



Unit of Measure

Background: Weight units of measure are required for nutrition calculation. Volume units of measure are required when ingredients are measured by volume in cooking.

In the example used in this Quick Guide, we will create a new volume unit of measure for the ingredient Mix Pancake.

Required Info: Mix Pancake 1 bag= 5 LB, 1 cup = $\frac{1}{4}$ LB.

To Do and Notice:

Notice: Units of measure should be descriptive and follow the naming and abbreviation standards for your corporation.

1. Ensure that you have opened the item or recipe that you wish to work on.
2. Click on the **Measures** tab.
3. Click on the **Define New Unit of Measure** button.
4. In the **New Unit of Measure Name** box, enter the appropriate text (e.g., Cup).
5. Select a Unit of Measure from the **Related Unit of Measure** drop-down list (e.g., Pound).
6. In the **Quantity** field, enter the numeric value (e.g., $\frac{1}{4}$).

Notice: This will create the relationship between the new unit of measure and the existing unit of measure. For the Pancake Mix example this defines a Cup = $\frac{1}{4}$ pound.

7. Under **Check the boxes to define the uses for this new Unit of Measure**, on the right-hand side of the screen, select one of the following:
 - **Purchase Unit** – how the item is typically purchased
 - **Stock Unit** – how the item is counted when inventoried
 - **Portion Unit** – how the item is served (use for our example)
 - **Recipe Ingredient Unit** – amounts available when added to a recipe
Notice: Check this box if you plan to use the new unit of measure in a recipe
 - **Recipe Yield Unit** – how much the recipe makes when prepared/made
8. Click **Done**.
9. Click on the **General Info** tab.
10. The new Unit of Measure is now available for use.

So What? Using the example provided, we are now able to use the volume unit of measure for this ingredient when building a recipe.