Setting Up Multiple Units of Measure

Merchandise is often purchased in one unit but sold in another.

The relationship between the purchasing and the selling units allows you to update costs correctly and maintain accurate quantity on hand.

In this course, we'll show how to add multiple units of measure and demonstrate the editing and deletion process.

Objectives

- Adding Multiple Units of Measure
- Maintaining Units of Measure

Adding Multiple Units of Measure

Define your units of measure so that merchandise is properly received and counted.

From the Home page, select **Products** and then **Setup**.

Select *Units of Measure.*

Click the **Add** button.

Enter the UOM code and a good description.

The code must be a unique value.

For example, to add *Each* as a unit of measure, enter "EA" for the code and enter "Each" for the description.

To set this unit of measure as default, switch *this* toggle on.

There can only be one default UOM. It will appear in the **Sell** and **Purchase UOM** fields when you add a new product.

Click **Save**.

Let's now look at how units of measure are assigned to products.

Select **Products** on the main menu and then **Products**.

Click the **Add** icon.

Enter a unique SKU in the **Item** field and a good description in the **Description** field.

Fill the required fields.

The **Sell UOM** for this product is *Each* but the **Purchase UOM** is *Box*.

The **Order Multiple** is 10 since one *box* contains ten *eaches*.

So, I have to *order* this item by the **Box**, but I can *sell* it by the **Each**.

Click **Save & Edit**.

When you click the **Units of Measure** link, you can see the units of measure assigned to the product.

Maintaining Units of Measure

To edit a unit of measure, select it using the checkbox and click **Edit**.

Make the required changes and click **Save**.

To edit several units of measure at once, select them and click **Edit.**

Use the *forward and backward* buttons to scroll through different units of measure.

Click **Save** when you're done.

Use the **Export to Excel** button to export unit of measure details.

You can easily delete units of measure that you no longer use.

Select one or multiple units of measure and click the **Actions** drop-down menu.

Select **Delete Units of Measure**.

Click **Yes** when prompted.

Note that you cannot delete a unit of measure that is assigned to a product.

Recap

Units of measure provide a standardized base to determine the inventory value of your products.

In this course, we added, edited, and deleted units of measure.

We also reviewed how they are used in Product setup to identify the relationship between 'how the item is *sold'* and how the item is purchased from your suppliers.

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