane takes its place; you can format the new column there.



You can also format existing columns, using anything but an expression.

2. Enter a **Heading** for the column.
3. Select a **Type**.
- For Type Numeric or DateTime, select a **Format**.
4. Define any of the following.
  - **Expression:**
    - a. Click in the field; the formula box appears.



- b. Following the example formula and selecting from the **Column**, **Color**, and **Font** lists below, create a formula for the value.

You can use any of the following functions (from the Column list); they must be in UPPERCASE.

- IF(Condition, true, false)
- JOIN(" ", FieldID)
- JOINDISTINCT(" ", FieldID)
- MAX(FieldID)
- SUM(FieldID)
- AVG(FieldID)
- COUNT(FieldID)
- COALESCE(FieldID1, FieldID2, ...)
- TODAY()
- TODAYGMT()
- NOW()
- NOWGMT()
- SUBSTRING(FieldID, StartIndex, length(optional))
- STARTWITH(FieldID, SearchString)
- YEAR(DateFieldID)
- MONTH(DateFieldID)
- DAY(DateFieldID)
- HOUR(DateFieldID)
- MINUTE(DateFieldID)
- SECOND(DateFieldID)
- DATERANGE(DateFieldID1, DateFieldID2)

- TOLOCALESTRING(FieldID)
- TOINT(FieldID)
- **Bold, Italics:**
  - Click in the field; the formula box appears.
  - Type one of the following:
    - "Y"
    - "N"
  - Either click outside the box or press **Enter**.
- **Font:**
  - Click in the field; the formula box appears.
  - Select a value from the **Font** list at the bottom of the box.
  - Click in the box.
  - Either click outside the box or press **Enter**.
- **Font Color, Field Background:**
  - Click in the field; the formula box appears.
  - Select a value from the **Color** list at the bottom of the box.
  - Click in the box.
  - Either click outside the box or press **Enter**.
- **Alignment, Width, Sort, Hidden:**
  - To change the default value, click to select it, then press **Delete**.
  - Select a different value from the list.

**Note:** The Report Designer does not support exporting custom expressions at this time.

### Examples

This example shows a custom font color.

The screenshot shows a 'Voyage Itinerary Report' with a table of voyage data. The table has columns: Vessel Name, Voyage No, Opr Type, Arrival Local, Departure Local, Port Days, Sea Days, Order, and Port Name. The data is grouped by vessel name (APPLE) and voyage number (1, 2, 3). The 'Opr Type' column shows various operation types like OVOV, OVO, and OVO. A 'Change column formatting' dialog box is open over the 'Opr Type' column. The dialog box has a 'Columns' list on the left with 'Opr Type' selected. The 'Properties' list on the right includes 'Heading', 'Format', 'Font Color', 'Field Background', 'Alignment', 'Width', 'Sort', 'Internal Name', and 'Hidden'. The 'Font Color' property is set to 'Green'. The 'Filters' panel on the right shows 'Vessel Name' set to 'APPLE'.

In this example, the font color of the Opr Type column is set to green if the operation type is OVOV. For all other operation types, the font color is red.

Vessel Name	Voyage No	Op. Type	Arrival Local	Departure Local	Port Days	Sea Days	Order	Port	
APPLE	6	OVOV	10/18/2008 07:44	10/18/2008 07:44		22.47	300	F	
APPLE	6	OVOV					300	P	
APPLE	7	OVOV		12/1/2008 09:20			100	C	
APPLE	7	OVOV				4.54	200	P	
APPLE	7	OVOV				3.45	300	P	
APPLE	7	OVOV	12/9/2008 21:40	12/9/2008 21:40		0.53	400	L	
APPLE	7	OVOV				0.41	500	P	
APPLE	7	OVOV				3.83	400	P	
APPLE	7	OVOV	12/19/2008 19:57	12/19/2008 19:57		5.64	700	D	
FRED	1	TCOV		1/1/2008 02:00			13.31	100	C
FRED	1	TCOV	2/21/2008 08:33	2/25/2008 08:33		4.00	600	D	
FRED	1	TCOV	2/13/2008 20:08	2/18/2008 20:08		3.80	300	L	
FRED	1	TCOV	1/13/2008 02:20	1/15/2008 02:20		2.00	27.94	200	F
FRED	1	TCOV	2/12/2008 10:04	2/14/2008 10:04		2.00	1.42	400	F
FRED	1	TCOV					300	P	
FRED	2	TCOV		2/25/2008 08:33			21.78	100	C
FRED	2	TCOV					200	P	
FRED	2	TCOV	3/17/2008 20:09	3/18/2008 20:09		1.00	10.55	300	I
FRED	2	TCOV					400	P	
FRED	2	TCOV					500	P	

This example shows a simple custom column that adds the Port Days and Sea Days columns together:

Op. Type	Arrival Local	Departure Local	Order	Port Func	Port Name	Total Voyage Days
OVOV	1/1/2008 00:00	1/2/2008 03:00	100	L	S AMERICA	1.13
OVOV	2/3/2008 00:00	2/4/2008 01:00	300	D	CARULI ISLAND	32.50
OVOV	3/9/2008 19:00	3/12/2008 20:00	900	D	WADJA	16.96
OVOV	2/21/2008 20:00	2/23/2008 21:00	500	W	SUEZ	20.08
OVOV			200	P	CAPE OF GOOD HC	
OVOV			400	P	SINGAPORE STRAI	
OVOV	2/23/2008 21:35	2/24/2008 22:00	600	I	SUEZ CANAL	1.04
OVOV			700	P	GEBALTAR	
OVOV			800	P	ENGLISH CHANNEL	
OVOV		3/12/2008 20:00	100	C	WADJA	9.08
OVOV	3/12/2008 20:00	3/21/2008 22:00	200	L	WADJA	
OVOV	4/8/2008 00:40	4/12/2008 01:00	500	D	E MED	21.04
OVOV			300	P	ENGLISH CHANNEL	
OVOV			400	P	GEBALTAR	
OVOV	4/14/2008 02:00	4/17/2008 16:00	600	D	NAFFLON	5.63
OVOV	5/6/2008 11:00	5/9/2008 12:00	800	D	IBRICUY	22.08
OVOV			700	P	GEBALTAR	
OVOV		5/8/2008 12:00	100	C	IBRICUY	
OVOV	5/27/2008 21:16	5/29/2008 02:16	400	L	LONDON	11.27
OVOV	6/8/2008 04:50	6/10/2008 04:50	700	D	ASHOOD	19.76
OVOV			500	P	ENGLISH CHANNEL	
OVOV			600	P	GEBALTAR	
OVOV	4/23/2008 18:16	4/28/2008 18:16	600	D	S AMERICA	1.00

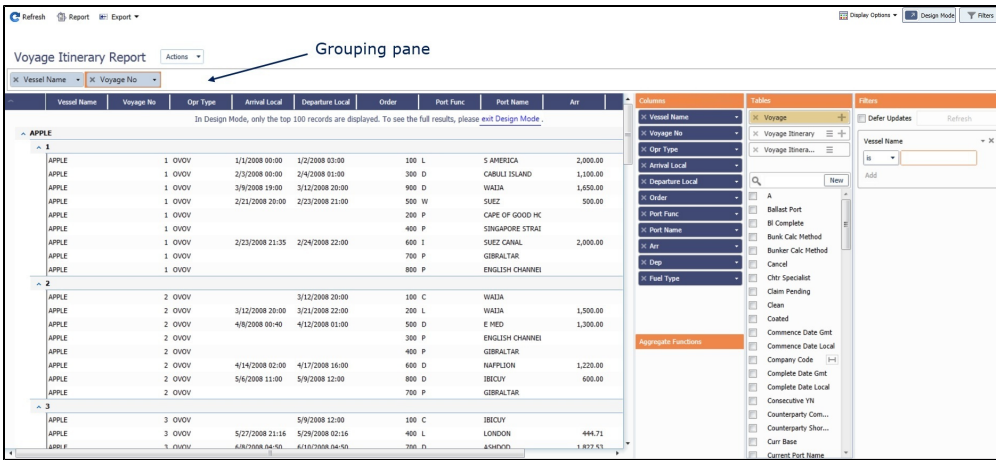
- **Heading:** Total Voyage Days
- **Expression:** VoyageItineraries.PortDays+VoyageItineraries.SeaDays
- **Font Color:** "Blue"
- **Width:** 125.00

## Adding Groups

You can group by one or more columns to further arrange data.

To group by a field or a column, do one of the following:

- Drag it to the Grouping pane.
- Right-click it in the Tables pane and click **Group**.

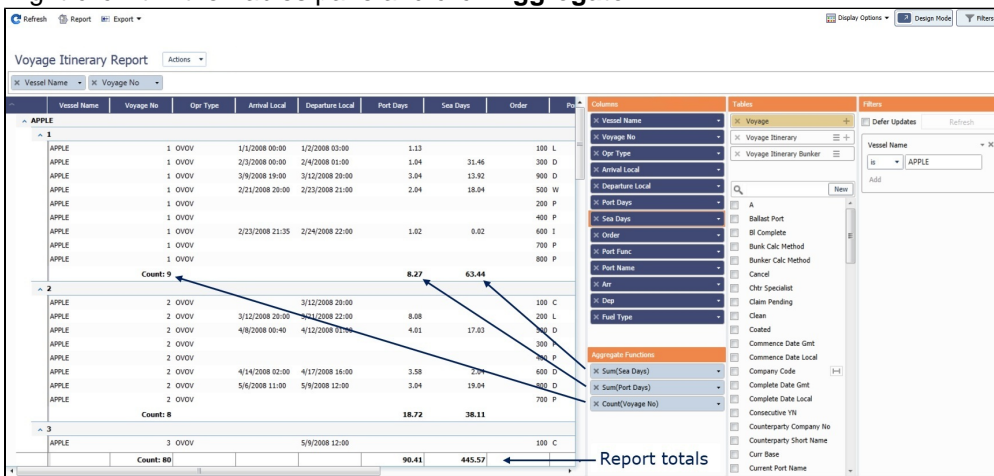


- To sort groups, click the arrow on the field name in the Grouping pane and click **None**, **Asc**, or **Desc**.

## Adding Aggregate Functions

You can use an aggregate function to average, count, sum, or perform another function on column data. You can do very powerful comparisons and find out true performance values. For example, you might want to find the average return for the whole fleet, the count of all voyages, or the sum of the money you are making per voyage.

- To use a field or column in a function, do one of the following:
  - Drag it to the Aggregate Functions pane.
  - Right-click it in the Tables pane and click **Aggregate**.



- The type of aggregation possible depends on the data type of the field. In the Aggregate Functions pane, click the down arrow on the field name and select one of the following:
  - Avg**: The average of all non-null values in the column
  - Count**: The count of all non-null values in the column
  - Max**: The maximum of all non-null values in the column
  - Min**: The minimum of all non-null values in the column
  - Sum**: The sum of all values in the column

## Running a Report Using Dashed.exe

To run a report using the command line tool, use dashed.exe.

Command line option	Description
--rvTitle=VALUE	Report Designer view title to run.

--outputPath=VALUE	Output directory (optional, overrides Report Designer view settings).
--emailTo=VALUE	Comma-separated list of usernames and/or Distribution List (s) to email the output to.
--emailFrom=VALUE	Sender's email to use when emailing report output (optional, to be used with "emailTo" option).
--env=VALUE	IMOS environment to use (optional).
--emailBlank=VALUE	True - email blank outputs; False - email non-blank outputs only (optional, False by default).
--emailAttach=VALUE	True - email output in specified format as attachment; False - as embedded HTML (optional, True by default).
--rf=VALUE	Report XML file to use (optional, for adhoc reports output to DB).
--df=VALUE	Data file to use as data source (optional).
--vdb=VALUE	Veslink DB connection string (obsolete).
--user=VALUE	Username to use for resolving meta-user fields in reports (optional).
--imos=VALUE	True if IMOS call, False otherwise (optional, True by default).
--bulksize=VALUE	Max number of records to output to DB in one call (500 by default).

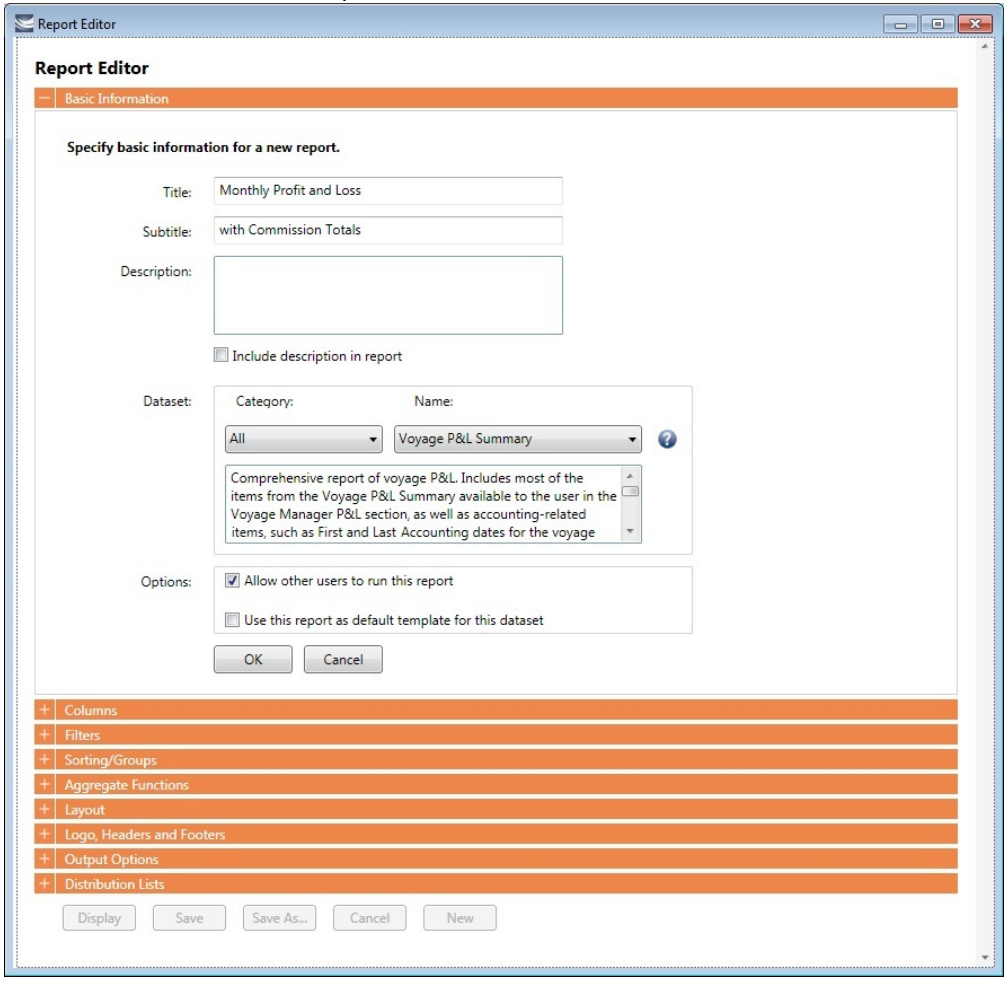
## Creating a Report in the Report Editor

---





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



To start over and create a new report, click **New** at the bottom of the page.

### Sections of the Report Editor

To expand a section to see its options, click **+**. To collapse a section, click **-**.

Report Editor sections include:

- [Basic Information](#)
- [Columns](#)
- [Parameters](#)
- [Filters](#)
- [Sorting and Groups](#)
- [Aggregate Functions](#)
- [Layout](#)
- [Logo, Headers, and Footers](#)
- [Output Options](#)

With Distribution Lists functionality configured, a [Distribution Lists](#) section also appears. For more information, see the *IMOS Messaging Service Manual*.

### Editing a Report

You can edit a report that you created. In the [Report List](#), click its title.

## Basic Information

In the Basic Information section, you specify the information to appear at the top of the report, select the dataset with the data you want to appear in the report, and specify if the report is public or private.

The 'Basic Information' dialog box is titled 'Specify basic information for a new report.' It contains the following fields and options:

- Title:** Monthly Profit and Loss
- Subtitle:** with Commission Totals
- Description:** (Empty text area)
- Include description in report
- Dataset:**
  - Category:** All
  - Name:** 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
- Options:**
  - Allow other users to run this report
  - Use this report as default template for this dataset

Buttons: OK, Cancel

You must at least select a dataset for the report. To see information about or download the [Dataset Review](#), click . It describes each Report List dataset and lists the data in each.

When you finish, click **OK**. The [Columns](#) section expands.

## Columns

In the Columns section, you select the specific columns of data to include on the report and determine their sequence on the report. You can also set their properties in the Column Properties section. Select each column to set column's properties. You can specify the Title Header, Format String, Justification, and Width. You can also apply conditional formatting to each selected column, such as custom text and background color.

The 'Columns' dialog box is titled 'Specify report columns and column order.' It contains the following sections:

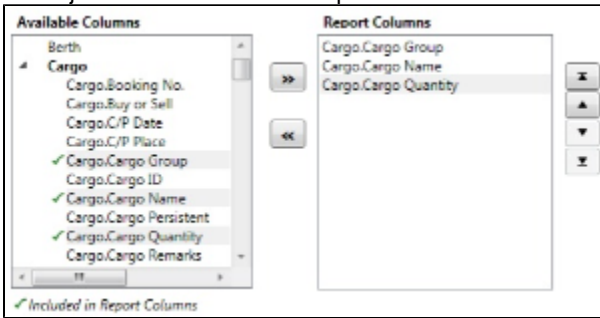
- Available Columns:** A list of columns including (Act.) Addr. Comm %, (Act.) Admin Fees, (Act.) Ballast Bonus, (Act.) Bareboat Add. Cor, (Act.) Bareboat Comm., (Act.) Bareboat Hire, (Act.) Bareboat Misc. Exp, (Act.) Bareboat Off Hire, (Act.) Bareboat Off Hire, (Act.) Bareboat Off Hire, (Act.) Bareboat Voyage I, and (Act.) Broker Comm %.
- Report Columns:** A list containing (Act.) {BNK} Cost.
- Column Properties:**
  - Column Heading: (Act.) {BNK} Cost
  - Format String: (Empty)
  - Select a format code: (Dropdown)
  - Justify: Default
  - Width: (Empty) in
  - Custom Expression: (Empty)
  - Text Color: (Empty) Edit
  - Background Color: (Empty) Edit
  - Font Weight: (Empty) Edit
  - Hide 0 Values
  - Show Once Per Fuel Type
  - Reset to Defaults
- Specify report properties:**
  - Include Only Unique Data Rows
  - Include One Data Row Per Fuel Type
- Specify custom expression columns:**

Column Name	Column Type	Column Expression
-------------	-------------	-------------------

Buttons: Add New Column, Apply, Revert

## Data Objects

Reporting data objects are highlighted in bold in the Report Editor and can be expanded to allow all data fields associated with the object to be included in a report:



## Setting Up Columns

To set up columns for the report:

1. In the list of **Available Columns**, select one or more columns for the report.
  - To select multiple **consecutive** columns, hold down **Shift** while you select.
  - To select multiple **nonconsecutive** columns, hold down **Ctrl** while you select.
2. To add the selected column or columns to the list of **Report Columns**, click . To remove a column from the report, select it and click . You must add at least one column to the report to be able to save it.
3. To change the column sequence in the report, select one or more column names and then click:
  - To move it to the top of the list (the first column in the report)
  - To move it up in the list
  - To move it down in the list
  - To move it to the bottom of the list (the last column in the report)
4. To change **Column Properties** for a column, select it in the list of **Report Columns**. Its properties appear to the right, and you can edit them.
  - **Format String**: For columns of numeric or date/time types, you can select a **Format code** for its values; it should be in a standard .NET format. For more information, see [.NET Standard Formats](#).
  - **Custom Expression**: You can add a custom column to the report that will display calculated values based on a formula and/or an expression you specify for it.

## Custom Expressions

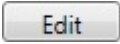
This is a **Key Topic**, with high value for all users.

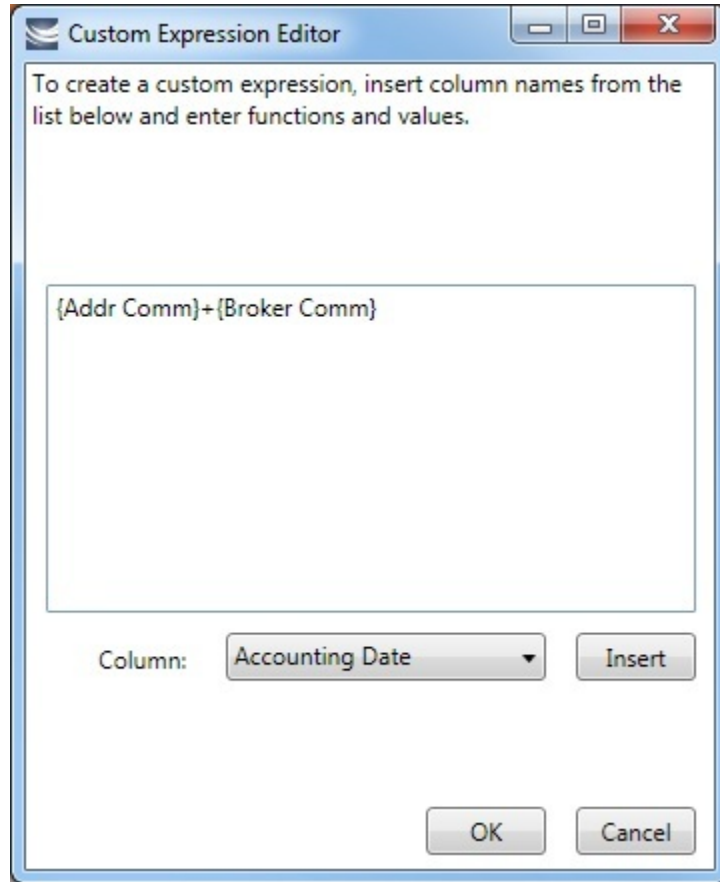
In the **Columns** section of the Report Editor, you can add a custom column to the report that will display calculated values based on a formula and/or an expression you specify for it. You might use this to combine two columns into one, as in the example below.

**Note:** For additional information, see the Microsoft expression editor documentation at <http://msdn.microsoft.com/en-us/library/system.data.datacolumn.expression.aspx>.

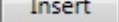
1. To add a custom expression column, click


The dialog box titled 'Specify custom expression columns.' has three columns: 'Column Name', 'Column Type', and 'Column Expression'. Below 'Column Name' is a text input field with a 'Del' button to its left. Below 'Column Type' is a dropdown menu currently showing 'Boolean'. Below 'Column Expression' is a text input field with an 'Edit' button to its right. At the bottom of the dialog are three buttons: 'Add New Column', 'Apply', and 'Revert'.


2. Enter a **Column Name** and select a **Column Type**, the data type of the column to be added. To enter a Column Expression, click .



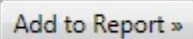
3. In the Custom Expression Editor, for each column:

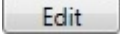
- Select a **Column** from the list and click  to insert it into the expression.
- Add any functions and values: You can make calculations, concatenate columns, or use an IIF statement.
- Use any of the following macros:
  - **\_NOW\_**: Gives the current date and time of issuing the report.
  - **\_NOW\_UTC**: Gives the UTC current date and time of issuing the report.
  - **TODAY**: Gives the current date, with time set to 00:00:00.

- Click . The Column Expression appears in the Column Expression field.

4. After creating the Column Expression, to add it to the list of **Available Columns**, click .

5. To add the Column Expression to the list of **Report Columns**, select it in the list of **Available Columns** and click

.

6. To change the **Text Color**, **Background Color**, or **Font Weight** for a column to highlight particular data, click . You can even set conditional color or font weight that changes based on the value of the data. In the editor, insert a column and then insert its color or font weight.

## Parameters

---

The Parameters section appears only for the Voyage P&L-related datasets:

- Voyage P&L Summary
- Voyage P&L Drilldown (Operations)
- Voyage P&L Drilldown (Accounts)

In this section, you can specify parameters for the report to consider at runtime.


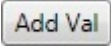
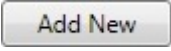
- Parameters can be set to a specific value or *<ask the user>*, which prompts the user at runtime to enter a value.
- ! Required parameters are marked with an exclamation point.
- The values of these parameters are printed in the report header. In the [Layout](#) section, under Print parameters, you can select whether and where to print them.

For more information, see [Creating a Voyage Profit and Loss Summary Report](#).

## 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:

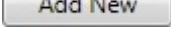
1. To add a new filter, click .
2. Select a **Column** to filter by.
3. Select a comparison **Operator**.
4. Select a **Value** or *<ask the user>*. When you select *<ask the user>*, a prompt asks the user to enter the value when the report is run.
  - For values for which you must specify *the text*, 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.
- To add another value, click .
5. To add another filter, 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.



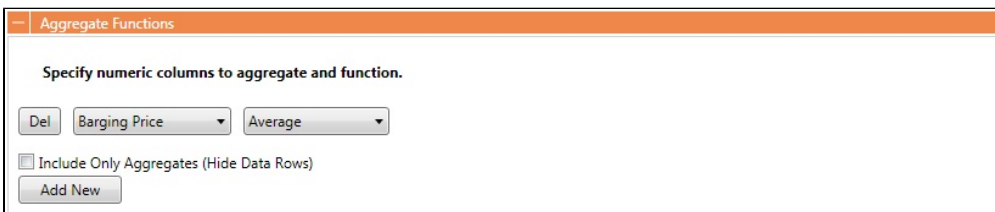
To set up sorting/groups for the report:

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.

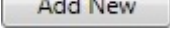
## Aggregate Functions

---

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 the settings for the report.

## 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 information to appear in the header and footer.

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 file format for report output. File format options include **RDL (default)**, **.XLS**, **.CSV**, **.XML**, **.PDF**, and **Reporting Database**. You can also select a location to save the report for storage and easy access by other users.

**Output Options**

Specify optional report output type and settings.

IMOS Report Viewer (Default, RDL)

Excel Spreadsheet (XLS)

Excel Template:

Overwrite Excel Template  Output Report Settings

Target Worksheet:  Settings Worksheet:

Target Cell:  Settings Cell:

Include Column Headers

Output as Table

Comma-Separated Values (CSV)

Extensible Markup Language (XML)

Portable Document Format (PDF)

Reporting Database

Specify optional output path.

Save report output in the specified folder

Output folder:

**Note:** Use of the **Reporting Database**, to have custom reports output to a SQL server database, requires a separate license. In the Data Center, under Other, click **Reporting Databases** to set it up.

## Working with Reports

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

- [Copying a Report](#)
- [Running a Report](#)
- [Deleting a Report](#)
- [Exporting Report Data](#)
- [Exporting and Importing a Report Definition](#)

### Copying a Report

---

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

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



### Running a Report

---

To run a report:

1. Do one of the following:
  - In the Report List, find the report and click [Run](#) in its Action column.
  - In the Report Editor, click .
2. You might need to enter additional information.



- If requested, enter any selection criteria and click  **Report** .
- If the report has any custom (ask the user) filter values, enter the values (or leave them blank to include all data) and click  **Run Report** .
- If the report definition uses the <current user> value for any of the **filters**, it will use the username of the user who is running the report. For example, if in the Report Editor, the following filter is specified:  
Ops Coordinator - is - <current user>  
then, when running the report, IMOS will replace <current user> with the name of the currently logged on user and will apply that filter as if the following had been specified:  
Ops Coordinator is (current user name)

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

For IMOS reports (non dataset-enabled, but HTML, such as invoices and in-program reports) the report can be emailed as either a PDF attachment or as HTML in the body of the email.

Reports created using the datasets can be run automatically as scheduled tasks. For more information, see the *IMOS Messaging Service Manual*.

## Deleting a Report

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To delete a report:

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


Report types for deletion:

- Built-in reports cannot be deleted.
- Public or Private Reports can be deleted by the user who created them or by the Security Administrator.

## Exporting Report Data

---

To export data from a Report List report, do the following:

1. On the IMOS7 Menu, click **Reports**.
2. Next to the report you want to export data from, click **Run**.
3. Enter any required parameters, and click **Run Report**.
4. Once you see the report results, click  and select one of the following:
  - Excel  
**Note:** You can combine data from different reports in a spreadsheet.
  - PDF
  - Word  
The report results are exported in the specified format.
5. Save the file as you would a standard document: type a file name, select a location, and click **Save**.

## Exporting and Importing a Report Definition

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

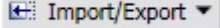
Exporting a Report Definition

To export a report definition:

1. Find the report in the Report List and click [Export Report Def](#) in its Action column.
2. Enter a location and file name and click **Save**. The report definition is saved as an XML file.

Importing a Report Definition

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

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

## Dataset Review

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**Download a complete list of datasets:** [IMOS Datasets v7.5.xls](#)

### Dataset Summary

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

- Dataset Name
- Dataset Description
- Dataset Categories
- Dataset DB Tables
- Dataset IMOS Location
- Dataset Data Objects (Linked Field/Data Obj Type)
- Dataset IMOS Lists
- Dataset Parameters

### Dataset Details

The second tab lists the following for each dataset:

- Dataset Name
- Dataset Column
- Dataset Column DB Table
- Dataset Column DB Field
- Dataset Column Name


## Example Reports

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- [Creating a Simple Report: Voyage Summary](#)
- [Creating a Voyage Summary Report in the Report Designer](#)
- [Creating a Vessel Position and Voyage TCE Report](#)
- [Creating a Voyage Profit and Loss Summary Report](#)

### Creating a Simple Report: Voyage Summary

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

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In this example, we will create a report that shows a summary of key information for each voyage. This example report shows all voyages with high-level voyage and cargo details. Additionally, it shows an aggregate of Total Voyage Days, Sea Days and Port Days, along with total Cargo Quantity. The report can be further customized to filter the data to bring attention to specific voyages where a certain condition exists. This conditional formatting can be done with [custom expressions](#).

Voyage Vessel Name	Voyage No.	Voyage (Est) Total Days	Voyage (Act.) Total Days	Voyage (Est) Sea Days	Voyage (Act.) Sea Days	Voyage (Est) Port Days	Voyage (Act.) Port Days	Cargo ID	Cargo Name	Cargo C/P Date
VESSEL1	1	.00	120.75	.00	120.75	.00	.00		0	
	<b>1</b>		<b>120.75</b>		<b>120.75</b>		<b>.00</b>			

## Creating the Report

To create this report, complete each section of the Report Editor:

1. On the IMOS menu, click **Reports**.
2. Click **New**, then click **Report**.

### Basic Information

1. Type a Title and Description for the report.
2. Select a dataset. For this example, we will use the General Operations dataset.
3. In the Options section, select the **Allow other users to run this report** check box. This makes the report public so other users to run it.

### Columns

The Columns section shows you a list of all columns you can select from in this dataset.

- For this specific sample, select **Vessel Name, Voyage No., Est Total Days, Act Total Days, Est Sea Days, Act Sea Days, Est Port Days, Act Port Days, Cargo ID, Cargo Name, C/P Date, B/L Code, C/P Quantity, Counterparty, Buy/Sell, Freight Type, Freight Rate, Options %, Option Type, Load Port, and Discharge Port.**

### Filters

A filter can be added to pare down the result set to a list of voyages within a specific date range (for example, voyages within a specific year).

- Add an **<ask the user>** filter to have the Report Editor ask the user to enter in filter criteria when the report is run. This is useful if you want to run a report for a specific fleet of vessels that you are responsible for.

### Sorting/Groups

Sort the report results by any specified column to order the result set according to your liking. You can also add groupings to sort and group the report so it is easier to read.

- Sort this report by Vessel Name.

### Aggregate Functions.

- Add the following aggregates for a quick summary of results:
  - **Voyage No || Count Distinct:** Counts the number of distinct voyage records for each vessel group.
  - **Voyage (Actual) Total Days || Sum:** Sums up the total number of voyage days.
  - **Voyage (Actual) Port Days || Sum:** Sums up the total number of port days.
  - **Voyage (Actual) Sea Days || Sum:** Sums up the total number of sea days.
  - **Voyage (Actual) CP Quantity || Sum:** Sums up the total number of contracted cargo quantity.

Del	Field	Function
	Voyage.Voyage No.	Count Distinct
	Voyage.(Act.) Total I	Sum
	Voyage.(Act.) Port D	Sum
	Voyage.(Act.) Sea D.	Sum
	Cargo.C/P Quantity	Sum

Include Only Aggregates (Hide Data Rows)

Add New

### Layout

- The default layout settings were used in this example report.

### Logo, Headers and Footers

- Add a logo in the top left of the report.

Add a report logo and specify headers and footers

Image: Top Left C:\Pictures\Logo.jpg Browse...

Include image on first page only

Header Left: <empty>

Header Center: <empty>

Header Right: <empty>

Include header on first page

Footer Left: <empty>

Footer Center: <empty>

Footer Right: <empty>

Include footer on first page

### Output Options

- The default [IMOS Report Viewer](#) output option was used in this example report.
  - Reports created using the datasets can be run automatically as scheduled tasks. For more information, see the *IMOS Messaging Service Manual*.

## Creating a Voyage Summary Report in the Report Designer

In this example, we will create a report that shows a summary of key information for each voyage. This example report shows all voyages with high-level voyage and cargo details. Additionally, it shows an aggregate of Sea Days and Port Days, along with total Cargo Quantity.

Refresh Report Export User Views: Voyage Summary


Vessel Name Voyage No

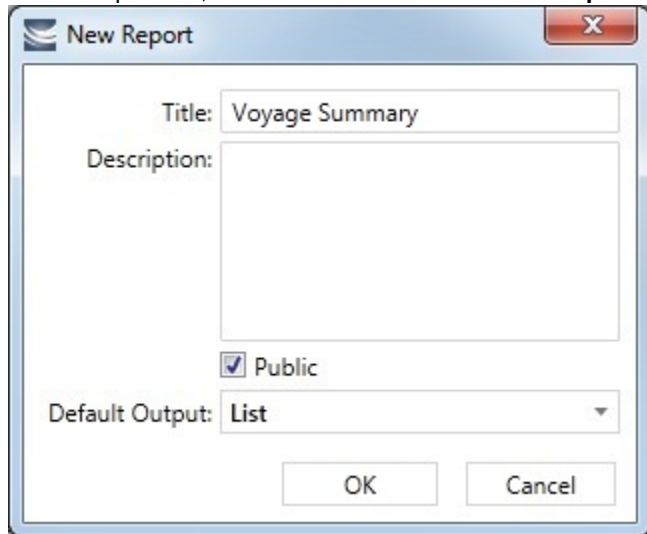
Vessel Name	Voyage No	Port Days	Sea Days	Buy Or Sell	Cargo ID	Cargo Short...	Counterpart...	CP Date	CP Qty	Disch Port	
<b>FRED</b>											
1											
FRED	1		12.31	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	4.00		Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	3.00	2.52	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	2.00	27.74	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	2.00	1.42	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1			Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1		12.31	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	4.00		Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	3.00	2.52	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	2.00	27.74	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1	2.00	1.42	Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
FRED	1			Sell	17	Hout	CHARTERER 1	1/1/2009	80,000.00	TOKYO	
	<b>Count: 12</b>	<b>22.00</b>	<b>87.96</b>						<b>960,000.00</b>		
2											
FRED	2		21.78	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2	1.00	10.55	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2	1.33	11.35	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2			Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2	1.33		Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
FRED	2		21.78	Sell	400	Salmon	CHARTERER 2	1/1/2006	80,000.00	SAIDA	
	<b>Count: 70</b>	<b>47.61</b>	<b>364.35</b>						<b>3,920,000.00</b>		

Filters: Refresh

Vessel Name is FRED

## Creating the Report

1. On the Report List, click  and then click **Report**.



**New Report**

Title: Voyage Summary

Description:

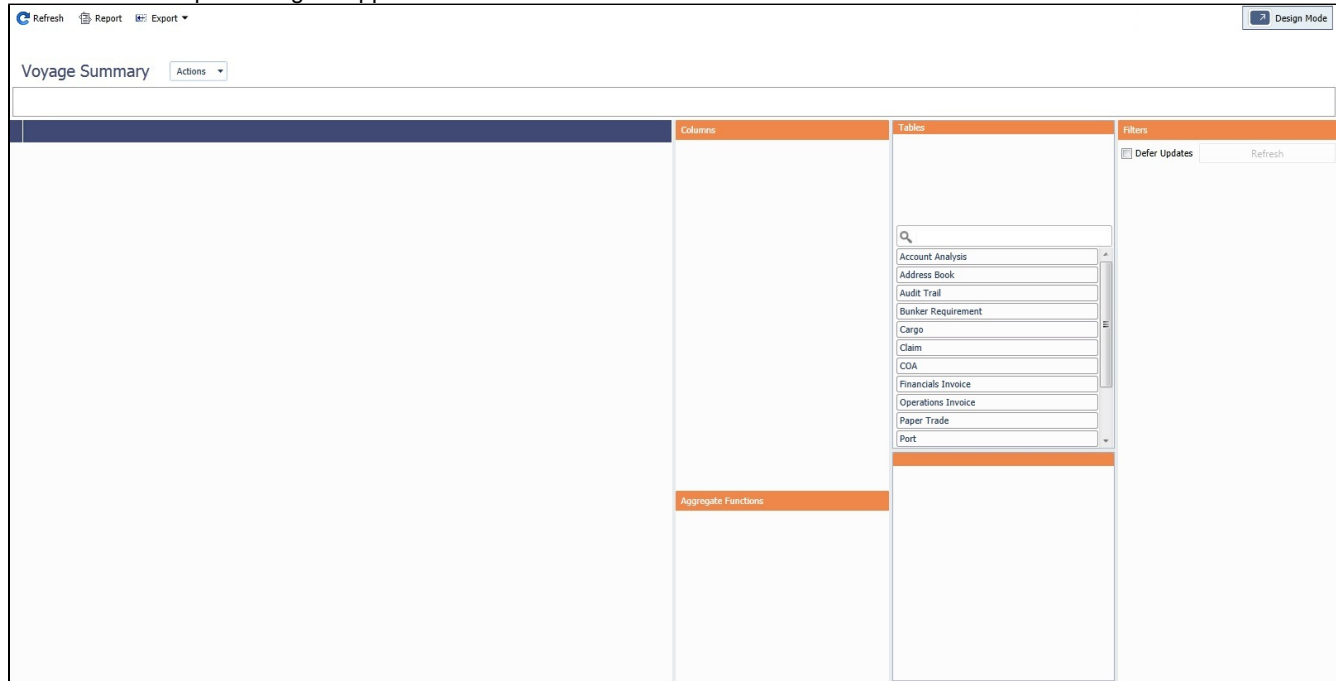
Public

Default Output: List

OK Cancel

2. Type a name for the report.
3. To allow other users to see this report in the Report List and be able to run it, select the **Public** check box.

4. Click **OK**. The Report Designer appears:



Adding Columns

1. Click the **Voyage** table to add it to the report.
2. Add the following columns to the report:
  - **Vessel Name**
  - **Voyage No**
3. On the Voyage table, click **+** and then click **Voyage Itinerary** to add that table.
4. Add the **Port Days** and **Sea Days** columns to the report.
5. On the Voyage table, click **+** and then click **Cargo** to add that table.
6. Add the following columns:
  - **Buy or Sell**
  - **Cargo ID**
  - **Cargo Short Name**
  - **Counterparty Short Name**
  - **CP Date**
  - **CP Qty**
  - **Disch Port**
  - **Freight Rate**
  - **Freight Type**
  - **Load Port**
  - **Option Percentage**
  - **Option Type**
7. On the Cargo table, click **+** and then click **Voyage Cargo Handling** to add that table.
8. Add the **BL Code** column.
9. To rearrange the columns to best suit your workflow, drag and drop the columns themselves or drag and drop them in the Columns section.

### Adding Filters and Groups

1. Drag the Vessel Name column to the Filters section and specify a vessel to filter by.
  - On the Filters drop down menu, select both **Show Filter Live** and **Run in background**. Selecting both of these will cause the filter to be applied when the report is run, but also allow the user to turn it off.
2. Drag the Vessel Name and Voyage Number columns to the Grouping pane.

### Adding Aggregate Functions

- Drag the following columns to the Aggregate Functions section and apply the aggregation type:
  - **Voyage No:** Count
  - **Port Days:** Sum
  - **Sea Days:** Sum

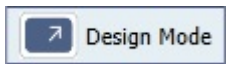


- **CP Qty: Sum**

### Saving and Running the Report

- To save the report, click the Actions menu and then click **Save**.

- To exit Design mode and view the report output, click



### Creating a Vessel Position and Voyage TCE Report

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

In this example, we will create a simple custom Vessel Position report that will also display the estimated and actual TCE for each active voyage.

Voyage No.	Cargo Counterparty	Cargo Name	Cargo Laycan From	Cargo Laycan To	Port Name	Port Function	Port ETA	Port ETD	Port Arr	Port RDB	Voyage (Est)	Voyage TCE	Voyage (Act.)	Voyage TCE
1	CHARTERER1	CRUDE	2/1/2011 10:00	2/2/2011 10:00	SINGAPORE	F	2/1/2011 00:00	2/1/2011 00:00	LSF 1000 / MDO 200		11,667.79		14,139.79	
	CHARTERER1	CRUDE	2/1/2011 10:00	2/2/2011 10:00	FUJAIKRAH	L	2/9/2011 23:36	2/9/2011 23:36	LSF 652 / MDO -14		11,667.79		14,139.79	
	CHARTERER1	CRUDE	2/1/2011 10:00	2/2/2011 10:00	SEOUK	D	2/27/2011 14:48	2/27/2011 14:48	LSF 42 / MDO -75		11,667.79		14,139.79	
											<b>11,667.79</b>		<b>14,139.79</b>	

### Creating the Report

To create this report, complete each section of the Report Editor:

1. On the IMOS menu, click **Reports**.
2. Click **New**, then click **Report**.

#### Basic Information

1. Type a Title and Description for the report.
2. Select a dataset to serve as the data source for this report. This report will reference vessel position data, therefore select the **Vessel Position Report** dataset.
3. In the Options section, select the **Allow other users to run this report** check box. This makes the report public so other users to run it.

Basic Information

**Specify basic information for a new report.**

Title:

Subtitle:

Description:

Include description in report

Dataset:

Category:	Name:	
All	Vessel Position Report	
Lists each cargo handling operation at each port in the voyage itinerary, with additional data such as load and discharge ports' ETA/ETD, cargo and bunkers data, vessel and voyage extended data etc.		

Options:

Allow other users to run this report

Use this report as default template for this dataset

### Columns

From the Available Columns list, select the following columns to include in the report:

- Voyage.Voyage No.
- Cargo.Counterparty
- Cargo.Cargo Name
- Cargo.Laycan From
- Cargo.Laycan To
- Port.Name
- Port Function
- Port ETA
- Port ETD
- Port Arr ROB
- Voyage.(Est) Voyage TCE
- Voyage.(Act.) Voyage TCE

**Columns**

Specify report columns and column order.

**Available Columns**

- Voyage.(Act.) Total Days
- Voyage.(Act.) Voyage P&L
- ✓ Voyage.(Act.) Voyage TCE
- Voyage.(Est) Ballast Days
- Voyage.(Est) Bunker Days
- Voyage.(Est) Idle Days
- Voyage.(Est) Laden Days
- Voyage.(Est) Port Days
- Voyage.(Est) Sea Days
- Voyage.(Est) Total Days
- Voyage.(Est) Voyage P&L
- ✓ Voyage.(Est) Voyage TCE

✓ Included in Report Columns

**Report Columns**

- Voyage.Voyage No.
- Cargo.Counterparty
- Cargo.Cargo Name
- Cargo.Laycan From
- Cargo.Laycan To
- Port.Name
- Port Function
- Port ETA
- Port ETD
- Port Arr ROB
- Voyage.(Est) Voyage TCE
- Voyage.(Act.) Voyage TCE

**Column Properties**

Column Heading: Voyage No.

Format String:

Select a format code:

Justify: Default

Width:  in

Custom Expression:

Text Color:

Background Color:

Font Weight:

Hide 0 Values

Show Once Per Fuel Type

**Specify report properties.**

Include Only Unique Data Rows

**Specify custom expression columns.**

Column Name	Column Type	Column Expression
<input type="button" value="Add New Column"/>	<input type="button" value="Apply"/>	<input type="button" value="Revert"/>

### Filters

- Using Voyage.Status, filter voyages which are neither active nor scheduled.

**Filters**

Specify filters to apply.

Del	Voyage.Status	is not	the text	Completed	<input type="button" value="Add Val"/>
Del	Voyage.Status	is not	the text	Closed	<input type="button" value="Add Val"/>
<input type="button" value="Add New"/>					

### Sorting/Groups

- Group the results by vessel name using Voyage.Vessel Name, then sort them in ascending order starting with the voyage number (Voyage.Voyage No.), then the ETA of the itinerary ports (Port ETA).

**Sorting/Groups**

Specify row groups and row sort order.


Del	Sort and group from low to high	Voyage.Vessel Nam	grouping by	equal values
Del	then Sort and group from low to high	Voyage.Voyage No.	grouping by	equal values
Del	then Sort from low to high by	Port ETA		
<input type="button" value="Add New"/>				

### Aggregate Functions

- Calculate the average value of the estimated (Voyage.(Est) Voyage TCE) and actual (Voyage.(Act.) Voyage TCE) TCEs across your voyages, assuming all vessels are of the same type.

- Keep the default settings for the remaining Report Editor sections. Click **Display** to run the report.

## Creating a Voyage Profit and Loss Summary Report

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

In IMOS, there are a few Voyage P&L-related datasets, from which you can create reports to match your business needs. The main three datasets are:

- Voyage P&L Summary
- Voyage P&L Drilldown (Operations)
- Voyage P&L Drilldown (Accounts)

This page focuses mainly on the Parameters section, which is exclusive to these datasets. For more information about the Report Editor and its capabilities, see [Creating a Simple Report](#) or [Report List](#).

### *Voyage P&L-Related Parameters*

This Parameters section in the [Report Editor](#) is relevant to the three datasets mentioned above.

- **Period From/To (GMT):** These parameters are required to save the report settings and to run it later. IMOS calculates the portion of the voyage within that period and applies the relevant P&L calculations with that portion in the report output. You can also select <ask the user> to make these fields available to the user running the report.
- **Monthly Interval:** To further break down the output to monthly intervals, select this check box. For a clearer output, with each line relevant to a specific month, we recommended that you add the **Month** column with this option.
- **Data Source:** The default data source is **Force Calculation**, but you can also select **Latest Snapshot** or **Latest Accrual Snapshot**. With one of the Snapshot options, you must also specify the **Latest Snapshot Type** and the **Latest Snapshot Date** because a snapshot can be uniquely identified by its type and date. The information retrieved in the report will be based exclusively on the snapshot specified. This option is good, for example, when working with Financials reports, looking for information that is coming from a fixed point in time.

- **Take Snapshot and Take Snapshot Type:** These options are good to use when creating a scheduled batch process that runs the report regularly, and a snapshot is taken for every run. We recommended that you only use these options for that purpose.
- **Apply Ballast Bonus to Period, Adjust Portion for Off Hire, Adjust Portion for Waiting Time, Apply TC Hire to Period, Apply Off Hire/Waiting to Period and Exclude Running Cost for Long Term TC/OV:** Select these check boxes to change the [calculation options](#).
- **Pool:** To run the report only for a specific Pool, select it.

### Differences Between the Datasets

Each of the datasets outputs its own type of records:

- Voyage P&L Summary:
  - One line per voyage
  - Available columns: All the possible P&L items in their different levels
- Voyage P&L Drilldown (Operations):
  - One line per P&L item
  - Available columns: Similar to the P&L tab, Operations view in the Voyage Manager, plus general data about the voyage (Vessel Name, Company, etc.)
- Voyage P&L Drilldown (Accounts):
  - One line per P&L item
  - Available columns: Similar to the P&L tab, Accounts view in the Voyage Manager, plus general data about the voyage (Vessel Name, Company, etc.)

### General Tips

- When running a report on multiple records, we recommended that you group the results by Vessel Name and Voyage Number. This can be done in the [Sorting/Groups](#) section in the Report Editor.
- You can add [Aggregate Functions](#) to the various columns, like Sum and Average. Aggregation is done for each group, in addition to being combined at the end of the report.
- Select only the [columns](#) you need. This will decrease the noise level in the report output and enhance the performance when running.
- For the Voyage P&L Drilldown datasets (Operations/Accounting), add a [filter](#) for columns **Estimated**, **Actual**, and/or **Posted**, using the operator **does not equal** and the value **0**. All items can be displayed for all voyages, but usually only the non-zero items matter.

## Trading

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### About Trading

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

The trading module allows you to:

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



To access the IMOS Trading Module Center, click .

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

## Paper Positions

The Trading module manages paper positions. Paper contracts are financial derivatives. The Trading module allows users to enter the following trades into IMOS and to post commission and settlement invoices. Paper trades will show day or ton exposure in each month that is part of the trade.

- Forward Freight Agreement (FFA): A swap on one of the Baltic issued published routes or indices. Two parties agree between themselves a Period and a Contract rate and depending on the average published spot rates of the agreed period at the time of settlement, if:
  - Contract Rate >Market Rate: the buyer will pay the seller (Contract Rate-Market Rate)\*Days Agreed
  - Contract Rate <Market Rate: the seller will pay the buyer (Market Rate-Contract Rate)\*Days Agreed
- FFA Option: The buyer pays the Premium to the seller in order to obtain the right, but not the obligation, to settle an FFA with Contract Rate=Strike Price at the time of settlement. The buyer will only exercise an FFA option if this is in his favor. If the FFA Option is an Option to obtain a long (buy) FFA position, then this is a Call Option. If the FFA Option is an Option to obtain a short (sell) FFA position, then this is a Put Option.
- Bunker Swap: Similar to an FFA with the difference that the underlying index is a bunker price index rather than a freight index.
- Bunker Option: Similar to an FFA Option with the difference that the underlying index is a bunker price index rather than a freight index.

The following rules determine when a paper trade leaves exposure:

- The period need must have matured, that is, the month must be in the past, relative to the system date.
- The Settlement rate must be available, that is, the **Price** (Entire Month, Last 7 days, Last 10 days) on the [Market Data](#) form for a day during that month that matches the trade's **Settlement** field must be available. Ensure that the settlement rate for that particular trade is available.

## Physical Positions

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

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

The following rules determine which monthly period exposure will show for each contract type:

- Cargo: Cargo and VC In contracts show their entire position under a single month.
  - The period is bucketed under the month of the **Laycan From Date** with the following exceptions:
    - If you have entered a date in the **Exposure Basis Month** field on the [Exposure](#) tab of the Cargo form, the exposure is bucketed under this month.
    - If the **Laycan From Date** is in the past, the exposure will be bucketed into the current month. The same will happen if the **Exposure Basis Month** is set to a past date.
- Time Charter: The length of the TC will first be split into **TC**, **TC Min/Max**, and **TC Options** if these exist.
  - If a TC has a custom duration without a **Min/Max**, then the length of the TC between **Est Delivery Date** and **Est Redelivery Date** will be split into the different monthly periods that it spans.

- If a TC has a **Min/Max** duration, then the duration between **Est Delivery Date** and **Est Redelivery Date** basis the **Min** duration will be under the TC Contract type. The duration between the **Min** redelivery date and the **Max** redelivery date will be under the TC Min/Max contract type.
- If the TC has [Lifting Options](#), the duration of these will be in separate lines as the TC Option Contract Type.

The following rules determine when a contract leaves exposure:

#### Time Charter:

- A portion of the TC equal to the size of the voyage leaves exposure when a voyage has been scheduled on that TC.
- For a TCTO voyage, the portion of the TC contracts that leaves exposure is determined when **Out of exposure** is selected in the Contracts on TCTO Voyage field on the [Trading Profile](#) form.

#### Cargo or VC In:

- A Cargo or VC IN contract leaves exposure when it is scheduled on a voyage. The Net P&L will then be the Voyage P&L, prorated by quantity if there are multiple cargoes on the voyage.

#### 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.

#### Quantity of Exposure

The quantity of exposure on [Cargo](#) and [Time Charter](#) contracts is controlled by the settings in the Exposure tab of the contracts.

## Steps for Using Trading

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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.

## Related FAQs

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For more information, see the following Trading FAQs:

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

## Trading Lists and Tools

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

- [Trading P and L Summary](#)
- [Trade Details List](#)
- [Bunker Trade List](#)
- [Trading Opportunity Analysis](#)

## Trading P and L Summary

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The Trading P&L Summary is the main dashboard for most users, forming the core of the Trading module. It is a summary of the overall paper and physical positions and displays all types of contracts: Bunker Swap, FFA, Cargo, Cargo Option, CCOA, CCOA Option, VC In, VC In Option, VCOA, VCOA Option, TCI, TCI Option, TCI Min/Max, TCO, TCO Option, and TCO Min/Max.

The Trading P&L Summary gives you a way to mark-to-market each of the positions in your portfolio against the price curve.

## Filtering

You can select filters to view the data you want and even select various groupings of data. After changing settings, click



- **Date:** The Trading P&L Summary includes data from this date forward.
- **Snapshot:** Select **Current** for the most up-to-date data with recalculated values, or retrieve a **Snapshot** that includes the data with calculated values as it was at the time the snapshot was taken. You can schedule daily snapshots of the trade positions and associated P&L, or take additional ad-hoc snapshots.
  - To take an ad-hoc snapshot, click , enter a **Reference**, and click **OK**.
  - To retrieve a snapshot, in the Snapshot list, click **(Retrieve...)**, select the **Snapshot Type** (Daily Scheduled or Ad-hoc), and enter the **Date** or **Reference**. Then click **OK**. The Date/Reference appears next to the Trading P&L Summary heading.
- **Show:** Select check boxes.
  - **Exposure Days:** Number of exposure days for the Period.
  - **Weighted Days:** Adjusted, based on the Weighted Days Correlation specified on the [Vessel Types](#) form from the Data Center.
  - **Exposure Tons:** Exposure in tonnage, either the cargo or vessel size.
  - **Bunker Tons:** Exposure to the bunker market, in tonnage. For bunker contracts, this is the contract quantity. For freight contracts, it is the estimated or projected quantity.
  - **Bunker Exposure:** The unrealized P&L that relates to the exposure on the Bunker Market.
  - **Time Charter Exposure:** The unrealized P&L that relates to the exposure on the Freight Market.
  - **Net Exposure:** The sum of Bunker Exposure and TC Exposure.
  - **TCE:** The TCE of the contract, calculated using the Exposure Days and the market prices.
  - **Long TCE:** The weighted average of TCE, with the Exposure Days for only the Long positions.
  - **Short TCE:** The weighted average of TCE, with the Exposure Days for only the Short positions.
  - **Contract TCE:** The TCE, either the contract TC rate or the calculated TCE using estimated or projected bunker prices from the contract. This is in contrast to the TCE value, where the calculation is done using the market bunker rates.
  - **Exposure Count:** The number of contracts that have exposure in this period. Next to the count, click the **Details** link to open the Trade Details List.
  - **Fixed:** The estimated Voyage P&L for contracts with Fixed status. Exposure is locked in.
  - **Sailed:** The (estimated) actual Voyage P&L for contracts with Sailed status. Exposure is locked in.
  - **Net P&L:** The sum of Net Exposure plus Fixed and Sailed amounts.
  - **Net Count:** The number of unsettled contracts for this period. Next to the count, click the **Details** link to open the Trade Details List.
- **Period:** Monthly, Quarterly, or Annually. This sets the size of the time buckets in which the Trading P&L Summary aggregates contracts and related values.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter:** Select a [Filter](#) from the Trading Filter List.
- **Groupings:** Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet. Contract Types are Bunker Swap, 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

---

Each line in the Trade Details List represents one month in a trade, because paper trades are settled on a monthly basis; when viewing a Quarterly Period, one trade is represented by three lines.

To open the Trade Details List, do one of the following:

- On the Trading Module Center, click **Trade Details List**.
- On the [Trading P and L Summary](#), click a [Details](#) link.

Working with the Trade Details List



The following trades appear on the Trade Details List, depending on contract status:

- FFA and Bunker Swaps: Pending or Confirmed
- Cargo, VC In and COA: Confirmed
- TC In and TC Out: Fixed or Delivered

On the Trade Details List, you can switch between two views. The views of the two modes are different, and each has a different set of columns.

- **Normal** mode: One line appears for each contract for each trading month within the filtered period. Each trade is broken down to the most granular level, so if the TC contract has multiple hire rates in one month, a line appears for each period within that month.
  - The line includes the information on the TC and Bunker exposure and combines all elements related to bunkers. The bunker-related information could include information on different fuel types and unpriced elements (such as BAF's) without showing the breakdown between these.
- **Drilldown** mode: Each contract is broken down into the following categories and subtypes to show the different elements that make up the TC and Bunker exposure:
  - TC: Freight elements of physical contracts being benchmarked against TC routes
  - VC: Freight elements of physical contracts being benchmarked against VC routes
  - Bunker: Bunker elements of physical contracts
    - One line per Fuel Type
    - BAF
  - Paper:
    - FFA for Freight derivatives
    - Bunker for Bunker derivatives

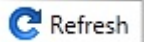
In either mode:

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

On the [Cargo](#) form, on the Pricing tab, the Rate appears; on the Exposure tab, exposure settings can be selected. The last available data appears on the [Market Data List](#).

### Filtering

You can select filters to view the data you want and the settings to be applied.

After changing settings, click .

- **From** and **To**: The Trade Details List includes the data from the first date to the second.
- **Snapshot**: Select **Current** for the most up-to-date data, or retrieve a **Snapshot**.
- Show:
  - **(All)**: Displays all the unsettled contracts, including non-exposed.
  - **Exposure**: Displays only contracts with Exposure Days > 0.
- **Contract**: (All) or a particular Contract type.
- **Vessel Type**: (All) or a particular Vessel Type.
- **Trade Area**: (All) or a particular Trade Area.
- **Profile**: Select a [Profile](#) to determine the Exposure settings and configurations.
- **Filter**: Select a [Filter](#) from the Trading Filter List.

### Trade Details List Views

You can save, create, and load List Views. For each mode (Normal or Drilldown), Views can be saved as Private or Public. Views in the Trade Details List include only the columns and the in-column filters. The top-level filters can be controlled by the [Trading Filter](#).

## Bunker Trade List

The Bunker Trade List is a detailed list of contracts that relate to a position in the bunker market (for both physical and derivative contracts). The list includes the bunker positions for the following contracts:

- Bunker swaps
- Bunker element on Cargo/VC In
- Unpriced Bunker element (for example, BAF) on Cargo/VC In
- Bunker element on remaining CCOA/VCOA liftings (liftings that are not created as Cargo/VC In)
- Unpriced Bunker element (for example, BAF) on remaining CCOA/VCOA liftings

### Filtering

You can select filters to view the data you want and the settings to be applied. After changing settings, click



- **Dates:** The Bunker Trade List includes data for the select dates.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Trade Filter:** Select a [Filter](#) from the Trading Filter List.

## Trading Opportunity Analysis

Using the Trading Opportunity Analysis tool, you can analyze the impact of additional contracts on your portfolio by reviewing the change in market position (expressed in TC days), and the expected unrealized result for these additional contracts.

Contracts with Opportunity Status appear on the left side; select those contracts you want to evaluate, and see their effects on the right.

Contract	Index	Q1 2013	Q2 2013	Q3 2013	Q4 2013	Q1 2014	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015
FFA	Count:										
	Days:			92							
	Exposure:			94,300							
Own Vessel	Count:		1								
	Days:	361	364	368	368	360	364	368	368	274	
	Exposure:	506,747	630,357	637,284	637,284	1,005,480	1,016,652	1,027,824	1,027,824	1,017,280	1,027,824
TCI	Count:	5	4	4	4	4	4	4	4	4	
	Days:	97	91	92	92	90	91	92	3		
	Exposure:	355,032	413,322	417,864	417,864	521,640	527,436	533,232	15,456		
TCI Min/Max	Count:	3	1	1	1	1	1	1	1	1	
	Days:	117	91	92	92	90	91	92	88		
	Exposure:	330,030	413,322	417,864	417,864	521,640	527,436	533,232	510,048		
TCI Option	Count:	1	1	1	1	1	1	1	1	1	
	Days:										
	Exposure:										

On the left side, you can select columns to include in the grid.

To see the effect of specific opportunity contracts on the Trading Position and P&L, select the check box before each line and then click [Calculate](#).

### Filtering

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

settings, click Refresh.

- **Period:** Monthly, Quarterly, or Annually.
- **Filter:** Select a [Filter](#) from the Trading Filter List.
- **Profile:** Select a [Profile](#) to determine the Exposure settings and configurations.
- **Grouping:** Select up to three to group together: Contract, Counterparty, Short/Long, Trade Area, Vessel, Vessel Type, and Vessel Fleet.

## Trading P&L Snapshot Manager

Add TradeSnapshotExport to the notificationsIncludeList configuration flag to enable the Trading P&L Snapshot Manager.

With the Trading P&L Snapshot Manager, you can add contracts to and update contracts in Trading Snapshots. Each line in the list represents one contract. Adding/Updating a contract creates a Trade Snapshot Notification .XML that contains information for each contract selected, as well as information on the snapshot currently selected.

Snapshot Action	Contract Type	Contract ID	Vessel Type	Vessel	Contract Date	Contract Reference	Last Update	Last Update By
<input type="checkbox"/> Update	Cargo	125	Handymax	GEORGIA	8/1/2013		9/25/2013 9:07 PM	imosmsg
<input type="checkbox"/> Update	Cargo	125	Panamax	GEORGIA	8/1/2013		9/25/2013 8:03 PM	imosmsg
<input type="checkbox"/> Add	Cargo Option	3			4/1/2013			
<input type="checkbox"/> Add	VC In Option	6	CAPE SIZE		4/1/2013			
<input type="checkbox"/> Add	Cargo	1	CAPE SIZE		3/1/2013			
<input type="checkbox"/> Add	VC In	4	CAPE SIZE		3/1/2013			
<input type="checkbox"/> Add	Cargo	2	CAPE SIZE	PORTLAND				
<input type="checkbox"/> Add	VC In	5	CAPE SIZE					
<input type="checkbox"/> Add	Cargo	7	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	8	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	9	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	10	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	11	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	12	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	13	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	14	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	15	CAPE SIZE	MASSACHUSETTS				
<input type="checkbox"/> Add	Cargo	16	CAPE SIZE	HOUSTON				
<input type="checkbox"/> Add	Cargo	17	CAPE SIZE	HOUSTON				
<input type="checkbox"/> Add	Cargo	18	CAPE SIZE	HOUSTON				

To find snapshots, select a **Snapshot Reference Date** and **Snapshot Type**.

### Adding Contracts

- To add a contract to the snapshot, click its [Add](#) link in the Snapshot Action column.
- To add multiple contracts to the snapshot, select their check boxes in the first column and then click the [Update Snapshot\(s\)](#) link at the top of the list.

### Updating Contracts

The Update action appears if the contract is already present inside the currently selected snapshot.

- To update the snapshot for a contract, click its [Update](#) link in the Snapshot Action column.
- To update the snapshots for multiple contracts, select their check boxes in the first column and then click the [Update Snapshot\(s\)](#) link at the top of the list.

## Trades

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

- [FFA-Option Trade](#)
- [Bunker Swap-Option Trade](#)

The **Trades** section on the Trading Module Center also provides access to the following Trading-related forms and their lists, described under [Chartering](#) and [Time Charters](#) in the Knowledge Base:

- [Cargo](#)
- [VC In](#)
- [Time Charter In](#)
- [Time Charter Out](#)

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

## FFA-Option Trade

---

On the FFA/Option Trade form, you can capture the basic information of an FFA or an option. IMOS captures four types of options: Buy and Sell of Call and Put Options.

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

FFA contracts are valued against the quoted forward rates for the route underlying the trade. FFA Options are not being automatically valued against the underlying routes. Instead, you can create a Market for Freight Options in which the [Option Symbols](#) can be quoted. Each FFA Option contract will have a unique Option Symbol automatically generated. On the [Market Data](#) form, the quoted values of the trades can be recorded for each Option Symbol.

**FFA/Option Trade**

Type: **FFA** Buy/Sell:  Trade Date: **08/02/2013** Trade ID:   
 Index/Route:  Face Value:   
 Description:  Total Days:   
 Total Tons:   
 Contract Rate:  Commission:   
 Curr/Exch Rate: **USD**  Status: **Pending**

Period:  From:  To:   
 Volume/Month:  Total Volume:   
 Counterparty:   
 Clearinghouse:   
 Settlement:   
 Company:   
 LOB:   
 Department:   
 Trader: **admin** Ref Contract:   
 Trade Area:  Reference:   
 Vessel Type:  Broker Conf No.:   
 Strategy:   
 Intercompany IC Company:   
 IC Adj %:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Trade P & L  
 Unrealized:   
 Realized:

Remarks

Exposure	Settlement	Months		
Period	Market Rate	Days/Qty	Source	Exposure
Total:				<input type="text" value="0.00"/>

**FFA/Option Trade**

Type: **CALL Option** Buy/Sell:  Trade Date: **08/02/2013** Trade ID:   
 Option Symbol:  Index/Route:  Face Value:   
 Description:  Total Days:   
 Total Tons:   
 Strike:  Premium:  Commission:   
 Curr/Exch Rate: **USD**  Status: **Pending**

Period:  From:  To:   
 Volume/Month:  Total Volume:   
 Counterparty:   
 Clearinghouse:   
 Settlement:   
 Company:   
 LOB:   
 Department:   
 Trader: **admin** Ref Contract:   
 Trade Area:  Reference:   
 Vessel Type:  Broker Conf No.:   
 Strategy:   
 Intercompany IC Company:   
 IC Adj %:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Trade P & L  
 Unrealized:   
 Realized:

Remarks

Exposure	Settlement	Months		
Period	Market Rate	Days/Qty	Source	Exposure
Option Market:				<input type="text"/>
Total:				<input type="text" value="0.00"/>

Enter contract details; the grid on the bottom of the form populates with the Periods, Market Rates, the Date that the Market Rate is from (Source) and the P&L (Exposure).

- When you first enter a trade, periods in the future appear on the Exposure tab.

Exposure					Settlement	Months
Period	Market Rate	Days/Qty	Source	Exposure		
JAN 2012		30.00		570,000.00		▲
FEB 2012		30.00		570,000.00		
MAR 2012		30.00		570,000.00		
APR 2012		30.00		570,000.00		
MAY 2012		30.00		570,000.00		
JUN 2012		30.00		570,000.00		
JUL 2012		30.00		570,000.00		
AUG 2012		30.00		570,000.00		▼
				Total:	4,560,000.00	

- After a particular period of the trade has matured and the settlement rate has become available, that period moves to the Settlement tab.

The Trade must be refreshed for the periods to appear on the correct tab. To refresh, close the trade and reopen it.

Exposure					Settlement	Months
Period	Settlement Rate	Days/Qty	Invoice No.	P&L		
SEP 2012	4,180.7000	30.00		444,579.00		▲
OCT 2012	6,029.7500	30.00		389,107.50		
NOV 2012	6,908.6705	30.00		362,739.89		
DEC 2012	6,814.9219	30.00		365,552.34		
				Total:	1,561,978.73	

These conditions both need to be fulfilled for this to happen:

- The period must have matured, that is, the month must be in the past, relative to the system date.
- The Settlement rate must be available; the Price field (**Entire Month, Last 7 days, Last 10 days**) on the [Market Data](#) form for a day during the trade's **Settlement** month must be available.
- Monthly information appears on the Months tab.

Exposure					Settlement	Months		
Period	Reference	Sub ID	Start Ave	Stop Ave	Priced Days	Pricing Days	Implied Vol	Underlying
JAN 2012		1-1	01/02/2012	01/31/2012	22	22	0.0000	0.0000
FEB 2012		1-2	02/01/2012	02/29/2012	21	21	0.0000	0.0000
MAR 2012		1-3	03/01/2012	03/30/2012	22	22	0.0000	0.0000
APR 2012		1-4	04/02/2012	04/30/2012	21	21	0.0000	0.0000
MAY 2012		1-5	05/01/2012	05/31/2012	23	23	0.0000	0.0000
JUN 2012		1-6	06/01/2012	06/29/2012	21	21	0.0000	0.0000
JUL 2012		1-7	07/02/2012	07/31/2012	22	22	0.0000	0.0000
AUG 2012		1-8	08/01/2012	08/31/2012	23	23	0.0000	0.0000
							Total:	1,561,978.73

**Statuses:**

- Pending:** The trade has been created. Contracts with a Pending status show as position in the Trading P&L Summary.


- **Opportunity:** The trade can be included in the Trading Sensitivity Analysis to see how the P&L will look with this trade added.
- **Confirmed:** 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. Contracts with a Confirmed status show as position in the Trading P&L Summary. Only paper trades that are confirmed can be settled for matured periods.
- **Partially Settled:** The trade is partially settled.
- **Settled:** The trade is fully settled.

#### ▼ Related Config Flags

CFGFfaDefaultCounterparty

Defaults the Counterparty field when a value is entered in the Clearing House field.

Copying an FFA

To copy an FFA, click . Enter the number of copies and then click **Create**. Edit line items for the copies as needed and then click **OK**.

FFA/Option List

In the FFA/Option List, you can select multiple FFA/Options to confirm at once.

## Bunker Swap-Option Trade

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A Bunker Swap or CALL or PUT option is like an [FFA/Option Trade](#) except that it references a different market.

Bunker Swap contracts are valued against the quoted forward rates for the bunker symbol underlying the trade. Bunker Swap Options are not being automatically valued against the underlying routes. Instead, you can create a Market for Bunker Options in which the [Option Symbols](#) can be quoted. Each Bunker Swap Option contract will have a unique Option Symbol automatically generated. On the [Market Data](#) form, the quoted values of the trades can be recorded for each Option Symbol.

**Bunker Swap/Option Trade**

Type: **Bunker Swap** Buy/Sell:  Trade Date: **08/02/2013** Trade ID:   
 Index/Symbol: **Bunker Symbol** Face Value:   
 Description:  Total Days:   
 Total Tons:   
 Contract Rate:  \$/ton  
 Curr/Exch Rate: **USD**  Commission:   
 Status: **Pending**  
 Period:  From:  //  To:  //   
 Volume/Month:  Total Volume:   
 Counterparty:   
 Clearinghouse:   
 Settlement:   
 Company:   
 LOB:   
 Department:   
 Trader: **admin** Ref Contract:   
 Trade Area:  Reference:   
 Vessel Type:  Broker Conf No.:   
 Strategy:   
 Intercompany IC Company:   
 IC Adj %:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Trade P & L  
 Unrealized:   
 Realized:

Remarks

Period	Market Rate	Days/Qty	Source	Exposure
Total: <input type="text" value="0.00"/>				

**Bunker Swap/Option Trade**

Type: **CALL Option** Buy/Sell:  Trade Date: **08/02/2013** Trade ID:   
 Option Symbol:  Index/Symbol: **Bunker Symbol** Face Value:   
 Description:  Total Days:   
 Total Tons:   
 Strike:  \$/ton Premium:   
 Curr/Exch Rate: **USD**  Commission:   
 Status: **Pending**  
 Period:  From:  //  To:  //   
 Volume/Month:  Total Volume:   
 Counterparty:   
 Clearinghouse:   
 Settlement:   
 Company:   
 LOB:   
 Department:   
 Trader: **admin** Ref Contract:   
 Trade Area:  Reference:   
 Vessel Type:  Broker Conf No.:   
 Strategy:   
 Intercompany IC Company:   
 IC Adj %:

Broker	Type	Rate/Lump	Payment
Click here to add a row			

Trade P & L  
 Unrealized:   
 Realized:

Remarks

Period	Market Rate	Days/Qty	Source	Exposure
Option Market: <input type="text"/> Total: <input type="text" value="0.00"/>				



The Bunker Swap/Option Trade form is the same except:

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

#### ▼ Related Config Flags

CFGFfaDefaultCounterparty

Defaults the Counterparty field when a value is entered in the Clearing House field.

#### Linked Bunker Swaps

You can link [Bunker Swaps to voyages](#) to show the gain or loss when a Bunker Swap is used to hedge against bunker exposure of contracts. You can link a Bunker Swap to a [Cargo](#) or a [Time Charter Out](#) at any point during the contract, before or after scheduling it. To open the linked contract, right-click a line on the Exposure or Settlement tab and click **See Linked Contract**.

#### Bunker Swap List

In the Bunker Swap List, you can select multiple Bunker Swaps to confirm at once.

#### 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. The Settlement rates will be sourced from the default Settlement Markets.

### Trade Settlement Invoices

To create a Trade Settlement Invoice for one or more trades in the past, from the same Trade Book, follow these steps:

1. On the Create Invoices List, select Invoice Type **Trade Settlement Invoices**.
2. In the row for each trade, select the check box.
3. Click the [Create settlement\(s\)](#) link.

ID	Days/Qty	Route	Description	P&L
508	5.00	4TC_P	Buy FFA 4TC_P 5.00 Days of OCT 2010 @ 24,900.00, settled @ 18,778.85	-30,605.77

4. On the Trade Settlement form, enter a **Due Date** and any other relevant information.
5. To save the form, click .
6. To create an invoice, click . IMOS creates an **Invoice Number**.

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

### Forward Invoices

If you have two trades for the same period with the same details, you can create a Settlement invoice prior to the maturation of the period.

- On the Create Invoices list, select the same period from the two trades and click the [Create Settlement](#) link.

### Settling Combined Buy and Sell Positions

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

### Related Config Flags

#### CFGSettlementMarket

Specifies the name of the default market against which the FFA trades need to settle.

#### CFGBunkerMarket

Specifies the name of the default market against which the Bunker Swap trades need to settle.



### Trade Commission Settlement and Invoice

To create a Trade Commission Invoice for one or more trades for the same broker, follow these steps:

1. On the Create Invoices List, select Invoice Type **Trade Commission Invoices**.
2. In the row for the trade, select the check box.
3. Click the [Create settlement\(s\)](#) link.

FFA ID	From	To	Face Value	Broker	%	Commission
2	05/01/2008	05/31/2008	-4,309,000.00	XADDCOM	0.250	10,772.50

Invoice Total: 10,772.50

4. On the Trade Commission Settlement form, enter a **Due Date** and any other relevant information.
5. To save the form, click .
6. To create an invoice, click  Invoice. IMOS creates an **Invoice Number**.

## Freight or Bunker Option Symbol

Option Trades (FFA or Bunker Swap) can use Freight Option and Bunker Option markets to calculate their P&L. The Option Symbol form can be used to aggregate the symbols created for the Option markets. When a new symbol is created based on the information entered in a new Trade, that symbol is added to the Option Symbols form.

Option Symbol	Bunker Symbol	Unit	Type	Strike	Description
			CALL	0.00	

Click here to add a row

Option Symbol	Route	Unit	Type	Strike	Description
			CALL	0.00	

Click here to add a row

These Option types appear on the [Trading P and L Summary](#) and the [Trade Details List](#). They have two invoice detail lines, one for the Premium and one for the Settlement. [Trade Settlement invoices](#) can be created even if the period is still in exposure.

## 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](#)
- [Markets](#)
- [Trade Route](#)
- [Bunker Symbol](#)
- [Freight Option Symbol](#)
- [Bunker Option 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, you can create different Trading Profiles, each with different options, specific settings of TC Exposure, and adjustments of Mark-To-Market values.

In the Trading Module Center, click **Trading Profile**.

- **Contract Mark-To-Market** table: For each Contract Group, you can select a **Market** and a **Bunker Market**. You can also enter percentage values for Adjustments. The **Adjustment Percentage** is applied on the market rate, and the result is used in the exposure calculations.
- **TCI Redelivery Adj. Days** (appears when Adjust TC Redelivery On Market Condition is selected): Number of days to be used in the following logic as X.
  - For TCI Contracts:
    - If the TCI Min/Max is OTM (Option Status is Out of The Money), exclude the TCI Min/Max and the Options. The total Exposure time is until the Min redelivery + X.

- If the TCI Min/Max is ITM (Option Status is In The Money), but the Options are OTM, exclude the Options. The total Exposure time is until the Max redelivery + About Days - X.
- If the TCI Min/Max and the Options are ITM, include both. The total Exposure time is until the last option's redelivery + About Days - X.
- For TCO Contracts:
  - If the TCO Min/Max is ITM, exclude the TCO Min/Max and the Options. The total Exposure time is until the Min redelivery.
  - If the TCO Min/Max is OTM, but the Options are ITM, exclude the Options. The total Exposure time is until the Max redelivery + About Days.
  - If the TCO Min/Max and the Options are OTM, include both. The total Exposure time is until the last option's redelivery + About Days.
- **Position Rules** table: Select when the trade status for Cargo and TCO contracts changes from Confirmed to **Fixed** and from Fixed to **Sailed**.
- **P&L Realization Rules** table: Select when the P&L for Cargo and TCO contracts changes from Unrealized to **Realized**, that is, when the Cargo or TCO contract shows the Actual P&L rather than Estimated on the [Trade Details List](#).

## Trading 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. You can select several options in a single Filter.

## Market Data

You can track current and future freight and bunker rates on the Market Data form. You can see two views of this data on the [Market Data Summary](#).

Market Data should be populated daily, in either of these ways:

- IMOS supports multiple data feeds from Baltic, Platts (bunker), and Imarex (freight and bunker). We can enable an interface for clients who have a signed contract with a data provider.
- The data can be entered manually. You can enter future data up to 10 years from the current date, for P&L calculations.

Period	Year	Average Price	Description
OCT	2012	13,242.0000	
NOV	2012	19,200.0000	
DEC	2012	16,958.0000	
Q4	2012	16,467.0000	
Q1	2013	9,008.0000	
Q2	2013	9,950.0000	
Q3	2013	11,175.0000	
Q4	2013	13,971.0000	
Q1	2014	12,017.0000	
Q2	2014	13,330.0000	
Entire Year	2013	11,026.0000	
Entire Year	2014	13,675.0000	
Entire Year	2015	15,192.0000	
Entire Year	2016	15,608.0000	
Entire Year	2017	16,100.0000	
Entire Year	2018	16,592.0000	
Entire Year	2019	17,067.0000	

- **Market:**
  - Enter a new Market; you are asked if you want to create a new one (either a Freight or a Bunker market curve).
  - Select an existing **Freight Market** and the **Route** and **Date**, and you can see the Daily (Spot) rate and the Settlement Rates for the Last 7 Days, Last 10 Days, and Entire Month; the Future Rates; or the curve.
  - Select an existing **Bunker Market** and the **Symbol**, and you can see the Settlement Rates for the Last 7 Days, Last 10 Days, and Entire Month; the Future Rates; or the curve.
- **Mode:**
  - **Single-Market**
  - **Multi-Market:** You can select several markets of the same type (Freight/Bunker) to see their average rates. When a Route/Symbol is selected and the Date is entered, the average of all the selected markets appears. The Future Rates list is populated with the average value for each price bucket that existed in the original markets.

You can also [generate new forward curve prices](#) for routes based on broker quotes.

#### ▼ Related Config Flags

CFGMarketExpiryDays  
Determine if a market rate is out of date or recent.

#### 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. Complete the following fields:
  - **Markets:** One or more source [Markets](#). These should be of broker type only, not generated.
  - **Mode:**
    - Multi-market for Hub
    - Single-market for Secondary
  - **Route:** Source route
  - **Date:** Date on which source prices are published
3. After selecting the date, Broker Quotes are loaded. In Multi-market mode, the values are averaged if they overlap the same period.
4. Under **Curve Generation**, enter the relevant parameters. Different options appear, depending on the Type:

- **Hub:** Future Rates generated from prices from the selected source Markets, which is information collected from brokers. The generated curve is the average of the multiple forward prices from these Markets.

Market Data

Markets: Baltic, ICAP      Mode: Multi-market  
 Type: Freight      Route: 4TC\_C      \$/day      Date: 10/22/2012

Settlement Rates  
 Daily:      Last 7 Days:      Last 10 Days:      Entire Month:

Future Rates

Period	Year	Average Price	Description
OCT	2012	13,242.0000	
NOV	2012	19,200.0000	
DEC	2012	16,958.0000	
Q4	2012	16,467.0000	
Q1	2013	9,008.0000	
Q2	2013	9,950.0000	
Q3	2013	11,175.0000	
Q4	2013	13,971.0000	
Q1	2014	12,017.0000	
Q2	2014	13,330.0000	
Entire Year	2013	11,026.0000	
Entire Year	2014	13,675.0000	
Entire Year	2015	15,192.0000	
Entire Year	2016	15,608.0000	
Entire Year	2017	16,100.0000	
Entire Year	2018	16,592.0000	
Entire Year	2019	17,067.0000	

Curve Generation  
 Type: Hub  
 Latest Quote Only  
 Max Quote Age (days): 0  
 Date: 10/25/2012  
 Alpha: 0.0000  
 Ref Market:  
 Ref Market Date: / /  
 Upper Bound %:  
 Lower Bound %:  
 Generate  
 Name:  
 Save Curve

Click here to add a row

- **Secondary:** Future Rates generated from the correlation between the Daily Spot Rates for the selected Route and the selected Ref Routes.

Market Data

Market: Baltic      Mode: Single-market  
 Type: Freight      Route: S3      \$/day      Date: 06/02/2014

Settlement Rates  
 Daily: 6,600.0000      Last 7 Days:      Last 10 Days:      Entire Month:

Future Rates

Period	Year	Price	Description
JUN	2014		
JUL	2014		
AUG	2014		
SEP	2014		
OCT	2014		
NOV	2014		
DEC	2014		
JAN	2015		
Q2	2014		
Q3	2014		
Q4	2014		
Q1	2015		
Q2	2015		
Q3	2015		
Q4	2015		
Entire Year	2015		
Entire Year	2016		
Entire Year	2017		
Entire Year	2018		

Curve Generation  
 Type: Secondary  
 Max Quote Age (days): 120  
 Date: 06/02/2014  
 Tapering Period (months): 25  
 Ref Market: Baltic  
 Ref Market Date: 06/02/2014  
 Ref Route: STC\_S  
 Generate  
 Name: CustomCurve  
 Save Curve

5. Click **Generate**. Future Rates appear.

The screenshot shows the 'Market Data' form with the following details:

- Market: Baltic
- Type: Freight
- Route: S3
- Mode: Single-market
- Date: 06/02/2014
- Unit: \$/day

**Settlement Rates**

Daily: [ ] Last 7 Days: [ ]  
 Last 10 Days: [ ] Entire Month: [ ]

**Future Rates**

Period	Year	Price	Description
APR	2014	6,663.9446	
MAY	2014	6,629.0400	
JUN	2014	6,594.1353	
JUN	2014	6,594.1353	
JUL	2014	7,408.1692	
JUL	2014	7,077.7351	
AUG	2014	7,347.1334	
AUG	2014	7,368.7470	
SEP	2014	7,678.4814	
SEP	2014	7,329.3247	
OCT	2014	8,418.0051	
OCT	2014	8,808.0484	
NOV	2014	8,760.4164	
DEC	2014	8,712.7843	
JAN	2015	8,496.1433	
JAN	2015	7,900.6227	
FEB	2015	8,449.4403	
FEB	2015	7,857.1932	
MAR	2015	8,402.7373	

**Curve Generation**

Type: Secondary

Max Quote Age (days): 120  
 Date: 06/02/2014  
 Tapering Period (months): 25  
 Ref Market: Baltic  
 Ref Market Date: 06/02/2014  
 Ref Route: STC\_S

Buttons: Generate, Save Curve

Name: CustomCurve

6. In the **Name** field, select a Market (of the Generated type) and click **Save Curve**. The Generated Market Curve can be used for exposure in the [Trading Profile](#).

## Market Data Summary

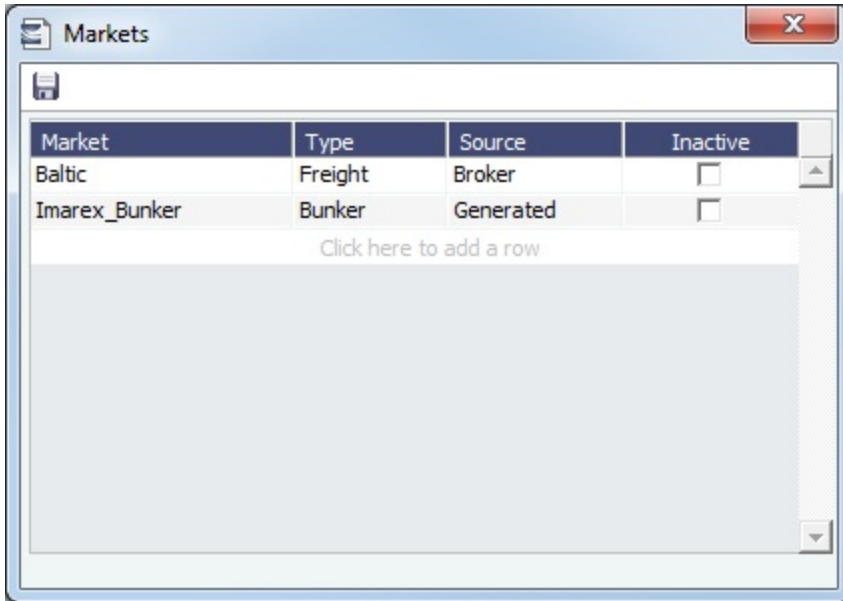
The Market Data Summary provides two views of your [Market Data](#), showing the data that is fed in for the selected Market. In the Operations Module Center, click Market Data - **List** and select the **Market**.

- **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 form opens, and you can view and edit the data.
- **Historical Data:** Across business days, for each Route, Index, and Period (for a Freight index) or Symbol and Period (for a Bunker index), see what the prices were.
  - To see the **Daily Data** for a date, click its link in the column heading.

## Markets

On this form, you can view all the markets defined in the system and create new ones for use on the [Market Data](#) form. For each market, you can edit the Type and the Source (default: Generated).





## Trade Route

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

To access the Trade Route form, in the Trading Module Center, under Data, click **Trade Route**.

Route	Unit	Description	Base Days	Base Qty	Calculated	Formula	Settlement	Basis
4TC_P	\$/day	Baltic Exchange Panamax Index	0.00	0	<input type="checkbox"/>			100%
P17A	\$/day	74000mt Transatlantic RV	0.00	74,000	<input type="checkbox"/>			100%
P1EA	\$/day	74000mt Transatlantic RV FORWARDS	0.00	74,000	<input type="checkbox"/>			100%
P2A	\$/day	74000mt SKAW-GIB/FAR EAST	0.00	74,000	<input type="checkbox"/>			100%
P2EA	\$/day	74000mt SKAW-GIB/FAR EAST FORWARDS	0.00	74,000	<input type="checkbox"/>			100%
P3A	\$/day	74000mt Japan-SK/NOPAC/RV	0.00	74,000	<input type="checkbox"/>			100%
P3EA	\$/day	74000mt Japan-SK/NOPAC/RV FORWARDS	0.00	74,000	<input type="checkbox"/>			100%
P4_03	\$/day	74000mt FAR EAST/NOPAC/SK-PASS	0.00	74,000	<input type="checkbox"/>			100%

Click here to add a row

The trade routes are universal for all markets specified as **Freight**.

### Adding Calculated Routes

You can also add calculated routes:

1. Select the **Calculated** check box.
2. Type in the formula in the **Formula** field. 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

On the Bunker Symbol form, you can manage Bunker Symbols. For a bunker data feed, the symbol must be set so that the data is imported correctly.

To access the Bunker Symbol form, in the Trading Module Center, under Data, click **Bunker Symbol**.

Symbol	Description	Basis Days	Basis Qty	Calculated	Formula	Settlement	Fuel Type	Port
NWE10FO	Fuel Oil 1% FOB Cargoes NWE	0.00	0	<input type="checkbox"/>				
RDM35FO	Fuel Oil 3.5% FOB Barges Rotterdam	0.00	0	<input type="checkbox"/>				
SIN_180	Fuel 180 CST FOB Singapore Swaps	0.00	0	<input type="checkbox"/>				
SIN_380	Fuel 380 CST FOB Singapore Swaps	0.00	0	<input type="checkbox"/>				
SPO180FO	Fuel Oil 180 CST FOB Cargoes Singapore	0.00	0	<input type="checkbox"/>				
SPO380FO	Fuel Oil 380 CST FOB Cargoes Singapore	0.00	0	<input type="checkbox"/>				
USG30FO	Fuel Oil US Gulf Coast No.6 3.0% Sulphur FOB (Waterbc	0.00	0	<input type="checkbox"/>				

Click here to add a row

The Bunker Symbols are universal for all markets specified as **Bunker**.

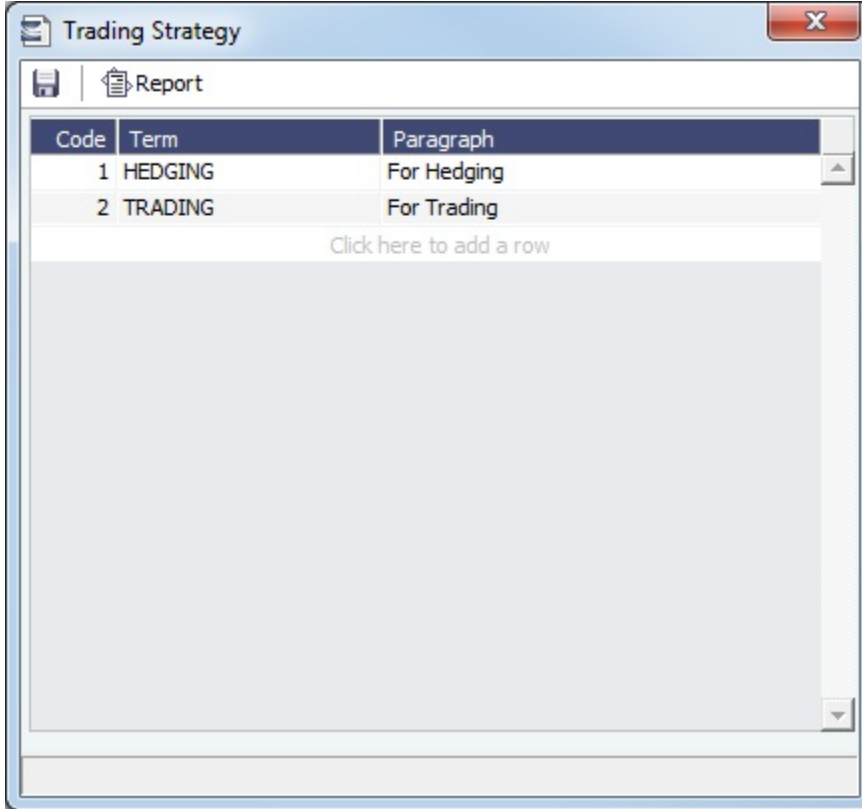
## Fuel Market Symbol Rules

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
AAHCZ00	SIN_180	+1MON	MT	FO 180 FOB Spore Swap 1-Mo
AAHDA00	SIN_180	+2MON	MT	FO 180 FOB Spore Swap 2-Mo
AAHDB00	SIN_180	+3MON	MT	FO 180 FOB Spore Swap 3-Mo
AAHDC00	SIN_180	+4MON	MT	FO 180 FOB Spore Swap 4-Mo
AAHDD00	SIN_180	Q1	MT	FO 180 FOB Spore Swap 1-Qr
AAHDE00	SIN_180	Q2	MT	FO 180 FOB Spore Swap 2-Qr
AAHDF00	SIN_180	Q3	MT	FO 180 FOB Spore Swap 3-Qr
AAHDG00	SIN_180	Q4	MT	FO 180 FOB Spore Swap 4-Qr
AAVFD00	SIN_380	+1MON	MT	380 CST FOB Spore Swap 1-Mo
AAVFE00	SIN_380	+2MON	MT	380 CST FOB Spore Swap 2-Mo
AAVFF00	SIN_380	+3MON	MT	380 CST FOB Spore Swap 3-Mo
AAVFG00	SIN_380	+4MON	MT	380 CST FOB Spore Swap 4-Mo
AAVFH00	SIN_380	Q1	MT	380 CST FOB Spore Swap 1-Qr
AAVFJ00	SIN_380	Q2	MT	380 CST FOB Spore Swap 2-Qr

## Trading Strategy

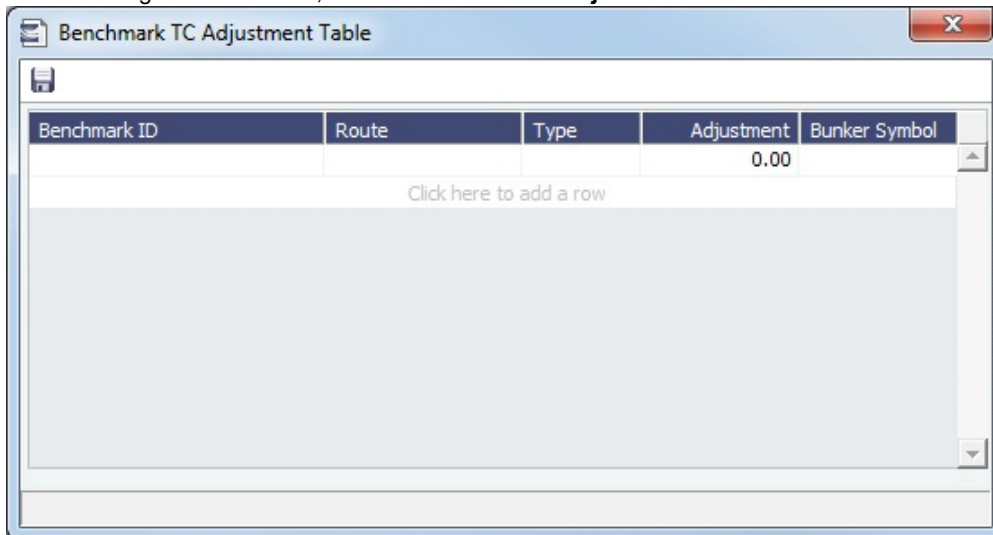
On this form, you can define a set of strategies as a means of grouping your portfolio to analyze risk, total P&L, or exposure. It is used on the FFA-Option Trade and can be selected as a column on the FFA/Option/Bunker Swap List to filter or group trades.




## 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**.

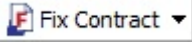


2. Complete the form.
3. In the Report selection list in the Trading Module Center, select **Benchmark Freight Report**. The report displays all the Benchmark Estimates defined in the Benchmark TC Adjustment table and retrieves the most recent market data.
4. Edit the TC Rates and Bunker Rates; it automatically adjusts the corresponding Freight Rates.
5. Click  Report.

## Linking a Benchmark Voyage Estimate and a Cargo

---

The following workflow describes how a trader can create a cargo using a Voyage Estimate and link them so that the Mark-to-Market of the cargo is using that Estimate.

1. Create a [Voyage Estimate](#).
  - **Note:** The vessel does not need to be the actual vessel that will perform the Cargo contract. In many cases, traders will use standard benchmark vessels and standard ballasting positions for this stage.
2. Select the **Benchmark** check box at the top right of the form. The **Fix Cargo** button appears on the toolbar.
3. Click , then click **Fix Cargo**. A Cargo Contract is created with the information from the [CP Terms Details](#) form.
4. On the [Exposure tab](#) of the Cargo Contract, the Exposure Method is set to **Benchmark Estimate** by default and the Voyage Estimate that generated the cargo is linked here.
5. On the Exposure tab of the Cargo, set the **Benchmark Route**, **Correlation**, and the **Benchmark Bunker Curve**.
6. If you want to use a different Benchmark Estimate at a later stage to evaluate the Cargo Exposure more accurately, you can insert a new line and select a different Estimate in the Benchmark Estimate table.

**Note:** A Benchmark Estimate cannot be scheduled. You must create a new Voyage Estimate if you want to create a Voyage Fixture and scheduled voyage.


### ▼ Related Config Flags

#### CFGEnableBenchmarkEstimate

Enables the creation of Benchmark Estimates. Also enables the Exposure tab on the Cargo form. If the cargo is linked to a benchmark estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back calculate the \$/ton rate in the Trading Profit and Loss. In a Voyage Estimate, select the Benchmark check box to mark the Estimate as a Benchmark Estimate. Benchmark estimates must have exactly one cargo, and they cannot be fixed.

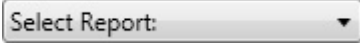
## Changing a Benchmark Estimate Itinerary to Match a Cargo

Using the [Trading Profile](#), you can dynamically change a Benchmark Estimate Itinerary according to the Cargo and use it in the exposure calculation. Follow these steps:

1. Create a [Benchmark Estimate](#).
2. In [CP Terms Details](#), specify all the [Itinerary Options](#).
3. Verify that the Freight Type is **Flat Rate**.
4. In the Benchmark Estimate, click , then click **Fix Cargo**.
5. In the newly created [Cargo](#), set the Freight Type to **Use Price Matrix**.
6. On the Pricing Tab of the Cargo, click the **Update from Opts** button and update all the pricing details.
7. On the Exposure tab of the Cargo, set the **Benchmark Route** and **Correlation**, and the **Benchmark Bunker Curve**, if relevant.
8. In the Trading Profile, select the **Overwrite Itinerary on Benchmark Est** check box.

## Trading Reports

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On the Trading Module Center, click  to access the [Report List](#) and the following reports specific to Trading:

Report	Description
Audit Report	Lists changes to contracts between the From Date and To Date selected. You can also select a specific User, Group, and/or Contract Type and exclude any actions without details.

Benchmark Freight Report	Displays Freight Rates for each Benchmark Estimate across different time periods. To set up the data for this report, use the <a href="#">Benchmark TC Adjustment</a> 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 <a href="#">Trading Filter</a> and <a href="#">Trading Profile</a> , and it can be grouped by Period.

## Chartering

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### About Chartering

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Chartering includes the process of creating and analyzing Voyage Estimates and the contracts that may result in the scheduling of voyages.

You can find all chartering-related activities in the Chartering Module Center:

- [Voyage Estimate](#)
- [Voyage Fixture](#)
- [Cargo](#)
- [VC In](#)
- [Cargo COA](#)
- [VC In COA](#)
- [Time Charter In](#)
- [Time Charter Out](#)

- To access the IMOS Chartering Module Center, click



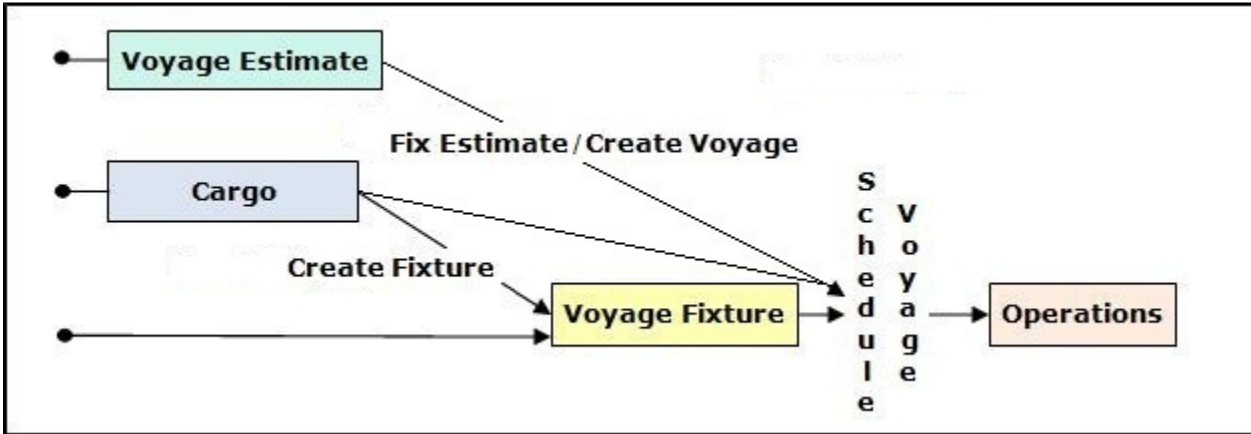
**Note:** Your configuration might differ from the information shown. For information on additional features, please see your account manager.

### Chartering Workflows

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The end point of standard workflow within the IMOS Chartering module is the scheduling of a voyage. This document shows you different paths to 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 section includes information about Voyage Estimates, COAs, Cargoes, VC Ins, and Voyage Fixtures. Some items within the Chartering Module Center are not included here, but are described elsewhere:

- [Time Charters](#)
- [Time Charter Manager tutorial](#) \*
- [Cargo Matching](#)

\* You can access the tutorials from the [IMOS7 Tutorials](#) page or the IMOS **Welcome Tab** (from the IMOS menu).

## Related Key Topics

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

## Content by label

There is no content with the specified labels

## Related FAQs

For more information, see the following Chartering FAQs:

- [FAQ - About Unit of Measure Conversion](#)
- [FAQ - Preventing a ripple effect on linked cargoes when changing a COA price](#)
- [FAQ - Is There a Way to Set Default Values in a Voyage Estimate?](#)
- [FAQ - About Worldscale Rates for Voyage Estimates](#)
- [FAQ - About Cargo Tolerance Option Types](#)
- [FAQ - Configuring voyage estimate security](#)
- [FAQ - About Top-off](#)
- [FAQ - About Multigrade Cargo Import](#)
- [FAQ - How to create a relet with a contract quantity different from CP Terms](#)
- [FAQ - How to Mirror Cargoes Between Two Internal Companies](#)

- [FAQ - How do I populate the Cargo Inspector field on the Cargo Handling form?](#)
- [FAQ - Behavior of the 'Status' Field in the Cargo List](#)

## Chartering Lists and Tools

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

- Chartering Module Center and Lists submenu:
  - [Cargo List](#)
  - [Cargo COA List](#)
  - [Lightering Job List](#)
  - [Master Contract List](#)
  - [Time Charter In List](#) (Also see the [Time Charter Manager tutorial](#).)
  - [Time Charter Out List](#) (Also see the [Time Charter Manager tutorial](#).)
  - [VC In List](#)
  - [VC In COA List](#)
  - [Voyage Estimate List](#)
  - [Voyage Fixture List](#)

\* You can access the tutorials from the [IMOS7 Tutorials](#) page or the **IMOS Welcome Tab** (from the IMOS menu).

- Chartering Module Center and Tools submenu:
  - [Cargo Matching](#)
  - [Cargo Schedule](#)
  - [Open Position](#)
  - [Job Planning](#)
  - [Voyage Estimate](#)

### Chartering Setup

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

- [Chartering List Settings](#): Set Warnings and Alerts to highlight events occurring within a certain number of days.
- [Voyage Estimate Categories](#): Create global categories for your own purposes.

## Chartering Setup

---

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

- [Chartering Lists Settings](#)
- [Voyage Estimate Categories](#)
- [Vessel Vetting Setup](#)

## Chartering Lists Settings

---

In the Cargo List and Voyage Fixture List, you can highlight recently changed cargoes and voyage fixtures.

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

On this form, you can set up warnings/alerts for the following:

- **Voyage Fixture List:**
  - **Subs Alert:** Configuration flag **CFGEnableChartManualStatusFlags** enables this alert.
    - When the **Subs Alert** check box is selected, and a value specified in the **If Subs Ends in Days** field, each fixture in the Voyage Fixture list with the status On Subs appears in red when the current time passes the **Ship on Subs Until** date entered on the voyage fixture, minus the **If Subs Ends in Days** value.
  - **Update Warning:** When selected, and you type in a time in HH:MM format, fixtures that have been changed since that time each day will be highlighted in yellow in the **Voyage Fixture List**.
    - For example, if the time is set to 00:00, all voyage fixture records that have changed since midnight will be highlighted. Each day at midnight the highlights will be cleared so that only recent changes are highlighted.
- **Cargo List:** When the **Update Warning** check box is selected, and you type a time in HH:MM, cargoes that have been changed since that time each day will be highlighted in yellow in the **Cargo List**.
  - For example, if the specified time is set to 00:00, all cargo records that have changed since midnight will be highlighted. Each day at midnight the highlights will be cleared so that only recent changes are highlighted.

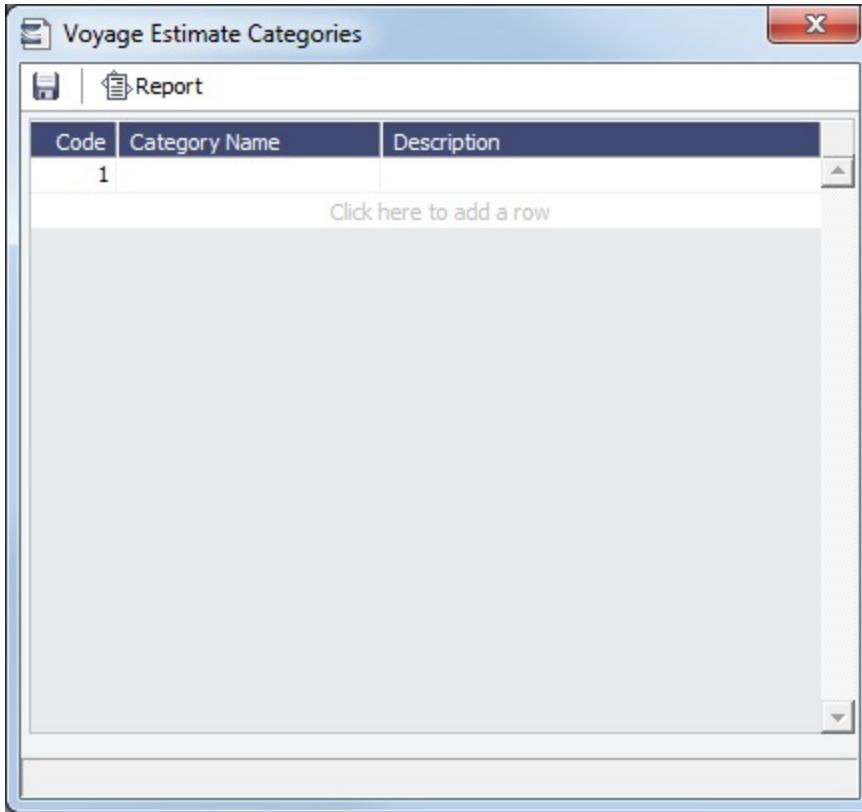
## Voyage Estimate Categories

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Before creating a Voyage Estimate, you can set up Voyage Estimate Categories for your own purposes. After you set up categories, they can be selected in the **Category** field in a [Voyage Estimate](#); the label of the field can be set with configuration flag **CFGVoyestCategoryCustomType**.

In the Chartering Module Center, under Setup, click **Voyage Estimate Categories**.





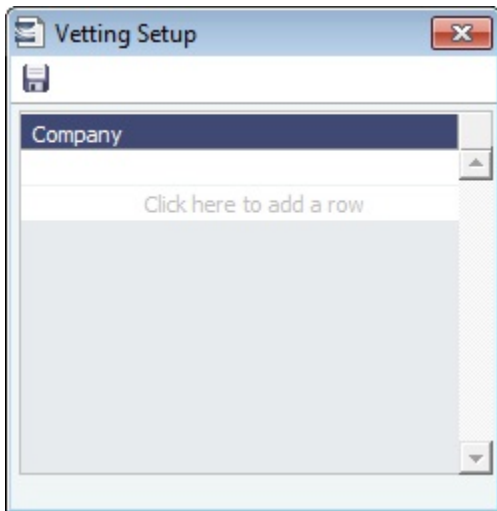
**Note:** The categories specified are global, not specific to a certain user.

## Vessel Vetting Setup

Configuration flag **CFGEnableVesselVetting** enables [Vessel Vetting](#) in IMOS.

In the Chartering module center, under Setup, click **Vessel Vetting Setup**.

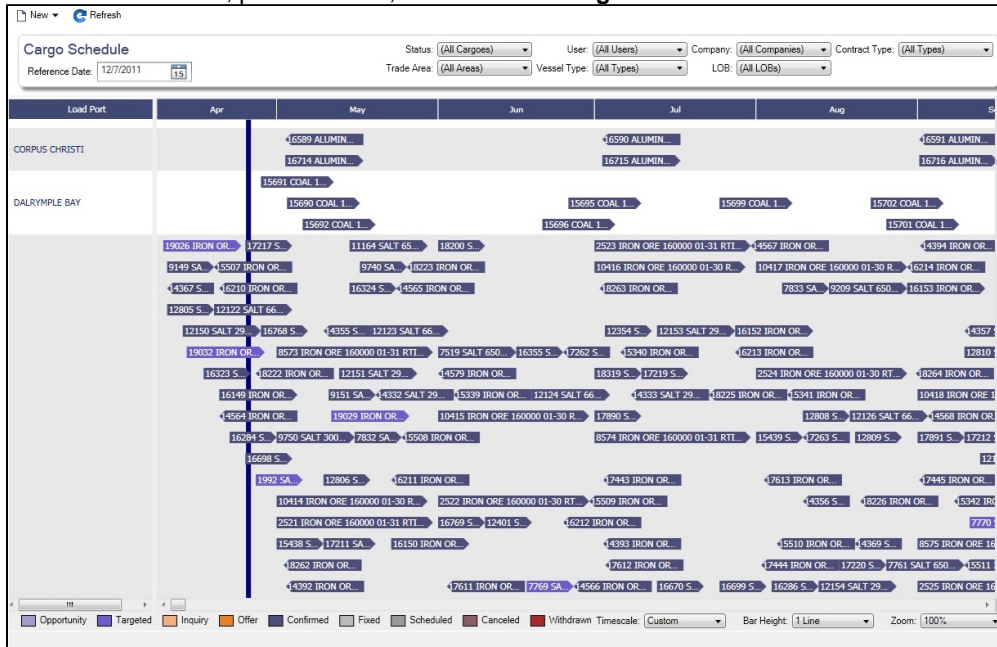
On this form, you can specify the entities for which every vessel has to be vetted via the Voyage Fixture.



## Cargo Schedule

The Cargo Schedule is a Gantt chart overview of cargoes, listed by load port and color coded by status. To open the Cargo Schedule, do one of the following:

- In the Chartering Module Center, click **Cargo Schedule**.
- On the IMOS7 menu, point to **Tools**, and then click **Cargo Schedule**.



Each cargo is represented by a bar with an arrow head. The cargo name and quantity appear on the bar, and its length indicates the duration of the cargo laycan window. The status of the cargo is indicated by the color of the bar, and a legend across the bottom of the schedule describes each color.

The following filters are available:

- **Reference Date:** Earliest date at which cargoes will appear on the schedule, based on the cargoes' **Laycan From to Laycan To** dates.
- **Status**
- **Trade Area**
- **User**
- **Vessel Type**
- **Company**
- **Contract Type**

Double-click a bar to open the Cargo. Right-click a bar to open a Cargo or create a **Voyage Estimate**.

For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#).

#### ▼ Related Config Flags

CFGChartererView

Use the [Charterer's View](#) instead of the standard [Cargo](#) form.

CFGEnableMultiGrade

Enable grades to be selected for Cargoes in a [Voyage Estimate](#).

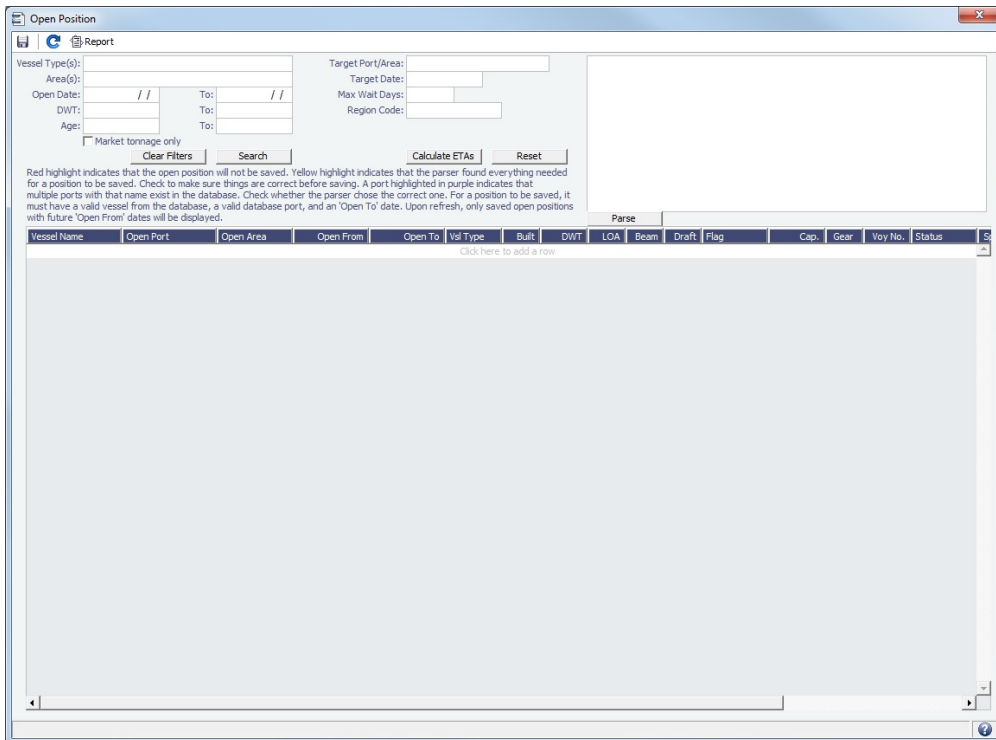
cargoScheduleSmallBarTemplate

Set the data to display on the bars. CFGChartererView and CFGEnableMultiGrade must also be set.

## Open Position

The Open Position tool is used to view the open positions of vessels on active or scheduled voyages and the positions of current and future cargo opportunities, allowing you to see if a vessel can arrive at a specified port by a specified date.

In the Chartering or Operations Module Center, under Quick Links, click **Open Position**.



To use the Open Position tool:

1. Specify the filters.
    - **Open Date** (From/To): Only voyages with an open date later than the date specified in this filter appear.
  2. Click . Information appears below:
    - **Open Port/Area**: The last port/area in the voyage.
    - **Open From/To**: For vessels in a TCO Voyage, the TCO Redelivery date is considered the Open Date.
    - **Status**: Scheduled, Commenced, or Completed. Closed voyages do not appear.
  3. To find the following values, specify the **Target Date** and **Target Port/Area** and click :
    - **Dist To Go**: Distance from the Open Port to the Target Port.
    - **Target Arrival**: Arrival date when traveling from the Open Port to the Target Port.
    - **Wait Days**: Number of days to wait in the Target Port until the Target Date.
- To refresh the results after making changes to the displayed voyages, click .
  - To open a report based on the current table, click .
- Results are sorted according to Open Area and then Open Date.

### Projection Ports

When a Region Code is specified, up to an additional five Projection Port columns are added. These are ports that have the Projection Port check box selected and the same Region Code set on the [Port](#) form. If there are more than five projection ports, the first five (in alphabetical order) appear. For each Projection Port, the date of arrival from the Open Port appears.

### Color Coding

Highlighting in the rows has the following meaning:

- **Blue** = There is a comment or a remark entered on that row.
- **Yellow** = The Arrival date is before the Target date entered.
- **Green** = Both conditions exist (Blue + Yellow = Green).

Highlighting of the text indicates Voyage Status:

- **Black** = Scheduled
- **Blue** = Commenced

- **Red** = Completed

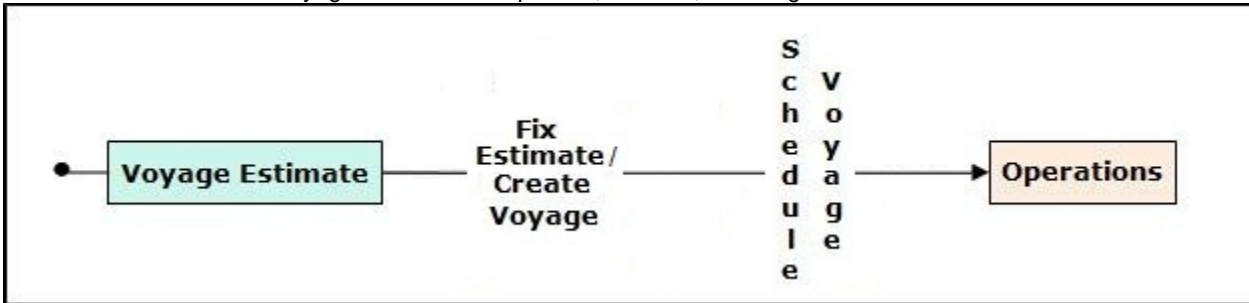
Comments/Remarks

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

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

## Voyage Estimate


With a Voyage Estimate, you can create and try out potential voyage scenarios to find your most profitable option. You can include information about voyage income and expenses, bunkers, and cargo.



This section describes the first of the [Chartering workflows](#), the typical workflow of an Owner. After creating an Estimate, you [fix the Estimate to create a voyage](#).

### Creating a Voyage Estimate

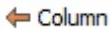
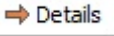
To create a Voyage Estimate, do one of the following:

- In the Chartering Module Center, click **Voyage Estimate**.
- On the Voyage Estimate list, click .
- On the IMOS7 menu, point to **New**, and then click **Estimate**.

A new Voyage Estimate appears with your next consecutive **Estimate ID**, which you can change. If a [.TDEFAULT Voyage Estimate](#) has been created, its values populate the Estimate.

### Voyage Estimate Views

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 List

All Voyage Estimates appear on the Voyage Estimate List. In the Chartering Module Center, next to Voyage Estimate, click **List**.


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

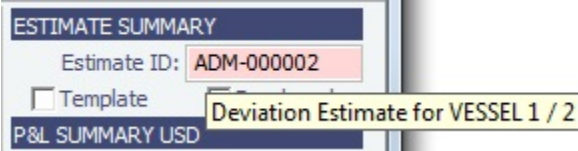
You can use [logical operations](#) to filter particular columns in the list. The filters appear on the right side.

### Deviation Estimate

Configuration flag **CFGUseVoyestVoyageDeviation** enables the Deviation Estimate functionality.

With a Deviation Estimate, you can create a snapshot Voyage Estimate and evaluate adding cargoes to a voyage. A Deviation Estimate shows how changes to an voyage itinerary affect the P&L. A Deviation Estimate **cannot be fixed**.

To create a Deviation Estimate, on the [Voyage Manager](#) toolbar, click  Deviation. A Voyage Estimate appears with all voyage information populated. A Deviation Estimate is indicated by a highlighted Estimate ID field, with a tooltip specifying the linked vessel/voyage:



- Any [Bareboat](#) costs (hire and misc costs) for the Estimate's period are translated to an average Daily Rate and added to the vessel's Daily Cost.
- XADDCOMM applies to total vessel expenses, including Bareboat, even if XADDCOMM is not in the Bareboat contract.

Importing Cargoes from a Deviation Estimate to a Voyage

From a Deviation Estimate, you can create a [Cargo](#) and link it to the voyage.

1. Open the voyage and create a Deviation Estimate.
2. In the Deviation Estimate, create a Cargo.
3. Right click the Cargo line and click **Add to Linked Voyage**.

The Cargo is added to the voyage, with its load and discharge ports included at the end of the itinerary.

## Voyage Estimate, Column View

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Estimates in 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 Deviation and Sensitivity [Analyses](#).

The screenshot displays the 'Voyage Estimate' application with three panels, each showing details for a different estimate ID:


- Estimate ID: ADM-000104**: Vessel: (blank), Dly Cost/Addr: 0.00 0.00, Spd Bal/Laden: 0.00 0.00, Charterer: (blank), Quantity/Unit: 0, Ballast Port: (blank), Load Port(s): (blank), Disch Port(s): (blank), Reposition Port: (blank), Routing: (blank), Freight Type: (blank), Freight Rate: 0.00, Commission %: 0.000, Ballast Bonus: 0, Fuel Pr/MT: 0.00 0.00, PDays/SDays: 0.00 0.00, Total Days: 0.00, Commence On: (blank), Complete On: (blank), Gross Income: 0, Net Income: 0, Port Exp: 0, Total Expenses: 0, Profit Total: 0, Profit Daily: 0, T/C Equiv: 0, Breakeven: 0.0000, Last Update GMT: (blank), Remarks: (blank).
- Estimate ID: ADM-000105**: Vessel: (blank), Dly Cost/Addr: 0.00 0.00, Spd Bal/Laden: 0.00 0.00, Charterer: (blank), Quantity/Unit: 0, Ballast Port: (blank), Load Port(s): (blank), Disch Port(s): (blank), Reposition Port: (blank), Routing: (blank), Freight Type: (blank), Freight Rate: 0.00, Commission %: 0.000, Ballast Bonus: 0, Fuel Pr/MT: 0.00 0.00, PDays/SDays: 0.00 0.00, Total Days: 0.00, Commence On: (blank), Complete On: (blank), Gross Income: 0, Net Income: 0, Port Exp: 0, Total Expenses: 0, Profit Total: 0, Profit Daily: 0, T/C Equiv: 0, Breakeven: 0.0000, Last Update GMT: (blank), Remarks: (blank).
- TCO Est ID: ADM-000166**: Vessel: AFRAMAX1, Dly Cost/Addr: 15,000.00 0.00, Spd Bal/Laden: 15.00 14.00, TCI Bal Bonus: 0.00, Charterer: (blank), TCO Duration: 0.00, Position Port: SINGAPORE, Delivery: (blank), Redelivery: (blank), Reposition Port: (blank), TCO Hire/Day: 0.00, Hire Curr/Rate: USD 1.00000, Add/Brk Comm: 0.00 0.00, Misc Revenue: 0.00, Misc Expenses: 0.00, LSF/MDO Pr/MT: 750.00 0.00, Days Pos/Repos: 0.00 0.00, Commencing: 09/01/11 08:00, Completing: 09/01/11 08:00, Gross Income: 0.00, Net Income: 0.00, Positioning Cost: 0.00, Total Expenses: 0.00, Profit Total: 0.00, Daily Profit: 0.00, TC Equiv: 0, TCO Bal Bonus: 0.00, Last Update GMT: (blank), Remarks: (blank).

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.

### Opening Estimates

To find an Estimate, type the beginning of the **Estimate ID** and press **Tab** or **Enter**, then select the Estimate from the Matching Estimates list.

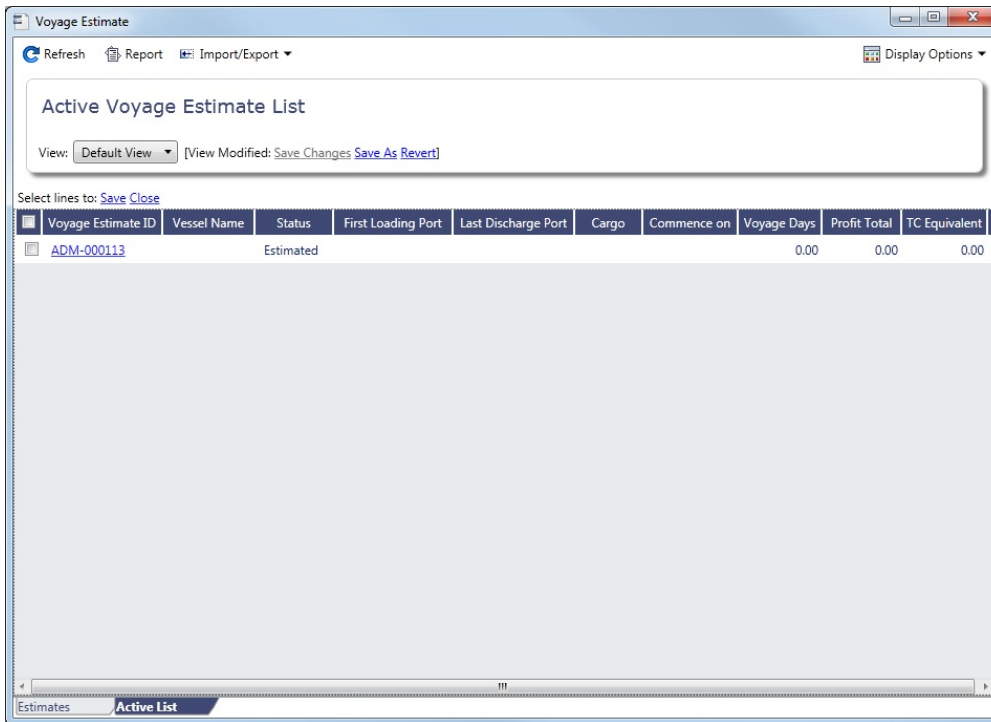
To open multiple existing Estimates simultaneously, use either of these methods:

- In a Voyage Estimate:
  - Click , and then click **Open Multiple Estimates**.
  - Enter search criteria and click **Search**.
  - In the selection list, select one or more check boxes in the first column.
- On the Voyage Estimate List:
  - Select one or more check boxes in the first column.
  - Click the Open link at the top of the list.

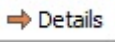
With multiple Voyage Estimates open, you can click **<<Hide** to collapse (center, above) and **>>** to expand it again.

### Active List


To see a list of active voyages, click the **Active List** tab at the bottom of the Estimate.



## Changing to Details View

To add more cargoes and/or ports, as well as additional information, click  to expand to [Details view](#).

## Estimate Menu

To do any of the following, click  and then click a command. The menu in [Details view](#) has additional commands.

- Create a **New Estimate**, **New TCO Estimate**, or **New Consecutive Estimate**
- **Open Estimate** or **Open Multiple Estimates**
- **Copy Estimate**, **Copy to TCO Estimate**, or **Convert to TCO Estimate**
- **Save Estimate** or **Delete Estimate**
- **Map Itinerary**: See and adjust the itinerary in Veslink Distances.
- **Analysis**: Perform analyses within the Estimate.
- **Port Expense History**: Search for historical expenses previously entered for a port.
- **Bunker Planning**: Set up initial quantities and calculation methods for each fuel type and enter quantities and prices for any bunkers you plan to receive.
- **Update Commencement Data**: Select one of the following:
  - **Select Voyage**: Select either the contract linked to the Estimate, or a different voyage from which the commencement data will default.
  - **From TC/Head Fixture Delivery**: Retrieve the commencement information from the Delivery information in the linked Time Charter/Head Fixture Contract.
  - **Clear Commencement Info**: Remove the Commencing port and initial bunkers and quantities. All commencement information is used, regardless of configuration flag settings: terminating port date, ballast port, fuel prices, and fuel quantities.
- **Delays**: Enter information about delays.
- **Profit Share**: Indicate amounts from the Voyage P&L to be considered as Profit Sharing or Premium Revenue.
- **Piracy Avoidance**: Select an option:
  - **Default**: Uses the vessel's default routing preferences specified on the [Routes tab](#) in the Vessel form.
  - **Disabled**: Uses the most direct [Distances](#) route.
  - **Enabled**: Reroutes the vessel around the piracy region.
- **Attachments**: Add or view attachments.
- **In Progress Voyage**: Link to a commenced voyage.
- **Exchange Rates**: Opens the form to enter Exchange Rates from the Data Center.
- **Vessel Defaults**: Enter Vessel default values to be used in Voyage Estimates.
- **Combine Estimates**: Select Voyage Estimates to combine from a list of active Estimates.

- **Vessel Matrix:** Enter different vessels to compare their costs, speed, and open ports.
- **Fix Estimate/Open Fixture:** [Create a new voyage](#) or open the linked [Voyage Fixture](#).
- **Create Cargoes:** Create [Cargoes](#).
- **Update Linked Fixture:** Update the linked [Voyage Fixture](#).
- **Auto Calculate by Max Lift Qty:** Have IMOS check the maximum quantity that can be loaded in the port with the most restrictive deadweight and draft limits. If you then override the Calculated Lift value, it turns blue. To recalculate, clear the field and then press **Enter**. You can see this information on the Draft/Restrictions tab in [Details View](#).
- **Reports:** Click to view any of the following reports:
  - **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.

#### Related Config Flags

CFGScenarioSelectInVoyest

Adds a Program field to the Voyage Estimate so you can assign the Estimate to a program in the Estimate Schedule.

#### 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	VE51	Canal Costs (USD)		
Daily Cost:	0	Vetting Rate:	0		
Vessel DWT:	75,000	Capacity (Bale):	80,000	Panama:	
Summer Draft:	0.00	Capacity (Grain):	90,000	Suez:	
Winter Draft:	0.00	Weather Factor %:	0.00	Magellan:	
TPC:	20.00	Total Vars:	3	Bosporus:	
				Ballast	Laden
				0	0
				0	0
				0	0
				0	0

**Bunker Data and Consumption Rates**

Name	Price	Ballast	Laden	Load	Disch	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](#)

*Vessel, Major Approval, and Recent Cargoes Forms*

You can access other forms by clicking buttons on the bottom of the Vessel Details - Estimate form.

- To open the [Vessel](#) form, click the **Vessel Details** button.



- To record the names and expiration dates of approvals, click the **Major Approval** button.

The screenshot shows a dialog box titled "Major Approval". At the top, there is a "Vessel:" label followed by a text input field containing "VESSEL1" and a button labeled "VES1". Below this is a table with two columns: "Approved By" and "Expires". The table contains one row with the value " //" in the "Expires" column. Below the table is a button that says "Click here to add a row".

- To retrieve the CP Quantity and Bill of Lading Quantity for all recent voyage cargoes, click the **Recent Cargoes** button to open the Cargoes in Recent Voyage Fixtures form.

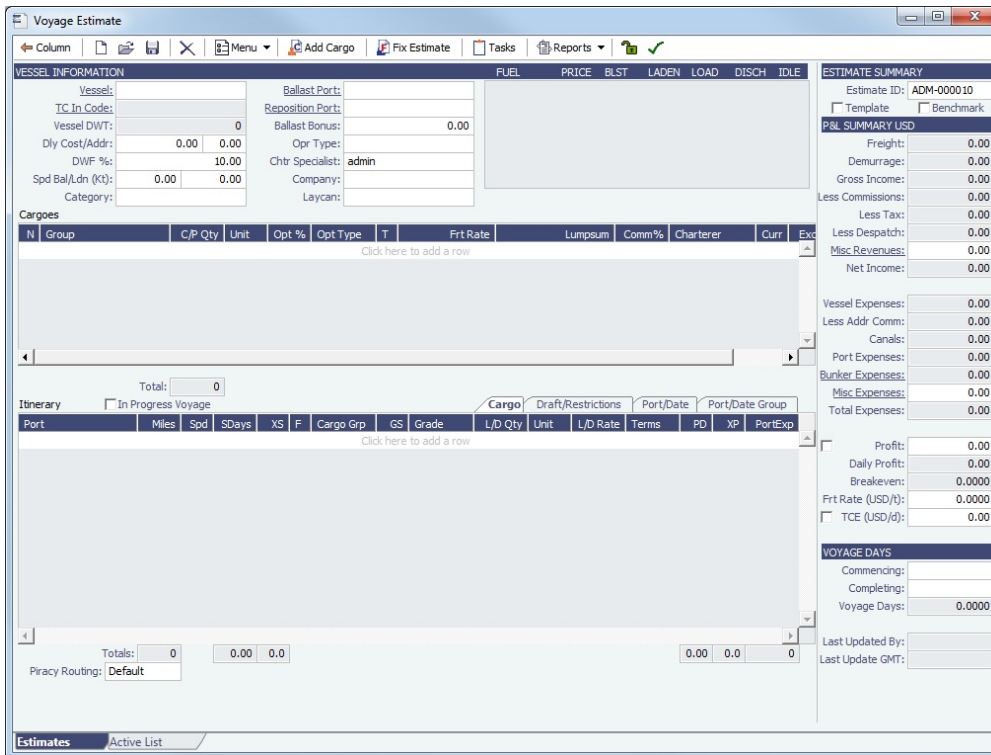
The screenshot shows a dialog box titled "Cargoes in Recent Voyage Fixtures". It has a "Vessel:" field with "VESSEL1" and a "VES1" button. Below is a table with the following data:

Fixture No.	Voy No.	Cargo	CP Qty	BL Qty	Unit	Description
20120003	2	CEMENT	10,000	10,000.000	MT	

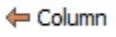

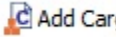
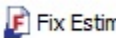
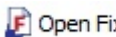
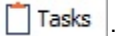






## Voyage Estimate, Details View

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.



## Toolbar

-  **Column**: Return to [Column View](#).
-  **Menu**: In addition to the [menu commands in Column View](#), you can do the following:
  - **Import/Export** an Estimate.
  - **Reorder the Itinerary** after changing the Sequence on the Port/Date tab, or alter it to create the **Shortest Itinerary**.
-  **Add Cargo**: Open the [CP Terms Details](#) form to **add Cargo**.
-  **Fix Estimate**: Open the [Create New Voyage](#) form. After the voyage is scheduled, a [Voyage Fixture](#) is created, and the button changes to  **Open Fixture**.
-  **Tasks**: Open the [Tasks](#) form to view and create tasks.
-  **Reports**: Access [Voyage Estimate](#) reports.
- **Locking Status**: Depending on the status of the Estimate and your [Security](#) rights, whether you can save it. Click the symbol to see a message describing any issues.
  - : The Estimate has not been fixed, and you have rights to save it.
  - : The Estimate has been fixed, but you have rights to save it.
- **Validation symbol**: If information is not complete and correct, click the symbol to see a message describing any issues.
  - : All information is complete.
  - : Some information is missing.
  - : The form contains one or more errors.

## ▼ Related Config Flags

### CFGDisableMaxLiftWarnings

Set this to enable/disable notification when your quantity loaded exceeds the vessel's maximum lift quantity.

### CFGClearCompanyLobOnCopy

Clears the Company, LOB, and Department values when copying a Voyage Estimate.

### CFGVoyestZeroProfitOnBunkerError

Any fuel type that is used in the calculation with price zero will trigger a red warning. The profit and daily profit are set to zero to avoid misjudging the calculation.

### CFGVoyestZeroProfitOnDWTError

If the quantity of cargo on board exceeds the calculated max lift quantity for an itinerary line, an estimate error will be raised indicating where the overloading has occurred, and the profit/daily profit for the estimate will be set to zero.

### CFGVoyapiErrorOnDischGreaterTha

nLoad

A nominated discharge quantity greater than the loaded quantity will raise a validation error in Voyage Estimator, Voyage Fixture, and Voyage Manager. Additionally, in Voyage Estimator, this will clear the results of the PNL calculation.

### CFGVoyapiWarnIfMissingEstPortExp

A validation warning is raised in Voyage Estimator and Voyage Manager if a cargo handling portcall exists without estimated port expenses.

### CFGWarnIfMissingCargoBunkers

If vessel is a tanker or gas carrier, warning appears if applicable cargo bunker consumption types are not enabled in an estimate or voyage.

### CFGVoyapiValidateCargoLaycanFor

Port

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.

### CFGEnableVoyestUserSecurity

Users will only be able to save changes to Voyage Estimates they created. If a user attempts to save an Estimate created by another user, the action will be blocked, and they will be advised to make a copy of the active Estimate. This feature does not work with historical estimates created with IMOS 6.7 or earlier, before the creator was stored.

## General Information

This section contains general information about the vessel and voyage.

VESSEL INFORMATION		FUEL	PRICE	BLST	LADEN	LOAD	DISCH	IDLE
Vessel:		Ballast Port:						
TC In Code:		Reposition Port:						
Vessel DWT:	0	Ballast Bonus:	0.00					
Dly Cost/Addr:	0.00   0.00	Opr Type:						
DWF %:	0.00	Trade Area:						
Spd Bal/Ldn (Kt):	0.00   0.00	Chtr Specialist:	admin					
Category:		Company:						

### • Inheriting values:

- These fields inherit default values from the Vessel form:

- Vessel DWT
- Daily Cost
- Spd Bal/Ldn
- Opr Type
- Owned vessel: default is OVOV
- Voyage Charter or Time Charter vessel: default is TCOV
- Fuel grades
- Ballast, Laden, Load, Discharge, and Idle fuel consumption

- These fields inherit default values from the vessel's most recent voyage in IMOS, if one exists:

- Ballast Port
- Commencing and Completing dates
- Commencing port in Itinerary
- Fuel Price

- **TC In Code:** If the selected vessel is a **Tow**, this field will be locked from editing.
- **Daily Cost / Daily Hire:** The value entered in this field will contribute to Vessel Expenses, shown in the P&L Summary. It will be multiplied by the number of Voyage Days.
- **Addr:** The value entered here will contribute to the Less Addr Comm field, shown in the P&L Summary. It will be multiplied by the Vessel Expenses.
- **DWF %:** IMOS multiplies extra sea days on all voyage legs in the itinerary by this Default Weather Factor, which increases voyage length and expenses related to the length of the voyage.

