# Unit of Measure for Parts

Parts are set up with a unit of measure when they are entered in FAMIS. Unit of measure is a detail used for purchasing the part, inventory, and dispensing. Below are the steps to look up a unit of measure conversion for a part. If, when you are making a purchase of the part, you find the unit of purchase in FAMIS doesn’t correspond to the vendor’s unit of measure in NUFinancials, you can add a new unit of measure conversion option to use on the Purchase Order. This allows for the unit of measure on the Purchase Order to match in both FAMIS and NUFinancials. It also allows for inventory conversion in the warehouse. Unit of measure is located on the Part form.

## Search for part’s unit of measure

2. Click **Open**.
3. Initiate a query for the part by clicking 🔍.
4. Enter the Part number.
5. Click 🔍.
6. On the Part form, click **UM Conversion**.
7. In the Unit of Measure Conversion form, click .
8. Enter the Part number.
9. Click .

In this example, the Unit of Purchase is a Box and each box contains 10 units of this part.

If you do not see the conversion you need, enter a new one.
- You should only create one conversion rate per unit of purchase (ex. there cannot be a EA to BOX of 10 and a EA to BOX of 5).
- Do not make changes to existing conversions as it could affect open POs.

Enter a new UM Conversion for a part
1. From the Unit of Measure Conversion form, initiate a query for the part by clicking .
2. Enter the Part number.
3. Click .
4. In a new line, enter the Part Number.
5. Select the To Unit of Purchase from the drop-down menu.
6. Enter the Conversion Rate.
7. Click OK.

In this example, there are 6 each in one case.
8. In the Part form, you can now select the new Unit of Purchase (UOP).

9. Click Save .

NEED HELP?
Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu