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

INVENTORY

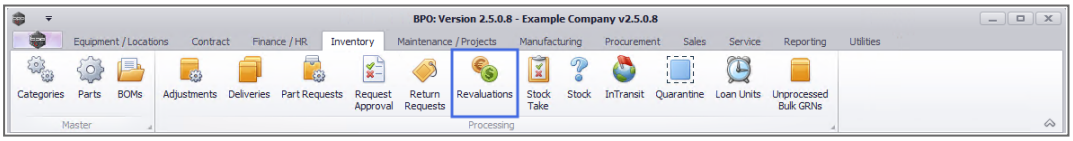
EDIT REVALUATION REQUEST

> **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).

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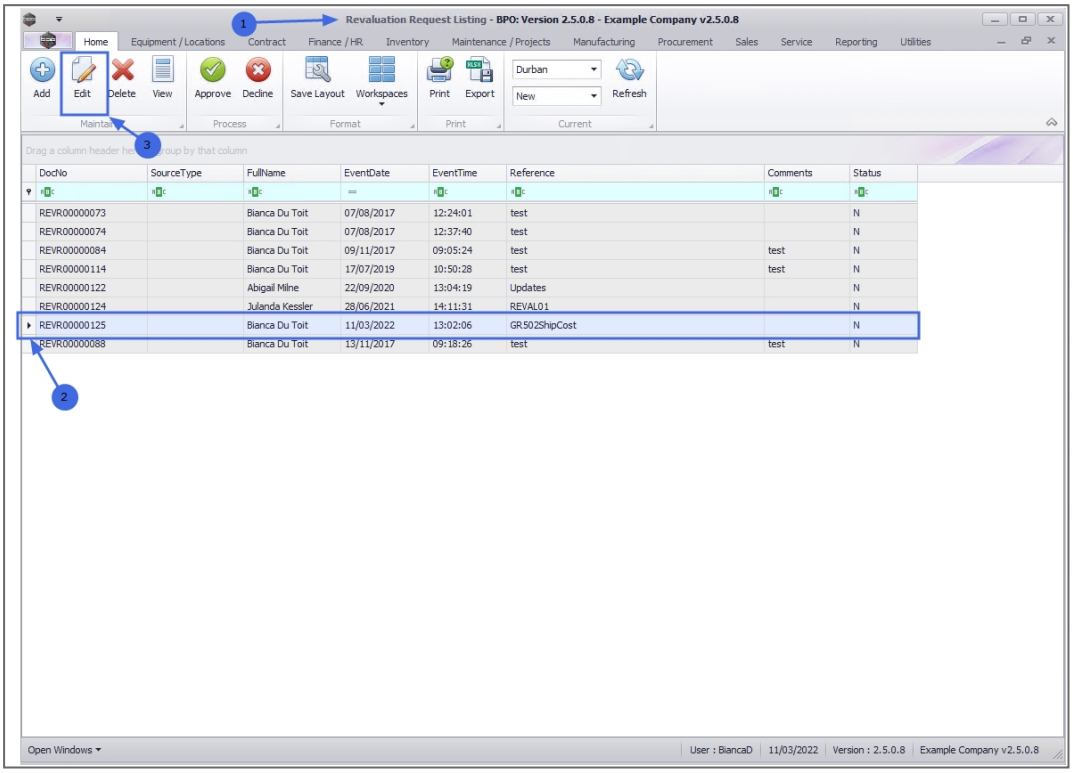
EDIT REVALUATION REQUEST

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:

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- **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.

