

INVENTORY

EDIT REVALUATION REQUEST

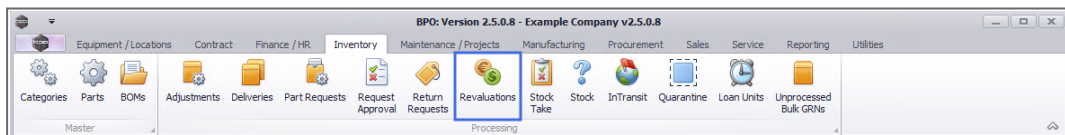


Note Revaluation Requests added via the [Inventory > Revaluations](#) screen or [Equipment > Assets](#) screen - are known as Standard Revaluations, whereas Revaluations auto created via the [Quarantine GRN process](#) are known as Inbound Cost Revaluations.

Standard Revaluations: Edit may be required if additional items need to be added or the existing details are incorrect.

Inbound Cost Revaluations: Edit may be required if additional GRNs or additional cost Purchase Orders need to be added, or individual cost updates need to be made, or the details are incorrect.

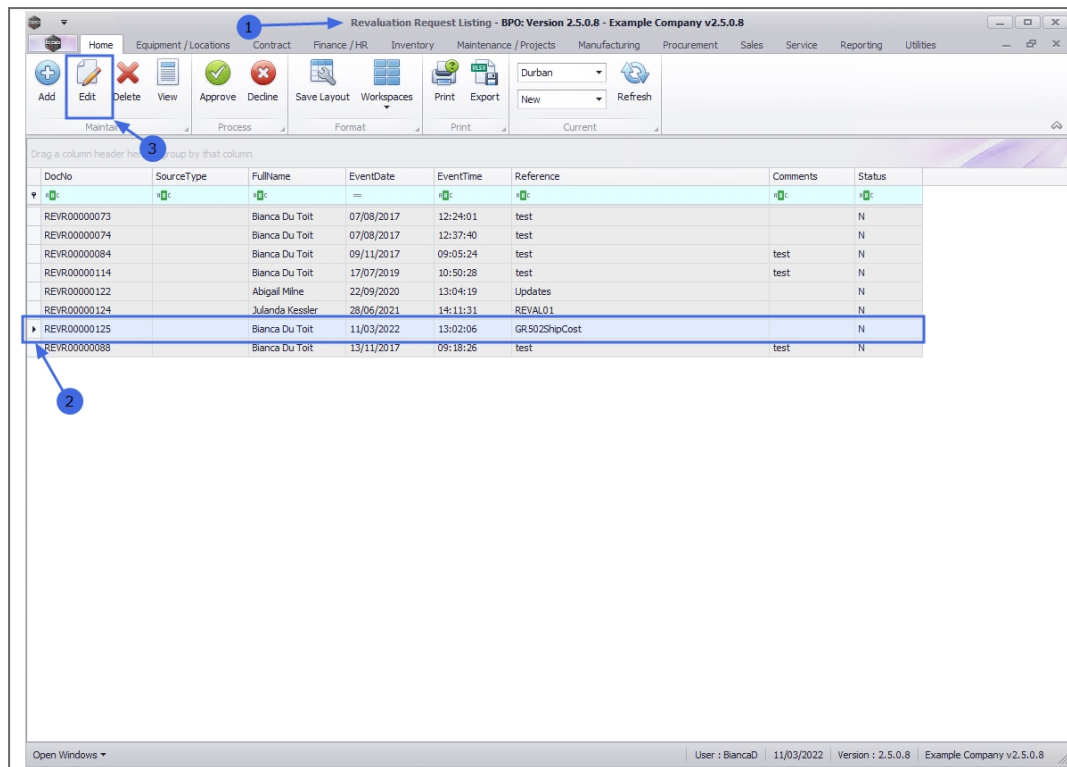
Ribbon Access: *Inventory > Revaluations*



1. The **Revaluation Request Listing** screen will be displayed.
2. Select the **Site** where the revaluation request was created.
 - The example has **Durban** selected.
3. Set the **Status** filter to **New**. (Only New Revaluation Requests can be edited).

