



IMOS

Integrated Maritime Operations System Manual

**Version 5.6
October 18, 2007**

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Introduction to IMOS

Welcome to IMOS

Welcome to the Introduction manual for the Integrated Maritime Operations System from Veson Nautical Corporation: IMOS!

IMOS helps you perform the tasks required to manage your waterborne cargo movements. This manual tells you how to use IMOS. It includes the following topics:

- [Veson Nautical Corporation Contact Information](#) includes the Web site, addresses, phone numbers, and email address for Veson Nautical Corporation.
- [IMOS Work Flow](#) shows the IMOS modules and the different ways you can work with them.
- [Logging On and Off](#) tells you how to access IMOS using your user name and password.
- [How to Use Help](#) tells you how to access Help topics. If you don't know how to use Help, click the blue, underlined link at the beginning of the How to Use Help paragraph in the Introduction to IMOS in Help.
- [How to Use IMOS](#) tells you how to use the navigating and task tools and functions that are standard throughout IMOS.

Other manuals describe the modules that make up IMOS. They include information on:

- [Chartering](#): Planning and estimating voyages, scheduling vessels and cargo, and preparing Voyage Fixture Notes.
- [Operations](#): Monitoring and controlling vessel voyages from the time a Voyage Fixture Note is scheduled to the time the voyage is completed and closed and all financial information has been made available to Accounting for immediate posting.
- [Demurrage](#): Viewing and creating Demurrage Claims and Laytime Calculations.
- [Financials](#): Full accounting functionality for all financial transactions stemming from vessel operational activities.
- [Data Center](#): Tables for maintaining the data used throughout IMOS.
- [Onboard](#): The onboard component of IMOS that sends reports and information between your vessel and the office.

Note: IMOS is also available in other languages. For more information or to order, [contact Veson Nautical Corporation](#) by email or by phone.

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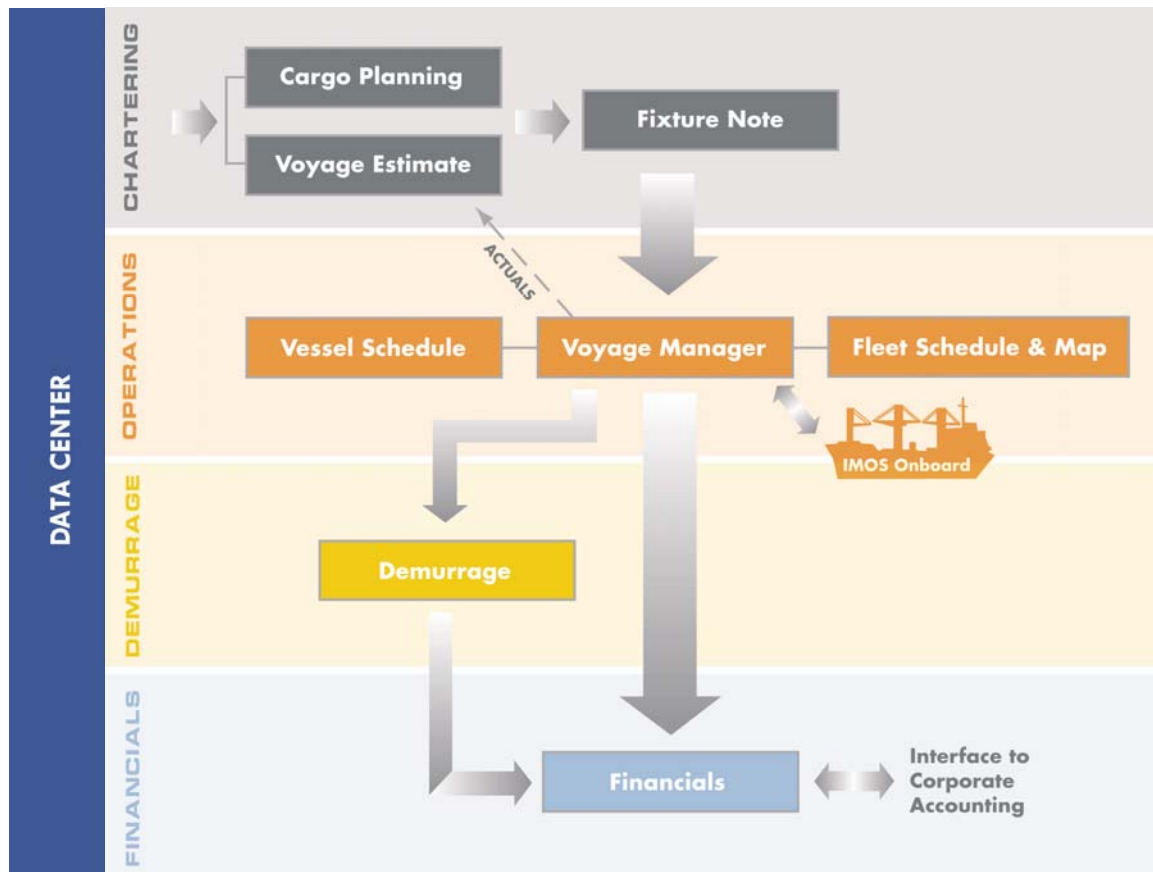
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IMOS Work Flow

IMOS, the Integrated Maritime Operations System, is a software tool from Veson Nautical Corporation that enables you to manage your maritime voyages from Chartering through Financials. The following illustration shows the IMOS work flow.



IMOS Work Flow


To begin working with IMOS, [set up](#) terms, contacts, and cargo in the [Data Center](#) and confirm that your vessels were set up correctly during installation.

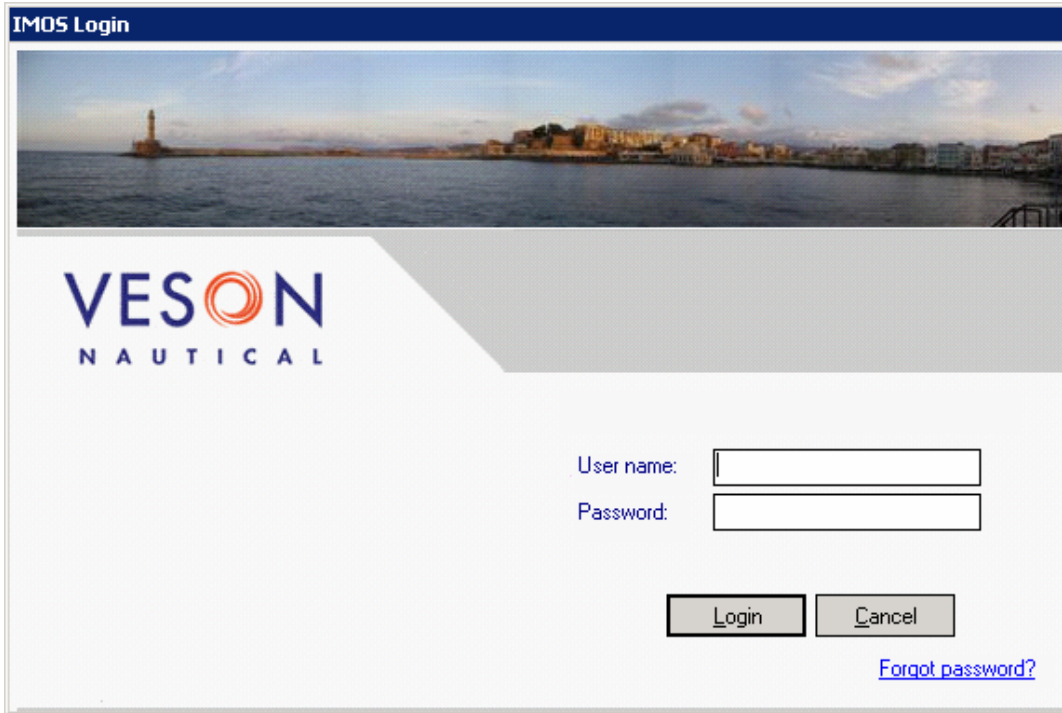
Data flows sequentially through the IMOS modules, as shown in the illustration above. Each module has a section in the manual that begins with an Introduction topic followed by Information and Work Flow topics. To learn how to use IMOS, read these topics and click the links in them to jump to related information.

IMOS modules interact seamlessly. For example, the information in the Cargo Unit automatically creates a Voyage Estimate, by adding only information on the vessel position. The Estimate, in turn, creates a Voyage Fixture Note with minimal additional entry. Scheduling the Voyage Fixture Note creates a voyage. IMOS also extensively uses business rules to create financial transactions from Operations activity, avoiding data entry in Financials.

Logging On and Off

To access IMOS, you must log on. Follow these steps.

1. Double-click  on your desktop. The Login page appears.



IMOS Login

VESON
NAUTICAL

User name:

Password:

[Forgot password?](#)

IMOS Login

2. Enter your **User Name** and **Password**.
3. Click **Login**. IMOS appears.

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

- Click .
- On the **File** menu, click **Logoff**. On the Login page, click **Cancel**.

How to Use Help

The Help system contains topics that help you understand how to use IMOS. To open the system, click **Contents** on the **Help** menu. In the Help system, you can access the Help topics in the following ways.

- The pane on the left side of the window contains navigation tabs.



To hide the tabs, at the top of the window, click **Hide**.



To show the tabs again, at the top of the window, click **Show**.

- You can access topics in several ways:
 - On the **Contents** tab:
 - To open a **book** to display its topic pages, do one of the following:
 - Click + in front of the book.
 - Double-click the book.
 - To close a **book**, do one of the following:
 - Click - in front of the book.
 - Double-click the book.
 - To view a topic **page**, click the page.
 - On the **Index** tab, do one of the following:
 - Type a keyword (or phrase) and then click **Display**.
 - Scroll through the Index and find a keyword. Then do one of the following:
 - Double-click the topic.
 - Select the topic and then click **Display**.

If more than one topic contains the keyword, a Topics Found list appears. Do one of the following:

 - Double-click the topic.
 - Select the topic and then click **Display**.
 - On the **Search** tab, type a word or phrase to find and click **List Topics**. Then do one of the following:
 - Double-click the topic.
 - Select the topic and then click **Display**.
- In a topic, click a [link](#) to jump to a related topic.



To return to the previous topic, click **Back** or press **Backspace**.




After returning to the previous topic, to view the topic again, click **Forward**.

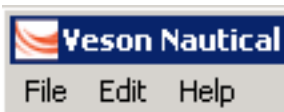
How to Use IMOS

Overview of IMOS Tools and Functions

IMOS has many tools and functions, standard throughout the application, that help make it convenient for you to use.

- [Menus](#): You can access the main IMOS menus from anywhere in IMOS and shortcut menus from many tables and forms.
- [Module Tabs and Centers](#): IMOS has a center for each module. Each module center contains the commonly used and less frequently used functions. To open a center, click its tab.
- [Forms, Toolbars, and Summary Trees](#): IMOS forms all have a similar format. Many have a toolbar at the top that contains buttons. Some forms contain a summary tree.
- [Reports](#): Many reports are available. You can access some reports from menus in the [centers](#) or on forms and others by clicking  on the toolbar of a form.
- [Fields](#): IMOS has several types of fields. Many give you additional information about the values they contain.
- [Selection Lists](#): When you click a field, and an arrow appears in it, you can open a selection list to access possible values to insert.
- [Date List Fields](#): On schedules and summary lists, you can view data from a different time by selecting it in a Date list field.
- [Tables](#): Much of the information you need to enter in IMOS appears in tables. You can add, edit, or delete table information.
- [Keyboard Shortcuts](#): You can use several common Windows keyboard shortcuts in IMOS.

Menus



You can access these menus from anywhere in IMOS.

File Menu

Properties: Find the properties of the current user.

Logoff: Log the current user off IMOS.

Exit: Exit IMOS.

Edit Menu

Cut: Remove text and copy it onto the Clipboard for pasting elsewhere.

Copy: Copy text onto the Clipboard for pasting elsewhere.

Paste: Place text copied onto the Clipboard in a new location.

Help Menu

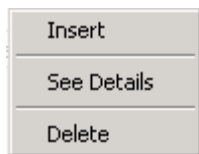
Contents: Access this Help system's Contents tab.

Veson Nautical Web: Access the Veson Nautical Web site.

About Veson Nautical IMOS: Access information about IMOS:

- Your Customer ID
- The maximum number of users, according to your license
- The maximum number of Onboard vessels, according to your license
- The expiration date of your license
- The version number of the IMOS software
- A link to the Veson Web site
- IMOS copyright information

Shortcut Menu



Many forms and data tables have shortcut menus, also known as context menus, which contain the commands related to the task at hand. For example, context menus in a data table contain the command to insert a row.

To access a shortcut menu, move your pointer to the location and click your right mouse button. When you need to perform a task and don't know where to find the command, try to access a shortcut menu.

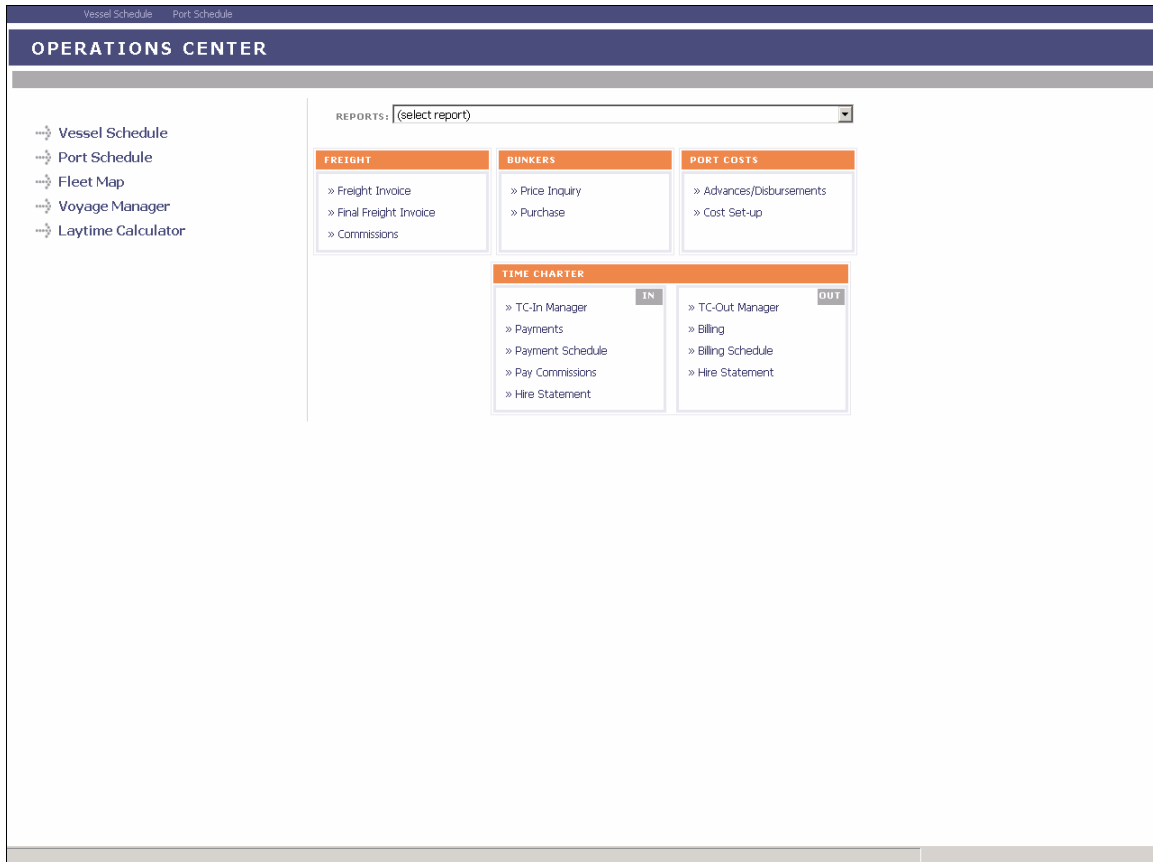
Module Tabs and Centers

IMOS has several functional areas, or modules. Because the modules can be purchased individually, you might have access to all of them or to a limited selection.

- [Chartering](#)
- [Operations](#)
- [Demurrage](#)
- [Financials](#)
- [Data Center](#)

Each module has its own center, which contains the functions related to the module, as shown in the following illustration of the **Operations Center**. To navigate to a center, click its tab.

Note: Some modules or functions are optional or separate purchases. If a module or function is inactive, either it does not apply to your current task or you might not have purchased it.




Operations Center

- Links to the main, most frequently used, functions appear in a list on the left side of the tab, like [Vessel Schedule](#). To perform a function, click its link.
- Links to some data summaries appear across the top of the center title, like [Vessel Schedule](#). To access a summary, click its link.
- Less frequently used functions appear in tables on the right, like **Freight Invoice**. To perform a function, click its link.
- A report selection list appears in some centers. To select a report, click the arrow and scroll through the list.

Forms, Toolbars, and Summary Trees

Forms

IMOS contains many forms for you to complete. They have a similar format, with a toolbar at the top that contains buttons. Many forms contain a [Summary Tree](#).

After you open a form, you can leave it open for as long as you need it while you continue to work. You can have several forms open at once. To close a form, click  or press **Esc**.

Toolbars

Most forms have a toolbar at the top, similar to this example.



Most toolbars have the following tool buttons; other buttons are specific to the form or to the task you are performing.

: Open or retrieve a form. In many cases, you must enter or select Search Criteria or Selection Criteria and click a button to retrieve the form. In general, the more criteria you select or enter, the more specific the results will be.

: Save a record or form.

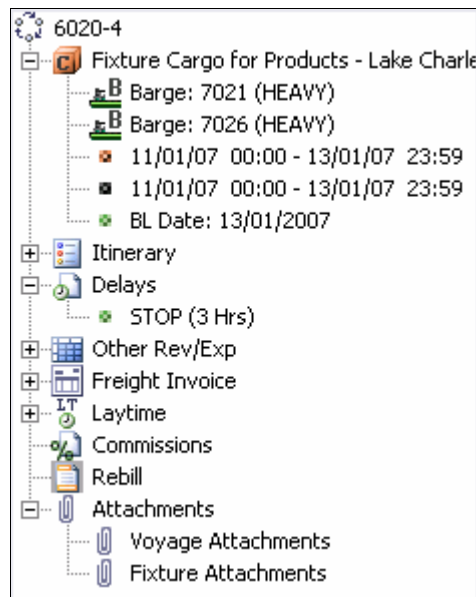
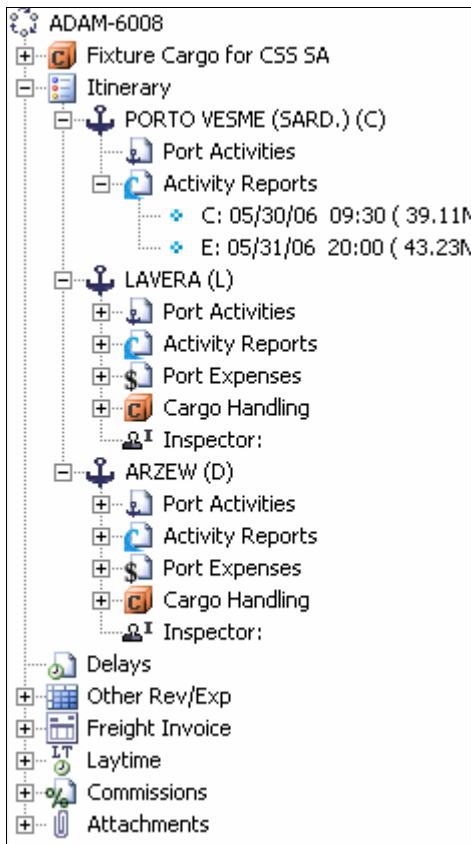
: Clear the fields in a form.

: Delete the record from the database.

: Create a report of the current data.

Summary Trees

Manager forms ([Voyage Manager](#), [Time Charter In Manager](#), [Time Charter Out Manager](#), and [Voyage Fixture Note](#)) contain a pane on the right side that displays a Summary Tree.





The Summary Tree includes the components of the voyage, the time charter, or the fixture. You can access these components.

- To expand a component to show the documents related to it, click + in front of it.
- To collapse a component, click - in front of it.
- Some components include forms related to transactions, or the Address Book contact form. To open a form, double-click it.


You can also add, open, and delete [attachments](#).

Attachments

In [Summary Trees](#) and in some forms, you can add, open, and delete attachments.

- To add an attachment, right-click  **Attachments** and then click **Add New Attachment**.
- To open an attachment, right-click the attachment and then click **Open Attachment**.
- To delete an attachment, right-click the attachment and then click **Delete Attachment**. A message asks you to confirm the deletion. Click **Yes**.
- To delete all attachments, right-click  **Attachments** and then click **Delete All Attachments**. A message asks you to confirm the deletion. Click **Yes**.

Reports

You can view most reports by clicking  **Reports** on the toolbar, although some are available from menus. Reports appear in the Reporting Center. You can use the following toolbar buttons in the Reporting Center.



Refresh: Refresh the data.



Print: Print.



Preview: Preview the report in another browser. See below.



Save: Save the report as a Web page, either complete or HTML only (.htm or .html), a Web archive (.mht), or a text file (.txt).




Create PDF: Save the report as a PDF file.




Email: Email the report.


Previewing a Report


To display a report as it will print, click  **Preview** in the Reporting Center window. In the Print Preview window, you can use the following toolbar buttons.





Print: Print.

: Change to portrait orientation.

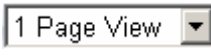
: Change to landscape orientation.

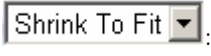
: Open the Page Setup dialog box to [set up pages](#).

: Turn headers and footers on or off.


: View the report at full-width size.

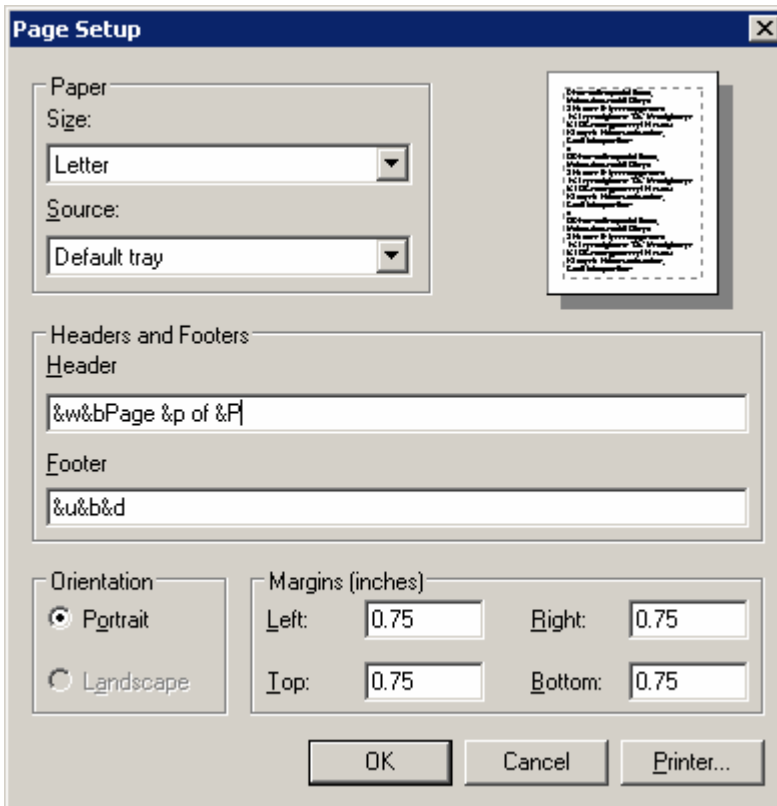
: View the report at full-page size.

: View 1, 2, 3, 6, or 12 pages at once.

: Change the size that the report prints on paper to the size that fits, 30%, 50%, 60%, 70%, 80%, 85%, 90%, 95%, 100%, 125%, 150%, 200%, or a custom percentage that you enter next to this list.

Setting Up Report Pages

When you click  in the Print Preview window, the Page Setup dialog box appears.



The Page Setup dialog box is shown with the following settings:

- Paper Size:** Letter
- Source:** Default tray
- Orientation:** Portrait (selected)
- Margins (inches):** Left: 0.75, Right: 0.75, Top: 0.75, Bottom: 0.75
- Header:** &w&bPage &p of &F
- Footer:** &u&b&d

Buttons at the bottom: OK, Cancel, Printer...

In the Page Setup dialog box:


1. Do any of the following:
 - Select a paper size and source for printing.
 - Edit the contents of the header and footer.
 - View the orientation.
 - Set the margins of the printed page.
 - Change the printer and its properties.
2. Click **OK**. The report reappears with the new settings.

To close the Print Preview window, click .

Fields

IMOS and its forms contain fields that hold information. When you hover your mouse pointer over a field, its description pops up next to it. Certain fields help you enter information or give you additional information about their contents.

Selection List Fields

When you click a field, and an arrow appears in it, like this: , you can select a value for the field from a [selection list](#).

Linked Fields

When a field name is underlined, it links to the form that contains details about the value entered in the field. To open the form, click the field name. For example, when you click [Vessel:](#) on a Voyage Estimate, the Vessel Details form for the selected vessel appears.

Date Fields

Fields in which you enter a date default to the current year. If you want to enter a date that is in the current year, you can just enter the month and day. If you want to enter a date in a different year, enter the year as well.

Date List Fields

On schedules and summary lists, you can view data from a different time by selecting a time in a [Date list field](#).


Time Fields

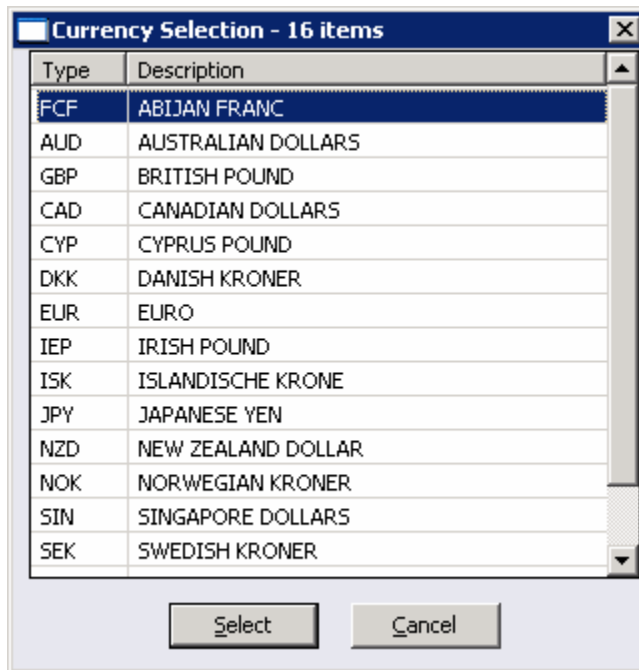
All times are local times except for the Time Charter In Manager and Time Charter Out Manager, which use Greenwich Mean Time.

Selection Lists



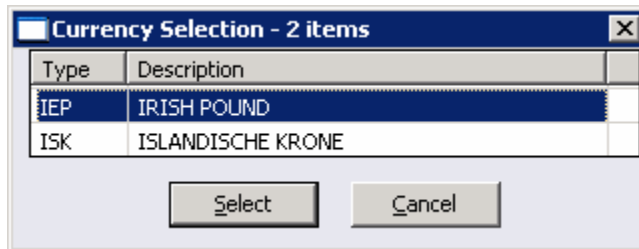
When you click a [field](#), and an arrow appears in it, you can select information for the field from a selection list.

1. If the field contains a value (either a default value or one you want to change), press **Delete** to delete the value.
2. Open the selection list.
 - To open the full list, either click  or press **Enter**. The full list opens. This example shows the full selection list for the Currency field. You can scroll to see the complete list.



Selection List

- To limit your search, you can filter the list. Type one or more of the value's beginning characters in the field before you press **Enter**. The list opens to the point where those letters begin. This example shows a shortened selection list for the Currency field. It resulted from entering I before pressing **Enter**.



Selection List, Filtered

3. Find the value you want to enter. To find a value, you can:
 - Scroll through the selection list.
 - [Sort the selection list.](#)
4. Do one of the following:
 - Double-click the value you want to use.
 - Click the value you want to use and then click **Select**.

The value appears in the field.

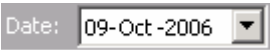
Sorting a Selection List

In selection lists, values are sorted by the first column, to help you locate them. If you know a value other than the one in the first column, you can sort the list by a different column.

For example, in the Currency Selection list, if you don't know the Type code for Japanese yen, you can find it more easily by sorting by the Description column and finding J in alphabetical order.

- To sort by a column, click the column heading.
- To sort in the opposite order, click the column heading again.

Date List Fields

On schedules and summary lists, you can view data from a different date or time range by selecting a date in a Date list field: .

To select a different date for display, use one of the following methods.

Typing a New Date

Select the day, month, or year in the Date list field and type a new number in its place.

Note: Even though the word for the month appears, type its number.

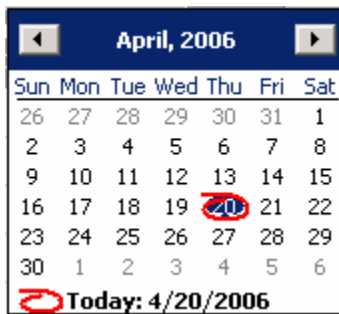
Using Keyboard Arrow Keys



Select the day, month, or year in the Date list field and then do the following:

- Press the left or right arrow key to move between day, month, and year.
- Press the up or down arrow key to increase or decrease a number.

Using the Calendar

1. To open the calendar, click the list arrow.



- To select the correct year, click the year. It becomes a list. Click the up or down arrow to select a previous or future year.
 - To select the correct month, do either of the following:
 - To scroll through previous or future months, click the left or right arrow until you reach the correct month.
 - To select a different month, click the month and select the correct month from the menu.
2. On the correct month, click the correct date.
 3. To refresh your view, click  Refresh or .

Tables

Much of the information you need to enter in IMOS appears in tables, such as the **Data Center** Term Lists and portions of many of the forms. You can add, edit, or delete information in tables.

In most tables, you can add a value by inserting it into the table or adding it to the bottom.

Inserting a Value into a Table

You can insert a new value above an existing value in a table.

1. Right-click the row below where you want to add the value and then click **Insert**. A blank row appears above the current row.
2. Click any field in the row; it is highlighted. Enter the appropriate information.
3. Click or Tab to the remaining fields in the row and enter the appropriate information.

Adding a Value to the Bottom of a Table

You can add a new value to the bottom of a table. You might find this method easier when you want to add a number of values.

1. Scroll to the last row in the table. It says *Click here to add a row*.
2. Click the row. A blank row appears above the last row. Your pointer moves to the first field, which is highlighted.
3. Do one of the following:
 - Enter a value in the first field.
 - Click or Tab to a different field to select it and enter a value.
4. Click or Tab to the remaining fields in the row and enter the appropriate information.

Editing a Value in a Table

You might need to change one or more fields of a value after it is added.

1. Click the field you want to change; it is highlighted.
2. Type the correct information. If the field already contains text, do one of the following:
 - To replace all the existing text, type the new text.
 - To replace only part of the existing text, select the text you want to replace and type the new text.


Deleting a Value from a Table

If you find that you no longer need to use a value in a table, you can delete it.

- To delete a value in a [selection list](#) field, click the field and then press **Delete**.
- To delete a value in a regular field:
 1. Right-click the value and then click **Delete**.
 2. You might be asked to confirm.
 - In some cases, a message asks you to confirm the deletion. Click **OK** or **Yes**.
 - In some cases, a shortcut menu appears. Select the command to delete the term.

Saving Changes

After you add, edit, or delete values, you must save your changes.

1. To save your changes, click .
2. You might be asked to confirm.
 - In some cases, a message asks if you want to save the record. Click **Yes**.
 - In some cases, a message tells you the record is saved. Click **OK**.

Keyboard Shortcuts

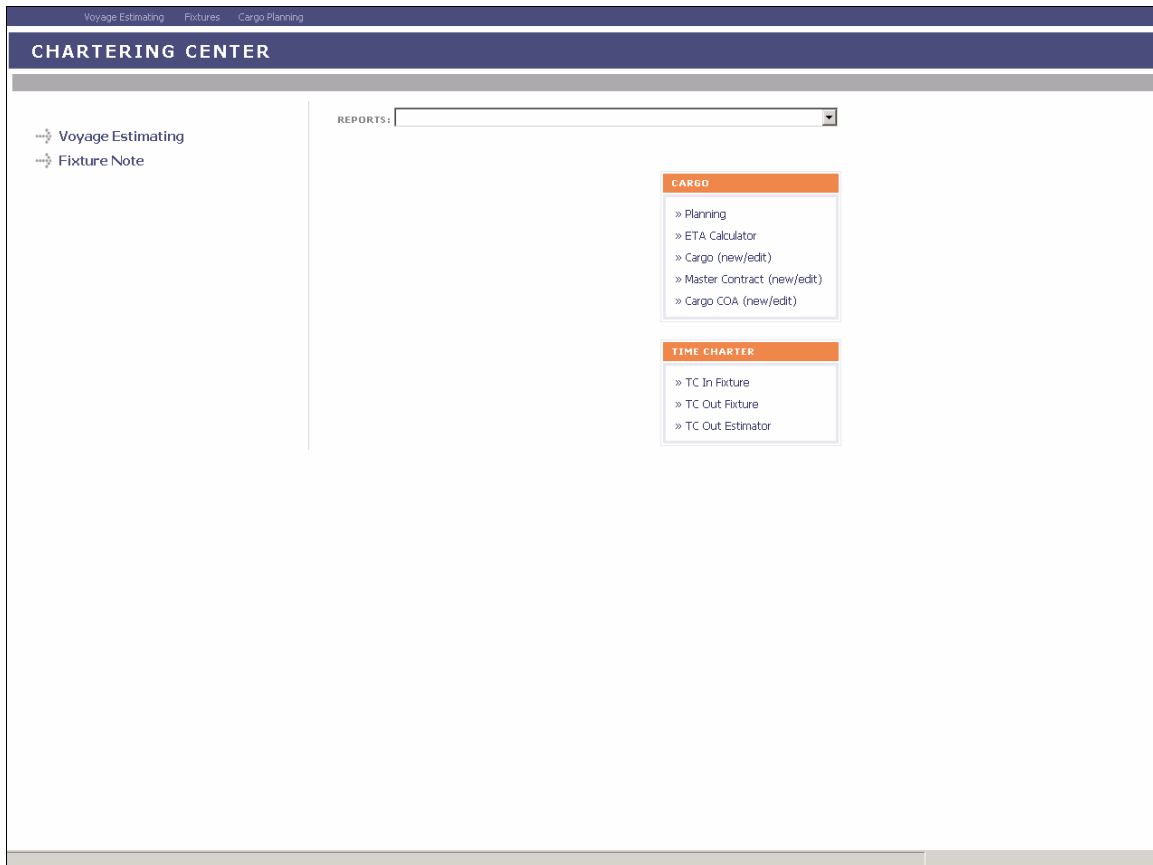
You can use the following Windows keyboard shortcuts in IMOS.

Function	Keys	Description
Cut text	Ctrl + X	Select text, then hold Ctrl while you press X .
Copy text	Ctrl + C	Select text, then hold Ctrl while you press C .
Paste cut or copied text	Ctrl + V	Place the pointer where you want to insert the text, then hold Ctrl while you press V .
Navigate to the next field	Tab	From one field, press Tab to move to the next field on the form.
Navigate to the previous field	Shift + Tab	From one field, press Shift and Tab together to move to the previous field on the form.
Navigate to the next module tab	Ctrl + Tab	From one module tab, press Ctrl and Tab together to move to the next module tab.

Chartering

Introduction to IMOS Chartering

IMOS Chartering functions include planning and estimating voyages, scheduling vessels and cargo, and preparing Voyage Fixture Notes. To access IMOS Chartering, click the **Chartering** tab. The **Chartering Center** appears.



Chartering Center

From the **Chartering Center**, you can access:

- [Voyage Estimating](#)
- [Voyage Fixture Notes](#)
- [Cargo functions](#)
- [Time Charter functions](#)
- [Chartering Reports](#)

Chartering Information

IMOS Chartering handles Voyage Estimating, Cargo Planning, and the preparation of the Voyage Fixture Note. It provides an event-driven guide for planning a voyage and scheduling a vessel and/or cargo.

- [Voyage Estimating](#) allows you to create and refine freight estimates and to test various freight scenarios of vessels and charter types. IMOS can access historical information to provide decision support or can accept new data for changing market and customer situations.
- [Cargo Planning](#) allows cargo to be planned independent of voyages and helps managers efficiently match open cargo to voyages.
- The [Voyage Fixture Note](#) finalizes the planning and adds the voyage to the Vessel Schedule for use in Operations.

You can begin working with IMOS Chartering from any of the three areas:

- Create a [Voyage Estimate](#) and then fix the estimate to create a [Voyage Fixture Note](#).
- Create a [Voyage Fixture Note](#) and then [create a voyage](#) to schedule it.
- [Plan cargo](#) and then create a [Voyage Fixture Note](#) from the cargo.

IMOS Chartering can be used from three different vantage points: the Owner/Manager; the Charterer, and the Trader. This Help system focuses on the Owner-Manager and Charterer viewpoints. The next topics, [Chartering Tasks: Owner Perspective](#) and [Chartering Tasks: Charterer Perspective](#), describe the primary tasks involved in Chartering from the perspective of an owner and a charterer.

User/Module	Voyage Estimating	Voyage Fixture Note	Cargo Planning
Owner-Manager	This module enables planning and analysis of voyage and freight estimates. It allows for the comparison of estimates for actual, typical, or no vessels to evaluate voyage charter and time charter options. It helps companies maximize their ships' profitability through sensitivity, deviation, and comparison analyses.	The Voyage Fixture Note provides access to information for freight assigned to vessels, fixed or not assigned, and to supporting data. If necessary, you can include details for vessel, Charterer, demurrage, itinerary, voyage expenses, and ports.	This is an optional component. It can be used to enter open cargoes available on the market. The module can store details of Contracts of Affreightment, as well as individual cargoes grouped under such a contract. Cargoes entered in this module can be attached to an Estimate and/or a Voyage Fixture Note.

Charterer	Charterers have the additional daily cost of chartering the vessel included in the Estimating calculation but also use this module for maximizing profitability from freight.	Same as above.	Same as above.
Trader	Unlike the above groups, freight is an expense to these groups.		This module is key to Traders. Cargo Planning is designed to manage freight sales and purchases. A graphical display of the cargo units shows statuses of Inquiry, Confirmed, Scheduled, or Withdrawn. You can also initiate a new Estimate and Voyage Fixture Note. This module allows Traders to store purchase and sale contracts of cargoes. As mentioned above, they can be part of a Contract of Affreightment and can initiate new Estimates and Voyage Fixture Notes.

Chartering Work Flow

Chartering Work Flow




You can begin working with IMOS Chartering from any of the three areas:

- Create a [Voyage Estimate](#) and then fix the estimate to create a [Voyage Fixture Note](#), the typical path of an owner. [Chartering Work Flow: Owner Perspective](#) describes the primary tasks involved in that path.
- [Plan cargo](#) and then create a [Voyage Fixture Note](#) from the cargo, the typical path of a charterer. [Chartering Work Flow: Charterer Perspective](#) describes the primary tasks involved in that path.
- Create a [Voyage Fixture Note](#) and then [create a voyage](#) to schedule it.

Chartering Work Flow: Owner Perspective

This topic lists the main tasks in Chartering, from the perspective of a vessel owner.


To work in Chartering, click the **Chartering** tab.




1. [Create a Voyage Estimate](#). Voyage Estimating gives you a way to examine cargoes to see if transporting them will be profitable. You can examine the costs of two or more voyages together by [combining estimates](#). You can refine the estimate in the [Details view](#).
2. When the estimate is complete, [create a Voyage Fixture Note](#) from it.
3. Complete the [CP Terms Details](#) form as appropriate.
4. To schedule the voyage, click  on the Voyage Fixture Note and complete the [New Voyage Setup](#) form.
5. In the [Voyage Manager](#), click  to save the voyage with its Voyage Number and  to close.

Chartering Work Flow: Charterer Perspective

This topic lists the main tasks in Chartering, from the perspective of a charterer.

To work in Chartering, click the **Chartering** tab.

1. [Create new cargo](#).
2. Schedule cargo in [Cargo Planning](#).
3. Create a [Voyage Fixture Note](#).
4. Enter [CP Terms Details](#).
5. To enter an [Address Commission](#), right-click a cargo unit on the Voyage Fixture Note and then click **Cargo Information**. On the [Cargo Details](#) form, click  to open the [Purchase Detail](#) form.
6. Enter [Relet Information](#).

7. To schedule the voyage, click  on the Voyage Fixture Note and complete the [New Voyage Setup](#) form.
8. In the [Voyage Manager](#), click  to save the voyage with its Voyage Number and  to close.

Voyage Estimating

Estimating a Voyage

You can use either of two interchangeable views to estimate a voyage, depending on how complicated the voyage is.

- For a voyage with a single cargo, a single loading port, and a single discharging port, you can use the [Column view](#).
- For a voyage with more than one cargo, more than one loading port, and/or more than one discharging port, you can begin by entering most of the information in the [Column view](#). To add more cargo, ports, or details, you must then expand to the [Details view](#), in which you can enter additional information.

The Column view is a unique feature of IMOS that vastly facilitates [estimate comparison](#) and decision making. To easily compare alternatives, you can display up to 20 columns side by side.

Voyage estimating tasks can include:



- Creating a Voyage Estimate in the [Column View](#)
- Completing a Voyage Estimate in the [Details View](#)
- [Adding Cargo](#) to a Voyage Estimate and updating [Voyage Estimate Cargo Details](#)
- Viewing or entering [Vessel Details](#) (including [Major Approval](#) details of vessel audits and information about the vessel's [Last 3 Cargoes](#)), [Ballasting Cost Details](#), [Port Activity Details](#), [Repositioning Cost Details](#), [Voyage Estimate Other Revenues/Expenses](#), [Bunker Planning](#) information, or [Vessel Defaults](#)
- Performing a [Port Expense Search](#) for historical data
- [Checking Voyage Validity](#)
- [Performing a Sensitivity Analysis](#)
- [Performing a Credit Analysis on a Reposition Port](#)
- [Copying an Estimate](#)
- [Deleting an Estimate](#)
- [Comparing and Combining Estimates](#)
- Viewing [Voyage Estimate Reports](#)

Voyage Estimate Column View

For a single cargo, a single loading, and a single discharging port, you can create a Voyage Estimate using the Column view. To add more details, you must use the [Details view](#).

Opening a Voyage Estimate

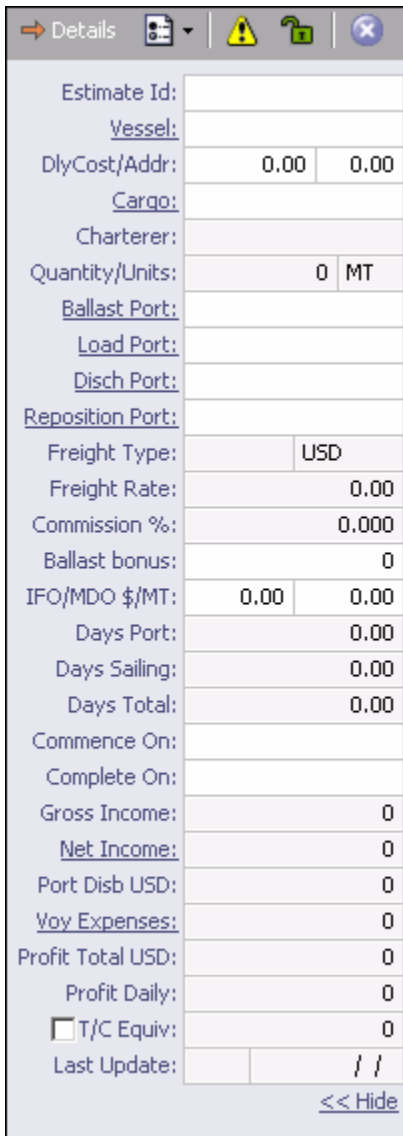
To open an existing Voyage Estimate, use one of these methods:

- In the **Chartering Center**, click  **Voyage Estimating** or **Voyage Estimating**. To find the estimate, click  and then click **Find Estimate**. Enter search criteria and click **Search**.
- On the [Vessel Schedule](#), right-click a voyage bar and then click **Voyage Estimate**.

Creating a Voyage Estimate

To create a new Voyage Estimate using the Column view:

1. In the **Chartering Center**, click  **Voyage Estimating** or **Voyage Estimating**. A Voyage Estimate appears with your next consecutive **Estimate ID**, which you can change.




Estimate Id:		
<u>Vessel:</u>		
DlyCost/Addr:	0.00	0.00
<u>Cargo:</u>		
Charterer:		
Quantity/Units:	0	MT
<u>Ballast Port:</u>		
<u>Load Port:</u>		
<u>Disch Port:</u>		
<u>Reposition Port:</u>		
Freight Type:		USD
Freight Rate:		0.00
Commission %:		0.000
Ballast bonus:		0
IFO/MDO \$/MT:	0.00	0.00
Days Port:		0.00
Days Sailing:		0.00
Days Total:		0.00
Commence On:		
Complete On:		
Gross Income:		0
<u>Net Income:</u>		0
Port Disb USD:		0
<u>Voy Expenses:</u>		0
Profit Total USD:		0
Profit Daily:		0
<input type="checkbox"/> T/C Equiv:		0
Last Update:		//

[<< Hide](#)

Voyage Estimate, Column View

2. Complete at least these fields:

- Select a **Vessel** from the [selection list](#).
- **DlyCost/Addr**: Daily Cost and Address affect Voyage Expenses, Profit Total, and Profit Daily, but not T/C Equiv, giving you a way to compare your vessel with the market.
- **Cargo**: To add more than one cargo unit, click  to expand the Voyage Estimate.
- Select a **Cargo Group** from the [selection list](#).
- If this is a charter, specify the **Charterer**, if known.
- Enter the cargo **Quantity** and **Units**.
- If the vessel will travel on ballast to the loading port, enter the **Ballast Port**, that is, the commencing port for the ballast leg.

When you enter a Ballast Port, the [Ballasting Cost Details](#) form appears; complete it as appropriate. (To open it later, click the **Ballast Port** field name link.)

- Specify the **Load Port**.

When you enter a Load port, the [Port Activity Details](#) form appears; complete it as appropriate. (To open it later, click the **Load Port** field name link.)


- Specify the **Discharge Port**.

When you enter a Discharge Port, the [Port Activity Details](#) form appears; complete it as appropriate. (To open it later, click the **Discharge Port** field name link.)



- If appropriate, specify the **Reposition Port**.








When you enter a Reposition Port, the [Repositioning Cost Details](#) form appears; complete it as appropriate. (To open it later, click the **Reposition Port** field name link.)


- Select a **Freight Type** from the [selection list](#):
 - **F**: Freight Rate (per unit)
 - **L**: Lump Sum
 - **D**: Daily Rate
 - **W**: World Scale
 - **A**: American Tanker Rate Scale (ATRS)

- The next field changes to match the selected freight type. Enter the corresponding figure:
 - For Freight Rate, enter the **Freight Rate** per metric ton carried.
 - For Lump Sum, enter the **Lump Sum Amount**.
 - For Daily Rate, enter the **Daily Rate**.
 - For World Scale, enter the **WS Flat** (World Scale Rate that applies in dollars per ton) and **WS %** (World Scale percentage).
 - For ATRS, enter the **ATRS Rate** and **Lvl** (ATRS level).
 - Enter **Commission %**, the total commissions payable to all involved parties, as applicable.
 - Enter the **Ballast bonus** to be received, as applicable.
 - IMOS proposes bunker prices based on the last known price for this vessel. Edit the prices as applicable. To work with bunkers, click  on the toolbar and then click **Bunker Planning**.
3. IMOS calculates the remaining values based on what you have entered and information from the [Vessel Details](#) form:
- Days Port
 - Days Sailing: IMOS calculates this based in the itinerary, the distances, and the speed of the vessel in loaded and ballast conditions. Days Sailing = Ballast / speed.
 - Days Total
 - Gross Income: Freight income = Rate * Quantity.
 - Net Income = Gross - Commissions (on freight revenue).
 - Port Disb USD is an expense.
 - Voy Expenses = Total voyage expenses, including bunker costs.
 - Profit Total USD
 - Profit Daily = Profit Total / days for the vessel.
 - T/C Equivalent: This field translates dollars per ton to dollars per day.

You can change the T/C Equivalent to a better amount, and IMOS changes the WS % field accordingly, so you can request a better percentage from the charterer. For a range of comparisons, you can perform a [Sensitivity Analysis](#) to see how the T/C Equivalent varies with different percentages, or vice versa.

4. Do any of the following:
- To create a new Voyage Estimate, click  and then click **New Estimate**. The next consecutive **Estimate ID** appears, but you can change it.
 - To copy the estimate, click  and then click **Copy Estimate**.

- To perform a [Sensitivity Analysis](#) or a [Credit Analysis on a Reposition Port](#), click  and then click the appropriate analysis.
 - To search for historical [Port Expenses](#), click  and then click **Port Expenses**. Enter selection criteria and click **Search**.
 - To work with [Bunker Planning](#), [Exchange Rates](#), or [Vessel Defaults](#), click  and then click the appropriate command.
 - To create a [Voyage Fixture Note](#) from the estimate, click  and then click **Fix Estimate**.
5. To save the estimate, click  and then click **Save Estimate**.
 6. To add more details, click  to change to [Details view](#).
 7. To close the estimate, click .

Note: If you open a Voyage Estimate from the [Vessel Schedule](#), it appears in a separate window. To close it, click .

Voyage Estimate Details View

For a single cargo, a single loading, and a single discharging port, you can create a Voyage Estimate using the [Column view](#). To add more details to refine your estimate, you must use the Details view.


The Details view of the Voyage Estimate shows the vessel cost and consumption, the fuel cost, the weather factor, the full itinerary with miles and canals added, the commencing and terminating dates, and the financial results. This view is a consolidation of the data from the vessel and consumption details, port-related information, including demurrage, the voyage itinerary, and revenues and expenses. This form provides an overall view of the estimate after all details have been captured.

From this form, you can update details for the vessel, fuel consumption and costs, and voyage itinerary data, if necessary, and fine-tune them, before completing the [Voyage Fixture Note](#). Each time you make a change, the TCE (Time Charter Equivalent) and expenses are updated in the P&L Summary on the right.

The **Commence On** and **Complete On** date fields are linked and are changed as required. The other calculation totals fields are display only; you can only change them by clicking the links for **Demurrage**, **Misc Income**, and **Misc Exps**.

To complete a Voyage Estimate using the Details view:


1. [Complete the fields in Column view](#).




2. To switch to Details view, click .



The screenshot displays the 'Voyage Estimating' software interface. It is divided into several sections:

- VESSEL INFORMATION:** Contains fields for Vessel, Deadweight (mt), Dly Cost/Addr, MVE (per day), Spd Bal/Ldn(kts), Ballast port, Reposition port, Ballast Bonus, Default Weather Factor (%), IFO/MDO \$/MT, Sea Cons Laden, Sea Cons Blst, Load Port Cons, Disch Port Cons, and Idle Cons. There are also columns for 'fuel' and 'diesel'.
- CARGOES:** A large empty area for listing cargo items.
- VOYAGE ITINERARY:** A table with columns: Port, Miles, Spd, SDay, XS, F, Cargo, L/D Qty, L/D Rate, Terms, PDay, XP, PortExp, OExp\$/t, Dem. Below the table is a button that says 'Click here to add a row'.
- ESTIMATE SUMMARY:** Shows Estimate Id: ADM-000001.
- P&L SUMMARY USD:** A list of financial metrics including Freight, Demurrage, Gross Income, Less Commissions, Less Despach, Misc Income, Net Income, Vessel Exps, Less Address, Canals, Port Exps, Bunker Exps, Misc Exps, Total Expenses, Profit, Daily Profit, Breakeven, Frit Rate (USD/t), TCE (USD/d), Voyage Days, Commence On, and Complete On.








Voyage Estimate, Details View

3. To open an existing estimate:
 - a. Click .
 - b. In the Estimate Search Criteria form, enter information to identify the estimate and then click **Search**. The more information you enter, the more precise the search will be. To see all estimates, leave all fields blank.

4. Enter more details, like the following, to refine your estimate:
 - In the P&L Summary, include additional expenses, enter the going Freight Rate to estimate your costs, or change the TCE and see how the WSC changes and offer a different rate.
 - Click  to enter [additional cargoes](#). If you delete a cargo, all its itinerary lines and other information are deleted as well.
 - Click a cargo box to open and modify the [Voyage Estimate Cargo Details](#) form. If you make any changes, click .
 - In the Voyage Itinerary, enter OExp\$/t (other expenses per unit of cargo), for example, stevedoring or separate expenses to an agent.
 - If the voyage includes a canal transit, right-click the canal to open the Routing Selection list to evaluate other options.
 - To rearrange the itinerary, click  and then click either **Shortest Itinerary** or **Re-order Itinerary**.

- To enter different information for the itinerary, click  and then click **Port/Date View**, which includes the Weather Factor, or **Draft/Restrictions View**, which takes information from the [General Vessel Information](#) form to determine your carrying capacity.
- Under Voyage Days, on the right, enter a Commence Date, and IMOS calculates all the ETAs and ETDs. If you change an ETA for any port, for example, to accommodate loading schedules, IMOS recalculates the rest of the itinerary.
- Click  and then click **Bunker Planning** to see if there is enough fuel to complete the voyage or to [plan for refueling](#).

5. You can also do any of the following:

- To change to [Column view](#), click .
- To create a new estimate, click .
- To import an estimate, click  and then click **Import Estimate**. Select an XML file and then click **Open**.
- To export an estimate, click  and then click **Export Estimate**. Select a location and enter a name for the XML file and then click **Save**.
- To remove cargo, right-click the cargo box and click **Delete**.
- To insert a port, in the Voyage Itinerary [table](#), either add a line to the bottom or right-click a port and click **Insert Port**. Type in the name of the port or select it from the [selection list](#).
- To delete a port, right-click the line and click **Delete**.
- To enter [Port Activity Details](#), right-click a port and click **Port Call Details**.
- To search for historical [Port Expenses](#), right-click a port and click **Port Expense Search**. Enter selection criteria and click **Search**.
- To create a [Voyage Fixture Note](#) from the estimate, click .
- To perform a [Sensitivity Analysis](#) or a [Credit Analysis on a Reposition Port](#), click  and then click the appropriate analysis.
- To work with [Port Expenses](#), [Bunker Planning](#), [Exchange Rates](#), or [Vessel Defaults](#), click  and then click the appropriate command.
- To change your view of the itinerary, click  and then click one of the following:

- Cargo View (illustrated above)


- Port/Date View:

Port	Miles	Spd	SDay	XS	Wthr%	Day	ETA	Idle	PDay	XP	Dem	Day	ETD	TZ
PETROZUATA		14.0			0.00			0.00						0.0
LAKE CHARLES	2,028	14.0	6.04		0.00			0.00						0.0


o Draft/Restrictions View:

Port	Berth	F	DraftBasis	Draft	Cargo	L/D Qty	API	MaxLift	ArrIfo	ArrMdo	Restri...
PETROZUATA	QUAY	L	m.ss		PZ HEAVY	530,000		96,416	301.79	6.04	
LAKE CHARLES	QUAY	D	m.ss		PZ HEAVY	530,000		96,724			

- To rearrange the itinerary, click  and then click one of the following:
 - o Shortest Itinerary
 - o Re-order Itinerary
- To view [Voyage Estimate reports](#), click .

6. To save the Voyage Estimate, click .

7. To close the estimate, click  and then click .



Note: If you open a Voyage Estimate from the [Vessel Schedule](#), it appears in a separate window. To close it, click .

Add Cargo

To add cargo to a Voyage Estimate:

1. On the [Voyage Estimate Details View](#), click .

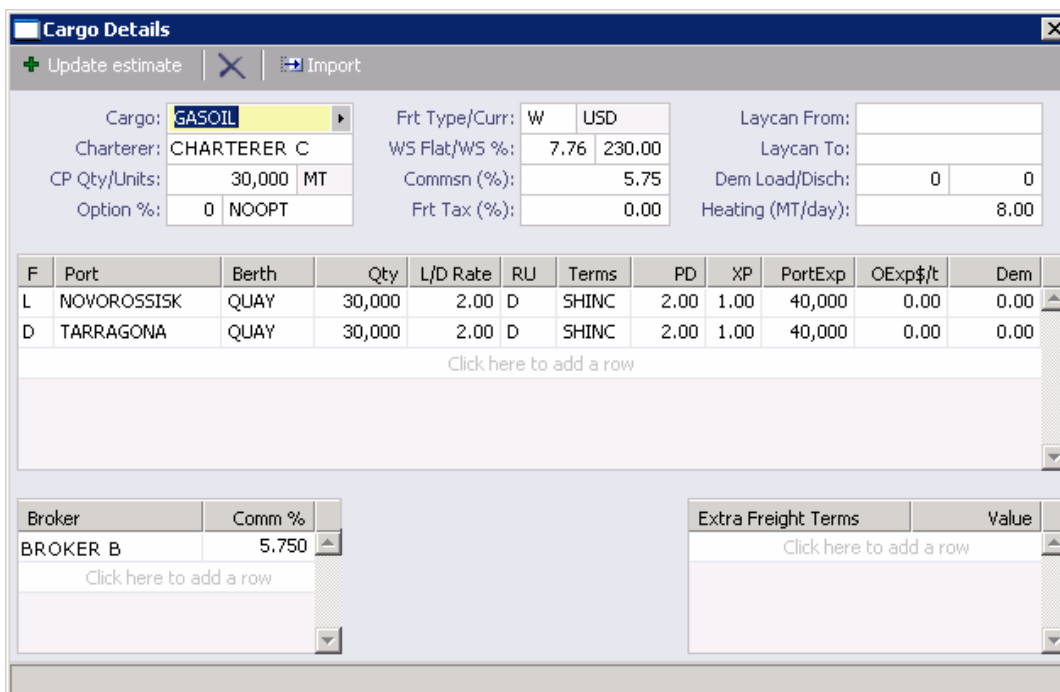
Add Cargo

2. On the Add Cargo form, complete the required fields:
 - Cargo Group
 - **Charterer:** If you do not enter a name, IMOS uses the default of NO NAME. If you enter an unknown name, IMOS prompts you to create an [Address Book](#) entry or reenter the name.
 - CP Qty/Units
3. Complete the remaining fields as appropriate.
4. To enter cargo, use either of these methods:
 - Click , enter search criteria, and click **Search**. Select a cargo from the list of confirmed cargoes and then make any necessary changes to the cargo information.
 - Enter the cargo name, quantity, freight, and any other details.
5. To add the cargo information, click . The cargo unit appears in a cargo box on the Voyage Estimate.

You can update [Voyage Estimate Cargo Details](#).

Voyage Estimate Cargo Details

1. To view or update [cargo details added to a Voyage Estimate](#), double-click the cargo box.





The screenshot shows the 'Cargo Details' window with the following data:

F	Port	Berth	Qty	L/D Rate	RU	Terms	PD	XP	PortExp	OExp\$/t	Dem
L	NOVOROSSISK	QUAY	30,000	2.00	D	SHINC	2.00	1.00	40,000	0.00	0.00
D	TARRAGONA	QUAY	30,000	2.00	D	SHINC	2.00	1.00	40,000	0.00	0.00

Other fields in the window include:

- Cargo: GASOIL
- Charterer: CHARTERER C
- CP Qty/Units: 30,000 MT
- Option %: 0 NOOPT
- Frnt Type/Curr: W USD
- WS Flat/WS %: 7.76 230.00
- Commsn (%): 5.75
- Frnt Tax (%): 0.00
- Laycan From: [empty]
- Laycan To: [empty]
- Dem Load/Disch: 0 0
- Heating (MT/day): 8.00
- Broker: BROKER B
- Comm %: 5.750
- Extra Freight Terms: [empty]
- Value: [empty]

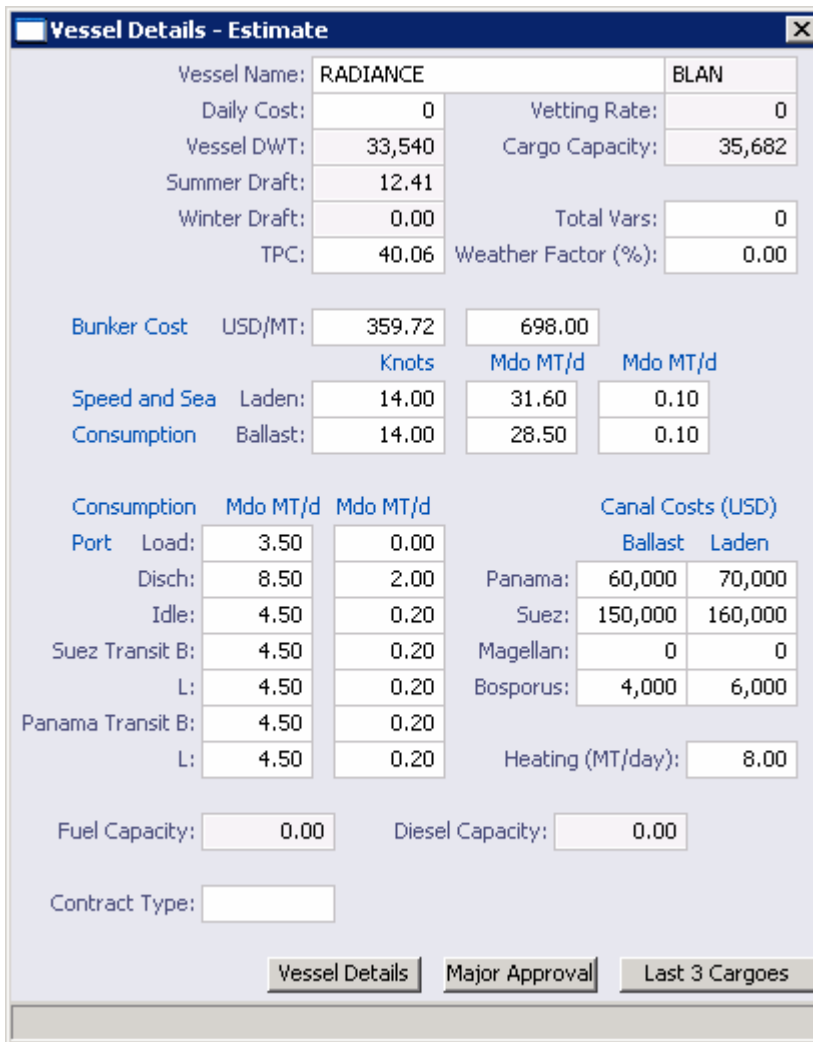
Cargo Details

2. On the Cargo Details form, to enter or update cargo, use either of these methods:
 - Click , enter search criteria, and click **Search**. Select a cargo from the list of confirmed cargoes and then make any necessary changes to the cargo information.
 - Enter the cargo name, quantity, freight, and any other details.
3. To update the cargo information, click . The Cargo Details for closes, and the cargo box displays the updated information.

Vessel Details

When you are working with a [Voyage Estimate](#), you can view or enter information about the vessel.

1. To open the Vessel Details form, click the **Vessel** field name link.



Vessel Details - Estimate

Vessel Name:	RADIANCE		BLAN
Daily Cost:	0	Vetting Rate:	0
Vessel DWT:	33,540	Cargo Capacity:	35,682
Summer Draft:	12.41	Total Vars:	0
Winter Draft:	0.00	Weather Factor (%):	0.00
TPC:	40.06		

Bunker Cost	USD/MT:	359.72	698.00
		Knots	Mdo MT/d
Speed and Sea	Laden:	14.00	31.60
Consumption	Ballast:	14.00	28.50
		Mdo MT/d	Mdo MT/d

Consumption	Mdo MT/d	Mdo MT/d	Canal Costs (USD)
Port	Load:	3.50	0.00
	Disch:	8.50	2.00
	Idle:	4.50	0.20
Suez Transit B:		4.50	0.20
	L:	4.50	0.20
Panama Transit B:		4.50	0.20
	L:	4.50	0.20

Canal Costs (USD)	Ballast	Laden
Panama:	60,000	70,000
Suez:	150,000	160,000
Magellan:	0	0
Bosporus:	4,000	6,000


Heating (MT/day):	8.00
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Fuel Capacity:	0.00	Diesel Capacity:	0.00
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Contract Type:

Vessel Details

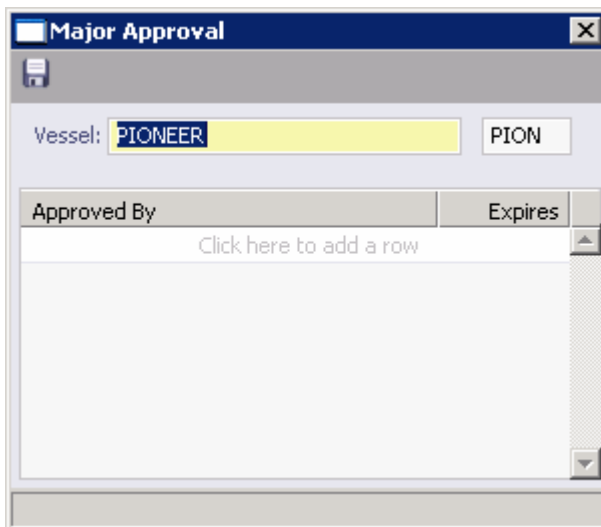
2. On the Vessel Details form, complete or change the appropriate information.

3. You can do any of the following:
 - To view the vessel's [General Vessel Information](#) form [Unit Information](#) form or record additional vessel information, click **Vessel Details**. A message asks if you want to synchronize the vessel information. To complete fields on the Vessel Details form with data from the General Vessel Information form Unit Information form, click **Yes**.
 - To record details of vessel audits carried out by major organizations, click [Major Approval](#).
 - To view the Fixture number, voyage number, cargo, and quantity of the cargo in the vessel's three previous [Voyage Fixture Notes](#), click [Last 3 Cargoes](#).
4. To save the information and close the form, click .


Major Approval

When you are working with [Vessel Details](#), you can record details of vessel audits carried out by major organizations.

1. On the Vessel Details form, click **Major Approval**.



Major Approval

2. On the Major Approval form, complete or change the appropriate information.
3. To save the information and close the form, click .

Cargoes in Last 3 Fixtures

When you are working with [Vessel Details](#), you can record details of vessel audits carried out by major organizations.

1. On the Vessel Details form, click **Last 3 Cargoes**.

Cargoes In Last 3 Fixtures

Vessel: PION

Fixture #	Voy #	Cargo	Qty(MT)
20060180	0	CRUDE	0
20060162	0	CRUDE	520,000
20060159	0	CRUDE	520,000

Click here to add a row

Cargoes in Last 3 Fixtures

2. On the Cargoes in Last 3 Fixtures form, complete or change the appropriate information.
3. To save the information and close the form, click

Ballasting Cost Details

Ballasting Cost Details are automatically calculated by IMOS from data in the [Vessel Details](#), [General Vessel Information](#), and [Distance](#) tables. Ballasting costs include vessel operating expenses incurred during the ballast delivery voyage, nominally with zero IFO and MDO idle days.

1. To open the Ballasting Cost Details form, click the **Ballast Port** field name link in the [Voyage Estimate](#).

Ballasting Cost Details


From: Miles:
 To: Speed:

	Mt	=	Mt/Day	*	Days
IFO Sea:	<input type="text" value="0.00"/>	=	<input type="text" value="0.00"/>	*	<input type="text" value="0.00"/>
IFO Idle:	<input type="text" value="0.00"/>	=	<input type="text" value="0.00"/>	*	<input type="text" value="0.00"/>
MDO Sea:	<input type="text" value="0.00"/>	=	<input type="text" value="0.00"/>	*	<input type="text" value="0.00"/>
MDO Idle:	<input type="text" value="0.00"/>	=	<input type="text" value="0.00"/>	*	<input type="text" value="0.00"/>

	Mt	=	Mt	*	\$/Mt
IFO Cost:	<input type="text" value="0.00"/>	=	<input type="text" value="0.00"/>	*	<input type="text" value="0.00"/>
MDO Cost:	<input type="text" value="0.00"/>	=	<input type="text" value="0.00"/>	*	<input type="text" value="0.00"/>

	\$/Day	=	\$/Day	*	Days
Vessel Cost:	<input type="text" value="0.00"/>	=	<input type="text" value="0.00"/>	*	<input type="text" value="0.00"/>
Other Cost:	<input type="text" value="0"/>				
Total:	<input type="text" value="0.00"/>				

Ballasting Cost Details

2. On the Ballasting Cost Details form, you can change **IFO Idle Days** and **MDO Idle Days**. All other information comes from the Voyage Estimate.
3. Review all calculated values to ensure that the base information is correct.
4. To save the information and close the form, click .

Port Activity Details

On the Port Activity Details form, you can view or enter information about a port. This form appears when you enter a Load Port or Discharge Port in the [Voyage Estimate Column View](#).


1. You can open the Port Activity Details form from the [Voyage Estimate](#):
 - In [Column view](#), click the **Load Port** or **Discharge Port** field name link.
 - In [Details view](#), right-click a port in the Voyage Itinerary and click **Port Call Details**.

Port Activity Details	
Port:	AMSTERDAM
Port expenses:	USD 50,000
L/D Rate:	2.00 D
Terms:	SHINC
Dem rate/day:	21,000
Extra port days:	0.00
Demurrage days:	0.00
Loading days:	2.00
Total port days:	2.00
Dem Amount:	0
Cargo:	CRUDE OIL
Function (L/D):	D
Quantity/Units:	33,000 MT
API/SG:	0.00 1.08
Berth:	QUAY
Draft Basis:	m.ss
Draft:	0.00
Salinity:	1.025
EQSWD Draft m:	0.00
Max Lift Qty:	35,089
Enter port expenses	

Port Activity Details

2. On the Port Activity Details form, complete at least these fields:

- Port expenses: The known or an approximate amount for charges and expenses. To search for historical information, click the **Port expenses** field name link to open the Port Cost Retrieval Criteria form. Enter search criteria and click the **Search** button.
- L/D Rate: The load or discharge rate and unit.
- Terms
- Dem rate/day
- Extra Port Days, if applicable
- Demurrage Days, if applicable

3. To save the information and close the form, click .

Repositioning Cost Details

Repositioning Cost Details are automatically calculated by IMOS from data in the Vessel Details. Repositioning costs include vessel-operating expenses incurred during the redelivery voyage, nominally with zero IFO and MDO idle days.


1. To open the Repositioning Cost Details form, click the **Reposition Port** field name link in either view of the [Voyage Estimate](#).

	Mt	=	Mt/Day	*	Days
IFO Sea:	0.00	=	0.00	*	0.00
IFO Idle:	0.00	=	0.00	*	0.00
MDO Sea:	0.00	=	0.00	*	0.00
MDO Idle:	0.00	=	0.00	*	0.00

	Mt	=	Mt	*	\$/Mt
IFO Cost:	0.00	=	0.00	*	0.00
MDO Cost:	0.00	=	0.00	*	0.00

		=	\$/Day	*	Days
Vessel Cost:	0.00	=	0.00	*	0.00
Other Cost:	0				
Total:	0.00				

Repositioning Cost Details


2. On the Repositioning Cost Details form, you can change **IFO Idle Days** and **MDO Idle Days**. All other information is fixed.
3. Review all calculated values to ensure that the base information is correct.
4. To save the information and close the form, click .

Voyage Estimate Other Revenues/Expenses

When you are working with a [Voyage Estimate](#), if you enter a value in an income or expense field in [Column view](#), the Voyage Estimate Other Revenues/Expenses form appears. You can also open this form by clicking the **Net Income** or **Voy Expenses** field name link. To open the form in [Details view](#), click the **Misc Income** or **Misc Exps** field name link.


Revenue Description	Curr	Amount Curr	Amount USD
Click here to add a row			
Total:			0.00

Voyage Estimate Other Revenues/Expenses

1. On the Voyage Estimate Other Revenues/Expenses form
 - To view or edit other revenues, click the **Other Revenues** tab.
 - To view or edit other expenses, click the **Other Expenses** tab.
2. Enter details for the revenue or expense.
3. To save the information and close the form, click .

Bunker Planning

When you are working with a [Voyage Estimate](#), you can plan bunkers.

1. To open the Bunker Planning form:
 - On the [Voyage Estimate Column View](#), click  and then click **Bunker Planning**.
 - On the [Voyage Estimate Details View](#), click  and then click **Bunker Planning**.

IMOS displays the itinerary and how much fuel and diesel is needed to complete the voyage.

Bunker Planning

	Fuel Qty	Fuel Price	Diesel Qty	Diesel Price
Initial bunkers:	0.00	190.00	0.00	210.00
Redelivery bunkers:	0.00	0.00	0.00	0.00


Fuel

Port Name	SeaCons	ROB Arr	PCons	Receive	Price	ROB Dpt
PETROZUATA	0.00	301.79	0.00			301.79
LAKE CHARLES	301.79	0.00	0.00			0.00

Diesel



Port Name	SeaCons	ROB Arr	PCons	Receive	Price	ROB Dpt
PETROZUATA	0.00	6.04	0.00			6.04
LAKE CHARLES	6.04	0.00	0.00			0.00

Bunker Planning

2. Enter **Initial bunkers** to see if they are sufficient.
3. If you need to stop somewhere to fuel, add the port to the Voyage Estimate itinerary.
4. In the Bunker Planning form, enter the amount you **Receive** and the **Price**.
5. To save the information and close the form, click .

Vessel Defaults


When you are working with a [Voyage Estimate](#), you can enter values to use as defaults in Voyage Estimates. Using this table saves the time of entering the data each time you enter the vessel on an estimate.

1. To open the Vessel Default Values Used in Voyage Estimates table, use one of these methods:
 - On the [Voyage Estimate Details View](#), click  and then click **Vessel Defaults**.
 - On the [Voyage Estimate Column View](#), click  and then click **Vessel Defaults**.

Vsl Name	Vsl	Vsl DWT	Qty(Mt)	L Days	D Days	Comms	IFOHeat
PIONEER	PION	96,724	0	0.00	0.00	0.00	0.00



Click here to add a row

Vessel Default Values Used in Voyage Estimates

2. Select a **Vessel Name** or **Vessel Short Name** from the [selection list](#). IMOS enters the vessel's deadweight.
3. Enter or change any appropriate information.
4. To save the table, click .

Port Expense Search


When you are [Creating a Voyage Estimate](#), you can search for historical information about port expenses.

1. To open the Port Cost Retrieval Criteria form, use one of these methods:
 - On the [Voyage Estimate Details View](#), do one of the following:
 - Click  and then click **Port Expenses**.
 - Right-click a port and click **Port Expense Search**.
 - On the [Voyage Estimate Column View](#), click  and then click **Port Expenses**.
2. On the Port Cost Retrieval Criteria form, enter retrieval criteria and click **Search**. The Port Expense Search form appears.

Vsl	Voy	Port	F	Cargo	Qty	Days	Date	Agent	Vsl Type	Fleet	Cost USD
PIONEER	1	CAYO ARCAS TERMIN L			0	0.00	08/08/2006	AGENT A	AB5	IMO	37,763
PIONEER	360	CAYO ARCAS TERMIN L			0	0.00	03/05/2006	AGENT A	AB5	IMO	72,502




Average (last three): 55,133




Port Expense Search

- IMOS displays the cost information for the ports on your estimate and an average of the last three.
- To close the form, click .

Checking Voyage Validity

The [Voyage Estimate Details View](#), [Voyage Fixture Note](#), and [Voyage Manager](#) toolbars display one of the following symbols to indicate the validity of the voyage information:



- : All information is complete.
- : Some information is missing.
- : The form contains one or more errors.

To see a Voyage Validation report, which lists any missing or incorrect information, click , , or .

Performing a Sensitivity Analysis

To compare a range of Freight Rates to their Time Charter Equivalents when you negotiate a Freight or Time Charter Rate, you can perform a Sensitivity Analysis.


Note: A Sensitivity Analysis is only available for single cargo estimates.

- To open the Sensitivity Analysis table, use one of these methods:
 - On the [Voyage Estimate Details View](#), click  and then click **Sensitivity Analysis**.
 - On the [Voyage Estimate Column View](#), click  and then click **Sensitivity Analysis**.

The Sensitivity Analysis table displays ten steps of equivalence between Freight Rate (or the selected Freight Type) and Time Charter charges, based on Freight Rate, and ten steps of equivalence based on Time Charter.



WSC		TC Equiv (USD)	
Mid Point:	197.50	Mid Point:	982,287
Step:	5.00	Step:	100
WSC	TC Equiv	TC Equiv	WSC
172.50	856,718	981,787	197.40
177.50	881,832	981,887	197.42
182.50	906,945	981,987	197.44
187.50	932,059	982,087	197.46
192.50	957,173	982,187	197.48
197.50	982,287	982,287	197.50
202.50	1,007,401	982,387	197.52
207.50	1,032,515	982,487	197.54
212.50	1,057,628	982,587	197.56
217.50	1,082,742	982,687	197.58

Sensitivity Analysis

- IMOS uses the amount and T/C Equivalent from the current estimate for the mid points and 5.0 and 100 for the step amounts, but you can change them.
- To save and close the Sensitivity Analysis, click .

Performing a Reposition Credit Analysis

When you are working with a [Voyage Estimate](#), you can perform a Reposition Credit Analysis.


- To open the Reposition Credit Analysis form, use one of these methods:
 - On the [Voyage Estimate Details View](#), click  Options and then click **Reposition Credit Analysis**.
 - On the [Voyage Estimate Column View](#), click  and then click **Reposition Credit Analysis**.

Open Port:	Miles	Wthr	Days	Bunkers
LAKE CHARLES				
Reposition Port:	0	0.00	0.00	0
Credit Port:	0	0.00	0.00	0

IFO/MDO \$/t: 190.00 210.00 Reposition TCE \$/day: 947,287

Reposition Credit Analysis



- On the Reposition Credit Analysis form, select a **Reposition Port** from the [selection list](#).
- Select a **Credit Port** from the [selection list](#).

4. IMOS completes the other fields.
5. To save and close the Reposition Credit Analysis, click .

Copying an Estimate

If you want to create [a Voyage Estimate](#) that is similar to an existing one, you can copy an estimate and edit it.


To copy a Voyage Estimate:

1. Open the estimate you want to copy.
2. On the [Voyage Estimate Column View](#) toolbar, click  and then click **Copy Estimate**. The new estimate appears next to the original.
3. Enter an **Estimate ID**.
4. Change or complete any other appropriate fields.
5. To save the record, click .

Deleting an Estimate

If you no longer need [a Voyage Estimate](#), you can delete it.

To delete a Voyage Estimate:

1. Open the estimate you want to delete.
2. On the [Voyage Estimate Column View](#) toolbar, click  and then click **Delete Estimate**.
3. IMOS asks you to confirm the deletion. Click **OK**.

Comparing and Combining Estimates




The [Voyage Estimate Column view](#) can help you evaluate various freight scenarios. You can display up to 20 columns side by side to compare them.


