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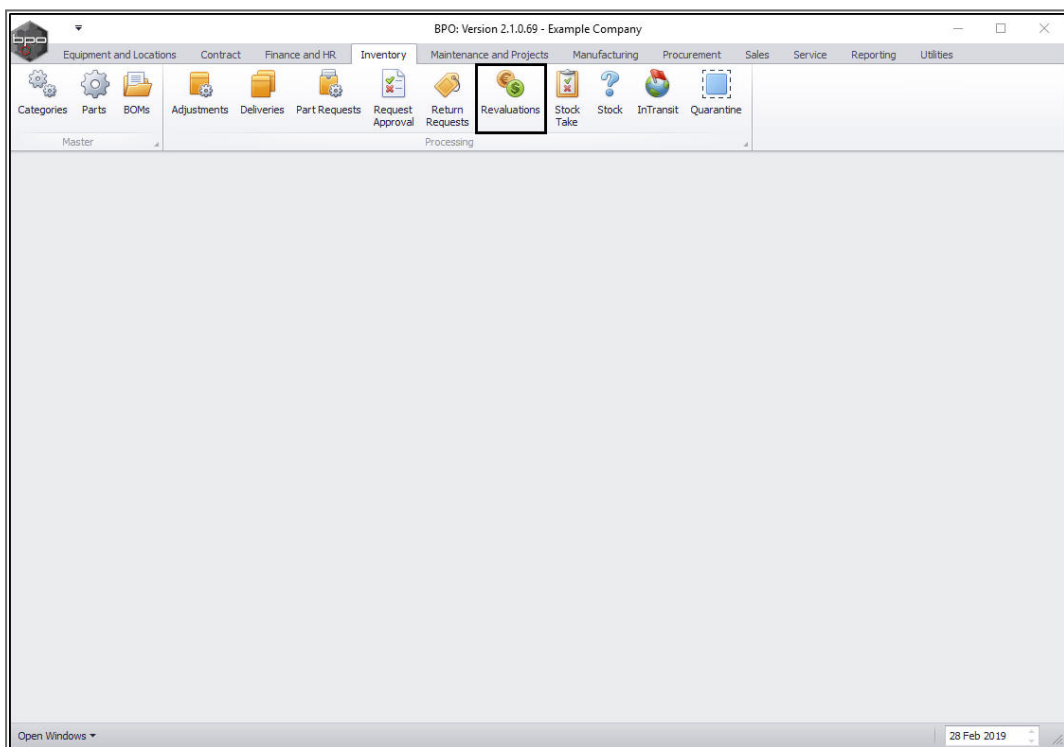
The *Revaluation Request Listing* screen will be displayed.

- 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.

PRINT A REVALUATION REQUEST

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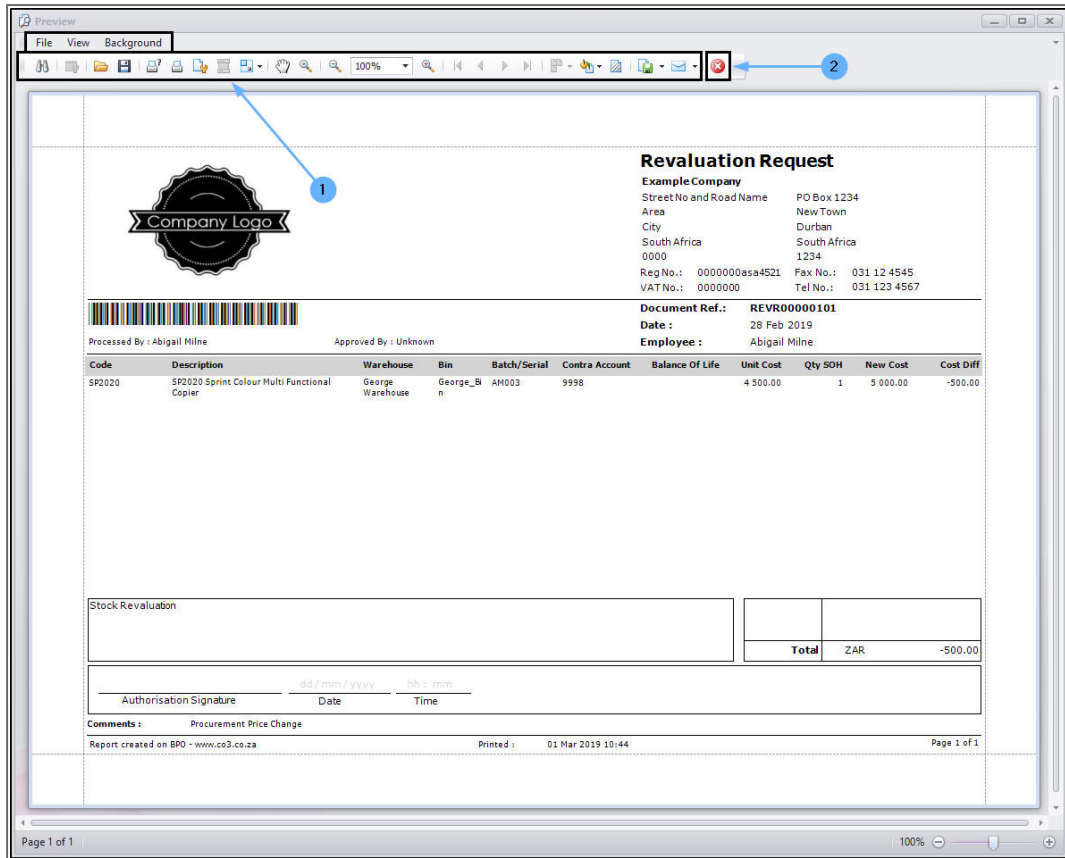- Click on *Print*.