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

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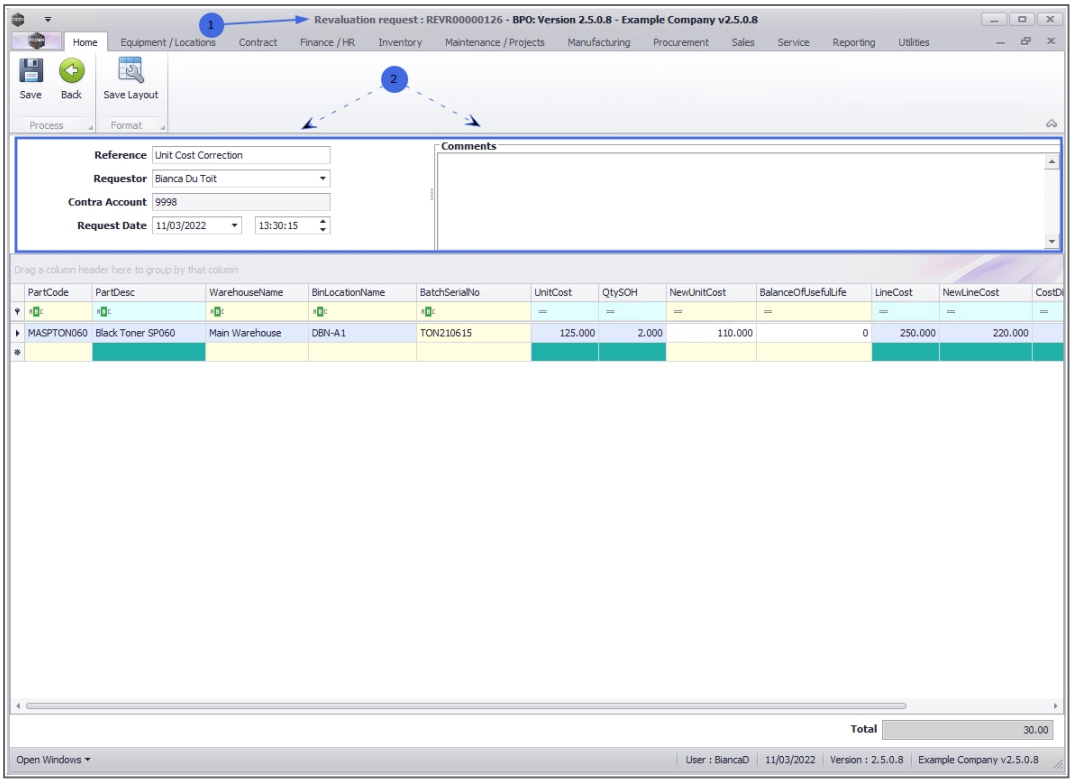

EDIT EXISTING ITEMS

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

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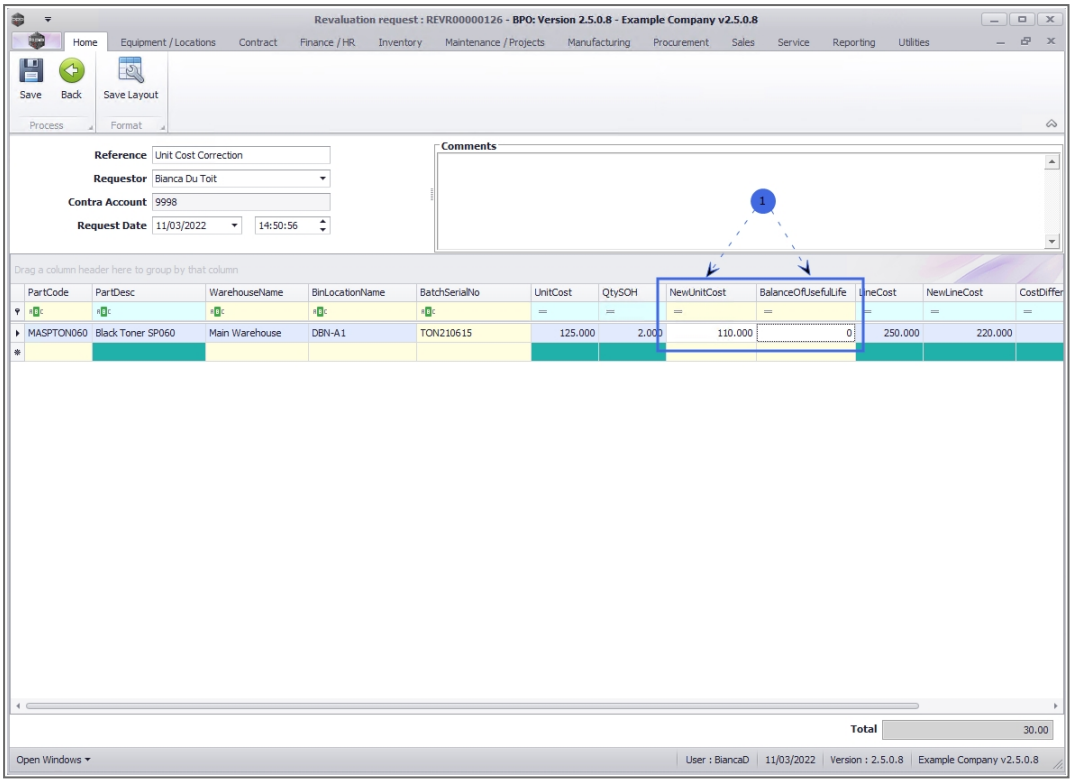

ADD ADDITIONAL ITEMS

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.

