

Factory Inventory Manual

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I. Overview

The Factory Inventory system consists of two Google spreadsheets, ["New Daily Production 7/2022"](#) and ["Factory Inventory"](#), which we'll refer to as "Daily Production" and "Factory Inventory" respectively.

The most important file in Daily Production is the "Template" sheet. This file should not be edited under **any circumstances** (with a few exceptions to be discussed below) and is vital for both the Daily Production and the Factory Inventory to continue to work as intended. The other sheets in Daily Production consist of copies of the templates, with the current daily production totals.

The Factory Inventory spreadsheet keeps a log of the materials used by the factory every day, and calculates the current remaining stock of each item based on the last inventory audit. This sheet is almost entirely self-sufficient, meaning that in most instances, this spreadsheet shouldn't be edited directly. At the current moment, there is only one sheet in Factory Inventory, however, this may change in the future. It is imperative for future functionality that the sheet you want to be updated is **always the first one** in Factory Inventory.

II. General Use

Daily Production Log

The Daily Production spreadsheet has three main features that one should know about in order to use the sheet properly. The first feature is the create button, which is located in the top-left of every log sheet.

CREATE SHEET		DAILY PRODUCTION LOG									
PRODUCTION	1	2	3	4	5	6	7	8	9	10	11
LOT #	642	642	642	642	642	642	632	632	630	630	
YM Product	120	120	120	120	120	120	120	120	120	120	
H // F	H	H	H	H	H	H	H	H	H	H	
Quality	42	42	42	42	42	42	42	42	42	42	
Weight(g)	135	135	135	135	135	135	135	135	135	135	
HBTSL	L	L	L	L	L	L	L	L	L	L	
Special Note											30 bnd

Create Sheet ×

Past Date

New Date

Create

Clicking this button will bring up a window, which prompts the user to enter two dates. The first date, 'Past Date', refers to the date of the sheet to import the data from. The second date, 'New Date', is the date of the new sheet to be created. Once these values are inputted, clicking "Create" will create a new blank sheet based on the Template. The "Previous Balance" column in the new sheet will be filled in with the "End of Day Balance" values from the 'Past Date' sheet, and the current day / day of the week will be set in the top right.

The next feature of the Daily Production spreadsheet is the input area, which spans the range "AD3:AN10" and allows for the user to interact with the Factory Inventory spreadsheet.

Dried Used D6	12	Box	36	Bundle	
Dried Weight (g)	280				
Dried Size (mm)	190x217				
Dried Condition	good				
700 [Big] Half ▾	12	BOX	30	Pack	ADD
700 [Big] Full ▾		BOX		Pack	ADD
602(Gold)	1.00	HALF	4.00	FULL	
BULK	3			Bundle	

The first row, "Dried Used D6", has three components: The name, the box amount, and the bundle amount. The "D6" in the name refers to the type of Dried Seaweed being used, and changing this portion of the name in the template will also affect the value in the "Factory Inventory" sheet. The box and bundle amount correspond with the physical amounts used in the factory on that given day.

The next important rows are the 5th and 6th row. These rows represent the products that are being produced in the factory on that day. The products can be selected by clicking on the small triangle to the right of the name, which brings up a drop-down menu with the products that can be selected. Once the "Box" and "Pack" amounts are filled in, you can add these values to the Factory Inventory log and spreadsheet by clicking "Add".

The "602(Gold)" and "BULK" rows also interact with the Factory Inventory as well, with the "HALF" and "FULL" boxes referring to the production of half or full packs of 602.

Factory Inventory	Previous Balance	Today's Production			Ship to UMMA	End of Day Balance
		BOX	PACK	TOTAL	BOX	
Dried Seaweed	244.47	-12	-36	-12.6		231.87
602 [GOLD] Half	0.79		1.00	0.03		0.82
602 [GOLD] Full	1.3		4.00	0.1		1.40
BULK	93.2		3	0.6		93.80
601 [130g] Half	170			0		170.00
700 [Big] Half	506.41	0	1470	36.75		543.16
700 [Big] Full	31.15	0	0	0		31.15
701 [125g] Half	0			0		0.00

The last feature of the Daily Production is the “Factory Inventory” chart, which displays the production and dried seaweed usage of the factory. In this chart, there are only 2 areas which should be directly edited by the user: the “Ship to UMMA” column, and the products which aren’t made in the factory (as shown below).

Storage - 302 Half	233			0		233.00
Storage - 201 Half	223			0		223.00
Storage - RW 8,000	73			0		73.00
Pumy - Organic Snack	1368			0		1,368.00

If a sheet with a date earlier than the current sheet gets updated, the “Previous Balance” column must be updated manually in order for it to reflect the accurate total in the current sheet.

Factory Inventory Spreadsheet

The Factory Inventory spreadsheet should not be edited directly except for a few designated areas. The first designated area is the most recent “Total” row.

