



How to Create, Edit and Delete Stock Class

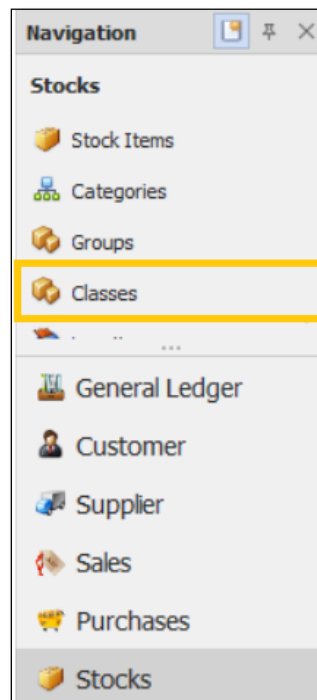
Overview:

Classes is a form that enables the user to maintain a type class or group aside from the Stock Category and Group that each of your stock items belongs to. Reports pertaining to inventory can be generated with the help of this function.

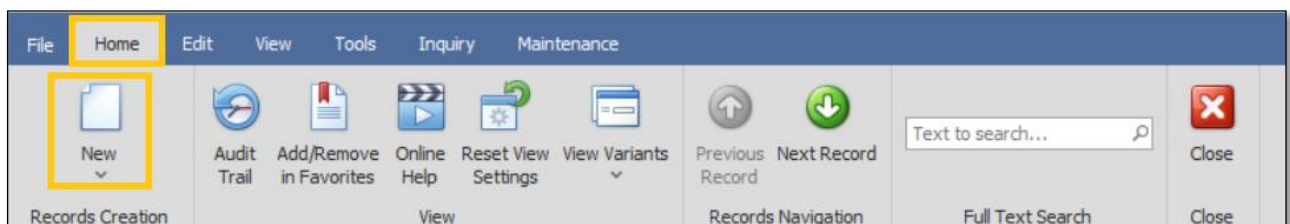
Procedure:

How to Create Stock Class

1. In **Navigation** pane, go to **Stocks > Classes**

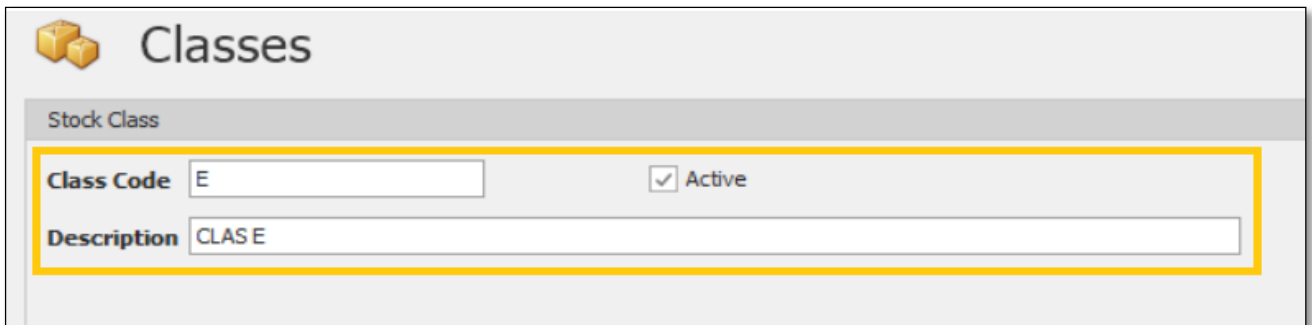


2. In Stock Class list view, click **New**

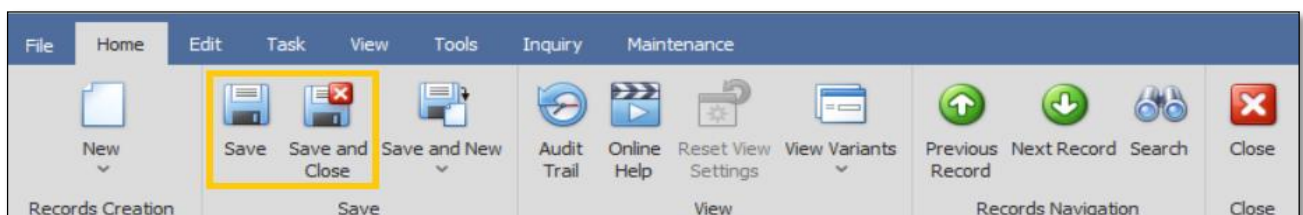


3. Supply the fields with data;

- **Class Code:** This is a compulsory field with maximum of 20 alphanumeric length
- **Name:** This is a compulsory field which you need to indicate the name of the Stock Class
- **Active:** This is a function to set if an Area is still used. If an Area will not be used anymore, disable the toggle to make as Inactive.

