

Trip Log

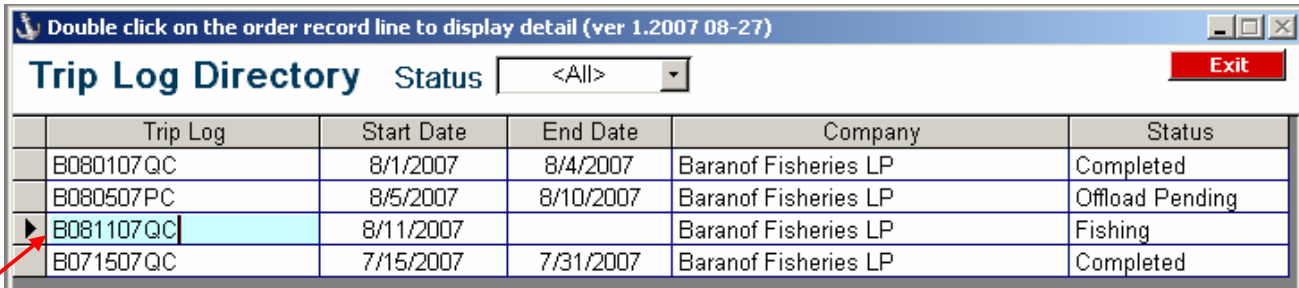
[This stand-alone help document is called from within a commercial fishing boat captain's database to explain how to use the Trip Log feature of the database. The format is per ACS Software style guide]

Overview

The **Trip Log** allows you to view and edit existing trip data.

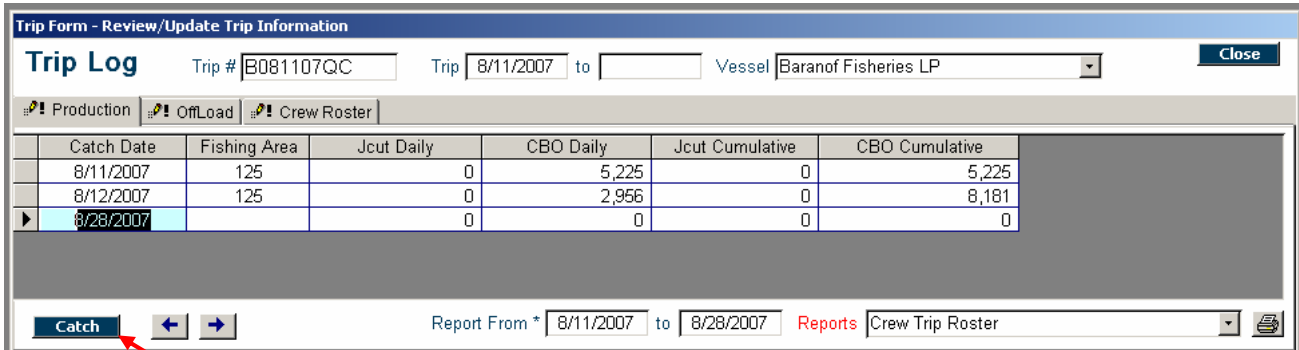
NOTE: Do not change data that has already been sent to the office! If an item was entered incorrectly, reverse it by adding a line with the opposite amount and adding comments in the notes fields. Exceptions will need to be handled by contacting the office.

To open an existing trip, place the cursor in any field for that trip and double click.



Trip Log	Start Date	End Date	Company	Status
B080107QC	8/1/2007	8/4/2007	Baranof Fisheries LP	Completed
B080507PC	8/5/2007	8/10/2007	Baranof Fisheries LP	Offload Pending
B081107QC	8/11/2007		Baranof Fisheries LP	Fishing
B071507QC	7/15/2007	7/31/2007	Baranof Fisheries LP	Completed

Double clicking in the highlighted field will open the **Trip Log** for trip B081107QC, as shown next. You can look at the detailed information for an existing catch data or enter new catch information.



Catch Date	Fishing Area	Jcut Daily	CBO Daily	Jcut Cumulative	CBO Cumulative
8/11/2007	125	0	5,225	0	5,225
8/12/2007	125	0	2,956	0	8,181
8/28/2007		0	0	0	0

Clicking on Catch will open the Daily Catch Log

Production

Use the Production tab to record view and edit the daily catch totals. Press the **Catch** button to open the **Daily Catch Log** which is where you enter the specific details of each day's catch. The **CBO Daily** total is calculated from the **Daily Catch Log** screen.

