figgro™

Figgro Inventory Management User Guide

2590 Welton Street, STE 200, Denver, CO | hello@figgro.com | www.figgro.com

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Raw Material (RM)

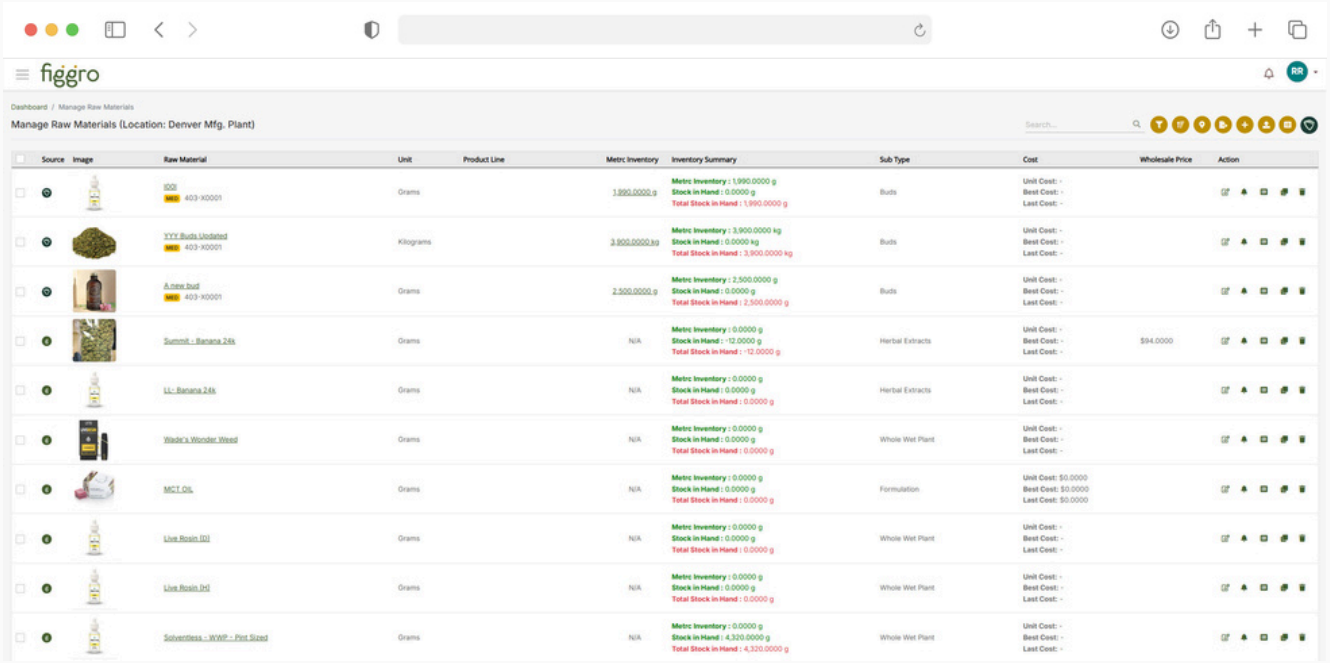
Quick Overview

In Figgro, a Raw Material refers to any unprocessed or base input item used in the production or manufacturing of finished goods. These materials are typically tracked by weight (e.g., grams) and often linked with METRC package IDs for regulatory compliance.

- **Unit of Measure: Commonly in grams, kilograms, or millilitres**
- **Can be converted into finished products (e.g., pre-rolls, edibles) or sold directly through Sales Orders (SO)**
- **Tracked across all critical workflows—receiving, production, and sales**
- **Requires accurate mapping with METRC categories for regulatory compliance**

Examples

- Cannabis flower or trim
- Distillate oil or concentrates
- Terpenes or flavouring agents
- Extracts used in edibles or tinctures



Bulk Import

Bulk Import Template: <Insert when it is ready>

Steps:

- Download & fill the template
- Go to Inventory > Raw Materials > Import
- Upload completed sheet and verified records before submission.
- Note: We can do from backend or can use the existing import adjustments feature

