

# Add a Conversion Unit

Last Modified on 08/05/2019 12:24 pm MST

When purchasing a new Inventory Product, you'll often need to purchase the product in the form of one unit of measure (i.e., 10 lb bags) and use it in your recipes or production orders in a different unit (i.e., cups). When this happens, you'll need to use a Unit Conversion to tell KLÉR THC how much of one unit of measure equals the other unit of measure. This article will walk you through how to add a Unit Conversion when purchasing an Inventory Product if the one you need does not already exist.

To add a Conversion Unit to an Inventory Product within a Purchase Order, follow the steps below:

- Step 1 - Begin creating a new Purchase Order. As you add your **Inventory Product** in the Product pop-up window, if the Inventory Product will need to be converted to a new unit of measure, click the **UOM Conversion** field. If the conversion you need is shown, select it and you're done. Otherwise, click the **New** button to create a new UOM Conversion.

The screenshot shows a 'Product Detail' form with four fields: 'Inventory Product', 'Inventory Package', 'UOM Conversion', and 'Product Number'. The 'UOM Conversion' field is highlighted with a yellow box. Below it, a dropdown menu is open, displaying a list of conversion options: '1 Box = 1000 Each', '1 Carton(s) = 12 Egg(s)', '1 Each = 1 Each', '1 Lb(s) = 454 Gram(s)', and '1 liters = 5 grams'. Below the dropdown menu, a 'New' button is visible.

- Step 2 - To build your new Conversion Unit, first enter the unit of measure of the Inventory Product you are purchasing in the **UOM for Purchases** field. In the example below, we are purchasing a 10 lb. bag of sugar, so the Base Unit is "10 lb bag sugar". Notice how the **UOM Conversion** auto populates with **UOM for Purchases** having a base unit of 1 and being equal to 0.

UOM for Purchases:	- 10 lb bag sugar
Conversion Ratio:	0.00
UOM for Inventory:	
UOM Conversion:	1 - 10 lb bag sugar = 0

- Step 3 - Next, enter the unit of measure that you will need to convert to in the **UOM for Inventory** field. In the example below, we use the unit cups for recipes, so the **UOM for Inventory** will be "cup sugar".

UOM for Purchases:	- 10 lb bag sugar
Conversion Ratio:	0.00
UOM for Inventory:	cup sugar
UOM Conversion:	1 - 10 lb bag sugar = 0 cup sugar

- Step 4 - Now, for some math! Once you have entered both your UOM for Purchases and UOM for Inventory and have clicked into the **Conversion Ratio** field, you will see 1 (UOM for Purchases) = 0 (UOM for Inventory). Your job is to update the zero to accurately reflect the amount of your **UOM for Inventory** that equals 1 unit in your **UOM for Purchases**. To do this, edit the **Conversion Ratio** field with the correct value and click the **Save and Close** button. In the example below, since there are about 2 cups to each lb. of sugar, multiplying 2 cups /lb x 10 lbs results in the proper amount of 20 cups of sugar.

UOM for Purchases:	- 10 lb bag sugar
Conversion Ratio:	20.00
UOM for Inventory:	cup sugar
UOM Conversion:	1 - 10 lb bag sugar = 20 cup sugar



Save



Save and Close



Save and New

Save

- Step 5 - When a Unit Conversion is used, make sure to use the UOM for

Inventory when you [Receive a Purchase Order](#) . In the sugar example, if you buy three 10-lb bags of sugar each one will contain 20 cups of sugar. This makes your Receiving Quantity 3 bags x 20 cups, or 60 cups total you received.

Now that you've created this Unit Conversion, it can be selected from the Unit Conversion drop-down for future Purchase Orders. Well done!

