

# 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* 

File	Home	Edit V	iew Tools	Inqu	iiry Main	tenance				
	New	Audit Trail	Add/Remove in Favorites	Online Help	Reset View Settings	View Variants	Previous Record	(U) Next Record	Text to search P	Close
Reco	rds Creation	6		View	n.		Record	s Navigation	Full Text Search	Close

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- 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.

🇞 Classes	
Stock Class	
Class Code E	Active
Description CLASE	

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

File	Home	Edit	Task Vie	ew Tools	Inquiry	Main	tenance				
	New	Caulo Sauce		Cause and New	Audit		Repet View	 Draviour	CD Next Record	6 Search	
Recor	ds Creation	Save	Close Save and		Trail	Help	Settings	Record	cords Navigatio	on	Close

#### How to Edit Stock Class

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

	🇞 Classes								
Dr	Drag a column header here to group by that column								
	Class Code	Description	Active						
Ŧ	A C	* <b>0</b> *							
	A	CLASS A	~						
	В	CLASS B	$\checkmark$						
	C	CLASS C	$\checkmark$						
	D	CLASS D	$\checkmark$						
►	E	CLAS E	<b>V</b>						

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

🇞 Cl	asses
Stock Class	
Class Code	E Active
Description	CLASS E

# How to Delete Stock Class

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

Dra	Classes Drag a column header here to group by that column								
	Class Code	Description					Active		
Ŧ	▼ #BC #BC								
	A	CLASS A					<b>~</b>		
	В	CLASS B					~		
►	С	CLASS C		New	Ctrl+N ►				
	D	CLASS D	-	Clone			$\checkmark$		
	E	CLASS E	x	Delete	Ctrl+D		<b>~</b>		
			0	D ( )					
	E	CLASS E	× C	Clone Delete Refresh	Ctrl+D F5				

2. When the confirmation message prompted, click Yes



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# Application:

Class is now available for selection in Stock Item Maintenance.

ジ 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 🥰 C	ustomer 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 <u>https://support.qne.com.ph</u>