To open a Voyage Estimate, in the **Chartering Center**, click  **Voyage Estimating**.

Details		TML-000006 / PIONEER / CRUDE 70000 / CAYO ARCAS TERMINAL - SAN NICOLAS (ARUBA) / TCE 34137		Details	
Estimate Id:	TML-000015	Estimate Id:	ADM-000021	Estimate Id:	ADM-000021
Vessel:	PIONEER	Vessel:	PIONEER	Vessel:	PIONEER
DlyCost/Addr:	35,000.00 0.00	DlyCost/Addr:	35,000.00 0.00	DlyCost/Addr:	35,000.00 0.00
Cargo Group:	CRUDE	Cargo Group:	CRUDE	Cargo Group:	CRUDE
Charterer:	COPGC	Charterer:	COPGC	Charterer:	COPGC
Quantity/Units:	70,000 MT	Quantity/Units:	520,000 BBL	Quantity/Units:	520,000 BBL
Ballast Port:		Ballast Port:	LAKE CHARLES	Ballast Port:	LAKE CHARLES
Load Port:	PETROZUATA	Load Port:	CAYO ARCAS TERMINAL	Load Port:	CAYO ARCAS TERMINAL
Disch Port:	LAKE CHARLES	Disch Port:	LAKE CHARLES	Disch Port:	LAKE CHARLES
Reposition Port:		Reposition Port:		Reposition Port:	
Freight Type:	W USD	Freight Type:	D USD	Freight Type:	D USD
WS Flat/WS %:	5.72 197.50	Daily Rate:	35,000	Daily Rate:	35,000
Commission %:	0.000	Commission %:	0.000	Commission %:	0.000
Ballast bonus:	0	Ballast bonus:	0	Ballast bonus:	0
IFO/MDO \$/t:	190.00 210.00	IFO/MDO \$/t:	190.00 210.00	IFO/MDO \$/t:	190.00 210.00
Days Port:	0.00	Days Port:	2.00	Days Port:	2.00
Days Sailing:	6.04	Days Sailing:	3.46	Days Sailing:	3.46
Days Total:	6.04	Days Total:	5.46	Days Total:	5.46
Commence On:		Commence On:		Commence On:	
Complete On:		Complete On:		Complete On:	
Gross Income:	5,987,410	Gross Income:	191,250	Gross Income:	191,250
Net Income:	5,987,410	Net Income:	191,250	Net Income:	191,250
Port Disb USD:	0	Port Disb USD:	55,000	Port Disb USD:	55,000
Voy Expenses:	269,857	Voy Expenses:	279,888	Voy Expenses:	279,888
Profit Total USD:	5,717,553	Profit Total USD:	-88,638	Profit Total USD:	-88,638
Profit Daily:	947,287	Profit Daily:	-16,221	Profit Daily:	-16,221
T/C Equiv:	982,287	T/C Equiv:	18,779	T/C Equiv:	18,779
Last Update:		Last Update:		Last Update:	
<< Hide		>>		<< Hide	

Voyage Estimates


Comparing Estimates

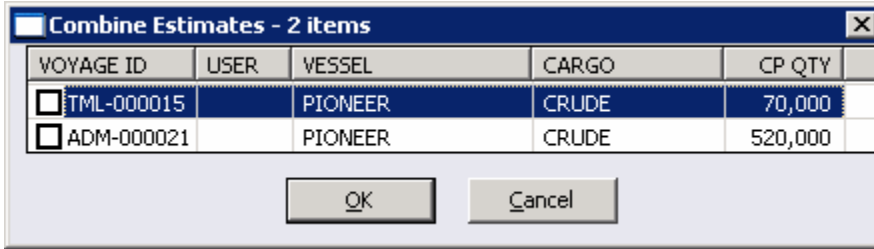
- To open an additional Voyage Estimate, click  and then click **New Estimate**.
- To find an existing Voyage Estimate, click  and then click **Find Estimate**. Enter search criteria and select the Voyage Estimate.
- To create a new Voyage Estimate that is similar to the current one, in Column view, click  and then click **Copy Estimate**. A new Voyage Estimate appears with your next consecutive **Estimate ID**; you can change it, along with the other details.
- To hide a Voyage Estimate so you can compare others without closing it, click **<< Hide** at the bottom. It becomes a narrow label. The illustration above shows a hidden Voyage Estimate between two others. To show a hidden Voyage Estimate, click **>>**.

- To create a report that compares open Voyage Estimates, click  and then click **Compare Estimates**.

Combining Estimates

To examine the costs of two or more voyages together, you can combine Voyage Estimates:

1. Click  and then click **Combine Estimates**.





VOYAGE ID	USER	VESSEL	CARGO	CP QTY
<input checked="" type="checkbox"/> TML-000015		PIONEER	CRUDE	70,000
<input checked="" type="checkbox"/> ADM-000021		PIONEER	CRUDE	520,000

Combine Estimates

2. All open Voyage Estimates appear in the Combine Estimates form. Select the check boxes of those you want to combine and then click **OK**.
3. The Voyage Estimate Combination form shows the Estimate IDs and the combined TCE, Total profit, Daily profit, and Total days.

Voyage Estimate Reports

To view Voyage Estimate reports:

1. To view Voyage Estimate reports, use one of these methods:
 - On the [Voyage Estimate Details View](#), click .
 - On the [Voyage Estimate Column View](#), click  and then click **Reports**.
2. Select one of the following:
 - Voyage P&L
 - Estimate Summary

The report appears in the [Reporting Center](#). You can edit the Estimate Summary.

Voyage Fixture Note

Overview of Voyage Fixture Notes

You can view and access [Voyage Fixture Notes](#) from the **Chartering Center** or from the [Fixture Note Summary](#).

When you are working with a Fixture Note, you can view or enter the following information:

- [CP Terms Details](#)
- [Spot Out Information](#)
- [Relet Information](#)
- [Remarks](#)
- [Suppliers](#)
- [Receivers](#)
- [Itinerary Details](#)
- [Port Agents](#)
- [Charter Party Terms for Port](#)
- [Itinerary Line Remarks](#)
- [Voyage Other Revenues and Expenses](#)

You can check a [Check Voyage Validity](#), create a new Voyage Fixture Note by [copying a Voyage Fixture Note](#), [schedule a voyage](#) for the Voyage Fixture Note, and view [Fixture Note Reports](#).



You can also create a Voyage Fixture Note from a [Voyage Estimate](#) or from a [cargo unit](#).

Voyage Fixture Note

The Voyage Fixture Note finalizes the planning and adds the voyage to the [Vessel Schedule](#) for use in [Operations](#).


Opening a Voyage Fixture Note




To open an existing Voyage Fixture Note, use one of these methods:

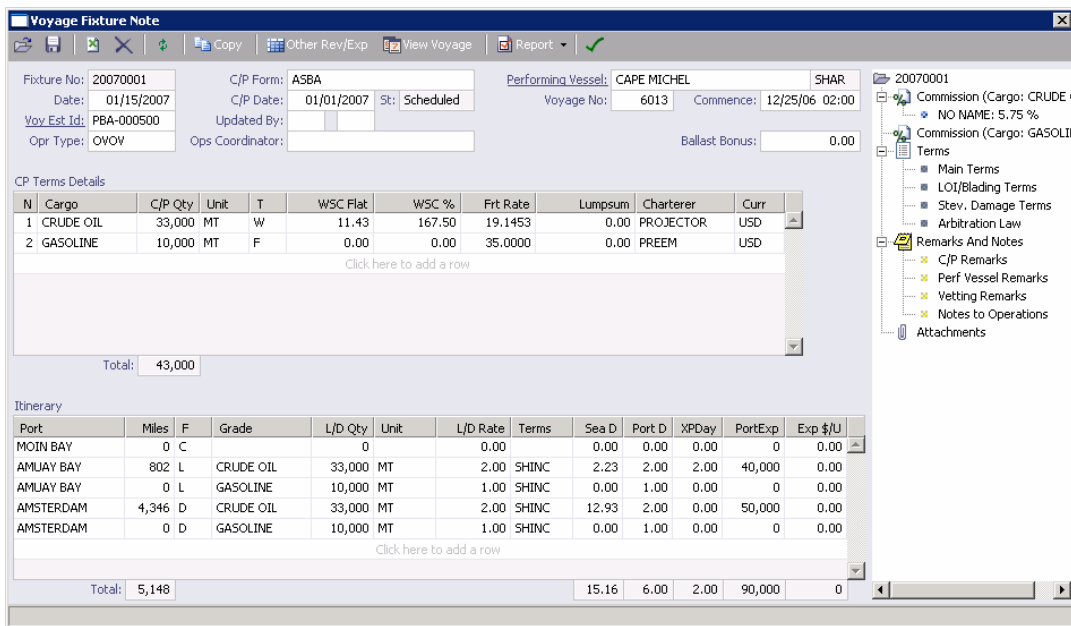
- In the **Chartering Center**, click  [Fixture Note](#). To find an existing Voyage Fixture Note, click , enter selection criteria, and click **Retrieve**.
- On the [Fixture Note Summary](#), click a **Fixture Number** link.
- On the [Vessel Schedule](#), right-click a voyage bar and then click **Fixture Note**. The Voyage Fixture Note for the voyage appears.

Creating a Voyage Fixture Note

1. To create a new Voyage Fixture Note, use one of these methods:

- In the **Chartering Center**, click  **Fixture Note**.
- Create a Voyage Fixture Note from another form. The relevant information from the other form is copied to the new Voyage Fixture Note.

- From the [Fixture Note Summary](#), click .
- From cargo, on the [Cargo Details](#) form, click .
- From a Voyage Estimate, on the [Voyage Estimate Details view](#), click .



The screenshot shows the 'Voyage Fixture Note' application window. It contains several data fields and two tables.

Fields:

- Fixture No: 20070001
- Date: 01/15/2007
- Voy Est Id: PBA-000500
- Opr Type: OVOV
- C/P Form: ASBA
- C/P Date: 01/01/2007
- St: Scheduled
- Updated By:
- Ops Coordinator:
- Performing Vessel: CAPE MICHEL
- SHAR
- Voyage No: 6013
- Commence: 12/25/06 02:00
- Ballast Bonus: 0.00

CP Terms Details Table:

N	Cargo	C/P Qty	Unit	T	WSC Flat	WSC %	Frt Rate	Lumpsum	Charterer	Curr
1	CRUDE OIL	33,000	MT	W	11.43	167.50	19.1453	0.00	PROJECTOR	USD
2	GASOLINE	10,000	MT	F	0.00	0.00	35.0000	0.00	PREEM	USD

Total: 43,000


Itinerary Table:

Port	Miles	F	Grade	L/D Qty	Unit	L/D Rate	Terms	Sea D	Port D	XPDay	PortExp	Exp \$/U
MOIN BAY	0	C		0		0.00		0.00	0.00	0.00	0	0.00
AMUJAY BAY	802	L	CRUDE OIL	33,000	MT	2.00	SHINC	2.23	2.00	2.00	40,000	0.00
AMUJAY BAY	0	L	GASOLINE	10,000	MT	1.00	SHINC	0.00	1.00	0.00	0	0.00
AMSTERDAM	4,346	D	CRUDE OIL	33,000	MT	2.00	SHINC	12.93	2.00	0.00	50,000	0.00
AMSTERDAM	0	D	GASOLINE	10,000	MT	1.00	SHINC	0.00	1.00	0.00	0	0.00

Total: 5,148

Voyage Fixture Note


2. Complete the Voyage Fixture Note as appropriate. If different options are available, enter the most likely terms and change them as needed. Complete at least these fields:
- **Opr Type:** OVOV is the default, which means that freight is treated as a receivable on the P&L; with SPOT, freight is a payable; with RELT, two invoices are created.
 - **C/P Form** (Charter Party Form)
 - **C/P Date** (Charter Party Date)
 - In the **CP Terms Details** table, for each cargo:
 - **Cargo**
 - **C/P Quantity** and **Unit**



- In the **Itinerary** table, for each port:
 - **Port**
 - **F** (Port Function)
- 3. If you have a document that contains more details, right-click  **Attachments**, click **Add New Attachment**, and add the document to the Voyage Fixture Note as an attachment.
- 4. For each cargo, right-click the cargo and then click **Details** to complete the [CP Terms Details](#) form.
- 5. You can also do the following:
 - If you want to create a separate invoice for each supplier and receiver, right-click the cargo and then click **Suppliers** and enter information in the [Suppliers](#) form, or click **Receivers** and enter information in the [Receivers](#) form.
 - You can also enter Remarks and Notes to Operations and add Attachments in the [Summary Tree](#). Notes to Operations appear in the [Voyage Manager](#).
 - If this is a lightering voyage, select the [Lightering Voyage](#) check box above the CP Terms Details table and then select a vessel.
 - In the **CP Terms Details** table, to view or enter:
 - [Cargo Details](#), right-click the cargo name and click **Cargo Information**.
 - [Remarks about cargo](#), right-click the cargo name and click **Remarks**.

You can also use menu commands to insert or delete cargo.





- In the **Itinerary** table, to view or enter:
 - [Itinerary Details](#), right-click a loading or discharging port name and click **Itinerary Details**.
 - Information about [agents](#), right-click the port name and click **Agents**.
 - [Remarks about a port](#), right-click the port name and click **Remarks**.






You can also use menu commands to insert or delete ports.

- To view or enter [other revenues or expenses for the voyage](#), click  on the toolbar.

6. To save the Voyage Fixture Note, click .
7. To schedule the voyage, click  and complete the [New Voyage Setup](#) form.

You can also do the following tasks from the Voyage Fixture Note:

- To [copy a Voyage Fixture Note](#), click  on the toolbar.
- After the voyage is scheduled,  becomes . To open the [Voyage Manager](#) for the voyage, click .

- To view [Fixture Note reports](#), click .
- To view updates to the [Summary Tree](#), click .
- To view a [Voyage Validation report](#), which lists any missing or incorrect information, click the validity symbol: , , or .

Fixture Note Summary

To view the Fixture Note Summary:

1. In the **Chartering Center**, click [Fixtures](#).

Action	Fixture No.	Vessel	Estimate Id	Voyage	CP Date	Fixture Date	First Loading Port	Last Discharge Port	Cargo	Char Type	Counterparty	Status
Schedule	20040008	RADIANCE	CMA-000001	0		5/13/2004						0
Schedule	20040017	RADIANCE	PBA-000003	0		6/1/2004	PORT AUGUSTA	NEW YORK	MOGAS 87	OVOV	AMERIAGIP	0
Schedule	20050124	LARA ROVER	MKR-000013	0		6/6/2005	SINGAPORE	BANDAR ABBAS	PALMOILS	OVOV		0
Schedule	20050302	CARINA	MKR-000031	0		11/29/2005	RIGA	LONDONDERRY	GASOIL	OVOV	TRADELINE	0
Schedule	20050303	CARINA	MKR-000028	0		11/29/2005	RIGA	LONDONDERRY	GASOIL	OVOV	TRADELINE	0
Schedule	20060070	CARINA	MKR-000057	0		3/1/2006	HAMBURG	ROTTERDAM	ULSD	OVOV	SHELL ROTT	0
Schedule	20060050	STAR RISER	FCA-000058	0		2/14/2006	BRUNSBUTTEL	THAMESHAVEN	ULSD	OVOV	STASCO	0
Schedule	20060064	STAR RISER	MKR-000049	0		2/27/2006	ROTTERDAM	CORYTON	GASOIL	OVOV	SHELL ROTT	0
Schedule	20050268	WESTWARD	AKJ-000111	0	10/13/2005	10/17/2005	AMUJAY BAY	NEW YORK	JET A1	OVOV	CITGO	0
Schedule	20050272	UNIQUE	PBA-000272	0	10/19/2005	10/19/2005		JORF LASFAR	GASOIL	OVOV	BPSHIPPING	0
Schedule	20050273	WHISTLER	PBA-000202	0	10/21/2005	10/21/2005		PORT AUGUSTA	FUEL OIL	OVOV	CLEARLAKE	0
Schedule	20050326	STAR RISER	MBA-000042	0	11/24/2005	12/16/2005	RIGA	THAMESHAVEN	ULSD	OVOV	ELBERT	0
Schedule	20050311	UNIQUE	AKJ-000146	0	12/5/2005	12/6/2005	TUAPSE	TARRAGONA	GASOIL	OVOV	LUKOILCH	0
Schedule	20050324	CARINA	MKR-000034	0	12/13/2005	12/14/2005	STANLOW	ROTTERDAM	CPP	OVOV	STASCO	0
Schedule	20050327	SABRINA	AKJ-000161	0	12/14/2005	12/16/2005	TUAPSE	TARRAGONA	GASOIL	OVOV	ADAMCHARTE	0
Schedule	20060028	UNIQUE	AKJ-000162	0	12/14/2006	12/16/2006	TUAPSE	TARRAGONA	GASOIL	OVOV	ADAMCHARTE	0
Schedule	20050339	WEST ROVER	PBA-000299	0	12/22/2005	12/27/2005	MONTEVIDEO	ESMERALDAS	UMS	OVOV	ADAMMAR	0
Schedule	20050337	SATCON	MBA-000043	0	12/23/2005	12/23/2005	TUAPSE	LAVERA	GASOIL	OVOV	BPSHIPPING	0
Schedule	20060008	CARINA	MKR-000030	0	1/4/2006	1/9/2006	KALININGRAD	ROTTERDAM	NAPHTHA	OVOV	SMANN	0
Schedule	20060009	CARINA	MKR-000038	0	1/4/2006	1/9/2006	KALININGRAD	ROTTERDAM	NAPHTHA	OVOV	SMANN	0
Schedule	20060007	CARINA	MKR-000038	0	1/4/2006	1/9/2006	KALININGRAD	ROTTERDAM	NAPHTHA	OVOV	SMANN	0
Schedule	20060010	CARINA	MKR-000030	0	1/4/2006	1/9/2006	KALININGRAD	ROTTERDAM	NAPHTHA	OVOV	SMANN	0
Schedule	20060005	CARINA	MKR-000038	0	1/6/2006	1/9/2006	HAMBURG	ROTTERDAM	UMS	OVOV	STASCO	0
Schedule	20060014	CAPE MICHEL	MBA-000046	0	1/10/2006	1/10/2006	AMSTERDAM	LAGOS	CPP	OVOV	CSS SA	0
Schedule	20060019	CARINA	MBA-000050	0	1/12/2006	1/13/2006	STANLOW	AMSTERDAM	CPP	OVOV	STASCO	0
Schedule	20060022	CARINA	MKR-000038	0	1/17/2006	1/20/2006	TALLINN	HAMBURG	GASOIL	OVOV	CLEARLAKE	0
Schedule	20060027	CARINA	MKR-000042	0	1/19/2006	2/1/2006	AMSTERDAM	BRUNSBUTTEL	GASOIL	OVOV	MABANAFT	0
Schedule	20060035	MARIANA	PBA-000329	0	1/31/2006	1/31/2006	BUENOS AIRES	HOUSTON	NO NAME	OVOV	REPSOL Y	0
Schedule	20060036	CARINA	MBA-000057	0	1/31/2006	2/1/2006	HAMBURG	WEST THURROCK	UMS	OVOV	MABANAFT	0
Schedule	20060040	WESTWARD	PBA-000344	0	2/0/2006	2/0/2006		NEW YORK	MOGAS 07	OVOV	AMERIAGIP	0
Schedule	20060093	ANDES	CMA-000115	0	3/13/2006	3/27/2006	SLAGEN	MALTA (GRAND HARBOR)	FUEL OIL	OVOV	STASCO	0
Schedule	20060100	UNIQUE	UPT-000001	0	4/5/2006	4/7/2006	PORT AUGUSTA	NEW YORK	CPP	OVOV	AMERIAGIP	0
Schedule	20060116	SATCON	PBA-000374	0	4/13/2006	4/13/2006	AMUJAY BAY	NEW YORK	NO NAME	OVOV	GLOBALPETR	0
Schedule	20060133	MARIANA	PBA-000382	0	5/2/2006	5/3/2006		AMSTERDAM	NO NAME	OVOV	BP PRODUCT	0


Fixture Note Summary

The Fixture Note Summary lists the [Voyage Fixture Notes](#). It contains the following columns:


- Action
- Fixture No.
- Vessel
- Estimate ID
- Voyage
- CP Date

- Fixture Date
- First Loading Port
- Last Discharge Port
- Cargo
- Operation Type
- Counterparty
- Status

2. You can change your view:

- If there are more Voyage Fixture Notes than can fit at one time, you can use the scroll bar at the side of the window to view more.
- To view Voyage Fixture Notes from a different time, select a date from the [Date field](#) and then click .
- Select a status or **all fixtures** from the **Status** list.
- Select a user or **all users** from the **Users** list.
- To sort Voyage Fixture Notes by Vessel, CP Date, Opr Type, First Loading Port, Last Discharge Port, Cargo, or Charterer, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
- To filter Voyage Fixture Notes by Vessel, CP Date, Opr Type, First Loading Port, Last Discharge Port, Cargo, or Charterer, click the column heading and then click either **(All)** or one of the values from the column.

You can do these tasks from the Fixture Note Summary:

- To [create a new Voyage Fixture Note](#), click .
- To open an existing Voyage Fixture Note, click its [Fixture Number](#) link in the **Fixture No.** column.
- To schedule a Voyage Fixture Note, click its [Schedule](#) link in the **Action** column and complete the [New Voyage Setup form](#).

CP Terms Details


When you are working with a [Voyage Fixture Note](#), you can view or enter details about Charter Party terms. IMOS uses this information and the Bill of Lading to create the Freight Invoice.

1. To open the CP Terms Details form, under CP Terms Details, right-click a line and then click **Details**.

CP Terms Details

2. Complete at least the following fields:
 - Option % and Type: When you enter these, IMOS enters the Min Qty and Max Qty. If the final quantity is outside this range, enter Extra Freight Terms.
 - Freight Type
 - Amount:
 - For Freight Type F (Freight Rate, the default type), the amount per metric ton.
 - For Freight Type L (Lump Sum), the lump sum amount.
 - For Freight Type D (Daily Rate), the daily rate.
 - For Freight Type W, the set World Scale Rate (\$/ton) and the World Scale percentage.
 - For Freight Type A, the American Tanker Rate Scale rate and the American Tanker Rate Scale level.
 - Loading Dem
 - Discharge Dem
 - Extra Freight Terms, as applicable

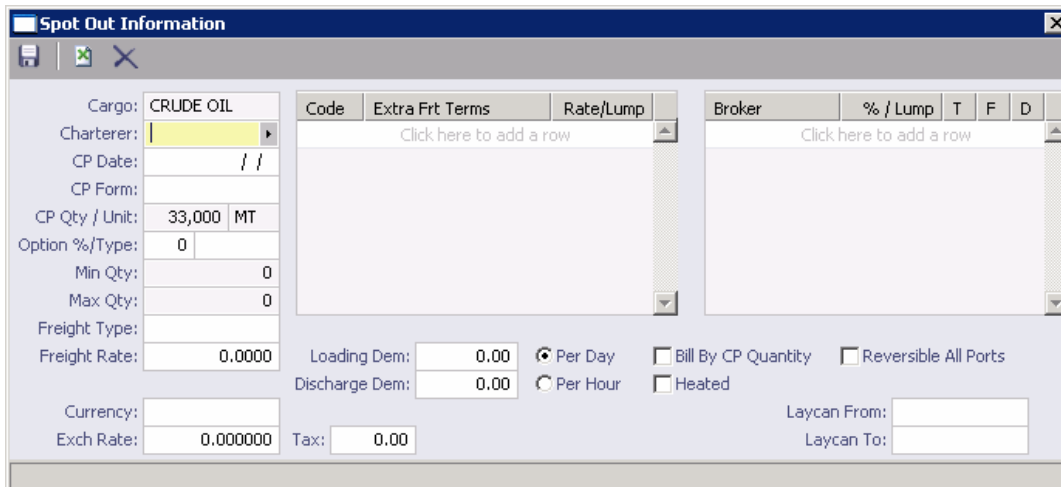
- Brokers: When you enter commissions, any number less than 100 is taken to be a percentage, and any number greater than 100 is taken to be a lump sum (column T). You can select whether commissions should be deducted from the Freight Invoice or paid separately (column F) and whether or not the commission applies to demurrage (column D), except that Address commissions are always deducted from the Freight Invoice.
- Bill by CP Quantity: To have IMOS bill by CP Quantity regardless of the actual amount loaded, select this check box.
- Reversible All Ports: For tankers, select this check box for laytime, and enter the Total Allowed Hours.

3. To save and close the form, click .


Spot Out Information

When you are working with a [Voyage Fixture Note](#) for a voyage of Operation Type SPOT, you can view or enter spot out information.

1. To open the Spot Out Information form, under CP Terms Details, right-click a line, and then click **Spot Out**.



Spot Out Information

2. Enter the **Counterparty** and any other appropriate information.
3. To save and close the form, click .


Relet Information

When you are working with a [Voyage Fixture Note](#) for a voyage of Operation Type RELT, you can view or enter relet information.

1. To open the Relet Information form, under CP Terms Details, right-click a line, and then click **Relet**.

Relet Information

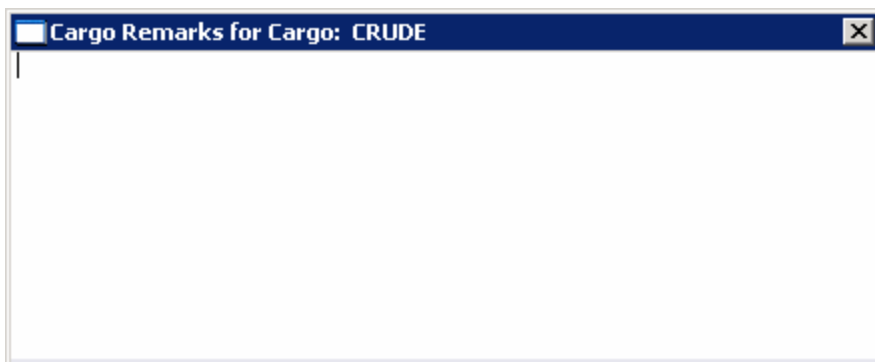
2. Complete at least these fields:
 - Owner
 - CP Date
 - CP Form
 - Freight Type
 - Freight Rate
 - Extra Freight Terms (as applicable)
 - For each broker:
 - Broker
 - Commission: An amount under 100 is taken as a percentage; an amount over 100 is taken as a lump sum.
 - T (% or Lump)
 - F (Commission will be deducted from the freight invoice or will be paid separately.)
 - D (Commission will not be applied to demurrage, will be deducted from demurrage, or will be paid separately.)
 - Loading Demurrage/Despatch Amounts
 - Discharging Demurrage/Despatch Amounts

3. To save and close the form, click .


Remarks

When you are working with a [Voyage Fixture Note](#), you can view or enter remarks.

1. To open a Remarks form, under CP Terms Details, right-click a line and then click **Remarks**.
2. Select the type of remarks:
 - Cargo Remarks
 - CP/Qty Remarks
 - Option Remarks
 - Freight Remarks
 - Charterer Remarks
 - Load Range Remarks
 - Discharge Range Remarks
 - Demurrage Remarks
 - Laycan Remarks
3. A blank form appears. Enter the appropriate remarks.



Cargo Remarks

4. To save and close the form, click .

Accounting Terms

When you are working with a [Voyage Fixture Note](#), you can view or enter accounting terms.

1. To open the **Accounting Terms** form, under CP Terms Details, right-click a line and then click **Accounting Terms**.

Accounting Terms

Freight Type: L WSC 100/Levsl: 0.00 0.00 Total Lift: 12,500
 Freight Rate: 9.20 Currency: USD Loading Cost:
 Lumpsum: 115,000.00 Description:
 Broker Commission

Broker	Full Name	Rate %	\$ Amount
ADDRESS	ADDRESS	1.25	0.00
BROKER B	BROKER B	1.25	0.00
Click here to add a row			
Total:		2.50	0.00

Payment Remarks

Accounting Terms

2. In the Accounting Terms form, enter the appropriate information.
3. To save and close the form, click

Suppliers

When you are working with a [Voyage Fixture Note](#), you can view or enter information about cargo suppliers.

1. To open the Suppliers form, under CP Terms Details, right-click a line and then click **Suppliers**.


Suppliers

Cargo: CRUDE C/P Date: 09/11/2006 C/P Quantity: 70,000 Unit: MT

Supplier	Curr	Exch Rate	Quantity	Opt %	Opt Type	T	Frt Rate	Lumpsum
		0.000000	0	0			0.0000	0
Click here to add a row								
Total:								0

Suppliers (Tanker)

Suppliers (Barge)

2. In the Suppliers form, enter the appropriate information.
3. To save and close the form, click .

Receivers

When you are working with a [Voyage Fixture Note](#), you can view or enter information about cargo receivers.

1. To open the Receivers form, under Cargo Information, right-click a line and then click **Receivers**.

Receiver	Curr	Exch Rate	Quantity	Opt %	Opt Type	T	Frft Rate	Lumpsum
		0.000000	0	0			0.0000	0

Receivers (Tanker)



Receivers (Barge)

2. In the Receivers form, enter the appropriate information.
3. To save and close the form, click

Itinerary Details

When you are working with a [Voyage Fixture Note](#), you can view or enter details about the itinerary.


1. To open the Itinerary Details form, under Voyage Itinerary, right-click a loading or discharging port line and then click **Itinerary Details**.

		Days	Hours
Sea:	0.86	20.73	
Extra Sea:	0.00	0.00	
Idle:	0.00	0.00	
Sea Total:	0.86	20.73	
Port:	2.00	48.00	
Extra Port:	0.00	0.00	
Dem/Des:	0.00	0.00	
Port Total:	2.00	48.00	

Itinerary Details (Tanker)

Itinerary Details															
Port:	COP - WESTLAKE	Function:	D												
Grade:	SLURRY OIL	L/D Qty:	40,000												
Receiver:	COP LKCHAS	Unit:	BBL												
Order No:	123456-2	L/D BBL/Day:	60,000.00												
Window From:	09/04/06 00:00	L/D BBL/Hour:	2,500.00												
Window To:	09/06/06 23:59	Terms:													
Berth:	QUAY	Factor:	1.00												
Differentials:	0.00	Miles:	188												
Base:	0.00	Speed:	6.00												
WS Level:	0.00	W Factor:	0.00												
Sub Total:	0.00	Port Exp:	0												
Lumpsum:	0.00	Exp \$/Unit:	0.00												
Total:	0.00	Heating Days:	0.00												
Sea:	1.31	Days	31.33												
Extra Sea:	0.00	Hours	0.00												
Idle:	0.00		0.00												
Sea Total:	1.31		31.33												
Port:	0.79		19.00												
Extra Port:	0.00		0.00												
Dem/Des:	0.00		0.00												
Port Total:	0.00		0.00												
<table border="1"> <thead> <tr> <th>Barge Name</th> <th>A</th> <th></th> </tr> </thead> <tbody> <tr> <td>7021</td> <td><input checked="" type="checkbox"/></td> <td>▲</td> </tr> <tr> <td>7026</td> <td><input checked="" type="checkbox"/></td> <td>▼</td> </tr> <tr> <td colspan="3" style="text-align: center;">Click here to add a row</td> </tr> </tbody> </table>				Barge Name	A		7021	<input checked="" type="checkbox"/>	▲	7026	<input checked="" type="checkbox"/>	▼	Click here to add a row		
Barge Name	A														
7021	<input checked="" type="checkbox"/>	▲													
7026	<input checked="" type="checkbox"/>	▼													
Click here to add a row															

Itinerary Details (Barge)

- In the Itinerary Details form, enter the appropriate information.
- To save and close the form, click .


Operational Information for Port

When you are working with a [Voyage Fixture Note](#), you can enter operational information about a port and send it to up to three contacts from your [Address Book](#).

- To open the Operational Information for Port form:
 - In a Voyage Fixture Note, under Voyage Itinerary, right-click a port line and then click **Notice**.

Operational Information for Port: ROTTERDAM			
Charterer Agent:	<input type="text"/>	Nominated By:	<input type="text"/>
Protective Agent:	<input type="text"/>	Nominated By:	<input type="text"/>
Owner Agent:	<input type="text"/>	Nominated By:	<input type="text"/>
To:	<input type="text"/>	When:	<input type="text"/>
To:	<input type="text"/>	When:	<input type="text"/>
To:	<input type="text"/>	When:	<input type="text"/>
Remarks			
<input type="text"/>			

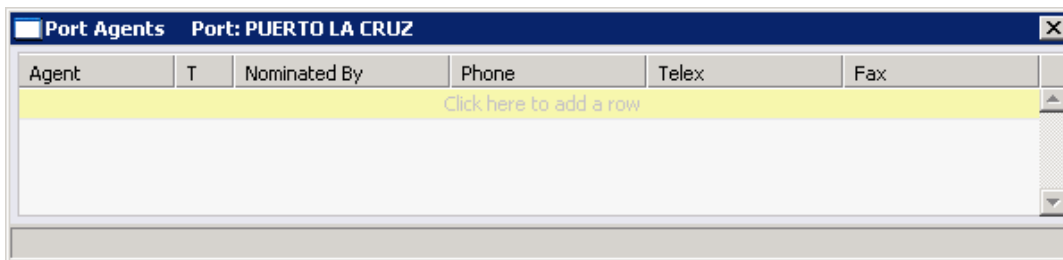
Operational Information for Port

2. In the Operational Information for Port form, in the **To** field, select a contact from the [selection list](#).
3. Enter a date, Remarks, and any other appropriate information.
4. To save and close the form, click .


Port Agents

When you are working with the [Voyage Manager](#) or a [Voyage Fixture Note](#), you can view or enter information about port agents.

1. To open the Port Agents form, use one of these methods:
 - In the Voyage Manager, in the voyage itinerary, right-click a port line and then click **Nominate Port Agents**.
 - In a Voyage Fixture Note, under Voyage Itinerary, right-click a port line and then click **Agents**.



Port Agents


2. In the Port Agents form, select an agent from the [selection list](#).
3. Enter any other appropriate information.
4. To save and close the form, click .

Charter Party Terms for Port

When you are working with a [Voyage Fixture Note](#), you can view or enter information about terms for the port.

1. To open the Charter Party Terms for Port form, under Itinerary, right-click a loading or discharging port line and then click **CP Terms**.

Charter Party Terms for Port


2. In the Charter Party Terms for Port form, enter the appropriate information.
3. To save and close the form, click .

Itinerary Line Remarks

When you are working with a [Voyage Fixture Note](#), you can view or enter remarks about a line in the itinerary.

1. To open the Itinerary Line Remarks form, under Voyage Itinerary, right-click a port line and then click **Remarks**.


Itinerary Line Remarks

2. A blank form appears. Enter the appropriate remarks.
3. To save and close the form, click .

Voyage Other Revenues and Expenses


When you are working with a [Voyage Fixture Note](#), you can view or enter Voyage Other Revenues and Expenses.

Note: You can also enter [Voyage Other Revenues and Expenses](#) from the Voyage Manager.

1. To open the Voyage Other Revenues and Expenses form, on the Voyage Fixture Note toolbar, click .









Voyage Other Revenues and Expenses

2. Enter revenue information in the top section or expense information in the bottom section.
3. To save and close the form, click . IMOS generates an invoice to appear in the Financials module; you can work with it on the [Operations Transaction Summary](#).

Checking Voyage Validity

The [Voyage Estimate Details View](#), [Voyage Fixture Note](#), and [Voyage Manager](#) toolbars display one of the following symbols to indicate the validity of the voyage information:



- : All information is complete.
- : Some information is missing.
- : The form contains one or more errors.

To see a Voyage Validation report, which lists any missing or incorrect information, click , , or .

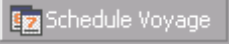



Copying a Voyage Fixture Note

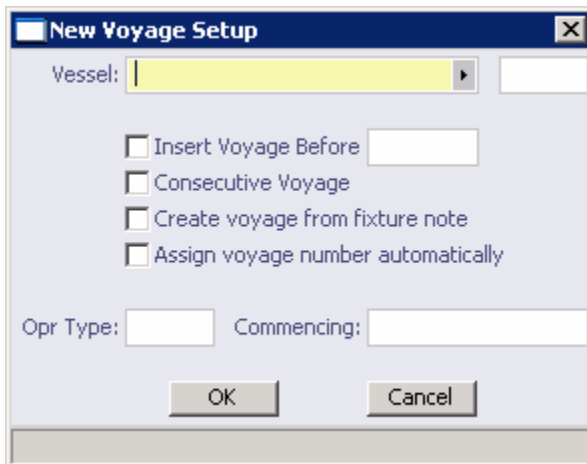
If you want to create a Voyage Fixture Note that is similar to an existing one, you can copy a [Voyage Fixture Note](#) and edit it.

To copy a Voyage Fixture Note:

1. On the [Voyage Fixture Note](#) toolbar, click .
2. Enter a **Fixture No.** and change any other appropriate fields.
3. To save the record, click .



New Voyage Setup

1. To create a voyage:
 - From a [Voyage Fixture Note](#), click .
 - From the [Fixture Note Summary](#), click the [Schedule](#) link for the Voyage Fixture Note.
 - From the [Vessel Schedule](#), the [Port Schedule](#), the [Payment Schedule](#), or the [Billing Schedule](#), click .
 - From the [Voyage Manager](#), click  and then click **Create a new voyage**.
 - From a [Time Charter Out](#) voyage, click .




New Voyage Setup

2. On the New Voyage Setup form, select the **Vessel Name** from the [selection list](#). The **Vessel Code** appears.
3. Set the time for the voyage:
 - To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage it should be inserted before.

- To schedule the voyage immediately after the last scheduled voyage of the vessel, select the **Consecutive voyage** check box.
 - Otherwise, enter the **Commencing** date and time, in local time for the port.
4. To create the voyage from a [Voyage Fixture Note](#), select the **Create voyage from fixture note** check box. The Voyage Fixture Note must already exist. If there are multiple Voyage Fixture Notes, select the **Voyage Fixture Note** from the selection list.
 5. Select the **Assign voyage number automatically** check box. For Spot and Relet voyages, if the voyage is part of a Vessel COA, leave the check box cleared; you can enter the Voyage Number manually.
 6. Select an **Operation Type**.
 7. To create the voyage, click **OK**.
 8. If this is not a consecutive voyage, the [Initial Bunkers](#) form appears; complete the form.
 9. If the vessel is a Time Charter vessel, and the Charter Party information is missing, complete the information in the [Time Charter In Manager](#) or the [Time Charter Out Manager](#).
 10. The [Voyage Manager](#) appears. Click  to save the voyage with its Voyage Number and  to close.

Fixture Note Report

To view the Fixture Note report, click  on the [Voyage Fixture Note](#) toolbar. The report appears in the [Reporting Center](#). You can do any of the following with the report: Refresh, Print, Preview, Save, Create a PDF, and Email.

Cargo

Overview of Cargo

Cargo Planning displays the cargo and ports you can use for your [cargo planning](#). You can use the [ETA Calculator](#) to estimate your time of arrival. IMOS creates three types of cargo:

- **Open Cargo:** The open cargo is a standalone, independently traded cargo that can be scheduled and tracked on its own. Open cargoes can be associated with [Voyage Estimates](#) and [Cargo Contracts](#) and Vessel Contracts. Open cargoes appear in [Cargo Planning](#).
- **Estimate Cargo:** Estimate cargoes can be converted to open cargoes.
- **Fixed Cargo:** Open cargoes can be converted to fixed cargoes in the [Voyage Fixture Note](#). Fixed cargoes appear in [Cargo Planning](#).

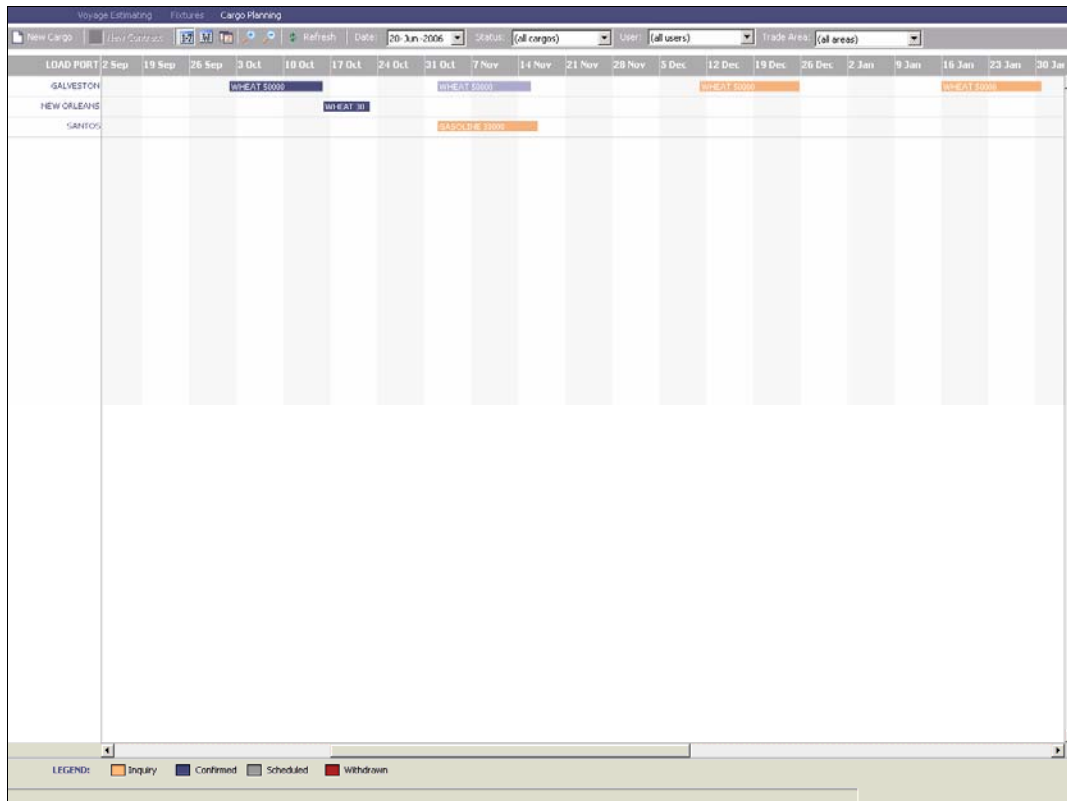
The [Cargo Details](#) form holds information about a cargo unit. The [Purchase Details](#) form holds additional information. You can create [FOB/Delivered Cargo](#) from Demurrage.

You can create a create a Vessel COA or a copy a Vessel COA to create a new one.

Cargo Planning

In Cargo Planning, you can view the cargo units and ports you can use for your cargo planning. It is a graphical interface for the management of freight trading. A Cargo Unit is cargo for freighting.








- To open Cargo Planning, use one of these methods in the **Chartering Center**:
 - Click [Cargo Planning](#).
 - Under Cargo, click **Planning**.





Cargo Planning

Cargo Planning displays dates along the horizontal axis and ports along the vertical axis. The vertical line on the schedule indicates the current day. Cargo Units of all status types, from Inquiry to Scheduled and Withdrawn, appear. A colored bar represents each Cargo Unit, and the Cargo Short Name appears on the bar. The legend below the schedule explains the color coding for the Cargo Unit status:

- Inquiry
 - Confirmed
 - Scheduled
 - Withdrawn
- You can change the display:
 - To select different viewing options, use the toolbar:

- o To view by date, click .
 - o To view by week number, click .
 - o To view by day, click .
 - o To zoom in, click ; to zoom out, click .
 - To scroll through the time displayed, use the scroll bar at the bottom of the window.
 - To select a different time for display, select a date from the [Date field](#) and then click .
 - Select a status or **all cargos** from the **Status** list.
 - Select a user or **all users** from the **Users** list.
3. Look for cargo units that are not scheduled.
 4. To open the [Cargo Details](#) form for a cargo unit, double-click the cargo unit.
 5. If the field is not already complete, select a **Nominated Vessel** from the [selection list](#).
 6. To fix the cargo, on the Cargo Details form, click  to open the [Voyage Fixture Note](#).

You can also do the following tasks from Cargo Planning:



- To create a new cargo unit, click  and complete the [Cargo Details](#) form.
- To view the [Cargo Details](#) form for a cargo unit, either double-click the cargo bar or right-click the cargo bar and click **Cargo Details**.
- To create a new contract, click  and complete the [Cargo Contract](#) form.

Cargo Details




The Cargo Details form holds information about a Cargo Unit.

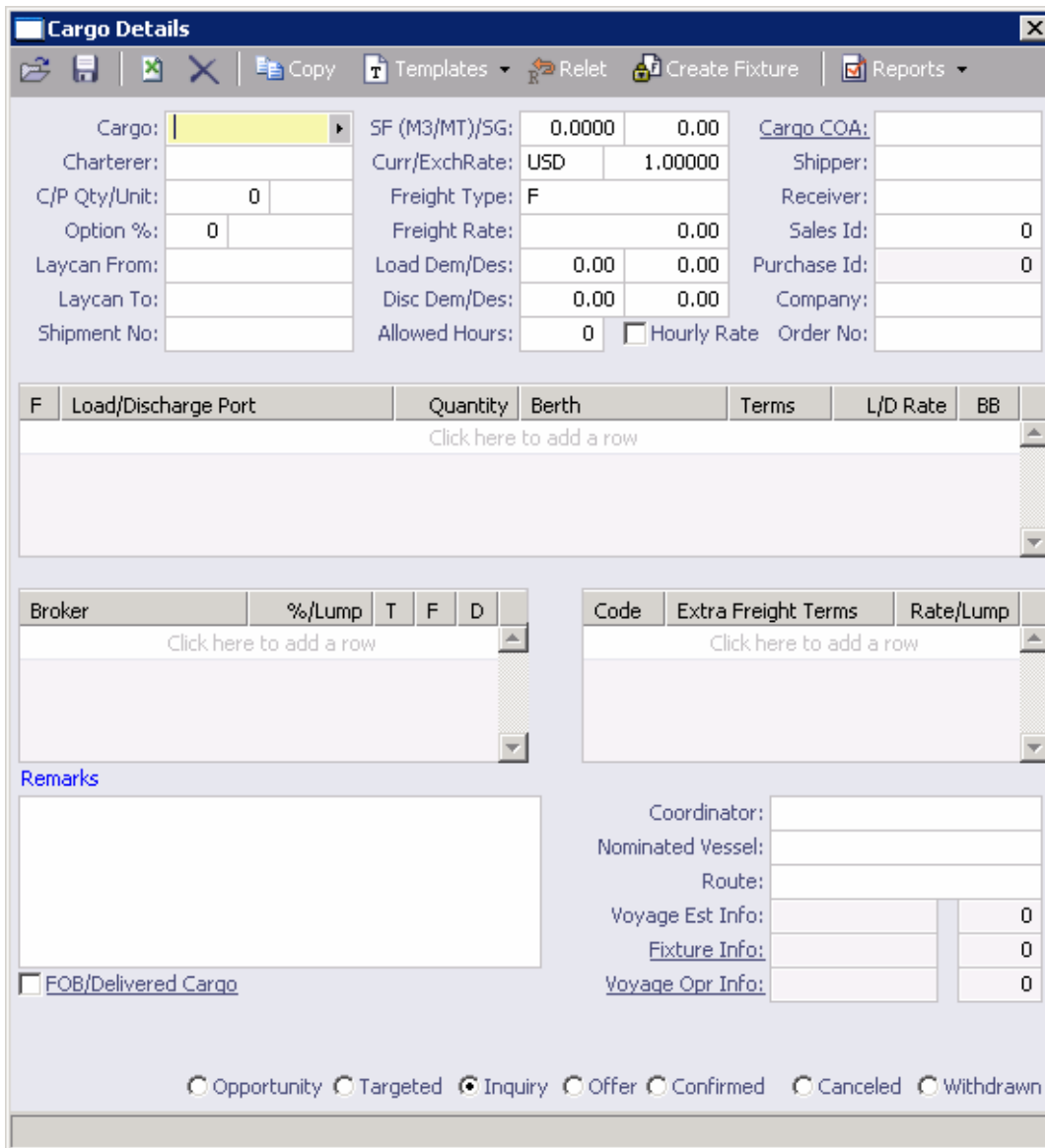
Opening a Cargo Details Form

To open an existing Cargo Details form, use one of these methods:

- In the **Chartering Center**, under Cargo, click **Cargo (new/edit)**. To find an existing Cargo Details form, click , enter selection criteria, and click **OK**.
- In [Cargo Planning](#), either double-click a cargo bar or right-click a cargo bar and then click **Cargo Details**. The Cargo Details form displays the information for that cargo unit.
- On a [Freight Invoice](#), click . The Cargo Details form displays the information for that cargo unit.

Creating Cargo

- To create a new Cargo Unit, use one of these methods:
 - In the **Chartering Center**, under Cargo, click **Cargo (new/edit)**.
 - In [Cargo Planning](#), click .
 - On the [Cargo COA](#) form, click .
 - For FOB/delivered cargo, in the **Demurrage Center**, click .



Cargo Details

Cargo: SF (M3/MT)/SG: 0.0000 0.00 Cargo COA:
 Charterer: Curr/ExchRate: USD 1.00000 Shipper:
 C/P Qty/Unit: 0 Freight Type: F Receiver:
 Option %: 0 Freight Rate: 0.00 Sales Id: 0
 Laycan From: Load Dem/Des: 0.00 0.00 Purchase Id: 0
 Laycan To: Disc Dem/Des: 0.00 0.00 Company:
 Shipment No: Allowed Hours: 0 Hourly Rate Order No:

F	Load/Discharge Port	Quantity	Berth	Terms	L/D Rate	BB
Click here to add a row						

Broker	%/Lump	T	F	D
Click here to add a row				

Code	Extra Freight Terms	Rate/Lump
Click here to add a row		



Remarks

FOB/Delivered Cargo







Coordinator:
 Nominated Vessel:
 Route:
 Voyage Est Info: 0
 Fixture Info: 0
 Voyage Opr Info: 0

Opportunity Targeted Inquiry Offer Confirmed Canceled Withdrawn

Cargo Details

2. Either [use a Cargo Template](#) or complete at least these fields:
 - Cargo
 - Charterer
 - C/P Qty/Unit
 - Load port (at least one)
 - Discharge port (at least one)
 - Laycan From (IMOS completes the Laycan To field.)
3. Complete additional information as appropriate:
 - For Free on Board or delivered cargo, select the **FOB/Delivered Cargo** check box. Several fields in the bottom right corner change. Complete the [FOB/Delivered Cargo](#) fields.
 - Click to select if this is an **Inquiry**, **Confirmed**, or **Withdrawn**. When it is confirmed, the Cargo Unit will appear on the list of Cargo Units that can be [added to an estimate](#).
4. To save the Cargo Unit, click . It appears in [Cargo Planning](#) according to its Laycan dates.
5. To close the Cargo Details form, click .

You can do the following tasks from the Cargo Details form:

- To create a Cargo Unit that is similar to an existing one, you can copy the Cargo Unit and edit it.
 - a. Click .
 - b. Change any appropriate fields.
 - c. To save the record, click .
- To view or enter [Purchase Details](#), click .
- To [use a Cargo Template](#), click .
- To create a [Voyage Fixture Note](#) from the cargo, click . IMOS creates a new Voyage Fixture Note and copies all cargo and port information.
- To print the Cargo Offer, click . The Cargo Offer appears in a separate browser window. You can use browser commands to save or print the report.



FOB/Delivered Cargo

When you select the **FOB/Delivered Cargo** check box on the [Cargo Details](#) or [FOB/Delivered Cargo Details](#) form, the following form appears.

The screenshot shows a software window titled "FOB/Delivered Cargo". It contains the following fields and controls:

- Code: XFOB
- Voyage: 0
- Cargo: (empty)
- BL Code: (empty)
- BL Qty: 0.00
- BL Date: //
- Opr Type: FOB
- Reference Vessel: (empty)
- Voyage Closed

FOB/Delivered Cargo

1. Complete the appropriate information.
2. To save the information, click .
3. To close the form, click .

Purchase Detail

When you are adding or editing [Cargo Details](#), you can view or enter purchase details.

1. To open the Purchase Detail form, click .

The screenshot shows a software window titled "Purchase Detail". It contains the following fields and controls:

- Cargo: (empty)
- C/P Qty/Unit: 0
- Owner: (empty)
- Option %: 0
- Laycan From: (empty)
- Laycan To: (empty)
- Freight Type: F
- Freight Rate: 0.00
- Curr/ExchRate: 0.00000
- Add Comm %: 0.00
- Load Dem/Des: 0.00, 0.00
- Disc Dem/Des: 0.00, 0.00
- Vessel COA: (empty)
- Purch Id: 0
- Allowed Hours: 0
- Hourly Rate for Dem/Des


Below the fields are two tables:


Broker	%/Lump	T	F	D
Click here to add a row				

Code	Extra Freight Terms	Rate/Lump
Click here to add a row		

At the bottom, there is a "Remarks" field with a text area.

Purchase Detail

2. Enter the **Owner** or **Transporter** and any other appropriate information, such as **Freight Rate, Commission, Broker** information, and [Extra Freight Terms](#).
3. To enter an Address Commission, complete at least the **Owner** and **Add Comm %** fields.
4. If this is a Relet type voyage, on the Voyage Fixture Note, under **CP Terms Details**, right-click a line, and then click **Relet** to open the [Relet Information](#) form.
5. To save and close the form, click .

To view a Purchase Information report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Master Contract

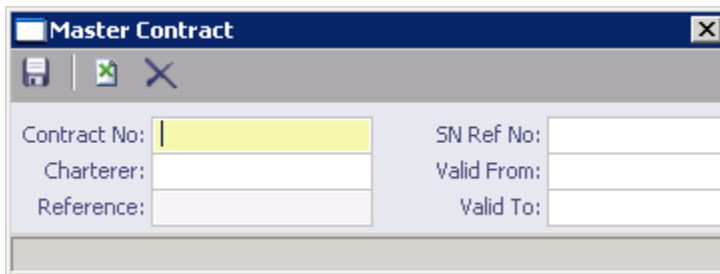
Opening a Master Contract

To open an existing Master Contract:

- In the **Chartering Center**, under Cargo, click **Master Contract (new/edit)**. To find an existing Master Contract, enter the contract number.


Creating a Master Contract

1. To create a new Master Contract:
 - In the **Chartering Center**, under Cargo, click **Master Contract (new/edit)**.



The screenshot shows a web-based form titled "Master Contract". The form has a header bar with a close button. Below the header, there are two columns of input fields. The first column contains "Contract No:" (highlighted in yellow), "Charterer:", and "Reference:". The second column contains "SN Ref No:", "Valid From:", and "Valid To:". There are also some icons (save, refresh, close) in the top left corner of the form area.


Master Contract

2. Enter a Contract Number and press **Enter**.
3. A confirmation message asks if you want to create a new contract. Click **Yes**.
4. Enter the Charterer and other appropriate information.
5. To save and close the form, click .

Cargo COA

Opening a Cargo COA

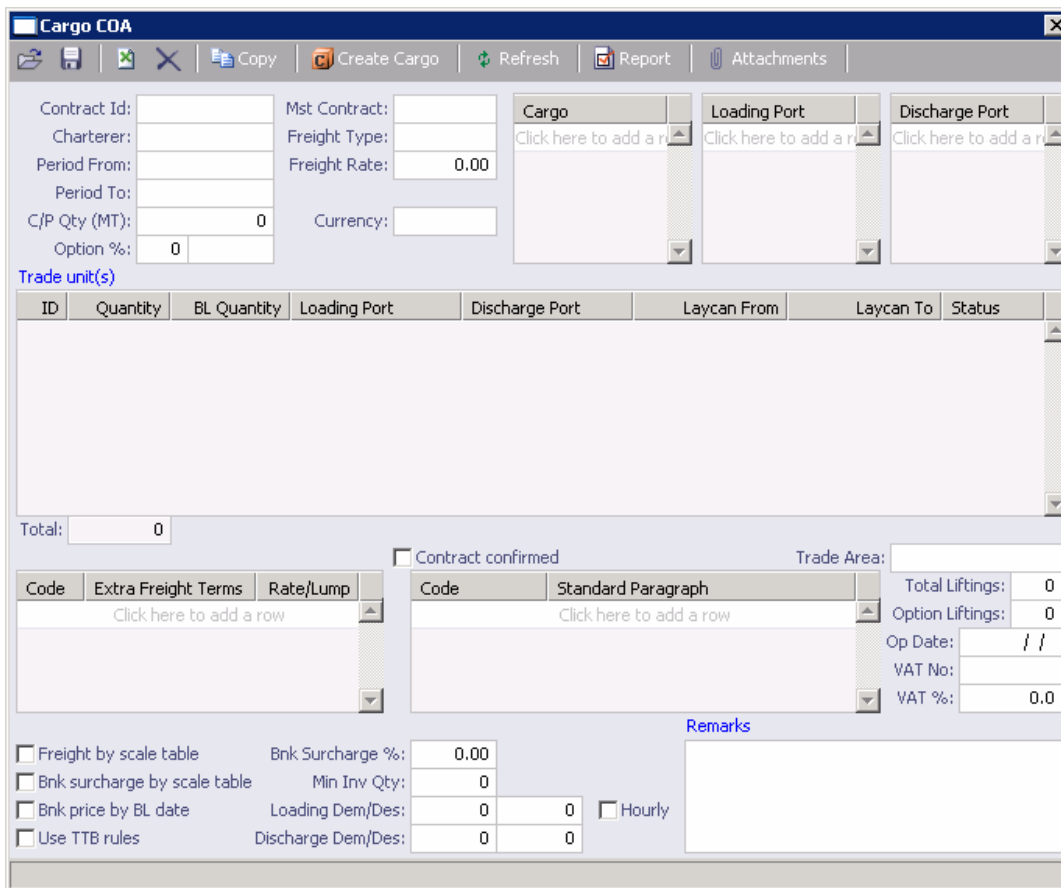
To open an existing Cargo Contract of Affreightment:

- In the **Chartering Center**, under Cargo, click **Cargo COA (new/edit)**. To find an existing Cargo COA, click , enter selection criteria, and click **OK**.

Creating a Cargo COA

1. To create a new Cargo COA, use one of these methods:

- In the **Chartering Center**, under Cargo, click **Cargo COA (new/edit)**.
- In [Cargo Planning](#), click .



The screenshot shows the 'Cargo COA' application window with the following components:

- Toolbar:** Includes icons for Copy, Create Cargo, Refresh, Report, and Attachments.
- Form Fields:**
 - Contract Id: []
 - Mst Contract: []
 - Charterer: []
 - Freight Type: []
 - Period From: []
 - Freight Rate: 0.00
 - Period To: []
 - C/P Qty (MT): 0
 - Currency: []
 - Option %: 0
- Port Selection:** Three dropdown menus for Cargo, Loading Port, and Discharge Port, each with a 'Click here to add a row' prompt.
- Table (Trade unit(s)):**


ID	Quantity	BL Quantity	Loading Port	Discharge Port	Laycan From	Laycan To	Status
[Empty]							
- Total:** 0
- Contract confirmed:**
- Trade Area:** []
- Summary Table:**

Code	Extra Freight Terms	Rate/Lump	Code	Standard Paragraph
Click here to add a row				
- Summary Statistics:**
 - Total Liftings: 0
 - Option Liftings: 0
 - Op Date: //
 - VAT No: []
 - VAT %: 0.0
- Options:**
 - Freight by scale table
 - Bnk surcharge by scale table
 - Bnk price by BL date
 - Use TTB rules
 - Bnk Surcharge %: 0.00
 - Min Inv Qty: 0
 - Loading Dem/Des: 0 0
 - Discharge Dem/Des: 0 0
 - Hourly
- Remarks:** [Empty text area]

Cargo COA

2. Enter details for:

- Charterer
- Cargo
- Option %/Type

- CP Quantity
 - Freight Rate
 - Loading
 - [Extra Freight Terms](#)
 - Broker Commissions
3. To save the Cargo Contract, click .
 4. You are asked to confirm the save. Click **Yes**.



You can do the following tasks from the Cargo COA form:

- To [add cargo](#), click .
- To add attachments, click  **Attachments**.
- To [copy the Cargo COA](#) to create a new Cargo COA, click .

Copying a Cargo COA

If you want to create a [Cargo COA](#) that is similar to an existing one, you can copy a Cargo COA and edit it.

To copy a Cargo COA:

1. On the [Cargo COA](#) toolbar, click . The Cargo COA fields clear.
2. In the **Copy Contract** box, enter one or more of the following fields to select the contract you want to copy:
 - Contract ID
 - Charterer
 - Owner
3. Click **OK**. The details of the copied contract appear, except for the Contract ID.
4. Enter a **Contract ID** and complete or edit any other appropriate fields.
5. To save the record, click .

ETA Calculator


You can calculate which of your vessels can reach a target port by a target date.


1. In the **Chartering Center**, under Cargo, click **ETA Calculator**.

Vessel Name	Code	Voyage	Status	Open Port	Open Date	Dist To Go	Speed	Target Arrival	Wait Days
CAPE MICHEL	SHAR	6013	COMMENCED	AMSTERDAM	01/15/07 07:00		15.00		
DYNACHEM	BAUL	10	COMMENCED	RAS TANURA	12/28/06 10:30		14.00		
WESTWARD	BILL	6009	COMMENCED	LAVERA	01/18/07 22:52		15.00		

Target Date: Target Port: Trade Area:

ETA Calculator

2. At the bottom of the form, enter a **Target Date** and a **Target Port**.
3. Click . IMOS highlights any vessels that could reach the target port by the target date and calculates the **Distance to Go**, **Target Arrival**, and **Wait Days**.

To view a report of the calculated information, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Using Cargo Templates


You can create templates that contain information about the types of cargo you typically carry. After you create cargo templates, you can use them to complete the [Cargo Details](#) form to create Cargo Units. Using cargo templates can include:

- [Creating a Cargo Template](#)
- [Editing a Cargo Template](#)
- [Creating a Cargo Unit from a Template](#)

Creating a Cargo Template

You can create a cargo template from another template or from a Cargo Details form.

Creating a Cargo Template from Another Template

1. On the [Cargo Details](#) toolbar, click  and then click **Retrieve a template**.
2. Select the template. The Template Details form appears.

Template Details

Cargo: SF (M3/MT)/SG: 0.0000 0.00 Cargo COA:
 Charterer: Curr/ExchRate: USD 1.00000 Shipper:
 C/P Qty/Unit: 0 Freight Type: F Receiver:
 Option %: 0 Freight Rate: 0.00 0.00 Sales Id: 0
 Laycan From: Load Dem/Des: 0.00 0.00 Purchase Id: 0
 Laycan To: Disc Dem/Des: 0.00 0.00 Company:
 Shipment No: Allowed Hours: 0 Hourly Rate Order No:

F	Load/Discharge Port	Quantity	Berth	Terms	L/D Rate	BB
Click here to add a row						

Broker	%/Lump	T	F	D
Click here to add a row				

Code	Extra Freight Terms	Rate/Lump
Click here to add a row		

Remarks



FOB/Delivered Cargo

Coordinator:
 Nominated Vessel:
 Route:
 Voyage Est Info: 0
 Fixture Info: 0
 Voyage Opr Info: 0



Template:

Opportunity Targeted Inquiry Offer Confirmed Canceled Withdrawn



Template Details

3. Complete or edit the fields on the form as appropriate.
4. On the toolbar, click  and then click **Convert to a new template**.
5. To save the record, click .



Creating a Cargo Template from a Cargo Details Form

1. Complete the [Cargo Details](#) form as appropriate.
2. On the toolbar, click  and then click **Convert to a new template**. The form changes to the Template Details form.
3. In the **Template** field, enter a new name for the template.
4. To save the record, click .

Editing a Cargo Template

1. On the [Cargo Details](#) toolbar, click  and then click **Retrieve a template**.
2. Select the template. The Template Details form appears.
3. Complete or edit the fields on the form as appropriate.
4. To save the record, click .

Creating a Cargo Unit from a Template

1. On the [Cargo Details](#) toolbar, click  and then click **Make new cargo from a template**.
2. Select the template. The Cargo Details form appears.
3. Complete or edit the fields on the form as appropriate.
4. To save the record, click .

Time Charter

Overview of Time Charters

You can work with a Time Charter In in the [Time Charter In Manager](#).

You can work with a Time Charter Out by starting in either the [Time Charter Out Manager](#) or the [Time Charter Out Estimator](#).

Managing a Time Charter In



When your company is chartering a ship from another ship owner or disponent owner, you can use the Time Charter In Manager. Most Charter Party information can be entered in the Time Charter In Manager, except for Hire and Commission information.

To enter a charter party:

- The vessel must be entered into the [Vessels](#) database in the **Data Center**.
- The vessel's owner and any new brokers must be entered into the [Address Book](#) in the **Data Center**.

Opening a Time Charter In

To open the Time Charter In Manager, use one of these methods:


- In the **Chartering Center**, under Time Charter, click **TC In Fixture**. To find an existing Time Charter In, click , enter selection criteria, and click **OK**.
- In the **Operations Center**, under Time Charter, click **TC-In Manager**. To find an existing Time Charter In, click , enter selection criteria, and click **OK**.

Creating a Time Charter In

1. To create a new Time Charter In, use one of these methods:

- In the **Chartering Center**, under Time Charter, click **TC In Fixture**.
- In the **Operations Center**, under Time Charter, click **TC-In Manager**.






Time Charter In Manager

2. Select a **Vessel** from the [selection list](#).
3. Enter the charter party information:
 - **CP Date:** The date of the charter party
 - **Chartered From:** The owner's name.
4. Complete the remaining fields on the form as appropriate, including **Duration**, **Billing Period**, **Charter Party Delivery Date**, **Location**, **Fuel Quantity** and **Price**, and **Diesel Quantity** and **Price**. You can also [record delivery of a Time Charter In vessel](#) and [record redelivery of a Time Charter In vessel](#).
5. In the Hire Information table, enter all the hire information. This information is used to create the [Hire Statement](#). The hire information makes it possible to enter different daily hires for a period.
 - **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](#).
6. IMOS displays the vessel speed and consumptions. You can make changes according to the Charter Party agreement.
7. To save your changes, click .

Note: When creating a Time Charter In for a voyage for this vessel, IMOS checks to see if the vessel has been delivered.

- If the **Delivered** check box is selected, the voyage P&L will use the TC hire rate for the vessel daily expenses.
- If the vessel is not shown as delivered, the system will use the vessel cost as entered for the [Vessel](#) in the **Data Center** and displays a message.

From the Time Charter In Manager, you can do these tasks:

- To enter [Other Information](#), click .
- To enter [Lifting Option](#) information, click .
- To make a [Time Charter Payment](#), click .
- To create a [Time Charter In Hire Statement](#), click .
- To view a report of Time Charter information, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

You can also:

- [View the Payment Schedule](#).
- Add [Time Charter Payment Details](#).
- Create a [Commission Invoice](#).



Managing a Time Charter Out

The Time Charter Out Manager provides a system for the scheduling, billing, and receipt of payments for vessels chartered out to other parties on a voyage or period hire basis. Vessels can be owned and time chartered out, on period hire and sublet, or on a voyage charter with a part of the time chartered out.

Before creating a Time Charter Out Fixture, verify that the [vessel](#) is in the database and the charterer is in the [Address Book](#).

Opening a Time Charter Out

To open the Time Charter Out Manager, use one of these methods:

- In the **Chartering Center**, under Time Charter, click **TC Out Fixture**. To find an existing Time Charter Out, click , enter selection criteria, and click **OK**.
- In the **Operations Center**, under Time Charter, click **TC-Out Manager**. To find an existing Time Charter Out, click , enter selection criteria, and click **OK**.


Creating a Time Charter Out

1. To create a new Time Charter Out, use one of these methods:







- In the **Chartering Center**, under Time Charter, click **TC Out Fixture**.
- In the **Operations Center**, under Time Charter, click **TC-Out Manager**.

Time Charter Out Manager

2. Select a **Vessel** from the [selection list](#).
3. Enter the required information:
 - Billing Period
 - **Charter Party Delivery Date and Location**
 - **Fuel Quantity and Price**
 - **Diesel Quantity and Price**
 - **Duration**
4. To [estimate a Time Charter Out](#), click **TCO Est**.
5. Enter **Hire Information**. This information is used to create the [Hire Statement](#). The hire information makes it possible to enter different daily hires for a period.
 - **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](#).
6. Specify **Commissions**, if any. IMOS asks if the commissions count towards TC Billing. For a Time Charter Out:
 - If you answer **Yes**, the commission will be deducted from the hire, and, as the owner, you will receive less hire.

- If you answer **No**, the commission will not be deducted, and you will have to pay the commission.
- 7. IMOS displays the vessel speed and consumptions. You can make changes according to the CP agreement.
- 8. Complete the remaining fields on the form as appropriate. You can also [record delivery of a Time Charter Out vessel](#) and [record redelivery of a Time Charter Out vessel](#).
- 9. To save your changes, click .

From the Time Charter Out Manager, you can do these tasks:

- To enter [Other Information](#), click .
- To enter [Lifting Option](#) information, click .
- To create a [Time Charter Out Hire Statement](#), click .
- To [Issue a Time Charter Bill](#), click .
- To [schedule a new Time Charter Out voyage](#), click  and complete the [New Voyage Setup](#) form.
- To view Time Charter reports, click , and then click a report name:
 - Time Charter
 - General Report

The report appears in a separate browser window. You can use browser commands to save or print the report.

You can also:



- [View the Billing Schedule](#).
- Do [Time Charter Billing](#).
- Enter [Time Charter Billing Details](#).
- [Receive Payments](#).

Estimating a Time Charter Out

Before you decide to [Time Charter Out](#) a vessel, you can estimate the profit and loss of a potential time charter in the Time Charter Out Estimator.

Opening the Time Charter Out Estimator




To open an existing Time Charter Out Estimation, use one of these methods:

- In the **Chartering Center**, click **TC Out Estimator**. To find an existing Time Charter Out Estimation, click , enter selection criteria, and click **OK**.
- In the [Time Charter Out Manager](#), click .

Creating a Time Charter Out Estimation

- To create a new Time Charter Out Estimation:
 - In the **Chartering Center**, click **TC Out Estimator**.

Time Charter Out Estimator

- Complete the fields on the form as appropriate. To calculate how much Ballast Bonus to charge, you can click  to [estimate the positioning cost](#).
- If you accept the estimate, select the **TC Out Fixed** check box to copy the information from the Time Charter Out Estimator to a new Time Charter Out Manager form.
- To save the Time Charter Out Estimation, click .
- To close the Time Charter Out Estimator, click .

Positioning Cost Estimation


When you are [Estimating a Time Charter Out](#), you can estimate positioning cost to calculate how much Ballast Bonus to charge.

- To open the **Positioning Cost Estimator**, in the [Time Charter Out Estimator](#), click




Positioning Cost Estimation			
	Positioning	Repositioning	Sub Total
Miles:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sea Days:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Extra Days:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Daily Cost:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Fuel Consumed:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Fuel Cost:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Diesel Consumed:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Diesel Cost:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Other Cost:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Cost:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	Price	Ballast Bonus:	<input type="text" value="0.00"/>
Fuel:	<input type="text" value="0.00"/>	Positioning Cost:	<input type="text" value="0.00"/>
Diesel:	<input type="text" value="0.00"/>	Difference:	<input type="text" value="0.00"/>

Positioning Cost Estimation

- Complete the fields on the form as appropriate.
- To close the Positioning Cost Estimation and save your changes, click . The values appear in the Time Charter Out Estimation.

Chartering Reports

To view Chartering reports:

- Select a report from the list in the **Chartering Center**:
 - Voyage History Report
 - Activity Report
 - Marine Activity Report
 - Risk (Equipment) Metric
 - Vessel Pattern Report (HSE)
- Enter report criteria.
- Click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Operations

Introduction to IMOS Operations

IMOS Operations functions include monitoring and controlling vessel voyages from the time a Voyage Fixture Note is scheduled to the time the voyage is completed and closed and all financial information has been made available to Accounting for posting. To access IMOS Operations, click the **Operations** tab. The **Operations Center** appears.

The screenshot displays the 'OPERATIONS CENTER' interface. At the top, there are tabs for 'Vessel Schedule' and 'Port Schedule'. Below the header, a navigation menu on the left lists: 'Vessel Schedule', 'Port Schedule', 'Fleet Map', 'Voyage Manager', and 'Laytime Calculator'. The main content area features a 'REPORTS:' dropdown menu with '(select report)' selected. Below this, there are three main sections: 'FREIGHT' (containing 'Freight Invoice', 'Final Freight Invoice', and 'Commissions'), 'BUNKERS' (containing 'Price Inquiry' and 'Purchase'), and 'PORT COSTS' (containing 'Advances/Disbursements' and 'Cost Set-up'). A 'TIME CHARTER' section is also present, divided into 'IN' and 'OUT' categories. The 'IN' category includes 'TC-In Manager', 'Payments', 'Payment Schedule', 'Pay Commissions', and 'Hire Statement'. The 'OUT' category includes 'TC-Out Manager', 'Billing', 'Billing Schedule', and 'Hire Statement'.

Operations Center

From the **Operations Center**, you can access:

- [Vessel Schedule](#)
- [Port Schedule](#)
- [Fleet Map](#)
- [Voyage Manager](#)
- [Freight](#)
- [Bunkers](#)
- [Port Costs](#)
- [Time Charter](#)
- [Reports](#)

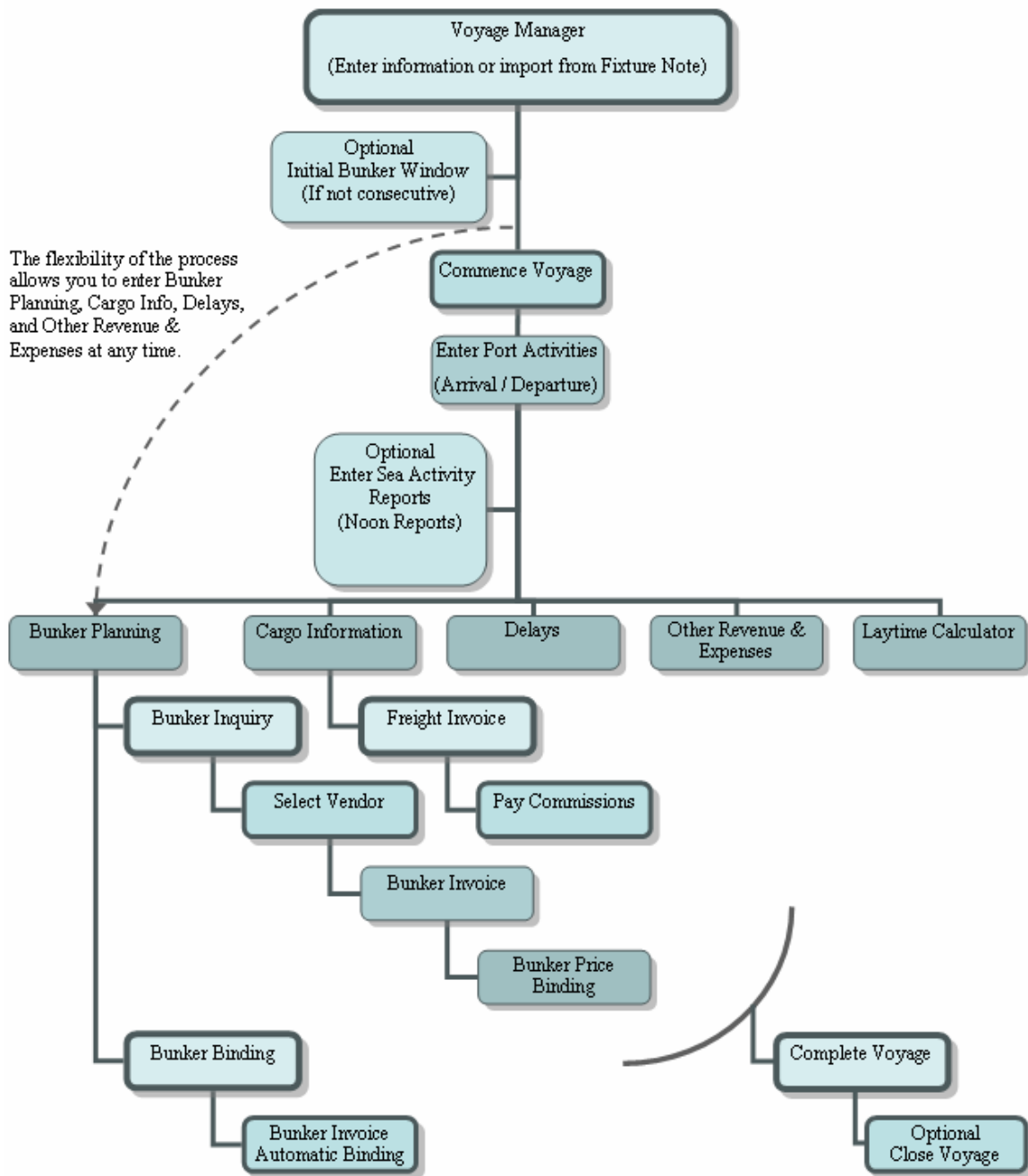
Operations Information

IMOS uses computer technology to simplify complex vessel operations tasks. IMOS Operations captures the information when it is entered and reuses information captured previously. IMOS Operations can interface with third-party subsystems, such as Port-Log and on-board vessel data collection systems, either off-the-shelf or custom. Examples are the Lloyd's Register - Fairplay data service and any currency Web site, such as XE.com.

The two key places for managing Operations are the [Vessel Schedule](#) and the [Voyage Manager](#). The Vessel Schedule provides a quick overview of your fleet's historical, current, and future voyages. From the Vessel Schedule, you can access and update the details of each voyage. The Voyage Manager provides the details and tools for managing an individual voyage.

You can also view the [Port Schedule](#) for information about ports and the [Fleet Map](#) for views of your vessels' locations around the world.

The large number of [Operations reports](#) in the module provide a powerful tool for monitoring, planning, and creating proactive management within the company. The Voyage P&L report provides an up-to-date, almost real-time comparison of the actual and estimated voyage financial performance, allowing time to act.



Operations Information Flow

The figure above outlines the information flow within the Operations module. Overall, the process is very flexible. You can enter a voyage in the [Voyage Manager](#) either from scratch or by importing it from an existing [Voyage Fixture Note](#). If the voyage is not consecutive to a previous voyage, you must enter the bunkers on board at the start of the voyage on the [Initial Bunkers](#) form.

Next, you can follow the process above or go directly to entering bunkers, cargoes, delays, or other revenue and expenses in any order you choose, with only these constraints:

- Before you can create a Bunker Invoice, bunkers must be received.
- Before you can create a [Freight Invoice](#), cargo must be entered.
- Before you can pay [Commissions](#), an invoice (either Bunker or Freight) must be created.

Operations Work Flow

Operations Work Flow

The two key places for managing Operations are the [Vessel Schedule](#) and the [Voyage Manager](#). The Vessel Schedule provides a quick overview of your fleet's historical, current, and future voyages. From the Vessel Schedule, you can access and update the details of each voyage. The Voyage Manager provides the details and tools for managing an individual voyage.







The following topics describe the primary tasks involved in Operations from the perspective of an owner and of a charterer.



