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Unit of Measure Management User Guide

Version 18.2 for Dynamics GP 18.2

Document version: 18

Date: April 1st, 2020

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Unit of Measure Management

The Trinity Unit of Measure Management module provides the facility to specify items as "split pack" items. You can distribute wine by the bottle or case. The split pack format allows you to view the number of full cases and the number of additional bottles simultaneously.

Also, the Unit of Measure Management module allows you to view inventory balances in alternate units, not just the base unit, in several windows.

The main features of the Unit of Measure Management module are:

- Specify items as split pack items
- Specify the main stock unit for items
- Specify different default selling units for an item when sold from different sites
- Perform stock counts on items in the split pack format
- View items in the main stock units or split pack format in several windows
- Integrate with Microsoft Dynamics™ GP Extended Pricing to generate the base unit of measure prices from the alternate unit of measure prices

Split Pack format allows the user to evaluate item quantities instantly, and provides more control over item quantity management.

With the Unit of Measure Management module, several windows are given the functionality to display item quantities in the split pack format, as shown below.

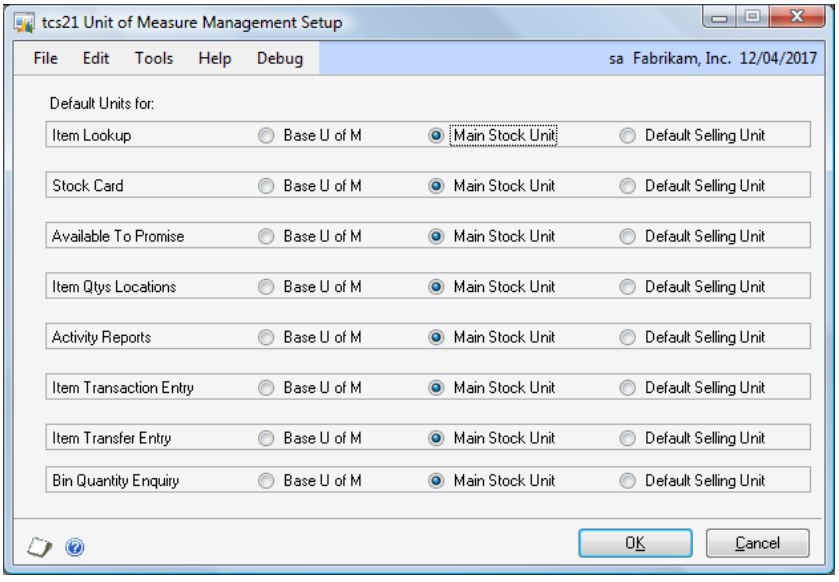
Windows with Split Pack Format Functionality
Item Lookup window
Item Stock Inquiry window
Available to Promise window
Trinity Item Quantities Locations window
Trinity Stock Count Unit of Measure Entry window
Bin Quantity Inquiry

1. Unit of Measure Management Setup Window

Tools >> Setup >> Trinity >> Unit of Measure Management >> Unit of Measure Management Setup

Use the Unit of Measure Management Setup Window to:

- Specify the default units to be used in the named windows



1.1 Specifying Default Units

Specify default units in the Unit of Measure Management Setup Window:

1. For each named inquiry and report window, select the Default Unit in which quantities should be displayed. For example, if you want quantities in the Item Lookup window to be displayed in the Default Selling Unit of Measure, click Default Selling Unit as the Default Unit for Item Lookup.
2. For Item Transaction Entry and Item Transfer Entry, select the default unit to be used when entering inventory transactions and transfers.
3. Click OK to save.

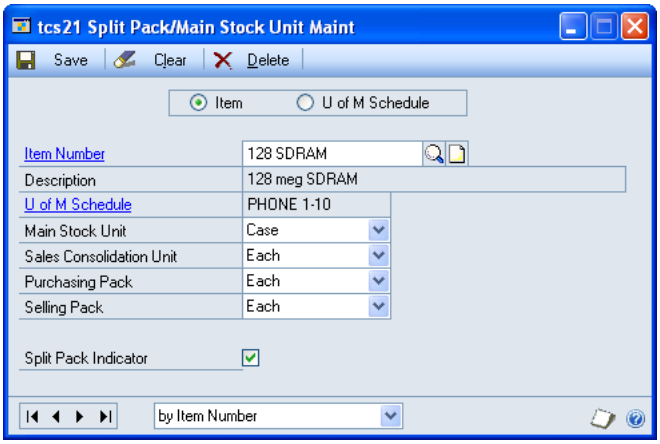
You can undo a selection and revert to previously set parameters by clicking the Cancel button.