Trip Form - Review/Update Trip Information

Trip Log Trip # B083107PC Trip 8/31/2007 to Vessel Romanzof Fishing Co. Close

Production Off Load Crew Roster

Catch Date	Fishing Area	Jcut Daily	CBO Daily	Jcut Cumulative	CBO Cumulative
8/31/2007	521	0	8,345	0	8,345
9/2/2007	521	0	49,175	0	57,520
9/3/2007	521	0	41,100	0	98,620
9/4/2007	521	0	25,037	0	123,658
9/5/2007	521	0	34,536	0	158,194
9/6/2007	521	1,080	22,812	1,080	181,006
9/7/2007	521	7,975	16,286	9,055	197,292
9/8/2007	521	12,154	20,743	21,209	218,035
9/9/2007	521	13,029	11,046	34,238	229,081
9/10/2007	521	7,103	6,170	41,341	235,251
9/11/2007	521	5,350	4,507	46,691	239,758
9/12/2007	521	7,175	22,158	53,866	261,915
9/13/2007	521	6,457	21,260	60,323	283,176
9/14/2007	521	5,990	22,670	66,313	305,846
9/15/2007	521	4,541	17,923	70,854	323,768
9/16/2007	521	4,041	12,312	74,895	336,081
9/17/2007	521	6,676	13,827	81,571	349,908
9/18/2007	521	6,299	11,874	87,870	361,782
9/19/2007	521	540	1,845	88,410	363,627
* 11/20/2007		0	0	0	0

Catch Report From * 8/31/2007 to 11/20/2007 Reports Crew Trip Roster

Onboard Inventory Count

Daily Catch Log for 8/9/2007 Close

Specie/Grade	Grade	Product	CDQ	Package	Cases	Glazed	Avg Pkg Wt	Est Total Wt	Samples	Parasites
cod, pacific (gray)	Mixed Co	35	<input checked="" type="checkbox"/>	BG	20	<input checked="" type="checkbox"/>	45.00	900.00	2	7
cod, pacific (gray)	1-3	07	<input checked="" type="checkbox"/>	BG	15	<input checked="" type="checkbox"/>	35.00	525.00	2	7
sablefish (blackcod)	#1 2-3	05	<input type="checkbox"/>	BG	10	<input checked="" type="checkbox"/>	30.00	300.00	0	0
*			<input type="checkbox"/>			<input type="checkbox"/>	0.00		0	0

The program calculates the estimated total weight based on the number of cases and the average case weight. Future calculations will deduct the package and glaze to estimate the net weight of products on board.

For each item, provide the following information. You can tab from one column to the next.

- Select the **Specie/Grade**. Use the dropdown arrow and/or start typing the species. This provides the data for the Specie/Grade, Grade and Product columns.
- Click **CDQ** if it applies. IFQ and other fees are related to a specific species and are not indicated here.
- Select the package type. Do not add new packages.
- Enter the number of cases.
- Check if **Glaze** applies. This is important for offload and inventory calculations.
- Enter the average package weight.
- Enter the parasite count. Double-click in either **Samples** or **Parasites** to open the **Parasite Count** form. Do not enter parasite count totals directly. Use the form to enter the number of parasites in each sample.

Onboard Inventory Count

Daily Catch Log for 8/9/2007

Specie/Grade	Grade	Product	CDQ	Package	Cases	Glazed	Avg Pkg Wt	Est Total Wt	Samples	Parasites
cod, pacific (gray)	Mixed Co	35	<input checked="" type="checkbox"/>	B				0.00	2	7
cod, pacific (gray)	1-3	07	<input checked="" type="checkbox"/>	B				5.00	0	0
*			<input type="checkbox"/>						0	0

Parasite Count Close

Parasite Qty
4
3
0

Est Total Wt	Samples	Parasites
0.00	2	7
5.00	0	0
	0	0

For each fish counted, enter a number and then click enter or tab to go to the next row. After entering the final number, tab to the next row and then click the **Close** button. This will put the number of fish counted and the total parasites counted onto the **Daily Catch Log**.

To view the count details later, double click on either field to open the **Parasite Count** form.

NOTE: Close the parasite count form using the **CLOSE** button.

