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
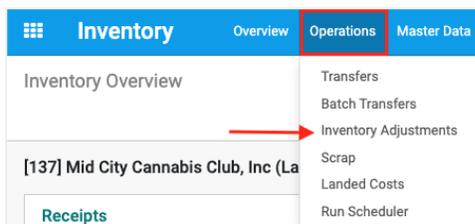
References:

- Demo video

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
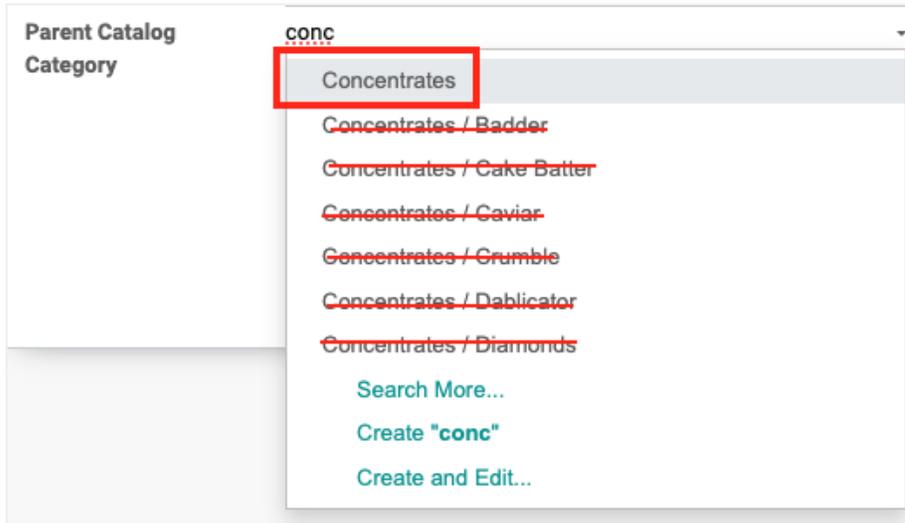
    4.4. **Adjustment Reason:** Select "Incorrect Quantity"
        4.4.1. Leave blank if you're counting accessories
    4.5. **Reason Note:** Enter "Daily cycle count"
        4.5.1. Leave blank if you're counting accessories
5. The page should now look like this, depending on the category:
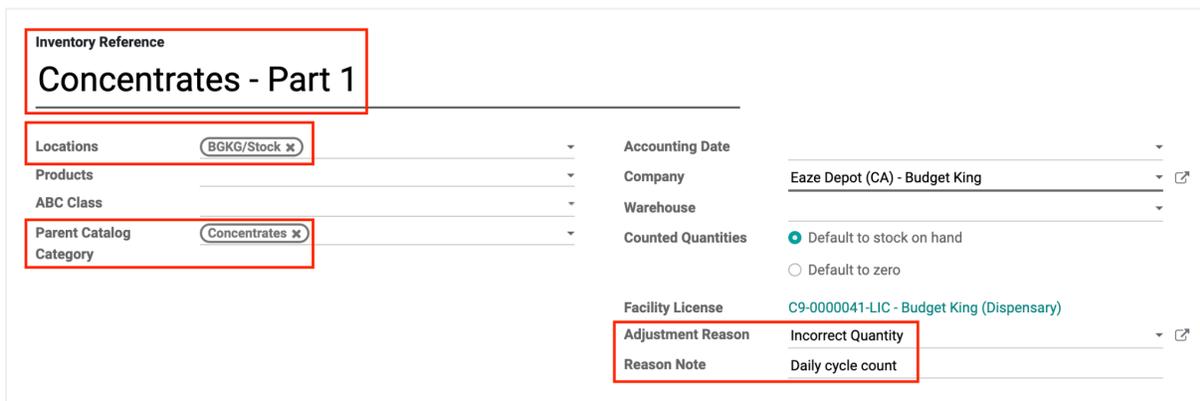
6. Click **START INVENTORY** in the upper left
7. Enter the counted quantity for each line item in the **Counted** column
8. If a product/lot is missing from the list in Odoo but is physically on hand, then it must be manually added
   8.1. Click **CREATE** in the upper left
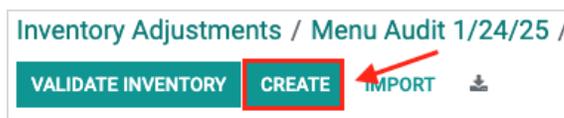
8.1.1.   Enter the following information:

8.1.1.1.   **Product**

8.1.1.2.   **Lot/Serial Number**

8.1.1.3.   **Reason** = Incorrect Quantity

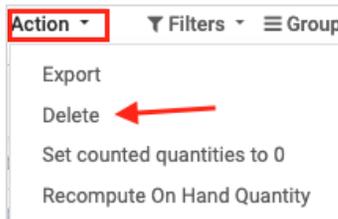8.1.1.4.   **Reason Note** = Daily cycle count

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
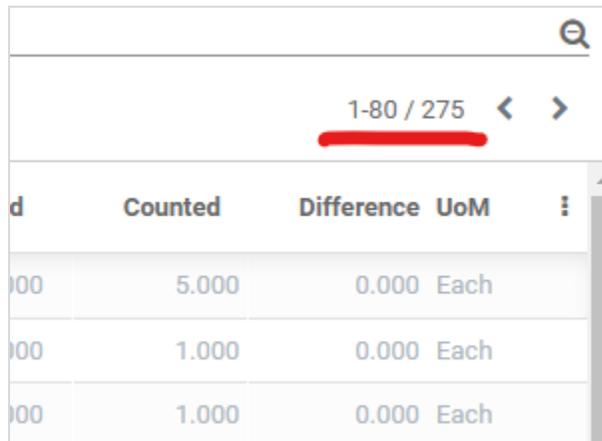

8.2.2.   Click Action → Delete at the top of the page

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
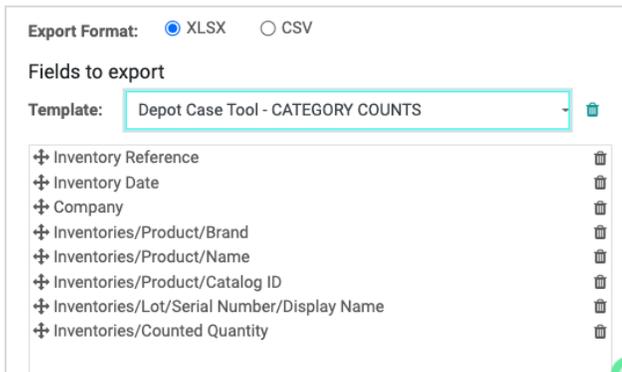
12.4.2. Click **Export**

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)
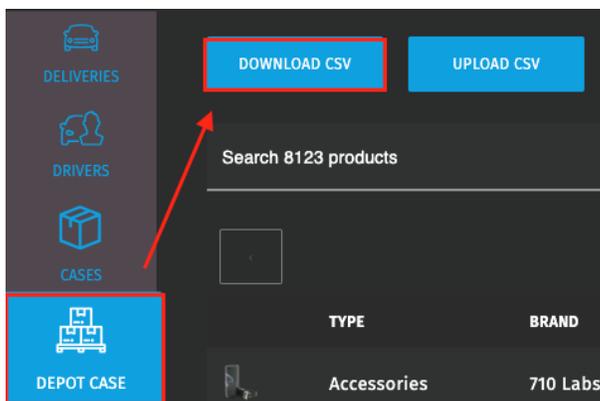
14. Edit Depot Case Tool

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