

ETSY INVENTORY MANAGEMENT GUIDE

5.2 - 7/10/2025

BUILT WITH MICROSOFT EXCEL

ABOUT THIS GUIDE

GUIDE POINTERS





FOR THOSE READY TO JUMP IN QUICKLY





**PASSWORD

- THE FILE PASSWORD IS INCLUDED IN THE FIRST TAB OF YOUR WORKBOOK.
- USE WITH DISCRETION. FORMULAS AND SETUPS CAN BE EXTREMELY COMPLEX, EVEN FOR THE MOST SAVVY SPREADSHEET USERS.

YOUTUBE TUTORIALS

IF THERE ARE YOUTUBE TUTORIALS AVAILABLE FOR THIS PRODUCT, YOU CAN ACCESS THEM BY CLICKING ON THE YOUTUBE LOGO.



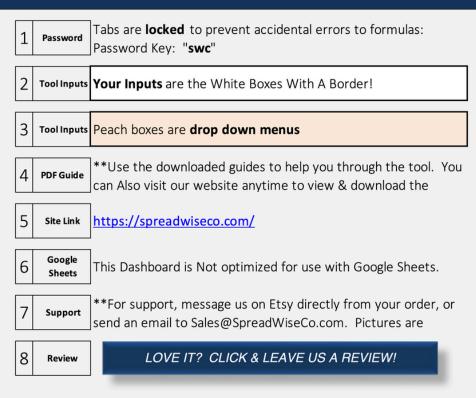
IN YOUR PRODUCT 'ABOUT' TAB

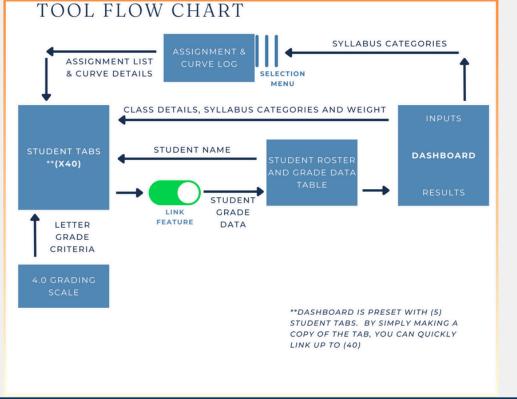


THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD REVISION: 4.5





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PRODUCT FEATURES & LEARNING TIME

PRODUCT FEATURES



BUILT IN FEATURE TO QUICKLY **CHECK** ANY SPECIFIC **RAW INVENTORY QUANTITY AND DOLLAR VALUE**

FIVE INTEGRATED **CURRENCIES** (USD, EUR, GBP, CAD, AUD)