Except for Item Transaction Entry and Item Transfer Entry, each of the windows specified in the Unit of Measurement Management Setup Window has the facility to display quantities in split pack format. While viewing items in these windows, the quantities will be displayed in the units specified in the Unit of Measure Management Setup Window. You may select to display quantities in different units by using the appropriate drop-down lists or lookups.

If an item selected for display in one of the windows does not have a Main Stock Unit applied to it, then quantities are displayed or entered in the Base Unit of Measure.

2. Split Pack/Main Stock Unit Maintenance Window

Cards >> Trinity >> Unit of Measure Management >> Split Pack/Main Stock Unit Maintenance



Use the Split Pack/Main Stock Unit Maintenance Window to:

- Set up items and unit of measure schedules as split packs.
- Specify the Main Stock Unit for items and unit of measure schedules.

Note this window is available as an Additional option from the Microsoft Dynamics™ GP Item Maintenance Window.

2.1 Setting Up Split Packs and Specifying Main Stock Units

Set up split packs and specify Main Stock Units in the Split Pack/Main Stock Unit Maintenance Window:

1. Click on either Item or U of M Schedule. This determines which selections in the window are applied to a specified item or a Unit of Measure Schedule.

   Selections against a Unit of Measure schedule are useful to apply parameters to a range of items based on their shared Unit of Measure Schedule.
2. Depending on the selections from step 1, enter either an Item Number or a Unit of Measure Schedule, or use the lookup to select from the relevant lookup window.

The description of your selections display below. If you selected Item in step 1, then the U of M Schedule for the selected Item Number will display.

3. From the drop-down list, select the Unit of Measure you want to be the Main Stock Unit for the item or Unit of Measure Schedule. The drop-down list is item specific and only contains units of measure held within the item's Unit of Measure Schedule.

   The Main Stock Unit is the Unit of Measure most commonly used for viewing stock balances and transactions.

4. From the drop-down list, select the Unit of Measure you want to be the sales consolidation unit.

5. From the drop-down list, select the Unit of Measure you want as the purchasing pack. If selected, then in the Purchase Order Entry and Purchase Item Details Entry Windows, the Quantity Ordered must be a multiple of this unit. For example, if you select case as the purchasing pack where each case contains 12 items, then the Quantity Ordered must be a multiple of 12.

6. From the drop-down list, select the Unit of Measure you want as the selling pack. If selected, then in the Sales Transaction Entry and Sales Item Details Entry Windows, the Quantity Ordered must be a multiple of this unit. For example, if you select case as the selling pack where each case contains 12 items, then the Quantity Ordered must be a multiple of 12.

7. If you want to specify your selected item/items contained in the Unit of Measure Schedule as split pack items, click the split pack indicator box.

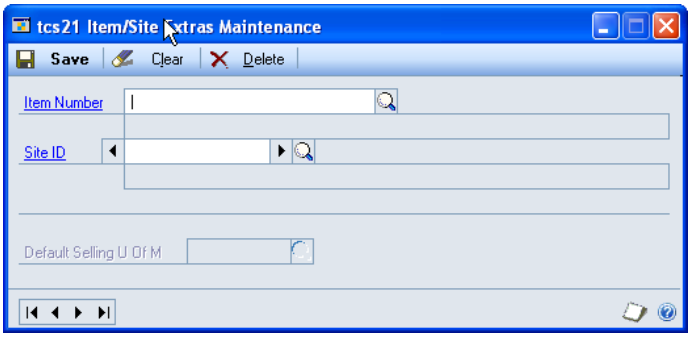
8. Click Save to apply your selection.

You can delete parameters set in the Split Pack/Main Stock Unit Maintenance Window by clicking the Delete button.

You can clear a selection at any point by clicking the Clear button.

3. Item/Site Extras Maintenance Window

Cards >> Trinity >> Unit of Measure Management >> Item/Site Extras Maintenance



Use the Item/Site Extras Maintenance window to:

- Specify different default selling units for one item when sold from different sites.
- If a default selling unit is set up here for an item and site, this will override the overall Dynamics GP default selling unit for the item.

