

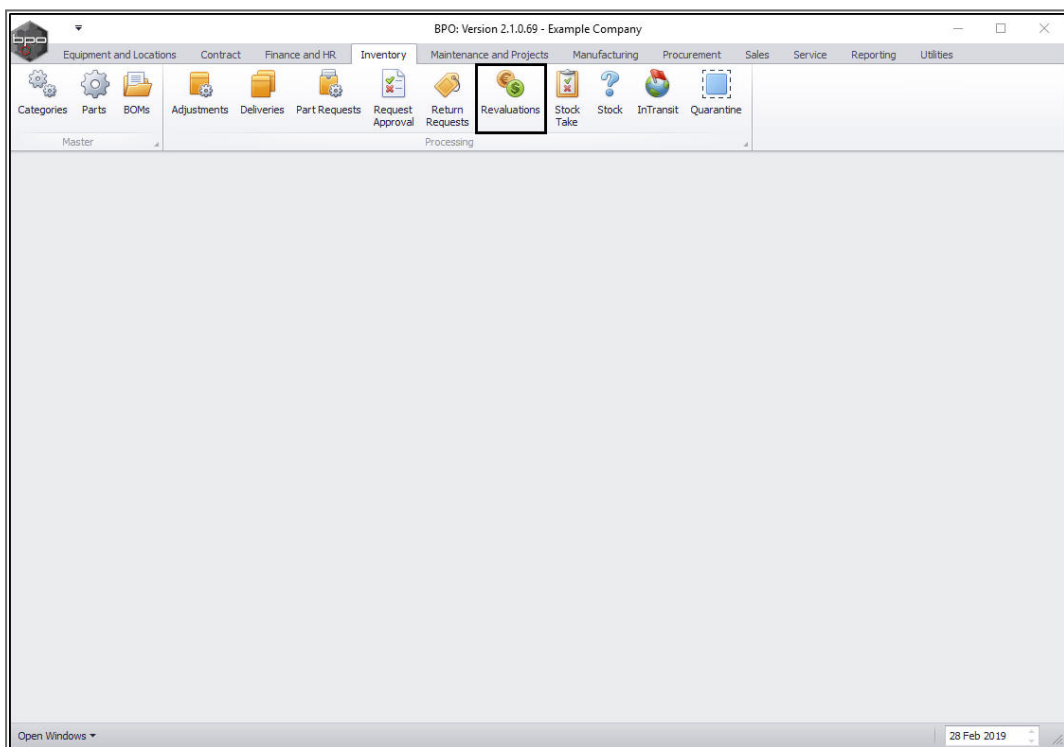
INVENTORY

REVALUATION APPROVAL

Once a stock revaluation request has been viewed and found to be correct, the request can be **Approved**. If the details are incorrect, **Edit** the request and make the required changes before Approval. If the revaluation is not required or created in error, etc. the request can be **Declined**.

The stock revaluation request can also be printed, where a physical copy is required.

Ribbon Access: *Inventory > Revaluations*



The ***Revaluation Request Listing*** screen will be displayed.

- Select the **site**.
 - In this example, **Durban** has been selected.
- Select the **status**.
 - A revaluation request can be printed in any status, in this example the **New** status has been selected.

Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

DochNo	Source Type	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Blanca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Blanca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Blanca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Blanca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C...	N
REVR00000100		Abigail Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing ...	N
REVR00000101		Abigail Milne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Pri...	N

Open Windows 28 Feb 2019

PRINT A REVALUATION REQUEST

- **Click anywhere** in the **row** of the revaluation request note you wish to print.
- Click on **Print**.

Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Maintain Process Format Print Current

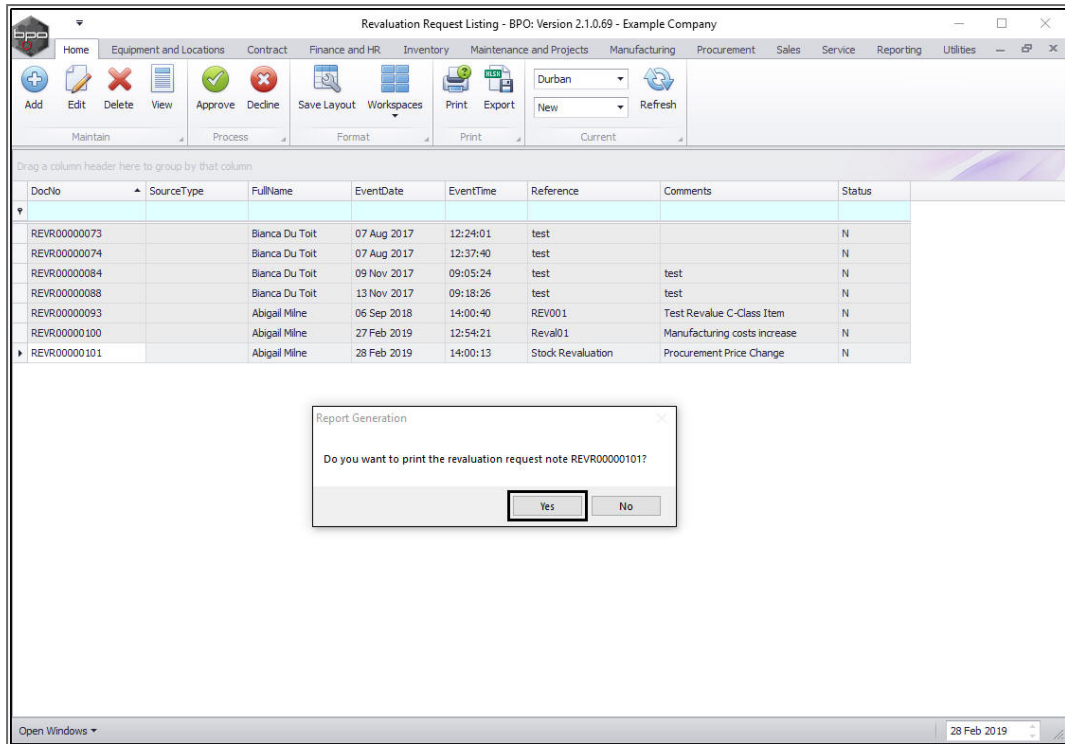
Drag a column header here to group by that column

DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N
REVR00000100		Abigail Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N
REVR00000101		Abigail Milne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Price Change	N

