

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.

Allocations

NewSaveSearchDeleteUndoFetchAllocateReserveClose

DetailsAudit Log (0)Comments (0)

Reference No:

Created on Save

Date:

03/16/2016

Location:

Coffee Traders

Commodity:

Green Coffee

Weight Unit:

MT

Remarks:

AllocationReservedAllocated

Purchases

LayoutFilter Records (F3)

| PO Number | Seq. No. | Total | Open | Reserved | Qty Selected | UOM | Weight | Seller | Item | INCO Term | Premium | Start Date | End Date |
|-----------|----------|-------|------|----------|--------------|-----|--------|--------|------|-----------|---------|------------|----------|
|-----------|----------|-------|------|----------|--------------|-----|--------|--------|------|-----------|---------|------------|----------|

Sales

LayoutFilter Records (F3)

| SO Number | Seq. No. | Total | Open | Reserved | Qty Selected | UOM | Weight | Buyer | Item | INCO Term | Premium | Start Date | End Date |
|-----------|----------|-------|------|----------|--------------|-----|--------|-------|------|-----------|---------|------------|----------|
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Page 1 of 1

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