- **Spd Bal/Ldn:** You can set these speeds to any value, unless the **Restrict Speeds** check box is selected for the **Vessel Type**, which restricts vessel speeds used to those in the Speed Consumption Table on the **Vessel** form.

#### ▼ Related Config Flags

##### CFGVerifyMatchingCompany

Display a validation error if any of the Estimate voyage's linked contracts has a different company set than the voyage company.

##### CFGDefaultCompanyOnTciSelect

Default to the company on the Time Charter In Contract.

##### CFGDefaultLobOnTciSelect

Default to the LOB on the Time Charter In Contract.

##### CFGEnableOpsLOB

Validate the LOB on all contracts linked to a Voyage Estimate.

##### CFGEnableVoyTypeCheckboxes

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.

##### CFGDefaultCharteringSpecialist

When creating a new Voyage Estimate or Voyage Fixture, the current user will be assigned as the Chartering Specialist.

##### CFGDefaultCompanyOnCargoImport

When importing a cargo, specifies whether or not the company specified on the imported cargo should be used to default the company on the estimate/fixture/voyage if a company has not yet been specified.

##### CFGDefaultLobOnCargoImport

When importing a cargo, specifies whether or not the LOB specified on the imported cargo should be used to default the LOB on the estimate/fixture/voyage if an LOB has not yet been specified.

##### CFGDefaultLobOnTciSelect

On selection of a TC In Fixture to be used for a Voyage/Voyage Estimate, if no LOB has been selected on the given Voyage/Voyage Estimate, the LOB on the selected TC In Fixture will be used.

##### CFGEnableChartManualStatusFlags

Adds additional status options to the Voyage Fixture and Voyage Estimate, and the manual management of these statuses. (A manually managed Status field is available on the Voyage Fixture. A voyage can be scheduled from a Voyage Fixture only if its status is Fixed.)

##### CFGEnableFixtimatorTradeArea

Voyage Estimator: Sets the appearance of the "Trade Area" input box in the expanded "Details" view.

##### CFGUseEstimateLastFuelCost

If enabled, the option (previously available in V5.6) to have the Voyage Estimator default fuel costs to those of the last saved estimate.

##### CFGUseVesselLastPort

So the voyage estimate will assume ballast port to be vessel open port.

##### CFGVoyestCategoryCustomType

Specifies custom label for the Category selection list field of the Voyage Estimate and its reporting dataset. The values in the list can be configured in the Voyage Estimate Categories form, available from the Setup section of the Chartering Module Center.

##### CFGVoyestRetainBunkerPrices

Changing vessels on an Estimate will map the bunker prices for the first vessel onto the new vessel where appropriate; fuels unavailable on the new vessel will not be available and hence not have prices, and fuels available on the new vessel that are absent from the first vessel will pull their prices from the last voyage prices (unless explicitly disabled with use of config flag CFGUseVesselLastFuelCost), or the last estimate (if CFGUseVesselLastFuelCost is disabled and CFGUseEstimateLastFuelCost is enabled).

##### CFGDefaultBunkerUnit

Voyage Estimator: Sets the default bunker unit.

##### CFGUseVesselLastFuelQuantity

The initial bunker quantities in an estimate will be pulled from the last actual voyage when a vessel is selected.

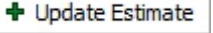
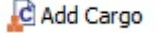
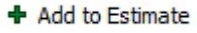
##### CFGUseCompanyLobTradeAreaHier

archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

## Cargoes Grid

You can add cargoes in one of these ways:

- Enter line items in the **Cargoes** grid. You can then either right-click, enter the itinerary in the CP Terms Details form, and click  or enter it in the Itinerary grid below, selecting the cargo in the line.
- Right-click a line and then select **Insert New** or **Duplicate Cargo**. Or select **Import Cargo** to set search criteria and select one or more **Cargoes**.
- Click , complete the **CP Terms Details** form, and click .

Freight revenue is calculated in one of these ways, depending on the setting of **Bill By** in CP Terms/Details:

- If **Bill By** is set to CP Qty, the freight will always be calculated basis the BL Qty.
- If **Bill By** is set to Bill Qty, there are two potential calculations:
  - If an itinerary is not defined for the cargo, or if **L/D Qty** is blank in the itinerary for the cargo, freight will always be calculated basis the CP Qty.
  - If an itinerary is defined for the cargo, and **L/D Qty** is populated in the itinerary for the cargo, freight will always be calculated basis the BL Qty (L/D Qty).

N	Group	C/P Qty	Unit	Opt %	Opt Type	T	Frnt Rate	Lumpsum	Comm%	Charterer	Curr	Exc
Click here to add a row												

For Operation Type RELT and SPOT, column **T** = contract type:

- S = Sale (Cargo)
- P = Purchase (VC In)

N	T	Group	C/P Qty	Unit	Opt %	Opt Type	T	Frnt Rate	Lumpsum	Comm%	Counterparty	Curr	Exc
Click here to add a row													

### Related Config Flags

#### CFGChaTradeUnitIdInCargoGrid

The CP Terms grid in the Voyage Estimate, Voyage Fixture, and Voyage Manager will have an ID column that displays the Cargo ID for the cargo linked to the CP Terms.

#### CFGChaTradeUnitIdInItinerary

Voyest/fixture will show the trade unit ID of the cargo associated with the given itinerary line.

#### CFGCounterpartyLabel

For vessels of type L (LNG Carrier), references to Charterer in the Voyage Estimator, Voyage Fixture, and Voyage Manager are now replaced with value of this flag, for example, "Buyer."

#### CFGDefaultCargoUnit

Voyage Estimator: Sets the default cargo unit for the "Quantity/Units" field.

#### CFGDefaultFreightType

To globally configure the default Freight Type for Cargoes newly added to the Voyage Estimate, Voyage Fixture, and Voyage Manager. Enter the letter code for the default freight type: F = Freight Rate, L = Lumpsum, W= World Scale, D = Daily Rate, A = ATRS. Note that this configuration only affects Cargoes that are created via the Voyage Estimate, Voyage Fixture, and Voyage Manager. Cargoes that already exist and are imported into these forms are not affected, and records created directly from the Cargo form always use the default set in the flag.

#### CFGEnableAltLiftUnit

Unit of Measure Conversion for MT, BBL, and M3 on the Voyage Estimate/Voyage Fixture/Voyage Manager forms.

CFGEnableMultiGrade

Enable grades to be selected for cargoes in Voyage Estimator.

CFGEnableUnits

Allows the cargo units field to be editable in Voyage Estimator and in the CP Terms Details window.

CFGShowCargoPerUnitCost

In Voyage Estimator, shows field 'Per Unit Cost.' This value is also seen on the PNL Report (Voyage Management screen) where Per Unit Cost = Total cost of expenses by qty of cargo loaded.

CFGShowCommissionInCargoGrid

Shows the Comm% field in the Voyage Estimator Cargo grid, which shows the total commission for the Cargo. If there is only one broker, the value can be updated manually in this field. If there are multiple brokers, their commission should be updated in CP Terms Details.

### Itinerary Grid

You can add ports and information about them. The Itinerary grid has tabs to show different views:

#### Cargo Tab

The Cargo tab includes information about the cargo for each port.

Itinerary										Cargo	Exp Details	Draft/Restrictions	Port/Date	Port/Date Group
Port	Miles	Spd	SDays	XS	F	Cargo	ID	L/D Qty	L/D Rate	Terms	TT	PDays	Est PD	PortExp
Click here to add a row														

#### Exp Details Tab

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.

Itinerary										Cargo	Exp Details	Draft/Restrictions	Port/Date	Port/Date Group
Port	F	Cargo	L/D Qty	Unit	Sea H/B	Port H/B	PortExp	Dem/Des	Common	LoadExp	Exp/Unit	Ttl/Unit		
Click here to add a row														

#### Draft/Restrictions Tab

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

Itinerary										Cargo	Exp Details	Draft/Restrictions	Port/Date	Port/Date Group
Port	Berth	F	Draft	Unit	Loadline	Salinity	Cargo	L/D Qty	FT3/MT	M3/MT	MaxLift	ROB Arr	LS SDay	LS PDay
Click here to add a row														

- 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.
- Low sulfur port days (**LS PDays**) and low sulfur sea days (**LS SDays**) will be calculated for ports and routes that fall within an ECA zone.

#### Port/Date Tab

The Port/Date tab includes the parameters for each port call that has a function, with one line per cargo, like a cargo itinerary.

Itinerary										Cargo	Exp Details	Draft/Restrictions	Port/Date	Port/Date Group	
Seq	Port	Miles	Spd	SDays	XS	WF%	Day	ETA	Idle	PDays	XP	Dem	Day	ETD	TZ
Click here to add a row															

#### Port/Date Group Tab

The Port/Date Group tab is a collapsed view of the Port/ Date view tab, with one line per port, like a vessel itinerary.

Itinerary										Cargo	Exp Details	Draft/Restrictions	Port/Date	Port/Date Group
Port	Miles	Spd	TSday	WF%	Day	ETA	F	TPday	PEXP%	Day	ETD	TZ		
Click here to add a row														

- To lock a Transit port (Port Function P or I) to prevent it from being changed or removed, right-click the port and click **Lock Transit Port**. A locked Transit port has a light blue background in the Itinerary.
- The **L/D Qty** entered on a Load port will default the same quantity to that cargo's discharge port **L/D Qty** if the cargo is linked to the ports.

### ▼ Related Config Flags

#### CFGVoyestShowCranesInItinGrid

Add a Cranes column to indicate the use of cranes in the port.

#### CFGDistancesAvoidRivers

When disabled, have distances calculated by IMOS use river routes. This is equivalent to clearing the Avoid rivers if possible check box in Veslink Distances settings.

#### CFGAutoCalcPortExpenses

The Voyage Estimate automatically enters port expenses for ports with previously saved expenses.

#### CFGDefaultAutoLiftQuantity

Voyest will auto insert the max lift quantity basis DWT, restrictions.

#### CFGManualMaxLiftCpQty

Voyage Estimate will take the maximum CP quantity in owner's option as the estimated loaded quantity. This can be used in combination with CFGDefaultAutoLiftQuantity so to take the maximum between CP quantity and maximum lift of the vessel.

#### CFGVoyestUseMinCpQtyForCharter

erOpt

When set to Y, if using "Auto Calculate by Max Lift Qty" in Voyage Estimator, if the option type for a cargo is a charterer's option, its minimum quantity will be used as a restriction for lift quantity. If set to N, the CP Qty for the cargo will instead be used for the lift restriction.

#### CFGDefaultRateUnit

Specifies default rate unit for cargo load/discharge rates (VoyEst/Fixture Note).

#### CFGDefaultSuezXPDays

Sets a default amount of "XP," or Extra Port days for the Suez Canal transit.

#### CFGEnableCargoExpDetails

On the Voyage Estimator Detail view Itinerary Exp Details tab, enables the Exp/Unit column that shows the cost per unit (e.g., metric ton) of moving cargo, taking into account sea and port expenses.

#### CFGEnableCargoHandlingTradeNo

When enabled (and multigrade cargoes are enabled), a Trade No. column is added to the itinerary's Cargo tab in the Voyage Estimate, Voyage Fixture, and Voyage Manager. Additionally, if cargo transfers are enabled, the column is added to the Transfers tab. This is a free-text field, where users can enter identifiers for a trade associated with the given cargo lifting.

#### CFGEnablePortExpInTradeUnit

Added ability to input port expenses in trade unit (cargo) itinerary. Port expenses as entered on trade unit will be added to voyest / fixture note when the cargo is imported, either directly or through cargo matching estimate creation.

#### CFGEnablePortExpSearchAutocompl

ete

The Port Expense Search in Voyage Estimator and Voyage Manager will have selectable search criteria instead of free-text searching.

#### CFGMultiCurrencyPortExpenses

Enables support for multi-currency estimated port expenses.

#### CFGShowRateUnitInMainItin

Display the Rate Unit (RU) column in the main Itinerary grid in the Cargo Tab of Voyage Estimator, for easy view/editing alongside the L/D Rate column values.

#### CFGUpdateCanalExpOnVesselChan

ge

Changing the vessel on an estimate or fixture note will update any canal costs in the itinerary with the defaults as specified in the selected vessel's routing prefs. Any canals which occur between delivery and redelivery in a TCO Estimate will not be updated, and any canals which do not appear in the routing preferences of the selected vessel will likewise be unaltered.

#### CFGVoyapiNoShexFactorOnTurntime

SHEX factor will not be applied to turntime when estimating total days in a port.

#### CFGDefaultPortExpToProvisional

Estimated port expenses in Voyage Manager will be "Provisional" by default.

CFGEnableDefaultEndingRobConstants

An additional constant representing a default ending bunker quantity will be added into the Voyage Estimate max lift calculation in cases where the initial bunker quantities are not specified in the estimate.

CFGNoDefaultPortTerms

Voyest/fixture will not default the laytime terms at ports to SHINC - for L/D ports, having no terms will cause a validation error which will prevent the user from fixing the estimate with such errors and/or prevent the user from saving a fixture with such errors.

Estimate Summary, P&L Summary, and Voyage Days

This section shows the Estimate P&L, which is driven by values entered elsewhere on the Voyage Estimate form.

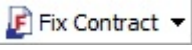
ESTIMATE SUMMARY	
Estimate ID:	ADM-000010
<input type="checkbox"/> Template	<input type="checkbox"/> Benchmark
P&L SUMMARY USD	
Freight:	0.00
Demurrage:	0.00
Gross Income:	0.00
Less Commissions:	0.00
Less Tax:	0.00
Less Despatch:	0.00
Misc Revenues:	0.00
Net Income:	0.00
Vessel Expenses:	0.00
Less Addr Comm:	0.00
Canals:	0.00
Port Expenses:	0.00
Bunker Expenses:	0.00
Misc Expenses:	0.00
Total Expenses:	0.00
<input type="checkbox"/> Profit:	0.00
Daily Profit:	0.00
Breakeven:	0.0000
Frft Rate (USD/t):	0.0000
<input type="checkbox"/> TCE (USD/d):	0.00
VOYAGE DAYS	
Commencing:	
Completing:	
Voyage Days:	0.0000
Last Updated By:	
Last Update GMT:	

### Estimate Summary

- A Template Estimate cannot be fixed, and fixed/scheduled estimates cannot be marked as Template. Users without the Update template voyage estimates Security Right cannot edit Template Estimates, but can work on a copy of a Template Estimate.
- Benchmark Estimate:



- A Benchmark Estimate can be viewed by a user without the Benchmark right.
- When a Benchmark Estimate is copied, the Benchmark check box is cleared.
- From a Benchmark Estimate, you can create a Cargo or a COA with this Benchmark Calculation as the Exposure Basis:

Click , then click **Fix Cargo** or **Fix COA**. This will also associate the Benchmark Estimate as the initial Estimate of the contract as a reference to the calculation. If the Benchmark Estimate is a SPOT Estimate, a VCOA is created upon clicking **Fix COA**.

- It is possible to dynamically [change a Benchmark Estimate Itinerary](#) using the Trading Profile to match a contract and use it in the exposure calculation.
- TCE (Time Charter Equivalent) USD/day = (Net Income (Total Expenses (Vessel Expenses + Ballast Bonus + TCI Common Voyage Expenses Address Commission))) / Voyage Days.  
**Note:** TCI Common Voyage Expenses do not include ILOHC or INTHC; these two expenses affect TCE.

#### *P&L Summary*

- You can enter or edit [miscellaneous revenues or expenses](#). Click their links to add more than one line item.
- You can adjust the Freight Rate or TCE to see the resulting changes in the P&L.

#### ▼ **Related Config Flags**

CFGEnableVoyestSavedBallastDays

Calculate the impact of Saved Ballast Days on the TCE.

CFGEnableBenchmarkEstimate

Enables the creation of Benchmark Estimates. Also enables the Exposure tab on the Cargo form. If the cargo is linked to a benchmark estimate via the Exposure tab, IMOS will use the market rate as the TCE in the Benchmark Estimate and back calculate the \$ /ton rate in the Trading Profit and Loss. In a Voyage Estimate, select the Benchmark check box to mark the Estimate as a Benchmark Estimate. Benchmark estimates must have exactly one cargo, and they cannot be fixed.

CFGSyncCargoWithInitialEstimate

Syncs the Cargo with the Initial Estimate.

CFGLockInitialEstimate

Locks the initial Benchmark Estimate after the Cargo contract is created. When the Cargo contract is Confirmed, it can be edited, but the corresponding Initial estimate is locked. For all other statuses, the Initial estimate can be edited, but Freight Type and Frt Rate fields on the Cargo cannot. They must be updated from the Initial estimate (applies when CFGSyncCargoWithInitialEstimate is ON).

CFGVoyestTcePercent

Display field on VoyEst main form to show/allow entry of TCE as a ratio of TCE Vessel Daily Cost.

CFGVoyIdByUserPrefix

Automatically assigns a sequential Estimate ID number for each user prefix.

#### Voyage Estimate Other Revenues and Expenses

You can enter Voyage Revenues and Expenses from the [Voyage Estimate, Details View](#). Under P&L Summary on the right, click the label link for either Misc Revenues or Misc Expenses.

- The **Other Revenues** and **Other Expenses** tabs look the same.

Voyage Estimate Other Revenues/Expenses - SF-000055 (1)

Other Revenues | Other Expenses

Code	Revenue Description	Cargo	Port	Type	Curr	Amount Curr	Exch Rt	Amount Base	Non-Acc
VOREV	VOYAGE OTHER REVENUES	COAL	NORFOLK	Lumpsum	USD	0.00	1.000000	0.00	<input type="checkbox"/>

Click here to add a row

Total: 0.00

Voyage Estimate Other Revenues/Expenses - SF-000055 (1)

Other Revenues | Other Expenses

Code	Expense Description	Cargo	Port	Type	Curr	Amount Curr	Exch Rt	Amount Base	Non-Acc
VOEXP	VOYAGE OTHER EXPENSES		ROTTERDAM	Lumpsum	USD	0.00	1.000000	0.00	<input type="checkbox"/>

Click here to add a row

Total: 0.00

- To link Port Expenses to:
  - A port call, select the Port.
  - A port and cargo, select the Port and then a Cargo handled at that port, or a Cargo and then a Port where the Cargo is handled.
- For an overall Voyage Misc Exp/Rev, select a Cargo without a Port.

You can also enter Common Voyage Expenses (CVE) for Time Charter In Estimates (Operation Type TC\*\*) and Time Charter Out Estimates (Operation Type \*\*TO).

- For Time Charter In Estimates, click **Misc Expenses** and then click the **TCI Common Voy Exp** tab. Values turn blue when they are edited.

Voyage Estimate Other Revenues/Expenses - ADM-000648 (1)

Other Revenues | Other Expenses | TCI Common Voy Exp

Code	Description	Rate Type	Rate/Amt	Remarks
CABLE	Gratuities	Per 30 Days	0.00	
VICTU	Victualling	Per 30 Days	0.00	
ALLOW	Repr. Exp. / Allowances	Per 30 Days	0.00	
LASHS	Lashing and Stowage	Per 30 Days	0.00	

Update from linked Time Charter In

- For Time Charter Out Estimates, click **Misc Revenues** and then click the **TCO Common Voy Exp (Currency)** tab. These values are transferred to the contract when the Estimate is fixed.


Voyage Estimate Other Revenues/Expenses - ADM-000105 (1)

Other Revenues | Other Expenses | TCO Common Voy Exp (USD)

Code	Description	Rate Type	Rate/Amt	Remarks
CABLE	Gratuities	Per 30 Days	0.00	
VICTU	Victualling	Per 30 Days	0.00	
ALLOW	Repr. Exp. / Allowances	Per 30 Days	0.00	
LASHS	Lashing and Stowage	Per 30 Days	0.00	
ILOHC	ILOHC	Lumpsum	0.00	
INTHC	Intermediate HC	Lumpsum	0.00	

## About Max Lift Calculations

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

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Max Lift is the maximum quantity a vessel can lift in the port in the voyage that has the most restrictive deadweight and draft limits. IMOS can calculate this amount based on the density of the cargo, the vessel's deadweight, and the weight of bunkers and everything on the vessel.

1. On the [Voyage Estimate](#) menu, click **Auto Calculate by Max Lift Qty**. IMOS uses the following information:
  - From the [Vessel](#) form:
    - Capacity fields vary with Type Code, for example:
      - Type Code T (Tanker): Capacity M3 or Capacity Bbl
      - Type Code B (Bulk): Capacity (Bale) or Capacity (Grain)
    - Vessel DWT (taking into account the season and the salinity of the [berth](#))
    - Constants and Safety Margins
  - Bunkers ROB
  - [Cargo Name](#)
    - Cargo Class Dry or Unspecified: Stowage Factor (M3/MT or Ft3/MT)
    - Cargo Class Liquid: Density (API/Specific Gravity)
    - Cargo Class Dry: The Capacity Basis default is Grain, but you can change it on the [Cargo Name](#) form.
2. Quantities appear in [Details View](#):
  - On the Draft/Restrictions tab, in the Cargo and L/D Qty fields.  
To see the inputs to the calculation, hold your mouse pointer over the value in the **Max Lift** field.
  - In the Cargoes grid, in the CP Qty field, depending on [configuration flags](#).
3. You can override the calculated lift value.  
To recalculate, clear the field and then press **Enter**.  
The new value appears [blue](#).

Max Lift Calculation

**Max Lift** = Capacity divided by Stowage Factor

**Available Max Deadweight** = DWT minus Bunkers ROB on Arrival minus Constants and Margins

If the result from the Max Lift calculation is higher than the Available Max Deadweight, then the **Max Lift** is the Deadweight itself (the maximum the ship can lift).

Examples

*Example 1*

- Vessel relevant details:
  - Type Code B (Bulk)
  - Vessel DWT: 35,000 MT
  - Capacity (Grain): 1,600,000 Ft3 or 45,307 M3
  - Bunkers ROB on Arrival and Constants and Margins: 600 MT
- Cargo Stowage Factor: 47.67 Ft3/MT or 1.3500 M3/MT

**Max Lift restricted by cubic capacity** = 45,307/1.35 = 33,560 MT

Itinerary										Cargo	Draft/Restrictions	Port/Date	Port/Date Group	
Port	Berth	F	Draft	Unit	Loadline	Salinity	Cargo	L/D Qty	FT3/MT	M3/MT	MaxLift	ROB Arr	LS SDay	LS PDay
BOSTON (USA)	QUAY	C		M	Summer	Salt					30,981	600.00	0.00	0.00
BOSTON (USA)	QUAY	L		M	Summer	Salt	GRAIN	30,641	47.6700	1.3499	30,981	600.00	0.00	0.00
MIAMI	QUAY	D	10.30	M	Summer	Salt	GRAIN	30,641	47.6700	1.3499	30,641	590.60	3.48	0.00

Click here to add a row

Vessel Equiv. Summer DWT: 31,581 MT

Deadweight 31,232 MT @ 10.30 m.ss  
Less 591 MT bunkers ROB on arrival  
-----  
Max deadweight 30,641 MT

Cubics 33,564 MT @ 1.3499 M3/MT

Max lift 30,641 MT

### Example 2

- Vessel relevant details:
  - Type Code T (Tanker)
  - Vessel DWT: 200,000 MT
  - Capacity: 222,222 M3/1,397,737 Bbl
  - Bunkers ROB on Arrival 2860 MT
- Cargo API: 33.000 M3/MT

**Available Max Deadweight** = 200,000 - 2860 = 197,140

**Max Lift** = 197,140

### ▼ Related Config Flags

#### CFGManualMaxLiftCpQty

When using Auto Calculate by Max Lift on a Voyage Estimate, the CP Qty for a cargo will never be automatically set by the Maximum Lift Calculation. Only the L/D quantities will change. The CP Qty can be changed.

#### CFGVoyestUseMinCpQtyForChartererOpt

When using Auto Calculate by Max Lift on a Voyage Estimate, if the Option Type for a Cargo is a charterer's option, its minimum quantity will be used as a restriction for the lift quantity. If set to N, the CP Qty for the Cargo will instead be used for the lift restriction.

#### CFGEnableDefaultEndingRobConstants

An additional constant representing a default ending bunker quantity will be added into the Voyage Estimate Maximum Lift Calculation in cases where the initial bunker quantities are not specified in the Estimate.

## Analysis

You can perform analyses from the [Voyage Estimate](#). Click , click **Analysis**, and then click one of the following:

- [Freight Sensitivity Analysis](#)
- [Speed Sensitivity Analysis](#)
- [Speed Comparison Analysis](#)
- [Bunker Sensitivity Analysis](#)
- [Reposition Analysis](#)

### Freight Sensitivity Analysis

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

**Sensitivity Analysis**

To compare a range of Freight Rate (or the selected Freight Type) amounts to their Time Charter Equivalents and vice versa, IMOS uses the current amount and TC Equiv and default step sizes. To change the analysis, enter a Mid Point or a Step size.

**Frt Rate (USD)**  
 Mid Point: 20.00  
 Step: 0.50

**TC Equiv (USD)**  
 Mid Point: 30,000  
 Step: 100

Frt Rate	TC Equiv
17.50	9,227
18.00	10,038
18.50	10,848
19.00	11,659
19.50	12,469
20.00	13,280
20.50	14,090
21.00	14,900
21.50	15,711
22.00	16,521

TC Equiv	Frt Rate
29,500	30.01
29,600	30.07
29,700	30.13
29,800	30.19
29,900	30.25
30,000	30.32
30,100	30.38
30,200	30.44
30,300	30.50
30,400	30.56

▼ **Related Config Flags**

- CFGDefaultFreightSensitivityStep  
Sets the step amount for the Freight Rate column of the Sensitivity Analysis.
- CFGDefaultLumpsumSensitivityStep  
Sets the step amount for the Lumpsum column of the Sensitivity Analysis.
- CFGDefaultTceSensitivityStep  
Sets the step amount for the Time Charter Equivalent column of the Sensitivity Analysis.

**Speed Sensitivity Analysis**

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

**Speed Sensitivity Analysis**

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

Ballast Speed:       Step:   
 Laden Speed:

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

### 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 Expenses, and Voyage Days.

**Speed Comparison Analysis**

To analyze how alternative ballast/laden speeds can impact your voyage results, add a row for each desired speed combination.

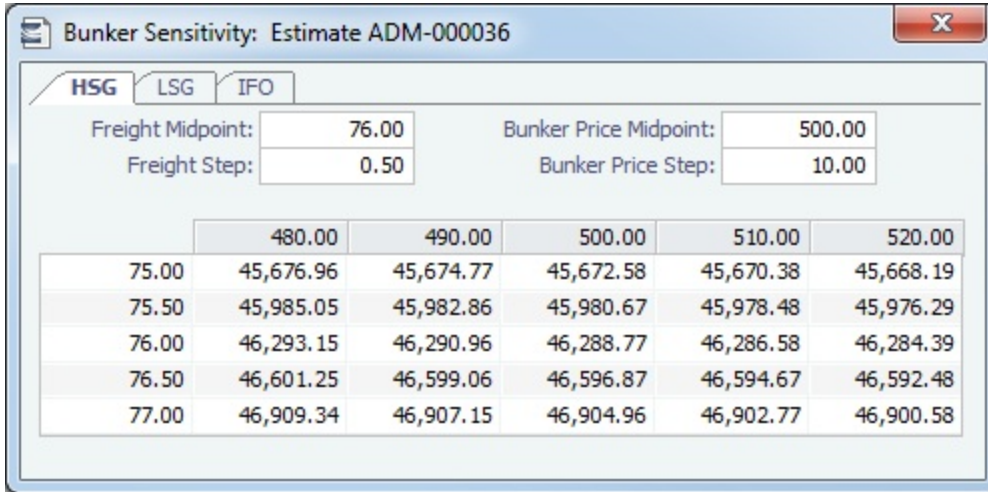
Ballast	Laden	Profit	TCE	Daily Profit	Bunker Exp	Voyage Days
		0.00	0.00	0.00	0.00	0.00
Click here to add a row						

Clear      Generate From Vessel Speeds

- 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**.

## 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.



	480.00	490.00	500.00	510.00	520.00
75.00	45,676.96	45,674.77	45,672.58	45,670.38	45,668.19
75.50	45,985.05	45,982.86	45,980.67	45,978.48	45,976.29
76.00	46,293.15	46,290.96	46,288.77	46,286.58	46,284.39
76.50	46,601.25	46,599.06	46,596.87	46,594.67	46,592.48
77.00	46,909.34	46,907.15	46,904.96	46,902.77	46,900.58

## Reposition Analysis

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

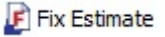


If the vessel can find some cargo to carry at a discount, the voyage will be more financially efficient than going ballast. The workflow can be as follows:


1. Prepare an Estimate for this discounted cargo and open the Reposition Analysis. The default Open Port will be the first port in the itinerary.
2. Enter the relevant Reposition Port.
3. The Weather Factor, price of Bunkers, and Daily Hire are defaulted according to the Estimate data but can be edited for the Analysis.
4. You can enter Miscellaneous Expenses as a lumpsum amount.
5. The Total Reposition Expenses value appears. Enter the percentage of this amount you would like to save.
6. The Total Cost Saving and the Total Allocation for the current voyage appear. To apply this cost allocation to be the voyage's profit, select the **Apply To Estimate** check box.
  - When the Profit is locked in the Estimate, the **Apply To Estimate** check box is selected by default and the **Cost Saving %** value is back-calculated from the Profit.

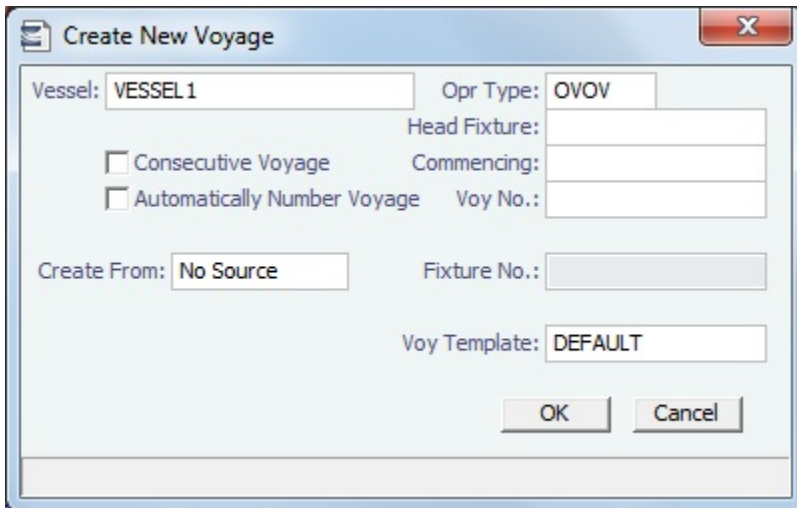
## Fixing a Voyage Estimate

To fix a Voyage Estimate:

- From a Voyage Estimate in **Details View**, click .
- From a Voyage Estimate in **Column View**, click **Fix Estimate** on the menu.

Depending on the Operation Type:

- For a TCO Estimate, a **Time Charter Out Fixture** is created. All the information from the Voyage Estimate moves to the fixture and then to the voyage. After the fixture is created, the button changes to .
- For other Operation Types:



The Create New Voyage form appears.

#### Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
  - OVOV: Owned Vessel, Own Voyage
  - OVTO: Owned Vessel, TC Out
  - RELT: Cargo Relet
  - TCOV: TC In Vessel, Own Voyage
  - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.
  - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
  - When creating a new voyage:
    - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
    - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using **configuration flags**, voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.



- With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
- With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
  - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
  - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
  - Cargo (automatically selected if scheduling a voyage from a Cargo)
  - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
  - No Source (to create a voyage from scratch)
- **Voyage Template:** If there is a [Voyage Template Rule](#) for the vessel, that template appears; otherwise, the last [Voyage Template](#) that was used for this vessel appears, but you can clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

## ▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

## Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the [FIFO bunker calculation method](#).

IFO Qty (MT)	IFO Prc	LSF Qty (MT)	LSF Prc	MDO Qty (MT)	MDO Prc	LSG Qty (MT)	LSG Prc
0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00

Click here to add a row


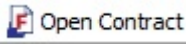
Lube Oil (Ltr):

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.

## Creating a Forward Cargo from an Estimate

To create a **Forward Cargo Contract** from an [Estimate](#):

1. Either create a new Estimate or copy an existing Estimate. If a copy is made from an Estimate with an existing Cargo, be sure to clear the link to the existing Cargo at the system prompt.
2. When all Estimate details are complete, select the **Benchmark** check box in [Details view](#).

- When the Cargo needs to be fixed, click , then click **Fix Cargo**. All the information from the Voyage Estimate moves to the Cargo contract, and the button changes to . If any validation rules are not complied with, IMOS prompts with a warning.
- In the Cargo form, the Benchmark Estimate is linked as the **Initial Estimate**, as well as the **Benchmark Est.** used for the exposure calculation.

▼ **Related Config Flags**

CFGEnableBenchmarkEstimate  
 Enable the Benchmark check box in the Voyage Manager.

## Port Expense History

From a [Voyage Estimate](#), you can search for historical expenses previously entered for a port. On the menu, click **Port Expense History**.

Enter search criteria and click **Search**.

You can right-click a line 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.

▼ **Related Config Flags**

CFGDefaultPortExpSearchLimit  
 To automatically start with default search criteria and a default Limit.

## Bunker Planning and Estimated Consumption

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.

On a [Voyage Estimate](#) menu, click **Bunker Planning**, or click the **Bunker Expenses** link in the P&L Summary section of the [Estimate in Details View](#).

Port Name	Sea Cons	Clean Cons	Heat Sea	ROB Arr	Port Cons	Heat Port	Receive	Price	ROB Dpt
ISKENDERUN	0.000		0.000	16.000	0.00	0.000			16.000
SUEZ CANAL	0.000		0.000	16.000	0.00	0.000			16.000
SINGAPORE STRAIT	0.000		0.000	16.000	0.00	0.000			16.000
DAAN BANWA	0.000		0.000	16.000	10.00	0.000			6.000
SINGAPORE STRAIT	0.000		0.000	6.000	0.00	0.000			6.000
SUEZ CANAL	0.000		0.000	6.000	0.00	0.000			6.000
GIBRALTAR	0.000		0.000	6.000	0.00	0.000			6.000
<b>Totals:</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>16.000</b>	<b>0.000</b>	<b>0.000</b>		

Depending on the **Vessel Type** in the Voyage Estimate, columns can also appear for Sea Consumption for heating, cooling, and reliquefaction, and Port Consumption for heating, cooling, and reliquefaction, as well as IGS consumption.

- **Sea Consumption** is calculated based on the specified **consumption rate** for the speed associated with the sea leg.
- **Port Consumption** is calculated based on the time used for loading or discharging, basis SHINC, at the Load or Discharge **consumption rate** specified for the vessel. Additional time in port is calculated basis the vessel-specified Idle consumption rate. This additional time is Turn Time and time spent in port during weekend clauses. In addition, you can add extra time in port: The related columns are XP and Dem, which also count as Idle time.
- For **LNG vessels**, the Fuel Consumption Mode can be selected for the LNG fuel:
  - **LNG only**: Only LNG is consumed. Bunker Cost is the Boil-Off Price for all speeds up to the Boil-Off Speed and the Forced Boil-Off Price for all speeds above it; each cost is multiplied by the Calorific Value to get the dollar value of the cost.
  - **Dual Fuel**: Up to the Boil-Off speed, only LNG is consumed; for any speed above that, the vessel consumes LNG only up to the Boil-Off Consumption and then the FOE fuel.
  - **IFO only**: No LNG is consumed.
- For **bulk carriers**, there is an option for each port call to indicate whether the vessel will be using its own cranes. If not, it consumes at the Idle **consumption rate**.

For Estimates that are not already using Fuel Zones to calculate bunker consumption and have unsailed ports, a **Use Fuel Zones** button appears in the lower left corner. To recalculate estimated bunker consumption and cost based on information entered in **Fuel Zones** in the Data Center, click **Use Fuel Zones**.

## Estimate Delays

---

Enter information about delays.

Activity	Reason	From	Zone	To	Zone	Hours
			0.0		0.0	0.0000

Click here to add a row

Total: 0.0000

## Vessel Defaults

---

Enter Vessel default values to be used in Voyage Estimates.

Vsl Name	Vsl	Vsl DWT	Qty(Mt)	L Days	D Days	Comms	IFOHeat
		0	0	0.00	0.00	0.00	0.00

Click here to add a row

## Vessel Matrix

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.

In the grid, add vessels and adjust scenarios for them. To create a copy of the active estimate for each vessel in the grid, click **Create**. Vessel properties specified for each grid line are set on the Estimate copy. On the Voyage Estimate menu, Select Reports, and then click **Voyage Estimate Column Report** to create a report that compares matrix estimates. Alternatively, to compare the open estimates in a list view, select the **Active List** tab on the bottom of the Voyage Estimate.

Vessel	Daily Cost	Addr	Open Port	Bal Spd	Lad Spd
VESSEL 1	60,000.00	0.00	HOUSTON	15.0	14.5

Click here to add a row

Use All Open Estimates     Preserve Bunker Prices       

### Related Config Flags

CFGVoyestRetainBunkerPrices

To map bunker prices when changing vessels; if it is enabled, this check box is enabled by default when this form is opened.

CFGDefaultPortExpSearchLimit

To automatically start with default search criteria and a default Limit.

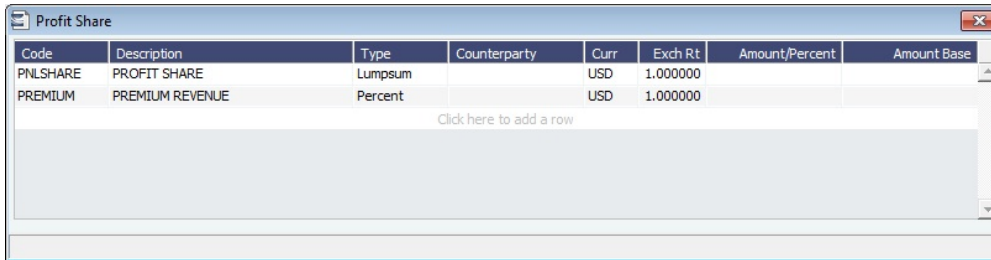
## Profit Share

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When voyage profit is to be shared with a third party, you can indicate amounts from the Voyage P&L to be considered as Profit Sharing or Premium Revenue on the Profit Share form. For Premium Income, if the vessel is a member of a pool, and the pool assignment is specified as Premium, the Premium amounts from the voyage will be distributed among all the Premium vessels in the pool.

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	Curr	Exch Rt	Amount/Percent	Amount Base
PNLSHARE	PROFIT SHARE	Lumpsum		USD	1.000000		
PREMIUM	PREMIUM REVENUE	Percent		USD	1.000000		

Click here to add a row

Data entered in this form in the Voyage Estimate flows to the [Voyage Fixture](#) when fixed, and to the [Voyage Manager](#) when scheduled. 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.

## Cargo COA

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

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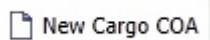
When you need to set up a contract agreement to move a certain amount of cargo over a period of time, you can use a Cargo COA, or Contract of Affreightment. A Cargo COA is like an umbrella contract that might include several different cargoes and several different load and discharge ports, each with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

A [VC In COA](#) represents the contract from a charterer's perspective. Whereas a Cargo COA is a long-term sale contract on a Voyage Charter basis, a VC In COA is a long-term purchase contract.

### Creating a Cargo COA

To create a Cargo COA, do one of the following:

- In the Chartering Module Center, click **Cargo COA**.



- On the Cargo COA List, click .
- On the IMOS7 menu, point to **New**, and then click **Cargo COA**. Depending on your configuration, you might see different fields.

Complete all the relevant information:

- General Information, Cargoes, and Vessel Types
- Itinerary/Options or Pricing Tab
- Cargoes/Liftings
- Linked Liftings Tab
- Exposure Tab
- Properties Tab
- Rev-Exp Tab
- Planning Periods Tab

When you save the Cargo COA, IMOS assigns Cargo IDs to all the linked [Cargoes](#), and you can use the ID to add a Cargo to a Voyage Fixture. To open an individual Cargo, right-click it and click **Cargo**. All the parameters are copied from the COA.

### Cargo COA List

All Cargo COAs appear on the Cargo COA List. In the Chartering Module Center, next to Cargo COA, click **List**.

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

### ▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier  
archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGEnableCOAPlanningPeriod

Adds [Planning Periods](#) functionality to COAs, with new fields Lift Size and Option % and a Planning Period grid. CFGEnableCargoBooking should not be enabled when this flag is enabled.

CFGEnforceCOAItinerary

Turns on validations between a cargo and the COA associated with it.

## General Information, Cargoes, and Vessel Types - Cargo COA

Complete the information as appropriate.

The screenshot shows the 'Cargo COA' window with the following sections:

- Contract Information:** Contract ID, Mst Contract, Charterer, Company, Department, Trade Area, CP Date/Form, CP Place, Demurrage Via.
- Start/End:** Start, End.
- Status:** Pending.
- Currency:** [Blank]
- Coordinator:** [Blank]
- VAT No. / %:** 0.0
- Min Inv Qty:** 0
- Reference No.:** [Blank]
- Ttl COA Qty:** 0.00
- Ttl Fixed Qty:** 0.00
- Ttl Remaining Qty:** 0.00
- Cargo Grid:** Header: Cargo, Vessel Type. Content: Click here to add a row.
- Ref Contract:** [Blank]
- Other Fields:** COA Qty/Unit: MT, Option %: 0.00, NOOPT, Firm CP Liftings: 0, Optional CP Liftings: 0, Qty/Lifting: [Blank], Op Date: [Blank].

- In the **Cargo** grid: Cargo Names that are allowed for the liftings under the contract.
- In the **Vessel Type** grid: Vessel Types to fulfill the contract.

## Itinerary-Options or Pricing Tab - Cargo COA

Depending on the complexity of your contract, complete either the Itinerary/Options tab or the Pricing tab.

### Itinerary/Options Tab

Use the **Itinerary/Options** tab to define your itinerary and pricing if your contract is simple, and you do not use the Pricing tab.

The screenshot shows the 'Itinerary/Options' tab with the following structure:

- Main Table:** Columns: F, Port, Quantity, Berth, L/D Rate, Rate Unit, Terms, TT, Port Exp, Heated. Row 1: 0, [Blank], 0.00, [Blank], [Blank], [Blank], [Blank], 0.0, 0, [Blank].
- Load Options Table:** Columns: Port/Area, L/D Rate, Unit, Terms, TT, Port Exp. Header: Click here to add a row.
- Discharge Options Table:** Columns: Port/Area, L/D Rate, Unit, Terms, TT, Port Exp. Header: Click here to add a row.

- **Load Options** and **Discharge Options** grids: Each potential load and discharge port and the terms that apply to the port. You can change the ports and/or terms on the **Cargo** form.

### Pricing Tab

Use the **Pricing** tab for flexibility in creating an itinerary for complex contracts.

The screenshot shows the 'Pricing' tab with the following structure:

- Pricing Matrix Table:** Columns: Load Port, Discharge Port, Cargo, Frt Type, Amount, Table, Basis, Xftr. Row 1: [Blank], [Blank], [Blank], [Blank], 0.00, [Blank], [Blank], [Blank].
- Code Table:** Columns: Code, Extra Freight Terms, Rate/Lump. Header: Click here to add a row.
- Broker Table:** Columns: Broker, %/Lump, T, F, D, P. Header: Click here to add a row.
- Checkboxes:** Top-off, Reverse Top-off, Part Cargo.
- Buttons:** Update from Opts.
- Freight Surcharges:** Freight Surchage, Bunker Surchage, Table, Edit Table.
- Demurrage:** Demurrage, Table, Edit Table.
- Laytime:** Laytime, Table, Edit Table.
- Demurrage/Discharge:** Load Dem/Des, Disch Dem/Des, Time Bar Days, Hourly, Reversible All Ports, TT Hours.

To automatically add pricing lines to the Pricing matrix based on Load/Discharge Options, click **Update from Opts**. Price lines are populated for any unique pair of Load and Discharge options that do not already exist in the Pricing matrix.

Or you can manually populate the Pricing matrix by adding one line for each possible combination of load port, discharge port, and cargo.

- **Freight Type (Fr Type):**
  - To use an [Index Table](#) to price your freight based on Index values, select **Index Table**.
  - To use a [Scale \(Rate\) Table](#), defined in the Data Center, select **Scale Table** and select the table in the **Table** column.
    - To base Freight Rates on the quantity loaded, use a [Freight Rate Table](#).
    - To base Freight Rates on the load and discharge ports, if you have different ports, use a [Freight Matrix Rate Table](#).
  - To use World Scale, select **World Scale**: WSC% is in the **Amount** column; the WSC Flat rate is determined per Cargo, according to its itinerary.
- To enter a **VAT No.** and **VAT %** specific to the line, right-click and then click **VAT Info**; otherwise, the default entered above is used.
- **Freight Surcharge:** To use a [Freight Surcharge Table](#) to determine the Freight Surcharge based on quantity, select **Table**.
- **Bunker Surcharge:** To use a table to determine the Bunker Surcharge, select one of the following:
  - To use a [Bunker Cap/Collar Table](#) to base the surcharge on increases above a cap and decreases below a collar, select **Cap/Collar**.
  - To use a [Bunker Surcharge Rate Table](#), select **Scale Table** and select the table in the **Table** field below. To edit the Rate Table, click **Edit Table**.
- **Demurrage:**
  - To use a Flat Rate for Demurrage, select **Flat Rate** and enter the rates to the right.
  - To use a [Demurrage Rate Table](#) 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**.
- **Laytime:**
  - To use a Flat Rate for Laytime Hours, select **Flat Rate** and enter the **Laytime Allowed** amount, unit, and terms, and **TT Hours**.
  - To use a [Laytime Hours Rate Table](#) to determine the laytime hours based on cargo BL quantity, select **Scale Table** and select the table in the **Table** field below. To edit the Rate Table, click **Edit Table**.

#### ▼ Related Config Flags

##### CFGUseSymmetricalBAF

Implement Symmetrical Bunker Adjustment Factor (**BAF**) for the Price Matrix (with options determined by configuration flag CFGLockBunkerSurchargeOnFix).

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

##### CFGLockBunkerSurchargeOnFix

The Bunker Adjustment Factor can be used to adjust the Freight Rate based on the bunker price, rather than using a Bunker Market table on the Cargo form. On the Pricing tab, under Bunker Adjustment, select a Symbol and enter a Quantity, Price, and BAF. When the voyage is fixed, the price is frozen, based on the market curve, based on the Laycan From Date. The BAF is also used in exposure calculations before the voyage is fixed.

Options for the Symmetrical Bunker Adjustment Factor (**BAF**) for the Price Matrix:

- **N** = A Cargo with BAF has Extra Freight Term ZR for the Bunker Adjustment when the Cargo is fixed, which varies with the bunker market rate.
- **Y** = A Cargo with BAF has Extra Freight Term BR, whose value is locked when the Cargo is fixed.

The Extra Freight Term for BAF is only created if a bunker surcharge exists at the time of fixing the cargo.

#### Index Table

On the [Cargo COA Pricing](#) tab, to price your freight based on Index values, in the **Freight Type** column, select **Index Table**. The Index Table appears.



Market:  Index Value:   
 Index:  Calculation:   
 Ceiling:  Currency:   
 Floor:

Market Rate	Rate
Click here to add a row	

Select the **Market** and then enter the details.

### Freight Surcharge Table

On the [Cargo COA Itinerary](#) tab, to use a table to determine the Freight Surcharge based on quantity, in the **Freight Surcharge** field, select **Table**. To edit the Freight Surcharge Table, click **Edit Table**.

Description:   
 Surcharge type:  Currency:

Quantity	Rate Value	Lump Sum
Click here to add a row		

Commissionable  Taxable  Allow Partial Deductions

### Bunker Cap/Collar Table

On the [Cargo COA Itinerary](#) tab, to base the Bunker Surcharge on increases above a cap and decreases below a collar, in the **Bunker Surcharge** field, select **Cap/Collar**. To edit the Bunker Cap/Collar Table, click **Edit Table**.

Bunker Market:  Rate Type:   
 Symbol:   
 Currency:

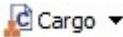
For every  \$/ton above  Add   
 For every  \$/ton below  Subtract

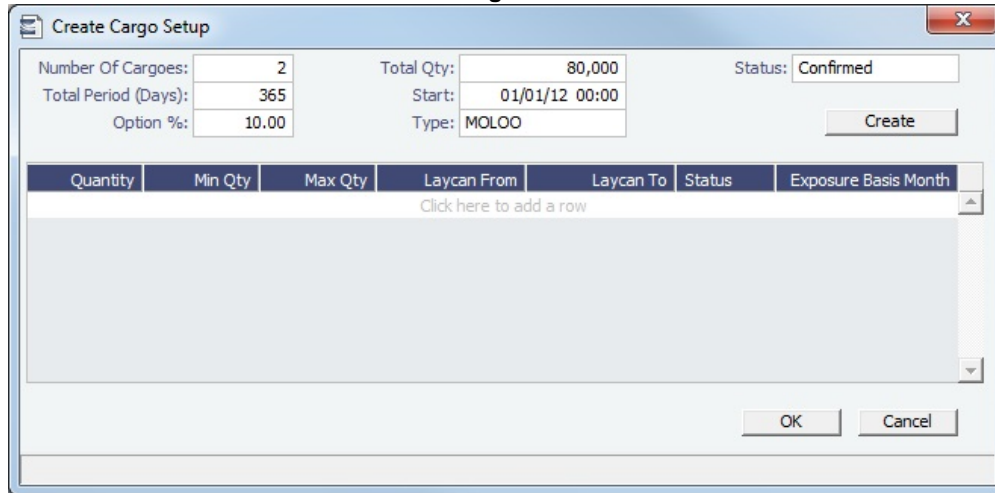
Commissionable  Taxable  Allow Partial Deductions

## Creating or Updating Cargoes

### Creating Cargo

To create Cargoes, that is, liftings, under a COA:

1. Click  and then click **Create Cargo**.



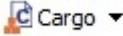
Quantity	Min Qty	Max Qty	Laycan From	Laycan To	Status	Exposure Basis Month
Click here to add a row						

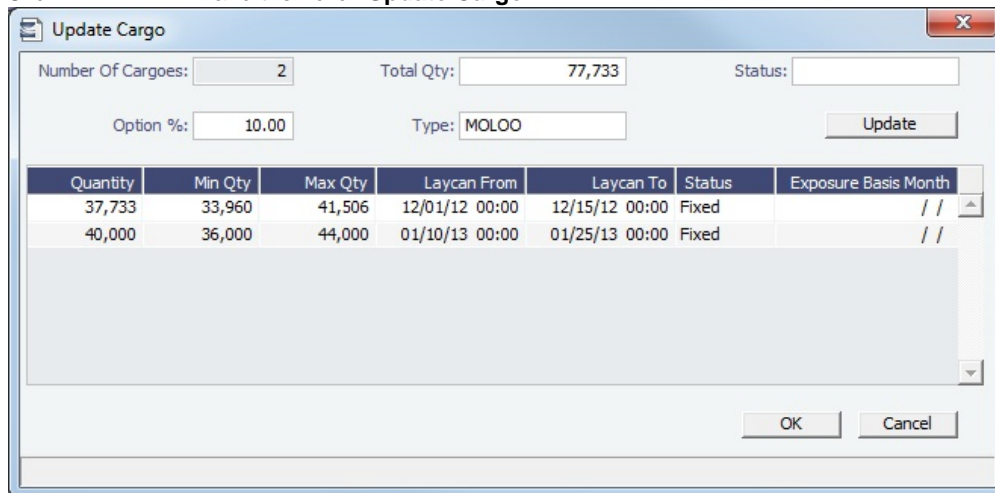
2. On the Create Cargo Setup form, the Total Liftings becomes the Number of Cargoes; change any setup options and click **Create**. The liftings appear below, using the first Cargo, Load Port, and Discharge Port options.
3. Adjust the **Total Qty** and liftings, if needed, then click **OK** to create the cargoes.

Cargoes appear on the [Linked Liftings](#) tab.

#### Updating Cargoes

After Cargoes are created, you can update the Total Qty, Status, Option %, and Type for all Cargoes in the COA together. This option is only available if CFGEnableCargoBooking is not enabled.

1. Click  and then click **Update Cargo**.



Quantity	Min Qty	Max Qty	Laycan From	Laycan To	Status	Exposure Basis Month
37,733	33,960	41,506	12/01/12 00:00	12/15/12 00:00	Fixed	//
40,000	36,000	44,000	01/10/13 00:00	01/25/13 00:00	Fixed	//

2. Update any of the following:
  - Total Qty
  - Status
  - Option%
  - Type
  - Changes to specific liftings: Edit values in the grid.
3. Click **Update**, then **OK**.

If the contract is mirrored, any updates to the contract will also update the mirrored contract(s).

#### ▾ [Related Config Flags](#)

#### CFGDefaultCargoStatus

Sets the default status of the linked liftings. If set to 1 when the user does not have rights to edit confirmed cargoes, the Status on the Create Cargo/VC In Setup form is set to Inquiry.

#### CFGConfirmLinkedLiftingsViaCOA

Updates the status of the linked liftings from their current state (for example, Default) to Confirmed once the status of the parent COA is changed from Pending to Confirmed.

#### CFGEnableCargoBooking

Enables the [Cargo Booking](#) form.

## Linked Liftings Tab - Cargo COA

After [Cargoes](#) are created, they appear on the **Linked Liftings** tab. To view and edit the cargo details on the [Cargo](#) form, right-click a lifting and click **Cargo Details**.

Seq	ID	Quantity	BL Qty	Load Port	Disc Port	Laycan Fr	Laycan To	Type	Status	Vessel	Reference No.
1	165	60,000	60,000	BOSTON (USA)	GIBRALTAR	07/29/13 00:00	08/13/13 00:00	Cargo	Fixed	ORCHID	1
2	166	60,000	60,000	BOSTON (USA)	ROTTERDAM	09/07/13 00:00	09/22/13 00:00	Cargo	Fixed	ORCHID	2
3	167	60,000	0	BOSTON (USA)	ROTTERDAM	10/17/13 00:00	11/01/13 00:00	Cargo	Confirmed		3
4	168	60,000	0	BOSTON (USA)	ROTTERDAM	11/26/13 00:00	12/11/13 00:00	Cargo	Confirmed		4
5	169	60,000	0	BOSTON (USA)	ROTTERDAM	01/05/14 00:00	01/20/14 00:00	Cargo	Confirmed		5
6	170	60,000	0	BOSTON (USA)	ROTTERDAM	02/14/14 00:00	03/01/14 00:00	Cargo	Confirmed		6
7	171	60,000	0	BOSTON (USA)	ROTTERDAM	03/26/14 00:00	04/10/14 00:00	Cargo	Confirmed		7
8	172	60,000	0	BOSTON (USA)	ROTTERDAM	05/05/14 00:00	05/20/14 00:00	Cargo	Confirmed		8
9	173	60,000	0	BOSTON (USA)	ROTTERDAM	06/14/14 00:00	06/29/14 00:00	Cargo	Confirmed		9
10	174	60,000	0	BOSTON (USA)	ROTTERDAM	07/24/14 00:00	08/08/14 00:00	Cargo	Confirmed		10
11	175	60,000	0	BOSTON (USA)	ROTTERDAM	08/21/13 00:00	09/05/13 00:00	Cargo	Confirmed		11

Total: 660,000 60,000 Firm Liftings: Total 11

Liftings in a CCOA or VCOA are color coded by status:

- **Inquiry:** White background with black text
  - **Confirmed Cargo/VC In but not linked to a VC In/Cargo:** Blue background with black text
  - **Confirmed Cargo/VC In linked to a VC In/Cargo:** Green background with black text
  - **Fixed:** Yellow background with black text
  - **Withdrawn:** White background with red text
- In the Firm Liftings field, you can select to view Remaining, Completed, or Total.

### ▼ Related Config Flags

#### CFGDefaultCargoStatus

Sets the default status of the linked liftings. If set to 1 when the user does not have rights to edit confirmed cargoes, the Status on the Create Cargo/VC In Setup form is set to Inquiry.

#### CFGConfirmLinkedLiftingsViaCOA

Updates the status of the linked liftings from their current state (for example, Default) to Confirmed once the status of the parent COA is changed from Pending to Confirmed.

#### CFGLinkCargoRefContractToCoa

Enables updating of the Ref Contract field (available when flag

CFGEnableContractReferenceCompany is enabled) on the Cargo/VC In from the Cargo COA/VC In COA forms. COA-linked cargoes that have not been fixed inherit their Ref Contract from the COA.

#### CFGEnableCargoBooking

Enables the [Cargo Booking](#) form.

## Exposure Tab - Cargo COA

[Config flag](#) CFGEnableBenchmarkEstimate adds an **Exposure tab** to the COA form. On this tab, you can enter information for the calculation of mark-to-market bunker exposure.

- **Inbound:** Synced with all [linked liftings](#) that have the **Use Pricing From COA** check box checked. For those cargoes, the **Inbound** check box is not editable.

### Exposure Method

- Different fields appear based on the **Exposure Method**:
  - **Route linked to Trade Area** (default): Exposure is calculated according to the route linked to the [Trade Area](#).
  - **Voyage Route**: Instead of linking the exposure to a Trade Area, link the cargo directly to a **Voyage Route**, and enter a **Route Correlation** factor and an **Adjustment**. The Days Exposure is according to the route's basis days value.
  - **Benchmark Estimate**: Specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by entering the market rate and bunkers in the Benchmark Estimate.
    - **Benchmark M2M Basis**:
      - **Min**: The Benchmark Estimate with the lowest Benchmark Freight Rate is used for the exposure calculation.
      - **Max**: The Benchmark Estimate with the highest Benchmark Freight Rate is used for the exposure calculation.
      - **Backhaul**
      - **Manual**: When Manual is selected, the **S** check box appears on the grid. You can add multiple Benchmark Estimates and manually select the one you want to use for the exposure calculation.
        - When linked liftings are created from the COA, the status of the **S** check box on the liftings is inherited from the COA when **Use Exposure Settings From COA** is selected on the Cargo/VC In. But after creation, the status of the check box in the Cargo does not depend on the COA and can be modified even when Use Exposure Settings From COA is selected.
    - **Inbound**
  - **Manual Exposure**: Set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.

### Properties Tab - Cargo COA

On the **Properties tab**, when [User Defined Fields](#) applicable to a Cargo COA are set up in the Data Center, they can be selected here and values entered for them.

### Rev-Exp Tab - Cargo COA

On the **Rev/Exp tab**, you can enter information about any revenues and expenses that will be inherited by the cargo liftings under the COA.

### Planning Periods Tab - Cargo COA

Configuration flag **CFGEnableCOAPlanningPeriod** enables Planning Periods. Because the quantities and liftings of a COA can extend over a long period of time, Planning Periods enable you to report their actuals by a time period you define. With this flag enabled, a lifting created from a COA must always belong to a Planning Period of the COA, and a COA must have at least one Planning Period before it can be saved.


Itinerary/Options		Pricing	Linked Liftings	Exposure	Rev/Exp	Planning Periods					
From GMT	To GMT		Planned Qty	Min Qty	Max Qty	Min Liftings	Max Liftings	Agreed Qty	Agreed Liftings	Performed Qty	Performed Liftings
03/29/10 00:00	12/31/10 23:59		0	0	0	0	0	0	0	0	0
12/31/10 23:59	12/31/11 23:59		0	0	0	0	0	0	0	0	0
12/31/11 23:59	12/31/12 23:59		0	0	0	0	0	0	0	0	0
12/31/12 23:59	12/31/13 23:59		69,356	69,356	69,356	1	1	0	0	69,356	
12/31/13 23:59	12/31/14 23:59		400,000	400,000	400,000	5	5	70,000	1	116,192	

Click here to add a row

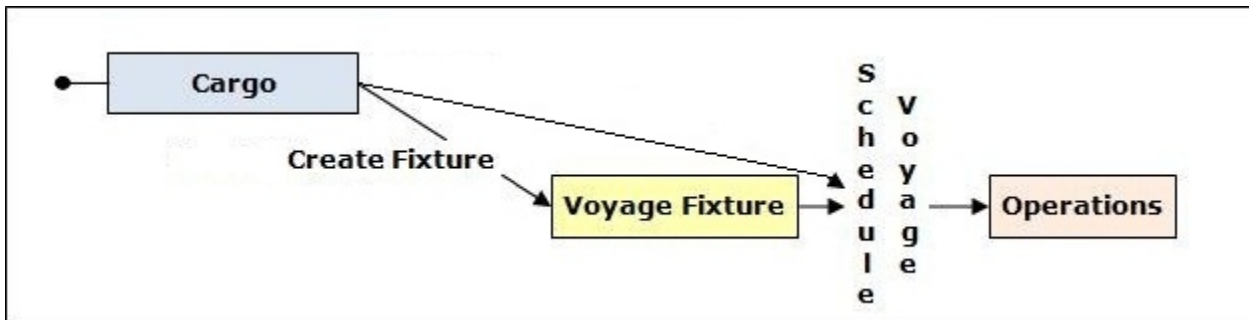
Enabling this flag also:

- Adds a Planning Period column to the [Linked Liftings](#) tab.
- Adds a COA Period field to the [Create New Voyage](#) form for voyages created from a Cargo COA that uses Planning Periods.
- Adds a Planning Period field to the top of the [Create Cargo Setup](#) form. When you create cargoes, you must select from the Planning Periods defined in the COA. Based on your selection:
  - The Number of Cargoes defaults to the liftings remaining in the period.
  - The Total Qty defaults to the quantity remaining for the period.

## Cargo

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



This section describes the second of the [Chartering workflows](#), the typical workflow of a Charterer. It begins with Cargoes, which can be created from [Cargo COA](#), which can be part of [Master Contract](#).



If you have a cargo that is not part of a [Cargo COA](#), you can create one from scratch and create a [Voyage Fixture](#) from it, and/or schedule the voyage.

### Creating a Cargo


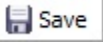



To create a Cargo, do one of the following:

- In the Chartering Module Center, click **Cargo**.
- On the Cargo List, click .
- Create Cargoes from a [Cargo COA](#).
- On the Cargo Schedule, click  and then click **Cargo**.
- On the IMOS7 menu, point to **New**, and then click **Cargo**.

On the Cargo form, complete the sections:

- General Information
- Itinerary/Options tab
- Pricing tab
- Other Info tab
- Exposure tab
- Properties tab
- Rev/Exp tab


You can also do the following:

- On the toolbar, click  and then click one of the following:
  - **Attachments:** Attach and view a file or a link.
  - **Templates:** Create templates that contain information about the types of cargo you typically carry and use them to create cargoes. Choose one of the following:
    - **Retrieve a template:** Select any template from the list of saved templates and edit, save, or delete it.
    - **Make new cargo from a template:** Select any template from the list of saved templates to automatically populate the Cargo form with its relevant details.
    - **Convert to a new template:** Make additional changes as necessary, enter a new template name, and click .
- For a relet, if the relet information has not been entered yet, click  and complete the VC In form. To edit existing information, click  and then click **Edit Relet**.
- Click  to open the **Tasks** form to view and create tasks.

When you save the Cargo, it appears on the **Cargo Schedule** according to its Laycan dates.

## Copying a Cargo

To copy a Cargo:


1. Click  and then click **Copy Existing**.
2. Enter the **Number of Copies**, **Start Date**, and **Total Periods**, and then click **Create**.
3. Edit line items for the copies as needed and then click **OK**.

Copy a Cargo to a VC In


To copy a Cargo to a VC In, click  and then click **Copy to VC In**.

## Adding a Cargo to a Voyage 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.



## Creating a Voyage Estimate from a Cargo

To create a [Voyage Estimate](#) from a Cargo, click  Estimate ▾, 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.

## Creating a Voyage Fixture from a Cargo

To create a [Voyage Fixture](#) from the Cargo, click  Create Fixture. All the information from the Cargo moves to the Voyage Fixture and then to the voyage. After the Voyage Fixture is created, the button changes to .

## Creating a Voyage from a Cargo

To create a [voyage](#) from the Cargo, click  Schedule Voyage. All the information from the Cargo moves to the voyage. After the voyage is created, the button changes to .

### ▼ Related Config Flags

#### CFGChartererView

Use the [Charterer's view](#) instead of this standard Cargo form.

#### CFGUseCompanyLobTradeAreaHier

archy

Set up a hierarchy between Company, LOB, and Trade Area on this form.

#### CFGSyncCargoWithInitialEstimate

Syncs the Cargo with the Initial Estimate.

#### CFGLockInitialEstimate

Locks the initial Benchmark Estimate after the Cargo contract is created. When the Cargo contract is Confirmed, it can be edited, but the corresponding Initial estimate is locked. For all other statuses, the Initial estimate can be edited, but Freight Type and Frt Rate fields on the Cargo cannot. They must be updated from the Initial estimate (applies when CFGSyncCargoWithInitialEstimate is ON).

#### CFGClearCompanyLobOnCopy

Clear the Company, LOB, and Department values when copying a Cargo.

## Itinerary-Options Tab - Cargo

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On the **Cargo Itinerary/Options** tab, enter terms and information for the ports. For a Cargo created from a COA, the information is inherited from the **COA** when the Cargo is created but can be edited later.

▼ **Related Config Flags**

**CFGShowLinerTerms**

Add liner terms fields (OExp\$/t and LinerExp) to the Voyage Fixture and Voyage Estimate. These fields are also synced with the corresponding OExp\$/t and LinerExp fields in the Cargo form.

**CFGEnableLaycanFields**

Adds Laycan From and Laycan To columns to this form.

- When CFGChartererView is enabled, these columns will be named Window From and Window To.
- When CFGVoyapiValidateCargoLaycanForPort is enabled, the Laycan dates will be validated against the ETA/ETD of the voyage. If CFGVoyapiValidateCargoLaycanForPort is not enabled, validation will be against the Laycan dates in the header of the Cargo form.

**Pricing Tab - Cargo**

On the **Cargo Pricing** tab, for a Cargo created from a COA, the information is inherited from the **COA** when the Cargo is created but can be edited later. If you are not contractually bound to use all the terms from the COA, 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.

## Other Info Tab - Cargo

On the [Cargo Other Info](#) tab, you can enter additional information regarding the cargo contract, such as Supplier and Receiver, intercompany relationships, and [FOB/Delivered Cargo](#) rebillable costs.

In the table, you can specify [Time Bar days](#) for the various counterparties (Charterers, Suppliers, or Receivers) related to the cargo.

## Exposure Tab - Cargo

[Config flag CFGEnableBenchmarkEstimate](#) adds an **Exposure tab** to the [Cargo](#) form. On this tab, you can either select the [Use Exposure Settings from COA](#) check box or enter the information.

### Exposure Method

- Different fields appear based on the **Exposure Method**:
  - **Route linked to Trade Area** (default): Exposure is calculated according to the route linked to the [Trade Area](#).
  - **Voyage Route**: Instead of linking the exposure to a Trade Area, link the cargo directly to a **Voyage Route**, and enter a **Route Correlation** factor and an **Adjustment**. The Days Exposure is according to the route's basis days value.
  - **Benchmark Estimate**: Specify several Benchmark Estimates to be linked to a single Cargo. The Benchmark Freight Rate can be calculated by entering the market rate and bunkers in the Benchmark Estimate.
    - **Benchmark M2M Basis**:
      - **Min**: The Benchmark Estimate with the lowest Benchmark Freight Rate is used for the exposure calculation.
      - **Max**: The Benchmark Estimate with the highest Benchmark Freight Rate is used for the exposure calculation.
      - **Backhaul**

- **Manual:** When Manual is selected, the **S** check box appears on the grid. You can add multiple Benchmark Estimates and manually select the one you want to use for the exposure calculation.
  - When linked liftings are created from the COA, the status of the **S** check box on the liftings is inherited from the COA when **Use Exposure Settings From COA** is selected on the Cargo/VC In. But after creation, the status of the check box in the Cargo does not depend on the COA and can be modified even when Use Exposure Settings From COA is selected.
- **Inbound**
- **Manual Exposure:** Set the TC Route, Route Correlation, Route Adjustment, Contract Days, and Contract TCE manually, to have the exposure calculated according to the specified values.
- In the **Linked 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**.

## 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.

## Properties Tab - Cargo

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

Title	Value
Arbitration Location	
Safe Weight of Load	
New Lakes	
Shore/Ship Gear	

Click here to add a row

## Rev-Exp Tab - Cargo

On the **Cargo Rev/Exp** tab, you can enter information about expected revenues and expenses associated with the Cargo. These will be pulled into the Estimate and voyage of the Cargo.

Description	Rev/Exp	Type	Curr	Amt Curr	Exch Rate	Amt Base	Code
				0.00	0.00000	0.00	

Click here to add a row

## Charterer's View - Cargo

**Configuration flag CFGChartererView** enables the Charterer's View instead of the standard **Cargo** form. The Charterer's View has additional fields on the Itinerary/Options tab.

### ▼ Related Config Flags

cargoScheduleSmallBarTemplate

Enables adding labels to the Cargo Schedule with Charterer's View enabled.

## Creating a New Voyage from a Cargo

To create a voyage from a Cargo:

- On the Cargo form, click the  **Schedule Voyage** button.

- If a Nominated Vessel is selected, the vessel flows to this form.

## ▼ Related Config Flags

### CFGChartererView

Use the [Charterer's view](#) instead of this standard Cargo form. When enabled and a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.

The Create New Voyage form appears.

### Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
  - OVOV: Owned Vessel, Own Voyage
  - OVTO: Owned Vessel, TC Out
  - RELT: Cargo Relet
  - TCOV: TC In Vessel, Own Voyage
  - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.
  - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
  - When creating a new voyage:
    - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
    - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
    - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
    - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
  - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
  - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
  - Cargo (automatically selected if scheduling a voyage from a Cargo)
  - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
  - No Source (to create a voyage from scratch)
- **Voyage Template:** If there is a [Voyage Template Rule](#) for the vessel, that template appears; otherwise, the last [Voyage Template](#) that was used for this vessel appears, but you can clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

## ▼ Related Config Flags

### CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

### CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

## Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the [FIFO bunker calculation method](#).




IFO Qty (MT)	IFO Prc	LSF Qty (MT)	LSF Prc	MDO Qty (MT)	MDO Prc	LSG Qty (MT)	LSG Prc
0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00

Click here to add a row

Lube Oil (Ltr):

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.

## VC In COA

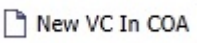
 This is a **Key Topic**, with high value for all users.

A VC In COA is an agreement with a vessel owner to use the owner's vessel. It represents a [Cargo COA](#) contract from a charterer's perspective. A Cargo COA is a long-term sale contract on a Voyage Charter basis; a VC In COA is a long-term purchase contract.

The VC In COA looks the same as a Cargo COA, except that it has an **Owner** field instead of a **Charterer** field. All liftings are displayed as VC Ins, even when the VC In is linked to a Cargo. When a VC In is linked to a Cargo, the Type, Status, and Option Status of the lifting are still from the VC In, although Ports and Laycan are from the Cargo. Depending on your configuration, you might see different fields.

### Creating a VC In COA


To create a VC In COA, do one of the following:

- In the Chartering Module Center, click **VC In COA**.
- On the VC In COA list, click .
- On the IMOS7 menu, point to **New**, and then click **VC In COA**.

The screenshot shows a software window titled "VC In COA". At the top, there is a menu bar with options like "Create VC In", "Refresh", "Report", "Attachments", and "Standard Paragraphs". Below the menu bar, the form is organized into several sections:

- Contract Information:** Fields for Contract ID, Mst Contract, Owner, Company, Department, Trade Area, CP Date/Form, CP Place, and Demurrage Via.
- Pricing and Options:** Fields for Start, End, COA Qty/Unit, Option % (0.00), Min/Max Qty, Firm CP Liftings (0), Optional CP Liftings (0), Qty/Lifting, Op Date, Status (Pending), Currency, Coordinator, VAT No. / %, Min Inv Qty (0), Reference No., Ttl COA Qty (0.00), Ttl Fixed Qty (0.00), and Ttl Remaining Qty (0.00).
- Itinerary/Options:** A table with columns: F, Port, Quantity, Berth, L/D Rate, Rate Unit, Terms, TT, Port Exp, Heated. A "Click here to add a row" link is present.
- Load Options:** A table with columns: Port/Area, L/D Rate, Unit, Terms, TT, Port Exp. A "Click here to add a row" link is present.
- Discharge Options:** A table with columns: Port/Area, L/D Rate, Unit, Terms, TT, Port Exp. A "Click here to add a row" link is present.
- Remarks:** A large text area for entering notes.

Complete all the sections, as on a [Cargo COA](#).

To create VC Ins, click  **Create VC In** and complete the Create VC In Setup form, as on the [Create Cargo Setup form](#).

## VC In COA List

All VC In COAs appear on the VC In COA List. In the Chartering Module Center, next to VC In COA, click **List**.

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

### ▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier  
archy

Set up a hierarchy between Company, LOB, and Trade Area on this form.

CFGClearCompanyLobOnCopy

Clear the Company, LOB, and Department values when copying a VC In COA.

## VC In



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

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.

### Creating a VC In

To create a VC In, do one of the following:

- In the Chartering Module Center, click **VC In**.



- On the VC In List, click
- Create VC Ins from a VC In COA.

The screenshot shows the 'VC In' software interface. At the top, there is a menu bar with options like 'Menu', 'Create Fixture', 'Schedule Voyage', 'Estimate', 'Reports', 'Std Paragraph', and 'Tasks'. Below the menu bar, there are several data entry sections:

- Cargo Group:** M3/MT, Ft3/MT: 0.0000, 0.0000
- Owner:** (empty)
- Company:** (empty)
- Department:** (empty)
- C/P Place:** (empty)
- Laycan From:** (empty)
- Laycan To:** (empty)
- Trade Area:** (empty)
- Vessel Type:** (empty)
- Nominated Vessel:** (empty)
- CP Date/Form:** 02/06/2014
- CP Qty/Unit:** 0 MT
- Option %/Type:** 10.00 MOLOO
- Min/Max Qty:** (empty)
- Freight Type:** F
- Fr Rate:** 0.0000
- Curr/Exch Rate:** USD 1.000000
- Min Inv Qty:** 0.00
- Freight Via:** (empty)
- Demurrage Via:** (empty)
- Conf Date (GMT):** (empty)
- Status:** Confirmed
- VC In COA:** (empty)
- Coordinator:** (empty)
- Reference No.:** (empty)
- Booking No.:** (empty)
- Cargo ID:** 0
- Estimate:** (empty)
- Voyage:** (empty)

Below these fields are several tabs: 'Itinerary/Options', 'Pricing', 'Other Info', 'Exposure', 'Properties', and 'Rev/Exp'. The 'Itinerary/Options' tab is active, showing a table with columns: F, Port, Berth, GS, Grade, Qty, Unit, P, L/D Rate, RU, C, Terms, PD, XP, Curr, Port. Below this table are 'Load Options' and 'Discharge Options' sections, each with a table and a 'Click here to add a row' prompt. At the bottom, there is a 'Remarks' field and a 'Payment Terms' section with fields for 'Remittance Bank', 'Invoice %: 0.000', 'Payment Terms', and 'Balance %: 100.000'.

Complete all the sections, as on a Cargo.

### Copying a VC In

To copy a VC In:

1. Click and then click **Copy Existing**.
2. Enter the **Number of Copies**, **Start Date**, and **Total Periods**, and then click **Create**.
3. Edit line items for the copies as needed and then click **OK**.

Copy a VC In to a Cargo


To copy a VC In to a Cargo, click and then click **Copy to Cargo**.

Copy a VC In to a Cargo and Link Back

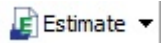
To copy relevant details from a VC In to a Cargo and Link them in a Relet connection (similar to clicking on a

Cargo), click and then click **Copy to Cargo and Link Back**. Pricing, demurrage, broker, and Extra Freight Terms details are not copied onto the Cargo.

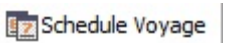
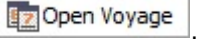
## Creating a Voyage Fixture from a VC In

To create a [Voyage Fixture](#) from the VC In, click . If the VC In is linked to a Sale Cargo, the Voyage Operation Type is set to RELT; otherwise, it is set to SPOT. After the Voyage Fixture is created, the button changes to .

## Creating a Voyage Estimate from a VC In

To create a [Voyage Estimate](#) from a VC In, click , then click **Add Cargo to New Estimate**. A Voyage Estimate is created with the cargo. If a vessel has been nominated, the new Estimate uses with this vessel.

## Creating a Voyage from a VC In

To create a [voyage](#) from the VC In, click . All the information from the VC In moves to the Voyage. After the Voyage is created, the button changes to .

### ▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier  
archy

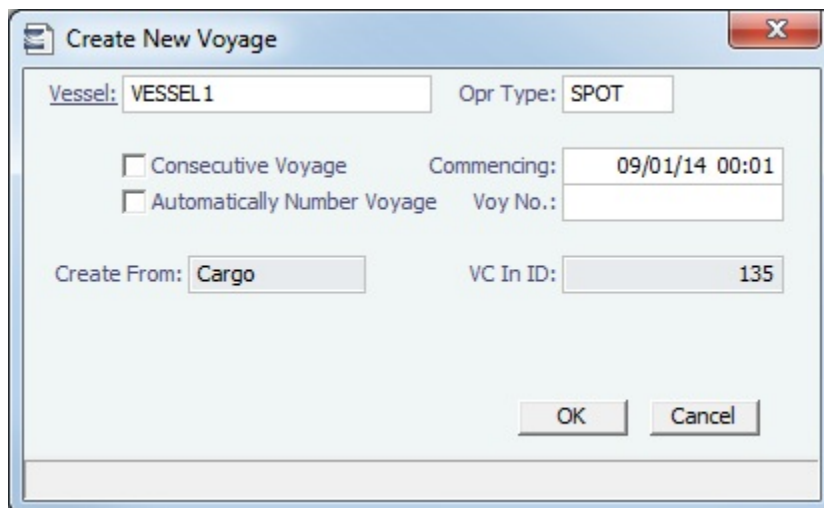
Set up a hierarchy between Company, LOB, and Trade Area on this form.

## Creating a New Voyage from a VC In

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To create a voyage from a VC In:

- On the VC In form, click the  button.



- If a Nominated Vessel is selected, the vessel flows to this form.

### ▼ Related Config Flags

CFGChartererView

Use the [Charterer's view](#) instead of this standard Cargo form. When enabled and a voyage is scheduled using Cargo as the source, the **Opr Type** on the Create New Voyage form defaults according to the Counterparty on the Cargo contract. If the



Counterparty is an Owner, the Opr Type is SPOT, otherwise it is TCOV or OVOV depending on the Ownership field on the vessel. **Opr Type** can be changed, and if the selected type is incompatible with the Cargo counterparty, the Counterparty column in the Voyage Manager Cargoes grid is cleared.

The Create New Voyage form appears.

#### Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
  - OVOV: Owned Vessel, Own Voyage
  - OVTO: Owned Vessel, TC Out
  - RELT: Cargo Relet
  - TCOV: TC In Vessel, Own Voyage
  - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.
  - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
  - When creating a new voyage:
    - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
    - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
    - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
    - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
  - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
  - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
  - Cargo (automatically selected if scheduling a voyage from a Cargo)
  - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
  - No Source (to create a voyage from scratch)
- **Voyage Template:** If there is a [Voyage Template Rule](#) for the vessel, that template appears; otherwise, the last [Voyage Template](#) that was used for this vessel appears, but you can clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

#### ▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

## Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the [FIFO bunker calculation method](#).

IFO Qty (MT)	IFO Prc	LSF Qty (MT)	LSF Prc	MDO Qty (MT)	MDO Prc	LSG Qty (MT)	LSG Prc
0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00

Click here to add a row

Lube Oil (Ltr):


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.

## Master Contract

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

### Creating a Master Contract

To create a Master Contract to group Cargo COAs, do one of the following:

- In the Chartering Module Center, click **Master Contract**.
- On the Master Contract list, click  **New Contract**.
- On the IMOS7 menu, point to **New**, and then click **Master Contract**

1. Enter a **Contract Number** and press **Enter**.
2. A confirmation message asks if you want to create a new contract. Click **Yes**.
3. Enter the **Charterer** and other appropriate information.
4. To save the Master Contract, click .

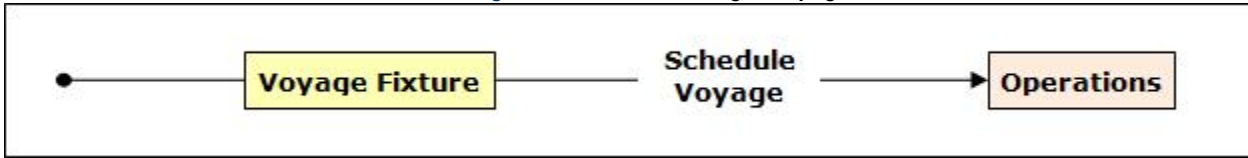
## Multiple Cargo Booking

Configuration flag **CFGEnableCargoBooking** enables the Cargo Booking form, which you can use to match a Cargo Booking with a COA Contract. In the Chartering Module Center, click **Multiple Cargo Bookings**.

## Voyage Fixture


A Voyage Fixture is a contract for a voyage; it captures the Charter Party terms for each cargo and may be set up before creating the Voyage. Changes to the contract terms in the voyage (via Voyage Manager) are reflected on the Voyage Fixture.


This section includes the third of the [Chartering workflows](#) for creating a Voyage Fixture from scratch.



## Creating a Voyage Fixture

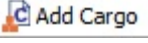
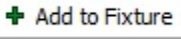
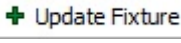
To create a Voyage Fixture, do one of the following:

- From a [Cargo](#), click  **Create Fixture** and complete the **Create Voyage Fixture** form. The information entered into the Cargo is used by IMOS to create a new Voyage Fixture.


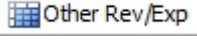
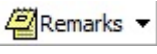
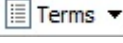



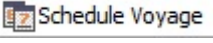
- In the Chartering Module Center, click **Voyage Fixture**.
- On the Voyage Fixture List, click  **New** and then click **New Voyage Fixture**.
- On the IMOS7 menu, point to **New** and then click **Voyage Fixture**.
- When you fix a [Voyage Estimate](#) and [create a new voyage](#), a Voyage Fixture is created when the voyage is scheduled. However, if CFGEnableVesselVetting is enabled, a Voyage Fixture is created immediately.

## Cargoes and Itinerary

- To add Cargoes, do one of the following:

- Click . The **CP Terms Details** form appears, with all the details for the cargo (charterer, laycan, load/discharge ports, pricing and laytime terms, etc.).
- Enter line items in the **Cargoes** grid. To add more cargo information, including laycan, load/discharge ports, pricing and laytime terms, right-click on the Cargo line item and select **CP Terms Details**. After updating information, click  to add those new Cargo terms to the Voyage Fixture, or  to update the current Cargo data in the Voyage Fixture.
- To add to the Voyage Fixture **Itinerary**, do one of the following:
  - To insert legs into the itinerary, right-click the line below which you want to insert a new itinerary leg, and select **Insert Port**.
  - To add legs to the end of the itinerary, in the **Itinerary** table, click to add a row and enter the relevant information.
- In the **Cargoes** and **Itinerary** tables, to view or enter additional information associated with the line item, right-click the line to open a context menu.

## Fixture Information and Toolbar

- To copy a Voyage Fixture, click .
- To view or enter miscellaneous revenue (AR) or expense (AP) items that you wish to be reflected on the Voyage Fixture P&L and in the associated scheduled voyage, click .
- To record additional Voyage Fixture remarks, including any (read-only) notes to Operations, click .
- To record additional Voyage Fixture terms, click  and select the appropriate option.
- The **Performing Vessel** can be updated at any time, even after the creation of a voyage from the Voyage Fixture. If the vessel scheduled to a voyage changes, the change must be entered in this field in the Voyage Fixture.
- When you enter the **Commence Date**, IMOS calculates and displays **ETAs** and **ETDs** based on the projected speed of the vessel and the distances between the voyage legs in the Itinerary table.
- Check the **Validation symbol** on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.
  - : All information is complete, and a valid voyage can be created from the Voyage Fixture.
  - : Some information is missing, but a valid voyage can be created from the Voyage Fixture.
  - : The form contains one or more errors, and a valid voyage cannot be created from the Voyage Fixture.
- When you save the Voyage Fixture, its **Status** (as well as that of the associated Voyage Estimate, if applicable) changes to **Fixed**. When a voyage is created from the Voyage Fixture, its **Status** (as well as that of the associated Voyage Estimate, if applicable) changes to **Scheduled**.
- To create a voyage, click .

## Related Config Flags

### CFGEnableChartManualStatusFlags

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.

### CFGEnableVesselVetting

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. With this flag enabled, the Voyage Fixture is created when an Estimate is fixed.

### CFGEnableVoyTypeCheckboxes

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.

### CFGUseCompanyLobTradeAreaHier

archy

Set up a hierarchy between Company, LOB, and Trade Area on this form.

### CFGDefaultLobOnCargoImport

Enable defaulting the LOB on a Voyage Fixture to the one from the imported cargo, if it has not yet been specified.

CFGDefaultTradeAreaOnCargoImport

Enable defaulting the Trade Area on a Voyage Fixture to the one from the imported cargo.

CFGVoyestShowCranesInItinGrid

Add a Cranes column to indicate the use of cranes in the port.

CFGEnableInProgressEstimating

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.

CFGClearCompanyLobOnCopy

Clear the Company, LOB, and Department values when copying a Voyage Fixture.

CFGVoyapiValidateCargoLaycanFor

Port

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.

CFGEnableOpsLOB

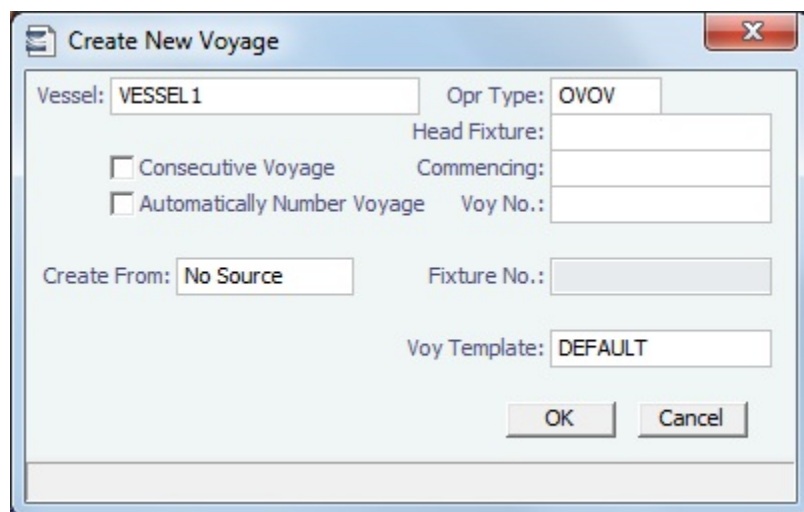
Validate the LOB on all contracts linked to a Voyage Fixture.

## Creating a New Voyage from a Voyage Fixture

---

To create a voyage from a Voyage Fixture:

- From the Voyage Fixture List, click the [Schedule](#) link.



The Create New Voyage form appears.

Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
  - OVOV: Owned Vessel, Own Voyage
  - OVTO: Owned Vessel, TC Out
  - RELT: Cargo Relet
  - TCOV: TC In Vessel, Own Voyage
  - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.
  - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
  - When creating a new voyage:
    - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.

- When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
    - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
    - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
  - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
  - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
  - Cargo (automatically selected if scheduling a voyage from a Cargo)
  - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
  - No Source (to create a voyage from scratch)
- **Voyage Template:** If there is a [Voyage Template Rule](#) for the vessel, that template appears; otherwise, the last [Voyage Template](#) that was used for this vessel appears, but you can clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

#### ▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

#### Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the [FIFO bunker calculation method](#).

IFO Qty (MT)	IFO Prc	LSF Qty (MT)	LSF Prc	MDO Qty (MT)	MDO Prc	LSG Qty (MT)	LSG Prc
0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00

Click here to add a row

Lube Oil (Ltr):

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.

## Vessel Vetting

---

### Setup

Configuration flag **CFGEnableVesselVetting** enables Vessel Vetting.

To access the Vessel Vetting form, the following Module rights must be selected in [Security](#):

- Chartering -> Actions -> Vessel Vetting
- Chartering -> Setup -> Vessel Vetting Setup

### Workflow

Follow these steps:

1. Complete the [Vessel Vetting Setup](#) form for all parties which require vessel vetting.
2. On the [Voyage Fixture](#), the **Vetting** field displays the vetting status of the Fixture with the vessel. To open the Vessel Vetting form, click the field label link.

Approved For	Vetted	Approved By	Approved On	Comments
Loading at MELBOURNE	<input checked="" type="checkbox"/>	User Name	05/24/12 20:24	
Discharging at SYDNEY (AUSTRALIA)	<input checked="" type="checkbox"/>	User Name	05/24/12 20:24	

Click here to add a row

The Fixture Performing Vessel is set as the first tab. Each tab includes a line for each of the entities for which the vessel needs to be vetted:

- Each entity specified on the Vetting Setup form (rows are highlighted in yellow)
- Each Port-Function-Supplier/Receiver combination
- Additional entities (rows are highlighted in green)

If there is any change in the itinerary/cargo, the entities in the Vessel Vetting form are updated accordingly.

3. Do any of the following:
  - To add another vessel, click the **+** tab.
  - To add an entity on a vessel tab, either click the next empty line or right-click a line and then click **Insert**.
  - To mark an entity as vetted, select the **Vetted** check box. Your user name appears in the **Approved By** field, and the GMT time of the approval appears in the **Approved On** field. You can enter free-text **Comments** in each row.

The [Validation symbol](#) on this form indicates the status of the Voyage Fixture. The symbol on the Fixture includes its vetting status.

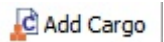
- The vetting status is **Pending** until all entities for the performing vessel are selected as vetted, and then it turns to **Completed**.
- A Voyage Fixture cannot be scheduled if the Vetting status is not **Completed**.
- For a voyage, if the vetting status is **Pending**, a validation error is raised.

## CP Terms Details

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The CP Terms Details form includes the details from the Charter Party contract for a specific cargo.

To add or update CP Terms information:

- To add information while adding a new cargo to a Voyage Estimate or Voyage Fixture, click  on a [Voyage Estimate](#) or a [Voyage Fixture](#).



- To open a CP Terms Details form, right-click the cargo line in a Voyage Fixture or a Voyage Estimate and click **CP Terms Details**.

- To import cargo, click **Import**, then set search criteria and select one or more **Cargo**.
- To specify a Freight Currency that is different from the Base Currency, click the **Frt Type/Curr** label link. **Note:** You can specify the number of decimals in the Freight Invoice for a Freight Type that is Rate/Lumpsum/Daily.

- Freight Type E** can be selected for **Tows**, however, pricing information cannot be entered, and no **Equipment Contract** is back-created.
  - Cargoes with equipment and pricing information can be used in the Voyage Estimate, but cannot be edited. When the voyage is fixed or scheduled, the equipment and pricing information that was entered on the Cargo form will be preserved.

### Itinerary Tab

On the Itinerary tab, make any adjustments to Laytime Terms and other information for 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			

### Itin Options Tab

On the Itin Options tab, record the load and discharge options as specified in the Charter Party.

- Note:** Adding data to the tables on this tab is not required. Data on the Itinerary tab drives the creation of the Voyage Fixture and the subsequent scheduled voyage's itinerary.

The screenshot shows the 'Itinerary Options' tab with two tables: 'Load Options' and 'Discharge Options'. Both tables have columns for 'Port/Area', 'L/D Rate', 'RU', 'Terms', 'TT', and 'PExp'. The tables are currently empty, with a 'Click here to add a row' prompt in each.

### Price Matrix Tab

On the Price Matrix tab, record the pricing options associated with the cargo for specific load/discharge port options. Based on the load/discharge ports used in the voyage created from this fixture, IMOS references the associated freight rate and extra freight terms and adds them to this table. For more information on this tab, see the [COA Pricing tab](#).

The screenshot shows the 'Price Matrix' tab. It includes checkboxes for 'Use Pricing From COA', 'Top-off', and 'Reverse Top-off'. Below these are two tables: 'Load Port' and 'Discharge Port'. The tables have columns for 'Cargo', 'Frft Type', 'Rate', 'Table', 'Basis', and 'Xfrt'. The tables are currently empty, with a 'Click here to add a row' prompt. An 'Update from Opts' button is located at the bottom right.

To automatically update the pricing lines in the Voyage Fixture from the actual voyage when the **Freight Type** is set to **Use Price Matrix**, click the **Update from Opts** button. Price lines are populated for any unique pair of Load and Discharge options that do not already exist in the Voyage Fixture.

### Cargo Bunkers Tab

On the Cargo Bunkers tab (for the relevant vessel types with the corresponding consumption), make any adjustments.

The screenshot shows the 'Cargo Bunkers' tab. It features several sections: 'Heating Cons: Heating', 'IGS Cons: Enabled', and 'Cleaning Cons: Auto Load'. Below these is a table with columns for 'Fuel Type', 'Heat Rate', 'Heat Days', 'Heat Total', 'IGS Rate', 'IGS Days', 'IGS Total', 'Clean Rate', 'Clean Days', and 'Clean Total'. The table contains data for HSF and MGO fuel types, with values of 0.00 for most cells. A 'Temp: 0.00' field is also visible.

When a value other than Disabled is selected for one of the selections, a grid for the relevant fuel types appears. For each fuel type, the system populates the relevant consumption rate (from the Vessel form), the required number of days, and the total consumption. These values can be overridden. The number of days calculated for each fuel type also depends on the itinerary and its considerations of high sulfur and low sulfur. The following selections are available:

- **Heating Cons** (only for Tankers–Type code T)
- **Cooling Cons** (only for Gas Carriers–Type code G)
- **IGS Cons** (only for Tankers–Type code T and Gas Carriers–Type code G)
- **Reliq Cons** (only for LNG Carriers–Type code L)
- **Cleaning Cons** (only for Tankers–Type code T and Gas Carriers–Type code G): This type of consumption has four modes:
  - **Disabled** (default): No cleaning consumption is calculated for this cargo.
  - **Auto Load**: There is 1 day of cleaning consumption at the first load port. The fuel type (HS or LS) is updated every time the port is changed.
  - **Auto Disch**: There is 1 day of cleaning consumption at the last discharge port. The fuel type (HS or LS) is updated every time the port is changed.
  - **Manual** (automatically selected with any manual input): Cleaning consumption is associated with the last discharge port, but no automatic update is done if the port is changed.

Broker

In the Broker grid, add information about brokers and commissions.

Broker	Amount	T	F	D	P
	0.000 %	1	Y	<input type="checkbox"/>	
Click here to add a row					

Saving CP Terms Details

To save changes:

- For new information, click  or .
- For updated information, click  or .

### ▼ Related Config Flags

#### CFGVoyestShowCranesInItinGrid

When this flag is set to Y, a column for crane usage ("C") will be shown in the itinerary grid for bulkers, allowing user to easily change crane usage for the load/discharge.

#### CFGEnableIgsByDefault

When enabled, when creating/importing a cargo in Estimate/Fixture/Voyage, the IGS consumption mode is automatically set to Auto Disch.

#### CFGDefaultOverageXfrtPct

After a value is specified in this flag, an Extra Freight Term for Overage Percent (OP) is automatically added to any Cargo that does not have one, having the specified percentage value.

#### CFGDefaultRevAllForTankers

For cargoes created within the Voyage Estimate, Voyage Fixture, and Voyage Manager, if the selected vessel is a tanker (or if no vessel is selected, and the default Vessel Type is tanker), the Reversible All Ports check box is automatically selected on the CP Terms Details form when this flag is enabled.

#### CFGEstimateCargoDefaultBroker

Voyage Estimator: Sets a default broker for cargoes, basis broker specified.

#### CFGEstimateCargoDefaultCommissi

on

Voyage Estimator: Sets a default brokerage commission amount.

#### CFGManualMaxLiftCpQty

When enabled, when using Voyage Estimator with the 'Auto Calculate by Max Lift' option, the 'CP Qty' for a cargo will never be automatically set by the maximum lift calculation - only the L/D quantities will change. Users can manually change the 'CP Qty' if desired.

#### CFGShowLinerTerms

Add liner terms fields (OExp\$/t and LinerExp) to the Voyage Fixture and Voyage Estimate. These fields are also synced with the corresponding OExp\$/t and LinerExp fields in the Cargo form.

#### CFGShowRemittanceInCargo

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.

#### CFGDefaultDischargeDemDesPerce

nt

When enabled, you can specify the default percentage of the loading demurrage /despatch rates the discharge demurrage/despatch rates default to.

#### CFGVoyestUseMinCpQtyForCharter

erOpt

When set to Y, if using "Auto Calculate by Max Lift Qty" in Voyage Estimator, if the option type for a cargo is a charterer's option, its minimum quantity will be used as a restriction for lift quantity. If set to N, the CP Qty for the cargo will instead be used for the lift restriction.

**CFGDefaultCpDateOnCargo**

When enabled, the CP Date of any Cargo back-created from a Voyage Estimate will default to the current date.

**CFGUseFixcarExchRate**

Forces Freight Commission Invoices to use the Exchange Rate on the CP Terms Details form. (For Freight Invoices, the Exchange Rate is always pulled from CP Terms Details regardless of how this flag is set.)

**CFGCargoBunkerRampFactorLoad**

The value set in this flag is used as the factor applied to the Heating/Cooling consumption at the Cargo's first Load port.

**CFGCargoBunkerRampFactorDisch**

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

**CFGEnableLtinLaycanFields**

Adds Laycan From and Laycan To columns to this form.

- When **CFGChartererView** is enabled, these columns will be named Window From and Window To.
- When **CFGVoyapiValidateCargoLaycanForPort** is enabled, the Laycan dates will be validated against the ETA/ETD of the voyage. If **CFGVoyapiValidateCargoLaycanForPort** is not enabled, validation will be against the Laycan dates in the header of the Cargo form.

## Mirroring Contracts

---

Configuration flag **CFGEnableContractMirroring** enables Contract Mirroring in IMOS.

### About Mirroring Contracts

Intercompany workflows facilitate the existence of multiple separate legal entities within a single IMOS database.

### Workflow Models

The following workflow models can be used in mirroring. These examples refer to Time Charter contracts, but the concepts apply to all contracts.

#### Two Internal Companies (Model A)

When the W record entered in the Company field on the contract and the W record in the Counterparty field are both specified as Internal in the Address Book:

- The Intercompany check box is selected by default.
- On saving the contract, an identical (or mirrored) contract is automatically created behind the scenes, with the alternate perspective.

For example, when a Time Charter In contract is created between Company X and Counterparty Y (both internal), the Intercompany check box is automatically selected, and on save, a Time Charter Out form with Company Y and Counterparty X is created with the same information.

- After this mirrored link is established, any entry into either of the contracts passes to the other upon save. This includes brokers and XADDCOMM.
  - If the company in the mirror contract does not have LOB or Department specified in the Address Book, these are copied from the original contract.
- Disabling the Intercompany option on either of the contracts and saving breaks the link; updates no longer flow through.
- The automatic creation of mirrored contracts and subsequent updating is allowed even if you do not have security access to the company of the linked contract. (You can enter details from X's perspective and have it flow through and update Y's contract, but you cannot change anything in Y's contract directly if you do not have rights to Y.)

#### One Internal Company and One External Company (Model B)

When the W record entered in the Company field is Internal, but the Counterparty is not Internal:

- The Intercompany check box is not selected by default.
- Selecting it selects the I/C Company and I/C Adj % fields on the form.
- I/C Company refers to the secondary intercompany counterparty; I/C Adj % allows a numerical entry.
- If the I/C Company is entered, a total of three contracts are created, all mirrored with one another.

For example, if a TC In contract is created between internal Company X and external Counterparty Z, and Company Y is the I/C Company (also internal), three linked contracts are created:

- X has a TC In with Z (parent contract)
- X has a TC Out with Y (child contract 1)
- Y has a TC In with X (child contract 2)
- The I/C Adj % value is applied automatically to the Gross Hire Rate on the two child contracts, that is, the contracts between the internal counterparties. This is always applied as a mark down on a buy and mark up on a sell.
- If the Hire Rate is index linked, the same process applies. If a floor/ceiling is specified, they increase/decrease along with the rate, according to the I/C Adj % value.
- After this mirrored link is established, any entry to any of the three contracts passes to the others upon save (except for the I/C Company and I/C Adj % fields, which are not mirrored). Note that broker entries in the parent contract are not mirrored onto the child contracts (although broker entries are mirrored between the child contracts); XADDCOMM is mirrored among all contracts.
- Disabling the Intercompany option on any of the contracts breaks the link on all; updates no longer flow through.
- The automatic creation of mirrored contracts and subsequent indirect updating (through mirroring) is allowed even if you do not have security access to the company of the linked contracts.

## TC Mirroring

- When contract A (connected to voyage 1) is mirrored with contract B (connected to voyage 2), and voyage 1 is scheduled /commenced, port, time, and bunker information flows from the voyage to contract A to contract B. Voyage 2 needs to be manually synced with voyage 1. There is no voyage mirroring in this case.

## Cargo Mirroring and Voyage Mirroring

- Voyages created through two mirrored Intercompany contracts are mirrored with each other. For example, if a Cargo is mirrored with a VC In, the two corresponding voyages are mirrored with each other. The voyage corresponding to the Cargo contract is the master, while the other is the mirror voyage. The master has to be scheduled before the mirror, and information flow is one way only: master to mirror.
- Related topic: [FAQ - How to Mirror Cargoes Between Two Internal Companies.](#)

### ▼ Related Config Flags

#### CFGEnableContractMirroring

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.

#### CFGAllowMirroredInvoiceApproval

Allow handling of mirrored invoices independently from their source invoices.

#### CFGMirrorContractRefNo

Enable mirroring of the Reference No. or Ref No. field between mirror contracts.

#### CFGEnableInvoiceMirroring

Applies only when CFGEnableContractMirroring is enabled; Freight Invoice, AR Demurrage Invoice, Rebillable Expense, and Rebill Claim invoices from the parent voyage are mirrored as Spot/Relet Freight Invoice, AP Demurrage, Voyage Other Expense, and Claim Payment (AP Claim) in the mirror voyage. They also acquire the same invoice numbers.


For Demurrage Invoices, the calculations are not mirrored, so opening the mirror Demurrage Invoice displays the parent voyage invoice. For this reason, the mirror invoice cannot be seen in the Voyage Manager tree or the Laytime Calculation Setup form. Mirror voyage invoices cannot be reviewed or approved; their status follows their counterparts from the parent voyage; posting has to be done manually in both voyages.

The Claim Payment/Voyage Other Exp invoices in the mirror voyage can be rebilled by enabling the Rebillable check box/changing Type in the corresponding invoice forms (and not through the Transaction Data Entry form).

## Tasks




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You can create tasks for [Cargoes](#) and [Voyage Estimates](#).

On the Cargo form or the Voyage Estimate, click  **Tasks**.



The Tasks button indicates the status of any tasks:

-  **Tasks**: There are no associated tasks.
-  **Tasks**: There are associated tasks with a status of Not Started, In Progress, or Follow Up.
-  **Tasks**: There are associated tasks with a status of Completed or Canceled.


A warning appears when a Cargo/Voyage Estimate with incomplete tasks is fixed.

Task **Categories** are defined on the [Task Categories](#) form.

### Adding a Task

To add a task, click to add a row or right-click a line and click **Insert Task**.

### Adding a Task Group

You can import a group of tasks using [Task Groups](#). To import a Task Group, click  **Add Task Group** and select it from the list. The tasks specified in the Task Group appear on the grid.

#### ▼ **Related Config Flags**

CFGWarnIfNoCharteringTasks

Presents a warning when a Cargo or Voyage Estimate that has no tasks is fixed.

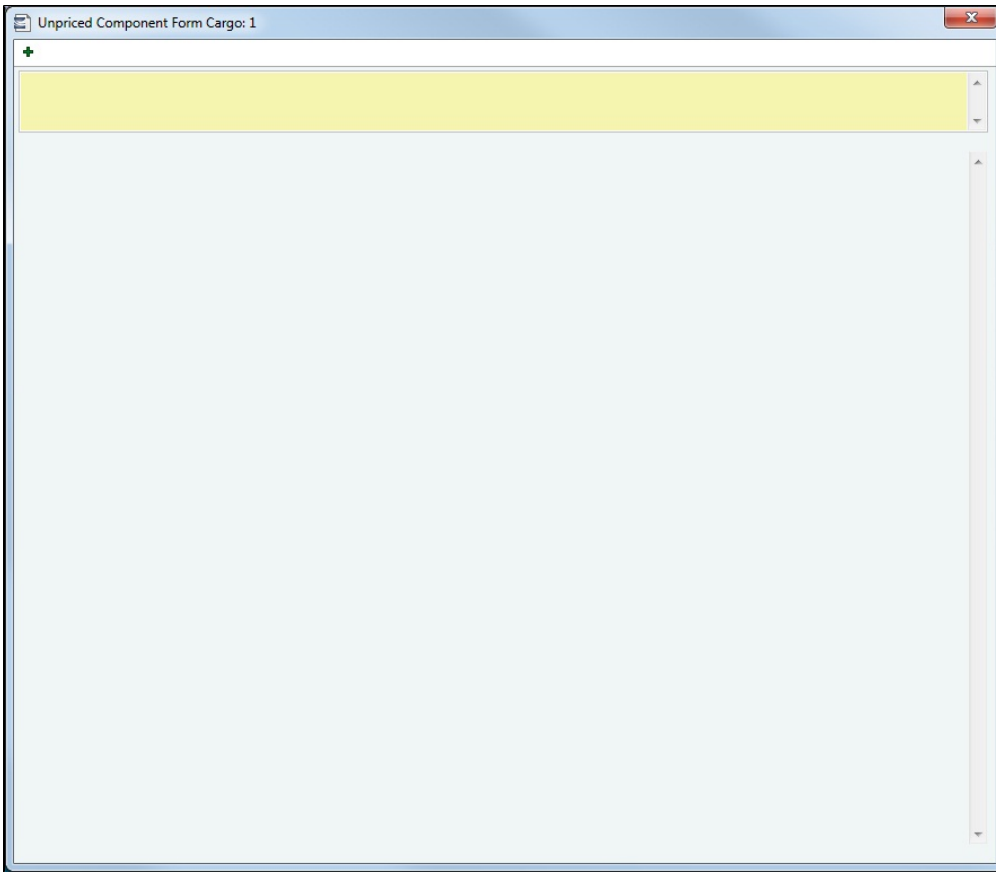
## Unpriced Component

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**Note:** You must have Unpriced Components enabled by your Veson Nautical account manager.

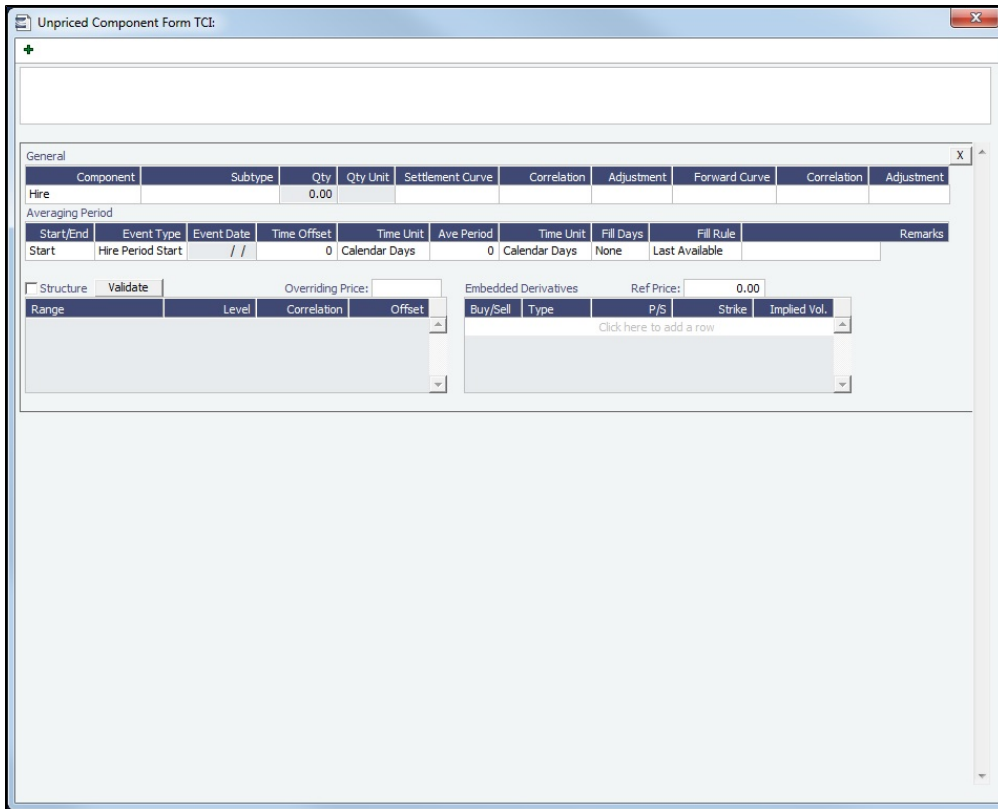
An Unpriced Component is a contractual item that has an amount linked to a market index. You can add multiple Unpriced Components to a contract.

On a [Cargo](#), [VC In](#), [Time Charter In](#), or [Time Charter Out](#) contract, click  **Add Unpriced Elements**.



On the Unpriced Component form, do any of the following:

- Add remarks to the field at the top (up to 512 characters).
- Click  to add a set of fields for each component and complete them.



## General Grid

In the General section, define the Unpriced Component and its market curve details.

General										
Component	Subtype	Qty	Qty Unit	Settlement Curve	Correlation	Adjustment	Forward Curve	Correlation	Adjustment	
Hire		0.00								

You can create the following Unpriced Components:

- For Cargoes and VC Ins:

Component	Subtype
\$/MT	N/A
Model TC	N/A
Model Fuel Types	Fuel types
Model TC Inbound	N/A
Model Fuel Types Inbound	Fuel types
BAF	Fuel types
Demurrage (Informational)	N/A

- For Time Charter contracts:

Component	Subtype
Hire	The different Hire periods
BOD (Bunker on Delivery)	Fuel types



BOR (Bunker on Redelivery)	Fuel types
Ballast Bonus TC	N/A
Ballast Bonus Bunker	Fuel types

## Averaging Period

On the Averaging Period Grid, specify a window of time during which the average market price is calculated.

Averaging Period									
Start/End	Event Type	Event Date	Time Offset	Time Unit	Ave Period	Time Unit	Fill Days	Fill Rule	Remarks
Start	Hire Period Start	/ /	0	Calendar Days	0	Calendar Days	None	Last Available	

## Structure

Select the **Structure** check box to use the Structure table to define the price of the component as a function of the index price. The calculation uses the formula: **(Index price - Level) \* (Adjustment) + (Correlation) = Unpriced Component Price**.

By default, the **Structure** check box is not selected. The price for the Unpriced Component is calculated using the following formula: **(Index price \* Adjustment) + (Correlation) = Unpriced Component Price**, averaged across the averaging period.

<input type="checkbox"/> Structure	Validate	Overriding Price: <input type="text"/>		
Range	Level	Correlation	Offset	

- **Range:** Enter a range using inclusive and exclusive brackets. In the below examples, 1 and 5 can be replaced with any number:
  - **(1,5):** The range starts at 1, but does not include it, and ends at 5, but does not include it.
  - **(1,5) = 2, 3, 4**
  - **(1,5]:** The range starts at 1, but does not include it, and ends at 5 and includes it.
  - **(1,5] = 2, 3, 4, 5**
  - **(1,):** The range starts at 1, but does not include it, and ends at **infinity**.
  - **(1,) = 2 through infinity**
  - **(,5):** The range starts at **infinity** and ends at 5, but does not include it.
  - **(,5) = infinity through 4**

## Structure Validation

Click the **Validate** button to check the calculation. IMOS checks to make sure that no two ranges overlap. If there are no errors, the Structure Validation form appears:

Structure Validation

Start: 250.00    Step: 10.00  
 End: 300.00

Index	Contract
250.00	0.00
260.00	0.00
270.00	0.10
280.00	0.20
290.00	0.30
300.00	0.40

On this form, you can create a table with rows for different Index Prices, based on a specified start, step, and end amount.

- The Contract column shows the Unpriced Component's price for the corresponding Index price.

### Embedded Derivatives Grid

The Embedded Derivatives grid is for reference only; values here do not affect any calculations in IMOS.

Embedded Derivatives    Ref Price: 0.00

Buy/Sell	Type	P/S	Strike	Implied Vol.
Click here to add a row				

After you close the Unpriced Component form, you can click to edit the Unpriced Components.

### Invoicing Unpriced Components

On the [Freight Invoice](#), you can view Unpriced Components, override the Market Rate, and view the Unpriced Component Rate Breakdown report.

1. In the Voyage Manager, click , then click **Freight Invoice**.
2. Type a Counterparty for the Freight Invoice. The Unpriced Components tab appears on the Cargo grid:

Cargo	Cargo ID	Component	Subtype	Market Rate
Crude	1414	BAF	180	669.9000

3. Do any of the following:
  - To override the Market Rate, edit the Market Rate field.
  - To view the [Unpriced Component Rate Breakdown report](#), right-click the line and click **Rate Breakdown**.

### Unpriced Component Rate Breakdown

The Unpriced Component Rate Breakdown report shows you a list of days and their corresponding market rates.

IMOS Reporting Center

Print Preview Save Create PDF Email

### Unpriced Component Rate Breakdown

Component: Hire Sub Type: 1

Day	Date	Rate	Fill
<b>1/1/2016 - 1/16/2016</b>			
TH	12/17/2015	24,189.0000	None
FR	12/18/2015	24,189.0000	None
SA	12/19/2015		None
SU	12/20/2015		None
MO	12/21/2015	24,189.0000	None
TU	12/22/2015	24,189.0000	None
WE	12/23/2015	24,189.0000	None
TH	12/24/2015	24,189.0000	None
FR	12/25/2015	24,189.0000	None
SA	12/26/2015		None
SU	12/27/2015		None
MO	12/28/2015	24,189.0000	None
TU	12/29/2015	24,189.0000	None
WE	12/30/2015	24,189.0000	None
TH	12/31/2015	24,189.0000	None
<b>1/16/2016 - 1/31/2016</b>			
FR	1/1/2016	19,965.0000	None
SA	1/2/2016		None
SU	1/3/2016		None
MO	1/4/2016	19,965.0000	None
TU	1/5/2016	19,965.0000	None

To access it, do any of the following:

- For TC Contracts with Unpriced Components, right-click the Hire line on the contract, then click **Show Rate Breakdown**.
- On the [Freight Invoice](#) Unpriced Components tab, right-click the line and click **Rate Breakdown**.
- For Cargo contracts with \$/MT, Model TC, Model Fuel Types, Model TC Inbound, and Model Fuel Types Inbound Unpriced Components, click the **Fr Rate** field label.
  - To indicate that the Cargo has one of these Unpriced Components, the Freight Type field will turn pink:

Freight Type: **F**

## Cargo Matching

### About Cargo Matching

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

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

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**.

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

### Cargo Matching Tutorials

For more information about Cargo Matching, see the following tutorials:

- [Introduction to Cargo Matching](#)
- [Creating a Cargo Matching Program](#)
- [Using Cargo Matching](#)

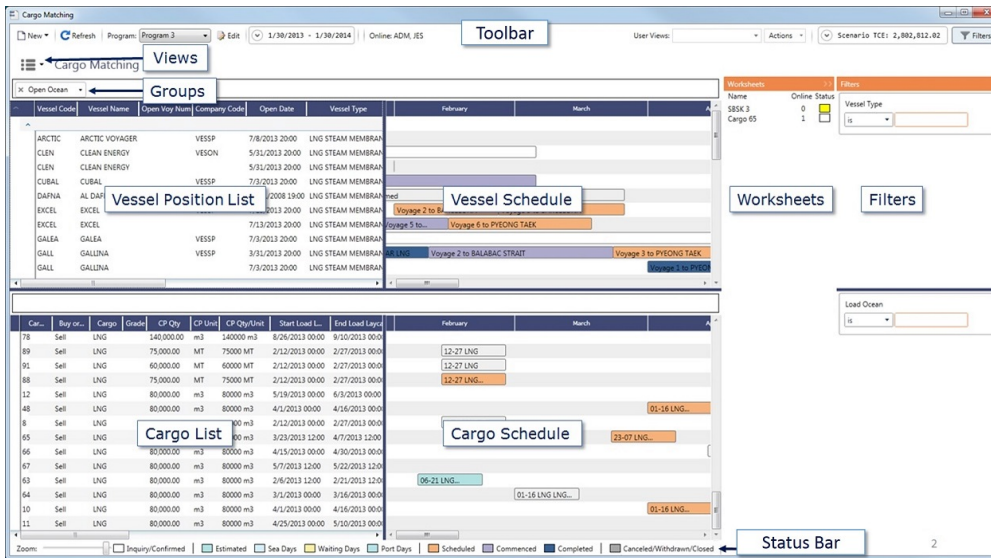
You can also access the tutorials from the [IMOS7 Tutorials](#) page.

## Cargo Matching Sections

Cargo Matching consists of the following sections, with vessel information in the top and cargo information in the bottom, lists on the left, schedules to their right, and collapsible worksheet and filter lists on the far right.

- Vessel Position List
- Vessel Schedule
- Cargo List
- Cargo Schedule
- Worksheets
- Filters

Alternatively, you can view either the [Vessel Position List](#) or the [Cargo List](#) individually.



Additional tools are in the toolbar and status bar. In each section, you can right-click to open a context menu with forms you can open and related options.

## Color Coding

In the status bar, a legend explains the cargo, [Intended Estimate](#), and voyage statuses.

On the Vessel Schedule, milestones for new and Time Charter In vessels, in the local time at the delivery/redelivery port, are indicated with red and green lines:

- **Green line:** Delivery date (**Proj/Actual** if specified; **Est** otherwise; hidden when voyages linked to the open Time Charter In also appear in the schedule)
- **Dotted red line:** Min E/L Redelivery date
- **Red line:** Max E/L Redelivery date

## Steps for Using Cargo Matching

These are the general steps for using Cargo Matching.

Administrator:


1. Create a [program](#) to support each chartering desk.
2. [Design the Vessel Position List and Cargo List](#) in each program to include the vessels, cargoes, and other data needed.

## Users:

1. Select the [program](#) you want to use.
2. [Adjust the workspace](#) to match your working preferences.
3. See which [team members](#) are online, which [Estimate Worksheets](#) they have open, and which Estimate Worksheets they have flagged for review.
4. Use one of these methods to match cargoes to vessels, and create shared worksheets.
  - Drag a cargo to a vessel position to create an Intended Estimate in one step.
  - Open a Cargo or Vessel Worksheet. Add and adjust Estimates, evaluate, and select the Intended Estimate.
  - Use Find Best Vessel/Find Best Cargo to quickly generate a set of alternatives on a [Best Estimate List](#), add them to a worksheet, evaluate, and select the Intended Estimate.
5. [Schedule](#) the voyage.

## Related Key Topics

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

## Content by label

There is no content with the specified labels



## Creating a Cargo Matching Program

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Cargo Matching programs filter the objects in your environment. You can create a program to include only the particular vessels, cargoes, and other types of objects that you work with, to limit what you see.

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

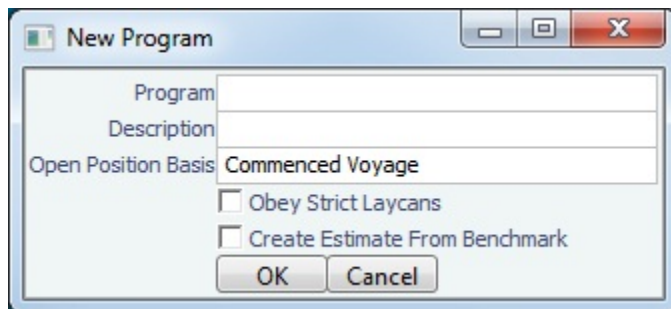
### Tutorial

For more information, see the [Creating a Cargo Matching Program](#) tutorial.

### Creating a Program

When you start Cargo Matching for the first time, you must create a program. You can create programs to support multiple chartering desks and objectives.

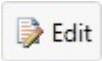
1. Click  and then click **Program**.



2. Enter the following information in the New Program form:
  - **Program:** Program name.
  - **Description**
  - **Open Position Basis:** How each vessel's open position (open port and open date) is calculated:
    - **Commenced Voyage:** Open position is set to the last port and estimated completion date of the commenced voyage.
    - **Commenced Voyage at Load Port:** If the vessel has arrived at the first load port of the commenced voyage, open position is set to the last port and estimated completion date of that voyage; otherwise, open position is set to the last port and actual completion date of the previous voyage.

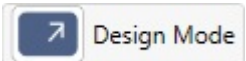
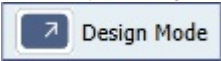
- Last Scheduled Voyage: Open position is set to the last port and estimated completion date of the last scheduled voyage.
  - **Obey Strict Laycans:** Select to indicate that vessels will wait for the start of the load laycan to begin loading.
  - **Create Estimate from Benchmark:** Select to create new cargo Estimates from their Benchmark Estimates if designated as Initial.
3. [Design the Vessel Position List and the Cargo List.](#) They are saved with the program.

#### Editing a Program

After creating a program, you can edit it. To open the Program Editor, select the program and then click . Make the changes and then click **OK**.

#### Designing the Vessel Position List and Cargo Book

In Design Mode, you can use the Report Designer to design the Vessel Position List and the Cargo Book. Those settings are saved with the program. Follow these steps:

- To enter Design Mode:
  - From Cargo Matching, right-click a column heading in either the Vessel Position List or the Cargo List and click **Show Designer**.
  - From the Position List or the Cargo Book, click .
- In the [Report Designer](#), programs are populated with default fields. Use the Report Designer to add [filters](#), [columns](#), [groups](#), and [aggregate functions](#).
  - **Note:** Fields at the bottom of the Columns pane whose names are in *italics* are needed for calculations in other fields. Do not remove them.
  - You can also add [Row Details](#), which pop up in a row (available only in Cargo Matching).
- To exit Design Mode and save changes with the program, click .
- Continue by designing the other list and saving those changes.

#### ▼ Related Config Flags

##### CFGEnableBenchmarkEstimate

Adds 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. The first voyage of a Time Charter In contract inherits the Ballast Bonus of the contract rather than that of the Benchmark Estimate.

#### Row Details

---

To add details that pop up for a row, click **Row Details** in the Columns pane. Then either drag fields into the pane or select their check boxes, just like selecting columns.

Vessel Code	Vessel Name	Open Voy Num	Company Code	Open Date	Vessel Type	Last Update	Owner	DWT	Trade	Vessel
<b>atlantic</b>										
CATAL	CATALUNYA SPIRIT	1	VESON	2/9/2013 00:00	LNG STEAM MEMBRANE	1/23/2014 18:34	TC	97,800.00	11:38	E
JSBULK	JS BULKER	1	VESON	2/1/2013 00:00	MR	1/23/2014 14:49	OV	250,000.00	12:00	H
NLADY	NORMAN LADY	4	VESON	1/29/2013 00:00	LNG STEAM MEMBRANE	1/6/2014 19:48	TC	74,302.00	10:54	C
PRON	LNG PRON	3	VESON	3/6/2013 01:53	LNG STEAM MEMBRANE	2/18/2014 16:30	TC	77,712.00	12:12	E
SBSK	STENA LNG VESSEL	2	VESON	4/26/2013 10:10	LNG STEAM MEMBRANE	2/13/2014 18:36	TC	84,362.70	12:52	E
								<b>Avg: 116,825.34</b>		
<b>med</b>										
JSBULK	JS BULKER	2	VESON	2/25/2013 06:13	MR	1/30/2014 22:28	OV	250,000.00	12:00	B
JSBULK	JS BULKER	5	VESON	3/26/2013 14:36	MR	2/17/2014 14:43	OV	250,000.00	12:00	B
NLADY	NORMAN LADY	1	VESON	12/8/2012 00:00	LNG STEAM MEMBRANE	1/22/2014 21:39	TC	74,302.00	10:54	B
NLADY	NORMAN LADY	2	VESON	12/29/2012 00:00	LNG STEAM MEMBRANE	1/23/2014 15:00	TC	74,302.00	10:54	B
NLADY	NORMAN LADY	3	VESON	1/6/2013 00:00	LNG STEAM MEMBRANE	1/6/2014 19:48	TC	74,302.00	10:54	TT
NLADY	NORMAN LADY	5	VESON	2/13/2013 12:43	LNG STEAM MEMBRANE	1/6/2014 19:48	TC	74,302.00	10:54	B
								<b>Avg: 132,868.00</b>		
<b>pacific</b>										
CATAL	CATALUNYA SPIRIT	2	VESON	3/23/2013 22:18	LNG STEAM MEMBRANE	1/28/2014 19:46	TC	97,800.00	11:38	B
CATAL	CATALUNYA SPIRIT	3	VESON	5/4/2013 00:44	LNG STEAM MEMBRANE	2/13/2014 19:47	TC	97,800.00	11:38	P
DAFNA	AL DAFNA	1	VESON	5/4/2013 12:00	LNG STEAM MEMBRANE	1/6/2014 19:48	TC	130,157.00	12:00	P
DAFNA	AL DAFNA	2	VESON	6/4/2013 20:56	LNG STEAM MEMBRANE	1/23/2014 15:45	TC	130,157.00	12:00	P
DAFNA	AL DAFNA	3	VESON	7/6/2013 02:13	LNG STEAM MEMBRANE	1/23/2014 16:38	TC	130,157.00	12:00	P
DAFNA	AL DAFNA	4	VESON	8/6/2013 12:10	LNG STEAM MEMBRANE	1/23/2014 16:39	TC	130,157.00	12:00	P
DAFNA	AL DAFNA	5	VESON	9/22/2013 04:53	LNG STEAM MEMBRANE	1/23/2014 16:35	TC	130,157.00	12:00	P
QALL	GALLINA	1	VESON	5/16/2013 01:45	LNG STEAM MEMBRANE	12/16/2013 19:59	TC	72,781.00	10:54	K
NLADY	NORMAN LADY	6	VESON	3/18/2013 02:40	LNG STEAM MEMBRANE	1/29/2014 23:11	TC	74,302.00	10:54	P
PRON	LNG PRON	1	VESON	1/14/2013 00:00	LNG STEAM MEMBRANE	1/22/2014 17:15	TC	77,712.00	12:12	P
PRON	LNG PRON	2	VESON	1/14/2013 00:00	LNG STEAM MEMBRANE	2/13/2014 18:44	TC	77,712.00	12:12	P
SBSK	STENA LNG VESSEL	1	VESON	3/26/2013 06:23	LNG STEAM MEMBRANE	1/6/2014 19:48	TC	84,362.70	12:52	N
								<b>Avg: 102,771.23</b>		
								<b>Avg: 113,679.97</b>		

*Previewing and Viewing Row Details*

Commece Date Gmt 1/1/2008 2:00:00 AM  
 Complete Date Gmt 3/12/2008 7:00:00 PI

Row Details pop up for the selected row:

- In **Design Mode**, to preview the Row Details, click a row.
- In **Report View Mode**, to view Row Details, right-click a row and click **Row Details**.

Editable User Defined Fields

When designing **User Defined Fields** in Row Details, you can enable users to edit the values:

1. Click the **field name** in the Row Details section. Its properties appear in the Properties section.

**Properties**

Clear Format

Heading Current Voyage Rem.

Bold N

Italics N

Font

Font Color

Field Background

Alignment None

Width 100.00

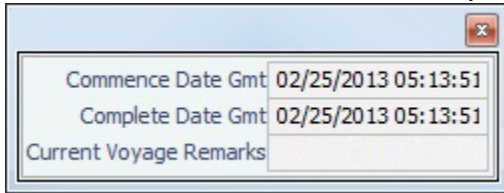
Sort None

Editable

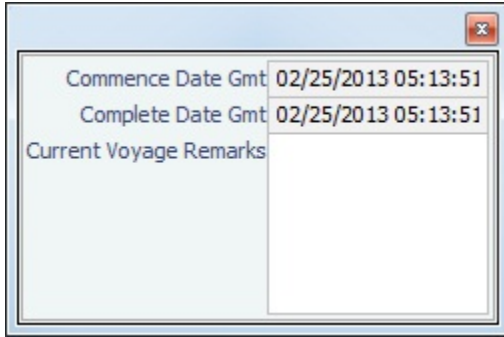
Internal Name [Voyage]UserField\_4

Hidden N

2. Select the **Editable** check box. Rather than just the field,




Row Details include a field in which a value can be added or edited.

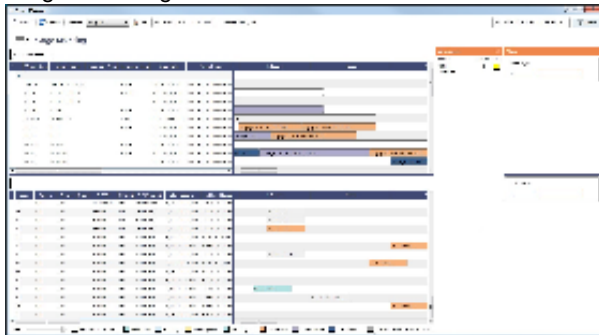


## Viewing the Vessel Position List and Cargo Book

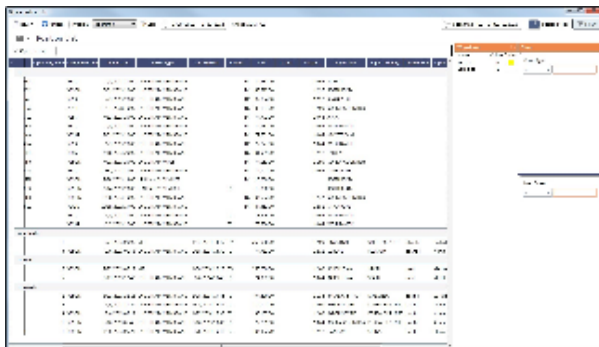
You can see the Vessel Position List and the Cargo Book within [Cargo Matching](#) or individually.

To select a view, just below the Cargo Matching toolbar, click  and then click one of the following:

- **Cargo Matching:**

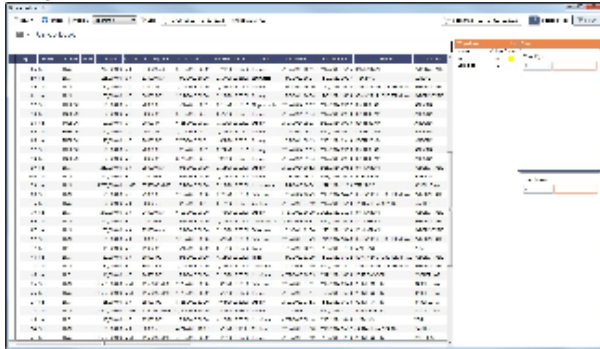


- **Position List:**






- **Cargo Book:**



## Adjusting Your Cargo Matching Workspace

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

Cargo Matching provides a number of options to set up your workspace.

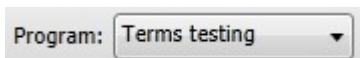
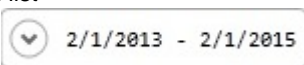
### Using Cargo Matching Tutorial

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

### Selecting Settings

When you leave Cargo Matching and return, these settings remain.

#### Toolbar



- In the Program list  select the **program** that has your filters.
- In the date list  select the Load Laycan window for the first unscheduled cargoes.

#### Status Bar

- In the Zoom tool  drag the slider to show the level of detail you want to see.

#### Section Sizes

To optimize your workspace, do any of the following:

- To change the sizes of the sections, drag the horizontal and vertical borders between them.
- To collapse the Worksheets list, click **>>** in its label. To expand it again, click the collapsed, vertical Worksheets bar.
- To collapse the Filters lists, click . To expand it again, click .

### Setting Up Vessel and Cargo Lists

You can modify the contents and format of the Vessel Position List and Cargo List in the following ways, but changes made to the Vessel Position List and Cargo Book outside of **Design Mode** are not saved.

- **Filters:**
  - Enter or select filter values.
- **Columns:**

- To choose columns to display, right-click a column heading and click **Choose Columns**. Selected columns have a check mark; click to select or clear columns in the list.
- To filter a column, right-click its heading and click **Filter by Values**.
- To sort columns, either click the column heading to rotate through the options or right-click and select **Sort Ascending**, **Sort Descending**, or **Clear Sorting**.
  - In addition to a primary sort, you can do additional sorts of multiple columns by holding down the **Shift** key and clicking the column headings.
- To rearrange column sequence, click a column heading and drag the column to where you want it.
- To change column width, place your pointer at the right end of the column heading. When the pointer becomes a double-headed arrow, drag it to move the split line.
- When Cargo Matching is undocked, you can freeze columns so they do not scroll. Drag the line after the first (empty) column past those you want to freeze.
- Groups:
  - To sort a group, click the arrow next to its name and click **None**, **Asc**, or **Desc**.
  - To collapse all groups, click ^ in the label for the first column. To expand it again, click v.
  - To collapse a group, click ^ in the row with its name. To expand it again, click v.

## Tips for Configuring

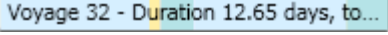
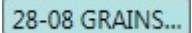
Your optimal setup for Cargo Matching depends on how you prefer to match cargoes.

- Adjust the size of the sections to match your work style.
  - If you primarily **drag and drop** cargoes, maximize the Gantts on the right side.
  - If you primarily find the **best vessels** for cargoes, maximize the Cargo List and Gantt.
  - If you primarily find the **best cargoes** for vessels, maximize the Vessel Position List.
- Move the columns you use most frequently to where you can see them easily. These are the columns you might find most helpful for making decisions:
  - **Vessel List:**
    - **Vessel Name**
    - **Vessel Type**
    - **Open Voyage Number**
    - **Open Port and Open Date:** These describe the vessel's open position after the last Completed or Commenced voyage.
    - **Planned Open Port and Planned Open Date:** These describe the vessel's open position after the last Scheduled or Estimated voyage.
  - **Cargo List:**
    - **Cargo ID**
    - **Cargo**
    - **Charterer**
    - **Load Port**
    - **Start Load Laycan:** To line up cargoes by those that need attention first, sort by this column.
    - **Status:** You can filter out Withdrawn and Completed statuses, because you do not need to work with them. You might also want to filter out Fixed and Commenced.

## Evaluating Options

In **Cargo Matching**, you can use any of these methods to create **Estimates** to analyze cargo/vessel matches:

- **Drag and drop** cargo.
- Find the **best vessel** for the cargo.
- Find the **best cargo** for the vessel.
- Create a **worksheet** with one or more Estimates.

When you designate an Estimate as **Intended**, it appears on the Vessel Schedule  and Cargo Schedule  as color-coded Estimate bars.

## Using Cargo Matching Tutorial

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

## Dragging and Dropping a Cargo

Dragging and dropping is the fastest way to create an Intended Estimate. From the Cargo Schedule, drag a cargo to the Vessel Schedule and drop it on the vessel row. The Intended Estimate appears in the Vessel Schedule and is added to both the Cargo and Vessel Position [Worksheets](#).

## Finding the Best Vessel

To find the best vessel for the cargo, in the row for a cargo in the Cargo List, or on the bar for a cargo in the Cargo Schedule, right-click and click **Find Best Vessel**. IMOS looks at all the vessels and displays the [Best Estimate List](#).

## Finding the Best Cargo

To find the best cargo for the vessel, in the Vessel Schedule, right-click the vessel and click **Find Best Cargo**. IMOS looks at all the cargoes and displays the [Best Estimate List](#).

## Creating Worksheets


To create an [Estimate Worksheet](#), do one of the following:

- In the Vessel Schedule, right-click the vessel and click **Next Position Worksheet**.
- In the Cargo List or the Cargo Schedule, right-click the row for a cargo and click **Cargo Worksheet**.