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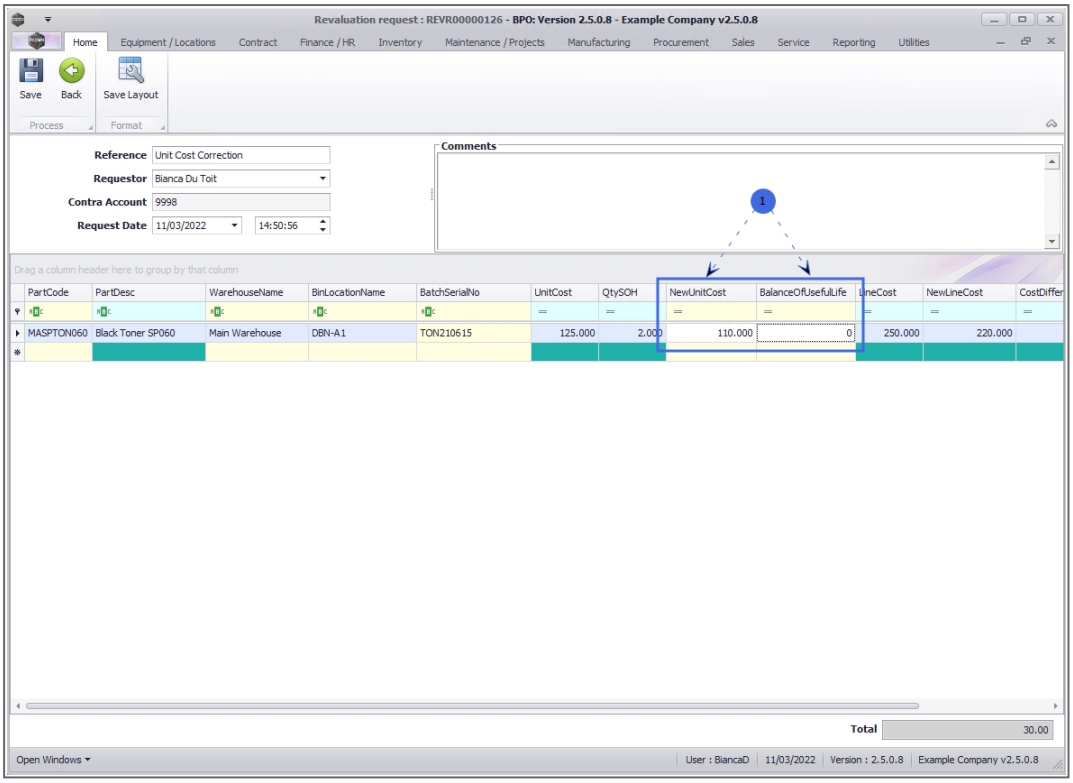

