

## Step

## Comments

1. From the Main form, select the Operations tab, then click Movements.
2. To enter a new normal movement, click on the first empty row at the bottom of the data grid (see illustration) and enter the details of the movement as described in the table below:

The Movements form

The screenshot shows a software window titled "2ic Pallets - (Movements - Sample)". It contains a data grid with the following columns: Date, Equipment, Sending T.P., Receiving T.P., Reference, Sent, Rec, Quantity, Transaction, Effective Date, Docket No., and Type. The grid contains several rows of data, with the last row highlighted in red. Below the grid, there are various controls including a "Records" section, a "Created/Modified" section, and a "Docket Rpt" section.

Click on the first empty row in the data grid

Field	Description and options	Tips and shortcuts
Date (required)	The date on which the movement occurred	For quick date entry leave out the year and just type the day and month separated by a slash. For example, type '1/1' for 1 January of the current year. Location-specific date shortcuts can also be set in the Main Customise form, e.g. two digits for the day and two for the month as in '0101'.
Equipment (select)	The equipment item for the movement	You can select an equipment item from the drop down box, or simply key the first few characters of the name until the correct item is displayed, then tab to the next field.
Sending TP (select)	The trading partner sending the equipment	You can select a trading partner from the drop down box, or simply key the first few characters of the name until the correct name is displayed, then tab to the next field.
Receiving TP (select)	The trading partner receiving the equipment	You can select a trading partner from the drop down box, or simply key the first few characters of the name until the correct name is displayed, then tab to the next field.
Reference (recommended)	A reference number for the movement. For example, this may be the number of the invoice, manifest or consignment note	

## Procedure 5 Entering Movements (continued)

Field	Description and options	Tips and shortcuts
Sent	The number of items sent to the 3rd party	
Rec.	The number of items received from the 3rd party	
Quantity (required)	The nett number of items moved	
Transfer	A checkbox indicating whether the equipment is being transferred to/from the trading partners account	You can tick/untick this box with your mouse or the spacebar.
Transaction	The type of transaction for the movement	Transaction types are Issue, Dehire, Transfer On, Transfer Off, Exchange.
Effective Date	The effective date of the movement	This is calculated from the actual date of the movement you entered and the transfer delay profile specified for this trading partner on the TP Accounts form.
Docket No.	The docket number of the movement	If dockets are being printed from the 2ic Pallets, you can generate the Docket Number by pressing F5. If dockets are not being printed from the program they are keyed in from the pallet movement docket.
Rej/Corr (display only)	A checkbox indicating if this movement has been rejected or corrected	Rejection, Reversal and Correction movements linked to the current record are displayed in the Rejections/Corrections tab in the lower half of the form.
Type (select)	Indicates the type of movement	This is 'Normal' by default, but when changed to rejection, reversal or correction a popup box displays allowing you to specify whether the original movement being rejected, reversed or corrected.
Orig. Movement (display only)	The original movement docket number if the movement is a rejection, reversal or correction	
Export	Specifies whether this transfer movement is to be exported to the supplier	By default only Transfer Off movements are exported for processing by the supplier.
Batch (optional selection)	Date of the export batch in which this movement was sent to the supplier	This field is normally set automatically after exporting from the Export Data form.
Bill (optional selection)	The invoice to which this movement has been assigned	This field is normally set automatically after importing the electronic invoice from the Import Data form.
Notes	Any additional information for this movement	