



## How to Add, Edit and Delete Stock Item

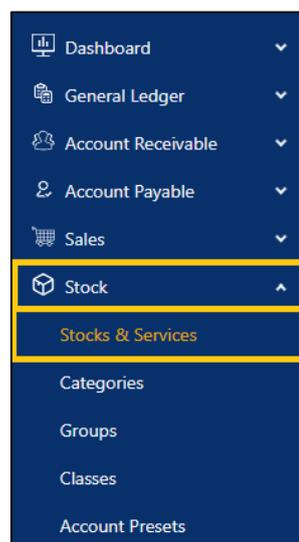
### Overview:

**Stock items** are products related to inventory, and every quantity being purchased or sold in the system is being tracked. These items are the core components of a company's inventory and can include tangible physical goods, such as electronics, clothing, furniture, or food products, as well as intangible items like software licenses or digital downloads

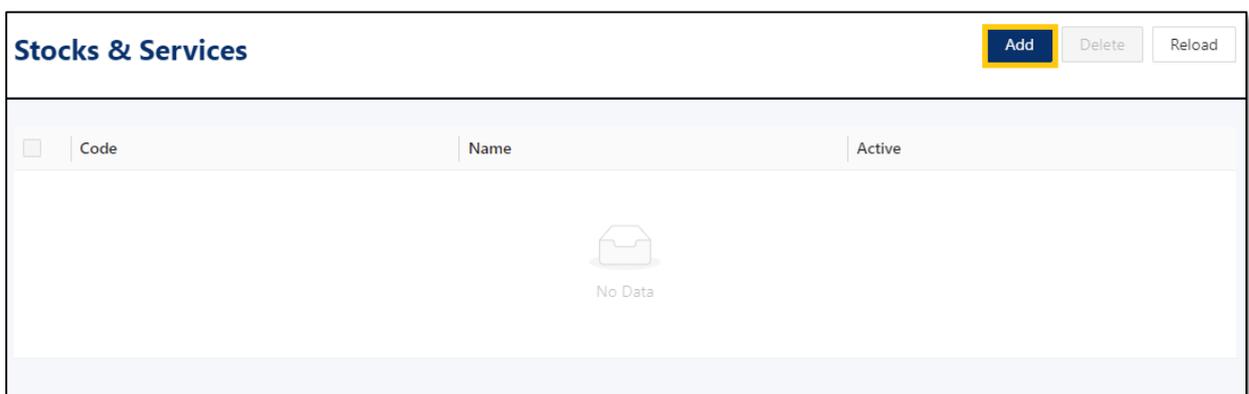
### Procedure:

#### How to Add Stock Item

1. In Navigation pane, go to Stock > Stock & Services



2. In Stock & Services List View, click **Add**



3. Supply the fields with data;

- **Stock/Service #:** This is a compulsory field with maximum of 20 alphanumeric length.
- **Stock/Service Name:** This is a compulsory field which you need to indicate the name of the Stock or Service.
- **Category:** This is used to maintain a type categories or group
- **Description:** This is a compulsory field which you need to indicate the name of the Stock & Service.
- **Group:** This is a form that allows you to maintain a type group.
- **Class:** This is used to maintain a type class or group.
- **Stock Control:** is an indication that an item is inventoriable.
- **Account Preset:** This is a required field that allows you to assign Account Posting for each stock/service items
- **Purchase Price:** This is a field to identify the purchase price of the Stock.
- **List Price:** This is a field to identify the list price of the Stock.
- **Min. Price:** This is a field to identify the minimum price of the Stock.