3.1 Setting Up Default Selling Units

Specify the default selling unit in the Item/Site Extras Maintenance Window:

1. Enter an Item Number or select one using the lookup.
2. Enter a Site ID, or select one using the lookup.

3. Enter a Default Selling U of M, or select one using the lookup.
4. Click Save.

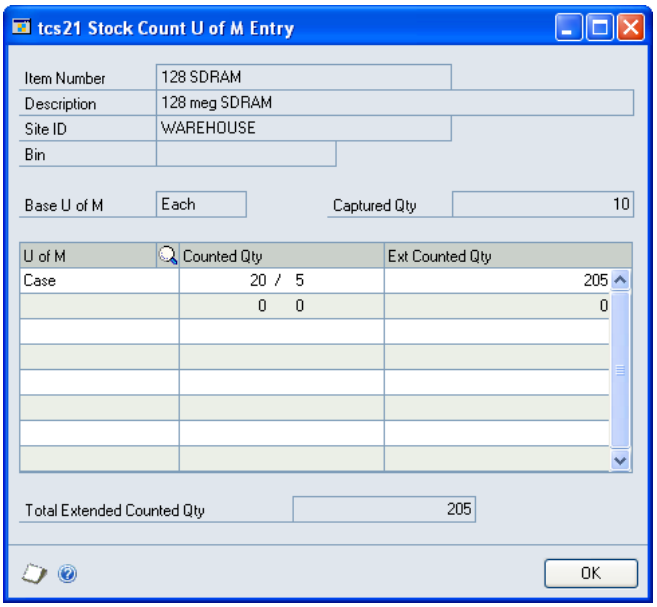
You can delete details set in the Item/Site Extras Maintenance window by clicking the Delete button.

You can clear a selection at any point by clicking the Clear button.

If you specify a default selling unit for an item/site using this window, this unit will be used as the default in Sales Transaction Entry, overriding the overall Dynamics GP default selling unit for the item.

4. Stock Count Unit of Measure Entry Window

***Transactions** >> **Inventory** >> **Stock Count Entry** >> **In the Stock Count Entry window,** enter a counted quantity for an item and choose the Counted Qty expansion button*



Use the Trinity Stock Count Unit of Measure Entry Window to:

- Enter stock count results in split pack format

The Trinity Stock Count Unit of Measure Entry is visually similar to the Microsoft Dynamics™ GP Stock Count Unit of Measure Entry Window. However, added functionality allows you to enter stock counts for split pack items.

You cannot enter stock counts for a lot or serial numbered items. Stock counts for non-split pack items can be entered following standard procedure.

4.1 Entering Stock Counts for Split Pack Items

Enter split pack stock counts in Stock Count Unit of Measure Entry Window:

1. Open the Stock Count Entry Window.
   (***Transactions** >> **Inventory** >> **Stock Count Entry***)
2. Enter or select the stock count ID.
3. In the scrolling window, select the item-site combination to enter results.
4. Choose the Counted Qty expansion button to open the Stock Count Unit of Measure Entry Window.

   You must click the Counted Qty field to activate the expansion button.
5. Enter or select a unit of measure for the results, then enter the counted quantity.

   The available fields to enter counted quantities are dependent on the unit of measure selected. For example, units of measure for wine bottles could be cases (main units) and bottles (split pack units). If you choose to enter the counted quantities in cases, then you can enter the number of cases and the number of bottles in the split pack format. For

example, 3/2 would be three cases plus two bottles. If you choose to enter in bottles, then the first numerical field of the split pack format (i.e., the Split Pack field) will be disabled. Then, you can only enter bottle quantities.

If you do not enter a unit of measure, then it will default to the default unit of measure set for the Stock Card in the Unit of Measure Management Setup Window.

If a case holds ten bottles, then the highest count allowed in the second field is 9.

6. Repeat step 5 until all count results are entered for the item-site combination. As you move off each line, the extended quantity—the equivalent in the base unit of measure, according to the assigned unit of measure schedule—is calculated and displayed.
7. Choose OK to close the Stock Count Unit of Measure Entry Window.

   The counted quantity and variance quantity are updated automatically in the Stock Count Entry scrolling window.
8. Repeat steps 3 to 7 until all necessary stock count results have been entered.
9. Process or Save the stock count.

