

# How to Create Unit of Measurement (UOM)

This video will show to users how to Create Unit of Measurement (UOM)

Navigate to Inventory, Unit of Measurement (UOM), Create New.

Fill in the header info, i.e. Code, Name.

Enter the UOM data.

## STEP-BY-STEP:

1. Go to Inventory menu
  2. Select Unit of Measurement (UOM)
  3. Click Create New
  4. Fill in the header info, i.e. Type, Name, Code, Symbol, and No. of Units.  
(mandatory fields in red color or marked with red x)  
Add the description for the UOM in the Description field.  
Click Save button when done editing.  
Now this UOM is ready for use in transactions.
  5. User able to search for any UOMs using the search feature on the top left.
  6. User able to delete any of the UOM, by selecting the line item in the table above, if they have access rights to delete,  
and the UOM has not been used in any master or transactions data.  
Click Delete button to delete a UOM.
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