## Finding Additional Information

### TCE

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

- To see the **TCE for the current Scenario** (the time-weighted average TCE for all Estimates in the scenario), look at the right end of the toolbar. 
  - To see more details for the Scenario, including the impact on the use of time and resources, click the arrow.

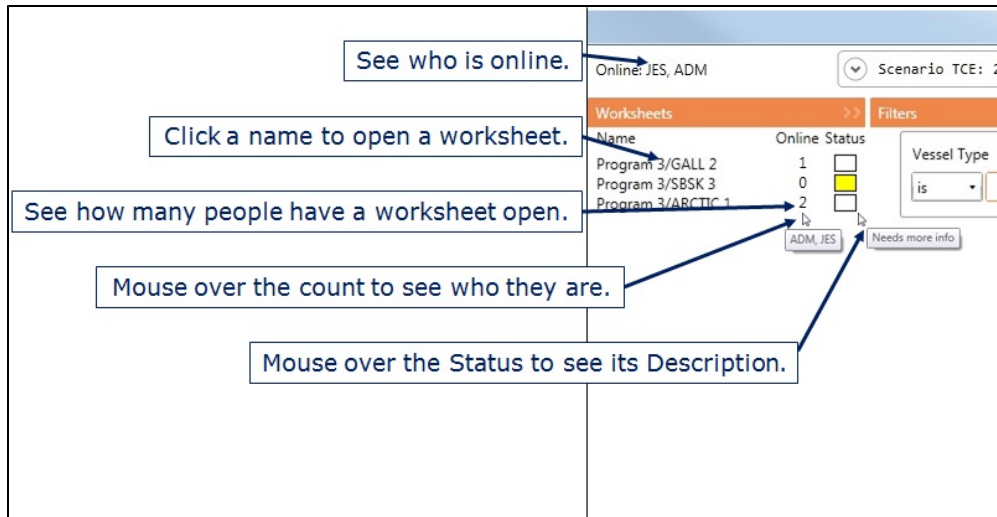
### Row Details

To view details that pop up for a row in the Vessel Position List or Cargo List, right-click the row and click **Row Details**. For [User Defined Fields](#), you might have the option to add or edit values.

## Collaboration Features

You can work with your team members to find the best options. The following Cargo Matching collaboration features are updated immediately:

- The Cargo Matching toolbar displays the initials of all users who are currently online and looking at the program.
- The Worksheets List shows all [worksheets](#) that:
  - Are currently open; mouse over the Online count to see the initials of the team members who have one open.
  - Have their Status flagged with green, yellow, or red; mouse over the Status to see the Description.



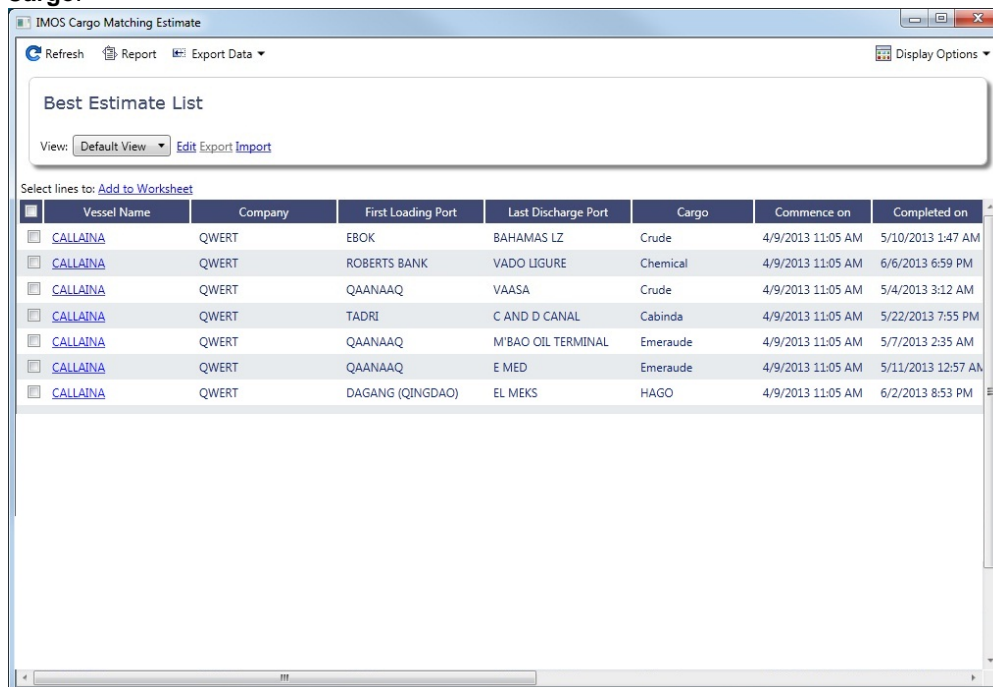
Worksheets have additional collaboration features.

### Adjusting Options

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

### Best Estimate List

1. To create a list of the best [Estimates](#), when [evaluating options](#) in Cargo Matching, click **Find Best Vessel** or **Find Best Cargo**.



The Best Estimate List includes an Estimate for each vessel/cargo combination in the current configuration.

- The Estimate line is highlighted in yellow for either of these conditions:
  - The total load quantity for a [Cargo](#) is outside of the Min/Max Qty specified in the [CP Terms](#).
  - The terminating date for an Estimate is after the maximum redelivery date for the [Time Charter In](#) contract.

2. To add one or more Estimates to a worksheet, select their check boxes and then click [Add to Worksheet](#), at the top of the list.


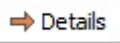


3. Close the Best Estimate List and open the [worksheet](#).

## Estimate Worksheets

On worksheets, you can add [Estimates](#), evaluate options, and select the Intended Estimate. You can save worksheets to show the rationale behind your decisions.

1. To create or open a worksheet for Estimates, do one of the following:
  - **Drag** a cargo to the Vessel Schedule and drop it on the vessel row. A worksheet is created for the vessel position and cargo, with one Estimate, selected as **Intended**.
  - In the Vessel Position List, right-click to create or open a **Position Worksheet** from a vessel. A worksheet is created with one Estimate for the vessel and port at the next open date. If a worksheet has already been created, it opens.
  - In the Vessel Schedule, right-click to create or open a:
    - **Position Worksheet** from:
      - An **unscheduled** vessel, or the **position** to the right of a vessel. A worksheet is created with one Estimate for the vessel and port at the next open date. If a worksheet has already been created, it opens.
      - A vessel with an **Estimate**. The worksheet opens with the existing Estimates for the vessel and port at the next open date.
    - **Next Position Worksheet** from any vessel. A worksheet is created with one Estimate for the vessel and port at the next open date. If a worksheet has already been created, it opens.
  - In the Cargo List or the Cargo Schedule, right-click to create or open a **Cargo Worksheet** from the row for a cargo. A worksheet is created with one Estimate for the cargo. If a worksheet has already been created, it opens.

2. Do any of the following to determine the best option:

- Add more Estimates: Click  at the top of the Estimate and click a command to open an Estimate or create a new one.
- Edit one or more Estimates in [Column View](#).
  - To simultaneously change a field value in multiple Estimates, make the change in one field and type **Ctrl + Enter**.
- Edit an Estimate, or see more information, in [Details view](#): Click .
- See or edit [Vessel](#) information: Click  next to the Vessel field.
- See or edit [Cargo](#) information: Click  next to the Cargo field and edit or import cargoes.

- Use **collaboration features**:
    - Set or view the color-coded Status and Description at the top of the worksheet.
    - See who has the worksheet open.
    - Add or view Comments for each Estimate.
    - Add or view Comments for the worksheet in the Activity Log.
3. Select the **Intended** check box of the best Estimate; it appears on the Vessel Schedule and the Cargo Schedule.
  4. **Schedule** the voyage.

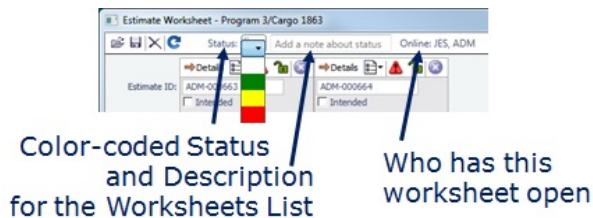
### Collaboration Features

Worksheets are designed to be opened and modified by multiple users at the same time. In addition to the **collaboration features** from the toolbar and Worksheets List, worksheet collaboration features share the following changes with all users in real-time.

- **Estimates:**

- **New Estimates:** When a new Estimate is saved to the worksheet, all users see it immediately.
- **Changed Estimates:** When changes to an existing worksheet Estimate are saved, all users see the changes immediately.
- **Deleted Estimates:** When an Estimate is deleted from a worksheet, it is immediately removed for all users.

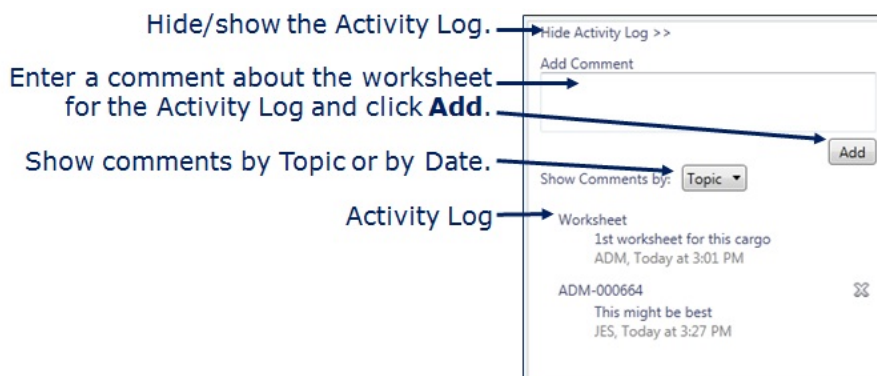
- **Worksheet Status:** When the worksheet Status color or Description is modified, the changes are immediately visible to all users. Worksheets that are open or have their color Status set appear in the **Cargo Matching Worksheets List**, and you can click one there to open it.



- **Estimate Comments:** Comments added to each Estimate are immediately visible to all users.

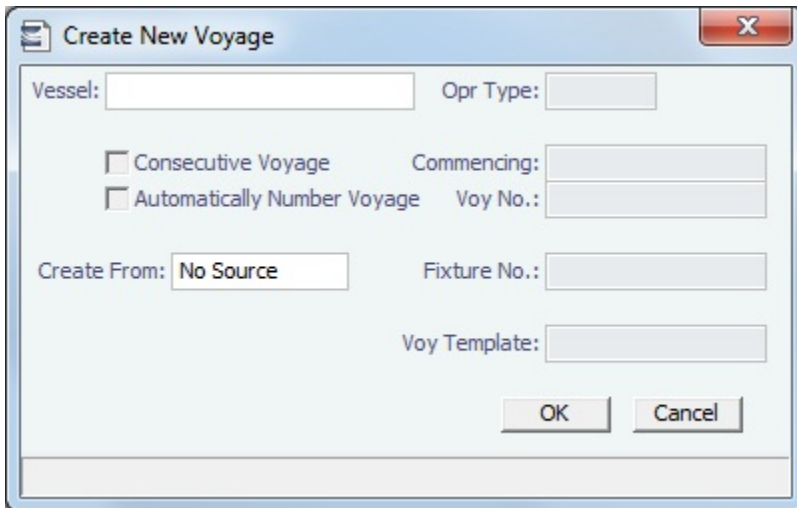


- **Worksheet Comments:** Comments added to the worksheet Activity Log are immediately visible to all users.



## Scheduling a Voyage from Cargo Matching

To schedule a voyage from Cargo Matching, right-click the Estimate in the Vessel Gantt and click **Schedule Voyage**.



The Create New Voyage form appears.

### Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
  - OVOV: Owned Vessel, Own Voyage
  - OVTO: Owned Vessel, TC Out
  - RELT: Cargo Relet
  - TCOV: TC In Vessel, Own Voyage
  - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.
  - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
  - When creating a new voyage:
    - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
    - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
    - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
    - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
  - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
  - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)

- Cargo (automatically selected if scheduling a voyage from a Cargo)  
Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
- No Source (to create a voyage from scratch)
- **Voyage Template:** If there is a [Voyage Template Rule](#) for the vessel, that template appears; otherwise, the last [Voyage Template](#) that was used for this vessel appears, but you can clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

### ▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

## Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the [FIFO bunker calculation method](#).

IFO Qty (MT)	IFO Prc	LSF Qty (MT)	LSF Prc	MDO Qty (MT)	MDO Prc	LSG Qty (MT)	LSG Prc
0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00

Click here to add a row

Lube Oil (Ltr):

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.

## Unscheduling a Voyage

To unschedule a voyage, right-click the voyage in the Voyages grid and click **Unschedule Voyage**.

- The voyage and Fixture are deleted and the Cargo returns to its unscheduled state.

## Barging

### About Barging

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



The Barging Module adds support for:

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

## Barging Workflow

---



### Barging Setup

- Administrators set up fuel consumption, Rate Differentials, Address Book reference codes, Boats, Barges, and Tows in IMOS.

### Chartering

1. The Charterer (moving Cargo inland) records the Cargo information on the Cargo form.
  - If equipment and pricing are known, the Charterer can add these to the Equipment and Pricing tabs on the Cargo form.
2. The Charterer schedules the voyage. Equipment added to the Cargo flows to the voyage when the Use Equipment from Cargo check box is selected.

### Operations

1. The Operator manages the voyage, recording the following information on the Activity Log:
  - Port Activities
  - Movement of equipment in and out of the voyage
  - Equipment delivery and redelivery
  - Rate differentials
  - Delays
  - Cargo Bill of Lading updates
  - Barge fuel consumption
  - Cargo heating information
2. The Operator creates equipment contract payments and bills.

### Financials

1. The P&L tracks daily equipment cost and accounts for rate differentials in complex tow situations.
2. Finance Operators create, approve, and post invoices.

### Reporting

1. When the voyage is completed, Reporting Desks run the Bunker Interpolator as part of the Voyage Cost Allocation process. The Bunker Interpolator generates bunker readings for every voyage based on reported fuel readings to estimate Arrival and Departure ROBs for each voyage leg.
2. This performance data can be exported to a data warehouse and used to identify owners with high- and low-performing equipment.

## Barging Setup

---

For barging, set up the following in the Data Center:

- Reference Codes on Address Book entries
- Barge Fuel Consumption Setup
- Boat Fuel Consumption Ratios Setup
- Equipment Hire Rate Differentials
- Boats
- Barges
- Tows

## Barging - Chartering Tasks

---



This workflow applies to both Equipment TC Contracts and Equipment Spot Contracts:

1. The Charterer (moving Cargo inland) [creates the cargo](#) using the Cargo form.
  - a. If equipment and pricing are known, the Charterer can [add these to the Equipment and Pricing tabs](#) on the Cargo form.
2. The Charterer [schedules the voyage](#). Equipment added to the Cargo flows to the voyage when the Use Equipment from Cargo check box is selected.

This section includes the following topics:

- [Equipment Contract](#)
  - [Equipment History List](#)

### Create a Cargo

In the Chartering Module Center , click **Cargo**.

The screenshot shows the 'Cargo' software window with the following data:

- Cargo Group:** CLEAN
- API/SG:** 1.0000 / 1.0679
- Counterparty:** COUNTERPARTY
- Department:** (empty)
- C/P Place:** (empty)
- Voyage Region:** (empty)
- Vessel Type:** (empty)
- Nominated Vessel:** VESSEL1
- CP Date/Form:** //
- CP Qty/Unit:** 50,000 BBL
- Option %/Type:** 0.00 MOLOO
- Min/Max Qty:** 50,000 / 50,000
- Freight Type:** E
- Equip Contract ID:** (empty)
- Curr/Exch Rate:** USD / 1.000000
- Min Inv Qty:** 0.00
- Freight Via:** (empty)
- Demurrage Via:** (empty)
- Conf Date (GMT):** (empty)
- Status:** Inquiry
- Cargo COA:** (empty)
- Coordinator:** (empty)
- Reference No.:** (empty)
- Shipment No.:** (empty)
- VC In ID:** 0
- Estimate:** (empty)
- Voyage:** (empty)

**Itinerary/Options Table:**

F	Port	GS	Grade	Qty	Unit	API	Window From	Window To	Commercial ID	Supplier/Rcvr	Internal BU	Op
L	GALVESTON	1	CLEAN	50,000	BBL	1.0000	10/14/13 00:00	10/16/13 23:59				
D	HOUSTON	1	CLEAN	50,000	BBL	1.0000						

**Load Options Table:**

Port/Area	L/D Rate	RU	Terms	TT	PExp
Click here to add a row					

**Discharge Options Table:**

Port/Area	L/D Rate	RU	Terms	TT	PExp
Click here to add a row					

**Remarks:** (empty text area)

1. Specify a **Cargo Group**, **Counterparty**, **CP Qty** and **Unit**.

- To enable equipment-based pricing on the Pricing tab, set the **Freight Type** to **E**.
  - Freight Type E stands for Equipment Daily Rate, and when selected, additional Equipment-related fields are available.
  - If the Freight Type is not set to E and the voyage is already scheduled, changing the Freight Type to E will back-create a Spot Equipment Contract.
- In the **Nominated Vessel** field, select the name of the tow you want to link to this cargo. When a tow is selected, the Equipment tab appears on the form.
- On the Itinerary tab, specify Loading and Discharging ports, Quantities, and other relevant information.

Add Equipment

On the Equipment tab, you can add boats and barges and their Equipment Contract IDs, if you know them, before scheduling the voyage. The **Equip Rate**, **Rate Diff**, and **Diff** fields are populated from the values entered on the Equipment Contract.

The screenshot shows the 'Equipment' tab with the following data:

Type	Name	Code	Contract ID	Equip Rate	Rate Diff.	Diff.	Reason
Boat	Boat 1	1296	AA13S0008	3,000.00		0.00	
Barge	Barge 1	4280	AA13S0008	6,000.00		0.00	

Click here to add a row

- Note:** The fields on this tab are used for reference. Any equipment you add here can be copied to the Equip In/Out tab on the [Activity Log - Barging](#) when the voyage is scheduled, and it is on that form where Operators manage equipment for the voyage.

Specify Pricing

You must specify the rates:

- You are charging the Charterer for an Equipment TC Contract
- You will pay to the Owner for an Equipment Spot Contract

Equip. Type	No. Equipment	Daily Rate	Differential Name	Additional Rate/Day
Boat	1	5,000.00	WEST OF CORPUS CHRISTI	500.00
Barge	1	3,000.00		

Broker: [Table with columns: Amount, T, F, D, Code, Extra Freight Term, Rate/Lump]  
 Freight Surcharges: None  
 Bunker Surcharges: None  
 Demurrage: USD 1.000000  
 Laytime Allowed: 0.00 H SHINC  
 Dem TB Days: 0

On the Pricing tab:

1. Create a line for each Equipment Type, add the Number of Equipment, and Daily Rates.
  - If this is a consecutive voyage, you do not have to add this information to the next voyage, because the equipment is copied to the new voyage from the previous voyage.
2. Save the Cargo. The **Equipment Contract ID** field is populated with a generated ID number, but the contract is not created yet. The Equipment Contract is created when the voyage is scheduled, and at that time, you can open it.

### Schedule the Voyage

To schedule the voyage, click **Schedule Voyage** on the Cargo form.

On the Create New Voyage form, some fields are completed. Complete the remaining fields according to the voyage.

**Create New Voyage**  
 Vessel: VESSEL 1    Opr Type: TCOV  
 Consecutive Voyage    Commencing: 05/03/13 20:25  
 Automatically Number Voyage    Voy No.: 3  
 Create From: Cargo    Cargo ID: 52175  
 Use Equipment from Cargo  
 OK    Cancel

- **Opr Type:** Type of voyage being scheduled.
  - To create a Spot voyage/Equipment Spot Contract, select **SPOT**.
  - To create a TC voyage/Equipment TC Contract, select **TCOV**.
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.

- The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
- The **Use Equipment from Cargo** check box cannot be used when using the **Consecutive Voyage** check box because the equipment from end of the previous voyage is carried over.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
    - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
    - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** The source is selected; upon voyage creation, the source data is included in the new voyage.
  - **Use Equipment from Cargo:** Selected by default for non-consecutive voyages. When selected, the equipment entered on the Equipment tab of the Cargo form is copied over to the voyage and appears on the [Activity Log - Barging](#).

After the voyage is scheduled, the Operator [manages the voyage](#).

### ▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.


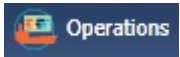
## Equipment Contract

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Equipment Contracts are similar to [Time Charter](#) contracts. An Equipment Contract governs the hire rate of the contractual period, the location and time for the boats and barges to be claimed and returned, and the conditions for their use. An Equipment Contract is not associated with a particular Tow.

Equipment Contracts support separate rates for boats and barges. With appropriate [Security](#) rights (under Time Chartering in Chartering and Operations), you can manage payments and issue invoices for boat and barge owners for the actual time each piece of equipment was on hire.

To access the Equipment Contract form:

- In the Chartering module center  , under Time Charter Manager, click **Equipment Contract**.
- In the Operations module center  , under Time Charter In, click **Equipment Contract**.
- On the [Voyage Manager](#), click the [Contract ID/Hire](#) field label link.

*TC In*

Equipment Contract

Contract Type: TC In Description: Date: // Status: Billing Period: Currency/Exchange Rate: 0.00000

Contract ID: Allowance Hrs: 0.00 Company: Fixed By: Billing Period: Currency/Exchange Rate: 0.00000

Delivery:	Est GMT	Act GMT	Difference	Port	Comments
Redelivery:			0.0000		
Duration (Days):	0.0000	0.0000			

Daily Rates:	Equip Type	From GMT	To GMT	Duration	Rate	Qty	Total Hire	Comments
Click here to add a row								

Differentials:	Differential Name	Subcode	Additional Rate/Day	Remarks
Click here to add a row				

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
Click here to add a row						

Notice Performance

Delivery: Redelivery:

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

Update based on Proj. Date

*Spot In*

Equipment Contract

Contract Type: Spot In Description: Date: 05/09/2014 Status: Billing Period: COA: Currency/Exchange Rate: USD 1.00000

Contract ID: 1450004 Company: Fixed By: Billing Period: COA: Currency/Exchange Rate: USD 1.00000

Itinerary:	Port	F	Cargo	Laycan From	Laycan To	Quantity	Unit	Remarks
SPLIT	BOSTON (UNITED KINGDOM)	L	ASPHALT	05/09/14 00:00	05/11/14 23:59	10,000	MT	
		D	ASPHALT	05/09/14 00:00	05/11/14 23:59	10,000	MT	

Daily Rates:	Equip Type	Rate	Qty	Total Hire	Comments
	Boat	10,000.0000	1	10,000.00	
	Barge	5,000.0000	1	5,000.00	
Click here to add a row					

Differentials:	Differential Name	Subcode	Additional Rate/Day	Remarks
Click here to add a row				

Broker	Rate	Type	Freight Commission	Demurrage Commission	Remarks
Click here to add a row					

Notice Performance

Delivery: Redelivery:

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

Update based on Proj. Date

Upon saving the contract, a **Contract ID** is automatically created using the following formula:

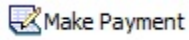
- **Reference Code + Last two digits of the current year + T** (for Time Charter Contracts, or **S** for Spot Contracts) + **Four digit sequential number**

## About Equipment TC Contracts and Equipment Spot Contracts

You can create TC In/Out or Spot In/Out Equipment Contracts.

- An Equipment TC In or Equipment Spot In Contract is with an Owner; an Equipment TC Out or Equipment Spot Out Contract is with a Charterer.
- Spot charters based on daily rates are represented by Equipment Spot In or Equipment Spot Out Contracts.
- A single Equipment Spot In Contract cannot be applied to more than one voyage.
- For Equipment Spot Contracts, a COA field is provided, so you can record the COA applicable to the spot cargo.
- The Brokers grid on the Equipment Spot Contract parallels the Brokers grid on the [Cargo](#) form.

### Toolbar



: Open the Hire Payment form to create a payment/bill.



: Open the [TC Commission Summary](#) to view and create Commission Payments.



: Open the [Equipment History List](#) to view all the equipment that was used during the life of the contract.

### Contract Information

Add information about the contract.

Contract Type:	TC In	Description:	
Owner:	OWNER 1	Date:	11/07/2013
Contract ID:		Fixed By:	admin
Allowance Hrs:	12.00	Company:	COM1
		Status:	On Subjects
		Billing Period:	Monthly
		Currency/Exchange Rate:	USD 1.000000

### Hire Information

For **TC In** or **TC Out** Equipment Contracts, add the Delivery and Redelivery ports and times.

	Est GMT	Act GMT	Difference	Port	Comments
Delivery:	10/15/13 00:00		0.0000	HOUSTON	
Redelivery:	10/15/16 00:00		0.0000	HOUSTON	
Duration (Days):	1,096.0000	0.0000			

### Daily Rates Grid

Add Daily Rate information for boats and barges.

Daily Rates:	Equip Type	From GMT	To GMT	Duration	Rate	Qty	Total Hire	Comments
	Barge	10/15/13 00:00	10/15/14 00:00	365.000000	2,500.0000	3	7,500.00	
	Boat	10/15/13 00:00	10/15/14 00:00	365.000000	4,000.0000	1	4,000.00	
Click here to add a row								

- You cannot have two rates in effect for the same boat or barge on the same day. To do this, you can use a [Rate Differential](#).

### Differentials Grid

Select the [Rate Differential](#) types you want to use for this contract.

Differentials:	Differential Name	Subcode	Additional Rate/Day	Remarks
	NORTH OF BATON ROUGE	DIFFGEO	500.0000	
	WEST OF CORPUS CHRISTI	DIFFGEO	500.0000	
	SUPER-SIZED TUGBOAT	DIFFEQUIP	1,000.0000	
Click here to add a row				

### Brokers Grid

Add information about Brokers and Broker Commissions.

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
Click here to add a row						

### Notice Tab

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

This tab allows you to establish a series of points in time, measured in number of days prior to delivery or redelivery, at which your company is contractually required to provide notification of its intention to take delivery of/redeliver the vessel. You can also record whether each required notice has actually been sent.

IMOS does not automatically send such notification emails; this must be done manually. Nor does IMOS generate any alerts regarding the need to send such notification emails. This is simply a place where, upon fixing the Equipment TC Contract, you can set up the contractually mandated reminders, and then, as each one is sent, track that it has been sent by selecting the corresponding check box.

Notice					Performance				
Delivery:					Redelivery:				
S	No.	Notice	Notice Date	Est Delivery	S	No.	Notice	Notice Date	Est Redelivery
Click here to add a row					Click here to add a row				
Update based on Proj. Date									

### Performance Tab

On the **Performance** tab, you can enter speed and consumption information from the equipment owner to verify its performance.

Notice					Performance		
Type	Grade	Boat Hotel	Barge Disc	Barge Heat	Remarks	Speed	B/L
Click here to add a row						Click here to add a row	

### Equipment History List

On the Equipment History list, you can view all the equipment that was used during the life of the contract and corresponding periods.

To access the Equipment History list, on the Equipment Contract form, click  [Equipment History](#).



Equipment Name	Equipment Type	Delivered - GMT	Redelivered - GMT	Joined - GMT	Departed - GMT	Gap	Tow Name	Voyage No.	Commence - GMT	Complete - GMT
TC BARGE 1	Barge	3/11/2004 11:00 PM		3/11/2004 11:00 PM	4/9/2004 5:05 PM		TEST 1	6	3/11/2004 11:00 PM	4/9/2004 5:05 PM
TC BARGE 1	Boat		4/9/2004 5:05 PM	4/9/2004 5:05 PM	5/19/2004 5:30 AM		TEST 1	7	4/9/2004 5:05 PM	5/19/2004 5:30 AM
TC BOAT 1	Boat	1/1/2012 4:00 AM		1/1/2012 4:00 AM	2/8/2012 12:38 PM	*	TEST 1	2	12/31/2011 11:00 PM	2/8/2012 12:38 PM
TC BARGE 1	Barge			5/1/2013 4:00 AM	6/11/2013 6:21 AM		TEST 1	3	4/30/2013 10:00 PM	6/11/2013 6:21 AM
TC BARGE 2	Barge			5/1/2013 4:00 AM	6/11/2013 6:21 AM		TEST 1	3	4/30/2013 10:00 PM	6/11/2013 6:21 AM
TC BOAT 1	Boat			5/1/2013 4:00 AM	6/11/2013 6:21 AM		TEST 1	3	4/30/2013 10:00 PM	6/11/2013 6:21 AM
BO2	Boat	1/1/2014 6:00 AM		1/1/2014 6:00 AM	1/2/2014 6:00 AM		TEST 10	10	12/31/2013 4:00 PM	2/11/2014 6:05 AM
BO2	Boat			4/10/2014 10:00 PM	5/10/2014 12:00 AM		TEST 10	11	4/10/2014 10:00 PM	5/12/2014 4:38 AM

Each record in the list corresponds to a single service period as recorded on the Equip In/Out tab of the [Activity Log - Barging](#). Two rows for the same piece of equipment will appear if:

- A piece of equipment served in one voyage, exited the voyage, then rejoined the voyage later
- A piece of equipment was transferred from one tow to another, but remained under the same contract
- A piece of equipment was shared between 2 tows/voyages

### Columns

- **Delivered - GMT:** For Equipment TC Contracts, this is the date/time the vessel was delivered.
- **Redelivered - GMT:** For Equipment TC Contracts, this is the date/time the vessel was redelivered.
- **Joined - GMT:** The date/time the vessel joined the voyage. If the equipment was delivered during this voyage, this will be the same as the Delivery date/time.
- **Departed - GMT:** The date/time the vessel departed the voyage. If the equipment was redelivered during this voyage, this will be the same as the Redelivery date/time.
- **Gap:** For Equipment TC Contracts, an asterisk appears in this column if, as of one minute prior to the equipment joining, there was a shortage of this type of equipment working under the contract (compared to the nominal number of boats or barges needed for the contract).
  - For example, if 3 barges are required under the contract, and as of one minute prior to the join date/time there are only 2 barges, an asterisk would appear.
  - The nominal number of boats and barges required in the contract is subject to the Est/Act Delivery date from the contract. That is, if the contract requires 1 boat and 3 barges, and 1 boat and 3 barges are delivered exactly as of the Est/Act Delivery date, there will be no gap, since as of 1 minute prior the contract was not yet in effect—there were no requirements and therefore no shortages.
    - Act Delivery Date is used if the Equipment Contract status is Delivered or Redelivered; Est Delivery is used otherwise.

## Barging - Operations Tasks



After the voyage is scheduled, the Operator does the following:

1. Manages the voyage, recording the following information on the [Activity Log](#):
  - [Port Activities](#)

- Movement of equipment in and out of the voyage
- Equipment delivery and redelivery
- Rate differentials
- Delays
- Cargo Bill of Lading updates
- Barge fuel consumption
- Cargo heating information

2. Creates equipment contract payments and bills.

**Note:** The Voyage Manager has some differences related to barging.

This section includes the following topics:


- Activity Log - Barging
  - Reassign Equipment
  - Replace Equipment
  - Swap Equipment

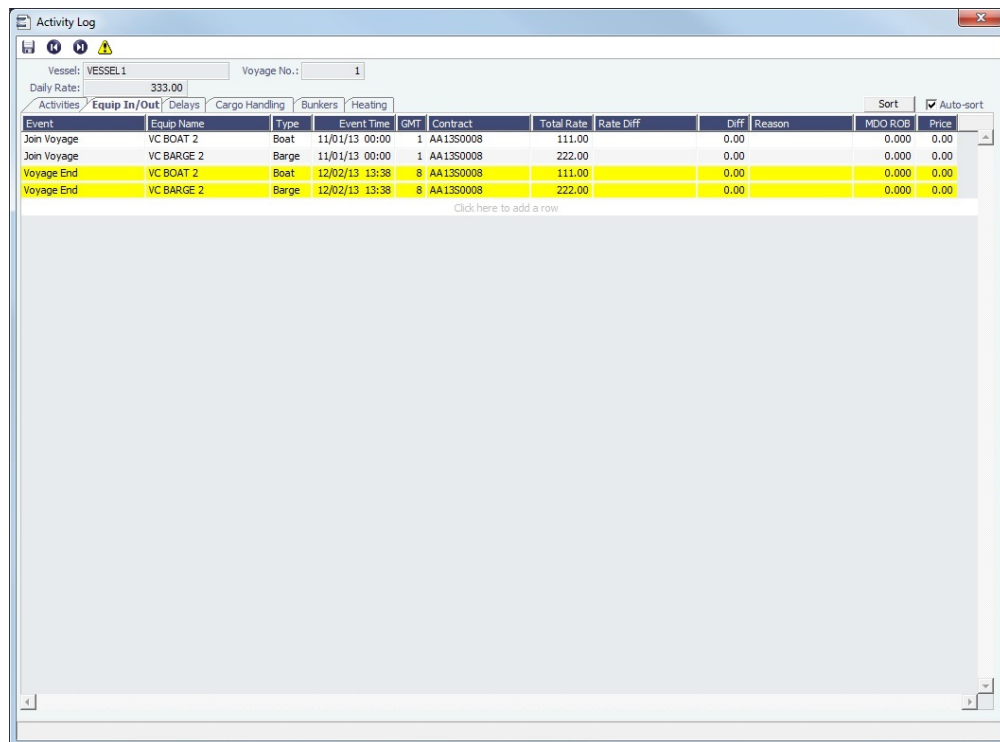
## Activity Log - Barging

After scheduling a voyage, you manage equipment using the Activity Log. Activities and information added to the Activity Log are synchronized with the Port Activities, Delays, and Cargo Handling forms.

Without the **Barging module**, the **Activity Log** does not include the options for managing equipment.

To access the Activity Log, in the **Voyage Manager**:

- Click  on the toolbar.
- In the Itinerary grid, right-click a port name, and then click **Activity Log**.



The screenshot shows the 'Activity Log' window with the following data:

Event	Equip Name	Type	Event Time	GMT	Contract	Total Rate	Rate Diff	Diff	Reason	MDO ROB	Price
Join Voyage	VC BOAT 2	Boat	11/01/13 00:00	1	AA13S0008	111.00		0.00		0.000	0.00
Join Voyage	VC BARGE 2	Barge	11/01/13 00:00	1	AA13S0008	222.00		0.00		0.000	0.00
Voyage End	VC BOAT 2	Boat	12/02/13 13:38	8	AA13S0008	111.00		0.00		0.000	0.00
Voyage End	VC BARGE 2	Barge	12/02/13 13:38	8	AA13S0008	222.00		0.00		0.000	0.00

### Activities Tab

The Activities tab displays Port Activities, equipment in/out movements and **rate differentials**. Use the filters at the top of the form to filter by Event Types, Ports, or Equipment.

Port/Location	F	Event Type	AT	RT	Event Time	GMT	Equipment	Cargo	Berth	Remarks
L'ESPIQUETTE	L	Join Voyage			11/01/13 00:00	1	VC BOAT 2			
L'ESPIQUETTE	L	Join Voyage			11/01/13 00:00	1	VC BARGE 2			
L'ESPIQUETTE	L	PORT START	PS			1	(All)			
L'ESPIQUETTE	L	END OF SEA PASSAGE	NM			1	(All)			
L'ESPIQUETTE	L	NOTICE OF READINESS TENDERED	NR			1	(All)			
L'ESPIQUETTE	L	ANCHORED INBOUND	NM			1	(All)			
L'ESPIQUETTE	L	ANCHOR AWEIGH INBOUND	AA			1	(All)			
L'ESPIQUETTE	L	PILOT ON BOARD	PA			1	(All)			
L'ESPIQUETTE	L	FIRST LINE	NM			1	(All)			
L'ESPIQUETTE	L	ALL FAST	AF			1	(All)			
L'ESPIQUETTE	L	GANGWAY SECURED	NM			1	(All)			
L'ESPIQUETTE	L	FREE PRATIQUE GRANTED	CA			1	(All)			
L'ESPIQUETTE	L	OBQ / ROB INSPECTION COMMENC	NM			1	(All)			
L'ESPIQUETTE	L	OBQ / ROB INSPECTION COMPLETE	NM			1	(All)			
L'ESPIQUETTE	L	OBQ CALCULATIONS COMPLETED	NM			1	(All)			
L'ESPIQUETTE	L	HOSE(S) CONNECTION COMPLETE	HN			1	(All)			
L'ESPIQUETTE	L	LOAD COMMENCED	OS			1	(All)			
L'ESPIQUETTE	L	LOAD COMPLETED	OE			1	(All)			
L'ESPIQUETTE	L	HOSE(S) DISCONNECTION COMPLETE	HF			1	(All)			
L'ESPIQUETTE	L	TANK INSPECTION COMMENCED	NM			1	(All)			
L'ESPIQUETTE	L	TANK INSPECTION COMPLETED	CI			1	(All)			
L'ESPIQUETTE	L	CARGO CALCULATIONS COMPLETE	NM			1	(All)			
L'ESPIQUETTE	L	CARGO DOCUMENTS ON BOARD	CD			1	(All)			
L'ESPIQUETTE	L	LAST LINE	LL			1	(All)			
L'ESPIQUETTE	L	DROP OUTBOUND PILOT	NM			1	(All)			
L'ESPIQUETTE	L	START OF SEA PASSAGE	NM			1	(All)			
L'ESPIQUETTE	L	PORT END	PE			1	(All)			
SUEZ CANAL	I				11/07/13 01:16	2				
SINGAPORE STRAIT	P				11/27/13 09:16	8				
DAAN BANWA	D				12/02/13 13:38	8				
		Voyage End			12/02/13 13:38	8	VC BOAT 2			
		Voyage End			12/02/13 13:38	8	VC BARGE 2			

To add port activities:

1. Right-click a port line and select **Expand Port Activities**, or, in the Event Types filter, select to include Port Activities. The Port Activities from the [Voyage Template](#) appear.
2. Fill in the dates and times for each activity, as you would on the [Port Activities](#) form.
  - Either click to add a line at the bottom of the list or right-click a port line to insert, delete, or copy an event.
    - If you insert a new activity for the same port call, when you click in the Event Time column, IMOS fills in the date and time from the previous line, and you can just adjust them as needed.
  - Select the **Auto-sort** check box to have activities automatically sort in chronological order as you enter them.
  - You can add activities for a port without entering a Departure time for the preceding port.
3. When you save Port Activities, any [Tasks](#) with a Port Activity Basis are created.

Equip In/Out Tab

Specify equipment and when it is used during the voyage.

Activity Log

Vessel: VESSEL1 Voyage No.: 1

Daily Rate: 333.00

Activities: Equip In/Out | Delays | Cargo Handling | Bunkers | Heating

Event	Equip Name	Type	Event Time	GMT	Contract	Total Rate	Rate Diff	Diff	Reason	MDO ROB	Price
Join Voyage	VC BOAT 2	Boat	11/01/13 00:00	1	AA13S0008	111.00		0.00		0.000	0.00
Join Voyage	VC BARGE 2	Barge	11/01/13 00:00	1	AA13S0008	222.00		0.00		0.000	0.00
Voyage End	VC BOAT 2	Boat	12/02/13 13:38	8	AA13S0008	111.00		0.00		0.000	0.00
Voyage End	VC BARGE 2	Barge	12/02/13 13:38	8	AA13S0008	222.00		0.00		0.000	0.00

Click here to add a row

Equipment added on the Cargo form Equipment tab appears here if you selected to copy the equipment when scheduling the voyage.

### Event Types

- **Rate Differential Start/End:** The [Rate Differential](#) starts/ends.
- **Join/Depart Voyage:** The piece of equipment joins/departs the tow.
  - For Equipment TC Contract equipment: The Join event type is used for equipment that was already on hire (that is, on another tow) under the same Equipment Contract. Therefore, the Join event is typically paired with a Depart event from another tow.
  - For Equipment Spot Contract voyages: For Spot voyages, the Join event is not paired with a Depart event.
  - You are required to enter fuel ROB and Price with the Join event.
    - If the Join event is paired with a Depart event from another tow, the Join event's fuel ROB and Price values will be mirrored with those of the Depart event and you do not need to enter them with the Join event.
    - The fuel ROB and Price do not generate bunker adjustments on the Hire Payment form.
  - When a voyage status changes from Scheduled to Commenced, the date and time of every Equipment Joins Tow event changes to match the actual start date and time of the voyage.
- **Delivery/Redelivery:** Equipment is delivered from/redelivered to the owner. Applies only to Equipment TC Contracts.
  - Delivery and Redelivery are used to determine the amounts due to the owner under the Equipment TC Contract.
  - You are required to enter fuel ROB and Price with the Delivery event. This creates a bunker adjustment on the Hire Payment form.
- **Voyage Start/End:** The piece of equipment joins/departs the voyage. For all voyages, the Voyage Start row dates are kept in sync with the date and time the voyage commences. Voyage Start rows can be created manually, and Voyage End rows are automatically generated.
  - For consecutive voyages:
    - IMOS creates Voyage Start events for each piece of equipment that remained in the previous voyage as of that voyage's end: The Voyage End list of equipment of the first voyage (yellow rows) will be mirrored with the Voyage Start list of equipment (blue rows) of the second voyage.
      - If the end date/time of the first voyage changes, all of these items (the yellow rows in the first voyage, and the blue rows in the second voyage) all get updated automatically.
      - Because the equipment was already in the tow, its fuel ROB and Price do not need to be entered. ROB and price at the beginning of the voyage is calculated by the [Bunker Interpolator](#).
      - These Voyage Start events cannot be modified or deleted.
  - For non-consecutive voyages:
    - IMOS will not mirror the equipment, like in consecutive voyages. Therefore, the second voyage will not contain any Voyage Start rows.

- To create Voyage Start rows automatically, select the **Use Equipment from Cargo** check box when scheduling the Voyage from the Cargo form.
- If a consecutive voyage is made non-consecutive, The Voyage Start events can be deleted or modified.

**Note:** Tow voyages created in previous versions of IMOS will have two Voyage Start and Voyage End events for each equipment linked to them through the Cargo contracts. These events cannot be edited or removed, nor can new events be added.

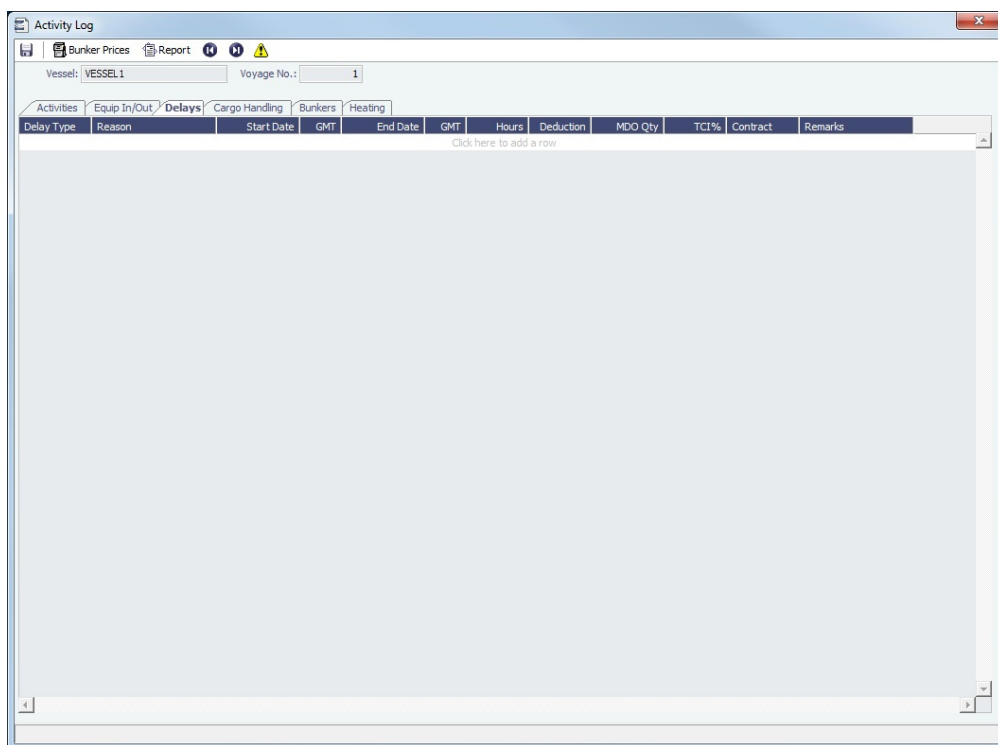
### *Equip In/Out Tab Context Menu Options*

To open a context menu with more options, right-click an event on the grid. You can insert, delete, or copy the event, or select one of the following:

- **Redeliver Equipment:** Adds a new row with the Redelivery event type and populates the Equip Name field with one from the current line. This option is only available for Delivery, Join Voyage, or Voyage Start events.
- **Reassign Equipment:** Reassigns the current boat/barge.
- **Replace Equipment:** Removes the current boat/barge from the tow, and replaces it with another piece of equipment of the same type.
- **Swap Equipment:** Swaps the current equipment with one in another tow.

### Delays Tab

Add delays. Information added here will also appear on the [Delays](#) form.



### Cargo Handling Tab

The Cargo Handling tab combines the information on the Voyage Manager Cargo tab and the Alt Unit and Alt Qty columns from the Cargo Handling form, so you can add all information in one place.

Activity Log

Vessel: VESSEL1 Voyage No.: 1

Activities Equip In/Out Delays **Cargo Handling** Bunkers Heating

Port	F	N	GS	Grade	Berth	BL Code	BL/Disch Date	CP Unit	BL/Disch Qty	Ship Gross	Alt Unit	Alt Qty	Alt Ship Grs	Barges	API
L'ESPIQUETTE	L	1	1	46-28	QUAY	1	11/01/2013	MT	1,000.000	0.000		0.000	0.000	(All)	1.000
DAAN BANWA	D	1	1	46-28	QUAY	1	11/01/2013	MT	1,000.000	0.000		0.000	0.000	(All)	1.000

- Update existing cargoes with the actual bill of lading information. Information added here will also appear on the Cargo Handling form.

#### Bunkers Tab

Record ROBs, liftings, and bunker transfers between equipment in the tow.

Activity Log

Vessel: VESSEL1 Voyage No.: 1 Default Time For New ROBs: 00:00  Track Barge ROBs

Activities Equip In/Out Delays Cargo Handling **Bunkers** Heating

Sort  Auto-sort

Entry Type	Event Time	GMT	Equipment	MDO Qty	Cons	Price
Join Voyage	11/01/13 00:00	1	VC BOAT 2	0.000	0.000	0.00
Join Voyage	11/01/13 00:00	1	VC BARGE 2	0.000	0.000	0.00
Voyage End	12/02/13 13:38	8	VC BOAT 2	0.000	0.000	0.00
Voyage End	12/02/13 13:38	8	VC BARGE 2	0.000	0.000	0.00

Click here to add a row

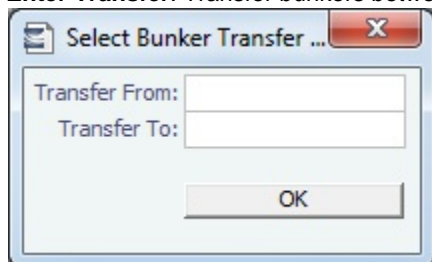
- Rows are automatically inserted when equipment joins or leaves the tow.

- **Track Barge ROBs:** If not selected, and a barge joins the tow with ROBs, that fuel quantity is considered to have been consumed instantaneously at the time the barge joined. A row is added automatically to represent that consumption.
- When a new voyage is created, the following settings are inherited from the previous voyage, regardless of whether the new voyage is consecutive or not:
  - Default Time for New ROBs
  - Track Barge ROBs check box

#### *Bunkers Tab Context Menu Options*

In the Bunkers grid, right-click a line item and select one of the following:

- **Insert Event:** Adds an Event line to the grid. In the Event Type field, you can select ROB, Lifting, or Transfer.
- **Delete Event:** Deletes the line item.
- **Enter ROBs:** Add ROB information for boats and barges.
  - If **Track Barge ROBs** is selected, one row for each applicable fuel type will be added for each piece of equipment in the tow.
  - If **Track Barge ROBs** is not selected, one row for each applicable fuel type will be added for each boat in the voyage, but no rows are added for barges.
- **Enter Lifting:** Adds a new row at the bottom of the grid on which you can add information on the ROBs being lifted.
- **Enter Transfer:** Transfer bunkers between pieces of equipment. When selected, the Bunker Transfer form appears:



1. Select a boat or barge to transfer bunkers from.
2. Select a boat or barge to transfer bunkers to.
3. Click **OK**.
4. A line is inserted in the grid indicating that bunkers are being transferred between pieces of equipment.

#### Heating Tab

Add heating information, if applicable. Each row applies to a single cargo; if two cargoes were heated during the same period of time, you must add two heating rows, one for each cargo.

Barge	Code	Cargo	Counterparty	From	GMT	To	GMT	Hours	Cons Rate	Consumed
VC BARGE 2	1938	1: ASPHALT	BARGE CO	11/02/13 00:00	0.0	11/03/13 00:00	0.0	24.0000	0.00	0.00
VC BARGE 2	1938	1: ASPHALT	BARGE CO	11/03/13 00:00	0.0	11/04/13 00:00	0.0	24.0000	0.00	0.00

Total Hours: 48.0000 Consumed: 0.00

To add heating information for barges:

1. Select a barge. Its Code, Cargo, and Counterparty appear automatically.
2. Specify the heating start and end date and time.
  - The heating **Cons Rate** is populated from the **Heating (Gal/Hr)** field on the Inland Barge Information form.
  - The **Consumed** field is automatically calculated by multiplying the Hours and Cons Rate.

**Note:** If you want to include cargo heating in a Spot In/Spot Out Invoice, you can do so using the **Barge Heating Hourly** (code BH) Extra Freight Term.

- On the CP Terms Details form for the cargo, add the Barge Heating Hourly term and specify the hourly rate.
- IMOS calculates the heating cost by multiplying the heating hours by the specified hourly rate. This calculated amount is added to the Spot In/Spot Out Invoice.

After the voyage is completed, Finance Operators [analyze the P&L and manage invoices](#).

## Reassign Equipment

To reassign the current boat/barge, on the [Activity Log - Barging](#), right-click a Delivery, Join, or Voyage Start event and then click **Reassign Equipment**. You can use this to create a Depart event and remove the boat/barge from this tow, then add it to another tow and voyage and create a Join event.



Complete the form and click **OK**. A Depart event is created for the existing tow, and a Join event is created for the new one.

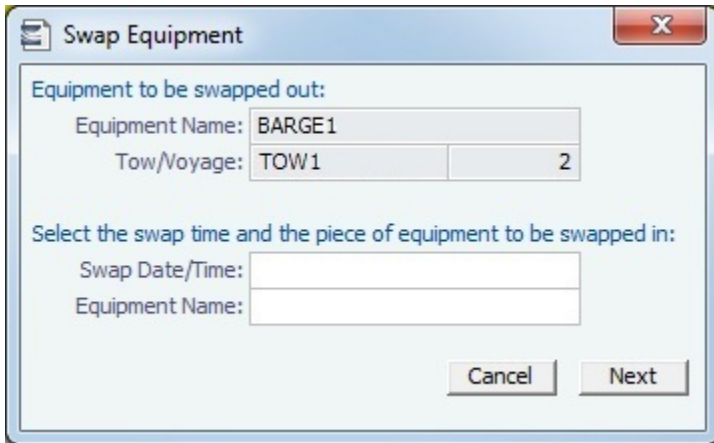
### Replace Equipment

To replace the current boat/barge, on the [Activity Log-Barging](#), right-click a Delivery, Join, or Voyage Start event and then click **Replace Equipment**. You can remove the current boat/barge from the tow and replace it with another piece of equipment of the same type by creating a corresponding Join event.

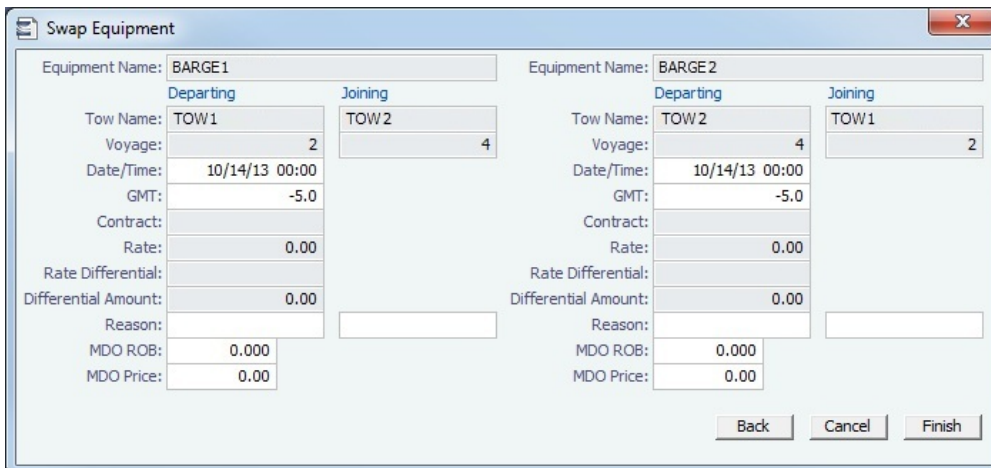
- Neither the current equipment nor the replacement equipment can participate in more than one voyage or tow at a time. If the replacement equipment is in another tow, IMOS will ask if you want to remove it from that tow.
- Complete the form and click **OK**. The following happens:
  - For the current equipment:
    - If the equipment is under a TC contract, a Redelivery event is created.
    - If the equipment is under a Spot contract, a Depart record is created.
  - For the replacement equipment:
    - If the equipment is under a TC contract and was not already in another tow, a Delivery event is created for it. Otherwise a Join event is created.
    - If the equipment belongs to another tow, a Depart event is created for that other tow.

## Swap Equipment

To swap the current piece of equipment with one in another tow, on the [Activity Log-Barging](#), right-click a Delivery, Join, or Voyage Start event and then click **Swap Equipment**. Neither the current equipment nor the replacement equipment can be in more than one voyage or tow at a time.



Select the Swap Date/Time and the equipment to be swapped in, and then click **Next**.



- Add ROB values, Prices, and any other relevant information and click **Finish** to swap the equipment.

## Barging - Financials Tasks



1. Finance Operators use the P&L, which tracks daily equipment cost and accounts for [rate differentials](#) in complex tow situations.
2. Finance Operators create, approve, and post invoices.

This section includes the following topics:

- [Equipment Spot Contract Payments](#)
- [Equipment TC Contract Payments](#)
- [Equipment Commission](#)
- [Equipment Payment Schedule](#)

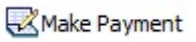

# Equipment Spot Contract Payments

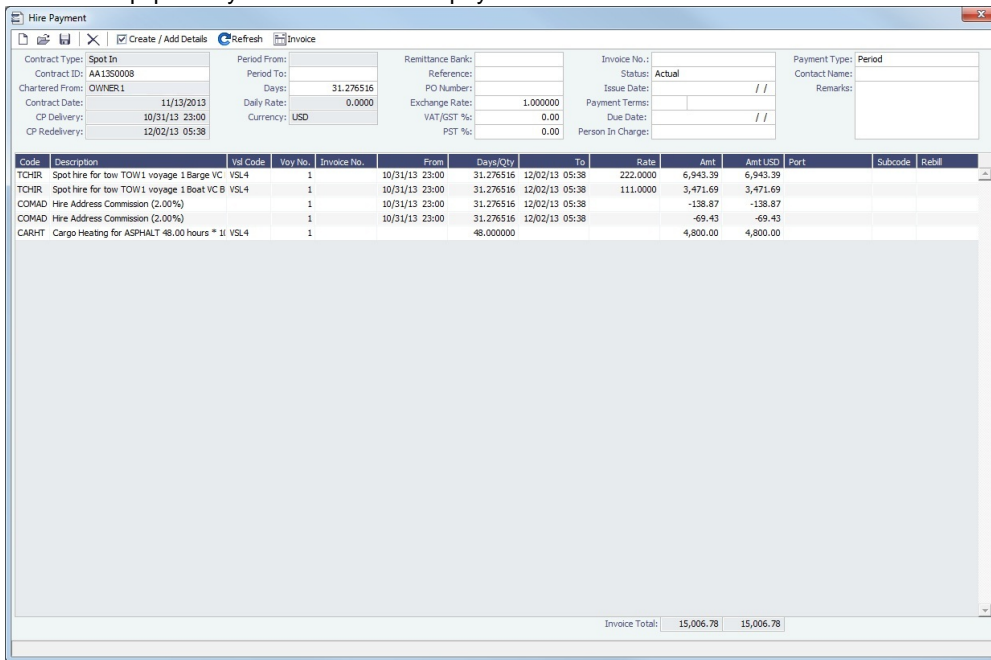
## Creating an Equipment Spot In Contract Payment

For Equipment Spot Contract Payments:

- You are creating your payment to the owner.
- There is no advance payment option.
- There is no bunker payment option.
- There is generally only a single payment against each Spot contract.

1. To create an Equipment Spot Contract payment, do one of the following:

- On the Equipment Spot Contract form, click .
- On the Voyage Manager toolbar, click , hover over Make Equipment Payment, and then click the Contract ID for the equipment you want to create a payment for.



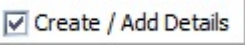
The screenshot shows the 'Hire Payment' window with the following details:

- Contract Type: Spot In
- Contract ID: AA1350008
- Chartered From: OWNER1
- Contract Date: 11/13/2013
- CP Delivery: 10/31/13 23:00
- CP Redelivery: 12/02/13 05:38
- Period From: 10/31/13 23:00
- Period To: 12/02/13 05:38
- Days: 31.276516
- Daily Rate: 0.0000
- Currency: USD
- Remittance Bank: [Empty]
- Reference: [Empty]
- PO Number: [Empty]
- Exchange Rate: 1.000000
- VAT/GST %: 0.00
- PST %: 0.00
- Invoice No.: [Empty]
- Status: Actual
- Issue Date: //
- Payment Terms: [Empty]
- Due Date: //
- Person In Charge: [Empty]
- Payment Type: Period
- Contact Name: [Empty]
- Remarks: [Empty]

Code	Description	Vid Code	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Amt	Amt USD	Port	Subcode	Rebill
TCHR	Spot hire for tow TOW1 voyage 1 Barge VC	VSL4	1		10/31/13 23:00	31.276516	12/02/13 05:38	222.0000	6,943.39	6,943.39			
TCHR	Spot Hire for tow TOW1 voyage 1 Boat VC B	VSL4	1		10/31/13 23:00	31.276516	12/02/13 05:38	111.0000	3,471.69	3,471.69			
COMAD	Hire Address Commission (2.00%)		1		10/31/13 23:00	31.276516	12/02/13 05:38		-138.87	-138.87			
COMAD	Hire Address Commission (2.00%)		1		10/31/13 23:00	31.276516	12/02/13 05:38		-69.43	-69.43			
CARHT	Cargo Heating for ASPHALT *8.00 hours * 11 VSL4		1			48.000000			4,800.00	4,800.00			

Invoice Total: 15,006.78 | 15,006.78

2. Specify an **Invoice Number**.

3. To add rows to the Hire Payment form, click .



The 'Item Select' dialog box contains the following options:


- Spot Freight
- M & R Hours
- Cargo Heating
- Broker Commission(s)
- Misc Adjustments
- Freight Adjustment
- Rate Differentials
- Address Commission
- Voyage Expenses

Amounts: Misc Adjustments: 0, Voyage Expenses: 0

Tow	Voyage	Description	Amount(USD)	Type	S

OK

a. Select any applicable check boxes and any items to be rebilled and click **OK**.

4. Click  to save the Hire Payment.

## Freight Calculation

Freight charges are calculated differently for Spot In and Spot Out contracts.

- **Spot In:** The amounts due are calculated based on the rows in the Activity Log Equip In/Out tab whose Contract IDs match the Contract ID of the Equipment Spot In Contract.
- **Spot Out:** Spot Out billing is done on an individual voyage basis. Spot Out Contracts are back-created when the voyage is created from a Cargo.

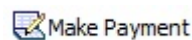
- The amount due for equipment is calculated based on the amount of time the equipment was used.
- For M&R periods, the equipment is treated as off hire and is not billed to the charterer.

## Equipment TC Contract Payments

Time Charter hire is typically paid in advance based on the number of boats and barges specified in the Equipment Contract. After the period is over, adjustments are generated based on the actual number of equipment and days in service. It is likely that the amount due at the end of a month will be different from the amount that was paid in advance at the beginning of that month. When a discrepancy occurs, IMOS proposes an adjustment that you can include in the hire invoice. This is similar to the Off Hire /Off Hire Reverse grid in a traditional Time Charter hire payment.

### Creating an Equipment TC In Contract Payment

1. To create a payment for an Equipment TC In Contract, on the Equipment Contract form, click



The screenshot shows the 'Hire Payment' form with the following details:

- Contract Type: TC In
- Contract ID: AA1350008
- Chartered From: OWNER 1
- Contract Date: 11/07/2013
- Delivery: 01/01/12 00:00
- Redelivery: 01/31/12 00:00
- Period From: 01/01/12 00:00
- Period To: 01/31/12 00:00
- Days: 30.000000
- Daily Rate: 300.00000
- Currency: USD
- Remittance Bank: (empty)
- Reference: (empty)
- PO Number: (empty)
- Exchange Rate: 1.000000
- VAT/GST %: 0.00
- PST %: 0.00
- Invoice No.: TC\_POST
- Status: Actual
- Issue Date: 01/03/2014
- Payment Terms: (empty)
- Due Date: 01/03/2014
- Person In Charge: (empty)
- Payment Type: Period
- Contact Name: (empty)
- Remarks: (empty)

Code	Description	Vessel Name	Voy No.	Invoice No.	From	Days/Qty	To	Rate	Amt	Amt USD	Port	Subcode	Rebill
TCHR	Boat Time Charter Hire, rate=100.00 US				01/01/12 00:00	30.000000	01/31/12 00:00	100.0000	3,000.00	3,000.00			
TCHR	Barge Time Charter Hire, rate=200.00 US				01/01/12 00:00	30.000000	01/31/12 00:00	200.0000	6,000.00	6,000.00			

Invoice Total: 9,000.00 9,000.00

2. Specify an **Invoice Number**, **Period From** and **Period To**. The Period From and Period To fields are populated according to the **Billing Period** on the contract.


3. Click  **Create / Add Details** to select line items to add to the payment.

- a. On this form, IMOS presents any adjustments to be included in the hire payment. Select the check boxes for those you want to pay/receive credit for:
- **M&R Hours in Excess of the Allowance:** M&R entries are mapped to IMOS Delay records.
    - Any M&R entries that are in excess of the monthly allowance appear here.
    - When adding an M&R record, you must indicate how many of the M&R hours are covered by the monthly allowance (the Deduction column).
  - **Equipment Shortage/Surplus Periods:** Any deviations from the number of equipment in the contract appear here. For example, if the contract includes a boat and two barges, and for a period during the voyage a third barge joined the tow, a row would appear here representing the additional charge for the time that third barge was in use (surplus). Similarly, if one of the barges left the tow for a period, a row would appear here to credit you for the time the barge was not in service (shortage).
    - The Shortage/Surplus periods are calculated based on the Delivery and Redelivery events on the Equip In/Out tab of the [Activity Log - Barging](#).
  - **Bunker Adjustments:** Bunker adjustments appear here for equipment entering or leaving the tow.
    - Every Delivery or Redelivery of a piece of equipment generates a Bunker Adjustment row.
    - Bunker adjustments with a zero value appear here as well, to allow you to check that the zero value is correct.
    - **Note:** If a barge is being redelivered to the owner and the **Track Barge ROBs** check box is not selected, the final ROB entered on the Tow form will be ignored because all fuel transferred to the the barge is treated as having been consumed. The ROB entered on the Tow form still appears here so that credit can be received from the owner.
  - **Rate Differentials:** All [Rate Differentials](#) applicable during the period appear here.
    - If a Rate Differential period overlaps with a M&R period, the Rate Differential period is stopped temporarily while the M&R period is in effect.
    - IMOS allows nesting of multiple instances of the same Rate Differential. For example, you can add a Rate Differential Start as of May 3 and another one with the same Rate Differential Index Term as

of May 5, with no Rate Differential end between the two. In this situation, the Rate Differentials go into effect independently of each other and the Rate Differential will be charged twice.

- **Voyage Rebillables:** Include any rebillable items into the hire payment, similar to a typical [Time Charter Contract](#).
  - i. Select the check boxes for any rebillable items to be included in the hire payment.
  - ii. Click **OK**.

4. The Hire Payment form is updated with Hire lines and any adjustments you selected.

5. Click  to save the Hire Payment.

#### Source Codes for Equipment TC Contracts

The Equipment TC Contract Payment uses different [source codes](#) than the typical Time Charter Payment:

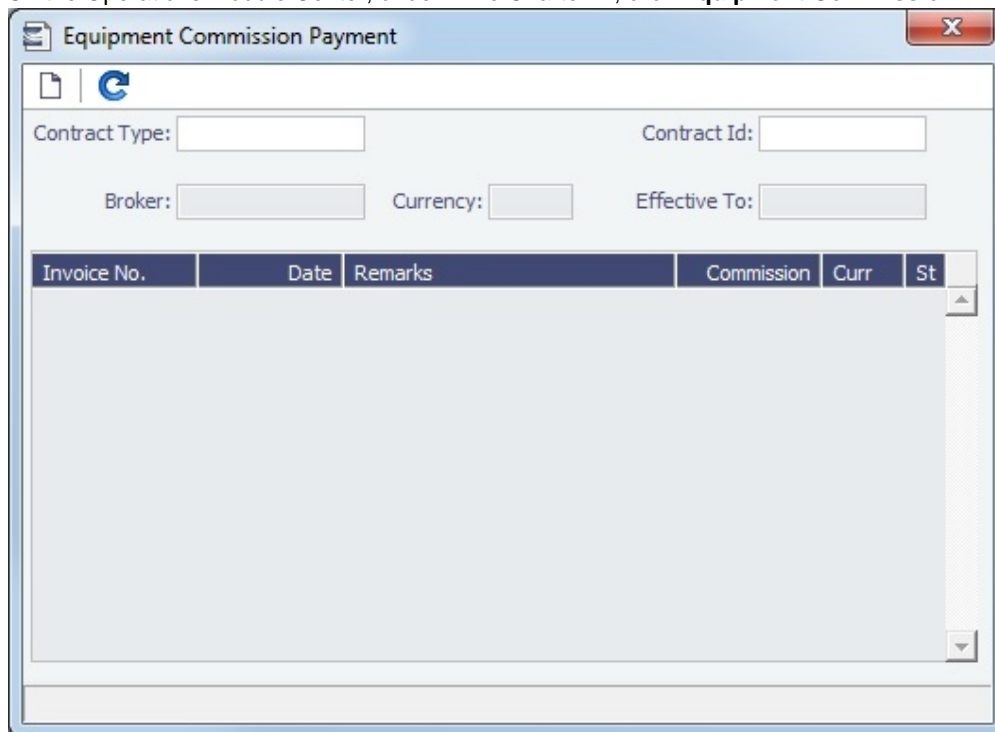
- **EQIP:** For Equipment TC In Contract Payment
- **EQOB:** For Equipment TC Out Bill
- **ESIP:** For Equipment Spot In Contract Payment
- **ESOB:** For Equipment Spot Out Contract Payment

## Equipment Commission

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On the Equipment Commission Payment form, you can create payments for commission for [Equipment Contracts](#).

1. On the Operations Module Center, under Time Charter In, click **Equipment Commission**.



Invoice No.	Date	Remarks	Commission	Curr	St
-------------	------	---------	------------	------	----


2. Select the **Contract Type** and **Contract ID**. Existing Equipment Commission Payment lines appear.
3. To view an existing Equipment Commission Payment, right-click it and click **Details**.

#### Creating a New Payment

To create a new Equipment Commission Payment:

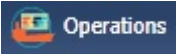
1. On the Equipment Commission Payment Summary form, above, click .

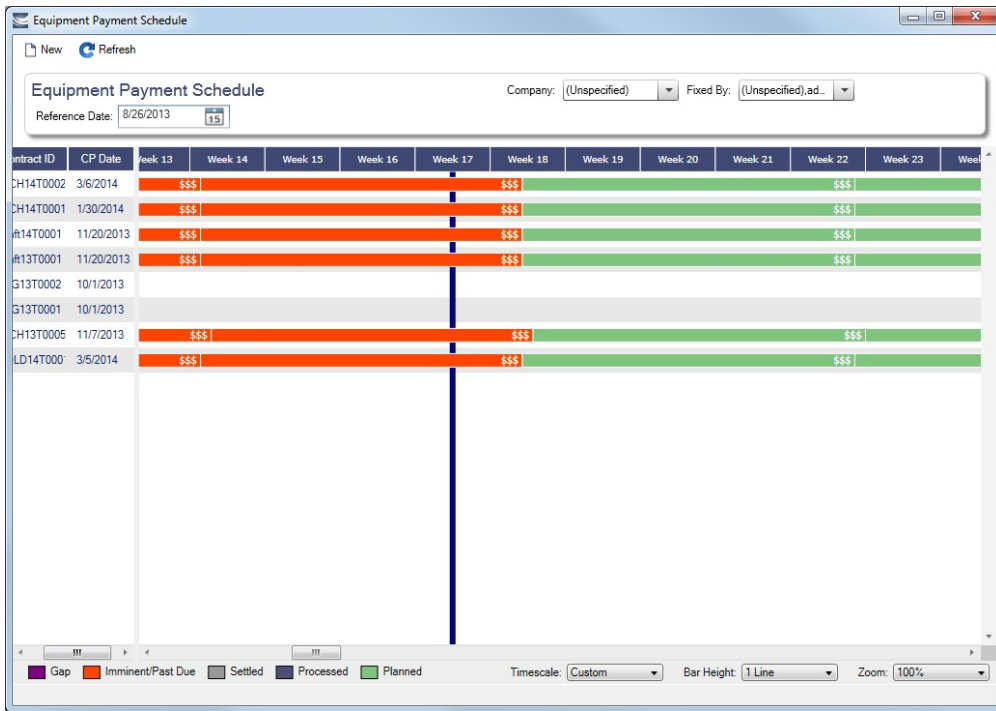
Description	Period From GMT	Period to GMT	TC Amt USD	Voy No.	Rate	Comm USD	C
Hire payment (AKT141009-1) 09/01	09/01/14 00:00	09/11/14 00:00	50,000.00		3.000	1,500.00	<input checked="" type="checkbox"/>
Hire payment (AKT141009-1) 09/01	09/01/14 00:00	09/11/14 00:00	60,000.00		3.000	1,800.00	<input checked="" type="checkbox"/>

- Each possible payment appears, with the **C** (Commissionable) check box selected. Clear check boxes for any detail lines you do not want to include.
- Enter the **Invoice No.**
- Change the **Status** to Actual and click ; the invoice appears in Financials.

## Equipment Payment Schedule

On the Equipment Payment Schedule, you can quickly see the status of payments for equipment.

In the Operations Module Center , click **Equipment Payment Schedule**.



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

Double-click a bar to open the Hire Payment, or right-click to create or view a Hire Payment or open the Equipment Contract.

For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#).

## Barging - Reporting Tasks



1. When the voyage is completed, Reporting Desks run the [Bunker Interpolator](#) as part of the Voyage Cost Allocation process. The Bunker Interpolator generates bunker readings for every voyage based on reported fuel readings to estimate Arrival and Departure ROBs for each voyage leg.
2. This performance data can be exported to a data warehouse and used to identify owners with high- and low-performing equipment.

This section includes the following topics:

- [Bunker Interpolator](#)
  - [Bunker Interpolation Details](#)

## Bunker Interpolator

On the [Bunkers](#) form, click  to initiate the Bunker Interpolator calculation.

### Overview

The Bunker Interpolator uses daily ROB readings, along with data from the [Boat Fuel Consumption Ratios Setup](#) and [Barge Fuel Consumption Setup](#) forms to calculate estimated ROBs at arrival and departure and bunker



consumption for each voyage leg. The data can be exported to a data warehouse where equipment performance can be analyzed and compared across various equipment owners to make more informed decisions.

Because ROB information is often received from Owners at times that do not correspond to arrivals and departures, arrival and departure ROB values must be interpolated based on historical ROB values obtained by owners.

- The Bunker Interpolator takes two owner-provided ROB readings and calculates and stores the breakdown of consumption between the two readings. The Bunker Interpolator uses the following consumption categories:
  - Propulsion
  - Hotel (Port Consumption)
  - Discharge
  - Heating
  - Adjustment
  - Stop

The values calculated by the Bunker Interpolator appear on the Voyage Manager [Bunkers tab](#) and on the [Bunkers form](#).

#### Total Fuel Consumption Calculation

The total consumption for a piece of equipment is calculated using the following formula:

**(ROB at period start) + (bunkers lifted during the period) + (bunkers transferred to the equipment during the period) - (ROB at period end) - (bunkers transferred from the equipment during the period)**

- For equipment that joined or departed the tow during the period, the ROB value from the corresponding Delivery, Redelivery, Join, or Depart rows (On the Activity Log Equip In/Out tab) will be used instead of the ROB at period start or ROB at period end values.
- On the Activity Log [Bunkers tab](#), if the **Track Barge ROB** check box is not selected, the ROB value for barges will be zero.
  - For a barge entering a tow, if the ROB value is not zero and **Track Barge ROB** is not selected, IMOS assumes that the fuel onboard the barge is immediately consumed upon joining the tow. A row appears, representing this consumption.
  - When **Track Barge ROB** is not selected, you should not have a nonzero ROB for a barge departing the tow. If this situation occurs, the ROB amount will be used in the total consumption calculation.

#### Bunker Interpolator Calculation for Boats

1. The Bunker Interpolator calculates the boat's total fuel consumption using the formula above.
2. For each Laden, Ballast, and Hotel leg within the period, the Bunker Interpolator calculates the percentage of the overall period that the leg represents.
3. For each fuel type that the boat consumed over the period, the Bunker Interpolator:
  - a. Looks up the applicable row on the [Boat form](#), using the number of barges as of the start date/time of the period. If the applicable row is not found, the Bunker Interpolator looks to the [Boat Fuel Consumption Ratios Setup form](#).
  - b. Using the fuel consumption data generated from the previous step, calculates the boat's ROB at each Arrival and Departure within the period.
  - c. Assigns all fuel consumed during the period to the appropriate categories:
    - When the fuel consumption period is entirely at port (between a Port Start and a Port End), the difference in ROB is categorized as Hotel. If the fuel consumption period includes sea time and port time, then the Hotel consumption calculation is **(Number of days in port) \* (Daily Hotel consumption rate)**.
      - The daily Hotel consumption rate is specified in the **Hotel Gal/Day** column on the [Boat form](#). If the Hotel consumption rate is not specified on the Boat form, then the rate on the [Boat Fuel Consumption Ratios Setup form](#) will be used.
    - The remaining fuel is categorized as Propulsion fuel, which is further divided into laden and ballast, depending on the ratios specified on the [Boat form](#) or on the [Boat Fuel Consumption Ratios Setup form](#).
    - Stop consumption is the fuel consumed during a Stop delay and is calculated similar to Port Consumption: **(Stop delay days) \* (Hotel consumption rate)**.
      - For example, if the Stop delay is 1 day, and the Hotel consumption rate is 20 gal/day, the Stop consumption is calculated as  $1 * 20 = 20$  gal.

#### Bunker Interpolator Calculation for Barges

If the **Track Barge ROB** check box is selected, a calculation is done for each barge that was in the tow over the period.


- The Bunker Interpolator calculates the barge's total fuel consumption using the formula above.

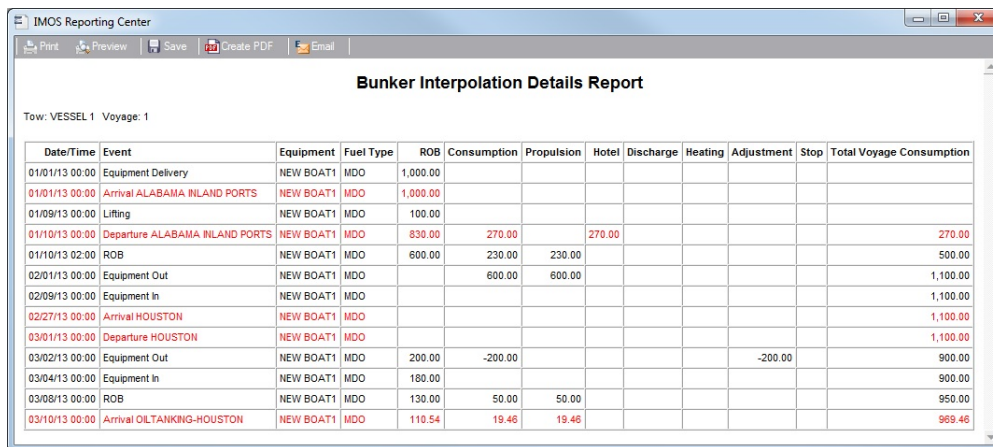
- If only Discharge or Heating consumption applies, all consumption is allocated to the Discharge or Heating category, respectively.
- If both Discharge and Heating consumption applies:
  1. The Bunker Interpolator uses the [Barge Fuel Consumption Setup](#) form to determine the applicable Discharge consumption, in gallons per hour, and multiplies it by the length of each discharge operation to determine the number of gallons used for Discharging.
  2. The Heating consumption is calculated using the formula: **(Total consumption) - (Discharging consumption)**.
  3. The barge's ROBs at each Arrival and Departure is calculated using the fuel consumption results from the previous steps.

**Notes:**

- You cannot run the calculation if any Voyage Period Journals of type Bunkers have been posted.
- Heating consumption is calculated only if the **Heated** check box is selected for cargoes on the voyage.
- Discharge consumption is calculated if the tow sailed to a type **D** (Discharge) port during the period, and if an **OS/OE** activity type took place during the period.

**Bunker Interpolation Details**

On the Bunkers form, click  **Reports**, and then click **Bunker Interpolation Details**.



Date/Time	Event	Equipment	Fuel Type	ROB	Consumption	Propulsion	Hotel	Discharge	Heating	Adjustment	Stop	Total Voyage Consumption
01/01/13 00:00	Equipment Delivery	NEW BOAT1	MDO	1,000.00								
01/01/13 00:00	Arrival ALABAMA INLAND PORTS	NEW BOAT1	MDO	1,000.00								
01/09/13 00:00	Lifting	NEW BOAT1	MDO	100.00								
01/10/13 00:00	Departure ALABAMA INLAND PORTS	NEW BOAT1	MDO	830.00	270.00		270.00					270.00
01/10/13 02:00	ROB	NEW BOAT1	MDO	600.00	230.00	230.00						500.00
02/01/13 00:00	Equipment Out	NEW BOAT1	MDO		600.00	600.00						1,100.00
02/09/13 00:00	Equipment In	NEW BOAT1	MDO									1,100.00
02/27/13 00:00	Arrival HOUSTON	NEW BOAT1	MDO									1,100.00
03/01/13 00:00	Departure HOUSTON	NEW BOAT1	MDO									1,100.00
03/02/13 00:00	Equipment Out	NEW BOAT1	MDO	200.00	-200.00					-200.00		900.00
03/04/13 00:00	Equipment In	NEW BOAT1	MDO	180.00								900.00
03/08/13 00:00	ROB	NEW BOAT1	MDO	130.00	50.00	50.00						950.00
03/10/13 00:00	Arrival OILTANKING-HOUSTON	NEW BOAT1	MDO	110.54	19.46	19.46						969.46

- Black lines represent data entered manually.
- Red lines represent data calculated by the Bunker Interpolator.

## Time Charters

### Time Charter Manager Tutorial

You can view this information in the [Time Charter Manager](#) tutorial. You can access the tutorials from the [IMOS7 Tutorials](#) page or the IMOS **Welcome Tab** (from the IMOS menu).

### 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 in the Time Charter.

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

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

## Related Key Topics

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

## Content by label

There is no content with the specified labels



## Related FAQs


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For more information, see the following Time Charters FAQs:

- [FAQ - Statement of Accounts and Statement of Accounts \(Detailed\) report](#)
- [FAQ - How Do I Specify All Bunkers Are on Owner's Account in TCO?](#)
- [FAQ - Adjusting Off Hire TCO% or TCI% After Invoicing](#)
- [FAQ - Using TC Delivery - Redelivery Notices](#)
- [FAQ - 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 - Selling Post-Delivery Bunkers as Delivery Bunkers](#)
- [FAQ - Which TC Adjustments go to the Balance Sheet and P&L?](#)

## Time Charter In

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

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The Time Charter In is a contract for a vessel from the perspective of the Charterer; you are acquiring a vessel for your use. Hire is paid in advance, and the Billing Period is usually 15 days. The first payment includes the Time Charter hire for the applicable period, plus Gratuities and bunkers. Typically, you buy the entire amount of bunkers upon Delivery of the vessel. When the vessel is Redelivered, the owner buys back the entire amount, at the price stated on the contract.

The Time Charter In Manager provides a system for managing the information and payments for vessels chartered in from other parties.

## Creating a Time Charter In

- To create a Time Charter In, do one of the following:
  - 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 , then click **Copy to TCI**. You can also create a **Time Charter Out** by clicking **Copy to TCO**.
- In the Time Charter form, enter the contract details, including: Vessel, Counterparty, TC Date, Delivery/Redelivery ports and estimated dates, Hire Information, and Bunkers quantities and prices.
- When you save the form, IMOS generates a Time Charter Code. You can now select this Time Charter Code when you are creating a voyage; the Time Charter information governs the voyage, and the voyage becomes part of this Time Charter.

### When the First Voyage is Scheduled

- The **Actual/Projected Delivery** date and time automatically appear in light blue font, to indicate that those values are projected.
- If the **Delivery Port** in the Voyage Manager (first port in the itinerary) is different than the Delivery Port set in the Time Charter In, the port gets updated in the Time Charter In.
- On the **Bunkers Delivery/Redelivery** tab, the **Actual/Projected Delivery** quantities and prices are automatically set for each Fuel Type.

### When the First Voyage is Commenced - Vessel is Delivered

When the first voyage is commenced, the Delivery information on the Time Charter In is updated to match the information on the voyage, this time as Actual and not Projected: The Delivery Port, Delivery Date/Time, and the bunker quantities are updated according to the operational information from the voyage. The Time Charter In Status is automatically set to **Delivered**.

### When the Last Voyage is Scheduled

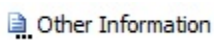
To indicate that a vessel is about to be redelivered upon completion of a particular Voyage, select the **Last TCI Voy** check box in the Voyage Manager. When selected, the Redelivery information in the Voyage Manager updates the Time Charter In:

- The **Actual/Projected Redelivery** date and time automatically appear in light blue font, to indicate that those values are projected.
- If the **Redelivery Port** in the Voyage Manager (last port in the itinerary of the Last TCI Voy) is different than the Redelivery Port set in the Time Charter In, the port on the Time Charter In gets updated.
- On the **Bunkers Delivery/Redelivery tab**, the **Actual/Projected Redelivery** quantities and prices are automatically set for each Fuel Type.
- A **TCI Bunkers Adj on Redelivery** item appears in the Voyage P&L, in case there is an adjustment.

When the Last Voyage is Completed - Vessel is Redelivered

When the last voyage (marked as Last TCI Voy) is completed, the Redelivery information in the Voyage Manager updates the Time Charter In, this time as Actual and not Projected: The Redelivery Port, Redelivery Date/Time, and the bunker quantities are updated according to the operational information from the voyage. The Time Charter In Status is automatically set to **Redelivered**

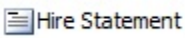
### Toolbar



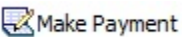
: Add **Other Information** or comments about a number of aspects of the Time Charter.



: Add **Lifting** or **Purchase** options, if there is an option to extend the contract or to purchase the vessel, and you have to notify the other party by a certain date.



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



: Open the **Time Charter Payment** form to create Time Charter Payments.



: Open the **TC Commission Summary** to view and create Time Charter Commission Payments.

### Contract Information

Add information about the vessel and the contract.

Vessel:	Date/Fixed By: //	Status:	
TC Code:	Company:	Billing Period:	
Owner:	Department:	Rebillable Admin Fee %:	0.00
Beneficiary:	Trade Area:	Currency/Exchange Rate:	USD 1.000000
Laycan From:	Ref No.:	Ref Contract:	
Laycan To:	Payment Terms:	Conf Date:	
	Contract Type:		
		Dur.	Unit
		-Days	+Days
		E/L Redel.	
		Min:	0
		Max:	0

- The calculated value for Earliest/Latest Delivery appears in black font.
- To lock the Earliest/Latest Delivery value, right-click it and select **Lock Date**, or edit it.
- When the date is locked, it appears in red font to indicate that it will not be recalculated upon changing one of the parameters (**Delivery Date**, **Min Duration/Max Duration** or **-Days/+Days**).

### Delivery and Redelivery Grid

Add the Delivery and Redelivery ports and times.

	Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		

Use Local Time  Add Off Hire

When **Use Local Time** is selected, delivery and redelivery dates are in local time instead of GMT in contracts, invoices, and Hire Statements.

	Port	Est LT	Proj/Act LT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		

Use Local Time  Add Off Hire

- In the first voyage for a TCI/TCO contract, Hire in the P&L considers Commencing time in local time but Ending time in GMT, unless the voyage is marked as Last TCI Voy/Last TCO Voy.
- When there are multiple voyages under a TCI, and the last one is marked as Last TCI Voyage, the Commence time for the first voyage and the Ending time for the last voyage are considered in local time, and the rest are considered in GMT for P&L calculations.

## Pricing Tab

On the **Pricing tab**, you can add Hire information, Broker information, and Common Voyage Expenses.

### Hire Grid

Add Hire information: How much to pay for a TC In or charge for a TC Out.

Pricing		Bunkers Delivery	Exposure	Performance	Notice	Off Hire	Bareboat	Inv Items
Hire Rate	Rate Type	From GMT	To GMT	Duration	Lock	Period	TCL Ins	Comments
0.0000	Per day			0.000000	Duration	Days	0.00	
Click here to add a row								

You can set multiple rates on separate lines for different time periods, for example, if you have an escalation clause. This information is used to create the [Hire Statement](#). **From GMT** and **To GMT** are needed to calculate the period the vessel is on hire. Actual redelivery information is retrieved from the [Voyage Manager](#).

- For the Rate Type, you can select **Index** to assign the Hire Rate according to the Market Rate on the [Index Option](#) form.

### Brokers Grid

Add information about Brokers and Broker Commissions.

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
Click here to add a row						

- The **Type** defaults to % when the rate is 25 or less, or to Daily when the rate is greater than 25.

**Note:** It is possible that an invoice will span a change in the Hire Rate, Broker Rate, or both. IMOS is designed to handle such situations and calculates the amounts due correctly.

### Common Voyage Expenses Grid

On the **Common Voyage Expenses grid**, you can set up additional cost items payable by the Charterer to the Owner, including both one-time and recurring costs. Carrying out this setup causes the applicable items to appear automatically during the Time Charter invoicing process, where you can choose whether they actually apply and should be added to the particular invoice.

Code	Description	Rate Type	Rate	Commissionable	Remarks
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"/>	

## Bunkers Tab

On the **Bunkers tab**, you can enter itemized Bunker information, which flows into the FIFO queue.

**Time Charter In:**

Pricing / <b>Bunkers</b> / Exposure / Performance / Notice / Off Hire / Bareboat / Properties / Inv Items									
Description	IFO qty	IFO prc	LSF qty	LSF prc	MGO qty	MGO prc	LSG qty	LSG prc	
Pre-purchased By Operator									
Est Delivery	566.500	740.00	285.300	785.00	29.600	1,030.00	9.100	1,030.00	
Actual Delivery	566.500		285.300		29.600		9.100		
Delivery Difference									
Supplement to Delivery									
Est Redelivery	20.000	602.00	195.000	611.00		1,030.00	29.000	854.60	
Paid by TCI Owner									
For TCI Owner's Account									
Actual Redelivery	23.400		177.100		11.300		11.200		
Redelivery Difference	3.400		-17.900		11.300		-17.800		

Use Delivery Bunkers Last     
 Delivery ROBs From Official Survey  
 Redelivery ROBs From Official Survey     

**Time Charter Out:**

Pricing / <b>Bunkers</b> / Exposure / Performance / Notice / Off Hire / Properties / Inv Items / Linked Trades									
Description	IFO qty	IFO prc	LSF qty	LSF prc	MGO qty	MGO prc	LSG qty	LSG prc	
Last ROB From Operations	610.700		221.798		90.242		21.312		
Pre-purchased By TCO Charterer									
Est Delivery	600.000	630.00	200.000	690.00	83.000	950.00	20.000	1,000.00	
Actual Delivery	610.700		221.798		90.242		21.312		
Delivery Difference	10.700		21.798		7.242		1.312		
Supplement to Delivery									
Est Redelivery	600.000	630.00		690.00		950.00		1,000.00	
Paid by Operator									
For Operator's Account									
Actual Redelivery	671.200		233.457		90.800		18.950		
Redelivery Difference	71.200		233.457		90.800		18.950		

Bunkers on Consumption     
 Owner's Account     
 Delivery ROBs From Official Survey  
 Rebillable     
 Redelivery ROBs From Official Survey     

- Note that whenever changes are saved to the initial bunkers in the first voyage in the TC, the changes update the **Bunkers Delivery tab** in the TC Contract as well. If the voyage has not yet been Commenced, the figures are considered Estimated, whereas after the voyage has been Commenced, the changes are considered Actual.

- To see or edit information about bunker quantities and prices on delivery and redelivery, click **Bunker Breakdown** on the bottom of the form to open 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.

## Exposure Tab

On the **Exposure tab**, you can set enter the Exposure information as it will be processed in the **Trading** module.

The Time Charter Route and Correlation used for the Mark-to-Market of the Time Charter is taken from the Vessel Type if details in the Exposure tab are not completed. Otherwise, if you select a **Route** in the Exposure tab, this Route will be used for the Mark-to-Market.

- Using the **TC Exposure Periods** table, you can mark your positions to market based on multiple routes for different periods.
- Using the **Bunker Exposure** table, you can track hedging your bunkers for delivery and redelivery against a forward curve: Enter the bunker symbols to be used for the Mark-to-Market of the delivery and redelivery bunkers.
- When a **Ballast Bonus** is specified on the **Common Voyage Expenses** grid, the Ballast Bonus Exposure information appears.

## Performance Tab



On the **Performance tab**, you can enter speed and consumption information from the vessel owner to verify the vessel's performance.

Speed	B/L	IFO	LSF
14.00	L	22.00	22.00
15.00	B	20.00	22.00

Type	Load	Disch	Idle/On	Idle/Off	Heat	Heat+	Heat++	IGS	Clean	Maneuvr	Auxil	Cool	Boiler
IFO	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C ▲
LSF	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C

Beaufort: CALM 0    Sea State: CALM (GLASSY) 0    Swell Force: NO SWELL 0    Ballast Speed: 0.00    Laden Speed: 0.00

- **Speed Consumption table:**
  - Figures are separated into Ballast and Laden.
  - When the **Vessel Type** has Restrict Speeds enabled, the speeds available are only those corresponding to the specific B/L mode, as defined on the **Vessel form**.
- **In Port Consumption table**
- The **Beaufort**, **Sea State**, and **Swell Force** fields indicate the maximum weather conditions for which the charter party warranties are applicable.
- Fuel consumption in conditions exceeding these maximums is tracked separately from fuel consumption under normal conditions, as follows:
  - In the Veslink Noon Report, when the **Track Fuel Consumption over Weather Threshold** check box is selected on the System Configuration page, the **Over Weather Threshold** field appears in the ROB control. The shipboard user enters the amount of the daily fuel consumption that occurred in conditions over the weather threshold. This value is:
    - Sent to IMOS and stored in the Bad Weather Consumption field on the **Extra Information for Report form**.
    - Taken into account by all performance-related reports in IMOS. That is, this amount of fuel consumption is backed out before carrying out performance calculations.
- Note that in case of a TCTO voyage, the TC In and TC Out contracts may have differing stipulations on the Performance tab. So, for a TCTO voyage, you can produce the Voyage Performance Report either for the TCI Fixture or the TCO Fixture.

### Notice Tab

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

This tab allows you to establish a series of points in time, measured in number of days prior to delivery or redelivery, at which your company is contractually required to provide notification of its intention to take delivery of/redeliver the vessel. You can also record whether each required notice has actually been sent.

IMOS does not automatically send such notification emails; this must be done manually. Nor does IMOS generate any alerts regarding the need to send such notification emails. This is simply a place where, upon fixing the TC Contract, you can set up the contractually mandated reminders, and then, as each one is sent, track that it has been sent by selecting the corresponding check box.

Delivery:     Redelivery:

Update based on Proj. Date

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

To update the Est Redelivery column to the Proj/Act Redelivery date in the contract for the notices that have not been sent (S check box not selected), click **Update based on Proj. Date**. The Notice Date is updated according to the sequence defined in the Redelivery field.

### Off Hire Tab

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

Voy	Reason	From	Zone	To	Zone	Hours	Ded Hrs.	Net Hrs	Value	Bnk Value
CP Off Hire Days: 0.00										
Monthly M&R Allowance: 0.00										
Total:						0.00	0.00	0.00	0.00	

### Bareboat Tab

On the **Bareboat tab** (only on the Time Charter In Manager), you can create and maintain additional related contracts, such as with a crew manager, that might be needed in case of a bareboat charter. (The bareboat-in charter is treated as the main contract.)

Code	Beneficiary	Date	Contract Start	Contract End	Remarks
Create New Contract					

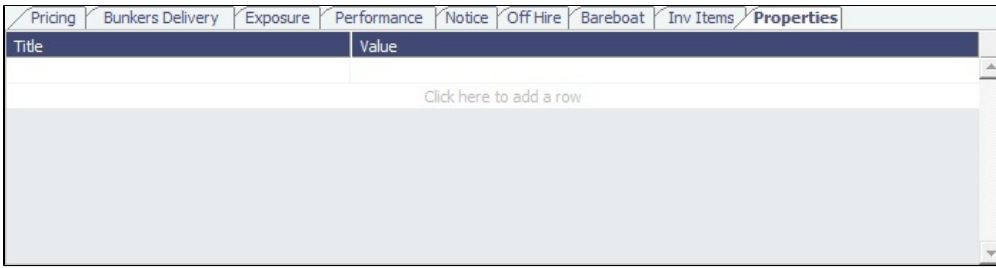
### Invoice Items Tab

INTHC items can be billed multiple times in the course of a Time Charter Contract; on the **Invoice Items tab**, all the INTHC /INTHC rebill items that were invoiced in the contract appear.

Invoice No.	Date	INTHC	Voyage	Port	Status
-------------	------	-------	--------	------	--------

### 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.



## Remarks and Notes to Operations

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.

Remarks	Notes to Operations	Roles
Next Open Date:		
Owner's Comm. (%):		0.00
Owner's Comm. Pay To:		

## Time Charter In List

All Time Charter Ins appear on the Time Charter In List. In the Trading, Chartering, or Operations Module Center, next to Time Charter In, click **List**.

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

### ▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier  
archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGClearCompanyLobOnCopy

Clears the Company, LOB, and Department values when copying a Time Charter In.

CFGAutoSetBunkersPurchasedForO

wner

Sums 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.

CFGDefaultTCStatus

Sets the default status of Time Charter contracts.

CFGBillByNaturalMonth

Always ends the monthly Billing Period at the 1st of the next month, so every next invoice period is a complete month; otherwise, the Billing Period is always a complete month from the delivery date.

CFGUseAbsoluteMinMaxOnTC

Uses the **Less Days** and **More Days** values for **Min** and **Max Duration**.

CFGEnableTCOpsCoordinator

Adds an **Ops Coordinator** field.

CFGEnableTCChtrSpecialist

Adds a Chtr Specialist field. The value in will be copied to the TCO Contract when fixing a TCO Estimate.

CFGTCJointVenture

Adds a Profit Sharing button to the toolbar to record Profit Sharing invoice items.

CFGEnableTCWriteOff

Adds a Write Off field to the Hire Table in Time Charter In and Time Charter Out contracts. The Write Off amount is automatically added to the Hire on the invoice and is subject to the different commissions and Off Hire.

CFGDefaultTCCommPaymentMethod

Sets a default Payment Method for brokers.

CFGCheckRedelBnkVsHire

Voyage validation warns if estimated redelivery quantity does not match operations calculated bunker ROB.

CFGItemizeDeliveryBunker

Itemizes delivery bunkers for calculation and invoices.

CFGExcludeTcConsFromBunkerCalcs

Uses the consumption rates from the [Vessel](#) form instead. This can be used for performance at the end of the charter.

CFGEnableVesselBunkerGrade

Specifies the Fuel Grade in a Grade column and defaults this value on the [Bunker Requirement](#).

CFGEnableVoyageRoles

Adds a Roles tab to set the Controller and Finance Coordinator for the Time Charter.

## Index Option

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For a Time Charter Rate Type, select **Index** to assign the Hire Rate according to the Market Rate, as imported from the Baltic (which can be seen in the Market Rate column in the [Trade Details List](#)). In the Index Option form, you can enter the Market, the Route used for the Time Charter, the Adjustment (as a percentage and/or a Lumpsum Offset), a Floor and Ceiling (in \$/day), and a Billing Method. The Billing Method can be the average of the billing period, average of the prior period, or the prior spot rate. The [Trading](#) module is required to use this feature, so that you have the necessary market data.

Market:	
Route:	
Adjustment %:	100.00
Lumpsum Offset:	0.00
Floor (\$/day):	0.00
Ceiling (\$/day):	0.00
Billing Method:	Average of billing period

Examples for Adjustment:

- Adjustment Percentage: If Market Hire Rate = 1000/day, and % = 70, new Hire Rate = 700 (70% of 1000)
- Offset Lumpsum: If Market Hire Rate = 1000/day, and Offset Lumpsum= 70, new Hire Rate = 1070/day

## Time Charter In COA

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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**.

- To create a new **Time Charter In**, click **New TCI**.

## Time Charter In Payment


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

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

2. On the payment:
  - 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. If the contract has no more Period payments remaining, the Payment Type defaults to Special.
    - **Incremental**: For an Incremental payment, IMOS performs a sort of reconciliation of accounts. It calculates all amounts due since the beginning of the Time Charter Contract, and subtracts all payments made. It then shows the net difference as the payment due. You can use this payment method once at the end of the Time Charter to ensure the accounts are correct, or use it for every payment.
  - b. Enter the **Invoice Number** from the bill sent to you and an **Issue Date**.
  - c. The **Rate** field is populated only for the Time Charter Hire lines, with the rate used for each line.
    - When the rate of an index-linked hire line is changed after issuing the invoice (either due to a manually-entered value or new market data), the next issued invoice will include a reversal of the previous invoice/invoices and the current rate will be used for that period.

- d. The **TC Rebill** field can be used to rebill Miscellaneous, Voyage, Off Hire, or Port Expenses across Time Charter Contracts for the same vessel.
  - When rebilling between two Time Charter contracts with different Company values, the amount is rebilled in the same sign as the original amount. If the two contracts are recorded under the same Company, the rebillable amount has the opposite sign of the original amount.

e. Click  **Create / Add Details** to select line items to add to the payment in the **Item Select** form.

3. To create an invoice, click  **Invoice**. 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.

### ▼ Related Config Flags

#### CFGAutoGeneralTCIPInvNo

Automatically defaults the invoice number to [TCI Code][Vessel Name][Hire No.] if none is specified.

#### CFGCheckRedelBnkVsHire

Voyage validation warns if estimated redelivery quantity does not match operations calculated bunker ROB.

#### CFGBORSafetyMarginDays

Specify the days used in the calculation for the Redelivery Bunkers deduction warning. The flag is only relevant when CFGCheckRedelBnkVsHire enabled.

#### CFGCheckRedelBnkTolerance

The warning only appears when the difference is higher than the percentage value set in this flag.

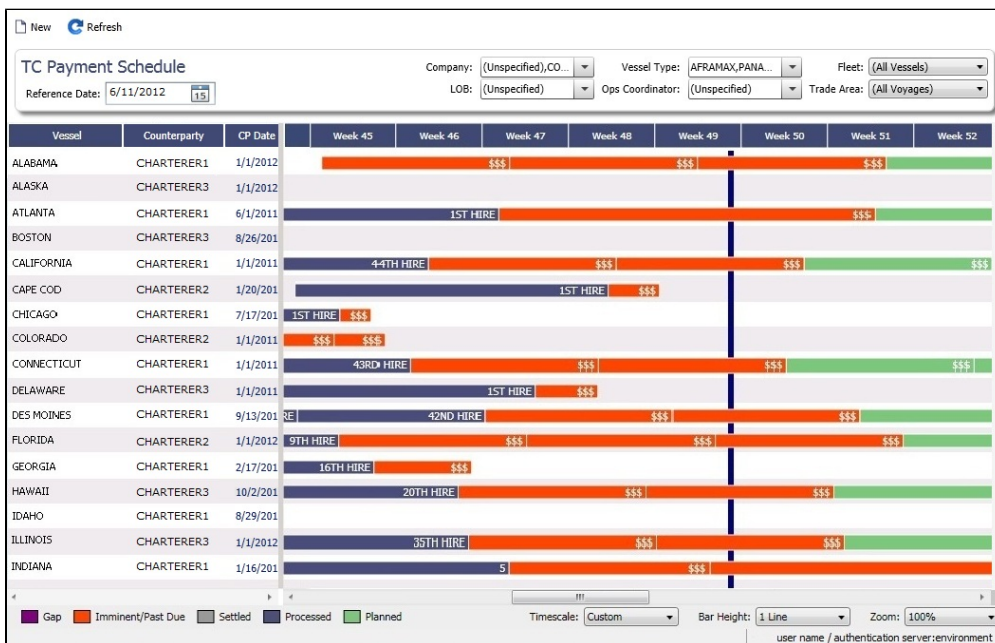
## Time Charter Payment Schedule

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 on schedules, see [Schedules](#) and the [Schedules tutorial](#).

## Approving or Rejecting Invoices

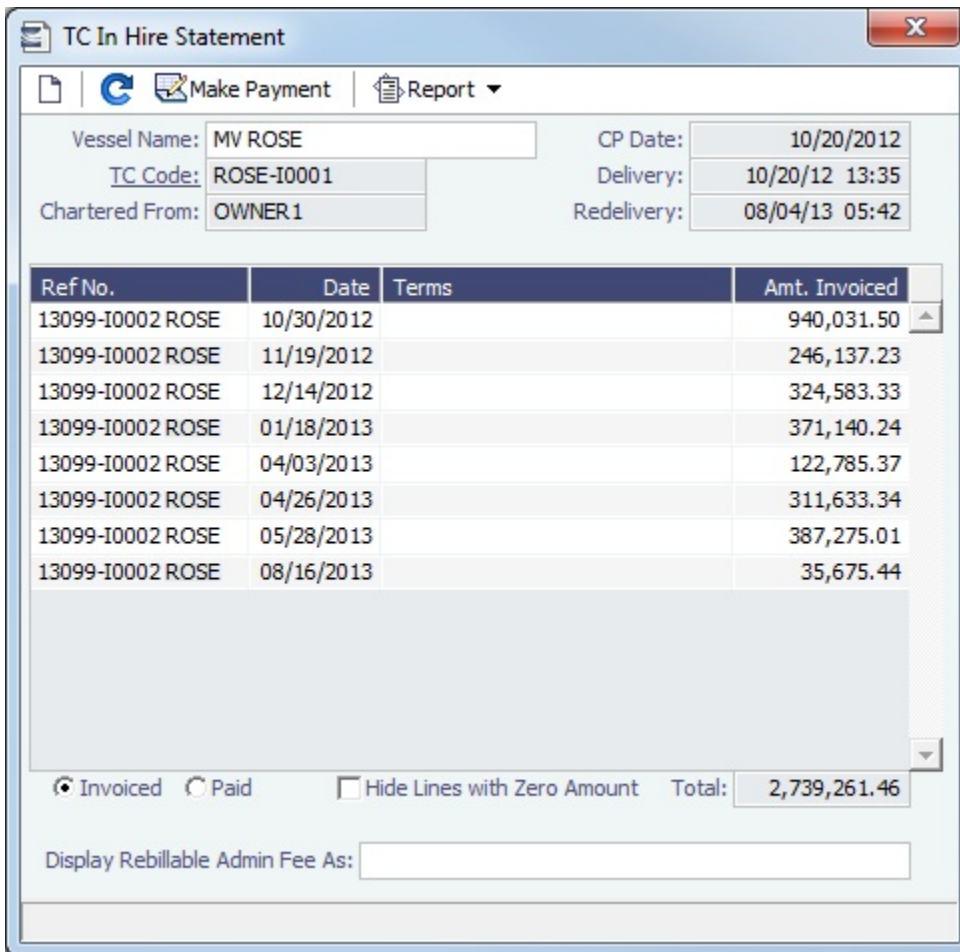
To Approve/Reject Invoices, right-click an Actual invoice and select **Approve Invoice**. The Invoice Review form appears, and you can approve, approve and post, or reject the invoice.

## TC In Hire Statement

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

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

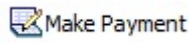
To view the TC In Hire Statement, click  on the Time Charter In.




Ref No.	Date	Terms	Amt. Invoiced
13099-I0002 ROSE	10/30/2012		940,031.50
13099-I0002 ROSE	11/19/2012		246,137.23
13099-I0002 ROSE	12/14/2012		324,583.33
13099-I0002 ROSE	01/18/2013		371,140.24
13099-I0002 ROSE	04/03/2013		122,785.37
13099-I0002 ROSE	04/26/2013		311,633.34
13099-I0002 ROSE	05/28/2013		387,275.01
13099-I0002 ROSE	08/16/2013		35,675.44

If there are bunker adjustment lines due to off hire, the off hire time period information is included in those lines.

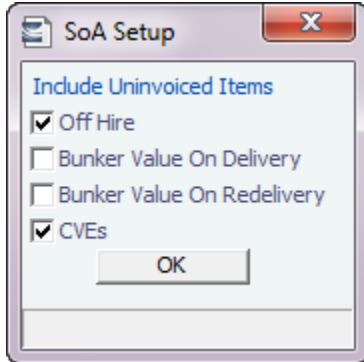
On a **Time Charter In** Hire Statement:

- To select **Invoiced** or **Paid** items, click the radio button at the bottom.
- To make a payment, click .

Reports

To view a report, click . You can view three reports that show Hire information in slightly different ways.

- **Hire Statement:** Includes all the details of the contract so far: Gross Hire, Hire Commissions, Bunker Values, Owner's Expenses, Other Adjustments, and Payments. It also lists any inconsistent items. At the end of the contract, a charterer might send the owner the Hire Statement, showing the balance. It is a calculation of what should have been billed until the date of the last invoice.
- **Statement of Accounts:** Shows the position at that point in time (according to the last payment issued), using the same categories. A charterer might send this along with each payment.
  - When this report is selected, the SoA Setup form appears, and you can select uninvoiced items to be included:



- **SoA Recap:** Includes all invoiced items, according to the corresponding categories. All invoices appear in the Payment section, including Pending invoices. The balance in the report is the balance of the Estimated Expenses entered in this contract.

#### ▼ Related Config Flags

CFGItemizeDeliveryBunker

Itemizes the Bunker Cost on Delivery/Redelivery according to the values in the [Bunker Breakdown](#) form.

CFGTCUseProjRedelDate


Uses the Proj/Act Redelivery date on the Hire Statement, rather than the Est Redelivery date.

CFGBankSelectOnHireStatement

Enables bank selection when generating TCI, TCO, and Bareboat Hire Statement reports.

## Time Charter Out

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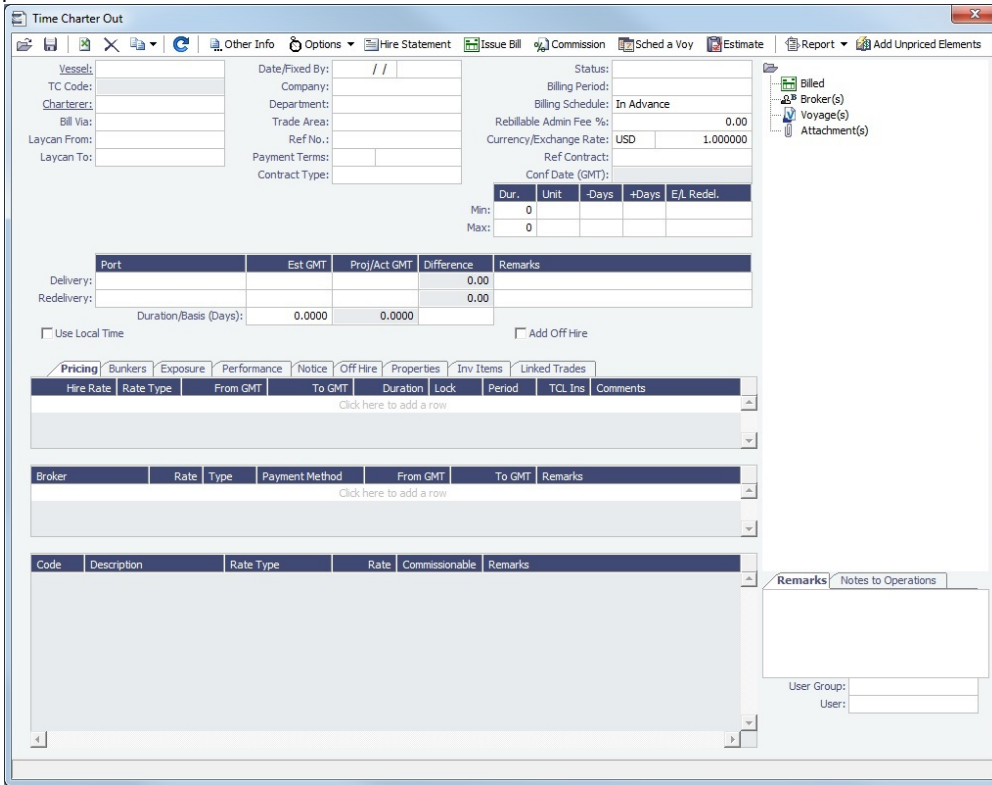
 This is a **Key Topic**, with high value for all users.

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The Time Charter Out is a contract for a vessel from the perspective of the Owner; you are allowing a Charterer the use of your vessel. Hire is paid in advance, and the Billing Period is usually 15 days. The first bill includes the Time Charter hire for the applicable period, plus Gratuities and bunkers. Typically, you sell the entire amount of bunkers upon Delivery of the vessel. When the vessel is Redelivered, you buy back the entire amount, at the price stated on the contract.




The Time Charter Out Manager provides for the scheduling, billing, and receipt of payments for vessels chartered out to other parties.



## Creating a Time Charter Out

- To create a Time Charter Out, do one of the following:
  - In the Chartering or Operations Module Center, click **Time Charter Out**.
  - On the TC Out List, click  and then click **New TC Out**.
  - On the IMOS7 menu, point to **New**, and then click **Time Charter Out**.
  - To copy a Time Charter Out, click  and then click **Copy to TCO**. You can also create a **Time Charter In** by clicking **Copy to TCI**.
- Enter the required information. This is the same as for the **Time Charter In**, except for the **Charterer** field, rather than Owner.
- Enter any additional information, following the **Time Charter In** instructions.
- To save your changes, click . IMOS creates a Time Charter code.

## Scheduling a Voyage

To schedule a voyage, click  **Sched a Voy** and complete the **Create New Voyage** form. Typically, a single Voyage is scheduled for a single Time Charter Out, so in this Voyage when scheduling it from the Time Charter Out.

## When the Voyage is Scheduled

- A Y port (Delivery) and a Z port (Redelivery) are automatically created.
- The **Actual/Projected Delivery** date and time appear in light blue font, according to the Y port, to indicate those values are projected.
- If the **Delivery Port** in the Voyage Manager (Y port) is different than the Delivery Port set in the Time Charter Out, the port gets updated in the Time Charter Out.
- On the **Bunkers Delivery/Redelivery** tab, the **Actual/Projected Delivery** quantities and prices are automatically set for each Fuel Type.

- A **TCO Bunkers Adj on Delivery** item appears in the Voyage P&L, in case there is an adjustment.

If a Z port (Redelivery) is also specified in the Voyage:

- The **Actual/Projected Redelivery** date and time are automatically appear in light blue font according to the Z port, to indicate those values are projected.
- If the **Redelivery Port** in the Voyage Manager (Z port) is different than the Redelivery Port set in the Time Charter Out, the port gets updated in the Time Charter Out.
- On the **Bunkers Delivery/Redelivery tab**, the **Actual/Projected Redelivery** quantities and prices are automatically set for each Fuel Type.

When the Vessel is Delivered


When the Y port (Delivery) is arrived, the Delivery information is defaulted to the Time Charter Out, this time as Actual and not Projected: The **Delivery Port**, **Delivery Date/Time**, and the Bunker quantities are updated according to the Operational information from the Voyage. The Time Charter Out **Status** is automatically set to Delivered.

When the Vessel is Redelivered

When the Z port (Redelivery) is sailed, the Redelivery information is defaulted to the Time Charter Out, this time as Actual and not Projected: The **Redelivery Port**, **Redelivery Date/Time**, and the Bunker quantities are updated according to the Operational information from the Voyage. The Time Charter Out **Status** is automatically set to Redelivered.


## Toolbar

 **Other Info**: Add [Other Information](#) or comments about a number of aspects of the Time Charter.

 **Options**: Add [Lifting](#) or [Purchase](#) options, if there is an option to extend the contract or to purchase the vessel, and you have to notify the other party by a certain date.

 **Hire Statement**: Open the [TC Out Hire Statement](#). The Hire Statement for a Time Charter Out lists all the amounts invoiced or received; you can issue a bill from it. You can also view reports.

 **Issue Bill**: Open the [Time Charter Bill](#) form to create Time Charter Bills.

 **Commission**: Open the [TC Commission Summary](#) to view and create Time Charter Commission Payments.

 **Sched a Voy**: Schedule a voyage.

 **Estimate**: Create a [Time Charter Out Estimate](#).

## Contract Information

Add information about the vessel and the contract.

Vessel:	Date/Fixed By: //	Status:															
TC Code:	Company:	Billing Period:															
Owner:	Department:	Rebillable Admin Fee %: 0.00															
Beneficiary:	Trade Area:	Currency/Exchange Rate: USD 1.000000															
Laycan From:	Ref No.:	Ref Contract:															
Laycan To:	Payment Terms:	Conf Date:															
	Contract Type:																
		<table border="1"> <thead> <tr> <th>Dur.</th> <th>Unit</th> <th>-Days</th> <th>+Days</th> <th>E/L Redel.</th> </tr> </thead> <tbody> <tr> <td>Min:</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Max:</td> <td>0</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Dur.	Unit	-Days	+Days	E/L Redel.	Min:	0				Max:	0			
Dur.	Unit	-Days	+Days	E/L Redel.													
Min:	0																
Max:	0																

- The calculated value for Earliest/Latest Delivery appears in black font.
- To lock the Earliest/Latest Delivery value, right-click it and select **Lock Date**, or edit it.
- When the date is locked, it appears in red font to indicate that it will not be recalculated upon changing one of the parameters (**Delivery Date**, **Min Duration/Max Duration** or **-Days/+Days**).

## Delivery and Redelivery Grid

Add the Delivery and Redelivery ports and times.

	Port	Est GMT	Proj/Act GMT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		
<input type="checkbox"/> Use Local Time		<input type="checkbox"/> Add Off Hire			

When **Use Local Time** is selected, delivery and redelivery dates are in local time instead of GMT in contracts, invoices, and Hire Statements.

	Port	Est LT	Proj/Act LT	Difference	Remarks
Delivery:				0.00	
Redelivery:				0.00	
Duration/Basis (Days):		0.0000	0.0000		
<input checked="" type="checkbox"/> Use Local Time		<input type="checkbox"/> Add Off Hire			

- In the first voyage for a TCI/TCO contract, Hire in the P&L considers Commencing time in local time but Ending time in GMT, unless the voyage is marked as Last TCI Voy/Last TCO Voy.
- When there are multiple voyages under a TCI, and the last one is marked as Last TCI Voyage, the Commence time for the first voyage and the Ending time for the last voyage are considered in local time, and the rest are considered in GMT for P&L calculations.

## Pricing Tab

On the **Pricing tab**, you can add Hire information, Broker information, and Common Voyage Expenses.

### Hire Grid

Add Hire information: How much to pay for a TC In or charge for a TC Out.

Pricing		Bunkers Delivery	Exposure	Performance	Notice	Off Hire	Bareboat	Inv Items	
Hire Rate	Rate Type	From GMT	To GMT	Duration	Lock	Period	TCL Ins	Comments	
0.0000	Per day			0.000000	Duration	Days	0.00		
Click here to add a row									

You can set multiple rates on separate lines for different time periods, for example, if you have an escalation clause. This information is used to create the [Hire Statement](#). **From GMT** and **To GMT** are needed to calculate the period the vessel is on hire. Actual redelivery information is retrieved from the Voyage Manager.

- For the Rate Type, you can select **Index** to assign the Hire Rate according to the Market Rate on the [Index Option](#) form.

### Brokers Grid

Add information about Brokers and Broker Commissions.

Broker	Rate	Type	Payment Method	From GMT	To GMT	Remarks
Click here to add a row						

- The **Type** defaults to % when the rate is 25 or less, or to Daily when the rate is greater than 25.

**Note:** It is possible that an invoice will span a change in the Hire Rate, Broker Rate, or both. IMOS is designed to handle such situations and calculates the amounts due correctly.

### Common Voyage Expenses Grid

On the **Common Voyage Expenses grid**, you can set up additional cost items payable by the Charterer to the Owner, including both one-time and recurring costs. Carrying out this setup causes the applicable items to appear automatically during the Time Charter invoicing process, where you can choose whether they actually apply and should be added to the particular invoice.

Code	Description	Rate Type	Rate	Commissionable	Remarks
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"/>	

## Bunkers Tab

On the **Bunkers tab**, you can enter itemized Bunker information, which flows into the FIFO queue.

### Time Charter In:

Pricing / <b>Bunkers</b> / Exposure / Performance / Notice / Off Hire / Bareboat / Properties / Inv Items									
Description	IFO qty	IFO prc	LSF qty	LSF prc	MGO qty	MGO prc	LSG qty	LSG prc	
Pre-purchased By Operator									
Est Delivery	566.500	740.00	285.300	785.00	29.600	1,030.00	9.100	1,030.00	
Actual Delivery	566.500		285.300		29.600		9.100		
Delivery Difference									
Supplement to Delivery									
Est Redelivery	20.000	602.00	195.000	611.00		1,030.00	29.000	854.60	
Paid by TCI Owner									
For TCI Owner's Account									
Actual Redelivery	23.400		177.100		11.300		11.200		
Redelivery Difference	3.400		-17.900		11.300		-17.800		

Use Delivery Bunkers Last
  Delivery ROB's From Official Survey
  Redelivery ROB's From Official Survey
 Bunker Breakdown

### Time Charter Out:

Pricing / <b>Bunkers</b> / Exposure / Performance / Notice / Off Hire / Properties / Inv Items / Linked Trades									
Description	IFO qty	IFO prc	LSF qty	LSF prc	MGO qty	MGO prc	LSG qty	LSG prc	
Last ROB From Operations	610.700		221.798		90.242		21.312		
Pre-purchased By TCO Charterer									
Est Delivery	600.000	630.00	200.000	690.00	83.000	950.00	20.000	1,000.00	
Actual Delivery	610.700		221.798		90.242		21.312		
Delivery Difference	10.700		21.798		7.242		1.312		
Supplement to Delivery									
Est Redelivery	600.000	630.00		690.00		950.00		1,000.00	
Paid by Operator									
For Operator's Account									
Actual Redelivery	671.200		233.457		90.800		18.950		
Redelivery Difference	71.200		233.457		90.800		18.950		

Bunkers on Consumption
  Owner's Account
  Delivery ROB's From Official Survey
  Rebillable
  Redelivery ROB's From Official Survey
 Bunker Breakdown

- Note that whenever changes are saved to the initial bunkers in the first voyage in the TC, the changes update the **Bunkers Delivery tab** in the TC Contract as well. If the voyage has not yet been Commenced, the figures are considered Estimated, whereas after the voyage has been Commenced, the changes are considered Actual.

- To see or edit information about bunker quantities and prices on delivery and redelivery, click **Bunker Breakdown** on the bottom of the form to open 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.

## Exposure Tab

On the **Exposure tab**, you can set enter the Exposure information as it will be processed in the **Trading** module.

The Time Charter Route and Correlation used for the Mark-to-Market of the Time Charter is taken from the Vessel Type if details in the Exposure tab are not completed. Otherwise, if you select a **Route** in the Exposure tab, this Route will be used for the Mark-to-Market.

- Using the **TC Exposure Periods** table, you can mark your positions to market based on multiple routes for different periods.
- Using the **Bunker Exposure** table, you can track hedging your bunkers for delivery and redelivery against a forward curve: Enter the bunker symbols to be used for the Mark-to-Market of the delivery and redelivery bunkers.
- When a **Ballast Bonus** is specified on the **Common Voyage Expenses** grid, the Ballast Bonus Exposure information appears.

## Performance Tab

On the **Performance tab**, you can enter speed and consumption information from the vessel owner to verify the vessel's performance.

The screenshot shows the Performance tab with the following data:

Speed	B/L	IFO	LSF
14.00	L	22.00	22.00
15.00	B	20.00	22.00

Type	Load	Disch	Idle/On	Idle/Off	Heat	Heat+	Heat++	IGS	Clean	Maneuvr	Auxil	Cool	Boiler
IFO	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C
LSF	5.00	5.00	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	C

Weather conditions at the bottom:

- Beaufort: CALM 0
- Sea State: CALM (GLASSY) 0
- Swell Force: NO SWELL 0
- Ballast Speed: 0.00
- Laden Speed: 0.00

- **Speed Consumption table:**
  - Figures are separated into Ballast and Laden.
  - When the **Vessel Type** has Restrict Speeds enabled, the speeds available are only those corresponding to the specific B/L mode, as defined on the **Vessel form**.
- **In Port Consumption table**
- The **Beaufort**, **Sea State**, and **Swell Force** fields indicate the maximum weather conditions for which the charter party warranties are applicable.
- Fuel consumption in conditions exceeding these maximums is tracked separately from fuel consumption under normal conditions, as follows:
  - In the Veslink Noon Report, when the **Track Fuel Consumption over Weather Threshold** check box is selected on the System Configuration page, the **Over Weather Threshold** field appears in the ROB control. The shipboard user enters the amount of the daily fuel consumption that occurred in conditions over the weather threshold. This value is:
    - Sent to IMOS and stored in the Bad Weather Consumption field on the **Extra Information for Report form**.
    - Taken into account by all performance-related reports in IMOS. That is, this amount of fuel consumption is backed out before carrying out performance calculations.
- Note that in case of a TCTO voyage, the TC In and TC Out contracts may have differing stipulations on the Performance tab. So, for a TCTO voyage, you can produce the Voyage Performance Report either for the TCI Fixture or the TCO Fixture.

### Notice Tab

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

This tab allows you to establish a series of points in time, measured in number of days prior to delivery or redelivery, at which your company is contractually required to provide notification of its intention to take delivery of/redeliver the vessel. You can also record whether each required notice has actually been sent.

IMOS does not automatically send such notification emails; this must be done manually. Nor does IMOS generate any alerts regarding the need to send such notification emails. This is simply a place where, upon fixing the TC Contract, you can set up the contractually mandated reminders, and then, as each one is sent, track that it has been sent by selecting the corresponding check box.

The screenshot shows the Notice tab with the following layout:

- Delivery:
- Redelivery:
- Update based on Proj. Date
- Table 1 (Left):
 

S	No.	Notice	Notice Date	Est Delivery
Click here to add a row				
- Table 2 (Right):
 

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

To update the Est Redelivery column to the Proj/Act Redelivery date in the contract for the notices that have not been sent (S check box not selected), click **Update based on Proj. Date**. The Notice Date is updated according to the sequence defined in the Redelivery field.

### Off Hire Tab

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

Pricing Bunkers Delivery Exposure Performance Notice <b>Off Hire</b> Bareboat Inv Items											
Voy	Reason	From	Zone	To	Zone	Hours	Ded Hrs.	Net Hrs	Value	Brk Value	
<div style="display: flex; justify-content: space-between;"> <span>CP Off Hire Days: 0.00</span> <span>Total: 0.00 0.00 0.00 0.00</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Monthly M&amp;R Allowance: 0.00</span> </div>											

### Bareboat Tab

On the **Bareboat tab** (only on the Time Charter In Manager), you can create and maintain additional related contracts, such as with a crew manager, that might be needed in case of a bareboat charter. (The bareboat-in charter is treated as the main contract.)

Pricing Bunkers Delivery Exposure Performance Notice Off Hire <b>Bareboat</b> Inv Items					
Code	Beneficiary	Date	Contract Start	Contract End	Remarks
<input type="button" value="Create New Contract"/>					

### Invoice Items Tab

INTHC items can be billed multiple times in the course of a Time Charter Contract; on the **Invoice Items tab**, all the INTHC /INTHC rebill items that were invoiced in the contract appear.

Pricing Bunkers Delivery Exposure Performance Notice Off Hire Bareboat <b>Inv Items</b>					
Invoice No.	Date	INTHC	Voyage	Port	Status
Empty table body for visualization					

### 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.

Pricing		Bunkers Delivery		Exposure		Performance		Notice		Off Hire		Bareboat		Inv Items		Properties	
Title	Value																
Click here to add a row																	

## Linked Trades

On the **Linked Trades** tab, 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.

Pricing		Bunkers Delivery		Exposure		Performance		Notice		Off Hire		Inv Items		Linked Trades	
Trade ID	Type	Period	Status	(Un)realized											
263	Bunker Swap	AUG 2012	Settled	10,160.00											
Click here to add a row															

## Remarks and Notes to Operations

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.

Remarks		Notes to Operations		Roles	
Next Open Date:					
Owner's Comm. (%):		0.00			
Owner's Comm. Pay To:					

## Time Charter Out List

All Time Charter Outs appear on the Time Charter Out List. In the Trading, Chartering, or Operations Module Center, next to Time Charter out, click **List**.

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

### ▼ Related Config Flags

CFGUseCompanyLobTradeAreaHier

archy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

CFGClearCompanyLobOnCopy

Clears the Company, LOB, and Department values when copying a Time Charter In.

CFGAutoSetBunkersPurchasedForO

wner

Sums 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.

CFGDefaultTCStatus



Sets the default status of Time Charter contracts.

CFGBillByNaturalMonth

Always ends the monthly Billing Period at the 1st of the next month, so every next invoice period is a complete month; otherwise, the Billing Period is always a complete month from the delivery date.

CFGUseAbsoluteMinMaxOnTC

Uses the **Less Days** and **More Days** values for **Min** and **Max Duration**.

CFGEnableTCOpsCoordinator

Adds an **Ops Coordinator** field.

CFGEnableTCChtrSpecialist

Adds a **Chtr Specialist** field. The value in will be copied to the TCO Contract when fixing a TCO Estimate.

CFGTCJointVenture

Adds a Profit Sharing button to the toolbar to record Profit Sharing invoice items.

CFGEnableTCWriteOff

Adds a Write Off field to the Hire Table in Time Charter In and Time Charter Out contracts. The Write Off amount is automatically added to the Hire on the invoice and is subject to the different commissions and Off Hire.

CFGDefaultTCCommPaymentMethod

Sets a default Payment Method for brokers.

CFGCheckRedelBnkVsHire

Voyage validation warns if estimated redelivery quantity does not match operations calculated bunker ROB.

CFGItemizeDeliveryBunker

Itemizes delivery bunkers for calculation and invoices.

CFGExcludeTcConsFromBunkerCalcs

Uses the consumption rates from the [Vessel](#) form instead. This can be used for performance at the end of the charter.

CFGEnableVesselBunkerGrade

Specifies the Fuel Grade in a Grade column and defaults this value on the [Bunker Requirement](#).

CFGEnableVoyageRoles


Adds a Roles tab to set the Controller and Finance Coordinator for the Time Charter.

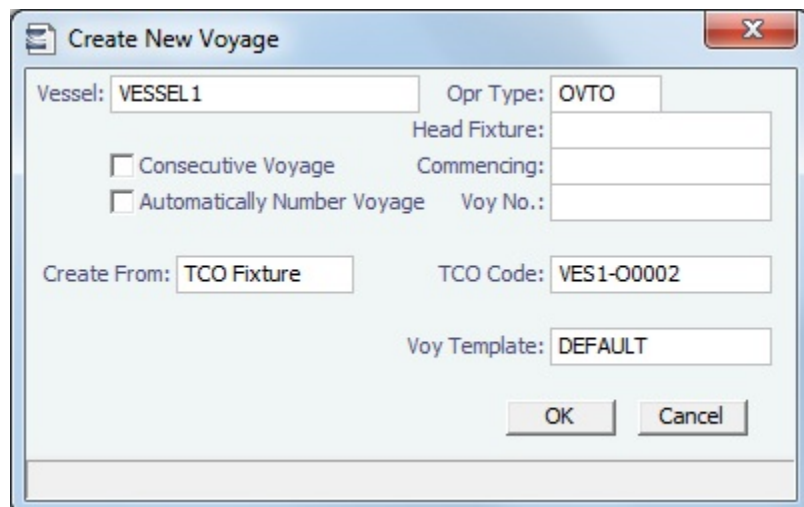
CFGEnableTcoBunkerOnOwner

Adds Owner's Account check box on the Bunkers tab. If selected, the P&L calculates full bunkers on any Time Charter Out voyage; if cleared, only ballast bunkers appear. Also adds Rebillable check box.

## Creating a New Time Charter Out Voyage

To create a Time Charter Out voyage:

- From a Time Charter Out, click  Sched a Voy.
- From the Voyage Fixture List, click the [Schedule](#) link.



The Create New Voyage form appears.

## Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
  - OVOV: Owned Vessel, Own Voyage
  - OVTO: Owned Vessel, TC Out
  - RELT: Cargo Relet
  - TCOV: TC In Vessel, Own Voyage
  - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.
  - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
  - When creating a new voyage:
    - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
    - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
    - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
    - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
  - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
  - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
  - Cargo (automatically selected if scheduling a voyage from a Cargo)
  - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
  - No Source (to create a voyage from scratch)
- **Voyage Template:** If there is a [Voyage Template Rule](#) for the vessel, that template appears; otherwise, the last [Voyage Template](#) that was used for this vessel appears, but you can clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

### ▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

### Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the FIFO bunker calculation method.

IFO Qty (MT)	IFO Prc	LSF Qty (MT)	LSF Prc	MDO Qty (MT)	MDO Prc	LSG Qty (MT)	LSG Prc
0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00

Click here to add a row

Lube Oil (Ltr):

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.

### ▼ Related Config Flags


CFGValidateContractStatusToSched

ule

Restricts scheduling voyages unless Time Charters are Fixed or Delivered and Cargoes are Confirmed.

## Time Charter Out Estimates

---

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

---

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](#).

Creating a Time Charter Out Estimate

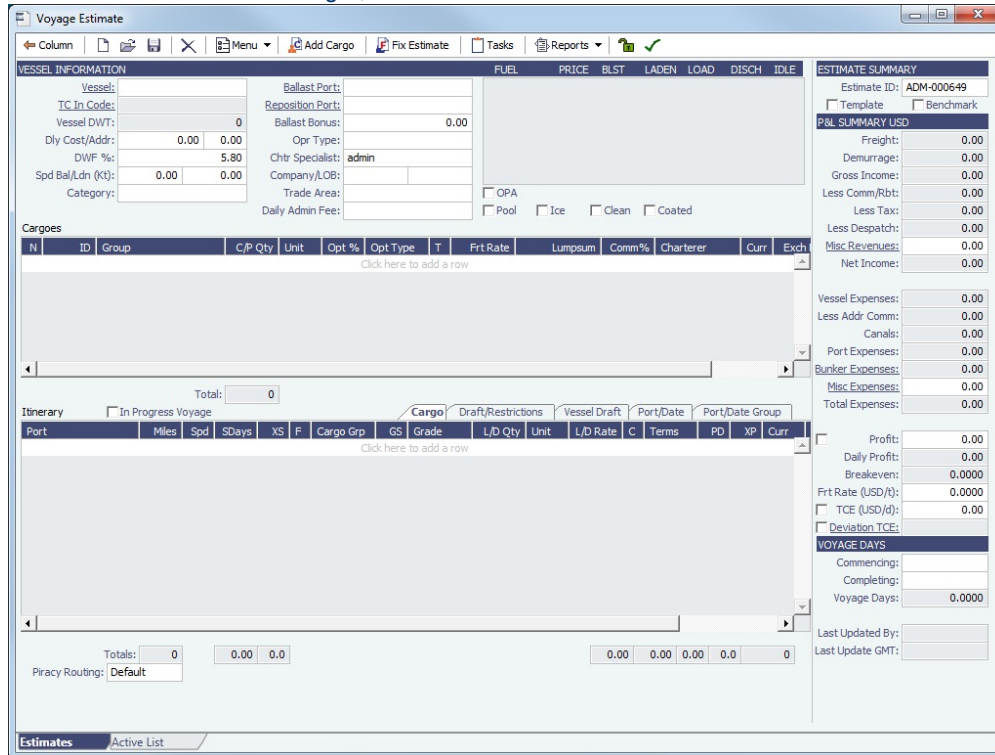
To create a Time Charter Out Estimate, do one of the following:

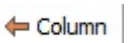
- In a Voyage Estimate, in Column View, click  and then click **New TCO Estimate**.


Details		
TCO Est ID:	ADM-000651	
<u>Vessel:</u>		
Dly Cost/Addr:	0.00	0.00
Spd Bal/Laden:	0.00	0.00
TCI Bal Bonus:	0.00	
Charterer:		
TCO Duration:	0.00	
Position Port:		
Delivery:		
Redelivery:		
Reposition Port:		
TCO Hire/Day:	0.00	
Hire Curr/XRate:	USD	1.00000
Add/Brk Comm:	0.00	0.00
<u>Misc Revenues:</u>	0.00	
<u>Misc Expenses:</u>	0.00	
Fuel Pr/MT:	0.00	0.00
	0.00	0.00
Days Pos/Repos:	0.00	0.00
Commencing:		
Completing:		
Gross Income:	0.00	
Net Income:	0.00	
Positioning Cost:	0.00	
Total Expenses:	0.00	
Profit Total :	0.00	
Daily Profit:	0.00	
<u>TC Equiv:</u>	0	
TCO Bal Bonus:	0.00	
Last Update GMT:		
<u>Remarks:</u>		
<< Hide		

To add more information, click  to change to Details view.

- In the Time Charter Out Manager, click  Estimate



It opens in Details view. To change to Column view, click .

- In Details view, you can enter information about **TCO Hire**, **TCO Terms**, and **TCO Broker** and **Address Commissions**.
- To compare Estimates, click  and then click **New TCO Estimate**, **Find Estimate**, or **Copy Estimate** and work with different Estimates side by side.

**Note:** Values from a .TDEFAULT Voyage Estimate do not populate a TCO Estimate.

#### TCO Hire Grid

In the TCO Hire table, you can set multiple different hire lines, each with a **Rate Type**, **Duration**, and **Period** (duration type).

Hire Rate	Rate Type	Duration	Period
0.00	Per Day	9.30	Days
Click here to add a row			

#### TCO Terms and Brokers

In the TCO Terms section, you can specify Delivery/Redelivery ports, Broker/Address total commissions, Ballast Bonus, and whether the Ballast Bonus is commissionable.

TCO Terms					
Delivery Port	Redelivery Port	Broker %	Addr %	Ballast Bonus	BB Comm
LONDON		0.00	0.00	0.00	<input type="checkbox"/>


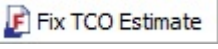
  

Broker	Amount	Type	Payment Method
Click here to add a row			

- Specifying a Delivery/Redelivery port creates or edits the corresponding Y/Z port in the Itinerary. If the Y/Z ports are created /edited in the Itinerary, the corresponding values are updated here.
- Specifying a Broker/Address commission creates corresponding lines in the Brokers table if they were not already specified. Changing the values in the Brokers table updates these values here.

