

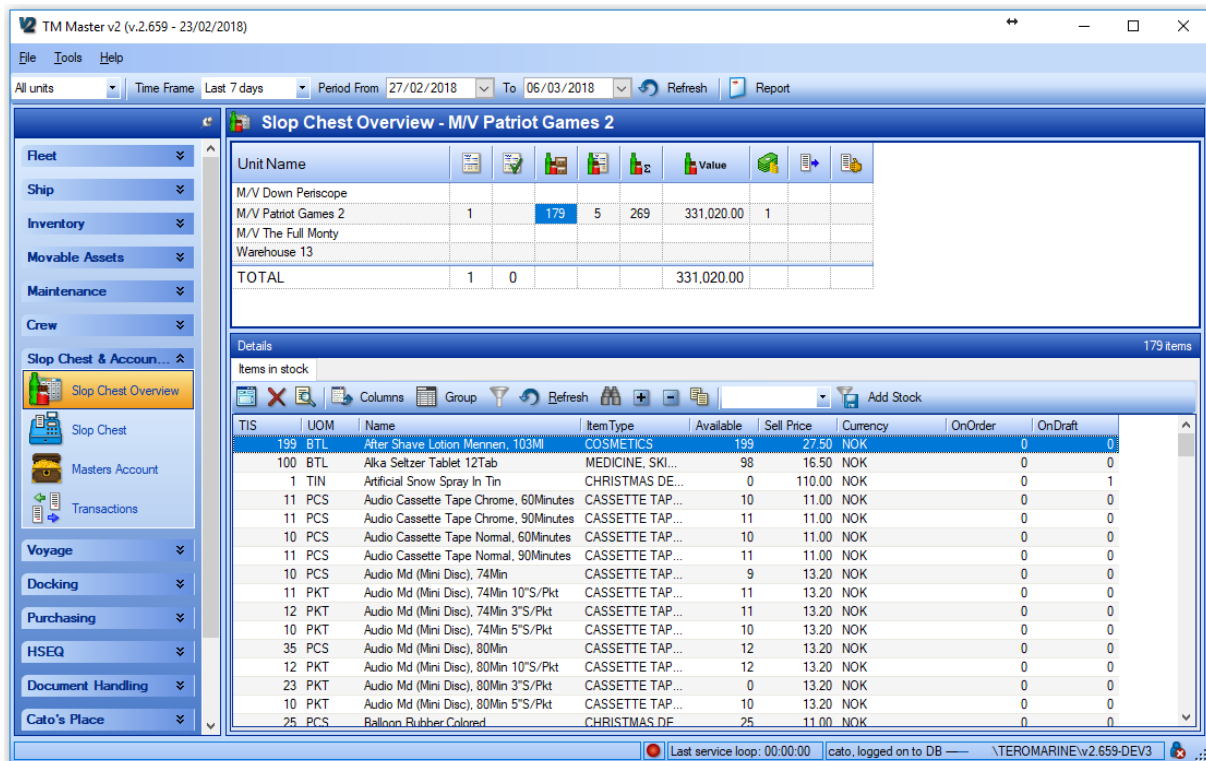
Slop Chest & Crew Accounting

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1. The Slop Chest Overview Module



1.1. Slop Chest overview bar explained.



Active slop chest orders

This column will show a count of the active slop chest orders, any order not "Finished" is considered "active". Selecting one of the cells in this column will list the orders in the grid below.



Finished slop chest orders

This column will show a count of any finished orders within the period defined with the Date pickers in the top menu. Selecting one of the cells in this column will list the order in the lower grid.



Slop chest items in stock

This column will show a count of all slop chest items that are in stock. Selecting a cell in this column will list all the items, in the lower grid.



Slop chest items on order

This column will show a count of any slop chest item that are on any currently active orders.



Total Slop chest items

This column will list all items that are or have been in stock for the unit. (It will also include items that have 0 In stock)



Slop chest stock value

This column will show the current total value (purchased price) for the slop chest stock.



Currencies in stock

This column will show a count of available currencies in the “masters accounts”.



Tabs to be invoiced

This column will show a count of any “tabs” or sales done that have not been marked as closed (processed). This will include all sales done where the transaction is linked to an account or to a crew to be withdrawn from salary etc. Any cash transactions will go directly to “Closed”. Selecting a cell in this column will list all open tabs in the lower grid.



Closed tabs

This column will list all closed “tabs” (processed) within the period defined with the Date pickers in the top menu. Selecting a cell in this row will list all processed “tabs” (again within the specified period).

2. The Slop Chest module

Slop chest item name	Qty	UOM	Price	Discount %	Discount	Total	Curre
Tooth Brush Nylon	2.00	PCS	16.50	0.00	0.00	33.00	NOK
Tooth Paste 200Gm	1.00	TUB	27.50	0.00	0.00	27.50	NOK
Hair Brush Plastic	1.00	PCS	22.00	0.00	0.00	22.00	NOK
Cotton Bud 100 Sticks	2.00	PKT	38.50	0.00	0.00	77.00	NOK
Total						159.50	NOK

The “Slop Chest” module is where items recorded in the slop chest can be sold, to crew members, re-ordered, counted etc. The module has 4 main tabs which are:

- The Cashier
- The “Batch Sales” tab
- The “Slop Chest orders” tab
- The “Slop Chest Items” tab

2.1. The “Cashier”

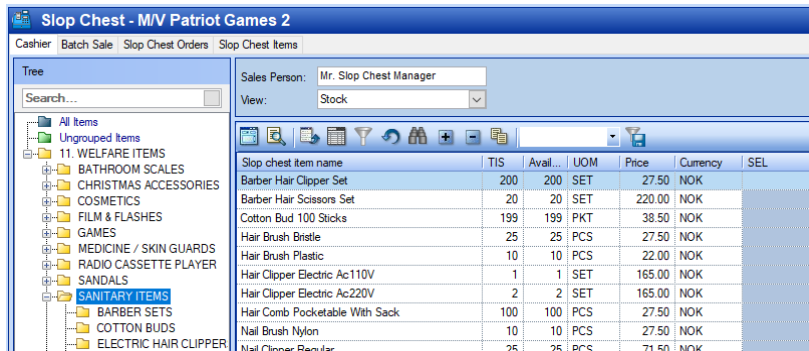
The “cashier” can be used if sales from the slop chest is performed as from any “kiosk”, where the crew come up to a counter and selects the items wanted. The slop chest manager registers the items, receives cash payment or records it as a credit sale, the “customer” receives a receipt and leaves.

The Cashier form is divided into three vertical sections.

a) The Slop Chest category tree (folder structure).

The “slop chest category tree” or “folder structure” allows for categorization of the slop chest items. This structure can be:

- created manually as codes in [Administration] → [Codes] → “Slop chest item type”
- or imported using part of or a full, existing catalog from the [Catalog] module.



b) The slop chest items found in the selected slop chest item category

When a selection is made in the slop chest item type tree the items in the folder will be listed in the middle grid. The following item details are available in this grid:

Slop chest item name: The item name

TIS: This column will show the “Total In Stock” for the item

Available: Will show the “available” quantity for sale. It is possible to reserve a given quantity of an item for crew. The reserved quantity is withdrawn from the total in stock, and the rest is shown in the available column

UOM: Unit of measure for the item

Price: This is the sales price. (“purchased price” + “slop chest profit margin”) more details on the slop chest item pricing can be found “HERE”

Currency: This is the Slop chest currency (Same as the set “unit currency”)

SEL: This can be used to record the quantity to be sold in the current transaction. More details on how to use this column is found “HERE”

Above the middle grid two fields can be found:

Sales Person: This shows the name of the current user.

View: This drop down will allow users to switch the middle grid view between:

Stock: Which is the default, and will list the items from the selected slop chest category folder.

Crew Requested Items: Selecting this option will list all items in the slop chest inventory in the middle grid with the selected crew member’s “reserved” or

“requested” quantity in the “SEL” column. More details on this function is found “Here”

c) The “Sales tab” for the items currently being sold.

This grid will list any items added to the current sale, it shows the columns:

Slop chest item name: The name of the “slop chest item”

Qty: The quantity for each item being sold (can be edited)

UOM: Unit of measure for the item sold.

Price: The sales price

Discount %: This column will show any discount given on the item, some crew and accounts can be set up to only pay the “purchase price” for the item, in which case the discount will be set automatically. However, it is possible to set discount manually in percentages.

Discount: This is the sum of the discount, it will be automatically calculated if a percentage is entered in the Discount % column. It is possible to edit the discount sum, which will recalculate the discount % column.

Total Price: Total price is “item price” minus “Discount”

Currency: This is the slop chest currency (the same as the “unit” currency.)

Above the grid are three fields.

Crew Name: By clicking the [...] button in this field a crew picker will appear, the crew picked will be the one who is receiving the items sold.

Payment method: How the item will be paid for. Three choices are available:

Paycheck: which means that it is sold on credit, and withdrawn from the crew members paycheck. This is the default option.

Cash: If the purchase is performed with cash payment.

Account: In some situations, slop chest items are used onboard as part of a welfare arrangement or for representation for guests onboard etc. In those cases, it is possible to charge the expense to a welfare account or representation account etc. Selecting “Account” will activate the “Account” Field.

