

We are currently updating our site; thank you for your patience.

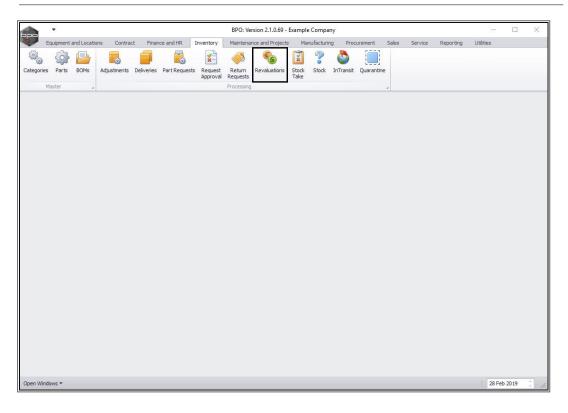
INVENTORY

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.

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PRINT A REVALUATION REQUEST

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



	-						Reval	luation R	equest Lis	ting - BP	O: Version 2.	1.0.69 - Exa	imple Co	mpany					100		\times
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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.



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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.



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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.



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Either

Method 1

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



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



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Or

Method 2

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



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- 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.



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REVR0000074 Bianca Du Toit 07 Aug 2017 12:37:40 test N REVR00000094 Bianca Du Toit 09 Nov 2017 09:05:24 test test N REVR00000088 Bianca Du Toit 09 Nov 2017 09:05:24 test test N REVR00000088 Bianca Du Toit 13 Nov 2017 09:16:26 test test N REVR00000100 Abigal Mine 05 Sep 2018 14:00:40 REV01 Test Revalue C-Class Item N REVR00000100 Abigal Mine 27 Feb 2019 12:54:21 Reval01 Manufacturing costs increase N REVR00000101 Abigal Mine 28 Feb 2019 14:00:13 Stock Revaluation Procurement Price Change N	٩												
REVR0000084 Bianca Du Toit 09 Nov 2017 09:05:24 test test N REVR00000088 Bianca Du Toit 13 Nov 2017 09:18:25 test test N REVR00000093 Abigal Mine 06 Sep 2018 14:00:40 REV01 Test Revalue C-Class Item N REVR00000100 Abigal Mine 28 Feb 2019 14:00:13 Stock Revaluation Procurement Price Change N REVR00000101 Abigal Mine 28 Feb 2019 14:00:13 Stock Revaluation Procurement Price Change N	REVE	R00000073		Bianca D	u Toit	07 Aug 2017	12:24:01	test		N			
REVR0000088 Binnca Du Toit 13 Nov 2017 09:18:25 test test N REVR0000093 Abigal Mine 06 Sep 2018 14:00:40 REV01 Test Revalue C-Class Item N REVR0000100 Abigal Mine 27 Feb 2019 12:54:21 Revalu1 Manufacturing costs increase N REVR0000101 Abigal Mine 28 Feb 2019 14:00:13 Stock Revaluation Procurement Price Change N	REVE	R00000074		Bianca D	u Toit	07 Aug 2017	12:37:40	test		N			
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REVR00000101 Abigal Milee 28 Feb 2019 14:00:13 Stock Revaluation Procurement Price Change N	REVF	R0000093		Abigail N	lilne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N			
Revaluation Request Approval You are about to authorise this revaluation request. Is this correct?	REVE	R00000100		Abigail M	lilne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N			
You are about to authorise this revaluation request. Is this correct?	• REVF	R00000101		Abigail N	lilne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Price Change	N			
					Re	valuation Request	Approval		X				
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					Re	You are ab							
					Re	You are ab							