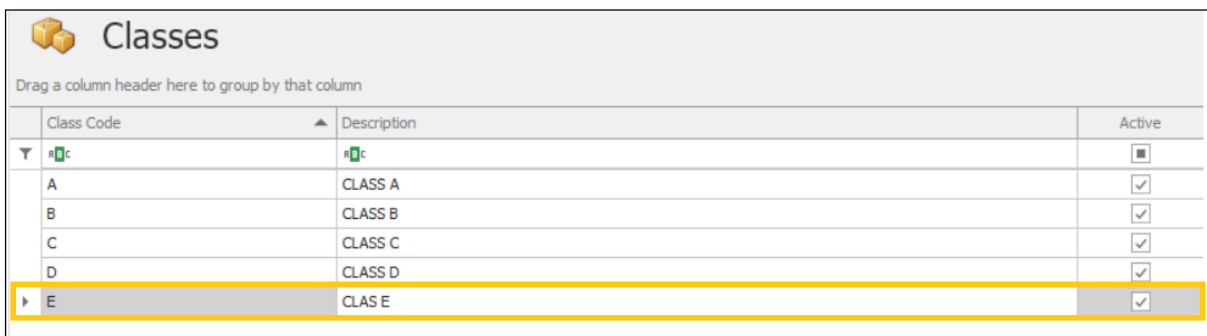


4. Once done, click **Save** or **Save and Close**.



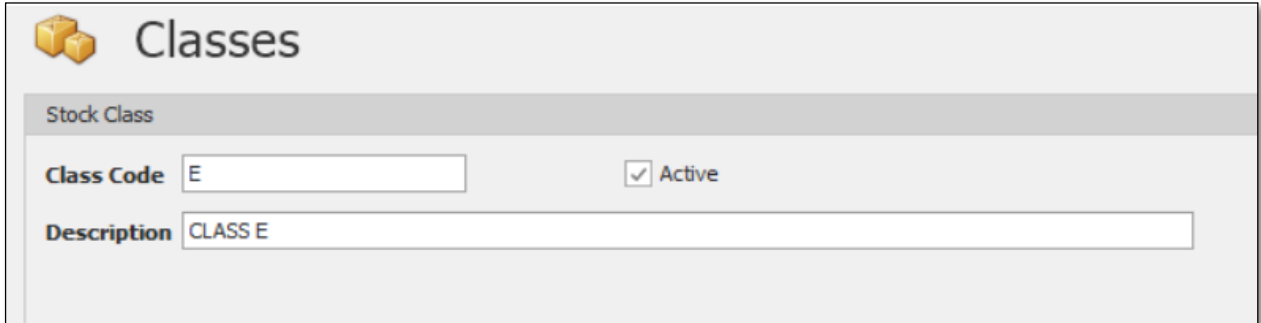
How to Edit Stock Class

1. In Stock Class list view, **double click** the Stock Class



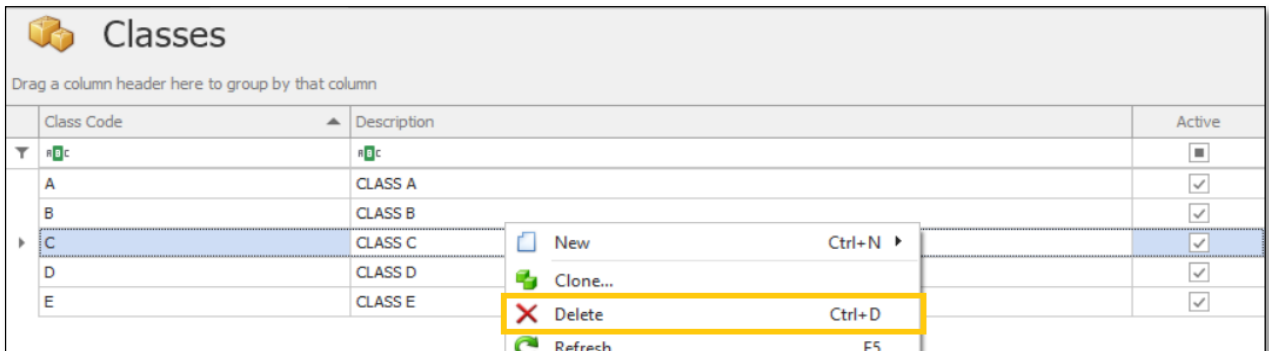
Class Code	Description	Active
E	CLAS E	<input checked="" type="checkbox"/>
A	CLASS A	<input checked="" type="checkbox"/>
B	CLASS B	<input checked="" type="checkbox"/>
C	CLASS C	<input checked="" type="checkbox"/>
D	CLASS D	<input checked="" type="checkbox"/>

