



How to Create, Edit and Delete Stock Group

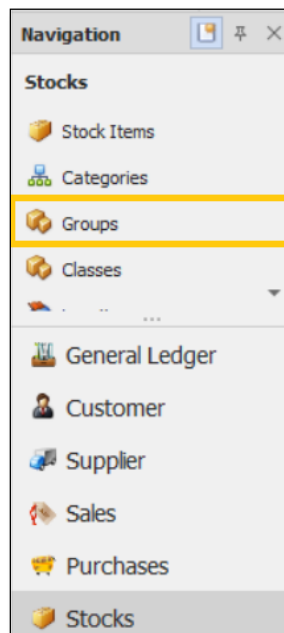
Overview:

Groups is a form that allows you to maintain a type group separate from the Stock Category and Class to which each of your stock items belongs. This function can be used to generate inventory reports.

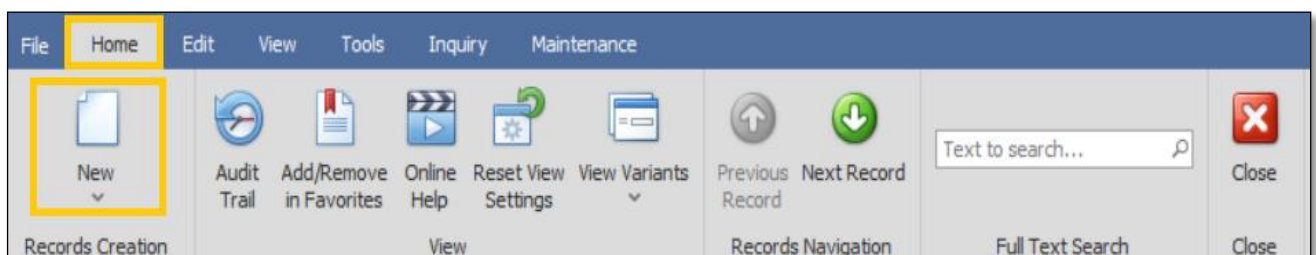
Procedure:

How to Create Stock Group

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

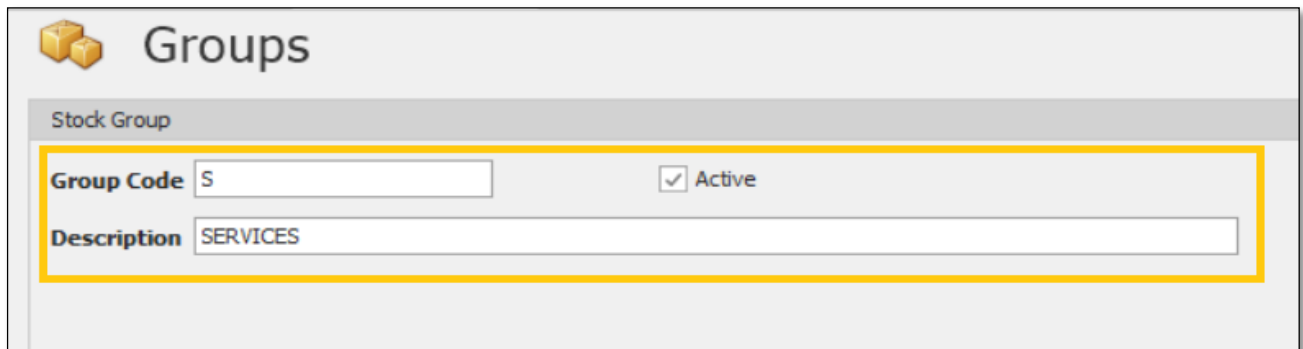


2. In Stock Group list view, click **New**

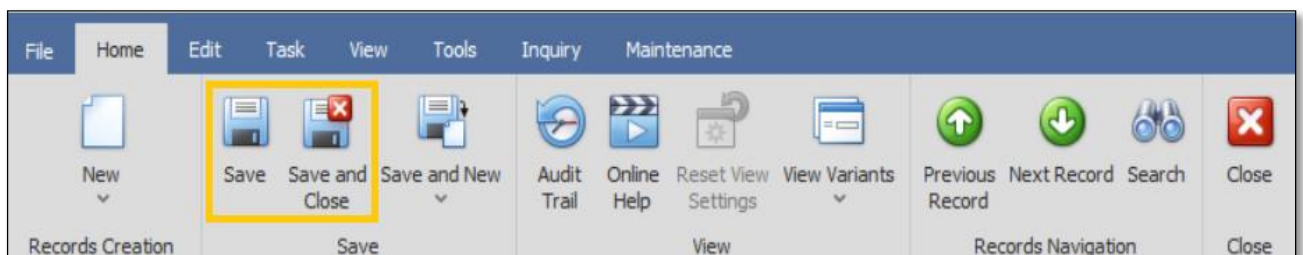


3. Supply the fields with data;

- **Group 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.

