



How to Create, Edit and Delete a Stock Class

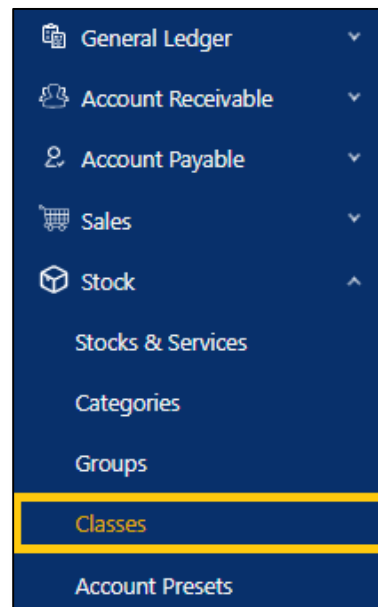
Overview:

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 Stock > Classes



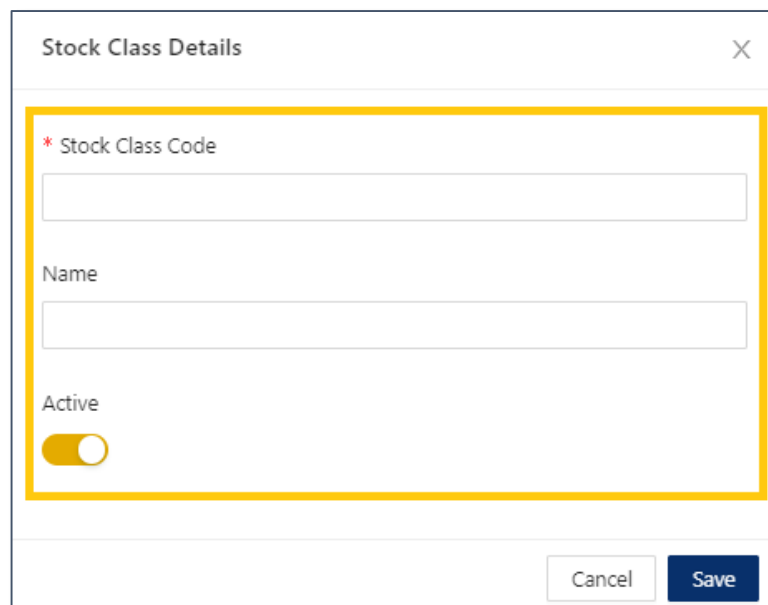
2. In Stock Class, click **Add**

Stock Classes			
			Add Delete Reload
<input type="checkbox"/>	Code	Name	Active
<input type="checkbox"/>	A	CLASS A	Inactive
<input type="checkbox"/>	B	CLASS B	Active
<input type="checkbox"/>	C	CLASS C	Active

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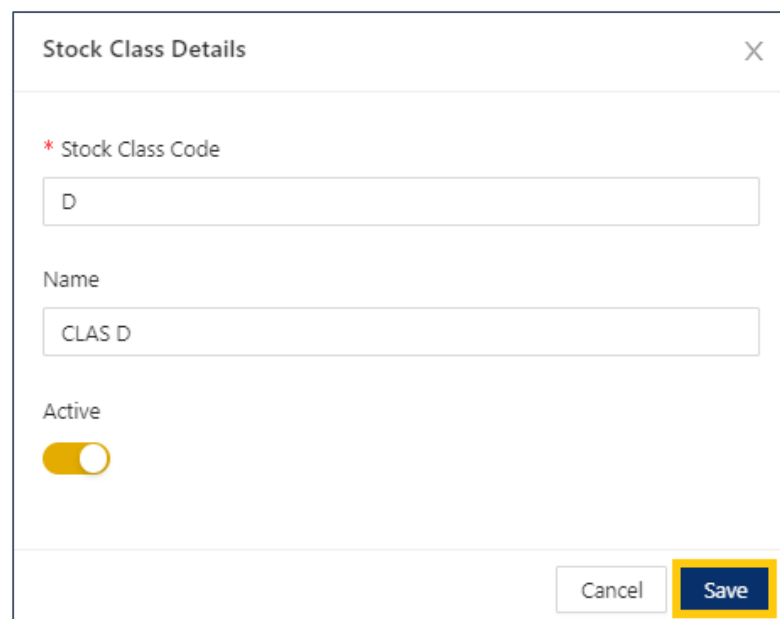
3. Supply the fields with data;

- **Stock 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.



The screenshot shows a window titled "Stock Class Details" with a close button (X) in the top right corner. The form contains three fields: "Stock Class Code" (marked with a red asterisk), "Name", and "Active" (a toggle switch). The "Active" toggle is currently turned on. At the bottom right, there are "Cancel" and "Save" buttons. A yellow rectangular box highlights the "Stock Class Code", "Name", and "Active" fields.

4. Once done, click **Save**



The screenshot shows the same "Stock Class Details" window. The "Stock Class Code" field now contains the letter "D". The "Name" field contains the text "CLAS D". The "Active" toggle switch remains turned on. The "Save" button at the bottom right is highlighted with a yellow rectangular box.