LIST OF UP TO 150 FINISHED **PRODUCTS**

MATERIAL OR FINISHED GOOD

BUILT IN GUIDE NOTES

AUTO TRACKS MATERIALS AS YOU RECIEVE AND USE THEM. ABILITY TO CYCLE COUNT AND **EASILY CORRECT YOUR** INVENTORY LEVELS

AUTO TRACKS FINISHED PRODUCTS AS YOU MAKE AND SHIP THEM

INSIGHT INTO YOUR INVENTORY AND FINISHED GOODS USAGE



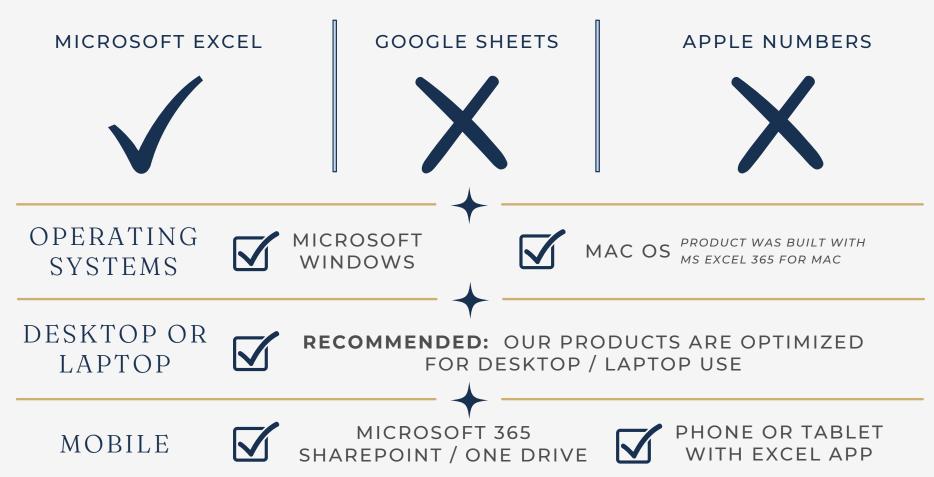
LEARNING & SETUP TIME

THIS IS OUR BEST ESTIMATE OF HOW MUCH TIME IT WILL TAKE THE AVERAGE PERSON TO LEARN AND COMPLETE THE INITIAL SETUP OF THEIR DASHBOARD

1HR 1.5HR 2HR 15MIN 45MIN 30MIN

COMPATIBILITY

SOFTWARE APPLICATION



- SOME FONTS MAY SHOW UP DIFFERENTLY
- BUILT IN GUIDE NOTES
 - LOSE SOME OF THEIR FORMATTING THAT HELPS EMPHASIZE KEY POINTS
 - NOTE BOXES MAY LOOK SMALL, AND HARD TO READ WITHOUT ZOOMING IN
- SOME CELL TEXT MAY APPEAR TO NOT FIT THE CELL WIDTH

TABS & GUIDES

TABS & GUIDES



FINISHED PRODUCT INVENTORY

PDF GUIDE

FINISHED PRODUCT LIST & SUMMARY

INVENTORY TRENDING

TOOL FLOW CHART

MATERIAL INVENTORY

INVENTORY DASHBOARD



LEARN MORE



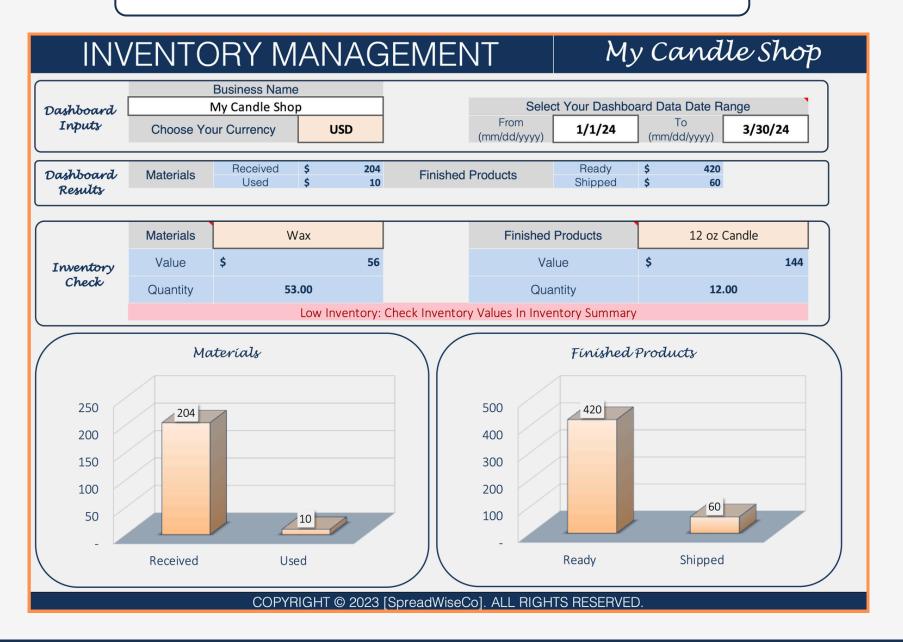
ETSY LIMITS PRODUCT PHOTOS. LEARN MORE ABOUT THESE ITEMS & FEATURES @ HTTPS://SPREADWISECO.COM

Enjoy Your Jashboard!