Inventory Adjustments

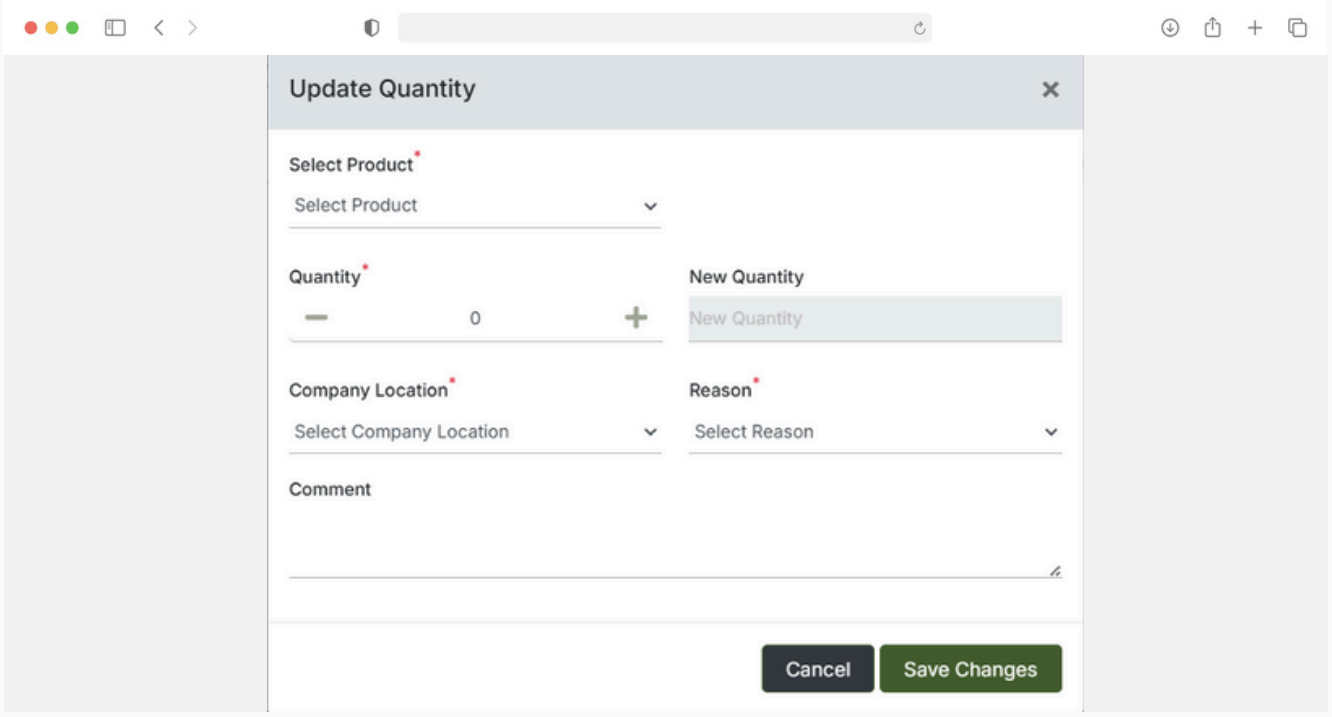
Used to manually adjust inventory due to damage, count discrepancies, returns, etc.

Steps:

- Click the adjustment icon from the RM list
- Select item, enter quantity
- Choose reason and location
- Add optional comment and save changes

Adjustment types:

- Damaged
- Restocked
- Returned
- Loss
- Reprocessing
- Found
- Expired



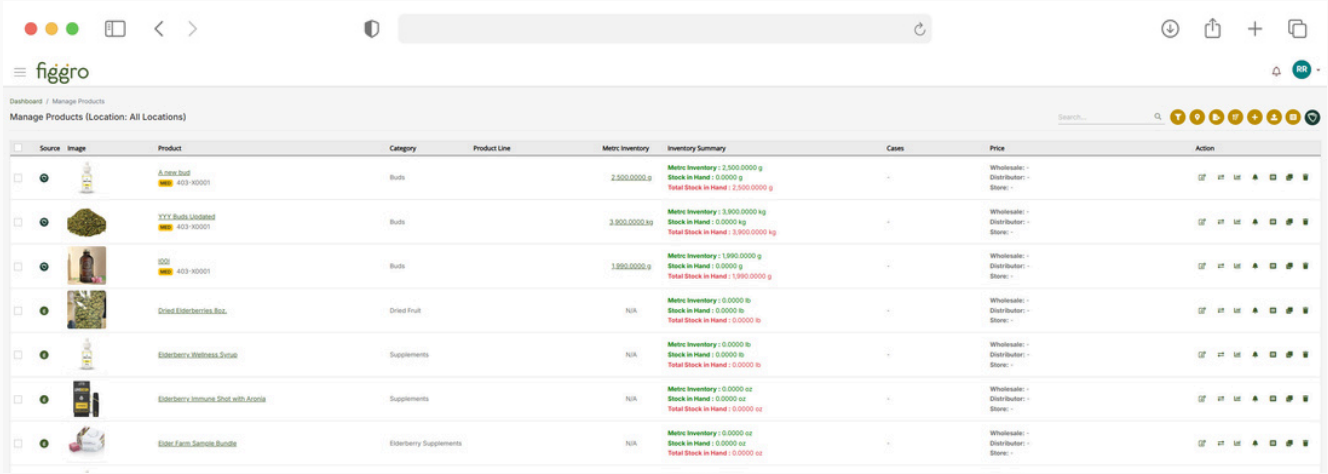
Products

In Figgro, a Product refers to any finished good that is ready for sale or distribution. Products are typically the result of processing one or more raw materials and are fully packaged, labelled, and priced for the end customer.

- Unit of Measure: Based on the product type (e.g., units, bottles, ounces, etc.)
- Represents sellable inventory listed in sales catalogues and Sales Orders (SO)
- Can be produced through conversion from Raw Materials or received directly
- Tracked across all critical workflows—receiving, production, and sales
- Requires accurate mapping with METRC categories for regulatory compliance

Examples

- Pre-packaged cannabis flower
- Edibles (e.g., gummies, chocolates)
- Wellness supplements (e.g., elderberry syrup)
- Topicals or creams



Bulk Import

Bulk Import Template:

Steps:

- Download & fill the template
- Go to Inventory > Products > Import
- Upload completed sheet and verified records before submission.
- Note: We can do from backend or can use the existing import adjustments feature