- [Operations Work Flow: Owner Perspective](#)
- [Operations Work Flow: Charterer Perspective](#)

Operations Work Flow: Owner Perspective

This topic lists the main tasks in Operations, from the perspective of a vessel owner.

To work in Operations, click the **Operations** tab.





1. In the [Voyage Manager](#), record the [commencement](#) of the voyage.
2. In the [Voyage Manager](#), right-click the port and then click **Port Expenses**. The **Estimated Port Exp** form shows your estimate of expenses for the port. Click **Make Port Disbursement** to enter [Port Call Expenses](#).
3. In the [Voyage Manager](#), right-click the port and click **Port Activities** to enter [Port Activities for the voyage](#).
4. In [Port Activities for Voyage](#), click  and enter the [cargo for the voyage](#).
5. In [Cargo for the Voyage](#), click  and enter [Stowage Information](#).
6. In the [Voyage Manager](#), click  and then click **Freight Invoice** to create payable [Voyage Freight Invoices](#).
7. In the [Voyage Manager](#), click ; on the [Freight/Relet Commission Summary](#), click  to [pay commissions](#) to brokers.
8. In the [Voyage Manager](#), click  to enter [Other Revenues and Expenses](#).

-
9. In the [Voyage Manager](#), click ; in the [Laytime Calculator](#), click  to create a [Laytime Calculation](#).

Operations Work Flow: Charterer Perspective

This topic lists the main tasks in Operations, from the perspective of a charterer.

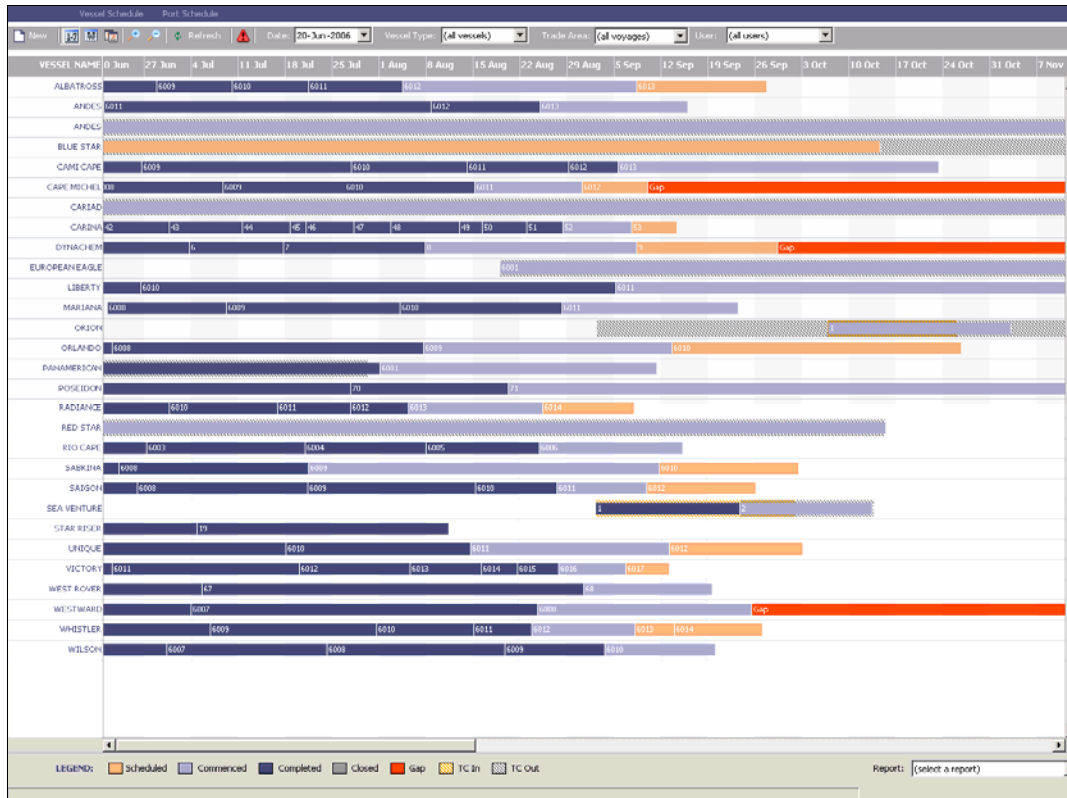
To work in Operations, click the **Operations** tab.

1. In the [Voyage Manager](#), record the [commencement](#) of the voyage.
2. In the [Voyage Manager](#), right-click the port and click **Port Activities** to enter [Port Activities for the voyage](#).
3. In [Port Activities for Voyage](#), click  and enter the [cargo for the voyage](#).
4. When the vessel owner sends an invoice, click  and then click **Freight Invoice** in the [Voyage Manager](#) to create a payable [Voyage Freight Invoice](#), and, for a Relet voyage, a receivable one.
5. In the [Voyage Manager](#), click ; in the [Laytime Calculator](#), click  to create a [Laytime Calculation](#).

Vessel Schedule

The Vessel Schedule is the main window for the [Operations tasks](#). Most Operations users prefer to start from this window. It displays the historical, current, and future scheduled voyages of your vessels. From it, you can add voyages, edit and update voyages, and monitor your fleet's usage.











1. To view the Vessel Schedule, in the **Operations Center**, click  **Vessel Schedule** or [Vessel Schedule](#).



Vessel Schedule

The Vessel Schedule displays dates along the horizontal axis and vessel names along the vertical axis. The vertical line on the schedule indicates the current day. Voyages from all status types, from Scheduled to Closed, appear. A colored bar represents each voyage, and the voyage number appears on the bar. The legend below the schedule explains the color coding for the voyage status and type:

- Scheduled
- Commenced
- Completed
- Closed
- Gap


- TC In
 - TC Out
2. You can change the display:
- If there are more vessels and voyages than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To select different viewing options, use the toolbar:
 - To view by date, click .
 - To view by week number, click .
 - To view by day, click .
 - To zoom in, click ; to zoom out, click .
 - To scroll through the time displayed, use the scroll bar at the bottom of the window.
 - To view vessels from a different time, select a date from the [Date field](#) and then click .
 - Select a fleet or **all vessels** from the **Vessel Type** list.
 - Select a trade area or **all voyages** from the **Trade Area** list.
 - Select a user or **all users** from the **Users** list.
3. You can do any of the following tasks from the Vessel Schedule:
- To set a new voyage, click  and complete the [New Voyage Setup](#) form.
 - To see the details of a voyage in the [Voyage Manager](#), do one of the following:
 - Double-click the voyage bar.
 - Right-click the voyage bar and then click **Voyage Manager**.
 - To open the [Voyage Fixture Note](#), right-click the voyage bar and then click **Fixture Note**.
 - To open the [Voyage Estimate](#), right-click the voyage bar and then click **Voyage Estimate**.
 - To open the [Laytime Calculator](#), right-click the voyage bar and then click **Laytime Calculator**.
 - The toolbar displays one of the following symbols; to check the schedule for gaps or overlaps, click , , or .

Vessel Schedule Reports

To view Vessel Schedule reports:

1. Select a report from the list at the bottom right corner of the [Vessel Schedule](#):
 - Bunker Purchase Summary
 - Bunker Inventory/Accruals
 - Cargoes Loaded/Discharged
 - Check Voyage P&L (actual/estimate)
 - Demurrage Summary
 - Fixture Cargo Summary
 - General Operations Report
 - On/off Hire Summary
 - Operations Receivables
 - Multi-Voyage P&L
 - Performance Summary
 - Port Expenses Summary
 - Port Expenses Rebillable Summary
 - TCE Summary
 - Vessel Position Report
 - Voyage P&L Summary


Note: These are all the possible reports. You might not have all of them.

2. Enter report criteria.
3. Click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Port Schedule

You can see the schedules of all the ports where your vessels are located. The Port Schedule lists each vessel by port.

To view the Port Schedule:

1. In the **Operations Center**, click  **Port Schedule** or [Port Schedule](#).


Vessels by Port	Fixture No	ETA	ETD	Cargo	Bunkers ROB	Next Port	VC/TC	Function
Port: AMSTERDAM								
African Pride	20060260	Jan 12, 2007 19:09	Jan 12, 2007 19:09	CLEAN		OPEN	SPOT	D
Port: ARCO SEAWAY								
CHEMTRANS_SKY	20060163	Oct 13, 2006 23:00	Oct 15, 2006 18:30	CRUDE		OPEN	SPOT	D
Patriot	20060263	Dec 14, 2006 21:31	Dec 16, 2006 21:31	CRUDE		OPEN	OVOV	D
Port: BAYWAY								
TEST	20060250	Nov 15, 2006 00:00	Nov 16, 2006 01:00	CLEAN		IMMINGHAM	SPOT	L
Port: BILBAO								
MAYFLOWER	20060258	Jan 8, 2007 18:00	Jan 8, 2007 18:00	CLEAN		OPEN	COAS	D
Port: BORDEAUX								
Alpha Express	20060252	Dec 28, 2006 05:44	Dec 28, 2006 05:44	DIST		OPEN	COAS	D
Constitution	20060257	Jan 6, 2007 13:18	Jan 6, 2007 13:18	CLEAN		OPEN	COAS	D
Port: CAYO ARCAS TERMINAL								
Lochness	20060188					LAKE CHARLES	SPOT	L
Americas Spirit	20060181					LAKE CHARLES	TCOV	L
CHEMTRANS_SKY	20060163	Oct 10, 2006 00:00	Oct 12, 2006 07:00	CRUDE		ARCO SEAWAY	SPOT	L
CHEMTRANS_SKY	20060151	Oct 10, 2006 00:00	Oct 11, 2006 00:00	CRUDE		LAKE CHARLES	SPOT	L
Sinbad	20060194	Oct 10, 2006 00:00	Oct 11, 2006 00:00	CRUDE		LAKE CHARLES	SPOT	L
Guardian	20060174	Oct 10, 2006 12:00	Oct 15, 2006 11:00	CRUDE		LAKE CHARLES	OVOV	L
PIONEER	20060202	Oct 11, 2006 17:34	Oct 12, 2006 17:34	CRUDE		LAKE CHARLES	OVOV	L
MAYFLOWER	20060209	Oct 22, 2006 14:55	Oct 22, 2006 14:55			LAKE CHARLES	SPOT	L
Port: COP - ALLIANCE								
JOVALAN	20060213	Oct 26, 2006 20:00	Nov 11, 2006 20:00	HEAVY		OPEN	SPOT	D
MISS KATHY	20060220	Nov 20, 2006 00:00	Nov 20, 2006 00:15	ASPHALT		COP - SWEENEY	COAS	L
Port: COP - SWEENEY								


Port Schedule

Your vessels are listed under their ports. For each vessel, the schedule shows the following information:

- **Port/Vessel:** The vessel name, listed by port name.
- **Voy No:** The Voyage Number.
- **Arrival:** The estimated time of arrival in the port.
- **Anch In:** Anchor In time.
- **All Fast:** All Fast time.
- **Anch Out:** Anchor Out time.
- **Departure:** The estimated time of departure from the port.
- **Cargo:** The cargo on board.
- **Next Port:** The next port in the schedule.
- **VC/TC** (Voyage Charter/Time Charter): The Operation Type.
- **Function:** Loading or Discharging

2. You can change the display:



- If there are more ports and vessels than can fit at one time, you can use the scroll bar at the side of the window to view more.
- To view ports from a different time, select a date from the [Reference Date field](#) and then click .

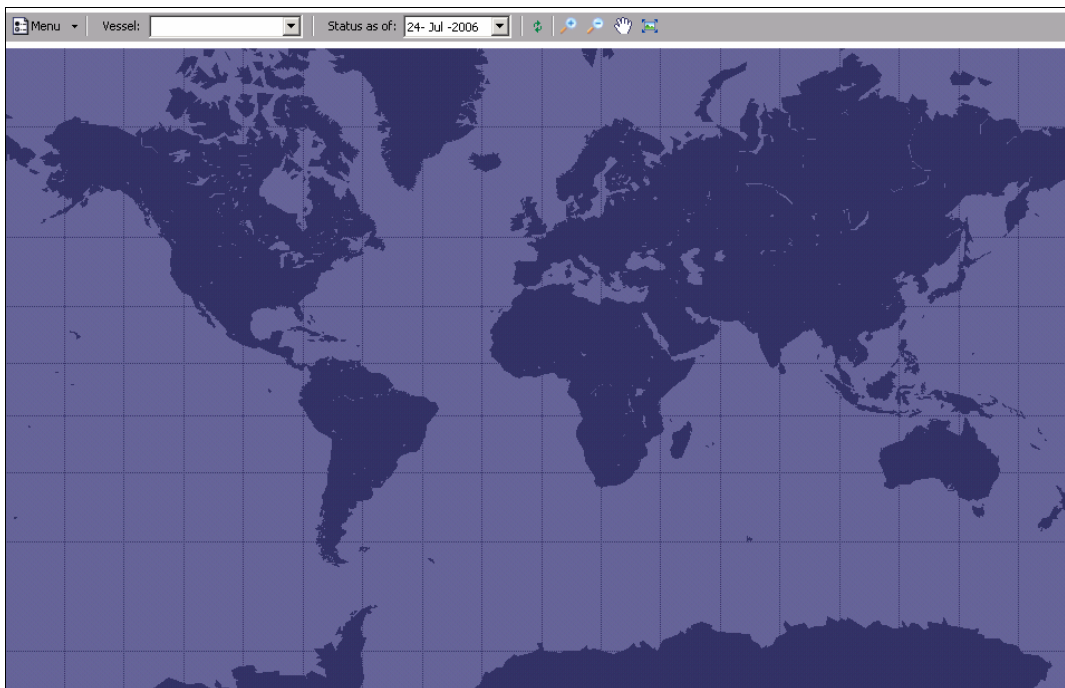
- Select a port or **all ports** from the **Port** list.
 - Select a vessel or **all vessels** from the **Vessel** list.
 - Select a trade area or **all voyages** from the **Trade Area** list.
 - Select a user or **all users** from the **Users** list.
3. You can do any of the following tasks from the Port Schedule:
- To set up a new voyage, click  and complete the [New Voyage Setup](#) form.
 - To view a vessel in the Voyage Manager, click its name link in the first column.

Fleet Map





The Fleet Map displays the current positions of fleet vessels on a world map.


To view the Fleet Map:

1. In the **Operations Center**, click  **Fleet Map** or .



Fleet Map

2. You can change the display:
 - To recenter the map, click .
 - To zoom in, click ; to zoom out, click .
 - To return the map to full size, click .

-
- To view or change settings, on the menu, click **Settings**.
 - To change the color for a display item, select the item in the list and then click **Custom** to select a color.
 - To change the font for a label, select the label in the list and then click **Custom** to select a font.
 - To change the refresh time frequency, select the number of minutes in the list.
3. You can view different information:
- To view different vessels, select a vessel or all vessels from the **Vessel** list.
 - To view vessel information in the [Voyage Manager](#), click the vessel.
 - To view only vessel positions and not routes, on the menu, click **Vessel Positions Only**.
 - To view the Details Panel, on the menu, click **Details Panel**. The Details Panel displays:
 - Vessel
 - Voyage No.
 - Open port
 - Open date
 - To view the map legend, on the menu, click **Legend**.
 - To view vessels from a different time, select a date from the [Reference Date field](#) and then click .

Voyage Manager

Managing a Voyage



The Voyage Manager provides the top-level interface to completed voyages, voyages in progress, and scheduled voyages. The Voyage Manager manages the requirements and records the activities and costs associated with either a Voyage Charter or a Time Charter. It is used to define a new voyage or a voyage leg for a vessel, or to adjust and update details of an existing voyage, for example, to add another port of call or to change the rotation of ports.

The itinerary table uses color coding:

- If a row appears red, IMOS calculates that the vessel will not have sufficient bunkers (fuel or diesel) on board to reach that port.
- If a row appears green, the information in it is not to be edited, but concerns a waypoint, a place that is only in the schedule for navigation purposes. For example, if a vessel is coming from the Atlantic area and the next port is in the Mediterranean Sea, IMOS inserts Gibraltar as a waypoint. If you want to take bunkers at Gibraltar, add it again as a bunker port, because a waypoint entry cannot be used for that purpose.






Opening the Voyage Manager

To open the Voyage Manager for an existing voyage, use one of these methods:

- In the **Operations Center**, click  **Voyage Manager**. To find an existing voyage, select a **Vessel** from the [selection list](#) and then select a **Voyage** from the [selection list](#).
- On a [Voyage Fixture Note](#), click .
- On the [Vessel Schedule](#), use one of these methods:
 - Double-click the voyage bar.
 - Right-click the voyage bar and click **Voyage Manager**.

Creating a Voyage

1. To open the Voyage Manager to create a new voyage, use one of these methods:

- On a [Voyage Fixture Note](#), click .
- On the [Vessel Schedule](#), click .
- On the [Port Schedule](#), click .
- On the [Voyage Manager](#), click  and then click **Create a new voyage**.
- On a [Time Charter Out](#) voyage, click .

2. Complete the [New Voyage Setup](#) form. The Voyage Manager appears.

Voyage Management

Vessel: **RADIANCE** BLAN Voy No: **6013** Voyage Commencing: 08/04/06 13:10
 IC Code: Operation Type: **OVOV** Voyage Completing: 08/24/06 12:01
 User Group: Bunker Calc Method: **FIFO** Last Update: 09/06/06 14:47
 User: Trade Area: Ops Coordinator:
 Fixture No: 20060248

Port Name	F	Miles	DToGo	Speed	W.F.	B/L	Arrival	Departure	P Days	Id No	St
NAPLES	C	0	974	14.00	0.00	B		08/04/06 13:10	0.00000	100	SA
ISTANBUL	I	974	491	14.00	0.00	B	08/07/06 11:44	08/09/06 11:44	2.00000	401	..
TUAPSE	L	491	491	14.00	0.00	L	08/11/06 00:48	08/14/06 00:48	3.00000	300	..
ISTANBUL	I	491	1,053	14.00	0.00	L	08/15/06 09:52	08/17/06 09:51	1.99899	402	..
BIZERTA	D	1,053	0	0.00	0.00	B	08/20/06 12:04	08/24/06 12:01	3.99800	400	..

Click here to add a row

Description	Estimated	Actual	Posted	Variance
Total Freight	550,760	483,320	483,320	-67,440
Demurrage	0	0	0	0
Freight Commission	31,669	27,791	24,166	-3,878
Fuel Cost	120,105	104,238	0	-15,867
Diesel Cost	4,445	5,904	0	1,459
Port Disbursements	80,000	72,370	65,000	-7,630
Total Daily Expenses	0	0	0	0
Other Expenses	10,000	10,000	0	0

Profit/Loss: 304,541 263,017 394,154 -41,524
 T/C Equivalent: 14,301 13,182 0 -1,119

Voyage Information:
 Voyage duration: 19.95 days
 Fuel Rob = 683.40 Diesel Rob = 55.30

Notes To Operations:
 Voyage Remarks:
 Voyage Information:


Commissions:
 ALEXIASHIP: 6042
 GALBRAITH: 6042
 GGSS: 6042
 MSCC: 3625

Attachments:
 Voyage Attachments
 Fixture Attachments


Profit/Loss: 304,541 263,017 394,154 -41,524
 T/C Equivalent: 14,301 13,182 0 -1,119














Commenced Completed Closed
 Consecutive Post Vessel Daily Cost Reference:

Voyage Manager

3. Select a **Vessel** from the [selection list](#).
4. If this is not a consecutive voyage, enter a **Voyage Number**.
5. Select an **Operation Type** from the [selection list](#).
6. In the itinerary table, you can [add, edit, or delete](#) arrival and departure ports. For each port:
 - Select a **Port Name** from the [selection list](#).
 - IMOS completes the **Miles** field.
 - Select a **Port Function** from the [selection list](#).
 - IMOS displays the **Arrival**, **All Fast**, and **Departure** dates and times. Estimated Arrival and Departure times appear in blue; actual times appear in black.
7. You can enter **Notes to Operations** and **Voyage Remarks**. IMOS displays **Voyage Information**, including voyage duration and fuel and diesel remaining on board.
8. As you enter financial information, it appears in the **Voyage Profit/Loss** table below.
9. To save the voyage, click .

From the Voyage Manager, you can do these tasks:

- To [create a new voyage](#), click  and then click **Create a new voyage**. Complete the [New Voyage Setup](#) form.

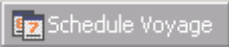



- To [create a Freight Invoice](#), click .
- To open the Freight/Relet Commission Summary, where you can [create a new Freight/Relet Commission payment](#), click .
- To [enter Other Revenues and Expenses](#), click .
- To [calculate laytime](#), click .
- To [enter delays](#), click .
- To plan and record [fuel and diesel information](#) for the voyage, click .
- To view [Voyage Manager Reports](#), click .
- To view updates to the Voyage Profit/Loss and the [Summary Tree](#), click .
- To view a [Voyage Validation report](#), which lists any missing or incorrect information, click the validity symbol: , , or .
- To open the Voyage Manager for the previous voyage, click .
- To open the Voyage Manager for the next voyage, click .

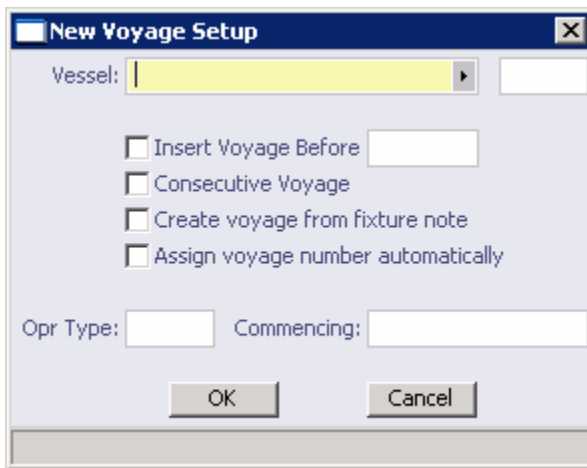
You can also [Validate a Voyage](#), [Commence a Voyage](#), [Complete and Close a Voyage](#), or [Copy a Voyage](#) and view or enter the following information:

- [Port Activities for Voyage](#)
- [Voyage Activity Reports](#) and [Extra Information](#)
- [Leg Delays](#)
- [Fixture Cargo](#)
- [Cargo for Voyage](#)
- [Stowage Information](#)
- [Barges Information](#)
- [Cargo Contract](#)
- [Cargo Document](#)
- [Cargo Receivers](#)
- [Lightering Information](#)
- [Port Agents](#)
- [Port Remarks](#)
- [Change Port Name](#)

New Voyage Setup



1. To create a voyage:

- From a [Voyage Fixture Note](#), click .
- From the [Fixture Note Summary](#), click the [Schedule](#) link for the Voyage Fixture Note.
- From the [Vessel Schedule](#), the [Port Schedule](#), the [Payment Schedule](#), or the [Billing Schedule](#), click .
- From the [Voyage Manager](#), click  and then click **Create a new voyage**.
- From a [Time Charter Out](#) voyage, click .



New Voyage Setup

2. On the New Voyage Setup form, select the **Vessel Name** from the [selection list](#). The **Vessel Code** appears.
3. Set the time for the voyage:
 - To insert the voyage before another voyage, select the **Insert Voyage Before** check box and select the voyage it should be inserted before.
 - To schedule the voyage immediately after the last scheduled voyage of the vessel, select the **Consecutive voyage** check box.
 - Otherwise, enter the **Commencing** date and time, in local time for the port.
4. To create the voyage from a [Voyage Fixture Note](#), select the **Create voyage from fixture note** check box. The Voyage Fixture Note must already exist. If there are multiple Voyage Fixture Notes, select the **Voyage Fixture Note** from the selection list.
5. Select the **Assign voyage number automatically** check box. For Spot and Relet voyages, if the voyage is part of a Vessel COA, leave the check box cleared; you can enter the Voyage Number manually.
6. Select an **Operation Type**.

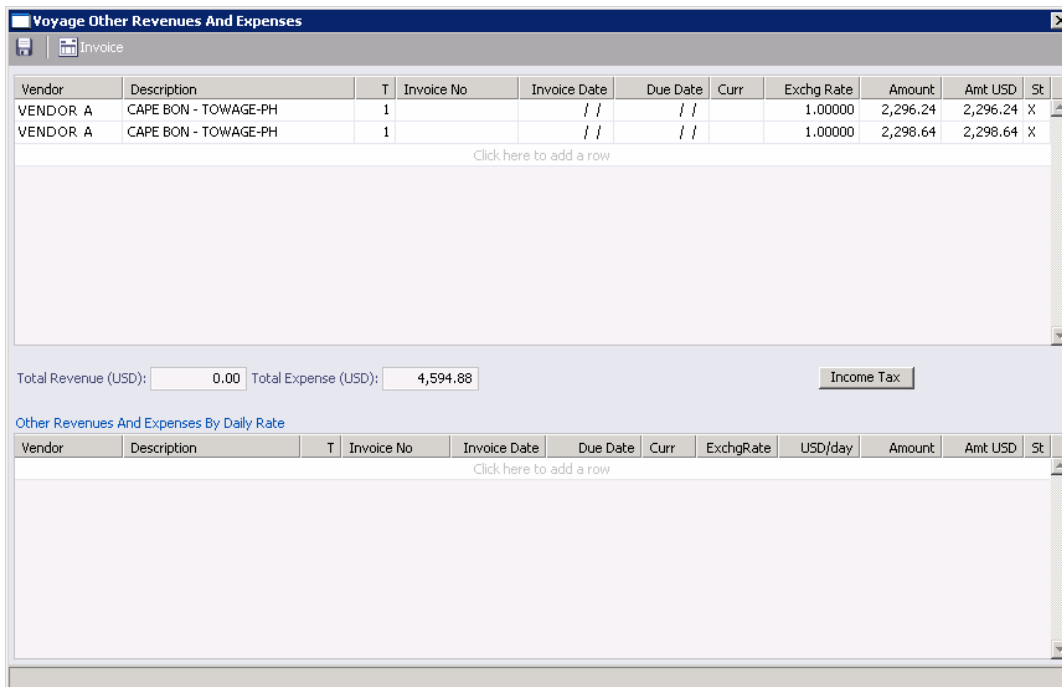
7. To create the voyage, click **OK**.
8. If this is not a consecutive voyage, the [Initial Bunkers](#) form appears; complete the form.
9. If the vessel is a Time Charter vessel, and the Charter Party information is missing, complete the information in the [Time Charter In Manager](#) or the [Time Charter Out Manager](#).
10. The [Voyage Manager](#) appears. Click  to save the voyage with its Voyage Number and  to close.

Voyage Other Revenues and Expenses

When you are working in the [Voyage Manager](#), you can enter other revenues and expenses associated with a voyage on the Voyage Other Revenues and Expenses form. Use this form to enter all expenses that are not [port expenses](#) or [fuel expenses](#) and to process revenues that are not included in the [Freight Invoice](#).

Note: You can also enter [Voyage Other Revenues and Expenses](#) from a [Fixture Note](#).

1. On the [Voyage Manager](#) toolbar, click .




Vendor	Description	T	Invoice No	Invoice Date	Due Date	Curr	Exchg Rate	Amount	Amt USD	St
VENDOR A	CAPE BON - TOWAGE-PH	1		//	//		1.00000	2,296.24	2,296.24	X
VENDOR A	CAPE BON - TOWAGE-PH	1		//	//		1.00000	2,298.64	2,298.64	X

Total Revenue (USD): 0.00 Total Expense (USD): 4,594.88

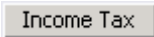
Vendor	Description	T	Invoice No	Invoice Date	Due Date	Curr	ExchgRate	USD/day	Amount	Amt USD	St
Click here to add a row											

Voyage Other Revenues and Expenses

2. On the Voyage Other Revenues and Expenses form:
 - For lump sum revenues or expenses, work in the upper part of the form.
 - For daily rates, work in the lower part of the form; IMOS prorates these by the length of the voyage.
3. Complete the following fields in the appropriate part of the form:
 - Select a **Vendor** from the [selection list](#).

- Enter a **Description** of the revenue or expense.
 - Under **T**, click the appropriate type:
 - **1**: Expense: To add more details or attachments in the Other Expenses form, right-click the line and click **Details**.
 - **2**: Revenue: To add more details or attachments in the Other Revenue form, right-click the line and click **Details**.
 - **8**: Nonaccounting expense: You can use this type to adjust the P&L of the voyage to match your accounting system.
 - **9**: Nonaccounting revenue: You can use this type to adjust the P&L of the voyage to match your accounting system.
 - **11**: [Rebillable](#) expense: This type does not affect your P&L.
 - **Invoice Number**: For an expense, enter the Invoice Number from the invoice.
 - **Invoice Date**
 - **USD/Day** (Daily Rate Revenues and Expenses only): When you complete this field, IMOS calculates the total Amount.
 - **Amount**
 - **St**: The Status is **X**, Not ready to post. When the revenue or expense is Ready to post, change it to **A**.
4. To save the record, click . IMOS generates an invoice to appear in the Financials module; you can work with it on the [Operations Transaction Summary](#).

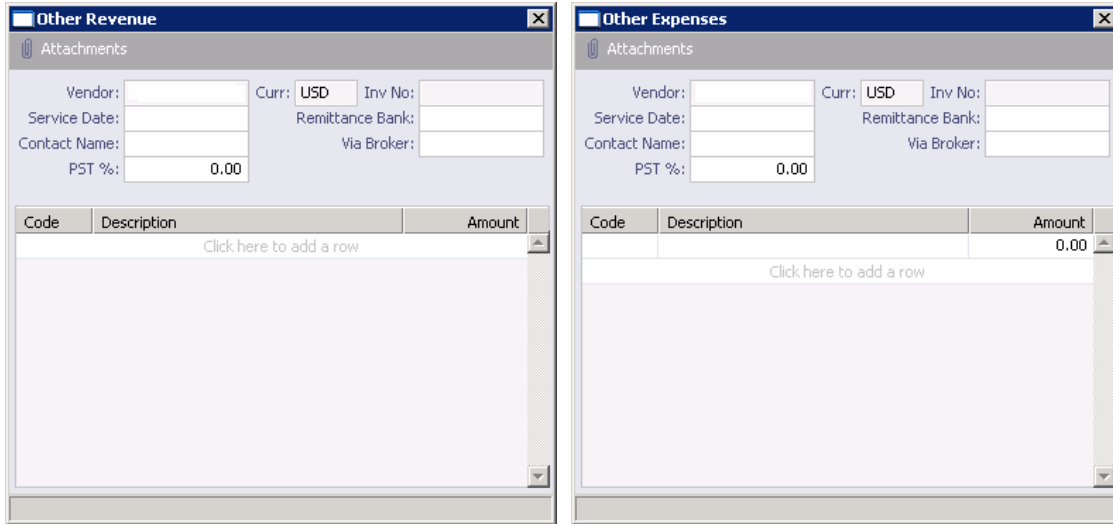
From the Voyage Other Revenues and Expenses form, you can do these tasks:

- To add [Other Revenues and Expenses Details](#), right-click the revenue or expense and then click **Details**.
- To print an invoice, right-click the revenue or expense and then click **Print Invoice**. The invoice appears in a separate browser window. You can use browser commands to print, save, edit, or email the invoice.
- To enter [Income Tax Details](#), click .


Other Revenues and Expenses Details

When you are working with [Other Revenues and Expenses](#), you can add details on the Other Revenues or Other Expenses form.

1. On the Voyage Other Revenues and Expenses form, right-click the revenue or expense and then click **Details**.




Other Revenues and Other Expenses

2. On the Other Revenues or Other Expenses form, enter the appropriate information. You can also add [attachments](#).
3. To save and close the form, click .

Income Tax Details


When you are working with [Other Revenues and Expenses](#), you can enter details about income taxes.

1. On the Voyage Other Revenues and Expenses form, click .



Income Tax Details


2. Taxable amounts appear on the Income Tax Details form. To calculate income tax, enter the **Rate %** and click **Enter**. The **Tax (USD)** for the line and the **Total Tax** appear.

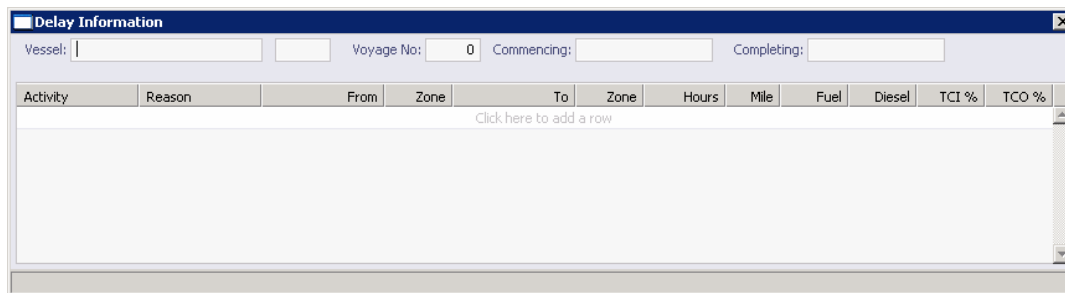
- To save and close the form, click .

Delay Information


You can enter information about voyage delays from the [Voyage Manager](#).

Note: You can also enter information about [Leg Delays](#) from the Voyage Manager.

- On the toolbar, click .



Delay Information

- Select an **Activity** from the [selection list](#).
- Complete the remaining fields as appropriate.
 - **Time Charter In vessel:**
 - Under **TCI %**, enter the percent off hire time pertaining to this delay.
 - Leave the **TCO %** entry at 0.00.
 - **Time Charter Out vessel:** Enter the percent off hire time.
 - **Owned vessel:** Leave the entries for TCI % and TCO % at 0.00.
- To save and close the form, click . The values appear in the [Voyage Manager](#).

Port Activities for Voyage


The Port Activities for Voyage form contains information on fuel consumption and bunkers, the date and time of arrival and departure, and speed for a specific vessel and voyage. It includes the list of activities, or Statement of Facts, for the port. Enter Port Activities for each port and canal and any bunkers received.


The activities are selected from the [Port Activities Table](#). Each [port function](#) can have [port activities](#) defined. You can insert lines to add activities. Record the date and time of each main port activity sequentially.

To update port activities, when the vessel reaches a port:



- In the [Voyage Manager](#), right-click the port and then click **Port Activities**.

Port Activities for Voyage

2. If you want to switch between English and metric units on this form, click .
3. Estimated arrival and departure dates and times appear at the top. As you enter the start and end of port action, the actual times appear. Bunkers remaining on board on arrival appear to the right. On vessel arrival, complete the following fields on the Port Activities for Voyage form:
 - **Observed Distance:** The actual distance observed from the previous port.
 - **Slip (%):** The calculated slippage percentage for the distance.
 - **Arr Rob:** Quantities of **Fuel** and **Diesel** remaining on board at arrival.
4. Activities for the port appear in the table, on the left. For each activity completed, enter any relevant information, the **Date From**, and the **Time**. After you enter the first date and time, clicking the next **Date From** field enters the same date and time, so you can use the same values or change them. The last line is the exception; it uses the scheduled time, but you can change it.
5. If you need to add another activity, right-click the line below and click **Insert**, then select an Activity from the [selection list](#). The first activity must be a port start activity (PS in the AT column), and the last activity must be a port end activity (PE in the AT column).
6. When you enter times to start and end loading cargo, select the **Cargo** in the Cargo column; the **BL Code** appears. Enter separate start and end lines for each cargo; the times can overlap. If loading stops, [insert a line](#) when loading stops and another when loading starts again; select the cargo for these lines as well.
7. Enter the bunkers remaining on board on departure to see the amount consumed in port.

8. To save the information and close the Port Activities form, click . IMOS updates the Voyage Manager, and actual arrival and departure times appear in black, replacing the blue estimates.


From the Port Activities for Voyage form, you can do these tasks:

- To view a report of port activities, click . The report appears in a separate browser window. You can use browser commands to save or print the report.
- To enter information about loaded cargo on the [Cargo for Voyage](#) form, click . Then be sure to enter the following activities for all loading and discharging ports in the itinerary on the Port Activities for Voyage form:
 - **Start Loading Cargo:** In the row for the activity, click the **Cargo** column and select the cargo.
 - **End Loading Cargo:** In the row for the activity, click the **Cargo** column and select the cargo.

Voyage Activity Reports

To file Voyage Activity Reports:

1. In the [Voyage Manager](#), right-click the port and then click **Activity Reports**.



The screenshot shows a window titled "Voyage Activity Reports" with a "Report" button. It contains a form with the following fields:


- Vessel Name: ENERGY 11103
- Last Port: NEW YORK
- Destination: PORT EVERGLADES
- Code: E103
- Date: 06/05/06 08:45
- ETA: 06/09/06 04:45
- Voyage No: 2
- Time Zone: -5.00
- Time Zone: -5.00
- Ballast/Laden: L
- C/P Beaufort: 0

Below the form is a table with the following data:



T	Lat	Lon	Local Date	Zone	Obs Dst	Act Hrs	Obs Spd	Hrs Dif	Eng Dst	DstTGo	CP Spd	Prj Spd	B	F	Dly Hrs
C	40.43N	74.00W	06/03/06 12:00	-5.0	0	0.00	0.00	0.00	0	942	0.00	10.00	0	1	0.00
D	40.43N	74.00W	06/05/06 08:45	-5.0	0	44.75	0.00	0.00	0	942	0.00	10.00	0	1	0.00
E	26.05N	80.04W	06/09/06 04:45	-5.0	0	92.00	0.00	0.00	0	0	0.00	0.00	0	1	0.00
Click here to add a row															
Total:						0	136.75	0.00	0.00	0.00					

Voyage Activity Reports

2. In the table, select a report **Type**:
 - A: Arrival
 - B: S.S.P.
 - D: Departure
 - E: End of Leg
 - N: Noon
 - R: E.O.S.P.

- S: Special
3. Enter any other relevant information.
 4. To save the form, click .

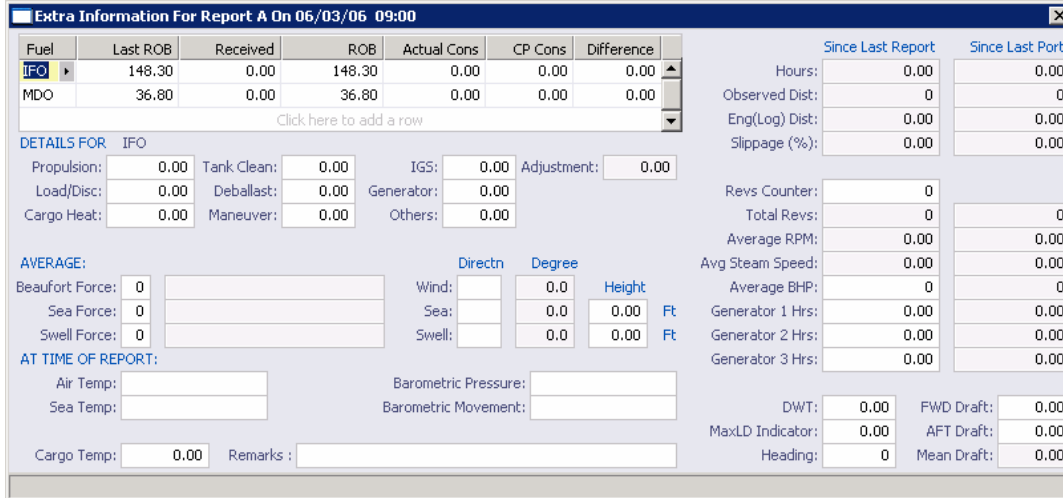
From the Voyage Activity Reports, you can do these tasks:

- To view a report of all the daily Activity reports, click . IMOS asks if you want to print all reports. Click **Yes**. The report appears in a separate browser window. You can use browser commands to save or print the report.
- To view a report of one daily Activity report, select the report and then click . IMOS asks if you want to print all reports. Click **No**. The report appears in a separate browser window. You can use browser commands to save or print the report.
- To add [extra information to a report](#), right-click the report line and then click **Bunker / Technical / Weather / Remarks**.
- To insert a report above a line, right-click the report line and then click **Insert Report**.
- To delete a report, right-click the report line and then click **Delete Report**.


Extra Information for Activity Report

When you are completing an [Activity Report](#), you can add extra information to the report.

1. Right-click the report line and then click **Bunker / Technical / Weather / Remarks**.



Extra Information for Activity Report

2. Enter the appropriate information.
3. To save and close the form, click . The values appear in the [Voyage Manager](#).

Leg Delays

You can enter information about leg delays from the [Voyage Manager](#).


Note: You can also enter information about [voyage delays](#) from the Voyage Manager.

To enter information about leg delays:

1. On the [Voyage Manager](#), right-click the port and then click **Leg Delays**.

Reason	Hours	Miles	Fuel	Diesel
Click here to add a row				

Leg Delays

2. Select a **Reason** for the leg delay.
3. Enter the appropriate information.
4. To save and close the form, click . The values appear in the [Voyage Manager](#).



Fixture Cargo

You can use this form to show what cargo is associated with a line in a Voyage Fixture Note itinerary.

1. On the [Voyage Manager](#), right-click the port and then click **Fixture Cargo**.

Seq	Cargo	Charterer	CP Qty
-----	-------	-----------	--------

Fixture Cargo

2. To link cargo to a Voyage Fixture Note, click  and select the cargo.
3. To save and close the form, click .

Cargo Contract

When you are [associating cargo with a Fixture Note](#), you can add cargo.

Opening a Cargo Contract

To open an existing Cargo Contract:

- On the [Cargo for Voyage](#) form, right-click the cargo and then click **Contract**.

Creating a Cargo Contract

1. To create a new Cargo Contract:

- On the [Fixture Cargo](#) form, click .

Charterer:	COPGC	CP Quantity:	70,000
Cargo:	CRUDE	Cargo Unit:	MT
Option % / Type:	0 NOOPT	API:	0.000
Freight Type:	W	Laycan From:	04/05/05 00:00
Freight Rate:	11.297	To:	04/07/2005
Lumpsum:	0.00	Load Demurrage:	28,500.00
WSC 100:	5.72	Load Despatch:	0.00
WSC Level (%):	197.50	Disc Demurrage:	28,500.00
Tax (%):	0.00	Disc Despatch:	0.00


Port	F	L/D Qty	L/D Rate	Terms	Port Days
PETROZUATA	L	530,000	0.00		0.00
LAKE CHARLES	D	530,000	0.00		0.00
Click here to add a row					

EXTRA FREIGHT		COMMISSIONS			
Extra Frt Terms	Rate/Lump	Broker	% / Lump	T	F D
Deadfreight Rate	0.00	Click here to add a row			
Overage Rate	0.00				
OPA Percent	100.00				
Click here to add a row					

Cargo Contract

2. Enter details for:


- Charterer
- Cargo
- Option %/Type
- CP Quantity
- Freight Rate
- Loading
- [Extra Freight Terms](#)
- Broker Commissions

3. To save and close the Cargo Contract, click .

Cargo for Voyage

On this form, you can enter individual start and end loading and discharging operations for each cargo. To enter loaded or discharged cargo:

1. To open the Cargo for Voyage form, use one of these methods:

- In the [Voyage Manager](#), right-click the port and then click **Cargo Handling**.
- On the [Port Activities for Voyage](#) form, click .



Grade	Berth	F	BL Code	BL Date	CpUnit	BL Gross	Ship Gross	Unit	BL Gross	Ship Gross	L Temp	API	SG	C
GASOIL	QUAY	D	1	07/29/2006	MT	30,000.000	30,000.000		0.00	0.00	0.00	0.0000	1.0760	D
Total:						-30,000.000	-30,000.000		0.000	0.000				

Cargo for Voyage (Tanker)

Cargo(s) For ORION - 1

Report | Stowage

Vessel: ORION ORIO Voy No: 1 Fixture No: 20060286
 Port/Location: ODESSA Port Function: L Cargo Inspector:

Grade	Berth	F	BL Code	BL Date	CpUnit	BL Gross	Ship Gross	Unit	BL Gross	C
GRAIN	QUAY	L	1	10/16/2006	MT	15,500.000	15,500.000		0.00	F
Click here to add a row										
						Total:	15,500.000	15,500.000		

Quantity/Location of slops:

Cargo for Voyage (Bulk)

Cargo(s) For INTEGRITY - 4, Barge(s): 7021, 7026



Report | Barges

Vessel: INTEGRITY 6020 Voy No: 4 Fixture No: 20060156
 Port/Location: COP - WESTLAKE Port Function: D Cargo Inspector:

Grade	Berth	F	BL Code	BL Date	UOM	Quantity	L Temp	C	
SLURRY OIL	NO BERTH	D	1	08/31/2006	BBL	40,233.000	0.00	D	
Click here to add a row									
						Total:	-40,233.000		

Cargo for Voyage (Barge)

2. Click the last line of the table, where it says *Click here to add a row*.
3. In the **Grade** column, click the first empty cell and then click the appropriate command:
 - Discharge cargo
 - Load cargo (connected with Fixture)
 - Load cargo (without information about Fixture)
4. Complete at least the following fields, as appropriate:
 - Grade

- BL Code: Bill of Lading Code
 - BL Date: Bill of Lading Date
 - BL Gross: Quantity loaded.
 - Ship Gross
 - Unit
5. Click  to save and  to close the Cargo for Voyage form.

Note: On the [Port Activities for Voyage](#) form, be sure to enter the following activities for all loading and discharging ports in the itinerary:

- **Start Loading Cargo:** In the row for the activity, click the **Cargo** column and select the cargo.
- **End Loading Cargo:** In the row for the activity, click the **Cargo** column and select the cargo.

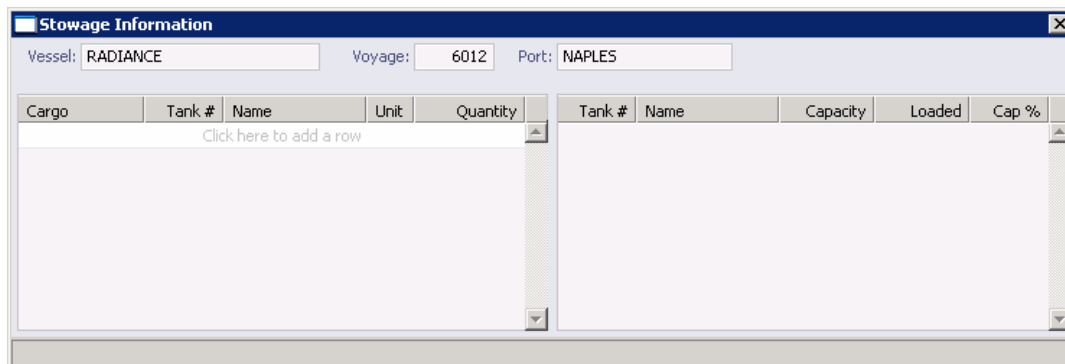
From this form, you can also do the following tasks:

- To view a cargo's [Cargo Contract](#), right-click the cargo and then click **Contract**.
- To view a tanker's hold [Stowage Information](#), click .
- To view a barge's [Barges Information](#), click .


Stowage Information

The Stowage Information form displays the vessel's hold stowage information, taken from the final stowage plan. You can use it to select stowage for cargo.

1. To open the Stowage Information form, click  on the [Cargo for Voyage](#) form.




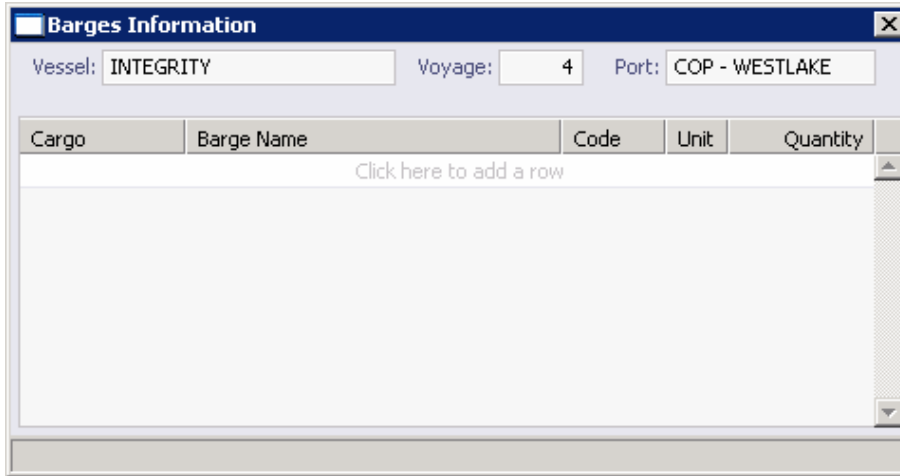
Stowage Information

2. The right side of this form displays information for the vessel. On the left side, select cargo and select a stowage location for it.
3. To save the information and close the form, click .


Barges Information

The Barges Information form displays barge information.

1. To open the Barges Information form, click  on the [Cargo for Voyage](#) form.



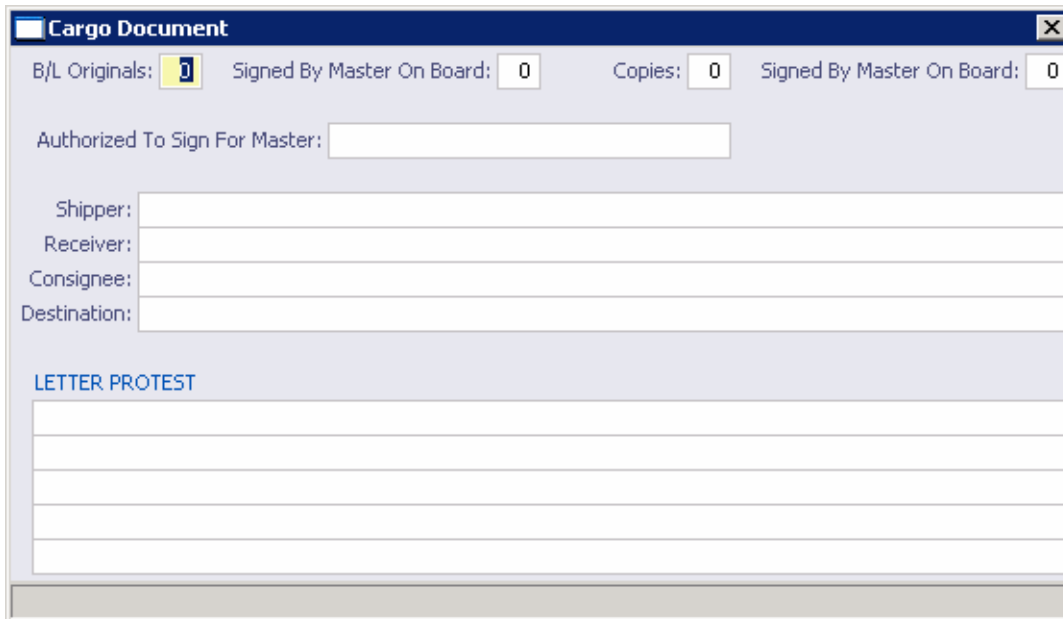
Barges Information

2. Complete the fields as appropriate.
3. To save the information and close the form, click .


Cargo Document

To open a Cargo Document:

1. On the [Cargo for Voyage](#) form, right-click the cargo and then click **Documents**.



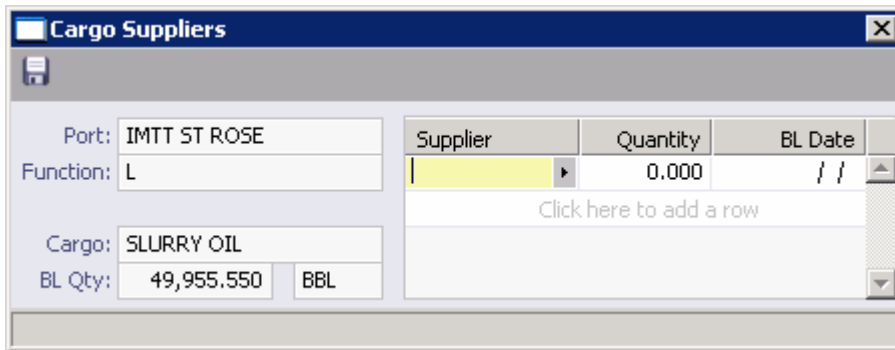
Cargo Document


2. Complete the fields as appropriate.
3. To save the information and close the form, click .

Cargo Suppliers


To open a Cargo Suppliers form:

1. On the [Cargo for Voyage](#) form, right-click a cargo and then click **Suppliers**.



Supplier	Quantity	BL Date
	0.000	/ /
Click here to add a row		

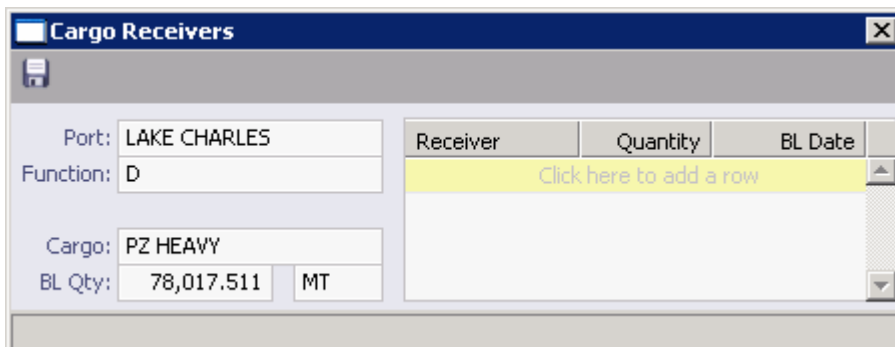
Cargo Suppliers

2. The left side displays the cargo and quantity. On the right side, select a **Supplier** and enter a **Quantity** and a **BL Date**.
3. To save the information and close the form, click .

Cargo Receivers


To open a Cargo Receivers form:

1. On the [Cargo for Voyage](#) form, right-click a cargo and then click **Receivers**.



Receiver	Quantity	BL Date
Click here to add a row		

Cargo Receivers



2. The left side displays the cargo and quantity. On the right side, select a **Receiver** and enter a **Quantity** and a **BL Date**.
3. To save the information and close the form, click .

Lightering Information

You can view or enter lightering information from the [Voyage Manager](#).

1. On the Voyage Manager, right-click the port name, and then click **Lightering Information**.

Lightering Summary


2. The Lightering Summary displays any existing lightering information for this voyage. To change existing information, type over it.
3. To enter lightering information for a new location, click .
4. The [Voyage Fixture Note](#) opens, with the **Lightering Voyage** check box selected. Complete the lightering information and click . The information appears in the Lightering Summary.

Port Agents

When you are working with the [Voyage Manager](#) or a [Voyage Fixture Note](#), you can view or enter information about port agents.

1. To open the Port Agents form, use one of these methods:
 - In the Voyage Manager, in the voyage itinerary, right-click a port line and then click **Nominate Port Agents**.
 - In a Voyage Fixture Note, under Voyage Itinerary, right-click a port line and then click **Agents**.

Port Agents

2. In the Port Agents form, select an agent from the [selection list](#).
3. Enter any other appropriate information.
4. To save and close the form, click .


Port Remarks

When you are working in the [Voyage Manager](#), you can view or enter remarks about a port.

1. To open the Port Remarks form, right-click the port and then click **Port Remarks**.



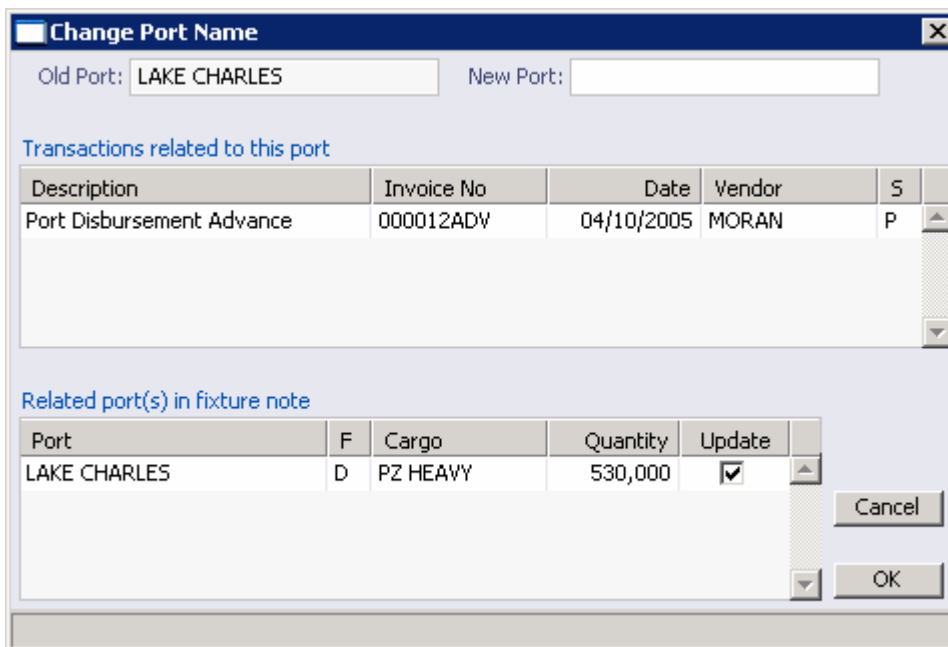
Port Remarks

2. A blank form appears. Enter the appropriate remarks.
3. To save and close the form, click .

Change Port Name

If you enter a port name on a [Voyage Fixture Note](#) and then decide to use a different port, you can change the port name on Operations forms for the voyage.

1. In the [Voyage Manager](#), right-click the port and then click **Change Port Name**.




Description	Invoice No	Date	Vendor	S
Port Disbursement Advance	000012ADV	04/10/2005	MORAN	P

Port	F	Cargo	Quantity	Update
LAKE CHARLES	D	PZ HEAVY	530,000	<input checked="" type="checkbox"/>

Change Port Name


2. The **Old Port** field displays the current port. In the **New Port** field, select a new port.

The form lists transactions related to the port that have been issued.

3. If you want the port name to be adjusted on the Voyage Fixture Note, select the **Update** check box.
4. To save the information and close the form, click .




Checking Voyage Validity

The [Voyage Estimate Details View](#), [Voyage Fixture Note](#), and [Voyage Manager](#) toolbars display one of the following symbols to indicate the validity of the voyage information:

: All information is complete.

: Some information is missing.

: The form contains one or more errors.

To see a Voyage Validation report, which lists any missing or incorrect information, click , , or .

Commencing a Voyage

When the basic information and itinerary have been entered in the [Voyage Manager](#), the voyage is scheduled on the [Vessel Schedule](#).

If the voyage is consecutive to a previous voyage, the previous voyage must be recorded as terminated before you can commence the new voyage.

To record the commencement of a voyage:

1. Enter or edit information in the [Voyage Manager](#), as appropriate:
 - Voyage Commencing date
 - User Group and User: To filter by [Department and Team](#) for reporting (not for access), complete these fields.
 - Operation Type
 - Bunker Calculation Method
 - Trade Area: To filter by [Voyage Regions, or Trade Areas](#), for reporting, complete this field.
 - Chartering/Operations Coordinator: To track users' actions, complete these fields.
2. To commence the voyage, select the **Commenced** check box. The Status column shows that the vessel has arrived in the first port. Once a voyage is commenced, you cannot un-commence it, but you can change the date/time and bunkers.

[Bunkers](#) and times for arrival at the first load port are taken over from the previous voyage. Red lines indicate if bunkers are insufficient to reach those ports.

A Voyage Profit/Loss table appears at the bottom of the Voyage Manager, with Estimated and Actuals columns, and revenues in blue and expenses in red. The Actuals column includes estimated amounts until they are replaced with actual values. You will not have a final P&L until the voyage is closed, but you can check the current status. On the right side of the Voyage Manager, the Summary Tree contains the forms related to the voyage's cargo, itinerary, and so on. Freight invoices appear here.

3. Click  to save and  to close the Voyage Manager.

Once the voyage begins, you can return to the Voyage Manager to enter updates to the vessel's [port activities](#) and [sea activities](#), such as Arrival/Departure reports and Noon reports. You may be using [IMOS Onboard](#) to enter the reports. Port activities are required for the voyage, while sea activity details are optional. Note, however, that in IMOS, sea activity reports take priority over conflicting data on the Port Activities form.


At any time, you can also enter information regarding [Bunkers](#), [Cargo Handling](#), [Delays](#), [Other Revenues and Expenses](#), and [Laytime Calculations](#).

Completing and Closing a Voyage

Once a vessel has departed the last port and all the voyage information has been entered in the [Voyage Manager](#), you can record the voyage as complete. Make sure that the bunker information and times are correct, since they can be used for [redelivery of a Time Charter](#).


Completing a Voyage

To record the completion of a voyage:

1. Select the **Completed** check box in the Voyage Manager.
2. To save your changes, click . The status of the last port changes, and the voyage block on the [Vessel Schedule](#) becomes navy. If you later make any changes in the last port, the Completed check box is automatically cleared.

Closing a Voyage



To freeze voyage information and prevent further changes, you can mark the voyage as closed.



1. Select the **Closed** check box in the Voyage Manager.
2. To save your changes, click .

Copying a Voyage

If you want to add a new voyage that is similar to an existing one, you can copy the latest scheduled voyage of a vessel and edit it.


To copy a voyage:

1. On the [Voyage Manager](#) toolbar, click .
2. Click  and then click **Copy current voyage**.
3. In the **Copy current voyage** box, enter the **Number of Copies** and then click **Create**.

4. A message tells you that the voyage has been created. To open it, click .
5. Change any appropriate fields.
6. To save the record and generate a [Voyage Estimate](#), click .

Voyage Manager Reports

From the [Voyage Manager](#), you can view reports.

1. On the toolbar, click , and then click a report name:
 - Profit and Loss Report
 - Voyage Operation Report
 - Voyage Performance Report
 - TC Commission Payments
 - Voyage Orders

Note: These are all the possible reports. You might not have all of them.

2. Select details to include or click **All** and then click **OK**.




The report appears in a separate browser window. You can use browser commands to save or print the report. You can also edit and email the Voyage Orders Report.

Laytime Calculator




Calculating Laytime

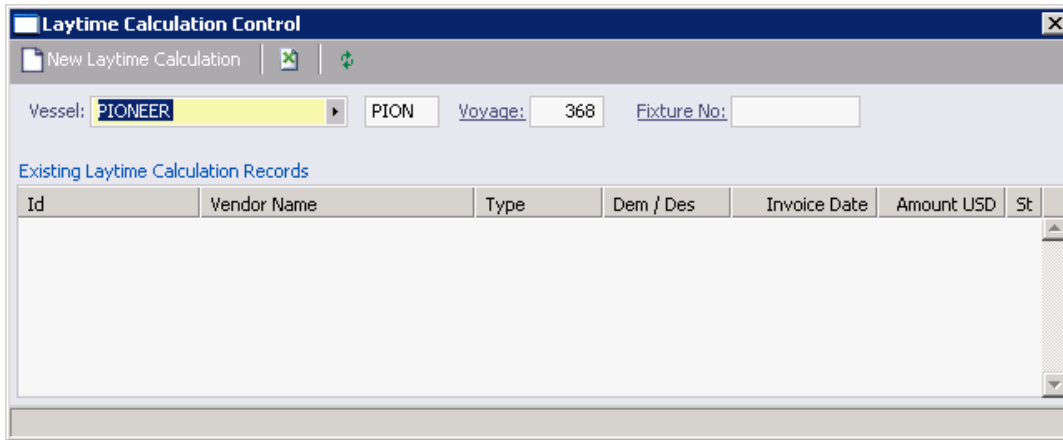
The Laytime Calculator calculates the demurrage and despatch for a Charterer, a Receiver, a Supplier, or a Vessel Owner. It is a summary list of calculations for a particular voyage. You must have a [Voyage Fixture Note](#) to create a Laytime Calculation.

Opening the Laytime Calculator


- To open the Laytime Calculator for an existing laytime calculation, use one of these methods:
 - In the [Demurrage Center](#), click  **Laytime Calculator**. To find an existing Laytime Calculation, select a **Vessel** from the [selection list](#) and then select a **Voyage** from the [selection list](#).
 - On the [Demurrage Summary](#), click .
 - On the [Voyage Manager](#), click . The Laytime Calculator displays the calculations for the current voyage.
 - On the [Vessel Schedule](#), right-click the voyage bar and click **Laytime Calculator**. The Laytime Calculator displays the calculations for the current voyage.
- To view or update an existing [laytime calculation](#), right-click the calculation and then click **Details**.

Creating a Laytime Calculation

- To open the Laytime Calculator to create a new calculation, use one of these methods:
 - In the [Demurrage Center](#), click  **Laytime Calculator**.
 - On the [Demurrage Summary](#), click .
 - On the [Voyage Manager](#), click . The Laytime Calculator displays the calculations for the current voyage.
 - On the [Vessel Schedule](#), right-click the voyage bar and click **Laytime Calculator**. The Laytime Calculator displays the calculations for the current voyage.




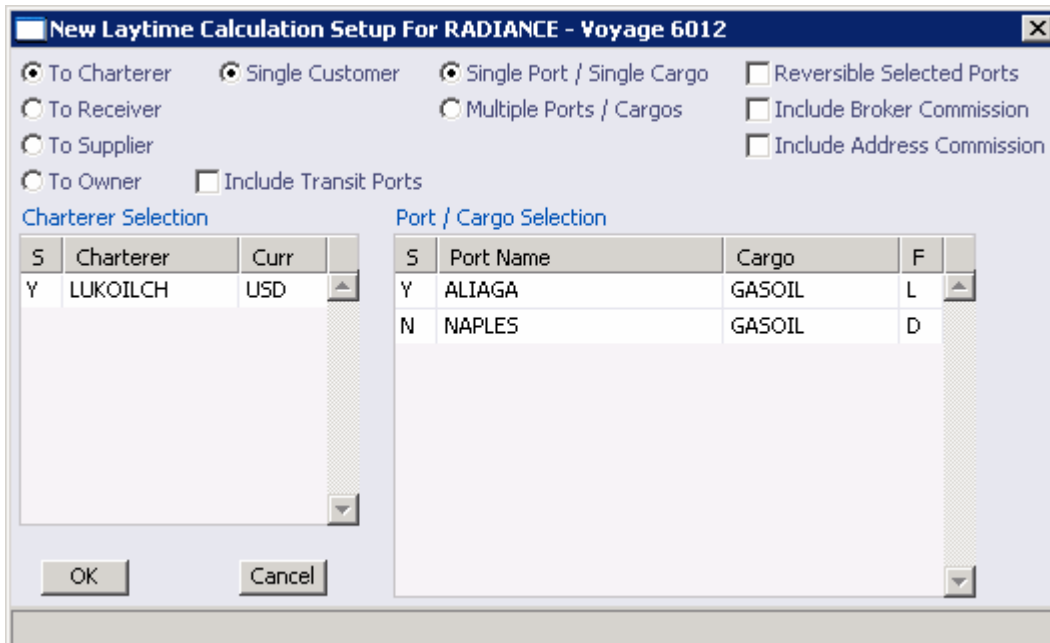
Laytime Calculator

2. On the toolbar, click .
3. The [New Laytime Calculation Setup](#) form appears; set up the new laytime calculation.

New Laytime Calculation Setup

To set up the parameters for a Laytime Calculation:

1. To set up a Laytime Calculation, use one of these methods:
 - On the [Laytime Calculator](#) toolbar, click .
 - For a claim with **Estimated** status, on the [Demurrage Summary](#), click the status link.



New Laytime Calculation Setup

2. On the New Calculation Setup form, select the type of vendor:
 - To Charterer
 - To Receiver
 - To Supplier
 - To Owner (This can only be selected if the voyage operation type is Relet.)
3. Select one:
 - **Single customer:** To do one calculation per customer.
 - **All customers:** To do one calculation and distribute by quantity to multiple customers.
4. Select the port and cargo type:
 - Single Port/Single Cargo
 - Multiple Ports/Cargoes
5. For **Reversible Selected Ports**:
 - If you want to compare total allowed laytime to total used laytime, select this check box.
Note: You must also select the **Reversible All Ports** check box in [CP Terms Details](#).
 - If you want to compare each port's individual allowed and used laytime, clear this check box.
Note: You can also select this option on the [Laytime Calculation](#).
6. If you want to include a transit port time in the Laytime Calculation, select the **Include Transit Ports** check box.
7. If you want to deduct the Broker Commission from the Laytime Calculation, select the **Include Broker Commission** check box.
Note: You can also select this option on the [Laytime Calculation](#).
8. If you want to deduct the Address Commission from the Laytime Calculation, select the **Include Address Commission** check box.
Note: You can also select this option on the [Laytime Calculation](#).
9. In the Charterer Selection table, to select a charterer to include in the calculation, click the **S** column to select **Y** for Yes or **N** for No.
10. In the Port/Cargo Selection table, to select a port to include in the calculation, click the **S** column to select **Y** for Yes or **N** for No.
11. Click **OK**. The [Laytime Calculation](#) form opens, and the claim's status on the [Demurrage Summary](#) changes to **In Progress**.

Laytime Calculation

When you complete the [New Laytime Calculation Setup](#) form, the Laytime Calculation form appears. The form for multiple ports and cargoes is slightly different from the form for a single port and single cargo. It contains additional tables for port and cargo information.

- For a single port/single cargo:

Laytime Calculation For Charterer

Calculate Attachments Allocation Reports Header

Vessel: VICTORY ADAM Voyage: 6010 Fixture No: 20060179
 CP Form: CP Date: // Charterer: CSS SA
 Port: LAVERA LOAD Port Arrival: 06/13/06 22:00 Port Departure: 06/17/06 08:30
 Remarks: Cargo: FUEL OIL Terms: SHINC

Broker Commission %: 3.25 Include Broker Commission
 Address Commission %: 1.25 Include Address Commission
 Demurrage Rate: 22,000.00 Quantity: 25,004
 Despatch Rate: 0.00 Load/Disc Rate: 12,502.17

Laytime Allowed: 2 Days 0 Hours 0 Minutes

Inv No: VAT %: 0.00
 Currency: USD NOR Tendered:
 Inv Date: // Demurrage USD: 0.00 Tax %: 0.00 Laytime Commenced:

Deductions

Description	Amount
Click here to add a row	
Total: 0.00	

Laytime Used **Balance**

Date	Day	Time	%	Description	Remarks	DD	HH	MM	DD	HH	MM
06/14/2006	WE	04:00	0.00	COMMENCEMENT OF		0	0	0	2	0	0
Click here to add a row											
Total:						0	0	0	0	0	0

Due Date: // Show Weekends/Holidays Actual






Laytime Calculation for Charterer, Single Port/Single Cargo

- For multiple ports/cargoes:



Laytime Calculation for Charterer, Multiple Ports/Cargoes

- The basis for laytime is the Statement of Facts, or Port Activities list. To enter port activities, you can:
 - Create a local list of port activities in the Laytime Calculator. User-defined standard cargo activity sequences are used for loading, discharging, and other functions. These activities are displayed automatically. The standard activity lists can be modified by inserting new activities selected from the master [Port Activities List](#).
 - Copy all the [Port Activities for the Voyage](#) and import them by clicking the **Default from Port Activities** button (on the Single Port/Cargo form) or the **Import Activities** button (on the Multiple Ports/Cargoes form).

Note: This represents a copy of the port activities. Changes made on this form are not reflected back to the Operations module.
- Adjust the activity **Descriptions, Dates, Times,** and/or the **Percentages** that each activity counts in the calculation. Adjustments here do not affect the activities of the voyage.
- Enter any adjustments in the Deductions **Description** and **Amount** fields.
- If applicable, select the **Include Broker Commission** and **Include Address Commission** check boxes.
- For multiple ports/cargoes:
 - In the Charterer table, distribute the percentage of the Demurrage or Despatch amount among the Charterers. You can make adjustments directly on the Deductions grid. Remember that positive numbers are deductions.





6. To calculate the demurrage amount, click . IMOS prorates the daily demurrage rate according to the laytime used.
7. To print a report, click  and then click either **Summary Report** or **Port Detail Report**.
8. To print a Demurrage invoice to send to the charterer, click  and then click **Print Invoice**.
9. Click  to save and  to close the Laytime Calculation.

The demurrage amount may change after negotiations. When the amount is settled:

- For a single port/cargo, select the **Actual** check box and enter the amount actually paid in the **Demurrage USD** field. Then click  to save. The transaction appears in Financials. After it is posted, it cannot be changed; before it is posted, it can be adjusted with a miscellaneous invoice.
- For multiple ports/cargoes, select the **Settled** check box and enter the amount actually paid in the **Settled USD** field. Then click  to save. The transaction appears in Financials. After it is posted, it cannot be changed; before it is posted, it can be adjusted with a miscellaneous invoice.

Note: See [Laytime Calculation Setup](#) for details on some options.

On the Laytime Calculation for Charterer form, you can also do these tasks:

- To attach other documents, click .
- If you assign a portion of the revenue/expense to a specific business unit or subcompany within your company structure, to [allocate funds](#), click .
- If you have tax on your demurrage/despatch invoices, to view or edit [Tax Details](#), click .
- To print a report, click  and then click either **Summary Report** or **Port Detail Report**. The report appears in a separate browser window. You can use browser commands to print, save, edit, or email the report.
- To [create a header](#) for a Demurrage Invoice, click .
- To print a Demurrage Invoice, click  and then click **Print Invoice**. The invoice appears in a separate browser window. You can use browser commands to print, save, edit, or email the invoice.

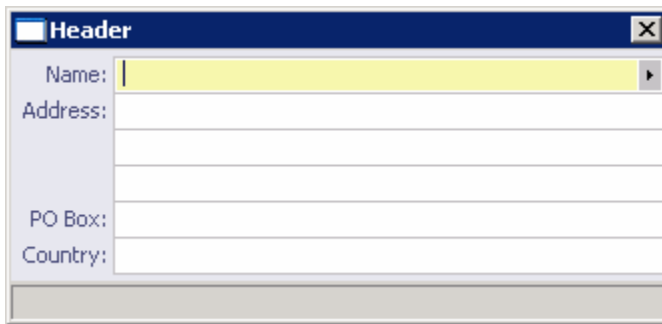
Demurrage Invoice Header

You can view the header for the top of a [Demurrage Invoice](#). The header includes the name and address:


- To which the invoice will be sent, for a receivable invoice
- To which the payment should be sent, for a payable invoice

To view the invoice header:

1. On the [Laytime Calculation](#) toolbar, click .



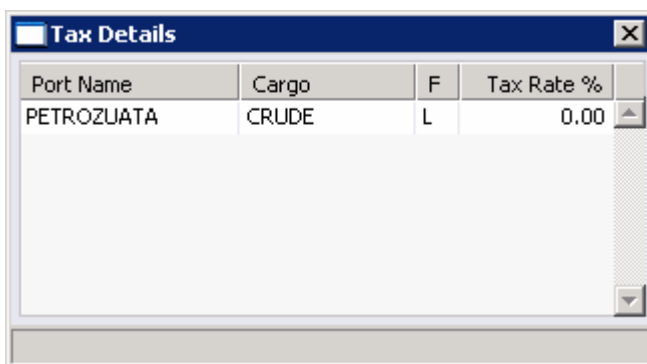
Header

2. IMOS displays the full name of the counterparty and other information from the [Address Book](#). To close the form, click .

Tax Details


If you have tax on your demurrage/despatch invoices, you can view or enter Tax Details when you are completing the [Laytime Calculation](#) form for multiple ports and cargoes.

1. Click .




Port Name	Cargo	F	Tax Rate %
PETROZUATA	CRUDE	L	0.00


Tax Details

2. Enter or change the Tax Rate %.
3. To save and close the form, click .

Demurrage Allocation

After Laytime Calculations are complete, you can allocate the costs/benefits of the demurrage to the appropriate business units.

1. On the [Laytime Calculation](#), click . The **Total Demurrage** amount appears at the top of the Demurrage Allocation form.




Cargo	COIN/Batch No	Order No	Port	Business Units	Root Cause	Amount	%
Click here to add a row							

Total Allocated: 0.00

Demurrage Allocation

2. For each business unit:
 - a. Select the **Cargo** from the list. IMOS enters the **Reference Number** and **Port**.
Note: if there is only one cargo, select the **Port**.
 - b. Select the Business Unit to which you want to allocate the revenue or expense.
 - c. Select the Root Cause of the delay.
 - d. Enter either an **Amount** or a **Percentage** of the Total Demurrage to allocate. IMOS completes the other field.

The **Total Allocated** amount appears at the bottom of the form.

3. To save and close the form, click . IMOS creates a [Journal Entry](#) to assign the correct percentages of the revenue or expense to the business units.

Freight

Overview of Freight

Forms related to freight can include:

- [Freight Invoice](#) and its [Freight Invoice Header](#)
- [Freight/Relet Commission Summary](#)
- [Freight/Relet Commission Payment](#) and its [Commission Payment Header](#)
- [Voyage Rebill](#)
- [Final Freight Invoice / Demurrage Statement](#)


Voyage Freight Invoice

You can use the Voyage Freight Invoice to enter and process invoices for freight sales and freight purchases. To be able to create a Voyage Freight Invoice, the following conditions must be met:

- A [Voyage Fixture Note](#) must exist, with Freight Terms and [Extra Freight Terms](#) completed for all cargoes loaded.
- The [Cargo for Voyage](#) form must be completed and the cargoes bound to a [Voyage Fixture Note](#).

Opening a Voyage Freight Invoice

To open a Voyage Freight Invoice for an existing voyage, use one of these methods:

- In the **Operations Center**, under Freight, click **Freight Invoice**. To find an existing Voyage Freight Invoice, click , enter criteria, and click **OK**.
- In the [Voyage Manager](#), click  and then click **Freight Invoice**. The Voyage Freight Invoice displays the information for the current voyage.

Creating a Voyage Freight Invoice

1. To create a new Voyage Freight Invoice, use one of these methods:

- In the **Operations Center**, under Freight, click **Freight Invoice**.
- In the [Voyage Manager](#), click  and then click **Freight Invoice**.

Voyage Freight Invoice

Header Refresh Report

Vessel Name / Code: RADIANCE BLAN Voyage: 6012

Charterer: _____

Fixture No: 20060223 Invoice Date: //

C/P Date: // Currency: _____ Exchange Rate: 0.000000

Invoice No: _____ Due Date: //

Reference: _____

Terms Of Payment: _____

Comment: _____

Include commission Show Extra Freight Details Receiver Add OPA

Cargo	CP Qty	BL Qty	F	Frt Rate	Lump/Daily	Inv %	Ttl %	H

Freight Commission

Broker	FixCom	EffCom	B

Freight Adjustment

Description	C	Amount
Click here to add a row		

Net Adjustment: 0.00

Freight Calculation

Description	Amount

Actual Net Freight: 0.00



Cargo Ref No: _____

COIN/Batch No: _____ Contact Name: _____

Order No: _____ Remittance Bank: _____



Voyage Freight Invoice

2. The **Vessel Name** and **Voyage Number** are completed. This step differs for receivable and payable invoices:
 - For a payable invoice, click **Charterer** and then click **Enter**. The **Charterer** name appears; if there are multiple cargoes and charterers, select the one you want to invoice.
 - For a receivable invoice, select the **Relet** check box and enter the **Owner** name.