2. Then Supply the Fields that needs to be edited. Once done, click **Save** or **Save and Close**.



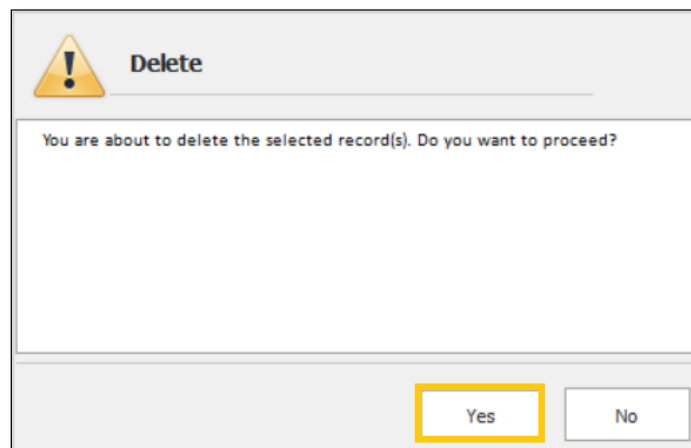
How to Delete Stock Class

1. In Stock Class List View, **right click** Stock Class then click **Delete**



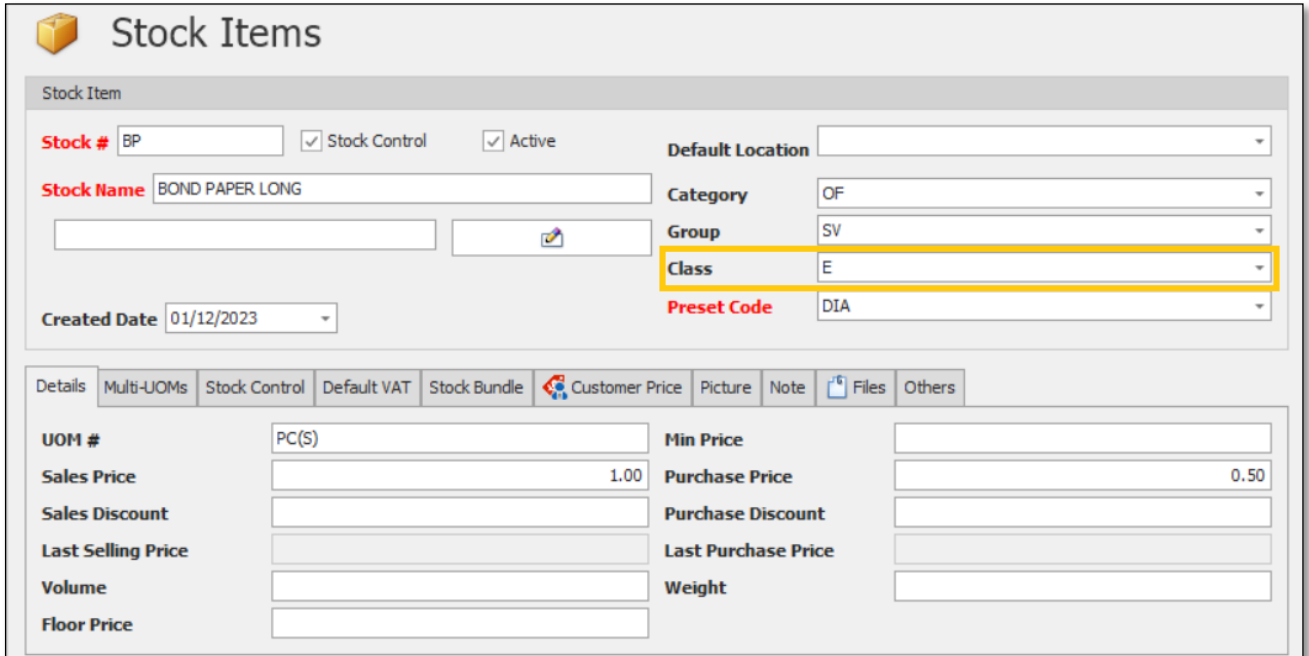
Class Code	Description	Active
C	CLASS C	<input checked="" type="checkbox"/>
A	CLASS A	<input checked="" type="checkbox"/>
B	CLASS B	<input checked="" type="checkbox"/>
D	CLASS D	<input checked="" type="checkbox"/>
E	CLASS E	<input checked="" type="checkbox"/>

2. When the confirmation message prompted, click **Yes**



Application:

Class is now available for selection in Stock Item Maintenance.



Stock Items

Stock Item

Stock # BP ☒ Stock Control ☒ Active Default Location

Stock Name BOND PAPER LONG Category OF

Group SV

Class E

Created Date 01/12/2023 Preset Code DIA

Details Multi-UOMs Stock Control Default VAT Stock Bundle Customer Price Picture Note Files Others

UOM #	PC(S)	Min Price	
Sales Price	1.00	Purchase Price	0.50
Sales Discount		Purchase Discount	
Last Selling Price		Last Purchase Price	
Volume		Weight	
Floor Price			



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>