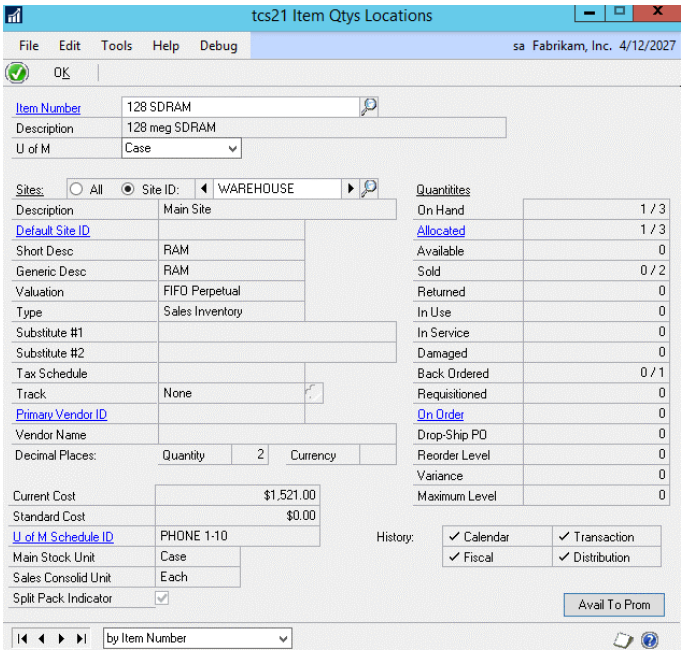
5. Item Quantities Locations Window

Inquiry >> Trinity >> Unit of Measure Management >> Item Quantity Locations

Use the Item Quantities Locations window to:

- View item location and quantity details.

This window is available as an Additional option from the Microsoft Dynamics™ GP Item Quantities Maintenance Window.



5.1 Viewing Item Location and Quantities Details

View item location and quantity details in the Item Quantities Locations Window:

1. Enter an Item Number or select one using the lookup.
2. Select a Unit of Measure from the U of M drop-down list.
3. The Sites parameters are set by default to view All. To select a specific site ID, click Site ID and use the Browse buttons or click the lookup to select a site.

Items will be displayed in the default unit set in the Unit of Measure Management Setup Window. Use the Unit of Measure drop-down list to view in an alternative unit of measure.

4. All relevant details for your selection will be displayed. When you have viewed the information, click OK to close the window.

If you have access to the Microsoft Dynamics™ GP Available to Promise module, then you can view the selected item site combination in the Available to Promise window. Click the Avail To Prom button to display the window. If you do not have access to the Microsoft Dynamics™ GP Available to Promise module, then the button will be disabled.

6. Extended Pricing with Unit of Measure Management

Microsoft Dynamics™ GP Extended Pricing provides functionality for setting up multi-layered pricing structures using price books and price sheets.

The Unit of Measure Management module provides additional functionality by enabling you to generate a base unit of measure prices automatically. Prices can be generated automatically for multiple items or price groups using the Generate Base Unit Prices Window, for both split pack and non-split pack items.

6.1 How Base Unit Prices are Generated

Base unit prices can only be generated for items/groups that have prices set up for the non-base unit on price sheets. Generated base unit prices are directly drawn from the price set up for the main selling unit. For example, if a price of $50 for a case of 10 item A’s is set up, then the generated base unit price for an individual item would be $5. The base unit price would then be added to the same price sheet (and price group where relevant) as the originating unit price.

If you have item prices set up for more than one unit of measure, then the unit price used to generate a base unit price from the unit set up as the default selling unit for the item.

You can use the Generate Base Unit Price Options Window to apply additional markups to the base unit prices generated. For example, a case of 10 Item A's has a net price of $50. When generating base prices for individual item A's, you may want to have a markup of $1 on each item A sold. You would select the Net Price Markups Value option and enter a value of 1. All items/groups selected for base price generation, with non-base unit prices set up as net prices, would be subject to the same markup. See below for full details on how pricing markups are applied.