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



10	Ŧ				Revaluation Re	quest Listing - BP	O: Version 2.1.0.69 - Exam	nple Company		100		\times
-	Home Equips	nent and Locatio	s Contract	Financ	e and HR Invent	ory Maintenand	e and Projects Manufac	cturing Procurement Sales	Service Reporting	Utilities	- 1	5 X
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	Maintain	4	rocess "	F	Format 🦼	Print "	Current	*				
DocN	No 🔺	SourceType	FullName		EventDate	EventTime	Reference	Comments	Status			
r .												
REVE	R00000073		Bianca D	u Toit	07 Aug 2017	12:24:01	test		N			
REVE	R00000074		Bianca D	u Toit	07 Aug 2017	12:37:40	test		N			
REVF	R00000084		Bianca D	u Toit	09 Nov 2017	09:05:24	test	test	N			
REVE	R00000088		Bianca D	u Toit	13 Nov 2017	09:18:26	test	test	N			
REVF	R0000093		Abigail M	ilne	06 Sep 2018	14:00:40	REV001	Test Revalue C-Class Item	N			
REVP	R00000100		Abigail M	ilne	27 Feb 2019	12:54:21	Reval01	Manufacturing costs increase	N			
REVE	R00000101		Abigail M	ilne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Price Change	N			
				R			. REVR00000101 has been	×				
				R	The reval	uation request, no	. REVR00000101 has been					
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				R	The reval	uation request, no						
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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.

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	Ŧ						Revaluation Re	quest Listing - BP	O: Version 2.1.0.69	- Example Com	ipany			~		×
0	Home	Equipm	nent and l	ocations	Contract	Finance	and HR Invent	ory Maintenand	e and Projects M	lanufacturing	Procurement	Sales Ser	vice Reportin	g Utilities	-	8 X
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	Mainta	ain		Proce	- 22	F	ormat 4	Print	Current		2					
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1 Subscription				by that colu												1
P DocN	0	*	Sourcel	Гуре	FullName	2	EventDate	EventTime	Reference	Comm	ients		Status			
2	0000007				D' D		07.4	10.04.01								
	00000073				Bianca D Bianca D		07 Aug 2017 07 Aug 2017	12:24:01 12:37:40	test test				N N			
-	0000007-				Bianca D		07 Aug 2017 09 Nov 2017	09:05:24	test	test			N			
Constraints.	0000008				Bianca D		13 Nov 2017	09:18:26	test	test			N			
	00000093				Abigail M		06 Sep 2018	14:00:40	REV001		Revalue C-Class Iter	m	N			
-	00000100		-		Abigail M		27 Feb 2019	12:54:21	Reval01		facturing costs incre		N			
Open W	indows •													28 Feb	2019	+ - II

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



	Ŧ						Revalu	uation Re	quest Listing - BP	O: Version 2.1.	0.69 - Example	Company					1005		×
	Home	Equipm	ent and L	ocations	Contract	Finance	and HR	Invento	ory Maintenand	e and Projects	Manufacturi	ing Procur	ement	Sales	Service	Reporting	Utilities	-9	8 ×
Add	Edit Mainta	Delete	View	Approve Proce		Save Layo	out Work	spaces	Print Export	Durban New Status	 ✓ effe M StatusDe New 	esh							
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	100000073				Bianca Du	Toit	07 Aug	2017	12:24:01				_		N				
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	100000084				Bianca Du		09 Nov		09:05:24	test		test			N				
REVR	880000008				Bianca Du	u Toit	13 Nov	2017	09:18:26	test		test			N				
REVR	00000093				Abigail Mi	lne	06 Sep 3	2018	14:00:40	REV001		Test Revalue	C-Class I	tem	N				
REVR	00000 100				Abigail Mi	ine	27 Feb	2019	12:54:21	Reval01		Manufacturing	costs in	rease	N				
Open W	/indows 🕶																28 Feb	2019	-

