



How to Create, Edit and Delete Stock Category

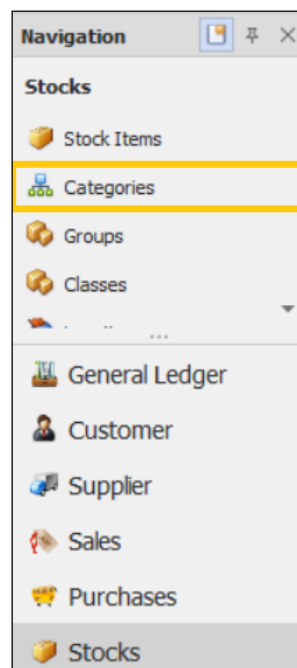
Overview:

Categories is a form that enables the user to maintain a type categories or group aside from the Stock Group and Class that each of your stock items belongs to. This function can be used to generate reports related to inventory.

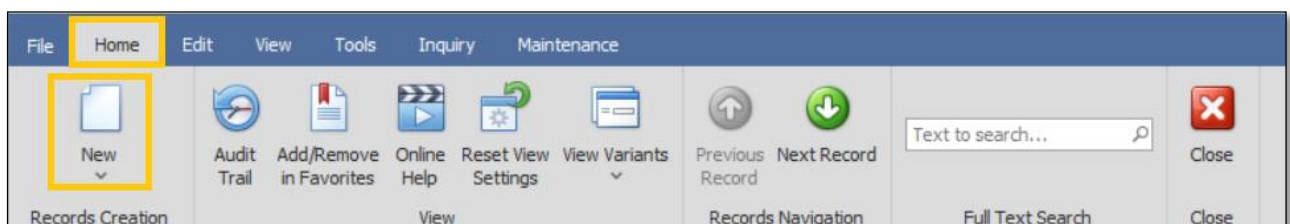
Procedure:

How to Create Stock Category

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

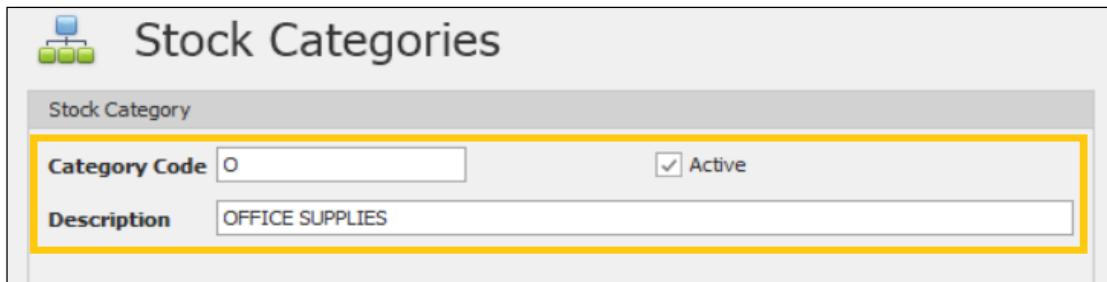


2. In Stock Category list view, click **New**

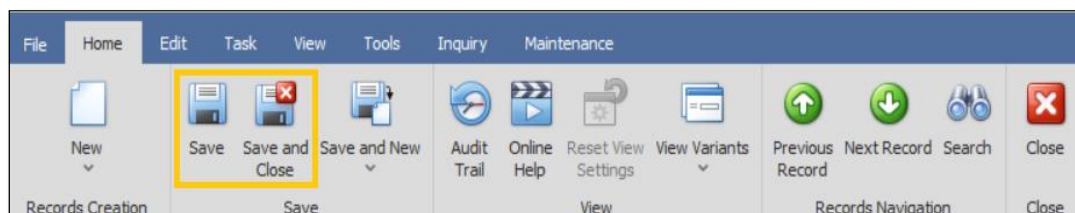


3. Supply the fields with data;

- **Category 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 Category
- **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.