**Stock & Service Details**
Cancel Save **Save & New** ▾

+  
Upload

\* Stock/Service #

\* Stock/Service Name

Category

Description

Group

Class

Active

\* Account Preset

Purchase Price

Stock Control

List Price

Min Price

**UOM**

Code	Description	Rate	Active	Base	
UNIT(S)	--BASE UOM--	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="⊞"/>
		1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="⊞"/>

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

**Stock & Service Details**
Cancel Save **Save & New** ▼



**\* Stock/Service #**

**\* Stock/Service Name**

**Category**

**Description**

**Group**

**Class**

**\* Account Preset** ⓘ

**Purchase Price**

**List Price**

**Min Price**

Save & Close

Save

**UOM**

Code	Description	Rate	Active	Base	
UNITS	--BASE UOM--	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">⬇</a>
SET(S)		4.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">⬇</a>
BOX(S)		4.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">⬇</a>

### How to Edit Stock & Services

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

**Stocks & Services**
Add Delete Reload

<input type="checkbox"/>	Code	Name	Active
<input type="checkbox"/>	1	1	<span style="color: green;">Active</span>
<input type="checkbox"/>	AMD-1	AMD XP 1800	<span style="color: green;">Active</span>
<input type="checkbox"/>	AMD-XP/1800	AMD XP 1800	<span style="color: green;">Active</span>
<input type="checkbox"/>	ASUS-EX	ASUS TECH EX MOTHERBOARD	<span style="color: green;">Active</span>
<input type="checkbox"/>	ASUS-MB	ASUS TECH MB MOTHERBOARD	<span style="color: green;">Active</span>
<input type="checkbox"/>	AZ56K-EXT	AZTECH 56K EXTERNAL MODEM	<span style="color: green;">Active</span>
<input type="checkbox"/>	AZ56K-INT	AZTECH 56K INTERNAL MODEM	<span style="color: green;">Active</span>
<input type="checkbox"/>	CANON210SP	CANON BJC-210 SP	<span style="color: green;">Active</span>
<input type="checkbox"/>	CANON4310SP	CANON BJC-4310 SP	<span style="color: green;">Active</span>
<input type="checkbox"/>	IMTCROM	IMATION 52X CD ROM	<span style="color: green;">Active</span>

2. Apply necessary changes. Once done, click *Save or Save & Close*.

**Stock & Service Details**
Cancel Save Save & New



\* Stock/Service #  
AMD-1

\* Stock/Service Name  
AMD XP 1800

Category  
CPU

Description

Group  
HW

\* Account Preset  
HW

Purchase Price  
999.99

List Price  
999.99

Min Price  
999.99

Save & Close  
Save

**UOM**

Code	Description	Rate	Active	Base	
UNITS	--BASE UOM--	1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
SET(S)		4.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+
BOX(S)		4.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

## How to Delete Terms

1. In Stock & Services List View, tick a stock item then click *Delete*.

**Stocks & Services**
Add Delete Reload

<input type="checkbox"/>	Code	Name	Active
<input checked="" type="checkbox"/>	1	1	Active
<input type="checkbox"/>	AMD-1	AMD XP 1800	Active
<input type="checkbox"/>	AMD-XP/1800	AMD XP 1800	Active
<input type="checkbox"/>	ASUS-EX	ASUS TECH EX MOTHERBOARD	Active
<input type="checkbox"/>	ASUS-MB	ASUS TECH MB MOTHERBOARD	Active
<input type="checkbox"/>	AZ56K-EXT	AZTECH 56K EXTERNAL MODEM	Active

2. When the confirmation message prompted, click *Confirm Delete*.

?
**Confirmation**
X

Are you sure you want to delete the selected record(s)?

Cancel
Confirm Delete

**Application:**

Created Stock Item are now available in Sales and Purchase Transaction forms

**Sales Invoice**

Cancel Save Save & New

**INV2306/001**

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**\* Customer**

101-A001 ADVANCE TRADING CORPORATION\*

**Billing Address**

#35, WEST OF AYALA\*  
SE. JIL PUYAT, MAKATI CITY\*

**Attention**

Ms.De La Cruz

**\* Date**

06/07/2023

**Currency Rate**

PHP 1.000000

**\* Term**

30 DAYS

**Agent**

CINDY

**Our DO No.**

**Ref No.**

**Description**

SALES

**Delivery Term**

**Tax Inclusive**

**Deferred VAT**

**Details** | Notes | Others | DO Address

#	Stock	Description	Qty	UOM	Unit Price	Amount	Tax	W/Tax
+	1	AMD-1 AMD XP 1800	1.00	UNITS	42,093.93	42,093.93	SR-SP	

**Note:** Modifying Stock Control and Stock/Services Deletion is allowed if there is no existing transaction.



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