### Creating a 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 .

When the Estimate is fixed, all its values flow into the TCO Fixture, and when scheduled, the multiple hire lines are itemized in the Voyage P&L.

### Time Charter Billing Schedule

On the TC Billing Schedule, you can quickly see the status of bills for hired vessels. To open the TC Billing Schedule, do one of the following:

- 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.



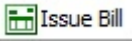
For more information on schedules, see [Schedules](#) and the [Schedules tutorial](#).

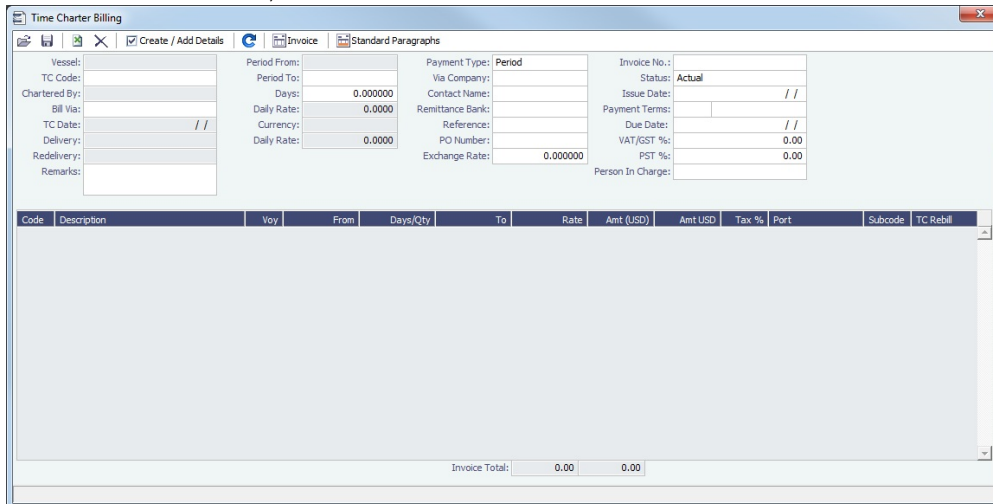
## Approving or Rejecting Invoices

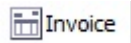

To Approve/Reject Invoices, right-click an Actual invoice and select **Approve Invoice**. The Invoice Review form appears, and you can approve, approve and post, or reject the invoice.

## 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. If the contract has no more Period payments remaining, the Payment Type defaults to Special.
    - **Incremental**: For an Incremental payment, IMOS performs a sort of reconciliation of accounts. It calculates all amounts due since the beginning of the Time Charter Contract, and subtracts all payments made. It then shows the net difference as the payment due. You can use this payment method once at the end of the Time Charter to ensure the accounts are correct, or use it for every payment.
  - b. The **Rate** field is populated only for the Time Charter Hire lines, with the rate used for each line.
    - When the rate of an index-linked hire line is changed after issuing the invoice (either due to a manually-entered value or new market data), the next issued invoice will include a reversal of the previous invoice/invoices and the current rate will be used for that period.
  - 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.
    - When rebilling between two Time Charter contracts with different Company values, the amount is rebilled in the same sign as the original amount. If the two contracts are recorded under the same Company, the rebillable amount has the opposite sign of the original amount.
  - d. Click  **Create / Add Details** to select line items to add to the bill in the [Item Select](#) form.
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.

### ▾ Related Config Flags

CFGLockTCOBInvNo

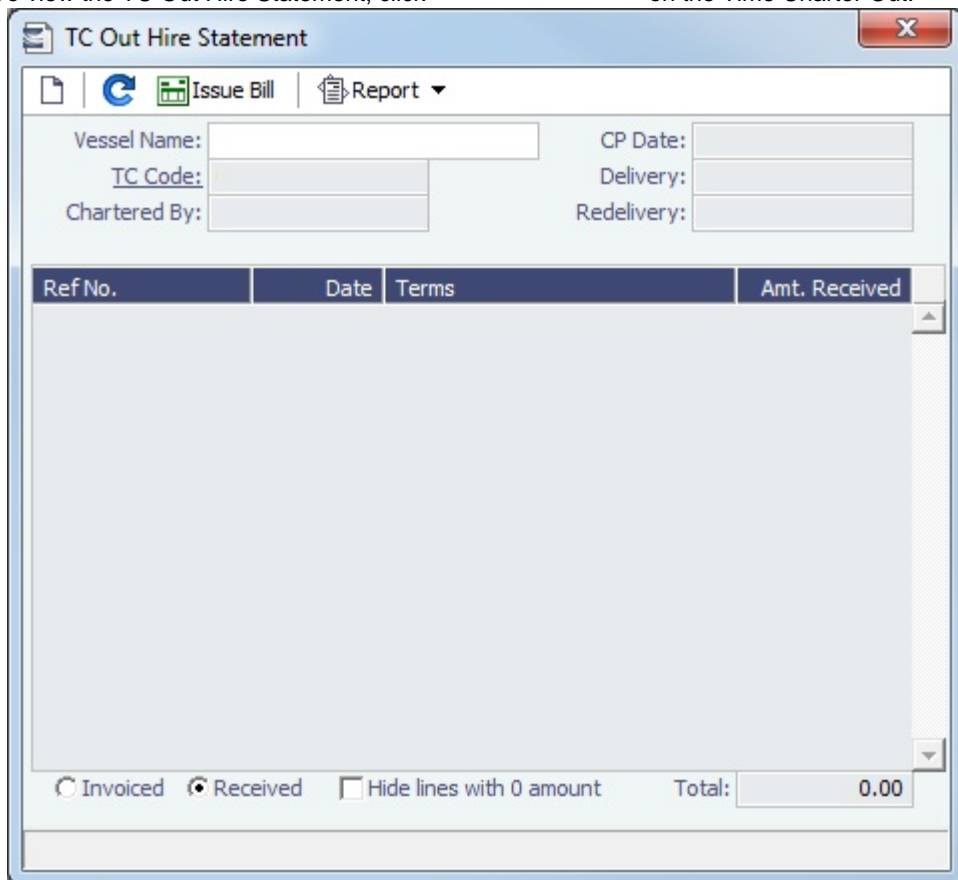
Blocks editing of the invoice number on a Time Charter Out Bill.

## TC Out Hire Statement

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

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

To view the TC Out Hire Statement, click  on the Time Charter Out.




Ref No.	Date	Terms	Amt. Received
---------	------	-------	---------------

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 .

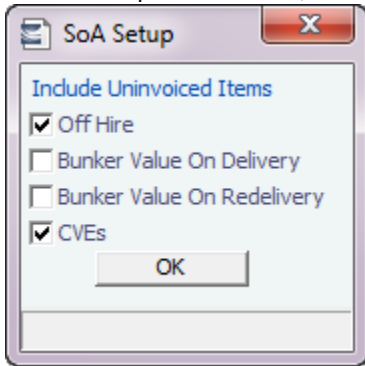
Reports

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, an owner might send the charterer the Hire Statement, showing the balance.
- **Statement of Accounts:** Shows the position at that point in time (according to the last payment issued), using the same categories. A charterer might send this along with each payment.



- When this report is selected, the SoA Setup form appears, and you can select uninvoiced items to be included:



- SoA Recap:** Includes all invoiced items, according to the corresponding categories. All invoices appear in the Payment section, including Pending invoices. The balance in the report is the balance of the Estimated Expenses entered in this contract.

### Related Config Flags

CFGItemizeDeliveryBunker

Itemizes the Bunker Cost on Delivery/Redelivery according to the values in the [Bunker Breakdown](#) form.

CFGTCUseProjRedelDate

Uses the Proj/Act Redelivery date on the Hire Statement, rather than the Est Redelivery date.

CFGBankSelectOnHireStatement

Enables bank selection when generating TCI, TCO, and Bareboat Hire Statement reports.

## Item Select - Time Charter

You can add additional details to a [Time Charter Payment](#) or a [Time Charter Bill](#).

- Click  **Create / Add Details** to select line items to add to the payment or bill in the Item Select form.

- The first payment/bill includes the **Time Charter Hire** for the first period. To adjust the amount of the Hire, use either the **Additional TC Hire**, which affects the P&L, or the **Hire Adjustment**, which does not.
- The first payment/bill also includes the **Cost On Delivery** of bunkers; it might include Commissions and other costs. If the actual price of bunkers is different from the estimate, enter an **Adjustment** here. Bunker items that should be invoiced/reinvoiced are highlighted.

- When CFGAutoSetCleanItems is enabled, in the following cases, Hold Cleaning items (Intermediate HC/ILOHC) are automatically selected:
    - For a TCTO Voyage:
      - If Intermediate HC was added to a TCO Bill, Intermediate HC is selected on the Item Select form of the next TCI Payment.
      - If Intermediate HC was selected and set for a certain number of times in the TCO Bill, the same number is set in the TCI Payment.
      - If the voyage is not yet completed and is marked as Last TCI Voyage, any billing of ILOHC in the TCO Bill triggers automatic selecting of Intermediate HC in the TCI Payment.
    - For any TC Voyage (TCOV or TCTO), if a linked voyage is marked as the Last TCI Voyage and is in Completed status, the next TCI Payment will have ILOHC selected by default.
  - To set a Voyage/Misc expense as estimated and have it appear on the [SoA Recap Report](#), create [Operations Ledger](#) code ESTEXP, select Misc Adjustments, and then select ESTEXP in the Subcode field on the ADJST line of the Time Charter Payment.
    - Once the actual expense is incurred, create a credit for the estimate (using ADJST/ESTEXP) and then create a new line for the actual expense.
2. When you finish selecting, click **OK**; the line items appear on the payment or bill.



## Item Select for Incremental Payments or Bills

To create an invoice with Payment Type **Incremental**, the **Issue Date** must be entered. IMOS will apply a credit to any invoices with Issue Dates before this one.

- When the Time Charter status is Redelivered, the **Include Redelivery Bunkers** check box is selected by default. If no actual redelivery bunkers data is available, and you select this check box, the estimated redelivery bunkers data is used in the incremental invoice.

## Other Information

You can add other information or comments about Time Charters.

- On a [Time Charter In](#), click  **Other Information**.
- On a [Time Charter Out](#), click  **Other Info**.

## 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** to open the Lifting Options form.

Duration	Unit	Hire	Unit	Start Date	Redelivery Date	Declaration Date	Date Declared	Remarks	Status	Min
3 Months	0.00 Monthly	11/07/12 13:35	02/07/13 13:35	//	//				Pending	
90 Days	0.00 Monthly	02/07/13 13:35	05/08/13 13:35	//	//				Pending	


In the table:

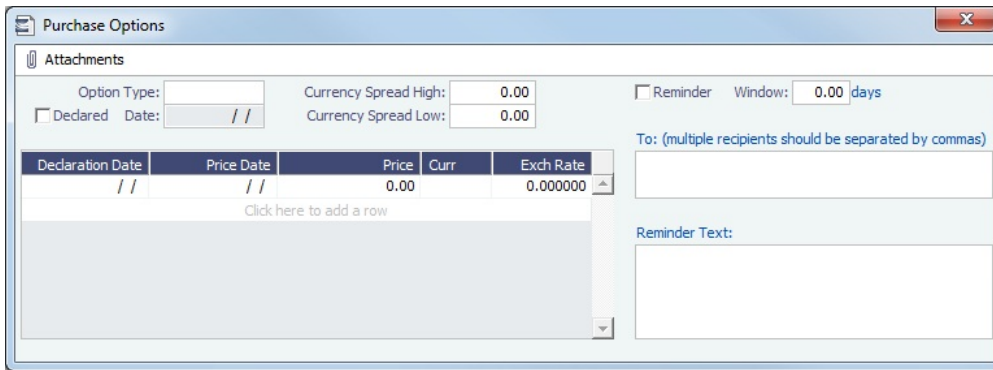
- To access a Hire Rates table for a lifting option, right-click the line and click **Hire Rates**.
- If you enter a **Duration** and a **Unit**, the **Redelivery Date** is recalculated.
- If you specify **Hire** and **Unit**, those values are used for the Trading exposure calculations. When exercised, those Hire lines are appended to the main Hire table in the Time Charter contract.

To send a reminder:

- Make sure that a valid Outgoing Message Location is defined in the **Messaging Service Configuration Tool**. For more information, see the *Messaging Service Manual*.
- Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is basis the Declaration Date of each specified option.
- Enter recipients in the **To** field.
- In the **Window** field, enter the number of days in advance for the reminder to be sent.

## Purchase Options

On a [Time Charter](#), if there is an option to purchase the vessel, and you have to notify the other party by a certain date, click  **Options** and then click **Purchase**.



**Purchase Options**

Attachments

Option Type:  Currency Spread High: 0.00  Reminder Window: 0.00 days

Declared Date: // Currency Spread Low: 0.00

Declaration Date	Price Date	Price	Curr	Exch Rate
//	//	0.00		0.000000

Click here to add a row


To: (multiple recipients should be separated by commas)

Reminder Text:

On the Purchase Options form:

- To send a reminder:
  - Select the **Reminder** check box. Information appears in the **Reminder Text** field. This section is based on 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.

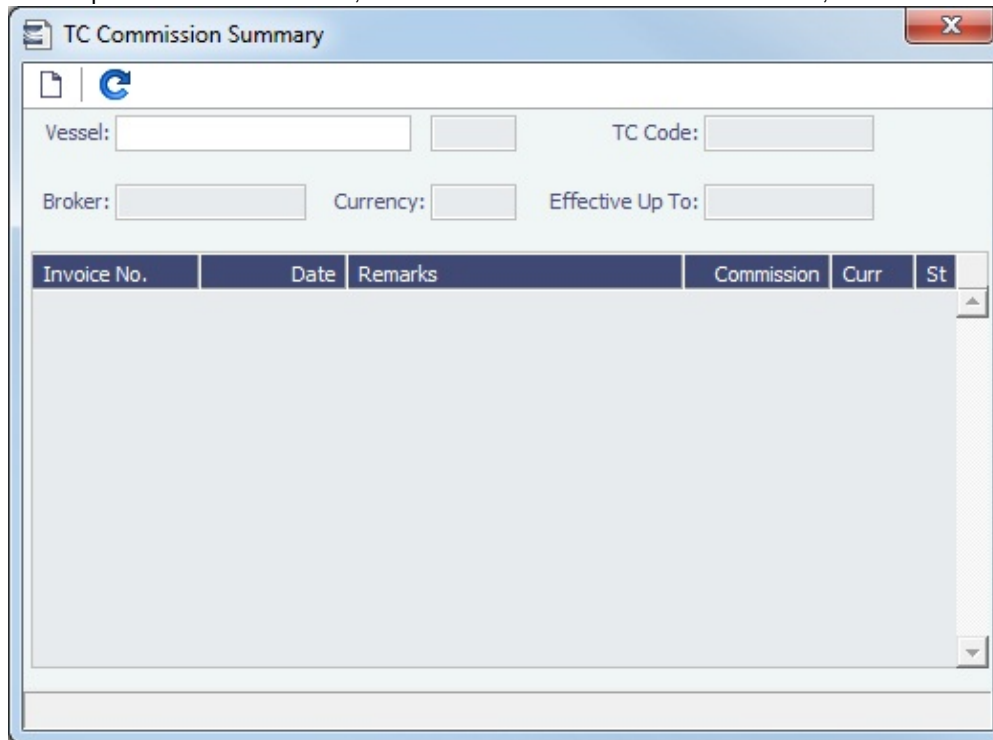
## Time Charter Commissions

On a [Time Charter](#), click  **Commission** to view and create Time Charter Commission Payments.

### 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**.



**TC Commission Summary**

Vessel:  TC Code:

Broker:  Currency:  Effective Up To:

Invoice No.	Date	Remarks	Commission	Curr	St
-------------	------	---------	------------	------	----

- On the TC Commission Summary:
  - To view a payment, select a **Vessel** from the selection list.

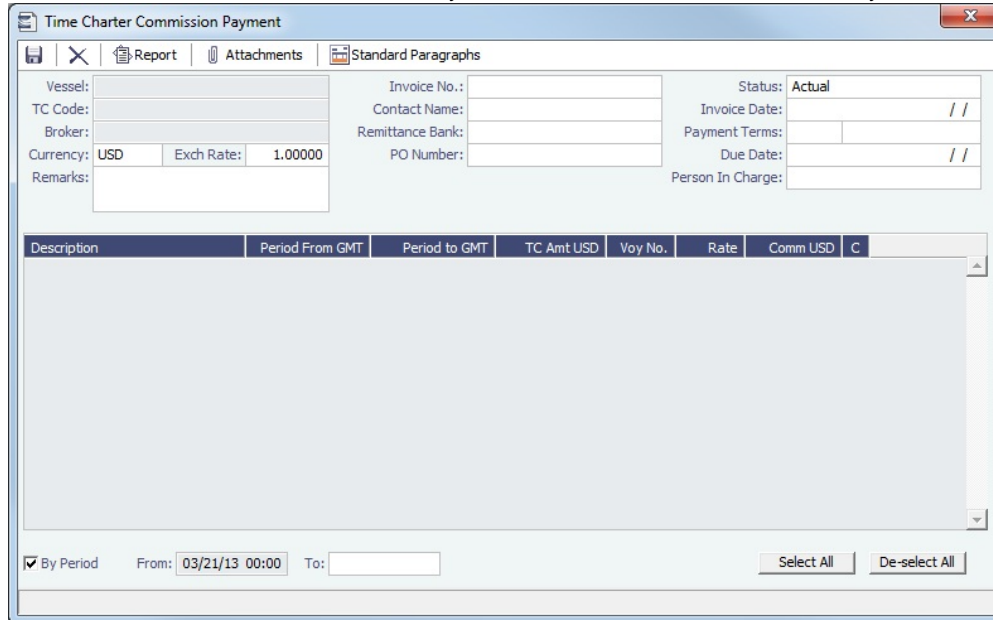
- To create a new Commission Payment, click .

3. To close the TC Commission Summary, click .

## Time Charter Commission Payment

The Time Charter Commission Payment form is used to enter details from an invoice received from a broker for a Time Charter In payment. It verifies that the information is correct and consistent with the commission structure established in the Time Charter Manger, and allows you to record payment.


1. To create a Time Charter Commission Payment, on the TC Commission Summary, click .



Any existing payments appear. Select the **C** check box on each detail line to pay those commissions. You can use the buttons at the bottom of the list to select or clear all lines.

- You can issue a By Period payment after a regular Commission Payment.

2. Complete the remaining fields on the form as appropriate.

3. To save your changes, click .

4. To close the Time Charter Commission Payment, click .



### Related Config Flags

CFGDefaultTCCommPaymentMethod  
Sets 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 .

#### ▼ Related Config Flags

##### CFGUsePostedInPooling

When enabled, only amounts from the latest accruals snapshot are considered in the basis payment calculation.

##### CFGPoolCommByAccount


When enabled, IMOS only calculates the basis amount for the commission from accounts that are marked as [Mgt.](#)

## Creating a Ballast Voyage

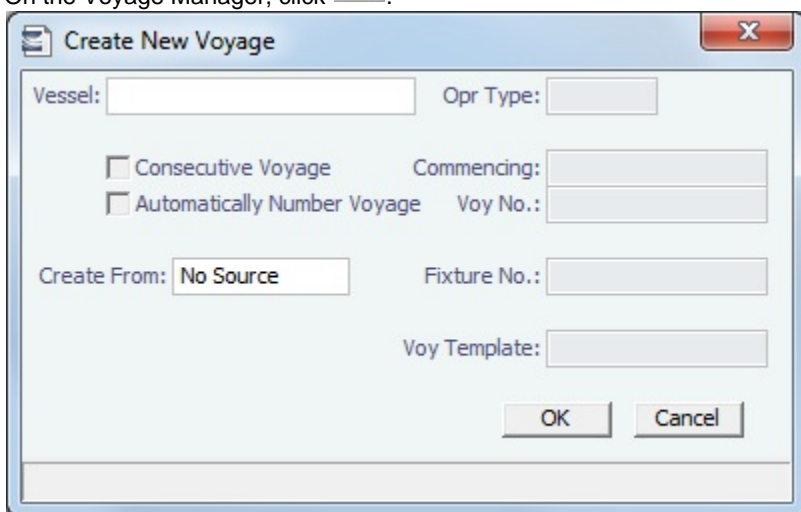
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When you have a vessel with a Time Charter In contract entered in IMOS that is ballasting without employment, the Operators will be repositioning, bunkering, etc., and you must record this information. To do so, you can create a voyage for the vessel without a Cargo or a Fixture (TC Out or Voyage Out).

1. Do one of the following:

- On the Vessel Schedule, click .

- On the Voyage Manager, click .



On the [Create New Voyage](#) form, do not select Create from Voyage Fixture, as there is no fixture yet.

The voyage is created, and Operations can manage the ballasting portion by adding ports, etc.

2. After business (either TC Out or Voyage Out) is found for the vessel, create the Voyage Fixture or Time Charter Out contract, but instead of scheduling a new voyage, link the contract to this ballast voyage.

- For a Voyage Fixture:

- a. Find the Fixture No. on the top left of the [Voyage Fixture](#) contract (for example, 20100005).

- b. On the ballast voyage, click the blank Fixture ID field in the top left and select the Fixture ID from the list of unscheduled fixtures for this vessel.

You might need to change the Opr Type of the voyage to TCOV.

IMOS appends the itinerary and terms from the fixture to the existing itinerary of the ballast voyage.

- For a TC Out:

- a. Find the TC Code on the top left of the [Time Charter Out](#) contract (for example, VES1-000003).

- 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.

#### ▼ Related Config Flags

CFGVoyaccUseBallastVoyageBillCo


des

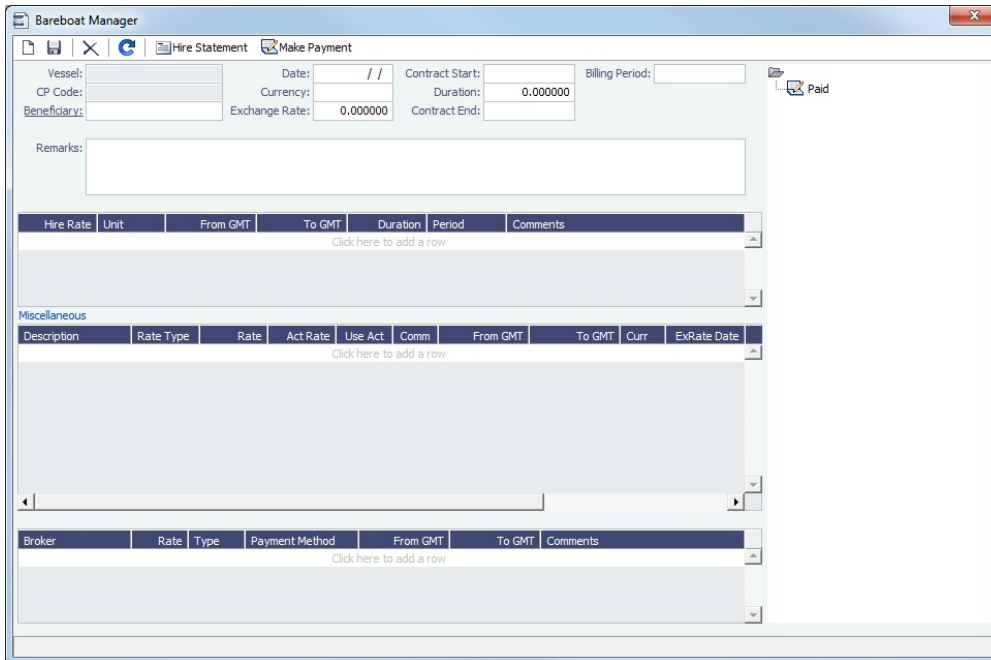
Creates distinct accruals Bill Codes for ballast voyages (voyages without a fixture), with a prefix of **B**.

## Bareboat Contract In

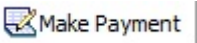
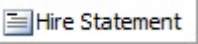
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To manage Bareboat information and payments, you can use the **Bareboat** tab of the **Time Charter In Manager**.

To create a new contract, click .



In the **Bareboat Manager**:

- To make a **payment**, click .
- To view the **Bareboat Hire Statement** and report, click .
- You can add **Miscellaneous** items and **Brokers** to the contract.

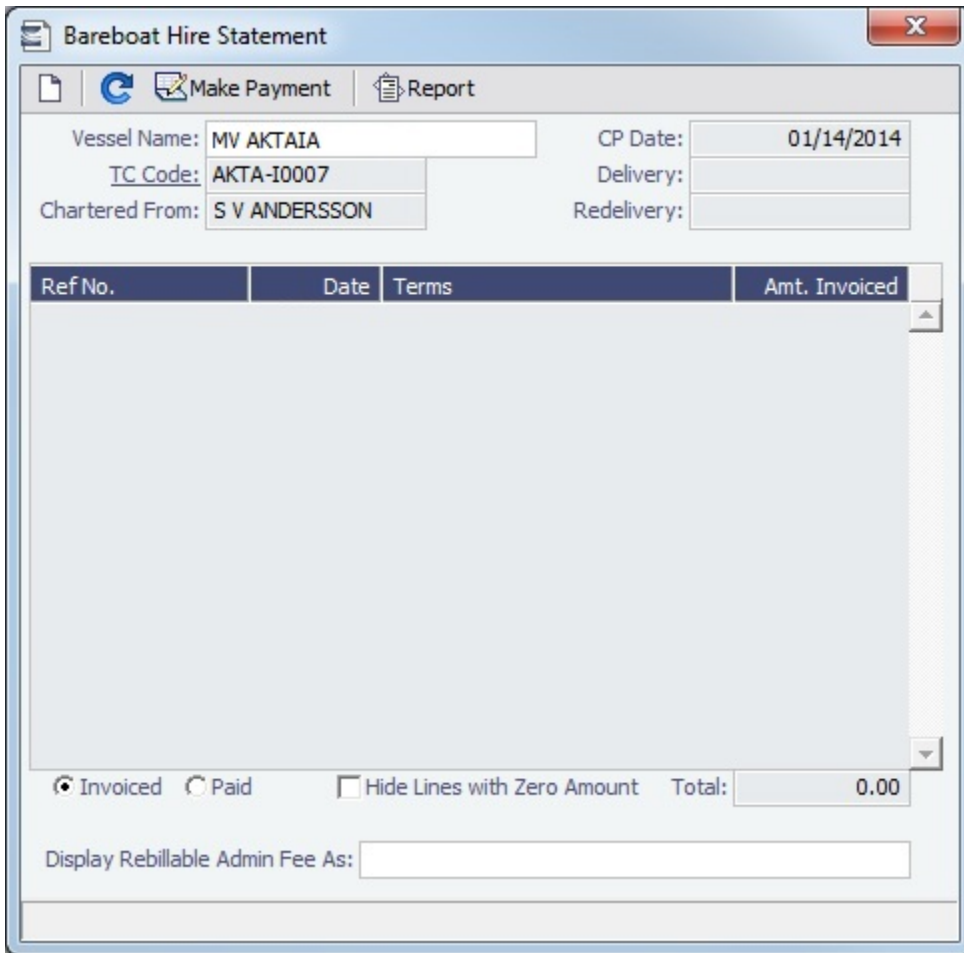
## Bareboat Hire Statement

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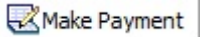
The **Hire Statement** for a **Bareboat In** lists all the amounts invoiced or paid; you can make a payment from it. You can also view reports.




To view the Bareboat Hire Statement, click  on the Bareboat Manager.



Ref No.	Date	Terms	Amt. Invoiced
---------	------	-------	---------------

- To select **Invoiced** or **Paid** items, click the radio button at the bottom.
- To make a payment, click .

#### Report

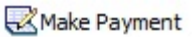
To view the Hire Statement report, click . It includes all the details of the contract so far: Gross Hire, Hire Commissions, Other Adjustments, and Payments. It also lists any inconsistent items. At the end of the contract, a charterer might send the owner the Hire Statement, showing the balance. It is a calculation of what should have been billed until the date of the last invoice.

#### Related Config Flags

**CFGBankSelectOnHireStatement**  
Enables bank selection when generating TCI, TCO, and Bareboat Hire Statement reports.

## Bareboat Payment

To create an invoice that reflects the bill sent by the vessel owner for the use of a bareboat vessel, do one of the following:

- On the **Bareboat Manager**, click .
- On the **Bareboat Payment Schedule**, right-click a line and then click **Create New Bareboat Payment**.

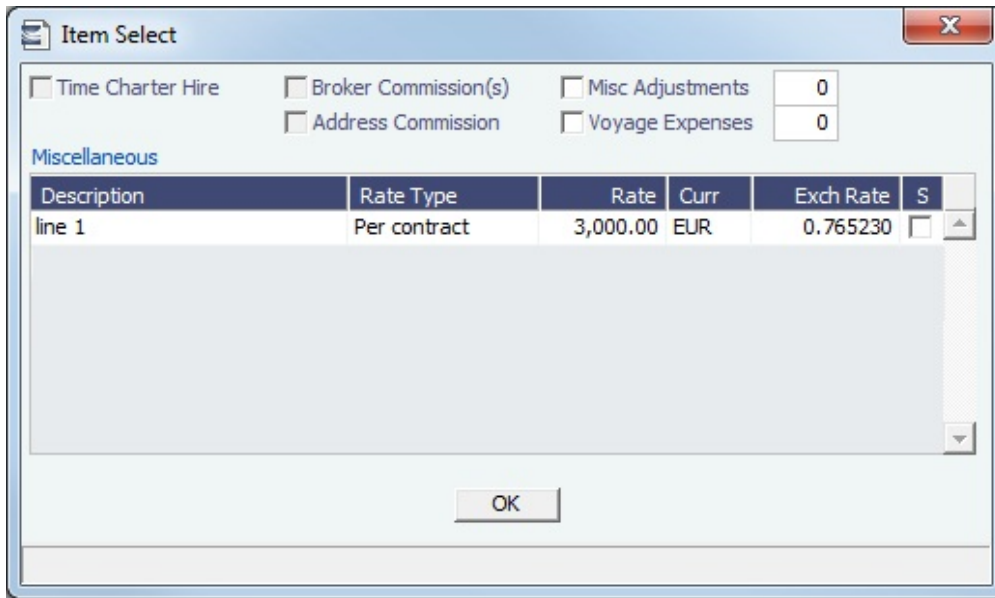
• **Payment Type:**

- **Period** (default): A regularly scheduled payment for a specific amount of time, such as every 15 days.
  - **Special:** A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way.
- Incremental:** For an Incremental payment, IMOS performs a sort of reconciliation of accounts. It calculates all amounts due since the beginning of the Time Charter Contract, and subtracts all payments made. It then shows the net difference as the payment due. You can use this payment method once at the end of the Time Charter to ensure the accounts are correct, or use it for every payment.

- Click  **Create / Add Details** to select line items to add to the payment in the [Item Select](#) form.
- To create an invoice, click  **Invoice**. The payment appears in the Summary Tree on the Bareboat Manager.

**Item Select - Bareboat**

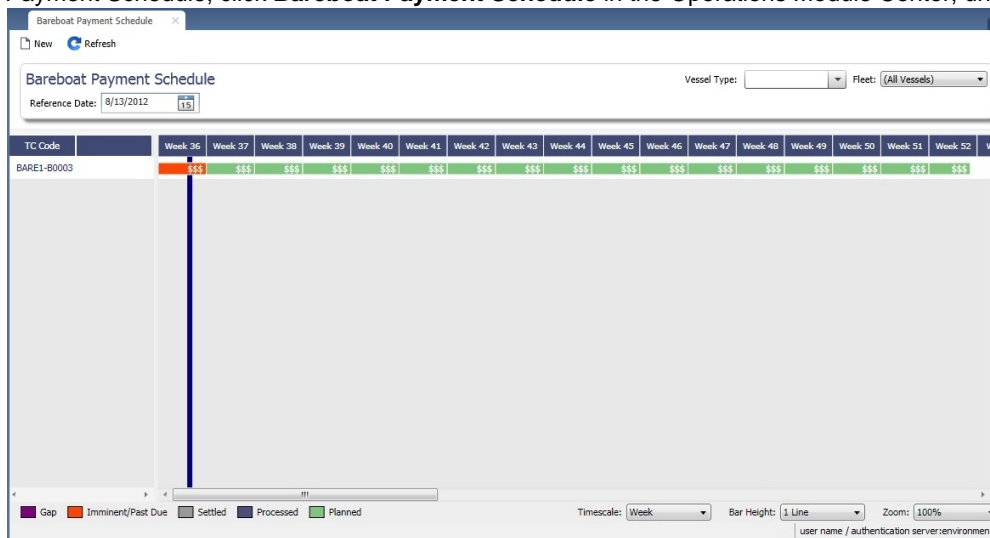
On a [Bareboat Payment](#), click  **Create / Add Details** to select line items to add to the payment in the Item Select form.



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

## 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 on schedules, see [Schedules](#) and the [Schedules tutorial](#).

## Head Fixture

Creating a **Time Charter In** contract for a vessel with ownership type OV defaults the Contract Type to be **Own Vessel**, with the owner and the company from the **Vessel** form. A contract of type **Own Vessel** is a *Head Fixture*.

**0056-OV0002 - Head Fixture**

Vessel: 0056-OV0002  
 Date/Fixed by: 01/01/2008  
 Status: Fixed  
 Company/LOB: [Blank]  
 Department: [Blank]  
 Trade Area: [Blank]  
 Ref No.: 37561  
 Payment Terms: [Blank]  
 Contract Type: Own Vessel  
 Ops Coordinator: [Blank]  
 Chtr Specialist: [Blank]

Billing Period: [Blank]  
 Rebillable Admin Fee (%): 0.00  
 Currency/Exchange Rate: USD 1.000000  
 Ref Contract: [Blank]

Duration	Unit	Less Days	More Days
60	Months	3	4
60	Months	5	6
Share in Contract:			70.0

Port	Est (GMT)	Proj/Act (GMT)	Difference	Comments
HOUSTON	01/01/08 00:00	01/01/08 15:00	-15.00	
Redelivery:	01/01/13 15:00		0.00	

Duration/Basis (Days): 1,827.0000 0.0000 Min

Hire Rate	Rate Type	From GMT	To GMT	Duration	Period	TCL Ins	Comments
1,000.0000	Per day	01/01/08 15:00	01/16/08 15:00	15.000000	Days	0.00	
1,200.0000	Per day	01/16/08 15:00	01/26/08 15:00	10.000000	Days	0.00	
1,100.0000	Per day	01/26/08 15:00	02/15/08 15:00	20.000000	Days	0.00	

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"/>	

Next Open Date: 07/24/08 18:50

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.

< Bunkers Delivery Exposure Performance Notice Off Hire Bareboat Properties Inv Items **Purchase** Sale >

Counterparty:

Counterparty's Parent:

Purchase Price/Curr:

Transaction Type	Status	Payment Date	Amount	Amount USD	Exch Rate
Click here to add a row					

Notes

Total:

Broker	Amount	Type	Payment Date
Click here to add a row			

< Bunkers Delivery Exposure Performance Notice Off Hire Bareboat Properties Inv Items Purchase **Sale** >

Counterparty:

Contract Date:

Delivery Date:

Counterparty's Parent:

Estimated Profit:

Sale Price/Curr:

Transaction Type	Status	Payment Date	Amount	Amount USD	Exch Rate
Click here to add a row					

Notes

Total:

Broker	Amount	Type	Payment Date
Click here to add a row			

- The **Own Vessel** check box on the Exposure tab is automatically selected, and the exposure is the same as any Own Vessel Contract. For statuses Under Construction, Purchased - Not Delivered, and Sold, the contract is not in exposure.
- A Head Fixture contract has an ID of **XXX-OVYYYY**, where XXX is the Vessel Code and YYYY is a global sequential number.
- It is not possible to create a Head Fixture for a vessel that already has an active Head Fixture.
- When creating a new OV\*\* Voyage, you can link a Head Fixture contract. For the first linked voyage, the bunker prices and quantities are retrieved, and for the rest of the voyages, the daily cost is calculated according to the Hire specified in the contract.
- Head Fixture contracts can be found in the **TC In** list. You can filter the list by the Contract Type column. Other Head Fixture-related columns:
  - Department
  - Min/Max Less/More Days
  - Vessel Head Owner: The Parent company of the Vessel Owner
  - Others, all with prefix HF

▼ **Related Config Flags**

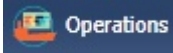
CFGHeadFixtureForOwnVoyageReq  
 uired  
 Requires a Head Fixture Contract for OV\*\* Voyages.

## Operations

### About Operations

Operations includes everything having to do with 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 the Fleet Map. It also has Quick Links to the Voyage Manager, which provides access to all voyage-related functions, and the Operations Task List and Open Position tool. If you have the Veslink module, it has a link to the Veslink Form List.

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

To access the IMOS Operations Module Center, click  .

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

## Other Sources of Information

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

- [Fleet Map tutorial](#)
- Time Charters:
  - [Time Charters](#)
  - [Time Charter Manager tutorial](#) \*
- [Bunker Management](#)
- [Demurrage and Claims](#)
- [Pooling](#)

\* You can access the tutorials from the [IMOS7 Tutorials](#) page or the IMOS **Welcome Tab** (from the IMOS menu).

## Related Key Topics

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

## Content by label

There is no content with the specified labels



## Related FAQs

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For more information, see the following Operations FAQs:

- [FAQ - P&L Snapshotting](#)
- [FAQ - How to Rebill a Rebillable Freight Invoice](#)
- [FAQ - How to Configure and Use Freight Tax](#)
- [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 - What is the difference between Bill Via and Via Company](#)
- [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 - What Port Expenses are available in Port Expense History search?](#)

## Operations Lists and Tools

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

- Operations Module Center and Tools submenu:
  - [Vessel Schedule](#)
  - [Port Schedule](#)
  - [Fleet Map](#) (Also see the [Fleet Map tutorial](#).)
  - [Time Charter Payment Schedule](#) (Also see the [Time Charter Manager tutorial](#).)
  - [Time Charter Billing Schedule](#) (Also see the [Time Charter Manager tutorial](#).)
  - [Open Position](#) (also available from Chartering)
- Operations Module Center and Lists submenu:
  - [Voyage List](#)
  - [Bunker Requirement List](#)
  - [Bunker Purchase List](#)
  - [Bunker Alert List](#)
  - [Port Advance/DA List](#)
  - [Time Charter In List](#) (Also see the [Time Charter Manager tutorial](#).)
  - [Time Charter Out List](#) (Also see the [Time Charter Manager tutorial](#).)
  - [Task List](#)
  - [Veslink Form List](#)
  - [My Task List](#)
  - [Service Contract In List](#)
  - [Service Contract Out List](#)
  - [Lightering Job List](#)

\* You can access the tutorials from the [IMOS7 Tutorials](#) page or the **IMOS Welcome Tab** (from the IMOS menu).

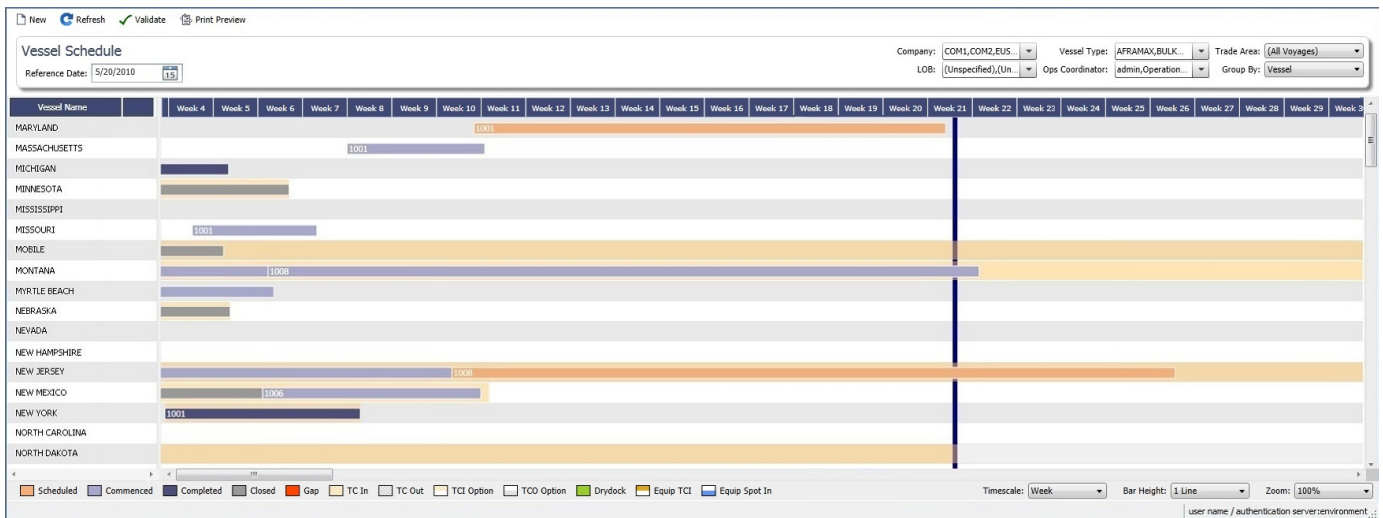
## Operations Setup

In the Operations Module Center, under Setup, you can set the following Operations options related to bunkering:

- [Operations Lists Settings](#)
- [Bunker Purchase Types](#)
- [Bunker Delivery Types](#)

## Vessel Schedule

The Vessel Schedule is a graphical overview of your fleet's historical, current, and future voyages. You can select a Reference Date at the top left and other data filters at the top right. For each vessel in the column on the left side, the Gantt chart on the right side shows the schedule information, color coded by status, and either grouped by Company, with one line per vessel /company combination, or grouped by Vessel, with all voyage and TC contract bars on the same line. You can set the timescale, bar height, and zoom level at the bottom.



On the Vessel Schedule, you can access the forms for a particular voyage, so you can manage the voyage from it.

- To see information about a [voyage](#), rest your mouse pointer over its bar.
- To open the [Voyage Manager](#), double-click the bar for the voyage.
- To open the [Time Charter Manager](#) for a Time Charter, double-click the shading.

- To open a context menu with items to create or open, right-click a bar.



To print the Vessel Schedule using the current Reference Date, filters, and zoom settings, click

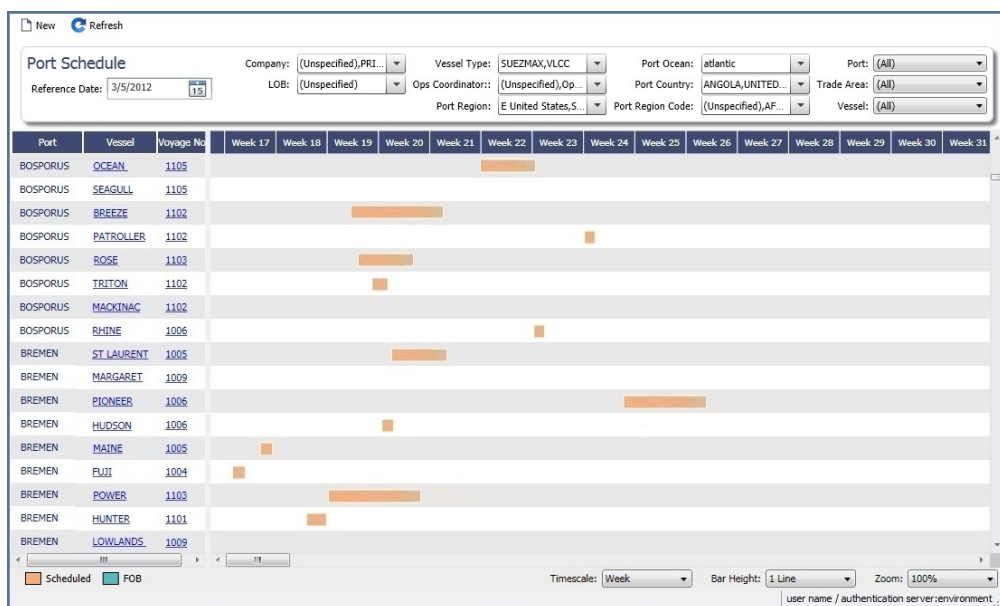
For more information on schedules, see [Schedules](#) or the [Schedules tutorial](#).

▼ **Related Config Flags**

[vesselScheduleSmallBarTemplate](#)  
Set the data to display on the bars.

## 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.

For more information on schedules, see [Schedules](#) or the [Schedules tutorial](#).

▼ **Related Config Flags**

[portScheduleSmallBarTemplate](#)  
Set the data to display on the bars.

## Fleet Map

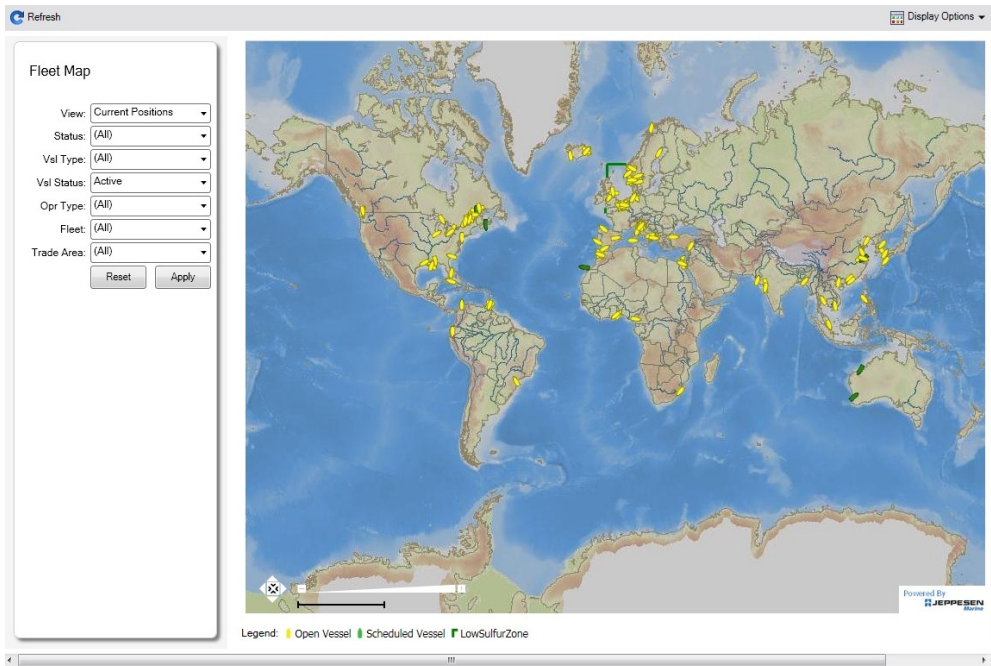
### Fleet Map Tutorial

You can view this information in the [Fleet Map tutorial](#). You can access the tutorials from the [IMOS7 Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS7 menu).

### About the Fleet Map



The Fleet Map gives you several quick views of the vessels in your fleet. You can view multiple vessels at once or an individual vessel and voyage.



### 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**.

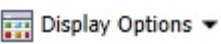

### Viewing an Individual Vessel and Voyage

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  and then click **Position Reports**. To view a Position Report, rest your mouse pointer over its dot.
- To view detailed information about the voyage, click  and then click **Voyage Details**. In the Voyage Details box:
  - To open the Vessel form, click the [Vessel name](#) link.
  - To open the Voyage Manager, click the [Voyage number](#) link for the **Current** or **Last Voyage**.

## Zooming and Panning


To zoom in or out on the map, use one of these methods:

- Rotate your mouse wheel up to zoom in or down to zoom out.
- Double-click your left mouse button to zoom in or your right mouse button to zoom out.
- Use the zoom bar and buttons: 
  - Click  to zoom in or  to zoom out.
  - Click in the bar  to zoom to a different level.

To pan, use one of these methods:

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

## Task List

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

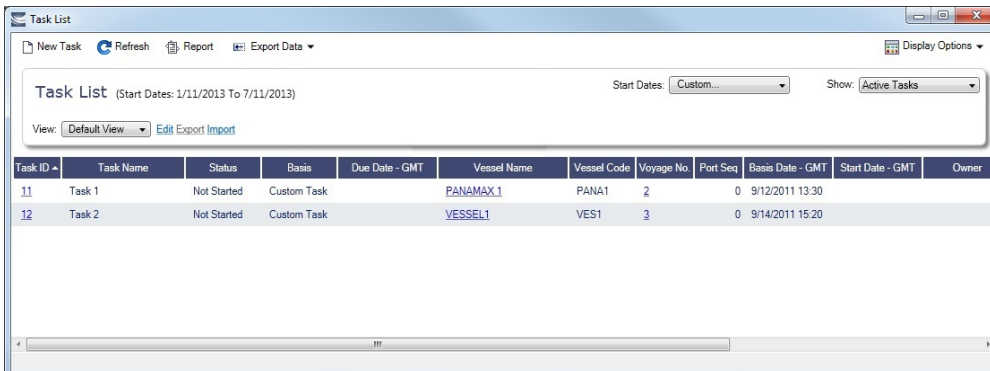
Your System Administrator must grant you Security access to the **Task List**.

To open it, do one of the following:

- Click **Task List** in the Operations module center Quick Links.
- Click **Global Tasks** on the Lists submenu of the IMOS menu.

### Task List

On the Task List, you can see all tasks for all [voyages](#). For a personal list, with only tasks assigned to you, set up [My Task List](#).



Task ID	Task Name	Status	Basis	Due Date - GMT	Vessel Name	Vessel Code	Voyage No.	Port Seq	Basis Date - GMT	Start Date - GMT	Owner
11	Task 1	Not Started	Custom Task		PANAMAX 1	PANA1	2	0	9/12/2011 13:30		
12	Task 2	Not Started	Custom Task		VESSEL1	VES1	3	0	9/14/2011 15:20		

- You can sort this list to show only your voyages and vessels and use it as your daily task list, [creating your own View](#).
- Date-time columns can display either GMT or system local time. Right-click the column heading of either **Due Date**, **Basis Date**, or **Start Date** and then click **Display GMT** or **Display System Local Time**.
- Custom Tasks created in the [Voyage Manager](#) or from the [Task List](#) appear in this list, along with formula-generated Tasks.

- Only formula-generated Tasks can be assigned to a specific voyage; it is not possible to create a Task from this list and assign it to a voyage.

### Typical Workflow

A typical workflow is:

1. Client-specific (formula-generated) Tasks are created and implemented. Such Tasks are automatically generated per voyage according to agreed parameters.
2. Operations Manager monitors Task statuses on the Task List, follows up on system-generated Tasks, [creates new](#) ad hoc important Tasks, and assigns them to responsible Operators.
3. Operators maintain Tasks assigned from the Task List or the Voyage Manager on [My Task List](#).


### Related Config Flags

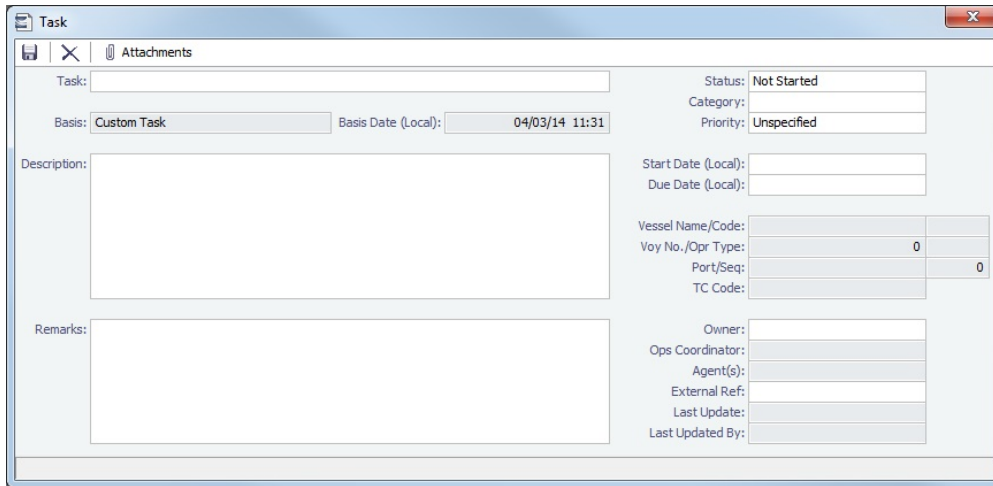
CFGOpsTasksCompletedStatusList

Specifies which statuses are considered Completed for Operations Tasks:

- Data Value Range: N (Not Started), P (In Progress), F (Completed), C (Cancelled).

### Creating a New Task

To create a new Task, click .



Use Statuses to maintain your overview of open Tasks.

## My Task List



[Configuration flag CFGDisplayMyTasks](#) enables **My Task List**, and your System Administrator must grant you Security access to it. This is a personal version of the [Task List](#). To open it, click the Quick Link in the Operations module center.

Task ID	Task Name	Status	Basis	Object	Object Type	Vessel Name	Port	Port Seq	Start Date - GMT	Duration
12949	Recap	Not Started	Port Arrival	Voyage TOMA / 1	Operations	TOMA	SPLIT	100	4/9/2013 6:19 PM	
12950	Agent	Not Started	Port Arrival	Voyage TOMA / 1	Operations	TOMA	SPLIT	100	4/9/2013 6:19 PM	
12951	Agent	Not Started	Port Arrival	Voyage TOMA / 1	Operations	TOMA	DARDANELLES STRAITS	300	4/9/2013 6:19 PM	
12952	PDA	Not Started	Port Arrival	Voyage TOMA / 1	Operations	TOMA	DARDANELLES STRAITS	300	4/9/2013 6:19 PM	
12953	Agent	Not Started	Port Arrival	Voyage TOMA / 1	Operations	TOMA	BOSPORUS	400	4/9/2013 6:19 PM	
12954	PDA	Not Started	Port Arrival	Voyage TOMA / 1	Operations	TOMA	BOSPORUS	400	4/9/2013 6:19 PM	
12955	Agent	Not Started	Port Arrival	Voyage TOMA / 1	Operations	TOMA	YALTA	200	4/9/2013 6:19 PM	
12956	Recap	Not Started	Port Arrival	Voyage ACORN / 99	Operations	ACORN	LIMASSOL	100	4/9/2013 6:51 PM	
12957	Agent	Not Started	Port Arrival	Voyage ACORN / 99	Operations	ACORN	LIMASSOL	100	4/9/2013 6:51 PM	
12958	Agent	Not Started	Port Arrival	Voyage ACORN / 99	Operations	ACORN	GIBRALTAR	200	4/9/2013 6:51 PM	
12959	Recap	Not Started	Port Arrival	Voyage ICECREAM / 59	Operations	ICECREAM	UK-GIB	100	5/8/2013 12:10 PM	
12960	Agent	Not Started	Port Arrival	Voyage ICECREAM / 59	Operations	ICECREAM	UK-GIB	100	5/8/2013 12:10 PM	

You can have this list open every time you start IMOS, even if it was closed the last time you exited IMOS, by setting **User Properties**.

## Creating a New Voyage in Operations

You can create a voyage from the following locations in Operations:

- On the Voyage Manager, click .
- On the Voyage List, click  **New Voyage**.

- On the Vessel Schedule or the Port Schedule, click



The Create New Voyage form appears.

## Create New Voyage

When you open the Create New Voyage form, some fields might be completed. Complete the remaining fields according to the voyage.

- **Opr Type:** Type of voyage being scheduled. The following default types are available:
  - OVOV: Owned Vessel, Own Voyage
  - OVTO: Owned Vessel, TC Out
  - RELT: Cargo Relet
  - TCOV: TC In Vessel, Own Voyage
  - TCTO: TC In Vessel, TC Out
- **Consecutive Voyage:** Select this check box if there is already a previous voyage for the vessel in IMOS. The following apply:
  - The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
  - The last port of the previous voyage becomes the commencing port of the next voyage.
  - The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.
  - When creating a new voyage:
    - For an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
    - When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture. If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.
- **Automatically Number Voyage:** Select to have IMOS automatically assign the next sequential voyage number for the vessel.
  - Using [configuration flags](#), voyages can be configured to have voyages automatically numbered in these ways:
    - In sequence from the last voyage number
    - Based on the current year plus a 2- or 3-digit sequential number. For example, in 2013, the first voyage for each vessel would be either 1301 or 13001.
    - With a unique Voyage Number across the entire database, rather than for a particular vessel. Each new voyage is assigned the next open sequential number.
    - With a unique Voyage Number for voyages of Operation Types SPOT, RELT, and COAS.
- **Create From:** If previously entered contract data is available to create the new voyage from, the source may be selected, or you can select it. Upon voyage creation, the source data is included in the new voyage. The available options are:
  - Voyage Fixture (automatically selected if scheduling a voyage from a Voyage Fixture)
  - TCO Fixture (automatically selected if scheduling a voyage from a TCO contract)
  - Cargo (automatically selected if scheduling a voyage from a Cargo)
  - Cargo COA (automatically selected if scheduling a voyage from a Cargo COA linked lifting); filters help you find the COA by Charterer, Cargo, Load Port, and Discharge Port
  - No Source (to create a voyage from scratch)

- **Voyage Template:** If there is a [Voyage Template Rule](#) for the vessel, that template appears; otherwise, the last [Voyage Template](#) that was used for this vessel appears, but you can clear it or select a different one. You can also change the Voyage Template after the voyage has commenced.

### ▼ Related Config Flags

CFGDefaultAutoNumberVoy

Select the Automatically Number Voyage check box by default for all new voyages.

CFGVoyageNoFormat

Automatically assign voyage numbers by year:

0 - Default

3 - Use voyage numbers based on entry date year plus two digits (first voyage of 2013 is 1301)

4 - Use voyage numbers based on entry date year plus three digits (13001)

CFGUseGlobalVoyageNumbering

Use unique voyage numbers across the entire database, rather than simply for a particular vessel. New voyages are assigned the next highest sequential open number based on the other voyages in the database.

CFGUseGlobalSpotVoyNumbering

Create new SPOT/RELT/COAS voyages with a globally unique voyage number across these three operation types.

## Initial Bunkers

After you create a voyage that is not consecutive, the Initial Bunkers form appears. This is necessary for IMOS to track bunker inventories for the voyage. Enter the appropriate Quantity and Price information for each fuel type. This is useful in particular for bunker inventories calculated utilizing the [FIFO bunker calculation method](#).

IFO Qty (MT)	IFO Prc	LSF Qty (MT)	LSF Prc	MDO Qty (MT)	MDO Prc	LSG Qty (MT)	LSG Prc
0.000	0.00	0.000	0.00	0.000	0.00	0.000	0.00

Click here to add a row

Lube Oil (Ltr):

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.

## About Consecutive Voyages

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

### Definition

A consecutive voyage in IMOS is a voyage that immediately follows another one and uses the same data:

- The completing date of the previous voyage becomes the commencing date of the new voyage (displayed in the **Commencing** field).
- The last port of the previous voyage becomes the commencing port of the next voyage.
- The ending bunker inventory of the previous voyage becomes the beginning bunker inventory of the next voyage.

This data is defaulted and cannot be changed.

### Setup

Select the **Consecutive Voyage** check box on the [Create New Voyage](#) form. In some cases, it is selected by default.

- When creating a new voyage for an OV/owned vessel without a linked TCI/Head Fixture, the **Consecutive Voyage** check box is selected by default from the second voyage.
- When creating a new voyage for a vessel with a TCI/Head Fixture code specified, the **Consecutive Voyage** check box is selected by default, and the Voyage Number is assigned based on the last voyage linked to that TCI/Head Fixture.
  - If the selected TCI/Head Fixture does not have any voyages linked to it, and CFGAllowVoyageOverlap is enabled, the **Automatically Number Voyage** check box is cleared, and the Voyage Number must be manually specified.

#### Fixing Errors

##### *Revising a Previous Consecutive Voyage After the Next Voyage Commences*

If a consecutive voyage has commenced, but you need to revise the previous voyage information, such as completing time:

- **Do not** clear the Consecutive Voyage check box. This approach may relink the two voyages in terms of completing /commencing time, but it can cause various issues if any other Activity Reports or Port Activities have been reported during the changed time window.
- **Do not** change the voyage Status.

Instead, follow these steps:

1. Open Voyage 1.
2. Open Activity Reports from the last itinerary line of Voyage 1.
  - a. Update the timestamp and other details of the last Activity Report.
  - b. Save and close the Activity Reports form.
3. Save Voyage 1.
4. Open Voyage 2.
5. Open Activity Reports of the first itinerary line of Voyage 2.
  - a. Update the timestamp and other details of the first Activity Report and any subsequent Activity Reports that need to be updated.
  - b. Save and close the Activity Reports form.
6. If needed, repeat the last step for the second itinerary line of Voyage 2.
7. Save Voyage 2.

##### *Matching Bunker Prices on Consecutive Voyages*

If the initial bunker prices in Voyage 2 do not match the ending bunker prices from Voyage 1, follow these steps:

1. Open Voyage 1.
2. Save Voyage 1.
3. Open Voyage 2.
4. Make sure that the **Consecutive Voyage** check box is selected (bottom right corner of the Voyage Manager).
5. Save Voyage 2. The initial bunker prices for Voyage 2 should now match the ending bunker prices for Voyage 1.

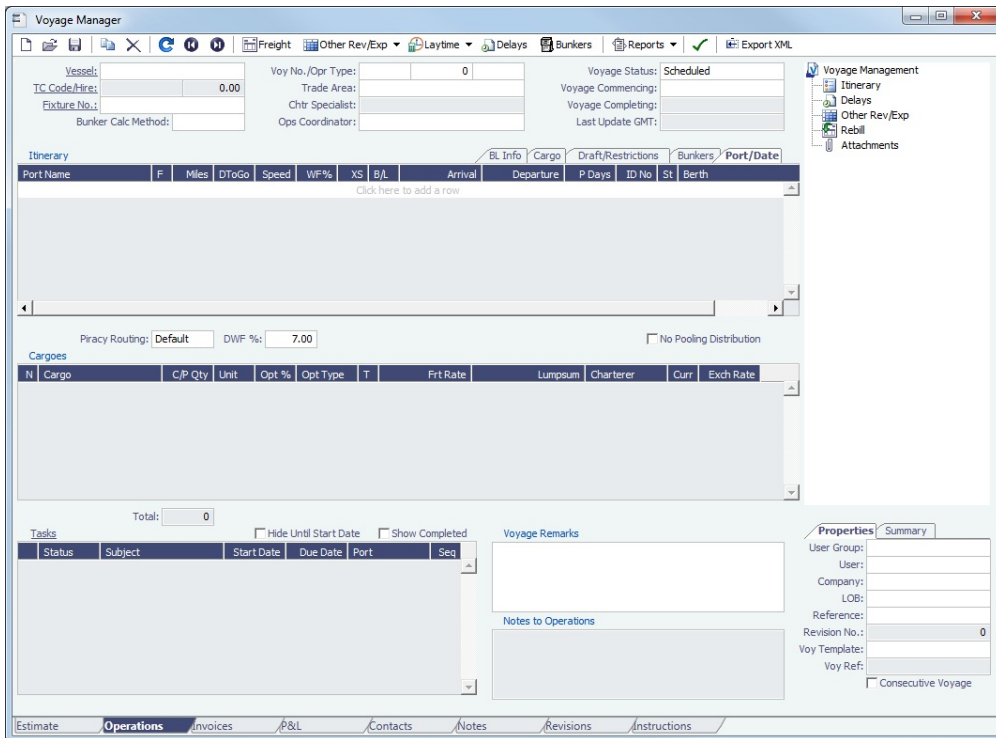
## Voyage Manager




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The IMOS Voyage Manager is the central point for managing a voyage in IMOS. It is the endpoint from a Voyage Estimate or Fixture and the beginning point of voyage accounting, that is, invoice creation. It can either be created from scratch or contain the data entered by the Chartering user into a Voyage Estimate, Voyage Fixture, Cargo, VC In, TC In contract, and/or TC Out contract.

- **Charterers** can use the Voyage Manager to view forecasted voyages and review or update contract terms; they can also compare the actual P&L of completed voyages to their Estimates.
- **Operators** can use the Voyage Manager to find, record, and adjust all the data for a voyage in one place:
  - View the original contract terms
  - Manage the voyage itinerary
  - Record cargo bill of lading data
  - Record delays
  - Create Laytime Calculations
  - Review/record bunker consumption

- Create AP/AR invoices
- Create/execute tasks
- Create Voyage Instructions
- Generate performance reports
- **Accounting** users can use the Voyage Manager to view and manage invoices and the voyage P&L.



- 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.
  - On the Voyage Manager, click , and search for the voyage.
  - To open the form for the previous or next voyage, click  or .

The Voyage Manager has tabs along the bottom for viewing/managing the voyage from different perspectives: Estimate, Operations, Invoices, Profit & Loss, Contacts, Notes, Revisions, and Instructions. It opens with the Operations tab active.

#### ▼ Related Config Flags

##### CFGCacheVoyPnl

Enable caching the Voyage P&L in the database so that the Trading module can use the cached data to expedite the Trading P&L calculation. Also enable the Voyage Manager to save the current P&L snapshot when the voyage is saved. The saved P&L numbers are used in the Voyage List for columns Est P&L, Actual P&L, and Est-Act P&L.

##### CFGTraUseCachedVoyagePL

Enable using the cached voyage P&L in the Trading module. Flag CFGCacheVoyPnl (on the Operations tab) enables caching the Voyage P&L in the database so that the Trading module can use the cached data to expedite the Trading P&L calculation.

##### CFGEnableVoyManagerOpsOverview

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.

##### CFGShowHoursInVoyageManagerItinerary

nerary



Display the following columns in the Voyage Manager Itinerary in hours rather than days: S Days, P Days, LS S Days, and LS PDays.

CFGWarnNonCoordinatorWhenSavingVoy

Display a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.

CFGWarnOnMismatchedConsecutiveVoyages

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.

CFGEnableDraftViewByPortcall

Add a Vessel Draft tab to the Voyage Manager.

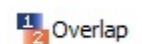
CFGUseCompanyLobTradeAreaHierarchy

archy

Set up a hierarchy between Company, LOB, and Trade Area on this form.

## Tow Voyages

With the [Barging Module](#), there are additional options on the toolbar for managing Tow voyages:



: Access the Tow and [allocate overlap costs](#). This button appears when a tow is participating in overlapping voyages.



: Access the [Activity Log](#) to manage the equipment involved in the voyage.

## Estimate Tab - Voyage Manager

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

## Operations Tab - Voyage Manager

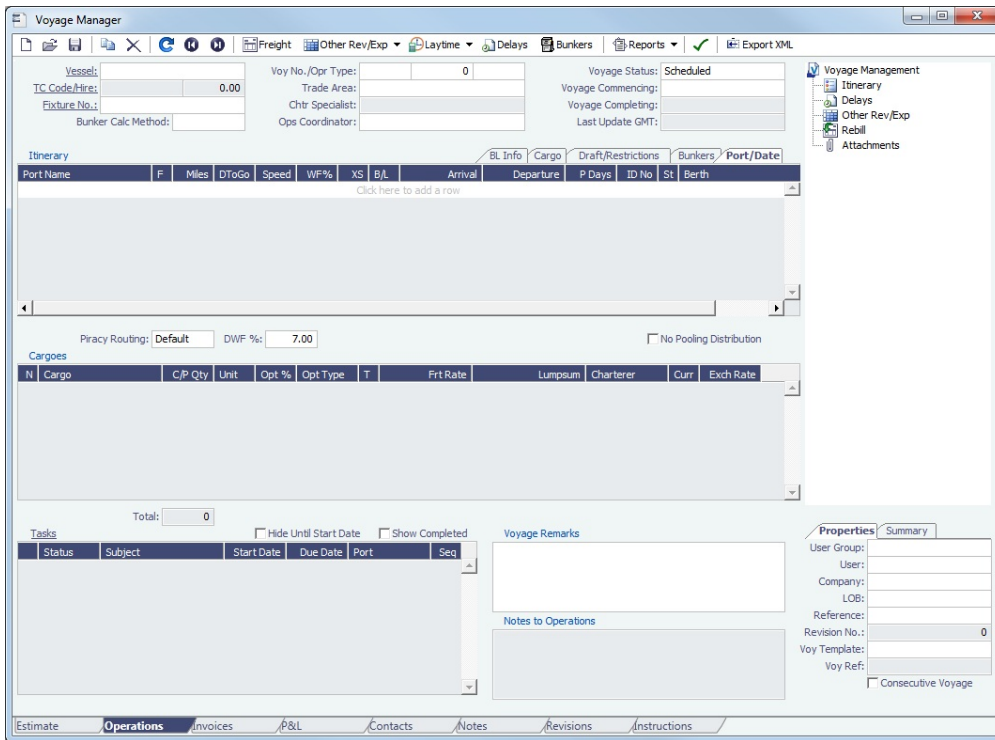
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This is a **Key Topic**, with high value for all users. See the [Key Information](#) below.

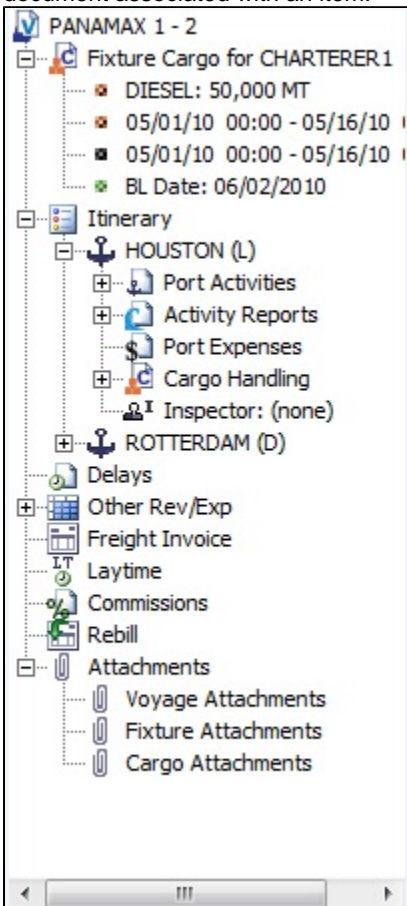
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The Operations tab is the default tab; it is active when the Voyage Manager opens. The Operations user enters most of the voyage data on this tab.



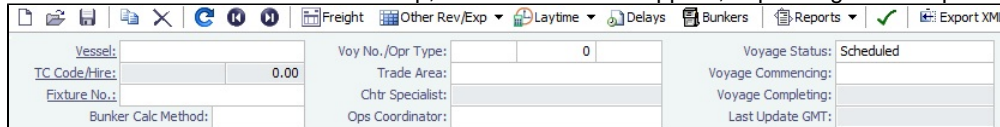
### Summary Tree

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.

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

### ▼ Related Config Flags

CFGEnableVoyTypeCheckboxes

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.

CFGEnableOPA

Set the OPA in the [Voyage Fixture](#) and in the Voyage Manager.

CFGAllowOpsVoyageRenumbering



Enables changing the voyage number in the Voy No. field.

CFGAutoCompleteVoyage

Sets the voyage status to Completed if a Departure report has been entered for the last port call of the voyage. This applies only to voyages that do not end in a Terminating (T) port.

## Itinerary Grid

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

- 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  [Bunkers](#).
- **Function**: Some [port functions](#) drive default behavior at the port. For example, L and D require cargo handling; Y and Z require delivery and redelivery. If bunkers have been received at a port, or if actual Port Expenses have been entered, that port cannot be changed to functions C, P, or T. These functions have no port time, so no bunkers can be received, and no port expenses can be incurred.
- **Miles** defaults basis the IMOS Distances table and is calculated in the following way:
  - When the preceding sea leg is completed, and the observed distances are reported in the Activity Reports, the value is the sum of the reported observed distances; it is shown in black, to indicate it as the Actual Distance.
  - If the preceding sea leg is not yet completed, or if any observed distance was not reported in the preceding sea leg, the value will remain the estimated value; it is shown in grey, to indicate it as an estimated distance. Editing this field adjusts bunker consumption and port arrival and departure.
- **Speed** defaults basis the Vessel form. Editing this field adjusts bunker consumption and port arrival and departure.
- **WF%** (Weather Factor) and **XS** (Extra Sea Days, with a day value), and **P Days** (Port Days) can also be adjusted to manipulate the Itinerary.
- **St** (Status) for each port changes, based on [Port Activities](#):
  - .. = Not arrived
  - **AR** = Arrived
  - **SA** = Sailed
  - **TE** = Terminated; sailed from the last port in the voyage

### *Itinerary Context Menu*

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

- Options to adjust the Itinerary: **Insert Port, Delete Port, Move Up, Move Down.**
- Options to open forms:
  - Port Activities
  - Activity Reports
  - Cargo Handling
  - Activity Log - Barging: To manage equipment (or Activity Log without the Barging module).
  - Leg Delays
  - Bunker Requirement: To request bunkers. (If you have the Bunker Management module, see Bunker Management.)
  - Port Expenses
  - Port Expense Search: To search for historical data on port expenses.
  - Agents and Notices

### CP Terms Tab

CP Terms										BL Info	Cargo	Draft/Restrictions	Bunkers	Port/Date
N	ID	Group	C/P Qty	Unit	Opt %	Opt Type	T	Frnt Rate	Lumpsum	Comm%	Charterer	Curr	Exch Rate	

This tab enables you to view twice as many port call lines without having to scroll. It is enabled by configuration flag `CFGExpandVoyageManagerRowsets`.

### 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.

BL Info										Cargo	Draft/Restrictions	Bunkers	Port/Date
Port Name	F	N	Cargo	Berth	BL Code	BL/Disch Date	CP Unit	BL/Disch Qty	Ship Gross	FT3/MT	M3/MT	St	BL

Click here to add a row

### 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										Draft/Restrictions	Bunkers	Port/Date		
Port	Miles	Spd	SDays	XS	F	Cargo	L/D Qty	L/D Rate	Terms	TT	PDays	Est PD	PortExp	St

Click here to add a row

Draft/Restrictions										Bunkers	Port/Date		
Port	Berth	F	Draft	Unit	Loadline	Salinity	Cargo	L/D Qty	FT3/MT	M3/MT	MaxLift	ROB Arr	LS SDA

Click here to add a row

### Bunkers Tab

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

Bunkers										Port/Date
Port	Arrival	Departure	I/O Arr	I/O Rec	I/O Dep	MDO Arr	MDO Rec	MDO Dep	MGL Arr	MGL Rec
DAAN BANWA	11/22/12 01:37		0.000		800.000	0.000		0.000	0.000	

### Port/Date Tab

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

Port/Date										Bunkers	Port/Date		
Port Name	F	Miles	DToGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St	Berth

Click here to add a row

**Note:** If you cannot edit the ETA for a port in the **Arrival** column, follow these steps:

- Open the **Activity Report** for the port that the vessel most recently arrived at or sailed from.
- In the **DstToGo** column, if the value is 0, enter the **DToGo** (Distance to Go) value from the Voyage Manager for that leg.
- Save and exit the Activity Reports form.
- Save the voyage. The ETA at the next port should be editable.

### Properties tab

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

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

#### ▼ Related Config Flags

CFGVoyapiValidateCargoLaycanFor

Port

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.

CFGWarnOnMismatchedConsecutiv

eVoyages

A warning message appears when saving, if a modified Terminating Date no longer matches the Commence Date on the following consecutive voyage.

CFGExpandVoyageManagerRowsets

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

CFGVoyestShowCranesInItinGrid

Add a Cranes column on the Cargo tab to indicate the use of cranes in the port.


CFGDefaultWeatherFactor

Specify the default value in the DWF % field.

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

#### ▼ Related Config Flags

CFGDefaultLobOnCargoImport

Enable defaulting the LOB on a Voyage to the one from the imported cargo, if it has not yet been specified.

CFGDefaultTradeAreaOnCargoImport

Enable defaulting the Trade Area on a Voyage to the one from the imported cargo.

CFGShowDADeskCheckBox

Add a DA-Desk check box to indicate DA-Desk voyages.

CFGDefaultVoyageDADeskEnabled

The DA-Desk check box is selected by default.

CFGShowIncludeInCover

Add the **Include In Cover** check box, to be used by the Pooling Information dataset.


CFGEnableItinLaycanFields

Adds Laycan From and Laycan To columns to this form.

- When CFGChartererView is enabled, these columns will be named Window From and Window To.
- When CFGVoyapiValidateCargoLaycanForPort is enabled, the Laycan dates will be validated against the ETA/ETD of the voyage. If CFGVoyapiValidateCargoLaycanForPort is not enabled, validation will be against the Laycan dates in the header of the Cargo form.

## Tasks Grid

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

1. Click **Tasks** and complete the Task form, where you can enter a **Task** name, **Status**, **Basis**, etc., 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 with its **Start Date**, **Due Date**, **Port**, and **Sequence**.
  - To edit a Task, right-click its line and click **Open**.
  - 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 cancel or delete one or more Tasks, select their check boxes and then click **Cancel Selected** or **Delete Selected** at the top of the grid.

You can see all Tasks for all voyages in the [Task List](#).

## Properties/Summary

Properties of the voyage and a summary of its data appear in the lower right corner.

### ▼ Related Config Flags

#### CFGEnableVoyageRoles

When enabled, a Roles tab is added to set and view the five Key Users of the voyage: Chtr Coord (defaults from Cargo form), Ops Coord, Ops Coord 2, Controller, and FD Manager (Freight and Demurrage Manager).

#### CFGVoyManDefaultSelectSummaryTab

Make The Summary tab the default open tab, rather than the Properties tab.

#### CFGEnableMultipleBaseCurrencies

Add a read-only Company Currency field to the Properties tab. This field also appears as a read-only field on the Invoices, P&L, Contacts, Notes, Revisions, and Instructions tab in the Voyage Manager.

#### CFGEnableVoymanVoyageID

The Voy Ref field on the Properties tab is replaced with a Voyage ID field.

## Barging

The following differences are related to [Tow voyages](#) and the [Barging](#) module:

- When you copy a legacy Tow voyage (pre-v7.5), the new voyage also behaves as a legacy voyage. This is to help in using Time Charter contracts for Tow voyages instead of Equipment Contracts.
- In the [Cargoes](#) grid, the Frt Rate column is highlighted in light pink for cargoes of Freight Type E.

T	Frt Rate	Lumpsum	Co
E	0.0000	0.00	ADP







Click here to add a row

Total: 10,000.00 USD/Day

A tooltip displays the contract rate/day for the cargo, based on the equipment participation in the voyage as of:

- Current system date
- Voyage Completing date for voyages in the past
- Voyage Commencing date for voyages in the future

## Managing the Voyage

Step Number	Step	 <b>Key Information: About Voyage Status</b>
1	<p>Check the Validation symbol on the toolbar; if information is not complete and correct, click the symbol to see a message describing any issues.</p> <p>: All information is complete.</p> <p>: Some information is missing.</p> <p>: The form contains one or more errors.</p>	
2	To save the voyage, click  .	By default, the voyage Status is <b>Scheduled</b> .
3	When the voyage begins, change the voyage Status from <b>Scheduled</b> to <b>Commenced</b> .	When the voyage Status is changed from <b>Scheduled</b> to <b>Commenced</b> , the Status for the first port changes to <b>Sailed</b> .
4	As you continue through each port, right-click the port line and click <b>Port Activities</b> to enter <a href="#">Port Activities</a> for the voyage. IMOS updates the Itinerary with any changes.	
5	When you are traveling between ports, right-click the port line and click <b>Activity Reports</b> to track information in the <a href="#">Activity Reports</a> .	
6	To enter <a href="#">Port Advances or Expenses</a> , right-click the port line and click <b>Port Expenses</b> . As you enter financial information, it appears on the <b>P&amp;L tab</b> .	
7	To enter <a href="#">Voyage Other Revenues and Expenses</a> not associated with a port or with freight, click  and then click <b>Other revenues and expenses</b> .	
8	When the Start Sea Passage <a href="#">Port Activity</a> is entered for the last port, IMOS changes the port Status to <b>TE</b> (Terminated).	IMOS also changes the voyage Status to <b>Completed</b> . Port, bunker, cargo, and financial data can still be modified.
9	After all voyage transactions are completed, change the Status to <b>Close</b> .	After the voyage Status is changed to <b>Close</b> , the voyage cannot be modified.

▼ **Related Config Flags**

CFGEnableOpsLOB


Validate the LOB on all contracts linked to a Voyage Estimate.

CFGWarnNonCoordinatorWhenSavingVoy

gVoy

Display a warning when saving a voyage if the user is not the Ops Coordinator for the voyage.

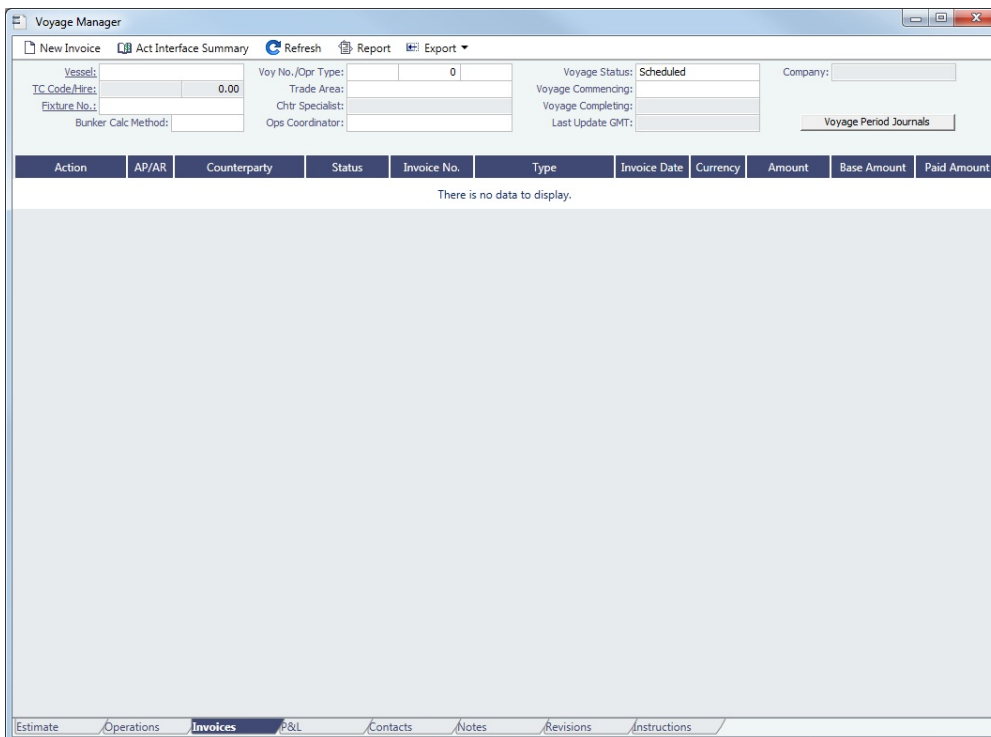
## Invoices Tab - Voyage Manager

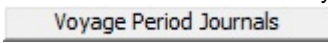
 This is a **Key Topic**, with high value for all users.

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, amount paid, and due date. With appropriate permissions, you can view, create, review, approve, post, and assign tax codes for invoices.

A **Create Invoice** link is created for each potential invoice that has not been created yet. In the Type column, you can click links to open invoices that have been created.



To create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, and TCI/TCO Bunker Adjustments, click  to open [Voyage Period Journals](#).

### ▼ Related Config Flags

CFGPromptInvoiceCreateWhenAllCa

rgoBLEntered


Display a **Create Invoice** link for Freight Invoices when BL quantities are entered in all Load ports of the cargo, and not just the first one.

CFGEnableVoyBunkerCheckWhenP

osting

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.

## Profit and Loss Tab - Voyage Manager

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



The P&L tab gives you detailed Profit and Loss information for financial monitoring, reconciliation, and auditing (if you have the **Security right** to view this information). It shows Estimated, Actual, Posted, and Cash columns, as well as Variance columns showing the difference and percentages between Actual and Estimated, Actual and Posted, and Posted and Cash. You can use this information, along with the Estimate and Voyage Notes, to determine reasons for any variances and see how well you estimated or what you might be able to improve.

Description	Invoice No.	Estimated	Actual	Posted	Cash	Variance				
						In / (Out)	Act - Est	%	Act - Pat	%
<b>Revenues</b>										
Freight		770,000	767,997				(2,003)	(0)	767,997	
Freight Comm.		(9,867)	(9,600)				267	(3)	(9,600)	
Freight Add. Comm.		(19,733)	(19,200)				533	(3)	(19,200)	
Demurrage		19,333	37,011				17,678	91	37,011	
Demurrage Comm.			(463)				(463)		(463)	
Demurrage Add. Comm.			(925)				(925)		(925)	
Despatch			36,789				36,789		36,789	
Misc. Revenue			5,500				5,500		5,500	
<b>Total Revenues</b>		<b>759,733</b>	<b>817,109</b>				<b>57,375</b>	<b>8</b>	<b>817,109</b>	
<b>Expenses</b>										
Bunkers		149,220	147,740				(1,480)	(1)	147,740	
Port Expenses		61,000	61,000						61,000	
Rebills			(500)				(500)		(500)	
Misc. Expenses		15,000	15,500				500	3	15,500	
<b>Total Expenses</b>		<b>225,220</b>	<b>223,740</b>				<b>(1,480)</b>	<b>(1)</b>	<b>223,740</b>	
<b>Voyage Result</b>		<b>534,513</b>	<b>593,369</b>				<b>58,856</b>	<b>11</b>	<b>593,369</b>	
<b>Net Daily (TCE)</b>		<b>24,271</b>	<b>26,687</b>				<b>2,415</b>	<b>10</b>	<b>26,687</b>	
<b>Running Cost</b>										
Hire			311,286				311,286		311,286	
Vessel Daily Cost		308,314					(308,314)	(100)		
CVE			1,088				1,088		1,088	
<b>Total Running Cost</b>		<b>308,314</b>	<b>312,374</b>				<b>4,061</b>	<b>1</b>	<b>312,374</b>	
<b>Profit (Loss)</b>		<b>226,199</b>	<b>280,994</b>				<b>54,795</b>	<b>24</b>	<b>280,994</b>	
<b>Net Voyage Days</b>		<b>22.02</b>	<b>22.23</b>	<b>22.23</b>			<b>0.21</b>	<b>1</b>		
<b>Daily Profit (Loss)</b>		<b>10,271</b>	<b>12,638</b>				<b>2,366</b>	<b>23</b>	<b>12,638</b>	
Total/Off hire days:		22.02	22.23				0.21			
Port/Sea days:		10.50	11.52	10.65	11.58		0.15	0.06		

To open a report, click Reports and select a 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 to open [Voyage Period Journals](#).

### Calculation Methods

#### *Estimated, Actual, Posted, Cash, and Variance*

- **Estimated:** These figures come from the Voyage Estimate that this voyage originated from. If no Voyage Estimate exists, these figures are calculated from the initial data in the voyage when it is created.
- **Actual:** When a voyage is scheduled, the estimated revenue and cost items from the Voyage Estimate populate the Actual column, being the best knowledge of the voyage result at that time. There may be a difference between estimated and actual P&L even when the voyage is originally scheduled. A difference can arise if changes are made on the Voyage Fixture or on the voyage itself before commencement. A common such case is when the commencing port is different between the estimate and the voyage. Therefore, different bunker expenses apply.

Until the voyage status is set to Completed, all operational updates are reflected in the Actual column, indicating voyage revenue/expense variations based on updated information during the voyage (for example, an FDA, or a change in bunker consumption because of a deviation).

- **Posted:** This column includes only amounts that are posted to the P&L using the Transaction Data Entry form. Although posted proforma port expense invoices appear in the Actual column, they are not included here because the amounts are typically posted to Balance Sheet accounts rather than P&L accounts.
- **Cash:** This column includes payment and receipt transaction amounts against the amounts listed in the Posted column.
- **Variance:**
  - **Act - Est** displays the difference between Actual and Estimated.

- **Act - Est %** is calculated as (Act-Est)/Absolute value of Est. This ensures that when Estimated and Actual are both negative, the Variance % is negative when Actual is less than Estimated and positive when Actual is greater than Estimated.
- **Act - Pst** displays the difference between Actual and Posted.
- **Act - Pst %** is calculated as (Act-Pst)/Absolute value of Pst. This ensures that when Posted and Actual are both negative, the Variance % is negative when Actual is less than Posted and positive when Actual is greater than Posted.

View Selection List

You can select from two Views at the top left of the grid:

*Operations View (default)*

Operators use this view to see categories of revenues and expenses.

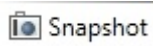
View:	Snapshot:	Period:	Estimated	Actual	Posted	Cash	Variance			
Description	Invoice No.					In / (Out)	Act - Est	%	Act - Pst	%
<b>Revenues</b>										
▶ Freight			524,195	480,376			(43,819)	(8)	480,376	
▶ Freight Comm.			(6,552)	(6,005)			548	8	(6,005)	
▶ Freight Add. Comm.			(13,105)	(12,009)			1,095	8	(12,009)	
▼ Demurrage				113,750			113,750		113,750	
Estimated Demurrage				113,750			0	0	0	0
▶ Demurrage Comm.				(1,422)			(1,422)		(1,422)	
▶ Demurrage Add. Comm.				(2,844)			(2,844)		(2,844)	
▶ Owner Comm.				(5,941)			(5,941)		(5,941)	
<b>Total Revenues</b>			<b>504,538</b>	<b>565,905</b>			<b>61,368</b>	<b>12</b>	<b>565,905</b>	
<b>Expenses</b>										
▼ Bunkers			196,039	208,177			12,138	6	208,177	
IFO Cost			152,682	195,267			42,585	28	195,267	
IFO 268.271 MT @ 569.13			152,682				0	0	0	0
IFO Cost 321.361 MT @ 607.63				195,267			0	0	0	0
LSF Cost			31,525				(31,525)	(100)		
LSG Cost			11,823	12,910			1,078	9	12,910	
▶ Port Expenses			55,000	54,539			(461)	(1)	54,539	
▶ Tolls			15,000				(15,000)	(100)		
<b>Total Expenses</b>			<b>266,039</b>	<b>262,716</b>			<b>(3,323)</b>	<b>(1)</b>	<b>262,716</b>	
<b>Voyage Result:</b>			<b>238,499</b>	<b>303,190</b>			<b>64,691</b>	<b>27</b>	<b>303,190</b>	
<b>Net Daily (TCE):</b>			<b>10,762</b>	<b>9,860</b>			<b>(902)</b>	<b>(8)</b>	<b>9,860</b>	
<b>Running Cost</b>										
<b>Total Running Cost</b>										
<b>Profit (Loss):</b>			<b>238,499</b>	<b>303,190</b>			<b>64,691</b>	<b>27</b>	<b>303,190</b>	
<b>Net Voyage Days:</b>			<b>22.16</b>	<b>30.75</b>	<b>30.75</b>		<b>8.59</b>	<b>39</b>		
<b>Daily Profit (Loss):</b>			<b>10,762</b>	<b>9,860</b>			<b>(902)</b>	<b>(8)</b>	<b>9,860</b>	
<b>Total/Off hire days:</b>			<b>22.16</b>	<b>30.75</b>			<b>8.59</b>			
<b>Port/Sea days:</b>			<b>14.48</b>	<b>7.68</b>	<b>21.43</b>	<b>9.32</b>	<b>6.95</b>	<b>1.64</b>		

*Accounts View*

Accounting roles typically use this view to see the name and number of each ledger account affected by the voyage and how costs are allocated to them. In the following example, under Expenses, the IFO cost shown above appears under the Ledger Code and Account Name.

Description	Invoice No.	Estimated	Actual	Posted	Cash	Variance				
						In / (Out)	Act - Est	%	Act - Pst	%
<b>Revenues</b>										
7100015 - Freight in		524,195	480,376				(43,819)	(8)	480,376	
7100130 - Demurrage			113,750				113,750		113,750	
Estimated Demurrage			113,750				0	0	0	0
7100175 - Commission - Related parties (Interorient)			(5,941)				(5,941)		(5,941)	0
Owner's Commission			(5,941)				0	0	0	0
7100180 - Commission - Other		(19,657)	(22,280)				(2,622)	(13)	(22,280)	
<b>Total Revenues</b>		<b>504,538</b>	<b>565,905</b>				<b>61,368</b>	<b>12</b>	<b>565,905</b>	
<b>Expenses</b>										
7100310 - Consumption bunker FO		152,682	195,267				42,585	28	195,267	
IFO 268.271 MT @ 569.13		152,682					0	0	0	0
IFO Cost 321.361 MT @ 607.63			195,267				0	0	0	0
7100320 - Consumption - low sulfur FO		31,525					(31,525)	(100)		
LSF 48.500 MT @ 650.00		31,525					0	0	0	0
7100340 - Consumption - low sulfur MGO		11,832	12,910				1,078	9	12,910	
7100610 - Port expenses		70,000	35,505				(34,495)	(49)	35,505	
7100620 - Pilotage			1,426				1,426		1,426	
7100630 - Towing			14,808				14,808		14,808	
7100640 - Agency fee			2,800				2,800		2,800	
<b>Total Expenses</b>		<b>266,039</b>	<b>262,716</b>				<b>(3,323)</b>	<b>(1)</b>	<b>262,716</b>	
<b>Profit (Loss):</b>		<b>238,499</b>	<b>303,190</b>				<b>64,691</b>	<b>27</b>	<b>303,190</b>	
<b>Net Voyage Days:</b>		<b>22.16</b>	<b>30.75</b>	<b>30.75</b>			<b>8.59</b>	<b>39</b>		
<b>Daily Profit (Loss):</b>		<b>10,762</b>	<b>9,860</b>				<b>(902)</b>	<b>(8)</b>	<b>9,860</b>	
<b>Total/Off hire days:</b>		<b>22.16</b>	<b>30.75</b>				<b>8.59</b>			
<b>Port/Sea days:</b>		<b>14.48</b>	<b>7.68</b>	<b>21.43</b>	<b>9.32</b>		<b>6.95</b>	<b>1.64</b>		

### Snapshots and Snapshot Selection List



To store a **snapshot** of the P&L in the database, click **Snapshot**, enter **Remarks**, and click **Save**. You can add, update, or remove voyages from snapshots using the [Voyage P&L Snapshot Manager](#).

To open a snapshot, select it from the **Snapshot** selection list. You can select:

- Current snapshot.
- Snapshots you save; these appear with the date, time, and user.
- P&L snapshots automatically taken when a voyage is closed; the snapshot name includes the text *Closing*.
- Monthly Accruals Snapshots taken while using the Daily Snapshot method to generate *Accruals*.

### Period Selection List

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

### Revenues and Expenses

Items in the list are broken out into Revenues and Expenses, in a tree format. With a configuration flag enabled, Running Costs can be a separate category.

- To expand an item to examine it in detail, click **▶**. The calculations appear with the details. When an invoice is created, the Invoice Number appears as a link that you can click to open the invoice; each line item in the invoice is a separate item in the P&L.
- To collapse an item again, click **▼**.

### Totals

The following totals appear at the bottom of the table:

- Voyage Result
- Net Daily (TCE)
- 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
- Waiting for Laycan (if applicable)
- Waiting for Orders (if applicable)

#### Remarks

To add remarks to the current P&L, click the [Edit](#) link above the field, enter text, and click **OK**. The remarks appear in the field below. These remarks are separate from those entered on Snapshots.

#### Possible Errors

##### *Missing Business Rule*

#### ▼ Revenues

- ▶ TCOB:TCHIR - Missing business rule!

If the description of one of your items is Missing Business Rule, find the Invoice type (Source) and item (Code), and add the account in the [Business Rules](#).

Source	Code	Description
AGCA	ADVAJ	Agent Advance Paid
AGCA	AGENCY	Agency Expenses
AGCA	CHARTER	Charterers Expenses - Rebillable

In this case, in Accounts view, the P&L totals display amounts that are red and crossed out.

##### *Uncategorized Adjustments*

If you have the wrong account type set up for an item, an Uncategorized Adjustments category appears in the Accounts view.

#### ▼ Revenues

- ▶ TCO Hire
- ▶ Uncategorized Adjustment

For example, this can occur if you have VEXP/VOEXP set to post to a Balance Sheet account and create a miscellaneous expense.

#### ▼ Related Config Flags

CFGAlwaysSaveAccountCodeInSnapshot

Saves the account code in the snapshot table.

CFGInitialSnapshotTimeSelect

Set the time of the initial snapshot to either:

- When commencing
- When the voyage is created

This snapshot is used as the basis for the Estimated column on the Voyage Manager P&L tab and the estimated values in the Voyage P&L reports. The Snapshot button can also be used to update the initial snapshot.

CFGUseClosingSnapshotForClosed

Voyages

For closed voyages, always display information from the latest closing snapshot on the P&L tab.

CFGShowRunningCost

Groups 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.

CFGTcoVoyexAsMiscExp

Displays TCO Voyage Expenses under the Expenses section, instead of under the Revenues section.

CFGTciAdminAsRunningCost

Considers TCI Admin Fee items as Running Costs, not Expenses.

CFGUseDelQtyCalcBnkAdjBeforeArr

When enabled, the TCO Bunker Adjustment is calculated against the CP Quantity until the vessel is delivered.

## Multithread P&L Snapshot Process

These processes improve the length of time taken to generate [Voyage P&L snapshots](#) in IMOS. They can be run using the IMOS Messaging Service or from the command prompt.

- One process allows IMOS to run the calculation of the snapshot data and export that data into XML files in a selected location, for example, c:/temp.
  - A Report Designer report must be created with all relevant filters (all voyages, excluding closed voyages).
  - The process will use this report definition .form file to determine for which voyages snapshots will be taken.
  - The .form file must be saved in a shared location and referred to in the export configurations.
  - The XML files will be generated and placed in the temp location specified in the export setup.
  - This process will use the multithread capabilities, with one main work processor and multiple helper processors. The number of helper processors will depend on the number of virtual cores that are present on the server where the process is being run.
- A separate import process will look in the source directory where the XML files are, review them for duplicates, and then import them into the IMOS database. Any invalid files will be skipped and will not stop the process. Once the process is completed, it will delete any successfully imported files. This process does not use the multithread feature.
  - The source location of the XML files must be specified in the import arguments.
  - Once the calculation/export process is completed, the import process will start and will import the XML files into the database.
  - An argument must be specified to delete the successfully completed files.

### *Report Definition for Voyages in the Snapshot*

1. To open the [Report List](#), on the IMOS7 menu, click **Reports**.

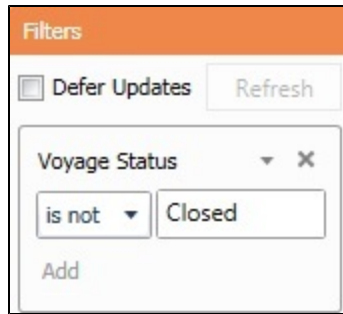
2. To create a report, click  and then click **Report**.

3. Enter a **Title**, such as **Voyage Snapshot Definition**.

4. Leave all other properties as they are, and click **OK**.

5. In the Tables list, click **Voyage**.

To have a snapshot taken for all voyages except closed voyages, [add a filter](#) for **Voyage Status** and specify **is not**, with the value **Closed**.



**Note:** This is an important step in the process; if you are not sure about what to do, check with a Veson Nautical consultant.

7. Add columns **Vessel Code** and **Voyage No.**
8. Exit Design Mode, save the report, and close the Report Designer.
9. Go back to the Report List, and locate the new report.
10. To create the .form file, click the check box next to the row and then click **Export Report Definition** at the top of the list.
11. Save the .form file in a location that is accessible on the server, as it will be specified in the export process.

### Using the Command Prompt

#### Calculation and Export

1. Log into the IMOS environment.
2. Launch the command prompt and navigate to the /exe directory.
3. Run the following commands:

- Set IMOSENv=test\_7.x

where 7.x is your version number

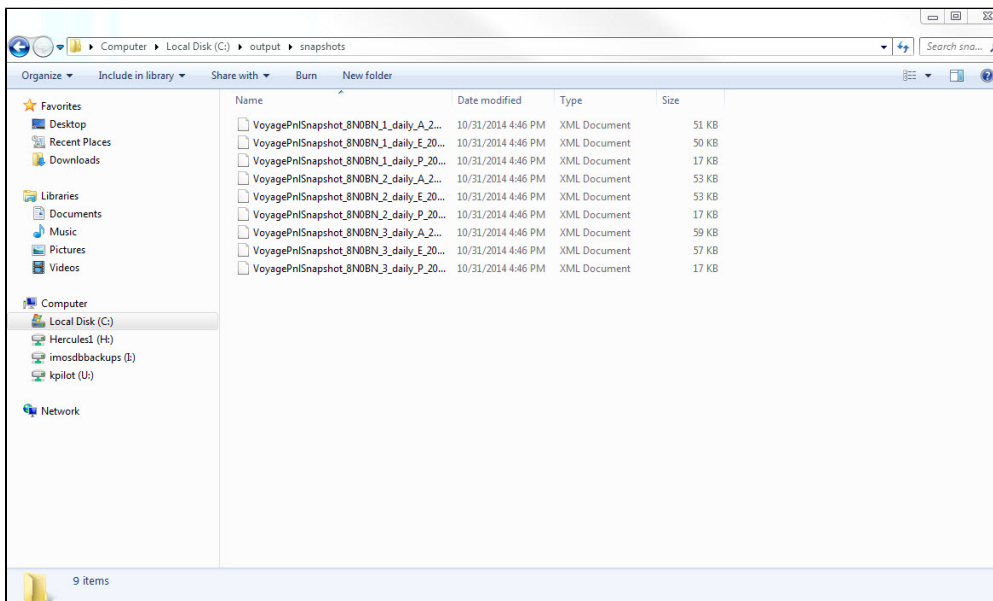
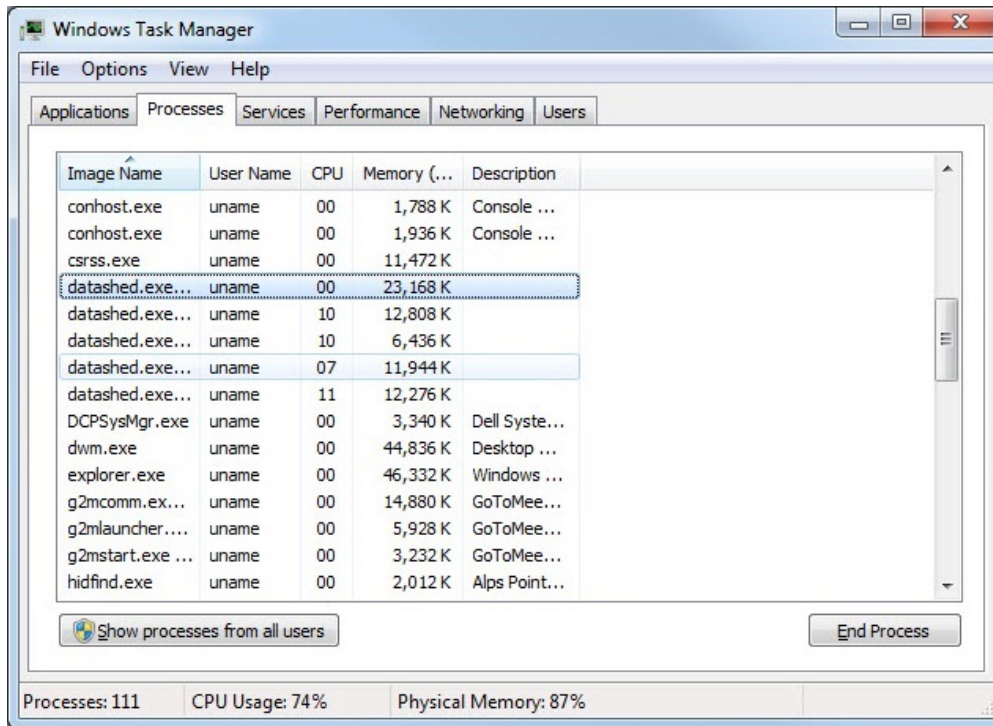
- `datashed -rvFile="C:\reports\Voyage Snapshot Definition.form" -action "vncmd:pnlXml?vslCode={VesselCode}&voyNo={VoyageNo}&format=snapshot&snapshotType=daily&dataSource=EAP&outputFolder=C:\output\snapshots" -multithread`

where:

- **C:\reports** is the location of the .form file with the definition of the voyages you want included in the snapshot.
- **C:\output\snapshots** is the location where you want the XML files dumped into; it is also the location where the import process will read the XML files from and import them into the database.

If either of these locations is not on the C drive, then specify the full UNC path.

```
H:\veson\devbuild\7.5\7.5\7.5.1022\exe>datashed -rvFile="c:\reports\Voyage_Snapshots_Definition.form" -action "vncmd:pnlXml?vslCode={VesselCode}&voyNo={VoyageNo}&format=snapshot&snapshotType=daily&dataSource=EAP&outputFolder=C:\output\snapshots" -multithread
3 actions returned by query
PnlXml 8N0BN 3
PnlXml 8N0BN 1
PnlXml 8N0BN 2
3 actions completed in 3.543s (.847 actions/sec)
```



## Import

1. Keep the IMOS environment from the export process open.
2. While still in the /exe directory run the following command:
  - `datashed.exe --importXmlPath="C:\output\snapshots" --env=test_Z.X --bulksize=5000 --importXmlIgnoreFail=True --importXmlDelFiles=True`

where *Z.x* is your version number

```
H:\veson\devbuild\7.5\7.5\7.5.1022\exe>datashed.exe --importXmlPath="c:\output\snapshots" --env=Per_7.5 --bulksize=5000 --importXmlIgnoreFail=True --importXmlDelFiles=True
datashed: Parsing 27 XML files...
datashed: Parsing XML files took 0.39 sec.

datashed: VoyagePnlCopyDataHandler: pre-copy data cleanup...
datashed: VoyagePnlCopyDataHandler: pre-copy data cleanup took 0.01 sec.
datashed: VoyagePnlCopyDataHandler: deleting existing snapshots...
datashed: VoyagePnlDeleteSnapshots: deleting existing snapshots took 0.89 sec.
datashed: VoyagePnlCopyDataHandler: copying data to DB...
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1" table took 0.24 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1det" table took 0.05 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1itin" table took 0.03 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1car" table took 0.02 sec.
datashed: VoyagePnlCopyDataHandler: copying data to "voypn1bnkr" table took 0.02 sec.
datashed: Copying data to the DB took 1.28 sec.

datashed: Deleted 27 imported XML file(s) from c:\output\snapshots.

datashed: Imported XML from c:\output\snapshots to the DB successfully.

datashed: Import operation took 1.7 sec.
```

3. When creating using the command prompt, the Calculation/Export and Import process can be run from a single command line. Enter the execution commands, and separate them with && so that the import process will be launched only upon successful completion of the calculation/export process. For example:

- `datashed -rvFile="C:\reports\Voyage Snapshot Definition.form" -action "vnccmd:pnlXml?vslCode={VesselCode}&voyNo={VoyageNo}&snapshotType=daily&dataSource=EAP&outputFolder=C:\output\snapshots" -multithread && datashed.exe --importXmlPath="C:\output\snapshots" --env=test_7.x --bulksize=5000 --importXmlIgnoreFail=True --importXmlDelFiles=True`

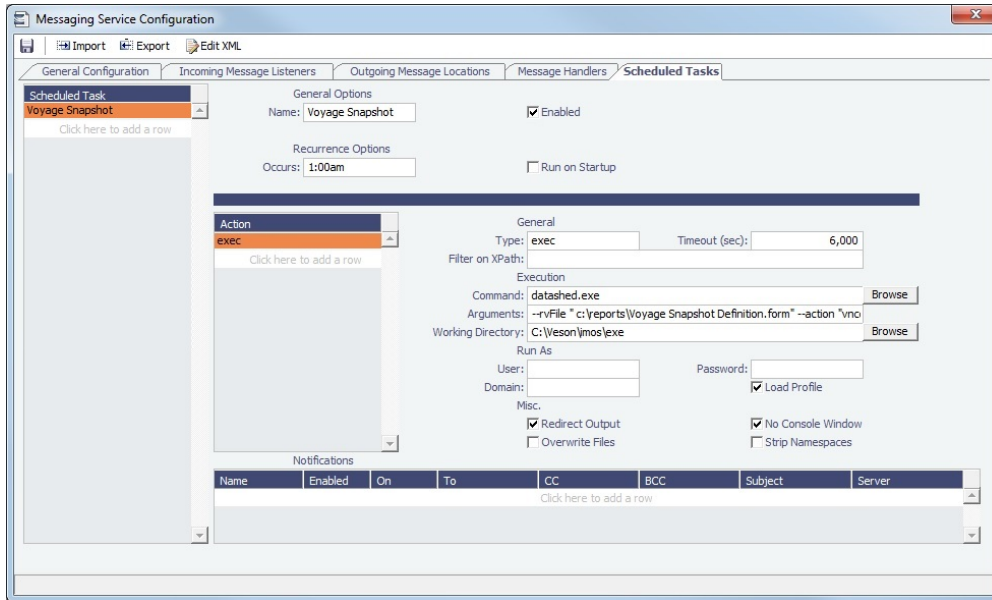
where *Z.x* is your version number

#### *Using the Messaging Service*

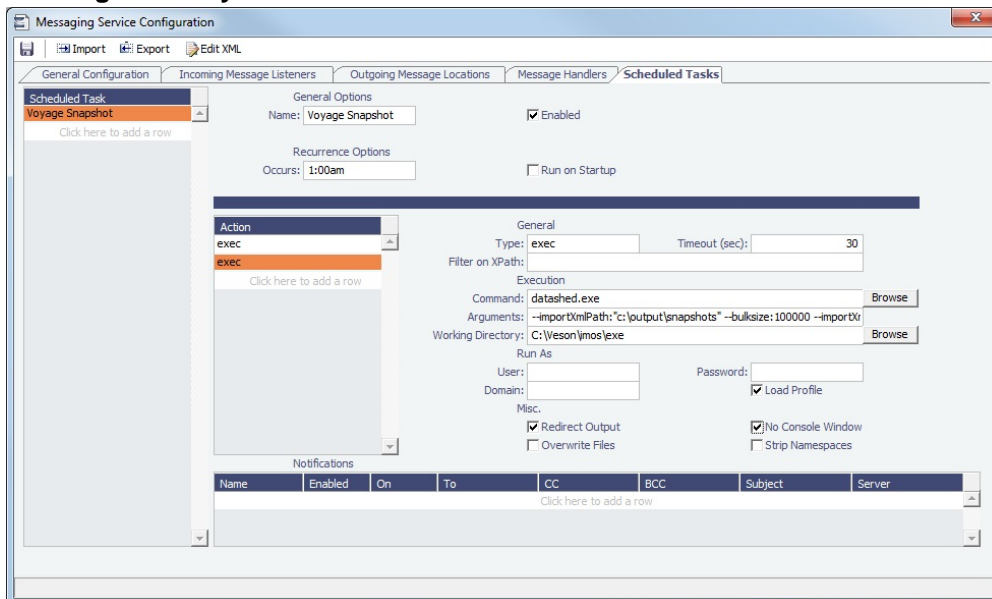
1. Log into the IMOS environment.
2. In the Data Center, under Quick Links, click **Messaging Service Configuration**.
3. On the Scheduled Tasks tab, add a new Scheduled Task and enter a **Name**, for example, **Voyage Snapshot**.
4. **Enabled**: Select the check box.
5. **Occurs**: Set the recurrence frequency.
6. You will be creating two exec tasks:
  - **Calculation and Export**: Enter the following values:
    - **Action**: exec
    - **Type**: exec
    - **Timeout(sec)**: 6000
    - **Command**: datashed.exe
    - **Arguments**: `--rvFile="c:\reports\Voyage Snapshot Definition.form" --action "vnccmd:pnlXml?vslCode={VesselCode}&voyNo={VoyageNo}&snapshotType=daily&dataSource=EAP&outputFolder=c:\output\snapshots" --multithread`



- **Working Directory:** The location of the /exe folder



- **Import:** Enter the following values:
  - **Command:** datashed.exe
  - **Arguments:** --importXmlPath:"c:\output\snapshots" --bulksize:100000 --importXmlDelFiles:True --importXmlIgnoreFail:True
  - **Working Directory:** The location of the /exe folder

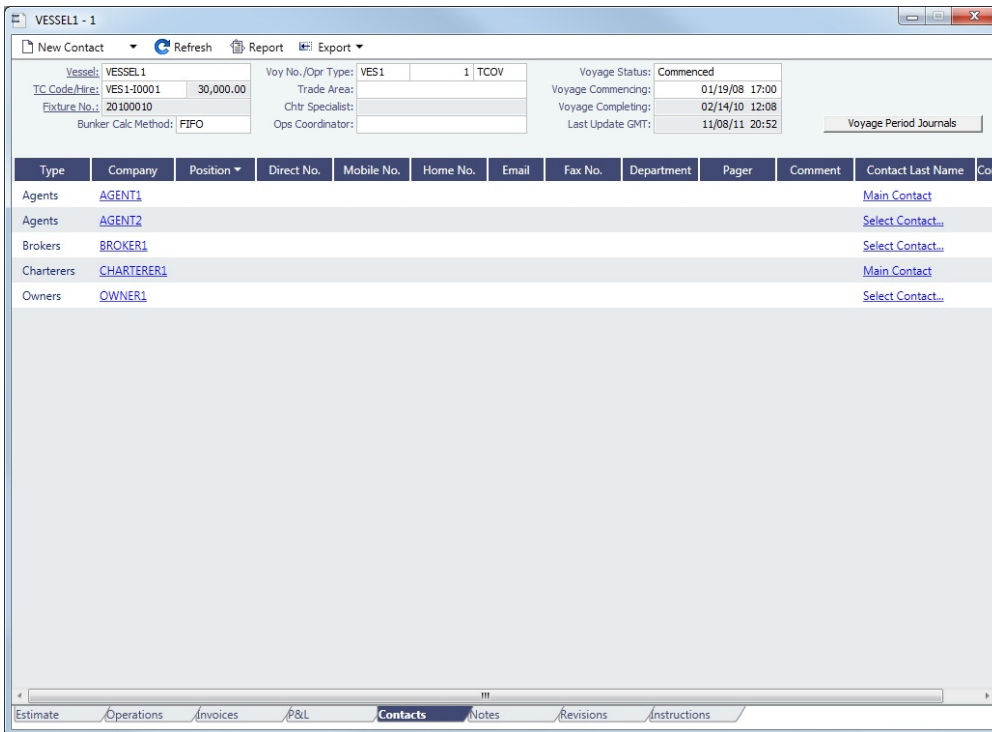


### Testing

To test, you can either run using the command prompt steps or set the Scheduled Task to run on startup.

### Contacts Tab - Voyage Manager

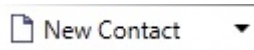
On the Contacts tab, for each counterparty associated with the voyage, you can display the information for selected individual contacts from that counterparty's [Address Book](#) entry.



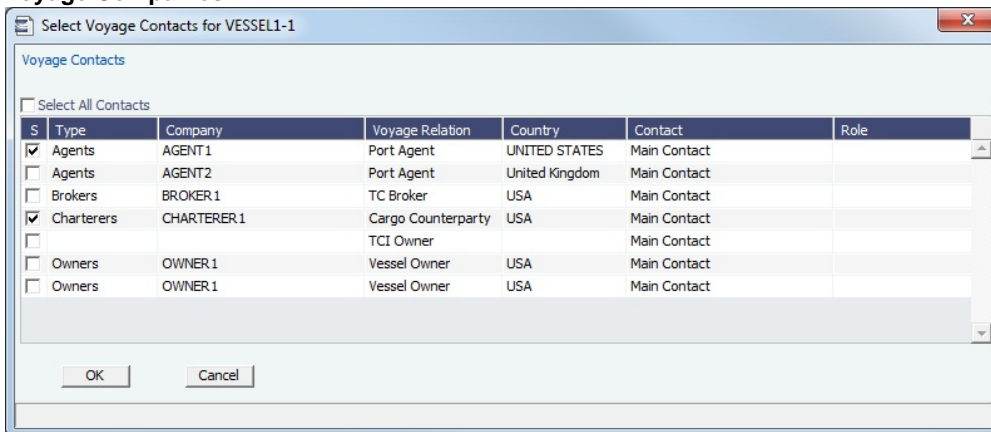
Phone numbers and contact information appear on the tab for each Contact, so you can easily see how to reach them. To see the company's [Address Book](#) entry, click its link.

#### Adding a Contact

To add a contact:



1. On the Contacts tab of the Voyage Manager, click
2. Select one of the following:
  - **Voyage Companies:**



On the **Select Voyage Contacts** form, select from all the contacts of all the associated voyage companies and then click **OK**.


- **Other Company:**

a. On the **Contact** form, select a **Short Name** from the Address Book. Any other completed fields on the Address Book record (Type, Full Name, Address, Phone, Fax, etc.) are pulled in.

b. You can also do the following:

- Assign a **Contact Role**, after setting up [Voyage Contact Roles](#).
- Add **Attachments**.
- Select a **Subcontact** (from the Contacts grid on the [Address Book entry](#)).

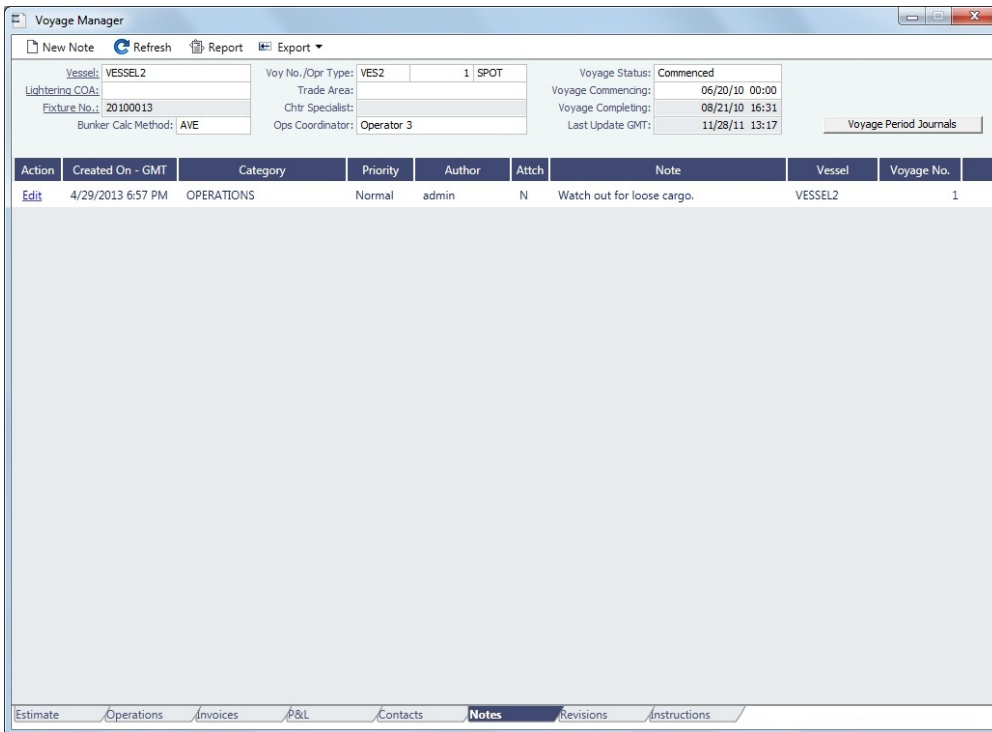
c. To save the Contact, click .

3. Click  Refresh to refresh the Contacts list. The Contacts list is a standard [list](#); you can sort, filter, and select columns for it.

- For a **Subcontact**, the details for the Subcontact appear in the list.
- For a **Company**, the details for the Company appear in the list.
  - If a Company is the main contact, the **Contact Last Name** column has a [Main Contact](#) link to open the **Contact** form.
  - If a main contact has not been selected, the **Contact Last Name** column has a [Select Contact](#) link to open the **Select Voyage Contacts** form.

## Notes Tab - Voyage Manager


On the Notes tab, you can create Voyage Notes to keep a record of important information. Notes can be of any length, and you can create as many as you need. The Notes list is a standard [list](#); you can sort, filter, and select columns for it.

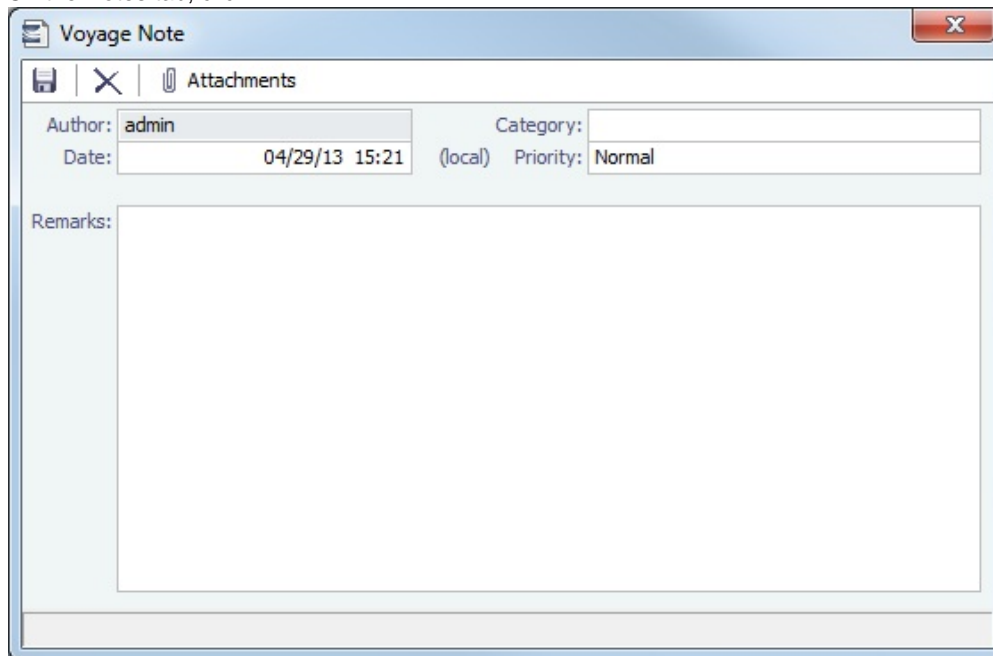


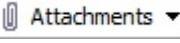
Date-time columns can display either GMT or system local time. Right-click the column heading and then click **Display GMT** or **Display System Local Time**. New Voyage Notes save in local time.

### Creating Voyage Notes

To create a Voyage Note:

1. If you want to use categories to sort and filter the Notes in the list, set up [Note Categories](#) from the Data Center.
2. On the Notes tab, click .

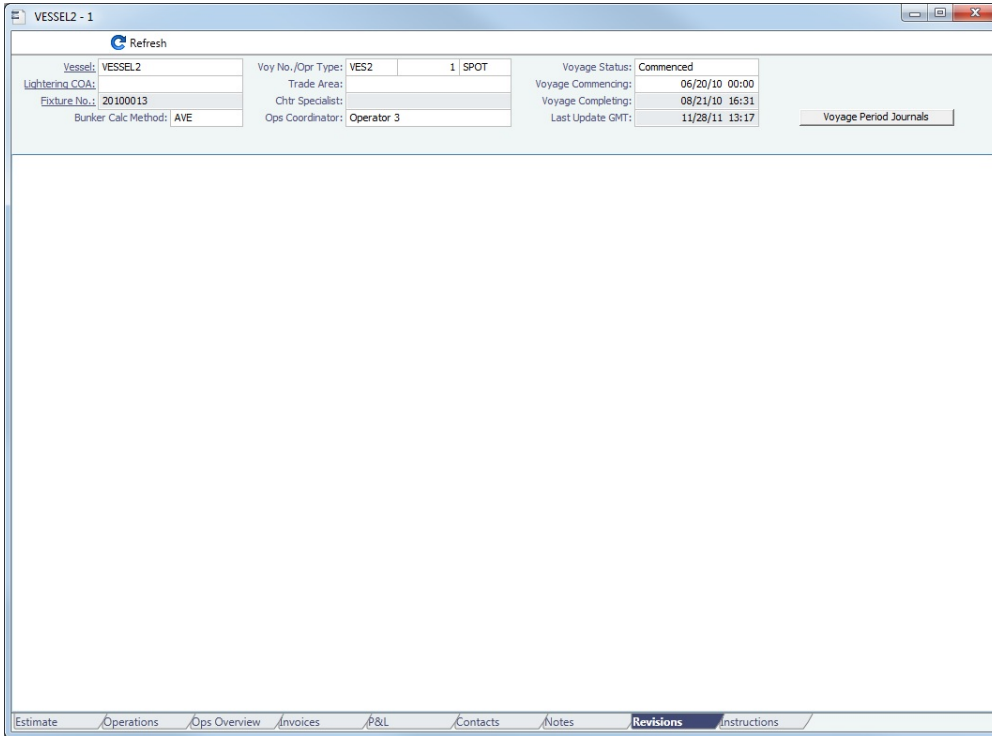


3. Select a **Category** and a **Priority**, and enter the **Note** text. You can also click  to attach a file or a link.

### 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. Revisions might include changes to the following:

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



## Veslink Forms Tab - Voyage Manager

The Veslink Forms tab is like a voyage-specific [Veslink Form List](#), displaying all the forms in the associated Veslink database for this voyage only.

The screenshot shows a web application window titled "MV BULKER - 1". At the top, there is a "Refresh" button and a "Company:" field. Below this, there are several input fields for voyage details: Vessel (MV BULKER), Head Fix/Cost (20,000.00), Fixture No., Bunker Calc Method (FIFO), Voy No./Opr Type (MWBK 11 OVOV), Trade Area, Chtr Specialist, Ops Coordinator, Voyage Status (Completed), Voyage Commencing (04/20/12 02:00), Voyage Completing (04/23/12 10:00), and Last Update GMT (12/12/12 22:07). A "Voyage Period Journals" button is also present.

PDF	Effective (GMT)	Submitted (GMT)	Port	Port Seq	Port/Transit	Form Title	Status
<a href="#">PDF</a>	4/4/2012 11:01 PM	11/29/2012 8:40 PM	BOSTON (USA)	300	In Port	<a href="#">Statement of Facts</a>	Pending
<a href="#">PDF</a>	4/6/2012 6:00 PM	11/28/2012 6:38 PM	HOUSTON	200	In Port	<a href="#">Neon Report</a>	Pending
<a href="#">PDF</a>	4/21/2012 12:00 PM	12/5/2012 3:08 PM				<a href="#">Delay/Off-Hire Notice</a>	Approved
<a href="#">PDF</a>	4/22/2012 8:00 AM	12/4/2012 3:59 PM		400	In Transit	<a href="#">Neon Report</a>	Pending
<a href="#">PDF</a>	4/21/2012 11:00 AM	12/4/2012 3:55 PM	SOCHI	300	In Port	<a href="#">Departure Notice</a>	Approved
<a href="#">PDF</a>	5/2/2012 10:00 AM	3/8/2013 8:05 PM			In Port	<a href="#">Cargo Handling Form</a>	Pending

At the bottom of the window, there is a navigation bar with tabs: Estimate, Operations, Invoices, P&L, Contacts, Notes, Revisions, **Veslink Forms**, and Instructions.

The **Effective (GMT)** column displays the Form Date/Time. Operators can use it as a guide to the sequence for approving incoming forms.

The **Status** column displays one of the following for each form:

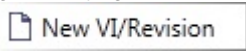
- **Pending:** Forms that require approval, displayed in green
- **Pending with Errors:** Forms that have errors that need to be corrected before they can be approved.
- **Approved:** Forms that have been approved by the Operator.
- **Processing:** Forms waiting to be approved or rejected.
- **Open for Resubmit:** Forms that were approved once and have been opened for resubmit.
- **Rejected:** Forms that have been rejected by the Operator.

To open:

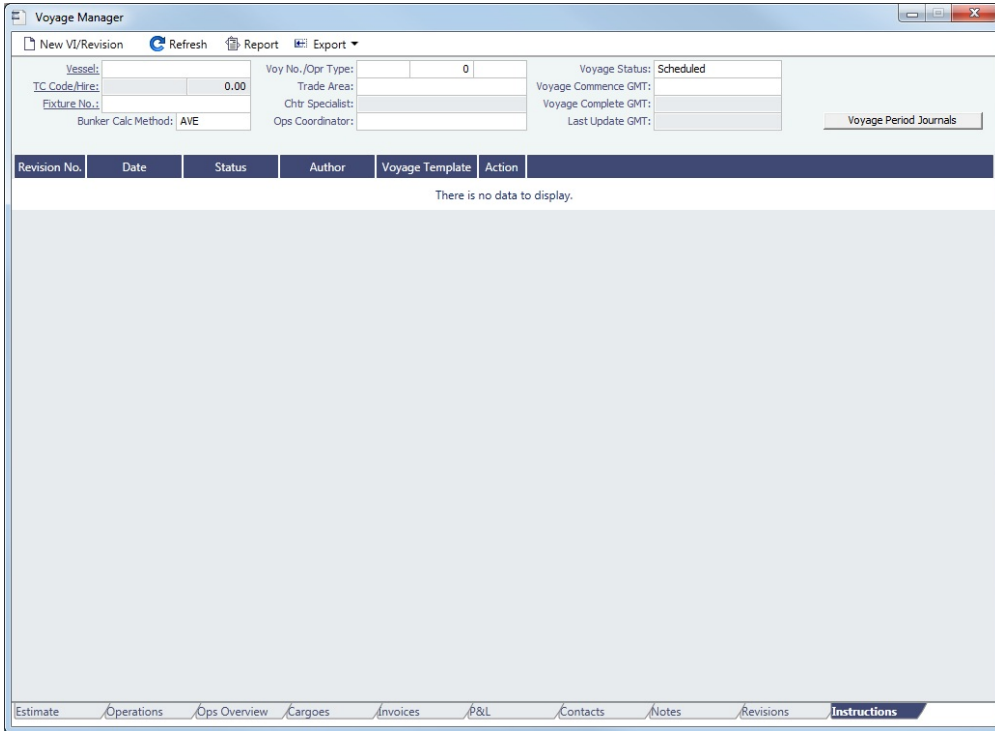
- A PDF of a submitted form, click the [PDF](#) link.
- A form to work with, click the [Form Title](#) link.
- A text box showing the reason for the error, click the [Status](#) link.

## 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 create a New Voyage Instruction/Revision, there must be a [Voyage Template](#) containing the Voyage instruction VFML/RDLC selected in Properties in the lower right corner of the [Operations](#) tab in the voyage. Click , complete the Voyage Instruction/Revision form, and click **Submit**.

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**. It serves as an alternative to the **Vessel Schedule** in that it displays more detailed voyage data, such as Operation Type, Voyage P&L, and TCE.

Voyage No.	Vessel Name	Status	Opr Type	Voyage Commencing	Voyage Completing	Ops Coordinator	Counterparty	First Loading Port	Last Discharge Port	Commence on GMT +/-	Complete on GMT +/-	Voyage
1	VESSEL2	Commenced	SPOT	6/20/2010 12:00 AM	8/21/2010 4:31 PM	Operator 3		ANTWERP	ROTTERDAM	2.00	2.00	
2	VESSEL1	Scheduled	TCOV	1/19/2009 5:00 PM	2/14/2010 12:08 PM		CHARTERER1	ROTTERDAM	HOUSTON	-5.00	-6.00	
3	VESSEL1	Commenced	OVOV	2/18/2009 4:00 AM	2/27/2009 5:40 PM					-5.00	1.00	
4	VESSEL1	Commenced	OVOV	5/28/2010 12:00 AM	7/28/2010 11:30 AM		CHARTERER1	ANTWERP	ROTTERDAM	2.00	2.00	
5	VESSEL1	Scheduled	OVOV	7/28/2010 11:30 AM	9/28/2010 10:27 PM		CHARTERER1	ANTWERP	ROTTERDAM	2.00	2.00	

- To close one or more voyages, select their check boxes and click the Close link. To be able to close voyages, the Close Voyages right must be selected in **Security**.

Using the **Group by** filter, you can also make the Voyage List more manageable by selecting one of these options:

- Commenced Voyage: Collapse all Scheduled and Completed voyages under the currently active (Commenced) voyage
- Voyage and Company: Collapse all Scheduled and Completed voyages with the same Company under the currently active (Commenced) voyage

For columns related to the Current Port and Next Port:

- Only Commenced voyages have values in these columns.
- If the vessel has arrived or is on its way to a port, that port is considered the Current Port.

- If the vessel has arrived at the Current Port, Curr Port Status is displayed as Actual.
- The port after the Current Port for that voyage (if it exists) is the Next Port.

## List Functions

All voyages appear on the Voyage List. In the Operations Module Center, next to Voyage Manager, click **List**.

The Voyage List is a standard IMOS list, so you can sort it, filter it, do a **Quick Search**, and create custom **Views** for it.

You can use **logical operations** to filter particular columns in the list. The filters appear on the right side.

## Rescheduling Voyages

Configuration flag **CFGAllowOpsVoyageRenumbering** enables voyage rescheduling.

### About Voyage Rescheduling

With the Reschedule Voyage form, you can do any of the following:

- Move one voyage's itinerary to the itinerary of another vessel.
- Select a range of consecutive voyages for one vessel and reschedule them as a group to another point on the schedule of the same vessel or another vessel.
- Swap two voyage itineraries, either of the same vessel or of two different vessels.

In this example, voyage 952 is being rescheduled to voyage 954. The following happens:

Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing		Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing
952	VESSEL 1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM	→	953	VESSEL 1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM
953	VESSEL 1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM		954	VESSEL 1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM
954	VESSEL 1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM		955	VESSEL 1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM
955	VESSEL 1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM		956	VESSEL 1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM

- Voyage 952 is renumbered 954 and takes on voyage 954's itinerary.
- The original voyage 954 and voyage 955 are pushed down one line and renumbered: 954 becomes 955, and 955 becomes 956.

Note that there is no longer a voyage 952. To prevent this gap in voyage numbering, you can enable config flag **CFGEnforceSequentialVoyageNumbering**. When enabled, renamed voyage numbers are compacted:

Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing		Voyage No.	Vessel Name ←	Status	Voyage Commencing	Voyage Completing
952	VESSEL 1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM	→	952	VESSEL 1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM
953	VESSEL 1	Scheduled	9/24/2013 2:13 PM	10/19/2013 3:45 PM		953	VESSEL 1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM
954	VESSEL 1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM		954	VESSEL 1	Scheduled	10/19/2013 3:45 PM	11/13/2013 4:16 PM
955	VESSEL 1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM		955	VESSEL 1	Scheduled	11/13/2013 4:16 PM	12/6/2013 3:39 AM

- Like before, voyage 952 is renumbered 954 and takes on voyage 954's itinerary.
- Voyage 953 is moved up one line and renumbered voyage 952.
- The original voyage 954 is moved up one line and renumbered voyage 953.
- Voyage 955 remains the same.


The below examples are shown with **CFGEnforceSequentialVoyageNumbering** enabled.

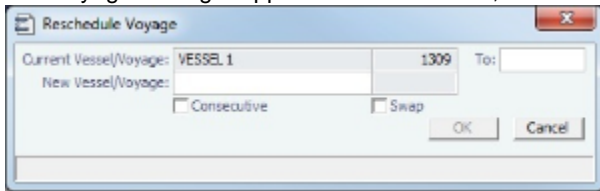
### Rescheduling One Voyage



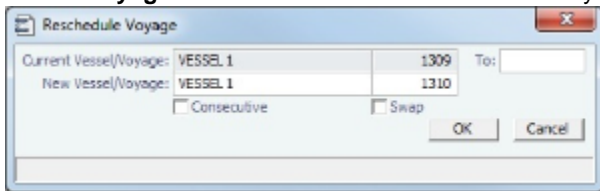
1. On the Voyage List, select the voyage you want to reschedule. In this example, we will choose 1309:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL 1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL 1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL 1	HANDYMAX	Commenced	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL 1	HANDYMAX	Scheduled	2/20/2013 3:15 PM	2/26/2013 11:34 PM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)
1310	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1313	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1314	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHELT	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO

2. The Voyage Manager appears. On the toolbar, click  and then click **Reschedule Voyage**.



3. In the **New Vessel/Voyage** fields, select the vessel and voyage number whose schedule you want to apply to the **Current Vessel/Voyage**. The New Vessel can be a different voyage of the Current Vessel:



4. Click **OK**.

5. Voyage 1309 is rescheduled as voyage 1310. The previous voyage 1310 is moved up one space in the list and renumbered 1309:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL 1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL 1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL 1	HANDYMAX	Commenced	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL 1	HANDYMAX	Scheduled	2/20/2013 3:15 PM	2/26/2013 11:34 PM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)
1311	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1313	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1314	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHELT	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO


### Rescheduling Multiple Voyages

You can reschedule a group of consecutive voyages to another point on the schedule of the same vessel or to another vessel. All voyages in the group must be consecutive.