Account: This field is by default “deactivated”, but it will be activated if the selected payment method is “Account”. It will then be possible to select which account should be charged.

2.1.1. How to set a catalog or part of a catalog as the slop chest item source?

Please note that this is done on a fleet level, meaning the all your vessels in your fleet will get the same structure and access to the same items. This does however not mean that all vessels will necessarily all the same items in stock, but each vessel can add slop chest items from a common list.

Here is how it is done.

1. You will need an existing catalog in the catalog module, with the desired folder structure and slop chest items. A catalog can be made manually in TM Master or imported as a payed service from Tero Marine.
2. Log on TM Master v2 with a user that has administrative access.
3. Click [System] → [Settings] → “General” tab → “Crew accounting” sub tab.

4. Set the **Slop Chest Catalog**: Clicking the [...] button at the end of this field will open a form allowing you to pick an existing catalog. The level selected will form the root of your slop chest category structure (folder structure). Selecting the top level will make all folders and items in the catalog available as slop chest folders and items. Selecting a sub folder of a catalog will make all folders in the sub folder and any items in them available as slop chest items.
5. Save the setting
6. TM Master now recreates the selected catalog folder structure as codes in the code table “Slop chest item types” and will replicate the structure to the entire fleet.

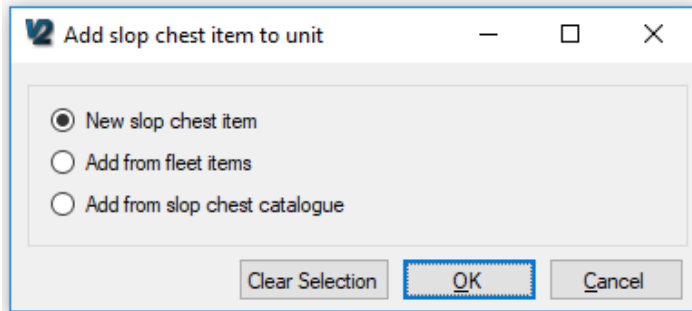
Please note: When you now return to the module [Slop Chest & Accounting] → [Slop Chest] → “Cashier” tab you will find only the folder structure and not the items from the selected catalog source folder. This to avoid flooding the slop chest stock list with unwanted items. The “Slop Chest Catalog” setting, set will allow you to use the catalog as a source for your new slop chest items. How to add them to your slop chest inventory is explained in the next chapter.

2.1.2. How to create a new slop chest item for your slop chest inventory?

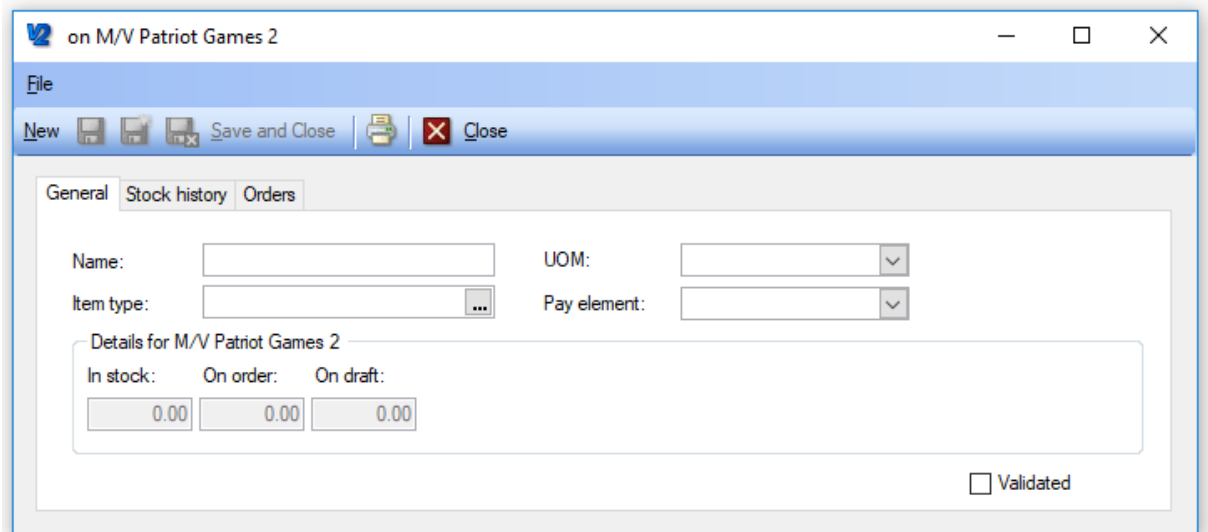
To add a new item to a unit’s inventory and the fleet item inventory you will need to do the following.

1. Click [Slop Chest & Crew Accounting] → [Slop Chest] → “Cashier” tab.
2. In the module heading you will see the current unit, to switch unit to add the item for make your selection in the “unit” drop down in the top menu.
3. Click the [Add Slop Chest Items] found in the top menu bar.

4. The following dialog with three choices appear:



5. Select “New Slop chest item”
 6. The following dialog appear



- a. **Name:** Enter the name of the new slop chest item
- b. **Item Type:** By clicking the [...] button in this field the item type folder/code structure defined in your system will appear, and allow you pick one “Item type” (the item will be listed under the selected type/folder).
- c. **UOM:** Select the “unit of measure” (UOM) for the new item
- d. **Pay Element:** Select the relevant “Pay element” code. If the item is charged on a crew members paycheck, all charges will be grouped on its pay element code, and appear in the crew members pay check as a specification for the deduction.
- e. **Validated:** In order for the item to be replicated to all vessels in the fleet, the item must be validated. This is done by ticking this check box. The item is then added to the “Fleet slop chest item list”

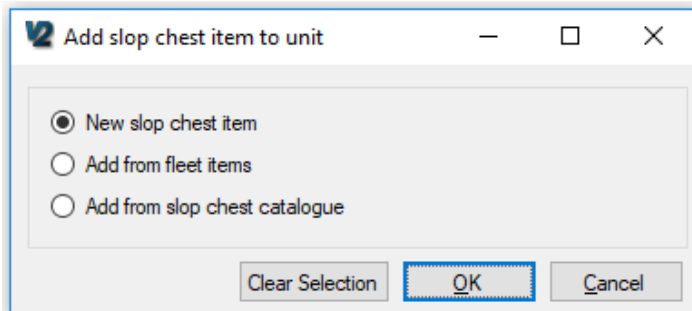
Please Note: A validated item does not automatically become an item in all the units slop chest inventories. The new item is added to the current unit’s inventory and the items becomes available as a “Fleet item” for the other units. The other units can add it to their slop chest inventory if required. This is explained in the next chapter.

2.1.3. How to add an existing slop chest “fleet item” to a unit’s slop chest inventory?

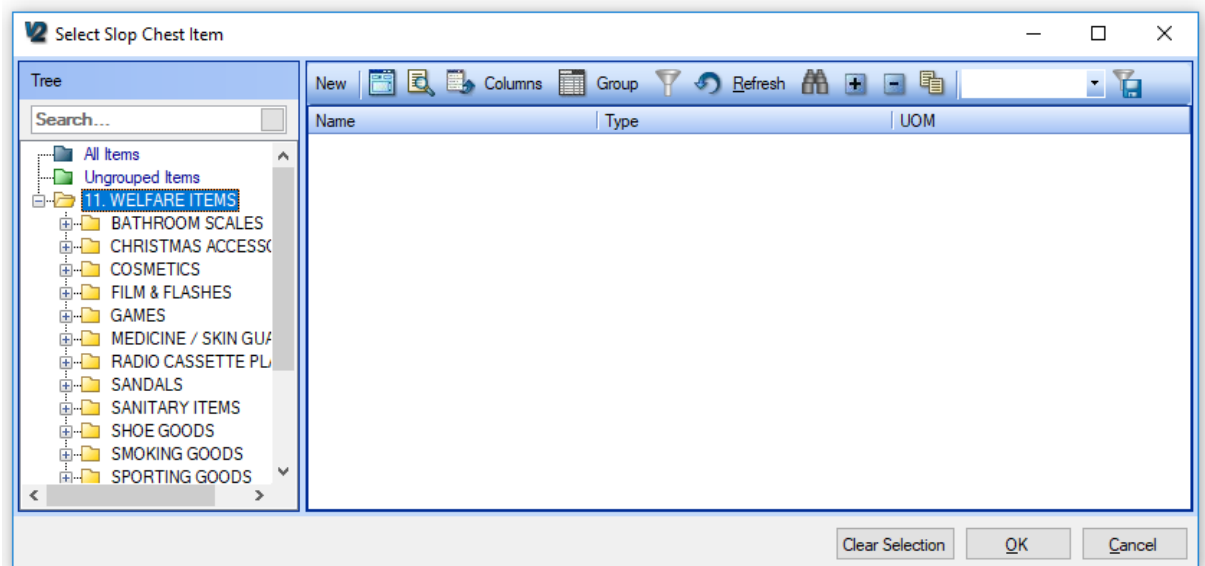
To add an existing item in your fleet inventory to a unit’s slop chest inventory, you will need to do the following.