1 - GETTING STARTED

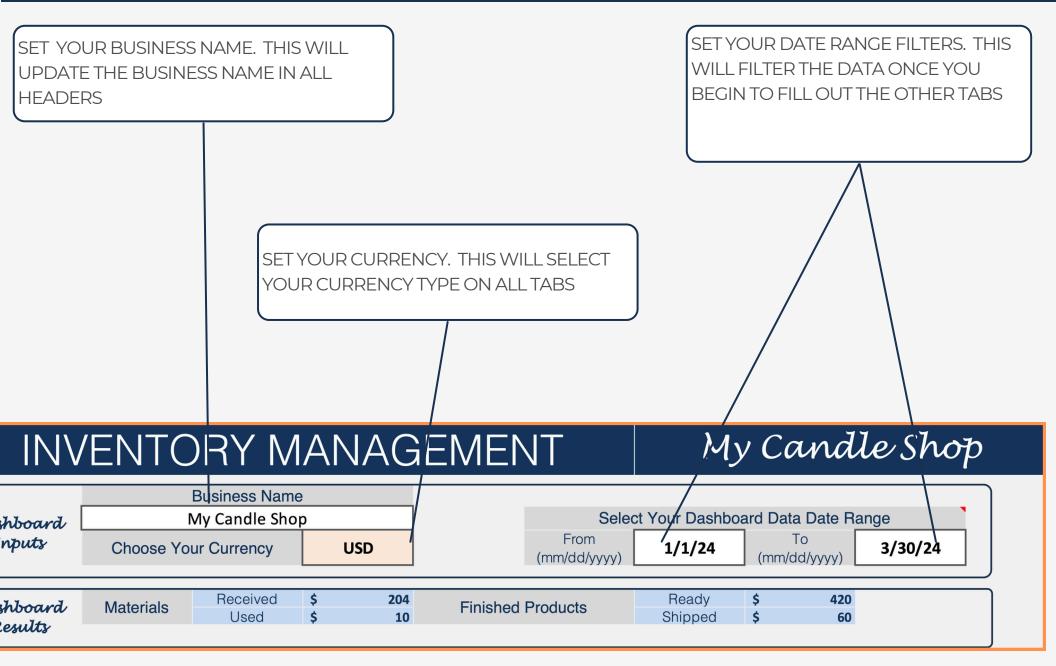


THIS JOURNEY BEGINS WITH FILLING OUT THE DASHBOARD



2 - DASHBOARD INPUTS

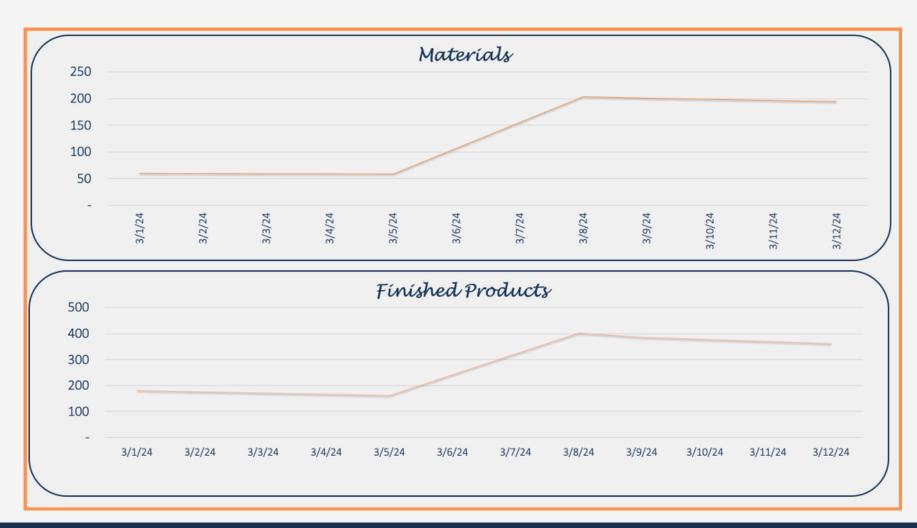




3 - TRENDING

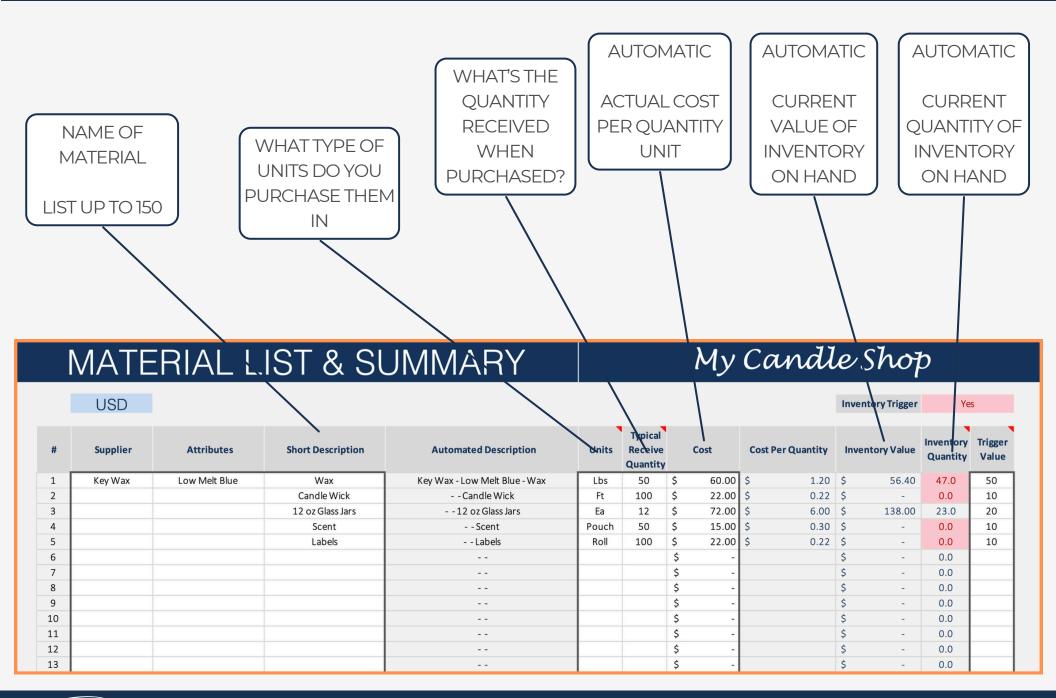


NOTHING REQUIRED HERE. THIS WILL BEGIN TO POPULATE AS YOU UPDATE THE INVENTORY TRACKING TABS



4 - INVENTORY - MATERIAL SETUP





5 - INVENTORY - FINISHED PRODUCT SETUP



NAME OF FINISHED PRODUCT

LIST UP TO 150 DIFFERENT ONES **CURRENT SALE PRICE**

THIS IS USED TO DETERMINE THE VALUE OF FINISHED PRODUCTS
YOU HAVE

AUTOMATIC

CURRENT VALUE
OF INVENTORY
ON HAND

AUTOMATIC

CURRENT QUANTITY OF INVENTORY ON HAND

FINISHED PRODUCT LIST & SUMMARY

My Candle Shop

Inventory Trigger

- 10	- 1	-	
- 1	-1	C.	ı١
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Attributes	Short Description	Automated Description	Sale Price Per Uni	t Inventory Value	Inventory Quantity	
Blue	8 Oz Candle	Blue - 8 Oz Candle	\$ 18.00	\$ 306.00	17.0	5
	10 Oz Candle	- 10 Oz Candle	\$ 24.00	\$ -	0.0	10
	16 Oz Table Candle	- 16 Oz Table Candle	\$ 30.00	\$ -	0.0	
16"	Scent Stick Bundle	16" - Scent Stick Bundle	\$ -	\$ -	0.0	
		-	\$ -	\$ -	0.0	
		-	\$ -	\$ -	0.0	
		-	\$ -	\$ -	0.0	
		-	\$ -	\$ -	0.0	
		-	\$ -	\$ -	0.0	
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		-	\$ -	\$ -	0.0	
		-	\$ -	\$ -	0.0	
		_	Ś -	Ś -	0.0	

6 - INVENTORY - TRIGGERS



1) FOR BOTH RAW MATERIALS AND FINISHED PRODUCTS, SET AN INVENTORY TRIGGER VALUE.