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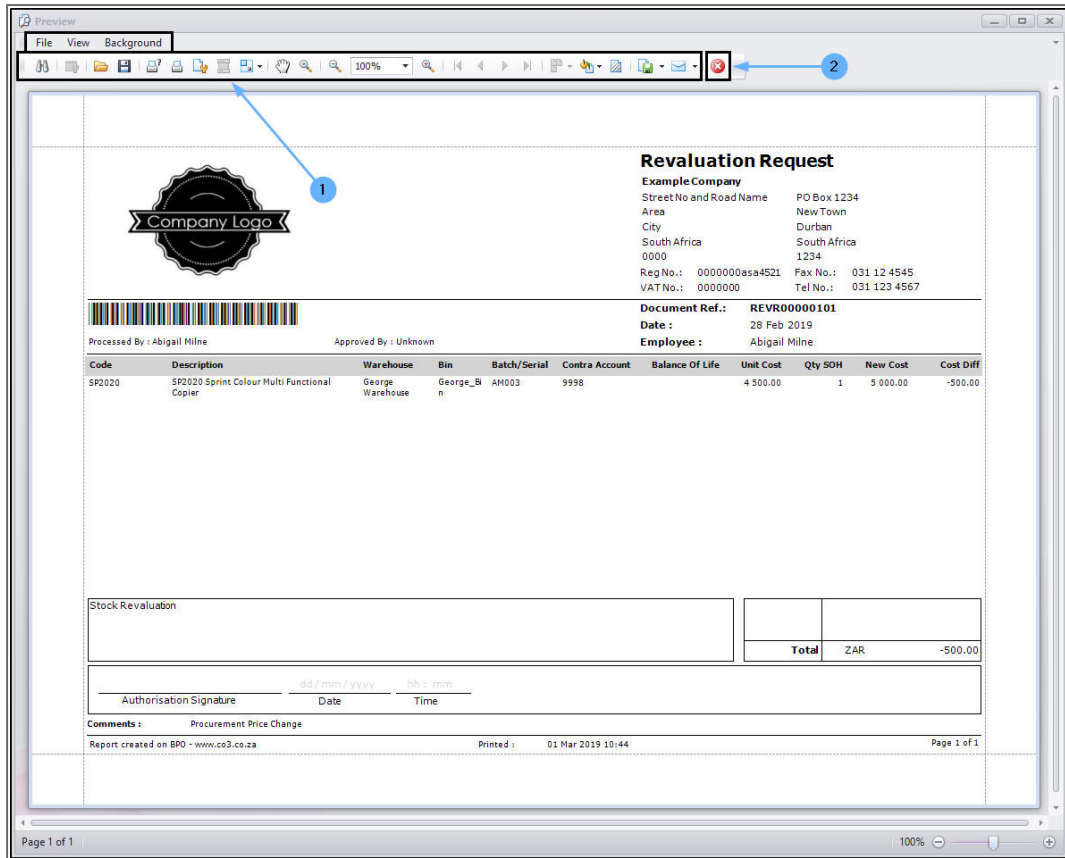
- A **Report Generation** message box will pop up asking;
 - **Do you want to print the revaluation request note []?**
- Click on **Yes**.

If you click on **No**, the revaluation note request will not be printed.



The **Report Preview** screen will be displayed.

- From here you can **View**, **Print**, **Export** or **Email** the Revaluation Request.
- Click on **Close** to exit this screen.



Revaluation Request

Example Company
 Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 00000000 Tel No.: 031 123 4567

Document Ref.: REVR00000101
Date: 28 Feb 2019
Employee: Abigail Milne

Processed By: Abigail Milne Approved By: Unknown

Code	Description	Warehouse	Bin	Batch/Serial	Contra Account	Balance Of Life	Unit Cost	Qty SOH	New Cost	Cost Diff
SP2020	SP2020 Sprint Colour Multi Functional Copier	George Warehouse	George_Bin	AM003	9998		4 500.00	1	5 000.00	-500.00

Stock Revaluation

		Total	ZAR	Cost Diff
				-500.00

Authorisation Signature _____ Date _____ Time _____

Comments: Procurement Price Change

Report created on BPO - www.co3.co.za Printed: 01 Mar 2019 10:44 Page 1 of 1

APPROVE A REVALUATION REQUEST

In the *Revaluation Request Listing* screen,

- Select the **site**.
 - In this example, **Durban** has been selected.
- Select the **status**.
 - You can only approve a request in the **New** status.

Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigal Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C...	N
REVR00000100		Abigal Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing ...	N
REVR00000101		Abigal Milne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Pri...	N

Open Windows 28 Feb 2019

Either

Method 1

- **Right Click** anywhere in the **row** of the revaluation request that you wish to **approve**.

Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

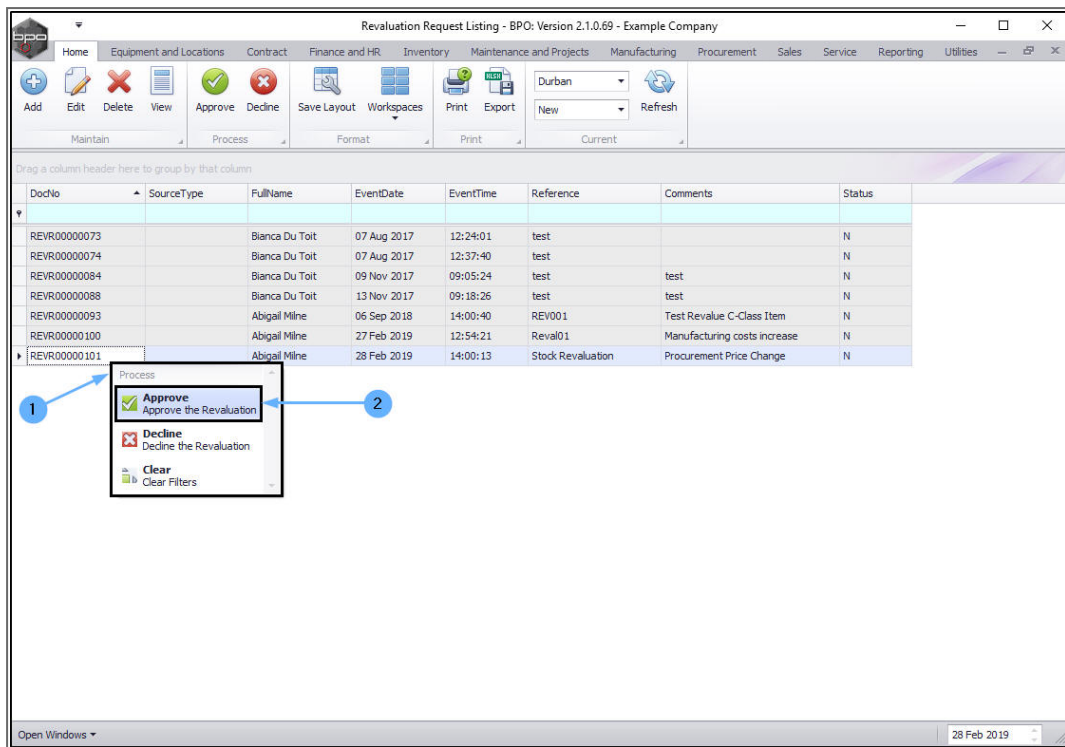
Maintain Process Format Print Current

Drag a column header here to group by that column

DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N
REVR00000100		Abigail Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N
REVR00000101		Abigail Milne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Price Change	N

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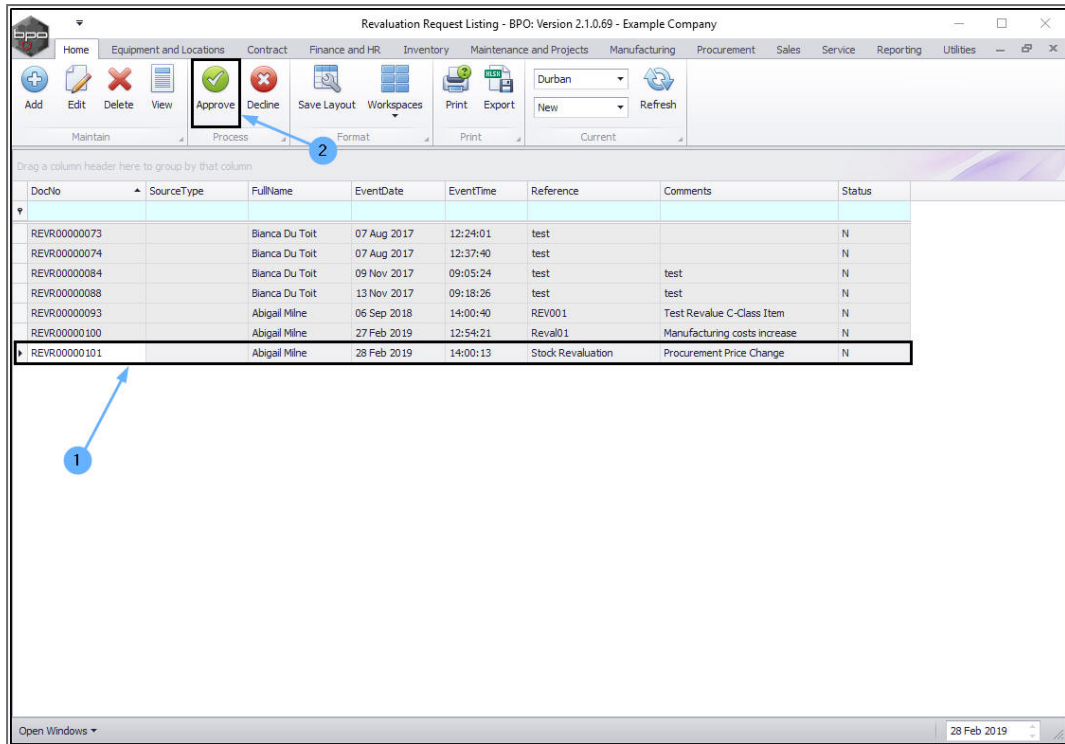
1. A **Process** menu will pop up.
2. Click on **Approve** - Approve the Revaluation.