1. Click [Slop Chest & Crew Accounting] → [Slop Chest] → “Cashier” tab.

- In the module heading you will see the current unit, to switch unit to add the item for make your selection in the “unit” drop down in the top menu.
- Click the [Add Slop Chest Items] found in the top menu bar.
- The following dialog with three choices appear:



- Select the “Add from fleet items”
- The following dialog will appear:



- Locate the item by clicking on the item type/folder or the top folder “All Items”.
- If needed you can filter the item grid to locate the item.
- Select one or more of the items and then click [Ok].
- The items have now been added to the slop chest inventory for the specified unit

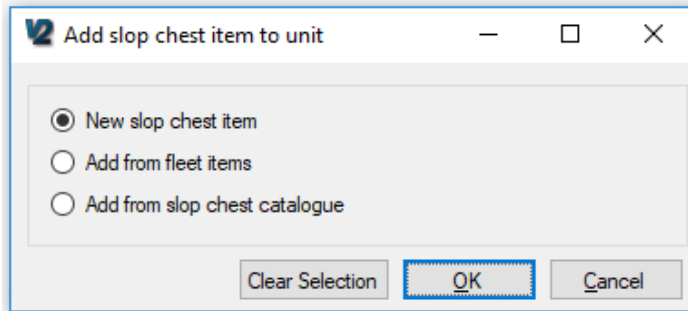
2.1.4. How to add catalog items to the unit’s slop chest inventory?

If a catalog or part of a catalog has been defined as a source for slop chest items

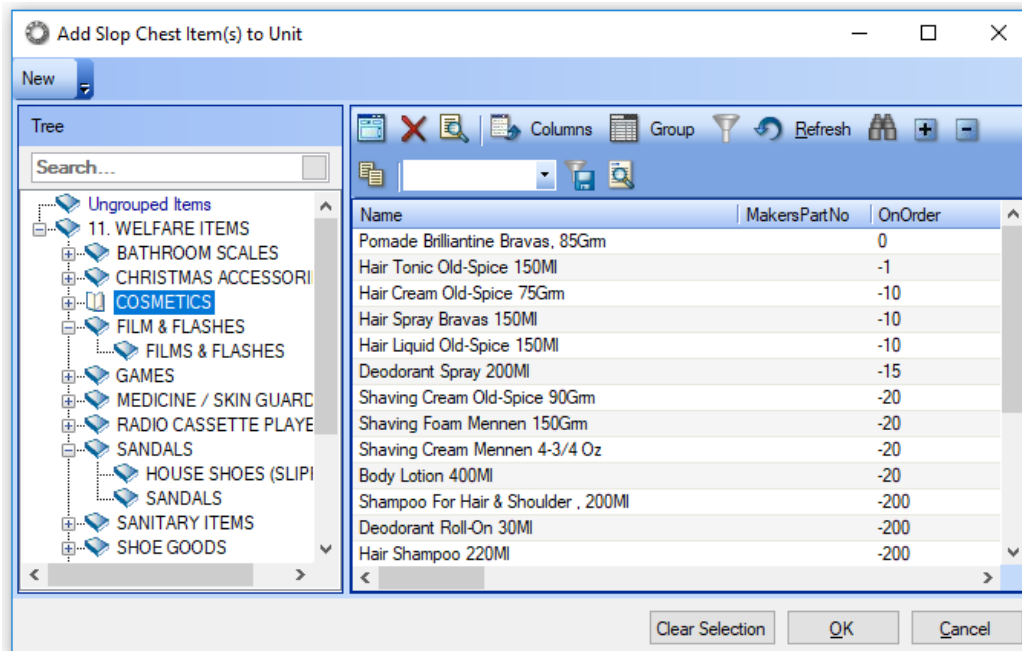
([as explained in chapter 2.1.1](#)) you can do the following to add items to a unit’s slop chest inventory.

- Click [Slop Chest & Crew Accounting] → [Slop Chest] → “Cashier” tab.
- In the module heading you will see the current unit, to switch unit to add the item for make your selection in the “unit” drop down in the top menu.
- Click the [Add Slop Chest Items] found in the top menu bar.

- The following dialog with three choices appear:



- Select the “Add from slop chest catalogue”
- The following dialog will appear



- Select one item or multiple items
- Click [OK]
- Items are now added to the slop chest inventory. Once a catalog item has been added as an item on one of the units it is also added to the “slop chest fleet items list”.

2.1.5. How to register a “cash”, “crew credit” or “account credit” sale in the Cashier?

- Click [Slop Chest & Accounting] → [Slop Chest] → “Cashier” tab.
- Locate and select the items to sell
- Click one of the [+] buttons in the “control bar” between the two grids to add items to the “items to be sold grid”. There are 4 [+] and 4 corresponding [-] buttons available. Each button will adjust the qty of items in the “items to be sold grid”. The adjustment to the quantity is displayed in between the [+] and the corresponding [-]. I.E. Click the [+] 5 button will increase the quantity with 5 for the selected item etc.
- Select the “Crew name” for the crew receiving the items in the crew picker field above the grid, when all sold items have been added to the “tab”/”items to be sold grid”.
- Select payment method: “Pay check” for a credit sale or “Cash” for a cash sale. If it is an “account credit” sale, select the “Account” option then select the account in the account field.

6. Click the [Complete] button in the “control bar” between the two grids.
7. The following dialog will appear, with the details of the sale:

The screenshot shows a dialog box titled "Confirm purchase". It has a standard Windows window title bar with minimize, maximize, and close buttons. The dialog contains the following elements:

- Total: 79.20 NOK
- Crew: Anne Archer
- Payment: Paycheck
- Print receipt
- Buttons: Confirm, Cancel

8. If a printed receipt is needed tick the “print receipt” check box
9. Click [Confirm].
10. Any cash received will added to the “slop chest” cash account configured in the system

2.1.6. How to register a sale using the “SEL” column?

1. Click [Slop Chest & Accounting] → [Slop Chest] → “Cashier” tab.
2. Locate and select the items to sell
3. Enter the sold quantity in the items “SEL” field.
4. Do this for all items sold.
5. When done click the [Add SEL →] button in the control bar between the grids.
6. All items with a “SEL” column value has now been added to the “item to be sold” grid.
7. Click [Complete] in the “control bar”
8. Then click [Confirm]

2.1.7. How to edit a completed transaction (sale)?

If a mistake has been made during a sale or the person who purchased the items want to return something. It is possible to edit the purchase (“tab”) as long as the “tab” has not been closed (processed). Here is how to do it.

1. Click [Slop Chest & Accounting] → [Slop Chest] → “Cashier” tab.
2. Click the [Edit Purchase] button in the middle control bar.
3. The following dialog will appear.

The screenshot shows a dialog box titled "Select purchase". It features a toolbar with icons for Columns, Group, Refresh, and other functions. Below the toolbar is a table with the following data:

PurchaseNo	Crew	Total	Currency	Date	Time	Registered by
PAT-O-18-7	Anne Archer	330.00	NOK	07/03/2018	12:39	Cato Ulveset

At the bottom of the dialog, there are buttons for "Clear Selection", "OK", and "Cancel".

4. Select the transaction (tab) to edit
5. Click [OK]

6. Edit the transaction, any of the following detail can be edited:
 - a. Change Crew name
 - b. Change payment method
 - c. Change account (if it is an “account credit” sale)
 - d. Add more items
 - e. Remove items
 - f. Edit item quantity
 - g. Edit discount % or discount sum.
7. When adjustment has been completed click the [Complete] button
8. Click [Confirm] & and the transaction has been adjusted.

2.2. “Batch Sale”

The “Batch sale” function is an alternative to the “cashier” approach to manage slop chest transactions. We recognize that not all slop chests are managed as a kiosk where crew comes up to a counter to purchase the slop chest items. Some may just leave a list of all the items available in a common room, and crew record what items they want and how many. The slop chest manger then collects each individual crew members items from the slop chest inventory and hands it to them.