Inventory Adjustments

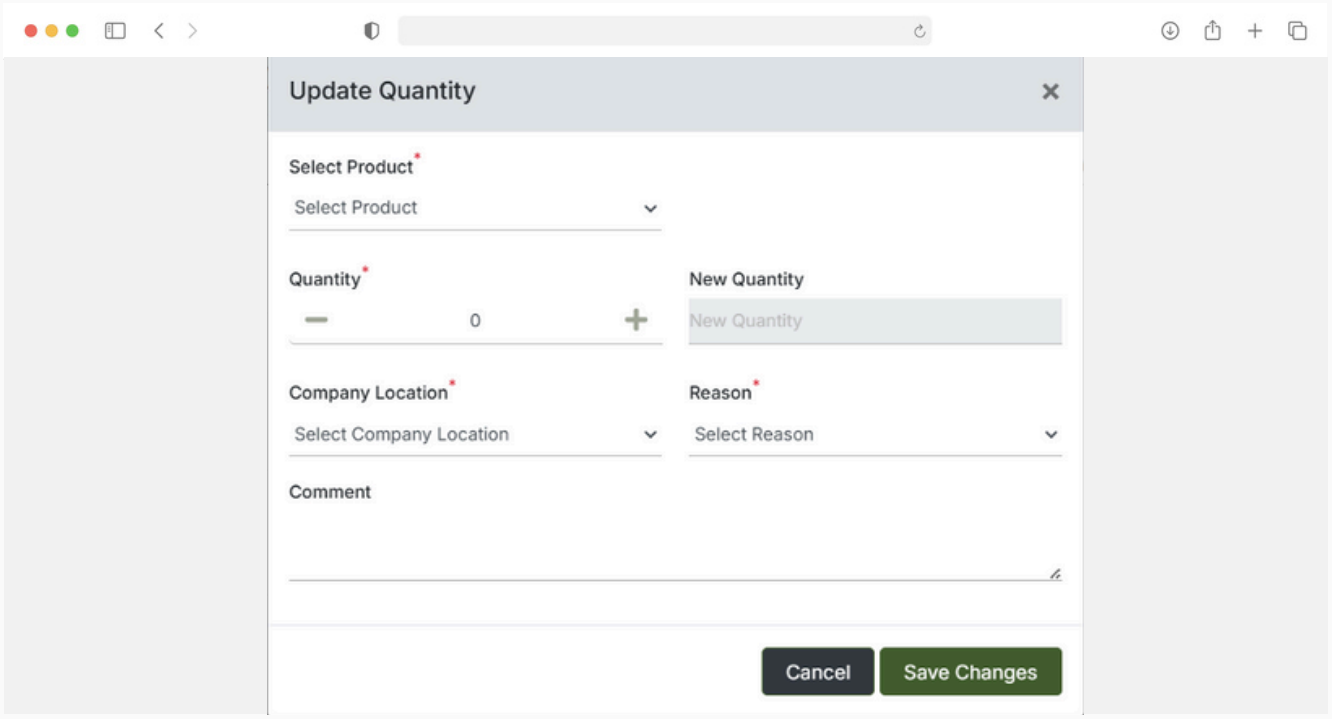
Used to manually adjust inventory due to damage, count discrepancies, returns, etc.

Steps:

- Click the adjustment icon from the Product list
- Select item, enter quantity
- Choose reason and location
- Add optional comment and save changes

Adjustment types:

- Damaged
- Restocked
- Returned
- Loss
- Reprocessing
- Found
- Expired



What is Figgro's Reference Mapping Tool?

Figgro's Reference Mapping Tool bridges your internal inventory—Raw Materials and Products—with standardized METRC item categories. This ensures that every inventory entry in Figgro is properly aligned with METRC for seamless reporting and compliance. Purpose of this tool:

- **Prevents errors by mapping Raw Materials and Products with METRC-compliant categories**
- **Ensures valid Unit of Measure (UoM) and proper inventory type configuration**
- **Helps users manage inventory with full traceability across Figgro and METRC**

METRC to Figgro Mapping Table

METRC Item Category Type	METRC Item Category	Raw Material	Product
Shake Trim	Shake/Trim allocated for extraction	✅ Yes	❌ No
Other	IHP- Suppository	❌ No	✅ Yes
Other	IHP- Vaporizer/Cartridge	❌ No	✅ Yes
Other	IHP- Topical/Transdermal	❌ No	✅ Yes
Other	IHP- Extract/Concentrate	✅ Yes	❌ No
Plants	Seeds	✅ Yes	❌ No
Concentrate	Concentrate (Each)	❌ No	✅ Yes
Buds	Bud allocated for extraction	✅ Yes	❌ No
Shake Trim	Shake/Trim (by strain)	✅ Yes	❌ No
Infused Edible	Infused (non-edible)	❌ No	✅ Yes
Shake Trim	Shake/Trim	✅ Yes	❌ No
Other	Vaporizer/Cartridge	❌ No	✅ Yes
Infused Edible	Infused (edible)	❌ No	✅ Yes
Plants	Immature Plants	✅ Yes	❌ No
Plants	Genetic Material	✅ Yes	❌ No
Other	IHP- Oral Consumption	❌ No	✅ Yes
Plants	Wet Whole Plants	✅ Yes	❌ No
Other	Metered Dose Inhaler	❌ No	✅ Yes
Buds	Buds	✅ Yes	✅ Yes
Concentrate	Concentrate	✅ Yes	✅ Yes

Notes:

- Raw Material = Yes indicates the item is either used as an input in production or can be sold directly through a Sales Order (SO).
- Product = Yes means the item is a finished good intended for sale to customers.
- Some categories—such as Buds and Concentrates—can serve dual purposes, functioning as both Raw Materials and final Products depending on the workflow.
- This mapping ensures accurate syncing with METRC and supports error-free compliance reporting.
- Always double-check that Units of Measure (UoM) and item categories align with METRC standards before syncing.