3. Under Freight Commission, the Address Commission appears. To deduct commissions from the invoice (those selected on the [CP Terms Details](#) form), select the **Include commission** check box and then click . If you do not select this check box, you can use the [Freight/Relet Commission Payment](#) form to enter and process invoices for brokerage on freight sales and purchases that were not deducted.
4. IMOS calculates the **Net Freight**; it appears at the bottom of the Freight Invoice.
5. If there are any **Freight Adjustments**, click an empty line and enter the description. Specify if it is **Commissionable** and specify the **Lump Sum**. You can add multiple adjustments.
6. Enter an **Invoice Date** and an **Invoice Number**.
7. If the percentage to be invoiced is not 100%, change the **Inv %** to the appropriate percentage.
8. The **Actual** check box is selected. If you want to save the Voyage Freight Invoice for further editing, clear it; when the invoice is complete, select the check box again.
9. To save the information, click . If the **Actual** check box is selected, the invoice appears on the [Operations Transaction Summary](#) in [Financials](#). You can review and post the invoice from there.

Note: How you [modify an invoice](#) depends on whether or not it has been posted.

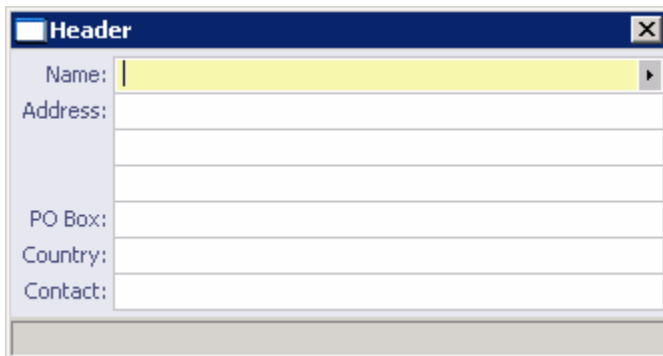
From the Voyage Freight Invoice, you can also do these tasks:

- To [create a header](#) for the invoice, click .
- To print a Voyage Freight Invoice, click  on the toolbar. The invoice appears in a separate browser window. You can use browser commands to print, save, edit, or email the invoice.


Voyage Freight Invoice Header

You can view the header for the top of a [Voyage Freight Invoice](#).

1. On the Voyage Freight Invoice toolbar, click .




Header

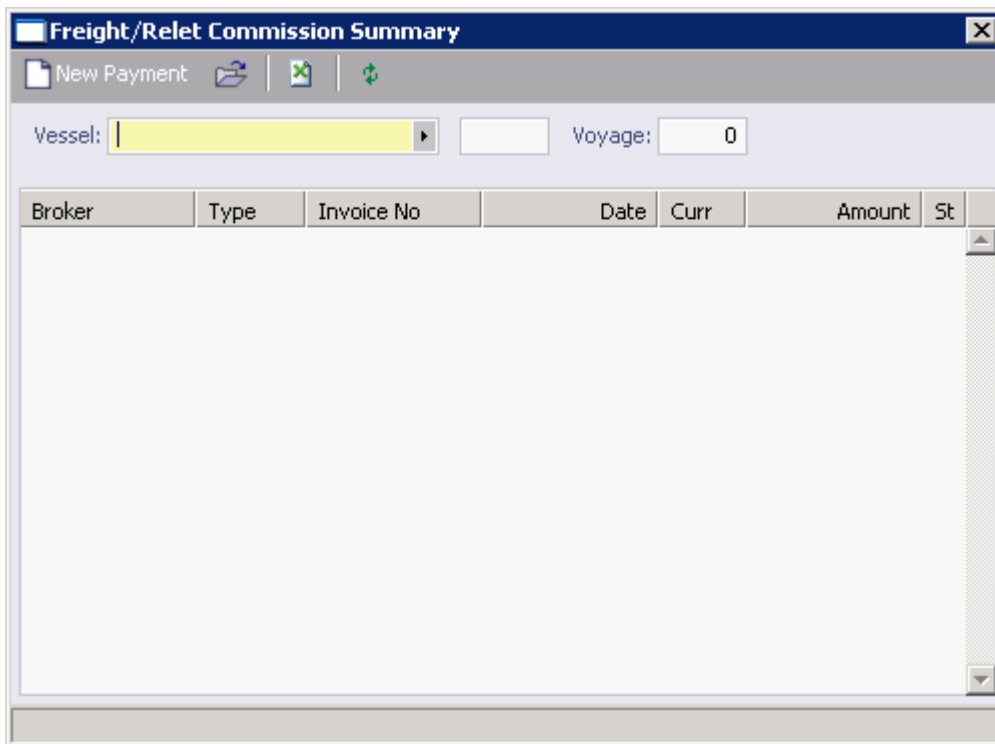
2. IMOS enters the full name of the counterparty and other information from the [Address Book](#). To close the form, click .

Freight/Relet Commission Summary




Commissions can be deducted from the [Freight Invoice](#) or they can be paid individually. Freight and Relet Commission Payments are used for brokerage on freight sales and purchases that were not deducted from the Freight Invoice. The Freight/Relet Commission Summary lists all Freight and Relet Commission Payments.

Opening the Freight/Relet Commission Summary

1. To open the Freight/Relet Commission Summary, use one of these methods:
 - In the **Operations Center**, under Freight, click **Commissions**.
 - On the [Voyage Manager](#), click .



Freight/Relet Commission Summary


2. To display payments for a voyage, click , enter criteria, and click **Retrieve**.
3. To [create a new payment](#), click .
4. To save and close the Freight Relet Commission Summary, click .

Freight/Relet Commission Payment

On the Freight/Relet Commission Payment form, you can enter and process invoices for brokerage on freight sales and purchases that were not deducted from the [Freight Invoice](#).


Viewing Freight/Relet Commission Payments

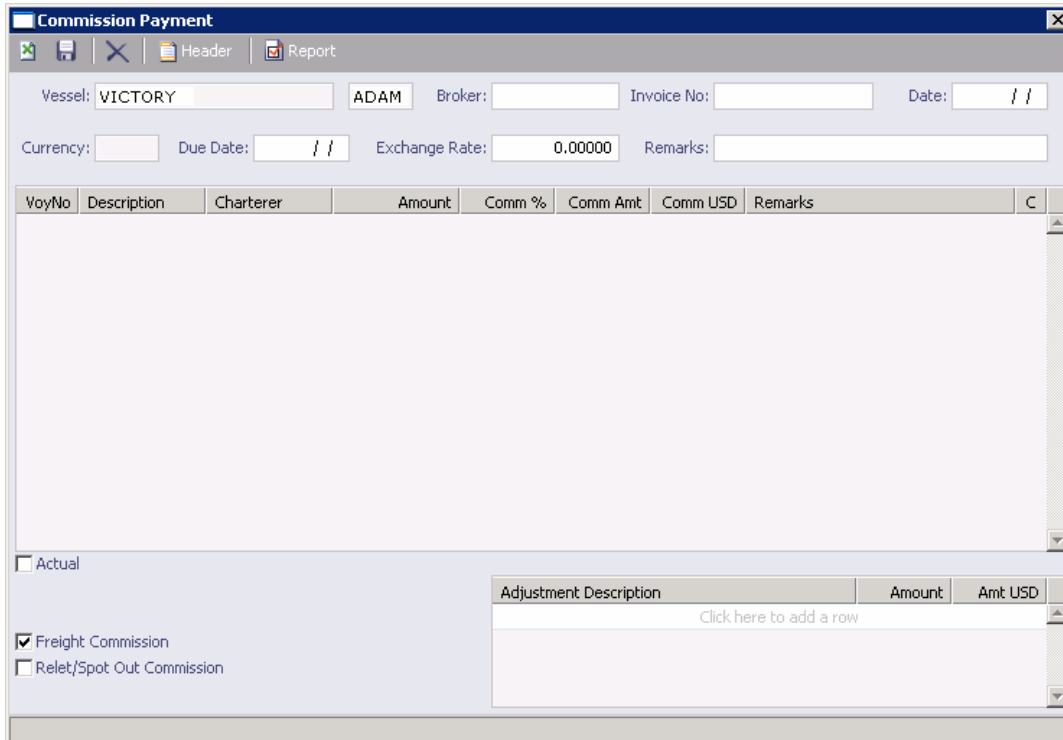
To view existing Freight/Relet Commission Payments for a voyage:

- On the [Freight/Relet Commission Summary](#), click , enter criteria, and click **Retrieve**. If necessary, select the voyage and then click **OK**.

Creating a Freight/Relet Commission Payment



To create a new Freight/Relet Commission Payment:

- On the [Freight/Relet Commission Summary](#), click . The Operation Type of the voyage and the Commission Type check box at the bottom of the form determine which field appears in the table: Owner, Charterer, or Transporter.





VoyNo	Description	Charterer	Amount	Comm %	Comm Amt	Comm USD	Remarks	C
Click here to add a row								

Freight/Relet Commission Payment

- Select the **Broker** from the [selection list](#). IMOS calculates the commission amount.
- Enter the broker's **Invoice No.** and the **Date**.
- The commission is automatically calculated, whether or not a Freight Invoice was entered.
- To save the payment, click .
- To close the payment, click . The invoice appears in the [Financials](#) module.

From the Freight/Relet Commission Payment, you can also do these tasks:

- To [create a header](#) for the invoice, click .
- To create a Commission Payment Invoice, click  on the toolbar. The invoice appears in a separate browser window. You can use browser commands to save or print the invoice.


Posting a Commission Payment

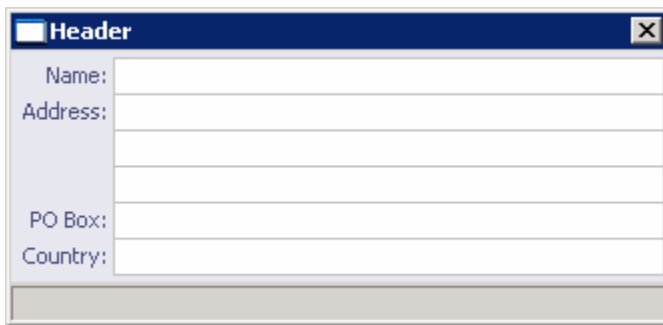
When you create a Commission Payment, IMOS creates a line item in [Financials](#). You can then review and post the invoice from the [Operations Transaction Summary](#).

Note: How you [modify an invoice](#) depends on whether or not it has been posted.


Commission Payment Header

You can view the header at the top of a [Freight/Relet Commission Payment](#).

1. On the Freight/Relet Commission Payment toolbar, click .



Header

2. IMOS enters the full name of the broker and other information from the [Address Book](#). To close the form, click .



Voyage Rebill

You can create a Voyage Rebill to issue an internal cost invoice.

1. On the [Voyage Manager](#), click .
2. On the menu, click **Voyage Rebill**.
3. In the **Rebill Selection** box:
 - To create a new rebill, click **Cancel**.
 - To open an existing rebill, select the rebill and then click **OK**.

Description	Code	Voy Days	Total USD	%	Amount	Amt USD	S
Total Daily Expenses	VCOST	20.9821	734,374.93	0.00	0.00	0.00	<input type="checkbox"/>
Total Port Expenses	VPEXP	20.9821	22,800.00	0.00	0.00	0.00	<input type="checkbox"/>
Total Misc Expenses	VOEXP	20.9821	52,000.00	0.00	0.00	0.00	<input type="checkbox"/>

Voyage Expenses Rebill

4. IMOS lists the expenses from the [Voyage Manager](#). In the **S** column, select the check boxes of the expenses you want to rebill.
5. Enter the following information:
 - Bill To
 - Invoice Date
 - Invoice Number
6. To create an invoice, click . The invoice appears in a separate browser window. You can use browser commands to print, save, edit, or email the invoice.
7. To save the information, click .

Final Freight Invoice/Demurrage Statement



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

To create a Final Freight Invoice:

1. In the **Operations Center**, under Freight, click **Final Freight Invoice**.

The screenshot shows a software window titled "Freight Invoice / Demurrage Statement". At the top, there is a toolbar with "Retrieve Record" and "Report" buttons. Below the toolbar, there are input fields for "Vessel Name", "Vsl Code", "Voy No", and "Counterparty", along with a "For Relet" checkbox. A table with the following columns is displayed: VslCode, VoyNo, Description, Invoice No, Date, Amt(USD), Amt Paid, Amt Posted, and S. At the bottom of the window, there are summary fields: Invoice Date (07/04/2007), Due Date (07/19/2007), Total Amount (0.00), Selected Amount (0.00), Amt Paid (0.00), and Amt Posted (0.00).

Freight Invoice/Demurrage Statement

2. If this invoice is for relet, select the **For Relet** check box.
3. To select a record, follow these steps:
 - a. Select a **Vessel Name** from the [selection list](#). The **Vessel Code** appears.
 - b. Select a **Voyage Number** from the [selection list](#).
 - c. Select a **Counterparty** from the [selection list](#). The **Terms** appear below.
4. If appropriate, select additional records.
5. Click . The information appears in the table below, and the **Total Amounts** and **Selected Amounts** appear at the bottom of the statement.
6. All items are selected to appear on the invoice. If you do not want an item to appear on the invoice, clear its **S** check box. The **Selected Amount** is recalculated.
7. To create the Final Freight Invoice, click  on the toolbar. The invoice appears in a separate browser window. You can use browser commands to save or print the invoice.

Bunkers

Overview of Bunkers

You have two options for recording bunkers:

- If you accept bids for bunkers and want to record the bargaining process:
 1. Record the bunkers you want to purchase on the [Bunkers for Voyage](#) form.
 2. Enter the bids received from various vendors on the [Bunker Inquiry](#) and [Bunker Inquiry Details](#) forms and select a bid. The information is copied to the [Bunker Invoice](#).
 3. To finalize the process, [bind the Bunker Invoice](#) to the Actual Bunkers Received.
- If you want to bypass the bargaining process and go directly to recording a bunker purchase from a vendor or vendors:
 1. Record the bunkers you want to purchase on the [Bunkers for Voyage](#) form.
 2. When the bunkers are received on board, record the [bunker delivery](#) in [Port Activities](#).
 3. Create a Bunker Invoice. The binding happens automatically.

To record bunkers:

1. Enter bunkers received on the [Bunker Information](#) form.
2. Create a Bunker Invoice.

Bunkers for Voyage

Use the Bunkers for Voyage form to record the quantities of IFO and/or MDO you want to purchase for the voyage. The form displays information for fuel oil and diesel sea and port consumption, bunkers on arrival, bunkers received, purchase price, bunkers on departure, and status.

To record bunkers for a voyage:

1. On the [Voyage Manager](#) toolbar, click  .

Bunkers For PIONEER - 363

Fuel

Port Name	SeaCons	ROB Arr	PCons	Receive	Price	ROB Dpt	St
LAKE CHARLES	0.00	0.00	0.00	0.00	0.00	1,800.00	SA
PETROZUATA	300.00	1,500.00	5.00	0.00	0.00	1,495.00	SA
LAKE CHARLES	300.00	1,195.00	5.00	1,203.60	0.00	2,393.60	TE
LA HAVE	328.27	2,065.33	0.00	0.00	0.00	2,065.33	..
Total:		928.27	10.00	1,203.60			

Diesel

Port Name	SeaCons	ROB Arr	PCons	Receive	Price	ROB Dpt	St
LAKE CHARLES	0.00	0.00	0.00	0.00	0.00	52.00	SA
PETROZUATA	0.00	52.00	0.00	0.00	0.00	52.00	SA
LAKE CHARLES	0.00	52.00	0.00	0.00	0.00	52.00	TE
LA HAVE	6.57	45.43	0.00	0.00	0.00	45.43	..
Total:		6.57	0.00	0.00			

Bunker Price Binding

S	Reference Port	Fuel Qty	Diesel Qty
	LAKE CHARLES	1,203.60	0.00

Avg Init ROB Price: Fuel Diesel
 Avg End ROB Price: Fuel Diesel
 Last Price Paid: Fuel Diesel
 Starting Lube: Fuel Diesel
 Received: Fuel Diesel
 Ending Lube: Fuel Diesel


Post Bunker Cost

Bunkers for Voyage

2. The Bunkers for Voyage form lists the ports of the voyage itinerary in two sections, for IFO and MDO. For the port where you are planning to receive bunkers, in the **Receive** column, enter the quantity planned.
3. If you want to perform a [Bunker Inquiry](#), right-click the port where bunkers are to be received and then click **Bunker Inquiry**. When you select a vendor, the bunker prices and planned quantities are recorded for the port.
4. Enter the bunker invoice using one of these methods:
 - [Bunker Invoice With a Price Inquiry](#)
 - Bunker Invoice


From the Bunkers for Voyage form, you can also do these tasks:

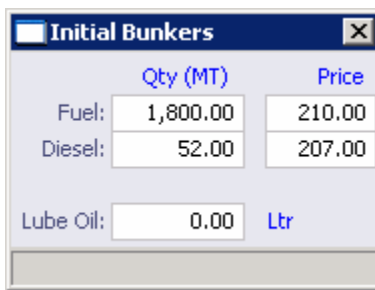
- To view the [Initial Bunkers](#) form, created when the voyage was added, click .

- To view the Bunker Planning report, click , at the bottom of the form. The report appears in a separate browser window. You can use browser commands to save or print the report.

Initial Bunkers


IMOS assesses bunkers on delivery for a time or period charter and calculates fuel requirements to make sure they are sufficient to satisfy the first voyage leg. If the voyage is to be a relet (voyage charter), you can ignore this form.

1. To open the Initial Bunkers form, use one of these methods:
 - When you [set up a new voyage](#), if the voyage is not consecutive to a previous voyage, or if bunker information does not exist, the Initial Bunkers form appears.
 - On the [Bunkers for Voyage](#) form, click .



	Qty (MT)	Price
Fuel:	1,800.00	210.00
Diesel:	52.00	207.00
Lube Oil:	0.00	Ltr

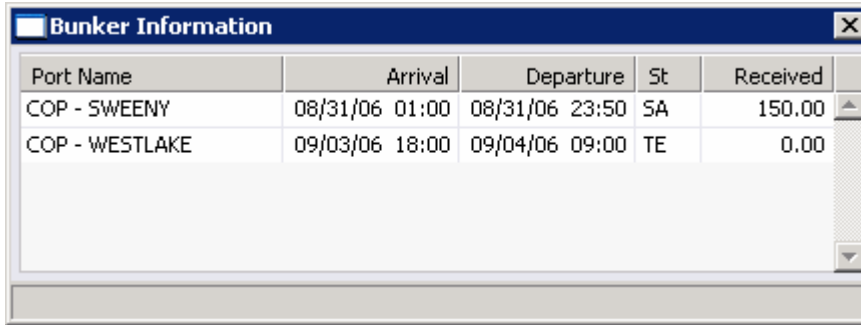
Initial Bunkers

2. Enter the initial bunker information:
 - **Fuel Quantity** (MT) and **Price**
 - **Diesel Quantity** (MT) and **Price**
 - **Lube Oil** Quantity (Ltr)
3. To close the form and save the information, click . The values appear in the [Voyage Manager](#) and the [Bunkers for Voyage](#) form.

Bunker Information


On the Bunker Information form, you can record bunkers received.

1. On the [Voyage Manager](#) toolbar, click .



Port Name	Arrival	Departure	St	Received
COP - SWEENEY	08/31/06 01:00	08/31/06 23:50	SA	150.00
COP - WESTLAKE	09/03/06 18:00	09/04/06 09:00	TE	0.00

Bunker Information


2. In the **Received** column, enter the number of bunkers received.
3. To create a Bunker Invoice, right click the port line and then click **Create Bunker Invoice**.
4. To save the information and close the form, click .

Bunker Inquiry

The Bunker Inquiry is used to record quotations or orders for bunkering, by vessel and by voyage. After bunkering quotations are received and entered, the vendor list is sorted in price order. You can select the most attractive quotation, lock it in, and prepare to receive or pay the invoice. The Bunker Inquiry also records costs associated with bunkering, such as superannuation fund or port charges, that apply when using certain ports.

Opening a Bunker Inquiry




To open an existing Bunker Inquiry:

- In the **Operations Center**, under **Bunkers**, click **Price Inquiry**. To find an existing Bunker Inquiry, click , enter criteria, and click **Retrieve**.
- On the [Bunkers for Voyage](#) form, right-click the port where bunkers are to be received and then click **Bunker Inquiry**.

Performing a Bunker Inquiry

1. To perform a Bunker Inquiry, use one of these methods:
 - In the **Operations Center**, under **Bunkers**, click **Price Inquiry**.
 - On the [Bunkers for Voyage](#) form, right-click the port where bunkers are to be received and then click **Bunker Inquiry**.

Bunker Inquiry

2. If you started from a port on the [Bunkers for Voyage](#) form, IMOS completes the following fields; if you started from the **Operations Center**, complete the following fields:
 - Vessel
 - Code
 - Voyage
 - Fuel No
 - Port
 - ETA
3. Enter the quantity of **Fuel** and **Diesel** required.
4. Enter the needed **Delivery** date for bunkers.
5. Complete an inquiry line in the table for each potential vendor.
 - You can start from scratch:
 - a. Select the **Vendor** from the [selection list](#).
 - b. Complete the [Bunker Inquiry Details](#).
 - c. Complete the appropriate remaining fields in the table row.
 - You can create an inquiry that is similar to an existing one and edit it. Select the inquiry and click .
6. To select a vendor for bunkering, select the vendor and click  on the toolbar. A message asks if you want to create a Bunker Invoice. Click **Yes** or **No**. The line for the selected vendor is highlighted with green.
7. To save the Bunker Inquiry, click . When you exit, the bunker prices and planned quantities are recorded for the port on the Bunkers for Voyage form.

On the Bunker Inquiry, you can also do this task:

- To create a [Bunker Invoice](#), click .

Bunker Inquiry Details

On the Bunker Inquiry Details form, you can record the quotation details for each individual vendor listed in the [Bunker Inquiry](#) form.

Opening Bunker Inquiry Details

To open an existing Bunker Inquiry Details form:

- On the [Bunker Inquiry](#) form, right-click the inquiry and then click **See Details**.


Creating Bunker Inquiry Details

To open the Bunker Inquiry Details form to enter details for a new Bunker Inquiry:

- Enter a **Vendor** on the [Bunker Inquiry](#) form. The Bunker Inquiry Details form appears.

Bunker Inquiry Details	
Port Call:	
Port:	BACOLOD
ETA:	06/08/2006
Inq By/Dlv Date:	//
Fuel No/Req:	380 0.000
Diesel Req'd:	0.000
Broker:	
Vendor:	HMS
Fuel Price:	0.00
Fuel Ttl Cost:	0.00
Diesel Price:	0.00
Diesel Ttl Cost:	0.00
Barging Rate:	0.00
Barging Cost:	0.00
Total:	0.00
Tax %:	0.00
Tax Total:	0.00
Port Charges:	0.00
Others:	0.00
Grand Total:	0.00


Bunker Inquiry Details

- Complete the appropriate fields on the form.
- Click  to save the record and update the Bunker Inquiry form.

Bunker Delivery

You must enter a bunker delivery before recording the vessel departure from the port, so that the departure ROB is correct.

- On the [Voyage Manager](#), right-click the port and then click **Port Activities**.

2. Next to Fuel and/or Diesel, in the **Received** column, enter the quantity received for **Fuel** and/or **Diesel**.
3. To save the [Port Activities form](#), click .
4. When you exit, the quantities received for fuel and diesel appear on the [Bunkers for Voyage form](#) to allow for entry of the Bunker Invoice.

Bunker Invoice with Price Inquiry

Note: If there is no [Bunker Inquiry](#) entered, see Bunker Invoice.

When you perform a Bunker Inquiry, you must *bind* the bunkers, that is, link the bunkers received to the Bunker Invoice from the vendor that was created by the Bunker Inquiry. This form displays all bunkers received during the voyage and provides the way to match the bunkers to an existing invoice or to create a new invoice.


Be sure to check the invoice received from the fuel supplier against the quotation provided.

The invoice sent must include the following to be valid:

- The ABN of the company issuing the invoice.
- The GST-inclusive price of the taxable supply, where GST applies.
- The words Tax Invoice stated prominently.
- The date of issue of the tax invoice.
- The name of the supplier.
- The name of the recipient.
- The GST amount.


Opening a Bunker Invoice

To open an existing Bunker Invoice:

- In the **Operations Center**, under Bunkers, click **Purchase**. To find an existing Bunker Invoice, click , enter criteria, and click **OK**.

Creating a Bunker Invoice

To create a new invoice:

1. To open the Bunker Invoice, use one of these methods:
 - In the **Operations Center**, under Bunkers, click **Purchase**.
 - On the [Bunker Inquiry](#), click .

Bunker Invoice

Vessel: Voyage No: Port:

Berth: Invoice No: Terms (Days): Account No:

Vendor: Currency: Exchange Rate: Invoice Date:




Broker: Delivery Date:

Paying Co: Remittance Bank: Due Date:

Type	Inv Qty	Opr Qty	Basic Prc	Barging Prc	Other Prc	Oth Cost	Sales Tax	Total Cost
Click here to add a row								
Total Cost:			0.00	0.00	0.00	0.00	0.00	0.00
							Port Charges:	0.00
							Grand Total:	0.00

Actual GST %: PST %:

Bunker Invoice

2. On the Bunker Invoice, enter the **Vendor Invoice Number**, the **Payment Term**, the **Invoice Date**, and the **Delivery Date**.
3. To save the Bunker Invoice, click .
4. To close the Bunker Inquiry and return to the [Bunkers for Voyage](#) form, click .
5. On the [Bunkers for Voyage](#) form, under Bunker Price Binding, an entry appears for the bunkers received. Right-click the entry and then click **Bunker Invoice**.
6. Select the invoice from the list.
7. To link the Bunker Invoice to the Bunker Inquiry, click .
8. When you exit, the entry for the invoice has an **X** in the **S** column, under **Bunker Price Binding**.
9. To post the bunker cost, select the **Post Bunker Cost** check box at the bottom of the [Bunkers for Voyage](#) form.

Port Costs

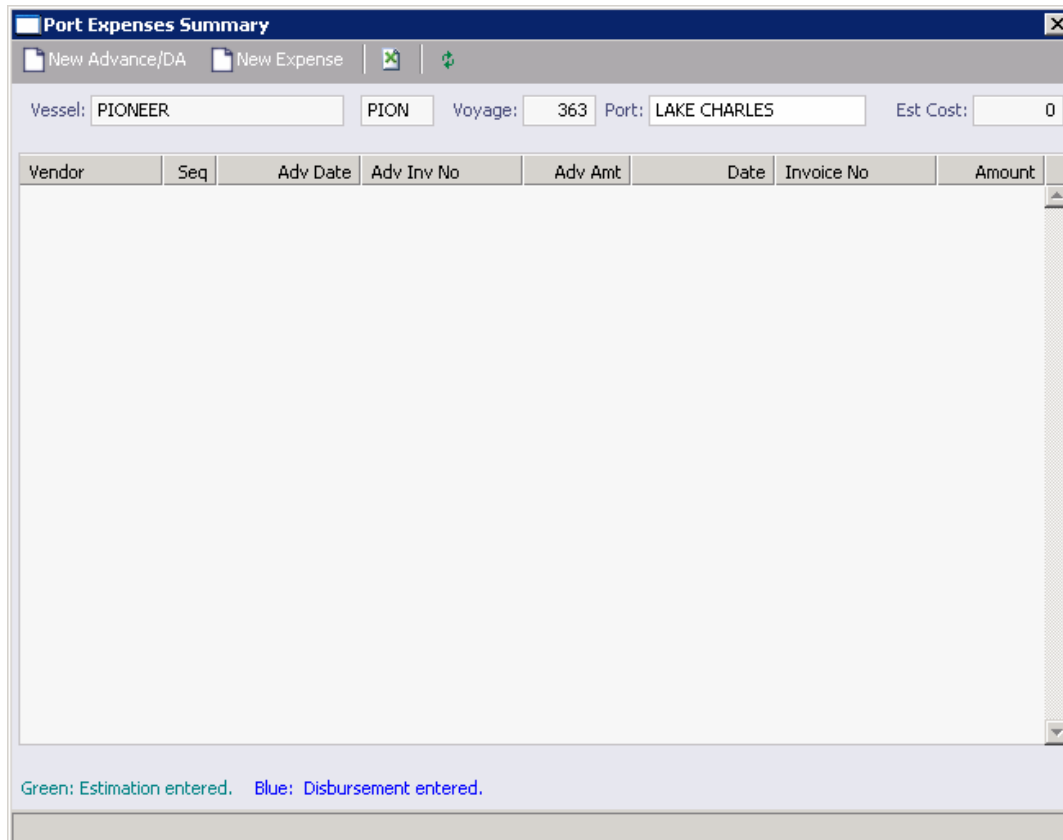
Overview of Port Expenses

You can perform these tasks to enter port expenses:

- View the [Port Expenses Summary](#).
- Enter [Port Expenses](#).
- Enter [Port Advances and Disbursements](#).
- Link port expense items to accounting codes, using [Ledger Expenses Data Entries](#).

Port Expenses Summary

To view a summary of port expenses from the [Voyage Manager](#), right-click the port and then click **Port Expenses**.



Port Expenses Summary

New Advance/DA | New Expense



Vessel: PIONEER | PION | Voyage: 363 | Port: LAKE CHARLES | Est Cost: 0

Vendor	Seq	Adv Date	Adv Inv No	Adv Amt	Date	Invoice No	Amount


Green: Estimation entered. Blue: Disbursement entered.

Port Expenses Summary

On the Port Expenses Summary:

- To [enter new a expense](#), click .
- To enter a new [advance or disbursement](#), click .

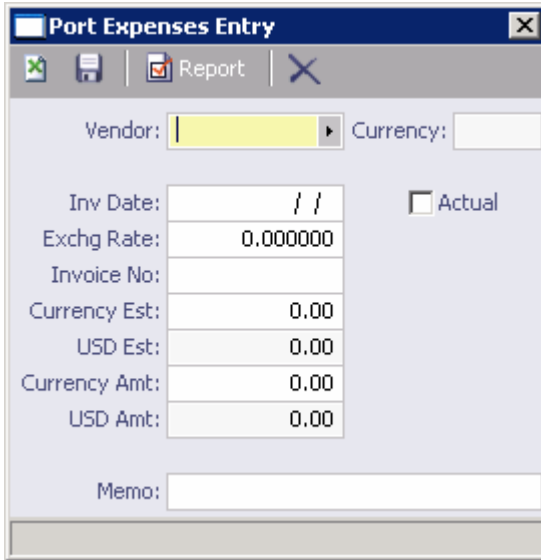
- To view existing [advances and disbursements](#), right-click an expense line and then click **View Expenses Details**.

To save and close the Port Expenses Summary, click .




Port Expenses Entry

To enter a direct port expense:

1. On the [Port Expenses Summary](#), click .



Port Expenses Entry


2. On the Port Expenses Entry, select a **Vendor**. IMOS completes the **Currency** and **Exchange Rate** fields.
3. IMOS completes the following fields in the **Estimate/Advance** column from data entered on the Voyage Estimate or Voyage Fixture Note. Complete these fields in the **Actual** column:
 - Invoice Date
 - Invoice Number
 - Currency Amount
4. Complete any other appropriate fields.
5. To save the information, click . To close the form, click .
6. On the [Port Expenses Summary](#), click . The expense appears on the summary.

Port Advances and Disbursements

You can record advances and disbursements for major port expenses on the Port Call Expenses form. Port advances and disbursements are entered per port.


Opening the Port Call Expenses form

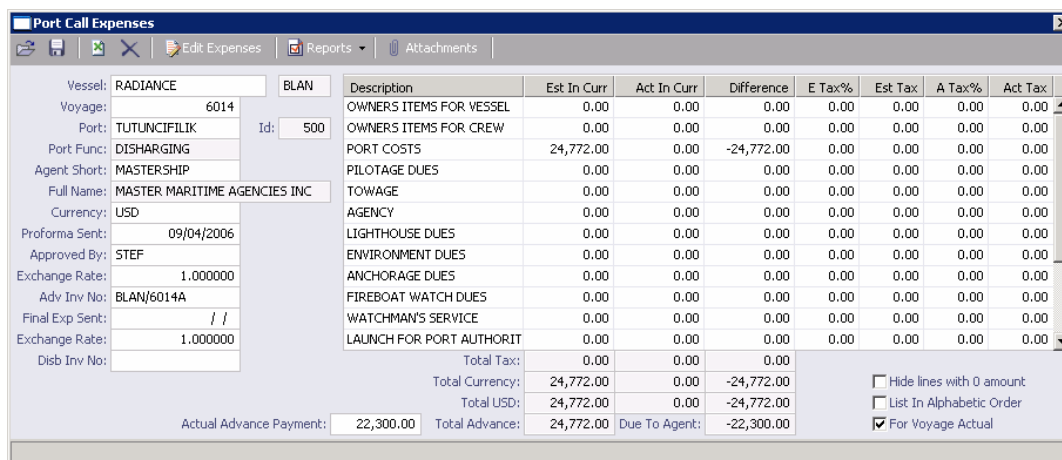
To open an existing Port Call Expenses form, use one of these methods:

- In the **Operations Center**, under Port Costs, click **Advances/Disbursements**. To find an existing Port Call Expenses form, click , enter selection criteria and then click **OK**.
- In the **Operations Center**, under Port Costs, click **Advances/Disbursements**. On the Port Call Expenses form, select the **Agent Short Name** from the [selection list](#). A message asks if you want to retrieve the disbursement. Click **Yes**.
- On the [Port Expenses Summary](#), right-click the line for the advance.

Recording an Advance or a Disbursement

1. To open the Port Call Expenses form to create a new advance or disbursement, use one of these methods:

- In the **Operations Center**, under Port Costs, click **Advances/Disbursements**.
- In the [Voyage Manager](#), right-click the port and then click **Port Expenses**. The **Estimated Port Exp** form shows your estimate of expenses for the port. Click **Make Port Disbursement**.
- On the [Port Expenses Summary](#), click .



Description	Est In Curr	Act In Curr	Difference	E Tax%	Est Tax	A Tax%	Act Tax
OWNERS ITEMS FOR VESSEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OWNERS ITEMS FOR CREW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PORT COSTS	24,772.00	0.00	-24,772.00	0.00	0.00	0.00	0.00
PILOTAGE DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOWAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LIGHTHOUSE DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENVIRONMENT DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ANCHORAGE DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIREBOAT WATCH DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WATCHMAN'S SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAUNCH FOR PORT AUTHORIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Tax:	0.00	0.00	0.00				
Total Currency:	24,772.00	0.00	-24,772.00				
Total USD:	24,772.00	0.00	-24,772.00				
Actual Advance Payment:	22,300.00						
Total Advance:	24,772.00						
Due To Agent:			-22,300.00				


Port Call Expenses

2. On the Port Call Expenses form, select the **Agent Short** name from the [selection list](#); IMOS completes the **Full Name** and the **Currency**.


Detailed expenses appear on the right, with **Estimated in Currency**, **Actuals in Currency**, and **Difference** columns, as well as **Tax** columns. As expenses are incurred, and invoices are posted to Financials, you can complete these fields.

3. In the **Proforma Sent** field, enter the estimated expense sent date. Enter the **Advance Invoice No.**

Note: IMOS does not allow entry of costs before this information is entered.



4. Enter the **Actual Advance Payment.**
5. In the table on the right, in the **Est In Curr** column, enter the actual advance payment to the agent, in the local currency of the agent.
6. To save the Port Call Expenses form, click .

To record a final payment, when you receive the Agent statement:

1. In the **Final Exp Sent** field, enter the final invoice date. Enter the **Disb Invoice No.**
2. In the table on the right, in the **Act In Curr** column, enter the disbursement against the advance, in the local currency of the agent.
3. To save the Port Call Expenses form, click .

When you exit, IMOS generates an invoice to be shown in the [Financials](#) module in the [Approving Invoices](#) list; if your system is not configured to use the approval process, it appears in the [Posting Invoices](#) list.


On the Port Call Expenses form:

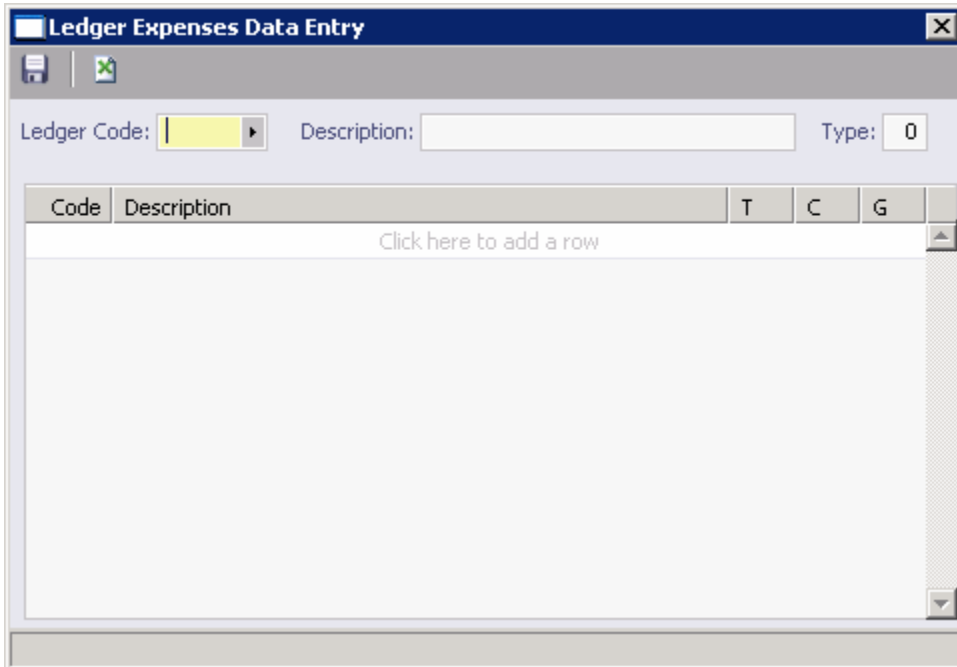
- To [edit Ledger Expenses](#), click  on the toolbar.
- To view a report, click  on the toolbar and then select one of the following reports:
 - Port Call Expenditure Report. After you select this report, select details.
 - Analysis of Disbursements.

The report appears in a separate browser window. You can use browser commands to save or print the report.

Ledger Expenses Data Entry



On this form, if you are authorized, you can link port expense items to accounting codes. You can also use this form to group expenses, such as cargo-related or vessel-related.

1. To edit Ledger Expenses, use one of these methods:
 - In the **Operations Center**, under Port Costs, click **Cost Set-up**.
 - On the [Port Call Expenses](#) form, click .



Ledger Expenses Data Entry

2. You can add or view entries.
 - To view entries, select the **Ledger Code** from the [selection list](#). Its **Description** and **Type** appear.
 - To add an entry, add a row to the bottom of the [table](#), and enter the following:
 - Code: The accounting or user-defined code.
 - **Description**: The code name or description.
 - **T**: The type of expense:
 - **P**: Port Expense
 - **C**: Cargo Expense
 - **R**: Rebillable Expense
 - **T**: Tolls
 - **V**: Other Voyage Expenses

- **O:** Others
 - **X:** Recoverable Expense
 - **C:** Payment terms:
 - **C:** Per Call
 - **D:** Per Day
 - **M:** Per MT
 - **F:** Per Freight Unit
3. To save your changes, click .
 4. To close the record, click .

Time Charter

Overview of Time Charter Management

Time Charter Management handles the scheduling, payments, and billing for chartered vessels. Time Charter In Management handles chartering a ship from another party; Time Charter Out Management handles chartering your ship to another party.

The Time Charter form is the same for Time Charter In Management and Time Charter Out Management, except:

- For [Time Charter In](#), your company is chartering the ship from another ship owner or disponent owner. Your company pays the other company, so the form has a **Make Payment** button.
- For [Time Charter Out](#), your company is the ship owner or disponent owner. Your company bills the other company, so the form has an **Issue Bill** button.

After completing a Time Charter form, you should complete the [Voyage Management form](#), if it is not already completed.

Time Charter In

Managing a Time Charter In



When your company is chartering a ship from another ship owner or disponent owner, you can use the Time Charter In Manager. Most Charter Party information can be entered in the Time Charter In Manager, except for Hire and Commission information.

To enter a charter party:

- The vessel must be entered into the [Vessels](#) database in the **Data Center**.
- The vessel's owner and any new brokers must be entered into the [Address Book](#) in the **Data Center**.

Opening a Time Charter In

To open the Time Charter In Manager, use one of these methods:


- In the **Chartering Center**, under Time Charter, click **TC In Fixture**. To find an existing Time Charter In, click , enter selection criteria, and click **OK**.
- In the **Operations Center**, under Time Charter, click **TC-In Manager**. To find an existing Time Charter In, click , enter selection criteria, and click **OK**.

Creating a Time Charter In

1. To create a new Time Charter In, use one of these methods:

- In the **Chartering Center**, under Time Charter, click **TC In Fixture**.
- In the **Operations Center**, under Time Charter, click **TC-In Manager**.






Time Charter In Manager

2. Select a **Vessel** from the [selection list](#).
3. Enter the charter party information:
 - **CP Date:** The date of the charter party
 - **Chartered From:** The owner’s name.
4. Complete the remaining fields on the form as appropriate, including **Duration**, **Billing Period**, **Charter Party Delivery Date**, **Location**, **Fuel Quantity** and **Price**, and **Diesel Quantity** and **Price**. You can also [record delivery of a Time Charter In vessel](#) and [record redelivery of a Time Charter In vessel](#).
5. In the Hire Information table, enter all the hire information. This information is used to create the [Hire Statement](#). The hire information makes it possible to enter different daily hires for a period.
 - **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](#).
6. IMOS displays the vessel speed and consumptions. You can make changes according to the Charter Party agreement.
7. To save your changes, click .

Note: When creating a Time Charter In for a voyage for this vessel, IMOS checks to see if the vessel has been delivered.

- If the **Delivered** check box is selected, the voyage P&L will use the TC hire rate for the vessel daily expenses.
- If the vessel is not shown as delivered, the system will use the vessel cost as entered for the [Vessel](#) in the **Data Center** and displays a message.

From the Time Charter In Manager, you can do these tasks:


- To enter [Other Information](#), click .
- To enter [Lifting Option](#) information, click .
- To make a [Time Charter Payment](#), click .
- To create a [Time Charter In Hire Statement](#), click .
- To view a report of Time Charter information, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

You can also:

- [View the Payment Schedule](#).
- Add [Time Charter Payment Details](#).
- Create a [Commission Invoice](#).


Recording Delivery of a Time Charter In Vessel

To record delivery of a Time Charter In vessel:

1. In the [Time Charter In Manager](#) for the vessel, select the **Delivered** check box.
2. Enter the delivery information:
 - Charter Party Delivery
 - Actual Delivery
 - Difference
 - Location
 - Fuel Quantity
 - Fuel Price
 - Diesel Quantity
 - Diesel Price
3. To save your changes, click .
4. In the [Voyage Manager](#), [commence the voyage](#). The information is copied to the Time Charter In Manager. The vessel appears on the [Time Charter Payment schedule](#).

Recording Redelivery of a Time Charter In Vessel

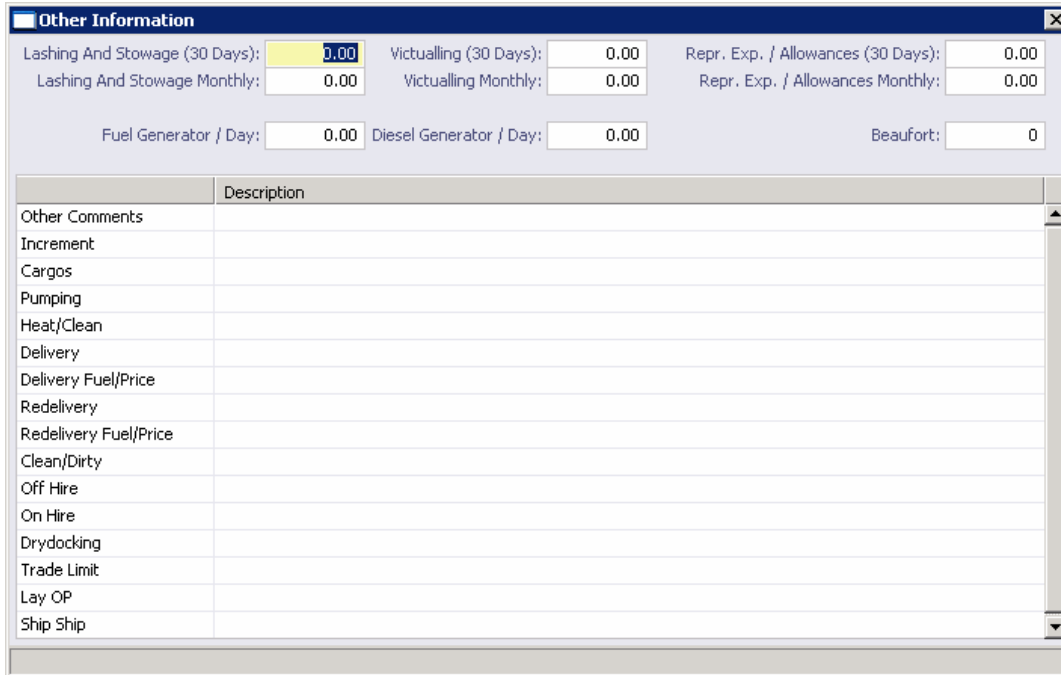
To record redelivery of a Time Charter In vessel:

1. In the [Time Charter In Manager](#) for the vessel, select the **Redelivered** check box.
2. Make sure the redelivery port in the Time Charter In Manager is the same as the last port in the [Voyage Manager](#) for the last voyage of this vessel.
3. Enter the redelivery information:
 - Charter Party Redelivery
 - Projected Redelivery
 - Difference
 - Location
 - Fuel Quantity
 - Fuel Price
 - Diesel Quantity
 - Diesel Price
4. To save your changes, click .
5. In the [Voyage Manager](#), [complete the voyage](#). The information is copied to the Time Charter In Manager.
6. Check the [Hire Statement](#) to see if any hire is still due.

Time Charter Other Information


For a Time Charter In or a Time Charter Out, you can enter other information.

1. On the [Time Charter In form](#) or the [Time Charter Out form](#), click .



Other Information					
Lashing And Stowage (30 Days):	0.00	Victualling (30 Days):	0.00	Repr. Exp. / Allowances (30 Days):	0.00
Lashing And Stowage Monthly:	0.00	Victualling Monthly:	0.00	Repr. Exp. / Allowances Monthly:	0.00
Fuel Generator / Day:	0.00	Diesel Generator / Day:	0.00	Beaufort:	0
Description					
Other Comments					
Increment					
Cargos					
Pumping					
Heat/Clean					
Delivery					
Delivery Fuel/Price					
Redelivery					
Redelivery Fuel/Price					
Clean/Dirty					
Off Hire					
On Hire					
Drydocking					
Trade Limit					
Lay OP					
Ship Ship					

Other Information

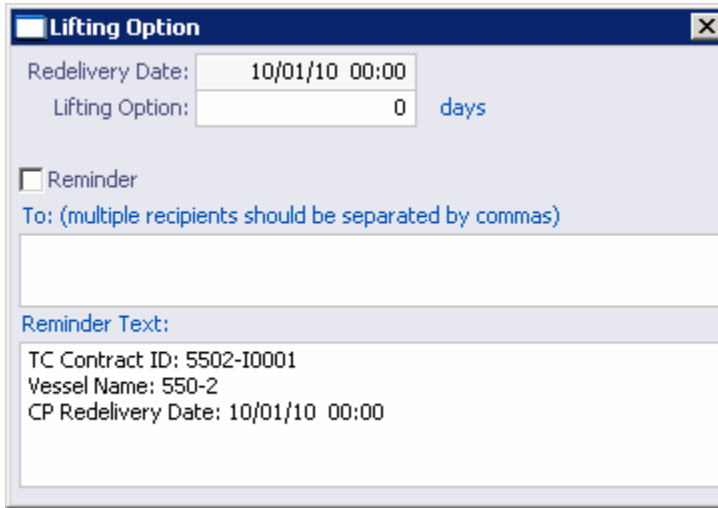
2. Enter a **Description** for each applicable topic.
3. To save and close the form, click .

Lifting Option


For a Time Charter In or a Time Charter Out, you can have IMOS send you a customized email to remind you of the planned redelivery date.

Note: To receive an email reminder, the Administrator must have set up email.

1. On the [Time Charter In form](#) or the [Time Charter Out form](#), click .





Lifting Option

2. Enter the number of **Days** required to extend the Time Charter contract.
3. To receive an email reminder:
 - a. Select the **Reminder** check box.
 - b. Enter email addresses of recipients, separated by commas.
 - c. Enter the reminder text.
4. To save and close the form, click .


Managing Time Charter In Payments and Voyages


These steps describe how to handle Time Charter payments and Time Charter Voyage Management regarding Time Charter payments for different contracts regarding bunkers. The order of the steps is significant.

- For a Charter Party agreement with prepaid quantities of bunkers for a Time Charter on a voyage basis, in which the first payment includes bunker costs for IFO and MDO and is made before vessel delivery:
 1. Time Charter Fixture: In the Operations center, click **TC-In Manager**. On the [Time Charter form](#), enter all Charter Party details. Specifically for bunkers, enter the delivery quantities and costs and the expected redelivery quantities and costs. The difference of the delivery to the redelivery bunker costs must match that on the agreement.



- a. Because the vessel is not delivered at the time of these entries, do not select the Delivered checkbox.
 - b. To save the Time Charter fixture, click .
2. First Hire payment: In the Operations center, click **Payment Schedule**.
 - a. Double-click the first payment to open the [Payment form](#).
 - b. Click  and include Time Charter Hire, commissions as applicable, Charter Party expense terms (representation/victualling), IFO/MDO on delivery, and IFO/MDO on redelivery.
 - c. When producing any of the hire payments, check the Hire Statement report. This report checks all your payments against the Time Charter agreement and shows the balance in the owner's or charterer's favor.
 3. On vessel delivery, following the bunker survey, go back to the Time Charter In Manager for this vessel. Enter the actual delivery time and bunkers and select the **Delivered** checkbox.
 4. At this stage, IMOS understands that the vessel is delivered and can be employed for spot voyages or for relet voyages. Fix a voyage estimate as appropriate and schedule the Fixture.

Note: When scheduling the Fixture for the vessel, the date/time is local port date/time. This should correspond to the vessel delivery on the Time Charter, which is GMT. The voyage assumes the delivery bunker quantities and prices from the Time Charter.



5. Voyage Operation: In Voyage Management, enter any offhire times and rebillable amounts as part of port expenses.
6. Second hire payment: In the Operations Center, click **Payment Schedule**.
 - a. Double-click the second payment to open the [Payment form](#).
 - b. Click  and include Time Charter Hire, commissions as applicable, Charter Party expense terms (representation/victualling), Fuel Adjustment on Delivery, and Diesel Adjustment on Delivery. Include any offhire and rebillables, as shown in the corresponding lists.
 - c. If the actual delivery date/time is not the same as the Charter Party delivery, click **Hire Adjustment** and **Misc. Adjustments**. To go back to the Payment form, click **OK**.
 - d. Calculate the hire difference and enter it in the **Hire Adjustment Cost** field. Calculate the victualling amount corresponding to the hire adjustment and enter it in the **Miscellaneous Adjustment Cost** field. You can also change the text in the Miscellaneous Adjustment as appropriate.
7. At end of voyage: In Voyage Management, enter any offhire times and rebillable amounts as part of port expenses. Enter the time of departure from the last port and the bunker ROBs on departure.

8. Go to the Time Charter In Manager for the vessel and select **Redelivered**. IMOS reads and displays the redelivery bunkers from the voyage.
9. Final hire payment: In the Operations Center, click **Payment Schedule**.
 - a. Double-click the next applicable payment to open the [Payment form](#). IMOS displays the redelivery date as the To: date of the payment.
 - b. Click  and include Time Charter Hire, commissions as applicable, Charter Party expense terms (representation/victualling), Fuel Adjustment on Redelivery, and Diesel Adjustment on Redelivery.
 - c. If there is any offhire adjustment from previous bills, select the **Offhire Adjustment** checkbox. You can then enter the adjustment cost directly on the Payment form. IMOS recalculates commissions and victuals.
10. Check the Hire Statement report, available from the Operations Manager and from the Time Charter In Manager, for any inconsistencies.

Note: If the Time Charter is for a long period, encompassing multiple voyages, then [step 7](#) pertains to the last voyage of the Time Charter.

- For a Charter Party agreement in which bunkers on delivery are paid with the first hire payment before vessel delivery, bunkers on redelivery are included in the payment before redelivery, and there is an adjustment payment after redelivery:
 1. Time Charter Fixture: In the Operations Center, click **TC-In Manager**. On the [Time Charter form](#), enter all Charter Party details. Specifically for bunkers, enter the delivery quantities and costs and the expected redelivery quantities and costs. The difference of the delivery to the redelivery bunker costs must match that on the agreement.
 - a. Because the vessel is not delivered at the time of these entries, do not select the Delivered checkbox.
 - b. To save the Time Charter fixture, click .
 2. First Hire payment: In the Operations Center, click **Payment Schedule**.
 - a. Double-click the first payment to open the [Payment form](#).
 - b. Click  and include Time Charter Hire, commissions as applicable, Charter Party expense terms (representation/victualling), and IFO/MDO on delivery.
 - c. When producing any of the hire payments, check the Hire Statement report. This report checks all your payments against the Time Charter agreement and shows the balance in the owner's or charterer's favor.
 3. On vessel delivery, following the bunker survey, go back to the Time Charter In Manager for this vessel. Enter the actual delivery time and bunkers and select the **Delivered** checkbox.
 4. At this stage, IMOS understands that the vessel is delivered and can be employed for spot voyages or for relet voyages. Fix a voyage estimate as appropriate and schedule the Fixture.

Note: When scheduling the Fixture for the vessel, the date/time is local port date/time. This should correspond to the vessel delivery on the Time Charter, which is GMT. The voyage assumes the delivery bunker quantities and prices from the Time Charter.

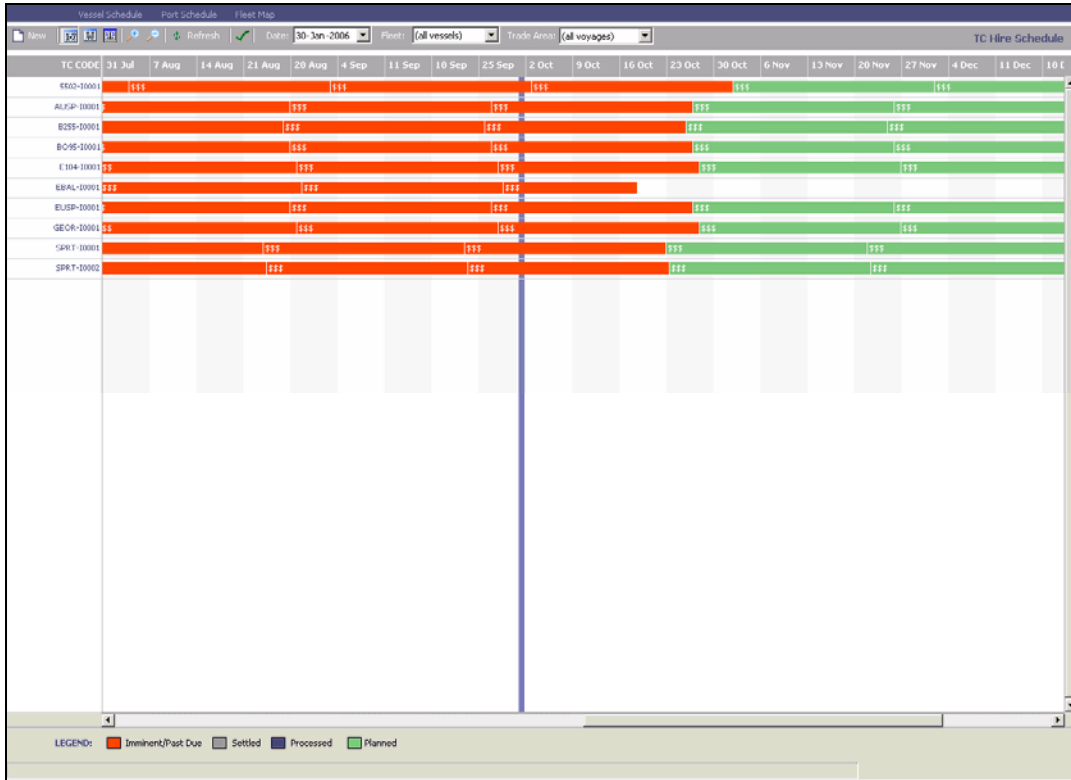
5. Voyage Operation: In Voyage Management, enter any offhire times and rebillable amounts as part of port expenses.
6. Hire payment before redelivery: In the Operations Center, click **Payment Schedule**.
 - a. Double-click the appropriate payment to open the [Payment form](#).
 - b. Click  and include Time Charter Hire, commissions as applicable, and Charter Party expense terms (representation/victualling). Include Fuel Adjustments on Delivery, Diesel Adjustments on Delivery, Fuel on Redelivery, and Diesel on Redelivery. Include any offhire and rebillables, as shown in the corresponding lists.
 - c. If the actual delivery date/time is not the same as the Charter Party delivery, select **Hire Adjustment** and **Misc. Adjustments**. To go back to the Payment form, click **OK**.
 - d. Calculate the hire difference and enter it in the **Hire Adjustment Cost** field. Calculate the victualling amount corresponding to the hire adjustment and enter it in the **Miscellaneous Adjustment Cost** field. You can also change the text in the Miscellaneous Adjustment as appropriate.
7. At end of last voyage on Time Charter: In Voyage Management, enter any offhire times and rebillable amounts as part of port expenses. Enter the time of departure from the last port and the bunker ROBs on departure.
8. Go to the Time Charter In Manager for the vessel and select **Redelivered**. IMOS reads and displays the redelivery bunkers from the voyage.
9. Final hire payment: In the Operations Center, click **Payment Schedule**.
 - a. Double-click the next applicable payment to open the [Payment form](#). IMOS displays the redelivery date as the To: date of the payment.
 - b. Click  and include Time Charter Hire, commissions as applicable, Charter Party expense terms (representation/victualling), Fuel Adjustment on Redelivery, and Diesel Adjustment on Redelivery.
 - c. If there is any offhire adjustment from previous bills, select the **Offhire Adjustment** checkbox. You can then enter the adjustment cost directly on the Payment form. IMOS recalculates commissions and victuals.
10. Check the Hire Statement report, available from the Operations Manager and from the Time Charter In Manager, for any inconsistencies.

Payment Schedule

The Payment Schedule provides a quick, visual indication of the status of payments for hired vessels.

To view the Payment Schedule:











1. In the **Operations Center**, under Time Charter In, click **Payment Schedule**.



Payment Schedule

The Payment Schedule displays dates along the horizontal axis and vessel names along the vertical axis. The vertical line on the schedule indicates the current day. A colored bar represents each voyage, and the invoice number appears on the bar. The legend below the schedule explains the color coding for the payment status:

- Imminent/Past Due
 - Settled
 - Processed
 - Planned
2. You can change the display:
 - If there are more payments than can fit at one time, you can use the scroll bar at the side of the window to view more.


- To select different viewing options, use the toolbar:
 - To view by date, click .
 - To view by week number, click .
 - To view by day, click .
 - To zoom in, click ; to zoom out, click .
 - To scroll through the time displayed, use the scroll bar at the bottom of the window.
 - To view payments from a different time, select a date from the [Date field](#) and then click .
 - To view a different fleet, select a fleet or all vessels from the **Fleet** list.
 - To view a different trade area, select a trade area or all voyages from the **Trade Area** list.
3. You can do any of the following tasks from the Payment Schedule:
- To set up a new voyage, click  and complete the [New Voyage Setup](#) form.
 - To create a new [Time Charter Payment](#), right-click the voyage bar and then click **Create New Hire Payment**.
 - To see the details of a [Time Charter Payment](#), do one of these:
 - Double-click the voyage bar.
 - Right-click the voyage bar and then click **Hire Payment**.
 - To open the [Hire Statement](#), right-click the voyage bar and then click **Hire Statement**.
 - To open the [Time Charter In Manager](#), right-click the voyage bar and then click **Time Charter Fixture**.
 - The toolbar displays one of the following symbols; to check the schedule for gaps or overlaps, click , , or .

Time Charter Payment

The Time Charter Payment form is the same as the [Time Charter Billing](#) form, except that it records the payment made to the charterer, not the payment received by the charterer. Delay information and Rebillable Owner's expenses are taken from the [Voyage Manager](#).


Opening a Time Charter Payment

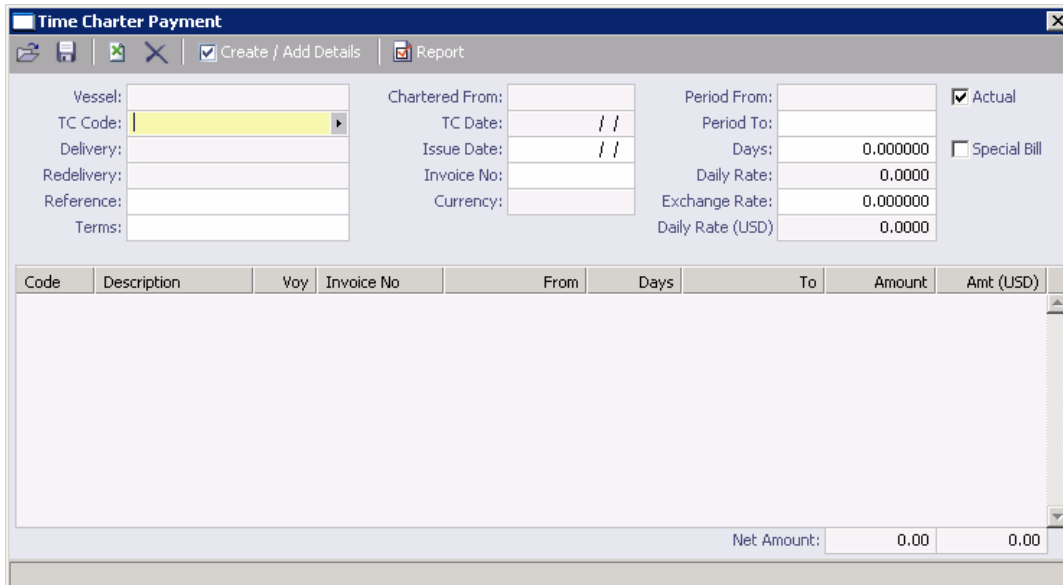
To open an existing Time Charter Payment:

- In the **Operations Center**, under Time Charter In, click **Payments**. To find a Time Charter Payment, click , enter selection criteria, and click **Retrieve**.
- On the [Payment Schedule](#), double-click a payment.

Creating a Time Charter Payment

1. To create a new Time Charter Payment, use one of these methods:

- In the **Operations Center**, under Time Charter In, click **Payments**. Select a **TC Code** from the [selection list](#).
- On the [Payment Schedule](#), double-click a payment marked in red, which means that it is due or past due.
- In the [Time Charter In Manager](#), click .





Code	Description	Voy	Invoice No	From	Days	To	Amount	Amt (USD)	
							Net Amount:	0.00	0.00

Time Charter Payment

2. Enter the **Invoice Number**, if any, and check the period.
3. Complete the remaining fields on the form as appropriate.

Note: The **Period From** field does not allow entry, because it is the date as of the last payment. You can modify the **Period To** date or the number of **Days** for which the payment is made.

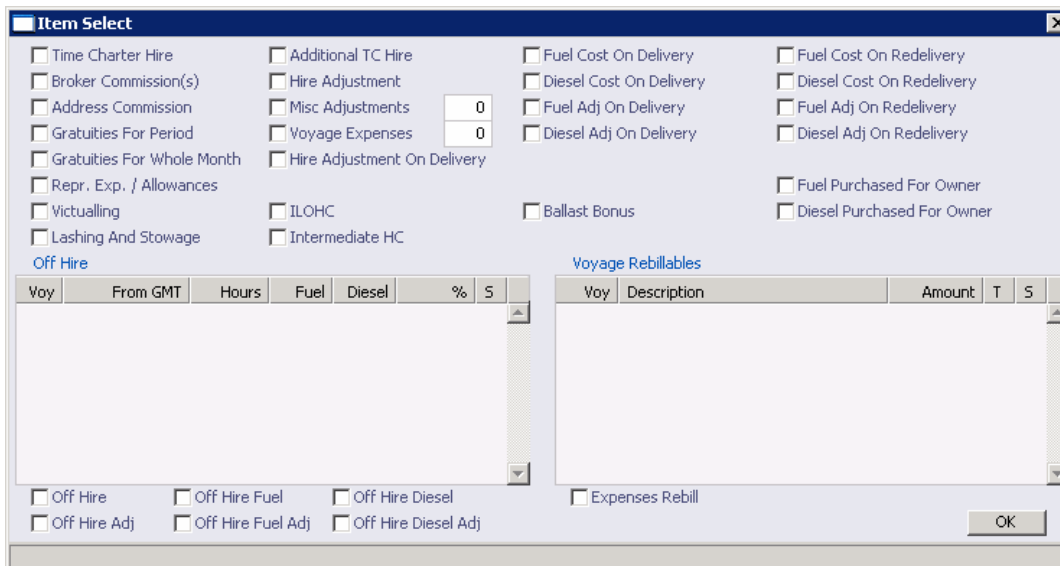
4. If this is an extra payment, not in the regular payment schedule, select the **Special Bill** check box at the bottom left of the form. The payment period dates will be blank and will not allow entry.
5. Click  to enter [Time Charter Payment Details](#).
6. After payment is made, select the **Actual** check box to post the payment to the list of Hire Payments.
7. To save your changes, click .

From the Time Charter Payment form:

- To enter [Time Charter Payment Details](#), click .
- To create a Commission Invoice, click . The invoice appears in a browser window. You can use browser commands to save, print, edit, or email the invoice.
- To view a Time Charter Payment Record report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Time Charter Payment Details

1. To add details to a [Time Charter Payment](#), click  on the toolbar.




The screenshot shows the 'Item Select' dialog box with the following items and checkboxes:

- Time Charter Hire
- Broker Commission(s)
- Address Commission
- Gratuities For Period
- Gratuities For Whole Month
- Repr. Exp. / Allowances
- Victualling
- Lashing And Stowage
- Additional TC Hire
- Hire Adjustment
- Misc Adjustments (0)
- Voyage Expenses (0)
- Hire Adjustment On Delivery
- ILOHC
- Intermediate HC
- Fuel Cost On Delivery
- Diesel Cost On Delivery
- Fuel Adj On Delivery
- Diesel Adj On Delivery
- Ballast Bonus
- Fuel Cost On Redelivery
- Diesel Cost On Redelivery
- Fuel Adj On Redelivery
- Diesel Adj On Redelivery
- Fuel Purchased For Owner
- Diesel Purchased For Owner

The 'Off Hire' section is expanded, showing a table with columns: Voy, From GMT, Hours, Fuel, Diesel, %, S. Below the table are checkboxes for Off Hire, Off Hire Fuel, Off Hire Diesel, Off Hire Adj, Off Hire Fuel Adj, and Off Hire Diesel Adj. There is also an 'Expenses Rebill' checkbox and an 'OK' button.

Time Charter Details/Item Select

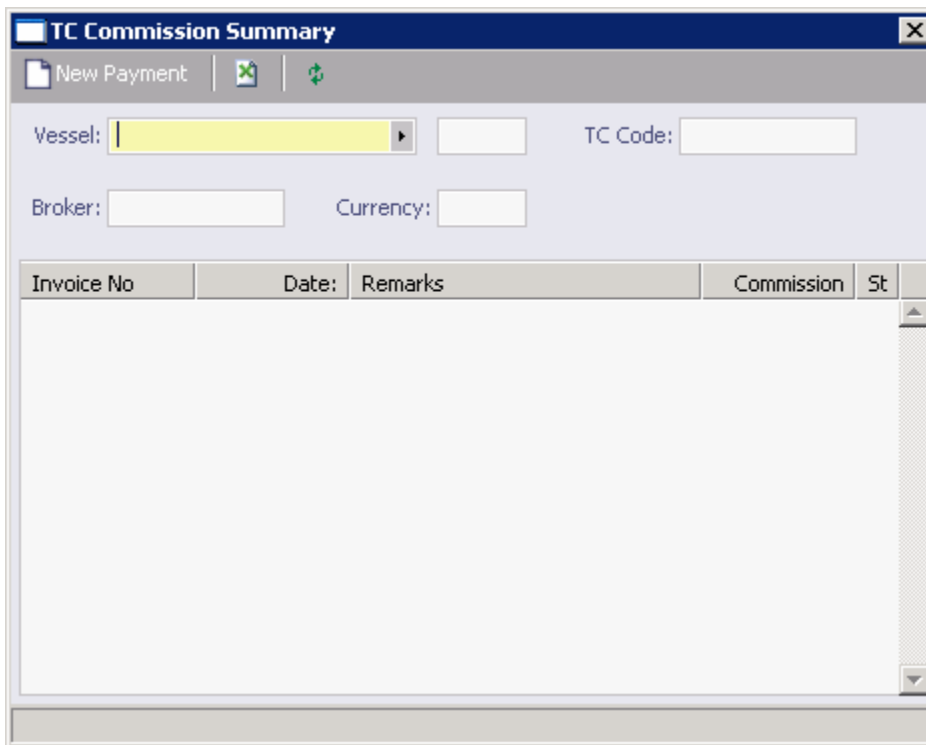
2. Select the applicable check boxes for items to be entered into the data area on the Time Charter Payment.
 - **Time Charter Hire** is required, unless the payment is for a special bill.
 - Check **Misc Adjustments** or **Voyage Expenses**.
 - Enter free-form entry lines for other revenues and expenses for this payment.

3. To save and close the form, click . On the Payment form, you can inspect the calculated amounts that appear.

Paying Time Charter Commissions



The TC Commission Summary lists Time Charter Commission Invoices.

1. To open the TC Commission Summary, on the **Operations Center**, under Time Charter, click **Pay Commissions**.




Invoice No	Date	Remarks	Commission	St
------------	------	---------	------------	----

Time Charter Commission Summary



2. On the TC Commission Summary:
 - To view a payment, select a **Vessel** from the [selection list](#).
 - To create a new [Commission Payment](#), click .
3. To save and close the TC Commission Summary, click .

Time Charter Commission Payment

This 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 matches the Time Charter Payment Commissions and records payment.

1. To create a Time Charter Commission Payment:
 - On the [TC Commission Summary](#), click .

Time Charter 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 .




Time Charter In Hire Statement

The Time Charter In Hire Statement, Charterer's view, displays the record of invoices received for the vessel under hire and the payments made, for the period of the hire-in.


1. To open the Time Charter In Hire Statement:
 - In the [Time Charter In Manager](#), click .
 - In the **Operations Center**, under **Time Charter In**, click **Hire Statement**.

Time Charter In Hire Statement

2. Enter the **Invoice Number**, **Date**, and amount **Paid**.
3. Do any of the following:

- To view the Hire Statement, click .
- To [make a payment](#), click .
- To save and close the form, click .

Creating a Final Hire Statement

1. Verify that the **Delivery** and **Redelivery** fields are correct.
2. Verify that all Rebillables are known.
3. Make a Hire Statement with missing items, such as last few days hire, ILHOC, Rebillables, etc., and mark it **Final**.
4. Do not make the [Hire Payment](#) **Actual**.
5. Check a draft of the Hire Statement by clicking . Verify with the Owners and Charterers that this balance is agreed to be the last outstanding balance to be paid.
6. Verify that the final payment due to owners equals the balance as per the Hire Statement.

- If so, make the Final payment **Actual**.
- If not, make a Special Bill, named **Balance**, using the Hire Adjustment, and type the balance there. Make the Special Bill **Actual**, but not the Final payment.

Time Charter Out



Managing a Time Charter Out

The Time Charter Out Manager provides a system for the scheduling, billing, and receipt of payments for vessels chartered out to other parties on a voyage or period hire basis. Vessels can be owned and time chartered out, on period hire and sublet, or on a voyage charter with a part of the time chartered out.

Before creating a Time Charter Out Fixture, verify that the [vessel](#) is in the database and the charterer is in the [Address Book](#).

Opening a Time Charter Out

To open the Time Charter Out Manager, use one of these methods:

- In the **Chartering Center**, under Time Charter, click **TC Out Fixture**. To find an existing Time Charter Out, click , enter selection criteria, and click **OK**.
- In the **Operations Center**, under Time Charter, click **TC-Out Manager**. To find an existing Time Charter Out, click , enter selection criteria, and click **OK**.


Creating a Time Charter Out

1. To create a new Time Charter Out, use one of these methods:







- In the **Chartering Center**, under Time Charter, click **TC Out Fixture**.
- In the **Operations Center**, under Time Charter, click **TC-Out Manager**.

Time Charter Out Manager

2. Select a **Vessel** from the [selection list](#).
3. Enter the required information:
 - Billing Period
 - **Charter Party Delivery Date and Location**
 - **Fuel Quantity and Price**
 - **Diesel Quantity and Price**
 - **Duration**
4. To [estimate a Time Charter Out](#), click **TCO Est**.
5. Enter **Hire Information**. This information is used to create the [Hire Statement](#). The hire information makes it possible to enter different daily hires for a period.
 - **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](#).
6. Specify **Commissions**, if any. IMOS asks if the commissions count towards TC Billing. For a Time Charter Out:
 - If you answer **Yes**, the commission will be deducted from the hire, and, as the owner, you will receive less hire.

- If you answer **No**, the commission will not be deducted, and you will have to pay the commission.
7. IMOS displays the vessel speed and consumptions. You can make changes according to the CP agreement.
 8. Complete the remaining fields on the form as appropriate. You can also [record delivery of a Time Charter Out vessel](#) and [record redelivery of a Time Charter Out vessel](#).
 9. To save your changes, click .

From the Time Charter Out Manager, you can do these tasks:

- To enter [Other Information](#), click .
- To enter [Lifting Option](#) information, click .
- To create a [Time Charter Out Hire Statement](#), click .
- To [Issue a Time Charter Bill](#), click .
- To [schedule a new Time Charter Out voyage](#), click  and complete the [New Voyage Setup](#) form.
- To view Time Charter reports, click , and then click a report name:
 - Time Charter
 - General Report


The report appears in a separate browser window. You can use browser commands to save or print the report.

You can also:

- [View the Billing Schedule](#).
- Do [Time Charter Billing](#).
- Enter [Time Charter Billing Details](#).
- [Receive Payments](#).



Recording Delivery of a Time Charter Out Vessel

To record delivery of a Time Charter Out vessel:

1. In the [Time Charter Out Manager](#), select the **Delivered** check box.
2. Enter the Actual Delivery date and time.
3. To save your changes, click .
4. In the [Voyage Manager](#), [commence the voyage](#). The status of the first port changes to Sailed.
5. Enter additional information in the [Port Activities](#) form for the associated ports.

Recording Redelivery of a Time Charter Out Vessel

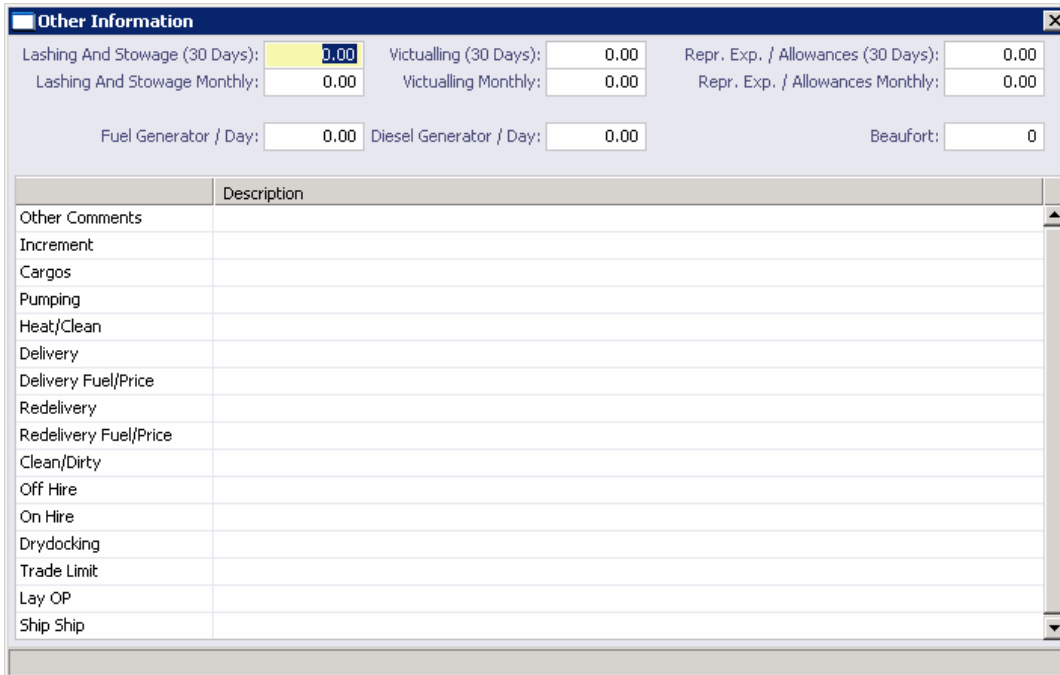
To record redelivery of a Time Charter Out vessel:

1. In the [Voyage Manager](#) for the voyage, when the itinerary has been completed, select the **Completed** check box.
2. To save your changes, click .
3. IMOS completes the redelivery information in the [Time Charter Out Manager](#) for the voyage. Select the **Redelivered** check box.
4. To save your changes, click .

Time Charter Other Information


For a Time Charter In or a Time Charter Out, you can enter other information.

1. On the [Time Charter In form](#) or the [Time Charter Out form](#), click .



Other Comments	Description
	Increment
	Cargos
	Pumping
	Heat/Clean
	Delivery
	Delivery Fuel/Price
	Redelivery
	Redelivery Fuel/Price
	Clean/Dirty
	Off Hire
	On Hire
	Drydocking
	Trade Limit
	Lay OP
	Ship Ship

Other Information

2. Enter a **Description** for each applicable topic.
3. To save and close the form, click .

Lifting Option

For a Time Charter In or a Time Charter Out, you can have IMOS send you a customized email to remind you of the planned redelivery date.

Note: To receive an email reminder, the Administrator must have set up email.