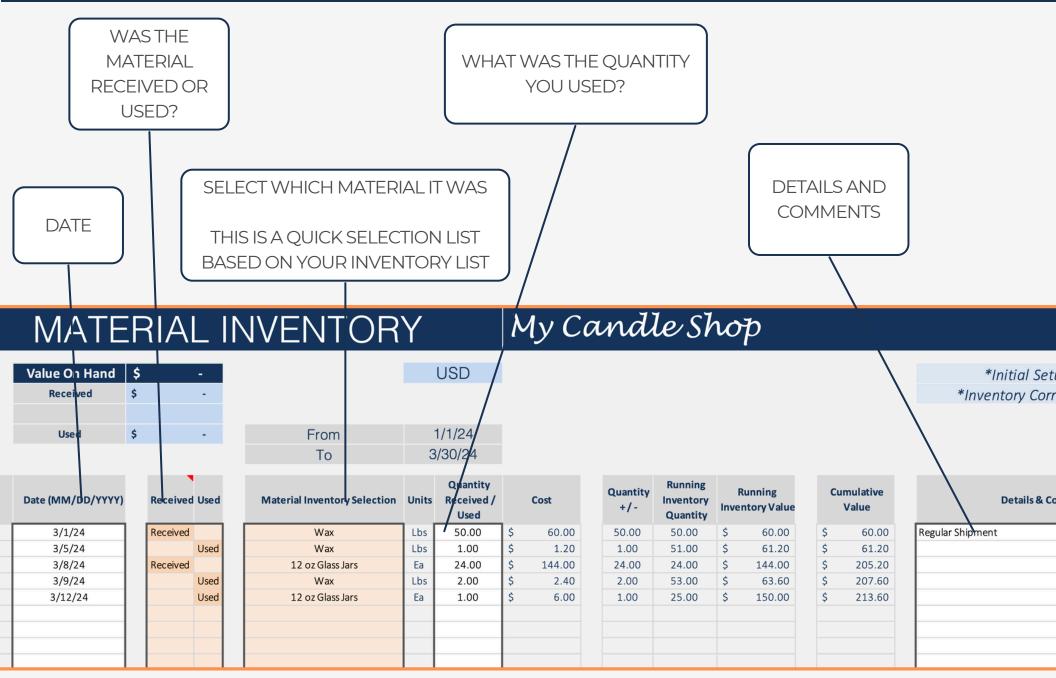
2.) WHEN THIS VALUE IS REACHED, THE TABLE WILL FLAG THOSE ITEMS AND INVENTORY LEVELS FOR YOU.

YOU WILL ALSO SEE A NOTIFICATION ON YOUR INVENTORY DASHBOARD

FINISHED PRODUCT LIST & SUMMARY My Candle Sho							ор	
USD					Inventor	y Trigger	Ye	S
Attributes	Short Description	Automated Description	Sale Pr	rice Per Unit	Inventor	ry Value	Inventory Quantity	
Blue	8 Oz Candle	Blue - 8 Oz Candle	\$	18.00	\$	306.00	17.0	5
	10 Oz Candle	- 10 Oz Candle	\$	24.00	\$	-	0.0	10
	16 Oz Table Candle	- 16 Oz Table Candle	\$	30.00	\$	-	0.0	
16"	Scent Stick Bundle	16" - Scent Stick Bundle	\$	-	\$	-	0.0	
		-	\$	-	\$	-	0.0	
		-	\$	-	\$	-	0.0	
		-	\$	-	\$	-	0.0	
		-	\$	-	\$	-	0.0	
		-	\$	-	\$	-	0.0	
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		-	\$	-	\$	-	0.0	
		-	\$	-	\$	-	0.0	

