




CA Delivery — Category Counts

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Procedure Owner: Depot Team	Process Author: Alex Strosin Nebill Negash	Final Approved By: Isaac Anderson	Approval Date: 12/1/2024
Author Signature:		Approver Signature: 	

Purpose:

To provide clear instructions for conducting inventory counts, adjusting by category in Odoo to ensure accurate and efficient reconciliation of inventory records.

Scope:

- All cannabis products must be reconciled in Metrc at least once every 30 calendar days
- Depot teams are required to conduct category counts and/or menu audits before open
- The [Depot Case Tool](#) must be used after completing category counts and menu audits

Responsible Parties:

- Fulfillment Warehouse Associate
- Depot Manager

References:

- [Demo video](#)
- Bi-weekly cadence:

Week 1	
Monday	Bag Count / Accessories
Tuesday	Flower
Wednesday	Flower
Thursday	Flower
Friday	Prerolls
Saturday	Prerolls
Sunday	Prerolls
Week 2	
Monday	Bag Count / Concentrates
Tuesday	Edibles / Wellness
Wednesday	Edibles / Wellness
Thursday	Edibles / Wellness
Friday	Vapes
Saturday	Vapes
Sunday	Vapes

Definitions:

- N/A

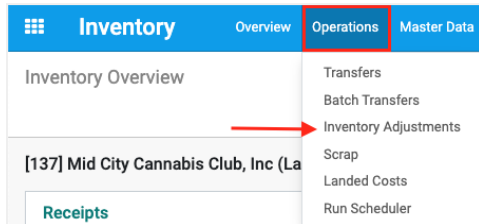
Procedure:

Odoo Category Count

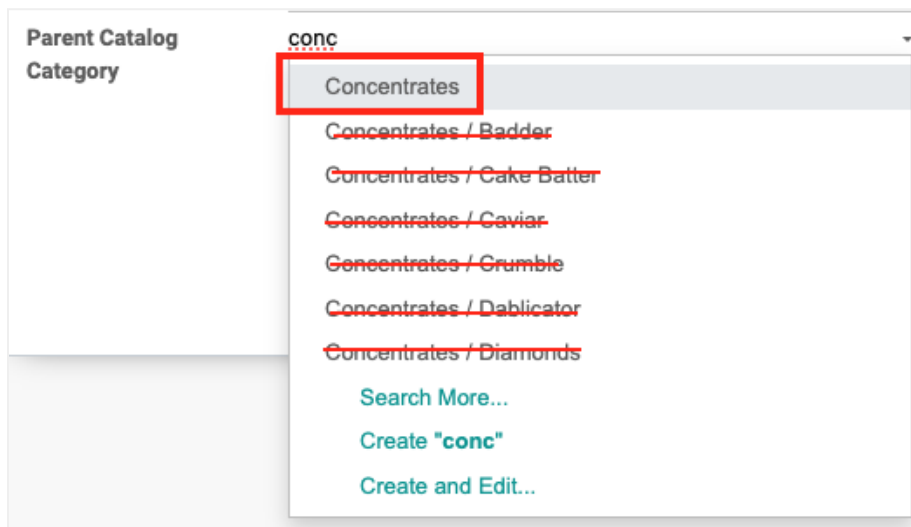
1. [Log into Odoo](#) and navigate to the **Inventory** module



2. Go to **Operations** → **Inventory Adjustments**



3. Click **CREATE** in the upper left corner
4. Enter the following details:
 - 4.1. **Inventory Reference:** Enter the category name
 - 4.2. **Locations:** Choose your depot's Stock location only
 - 4.3. **Parent Catalog Category:** Enter the category you want to count
 - 4.3.1. Be sure to choose the actual parent category, and not a sub-category



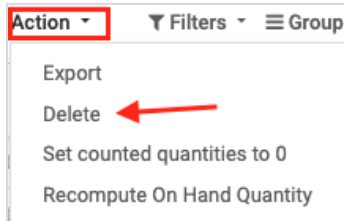
- 4.4. **Adjustment Reason:** Select "Incorrect Quantity"
 - 4.4.1. Leave blank if you're counting accessories
- 4.5. **Reason Note:** Enter "Daily cycle count"
 - 4.5.1. Leave blank if you're counting accessories
5. The page should now look like this, depending on the category:

6. Click **START INVENTORY** in the upper left
7. Enter the counted quantity for each line item in the **Counted** column
8. If a product/lot is missing from the list in Odoo but is physically on hand, then it must be manually added
 - 8.1. Click **CREATE** in the upper left