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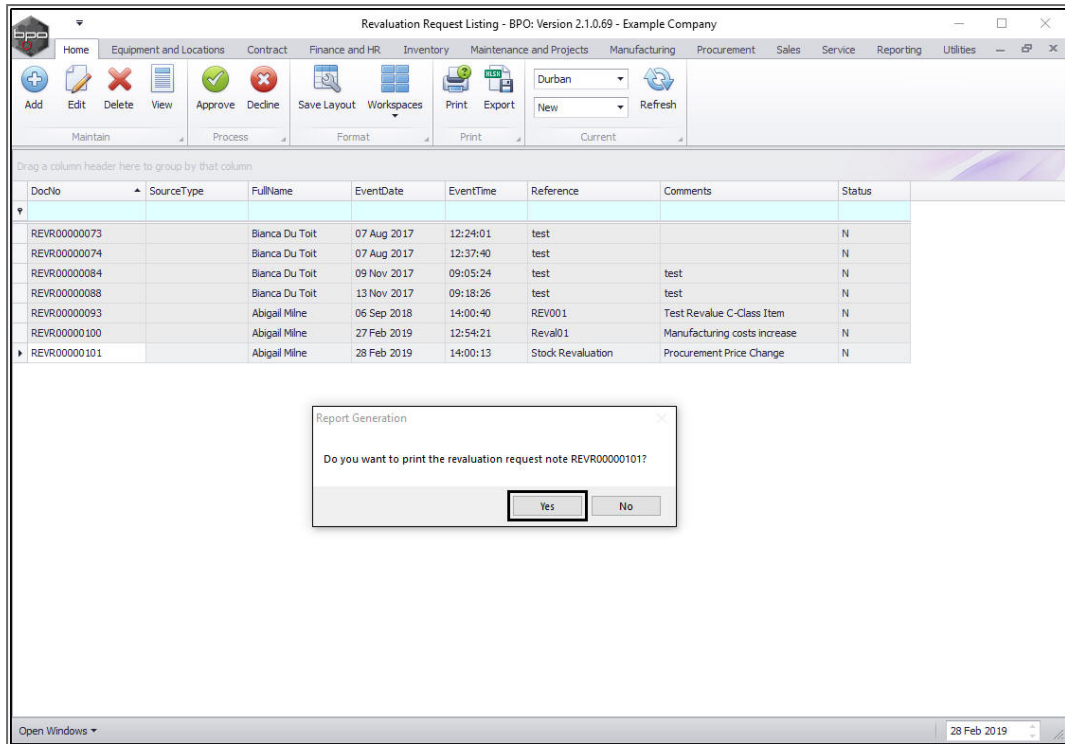
The **Report Preview** screen will be displayed.

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

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 <u>only</u> approve a request in the *New* status.