TOTAL			171.70							
TEMP	0.00		171.70	0.00	0	0	0	0	0	0
7/27	10.80		160.90		10	0	67	3		
7/28	0.00		160.90		0	0	0	0		

This row contains the current inventory values as of the last audit on the date before the subsequent row. For example, in the image above the total row corresponds to the inventory values as they were on 7/26. To update a stock value on that date, change its value directly in the total row. To update the total of a material on a date after the last total row, see the “Adding Product” section.

DATE	Dried D6		Dried D6		HALF BOX	FULL BOX	HALF PACK	FULL PACK	SHRD 260g	SHRD 260g	SHRD 40g Box	SHRD 40g	HALF	FULL	HALF ALUMIN	CLEAR POUCH
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The next designated area that can be edited directly is the name of the materials in the second row. However, with the exception of “Dried Seaweed” (see the section “Setting Product”), swapping the column names will **not** change the corresponding inventory values or calculations. Doing so will result in inaccurate totals.

As long as a date exists in the spreadsheet, any change to the corresponding sheet in Daily Production will be reflected in the Factory Inventory spreadsheet. If one wishes to add a date other than the most recent date into the Factory Inventory, then delete all the rows up until the date before the one to be added. After deleting the rows, simply make small edits to the sheets in Daily Production in the order to be added.

For example, to add 7/25 into Factory Inventory, delete every row which has a date after 7/24. After that, make a small edit to the 7/25 sheet in Daily Production so its data is added into the Factory Inventory spreadsheet. Repeat the last step until the most recent date.

BOX	
HALF	FULL
500	588
500	588
488	588
476	588
464	588
454	588
2,724	588
2,724	588
2,714	588
2,714	588

If the value of a material falls below a certain threshold, the cell color will change to red. These thresholds can be changed through the conditional formatting of the column. If a cell in the latest row is still red on Monday at 8AM, it will send an automated report through email.

If there are any cells which should not be there (such as ones with negative values), they can be deleted.

III. Adding Product

Changing the total value of a product (such as when the factory receives more boxes), can be accomplished through the creation of another “Total” row. This is implemented through the “Add” button in the top-left of the sheet in the first row.

ADD	INPUT		REMAINING	
DATE	Dried D6		Dried D6	

Clicking the button brings up a prompt with two fields. The first field is a dropdown menu which designates the material to be updated, and the second field is the amount to be added to the total (Note: the amount can be positive or negative).

Add Stock

Item

Dried Seaweed

Amount

Add

Pressing “Add” will create a new “Total” row after the last date. Updating more than one value can be accomplished through either using the “Add” button again, or editing the values on the new “Total” row directly.

IV. Setting Product

Dried Seaweed

INPUT		REMAINING	
Dried D6		Dried D6	

We can set the type of Dried Seaweed being used in the factory in the Factory Inventory sheet. Currently, we use D6, however, that may change in the future. To account for this, the column in Factory Inventory that is used for the Dried Seaweed depends on the name in the Dried Seaweed row in Daily Production.

Dried Used D6		Box		Bundle
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As shown in the two images above, both cells contain “D6” as part of its name. If we get a new type of Dried Seaweed, (e.g. D8), we can change it in Factory Inventory by changing “D6” in Daily Production to the new type. Then we need to make sure the new columns in the Factory Inventory contains the same name, as shown below.

INPUT		REMAINING		INPUT		REMAINING	
Dried D6	Dried D8	Dried D6	Dried D8	Dried D6	Dried D8	Dried D6	Dried D8
		220.00	10.00			220.00	10.00
0.00		220.00	10.00	0.00		220.00	10.00
12.60		207.40		12.60		207.40	
12.80		194.60		12.80		194.60	
12.40		182.20		12.40		182.20	
10.50		171.70		10.50		171.70	
		171.70	10.00			171.70	10.00
0.00		171.70	10.00	0.00		171.70	10.00
10.80		160.90		10.80		160.90	10.00
0.00	10.00	160.90	-10.00	0.00	10.00	160.90	0.00

Pouch Type

For the nori products, there are currently two options each for the half and full pouches. For the half pouch we have aluminum and the clear pouch, and for the full we have aluminum and paper. We can switch between the different options through using the “Set” button in the Pouch section of the sheet.

Dried Used D8		Box		Bundle
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INPUT		REMAINING	
Dried D6	Dried D8	Dried D6	Dried D8

One caveat for switching the dried seaweed type is to make sure that the row before the current row has the current inventory value for the new dried seaweed type. As we can see in the two images below, the left image is missing a value in the previous row in the D8 column, and therefore gives a wrong result. The right image has the missing value filled in and now displays the correct result.

POUCH						
SET						
HALF ALUMIN	CLEAR POUCH	FULL ALUMIN	FULL PAPER	HAND ROLL	SHRD 260g	SHRD 40g

Clicking the “Set” button will prompt the user to select the options for both half and full pouch.

Set Pouch

Half Pouch

☒ Aluminum

☐ Clear

Full Pouch

☒ Aluminum

☐ Paper

Apply

After clicking “Apply”, selected pouch types will be the ones updated by the data imported from Daily Production. **Only one pouch type for half and one pouch type for full can be updated on a given day.** If the formulas for the pouch types disappear, set the type again with the “Set” button.