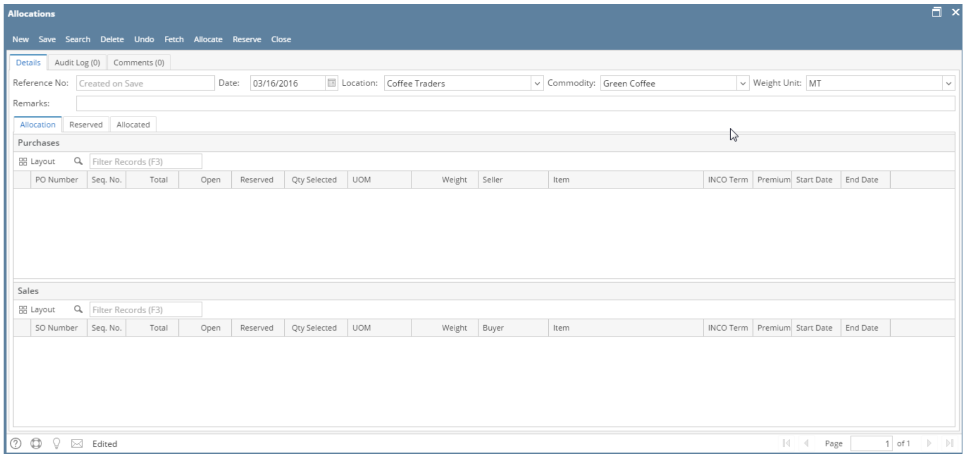
# How to create a new Allocation

Here are the steps on how to create an allocation:

1. Go to **Logistics module> Allocations.** If there's an existing allocation batch, **Search Allocations** screen will open. Otherwise, **New Allocations** screen will open automatically.
2. Click on the New button of allocation- search screen and a new fresh allocations screen will open.




3. Select the Allocation date, Location, Commodity in the header portion. (**Note**- The Allocation Ref# will be system generated.)