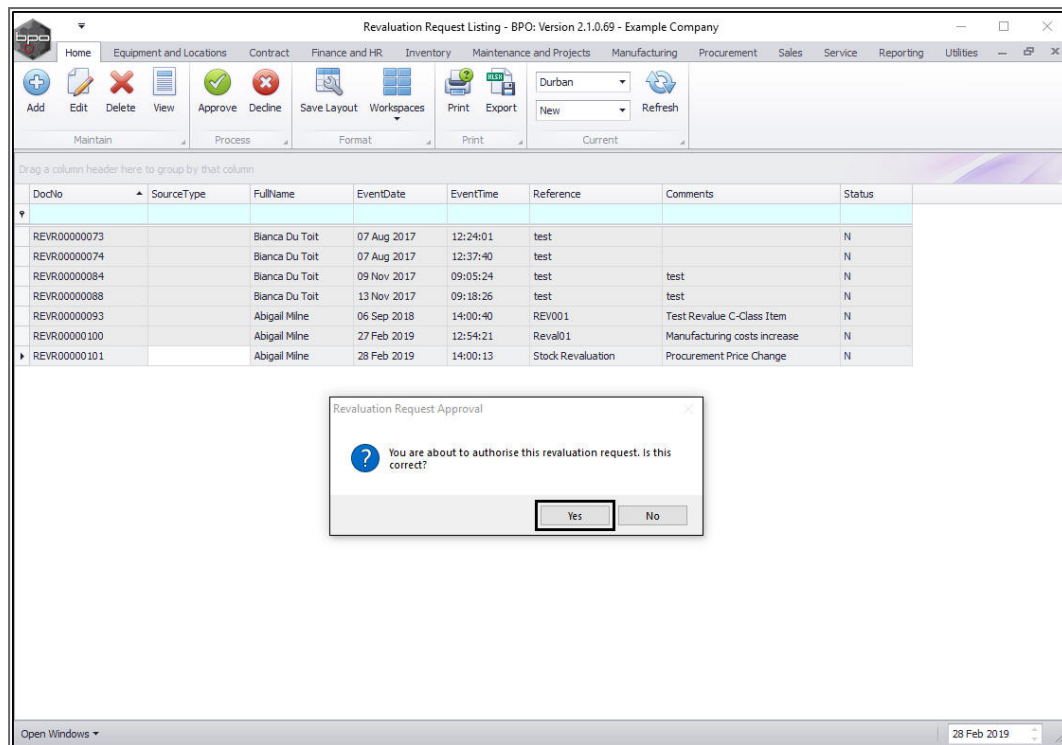
Or

Method 2

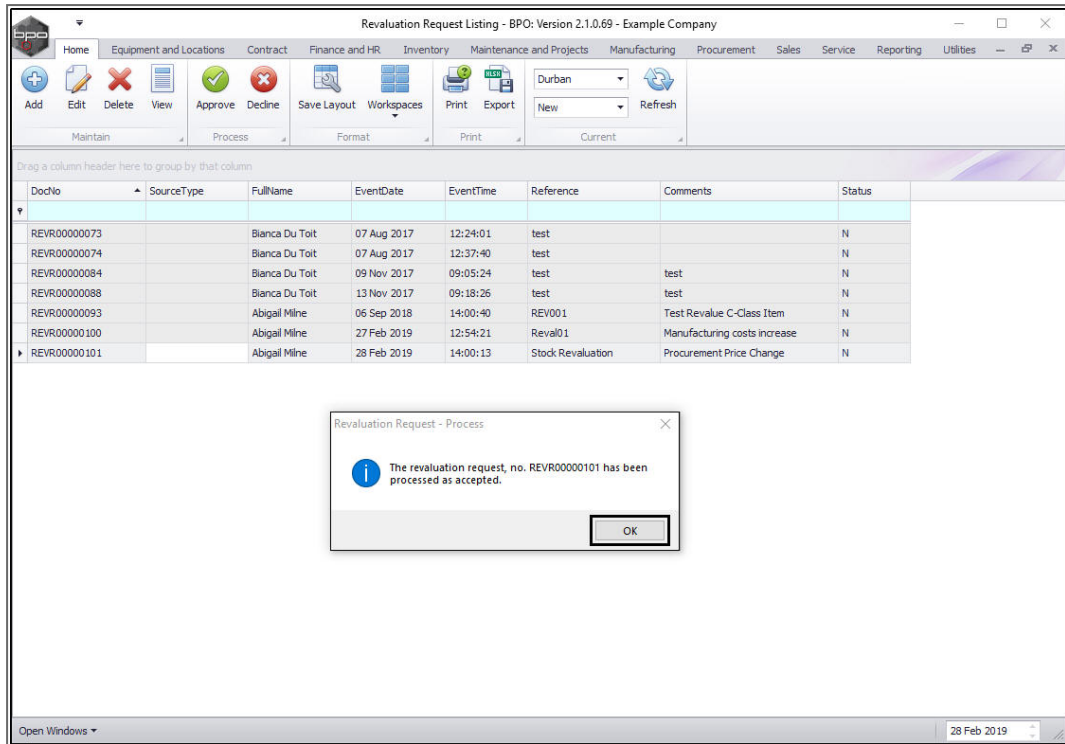
1. **Click anywhere** in the **row** of the revaluation request that you wish to **approve**.
2. Click on **Approve**.



- Both methods will result in a **Revaluation Request Approval** message box popping up, asking;
 - **You are about to authorise this revaluation request. Is this correct?**
- Click on **Yes**.



- A **Revaluation Request - Process** message will pop up informing you that;
 - **The revaluation request no. [] has been processed as accepted.**
- Click on **Ok**.



Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N
REVR00000100		Abigail Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N
REVR00000101		Abigail Milne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Price Change	N

Revaluation Request - Process

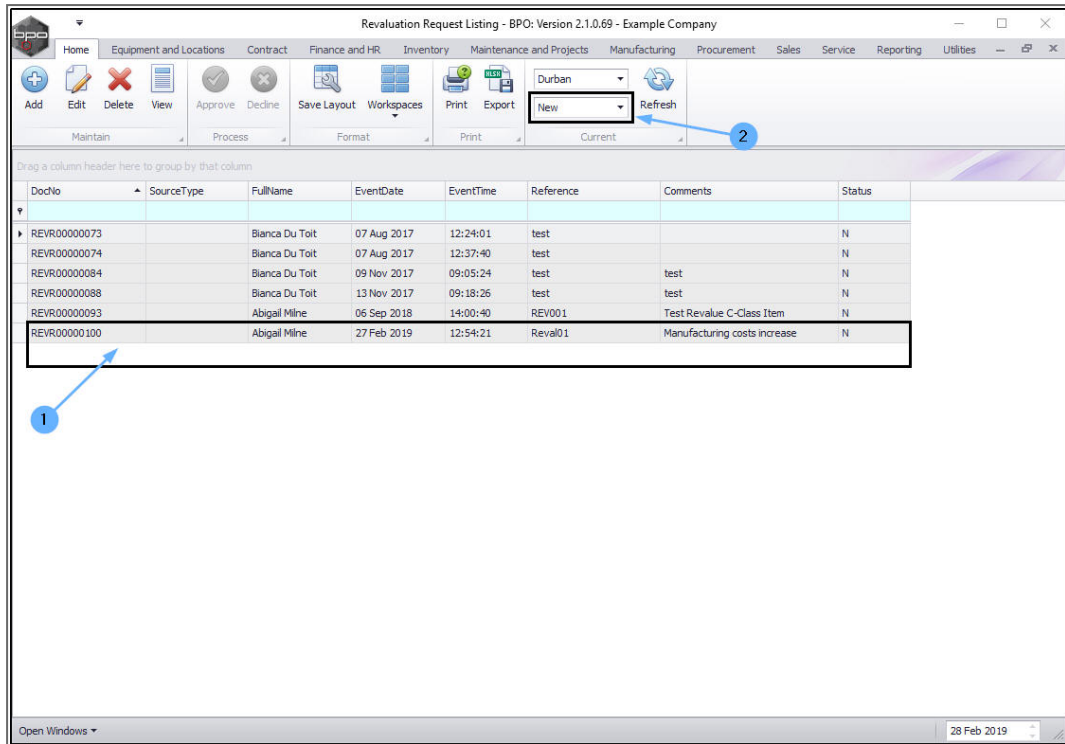
The revaluation request, no. REVR00000101 has been processed as accepted.

