

Operational Budgets

The Budget Module allows you to add Crew, Technical or fully Managed Budgets. Once a budget has been created, it can be copied and used as a basis for other vessels' budgets.

Once completed the budget will be posted (committed) to the accounting system and be used as comparison in Operational Costs Reports and when creating Purchase Orders within ShipSure.

View Budget

The Budget Module is available from the ShipSure Main Menu, **Budget, Operational Budgets**.



There are 2 options when viewing the budget.

1. **View the last 3 years' budget figures for a vessel.**

Select the **Vessel name** in the tree:

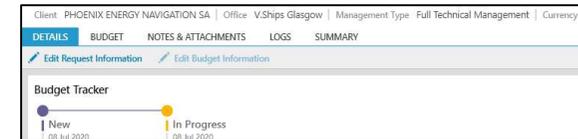


2. **View the individual budget showing day, month, and total budget figures.**

Select the **Budget year** in the tree:



If the budget has been created in ShipSure 2.0 it will automatically open the **Budget Option Sheet** tab showing the full Budget details including Notes and Attachments (if a Budget has been created in an older version of ShipSure, the details can be viewed only on the page).



Click on the **Budget** Tab to view the Budget Figures.

Create Budget

Add New will create a new, empty budget.

Renew will create the next year's budget for a vessel based on the existing budget. Select a budget from the tree, then click **Renew**.

Copy will use the selected budget as a basis for a budget for a different vessel, e.g., sister vessel. Select a budget from the tree, then click **Copy** and complete the details.

Note: Renew and Copy cannot be used for Budgets created in Budget 8 (ShipSure 1.0) as they have been imported into ShipSure 2.0, Create New should be used in the first instance, then use Copy to create the remainder of the fleet budgets.

Add a New Budget



If you first select a vessel in the tree pane and then click **New** on the Ribbon bar, the New Budget window will be automatically populated with the Vessel details, Budget detail and Crew List.

High-Level Budget Details

These Budget details must be completed in order to create new, renew or copy a budget.

Vessel Details Tab

The fields available to edit are shown in white; greyed out fields cannot be changed as they are populated directly from the Vessel Details in ShipSure. Compulsory fields are marked with *.

Enter as many details as possible to ensure a fully detailed Budget Report.

The screenshot shows the 'VESSEL DETAILS' tab. The 'Vessel Details' section includes fields for Vessel Name (SEAWAYS ATHENS), Coy Id (3777), IMO Number (9470260), Vessel Type (Chem Carrier), Sub Type (Chemical Tanker (IMO III)), Built (2012), Deadweight (50,342), Flag (Marshall Islands), Trading Area (Worldwide), Currency (USD), Chart of Account (V.SHIPS - GLASGOW OSG), Management Fees, and Hull Value. The 'Engine Specifications' section includes fields for Main Engine and Aux Engine, with sub-fields for Maker, Model, and MCR (kW).

Add the vessel details, budget details and Crew information. The Crew details can be amended at any time; however, the Vessel and Budget details cannot be amended, therefore, ***ensure this information is correct.*** Compulsory fields are marked with *.

Budget Details Tab

Add the **Year, period, Start and End Date**. The start and end date will determine the number of days in the Budget.

Copy Technical Budget – if this box is checked, all option is only available when copied from Budgets

Due date this is for information only and is used more

The screenshot shows the 'BUDGET DETAILS' tab. The 'Budget Details' section includes fields for Budget Year (2024), Period (In Months) (12), Start Date (01 Jan 2024), End Date (31 Dec 2024), Management Type (Full Technical Management), Copy Technical Budget (checkbox), and Due Date (Enter Date).

end date will determine the number of days

technical account costs will be copied. (This created in ShipSure 2.0)

commonly for the Bidding Team.

Crew Details Tab

Enter the ranks and nationalities to be included in the budget.

Update the Wage Group and Wage Scale Type, although this has no direct impact on the budget figures, it should be added for completeness.

The **Update Nationality** function is a quick way to update all crew with the selected Nationalities.



Click **Save** to create the Budget.



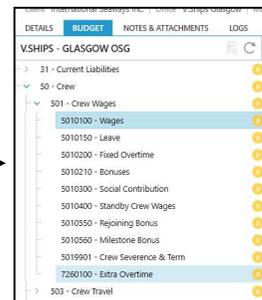
Once the budget has been saved, click **Refresh** on the blue bar (the Budget won't appear in the list until refreshed). It will then be available for Editing.

Edit Budget

1. Select the budget in the tree, double click or click
2. Click the **Budget** Tab.
3. Select an account code in the tree on the left to add or edit amounts.



View/Edit.