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



0	Home Equipr	nent and Locations	Contract Finar	ice and HR Inven	tory Maintenand	e and Projects Manufacturing Procuren	nent Sales Service Repo	rting Utilities	- 8
Add	Edit Delete	View Appro	ve Dedine Save La	ayout Workspaces	Print Export	Durban Authorised Refresh			
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REVI	R0000068		Bianca Du Toit	31 Jul 2017	17:02:34	Postings	Postings test	A	
REV	R00000069		Bianca Du Toit	01 Aug 2017	11:50:11	REVI	REVI transaction test	A	
REV	R00000070		Bianca Du Toit	01 Aug 2017	11:53:44	REVD	REVD test	A	
REV	R00000071		Bianca Du Toit	01 Aug 2017	12:03:19	test		A	
REV	R00000075	PSRN	Bianca Du Toit	14 Aug 2017	12:04:19	Auto Revaluation Request - PSRN ref.: SR		A	
REV	R00000076		Bianca Du Toit	04 Sep 2017	15:04:46	test	test	A	
REV	R00000077	PTRN	Bianca Du Toit	20 Oct 2017	13:30:13	Asset auto revaluation - WO Code: TR000		А	
REV	R00000078	PTRN	Bianca Du Toit	30 Oct 2017	00:00:00	Swap out auto revaluation - call ref: 557		A	
REV	R00000079		Bianca Du Toit	07 Nov 2017	16:40:26	test	test	A	
REV	R00000081		Bianca Du Toit	09 Nov 2017	11:08:06	test		A	
REV	R00000082		Bianca Du Toit	09 Nov 2017	11:32:24	c class multiple batch same bin	c class multiple batch same bin	A	
REV	R0000083		Bianca Du Toit	09 Nov 2017	11:38:59	test	test	A	
REV	R0000086		Bianca Du Toit	13 Nov 2017	09:16:39	test	test	A	
REV	R0000087		Bianca Du Toit	13 Nov 2017	09:17:11	test	test	A	
REV	R00000089	PTRN	Bianca Du Toit	06 Dec 2017	00:00:00	Swap out auto revaluation - call ref: 570		A	
REV	R0000090	PTRN	Bianca Du Toit	18 Dec 2017	11:13:49	Asset auto revaluation - WO Code: TR000		A	
REV	R00000091	PTRN	Bianca Du Toit	19 Dec 2017	11:31:57	Asset auto revaluation - WO Code: TR000		A	
REV	R0000094	PSRN	Abigail Milne	23 Sep 2018	14:22:54	Auto Revaluation Request - PSRN ref.: SR		A	
REV	R0000095	PTRN	Abigail Milne	04 Oct 2018	11:08:40	Asset auto revaluation - WO Code: TR000		A	
REVI	R00000096	PTRN	Abigail Milne	11 Oct 2018	00:00:00	Swap out auto reval - call ref: 591		A	
REV	R0000097	PTRN	Abigail Milne	06 Feb 2018	14:37:59	Asset auto revaluation - WO Code: TR000		A	
REV	R0000098	PTRN	Abigail Milne	27 Nov 2018	10:17:19	Asset auto revaluation - WO Code: WO00		A	
REV	R00000099	PTRN	Abigail Milne	04 Dec 2018	10:00:19	Asset auto revaluation - WO Code: TR000		A	-
REV	R00000101 🤍		Abigail Milne	28 Feb 2019	14:00:13	Stock Revaluation	Procurement Price Change	A	

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.



	₹						Revaluation Re	quest Listing - BP	O: Version 2.1.0.	69 - Example Co	mpany					\times
0	Home	Equipm	ent and L	ocations	Contract	Finance	e and HR Invent	ory Maintenand	e and Projects	Manufacturing	Procurement S	ales Sei	vice Reporting	Utilities		8 x
Add	Edit	X Delete	View	Approve	000 Decline	Save Lay	out Workspaces	Print Export	Durban	• Refresh						
							•		-							
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DocNe	0	*	SourceT	ype	FullName	2	EventDate	EventTime	Reference	Com	ments		Status			
REVR	00000073				Bianca D	u Toit	07 Aug 2017	12:24:01	test				N			
REVR	00000074				Bianca D	u Toit	07 Aug 2017	12:37:40	test				N			
REVR	00000084				Bianca D	u Toit	09 Nov 2017	09:05:24	test	test			Ν			
REVR	8000000				Bianca D	u Toit	13 Nov 2017	09:18:26	test	test			Ν			
REVR	00000093				Abigail M	lilne	06 Sep 2018	14:00:40	REV001	Test	t Revalue C-Class Item	15	N			
REVR	00000100				Abigail M	lilne	27 Feb 2019	12:54:21	Reval01	Man	ufacturing costs increa	ase	N			

