

# How to Add new Inventory UOM

**UOM conversions** has to be setup in this pattern. 1 UOM = ? Other UOM. When you want to know how many kgs makes a lb, you search for 1 lb to ? kg. System should look for conversions in the same pattern.

Examples

1 UOM = ? Other UOM

1 20 LB Bag = 20 LB - Enter the conversion when you set up 20 lb bag and not when you set up LB

1 50 KG Bag = 50 KG - Enter the conversion when you set up 50 kg bag and not when you set up KG

1 KG = 2.20462 LB - Enter the conversion when you set up KG

1 LB = 0.453592 KG - Enter the conversion when you set up LB

So you should not set up conversions to lb bags when you are setting up LB unit. Rather convert to lb when you set up x lb bags

There is no restriction if the user decides to set up the other way around. However they have to input the reciprocal value.

Example

1 KG = 0.02 50 kg bag

## Stock Unit

When setting up UOMs for an item, category or commodity, users have to select one UOM as Stock Unit. System provides On Hand, On Order, Committed, Back Ordered etc in Stock Unit. Standard Cost and Retail price is maintained in Stock Unit. Inventory valuation is done in Stock Unit. The Unit Quantity of a stock unit is always one. Conversion factor is setup against the stock unit for the all UOMs. Conversion between units are done through Stock Unit.

## Hierarchy of UOM definitions

UOM can be configured in 2 places Commodity Maintenance and Item Maintenance.

### Commodity Maintenance

User can setup UOMs for commodity. They do not have to setup for each individual items. When a commodity is selected in item setup, system will automatically copy the UOMs from the category/commodity.

### Item Maintenance

Users can skip setting up UOM for the commodity and setup for each item instead. This may be required if you have different units inside a pack for different items of the same category.

## Inventory UOM Maintenance

This is the primary template for setting up UOM. Conversions defined here will be brought forward to Commodity and Item maintenance screens when user setups up UOM for the category, commodity or item.

1. From Inventory module > click on **Inventory UOM menu**.
2. The Search screen for Inventory UOMs will be shown.
3. Click **Insert** button

The screenshot shows the 'Inventory UOM' window with the 'Unit of Measure' table. The table has columns for UOM, Symbol, Unit Type, and Decimals. The 'Unit Type' column lists various categories like Area, Weight, Quantity, and Time. A red arrow points to the '+ Insert' button in the table's toolbar.

UOM	Symbol	Unit Type	Decimals
bu kg bags	bu kg bag	Quantity	
Acre	a	Area	
KG	kg	Weight	
50 kg bag	50kg	Quantity	
25 kg bag	25kg	Quantity	
50 lb bag	50lb	Quantity	
lb	lb	Weight	
Ton	MT	Weight	6
Bushels	BU	Weight	
Quart	QT	Volume	
Drum	DR	Volume	
Gallon	GAL	Volume	6
Each	EA	Quantity	
Month	MO	Time	
Hour	HR	Time	

4. Enter **UOM Name and Symbol**.
5. Then select a **Unit Type**. There are six different unit types to identify the UOM.
  - a. Area
  - b. Length
  - c. Quantity
  - d. Time
  - e. Volume
  - f. Weight
6. Then set the number of **Decimals (Number of decimal places that will be used for conversion)**

The screenshot shows the 'Inventory UOM' window with the 'Unit of Measure' table. A new entry 'kg1' is highlighted in the table. The 'Unit Type' is 'Weight' and 'Decimals' is '6'.

UOM	Symbol	Unit Type	Decimals
bu kg bags	bu kg bag	Quantity	
Acre	a	Area	
KG	kg	Weight	
50 kg bag	50kg	Quantity	
25 kg bag	25kg	Quantity	
50 lb bag	50lb	Quantity	
lb	lb	Weight	
Ton	MT	Weight	6
Bushels	BU	Weight	
Quart	QT	Volume	
Drum	DR	Volume	
Gallon	GAL	Volume	6
Each	EA	Quantity	
Month	MO	Time	
Hour	HR	Time	
kg1	kg1	Weight	6

7. Conversion grid will need to be setup for UOM's. The proper setup would be is how many/much of the stock UOM for the selected Other UOM.
8. Like in this example, select 50kg bag, then on the conversion grid select KG1 then enter 50 in the **"To UOM"** field. This means that there are 50 KG in a **50kg bag**.
9. Select another uom on the conversion grid, **LB** then enter **110.231** conversion. This means that there are **110.231LB** in a **50kg bag**.

Inventory UOM

Save Undo Close

Details Audit Log

Unit of Measure

+ Insert X Remove Translations Export View Filter (F3)

UOM	Symbol	Unit Type	Decimals
Bushels1	Bushels1	Quantity	6
60 kg bag1	60 kg bag1	Quantity	6
50 kg bag1	50 kg bag1	Quantity	6
25 kg bag1	25 kg bag1	Quantity	6

Conversion

+ Insert X Remove Export View Filter (F3)

To UOM	Conversion
lb1	110.231
kg1	50.00
	0.00

10. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.