Either

Method 1

- *Right Click* anywhere in the *row* of the revaluation request that you wish to *approve*.
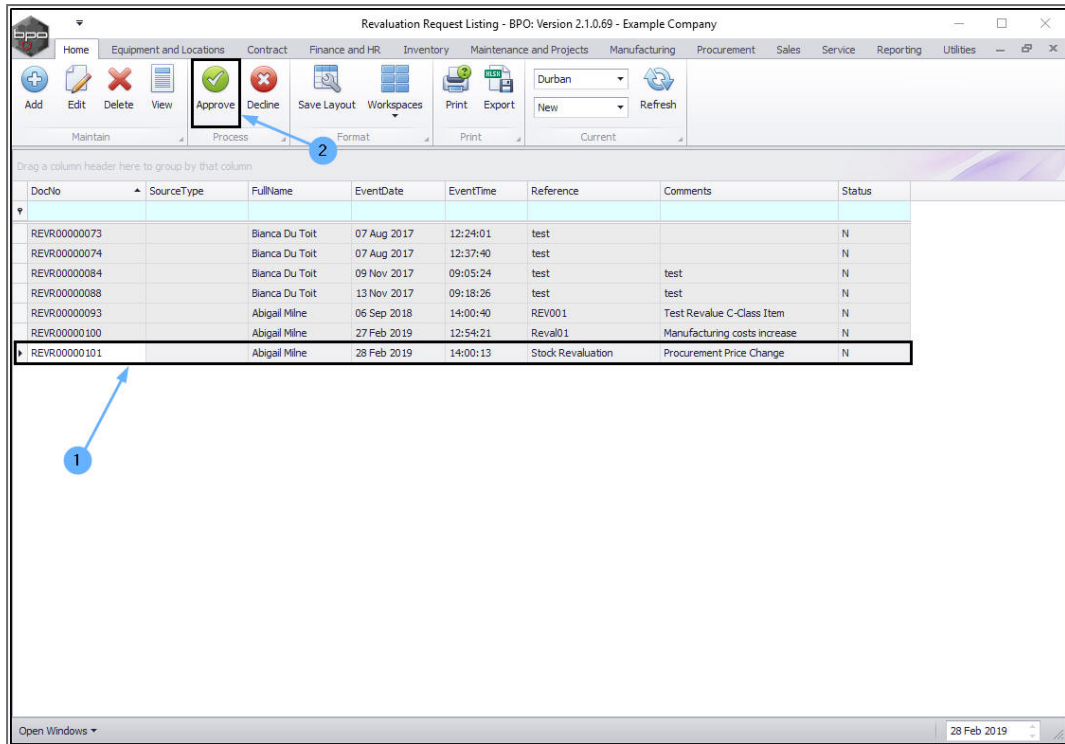
1. A *Process* menu will pop up.
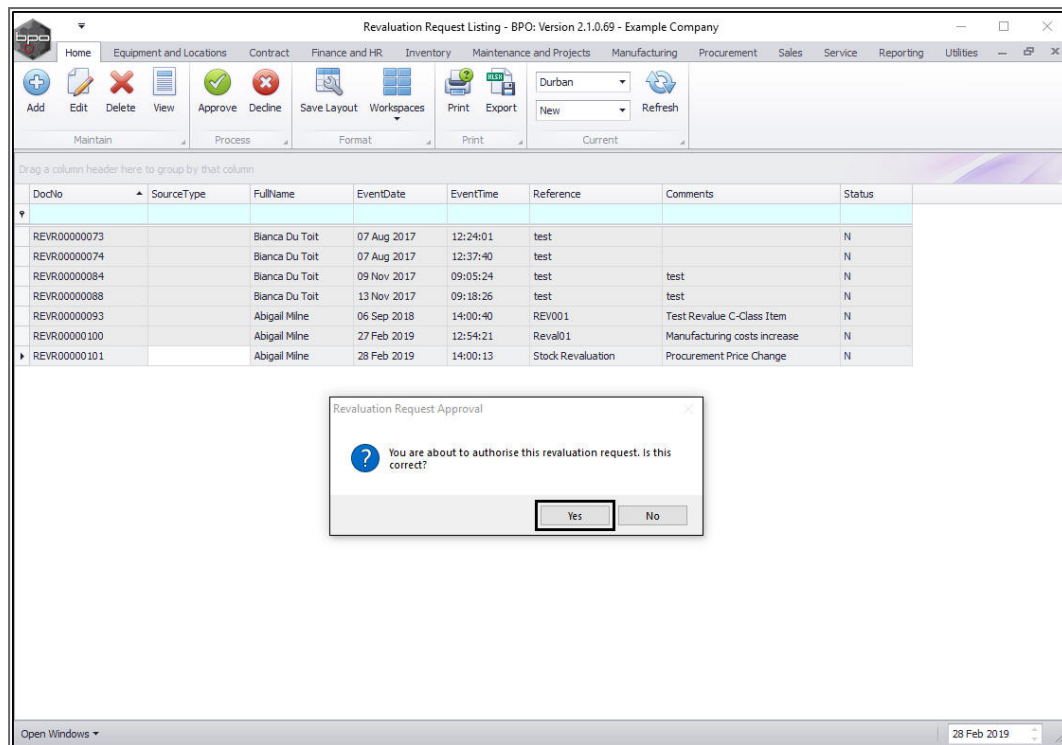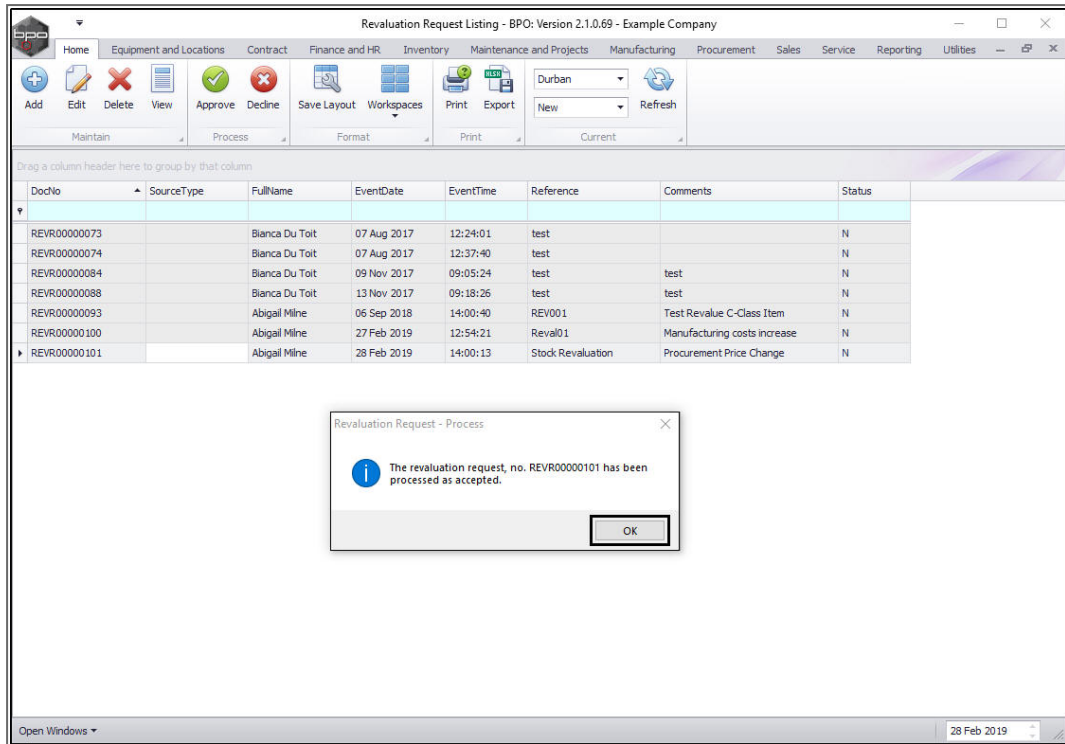2. Click on *Approve* - Approve the Revaluation.

