Metrc Support Bulletin

Bulletin Number: DC_IB_0051	Distribution Date: 1/20/23	Effective Date: 1/24/2023
Contact Point: Metrc® Support	Subject: New Features in Metrc	
Reason: Provide information on the latest feature release.		

Greetings Metrc® users,

Metrc is pleased to provide information on the latest updates to the software that will be available on 1/24/2023. These enhancements include:

    I.   Updates related to transfer rejections

    II.   New optional field entries when recording sales

In addition to the above features, Metrc will now send automated email notifications to owners and managers of facilities when plants, harvests, and packages are newly placed on administrative hold. This notice will include the license and the tag numbers for anything placed on hold since the last email notification.

A detailed description of these enhancements is provided on the following pages.

Transfer Rejection Enhancements

A new *Inactive* tab has been added to the *Licensed Transfer*s page as shown in **Figure 1** below. Rejected transfers move from the *Rejected* tab to the *Inactive* tab after the origin licensee processes and accepts in the rejection. This returns the rejected packages to the origin licensee's inventory.

In addition, the license number and license name of the rejecting business have been added to both the *Rejected* and *Inactive* tabs as shown in **Figure 1**.
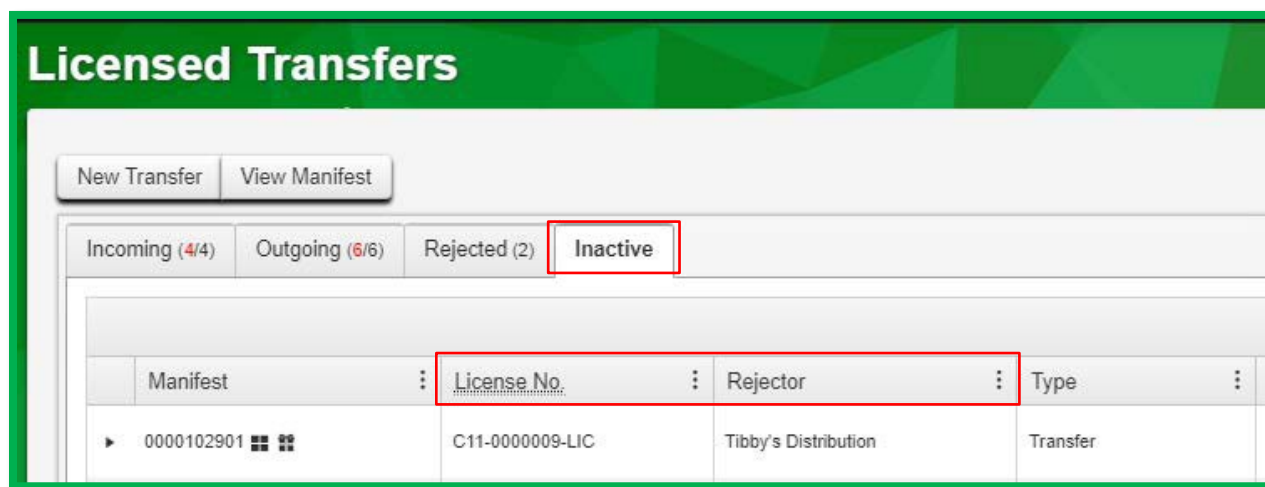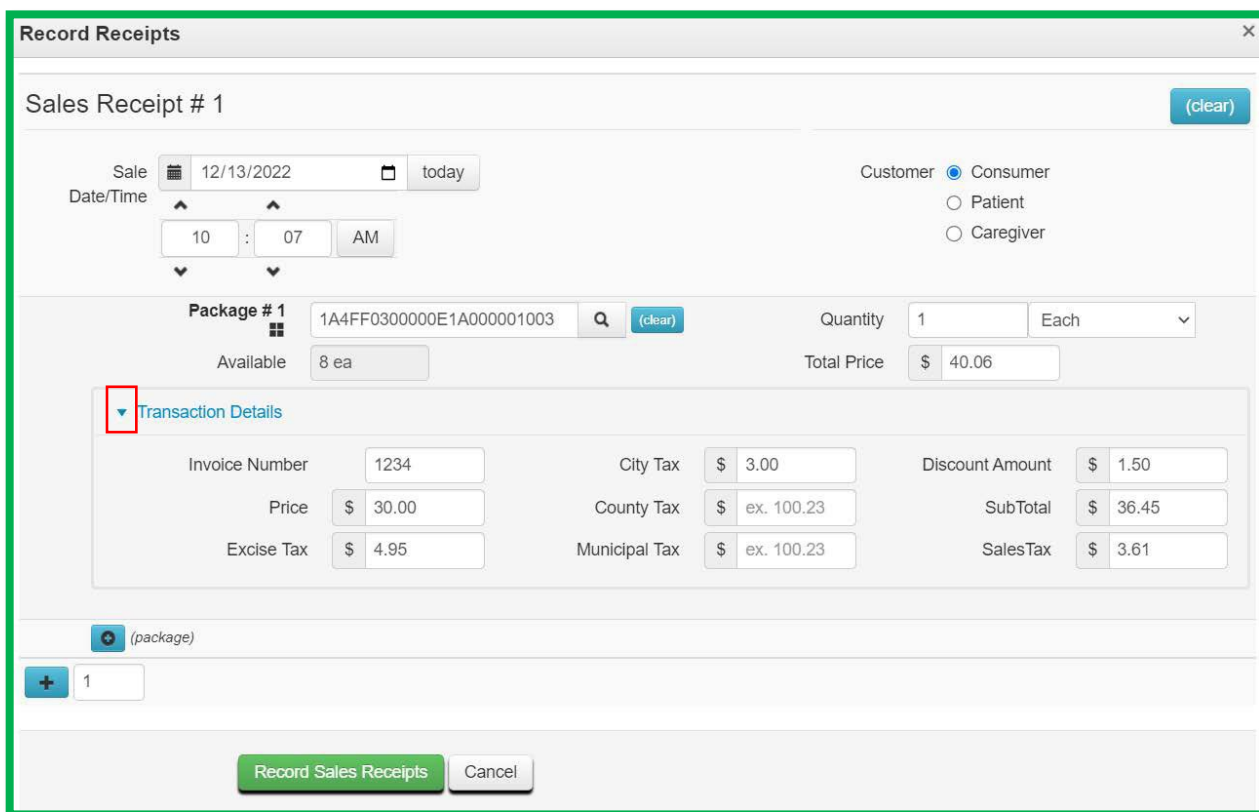