In the following example, we are rescheduling voyages 1309 through 1311 to voyages 1313-1315.

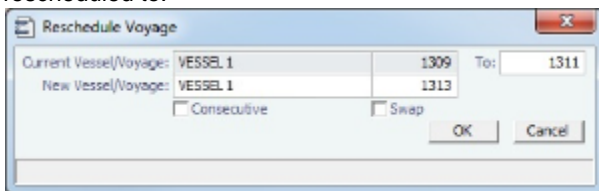
1. On the Voyage List, select the first of the group of voyages you want to reschedule:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL 1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL 1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL 1	HANDYMAX	Completed	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL 1	HANDYMAX	Commenced	2/20/2013 3:15 PM	2/27/2013 7:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1313	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHLT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)

2. The Voyage Manager appears. On the toolbar, click  and then click **Reschedule Voyage**.

3. On the Reschedule Voyage form, in the **To** field, type voyage number where the range of vessels to be rescheduled ends.

4. In the **New Vessel/Voyage** fields, select the vessel and voyage number where you want the range of vessels to be rescheduled to.



- The **Consecutive** check box only affects the status of the first voyage in the batch.

5. Click **OK**.

6. Voyages 1309 through 1311 are rescheduled as consecutive voyages beginning at voyage 1313. The previous voyage 1313 is moved up one space on the list.


Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1303	VESSEL 1	HANDYMAX	Completed	1/23/2013 10:55 PM	2/2/2013 6:55 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1304	VESSEL 1	HANDYMAX	Completed	2/2/2013 6:55 AM	2/11/2013 9:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1305	VESSEL 1	HANDYMAX	Completed	2/11/2013 9:00 AM	2/20/2013 3:15 PM	TCOV	PORT MCNEILL	RICHMOND (CALIFORNIA)
1306	VESSEL 1	HANDYMAX	Commenced	2/20/2013 3:15 PM	2/27/2013 7:00 AM	TCOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1310	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1313	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	3/11/2015 5:32 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	3/11/2015 5:32 AM	3/19/2015 10:51 PM	OVOV	SECHLT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	3/19/2015 10:51 PM	3/26/2015 2:14 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)

## Swapping Voyages

To swap two scheduled voyages, select the **Swap** check box on the Reschedule Voyage form. You can only swap one voyage with another; you cannot swap a group of voyages.

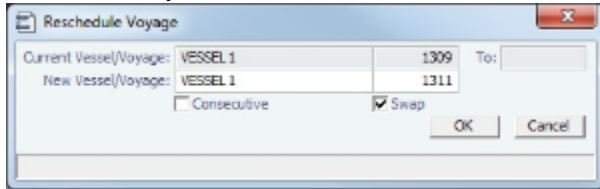
1. On the Voyage List, select the voyage you want to swap:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1101	VESSEL 1	HANDYMAX	Scheduled	1/10/2011 7:17 AM	1/18/2011 6:06 PM	OVOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1313	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHLT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)

2. The Voyage Manager appears. On the toolbar, click  and then click **Reschedule Voyage**.

3. In the **New Vessel/Voyage** field, select the vessel and voyage you want to swap the current voyage with.

4. Select the **Swap** check box.




5. Click **OK**.

6. The two voyage itineraries are swapped:

Voyage No.	Vessel Name	Vessel Type	Status	Voyage Commencing	Voyage Completing	Opr Type	First Loading Port	Last Discharge Port
1101	VESSEL 1	HANDYMAX	Scheduled	1/10/2011 7:17 AM	1/18/2011 6:06 PM	OVOV	PORT MCNEILL	REDWOOD CITY
1307	VESSEL 1	HANDYMAX	Scheduled	1/6/2013 7:20 AM	1/12/2013 3:39 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1308	VESSEL 1	HANDYMAX	Scheduled	1/12/2013 3:39 AM	1/19/2013 12:10 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1309	VESSEL 1	HANDYMAX	Scheduled	1/4/2015 6:38 AM	2/27/2015 11:26 AM	OVOV	ABERAERON	ACAPULCO
1310	VESSEL 1	HANDYMAX	Scheduled	11/21/2014 6:34 PM	1/4/2015 6:38 AM	OVOV	ABERAERON	ACAPULCO
1311	VESSEL 1	HANDYMAX	Scheduled	7/31/2014 11:23 PM	10/2/2014 4:00 PM	OVOV	ABERAERON	ACAPULCO
1312	VESSEL 1	HANDYMAX	Scheduled	2/27/2015 11:26 AM	4/17/2015 5:15 PM	OVOV	AAHEIM	ABERDEEN (USA)
1313	VESSEL 1	HANDYMAX	Scheduled	4/17/2015 5:15 PM	4/22/2015 8:09 PM	OVOV	PORT MCNEILL	SAN FRANCISCO
1314	VESSEL 1	HANDYMAX	Scheduled	4/22/2015 8:09 PM	5/1/2015 1:28 PM	OVOV	SECHELT	SAN FRANCISCO
1315	VESSEL 1	HANDYMAX	Scheduled	5/1/2015 1:28 PM	5/8/2015 4:51 AM	OVOV	PORT MCNEILL	SAN FRANCISCO
1316	VESSEL 1	HANDYMAX	Scheduled	6/7/2014 3:37 PM	7/31/2014 11:23 PM	OVOV	AAHEIM	ABERDEEN (USA)

## Voyage Manager Reports

From the Voyage Manager, you can view the following reports by clicking  and selecting the report from the list:

- **Estimate tab:**
  - Voyage Estimate Profit & Loss Report
  - Voyage Estimate Summary Report
- **Operations tab:** For these reports, a dialog box opens, on which you can select information to include and header and footer information.
  - Voyage Profit & Loss Report
  - Voyage Operation Report
  - Voyage Performance Report
- **Invoices tab:** Voyage Invoice List Report
- **P&L tab:** For these reports, a dialog box opens, on which you can select information to include and header and footer information.
  - Voyage Profit & Loss Report
  - Voyage Operation Report
  - Voyage Performance Report
- **Contacts tab:** Voyage Contact List Report
- **Notes tab:** Voyage Notes List Report
- **Instructions tab:** Voyage Instructions List Report

## Port Activities

On the Port Activities form, the Operator can enter Statement of Facts data for a vessel calling at a port. IMOS requires an arrival and departure date and time for each port, so **a date and time must be entered for at least the End Sea Passage (arrival) and Start Sea Passage (departure) activities, but the voyage must be Commenced first.**

Port Activities update the Port Status in the Itinerary in the following sequence:

- .. = Scheduled
- **AR** = Arrived
- **SA** = Sailed
- **TE** = Terminated (for the last port only)

To navigate between forms for the previous or next port, click  or .

You can create a [Voyage Template](#) to specify default Port Activities for different kinds of voyages.

### Entering Port Activities

To enter port activities:

1. In the Voyage Manager Itinerary, right-click the port line and click **Port Activities**.

Port Activities for VESSEL1 Voyage 3

Prev Port: ANTWERP  
 Curr Port: EINSWARDEN  
 Destination: ROTTERDAM  
 Function: LOADING  
 Arrival: 06/20/10 00:00  
 Departure: 06/20/10 23:22

Observed Distance: 0 | Steam Hours: 0.00 | Average Speed: 0.00  
 Distance To Go From Dept: 284 | Projected Spd: 14.50

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
IFO	600.000	0.000	0.000	600.000	0.000	0.000	0.000
MDO	100.000	0.000	0.000	100.000	0.000	0.000	0.000
LSF	560.000	0.000	0.000	560.000	0.000	0.000	0.000
MGO	1,000.000	0.000	0.000	1,000.000	0.000	0.000	0.000

GMT: 2.0

Activity	AT	RT	Cargo	BL Code	Remarks	Date From	Time
END OF SEA PASSAGE (ESP)	PS					06/20/2010	00:00
ANCHOR AWEIGH	NM					06/20/2010	00:00
ALL FAST	NM				BERTH:	//	00:00
START LOADING CARGO	OS				CARGO:	//	00:00
END LOADING CARGO	OE					//	00:00
CARGO DOCUMENTS ON BOARD	NM					//	00:00
UNMOORED	NM					//	00:00
START SEA PASSAGE (SSP)	PE					//	00:00

Click here to add a row

Arrival Draft Fwd (m): 0.00 | Arrival Draft Aft (m): 0.00 | Departure Draft Fwd (m): 0.00 | Departure Draft Aft (m): 0.00

**Note:** The next two steps do not apply for the **Barging** module.

2. Enter **End of Sea Passage (ESP)**. You must do this **before** you can enter bunker information.
 

**Note:** The voyage must be Commenced before you can enter and save PS/PE times or bunkers.
3. Enter bunker information:
  - Enter **ROB Arr** for each applicable bunker grade. If an ROB is not entered for a grade, IMOS defaults the ROB Arr amount to the ROB Prev Amount.
  - Enter any bunkers received under **Received**.
  - Enter any bunkers consumed under **Port Cons**. If an ROB Dep amount is entered that is less than the ROB Arr amount without entering any consumption, IMOS calculates and displays the Port Cons amount.
4. Enter **Arrival Drafts** if needed (at the bottom).
5. Enter dates and times of activities. Dates and times use the regional settings of your computer.
  - To add a **Port Activity**, either click to add a line at the bottom of the list or right-click to insert a line. IMOS fills in the date and time from the previous line, so you can just adjust them as needed.
  - To sort activities in ascending order by the entered date/time, click **Sort Activities** at the top of the list.
  - For cargo-related activities, the Bill of Lading information must be entered on the **Cargo Handling** form. To open it, click . You can **select the cargo** in the Cargo column. The associated **BL information** appears in the BL Code column. If there is more than one cargo, enter individual start and end loading and discharging operations for each cargo.
    - For paired activities such as Start Bad Weather and End Bad Weather, be sure to add both **Start** and **End** entries.
6. Enter **Departure Drafts** if needed (at the bottom).
7. Enter a date and time for the **Start of Sea Passage (SSP)**. You must do this **before** you can enter ROB Dep.
8. Enter **ROBs on Departure (ROB Dep)**.
9. To save the information, click . Any **Tasks** with a Port Activity Basis are created.

## Activity Log

On the Activity Log, you can record and view voyage activities, including Delays, Cargo Handling, and Heating information. You can use the Activity Log or the [Port Activities](#) form interchangeably. Activities and information added to the Activity Log are synchronized with the Port Activities, Delays, and Cargo Handling forms.

Additional options for managing equipment are available on the [Activity Log](#) with the [Barging](#) module.

To access the Activity Log, in the Voyage Manager itinerary grid, right-click a port name, and then click **Activity Log**.

The screenshot shows the 'Activity Log' window with the following data:

Port/Location	F	Event Type	AT	RT	Event Time	GMT	Cargo	Remarks
NEW YORK	C	START SEA PASSAGE (S.S.P.)	PE		06/29/13 16:00	-4		
NEW ORLEANS	F				06/29/13 18:00	-5		
NEW ORLEANS	F	END OF SEA PASSAGE (ESP)	PS		06/29/13 18:00	-5		
NEW ORLEANS	F	START SEA PASSAGE (SSP)	PE		06/30/13 14:15	-5		
GARYVILLE	L				06/30/13 14:15	-5		
GARYVILLE	L	END OF SEA PASSAGE (ESP)	PS		06/30/13 14:15	-5		
GARYVILLE	L	ALL FAST	AF		07/01/13 14:40	-5		BERTH:
GARYVILLE	L	START SEA PASSAGE (SSP)	PE		07/03/13 11:00	-5		
GIBRALTAR	P					0		
FOS	D				07/20/13 21:40	2		
FOS	D	END OF SEA PASSAGE (ESP)	PS		07/20/13 21:40	2		
FOS	D	START SEA PASSAGE (SSP)	PE		07/23/13 06:10	2		

### Activities Tab

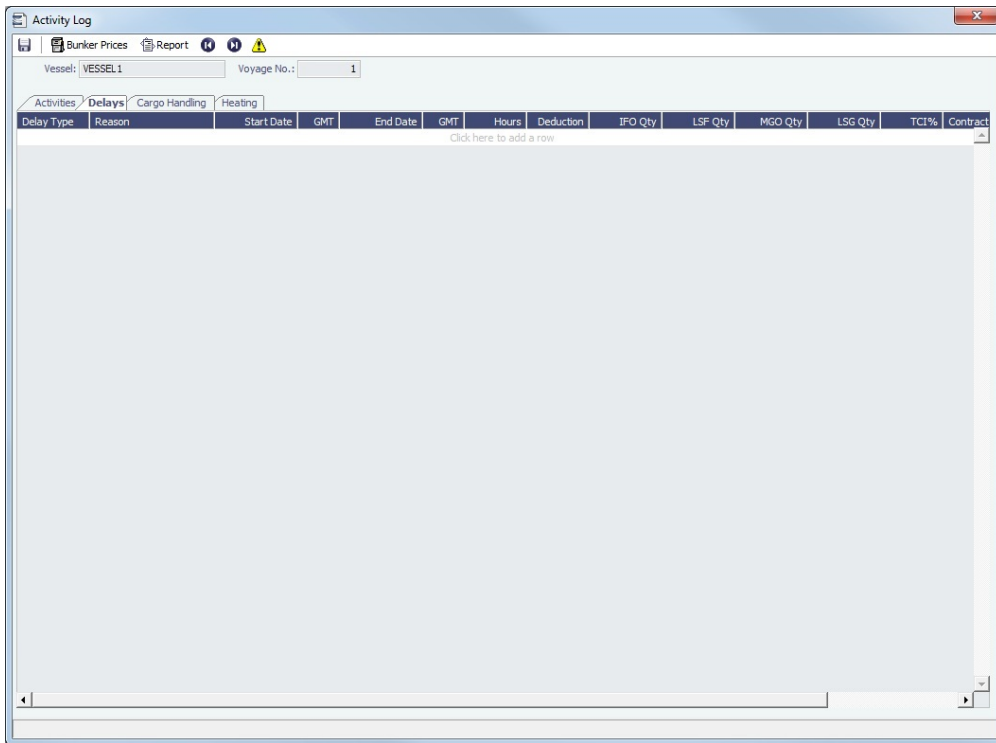
Enter Port Activities on the Activities tab. Use the filters at the top of the form to filter by Ports or Delays.

To add port activities:

1. Right-click a port line and select **Expand Port Activities**, or, in the Event Types filter, select to include Port Activities. The Port Activities from the [Voyage Template](#) appear.
2. Fill in the dates and times for each activity, as you would on the [Port Activities](#) form.
  - Either click to add a line at the bottom of the list or right-click a port line to insert, delete, or copy an event.
    - If you insert a new activity for the same port call, when you click in the Event Time column, IMOS fills in the date and time from the previous line, and you can just adjust them as needed.
    - Select the **Auto-sort** check box to have activities automatically sort in chronological order as you enter them.
3. When you save Port Activities, any [Tasks](#) with a Port Activity Basis are created.

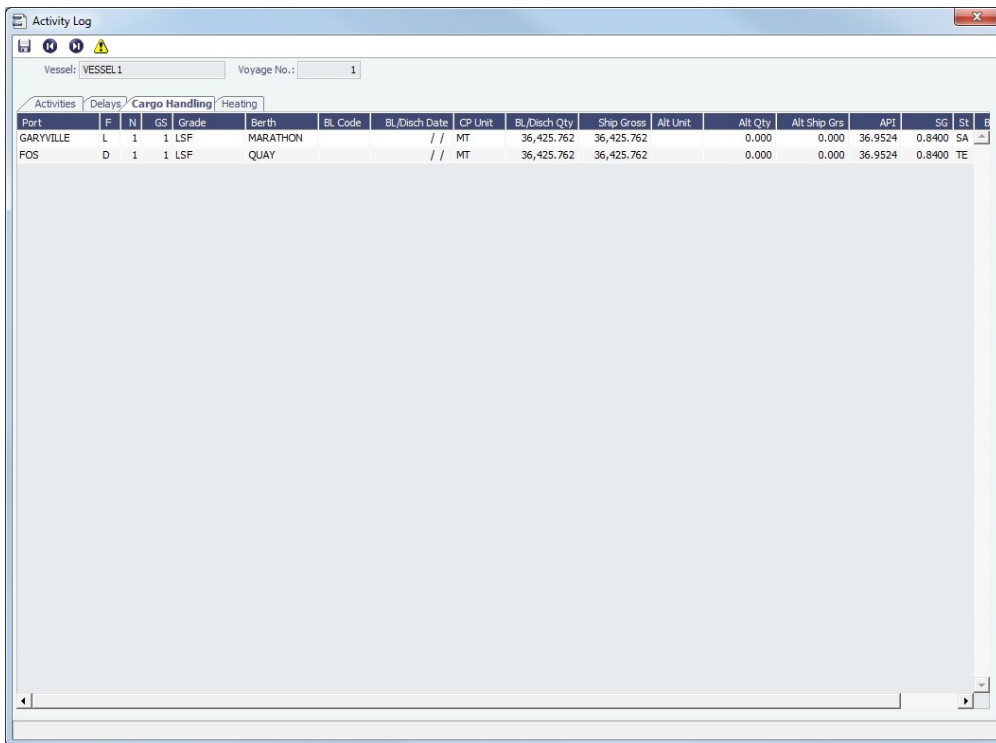
### Delays Tab

Add delays. Information added here will also appear on the [Delay Information](#) form.



### Cargo Handling Tab

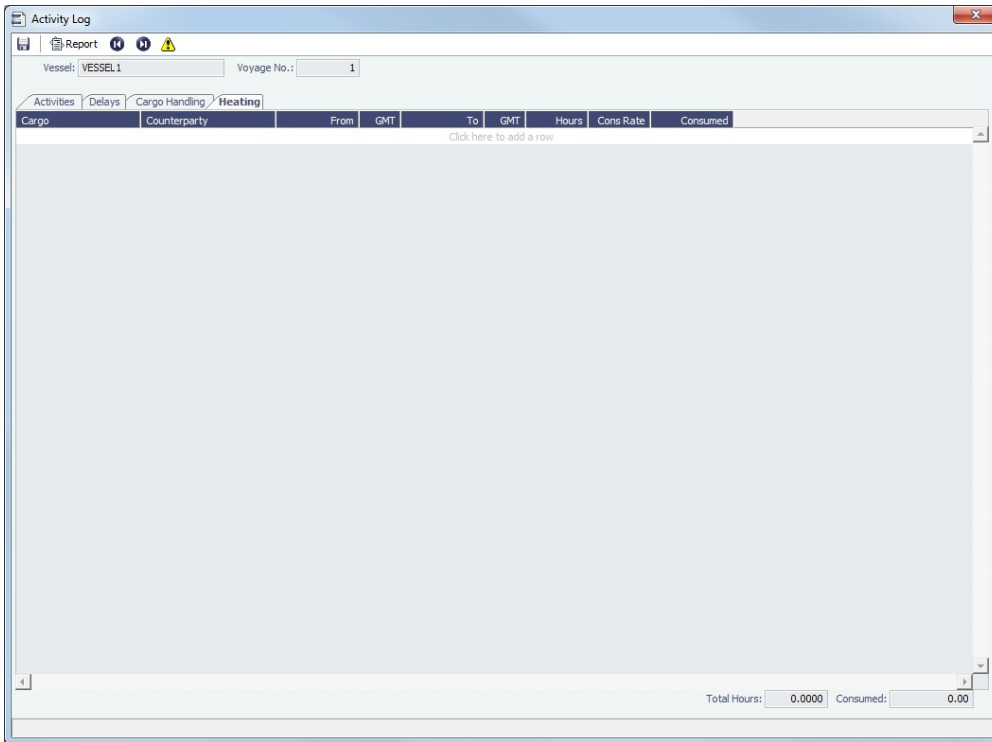
The Cargo Handling tab combines the information on the Voyage Manager Cargo tab and the Alt Unit and Alt Qty columns from the Cargo Handling form, so you can add all information in one place.



- Update existing cargoes with the actual bill of lading information. Information added here will also appear on the [Cargo Handling](#) form.


### Heating Tab

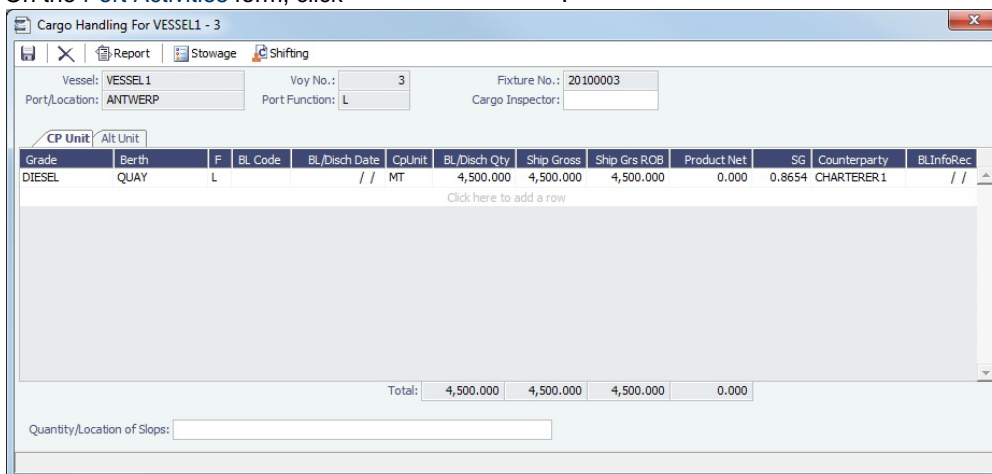
Add heating information, if applicable. Each row applies to a single cargo; if two cargoes were heated during the same period of time, you must add two heating rows, one for each cargo.





## Cargo Handling

To enter information about cargo on the Cargo Handling form:

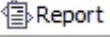
1. Do one of the following:
  - In the **Voyage Manager Operations** tab **Itinerary**, click the **BL Info** tab. Information entered there populates this form.
  - To open the Cargo Handling form for a load, discharge, or multi-function port:
    - In the **Voyage Manager**, right-click a port and click **Cargo Handling**.
  - On the **Port Activities** form, click  **Cargo Handling**.



2. On this form, enter the **BL Code**, **BL/Disch Date**, and **BL/Disch Qty**.  
The CP Unit is from the Charter Party, but you can specify an alternate Unit and BL Gross on the Alt Unit tab.
3. Complete the remaining fields as appropriate.
  - To enter Stowage Information, about the cargo hold, click  **Stowage**.

- 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:** To open the [Cargo Suppliers](#) or [Cargo Receivers](#) form and enter information
  - **Alternate Quantities/Units:** To open the Alternate Quantities/Units form and enter alternate quantities and units of measure
  - **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 rotation reporting, etc., click .

### ▼ Related Config Flags

**CFGCargoLossControl**  
Add a Cargo Loss tab on this form.

- For [FOB Cargoes](#), when CFGCargoLossControl is enabled and a Reference Vessel is selected, the BL Qty label is a link to open a Cargo Handling form for the FOB voyage.

**CFGDefaultDischargeBLInfo**  
When a load Cargo Handling record is saved, if exactly one discharge Cargo Handling record exists for the cargo, the BL Code, BL Date, BL Qty, CP Unit, Ship Qty, and Ship Unit on the discharge port are set equal to that of the load port. If multiple discharges exist, only the BL Code is defaulted.

**CFGEstimatePortDaysUsingBIQty**  
Once BL/Disch Qty has been entered in the Voyage Manager Itinerary, it will be used to calculate the time spent in port, instead of continuing to use the L/D Qty, which represents the CP Qty.

### Suppliers and Receivers

To enter information about suppliers or receivers on the Cargo Suppliers or Cargo Receivers form, on the [Cargo Handling](#) form:

- From a Loading port, right-click the cargo and then click **Suppliers**.
- From a Discharge port, right-click the cargo and then click **Receivers**.



**Cargo Suppliers**

Port: ROTTERDAM  
 Function: L  
 Cargo: NO NAME  
 BL Qty: 45,000.000 MT

Supplier	Quantity	BL Date
	0.000	//
Click here to add a row		


**Cargo Receivers**

Port: CHENNAI  
 Function: D  
 Cargo: WHEAT  
 BL Qty: 0.000 MT

Receiver	Quantity	BL Date
	0.000	//
Click here to add a row		

The name of the Supplier/Receiver must already be entered on the [Cargo](#) form. Select the **Supplier/Receiver**. Enter the **Quantity** and **BL Date**.

## Activity Reports

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

Activity Reports track the movement of a vessel throughout a voyage.

To enter an Activity Report, in the [Voyage Manager](#) Itinerary, right-click the port line and click **Activity Reports**.

Activity Reports track the following activities when you are in port or traveling between ports. Reports are generally entered in this sequence:

**C** = Commencing: IMOS creates this report when you **commence** the voyage.

### At sea:

**N** = Noon: When you are sailing between ports, you can enter **Noon Reports**. After you enter one Noon report, the time defaults to 24 hours after the last one. This report can be entered multiple times per sea leg.

**E** = End of Leg: IMOS creates this report when you enter the **arrival date and time for the next port** in Port Activities.

### In port:

**A** = Arrival: IMOS creates this report when you enter the **arrival date and time** in Port Activities.

**S** = Special: While the vessel is in port, you can enter a special **Noon Report**. This report can be entered multiple times per port leg.

**D** = Departure: IMOS creates this report when you enter the **departure date and time** in Port Activities.

**T** = Terminating: IMOS creates this report when you either **arrive at a Terminating port or sail from the last port** in a voyage.

Activity Reports for MV ANNA - 1

Report

Vessel: MV ANNA Voyage No.: 1 Last Port: ROTTERDAM Date: 03/29/12 00:00 GMT: 2.00  
 Ballast/Laden: B CP Beaufort: 0 Destination: OSLO ETA: 04/02/12 00:00 GMT: 2.00

T	Lat	Lon	Local Date	GMT	Obs Det	Act Hrs	Obs Spd	Hrs Diff	Eng Det	DetToGo	CP Spd	Prj Spd	B	Current	Curr Dir	F	Dly Hrs	BW Hrs
C	51.54N	4.29E	03/29/12 00:00	2.0	0	0.00	0.00	0.00	0	583	0.00	14.00	0	0.00		1	0.00	0.00
E	59.54N	10.45E	04/02/12 00:00	2.0	0	96.00	0.00	0.00	0	0	0.00	0.00	0	0.00		1	0.00	0.00
Click here to add a row																		
Total:					0	96.00	0.00	0.00	0.00									


- To enter more detailed information on the [Extra Information for Report](#) form, right-click the report line and click **Extra Information (Bunker/Technical/Weather/Remarks)**.
- For an **LNG** vessel, to enter [Tank Conditions](#), right-click the report line and click **Tank Conditions**.

### Bad Weather

Fuel consumption from Activity Reports where the Beaufort Scale (**B**) reading is above a certain level (set on the Vessel form Consumption tab or the Time Charter Manager Performance Tab) is excluded from performance calculations. Default values are taken from these forms, according to the voyage type:

- OVOV/RELT: Values are taken from the [Vessel](#) form.
- OVTO: Values are taken from the linked [Time Charter Out](#) contract.
- TCOV: Values are taken from the linked [Time Charter In](#) contract.
- TCTO: Values are taken from the linked [Time Charter Out](#) contract.

### Extra Information for Report

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

To access the Extra Information for Report form, on the [Activity Reports](#) form, right-click the report line and click **Extra Information (Bunker/Technical/Weather/Remarks)**. Here you can break down ship performance data, regarding ROBs and consumption, weather information, technical information, delay information, and constants.

For arrivals and departures, you can update bunker information on this form as well as in [Port Activities](#).

To see details for a Fuel Type, click it in the table; consumption breakdown details for the selected type appear below.

Extra Information for Report C on 11/03/11 06:07

Type	ROB Prev	Received	ROB	Actual Cons	CP Cons	Difference
IFO	500.000	0.000	500.000	0.000	0.000	0.000
MDO	500.000	0.000	500.000	0.000	0.000	0.000
LSF	500.000	0.000	500.000	0.000	0.000	0.000

DETAILS FOR IFO

Main Eng:	0.000	Propulsion:	0.000	Deballast:	0.000	Idle/Off:	0.000
Aux Eng:	0.000	Load/Disch:	0.000	Maneuver:	0.000	Others:	0.000
Heat:	0.000	IGS:	0.000	Cooling:	0.000		
Heat++:	0.000	Generator:	0.000	Heat++:	0.000		
Clean:	0.000	Idle/On:	0.000	Adjustment:	0.000		
Boiler:	0.000	Incinerator:	0.000				

AVERAGE:

Beaufort:	0	Wind:		Degree:	0.0	Height:	
Sea State:	0	Sea:		Degree:	0.0	Height:	0.00
Sea Swell:	0	Swell:		Degree:	0.0	Height:	0.00

AT TIME OF REPORT:

Air Temp:		Barometric Pressure:		Fresh Water Rec:	0.00
Sea Temp:		Barometric Movement:		Fresh Water Cons:	0.00
Cargo Temp/Unit:	0.00			Fresh Water ROB:	0.00
Distilled Water Rec:	0.00			Distilled Water Cons:	0.00
Distilled Water Cons:	0.00			Distilled Water ROB:	0.00
Distilled Water Prod:	0.00			Slop Rec:	0.00
Slop Rec:	0.00			Slop ROB:	0.00

Since Last Report

Hours:	0.00	Observed Dist:	0
Eng (Log) Dist:	0.00	Slippage %:	0.00
Eng Load %:	0.00	Revs Counter:	0
Total Revs:	0	Average RPM:	0.00
Avg Steam Speed:	0.00	Average BHP:	0
Generator 1 Hrs:	0.00	Generator 1 KWHr:	0.00
Generator 2 Hrs:	0.00	Generator 2 KWHr:	0.00
Generator 3 Hrs:	0.00	Generator 3 KWHr:	0.00
Generator 4 Hrs:	0.00	Generator 4 KWHr:	0.00
Main Engine KWHr:	0.00	Boiler Hrs:	0.00
Incinerator Hrs:	0.00	FW Generator Hrs:	0.00
Reported Speed:	0.00	DWT:	0.00
Steaming Hours:	0.00	MaxLD Indicator:	0.00
FWD Draft:	0.00	Heading:	0
Aft Draft:	0.00	Master:	
Mean Draft:	0.00	Chief Engineer:	

Remarks:

### Related Config Flags

CFGAllowReportedSlippage  
 Allow editing of the **Logged Dist** and **Slippage (%)** fields.

### Calculations

- **Average RPM** = Total Revs (Revs Counter) divided by (Hours \* 60).
- **Avg Steam Speed** = Obs Dst divided by Act Hrs

### Tank Conditions

To enter information about tank conditions on an LNG vessel, on the **Activity Reports**, right-click the report line and click **Tank Conditions**. Tank information is defaulted from the Stowage tab of the **Stowage Tab of the Vessel** form.


Tank Type	Tank Name	Condition	Pressure (kPa)	Temperature (C)
O	ONE		0.000	0.000
T	TWO		0.000	0.000
T	THREE		0.000	0.000
F	FOUR		0.000	0.000
F	FIVE		0.000	0.000

### Port Expenses

This section includes the following pages:

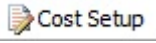
- **Cost Setup:** On the Ledger Expenses Data Entry form, you can set up Expense Codes to define different types of expenses.
- **Port Expenses Summary:** On this form, you can create a [Port Advance/DA](#) with detailed costs or a simple [Port Expense](#).
- **Port Advance/DA:**
  - The [Proforma DA \(PDA\)](#) captures the estimated amount in a DA process.
  - The [Final DA \(FDA\)](#) captures the final amount disbursed.
  - You can also record multiple [Additional Payment Request \(APR\)](#) records.
- **Port Expense:** On this form, you can record a port expense without an advance.
- **Port Expense Search - History:** You can search for historical data on port expenses.

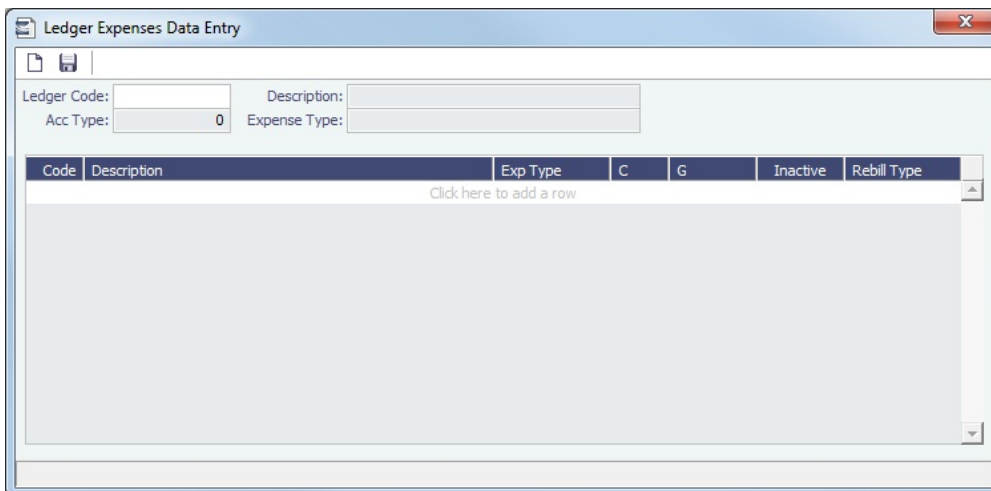
## Cost Setup

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

The **Ledger Expenses Data Entry** form is used to set up Expense Codes to define different types of expenses under an [Operations Ledger Code](#).

To open this form, do one of the following:

- On the Operations Module Center, under Port/Other Costs, click **Cost Setup**.
- On the [Port Advance/DA](#) form, click .



Code	Description	Exp Type	C	G	Inactive	Rebill Type
Click here to add a row						

The [Operations Ledger Codes](#) are set up in the Data Center, under Other.

## Port Expenses Summary

From the Port Expenses Summary, you can create a [Proforma DA](#) or a [Port Expense](#).

To open the Port Expenses Summary, on the [Voyage Manager](#), right-click a port in the Itinerary and click **Port Expenses**.

Vendor	Seq	Adv Date	Adv Inv No.	Adv Amt	Adv Base Amt	Adv Curr	Date	Invoice No.	FDA Amt	FDA Base Amt	FDA Curr
--------	-----	----------	-------------	---------	--------------	----------	------	-------------	---------	--------------	----------

#### ▼ Related Config Flags

CFGDefaultPortExpToProvisional

Select the **Use estimate cost in P&L** check box by default for all newly created voyages.

CFGEnableStandards

Hides the Port Expense field on some forms, adds a [Port Expenses Standard](#) form, and adds a [Port Expenses Details](#) form and a Port Expenses Details button on this form to open it.

#### Port Advance DA

On the Port Advance/DA form, you can create the following records:

- [Proforma DA \(PDA\)](#)
- [Final DA \(FDA\)](#)
- [Additional Payment Request \(APR\)](#)

#### *Port Advance/DA List*

All Port Advances/DAs appear on the Port Advance/DA List. In the Operations Module Center, next to Port Advance/DA, click **List**.

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

#### ▼ Related Config Flags

CFGAdvancePaymentPercent

Set a percentage of the PDA as the default Actual Advance Payment in the Port Advance/DA form. This also applies to PDAs imported through autopexp.exe, unless a different value is entered in the imported xml for <advancePaid>.

#### Proforma DA

To record a Proforma DA (PDA), when you receive the advance invoice:


Opening the Port Advance/DA Form

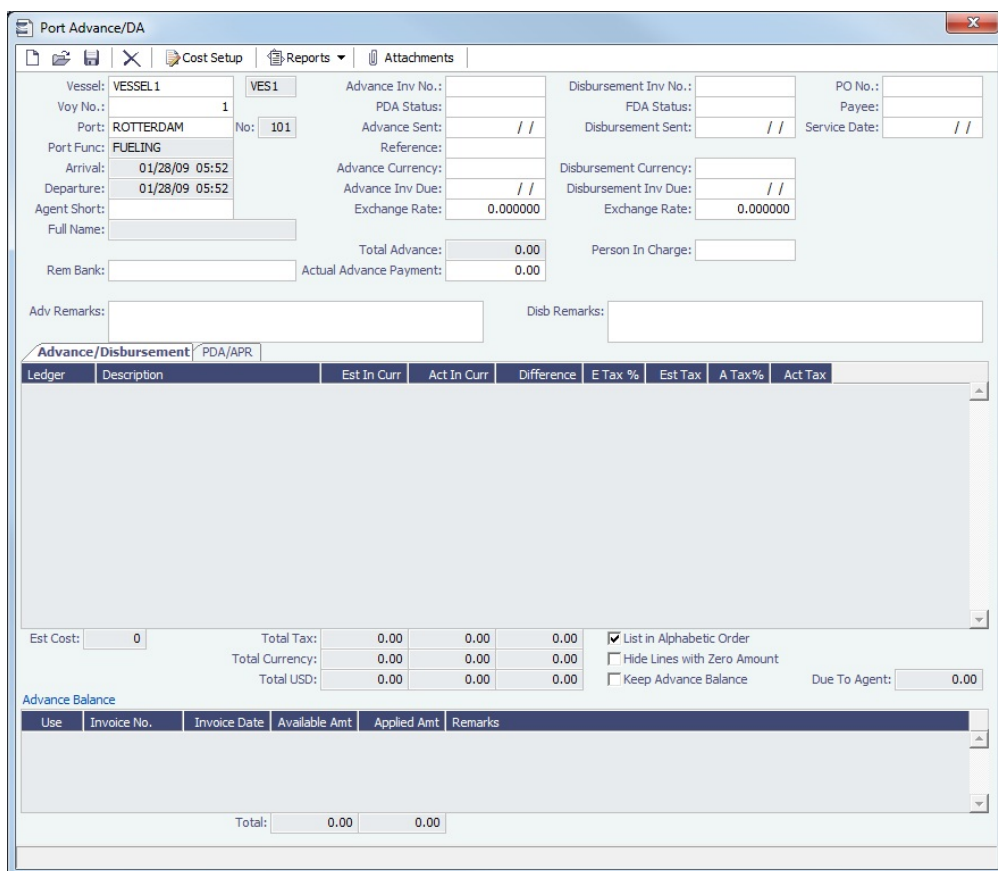
To open the Port Advance/DA form, do one of the following:

- In the Operations Module Center, click **Port Advance/DA**, or click **List** and select one from the list.
- On the Voyage Manager:

a. Right-click the port or passing point and click **Port Expenses**.

b. 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**.



The screenshot shows the 'Port Advance/DA' form with the following data:

Vessel:	VESSEL 1	VES 1	Advance Inv No.:		Disbursement Inv No.:		PO No.:	
Voy No.:	1		PDA Status:		FDA Status:		Payee:	
Port:	ROTTERDAM	No: 101	Advance Sent:	//	Disbursement Sent:	//	Service Date:	//
Port Func:	FUELING		Reference:					
Arrival:	01/28/09 05:52		Advance Currency:		Disbursement Currency:			
Departure:	01/28/09 05:52		Advance Inv Due:	//	Disbursement Inv Due:	//		
Agent Short:			Exchange Rate:	0.000000	Exchange Rate:	0.000000		
Full Name:			Total Advance:	0.00	Person In Charge:			
Rem Bank:			Actual Advance Payment:	0.00				


Summary statistics at the bottom of the form:

Est Cost:	0	Total Tax:	0.00	0.00	0.00	<input checked="" type="checkbox"/> List in Alphabetic Order
		Total Currency:	0.00	0.00	0.00	<input type="checkbox"/> Hide Lines with Zero Amount
		Total USD:	0.00	0.00	0.00	<input type="checkbox"/> Keep Advance Balance

Due To Agent: 0.00

Creating a Proforma DA (PDA)


On the Port Advance/DA form:

1. When opened from a voyage, the voyage information appears on the Advance/Disbursement tab. Otherwise, select the **Vessel**, **Voyage Number**, **Port**, and **Agent Short** name.
2. **Before you can enter costs**, you must enter the **Advance Invoice Number** and the **Advance Sent** date.
3. If the **Advance Currency** is different from the **Disbursement Currency**, a Disbursement Currency/Advance Currency Rate field displays the Exchange Rate found by dividing the Disbursement Currency **Exchange Rate** on the Advance Sent date by the Advance Currency **Exchange Rate** on the Advance Sent date. This value will help in calculating the Diff In **Currency** column and the Due to Agent field, in the Disbursement Currency. (The **Disbursement Currency** field is disabled until the **Disbursement Sent** date is entered.)
4. In the table below, in the **Est In Currency** column, enter the estimated costs, in the local currency of the agent. The amounts in the **Diff in Currency** and **Totals** fields change, based on the estimated amounts entered.
5. Enter the **Actual Advance Payment** above.
6. Change the **PDA Status** to A - **Actual** and click ; IMOS generates an invoice to appear in Financials.

Final DA

The Final DA is based on actual port expenses.


1. **Before you can enter Final DA amounts**, you must enter the **Disbursement Invoice Number** and the **Disbursement Sent** date.

- In the table below, in the **Act In Currency** column, enter the actual amounts disbursed against the advance, in the local currency of the agent. The amounts in the **Totals** fields and the **Due to Agent** field at the bottom right change, based on the actual amounts entered.
- In the Disbursement column, change the FDA Status to A - **Actual** and click ; IMOS generates an invoice to appear in Financials.

### 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 an existing PDA.


To record an additional payment:

- On the **Port Advance/DA** form, click the **PDA/APR** tab.
- In the first open **APR in Currency** column, enter the actual amounts disbursed, in the local currency of the agent. The amounts in the **Total** field for the column and the **Due to Agent** field at the bottom right change, based on the amounts entered.
- Enter the **Disbursement Invoice Number** and the **Disbursement Sent** date.
- Above the APR in Currency column, change the APR Status to A - **Actual** and click ; IMOS generates an invoice to appear in Financials.

You can record additional APRs in the additional columns.

### Port Expense

To record a port expense without an advance and details:

- On the **Port Expenses Summary**:
  - To create a new Port Expense, click  and then click **New Expense**.

- To open a Port Expense, right-click an expense line and click **View Expenses Details**.

The screenshot shows a window titled "Port Expenses Entry" with a toolbar containing icons for Save, Close, and Report. The form fields are as follows:

- Vendor: [ ] Currency: [ ]
- Inv Date: [ / / ]  Actual
- Exch Rate: 0.000000
- Invoice No.: [ ]
- Currency Est: 0.00
- USD Est: 0.00
- Currency Amt: 0.00
- USD Amt: 0.00
- Due Date: [ / / ]
- Memo: [ ]

2. On the Port Expenses Entry form, complete at least these fields:

- Vendor
- Invoice Date
- Currency Estimated

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

Unlike a [Port Disbursement and Advance](#), you can create a Port Expenses invoice for multiple vessels, ports, and/or voyages. On the [Transaction Data Entry](#) form, use Source code PEXP. For each detail line, enter the vessel, voyage, and port. It is also possible to import and export this invoice type when invoice notification is enabled for the Messaging Service.

### ▼ Related Config Flags

CFGMultiCurrencyPortExpenses

Adds support for multi-currency estimated port expenses.

CFGIgnoreEstPexpOnVoyageCharte

rln

When a cargo with a linked VC In is imported to an Estimate/Fixture/Voyage (the relet contract is fixed), the estimated port expenses defined on the cargo are not cleared, and any estimated port expenses defined in the Estimate/Voyage Itinerary of a RELT or SPOT voyage are not included in the P&L.

### Port Expense Search - History

You can search for historical data on port expenses:

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

The screenshot shows a window titled "Search - Port Expense History" with search criteria fields and a table. The search criteria fields are:

- Vessel: [ ] Vessel Type: [ ] Fleet: [ ]  Liner Cargo Exp Only
- Port Name: [ ] Agent: [ ] Function: [ ] Berth: [ ]
- Cargo Group: [ ] Cargo Grade: [ ] BL Qty From: [ ] BL Qty To: [ ]
- Expense Type: All Limit: [ ] Date From: [ / / ] To: [ / / ]

Buttons: Clear, Search

Enter the history search criteria above. To retrieve all port costs, leave all fields blank.

Vessel	Voy	Port	Berth	F	Cargo	Qty	Days	Date	Agent	Vsl Type	Fleet	Cost USD

Average (last three): 0.00



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

Vessel	Voy	Port	Berth	F	Cargo	Qty	Days	Date	Agent	Vsl Type	Fleet	Cost USD
OHIO	926	SINGAPORE	QUAY	L	UNLEADED GAS	136,959	4.27	12/24/2009	SCAGENCY	CPP	ASIA	8,958
MYRTLE BEACH	918	SINGAPORE	QUAY	L	MOGAS	10,963	1.43	10/01/2009	L SING	CPP	ASIA	20,415
ATLANTA	930	SINGAPORE	QUAY	L	MOGAS	88,561	1.65	01/07/2010	SCAGENCY	CPP	ASIA	11,561
FLORIDA	1003	SINGAPORE	QUAY	L	GASOLINE 88 F	8,174	5.37	07/20/2010	L SING	CPP	ASIA	4,823
CONNECTICUT	1003	SINGAPORE	QUAY	L	GASOLINE 88 F	8,174	5.37	06/26/2010	WOODSMAN	CPP	ASIA	45
WISCONSIN	1005	SINGAPORE	QUAY	L	REFORMATE	9,403	3.42	08/06/2010	STCHARTER	CPP	ASIA	4,122
TEXAS	1004	SINGAPORE	QUAY	L	GAS OIL	9,285	2.31	07/14/2010	SCAGENCY	CPP	ASIA	38
KENTUCKY	1005	SINGAPORE	QUAY	L	REFORMATE	9,403	3.42	08/02/2010	WOODSMAN	CPP	ASIA	2,334
PENNSYLVANIA	1003	SINGAPORE	QUAY	L	GASOLINE 88 F	8,174	5.37	06/21/2010	SCAGENCY	CPP	ASIA	1,710

Average (last three): 0.00

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.

- To view a [Port Expense](#), right-click a line and click **Expense Details**.

▼ **Related Config Flags**

**CFGEnhancedPortExpSearch**

Add columns Base Curr, Base Amt, Curr, Curr Amt, and Exch Rate and additional related context menu options.

**Port Expenses Standard**

**Configuration flag CFGEnableStandards** enables the Port Expenses Standard and [Port Expenses Details](#) forms, which hides the Port Expense field on some forms, so you can use standard port expenses.

On the Port Expenses Standard form, you can enter standard expected port expenses, based on a combination of Port, Berth, Vessel Type, Port Function, Cargo Group, and Effective From date.

In the Operations Module Center, under Port/Other Costs, click **Port Expenses Standard**.

Port Expenses Standard

Port

Berth

Vessel Type

Port Function

Cargo Group

Effective From

Last Updated Time

Last Updated by User

Operations Ledger Code	Ledger Code Description	Cost Details Description	Amount / Rate	Currency
Click here to add a row				

These standard expected expenses will be automatically added to [Port Expenses Details](#) information and the P&L for a voyage when it has a cargo handling port that falls under one of the standards.

When a voyage is created from a linked lifting of a [Cargo COA](#) such that a Port Expenses Standard would be used, and the standard includes [Cost](#) type G or T, that cost item is multiplied by the vessel Gross or Net Register Tonnage.

## Port Expenses Details

[Configuration flag](#) **CFGEnableStandards** enables the [Port Expenses Standard](#) and Port Expenses Details forms, which hides the Port Expense field on some forms, so you can use standard port expenses.

The Port Expenses Details form shows the standard port expenses that apply to a particular port call. The port expenses are estimated and do not have an invoice associated with them.

To open the Port Expenses Details form, do one of the following:

- In the Operations Module Center, under Port/Other Costs, click **Port Expenses Details**.
- On the [Port Expenses Summary](#), click **Port Expenses Details**.

Expense		Estimated			Expected Actual			Posted			Accrual	
Port	Func	Ledger	Description	Curr Amt	Curr	Rate	Base Amt	Curr Amt	Curr	Rate	Base Amt	Base Amt
RICHARDS BAY	L			USD	1,000,000	1.00	1,000,000			0.00	0.000000	0.00

You can edit expected actual expenses, mark them as provisional, add new ones, and view the current accrual amount.

## Allocating Expenses to a Voyage

After you commence the voyage and enter port activities and expenses, you can see the [Voyage Profit/Loss](#) and the [TC /Equivalent](#) at any time in the Voyage Manager.

The voyage, from load port to load port, is the unit that is central to accounting. Voyage revenues and expenses are allocated to the voyage, which is straightforward for freight, port expenses, demurrage, and miscellaneous invoices. However, [bunker costs](#) and [Time Charter hire expenses](#) can be difficult to tie to a voyage. You are paying upfront, but the expense might cover several voyages, or there might be multiple payments for one voyage. These expenses go to inventory accounts and need to be allocated to a voyage.

### Bunkers

Because fuel is generally used on more than one voyage, its cost must be allocated to each voyage. The method of allocation is an accounting decision. The allocation depends on the **Bunker Calculation Method**, the method of valuing the fuel onboard, which is selected in the [Voyage Manager](#). The calculation happens automatically, as part of the P&L.


### Example

You buy 1,000 MT of IFO at \$400 (= \$400,000), then 600 MT at \$500 (= \$300,000). You consume 700 MT on a voyage. How are costs allocated to the voyage?

- **AVE = Average method:** The weighted average cost is  $\$700,000 / 1600 = \$437.50/\text{MT}$ . Multiplied by 700, your voyage bunker expense is \$306,250. Many companies use this method, but it is not fair if bunker prices are high during a voyage when that voyage might not even use those bunkers.
- **TBM = Trampler Business Method:** With this method, you buy all the inventory at the beginning of the voyage and sell all at the end, so you know the exact cost for the voyage. IMOS calculates what the consumption was. You might use this method for a Time Charter In or Out that is delivered and redelivered with the same amount, or if you just want to override all values.
- **FIFO = First In First Out** (default for new Voyage Estimates and Fixtures): FIFO treats bunkers as an asset and depletes the first asset before going on to the next. Starting with the oldest, you use 700 MT at \$400/MT, for a total cost of \$280,000. This is the most common method.
- **LIFO = Last In First Out:** Starting with the most recent, you use all 600 MT at \$500/MT (= \$300,000) and 100 MT at \$400/MT (= \$40,000), for a total cost of \$340,000. The reason for using this method is that it defers revenues when prices are going up, so you can maximize expenses currently and defray savings until later, for a tax advantage.

Of course, you do not start a voyage empty, so IMOS has to go back through the voyages and take into account the previous inventory as well; this is a continuous process. For that reason, you want to set this option once and not change it, even though there might be an advantage one way or another if the market goes up or down.

As the voyage progresses, you might buy more fuel; if you do not use it on this voyage, it does not affect this voyage's costs. If you change the voyage, IMOS estimates the change in fuel needed. When the voyage is completed, and the Completed check box is selected, IMOS can reconcile the accounts. On the Invoices tab of the Voyage Manager, select the **Post Bunker Cost** check box to send a message to Financials to allocate the bunker costs to the voyage.

To get the most information about bunkers, see the Bunker Details on the Voyage Profit & Loss Report. In the Voyage Manager, click  Reports and then click **Voyage Profit & Loss Report**. Select **Details** and **Bunker Details** and click **OK**.

### Posting Bunker Costs

You can post bunker journals from the Voyage Manager P&L tab, using the Voyage Period Journals button or from [Voyage Period Journals](#) in Financials. [Security](#) access can be restricted, for example, so that only Operators can post Voyage Bunker Period Journals.

When posting bunker costs, a single Source Code is used by all bunker types: VBNK.

- One Journal Entry is created for all bunker types, rather than several individual journals.
  - With config flag CFGItemizeBunkerJournal, instead of being aggregated per fuel type, bunker journals are generated in the breakdown level.
- When filtering the Financials Lists, selecting Voyage Bunker Cost displays all relevant records, regardless of the bunker type.
- If Invoice Approval/Posting/Reject Types are enabled in IMOS User Properties (Object Rights tab), there is no need for individual permissions per bunker type; one permission is sufficient.

When the Voyage Period Journal Entry is posted, it appears in the Posted column in the Voyage Manager under Bunker Expenses. If any changes are made to the voyage that impact the bunker expenses, and they have already been posted, IMOS will calculate the difference, which can be posted.

### Time Charter Hire

If you [Time Charter In](#) a vessel for a year, you might use it for several voyages during that time. Because you are paying a daily rate for the vessel, hire is allocated on a time basis. However, if you are paying in 15-day increments, those might not line up with voyages.

Using a balance sheet and paying every 15 days, for a 60-day voyage, you can then use a [Journal Entry](#) to associate those four payments back to the voyage.

You can post TCI Hire from the Voyage Manager P&L tab, using the Voyage Period Journals button or from [Voyage Period Journals](#) in Financials.

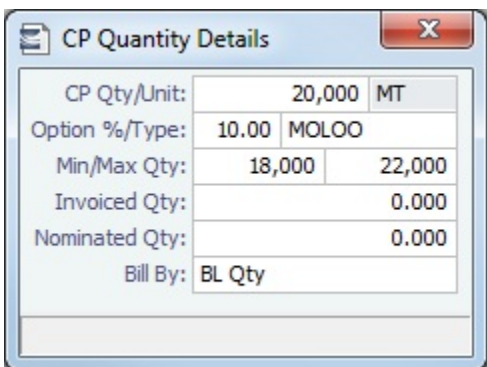
## CP Quantity Details

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The CP Quantity needs to be completed even if you are billing by invoice quantity, because IMOS uses it to calculate the actual freight in the [Voyage Manager P&L](#) until the invoice is created.

When inside the Min/Max Quantity, and the Option Type is MOLOO, but the charterer doesn't provide the full Nominated Quantity, then IMOS uses the difference between the Nominated Quantity and the Bill of Lading Quantity to calculate the [Deadfreight](#), which must be entered on the [Cargo](#) form.

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:	20,000	MT
Option %/Type:	10.00	MOLOO
Min/Max Qty:	18,000	22,000
Invoiced Qty:		0.000
Nominated Qty:		0.000
Bill By:	BL Qty	

### ▼ Related Config Flags

## CFGEnableInvCurrOnFixture


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 on the [Operations tab of the Voyage Manager](#).
5. After discharging, update the Voyage Manager **BL Quantities** for the discharging port with the outturn weight.
6. Proceed with the invoice, which will show the total freight basis BL quantity, and the adjusted MT as the difference between BL and Outturn. An Outturn adjustment will appear on the P&L tab of the Voyage Manager.

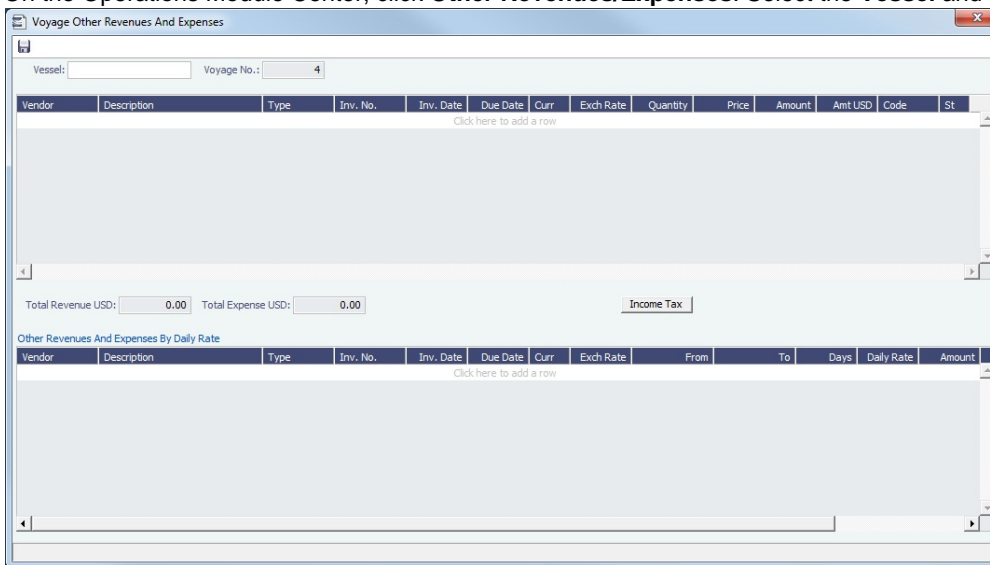
## Voyage Other Revenues and Expenses


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

You can enter any voyage revenues and expenses that are not directly related to freight, bunkers, port DAs ([Rebill Management](#)), or demurrage.

To enter other revenues and expenses:

1. Do one of the following:
  - In the Voyage Manager, click  **Other Rev/Exp** and then click **Other Revenues and Expenses**.
  - On the Operations Module Center, click **Other Revenues/Expenses**. Select the **Vessel** and **Voyage Number**.



2. For each revenue or expense, add a line and enter the relevant information. For the **Type**:
  - **Expense**: Creates a standard AP voyage transaction.
  - **Revenue**: Creates a standard AR voyage transaction.
  - **Rebill Exp**: Creates an AP on the voyage that can be offset by an AR, either through a TCI Payment/TCO Bill or by right-clicking and then clicking **Rebill** to select the counterparty. To rebill the expense:
    - 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.

- **Freight Reb Exp:** Creates an AP and an AR on the voyage that can be included in a Freight Invoice or added to an Incremental Freight Invoice.
- **Voy Reb Exp:** Creates an AP on the voyage that can be offset by an AR when right clicking and then clicking **Rebill** to select the counterparty.
- **TCI Reb Exp:** Creates an AP and an AR on the voyage and a negative AP on the TCI Payment.
- **TCO Reb Exp:** Creates an AP and an AR on the voyage and an AR on the TCO Bill.
- **Non Acc Exp and Non Acc Rev:** Creates an adjustment to the Voyage P&L but does not create a transaction to process through the Financials module.

3. In the **Code** field, select a [Ledger Code](#).

4. In the **Status** field, when it is ready for Accounting, change the value to **A: Ready to post**.

5. To add more details on the **Other Expenses** or **Other Revenues** form, right-click the line and then click **Details**.

**Other Expense**

Invoice | Standard Paragraphs | Attachments

Vessel:  Invoice No.:  Status: Pending  
 Voyage:  Bill Via:  Type: Expense  
 Fixture No.:  Via Company:  Due Date: //  
 Vendor:  Contact Name:  Reference:   
 Invoice Date: // Remittance Bank:  P.O. Number:   
 Curr/Exch Rate: 1.00000 Provision Trans No.:   
 Service Date:  Payment Terms:   
 Service No.:  Person In Charge:

Remarks:

Code	Subcode	Description	Quantity	Price	Amount	Type
VOEXP			0.000	0.00	0.00	

Click here to add a row

Freight Adjustment VAT/GST %: 0.00 PST %: 0.00 Total Amount: 0.00  
 Total Base Currency Amount: 0.00

**Other Revenue**

Invoice | Standard Paragraphs | Attachments

Vessel:  Invoice No.:  Status: Pending  
 Voyage:  Bill Via:  Type: Revenue  
 Fixture No.:  Via Company:  Due Date: //  
 Vendor:  Contact Name:  Reference:   
 Invoice Date: // Remittance Bank:  P.O. Number:   
 Curr/Exch Rate: 1.00000 Provision Trans No.:   
 Service Date:  Payment Terms:   
 Service No.:  Person In Charge:

Remarks:

Code	Subcode	Description	Quantity	Price	Amount	Type
VOREV			0.000	0.00	0.00	

Click here to add a row

Freight Adjustment VAT/GST %: 0.00 PST %: 0.00 Total Amount: 0.00  
 Total Base Currency Amount: 0.00

6. To save the information, click .



## Rebills for Off Hire and Port Expenses

Configuration flag **CFGRebillForOffhire** enables rebilling off hire and port expenses for voyages outside of a Time Charter Contract. You can use this form to rebill a third party; it is only enabled for an OV voyage.

On the Voyage Manager, click  Other Rev/Exp and then click **Rebills for Off Hire and Port Expenses**.


## Voyage Expenses Rebill Management

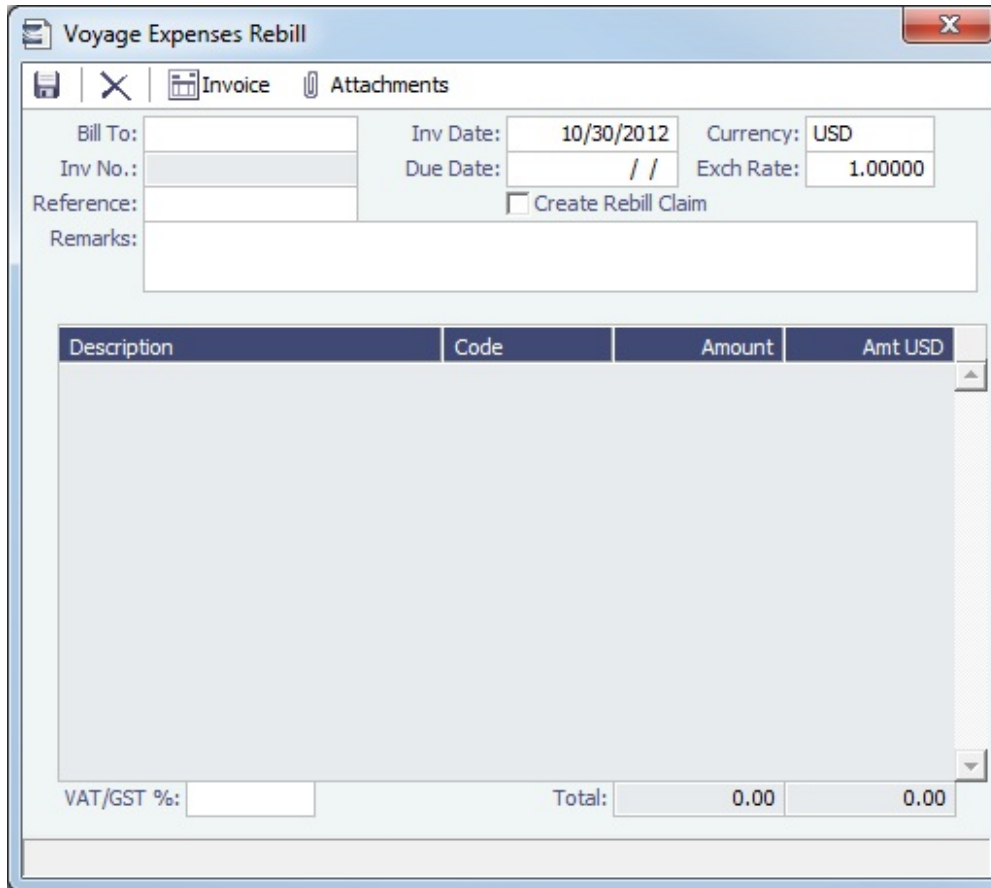
To view and access rebill transactions from a voyage (except those of type TCO/TCI Reb Exp), follow these steps. The rebills could be generated from Port Expenses, Other Revenues and Expenses, or Freight.



1. In the Voyage Manager, depending on the type of voyage, click either  Freight or  Hire and then click **Expenses Rebill Management**.

The Voyage Expenses Rebill Management form lists rebillable port, miscellaneous, or other expenses. Lines are color-coded.

- Yellow = A rebill was created.
  - Green = The invoice was posted.
2. Do any of the following:
    - To see only invoices using particular Ledger Code(s), use the **Ledger** filter.
    - To open a Rebill Invoice, right-click its line and click either **View Rebill Invoice** or **View Original Invoice**.

- To create a new Rebill:
  - a. Select the **Use** check box for each expense you want to include.
  - b. If the amount is less than the total, enter the **Amount to Bill**.
  - c. Click  **Make Rebill**.



- d. On the Voyage Expenses Rebill form, complete the appropriate fields. You can use this form to combine multiple rebill expenses into one receivable with one customer.
  - When an invoice/claim is rebilled, the **Create Rebill Claim** check box can be used to create an AR claim for each rebill invoice. This Rebill Claim has source code CREB 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.
- e. To save the information, click .
- f. To create a Rebill Invoice, click .

### ▼ Related Config Flags

CFGActEnablePendingInvoiceRebill  
 Include Pending invoices on this form.  
 CFGActDefaultCreateRebillClaim  
 Have the **Create Rebill Claim** check box selected by default.

## 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.

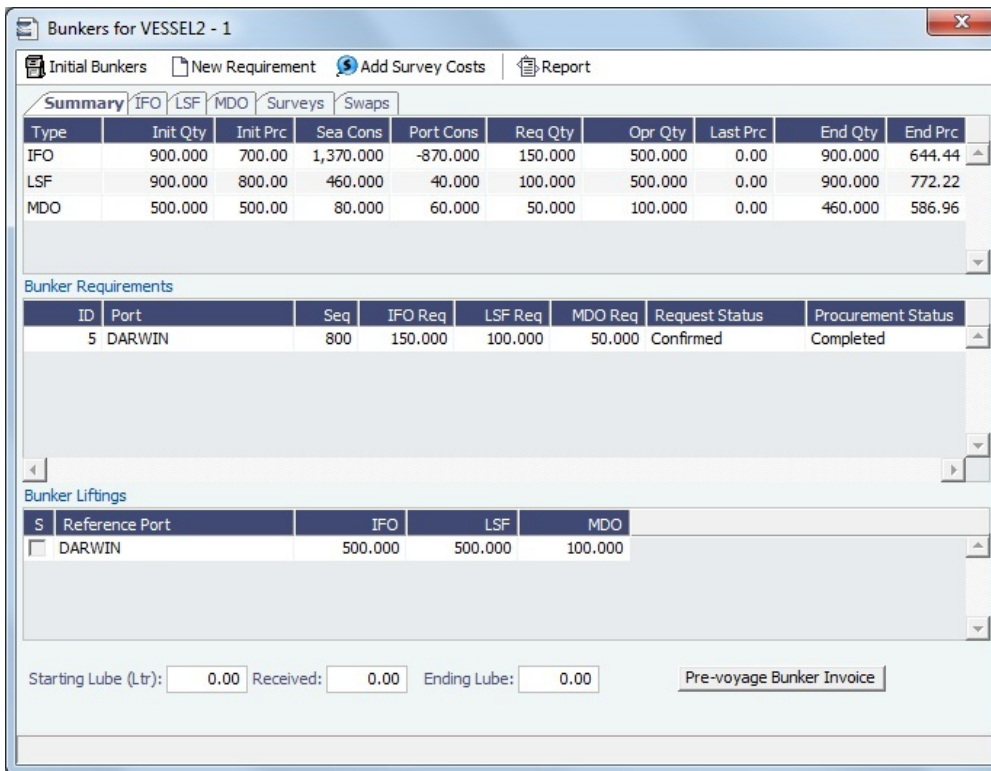
To work with bunkers, in the **Voyage Manager**, click  **Bunkers**.

On this form, you can plan forward bunkerings and follow the progress of your Bunker Requirements.

### Summary Tab

Received quantities appear on the Summary tab after they are entered in **Port Activities**.

To bind a Bunker Invoice to the voyage, under Bunker Liftings, the **S** check box must be selected.



Type	Init Qty	Init Prc	Sea Cons	Port Cons	Req Qty	Opr Qty	Last Prc	End Qty	End Prc
IFO	900.000	700.00	1,370.000	-870.000	150.000	500.000	0.00	900.000	644.44
LSF	900.000	800.00	460.000	40.000	100.000	500.000	0.00	900.000	772.22
MDO	500.000	500.00	80.000	60.000	50.000	100.000	0.00	460.000	586.96


  

ID	Port	Seq	IFO Req	LSF Req	MDO Req	Request Status	Procurement Status
5	DARWIN	800	150.000	100.000	50.000	Confirmed	Completed

S	Reference Port	IFO	LSF	MDO
<input type="checkbox"/>	DARWIN	500.000	500.000	100.000

Starting Lube (Ltr):  Received:  Ending Lube:

For voyages that are not already using Fuel Zones to calculate bunker consumption and have unsailed ports, a **Use Fuel Zones** button appears in the bottom right corner. To recalculate estimated bunker consumption and cost based on information entered in Fuel Zones in the Data Center, click .

### ▼ Related Config Flags

#### CFGEnableOpsEstSeaCleaning

Enable estimated sea cleaning consumption to be entered on the Bunkers form. 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.

### Detail Tabs

The Bunkers form has a detail tab for each bunker grade.

On each individual bunker grade tab, you can enter the Operator Quantity. IMOS defaults the best known price, but you can change it to maintain the P&L bunker expenses. It is the assigned price for this lifting until an invoice is issued for this lifting or a **Bunker Purchase** is recorded for the port.

Req Qty is only used for a stand-alone Bunker Requirement, and it cannot be edited because a Bunker Requirement can be linked at a later time.

Port Name	Sea Cons	ROB Arr	Port Cons	Req Qty	Opr Qty	Price	ROB Dpt	St
SOMALIA (COUNTRY)	0.000	0.000	0.000				900.000	SA
SOMALIA (COUNTRY)	0.000	900.000	15.000				885.000	SA
DARWIN	885.000	0.000	-885.000				885.000	SA
DARWIN	485.000	400.000	0.000	150.000	500.000	600.00	900.000	SA
SUEZ CANAL	0.000	900.000	0.000				900.000	SA
ATHENS	0.000	900.000	0.000				900.000	SA
ATHENS	0.000	900.000	0.000				0.000	TE
Total:		1,370.000	-870.000	0.000	500.000			

▼ Related Config Flags

CFGEnableOpsEstSeaCleaning  
 Enable estimated sea cleaning consumption to be entered on the Bunkers form.

Survey Tab

To enter Survey Costs, click Add Survey Costs

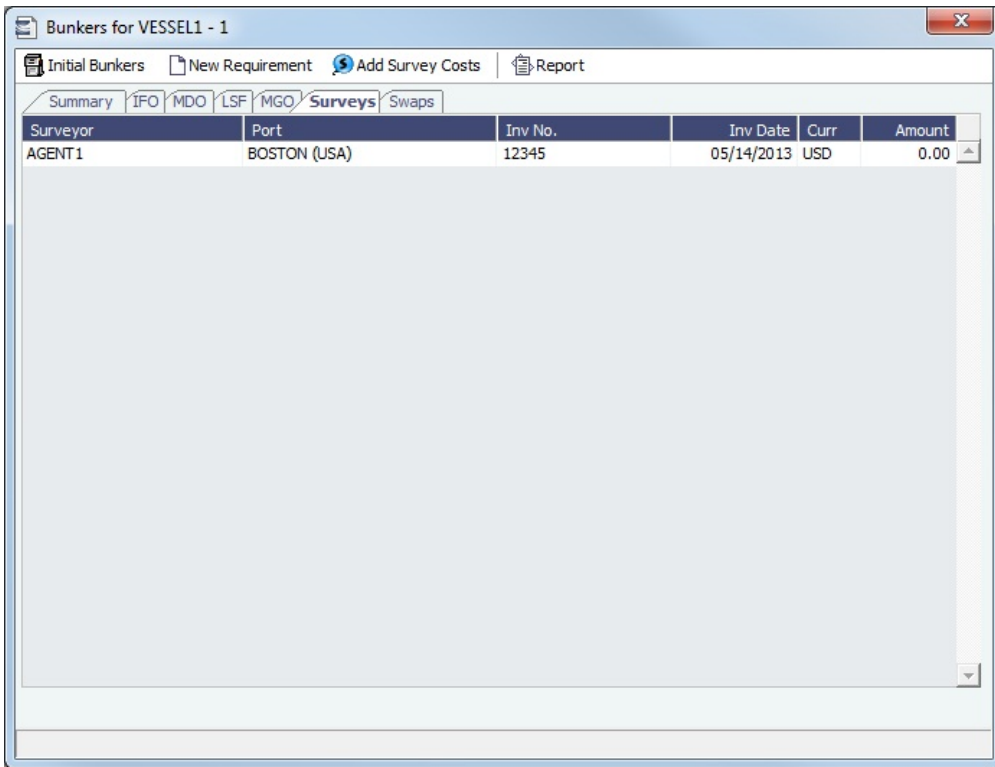
Survey Costs form fields:

- Surveyor: [ ]
- Inv Date: [ / / ]
- Curr: [ ]
- Exch Rate: 0.0000
- Port: [ ]
- Due Date: [ / / ]
- Survey Cost: 0.00
- Inv No.: [ ]
- Remittance Bank: [ ]
- Remarks: [ ]
- Actual
- TCI Rebill: 0.00
- TCO Rebill: 0.00

Type	ROB Survey
IFO	0.000
MDO	0.000
LSF	0.000

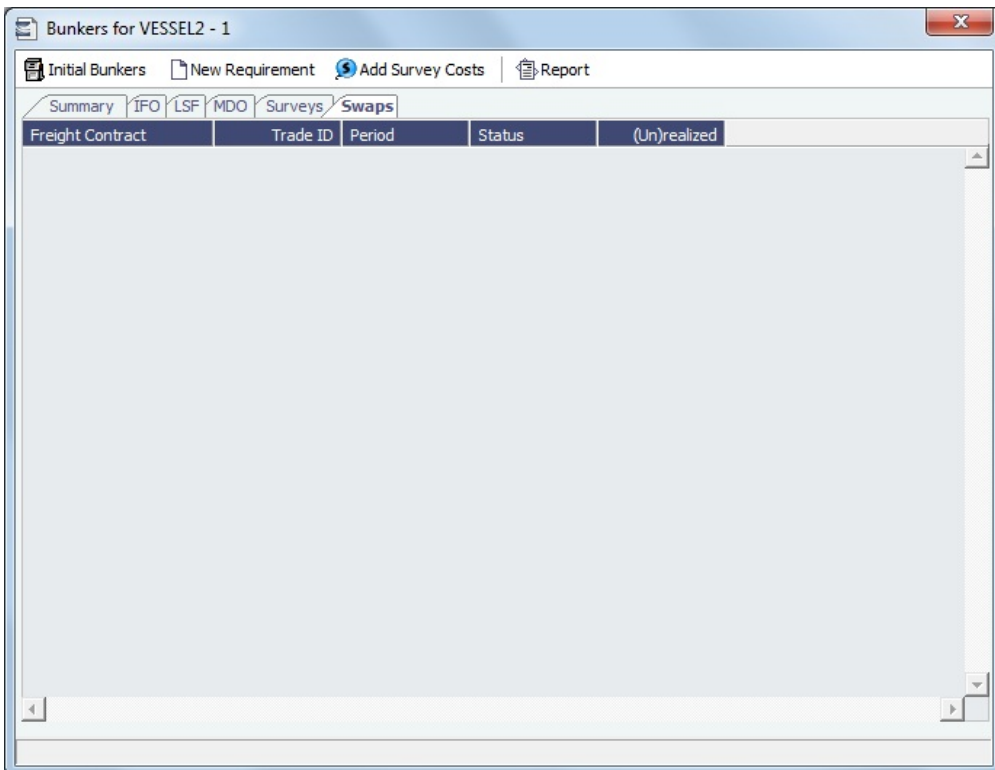
On the Survey Costs form, you can enter information about a survey and allocate parts of the paid amount to rebill the linked TCO/TCI counterparties.

Survey costs appear on the Survey tab.



### Swaps Tab

On the Swaps tab, all the linked trades appear. To access a **Bunker Swap**, right-click its line and click **View Bunker Swap**.

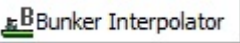



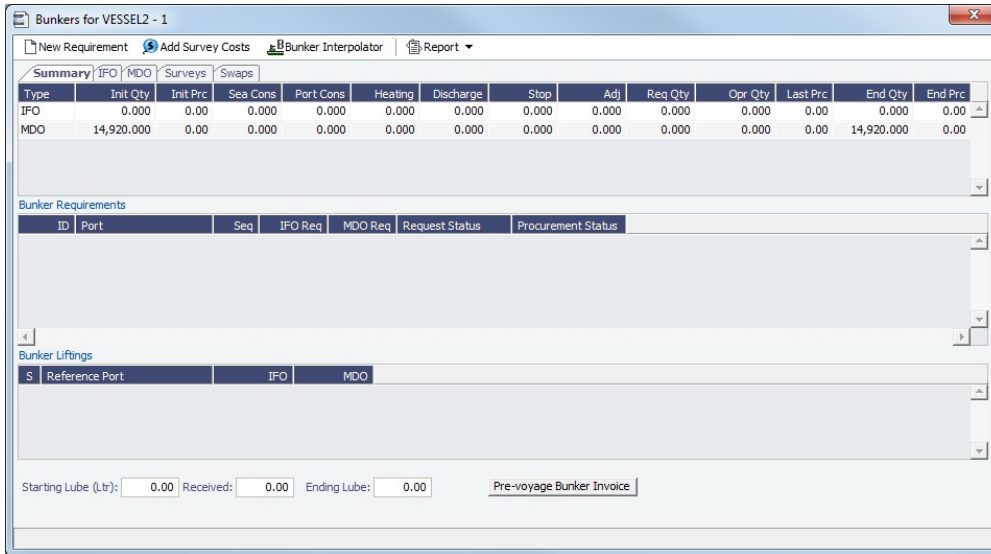
### Bunker Requirements

To enter a **Bunker Requirement**, see the [Typical Operator-Only Workflow](#) or follow the steps for an [Operator](#) and a [Bunker Manager](#).

## Barging

With the [Barging](#) module, you can also do the following:

- For Tow voyages, click  to access the [Bunker Interpolator](#) to initiate the calculation.
- View bunker consumption during Stop delays in the voyage, calculated by the Bunker Interpolator. It appears in the **Stop** column on the Summary and Detail tabs.
- Click  and select the **Bunker Interpolation Details Report**.



The screenshot shows the 'Bunkers for VESSEL2 - 1' window. At the top, there are tabs for 'Summary', 'IFO', 'MDO', 'Surveys', and 'Swaps'. The 'Summary' tab is active, displaying a table with columns: Type, Init Qty, Init Prc, Sea Cons, Port Cons, Heating, Discharge, Stop, Adj, Req Qty, Opr Qty, Last Prc, End Qty, and End Prc. The data rows are as follows:

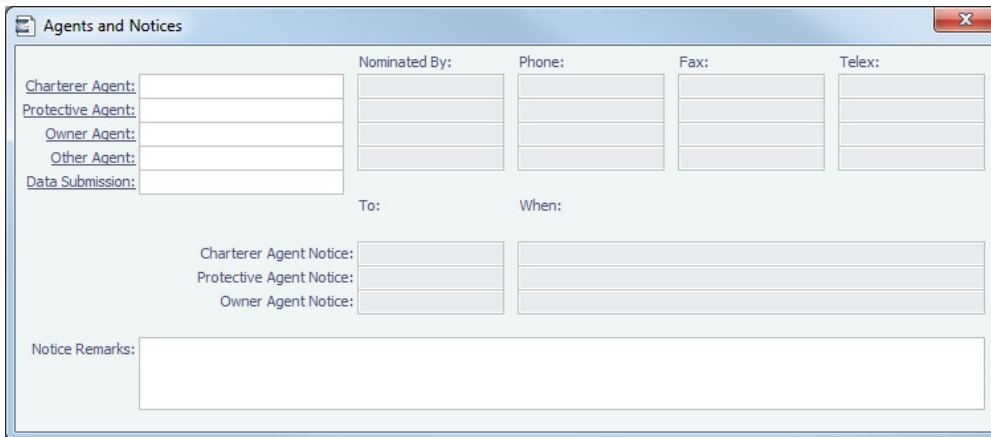
Type	Init Qty	Init Prc	Sea Cons	Port Cons	Heating	Discharge	Stop	Adj	Req Qty	Opr Qty	Last Prc	End Qty	End Prc
IFO	0.000	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.00	0.000	0.00
MDO	14,920.000	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.00	14,920.000	0.00

Below the table, there are sections for 'Bunker Requirements' and 'Bunker Liftings'. At the bottom, there are input fields for 'Starting Lube (Ltr): 0.00', 'Received: 0.00', and 'Ending Lube: 0.00', along with a 'Pre-voyage Bunker Invoice' button.

## Agents and Notices

The Agents and Notices form records nominated agents and their contact information. It can be used for communicating with a DA Service Provider and for notifying agents using Veslink.

In the [Voyage Manager](#) or in a [Voyage Fixture](#), right-click the port and click **Agents and Notices**.



The screenshot shows the 'Agents and Notices' form. It contains several input fields and sections:

- Charterer Agent:** A selection list.
- Protective Agent:** A selection list.
- Owner Agent:** A selection list.
- Other Agent:** A selection list.
- Data Submission:** A selection list.
- Nominated By:** An input field.
- Phone:** An input field.
- Fax:** An input field.
- Telex:** An input field.
- To:** An input field.
- When:** An input field.
- Charterer Agent Notice:** An input field.
- Protective Agent Notice:** An input field.
- Owner Agent Notice:** An input field.
- Notice Remarks:** A large text area.

For each agent, enter the following information:

- **Charterer, Protective, Owner, Other Agent:** Selection lists display agents marked as [servicing the port](#) first. The selected agent's contact information appears.
- [Data Submission](#)
- **Nominated By:** Your name.
- **Agent Notice To:** Select a contact.
- **Agent Notice When:** The date.
- **Notice Remarks**

## Data Submission Agents

Data Submission agents are those you are sharing port call information with via Veslink [Agent Portal](#). Additionally, you must specify a Data Submission agent if you are partnered with agents who are submitting forms directly via the [Veslink API](#).

Notification emails are sent to the Data Submission agent when they are nominated for that port call. Emails will also be sent whenever data relating to that port call is changed.

To set up automatic emails to the Data Submission agent:

- Specify the Data Submission agent.
- Select the **Port Call Info** check box on the [Shared Resources](#) form.
- The agent must specify an email address in the **Nomination Email** field on the [Company Profile](#) page in Veslink.

### ▼ Related Config Flags

#### CFGPortAgentType

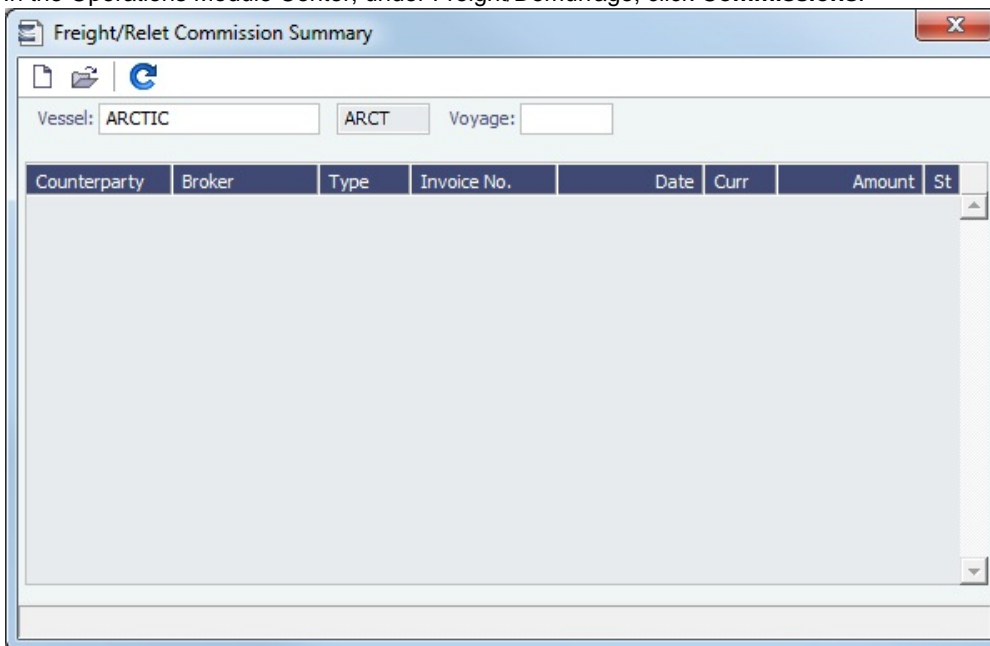
Define Address Book Types to be considered when entering values for agents. The default value is A.

## 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 .

- On the Commission Payment form, select the **Broker**. Each possible payment appears, with the **S** 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%.
- Enter the **Invoice No.**
- Enter any **Adjustments**; you can add a negative adjustment value.
- Change the **Status** to Actual and click ; the invoice appears in Financials.

A **configuration flag** enables an alternate workflow (expand table below: CFGFreightCommBasedOnPaidAmount).

#### ▼ Related Config Flags

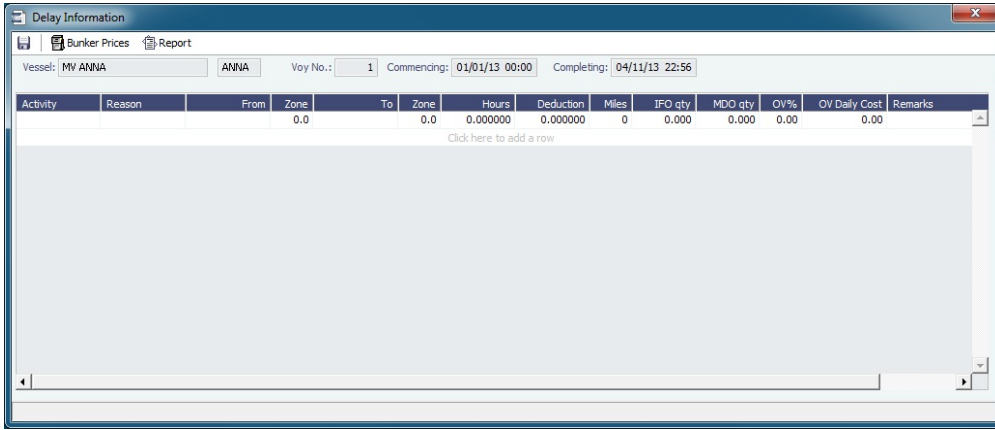
CFGFreightCommBasedOnPaidAmount

- Bases freight commission on the paid freight amount instead of the actual freight amount.
- Prompts to create Freight Commission invoices upon the payment of the Freight Invoice in the Transaction Data Entry, if the adjustments in the invoice are linked to the Cargo.
- Adds a Deducted from Freight Payment check box to the Commission form. Select it to set the commission amount; the counterparty of the commission invoice is set to be the Charterer.

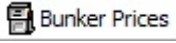
## Delay Information

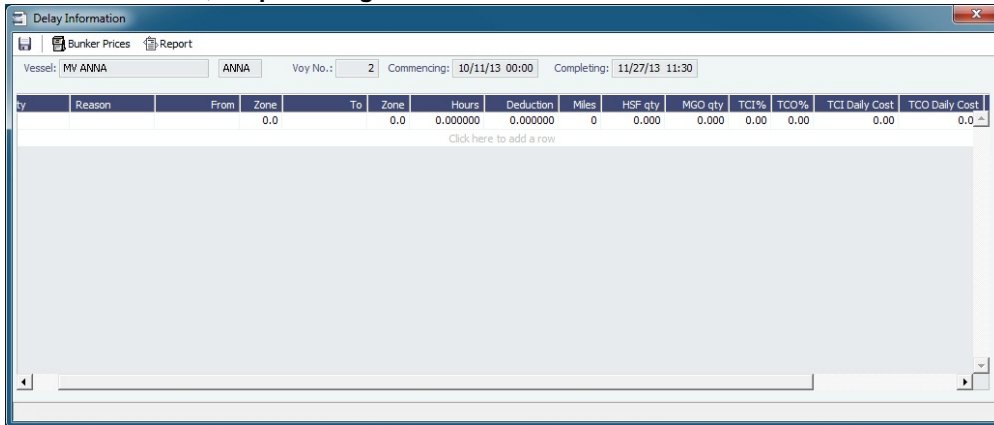
On the Delay Information form, you can record information about delays.

In the **Voyage Manager**, click  to open the Delay Information form.



Enter the following information:

- The values that contribute to the calculation:
  - **Activity** (Delay Type)
  - Delay **Reason**
    - The Reason appears in the Off Hire table of the **Item Select** form from the Time Charter Payment/Bill.
  - **From** date and time and **Zone**
  - **To** date and time and **Zone**
  - **Deduction** hours: Can be used only to deduct an off hire for a Time Charter In.
- **Fuel Quantities** used during the delay.
  - To enter bunker price information during the delay, click  and complete the **Bunker Prices** form.
- For a Time Charter, the **percentages** that count for **TC In** and/or **TC Out**.



- This information goes to the **Time Charter Manager**, so you can deduct any off hires or reversals from the invoices. For example, for a TCOV voyage, the TCI% value can be up to 100; for a TCTO voyage, both TCI% and TCO% can be up to 100. For OV\*\* voyages, the label is OV%; for an OVTO voyage, both OV% and TCO% can be up to 100. The percentage values entered in these fields determine whether off hire time and bunkers are a revenue or an expense in the P&L.
- **Daily Cost** for the OV or TC and/or TCO, to set a Daily Rate specific to Off Hire items. The value is used as the OV/TCI /TCO Off Hire Daily Rate in the Voyage P&L and in the Time Charter Invoices.
- **Remarks**, which also appear in the Off Hire table of the **Item Select** form from the Payment/Bill. When these items are selected, the Remarks are added to the corresponding detail lines.

## Bunker Prices

To change price information during delays, click  on the **Delay Information** form to open the Bunker Price form.

By default, the OFF HIRE Bunker Price is the TC/best known fuel price. If you want to use a different price, you can enter the price information.

Activity	Reason	From	To	H38 qty	Price	TCO Prc	L38 qty	Price	TCO Prc	DMB qty	Price	TCO Prc
OFF-HIRE	REPAIRS			0.000	0.00	0.00	0.000	0.00	0.00	0.000	0.00	0.00


## Leg Delays

To enter information about a delay for one leg, right-click the port line in the [Voyage Manager itinerary](#) and click **Leg Delays**.

Reason	Hours	Miles	IFO qty	MDO qty	Remarks
	0.0000	0	0.00	0.00	
Click here to add a row					

Last Port: L'ESPIQUETTE      Departure: 10/11/12 06:00  
 Destination: SUEZ CANAL      Arrival: 10/16/12 08:04

## Freight Invoice

 This is a **Key Topic**, with high value for all users. See the [Key Information](#) below.

As soon as you load a cargo, you can issue a Freight Invoice. To be able to create a Freight Invoice:


- A [Voyage Fixture](#) must exist, with Freight Terms and Extra Freight Terms completed for all cargoes loaded.
- The [Cargo Handling](#) form must be completed with the B/L quantity and the cargoes bound to the Voyage Fixture.

### Creating a Freight Invoice


To create a Freight Invoice for freight sales or purchases, do one of the following:

- In the Voyage Manager, click  Freight, then click **Freight Invoice**.
- On the Voyage Manager Invoices tab, click .
- On the Voyage Manager Invoices tab, on a Freight Invoice line item, click the [Create Invoice](#) link.
- 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.



- Required:
  - Select the **Counterparty**. IMOS combines information for the cargo and the Bill of Lading to create the freight calculation.
  - Check that the **Status** is Actual.
  - Enter the **Invoice Date**.
  - When you save the form, IMOS generates an **Invoice Number**.
- Optional:
  - **Contact Name**: Specify one of an internal company's contacts. The voyage to which the Freight Invoice relates must have a Company code assigned.
  -  **Key Information: Invoice Type**:
    - **Normal** (default): A regularly scheduled payment for a specific period of time, such as every 15 days.
    - **Special**: A payment outside the regular schedule. Period-based costs, such as the Time Charter Hire, cannot be allocated this way. If the contract has no more Period payments remaining, the Invoice Type defaults to Special.
    - **Incremental**: A payment for which IMOS balances the accounts each time based on what has already been paid. It automatically includes an adjustment that shows the previously invoiced amount and the invoice number.
  - **Invoice Quantity**: Specify this in the Cargo grid to use an amount that is different from the **CP Quantity** and the **BL Quantity**, if your contract does not specify their use.
  - **Inv %**: To create a **partial freight invoice**, specify the percentage to pay. IMOS enters the remaining percentage on the next invoice.
  - Freight Commissions: To deduct from the invoice, select the **Include commission** check box. Otherwise, use the [Freight/Relet Commission Payment](#) form to enter and process invoices for brokerage on freight sales and purchases that were not deducted.
  - **Bill To** check box: Select to send the bill to the broker.
  - **Freight Adjustment**: Add any relevant information.
  - To include additional invoices, such as a Demurrage or Despatch calculation, click  **Add Details**. On the Additional Invoices form, you can select invoices to include; only calculations with status Settled can be included. Their details appear under Invoice Details. 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 [Voyage Other Revenues and Expenses](#) form.

- Demurrage and Despatch invoices included in the Freight Invoice will be shown with Posted status in the voyage invoices list; the actual posting will be done when the Freight Invoice is posted.
- When there is more than one load or discharge port, to assign different pricing and create an invoice for each port, use the Top-off or Reverse Top-off check box on the [Cargo Pricing](#) tab. For more information, see [FAQ - About Top-off](#).
- To print the invoice, click  Invoice.

#### ▼ Related Config Flags

CFGFreightCommBasedOnPaidAmount

Causes a prompt to appear to create Freight Commission invoices when the Freight Invoice is paid. For a Special invoice, adjustments must be linked to the Cargo.

CFGDefaultCargoRefOnFreightInv

Populate the Reference field with the Reference No. from the Cargo form.

CFGLockInvoiceHeader

Locks editing of the Address, PO Box, and Country fields on the Header form of the Freight Invoice. When disabled, these fields are editable.

### Reissuing a Freight Invoice

If a recalculation is needed, you can reissue a normal Freight Invoice that has been posted, using the same invoice percentage.

1. After posting a normal Freight Invoice, open it.
2. A Re-issue button appears instead of the Refresh button. Click . A new Freight Invoice with the same Invoice % is created that reverses the previously issued invoice and recalculates the Freight.

#### Notes:

- You cannot reissue an invoice more than once.
- You cannot reissue an invoice of type Reissue.
- You cannot reissue an invoice that was already included in an Incremental invoice.

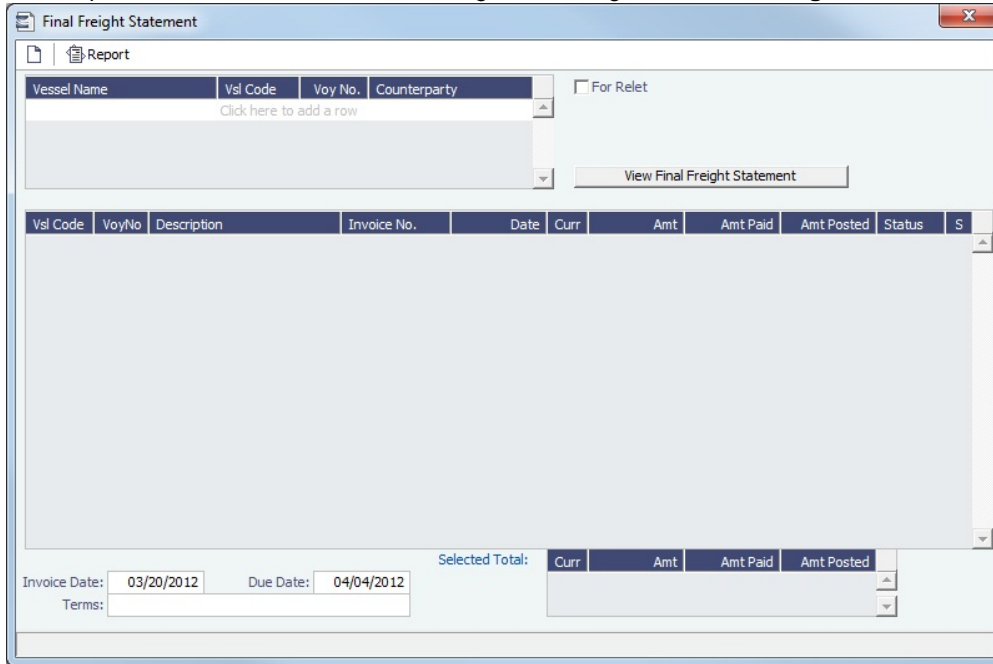
## Final Freight Statement - Demurrage Statement

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

To create a Final Freight Statement:

1. In the Operations Module Center, under Freight/Demurrage, click **Final Freight Statement**.



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

▼ **Related Config Flags**

CFGDisableItemizedDemOnFinalStatement

Aggregate all related Demurrage items in a Final Freight Statement; the commissions are still detailed.

CFGConsolidateFrtCommissions

Show the commissions on the freight invoice and final freight invoice on one line.

## Veslink Form List

The Veslink Form List displays all the forms in the associated Veslink database. To open the list from IMOS, in the IMOS Operations Module Center, click **Veslink Form List**.

PDF	Effective (GMT)	Submitted (GMT)	Vessel	Voy No.	Port	Port Seq.	Port/Transit	Form Title	Status
PDF	6/4/2013 3:23 PM		MV BULKER	1	HALIFAX	400	In Port	Noon Report	Approved
PDF	6/3/2013 10:27 PM		MV BULKER	1	HALIFAX	400	In Port	Cargo Handling Form	Approved
PDF	1/14/2013 1:00 PM	5/20/2013 4:18 PM	MV BULKER2	5	BALTIMORE (USA)	300	In Port	Offline Departure Notice	Approved
PDF	1/1/2013 7:00 AM	4/17/2013 3:47 PM	MV BULKER 7	1	HOUSTON	100	In Port	Offline Noon Report	Pending
PDF	1/1/2013 7:00 AM	4/17/2013 3:45 PM	MV BULKER 3	1	HOUSTON	100	In Port	Offline Noon Report	Approved
PDF	1/1/2013 7:00 AM	4/17/2013 3:43 PM	MV BULKER 9	1	HOUSTON	100	In Port	Offline Noon Report	Pending
PDF	5/2/2012 10:00 AM	3/8/2013 8:05 PM	MV BULKER 4	1	HOUSTON	100	In Port	Offline Caroo Handling Form	Pending
PDF	4/22/2012 8:00 AM	12/4/2012 3:59 PM	MV BULKER 5	11	BOSTON (USA)	400	In Transit	Offline Noon Report	Pending
PDF	4/4/2012 11:01 PM	11/29/2012 8:40 PM	MV BULKER 6	8	BOSTON (USA)	300	In Port	Offline Statement of Facts	Pending
PDF	4/6/2012 6:00 PM	11/28/2012 6:38 PM	MV BULKER 8	7	HOUSTON	200	In Port	Norden Offline Noon Report	Pending

The **Effective (GMT)** column displays the Form Date/Time. Operators can use it as a guide to the sequence for approving incoming forms.

The **Status** column displays one of the following for each form:

- **Pending:** Forms that require approval, displayed in green
- **Pending with Errors:** Forms that have errors that need to be corrected before they can be approved.
- **Approved:** Forms that have been approved by the Operator.
- **Processing:** Forms waiting to be approved or rejected.
- **Open for Resubmit:** Forms that were approved once and have been opened for resubmit.
- **Rejected:** Forms that have been rejected by the Operator.

To open:

- A PDF of a submitted form, click the [PDF](#) link.
- A form to work with, click the [Form Title](#) link.
- A text box showing the reason for the error, click the [Status](#) link.

The [Veslink Forms](#) tab of the Voyage Manager is like a Veslink Form List for only that voyage.

## Working with Veslink Forms

From the [Veslink Forms](#) tab in the Voyage Manager or the [Veslink Form List](#), you can click the [Form Title](#) link to open a form.

The screenshot shows the Veslink form interface. At the top, there are four buttons: **Approve**, **Reject**, **Print PDF**, and **Print Excel**. Below these, the form fields are: Vessel Name: ALEXANDRA, Voyage Number: 10, GMT Offset: GMT+01:00, and Port: ROTTERDAM. The main section is titled "Activities:" and contains a table with the following data:

Activity	Cargo	Remarks	Date/Time/GMT	
END OF SEA PASSAGE			02/14/2014 9:00 +1:00	del
ARRIVAL PILOT STATIO			02/14/2014 10:00 +1:00	del
ARRIVAL CUSTOMARY			02/14/2014 11:00 +1:00	del
PILOT DISEMBARKED			02/14/2014 11:00 +1:00	del
START LOADING CARG	WHEAT		02/15/2014 9:00 +1:00	del
END LOADING CARGO	WHEAT		02/17/2014 13:00 +1:00	del
COMPLETED CARGO C			02/17/2014 15:00 +1:00	del
START SEA PASSAGE			02/18/2014 9:00 +1:00	del

Below the table, there is a link: "Click here to add: Port Activity Berth Cargo". A "Remarks:" text area is located below the table. At the bottom, there are fields for "Master's Name" (First and Last) and another set of buttons: **Approve**, **Reject**, **Print PDF**, and **Print Excel**.

When the form is open, depending on your [permissions](#), you can do any of the following:

- Approve or reject the form.
- Print a PDF or Excel.
- Open the form for resubmit.
- Make changes to unprotected fields and resubmit the form.

## Operations Reports

On the Operations Module Center, click Select Report: ▾ to access the [Report List](#) and the following reports specific to Operations:

Report	Description
Bunker Invoices Summary	Lists all bunker invoices 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.
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 <b>Use Voyage Date</b> check box is selected, the report will include cargoes where voyages fall within the user-specified date range. If the check box is not selected, the report will include all scheduled cargoes where fixture dates fall within the user-specified range. If the <b>Scheduled Fixtures Only</b> check box is selected, the report will include only the cargoes where the voyages have been scheduled.
General Operations Report	<p>Report contains five different reports related to the voyage itinerary for voyages that fall within a user-specified date range.</p> <ul style="list-style-type: none"> <li>• <b>General Operations Report:</b> Includes each voyage leg with extended information on fuel consumption and arrival /departure dates, for both sea passage and in-port parts of the voyage leg.</li> <li>• <b>Sea Operations Report:</b> Similar to the General Operations report, but with the information limited to the sea part of each leg and fuel consumption breakdown.</li> <li>• <b>Port Operations Report:</b> Similar to the General Operations Report, but with the information limited to the in-port part of each voyage leg. You can select a specific port to report on.</li> <li>• <b>Vessel Position Report:</b> For all loading ports in the voyage, this report includes the cargo information and the destination discharge port(s) for the cargo on a separate line. Ports where the vessel has currently arrived are marked with an asterisk, for example, <b>Odessa*</b>.</li> <li>• <b>Off Hire Report</b> – Report includes the details of voyage off hire, with start/end of such off hire, fuel consumed, and reason for the off hire.</li> </ul>

On/off Hire Summary	Report includes summary of the voyages' on- and off-hire for the year and period of months specified by user. Planned Maintenance days is off hire defined on the Delay Reasons form in the Data Center, and is calculated in a separate column.
Operations Receivables	Report includes all receivable invoices' details of the type specified by user-- Freight, Demurrage, TCO or Other Revenue-- dated after the user-specified reference date. Paid and posted amounts for each invoice are listed in separate columns.
Performance Analysis Report	Report includes voyage fuel and vessel speed related performance information based on comparison of the actual (activity reports) and CP (fixture) values.
Performance Warranty Report	Report includes all voyages that have a Commence Date falling within a user-specified date range. Each section includes data from all voyages for the given Time Charter contract. This report is similar to the Voyage Performance Report in the Voyage Manager. This report is available when CFGEnablePerformanceWarrantyReport is enabled.
Port Expenses Summary	Report includes estimated and actual values for the port expenses for each voyage port where port expenses have been incurred. You can narrow down results by selecting a specific port agent.
Port Expenses Re-billable Summary	Report includes all the re-billable port expenses incurred within a user-specified date range. It also shows the difference between estimated and actual rebillable port expenses.
Port Production Report	Report includes cargo handling information such as the amounts loaded, discharged, and shifted for voyages that have handled cargo at a user-specified port within the user-specified date range.
TCE Summary	Report includes monthly TCE (Time Charter Equivalent) rate breakdown for the year and vessel(s) specified by the user – and compares it with the previous year's figures. User can select <b>Show TC-In</b> to print figures for TCI voyages on separate lines.
US Army Corps of Engineers Report	Report includes a summary of freight carried on the voyages within a user-specified date range and for the selected fleet's vessels. Lists all loading and discharge of voyage cargoes.
Utilization Report	Measures total expenses in a voyage when the ship being chartered is not in use; typically due to waiting to get into port, weather issues, or cargo load/discharge delays. This cost is the responsibility of the charterer and must be tracked in the voyage P&L.
Vessel Performance Report	Report is based on a date range, rather than a voyage range, and gives information about bunker consumption based on Activity Reports.
Vessel Position Report	Includes different types of reports: Ships, Offshore Barge, Inland Barge, and External.  Report includes voyage leg information for each active vessel on the user-selected reference date. Voyage leg 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

	<p>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.
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.

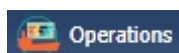
## Bunker Management

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

### 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  and then click a form or a list under **Bunkers**.


The **Bunkers** section on the Operations Module Center also provides access to the following Market information, described under [Trading](#) in the Knowledge Base:

- [Market Data](#)
- [Markets](#)

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

## Related Key Topics

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

## Content by label

There is no content with the specified labels



## Related FAQs


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For more information, see the following Bunker Management FAQs:

- [FAQ - How is TCI Bunker Adjustment Calculated](#)
- [FAQ - How is TCO 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 - Overview of Bunker Invoices Binding Status](#)
- [FAQ - Financial Setup - Rebilling and Bunker Invoices](#)
- [FAQ - Accounting for bunkers lifted at a deleted port](#)
- [FAQ - Bunkers Operational Quantity vs Invoice Quantity](#)
- [FAQ - How do I register lifted bunkers paid by two different parties in a Time Charter?](#)
- [FAQ - Bunker Consumption for Cargo Heating](#)
- [FAQ - How to enter a lifting that has multiple prices for one fuel grade](#)
- [FAQ - Partial deduction of bunkers before delivery](#)
- [FAQ - What is the "For Owner" Checkbox used for?](#)
- [FAQ - How can I transfer bunkers from one grade to another during a voyage?](#)
- [FAQ - How to View Bunker Lists for Multiple Environments in One](#)
- [FAQs - Entering Bunkers Purchased by Charterer or Owner](#)
- [FAQ - CP Consumption for Grouped Fuels](#)

## Bunker Management Workflows

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

Bunker Management supports alternate workflows depending on organizational needs, individual preferences, and situational variations. The following workflows assume that bunker requirements are generated by vessel Operators; they can be processed by a specialized Bunker Department. At a high level, bunker workflow options include the following:

- Work with or without a specialized Bunker Department.
- Use Bunker Alerts to coordinate Operations and Bunker Desk work processes.
- Create a Bunker Requirement, then Bunker Inquiries, then a Purchase Order, then an Invoice.
- Create a Bunker Purchase from scratch before entering a Requirement or operational quantities, and manually bind the invoice to the physical liftings.
- Create a Bunker Invoice from scratch before entering a Requirement, a Purchase, or operational quantities, and manually bind the invoice to the physical liftings.
- Optionally capture details for each fuel type lifted, including benchmark prices, cancellation fees, test requirements and results, and claim information.

Use any of the following workflows:



- Administrator Tasks
- Typical Operator-Only Workflow
- Typical Operator-Bunker Department Workflow
- Alternate Operator-Bunker Department Workflow

## Administrator Tasks

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1. Install the Bunker Management license.
2. Log in, set [Security](#) rights for Administrators and other IMOS users, and log out.
3. Log in again and enter the [Bunker Settings](#).

## Typical Operator-Only Workflow

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1. Enter a new [Bunker Requirement](#); the Request Status is **Preliminary**.
2. Record one or more vendor price inquiries and set the Procurement Status to **In Process**.
3. Order the bunkers and set the Procurement Status to **Completed** and the Purchase Status to **Ordered**.
4. After the vessel lifts the bunkers, update received quantities and lifting details in either [Port Activities](#) or [Activity Reports](#); change the Purchase Status to **Lifted**.
5. Create and process the payable [Bunker Invoice](#); the Purchase Status updates to **Invoiced**.

## Typical Operator-Bunker Department Workflow

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<i>Operator</i>	<i>Bunker Manager</i>
1. Create a <a href="#">Bunker Requirement</a> from the Bunkers form in the Voyage Manager. Leave the Request Status as <b>Preliminary</b> to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
	2. Use the <a href="#">Bunker Requirement List</a> to see preliminary and confirmed bunker requests. Sort the list in order of Vessel ETA or Bunkering Window From and process requests in date priority order.
	3. Open an individual <a href="#">Bunker Requirement</a> to view requirement details. Set the Procurement Status to <b>In Process</b> to help track your work. Make vendor inquiries for one or more ports and record the details.
4. Monitor the Procurement Status of your requests in the <a href="#">Bunker Requirement</a> form. Set the Request Status to <b>Confirmed</b> to tell the Bunker Manager that the bunkers can now be ordered.	
	5. To record a bunker purchase, open the <a href="#">Bunker Requirement</a> , select the vendor inquiry, and set its Status to <b>Ordered</b> . Track the progress of individual inquiries in the <a href="#">Bunker Purchase List</a> . When all orders have been placed, set the Bunker Requirement Procurement Status to <b>Completed</b> .
6. Enter the bunkers received by the vessel in <a href="#">Port Activities</a> or <a href="#">Activity Reports</a> in the Voyage Manager.	
	7. Update lifting details in the <a href="#">Bunker Purchase</a> form; change the Purchase Status to <b>Lifted</b> .
	8. From the <a href="#">Bunker Purchase</a> form, create and process the payable <a href="#">Bunker Invoice</a> ; the Purchase Status updates to <b>Invoiced</b> .

## Alternate Operator-Bunker Department Workflow

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If only one Inquiry is to be recorded per Bunker Requirement, an alternate Bunker Management workflow can be configured. In this scenario, the Bunker Specialist uses the Bunker Lifting List as the primary interface for managing purchases. To facilitate this model of use, a Bunker Inquiry is automatically generated for each new Bunker Requirement, with inquiry quantities set to the requested quantities. As a result, this list shows one row per fuel type requested, as soon as the bunkers are requested. This alternate workflow can be outlined as follows:

<i>Operator</i>	<i>Bunker Manager</i>
1. Enter a new <a href="#">Bunker Requirement</a> from the <a href="#">Bunkers</a> form from the Voyage Manager. Leave the Request Status as <b>Pre liminary</b> to tell the Bunker Manager that this is a possible, but not confirmed, bunkering port.	
	2. When the Bunker Alert automatically notifies your department of the new Requirement under your responsibility, open the Bunker Requirement from the <a href="#">Bunker Alert List</a> and accept the alert. You are automatically recorded as the responsible Bunker Manager. You can add more inquiries to a Requirement.
	3. Print the Bunker Slip Report for the Bunker Requirement and use it to record inquiry information from one or more bunker vendors. This report lists information for each bunker vendor servicing the proposed bunker port. Record inquiry results on the paper copy and enter information in IMOS for the selected vendor only.
	4. Open the <a href="#">Bunker Lifting List</a> and select the row corresponding to the Bunker Requirement. The Bunker Purchase form appears in the lower half of the list, and the fuel type tab for the selected list row appears.
	5. Update the <a href="#">Bunker Purchase</a> form to include order information for the selected vendor. A P.O. Number is automatically generated when the purchase status is set to Ordered.
6. Enter the bunkers received by the vessel in <a href="#">Port Activities</a> or <a href="#">Activity Reports</a> in the Voyage Manager.	
	7. Update 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

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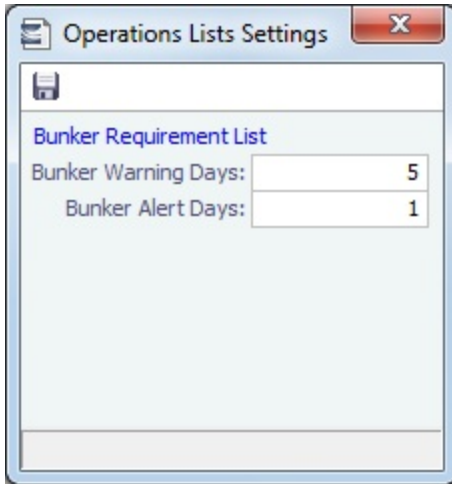
You can set the following Bunker Settings:

- [Operations Lists Settings](#): Parameters used by the [Bunker Requirement List](#) and [Bunker Alert List](#).
- [Bunker Purchase Types](#): Value options for the Purchase Types field in [Bunker Purchases](#).
- [Bunker Delivery Types](#): Value options for the Delivery Type field in [Bunker Requirements](#) and [Bunker Purchases](#).

## Operations Lists Settings

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Begin by setting options for the Operations Lists. In the Operations Module Center, click **Operations Lists Settings**.



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.

#### ▼ [Related Config Flags](#)

`CFGDisplayBunkerAlerts`

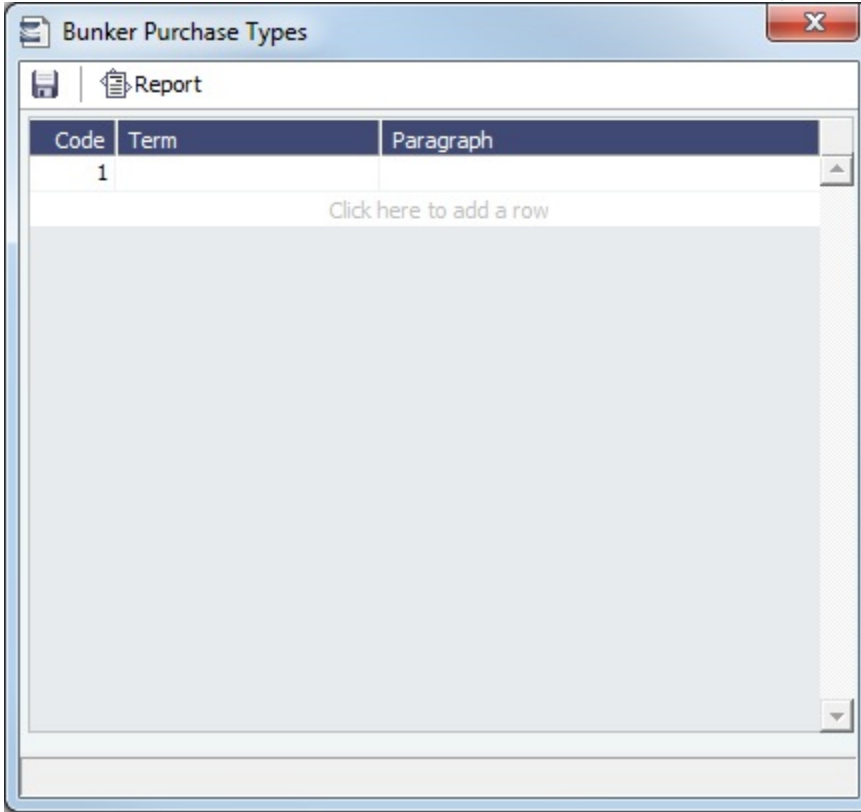
Enable the Bunker Alerts List. The list shows all recently created bunker requests not assigned to a Bunker Manager.

## Bunker Purchase Types

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You can configure a list of the possible Bunker Purchase Types that can be selected on the [Bunker Purchase](#) form.

In the Operations Module Center, under Setup, click **Bunker Purchase Types**.



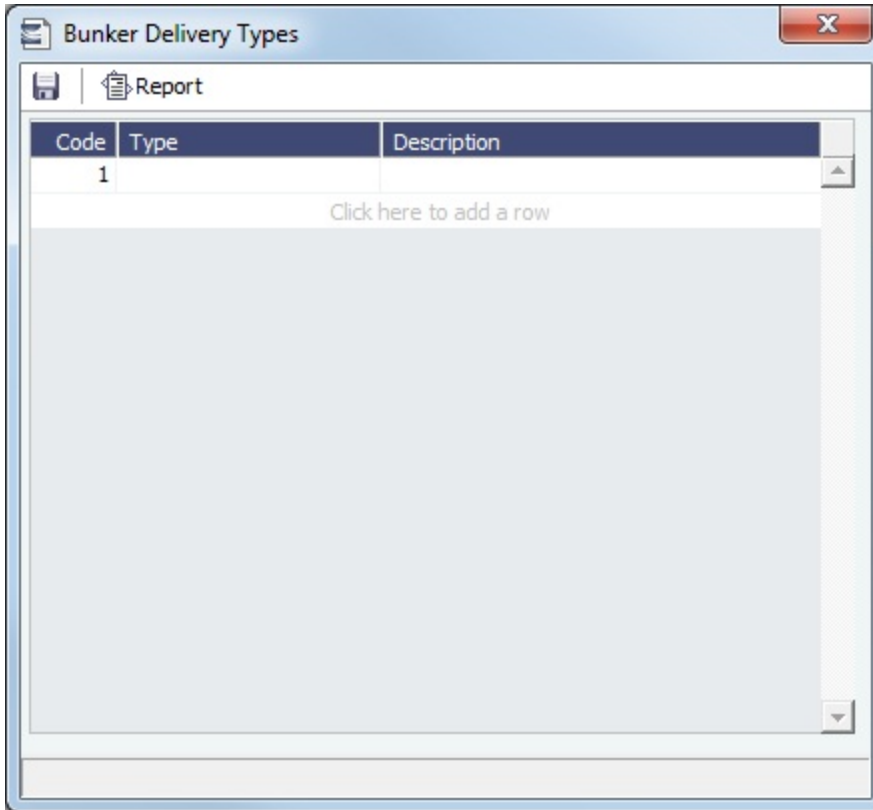
For each Bunker Purchase Type, enter a **Term**; you can also describe it in a **Paragraph**. A sequential **Code** appears automatically.

## Bunker Delivery Types

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You can configure a list of the possible Bunker Delivery Types that can be selected on the [Bunker Requirement](#) and [Bunker Purchase](#) forms.

In the Operations Module Center, under Setup, click **Bunker Delivery Types**.



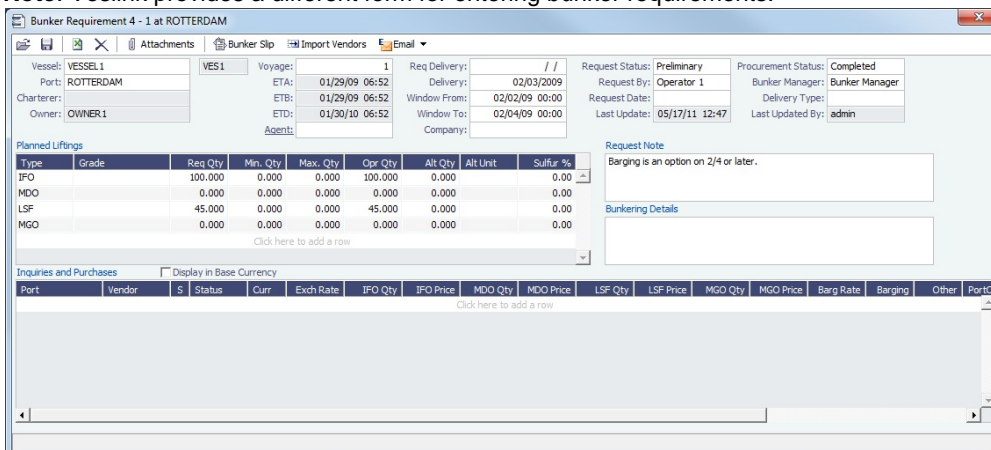
For each Bunker Delivery Type, enter a **Type**; you can also describe it in the **Description** column. A sequential **Code** appears automatically.

## Bunker Requirement

The Bunker Requirement communicates request information from the [Operator](#) to the [Bunker Manager](#).

[Security Module Rights](#) for the Bunker Requirements form differentiate between Operator and Bunker Manager responsibilities by allowing editing for the appropriate fields.

**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 if the [Bunker Alert List](#) is enabled, it will have a Bunker Requirement Alert. If the port call is deleted, the Bunker Requirement is unlinked after the voyage is saved and shows as unlinked in the [Bunker Requirement List](#). An unlinked Bunker Requirement can be linked to a different port call or canceled.

### ▼ Related Config Flags

CFGEnableVesselBunkerGrade

Specifies the fuel **Grade** on the Vessel or Time Charter In/Out form and to default the value here; it can be overridden but is required for Confirmed status.

CFGRequireAgentsToConfirmRequirement

Requires values for Port Agents when confirming a Bunker Requirement.

CFGAutoSetBunkersPurchasedForOwner

On Time Charter Out voyages, sums up all the quantities marked as For Owner into the Purchased for Owner field in the Time Charter Out contract.




## Operator

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When you think you will need to bunker at a port, complete this form.

### Creating a New Bunker Requirement

To create a Bunker Requirement, do one of the following:

- From the Voyage Manager:
  - On the Bunkers form:
    - Click  **New Requirement**.
    - On a bunker type-specific detail tab, right-click a port call row and then click **New Bunker Requirement**.
    - On the Operations tab, on the Bunkers tab or the Port/Date Group tab of the Itinerary, right-click the port line 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 **Bunker Requirement**.

It is possible to have multiple Bunker Requirements per port call; you can also view any others on the form.

### Operator Tasks

Complete the fields as appropriate.

- **Vessel, Voyage, and Port:** If you opened the Bunker Requirement form from a voyage, information from the voyage appears. If you opened it from the Operations Module Center or from a list, select the **Vessel, Voyage, and Port**.
  - If a Requirement is created without a vessel, to assign one later, the specified bunker types must be compatible with the vessel.
  - If a Requirement is created with a vessel and a port, but no Voyage Number, to assign one later, the Voyage Number must be compatible with the specified port and the voyage's itinerary.
  - If a linked Bunker Purchase is invoiced, the Requirement cannot be linked to a new Voyage Number, vessel, or port.
- **Status:** The initial Request Status is **Preliminary**, and the initial Procurement Status is **Not Started**.
- **Planned Liftings:** For each Bunker Type required, complete any of the following:
  - **Req Qty:** The Request Quantity defaults to the same value as the quantity planned for the voyage in Operations.
  - **Opr Qty:** If the planned or received quantity did not come from the [Bunkers](#) form, enter it to ensure that estimated voyage consumption is basis the planned bunkers. The Opr Qty appears as an estimated amount to receive in the [Port Activities](#) form. After receiving bunkers, in Port Activities (after entering the date and time for the End of Sea Passage), enter the amount Received. It appears on the Bunkers form Summary tab under Bunker Liftings.

When you save the form, it appears on the [Bunker Requirement List](#).


When you want the [Bunker Manager](#) to order the bunkers, set the **Request Status** to **Confirmed**.

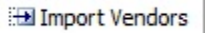
## Bunker Manager


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After opening a Bunker Requirement from the [Bunker Requirement List](#), follow these steps.

1. Complete the following fields:
  - **Bunker Manager:** Select yourself or another user to process the requirement.
  - **Procurement Status:** Change to **In Process**. You can filter the Procurement Status column in the Bunker Requirement List to find Bunker Requirements by status.

2. To save the form, click .
3. Inquire about different ports and vendors. In the **Inquiries and Purchases** table, click to add a line for each vendor inquiry. If you are paying a barge to get the fuel to the vessel, and barging is not included in the Base Rate, enter the associated costs for the bunkers and for barging. You might need this information as evidence that you got separate prices.
  - To enter one inquiry line for each Bunker Vendor that has this port specified as **Ports Served**, click




- To email an inquiry, click  Email and then click **Inquiry**.
4. As you gather the information, complete the fields as appropriate.
    - **Vendor:** If you complete the **Ports Served** form for each bunker vendor in the [Address Book](#), vendors recorded as servicing the port appear at the top of the Vendor selection list.
    - To enter a quantity range for a price, select the **Range** check box to open the Bunker Quantity Range form.



	Qty	Min	Max	Base Prc
IFO:	500.000	450.000	550.000	750.0000
MDO:				0.0000
MGL:				0.0000
LSF:				0.0000

Enter Quantity, Min, Max, and Base Price for each fuel type; the information is synced with the Bunker Purchase form and appears in the Min/Max Qty fields on the fuel type tab of the Bunker Purchase. To open the form again, right-click the line and click **Bunker Quantity Range**.

5. Do the following:
  - a. If you want to leave instructions or notes about the bunker delivery, enter a **Request Note**.
  - b. If the inquiry specifies a port other than the main port for the Bunker Requirement, you can add an inquiry to the Bunker Requirement form of the other port. In the Inquiries and Purchases table, right-click the port and click **Link to Other Parent Port**. Selecting a port causes the inquiry to be copied to the Bunker Requirement form for that port.
  - c. After you negotiate with vendors and order the bunkers, in the Inquiries and Purchases table, select the **S** check box to select the vendor. You **must select the vendor**, even if there is only one, to 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.
  - d. If you have not set an Opr Qty, you are asked if you want to set the requirement quantity as the Opr Qty.
  - e. Set the **Procurement Status** to **Completed** and enter a **Delivery Date**.

- To email a nomination, click  Email and then click **Nomination**.

6. If you did not already create a Bunker Invoice when you selected the vendor, you can create a Purchase Order and/or a Bunker Invoice:

- To create a Purchase Order, right-click the selected inquiry line and click **Purchase Order**. The Purchase Order appears in the Reporting Center. You can print, save, create a PDF, or email it.
- To create a [Bunker Invoice](#), right-click the selected inquiry line and click **Create Bunker Invoice**.


7. After creating the Bunker Invoice, change the **Procurement Status** to **Completed**. The Status columns in the Bunker Requirement List are updated, and the Status of the inquiry in the Inquiries and Purchases table changes to **Invoiced**.

#### ▼ **Related Config Flags**

CFGBunkerVendorsRestricted

Restrict Bunker Vendor selection to only Bunker Vendors who have the port listed in [Ports Served](#).

## Emailing an Inquiry or a Nomination

To email an inquiry or a nomination, click  Email 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, 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.

### ▼ Related Config Flags

#### CFGInternalBunkerEmail

Specify a single address on emails, instead of emailing all the bunker vendors in the Requirement.

## Bunker Alert List

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Configuration flag **CFGDisplayBunkerAlerts** enables the Bunker Alert List. The list only appears if there are alerts that have not yet been accepted by a Bunker Manager.

Bunker Alerts notify you of new or changed [Bunker Requirements](#). To access the Bunker Alert List, the Bunker Alert List Module right must be selected in [Security](#).

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. In [Operations List Settings](#), in the Bunker Alerts List section, select the check box and enter a Refresh Interval in minutes.

## Bunker Manager

To use the Bunker Alert List:



1. On the Operations Module Center, under Bunkers, click **Bunker Alert List**.

Requirement ID	Alert	Bunker Manager	Port	Vessel Name	Voyage No.	Voyage Ref	Request Status	Alert Time	Request Note
87	New Requirement		FARSUND	NEW YORK	1		Preliminary	9/6/2011 14:06	
86	New Requirement		FARSUND	MASSACHUSETTS	1		Preliminary	9/6/2011 14:03	
79	Cancelled			SEVEN	2		Cancelled	8/30/2011 09:37	Bunker requirement portall
77	Cancelled	Operator	ASHOOD	FLORIDA	1		Cancelled	9/6/2011 14:07	
64	Modified Requirement		TABACO	DELAWARE	1		Preliminary	8/9/2011 17:51	
53	Modified Requirement		JABIRU MARINE TERMINAL	SIX	2		Preliminary	6/10/2011 15:49	
52	New Requirement			DAKOTA	3		Preliminary	8/30/2011 14:14	
47	Modified Requirement	Operator	MAVALLA TERMINAL	SERENITY	320		Preliminary	8/30/2011 12:34	
38	Modified Requirement		ABADAN	VERMONT	201121		Preliminary	5/29/2011 15:20	
35	Modified Requirement		SUEZ CANAL	COLUMBUS	1		Preliminary	8/9/2011 13:58	
33	Modified Requirement		TA-KUNTAH	VERMONT	201118		Preliminary	5/24/2011 13:00	
18	Modified Requirement	Operator	FAABORG	SERENITY	328	328	Preliminary	9/6/2011 14:02	
17	Modified Requirement	Operator	NAPLES	DELAWARE	4		Preliminary	9/6/2011 14:01	
125	Modified Requirement		E MED	COLORADO	1	1-ppp	Confirmed	1/17/2012 10:16	

2. To remove an Alert from the list, open the Bunker Requirement and do one of the following:

- To accept a new Bunker Alert, click **Accept Alert**. You are recorded as the Bunker Manager for the Bunker Requirement; you can assign another user as the Bunker Manager.
- To work with an Alert that you have already accepted, edit the Bunker Requirement and save it.

## 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

Requirement ID	Request Status	Procurement Status	Vessel	Vessel Code	Voyage No.	Port	ETA	ETD	Delivery Date	Window From	Window To	Fuel Types
16	Preliminary	Not Started	MASSACHUSETTS	MASS	64	GIBBALTAR						IFO
10	Preliminary	Not Started	PORTLAND	PORT	151	TRAINER	1/16/2009 8:00:00	1/18/2009 6:15:00				IFO
9	Preliminary	Not Started	LOUISIANA	LOUL	132	VALEDO-PORT ARTHUR	2/28/2009 9:00:00	3/1/2009 4:30:00				MDO
8	Confirmed	Completed	PORTLAND	PORT	158	POINT TURPER	3/5/2009 5:36:00	3/6/2009 9:36:00				IFO
7	Preliminary	Not Started	WASHINGTON	WASH	156	TRAINER	3/9/2009 1:49:47	3/11/2009 10:49:47		3/9/2009 12:00:00	3/9/2009 12:00:00	IFO, LSF
13	Preliminary	Not Started	LOUISIANA	LOUL	169	TESSPORT	3/11/2009 7:30:00	3/12/2009 6:00:00				IFO, MDO
5	Confirmed	In Process	MASSACHUSETTS	MASS	13	PROVIDENCE	3/17/2009 2:18:00	3/18/2009 8:18:00		3/17/2009 12:00:00	3/24/2009 12:00:00	IFO
6	Preliminary	Not Started	NEW YORK	NEWY	18	LOOP TERMINAL	3/19/2009 1:01:00	3/23/2009 7:30:00				IFO, MDO
12	Preliminary	Not Started	WISCONSIN	WISC	66	ZAWIA TERMINAL	3/23/2009 12:00:00	3/24/2009 12:00:00		3/24/2009 12:00:00	3/26/2009 12:00:00	LSF
5	Preliminary	In Process	TEXAS	TEXA	62	TRAINER	3/30/2009 11:42:00	4/1/2009 3:42:00		3/31/2009 12:00:00	4/1/2009 12:00:00	IFO
14	Preliminary	Not Started	MASSACHUSETTS	MASS	64	HENLOPEN LZ	6/15/2009 12:00:00	6/16/2009 12:00:00				IFO, MDO, LSF
11	Preliminary	Not Started	MASSACHUSETTS	MASS	64	TRAINER	6/19/2009 12:00:00	6/19/2009 1:00:00				IFO, MDO, LSF
2	Confirmed	In Process	MASSACHUSETTS	MASS	64	WAYWAY	6/19/2009 5:12:00	6/19/2009 5:12:00		6/20/2010 12:00:00	6/22/2010 12:00:00	LSF
15	Preliminary	Not Started	NEW ORLEANS	NEWO	170	STURE	9/12/2009 8:37:45	9/15/2009 4:37:5		3/15/2010 12:00:00	3/25/2010 12:00:00	IFO, MDO, LSF
3	Confirmed	In Process	FLORIDA	FLOR	5	PETROQUARTA	10/7/2009 1:39:00	10/9/2009 1:42:00		10/9/2009 12:00:00	11/16/2009 12:00:00	MDO

To create a work list, create a **View** that has the columns you want to see, and exclude other Bunker Managers, so you see only your own work. For more information on lists, see **Lists** or the **Lists tutorial**.

To have the most critical requirements appear at the top of the list, sort by the **ETA** column or the **Window From** column. You can open the **Voyage Manager** to find other information. To open a Requirement, click the Requirement ID.

## Operator or Vessel

You can use this list to check on the status of a Bunker Requirement.

## List Functions

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

## Bunker Invoice


IMOS supports alternate workflows to support different business situations. For example, you can create a Bunker Invoice before a Bunker Requirement or Inquiry has been entered, or before knowing the operational lifting quantities. If you like, you can bind the invoice to a bunker purchase or to the operational quantity at a later time. To support this flexibility, IMOS provides a number of ways to create a Bunker Invoice.

### Creating a Bunker Invoice

1. To create a Bunker Invoice, use one of these methods:
  - On the [Bunker Requirement](#) form, right-click the selected vendor inquiry line (the one with the S check box selected), and click **Create Bunker Invoice**.
  - On the [Bunkers](#) form from the Voyage Manager, under Bunker Liftings, right click the line and click **Create Bunker Invoice**.
  - On the [Invoices](#) tab of the Voyage Manager, click the [Create Invoice](#) link.
  - In the Operations Module Center, under Bunkers, click **Bunker Invoice**.
  - Create the invoice in Financials, on the [Create Invoices List](#).

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



2. On the Bunker Invoice, do one of the following:
  - Complete at least the required fields.
  - If an uninvoiced [Bunker Purchase](#) matches the values when you complete the following fields, a selection list appears with the possible relevant Bunker Purchases. Select the appropriate one; its values populate the Invoice.
3. Complete other relevant fields.
  - Payment terms are linked to the Delivery Date.
  - If bank options are configured for the selected Bunker Vendor, you can select them, and the selected bank option populates the Remittance Bank field.
4. To save the information, click .

### Binding a Bunker Invoice

You can create a Bunker Invoice before a Bunker Requirement or inquiry has been entered and then bind the invoice to a bunker purchase later. In another case, you might create a Bunker Invoice before knowing the operational lifting quantities. Again, you can bind the invoice to the operational quantity at a later time.


## Binding an Inquiry to an Invoice

When you create an invoice independent of a vendor inquiry, you can later associate the invoice with the purchase.

1. On the [Bunker Requirement](#) form, right-click the selected line and click **Bind to Bunker Invoice**.
2. In the Bunker Invoice, click  and retrieve the invoice.
3. To save the information, click .

## Binding a Lifting to an Invoice

When you create a Bunker Invoice before knowing the operational lifting quantities, to associate an invoice with the quantity lifted, as recorded in the Voyage Manager, follow these steps.

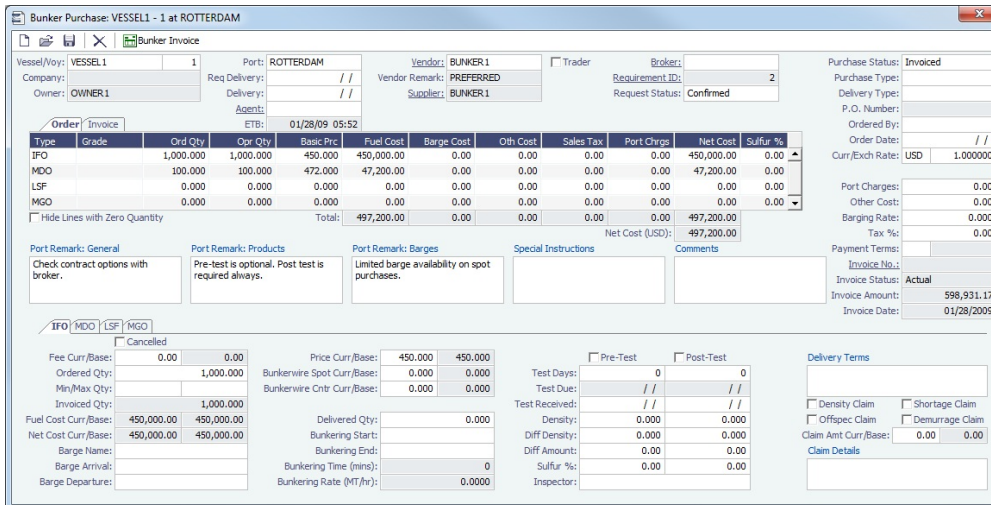
1. On the [Bunkers](#) form from the Voyage Manager, in the Bunker Liftings table, right-click the line and click **Bind Bunker Invoice**.
2. In the Bunker Invoice, to save the information, click .

## Bunker Purchase

In IMOS, a Bunker Inquiry and a Bunker Purchase are the same type of object with different statuses. You can create a Bunker Inquiry/Purchase in a [Bunker Requirement](#) or by clicking **Bunker Purchase** on the Operations Module Center, under Bunkers.