Or
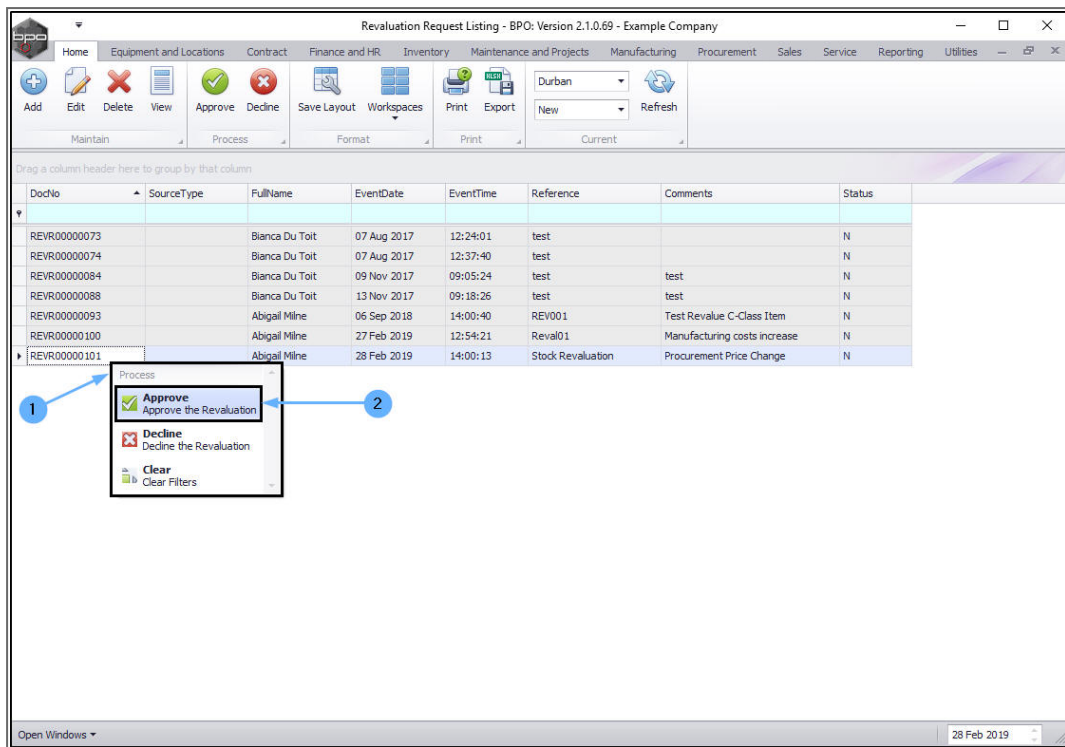
Method 2

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;
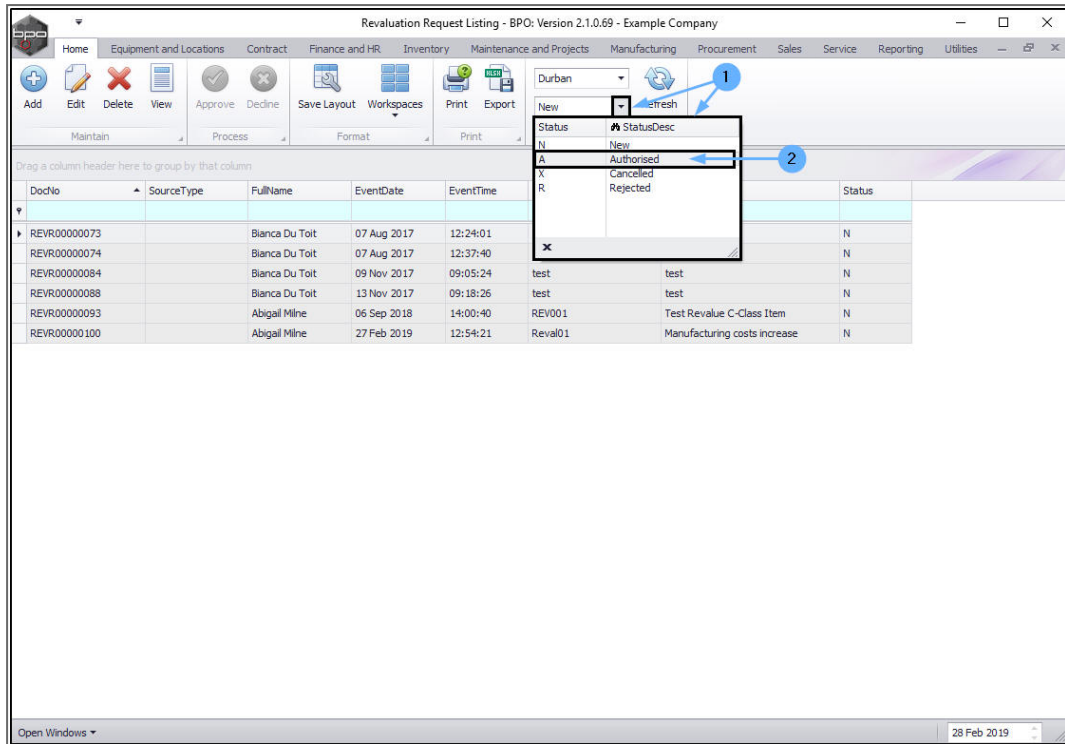 - *The revaluation request no. [ ] has been processed as accepted*.
- Click on *Ok*.