SAVE REVALUATION REQUEST

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

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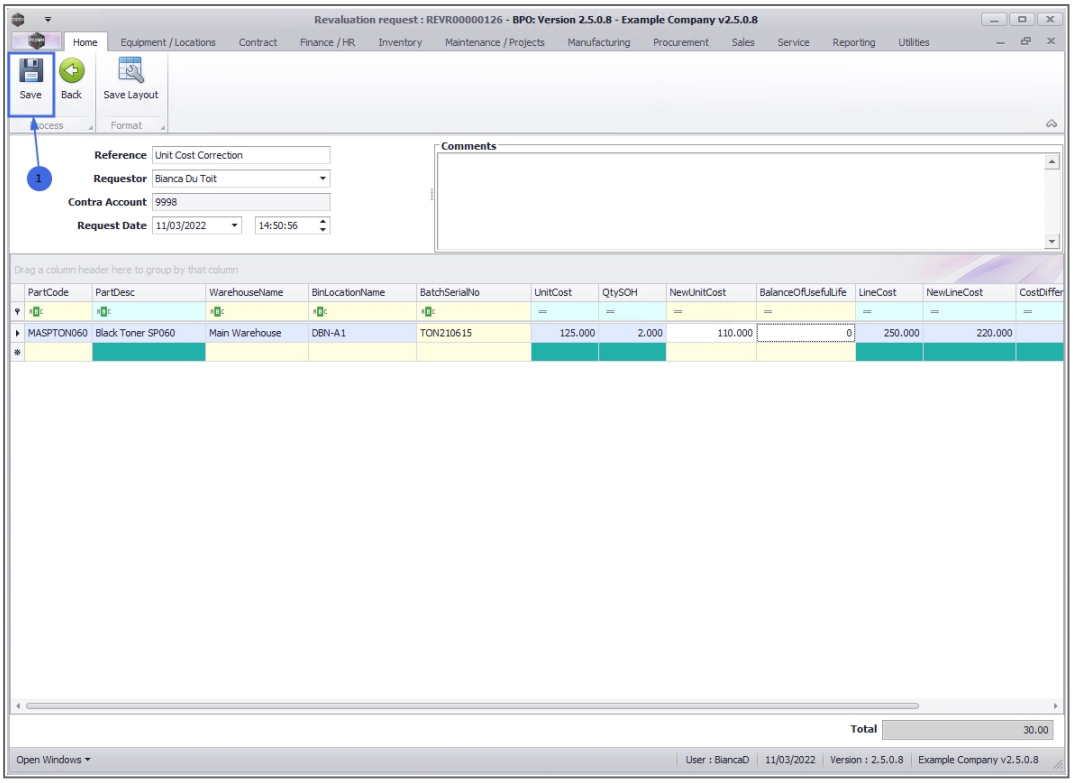

- The **Revaluation Request Processing** message will be displayed informing you that;
    - **Revaluation Request No. [ ] saved successfully**.
- Click on **OK**.

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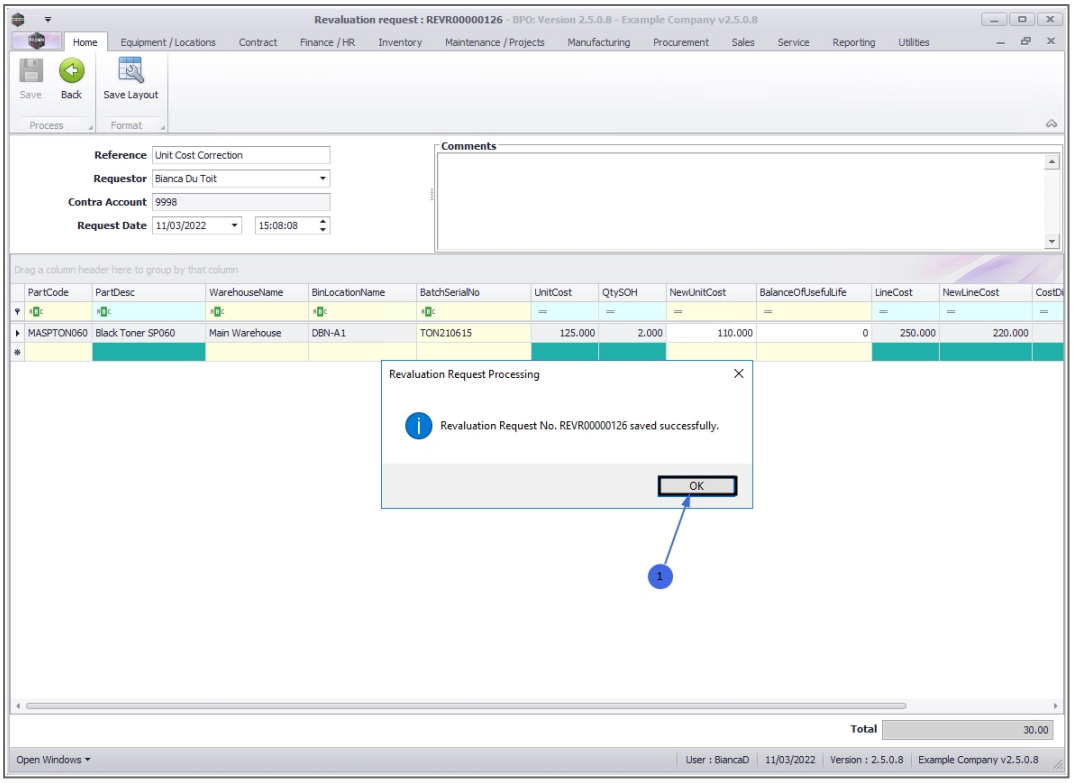

SAVE REVALUATION REQUEST

- 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.

