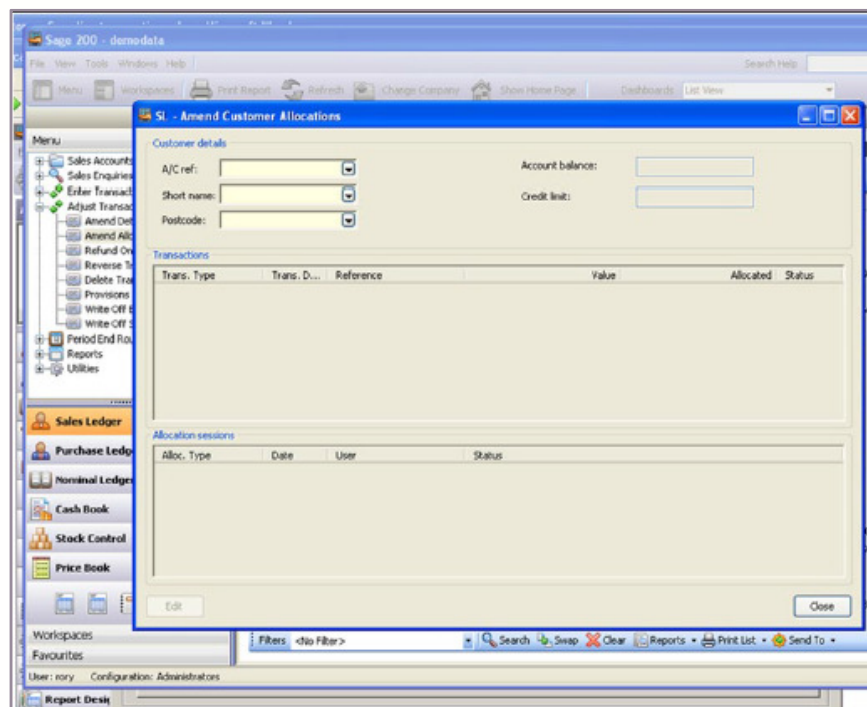expanding the
world of sage

▶ **Amending Customer Supplier Allocations**

Sage 200 Help Sheet

1. Reversing Supplier/Customer Allocations

To reverse allocations the options are the same in Sales and Purchase Ledger. For this document we will show the options in Sales Ledger.

Navigate to Adjust Transactions > Amend allocations.