1. On the [Time Charter In form](#) or the [Time Charter Out form](#), click .

Lifting Option

Redelivery Date: 10/01/10 00:00

Lifting Option: 0 days


Reminder

To: (multiple recipients should be separated by commas)

Reminder Text:

TC Contract ID: 5502-I0001
Vessel Name: 550-2
CP Redelivery Date: 10/01/10 00:00

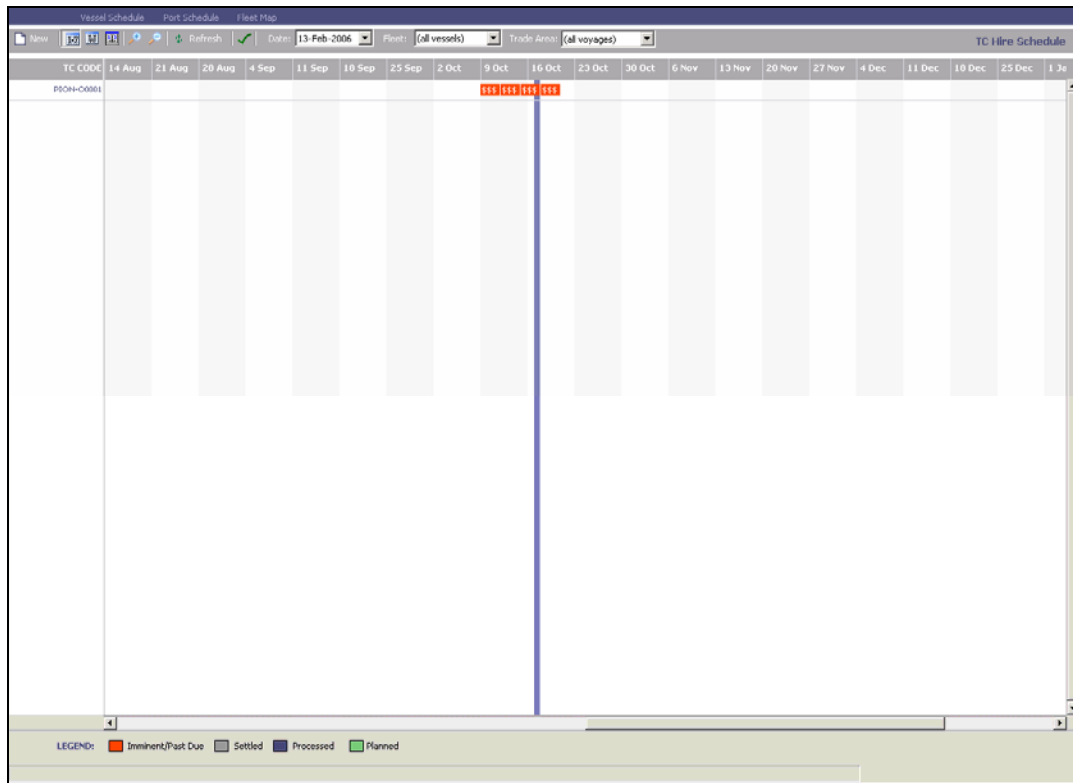
Lifting Option

2. Enter the number of **Days** required to extend the Time Charter contract.
3. To receive an email reminder:
 - a. Select the **Reminder** check box.
 - b. Enter email addresses of recipients, separated by commas.
 - c. Enter the reminder text.
4. To save and close the form, click .

Billing Schedule

The Billing Schedule displays voyages that have been entered into the [Voyage Manager](#) with a contract type of Time Charter Out. Clicking on a bar in the schedule opens the related Billing form.











1. To view the Billing Schedule, in the **Operations Center**, under Time Charter Out, click **Billing Schedule**.



Billing Schedule

The Billing Schedule displays dates along the horizontal axis and vessel names along the vertical axis. The vertical line on the schedule indicates the current day. A colored bar represents each voyage, and the invoice number appears on the bar. The legend below the schedule explains the color coding for the payment status:

- Imminent/Past Due
 - Settled
 - Processed
 - Planned
2. You can change the display:
 - If there are more bills than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To select different viewing options, use the toolbar:

- To view by date, click .
 - To view by week number, click .
 - To view by day, click .
 - To zoom in, click ; to zoom out, click .
 - To scroll through the time displayed, use the scroll bar at the bottom of the window.
 - To view bills from a different time, select a date from the [Date field](#) and then click .
 - To view a different fleet, select a fleet or all vessels from the **Fleet** list.
 - To view a different trade area, select a trade area or all voyages from the **Trade Area** list.
3. You can do any of the following tasks from the Billing Schedule:
- To set up a new voyage, click  and complete the [New Voyage Setup](#) form.
 - To open a [Time Charter Payment](#), do one of these:
 - Double-click the voyage bar.
 - Right-click the voyage bar and click **New Payment** on the shortcut menu.
 - To receive a payment, right-click the voyage bar and then click **Enter Received Amount**.
 - To open the [Hire Statement](#), right-click the voyage bar and then click **Hire Statement**.
 - To open the [Time Charter Out Manager](#), right-click the voyage bar and then click **Time Charter Fixture**.
 - The toolbar displays one of the following symbols; to check the schedule for gaps or overlaps, click , , or .


Time Charter Bill

From the [Time Charter Out Manager](#), you can create a bill to send to a charterer. Payments are recorded on the [Time Charter Out Hire Statement](#).


The Time Charter Billing form is the same as the [Time Charter Payment](#) form except that it records the payment made by the charterer, not the payment made to the charterer.

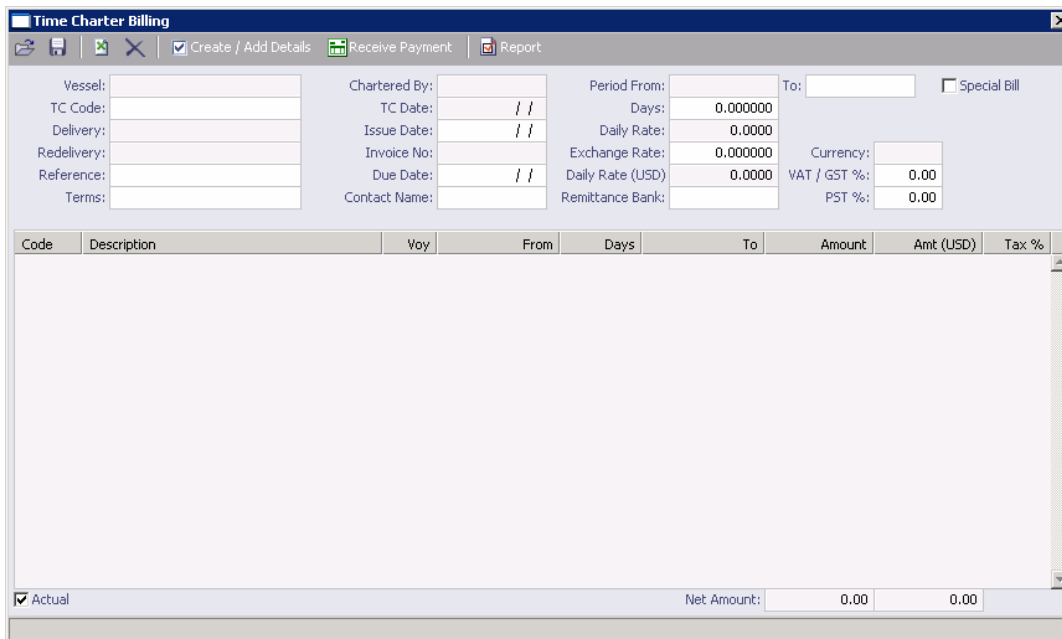
Opening a Time Charter Bill

To open an existing Time Charter Bill:


- In the **Operations Center**, under Time Charter Out, click **Billing**. To find a Time Charter Bill, click , enter selection criteria, and click **Retrieve**.




Creating a Time Charter Bill

- To create a new Time Charter Bill, use one of these methods:
 - In the **Operations Center**, under Time Charter Out, click **Billing**. Select a **TC Code** from the [selection list](#).
 - On the [Billing Schedule](#), double-click a bill marked in red, which means that it is due or past due.
 - In the [Time Charter Out Manager](#), click .






Time Charter Billing

- You can find an existing Time Charter Bill or create a new Time Charter Bill.
 - To find an existing Time Charter Bill:
 - Click .
 - Enter a few characters from the vessel name.
 - Click **OK**.
 - Select the Bill.
 - To create a new Time Charter Bill, select a **Vessel** from the [selection list](#).
- To enter the Hire charge and other expenditures charged to the Charterer, select them from the **TC Code** list. IMOS adds the amounts and deducts the Commission charge from the amount owing.

4. Check the billing period. You can modify the **Period To** date or the number of **Days** for which the bill is made. The **Period From** field does not allow entry, because this is the date as of the last payment.
5. If this is an extra bill, not in the regular billing schedule, select the **Special Bill** check box at the top right of the Billing form. The billing period dates will be blank and will not allow entry.
6. Complete the remaining fields as appropriate.
7. Click  to enter [Time Charter Billing Details](#).
8. To produce a Time Charter Invoice, click . The report appears in a separate browser window. You can use browser commands to save or print the report or export it for import to another application.
9. To save your changes, click . The invoice number is automatically generated.

From a Time Charter Bill:


- To enter [Time Charter Billing Details](#), click .
- To [receive a Time Charter Payment](#), click .
- To view a Hire Invoice report, click . The report appears in a separate browser window. You can use browser commands to print, save, edit, or email the report.

Issuing a Final Bill


The amounts received are used to determine the final balance due to owners or charterers at the end of a charter period. When all is agreed between the Owners and Charterers, a final bill can be issued and recorded when received. To see the balance on the [Hire Statement](#), click



Time Charter Billing Details


- To add details to a [Time Charter Billing](#), click  on the toolbar.

Time Charter Billing Details/Item Select

- Select the applicable check boxes for items to be entered into the data area on the Time Charter Bill.
 - Check **Misc Adjustments** or **Voyage Expenses**.
 - Enter free-form entry lines for other revenues and expenses for this bill.
- To save and close the form, click . On the Billing form, you can inspect the calculated amounts that appear.

Receiving a Time Charter Payment

Payments received for time charters are entered into the Time Charter Payment form.


- To open the Time Charter Payment form, use one of these methods:
 - On the [Time Charter Bill](#), click .
 - On the [Billing Schedule](#), right-click the bill against which a payment has been received and then click **Enter Received Amount**.
- If a payment has already been received for this bill, a selection form appears.
 - To edit the previous payment entry, select the payment and click **Select**.
 - To open a blank payment form, click **Cancel**.

Received TC Payment

Vessel: PIONEER Chartered By: Received On: //
 TC Code: PION-00001 TC Date: // Invoice No: 000001TCOB Currency: USD


Code	Description	From	Days	To	Billed Amt	Paid Amt
HIADJ	Hire Adjustment		0.0000		0.00	0.00
Click here to add a row						
Total:					0.00	0.00

Received Time Charter Payment

3. On the Received Time Charter Payment form, enter the received amount in the **Paid Amount** field.
4. If the amount received does not match the amount billed, you can:
 - Adjust the amounts.
 - Add or insert items in the [table](#).
5. To save your changes, click .

Time Charter Out Hire Statement

The Time Charter Out Hire Statement looks very similar to the [Time Charter In Hire Statement](#) except that in addition to viewing invoices **Billed** for the hire, you can view payments **Received** for the period of the hire-out.




1. To open the Time Charter Out Hire Statement:
 - In the [Time Charter Out Manager](#), click .
 - In the **Operations Center**, under **Time Charter Out**, click **Hire Statement**.

The screenshot shows a software window titled "TC Out Hire Statement". At the top, there is a toolbar with icons for "Issue Bill" and "Report". Below the toolbar, there are several input fields: "Vessel Name" (a dropdown menu), "CP Date" (a date field with slashes), "TC Code" (a text field), "Delivery" (a text field), "Chartered By" (a text field), and "Redelivery" (a text field). Below these fields is a table with the following columns: "Invoice No", "Invoice Date", "Terms", and "Paid USD". The table is currently empty. At the bottom of the window, there are two radio buttons: "Billed" (which is unselected) and "Received" (which is selected). To the right of these radio buttons is a "Total:" label followed by a text field containing the value "0.00".

Time Charter Out Hire Statement

2. Enter the **Invoice Number**, **Date**, and amount **Paid**.

3. Do any of the following:

- To view the Hire Statement, click .
- To [make a bill](#), click .
- To display the invoices that have been issued, select **Billed** at the bottom of the form.
- To display the payments that have been received, select **Received** at the bottom of the form.
- To save and close the form, click .

Pooling

Overview of Pooling

Pooling is an optional setting. The Pooling section of Financials is used by Pooling organizations for calculating and distributing the profit and loss of a pool of vessels.

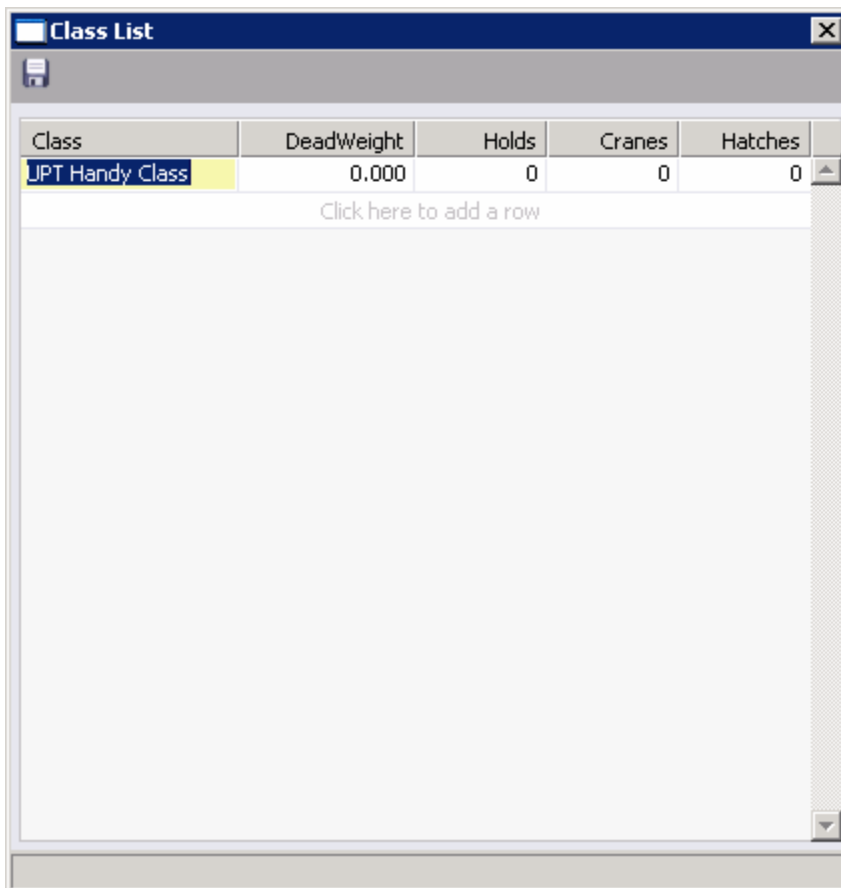
The tasks involved in pooling are:

1. Create a [Class List](#) to define classes of vessels in a pool.
2. Assign your vessels to classes and assign credits on the [Pool Information](#) form.
3. Send a monthly payment using the [Pooling Payment](#) form and review owner [Payment Details](#).
4. View a [Pooling Summary](#) report or a [Pooling Year Comparison](#).

Class List

Use the Class List to create a pool.



1. In the **Financials Center**, under Pooling, click **Class Information**.



Class	DeadWeight	Holds	Cranes	Hatches
LPT Handy Class	0.000	0	0	0

Click here to add a row

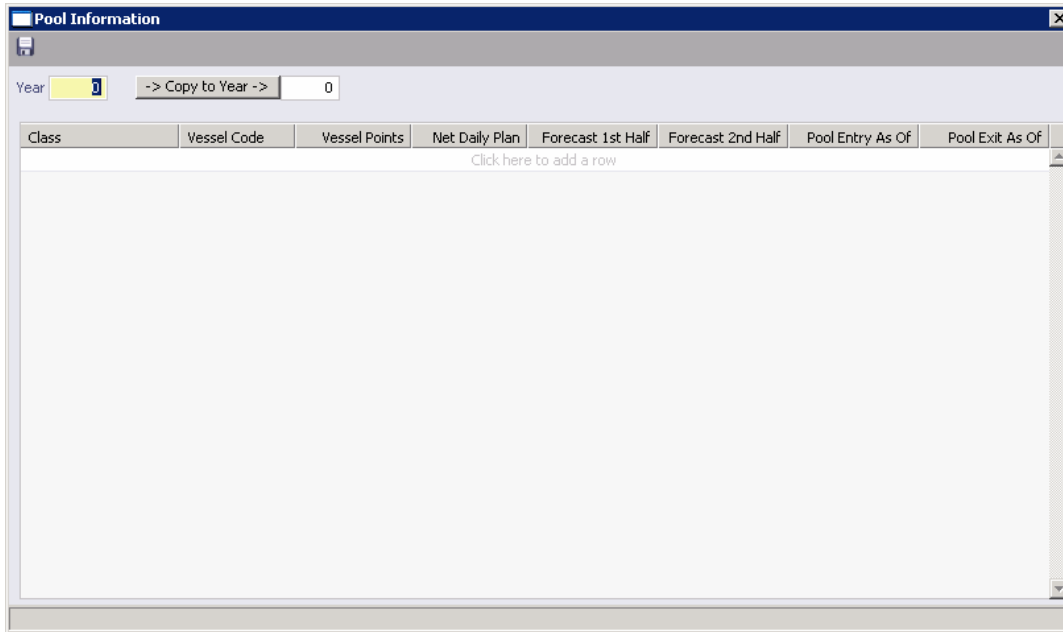
Class List

2. Enter the information for each class.
3. To save your changes, click .
4. To close the Class List, click .




Pool Assignment

On the Pool Information form, assign vessels to classes and allocate credits to vessels.

1. In the **Financials Center**, under Pooling, click **Pool Assignment**.



Pool Information

2. If you want to copy information from the previous year into the current year:
 - a. In the **Year** field, enter the previous year.
 - b. In the Copy to Year field, enter the current year.
 - c. Click .
3. Enter the information for each vessel separately.
4. To save your changes, click .
5. To close the Pool Information form, click .

Monthly Payment





The Pooling Payment form calculates the profit and loss of the pool and distributes it to each vessel owner. Pooling payments are run by vessel class. The requirements for using the Pooling Payment form are:

- The pooling results are in.
- The rebillable items have been posted.

To make a monthly payment:

1. In the **Financials Center**, under Pooling, click **Monthly Payment**.

Pooling Payment

2. Select the **Class** from the [selection list](#).
3. Enter the **Year**, **Month**, **Date**, and **Period From** and **To**.
4. IMOS collects all the pool revenues and expenses by vessel and calculates the amount due to each owner for the period. To save the information, click .
5. To view the [payment details](#) for a particular owner, right-click the owner's line in the Pooling Payment Summary table and then click **Details**.
6. To make the payment, click . IMOS posts to Financials the monthly allocations, adjusted for rebillables, and 1.0 CSTC commission on the net revenue.
7. To save your changes, click .
8. To close the Pooling Payment form, click .

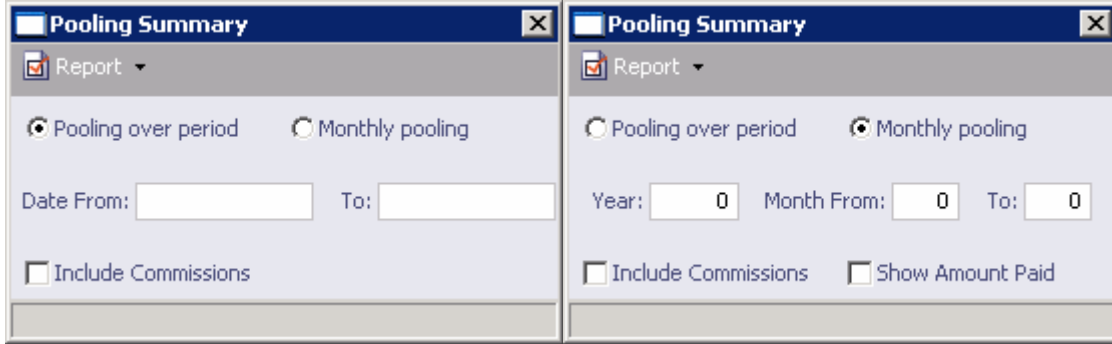
Payment Details

You can view the payment details for a particular owner from the [Pooling Payment form](#). Right-click the owner's line in the Pooling Payment Summary table and then click **Details**. The form shows the itemized amount of the payment.



Pooling Summary

To view a Pooling Summary report:

1. In the **Financials Center**, under Pooling, click **Pooling Summary**.



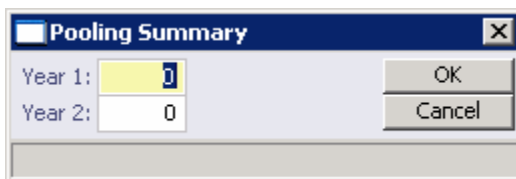
Pooling Summary

2. Select the pooling type and time:
 - **Pooling over period.** If you select this type, enter the **Date From** and **To**.
 - **Monthly pooling.** If you select this type, enter the **Year** and the **Month From** and **To**.
3. If you want to include commissions, select the **Include Commissions** check box.
4. For monthly pooling, if you want to show the amount paid, select the **Show Amount Paid** check box.
5. Click , and then select one of the following:
 - **HTML Report.** You can use browser commands to save or print the report.
 - **Excel Report.** You can use Excel commands to save or print the report.
6. To close the Pooling Summary, click .

Pooling Year Comparison

To view a report that compares [Pooling Summaries](#) from two different years:

1. In the **Financials Center**, under Pooling, click **Pooling Year Comparison**.



Pooling Year Comparison

2. Enter **Year 1** and **Year 2**.
3. Click **OK**.

Operations Reports


To view Operations reports:

1. Select a report from the list in the **Operations Center**:

- Bunker Purchase Summary
- Bunker ROB Accruals
- Bunker Inventory/Accruals
- Cargoes Loaded/Discharged
- Check Voyage P&L (actual/estimate)
- Demurrage Summary
- Fixture Cargo Summary
- General Operations Report
- On/off Hire Summary
- Operations Receivables
- Multi-Voyage P&L
- Performance Summary
- Port Expenses Summary
- Port Expenses Rebillable Summary
- TCE Summary
- Utilization Report
- US Army Corps of Engineers Report
- US Inland Waterway Tax Report
- US Annual State Tax Report
- Vessel Position Report
- Voyage P&L Summary
- Voyage Validation Summary

Note: These are all the possible reports. You might not have all of them.

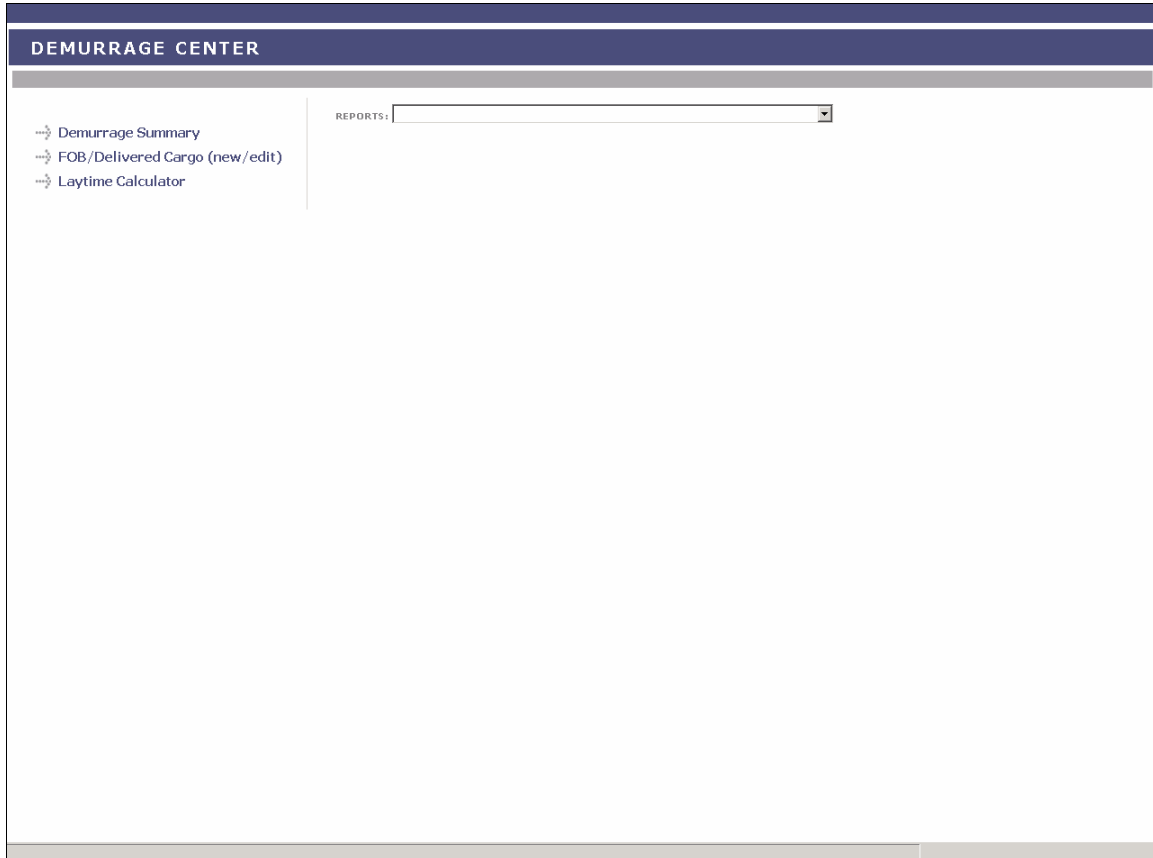
2. Enter report criteria.

3. Click . The report appears in a separate browser window. You can use browser commands to save or print the report. You can also edit and email some of these reports.

Demurrage

Introduction to IMOS Demurrage

IMOS Demurrage helps you manage the demurrage payables and receivables process. To access IMOS Demurrage, click the **Demurrage** tab. The Demurrage Center appears.



Demurrage Center

From the Demurrage Center, you can access:

- [Demurrage Summary](#)
- [FOB/Delivered Cargo](#)
- [Laytime Calculator](#)
- [Demurrage Reports](#)



Demurrage Information and Work Flow

- The [Demurrage Summary](#) is the main window for managing the work flow of the Demurrage Group. It displays Estimated, Pending, In Progress, and Settled claims. You can create [a Demurrage Claim](#), [a Laytime Calculation](#), or [FOB/Delivered cargo](#).
- The [Laytime Calculator](#) displays all Laytime Calculations. You can [create a Laytime Calculation](#) or view or update the details of an existing [Laytime Calculation](#).



Demurrage Summary

Demurrage Summary

The Demurrage Summary lists all the possible demurrage claims in IMOS that have the root causes selected in the Data Center. Because of the large volume, it has several filters you can use to sort and quickly find claims.

- For **Accounts Payable** claims, when a [new claim is entered](#), its status is **Pending**. During the negotiation process, a claim is created, and its status changes to **In Progress**. If the claim is settled, it has **Settled** status, and IMOS sends an AP line item to [Financials](#) for posting. If it is withdrawn or deleted, it is removed from the Demurrage Summary.
- For **Accounts Receivable** claims, when a voyage is complete, the Laytime Calculation appears in the Demurrage Summary with **Estimated** status. Click the [Edit](#) link in the **Action** column and set up the Laytime Calculation, then click  to create a claim. To change a [Demurrage Claim](#)'s status to **In Progress**, click . If the claim is settled, it has **Settled** status, and IMOS sends an AR line item to [Financials](#) for posting. If it is withdrawn or deleted, it is removed from the Demurrage Summary.

To view the Demurrage Summary:

1. In the **Demurrage Center**, click  [Demurrage Summary](#).
2. To reduce loading time, you can select the type of information you want to display. A message tells you to set filters and refresh. Do any of the following:
 - To display all Demurrage Claims after a certain date, select a date from the [Reference Date](#) list.
 - To display all Demurrage Claims for a [vessel type](#), select a vessel type or **All** from the **Vessel Type** list.
 - To display all Demurrage Claims for a [trade area](#), select a trade area or **All** from the **Trade Area** list.
 - To display all Demurrage Claims for a user, select a user or **All** from the **User** list.
3. Click .

Action	AP/AR	Date	Vessel	Voyage	Voyage Type	Counterparty	Ports	Cargoes	LDM	Invoice No	Invoice Date	Timebar	Days	Amount	Status
Edit	AR	Aug 31, 2006 01:00	INTEGRITY/7021, 7026	4	OVOV	COMHP	COP - SWEENEY, COP - WESTLAKE	HEAVY	Multiple	000027DEDS		56.41	1.42		In Progress
Edit	AP	Nov 16, 2005 12:18	JOVALAN	1	SPOT		LOS ANGELES, SAN FRANCISCO	BASRAH	Multiple			343.60	0.77		Estimated
Edit	AP	Jul 7, 2006 13:20	JOVALAN	2	SPOT	PSM INC	MIAMI, NEW YORK	MAYA	Multiple	000011STMT	Aug 31, 2006	110.69	2.73	17500.00	Settled
Edit	AP	Oct 10, 2006 00:00	JOVALAN	4	SPOT		LOS ANGELES, SAN FRANCISCO, SEATTLE	CUSIANA	Multiple			16.12	0.00		Estimated
Edit	AR	Oct 11, 2005 16:45	LIBERTY/7031, 7032	1	OVOV	COPGC	CALC. REF. - LK CHAS, CENT CRUDE - LK CHAS	CRUDE	Multiple	000019DEDS	Aug 17, 2006	379.75	0.94	0.00	Settled
Edit	AR	Oct 13, 2005 09:30	LIBERTY/7031, 7032	2	OVOV		CENT CRUDE - LK CHAS, CALC. REF. - LK CHAS, COP - PECAN GROVE	MAYA	Multiple			378.35	1.60		Estimated
Edit	AR	Oct 16, 2005 19:45	LIBERTY/7031, 7032	3	OVOV		CENT CRUDE - LK CHAS, CALC. REF. - LK CHAS, COP - PECAN GROVE	MAYA	Multiple			374.53	0.95		Estimated
Edit	AR	Feb 20, 2006 11:20	LIBERTY/7031, 7032	4	OVOV	COPGC	COP - PECAN GROVE, SUN OIL - NEDERLAND	CRUDE	Multiple	000022DEDS		247.68	0.66		In Progress
Edit	AR	Mar 14, 2006 16:40	LIBERTY/7031, 7032	5	OVOV		UNOCAL - SMITH BLUFF, CALC. REF. - LK CHAS	CRUDE	Multiple			225.76	0.49		Estimated
Edit	AR	Jan 1, 2006 00:00	LISTI EXPLORER	3	FOBV	BPOSC				000023DEDS		NA	3.60		In Progress
Edit	AP	Aug 1, 2006 07:00	LISTI EXPLORER	1	SPOT		CAYO ARCAS TERMINAL, FREEPORT (USA)	MAYA	Multiple			85.91	1.23		Estimated
Edit	AP	May 15, 2006 08:20	Navien Saga	1	SPOT		CORK, BAYWAY, PHILADELPHIA	CRUDE	Multiple			164.44	2.56		Estimated
Edit	AP	Jul 25, 2005 15:55	NS CHAMPION	1	SPOT	NOVOSHIP	INDONESIA/TIMOR SEA, OTTI-HOUSTON	CRUDE	Multiple	000003STMT		457.79	5.49		In Progress
Edit	AP	Oct 30, 2005 23:48	OVERSEAS JADEMAR	1	SPOT	STAR TNKRS				115-05 D	Nov 28, 2005	360.29	0.00		Pending
Edit	AR	Jul 1, 2006 00:00	Patriot	1	OVOV		PETROZUATA, LAKE CHARLES	MEREY	Multiple			111.45	0.00		Estimated
Edit	AR	Aug 1, 2006	PIONEER	1	OVOV	PEMLX	CAYO ARCAS TERMINAL	CRUDE	L	000020DEDS		86.08	0.00		In Progress




Demurrage Summary

4. The Demurrage Summary lists the Demurrage Claims. It contains the following columns:

- Action (Edit)
- AP/AR
- Date
- Vessel
- Voyage
- Voyage Type
- Counterparty
- Ports
- Cargoes
- LDM
- Invoice No.
- Invoice Date
- Timebar
- Days

- Amount
 - Status
5. You can change your view:
- If there are more Demurrage Claims than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To display only selected data, set [filters](#).
 - To sort Demurrage Claims by AP/AR, Vessel, Voyage, Voyage Type, Counterparty, Ports, Cargoes, Invoice No., Timebar, or Status, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
 - To filter Demurrage Claims by AP/AR, Vessel, Voyage, Voyage Type, Counterparty, Ports, Cargoes, Invoice No., Timebar, or Status, click the column heading and then click either **(All)** or one of the values from the column.

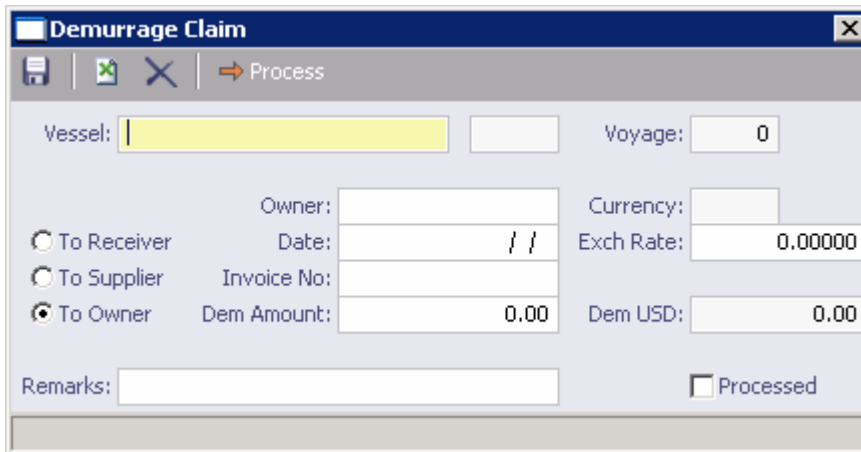
You can do the following tasks from the Demurrage Summary:

- To [create a Demurrage Claim](#), click .
- To [create a Laytime Calculation](#), click .
- To [create new FOB/Delivered cargo](#), click .
- To open a Laytime Calculation, click its [Edit](#) link in the **Action** column.

Demurrage Claim



To create a Demurrage Claim:

1. On the [Demurrage Summary](#) or the [Create Demurrage Invoices list](#), click .



Demurrage Claim

2. Select a **Vessel** from the [selection list](#).
3. Select a **Voyage** from the [selection list](#).

4. Select the type of claim:
 - To Receiver
 - To Supplier
 - To Owner
5. The next field name changes to the claim type. Select the receiver, supplier, or owner from the [selection list](#).
6. Enter the **Date**.
7. Enter the **Invoice Number**.
8. Enter the **Demurrage Amount**.
9. To save the record, click .
10. To begin processing the claim, click . Its status changes to **In Progress**.


FOB/Delivered Cargo

FOB/Delivered Cargo Details


You can record Free on Board or delivered cargo on the Cargo Details form.

Opening a Cargo Details Form

To open an existing Cargo Details form for FOB/delivered cargo, use one of these methods:


- In the **Demurrage Center**, click  [FOB/Delivered Cargo \(new/edit\)](#). To find an existing Cargo Details form, click , enter selection criteria, and click **OK**.
- On the [Demurrage Summary](#), click , click , enter selection criteria, and click **OK**.

Creating a Cargo Details Form






1. To create a new Cargo Unit for FOB/delivered cargo, use one of these methods:
 - In the **Demurrage Center**, click  [FOB/Delivered Cargo \(new/edit\)](#).
 - On the [Demurrage Summary](#), click .
2. On the Cargo Details form, select the **FOB/Delivered Cargo check box** and complete the [FOB/Delivered Cargo](#) form.

Cargo Details for FOB/Delivered Cargo

3. Complete the required information:
 - Cargo
 - Charterer
 - Load/Discharge Port
 - Laycan Window From and To
4. Select the **FOB/Delivered Cargo** check box Several fields in the bottom right corner change. Complete the [FOB/Delivered Cargo](#) fields.
5. Complete any additional appropriate information.
6. Click to select if this is an **Inquiry**, **Confirmed**, or **Withdrawn**. When it is confirmed, the Cargo Unit will appear on the list of Cargo Units that can be [added to an estimate](#).

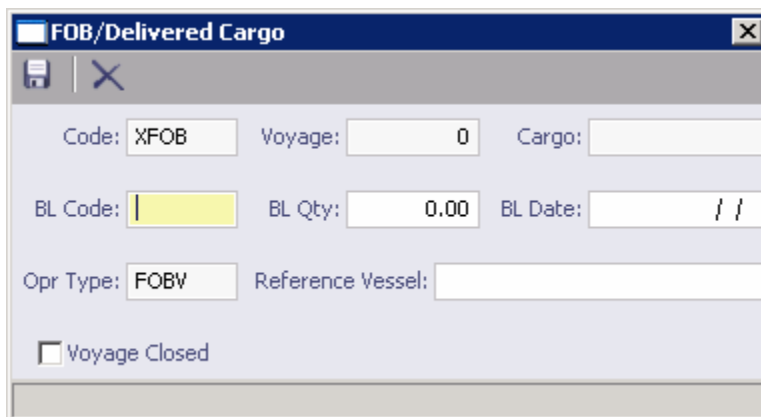
7. To save the Cargo Unit, click . It appears in [Cargo Planning](#) according to its Laycan dates.

You can do the following tasks from the Cargo Details form:

- To create a Cargo Unit that is similar to an existing one, you can copy the Cargo Unit and edit it.
 - Click .
 - Change any appropriate fields.
 - To save the record, click .
- To view or enter [Purchase Details](#), click .
- To create a [Voyage Fixture Note](#) from the cargo, click . IMOS creates a new Voyage Fixture Note and copies all cargo and port information.
- To print the Cargo Offer, click . The Cargo Offer appears in a separate browser window. You can use browser commands to save or print the report.

FOB/Delivered Cargo

When you select the **FOB/Delivered Cargo** check box on the [Cargo Details](#) or [FOB/Delivered Cargo Details](#) form, the following form appears.





The screenshot shows a software window titled "FOB/Delivered Cargo". The window has a standard Windows-style title bar with a close button (X) on the right. Below the title bar, there are two icons: a save icon and a close icon (X). The main area of the window contains several input fields arranged in a grid-like fashion:

- Code: XFOB
- Voyage: 0
- Cargo: (empty)
- BL Code: |
- BL Qty: 0.00
- BL Date: //
- Opr Type: FOBV
- Reference Vessel: (empty)

At the bottom of the form, there is a checkbox labeled "Voyage Closed" which is currently unchecked.

FOB/Delivered Cargo




1. Complete the appropriate information.
2. To save the information, click .
3. To close the form, click .

Laytime Calculator




Calculating Laytime

The Laytime Calculator calculates the demurrage and despatch for a Charterer, a Receiver, a Supplier, or a Vessel Owner. It is a summary list of calculations for a particular voyage. You must have a [Voyage Fixture Note](#) to create a Laytime Calculation.


Opening the Laytime Calculator

- To open the Laytime Calculator for an existing laytime calculation, use one of these methods:
 - In the [Demurrage Center](#), click  **Laytime Calculator**. To find an existing Laytime Calculation, select a **Vessel** from the [selection list](#) and then select a **Voyage** from the [selection list](#).
 - On the [Demurrage Summary](#), click .
 - On the [Voyage Manager](#), click . The Laytime Calculator displays the calculations for the current voyage.
 - On the [Vessel Schedule](#), right-click the voyage bar and click **Laytime Calculator**. The Laytime Calculator displays the calculations for the current voyage.
- To view or update an existing [laytime calculation](#), right-click the calculation and then click **Details**.

Creating a Laytime Calculation


- To open the Laytime Calculator to create a new calculation, use one of these methods:
 - In the [Demurrage Center](#), click  **Laytime Calculator**.
 - On the [Demurrage Summary](#), click .
 - On the [Voyage Manager](#), click . The Laytime Calculator displays the calculations for the current voyage.
 - On the [Vessel Schedule](#), right-click the voyage bar and click **Laytime Calculator**. The Laytime Calculator displays the calculations for the current voyage.

Laytime Calculator

2. On the toolbar, click .
3. The [New Laytime Calculation Setup](#) form appears; set up the new laytime calculation.

New Laytime Calculation Setup

To set up the parameters for a Laytime Calculation:

1. To set up a Laytime Calculation, use one of these methods:
 - On the [Laytime Calculator](#) toolbar, click .
 - For a claim with **Estimated** status, on the [Demurrage Summary](#), click the status link.

New Laytime Calculation Setup

2. On the New Calculation Setup form, select the type of vendor:
 - To Charterer
 - To Receiver
 - To Supplier
 - To Owner (This can only be selected if the voyage operation type is Relet.)
3. Select one:
 - **Single customer:** To do one calculation per customer.
 - **All customers:** To do one calculation and distribute by quantity to multiple customers.
4. Select the port and cargo type:
 - Single Port/Single Cargo
 - Multiple Ports/Cargoes
5. For **Reversible Selected Ports:**
 - If you want to compare total allowed laytime to total used laytime, select this check box.
Note: You must also select the **Reversible All Ports** check box in [CP Terms Details](#).
 - If you want to compare each port's individual allowed and used laytime, clear this check box.
Note: You can also select this option on the [Laytime Calculation](#).
6. If you want to include a transit port time in the Laytime Calculation, select the **Include Transit Ports** check box.
7. If you want to deduct the Broker Commission from the Laytime Calculation, select the **Include Broker Commission** check box.
Note: You can also select this option on the [Laytime Calculation](#).
8. If you want to deduct the Address Commission from the Laytime Calculation, select the **Include Address Commission** check box.
Note: You can also select this option on the [Laytime Calculation](#).
9. In the Charterer Selection table, to select a charterer to include in the calculation, click the **S** column to select **Y** for Yes or **N** for No.
10. In the Port/Cargo Selection table, to select a port to include in the calculation, click the **S** column to select **Y** for Yes or **N** for No.
11. Click **OK**. The [Laytime Calculation](#) form opens, and the claim's status on the [Demurrage Summary](#) changes to **In Progress**.

Laytime Calculation

When you complete the [New Laytime Calculation Setup](#) form, the Laytime Calculation form appears. The form for multiple ports and cargoes is slightly different from the form for a single port and single cargo. It contains additional tables for port and cargo information.

- For a single port/single cargo:

Laytime Calculation For Charterer

Calculate Attachments Allocation Reports Header

Vessel: VICTORY ADAM Voyage: 6010 Fixture No: 20060179
 CP Form: CP Date: // Charterer: CSS SA
 Port: LAVERA LOAD Port Arrival: 06/13/06 22:00 Port Departure: 06/17/06 08:30
 Remarks: Cargo: FUEL OIL Terms: SHINC

Broker Commission %: 3.25 Include Broker Commission
 Address Commission %: 1.25 Include Address Commission
 Demurrage Rate: 22,000.00 Quantity: 25,004
 Despatch Rate: 0.00 Load/Disc Rate: 12,502.17

Laytime Allowed: 2 Days 0 Hours 0 Minutes

Inv No: VAT %: 0.00
 Currency: USD PST %: 0.00 NOR Tendered:
 Inv Date: // Demurrage USD: 0.00 Tax %: 0.00 Laytime Commenced:

Deductions						Description	Amount
Click here to add a row							
						Total:	0.00

Date	Day	Time	%	Description	Remarks	DD	HH	MM	DD	HH	MM
06/14/2006	WE	04:00	0.00	COMMENCEMENT OF		0	0	0	2	0	0
Click here to add a row											
						Total:	0	0	0	0	0

Due Date: // Show Weekends/Holidays Actual

Laytime Calculation for Charterer, Single Port/Single Cargo






- For multiple ports/cargoes:

Laytime Calculation for Charterer, Multiple Ports/Cargoes



- The basis for laytime is the Statement of Facts, or Port Activities list. To enter port activities, you can:
 - Create a local list of port activities in the Laytime Calculator. User-defined standard cargo activity sequences are used for loading, discharging, and other functions. These activities are displayed automatically. The standard activity lists can be modified by inserting new activities selected from the master [Port Activities List](#).
 - Copy all the [Port Activities for the Voyage](#) and import them by clicking the **Default from Port Activities** button (on the Single Port/Cargo form) or the **Import Activities** button (on the Multiple Ports/Cargoes form).

Note: This represents a copy of the port activities. Changes made on this form are not reflected back to the Operations module.

- Adjust the activity **Descriptions**, **Dates**, **Times**, and/or the **Percentages** that each activity counts in the calculation. Adjustments here do not affect the activities of the voyage.
- Enter any adjustments in the Deductions **Description** and **Amount** fields.
- If applicable, select the **Include Broker Commission** and **Include Address Commission** check boxes.







5. For multiple ports/cargoes:
 - In the Charterer table, distribute the percentage of the Demurrage or Despatch amount among the Charterers. You can make adjustments directly on the Deductions grid. Remember that positive numbers are deductions.
6. To calculate the demurrage amount, click . IMOS prorates the daily demurrage rate according to the laytime used.
7. To print a report, click  and then click either **Summary Report** or **Port Detail Report**.
8. To print a Demurrage invoice to send to the charterer, click  and then click **Print Invoice**.
9. Click  to save and  to close the Laytime Calculation.

The demurrage amount may change after negotiations. When the amount is settled:

- For a single port/cargo, select the **Actual** check box and enter the amount actually paid in the **Demurrage USD** field. Then click  to save. The transaction appears in Financials. After it is posted, it cannot be changed; before it is posted, it can be adjusted with a miscellaneous invoice.
- For multiple ports/cargoes, select the **Settled** check box and enter the amount actually paid in the **Settled USD** field. Then click  to save. The transaction appears in Financials. After it is posted, it cannot be changed; before it is posted, it can be adjusted with a miscellaneous invoice.

Note: See [Laytime Calculation Setup](#) for details on some options.

On the Laytime Calculation for Charterer form, you can also do these tasks:

- To attach other documents, click .
- If you assign a portion of the revenue/expense to a specific business unit or subcompany within your company structure, to [allocate funds](#), click .
- If you have tax on your demurrage/despatch invoices, to view or edit [Tax Details](#), click .
- To print a report, click  and then click either **Summary Report** or **Port Detail Report**. The report appears in a separate browser window. You can use browser commands to print, save, edit, or email the report.
- To [create a header](#) for a Demurrage Invoice, click .
- To print a Demurrage Invoice, click  and then click **Print Invoice**. The invoice appears in a separate browser window. You can use browser commands to print, save, edit, or email the invoice.

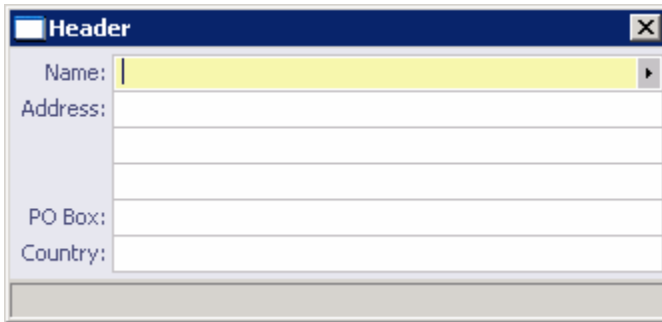
Demurrage Invoice Header

You can view the header for the top of a [Demurrage Invoice](#). The header includes the name and address:


- To which the invoice will be sent, for a receivable invoice
- To which the payment should be sent, for a payable invoice

To view the invoice header:

1. On the [Laytime Calculation](#) toolbar, click .



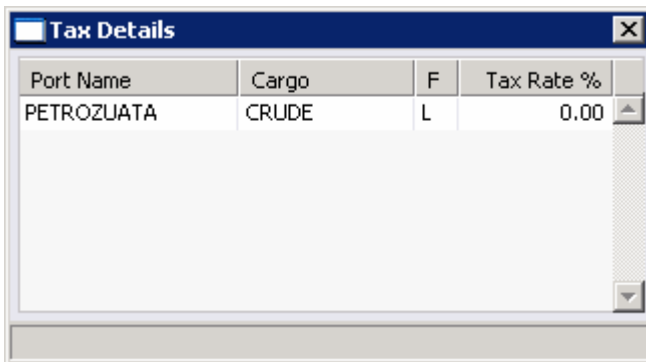
Header

2. IMOS displays the full name of the counterparty and other information from the [Address Book](#). To close the form, click .

Tax Details


If you have tax on your demurrage/despatch invoices, you can view or enter Tax Details when you are completing the [Laytime Calculation](#) form for multiple ports and cargoes.

1. Click .




Port Name	Cargo	F	Tax Rate %
PETROZUATA	CRUDE	L	0.00

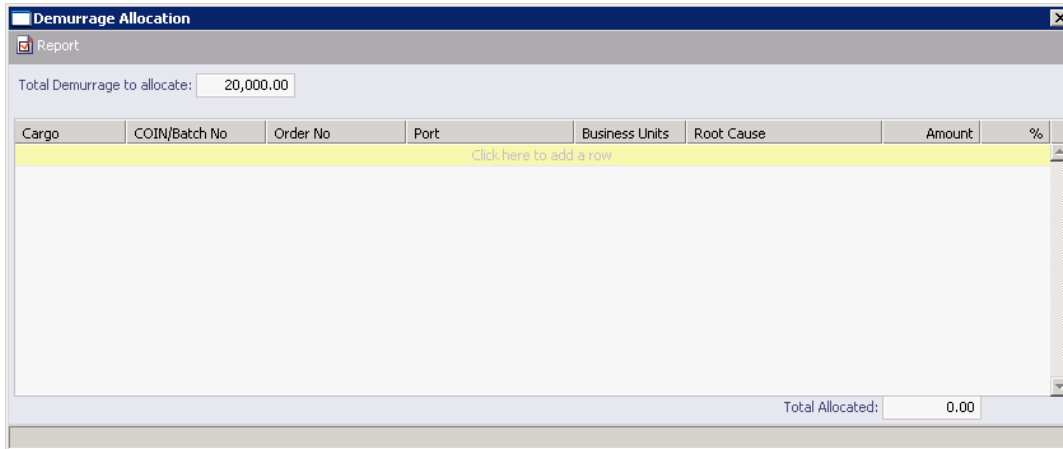
Tax Details

2. Enter or change the Tax Rate %.
3. To save and close the form, click .

Demurrage Allocation

After Laytime Calculations are complete, you can allocate the costs/benefits of the demurrage to the appropriate business units.

1. On the [Laytime Calculation](#), click . The **Total Demurrage** amount appears at the top of the Demurrage Allocation form.




Cargo	COIN/Batch No	Order No	Port	Business Units	Root Cause	Amount	%
Click here to add a row							

Total Allocated: 0.00

Demurrage Allocation

2. For each business unit:
 - a. Select the **Cargo** from the list. IMOS enters the **Reference Number** and **Port**.
Note: if there is only one cargo, select the **Port**.
 - b. Select the Business Unit to which you want to allocate the revenue or expense.
 - c. Select the Root Cause of the delay.
 - d. Enter either an **Amount** or a **Percentage** of the Total Demurrage to allocate. IMOS completes the other field.

The **Total Allocated** amount appears at the bottom of the form.


3. To save and close the form, click . IMOS creates a [Journal Entry](#) to assign the correct percentages of the revenue or expense to the business units.

Demurrage Reports

To view Demurrage reports:

1. Select a report from the list in the **Demurrage Center**:
 - Demurrage Activity Report
 - Root Cause Analysis
 - Time Bar Report
 - Cycle Time Report
 - Outstanding Payable/Receivable Report (Summary)

Note: These are all the possible reports. You might not have all of them.

2. Enter report criteria.
3. Click . The report appears in a separate browser window. You can use browser commands to print, save, edit, or email the report.

Financials

Introduction to IMOS Financials

IMOS Financials includes full accounting functionality for all financial transactions stemming from vessel operational activities. To access IMOS Financials, click the **Financials** tab. The **Financials Center** appears.



Financials Center

From the **Financials Center**, you can [set up Financials](#) and then work with:

- [Transactions](#)
- [Operations Transaction Summary](#)
- [Invoice Aging Summary](#)
- [Accounting Interface Summary](#)
- [Financial Reports](#)

Financials Information

Integrated Accounting System

The IMOS Financials module provides full accounting functionality for all financial transactions stemming from vessel operational activities.

Although it can be used as a standard accounting system to handle a company's accounting needs, the Financials module is best used as an interface between IMOS and the corporate accounting system. This module capitalizes on the fact that all information needed to create financial transactions has already been captured at some point earlier in the system. By reusing the information to construct standard accounting transactions, this module creates a real advantage by eliminating work duplication.

IMOS Financials Functionality

Using IMOS Financials, you can:

- Automatically process all financial transactions resulting from vessel and cargo operations.
- Manage all receivable and payable transactions.
- Make payments.
- Enter receipts.
- Make journal entries.
- Produce accounting reports and financial statements.
- Interface to a corporate accounting system to merge departmental accounting activity into the corporate accounting and treasury system.

In addition, IMOS Financials handles pooling transactions, bunker invoices, rebillable items, port advances, and Time Charter activity.

Financial Transactions

IMOS Operations uses a set of business rules to translate operational activities into financial transactions and store them in the database. These financial transactions are missing the accounting information, which is mainly the debit and credit account code. IMOS Financials accesses the same information and, using another set of [business rules](#), maps the Operations activities into specific accounts in the [Chart of Accounts](#). This eliminates the need for manually reentering transactions in Financials.

IMOS Financials can be interfaced to the corporate accounting system to consolidate departmental accounting into the corporate accounting system.

Transaction Numbers

Each transaction is automatically assigned a unique 14-digit alphanumeric transaction number, constructed as follows.

YY CCCC NNNNNNN D

Y = Two places for the accounting year of the transaction

C = Four letters for the managing company

N = Seven places for the numeric sequence of the transaction

D = A letter for the type of transaction

Chart of Accounts

IMOS has one [Chart of Accounts](#), which is shared by all companies.

Account Numbers

The standard [account numbers](#) are five or six digits, providing room for 100,000 or more accounts per installation.

Note: This number can include up to 20 digits.

Example Account Numbers

You can set up your account numbers as in this example, which shows the significance of each digit, starting from the left:

- **First Digit:** Major Group Account; for example, 10000 = Assets
- **Second Digit:** Level Three Account; for example, 11000 = Current Assets
- **Third Digit:** Level Two Account; for example, 11100 = Banks
- **Fourth and Fifth Digits:** Level One Account; for example, 11110 = Citibank

Business Rules

The [Business Rules](#) provide a mapping between Operations transactions and accounting. This mapping is at the transaction detail level, from the source and detail codes of Operations to the ledger account numbers.

A common error in posting to Accounting is not mapping all Operations line items to ledger account numbers.

Base Currency

IMOS Financials base [currency](#) is the currency in which the books are kept. The base currency is user defined.

Transaction Currency

Transactions can be in any [currency](#). The default is the currency defined in the [Address Book](#) of the party involved, but you can change it.

Bank Currency

IMOS Financials can use any number of [banks](#) to pay and receive cash transactions. At least one bank [currency](#) should be the same as the base currency.

Accounting Levels

IMOS Financials maintains the books at the voyage level. The transaction hierarchy is as follows:

[Management company](#)

Vessel

Voyage number

In addition, transactions can be segregated by [line of business or trading partner](#), and by [business department or profit center](#), to produce reports.

Sources and Source Details

IMOS Operations groups Operations activities by source and within a source. Each source code is associated with a number of detail codes that define the type of the expense precisely. IMOS Financials translates the source code and the detail code to a unique account number in the Chart of Accounts.

The following transaction sources are used:

SOURCE CODE	DESCRIPTION
ABNK	Bunker ROB Accrual
AGCA	Port Disbursement Advance
BINV	Bunker Invoice
DEDS	Demurrage / Despatch
FCOM	Freight Commission
FINV	Freight Invoice
MACR	Monthly Closing Accruals
POOL	Pooling Payments To Owners
PAGY	Port Disbursement
PINV	Purchase Invoice
RACM	Relet Address Commission
RCOM	Relet Freight Commission
RINV	Relet Freight Invoice
SINV	Sales Invoice

SPUR	Sling Purchase
TCOM	TC Commission Payment
TCIC	TCI Payment Commission
TCIP	TCI Payment
TCOB	TCO Billing
TCOP	Received TCO Payment
VIFO	Voyage IFO Cost
VMDO	Voyage MDO Cost
VSLI	Voyage Sling Cost
VOTH	Voyage Other Rev / Exp
XOTH	Non Acc Voyage Other Rev / Exp

Financials Work Flow

The first step you must perform to be able to post transactions to Financials is to [set up all your company's information](#) for the database.

As a voyage progresses, invoices are sent and received for the services provided. IMOS Operations stores the details of these invoices in the database. IMOS Financials retrieves this information and, using the company-specific [Business Rules](#), translates each generic description to a specific account number, without reentering the information, using the [source codes](#) listed above.

In the Financials Center, under the heading [Transactions](#), links to tasks are arranged in sequence. You can click the links to create, edit, approve, and post invoices, enter payables and receivables, enter payments and receipts, make journal entries, and manage monthly accruals. Transactions can be [modified, rejected, or reversed](#).

The [Operations Transaction Summary](#) lists Operations transaction invoices, with links to their [Transaction Data Entry](#) forms. When an Operations invoice is posted to Financials, the invoice information cannot be [changed](#) unless Accounting reverses the invoice. The invoice is also removed from the posting list, so it cannot be reposted.

The [Invoice Aging Summary](#) lists invoices due more than 90 days in the past. You can send reminder or collection letters from it.

The [Accounting Interface Summary](#) lists transactions that have been released to your accounting system that have Failed status, so you can resolve problems.

You can view and print [financial and voyage reports](#) for the accounting period, selected periods, and year-to-date.

Setting Up Financials

Overview of Setting Up Financials

To use IMOS Financials, make the following initializing entries in the database.


1. [Set up Bank Information](#) in the Address Book.
2. [Set up Bank Links](#).
3. [Set up the Chart of Accounts](#).
4. [Set up Account Categories](#).
5. [Set up Business Rules](#) by linking them to the Chart of Accounts.
6. View the information about [company structure](#) and [set up Company Information](#).
7. [Set up Currency Types](#) and [set up Exchange Rates](#) in the Data Center.
8. [Set up Lines of Business or Trading Partners](#).
9. [Set up Departments or Profit Centers](#).
10. [Set up Document Numbers](#).

After completing these steps, you can post transactions to Financials.

Setting Up Bank Information

A first-level account in the [Chart of Accounts](#) has a Y in the BNK column and an account type that ends in 1. Each first-level account must have a corresponding entry in the [Address Book](#).



To set up a bank:

1. In the **Data Center**, click either  **Address Book** or **Address Book**.

Short Name	Full Name	Address Type	Address	Phone Number	Currency
121001	CITIZENS BANK TEST	Banks	, ,		AUD
121002	BANK OF AMERICA TEST	Banks	, ,		USD
ABC	ABC CORPORATION	Charterers	111 Waterfront Blvd, Suite 106, Boston, MA, USA	111-111-1111	USD
ADDAX BV	ADDAX BV	Suppliers	...		USD
ADMIRAL	ADMIRAL SHIPPING AGENCY NV	Agents	...		USD
ADMIRAL	ADMIRAL SHIPPING AGENCY NV	Bunker Vendors	...		USD
ADMRL SHIP	ADMIRAL SHIPPING AGENCY NW	Agents	...		USD
AET	AMERICAN EAGLE TANKERS	Owners/Operators	, Singapore		USD
AFRITRAMP	AFRITRAMP	Agents	agent in W.Africa		USD
ALLIANCE	PRODUCTS - ALLIANCE REFINERY	Receivers	111, Louisiana		USD
ALLIANCE	PRODUCTS - ALLIANCE REFINERY	Internal Business Units	111, Louisiana		USD
ALLIANCE	COP ALLIANCE REFINERY	Demurrage Allocation	...		USD
ALLIANCE	ALLIANCE REFINERY -- PRODUCTS	Charterers	111		USD
ALLIANCE	COP ALLIANCE	Suppliers	1111		USD
ALYESKA	ALYESKA PIPELINE COMPNAVY	Suppliers	...		USD
ANGELA FIN	ANGELA FINANCE COMPANY	Owners/Operators	C/O CLARKSON SHIPPING SERVICE, USA		USD
BARWIL MAL	BARWIL WESTEXT SDN BHD	Agents	KUALA LUMPUR, MALAYSIA, Malaysia		USD
BAY DELTA	BAY DELTA MARINE	Owners/Operators	SAN FRANCISCO, CA		USD
BAYHOUSTON	BAY HOUSTON TOWING	Miscellaneous	111		USD
BAYWAY	PRODUCTS - BAYWAY REFINERY	Internal Business Units	111, Linden, NJ		USD
BAYWAY	CONOCOPHILLIPS BAYWAY TERMINAL	Demurrage Allocation	BAYWAY, NY		USD
BESORA	BESORA SHIPPING AGENT	Agents	...		USD
BLESSEY	BLESSEY MARINE	Owners/Operators	NEW ORLEANS, LA, USA		USD
BLESSEY	BLESSEY MARINE	Miscellaneous	111		USD

Address Book

2. To view existing bank entries, click the **Address Type** column heading and select **Banks**.
3. Compare the list to the Chart of Accounts entries that have the BNK flag set to Y.
4. To enter any missing bank entries:

- a. Click .
- b. Complete the Address Book Contact form with the following information:
 - **Type:** N
 - **Short Name:** The account code from the Chart of the Accounts.
 - **Currency:** The bank currency.
 - **Full Name:** The name of the bank
 - **Address:** The bank address.
 - **Country:** The bank country.
 - **Beneficiary Bank:** Complete only the first line, with the Beneficiary Bank name, Branch, and Account Number.
- c. To save the bank's Address Book Contact form, click .


Setting Up Bank Links

To set up Bank Links for the companies with which you do business:

1. In the **Financials Center**, under Set-Up, click **Bank Links**.

Company Name	Bank Name	Bank Account	Curre...	Ledge...
CAPE BARI TANKSCHIFFFAHRTS	HSH NORDBANK HAMBURG GEF	DE52 200 500 00 1100 168 521		
CAPE BAULD SHIPPING COMPA	NORD/LB, NORDDEUTSCHE LAI	DE07250500001802005343		
CAPE EGMONT	NORD/LB, NORDDEUTSCHE LAI	DE42 2505 0000 1801079915		
CAPE ESMERALDA	NORD/LB, NORDDEUTSCHE LAI	DE95 2505 0000 1801140459		
COLUMBIA SHIPMANAGEMENT	BERENBERG BANK	DE03 2012 0000 0520 5722 07		
COOPER INVESTMENTS INC. -A	HSH NORDBANK HAMBURG GEF	DE11 2105 0000 1180 0349 23		
DIAMOND ENTERPRISE CO. -A	HSH NORDBANK HAMBURG GEF	DE672005 0000 1180 0348 50		
DS RENDITE FONDS NR.50-CAI	HSH NORDBANK HAMBURG GEF	DE53 2105 0000 1180 0085 59		
DS RENDITE FONDS NR61 -CAI	HSH NORDBANK HAMBURG GEF	DE64 2105 0000 1180 0247 54		
DTML COMPANY	LAIKI BANK LTD - EURO A/C	179 32 014121		
DTML COMPANY	LAIKI BANK LTD - EURO A/C	179 32 014131	EUR	12902
DTML COMPANY	LAIKI BANK LTD - EURO A/C	179 32 014121	USD	12901
DTML COMPANY	THE CYPRUS POPULAR BANK L	IBAN NO: CY34 0030 0179 000		
KURA SHIPPING LTD EARNING	BANK OF SCOTLAND INT'L DIVI	GB52BOF580201329463101		

Company Bank Links

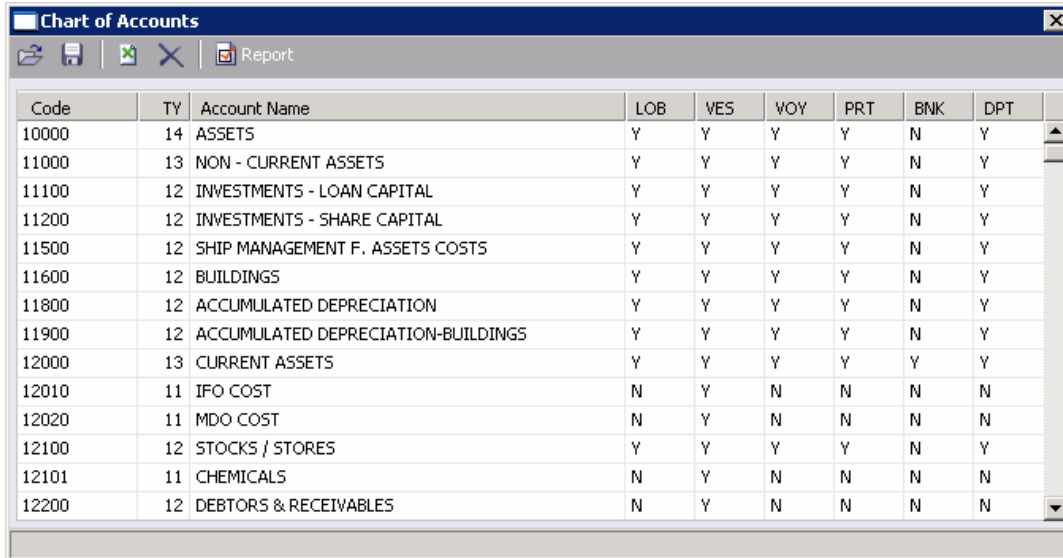
2. For each company, enter the following:
 - Company Name
 - Bank Name
 - Bank Account
3. Select a **Currency** from the [selection list](#).
4. Select a **Ledger** from the [selection list](#).
5. To save the links, click **Save Links**, at the bottom of the form.
6. To save the information, click .

To view the Bank Links report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Setting Up the Chart of Accounts

The Chart of Accounts is shared by all companies in an IMOS Financials installation. To set up the Chart of Accounts:

1. In the **Financials Center**, under Set-Up, click **Chart of Accounts**.





Code	TY	Account Name	LOB	VES	VOY	PRT	BNK	DPT
10000	14	ASSETS	Y	Y	Y	Y	N	Y
11000	13	NON - CURRENT ASSETS	Y	Y	Y	Y	N	Y
11100	12	INVESTMENTS - LOAN CAPITAL	Y	Y	Y	Y	N	Y
11200	12	INVESTMENTS - SHARE CAPITAL	Y	Y	Y	Y	N	Y
11500	12	SHIP MANAGEMENT F. ASSETS COSTS	Y	Y	Y	Y	N	Y
11600	12	BUILDINGS	Y	Y	Y	Y	N	Y
11800	12	ACCUMULATED DEPRECIATION	Y	Y	Y	Y	N	Y
11900	12	ACCUMULATED DEPRECIATION-BUILDINGS	Y	Y	Y	Y	N	Y
12000	13	CURRENT ASSETS	Y	Y	Y	Y	Y	Y
12010	11	IFO COST	N	Y	N	N	N	N
12020	11	MDO COST	N	Y	N	N	N	N
12100	12	STOCKS / STORES	Y	Y	Y	Y	N	Y
12101	11	CHEMICALS	N	Y	N	N	N	N
12200	12	DEBTORS & RECEIVABLES	N	Y	N	N	N	N

Chart of Accounts

2. Enter the information for each account:
 - **Account Code:** Typically a five- or six-digit [numeric code](#).
 - **TY (Type):** A two-digit numeric code assigned automatically; it is used to sort the ledger numbers under the headings in the Master Ledger Information report.
 - The first digit is the type, which is assigned by the system based on the account grouping:
 - 1 = Assets
 - 2 = Liabilities
 - 3 = Revenues
 - 4 = Expenses
 - The second digit is the level of the account. The level can be a number from 1 to 4.
 - Only level 1 accounts can be debited or credited directly.
 - Accounts with a level higher than 1 are used only for aggregations.
 - **Account Name:** The descriptive name of the account.
 - A series of flags indicating whether IMOS will complete the field. Y = Yes; N = No.
 - **LOB:** Line Of Business-related flag.
 - **VES:** Vessel-related flag.

- o **VOY**: Voyage-related flag.
- o **PRT**: Port-related flag.
- o **BNK**: Bank-related flag: The account corresponds to a bank account number.
- o **DPT**: Department-related flag.

3. To save the information, click .

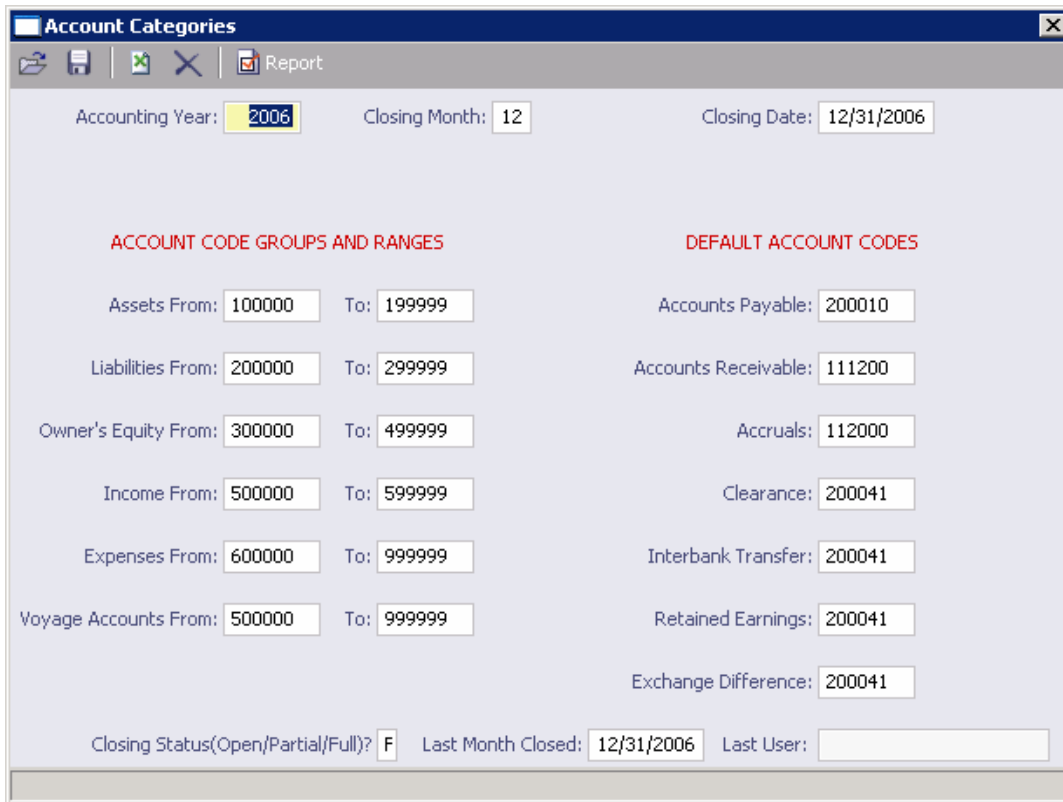
To view the Master Ledger Information report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Setting Up Account Categories

The Account Categories table defines the account ranges for the Balance Sheet and P&L accounts. The [Chart of Accounts](#) must be set up before you set up account categories.

To set up account categories:

1. In the **Financials Center**, under Set-Up, click **Account Categories**.



The screenshot shows a window titled "Account Categories" with a toolbar containing icons for Save, Print, Close, and Report. The main area contains the following fields:

- Accounting Year:
- Closing Month:
- Closing Date:

Below these are two columns of fields:

- ACCOUNT CODE GROUPS AND RANGES:**
 - Assets From: To:
 - Liabilities From: To:
 - Owner's Equity From: To:
 - Income From: To:
 - Expenses From: To:
 - Voyage Accounts From: To:
- DEFAULT ACCOUNT CODES:**
 - Accounts Payable:
 - Accounts Receivable:
 - Accruals:
 - Clearance:
 - Interbank Transfer:
 - Retained Earnings:
 - Exchange Difference:

At the bottom, there are fields for:

- Closing Status(Open/Partial/Full)?
- Last Month Closed:
- Last User:

Account Categories

2. Enter the following:
 - Accounting Year
 - Closing Month


- Closing Date
3. Under ACCOUNT CODE GROUPS AND RANGES, enter ranges:
 - Assets From and To
 - Liabilities From and To
 - Owner's Equity From and To
 - Income From and To
 - Expenses From and To
 - Voyage Accounts From and To

Note: The ranges can overlap.

4. Under DEFAULT ACCOUNT CODES, enter the default account code information.

If you enter a code that is not yet defined in the [Chart of Accounts](#), a shortcut menu appears; select either **Add to ledger file** or **Do not add to ledger file**. Either way, the field is cleared. If you want to add the code to the Chart of Accounts, you must do so manually before continuing.

5. To save the information, click .

To view the Ledger Account Code Grouping and Default Codes report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Setting Up Business Rules


The Business Rules table contains a **Source**, a detail **Code**, and a generic **Description** for each activity handled in Operations. The [Chart of Accounts](#) also uses an **Account** number and an **Account Description** to describe the same information. The Business Rules table maps the IMOS Ledger Codes to your company's Chart of Accounts, for automatic account resolution during posting of Operations invoices.


To link the Chart of Accounts to the Business Rules:

1. In the **Financials Center**, under Set-Up, click **Business Rules**.

Source	Code	Description	Account	Account Description	Credit Acc	Vendor	Type	Country
AGCA	ADVAJ	Advance Withheld	603000	Cost of Goods Sold				
AGCA	AGFE	Agency fee	603000	Cost of Goods Sold				
AGCA	PADVC	Port expense estimate	603000	Cost of Goods Sold				
AGCA	PCOST	PORT COSTS	603000	Cost of Goods Sold				
AGCA	PRECY	Recoverable item	603000	Cost of Goods Sold				
AGCA	TANKF	TANKERMAN FEE	603000	Cost of Goods Sold				
AGCA	TPTAX	Total tax	603000	Cost of Goods Sold				
BINV	BIFOB	IFO Purchase barging cost	124100	Bunker inventory				
BINV	BIFOO	IFO Purchase other cost	124100	Bunker inventory				
BINV	BIFOP	IFO Purchase base cost	124100	Bunker inventory				
BINV	BIFOS	IFO Purchase bunker surcharge	124100	Bunker inventory				
BINV	BMDOB	MDO Purchase barging cost	124100	Bunker inventory				
BINV	BMDOO	MDO Purchase other cost	124100	Bunker inventory				
BINV	BMDOP	MDO Purchase base cost	124100	Bunker inventory				
BINV	BMDOS	MDO Purchase bunker surcharge	124100	Bunker inventory				
BINV	BPORT	Port Expenses for Bunkering	603000	Cost of Goods Sold				
BINV	FUELC	Fuel surcharge	603000	Cost of Goods Sold				
DEDS	CDEMD	Charterer Demurrage Discharging	603000	Cost of Goods Sold	510500			
DEDS	CDEML	Charterer Demurrage Loading	603000	Cost of Goods Sold				
DEDS	CDESD	Charterer Despatch Discharging						
DEDS	CDESL	Charterer Despatch Loading						
DEDS	CFACM	Address commission for demurrage	603000	Cost of Goods Sold				
DEDS	CFCMM	Broker commission for demurrage	603000	Cost of Goods Sold				

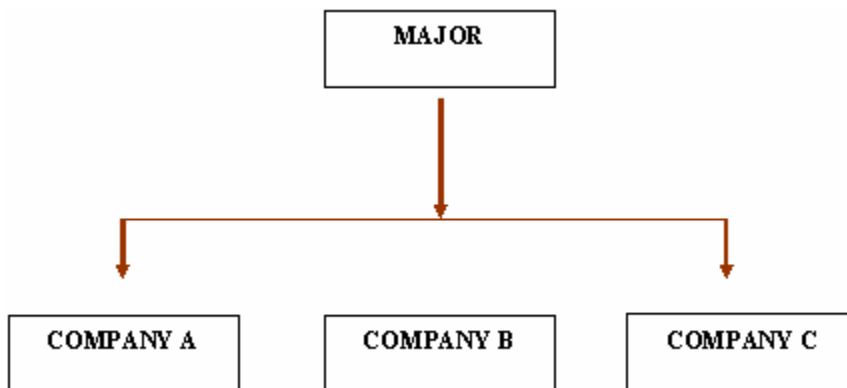
Business Rules-Operations Accounts Mapping

2. For each activity, enter the appropriate information in the following fields:
 - Source
 - Code
 - Description
 - Account: Select the appropriate account from the [selection list](#) and click **OK**. IMOS completes the Account Description. If you do not enter an account, a message asks if you want to run the Chart of Accounts. To view the [Chart of Accounts](#), click **Yes**.
 - Credit Acc: Select the appropriate credit account from the [selection list](#) and click **OK**. If you do not enter an account, a message asks if you want to run the Chart of Accounts. To view the [Chart of Accounts](#), click **Yes**.
 - Vendor: Select the appropriate vendor from the [selection list](#) and click **OK**. IMOS completes the Vendor Type.
 - Country
3. To save the Business Rules information, click .

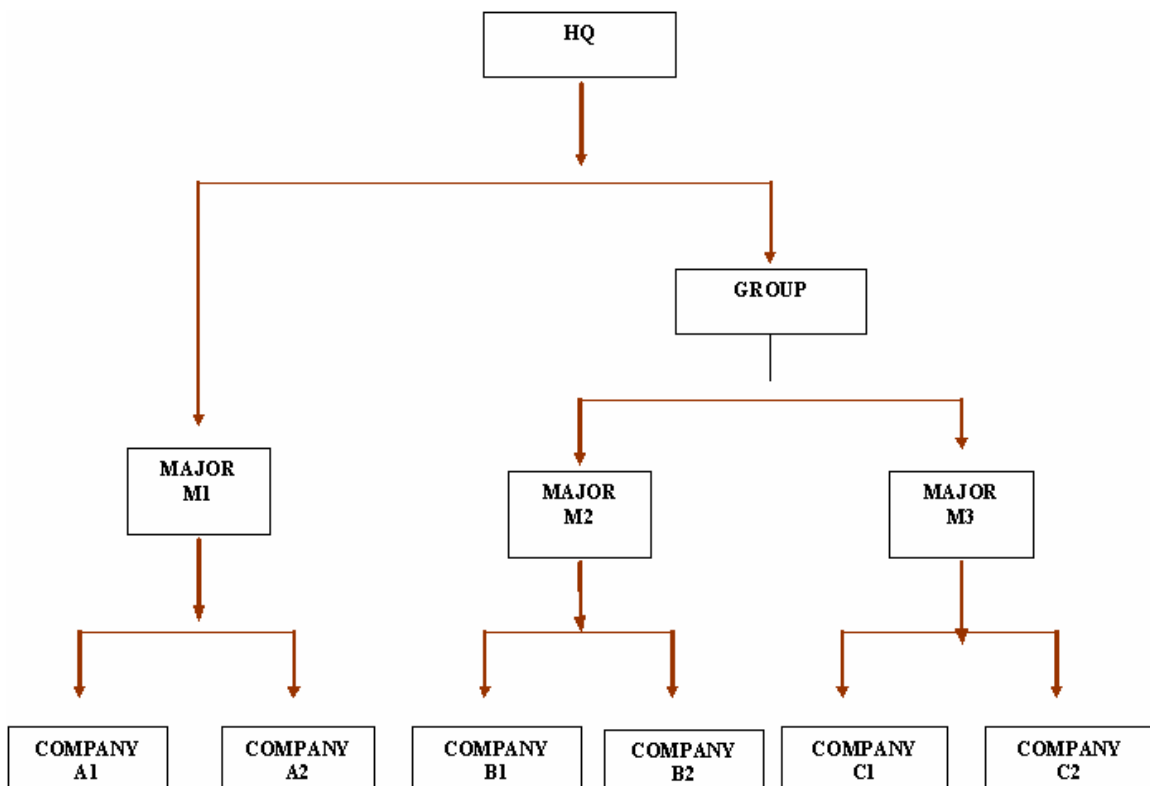
To view the Business Rules report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Company Structure

The IMOS Financials system database design includes five transaction-related tables and four auxiliary tables. The company structure has two tiers, consisting of one Major company and a number of subcompanies.