The revaluation request will be,

1. **_Removed_** from the Revaluation Request Listing screen where the status is set to
2. **_New_**.

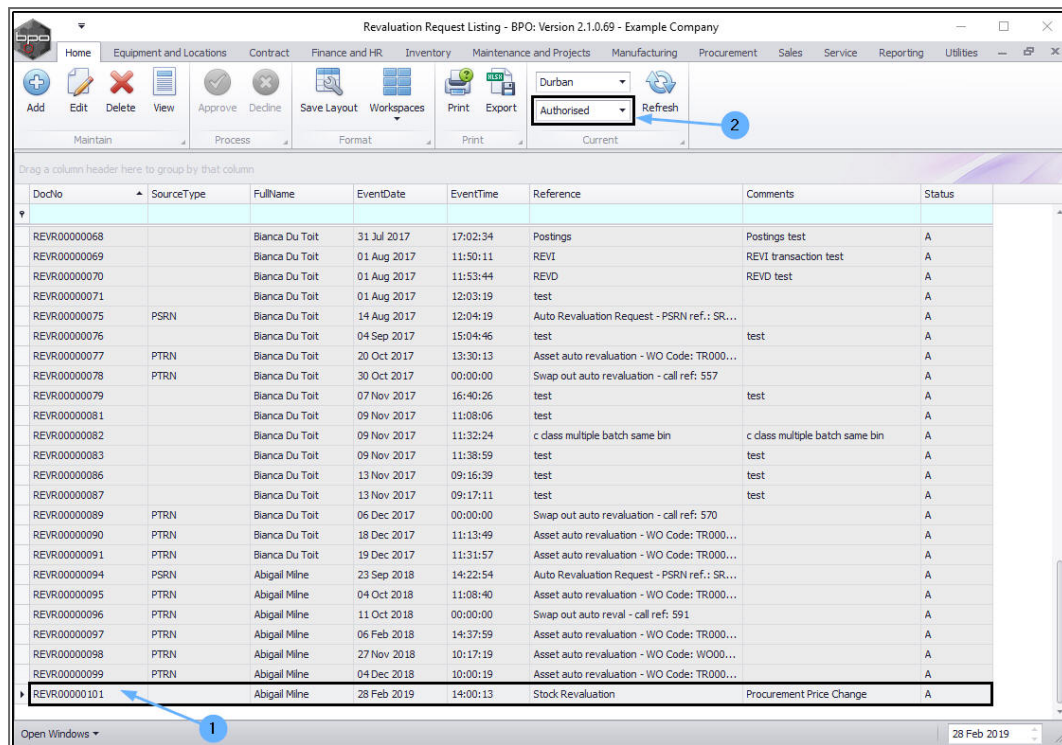1. Click on the *drop-down arrow* in the **Status** field top display the Status Description menu.
2. Select **Authorised** from this list.

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 <u>only</u> decline/reject a revaluation request in the *New* status.