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.



Type	Grade	Ord Qty	Oper Qty	Basic Prc	Fuel Cost	Barge Cost	Dth Cost	Sales Tax	Port Chrgs	Net Cost	Sulfur %
IFO		1,000.000	1,000.000	450.000	450,000.00	0.00	0.00	0.00	0.00	450,000.00	0.00
MDO		100.000	100.000	472.000	47,200.00	0.00	0.00	0.00	0.00	47,200.00	0.00
LSF		0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MGO		0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:					497,200.00	0.00	0.00	0.00	0.00	497,200.00	

## Bunker Purchase List

The Bunker Purchase List includes all Bunker Inquiries and Purchases, one per row, of any status. To open it, 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; others might prefer to use the [Bunker Lifting List](#).

On the Bunker Purchase List, you can:

- [Filter](#) the list to manage all active inquiries and orders.
- See completed purchases and add purchase details.

- See historical data regarding inquiries and purchases per port, per vendor, or per fuel type, to compare costs and performance at different ports and with different vendors.

Purchase No.	Purchase Status	Requirement Desc	Vessel	Voyage No.	Port	ETA	Delivery Date	Fuel Types	Vendor	Order Date	Ordered By	Invoice No.	Invoice Status	Invoice Total	Currency	Req Last Updated on	Req Last Updated
<a href="#">View</a>			NEW VORSE	3001	BARRANGUELLA		18/02/10	H18, DMB	OIL DISTRIBUTOR					0.00			
<a href="#">View</a>	Cancelled		MAINE	3101	DUBLIN		12/08/2010	EUG	BUNKER MANAGER					0.00		2/3/2011 09:21	
<a href="#">View</a>			VERMONT	3003	BRUNSBUTTEL		4/3/2010	L38	ENERGY COMPANY					0.00			
<a href="#">View</a>	Inquiry		DELAWARE	3002	GIBRALTAR		6/16/2010	H38, L38, EUG	BUNKER MANAGER					0.00		6/21/2010 12:33	

To open a [Bunker Purchase](#) form, click its link in the Purchase No. column.

#### ▼ Related Config Flags

CFGEnableBunkerPurchaseForm

Show the Bunker Purchase Form for the selected row in a second frame below the list.

## Bunker Lifting List

The Bunker Lifting List includes all Bunker Liftings, with one row for each bunker type on a Bunker Inquiry/Purchase. To open it, on the Operations Module Center, under Bunkers, click **Bunker Lifting List**.

The Bunker Lifting List shows details that are entered in the [Bunker Purchase](#) form for each bunker type lifted. The primary purpose of this list is to view and report on bunkering details pertaining to each fuel lifting. Purchase and requirement information is also shown in this list, making it usable as the primary work list for those who prefer this view to the [Bunker Purchase List](#).


P.O. Number	Requirement ID	Vessel	Voyage No.	Port	Fuel Type	Delivered Qty	Inspector	Density	Bunkering Time (mins)	Bunkering Rate (mt/hr)	Diff Density	Diff Amount (USD)	Claim Am
201200001	18	AMELIA	6	KASHIMA	IPO	0.00		0.00	0	0.00	0.00	0.00	
201200002	18	AMELIA	6	KASHIMA	IPO	0.00		0.00	0	0.00	0.00	0.00	
View	16	CAROLINE	1	HAMBURG	380	0.00		0.00	0	0.00	0.00	0.00	
View	16	CAROLINE	1	HAMBURG	LSF	0.00		0.00	0	0.00	0.00	0.00	
View	16	CAROLINE	1	HAMBURG	LSG	0.00		0.00	0	0.00	0.00	0.00	
View	25	ADVENTURE	2	ROTTERDAM	IPO	0.00		0.00	0	0.00	0.00	0.00	
View	25	ADVENTURE	2	ROTTERDAM	MDO	0.00		0.00	0	0.00	0.00	0.00	
View	26	MARIA	3	S.CHINA	IPO	0.00		0.00	0	0.00	0.00	0.00	

This list and the accompanying Bunker Purchase dataset can be used to track and report on commercial, operational, and inspection information, such as benchmark pricing, bunkering times, and test results.

## Reporting from Lists and Datasets

The Bunker Requirements List and Bunker Purchase List include a large amount of data for reporting.



- To create a report of the columns displayed in one of the lists, click .
- Information for both lists is also provided in reporting datasets, available in the [Report List](#).

You can create a variety of reports from these datasets.

### Bunker Forecast Reports

Bunker Forecast Reports show future ports, estimated arrival dates, projected arrival bunkers, and low bunker warnings for all voyages scheduled in IMOS. Using the **Vessel Position Report dataset**, you can create a variety of reports with this information. For example, if a Bunker Department assigns responsibilities based on Voyage Region, Bunker Forecast Reports can be grouped by Voyage Region and sorted by Estimated Arrival Date, so each Bunker Manager can look ahead and see when and where bunkers will be required. The Vessel Position Report dataset includes the following fields that can be useful in creating Bunker Forecast Reports:

- Bunker Warning:** Which, if any, fuel types are low on arrival, based on configured vessel safety margins
- ETA**
- Port**
- Vessel Name**
- Voyage Number**
- Arrival ROB:** Arrival bunkers of all fuel types for the vessel
- Bunker Requirement ID:** The ID of any requirement already entered for that port
- Bunker Request Quantity:** The quantity per fuel type requested for that port
- ETD**

## Pooling

### About Pooling

Vessel owners sometimes agree to pool their vessels with those of other owners to participate in an entity with a larger market share. Pools can often negotiate better rates than the pool partners would have been able to individually and can also reduce the partners' risk and exposure.

Since not all vessels in a pool are the same, a point system is used to allocate pool profits to the vessels and their owners. Vessels are assigned points, usually based on a standard of 100. Better performing vessels, perhaps with a better engine, are assigned a value over 100, while less capable vessels may be assigned a rating below 100. At pool meetings, partners negotiate and, if a vessel's performance changes, can adjust its point value.

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. Off Hire of a pooled vessel reduces the vessel's time in the pool and therefore its share of pool earnings; it is not a poolable expense.

In the typical pool, the owners and operators place their vessels in the pool, and the Pool Managers calculate and pay them their share of the pool's results. Conceptually, the arrangement is similar to a Time Charter Out to the pool, with the differences that the hire rates are different every month (based on the performance of the pool), and those rates (that is, pooling distributions) are known only in retrospect. To continue the analogy, the voyage is like an OVTO or a TCTO where the charterer is the pool.

Pool Managers use the IMOS Pooling module for calculating and distributing the profit and loss of the pool and of each participating vessel.

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

## Pooling Workflow

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The tasks involved in pooling are:

1. [Setting Up Pooling](#):
  - a. Create Pools of vessels.
  - b. Assign your vessels to Pools and assign credits on the Pool Assignment form.
  - c. Adjust pool points, vessel ownership, and pool entry and exit dates as needed.
2. Do monthly [Pooling Distribution](#) and review owner Payment Details or do [Pooling Cash Distribution](#).
3. View [Pooling reports](#).

## Related FAQs

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For more information, see the following Pooling FAQs:

- [FAQ - Pooling Distributions Invoices Configurations](#)
- [FAQ - Pooling Premium](#)
- [FAQ - Pool Management Fee](#)

## Setting Up Pooling

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To set up pooling, define Pools, then assign vessels to Pools and allocate points to them.

### ▼ [Related Config Flags](#)

CFGDistributePoolComm

Calculates the Pooling Commission based on the Gross Income.

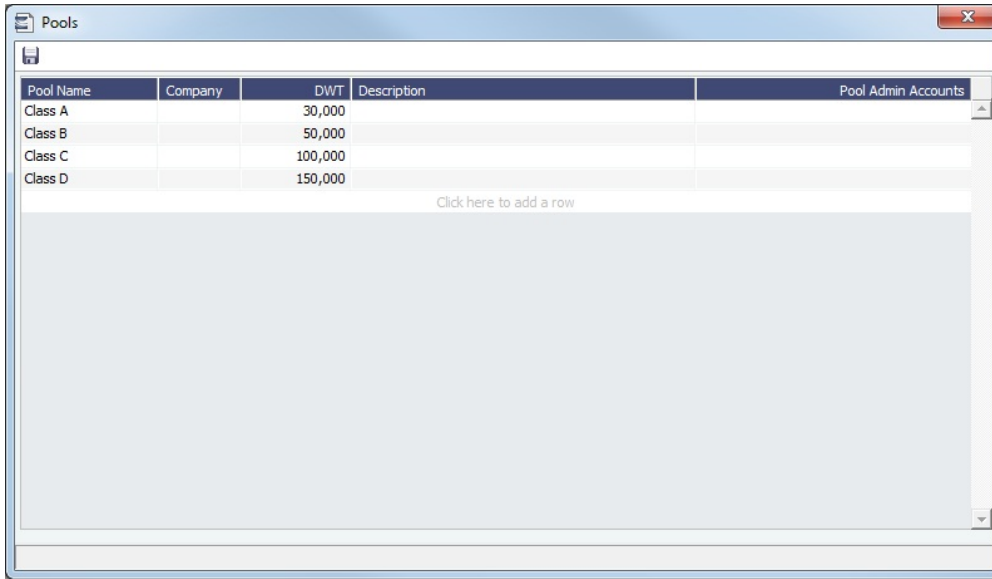
CFGUseItemizedCommissionRate

Allows 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.

1. To create or work with pools, in the Operations Center, under Pooling, click **Pools**.

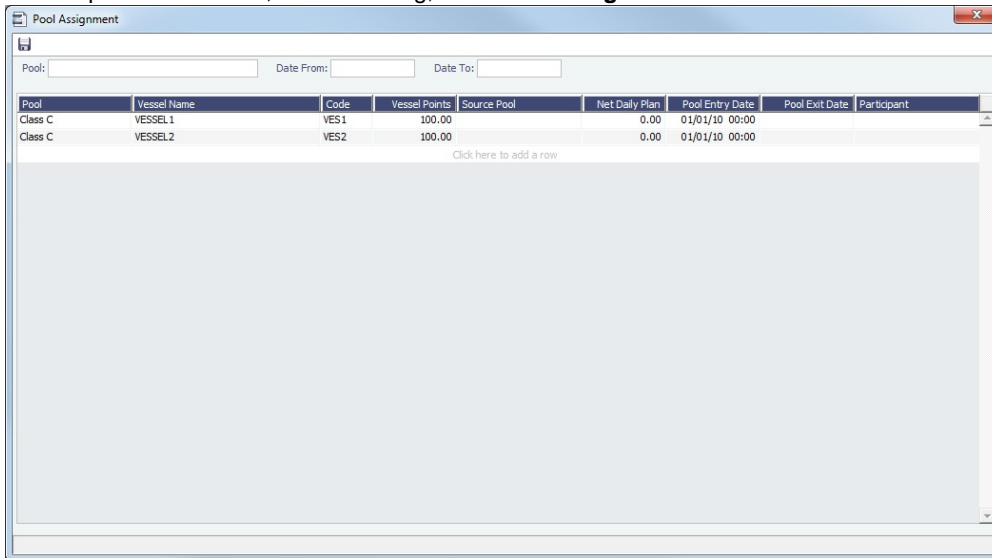


2. Enter the information for each pool: **Pool Name**, **Company**, **Deadweight**, and **Description**. For **Pool Admin Accounts**, select the Ledger Account(s) to use in the [Pooling Distribution](#) for the Admin Fee.

## Pool Assignment

On the Pool Assignment form, assign vessels to Pools 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. Do any of the following:
  - To enter information for 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**. Specifying a value takes this vessel's Source Pool results as the Income before Pooling of the vessel in the current pool.
    - If this column is empty, by default, the Income Before Pooling values are taken from the relevant voyages' P&Ls.
  - 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.

### ▼ Related Config Flags

CFGUsePremiumInPool

Handles **Pooling Premium Distribution**; it adds a Premium column to this form.

CFGPoolPremiumDesc

Customizes the default description of the Premium Distribution lines in the Pooling Distribution invoices.

CFGDefaultCompanyFromVessel

Enters the Company value from the Vessel form in the Voyage Estimate/Fixture /Manager, Cargo/VC In, and Time Charter In/Out, when selecting a Vessel with the Company field empty.

## Pooling Distribution

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It is possible for a vessel to remain in a pool even after having been sold. In this case, the new owner becomes the recipient of pooling distributions as of the sale date. IMOS is alert to this possibility, and when determining the pooling results, it calculates separately the amounts due to the previous and new owners.

A key challenge for any Pool Manager is the fact that the pool's operational P&L changes every day as additional expenses are recorded or other financial factors are negotiated, and can continue to do so long after a voyage is completed, typically for another six months or more. 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. In each case, the recipient of these financial adjustments is the party that owned the vessel during the period of operation in question, regardless of whether the vessel has since been sold.

### ▼ Related Config Flags

CFGUsePostedInPooling

IMOS calculates the Pooling results from the latest Accrual snapshot, instead of the Actual P&L, and the Pooling Distribution form issues a warning detailing all the relevant voyages that don't have Monthly Accruals run.

CFGPoolInvBreakOutPeriods

Controls the level of detail in Pooling Distribution invoices.

CFGPoolResultDistribDesc

When enabled, you can customize the default description of the Result Distribution lines in the Pooling Distribution invoices.

CFGPoolMgtFeeDesc

When enabled, you can customize the default description of the Mgt Fee Distribution lines in the Pooling Distribution invoices.

CFGPoolAdjYear

Specifies the number of previous years for which Pooling Adjustments should be calculated. If the value is -1 (default), the number of adjustments calculated is defined by CFGPoolAdjMonth.

CFGPoolAdjMonth

Specifies the number of monthly adjustments to calculate if the value of CFGPoolAdjYear is -1.

CFGItemizeBilldetByVsl

Creates Pool Payment detail lines associated with each vessel, rather than just grouped by owner. This should always be enabled.

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  **Statement**.

To view Pooling Distribution reports, click  **Report**, 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. 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.


5. 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.
  - To see a Withhold Recovery grid that allows amounts previously withheld from that owner to be added to the current month's payment, right-click an individual owner's payments in the grid and then select **View payment details**. 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 .

## Mirroring Pooling Distribution Transactions

For an Intercompany transaction, pooling distribution payable transactions can be mirrored to create receivable transactions. Follow these steps:

1. Enable [configuration flag](#) **CFGEnableMultiRoleOnAddressBook**.
2. Configure both the Pooling Company and the Pooling Participant as both type **O** (Owner) and type **W** (Company) in the [Address Book](#).
3. Add the following [Business Rules](#):
  - PLAR: POOLP
  - PLAR: COMMS
  - PLAR: ADJST
  - PLAR: ADJCM
4. 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.
5. 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.

### ▾ [Related Config Flags](#)

CFGActMirrorInvoiceAsUnposted

When enabled, auto-created mirror transactions will not be posted by default.


## Pooling Cash Distribution

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On the Pooling Cash Distribution form, you can specify a cash amount to be distributed to the Pool Participants.

To access the Pooling Cash Distribution form, the **Pooling Cash Distribution** Module right must be selected in **Security**.

1. Enter the details for the distribution.
  - **Pooling Distribution** section: Includes all the posted Pooling Distribution invoices issued until the Period To date.
  - **Participants' Items** section: Includes all the non-Pooling, posted invoices that were issued by the Pool Company with one of the pooling participants as the counterparty.
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. Do any of the following:
  - To create a Request for Payment XML notification that can be sent to a third-party system, click the **Request Payment** button.
  - 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.

## Pooling Reports

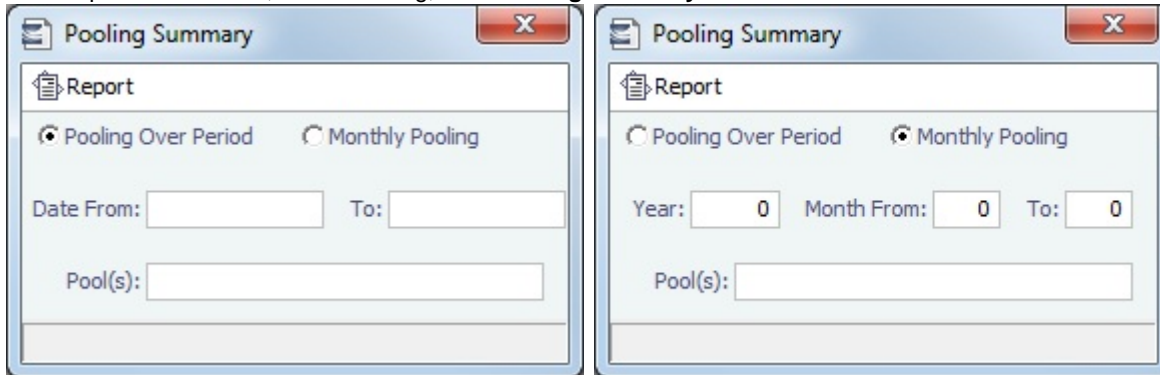
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You can view a Pooling Summary or a comparison of Pooling Summaries from two different years.

### 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.

**Pooling Report (Period)**  
 Period from 01/01/10 00:00 to 04/01/10 00:00  
 Report on income before/after pooling.

Vessel Name	Pool Days	Pool Points	Income Before Pooling	Income After Pooling	Pool Adjustment	Net Daily Before	Net Daily After	Net Daily Plan	Off-Hire Days	Gross Income
<b>Class B</b>										
VESSEL1	90.00	100.00	757,539.31	971,486.93	213,947.62	8,417.10	10,794.30	.000	.000	1,772,838.26
VESSEL2	90.00	100.00	1,185,434.55	971,486.93	(213,947.62)	13,171.50	10,794.30	.000	.000	1,988,234.08
			<u>1,942,973.86</u>	<u>1,942,973.86</u>		<u>10,794.30</u>	<u>10,794.30</u>		<u>.000</u>	<u>3,761,072.34</u>
			1,942,973.86	1,942,973.86		10,794.30	10,794.30		.000	3,761,072.34

**Pooling Report (Monthly)**  
 Period from 01/01/10 00:00 to 03/01/10 00:00  
 Report on income before/after pooling.

Vessel Name	Pool Days	Pool Points	Income Before Pooling	Income After Pooling	Pool Adjustment	Net Daily Before	Net Daily After	Net Daily Plan	Off-Hire Days	Gross Income
<b>Class B</b>										
VESSEL1	59.00	100.00	598,533.35	755,964.54	157,431.19	10,144.63	12,812.96	.000	.000	1,302,633.51
VESSEL2	59.00	100.00	913,395.73	755,964.54	(157,431.19)	15,481.28	12,812.96	.000	.000	1,446,961.45
			<u>1,511,929.08</u>	<u>1,511,929.08</u>		<u>12,812.96</u>	<u>12,812.96</u>		<u>.000</u>	<u>2,749,594.96</u>
			1,511,929.08	1,511,929.08		12,812.96	12,812.96		.000	2,749,594.96

You can use browser commands to print, save, export, or email the report.

### 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**.

Pooling Year Comparison

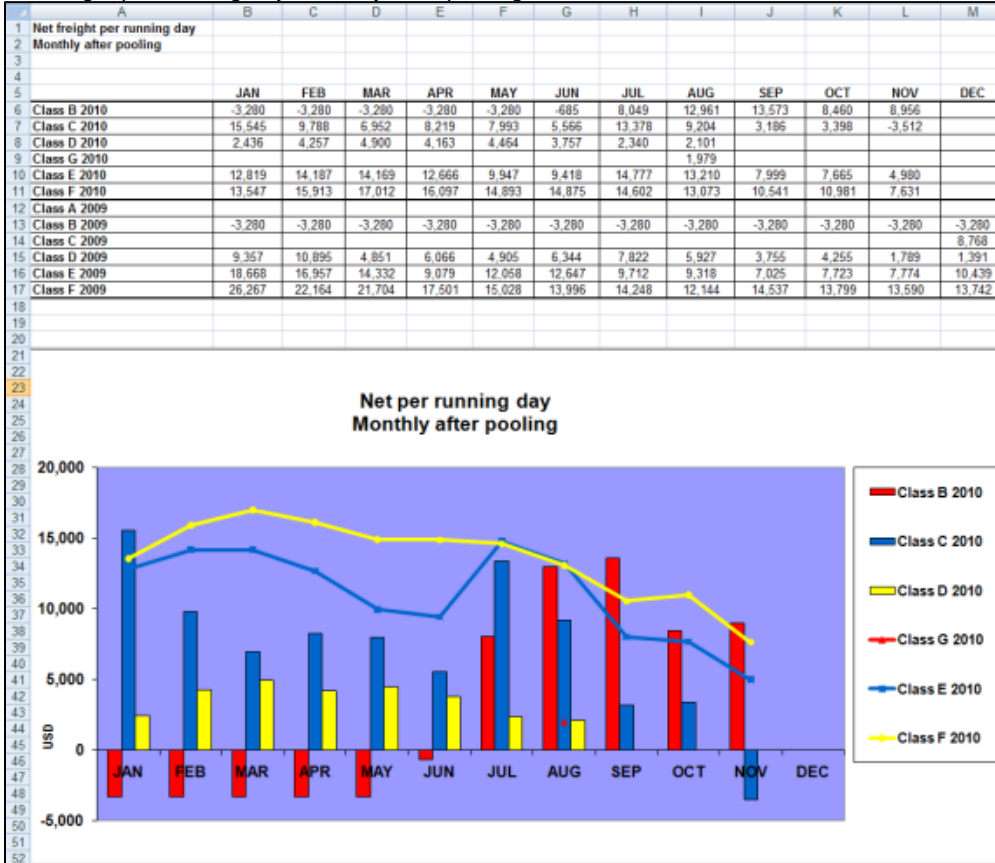
Year 1: 2011

Year 2: 2012

OK

Cancel

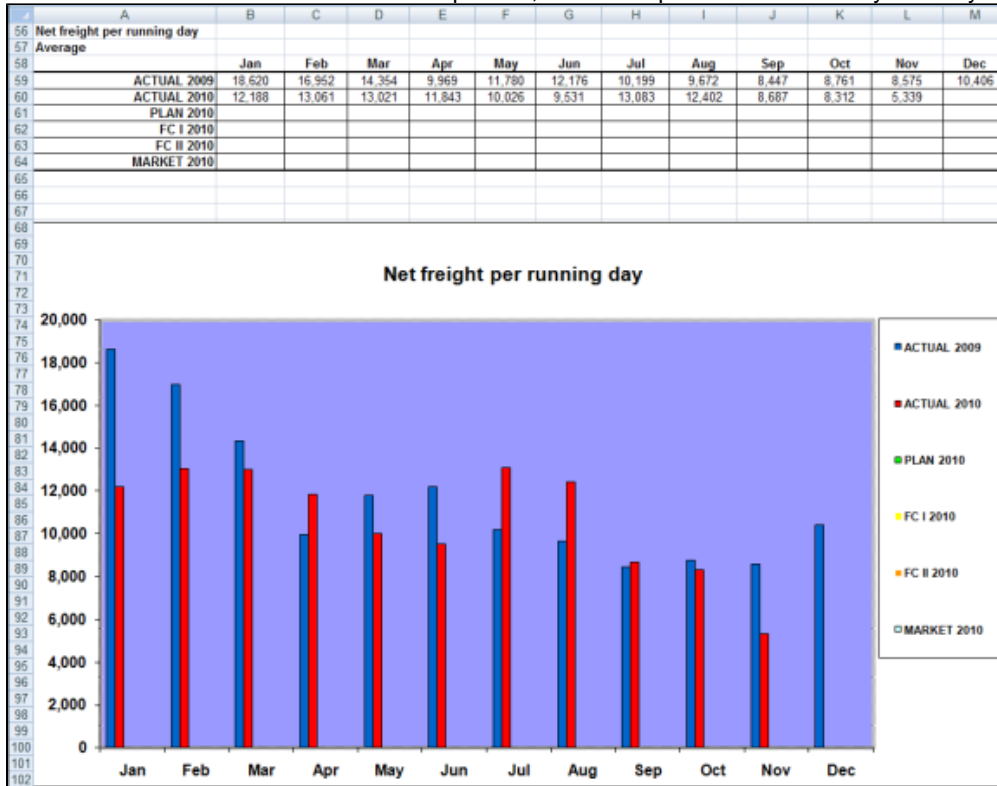
2. Enter two years to compare: **Year 1** and **Year 2**.
3. Click **OK**. The report appears in Excel; it consists of two parts:
  - Net freight per running day, monthly after pooling



- Net freight per running day, average
- If you entered **Net Daily Plan**, **Forecast 1<sup>st</sup> Half**, and **Forecast 2<sup>nd</sup> Half** values on the [Pool Assignment](#) form, those

estimates also appear here.

You can also enter **Market** values for comparison; the chart updates to include any values you enter or edit.



## Profit Share Distribution

You can use the Profit Share Distribution form to distribute voyage profit to a third party. To access the Profit Share Distribution form, the **Profit Share Distribution** Module right must be selected in [Security](#).

1. On the Operations Module Center, under Pooling, click **Profit Share Distribution**.

Profit Share Distribution
Make payments Report

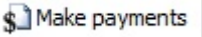
Period From:  To:  Date:

**Profit Share Details**

Counterparty	Vessel Name	Voyage	Status	Voyage End	Profit Share	Paid	Remaining	Withhold	To Be Paid	S

**Profit Share Payment Summary**

Counterparty	Invoice No.	Ref No.	Date	Payment	Curr	Exch Rate	Amount USD	Remarks	Status

2. Enter a **Period From** and **To**. All voyages completed in that range that have PNLSHARE specified appear. For each record, the **Profit Share**, amounts **Paid**, **Remaining**, to **Withhold**, and **To Be Paid** appear.
  - You can enter a **Withhold** amount to be excluded from the payment.
3. To create Profit Share Distribution invoices, after checking the relevant records, click .

## Demurrage and Claims

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### About Demurrage and Claims

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With the Demurrage and Claims module, you can manage both Demurrage Claims and other types of Claims. This module supports the business needs of marine Demurrage Specialists with tools to track and improve Claims performance and limit Demurrage exposure to loss.



To access the IMOS Demurrage and Claims Module Center, click


This section includes:

- [Estimated Demurrage](#)
- [Demurrage](#)
- [Claims](#)
- [Demurrage and Claims Reports](#)

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

### Related Key Topics

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

## Content by label

There is no content with the specified labels



### Related FAQs


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For more information, see the following Demurrage and Claims FAQs:

- [FAQ - Demurrage on Account calculations](#)
- [FAQ - Handling Multiple Loadings & Discharges at One Port](#)
- [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 - How is a Demurrage Claim Defined as AR or AP?](#)

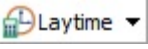
## Estimated Demurrage

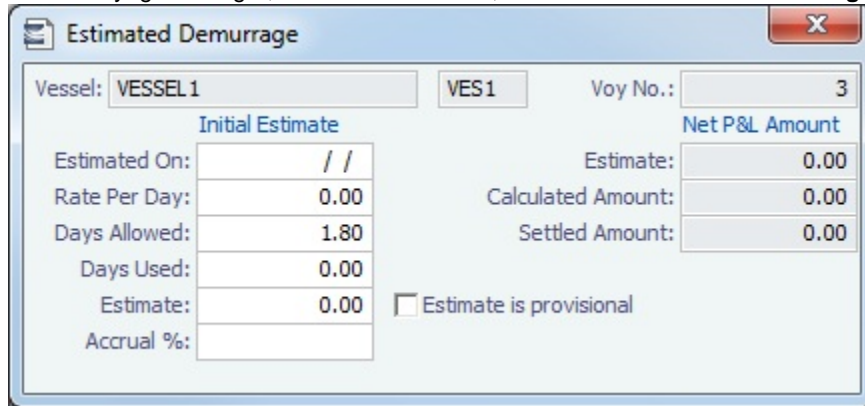
---

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

---

**Configuration flag** **CFGAllowEstLaytime** enables demurrage estimating, to make the P&L projection more accurate. When the actual demurrage is entered, it overrides this amount.

1. On the Voyage Manager, click , hover over **Estimated Demurrage**, and then click **New**.



2. Enter the **Estimated On** date.
3. Do one of the following:
  - Enter the **Rate Per Day**, **Days Allowed**, and **Days Used**. IMOS calculates an **Estimate** of the Demurrage amount. For a Tanker, if **Days Used** is less than **Days Allowed**, the amount is 0, unless **Allow Despach** is selected on the **Vessel** form.
  - If days and rates are not known, enter an **Estimate**. The Estimate is used on the Voyage P&L until your first Demurrage calculation.
4. Do any of the following:
  - To have the Voyage P&L reflect the percentage you expect to be collected, enter an **Accrual %**.
  - To include an estimated value for Demurrage in the Voyage P&L, select the **Estimate is Provisional** check box. Then the value of this Estimate is used in the Actual column until it is superseded by calculated and settled amounts; when you enter any actual amounts, they are subtracted from it.
    - For example, if the Estimate value is \$100,000, and you then enter an actual amount of \$50,000, the Voyage P&L shows \$50,000 provisional and \$50,000 actual. If you enter another \$60,000 actual, the Voyage P&L shows \$110,000 actual and no provisional Demurrage.
    - When the calculation status is **Settled**, the Agreed Amount is included in the Voyage P&L. When the status is **No Demurrage** or **Canceled**, no demurrage or despach is included in the Voyage P&L.
    - When all Demurrage calculations are done and Claims are created, **clear this check box**, so that only calculated and settled amounts are represented in the P&L.
    - If this check box is not selected, the estimated demurrage amount is included until the first Laytime Calculation amount is included.

The Estimated Demurrage Amount appears on the [P&L tab of the Voyage Manager](#).

#### ▼ Related Config Flags


CFGAllowEstLaytime

In the Voyage Manager, changes the Laytime button to a drop-down menu with Estimated Demurrage as an option.

CFGEnableMultiEstDem

Makes the Estimated Demurrage calculation per charterer rather than per voyage; select the counterparty. With no Charterer entered, the calculation represents all charterers of the voyage without a charterer-specific Estimate. CFGAllowEstLaytime must also be enabled.

## Demurrage

 This is a **Key Topic**, with high value for all users. See the [Key Information](#) below.

---

IMOS handles demurrage and despach, and demurrage contract terms. The Laytime Calculator works with the activities recorded in the voyage, across multiple ports and cargoes, whether or not laytime is reversible. [Port Activities](#) must be coded for laytime, so the Laytime Calculator knows how time counts toward demurrage.

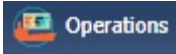


## Demurrage Workflow Types

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 coordinate the work between Operations, Demurrage, and Chartering, have additional tools available from the **Demurrage and Claims Module Center**



- **Operators** who are responsible for handling Demurrage can access the Laytime Calculator from the **Operations Module Center**  or from the [Voyage Manager](#).

### Key Information: Steps for Demurrage

1. When a cargo handling operation is completed, [Create](#) links appear in the following lists. To begin creating a calculation, click a link.
  - [Demurrage Summary](#)
  - [Voyage Manager Invoices tab](#)
  - [Financials Create Invoices List](#) (if CFGEnableEstimatedDemurrage is enabled)  
Alternatively, begin from a [Demurrage Claim](#), from the [Demurrage Summary](#).
2. Set up the calculation using the [New Laytime Calculation Setup](#) form.
3. Enter activities and calculate using the [Laytime Calculation](#).
4. Depending on the calculation:
  - If no demurrage is due, set the **Status** to **No Demurrage**.
  - If demurrage is due, after negotiations, set the **Status** to **Settled** and enter the **Settled Amount**. When the **Invoice Status** on the [Laytime Calculation](#) Claim tab is Actual, IMOS handles the invoicing.

### Owner

You can calculate if demurrage is due as soon as an operation is completed:

- If laytime is not reversible, after each cargo is loaded or discharged
- If laytime is reversible, after the last cargo is discharged

### Charterer

You might not do a calculation until you receive a Demurrage Claim from the Owner. However, if you have the opportunity to rebill suppliers or receivers at each port, you can create a calculation for each and evaluate it.

### FOB/Delivered Cargo

If you are billed for demurrage for FOB/delivered cargo, you can complete [FOB/Delivered Cargo](#) information as the basis for the demurrage calculation and claim. If you have the opportunity to rebill suppliers or receivers, you can use the same Port Activities for the rebill calculations.

#### ▼ Related Config Flags

CFGEnableEstimatedDemurrage  
Enables Estimated Demurrage on the Create Invoices List.

## Demurrage Setup

---

If you want to use the Demurrage workflow, before you do the Demurrage setup, we work with you to understand and implement your rules.

To use Demurrage, set up Demurrage options on the following forms:

- [Port Activities Terms](#) for Laytime Calculations
- [Voyage Template](#)

- [Claims Lists Settings](#)
- [Claim Actions](#)

## Claims Lists Settings

Time Bar Days and Target Days are used to determine the Time Bar Date and Target Date in [Laytime Calculations](#) and (if enabled by your Veson Nautical account manager) Demurrage Time Bar Tasks. To set the default number of days, in the Demurrage and Claims Module Center, click **Claims Lists Settings**.

Demurrage Time Bar Task List	
Default TB Days:	22
Default Target Days:	100

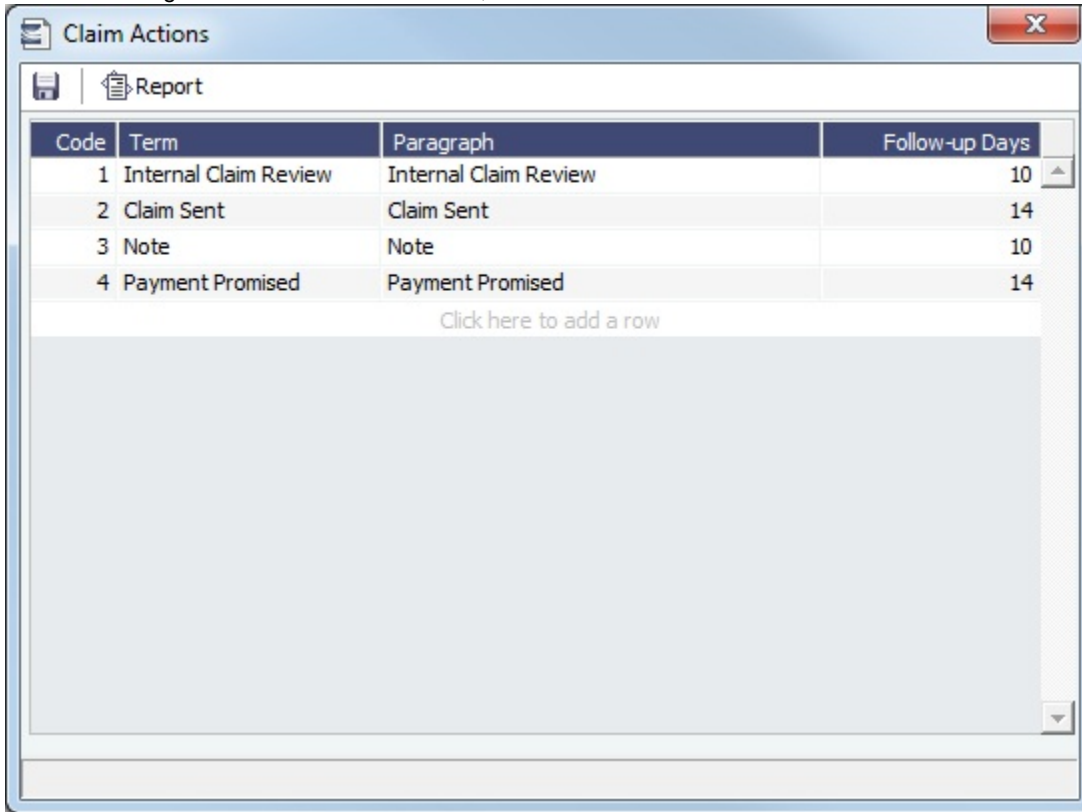
- **Default Time Bar Days:** Used to calculate the **Time Bar Date**, the date by which the Demurrage Claim must be made. IMOS looks through the following sequence of forms to determine Time Bar Days:
  - CP Terms Details form for the Cargo: **Dem TB**
  - If not specified, Cargo form, Pricing tab: **Time Bar Days**
  - If not specified, Cargo COA form: **Time Bar Days**
  - If not specified or COA does not exist, Charterer company Address Book entry: **Dem TB Days**
  - If not specified, **Default TB Days** on this form
  - If not specified, 90 days
- **Default Target Days:** Used to calculate the **Target Date**, the date by which you would like to have the Demurrage Claim completed. IMOS looks through the following sequence of forms to determine Target Days:
  - If Trade Area is set for the voyage, Trade Areas form: **Dem Target Days**
  - If not specified, **Default Target Days** on this form
  - If not specified, 45 days

These values appear on the Claim tab of the [Laytime Calculation](#), but you can change them.

## Claim Actions

Claim Actions are used to record [Claim](#) or [Demurrage](#) processing activities. You can add each step in your process as a Claim Action. In the Claim or Laytime Calculation, 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.

In the Demurrage and Claims Module Center, click **Claim Actions**.





Code	Term	Paragraph	Follow-up Days
1	Internal Claim Review	Internal Claim Review	10
2	Claim Sent	Claim Sent	14
3	Note	Note	10
4	Payment Promised	Payment Promised	14

Click here to add a row

## New Laytime Calculation Setup

The [Laytime Calculation](#) is created from this form. For chemical tankers, see [Booking-Based Laytime Calculation Setup](#).

1. To set up a Laytime Calculation, use one of these methods:

- 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:** Select from a list of all vessels: active vessels, deactivated vessels, and if a vessel name has changed, its old name appears here as well.
  - **Voyage**
  - **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 additional options and click **OK**. The [Laytime Calculation](#) opens.

## Laytime Calculation

When you complete the [New Laytime Calculation Setup](#) form, the Laytime Calculation form appears. For chemical tankers, see [Booking-Based Laytime Calculation](#).

The Laytime Calculation form includes the vessel, voyage, and Voyage Fixture information. It has three tabs:

- **Calculation Tab:** Use either the [Deduction method](#) or the [Time Counting method](#) for the calculation.
- **Claim Tab:** Track the progress of the Demurrage Claim.
- **Notes Tab:** Enter and track notes about the Laytime Calculation.

**Note:** The single-tab Laytime Calculator is obsolete, and any calculations created with it are migrated and converted to this form.

### Calculation Tab

Port Activities appear on a separate tab for each port call. You can import and/or add Port Activities. The type of Port Activity list depends on the calculation method ([Deduction](#) or [Time Counting](#)). For a new calculation, you can select the method that fits the type of voyage or your preference. A calculation uses either one method or the other, but you can create another calculation using the other method.

### *Cargo Grid*

The Cargo grid shows the details of each Load or Discharge operation. The Laytime Calculation form relies on this information to do the calculation. If any relevant information is missing, complete the fields.

- The **Quantity** column shows the CP Quantity in blue until operational quantities are entered; then they appear in black.
- You can configure multiple demurrage rates.

### Port Activities

In the middle of the Laytime Calculation form is the **Port Activities** list, or Statement of Facts, which is the basis for laytime. Port Activities are shown in a separate tab for each port, and an **All Ports** tab shows all activities in a single list, in chronological order. For each port, time allowed and time used are automatically prorated, based on the total cargo quantities at the port.

To enter port activities, do any of the following:

- To 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, click **Import Activities** and then click either **From existing Laytime Calculation** or **From Operations Port Activities**.
  - To import Port Activities from the **Voyage Template**, click **Import Activities** and then click **From Voyage Template**.
  - To import activities for **FOB Cargoes**, click **Import Activities** and then click **From Reference Voyage**.
- To manually enter a local list of **Port Activities**, click the last line or right-click to insert a line and then select **Port Activities**.

### Notes:

- This is a copy of the Port Activities; changes made here are not reflected back to the Operations module.
- If you make any changes to activities and then import activities, your changes are overwritten.
- Port Activity lines are color coded, but if you change the times, the colors do not update.
  - **Pink** = Arrival at port
  - **Green** = Weekend/Holiday for Time Counting method; Demurrage Start when the Laytime Expires check box is selected
  - **Blue** = Laytime Commenced/Completed

### Deduction Method

This calculation method is typically used for tankers. When you use the Deduction method and import activities, each main laytime-related activity appears on one line with beginning and ending times. Any activities that would deduct from the time used, based on their setup, appear in the Deductions table below, with one line per deduction.

Laytime Calculation for Charterer - AR claim

Charterer: **Charterer 1** Vessel: **JUNE** CP Form: **JUNE** Status: **Under Review**  
 Invoice No.: Voyage No./Opr Type: **1 TCOV** CP Date: **12/13/2013** Analyst:

Port Name	Cargo	F	Quantity	L/D Rate	Terms	Dem Rate/D	Des Rate/D	Allowed	Used	Deduction	Balance	Laycan From	Laycan To
Boston	Cargo	L	40,000.000	40,000.00	SHEX4	0.00	0.00	01d00:00	00d00:00	00d00:00	01d000:00	12/11/13 00:00	12/16/13 00:00
Rotterdam	Cargo	D	40,000.000	40,000.00	SHEX2	0.00	0.00	01d00:00	00d00:00	00d00:00	01d000:00		

Total: 04d07:48 01d15:00 00d00:00 02d16:48

ANTWERP NEW YORK All Ports

Day	Date	Time	Activity	Remark	Duration
FR	05/06/2013	01:00	NOR TENDERED		00d00:00
FR	05/06/2013	02:00	ANCHORED	REASON:	00d00:00
FR	05/06/2013	03:00	ALL FAST	BERTH:	00d00:00
FR	05/06/2013	07:00	LAYTIME COMPLETED		01d15:00
SA	05/07/2013	22:00	LAYTIME COMPLETED		00d00:00
SA	05/07/2013	22:00	END LOADING CARGO		00d00:00
SA	05/07/2013	23:00	CARGO DOCUMENTS ON BOARD		00d00:00
SA	05/07/2013	23:30	UNMOORED		00d00:00

Import Activities Calculation: Standard  
 Laytime Expires  Include in P&L  
 Continuous Laytime  HH:MM Format  
 Once On/Always On Dem  
 Net Used Time Round Up

Allowed Days: 4.3250000  
 Used Days: 1.6250000  
 Balance Days: 0.0000000  
 Original Claim Amount: 0.00  
 Curr/Exch Rate: USD 1.00000  
 Amount Paid To Owner: 0.00  
 Demurrage Amount: 0.00  
 Agreed Demurrage: 0.00  
 Agreed Despatch: 0.00  
 Difference: 0.00

Deductions

Day	Activity	From Date	Time	%	To Date	Time	Remarks	Duration

Total Deduction: 00d00:00

Laytime Commenced: 05/06/2013 07:00 Counterparty Qty: 75,000.000 75,000.000 Allocated Used: 01d15:00  
 Laytime Completed: 05/07/2013 22:00 Total Qty: 75,000.000 75,000.000 Allocated Allowed: 02d12:00  
 Apply allocation percent to rate Allocation Percent: 100.00 100.00 Minimum Allowed: 00d00:00  
 Grace Time: 00d00:00  
 Despatch Time: 00d21:00

Calculation Claim Notes

With this method, you can use **Demurrage on Account**, which supports incremental invoicing for Demurrage over the life of a voyage, for the discharging port only.

#### Time Counting Method

This calculation method is typically used for dry bulk vessels. When you use the Time Counting method and import activities, all Port Activities appear in a single list. Each activity appears on one line with From Date and Time, To Date and Time, Percentage that the time counts towards Demurrage, and Duration. You can edit these values.

Laytime Calculation for Charterer - AR claim

Charterer: **CHARTERER1** Vessel: **VESSEL1** CP Form: **YES1** Status: **Under Review**  
 Invoice No.: Voyage No./Opr Type: **1 TCOV** CP Date: **12/13/2013** Analyst:

Port Name	Cargo	F	Quantity	L/D Rate	Terms	Dem Rate/D	Des Rate/D	Allowed	Used	Deduction	Balance	Laycan From	Laycan To
ANTWERP	IRON ORE	L	75,000.000	30,000.00	SHNC	20,000.00	0.00	02d12:00	01d15:00	00d00:00	00d21:00	12/11/13 00:00	12/16/13 00:00
NEW YORK	IRON ORE	D	73,000.000	40,000.00	SHNC	20,000.00	0.00	01d19:48	00d00:00	00d00:00	01d19:48		

Total: 04d07:48 01d15:00 00d00:00 02d16:48

ANTWERP NEW YORK All Ports

Day	Activity	From Date	Time	%	To Date	Time	Remark	Duration
FR	NOR TENDERED	05/06/2013	01:00	0.00	05/06/2013	02:00		00d00:00
FR	ANCHORED	05/06/2013	02:00	0.00	05/06/2013	03:00	REASON:	00d00:00
FR	ALL FAST	05/06/2013	03:00	0.00	05/06/2013	07:00	BERTH:	00d00:00
FR	LAYTIME COMPLETED	05/06/2013	07:00	100.00	05/07/2013	22:00		01d15:00
SA	LAYTIME COMPLETED	05/07/2013	22:00	0.00	05/07/2013	22:00		00d00:00
SA	END LOADING CARGO	05/07/2013	22:00	0.00	05/07/2013	23:00		00d00:00
SA	CARGO DOCUMENTS	05/07/2013	23:00	0.00	05/07/2013	23:30		00d00:00
SA	UNMOORED	05/07/2013	23:30	0.00	05/07/2013	23:30		00d00:00

Import Activities Calculation: Standard  
 Laytime Expires  Include in P&L  
 Continuous Laytime  HH:MM Format  
 Once On/Always On Dem  
 Net Used Time Round Up

Allowed Days: 4.3250000  
 Used Days: 1.6250000  
 Balance Days: 0.0000000  
 Original Claim Amount: 0.00  
 Curr/Exch Rate: USD 1.00000  
 Amount Paid To Owner: 0.00  
 Demurrage Amount: 0.00  
 Agreed Demurrage: 0.00  
 Agreed Despatch: 0.00  
 Difference: 0.00

Deductions

Day	Activity	From Date	Time	%	To Date	Time	Remarks	Duration

Total Deduction: 00d00:00

Laytime Commenced: 05/06/2013 07:00 Counterparty Qty: 75,000.000 75,000.000 Allocated Used: 01d15:00  
 Laytime Completed: 05/07/2013 22:00 Total Qty: 75,000.000 75,000.000 Allocated Allowed: 02d12:00  
 Apply allocation percent to rate Allocation Percent: 100.00 100.00 Minimum Allowed: 00d00:00  
 Grace Time: 00d00:00  
 Despatch Time: 00d21:00

Calculation Claim Notes

- **Ignore Weekends:** Click [Ignore Weekends](#) to remove Weekend Start and Weekend End rows (if inserted by IMOS) from the grid for each port. The percentages of the activities between them will be adjusted, and activities named Weekend will be removed.

#### Adjusting Port Activities

On the tab for a port, you can make any of the following adjustments to activities to record those that are relevant to the calculation. To see the original Port Activities form from the voyage, click the [Port Activities](#) link at the top of the list.

- Insert activities: Click the last line to add a line or right-click and insert a line.
- Delete activities:
  - **Deduction** method: Select activities and then click the [Delete Selected](#) link at the top of the list.
  - **Time Counting** method: Right-click the activity and then click **Delete**.
- Adjust the **Date**, the **Time**, and/or the **Percentage** that any activity counts in the Laytime Calculation. Adjustments here do not affect the activities of the voyage.

The Laytime Calculation form calculates when laytime commences and uses default percentages set according to the [Action Type of each Port Activity](#) to determine the time used for each activity. The percentages are initially set as follows:

Port Activity Type	Action Type	Time to Count	Initial Laytime Counting Percentage
Normal Event	NM	All time	100%
Interruption Event	IS = Interruption Start IE = Interruption End	All time between IS and IE	0%
Delay Event	DS = Delay Start DE = Delay End	All time between DS and DE	50%

#### Calculation Method and Options

**Import Activities** Calculation: **Standard**

Laytime Expires       Include in P&L  
 Continuous Laytime       HH:MM Format  
 Once On/Always On Dem  
 Time Round Up

Allowed Days:	0.00000000
Used Days:	0.00000000
Balance Days:	0.00000000
<u>Original Claim Amount:</u>	0.00
Curr/Exch Rate:	USD    1.00000
Amount Paid To Owner:	
Demurrage Amount:	0.00
Agreed Demurrage:	0.00
Agreed Despatch:	0.00
Difference:	0.00

On the right side of the form, select a **Calculation** method:

- **Standard:** Demurrage/despatch amounts at different ports are added together to decide the final result of the calculation.
- **Average:** Balance days at each port are considered and added together to decide whether the overall calculation is demurrage or despatch. Deductions and interruptions are considered just like in the Standard method.
- **Reversible:** Total allowed laytime is compared to total used laytime; time lost at one port can be made up at the next.

#### Summary Information

Summary information for the selected port appears below the Port Activities; you can edit this information.

	<b>Date</b>	<b>Time</b>		<b>Used</b>	<b>Allowed</b>	<b>Allocated Used:</b>	00d00:00
Laytime Commenced:	/ /	00:00	Counterparty Qty:	222.000	222.000	Allocated Allowed:	00d00:00
Laytime Completed:	/ /	00:00	Total Qty:	222.000	222.000	Minimum Allowed:	00d00:00
<input type="checkbox"/> Apply Allocation Percent to Rate			Allocation Percent:	100.00	100.00	Grace Time:	00d00:00
						Despatch Time:	00d00:00

*Status and Saving*

Before saving, select a **Status**:

Laytime Calculation Status	Comment	Default Value of Include in Voyage P&L check box	Invoice number generated after selected
New or Estimated		Cleared	No
Under Review	When you create a Laytime Calculation from the New Calculation Setup form, this is its Status.	Cleared	No
Preliminary		Selected	No
In Progress	When the final amount is being negotiated, select this Status.	Selected	Yes
Dispute		Selected	Yes
Settled	The demurrage amount may change after negotiations. When the amount is settled, enter the amount in the <b>Agreed Amount</b> field, then select this Status. If the Agreed Amount is not entered, the calculated Claim Amount is used.  When the calculation status is set to Settled, the invoice status is automatically set to Actual.	Selected	Yes
No Demurrage	After doing the calculation, if you determine that there is no demurrage, select this Status. IMOS does not look at it again, and no warnings appear.		No
Averaging	All laytime calculations for the counterparty are added up for the quarter. One final amount results and is applied to all the voyages.	Cleared	No
Withdrawn, Canceled, or Timebar		Cleared	No
Internal	When the cargo is being moved for an internal department, select this Status.	Cleared	No



When you save the Laytime Calculation, the Demurrage/Despatch amount appears on the [Voyage Manager P&L tab](#), in the Actual column, overriding any [Estimated Demurrage](#).

## Claim Tab

### Claim Information

As you process the Claim, you can use this information to track its progress:

- **Time Bar Date:** The date by which the claim has to be sent to the counterparty; this date is calculated, but it can be manually adjusted. It defaults from contract information on the [Cargo form](#); if not there, IMOS looks at the [Address Book](#) entry for the counterparty; if not there, it uses the system-wide default set on the [Claims Lists Settings](#). If not there, it is set to the last OE date in the voyage + 90 days.
- **Target Date:** The date by which the Claim should be completed; by default, it is the Time Bar date - 45 days. Otherwise, it is Target Days from the [Claims Lists Settings](#) form + the last OE date in the voyage.
- **Last Action** and **Last Action Date:** You can use these fields to record the actions taken for this claim. To update these fields after the invoice is posted, click the **Update** button.
- **Claim Status**

After a Claim is created, it appears as a row in the [Demurrage Summary](#).

### Invoice Information

- **Status:** If the Laytime Calculation Status is **Settled**, the Invoice Status on the Claim tab is changed to **Actual**.
- **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

On the Notes tab, you can enter notes related to the Laytime Calculation.

Select Lines to:	Delete	Date Time	Author	Note
<input type="checkbox"/>		06/14/13 15:35	admin	Note text.

Notes can be added, edited, or deleted even when the invoice is approved/posted.

#### *Adding a Note*

To add a new note:

1. If a note already appears in the large text field at the bottom of the form, click **New** to clear the field.
2. In the text field, enter the note.
3. Click **OK**. The note appears in the table above, with the Date and Time and your User Name as its Author.

#### *Editing a Note*


To edit a note, click it in the list; it appears in the text field. Edit it and click **OK**.

#### *Deleting a Note*

To delete a note, do one of the following:

- Click its check box and then click the [Delete](#) link.
- Right-click the note and then click **Delete**.

#### Invoice and Reports

To print a Demurrage Invoice to send to the charterer, or to view reports, click  **Reports** ▼.

#### ▼ **Related Config Flags**

##### CFGEnableDemurrageOnAccount

Enables [Demurrage on Account](#), which supports incremental invoicing for Demurrage over the life of a voyage. This business process applies mainly to tankers, which can be on Demurrage for many months during a voyage. Enhancements to the IMOS Cargo form and the Deduction method of the IMOS Laytime Calculation form support the creation of periodic and final on-account invoices for applicable voyages.

Demurrage must be reversible to use this feature.

##### CFGLayoutDeductionTableHeight

Defines the height of the Deductions table.

**CFGHideToDateOnLaytimeActivity**  
 Hides columns To Date and Time.  
**CFGDefaultLaytimeMethod**  
 Sets the default calculation method for new Laytime Calculations.  
**CFGLaytimeSkipRoundingToMinutes**  
 Prevents rounding of durations in Laytime Calculations to the minute when fractions are in them.  
**CFGZeroAllowedTimeForSupplierReceiver**  
 Makes the default Allowed Time 0 in Supplier/Receiver Laytime Calculations.  
**CFGLaytimeDefaultAllocationByCounterpartyQty**  
 Prevents prorating of Counterparty Quantity.  
**CFGEnableDemurrageLiabilityLimit**  
 Displays the Amount to Owner field and adds validation to compare it with the Agreed Amount.

## Demurrage-Despatch Rates

Configuration flag **CFGMultiDemRate** enables multiple demurrage rates per Laytime Calculation (not per Cargo contract).

You can create multiple Laytime Calculations that use different Demurrage/Despatch rate tables. If the rate table differs between the load and discharge port, two separate calculations must be created.

To set up multiple demurrage rates, right-click on a port in a [Laytime Calculation](#) and click **Demurrage/Despatch Rates**.

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

Click here to add a row

Enter **Up to (days)** and **Demurrage** and **Despatch Rates**. Rules for calculating:

- If this form is populated, the rates entered here supersede whatever is entered in the port line for the entire laytime.
- If only one demurrage rate is defined, it is used for the whole period.
- If a rate is defined with the highest **Up to days** less than the demurrage time, that rate is used for all extra time.

In the example above:



- First 1 day = \$10K/day
- Next 6 days = \$20K/day (even though it says up to 2 days; there is no higher amount)
- Total = \$130K

## Demurrage Summary

With the separate Demurrage module, you can access the Demurrage Summary. It is an overview of all outstanding Demurrage calculations. For chemical tankers, see [Demurrage Summary - Bookings](#).

In the Demurrage and Claims Module Center, click **Demurrage Summary**.

Demurrage Summary (Claim Dates: 7/3/2010 To 7/3/2011)														
View: <a href="#">Default View</a> (View Modified: <a href="#">Save Changes</a> <a href="#">Save As Revert</a> )										Claim Dates: <a href="#">Custom...</a>	Status: <a href="#">Active</a>			
										Calc Type: <a href="#">New</a>				
Action	Vessel	Voyage No.	Status	Ports	Commence on	Commence on GMT	AP/AR	Cargo	LDM	Invoice No.	Invoice Date	Amount	Allowed Days	Operation Type
<a href="#">Edit</a>	MAINE	910	In Progress	POINT LISAS	9/24/2009 11:30:00 AM	-04:00	AR	DRI PELLETS	L	000004DED5			4,1931	TCOV
<a href="#">Edit</a>	MAINE	910	In Progress	CONTRECOEUR	9/24/2009 11:30:00 AM	-04:00	AR	DRI PELLETS	D	000005DED5			3,1444	TCOV
<a href="#">Edit</a>	MAINE	911	In Progress	PORT CARTIER	10/26/2009 10:30:00 PM	-04:00	AR	IRON ORE	L	000012DED5			1,0000	TCOV
<a href="#">Edit</a>	MAINE	911	In Progress	POINT LISAS	10/26/2009 10:30:00 PM	-04:00	AR	IRON ORE	D	000013DED5			2,1181	TCOV
<a href="#">Edit</a>	MAINE	1001	Posted	HAMBURG	12/9/2009 8:30:00 AM	-04:00	AP	SOYABEAN	D	000038DED5	1/29/2010	13,472.57	2,6347	TCOV
<a href="#">Edit</a>	MAINE	1001	Posted	HAMILTON (CANADA)	12/9/2009 8:30:00 AM	-04:00	AP	SOYABEAN	L	000122DED5	1/29/2010	4,056.94	3,1611	TCOV
<a href="#">Edit</a>	MAINE	1002	In Progress	ST PETERSBURG (RUSSIA)	1/6/2010 10:06:00 PM	-04:00	AP	POTASH	L	000210DED5			3,8361	TCOV
<a href="#">Edit</a>	MAINE	1002	Estimated	PANJANG ...	1/6/2010 10:06:00 PM	-04:00	AR	POTASH	Mult	000211DED5			0,0000	TCOV
<a href="#">Edit</a>	MONTANA	1002	In Progress	MORMUGAO	1/8/2010 5:24:00 PM	-04:00	AR	IRON ORE	L	000154DED5			3,2750	TCOV
<a href="#">Edit</a>	MONTANA	1002	In Progress	LANSHAN	1/8/2010 5:24:00 PM	-04:00	AR	IRON ORE	D	000155DED5			2,1833	TCOV
<a href="#">Edit</a>	PORTLAND	1001	In Progress	IMMINGHAM	12/10/2009 1:25:00 AM	-04:00	AR	GREEN PETCOCK	L	000128DED5			3,6757	TCOV
<a href="#">Edit</a>	PORTLAND	1001	In Progress	VIZAG	12/10/2009 1:25:00 AM	-04:00	AP	GREEN PETCOCK	D	000248DED5			5,7181	TCOV
<a href="#">Edit</a>	PORTLAND	1002	Estimated	EHOALA	1/31/2010 3:20:00 AM	-04:00	AR	ILMENITE SAND	L	000196DED5			0,0000	TCOV
<a href="#">Edit</a>	PORTLAND	1002	Estimated	SOREL	1/31/2010 3:20:00 AM	-04:00	AR	ILMENITE SAND	D	000197DED5			0,0000	TCOV
<a href="#">Edit</a>	SEATTLE	1002	In Progress	VILA DO CONDE	1/22/2010 4:00:00 PM	-04:00	AR	ALUMINA	L	000189DED5			1,7201	TCOV
<a href="#">Edit</a>	TENNESSEE	1001	Posted	QUEBEC	12/5/2009 6:20:00 PM	-04:00	AR	WHEAT	L	000132DED5	2/23/2010	7,984.38	5,1028	TCOV
<a href="#">Edit</a>	TENNESSEE	1001	In Progress	ORAN	12/5/2009 6:20:00 PM	-04:00	AR	WHEAT	D	000118DED5			5,1028	TCOV
<a href="#">Edit</a>	TENNESSEE	1001	Estimated	QUEBEC	12/5/2009 6:20:00 PM	-04:00	AP	WHEAT	L	000035DED5			5,1028	TCOV
<a href="#">Edit</a>	TENNESSEE	1002	Estimated	QUEBEC	12/22/2010 3:55:00 AM	-04:00	AR	WHEAT	L	000221DED5			0,0000	TCOV
<a href="#">Edit</a>	TENNESSEE	1002	Estimated	HAVANA	12/22/2010 3:55:00 AM	-04:00	AR	WHEAT	D	000222DED5			0,0000	TCOV
<a href="#">Edit</a>	WISCONSIN	1001	Posted	PORT KEMBLA	12/30/2009 9:45:00 PM	-04:00	AR	STEEL SHEETS	L	000262DED5	2/23/2010	5,920.04	4,9500	TCOV

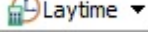

- To create a new [Laytime Calculation](#), click  and then click **New Laytime**.
- To create a new [FOB/Delivered Cargo](#), click  and then click **New FOB/Delivered Cargo**.
- To edit a Laytime Calculation, click the [Edit](#) link in the **Action** column.
- To open a Demurrage Invoice, click its link in the **Invoice No.** column.
- To follow up on actions, check the **Follow-up Date** column, the date of the Last Action plus the Follow-up Days set in the [Claim Actions](#) form. For example, if the last action taken was Request Sent, and it has 40 days for the Follow Up days, the Follow Up Date is the date the request was sent plus 40 days.

For more information on lists, see [Lists](#) and the [Lists tutorial](#).

## Booking-Based Laytime Calculation Setup

Configuration flag **CFGLaytimeCalculator** enables the Booking-Based Laytime Calculator for chemical tankers; type **laytime\_c.exe** as the value for the flag. Otherwise, see [New Laytime Calculation Setup](#).

1. To set up a Laytime Calculation, use one of these methods:

- On the Voyage Manager, click  and then click **Laytime Calculation**.
- On the [Demurrage Summary \(Bookings\)](#) list, click  and then click **New Laytime**. Enter the **Vessel** and **Voyage**.
- On the [Demurrage Summary \(Bookings\)](#) list, Voyage Manager Invoices tab, or Financials Create Invoices List, click the [Create](#) link.
- 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**.

Booking No.	Vessel	Voyage	Counterparty	S
Click here to add a row				

Include Transit Ports     
  Include Transshipment Bookings

OK      Cancel

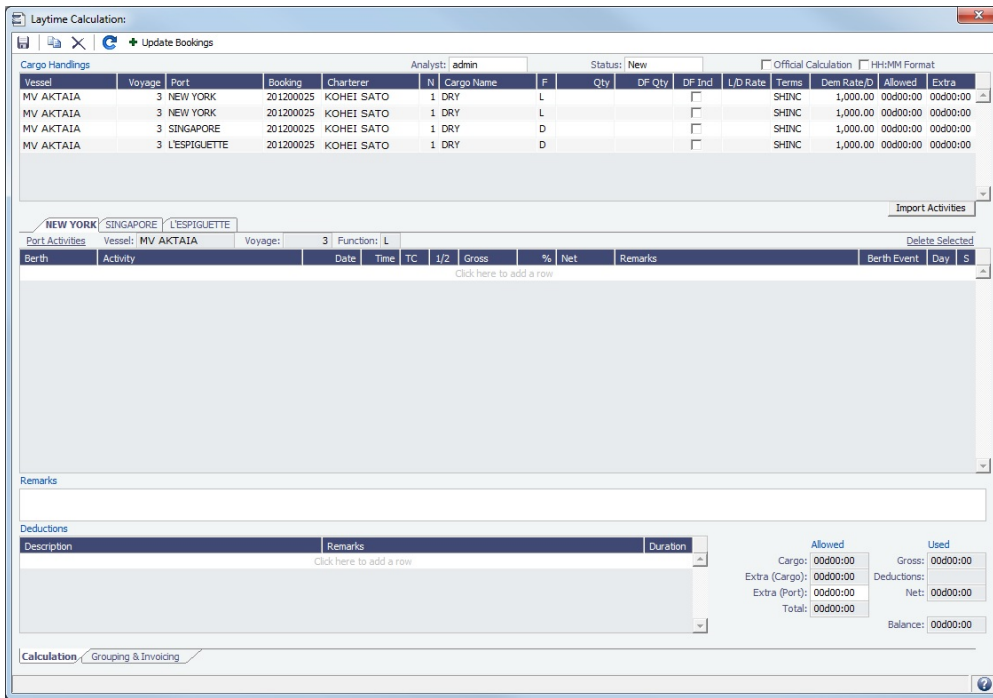
2. On the Laytime Calculation Setup form, select one or more **Booking Numbers**. The **Vessel**, **Voyage**, and **Counterparty** columns populate automatically.
3. You can also do the following if necessary:
  - To exclude a Booking from the calculation, clear its check box in the **S** column.
  - To include transit port times in the Laytime Calculation, select **Include Transit Ports**.
  - The **Include Transshipment Bookings** check box is selected by default; if you do not want them included, clear the check box.
4. Click **OK**. The Laytime Calculation form opens.

## Booking-Based Laytime Calculation

---

Configuration flag **CFGLaytimeCalculator** enables the Booking-Based Laytime Calculator for chemical tankers; type **laytime\_c.exe** as the value for the flag. Otherwise, see [Laytime Calculation](#).

The Booking-Based Laytime Calculation form has two tabs, the **Calculation tab**, and the **Grouping & Invoicing tab**.



### Calculation Tab

Port Activities appear on a separate tab for each port call.

### Cargo Handlings Grid

All cargo handlings appear in the Cargo Handlings grid, along with booking numbers for each cargo.

Vessel	Voyage	Port	Booking	Charterer	N	Cargo Name	F	Qty	DF Qty	DF Ind	L/D Rate	Terms	Dem Rate	D	Allowed	Extra
MV AKTAIA	3 NEW YORK		201200025	KOHEI SATO	1	DRY	L					SHBNC	1,000.00	00d00:00	00d00:00	
MV AKTAIA	3 NEW YORK		201200025	KOHEI SATO	1	DRY	L					SHBNC	1,000.00	00d00:00	00d00:00	
MV AKTAIA	3 SINGAPORE		201200025	KOHEI SATO	1	DRY	D					SHBNC	1,000.00	00d00:00	00d00:00	
MV AKTAIA	3 L'ESPIQUETTE		201200025	KOHEI SATO	1	DRY	D					SHBNC	1,000.00	00d00:00	00d00:00	

- On the toolbar, click **Update Bookings** to add or delete bookings or transit ports in the calculation.

**Note:** Bookings and transit ports can only be removed if no invoices have been created for them. A transit port is always associated with the first booking from its voyage that is included in the calculation. All calculations for a transit port must be made manually.

### Port Activities Grid

In the Port Activities grid, there is a tab for each port. To import Port Activities from the voyage, click **Import Activities**. Laytime Commenced and Laytime Completed lines are inserted when Port Activities are imported.

NEW YORK SINGAPORE L'ESPIQUETTE												
Port Activities		Vessel: MV AKTAIA	Voyage: 3	Function: L								Delete Selected
Berth	Activity	Date	Time	TC	1/2	Gross	%	Net	Remarks	Berth Event	Day S	
Click here to add a row												
Remarks												

- Time counting is denoted by the start (**S**) and end (**E**) activities in the **TC** column. By default, S is inserted in the Laytime Commenced row, and E is inserted in the Laytime Completed row.
- All Port Activities appear in a single list; each activity appears on one line.
- **Berth Event:** The Berth Event check box can only be selected when **E** (End) or **ES** (EndStart) is selected in the **TC** column. When the Berth Event check box is selected, the Laytime Statement includes the value from this Port Activity's Remarks column.
- **1/2:** The 1/2 column is used to allocate the portion of demurrage time to be considered at half-demurrage rate. For example, if demurrage days is calculated as N, and 1 day is specified as 1/2 rate, N-1 is calculated at the full rate, and 1 day at half the demurrage rate. Time counting is denoted by the start (**S**) and end (**E**) activities in this column as well.
- **%:** In the % column, you can change the percent of time counting that applies towards demurrage.

*Deductions and Totals*

*In the Deductions grid, add any time that you want deducted from the time counting. Any deductions in Port Activities in the voyage are not populated here.*

*All information in the bottom right--Time Allowed, Time Used, and the Balance--is brought over to the Grouping & Invoicing tab.*

Deductions				Allowed		Used	
Description	Remarks	Duration		Cargo:	Gross:	Extra (Cargo):	Deductions:
Click here to add a row				Extra (Port):	Net:	Total:	Balance:
				00d00:00	00d00:00	00d00:00	00d00:00
				00d00:00	00d00:00	00d00:00	00d00:00
				00d00:00	00d00:00	00d00:00	00d00:00
				00d00:00	00d00:00	00d00:00	00d00:00

**Grouping & Invoicing Tab**

*Ports Grid*

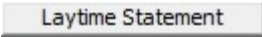
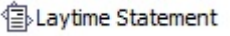
You can group ports by assigning group numbers to them in the Ports grid. The Groups grid displays aggregated details for all ports in a given group.

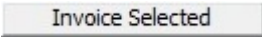
Ports										Official Calculation	HH:MM Format
Vessel	Voyage	F	Port	Arrival Date	Cargo	Time Allowed	Time Used	Balance	Group	Seq	
MV AKTAIA	3 L		NEW YORK	04/24/14 10:18	DRY	05d04:58	01d03:20	04d01:38	1		
MV AKTAIA	3 D		SINGAPORE	05/25/14 02:30	DRY	04d10:58	00d17:40	03d17:18	2		

- Type a number in the Group column for each Port line. The group appears in the Groups grid. You can have multiple ports in the same group.

*Groups Grid*

Group ID	Allowed	Used	Balance	1/2 Rate Time	Rate/Day	Amount	S	Invoice No.	Invoice Selected
1	05d04:58	01d03:20	04d01:38	00d00:00	19,000.00		<input type="checkbox"/>		<input type="checkbox"/>
2	04d10:58	00d17:40	03d17:18	00d00:00	19,000.00		<input type="checkbox"/>		<input type="checkbox"/>

- The Groups grid contains the groups you assigned in the Ports grid.
  - To add progressive Demurrage Rates for a group, right-click on a Group in the Groups grid and click **Demurrage Rates**.
- To view the Laytime Statement Report, select the group and click . This report shows time counting information for each port in the invoice and is categorized by berth.
  - To view the Laytime Statement after the invoice has been created, in the [Invoices grid](#), right-click the invoice, click **View Details**, then click .

To create an invoice, select the Groups to be included and click . The Demurrage Invoice Details form appears:

**Demurrage Invoice Details**

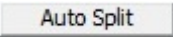
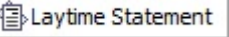
Charterer: Charles Sven Andersson	Calculated Amount: 0.00	Status: Posted
Company: CHEMICAL	Agreed Amount: 100.00	P.O. Number:
Bill Via:	<input type="button" value="Auto Split"/>	Reference:
Invoice Date: 08/06/2014		Invoice No.: 000007DEMR
Payment Terms: C4 Payable 30 days		Invoice Amount: 100.00
Due Date: 09/06/2014		Curr/Ex. Rate: USD 1.000000
Via Company:		Amount (USD): 100.00
Remittance Bank:		

**Details**

Booking ID	Vessel	Voyage	Description	Amount
201400108	MV AKTAIA	118	Demurrage for MV AKTAIA	28.29
201400109	MV AKTAIA	118	Demurrage for MV AKTAIA	28.60
201400183	MV AKTAIA	118	Demurrage for MV AKTAIA	10.08
201400184	MV AKTAIA	118	Demurrage for MV AKTAIA	33.03

Commissions  Include Broker Comm.  Include Address Comm.

Booking ID	Vessel	Voyage	Broker	%	Amount
201400108	MV AKTAIA	118	XADDCOM	2.50	0.71
201400109	MV AKTAIA	118	XADDCOM	2.50	0.72
201400184	MV AKTAIA	118	XADDCOM	2.50	0.83

- The total demurrage amount is allocated to each booking in the invoice according to the respective BL Qty and can be overwritten. Click  to set the allocated amounts back to default.
- The **Charterer**, **Curr**, and **Ex Rate** are from the first booking in the invoice and can be overwritten.
- Any commissions entered in all the bookings in the invoice will populate in the Commissions grid if they have been denoted as **D** (Demurrage is commissionable and will be deducted from the invoice) in [CP Terms Details](#).
- Click  to display the Laytime Statement Report.

#### Invoices Grid

Created invoices appear in the Invoices grid.



Invoice No.	Counterparty	Invoice Date	Amount	Currency	Status
000007DEMR	CHEMICAL	08/06/2014	100.00	USD	P

- Invoices can be reviewed, approved, and posted, just like a normal invoice. An invoice can have multiple bookings, and when it is posted, the corresponding demurrage amounts for each booking appear in the P&L of the respective voyages. The bookings may be in separate voyages, so the amounts go into the correct voyage.
- To view the invoice details, right-click a line, then click **View Details**.

**Note:** Invoices can only be created when the **Official Calculation** check box is selected. Bookings can be included in multiple calculations but in only one Official calculation.

Multiple bookings from multiple voyages related to different counterparties can be included in the same calculation. Therefore, a calculation can no longer be accessed from the voyage. It is displayed in the [Demurrage Summary - Bookings List](#).

#### ▼ Related Config Flags

##### CFGAggregateDemlItemsOnInvoice

Aggregates the demurrage/despatch amounts in the Invoice report, instead of displaying them as one row per cargo handling (laytime.exe), or per booking (laytime\_c.exe).


## Demurrage Summary - Bookings

Configuration flag **CFGLaytimeCalculator** enables the Booking-Based Laytime Calculator for chemical tankers; type **laytime\_c.exe** as the value for the flag. Otherwise, see [Demurrage Summary](#).

The Demurrage Summary (Bookings) list is an overview of all outstanding Demurrage calculations.

1. In the Demurrage and Claims Module Center, click **Demurrage Summary (Bookings)**.
2. Select the **Claim Dates**, **Statuses**, and **Calculation Types** that you want to see.

Action	Vessel	Voyage No.	Status	Booking No.	Calculation	Official Calc (Y/N)	Counterparty	Voyage No.	Curr
<a href="#">Edit / Copy</a>	MAINE	910	In Progress	201200003	2	N	CHARTERER2	201201	USD
<a href="#">Edit / Copy</a>	MAINE	910	In Progress	201200003	19	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	MAINE	911	In Progress	201200003	20	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	MAINE	911	In Progress	201200003	21	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	MAINE	1001	Posted	201200003	22	N	CHARTERER7	201201	USD
<a href="#">Edit / Copy</a>	MAINE	1001	Posted	201200003	27	N	CHARTERER7	201201	USD
<a href="#">Edit / Copy</a>	MAINE	1002	In Progress	201200003	29	N	CHARTERER5	201201	USD
<a href="#">Edit / Copy</a>	MAINE	1002	Estimated	201200003	30	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	MONTANA	1002	In Progress	201200003	31	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	MONTANA	1002	In Progress	201200003	32	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	PORTLAND	1001	In Progress	201200003	33	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	PORTLAND	1001	In Progress	201200003	34	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	PORTLAND	1002	Estimated	201200003	35	N	CHARTERER5	201201	USD
<a href="#">Edit / Copy</a>	PORTLAND	1002	Estimated	201200003	36	N	CHARTERER1	201201	USD
<a href="#">Edit / Copy</a>	SEATTLE	1002	In Progress	201200003	37	N	CHARTERER2	201201	USD
<a href="#">Create</a>	TENNESSEE	1001	Posted	201200003	38	N	CHARTERER5	201201	USD
<a href="#">Edit / Copy</a>	TENNESSEE	1001	In Progress	201200003	39	N	CHARTERER5	201201	USD
<a href="#">Edit / Copy</a>	TENNESSEE	1001	Estimated	201200003	40	N	CHARTERER1	201201	USD
<a href="#">Create</a>	TENNESSEE	1002	Estimated	201200003	41	N	CHARTERER2	201201	USD
<a href="#">Edit / Copy</a>	TENNESSEE	1002	Estimated	201200003	42	N	CHARTERER5	201201	USD
<a href="#">Edit / Copy</a>	WISCONSIN	1001	Posted	201200003	43	N	CHARTERER5	201201	USD

3. From the Demurrage Summary (Bookings) list, you can do any of the following:
  - To include multiple bookings in one Laytime Calculation, select all their check boxes in the **Action** column and click the [Create Laytime Calc](#) link.
  - To create a new Laytime Calculation, do one of the following:
    - Click  and then click **New Laytime**.
    - Click the [Create](#) link in the **Action** column for a booking on a Commenced voyage that does not have a calculation yet.
  - To edit a Laytime Calculation, click its [Edit](#) link in the **Action** column.
  - To copy a Laytime Calculation, click its [Copy](#) link in the **Action** column.
  - To open a Cargo Booking, click its number link in the **BookingNo.** column.

For more information on lists, see [Lists](#) and the [Lists tutorial](#).

## Demurrage on Account

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Configuration flag **CFGEnableDemurrageOnAccount** enables the Demurrage on Account functionality.

Demurrage on Account allows partial demurrage invoices to be sent during a period, reducing the risk of large outstanding amounts. Each invoice is supported by an individual [Laytime Calculation](#) for the period invoiced. An incremental calculation creates a [Final Demurrage Invoice](#) by calculating demurrage for the entire voyage and subtracting the amounts already invoiced. This feature is for contracts where billing of Demurrage on Account is applicable for the discharging port only. The following conditions apply:

- Ports must be Reversible.
- Demurrage on Account works only with the Laytime Calculation [Deduction method](#).
- The [Cargo](#) form must be updated with the agreed terms.
- The calculation is only applicable for the discharging port.

This section explains the [configuration and settings](#) required to enable the functionality and the [workflow](#) for using this feature.

### Demurrage on Account Configuration and Settings

#### *Configuration*

To configure Demurrage on Account, follow these steps.

1. Enable [configuration flag CFGEnableDemurrageOnAccount](#).
2. Create a new Demurrage on Account [Port Activity](#) and link it to [Port Function](#) Discharging. This row is used to indicate the end date for the Demurrage on Account calculation.

#### *Cargo Form Settings*

- Select the **Demurrage on Account** check box to indicate that the contract terms allow Demurrage on Account.
- **Billing Days:** Indicate the days on demurrage per invoice per period billed, or how frequently Demurrage on Account can be billed. This number is added to the Period From date on the [Laytime Calculation](#) to determine the Period To date.
- **Basis:** Select the method used:
  - **Calendar days:** 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	Frnt 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 Edit Table 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

## Demurrage on Account Workflow

A typical **Demurrage on Account** scenario is that the vessel has arrived at the discharging port but will stay at anchorage for a longer period of time, and demurrage will be invoiced on a frequent basis, as per the agreed terms.

### Cargo Form

In this example, **Basis** is set to Demurrage Days.

### Voyage Manager

- **Itinerary:** Maintain the ETD.

- **Port Activities:** Create Port Activities with the information on hand. Select the **Demurrage on Account** Port Activity and set the date/time up to when Demurrage on Account should be calculated.

DEMO VESSEL - 1

Vessel: DEMO VESSEL | Voyage No./Opr Type: 00036 | 1 | OVOV | Voyage Status: Commenced

Head Fix/Cost: 0,00 | Trade Area: | Voyage Commencing: 15/01/12 00:00

Fixture No.: 20120029 | Chtr Specialist: admin | Voyage Completing: 01/03/12 00:00

Bunker Calc Method: FIFO | Ops Coordinator: | Last Update GMT: 29/02/12 17:01

Port Name	F	Miles	DTtoGo	Speed	WF%	XS	B/L	Arrival	Departure	P Days	ID No	St	Cargo ROB
HOUSTON	C			14,0	0,00		B	15/01/12 00:00	15/01/12 00:00	0,00	400	SA	0
RJO DE JANEIRO	L	5 354		14,0	5,00		L	31/01/12 21:00	02/02/12 21:00	2,00	500	SA	60 000
HOUSTON	D	400		1,0	5,00		B	20/02/12 01:00	01/03/12 00:00	9,96	600	AR	0

Port Activities for DEMO VESSEL Voyage 1

Observed Distance: 400 | Steam Hours: 416,00 | Average Speed: 0,96

Distance to Go from Dep: 0 | Projected Spd: 0,00

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
IFO	1 530,000	530,000	30,577	1 000,000	0,000	0,000	0,000
LSP	250,000	1,000	0,058	249,000	0,000	0,000	0,000
MGO	49,000	0,000	0,000	49,000	0,000	0,000	0,000

Activity	AT	RT	Cargo	Bl. Code	Remarks	Date From	Time
END OF SEA PASSAGE (ESP)	PS					20/02/2012	01:00
NOR TENDERED	NR					20/02/2012	01:00
ANCHORED	NM					20/02/2012	01:00
DEMURRAGE ON ACCOUNT	NM					29/02/2012	01:00
ALL FAST	NM					//	00:00
DISCHARGING COMMENCED	OS					//	00:00
DISCHARGING COMPLETED	OE					//	00:00
PILOT ON BOARD	NM					//	00:00
START SEA PASSAGE (SSP)	PE					//	00:00

### Laytime Calculation Example

1. Import laytime for all ports.
2. Select the **Laytime Expires** check box and note that the demurrage will be calculated basis 7 days: Balance (Days).
  - **Demurrage Amount** = Actual demurrage, including date/time used in Demurrage on Account
  - **Agreed Amount** = 7 days demurrage @ USD \$ 10,000

Laytime Calculation for Charterer - AR claim

Charterer: PETRO | Vessel: DEMO VESSEL | 00036 | CP Form: | Status: Under Review

Invoice No.: | Voyage No./Opr Type: 1 | OVOV | CP Date: | Analyst: |

Port Name	Cargo	F	Quantity	L/D Rate	Terms	Dem Rate/D	Des Rate/D	Allowed	Used	Deduction	Balance
RJO DE JANEIRO	FUEL	L	60 000,000	40 000,00	SHINC	10 000,00	0,00	01d12:00	01d20:00	00d00:00	01d04:00
HOUSTON	FUEL	D	60 000,000	40 000,00	SHINC	10 000,00	0,00	01d12:00	08d18:00	00d00:00	-07d14:00

Total: 03d00:00 | 10d14:00 | 00d00:00 | -07d14:00

Port Activities: Select Lines To: Delete

Day	Date	Time	Activity	Remarks
MO	20/02/2012	01:00	END OF SEA PASSAGE (ESP)	
MO	20/02/2012	01:00	NOR TENDERED	
MO	20/02/2012	01:00	ANCHORED	
MO	20/02/2012	07:00	LAYTIME COMMENCED	
TU	21/02/2012	11:00	DEMURRAGE START	
WE	29/02/2012	01:00	LAYTIME COMPLETED	
WE	29/02/2012	01:00	DEMURRAGE ON ACCOUNT	

Import Activities: Calculation: Reversible

Laytime Expires |  Continuous Laytime |  HH:MM Format

On Account | Type: Period

Period From: 21/02/12 11:00 | Period To: 28/02/12 11:00

Balance (Days): 7,000000

Original Claim Amount: 0,00

Curr/Exch Rate: USD - 1,00000

Demurrage Amount: 75 833,33

Previously Invoiced Amount: 0,00

Agreed Amount: 70 000,00

Difference: 0,00

Deductions:

Day	Activity	From Date	Time	%	To Date	Time	Remark	Duration

Total Deduction: 00d00:00

Allocation Percent: 100,00 | 100,00

Grace Time: 00d00:00

Balance: -07d14:00

3. Save the calculation as **Settled**, whereby the demurrage amount will be included in the P&L and the invoice can be posted.
4. Invoice the first Demurrage on Account.

Steps for New Periods

Follow the same steps for each new period to be invoiced:

1. Maintain the ETD.
2. Update Port Activity Demurrage on Account date/time.

The screenshot shows a software interface for vessel management. The main window displays voyage details for 'DEMO VESSEL - 1'. The 'Port/Date' tab is active, showing a table of port activities. A secondary window, 'Port Activities for DEMO VESSEL Voyage 1', is open, showing a detailed view of port operations.

**Port Activities for DEMO VESSEL Voyage 1**

Prev Port: RIO DE JANEIRO  
 Curr Port: HOUSTON  
 Destination: HOUSTON  
 Function: DISCHARGING  
 Arrival: 20/02/12 01:00  
 Departure: 09/03/12 02:00

Observed Distance: 400  
 Distance to Go from Dep: 0  
 Steam Hours: 416,00  
 Average Speed: [ ]  
 Projected Spd: [ ]

Type	ROB Prev	Sea Cons	Cons Rate	ROB Arr	Received	PortCons	ROB Dep
IFO	1 530,000	530,000	30,577	1 000,000	0,000	0,000	0,000
LSF	250,000	1,000	0,058	249,000	0,000	0,000	0,000
MGO	49,000	0,000	0,000	49,000	0,000	0,000	0,000

Activity	AT	RT	Cargo	BL Code	Remarks	Date From	Time
END OF SEA PASSAGE (ESP)	PS					20/02/2012	01:00
NOR TENDERED	NR					20/02/2012	01:00
ANCHORED	NM					20/02/2012	01:00
DEMURRAGE ON ACCOUNT	NM					08/03/2012	01:00
ALL FAST	NM					//	00:00
DISCHARGING COMMENCED	OS					//	00:00
DISCHARGING COMPLETED	OE					//	00:00
PILOT ON BOARD	NM					//	00:00
START SEA PASSAGE (SSP)	PE					//	00:00

3. Create a new Laytime Calculation. (Do not reuse the previous one.)

4. Note that the next period appears, as well as Previously Invoiced.

Port Name	Cargo	F	Quantity	L/D Rate	Terms	Dem Rate/D	Des Rate/D	Allowed	Used	Deduction	Balance			
RIO DE JANEIRO	FUEL	L	60 000,000	40 000,00	SHINC	10 000,00	0,00	01d12:00	01d20:00	00d00:00	01d04:00			
HOUSTON	FUEL	D	60 000,000	40 000,00	SHINC	10 000,00	0,00	01d12:00	16d18:00	00d00:00	-15d14:00			
Total:											03d00:00	18d14:00	00d00:00	-15d14:00

Day	Date	Time	Activity	Remarks
MO	20/02/2012	01:00	END OF SEA PASSAGE (ESP)	
MO	20/02/2012	01:00	NOR TENDERED	
MO	20/02/2012	01:00	ANCHORED	
MO	20/02/2012	07:00	LAYTIME COMMENCED	
TU	21/02/2012	11:00	DEMURRAGE START	
TH	08/03/2012	01:00	LAYTIME COMPLETED	
TH	08/03/2012	01:00	DEMURRAGE ON ACCOUNT	

Balance (Days)	7,000000
Original Claim Amount	0,00
Curr/Exch Rate	USD 1,00000
Demurrage Amount	155 833,33
Previously Invoiced Amount	70 000,00
Agreed Amount	70 000,00
Difference	0,00

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.**

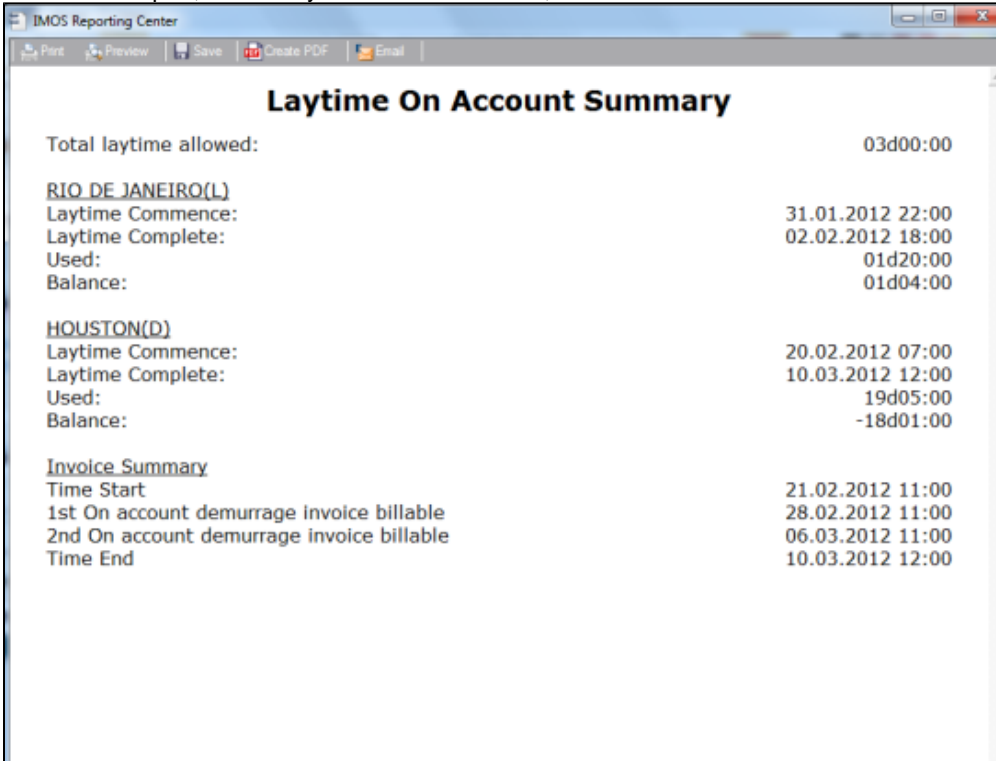
Day	Date	Time	Activity	Remarks
MO	20/02/2012	01:00	END OF SEA PASSAGE (ESP)	
MO	20/02/2012	01:00	NOR TENDERED	
MO	20/02/2012	01:00	ANCHORED	
MO	20/02/2012	07:00	LAYTIME COMMENCED	
TH	08/03/2012	11:00	ALL FAST	
TH	08/03/2012	12:00	DISCHARGING COMPLETED	
SA	10/03/2012	12:00	DISCHARGING COMPLETED	
SA	10/03/2012	13:30	PILOT ON BOARD	
SA	10/03/2012	14:00	START SEA PASSAGE (SPP)	

Balance (Days)	3,000000
Used Days	21,043667
Balance (Days)	-18,043667
Original Claim Amount	0,00
Curr/Exch Rate	USD 1,00000
Demurrage Amount	350 416,67
Previously Invoiced Amount	140 000,00
Final Amount	40 416,67
Agreed Amount	40 416,67
Difference	0,00

Inv No.	Period From	Period To	Amount
10020000	20/02/12 11:00	28/02/12 11:00	69 125,00
10020000	28/02/12 11:00	06/03/12 11:00	69 125,00
Total:			138 250,00

*Laytime On Account Summary Report*

To create a report, on the Laytime Calculation form, click  Reports and then click **On Account Summary**.



The screenshot shows a web browser window titled "IMOS Reporting Center" with a menu bar containing "Print", "Preview", "Save", "Create PDF", and "Email". The main content area displays a report titled "Laytime On Account Summary".

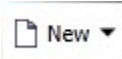
Laytime On Account Summary	
Total laytime allowed:	03d00:00
<b>RIO DE JANEIRO(L)</b>	
Laytime Commence:	31.01.2012 22:00
Laytime Complete:	02.02.2012 18:00
Used:	01d20:00
Balance:	01d04:00
<b>HOUSTON(D)</b>	
Laytime Commence:	20.02.2012 07:00
Laytime Complete:	10.03.2012 12:00
Used:	19d05:00
Balance:	-18d01:00
<b>Invoice Summary</b>	
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

## FOB-Delivered Cargo

With FOB (Free on Board) or delivered cargo, you are not tracking a voyage or paying freight, just giving or receiving cargo in a port. Your only concern is if there is a Claim at that port. You can create an FOB/Delivered Cargo as the basis for a [Demurrage](#) calculation or other [Claim](#). Depending on your contracts, you might be able to rebill suppliers and receivers. FOB/Delivered Cargoes appear in the Cargo List.

To create a new FOB/Delivered Cargo Laytime Calculation or Claim, do one of the following:

- To create a [Laytime Calculation](#) for a new FOB/Delivered Cargo:
  - In the Demurrage and Claims Module Center, click **FOB/Delivered Cargo** or on the Demurrage Summary, click



and then click **FOB/Delivered Cargo**.

- Specify Itinerary and Pricing details for the [Cargo](#).

3. On the **Other Info** tab of the **Cargo** form, select the **FOB/Delivered Cargo** check box and complete the additional fields.

The screenshot shows the 'Other Info' tab of a Cargo form. The 'FOB/Delivered Cargo' checkbox is checked. The form contains various input fields for cargo details, including Final Destination, ETS, Supplier, Receiver, VAT No./% (0.00), Ref Contract, Scheduler, Trader (admin), IC Company, IC Adj. %, On Subjects, Traded, BL Code, BL Qty, BL Date, Voyage (0), Reference Vessel, Reference Voyage (0), No Rebill, Claim, Laytime Calculator, Rebillable Wharfage, Rebillable Dockage, Low Water, OBL No., Closed, Commingle Code, and Per DWT. An 'Existing Claims' table is visible at the bottom with columns: Claim ID, Counterparty, Type, Claim Type, Last Inv Date, Claim Amt (Base), Status.

4. Click the **Laytime Calculator** button in the lower middle of the tab.

- To create a new FOB/Delivered Cargo Laytime Calculation for an existing cargo, on the **Demurrage Summary**, click the [Create](#) link to open the **New Laytime Calculation Setup** form to create a Laytime Calculation for an existing cargo. You might want to create a Laytime Calculation for a vendor and a supplier. Click **Import Activities** and then click **From Reference Voyage**.
- To create a **Claim** for an FOB Cargo, click the Claim button.

The **Existing Claims** grid displays all existing Claims and Laytime Calculations for the Cargo.

#### Related Config Flags

CFGShowFobOnSchedules  
Display FOB Cargoes on the [Vessel Schedule](#) and the [Port Schedule](#).

## Demurrage Allocation

You can allocate a Demurrage amount to different internal business units. To create a new Demurrage Allocation:

1. On the **Laytime Calculation**, click **Allocation**.

The screenshot shows the 'Demurrage Allocation Summary' window. It features a 'New Allocation' button and a table with columns: Trans No., Amount, Company, Status.



2. On the Demurrage Allocation Summary, click **New Allocation**.

The **Total Demurrage** (or Total Despatch) amount appears at the top of the Demurrage Allocation form.

3. For each business unit, select the **Cargo** and the **Internal Business Unit** to which you want to allocate the revenue or expense and enter either an **Amount** or a **Percentage** of the Total Demurrage to allocate. When you save the form, IMOS creates a Journal Entry to assign the correct percentages of the revenue or expense to the business units.

#### ▼ Related Config Flags


CFGExcludeDemurrageAllocationCommissionDefault  
 Select the Exclude Commission check box by default.


## Demurrage Commission

You can create a Demurrage Commission Payment that is separate from the Demurrage Invoice.

1. On the Laytime Calculation, click **Commission**.

2. The Freight/Relet Commission Summary lists all existing Demurrage Commission Payments.
  - To open a Demurrage Commission Payment, right-click the line and click **Details**.

- To create a new Demurrage Commission Payment, click .

- On the Commission Payment:
  - Select the **Broker**. Line items appear.
  - Enter an **Invoice Number** and any Adjustment information; you can create a Commission Payment with only Adjustments.
    - 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.
  - To print an invoice, click  Invoice.

## Claims

The Demurrage and Claims module supports custom [Claims](#) of types other than Demurrage. Rather than being an invoice, a Claim is like an envelope for [invoices](#), which you review and post individually.

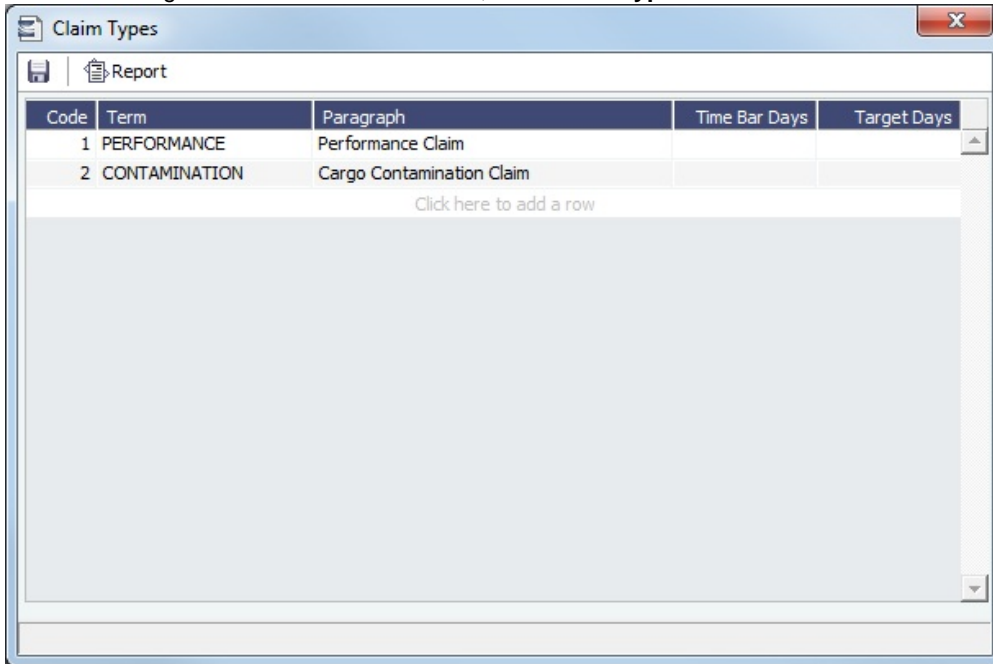
To use Claims, set up the following forms:

- [Claim Types](#), such as cargo damage claims, missed laycan claims, and pollution claims, so you can sort by them on the [Claim List](#)
- [Claim Actions](#), to record Claim or [Demurrage](#) processing activities

## Claim Types


You can set up Claim Types to identify different types of [Claims](#). You can then sort by Claim Type on the [Claim List](#).

In the Demurrage and Claims Module Center, click **Claim Types**.



## Claim

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

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On the Claim form, you can manage custom [claims](#) of types other than Demurrage, such as cargo damage claims, missed laycan claims, and pollution claims.

### Creating a Claim

To create a Claim, do one of the following:

- In the Demurrage and Claims Module Center, click **Claim**.
- On the [Claim List](#), click .
- For an FOB Cargo, click the **Claim** button on the [FOB/Delivered Cargo](#) form.

### Claim Tab

- Select the **Counterparty** and enter at least the **Date Sent/Received**.
  - When a Claim is an AP, you can select a **Rebill Option**. Rebillable invoices appear in the [Create Invoices](#) list and on the [Voyage Expenses Rebill Management](#) form.
  - When a Rebill Claim is created for an internal counterparty:
    - Claim Status is Settled by default.
    - Analyst field is copied from the AP (Rebill) claim; if there are multiple AP (Rebill) invoices, the Analyst field is left empty in the resulting Rebill Claim.
    - Agreed Amount is set equal to the Original Claim Amount.
    - Date Settled is the date the rebill is created.
- In the Claim Action Log, you can click to add a line at the top and select [Claim Actions](#) that describe the actions taken.
- To begin processing the claim, change the Claim Status to **In Progress**.
- When you save the Claim, a Claim ID is assigned. Claims are numbered according to the following scheme:  
CL-YYYY-#####  
For example: CL-2014-000001

#### *Linking an FOB Cargo to a Claim*

1. In the CP Reference field, select **FOB Cargo**. This is selected by default when opening a new claim through the [FOB Cargo](#) form.
2. Select the FOB Cargo in the Vessel/Voyage field.
3. Save the Claim form.

After the Claim form is saved, the Claim appears in the Existing Claims grid on the [FOB Cargo](#) form. The Claim no longer appears on the Invoices tab of the Voyage Manager for the reference vessel/voyage.

#### Invoices Tab

On the Invoices tab, you can create multiple [Claim Invoices](#) for a Claim. You can also add links to Related Invoices, for example, if there are expenses for processing the claim, and to Related Claims.

Claim

Attachments Reports New Invoice

Claim ID: CL-2013-000003 CP Reference: Fixture Vessel/Voyage: VESSEL 1 1001 Claim Status: Settled  
 Counterparty: Counterparty Reference No.: Port: BOSTON Analyst:  
 Company: Company CP Date: // BL Code: 1 Currency: USD  
 Claim Type: CONTAMINATION CP Form: Reference ID: Exchange Rate: 1.00000  
 AP/AR: AP

Claim Invoices

Type	Counterparty	Status	Invoice No.	Date	Curr.	Amount	Base Amt.	Description
Expense	Counterparty	P	97	07/02/2013	USD	1,000.00	1,000.00	

Total: 1,000.00 1,000.00

Related Invoices

Invoice No.	Description	Type	Vendor	Status	Inv. Date	Due Date	Curr.	Exch. Rate	Amount	Base Amt.
123456	CONTAMINATION	Expense	Counterparty	X	06/30/2013	06/30/2013	USD	1.00000	13,513.51	13,513.51

Total: 13,513.51

Related Claims

Claim ID	Counterparty	Description	Date Sent/Rec.	Est. Amt.	Orig. Amt.	Agreed Amt.
CL-2013-000004	Counterparty	Related Claim	08/25/2013	0.00	34,567.00	34,567.00

Claim Invoices

## Claim List


With the separate Demurrage module, you can access the Claim List. On the Claim List, you can view all or selected Claims. In the Demurrage and Claims Module Center, click Claim - List. For more information on lists, see Lists and the Lists tutorial.

New Claim Refresh Report Import/Export Display Options

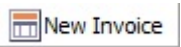
Claim List  
 (Follow-up Dates: All); (Time Bar Dates: All)  
 Status: All Follow-up Dates: All  
 Time Bar Dates: All  
 View: All Claims Edit Export Import

Claim ID	Claim Type	AP/AR	Analyst	Counterparty	Status	Time Bar Date	Last Action	Last Action Date	Follow-up Date
<a href="#">CL-2014-000003</a>	CONTAMINATION	AP		COUNTERPARTY	Settled		COUNTEROFFER	8/25/2014	8/28/2014
<a href="#">CL-2014-000004</a>	PERFORMANCE	AP		COUNTERPARTY	In Progress		TELEPHONE CALL	8/27/2014	8/27/2014
<a href="#">CL-2014-000005</a>	PERFORMANCE	AR		COUNTERPARTY					
<a href="#">CL-2014-000006</a>	CONTAMINATION	AR		COUNTERPARTY	Under Review	1/4/2014	TELEPHONE CALL	9/5/2014	

user name / authentication server:environment

- To create a new Claim, click .
- To open a Claim, click its link in the **Claim ID** column.

## Claim Invoice

To create a Claim Invoice, on either Claim tab or the Invoices tab of a Claim, click .

## Demurrage and Claims Reports

On the Demurrage and Claims Module Center, click

to access the [Report List](#) and the following [reports](#) specific to Demurrage and Claims:

Report	Description
Demurrage Activity Report	Lists all demurrage-related information, such as cause, duration, accounting data, amounts, etc.
Time Bar Report	Demurrage Activity subreport: Lists demurrage items according to their time bar dates; groups them into groups of 30 days, such as 0-30 days, 30-60 days, etc.
Cycle Time Report	Demurrage Activity subreport: Lists cycle time-related information for demurrage items, invoice date relative to today's date.
Outstanding Payable/Receivable (Summary)	Demurrage Activity subreport: Summary of demurrage for vessel/voyage, with information such as payable/receivable, etc.
Outstanding Payable/Receivable (Details)	Demurrage Activity subreport: Detailed demurrage item information with demurrage cargo, invoice, outstanding days, etc.
Outstanding Payable/Receivable (Filtered)	Demurrage Activity subreport: Filtered demurrage item information.

## Financials

### 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 Key Topics

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

## Content by label

There is no content with the specified labels



## Related FAQs

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For more information, see the following Financials FAQs:

- [FAQ - How Do We Handle Office Expenses \(Accruals\)](#)
- [FAQ - Accrual Calculation and Configuration Flags](#)
- [FAQ - How can I create a revenue or expense that will not show on the P&L?](#)
- [FAQ - Month End Accruals Process](#)
- [FAQ - Controlling the Type of Accrual Items with Business Rules](#)
- [FAQ - Restricting Users from Approving or Posting Specific Types of Invoices](#)
- [FAQ - Transaction Numbers](#)
- [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 prevent posting to 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 on Accounts Receivable and Accounts Payable 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 - Which party's bank information will be displayed on an invoice printout?](#)
- [FAQ - How do I itemize Bunker Cost for Voyage Period Journals?](#)
- [FAQ - An invoice with the same number is already in the database](#)
- [FAQ - How do I default Voyage Other Revenues & Expenses to Actual instead of Pending?](#)
- [FAQ - What is the non-accounting invoice option on the bunker invoice screen?](#)

## Financials Workflows and Procedures

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This section includes the following Financials workflows and procedures:

- [Financials General Workflow](#)
- [Complete Operations and Financials AP-AR Workflow](#)
- [Financials Invoice Workflows](#)

## Financials General Workflow

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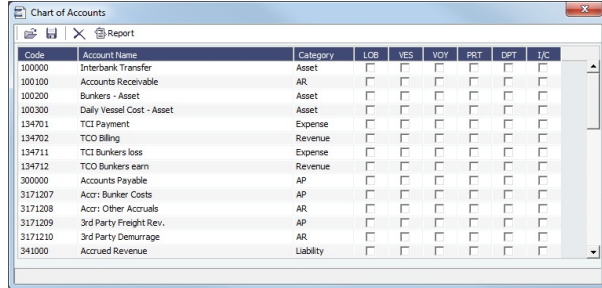
IMOS Financials is a comprehensive vessel/voyage financial system that automates the accrual accounting process. By drastically cutting the hours spent on complex calculations and the updating of information, your team can quickly realize revenue, close voyage accounts without delay, and refocus on financial strategy and planning. Accounting features include built-in alerts and automatic invoicing. This enables more accurate and efficient billing, tracking, processing, and auditing of all your everyday transactions. When your team members gain more control over the financial process, they have time to focus on strategic financial planning.

This document provides an overview of how financial data flows from the point of entry to your accounting books.

## Financial Setup

### General Accounting Ledger

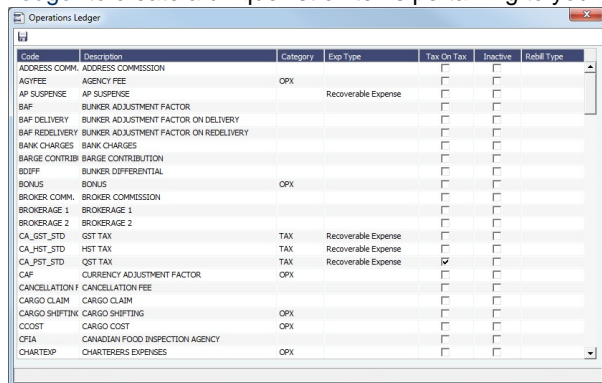
- The main accounting record of a business, using double-entry bookkeeping, can be stored in the [Chart of Accounts](#) in IMOS. Each ledger code (or account number) can be defined and categorized as a **Revenue**, **Expense**, **Asset**, **Liability**, or **Equity**. In addition, ledger codes can be marked as a **Bank**, **AR**, or **AP**.



Code	Account Name	Category	LOB	YES	VOY	PRT	DPT	LJC
100000	Interbank Transfer	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100100	Accounts Receivable	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100200	Bunkers - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100300	Daily Vessel Cost - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134701	TCI Payment	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134702	TCO Billing	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134711	TCI Bunkers loss	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134712	TCO Bunkers earn	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300000	Accounts Payable	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171207	Accr: Bunker Costs	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171208	Accr: Other Accruals	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171209	3rd Party Freight Rev.	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171210	3rd Party Demurrage	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
341000	Accrued Revenue	Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Operations Ledger

- The IMOS code maintains a default list of internal Source codes. These Source codes are used to define all revenue or expense items that might occur within the length of a voyage. Aside from the default codes, you can use the [Operations Ledger](#) to create a unique list of items pertaining to your business (crude oil, dry bulk, chemicals, etc.).



Code	Description	Category	Exp Type	Tax On Tax	Inactive	Rebill Type
ADDRESS COMM.	ADDRESS COMMISSION			<input type="checkbox"/>	<input type="checkbox"/>	
AGYFEE	AGENCY FEE	OPX	Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
AP SUSPENSE	AP SUSPENSE			<input type="checkbox"/>	<input type="checkbox"/>	
BAF	BUNKER ADJUSTMENT FACTOR			<input type="checkbox"/>	<input type="checkbox"/>	
BAF DELIVERY	BUNKER ADJUSTMENT FACTOR ON DELIVERY			<input type="checkbox"/>	<input type="checkbox"/>	
BAF REDELIVERY	BUNKER ADJUSTMENT FACTOR ON REDELIVERY			<input type="checkbox"/>	<input type="checkbox"/>	
BANK CHARGES	BANK CHARGES			<input type="checkbox"/>	<input type="checkbox"/>	
BARGE CONTRIB	BARGE CONTRIBUTION			<input type="checkbox"/>	<input type="checkbox"/>	
BDIFF	BUNKER DIFFERENTIAL			<input type="checkbox"/>	<input type="checkbox"/>	
BONUS	BONUS	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
BROKER COMM.	BROKER COMMISSION			<input type="checkbox"/>	<input type="checkbox"/>	
BROKERAGE 1	BROKERAGE 1			<input type="checkbox"/>	<input type="checkbox"/>	
BROKERAGE 2	BROKERAGE 2			<input type="checkbox"/>	<input type="checkbox"/>	
CA_GST_STD	GST TAX	TAX	Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
CA_HST_STD	HST TAX	TAX	Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
CA_PST_STD	GST TAX	TAX	Recoverable Expense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CAF	CURRENCY ADJUSTMENT FACTOR	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CANCELLATION F	CANCELLATION FEE			<input type="checkbox"/>	<input type="checkbox"/>	
CARGO CLAIM	CARGO CLAIM			<input type="checkbox"/>	<input type="checkbox"/>	
CARGO SHIFTRK	CARGO SHIFTING	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CCOST	CARGO COST	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CFIA	CANADIAN FOOD INSPECTION AGENCY			<input type="checkbox"/>	<input type="checkbox"/>	
CHARTEREXP	CHARTERERS EXPENSES	OPX		<input type="checkbox"/>	<input type="checkbox"/>	

### Mapping Business Rules

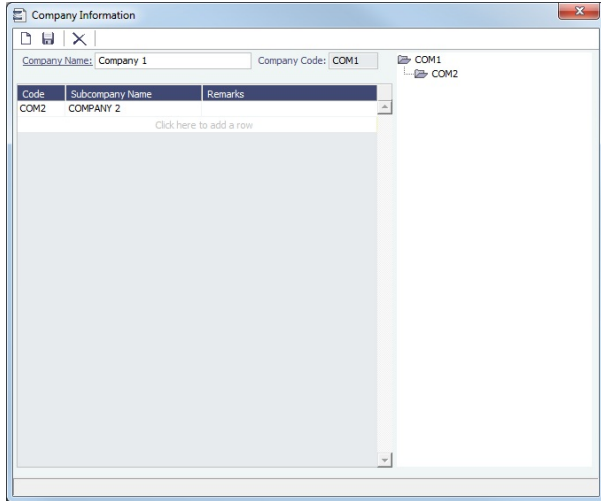
- To ensure that all accounting items generated throughout a voyage are mapped to the right account, a [Business Rules](#) table links IMOS Source codes and unique Operations Ledger codes to the General Ledger. This ensures that a properly defined Trial Balance exists, and you know exactly what debit and credit actions are occurring within the Balance Sheet and Income Statement.
- Through this tool, IMOS enables accountants to manage straightforward accounting mapping, as well as special cases (crediting accounts and intercompany relationships).

### Financial Company Structure

- IMOS allows the creation of a [single- or multiple-company](#) organization structure. After creating a master company, any subcompanies can be included. Vessels can be set up as subcompanies, to have remittances for invoices go directly to the subcompany of the vessel. With the financial reporting tools, a Profit & Loss can be run on a per vessel basis, rather than at a voyage or company level.



- If such a structure exists, 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 used are:
  - Vessel Code
  - Company Code
  - Line of Business (user-defined Profit Centers, such as Spot or Time Charter).

### Voyage Profit & Loss

- The IMOS P&L includes Estimated, Actual, Posted, and Cash columns, as well as Variance columns showing the difference and percentages between Actual and Estimated, Actual and Posted, and Posted and Cash. This information can be used (along with a Remarks text box and data snapshots) to closely monitor variances.
- The display can be modified to show data categorized by a traditional Voyage P&L (expenses and revenues) or by General Ledger codes.
- Drill-down capabilities allow for instant diagnosis of unexpected variances.

Description	Invoice No.	Estimated	Actual	Posted	Cash	In / Out	Act - Est	%	Act - Post	%
<b>Revenues</b>										
Freight		270,000	767,997				(2,033)	(0)	767,997	
Freight Comm.		(9,800)	(9,800)				367	(3)	(9,433)	
Freight Add. Comm.		(28,737)	(19,200)				937	(3)	(19,200)	
Demurrage		28,500	37,011				(7,511)	91	37,011	
Demurrage Comm.			(902)				(902)		(902)	
Demurrage Add. Comm.			(925)				(925)		(925)	
Dispatch			34,789				34,789		34,789	
Misc. Revenue			5,500				5,500		5,500	
<b>Total Revenues</b>		259,763	817,109				57,179	8	817,109	
<b>Expenses</b>										
Bunkers		248,230	147,740				(1,480)	(1)	149,740	
Port Expenses		65,000	65,000						65,000	
Rebills			(500)				(500)		(500)	
Misc. Expenses		15,000	15,500				500	3	15,500	
<b>Total Expenses</b>		328,230	233,740				(1,480)	(1)	232,740	
<b>Voyage Result:</b>			574,527	583,369			8,842	1	583,369	
<b>Net Daily (TEU):</b>			26,172	26,667			2,415	10	26,667	
<b>Running Cost</b>										
Hire				311,286			311,286		311,286	
Vessel Daily Cost		308,214					(2,070)	(100)		
CVE				1,088			1,088		1,088	
<b>Total Running Cost</b>		308,214		312,374			4,160	1	312,374	
<b>Profit (Loss)</b>			270,899	270,994			94,795	24	280,994	
<b>Net Voyage Days:</b>			22.02	22.23			0.21	1		
<b>Daily Profit (Loss):</b>			12,297	12,190			2,366	23	12,658	
<b>Total/Off hire days:</b>			22.02	22.23			0.21			
<b>Port/Sea days:</b>			22.01	22.52	15.65	15.58	0.15	0.66		

### Voyage Transaction Types

- IMOS knows what invoices are expenses or revenues because of the Operation Type of each voyage, which is defined when fixed. For example, a Time Charter - Owned Voyage assumes that the P&L shows Time Charter Hire, bunkers, and port costs as expenses, and freight as a revenue. Other example Operation Types that the P&L manages are Owned Vessel - Owned Voyage, Owned Vessel - Time Charter Out, Time Charter In - Time Charter Out, and Relet voyages.

As Operations users enter data, IMOS alerts them to generate invoices; an Operator or a Voyage Accountant can create invoices directly in the voyage. Invoices can also be created from the Financials module, using the [Transaction Data Entry](#) form. When generated this way, such as a miscellaneous payable, IMOS auto-creates the invoice on the voyage side so the Operator is aware.

- In the traditional workflow, transactions flow from voyage to accounting. This ensures that all the voyage attributes are assigned appropriately (Vessel Code, Company Code, Operations Ledger Code), using the established [Business Rules](#). If transactions are entered directly from the Financials module, these values can be selected manually. Security can be configured to ensure that all the necessary fields are used.

The status of a transaction can be **Pending**, **Actual**, or **Posted**. The status determines which invoice workflow is applicable:

- A **Pending** transaction is not ready for approval.
- An **Actual** transaction is ready for approval.
- An **Actual** transaction that is approved is ready for posting.

IMOS allows for creating payments and receipts, including tracking bank charges, write offs, and recording exchange difference.

- [Batch payment processes](#) are also supported.
- IMOS has a built-in Invoice Approvals tool that allows a limit-based permission by transaction type.

In the example below, note the fields that are mapped:

- AP vs. AR, Accounting Date, Invoice Date, Due Date, Invoice Number, Payment Terms, Invoice Type, Exchange Rate and Date, Company and Vessel codes, General Ledger Account code, and Remittance Bank.**

## Financial Procedures

### Accruals

- IMOS supports [accruals](#) on a monthly or end-of-period basis. A year and month can be entered, or a specific date. IMOS generates a list of accrual calculations on a voyage percent-to-complete basis. Regarding the [Voyage P&L](#) and what value is accrued:
  - Estimated** values generate from the original [Estimate](#) of a charterer before fixing.
  - Actual** values match the Estimate upon voyage commencing and continue to update as a running forecast throughout the voyage when invoices are generated and data is modified.
  - Posted** values are actual values that are posted to the General Ledger.
  - The accrual value is the difference between the actual and posted amounts.

When a voyage goes beyond the accrual period, IMOS prorates.

Options can be configured to fit your accounting methods, such as only running accruals for completed voyages and not a voyage portion percent. This is also true for managing off hire that overlaps an accrual period.

In the example below, note the fields that can be used:

- Accruals can be run for a specific **Company code**, **Operation Type**, or **Vessel name**. An accrual data snapshot can also be generated when generating accrual [Journal Entry](#). This can be viewed in the [Voyage P&L](#).

Vessel Name	Voy No	OprType	AccDate	Portion %	Basis	Revenue	Posted Rev	Expenses	Posted Exp	Profit/Loss	Posted P&L	Difference	St	S
CLIPPER EMPEROR	2	TCOV		100.00	Prorata	2,620,100.00	0.00	5,107,161.19	0.00	-2,487,061.19	0.00	-2,487,061.19		
CLIPPER EMPEROR	3	OWOV		100.00	Prorata	602,703.83	0.00	797,942.33	0.00	-195,238.50	0.00	-195,238.50		
CLIPPER GOLFITO	1	TCOV		44.15	Prorata	1,371,843.00	0.00	1,624,762.95	0.00	-252,919.95	0.00	-252,919.95		

### Closing Voyages & Account Periods

- Voyages progress in status from **Scheduled to Commenced, Completed, and Closed**. While a voyage is in **Completed** status, data and existing transactions can be modified. Security rights exist to ensure that a **Closed** voyage can only be opened by the appropriate user. Once closed, no data can be modified.  
IMOS allows accounting periods on a monthly and yearly basis. When a period is closed, for example, the month of January 2013, transactions with an accounting date of January 31, 2013 or before cannot be posted. In the case of a Head Company and Subcompany organizational structure, closing periods can also be set up basis a specific Company code.
  - There are various configuration options regarding the rules around accounting dates and posting into a closed period.

### General Journal Entries

- To move money between General Ledger accounts, the IMOS **Journal Entry** includes a credit and debit account.

### Data Snapshots

- P&L snapshots can be generated across multiple areas of IMOS:
  - Manually, a stored snapshot of data can be generated directly from the Voyage P&L with the click of a button. The current P&L is always the default view, but data can be switched to a previous time stamp.
  - When generating accruals, a single-month accrual snapshot can be created within the Voyage P&L.
  - Other tactics use the IMOS Messaging Service to generate snapshots of the Voyage P&L on a scheduled basis. This can be used within the user interface or for external reporting. For more information, see the *Messaging Service Manual*.

### Reporting & Invoicing

#### Account Analysis

- A report can be run to show all debits and credits for a specific General Ledger account code (or range) over a period of time. There is also the ability to filter by Vessel, Company code, Voyage Number, or Vendor.

#### Outstanding & Aging Invoices

- An AP and AR report shows all transactions across a period of time. Custom aging buckets can also be specified in order to display data with a detailed Aging Analysis.

Reporting Center - Veson Nautical IMOS

Print Preview Save Create PDF Email

**Accounts Payable and Receivable**  
NEW COMPANY (NEWC)  
Statement as of 5/24/2012  
Period 1/1/2010 to 1/1/2011

Transactions in USD

No	PartyName	Vessel	Voyage	Currency	Trans No	Inv No	Inv Date	Base Amt USD	Amount USD	Total Paid USD	Outstanding USD	0 Days	1 - 30 Days	31 - 60 Days	61 - 90 Days	91+ Days
1	OCEAN TRANSPORTATION (S) PTE LTD	ACE BULKER	2	USD	09NEWC0000001R	000005FINV	07/01/2009	-240,000.00	-240,000.00	0.00	-240,000.00	0.00	0.00	0.00	0.00	-240,000.00
2	OCEAN Marine	ACE BULKER	0	USD	09NEWC0000003R	000001VREV	01/01/2009	-20,000.00	-20,000.00	0.00	-20,000.00	0.00	0.00	0.00	0.00	-20,000.00
3	SHIPPING INC	CLIPPER EMPEROR	1	USD	10NEWC0000001N	000003FINV	04/15/2008	2,473,553.76	2,473,553.76	0.00	2,473,553.76	0.00	0.00	0.00	0.00	2,473,553.76
Total Curr								2,213,553.76	2,213,553.76	0.00	2,213,553.76	0.00	0.00	0.00	0.00	2,213,553.76
Grand Total								Based Amount USD								2,213,553.76

### Trial Balance, Balance Sheet, and Income Statement

## Voyage Profit & Loss Data Analysis

- Reports to analyze voyage profit and loss data are throughout IMOS. The [Report List](#) includes various sets of data that allow operational and accounting information to be linked together. These reports can be run on a period basis to ensure that the proper prorating takes place.

## Invoices

- Custom invoice headers can be stored in IMOS to ensure continuity with vendors when migrating to IMOS.

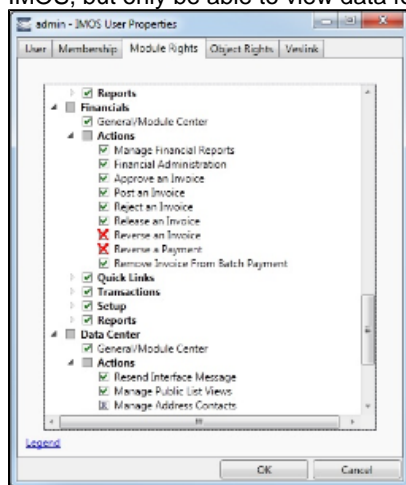
## Bank Links

- IMOS supports a complex [bank linking](#) configuration that allows defining which Remittance Bank is used for each Address Book item. When invoices are generated, IMOS defaults the correct bank information.

## Roles & Permissions

### Security Configuration

- IMOS enables permissions to be managed on a group or user basis. Within each user's settings, rights can be granted to allow access to specific IMOS tools or workflow actions. For example, a Voyage Accountant may need Read Only access to operational data like bunker consumption, but full access to Post bunker consumption cost. Such permissions are also convenient for financial roles that only focus on reporting and analysis, and do not need to edit or save data.
- In addition to [Module Rights](#), IMOS allows [Object Rights](#). For example, a user can be given full access to accounting tools in IMOS, but only be able to view data for a specific Company code or Vessel name.



## Auditing

- The [Audit Trail](#) is a history of the actions related to every transaction in IMOS. Creating or saving a form is a transaction, and inserting, updating, or deleting a value in a field on that form is a separate action in that transaction. This provides a valuable tool for error correction or end-of-year auditing processes.

## Accounting Interface

- The Accounting interface enables the IMOS Financials module to integrate even more completely with your existing system. Key features include:
  - Management of complex invoicing for time charter, voyage, freight, bunkers, commissions, demurrage, rebillables, trading, and other revenues and expenses
  - Ability to import and export AP, AR, Payments, Batch Payments, Address Book (Company) records, Receipts, and Journals

IMOS offers proven bi-directional integration with major corporate accounting systems, including SAP, SAP B1, Oracle Financials, Microsoft Dynamics NAV and AX, JD Edwards, Sage, and SUN Accounting. This ensures a streamlined flow of accurate information between departments and eliminates manual re-entry of financial information.

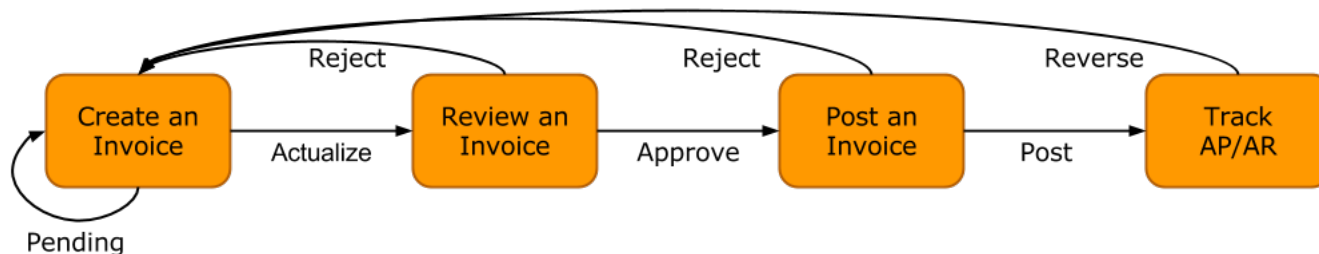
## Complete Operations and Financials AP-AR Workflow

Overview

**Note:** As with all suggested IMOS workflows, before implementing this workflow, review and approve it with your Business Process Owner or IMOS Administrator. Due to the integrated nature of Veson Nautical's products, if one user makes changes in IMOS, it may have unintended impact on other users.

This workflow is based on the following flowchart, steps, roles, and responsibilities.

Flowchart



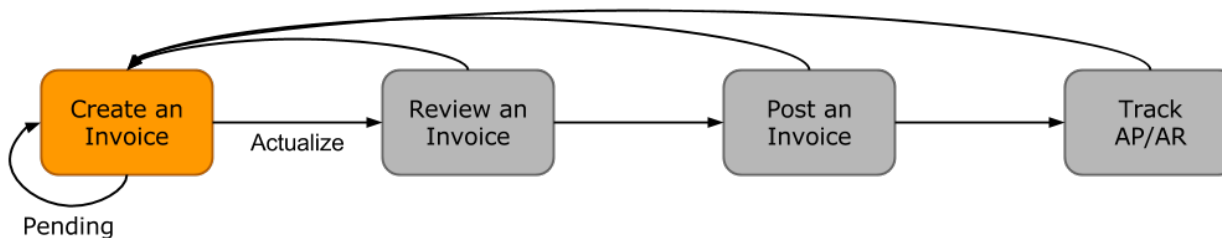
Steps

1. Creating an Invoice
2. Reviewing an Invoice
3. Posting an Invoice
4. Tracking Outstanding AP/AR Invoices
5. Tracking Cash Payments and Receipts in IMOS (Optional)

Roles & Responsibilities

Roles	Responsibilities
Voyage Operator Post Fixture Specialist	<ul style="list-style-type: none"> <li>• Create AP/AR invoices</li> <li>• Create Time Charter Invoices</li> <li>• Create Bunker Invoices</li> </ul>
Operations Manager	<ul style="list-style-type: none"> <li>• Approve AP/AR invoices</li> </ul>
Accounting team Control team	<ul style="list-style-type: none"> <li>• Post AP/AR invoices</li> <li>• Track AP/AR invoices</li> </ul>

1. Creating an Invoice



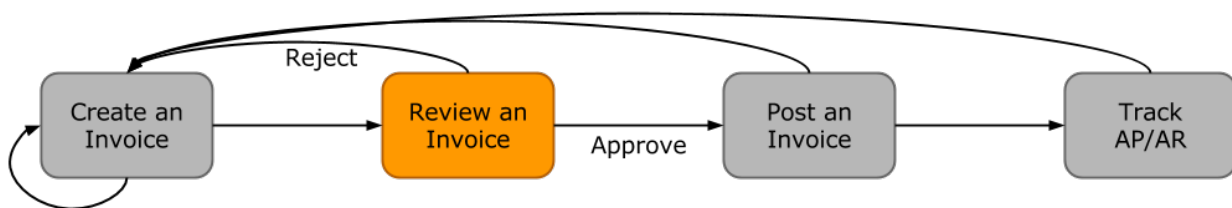
Creating an invoice is the most variable step of this workflow. Based on the [roles and responsibilities](#) defined above, the first responsible party will be the Voyage Operator or Post Fixture Specialist (PF). As a Voyage Operator or PF, it is your responsibility to ensure that all voyage-related documents are properly managed, including creating AR documents and recording AP documents received from vendors, suppliers, or counterparties.

### Different Invoice Types

The process for creating an invoice in IMOS depends on which invoice type you want to create. To learn how to raise common invoice types, see the following pages:

- [Creating a Freight Invoice](#)
- [Creating a Miscellaneous Revenue or Expense Invoice](#)
- [Creating a Time Charter Hire Payment or Bill](#)
- [Creating a Bunker Invoice](#)
- [Creating a Laytime Calculation and Demurrage/Despatch Invoice](#)
- The [Voyage Manager Invoice](#) tab populates with [Create Invoice](#) links when IMOS determines that certain invoice types should be created, such as Freight, Demurrage, or Bunkers.
- In the [Create Invoices](#) list, you can create many different invoice types for many different vessels and voyages.


### 2. Reviewing an Invoice



In this workflow, approving an invoice is a much more standard process than creating an invoice. Based on the [roles and responsibilities](#) defined above, invoice approval will be performed by an Operations Manager. An Operations Manager will be responsible for several Operators and voyages, and therefore efficiency is important when dealing with many voyage invoices awaiting approval.

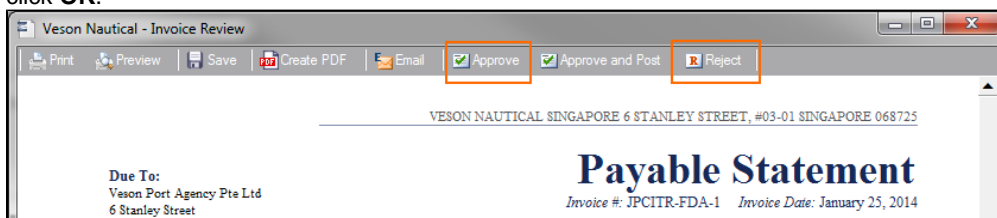
- You can use the [Invoice Approvals](#) form to set limits on which users can approve invoices of a certain Type, Trade Area, or Amount.
- IMOS [user rights](#) can be set to enable specific users to approve invoices of a certain Type.


To review an invoice, do so from the [Voyage Manager Invoices](#) tab or do the following:


1. In the Financials Module Center , open the [Approve Invoices](#) list.
  2. Create and save a [List View](#) that meets your needs.
- Note:** You only have to do this once; saving a view enables you to retrieve it later.
3. In the [Approve Invoices](#) list, next to the invoice you want to approve, click [Review](#) in the **Action** column.

Action	No.	Due	Counterparty	Amount	Desc.	Vessel	Voy.
<a href="#">Review</a>	JPCITR-FDA-1		VESAGENT	85,785.00	<a href="#">Port Disbursement</a>	JP CITRUS	1401
<a href="#">Review</a>		28-Jan-14	FMG	54,991.67	<a href="#">Demurrage</a>	PACIFIC MCLEAN	1401

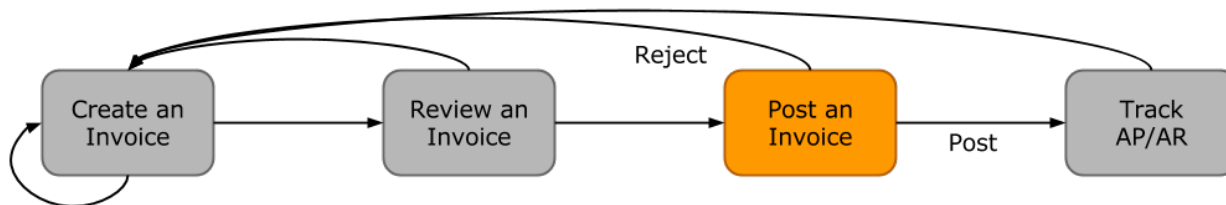
4. Depending on your configuration, you may need to select a Remittance Bank; if you do, select the correct bank and then click **OK**.



5. Review the invoice.
6. Do one of the following:
  - Click  and then enter a **Comment**, if required.


- Click  and then enter a **Comment** that tells the reason for the rejection. The Approve Invoices list auto-refreshes with the approved or rejected invoice removed.

### 3. Posting an Invoice



In this workflow, posting an invoice is similar to reviewing an invoice because you can complete all of the steps from one list (unlike creating an invoice). Based on the [roles and responsibilities](#) defined above, IMOS users in the Accounting or Control team typically post invoices. This conservative approach accommodates the fact that posting an invoice is the first time Operations has an impact on the financial ledger.

To post an invoice:

- In the Financials Module Center , open the Post Invoices list.
- 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.
- In the Post Invoices list, next to the invoice you want to post, click [Post](#) in the **Action** column.

	Action	Invoice No.	Approval User	Due Date	Invoice Amount (Base)	Description
<input type="checkbox"/>	<a href="#">Review</a>   <a href="#">Post</a>	VESX000038	admin	16-Oct-14	154,583.33	<a href="#">Demurrage</a>
<input type="checkbox"/>	<a href="#">Review</a>   <a href="#">Post</a>		Training1	23-Jul-14	-18,320.83	<a href="#">Despatch</a>

**Note:** If you have not configured your [Business Rules](#) correctly, messages will notify you of the missing rules. If you encounter one of these warnings, inform your IMOS Administrator.

- Review the Accounting Date and Due Date of the invoice to ensure that it is posted into the correct financial period and the AP/AR team can track the invoice aging correctly. For more items to check before Posting, see [Items To Check Before Posting](#).

Transaction Data Entry - USD

Invoice AP/AR: Payable    Status:    Trans No.:    Operation Trans No.: 202

Accounting Date: 01/10/2014    Invoice Type: Demurrage    DEMP    PO No.:    Received Date: / /

Vendor: CARGILL INTERNATIONAL SA    Invoice Amount: 154,583.33    USD    AP/AR Account No.: 91000    Approval:    IC Trans No.:   

Bill Via:    Exch Rate/Date: 1.000000    01/10/2014    Base Amount: 154,583.33    USD    Reference No.:    Note: Demurrage V00001-1401

Invoice Date: 01/10/2014    Due Date: 16/10/2014    Invoice No.: VESX000038    Terms: N15

Terms Description: Net 15 days    Rebill Type: Non-Rebillable    Contact:   


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

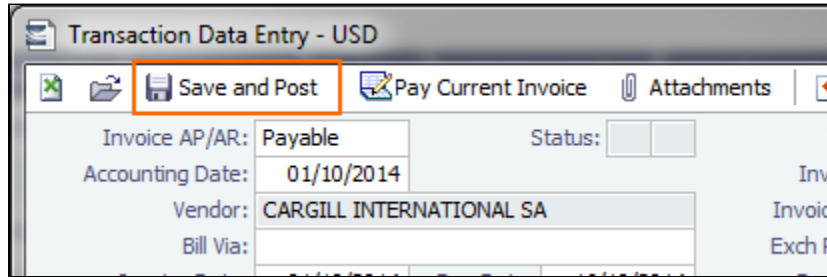
Opr Last User: admin    Acct Last User:    Acct Last Update:    Total: 154,583.33    154,583.33

Payment Information

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

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

5. To officially recognize the transaction on your financial ledger, click  Save and Post .

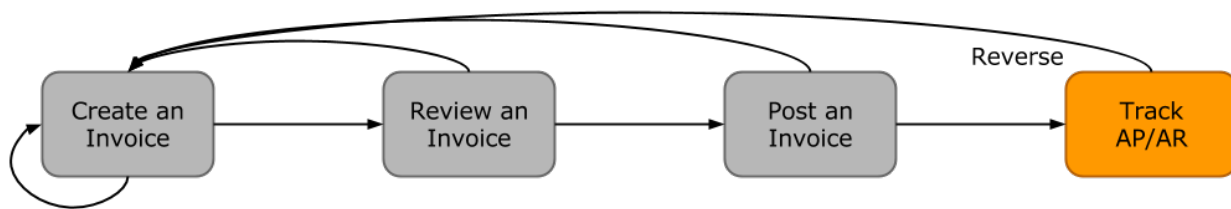


#### Items to Check Before Posting

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:

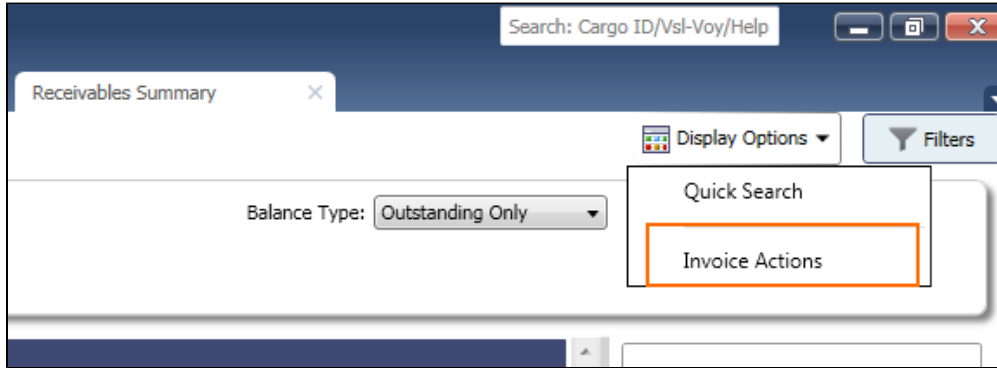
1. **List Views:** It is most important to design a [List View](#) that meets your needs; only show the columns you want to see, hide anything that is not important, and make sure to sort by **Invoice Age**.
2. **Invoice Aging Buckets:** To configure IMOS Invoice Aging Buckets to be the ranges you want, 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
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	<a href="#">1401</a>	91+ DAYS	<a href="#">Freight Invoice</a>

4. **Invoice Actions** (with **CFGEnableInvoiceNotes**): Invoice Actions enable you to create an action log per invoice for tracking and audit purpose.
  - a. Use the Financials Module [Invoice Actions](#) form to create categories for your Invoice Actions.



b. In the Receivables Summary, click  **Display Options** and then click **Invoice Actions**.



c. Click the white space of a line item in the List View to open the Action Log for that invoice.