Either

Method 1

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



	-						Revaluation R	Request Listing - BP	O: Version 2.1.0.6	9 - Example Cor	mpany			100		\times
0	Home	Equipm	ent and L	ocations	Contract	Finance	and HR Inver	ntory Maintenand	e and Projects	Manufacturing	Procurement Sale	s Service	Reporting	Utilities	- 1	9 X
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	00000073				Bianca D Bianca D		07 Aug 2017 07 Aug 2017	12:24:01 12:37:40	test test			N N				
	00000084				Bianca D		07 Aug 2017 09 Nov 2017	09:05:24	test	test		N				
	00000088				Bianca D		13 Nov 2017	09:18:26	test	test		N				
REVR	00000093				Abigail M	lilne	06 Sep 2018	14:00:40	REV001	Test	t Revalue C-Class Item	N				
REVR	00000100				Abigail M	lilne	27 Feb 2019	12:54:21	Reval01	Man	ufacturing costs increase	N				

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



		Facine		locations	Contrast	Circum et al.		equest Listing - BP				Sales	Service	Descelles	 Utilities	×
	Home	Equipm	[10003]		Contract		and HR Invent	Concernence and the second	e and Projects		Procurement	Sales	Service	Reporting	Utilities	 Gr.
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Add	Edit	Delete	View	Approve	Dedine	Save Layo	out Workspaces	Print Export	New							
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	00000074				Bianca Di Bianca Di		07 Aug 2017 09 Nov 2017	09:05:24	test	test			N			
	00000088				Bianca Di		13 Nov 2017	09:18:26	test	tesi			N			
	00000093				Abigail M		06 Sep 2018	14:00:40	REV001		t Revalue C-Class I	tem	N			
REVR	00000100		1		Abigail M	ilne	27 Feb 2019	12:54:21	Reval01	Mar	nufacturing costs in	crease	N			
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1		I	m Dec	cline line the Reva		*	2									
1		I	Ded Ded	cline line the Reva		÷	2									

Or

Method 2

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



						Revaluation	Request Listing - BP	O: Version 2.1.0	.69 - Example	Company				\sim		×
Hom	e Equipm	nent and Lo	cations	Contract	Finance	and HR Inve	ntory Maintenand	e and Projects	Manufacturin	ng Procuremen	t Sales	Service	Reporting	Utilities		8 X
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REVR00000	0073			Bianca D	u Toit	07 Aug 2017	12:24:01	test				N				
REVR00000	0074			Bianca D	u Toit	07 Aug 2017	12:37:40	test				N				
REVR00000	0084			Bianca D	u Toit	09 Nov 2017	09:05:24	test	t	est		N				
REVR00000	8800			Bianca D	u Toit	13 Nov 2017	09:18:26	test	t	est		N				
REVR00000	0093			Abigail M	lilne	06 Sep 2018	14:00:40	REV001	Т	Fest Revalue C-Cla	ss Item	N				
• REVR00000	0100			Abigail M	lilne	27 Feb 2019	12:54:21	Reval01	N	lanufacturing cost	s increase	N				
Open Window	s *													28 Feb	2019	

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

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	-						Revaluation R	equest Listing - BP	O: Version 2.1.0.6	59 - Example C	ompany				1000	\times
0	Home	Equipm	ent and L	ocations	Contract	Finance	and HR Inven	tory Maintenand	e and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	 8 X
Add	Edit	X Delete	View	Approve	CO Decline	Save Layo	out Workspaces	Print Export	Durban	▼ Refresh						
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9																
REVR	00000073				Bianca Di	u Toit	07 Aug 2017	12:24:01	test				N			
REVR	00000074				Bianca D	u Toit	07 Aug 2017	12:37:40	test				N			
REVR	00000084				Bianca D	u Toit	09 Nov 2017	09:05:24	test	te	st		N			
REVR	88000000				Bianca D		13 Nov 2017	09:18:26	test	te	st		Ν			
	00000093				Abigail M		06 Sep 2018	14:00:40	REV001		st Revalue C-Class		N			
REVR	00000100				Abigail M	ilne	27 Feb 2019	12:54:21	Reval01	Ma	anufacturing costs i	ncrease	N			
						Pro	cess Validation				×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	cline this revalua	tion request?	×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	1	1	×					
						Pro	-	ure you want to de	1	1	×					