Name	Cato Xavius	Anne Archer	David Threlfall	Richard Harris	Hugh Fraser	James Fox	Thora Bach	J. E. Freeman	Polly Alexandra Walker	Alex Hugh Notton	Price	Cun	Res.	TIS	Rest	OnDraft	OnCr
After Shave Lotion Mennen, 103M											27.50	NOK	0.00	199.00	199.00	0	0
Alka Seltzer Tablet 12Tab		2.00									16.50	NOK	2.00	100.00	98.00	0	0
Artificial Snow Spray In Tin	1.00										110.00	NOK	1.00	1.00	0.00	1	0
Audio Cassette Tape Chrome, 60Minu...		1.00									11.00	NOK	1.00	11.00	10.00	0	0
Audio Cassette Tape Chrome, 90Minu...											11.00	NOK	0.00	11.00	11.00	0	0
Audio Cassette Tape Normal, 60Minutes											11.00	NOK	0.00	7.00	7.00	0	0
Audio Cassette Tape Normal, 90Minutes											11.00	NOK	0.00	8.00	8.00	0	0
Audio Md (Mini Disc), 74Min	1.00										13.20	NOK	1.00	10.00	9.00	0	0
Audio Md (Mini Disc), 74Min 10'S/Pkt											13.20	NOK	0.00	8.00	8.00	0	0
Audio Md (Mini Disc), 74Min 3'S/Pkt	1.00										13.20	NOK	1.00	12.00	11.00	0	0
Audio Md (Mini Disc), 74Min 5'S/Pkt											13.20	NOK	0.00	7.00	7.00	0	0
Audio Md (Mini Disc), 80Min		10.00									88.00	NOK	10.00	35.00	25.00	0	0
Audio Md (Mini Disc), 80Min 10'S/Pkt											13.20	NOK	0.00	12.00	12.00	0	0
Audio Md (Mini Disc), 80Min 3'S/Pkt	1.00										13.20	NOK	1.00	23.00	22.00	0	0
Audio Md (Mini Disc), 80Min 5'S/Pkt											13.20	NOK	0.00	10.00	10.00	0	0
Balloon Rubber Colored											11.00	NOK	0.00	25.00	25.00	0	0
Barbell Set											275.00	NOK	0.00	50.00	50.00	0	0
Barbell Stand		2.00	2.00								374.00	NOK	4.00	4.00	0.00	2	0
Barber Hair Clipper Set											27.50	NOK	0.00	200.00	200.00	0	0
Barber Hair Scissors Set											220.00	NOK	0.00	20.00	20.00	0	0
Basket Ball Leather											330.00	NOK	0.00	5.00	5.00	0	0
Basket Ball Rubber											220.00	NOK	0.00	10.00	10.00	0	0
Bathroom Scale 0-100Kg Digital											NOK	0.00	0.00	0.00	0	0	
Bathroom Scale 0-100Kg Analog	1.00	3.00									384.90	NOK	4.00	4.00	0.00	1	0
Bathroom Scale 0-130Kg Analog											NOK	0.00	0.00	0.00	0	0	
Bathroom Scale 0-130Kg Digital											NOK	0.00	0.00	0.00	0	0	
Brngs Books Assorted											16.50	NOK	0.00	23.00	23.00	0	0
Body Lotion 250Ml											27.50	NOK	0.00	196.00	196.00	0	0
Estimated Total:	1,335.40	2,951.30	0.00	0.00	82.50	82.50	0.00	82.50	0.00	0.00	NOK						

The [Slop Chest & Accounting] → [Slop Chest] → “Batch Sale” grid, lists by default all slop chest item available in the slop chest inventory, and has the following columns available.

Item Name: This column shows the “slop chest item” name

“Crew Columns”: There will be one column for each of the crew. It will by default have one column for each of the crew currently signed on. To be able to “sign on” a crew, the full crew license is required. If the crew license is not in place and consequently no crew is currently signed on it is possible to add crew as columns by using the [Add crew to list] found in the menu bar. The values in these columns can be edited, using the [Edit in grid] function. The values entered in these columns will represent the requested quantity for the item on the row by the crew in the column. At the bottom of the grid the current total for each crew column is found. (Sum of all Requested qty * item price)

Item Price: This is the sales price for the item

Currency: This is the slop chest currency (same as unit currency)

Requested: This column will show the total requested quantity for an item

TIS: Total in stock. If the Requested qty is higher than the TIS the number in this column will turn red.

Rest: Rest is the remaining quantity after the “requested quantity” has been withdrawn (Total In Stock minus Requested qty) If the value is negative (requested quantity is higher than current stock the figure will turn red.

On Draft: This is the total quantity of the item currently added to a draft.

On Order: This is the total quantity of the item that is on an order (approved draft or higher)

Functions available in the grid menu bar:

View List by: [N/A]

Item List template: [N/A]

Crew: This drop down will switch the crew columns between “Signed on crew” and “Crew On leave”

[Add Crew to list]: If a crew member is not represented by a column in the grid, he/she may be added by clicking this button.

[Edit in Grid]: To enter requested quantities in the crew columns, this button must first be clicked. When active, all crew columns turn blue to indicate they can be edited.

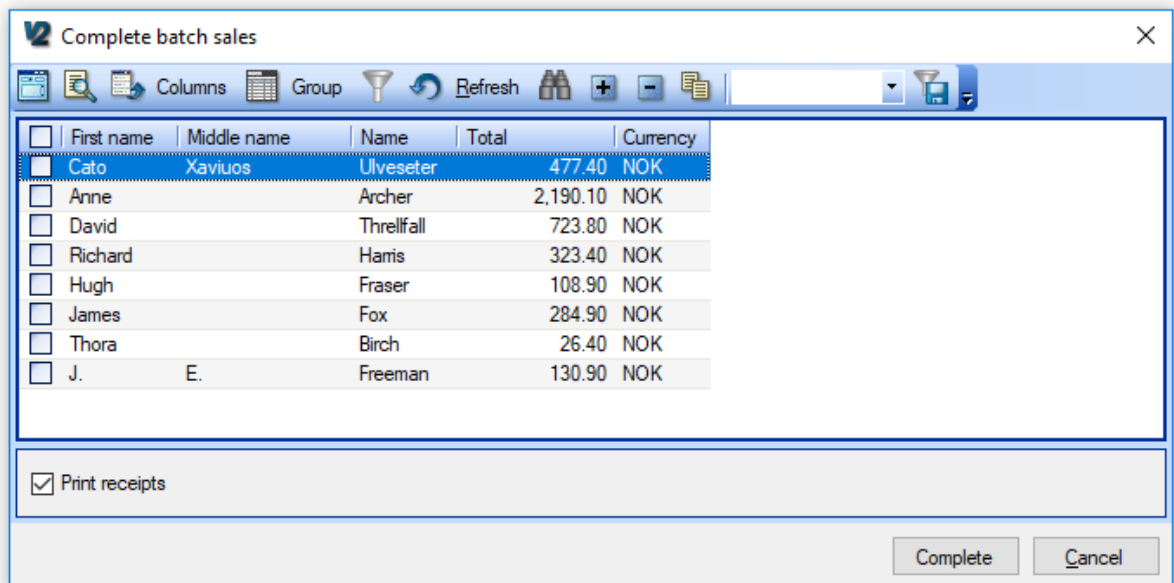
[Add shortage to draft]: If the total requested quantity is higher than the current stock level for an item it is possible to add the “shortage” to a new or existing draft by clicking this button.

[Complete]: When this button is used the system will offer to complete the transactions for the specified crew and print receipts if required.

2.2.1. How to complete a “batch sale”?

1. Click [Slop Chest & Accounting] → [Slop Chest] → “Batch Sale” tab.
2. If you do not find all the crew you wish to include in the batch sale, click the [Add Crew to list] button, and select the crew member of multiple crew members, and click OK
3. Click the [Edit in Grid] button. The Crew columns should now turn blue.
4. Locate the item row and enter the requested quantity in each of the relevant crew columns. Notice that the columns to the far right are updated, when a requested quantity is added.
 - a. The requested column will show the total requested.
 - b. The Rest column will show the stock left after all transactions are completed.
 - c. If any of the numbers turns red you will not be able to meet the requested quantity.
5. At the bottom of each “crew column” a total is calculated for each crew.
6. Click the [Compete] button found in the slop chest grid menu bar, when all requested quantities have been entered.

7. The following dialog will appear



8. Tick the crew purchases you wish to [Complete]
9. The “Print receipt” is turned on by default. (Pick list for each crew)
10. Click [Complete]
11. Please note that all “requested quantities” in the grid now has been removed. Except if the requested item has no more stock.

The requested items can now be retrieved from the slop chest inventory and bagged, and marked with the crew receipt, and then handed to the crew.

2.2.2. How to combine the “Batch Sale” function with the “Cashier” function?

It is possible to combine the two functions “Batch sales” and “Cashier”. Here is how to do this.

1. Click [Slop Chest & Accounting] → [Slop Chest] → “Batch Sale” tab.
2. If you do not find all the crew you wish to include in the batch sale, click the [Add Crew to list] button, and select the crew member of multiple crew members, and click OK
3. Click the [Edit in Grid] button. The Crew columns should now turn blue.
4. Locate the item row and enter the requested quantity in each of the relevant crew columns.
5. When done click the “Cashier” tab.

