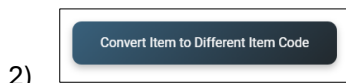


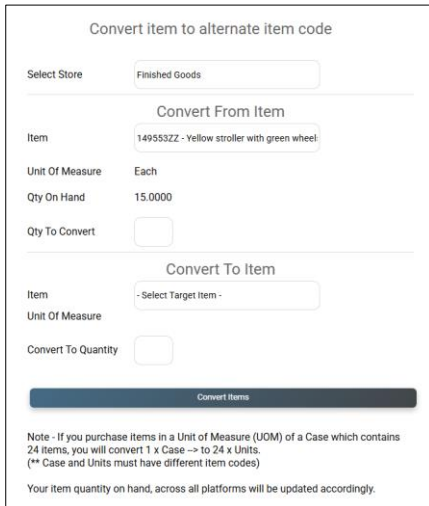
Converting to a different item unit of measure (UOM) or item code.

On occasion one needs to alter the unit of measure, or to a different item code. As an example, you may purchase goods in a case or crate, which let's say has 24 units in it and once you receive the box (via the receiving process) it is then required to split the box into 24 individual units please follow the steps below to complete that conversion.

****Before conversion can take place, each item must have it's own unique item code.**



3) Complete all listed fields.



The form is titled "Convert item to alternate item code". It contains two main sections: "Convert From Item" and "Convert To Item".

Convert From Item section:

- Select Store: Finished Goods
- Item: 149553ZZ - Yellow stroller with green wheel
- Unit Of Measure: Each
- Qty On Hand: 15.0000
- Qty To Convert: (empty input field)

Convert To Item section:

- Item: - Select Target Item -
- Unit Of Measure: (empty input field)
- Convert To Quantity: (empty input field)

At the bottom of the form is a "Convert Items" button.

Note - If you purchase items in a Unit of Measure (UOM) of a Case which contains 24 items, you will convert 1 x Case --> to 24 x Units.
(** Case and Units must have different item codes)
Your item quantity on hand, across all platforms will be updated accordingly.

- 4) On successful conversion, stock levels will be updated in both Sage and Data Fusion and the Average Cost in Sage of the "Converted To" item will also be updated.
- 5) Conversion can also take place whereby multiple items are packed into a box, and sold as a single unit of "Box" The conversion works in both directions.
If any additional items are required during the conversion process, for example you want to add packaging, then a Works Order and manufacturing process must be used as opposed to this conversion process.

Notes:

Your Qty On Hand MUST be > 0 to Convert From. If you have stock in Sage, but 0 in Data Fusion, please follow view the training document: "Stock Levels not updating from Sage".