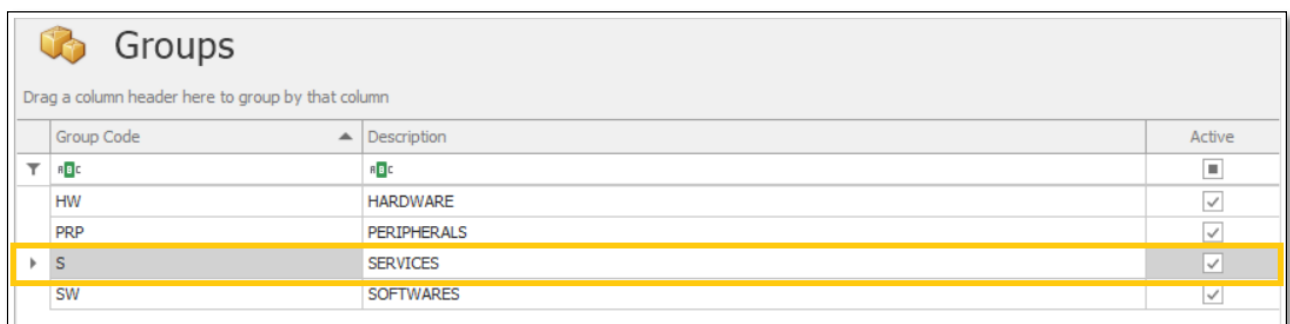


4. Once done, click **Save** or **Save and Close**.



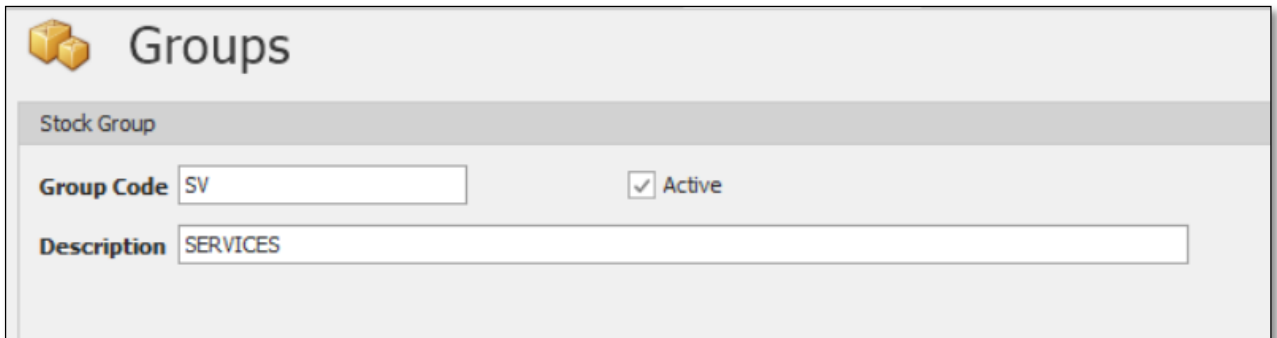
How to Edit Stock Group

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



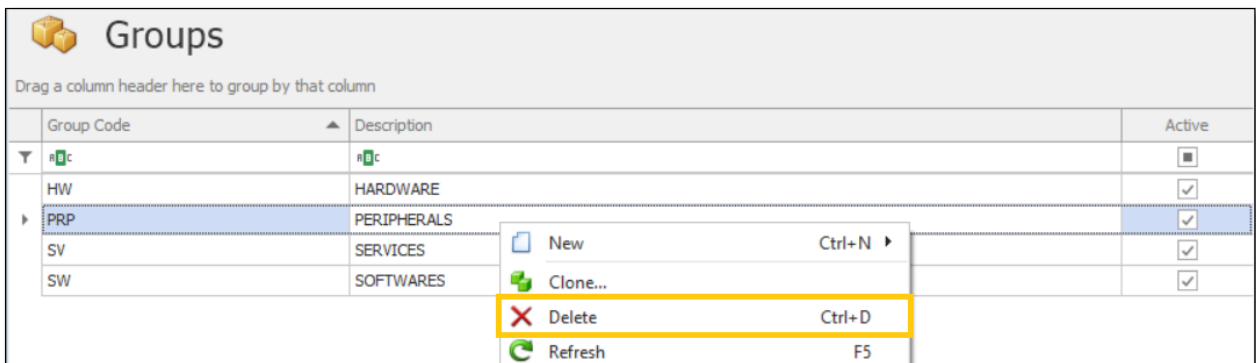
Group Code	Description	Active
HW	HARDWARE	<input checked="" type="checkbox"/>
PRP	PERIPHERALS	<input checked="" type="checkbox"/>
S	SERVICES	<input checked="" type="checkbox"/>
SW	SOFTWARES	<input checked="" type="checkbox"/>

