

Units of Measurement

Document #:	3388	Product:	CenterPoint®
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The Units of Measure list maintains a list of units of measurement. It also provides a conversion table to convert one unit of measure to another and save the conversion factors.

Units of measurement are set up with accounts. Each time you enter a value for a unit of measurement, the system assigns that value to a specific unit, which keeps your records consistent. For example, if you set up a unit of measurement for gallons and assign gallons to an account called Fuel, during transaction entry when you enter the quantity, CenterPoint automatically displays gallons in the transaction. Units of measurement are used at all account levels to give you better management information, for example, use units of measure to track quantities along with transaction dollar amounts. It may be more useful to track both the purchase of 1,000 gallons of gas and the fact that you paid \$2570 for it. Units of measurement are optional and they can be added at any time.

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Create a Unit of Measurement

1. Select **Setup > General> Units of Measure**.
2. Click **New**.
3. In the **Abbreviation** box, enter up to four characters of optional information that you can easily identify the unit of measure by (for example, C for Cases, T for Tons, Gal for Gallons, BU for Bushels, etc.).
4. In the **Name** box, enter up to 30 characters of required information that describes the unit of measurement (for example, Cases, Hours, Gallons, Bushels, Pounds, or Tons).
5. To add notes to this payment term, click **Additional Notes**, enter the notes, and then click **OK**.
6. Click **Save** to save the unit of measure and return to the List tab, or click Close to save the unit of measure and close the Units of Measure screen.



Note: To return to the List tab without saving the unit of measure, click Cancel. To close the Units of Measure screen without saving the unit of measure, click in the upper-right corner.

Change a Unit of Measurement

1. Select **Setup > General> Units of Measure**.
2. Select the unit of measurement you want to change, and then click **Edit**.



Note: If you change the information in the Name box, past unit of measure information is automatically linked to the new name. For example, if you change unit of measure Pounds to Lbs, your reports will no longer show profit center Pounds and any existing information for unit of measure Pounds is now part of unit of measure Lbs.

3. The General tab displays. Edit or view the unit of measurement detail. To change a conversion, click the **Conversions** tab, under Saved Conversions for this Unit of Measure, select the conversion you want to change. Under Enter the Equivalent Values, change the conversion, and then click **Update**.
4. To edit another unit of measure, click  or  to display the previous/next unit of measurement.
5. Click **Save** to save the unit of measure and return to the List tab, or click Close to save the unit of measure and close the Units of Measures screen.

 Note: To return to the List tab without saving the unit of measure, click Cancel. To close the Units of Measure screen without saving the unit of measure, click in the upper-right corner.

Copy a Unit of Measurement

1. Select **Setup > General > Units of Measure**.
2. Select the unit of measurement you want to copy, and then click **Copy**.
3. The General tab displays for the newly copied record. Edit the unit of measurement detail.

 Note: All information in the original master file record will be copied to the new master file record with the exception of the Name box.

4. Click **Save** to save the unit of measure and return to the List tab, or click Close to save the unit of measure and close the Units of Measure screen.

 Note: To return to the List tab without saving the unit of measure, click Cancel. To close the Units of Measure screen without saving the unit of measure, click in the upper-right corner.

Combine Units of Measurement

 Note: Prior to performing a combine, Red Wing Software suggests performing a backup of your database.

1. Select **Setup > General > Units of Measure**.
2. Select the unit of measurement you want to combine. Click **Combine**.

 Note: You cannot combine multiple master file records at one time. You can combine only one record with one other record at one time. The record in the Combine Information From box will be combined into the record you select from the list under With and will be removed from the database.

3. On the Combine screen, select the unit of measurement you want to combine your selection with.
4. Click **OK**. At the "Are you sure you want to combine you selected in Step 2) into the (item you selected in Step 4)?" message, click **Yes**.

 Note: The unit of measurement you selected in Step 2 will be removed and will no longer appear on the List tab. The combined information will be stored in the unit of measure you selected in Step 4.

Delete a Unit of Measurement

1. Select **> Setup > General > Units of Measure**.
2. Select the unit of measure(s) you want to delete, and then click **Delete**. At the "Are you sure you want the item deleted?" message, click **Yes**.

 Note: You cannot delete a record that is linked to other records in the system.