- 8.1.1. Enter the following information:
 - 8.1.1.1. **Product**
 - 8.1.1.2. **Lot/Serial Number**
 - 8.1.1.3. **Reason** = Incorrect Quantity
 - 8.1.1.4. **Reason Note** = Daily cycle count
- 8.2. If you're not able to complete the entire count, delete any lines that **were not** counted
 - 8.2.1. Check the box next to each line that **was not** counted
 - 8.2.1.1. Use the page finder to customize the amount of lines shown per page to speed up the process

id	Counted	Difference	UoM
000	5.000	0.000	Each
000	1.000	0.000	Each
000	1.000	0.000	Each

- 8.2.2. Click Action → Delete at the top of the page

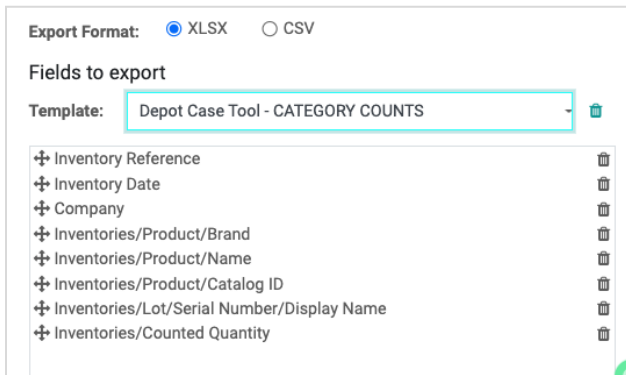


9. Click **VALIDATE INVENTORY** to complete the count
10. If you weren't able to complete the entire count, go to your depot's inventory channel on Slack and provide clear instructions to continue the next day's count from whichever brand you left off on
11. If you're starting today's count from the brand you left off on yesterday...
 - 11.1. Follow steps 6.1.4-6.1.6 like normal
 - 11.2. Once you click **START INVENTORY** and the list of line items populates, be sure to check the box next to any lines that were counted the previous day, starting from the brand noted on Slack
 - 11.3. Click Action → Delete at the top of the page
 - 11.4. Once all applicable lines have been deleted, go ahead and start counting

Depot Case Upload

12. Export Odoo Data

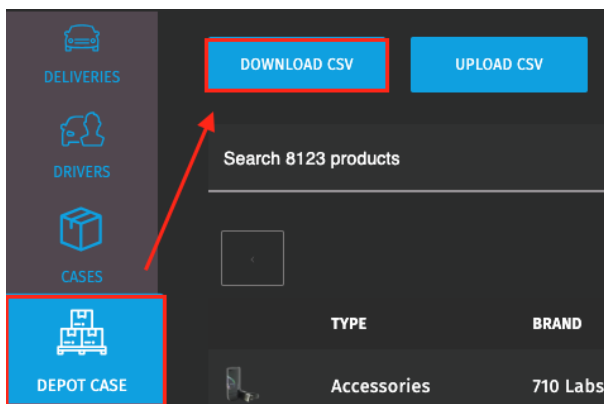
- 12.1. Go back to the Inventory module in Odoo
- 12.2. Go to **Operations** → **Inventory Adjustments**
 - 12.2.1.1. Only proceed with this if the count has been validated
- 12.3. Select the count by clicking the checkbox on the left
- 12.4. Click **Action** → **Export** in the middle of the page
 - 12.4.1. Select the **Depot Case Tool – CATEGORY COUNT** template



- 12.4.2. Click **Export**

13. Download Depot Case

- 13.1. [Log into Mission Control](#)
- 13.2. Go to the Depot Case page
- 13.3. Click **DOWNLOAD CSV**
 - 13.3.1. Note: Make sure the CSV you're downloading is up to date (refresh page before downloading)



14. Edit Depot Case Tool

- 14.1. Open to your [Depot Case Tool](#)
- 14.2. Open the CSV file exported from Odoo
- 14.3. Select all and copy the entire sheet
- 14.4. Paste into Cell A1 of the **Odoo** tab on the Depot Case Tool
- 14.5. Open the Depot Case CSV

- 14.6. Select all and copy the entire sheet
- 14.7. Paste into Cell A1 of the **Depot Case OLD** tab

15. Upload Depot Case Tool to MC

- 15.1. Go to the **Depot Case NEW** tab
- 15.2. Click **File** → **Download** → **Comma-Separated Values**
- 15.3. Go back the depot case page on MC and click **Upload CSV**
 - 15.3.1. Select file you just downloaded from the depot case tool
- 15.4. Ensure that you see a green banner at the top of the page, indicating the upload was successful

Revision History:

REVISION NUMBER	STEPS REVISED	REASON FOR REVISION	INITIALS	EFFECTIVE DATE
		Initial creation	AS, NN	12/1/2024