Purchase Ledger Rectify Allocation

Use the Rectify Allocation command to select and deallocate a previously posted allocation for the current supplier. That is, to correct an allocation that was posted in error.

When required, you can also remove any associated transactions, such as payments, discounts or exchange rate discrepancies.

Whenever a deallocation is made, appropriate historical (audit trail) information is retained. This information will be purged when the Period End command is run. This happens provided the transactions exceed the number of periods specified in the Keep Transactions box on either the Options form associated with each supplier's record on the Purchase Ledger - Processing form or on the Purchase Ledger - Utilities - Set Options form.

The Rectify Allocation command is in the form of a wizard which takes you through each stage of the process. This assists you in selecting the required allocation and associated transactions, selecting the error correction process to be executed, and actually executing the process.

The wizard cannot be run if the relevant tables are being used by another process, likewise, once the wizard has been initiated, the relevant tables are locked so that they cannot be used by any other process.

Remove Allocated Transactions

Select to both deallocate the original allocation of the invoice or credit note and also to remove the allocated receipt or refund.

Any discount or exchange rate discrepancy (for transactions involving foreign currencies) that was calculated when the original allocation transaction was posted will also be removed. This is because they are part of the original allocation and when the transaction is reallocated the discount or exchange rate discrepancy may be different.

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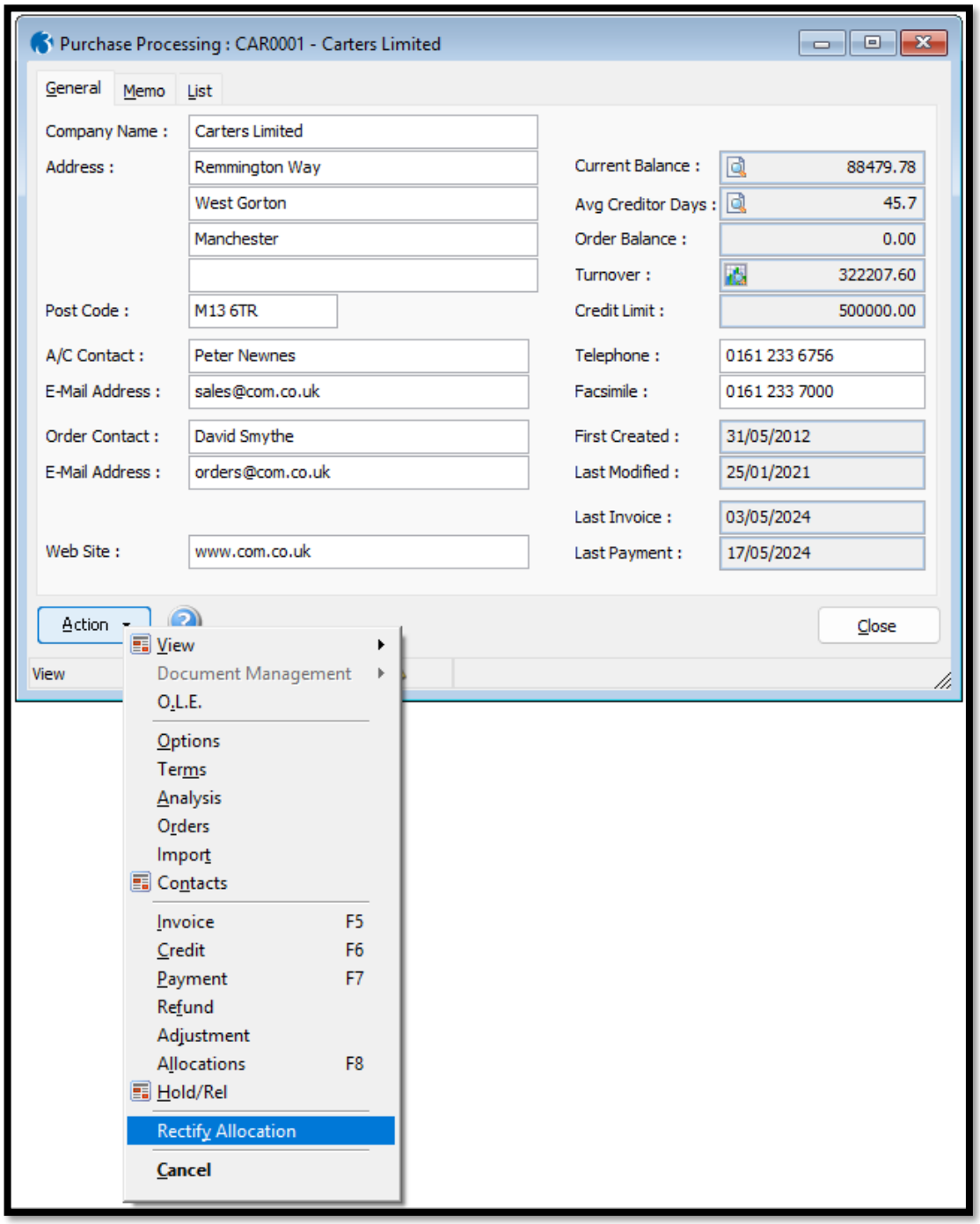

