

Sell by Units Only

Overview

The system allows users to enable the option to [sell by units only](#). To have this option enabled on the system for One-Location and Multi-Location companies, please refer to Sell By Units Setting. Only users with Admin, Credit Manager, Sales, Sales Allocation, and Sales Manager roles can access this option.

Create Order

Once the user has this option enabled on the system when creating orders, the system will show the **Add Units** button instead of the **Add Items** button.

1
Go to **Order Entry**> **Add Order**.

2
Enter the customer, the carrier, and the ship date.

3
When clicking on **Add Units**, the "**Choose Product**" window will pop-up, where the user can enter the information about the product needed in units:

4
When adding the Product, the system will show the number of units available in the inventory next to the product name. The user can select the units available in the inventory or enter additional units if needed.

5
Finally, click on **Add** to enter the product in units.

6
As units are added, they will appear in units per line as shown below.

7
If the user needs to delete a line order for any particular reason, go to the **Actions** column and select **Delete**.

8
A **Confirmation** window will pop-up asking the user to confirm the action. Select **Yes** or **No** as needed. The items will go back to the inventory and the user can continue working on the order.

Related Articles

- [Availability Reports](#)
- [Credits on Unit Sales](#)
- [Drop Sequence Warning for Orders](#)
- [How to Edit an Invoice](#)
- [How to Invoice Units](#)
- [How to Open a Box to Sell by Units](#)
- [Invoice and Credit Line Numbers](#)
- [Order Entry](#)
- [Prebooks in Units](#)
- [Prebooks in Units Pending to be Billed](#)

 **Roles enabled to perform this action:** Admin, Sales Manager, Cashier, Sales, Allocations.

Editing the Units Amount

You can also edit the number of units in the invoice both in stems or bunches.

Keep in Mind



- The setting Sell by units only must be enabled.

1
Click on **Edit** in the Actions column

2
The **Edit Item** window will be displayed where you will be able to edit the units quantity and the price. Click on **Save** to confirm.

Home | Inventory | Products & BOM | Purchase Orders | Order Entry | AR | AP | Reports | Tracking | Shipping | Orders | QC | Setup

Add Order | Order Summary | Credit Summary | Add / Edit Credit

Add Order Actions

General Order Information

Customer: 401008288
 Salesperson: [Select]
 PO #: [Select] Ship Date: 11/08/2017
 Order Subject: 002320
 Order Subject: 002320
 Discount: \$1,650.00
 Additional Charges: \$39.00
 Tax: 49.00
 Order Total: \$259.00

General Customer Information

Shipping Address:
 3241 NW 72ND AVE
 MIAMI, FL 33157

Phone: 8008977737
 Fax:

Units Details, Items by Association

Qty	Product	Quantity	Unit Type	Discount	Price	Amount	Action
	E Commerce Assured	20	Bunch		22.00	440.00	
	Agavefruit Box	100	Item		61.60	6160.00	
	Total:					6200.00	

Display Only Products from Price Lists

Roles enabled to perform this action: Admin, Setup.

When the **Sell by Units Only** setting is enabled, the system will display an option that allows to show only products associated to a price list for the selected customer when adding products to an order from the **Order Entry** screen.

Sell By Units Options X

Sell By Units:
 Enabling this option will allow you to sell and view inventory by units.

Allow selling over available quantity:
 By enabling this option the system will allow the users to sell items from the inventory in units regardless if the items are listed there or not.

Unit price should:
 Remain the same as the price of the unit within the opened box.

Price Markup: % [What's this?](#)

Automatically move open market boxes to inventory in units:
 Enabling this option will automatically open any "Open Market" boxes and convert them into units.

Sell by Units Only:
 Enabling this option the system will allow the salespeople to only add units to the Order in the Order Entry screen. The Boxes and Hard Goods items will not be available in the Order Entry screen.

Only show items associated to a Price List:
 By enabling this option, the system will only display products from a Price List associated to the selected customer when adding products to an order in the Order Entry screen. Keep in mind that products associated only to the Master Price List will not be listed.

Allow building boxes from units:
 By enabling this option the system will allow the users to build boxes from inventory units in the Order Entry screen.

Automatically print the distribution labels upon confirmation:
 Enabling this option the system will automatically print the distribution labels as soon as the products are confirmed in the Staging Area screen. Only labels for partially pre-sold boxes will be printed. If a box doesn't need to be opened, its label won't be printed.

Units Inventory behavior control:
 Replace the total number of bunches in the inventory.

When this setting is enabled the system will take the new bunch count from the Adjusted Bunches column and use it to replace the current number of bunches. [What's this?](#)

Save Close

How to Invoice Additional Units?

In case you want to invoice additional units to those available in the units inventory follow the instructions explained above to add products to an order. The system will look for the available products in the units inventory and add them to the order. In case there are not units available, the system will create and add them to the order, considering the following rules:

- The system will take into account the **rollup product** while creating additional product.
- The cost of new product lines created through this process when there are not units available, will be the average cost of the last 10 identical items that were available in the inventory during the past 6 months. In case the product was not in the inventory during the past 6 months, the cost will be set to zero.