Company components can be grouped together to form a multi-tiered hierarchical structure.



Companies

Companies can be vessels, investment companies, or any other type of company. In the structure above, M1 could be Company ABC, and A1, A 2, etc., the vessels managed by ABC. In this case, M1 will see only transactions within its operating scope. M2 could be Company XYZ, and M3 could be a crewing company servicing ABC and XYZ.

Transactions within a company are tagged by Line of Business/Trading Partner, Voyage, or Project and Department/Profit Center.

Majors

Majors manage and consolidate the financial activity of companies.

Groups

Groups manage majors.

Financial Units

A Financial Unit represents the lowest information level of a recorded financial transaction that allows a direct generation of complete financial statements. In IMOS, this level is the vessel. Within the vessel, voyage statements can be generated.

Business Rules

The business rules provide a mapping between Operations transactions and accounting. This mapping is at the transaction detail level, from the source and detail codes of Operations to the ledger account numbers.

Setting Up Company Information

The Company Information form links the vessels to the managing company.

Before you can set up your company information, you must enter the remittance information, that is, [set up the banks](#) that the company will use as Address Book Contacts. A remittance Address Book Contact must be type N, and its short name must be the bank ledger code in the [Chart of Accounts](#). After you set up the banks, you can select them to complete your company's [Address Book Contact](#) form.

To set up your company information:

1. In the **Financials Center**, under Set-Up, click **Company Information**.

Company Information

2. On the Company Information form, click .

New Company

3. On the New Company form, enter the **Company Code** and **Company Name** and click **OK**.
4. Because every company must have an entry in the Address Book, an [Address Book Contact](#) form appears. It contains the **Short Name** (Company Code) and **Full Name** (Company Name) from the New Company form. Its **Type** is W.

Note: You must follow the procedure above to enter a new company; entering the company in the Address Book with Type W will not work.

5. On the Address Book Contact form, enter the following information:
 - Address
 - Currency
 - Country
6. Under Remittance Information, select a Beneficiary Bank and a Correspondent Bank from the [selection lists](#).
7. Right-click the Beneficiary Bank and then click **Remittance Details**.

Remittance Bank Information

8. On the Remittance Bank Information form, in the **Bank Name** field, enter the company name to appear as the **In Favor Of** company in the [Freight Invoice](#) and [Commission Payment](#).
9. To save and close the Remittance Bank Information form, click
10. To save the company information, click

You can do the following task from the Company Information form:

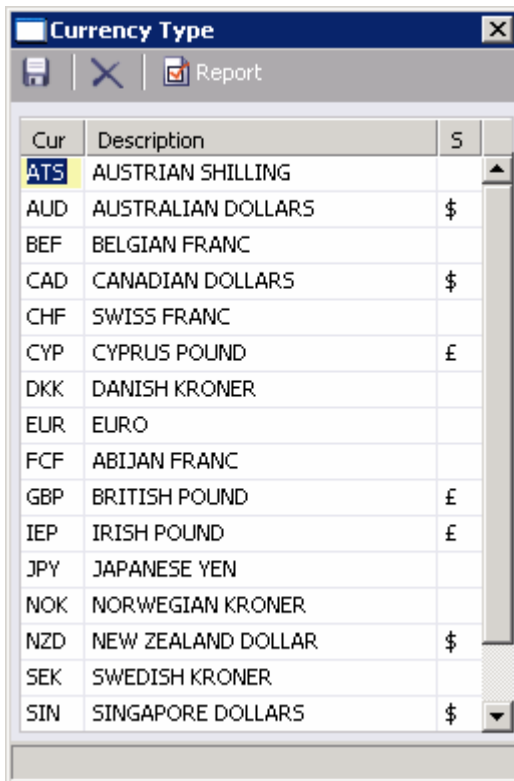
- To view the [Address Book Contact form](#), click .

Setting Up Currency Types

To set up the Currency Types that can be selected in IMOS transactions:


- In the **Financials Center**, under Set-Up, click **Currencies**.

Note: You can also access [Currency Types](#) through the Data Center.



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	£
JPY	JAPANESE YEN	
NOK	NORWEGIAN KRONER	
NZD	NEW ZEALAND DOLLAR	\$
SEK	SWEDISH KRONER	
SIN	SINGAPORE DOLLARS	\$

Currency Type

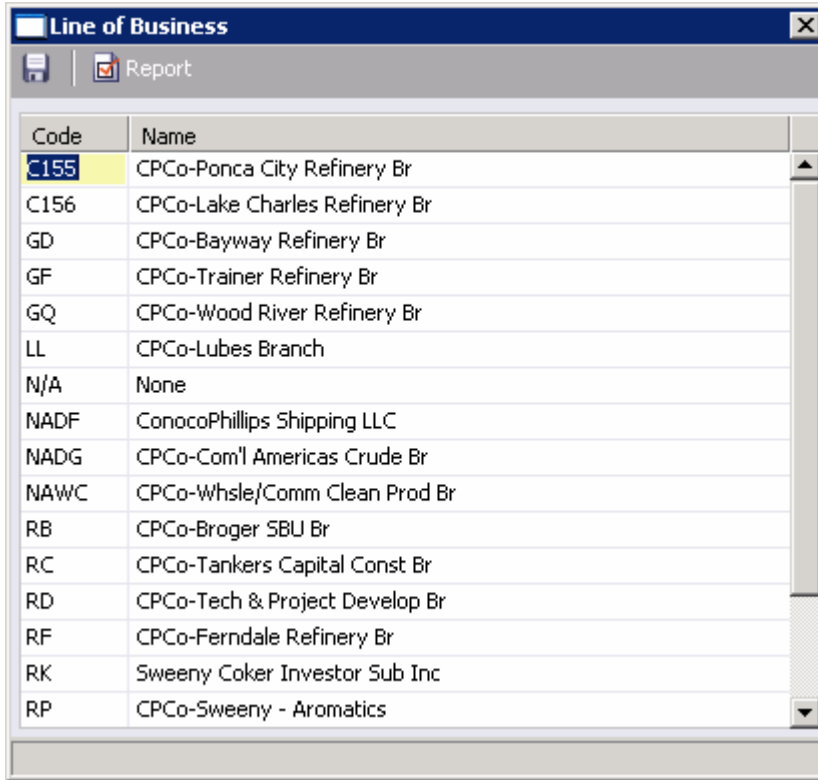
- For each currency type, enter the following:
 - Cur: International abbreviation for the currency type
 - Description
 - S: Symbol for the currency type
- To save the information, click .

To view the Currency Type report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.


Setting Up Lines of Business or Trading Partners

To set up Lines of Business or Trading Partners:

1. In the **Financials Center**, under Set-Up, click **Line of Business**.



Line of Business

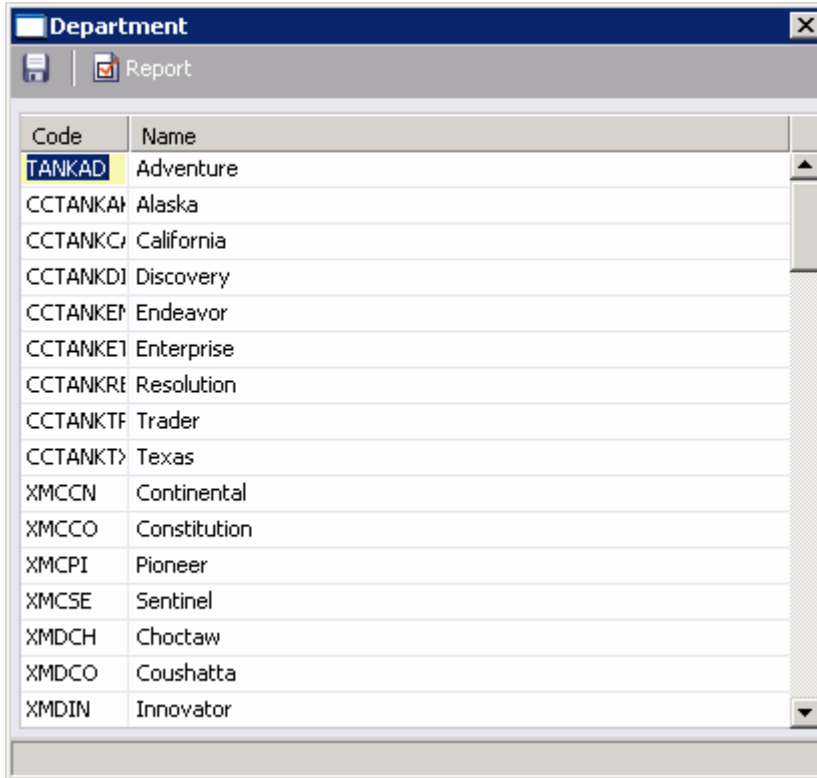
2. For each line of business, enter the following:
 - Code
 - Name
3. To save the information, click .

To view the Lines of Business report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Setting Up Departments or Profit Centers


To set up Departments or Profit Centers:

1. In the **Financials Center**, under Set-Up, click **Department**.



Code	Name
TANKAD	Adventure
CCTANKA	Alaska
CCTANKC	California
CCTANKD	Discovery
CCTANKEN	Endeavor
CCTANKET	Enterprise
CCTANKRE	Resolution
CCTANKTF	Trader
CCTANKT	Texas
XMCCN	Continental
XMCCO	Constitution
XMCP	Pioneer
XMCS	Sentinel
XMDCH	Choctaw
XMDCO	Coushatta
XMDIN	Innovator

Department

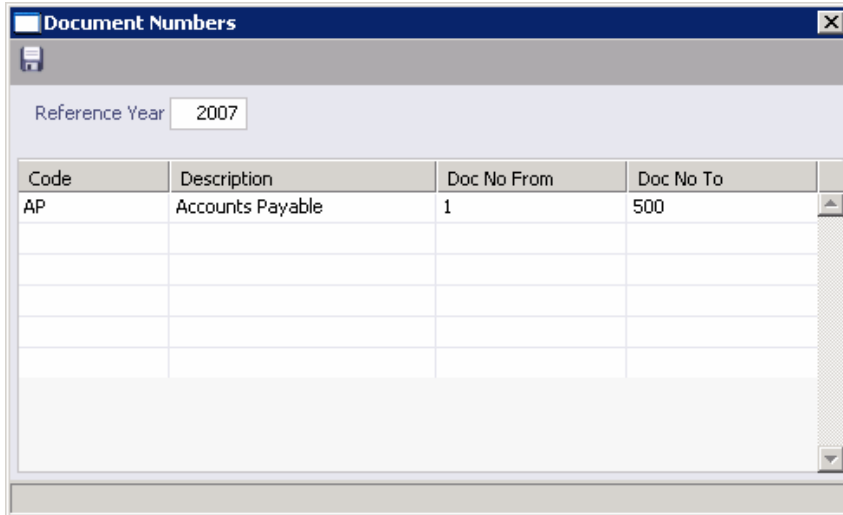
2. For each department, enter the following:
 - Code
 - Name
3. To save the information, click .

To view the Department report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Setting Up Document Numbers

To set up Document Numbers:


1. In the **Financials Center**, under Set-Up, click **Document Numbers**.



The screenshot shows a window titled "Document Numbers" with a close button (X) in the top right corner. Below the title bar is a save icon and a "Reference Year" field containing "2007". A table with four columns is displayed: "Code", "Description", "Doc No From", and "Doc No To". The first row contains the following data: "AP", "Accounts Payable", "1", and "500". There are several empty rows below the first one. A scroll bar is visible on the right side of the table.

Code	Description	Doc No From	Doc No To
AP	Accounts Payable	1	500

Document Numbers

2. Enter the **Reference Year**.
3. For each code, enter the following:
 - Description
 - Doc No. From
 - Doc No. To
4. To save the information, click .

Working with Transactions

Overview of Transactions

To work with transactions in the following ways, click the appropriate link under **Transactions** in the [Financials Center](#).

- [Creating Invoices](#)
- [Editing Invoices](#)
- [Approving Invoices](#)
- [Posting Invoices](#)
- [Entering Payables and Receivables](#)
- [Entering Payments and Receipts](#)
- [Making Journal Entries](#)
- [Monthly Accruals](#)

You can also [modify, reject, or reverse an invoice](#).

Creating Invoices

Overview of Creating Invoices

You can create Freight, Commission, and Demurrage Invoices in the **Create Invoices** list. To create an invoice:

1. In the [Financials Center](#), under Transactions, click **Create Invoices**.
2. From the Invoice Type list, select the type of invoice that you want to create:
 - [Freight Invoices](#)
 - [Relet Freight Invoices](#)
 - [Commission Invoices](#)
 - [Demurrage Invoices](#)

Creating Freight Invoices

You can create Freight Invoices in the **Create Invoices** list. To create a Freight Invoice:


1. In the [Financials Center](#), under Transactions, click **Create Invoices**.
2. From the Invoice Type list, select **Freight Invoices**.

Refresh		Invoice Type: Freight Invoices	Reference date: 11/17/2020	Create Invoices						
Action	Vessel Name	Voyage Number	BL Code	Fixture Number	Cargo	CP Quantity	Freight Rate	Currency	Charterer	
<input type="checkbox"/> Create Invoice		1	1	20050099	G CRUDE OI	133,000.00	460,000.00 USD	USD	SINOMART	
<input type="checkbox"/> Create Invoice	MARIANA	6011	1	20060272	UMS	32,000.00 MT	265.000 WSC 8.780	USD	CEPSA	
<input type="checkbox"/> Create Invoice	WESTWARD	6008	1	20060263	NAPHTHA	31,000.00 MT	260.000 WSC 13.170	USD	VITOL	
<input type="checkbox"/> Create Invoice	RIO CAPE	6006	1	20060259	GASOIL	33,000.00 MT	290.000 WSC 11.350	USD	ADDAX	
<input type="checkbox"/> Create Invoice	CAMI CAPE	6013	1	20060279	CPP	30,000.00 MT	245.000 WSC 7.840	USD	TRAFIGURA	
<input type="checkbox"/> Create Invoice		1	1	20050082	GASOIL	28,500.00	1.00 USD	USD	STASCO	
<input type="checkbox"/> Create Invoice		2	02.01	20050084	GASOLINE	31,000.00	1.00 USD	USD	ALPINE	
<input type="checkbox"/> Create Invoice		52	5198	20050089	NAPHTHA	25,500.00	1.00 USD	USD	VILMA OIL	
<input type="checkbox"/> Create Invoice		53	53.1	20050113	GASOIL	30,000.00	1.00 USD	USD	CSS SA	
<input type="checkbox"/> Create Invoice	CAPE MICHEL	6013	1	20070001	CRUDE OIL	33,000.00 MT	167.500 WSC 11.430	USD	PROJECTOR	
<input type="checkbox"/> Create Invoice	CAPE MICHEL	6013	2	20070001	GASOLINE	10,000.00 MT	35.00 USD/MT	USD	PREEM	
Create Invoice for checked item(s)										

Create Freight Invoices List

All transactions for which a Freight Invoice can be created appear in the list. The list contains the following columns: Check box, Action, Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, CP Quantity, Freight Rate, Currency, and Charterer.

3. You can change your view:
 - If there are more transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To sort transactions by Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, Currency, or Charterer, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
 - To filter transactions by Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, Currency, or Charterer, click the column heading and then click either **(All)** or one of the values from the column.
4. Do one of the following:
 - To create a Freight Invoice for a transaction, click its [Create Invoice](#) link in the **Action** column.
 - To create multiple Freight Invoices for the same vessel, select the check boxes in front of those transactions and then click the [Create Invoice for checked item\(s\)](#) link at the bottom of the **Action** column.
5. When the invoice or invoices appear, enter the appropriate information.
 - To be able to save an invoice, you must enter at least the date.

- By default, the **Actual** check box is selected. If the invoice is not ready for [approval](#), clear the **Actual** check box before saving, so you can continue to [edit it](#).
6. To save the invoice, click .
- If the **Actual** check box is selected, a saved invoice can be [approved](#); if your system is not configured to use the approval process, the invoice can be [posted](#).
 - If the **Actual** check box is cleared, a saved invoice can still be [edited](#) and submitted for approval later.

Creating Relet Freight Invoices

You can create Relet Freight Invoices in the **Create Invoices** list. To create a Relet Freight Invoice:

1. In the [Financials Center](#), under Transactions, click **Create Invoices**.
2. From the Invoice Type list, select **Relet Freight Invoices**.


Refresh		Invoice Type: Relet Invoices	Reference date: 11/22/2005	Create Invoices						
Action	Vessel Name	Voyage Number	BL Code	Fixture Number	Cargo	CP Quantity	Freight Rate	Currency	Charterer	
<input type="checkbox"/> Create Invoice		1	1	20050099	G CRUDE OI	133,000.00	460,000.00 USD	USD	SINOMART	
<input type="checkbox"/> Create Invoice	MARIANA	6011	1	20060272	UMS	32,000.00 MT	265.000 WSC 8.780	USD	CEPSA	
<input type="checkbox"/> Create Invoice	WESTWARD	6008	1	20060263	NAPHTHA	31,000.00 MT	260.000 WSC 13.170	USD	VITOL	
<input type="checkbox"/> Create Invoice	RIO CAPE	6006	1	20060259	GASOIL	33,000.00 MT	290.000 WSC 11.350	USD	ADDAX	
<input type="checkbox"/> Create Invoice	CAMI CAPE	6013	1	20060279	CPP	30,000.00 MT	245.000 WSC 7.840	USD	TRAFIGURA	
<input type="checkbox"/> Create Invoice		1	1	20050082	GASOIL	28,500.00	1.00 USD	USD	STASCO	
<input type="checkbox"/> Create Invoice		2	02.01	20050084	GASOLINE	31,000.00	1.00 USD	USD	ALPINE	
<input type="checkbox"/> Create Invoice		52	5198	20050089	NAPHTHA	25,500.00	1.00 USD	USD	VILMA OIL	
<input type="checkbox"/> Create Invoice		53	53.1	20050113	GASOIL	30,000.00	1.00 USD	USD	CSS SA	
<input type="checkbox"/> Create Invoice	CAPE MICHEL	6013	1	20070001	CRUDE OIL	33,000.00 MT	167.500 WSC 11.430	USD	PROJECTOR	
<input type="checkbox"/> Create Invoice	CAPE MICHEL	6013	2	20070001	GASOLINE	10,000.00 MT	35.00 USD/MT	USD	PREEM	

[Create Invoice for checked item\(s\)](#)

Create Freight Invoices List

All transactions for which a Relet Freight Invoice can be created appear in the list. The list contains the following columns: Check box, Action, Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, CP Quantity, Freight Rate, Currency, and Charterer.

3. You can change your view:
 - If there are more transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.

- To sort transactions by Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, Currency, or Charterer, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
 - To filter transactions by Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, Currency, or Charterer, click the column heading and then click either **(All)** or one of the values from the column.
4. Do one of the following:
- To create a Relet Freight Invoice for a transaction, click its [Create Invoice](#) link in the **Action** column.
 - To create multiple Relet Freight Invoices for the same vessel, select the check boxes in front of those transactions and then click the [Create Invoice for checked item\(s\)](#) link at the bottom of the **Action** column.
5. When the invoice or invoices appear, enter the appropriate information.
- To be able to save an invoice, you must enter at least the date.
 - By default, the **Actual** check box is selected. If the invoice is not ready for [approval](#), clear the **Actual** check box before saving, so you can continue to [edit it](#).
6. To save the invoice, click .
- If the **Actual** check box is selected, a saved invoice can be [approved](#); if your system is not configured to use the approval process, the invoice can be [posted](#).
 - If the **Actual** check box is cleared, a saved invoice can still be [edited](#) and submitted for approval later.

Creating Commission Invoices


You can create Commission Invoices in the **Create Invoices** list. To create a Commission Invoice:


1. In the [Financials Center](#), under Transactions, click **Create Invoices**.
2. From the Invoice Type list, select **Commission Invoices**.

Action	Vessel Name	Voyage Number	Fixture Number	Cargo	Broker	Commission	Cargo Invoice
Create Invoice	ALBATROSS	6004	20060096	NAPHTHA	ADDRESS	1.25 %	
Create Invoice	ALBATROSS	6006	20060122	ULSD	ADDRESS	1.25 %	
Create Invoice	ALBATROSS	6008	20060161	GASOLINE	ADDRESS	1.25 %	
Create Invoice	ALBATROSS	6009	20060191	GASOLINE	ADDRESS	1.25 %	
Create Invoice	ALBATROSS	6010	20060200	GASOIL	ADDRESS	1.25 %	
Create Invoice	ALBATROSS	6010	20060200	GASOIL	ISLANDIA	1.25 %	Unpaid
Create Invoice	ALBATROSS	6011	20060221	GASOIL	ISLANDIA	1.25 %	Unpaid
Create Invoice	ALBATROSS	6012	20060254	NAPHTHA	GGSS	1.25 %	Unpaid
Create Invoice	ALBATROSS	6012	20060254	NAPHTHA	MEDCOSHIP	1.25 %	Unpaid
Create Invoice	ALBATROSS	6012	20060254	NAPHTHA	MSCC	0.75 %	Unpaid
Create Invoice	ANDES	6005	20060087	FUEL OIL	ADDRESS	1.25 %	
Create Invoice	ANDES	6009	20060124	FUEL OIL	ADDRESS	1.25 %	
Create Invoice	ANDES	6009	20060128	FUEL OIL	ADDRESS	1.25 %	
Create Invoice	ANDES	6010	20060149	FUEL OIL	ADDRESS	1.25 %	
Create Invoice	ANDES	6010	20060149	FUEL OIL	DONNELLY	0.75 %	Unpaid
Create Invoice	ANDES	6011	20060162	VGO	ADDRESS	1.25 %	
Create Invoice	ANDES	6011	20060162	VGO	DONNELLY	0.75 %	Unpaid
Create Invoice	ANDES	6012	20060216	FUEL OIL	DONNELLY	0.75 %	Unpaid
Create Invoice	ANDES	6012	20060246	FUEL OIL	GGSS	1.25 %	Unpaid
Create Invoice	ANDES	6012	20060246	FUEL OIL	TANKSHIP	2.50 %	
Create Invoice	ANDES	6013	20060273	FUEL OIL	GGSS	1.25 %	Unpaid
Create Invoice	ANDES	6013	20060273	FUEL OIL	HANDY POOL	0.75 %	Unpaid
Create Invoice	ANDES	6013	20060273	FUEL OIL	TANKSHIP	2.50 %	Unpaid
Create Invoice	CAMI CAPE	6002	20060042	NAFTA	ADDRESS	2.50 %	
Create Invoice	CAMI CAPE	6003	20060074	NAPHTHA	ADDRESS	2.50 %	
Create Invoice	CAMI CAPE	6004	20060094	NAPHTHA	ADDRESS	1.25 %	
Create Invoice	CAMI CAPE	6005	20060115	NAPHTHA	ADDRESS	2.50 %	
Create Invoice	CAMI CAPE	6006	20060137	GASOIL	ADDRESS	1.25 %	
Create Invoice	CAMI CAPE	6007	20060159	NAPHTHA	ADDRESS	1.25 %	
Create Invoice	CAMI CAPE	6008	20060175	GASOLINE	ADDRESS	2.50 %	
Create Invoice	CAMI CAPE	6009	20060199	NO NAME	ADDRESS	1.25 %	
Create Invoice	CAMI CAPE	6010	20060231	LUMS	ADDRESS	1.25 %	
Create Invoice	CAMI CAPE	6011	20060252	GASOIL	MSCC	0.75 %	Unpaid
Create Invoice	CAMI CAPE	6011	20060252	GASOIL	SERNAVIMAR	1.25 %	Unpaid

Create Commission Invoices List

All transactions for which a Commission Invoice can be created appear in the list. The list contains the following columns: Action, Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, CP Quantity, Freight Rate, Currency, and Charterer.

- To create invoices for a particular date, select the [date](#) from the **Reference Date** list and then click .
- You can change your view:
 - If there are more transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To sort transactions by Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, Currency, or Charterer, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
 - To filter transactions by Vessel Name, Voyage Number, BL Code, Fixture Number, Cargo, Currency, or Charterer, click the column heading and then click either **(All)** or one of the values from the column.
- To view a transaction's [Voyage Fixture Note](#), click its [number](#) link in the **Fixture Number** column.
- To create a Commission Invoice for a transaction, click its [Create Invoice](#) link in the **Action** column.
- When the Commission Payment invoice appears, enter the appropriate information.

- To be able to save an invoice, you must enter at least the date.
 - By default, the **Actual** check box is cleared. If the invoice is ready for [approval](#), select the **Actual** check box before saving. Otherwise, you can continue to [edit it](#).
8. To save the invoice, click .
- If the **Actual** check box is selected, a saved invoice can be [approved](#); if your system is not configured to use the approval process, the invoice can be [posted](#).
 - If the **Actual** check box is cleared, a saved invoice can still be [edited](#) and submitted for approval later.

Creating Demurrage Invoices




You can create Demurrage Invoices in the **Create Invoices** list. To create a Demurrage Invoice:


1. In the [Financials Center](#), under Transactions, click **Create Invoices**.
2. From the Invoice Type list, select **Demurrage Invoices**.

Create Invoices																
Action	AP/AR	Date	Vessel	Voyage	Voyage Type	Counterparty	Ports	Cargoes	LDM	Invoice No.	Invoice Date	Timebar	Days	Amount	Voyage Reason	Status
Create	AR	7/20/2006 08:55	CARINA	46	OVOV		GOTHENBORG, REYKJAVIK	CFF	Multiple			308.45	2.86			Estimated
Create	AR	7/27/2006 09:40	CARINA	47	OVOV		MONGSTAD, OSLO	JET A1	Multiple			291.63	1.76			Estimated
Create	AR	8/1/2006 22:05	CARINA	48	OVOV		GDANSK, ANTWERP	GASOIL	Multiple			287.34	5.74			Estimated
Create	AR	8/22/2006 03:50	CARINA	51	OVOV		FREDERICIA, STOCKHOLM	JET A1	Multiple			267.17	2.57			Estimated
Create	AR	9/1/2006 11:00	SEA VENTURE	1	TCOV		AMUAY BAY, PORT EVERGLADES	CFF	Multiple			246.18	6.25			Estimated
Create	AR	7/17/2006 06:50	UNIQUE	6010	OVOV		ANTWERP, NEW YORK	GASOLINE	Multiple			295.16	8.80			Estimated
Create	AR	7/4/2006 19:45	WEST ROVER	67	OVOV		SAN LORENZO (A.R.), NECOCHEA, CALLAO, PAITA	VEG	Multiple			294.18	16.39			Estimated
Create	AR	7/3/2006 03:00	WESTWARD	6007	OVOV		VENTSPILS (WINDAU), LAGOS	GASOLINE	Multiple			307.02	24.33			Estimated
Create	AR	8/14/2006 06:12	WHISTLER	6011	OVOV		SILLIMAE, ROTTERDAM	CONDENSATE	Multiple			274.21	2.39			Estimated
Create	AR	8/18/2006 22:00	WILSON	6009	OVOV		AMUAY BAY, BOSTON	GASOIL	Multiple			266.31	4.04			Estimated

Create Demurrage Invoices List

All transactions for which a Demurrage Invoice can be created appear in the list. The list contains the following columns: Action, AP/AR, Date, Vessel, Voyage, Voyage Type, Counterparty, Ports, Cargoes, LDM, Invoice No., Invoice Date, Timebar, Days, Amount, Voyage Region, and Status.

3. To create invoices for a particular date, select the [date](#) from the **Reference Date** list and then click .
4. You can change your view:
 - If there are more transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To sort transactions by AP/AR, Vessel, Voyage, Voyage Type, Counterparty, Ports, Cargoes, Invoice No., Timebar, or Voyage Region, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
 - To filter transactions by AP/AR, Vessel, Voyage, Voyage Type, Counterparty, Ports, Cargoes, Invoice No., Timebar, or Voyage Region, click the column heading and then click either **(All)** or one of the values from the column.
5. To create a Demurrage Invoice for a transaction, click its [Create](#) link in the **Action** column.
6. When the New Laytime Calculation Setup form appears, select either Single Port/Single Cargo or Multiple Ports/Cargoes, Reversible Selected Ports, add Include Broker and Address Commissions, and then click **OK**.
7. In the Laytime Calculation form, click the Import Activities button to import the Port Activities.
8. Click . The Demurrage information appears on the right.
9. Enter an Invoice Number.
10. To save the form, click . It appears on the [Editing Invoices](#) list.

From this list, you can also create a new Demurrage Claim. Click  and then complete the [Demurrage Claim](#) form.


Editing Invoices

You can edit Freight, Commissions, and Demurrage Invoices in the Edit Invoices list. To edit an invoice:

1. In the [Financials Center](#), under Transactions, click **Edit Invoices**.

Refresh List											Edit Invoices	
Action	TransNo	Vessel Name	Voyage No	Source	Bill Date	Invoice No	Amount Curr	Currency	Amount Base	Memo	Counterparty	Status
Open Invoice	11824	AMERICAN EAGLE	1	DEDS			-1,000.00	USD	-1,000.00		CHARTERER C	Incomplete

Edit Invoices List

3. All incomplete and rejected invoices appear in the list. The list contains the following columns: Action, Trans No., Vessel Name, Voyage No., Source, Bill Date, Invoice No., Amount Curr, Currency, Amount Base, Memo, Counterparty, and Status.
4. You can change your view:
 - If there are more transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To sort transactions by Vessel Name, Source, Currency, Counterparty, or Status, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
 - To filter transactions by Vessel Name, Source, Currency, Counterparty, or Status, click the column heading and then click either **(All)** or one of the values from the column.
4. To open an invoice, click its [Open Invoice](#) link in the **Action** column.
5. Enter the appropriate information.
6. If the invoice is ready for [approval](#), select the **Actual** check box. Otherwise, you can continue to edit it.
7. To save the invoice, click .
 - If the **Actual** check box is selected, a saved invoice can be [approved](#).
 - If the **Actual** check box is cleared, a saved invoice can be edited.

Approving Invoices




You can approve Freight, Commissions, and Demurrage Invoices in the Approve Invoices list. To approve an invoice:

1. In the [Financials Center](#), under Transactions, click **Approve Invoices**.

Action	AP/AR	Id	Date	Description	Counterparty	Curr	Amount	Vessel	Voyage	Voyage Region	Opr Type	Number	Status
Review Tax	AR	11807	7/27/2007	Freight Invoice	CHARTERER C	USD	0.00	STAR RISER	20	OVOV		1	Ready For Approval

Approve Invoices List

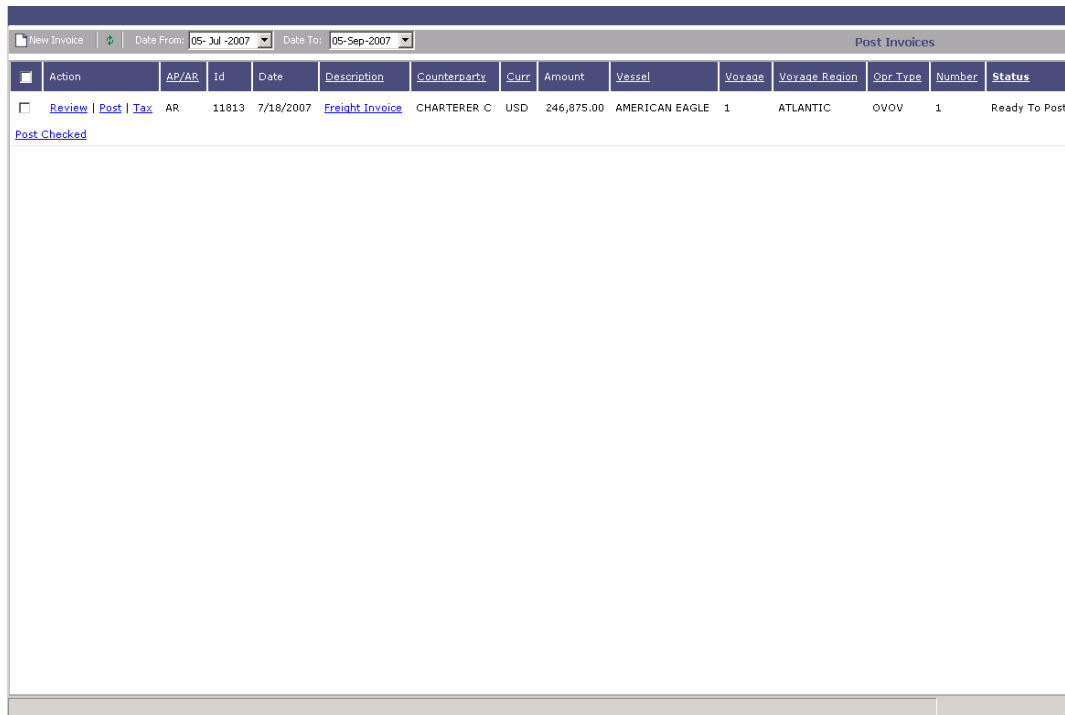
2. All invoices ready for approval appear in the list. The list contains the following columns: Action, AP/AR, ID, Date, Description, Counterparty, Curr, Amount, Vessel, Voyage, Voyage Region, Opr Type, Number, and Status.
3. You can change your view:
 - If there are more transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To sort transactions by AP/AR, Description, Counterparty, Curr, Vessel, Voyage Region, Opr Type, or Status, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
 - To filter transactions by AP/AR, Description, Counterparty, Curr, Vessel, Voyage Region, Opr Type, or Status, click the column heading and then click either **(All)** or one of the values from the column.
4. To open an invoice, click its [Review](#) link in the **Action** column. The invoice appears in your custom format, the same way it prints.
5. Depending on the type of invoice:
 - For all but Demurrage invoices, click one of the buttons on the top of the invoice:

- o To approve the invoice, click .
 - o To reject the invoice, click . A Comment window opens; enter the reason for rejecting the invoice.
 - For Demurrage invoices, select **Settled** and enter the settled amount in the **Settled USD** field.
6. To save the invoice, click .

Posting Invoices

You can post Freight, Commissions, and Demurrage Invoices in the Post Invoices list. To post an invoice:

1. In the [Financials Center](#), under Transactions, click **Post Invoices**.





Action	AP/AR	ID	Date	Description	Counterparty	Curr	Amount	Vessel	Voyage	Voyage Region	Opr Type	Number	Status
Review Post Tax	AR	11813	7/18/2007	Freight Invoice	CHARTERER C	USD	246,875.00	AMERICAN EAGLE	1	ATLANTIC	OVOV	1	Ready To Post

[Post Checked](#)

Post Invoices List

2. All invoices ready to be posted appear in the list. The list contains the following columns: Action, AP/AR, ID, Date, Description, Counterparty, Curr, Amount, Vessel, Voyage, Voyage Region, Opr Type, Number, and Status.
3. You can change your view:
 - If there are more transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To sort transactions by AP/AR, Description, Counterparty, Curr, Vessel, Voyage Region, Opr Type, or Status, click the column heading and then click either **Sort Ascending** or **Sort Descending**.

- To filter transactions by AP/AR, Description, Counterparty, Curr, Vessel, Voyage Region, Opr Type, or Status, click the column heading and then click either **(All)** or one of the values from the column.
4. To open an invoice, click its [Review](#) link in the **Action** column. The invoice appears in your custom format, the same way it prints.
 5. To post an invoice, click its [Post](#) link in the **Action** column.
 6. The Transaction Data Entry form appears, with the current date in the Accounting Date field; you can change the date.
 7. To save and post the invoice, click .
 8. If you want to pay the invoice, click .

Entering Payables and Receivables

To enter payables and receivables without creating an invoice, follow these steps:

1. In the [Financials Center](#), under Transactions, click **Enter Payables/Receivables**.
2. Complete the [Transaction Data Entry](#) form as appropriate.




Transaction Data Entry

Opening a Transaction Data Entry


To open an existing Transaction Data Entry, use one of these methods:

- On the [Post Invoices list](#), click the transaction's [Post](#) link in the **Action** column.
- On the [Operations Transaction Summary](#), click the transaction's [View](#) or [Post](#) link in the **Action** column.
- On the [Accounting Interface Summary](#), click the transaction's [Edit](#) link in the **Action** column.




Creating a Transaction Data Entry




1. To create a new Transaction Data Entry:
 - On the [Operations Transaction Summary](#), click .
 - On the [Approve Invoices List](#), click .
 - On the [Post Invoices List](#), click .

Transaction Data Entry

2. Select either **Payable** or **Receivable**.
3. Complete the following fields:
 - Accounting Date
 - Vendor/Customer
 - Invoice No.
 - Invoice Date
4. Complete the Invoice Details and other fields as appropriate.
5. To save the information, click .

On a Transaction Data Entry, you can do the following tasks:

- To pay the invoice, click .
- To work with attachments to the Transaction Data Entry, click . In the Attachments box:
 - To add an attachment, right-click  **Attachments** and then click **Add New Attachment**.
 - To open an attachment, either double-click it or right-click it and select **Open Attachment**.
 - To delete an attachment, right-click it and select **Delete Attachment**.

- To delete all attachments, right click  **Attachments** and then click **Delete All Attachments**.
- To view the Invoice Data Entry Record report, click  and then click **Invoice Report**. The report appears in a separate browser window. You can use browser commands to save or print the report.
- To view the Canceled Invoice List, click  and then click **Canceled Invoice**. On that list, to view the Canceled Invoice Report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Entering Payments and Receipts

Overview of Payments and Receipts

Using the payment program, you can do the following:

- [Pay a single invoice or multiple invoices](#) in whole or partially
- [Enter a single receipt or multiple receipts](#)
- [Make advance payments](#)
- [Enter advance receipts](#)
- [Make payments](#) or [make advance payments](#) from banks using a currency different from the base currency
- Prepare instructions to the bank for wire transfers and [finalize the payment](#) transaction after receiving the bank advice
- Make [third-party payments](#)

Types of Currency

IMOS recognizes three types of currency:

- Base currency, the currency of the books
- Transaction or Vendor currency, the currency of the transaction
- Bank currency, the currency of the bank making/receiving the payment

Foreign Exchange Difference


IMOS keeps track of all exchange differences resulting from the types of currencies used.

Payments and Receipts

To record a cash transaction against a payable or receivable invoice, you can enter a payment or a receipt.

Opening a Payment or a Receipt

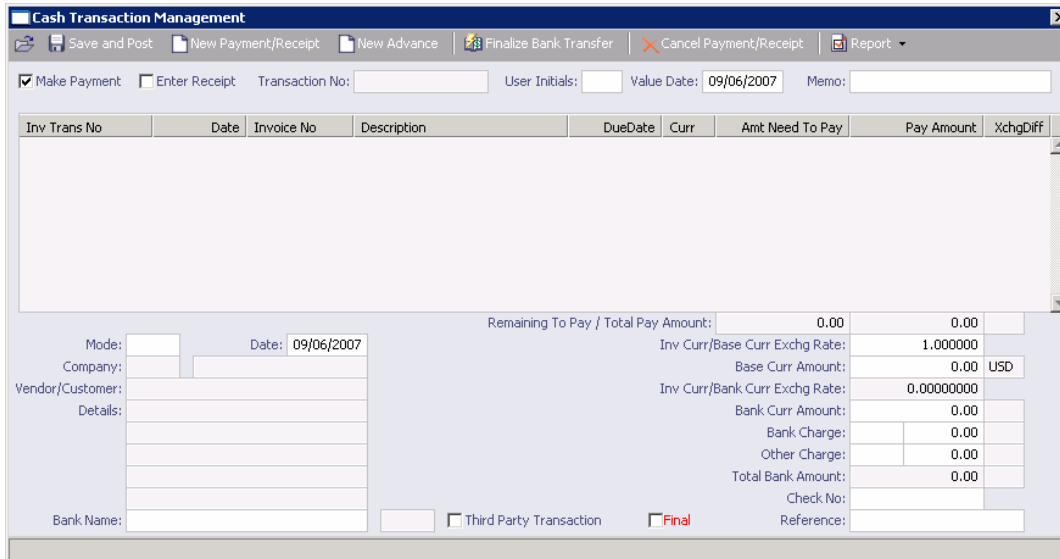
To open an existing transaction:

- In the **Financials Center**, under Transactions, click **Enter Payments/Receipts**. To find an existing transaction, click , enter selection criteria, and click **Retrieve**.

Creating a Payment or a Receipt

To make a payment or enter a receipt:

1. In the **Financials Center**, under Transactions, click **Enter Payments/Receipts**.



Cash Transaction Management

2. On the Cash Transaction Management form, select a check box:

- Make Payment
- Enter Receipt

3. Click .

Payment Instructions and Receipt Instructions

4. On the Payment Instructions or Receipt Instructions form, select the **Company** making or receiving the payment from the [selection list](#).
5. Select the **Bank** from the [selection list](#).
6. Select the **Vendor** from the [selection list](#).
7. Enter the **Date**.
8. If you know it, enter the **Invoice** number.
9. Select the method of payment.
10. Click **Apply to Main Screen**. On the Cash Transaction Management form, if more than one invoice is outstanding for the selected vendor, all appear, one invoice per line, with their corresponding expected amounts.


Note: To see the details of an invoice, right-click the invoice line. The Pay Invoice Details form appears.

Vsl	Voy	A/C	Description	AP/AR	Original	Outstanding	Pay Amount
E103	0002	603000	E103-0002-Freight @ 100.00 %	200010	66,202.63	66,202.63	0.00
E103	0002	603000	E103-0002-Bunker Surcharge Rate @ 100.00	200010	23,643.80	23,643.80	0.00
Total:					89,846.43	89,846.43	0.00









Pay Invoice Details

11. On the Cash Transaction Management form, for each invoice you want to pay or enter a receipt for, click the **Pay Amount** column and accept the figure, or enter a different one. The **Total Pay Amount** appears on the Total line. 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.
12. 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.

13. If this is a final payment, select the **Final** check box at the bottom of the form.

14. To save the entry, click .

From this form, you can also do the following tasks:

- To make a new payment or enter a new receipt, click .
- To [make a new advance payment or enter a new advance receipt](#), click .
- To [finalize a bank transfer](#), click .
- To cancel the payment or receipt, click .
- To view the Payment Report, click  and then click **Payment Report**. The report appears in a separate browser window. You can use browser commands to save or print the report.
- To print a check, click  and then click **Print Check**.
- To view the Canceled Payment List, click  and then click **Canceled Payment List**. On that list, to view the Canceled Payment Report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Advance Payments and Receipts

Configuring Advance Payments and Receipts

Before you can enter an advance payment or receipt, the advance clearance account must be entered in the COMPANY.CFG file. Use Notepad to enter the following line anywhere in the file:


```
CFGAdvanceLedgerAcc=account number
```

This process is almost the same as [Entering a Payment or a Receipt](#), except:

- You can include instructions to the bank when you print the advance payment.
- When the bank sends its advice, you must recall the payment to fill in the bank charges.

Opening an Advance Payment or Receipt

To open an existing transaction:

- In the **Financials Center**, under Transactions, click **Enter Payments/Receipts**. To find an existing transaction, click , enter selection criteria, and click **Retrieve**.

Creating an Advance Payment or Receipt

To make an advance payment or enter an advance receipt:

1. In the **Financials Center**, under Transactions, click **Enter Payments/Receipts**.

Cash Transaction Management

- On the Cash Transaction Management form, select the appropriate check box:

- Make Payment
- Enter Receipt

- Click 


Advance Payment and Advance Receipt

- On the Advance Payment or Advance Receipt form, select the **Company** making or receiving the advance payment from the [selection list](#).
- Select the **Bank** from the [selection list](#).
- Select the **Vendor** from the [selection list](#).
- Enter the **Date**.
- If you know it, enter the **Amount**.
- Select the method of payment.
- Click **Apply to Main Screen**. On the Cash Transaction Management form, if more than one invoice is outstanding for the selected vendor, all appear, one invoice per line, with their corresponding expected amounts.









Note: To see the details of an invoice, right-click the invoice line. The Pay Invoice Details form appears.

Vsl	Voy	A/C	Description	AP/AR	Original	Outstanding	Pay Amount
E103	0002	603000	E103-0002-Freight @ 100.00 %	200010	66,202.63	66,202.63	0.00
E103	0002	603000	E103-0002-Bunker Surcharge Rate @ 100.00	200010	23,643.80	23,643.80	0.00
Total:					89,846.43	89,846.43	0.00

Pay Invoice Details


11. On the Cash Transaction Management form, for each invoice you want to pay, click the **Pay Amount** column and accept the figure, or enter a different one. The **Total Payment Amount** appears on the Total line. 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.
12. 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.
13. If this is a final payment, select the **Final** check box at the bottom of the form.
14. To save the entry, click .

From this form, you can also do the following tasks:

- To make a new payment or enter a new receipt, click .
- To [make a new advance payment or enter a new advance receipt](#), click .
- To [finalize a bank transfer](#), click .
- To cancel the payment or receipt, click .
- To view the Payment Report, click  and then click **Payment Report**. The report appears in a separate browser window. You can use browser commands to save or print the report.
- To print a check, click  and then click **Print Check**.
- To view the Canceled Payment List, click  and then click **Canceled Payment List**. On that list, to view the Canceled Payment Report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.

Finalizing a Bank Transfer

To finalize a bank transfer:

1. To open the bank transfer, on the [Cash Transaction Management](#) toolbar, click . Enter selection criteria and click **Retrieve**.
2. The information appears on the [Cash Transaction Management form](#). On the toolbar, click



Posting Third-Party Payments

Configuring Third-Party Payments

Before you can post third-party payments, an account has to be allocated for this type of transaction in the COMPANY.CFG file. Use Notepad to enter the following line anywhere in the file:

CFGThirdPartyTempAcc=account number

Making Third-Party Payments

IMOS helps you make four types of third-party payments.

When you [enter a payment or receipt](#):

- For these transactions:
 - Pay to Vendor on behalf of another Vendor
 - Receive from Vendor on behalf of Vendor

On the [Cash Transaction Management form](#), select the **Third-Party Transaction** check box and enter the name of the third party in the **Third Party** field.

- For these transactions:
 - Vendor pay to Vendor on behalf of the Company
 - Vendor receive from Vendor on behalf of the Company

On the [Payment Instructions form](#), select **Vendor to Vendor Transaction**.

On the [Cash Transaction Management form](#), select the **Third-Party Transaction** check box and enter the name of the third party in the **Third Party** field.





Making Journal Entries

You can enter Journal Entries either through Operations or directly, through Financials. In either case, the Journal Entry form is used.

The Operations interface works at the voyage level. However, transactions such as fuel purchases, time charter payments, and others span a number of voyages. They are kept as balance sheet transactions. Later, when the voyage information is known, they are allocated to the voyage level.

Opening a Journal Entry

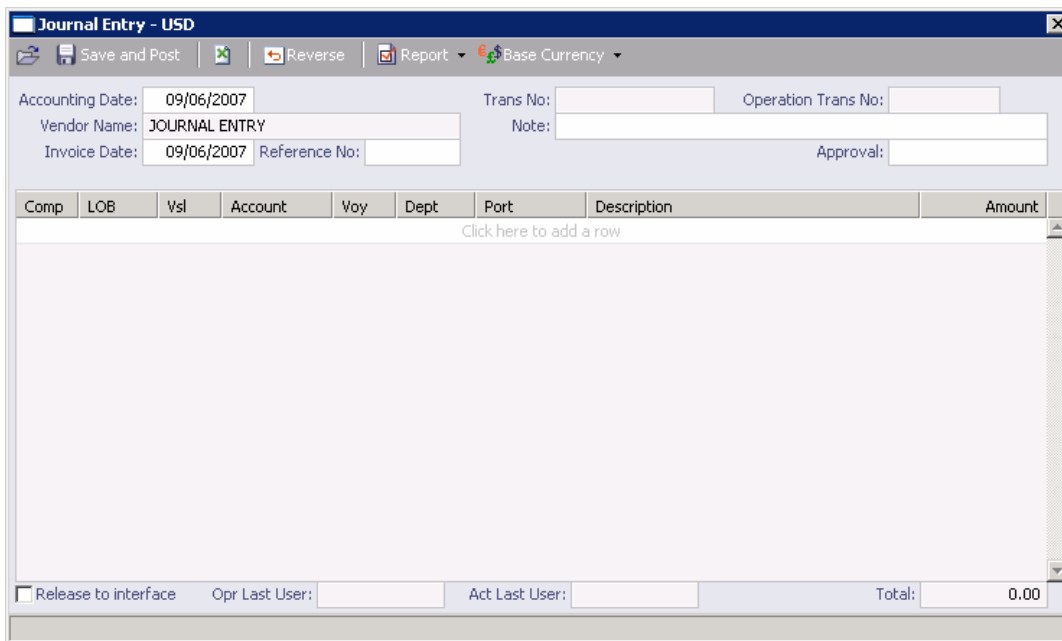
To open an existing journal entry:

- In the **Financials Center**, under Transactions, click **Make Journal Entries**. To find an existing transaction, click , and then use one of these methods:
 - Enter selection criteria and then click  or **Retrieve**.
 - If you have extensive experience with SQL commands, click **Advanced**, enter selection criteria, and then click . Then click  or **Retrieve**.


Creating a Journal Entry

To create a journal entry:



1. In the **Financials Center**, under Transaction Processing, click **Make Journal Entries**.



Journal Entry

2. Complete at least these fields, as appropriate:
 - Comp
 - LOB
 - Vsl
 - Acct
3. Make sure that debits equal credits; the Journal Entry must net out to zero.
4. To save the transaction, click .

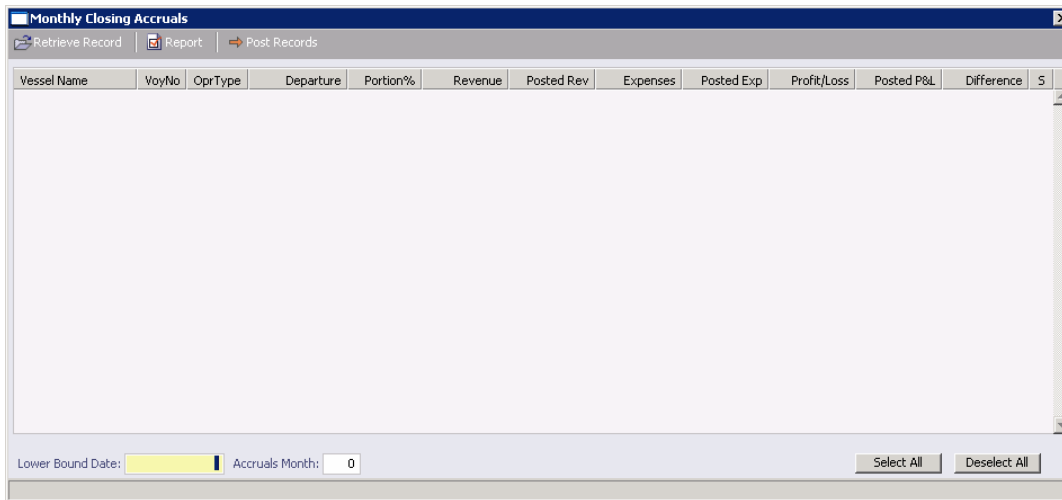
From this form, you can also do the following tasks:

- To reverse a Journal Entry, click .
- To view the Invoice Data Entry Record report, click  and then click **Invoice Report**. The report appears in a separate browser window. You can use browser commands to save, edit, or print the report.
- To view the Canceled Invoice List, click  and then click **Canceled Invoice**. On that list, to view the Canceled Invoice Report, click . The report appears in a separate browser window. You can use browser commands to save or print the report.



Monthly Accruals

You can compute the posted-actual for every vessel voyage that is still open and calculate accruals based on the result. Each accrual generated is 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.

1. In the **Financials Center**, under Transactions, click **Monthly Accruals**.





Monthly Closing Accruals

2. Click .
3. To select the records you want to post, do any of the following to select their check boxes in the **S** column:
 - Click **Select All**.
 - Click **Deselect All**.
 - Select the check box in the **S** column for the record.
4. Click .

Modifying, Rejecting, or Reversing an Invoice

How you modify an invoice depends on its status:

- To modify an invoice that has not been posted, open the invoice, make the changes, and save it.
- To modify an invoice that has been posted, ask the Accountants to reverse it, open the invoice in Operations, make the necessary changes, save it, and post it again.
- To reject an invoice that has not been paid:
 1. [View the invoice](#) on one of the following:
 - [Operations Transaction Summary](#)
 - Transactions Ready to Post Summary
 2. On the toolbar, click  .
 3. Enter the reason for rejecting the invoice.
 4. IMOS asks you to confirm that you want to reject the invoice. Click **Yes**.
- To reverse an invoice that has not been paid:
 1. [View the invoice](#) on one of the following:
 - [Operations Transaction Summary](#)
 - Transactions Ready to Post Summary
 2. On the toolbar, click  .
 3. IMOS asks if you want to delete the invoice. Click **Yes**.
 4. IMOS asks you to confirm that you want to reverse the invoice. Click **Yes**.

Operations Transaction Summary

Operations Transaction Summary

On the Operations Transaction Summary, you can view Operations transaction invoices and their [Transaction Data Entry](#) forms. The invoices have **Estimated** (only for Demurrage Invoices), **Posted**, **Ready for Approval**, **Ready to Post**, or **Released** status.

To view the Operations Transaction Summary:

1. In the **Financials Center**, click **Operations Transaction Summary**.

Action	AP/AR	ID	Date	Description	Counterparty	Curr	Amount	Vessel	Voyage	Voyage Reason	Qtr Type	Number	Status
Review Tax	AP	10959	7/18/2006	Port Disbursement Advance	NARSA	USD	56,380.00	WEST ROVER	67		OVOV	000655ADV	Ready For Approval
Review Tax	AP	10966	7/18/2006	Port Disbursement Advance	LUKOIL	USD	16,104.06	CARINA	45		OVOV	000656ADV	Ready For Approval
Review Tax	AP	11444	7/18/2006	Port Disbursement Advance	SEAPORT	USD	0.00	DYNACHEM	7		OVOV	000709ADV	Ready For Approval
Review Tax	AP	10967	7/20/2006	Port Disbursement Advance	GILLIS	SEK	102,519.00	CARINA	45		OVOV	000657ADV	Ready For Approval
Review Tax	AR	10960	7/20/2006	Freight Invoice	LUKOILCH	USD	143,187.50	CARINA	45		OVOV	000644FINV	Ready For Approval
Review Tax	AP	11006	7/20/2006	Port Disbursement	EASTMAR	EUR	6,649.93	STAR RISER	17		OVOV	1	Ready For Approval
Review Tax	AP	11351	7/20/2006	Port Disbursement Advance	MORAN	USD	23,100.00	WEST ROVER	66		OVOV	000693ADV	Ready For Approval
Review Tax	AP	11007	7/21/2006	Port Disbursement Advance	AB AUGUST	SEK	113,639.00	CARINA	46		OVOV	000663ADV	Ready For Approval
Review Tax	AP	11105	7/21/2006	Port Disbursement Advance	OAC YANBU	USD	82,043.00	STAR RISER	19		OVOV	000678ADV	Ready For Approval
Review Tax	AP	11101	7/21/2006	Bunker Invoice	DAN BUNKER	USD	17,077.50	CARINA	45		OVOV	121749	Ready For Approval
Review Tax	AP	11353	7/22/2006	Port Disbursement Advance	VOPAK-ROTT	EUR	29,480.00	POSEIDON	70		OVOV	000694ADV	Ready For Approval
Review Tax	AP	11007	7/24/2006	Port Disbursement	FORSA	EUR	-150.07	STAR RISER	18		OVOV	1	Ready For Approval
Review Tax	AR	11010	7/24/2006	Freight Invoice	SAFRA	USD	740,496.25	STAR RISER	19		OVOV	000645FINV	Ready For Approval
Review Tax	AP	11037	7/24/2006	Port Disbursement Advance	HUMANI & R	USD	49,800.00	POSEIDON	69		OVOV	000662ADV	Ready For Approval
Review Tax	AP	11090	7/24/2006	Port Disbursement Advance	GUNNAR GUD	USD	9,145.40	CARINA	46		OVOV	000664ADV	Ready For Approval
Review Tax	AP	11135	7/24/2006	Bunker Invoice	BOMINFLOT	USD	57,301.12	CARINA	44		OVOV	104212	Ready For Approval
Review Tax	AP	11178	7/25/2006	Port Disbursement	ISS-UK	EUR	3,840.26	CARINA	38		OVOV	1	Ready For Approval
Review Tax	AR	11091	7/26/2006	Freight Invoice	FREEM	USD	213,300.00	CARINA	46		OVOV	000646FINV	Ready For Approval
Review Tax	AP	11093	7/26/2006	Port Disbursement Advance	SEAPORT	USD	0.00	WILSON	6008		OVOV	000665ADV	Ready For Approval
Review Tax	AP	11094	7/26/2006	Port Disbursement	MASTERSHIP	USD	-1,165.51	ORLANDO	6006		OVOV	UPH0600261	Ready For Approval
Review Tax	AP	11102	7/26/2006	Port Disbursement Advance	CFLA	EUR	31,580.00	STAR RISER	19		OVOV	000667ADV	Ready For Approval
Review Tax		11785	7/26/2006	Voyage JFO Cost	XJOURNAL	USD	121,484.30	CAPE MICHEL	6010		OVOV		Ready For Approval
Review Tax		11796	7/26/2006	Voyage MDO Cost	XJOURNAL	USD	7,040.00	CAPE MICHEL	6010		OVOV		Ready For Approval
Review Tax	AR	11092	7/27/2006	Voyage Other Rev / Exp	ADAMMAR	USD	227,597.89	WEST ROVER	66		OVOV	000260VREV	Ready For Approval
Review Tax	AP	11107	7/27/2006	Port Disbursement	DELPIERRE	EUR	12,932.30	ORLANDO	6007		OVOV	UPTH060034	Ready For Approval
Review Tax	AP	11110	7/27/2006	Port Disbursement Advance	SEAPORT	USD	37,000.00	WILSON	6008		OVOV	000671ADV	Ready For Approval
Review Tax	AR	11115	7/28/2006	TCO Billing	CSS SA	USD	493,100.00	CARIAD	0			000206TCOB	Ready For Approval
Review Tax	AR	11118	7/28/2006	Freight Invoice	GLENRDAM	USD	1,489,750.00	LIBERTY	6010		OVOV	000651FINV	Ready For Approval
Review Tax	AP	11166	7/28/2006	Port Disbursement Advance	AHL SHIPPI	NOK	74,780.00	CARINA	47		OVOV	000677ADV	Ready For Approval
Review Tax	AP	11100	7/29/2006	Port Disbursement	SHIPPING.D	DKK	-6,762.24	CARINA	41		OVOV	1	Ready For Approval
Review Tax	AP	11183	7/30/2006	Port Disbursement	JORGEN	DKK	7.15	CARINA	43		OVOV	1	Ready For Approval
Review Tax	AP	11116	7/31/2006	Bunker Invoice	TRAMP	USD	95,769.72	LIBERTY	6010		OVOV	157100-511	Ready For Approval
Review Tax	AP	11132	7/31/2006	Bunker Invoice	BOMINFLOT	USD	124,230.00	POSEIDON	69		OVOV	104271	Ready For Approval
Review Tax	AP	11164	7/31/2006	Port Disbursement	NOLIS	USD	-6,680.82	POSEIDON	68		OVOV	1	Ready For Approval


Operations Transaction Summary

The Operations Transaction Summary contains the following columns:

- Action
- AP/AR
- ID
- Date
- Description
- Counterparty
- Amount

- Vessel
- Voyage
- Voyage Region
- Operation Type
- Number
- Status

2. You can change your view:

- If there are more Operations transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
- To display Operations transactions from a certain date range, select dates from the [Date From field](#) and the [Date To field](#) and then click .
- To sort Operations transactions by AP/AR, Transaction Description, Vessel, Voyage Region, Operation Type, or Status, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
- To filter Operations transactions by AP/AR, Transaction Description, Vessel, Voyage Region, Operation Type, or Status, click the column heading and then click either **(All)** or one of the values from the column.

You can do the following tasks from the Operations Transaction Summary:

- To create a new invoice, click  and complete the [Transaction Data Entry](#) form.
- To open an Operations invoice, click its [Description](#) link.
- To [view the Transaction Data Entry for a posted invoice](#), click its [View](#) link in the **Action** column.
- To [review an invoice for approval](#), click its [Review](#) link in the **Action** column.
- To [assign a tax code](#) to the invoice, click its [Tax](#) link in the **Action** column.

Assigning a Tax Code

On the Assign Tax Code form, you can assign a tax code to an invoice.


1. On the [Operations Transaction Summary](#), in the row for the invoice, click the [Tax](#) link in the **Action** column.

The screenshot shows a window titled "Assign tax code" with the following fields and data:

Code	Description	Amount	Tax Code
VOREV	HARBOUR DUES	22,253.67	

Total: 22,253.67

Assign Tax Code

2. On the Assign Tax Code form, enter the tax code.
3. To save the information, click .

Invoice Aging Summary

Invoice Aging Summary

The Invoice Aging Summary lists unposted bills and invoices due more than 90 days in the past. You can send reminder or collection letters from it.

To view the Invoice Aging Summary:


1. In the **Financials Center**, click **Invoice Aging Summary**.

Action		Due Date	Invoice No.	Type	Vendor	Brokers	Vessel	Voyage No.	Last Reminder	Days Overdue	Outstanding
91+ DAYS											
View	Remind	09/27/2006	000064FINV		COPGC		Continental	1	None sent	134	315,000.00
View	Remind	09/05/2006	000056FINV		COP LAR		550-2	6	None sent	156	63,233.75
View	Remind	09/05/2006	000057FINV		RODEO		550-2	6	None sent	156	64,041.25
View	Remind	09/03/2006	000063FINV		COMHP		INTEGRITY	4	None sent	158	31,216.67
View	Remind	09/28/2006	000020DEDS		VALVOLINE		CBC 52	1	None sent	133	6,557.76
View	Remind	09/28/2006	000020DEDS		VALVOLINE		CBC 52	1	None sent	133	6,557.76
View	Remind	08/11/2006	000033FINV		VALERO		Constitution	500	None sent	181	1,000,774.81
View	Remind	08/11/2006	000033FINV		VALERO		Constitution	500	None sent	181	1,000,774.81
Unposted Bill											
View		N/A	000044DEDS		ALLIANCE		XFOB	15	N/A	0	4,302.08
View		N/A	000042DEDS		COP		British Harrier	1	N/A	0	3,000.00
View		N/A	000042DEDS		COP		British Harrier	1	N/A	0	3,000.00
View		N/A	000001VREV		AFRITRAMP		TEST	1	N/A	0	10,000.00
View		N/A	000039DEDS		COPGC		LIBERTY	443	N/A	0	5,000.00
View		N/A	000039DEDS		COPGC		LIBERTY	443	N/A	0	5,000.00
View		N/A	000068FINV		ENJET		MDV TCIN	1	N/A	0	1,800,000.00
View		N/A	000037DEDS		COP LAR		ENERGY 11104	2	N/A	0	19,350.00
View		N/A	000037DEDS		COP LAR		ENERGY 11104	2	N/A	0	19,350.00
View		N/A	000032DEDS		COP EC		Asian Spirit	2	N/A	0	131,975.00
View		N/A	000032DEDS		COP EC		Asian Spirit	2	N/A	0	131,975.00
View		N/A	000028DEDS		PEMEX		PIONEER	1	N/A	0	20,000.00
View		N/A	000028DEDS		PEMEX		PIONEER	1	N/A	0	20,000.00
View		N/A	000066FINV		OMNI		BOSTON EXPLORER	1	N/A	0	4,964,221.53

Invoice Aging Summary

The Invoice Aging Summary contains the following columns:

- Action
- Due Date
- Invoice No.
- Type
- Vendor
- Brokers
- Vessel
- Voyage No.
- Last Reminder

- Days Overdue
 - Outstanding
2. You can change your view:
- If there are more unposted bills and overdue invoices than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To display unposted bills and overdue invoices since a certain date, select the date from the [Start Date field](#) and then click .

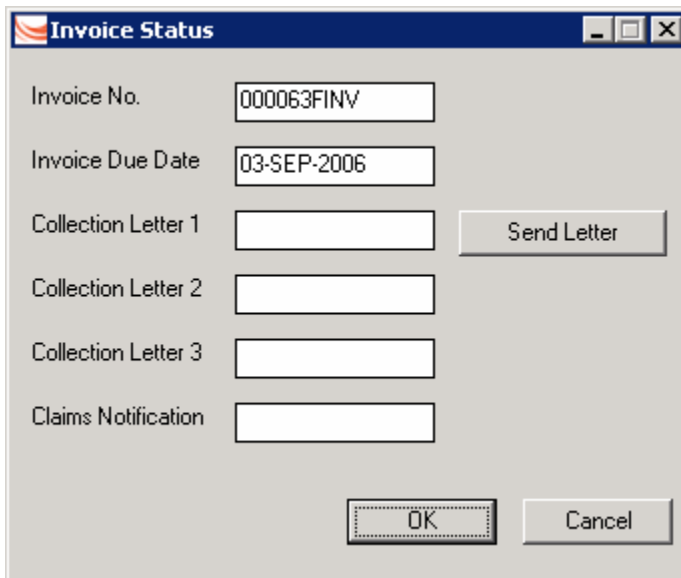
You can do the following tasks from the Operations Transaction Summary:

- To view an invoice, click its [View](#) link in the **Action** column.
- To send a reminder or collection letter for an overdue invoice, click its [Remind](#) link in the **Action** column to open the [Invoice Status](#) form.

Sending a Reminder Letter

You can send a reminder for an invoice due over 90 days in the past.

1. On the [Invoice Aging Summary](#), click the [Remind](#) link in the **Action** column to open the Invoice Status form.



Invoice Status

2. To send a reminder or collection letter, click **Send Letter**. The current date appears in the next Collection Letter field, and a letter opens in a browser window. It includes the invoice number, amount, and due date, as well as your payment information.

If you do not want to send the letter, close it and then click **Reset Letter**.

3. You can print, preview, save, or e-mail the letter.

Accounting Interface Summary

The Accounting Interface Summary displays all transactions with **Failed** status.

1. In the **Financials Center**, click **Accounting Interface**.


Action	TransId	Trans Type	Company No	Trans No	Last User	Last Update	Source Time	Status	Error No	Error Description	SAP Last User	SAP Last Update
Edit	000000079	Payable	100000043	06NADF0000064N	admin	12/19/2006 16:12		A				
Edit	000000078	Payable	100000043	06HP01000008N	admin	12/19/2006 16:05		J		should have been 285 per MT, I will contact vendor		
Edit	000000077	Payable	100000027	06NADF0000063N	admin	12/19/2006 16:05		A				
Edit	000000076	Payable	100000129	06NADF0000062N	admin	12/19/2006 15:35		A				
Edit	000000075	Payable	100000038	06NADF0000061N	admin	12/19/2006 15:33		A				
Edit	000000074	Payable	100000051	06NADF0000060N	admin	12/19/2006 15:34		A				
Edit	000000073	Payable	100000051	06NADF0000059N	admin	12/19/2006 15:05		A				
Edit	000000072	Payable	100000024	06NADF0000058N	admin	12/19/2006 15:00		N				
Edit	000000071	Payable	100000018	06NADF0000057N	admin	12/19/2006 14:47		A				
Edit	000000070	Receivable	100000035	06NADF0000056N	admin	12/19/2006 12:02		A				
Edit	000000069	Receivable	100000136	06NADF0000055N	admin	12/19/2006 12:00		N				
Edit	000000068	Payable	100000198	06NADF0000054N	admin	12/19/2006 10:53		N				
Edit	000000067	Receivable	100000020	06NADF0000053N	admin	12/18/2006 15:34		N				
Edit	000000066	Receivable	100000026	06NADF0000018N	admin	12/15/2006 15:45		A				
Edit	000000065	Receivable	100000020	06JV010000004N	admin	12/15/2006 09:56		A				
Edit	000000064	Payable	100000069	06NADF0000003N	admin	12/14/2006 11:12		N				

Accounting Interface/Failed Transactions Summary

The Accounting Interface/Failed Transactions Summary contains the following columns:

- Action
- Transaction ID
- Transaction Type
- Company No.
- Transaction No.
- Last User
- Last Update
- Source Time
- Status
- Error No.
- Error Description
- SAP Last User
- SAP Last Update

2. You can change your view:


- If there are more Operations transactions than can fit at one time, you can use the scroll bar at the side of the window to view more.
- To refresh the list, click .
- To sort failed transactions by Trans Type, Company No., Last User, or Status, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
- To filter failed transactions by Trans Type, Company No., Last User, or Status, click the column heading and then click either **(All)** or one of the values from the column.

You can do the following task from the Failed Transactions Summary:

- To review and edit a [Transaction Data Entry](#), click its [Edit](#) link in the **Action** column.

Financial Reports

You can view and print financial and voyage reports for the accounting period, selected periods, and year-to-date.

1. In the **Financials Center**, click  **Financial Reports**.

2. Click the type of report:

- Financial Reports (Trial Balance, Balance Sheet, Income Statement)
- Accounts Payable/Receivable
- Vendor Statements
- Cash Reports
- Cash-Company Balances
- Account Analysis
- Daily Control Sheet

Note: These are all the possible reports. You might not have all of them.

3. Click **Report**.

4. Enter report criteria and click the appropriate button or buttons.

5. The report appears in a separate browser window. You can use browser commands to save or print the report. You can also edit and email some of the reports.

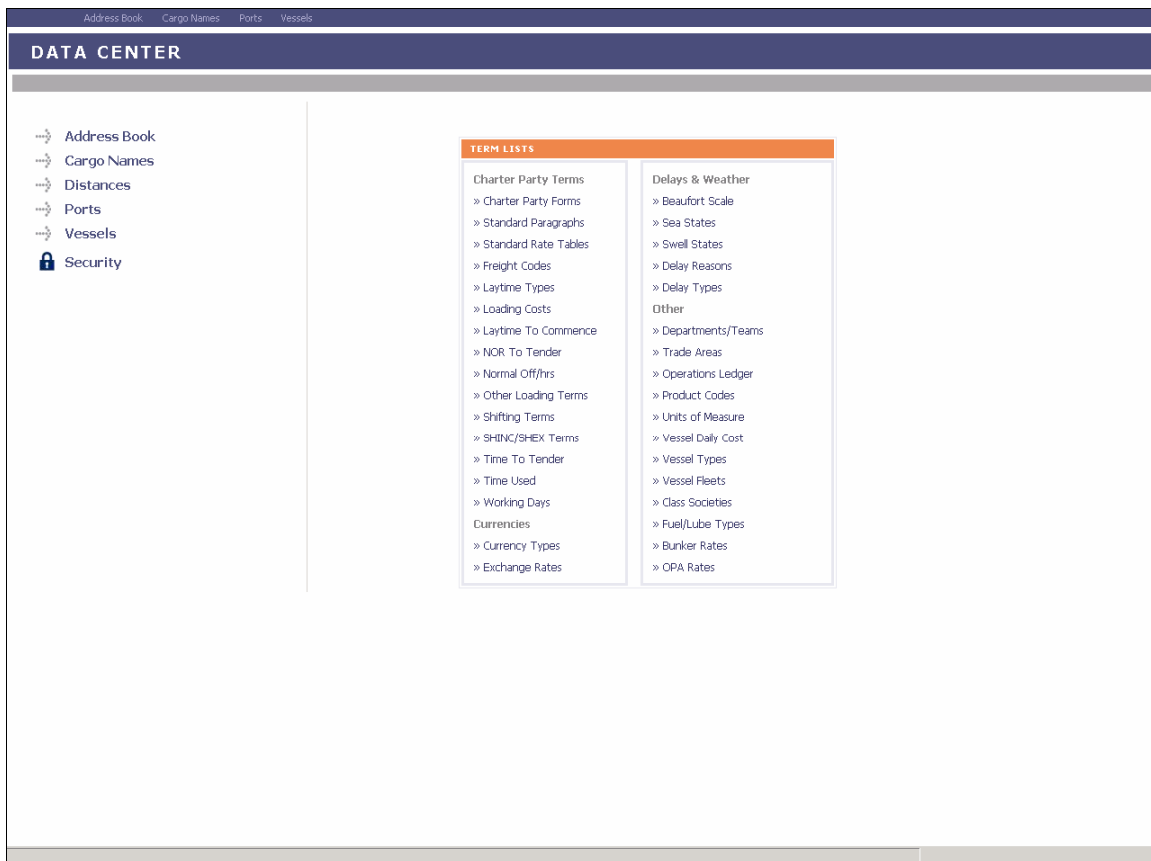
Data Center

Introduction to the IMOS Data Center

The Data Center is the backbone of IMOS. It contains the tables for maintaining the data used throughout IMOS. After the initial data is set up at installation, be sure to keep it up to date. Over time, the accumulated wealth of information will become an invaluable resource for actual historical data for use in preparing future estimates and planning.

Important: When you enter information, be sure it is consistent. Incorrect or alternate spellings can become multiple entries in the database.

To access the IMOS Data Center, click the **Data Center** tab. The **Data Center** appears.



Data Center

The **Data Center** is divided into these key areas:

- [Term Lists](#) (on the right)
- [Address Book](#)
- [Cargo Names](#)
- [Distances](#)
- [Ports](#)

- [Vessels](#)
- Security: Only system administrators can access this area. For information, see the *IMOS Administrator Manual*.

[Data Center Information and Work Flow](#) describes the sequence for entering information in the Data Center.

Data Center Information and Work Flow


Setting Up IMOS

Before you use IMOS, set up the following data in the Data Center:


1. Term Lists

Begin by setting up [Term Lists](#), because the terms are used on the forms.

2. Address Book Contacts

- To open the [Address Book](#), click  **Address Book** or [Address Book](#).
- Enter all the contacts with whom you do business. Contact information is used on many forms as well.

3. Cargo Names



- To work with [cargo names](#), click  **Cargo Names** or [Cargo Names](#).
- Enter the names of all your types of cargo.

4. Vessels

- To work with [vessels](#), click  **Vessels** or [Vessels](#).
- Confirm that all your vessels were set up correctly during installation.

Entering Other Data

As you use IMOS, you can set up the following data:

- **Distances:** To use the Distances Calculator, click  **Distances**.
- **Ports:** To work with ports, click  **Ports** or [Ports](#).

Term Lists

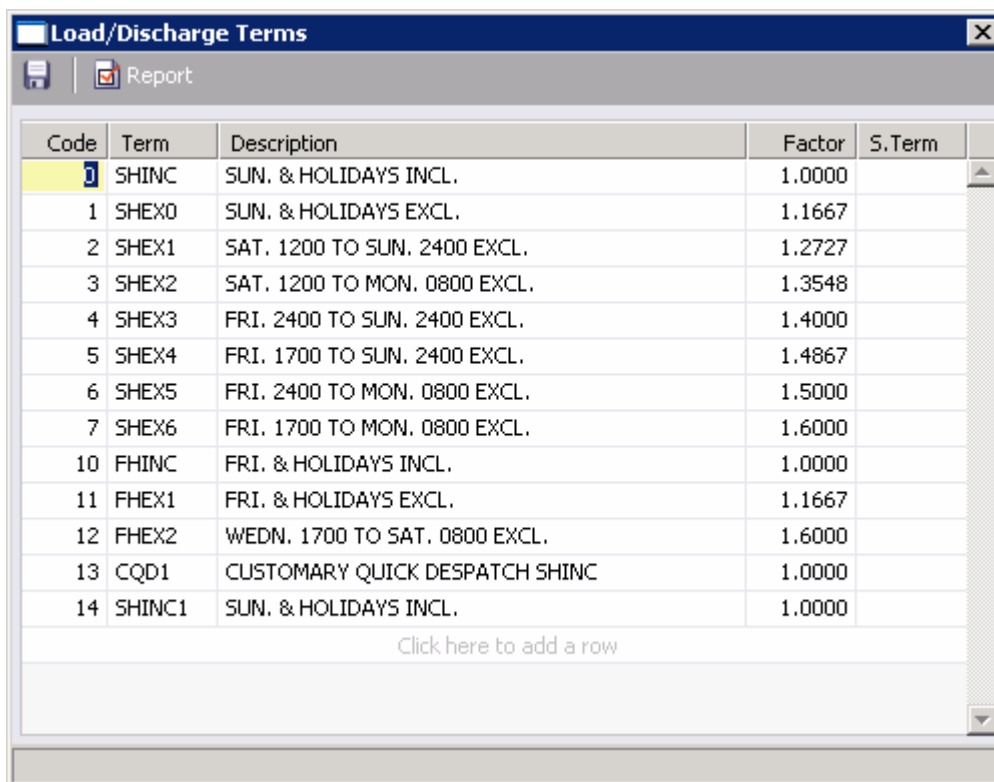
Overview of Term Lists

Term lists define many of the terms that are used throughout IMOS. They include many basic terms, and you can add, edit, or delete terms during installation.

Term lists are grouped into categories on the right side of the **Data Center**. IMOS contains the following categories of terms:

- [Charter Party Terms](#)
- [Currencies](#)
- [Delays & Weather](#)
- [Other](#)

To access a term list, click its name. The following illustration shows a typical term list.



Code	Term	Description	Factor	S.Term
	SHINC	SUN. & HOLIDAYS INCL.	1.0000	
1	SHEX0	SUN. & HOLIDAYS EXCL.	1.1667	
2	SHEX1	SAT. 1200 TO SUN. 2400 EXCL.	1.2727	
3	SHEX2	SAT. 1200 TO MON. 0800 EXCL.	1.3548	
4	SHEX3	FRI. 2400 TO SUN. 2400 EXCL.	1.4000	
5	SHEX4	FRI. 1700 TO SUN. 2400 EXCL.	1.4867	
6	SHEX5	FRI. 2400 TO MON. 0800 EXCL.	1.5000	
7	SHEX6	FRI. 1700 TO MON. 0800 EXCL.	1.6000	
10	FHINC	FRI. & HOLIDAYS INCL.	1.0000	
11	FHEX1	FRI. & HOLIDAYS EXCL.	1.1667	
12	FHEX2	WEDN. 1700 TO SAT. 0800 EXCL.	1.6000	
13	CQD1	CUSTOMARY QUICK DESPATCH SHINC	1.0000	
14	SHINC1	SUN. & HOLIDAYS INCL.	1.0000	

Click here to add a row

Term List

Term List Sorting

In term lists, terms are sorted by the first column. When you insert new terms and save a list, it is automatically sorted again.