How to Sync Inventory from METRC

Figgro allows you to import inventory/package data directly from METRC using the Sync Inventory feature. This ensures that your Raw Materials and Products in Figgro reflect the latest and most accurate data available in METRC.

Steps to Sync Inventory from METRC

Figgro offers both automatic and manual syncing options to ensure your inventory stays aligned with METRC.

1. Auto Sync

a. METRC data is automatically synced every 15 minutes.

b. This keeps your Raw Material and Product inventory up-to-date without manual intervention.

2. Manual Sync

a. Go to the Inventory Section

b. Navigate to either Raw Materials or Products, depending on what you want to sync.

a. Locate the shield icon at the top-right corner of the inventory table.

b. Clicking the icon will manually pull inventory data from METRC and update Figgro accordingly.

How to work with Make materials module

The Make Materials module in Figgro supports SOP-based multi-stage processing, allowing you to convert raw materials into other raw materials through defined stages. This is essential for tracking input-to-output conversion, costing, and batch control.

Key Concepts

- SOP (Standard Operating Procedure): Predefined manufacturing process (e.g., Solventless WWP to Bubble Hash) with multiple stages like Washing → Freeze → Bottling.
- Source Raw Material: The main input material being consumed as part of the SOP. This is selected from existing inventory (by batch/lot) and can include multiple source batches.
- Output Raw Material: The final material produced at the end of the last SOP stage. This becomes a new raw material in inventory, ready for further use or sale.
- BOM (Bill of Materials): A Bill of Materials (BOM) is a detailed list of all raw materials, packaging components, labor costs, and processing requirements needed to manufacture a product. It also helps calculate:
    - *Quantity of input materials used*
    - *Production costs per unit*

Make Material Process Flow

The Make Materials module follows a step-by-step SOP-driven workflow. Each SOP consists of multiple production stages where raw materials are converted into new materials, tracked through batches, and optionally synced with METRC.

1. Select SOP

✓ *Mandatory*

- · Choose a predefined Standard Operating Procedure (e.g., Solventless WWP to Bubble Hash SOP).
- · Each SOP contains multiple stages (e.g., Washing → Freeze → Bottling).

2. Select Status

✓ *Mandatory*

- Used to track progress and visibility across departments.
- Choose the current status of the job. Available status options:
    - *Draft*
    - *Running*
    - *Paused*
    - *Cancelled*
    - *Intermediate*
    - *Completed-Intermediate*
    - *Completed-Final*

4. Select Company Name

✓ *Mandatory*

- · Choose the client or internal company name for which this production is being carried out.
- · This links the job to the appropriate organizational entity or customer.

5. Select Company Location

✓ *Mandatory*

- · Select the facility or warehouse where the job will affect inventory.
- · At this location:
    - *BOM items will be deducted*
    - *Finished product quantity will be increased*

This ensures proper traceability and inventory reconciliation.

6. Select Lot#

✓ *Mandatory*

- Choose the Lot# or Reference Lot# under which the source product batch was received or produced.

- This lot is used to track chain of custody and allow use to select a batch in Lot Input Batch Table of source item for the job.

7. Select Source Raw Material

✓ *Mandatory*

- Select the primary raw material that will be consumed in the current SOP stage.

8. Select Output Raw Material

✓ *Mandatory*

- · Choose the final output raw material that will be produced at the end of the SOP.
- · This output can be:
    - *Used in another internal job*
    - *Sold directly through a Sales Order (SO)*

9. Select BOM Recipe

✓ *Mandatory*

- Choose the appropriate Bill of Materials for the job.
- BOM can be updated or adjusted for the current job.
- Map BOM with the source input batch

If BOM items need batch-wise tracking, manually map them to source input batches.

⚠ *Mapping BOM items to batch# is optional but recommended: If BOM mapping is skipped, the system won't track material consumption accurately, and inventory costing and yield reports may be incomplete.*

ℹ *In the Master BOM, items are added generically (without batch mapping). If you want batch-wise tracking for BOM items, link them with Source Input batches during the job setup.*

10. Source Input

✓ *Mandatory*

- · Select one or more source batches or packages linked to the main Lot# selected earlier.
- · Specify the quantity (in weight or units) to be consumed from each selected batch for this SOP stage.

- ⚠️ Optional: You can map each batch to specific BOM items for accurate batch-wise tracking of raw material usage and cost allocation.

11. Batch Produce (Output Batches)

✓ *Mandatory*

- Define the output quantity to be produced (in weight or units).
- Create one or more output batches/packages for the stage.
- These outputs will become the input for the next stage in the SOP.
- 🔁 Repeat Steps 10 (Source Input) and 11 (Batch Produce) for each stage in the SOP.

12. Final Stage Output

✓ *Mandatory*

- Result: Final output batch(es) are created.
- These batches can be:
    - *Used in a new manufacturing job*
    - *Sold through a Sales Order*
    - *Transferred to METRC with a valid tag for compliance and reporting*

How to work with Finished Products module

The Finished Products module in Figgro (also referred to as Bulk Finished) enables the production of final products through a simple, single-stage job. Unlike multi-stage raw material processing, this module is ideal when producing items like vape carts, topicals, or capsules in bulk before packaging.

This module helps track:

- Input material consumption
- Final product output
- Job costing, operator activity, and inventory adjustments

Finished Product Process Flow

The Finished Product job is a single-step process that consumes inventory as per BOM and produces a finished item that can be stocked or linked to a Sales Order.

1. Select Product

✓ *Mandatory*

- Select the finished product you are going to manufacture (e.g., 1g Vape Cartridge).
- This is the output that will be added to inventory once the job is complete.