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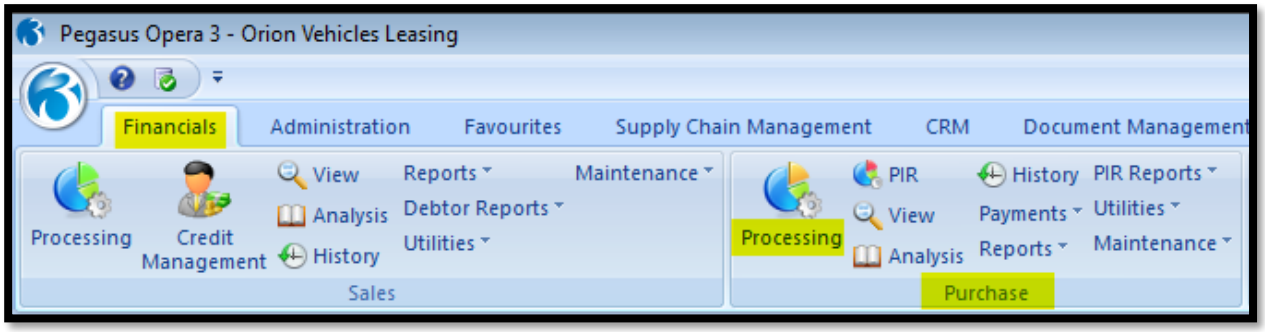
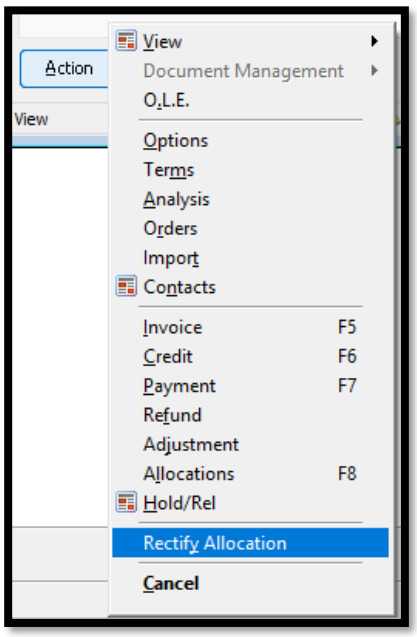
How to Rectify Allocations