Either

Method 1

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

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

Or
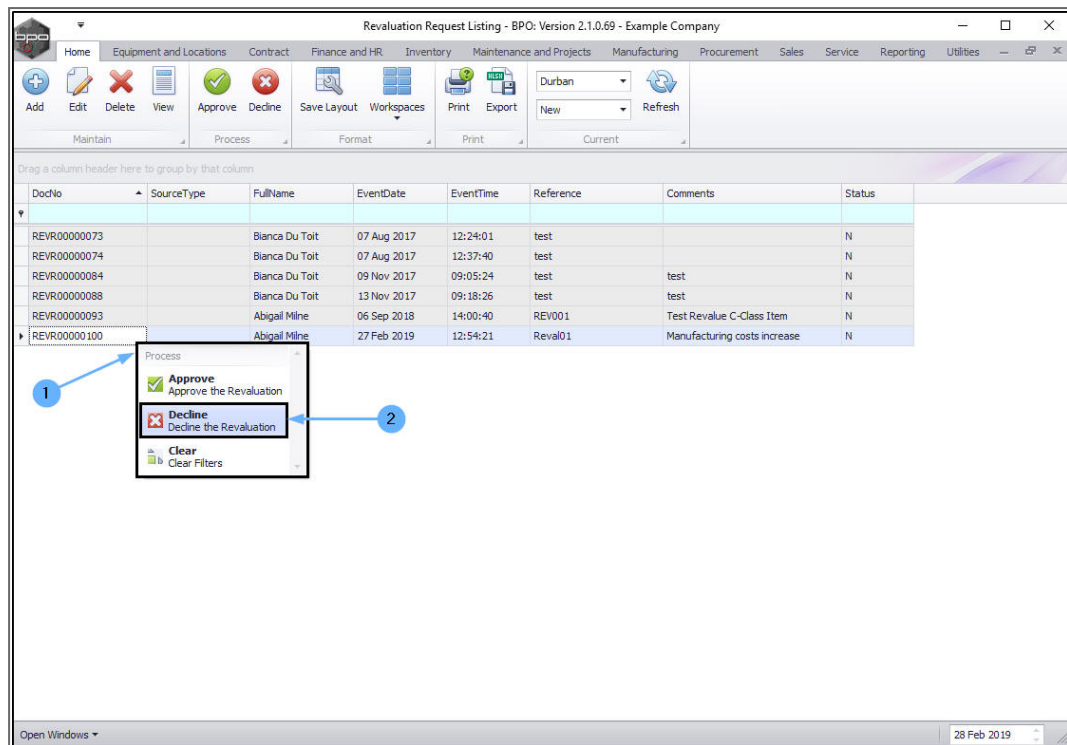
Method 2

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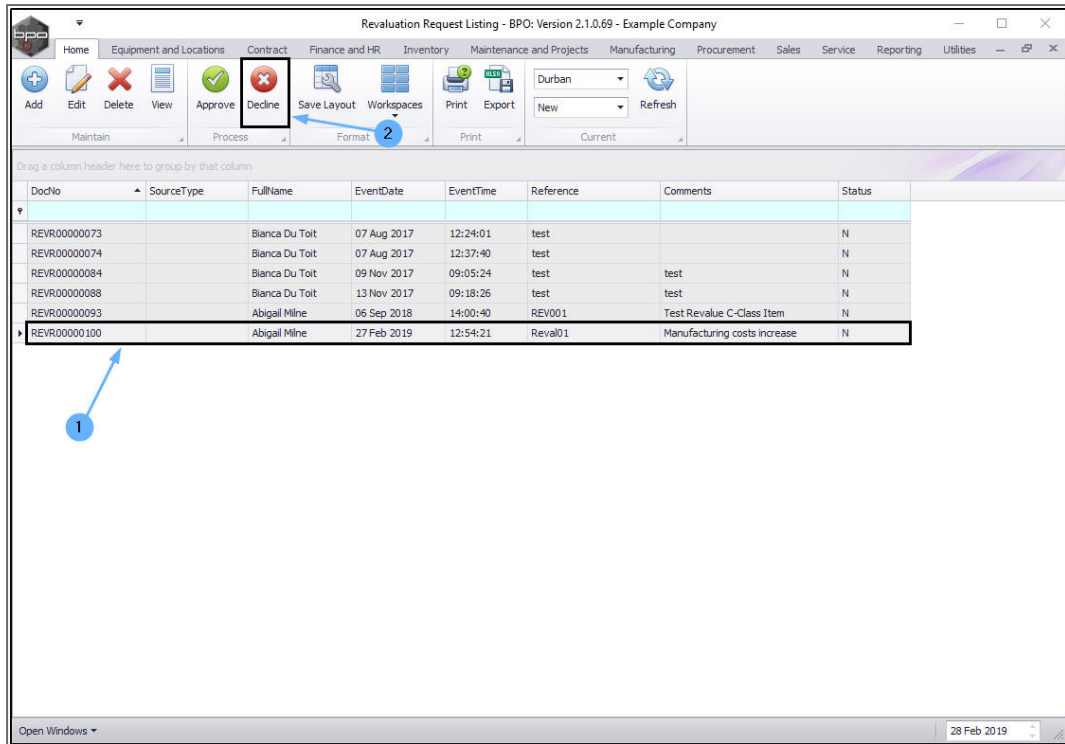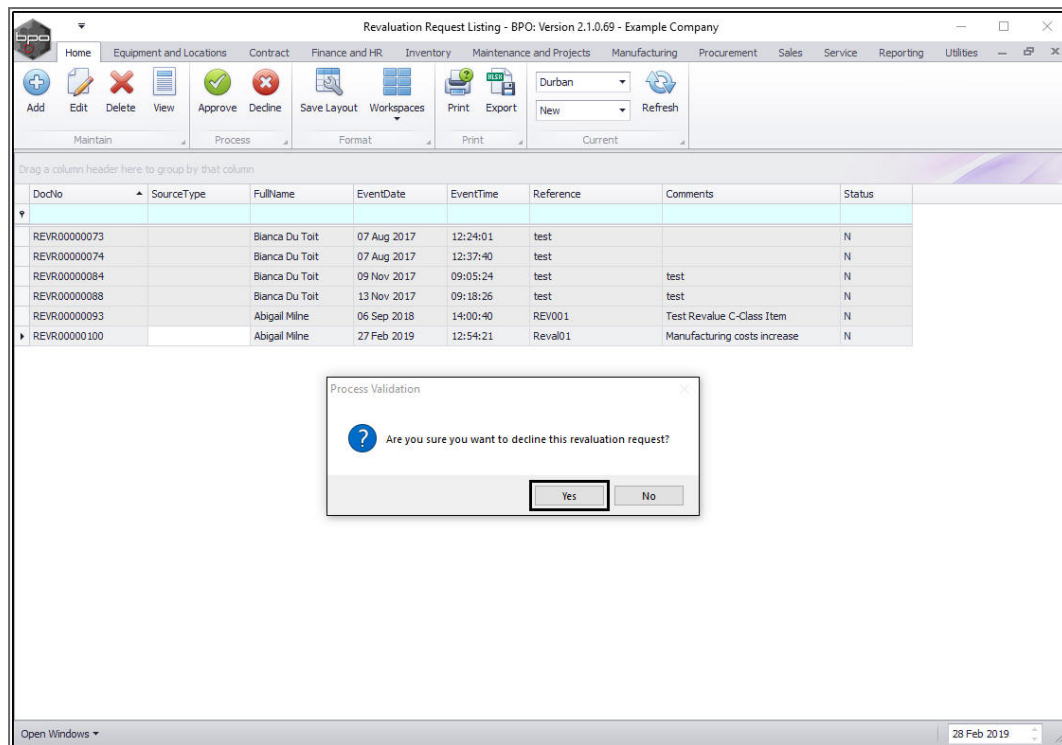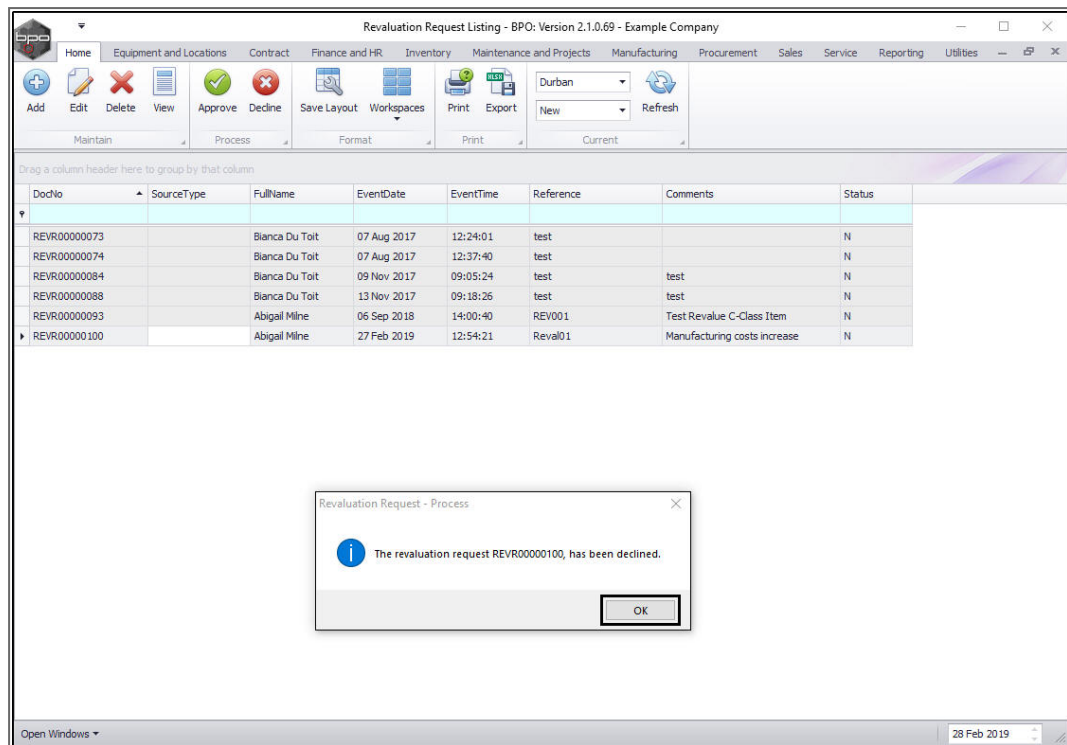2. Click on *Decline*.

