Units of Measure

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Overview

In Order Time, Units of Measure (UOM) are used to define the measurement of the items. These Units of Measure will be used to accurately keep track of your inventory and allow you to properly perform conversions needed when Purchasing, Selling, and Using the Item in production.

Units of measure are essential attributes in your inventory. They should be managed well from the start, otherwise, they can be confusing and complicated; and may produce inaccurate reports.

The following are useful tips for creating units of measure:

- Set up a consistent naming convention. For example, if you choose to have all abbreviations in lowercase with a period at the end, ensure that this will be applied always across the board.
- Units of measure can have singular and plural forms (e.g. Pound is "lb" and pounds is "lbs"). Consider assigning one unit of measure that you can use to any quantity. For example, instead of having "yard" and "yards" separately, you may just use "yard(s)".
- There are units of measure that may have the same meaning such as "piece" and "each" or "12 units" and "dozen". Decide on only one term and its specific usage to avoid confusion and inconsistency.

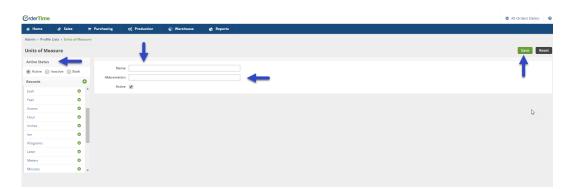
Creating a New Unit of Measure

To create a *New* unit of measure:

- Select the **Units of Measure** from *Profile List* menu (Gear icon > General > Profile List > Units of Measure).
- 2. Enter a Name, an Abbreviation, and specify whether the current UOM

is Active.

3. Click on Save.



The Units of Measure (UOM) profile list details the various UOMs that will be available to your items. Once created, you will be able to select the primary UOM from the General Tab of your Inventory Item form.

> Although it's possible you'll never to add any other UOMs to this list, you can still do so the same way you would set up any other Profile List.

Multiple Units of Measure

An inventory management process usually involves multiple units of measure. An item can be quantified in different ways for different transactions like sales and purchases. For example, when a company orders, the shipments come in boxes. Each box contains 12 pieces of the product. When the company sells the product, the item is sold by unit (and not by the box). Creating multiple units of measure facilities the tracking of this kind of scenario to maintain accurate inventory.

Setting up multiple units of measure provides the following benefits:

- Flexible inventory management
- Systematic and efficient order processing.
- Accurate calculations and conversions of units of measure, which leads to accurate pricing and costing.

You have to enable multiple units of measure first before you can actually set up multiple UOMs.

1. Click the *Gear* icon (near the upper-right corner of the screen).

order Time	leta						🗘 Project021
🐔 Home	🏘 Sales	🐂 Purchasing	ϕ_0^o Production	🗑 Warehouse	🚓 Reports		
Create New	v	Sales					Quick links
Open Full List	v	Sales Orders-Trailing 12 months				Net Sales - Trailing Twelve Months	Search customers Search leads

2. Select Company Preferences under Settings.

🛱 Purchasing	Q [®] Production	🗊 Warehouse	🚱 Reports	
Admin				
General			Settings	Users & Role
Import			Company Info	Roles
Profile Lists		Company Preferences	Users	
Doc Status		Custom Fields	Billing and S	
 Alerts 		Page Layouts		
ECommerce Integration		Email Templates		
Shipping Integration		 Form Templates 		
Accounting Integra	ation			

- 3. Click *Items* under *Section*.
- 4. Select 'Enable multiple units of measures'. *Important:* Once you have selected this setting, you will not be able to go back to original setting. Click **OK** to continue.

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Enabling multiple units of mea you want to continue?	asures cannot be reversed. Do
Don't let this page create	more messages

5. Click **Save**.

Admin Company Preferences	
Company Preferences	Save
Section	Items
General	Kit Selection prices must be the same as its item's price
Activities	Allow editing of an Items's properties inherited from its Item Group (Accounts and UOMI). NOTE: When this preference is unchecked, changes made to the item
Doc #s	group are applied to its items automatically.
Items	Update an Item's accounts when changing its Item Group.
Inventory	The 'Next Item No.' button looks at the last item created. Uncheck to look at the last alpha-numeric sequnce number.
Sales	By default new items being created will have Lot/Serial # tracking turned on
Shipping	Allow Duplicate UPCs Enable multiple units of measures
Payments	L straats maining one of measures
Purchasing	
Receiving	
Production	
Lot / Serial #s	

NEXT: UOM Sets