Enter the Customer / Supplier you require to amend allocations for. This will list all the allocated transactions that exist for the account. If the transaction you require does not appear in this list then it has been moved to history and cannot be reversed and no further processing may take place.
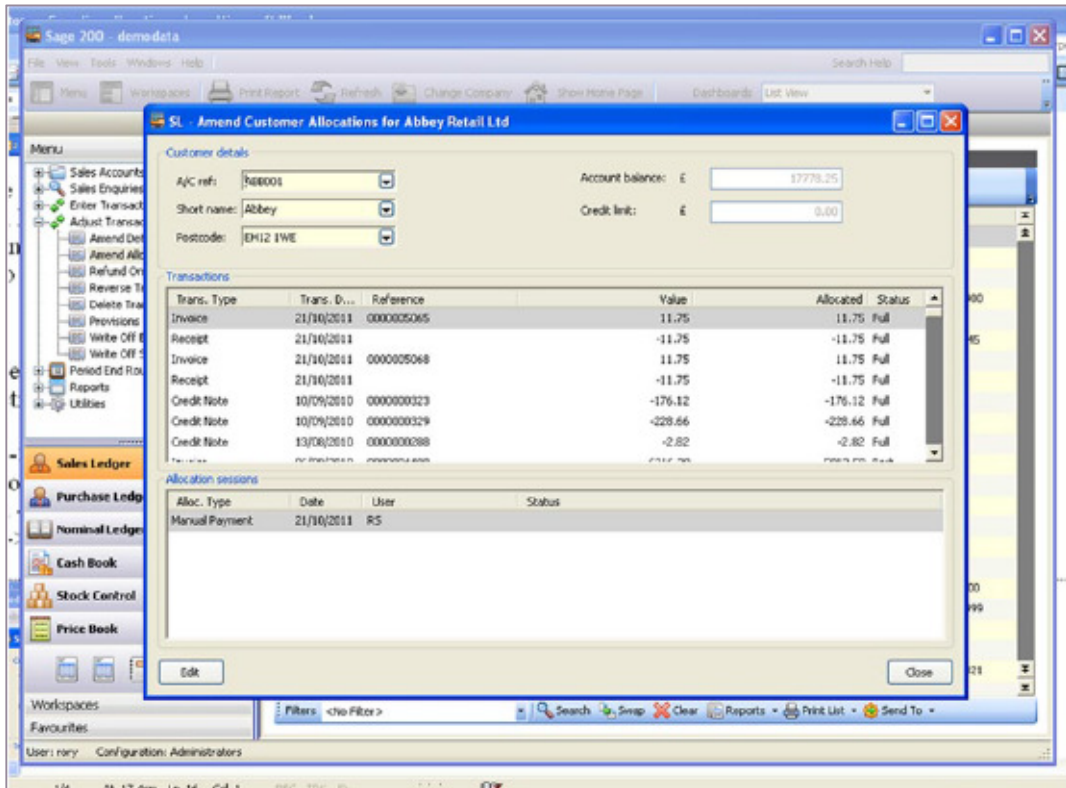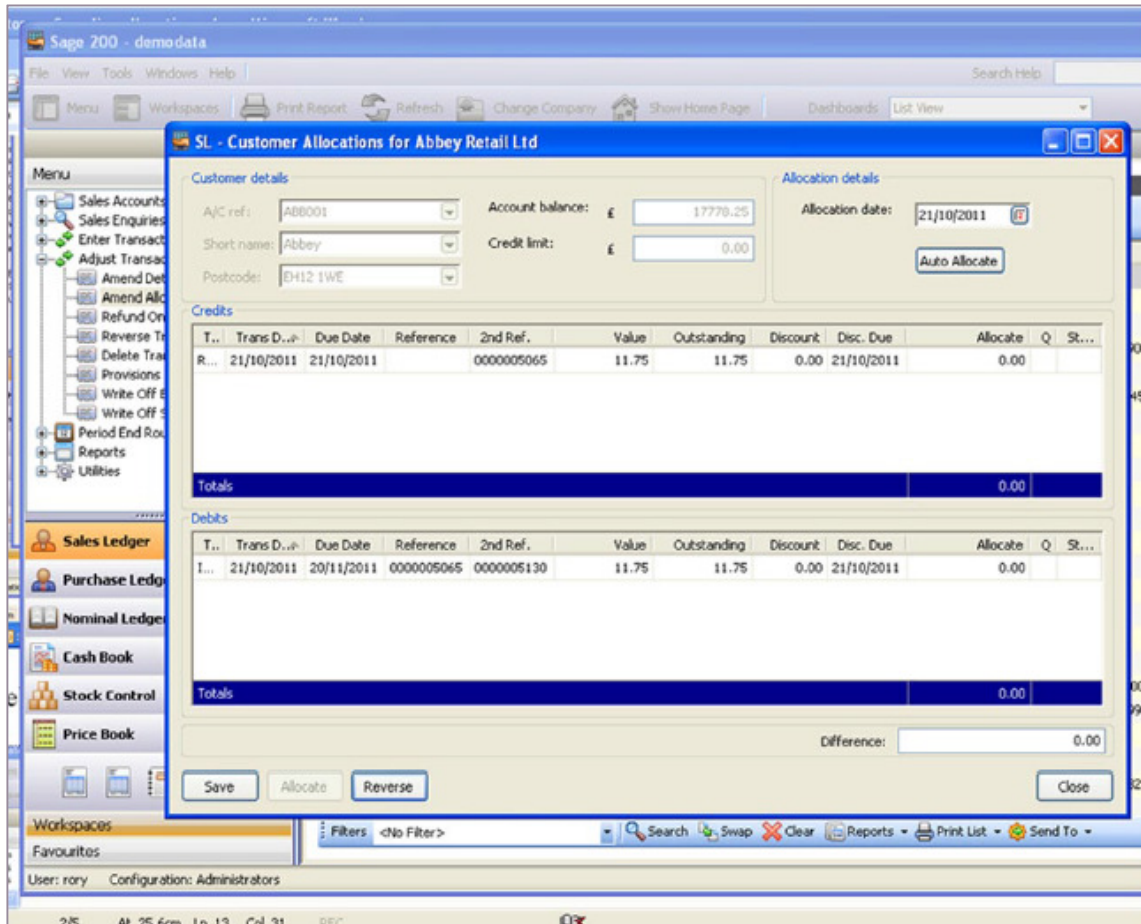
Select the transaction you require to un-allocate and click Edit. The system will display a screen which will