Create Material

Once you add Material Category, you can add multiple Material under same Material Category.

Click on 🔂 Add button to add the material, on click you will see the below window.

1.Select material category from drop -down list.

2.Enter your Material Name.

3.Enter your existing material stock i.e, **Opening Stock** is never going to change even material stock is decreased.

4. Total Stock and Balance Stock will be the same as opening stock.

5.Enter Price per material and Description if u want.

6.Select **Class** from Grade drop-down.

if class is selected, material will be applicable for only that class .

or

if class is not selected ,will be applicable for all classes.

| ld / Edit Material — Material Details | |
|--|----------------------|
| Material Category* | STATIONARY |
| Name* | 4 Line Book 100 Page |
| Opening Stock | 100 |
| Total Stock | 0 |
| Balance Stock | 0 |
| Per Material Price | 30 |
| Description | |
| Grade | Pre-Reception 🗸 |
| Stock not Applicable | |

7.Check Stock not Applicable if u want .

if its checked would be add stock for that material and Stock get Updated as 0.

8. Finally click on Add button. You can see the material added as shown below.

| | ct Material Category | IFORM 🔽 Reset 🧎 | Print 🗷 Mat | terial Report | | | | |
|--------|----------------------|----------------------|---------------|---------------|-----------------|--------------------|-------------|--------|
| | | | Mat | erial Master | | | | |
| SI.No. | Grade + | Name + | Opening Stock | Total Stock | Balance Stock ¢ | Per Material Price | Description | Action |
| 1 | | Sports Uniform Set 1 | 0 | 325 | 310 | 450.00 | | X |
| 2 | | Sports Uniform Set 2 | 0 | 120 | 117 | 500.00 | | X |
| 3 | | Sports Uniform Set 3 | | 120 | 120 | 550.00 | | X |
| | | | O Add | | | | | |

Here ,we provided Print option to take Print as shown below and also Export material in excel format.

| - | / | | oss, 2nd Stage, 1st Pha | | - | Bangalo | ore - 560 | 040 | |
|----------|------------|-------------|-------------------------|------------------|----------------|------------------|--------------------------|------|---------|
| | | | Mate | rial Report | | | | | |
| Mater | ial Catego | ry | SPORTS UNIFORM | | | | | | |
| SI No | Grade | | Name | Opening Stock | Total Stock | Balance Stock | Per Material Price | Desc | ription |
| 1 | | Sports Unif | Sports Uniform Set 1 | | 325 | 310 | 450.00 | | |
| 2 | | Sports Unif | orm Set 2 | 0 | 120 | 117 | 500.00 | | |
| | | Sports Unif | orm Set 3 | 0 | 120 | 120 | 550.00 | | |

Next Material Stock (If Stock not Applicable is not checked)