Action	Voyage No.	Invoice Age (Group)	Type	Counterparty	Invoice Due Date	Outstanding (Curr)	Invoice No.	
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	1401	91+ DAYS	<a href="#">Freight Invoice</a>	CARGILL	20-Oct-14	817,272.00	VESX000030	GRA
<a href="#">Review</a>   <a href="#">Summary</a>	1401	91+ DAYS	<a href="#">Demurrage</a>	CARGILL	21-Nov-14	1,527.00	VESX000031	GRA
<a href="#">Review</a>   <a href="#">Summary</a>	1401	91+ DAYS	<a href="#">Despatch</a>	DAIICHI POWER	23-Jul-14	-18,320.83		JP C
<a href="#">Review</a>   <a href="#">Summary</a>	1401	91+ DAYS	<a href="#">Despatch</a>	DAIICHI POWER	18-Sep-14	-7,300.00		JP C
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	1401	61 - 90 DAYS	<a href="#">Freight Invoice</a>	DAMICO	14-Feb-15	557,125.00	VESX000029	BEL
<a href="#">Review</a>   <a href="#">Summary</a>	1401	91+ DAYS	<a href="#">Freight Invoice</a>	DAMICO	15-Jan-15	304,500.00	VESX000032	BEL
<a href="#">Review</a>   <a href="#">Summary</a>	1	31 - 60 DAYS	<a href="#">Freight Invoice</a>	DUFERCO	02-Apr-15	190,000.00	VES0000010	SK D
<a href="#">Review</a>   <a href="#">Summary</a>	1401	91+ DAYS	<a href="#">Demurrage</a>	FMG	28-Jan-14	54,991.67		PAC
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	1401	91+ DAYS	<a href="#">Freight Invoice</a>	FMG	23-Jul-14	1,461,996.80	VESX000005	PAC
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	1401	91+ DAYS	<a href="#">Demurrage</a>	FMG	22-Aug-14	53,491.67	VESX000010	PAC
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	1401	91+ DAYS	<a href="#">Freight Invoice</a>	FMG	23-Feb-14	156,155.53	VESX000009	PAC
<a href="#">Review</a>   <a href="#">Summary</a>	1401	91+ DAYS	<a href="#">Voyage Other Rev</a>	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 **Select Report:** and then click **Accounts Payable /Receivable**.
2. Enter filters and parameters; for options, see [Financial Reports](#).
3. Click **Print**.

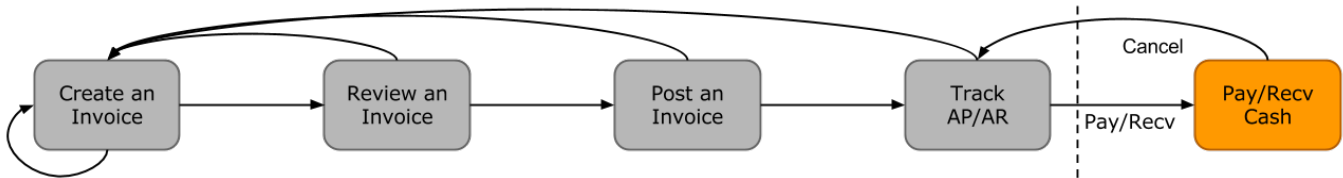
### Vendor Statements

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 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.

Receivables Summary				
View: <input type="text" value="Default View"/> [View Modified: <a href="#">Save Changes</a> <a href="#">Save As Revert</a> ]				
Action	Voyage No.	Invoice Age (Group)	Type	
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	<a href="#">1401</a>	91+ DAYS	<a href="#">Freight Invoice</a>	
<a href="#">Review</a>   <a href="#">Summary</a>	<a href="#">1401</a>	91+ DAYS	<a href="#">Demurrage</a>	
<a href="#">Review</a>   <a href="#">Summary</a>	<a href="#">1401</a>	91+ DAYS	<a href="#">Despatch</a>	
<a href="#">Review</a>   <a href="#">Summary</a>	<a href="#">1401</a>	91+ DAYS	<a href="#">Despatch</a>	
<a href="#">Summary</a>   <a href="#">View</a>   <a href="#">Remind</a>	<a href="#">1401</a>	61 - 90 DAYS	<a href="#">Freight Invoice</a>	

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.

Payments and Receipts

Finalize Bank Transfer Cancel Payment/Receipt Report

Make Payment Enter Receipt Transaction No.: User Initials: Value Date: 10/05/2015 Memo:

Inv Trans No.	Date	Invoice No.	Description	Due Date	Curr	Amt Outstanding	Amount to Pay	Exch Diff
14VESX0000037N	10/10/2014	VESX0000030	Freight Invoice V00036-1401	20/10/2014	USD	817,272.00	817,272.00	0.00

Remaining To Pay / Total Pay Amount: 0.00 817,272.00 USD

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

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

Amount to pay against the balance of this line item.

- 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.

Pay Invoice Details

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**.

6. Optionally, enter any additional **Bank Charges** or **Other Charges**.

Inv Curr/Base Curr Exch Rate: 1.000000  
 Base Curr Amount: 817,272.00 USD  
 Inv Curr/Bank Curr Exch Rate: 1.000000  
 Bank Curr Amount: 817,272.00 USD  
 Bank Charge: 0.00 USD  
 Other Charge: 0.00 USD  
 Total Bank Amount: 817,272.00 USD

Advance Check No.:  
 Final Reference:

- If you have not entered **Bank Charges**, IMOS will prompt you to confirm.


7. Click .

- You can view all completed transactions in the **Payables Summary** or **Receivables Summary**.
- Each individual invoice transaction maintains links to the payments for that specific transaction at the bottom of the **Transaction Data Entry** form.

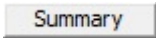
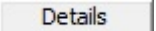
### Bank Reconciliation

If you are tracking cash transactions in IMOS, you may want to also perform bank reconciliations. IMOS offers a **Bank Reconciliation** report in the form of the **Cashflow Report**.

To run this report:

1. In the **Financials Module Center** , click **Select Report:** and then click **Cashflow Reports**.
2. Enter parameters; for options, see **Financial Reports**.

3. Do one of the following:

- For a cash-level breakdown of the cashflow, click .
- For a per-invoice breakdown of cash transactions, click .

## 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.

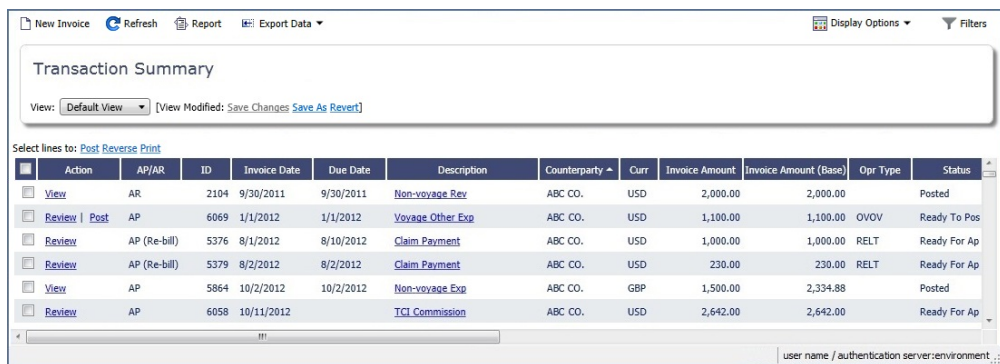
## Financials Summaries and Tools

You can open any of these Financials Summaries or tools by clicking its link in the Financials module center.

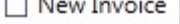
- [Transaction Summary](#)
- [Receivables Summary](#)
- [Payables Summary](#)
- [Accounting Interface Summary](#)
- [Trial Balance Summary](#)
- [Vendor Statement Summary](#)
- [Voyage P and L Snapshot Manager](#)

## Transaction Summary

The Transaction Summary gives you a global view of all invoice transactions.



Action	AP/AR	ID	Invoice Date	Due Date	Description	Counterparty	Curr	Invoice Amount	Invoice Amount (Base)	Opr Type	Status
<a href="#">View</a>	AR	2104	9/30/2011	9/30/2011	<a href="#">Non-voyage Rev</a>	ABC CO.	USD	2,000.00	2,000.00		Posted
<a href="#">Review</a>   <a href="#">Post</a>	AP	6069	1/1/2012	1/1/2012	<a href="#">Voyage Other Exp</a>	ABC CO.	USD	1,100.00	1,100.00	OVOV	Ready To Post
<a href="#">Review</a>	AP (Re-bill)	5376	8/1/2012	8/10/2012	<a href="#">Claim Payment</a>	ABC CO.	USD	1,000.00	1,000.00	RELT	Ready For Ap
<a href="#">Review</a>	AP (Re-bill)	5379	8/2/2012	8/2/2012	<a href="#">Claim Payment</a>	ABC CO.	USD	230.00	230.00	RELT	Ready For Ap
<a href="#">View</a>	AP	5864	10/2/2012	10/2/2012	<a href="#">Non-voyage Exp</a>	ABC CO.	GBP	1,500.00	2,334.88		Posted
<a href="#">Review</a>	AP	6058	10/11/2012		<a href="#">TCL Commission</a>	ABC CO.	USD	2,642.00	2,642.00		Ready For Ap

- To create a new invoice, click  and complete the [Transaction Data Entry](#) form.
- To post, reverse, or print more than one invoice at a time, select the check box in front of each invoice and then click [Post](#), [Reverse](#), or [Print](#) at the top of the list.
- The **Action** column contains links for the following actions. To open the document, click the link.
  - [Review](#) the printed versions of invoices.
  - [View](#) the [Transaction Data Entry](#) form.
  - [Post](#) invoices with the status Ready to Post.
- The **Description** column contains links to open the invoices created in Operations.

## List Functions

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

You can use [logical operations](#) to filter particular columns in the list. The filters appear on the right side.


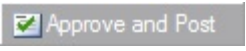

## Receivables Summary

The Receivables Summary displays unpaid invoices with status Actual, Pending, or Posted, divided into user-specified age periods. You can remit reminder or collection letters directly from the list.

Action	Invoice No.	Company	Invoice Amt (Base)	Invoice Date	Type	Outstanding (Curr)	Status	Counterparty	Invoice Age (Group)	Approval Status	View
Summary   View   Remind	INT100000691	INT1	1,403.28	1/1/2012	Voyage Other Rev	1,010.000	Released	ABC CO.	91+ DAYS	Approved	M
Summary   View   Remind	INT100000554	INT1	1,389.39	1/1/2012	Voyage Other Rev	1,000.000	Posted	ABC CO.	91+ DAYS	Approved	M
Summary   View   Remind	INT100000360	INT1	78,128.00	12/23/2011	TCO Billing	78,128.000	Posted	EUR CO.	91+ DAYS	Approved	T
Summary   View   Remind	INT100000363	INT1	78,134.00	12/23/2011	TCO Billing	78,134.000	Posted	EUR CO.	91+ DAYS	Approved	T
Summary   View   Remind	INT100000346	INT1	3,246,233.33	12/13/2011	Freight Invoice	3,246,233.330	Posted	EAST	91+ DAYS	Approved	G
Summary   View   Remind	INT100000347	INT1	642,047.58	12/13/2011	Freight Invoice	642,047.580	Posted	EAST	91+ DAYS	Approved	G

- The **Action** column contains links for the following actions. To open the document, click the link.
  - [Summary](#): View a summary message that displays both the number of days overdue and whether a collection letter is needed.
  - [View](#): Open the [Transaction Data Entry](#) form for the transaction.
  - [Remind](#): Send a collection letter to those with an outstanding balance.
  - [Review](#): Open the invoice to [approve](#), [approve and post](#), or [reject](#).
- The **Invoice Number** column contains links to open the relevant invoices as they were created in Operations.

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.

## List Functions

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

You can use [logical operations](#) to filter particular columns in the list. The filters appear on the right side.

### ▼ Related Config Flags

CFGActAgingBucket0 through  
CFGActAgingBucket3

Sets the size of the periods for the Accounts Payables/Receivable report by Aging Analysis; an Invoice Age (Group) column can then be selected on the Receivables Summary. The default is 0, 1-30, 31-60, 61-90, and 91+ days.

CFGEnableInvoiceNotes

Adds an Invoice Action Log to record follow-up activities for each invoice. When you click a row, a log appears in the lower section of the list, where you can record past or future actions relating to the payment collection process.

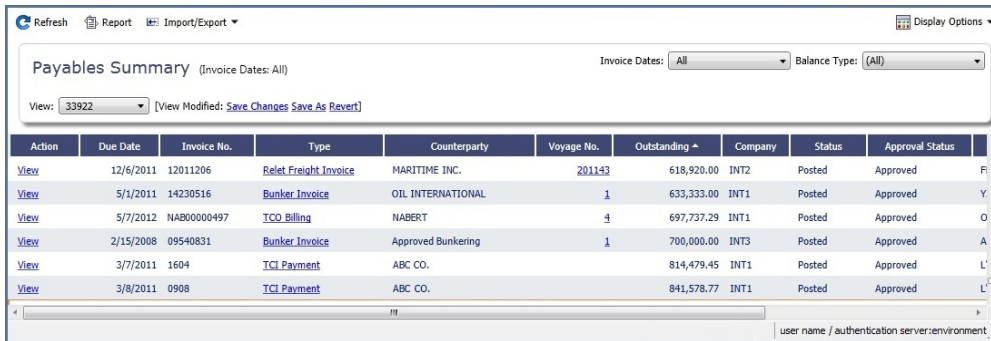
CFGPayRecSummaryObeyAmountSi

gn

Adds an Invoice AP/AR column.

## Payables Summary

The Payables Summary displays unpaid invoices with status Actual, Pending, or Posted.






The screenshot shows the 'Payables Summary' interface. At the top, there are navigation buttons (Refresh, Report, Import/Export) and a 'Display Options' dropdown. Below that, the title 'Payables Summary (Invoice Dates: All)' is displayed along with filters for 'Invoice Dates: All' and 'Balance Type: (All)'. A 'View: 33922' dropdown and a '[View Modified: Save Changes Save As Revert]' link are also present. The main table has the following columns: Action, Due Date, Invoice No., Type, Counterparty, Voyage No., Outstanding, Company, Status, and Approval Status. The table contains six rows of invoice data.

Action	Due Date	Invoice No.	Type	Counterparty	Voyage No.	Outstanding	Company	Status	Approval Status
<a href="#">View</a>	12/6/2011	12011206	<a href="#">Relet Freight Invoice</a>	MARITIME INC.	201143	618,920.00	INT2	Posted	Approved
<a href="#">View</a>	5/1/2011	14230516	<a href="#">Bunker Invoice</a>	OIL INTERNATIONAL	1	633,333.00	INT1	Posted	Approved
<a href="#">View</a>	5/7/2012	NAB00000497	<a href="#">TCO Billing</a>	NABERT	4	697,737.29	INT1	Posted	Approved
<a href="#">View</a>	2/15/2008	09540831	<a href="#">Bunker Invoice</a>	Approved Bunkering	1	700,000.00	INT3	Posted	Approved
<a href="#">View</a>	3/7/2011	1604	<a href="#">TCI Payment</a>	ABC CO.		814,479.45	INT1	Posted	Approved
<a href="#">View</a>	3/8/2011	0908	<a href="#">TCI Payment</a>	ABC CO.		841,578.77	INT1	Posted	Approved

- The **Action** column contains links for the following actions. To open the document, click the link.
  - [View](#): Open the [Transaction Data Entry](#) form for the transaction.
  - [Review](#): Open the invoice to [approve](#), [approve and post](#), or [reject](#).
- The **Type** column contains links to open the invoices created in Operations.
- With [batch payments configured and set up](#), the Payables Summary list shows all invoices that are not paid in full. You can work with [Batch Payments](#) from here.

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.

### List Functions

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

You can use [logical operations](#) to filter particular columns in the list. The filters appear on the right side.

### Related Config Flags

CFGIncludeReceivablesInPayablesSummary

Displays both AR and AP invoices in the Payables Summary.

CFGEnableInvoiceNotes

Adds an Invoice Action Log to record follow-up activities for each invoice. When you click a row, a log appears in the lower section of the list, where you can record past or future actions relating to the payment collection process.

CFGPayRecSummaryObeyAmountSign

Adds an Invoice AP/AR column.

CFGBatchPaymentSupported

When set to Y, enables [Batch Payment](#) options. The Payables Summary shows all invoices that are not paid in full and has an additional column of check boxes to select invoices for payment. Additionally, two hyperlinks, [Assign Batch No.](#) and [Clear Batch No.](#), are added to the top of the list. After a Batch Number is assigned, the [Payment Batch](#) form opens.

### 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:

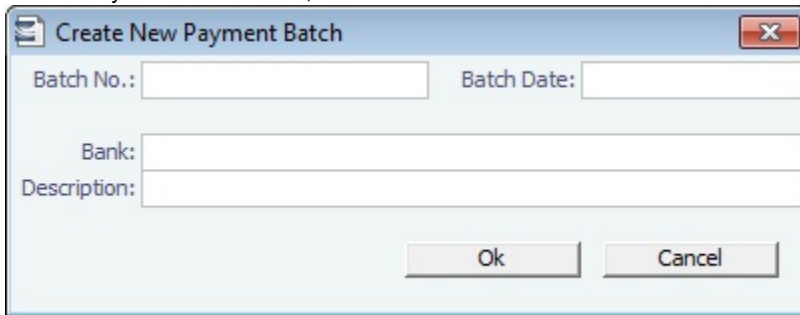
- Create a batch
- Assign or clear Batch Numbers
- View the Payment Batches List

### *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 .



The dialog box titled "Create New Payment Batch" contains the following fields and buttons:

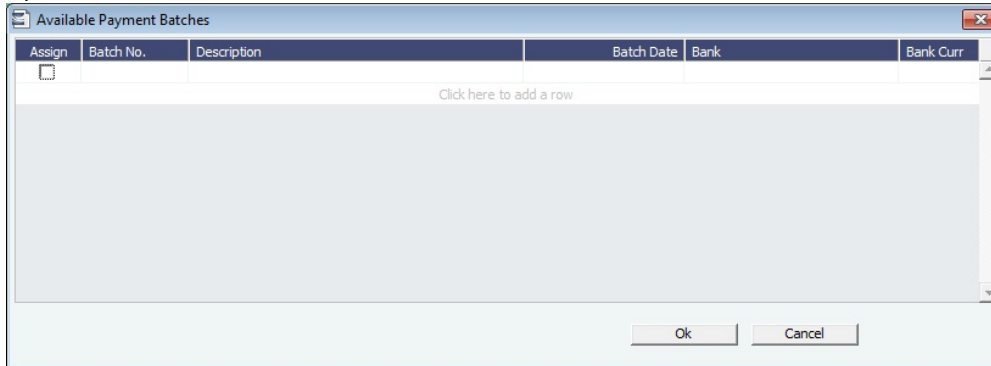
- Batch No.:
- Batch Date:
- Bank:
- Description:
- Ok button
- Cancel button

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.



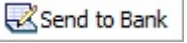
The dialog box titled "Available Payment Batches" contains a table with the following columns:

Assign	Batch No.	Description	Batch Date	Bank	Bank Curr
<input type="checkbox"/>					


Below the table, there is a text prompt: "Click here to add a row". At the bottom of the dialog box, there are "Ok" and "Cancel" buttons.

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 .

#### *Deleting a Batch*

A Payment Batch can be deleted even after it is sent, if there are no longer any payable invoices assigned to the batch. This can happen, for example, when a payment or an invoice is reversed. On the Payment Batch form, click .

#### *Clearing Batch Numbers*

To clear batch numbers:

1. On the Payables Summary, select their check boxes, and then click the **Clear Batch No.** hyperlink at the top of the list.
2. A message asks you to confirm. Click **Yes**.

#### *Viewing 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.

#### **▼ Related Config Flags**

##### **CFGBatchPaymentSupported**

Enables Batch Payment options. The Payables Summary shows all invoices that are not paid in full and has an additional column of check boxes to select invoices for payment. Additionally, two hyperlinks, Assign Batch No. and Clear Batch No., are added to the top of the list. After a Batch Number is assigned, the Payment Batch form opens.

##### **CFGRequirePayMethodInPaymentBatch**

Displays a warning if Payment Method is blank for any of the invoices when sending the batch to the bank.

##### **CFGPaybatchSplitIncompleteInvoices**

Activates functionality where a payment can be spread across multiple vendor banks in the same batch.

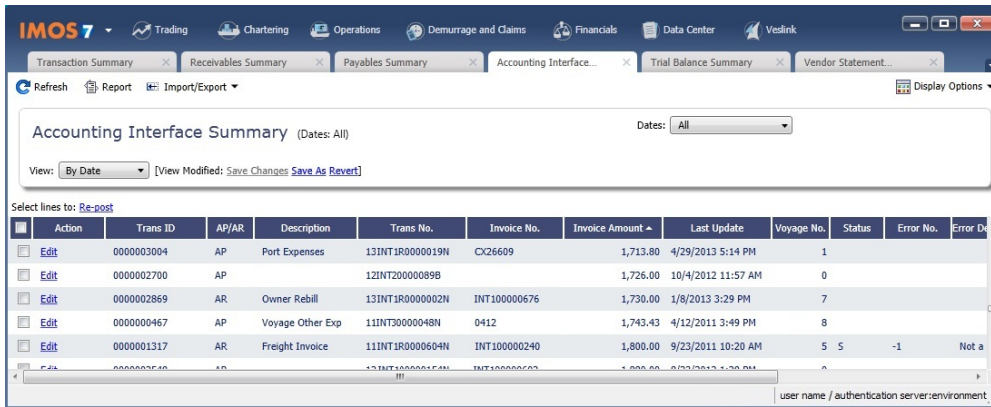
##### **CFGExtendedPaymentBatchExport**

Determines whether to export additional fields (like counterparty address, bank address etc.) when payment batch is sent to the bank.



## Accounting Interface Summary

The Accounting Interface Summary displays transactions that have been released to your external accounting system.



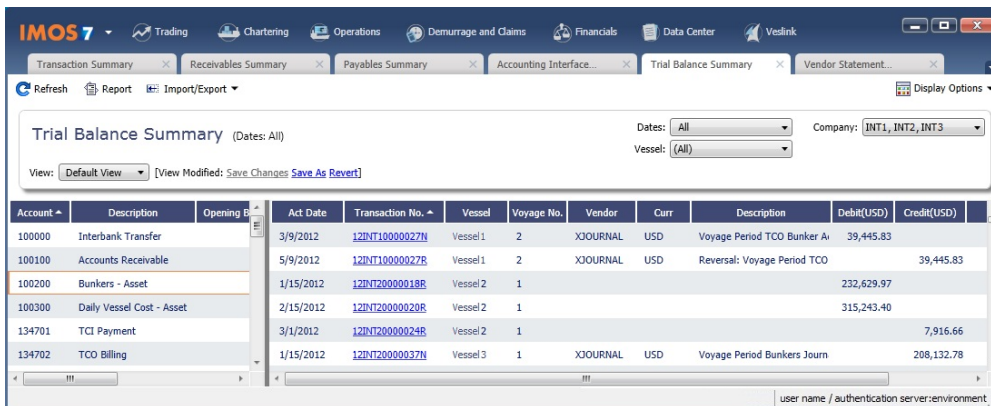
The screenshot shows the IMOS 7 Accounting Interface Summary. The interface includes a navigation bar with tabs for Transaction Summary, Receivables Summary, Payables Summary, Accounting Interface..., Trial Balance Summary, and Vendor Statement... The main area displays a table of transactions with columns for Action, Trans ID, AP/AR, Description, Trans No., Invoice No., Invoice Amount, Last Update, Voyage No., Status, Error No., and Error Description. The table contains several rows of transaction data, including Port Expenses, Owner Rebill, Voyage Other Exp, and Freight Invoice.

Action	Trans ID	AP/AR	Description	Trans No.	Invoice No.	Invoice Amount	Last Update	Voyage No.	Status	Error No.	Error Description
Edit	000003004	AP	Port Expenses	13INT1R000019N	CX26609	1,713.80	4/29/2013 5:14 PM	1			
Edit	000002700	AP		12INT20000089B		1,726.00	10/4/2012 11:57 AM	0			
Edit	000002869	AR	Owner Rebill	13INT1R0000022N	INT100000676	1,730.00	1/8/2013 3:29 PM	7			
Edit	000000467	AP	Voyage Other Exp	11INT30000048N	0412	1,743.43	4/12/2011 3:49 PM	8			
Edit	000001317	AR	Freight Invoice	11INT1R000064N	INT100000240	1,800.00	9/23/2011 10:20 AM	5	5	-1	Not a

The **Action** column contains an [Edit](#) link. To open the [Transaction Data Entry](#) form, click the link. From there, you can correct an invoice transaction that may have failed import to or export from IMOS.

## Trial Balance Summary

In the Trial Balance Summary, you can select an account from the list on the left to view its transactions on the right.



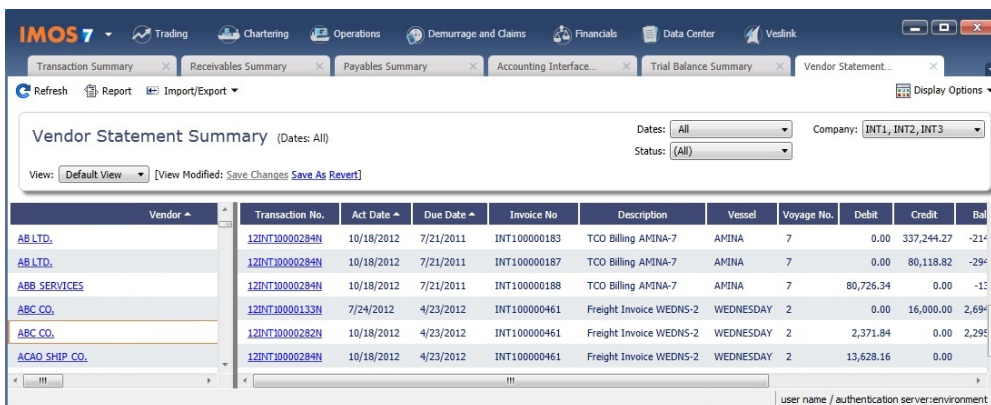
The screenshot shows the IMOS 7 Trial Balance Summary. The interface includes a navigation bar with tabs for Transaction Summary, Receivables Summary, Payables Summary, Accounting Interface..., Trial Balance Summary, and Vendor Statement... The main area displays a table of transactions with columns for Account, Description, Opening Balance, Act Date, Transaction No., Vessel, Voyage No., Vendor, Curr, Description, Debit(USD), and Credit(USD). The table contains several rows of transaction data, including Interbank Transfer, Accounts Receivable, Bunkers - Asset, Daily Vessel Cost - Asset, TCI Payment, and TCO Billing.

Account	Description	Opening Balance	Act Date	Transaction No.	Vessel	Voyage No.	Vendor	Curr	Description	Debit(USD)	Credit(USD)
100000	Interbank Transfer		3/9/2012	<a href="#">12INT10000027N</a>	Vessel1	2	XJOURNAL	USD	Voyage Period TCO Bunker A	39,445.83	
100100	Accounts Receivable		5/9/2012	<a href="#">12INT10000027B</a>	Vessel1	2	XJOURNAL	USD	Reversal: Voyage Period TCO		39,445.83
100200	Bunkers - Asset		1/15/2012	<a href="#">12INT20000018B</a>	Vessel2	1				232,629.97	
100300	Daily Vessel Cost - Asset		2/15/2012	<a href="#">12INT20000020B</a>	Vessel2	1				315,243.40	
134701	TCI Payment		3/1/2012	<a href="#">12INT20000024B</a>	Vessel2	1					7,916.66
134702	TCO Billing		1/15/2012	<a href="#">12INT20000037N</a>	Vessel3	1	XJOURNAL	USD	Voyage Period Bunkers Journ		208,132.78

Both the left and right sides are typical lists with context menus to customize, sort, and filter data.

## Vendor Statement Summary

In the Vendor Statement Summary, you can select an account from the list on the left to view its transactions on the right.



The screenshot shows the IMOS 7 Vendor Statement Summary. The interface includes a navigation bar with tabs for Transaction Summary, Receivables Summary, Payables Summary, Accounting Interface..., Trial Balance Summary, and Vendor Statement... The main area displays a table of transactions with columns for Vendor, Transaction No., Act Date, Due Date, Invoice No., Description, Vessel, Voyage No., Debit, Credit, and Balance. The table contains several rows of transaction data, including TCO Billing and Freight Invoice transactions for various vendors.

Vendor	Transaction No.	Act Date	Due Date	Invoice No.	Description	Vessel	Voyage No.	Debit	Credit	Balance
AB LTD.	<a href="#">12INT10000284N</a>	10/18/2012	7/21/2011	INT100000183	TCO Billing AMINA-7	AMINA	7	0.00	337,244.27	-214
AB LTD.	<a href="#">12INT10000284N</a>	10/18/2012	7/21/2011	INT100000187	TCO Billing AMINA-7	AMINA	7	0.00	80,118.82	-296
ABB SERVICES	<a href="#">12INT10000284N</a>	10/18/2012	7/21/2011	INT100000188	TCO Billing AMINA-7	AMINA	7	80,726.34	0.00	-11
ABC CO.	<a href="#">12INT10000133N</a>	7/24/2012	4/23/2012	INT100000461	Freight Invoice WEDNS-2	WEDNESDAY	2	0.00	16,000.00	2,694
ABC CO.	<a href="#">12INT10000282N</a>	10/18/2012	4/23/2012	INT100000461	Freight Invoice WEDNS-2	WEDNESDAY	2	2,371.84	0.00	2,295
ACAO SHIP CO.	<a href="#">12INT10000284N</a>	10/18/2012	4/23/2012	INT100000461	Freight Invoice WEDNS-2	WEDNESDAY	2	13,628.16	0.00	

Both the left and right sides are typical lists with context menus to customize, sort, and filter data.

For invoices that are bound to more than one voyage/vessel, each invoice appears with corresponding details in different rows.

## Voyage P and L Snapshot Manager

With the Voyage P&L Snapshot Manager, you can adjust realized P&L snapshot data by adding, updating, or removing voyages. Each line shows one contract/voyage.

Snapshot Action	Vessel Name	Voyage No.	Opjr Type	Voyage Commencing	Voyage Completing	Last Update	Last Update By
<input type="checkbox"/> Update   <input type="checkbox"/> Remove	GEORGIA	4	TCTO	11/1/2012 12:00 AM	11/23/2012 12:00 PM	9/20/2013 9:35 AM	admin
<input type="checkbox"/> Add	GEORGIA	5	TCTO	11/23/2012 12:00 PM	10/24/2013 1:00 PM		
<input type="checkbox"/> Add	MASSACHUSETTS	13	TCOV	10/22/2012 6:00 PM	11/23/2012 8:30 AM		
<input type="checkbox"/> Add	MASSACHUSETTS	14	TCOV	11/23/2012 8:30 AM	12/10/2012 4:30 PM		
<input type="checkbox"/> Add	MASSACHUSETTS	15	TCOV	12/10/2012 4:30 PM	1/9/2013 1:00 PM		
<input type="checkbox"/> Add	MASSACHUSETTS	16	TCOV	1/9/2013 1:00 PM	2/4/2013 12:00 PM		
<input type="checkbox"/> Add	PORTLAND	1	OVTO	11/1/2012 12:00 AM	1/29/2013 12:00 AM		
<input type="checkbox"/> Add	PORTLAND	25	TCOV	9/30/2012 11:00 PM	11/3/2012 2:36 PM		
<input type="checkbox"/> Add	PORTLAND	26	TCOV	11/3/2012 2:36 PM	11/28/2012 6:18 AM		
<input type="checkbox"/> Add	PORTLAND	27	TCOV	11/28/2012 6:18 AM	12/12/2012 1:12 PM		
<input type="checkbox"/> Add	PORTLAND	28	TCOV	12/12/2012 1:12 PM	1/7/2013 4:30 PM		
<input type="checkbox"/> Add	PORTLAND	29	TCOV	1/7/2013 4:30 PM	1/24/2013 6:00 PM		
<input type="checkbox"/> Add	CHARLESTON	81	TCTO	10/27/2012 2:24 PM	12/23/2012 5:06 AM		
<input type="checkbox"/> Add	CHARLESTON	82	TCOV	12/23/2012 5:06 AM	1/2/2013 1:25 PM		
<input type="checkbox"/> Add	HOUSTON	1	OVTO	10/1/2012 12:00 AM	11/12/2013 12:00 AM		
<input type="checkbox"/> Add	HOUSTON	4	OVTO	11/12/2013 12:00 AM	3/9/2016 12:00 AM		
<input type="checkbox"/> Add	HOUSTON	29	TCOV	8/30/2012 5:12 PM	11/29/2012 2:24 PM		
<input type="checkbox"/> Add	HOUSTON	30	TCTO	11/29/2012 2:24 PM	11/12/2013 2:04 AM		

To find snapshots, select a **Snapshot Reference Date** and **Snapshot Type**.

### Adding Voyages

- To add a voyage to the snapshot, click its [Add](#) link in the Snapshot Action column.
- To add multiple voyages to the snapshot, select their check boxes in the first column and then click the [Update /Add](#) link at the top of the list.

After a voyage has been added to a snapshot for a specific reference date, you can update the snapshot for the voyage or remove the voyage from the snapshot.

### Updating Voyages

Updating reruns the Voyage P&L calculation.

- To update the snapshot for a voyage, click its [Update](#) link in the Snapshot Action column.
- To update the snapshots for multiple voyages, select their check boxes in the first column and then click the [Update/Add](#) link at the top of the list.

### Removing Voyages

- To remove a voyage from a snapshot, click its [Remove](#) link in the Snapshot Action column.
- To remove multiple voyages from a snapshot, select their check boxes in the first column and then click the [Remove](#) link at the top of the list.

## Intercompany Payments

## About 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.

## Setting Up Intercompany Payments

To set up intercompany payments, follow these steps:

1. In the [Chart of Accounts](#), enter the new Account Codes to be used for intercompany payments, with a Y in the I/C (intercompany) column.
2. In [Account Periods](#), enter the account number for the default intercompany account to use.
3. In the [Address Book](#), enter an internal company as owner, type = O (or charterer, type = C), and select the **Internal** check box.
4. Open the [Address Book](#) record of a company whose payments are taken care of by another company, and add the other company as the **Payment Company**.

When [TC In Payments/TC Out Bills](#) are posted against internal owners/charterers, 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.

## Creating a Journal Entry

When you post a transaction with a value in the I/C column, a message asks if you want to create a [Journal Entry](#) for the transaction. To do this, there must be an I/C account set up for both companies. The Journal Entry is created in the following format:

Company	Account	Amount
Company A	Account X	USD(1000)
Company A	IC Account B	USD1000
Company B	IC Account A	USD(1000)
Company B	Account X	USD1000

When saving a Journal Entry for a multi-company transaction (a different company per line item) the intercompany lines are automatically added if the accounts are intercompany accounts.

### ▼ Related Config Flags

CFGActLimitICJournalOnICAccount  
Limits the Intercompany Journal to only two lines.

## Financials Setup

To use the accounting features of IMOS, you must complete the system Financials setup. To set up Financials, you must:

- Enter your company's relevant General Ledger accounts into the [Chart of Accounts](#) and [Account Periods](#) tables.
- Set up the links between specific voyage accounting activities in Operations and your General Ledger account codes in the [Business Rules](#) table.

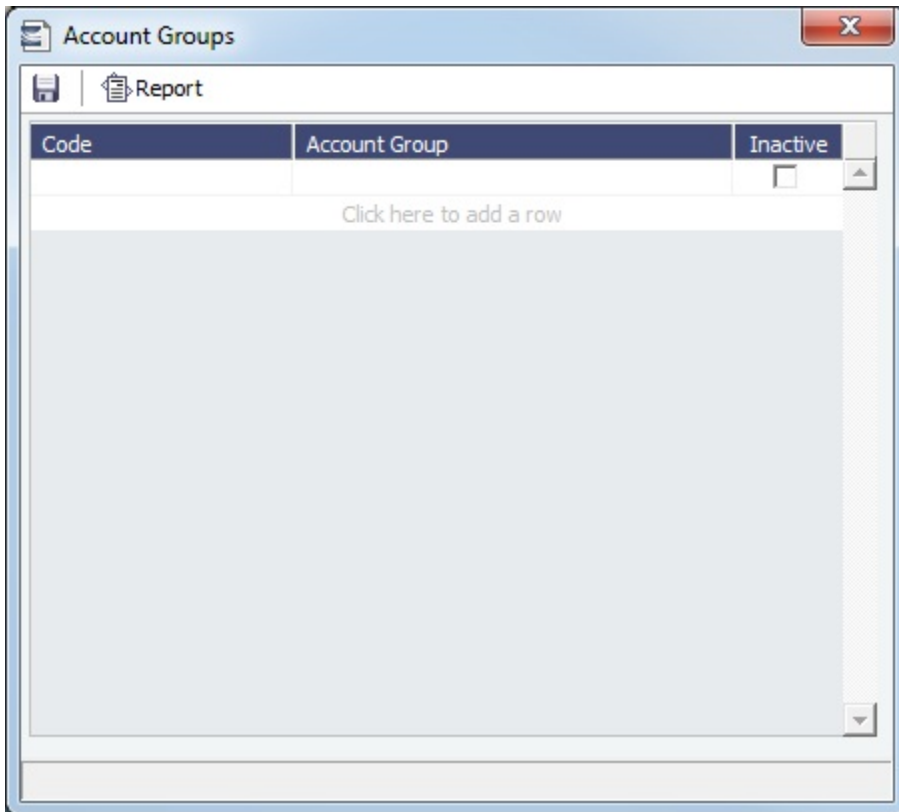
Setup links are in the list on the right side of the Financials Module Center, in alphabetical order. Because some of the items are dependent on others, it is easiest to set them up in the following order:

1. Currency Types
2. Exchange Rates
3. Chart of Accounts
4. Account Periods
5. Lines of Business
6. Business Rules
7. Bank Contact Information
8. Company Information
9. Bank Links
10. Document Numbers
11. Departments
12. Invoice Approvals
13. Reversal Reasons
14. Invoice Actions
15. Payment Methods
16. Voyage P and L Variance Tolerance

## Account Groups

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Configuration flag **CFGAccountGroups** enables the Account Groups form. To use CFGAccountGroups, **Accruals by Account** must be enabled.



Account Group fields are added to the following forms:

- Account Groups can be used in the [Chart of Accounts](#) for each account. To save the Chart of Accounts, every account must have an Account Group.
- Once Account Groups have been set up, [Monthly Accruals](#) must be run based on Account Groups.
- The [Account Analysis Report](#) can be run for an Account Group.

## Account Periods

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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.

To open the Account Periods table, in the Financials Module Center, under Setup, click **Account Periods**.

Year	Closing Date	Status	Last Month Closed	Company	AP	AR	Clearance	Interbank	RE	Exch Diff	Intercompany	Open Month
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						
2013	12/31/2013		///			1200100						

- The **Year** and **Closing Date** determine the end of the fiscal year.
  - To have date filters in [IMOS lists](#) and in the [Report Editor](#) use the fiscal year, select the **Use Fiscal Calendar** check box at the end of the date selection list.
- To close a month only for voyages with a specific **Company** Code, select that code.
- To open a specific account period or month within a closed accounting period, select the month or months in the **Open Month** column.
- 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](#)

## Bank Links

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

Set up a Bank Link for each bank that is debited or credited for a payment to your company, but only if you are recording payments in IMOS. This form binds the bank to a General Ledger number and also sets the bank currency.

In the [Chart of Accounts](#), each account that has **Bank** in the Category column must be linked to a bank.

### Setting Up Bank Links

Make sure of the following:

- The [Chart of Accounts](#) includes the Ledger **Code** and **Account Name** for the account where the cash transactions will be recorded, with Category **Bank**.

Code	Account Name	Category	LOB	Ves	Voy	Port	Dept	I/C	Mgt
00001	Bank	Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The bank has an entry in the [Address Book](#) of Type **N** (Banks) with the following information:
  - Bank Name
  - Branch
  - On the Account Information tab:
    - Currency
    - Account Number

Curr	Acct No.	Swift Code	Correspondent Bank	CB Swift Code	Inact
USD	123456789	ABCDEFG1			<input type="checkbox"/>

- The internal company [Address Book](#) entry (Type **W**, Company Info) has the bank selected on a line of the **Bank Links** tab, with the following information:
  - Bank Name
  - Branch
  - Currency
  - Account Number

Bank Name	Branch	Curr	Acct No.	Swift Code	Correspondent Bank	CB Swift Code	Code	Inact
Bank	Main	USD	123546789	ABCDEFG1				<input type="checkbox"/>

## Linking a Bank

To link a bank:

1. In the Financials Module Center, under Setup, click **Bank Links**.

Company Name	Bank Name	Bank Account	Curre...	Ledger Code
Company 1	Bank	123456789	USD	000001

The form should have a line with your Company Name, Bank Name, Bank Account, and Currency.

2. Select the **Ledger Code** used in the Chart of Accounts for the bank.

## Business Rules

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.

### Setting Up Business Rules

To set up Business Rules, in the Financials Module Center , under Setup, click **Business Rules**.

Source	Code	Description	LOB	Account	Account Description	Category	Credit Acc	Debit Acc	I/C	Vendor	Type	Country
AGCA	ADVAJ	Agent Advance Paid							<input type="checkbox"/>			
AGCA	AGFE	Agency Fee							<input type="checkbox"/>			
AGCA	AUTH	Port Authority							<input type="checkbox"/>			
AGCA	BODMC	Boon Charges							<input type="checkbox"/>			
AGCA	CANCF	Cancellation Fee							<input type="checkbox"/>			
AGCA	CANEX	Fairway Dues (Canal Dues)							<input type="checkbox"/>			
AGCA	CLEAN	Cleaning Fees							<input type="checkbox"/>			
AGCA	COFRE	COFR Expenses							<input type="checkbox"/>			
AGCA	COMME	Communications Expenses							<input type="checkbox"/>			
AGCA	CRANE	Crane Service							<input type="checkbox"/>			
AGCA	CSTEX	Customs Formalities							<input type="checkbox"/>			
AGCA	DOKEK	Dock/Berth Dues							<input type="checkbox"/>			
AGCA	DIVER	Diversion							<input type="checkbox"/>			
AGCA	ENWIR	Environmental Fee							<input type="checkbox"/>			
AGCA	ESCOR	Escort Fee							<input type="checkbox"/>			
AGCA	FUELC	Fuel Surcharge							<input type="checkbox"/>			
AGCA	HEATC	Heating Charges							<input type="checkbox"/>			
AGCA	HELI	Helicopter Service							<input type="checkbox"/>			
AGCA	ICENA	Ice Navigation							<input type="checkbox"/>			
AGCA	INSPE	Inspector Fee							<input type="checkbox"/>			
AGCA	LALINC	Laundrying							<input type="checkbox"/>			
AGCA	LIGHT	Lightening Tax							<input type="checkbox"/>			
AGCA	LINEH	Line Handling							<input type="checkbox"/>			

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**.
- **Category:** The Account Category information from the **Chart of Accounts**.
- **Credit Acc:** Select the appropriate General Ledger credit account (to offset another account) number from the selection list and click **OK**. If the credit account is left blank, this Business Rule, when used in a posting, will use the credit account defined on the **Account Periods** form. Line items posted to an AP invoice will use the account in the AP field; the same is true for AR.
  - An Expense that needs to be recognized in the P&L will be posted in the balance sheet under the account specified in this column (accrued expenses).
  - A Revenue that was posted and needs to be removed from the P&L will be posted in the balance sheet under the account specified in this column (deferred revenues).
- **Debit Acc:** This field is only used for Monthly Accruals and is editable only for source code MACR.
  - An Expense that was posted and needs to be removed from the P&L will be posted in the balance sheet under the account specified in this column (deferred expenses).
  - A Revenue that needs to be recognized in the P&L will be posted in the balance sheet under the account specified in this column (accrued revenues).
- **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.

### ▼ Related Config Flags

CFGEnableCompanyBasedBusiness  
Rules

Allows separation of the Business Rules based on company.

CFGVoyaccAccrualType

Controls the type of Accruals items:

- **Ops** (default): Items are generated in the same groupings per the items set in the Business Rules.

- **Act:** New Business Rules are used for accruals (can be generated automatically upon opening the Business Rules form); items are grouped per their corresponding P&L accounts in the Business Rules.
- **ActCounterparty:** Same as Act, but the accruals are also itemized per vendor.

## 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
FFAJ	Trade Settlement	Journal Entry
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

## Chart of Accounts

---

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

---

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.

To open the Chart of Accounts, in the Financials Module Center, under Setup, click **Chart of Accounts**.

Code	Account Name	Category	LOB	VES	VOY	PRT	DPT	I/C
100000	Interbank Transfer	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100100	Accounts Receivable	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100200	Bunkers - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100300	Daily Vessel Cost - Asset	Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134701	TCI Payment	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134702	TCO Billing	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134711	TCI Bunkers loss	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
134712	TCO Bunkers earn	Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300000	Accounts Payable	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171207	Accr: Bunker Costs	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171208	Accr: Other Accruals	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171209	3rd Party Freight Rev.	AP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3171210	3rd Party Demurrage	AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
341000	Accrued Revenue	Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the information for each account:

- **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.
- **Configuration flag CFGActEnableGLValidation** enables validation; select check boxes for fields that are required at the transaction level: **LOB (Line of Business)**, **VES (vessel)**, **VOY (voyage)**, **PRT (port)**, **DPT (Department)**, and **I/C (Intercompany)**.

#### ▼ Related Config Flags

CFGPoolCommByAccount

Display a Mgt column in the Chart of Accounts form, and to control the Pooling Mgt Fee and Owner's Commission.

CFGActEnableGLValidation

Have any selected check boxes (LOB, VES, VOY, PRT, DPT, I/C) be required fields for posting from the [Transaction Data Entry](#) form, where they appear as columns under Invoice Details.

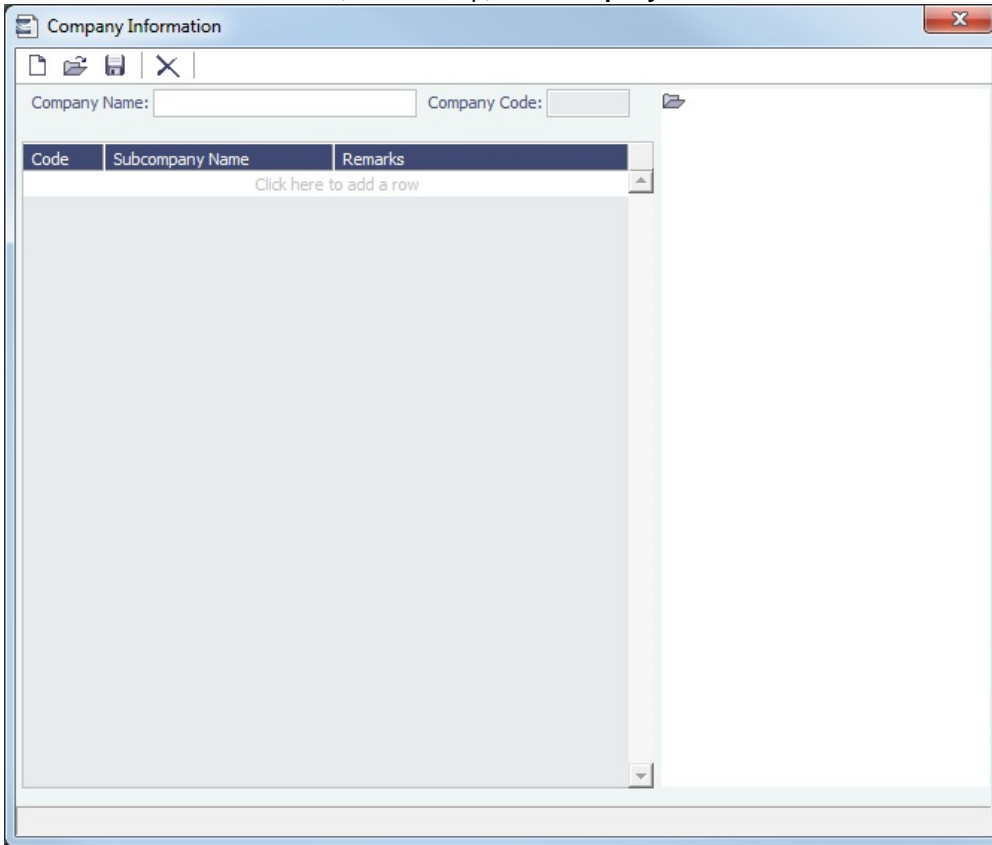
## Company Information

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

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 [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 entry](#) 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.

#### Creating a Subcompany or a Vessel

1. For each subcompany or vessel of the company, either click at the bottom to add a row or right-click to insert a line.
2. Select either **Vessel** or **Company**.
3. Enter a **Code** and **Subcompany Name** and any **Remarks** for the subcompany or vessel. The Code appears in the tree on the right; you can click it to open the Vessel or subcompany Address form.

## Currency Types

---

All input currencies can be selected in IMOS transactions and are used throughout IMOS.

To view and add currency types, in the Financials Module Center, under Setup, click **Currencies**.

Cur	Description	S
ATS	AUSTRIAN SHILLING	
AUD	AUSTRALIAN DOLLARS	\$
BEF	BELGIAN FRANC	
CAD	CANADIAN DOLLARS	\$
CHF	SWISS FRANC	
CYP	CYPRUS POUND	£
DKK	DANISH KRONER	
EUR	EURO	
FCF	ABIJAN FRANC	
GBP	BRITISH POUND	£
IEP	IRISH POUND	£
INR	INDIAN RUPEE	
JPY	JAPANESE YEN	
NOK	NORWEGIAN KRONER	
NZD	NEW ZEALAND DOLLAR	\$
SEK	SWEDISH KRONER	

### Adding a Currency Type

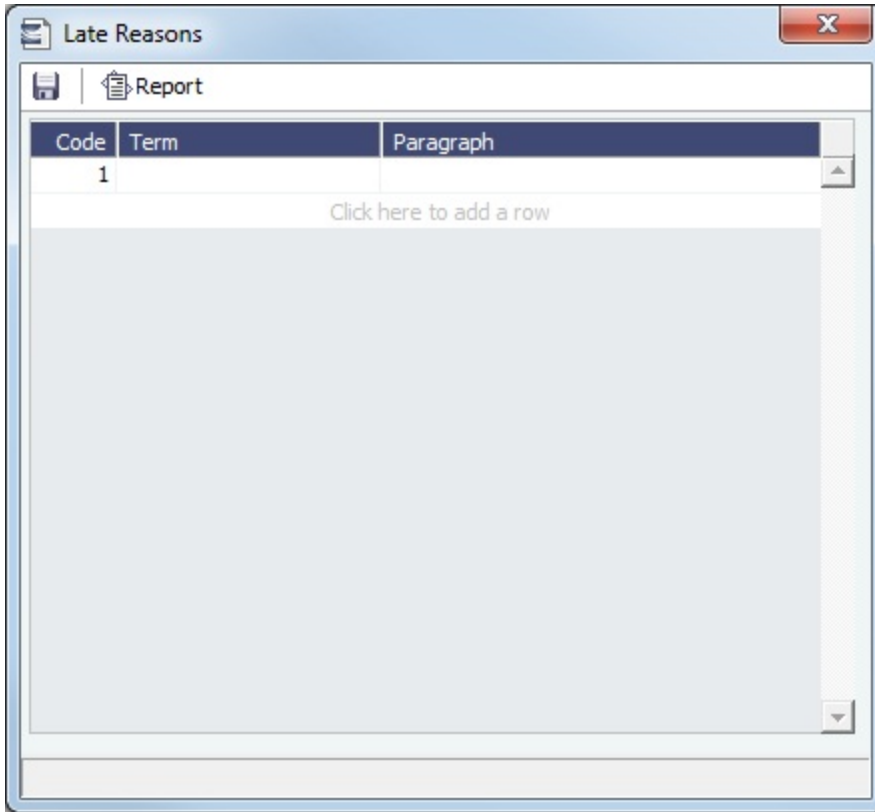
To add a currency:

1. Add or insert a row.
2. For each currency type, enter a **Currency**, **Description**, and **Symbol**.

### Late Reasons

---

A Late Reason adds validation when posting Freight Invoices late relative to the Baltic calendar. Weekends are excluded from the lateness calculation.



Enter Late Reasons in this table. They can be selected on the [Transaction Data Entry](#) form when posting.

- Specify Baltic holidays in the [Holiday Calendar](#) using Code BALTIC.

#### ▼ Related Config Flags

CFGActFreightInvoiceLateThreshold

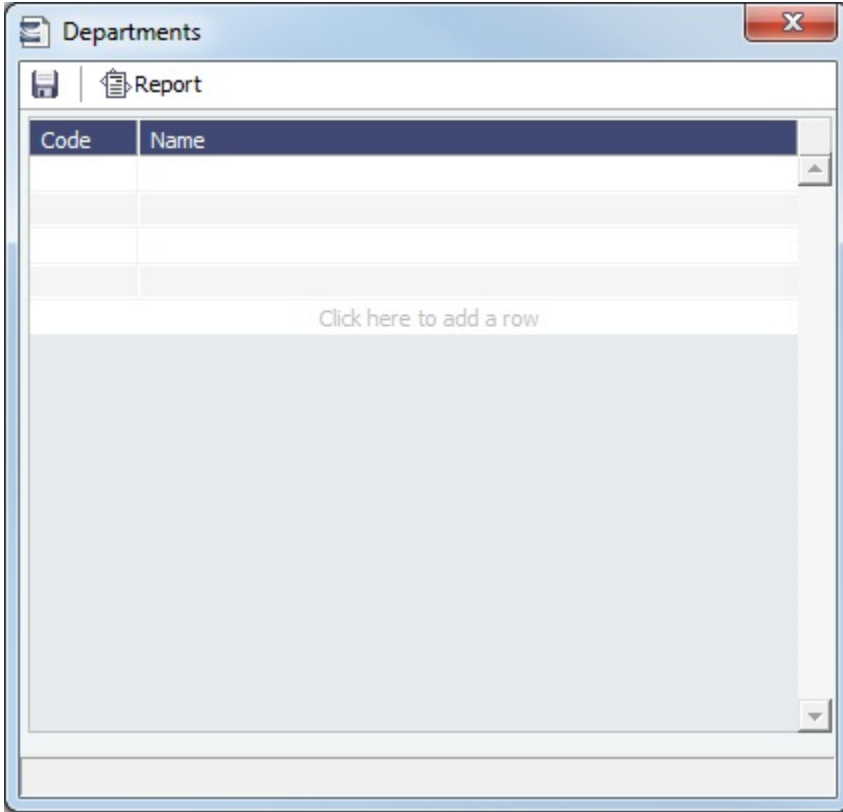
When the number of days between the Cargo BL date and the Freight Invoice date is greater than value set in this flag, a Late Reason is mandatory for posting the Freight Invoice.

## Departments

---

Departments (or Profit/Cost Centers) are used primarily for data aggregation on Financials reports.

To open the Departments form, in the Financials Module Center, under Setup, click **Department**.



## Document Numbers


---

IMOS uses the Source code from the [Business Rules](#) table with sequential numbering to create the invoice number for invoices.

You can set up a custom invoice numbering scheme using this form.

[Configuration flag \*\*CFGEnableDocumentNumbers\*\*](#) enables document number functionality. With document numbers enabled, the <docNo> tag in the release .XML for payables will populate based on the range specified on this form.

### Setting Up Document Numbers

To set up Document Numbers, in the Financials Module Center , under Setup, click **Document Numbers**.

Document Numbers

Reference Year: 2012

Code	Description	Doc No. From	Doc No. To
AP			
APREV			
AR			
ARREV			
DA			
NURMINEN			
XOTH			

1. Enter the **Reference Year**, which is used to populate the **@YEAR** variable. To populate each year correctly, a new set of Document Numbers must be created for each year in use.
2. For each code, enter the **Description**, **Doc No. From**, and **Doc No. To**.

Specify any of the following as the beginning of the document numbers:

- **@COMP** (for example, @COMP000000 to @COMP999999): To have document numbers begin with the Company code.
- **@YEAR** (for example, @YEAR000000 to @YEAR999999): To have document numbers begin with the invoice date year.
- **@REFCODE** (for example, @REFCODE000000 to @REFCODE999999): To have document numbers begin with the company's [Address Book Reference Code](#).

## Exchange Rates

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The Exchange Rates 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).

To view and update Exchange Rates, in the Financials Module Center, under Setup, click **Exchange Rates**.

The screenshot shows a window titled "Exchange Rates" with a toolbar containing icons for Save, Delete, and Report. Below the toolbar, there are input fields for "Eff Date:" (03/29/2012) and "Base Currency:" (USD), with a dropdown menu currently showing "USA DOLLARS". The main area contains a table with the following data:

Cur	Description	Eff Date	Cur Rate
AUD	AUSTRALIAN DOLLARS	01/23/2012	0.989350
CAD	CANADIAN DOLLARS	01/23/2012	0.979480
DKK	DANISH KRONER	01/23/2012	1.333330
EUR	EURO	01/23/2012	0.767450
GBP	BRITISH POUND	01/23/2012	0.642430
INR	INDIAN RUPEE	01/23/2012	49.010000
JPY	JAPANESE YEN	01/23/2012	76.978900
NOK	NORWEGIAN KRONER	01/23/2012	1.323232
NZD	NEW ZEALAND DOLLAR	01/23/2012	1.353333
SEK	SWEDISH KRONER	01/23/2012	1.333333

Below the table, there is a text prompt: "Click here to add a row" and a large empty text area for adding new entries.

### Changing the Base Currency

To change the Base Currency from USD, click in the field and press **Delete**, and then press **Enter**. Select the currency, and then click **OK**.

**Note:** The Base Currency must already be defined in the [Currency Types](#) table.

### Adding an Exchange Rate

To add an exchange rate:

1. Add or insert a row.
2. In the **Cur** field, press **Enter** to open the Currency Types table, and select a currency.
3. Enter the **Current Rate of Exchange**. When you save the form, IMOS enters today's date as the **Effective Date**. Any transactions that take place on or after this date use this rate.

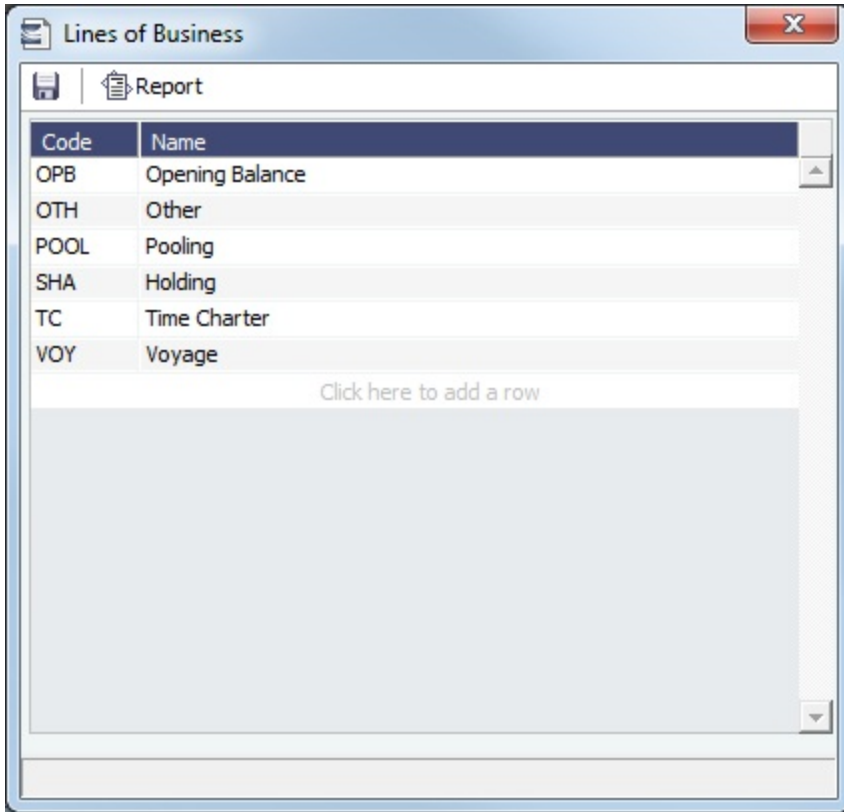
## Lines of Business

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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.

To open the Lines of Business form, in the Financials Module Center, under Setup, click **Lines of Business**.





## Invoice Actions

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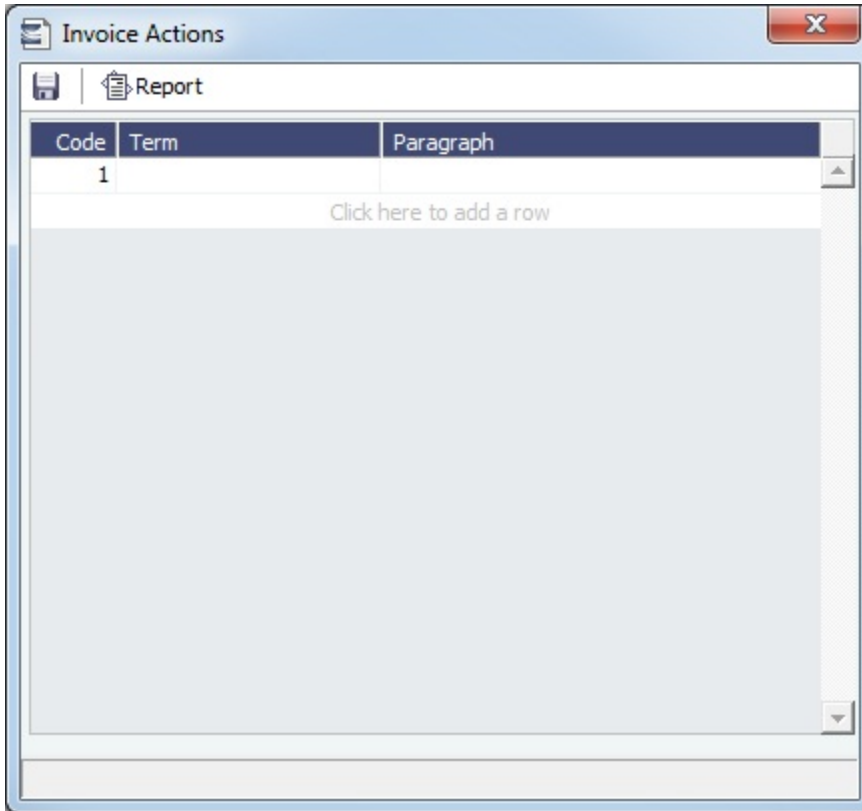
Configuration flag **CFGEnableInvoiceNotes** enables the Invoice Action log on the [Receivables Summary](#) and [Payables Summary](#).

On this form, you can set up the types of actions that can be logged; you might record past or future actions relating to the collection or payment process.

### Setting Up Invoice Actions

To set up Invoice Actions to be logged:

In the Financials Module Center , under Setup, click **Invoice Actions**.



### Logging Invoice Actions

In the [Receivables Summary](#) and [Payables Summary](#), click **Display Options**, click **Invoice Actions**, and then select an invoice line.

Follow-Up Action	Memo	Action Date	Amount Paid	Outstanding	Last Updated By	Last Update
LETTER SENT 1		07/02/2013	0.00	0.00	admin	07/02/13 13:41

Select a Follow-Up Action; fields are provided to record notes and manually track paid and outstanding amounts.

You can also select Follow-up columns in the Summary to create [List Views](#) that show follow-up activities organized by follow-up date.

## Invoice Approvals

---

You can select a Trade Area and Transaction Type for a specified User Group, and set lower and upper limits for their invoice approvals.

### Adding an Invoice Approval Restriction

To manage invoice approval restrictions, in the Financials Module Center, under Setup, click **Invoice Approvals**.

Trade Area	Line of Business	Transaction Type	User Group	Lower Limit	Upper Limit
(All)	(All)	(All)	Accountants		

Restrict approvals to the list specified

Add Delete All OK Cancel

On the Invoice Approval Restrictions form, for each approval line:

1. Click **Add**.
2. Select a **Trade Area**, a **Line of Business**, a **Transaction Type**, and a **User Group**.
3. 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. To have no lower limit, leave it blank.
  - **Upper Limit**: The maximum approval authority (dollar value) of this user group for this type of invoice. To have no upper limit, leave it blank.

#### *Additional Information*

- A line with **0** in both **Lower Limit** and **Upper Limit** means that the User Group **cannot** approve the invoice meeting the three conditions (Trade Area, Line of Business, and Transaction Type).
- **Restrict approvals to the list:**
  - If **selected**:
    - Deleting a line with a blank value in both Lower Limit and Upper Limit **will** affect existing approvals.
    - Any exceptions to the list **will not** be able to approve invoices. Example: A User Group that is not in the list **will not** be able to approve invoices.
  - If **not selected**:
    - Deleting a line with a blank value in both Lower Limit and Upper Limit **will not** affect existing approvals.
    - Any exceptions to the list **will** be able to approve invoices. Example: A User Group that is not in the list **will** be able to approve invoices.

#### ✓ **Related Config Flags**


CFGExtendApprovalRightsToFinancials

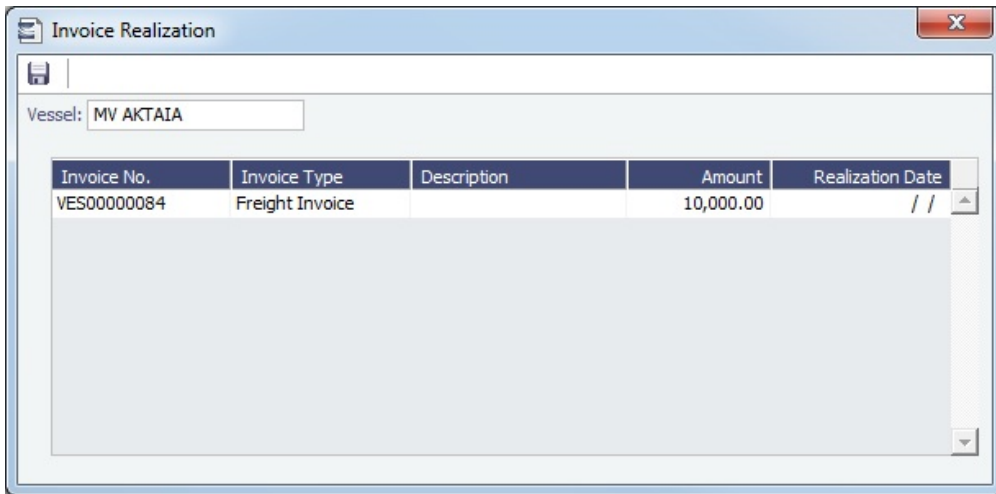
Renames the Invoice Approvals form to Financial Controls and controls access to posting and reversing financial transactions as well as approving them.

## Invoice Realization

---

On this form, you can specify the Realization Date for invoices.

In the Financials Module Center , under Setup, click **Invoice Realization**.



### Setting a Realization Date for Invoices

To view invoices for a vessel and specify an Invoice Realization Date:

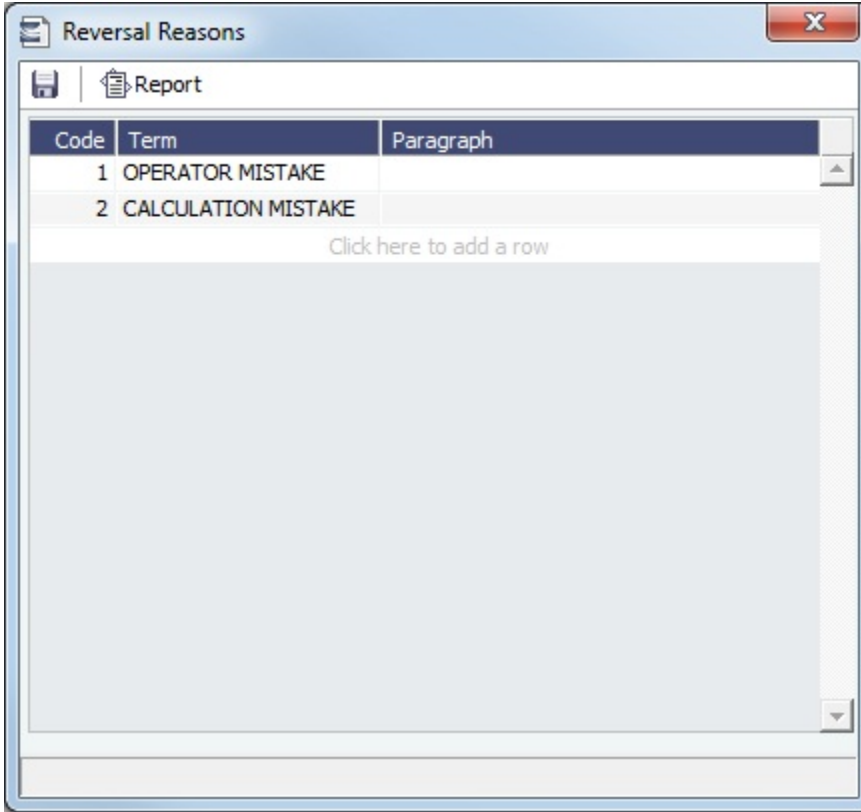
1. Select a Vessel. The following invoices related to that vessel appear in the grid:
  - Miscellaneous Revenues/Expenses
  - Non Voyage Revenue/Expenses
  - Freight Invoices
  - Demurrage Invoices
  - Commission Invoices
2. Specify a Realization Date for the invoice. The date entered will be reflected in the Realization Date field in the Cashflow Report dataset.

### Reversal Reasons

---

In the Reversal Reasons table, you can set up a list of codes for reasons for reversing a transaction.

In the Financials Module Center, under Setup, click **Reversal Reasons**.



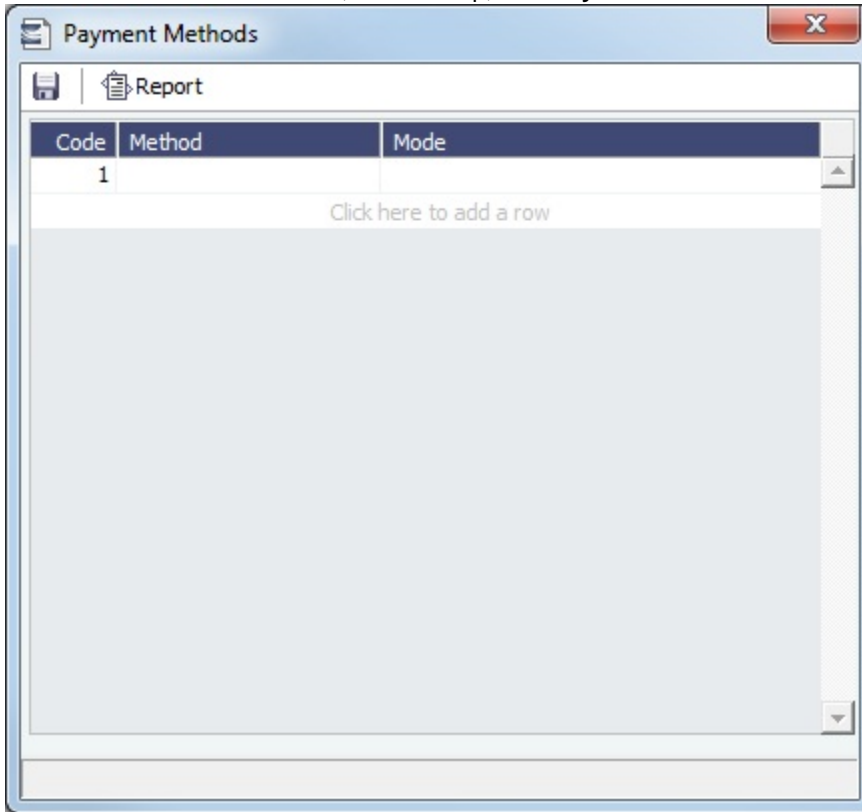
## Payment Methods

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Configuration flag **CFGBatchPaymentSupported** enables batch payment options; you can work with batch payments from the **Payables Summary** list.

You can create custom method types for batch payments on this form.

In the Financials Module Center, under Setup, click **Payment Methods**.



## Voyage P and 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.

In the Financials Module Center, click **Voyage P&L Variance Tolerance**.

Description	P&L Category	Act - Est %	Act - Pst %
Revenues	Revenues		
Freight	Revenues		
Freight Comm.	Revenues		
Freight Add. Comm.	Revenues		
Freight Tax	Revenues		
Freight Cargo Loss	Revenues		
Transshipment Cost	Revenues		
Lightering Cost	Revenues		
Demurrage	Revenues		
Demurrage Comm.	Revenues		
Demurrage Add. Comm.	Revenues		
Despatch	Revenues		
Interservice Revenue	Revenues		
Misc. Revenue	Revenues		
Owner Comm.	Revenues		
Non-Acc. Revenue	Revenues		

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.

#### Setting the P&L Variance Tolerance

Select a **Company**, and then set the tolerance value for each Category (a line item on the Voyage Manager P&L). You can also enter a currency amount above which a P&L change will cause a warning to appear.

If the variance percentage is greater than that specified, it will appear on the report.

#### Working with P&L Reports

The Voyage P&L Drilldown dataset contains all the drill-down categories from the **P&L tab of the Voyage Manager**. You can group report results according to the Rev/Exp column, and get a clear view of Estimated/Actual/Posted values, as well as the corresponding variance percentages.

In the Report Editor **Parameters** section, for the Show Items parameter, you can filter according to one of the following:

- (Act-Est%) over company tolerance
- (Act-Pst%) over company tolerance
- (Act-Est%) or (Act-Pst%) over company tolerance

If a Category's variance is lower than the corresponding value set on the Voyage P&L Variance Tolerance form, the Category is filtered out of the report.

## Transactions

Links to transaction tasks are in the list in the middle of the Financials Module Center, with invoice tasks on top and others on the bottom:

- [Create Invoices](#)
- [Edit Invoices](#)
- [Approve or Reject Invoices](#)
- [Post Invoices](#)
- [Transaction Data Entry](#)
- [Payments and Receipts](#)
- [Journal Entry](#)
- [Monthly Accruals](#)
- [Voyage Period Journals](#)
- [Advance Payment - Receipt Allocations](#)
- [Advance Payments and Receipts](#)

---

## Create Invoices

The Create Invoices List displays all invoices or partial invoices that were generated but not created in Operations.

In the Financials Module Center, under Transactions, click **Create Invoices**.

### Creating Invoices

1. From the Invoice Type list, select the type of invoice you want to create: **Bunker, Freight/Demurrage 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**.

### Additional Information

- To issue an invoice with the bank details of a certain company, specify that company in the **Via Company** field. The bank selection will be limited to that company.
- If the invoice is not ready for approval, change its status to **Pending** before saving, so you can continue to edit it.
  - If the status is **Actual**, a saved invoice can be approved; if your system is not configured to use the approval process, the invoice can be posted.
  - If the status is **Pending**, a saved invoice can still be edited and submitted for approval later.

### ▼ Related Config Flags

CFGPromptInvoiceCreateWhenAllCa  
rgoBLEntered

Only displays a Create Invoice link for Freight Invoices when BL quantities are entered in all Load ports of the cargo, and not just the first one.

---

## Edit Invoices

The Edit Invoices List displays all rejected invoices, each of which has a status of **Pending** or **Rejected**. It is similar to the [Create Invoices](#) list, but it also includes a Transaction Number column. In the **Action** column:

- To open an invoice as created in Operations, click [Open Invoice](#).
- To view a printed invoice, click [View](#).

---

## Approve or Reject Invoices

The Approve Invoices List displays all invoices requiring review. It is similar in layout to the [Transaction Summary](#). In the Financials Module Center, under Transactions, click **Approve Invoices**.

You can also Approve or Reject invoices from the [TC Payment Schedule](#) and [TC Billing Schedule](#).



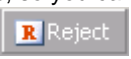


## Viewing Invoices

To view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.

## Approving or Rejecting Invoices

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.

### ▼ Related Config Flags

#### CFGInvoiceApprovalsByType

Add Security Object Rights to approve specific invoice types per user/group.

#### CFGInvoiceRejectsByType

Add Security Object Rights to reject specific invoice types per user/group.

#### CFGActEnableNonVoyJournalApproval

al

Enable Non-Voyage Journal Approvals.

#### CFGActNonVoyInvApprovalNeeded,

#### CFGActJournalApprovalNeeded,

#### CFGActInvoiceApprovalNeeded

Enable specifying the number of approvals required for Non-Voyage invoices

(CFGActNonVoyInvApprovalNeeded), Journal invoices

(CFGActJournalApprovalNeeded), or all other invoices

(CFGActInvoiceApprovalNeeded). After an invoice has been approved, if it should be

approved at least once more, its status is Partially Approved, and the last Approval

User is in the Approval User column. An additional column, Approval User 2, is

available in the Financials lists.

#### CFGActShowOnlyApproveAndPost

Only display the Approve and Post button, not the Approve button, while approving invoices.

## Post Invoices

---



The Post Invoices List displays all invoices with a status of **Ready to Post**. It is similar in layout to the [Transaction Summary](#), but it also contains selection boxes that enable you to post more than one invoice transaction at a time.

In the Financials Module Center, under Transactions, click **Post Invoices**.

## Viewing Invoices

To view the details of an invoice either in a viewer or as created in Operations, click its link in the **Description** column.

## Posting Invoices

- To review an invoice for approval, click [Review](#) in the **Action** column. In the invoice, do one of the following:
  - Click  .
  - Click  and enter a reason for the rejection.
- To post an invoice, click [Post](#) in the **Action** column.
- To post more than one invoice at a time, select the check box in front of each invoice you want to post and then click [Post](#) at the top of the list.

When you click [Post](#), the [Transaction Data Entry](#) form opens. The Accounting Date field defaults to the current date, but you can change it.

▼ **Related Config Flags**


**CFGInvoicePostingsByType**

Adds Security Object Rights to post specific invoice types per user/group.

**CFGActEnableMergedStatement**

When enabled, multiple invoices can be posted as a merged statement if Invoice Type, Counterparty, Currency, and Company match.

**Transaction Data Entry**

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

Accountants can create invoices without having to start in Operations, by using the Transaction Data Entry form. When posted, the invoice transaction data is back-created into any relevant voyages in Operations.

Creating a Transaction

1. In the Financials Module Center, under Transactions, click **Transaction Data Entry**.

2. Select either **Payable** or **Receivable**.
3. Complete at least the **Accounting Date**, **Vendor** or **Customer**, **Invoice Date**, **Due Date**, **Invoice No.** (for a payable invoice), and **Invoice Type**.  
**Note:** The **Exchange Rate Date** defaults to the Invoice Date, but if you change the **Accounting Date**, IMOS overwrites the Exchange Rate with the rate of that date, so you can either change the Exchange Rate directly or have it retrieved for a certain date.

4. On the Accounting View and Operations View tabs, complete **Invoice Details**:

- a. Enter the **Vessel** code or **Vessel Name**, **Company**, and **Line of Business**.
- 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. If there is a Business Rule for the Source Code/Bill Code, the **Account** field on the Accounting View tab will be filled in automatically, but it can be overwritten.  
**Note:** Changes to the mapping can be done in the [Business Rules](#).

- On the **Remarks** tab, you can enter Invoice Details and Additional Remarks. On posting, the text is captured in the output invoice .XML.

- Click Save and Post.

### Batch Payments

With **Batch Payments**, an additional tab appears along with **Payments** information. The **Payment Batches** tab includes information about all payment batches related to the invoice; the corresponding batches can be opened from the context menu of each line.

A posted invoice can be assigned to a payment batch. Click the **Payment Batch No.** field label link at the bottom of the form to open the Payment Batch form to [assign a batch number](#).

### Reversing a Transaction

- If there is a payment against the invoice, cancel it before reversing the transaction.
- On the Transaction Data Entry form, click Reverse.
- Enter reversal information and then click **OK**.

### Related Config Flags

#### CFGCheckDuplicateInvNoInAct

Invoice numbers cannot be used in more than one financial transaction for the same vendor.

#### CFGAppendRToReversalInvoiceNumber

When enabled with CFGCheckDuplicateInvNoInAct, adds **-R** to the end of the invoice number of a reversed AP invoice. When disabled, the reversed AP invoice number remains the same as the original.

#### CFGActRequireRefNoFor

Define a comma-separated list of invoice types for which Reference No. is mandatory when posting.

#### CFGActRefNoFormat

Specify the format for the Reference No. field when CFGActRequireRefNoFor is used.

#### CFGEnableInvoiceSubtypes

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.

#### CFGUseCompanyLobTradeAreaHierarchy

Set up a hierarchy between Company, LOB, and Trade Area on this form.

#### CFGRequireRemBankOnARPosting

Remittance Bank must be entered before posting an AR Invoice.

#### CFGIgnoreCurrencyMatchOnBankSelection

Remove the restriction of Remittance Bank currency being the same as the invoice, so all the bank accounts linked to the vendor are available for selection.

#### CFGActEnableSaveOnly

Add a Save button, in addition to the Save and Post button, for creating a non-voyage invoice.

CFGInvNoByCompanySkipGap

IMOS will not reuse invoice numbers of reversed transactions.

CFGActNoDefaultReversalDate

For reversals, the reversal date will be left blank for entry, rather than defaulting to the current date.

CFGBlockClosedVoyageInvoiceReve

rsal

An invoice that is linked to a closed voyage cannot be reversed.

CFGActRequireReversalReason

A posted transaction cannot be reversed without selecting a Reversal Reason.

CFGActEnableMergedStatement

When enabled, multiple invoices can be posted as a merged statement if Invoice Type, Counterparty, Currency, and Company match.

CFGActEnableAccountingDateWarni

ng

Displays a warning if a future date is entered into the Accounting Date field on the Transaction Data Entry and Journal Entry forms.

CFGActEnableAutoPropagateTaxCo

de

When the tax code for the first line item is added, the tax codes for the remainder of the line items are automatically populated with the same tax code; when a tax code is added on the Operations View tab, its Port column is automatically populated.

CFGEnableTaxGroup must also be enabled.

## Payments and Receipts

On the Payments and Receipts form, you can enter a final payment or receipt (including credit and debit memos), or finalize a bank transfer.

You can also use this form to enter [Advance Payments or Receipts](#).

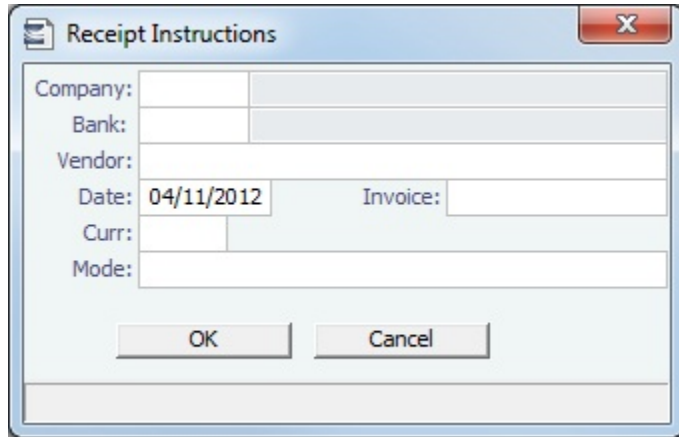
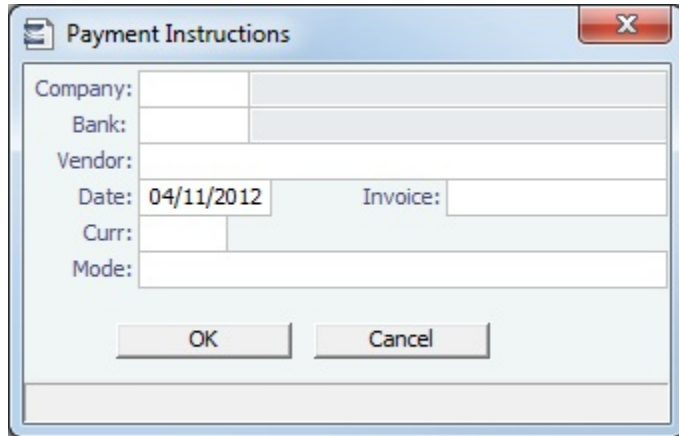
### Creating a Payment or Receipt


1. In the Financials Module Center, under Transactions, click **Payments and Receipts**.

The screenshot shows the 'Payments and Receipts' window. At the top, there are buttons for 'Finalize Bank Transfer', 'Cancel Payment/Receipt', and 'Report'. Below these are input fields for 'Transaction No.', 'User Initials', 'Value Date', and 'Memo'. A radio button group is present with 'Make Payment' selected and 'Enter Receipt' unselected. A table with the following columns is shown: 'Inv Trans No.', 'Date', 'Invoice No.', 'Description', 'Due Date', 'Curr', 'Amt Outstanding', 'Amount to Pay', and 'Exch Diff'. Below the table, there are fields for 'Mode', 'Date' (11/21/2012), 'Company', 'Vendor/Customer', and 'Details'. A summary section shows 'Remaining To Pay / Total Pay Amount: 0.00' and 'Total Bank Amount: 0.00'. There are also checkboxes for 'Exch Diff to Voyage', 'Advance', 'Third-Party Transaction', and 'Final', along with 'Check No.' and 'Reference' fields.

2. On the Payments and Receipts form, select either **Make Payment** or **Enter Receipt**.

3. Click .



4. Complete the **Payment Instructions** or **Receipt Instructions** form:
  - a. Select the **Company** making or receiving the payment, the **Bank**, and the **Vendor**.
  - b. Enter the **Date** and the **Invoice Number**.
  - c. Select the **Currency**.
  - d. Select the payment **Mode**.
  - e. Click **OK**.
5. The transaction appears on the Payments and Receipts form. If more than one invoice is outstanding for the selected vendor, all appear, one invoice per line, with their corresponding expected amounts. For each invoice you want to pay or enter a receipt for:
  - a. Click the **Amount to Pay** column and accept the figure, or change it to a different one. The **Total Pay Amount** appears below the invoice lines. If the invoice is in currency other than the base currency, the resulting foreign **Exchange Differential** appears in the last column of the invoice line.
  - b. Enter the **Bank Charge**, if any, and the **Bank Charge Ledger Code**, for example, if this is a wire transfer. Enter any **Other Charge** and the **Other Charge Ledger Code**.
6. Click  to save the form. If this is a final payment, select the **Final** check box at the bottom of the form to post the payment. For foreign currency payments, the system automatically calculates and books the foreign exchange difference against the account specified in the General Ledger. The difference is calculated based on the invoice booking exchange rate compared to the bank exchange rate; it appears in the **Exch Diff** column.

#### ▼ Related Config Flags

CFGActPayPreventSavelfReleased

Prevents saving a payment/receipt more than once when paymentExport notification is enabled.


CFGActNoDefaultReversalDate

For reversals, leaves the reversal date blank for entry, rather than defaulting to the current date.

CFGActPayFinalByDefault

Selects the Final check box by default.

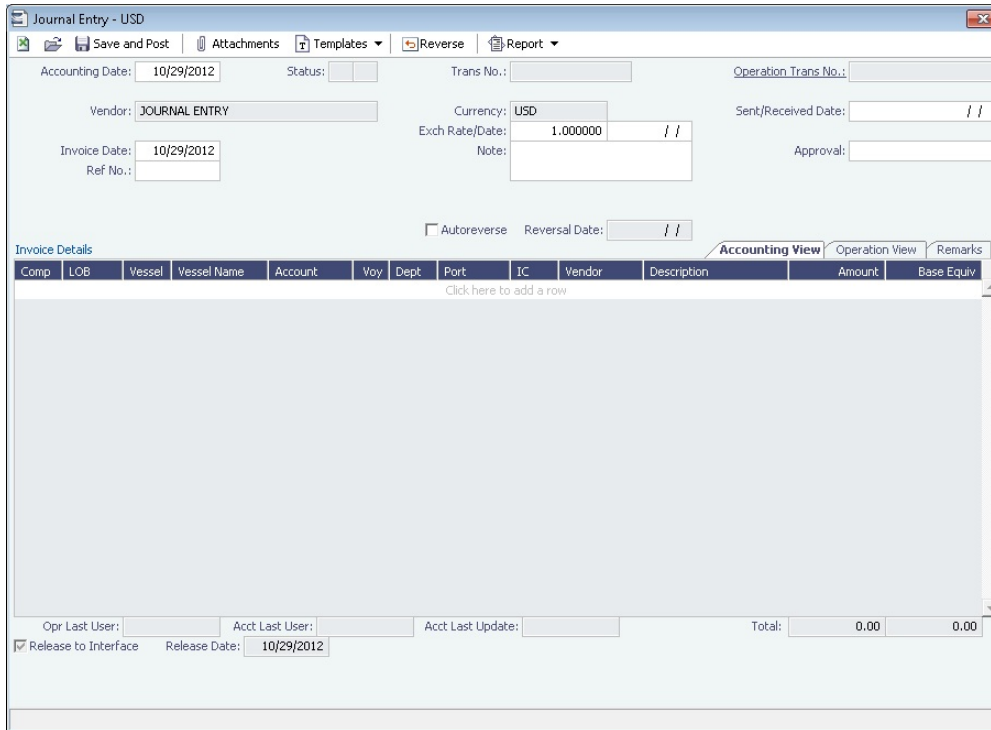
# Journal Entry

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

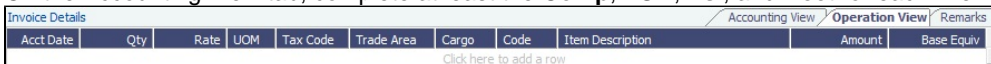
Journal Entries move money between accounts, so a Journal Entry includes a debit account and a credit account. The layout of the Journal Entry form is consistent with that of the [Transaction Data Entry](#) form.

## Creating a Journal Entry

1. In the Financials Module Center , under Transactions, click **Journal Entries**.




2. Add a line for the debit and a second line for the credit information.
3. On the Accounting View tab, complete at least the **Comp, LOB, Vsl, and Acct** for each line.



4. Make sure that debits equal credits; the Journal Entry must net out to zero.
5. On the Remarks tab, you can enter Invoice Details and Additional Remarks. On posting, the text is captured in the output invoice .XML.



6. To save the transaction, click  Save and Post.

## Automatic Reversal

Journal Entries can be set to automatically reverse on a specified date. Select the **Autoreverse** check box and then complete the **Reversal Date** field. The date entered is used as the Accounting Date for the reversal.

A daily Scheduled Task must also be set in the Messaging Service. For more information, see **Examples of Scheduled Tasks**, in the *Messaging Service Manual*.

### Related Config Flags

#### CFGPostOffhire

When enabled, all related Off Hire items posted under Voyage Cost and Bunkers Cost Journals, including CVE and Commissions items.

#### CFGActEnableSaveOnly

Adds a Save button in addition to the Save and Post button, for creating a non-voyage journal entry.

#### CFGActNoDefaultReversalDate

For reversals: leaves the reversal date blank for entry, rather than defaulting to the current date.

#### CFGBlockClosedVoyageInvoiceReversal

Prevents reversing an invoice that is linked to a closed voyage.

#### CFGUseCompanyLobTradeAreaHierarchy

Sets up a hierarchy between Company, LOB, and Trade Area on this form.

#### CFGActEnableGLValidation

Transaction Data Entry form checks the **Chart of Accounts** to determine if LOB, Vessel, Voyage, Port, and Department are required for a particular line item when posting.

#### CFGActEnableAccountingDateWarning

Displays a warning if a future date is entered into the Accounting Date field on the Transaction Data Entry and Journal Entry forms.

## Journal Template




If you regularly need to create similar **Journal Entries**, you can use templates to simplify the process.

Comp	LOB	Vessel	Vessel Name	Account	Voy	Dept	Port	IC	Vendor	Description	Amount	Base Equip
Click here to add a row												

Opr Last User:      Acct Last User:      Acct Last Update:      Total:      0.00      0.00

*Creating a Journal Entry from a Template*

To create a Journal Entry from a template, do one of the following:

- Work in a Journal Entry:
  - a. On the Journal Entry toolbar, click .
  - b. Click **Create a New Journal Entry from a Template**.
  - c. Select a template from the list of saved templates to populate the Journal Entry.
  - d. Edit the information in the Journal Entry and save it.
  
- Work in a template:
  - a. On the Journal Entry toolbar, click .
  - b. Click **Retrieve a Template**.
  - c. Select a template from the list of saved templates to populate the Journal Entry.
  - d. Edit the information in the template.
  - e. Click  and then click **Convert to a New Journal Entry**.
  - f. Save the Journal Entry.

#### *Creating a Journal Entry Template*

To create a Journal Entry template:

1. Edit the information in the Journal Entry to include all the standard information.
2. On the Journal Entry toolbar, click .
3. Click **Convert to a New Template**.
4. Enter a **Template Name** and save.

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


#### *Editing or Deleting a Journal Entry Template*

To edit or delete a Journal Entry template:

1. On the Journal Entry toolbar, click .
2. Click **Retrieve a Template**.
3. Select a template from the list of saved templates.
4. Do one of the following:
  - To edit, change the information and save.
  - To delete, click .

## Monthly Accruals

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

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The purpose of closing accruals is to keep as accurate as possible a picture of the revenues and expenses of open voyages. Companies perform accruals at different intervals during the year; in most cases, it is monthly.

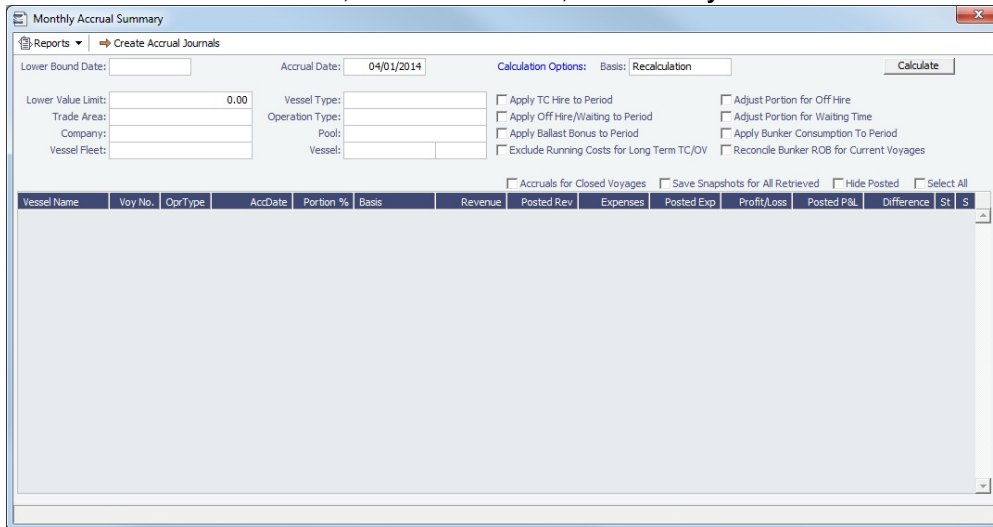
With the Monthly Accruals form, you can compute the posted-actual for every vessel voyage that is still open and calculate accruals based on the result.

**Note:** TCO Voyages are not accrued until they have commenced.

Calculating Accruals



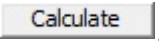
1. In the Financials Module Center, under Transactions, click **Monthly Accruals**.



2. Select the accruals **Basis**:

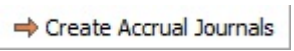
- **Recalculation**
- **Daily Snapshot**: Specify the type and date of the snapshot. For journals created using this method, the Invoice Date and Accounting Date are the same as the Accrual Date on this form.
  - Accruals snapshots appear in the [Snapshot selection list](#) on P&L tab of the Voyage Manager.


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. Click .

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.

- With configuration flag **CFGActAccrualBreakdown** set to:
  - **Y**: The calculation is per P&L category.
  - **N**: P&L categories are consolidated into revenues and expenses.
- With configuration flag **CFGVoyaccAlwaysProrate** set to:
  - **Y**: P&L results are prorated according to the number of voyage days in the month.
  - **N**: Revenues and expenses are recognized in the month in which they occur.

▼ **Related Config Flags**

[CFGVoyaccAlwaysProrate](#)

Sets IMOS to always prorate voyage accrual figures.

[CFGAccrualsByDay](#)

Specifies a date for running Monthly Accruals, rather than only at month end.

[CFGVoyaccAccrualType](#)

Enables the use of new Business Rules to group accrual items by their P&L accounts (A accruals by Account) and, additionally, to itemize by vendor.

[CFGVoyaccAccrualDate](#)

Bases the Accrual Date on when all BLs are entered.

[CFGIgnoreAccrualOnVoyageDelete](#)

Allows deleting voyages even when the voyages have monthly accruals posted to them.

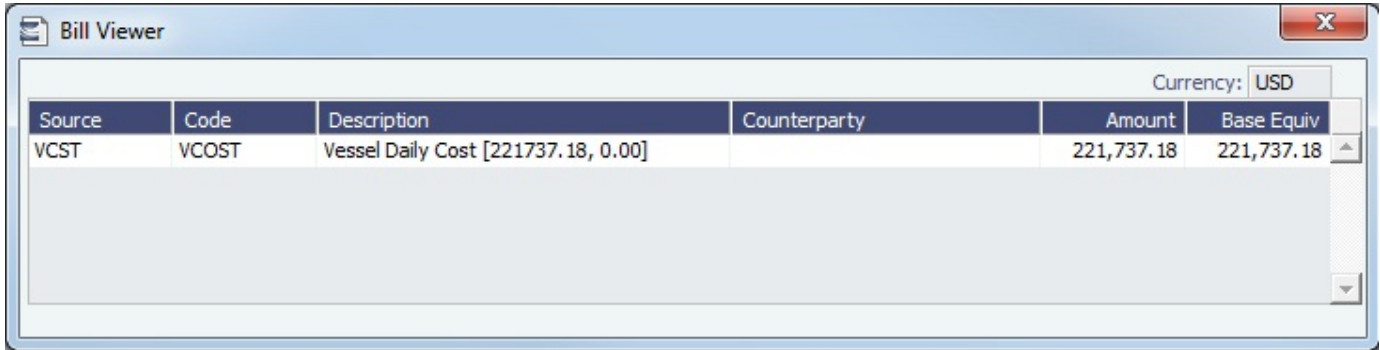
#### CFGAccrualTimeZone

Sets the time zone offset to use when calculating accruals and bunker period journals.  
The default is 0 (GMT).

### Bill Viewer


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

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

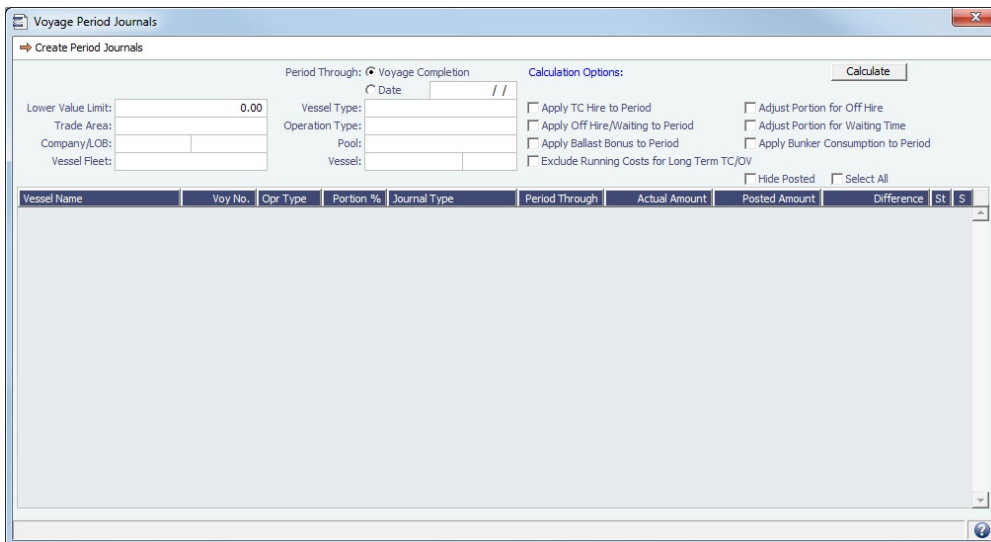
Expenses are incurred during a voyage that need to be moved to the balance sheet. On this form, you can create Voyage Journal Entries for Vessel Daily Cost (Hire), Voyage Bunker Cost, Bareboat Daily Cost, TCI/TCO Bunker Adjustments, and Victualling in a centralized way. You can create these Journals according to the Voyage Completion Date, or cumulatively, according to a specific date.

#### Accessing Voyage Journal Entries

Typically, Voyage Journal Entries are run when a voyage is completed or at the end of the accounting period. For voyages that are in progress when the journals are run, journals will be overwritten the next time the journals are run.

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**.



A blank form appears when accessed from the Financials Module Center. The form appears with information filled in for the vessel and voyage when accessed from the Voyage Manager.

- 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.

#### Filtering Voyage Period Journals

Using the filters, you can create a list of journals that spans across multiple vessels/voyages. You can use multiple filters at the same time. Click **Calculate** each time you change a filter.

- To hide all the posted retrieved records and recalculate the result, select the **Hide Posted** check box.

#### Filter by Date or Voyage Completion

- To filter by Voyage Completion, under Period Through, select the **Voyage Completion** radio button and then click **Calculate**.
- To filter by Date, under Period Through, select the **Date** radio button. Select a date and then click **Calculate**. In this example, all Journal Types across all vessels appear, until 12/31/2012.

Vessel Name	Voy No.	Opr Type	Portion %	Journal Type	Period Through	Actual Amount	Posted Amount	Difference	St	S
ATLANTIC	1	TCOV	100.00	Bunkers	12/31/2012	914,720.95	941,289.60	-26,568.65	✓	▲
ATLANTIC	1	TCOV	100.00	Hire	12/31/2012	381,171.97	0.00	381,171.97	✓	▲
ATLANTIC	1	TCOV	100.00	TCI Bunker Adj.	12/31/2012	13,839.21	0.00	13,839.21	✓	▲
ASIA	1	TCOV	100.00	Bunkers	12/31/2012	1,761,689.74	35,306.00	1,726,383.74	✓	▲
ASIA	1	TCOV	100.00	Bunkers (IFO)	10/19/2011	1,615,468.35	0.00	1,615,468.35	P	▲
ASIA	1	TCOV	100.00	Bunkers (MDO)	10/19/2011	124,197.88	0.00	124,197.88	P	▲
ASIA	1	TCOV	100.00	Hire	12/31/2012	1,321,144.88	1,304,277.74	16,867.14	✓	▲
ASIA	1	TCOV	100.00	Hire	10/19/2011	1,304,277.74	0.00	1,304,277.74	P	▲
ASIA	2	TCTO	100.00	Bunkers	12/31/2012	11,327.00	313,944.00	-302,617.00	✓	▲
ASIA	2	TCTO	100.00	Hire	12/31/2012	836,064.32	825,390.23	10,674.09	✓	▲
ASIA	2	TCTO	100.00	Hire	12/28/2011	825,390.23	0.00	825,390.23	P	▲
ASIA	2	TCTO	100.00	TCI Bunker Adj.	12/31/2012	-46,272.00	0.00	-46,272.00	✓	▲
ASIA	2	TCTO	100.00	TCI Bunker Adj.	12/28/2011	-352,024.00	0.00	-352,024.00	P	▲
S MAX	1	TCOV	100.00	Bunkers	12/31/2012	1,080,368.10	1,218,534.80	-138,166.70	✓	▲
S MAX	1	TCOV	100.00	Hire	12/31/2012	1,280,355.14	0.00	1,280,355.14	✓	▲
S MAX	1	TCOV	100.00	TCI Bunker Adj.	12/31/2012	-12,788.80	0.00	-12,788.80	✓	▲
S MAX	2	TCOV	100.00	Bunkers	12/31/2012	1,622,844.41	1,940,473.05	-317,628.64	✓	▲

#### Filter by Vessel Type

- Select all Handymax type vessels to narrow the results down further. Click

**Calculate**

- Each vessel/voyage can have multiple line items, with different Journal Types.

Right-click a line item. From there you can:

- Click **Voyage Details** to open the voyage in the Voyage Manager.
- Click **Preview Journal** to open the **Bill Viewer** form. The Bill Viewer includes the details of the Journal.
- Click **Delete** to delete all non-posted journal entries of a particular type that are linked to the voyage

### Creating Voyage Period Journals

Select the check boxes of the journals you want to create and click **Create Period Journals**. A message tells you that the journals have been generated and are ready to post.

### Posting Voyage Period Journals

The Ready to Post Journals appear on the **Voyage Manager Invoices list**, **Post Invoices list**, and the **Transaction Summary list** with Counterparty name **XJOURNAL**.

Voyage Manager

New Invoice | Act Interface Summar | Refresh | Report | Export

Vessel: SAPHIRE  
 TC Code/Hire: 001-10001 | 6,400.00  
 Fixture No.: 20120001  
 Bunker Calc Method: AVE

Voy No./Opr Type: 001 | 1 | TCOV  
 Trade Area:  
 Chtr Specialist:  
 Ops Coordinator:

Voyage Status: Completed  
 Voyage Commencing: 01/06/12 07:30  
 Voyage Completing: 04/10/12 07:00  
 Last Update GMT: 11/15/12 17:59

Company: Voyage Period Journals

Action	AP/AR	Counterparty	Status	Invoice No.	Type	Invoice Date	Currency	Amount	Base Amount	Paid Amount
<a href="#">Review</a>   <a href="#">Post</a>		XJOURNAL	Ready To Post		<a href="#">Voyage Bunker Cost</a>	12/31/2012	USD	349,655.06	349,655.06	0.00
<a href="#">Review</a>   <a href="#">Post</a>		XJOURNAL	Ready To Post		<a href="#">Vessel Daily Cost</a>	12/31/2012	USD	589,287.53	589,287.53	0.00
<a href="#">Review</a>   <a href="#">Post</a>		XJOURNAL	Ready To Post		<a href="#">TCI Bunker Adj</a>	12/31/2012	USD	21,570.84	21,570.84	0.00

Estimate | Operations | Ops Overview | Ops Overview | **Invoices** | P&L | Contacts | Notes | Revisions | Instructions

To post the journals, see [Post Invoices](#).

#### ▼ Related Config Flags

CFGItemizeBunkerJournal

Itemizes bunker cost for Voyage Period Journals.

CFGActDefaultPeriodJournalsAccou

ntingDateToInvoiceDate

Defaults the Accounting Date of all Period Journals to the invoice date.


CFGSetBrokerNameOnPeriodJournal

Sets the Vendor/Counterparty as the Broker for hire commission rows. Account information specific to the Broker is used for these rows when set up in Business Rules. This only applies when there is only one Broker set up to be paid directly in the Time Charter contract.

CFGAccrualTimeZone

Sets the time zone offset to use when calculating accruals and bunker period journals. The default is 0 (GMT).

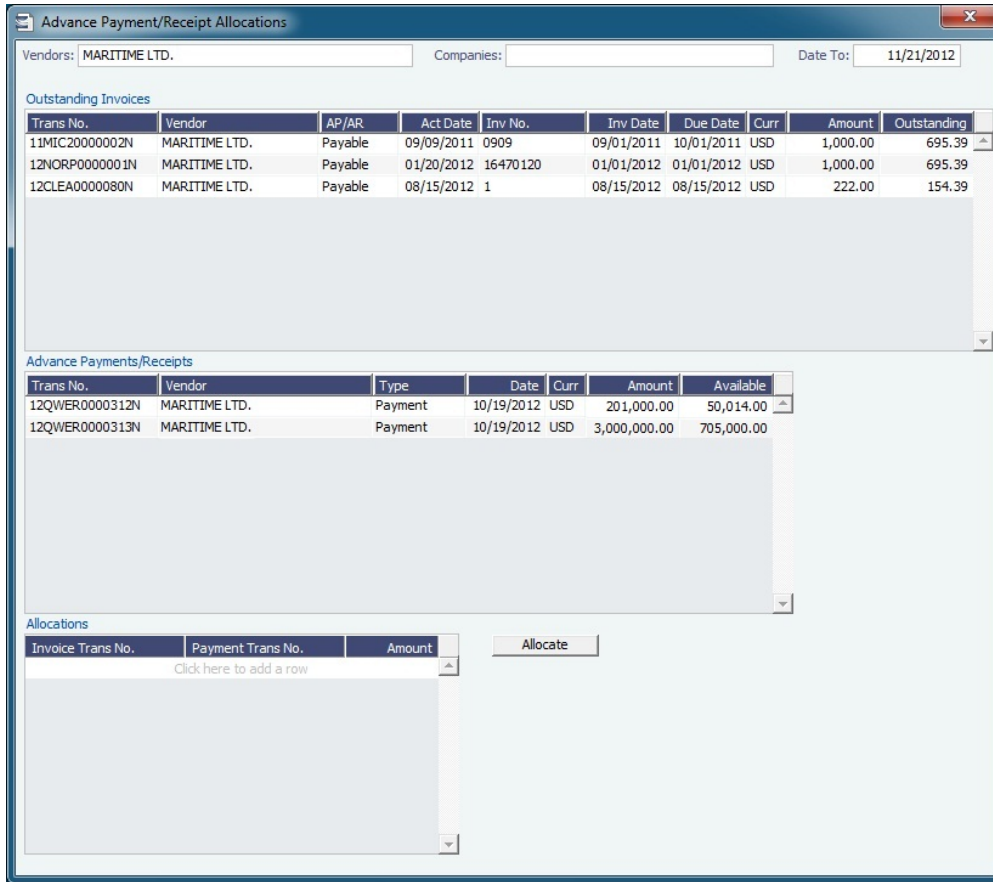
## Advance Payment - Receipt Allocations

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

After you [Create Advance Payments](#) or [Receipts](#), you can allocate them to outstanding invoices with the same vendor and currency on the Advance Payment/Receipt Allocations form. You must have the Advance Payment/Receipt Allocations Module right selected in [Security](#).

Allocating Advance Payments or Receipts to Invoices

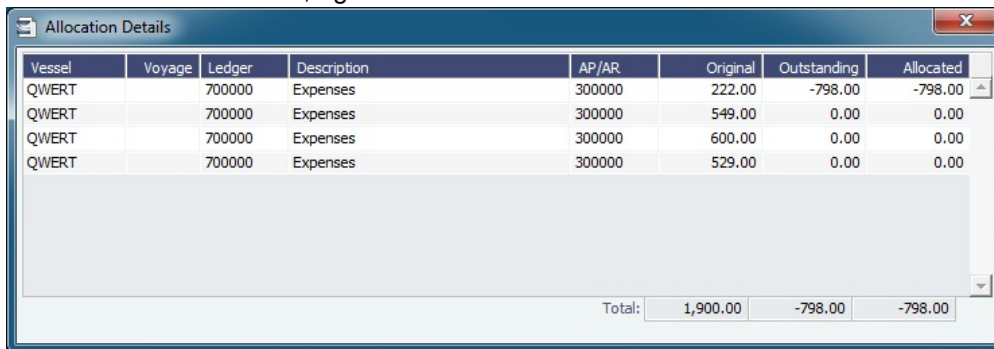
1. In the Financials Module Center, under Transactions, click **Advance Payment and Receipt Allocations**.



2. Filter by **Vendors**, **Companies**, and/or accounting **Date To**. Outstanding Invoices appear in the grid at the top.

3. To allocate advance payments/receipts to invoices, do one of the following:


- In the Advance Payments/Receipts grid, in the middle, right-click an **Advance Payment** or **Receipt** and click **Auto-Allocate**. The amount is allocated to all the relevant invoices and appears in the Allocations grid. If the amount is not enough to cover all invoices, it is prorated between them.
- In the Allocations grid, at the bottom:
  - a. To view more information, right-click a line and click **See Details**.



b. Adjust allocations in the Allocation Details form as needed (as long as the total allocated amount does not exceed the Advance amount).

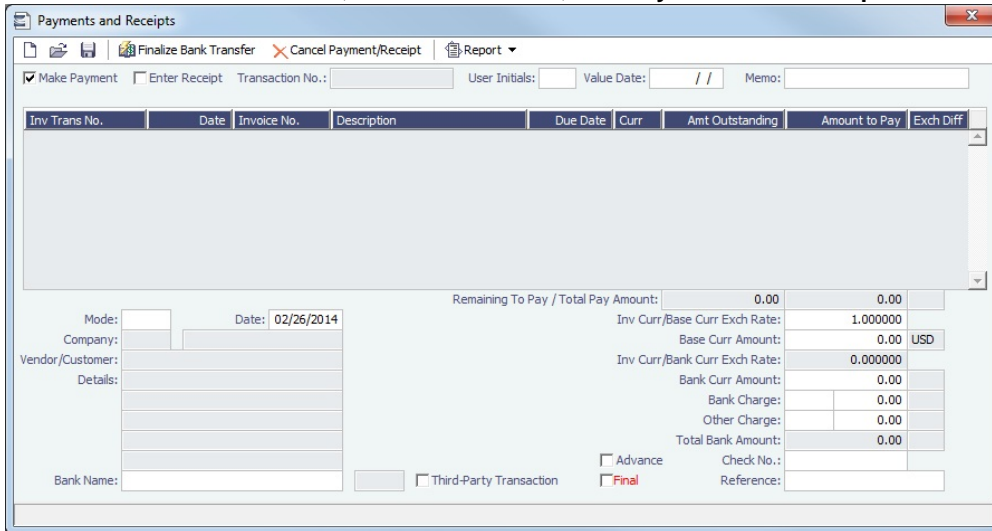
4. To commit the Advance allocations to the invoices, click **Allocate**. Entries in the Allocations grid are removed, and the two upper grids reflect the new situation. The advances are linked to the invoices as payments or receipts.


## Advance Payments and Receipts

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

On the Payments and Receipts form, you can enter an Advance Payment or Receipt.

1. In the Financials Module Center, under Transactions, click **Payments and Receipts**.



2. Select the **Advance** check box at the bottom of the form. This means you are now able to create a new Advance record, and a line for the transaction appears.
3. On the Payments and Receipts form, select either **Make Payment** or **Enter Receipt**.
4. Select the payment **Mode**, **Company** making or receiving the payment, **Vendor/Customer**, and **Bank Name**.
5. Enter the **Amount to Pay** and any **Bank Charge**.
6. Click  to save the Advance Payment or Receipt.


The AP/AR account from the vendor's Address Book entry is used allocating Advance Payments and Receipts. If it is not specified, the AP/AR account from the [Accounts Periods](#) form is used.


To allocate Advance Payments or Receipts to outstanding invoices, use the [Advance Payment/Receipt Allocations](#) form. Allocating an Advance Payment (but not an Advance Receipt) to an invoice selects the **Final** check box on this form.

#### ▼ Related Config Flags

- CFGActPayPreventSavelfReleased  
Prevents saving a payment/receipt more than once when paymentExport notification is enabled.
- CFGActNoDefaultReversalDate  
For reversals, leaves the reversal date blank for entry, rather than defaulting to the current date.
- CFGActPayFinalByDefault  
Selects the Final check box by default.

## Financial Reports

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

On the Financials Module Center, click  to access the [Report List](#) and the following reports specific to Financials:

Report	Description
Account Analysis	Report includes a financial transactions summary for the user-specified range of accounts, dates, and various other

	<p>filters such as vessel, voyage, vendor name, etc.</p> <p>Transactions are shown starting with a balance on the start date along with each transaction's debit, credit, and running balance amounts. Transactions can be grouped by account, vessel, vendor, etc. The retained earnings balance is pulled forward.</p>
Accounts Payable/Receivable	<p>Report includes a summary of all account payables /receivables with an outstanding balance. It also includes information on the invoice ageing: the number of days the outstanding amount is overdue. For example, 0-30, 30-60, etc.</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"> <li>• Actual AR transactions entered into the system on the reference (Funds Received section of the report).</li> <li>• Estimated AR invoices that have an invoice date on or before the reference date (Freights Expected section of the report) and some outstanding balance. It only includes the invoices where the counterparty is a Charterer, which might filter out some non-voyage revenues.</li> <li>• AP transactions paid on the reference date (Funds Paid section of the report).</li> </ul> <p>Report includes the counterparty for the transaction, reference vessel/voyage, amounts paid or received, and the due dates for the outstanding invoices.</p> <p>You can also filter the report by specifying the base currency threshold amount in the Inv Amt Over (Base Curr) field, which will be used to print only transactions over that amount.</p>
Foreign Exchange Exposure	<p>Report includes information on the company's exposure to the exchange rates for the user-selected currencies and various date ranges (buckets – up to 12 is allowed). Exposure is calculated in different categories if they are based on a foreign currency. Exposures used are: contracts (COAs, estimated voyage port costs), operations (uninvoiced cargoes, 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"> <li>• 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).</li> <li>• 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.</li> <li>• Include Left/Right Outliers: Select to show the sum of past /future positions.</li> </ul>
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

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### 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 master data; along with Distances; items related to messages, auditing, and configuration; and Security. Term lists, many already populated, appear on the right. Most of the data only needs to be entered once for use by all the IMOS users and then needs only occasional updating.

One individual, perhaps an Operations Supervisor or an IT person, should be responsible for updating the Data Center, acting as a gatekeeper and managing the data. Alternatively, each side of the Data Center could have its own Administrator. It is important not to have too many people with access, or duplicate records can be entered, resulting in not only confusion but also errors in transactions and accounting.

To access the IMOS Data Center, click .

### Setting Up and Using IMOS

---

This section begins with information about setting up IMOS and continues with other Data Center items you can use after it is set up.

Before you use IMOS, set up the following data:

1. [Term lists](#)
2. [Master data](#):
  - a. [Address Book entries](#)
  - b. [Cargo Name records](#)
  - c. [Vessel records](#)

As you use IMOS, you can:

- Use [Distances](#) to enter ports, arrange routes, and calculate time and distances for voyages.
- View incoming and outgoing messages on the [Interface Message List](#) and resend them if needed.
- View the [Audit Trail](#), a history of the actions related to every transaction in IMOS.

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

## Other Sources of Information

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This section 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 [IMOS7 Tutorials](#) page or the **IMOS Welcome Tab** (from the IMOS menu).

## Related Key Topics

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

## Content by label

There is no content with the specified labels



## Related FAQs

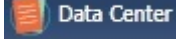
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For more information, see the following Data Center FAQs:

- [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?](#)
- [FAQ - Finding configuration flags](#)
- [FAQ - Important Fields in the Address Book](#)

## Data Center Lists and Tools

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You can access several lists and tools to help you in your work from the Data Center , as well as from the IMOS menu:

- [Data Center and Lists submenu](#):

- [Address Book](#)
  - [Cargo Name List](#)
  - [Port List](#)
  - [Vessel List](#)
  - [Interface Message List](#)
  - [Audit Trail](#) (Also see the [Audit Trail tutorial](#).)
  - [Configuration Flag List](#)
  - [Messaging Service Configuration](#): For more information, see the *Messaging Service Manual*.
  - [Users and Groups \(Security\)](#)
- Data Center and Tools submenu:
    - [Distances](#) (Also see the [Veslink Distances tutorial](#).)
  - Tools submenu:
    - [Update Ports](#)

\* You can access the tutorials from the [IMOS7 Tutorials](#) page or the IMOS **Welcome Tab** (from the IMOS menu).

## Data Center Records

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Quick Links to the records for the master data used throughout IMOS appear in a list along the left side of the Data Center:

- [Address](#)
- [Cargo Name](#)
- [Port](#)
- [Vessel](#)


### Address

---

Complete an Address form for each contact with whom you do business. Take care not to create duplicate entries; they can cause errors in accounting. A contact might be of more than one Type; see [FAQ - Important Fields in the Address Book](#).

Because you need to add information about your banks to the Address form for your company and add information about your contacts' banks to their Address records, you might find it easiest to start by completing Bank Address forms.

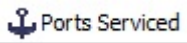
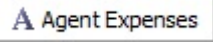
#### Creating an Address Book Entry

1. Do one of the following:
  - In the Data Center, click **Address**.
  - On the Address List, click .
2. On the Address form, enter the following information:

- **Type** (The form has slight differences for **Bank (Type N)** entries and **Company (Type W)** entries.)

- If you have a contact that functions as more than one type, do one of the following:
  - Enter separate records for that contact. (Complete and save the first record, delete the Address Type, press **Enter**, and select the other Type. IMOS asks if you want to create a new record; click **Yes**.)
  - Enable config flag **CFGEnableMultiRoleOnAddressBook**. This flag allows multiple roles on one Address Book entry, all sharing the same information.
- **Short Name** for the contact. Enter the name and then press **Enter** or **Tab**. If the Type and Short Name do not match any existing records, a message asks if this is a new record. To create a new record, click **Yes**.
  - The Short Name for Types other than W can be up to 32 characters, but if you will use **mirroring** for internal companies, the Short Name for all companies must be the same. Because a W record is limited to 6 characters, the internal Owner and Charterer Type records are also limited to 6 characters.
- **Curr**: Check that the default currency is correct; otherwise, select the currency in which you deal with this contact.
- **Full Name**.
- **Address** (at least the first line).

3. Complete the remainder of the form as appropriate.

- **Reference Code** (up to 8 characters): This field is used in **Barging** for forming Contract IDs for **Equipment Time Charter Contracts**, **SPOT contracts**, or **COA contracts**; it is required for any Charterer or Owner being added to a contract.
- **Remittance Information**: (This tab is different for **Bank (Type N) Addresses** and **Company (Type W) Addresses**.) This tab contains information about Remittance and Correspondent Banks. Add the contact's bank account information here for their payable invoices.
  - To enter additional information, right-click the line and then click **Remittance Information**. The Remittance Bank record must be set up in IMOS and selected in the company's **W** Type record before transactions can be posted.
- **Contacts**: This tab contains information about individual contacts for this Address.
- **Properties**: When **User Defined Fields** are set up in the Data Center for Address Book records, this tab appears, where the fields can be selected and values entered for them.
- **Alerts**: This field can be used 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 List.
- To view or enter ports serviced by the contact, click  to open the **Ports Serviced** form.
- For an agent (Type **A**) contact, to customize the expense breakdown on a Port Disbursement, click  to open the **Agent/Vendor Port Expenses List**.

#### ✓ Related Config Flags

CFGAddBookUniqueRefCode

When enabled, the Reference Code field is required to be unique among all records.

### Creating a Bank Entry (Type N)

A first-level account in the [Chart of Accounts](#) is in the **Bank** category. Each first-level account must have a corresponding Address form.

Complete an Address form for each Remittance Bank of your company and select it as the **Remittance Bank** on your [Company Address](#) form. This is for receivable invoices. You do not have to set this up for banks you are paying to; their information is set up in the Remittance Bank fields of their customer entries.

To set up Bank Information, in the Data Center, click Address - **List**.

1. In the Address Book, filter the **Address Type** column heading to show **Banks**.
2. Compare the list to the Chart of Accounts entries of Category **Bank**.
3. Add any missing bank records with the following information:
  - **Type: N**. When you save an Address form of this type, the first tab on the form changes:

The screenshot shows the 'IMOS Address' form with the following sections:

- General Information:** Type: N, Short Name, Curr: USD, Full Name, Branch, Address, Country, Country Code, Main Contact.
- Communications:** Phone, Fax, Telex, Email, Web Page.
- Customer Information:** Company No., Veslink ID, Credit Term, VAT No., Dem TB Days, Reference Code, Ref No., Credit Line, AP Account, AR Account, IC Account, Remarks.
- Account Information:** A table with columns: Curr, Acct No., Swift Code, Correspondent Bank, CB Swift Code, Inact.
- Alerts:** Alerts, Cross-Ref No., Parent Company, Payment Company, Internal, Inactive.

- **Short Name:** The Account Name from the Chart of Accounts.
- **Currency:** The bank currency.
- **Full Name:** The name of the bank.
- **Address:** The bank address.
- **Country:** The bank country.
- **Account Information tab:** Complete only the first line, with at least the **Currency** and **Account Number**.
  - To enter additional information, right-click the line and then click [Remittance Information](#). The Remittance Bank record must be set up in IMOS and selected in the company's **W** Type record before transactions can be posted.

### ▼ Related Config Flags

#### CFGSelectBankOnInvType

Determines the Remittance Bank of an invoice by the following rules:

- An AP invoice Remittance Bank is always the Counterparty's bank, whether the amount is positive or negative.
- An AR invoice Remittance Bank is always the Company's bank, whether the amount is positive or negative.

### Creating Your Company Entry (Type W)

To set up your Company entry, on the Address form, enter the following information:

- **Type: W.** When you select this type, the first tab on the form changes:

- **Short Name:** For a Type W record, it is limited to 6 characters.
- **Currency:** Your company currency.
- **Full Name:** The name of your company.
- **Address:** Your company address.
- **Country:** Your company country.
- **Bank Links** tab: Select the Address entries for the [Remittance Banks](#) for your receivable invoices. You do not have to set this up for banks you are paying to; their information is set up in the Remittance Bank fields of their customer entries.
  - The [Remittance Bank record](#) must be set up in IMOS and selected in this record before transactions can be posted.
  - To enter additional information, right-click the line and then click [Remittance Information](#).
  - You can [add another bank account](#) after setting up this form.
- You can add a company logo for use on invoices you issue:
  1. Use [File Management](#) to upload a logo.
  2. Click the **Logo File** field at the bottom right of the Address form.
  3. Select the logo file. The logo will appear on any invoices generated for your company.
- After setting up this **W** record, you can create different [subcompanies](#) for invoicing, separating in the P&L, and security access.

## Address Book

All entries appear in the Address Book. In the Data Center, next to Address, click **List**.

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

You can use [logical operations](#) to filter particular columns in the list. The filters appear on the right side.

## ▼ Related Config Flags

### CFGEnableMultiRoleOnAddressBook

Enable multiple roles on one Address Book entry, all sharing the same information.

### CFGSelectBankOnInvType

Determines the Remittance Bank of an invoice by the following rules:


- An AP invoice Remittance Bank is always the Counterparty's bank, whether the amount is positive or negative.

- An AR invoice Remittance Bank is always the Company's bank, whether the amount is positive or negative.

CFGAddBookInternalAddressText

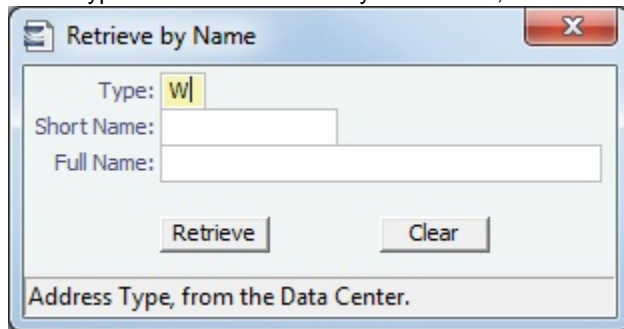
Display a new check box in the Address Book with the label being the value of the configuration flag. When the string is empty, the check box does not appear.


## Adding a Bank Account

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

If you need to add a new bank account for your company after setting up your [Company Address](#) form, follow these steps:


1. In the Data Center, click **Address**.
2. On the Address form, click .
3. In the Type field of the Retrieve by Name form, enter **W**.



4. Click .
5. Select the company and click **OK**.
6. On the Bank Links tab of the Company Contact form, click at the bottom of the grid to add a row and enter the new bank account information.

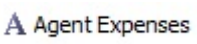
Bank Name	Branch	Curr	Acct No.	Swift Code	Correspondent Bank	CB Swift Code	Code	Inact
								<input type="checkbox"/>

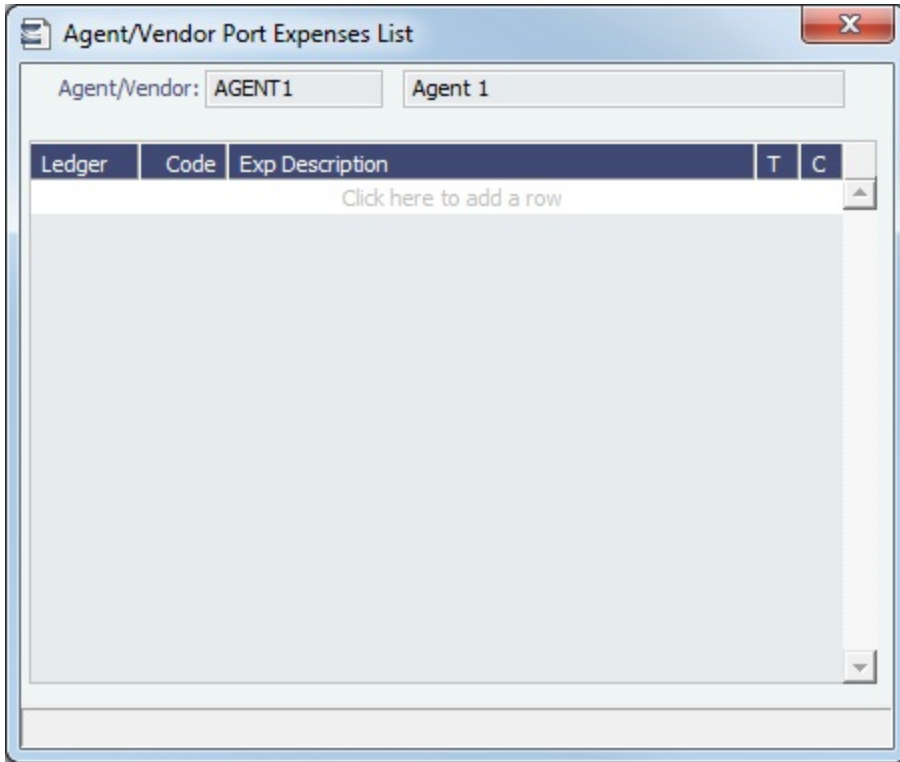
Click here to add a row

7. To enter additional information, right-click the line and then click [Remittance Information](#).
8. After you click  to save the form, the bank account is available for selection.

## Agent Expenses


**Configuration flag PortExpListByAgent** enables customizing the expense breakdown on a [Port Disbursement](#) for an agent or a vendor contact; you can set a default list of port expenses for a [PDA](#) or [FDA](#).

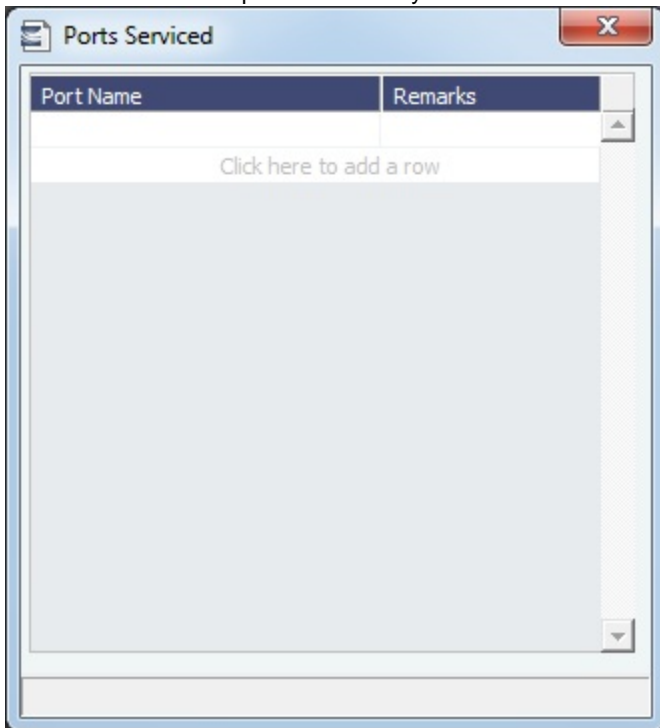
On the [Address Book](#) entry, click . On the Agent/Vendor Port Expenses List, enter the expense information to be shown.



When you open a PDA/FDA and enter the agent's name, the custom list of expenses appears.

### Ports Served

You can view or enter ports serviced by the contact. On the [Address Book](#) entry, click  [Ports Served](#).



For Bunker Vendors, the **Remarks** field can be used to record information like past issues, bunkering limitations, and performance ratings. After configuring the vendors that service a port, the Vendor selection list in a [Bunker Requirement](#) for that port has two sections. The top shows the vendors recorded as serving that port; the bottom lists all bunker vendors in the [Address Book](#).



## Remittance Information

To enter additional information about a bank, on the Remittance Information tab in an [Address Book](#) entry, right-click the line and then click **Remittance Information**.

**Remittance Information**

**BENEFICIARY:**

Bank Name: Bank 1

Branch:

Address:

Country: Code:

Swift Code:

ABA/BSB No.:

Full Name:

Address:

Country: Code:

Account No.:

IBAN No.:

**CORRESPONDENT BANK:**

Bank Name: Bank 1

Branch: New York

Address: 35 Wall St.

Country: Code:

Swift Code:

ABA/BSB No.:

Account No.:

IBAN No.:

## Cargo Name

Enter the name and information for each type of cargo.

1. To create a Cargo Name, do one of the following:

- In the Data Center, click **Cargo Name**.

- In the Cargo Name List, click .

2. On the IMOS Cargo Name form, enter a **Cargo Short Name** (32 characters or fewer). Then press **Enter** or **Tab**. A message asks you to confirm that you are adding new cargo. Click **OK**.

3. Select or enter a **Cargo Group**. Depending on the group, the form includes fields for either liquid or dry cargo.

IMOS Cargo Name

Short Name:

Cargo Group: **Chemicals**

Cargo Class: **LIQUID**

IMO Name:

IBC Code:

IMSBC Code:

Full Name:

API:  SG:

UN Number:  Class:

Product Code:

Default CP/Lift/Alt Unit:

Description:

Pre-clearance for US and Canada  
 Dangerous  
 Inactive  Persistent

IMOS Cargo Name

Short Name:

Cargo Group: **Wheat**

Cargo Class: **DRY**

IMO Name:

IBC Code:

IMSBC Code:

Full Name:

Stow Factor M3/MT:  Ft3/MT:

UN Number:  Class:

Product Code:

Default CP/Lift/Alt Unit:

Capacity Basis: **Unspecified**

Description:

Pre-clearance for US and Canada  
 Dangerous  
 Inactive  Persistent

## Cargo Name List

All Cargo Names appear on the Cargo Name List. In the Data Center, next to Cargo Name, click **List**.

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

### ▼ Related Config Flags

CFGEnableOPA

Add a **Persistent** check box to the Cargo Name form.

## Cargo Group

### *Creating a Cargo Group*

To create a Cargo Group, on the [Cargo Name](#) form, click  [Cargo Groups](#).