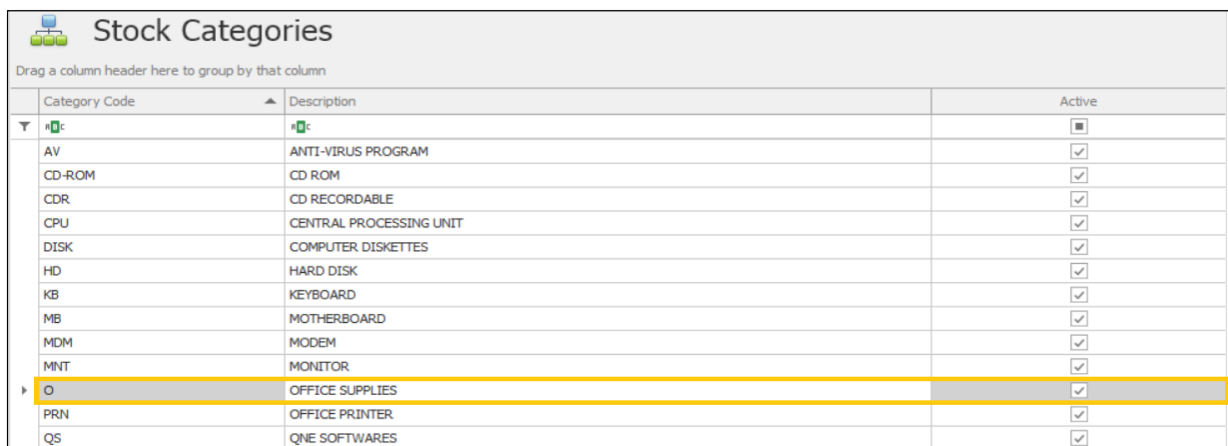


4. Once done, click **Save** or **Save and Close**.



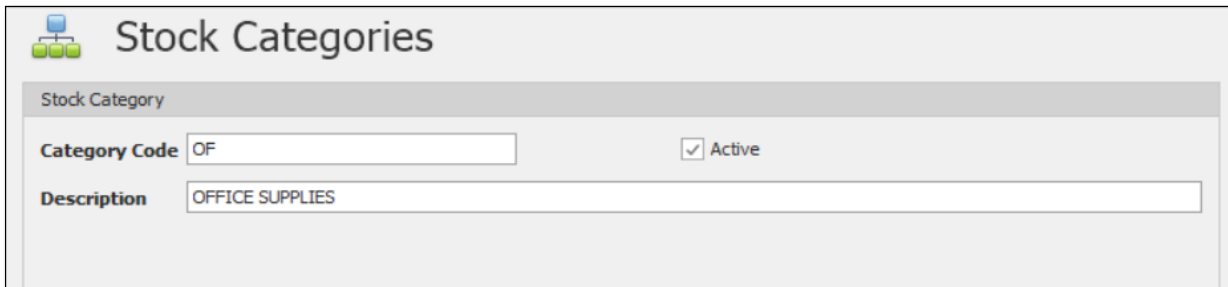
How to Edit Stock Category

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



Category Code	Description	Active
AV	ANTI-VIRUS PROGRAM	<input checked="" type="checkbox"/>
CD-ROM	CD ROM	<input checked="" type="checkbox"/>
CDR	CD RECORDABLE	<input checked="" type="checkbox"/>
CPU	CENTRAL PROCESSING UNIT	<input checked="" type="checkbox"/>
DISK	COMPUTER DISKETTES	<input checked="" type="checkbox"/>
HD	HARD DISK	<input checked="" type="checkbox"/>
KB	KEYBOARD	<input checked="" type="checkbox"/>
MB	MOTHERBOARD	<input checked="" type="checkbox"/>
MDM	MODEM	<input checked="" type="checkbox"/>
MNT	MONITOR	<input checked="" type="checkbox"/>
O	OFFICE SUPPLIES	<input checked="" type="checkbox"/>
PRN	OFFICE PRINTER	<input checked="" type="checkbox"/>
QS	QNE SOFTWARES	<input checked="" type="checkbox"/>