Figure 1: Licensed Transfers - Inactive Tab

New Optional Fields for Sales

Several new optional fields will be available when recording sales receipts. To access the new fields, select the expand button for *Transaction Details* related to each package as shown in **Figure 4** below.

Important note:

The Total Price field should continue to reflect the *pre-tax* price that customers pay after the application of any discounts. These additional fields, while available, are optional. Additional information will be provided if these fields become required to use.

Figure 4: Sales Receipt – Transaction Details (Optional)

The *Transaction Details* can be viewed in the *Sales Receipt* drilldown by unhiding the columns as shown in **Figure 5** below. To unhide the columns, click on the three vertical dots on any column in the drilldown and select the *Columns* option from the menu. Mark the checkboxes for the columns you wish to display.
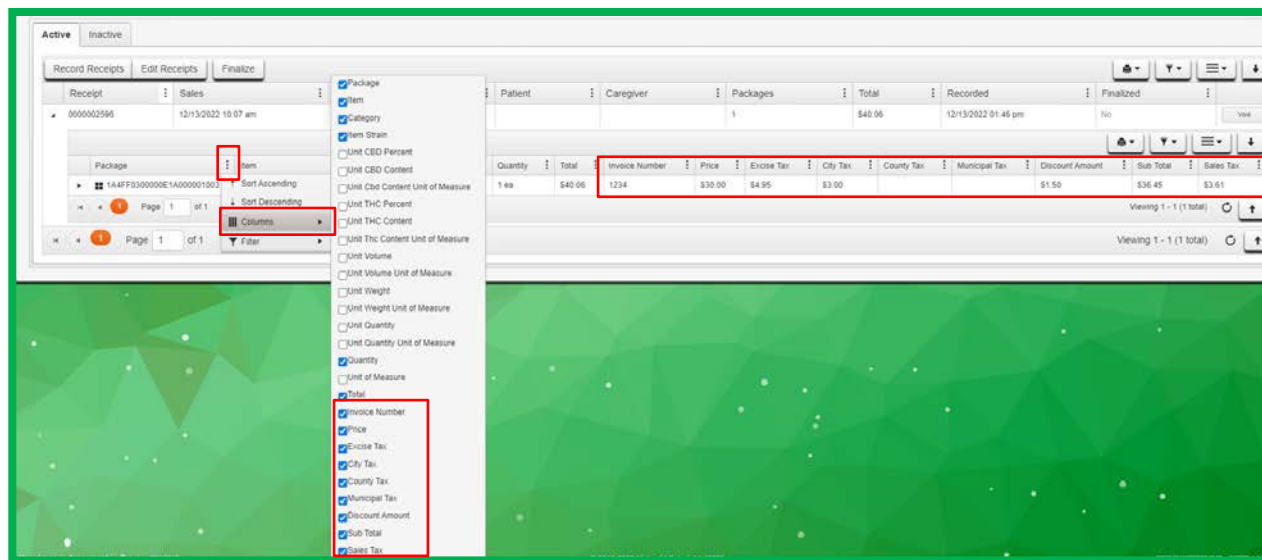

Figure 5: Sales Receipt – Transaction Details Tab

The new optional fields can also be entered using the CSV import feature in Metrc. The on-page formatting guide for the *New and Update Sales Receipts Imports* has been updated to provide direction of how to create these CSV files. **Figure 6** below shows the updates to the *New Sales Receipts Import*.

Please note: The format for the CSV has changed and these columns are required even though you will not be using these fields at this time.

Figure 6: On-Page CSV Guide - New Sales Receipt

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.