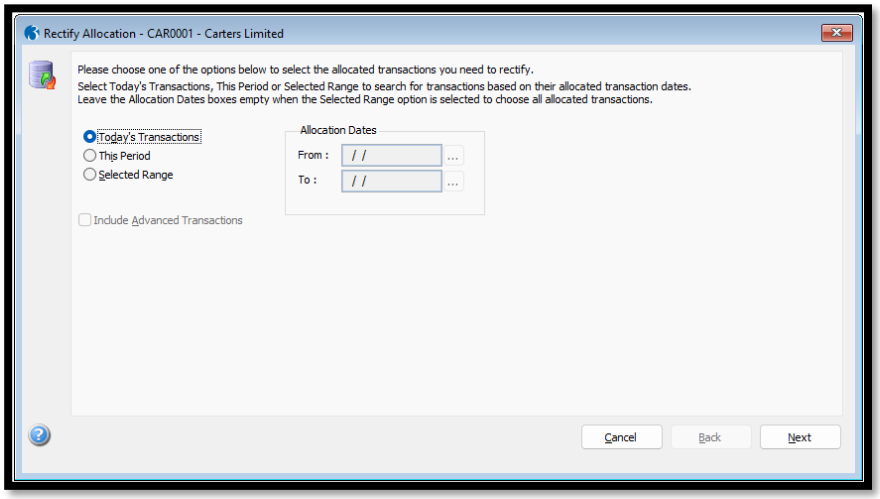
Running the Wizard

Open the Purchase folder and then click Processing or click the Financials tab and then click Purchase - Processing on the Ribbon Bar.



Navigate to the relevant supplier. Then click Rectify Allocation on the Action menu. Follow the on-screen instructions to carry out this process. All the necessary instructions and explanations regarding the different steps in this process are provided on-screen.





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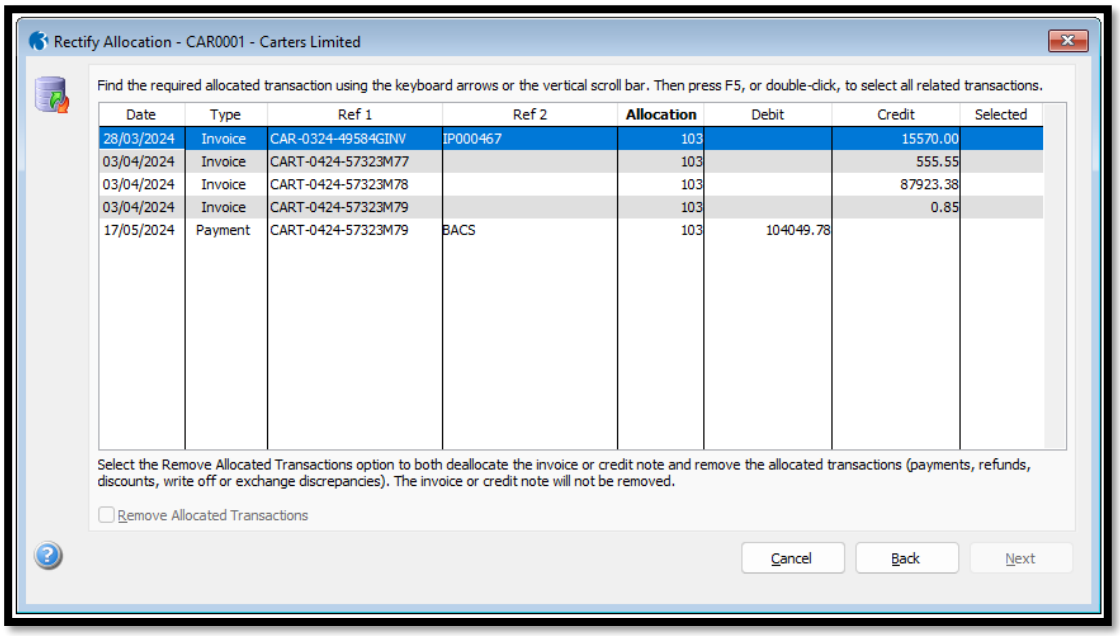

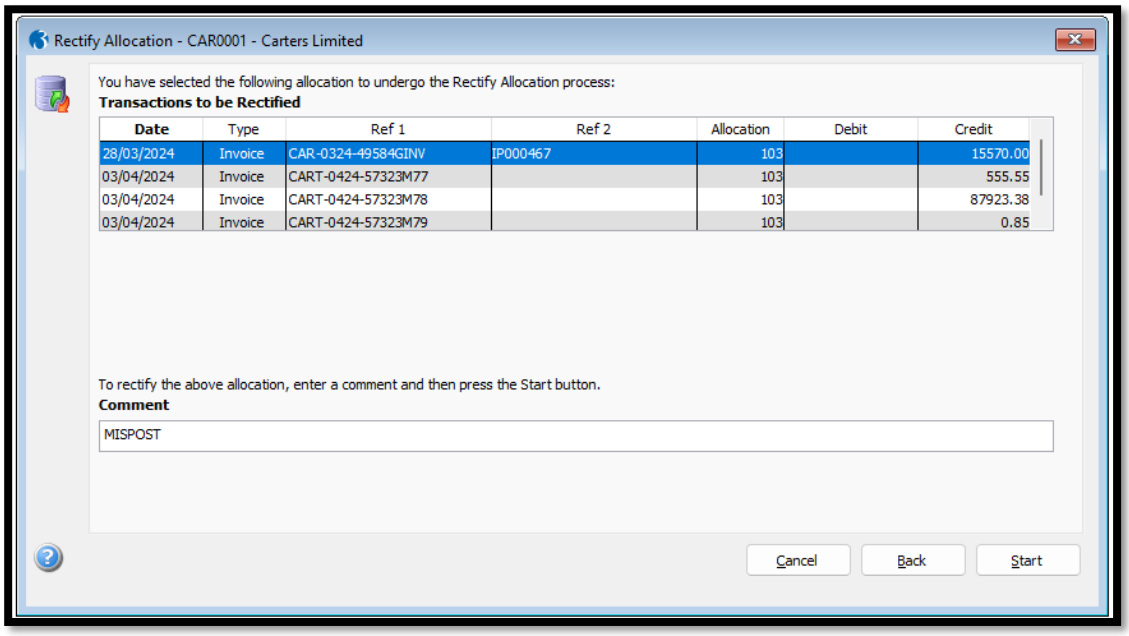

Once a transaction (and its related transactions) are selected, you cannot select another transaction. For example, if you select invoice 'inv98723' which has been allocated to payment '67345', this payment will also be selected. No further transactions can then be selected.

At the stage where you are asked to select the required allocated transaction, you can use Ctrl+F to use the Find function. This enables you to search on any of the grid columns, for example, to quickly find specific invoice numbers or cheque numbers.

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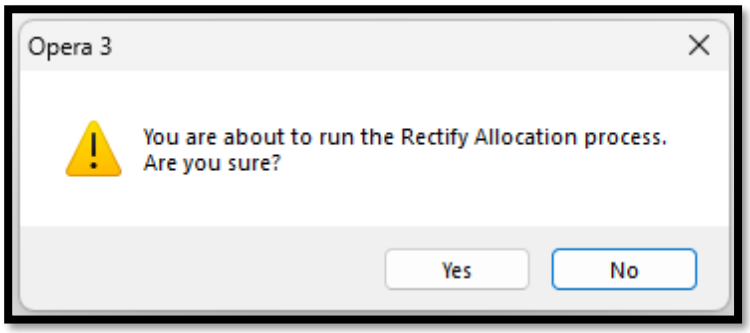
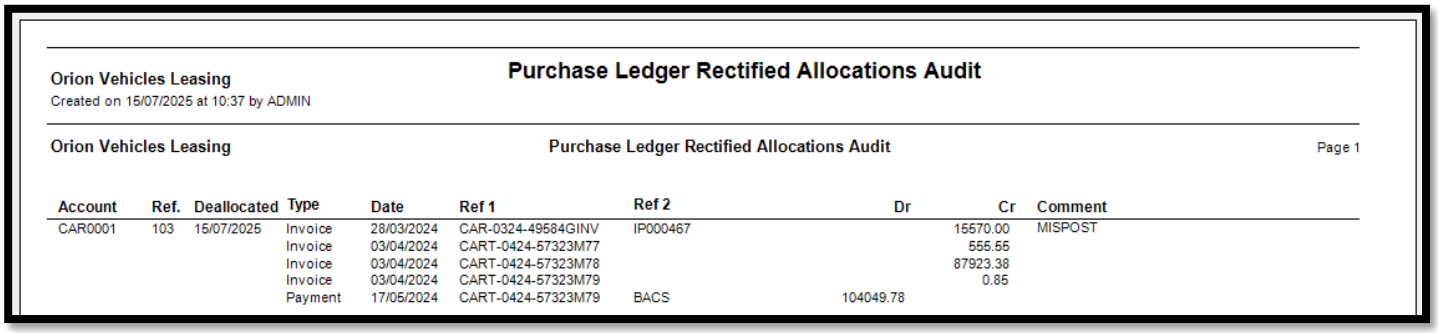


Upon completion of the Rectify Allocation command, the Publisher form is displayed which enables you to produce an audit trail report. If you have selected to do a deallocation only, that is, you did not select the Remove Allocated Transactions check box, then the report contains only information pertaining to the deallocation; however, if you selected to post a deallocation and to remove the associated transactions, that is, you did select the Remove Allocated Transactions check box, then the report will contain information pertaining to both the deallocation and to the removed transactions.

The audit trail report also states whether or not you selected the Remove Allocated Transactions check box.



Orion Vehicles Leasing
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Purchase Ledger Rectified Allocations Audit

Orion Vehicles Leasing **Purchase Ledger Rectified Allocations Audit** Page 1

Account	Ref.	Deallocated	Type	Date	Ref 1	Ref 2	Dr	Cr	Comment
CAR0001	103	15/07/2025	Invoice	28/03/2024	CAR-0324-49584GINV	IP000467		15570.00	MISPOST
			Invoice	03/04/2024	CART-0424-57323M77			555.55	
			Invoice	03/04/2024	CART-0424-57323M78			87923.38	
			Invoice	03/04/2024	CART-0424-57323M79			0.85	
			Payment	17/05/2024	CART-0424-57323M79	BACS	104049.78		

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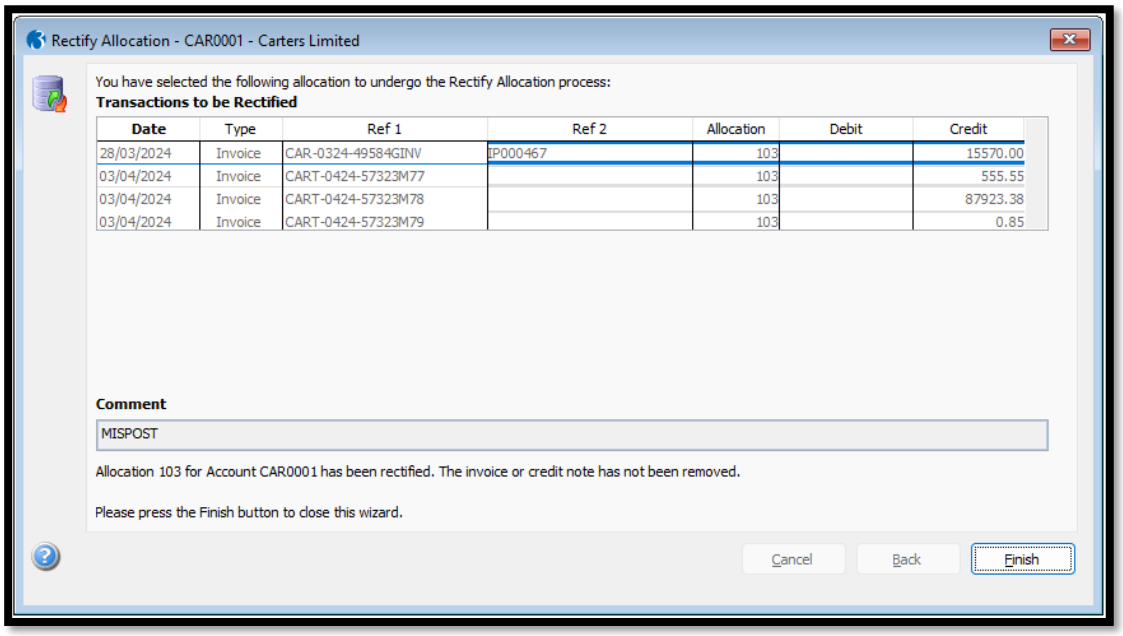