EDIT REVALUATION REQUEST

1. Click on the **row** of the **revaluation request** you wish to edit.
2. Click on the **Edit** button.



EDIT A STANDARD REVALUATION REQUEST

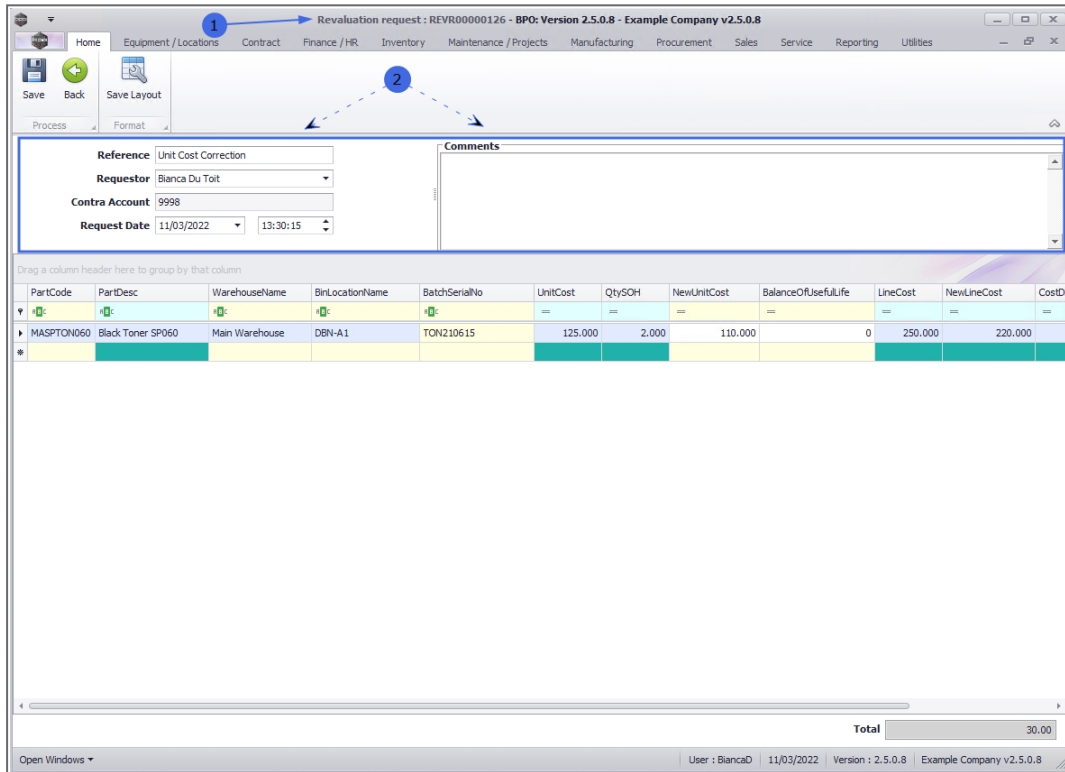
The *revaluation request* screen will be displayed.

MODIFY HEADER DETAILS

Change the details as required:

- **Reference:** Type in the reference for this revaluation.
- **Requestor:** This is the person who is requesting the revaluation. This will auto populate with the name of the user currently logged on to the system. You can click on the drop-down arrow and select from the list an alternative requestor, if required.

- **Contra Account:**¹ This is the revaluation suspense general ledger account code which will auto populate based on what has been set up in the **company configuration**.
- **Request Date and Time:** This will auto populate with the current date and time.
 - **Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - **Time:** You can either type in or use the directional arrows to select an alternative time, if required.
- **Comments:** Type in a comment relating to this revaluation.

