

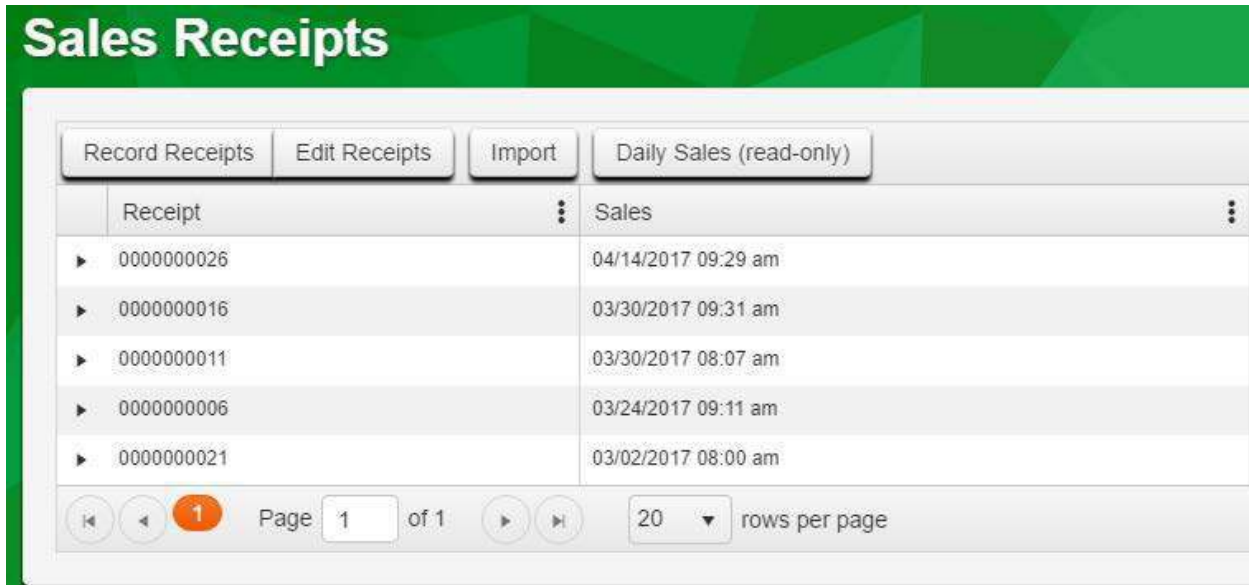
The Colorado Marijuana Enforcement Division (MED) has requested that Franwell transition to sales receipt reporting. To support this request, Metrc will move **from daily package sales reporting to sales receipt reporting**. This will require a change to manual entries, .CSV upload file structure and API changes for Third Party Integrator software providers. **This change will go into effect as of 05/08/2018**

Previously, sales were input into Metrc **as the total sales out of a package for each day**. However now, if you sell 20 cookies out of Package XYZ during the day, you will have to separately identify the 5 cookies you sold to Customer-1, the 3 cookies you sold to Customer-2, etc. The MED requirement of reconciling and reporting sales by the end of the business day has not changed; the only change is in how that reporting will be reflected in Metrc.

Once this transition has occurred, your previous Daily Sales will be viewable via the Daily Sales button within the Sales Receipts grid. Those sales will be “read-only” so all previous sales should be up to date before 05/07/2018.

See the information below that details each of the types of entries for transactional sales.

