

Bulletin Number:	Distribution Date:	Effective Date:
CA_IB_2022_007	12/28/2022	12/28/2022
Contact Point: Metrc® Support	Subject: New Features in N	<i>N</i> etrc
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 12/28/2022. These enhancements include:

- I. Updates related to transfer rejections
- II. New directional field for transfers with layovers
- III. New optional field entries when recording sales

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 Transfers* 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**.

Li	ce	nsed	Transfe	ers	5				180			
l	New	Transfer	View Manifest									
	Inco	ming ( <b>4</b> /4)	Outgoing (6/6)	R	ejected (2) Inactive	•						
		Manifest		:	License No.	:	Rejector	:	Туре	:		
	•	000010290	01 👥 😫		C11-000009-LIC		Tibby's Distribution		Transfer			

Figure 1: Licensed Transfers - Inactive Tab



# New Layover Leg Field

A new *Layover Leg* field has been added to the *New/Edit Licensed Transfer* modals and the transfer manifest. It is enabled only when the *Layover* checkbox is marked as show in **Figure 2** below.

		-				
Destination 1	C9-0000	005-LIC	Q (clear)	Туре	Transfer	~
Planned Route	Take I-5	south to Main Street exit.		Est. Departure	■ 12/22/2022	today
				<u>Est</u> , Arrival		today
			1		05 : 00 PM	
Tran	sport # 1	C12-0000005-LIC	۹	(clear)		
P	hone No.	555-129-4874	(use def	ault)	Layover	
<u>Est</u>	Check-In	12/22/2022	🗂 today	Est. Check-Out	■ 12/23/2022	today
		▲ ▲ ▲ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	PM		07 : 00 PM	
	Driver 1	Frank Farkle	۹ (	clear) Vehicle 1	TibbyMicro2	Q
Drive	r's Name	Frank Farkle		Vehicle Make	Ford	
Emp	ployee ID	Frank.Farkle@MicroBiz.c	com	Vehicle Model	F150	
Driver's	s <u>Lic.</u> No.	FF234567890		License Plate	TibbyMicro2	
Lay	over Leg	From And To Layover	~			
Pack	age # 1 <b>0 Ø</b>	1A4FF0300000E1A00000	)946 <b>q (</b> ¢	lear)		
0 1	(pac	kage)			Select files	
		Register Transfer C	ancel			

Figure 2: Layover Leg Field

There are three options that can be selected for the *Layover Leg* field:

- From And to Layover
- From Layover
- To Layover

In California, only one driver/vehicle can be designated for a transfer, so the *From And to Layover* option should be used.

The Layover Leg field is also included on the manifest as shown in Figure 3 below.



<b>⊘</b> metrc	METRC® CANNABIS TRANSPORTATION MANIFEST										
All sales tran reject product o	nsactions are to be completed prior to transpo delivered, but amount delivered must be limite	rtation of any cannabis. The rece d to amount agreed upon in prior	iving entity sales trans	may saction	L						
Manifest No.	0000117301	Date Created	12/2	2/20	22 2:56 PM						
Originating Entity	Tibby's Micro Biz		For Agency Use Only								
Originating License Number	C12-0000005-LIC										
Address of Originating Entity	9451 Markfield Way Unit 5 Sacramento, California 95829 County: Sacramento County APN: 8179947277277										
Phone No. of Originating Entity	555-129-4874										
1. Destination	Tibby's Retail	Destination Phone No	<b>)</b> .	555-1	129-4874						
Destination License Number	C9-000005-LIC	Date and Approx. Time of Dep	parture	12	/22/2022 1:00 PM						
Address of Destination	9453 Markfield Way Unit 5 Sacramento, California 95829 County: Sacramento County	Date and Approx. Time of Arrival			/23/2022 5:00 PM						
		Date/Time Received									
Take I-5 south to Main Street exit.		NOLOS: details for extenuating circum	istances (e.g.,	road cl	osure, flat tirë, etc.)						
1. Outbound Transporter	Tibby's Micro Biz	Layover Schedule									
Transporter License Number	C12-0000005-LIC	Date and Approx. Time of Che	eck-In	12	/22/2022 6:00 PM						
Address of Transporter	9451 Markfield Way										
	Sacramento, California 95829	Date and Approx. Time of Che	eck-Out	12/23/2022 6:57 AM							
	County: Sacramento County APN: 81793947277277										
Contact Phone No. for Ing	uiries: 555-129-4874										
Name of Person Transporting	Frank Farkle	Employee ID of Driver		Frank	.Farkle@MicroBiz.c						
State Driver's License No.	FF234567890	Signature of Person Transpor	rting		-						
Make, Model, License Plate No.	Ford F150 TibbyMicro2	Leg of Layover Trip		From	And To Layover						
1. Package   Shipped	Production Batch No.	Item Name			Quantity						
1A4FF0300000E1A000001017 Lab Test: NotRequired		Skywalker Seed (Each) (Seeds (each))			Shp: 10.0000 ea						
Item Details	Strain: Skywalker										