2. Select Status

✓ *Mandatory*

- Used to track progress and visibility across departments.
- Choose the status of the job. Available status options:
    - *Draft*
    - *Running*
    - *Paused*
    - *Cancelled*
    - *Intermediate*
    - *Completed-Intermediate*
    - *Completed-Final*

3. Select Operators

✓ *Mandatory*

- Assign one or more team members who will be responsible for executing the job.
- This helps with accountability, labor tracking, and job summaries.

4. Select Lot#

✓ *Mandatory*

- Choose the Lot# or Reference Lot# under which the source product batch was received or produced.
- This lot is used to track chain of custody and allow use to select a batch in Lot Input Batch Table of source item for the job.

4. Select Company Name

✓ *Mandatory*

- Choose the client or internal company name for which this production is being carried out.
- This links the job to the appropriate organizational entity or customer.

5. Select Company Location

✓ *Mandatory*

- Select the facility or warehouse where the job will affect inventory.
- At this location:
    - *BOM items will be deducted*
    - *Finished product quantity will be increased*
- This ensures proper traceability and inventory reconciliation at the location

6. Select BOM Recipe

✓ *Mandatory*

- · Choose the appropriate Bill of Materials (BOM) for the job.
- · The BOM contains the list of input materials, costs, and processing logic.
    - *BOM can be updated or adjusted for this job.*
    - *Map BOM with actual input batches if needed for traceability.*

⚠ *Mapping BOM items to specific batch# is optional but recommended: If skipped, the system won't track batch-wise consumption accurately, and inventory costing and yield reports may be incomplete.*

ℹ *In the Master BOM, items are added generically. If batch-wise tracking is required, manually link BOM items with the selected source input batches.*

7. Select Sales Order or Inventory Stock

✓ *Mandatory*

- Specify whether this production is:
    - *Based on a Sales Order*
    - *Or intended for inventory stocking*

This helps link production to actual demand or replenish internal stock levels.

8. Lot Batch Input (Chain of Custody)

✓ *Mandatory*

- · Select one or more source batches or packages from inventory that will be consumed during production.
- · Specify the quantity (in weight or units) from each batch.

⚠ *Optional: Map each input batch to the corresponding BOM item for batch-level tracking and accurate cost attribution.*

9. Batch Produce

✓ *Mandatory*

- Define the output of the job by creating one or more finished product batches. include:
    - *Batch # or Pkg. # and Output quantity*
- This batch will be added to inventory as a Finished Product once the job is marked complete & transfer to inventory.
- These batches can be:
    - *Used in a Packaging job*
    - *Sold through a Sales Order*
    - *Transferred to METRC with a valid tag for compliance and reporting*

How to Work with Packaging Jobs

The Packaging Jobs module in Figgro is used to convert bulk finished products (e.g., 1000 loose capsules or bulk concentrate) into retail-ready packaged items (e.g., 10-pack, 100-pack, pre-filled cartridges). This is a single-stage process focused on quantity breakdown, packaging conversion, and traceable inventory movement.

This module helps track:

Source product consumption

Packaged unit creation

Inventory batch linkage and METRC compliance

Job costing and packaging yield

Packaging Job Process Flow

Packaging is a one-step job where a source item is selected (e.g., 1000 capsules) and repackaged into finished goods (e.g., 10-pack blister packs). This is tracked using batch control, BOM, and production logs.

1. Select Product

✓ *Mandatory*

- Select the packaged product you are going to produce (e.g., 10-pack Vape Cartridge).
- This item will be added to inventory as a new batch once packaging is complete.

2. Select Status

✓ *Mandatory*

- Used to track progress and workflow stages.
- Choose the current job status from:

- *Draft*
- *Running*
- *Paused*
- *Cancelled*
- *Intermediate*
- *Completed-Intermediate*
- *Completed-Final*

3. Select Source Item

✓ *Mandatory*

- Choose the source bulk product or raw material that is being packaged (e.g., loose edibles, distillate, capsules).
- The system will show:
    - *Available quantity*
    - *Associated METRC tag (if any)*
    - *All current batches related to that item*

This selection ensures inventory is properly consumed during packaging.

4. Select Lot#

✓ *Mandatory*

- Choose the Lot# or Reference Lot# under which the source product batch was received or produced.
- This lot is used to track chain of custody and allow use to select a batch in Lot Input Batch Table of source item for the job.

5. Select Operators

✓ *Mandatory*

- Assign one or more team members responsible for packaging execution.
- Supports accountability, production logs, and labor cost capture.

6. Select Company Name

✓ *Mandatory*

- Choose the client or internal company for which the packaging job is being performed.
- This links the job to the appropriate organizational entity or customer.

7. Select Company Location

✓ *Mandatory*

- Select the physical location where packaging takes place and inventory will be affected.
    - *The source product & BOM will be reduced*
    - *The packaged item will be increased*
- This ensures proper traceability and inventory reconciliation at the location

8. Select BOM Recipe

✓ *Mandatory*

- Select the Bill of Materials (BOM) that defines how the source product is converted into packaged units.
    - *Includes material usage, packaging components, and processing logic*
    - *BOM can be adjusted as per the specific job*
    - *Items in the BOM can optionally be mapped to actual inventory batches*
- This ensures proper traceability and inventory reconciliation at the location

⚠ *Mapping BOM items to specific batch# is optional but recommended: Without mapping, inventory usage may not be properly tracked, impacting cost and compliance reports.*

ℹ *Master BOMs contain general items only. For batch-level accuracy, manually link BOM items to inventory batches during the job.*

9. Select Sales Order or Inventory Stock

✓ *Mandatory*

- Specify whether this packaging job is tied to:
    - *A Sales Order (to fulfil specific demand)*
    - *Or Inventory Stock (general repackaging for inventory)*
- This helps align packaging production with business needs.

