



[Knowledgebase](#) > [Settings](#) > [U of M Type](#)

U of M Type

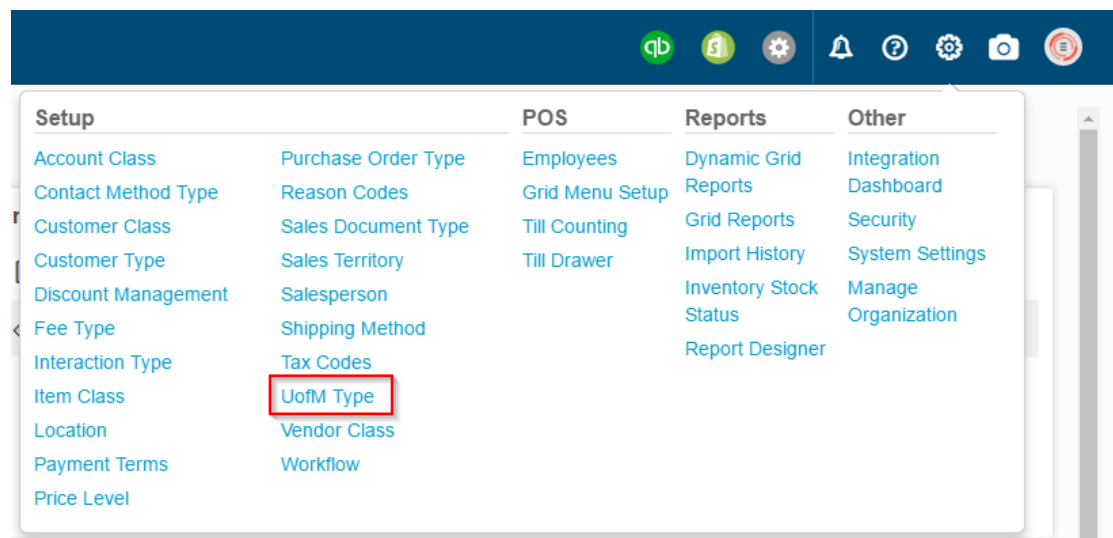
Cavallo Support - 2025-08-06 - [Settings](#)

Overview

The Unit of Measure (UoM) feature of SalesPad Cloud allows you to establish different units of measure, as well as categories for units of measure (types), which in turn help you to manage your inventory effectively. UoM allows users to track inventory in multiple units. SalesPad Cloud uses a UoM schedule which allows for a base UoM along with additional UoMs incorporating a base conversion factor. When a new company is created, a default UoM schedule (Each) with a default UoM (Each) is assigned to that company.

Once a UoM schedule is created, multiple UoM Types can be created within the new schedule. Also within the schedule, a base, default sales, and default purchasing UoM can be specified, and these will be used once that UoM schedule is assigned to an item. When creating non-base UoM Types, the conversion factor can be either be a whole number or a decimal, allowing for a UoM that is less than the base UoM. SalesPad recommends setting the lowest tracked UoM as the base, but we understand that this is not always possible. While inventory is always tracked and displayed by the base UoM, purchasing and sales can use a non-base UoM, and the conversion factor will be tracked on the transaction line, allowing the system to add or remove inventory based on the conversion to base.

To get started, select **UoM Type** from the Settings menu.



UoM Type

Create a UoM type

To create a UoM Type, click the **New UoM Type** button in the upper left-hand corner of the screen.

UofM Type	Unit of Measure
New UofM Type	New Unit of Measure
UofM Type	Unit of Measure

Name your UofM Type in the UofM Type drawer that appears.

UofM Type Feedback ×

Type Name

Inactive

Click **Save** when you are finished.

Edit a UofM Type

To edit an existing UofM Type, first select the UofM Type from the list on the left-hand side of the UofM Type window.

UofM Type

UofM Type

Appliances
Dirt
Each
Furniture
Mulch
Stationary

Once you've selected the UofM Type you want to edit, make your changes in the information fields on the right-hand side of the screen.

Type Name Appliances	Description	Base Uofm Each
Selling Uofm Each	Purchasing Uofm Bundle	Shipping Uofm Each
Abbreviation Appliances	<input type="checkbox"/> Inactive	

For a brief explanation of each of these information fields, click here:

UofM Type

Type Name - Allows you to name the UofM Type

Description - Allows you to further describe the UofM Type

Base Uofm - Determines which UofM is the base UofM for this UofM Type; Conversion Factors will be based on this UofM

Selling Uofm - Determines which UofM is used to sell items of this UofM Type

Purchasing Uofm - Determines which UofM is used to purchase items of this UofM Type

Shipping Uofm - Determines which UofM is used to ship items of this UofM Type

Abbreviation - Allows you to assign an abbreviation for the UofM Type

Inactive - Indicates whether or not the UofM Type is inactive

Note: Before you can assign Base, Selling, Purchasing, or Shipping Uofm's, you will first need to create units of measure (Uofm's) to assign to these fields. Keep reading to learn how to create units of measure for your new unit of measure type.

Unit of Measure

Create a unit of measure

Note: Before creating a Unit of Measure, make sure that the UofM Type you want to create the Unit of Measure for is highlighted in the UofM Type list.

To create a new Unit of Measure, click the **New Unit of Measure** button in the upper left-hand corner of the screen.

UofM Type	Unit of Measure
New UofM Type	New Unit of Measure
UofM Type	Unit of Measure
Each	Each

Name your UofM, give it a conversion factor, and assign it an abbreviation in the Unit of Measure drawer that appears.

Feedback

Unit of Measure ✕

Uofm

Conversion Factor

Abbreviation

Click **Save** when you are finished.

The Conversion Factor field determines how many of the Base UofM (determined in the UofM Type settings) are in the unit of measure you are editing. If our Base UofM is Card, and we create a UofM called Carton with a Conversion Factor of 25, there are 25 cards in a carton.

Edit a Unit of Measure

To edit a UofM, first select the Unit of Measure from the list on the left-hand side of the UofM Type window. If you don't see the Unit of Measure you want to edit, make sure that the correct UofM Type is selected in the UofM Type list, just to the left of the Unit of Measure list.

UofM Type	Unit of Measure
UofM Type	Unit of Measure
Appliances	Box
Dirt	Card
Each	Carton
Furniture	
Mulch	
Stationary	

Once you've selected the Unit of Measure you want to edit, make your changes in the information fields on the right-hand side of the screen.

Unit of Measure

Uofm	Conversion Factor	Abbreviation
Box	500	Bx

[Save](#)

Click **Save** when you are finished.

Don't forget to update the Base, Selling, Purchasing, and Shipping Uofm fields of your new UofM Type once you've created the UofMs you need.

Type Name	Description	Base Uofm
Stationary	greeting cards	Card
Selling Uofm	Purchasing Uofm	Shipping Uofm
Carton	Box	Carton
Abbreviation	<input type="checkbox"/> Inactive	
Stat.		

See it in Action

UofM Type dropdowns appear in the Create or Edit Item drawers in the Inventory module.

Feedback

Create Item



Can Backorder

Taxable

Valuation Method

FIFO

Current Cost

Standard Cost

Vendor

No Vendor

Purchase Cost

Quantity Decimals

Serial Lot Type

Not

Unit of Measure Type

No UofM Type

Selling UofM

No Selling UofM

Purch UofM

No Purch UofM

Tax Code

No Tax Code