Additional catch areas or dates can be entered by creating a new record on the **Production** tab.

If you need to document catch information mid-day, you can create two records for the day and provide an explanation in the note field on the **Production** tab. This might be necessary if a crew member changes positions or pay scale during a day instead at a shift change. This could also be used if there is a significant change in product average weight or other items that may impact settlements or product tracking.

All information from the **Trip Log** is included in the data transfer to the office. So, they are able to recreate reports as the vessel. Additionally, the data from the **Trip Log** will be incorporated into the settlement program to allow early draws. However, final settlement information and the actual product inventory and invoice program will rely on the data from the **Offload Reports**.

Offload

The **Offload** tab provides the information that becomes the basis for the inventory, sales and final settlement. Calculations are done by the program. The Offload data is similar to but independent from the **Catch** data.

Off Load	Pallet Wt	Shipper	Port	Staff	Container	Booking No	Consignee	Destination	Notes
8/29/2007	45.00	Alaska	Dutch Harb	Mike Kraljevic					
* 8/30/2007	0.00								

On the main **Offload** tab, you must enter:

- **Off Load Date** The form will open with the current date enter; merely type over that date.
- **Pallet Weight.** The pallet weight is the average weight and will be used for all calculations for this offload. The premises is that: only ONE product/grade will be on any given pallet, but that each product/grade may require more than one pallet. The pallet count and weight will be calculated using a tally form when the product data is entered.
- **Select a Port.** Using the drop down list of active ports. You can not type in new ports. Use the Program Setup on the main menu.to mark additional ports as Active.
- **Staff.** This is the person who signs the offload documents. Only the current crew will appear in the list.

The additional fields on this form are optional and typically relate to a Bill of Lading, so they may not apply.

- **Shipper, Container, Booking No, Consignee, and Destination**

Shipper, Consignee and Destination fields will “auto complete” based on previous entries in those fields.

Enter basic offload information on the main form and then click the **OffLoad** button at the bottom to open the **Offloads** form to enter the details.

Offloads for Trip B-08-15-07-PC											
Specie/Grade	Grade	Product	CDQ	Pkg	PkgWt	Pallets	Cases	GrossWt	ShipWt	Drip	NetWt
cod, pacific (gray)	9-10 ct.	07	<input type="checkbox"/>	BG	0.50	8	210	8400.00	11550.00	3.00	11058.00
cod, pacific (gray)	13-15 ct.	07	<input type="checkbox"/>	BG	0.50	2	10	2000.00	1910.00	3.00	1847.85
cod, pacific (gray)	11-12 ct.	07	<input type="checkbox"/>	BG	0.50	8	70	3950.00	3815.00	3.00	3666.60
*			<input type="checkbox"/>		0.00	0				0.00	

For each item offloaded, provide the following information.

- Select a **Species/Grade/Size**. Some of the columns will be auto filled based on your section.
- **CDQ**. Check the box, if applicable
- **Package** Type. Sets the default package weight that is used for product calculations.
- **Pallets** or **Cases** Double-click to open the **Offload Tally Sheet**.
- **Cases** and the gross weight of each lift.
- **Weight Totals** are calculated and entered when you Close the **Tally Sheet** and move to another field

If you later change a number, the totals will be recalculated.

The Tally Sheet essentially replicates and verifies the data from the scales.

This calculates the Gross Weight, the Shipping Weight and the Net Weight using the following formula:

NET = (Gross Wt – (pallet wt X count)) then subtract (case count X PkgWt) then calculate and subtract drip.

Offload Tally Sheet			
Offload Tally Sheet			
cod, pacific (gray) 11-12 ct. 07 CBO			
	Pallet #	Cases Count	Weight
▶	1	20	1100
	2	25	1400
	3	25	1450
*	4	0	0

NOTE: The PkgWt and Drip are from the setup program but they can be changed on a line on this form.

The **Expenses** button at the bottom of the Offloads form is to record vessel expenses as they occur (optional).

Expenses for Trip B-07-30-07-PC	
Description	Amount
▶ Repair part for loading boom	\$500.00
*	

Crew Roster

Use the Crew Roster tab to maintain crew roster, positions, rate changes, and draw information.

When you set up a new trip, the Crew Roster is pre-filled with the roster from the selected base trip and the **Start Date** assigned.