How to Edit Stock Class

1. In Stock Class List View, click **Code** to open.

Stock Classes			
		<div>Add</div> <div>Delete</div> <div>Reload</div>	
<input type="checkbox"/>	Code	Name	Active
<input type="checkbox"/>	A	CLASS A	Inactive
<input type="checkbox"/>	B	CLASS B	Active
<input type="checkbox"/>	C	CLASS C	Active
<input type="checkbox"/>	D	CLASS D	Active
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2. Apply necessary changes. Once done, click **Save**

Stock Class Details

X

* Stock Class Code

D

Name

CLASS D

Active

☐

Cancel

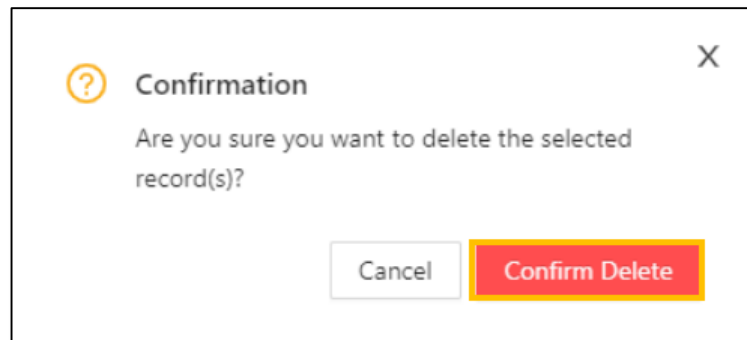
Save

How to Delete Stock Class

1. In Stock Class List View, click **Delete** on the code

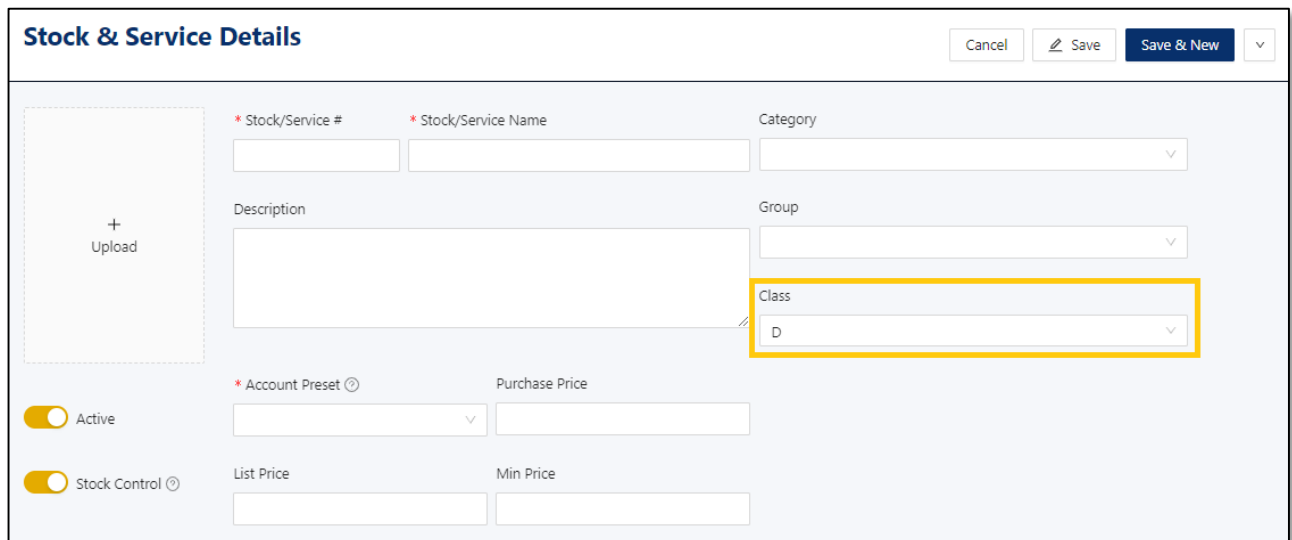
Stock Classes			
		<div>Add</div> <div>Delete</div> <div>Reload</div>	
<input type="checkbox"/>	Code	Name	Active
<input type="checkbox"/>	A	CLASS A	Inactive
<input type="checkbox"/>	B	CLASS B	Active
<input checked="" type="checkbox"/>	C	CLASS C	Active
<input type="checkbox"/>	D	CLASS D	Active
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2. When the confirmation message prompted, click **Confirm Delete**



Application:

Class is now available for selection in Stock & Service Details

A screenshot of the "Stock & Service Details" form. The form has a header with "Stock & Service Details" and buttons for "Cancel", "Save", "Save & New", and a dropdown arrow. The form fields include: "Stock/Service #" (text input), "Stock/Service Name" (text input), "Category" (dropdown menu), "Description" (text area), "Group" (dropdown menu), "Class" (dropdown menu, highlighted with a yellow box), "Account Preset" (dropdown menu), "Purchase Price" (text input), "List Price" (text input), and "Min Price" (text input). There are also two toggle switches: "Active" and "Stock Control".

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