Unit Of Measure

Module Guide: Unit of Measure

Module Location

Settings > Inventory > Unit of Measure

Module Purpose

The **Unit of Measure** module serves as master data to define all units used to measure item quantities within the system. Its purpose is to standardize units such as "PCS" (pieces), "KG" (kilogram), "METER," "LITER," and others, so they can be used consistently across all modules, from inventory management and purchasing to sales.

1. Main View (Unit of Measure List)

The main page displays all registered units of measure, with filtering options to facilitate searching.

View Explanation

- **Search Filter**:
  - **Unit of Measure**: Allows for a quick search by the unit's name or description.
  - **Search**: A button to run the search.
  - **Show all**: Resets the filter and displays the entire list.

- **Category Filter**:
  - **Item/Service Category Type**: Filters units of measure based on the item category (e.g., Raw Materials), so only relevant units are displayed.
- **List Table**:
  - **No.**: Serial number.
  - **Unit of Measure**: The code or short name of the unit (e.g., M3, LITER, KG).
  - **Unit Description**: The full explanation of the unit of measure (e.g., CUBIC METER, KILOGRAM).
- **Action Buttons**:
  - **New Unit**: Opens the form to add a new unit of measure.

2. New Unit Page

This form is used to add a new unit of measure to the master data.

View Explanation

- **Item/Service Category Type**: A dropdown selection to associate the new unit with a specific item category.
- **Unit Name**: A field to enter the short code or name of the unit (required).

- **Unit Description**: A field to enter the full description of the unit (required).
- **Buttons**:
  - **Save**: To save the new unit of measure data.
  - **Cancel**: To cancel the process and return to the list page.

3. Steps to Add a New Unit of Measure

1. From the main page, click the **New Unit** button.
2. On the **New Unit** page, select the appropriate **Item/Service Category Type**.
3. Fill in the **Unit Name** (e.g., `BOX`) and **Unit Description** (e.g., `BOX`).
4. Ensure all required data has been filled in.
5. Click the **Save** button.

4. Integrated Workflow & Business Process

- **Basis of Inventory Management**: A unit of measure is a fundamental attribute in the **Item Master** module. Every item created in the system must have a base unit of measure.
- **Purchase & Sales Transactions**: This unit is used in every transaction line on a Purchase Order (PO) and Sales Order

(SO) to define the quantity of the item being bought or sold.

- **Stock Management**: All stock movements (goods receipt, issues, transfers) are recorded using the predefined unit of measure, ensuring the accuracy of inventory data.
- **Production Planning**: In a Bill of Materials (BOM), the quantity of each component needed for production is stated in its respective unit of measure.

5. Tips & Important Notes

- Maintain naming consistency in the **Unit Name** field. It is advisable to use common and easily understood abbreviations (e.g., `KG`, `M`, `L`, `PCS`).
- Always check the list before adding a new unit to prevent data duplication (e.g., `PCS` already exists, but someone adds `PIECE`).
- The filter feature based on **Item/Service Category Type** is very helpful for simplifying the choice of units for users in different departments.

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