Net Price Markup	Added to the calculated base unit net price
Value Off Markup	Deducted from the calculated base unit value off amount, to result in less value off
Percentage Off Markup	Deducted from the calculated base unit percentage off amount, to result in less % off
Cost Uplift Value Markup	Added to the calculated base unit cost uplift value amount, to result in more uplift
Cost Uplift Percent Markup	Added to the calculated base unit cost uplift percentage amount, to result in more uplift

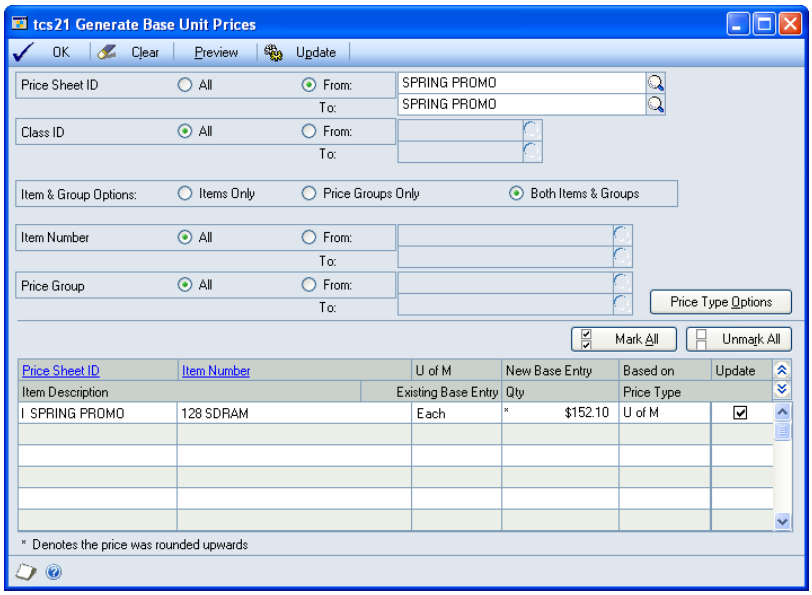
If a non-base unit price with quantity breaks is used to calculate a base unit price, then the lowest level quantity break will be used in the calculation. Quantity break pricing is not generated; only one base unit price will be set up.

7. Generate Base Unit Prices Window

Tools >> Routines >> Trinity >> Unit of Measure Management >> Generate Base Unit Prices

Use the Generate Base Unit Prices Window to:

- Generate prices for items and price groups against their base unit of measure



You can display this window by selecting the Generate Base Prices Additional option from the Price Sheet Maintenance or Price Sheet Detail Maintenance Windows. See below for further details of the default settings in the Generate Base Unit Price and Generate Base Unit Price Options Windows, if opened as an Additional option.

Price Sheet Maintenance window	Price Sheet Detail Maintenance window
Current price sheet selected Both Items & Groups selected All Markup options set to none Quantity Free Options set to Copy Scrolling window populated with items/groups without base unit prices set up	Current price sheet selected Items Only or Price Groups Only default dependent upon the selection All Markup options set to none Quantity Free Options set to Copy Items to Update set to Split Packs Only Overwrite Mode set to New Prices Only Scrolling window populated with items/groups without base unit prices set up

7.1 Generating Base Unit of Measure Prices

Generate base unit of measure prices using the Generate Base Unit Prices window:

1. All price sheet IDs will be selected by default. To generate base unit prices for selected price sheets, click From and enter a range of price sheets or select them using the lookup.

2. All class IDs will be selected by default. To generate base unit prices for selected class IDs, click From and enter a range of class IDs or select them using the lookup.
3. For Item & Group Options, select an option to generate base unit prices for from: Items Only, Price Groups Only, or Both Items & Groups.

   If Price Groups Only is selected, then the option to select an item number range is disabled.

   If Items Only is selected, then the option to select a price group range is enabled. Groups are not displayed in the scrolling window; items assigned to groups in the selected range are displayed.
4. All items are selected by default. To generate base unit prices for selected items, click From and enter a range of items or select from the lookup.
5. All price groups are selected by default. To generate base unit prices for selected price groups, click From and enter a range of price groups or select from the lookup.
6. Click the Price Type Options button to display the Generate Base Unit Price Options window. Here you can select further options to define an item/group range to generate base unit prices.

7. For Items to Update, click to select to generate base unit prices for Split Packs Only or for All items.
8. For Overwrite Mode, click to select to generate New Prices Only or Overwrite Existing Prices.