Let’s now assume one of the crew who have requested items shows up

6. In the bar above the middle grid select “Crew requested” items in the “View” field
7. You will now be asked to select a crew member. Select the crew that showed up.
8. The following has now happened:
 - a. The item grid now lists all items in the slop chest inventory (as the “batch sale” grid)
 - b. The crew’s requested quantities have been copied into the “SEL” column
 - c. The crew selected in the picker is now also selected in the Crew name field above the items to be purchased grid.
9. Click the [Add SEL →] button to transfer all requested items to the “items to be sold” grid.
10. Click [Complete]
11. Then click [Confirm]

3. Slop Chest orders & adding stock

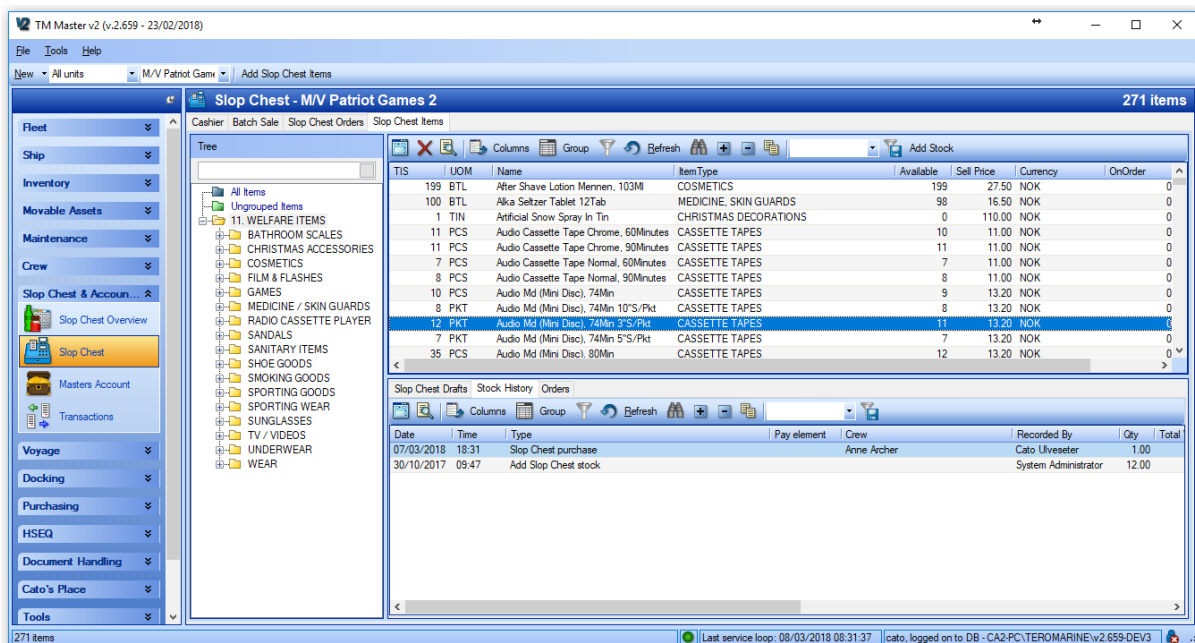
A new “order type” has been introduced in TM Master along with the Slop chest module. This order type is “Slop Chest Order”. A slop chest order can only contain slop chest items. And slop chest items can only be ordered on “slop chest orders”.

3.1. Slop Chest Orders

3.1.1. How to order a slop chest item?

There are two main approaches to order a slop chest item, and it can be done in several of the slop chest module views.

1. Click [Slop Chest & Accounting] → [Slop Chest] → “Slop Chest Items” tab



2. Locate the item to order
3. Right click the slop chest item or items.
4. Select “Add to Draft”
5. Either select one of the existing slop chest drafts or create a new one.
6. If a new is created give it a name
7. Click OK.

When the draft is completed with all the required items, do the following.

8. Click the “Slop Chest Orders” tab
The “Slop chest Orders” tab will list only the “slop chest orders”
The slop chest order will also be available in the regular [Purchase] module view.
9. Click in the draft field under the column “Drafts” (Yellow star)
10. Locate the draft you wish to complete in the middle grid
11. Double click to open it.
12. Fill in the required details as for a normal order.
13. Approve the Draft (as normal).
14. The Requisition will from now on be processed as a normal order.

15. When the slop chest order is received the slop chest stock will be updated

Please note: It will be very important that a purchase price is added to all the slop chest order lines. As it will be used to calculate the slop chest items sales price

3.2. Alternative ways to add Slop chest stock

3.2.1. How to add slop chest stock without using an order?

1. Click [Slop Chest & Accounting] → [Slop Chest] → “Slop Chest Items” tab
2. Select one or multiple items that you want to add stock for
3. Click the [Add stock] button in the top menu bar.
4. The following dialog will appear:

Name	Type	Qty	UOM	Price	Curre...	ExpiryDate
Pants Short White Size-L	WEAR		PRS			
Pants Short White Size-M	WEAR		PRS			
Pants Short Khaki Size-M	WEAR		PRS			
Pants Short White Size-LJ	WEAR		PRS			
Pants Short Khaki Size-L	WEAR		PRS			
Pants Short Khaki Size-LJ	WEAR		PRS			

5. Enter the required details:
 - a. **Supplier:** Select the supplier of the items.
 - b. **Charge Account:** Select which “account” was used to pay for the items. Account in this case can be a credit card, or cash from the slop chest register etc. More details on the term accounts will be discussed later in this document.
 - c. **Transaction date:** Default set to today but can be back dated if the transaction (purchase of the items) was performed earlier.
 - d. **Currency:** Select the currency the item prices.
6. In the top grid, the list of items selected is listed, with the following columns.
 - a. **Name:** Item name
 - b. **Type:** The item type (folder)
 - c. **Qty:** This column is editable, enter the quantity that is to be added to the stock.
 - d. **UOM:** Unit of measure this item.
 - e. **Price:** Enter the item price for the item.

- f. **Currency:** This column is by default blank, but is populated once a currency is selected in the currency field above.
 - g. **Expiry date:** If the item has an expiry date, enter the expiry in this column.
7. Any document (receipts etc) related to this transaction can be attached by clicking the [Add File] button.
 8. **Comment:** Here a text describing or explaining the transaction can be entered.
 9. When all details have been entered click [OK]

3.2.2. How to perform a stock count and adjust Slop chest stock?

1. Click [Slop Chest & Accounting] → [Slop Chest] → “Slop Chest Items” tab
2. Select one or multiple items that you want to perform a stock adjustment for.
3. Right click the selected item or items
4. Select “Adjust stock”
5. The following dialog will appear

Name	New Qty	Old Qty	UOM	QtyDiff	Price	Currency
Pants Short Khaki Si...	25.00	21.00	PRS	4.00	95.00	NOK
Pants Short Khaki Si...	11.00	12.00	PRS	-1.00		NOK
Pants Short White Si...	25.00	25.00	PRS	0.00		NOK
Pants Short Khaki Si...	30.00	35.00	PRS	-5.00		NOK
Pants Short White Si...	12.00	12.00	PRS	0.00		NOK
Pants Short White Si...	20.00	19.00	PRS	1.00	95.00	NOK

Comment:

Clear Selection OK Cancel

6. The following columns are available
 - a. **Name:** Item Name
 - b. **New Qty:** This is where you adjust the stock by entering the correct counted quantity
 - c. **Old Qty:** Is the current registered quantity for the item
 - d. **UOM:** Unit of measure for the item
 - e. **QtyDiff:** This is the difference between the “New Qty” and the “Old Qty”
 - f. **Price:** This column is editable, but if the item stock is reduced the last known item purchase price will be suggested as the value for the “lost items”.
 - g. **Currency:** Item price currency (The Unit currency)
7. **Comment:** Enter a comment if required, this comment will be recorded on all stock history records generated by the adjustment.
8. Click [OK]

4. Masters Account

The screenshot shows the 'Masters Account - M/V Patriot Games 2' window. It contains two tables:

Name	Number	Type	Pay element	Qty	Currency	Value(NOK)
Master Card	0099090	Credit Card		0.00	NOK	-8,940.00
Representation	0001	Account		0.00	NOK	0.00
Crew Welfare	1234	Account		-14,204.00	NOK	-21,820.88
Slop Chest Transaction account		Slop Chest account		10,292.95	NOK	10,292.95
USD Cash Account	00002	Cash(Currency)		3,800.00	USD	11,846.00
						NOK -8,621.93

Date	Time	Type	Pay element	Crew	Recorded By	Qty	Total Value	Currency	Original total	Original ...
08/03/2018	12:12	Add Slop Chest stock				12.00			-1,140.00	NOK
08/03/2018	12:12	Add Slop Chest stock				12.00			-1,140.00	NOK
08/03/2018	12:12	Add Slop Chest stock				12.00			-1,140.00	NOK
08/03/2018	12:12	Add Slop Chest stock				12.00			-1,140.00	NOK
08/03/2018	12:12	Add Slop Chest stock				12.00			-1,140.00	NOK
08/03/2018	12:12	Add Slop Chest stock				12.00			-1,140.00	NOK
08/03/2018	12:12	Add Slop Chest stock				12.00			-1,140.00	NOK
18/01/2018	13:51	Transfer				1.00			-2,000.00	NOK
18/01/2018	13:42	Transfer				1.00			-100.00	NOK
18/01/2018	13:40	Add funds				1.00			10,940.00	NOK
18/01/2018	13:33	Transfer				1.00			-2,000.00	USD

4.1. The tree types of masters account.

In TM Master there are 3 types of master's accounts and they are:

- Account
- Credit Card
- Cash (Currency)

4.1.1. The "Account" account type.

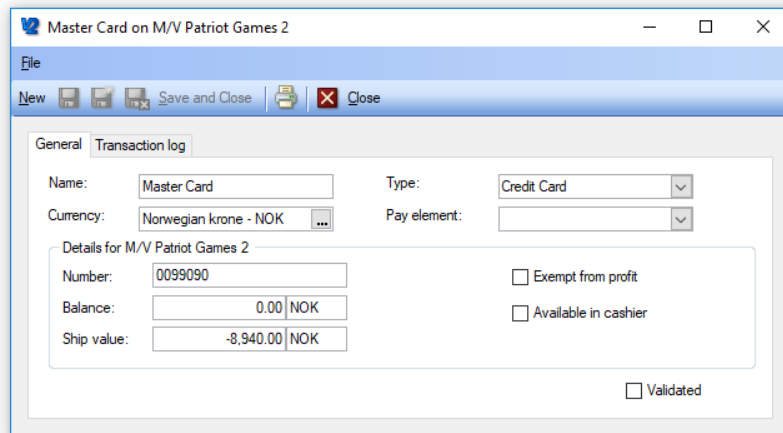
A typical example for a master account of account type "Account" would be a "Representation account" or a "Crew Welfare account". In those cases where items from the "slop chest inventory" is used in relation to visiting guests (representation) or as part of a Crew welfare event onboard. The slop chest items purchases can be charged to one of these "account" account types.

