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Category	Product
Course	Stock Records
Version	1.0
Client	Generic
Software	2.12.100

# HOS - Using Stock Groups

Use a stock group to group any products under a common name, so that you only have to create one rebate rather than several individual rebates.

## Procedure to Maintain Stock Groups


### Hints and Tips


- ✓ The Stock Groups function is only available in the Head Office System (HOS).
- ✓ Stock groups are only used in the HOS Rebate Management function. Refer to the [PRO-2t HOS - Create HOS Supplier Rebates Fact Sheet](#) to create a rebate for a stock group.
- ✓ You can add the same product to many stock groups.
- ✓ Note: there are no reports that use stock group.
- ✓ It's not recommended that you **delete** a stock group if it's against an active rebate.
- ✓ Function options:




Function	Usage
	Retrieve a group, then click <b>Copy Group</b> create a duplicate that you save as a new version. This is useful if you want to build-on an existing group but keep the original version.
	Cancel ALL the change made since you last saved.

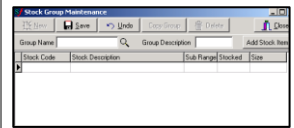
- From the HOS **Tools** menu, select **Stock Functions -> Stock Group**.



*\*The Stock Group Maintenance screen is displayed.\**


- |                              |  |
|------------------------------|--|
| <b>To:</b>                   | <b>then:</b>   |
| create a new stock group     | go to step 3.  |
| edit an existing stock group | either type the <b>Group Name</b> (not case-sensitive), or click  to search for the group.<br><i>*The group is retrieved.*</i><br>Go to step 4.  |
| delete a stock group         | either type the <b>Group Name</b> (not case-sensitive), or click  to search for the group.<br><i>*The group is retrieved.*</i><br>Click .<br>Click <b>OK</b> to confirm.<br><i>*The group is deleted.*</i> |




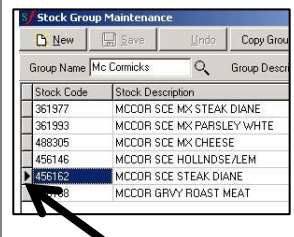
3. Complete the following steps to create a new stock group:
- Click .
  - In the **Group Name** field, type a code for this group.  
*\*Max 20 characters; this is used for reporting, and cannot be edited once you continue.\**
  - In the **Group Description**, type a summary about the group.
  - In the **Stock Code** field, either type, or double-click to search for, the product.
  - Press **Tab** or **Enter**.  
*\*The product details are populated.\**
  - To add another product, either click  or press **Tab**; this inserts a new blank row to type or search for the product.
  - Click  once finished.



4. Complete the following steps to edit a group:
- |                                  |   |
|----------------------------------|---|
| <b>To:</b>                       | <b>then:</b>  |
| add a product to the stock group | click in the last row.<br>Press <b>Tab</b> or click  .<br><i>*A blank row is added.*</i><br>In the <b>stock Code</b> field, either type or double-click to search for the product.<br>Click  once finished. |



- |                                       |  |
|---------------------------------------|--|
| remove a product from the stock group | click the grey column next to the stock code, to highlight the code.<br><i>*If the cursor is flashing in the field, you have not clicked in the correct spot.*</i><br>Press <b>Delete</b> on the keyboard.<br><i>*The row is removed.*</i><br>Click  once finished. |
|---------------------------------------|--|



5. Click .