OK

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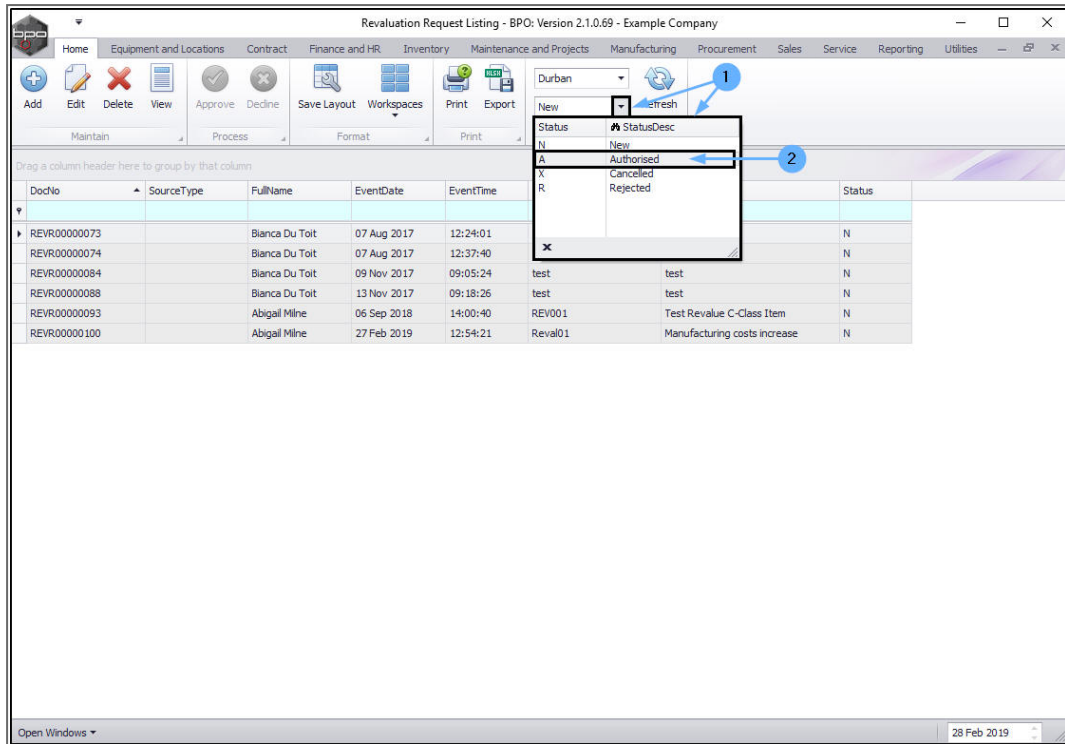
The revaluation request will be,

1. **Removed** from the Revaluation Request Listing screen where the status is set to
2. **New**.

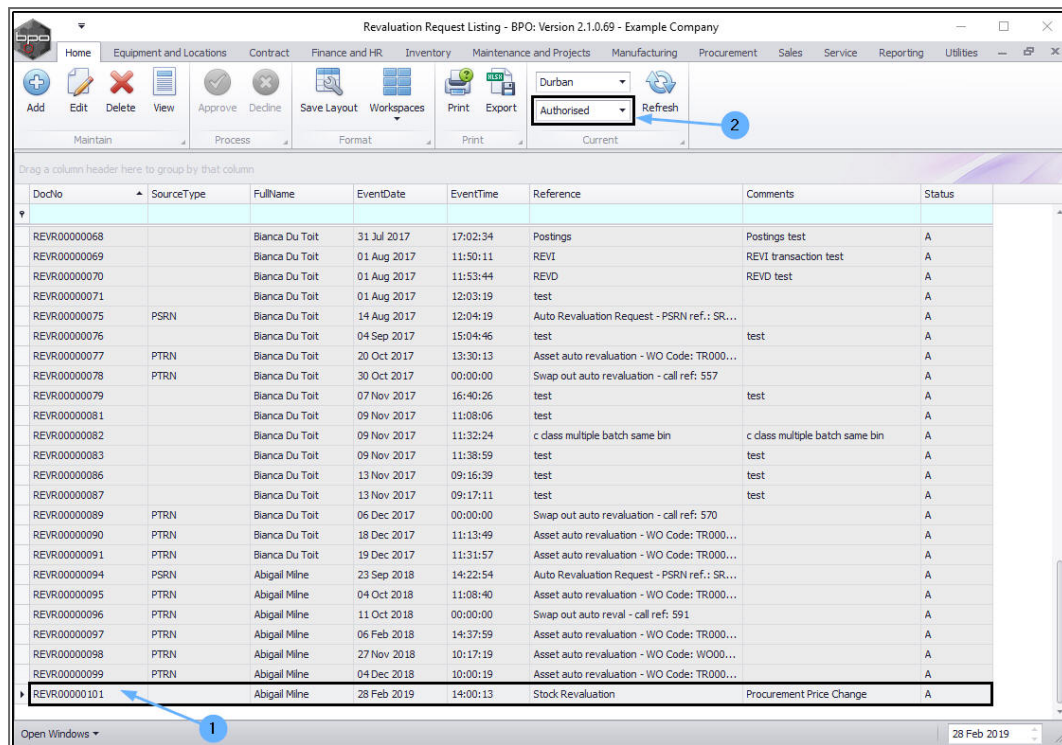


DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N
REVR00000100		Abigail Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N

1. Click on the **drop-down arrow** in the **Status** field top display the Status Description menu.
2. Select **Authorised** from this list.



1. The **authorised** revaluation request can now be viewed in the **Revaluation Request Listing** screen, where the status is set to
2. **Authorised**.



DECLINE/REJECT A REVALUATION REQUEST

In the *Revaluation Request Listing* screen,

- Select the **site**.
 - In this image **Durban** has been selected.
- Select the status, this must be set to **New**.
 - You can only decline/reject a revaluation request in the **New** status.

Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N
REVR00000100		Abigail Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N

Open Windows 28 Feb 2019

Either

Method 1

- **Right Click** anywhere in the **row** of the revaluation request that you wish to **decline**.

Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

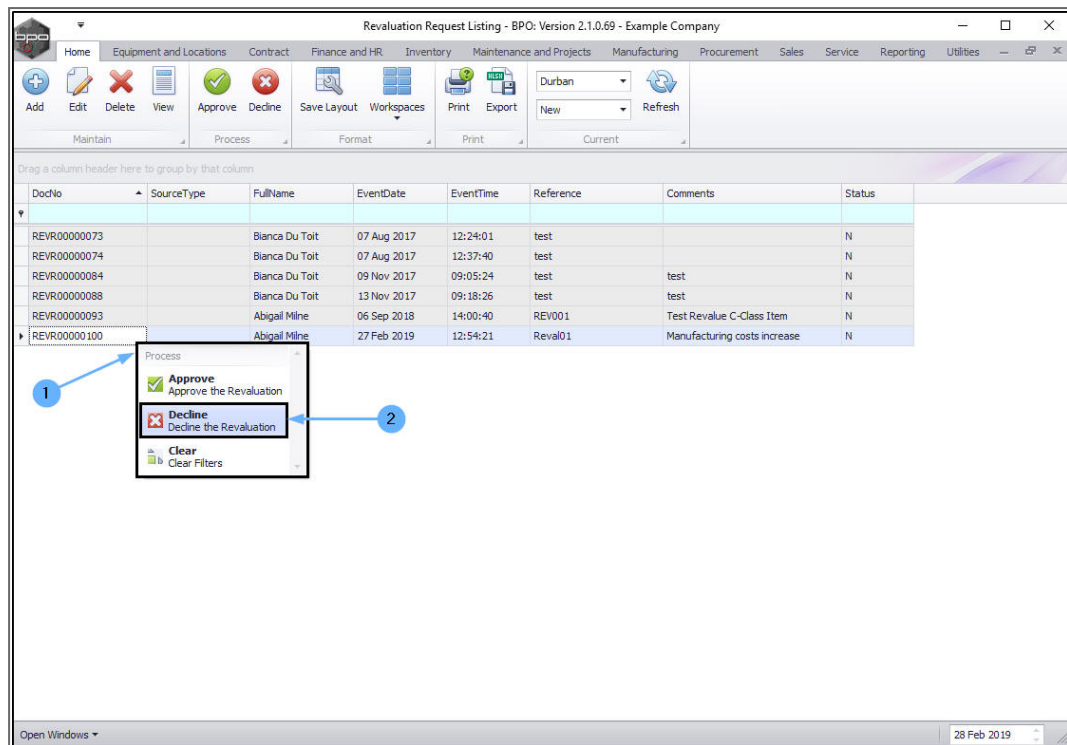
Maintain Process Format Print Current

Drag a column header here to group by that column

DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N
REVR00000100		Abigail Milne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N

Open Windows 28 Feb 2019

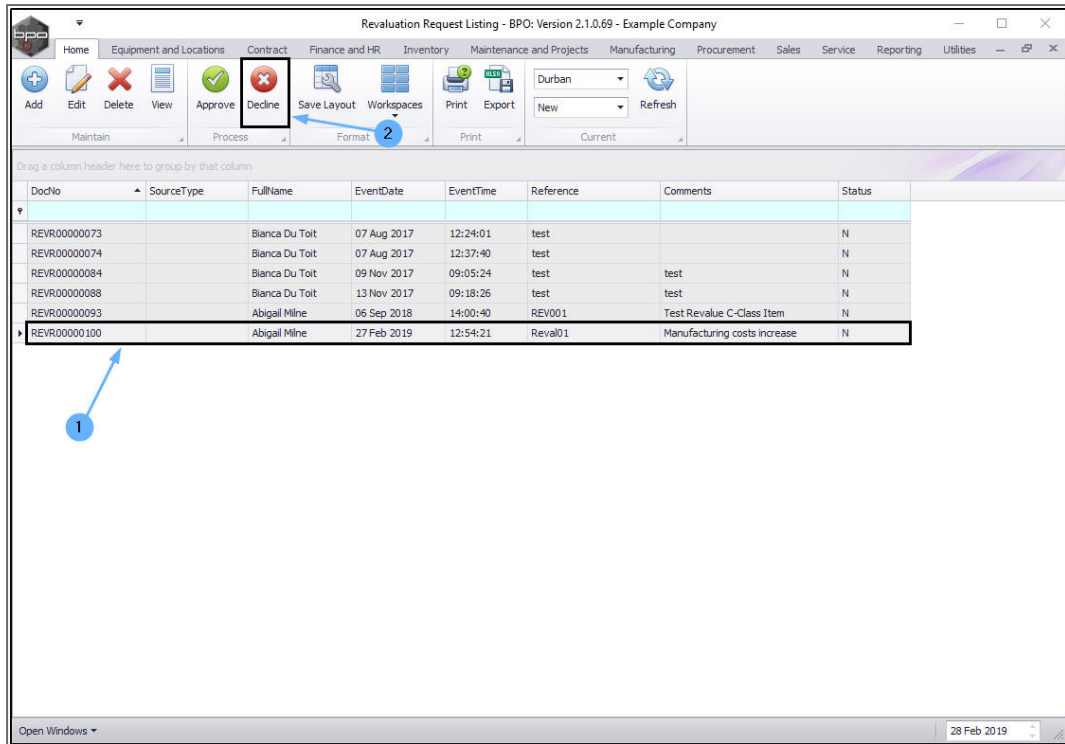
1. A **Process** menu will pop up.
2. Click on **Decline** - Decline the Revaluation.