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



Stock Categories

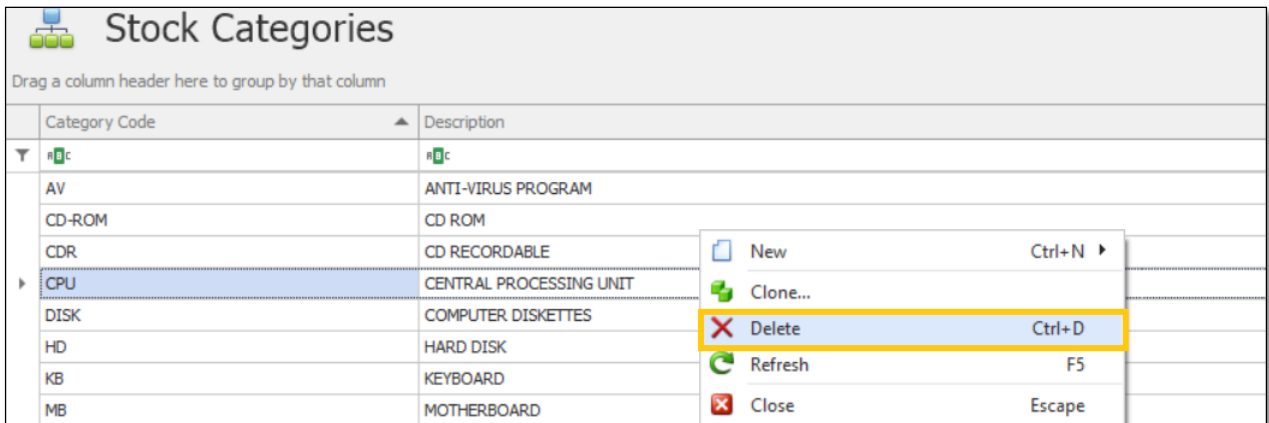
Stock Category

Category Code ☒ Active

Description

How to Delete Stock Category

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

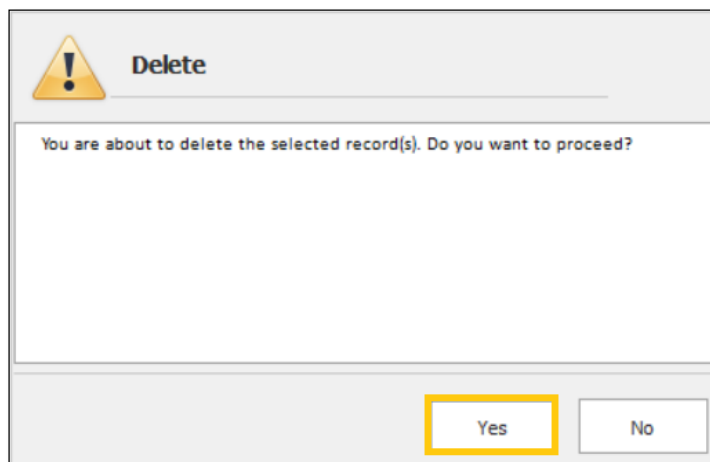


Drag a column header here to group by that column

Category Code	Description
AV	ANTI-VIRUS PROGRAM
CD-ROM	CD ROM
CDR	CD RECORDABLE
CPU	CENTRAL PROCESSING UNIT
DISK	COMPUTER DISKETTES
HD	HARD DISK
KB	KEYBOARD
MB	MOTHERBOARD

New Ctrl+N
 Clone...
Delete Ctrl+D
 Refresh F5
 Close Escape

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



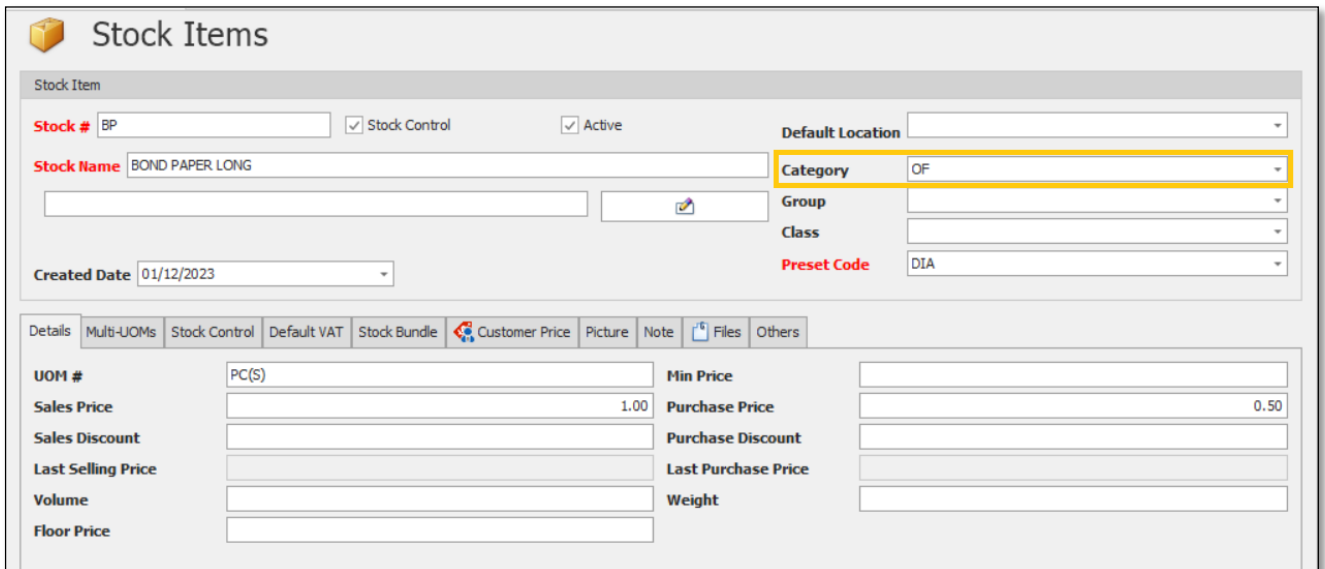
Delete

You are about to delete the selected record(s). Do you want to proceed?

Yes No

Application:


Category 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

Class

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>