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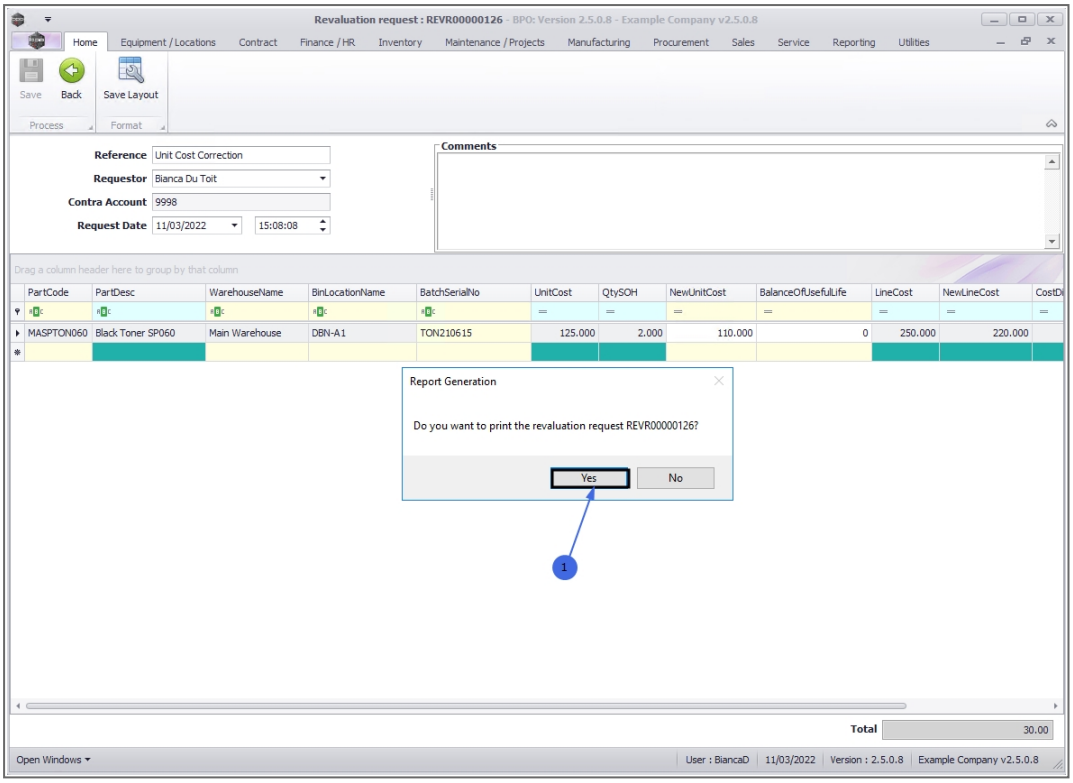

The revaluation request report will be displayed.

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.