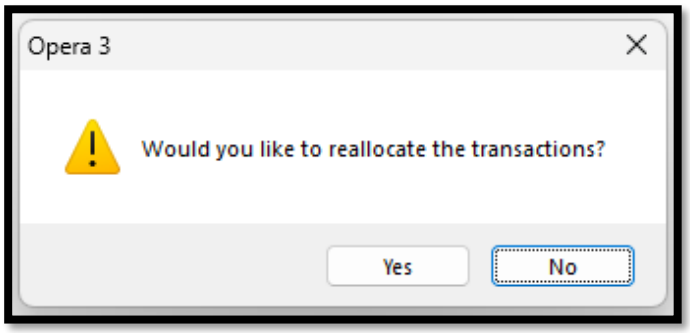

After Running the Wizard

Once the wizard has finished, the following takes place:

- If a deallocation only was performed, that is, you did not select the Remove Allocated Transactions check box, and you have permission to access the Allocations form, then a dialog is displayed to enable you to reallocate the transactions.

- If a deallocation and a removal of associated transactions was done, that is, you did select the Remove Allocated Transactions checkbox, the wizard closes after the Finish button is selected.

These updates are then completed:

- The associated transaction is removed from the Purchase Ledger. If you select an allocation which contains multiple payments, all of the payments are removed. You will then have to post all of the payments to the supplier account again.

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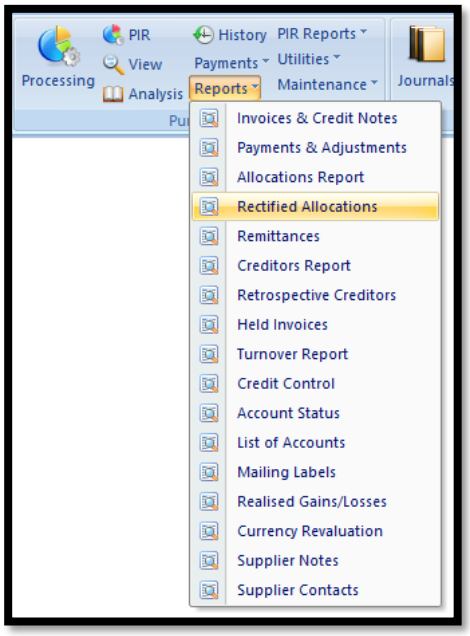
Example:

Invoice 1: 100.00
Payment 1: -10.00 Posted 'On Account'
Payment 2: -20.00 Posted 'On Account'
Payment 3: -30.00 Posted 'On Account'
Payment 4: -40.00 Allocated against all of the transactions above
(this could be at the time of posting Payment 4 or later via the Allocations form).

- If the Purchase Ledger is linked to the Nominal Ledger, a reversing journal is posted. The journal's posting date is either the Opera system date or the date entered in the NL Posting Date box (if Open Period Accounting is used).

- If the Cashbook is used, are fund is posted. If the original payment is still in the Cashbook the same bank account will be updated. If the original payment cannot be found in the Cashbook the supplier's default bank account or the bank account on the Purchase Ledger - Utilities - Set Option form will be used.

You can report on rectified allocations from the Purchase ledger reports menu.