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



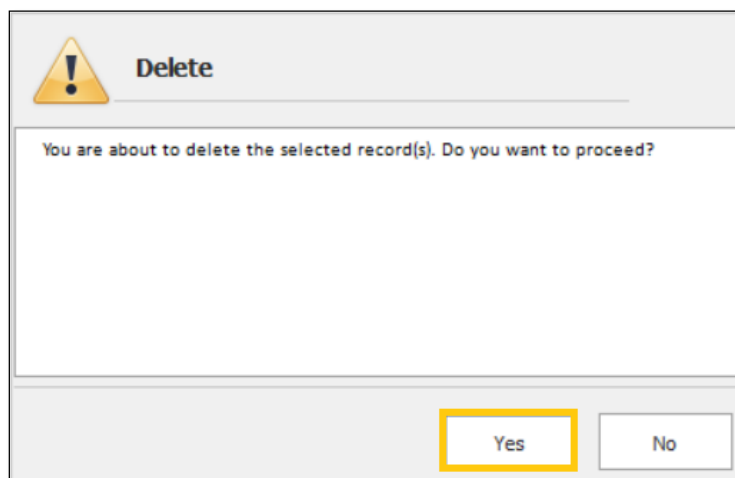
How to Delete Stock Group

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



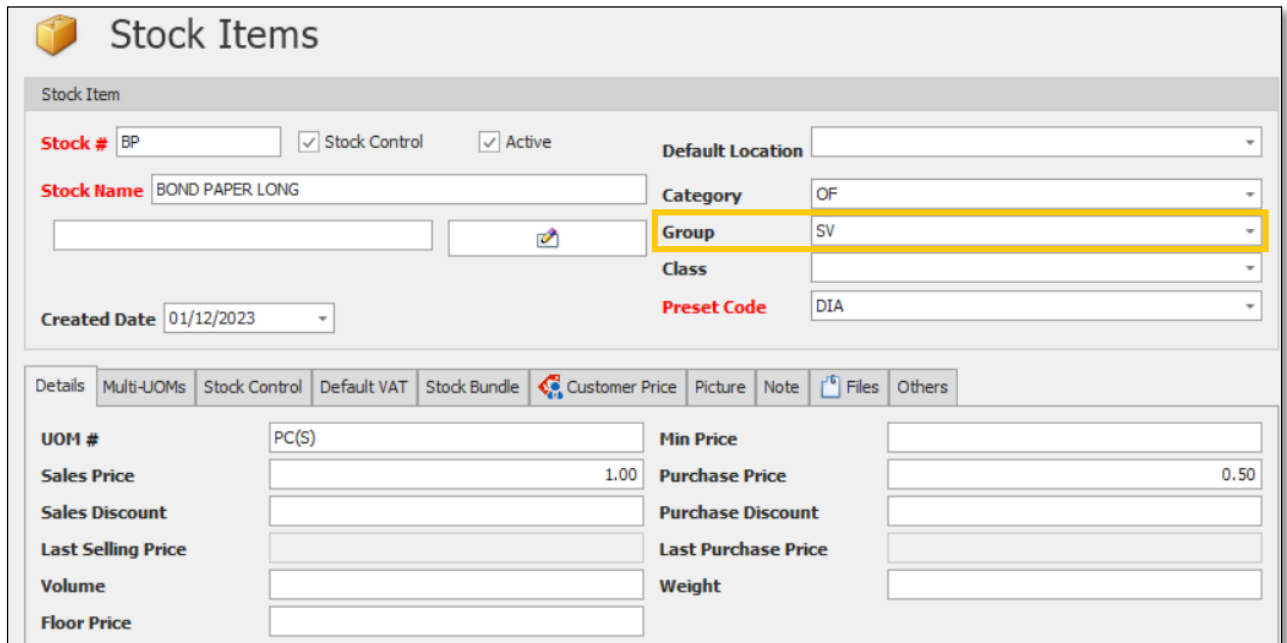
Group Code	Description	Active
HW	HARDWARE	<input checked="" type="checkbox"/>
PRP	PERIPHERALS	<input checked="" type="checkbox"/>
SV	SERVICES	<input checked="" type="checkbox"/>
SW	SOFTWARES	<input checked="" type="checkbox"/>

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



Application:

Group 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

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>