

Bulletin Number: NVIB#024_040819	Distribution Date: 04/08/19	Effective Date: N/A
Contact Point: support@metrc.com	Subject(s): Software Update - Sales Deliveries vs. Sales Receipts	

Greetings Metrc Users,

This bulletin is intended to provide some clarity regarding the processes of reporting “Sales Deliveries” and “Sales Receipts”.

Sales Deliveries vs. Sales Receipts:

First and foremost, it is important to understand that a delivery and an in-store sale are considered two separate actions and reported differently in Metrc.

- Any transaction that takes place on the licensed premises is reported as a “Sale Receipt”.
- Any transaction that takes places off the licensed premises is reported as a “Sale Delivery”.
- **You should NOT be reporting a receipt and a delivery for the same transaction.**

Reminder: All Employees who need access must be granted the appropriate permissions by their Metrc admin in order to access the related functions. If they do not have permissions for Sales Deliveries, they will not be able to report them.

The permission can be found within the **Sales Menu** for **Dispensaries** only.

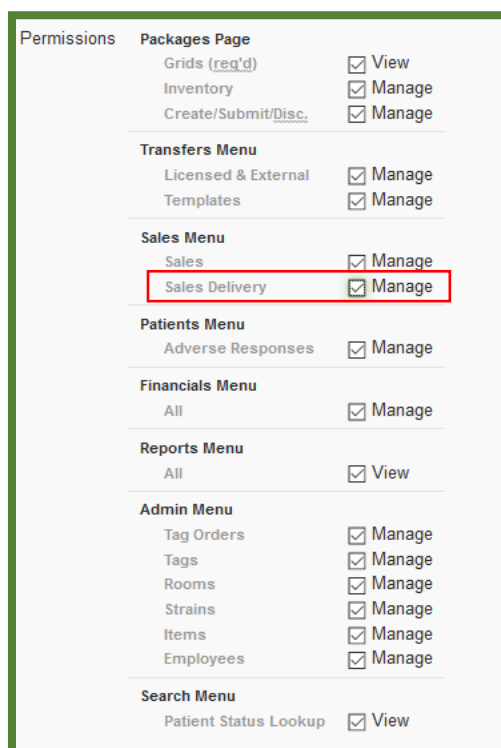


Figure 1: Employee Permissions

Once the permission is granted to a user, the sales delivery option can be found beneath the sales tab on the navigation pane.

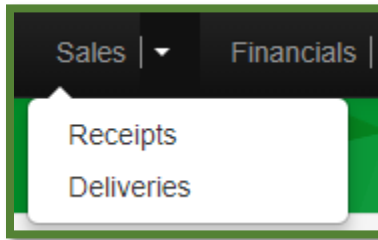
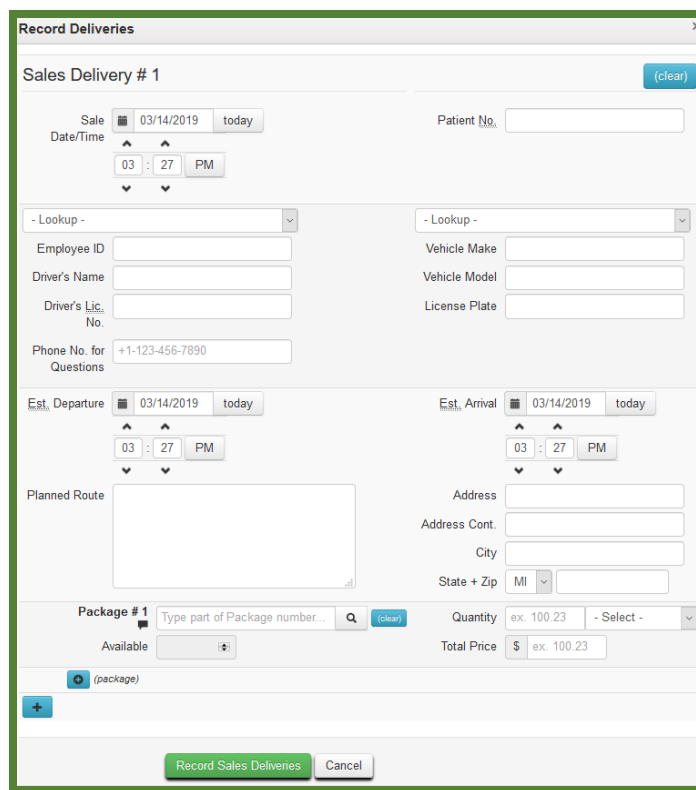


Figure 2: Selectable Sales Options

In Metrc, sales deliveries are reported differently than in-store sales receipts. Reporting a sales delivery as an in-store sales receipt within Metrc will not meet the regulatory requirements. To differentiate the two, please see following.