- Terms whose first column begins with a word or an alphabetical code are sorted in alphabetical order.
- Terms whose first column begins with a numerical code are sorted in ascending order by code.
 - In most cases, if a term has a sequential code, and you insert a term within the list, the terms are all renumbered. However, some terms, such as the Beaufort Scale of Wind Force, have set values and cannot be renumbered.

Adding a Term

In most lists, you can add a term in two ways.

Inserting a Term in the List

You can insert a new term above an existing term in the list.

1. Right-click the row below where you want to add the term and then click **Insert**. A blank row appears above the current row.
2. Click any field in the row; it is highlighted. Enter the appropriate information.
3. Click the remaining fields in the row and enter the appropriate information.

Adding a Term to the Bottom of the List

You can add a new term to the bottom of the list. You might find this method easier when you want to add a number of terms. When you save, the list is sorted again.

1. Scroll to the last row in the list. It says *Click here to add a row*.
2. Click the row. A blank row appears above the last row. Your pointer moves to the first field, which is highlighted.
3. Do one of the following:
 - Enter a value in the first field.
 - Click or Tab to a different field to select it and enter a value.
4. Click or Tab to the remaining fields in the row and enter the appropriate information.

Editing a Term

You might need to change one or more fields of a term after it is added.

1. Click the field you want to change; it is highlighted.
2. Type the correct information. If the field already contains text, do one of the following:
 - To replace all the existing text, type the new text.
 - To replace only part of the existing text, click again to insert the pointer and type the new text.


Deleting a Term

If you find that you no longer need to use a term in a list, you can delete it.


- To delete a term in a [selection list](#) field, click the field and then press **Delete**.
- To delete a term in a regular field, right-click the term and then click **Delete**.

Saving Changes

After you add, edit, or delete terms, you must save your changes.

1. To save your changes, click .
2. You might be asked to confirm.
 - In some cases, a message asks if you want to save the record. Click **Yes**.
 - In some cases, a message tells you the record is saved. Click **OK**.

Creating a Report

To view a report of the terms in the list, click . The report appears in your browser window. You can use browser commands to save or print the report.

Charter Party Terms

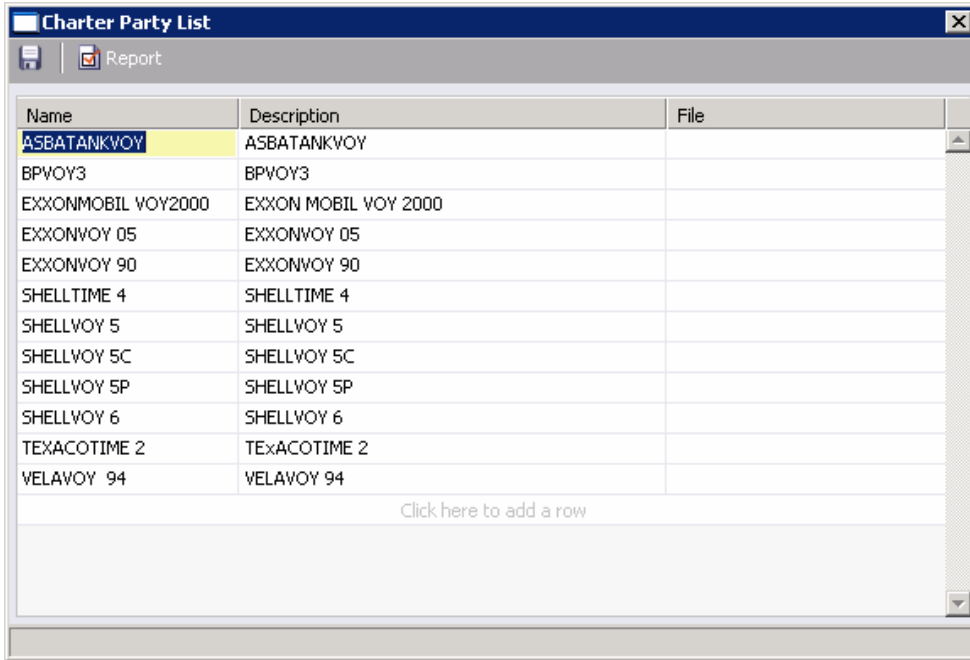
Overview of Charter Party Terms

Charter Party Terms are used in Chartering and Operations. They include:

- [Charter Party Forms](#)
- [Freight Codes](#)
- [Laytime Types](#)
- [Loading Costs](#)
- [Laytime to Commence](#)
- [NOR to Tender](#)
- [Normal Off/Hrs](#)
- [Other Loading Terms](#)
- [Shifting Terms](#)
- [SHINC/SHEX Terms](#)
- [Time to Tender](#)
- [Time Used](#)
- [Working Days](#)

Charter Party Forms

The Charter Party List includes many of the Charter Party agreement types currently in use. These terms are used on the [Charter Party Terms for Port](#) form.




Charter Party List

The Charter Party List contains the following fields.


Name	The name of the form.
Description	A description of the form.
File	The file name of the form.

Updating the Charter Party List

As new agreements become available or are updated, you can update the list. To update the Charter Party List:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Freight Codes

Each cargo can have its own terms.

You can select entries from this table to become part of the [Voyage Estimate Cargo Details](#), [CP Terms Details](#), [Purchase Details](#) or [Cargo Contract](#). If they are not selected, they are assumed to have zero value.

If the conditions for an entry are met, but the entry is missing, its impact on the freight will be zero. For example, if the vessel loads more than the maximum CP quantity, and the overage rate is missing, the system will calculate zero overage on the [Freight Invoice](#).

- All codes but BL, BR, and TR are conditional. They are applied as needed, depending on whether the conditions are met. This means that a term may have been selected and have a value; however, it has zero effect if the conditions are not met.
- Codes BL, BR, and TR are nonconditional; if selected, they will always be used.

Code	Description	Commissionable
BL	Bunker Surcharge Lumpsum	<input checked="" type="checkbox"/>
BR	Bunker Surcharge Rate	<input checked="" type="checkbox"/>
D1	1 Extra Discharge Rate	<input checked="" type="checkbox"/>
D2	2 Extra Discharge Rate	<input checked="" type="checkbox"/>
D3	3 Extra Discharge Rate	<input checked="" type="checkbox"/>
DL	Deadfreight Lumpsum	<input checked="" type="checkbox"/>
DP	Dead Frit Percent of WSLev	<input checked="" type="checkbox"/>
DR	Deadfreight Rate	<input checked="" type="checkbox"/>
EF	Extra Freight Lumpsum	<input checked="" type="checkbox"/>

Extra Freight Terms

The Extra Freight Terms List contains the following fields.

Code	The code for the term.
Description	A description of the term.
Commissionable	If commission applies, select this check box.

The Extra Freight Terms List contains the following codes.

- **BL** (Bunker Surcharge Lump Sum): The bunker surcharge lump sum per metric ton.
- **BR** (Bunker Surcharge Rate): The bunker surcharge incremental freight rate per metric ton.
- **D1** (1 Extra Discharge Rate), **D2** (2 Extra Discharge Rate), and **D3** (3 Extra Discharge Rate): The incremental freight rate, if more than one discharging port is used. This rate is automatically added to the freight rate for more than one discharge port, in the same way as for the loading port examples.

- **DL** (Deadfreight Lump Sum): The deadfreight lump sum in \$.
- **DP** (Deadfreight Percent of WSLevel): The deadfreight expressed as a percentage of the world scale level. If the entry is missing, zero deadfreight is calculated.
- **DR** (Deadfreight Rate): The deadfreight rate in \$/mt.
- **EF** (Extra Freight Lump Sum): The lump sum, if extra cargo not connected with the Voyage Fixture Note is used, for example, a car loaded on the deck.
- **L1** (1 Extra Loading Rate), **L2** (2 Extra Loading Rate), and **L3** (3 Extra Loading Rate): The incremental freight rate if more than one loading port is used. This rate is automatically added to the freight rate for more than one loading port. For example, if you make the following two entries in the Extra Freight Terms form:

1 Extra Loading Rate = 2.5 \$/mt

2 Extra Loading Rate = 3.5 \$/mt

and the freight for one loading port is 31.5 \$/mt, IMOS will use the freight rate = 31.5 + 2.5 = 34.0 \$/mt, whereas if the vessel loads on two loading ports, IMOS will use 31.5+3.5 = 35.0 \$/mt to calculate the freight.

- **OL** (Overage Lump Sum): The lump sum for the additional cargo or overage in \$.
- **OP** (Overage Percent of WSLevel): The overage rate, as a percentage of the World Scale level. For example, if the maximum cargo is 30,000 tons, the W Scale level is 200, the flat WS rate is 5.00 \$/mt, the actual quantity loaded is 31,000 tons and Overage Percent of WSLevel is 50%, IMOS will calculate the freight as follows:

Standard Freight 30,000 * 5.00 * 200/100 = 300,000

Overage 1,000*5.00 * 200/100 * 50/100 = 5,000

Total \$305,000

- **OR** (Overage Rate): The freight rate for the additional cargo or overage freight rate in \$/mt. If the entry is missing from the Voyage Fixture Note, zero overage will be shown.
- **S1** (1 Extra Loading Lump Sum), **S2** (2 Extra Loading Lump Sum), and **S3** (3 Extra Loading Lump Sum): The lump sum amount to be added to the freight if more than one loading port is used. All three terms in the group may be present. For example, if

1 Extra Loading Lump Sum = \$10,000

2 Extra Loading Lump Sum = \$15,000

3 Extra Loading Lump Sum = \$17,000

the freight for one loading port is 31.5 \$/mt, the quantity is 30,000 and the vessel loads in 2 loading ports, IMOS will calculate the freight as follows:

Freight 30,000 * 31.5 = \$945,000


1 Extra Loading Lump Sum \$10,000

Total \$955,000


- **T1** (1 Extra Discharge Lump Sum), **T2** (2 Extra Discharge Lump Sum), and **T3** (1 Extra Discharge Lump Sum): The lump sum amount to be added to the freight, if more than one loading port is used. The number at the beginning of the freight term shows the conditional extra ports. IMOS counts the actual ports used for discharging and applies the proper term if it exists.
- **TR** (Trucking Costs): The trucking cost per metric ton, if any.
- **XD** (Lightering OT Rate): The overtime rate for lightering.
- **XO** (OPA Percent): The OPA rate.

Updating the Extra Freight Terms List

To update the Extra Freight Terms list:

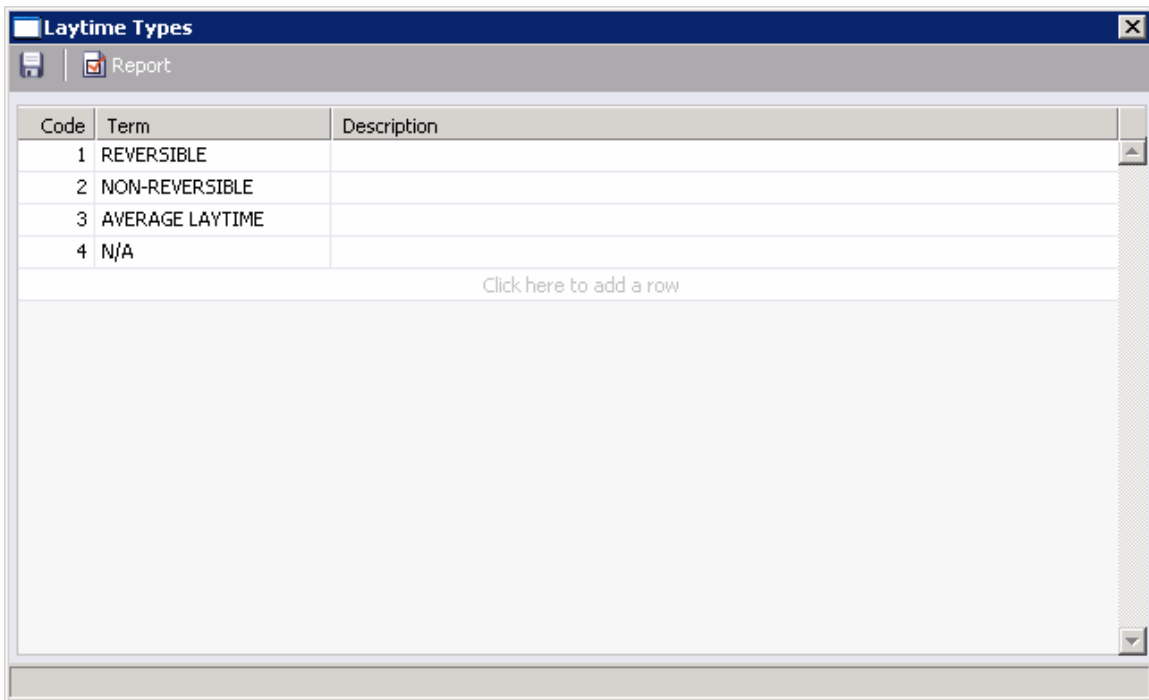
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Laytime Types

Laytime Types terms are used on the [Charter Party Terms for Port](#) form.




Laytime Types

Laytime Types terms contain the following fields.


Code	A sequential code for the laytime type.
Term	The name of the laytime type.
Description	A description of the laytime type.

Updating the Laytime Types Table

To update the Laytime Types table:

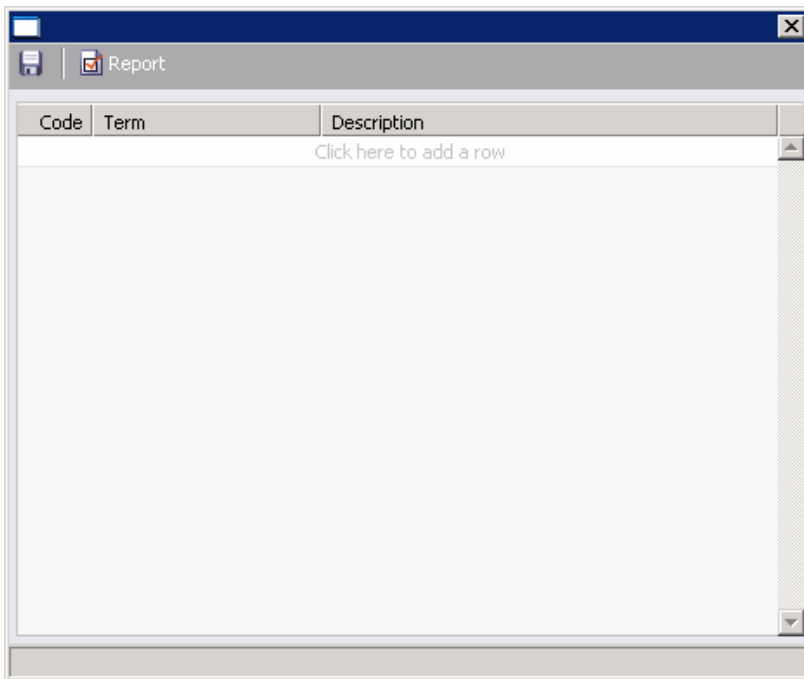
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Loading Costs

Loading Costs terms are used on the [Charter Party Terms for Port](#) form.




Loading Costs

Loading Costs terms contain the following fields.


Code	A sequential code for the loading cost.
Term	The name of the loading cost.
Description	A description of the loading cost.

Updating the Loading Costs Table

To update the Loading Costs table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Laytime to Commence

Laytime to Commence terms are used on the [Charter Party Terms for Port](#) form, Contract Details, Purchase Details, and Cargo Unit forms.

The screenshot shows a software window titled "Laytime To Commence" with a "Report" button. It contains a table with the following data:

Code	Term	Description
1	ON TENDERING NOR	On Tendering Notice of Readiness
2	0700 NEXT WD	At 0700 Hrs, Next Working Day
3	0700 NEXT CD	At 0700 Hrs, Next Calendar Day
4	0700 NEXT WP	At 0700 Hrs, Next Working Period
5	0800 NEXT WD	At 0800 Hrs, Next Working Day
6	0800 NEXT CD	At 0800 Hrs, Next Calendar Day
7	0800 NEXT WP	At 0800 Hrs, Next Working Period
8	0730 NEXT WD	At 0730 Hrs, Next Working Day
9	0700 NEXT WD USC	At 0700 Hrs NWD, Unless Sooner Commenced
10	0800 NEXT WD USC	At 0800 Hrs NWD, Unless Sooner Commenced
11	0900 NEXT WD USC	At 0900 Hrs NWD, Unless Sooner Commenced
12	1400 OR 0800	Next 1400 or 0800 Hrs
13	6 HRS TT	6 Hours Turn Time
14	12 HRS TT	12 Hours Turn Time
15	24 HRS TT	24 Hours Turn Time
16	6 HRS TT USC	6 Hrs Turn Time/Unless Sooner Commenced


Laytime to Commence

Laytime to Commence terms contain the following fields.


Code	A sequential code for the term.
Term	The name of the term.
Description	A description of the term.

Updating the Laytime to Commence Table

To update the Laytime to Commence table:

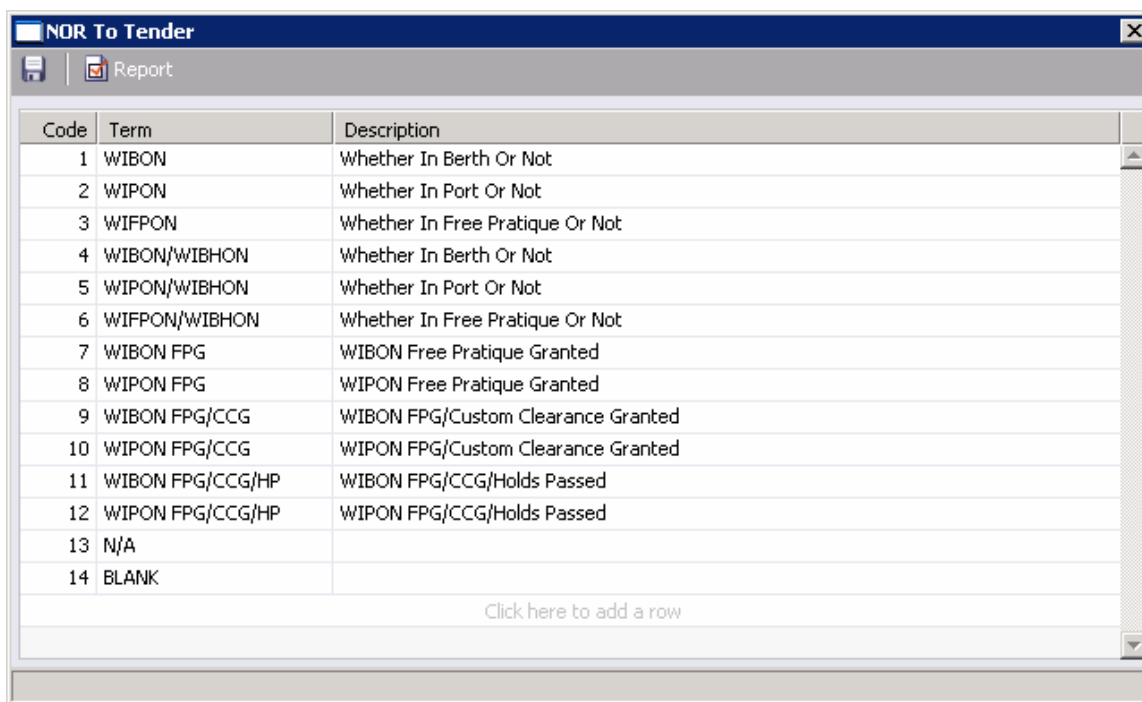
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

NOR to Tender

NOR to Tender terms are used on the [Charter Party Terms for Port](#) form.



The screenshot shows a window titled "NOR To Tender" with a "Report" button. Below the title bar is a table with three columns: Code, Term, and Description. The table contains 14 rows of data. At the bottom of the table, there is a link that says "Click here to add a row".

Code	Term	Description
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	


NOR to Tender

NOR to Tender terms contain the following fields.


Code	A sequential code for the term.
Term	The name of the term.
Description	A description of the term.

Updating the NOR to Tender Table

To update the NOR to Tender table:

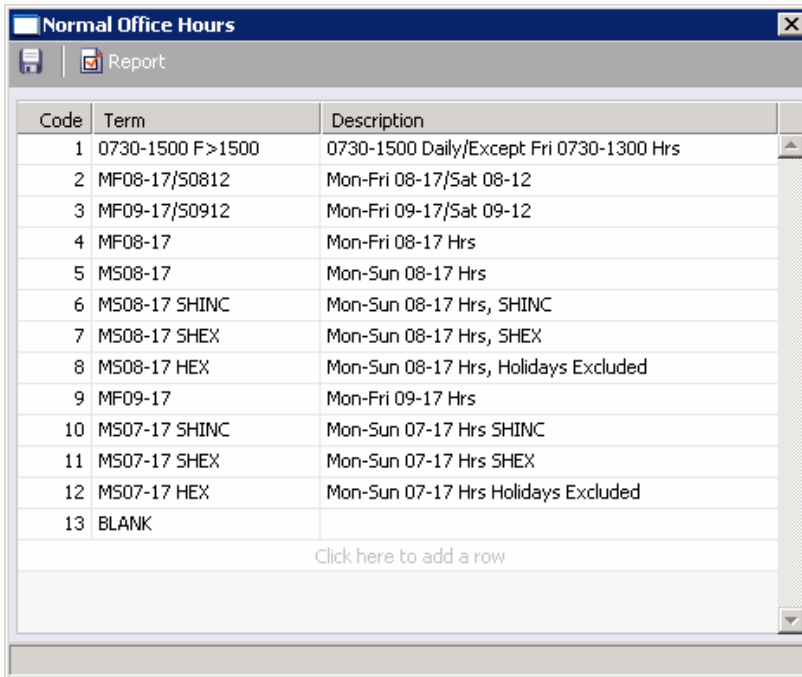
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Normal Off/Hrs

Normal Office Hours terms are used on the [Charter Party Terms for Port](#) form.




Normal Office Hours

Normal Office Hours terms contain the following fields.


Code	A sequential code for the term.
Term	The name of the term.
Description	A description of the term.

Updating the Normal Office Hours Table

To update the Normal Office Hours table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Other Loading Terms

Other Loading Terms are used on the [Charter Party Terms for Port](#) form.

Code	Term	Description
1	S/L GRBS&OPRTR5	Self-Load, Ship's Grabs & Operators
2	S/D GRBS&OPRTR5	SELF DISCHARGE, SHIP GRABS & OPERATORS
3	FREE IN/OUT 1	SPOUT TRIMMED
4	FREE IN/OUT 2	GRAB TRIMMED
5	FREE IN/OUT 3	SPOUT AND GRAB TRIMMED
6	FREE IN/OUT	
7	LINER TERMS	
8	FREE UNDER HOOK	

Click here to add a row


Other Loading Terms

Other Loading Terms contain the following fields.

Code	A sequential code for the loading term.
Term	The name of the loading term.
Description	A description of the loading term.

Updating the Other Loading Terms Table

To update the Other Loading Terms table:

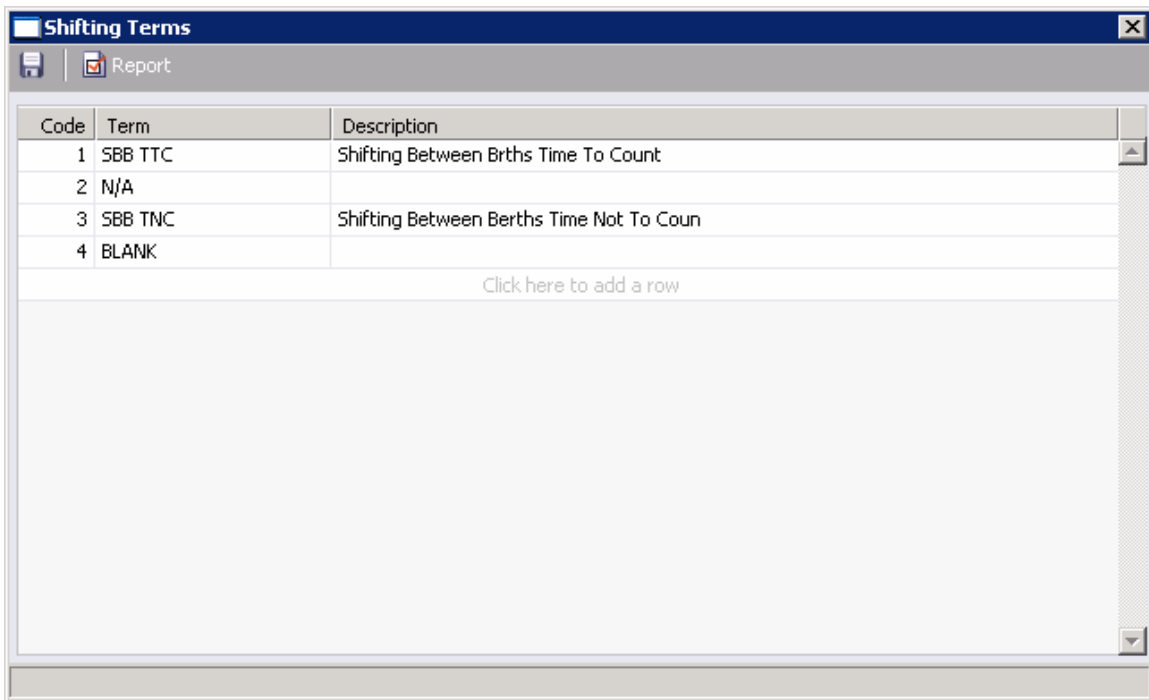
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Shifting Terms

Shifting Terms are used on the [Charter Party Terms for Port](#) form.




Shifting Terms

Shifting Terms contain the following fields.


Code	A sequential code for the shifting term.
Term	The name of the shifting term.
Description	A description of the shifting term.

Updating the Shifting Terms Table

To update the Shifting Terms table:

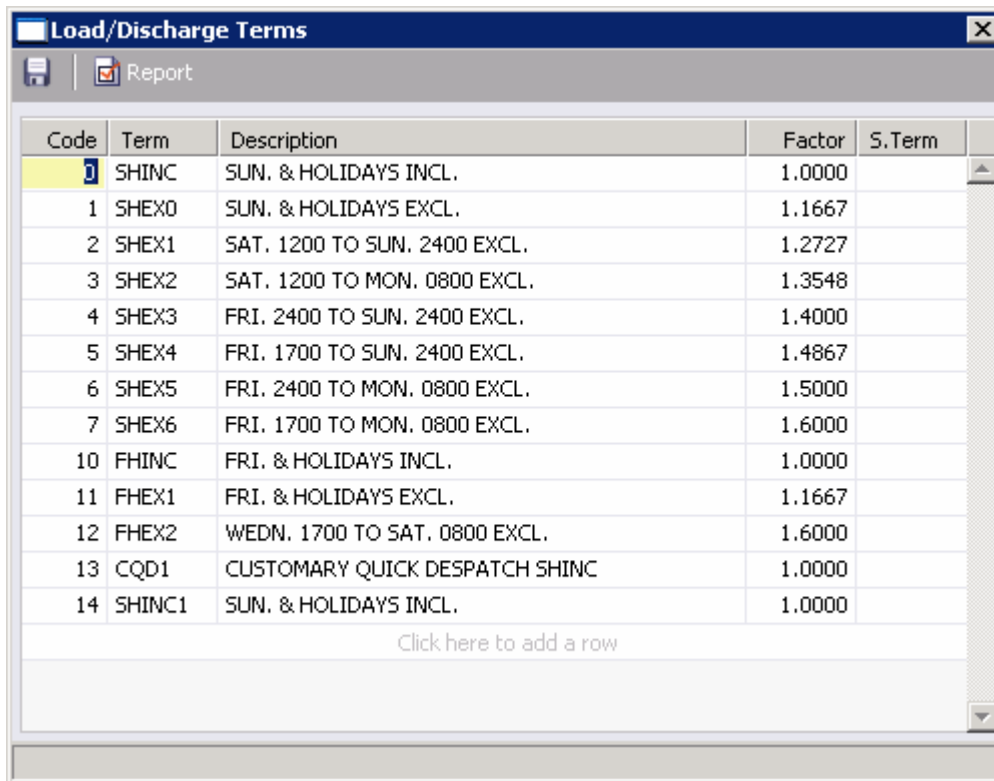
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

SHINC/SHEX Terms

Load/Discharge, or SHINC/SHEX, terms describe when ports are open for loading and discharging. They are used on the [Charter Party Terms for Port](#) form.



Code	Term	Description	Factor	S.Term
	SHINC	SUN. & HOLIDAYS INCL.	1.0000	
1	SHEX0	SUN. & HOLIDAYS EXCL.	1.1667	
2	SHEX1	SAT. 1200 TO SUN. 2400 EXCL.	1.2727	
3	SHEX2	SAT. 1200 TO MON. 0800 EXCL.	1.3548	
4	SHEX3	FRI. 2400 TO SUN. 2400 EXCL.	1.4000	
5	SHEX4	FRI. 1700 TO SUN. 2400 EXCL.	1.4867	
6	SHEX5	FRI. 2400 TO MON. 0800 EXCL.	1.5000	
7	SHEX6	FRI. 1700 TO MON. 0800 EXCL.	1.6000	
10	FHINC	FRI. & HOLIDAYS INCL.	1.0000	
11	FHEX1	FRI. & HOLIDAYS EXCL.	1.1667	
12	FHEX2	WEDN. 1700 TO SAT. 0800 EXCL.	1.6000	
13	CQD1	CUSTOMARY QUICK DESPATCH SHINC	1.0000	
14	SHINC1	SUN. & HOLIDAYS INCL.	1.0000	

Click here to add a row


Load/Discharge Terms

Load/Discharge Terms contain the following fields.

Code	A sequential code for the term.
Term	The name of the term.
Description	A description of the term.
Factor	A factor by which you can multiply your loading/discharging time to accommodate the port's open hours.
S. Term	A free-form special term.

Updating the Load/Discharge Terms Table

To update the Load/Discharge Terms table:

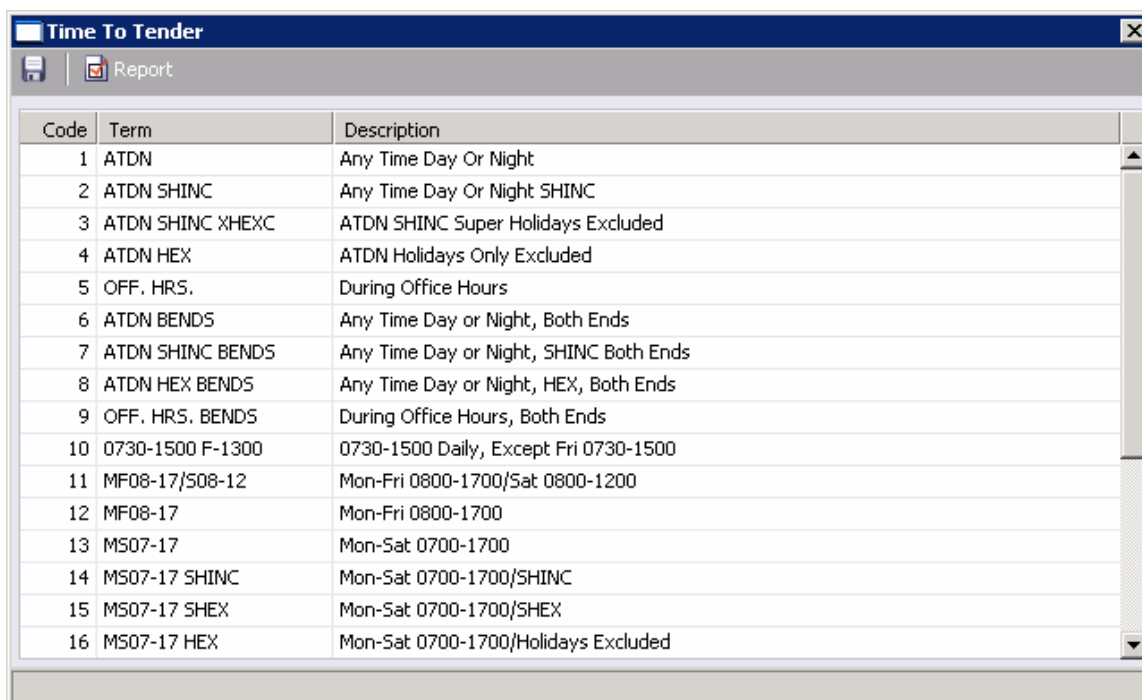
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Time to Tender

Time to Tender terms are used on the [Charter Party Terms for Port](#) form.



The screenshot shows a window titled "Time To Tender" with a "Report" button. Below the button is a table with three columns: Code, Term, and Description. The table contains 16 rows of data.

Code	Term	Description
1	ATDN	Any Time Day Or Night
2	ATDN SHINC	Any Time Day Or Night SHINC
3	ATDN SHINC XHEXC	ATDN SHINC Super Holidays Excluded
4	ATDN HEX	ATDN Holidays Only Excluded
5	OFF. HRS.	During Office Hours
6	ATDN BENDS	Any Time Day or Night, Both Ends
7	ATDN SHINC BENDS	Any Time Day or Night, SHINC Both Ends
8	ATDN HEX BENDS	Any Time Day or Night, HEX, Both Ends
9	OFF. HRS. BENDS	During Office Hours, Both Ends
10	0730-1500 F-1300	0730-1500 Daily, Except Fri 0730-1500
11	MF08-17/508-12	Mon-Fri 0800-1700/Sat 0800-1200
12	MF08-17	Mon-Fri 0800-1700
13	MS07-17	Mon-Sat 0700-1700
14	MS07-17 SHINC	Mon-Sat 0700-1700/SHINC
15	MS07-17 SHEX	Mon-Sat 0700-1700/SHEX
16	MS07-17 HEX	Mon-Sat 0700-1700/Holidays Excluded


Time to Tender

Time to Tender terms contain the following fields.


Code	A sequential code for the term.
Term	The name of the term.
Description	A description of the term.

Updating the Time to Tender Table

To update the Time to Tender table:

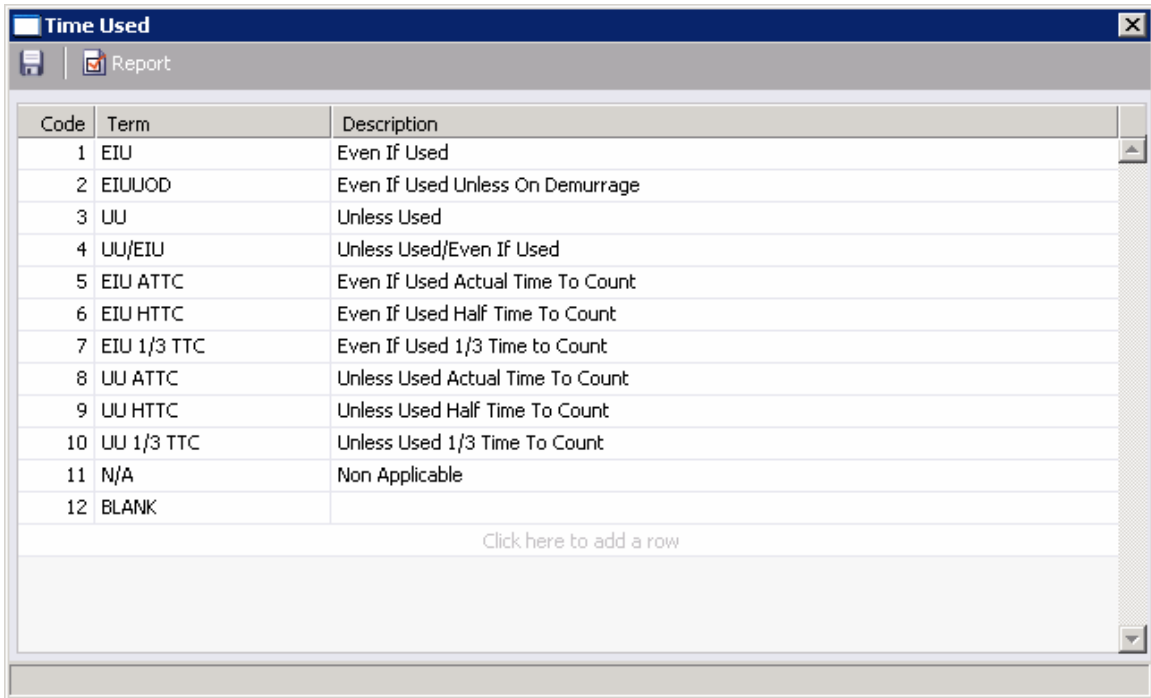
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Time Used

Time Used terms are used on the [Charter Party Terms for Port](#) form.




Time Used

Time Used terms contain the following fields.


Code	A sequential code for the time used.
Term	The name of the time used.
Description	A description of the time used.

Updating the Time Used Table

To update the Time Used table:

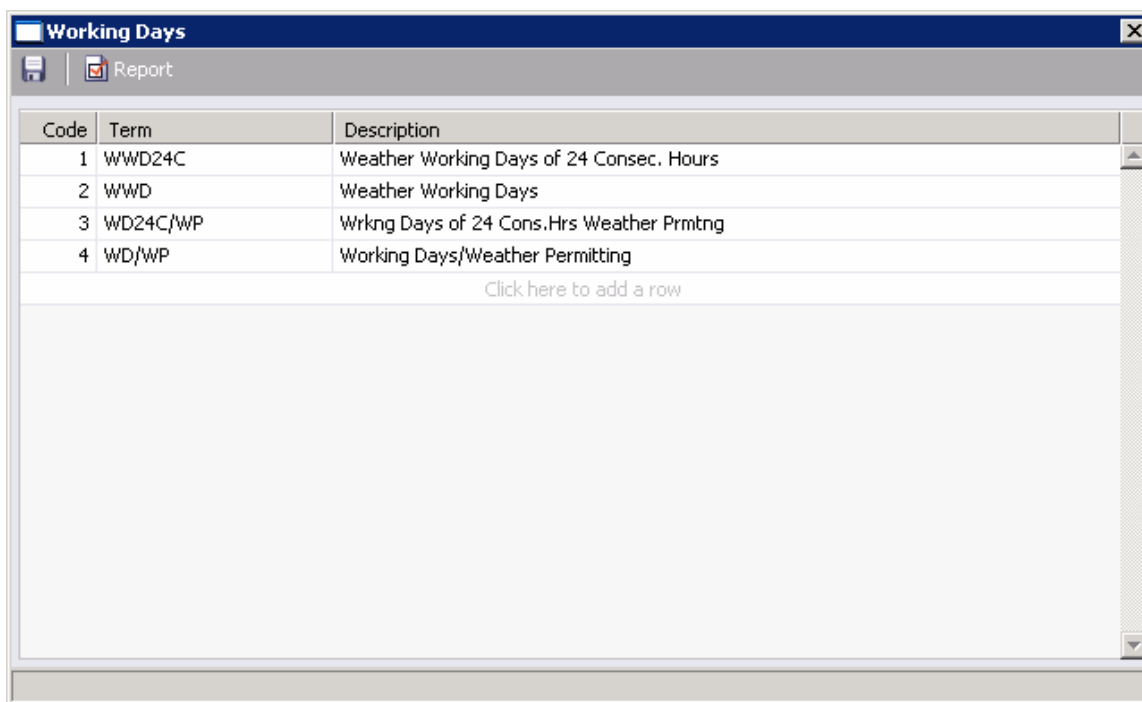
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Working Days

Working Days terms are used on the [Charter Party Terms for Port](#) form.



Code	Term	Description
1	WWD24C	Weather Working Days of 24 Consec. Hours
2	WWD	Weather Working Days
3	WD24C/WP	Wrkng Days of 24 Cons.Hrs Weather Prmtng
4	WD/WP	Working Days/Weather Permitting
Click here to add a row		


Working Days

Working Days terms contain the following fields.


Code	A sequential code for the term.
Term	The name of the term.
Description	A description of the term.

Updating the Working Days Table

To update the Working Days table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Currencies

Overview of Currency Terms

Currency terms are used in Chartering, Operations, and Financials. They include:

- [Currency Types](#)
- [Exchange Rates](#)

Currency Types

The Currency Type table lists the currencies that can be selected in IMOS transactions. They are used throughout IMOS, for example, in the Exchange Rate table.

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	£
JPY	JAPANESE YEN	
NOK	NORWEGIAN KRONER	
NZD	NEW ZEALAND DOLLAR	\$
SEK	SWEDISH KRONER	
SIN	SINGAPORE DOLLARS	\$


Currency Type

Currency Types contain the following fields.


Cur	The international abbreviation for the currency.
Description	A description of the currency.
S	The symbol for the currency type.

Updating the Currency Type Table

To update the Currency Type table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Exchange Rates

The Currency Rate Table lists the currency conversion, or exchange, rates used in IMOS financial transactions.

Note: Exchange rates can be linked to an automatic data feed. For information, contact your Veson account manager.

Exchange rates have an effective date; they should be updated frequently. The default base currency used is the US dollar (USD).

Cur	Description	Eff Date	Cur Rate
AUD	AUSTRALIAN DOLLARS	01/12/2005	1.700000
BEF		01/12/2005	34.407501
CAD	CANADIAN DOLLARS	01/12/2005	1.459000
CHF	SWISS FRANC	01/12/2005	1.375007
CYP	CYPRUS POUND	01/12/2005	1.375007
DEM		01/12/2005	1.668000
DKK	DANISH KRONER	01/12/2005	6.341812
EUR	EURO	01/12/2005	0.925370
FCF	ABIJAN FRANC	01/12/2005	690.000000
FRF		01/12/2005	5.593351
GBP	BRITISH POUND	01/12/2005	0.519093
IEP	IRISH POUND	01/12/2005	0.670646
ISK	ISLANDISCHE KRONE	01/12/2005	70.836490
ITL		01/12/2005	1,650.398071
JPY	JAPANESE YEN	01/12/2005	121.174500
NLG		01/12/2005	1.880705

Currency Rate Table

The Currency Rate Table contains the following fields.

Eff Date	The effective date of the exchange rate.
Base Currency	The international abbreviation for the base currency, from the Currency Type table . You can select a value for this field.
	The description of the base currency, from the Currency Type table . It appears when you enter or select a Base Currency.
Cur	The international abbreviation for the currency.
Description	The description of the currency.
Eff Date	The effective date of the exchange rate, as entered above.

Cur Rate	The current rate of exchange.
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Updating the Currency Rate Table

To update the Currency Rate table, you can add a base currency or add, edit, or delete a currency rate.

Adding a Base Currency

You can add a base currency to the table for comparison to other currency rates.

Note: A quick way to enter a new base currency is to add its exchange rate to the USD (US dollar) table and then convert the USD table's exchange rates to the new currency.

1. At the top of the table, enter the **Effective Date**.
2. Enter the new base currency in the **Base Currency** field at the top of the table. It must be already defined in the [Currency Type table](#). To [select it from a list](#), press **Enter**. When you select a **Currency** abbreviation, its **Description** appears with it.
3. Press **Enter**. A message tells you that there is no record yet, but you can convert USD records. Click **OK**.
 - If you have already entered the rate in the USD table, IMOS converts all its values to compare to the new base currency.
 - If you have not entered the rate in the USD table, the USD values appear.
4. Edit **Currency Rates** as necessary.
5. To save your changes, click .
6. A message tells you that the record is saved. Click **OK**.


Adding a Currency Rate

You can add a currency rate, or an exchange rate, to the Currency Rate table.

1. At the top of the table, enter the **Effective Date**.
2. At the top of the table, enter the **Base Currency** to which you want to add the exchange rate. It must be already defined in the [Currency Type table](#). To [select it from a list](#), press **Enter**. When you select a **Currency** abbreviation, its **Description** appears with it.
3. To add a term to the list, insert a row using one of these methods.
 - Right-click a row and then click **Insert**.
 - Scroll to the last row in the list. It says *Click here to add a row*. Click the row.


A new row appears at the bottom of the table.

4. Enter the **Currency** abbreviation. It must already be defined in the [Currency Type table](#). To [select it from a list](#), press **Enter**. When you select a **Currency** abbreviation, its **Description** appears with it.
5. Enter the **Currency Rate**.
6. Press **Enter**. The **Effective Date** from above appears in the **Eff Date** field in the new row.

7. To save your changes, click .
8. A message tells you that the record is saved. Click **OK**.


Editing a Currency Rate

You can edit a currency rate, or an exchange rate.

1. At the top of the table, enter the **Effective Date**.
2. At the top of the table, enter the **Base Currency** for which you want to edit the exchange rate. To [select it from a list](#), press **Enter**. When you select a **Currency** abbreviation, its **Description** appears with it.
3. In the row for the currency rate you want to change, enter the **Currency Rate**.
4. Press **Enter**. The **Effective Date** from above appears in the **Eff Date** field.
5. To save your changes, click .
6. A message tells you that the record is saved. Click **OK**.

Deleting a Currency Rate

If you no longer need to have a currency rate in the table, you can delete it.

1. At the top of the table, enter the **Base Currency** for which you want to delete the exchange rate. To [select it from a list](#), press **Enter**. When you select a **Currency** abbreviation, its **Description** appears with it.
2. Right-click in the row of the currency rate you want to delete and then click **Delete**.
3. A message tells you that the record is deleted. Click **OK**.
4. To save your changes, click .
5. A message tells that the records are saved. Click **OK**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Delays & Weather

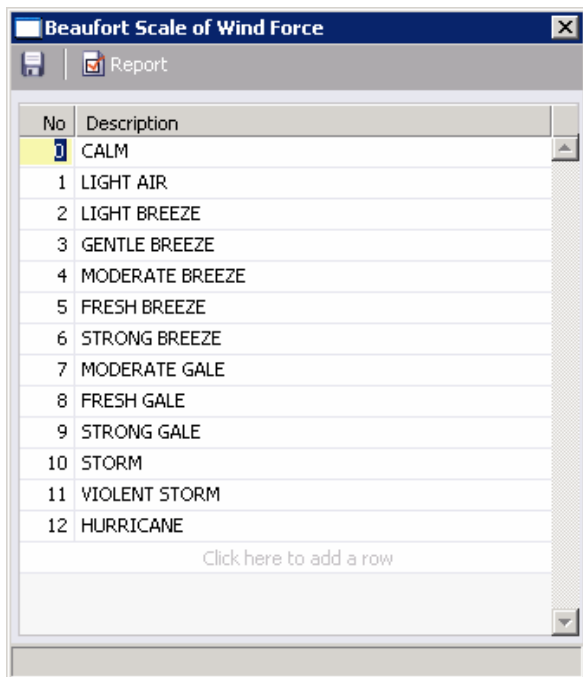
Overview of Delay & Weather Terms

Delay & Weather terms are used in Operations. They include:

- [Beaufort Scale](#)
- [Sea States](#)
- [Swell States](#)
- [Delay Reasons](#)
- [Delay Types](#)

Beaufort Scale

The Beaufort Wind Force Scale is an internationally accepted measure of wind intensity.




Beaufort Scale of Wind Force

Beaufort Scale of Wind Force terms contain the following fields.

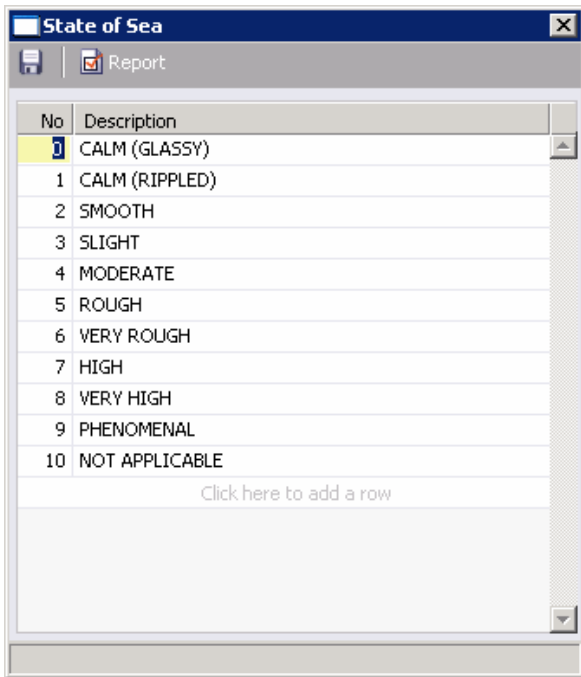
No	The scale number.
Description	The description of the wind force.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Sea States

Sea States are an internationally accepted measure of the character of waves from the World Meteorological Organization.




State of Sea

State of Sea terms contain the following fields.

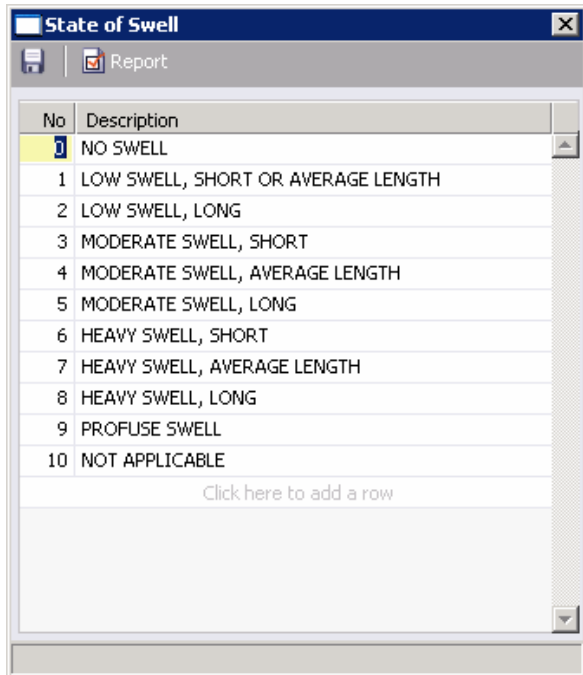
No	The sea state number.
Description	The description of the sea state.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Swell States

Swell States are an internationally accepted measure of the character of the sea swell from the World Meteorological Organization.




State of Swell

State of Swell terms contain the following fields.

No	The number of the swell state.
Description	The description of the swell state.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Delay Reasons

No	Reason	Property
1	HULL DAMAGE	Unplanned Offhire
2	BUNKERING	Unplanned Offhire
3	DISTRESS RESPONSE	Unplanned Offhire
4	INERTING	Unplanned Offhire
5	INSPECTION	Unplanned Offhire
6	MACHINERY PROBLEM	Unplanned Offhire
7	PORT OF REFUGE	Unplanned Offhire
8	REPAIRS/MAINTENANCE	Unplanned Offhire
9	ADJUST ETA	Unplanned Offhire
10	AWAITING ORDERS	Unplanned Offhire
11	LIMITED VISIBILITY	Unplanned Offhire
12	RESTRICTED WATERS	Unplanned Offhire
13	TANK WASHING	Unplanned Offhire
14	B/L DELAYS	Unplanned Offhire
15	SLOW STEAMING	Unplanned Offhire
16	WEATHER/HEAVY	Unplanned Offhire


Delay Reasons

Delay Reasons terms contain the following fields.

No	A sequential number for the delay reason.
Reason	The name of the delay reason.
Property	Either Planned Maintenance or Unplanned Offhire.

Updating the Delay Reasons List

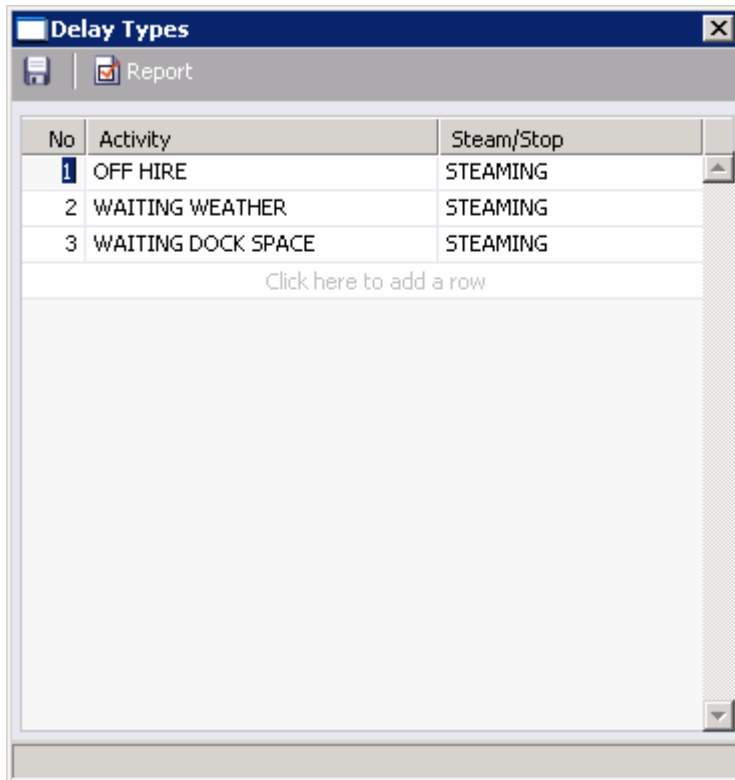
To update the Delay Reasons list:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Delay Types




Delay Types

Delay Types terms contains the following fields.


No	A sequential number for the delay reason.
Activity	A free-form description of the activity.
Steam/Stop	Either Steaming or Stopping.

Updating the Delay Types List

To update the Delay Types List:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Other

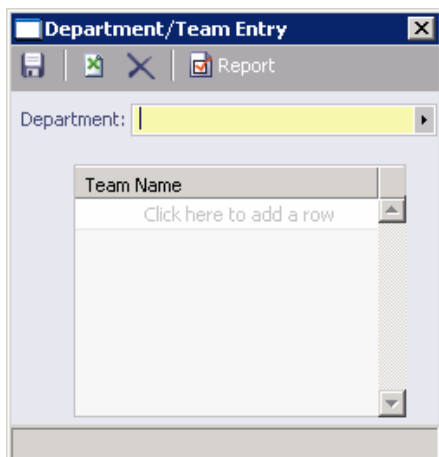
Overview of Other Terms

Other terms include:

- [Departments/Teams](#)
- [Trade Areas](#)
- [Operations Ledger](#)
- [Units of Measure](#)
- [Vessel Daily Cost](#)
- [Vessel Types](#)
- [Vessel Fleets](#)
- [Class Societies](#)
- [Fuel/Lube Types](#)
- [OPA Rates](#)

Departments/Teams

The Department/Team Entry form lists the personnel teams in each department. It is used to identify the people responsible for system and business transactions under IMOS.



Department/Team Entry

The Department/Team Entry form contains the following fields.


Department	The name of a department in the company.
Team Name	The name of a team in the selected department.

Updating the Department/Team Entry Form

To update the Department/Team Entry form, you can add or delete a department or a team.


Adding a Department

To add a department:

1. Type the department name in the Department field and press **Enter**.
2. A message asks if you want to enter a new department. Click **Yes**.
3. To save your changes, click .
4. A message asks you to confirm that you want to save the record. Click **OK**.


Editing a Department

To change the name of a department:

1. Select the department from the list.
2. Edit the department name in the Department field and click .
3. A message asks you to confirm that you want to save the record. Click **OK**.


Deleting a Department

To delete a department:

1. Select the department from the list.
2. Click .
3. A message asks you to confirm that you want to delete the record. Click **OK**.


Adding a Team

To add a team to a department:

1. Select the department from the list.
2. Scroll to the last row in the list. It says *Click here to add a row*.
3. Click the row. A blank row appears above the last row, which is highlighted. Your pointer moves to it.
4. Enter the name of the team.
5. To save your changes, click .
6. A message asks you to confirm that you want to save the record. Click **OK**.

Editing a Team

To change the name of a team:


1. Select the department from the list.
2. Edit the team name in the list and click .
3. A message asks you to confirm that you want to save the record. Click **OK**.

Deleting a Team

To delete a team:

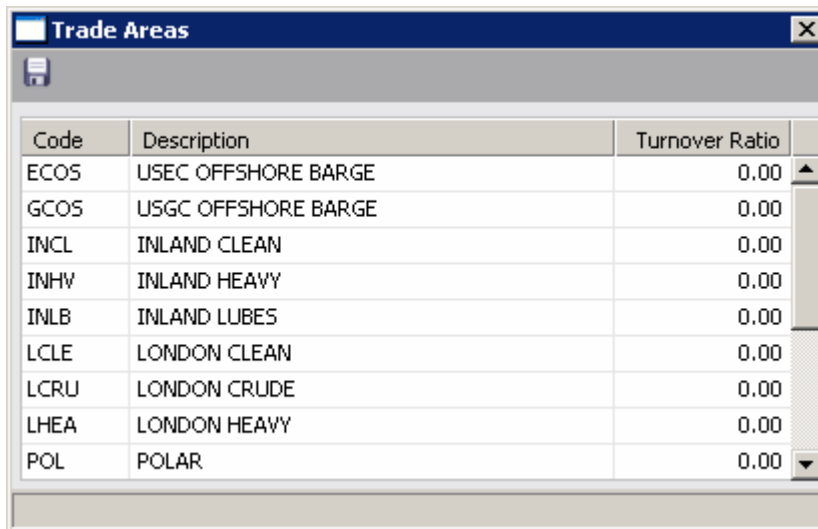
1. Right-click in the row of the team you want to delete and then click **Delete**.
2. A message tells you that the record is deleted. Click **OK**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Trade Areas/Voyage Regions

This table lists the trade areas or voyage regions of your company.



Code	Description	Turnover Ratio
ECOS	USEC OFFSHORE BARGE	0.00
GCOS	USGC OFFSHORE BARGE	0.00
INCL	INLAND CLEAN	0.00
INHV	INLAND HEAVY	0.00
INLB	INLAND LUBES	0.00
LCLE	LONDON CLEAN	0.00
LCRU	LONDON CRUDE	0.00
LHEA	LONDON HEAVY	0.00
POL	POLAR	0.00


Trade Areas

The Voyage Regions table contains the following fields.

Code	The sequential code for the trading area.
Description	The description of the trading area.
Turnover Ratio	The turnover ratio for containers for a trade run.

Updating the Trade Areas/Voyage Regions Table

To update the Trade Areas/Voyage Regions table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Operations Ledger

The screenshot shows a window titled "Operations Ledger" with a table containing the following data:

Code	Description	Category
AGFEE	AGENCY FEE	OPX
AMPDC	AMPD COVERAGE	OPX
AMSFE	AMS FEES	OPX
BOOMC	BOOM CHARGES	OPX
CANAL	CANAL CHARGES	OPX
CANCF	CANCELLATION FEE	OPX
CLEAN	CLEANING FEES	OPX
COFRE	COFR EXPENSES	OPX
COMME	COMMUNICATIONS EXPENSES	OPX


Operations Ledger

Operations Ledger terms contain the following fields.

Code	The code for the Operations ledger.
Description	The description of the Operations ledger.
Category	One of the following: OPX = Operational Expenses, DEP = Depreciation Expenses, MVE = Miscellaneous Vessel Expenses, or General.

Updating the Operations Ledger

To update the Operations Ledger:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Units of Measure

Units of Measure terms include the units of measure used in IMOS and their conversion factors.

Code	Description	T	Alt Code	Conversion Factor
BBL	BBL	V		0.00000000
NBL	NET BBL	V		0.00000000
LT	LONG TONS	W		0.00000000
MT	METRIC TON	W		0.00000000
NT	NET TON	W		0.00000000
ST	SHORT TONS	W		0.00000000

Click here to add a row


Units of Measure

Units of Measure terms contain the following fields.


Code	The code for the unit of measure.
Description	The description of the unit of measure.
T	<p>The type of unit of measure.</p> <p>You can select a value for this field.</p> <p>Values (with standard measures in parentheses):</p> <ul style="list-style-type: none"> A – Area (square meters) C – Count (the unit, for example, head of cattle) L – Length (meters) V – Volume (cubic meters) W – Weight (metric tons)
Alt Code	An alternate code for the unit of measure.
Conversion Factor	A conversion factor to the standard measure for the type.

Updating the Units of Measure Table

To update the Units of Measure table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Vessel Daily Cost

You can track the vessel's daily operating costs.

Vessel Daily Cost


The Vessel Daily Cost form contains the following fields.

Vessel	The Vessel Name, from the Vessel List . You can select a value for this field.
	The Vessel Code, from the Vessel List . It appears when you enter or select a Vessel Name.
Date From	The beginning date of the voyage. It appears when you select a voyage.
Date To	The ending date of the voyage. It appears when you select a voyage.
Voyage From	The Voyage Number from the beginning of the voyage, from the Voyage Selection List.
Voyage To	The Voyage Number from the ending of the voyage, from the Voyage Selection List.


Voyage	The numbers of the selected voyages.
Start Date	The start dates of the selected voyages.
End Date	The end dates of the selected voyages.
Daily Cost	The daily costs of the selected voyages.
Est. Cost	The estimated daily costs of the selected voyages, from the Voyage Estimate .
Vessel Daily Cost	The average daily cost of the voyages in the list.

Updating the Vessel Daily Cost Form

To enter or update the Vessel Daily Cost form:

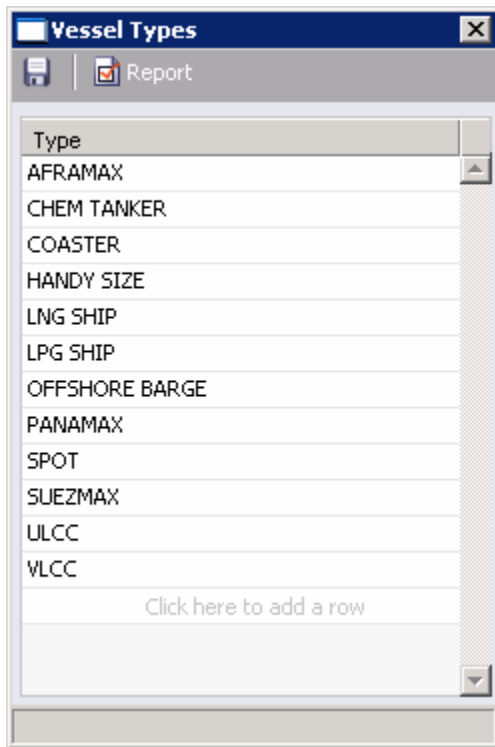
1. At the top of the table, enter the **Vessel Name**. It must be already [defined](#). To [select it from a list](#), press **Enter**. When you select a **Vessel**, its **Code** appears with it.
2. Do one of the following:
 - Enter a **Date From** and a **Date To** value.
 - Enter a **Voyage From** and a **Voyage To** value. To [select them from a list](#), press **Enter** in each field. When you select **Voyage From** and **Voyage To** values, the **Date From**, **Date To**, **Voyage**, **Start Date**, and **End Date** appear. If the cost was estimated, the **Estimated Cost** appears.
3. Enter the **Daily Cost** for each voyage. IMOS averages these costs per day. The **Vessel Daily Cost** appears at the bottom of the form.
4. If you want to apply this **Vessel Daily Cost** to all voyages, click **Apply to All Voyages**.
5. To save your changes, click .
6. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the costs, click . The report appears in your browser window. You can use browser commands to save or print the report.

Vessel Types

The Vessel Types table lists the vessel types.




Vessel Types

Vessel Types terms contain the following field.


Type	The name of the vessel type.
------	------------------------------

Updating the Vessel Types Table

To update the Vessel Types table:

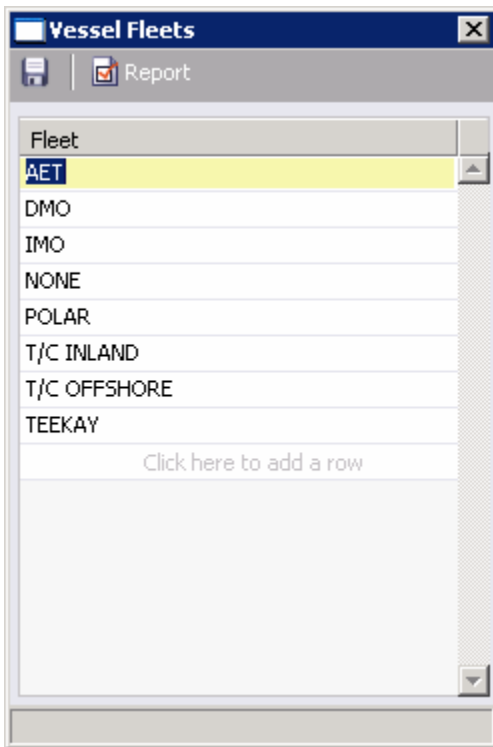
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Vessel Fleets

The Vessel Fleets table lists the fleets.




Vessel Fleets

Vessel Fleets terms contain the following field.


Fleet (Optional)	The name of the fleet.
---------------------	------------------------

Updating the Vessel Fleets Table

To update the Vessel Fleets table:

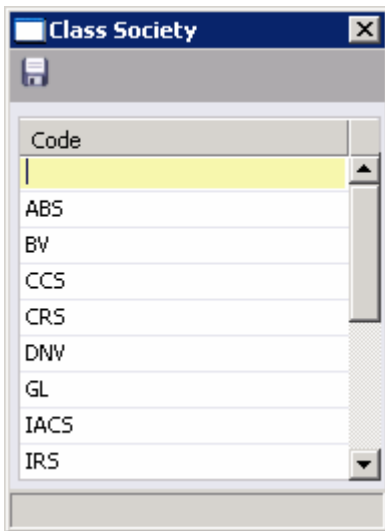
1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

Class Societies

The Class Society terms list the class society codes.




Class Society

Class Society terms contain the following field.

Code	The code for the class society.
------	---------------------------------

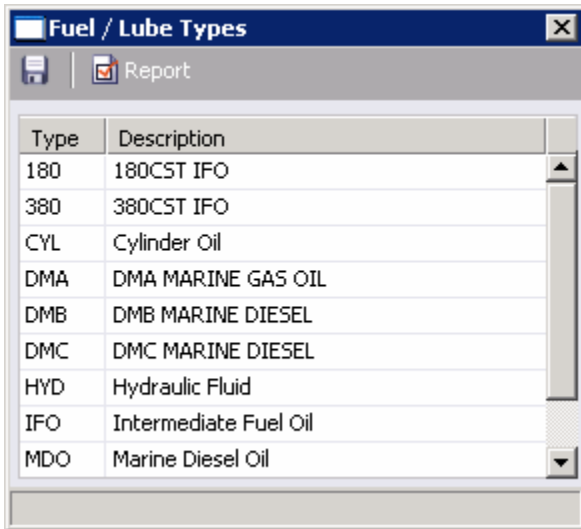
Updating the Class Society Table

To update the Class Society table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Fuel/Lube Types

Fuel/Lube Types terms list the main fuel, lubricant, and oil types used in the marine industry.




Fuel/Lube Types

Fuel/Lube Types terms contain the following fields.


Type	The name of the fuel type.
Description	A description of the fuel type.

Updating the Fuel/Lube Types Table

To update the Fuel/Lube Types table:

1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

Creating a Report

To view a printable report of the terms, click . The report appears in your browser window. You can use browser commands to save or print the report.

OPA Rates

OPA Rates terms list the Oil Pollution Act surcharge rates for a particular year.

The screenshot shows a window titled "OPA Rates" with a "Year:" field containing "2006". Below the field is a table with two columns: "Description" and "Rate".

Description	Rate
USA Ports / SBT	0.110
USA Ports / Non-SBT	0.000
LOOP / SBT	0.052
LOOP / Non-SBT	0.000

OPA Rates

The OPA Rates form contains the following fields.

Year	Enter the year.
Description	A description of the rate.
Rate	The rate for the year entered.

Using the OPA Rates Form

To view the OPA rates for a year, type the year and press **Enter**. The OPA rates appear in the table.

Address Book

Overview of the Address Book

The Address Book is a major database function that is used by many modules in IMOS. It keeps important information readily available about the different individuals and companies that have a business relationship with your company.

Take care when entering data that you do not enter a company more than once. Having two entries for the same contact can make accounting incorrect. We recommend that you have a process for entering addresses that eliminates the possibility of creating duplicates.

1. To work with addresses, in the **Data Center**, click  **Address Book** or **Address Book**.



Short Name	Full Name	Address Type	Address	Phone Number	Currency
121001	CITIZENS BANK TEST	Banks	, ,		AUD
121002	BANK OF AMERICA TEST	Banks	, ,		USD
ABC	ABC CORPORATION	Charterers	111 Waterfront Blvd, Suite 106, Boston, MA, USA	111-111-1111	USD
ADDAX BV	ADDAX BV	Suppliers	...		USD
ADMIRAL	ADMIRAL SHIPPING AGENCY NV	Agents	...		USD
ADMIRAL	ADMIRAL SHIPPING AGENCY NV	Bunker Vendors	...		USD
ADMRL SHIP	ADMIRAL SHIPPING AGENCY NW	Agents	...		USD
AET	AMERICAN EAGLE TANKERS	Owners/Operators	,, Singapore		USD
AFRITRAMP	AFRITRAMP	Agents	agent in W.Africa		USD
ALLIANCE	PRODUCTS - ALLIANCE REFINERY	Receivers	111, Louisiana		USD
ALLIANCE	PRODUCTS - ALLIANCE REFINERY	Internal Business Units	111, Louisiana		USD
ALLIANCE	COP ALLIANCE REFINERY	Demurrage Allocation	...		USD
ALLIANCE	ALLIANCE REFINERY -- PRODUCTS	Charterers	111		USD
ALLIANCE	COP ALLIANCE	Suppliers	1111		USD
ALYESKA	ALYESKA PIPELINE COMPNAV	Suppliers	...		USD
ANGELA FIN	ANGELA FINANCE COMPANY	Owners/Operators	C/O CLARKSON SHIPPING SERVICE, USA		USD
BARWIL MAL	BARWIL WESTEXT SDN BHD	Agents	KUALA LUMPUR, MALAYSIA, Malaysia		USD
BAY DELTA	BAY DELTA MARINE	Owners/Operators	SAN FRANCISCO, CA		USD
BAYHOUSTON	BAY HOUSTON TOWING	Miscellaneous	111		USD
BAYWAY	PRODUCTS - BAYWAY REFINERY	Internal Business Units	111, Linden, NJ		USD
BAYWAY	CONOCOPHILLIPS BAYWAY TERMINAL	Demurrage Allocation	BAYWAY, NY		USD
BESORA	BESORA SHIPPING AGENT	Agents	...		USD
BLESSEY	BLESSEY MARINE	Owners/Operators	NEW ORLEANS, LA, USA		USD
BLESSEY	BLESSEY MARINE	Miscellaneous	111		USD

Address Book



The Address Book includes the following fields for each Contact record:

- Short Name
- Full Name
- Address Type
- Address
- Phone Number
- Currency

2. You can change your view:

- If there are more Contact records than can fit at one time, you can use the scroll bar at the side of the window to view more.
- To sort Contact records by Short Name, Full Name, Address Type, or Currency, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
- To filter Contact records by Short Name, Full Name, Address Type, or Currency, click the column heading and then click either **(All)** or one of the values from the column.

Because the Address Book serves such an important role in all IMOS modules, personnel from all departments should make sure their contacts are up to date. Address Book information must be entered before a customer, vendor, or contact can be included in any IMOS transaction. Setting up the Address Book can include the following tasks.

- To [add a new contact](#), click .
- To view a Contact record, click its [Short Name](#) link in the **Short Name** column.
- To delete a Contact record, view the record and click  on the record. On the shortcut menu, click **Confirm delete record**.

Adding a New Contact

Every contact in the Address Book has a Type code that identifies its type of business relationship. Type codes must be established before contacts of that type can be added.

Every contact also has a unique Short Name, which is used by various processes, such as estimating, fixing, and operations. When you enter or update contacts, be careful not to enter more than one Short Name for a contact, because adding a Short Name creates another entry. Having two entries for the same person or company makes the overview of the current account incorrect.

To add a new contact:


1. In the [Address Book](#), click .

Address Book Contact Form




2. On the Address Book Contact form, select a **Type** from the [selection list](#).
3. Enter a **Short Name** for the contact; it must be 32 characters or fewer. Then press **Enter** or **Tab**. If the Type and Short Name do not match any existing records, a message asks if this is a new record. To create a new record, click **Yes**.

Note: (Be sure to only create one entry for each company.)

4. In the **Curr** field, to enter the currency in which you deal with this contact, do one of the following:
 - Leave the default value of USD.
 - Type a different value.
 - Select a value from the [selection list](#).

5. Complete the remaining fields on the form as appropriate.
 - To be able to save the record, you must enter the **Full Name** and at least the first line of the **Address**.
 - For the **Remarks**, **Remittance Information**, and **Contacts** tables, you can [add, edit, or delete values](#).
 - You can also select values from [selection lists](#) for the following fields:
 - **Country**
 - **Beneficiary Bank**
6. To save your changes, click . IMOS inserts the next sequential **Company Number**.

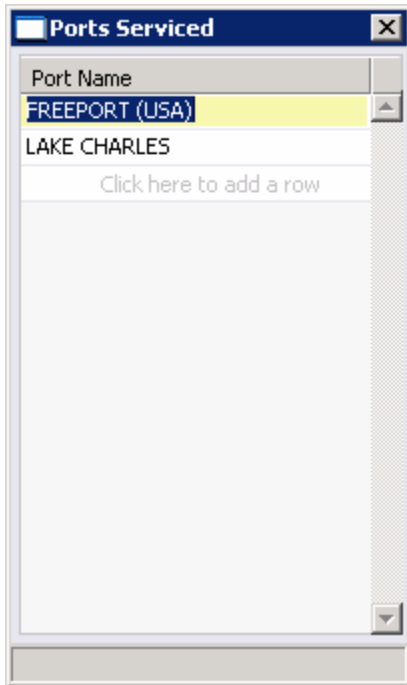
From an Address Book Contact form:

- You can [view or add ports serviced](#) by the contact. On the toolbar, click .
- If the contact is an agent or a vendor, you can [view or add the contact's agent or vendor port expenses](#) from the Address Book Contact form. On the toolbar, click .
- You can view a printable report of a contact's information. On the toolbar, click .


Ports Serviced

When you are viewing or editing a [Contact record](#), you can view or add the names of ports that are serviced by the contact.

1. On the Contact form toolbar, click . The Ports Serviced table appears.




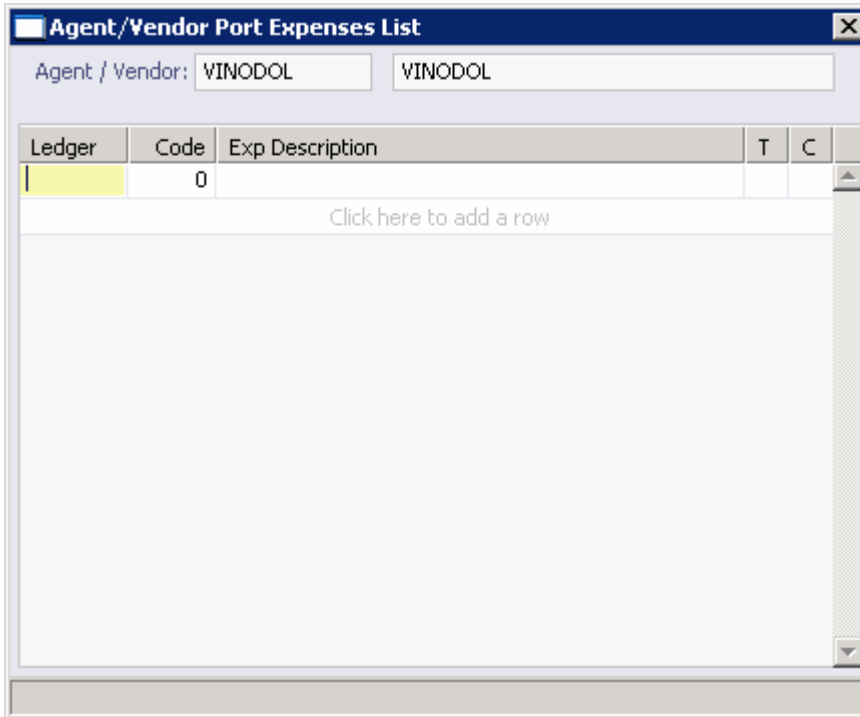
Ports Serviced

2. Enter the name of any additional ports serviced by this contact in the Port Name field.
3. To save the information and close the form, click .

Agent/Vendor Port Expenses

When you are viewing or editing a [Contact record](#) for an agent or a vendor, you can view or add the contact's agent or vendor port expenses.


1. On the Contact form toolbar, click . The Agent/Vendor Port Expenses List appears.



Ledger	Code	Exp Description	T	C
	0			

Click here to add a row

Agent/Vendor Port Expenses List

2. Select a **Ledger** from the [selection list](#). IMOS completes the remaining fields in the table row.
3. You can [add, edit, or delete values](#). For each row, IMOS inserts the next sequential **Code**.
4. To save the information and close the form, click .

Cargo Names

Overview of Cargo Names

To work with cargo:

1. In the **Data Center**, click  **Cargo Names** or **Cargo Names**. The Cargo Names list appears.

Short Name	Full Name	Type	Density	Units	Description
6_OIL	NO.6 FUEL OIL	HEAVY	0	API	
ALBIAN	ALBIAN CRUDE	CRUDE	0	API	
ALKYLATE	ALKYLATE	CLEAN	35	API	
ANS	ALASKAN NORTH SLOPE	CRUDE	0	API	
ARAB_HEAVY	ARAB HEAVY	CRUDE	0	API	
ARAB_LIGHT	ARAB LIGHT	CRUDE	37	API	
ASPHALT	ASPHALT CARGO GROUP	ASPHALT	1	API	
BASRAH_LT	BASRAH LIGHT CRUDE	CRUDE	30.71	API	
BB_MIX	BB MIX	LPG	0	API	
BONNY_LT	BONNY LIGHT CRUDE	CRUDE	35	API	This crude is from Nigeria
BRASS	BRASS CRUDE OIL	CRUDE	0	API	
BUNKERS	BUNKERS CARGO GROUP	BUNKERS	1	API	
BUTANE	NORMAL BUTANE	LPG	0	API	
CAR_DIESEL	CARBOB DIESEL	CLEAN	0	API	
CARBOB_REG	CARBOB REGULAR	CLEAN	0	API	
CHEMICALS	CHEMICALS CARGO GROUP	CHEMICALS	1	API	
CLEAN	CLEAN CARGO GROUP	CLEAN	1	API	
CR_CONDENS	CRUDE CONDENSATE	CRUDE	0	API	
CRUDE	CRUDE CARGO GROUP	CRUDE	1	API	
CUSTIANA	CUSTIANA CRUDE OIL	CRUDE	0	API	
CUTTER_STK	CUTTER STOCK	HEAVY	0	API	
DIST	DISTALLATE	CLEAN	35	API	
DRY_CARGO	DRY CARGO GROUP	DRY CARGO	0.0283	M3/MT	
DUBAI	DUBAI CRUDE	CRUDE	30.4	API	
EKO/SCH	EKOFISK/SCHIEHALLION	CRUDE	32	API	



Cargo Names

The Cargo Names list includes the following fields for each Cargo record:

- Short Name
 - Full Name
 - Type
 - Density
 - Units
 - Description
2. You can change your view:
 - If there are more Cargo records than can fit at one time, you can use the scroll bar at the side of the window to view more.
 - To sort Cargo records by Short Name, Full Name, or Type, click the column heading and then click either **Sort Ascending** or **Sort Descending**.