Figure 3: Layover Leg Field on Transfer Manifest



## 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.

Record Receip	ots								×
Sales Rece	ipt # 1								(clear)
Sale Date/Time	<ul> <li>12/13/2022</li> <li>▲</li> <li>▲</li> <li>10</li> <li>07</li> <li>✓</li> <li>✓</li> </ul>	today		Cu	stomer	<ul> <li>Consum</li> <li>Patient</li> <li>Caregive</li> </ul>	er er		
	Package # 1     Available	1A4FF0300000E1A00000 8 ea	01003 <b>Q</b> (clear)	Quantity Total Price	( 1 e \$	40.06	Each		~
▼ Tra	ansaction Details								
	Invoice Number	1234	City Tax	\$ 3.00	D	iscount Amou	int	\$ 1	.50
	Price	\$ 30.00	County Tax	\$ ex. 100.23		SubTo	tal	\$ 3	6.45
	Excise Tax	\$ 4.95	Municipal Tax	\$ ex. 100.23		SalesT	ax	\$ 3	.61
• (pac	kage) Record S	Sales Receipts Cance	ł						

Figure 4: Sales Receipt – Transaction Details - Optional Fields

Below is a list of the new fields, along with guidelines from the CDTFA on the values that should be entered in each field.

- Invoice
  - Invoice number which documents the sale to the customer, such as the invoice number from a Point of Sales system.
- Price
  - Pre-tax/net selling price before all taxes
- Excise Tax
  - The California state cannabis excise tax. For details on how to calculate excise tax refer to
    - https://www.cdtfa.ca.gov/industry/cannabis.htm
- City Tax
  - Local business tax imposed by a local jurisdiction
- County Tax



- County tax imposed by a county, when applicable
- Municipal Tax
  - o This field is not currently used in California
- Discount
  - Use this field to record the "below the line" discount, if any, applied to the overall ticket value
  - Enter the *Discount* as a positive value
- Subtotal
  - Price + Excise Tax + City Tax + County Tax + Municipal Tax Discount
  - Do not include the Sales Tax
- Sales Tax
  - o California sales tax

The value in the existing *Total Price* field for each package should be entered as the *Subtotal* + *Sales Tax*. Continuing from the example in **Figure 4** above with a *Subtotal* of \$36.45 and *Sales Tax* of 3.61, a value of 40.06 should be entered in the *Total Price* field as highlighted in **Figure 5** below.

Package # 1	1A4FF0300	000E1A000001003	۹	(clear)	Quantity	1		Each	~
Available	8 ea				Total Price	\$	40.06		

Figure 5: Sales Receipt – Entry in Total Price Field

The *Transaction Details* can be viewed in the *Sales Receipt* drilldown by unhiding the columns as shown in **Figure 6** 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.