4.1.2. The "Credit Card" account type.

The credit card account type is to be used to represent actual credit cards, used to do different types of direct purchases and withdrawal of cash (currencies) etc. For every purchase made using the credit card can then be tracked and documented. When the credit card bill has been paid, the details can be added as a transaction reducing the overdrawn credit.

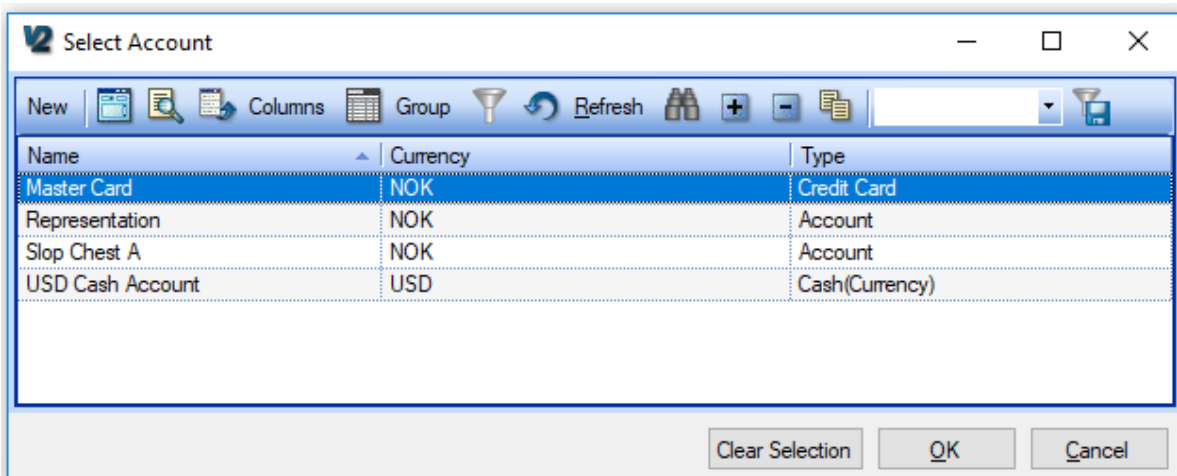
4.1.3. The "Cash (Currency)" account type.

Onboard some vessels there is a need to keep a certain amount of cash in different currencies depending on the area the vessel is operating in. This cash can of course be used for several purposes, such as purchases from local vendors or as advances of salary to crew.



4.1.4. How to add a master account?

1. Click [Slop Chest & Accounting] → [Masters Account]
2. Click the [Add Account] button found in the upper grid menu bar.
3. The following dialog will appear:



4. Any previously added accounts added on other vessels will be listed as account templates, when making the process of setting up the master's accounts easier and faster for each unit. The Idea is that if one of the units has added a "Representation" account or a certain "Credit Card", it is likely that other vessels in the fleet will have a similar need.
5. If an appropriate template account is not found click [New] in the top left-hand side in the menu to create a new one.

6. Enter the “Account details”. The following details are the details that serve as an account detail should other units choose to base their master’s account on it.
 - a. **Name:** Enter a name (short description) of the account
 - b. **Currency:** Select the “currency” the account will be displayed with
 - c. **Type:** Select one of the three account types, available:
 - i. Account
 - ii. Credit Card
 - iii. Cash (Currency)
 - d. **Validated:** Tick “Validated” if this account template should be replicated and made available to other units.

7. In the lower section of this form labeled “Details for [unit name]” is where the unique details on the account for the current unit is added or shown.
 - a. **Number:** Enter the number for the account. Most relevant for a credit card typed accounts, where it would be natural to enter the credit card number. If not relevant this field may be skipped.
 - b. **Balance:** Is the current balance/value for the account in the account currency
 - c. **Ship Value:** Is the current balance/value for the account in the ship currency
 - d. **Exempted from profit:** Most relevant for “Account” typed accounts, where any charges made against the account should only pay the purchase price for the items.
 - e. **Available in the Cashier:** Most relevant for the “Account” typed accounts. Ticking this check box will allow slop chest charges against the account. Explained earlier ([More details here](#))

8. Click [Save & Close]

4.2. Available Account Transactions

The following “Transaction” types are available

- Transfer funds to account
This option can for example be used in cases:
 - Where a credit card is used to withdraw cash(currencies)

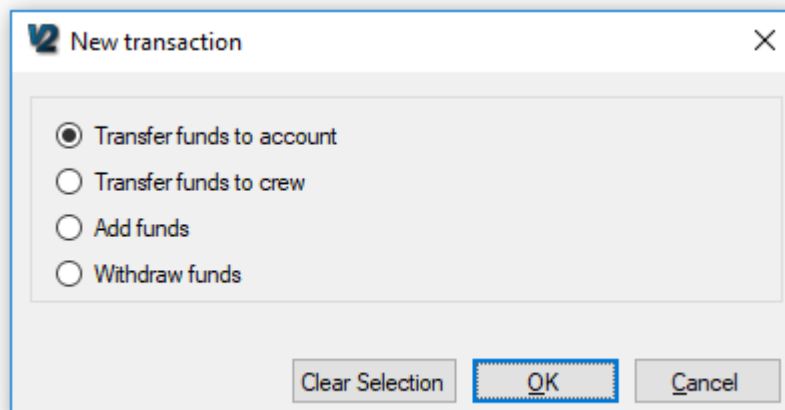
- Transfer funds to crew
This option can for example be used in cases:
 - Where crew is given cash from a cash (currency) account.
 - Where the slop chest profit is handed to the slop chest manager.

- Add funds
This option can for example be used in cases:
 - Where a credit card bill has been paid
 - Where funds to cover account credits is transferred from external source.
 - Where a bonus given as a reward to the crew welfare account.
 - Where there is a need to make an adjustment, due to error

- Withdraw funds.
This option can for example be used in cases:
 - Where there is a need to make an adjustment, due to error

4.2.1. How to transfer funds from one account to another account?

1. Click [Slop Chest & Accounting] → [Masters Account]
2. Click the [Create Transaction] button found in the upper grid menu bar.
3. The following dialog will appear:



4. Select the “Transfer funds to account” option
5. Click [OK]

6. The following dialog will appear.

7. Fill in your details for the transfer:

- a. **From Account:** Select the account where you will be transferring funds from
- b. **To Account:** Select the account where you will transfer the funds to.
- c. **Pay Element:** Select the relevant “Pay element” code.
- d. **Bookkeeping account:** Enter the relevant account
- e. **Value:** Enter the sum to transfer between the accounts
- f. **Transaction date:** By default, this date is set to today, but can be changed if needed.
- g. **Comment:** Enter a comment for the transaction.

8. If there are any relevant documents related to this transfer, these can be attached in the document folder for the transaction.

9. Click [Save & Close]

4.2.2. How to transfer funds from one account to a crew?

10. Click [Slop Chest & Accounting] → [Masters Account]

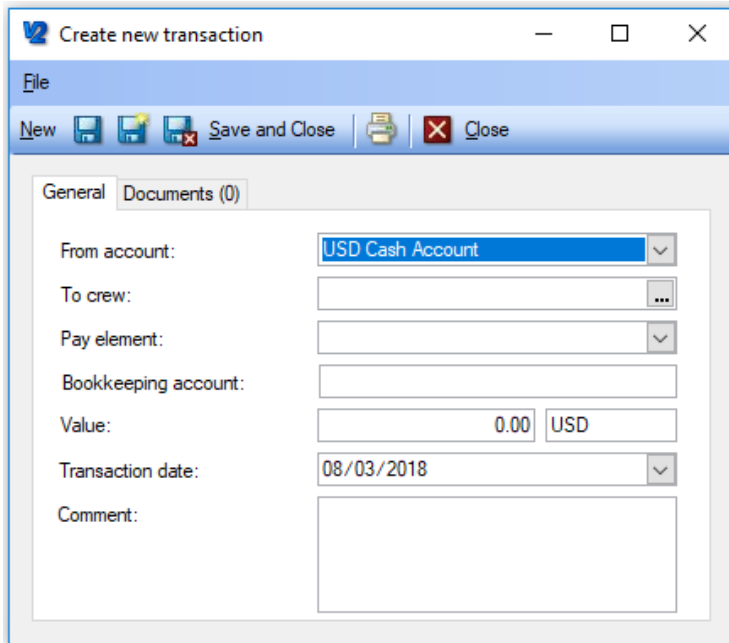
11. Click the [Create Transaction] button found in the upper grid menu bar.

