

# Units

## Adding Units

### Step 1: Access Units

- Go to **Products** → **Units**.



### Step 2: Add a Basic Unit

1. Enter the **Unit Name** (e.g., Meter).
2. Enter a **Short Name** (e.g., Mtr.).
3. Choose whether to **Allow Decimals**.
  - Enabling decimals allows buying and selling in fractional quantities.



### Step 3: Add Multiple Units (Optional)

- Use this when purchasing and selling in different units.
  - **Example:** Purchase in dozens, sell in pieces.
  - **Example:** Purchase in boxes, sell in pieces.



## Steps

1. Add the **lower unit** first (e.g., Pieces).
2. Add the **higher unit**:
  - Check **“Add as multiple of another unit.”**
  - Enter the **conversion ratio**.

3. When adding/editing products, select the desired unit from the dropdown.
  - Purchase and sales prices adjust automatically.
4. **Note:** Only the lower unit is used to store transactions. Changing conversions later will adjust existing purchase/sales quantities accordingly.



## Step 4: Enable and Select Relevant Sub-Units (Optional)

- Useful if only some sub-units apply to a product.
- **Example:** Sell oranges only in dozens or pieces.

## Steps

1. Enable feature: **Business Settings → Products → Enable relevant sub-units.**
2. When adding a product, select the main unit and choose the applicable sub-units.
3. Purchases and sales can now be performed in these selected sub-units.



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