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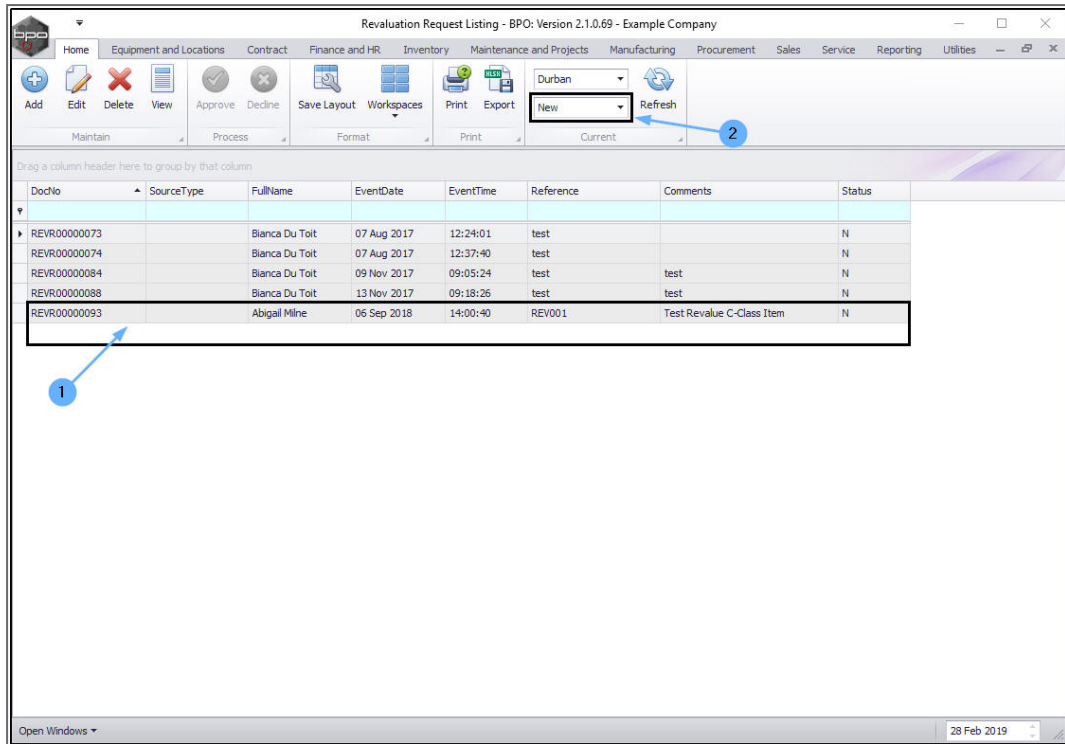 - *Are you sure you want to decline this revaluation request?*
- Click on *Yes*.

- 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_**.