- Sales receipts would indicate the transaction took place within the licensed premise of the Dispensary.
- Sales deliveries would indicate active inventory within a Dispensary was taken off the licensed premises and delivered to a patient.
- Dispensaries should never be recording the same transaction as a sales receipt and a delivery.

Just like a transfer manifest is created within Metrc, a sales delivery manifest is required to be created once the order has been placed by the patient. When recording the necessary information within the sales delivery manifest, it is important to ensure the patient number accurately reflects the card number provided to the Dispensary.



Record Deliveries

Sales Delivery # 1 (clear)

Sale Date/Time: 03/14/2019 today
03 : 27 PM

Patient No.

- Lookup - - Lookup -

Employee ID Vehicle Make

Driver's Name Vehicle Model

Driver's Lic. No. License Plate

Phone No. for Questions: +1-123-456-7890

Est. Departure: 03/14/2019 today
03 : 27 PM

Est. Arrival: 03/14/2019 today
03 : 27 PM

Planned Route

Address

Address Cont.

City

State + Zip: MI

Package # 1 Type part of Package number... Quantity: ex. 100.23 - Select -

Available Total Price: \$ ex. 100.23

(package)

Figure 3: Recording Sales Deliveries

Each delivery to a patient should be recorded separately. If a Dispensary is making multiple deliveries, the planned route should notate this information. Once the sales delivery is recorded, it is considered open in Metrc. As you will see below, there are two completed deliveries that cannot be edited once the “Complete” button on the far right is selected by the Dispensary employee. If the delivery is still open, the employee can edit or void as needed.

Sales Deliveries

D-18-XXXXX | 402-X000

Maryland Del

Record Deliveries

Edit Deliveries

View Manifest

	Delivery	Sales	Customer Type	Patient	Driver	Vehicle Info	ETD	ETA	AA	Completed	Pkg's	Total	State	
▶	0000000011	11/13/2018 11:14 pm	Patient	P01F-3519-A659-9E41	Bruno Mars	Make: Porsche Model: 911 Lic. Plate: GRLMN	11/13/2018 11:14 pm	11/13/2018 11:14 pm	11/13/2018 11:14 pm	11/13/2018 11:16 pm	1	\$1,111.00	Completed	
▶	0000000006	02/27/2018 05:01 am	Patient	P-1234-567-890	Bruno Mars	Make: Lamborghini Model: Herrera Lic. Plate: GRLAMN	02/27/2018 05:01 am	02/27/2018 06:01 am	02/27/2018 06:01 am	10/08/2018 12:45 pm	1	\$100.00	Completed	
▶	0000000001	11/29/2017 10:50 am	Patient	P11M-3C95-2375-598D	Bruno Mars	Make: Lamborghini Model: Herrera Lic. Plate: GRLAMN	11/29/2017 10:52 am	11/29/2017 11:50 am			1	\$75.00	Shipped	<div>Complete</div> <div>Void</div>

◀ 1 ▶

Page 1 of 1

20 rows per page

Viewing 1 - 3 (3 total)

Figure 4: Sales Deliveries Grid

When a delivery is recorded in Metrc as “Complete”, the inventory is removed from the package and marked as a delivery. Remember, you should NOT report a “Sale Receipt” and a “Sale Delivery” for the same transaction. This will cause inventory to be removed from the affected package twice.

50 Each accepted from Manifest # 0000001003 by
Sold 5 Each from Package on Receipt 0000000031 on 1/23/2019
Sales Return of 1 Each to Package on Receipt 0000000031 on 1/23/2019
Sold 1 Each from Package on Delivery 0000000006 on 1/28/2019

Figure 5: Packages History Example

NVMED Required Reports

All licensees are required to file quarterly and/or monthly reports with the State. The State of Nevada MED has requested that we include the following guidance as a reminder about reporting available in Metrc and to assist licensees who need it with filing their reports.

There are two different types of reports that you can generate in Metrc:

- **Canned Reports**
 - These are pre-defined reports with some searchable criteria.
 - These reports are accessible from your main tab under **Reports > Control Panel**
 - **Reminder:** Permissions must be enabled for you to access reports, if you can not access reports, you need to request the permission from your Metrc Administrator.