- To filter Cargo records by Short Name, Full Name, or Type, click the column heading and then click either **(All)** or one of the values from the column.

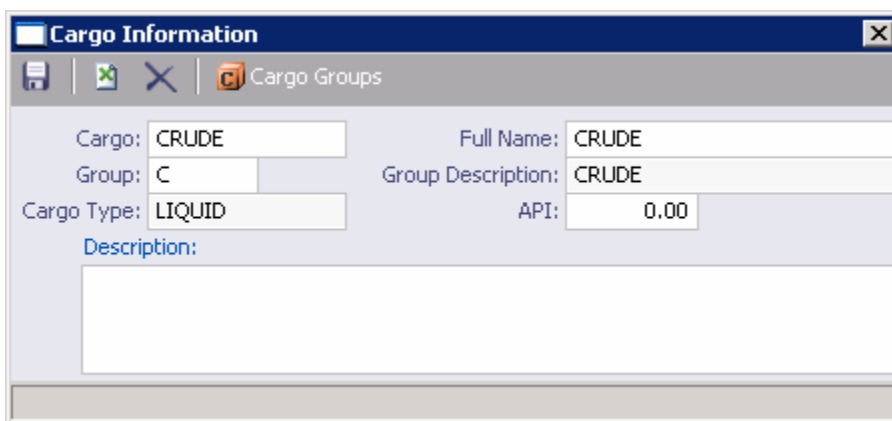
You can do the following tasks from the Cargo Names list:

- To [add a new cargo name](#), click .
- To view a Cargo record, click its [Short Name](#) link in the **Short Name** column.
- To delete a Cargo record, view the record and click  on the record. A message asks you to confirm the deletion. Click **Yes**.

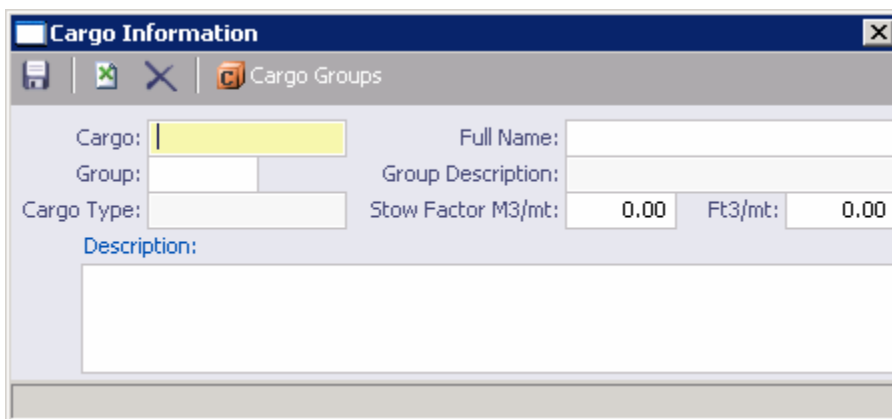
Adding a New Cargo Name

To add a new cargo name:

- In the [Cargo Names list](#), click .




Cargo Information, liquid cargo



Cargo Information, dry cargo

- On the Cargo Information form, enter a **Cargo Short Name**; it must be 32 characters or fewer.
- A message asks you to confirm that you are adding new cargo. Click **OK**.
- Enter a **Full Name**.

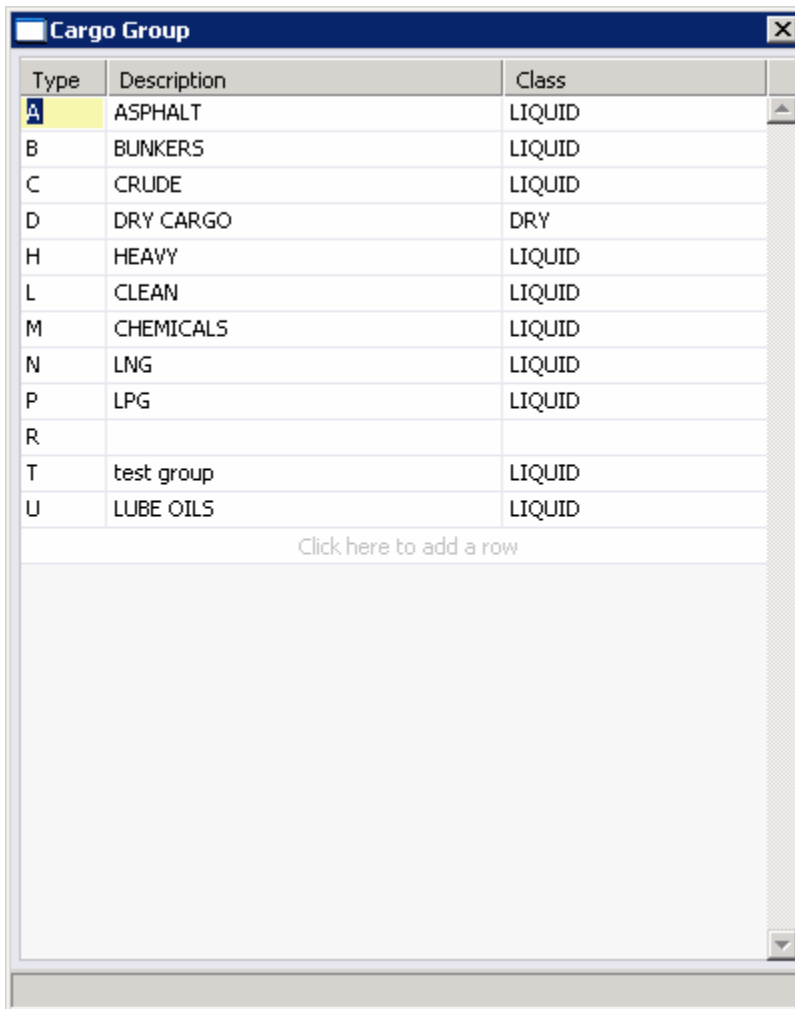
5. Select a **Group** from the [selection list](#). Depending on the group, the form includes fields for either liquid or dry cargo. IMOS completes the remaining fields.
6. To save your changes, click .
7. A message asks you to confirm the save. Click **OK**.

From a Cargo Information form, you can [view or edit Cargo Groups](#). On the toolbar, click



Cargo Groups

When you are viewing or editing a Cargo record, you can view, edit, or add cargo groups. On the [Cargo Information form](#) toolbar, click . The Cargo Group table appears.



Type	Description	Class
A	ASPHALT	LIQUID
B	BUNKERS	LIQUID
C	CRUDE	LIQUID
D	DRY CARGO	DRY
H	HEAVY	LIQUID
L	CLEAN	LIQUID
M	CHEMICALS	LIQUID
N	LNG	LIQUID
P	LPG	LIQUID
R		
T	test group	LIQUID
U	LUBE OILS	LIQUID

Click here to add a row


Cargo Group

The Cargo Group List contains the following fields.

Type	The type of cargo group.
Description	A description of the cargo group.
Class	The class of the cargo group: dry, liquid, or unspecified.

Updating the Cargo Group List

To update the Cargo Group List:


1. [Add, edit, or delete](#) terms.
2. To save your changes, click .
3. A message asks you to confirm that you want to save the record. Click **Yes**.

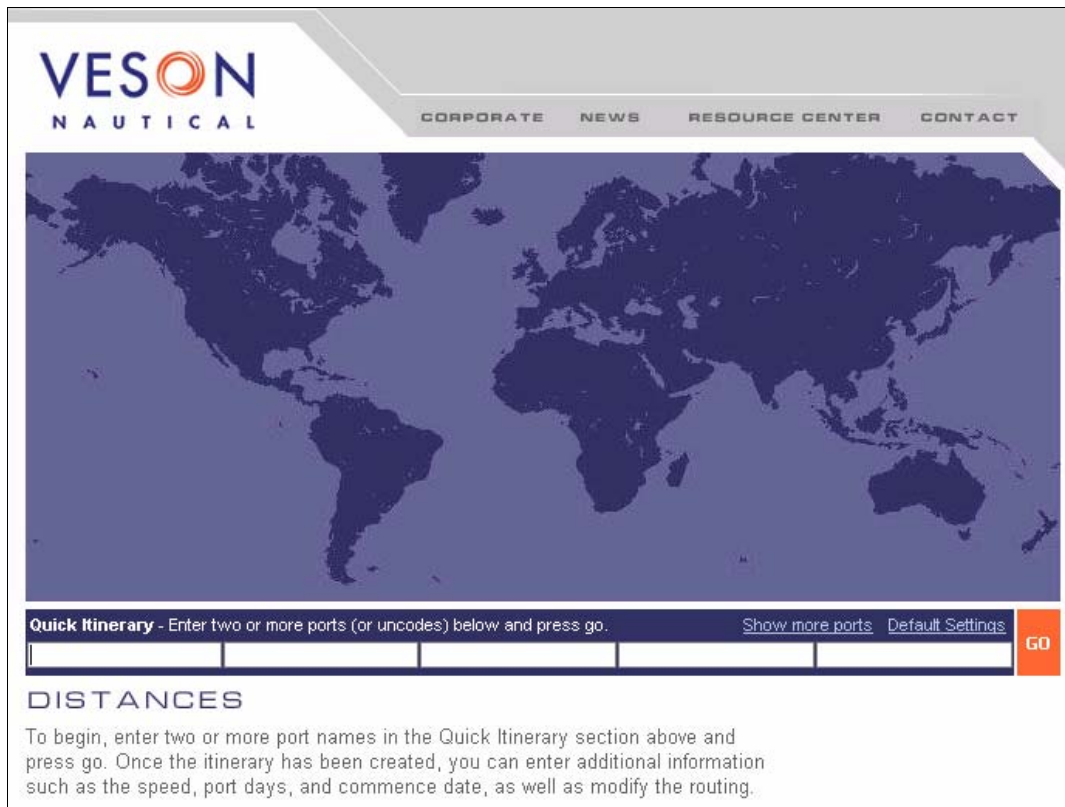
Distances Calculator

The [Distances Calculator](#) is an online tool to assist you in preparing schedules for voyages and estimating steaming time and bunker costs. It includes distances between over 6,000 ports, with routing options covering all the main sea passages. You can enter multiple ports at any time to calculate distances, times, and costs. You can change the details of the calculation at any time, and the results are automatically recalculated.

You can [add ports](#) to the system, and, in the [Distances Editor](#), you can enter the distances you have observed from actual voyages.

Note that the system has been designed for short sea passages and ocean use, so the table might not always show distances for voyage legs below 10 NM involving minor ports, or between subterminals of major ones.

1. To use the Distances Calculator, in the **Data Center**, click  [Distances](#).



Distances Calculator

The top part of the Distances Calculator is a world map that displays the ports and routes in the calculated itinerary. The bottom part contains fields for entering the information to be used in the calculation.

2. If you want to change the default settings used in the calculation, click [Default Settings](#), on the right.

Distance Preferences

Itinerary defaults

Speed:

Port days:

Weather factor: %

Bunkers/costs

	Consumption (tonnes/day)		Cost USD/tonne
	In Port	At Sea	
Heavy fuel oil:	<input type="text" value="0.0"/>	<input type="text" value="38.0"/>	<input type="text" value="98.0"/>
Medium diesel oil:	<input type="text" value="3.5"/>	<input type="text" value="1.5"/>	<input type="text" value="180.0"/>

Cost per day: (USD)

Distance Preferences

In Distance Preferences:

- To change a setting, type the new setting and click .
 - When you finish changing settings, click .
3. If you want to include more than five ports in your itinerary, click [Show more ports](#), on the right. The link changes to [Show less ports](#); to switch back to five port fields, click it.
 4. In one of the Quick Itinerary port fields, below the map, enter the first port name.
 5. Continue entering port names, using any of these methods:
 - **Tab** to the next field and type the port name.
 - Click in the next field and type the port name.
 - To enter the port in the calculation immediately, press **Enter** after typing the port name.
 6. Click .

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Quick Itinerary - Enter two or more ports (or uncodes) below and press go. [Show more ports](#) [Default Settings](#) **GO**

BOSTON (USA) CORINTH

DISTANCES

Itinerary	Distance (nm)	Speed (knots)	Port/Sea Days	Arrive	Depart
BOSTON (USA)			2.0	05-Oct-06 12:00	07-Oct-06 12:00
via GIBRALTAR	4,416	12.0	23		
CORINTH (GREECE)			2.0	30-Oct-06 19:00	01-Nov-06 19:00
Totals:	4,416		27.0		

Commence: 05-Oct-06 12:00 Terminate: 01-Nov-06 07:00 Weather: 50.0 % **Report** **Update** **Clear**




Distances Calculator

The map displays the selected ports and routes, and the itinerary displays the following values:

- For each voyage leg:
 - Name of each port
 - Any waypoints between ports. A waypoint is a place that is only in the schedule for navigation purposes. For example, if a vessel is coming from the Atlantic area, and the next port is in the Mediterranean Sea, the Distances Calculator inserts Gibraltar as a waypoint.
 - Distance in nautical miles
 - Speed in knots
 - Port Days
 - Sea Days
 - Arrive Date for each port
 - Depart Date for each port
- Total Distance

- Total Days
- Commence Date
- Terminate Date
- Weather Factor


7. You can do any of the following:

- To adjust the calculation:
 - a. Change any of the following values:
 - Ports
 - Speed
 - Port Days
 - Commence Date
 - Terminate Date
 - Weather Factor
 - b. Click .
- To create a report of the itinerary and costs, click .
- To clear the Distances Calculator to start over, click .

Ports

Overview of Ports

To work with ports:

1. In the **Data Center**, click  **Ports** or **Ports**.



No	Name	Country	Latitude	Longitude
644	AABENRAA	DENMARK	5502	-925
22638	AAHEIM	NORWAY	6202	-532
25314	AAIUN	WESTERN SAHARA	2705	1326
645	AALBORG	DENMARK	5703	-956
1	AALESUND	NORWAY	6227	-609
647	AARHUS	DENMARK	5609	-1013
22642	AASIAAT	GREENLAND	6842	5253
3001	ABADAN	IRAN	3020	-4820
22119	ABASHIRI	JAPAN	4401	-14417
5236	ABBOT POINT	AUSTRALIA	-1951	-14804
10063	ABCD	U.S.A.	3040	8802
22643	ABERAERON	UNITED KINGDOM	5215	416
481	ABERDEEN (UNITED KIN	UNITED KINGDOM	5708	204
22122	ABERDEEN (USA)	UNITED STATES	4656	12351
22645	ABERDOVEY	UNITED KINGDOM	5233	403
2	ABIDJAN	IVORY COAST	518	400
5199	ABO	FINLAND	6027	-2215
22647	ABONNEMA	NIGERIA	444	-646
22123	ABOSHI	JAPAN	3445	-13434
22648	ABRA	SPAIN	4322	304
8232	ABU AL BUKHOOSH	UNITED ARAB EMIR	2528	-5305
22125	ABU AL KASHIB	IRAQ	3033	-4747
25271	ABU DHABI	UNITED ARAB EMIR	2432	-5423
22126	ABU FULUS	IRAQ	3027	-4802
24422	ABU KAMMASH	LIBYA	3304	-1149

Ports






The Ports list includes the following fields for each Port record:

- No.
- Name
- Country
- Latitude
- Longitude

2. You can change your view:

- If there are more Port records than can fit at one time, you can use the scroll bar at the side of the window to view more.
- To sort Port records by Name or Country, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
- To filter Port records by Name or Country, click the column heading and then click either **(All)** or one of the values from the column.

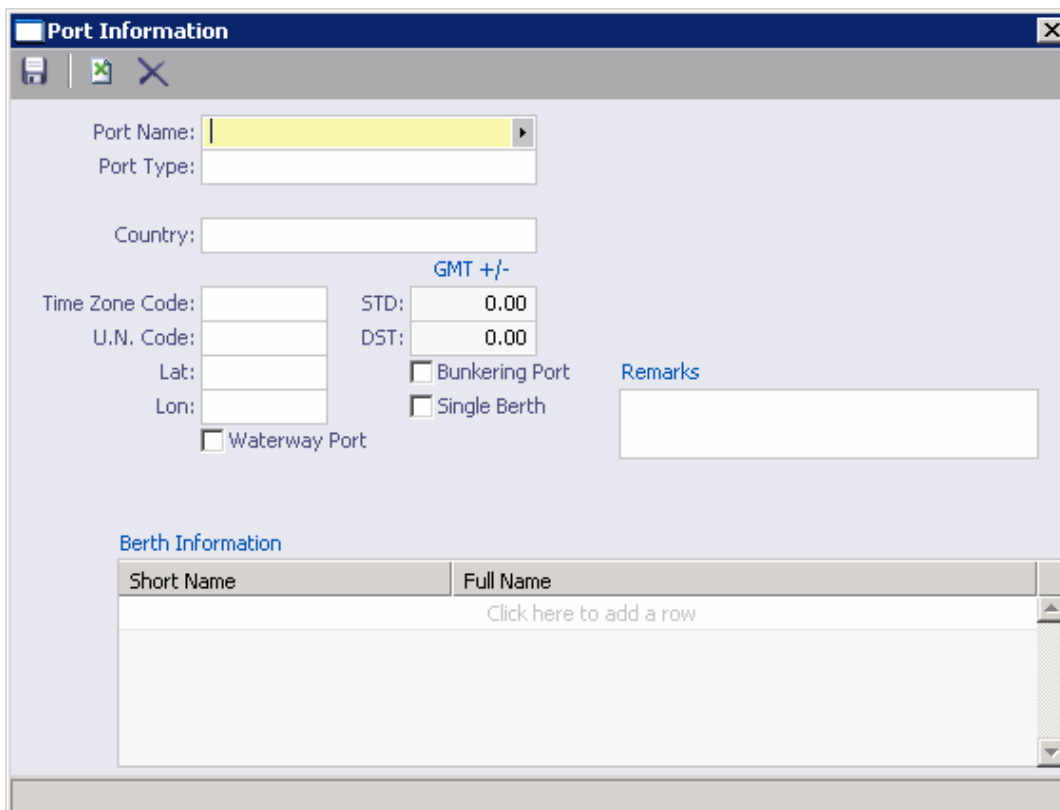
You can do the following tasks from the Ports list:

- To [add a new port](#), click .
- To view a Port record, click its [Number](#) link in the **No.** column.
- To delete a Port record, view the record and click  on the record. A message asks you to confirm the deletion. Click **Yes**.
- To view or edit the [Port Activities List](#), click .
- To view or edit [Port Functions](#), click .
- To view or edit distances in the [Distances Editor](#), click .

Adding a New Port

To add a new port:

1. In the [Ports list](#), click . The Port Information form appears.



Port Information

Port Name:

Port Type:

Country:

Time Zone Code: GMT +/-

U.N. Code: STD:

Lat: DST:

Lon:

Waterway Port Bunkering Port Single Berth

Remarks:

Berth Information

Short Name	Full Name
Click here to add a row	

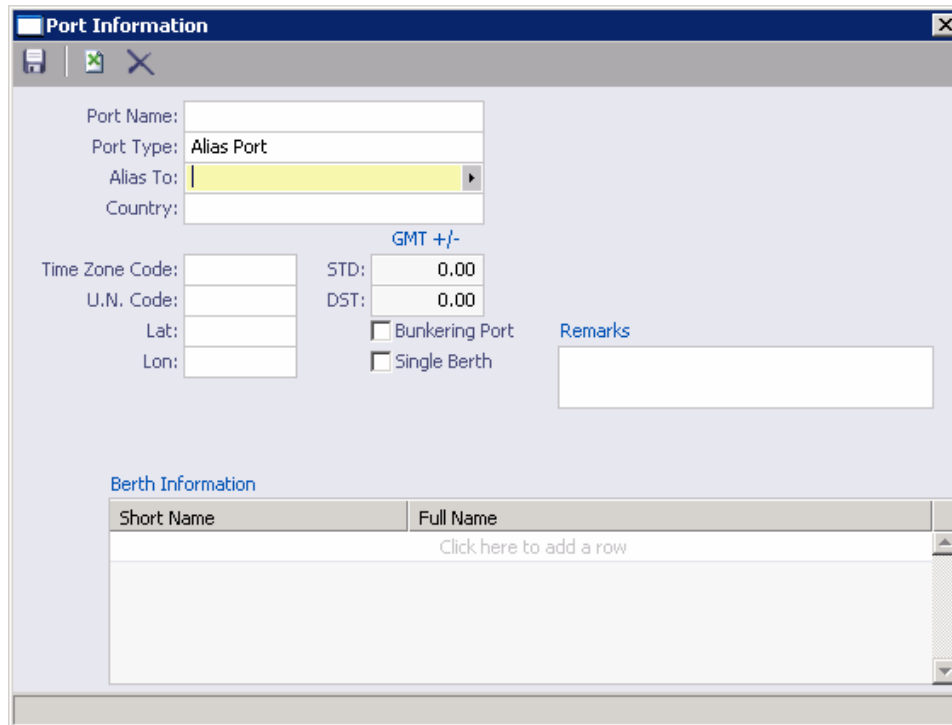
Port Information

2. Enter a **Port Name**. If no match is found, a message asks if you want to use the name for a new port. Click **Yes**.

3. Select a **Port Type**. Ports may be known by more than one name or nickname or have a name by which they are known locally or internationally. For example, New Orleans is also known as NOLA; NAPLES is also NAPOLI. The names may also apply to minor port names within the region of a major port.
 - **Port (No Distance Link)**: If you select this type, the **Port Aliases** table appears, where you can enter any aliases for this port.

The screenshot shows a software window titled "Port Information". The window contains several input fields and checkboxes. The "Port Name" field is empty. The "Port Type" dropdown is set to "Port (No Distance Link)". The "Country" field is empty. The "Time Zone Code" field is empty, and the "GMT +/-" label is positioned above the "STD" and "DST" fields, which both contain "0.00". The "U.N. Code" field is empty. The "Lat" and "Lon" fields are empty. There are three checkboxes: "Waterway Port" (unchecked), "Bunkering Port" (unchecked), and "Single Berth" (unchecked). On the right side, there is a "Port Aliases" table with a header "Port Aliases" and a single row containing the text "Click here to add a row". Below this is a "Remarks" text area. At the bottom, there is a "Berth Information" table with two columns: "Short Name" and "Full Name", and a single row containing the text "Click here to add a row".

- **Alias Port:** If you select this type, the **Alias To** field appears, where you can select the port for which this port is an alias.



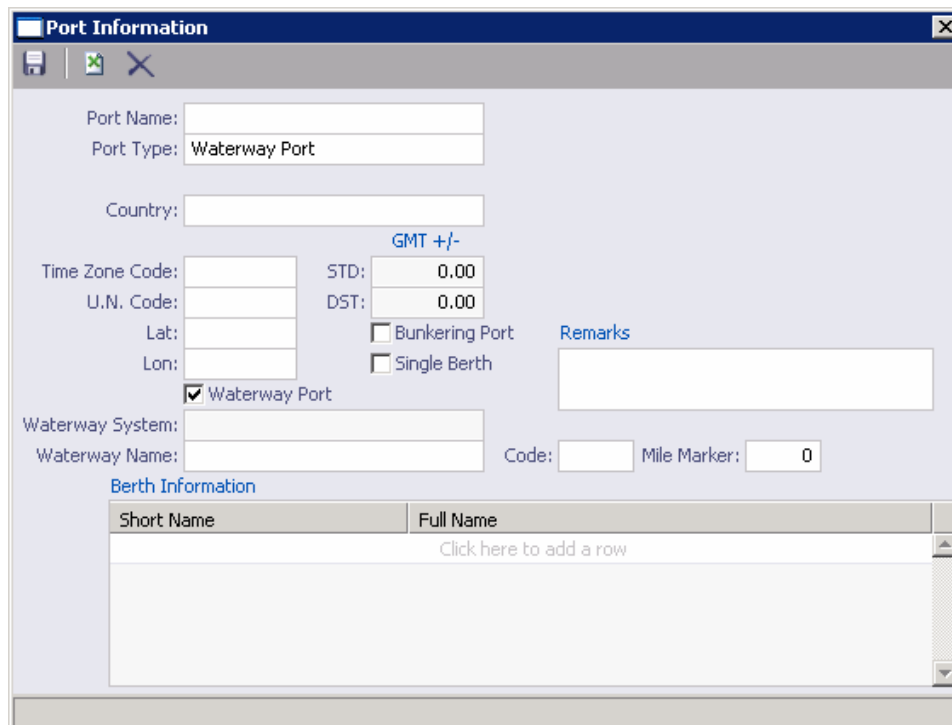
The screenshot shows the 'Port Information' form with the following fields and options:

- Port Name: [Text Field]
- Port Type: **Alias Port**
- Alias To: [Dropdown Menu]
- Country: [Text Field]
- Time Zone Code: [Text Field]
- U.N. Code: [Text Field]
- Lat: [Text Field]
- Lon: [Text Field]
- GMT +/-: [Text Field]
- STD: 0.00
- DST: 0.00
- Bunkering Port
- Single Berth
- Remarks: [Text Area]

Berth Information

Short Name	Full Name
Click here to add a row	

- **Waterway Port:** If you select this type or select the **Waterway Port** check box, the Waterway System, Waterway Name, Code, and Mile Marker fields appear.




The screenshot shows the 'Port Information' form with the following fields and options:

- Port Name: [Text Field]
- Port Type: **Waterway Port**
- Country: [Text Field]
- Time Zone Code: [Text Field]
- U.N. Code: [Text Field]
- Lat: [Text Field]
- Lon: [Text Field]
- GMT +/-: [Text Field]
- STD: 0.00
- DST: 0.00
- Bunkering Port
- Single Berth
- Waterway Port**
- Waterway System: [Text Field]
- Waterway Name: [Text Field]
- Code: [Text Field]
- Mile Marker: 0
- Remarks: [Text Area]

Berth Information

Short Name	Full Name
Click here to add a row	


4. Complete the remaining fields on the form as appropriate.
 5. To save your changes, click .
 6. When you close the form, a message asks if you want to save the record. Click **Yes**.
- From this form, you can also view or add [Berth Information](#).

Berth Information

When you are adding or viewing a [Port record](#), you can add or view Berth Information.

1. On the Port Information form, right-click the berth and click **Berth Details**.

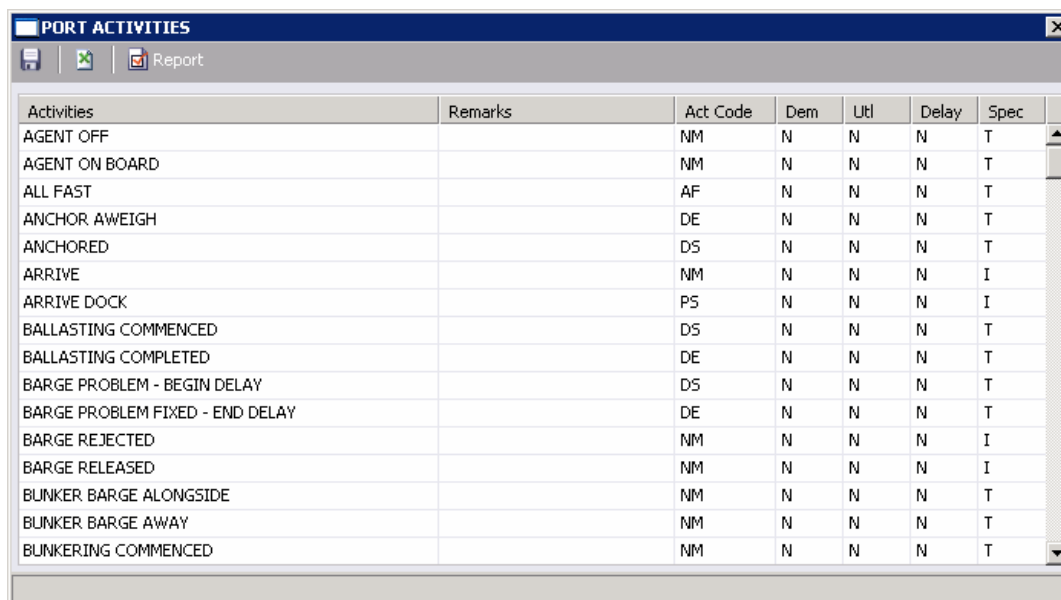
Berth Information

2. On the Berth Information form, complete the fields as appropriate.
3. To save and close the form, click .

Port Activities List

The Port Activities list holds the list of standard activities undertaken or encountered by a vessel while arranging port or in port. From the [Ports table](#), you can view or add port activities.


1. In the [Ports list](#), click .




Activities	Remarks	Act Code	Dem	Utl	Delay	Spec
AGENT OFF		NM	N	N	N	T
AGENT ON BOARD		NM	N	N	N	T
ALL FAST		AF	N	N	N	T
ANCHOR AWEIGH		DE	N	N	N	T
ANCHORED		DS	N	N	N	T
ARRIVE		NM	N	N	N	I
ARRIVE DOCK		PS	N	N	N	I
BALLASTING COMMENCED		DS	N	N	N	T
BALLASTING COMPLETED		DE	N	N	N	T
BARGE PROBLEM - BEGIN DELAY		DS	N	N	N	T
BARGE PROBLEM FIXED - END DELAY		DE	N	N	N	T
BARGE REJECTED		NM	N	N	N	I
BARGE RELEASED		NM	N	N	N	I
BUNKER BARGE ALONGSIDE		NM	N	N	N	T
BUNKER BARGE AWAY		NM	N	N	N	T
BUNKERING COMMENCED		NM	N	N	N	T

Port Activities


2. In the Port Activities list, you can [add, edit, or delete values](#).
 - Enter an **Activity**. You can also enter **Remarks** and select a **Port Action Code**:
 - **PS**: Port Action Starts
 - **PE**: Port Action Ends
 - **OS**: Operation Starts
 - **OE**: Operation Ends
 - **IS**: Interruption Starts
 - **IE**: Interruption Ends
 - **NM**: Normal Event
 - **DS**: Delay Starts (Do not deduct from OPS hour)
 - **DE**: Delay Ends (Do not deduct from OPS hour)
 - **OR**: Operation Resumes
 - **AF**: All Fast
 - **SS**: Shift Starts
 - **SE**: Shift Ends

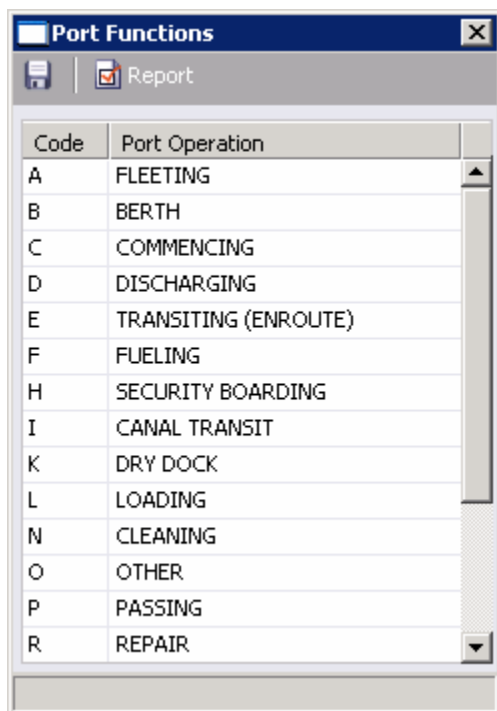
- **XS**: Dock Starts
 - **XE**: Dock Ends
 - **NR**: NOR Tendered
 - When you press **Enter** or **Tab**, the default value, **N**, appears in the next three columns. You can change it to **Y**.
 - **Dem**: The Demurrage flag indicates whether an activity is included in demurrage transactions.
 - **Utl**: The Utility flag indicates whether the activity is used in time-related functions in IMOS.
 - **Delay**: The Delay flag indicates whether the activity is related to delay calculations and reasons.
 - Select if the activity is **Specific** to a vessel type: A = For all, B = for bulk only, I = for inland barge only, T = for tanker only.
3. To save your changes, click .
 4. On the shortcut menu, click **Confirm save record**.

To view a report of port activities, click . The report appears in your browser window. You can use browser commands to save or print the report.

Port Functions


The Port Functions table holds the list of major activity groups that a vessel undertakes and encounters. From the [Ports table](#), you can view standard port functions or add more functions to the table.

1. In the [Ports list](#), click .




Code	Port Operation
A	FLEETING
B	BERTH
C	COMMENCING
D	DISCHARGING
E	TRANSITING (ENROUTE)
F	FUELING
H	SECURITY BOARDING
I	CANAL TRANSIT
K	DRY DOCK
L	LOADING
N	CLEANING
O	OTHER
P	PASSING
R	REPAIR

Port Functions

2. [Add, edit, or delete](#) **Code** and **Port Operation** values in the table.
3. To save your changes, click .
4. A message asks you to confirm the save. Click **OK**.
5. When you close the form, a message asks if you want to save the record. Click **Yes**.

From the Port Functions table, you can also do these tasks:

- To view or edit the [Port Activities for a Port Function](#), right-click the Port Function and then click **Activities List**.
- To view a report of Port Functions, click . The report appears in your browser window. You can use browser commands to save or print the report.


Port Activities for Port Function


In the Port Activities for Port Function table, you can select activities from the [Port Activities List](#) and assign them to a [Port Function](#) in sequential order.

1. In the Port Functions table, right-click the Port Function and then click **Activities List**.

Seq	Activities	Remark	Spec
100	END OF SEA PASSAGE		T
200	NOTICE OF READINESS TENDERED		T
300	ANCHORED		T
400	ANCHOR AWEIGH		T
500	PILOT ON BOARD		T
600	FIRST LINE		T
700	ALL FAST		T
800	GANGWAY SECURED		T
900	FREE PRATIQUE GRANTED		T
1,000	TANK INSPECTION COMMENCED		T
1,100	TANK INSPECTION COMPLETED		T
1,200	HOSE(S) CONNECTION COMPLETED		T
1,300	DISCHARGE COMMENCED		T
1,400	DISCHARGE COMPLETED		T
1,500	CARGO CALCULATION COMMENCED		T

Port Activities for Port Function

2. In the Port Activities for Port Function table, [add, edit, or delete](#) values. For each row, select an **Activity** and complete the **Remark** and **Spec** fields as appropriate. IMOS numbers the activities in the **Seq** column.
3. To save your changes, click .
4. A message asks you to confirm the save. Click **OK**.
5. When you close the form, a message asks if you want to save the record. Click **Yes**.

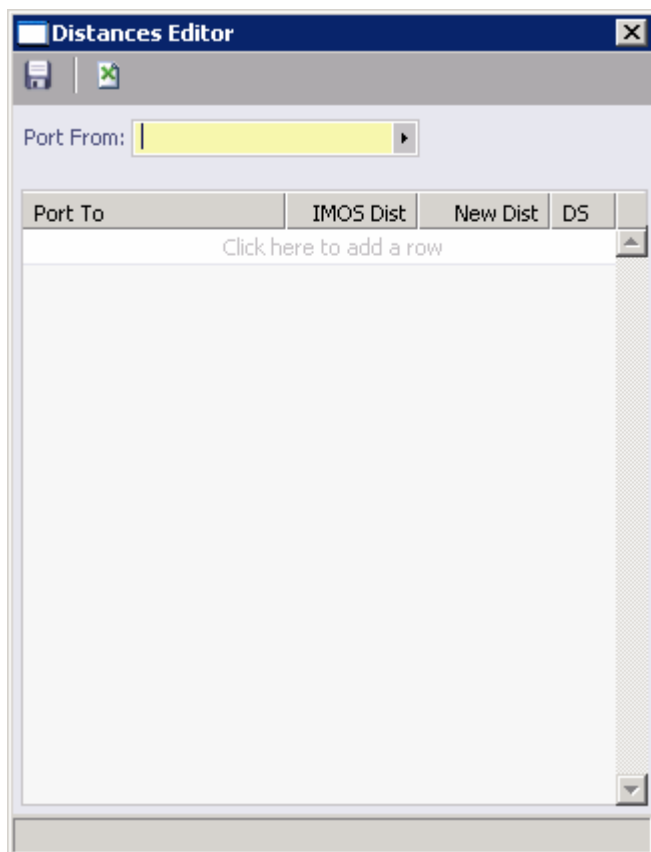
To view a report of Port Activities for a Port Function, click . The report appears in your browser window. You can use browser commands to save or print the report.

Distances Editor


In the Distances Editor, you can refine the distances from one port to another to use in the [Distances Calculator](#) and in [Voyage Estimating](#) to calculate voyages.

To use the Distances Editor:

1. In the [Ports list](#), click . The Distances Editor appears.



Distances Editor

2. If a port is selected, it appears in the **Port From** field. To enter distances from another port, select it from the [selection list](#).
3. In the **Port To** column, enter the name of a port for which you would like to use your own distance.
4. When you enter both a **Port From** and a **Port To**, the **IMOS Distance** appears. Type the new distance in the **New Distance** column.
5. In the **DS** column, enter the source of the distance (for example, Observed, US Navy).
6. When you have finished, click . IMOS uses the new distance in future calculations.

Vessels

Overview of Vessels

Vessels are added when IMOS is set up, so vessel information only needs to change if your company's fleet changes. To work with vessels:

1. In the **Data Center**, click  **Vessels** or **Vessels**. The Vessels table appears.

Vessel Name	Vessel Code	Vessel Type Code	Ownership	Vessel Type	Deadweight	Daily Cost	Laden Speed	Ballast Speed
African Pride	1056	Tanker	NS		16291	0	13	13
African Spirit	AFSP	Tanker	TC	SUEZMAX	151692	26250	15.5	15.5
Akaki	1016	Tanker	NS		95938	0	15	15
Akritas	1077	Tanker	NS	AFRAMAX	44999	0	14	14
Al Funtas	1175	Tanker	NS		294739	0	14.5	14.5
Aldebaran	1005	Tanker	NS		89570	0	16	16
Alpha Express	1090	Tanker	NS		45858	0	14.6	14.6
Amazon Gladiator	1124	Tanker	NS	AFRAMAX	72910	0	15	15
Americas Spirit	AMSP	Tanker	TC	AFRAMAX	111920	23400	15.5	15.5
Andoas	1061	Tanker	NS		32605	0	14.5	14.5
Ania	1011	Tanker	NS		94848	0	14.5	14.5
Antiparos	1120	Tanker	NS		68232	0	14	14
ARCHANGELOS GABRIEL	ARCH	Tanker	VC	PANAMAX	72292	0	0	0
Asian Spirit	ASSP	Tanker	TC		151692	26250	15.5	15.5
Astro Canopus	1156	Tanker	NS	SUEZMAX	159899	0	15	15
Astro Centaurus	1180	Tanker	NS		300295	0	15.3	15.3
Astro Cygnus	1186	Tanker	NS		306344	0	16	16
Astro Lupus	1164	Tanker	NS		257589	0	15.5	15.5
Australian Spirit	AUSP	Tanker	TC	PANAMAX	111904	23400	15.5	15.5
B 95	B095	Tanker	VC	OFFSHORE	13614.4	0	10	10
B-255	B255	Tanker	TC	OFFSHORE	12000	16500	10	10
Berge Pioneer	1159	Tanker	NS		360717	0	16	16
BOSTON EXPLORER	BOST	Tanker	NS	SUEZMAX	165000	0	6.5	10
BOSTON EXPLORER III	9123	Tanker	NS	SUEZMAX	165000	0	6	10
Bright Express	1069	Tanker	NS		42235	0	14.8	14.8

Vessels



The Vessels list includes the following fields for each Vessel record:

- Vessel Name
- Vessel Code
- Vessel Type Code
- Ownership
- Vessel Type
- Deadweight
- Daily Cost
- Laden Speed
- Ballast Speed

2. You can change your view:


- If there are more Vessel records than can fit at one time, you can use the scroll bar at the side of the window to view more.
- To sort Vessel records by Vessel Name, Vessel Code, Vessel Type Code, Ownership, or Vessel Type, click the column heading and then click either **Sort Ascending** or **Sort Descending**.
- To filter Vessel records by Vessel Name, Vessel Code, Vessel Type Code, Ownership, or Vessel Type, click the column heading and then click either **(All)** or one of the values from the column.

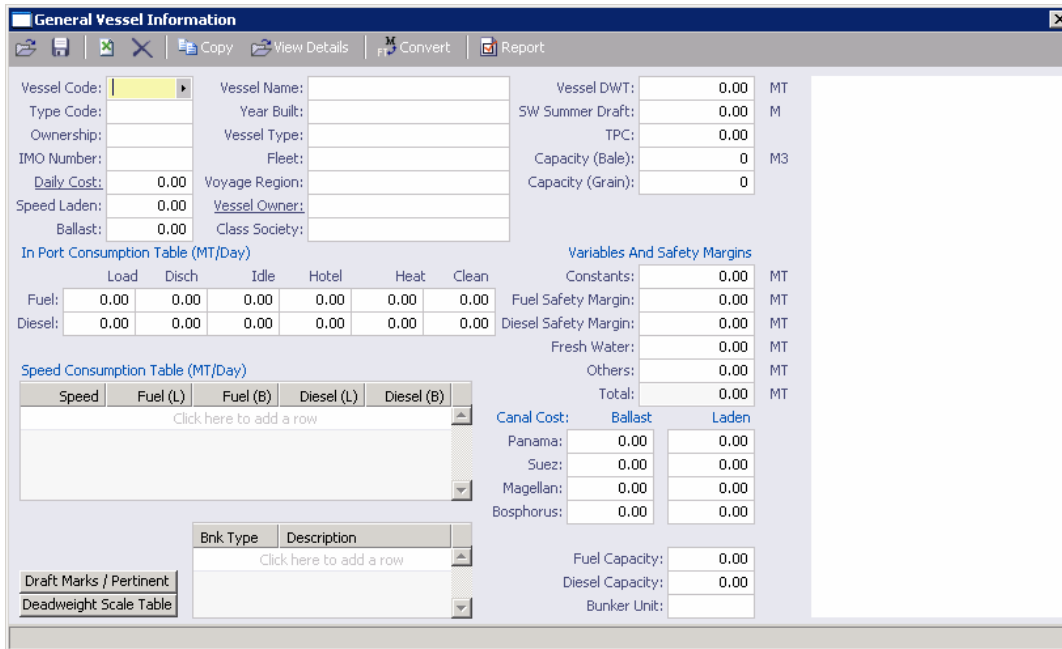
You can do the following tasks from the Vessels list:

- To [add a new vessel](#), click . You can also [copy a vessel](#).
- To [add a new inland unit](#), click .
- To [add a new boat](#), click .
- To [add a new barge](#), click .
- To view a Vessel record, click its [Vessel Name](#) link in the **Vessel Name** column.
- To delete a Vessel record, view the record and click  on the record. A message asks you to confirm the deletion. Click **Yes**.


Adding a New Vessel

To add a new vessel:





1. In the [Vessels list](#), click . The General Vessel Information form appears.



General Vessel Information


2. Enter a **Vessel Code**. It must be four characters.
3. Enter the **Vessel Name**.
4. Select a **Type Code** from the [selection list](#).
5. Enter the **Vessel DWT**, **Speed Laden**, and **Ballast**.
6. To save your changes, click .
7. A message asks you to confirm the save. Click **OK**.

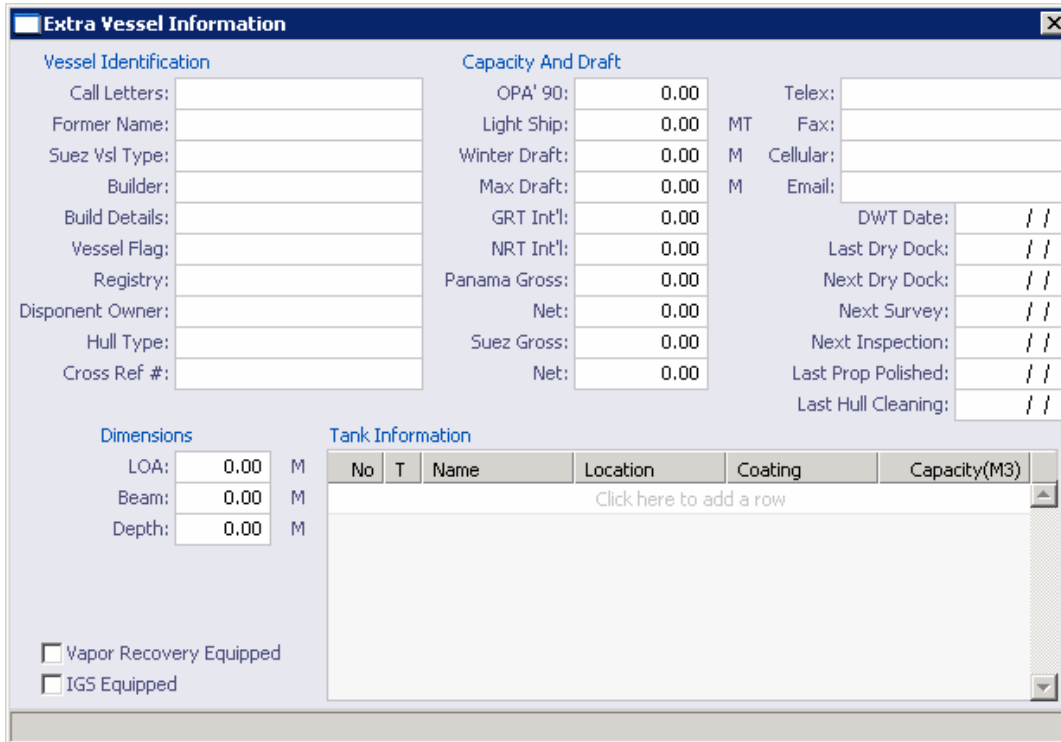
From the General Vessel Information form:

- To [view or edit Extra Vessel Information](#), click  on the toolbar.
- To view or add [Draft Marks and Pertinent Information](#), click  on the bottom of the form.
- To view or edit the [Deadweight Scale Table](#), click  on the bottom of the form.
- To view a report of the General Vessel Information, click  on the toolbar, select the data to include, and click **OK**. The report appears in a separate browser window. You can use browser commands to save or print the report.

Extra Vessel Information

In addition to the information on the [General Vessel Information form](#), you can add extra vessel information on the Extra Vessel Information form. Information from this form is used in the [Voyage Estimate](#) and the Voyage [Fixture Note](#).

1. On the [General Vessel Information](#) form, click . The Extra Vessel Information form appears.



Extra Vessel Information

Vessel Identification

Call Letters:
 Former Name:
 Suez Vsl Type:
 Builder:
 Build Details:
 Vessel Flag:
 Registry:
 Disponent Owner:
 Hull Type:
 Cross Ref #:

Capacity And Draft

OPA' 90:
 Light Ship:
 Winter Draft:
 Max Draft:
 GRT Int'l:
 NRT Int'l:
 Panama Gross:
 Net:
 Suez Gross:
 Net:

Telex:
 Fax:
 Cellular:
 Email:

DWT Date:
 Last Dry Dock:
 Next Dry Dock:
 Next Survey:
 Next Inspection:
 Last Prop Polished:
 Last Hull Cleaning:

Dimensions


LOA: M
 Beam: M
 Depth: M

Tank Information

No	T	Name	Location	Coating	Capacity(M3)
Click here to add a row					

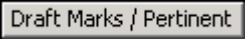
Vapor Recovery Equipped
 IGS Equipped

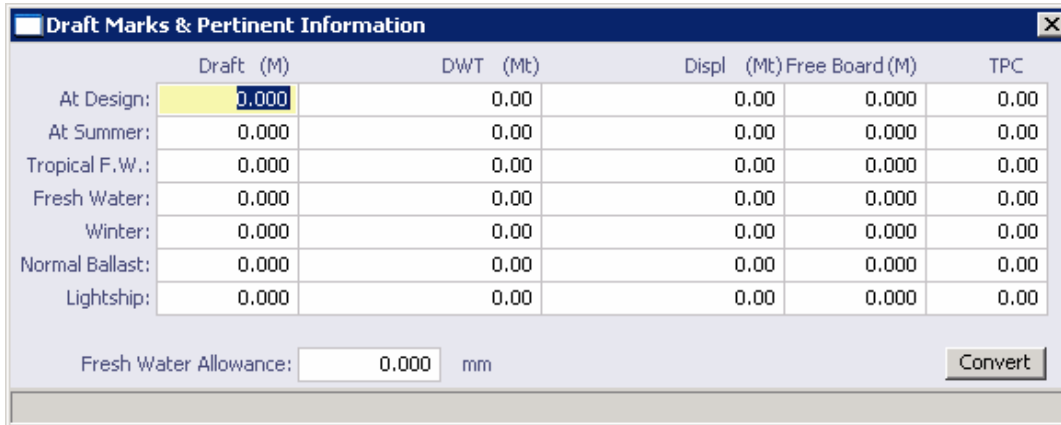
Extra Vessel Information

2. Complete the appropriate fields on the form.
3. To save and close the form, click .


Draft Marks and Pertinent Information

From the [General Vessel Information form](#), you can view or add draft marks and pertinent information about the vessel.

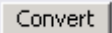

1. On the bottom of the General Vessel Information form, click .



	Draft (M)	DWT (Mt)	Displ (Mt)	Free Board (M)	TPC
At Design:	0.000	0.00	0.00	0.000	0.00
At Summer:	0.000	0.00	0.00	0.000	0.00
Tropical F.W.:	0.000	0.00	0.00	0.000	0.00
Fresh Water:	0.000	0.00	0.00	0.000	0.00
Winter:	0.000	0.00	0.00	0.000	0.00
Normal Ballast:	0.000	0.00	0.00	0.000	0.00
Lightship:	0.000	0.00	0.00	0.000	0.00


Fresh Water Allowance: mm 

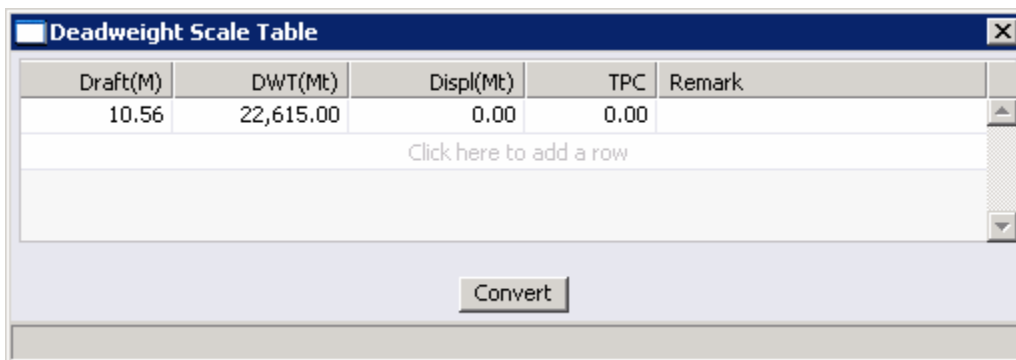
Draft Marks and Pertinent Information

2. In the Draft Marks & Pertinent Information table, complete the fields as appropriate.
3. If you want to switch between English and metric units on this form, click .
4. To save and close the form, click .


Deadweight Scale Table

From the [General Vessel Information form](#), you can view or add deadweight scale information for the vessel.



1. On the bottom of the General Vessel Information form, click .



Draft(M)	DWT(Mt)	Displ(Mt)	TPC	Remark
10.56	22,615.00	0.00	0.00	
Click here to add a row				






Deadweight Scale Table

2. In the Deadweight Scale Table, complete the fields as appropriate.
3. If you want to switch between English and metric units on this form, click .
4. To save and close the form, click .

Copying a Vessel

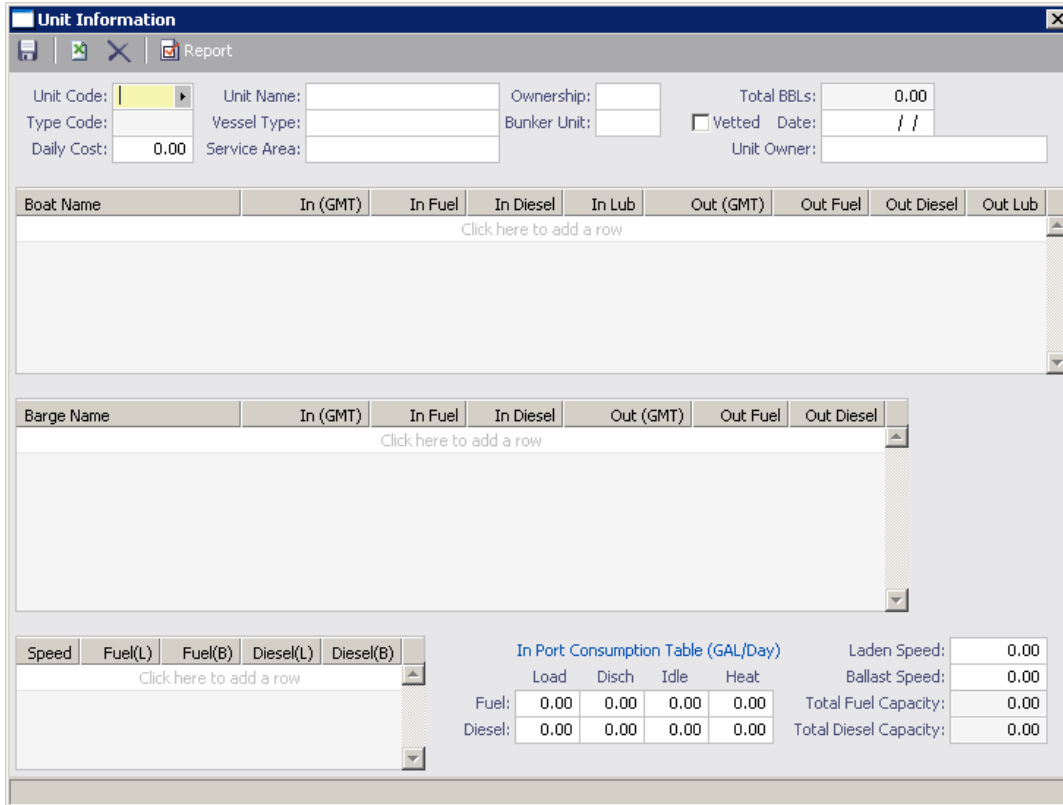
If you want to add a new vessel that is similar to an existing one, you can copy the vessel and edit it.

1. In the [Vessels list](#), use one of these methods to open a Vessel record:
 - Click .
 - Click a [Vessel Name](#) link in the **Vessel Name** column.
2. On the toolbar, click .
3. In the **Retrieve by Name** box, to retrieve the vessel you want to copy, do one of the following:
 - Enter the first few characters of the vessel's name. In the [selection list](#), select a vessel and click **OK**.
 - Enter the vessel's name.
4. All the details are copied, except the **Vessel Code** and the **Vessel Name**, which are left blank. Enter a **Vessel Code** and a **Vessel Name**.
5. Make any other necessary changes. To save your changes, click .
6. A message asks you to confirm the save. Click **OK**.


Adding a New Inland Unit

To add a new Inland Unit:

1. In the [Vessels list](#), click . The Unit Information form appears.



Unit Information

2. On the Unit form, enter a **Unit Code**.
3. Enter a **Unit Name**.
4. Select a **Service Area** from the [selection list](#).
5. Select a **Boat Name** from the [selection list](#).
6. Select a **Barge Name** from the [selection list](#).
7. Complete the remaining fields as appropriate.
8. To save your changes, click .
9. A message asks you to confirm the save. Click **OK**.

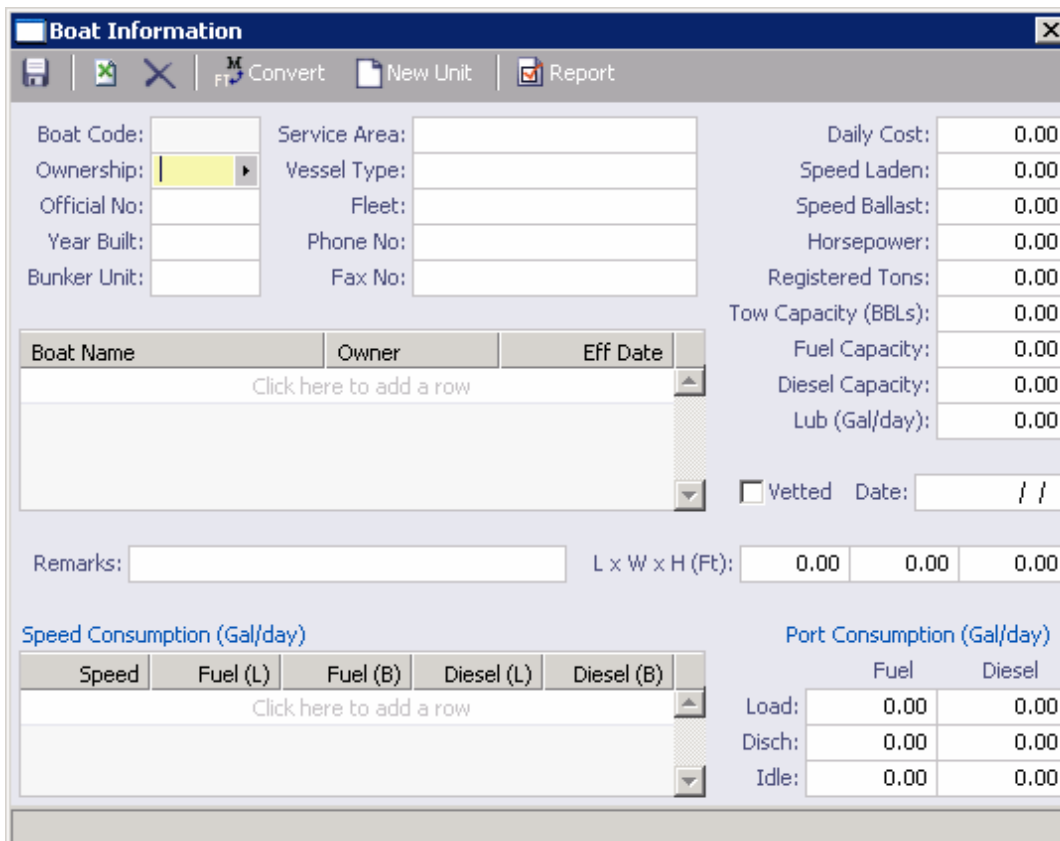
From the Unit form:

- To view a report of Unit Information, click  on the toolbar. The report appears in a separate browser window. You can use browser commands to save or print the report.

Adding a New Boat

To add a new boat:

1. In the [Vessels list](#), click . The Boat Information form appears.



Boat Information

Convert New Unit Report

Boat Code: Service Area: Daily Cost:

Ownership: Vessel Type: Speed Laden:

Official No.: Fleet: Speed Ballast:

Year Built: Phone No.: Horsepower:

Bunker Unit: Fax No.: Registered Tons:

Tow Capacity (BBLs):

Boat Name	Owner	Eff Date
Click here to add a row		

Fuel Capacity:

Diesel Capacity:

Lub (Gal/day):

Vetted Date:

Remarks: L x W x H (Ft):



Speed Consumption (Gal/day)

Speed	Fuel (L)	Fuel (B)	Diesel (L)	Diesel (B)
Click here to add a row				



Port Consumption (Gal/day)

	Fuel	Diesel
Load:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Disch:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Idle:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Boat Information

2. If you want to switch between English and metric units on this form, click .
3. Select an **Ownership** code.
4. Complete the remaining fields as appropriate. IMOS enters a **Boat Code**.
5. To save your changes, click .
6. A message asks you to confirm the save. Click **OK**.

From the Boat Information form, you can also do these tasks:



- To create a [Boat-Barge Unit](#), click .
- To view a report of Boat Information, click  on the toolbar. The report appears in a separate browser window. You can use browser commands to save or print the report.

Adding a New Barge



To add a new inland barge:

1. In the [Vessels list](#), click . The Inland Barge Information form appears.

Inland Barge Information

2. If you want to switch between English and metric units on this form, click .
3. Select a **Service Area**.
4. Complete the remaining fields as appropriate. IMOS enters a **Barge Code**.
5. To save your changes, click .
6. A message asks you to confirm the save. Click **OK**.

From the Inland Barge Information form, you can also do these tasks:

- To create a [Boat-Barge Unit](#), click .
- To view a report of Inland Barge Information, click  on the toolbar. The report appears in a separate browser window. You can use browser commands to save or print the report.

Onboard

Introduction to IMOS Onboard

IMOS Onboard is the onboard component of IMOS that sends reports and information between your vessel and the office. For more information, see Help in Onboard or the *IMOS Onboard Manual*.

To access IMOS Onboard, click the **Onboard** tab. The **Onboard Center** appears.



Onboard Center

From the **Onboard Center**, you can work with:

- [Administration](#)
- [Messages](#)
- [Templates](#)

Administration

Administration

To work with Onboard Administration:

1. In the **Onboard Center**, click  **Administration**. The Administration list appears.




Action	Vessel	Email	Status	Last Update	Template Group
edit	AMUNI ROVER		Inactive		Default
edit	ANDES		Inactive		Default
edit	ANDES		Inactive		Default
edit	ANDIES ROVER		Inactive		Default
edit	ARUBAN RIVER		Inactive		Default
edit	BAR ROVER		Inactive		Default
edit	BLUE STAR		Inactive		Default
edit	CAMI CAPE		Inactive		Default
edit	CAPE MICHEL		Inactive		Default
edit	CARIAD		Inactive		Default
edit	CARINA		Inactive		Default
edit	DESERT ROVER		Inactive		Default
edit	DYNACHEM		Inactive		Default
edit	EAST ROVER		Inactive		Default
edit	ESSEX		Inactive		Default
edit	EUROPEAN EAGLE		Inactive		Default
edit	FARU ROVER		Inactive		Default
edit	FORTUNE CAPE		Inactive		Default
edit	HADDASSAN		Inactive		Default
edit	KAISER ROVER		Inactive		Default
edit	LARA ROVER		Inactive		Default
edit	LIBERTY		Inactive		Default
edit	MARIANA		Inactive		Default
edit	MOON RIVER		Inactive		Default
edit	NORTH ROVER		Inactive		Default
edit	ORION		Inactive		Default
edit	ORLANDO		Inactive		Default

Administration

The Administration list includes the following fields for each vessel:


- Action
 - Vessel
 - Email
 - Status
 - Last Update
 - Template Group
2. You can change your view:
 - If there are more vessels than can fit at one time, you can use the scroll bar at the side of the window to view more.

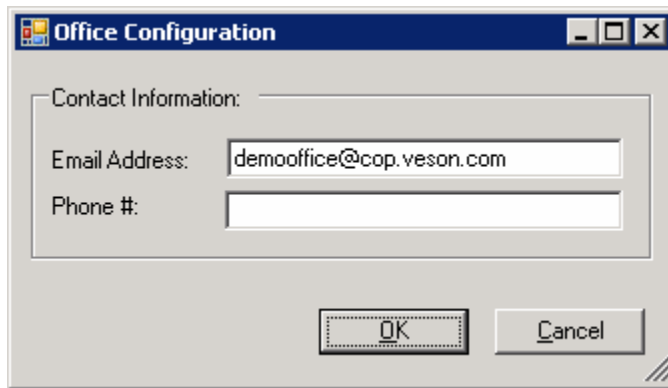
You can do the following tasks from the Administration list:

- To [configure Office Contact Information](#), click .
- To [edit a vessel's settings](#), click its [edit](#) link in the **Action** column.

Configuring Office Contact Information

From Onboard [Administration](#), you can configure your office's contact information.

1. Click . The Office Configuration form appears.



The image shows a dialog box titled "Office Configuration". It has a title bar with a standard Windows icon and window controls. The main area contains a section labeled "Contact Information:" with two input fields. The first field is labeled "Email Address:" and contains the text "demooffice@cop.veson.com". The second field is labeled "Phone #:" and is currently empty. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Office Configuration

2. Enter or edit your office's **Email Address** and **Phone Number**.
3. Click **OK**.

Editing Settings

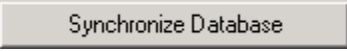

From Onboard [Administration](#), you can edit a vessel's settings.

1. Click the [Edit](#) link. The Edit Settings form appears.

Edit Settings

2. To activate Onboard for the vessel, select the **Active** button.
3. Enter or edit the fields as appropriate:
 - ID
 - Email Address
 - Phone Number
 - [Template Group](#)
4. Click **OK**.

From this form, you can do the following tasks:

- To [synchronize the database](#), click .
- To [update templates](#), click .

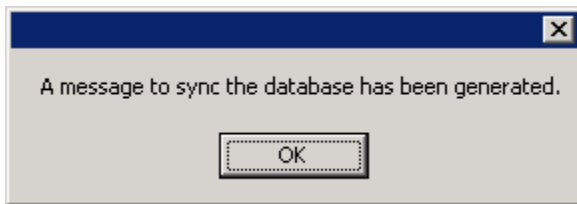
Synchronizing the Database

You can synchronize data between the office and Onboard by sending new information to a vessel:

- After you modify the list of [Port Activities](#).
- After you change the database.

On the [Editing Settings](#) form:

1. Click . The following message appears.



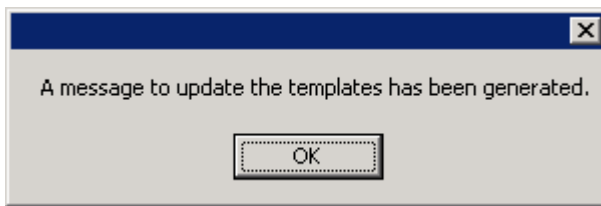
2. Click **OK**.

Updating Templates

You can send a vessel updates to Onboard report templates.

On the [Editing Settings](#) form:

1. Click . The following message appears.



2. Click **OK**.

Messages

You can view the messages sent to and from your office.

- In the **Onboard Center**, click  **Messages**. The Messages list appears.
 - The Inbox displays messages sent by vessels to your office.
 - The Outbox displays messages sent from your office to vessels.

INBOX						
SEQUENCE NO.	VESSEL NAME	TYPE	RECEIVED	STATUS	NOTES	CREATED BY
7	Australian Spirit	Itineraries	02/07/2007 05:38	Completed		
6	Australian Spirit	Voyages	02/07/2007 05:38	Completed		
5	Australian Spirit	Itineraries	02/07/2007 05:38	Completed		
4	Australian Spirit	Voyages	01/24/2007 10:20	Completed		
3	Australian Spirit	Voyages	01/24/2007 10:19	Completed		
2	Australian Spirit	Arrival Report	01/24/2007 10:03	Completed		
1	Australian Spirit	Noon Report	01/17/2007 13:22	Failed		
2	African Spirit	Departure Report	01/17/2007 12:08	Failed		
1	African Spirit	Arrival Report	01/17/2007 12:08	Completed		

OUTBOX						
SEQUENCE NO.	VESSEL NAME	TYPE	SENT	STATUS	NOTES	CREATED BY
22	Continental	Cargo Activities	02/07/2007 05:57	Sent		
22	Australian Spirit	Cargo Activities	02/07/2007 05:57	Sent		
21	Australian Spirit	Port Activities	02/07/2007 05:57	Sent		
20	Australian Spirit	Itineraries	02/07/2007 05:57	Sent		
21	Continental	Cargo Activities	02/07/2007 05:56	Sent		
19	Australian Spirit	Voyages	02/07/2007 05:56	Sent		
18	Australian Spirit	Cargo Activities	02/07/2007 05:56	Sent		
17	Australian Spirit	Port Activities	02/07/2007 05:56	Sent		
16	Australian Spirit	Itineraries	02/07/2007 05:56	Sent		

Messages


The **Inbox** includes the following fields for each message:

- Sequence No.
- Vessel Name
- Type
- Received
- Status
- Notes
- Created By

The **Outbox** includes the following fields for each message:

- Sequence No.
- Vessel Name
- Type
- Sent
- Status
- Notes
- Created By

2. You can change your view:

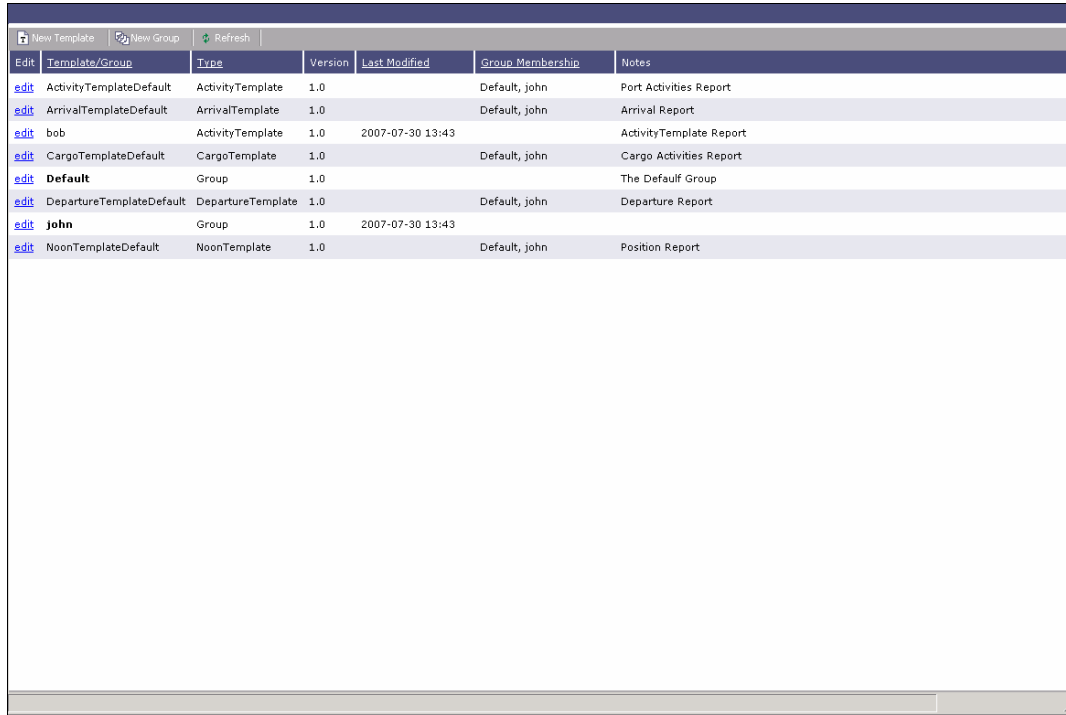
- If there are more messages than can fit at one time, you can use the scroll bars at the side of the window to view more.
- To display messages from a certain date range, select dates from the [Date From field](#) and the [Date To field](#) and then click .

Templates

Onboard Report Templates

You can select the information you want to appear on reports and its location on the reports by designing report templates. You can also create template groups that include each type of report and assign them to vessels.

1. In the **Onboard Center**, click  **Templates**. The Template List appears.



Edit	Template/Group	Type	Version	Last Modified	Group Membership	Notes
edit	ActivityTemplateDefault	ActivityTemplate	1.0		Default, john	Port Activities Report
edit	ArrivalTemplateDefault	ArrivalTemplate	1.0		Default, john	Arrival Report
edit	bob	ActivityTemplate	1.0	2007-07-30 13:43		ActivityTemplate Report
edit	CargoTemplateDefault	CargoTemplate	1.0		Default, john	Cargo Activities Report
edit	Default	Group	1.0			The Default Group
edit	DepartureTemplateDefault	DepartureTemplate	1.0		Default, john	Departure Report
edit	John	Group	1.0	2007-07-30 13:43		
edit	NoonTemplateDefault	NoonTemplate	1.0		Default, john	Position Report

Template List

The Template List includes the following fields for each template or template group:

- Edit
 - Template/Group
 - Type
 - Version
 - Last Modified
 - Group Membership
 - Notes
2. You can change your view:
 - If there are more templates and template groups than can fit at one time, you can use the scroll bar at the side of the window to view more.

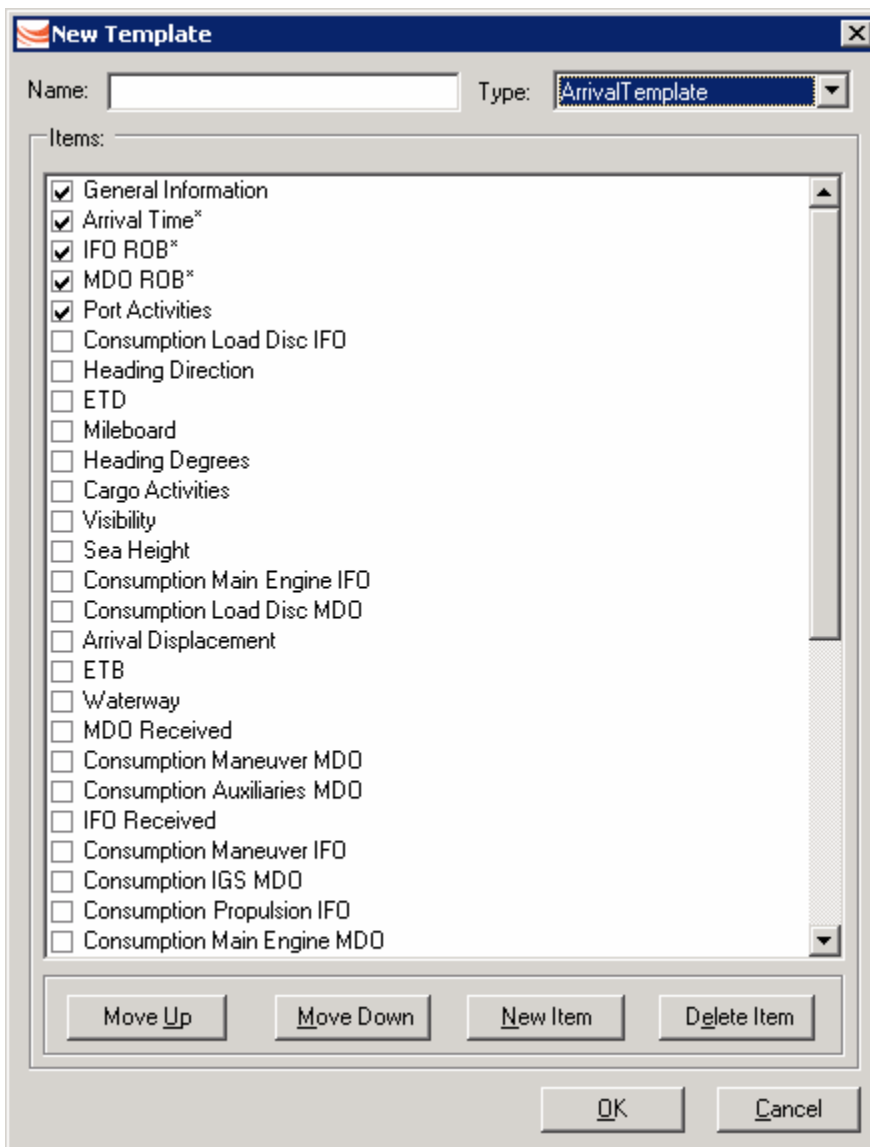
You can do the following tasks from the Template List:

- To edit a [template](#) or a [template group](#), click its [Edit](#) link in the **Edit** column.
- To [create a new template](#), click .
- To [create a new template group](#), click .

Creating a New Template

You can create templates for each type of Onboard report and select the information to appear and its sequence on the report.

1. On the [Template List](#), click . The New Template form appears.



New Template

Name: Type: **ArrivalTemplate**

Items:

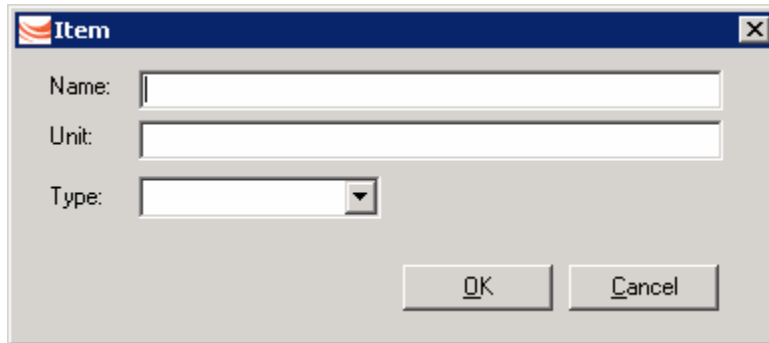
- General Information
- Arrival Time*
- IFO ROB*
- MDO ROB*
- Port Activities
- Consumption Load Disc IFO
- Heading Direction
- ETD
- Mileboard
- Heading Degrees
- Cargo Activities
- Visibility
- Sea Height
- Consumption Main Engine IFO
- Consumption Load Disc MDO
- Arrival Displacement
- ETB
- Waterway
- MDO Received
- Consumption Maneuver MDO
- Consumption Auxiliaries MDO
- IFO Received
- Consumption Maneuver IFO
- Consumption IGS MDO
- Consumption Propulsion IFO
- Consumption Main Engine MDO

Move Up Move Down New Item Delete Item

OK Cancel

New Template

2. Enter a **Name** for the template.
3. Select a report **Type**.
4. Select fields to appear on the report:
 - To include a field, select its check box.
 - To exclude a field that is included, clear its check box.
 - To add a field to a report template:
 - a. Click **New Item**. The Item form appears.

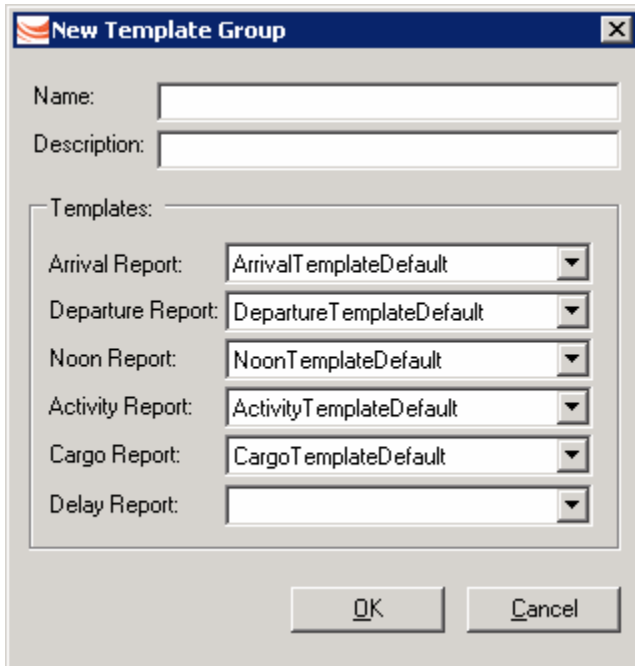


- b. Enter a **Name**, a **Unit** of measure, if appropriate, and the **Type** of data.
 - c. Click **OK**. The item appears in the template.
 - To make a field required, right click it and then click **Required**. An asterisk (*) appears after it in the Template Editor. The field appears in red on the Noon report.
 - To make a required field optional, right click it and then click **Not Required**. The asterisk (*) disappears.
 - To change the sequence of a field on the report, select the field and click **Move Up** or **Move Down**.
5. To save the template and close the New Template form, click **OK**.
6. Add the template to a [Template Group](#).

Creating a New Template Group

You can create groups of templates that include all types of Onboard reports and select them for vessels.

1. On the [Template Designer](#), click . The New Template Group form appears.



New Template Group

2. Enter a **Name** and a **Description** for the template group.
3. For each report type, select a template.
4. To save the template group and close the New Template Group form, click **OK**.
5. Select the template group when [editing vessel settings](#).

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