

## Florist Inventory System

People are always asking how we keep everything straight with all the florist and grocer orders that we take, and inventory flowing through the barn. Maintaining our correct inventory is crucial to running the farm and it takes a lot of work to make sure we're harvesting everything we need, especially since we have two farm locations and not everything is harvestable at the home farm. The inventory system we had built in Excel has been a life saver and we couldn't imagine our lives without it! Here are the steps we take each week:

1. We send out an availability on Wednesday for the upcoming week. This takes being able to translate what is happening in the field to bunch counts you think are available, which is a skill that comes with practice.
2. We update our Shopify store that florists use with inventory numbers, and then orders come in via email, text, and phone. These orders are taken mostly by Monday PM so we can properly plan Tuesday harvest for Wednesday delivery.
3. Orders are entered into our inventory system so we can get a grand total of what we need to harvest in the field. We don't pick as each order comes in, but we create a master list at the beginning of the week based on orders we have received. Harvest lists are created also in our system and assigned to each farm location as our team is split up during harvest.
4. Friday and Monday, we bunch and inventory everything that was harvested and enter into the system so that we know what else still needs to be harvested on Monday or Tuesday respectively. The inventory system also creates an excess inventory sheet, so we know what we have extra in the cooler. Being able to fill last-minute orders is a great way to retain and build our customer base. We can check immediately to see if we have what they want, or we can offer substitutions.
5. Tuesday, we pull orders all day for the rest of the week and create a master list of who is missing what if we still have things that we need to harvest. Most of our florist orders go out on Tuesday and Wednesday, but since we ship nationally and have florists pickup, each day of the week we have orders happening. This makes the harvest system a little more challenging, but we make it work.



6. All orders entered into our system also keep track of sales reports so we can see at the end of each year what colors of lisianthus (or any other crop) sold best. This helps us to better make decisions if we are trying to cut something from production. And also makes it so that we don't have to create every color as their own item for each invoice in QuickBooks by color, but instead it can just say lisianthus as an item.

Here's a video of Gretel working through the inventory system input on a Friday:  
*Best to watch on a computer.*

The screenshot shows a software interface titled "Order Form". At the top, there are fields for "Customer" and "Order Num" (4498), "Order Date" (12-Sep-20), and "Delivery Date". Below these are fields for "Ship/Deliver/Pick up" and "Notes". The main body of the form is a grid table with columns for "Item", "Price", "Qty", "Cost", and "Notes". Rows 1 through 29 are listed on the left. To the right of the grid are several buttons: "Log this Order", "DELETE this Order", and two "Sat" buttons. A large black play button is centered over the grid area.

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