12. The following dialog will appear:

13. Select the “Transfer funds to crew” option

14. Click [OK]

15. The following dialog will appear.



16. Fill in your details for the transfer:

- a. **From Account:** Select the account where you will be transferring funds from
- b. **To Crew:** Select the crew member who you will transfer the funds to.
- c. **Pay Element:** Select the relevant "Pay element" code.
- d. **Bookkeeping account:** Enter the relevant account
- e. **Value:** Enter the sum to transfer to the crew member
- f. **Transaction date:** By default, this date is set to today, but can be changed if needed.
- g. **Comment:** Enter a comment for the transaction if needed.

17. If there are any relevant documents related to this transfer, these can be attached in the document folder for the transaction.

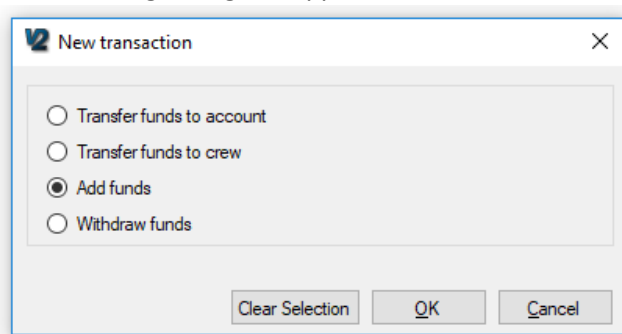
18. Click [Save & Close]

4.2.3. How to add funds to an account?

19. Click [Slop Chest & Accounting] → [Masters Account]

20. Click the [Create Transaction] button found in the upper grid menu bar.

21. The following dialog will appear:



22. Select the "Add funds" option

23. Click [OK]

24. The following dialog will appear.

25. Fill in your details for the transfer:

- a. **Account:** Select the account to add funds to.
- b. **Bookkeeping account:** Enter the relevant account
- c. **Add:** Enter the sum to be added to the account.
- d. **Transaction date:** By default, this date is set to today, but can be changed if needed.
- e. **Comment:** Enter a comment for the transaction. This is mandatory.

26. If there are any relevant documents related to this transfer, these can be attached in the document folder for the transaction.

27. Click [Save & Close]

4.2.4. How to withdraw funds from an account?

28. Click [Slop Chest & Accounting] → [Masters Account]

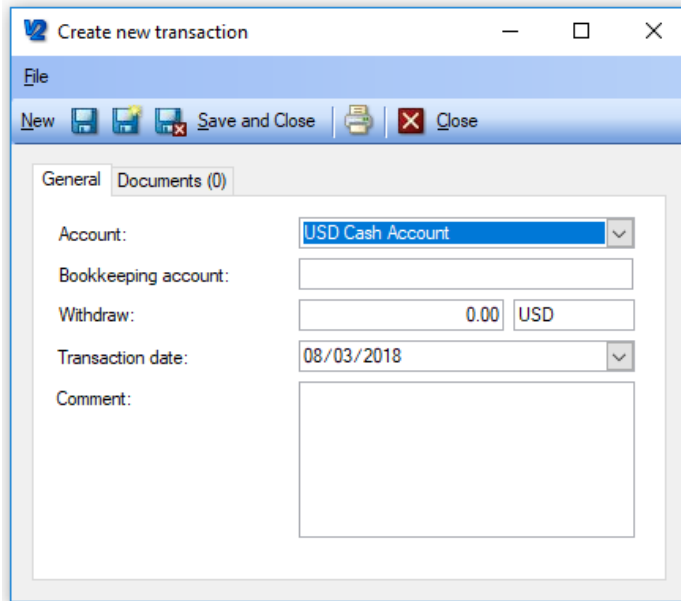
29. Click the [Create Transaction] button found in the upper grid menu bar.

30. The following dialog will appear:

31. Select the “Withdraw funds” option

32. Click [OK]

33. The following dialog will appear.



34. Fill in your details for the transfer:

- a. **Account:** Select the account to withdraw funds from.
- b. **Bookkeeping account:** Enter the relevant account
- c. **Withdraw:** Enter the sum to be withdrawn from the account.
- d. **Transaction date:** By default, this date is set to today, but can be changed if needed.
- e. **Comment:** Enter a comment for the transaction. This is mandatory.

35. If there are any relevant documents related to this transfer, these can be attached in the document folder for the transaction.

36. Click [Save & Close]

5. Transactions

The entire [Slop chest & Accounting] module calculates its stock, values and totals based on transactions, so every transfer or sale or purchase will be recorded in the transaction log. All transactions are collected and displayed in the [Transactions] module.

Date	Time	Type	Pay element	Crew	Recorded By	Qty	Total Value	Currency	Original total	Original	Bookkeepin...	Comment	Closed
08/03/2018	13:07	Waste			Cato Ulvesteter	3.00		NOK				Stock Count	
08/03/2018	13:07	Waste			Cato Ulvesteter	12.00		NOK				Stock Count	
08/03/2018	13:07	Gain			Cato Ulvesteter	13.00	1,235.00	NOK	1,235.00	NOK		Stock Count	
08/03/2018	13:07	Gain			Cato Ulvesteter	3.00	285.00	NOK	285.00	NOK		Stock Count	
08/03/2018	13:07	Waste			Cato Ulvesteter	12.00		NOK				Stock Count	
08/03/2018	13:07	Waste			Cato Ulvesteter	1.00		NOK				Stock Count	
08/03/2018	12:12	Add Stop Chest s.			Cato Ulvesteter	12.00	1,140.00	NOK	1,140.00	NOK		Comment Comment	
08/03/2018	12:12	Add Stop Chest s.			Cato Ulvesteter	12.00	1,140.00	NOK	1,140.00	NOK		Comment Comment	
08/03/2018	12:12	Add Stop Chest s.			Cato Ulvesteter	12.00	1,140.00	NOK	1,140.00	NOK		Comment Comment	
08/03/2018	12:12	Add Stop Chest s.			Cato Ulvesteter	12.00	1,140.00	NOK	1,140.00	NOK		Comment Comment	
08/03/2018	12:12	Add Stop Chest s.			Cato Ulvesteter	12.00	1,140.00	NOK	1,140.00	NOK		Comment Comment	
08/03/2018	11:18	Stop Chest purch.		James Fox	Cato Ulvesteter	1.00	2,750.00	NOK	2,750.00	NOK			
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:40	Add Stop Chest s.			Cato Ulvesteter	12.00	787.68	NOK	144.00	USD		Bla bla blablabla	
08/03/2018	10:26	Add Stop Chest s.			Cato Ulvesteter	1.00	650.00	NOK	650.00	NOK			
08/03/2018	10:26	Add Stop Chest s.			Cato Ulvesteter	1.00	254.00	NOK	254.00	NOK			
08/03/2018	10:26	Add Stop Chest s.			Cato Ulvesteter	1.00	35.00	NOK	35.00	NOK			
08/03/2018	10:26	Add Stop Chest s.			Cato Ulvesteter	1.00	35.00	NOK	35.00	NOK			

The transactions will remain “open” until they are marked as closed. It is not possible to edit closed purchase transactions. All transactions within one close operations will be collected as one “Period” which means that if you want to close transactions once a month you can close the transactions on for example at the end of every month, or if you want a period to be two months, you close the transactions by the end of every second month etc.

4.2.5. How to close transactions?

1. Click [Slop Chest & Accounting] → [Transactions] → “Transaction” tab
2. Click the button [Close Transactions] (far right-side)
3. The following dialog will appear:

Close transactions

Close transactions made before:
08/03/2018

Closed by:
Your User Name

Comment:

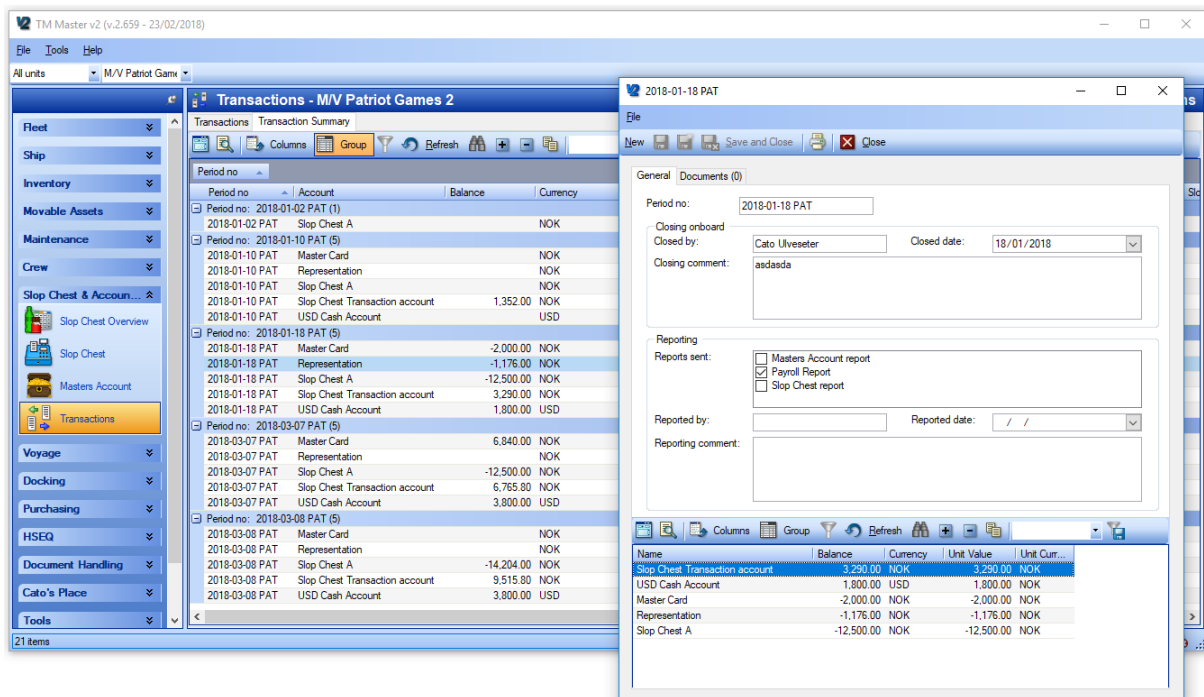
OK Cancel

4. Close Transactions made before: Select the last date for the period (all transactions on that date and previous dates will be closed)
5. Closed by: Is auto filled with the name of the user performing the action
6. Comment: Add a comment if needed.