   If New Prices Only is selected, then only items/groups without base unit prices set up will be displayed in the Generate Base Unit Prices Window. If Overwrite Existing Prices is selected, then all items/groups within the selected criteria will be displayed, and any current base unit prices will be overwritten.
9. Options per Price Type enables you to set markup values to the base prices generated. Click Percentage or Value, and enter a percentage or value for each price type to apply a markup. See How Base Unit Prices are Generated for further details.

   The Cost Uplift options will be disabled unless the Cost Uplift Pricing option is selected in the Extended Pricing Extras Setup window (see the Trinity Extended Pricing Enhancements User Guide for further details).
10. For Quantity Free Options, click Copy to assign the same quantity free promotion the non-base unit price or Ignore to remove quantity free items in the base unit price.
11. Click OK to close the window and return to the Generate Base Unit Prices window.

12. Click Preview to view your selected item/group range in the scrolling window.

    All items/groups in the selected range will be displayed in the scrolling window in the base unit of measure. Items are denoted with an I symbol. Groups are denoted with a G symbol. Prices with decimal places rounded up to meet the item currency decimals will be denoted with an * symbol.

13. Click the Update checkbox to select/deselect items/groups for base unit price generation or use the Mark All/Unmark All buttons to select/deselect all items/groups.

14. Click the Update button to generate base unit prices for all selected items/groups. The Report Destination window will display the option to print the Base Prices Generation Audit Report. Select your required option, then close the window.

    If you opened the Generate Base Unit Prices Window from the Price Sheet Maintenance Window or the Price Sheet Detail Maintenance Window, then the Generate Base Unit Price window will close when the report is printed. You will return to the originating window with the newly generated prices displayed.

8. Split Pack Reports

Many Microsoft Dynamics™ GP Reports have been given additional functionality by the Trinity Unit of Measure Management module to display items in reports in the split pack format.

Split Pack Format Compatible Reports:
Inventory Stock Status Report
Inventory Stock Status by Site Report
Historical Stock Status Detail by Account
Historical Stock Status Detail by Item
Historical Stock Status Detail by Site
Historical Stock Status Summary by Account
Historical Stock Status Summary by Item
Historical Stock Status Summary by Site
Physical Inventory Checklist Report
Physical Inventory Checklist by Site Report
Physical Inventory Checklist by Site No Quantity Report
Physical Inventory Checklist No Quantity Report
Stock Count Forms by Item Report
Stock Count Forms by Item Break Report
Stock Count Forms by Site Report
Stock Count Forms by Site Break Report
Stock Count List Report
Vendor Activity Report
Vendor Activity by Vendor Report

Appendix A

Unit of Measure Management – Access to Windows

Window Name	Menu Access	Other Access
Generate Base Unit Price Options		Tools >> Routines >> Trinity >> Unit of Measure Management >> Generate Base Unit Prices >> Price Type Options button
Generate Base Unit Prices	Tools >> Routines >> Trinity >> Unit of Measure Management >> Generate Base Unit Prices	Cards >> Inventory >> Extended Pricing >> Price Sheets >> Additional >> Generate Base Unit Prices Cards >> Inventory >> Extended Pricing >> Price Sheets >> Expansion button >> Additional >> Generate Base Unit Prices
Item Quantities Locations	Inquiry >> Trinity >> Unit of Measure Management >> Item Quantity Locations	Cards >> Inventory >>Quantities/Sites >> Additional >> Item Qty Locs
Item/Site Extras Maintenance	Cards >> Trinity >> Unit of Measure Management >> Item/Site Extras Maintenance	
Split Pack/Main Stock Unit Maintenance	Cards >> Trinity >> Unit of Measure Management >> Split Pack/Main Stock Unit Maintenance	Cards >> Inventory >> Item >> Item Maintenance window >> Additional >> U of M Management Maintenance
Stock Count Unit of Measure Entry		Transactions >> Inventory >> Stock Count Entry >> In the Stock Count Entry window, enter a counted quantity for an item and choose the Counted Qty expansion button
Unit of Measure Management Setup	Tools >> Setup >> Trinity >> Unit of Measure Management >> Unit of Measure Management Setup	

Appendix B

Alternate Microsoft Dynamics™ GP Windows in the Unit of Measure Management Module