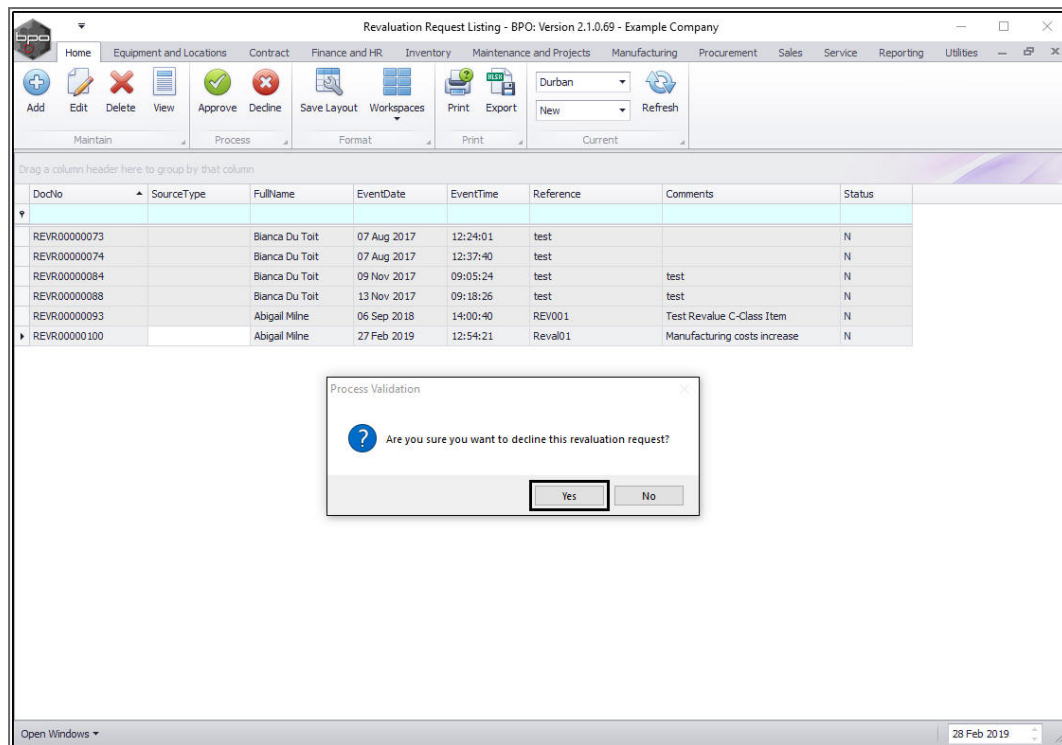
Or

Method 2

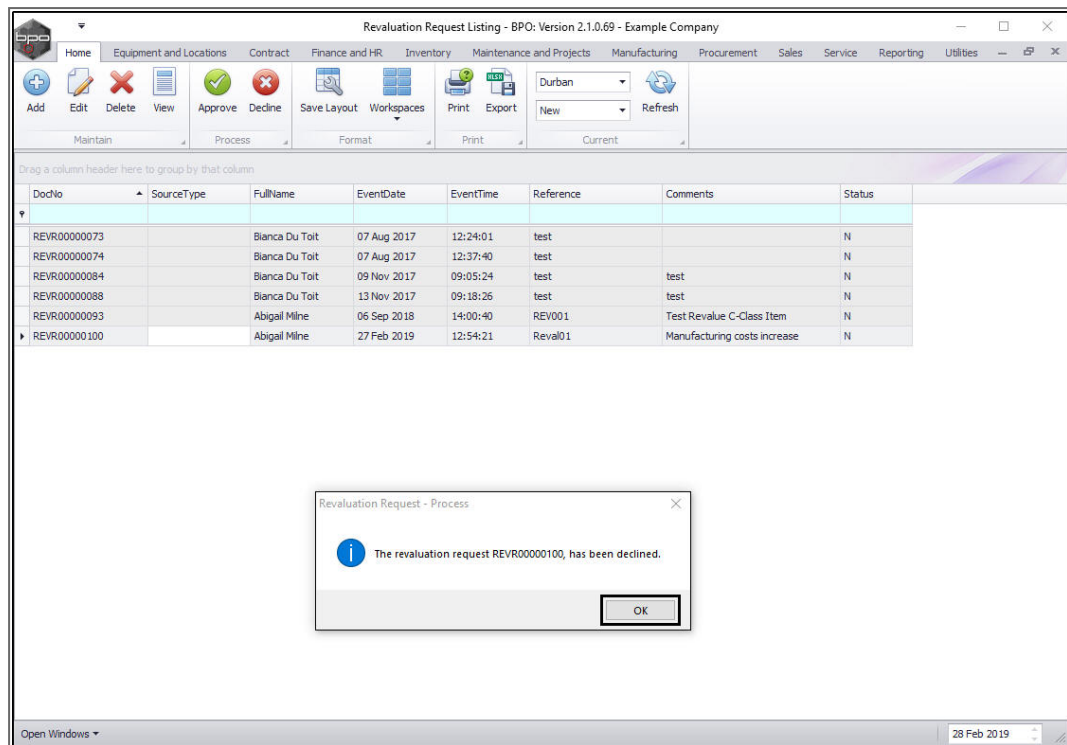
1. **Click anywhere** in the **row** of the revaluation request that you wish to **decline/reject**.
2. Click on **Decline**.



- A **Process Validation** message box will pop up asking;
 - **Are you sure you want to decline this revaluation request?**
- Click on **Yes**.

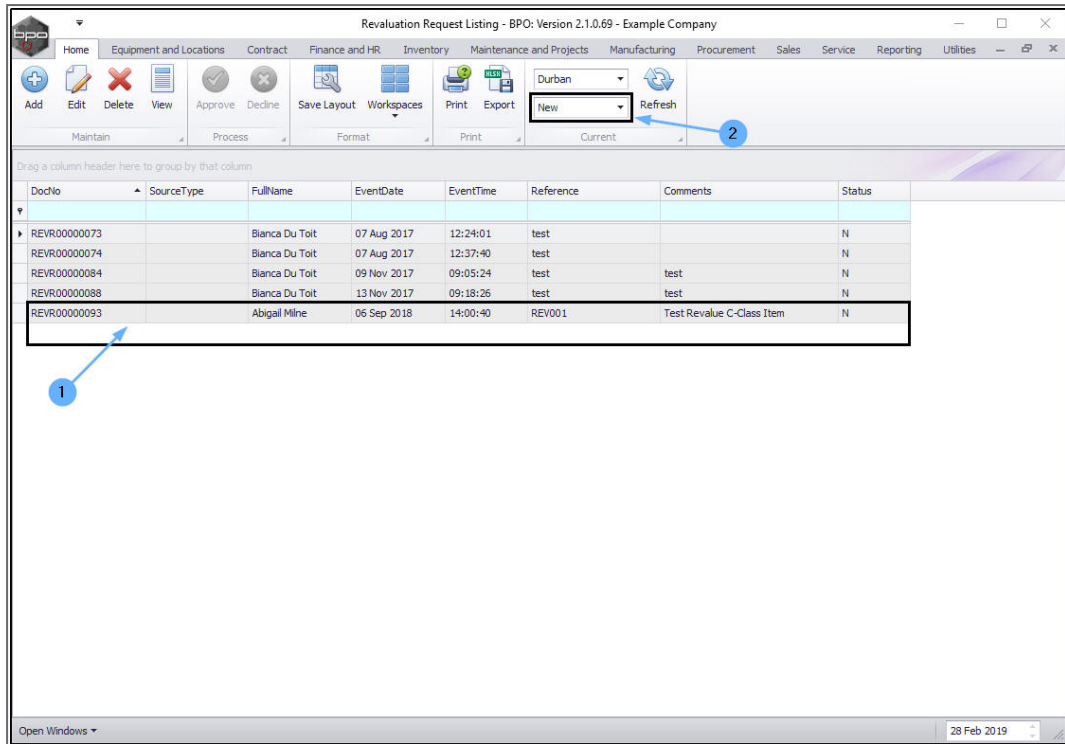


- A **Revaluation Request - Process** message box will pop up informing you that;
 - **The revaluation request [], has been declined.**
- Click on **OK**.



