

## Multiple Selling Units

Does your store stock items that can be sold in different Units of Measure?

Maybe you sell large rolls of wire and you sell it by the foot. Or perhaps you sell individual plants as well as full flats.

In this course we will discuss how to create, assign and modify MSU or 'Multiple Selling Unit' Codes.

We will also take a look at their use in Point of Sale.

### Topics

- Create an MSU Code
- Assign an MSU Code
- Modify an MSU Code
- Using MSU Codes in POS

### Create an MSU Code

MSU Code is set up in Inventory Maintenance.

They can be created for any TT type record.

The codes can be designed for a specific SKU or they can be designed to be shared amongst many SKUS.

Be sure to review the Options and Security document found in the Course Materials Section to determine the exact behavior of your MSU codes.

Open Inventory Maintenance and navigate to the Codes tab.

Click the 'Multiple Selling Unit' hotlink and open the dialog box.

Click 'Add'.

The 'Code' field is populated with the next available MSU Code Number.

You can leave this number or change it to one currently not being used.

Enter a valid 'Description'. This is pretty important because the description will help you determine if this MSU code is for one specific SKU or if it can be used more broadly and applied to many SKUS.

For example, '100 Foot Roll of Wire' will limit the application of this MSU code to wire.

The description, '100 Foot Roll' could be applied to many items such as rope or chain.

Click 'OK' when you are done.

The 'Selling Units' field will now display the words 'No Entries Found'.

At this point we need to identify the Selling Units that will be associated with this MSU code.

Press 'Add'.

Enter a 'Selling Unit Description'. In our example we are going to add the information to sell a full 'ROLL'.

By adding this unit of measure first, the clerk will see the ROLL at the top of the list and we will reduce the risk of a ROLL being sold at a FOOT price.

The 'Quantity' Factor' is used to determine how many of these Selling Units are in the Stocking Unit of Measure.

The Stocking Unit of Measure is the one used to count Quantity on Hand. We have decided to stock these types of items by the FOOT.

We are creating the ROLL Selling Unit.

There are '100 feet in one ROLL' so the Quantity Factor is 100.

Enter the Price Factor or the Specific Price for your MSU code. The 'Price Factor' is multiplied by the regular retail price to offer a higher or lower amount.

For example, we provide a 20% discount when customers purchase a full roll of a product. By entering a Price Factor of '.8', the system multiplies the regular retail by .8 to calculate what is charged at Point of Sale.

Each Foot is \$1.00 times '.8' which is 80 cents. A 20% discount. One Roll, or 100 Feet, is \$80.00

The retail of the Roll will fluctuate accordingly when price changes are finalized for the Foot Unit of Measure.

You can also enter a 'Specific Price' for this Selling Unit'.

For example, if we sold each Roll for \$94.99, we could enter that amount here.

The Specific Price can be set to fluctuate when . price changes are finalized. Review the Options and Security document for those settings.

Since we also sell these items by the Foot, we need to add that to our MSU Code. Enter the Selling Unit Description.

The Quantity Factor is 1 since 'there is 1 FOOT in 1 FOOT'.

Pricing Factor is 1 since this item sells at regular retail.

Click 'OK' to add this Unit of Measure to your MSU Code.

When all of the Units needed for you to sell these items at Point of Sale have been added, press 'OK'.

Click 'Cancel' to close the dialog windows and return to IMU.

## Assign an MSU Code

Now that the MSU Code has been created you are ready to assign that code to the item or items in your inventory file.

Enter the SKU.

Move to the Codes tab and locate the Multiple Selling Unit Code field on the right hand side of the screen.

Click the arrow to open the list of available codes. Any MSU codes that have already been set up appear in this drop-down menu

Select the one that applies to this item.

Click 'Change' to save the update.

Continue adding this MSU code to any other SKUs that have the same Unit of Measure relationship: 100 Feet in 1 Roll

These SKUS must also have the same pricing relationship where a 20 percent discount is offered on the Roll.

## Modify an MSU Code

To modify the MSU code, simply click the hyperlink, select the correct Unit of Measure, and then press 'Change'.

Make any changes needed, and then press OK.

Best Practice is to keep the highest-priced Unit at the top of the list.

This makes it more difficult for your cashiers to accidentally sell a Roll at a Foot price.

To move an item to the top, select it, and then press 'Top'.

The order that the items appear in Point of Sale is now updated. Press 'OK' and 'Cancel' to complete your changes.

To remove a Unit of Measure from an MSU code click the hyperlink, select the Unit Measure to be deleted and press the 'Delete' button.

If you Delete the remaining Unit of Measure the screen will again display, 'No Entries Found'.

When you select 'OK', you will be prompted to 'Exit and Delete Code'. Choose Yes to eliminate the MSU Code completely.

## Using MSU Codes in POS

When items with an MSU code are sold in Point of Sale the 'Select Multiple Selling Unit' dialog box appears.

Highlight the correct unit being sold. You can update the 'Quantity' or enter an 'Override Price' if your Security allows.

Press 'OK' and the item is added to the transaction. Complete the sale as you normally would.

Multiple Selling Units can help you maintain accurate inventory records, sell items at the correct price and preserve the proper 'Purchase Unit of Measure' required by your Vendor.

You should now be able to create these codes, assign them to SKUS, make any needed modifications and begin using them at Point of Sale.

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