The initial crew roster is imported from the settlement program. New crew members are added through **Program Setup** menu. This tab also opens the **Ship's Store** Inventory form, to track quantities and prices of items available for the crew to purchase.

Trip Form - Review/Update Trip Information

Trip Log Trip # B080107QC Trip 8/1/2007 to Company Romanzof Fishing Co. Exit

Production OffLoad Crew Roster

	Employee	Position	Start Date	End Date	Days	Rate	Rate Type	Notes
	McKibbin, Dennis P.	Captain	8/1/2007			10.00	Percent	
	McCalden, Adam	DeckHand	8/1/2007			3.00	Percent	
▶	Blenkers, Ted	DeckHand	8/1/2007	8/8/2007	7	1.00	Percent	
	Blenkers, Ted	Processor	8/9/2007			3.00	Percent	changed positions - started processing
*						0.00		

Draws Store Reports Crew Trip Roster

Adding a Crew Member to the Roster

The last record on the form has an asterisk. Use the drop down list in the Employee field to select the name. The following items are required and a message will prompt you to provide data if a required field is empty.

Select the **Employee** from the List

Select the **Position** from the list

Enter the **Start Date**, **Rate**, and **Rate Type**.

End date and Notes are not required.

When the **End Date** is entered, it will calculate the number of days in that position.

Changing a Crew Member's Position or Rate

Enter crew position and rate changes as they occur. It is best if this can be done at the end of a catch day, but if not, the catch information can be pro-rated for a specific date. Be sure to make appropriate notes on the crew entry and the **Trip Log**. To record a change, the crew member needs to be added to the roster on a new line, using the same procedure as used to add a returning crew member to the roster. The End Date and number of days of the member's previous position will automatically be calculated using the day BEFORE the new start date.

Deleting a Person from the Roster -

Since **Crew Rosters** are automatically created based on the selected trip, extraneous crew may be added that did not return/continue on the vessel. These entries should be deleted before any data is sent to the office.

To delete a crew member from the roster, simply click in the record selector column to highlight the record (as shown below), then click the **Delete** button on the keyboard (to the right of the enter button).

Trip Form - Review/Update Trip Information

Trip Log Trip # B081507PC Trip 8/15/2007 to 8/29/2007 Vessel Baranof Fisheries LP Close

Production OffLoad Crew Roster

	Position#	Employee	Position	Start Date	End Date	Days	Rate	Rate Type	Notes
	1	Roberts, Ruben	DeckHand	8/15/2007	8/29/2007	14	1.70	Percent	
▶	2	Diouf, Emile Joseph	Cook	8/15/2007	8/29/2007	14	215.00	Daily	
	3	Hutchings III, Richard	Assistant Foreman	8/15/2007	8/29/2007	14	1.50	Percent	
	4	McKibbin, Dennis P.	Captain	8/15/2007	8/29/2007	14	0.00	Percent	

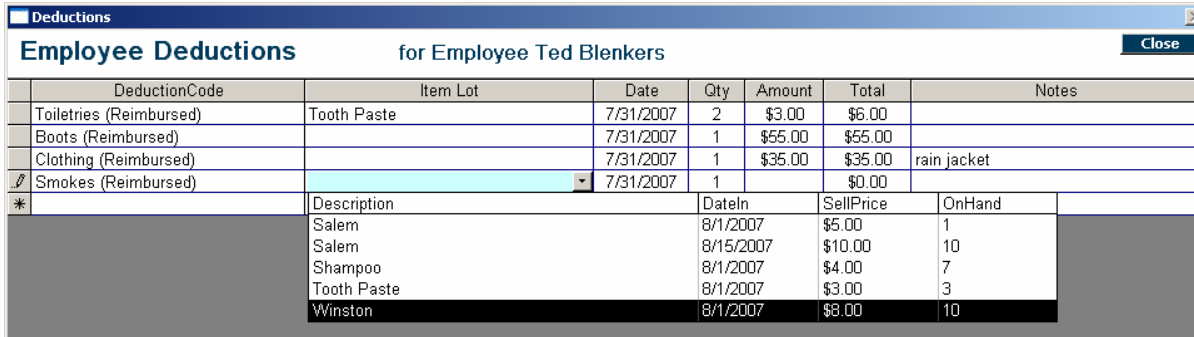
Adding a Name that is Not in the Employee Dropdown List

Crew members or observers who are not in the dropdown list, need to be added through the **Program Setup**.

Draws

Crew draws are deductions that must be reimbursed by the employee, such as store merchandise, clothes, boots, etc. **Place the cursor on the correct employee name** and click the **Draws** button at lower left of the **Crew Roster** tab. This will open the **Employee Deductions** form, shown below.

The **Deduction Code** is the general category that is tracked in the settlement program.



DeductionCode	Item Lot	Date	Qty	Amount	Total	Notes
Toiletries (Reimbursed)	Tooth Paste	7/31/2007	2	\$3.00	\$6.00	
Boots (Reimbursed)		7/31/2007	1	\$55.00	\$55.00	
Clothing (Reimbursed)		7/31/2007	1	\$35.00	\$35.00	rain jacket
Smokes (Reimbursed)		7/31/2007	1		\$0.00	

Description	DateIn	SellPrice	OnHand
Salem	8/1/2007	\$5.00	1
Salem	8/15/2007	\$10.00	10
Shampoo	8/1/2007	\$4.00	7
Tooth Paste	8/1/2007	\$3.00	3
Winston	8/1/2007	\$8.00	10

The **Item Lot** column displays all of the items listed in the Store Inventory, regardless of the quantity on hand.

The “Sell Price” will appear in the **Amount** column. This amount can be changed on the **Employee Deduction** form – in which case, an explanation should be typed into the Notes field.

Be sure to select items associated with the entered **Deduction Code**.

NOTE: If an item needs to be adjusted, use the **Ships’s Store Inventory** form.

The employee deductions can be printed on a continuous report or one page per employee.

Entering a Deduction

- **Deduction Code** These correspond to the codes used in Settlement.
- **Item Lot.** Items that are in the Ship Store; to track inventory and/or price. Selecting an **Item Lot** will enter the default price. If you type over the amount, the total will be updated. If **Item Lot** was not used, enter the quantity and the amount. The total will be calculated.
- **Date** Defaults to the current date. Change it as needed.
- **Quantity** Defaults to 1. Change it as needed.

Enter a **Note** to provide details or an explanation for any price changes.

The **Item Lot** column is only for items that are in the “Store”. It allows you to select a specific item/price point. As shown above, the **Item Lot** dropdown will show the item, purchase date, crew cost and number on hand.

Other Issues

Items are listed alphabetically and in purchase date order.

Select an item and then update the **Qty** if they got more than one.

You should use the First In – First Out method for selling stores. Use the items purchased first.

You can enter a number larger than the quantity on hand. This will calculate the draw correctly and it will show a negative inventory in the store. You can change the on hand count in the Store Inventory form.

Use the **Miscellaneous** Deduction Code, if an item is not in the **Deduction Code** drop down list and not in the **Item Lot**. If it will be a common deduction that you want to track specifically, you could enter the item in the **Ship's Store Inventory** as a **Miscellaneous Item** and create an **Item Lot** and give it a default price.

When assigning this as an Employee Deduction, you would then select Miscellaneous as the deduction, select the Item from the Item Lot drop down list and change the Amount to the appropriate dollar. Enter a description in the Notes so that it will appear in the employee deduction report.

The Crew Trip Deduction reports provides the draws for each employee listing the Deduction category, the Item Lot, Note, Date, Quantity, Price and Total.

Store Information

Use the **Store** button at the bottom of the **Crew Roster** tab to open the Ship's Store Inventory form.

This allows you to enter or update purchases and quantities on hand.

Deduction Code	Description	Date In	QtyIn	Sold	On Hand	Sell Price	Buy Price
Smokes	Winston	8/1/2007	0		0	\$8.00	\$8.00
Advances to Employees		8/1/2007	3		3	\$4.00	\$4.00
Boots		8/1/2007	2		2	\$3.00	\$3.00
Clothing		8/15/2007	0		0		
Communication Services		8/1/2007	0	8	-8	\$73.33	\$73.33
Crew Costs (Recovered)		8/1/2007	0	2	-2	\$63.46	\$63.46
General Provisions		8/1/2007	0	2	-2	\$5.17	\$5.17
Miscellaneous		8/1/2007	74	8	66	\$15.00	\$15.00
Postage & Courier		8/1/2007	70		70	\$15.00	\$15.00
Smokes		8/1/2007	70	13	57	\$15.00	\$15.00
Toiletries		8/1/2007	48	4	44	\$15.00	\$15.00
Travel & Lodging		8/1/2007	13	10	3	\$60.00	\$60.00
Airfare Reimbursement		8/1/2007	16	5	11	\$60.00	\$60.00
Clothing	Thunderlight Pants	8/1/2007	30	2	28	\$67.50	\$67.50
Clothing	Grundens Jackets	8/1/2007					

Deduction Code Typically Toiletries, Smokes or Clothing.