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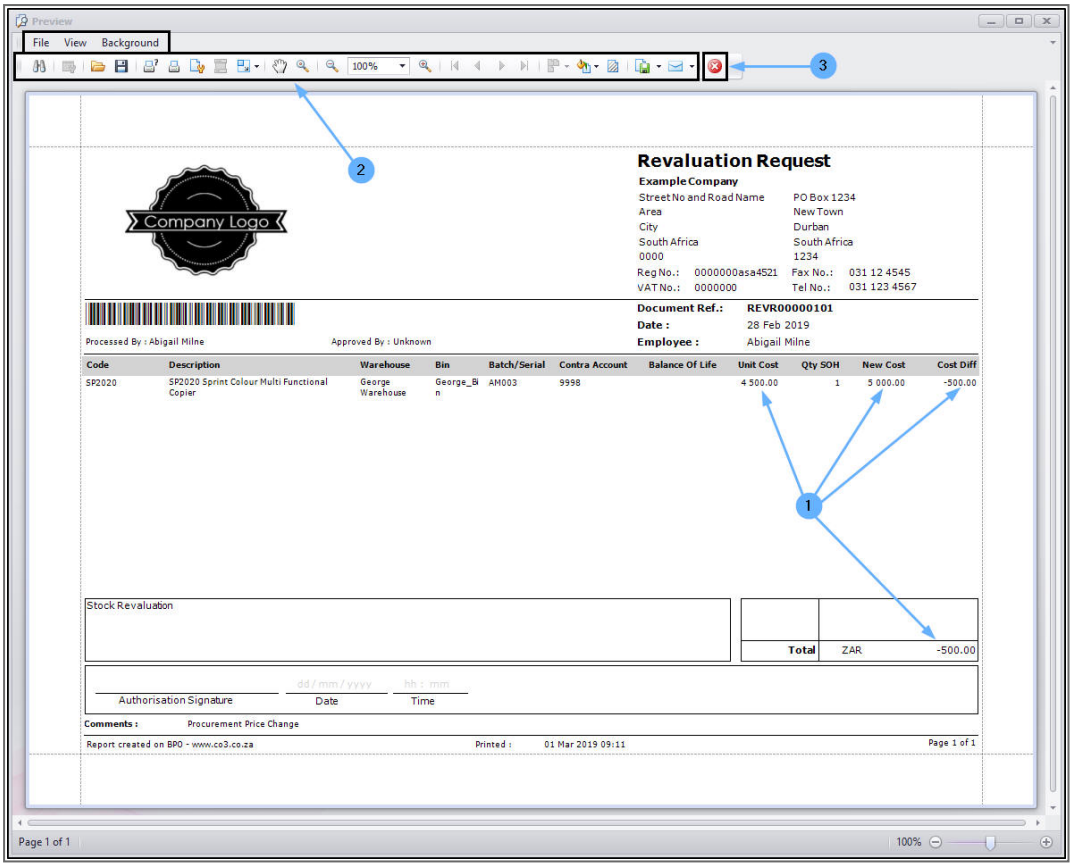

You will return to the **Revaluation Request Listing** screen.

- 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.

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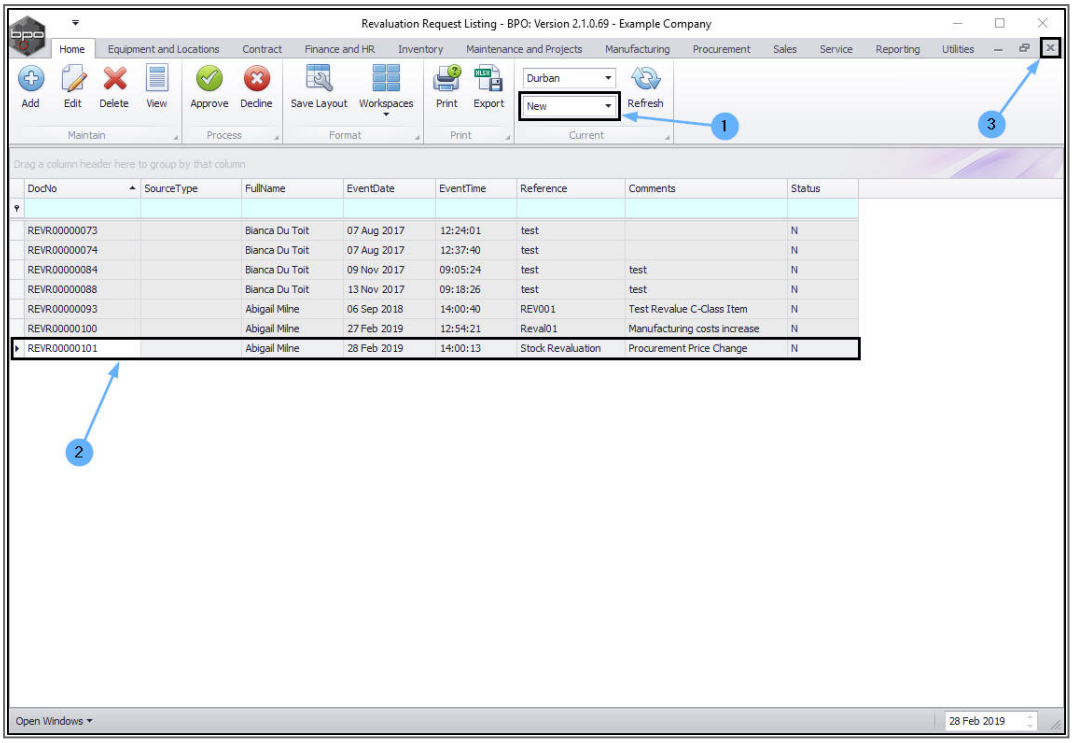

EDIT AN INBOUND COST REVALUATION REQUEST

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

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