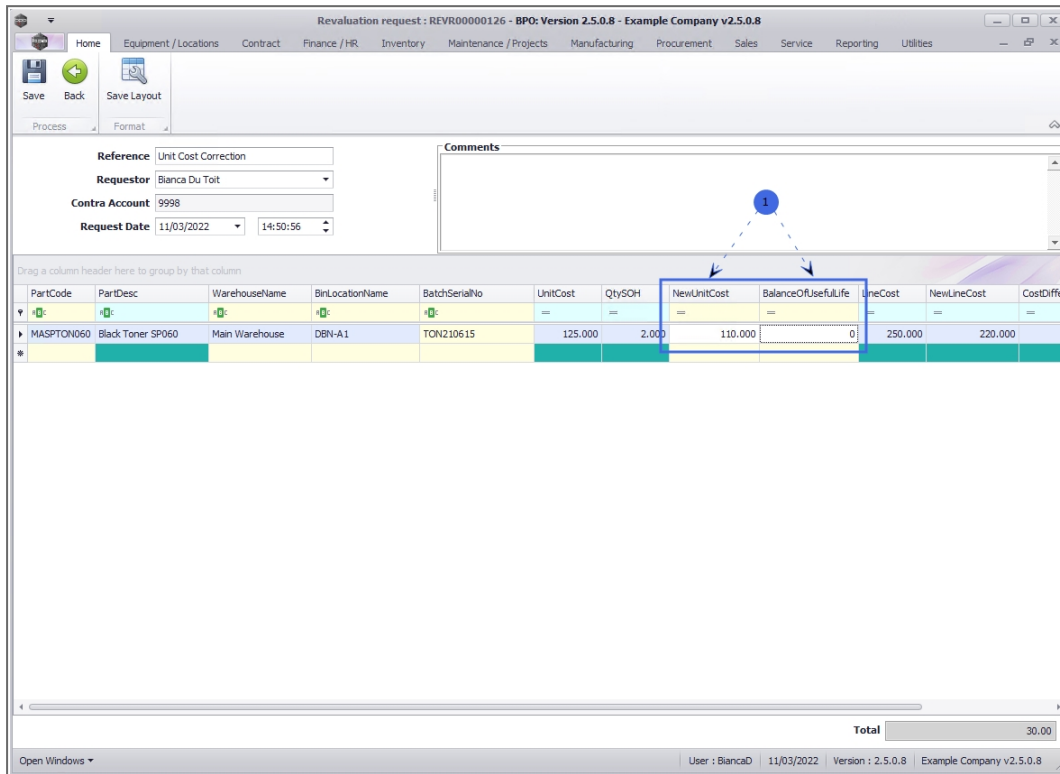


PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	NewUnitCost	BalanceOfUsefulLife	LineCost	NewLineCost	CostID
MASPTON060	Black Toner SP060	Main Warehouse	DBN-A1	TON210615	125.000	2.000	110.000		0	250.000	220.000
									Total	30.00	

¹The revaluation suspense account used to contra the stock account for the underlying financial transactions posted by the REVI and REVD drivers.

EDIT EXISTING ITEMS

Change the **New Unit Cost**, or **Balance of Useful Life** (for A-class items), as required.



Revaluation request : REVR00000126 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

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

Save Back Save Layout

Process Format

Reference: Unit Cost Correction

Requestor: Bianca Du Toit

Contra Account: 9998

Request Date: 11/03/2022 14:50:56

Comments

Drag a column header here to group by that column

PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	NewUnitCost	BalanceOfUsefulLife	LineCost	NewLineCost	CostDiffer
MASPTON060	Black Toner SP060	Main Warehouse	DBN-A1	TON210615	125.000	2.000	110.000	0	250.000	220.000	
Total											30.00

User : BiancaD | 11/03/2022 | Version : 2.5.0.8 | Example Company v2.5.0.8

ADD ADDITIONAL ITEMS



Refer to [Raise a Revaluation Request](#) for more information related to adding items to the revaluation request.

EDIT EXISTING ITEMS

Change the **New Unit Cost**, or **Balance of Useful Life** (for A-class items), as required.

Revaluation request : REV00000126 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

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

Save Back Save Layout

Process Format

Reference: Unit Cost Correction
 Requestor: Bianca Du Toit
 Contra Account: 9998
 Request Date: 11/03/2022 14:50:56

Comments

Drag a column header here to group by that column

PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	NewUnitCost	BalanceOfUsefulLife	LineCost	NewLineCost	CostDiffer
MASPTON060	Black Toner SP060	Main Warehouse	DBN-A1	TON210615	125.000	2.000	110.000	0	250.000	220.000	
Total											30.00

Open Windows

User : BiancaD 11/03/2022 Version : 2.5.0.8 Example Company v2.5.0.8

SAVE REVALUATION REQUEST

- When you have finished adding/editing the details in this screen, click on **Save**.