Crew Entries

Wages

1. Select the Account on the tree on the left to display the input screen on the right:

V.SHIPS - GERMANY BOREALIS 1				
Basic Wages/ Allowances/Bonus (23)				
5010100				
RANK	SENIORITY	NAT		TOTAL (EX. OVERLAP)
Master	4	UKR		0.00
C/O	3	RUS		0.00
ChEng	4	RUS		0.00

2. Click the + button beside the account code - displayed at the top of the columns to add an item:



3. Enter the description and click **Save**

4. Add the monthly amount for each rank: the total, overlap, monthly total and budget total will be shown.

Basic Wages/ Allowances/Bonus (23)					5010100				
RANK	SENIORITY	NAT	BASIC WAGES	TOTAL (EX. OVERLAP)	OVERLAP (%)	TOTAL (INC. OVERLAP)	MONTHLY TOTAL	BUDGET TOTAL	
Master	4	UKR	1000.00	1,000.00	3.00	1,030.00	1,030.00	12,360.00	

- Adjust the overall budget amount at the right of the screen in the Adjustment Column: (add – before the Adj figure to reduce the amount):

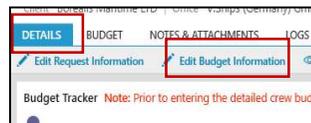
CODE	DESCRIPTION	ADJ.	TOTAL
5010100	BASIC WAGES/ ALL...	120.00	12,480.00

- Check the total at the bottom right of the screen and click **Save** when complete.

Total	120.00	12,480.00
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Overlap % can be changed from the Budget Details:

- Click **Details**
- Click **Edit Budget Information**
- Enter the Overlap %



Overlap	
Overlap Officer(%)	3.00
Overlap Rating(%)	3.00

Continue to add the Budget figures for each Wages Account code.

Travel

1. Select the Account on the tree on the left to display the input screen on the right:

Travel entries are based on the rank category (populated from the crew list) and automatically displays the crew. The number of moves is based on the LOC (Length of Contract).

50 - Crew							Air Travel (6)	
5030100								
RANK	NAT	CREW	LOC	MOVES			BUDGET TOTAL	
S/Off	RUS	2	4	6.00			0.00	
S/Off	RUS	1	5	4.80			0.00	
S/Off	UKR	1	4	6.00			0.00	
J/Off	RUS	3	5	4.80			0.00	
J/Off	UKR	1	5	4.80			0.00	
Rtg	PHL	15	9	2.67			0.00	
Total				23			0.00	

2. Click the + button beside the account code - displayed at the top of the columns to add an item:

Air Travel (6)							5030100	
RANK	NAT	CREW	LOC	MOVES			BUDGET TOTAL	
S/Off	RUS	2	4	6.00			0.00	
S/Off	RUS	1	5	4.80			0.00	

3. Enter the description and click **Save**

Add Line Items

5030100 - AIR TRAVEL

ITEM# SORT ORDER

4. Enter the amount in the cell, the budget total will automatically update by calculating the crew x number of moves.

Air Travel (6)							5030100		VSHIPS - GERMANY BOREALIS 1 (1)	
RANK	NAT	CREW	LOC	MOVES	AIR TRAVEL	BUDGET TOTAL	CODE	DESCRIPTION	ADJ.	TOTAL
S/Off	RUS	2	4	6.00	120.00	1,440.00	5030100	AIR TRAVEL	-40.00	1,400.00
S/Off	RUS	1	5	4.80	0.00	0.00				

- Adjust the overall budget amount at the right of the screen in the Adjustment Column (add – before the Adj figure to reduce the amount):

V.SHIPS - GERMANY BOREALIS 1 (1)			
CODE	DESCRIPTION	ADJ.	TOTAL
5030100	AIR TRAVEL	-40.00	1,400.00

- Check the total at the bottom right of the screen and click **Save** when complete.

Total	120.00	12,480.00
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General Entries

Crew General entries follow a similar input pattern as Wages and Travel.

- Select the Account on the tree on the left to display the input screen on the right.
- Select the Code, enter the item and choose the scope to calculate the cost.

Other Crew Costs (1)								V.SHIPS - GERMANY BOREALIS 1 (1)			
SR.	CODE*	ITEM*	SCOPE*	COST	QTY	TOTAL	REMARKS	CODE	DESCRIPTION	ADJ.	TOTAL
X	5060900 - Other Crew Costs	Uniform	Per man per annum	100.00	24.00	2,400.00		5060900	OTHER CREW COSTS	0.00	2,400.00
Total						2,400.00					

Technical Entries

1. Select the Account on the tree on the left to display the input screen on the right, you can select the summary or posting accounts:

Deck Stores (5)		PROPOSED BUDGET				PRE		
	CODE	DESCRIPTION*	REMARKS	QTY	UNIT	UNIT COST*	TOTAL COST	BU
>	5411100	CHARTS/NAUTICAL PUBS					150.00	
>	5411200	MOORING ROPES/WIRES/CAB...					230.00	
>	5411300	SEASTOCK PAINTS					0.00	
>	5411400	CABIN STORES					0.00	
>	5411500	DECK GENERAL					0.00	

2. Expand an account code to enter the budget amount:

Deck Stores (5)		PROPOSED BUDGET				PRE		
	CODE	DESCRIPTION*	REMARKS	QTY	UNIT	UNIT COST*	TOTAL COST	BU
>	5411100	CHARTS/NAUTICAL PUBS					150.00	
>	5411200	MOORING ROPES/WIRES/CAB...					230.00	
>	5411300	SEASTOCK PAINTS					0.00	
▼	5411400	CABIN STORES					0.00	
Click here to add new item								
>	5411500	DECK GENERAL					0.00	

3. Add a description, a quantity and choose the

▼	5411400	CABIN STORES					15,000.00	
		Cabin Stores		1	Per Unit	15000	15,000.00	

unit (if one amount to be added, choose per unit).