10. Lot Batch Input (Chain of Custody)

✓ *Mandatory*

- Dependency: To view or select batches, both the following fields must be filled in top section:
    - *Source Item*
    - *Lot#*
- Select one or more batches from the source item chosen earlier.
- Enter the exact quantity (units, grams, ml) being used for the packaging job.

⚠ *Optional: Map each batch to a BOM line item to enable batch-wise tracking and accurate costing.*

11. Batch Produce

✓ *Mandatory*

- Define the output of the job by creating one or more packaged item batches. Include:
    - *Batch # or Package #*
    - *Quantity produced*
    - *Unit of Measure*
- These batches will be added to inventory and can then be:
    - *Sold through a Sales Order*
    - *Transferred to METRC using a valid tag*
    - *Tracked for compliance, costing, and yield*

How is Leaflink Inventory tracked in Figgro

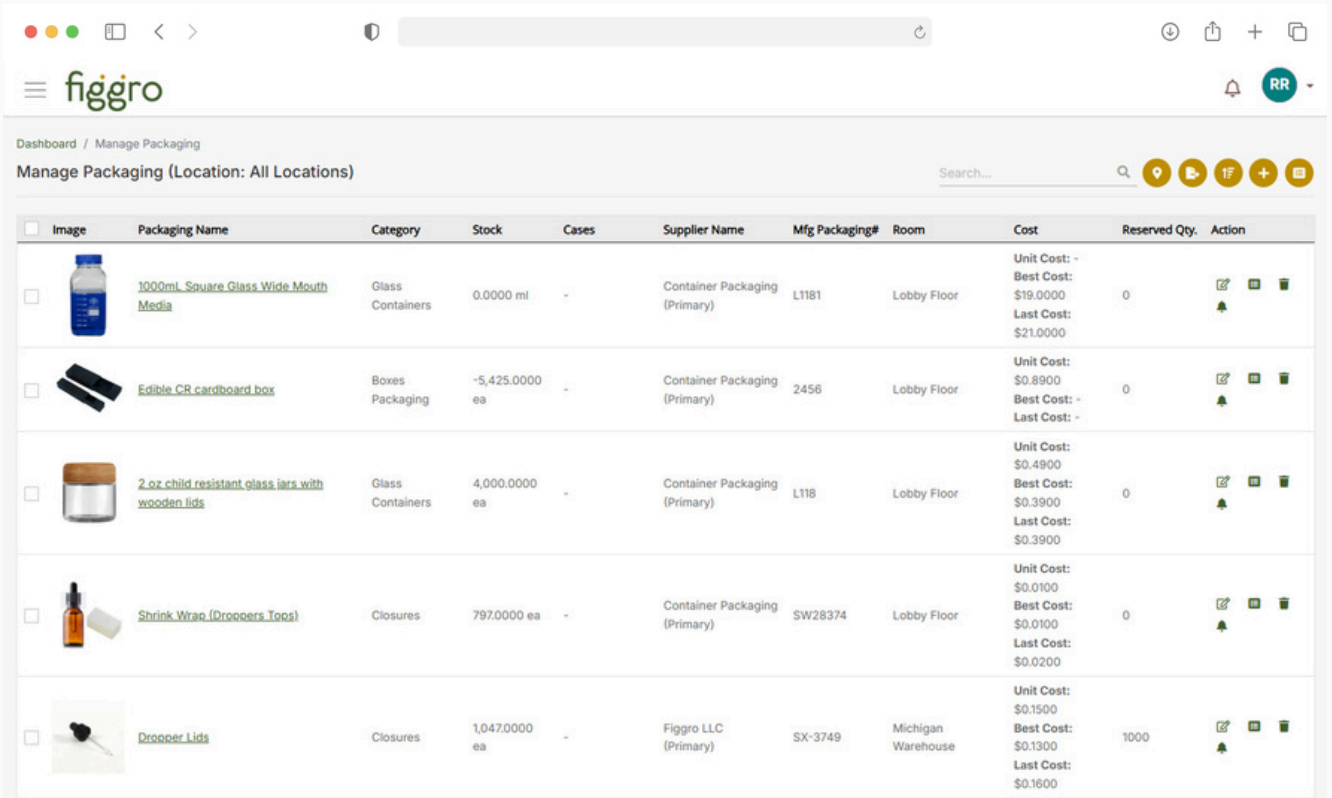
- Automatic item creation from LeafLink SO sync: - When a Sales Order (SO) is synced from LeafLink to Figgro:
    - *Figgro checks whether the item already exists in inventory.*
    - *If the item does not exist, it automatically creates a new item and assigns the Source as: LeafLink for visibility and traceability.*
- Support for duplicate items with different sources
    - *If the same item exists under a different name in METRC and LeafLink, Figgro allows users to manage both versions separately using their respective sources (e.g., one as METRC, one as LeafLink).*
    - *This helps maintain clean separation between systems while still ensuring compliance.*
- Mapping LeafLink items to METRC packages via Manifest Upload During SO processing, Figgro allows users to:
    - *Upload a METRC-generated manifest.*
    - *Automatically fetch associated METRC package details.*
    - *Manually map LeafLink-created items to the correct METRC packages, ensuring proper chain of custody and compliance tracking.*