The revaluation request will be,

1. **Removed** from the Revaluation Request Listing screen where the status is set to
2. **New**.



Revaluation Request Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

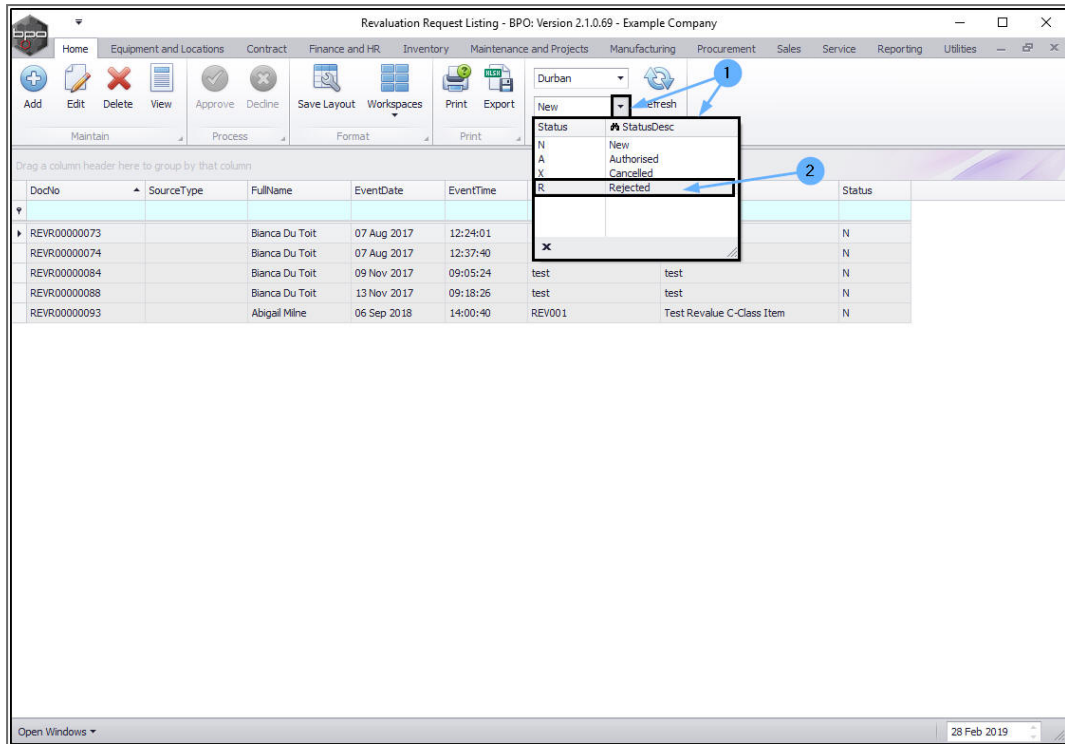
Maintain Process Format Print Current

Drag a column header here to group by that column

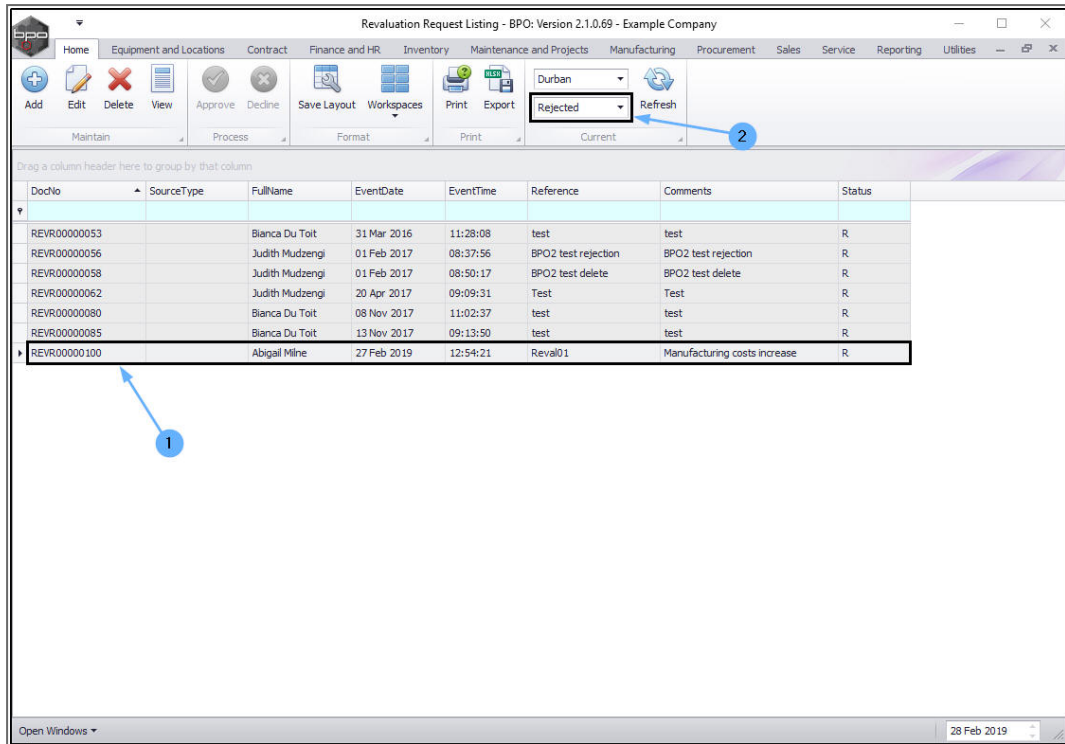
DocNo	SourceType	FullName	EventDate	EventTime	Reference	Comments	Status
REVR00000073		Bianca Du Toit	07 Aug 2017	12:24:01	test		N
REVR00000074		Bianca Du Toit	07 Aug 2017	12:37:40	test		N
REVR00000084		Bianca Du Toit	09 Nov 2017	09:05:24	test	test	N
REVR00000088		Bianca Du Toit	13 Nov 2017	09:18:26	test	test	N
REVR00000093		Abigail Milne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N

Open Windows 28 Feb 2019

1. Click on the **drop-down arrow** in the **Status** field top display the Status Description menu.
2. Select **Rejected** from this list.



1. The **declined/rejected** revaluation request can now be viewed in the **Revaluation Request Listing** screen, where the status is set to
2. **Rejected**.



Related Topics

- [Revaluations: Add Revaluation Request](#)
- [Revaluations: Edit Revaluation Request](#)
- [Receiving Goods with Landed Cost Revaluation](#)

MNU.148.002