Revaluation request : REVVR00000126 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

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

Save Back Save Layout

Access Format

1

Reference Unit Cost Correction

Requestor Bianca Du Toit

Contra Account 9998

Request Date 11/03/2022 14:50:56

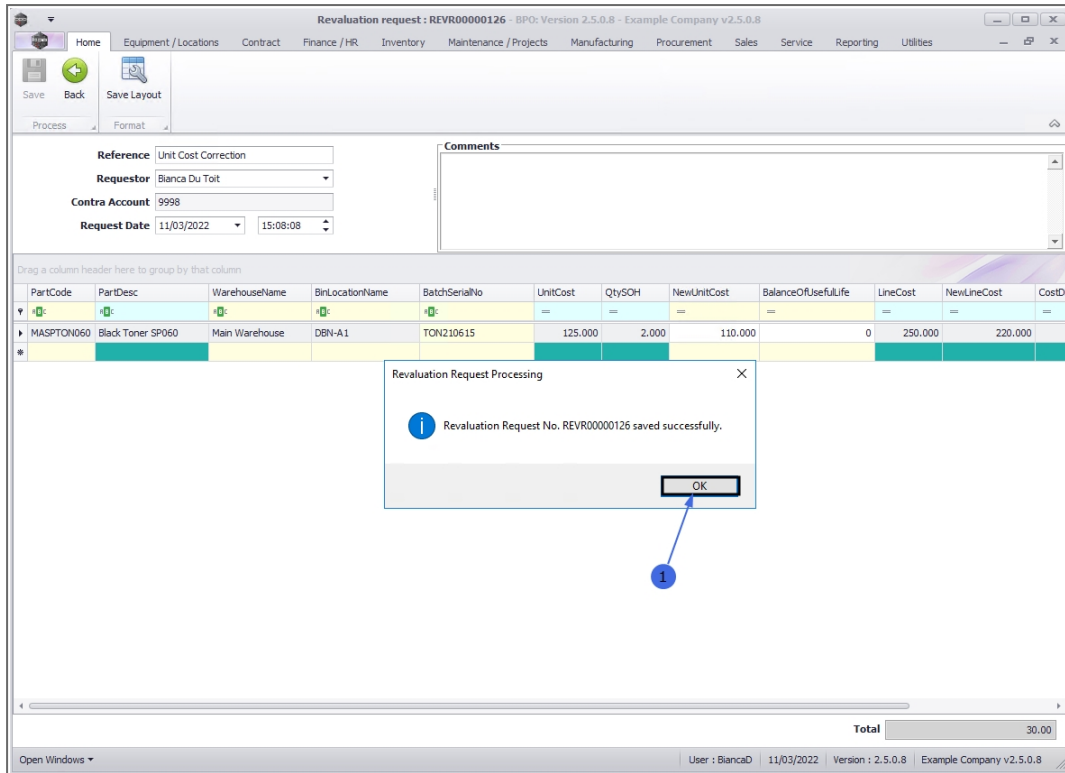
Comments

Drag a column header here to group by that column

PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	NewUnitCost	BalanceOfUsefulLife	LineCost	NewLineCost	CostDiffer
MASPTON060	Black Toner SP060	Main Warehouse	DBN-A1	TON210615	125.000	2.000	110.000	0	250.000	220.000	
Total											30.00

Open Windows User : BiancaD 11/03/2022 Version : 2.5.0.8 Example Company v2.5.0.8

- The **Revaluation Request Processing** message will be displayed informing you that;
 - Revaluation Request No. [] saved successfully.**
- Click on **OK**.



Revaluation request : REVR00000126 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

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

Save Back Save Layout

Process Format

Reference: Unit Cost Correction
 Requestor: Bianca Du Toit
 Contra Account: 9998
 Request Date: 11/03/2022 15:08:08

Comments

Drag a column header here to group by that column

PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	NewUnitCost	BalanceOfUsefulLife	LineCost	NewLineCost	CostID
MASPTON060	Black Toner SP060	Main Warehouse	DBN-A1	TON210615	125.000	2.000	110.000		0	250.000	220.000

Revaluation Request Processing

Revaluation Request No. REVR00000126 saved successfully.

OK

1

Total 30.00

Open Windows User : BiancaD 11/03/2022 Version : 2.5.0.8 Example Company v2.5.0.8

SAVE REVALUATION REQUEST

- The **Report Generation** message will be displayed asking you;
 - Do you want to print revaluation request []?**

Click on **Yes** if you want to print the revaluation request and on **No** if you do not want to print the revaluation request.

- For the purpose of this manual, **Yes** is selected.

Revaluation request : REVR00000126 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

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

Save Back Save Layout

Process Format

Reference: Unit Cost Correction
 Requestor: Bianca Du Toit
 Contra Account: 9998
 Request Date: 11/03/2022 15:08:08

Comments

Drag a column header here to group by that column

PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	NewUnitCost	BalanceOfUsefulLife	LineCost	NewLineCost	CostId
MASPTON060	Black Toner SP060	Main Warehouse	DBN-A1	TON210615	125.000	2.000	110.000		0	250.000	220.000

Report Generation

Do you want to print the revaluation request REVR00000126?

Yes No

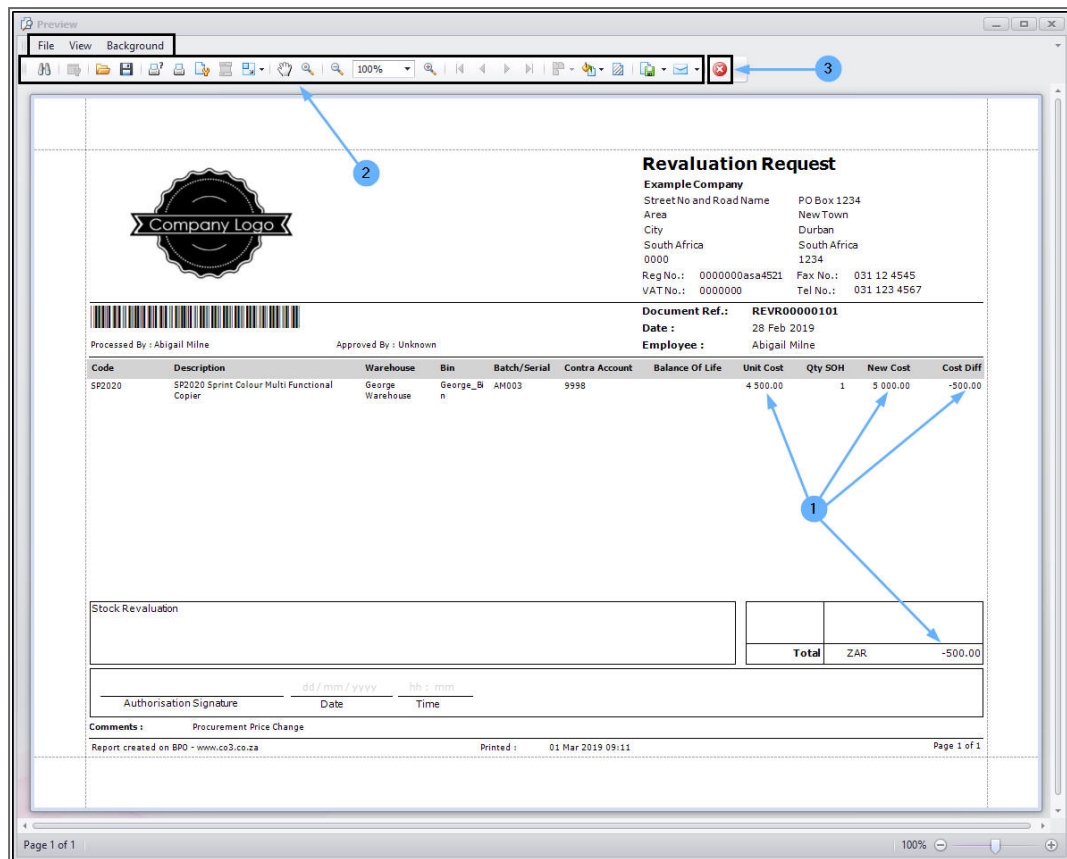
1

Total 30.00

Open Windows User : BiancaD 11/03/2022 Version : 2.5.0.8 Example Company v2.5.0.8

The revaluation request report will be displayed.