### For Manual Entry of Sales:



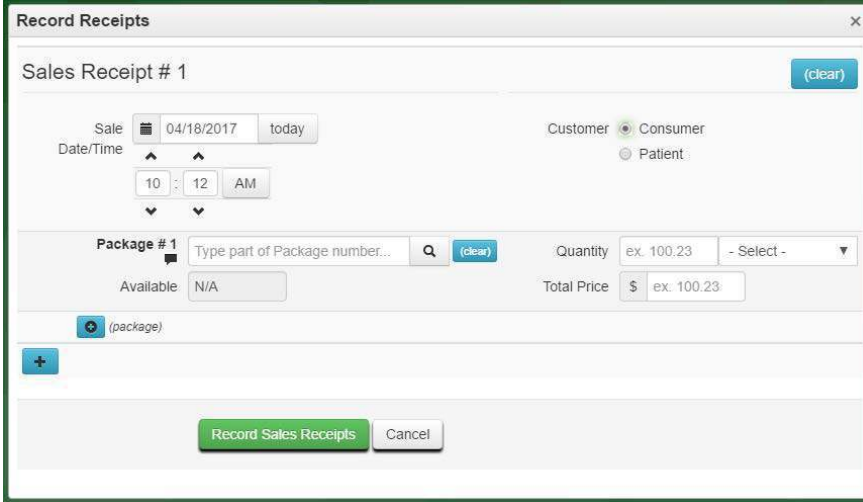
Receipt	Sales
▶ 0000000026	04/14/2017 09:29 am
▶ 0000000016	03/30/2017 09:31 am
▶ 0000000011	03/30/2017 08:07 am
▶ 0000000006	03/24/2017 09:11 am
▶ 0000000021	03/02/2017 08:00 am

- A receipt date and time
- Date and time
- Package ID that contained the product sold
- Quantity, Unit of Measure and Total price



## **Software Update Memorandum**

See picture below.



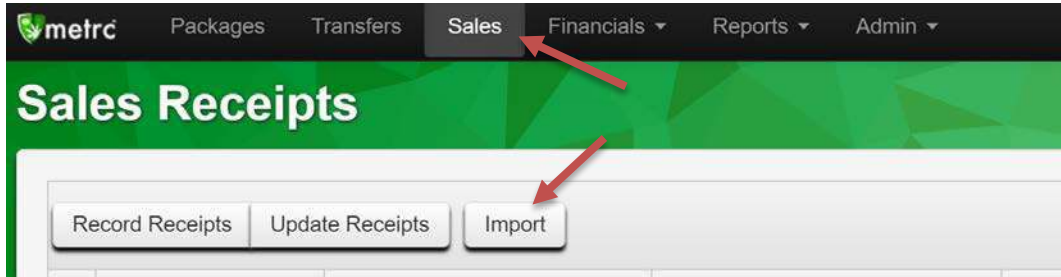
To directly enter sales into Metrc using the following instructions:

1. Click “Record Receipts”
2. Enter Date
3. Enter Time
4. Enter Package(s), quantities, and prices of product sold
  - Click the “+” button to Repeat steps # 2 through 6 as necessary

Receipts are also editable (update date/time, customer, patient license, packages/details) and can be voided.

### .CSV Upload for Sales Receipts

A sales upload from a common file type is available from the Sales function within a retail store. The file will need to be a text file separated by commas, commonly called a CSV file. This type of file can be created from an Excel worksheet. The image below shows where to select the file. Once you have selected sales select the “Import” button shown below. You should be able to create a CSV file from your existing Point of Sale system. If you are unable to export from your POS system, you can create a CSV in Excel or other spreadsheet program, following these directions.



A new screen will open. Select the “Sales (new)” button and select the file to upload.



**Notes:**

- Please be sure to select the correct files before uploading
- All uploaded files will be imported automatically
- Once a file is uploaded, it cannot be removed
- Once a file is imported, its data cannot be removed automatically
- Every single upload is tied to your current account and facility
- Files are limited to 1 MB (megabyte) in size
- All files will be scanned by antivirus software

The CSV data fields for the upload follow with the entry form and are as follows:

**Sales Receipts:**

Field	Format	Description
Sales Date/Time	YYYY-MM-DD HH:MM	Date and time of the actual sale
Sales Customer Type (N/A)		Leave Blank
Patient Number (N/A)		Leave Blank
Package Label	Alphanumeric value	Metrc Package ID number



## Software Update Memorandum

Quantity	Numeric value	Number of units sold
Unit of Measure	Alphanumeric value	IE. grams, ounces, each, etc.
Total Amount (\$)	Numeric value	Numeric value, do not include \$ sign