4. Click **Save** when complete, the totals will save for each account code and total for the summary codes.

Continue to add the Budget figures for each Technical and Safety Account code.

Actual and Forecast Figures

Technical entries will also show Previous year entries including the yearly budget and the actual spend to date. This will show the yearly budget, the actual figure and a projected spend for the rest of the year:

				PROPOSED BUDGET				PREVIOUS YEAR (2023)			
	CODE	DESCRIPTION*	REMARKS	QTY	UNIT	UNIT COST*	TOTAL COST	BUDGET	ACT (YTD)	ACT FORECAST	VARIANCE
▼	5411	DECK STORES					0.00	46,360.00	4,414.00	7,897.60	38,462 ▲
>	5411100	CHARTS/NAUTICAL PUBS					0.00	16,360.00 ⓘ	420.00	751.47	15,609 ▲
>	5411200	MOORING ROPES/WIRES/CAB...					0.00	2,000.00 ⓘ	0.00	0.00	2,000 ▲
▼	5411300	SEASTOCK PAINTS					0.00	5,000.00 ⓘ	988.00	1,767.75	3,232 ▲

Click here to add new item

Removing Entries

To delete an entry, right hand mouse click on the entry and choose Remove Item:

Deck Stores (5)

	CODE	DESCRIPTION*	REMARKS	PROPOSED BUDGET			PREVIOUS YEAR (2023)			
				QTY ▼	UNIT	UNIT COST*	TOTAL COST	BUDGET	ACT (YTD)	ACT FOREC
▼	5411100	CHARTS/NAUTICAL PUBS					344.00	0.00	0.00	
		Charts		1	Per Unit	344	344.00			
Click here to add new item										
>	5411200	MOORING ROPES/WIRES/CAB...					0.00	0.00	0.00	

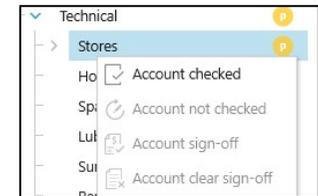
+ Add Item

Remove Item

Processing the Budget

Each Account code needs to be Checked and Signed off before the Budget can be Locked and transferred to Finance.

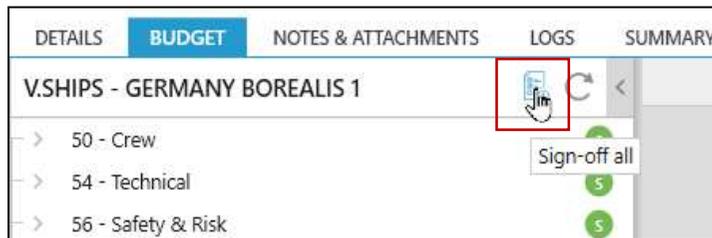
Right hand click on an account code or summary section to check and sign off. Right click over an account code or section to uncheck or clear sign off.



Each status is described below.

Pending		Budget items can be amended.
Checked		Budget items cannot be amended. Checked is an indication that the initial costs have been entered but not agreed and may change.
Unchecked		Budget accounts have been unchecked and can be amended.
Signed Off		Budget items cannot be amended and is an instruction that this account code has been agreed and will not be changed.
Clear Sign Off		Will show the same status as Checked, and items can now be amended.

To sign off all checked accounts use the button at the top of the tree list:



Commit as Draft



This option allows any user to commit the budget and view the budget amounts in ShipSure purchasing and Running cost reports. This is helpful when the budget is created during the financial year. This option is available at any time during the budget creation from the blue bar. Both Fleet Superintendents and Fleet managers have access to **Commit Draft Budget** available on the blue bar

Lock/Unlock Budget



When the budget has been agreed with the client, it should be locked preventing any further changes to be made. All accounts must be signed off before the Lock option is available.



Once locked the Budget cannot be amended, however, fleet managers can **Unlock** the Budget and make changes.

Commit Budget



Fleet Managers and Fleet Superintendents can **Lock** the budget once all sections have been signed off, the Budget can then be transferred to Finance from the **Commit Budget** button on the blue bar.

The top level of each summary account code, e.g. 54 Technical must be checked and signed off before the budget can be locked and finally committed to finance.

Budget Report

To print the Budget, click **Create Presentation** on the Blue Bar.



Select the options for a standard report.

Select Report Type

Report Export Type* PDF Excel Word

Display Following Sections*

<input checked="" type="checkbox"/> Budget Summary	<input type="checkbox"/> Inclusion and Conclusion
<input checked="" type="checkbox"/> Crew-Breakdown	<input type="checkbox"/> BCG
<input checked="" type="checkbox"/> Budget Details	<input type="checkbox"/> Moore Stephen
<input checked="" type="checkbox"/> Comments	

Print Cancel

Selecting PDF will prepare a standard report.