



## How to Add, Edit and Delete Stock Item

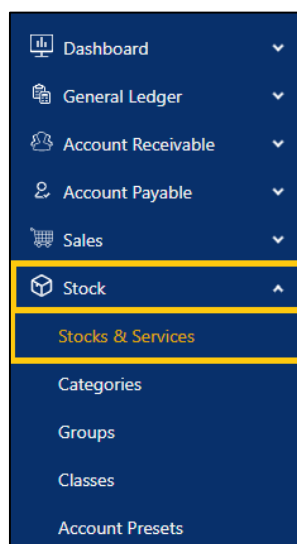
### Overview:

**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

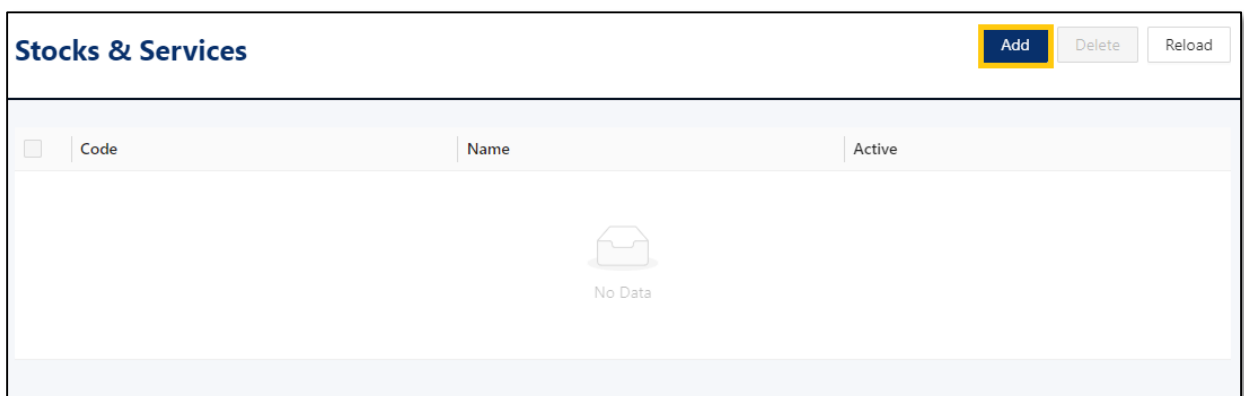
### Procedure:

#### How to Add Stock Item

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




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





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

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



\* Stock/Service #  \* Stock/Service Name  Category

Description

Group

Class

\* Account Preset ⓘ  Purchase Price

List Price  Min Price

☒ Active ☐ Stock Control ⓘ

**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"/>	

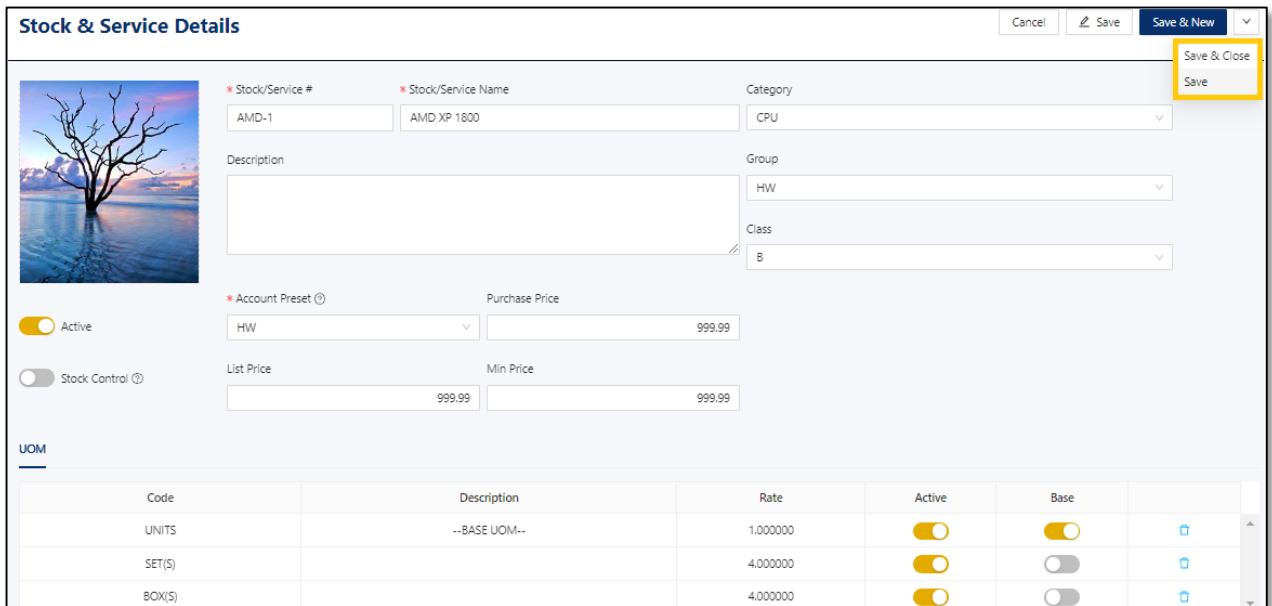
## How to Edit Stock & Services

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	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AMD-1	AMD XP 1800	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AMD-XP/1800	AMD XP 1800	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ASUS-EX	ASUS TECH EX MOTHERBOARD	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ASUS-MB	ASUS TECH MB MOTHERBOARD	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AZ56K-EXT	AZTECH 56K EXTERNAL MODEM	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AZ56K-INT	AZTECH 56K INTERNAL MODEM	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CANON210SP	CANON BJC-210 SP	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CANON4310SP	CANON BJC-4310 SP	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IMTCDROM	IMATION 52X CD ROM	<input checked="" type="checkbox"/>

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



**Stock & Service Details**

Cancel Save Save & New

Save & Close  
Save

\* Stock/Service # AMD-1 \* Stock/Service Name AMD XP 1800 Category CPU

Description

Group HW

Class B

\* Account Preset HW Purchase Price 999.99

List Price 999.99 Min Price 999.99

Active

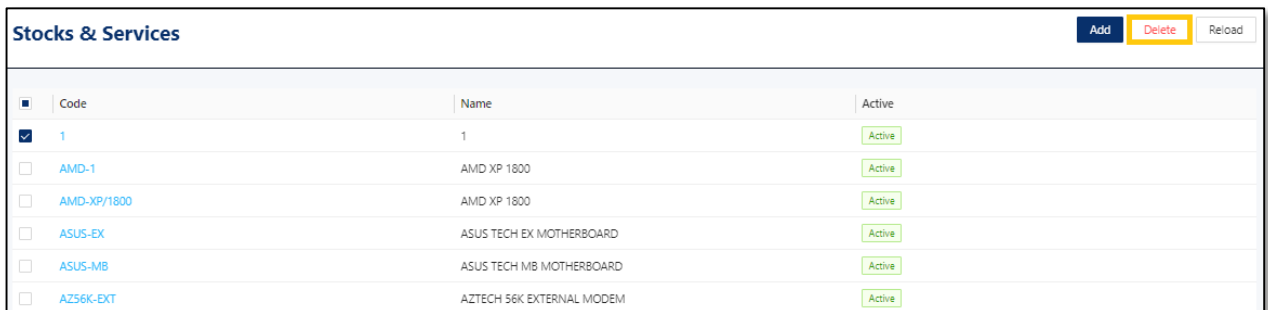
Stock Control

**UOM**

Code	Description	Rate	Active	Base
UNITS	--BASE UOM--	1.000000	Active	Active
SET(S)		4.000000	Active	Active
BOX(S)		4.000000	Active	Active

## How to Delete Terms

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

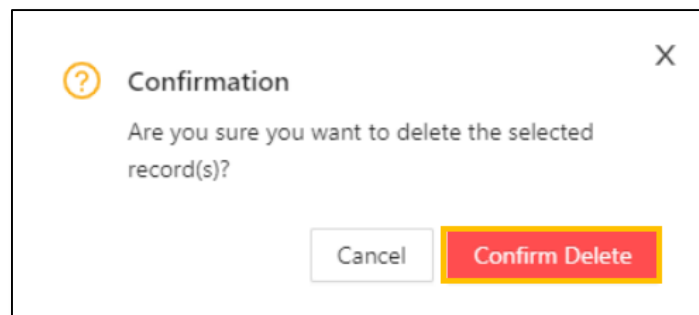


**Stocks & Services**

Add Delete Reload

Code	Name	Active
1	1	Active
AMD-1	AMD XP 1800	Active
AMD-XP/1800	AMD XP 1800	Active
ASUS-EX	ASUS TECH EX MOTHERBOARD	Active
ASUS-MB	ASUS TECH MB MOTHERBOARD	Active
AZ56K-EXT	AZTECH 56K EXTERNAL MODEM	Active

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



Confirmation


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 <span>▼</span> AMD XP 1800	1.00	UNITS <span>▼</span>	42,093.93	42,093.93	SR-SP <span>▼</span>	<span>▼</span>

**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>**