Please remember, the CSVs cannot have a header, just the data. The file will need to be created without headers and a row for each transaction, for example:

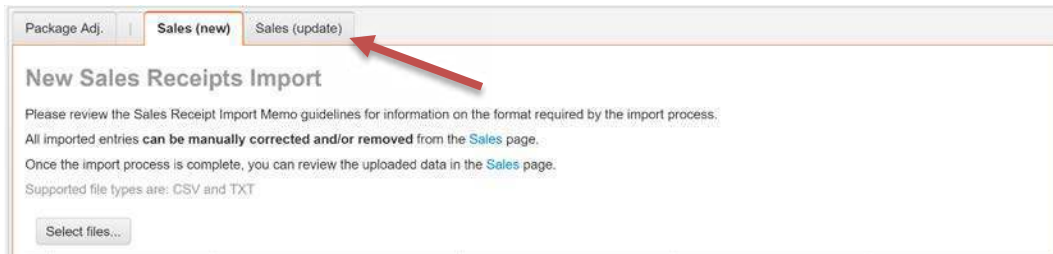
### Consumer:

- "12/11/2016 10:42",",",,"1A400000266EF8800004F6","4","Ounces","460.25"
- "12/11/2016 10:42",",",,"1A400000266EF880000380","25","Each","75.35"

### IMPORTANT NOTE:

Once you have uploaded a .CSV, **any** adjustments to those imported receipts must either be adjusted manually **OR** by utilizing the upload for Sales (update) in the Sales (update) tab.

**Note: A "re-upload" of a .CSV under the Sales (new) tab will result in duplicate sales being recorded.**



### Existing Sales Receipts:

Field	Format	Description
Metrc Receipt Number	Numeric value	10 Digits
Sales Date/Time	YYYY-MM-DD HH:MM	Date and time of the actual sale
Sales Customer Type (N/A)		Leave Blank



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Patient Number (N/A)		Leave Blank
Package Label	Alphanumeric value	Metrc Package ID number
Quantity	Numeric value	Number of units sold
Unit of Measure	Alphanumeric value	IE. grams, ounces, each, etc.
Total Amount (\$)	Numeric value	Numeric value, do not include \$ sign

### Examples

#### Consumer:

- "0123456789","12/11/2016 10:42",",",,"","1A400000266EF88000004F6","4","Ounces","46.25"
- "0123456789","12/11/2016 10:42",",",,"","1A400000266EF8800000380","25","Each","75.35"

#### Notes:

- You will not need to enter any Patient Number, but the empty field must still be included.
- If you are updating a previously uploaded entry you will need to retrieve the receipt number from Metrc.
- If you receive an error upon upload, you may contact the Metrc Support Desk for assistance and diagnosing the issue. Errors are usually due to missing or invalid data in the CSV file.

Also, be aware; if you are using a Third Party Integrator’s software, all Integrators are being notified of this change as well. You can communicate your interest to them in converting their API or wait for them to communicate with you.

## Things to know about Item-level Sales

The move from daily reporting to item-level reporting will take effect on May 1, 2018. Here are a few discussion topics:

- The reporting of sales will be done on a Transaction (Receipt) level and no longer a Package level.
- Sales reports for historical sales data will remain available in the Control Panel.
- Daily Sales will still be visible in Metrc, as its own tab but will be “Read Only.”
- Ensure that your POS system can upload Transaction (Receipt) level data properly:
  - API – many vendors already do this in other states
  - CSV – Discuss with provider the updated CSV. Metrc will provide the format in a bulletin prior to release.

For the purposes of correcting sales entries please follow the guidance below:

- If the sale is missing and you want to report a sale for a previous date, upload the transaction level sales.
- If the sale was reported for the wrong package, use the oversold/undersold adjustment option and ensure there is a corresponding package.
- If the sale was reported for the right package but is the wrong quantity, use the undersold/oversold adjustment and include a note describing the difference.

For any questions regarding this bulletin, please email [support@metrc.com](mailto:support@metrc.com).