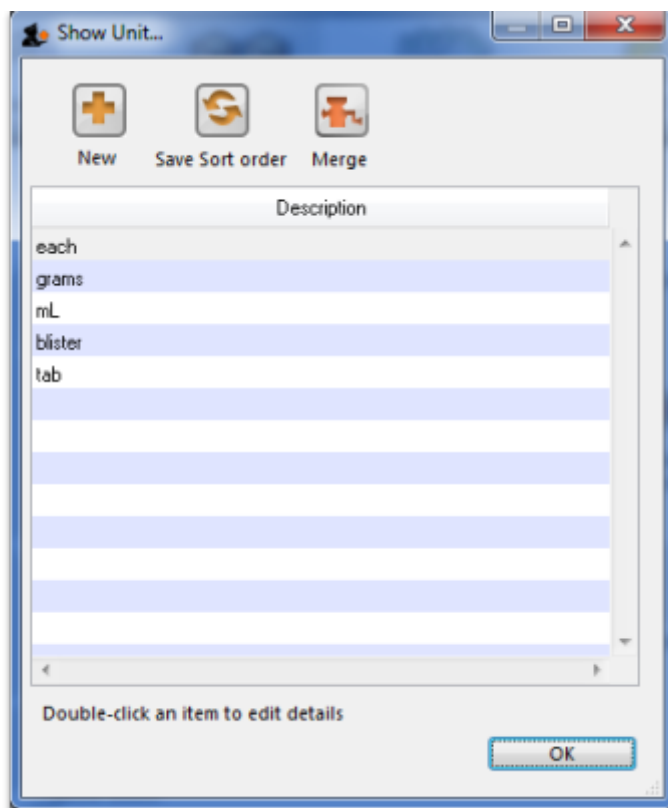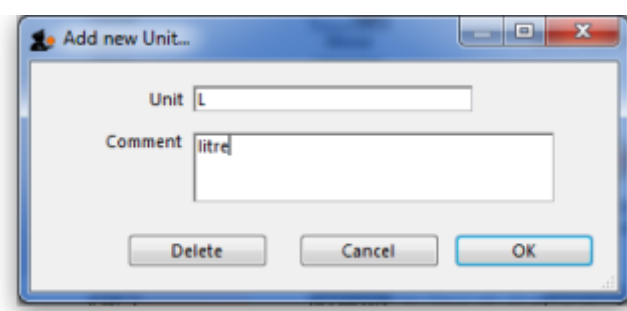# Units

*

Choose **Show units** from the **Items** menu. When you have defined your units, a list is displayed:

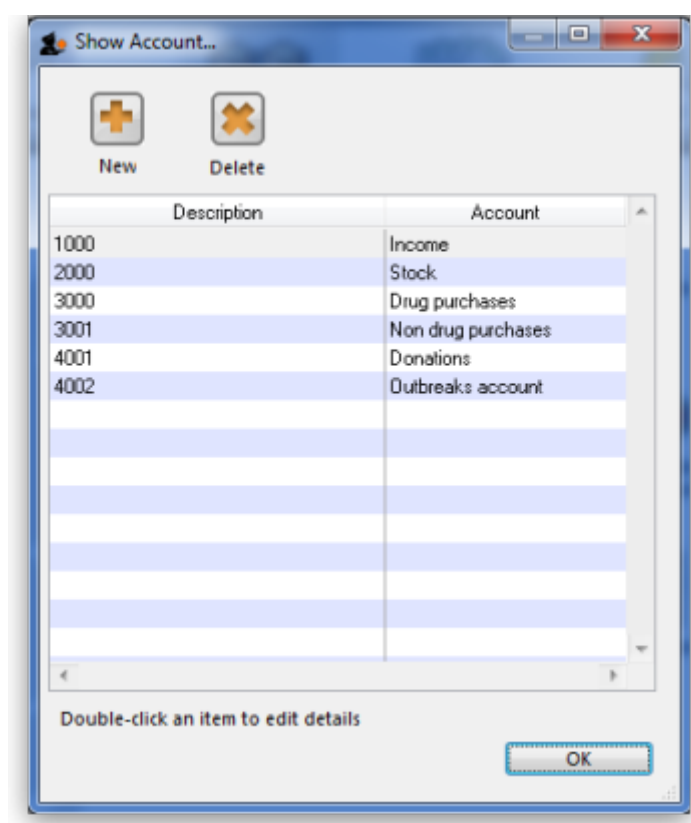Click the **New** button to add a new unit.

Note that you will need to have sufficient user permissions to use this function.

<note important>Do not change the record for one unit into a different unit, as all items using that unit will be updated.</note>
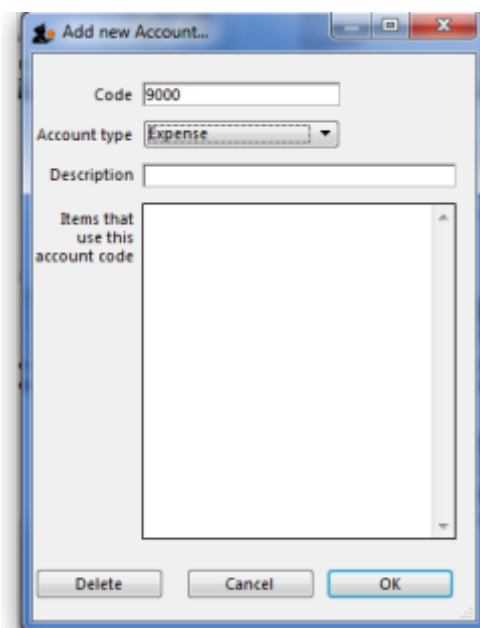
Accounts...

Choose **Show accounts** from the **Items** menu. This window allows you to manage the range of

accounts that can be assigned to items.

Account codes are used when exporting transaction data from mSupply® to external accounting software. Double-click a line to edit its details. Changing an account code or description will affect all items that are assigned to that account.

Click the **New** button to add a new account.

Fill in the code, description field and select the account type. The field **Items that use this account code** will display such items for each account code. Account types are **Expense, Income** and **Asset**

.Click on **OK** button to add a new account, and **Delete** button to delete an account.

<note>To continue to the next section of the mSupply® user guide click here</note>

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