The transactions will now be marked as closed with the closed date and the user who performed the closing of the transactions. A summary of the closed period is now available on the “Transaction summary” tab.

4.2.6. How to mark a “Transaction period summary” as reported?

1. Click [Slop Chest & Accounting] → [Transactions] → “Transaction summary” tab
2. Double click on one of the summary lines and the period summary will open
3. Tick off the “Reports sent” check boxes, once they have been sent.
4. When all check boxes have been ticked the reported by and reported date is filled in.
5. Enter a Reported comment if needed.
6. Save and close.



6. Slop chest settings & Codes

6.1. Unit specific settings

The screenshot shows the 'Slop Chest Profit Settings' section with the following values:

- Slop chest profit margin: 10.00%
- Slop chest managers % of profit: 10.00%
- Slop chest % of profit: 90.00%

The 'Exempt accounts from slop chest profit' table is as follows:

Name	Number	Currency	Type
Representation	0001	NOK	Account

The 'Exempt crew type from slop chest profit' table is as follows:

Crew type	Sort order	Officer	Department
Captain	1	True	B
Chief Engineer	7	True	M

The 'Exempt crew from slop chest profit' table is as follows:

Status	First name	Middle name	Last name	Default crew ...	Default crew ...	Onboard as	Onbo
●	Poly	Alexandra	Walker			Crane Operator	18

6.1.1. How to set the “Slop Chest Manager”

1. Open the “Unit” detail form.
 - a. In the Office system: Click [Fleet] → [Units] → “Double click a unit” → “Settings” tab
 - b. Onboard: Click [Ship] → [Details] → “Settings” tab
2. Click the “Crew Accounting” sub tab
3. Slop chest manager: Select a crew member to act as a slop chest manager. Please note that only users that have appropriate user rights within the slop chest module can be selected.

6.1.2. How to set the Slop Chest profit account?

1. Open the “Unit” detail form.
 - a. In the Office system: Click [Fleet] → [Units] → “Double click a unit” → “Settings” tab
 - b. Onboard: Click [Ship] → [Details] → “Settings” tab
2. Click the “Crew Accounting” sub tab
3. Slop Chest profit account: Select an account serve as the profit account?

6.1.3. How to set the “Slop Chest profit” settings

1. Open the “Unit” detail form.
 - a. In the Office system: Click [Fleet] → [Units] → “Double click a unit” → “Settings” tab
 - b. Onboard: Click [Ship] → [Details] → “Settings” tab
2. Click the “Crew Accounting” sub tab
3. The “Slop chest profit” settings fields are located on the right hand side of the form.
4. **Slop Chest profit margin:** Enter the percentage profit to be added to each item sold in the slop chest. The sales price will then be calculated in the following manner: $\text{Item "Purchase price"} + (\text{"Purchase price"} / 100 * \text{Slop chest margin}) = \text{Sales price.}$
5. (Office system only) If you want to copy this settings to any of your other units, click the “Copy Settings to other units” button and select the units to copy the setting to.
6. Profit distribution:
 - a. **Slop Chest managers % of profit:** Enter the slop chest managers cut of the profit in percentage.
 - b. **Slop Chest % of profit:** Enter percentage of the profit going to the slop chest account
7. (Office system only) If you want to copy this setting to any of your other units, click the “Copy Settings to other units” button and select the units to copy the setting to.

6.1.4. How to exempt ship accounts from paying slop chest profit?

1. Open the “Unit” detail form.
 - a. In the Office system: Click [Fleet] → [Units] → “Double click a unit” → “Settings” tab
 - b. Onboard: Click [Ship] → [Details] → “Settings” tab
2. Click the “Crew Accounting” sub tab
3. In the top grid on this form labeled “Exempt accounts from slop chest profit”
 - a. Click [Add] & select one or more of the “Masters accounts” to be exempted.
 - b. When one of these accounts is charged for any slop chest purchases, a discount will be automatically applied to all items removing the profit margin.

6.1.5. How to exempt certain crew types from paying slop chest profit?

4. Open the “Unit” detail form.
 - a. In the Office system: Click [Fleet] → [Units] → “Double click a unit” → “Settings” tab
 - b. Onboard: Click [Ship] → [Details] → “Settings” tab
5. Click the “Crew Accounting” sub tab
6. In the middle grid on this form labeled “Exempt crew types from slop chest profit”
 - a. Click [Add] & select one or more of the crew types.
7. When a crew signed on as one of these crew types purchase anything from the slop chest, they will automatically get a discount removing the profit margin on their purchases.
(If no sign on is possible the default crew type setting is used)

6.1.6. How to exempt certain crew members from paying slop chest profit?

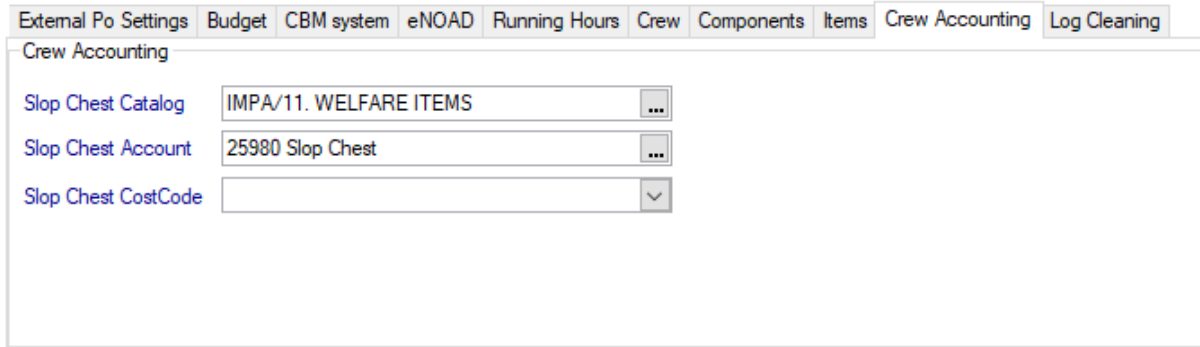
8. Open the “Unit” detail form.
 - a. In the Office system: Click [Fleet] → [Units] → “Double click a unit” → “Settings” tab
 - b. Onboard: Click [Ship] → [Details] → “Settings” tab
9. Click the “Crew Accounting” sub tab
10. In the middle grid on this form labeled “Exempt crew from slop chest profit”
 - a. Click [Add] & select one or more of the crew to be exempted.

11. When any of the crew in this list purchase anything from the slop chest, they will automatically get a discount removing the profit margin on their purchases

6.2. Fleet Settings

The following fleet settings are available

1. Click [System] → [Settings] → “General” tab → “Crew Accounting” sub tab



2. **Slop chest catalog:** Clicking the [...] button at the end of this field will open a form allowing you to pick an existing catalog. The level selected will form the root of your slop chest category structure (folder structure). Selecting the top level will make all folders and items in the catalog available as slop chest folders and items. Selecting a sub folder of a catalog will make all folders in the sub folder and any items in them available as slop chest items.
3. **Slop Chest Account:** The account selected here will be the set as the account for any slop chest orders created in fleet.
4. **Slop Chest Cost Code:** The cost code selected here will be used as the default cost code for any slop chest orders created in fleet

6.3. Code tables

6.3.1. Pay Element

A pay element is each individual component that makes up the crew member's pay. It is used on slop chest items and on transfers of funds to crew. If the item is charged on a crew member's paycheck or the crew receives an advance payment, all charges will be grouped on its pay element code, and appear in the crew member's pay check as a specification for the deduction.

6.3.2. Slop Chest Item type

This code table is used to create the slop chest inventory category tree structure. It can of course be created manually, but if a predefined catalog is used as a slop chest item source, TM Master will import the catalog's catalog structure as slop chest item type codes (ref: [Fleet Settings](#) and item [2.11](#))

6.3.3. Crew accounting Reports

This code table is used in [Slop Chest & Accounting] → [Transactions] → “Transaction Summary” tab. The codes will be listed on the “Transaction period summary” form, as a list of check boxes that can be ticked, when various reports have been sent, once all have been ticked it will mark the period as reported.