Record Receipts Edit Receipts	Finalize	2 Package	Dation		Carachiar		Darkanes	1	Total 1	Decontert	1 1	A- T-	ال=ال
Netept : oales		i 🛃 item	: ratent		Caregiver		rackages		10128	Recorded	1	ingazeu	1
<ul> <li>0000002596</li> <li>12/13/2022</li> </ul>	10:07 am	Category					1		\$40.06	12/13/2022 01.46 pm	N	10	- 564
		Item Strain										8- Y-	≡ •    ↓
Package	I tem	Chief CED Percent	Quantity	1 Total	Invoice Number	1 Price	Excise Tax	1 City Tax	County Tax	Municipal Tax	Discount Amount	Sub Total	1 Sales Tax
1A4FF0300000E1A000001003	1 Sort Azcending	Club Cod Content Unit of Measure	1.00	\$40.06	1234	\$30.00	\$4.95	\$3.00			\$1.50	\$36.45	\$3.61
Page 1 of 1	& Sort Descending	Unit THC Percent			L							Viewins 1 - 1 (	tatal C
	III Coturnes	Unit THC Content											
+ + 1 Page 1 of 1	Y Filter	Unit The Content Unit of Measure										Viewing 1 - 1 (1	total) O
		Out Volume											
		Unit Volume Unit of Measure											
		Unit Volume Unit of Measure											
		Unit Volume Unit of Measure Unit Weight Unit Weight Unit of Measure	1	j.			1.11	- 2	7	761		- 7	
	17	Unit Volume Unit of Measure Unit Weight Unit Weight Unit of Measure Unit Quantity	1	A		24	1	Ż	T	1		1	1
	7	Unit Volume Unit of Measure Unit Weight Unit Weight Unit of Measure Unit Guantly Unit Guantly Unit of Measure		A	X	2	×.	K	1		÷		X
	7	Unit Volume Unit of Measure Unit Weight Unit Weight Unit of Measure Unit Quantity Unit Quantity Counting		A	4	2				4	÷	3	K
X	V	Unit Volume Unit of Measure Unit Weight Unit Weight Unit Guestly Unit Guestly Unit Guestly Unit Of Measure	9	Ĉ	Á						-	÷	1
X	V	Cutri Volume Unit of Measure Unit Weight Unit Weight Unit of Measure Cutri Quantity Unit Quantity Unit Quantity Unit of Measure Table	./		K	7					ż	Z.	Á
X	C	Unit Volume Unit of Measure Unit Vergit Unit Vergit Unit of Measure Unit Quarity Unit Quarity Unit of Measure Quarity Unit of Measure PyTabil PyThole Number	9		4			4			ċ	×.	Á
X	V	Clot Volume Unit of Measure Unit Wreght Unit of Measure Clott Vreght Unit of Measure Clott Guardity Unit of Measure Partial Particle Aument Particle Aument Partial Particle Aument Particle A			4						k	Ż	A
	Y	Clutor Waine Unit of Measure Unit Weight Unit Weight Unit of Measure Unit Quarty Unit Quarty Unit Quarty Unit of Measure Sound Thin of Measure Sound Thinse Sound Thinse Sound			4		•		i k		k	Ż	
X	Y	Clurk Volume Unit of Measure Unit Vergit Unit Vergit Unit Vergit Unit of Measure Clurk Quarkity Unit Quarkity Unit of Measure Patiel Proce			4				K		K		A
X	Y	Chort Volume Und of Measure Chort Verget Und of Measure Chort Guardty Chort Guardty Chort Guardty Chort of Measure Phote Phote Phote Chorts Ch			5	1			K		K		
		Club Walne Unit of Measure Unit Weight Unit of Measure Unit Weight Unit of Measure Unit Quantity Unit Quantity Unit of Measure 2 Quantity Thin of Measure 2 Thin 2 Thinse 2 Christe Tax. 2			5				K		K		
		Chort Volume Unit of Measure Unit Weight Cont Quantity Cont Quantity Cutric Quantity Cutric of Measure Councily Cutric of Measure Profile Prof			5				K				
		Clot Volume Unit of Measure Unit Weight Cloth Weight Cloth Clusterly Cloth Clusterly Cloth Clusterly Cloth of Measure Cloth o							K				

Figure 6: 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 7** below shows the updates to the *New Sales Receipts Import*.

CSV Example
10/4/2016 4:44:53 PM,Consumer,,,,ABCDEF012345670000010331,1,Ounces,,,,,9.99 ABC123,100.01,1.01,2.02,3.03,4.04,5.05,6.06,7.07 10/4/2016 4:44:53 PM,Consumer,,,,ABCDEF012345670000010332,1,Ounces,,,,,9.99 XYZ456,200.02,2.02,4.04,6.06,8.08,10.10,12.12,14.14
A CSV header row <b>must not</b> be included. Files <b>must be</b> plain-text only (e.g. CSV and TXT)

Figure 7: On-Page CSV Guide - New Sales Receipt Import

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