Code	Description	Class	SG	CP Unit	Lift Unit	Alt Lift Unit	Convert?	Price	Currency	Price Unit	Loss Rate
A	CRUDE	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	117.50	USD	BBL	0.0025
B	CONDENSATE	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	117.50	USD	BBL	0.0025
C	DPP	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	115.00	USD	BBL	0.0025
D	CPP	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	100.00	USD	BBL	0.0010
E	CHEMICAL	LIQUID	<input type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>	100.00	USD	BBL	0.0010
F	LPG	LIQUID	<input type="checkbox"/>				<input type="checkbox"/>				
G	OTHER	LIQUID	<input type="checkbox"/>				<input type="checkbox"/>				
H	UNKNOWN	(UNSPECIFIED)	<input type="checkbox"/>				<input type="checkbox"/>				
I	UAN	LIQUID	<input type="checkbox"/>				<input type="checkbox"/>				
J	CRUDE/DPP/CONDENSATE	LIQUID	<input checked="" type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>				
K	CPP/CHEMICAL	LIQUID	<input checked="" type="checkbox"/>	MT	MT	BBL	<input checked="" type="checkbox"/>				

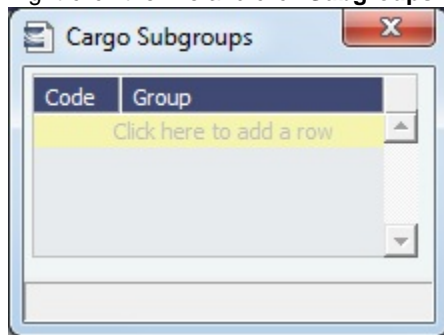
Click here to add a row

**Note:** Additional columns can be enabled with configuration flags.

### Creating Super Groups and Subgroups

You can create a top-level layer in the Cargo hierarchy, a Super Group, that encompasses one or more existing Cargo Groups for use with multi-grade configurations. This facilitates the selection of grades from any group within a Super Group when the Super Group is used at the CP level in the [Voyage Estimate](#), [Voyage Fixture](#), or [Voyage Manager](#). Follow these steps:

1. On the Cargo Groups form, click to add a line at the bottom of the grid and name the **Super Group**.
2. Right-click the line and click **Subgroups**.



3. In the Cargo Subgroups form, add a line and select the existing groups to be part of the Super Group. A Cargo Group can belong to multiple Super Groups.
4. In the [Voyage Estimate](#), [Voyage Fixture](#), or [Voyage Manager](#), if you select a Super Group at the CP-level Cargo Group, you can then select any grade belonging to any of the groups that are part of the Super Group. Stowage factors will continue to default basis the grade selection.


### ▼ Related Config Flags

#### CFGEnableAltLiftUnit

Enable Unit of Measure Conversion in IMOS, for MT, BBL, and M3.

- Group defaults can be overridden at an individual grade level on the Cargo Name form or on the Voyage Estimate/Voyage Fixture/Voyage Manager forms.
- With this option, several additional columns appear on IMOS forms:
  - Cargo Groups: CP Unit, Lift Unit, Alt Lift Unit, and Convert
  - CP Terms Details: Alt Qty and Alt Unit on the Itinerary tab of the grid
  - Voyage Estimate, Voyage Fixture, and Voyage Manager Itinerary grid: Alt Qty and Alt Unit on the Cargo and Draft/Restrictions tabs

## Port

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

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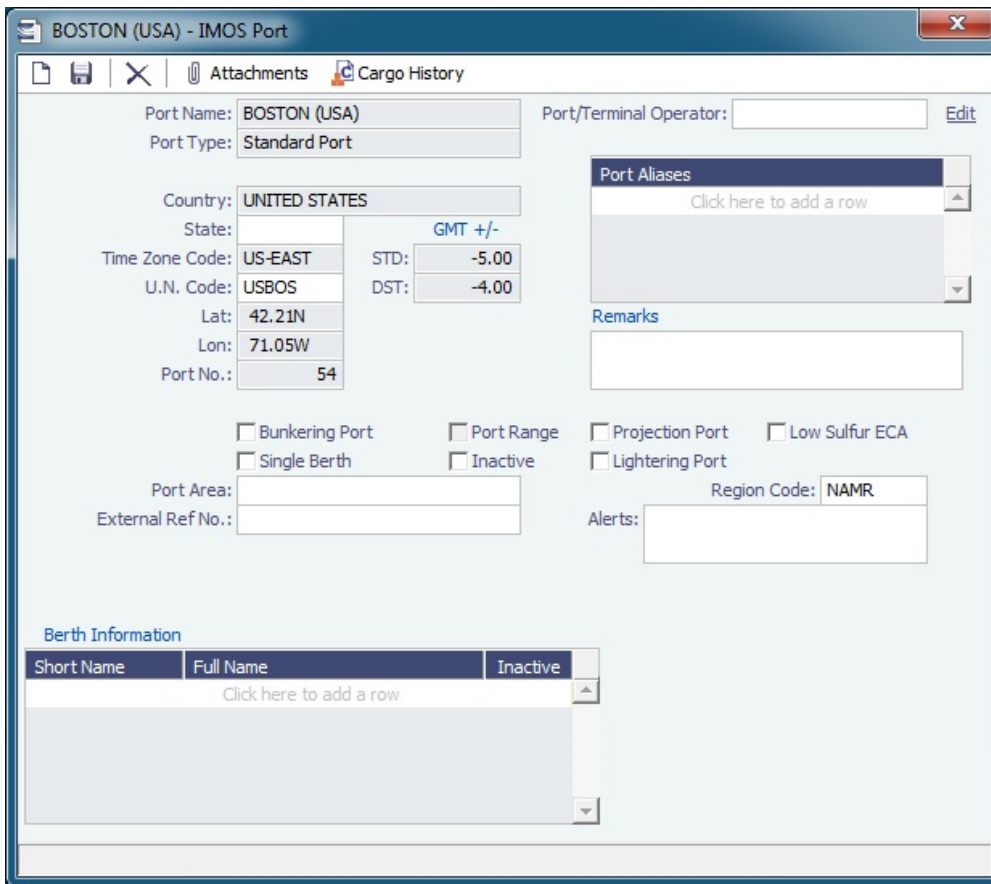
To view information about a port or add a new port, in the Data Center, click **Port**.

### Port Types

The following port types are available:

- **Standard Port:** Standard Ports are those that are included in the Distances tables.
- **Port (No Distance Link):** Ports without a Distance Link are custom ports not included in [Distances](#).
- **Alias Port:** Alias Ports are ports created in place of an existing port.
- **Waterway Port:** Waterway Ports are ports located on an inland body of water.

#### *Standard Port*



**BOSTON (USA) - IMOS Port**

Port Name: BOSTON (USA) Port/Terminal Operator:  Edit

Port Type: Standard Port

Country: UNITED STATES

State:  GMT +/-

Time Zone Code: US-EAST STD: -5.00

U.N. Code: USBOS DST: -4.00

Lat: 42.21N

Lon: 71.05W

Port No.: 54

Bunkering Port  Port Range  Projection Port  Low Sulfur ECA

Single Berth  Inactive  Lightering Port

Port Area:  Region Code: NAMR

External Ref No.:  Alerts:

**Port Aliases**

Port Aliases
Click here to add a row

**Remarks**

**Berth Information**

Short Name	Full Name	Inactive
Click here to add a row		

#### Port (No Distance Link)

IMOS Port

Attachments Cargo History

Port Name:  Port/Terminal Operator:  [Edit](#)

Port Type: Port (No Distance Link)

Country:

Time Zone Code:  GMT +/- STD: 0.00

U.N. Code:  DST: 0.00

Lat:

Lon:

Port No.: 0

Bunkering Port   
 Port Range   
 Projection Port   
 Low Sulfur ECA  
 Single Berth   
 Inactive   
 Lightering Port

Port Area:  Region Code:

External Ref No.:  Alerts:

Waterway Port

Port Aliases

Click here to add a row

Remarks

Berth Information

Short Name	Full Name	Inactive
Click here to add a row		

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*

IMOS Port

Attachments Cargo History

Port Name:  Port/Terminal Operator:  [Edit](#)

Port Type: **Alias Port**

Alias To:

Country:

Time Zone Code:  GMT +/-

U.N. Code:  STD:

Lat:  DST:

Lon:

Port No.:

Remarks:

Bunkering Port   
 Port Range   
 Projection Port   
 Low Sulfur ECA  
 Single Berth   
 Inactive   
 Lightering Port

Port Area:  Region Code:

External Ref No.:  Alerts:

**Berth Information**

Short Name	Full Name	Inactive
Click here to add a row		

Enter the port for which this is an Alias.

*Waterway Port*

## Working with Ports

### *Adding a Port*

- If you need a port added, contact Veson to have it added. In the meantime, you can add it, but it will not have distances associated with it; the miles to and from it in an itinerary will be blank. To update the miles, re-enter the standard port after it is added to the Distances tables.
- 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. After Veson adds the port, delete the one you added.

### *Updating Ports and Distances*

When a version of IMOS is released, the build contains all the ports that are currently identified. Over time, new ports are added, and older ports are updated.

- A monthly file of updated ports and distances is added to the [Client Center](#). The file must be downloaded and added to IMOS, and the scripts must be run, each month. Complete instructions are with the file.
- After installing a **new version of IMOS**, you can make sure you have the most recent ports. To read rports.xml distributed with IMOS official ports and Distances updates, on the IMOS 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.

### 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 Areas

To specify a port as a low sulfur area, select the **Low Sulfur ECA** check box.


You can also specify an **Emission Control Area** as a low sulfur area, automatically setting the area and all ports in it to low sulfur. You must have the most recent Distances update installed. To confirm, make sure that the following ports are in your Port list, and confirm that the **Low Sulfur ECA** 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.

*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

Viewing Cargo History

To see the history of any cargo handling done in this port, according to Search Date Range, click  [Cargo History](#). Right-click an entry in the Port Cargo History form for an option to view the related voyage.

Port List

All ports appear on the Port List. In the Data Center, next to Port, click **List**.



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

You can use [logical operations](#) to filter particular columns in the list. The filters appear on the right side.

## Berth

To add or view information about berths in a port, right-click the line in the Berth Information grid on the [Port](#) form and then click **Berth Information**.

Berth Information

Berth Short Name:  Full Name:

**General**

Bunkering Berth

Draft Basis/Salinity:   Max DWT (MT):

	Meters	Feet		
Max Draft:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> Single Vessel	<input type="checkbox"/> Inventory
Max LOA:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Pilot-berth hours:	<input type="text" value="0.00"/>
Max Beam:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Berth-pilot hours:	<input type="text" value="0.00"/>
Max Air Draft:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Alongside hours:	<input type="text" value="0.00"/>
Max Hatch Air Draft:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Distance:	<input type="text" value="0.00"/>

Hoses/Chicksan:   Berthing HHMM

Hours From:  To:

Lat/Lon:  /

Storage Capacity:

Daily Performance:

Port Working Days:

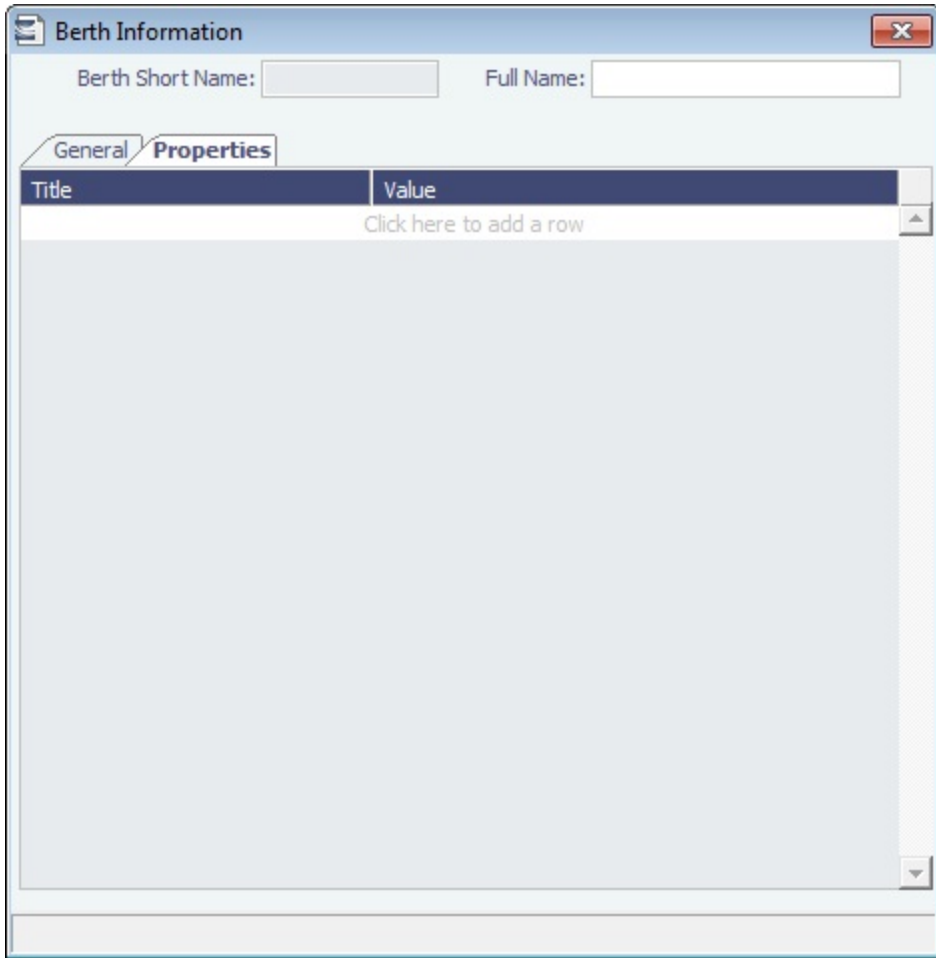
Normal Work Hours:

Ref No.:

Req'd Manifold position:   Low Flash Restriction

Min parallel body length:  Max displacement:

When [User Defined Fields](#) are set up in the Data Center for Berth records, a [Properties](#) tab appears, where these fields can be selected and values entered for them.



## Vessel

---

Confirm that all your vessels were set up correctly during installation and update them as your company's fleet changes.

Creating a Vessel

To create a vessel, do one of the following:

- In the Data Center, click **Vessel**.
- On the Vessel List, click  and then click **New Vessel**.

Complete at least the following required fields:


- Vessel Code (4-6 characters)
- Type Code
- Speed Laden
- Speed Ballast
- Vessel Name
- Vessel Type
- **Note:** The ability to create Type L (LNG) vessels requires a license with the LNG module.
- Vessel DWT


Complete the remaining fields on the form as appropriate.

- Consumption tab
- Routes tab
- DWT/Draft tab
- Details tab
- Stowage tab
- Contacts tab
- Multiple Rates tab
- L/D Performance tab
- Properties tab
- Bunker Tanks tab
- **Alerts:** This field can be used to capture issues; the Voyage Estimate, Voyage Fixture, and Voyage Manager 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.

Copying a Vessel

To copy a vessel:

1. On the toolbar, click . All vessel data is copied to a new Vessel form, but voyage data is not copied, and the Estimate Only Vessel and Inactive Vessel check boxes are cleared.
2. Complete the **Vessel Code** and **Vessel Name** fields.

3. Click  to save the new vessel.

## Vessel List

All Vessels appear on the Vessel List. In the Data Center, next to Vessel, click **List**.

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

You can also search for a vessel: Enter a full or partial Vessel Name and an Ownership Type (or All) and then press **Search**. To clear the search criteria, click **Reset**.

### ▼ Related Config Flags


#### CFGAllowBaltic99Search

Enable an external search of the Vessel List. To have this integration with Q88 and/or Baltic99, there must be a valid license for these services.

#### CFGVeslinkCompany

Enable a Veslink Company field (above the Company field in the lower right); then a voyage will only be replicated to Veslink if the Voyage Company code is either blank or matches the Veslink Company field.

## About Vessel Consumption Setup

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

---

When calculating fuel consumption, IMOS uses a combination of:

- The [Fuel Zones](#) form
- The [Consumption](#) tab on the Vessel form
- The [Performance](#) tab on the [Time Charter Contract](#)

Vessel location and voyage type both play a role in how consumption is calculated.

### *Fuel Consumption in ECA Zones*

Fuel that has a grade of **L** (Low Sulfur) on the Vessel form is consumed when the following conditions are met:

- The vessel is in a low sulfur (ECA/SECA) zone.
- On the [Fuel Zones](#) form, a low sulfur fuel type has been selected for that zone.
- Daily consumption values for that fuel type are set up in the Vessel form.

### *Fuel Consumption Everywhere Else*

Fuel that has a grade of as **G** (General Purpose) or **H** (High Sulfur) on the Vessel form is consumed when a vessel is at sea and outside of a low sulfur (ECA/SECA) zone.

### *Fuel Consumption Calculation*

When IMOS calculates the type and amount of fuel consumption for a vessel outside of an ECA zone, it looks in these places depending on the voyage type:

- For Time Charter In/Out voyages, IMOS looks to the Consumption information on the Performance tab of the Time Charter Contract and disregards the information on the Vessel form.
  - TCOV: Time Charter In
  - TCTO: Time Charter In
  - OVTO: Time Charter Out
- For all voyage types other than Time Charter In/Out, IMOS looks to the Consumption information on the Vessel form.
  - OVOV: Vessel form/Head Fixture

**Note:** If Bunker Expenses for a Voyage Estimate appear as \$0.00, it is likely because the appropriate bunker type and grade are not specified on the vessel form.

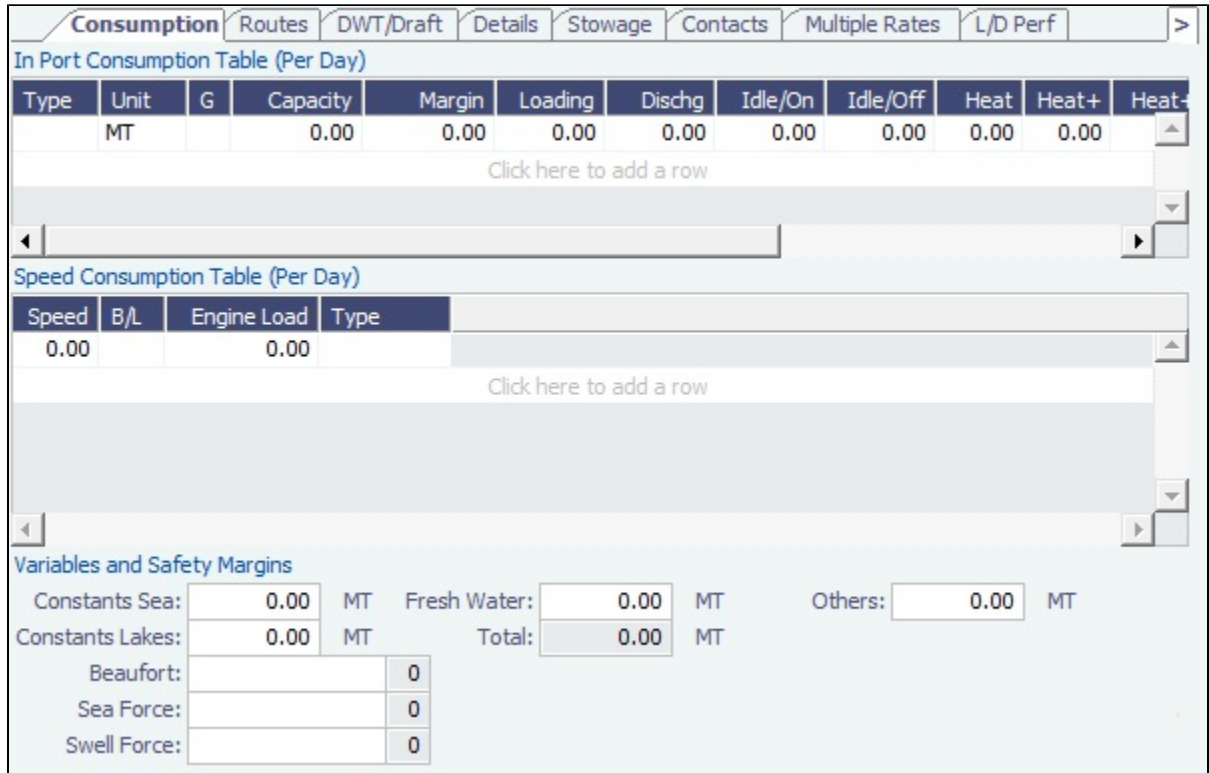
*Setting up Fuel Consumption*

To set up Fuel Consumption, see the following:

- Fuel Zones
- Consumption Tab - Vessel

Consumption Tab - Vessel

The 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.

### ▼ Related Config Flags

CFGEnableVesselBunkerGrade

Specify the Fuel Grade in a **G** (Grade) column and default this value on the Bunker Requirement.

### Bunker Curve Parameters

You can include Bunker Curve Parameters in the calculation of fuel consumption for LNG vessels.

	Speed From:	14.00	Ballast Coefficients	Laden Coefficients
	Speed To:	17.00	Coefficient C: 0.0000	Coefficient C: 0.0000
	Step Size:	0.50	Coefficient B: 0.0000	Coefficient B: 0.0000

OK Cancel

1. On the [Consumption tab of the Vessel form](#), click **Calculate with Vessel Bunker Curve**.
2. On the Bunker Curve Parameters form, complete the following fields:
  - **Speed From:** Defaults to the first speed specified in the [Speed Consumption Table](#)
  - **Speed To:** Defaults to the last speed specified in the [Speed Consumption Table](#)
  - **Step Size:** Defaults to the difference between Speed To and Speed From
  - For **Ballast** and **Laden**, Coefficients C and B are specified.
3. To calculate the consumption for each fuel type in the Speed Consumption Table, click **OK**.
  - For FOE Bunker type (or bunkers in the same group as the FOE Bunker type): Consumption rate =  $c \cdot \text{EXP}(b \cdot \text{speed})$
  - For LNG Bunker type: Consumption rate =  $c \cdot \text{EXP}(b \cdot \text{speed}) / \text{FOE Conversion}$
  - Non-LNG and Non-FOE bunker types are not affected by the calculation.

### Routes Tab - Vessel



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

On the Routes tab, you can set preferences for routes to take or to block, for example, because of piracy.

You can also enter default costs that will import into the [Voyage Estimate](#) for this vessel; they can be changed there.

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties	
Region	Toll (Ballast)	Toll (Laden)	PD	XP	Func	Block	Hide	No Tolls	Use
US INLAND WATERWAYS	0.00	0.00	0.00	0.00	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
	0.00	0.00	0.00	0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Click here to add a row									
Inherit Route Preferences From: <input type="text"/>									

To specify that a vessel should avoid a piracy area, click to add a new row, and complete the fields as follows:

- **Region:** The area to be avoided, for example, Piracy - JWC Indian Ocean
- **Toll (Ballast/Laden):** These default into the Port Expenses of the Voyage Estimate or voyage.
- **Func:** P (Passing Point)
- **Block:** Select the check box.
- **Use:** Select when to use; the [Voyage Estimate](#) is sensitive to these settings when calculating the route between ports.

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](#).

- **Inherit Route Preferences From:** You can specify the name of another vessel to inherit preferences from.

#### ▼ Related Config Flags

##### CFGRoutingPrefsVslCode

Specify a system-wide routing preferences template vessel, which can be an Inactive or Estimate Only vessel; all vessels inherit its routing preferences. Inherited routing preferences are highlighted with a pale-blue background. Additional route preferences can then be specified for an individual vessel, and defaults can be overridden.

#### DWT/Draft Tab - Vessel

Values entered in the Vessel DWT, SW Summer Draft, and TPC fields automatically populate the At Summer row on this tab.

Consumption						Routes						DWT/Draft						Details						Stowage						Contacts						Multiple Rates						L/D Perf																													
Draft (M)						DWT (MT)						Displ (MT)						TPC						Remarks																																															
Click here to add a row																																																																							
Draft (M)						DWT (MT)						Displ (MT)						Free Board (M)						TPC																																															
At Design:						0.000						0.00						0.00						0.000						0.00																																									
At Summer:						0.000						75,000.00						0.00						0.000						0.00																																									
Tropical FW:						0.000						0.00						0.00						0.000						0.00																																									
Tropical SW:						0.000						0.00						0.00						0.000						0.00																																									
Fresh Water:						0.000						0.00						0.00						0.000						0.00																																									
Winter:						0.000						0.00						0.00						0.000						0.00																																									
Normal Ballast:						0.000						0.00						0.00						0.000						0.00																																									
Lightship:						0.000						0.00						0.00						0.000						0.00																																									
Fresh Water Allowance:																								0.000						mm						Max Air Draft:																								0.00						M					

### 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																																																					
<b>Vessel Identification</b>																																																<b>Capacity and Draft</b>																																															
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:																								Last Hull Cleaning:												Beam:												0.00						M																																									
Cargo/Gear:																								TVE Expires:												Depth:												0.00						M																																									
																								<input type="checkbox"/> Bowthruster												<input type="checkbox"/> Toledo Suitable																																																											
<input type="checkbox"/> CO2 fitted																								<input type="checkbox"/> Australian Ladders																																																																							
<input type="checkbox"/> Strengthened for Heavy Cargoes																								<input type="checkbox"/> Log Fitted																																																																							
<input type="checkbox"/> TVE Valid																								<input type="checkbox"/> Grain Fitted																																																																							

### Stowage Tab - Vessel



On the **Stowage** tab, you can record information about the stowage properties of the vessel.

- Bulker:

Consumption		Routes		DWT/Draft		Details		<b>Stowage</b>		Contacts		Multiple Rates		L/D Perf	
<b>Holds Information</b>															
No.	Grain(Ft3)	Bale(Ft3)	Length	Width FWD	Width AFT	WT Tanktop	WT Hold	B	Click here to add a row						
<b>Crane Information</b>															
Crane Type	Capacity	No.(Outreach)	Radius	Click here to add a row											
<b>Hatch Information</b>															
No.	Length(M)	Width(M)	WLTHC	Max WT	Crane Cap	Derrick Cap	Cementholes	Dimension	Click here to add a row						

- Tanker:

Consumption		Routes		DWT/Draft		Details		<b>Stowage</b>		Contacts		Multiple Rates		L/D Perf	
<b>Tank Information</b>															
No.	T	Name	Location	Coating	Capacity(M3)	Click here to add a row									
<b>Slop Tank Information</b>															
No.	T	Name	Location	Coating	Capacity(M3)	Click here to add a row									
<b>Residual Tank Information</b>															
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.

Consumption	Routes	DWT/Draft	Details	Stowage	<b>Contacts</b>	Multiple Rates	L/D Perf
<p> <b>Manager:</b> <input type="text"/>            Sat A: <input type="text"/>            Sat B: <input type="text"/>            Sat C: <input type="text"/>            Mini-M: <input type="text"/>            Telex: <input type="text"/>            Fax: <input type="text"/>            Cellular: <input type="text"/>            Master's No.: <input type="text"/>            CCR No.: <input type="text"/>            Bridge No.: <input type="text"/>            Email: <input type="text"/>            Dem Analyst: <input type="text"/>  <b>Vessel Remarks:</b> <input type="text"/> </p>							

In the **Manager** field, you can select from the list of Owner companies and specify the Vessel Manager to be used on the [Voyage Template](#).

### Multiple Rates Tab - Vessel

On the **Multiple Rates** tab, you can create a group, with a Group ID, to store data in case of a change in Daily Cost and Speed consumption rates. It is based on the effective date period (From GMT - To GMT) you enter.

Consumption	Route Prefs	DWT/Draft	Details	Stowage	Contacts	<b>Multiple Rates</b>	L/D Performance	
ID: <input type="text"/>	<input type="button" value="Create New Group"/>	Admin Fee/Day: <input type="text" value="0.00"/>						
Daily Cost	From GMT	To GMT	Duration	Comments				
Click here to add a row								
Speed	IFO (L)	IFO (B)	MDO (L)	MDO (B)	LSF (L)	LSF (B)	MGO (L)	MGO (B)
Click here to add a row								

For these rates, if a change in the effective date occurs while a voyage is in progress, the cost and/or consumption calculations are split according to the number of voyage days for both effective rate periods.

### L/D Performance Tab - Vessel

On the **L/D Performance** tab, you can track load and discharge performance information.

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf
Load Information				Discharge Information			
Load Time (Hr):		0.00	Discharge Time (Hr):		0.00		
Min Liquid Pressure:		0.00	Max Liquid Pressure:		0.00		
Min Gas Return (M3/Hr):		0.00	Min Gas Return (M3/Hr):		0.00		
Max Gas Pressure:		0.00	Min Gas Pressure:		0.00		

### Bunker Tanks Tab - Vessel

On the **Bunker Tanks** tab, you can record information about the bunker tanks.

<	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties	Bunker Tanks
No.	Description	Location		Capacity	Unit			
0				0.00				
Click here to add a row								

### Properties Tab - Vessel

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

Consumption	Routes	DWT/Draft	Details	Stowage	Contacts	Multiple Rates	L/D Perf	Properties
Title	Value							
Click here to add a row								

These properties can also be exported and imported using the Messaging Service program, autovsl.exe.

### Barge

On the Vessel List, click , and then click **New Barge**.

**Inland Barge Information**

Barge Code: 
 Service Area: 
 Vetted Date:  //

Vessel Type: 
 Ownership:

Official No.:

Year Built:

Daily Cost:  0.00

OPA Date:  //

Calibrated BBLs:  0.00

Registered Tons:  0.00

Heating (Gal/Hr):  0.00

Barge Name	Owner	Eff Date
Click here to add a row		

Tanker
  Vapor
  Bulk
  Heat
  Steam

Fuel Type	Capacity
Click here to add a row	

Hull Type:

Hull Arrangement:

L x W x H (Ft):  0.00  0.00  0.00

**Dock Exceptions:**

Port	Berth	Reason
Click here to add a row		

Barge Notes:

**Boat**

On the Vessel List, click , and then click **New Boat**.

**Boat Information**

Boat Code:  Service Area:  Daily Cost:   
 Ownership:  Vessel Type:  Speed Laden:   
 Official No.:  Fleet:  Speed Ballast:   
 Year Built:  Phone No.:  Horsepower:   
 Fax No.:  Registered Tons:   
 Tow Capacity (BBLs):

Boat Name	Owner	Eff Date
Click here to add a row		

Lub (Gal/Day):

Vetted Date:

L x W x H (Ft):

**Bunker Information**

Type	Name	Unit	Capacity	Loading	Discharge	Idle	Avg Cons Gal/Hour
Click here to add a row							

Remarks:

## Tow

Access to the Tow form requires the [Barging Module](#). Additionally, the Tow Module Right must be selected in [Security](#).

- In the Data Center, under Vessels, click **Tow**.
- On the Vessel List, click , and then click **Tow**.

The screenshot shows the 'Tow' application window with the following data:

**Tow Code:** A0034  
**Type Code:** B  
**Daily Cost:** 1,000.00  
**Fleet:**  
**Company:**  
**Ownership:** OV  
**Laden Speed:** 13.00  
**Ballast Speed:** 14.00  
 Inactive Tow

**Tow Name:** TOW 1  
**Tow Owner:** OWNER  
**Vessel Type:** POSTPANAMAX  
**Trade Area:**  
**Reference No.:**  
**Vetted Date:** / /  
**Time Zone:**  
**Alerts:**

**Voyage Overlap Cost Allocation**

Period Start(LT)	Period End(LT)	Days	Original Voy	Cost %	Interrupt Voy	Cost %
Click here to add a row						

**Bunker Information**

Type	Unit	Capacity	Loading	Discharge	Hotel	Heat	Clean
IFO	MT	0.00	10.00	10.00	0.00	0.00	0.00
Click here to add a row							

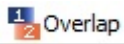
**Speed Consumption**

Speed	B/L	IFO
13.00	B	32.00
13.00	L	30.00
14.00	B	34.00
14.00	L	32.00

- Specify at least a **Tow Code**, **Type Code**, and **Tow Name**. Complete any other relevant fields.

### *Voyage Overlap Cost Allocation*

Voyage Cost Allocation is applicable when a Tow is participating in overlapping voyages.

To access the Tow from the voyage and allocate overlap costs, click  on the **Voyage Manager** toolbar.

- All voyages that overlap with the current one appear in the Voyage Overlap Cost Allocation grid.
- In this grid, you can specify the percentage allocation of costs (hire and bunkers) between two overlapping voyages.
- The percentages entered here are reflected in the **P&L calculation**. The default cost percentage is 50%.

## Interface Message List

The Interface Message List provides a central viewing point to see incoming and outgoing IMOS file traffic. The most common messages are invoices or financial transactions to an external accounting system. You can view incoming and outgoing interface messages and resend them if needed.

In the Data Center Quick Links list, click **Interface Message List**.

Action	In/Out	Sequence No.	Type	Date	GMT +/-	Status	Return Code	Return Code Description	Reference No.
<a href="#">View</a>	Out		Operations	3/29/2012 14:03	-04:00	Pending			
<a href="#">View</a>	Out		Operations	3/29/2012 14:01	-04:00	Pending			
<a href="#">View</a>	Out		Operations	3/29/2012 14:01	-04:00	Pending			
<a href="#">View</a>	Out		Operations	3/29/2012 13:28	-04:00	Pending			
<a href="#">View</a>	Out		Operations	3/29/2012 13:24	-04:00	Pending			
<a href="#">View</a>	Out		Operations	3/28/2012 09:47	-04:00	Pending			
<a href="#">View</a>	Out		Operations	3/27/2012 18:15	-04:00	Pending			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			
<a href="#">View</a>	In		Baltic Data	3/27/2012 13:30	-04:00	Successful			

**Note:** If a message type is set up but has no actions associated with it, the Status is marked as Successful even though it wasn't sent. A message has to explicitly fail for it to be marked as Failed.

For more information on lists, see [Lists](#) and the [Lists tutorial](#).

## Audit Trail

### Audit Trail Tutorial

You can view this information in the [Audit Trail tutorial](#). You can access the tutorials from the [IMOS7 Tutorials](#) page or the **IMOS Welcome tab** (from the IMOS menu).

### About the Audit Trail

The Audit Trail is a history of the actions related to every transaction in IMOS. Creating or saving a form is a transaction, and each transaction has an Audit ID. Inserting, updating, or deleting a value in a field on that form is a separate action in that transaction, and each action appears on a separate line.

To view the Audit Trail, do one of the following:

- In the Data Center Quick Links list, click **Audit Trail**.
- On the IMOS menu, point to **Lists**, and then click **Audit Trail**.

Refresh Report Import/Export Display Options

Audit Trail (Dates: 3/5/2012 To 3/11/2012) Dates: [This Week] User: (All) Vessel: (All) Transaction Type: (All)

View: [Default View] [View Modified: Save Changes Save As Revert]

Audit ID	Transaction Type	Action	Field	Table	Old Value	New Value	Changed On(GMT)	Changed By	Machine Used
193626	Voyage Itinerary Berth	Insert	vsl_code	vschbth		0014	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	voy_no_int	vschbth	0	3	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	seq_no_int	vschbth	0	800	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	berth_seq_no	vschbth	0	1	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	port_no	vschbth	0	21640	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	berth	vschbth		QUAY	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	salinity	vschbth	0.000000	1.025000	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	entryDate	vschbth		2012-03-07T23:19:45	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	lastuserid	vschbth		admin	3/7/2012 23:19	username	machine
193626	Voyage Itinerary Berth	Insert	draftBasis	vschbth		m.ss	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	_sqlid	vschbth	0	7920	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	vsl_code	vschbth		0014	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	voy_no_int	vschbth	0	3	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	seq_no_int	vschbth	0	700	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	berth_seq_no	vschbth	0	1	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	port_no	vschbth	0	23208	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	berth	vschbth		QUAY	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	salinity	vschbth	0.000000	1.025000	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	entryDate	vschbth		2012-03-07T23:19:45	3/7/2012 23:19	username	machine
193627	Voyage Itinerary Berth	Insert	lastuserid	vschbth		admin	3/7/2012 23:19	username	machine

For more information on lists, see [Lists](#) and the [Lists tutorial](#).

## Configuration Flag List

To manage IMOS configuration flags, in the Data Center Quick Links list, click **Configuration Flags**.

Custom Flag Refresh Report Import/Export Display Options

Configuration Flag List

View: [Default View] [View Modified: Save Changes Save As Revert]

Action	Flag	Value	Default Value	Description	Tags	Last Modified On	Last Modified By
<a href="#">Edit</a>	CFGEnableVoyOrderDate	N	N	When enabled, voyage order date control bec	Operations		
<a href="#">Edit</a>	CFGEnableVoyTypeCheckboxes	N	N	Enables a series of check boxes on the Voyag.	Chartering, Operations		
<a href="#">Edit</a>	CFGEnableWorldscaleClassic	N	N	When enabled, only the first load and first dis	Chartering		
<a href="#">Edit</a>	CFGEnableWorldscaleDifferentials	N	N	Automatically calculate Worldscale Differential	Chartering, Operations		
<a href="#">Edit</a>	CFGEnableXdiffToVoy	Y	N	Enable posting of payment exchange differen	Financials	11/16/2011 15:22	import
<a href="#">Edit</a>	CFGEnhancedPortExpSearch	N	N	Port Expense History screen will show additio	Chartering		
<a href="#">Edit</a>	CFGEstimateCargoDefaultBroker			Voyage Estimator: Sets a default broker for cc	Chartering		
<a href="#">Edit</a>	CFGEstimateCargoDefaultCommission	0.0	0.0	Voyage Estimator: Sets a default brokerage cc	Chartering		
<a href="#">Edit</a>	CFGExcludeDemurrageAllocationCommissionDefault	N	N	When enabled, Exclude Commission checkbox	Demurrage		
<a href="#">Edit</a>	CFGExcludeNonOprTransFromPNL	N	N	When set to Y, excludes any journals or trans	Operations		
<a href="#">Edit</a>	CFGExcludePortExpRebForTco	N	N	When enabled (for TCTO voyages), Port Expe	Operations		
<a href="#">Edit</a>	CFGExcludeReletTCFromPNLReport	N	N	If enabled, IMOS will display TCC, TCE, Total	Operations, Financials		
<a href="#">Edit</a>	CFGExcludeReletVoyDaysFromPNLReport	N	N	If enabled, IMOS excludes Total and Net voya	Operations, Financials		
<a href="#">Edit</a>	CFGExcludeTcConsFromBunkerCalcs	Y	N	When enabled, the operations bunker calculat	Operations	11/16/2011 15:22	import
<a href="#">Edit</a>	CFGExcXdiffFromPortExp	N	N	If enabled, displays the port expenses at the f	Operations		
<a href="#">Edit</a>	CFGExpandVoyageManagerRowsets	Y	N	When enabled, in the Voyage Manager, the Ci	Operations	11/16/2011 15:22	import
<a href="#">Edit</a>	CFGExtendedPaymentBatchExport	N	N	Determines whether to export additional filed	Messaging		
<a href="#">Edit</a>	CFGExtralowSulfurHours	0.0	0.0	Used to account for the need to burn L5 fuel f	Operations		
<a href="#">Edit</a>	CFGExtralowSulfurSpeed	14.0	14.0	Specifies the speed used for the calculation of	Operations		
<a href="#">Edit</a>	CFGFailNrpptWithInvalidTime	N	N	Autonoon fails noon reports with invalid time i	Messaging		

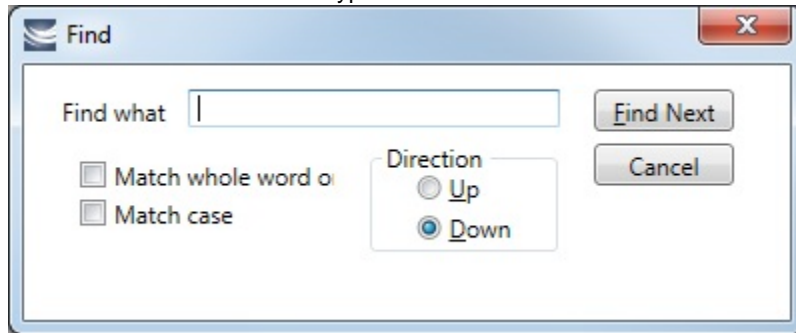
Even if a flag was not explicitly set in the past, it appears with its Default Value, if applicable.

### Finding a Flag

To find the full or partial name of a configuration flag or a word or phrase in a description:



1. Click a line in the list and then type **Ctrl + F**.

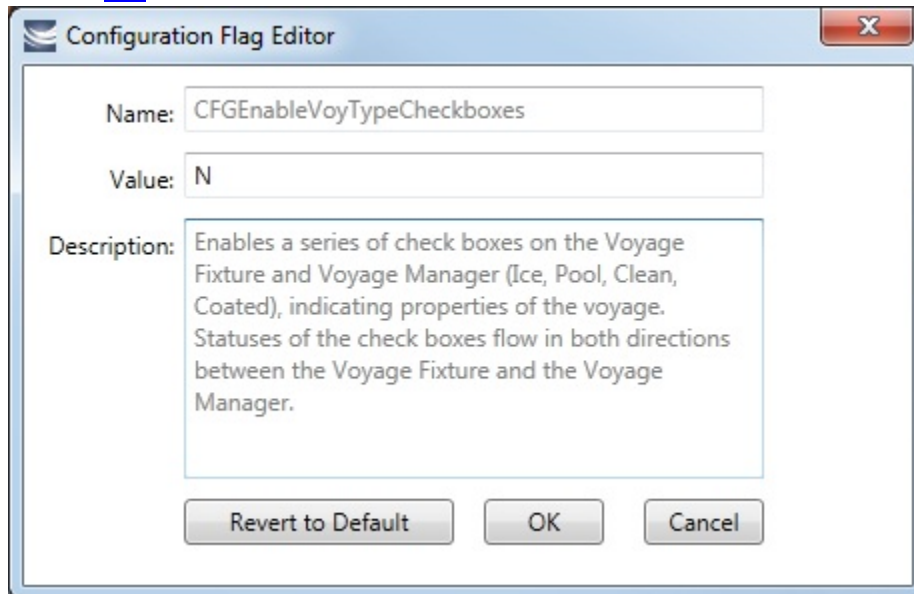


2. Type the search term and select other options.
3. Click **Find Next**.

## Editing a Flag

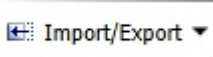
To change a flag's value:

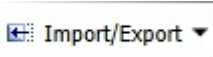
1. Click the [Edit](#) link in its row.



2. In the Configuration Flag Editor, replace the **Value** and then click **OK**. The Value of a String-type flag can be cleared.

## Importing/Exporting Flags

To export configuration flags, click  and then click **Export Configuration Flags**. This will generate an XML file that can be sent for importing.

To import configuration flags, click  and then click **Import Configuration Flags**. Select the XML file to import.

**Note:** If you select Export Data to CSV or Export Data to XML, the format is not suitable for importing into another IMOS environment.

## Messaging Service Configuration

The Messaging Service is available by license, and the documentation is available in PDF form to clients who have purchased the license. For information, please contact your account manager.

## Term Lists

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Begin setting up IMOS by setting up Term Lists, because the terms are the values used in the fields on the other forms. When a field has a selection list, those values come from either these term lists or the master data records from the Quick Links list (Contacts, Cargo Names, Ports, and Vessels).

Terms are grouped into categories on the right side of the Data Center. Your configuration might not include all these terms.

This section lists the Term Lists, shows a typical term list, and describes some in detail:

- Typical Term List
- Charter Party Terms
  - Equipment Hire Rate Differentials
  - Extra Freight Terms
  - Rate Tables
    - Bunker Surcharge Rate Table
    - Demurrage Rate Table
    - Laytime Hours Rate Table
    - Freight Rate Table
    - Freight Matrix Rate Table
- Delays & Weather Terms
  - Delay Reasons
  - Delay Types
- Currencies Terms
- Ports and Areas Terms
  - Fuel Zones
  - Port Activities Terms
  - Port Functions
  - Compliance with January 2015 SOx Regulations for Low Sulfur Fuel Consumption in ECA Zones
- Vessels Terms
  - Barge Fuel Consumption Setup
  - Boat Fuel Consumption Ratios Setup
  - Vessel Types
  - Fuel-Lube Types
- Other Terms
  - File Management
  - Holiday Calendar
  - Note Categories
  - Operations Ledger
  - Task Categories
  - Task Groups
  - User Defined Fields
  - Voyage Contact Roles
  - Voyage Template
  - Voyage Template Rules

### Typical Term List

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Many term 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	

Adding a Term

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.

Sorting

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.
- **Equipment Hire Rate Differentials** are used to adjust Hire Rates during an Equipment Contract. For more information, see [Equipment Hire Rate Differentials](#).
- **Extra Freight Terms** represent cargo-related extra revenues/expenses to be included in the Freight Invoice. You can add Extra Freight Terms to the COA, Cargo, and CP Terms Details forms. For more information, see [Extra Freight Terms](#).
- **Laytime to Commence** terms are used on the CP Terms for Port form.
- **Laytime Terms** describe when ports are open for loading and discharging. They are used on the COA, Cargo, Voyage Fixture, Itinerary Details (from Estimate and Voyage Fixture), CP Terms for Port, and Laytime Calculation forms. To enter details about hours, right-click a Laytime Term, and then click **Sub Terms Information**.
- **Laytime Types** terms are used on the CP Terms for Port form.
- **Loading Costs** terms are used to track details for internal purposes.
- **NOR to Tender** terms are used on the CP Terms for Port form.
- **Other Loading Terms** are used when the Liner Terms option is turned on for cargo. This is linked into the CP Terms.
- **Payment Terms** are used on the Transaction Data Entry form and all invoices.
- **Rate Tables** are used on the COA and Cargo forms. For more information, see [Rate Tables](#).

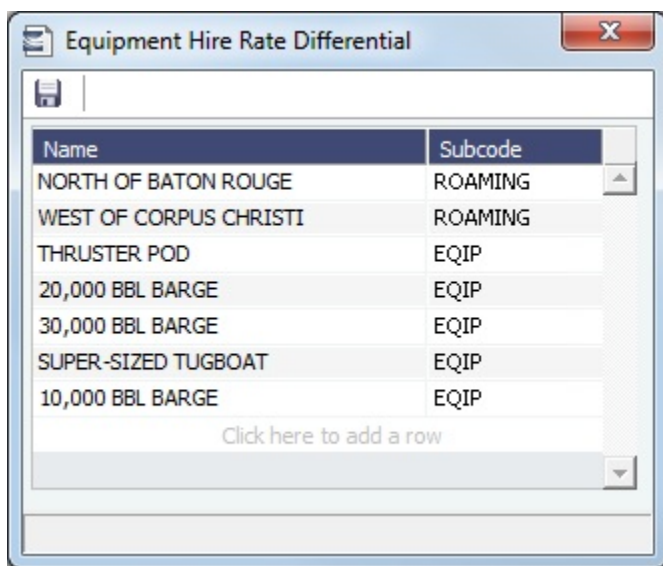
- **Shifting Terms** are used on the CP Terms for Port form.
- **Standard Paragraphs** are used on all invoices. A standard paragraph is text that flows through the forms; it might be a clause related to terms or a force majeure clause.
- **Time to Tender** terms are used on the CP Terms for Port form.
- **Time Used** terms are used on the CP Terms for Port form.
- **Weather Working Days** terms are used on the CP Terms for Port form.

## Equipment Hire Rate Differentials

You can use Equipment Hire Rate Differentials to adjust Hire Rates during an [Equipment Contract](#).

- Some Rate Differentials apply to the characteristics of an individual piece of equipment. For example, if a boat swapped into the Tow has a higher-horsepower engine than the one originally under the contract, a premium might be charged for this boat. This would be handled via a rate differential attached to the boat when it is added to the voyage.
- Another type of Rate Differential could include additional daily charges for traveling west of Corpus Christi or east of New Orleans. This would be handled on the [Activity Log - Barging](#), since these are typically included in the traffic reports provided by the owners.

To set up Rate Differentials, in the Data Center, under Charter Party Terms, click **Equipment Hire Rate Differentials**.



The names of the Rate Differentials and their user-defined bill codes appear.

- The Subcode must match a code in the [Operations Ledger](#).
- The Subcode is used in Equipment Contracts when you make Hire Payments or when you issue a bill to a charterer.

## Extra Freight Terms

The Extra Freight Terms represent cargo-related extra revenues/expenses to be included in the Freight Invoice. These terms can be applied to a particular cargo and are calculated based on a lumpsum, a percentage, or a rate. You can add Extra Freight Terms to the Cargo form, the COA form, and the CP Terms Details form.

Code	Description	Commissionable	Taxable	Partial	Outturn	Bill Code	Type	Inactive
0L	Non Commissionable Lump	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
0P	Non Commissionable %	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
0R	Non Commissionable Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
14	My XFRT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GENREV	Percent	<input type="checkbox"/>
15	Non Partial Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
16	Non Partial/Comm Lumpsum	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
1L	Commissionable Lump	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
1P	Commissionable %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
1R	Commissionable Rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
2L	Extra Lumpsum 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
2P	Extra Percentage 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
2R	Extra Rate 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
3L	Extra Lumpsum 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
3P	Extra Percentage 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
3R	Extra Rate 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
4L	Extra Lumpsum 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
4P	Extra Percentage 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
4R	Extra Rate 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
55	Bonus Freight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5L	Extra Lumpsum 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
5P	Extra Percentage 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>
5R	Extra Rate 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Rate	<input type="checkbox"/>
6L	Extra Lumpsum 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Lumpsum	<input type="checkbox"/>
6P	Extra Percentage 6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Percent	<input type="checkbox"/>

The second letter of the Extra Freight Term represents the Type:

- L= Lumpsum
- P = Percentage
- R = Rate

Extra Freight Terms include the following:

- **0L** through **9L**, **0P** through **9P**, and **0R** through **9R**: Ten user-defined sets of Extra Lumpsum, Extra Percentage, and Extra Rate terms
- **BL**, **BP**, and **BR**: Bunker Surcharge Lumpsum, Bunker Surcharge Percentage, and Bunker Surcharge Rate, per metric ton; a way for a vessel owner to cover an increase in bunker prices between the time the voyage is created and the time it takes place
- **D1**, **D2**, and **D3**: Extra Discharge Rates
- **DL**, **DP**, and **DR**: Deadfreight Lumpsum, Deadfreight Percentage of World Scale Level, and Deadfreight Rate; for cargo loaded below the specified amount
- **EF**: Extra Freight Lumpsum
- **L1**, **L2**, and **L3**: Extra Loading Rate
- **OL**, **OP**, and **OR**: Overage Lumpsum, Overage Percentage of World Scale Level, and Overage Rate; for additional cargo or overage
- **PD** and **RD**: Port Differential and River Differential Lumpsums
- **S1**, **S2**, and **S3**: Extra Loading Lumpsums
- **T1**, **T2**, and **T3**: Extra Discharge Lumpsums
- **TR**: Trucking Costs per metric ton
- **XD**: Lightering Overtime Rate
- **XO**: OPA Percent

Inactive Extra Freight Terms do not appear as a selection to add to a Cargo.

## Rate Tables

The Rate Tables have different table types:


- **Bunker Surcharge**: To base a bunker surcharge on a bunker fuel price index; for more information and an example, see [Bunker Surcharge Rate Table](#).
- **Demurrage Rate**: To base demurrage rates on the deadweight of the vessel; for more information and an example, see [Demurrage Rate Table](#).
- **Laytime Hours**: To base laytime hours on the cargo quantity; for more information and an example, see [Laytime Hours Rate Table](#).

- **Freight Rate:** To base freight rates on the quantity loaded; for more information and an example, see [Freight Rate Table](#).
- **Freight Matrix:** To base freight rates on the load and discharge ports; for more information and an example, see [Freight Matrix Rate Table](#).

The table headings have different meanings for each type.

#### *Creating a New Standard Rate Table*

1. In the Data Center, under Charter Party terms, click **Rate Tables**.

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.)

#### Bunker Surcharge Rate Table

On the Pricing Tab of a [Cargo COA](#), [VC In COA](#), [Cargo](#), or [VC In](#), to use a Bunker Surcharge Rate Table to base a bunker surcharge on a [bunker fuel price index](#), in the **Bunker Surcharge** field, select **Scale Table** and select the table in the **Table** field below. Click the **Edit Table** button to open the Rate Table form.

Rate Table

Table ID: BUNKER SURCHARGE  
 Table Type: Bunker Surcharge      BFPI: BUNKER FUEL PR  
 Table Desc: Bunker Surcharge Table 1

Rate	Rate Unit	Qty	Qty Unit
-10.000	PRC	400.000	USD
-6.000	PRC	420.000	USD
-4.000	PRC	440.000	USD
0.000	PRC	460.000	USD
4.000	PRC	480.000	USD
6.000	PRC	500.000	USD
10.000	PRC	520.000	USD

Click here to add a row

Demurrage Rate Table

On the Pricing Tab of a **Cargo COA**, **VC In COA**, **Cargo**, or **VC In**, to use a Demurrage Rate Table to determine the demurrage rates based on the deadweight of the vessel (the bigger the vessel, the higher the cost), in the **Dem Scale Table** field, select the table. Click the **Edit Table** button to open the Rate Table form. When a Demurrage Rate table is in use, the Load/Disch Dem /Des fields and the Hourly check box are not considered. IMOS uses the Demurrage Rate that corresponds to the first Qty greater than the actual Operations quantity.

Rate Table

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

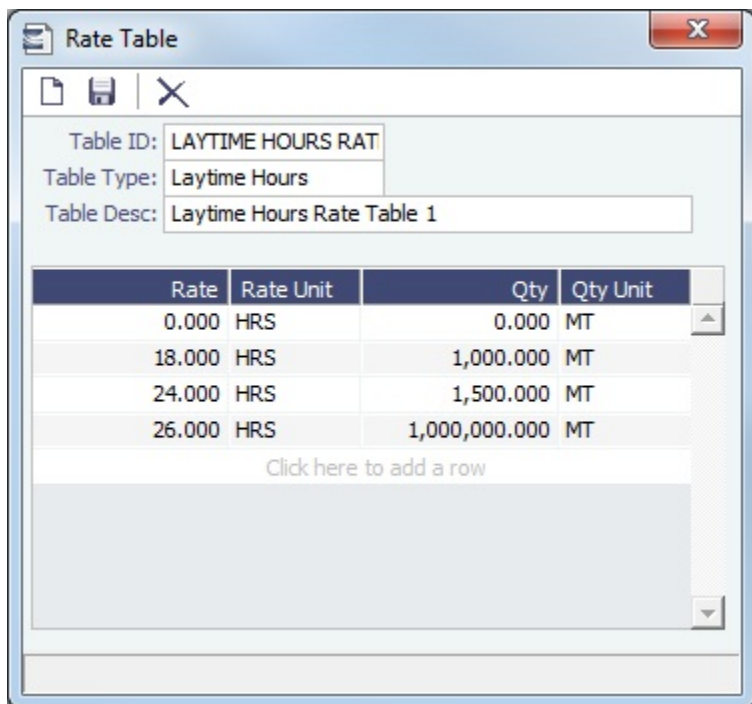
Rate	Rate Unit	Qty	Qty Unit
10,000.000	USD	10,000.000	MT
20,000.000	USD	15,000.000	MT
30,000.000	USD	30,000.000	MT

Click here to add a row

- **Rate:** Demurrage Rate.
- **Rate Unit:** Unit of measure for the rate.
- **Qty:** Deadweight.
- **Qty Unit:** Deadweight unit (MT).

### Laytime Hours Rate Table

On the Pricing Tab of a **Cargo COA**, **VC In COA**, **Cargo**, or **VC In**, to use a Laytime Hours Rate Table to determine the laytime hours based on cargo BL quantity, in the **Laytime Scale Table** field, select the table. 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.



- **Rate:** Load/Discharge Rate.
- **Rate Unit:** For example, PD (Per Day), PH (Per Hour), D (Day), or H (Hour).
- **Qty:** Operations quantity.
- **Qty Unit:** The Cargo unit is the default.

### Freight Rate Table

On the Pricing Tab of a **Cargo COA**, **VC In COA**, **Cargo**, or **VC In**, to base Freight Rates on the quantity loaded, use a **Freight Rate Table** and enter the Rate or Lumpsum for each Quantity.



Table ID: FREIGHT RATE 1      Calculation: Next Higher  
 Table Type: Freight Rate      Curr: USD  
 Table Desc: Freight Rate Table 1

Qty	Unit	Rate	Lumpsum
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

The Calculation selection determines how the previously implemented COA tables will interpret the freight amount for a voyage.

#### Freight Matrix Rate Table

On the Pricing Tab of a **Cargo COA**, **VC In COA**, **Cargo**, or **VC In**, to base Freight Rates on specific load and discharge ports, if you have different options for ports, use a **Freight Matrix 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

## 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. For more information, see [Delay Reasons](#).
- **Delay Types** terms are used on the [Delay Information](#) form as **Activities**. For more information, see [Delay Types](#).
- **Sea Force States** are an internationally accepted measure of the character of waves from the World Meteorological Organization; its terms are used on the [Extra Information for Report](#) form.
- **Sea Swells** are an internationally accepted measure of the character of the sea swell from the World Meteorological Organization; its terms are used on the [Extra Information for Report](#) form.

## Delay Reasons

Delay Reasons terms are used on the [Delay Information](#) form. Each Delay Reason has a [Delay Type](#).

The following are the default Delay Reasons:

The screenshot shows a software window titled "Delay Reasons" with a "Report" button. It contains a table with the following data:

No.	Reason	Parent Reason	Delay Type	Property
1	HULL DAMAGE		GENERAL	UNPLANNED OFFHIRE
2	CLEANING		GENERAL	UNPLANNED OFFHIRE
3	DRY DOCK		GENERAL	UNPLANNED OFFHIRE
4	TECHNICAL PROBLEMS		GENERAL	UNPLANNED OFFHIRE
5	NO FREIGHT RECEIVED		GENERAL	UNPLANNED OFFHIRE
6	ENGINE PROBLEMS		GENERAL	UNPLANNED OFFHIRE
7	FIRE		GENERAL	UNPLANNED OFFHIRE
8	DISTRESS CALL		GENERAL	UNPLANNED OFFHIRE
9	MEDICAL		GENERAL	UNPLANNED OFFHIRE
10	REPAIRS		GENERAL	UNPLANNED OFFHIRE
11	OFF HIRE		GENERAL	UNPLANNED OFFHIRE

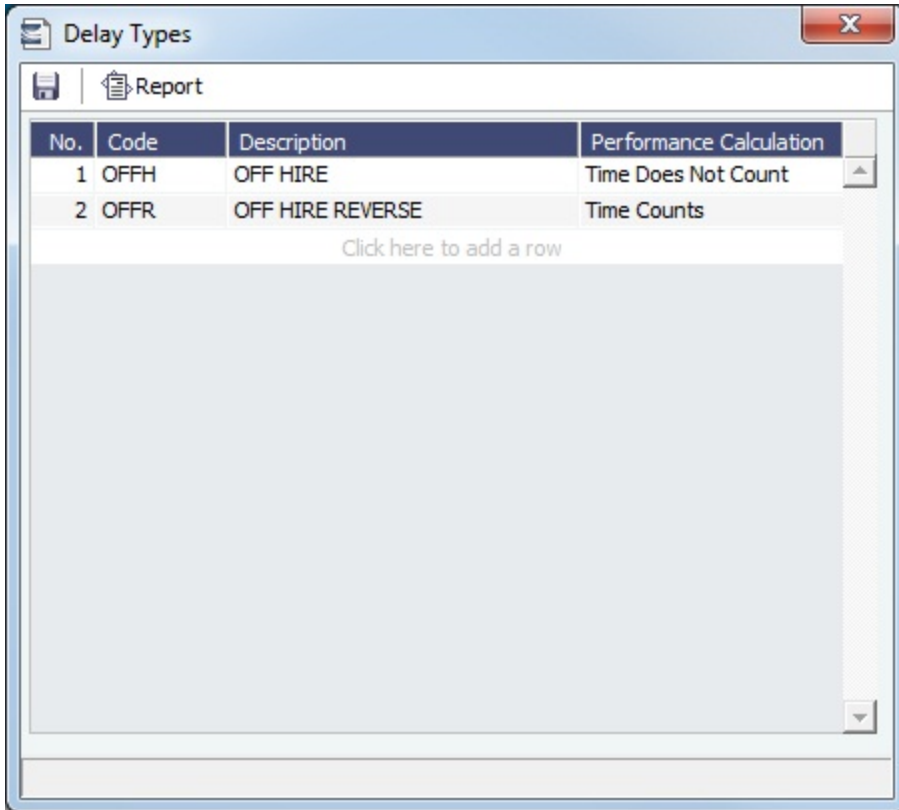
Below the table, there is a text prompt: "Click here to add a row".

## Delay Types

Delay Types terms are used on the [Delay Information](#) form as **Activities**.

You can define other Delay Types to add more granularity in reporting, and select them on the [Delay Reasons](#) form.

For Activities **Off Hire** and **Off Hire Reverse**, these specific words are required.



## Currencies Terms

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Term lists that already include standard terms are underlined below.

- **Currency Types** include the currencies that can be selected in IMOS transactions; they are used throughout IMOS.
- **Exchange Rates** include the currency conversion, or exchange, rates used in IMOS financial transactions; they are used throughout IMOS. Exchange Rates have an effective date and should be updated frequently. The default base currency used is the US dollar (USD).

**Note:** Exchange rates can be linked to an automatic data feed. For information, contact your Veson account manager.

## Ports and Areas Terms

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Term lists that already include standard terms are underlined below.

- **Distances Editor**: To manually override the IMOS distances for all users.
- **Fuel Zones**: To calculate different estimated/projected LS consumption per Fuel ECA Zone. For more information, see [Fuel Zones](#).
- **Port Activities** terms are used on the [Port Activities](#) form. For more information, see [Port Activities Terms](#).
- **Port Areas** terms are used on the [Port](#) form.
- **Port Functions** terms are used on the Cargo and COA and displayed on forms with Itineraries. For more information, see [Port Functions](#).
- **Trade Areas** terms include the trade areas or voyage regions of your company and are used on several forms. Trade Areas can be used as a means of grouping voyages, trades, and contracts to analyze risk, total P&L, or exposure. They are also useful for balancing paper trading against physical positions.

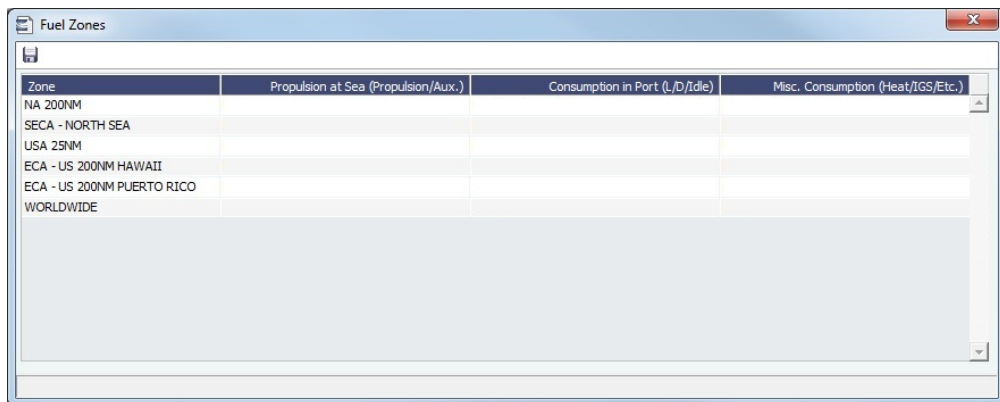
For [Trading](#), each Trade Area must have a default Route defined. Trade Areas are used in contracts to determine the basis for the rate.

The Turnover Ratio represents the number of voyages typically completed in 30 days. A Turnover Ratio of 1 = a voyage length of 30 days; 0.5 = a voyage length of 60 days.

## Fuel Zones

This form is used to specify estimated/projected low sulfur consumption for different ECA Fuel Zones. For each Zone, specify the low sulfur Fuel/Lube Types (marked L in the G column) to be consumed in each of the categories:

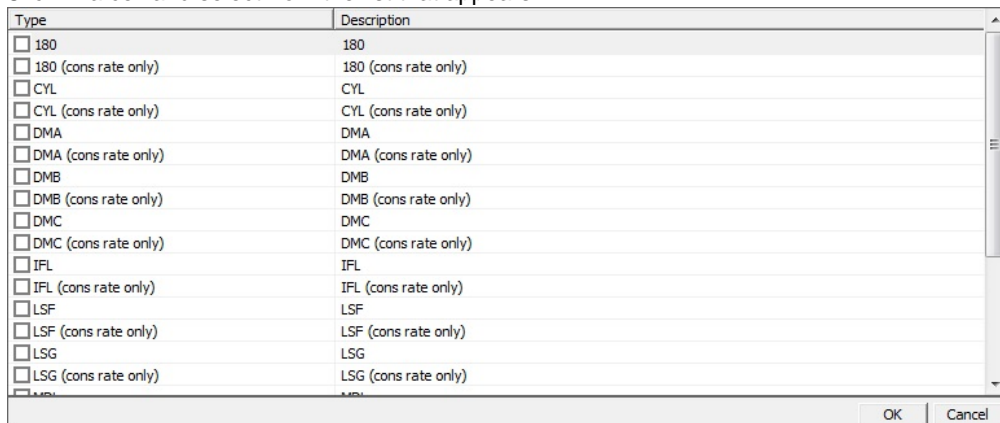
- Propulsion at Sea (Propulsion/Aux.)
- Consumption in Port (L/D/Idle)
- Misc. Consumption (Heat/IGS/Etc.)



All the **ECA Fuel Zones** are available:

- 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.

Click in a cell and select from the list that appears:



In some ECA Zones, one Fuel Type must be consumed at its own consumption rate plus the consumption rate of another Fuel Type. To consume the first Fuel Type at the rate of both added together, select one Fuel Type plus one **consumption rate only** Fuel Type.

After this form is configured, all new itinerary calculations (Voyage Estimate, Voyage Fixture, and Voyage Manager) use the settings in it.

- When a route between two ports crosses more than one Fuel Zone, a Passing Point is added to the itinerary to indicate the entry to the next Fuel Zone.
- If multiple Fuel Types are defined for a given Fuel Zone, and the vessel is carrying those Fuel Types, they will be burned simultaneously.
- If a Fuel Zone and a consumption type are set with Fuel/Lube Types, the relevant ports/sea legs will only use those Fuel Types. If not, all the available LS Fuel Types defined on the Vessel form will be used for those ports/sea legs.
- IMOS knows what Fuel Zone a port falls under based on the port's Latitude/Longitude.
  - To manually add a port as a low sulfur port, select the **Low Sulfur ECA** check box for that port on the Port form.

*Voyage Fuel Zones Example*

For this example, the following Fuel Zones are configured:

Zone	Propulsion at Sea (Propulsion/Aux.)	Consumption in Port (L/D/Idle)	Misc. Consumption (Heat/IGS/Etc.)
NA 200NM	LSF	MDO	MDO
SECA - NORTH SEA	LSG	MGO	MGO
USA 25NM	LSG	MGO	MGO
ECA - US 200NM HAWAII	LSF	MDO	MDO
ECA - US 200NM PUERTO RICO	LSF	MDO	MDO
WORLDWIDE		MDO	MDO

Example Vessel Form

The following vessel is used:

TEST - IMOS Vessel

Vessel Code: TEST Vessel Name: TEST Vessel DWT: 69,000.00 MT

Type Code: B Year Built: 2000 SW Summer Draft: 13.295 M

Ownership: OV Vessel Type: PANAMAX TPC: 64.40 M

IMO Number: 123456 Vessel Fleet: Capacity (Bale): 0 Ft3

Daily Cost: 0.00 Lavcan: Capacity (Grain): 2,887,750 Ft3

Speed Laden: 14.25 Vessel Owner: Deck Capacity: 0 M3

Speed Ballast: 15.25 Class Society:

Commercial Management Vessel Type Correlation:

Inactive Vessel  Estimate Only Vessel  Vessel Rejected

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

In Port Consumption Table (Per Day)

Type	Unit	G	Grade	Capacity	Margin	Loading	Disch	Idle/On	Idle/Off	Heat	Hea
IFO	MT	H		0.00	0.00	4.50	4.50	3.50	3.50	0.00	
LSF	MT	L		0.00	0.00	4.50	4.50	3.50	3.50	0.00	
MDO	MT	L		0.00	0.00	0.20	0.20	0.20	0.20	0.00	

Speed Consumption Table (Per Day)

Speed	B/L	Engine Load	IFO	LSF	MDO	LSG	Type
14.25	L	0.00	38.00	38.00	0.00	38.00	
15.25	B	0.00	38.00	38.00	0.00	38.00	

Variables and Safety Margins

Constants Sea: 0.00 MT Fresh Water: 0.00 MT Others: 0.00 MT

Constants Lakes: 0.00 MT Total: 0.00 MT

Beaufort: CALM 0

Sea State: CALM (GLASSY) 0

Sea Swell: NO SWELL 0

Company: Reference No.: Alerts:

Based on the defined Fuel Zones, the vessel will consume:

- IFO when outside an ECA zone
- LSF when at sea within the **NA 200NM, ECA - US 200NM Hawaii, ECA - US 50NM PUERTO RICO** zones
- LSG when at sea within the **SECA - NORTH SEA and USA 25NM** zones
- MDO when in port and for Miscellaneous Consumption within the **NA 200NM, ECA - US 200NM Hawaii, and ECA - US 50NM PUERTO RICO** zones and when outside an ECA zone (**WORLDWIDE**)
- MGO when in port and for Miscellaneous Consumption within the **SECA - NORTH SEA and USA 25NM** zones

**Note:** Another fuel type with grade **L** could be added to the Vessel form, but it will **only be consumed if it is also on the Fuel Zones form**

Example Voyage Itinerary

In this example, our voyage loads in Houston and discharges in Rotterdam:

- As the vessel nears Rotterdam, it crosses into the **SECA - NORTH SEA** zone. This passing point is automatically added to the itinerary. The passing point signifies that the vessel is switching to consume LSG, the low sulfur fuel type specified on the Fuel Zones form.

#### SECA/ECA Zone Regulations for EUG

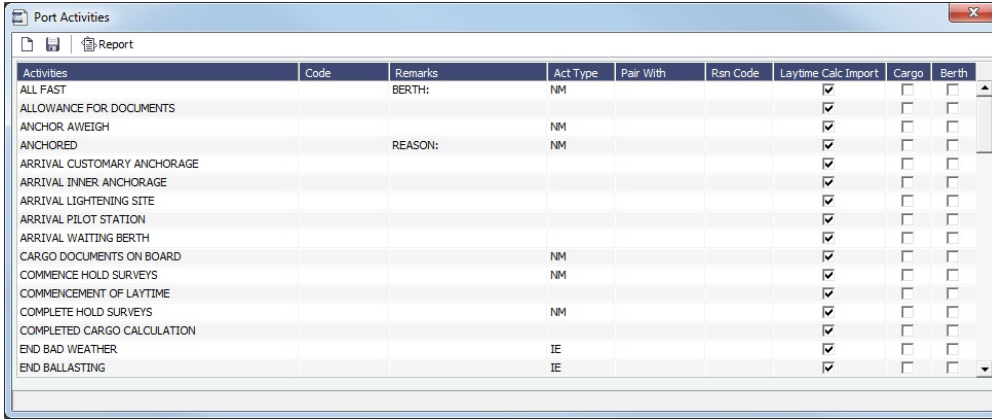
As of January 1, 2015, EUG fuel (known as LSG in IMOS), with less than 0.1% sulfur, must be used for in-port and at-sea consumption in SECA/ECA zones, where LSFO was used previously. To set this up, follow these steps:

- Confirm that you are using IMOS version 7.5 or version 7.6.  
**Note:** IMOS version 7.6 has more complete functionality. For information on upgrading to version 7.6, contact your Veson consultant.
- If a new **Fuel Type**, such as EUG, needs to be added to your environment:
  - In the Data Center, click **Fuel/Lube Types**. Add a row for the Fuel Type, and select **L** (Low Sulfur Grade) in the G column.
  - Add this new fuel to each vessel's **Vessel form Consumption tab**.
- If **Fuel Zones** are not already in use, add them:
  - In the Data Center, click **Fuel Zones** and then click **Yes** to initialize them.
  - For each Fuel Zone, select these Fuel Types:
    - Propulsion at Sea
    - Consumption in Port
    - Misc.Consumption
  - Save the Fuel Zones form.
- To recalculate bunker consumption and cost and apply the new Fuel Types and Fuel Zone restrictions:
  - On each Commenced or Scheduled **voyage** that passes through an ECA zone, open the **Bunkers** form and click **Use Fuel Zones**.
  - On each unfixed **Estimate** that passes through an ECA zone, open the **Bunker Planning** form and click **Use Fuel Zones**.

This change will be applied as soon as it is made. If you have any questions or are looking for a way to potentially update a large number of voyages, contact your Veson consultant.

#### Port Activities Terms

Port Activities terms are used on the [Port Activities](#) form. In the Data Center, under Ports and Areas, click **Port Activities**.



To have a Port Activity imported into a [Laytime Calculation](#), select the check box in the **Laytime Calc Import** column.

Each term can have one of the following **Act (Action) Types**. Only the nine Action Types mentioned in the table below have an effect in the Laytime Calculator. A typical set of Action Types for loading or discharging cargo follows:

- PS (Port Action Starts)
- NR (NOR Tendered)
- OS (Operation Starts)
- OE (Operation Ends)
- PE (Port Action Ends)
  - IS/IE pairs (Interruption Starts/Ends) and DS/DE pairs (Delay Starts/Ends) can be inserted between OS and OE pairs to log interrupts and delays.

Action Type	Laytime Calculator Effect
<b>AA</b> = Anchor Aweigh	None
<b>AD</b> = Anchor Out	None
<b>AF</b> = All Fast	None
<b>BE</b> = Bunkering Ends	None
<b>BS</b> = Bunkering Starts	None
<b>CA</b> = Free Pratique Granted	None
<b>CD</b> = Cargo Documents On Board	None
<b>CI</b> = Tank Inspection Completed	None
<b>DE</b> = Delay Ends	Stop deducting 50% from time used
<b>DS</b> = Delay Starts	Start deducting 50% from time used
<b>HF</b> = Hose Disconnect Completed	None
<b>HN</b> = Hose Connect Completed	None
<b>IE</b> = Interruption Ends	Resume counting time
<b>IS</b> = Interruption Starts	Stop counting time
<b>LL</b> = Last Line	None
<b>NM</b> = Normal Event	None
<b>NR</b> = NOR Tendered	



	Laytime commenced = NOR Tendered + 6 hours or NOR Tendered + Turn Time
<b>OE</b> = Operation Ends	Stop counting time used
<b>OR</b> = Operation Resumes	None
<b>OS</b> = Operation Starts	Start counting time used
<b>PA</b> = Pilot On Board	None
<b>PE</b> = Port Action Ends	Stop counting time used if OE was not already specified
<b>PO</b> = Pilot Off	None
<b>PS</b> = Port Action Starts	For verification purposes only
<b>RE</b> = Rain Ends	None
<b>RS</b> = Rain Starts	None
<b>SE</b> = Shift Ends	None
<b>SS</b> = Shift Starts	None
<b>XE</b> = Dock Ends	None
<b>XS</b> = Dock Starts	None

## Port Functions

Port Functions terms are used on the [Cargo/VC In](#) and [COA](#) and displayed on forms with Itineraries.

### *Port Function Codes*

**Do not change the Port Function Codes.** Editing Port Functions is for advanced users only.

- **C = Commencing:** First port function for all voyages, designating the start sea passage time.
- **D = Discharging:** Requires that a Cargo Handling line exists, as well as B/L Information.
- **F = Fueling:** Even though received bunkers can be tracked on other functions (such as L or D), using this function is beneficial to designate that you are making a call for bunkers only. It also allows you to build in waiting/fueling time.
- **I = Canal Transit:** Used for transit through a canal or cape; you cannot track cargo handled.
- **L = Loading:** Requires that a Cargo Handling line exists, as well as B/L Information.
- **O = Other:** Used as a miscellaneous Port Function and allows you to track time and fuel used at a given location; commonly used for At Sea delays.
- **P = Passing:** Used to define a route that passes through a specific location; you cannot track port activities or bunkers received.
- **R = Repair:** Similar to O, but specifies that repairs are in progress for the ship.
- **T = Terminating:** Optional function that is commonly used to designate a repositioning port.
- **W = Waiting:** Similar to O, but specifies that the ship is being ordered to wait outside of port. Incorporates into waiting and unused time for reports.
- **Y = Delivery (TC only):** Specifies the exact time when a time chartered ship is delivered. Necessary for TC 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 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.

### *Linking a Port Function with a Delay*

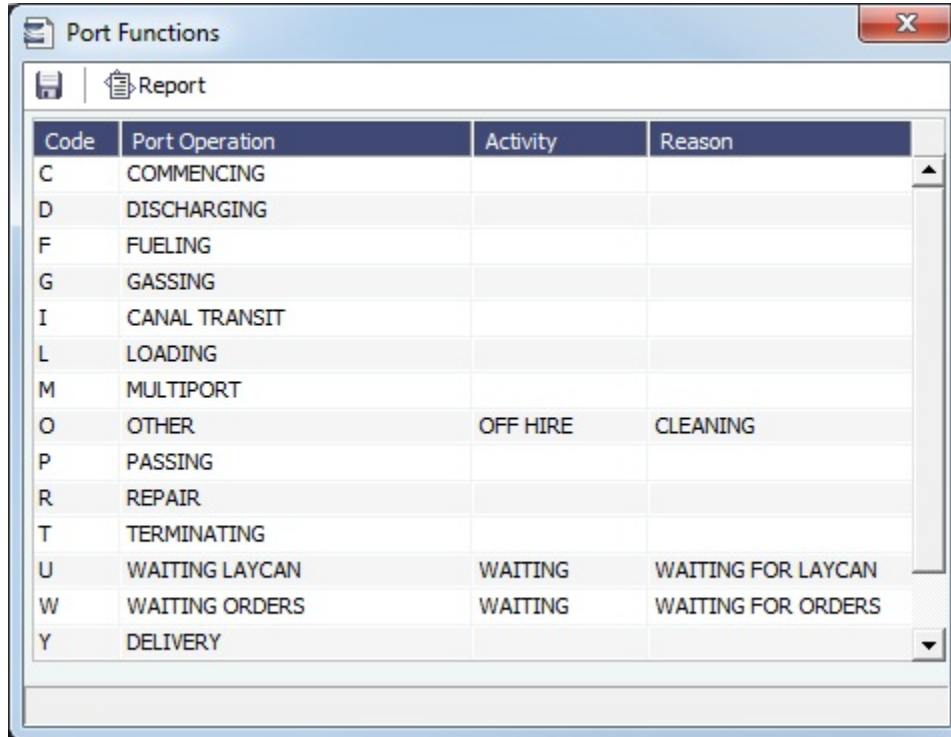
Entering [Delay Type](#) and [Delay Reason](#) values in the **Activity** and **Reason** columns links the Port Function with a Delay. When that Port Function is used in a Voyage Estimate or a voyage, and the Port Days value is not zero, a Delay is created with the linked port dates and time zone; it can only be edited in the Voyage Itinerary.

### *Specifying Port Activities for Port Functions*

You can specify either **default Port Activities** for Port Functions or those for a **Voyage Template**.

To specify Port Activities for a Port Function (either default or for a Voyage Template):

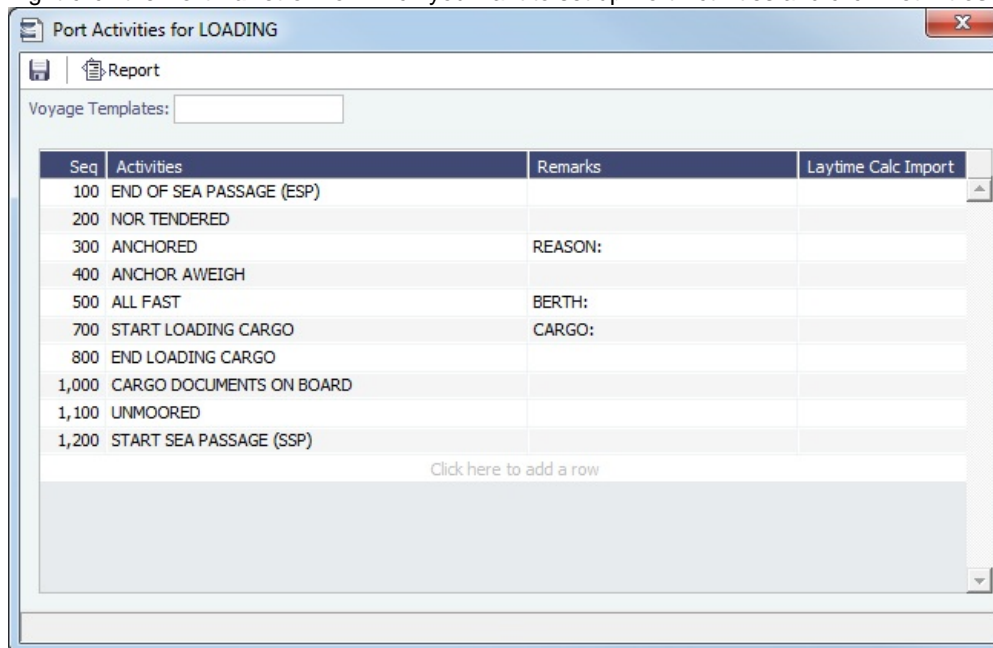
1. In the Data Center, under Ports and Areas, click **Port Functions**.



The screenshot shows a window titled "Port Functions" with a "Report" button. It contains a table with the following data:

Code	Port Operation	Activity	Reason
C	COMMENCING		
D	DISCHARGING		
F	FUELING		
G	GASSING		
I	CANAL 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		

2. Right-click the **Port Function** for which you want to set up Port Activities and click **Activities List**.




The screenshot shows a window titled "Port Activities for LOADING" with a "Report" button and a "Voyage Templates:" field. It contains a table with the following data:

Seq	Activities	Remarks	Laytime Calc Import
100	END OF SEA PASSAGE (ESP)		
200	NOR TENDERED		
300	ANCHORED	REASON:	
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

The **Port Activities for FUNCTION** form displays the default activities for the Port Function.

- **For a Voyage Template only**, select the **Voyage Template** and click  to save the form before proceeding. If you do not save, you will be editing the default Function, rather than your Template.
3. To add or remove Port Activities, right-click a line and click **Insert** or **Delete**. IMOS assigns a Sequence for each Port Activity.
  4. Continue to select and adjust Port Activities for each function.

#### ▼ Related Config Flags

#### CFGEnableCustomVoyType

Differentiate the default list of Port Activities for Port Functions by Voyage Type. Trade Areas can be used as a means of grouping voyages, trades, and contracts to analyze risk, total P&L, or exposure. They are also useful for balancing paper trading against physical positions.

## Compliance with January 2015 SOx Regulations for Low Sulfur Fuel Consumption in ECA Zones

As of January 1, 2015, [new SOx regulations](#) state that vessels traveling through Emission Control Areas are required to use fuel with less than 0.1% sulfur content. To comply with these regulations, the Integrated Maritime Operations System (IMOS) now has the ability to configure bunker consumption rules for LS MGO 0.1% within ECA regions. This is done using [Fuel Zones](#) functionality, which allows you to specify the low sulfur Fuel Types to be consumed in each ECA zone and the consumption rates for those Fuel Types.

The following capabilities are available **in the latest version of IMOS v7.5 and later**:

- Changes have been made to the consumption rate calculation when two Low Sulfur Fuel Types are defined. For example, on a voyage from Houston to Rotterdam via SECA-North Sea, with LSG as the designated Fuel Type, on a vessel that has LSG (at-sea consumption 10 mt/day) and LSF (at-sea consumption 15 mt/day), the at-sea consumption in the North Sea will be LSG at 25 mt/day. Previously, the at-sea consumption would be LSG at 10 mt/day.
- Fields have been added to the Report Designer that allow you to see if a voyage or an Estimate passes through an ECA zone. The fields are **Is LS Voyage** and **Is LS Estimate**.
- A button has been added to the [Bunkers](#) and [Bunker Planning](#) forms for existing voyages and Estimates. The **Use Fuel Zones** button forces a recalculation of the consumption rates.
- **In IMOS v7.6 or later**: If a given Vessel Type or Vessel uses fuel types that are incompatible with the system-wide Fuel Zone configuration, you can create an alternative Fuel Zone configuration for the Vessel or Vessel Type.

### *Adding a New Fuel Type and Editing Fuel Zones*

**Note:** IMOS v7.6 or later is recommended for optimal use of this feature.

1. Look at the Fuel Types in your current environment to determine if a new Fuel Type needs to be added for LS MGO 0.1%. If so, complete the following:
  - a. In the Data Center, under Vessels, click [Fuel/Lube Types](#). Add a row for the LSG Fuel Type, and in the **G** column, select **L** (Low Sulfur Grade).
  - b. Add this new fuel to the [Vessel form Consumption tab](#) for each vessel.
2. If ECA Zone Regulations for LSG are not already in use, add them by enabling Fuel Zones.
  - More information regarding turning on Fuel Zones can be found on the [Fuel Zones](#) page.
3. Fuel Zones will now be in effect for all new voyages and Estimates that are created in IMOS. However, there may be existing voyages or Estimates in which the consumption needs to be recalculated. To determine how many existing voyages or Estimates need to be updated, you can import and run the attached Report Definitions in your system.
  - [Estimates with ECA impact](#)
  - [Voyages with ECA impact](#)

4. To recalculate Bunker Consumption and cost and apply the new Fuel Zones configuration on already existing voyages and Estimates:
  - For each Commenced or Scheduled voyage passing through an ECA Zone, on the **Bunkers** form, click the **Use Fuel Zones** button.

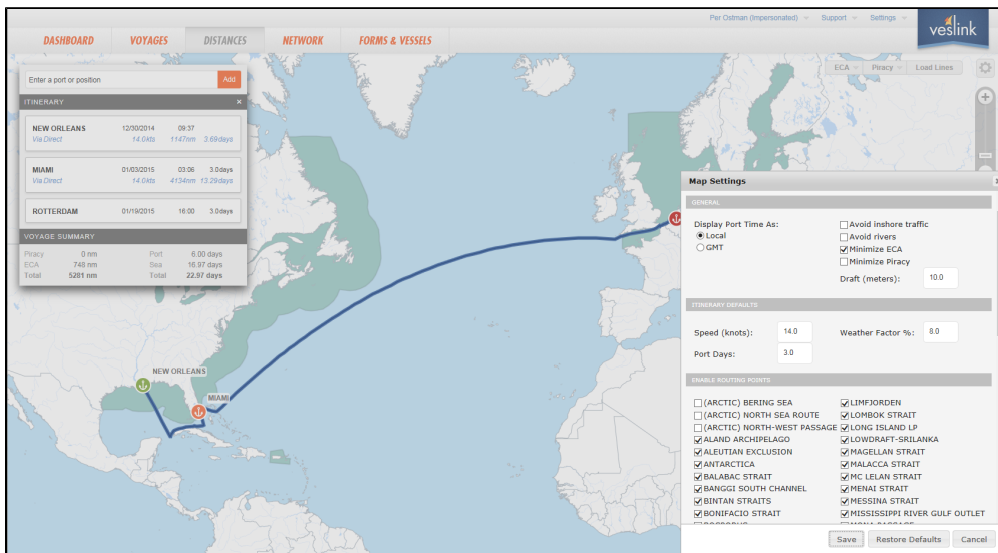
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  - For each unfixed Estimate passing through an ECA Zone, on the **Bunker Planning** form, click the **Use Fuel Zones** button.

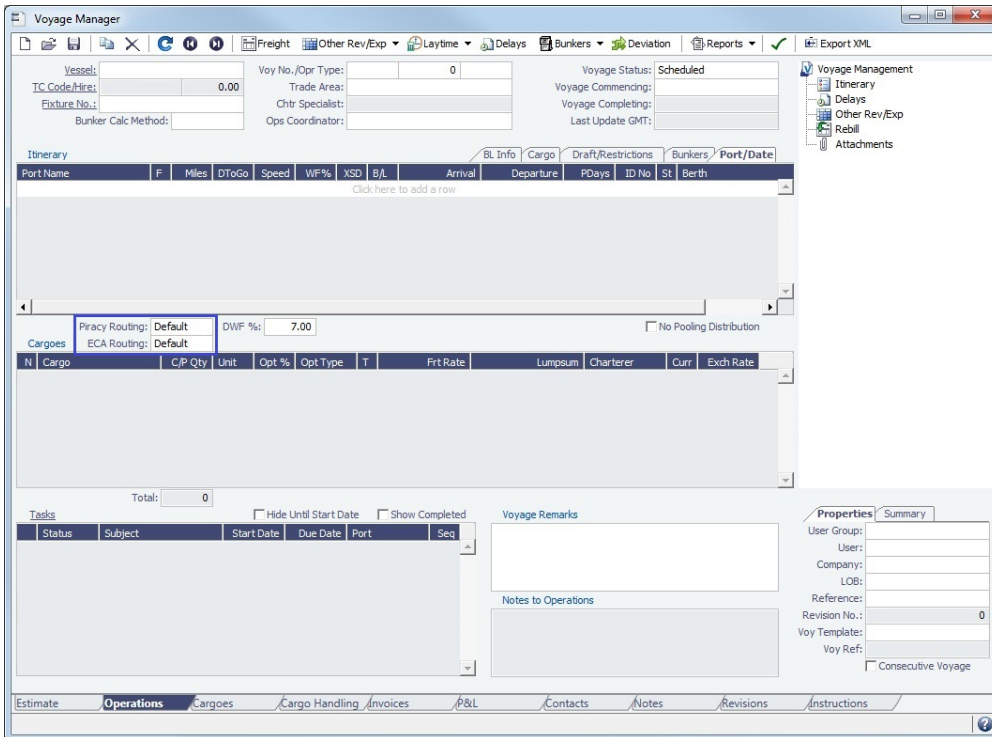
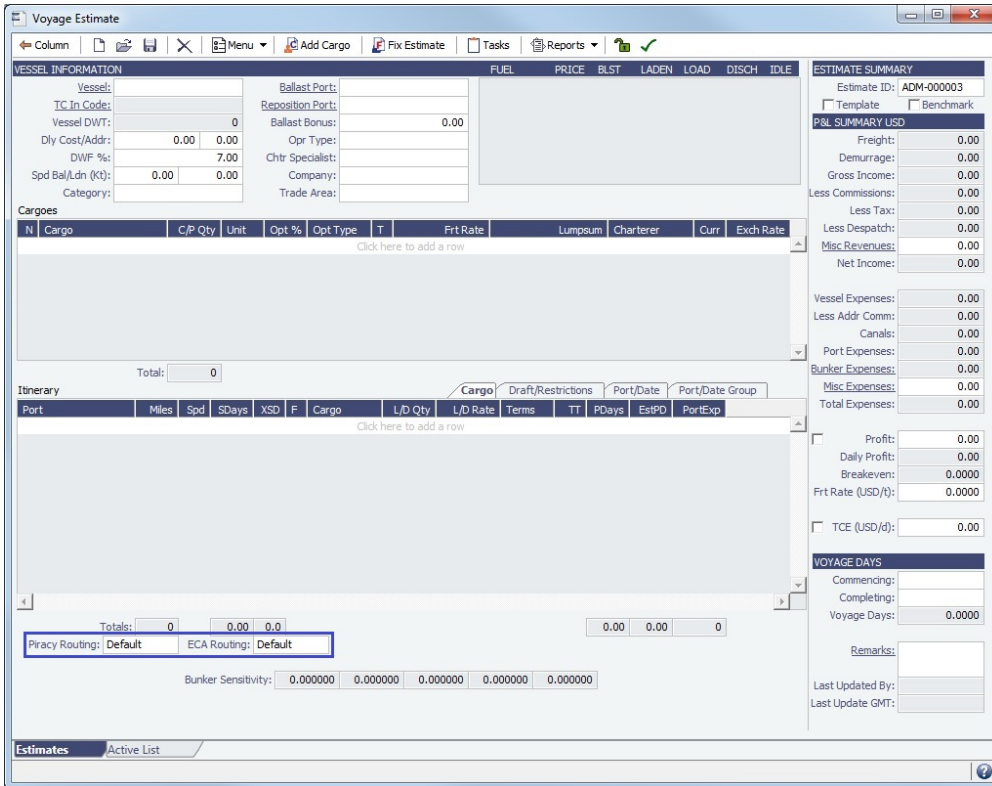
**Note:** If you have any questions or need to update a large number of voyages, contact Veson Nautical Support or your account manager.

#### *Veslink Distances - Minimize ECA*

In **Veslink Distances**, in the Map Settings, there is a new Minimize ECA check box. When selected, routes will be calculated to minimize travel through ECA zones.



In IMOS v7.6 or later: IMOS users also have the ability to avoid ECA and Piracy in the Voyage Estimate and the Voyage Manager.



### Frequently Asked Questions

Can I turn Fuel Zones on/off?

Fuel Zones cannot be turned off once they are in use. They will always apply to new Estimates and voyages that are created in IMOS. At this time, you cannot set effective dates such that Fuel Zones are only in effect if the Commence Date is greater than a certain point in time.

If I make changes to the Fuel Zones form, does it refresh on voyages and Estimates that have already been created?

No, IMOS does not automatically update voyages and Estimates that have already been created in IMOS.

- For Estimates and voyages that were created before Fuel Zones were enabled, click the **Use Fuel Zones** button on the [Bunkers](#) or [Bunker Planning](#) form to update them. After that single click, the button does not appear again, because it does not trigger again every time Fuel Zones and consumption are changed.
- After Fuel Zones are enabled, any change on an Estimate or a voyage that triggers a recalculation of the voyage or Estimate causes a recalculation of the fuel consumption/cost based on the current Fuel Zones setup.
- Changes to Fuel Zones do not automatically refresh existing Estimates and voyages, but changes will be reflected on all Estimates and voyages created after enabling Fuel Zones.

Why is the Use Fuel Zones button not appearing on a specific voyage?

The Use Fuel Zones button only appears on Estimates and voyages that were created before Fuel Zones were enabled, and once clicked will not appear again on that particular Estimate/voyage. Also, the button will not appear on voyages that do not pass through the relevant ECA zones and ports, or voyages that have already been Completed or Closed.

What happens when I click the Use Fuel Zones button?

When you click the Use Fuel Zones button, IMOS refreshes the Bunker Consumption and costs on the Estimate or voyage based on the consumption configuration specified on the Vessel and Fuel Zones forms. The P&L is also recalculated to reflect this change. Voyages with manually entered Distances will be changed to use the automatic calculation.

## Vessels Terms

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Term lists that already include standard terms are underlined below.

- **Barge Fuel Consumption** values describe fuel consumption while discharging based on a range of barrel sizes. For more information, see [Barge Fuel Consumption Setup](#).
- **Boat Fuel Consumption** ratios relate the rates of fuel consumption in the various states (Laden, Ballast, Hotel) to each other. For more information, see [Boat Fuel Consumption Ratios Setup](#).
- **Class Societies** terms list the Class Society codes and are used on the [Vessel](#) form.
- **Fuel/Lube Types** terms list the main fuel, lubricant, and oil types used in the marine industry and are used on the [Vessel](#), [Tow](#), [Boat](#), and [Barge](#) forms and displayed on various forms throughout Chartering and Operations. For more information, see [Fuel-Lube Types](#).
- **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](#), [Tow](#), and [Boat](#) forms.
- **Vessel Types** terms are used on the [Vessel](#), [Tow](#), [Boat](#), [Cargo and VC In COA](#), and [Cargo](#) forms. For more information, see [Vessel Types](#).

## Barge Fuel Consumption Setup

On the Barge Fuel Consumption Setup form you can set fuel consumption rates during discharge for barges of different capacities. Consumption values are set in gallons of fuel per hour, depending on the size of the [barge](#). In other words, barges in size from (**From Calibrated Bbls**) to (**To Calibrated Bbls**) consume (**Discharging**) gallons per hour of (**Fuel Type**).

In the Data Center, under Vessels, click **Barge Fuel Consumption**.

Vessel Type	From Calibrated Bbls	To Calibrated Bbls	Fuel Type	Unit	Discharging
	3,000.00	5,000.00	MDO	Gal/Hr	3.00
	5,001.00	10,000.00	MDO	Gal/Hr	5.00
	10,001.00	15,000.00	MDO	Gal/Hr	8.00

Click here to add a row

- Specifying a **Vessel Type** is optional. You can use this column to add certain types of barges that have the same barrel ranges but have different discharging consumption values.
- The values on this form are used in the calculation of fuel used in the barge for heating.
- This table is used for calculating barge fuel consumption; the fuel consumption table on the **Barge** form is not.

### Boat Fuel Consumption Ratios Setup

On the Boat Fuel Consumption Ratios Setup form, you can specify fuel consumption information for boats of various horsepower ranges and pulling a given number of **barges** in Laden, Ballast, or Hotel (in port) states.

In the Data Center, under Vessels, click **Boat Fuel Consumption**.

Vessel Type	From HP	To HP	No. Barges	Fuel Type	Laden Ratio	Ballast Ratio	Hotel Gal/Day
	0.00	3,000.00	0	MDO	200.00	100.00	0.10
	0.00	3,000.00	1	MDO	200.00	100.00	0.10
	0.00	3,000.00	2	MDO	200.00	100.00	0.10
	0.00	3,000.00	3	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	3	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	2	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	1	MDO	200.00	100.00	0.10
INLAND	0.00	3,000.00	0	MDO	200.00	100.00	0.10

Click here to add a row

- Laden and Ballast fuel consumption values do not refer to gallons per hour or any other specific rate of fuel consumption. Rather, they are expressed in ratios that relate the rates of fuel consumption in the states to each other. [These ratios are used by the Bunker Interpolator to perform its interpolations.](#)
- This table combines in-port and in-transit consumption information into a single table. This is possible because, in inland barging, speed is not a useful factor for predicting fuel consumption.
- This table is used for calculating boat fuel consumption; the fuel consumption table on the **Boat** form is not.

### Vessel Types

**Vessel Types** terms are used on the **Vessel**, **Tow**, **Boat**, **COA**, and **Cargo** forms.

Type	Basis Route	Route Corr.	Basis Qty	Weighted Days Corr.	Restrict Speeds	Fuel 1	Unit	Fuel 2	Unit	Fuel 3	Unit	Fuel 4	Unit	Fuel 5	Unit	Fuel 6	Unit
AFRAMAX		0.00	0.00	0.0000	<input type="checkbox"/>												
ANCHOR HANDLING T		0.00	0.00	0.0000	<input type="checkbox"/>												
BULK CARRIER		0.00	0.00	0.0000	<input type="checkbox"/>												
CAPE SIZE	4TC_C	1.00	0.00	1.3000	<input type="checkbox"/>												
CHEMICAL TANKER		0.00	0.00	0.0000	<input type="checkbox"/>												
HANDYMAX		0.00	0.00	0.7000	<input type="checkbox"/>												
HANDYSIZE		0.00	0.00	0.5000	<input type="checkbox"/>												
LAKER		0.00	0.00	0.0000	<input type="checkbox"/>												
LNG TANKER		0.00	0.00	0.0000	<input type="checkbox"/>												
MR		0.00	0.00	0.0000	<input type="checkbox"/>												
MULTIPURPOSE		0.00	0.00	0.0000	<input type="checkbox"/>												
OFFSHORE SUPPLY V		0.00	0.00	0.0000	<input type="checkbox"/>												
PANAMAX	4TC_P	1.00	0.00	1.0000	<input type="checkbox"/>												
PRODUCT TANKER		0.00	0.00	0.0000	<input type="checkbox"/>												
SUEZMAX		0.00	0.00	0.0000	<input type="checkbox"/>												

- You can specify up to six **Fuel/Lube Types** and their Units per Vessel Type. All specified Fuel Types will be added to new vessels of this Vessel Type.
- For Trading, each Vessel Type must have a **Basis Route** defined.

## Fuel-Lube Types

On the Fuel/Lube Types form, you can specify the fuel, lubricant, and oil types used on the **Vessel, Tow, Boat, Barge, Fuel Zones**, and other forms throughout IMOS.

To access this form, in the Data Center, under Vessels, click **Fuel/Lube Types**.

Code	Fuel Type	Description	G	Group	Track Sulfur %	Calorific Value
IFO	IFO	Intermediate Fuel Oil			<input type="checkbox"/>	
LSG	LSG	Low Sulfur Marine Gas Oil	L		<input type="checkbox"/>	
LSO	LSO	Low Sulfur Fuel Oil	L		<input type="checkbox"/>	
MGO	MGO	Marine Gas Oil			<input type="checkbox"/>	

Click here to add a row

- The **Group** column is used to group different fuel types together. Fuels belonging to the same group cannot be consumed at the same time. For more information on fuel groups, see [FAQ - CP Consumption for Grouped Fuels](#).

## 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.
- **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.
- **File Management** is used for managing files, such as adding a [company logo](#) to invoices. For more information, see [File Management](#).
- **Holiday Calendar** terms can be used to associate date ranges with a holiday code on a per country basis. For more information, see [Holiday Calendar](#).
- **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](#). For more information, see [Note Categories](#).
- **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](#).

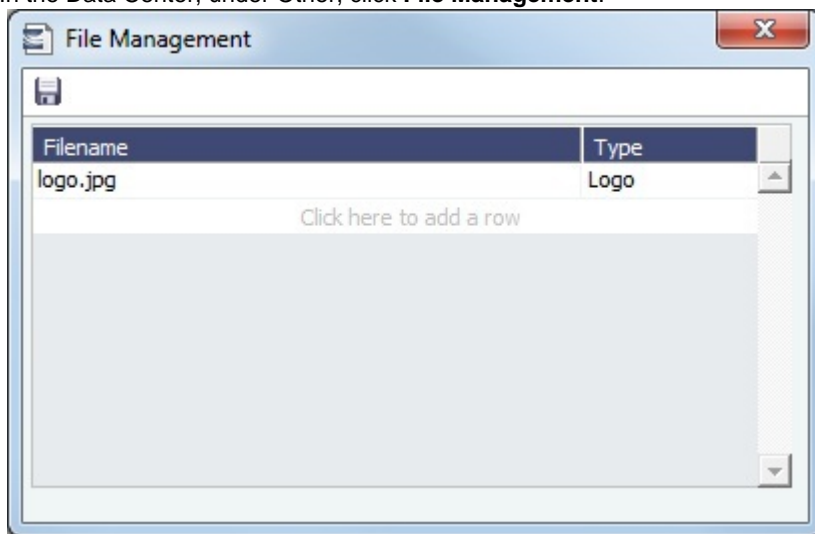


- **Reporting Database** sets up the connections to be used in the Report Editor when specifying Reporting Database as an output option or when creating a new Report Batch from the Report List.
- **Units of Measure** terms include the units of measure used in IMOS and their conversion factors and are used throughout IMOS.
- **User Defined Fields** can be created for use on several forms. For more information, see [User Defined Fields](#).
- **Voyage Contact Roles** terms are used to assign an individual a role for a voyage on the [Contacts tab of the Voyage Manager](#). For more information, see [Voyage Contact Roles](#).
- **Voyage Templates** are used specify default Port Activities for different kinds of voyages on the [Create New Voyage](#) form. For more information, see [Voyage Template](#).
- **Voyage Template Rules** terms are used to automatically assign [Voyage Templates](#) to new voyages. For more information, see [Voyage Template Rules](#).

## File Management

You can use this form to upload a logo.

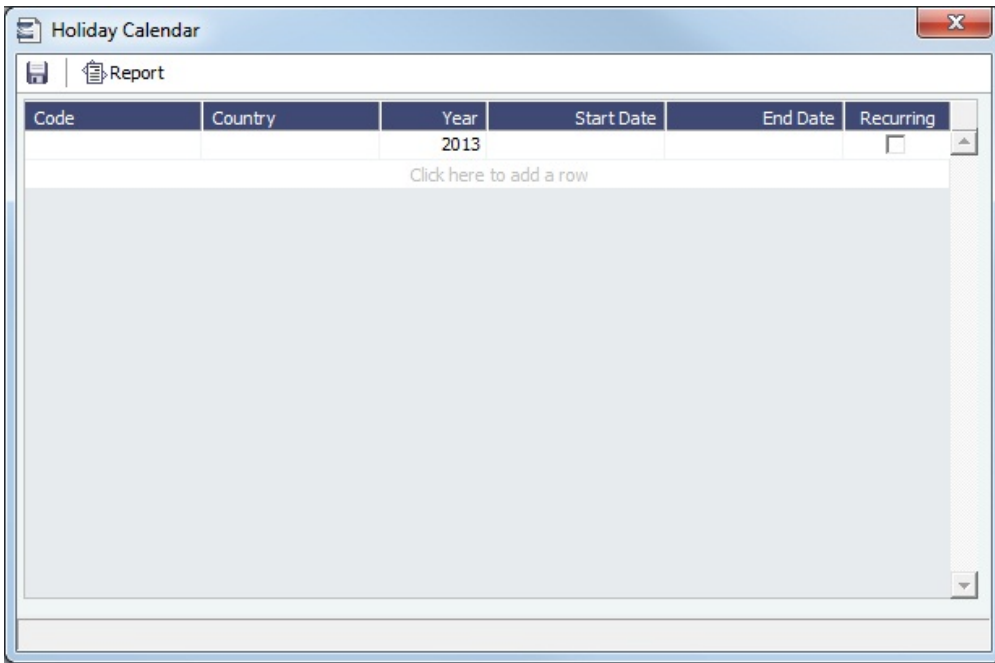
1. In the Data Center, under Other, click **File Management**.



2. Click the last line to add a row. A file browser appears.
3. Select the image file of the logo you want to use, and then click **Open**.
4. Click the **Type** field and select **Logo**.

## Holiday Calendar

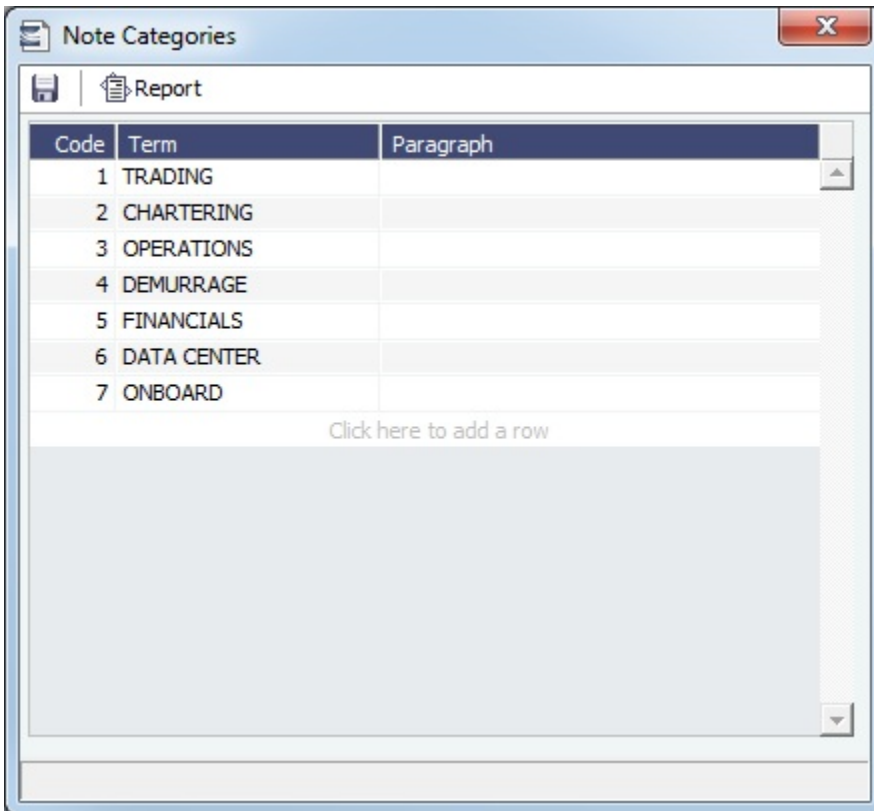
Holiday Calendar terms can be used to associate date ranges with a holiday code on a per country basis.



The calendar data can be imported using the Form XML Importer and the Messaging Service. For more information, see the *Messaging Service Manual*.


### Note Categories

On the [Notes tab of the Voyage Manager](#), you can add notes to keep a record of important voyage information. To categorize them, set up Note Categories terms in the Data Center, under Other.



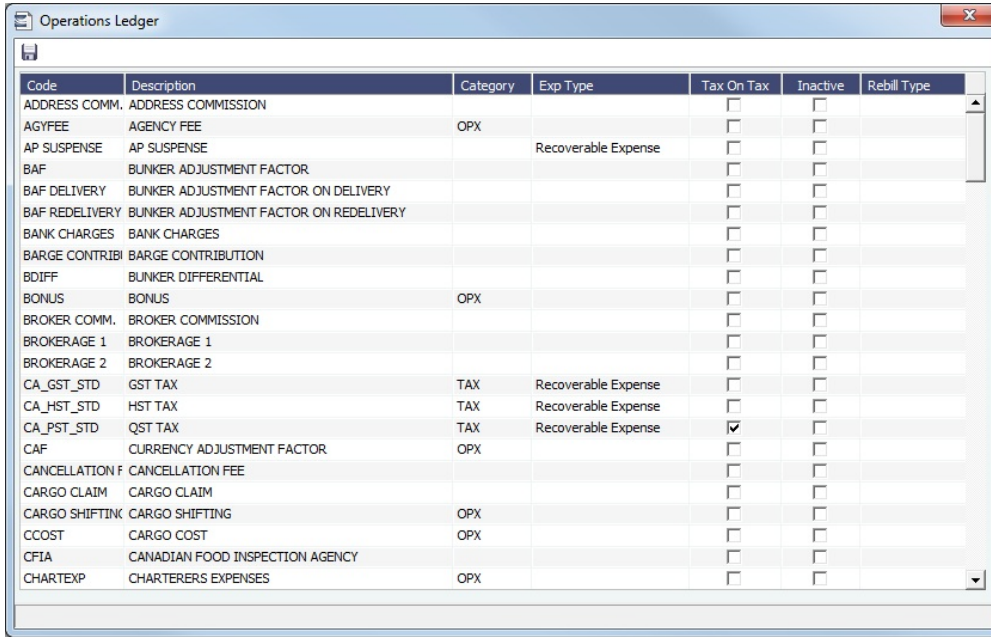
You can use these Categories to sort and filter the Notes in the list.

### Operations Ledger

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

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.).

In the Data Center, under Other, click **Operations Ledger**.



Code	Description	Category	Exp Type	Tax On Tax	Inactive	Rebill Type
ADDRESS COMM.	ADDRESS COMMISSION			<input type="checkbox"/>	<input type="checkbox"/>	
AGYFEE	AGENCY FEE	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
AP SUSPENSE	AP SUSPENSE		Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
BAF	BUNKER ADJUSTMENT FACTOR			<input type="checkbox"/>	<input type="checkbox"/>	
BAF DELIVERY	BUNKER ADJUSTMENT FACTOR ON DELIVERY			<input type="checkbox"/>	<input type="checkbox"/>	
BAF REDELIVERY	BUNKER ADJUSTMENT FACTOR ON REDELIVERY			<input type="checkbox"/>	<input type="checkbox"/>	
BANK CHARGES	BANK CHARGES			<input type="checkbox"/>	<input type="checkbox"/>	
BARGE CONTRIBI	BARGE CONTRIBUTION			<input type="checkbox"/>	<input type="checkbox"/>	
BDIFF	BUNKER DIFFERENTIAL			<input type="checkbox"/>	<input type="checkbox"/>	
BONUS	BONUS	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
BROKER COMM.	BROKER COMMISSION			<input type="checkbox"/>	<input type="checkbox"/>	
BROKERAGE 1	BROKERAGE 1			<input type="checkbox"/>	<input type="checkbox"/>	
BROKERAGE 2	BROKERAGE 2			<input type="checkbox"/>	<input type="checkbox"/>	
CA_GST_STD	GST TAX	TAX	Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
CA_HST_STD	HST TAX	TAX	Recoverable Expense	<input type="checkbox"/>	<input type="checkbox"/>	
CA_PST_STD	QST TAX	TAX	Recoverable Expense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CAF	CURRENCY ADJUSTMENT FACTOR	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CANCELLATION F	CANCELLATION FEE			<input type="checkbox"/>	<input type="checkbox"/>	
CARGO CLAIM	CARGO CLAIM			<input type="checkbox"/>	<input type="checkbox"/>	
CARGO SHIFTING	CARGO SHIFTING	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CCOST	CARGO COST	OPX		<input type="checkbox"/>	<input type="checkbox"/>	
CFIA	CANADIAN FOOD INSPECTION AGENCY			<input type="checkbox"/>	<input type="checkbox"/>	
CHARTEXP	CHARTERERS EXPENSES	OPX		<input type="checkbox"/>	<input type="checkbox"/>	

An Operations Ledger Code can be marked as **Inactive**, but codes that have been used cannot be deleted.

To break down Operations Ledger items into more specific items, use [Cost Setup](#) (Ledger Expenses Data Entry).

### *Setting Up Rebillable Expenses*

To set up Rebillable Expense, follow these steps:

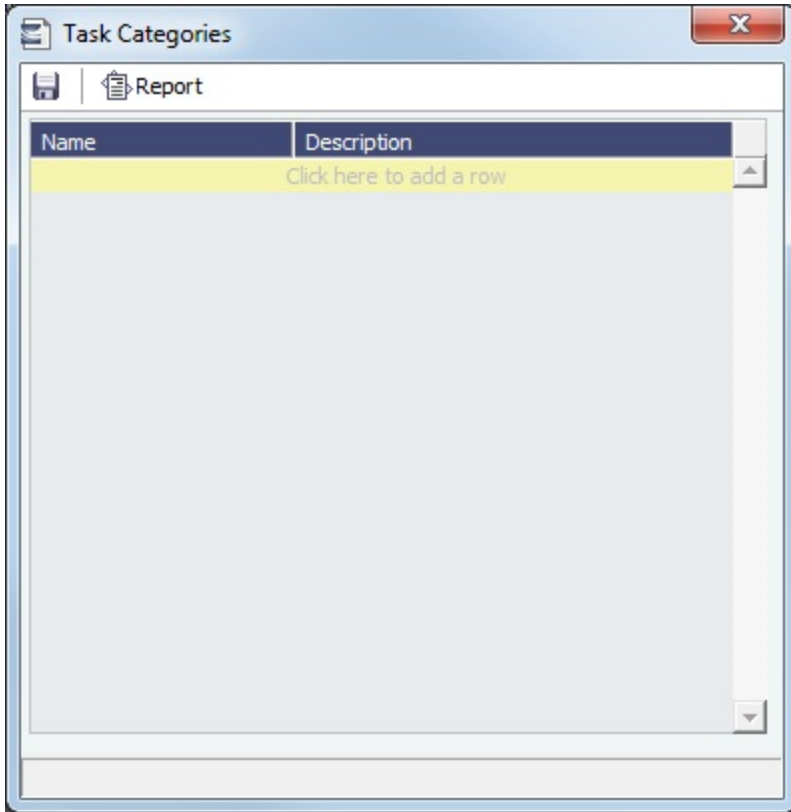
1. In the Operations Ledger, add a new line item.
2. Fill in the **Code**, **Description**, and **Category**.
3. In the **Exp Type** field, select **Rebillable Expense**.

To be able to use a code for rebillable port expenses on the **PDA** and **FDA**, continue with these steps:

1. On the [Cost Setup](#) form, enter the Ledger Code that you added in step 2 above.
2. Add a line for each cost that you want to break the ledger code into. Lines are automatically numbered, but you can change them.

### Task Categories

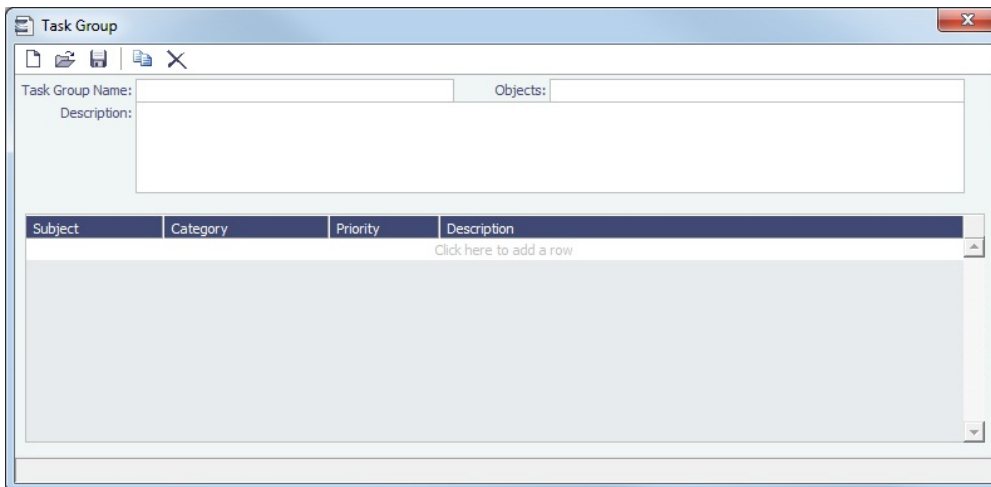
You can assign [Tasks](#) to categories on the Task Categories form. In the Data Center, under Other, click **Task Categories**.



Task Categories are used on the [Tasks](#) and [Task Group](#) forms.

## Task Groups

You can use Task Groups to bulk-import tasks to a [Cargo](#) or [Voyage Estimate](#). On the Task Groups form, you can create, edit, or delete Task Groups.



### *Creating a Task Group*

1. In the Data Center, under Other, click **Task Groups**.
2. Type a **Name** for the Task Group.
3. Select which **Objects** this Task group applies to: Cargo, Voyage Estimate, or both.
4. Type a **Description** of the Task Group, including instructions for use, which appears in the selection list when adding the Task Group to the object.
5. Add a line item for each task, including its [Task Category](#).

## 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. After a user-defined field is defined and saved, the form includes a Properties tab, on which Default fields and selected Normal fields appear.

User Defined Fields for Cargo/VC In and Time Charter In contracts are available as columns in the Cargo and Vessel grids of [Cargo Matching](#).

1. In the Data Center, under Other, click **User Defined Fields** and select the **Applicability** (form name).
2. In the grid below, define the field.

Seq	Field Type	Prompt	Format	Status	Link ID
1	string	Custom String		Normal	
2	double	Custom Number		Normal	
3	Date	Custom Date		Normal	

Click here to add a row

3. After saving and exiting, a Properties tab is added to the form, where the newly defined fields can be pulled in.

Title	Value
Arbitration Location	
Safe Weight of Load	
New Lakes	
Shore/Ship Gear	

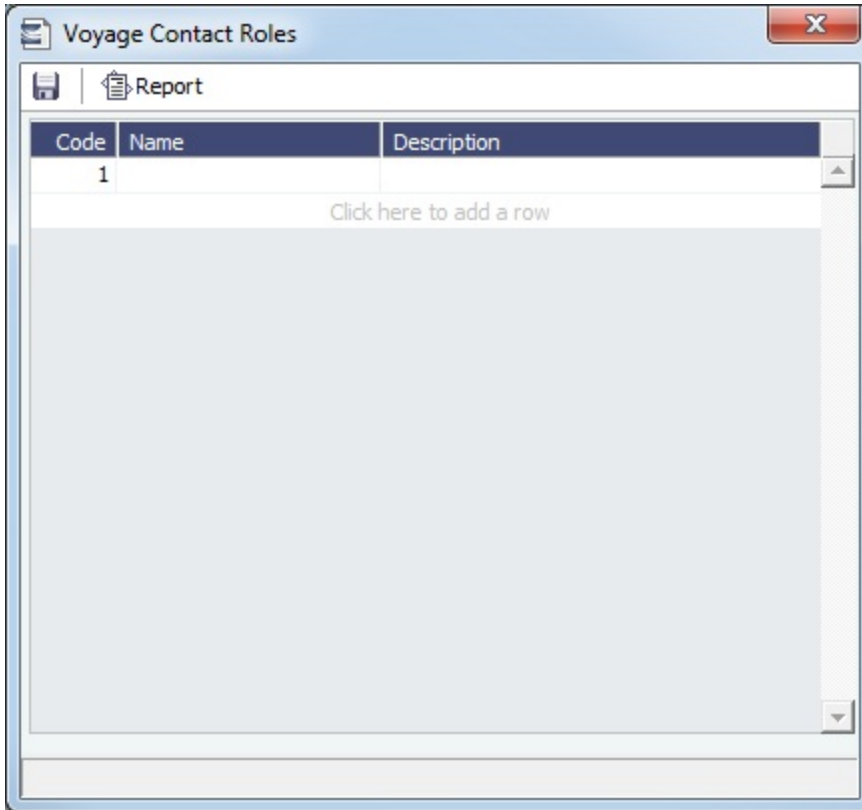
Click here to add a row

4. In the **Title** column, click to select the field Prompt. The **Value** column will accept an entry based on the Field Type selection.


The properties can be added to the Cargo List and can be added as columns in reports from the Report List using the Cargoes (Trade List) Dataset.

## Voyage Contact Roles

On the [Contacts](#) tab of the [Voyage Manager](#), you can assign an individual a role for a voyage. Set up Voyage Contact Roles terms in the Data Center, under Other.



## Voyage Template

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

---

To access Voyage Templates, the Voyage Template List Module right must be selected in [Security](#).

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 each [Port Function](#). Port Functions that are not customized use the system default activities. For example, inland and deep-sea vessels might have different Template-specified Loading activities, but they can share the same system default activities for Fueling. On a Voyage Template, you can also specify default settings for the Laytime Calculator.

The Voyage Instructions tab stores the VFML/RDLC for the Voyage Instructions format for the [Instructions tab of the Voyage Manager](#).

[Voyage Template Rules](#) automatically assign Voyage Templates to new voyages based on their values in selected fields.

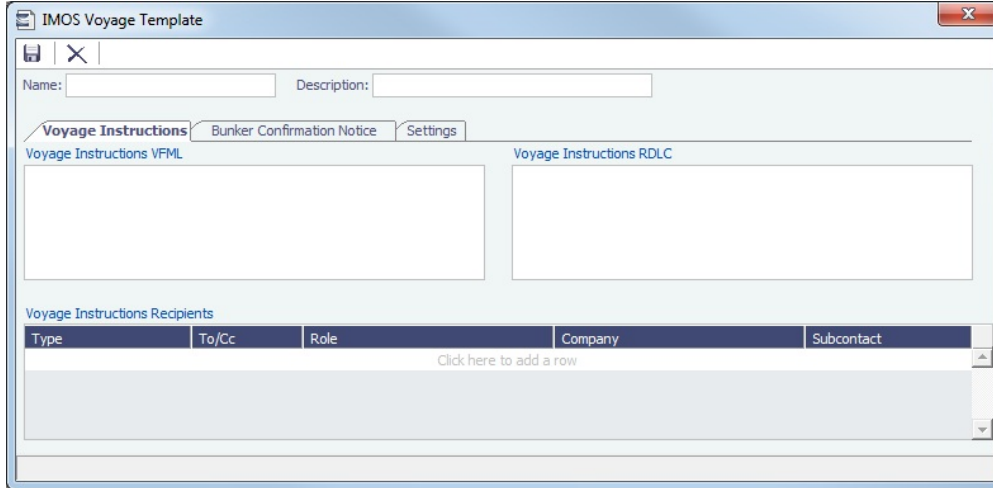
### *Workflow*

1. Create the Voyage Template.
2. Specify Port Activities for each [Port Function](#) of the Voyage Template.
3. Define [Voyage Template Rules](#) to automatically assign Voyage Templates to new voyages.

### *Creating a Voyage Template*

 New Template

1. In the Data Center, under Other, click **Voyage Template List**. On the Voyage Template List, click

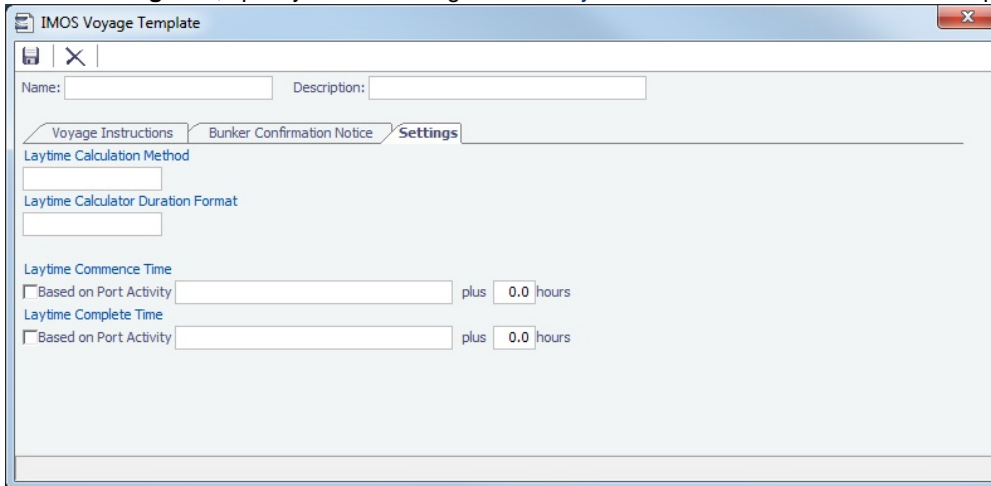


The screenshot shows the 'IMOS Voyage Template' window. At the top, there are fields for 'Name' and 'Description'. Below these are three tabs: 'Voyage Instructions', 'Bunker Confirmation Notice', and 'Settings'. The 'Voyage Instructions' tab is active and contains two sub-sections: 'Voyage Instructions VFML' and 'Voyage Instructions RDLC', each with a large empty text area. Below these is a section titled 'Voyage Instructions Recipients' which contains a table with columns: 'Type', 'To/Cc', 'Role', 'Company', and 'Subcontact'. The table is currently empty, with a message 'Click here to add a row' in the center.

2. Enter a **Name** and a **Description**.

3. Do any of the following:

- On the **Voyage Instructions** tab and the **Bunker Confirmation Notice** tab, specify recipients:
  - To specify by Company and Subcontact, select **From Address Book** in the **Type** column; select **To** or **CC** and select a **Company** and a **Subcontact**.
  - To specify by Role, in the **Type** column, select **By Role**; select **To** or **CC**, and select a **Role**.
- On the **Settings** tab, specify default settings for the **Laytime Calculation** for use with this template.



The screenshot shows the 'IMOS Voyage Template' window with the 'Settings' tab selected. It features several input fields: 'Laytime Calculation Method', 'Laytime Calculator Duration Format', and two sections for 'Laytime Commence Time' and 'Laytime Complete Time'. Each of these last two sections has a checkbox labeled 'Based on Port Activity', followed by a text input field and a 'plus' sign, a numeric input field (set to '0.0'), and the word 'hours'.

## Voyage Template Rules

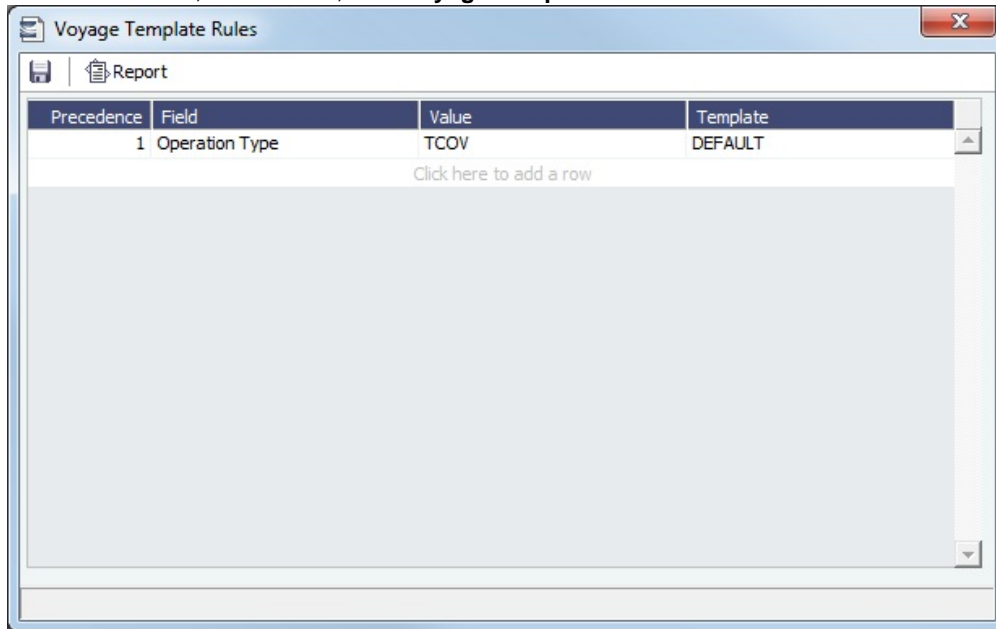
Voyage Template Rules automatically assign [Voyage Templates](#) to new voyages.

To access the Voyage Template Rules, the Voyage Template Rules Module right must be selected in [Security](#).

### *Defining Voyage Template Rules*

To define Voyage Template Rules:

1. In the Data Center, under Other, click **Voyage Template Rules**.



2. Define the Rules: Each rule consists of a **Template** that is applied when a **Field** in the voyage has a particular **Value**, with a **Precedence** for it to be evaluated.

**Example above:** Rule 1: When Operation Type = TCOV, apply DEFAULT Template.

## Veslink

Veslink® standardizes voyage communications to help you collect and analyze current positions and other critical voyage data and share information with a network of trusted partners.

Veslink is organized into the following components, on separate tabs:

- **Dashboard:** Manage forms that require attention, view and update information about your network and your company profile, view Veslink updates in a message banner, and get help from the Knowledge Base
- **Voyages:** View vessel positions on the map; access [reports](#) and [port call](#) information from their voyages
- **Distances:** Enter ports or positions, arrange routes, and calculate time and distances for voyages
- **Reports:** View up-to-the-minute data reported by your fleet, with visualization options you select, on the Performance Dashboard
- **Network:** Manage partners and shared information, view the Veslink community, and send invitations to connect with other companies
- **Forms & Vessels:** Manage [vessels](#), manage [forms](#) and [form groups](#), and [distribute forms to vessels](#)

Menus at the top right give you access to additional tasks:

- **User Name:**
  - [My Profile](#): Edit your personal public contact information
  - [Company Profile](#): Edit your company's public contact information
  - Sign Out
- **Support:**
  - Knowledge Base: Access this help information from the Knowledge Base
  - Submit a Support Ticket: Send an email to [support@veson.com](mailto:support@veson.com) to report an issue
- **Settings:**
  - [System Configuration](#): Configure general system information and form email settings
  - [Security](#): Manage users and groups

Agents can use the [Agent Portal](#) to view and submit forms for [port calls](#) that have been shared with them and to manage a [network](#) of partner relationships with other companies.

The [Veslink API](#) is a standard set of web services that allow external systems to interface with Veslink to retrieve information and submit Veslink Form XML.




## Information About Veslink

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For information about Veslink, see the [Veslink Documentation](#), including the **Introduction to Veslink Video**, or see [Veslink Functions in IMOS](#).

## Related Key Topics

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

Page:Dashboard

Page:Distances

Page:Forms and Vessels

Page:Internal Support Team

Page:Network

Page:Reports

Page:Resolving Common Veslink Form Processing Errors

Page:Veslink Quick Reference

Page:Veslink Quick Start

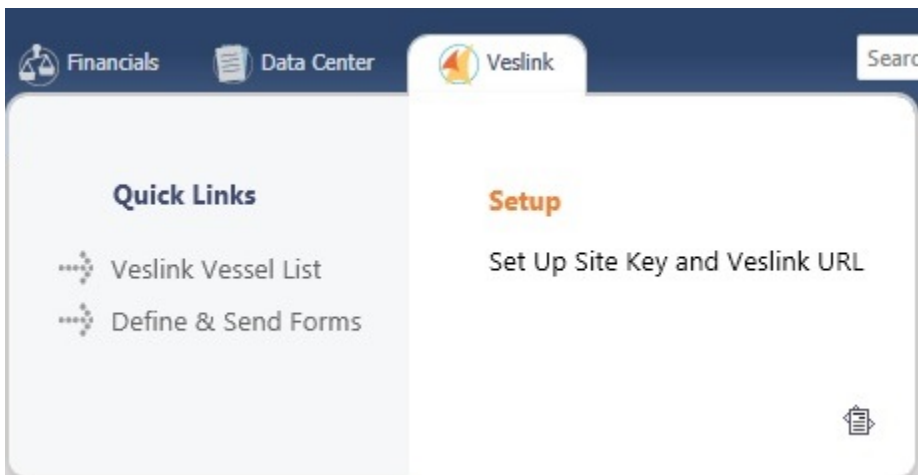
Page:Voyages - Map

## Veslink Functions in IMOS

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You can access Veslink functions through the IMOS Veslink Module Center.

To access the Veslink Module Center, click its button: 



The following Veslink functions are available in IMOS:

- [Veslink Vessel List](#), where you can activate vessels for use in Veslink
- [Define & Send Forms](#), where you can work with forms and form groups and see a list of Veslink vessels
- [Veslink Form List](#), where you can see a list of all incoming Veslink forms

### ▼ Related Config Flags

CFGVeslinkExternalBrowser

Have all Veslink forms open in the default browser, rather than inside the IMOS shell.

## Veslink Vessel List

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To open the Veslink Vessel List from IMOS, in the Veslink Module Center, click **Veslink Vessel List**.

	Action	Code	Vessel	Veslink Status	Vessel Type Code	Call Sign	Fleet	VesselType	Ownership	DWT	Cross-Ref No.
<input type="checkbox"/>	<a href="#">Edit</a>	VESA	VESSEL A	Inactive	HANDYMAX		B	TC		56040	
<input type="checkbox"/>	<a href="#">Edit</a>	VESB	VESSEL B	Active	HANDYMAX		B	TC		58710	
<input type="checkbox"/>	<a href="#">Edit</a>	VESC	VESSEL C	Active	HANDYSIZE		B	TC		28414	
<input type="checkbox"/>	<a href="#">Edit</a>	VESD	VESSEL D	Active	HANDYSIZE		B	TC		28487.5	
<input type="checkbox"/>	<a href="#">Edit</a>	VESE	VESSELE	Active	CAPE SIZE		B	TC		176000	
<input type="checkbox"/>	<a href="#">Edit</a>	VESF	VESSELF	Inactive	CAPE SIZE		B	TC		152000	
<input type="checkbox"/>	<a href="#">Edit</a>	VESG	VESSEL G	Inactive	HANDYSIZE		B	TC		28340	
<input type="checkbox"/>	<a href="#">Edit</a>	VESH	VESSEL H	Active	HANDYSIZE		B	TC		31877	
<input type="checkbox"/>	<a href="#">Edit</a>	VESI	VESSELI	Active	HANDYMAX		B	TC		50296	
<input type="checkbox"/>	<a href="#">Edit</a>	VESJ	VESSEL J	Active	HANDYMAX		B	TC		55222	

From this list, you can:

- Select the check box to **activate** vessels for use in Veslink.
- Click the [Edit](#) link to open the Vessel form.

## Activating Vessels for Use in Veslink

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### Activating Vessels for Use in Veslink

Vessels to be used in Veslink must be activated.

1. On the Veslink Vessel List, select the check box to the left of each vessel you want to use in Veslink.
2. At the top of the list, click the [Activate](#) link. The Veslink Status of the vessel changes to Active.

### Deactivating Vessels

To mark a vessel Inactive, select its check box and click the [Deactivate](#) link.

## Define and Send Forms

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To open the Veslink Forms & Vessels tab in IMOS, in the Veslink Module Center, click **Define & Send Forms**.

The Veslink Forms & Vessels tab opens in a browser window.

IMOS User Support veslink

FORMS & VESSELS

**FORMS (8)**

New Form Import Forms Export Forms  Show Hidden Forms


All Forms Form Group 1 x Form Group 2 x +

Name	Identity	Port / Passage	Group(s)	Version No.
Arrival Notice	Arrival	In Port	Form Group 2, Form Group 1	
Bunkering Form	Other	In Port	Form Group 2	
Cargo Handling Form	Other	In Port	Form Group 2	
Delay/Off-Hire Notice	Other	Entire Voyage	Form Group 2	
Departure Notice	Departure	In Port	Form Group 2	
Noon Report	Noon	Either/Both	Form Group 2, Form Group 1	
Port Disbursement	Other	In Port	Form Group 2, Form Group 1	
Statement of Facts	Other	In Port	Form Group 2, Form Group 1	

Showing 1 to 8 of 8 entries

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- On the Forms & Vessels tab, you can view all the vessels activated for use in Veslink, assign vessels to form groups, add and edit forms, send forms to a vessel, and more. For more information, see [Forms and Vessels](#) in the Veslink Documentation.
- When viewing the Forms & Vessels tab in IMOS, to ensure that data is up to date without closing and opening the page again, click .