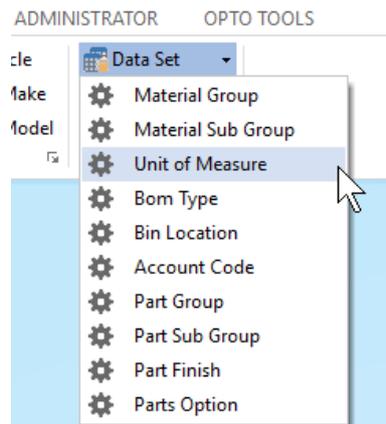


2004-211 - Set-up Material Groups and Unit of Measure

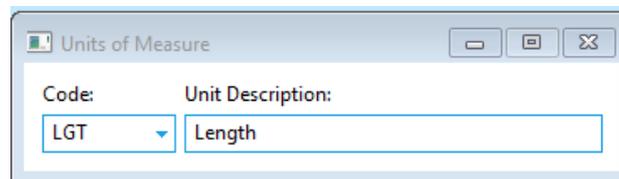
Overview:

Materials are placed into groups and given units of measure for tracking purposes. By using these features the program can calculate that a certain material may be purchased via a bulk method and dispensed via a calculated measure. This enables the user to track the material and know how much was delivered, what has been used, what has been allocated to other jobs, and what is on hand.

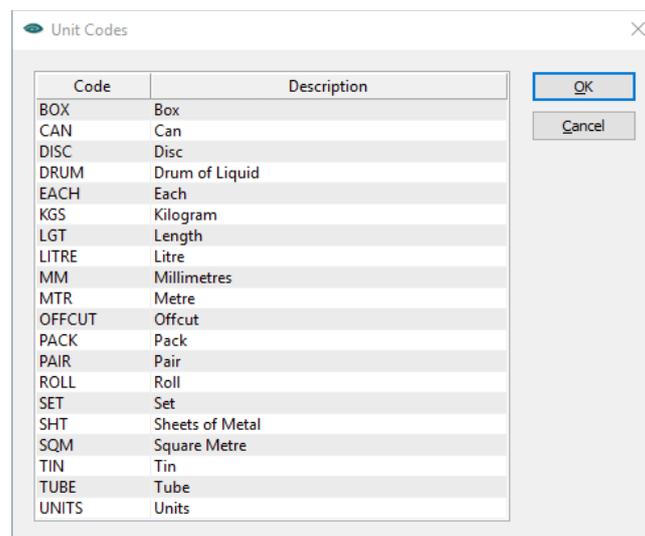
Create your Unit of Measure if it is not in your system – **click on System Codes**.



Click on 'Unit of Measure' from the drop-down Data Set menu. Enter code and description, **press** <F9> to save.

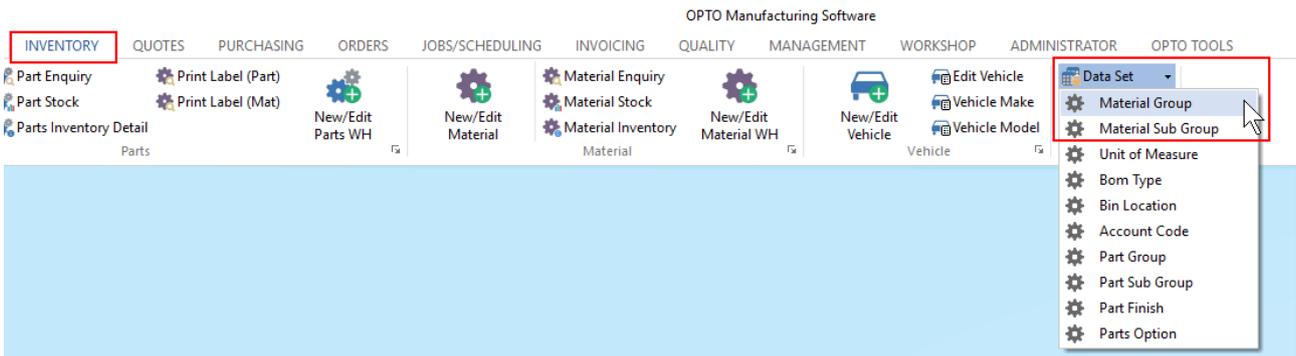


Continue to create Units of Measure as required.