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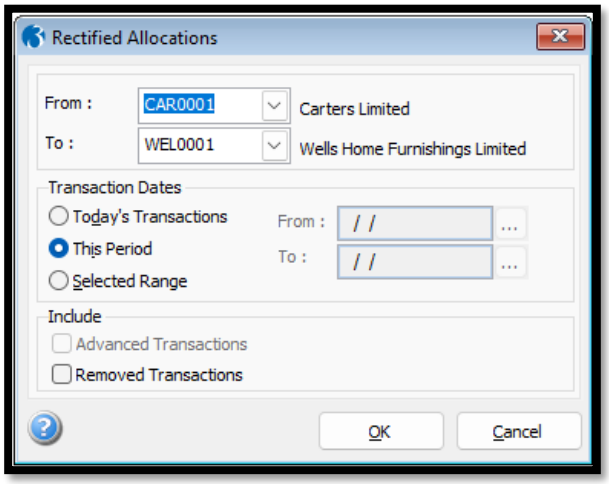
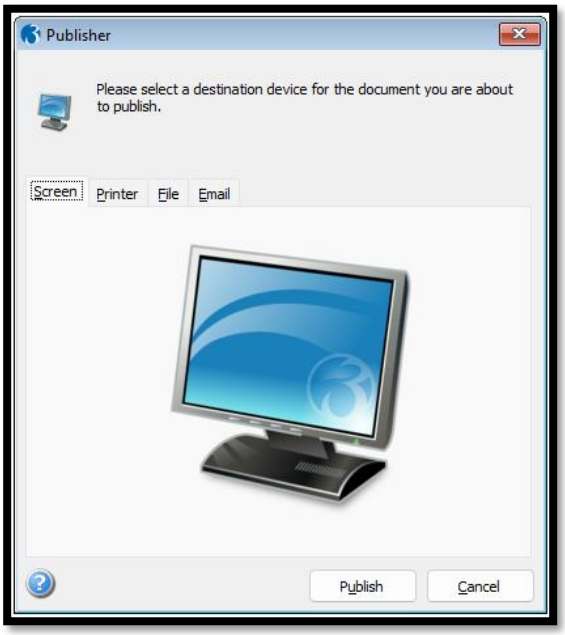
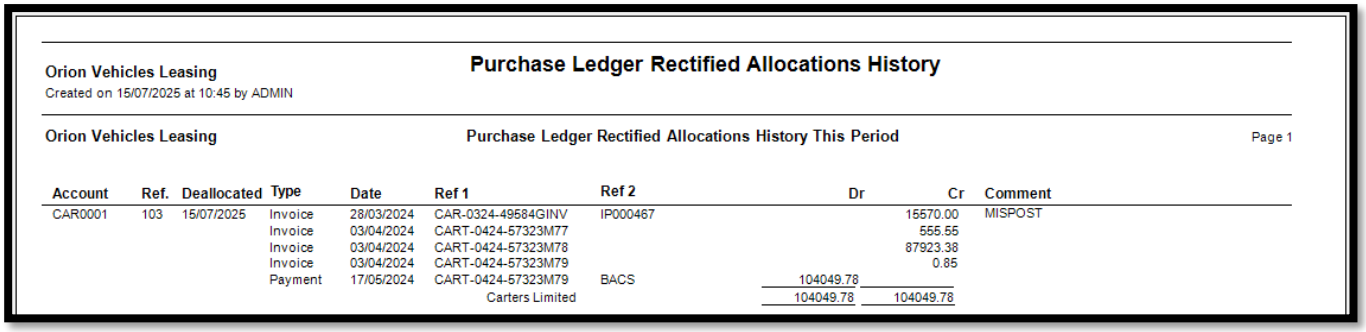
Enter the required criteria and publish as required.





Report design name is sqdealloca.*



Orion Vehicles Leasing
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Purchase Ledger Rectified Allocations History

Orion Vehicles Leasing — **Purchase Ledger Rectified Allocations History This Period** — Page 1

Account	Ref.	Deallocated	Type	Date	Ref 1	Ref 2	Dr	Cr	Comment
CAR0001	103	15/07/2025	Invoice	28/03/2024	CAR-0324-49584GINV	IP000467		15570.00	MISPOST
			Invoice	03/04/2024	CART-0424-57323M77			555.55	
			Invoice	03/04/2024	CART-0424-57323M78			87923.38	
			Invoice	03/04/2024	CART-0424-57323M79			0.85	
			Payment	17/05/2024	CART-0424-57323M79	BACS	104049.78		
					Carters Limited		104049.78	104049.78	

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