

May 5, 2018

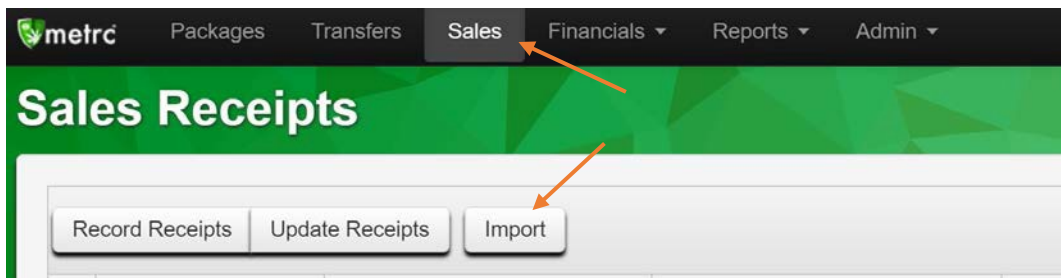
UPDATED TRANSITION DATE

To allow some third party integrator software companies additional time to prepare, the date for transitioning to sales receipt reporting has been extended. The new date to being reporting transaction level sales will be Monday, May 21, 2018.

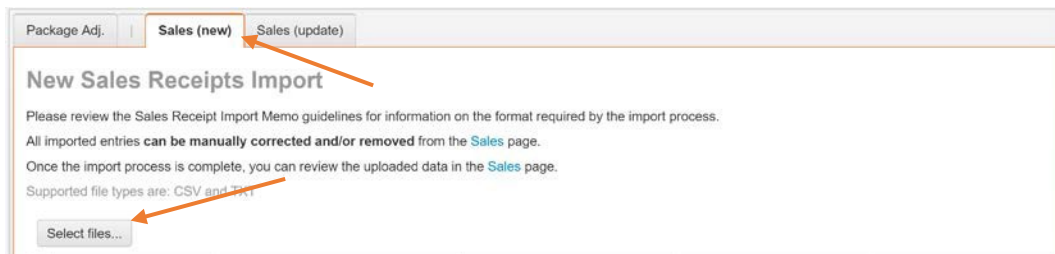
As first noted on 04/06/2018, the Colorado Marijuana Enforcement Division (MED) has requested that Franwell transition to sales receipt reporting. To support this request, Metrc will move **from daily package sales reporting to sales receipt reporting**. This will require a change to manual entries, .CSV upload file structure and API changes for Third Party Integrator software providers. **This change will go into effect as of 05/21/2018**. Please see the updated information below.

.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 form your existing Point of Sale system.



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





Software Update Memorandum

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-DDHH:MM	Date and time of the actual sale
*Sales Customer Type	"Consumer", "Patient", "Caregiver", or "External Patient"	Consumer Only
*Patient Number	Leave Blank	Leave Blank
*Caregiver Number	Leave Blank	Leave Blank
Package Label	Alphanumeric value	Metric 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 \$

**** Even though Colorado will ONLY record sales as "Consumer" sales, all columns must be included in the CSV file.***

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:

Existing Sales Receipts:

Field	Format	Description
Metrc Receipt Number	Numeric value	10 Digits
Sales Date/Time	YYYY-MM-DDHH:MM	Date and time of the actual sale
* Sales Customer Type	"Consumer", "Patient", "Caregiver", or "External Patient"	Consumer only
* Patient Number	Leave Blank	Leave Blank
* Caregiver Number	Leave Blank	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

*** Even though Colorado will ONLY record sales as "Consumer" sales, all columns must be included in the CSV file.**

Consumer:

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

Notes:

- For a customer you **will not** need to enter a Patient Number or Caregiver 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.



Software Update Memorandum

Things to know about Item-level Sales

The move from daily reporting to item-level reporting will take effect on May 21, 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. The CSV format is included in this bulletin.

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.