Window Name	Series	Module	Modification
Bin Quantity Inquiry	Inventory	Unit of Measure Management	Shows quantities in split pack format
Inventory Activity Reports	Inventory	Unit of Measure Management	Runs versions of reports which show split pack items in split pack format
Inventory Available To Promise	Inventory	Unit of Measure Management	Shows quantities in split pack format
Item Stock Inquiry	Inventory	Unit of Measure Management	Shows quantities in split pack format, and allows entry of start date for transactions.
Items	Inventory	Unit of Measure Management	Will display split pack items in the Split Pack format Unit Selection field allows you to select a display Unit of Measure
Quantities By Site	Inventory	Unit of Measure Management	Shows quantities in split pack format

Appendix C

Unit of Measure Management - Reports

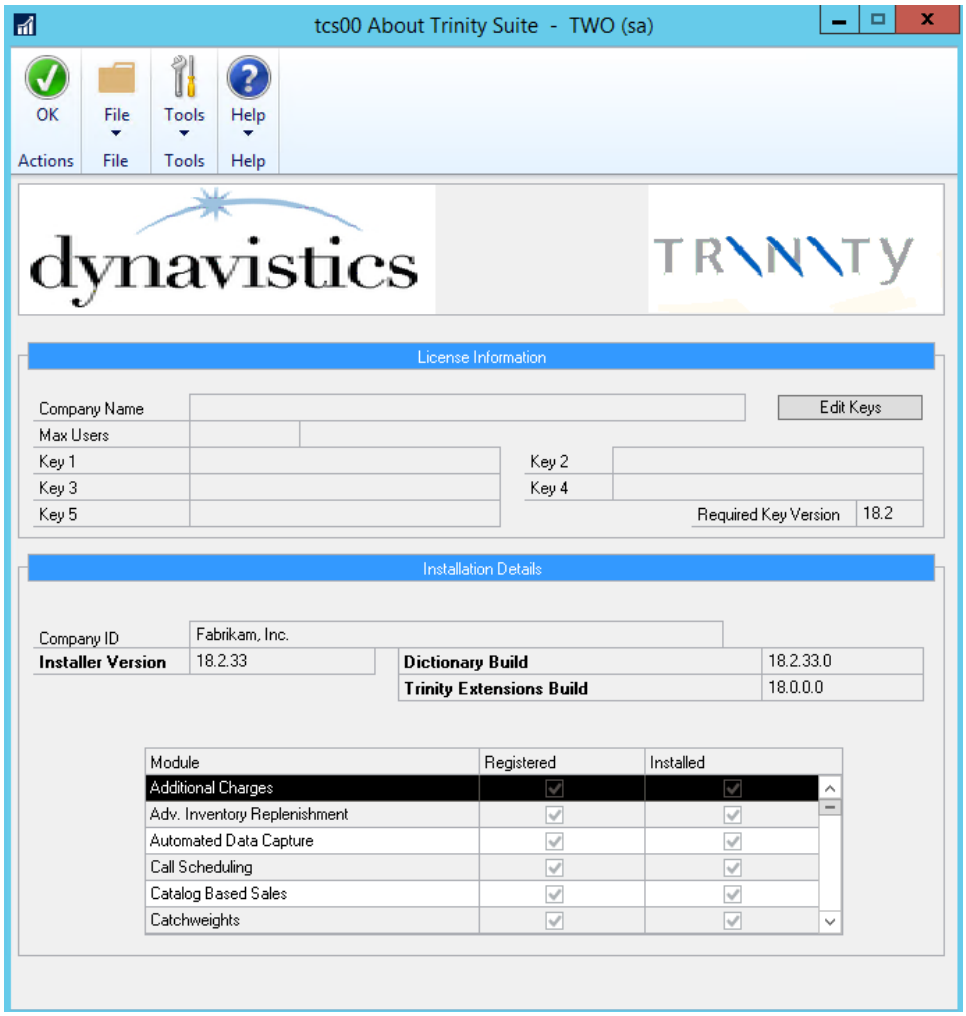
Report Name	Module	Functionality
Base Prices Generation Audit Report	Unit of Measure Management	Prints details of base unit prices that have been generated

Multiple reports have been enhanced for the Unit of Measure Management module.

See Split Pack Reports for further details.

Appendix D

About Trinity

Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite

Use the About Trinity Suite window to check your registration information and installation details. The window tells which Trinity modules are registered to use and are installed on your system.