SO & Adding a Manifest

- Map non-METRC items to actual METRC packages
    - *If a Sales Order (SO) in Figgro contains non-METRC items (e.g., created via LeafLink or manually added without a METRC source), users can manually map them to valid METRC packages using the Upload Manifest tool.*
- Upload METRC manifest on the SO page
    - *Navigate to the Sales Order in Figgro.*
    - *Use the Upload Manifest option within the SO form to upload the METRC-generated manifest csv or pdf.*
    - *Figgro will automatically extract all package details from the manifest.*
    - *Users can then map each non-METRC item in the SO to the appropriate METRC packages, ensuring proper compliance, traceability, and accurate inventory updates.*

Packaging Inventory

- Packaging items are non-cannabis materials like jars, boxes, and labels that are consumed during manufacturing or order fulfilment.
- Upload METRC manifest on the SO page
    - *Navigate to the Sales Order in Figgro.*
    - *Use the Upload Manifest option within the SO form to upload the METRC-generated manifest csv or pdf.*
    - *Figgro will automatically extract all package details from the manifest.*
    - *Users can then map each non-METRC item in the SO to the appropriate METRC packages, ensuring proper compliance, traceability, and accurate inventory updates.*



Bulk Import

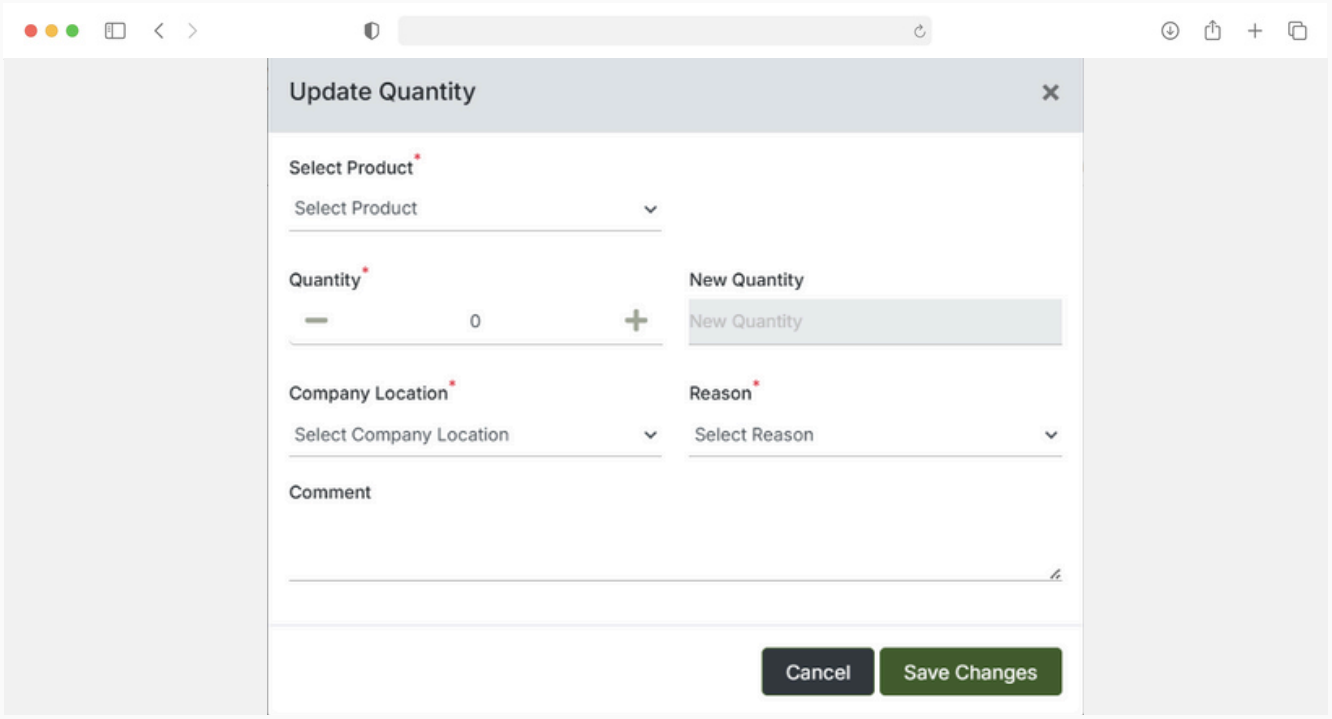
- Bulk Import Template: <Insert when it is ready>
- Steps:
    - *Download & fill the template*
    - *Note: We can do from backend as no import tool is available*

Inventory Adjustments

- Used to manually adjust inventory due to damage, count discrepancies, returns, etc.
- Steps:
    - *Click the adjustment icon from the Packaging list*
    - *Select item, enter quantity*
    - *Choose reason and location*
    - *Add optional comment and save changes*

Inventory Adjustments

- *Damaged*
- *Restocked*
- *Returned*
- *Loss*
- *Reprocessing*
- *Found*
- *Expired*



Receive Inventory

- Receive raw materials, products or packaging items (non-bulk) by linking them with a Lot # or Batch #, vendor, and date.