Description This will appear in the employee draws form and the deduction reports.

Qty In This is the number purchased – Or – increase the previous Qty In by the number being added.

Sold Do not enter as these are managed by the program.

On Hand Do not enter as these are managed by the program.

Sell Price The default amount that shows up in the employee deductions.

Buy Price The amount used to calculate the “store sale report”.

Track by Purchase Date/Lot

You can enter each purchase on a new line. The program will keep track of sales, so that you know how many are available as employee draws are entered. For example, you could enter each brand of cigarettes on a new line and provide the quantity, cost, and date. Then, you would select the specific brand and date of purchase when entering the draw.

Increasing Quantity On Hand with No Price Change

If you do not care about the purchase date and the cost, and the price did not change, you can increase the quantity on hand by the number just purchased. The store reports will still calculate correctly.

Maintaining Only One Line For an Item But Still Charging Based On The Actual Purchase Price

Wait until an item reaches zero on hand and then update that line with last purchase date/quantity and price information. The key point of this feature is to assist the captain in tracking and calculating deductions. There is a lot of flexibility in how it is implemented.

Store Reports are for general inventory reference and do not reflect changes to certain price data.

The reports can be a tool for quickly identifying quantities of items sold on recent trips so that you can restock supplies and estimate that total amount likely to be needed for the next trip.

These reports can not be used for accounting purposes; there are many adjustments to prices and quantities. Changing the Buy Price will change the number used for the Store reports for Inventory on Hand.

Changing the Sell Price will change the number used to calculate the Total Store Sales.

Adjustments to the sell price on the crew deduction form will not be reflected in the store sales report.

However, the crew deductions will be calculated and stored based on the number that is entered in the crew deduction form.

Correcting Data Already Sent

If you need to add additional information for a day that has already been reported, enter the **Catch Date** and the **Fishing Area** on a new line. Then click the blue **Catch** button at the bottom left of the form.

You will then enter the ADJUSTMENT needed to offset the original numbers so that they add to the correct total. See line three below, which shows a negative number. A NEGATIVE case amount was entered into the Daily Catch log for the selected species.

Trip Form - Review/Update Trip Information						
Trip Log						
Trip #		Trip		Vessel		Close
E081107QC		8/11/2007 to		Baranof Fisheries LP		
<input type="checkbox"/> Production <input type="checkbox"/> OffLoad <input type="checkbox"/> Crew Roster						
Catch Date	Fishing Area	Jcut Daily	CBO Daily	Jcut Cumulative	CBO Cumulative	
8/11/2007	125	0	5,225	0	5,225	
8/12/2007	125	0	2,356	0	8,181	
8/12/2007	125	0	-1,470	0	6,711	
* 8/28/2007		0	0	0	0	

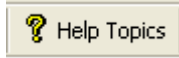
Daily Catch												
Daily Catch Log for 8/12/2007												
Species/Grade	Grade	Product	CDQ	Package	Cases	Glazed	Avg Pkg	Est Total	Samples	Parasites	Note	
cod, pacific (gray)	7-8 ct.	07	<input checked="" type="checkbox"/>	BG	-42	<input checked="" type="checkbox"/>	35.00	-1470.00	1	1		
*			<input type="checkbox"/>			<input type="checkbox"/>	0.00		0	0		

Use the same steps to open the daily catch log to enter NEW catch information.

Note: You must enter the Catch Date and Fishing Area to create a new Daily Catch Log. If you do not know the correct Fishing area, enter 100. This will flag the log as needed to be updated.

Related Help Topics

Press the **Help Topics** button on the **Program Setup** button bar to view these related topics.



- Data Entry Tips
- Getting Started
- Trip Log Directory
- Using the Help System
- Using the Print Toolbar
- Using the Program Toolbar
- Using the Search Toolbar