1. Click on the *drop-down arrow* in the *Status* field top display the Status Description menu.
2. Select *Rejected* from this list.
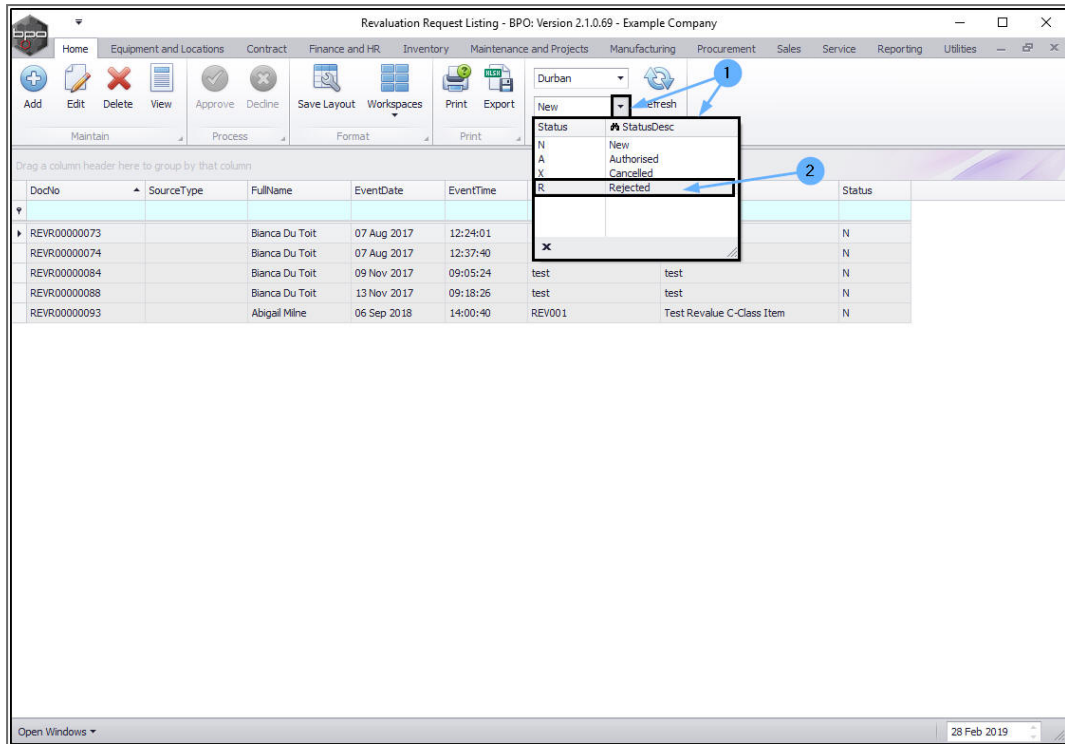
1. The ***declined/rejected*** revaluation request can now be viewed in the ***Revaluation Request Listing*** screen, where the status is set to

2. ***Rejected***.
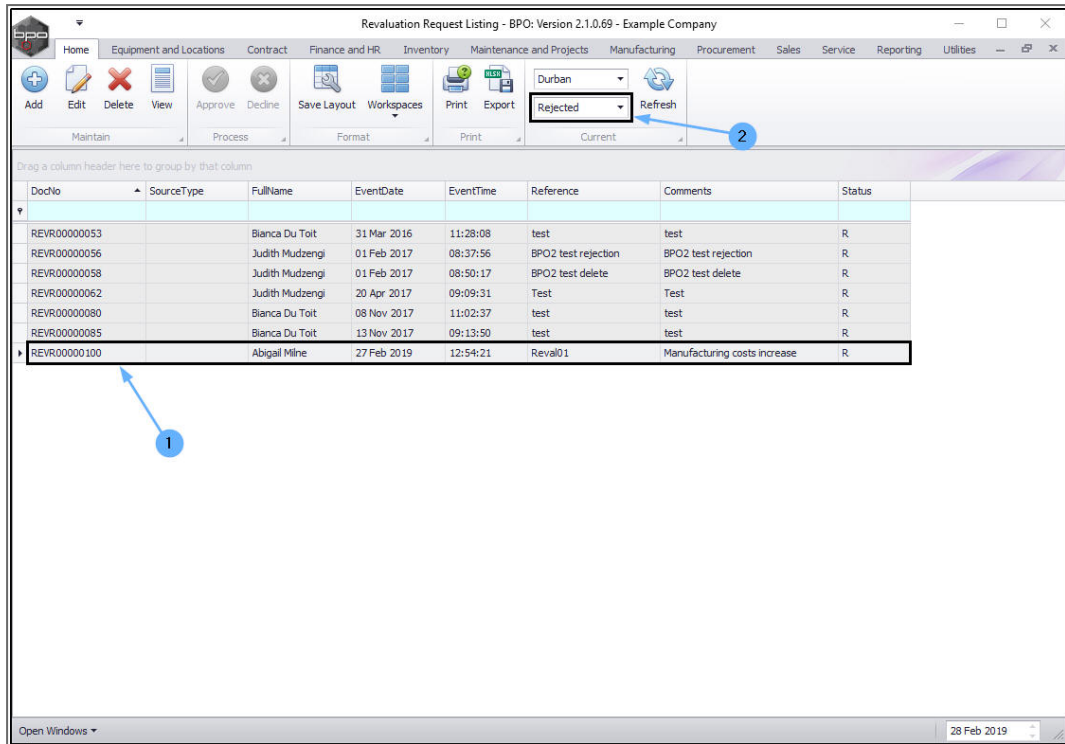
Related Topics

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

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