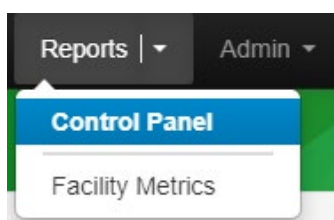


Figure 6: Reports Control Panel

- **Custom Reports**
 - Print-to-file reports with highly customizable criteria
 - These reports are accessible from most areas of Metrc by clicking the Printer icon in the top right corner of the main screen, just below your User Profile

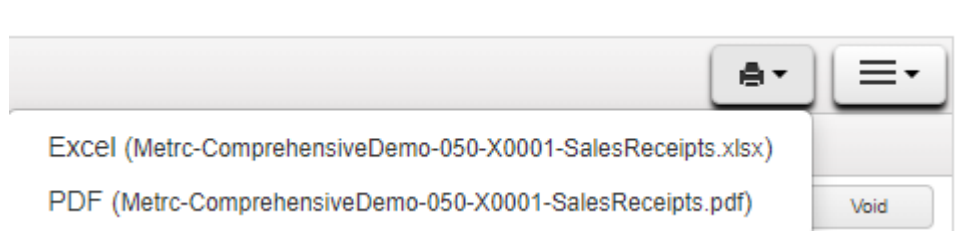


Figure 8: Print-to-File Reporting

Please review the “**Industry Reports Guide**” under your support tab for reference and additional information.

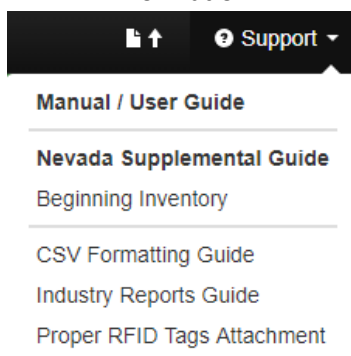


Figure 7: Industry User Support Tab

NVMED Required Reports – Dispensary (Pre-defined)

Dispensaries have access to pre-defined sales reports which will provide them with cumulative total sales (Sales Deliveries AND Sales Receipts) but they can also use the Print-to-File function to generate custom reports which separate Sales Deliveries from Sales Receipts.

- Combined Monthly Sales Reports (**Sales Receipts & Deliveries**)
 - The “Monthly Sales” report **will combine BOTH Sales Deliveries and Sales Receipts into a sales total.**
 - This report will break down sales by item category/type
 - This report is only available for **Dispensaries** under **Reports > Control Panel**

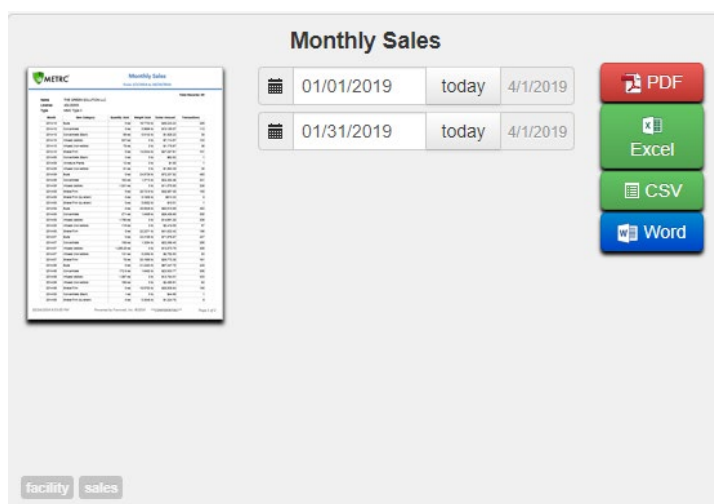


Figure 8: Dispensary – Reports > Control Panel > Monthly Sales Report



Monthly Sales

From 1/1/2019 to 4/1/2019

Name
License
Type

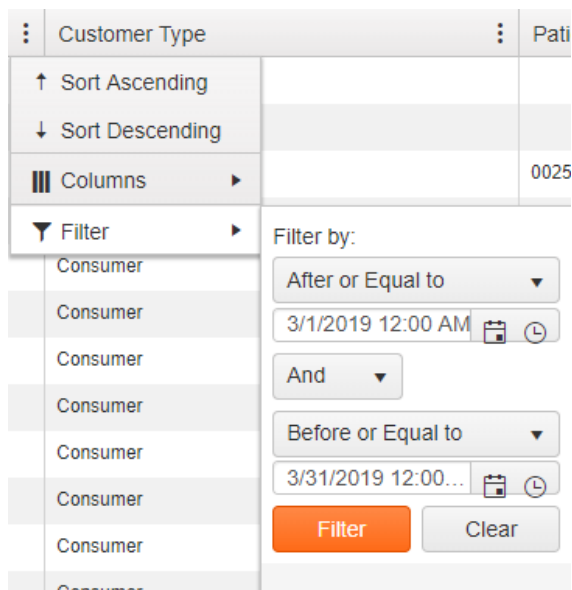
					Total Records: 4
Month	Item Category	Quantity Sold	Weight Sold	Dollar Amount	Transactions
2019-03	Edibles	24 ea	0 lb	\$180.00	3
2019-02	Shake/Trim	0 ea	0.0331 lb	\$105.00	8
2019-02	Buds	0 ea	1.4495 lb	\$1,008.50	5
2019-01	Buds	0 ea	0.3125 lb	\$5.00	1
Totals:		24	1.7951	\$1,298.50	17

