

# HOW TO CHANGE QUANTITY UOM WITHOUT DOING AN ADJUSTMENT

Navigation: Inventory – Manage Inventory - Transfers



Put in Unit and Item ID and Click Search

**Transfers** **EZ Transfers**

**Unit:** UHCMS **Container ID:**  **Storage Location:**

**Item ID**

**Description:**  
MESALT 3/4X39 SOD CHL #285280

Original Location		Find   View All	First	1 of 1	Last
<b>Item ID:</b>	121414				<a href="#">Transfer</a>
<b>Description:</b>	MESALT 3/4X39 SOD CHL #285280				
<b>Storage Location:</b>	WCMS 15 03 05 01	<b>Quantity:</b>	12.3000	BOX	

In this example we want to change the quantity to EA for the item instead of BOX

Click the Transfer link

Put the entire quantity in the Transfer Qty box and put a temporary location Destination Location fields and click Save

**Item Transfer** EZ Transfers

**Item ID:** 121414      **Container ID:**

**Storage Location:** WCMS 15 03 05 01

**Quantity:** 0.0000 BOX

**Transfer Qty:**        Enter Qty in Stocking UOM

**Base Transfer Qty:**  EA       Enter Qty in Standard UOM

**Comments:**

**Destination Location** Find | View All    First 1 of 1 Last

**Unit:**      **Storage Location:**

UHCMS                   

**Item ID:**                      121414

**Quantity:**                      12.3000

**While the quantity is moved to a temporary location go change the Fixed Picking UOM to the new UOM you wish to use**

Go back on the Transfers page – put the Unit and Item ID in again (make sure there is not a location listed in the location boxes)

**Transfers** EZ Transfers

**Unit:**       **Container ID:**       **Storage Location:**

**Item ID**

**Description:**

MESALT 3/4X39 SOD CHL #285280

**Original Location** Find | View All    First 1 of 1 Last

**Item ID:**                      121414                      [Transfer](#)

**Description:**              MESALT 3/4X39 SOD CHL #285280

**Storage Location:**    INV            IN            AC            TI            VE            **Quantity:**                      12.3000    BOX

Click the Transfer link again

Put the entire quantity in the Transfer Qty box and the items valid location in the Destination Location PLUS CHANGE THE UOM AT THE BOTTOM LEFT CORNER TO THE UOM YOU WISH TO USE.

Item Transfer

EZ Transfers

**Item ID:** 121414 **Container ID:**  
**Storage Location:** INV IN AC TI VE  
**Quantity:** 0.0000 BOX  
**Transfer Qty:**   Enter Qty in Stocking UOM  
**Base Transfer Qty:**  EA  Enter Qty in Standard UOM  
**Comments:**

**Destination Location** Find | View All First 1 of 1 Last

**Unit:** UHCMS **Storage Location:** WCMS 15 03 05 01  
**Item ID:** 121414  
**Quantity:** 123.0000 EA

Return

Click Save

Now the quantity appears at the valid location with the new valid UOM

**Original Location** Find | View All First 1 of 1 Last

**Item ID:** 121414 [Transfer](#)  
**Description:** MESALT 3/4X39 SOD CHL #285280  
**Storage Location:** WCMS 15 03 05 01 **Quantity:** 123.0000 EA