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



	Ŧ						Revaluation Re	equest Listing - BF	O: Version 2.1.0.	69 - Example C	ompany				100	×
0	Home	Equipm	ent and L	ocations	Contract	Finance a	ind HR Invent	ory Maintenan	e and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	 8 X
Add	Edit	X	View	Approve	(CORRECTION OF CORRECTION OF CORRECTIONO OF CORRECT	Save Layou	t Workspaces	Print Export	Durban	▼ €						
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	Mainta	ain		Proces	SS "ł	For	mat 🦼	Print "	Curr	ent						
DocN	0		SourceT	vpe	FuliName		EventDate	EventTime	Reference	Co	omments		Status	5		
9																
REVR	00000073	1			Bianca D	u Toit	07 Aug 2017	12:24:01	test				N			
REVR	00000074				Bianca D		07 Aug 2017	12:37:40	test				N			
REVR	00000084	k)			Bianca D		09 Nov 2017	09:05:24	test	te	st		N			
REVR	00000088	1			Bianca D	u Toit	13 Nov 2017	09:18:26	test	te	st		N			
REVR	00000093				Abigail M	lilne	06 Sep 2018	14:00:40	REV001	Te	est Revalue C-Class Ite	em	N			
REVR	00000100	() ()			Abigail M	lilne	27 Feb 2019	12:54:21	Reval01	Ma	anufacturing costs inc	rease	N			
						Revalu	ation Request - F	Process	0000100, has be	> en declined.	<					
										ОК						

The revaluation request will be,

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

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	-						Revalua	ation Reque	est Listing	- BPO: Version 2	.1.0.69 - Example C	ompany						×
0	Home	Equipm	ent and L	Locations	Contract	Finance	e and HR	Inventory	Mainter	nance and Projec	ts Manufacturing	Procuremer	nt Sales	Service	Reporting	Utilities	-	8 X
Add	Edit	X Delete	View	Approve	(2) Dedine	Save Laye	out Works	paces P	rint Exp		 ▼ Refresh 							
	Mainta	ain.		Proce			• Format		Print		Current	2						
-		2010		1			onnat		Print	4	Current		2			1		
and the second																1		1
DocNo	0	*	SourceT	уре	FullName	e	EventDat	e E	EventTime	Reference	Co	omments		Statu	s			
9																		
	00000073				Bianca D		07 Aug 20		12:24:01	test				N				
	00000074				Bianca D		07 Aug 20		12:37:40	test				N				
	00000084				Bianca D		09 Nov 20		9:05:24	test	te			N				
-	00000088		-		Bianca D		13 Nov 20		9:18:26	test	te			N				
REVRO	00000093	5			Abigail N	nine	06 Sep 20	118	14:00:40	REV001	Te	st Revalue C-Cla	iss Item	N				
Open Wi	indows *															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.



· ·			Revaluation Re	equest Listing - BP	O: Version 2.1.0	1.69 - Example Compa	any			100		
Home Equipm	ent and Locations	Contract Finance	and HR Invent	tory Maintenanc	e and Projects	Manufacturing P	Procurement 5	ales Service	Reporting	Utilities	- 8	×
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- 1. The **declined/rejected** revaluation request can now be viewed in the **Revaluation Request Listing** screen, where the status is set to
- 2. Rejected.



	v					Revaluation Re	equest Listing - BP	O: Version 2.1.0.69 - Exan	nple Company		100	\times
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Related Topics

- <u>Revaluations: Add Revaluation Request</u>
- Revaluations: Edit Revaluation Request
- <u>Receiving Goods with Landed Cost Revaluation</u>

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