Figure 9: Sample - Monthly Sales Report from Dispensary

NVMED Required Reports – Dispensary (Custom)

Dispensaries may generate a custom report using the Print-to-File function

- Receipts Monthly Sales Reports (**Sales Receipts only**)
 - This report will allow you to choose the criteria you want to filter and then generate a PDF or Excel file with that information.
 - This type of report is accessible for all facilities but only Dispensaries will have access to the Sales Receipts and Deliveries area.



The screenshot shows a web interface for generating a report. At the top, there's a header with 'Customer Type' and 'Pati'. Below this, there are several dropdown menus and buttons. The 'Filter' dropdown is open, showing a list of 'Consumer' entries. To the right of the 'Filter' dropdown, there's a 'Filter by:' section with two date and time filters. The first filter is 'After or Equal to' with a date of '3/1/2019 12:00 AM'. The second filter is 'Before or Equal to' with a date of '3/31/2019 12:00...'. There are 'Filter' and 'Clear' buttons at the bottom of the filter section.

Figure 10: Sales Receipts filtered for monthly sales reports

- **Reminder:** Receipts should be “Finalized” in Metrc on a monthly basis when these reports are filed. Doing so would eliminate the need to filter your receipts at all to generate a report and will reduce screen load times. (**See Bulletin #016**)

Sales Deliveries API Impact

If a Dispensary plans to report sales deliveries through their Point-of-Sale (POS) system, please note the sales delivery manifest can only be printed within your Metrc account. The Metrc API will allow for the creation/reporting of sales deliveries, but Dispensary's should ensure the following:

- Confirm with your POS provider that sales deliveries are being reported into Metrc as deliveries and not receipts.
- Log into Metrc prior to departure and print out the Metrc Sales Delivery manifest.
- Do not create both a sales delivery in Metrc manually and in your POS system separately as you will likely be recording the transaction twice.

If your POS system does not currently differentiate between sales deliveries and receipts, your sales data may be reported inaccurately. Metrc provides documentation [here](#) for integrators to reference the new available endpoints for the sales section.

The new endpoints that will be available for POS systems to utilize the sales delivery section of the Metrc API are outlined below.

- POST /sales/v1/deliveries
- PUT /sales/v1/deliveries
- PUT /sales/v1/deliveries/complete
- DELETE /sales/v1/delivery/{id}

Metrc – Industry Training

Metrc provides industry training and education workshops in person and online, as well as training guides and videos available online 24/7x365.

- Register for workshops or classes online at: <https://www.metrc.com/nevada>
- You must attend at least one New Business (Level 1) class online before you may register for other classes
- We recommend that all industry users take classes every 3-4 months to stay updated on new features or changes

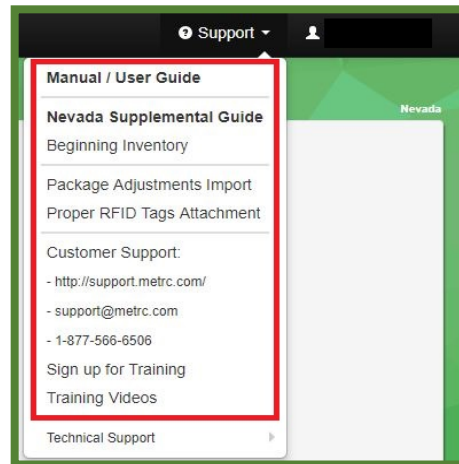
Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – Cultivators
- Metrc Advanced (Level 2) – Producers
- Metrc Advanced (Level 2) – Stores/Dispensaries
- Metrc Advanced (Level 2) – Testing Labs (not available via scheduler)

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. Support contact information can be found on our website, when logged into Metrc under your Support tab, and is listed below.

Check under the “Support” tab for additional resources.



Please be advised that the new *CSV Formatting Guide and Industry Reports Guide* are now located under the Support Tab when you log in to Metrc.

Please feel free to email support@metrc.com or call 877-566-6506 with any questions or to request a copy of previous industry bulletins.