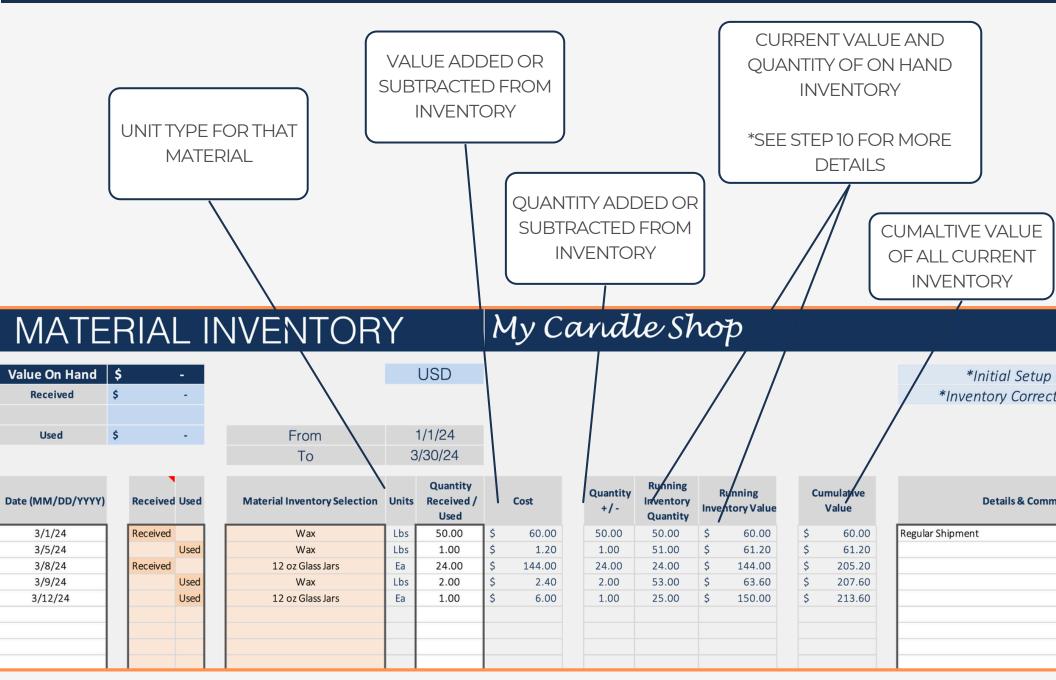
7 - MATERIALS TRACKING





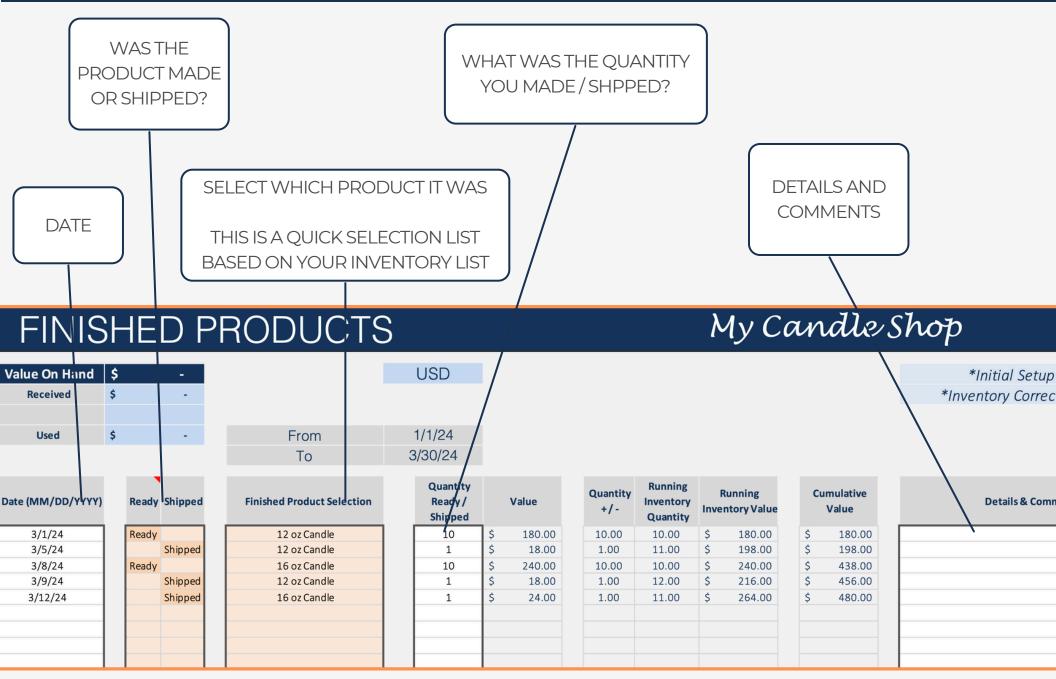
8 - MATERIALS TRACKING - AUTOMATIC





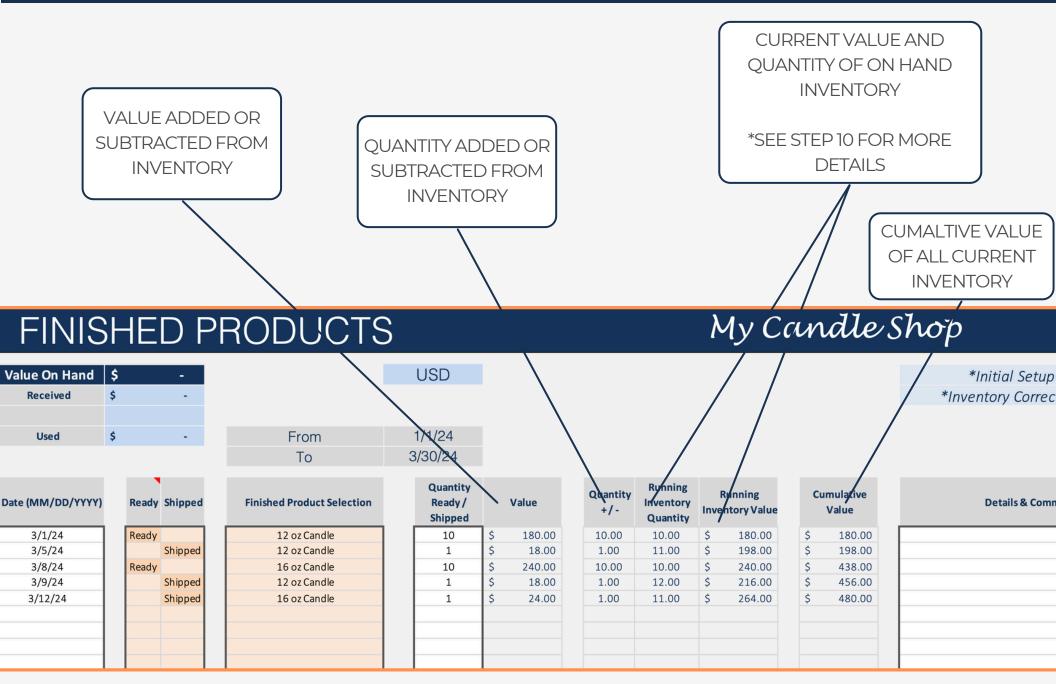
9 - FINISHED PRODUCTS TRACKING





10 - FINISHED PROUDCT TRACKING - AUTO





11 - RUNNING INVENTORY VALUE / QUANTITY



AS A SPECIFIC MATERIAL IS ADDED OR USED, THAT SPECIFIC INVENTORY VALUE IS UPDATED AFTER EACH ROW ENTRY. THIS ALLOWS YOU TO KNOW EXACTLY WHERE
YOU STAND ON MATERIALS AND PRODUCTS AS
MAKE EVERY ENTRY!

	Material Inventory Selection	Units	Quantity Received / Used	Cost	Quantity +/-	Running Inventory Quantity	Running Inventory Value	Cumulative Value
]	Wax	Lbs	50.00	\$ 60.00	50.00	50.00	\$ 60.00	\$ 60.00
	Wax	Lbs	1.00	\$ (1.20)	-1.00	49.00	\$ 58.80	\$ 58.80
	12 oz Glass Jars	Ea	24.00	\$ 144.00	24.00	24.00	\$ 144.00	\$ 202.80
	Wax	Lbs	2.00	\$ (2.40)	-2.00	47.00	\$ 56.40	\$ 200.40
	12 oz Glass Jars	Ea	1.00	\$ (6.00)	-1.00	23.00	\$ 138.00	\$ 194.40
				, (3.33)			7 200,00	,

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