

## Purchases – Allocate Line Quantities


This article describes how to Allocate a Line Quantity of a Supplier Invoice to another, or multiple Works.

### To Allocate a Line Quantity of a Supplier Invoice;

Allocating a Line Quantity of a Supplier Invoice is done from the Supplier Invoice.


### Quick Flow;

**Supplier Invoice > Product Line > Expand > Works No > Quantity > [Allocation] > [Save]**



1. From an Unlocked open **Supplier Invoice**, Press on the dropdown button  of a Product Line to **Expand** and display the New Allocation field

▼	0110040	Conduit 25mm 4m GY	310	\$30.37	\$10.17	LT	1.00	0.00	66.50%	\$10.17
▼	0250015	Junct box 25mm 2 piece GY	310	\$8.70	\$3.60	EA	1.00	0.00	58.60%	\$3.60
▼	0250215	Elbow 25mm 2 piece GY	310	\$5.90	\$2.44	EA	1.00	0.00	58.60%	\$2.44


2. From the New Allocation field, Enter a **Works No.** and **Quantity**, then Press the **[Allocation]** button  to allocate the Quantity to another Works

310	\$48.78	\$3.32	MT	43.00	0.00	93.20%	\$142.63
Allocation	Works No.	Quantity	Total				
Follow Invoice	15638	23.00	\$142.63				
New Allocation	<input type="text" value="600"/>	<input type="text" value="20"/>					

3. To Allocate to multiple Works, repeat Step 2

310	\$48.78	\$3.32	MT	43.00	0.00	93.20%	\$142.63
Allocation	Works No.	Quantity	Total				
Follow Invoice	15638	23.00	\$76.29				
Reallocation 1	600	20.00					
New Allocation	<input type="text" value="550"/>	<input type="text" value="10"/>					

**NOTE:** You can only Allocate product up to the original Product Line "Quantity"

4. When you have completed Allocations, Press the **[Save]** button  to save editing