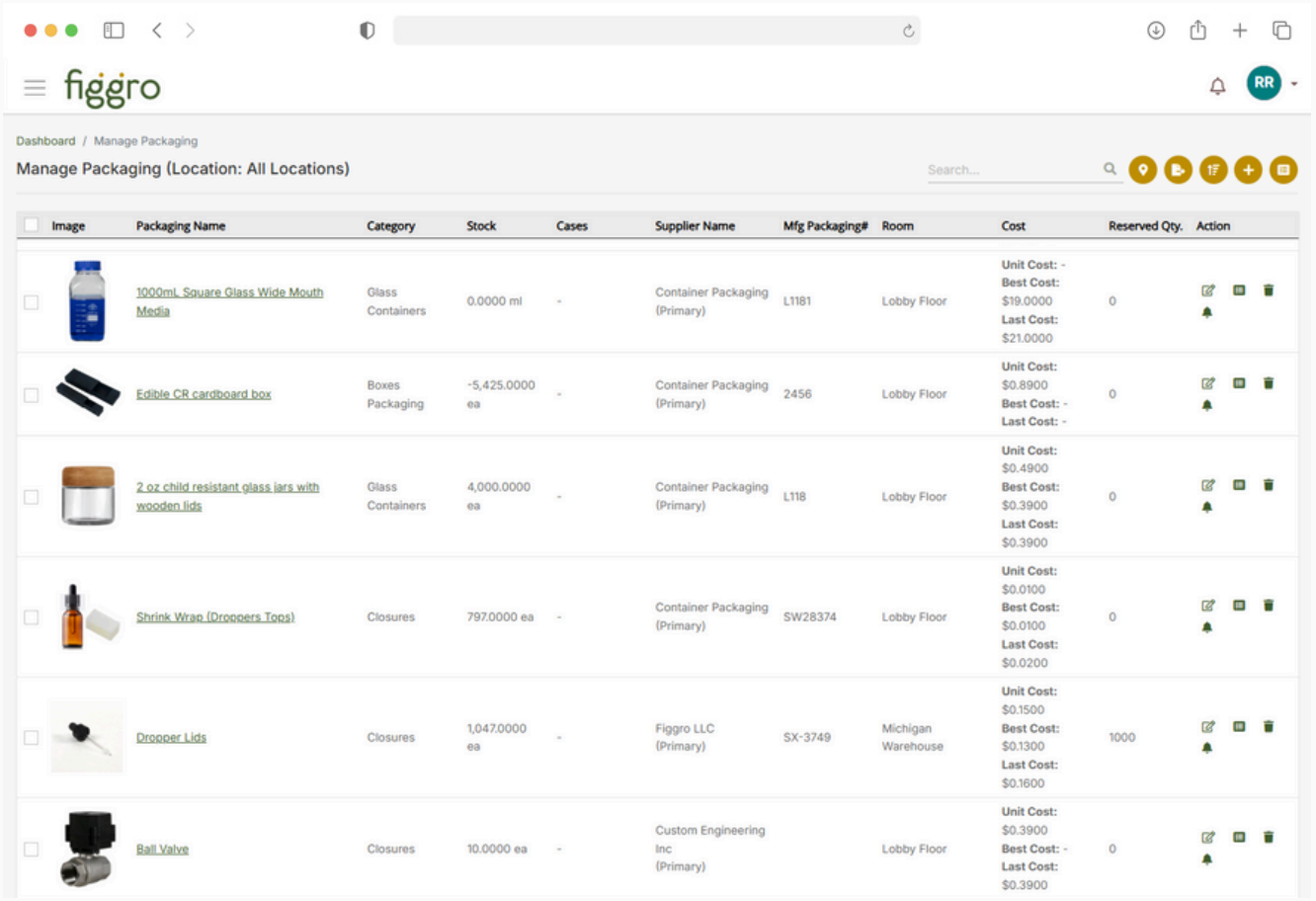


Image	Packaging Name	Category	Stock	Cases	Supplier Name	Mfg Packaging#	Room	Cost	Reserved Qty.	Action
	1000mL Square Glass Wide Mouth Media	Glass Containers	0.0000 ml	-	Container Packaging (Primary)	L1181	Lobby Floor	Unit Cost: - Best Cost: $19.0000 Last Cost: $21.0000	0	
	Edible CR cardboard box	Boxes Packaging	-5,425.0000 ea	-	Container Packaging (Primary)	2456	Lobby Floor	Unit Cost: $0.8900 Best Cost: - Last Cost: -	0	
	2 oz child resistant glass jars with wooden lids	Glass Containers	4,000.0000 ea	-	Container Packaging (Primary)	L118	Lobby Floor	Unit Cost: $0.4900 Best Cost: $0.3900 Last Cost: $0.3900	0	
	Shrink Wrap (Droppers Tops)	Closures	797.0000 ea	-	Container Packaging (Primary)	SW28374	Lobby Floor	Unit Cost: $0.0100 Best Cost: $0.0100 Last Cost: $0.0200	0	
	Dropper Lids	Closures	1,047.0000 ea	-	Figgro LLC (Primary)	SX-3749	Michigan Warehouse	Unit Cost: $0.1500 Best Cost: $0.1300 Last Cost: $0.1600	1000	
	Ball Valve	Closures	10.0000 ea	-	Custom Engineering Inc (Primary)		Lobby Floor	Unit Cost: $0.3900 Best Cost: - Last Cost: $0.3900	0	

- Steps:
    - *Go to Receiving > Add/Edit Items*
    - *Select the vendor, receiving location*
    - *Choose items from dropdown*
    - *Enter quantity, unit, batch number, and date*
    - *Click Receive Items or Receive Items & Exit*

Contact us for further inquiries

2590 Welton Street, STE 200, Denver, CO | hello@figgro.com | www.figgro.com