1. Here you can see the **Unit Cost** , **New Cost** (Revaluation), **Cost Difference** and resulting **Total** amount has been recorded.
2. From this screen, you can **view** , **email** , **export** or **print** the report.
3. **Close** the screen when you are done.



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	
			-500.00

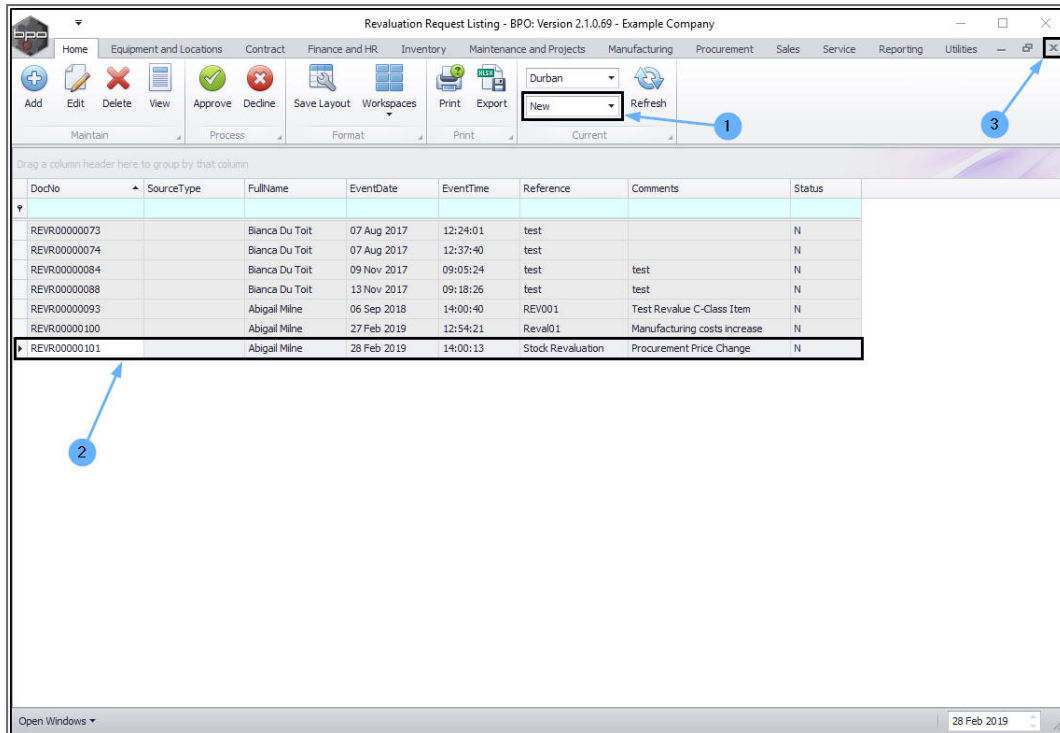
Authorisation Signature _____ Date _____ Time _____

Comments : Procurement Price Change

Report created on BPO - www.co3.co.za Printed : 01 Mar 2019 09:11 Page 1 of 1

You will return to the **Revaluation Request Listing** screen.

- This screen will open in the **New** status.
- Here you can view the newly added revaluation request will be displayed in the data grid.
- **Close** the screen when you are done.



EDIT AN INBOUND COST REVALUATION REQUEST

The *Revalue with inbound costs* screen will be displayed.



Refer to [Deliveries - Receive - Quarantine Goods into Quarantine Warehouse](#) for more information relating to linking Inbound GRNs and Related Cost Purchase Orders.

Related Topics

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

MNU.148.003