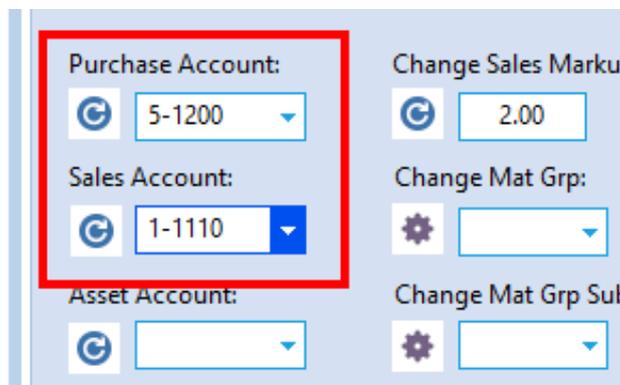
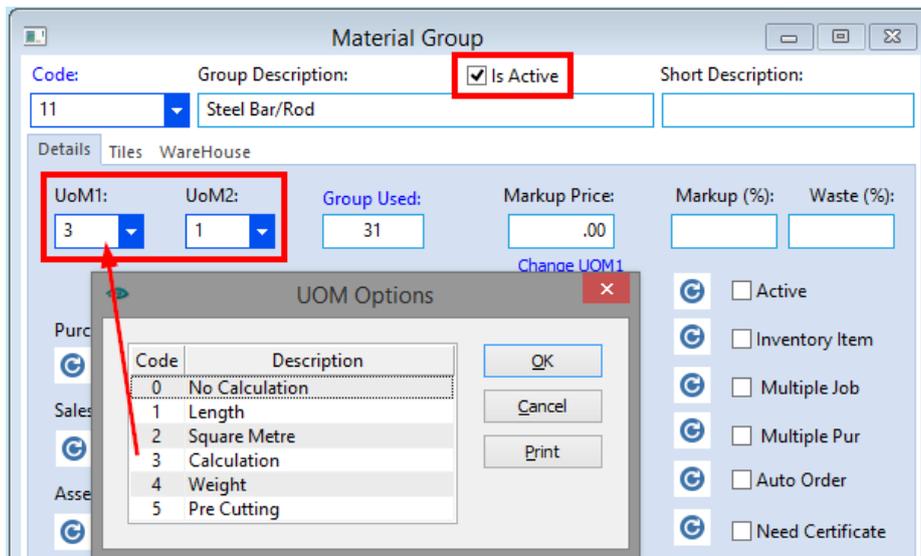


Code	Description
BOX	Box
CAN	Can
DISC	Disc
DRUM	Drum of Liquid
EACH	Each
KGS	Kilogram
LGT	Length
LITRE	Litre
MM	Millimetres
MTR	Metre
OFFCUT	Offcut
PACK	Pack
PAIR	Pair
ROLL	Roll
SET	Set
SHT	Sheets of Metal
SQM	Square Metre
TIN	Tin
TUBE	Tube
UNITS	Units

Create the Material Group - Click on *Inventory* from the Ribbon to display the drop-down menu and then click on 'Material Groups'.



For this example the group for Steel Bar/Rod is being created – Type in the code and the description also a short description if necessary. In the “Uom1” field **click** on the drop-down list and select the option for ‘Calculation’ and then in the “Uom2” field select the option for Length. For material in this group the program calculates that the steel bar is purchased as a length and distributed by the unit of measure in the UoM1 field. Enter the relevant account codes in the “Purch Acc, Sales Acc, & Asset Acc” if required and **press** <F9> to save.



Using Material Groups and Units of Measure – Example of New Material - Open the **Inventory Tab** on the Ribbon, **click** on the 'Material Details' icon and enter a code and a description. Ensure that the "Active" box is ticked and **click** on the 'Inventory Item' box to tick **press** <TAB> until the user is in the "Emp No" field. Enter the employee number or **press** <F> and select employee from the pop-up list and **click** on OK. **Press** <TAB> to advance to the "Material Group" field and **click** on the drop-down to view the list of groups previously created and select the required group.

Press <TAB> to advance to the "BoM Type" select the type from the drop-down list for material, and continue to <TAB> through the fields and enter the information as required. At the "Uom1" field (**Unit of Measure**) **press** <F2> or select from the drop-down list and **click** on OK. Repeat for "Uom2" if required.

UoM 1 & 2 used for Purchasing

Uom1 = the volume in which the material used.

Uom2 = the capacity in which the material is purchased. ().

ENSURE the "Pur Uom2" box is ticked – see above.

Press <TAB> to advance to the "Supplier Code" field, enter the supplier code for new material.

Advance to the UOM Conversion Factor field and enter the measurement, this is the UoM2 measurement. Enter the "Uom2" price for the Length and **press** <TAB>, this will calculate the price per mm for this example. Fill other fields as necessary. **Press** <F9> to save.

