

# Multiple Selling Units (MSU)

Do you have items in different units of measurement that you can sell? Multiple Selling Units (MSU) help you keep accurate inventory records, price items correctly, and maintain the correct Purchase Unit of Measure for your vendor.

## Objectives

- Creating an MSU Code
- Assigning an MSU Code
- Modifying an MSU Code
- Using MSU Codes in POS

## Creating an MSU Code

You have options when creating Multiple Selling Unit (MSU) codes. You can create a code for a single SKU and you can create codes shared by multiple SKUs. You create Multiple Selling Unit codes in Inventory Maintenance.

To create an MSU Code, select *Inventory* and then *Inventory Maintenance*. Select the *Codes* tab. Choose the *Multiple Selling Unit* link.

A list of MSU Codes appears. At the top of a list select *Add*. The code field automatically populates within next available in MSU code number.

The *Code* field populates with the next available MSU Code Number. You can leave this number or change it to one not currently in use. Enter a *valid description*.

This is important because the description will inform whether the MSU code applies to a single SKU or multiple SKUs. For example, a *100 Foot Roll of Wire* limits the use of this MSU code to wire, whereas *100 Foot Roll* will apply to various items such as rope or chain. Select *OK* when finished.

The *Selling Units* field will now display *No Entries Found*. Next, identify the Selling Units associated with this MSU code. Select *Add*.

Enter a *Selling Unit Description*. For example, enter *ROLL* to sell a full roll.

By adding this unit of measure first, you will see the *ROLL* at the top of the list. This reduces the risk of selling a *ROLL* at the *FOOT* price.

Now enter the *Quantity Factor* which determines the number of Selling Units in the Stocking Unit of Measure. Type 100 because one roll contains 100 feet.

Enter a *Selling Unit Description*. For example, enter *ROLL* to sell a full roll.

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Now enter the *Quantity Factor* which determines the number of Selling Units in the Stocking Unit of Measure. Type 100 because one roll contains 100 feet.

Select *OK* after adding all the units required to sell these items at the point of sale.

## Assigning an MSU Code

Now that you've created the MSU Code, you can assign it to the item in your inventory. On the *Inventory Maintenance* page, enter the SKU in the *SKU* field.

Select the *Code* tab and open the *Multiple Selling Unit* dropdown menu to view the list of available codes. Select the code that applies to this item.

Select *Change* to save the update. Continue adding this MSU code to any other SKUs that have the same Unit of Measure relationship. These SKUs must have the same price relationship as the Roll, which provides a 20 percent discount on the Roll.

## Modifying an MSU Code

To modify the MSU code, Select the *Multiple Selling Unit* hyperlink. Select the correct Unit of Measure, and then choose *Change*.

From the *MSU code* dropdown menu, choose the code you want to modify. Select *Change*.

In the pop-up, choose the correct Unit of Measure and then select *Change*. Make any changes, and then choose *OK*.

To move an item to the top, select the item, and then choose *Top*. The best practice is to keep the highest-priced Unit at the top of the list. The items now appear in *Point of Sale* in a new order.

To remove a Unit of Measure from a MSU code, select it and choose the *Delete* button. To complete your changes, select *OK*.

## Using MSU Codes in POS

Now let us sell a product with MSU Code. In the *Item* field, enter the product *SKU* and press enter.

The system opens the Multiple Selling Unit window. Select the code you want to sell. Update the *Quantity* or enter an *Override Price* if your Security allows.

Select *OK* to add the item to the posting screen. Complete the sale as you normally would.

## Recap

With multiple selling units, you can streamline, simplify, and make the checkout process as easy as possible while maintaining accurate inventory records.

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