show the allocation session that took place when the transaction was allocated.
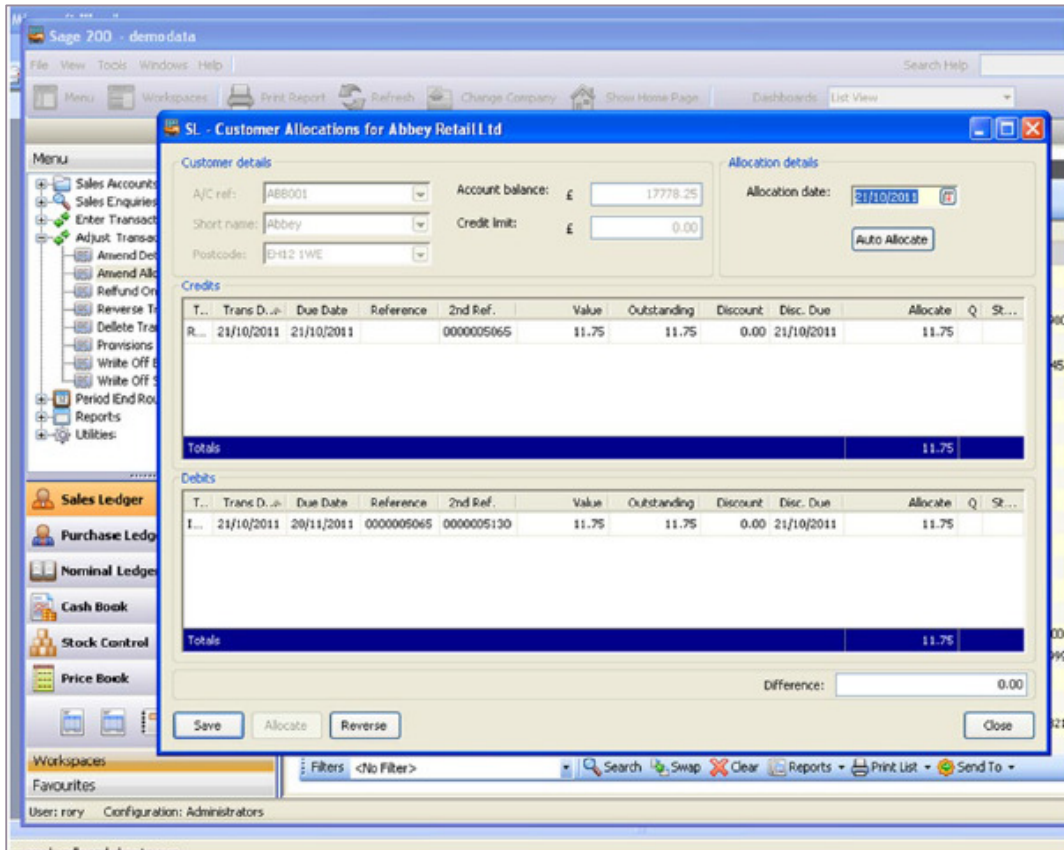
Select the Reverse option. This will display the following message:
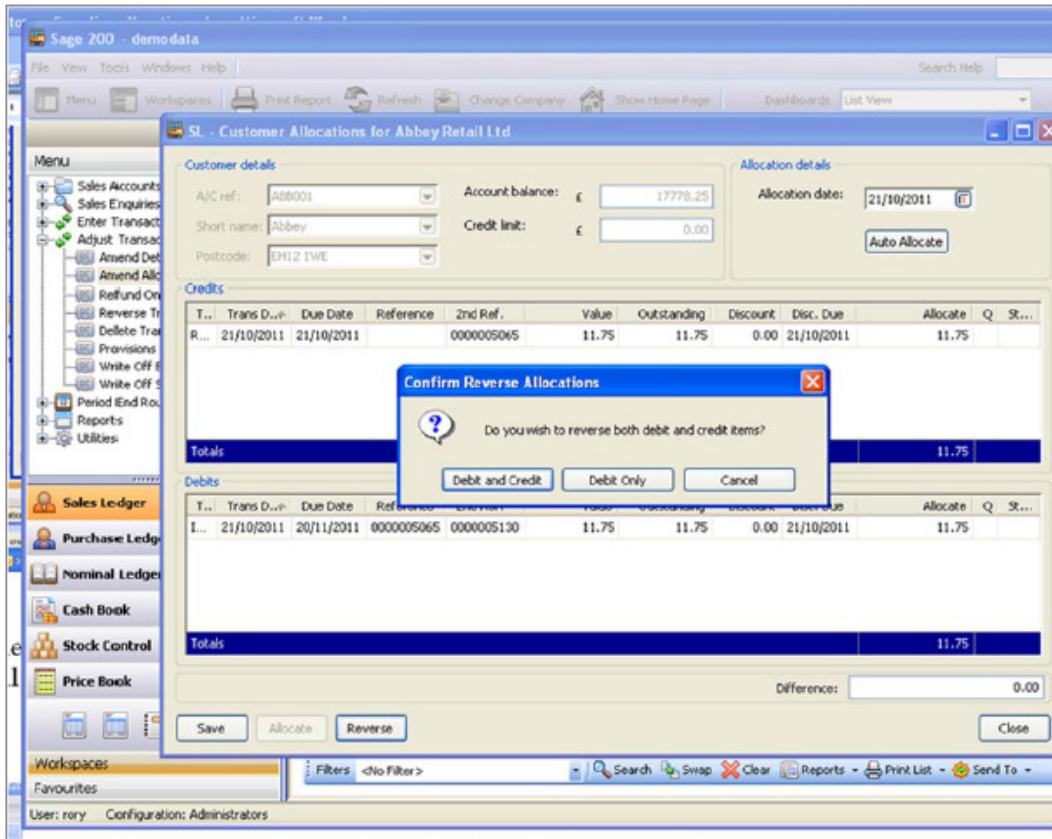
Select Debit and Credit. This will set the allocation values to zero (see as the following image).

Click Save and this will have completed the operation. You will then return to the list of allocations, from which your selected transaction will no longer appear.