

Metrc Support Bulletin



Bulletin Number: CO_IB_5.25.23_Transaction Details added to Sales Receipts	Distribution Date: 05/26/2023	Effective Date: 05/26/2023
Contact Point: Metrc Support	Subject: New updates now available in Metrc	
Reason: New functionality and features are now available in Metrc.		

Greetings,

Metrc is pleased to provide information on the latest system enhancements that will be available on 5/25/2023, including:

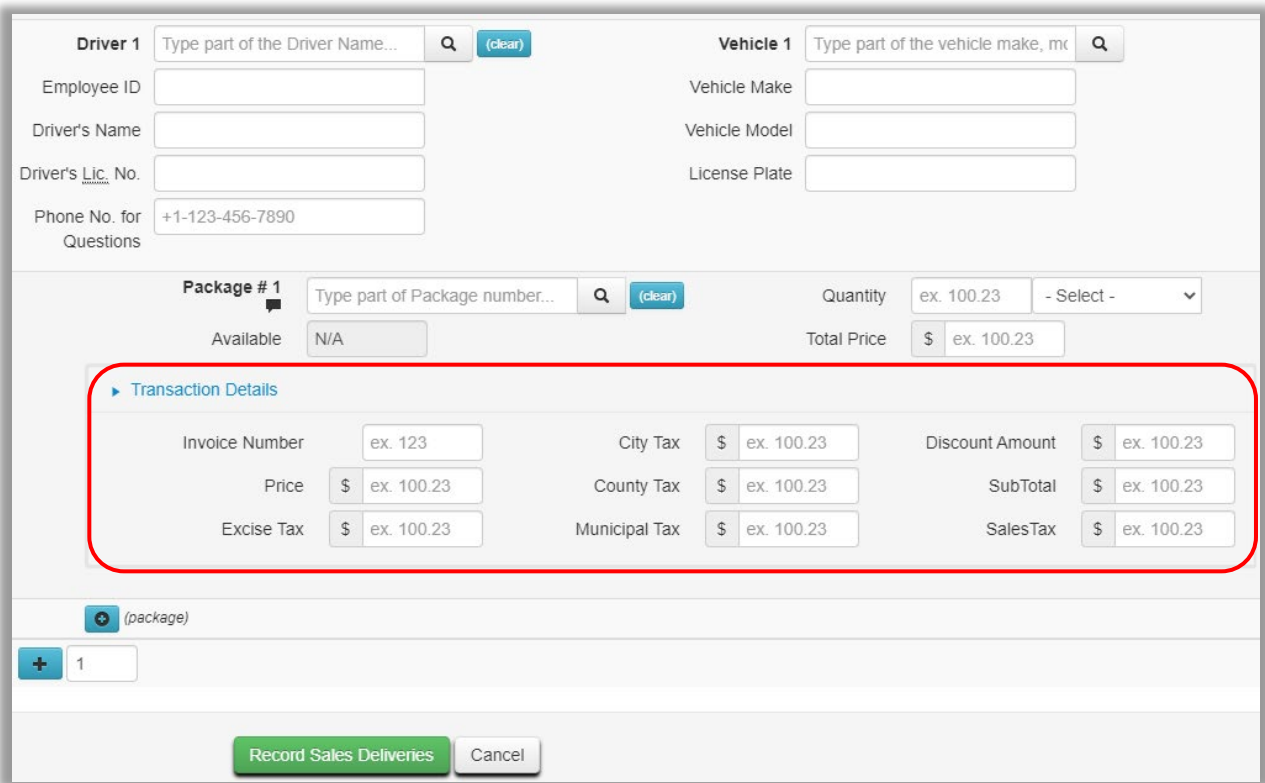
- Transaction Details added to the Record/Edit Deliveries Modal

Please read on for more information regarding this new functionality.

Additional Sales Delivery Fields

The recent addition of the Transaction Details information that is currently available on the Sales Receipts Record/Edit modals, has now also been added to the Sales Delivery Record/Edit modals. These optional fields allow for more accurate and detailed reporting of sales information collected by the licensee and submitted to their respective State Regulatory Agency. The following is a list of the added fields found in the Transaction Details dropdown as shown in **Figure 1**:

- Invoice
- Price
- Excise Tax
- City Tax
- County Tax
- Municipal Tax
- Discount Amount
- Subtotal
- Sales Tax



The screenshot shows a web form for recording sales deliveries. At the top, there are sections for 'Driver 1' and 'Vehicle 1', each with a search bar and a 'clear' button. Below these are input fields for Employee ID, Driver's Name, Driver's Lic. No., and Phone No. for Questions. To the right, there are input fields for Vehicle Make, Vehicle Model, and License Plate. Below these is a 'Package # 1' section with a search bar, 'clear' button, and dropdown for 'Quantity' (set to 'ex. 100.23'). Below the package section is a table of 'Transaction Details' highlighted with a red border. The table has three columns: Invoice Number, Price, and Excise Tax; City Tax, County Tax, and Municipal Tax; and Discount Amount, SubTotal, and SalesTax. Each field has a text input with an example value. At the bottom, there is a '+ (package)' button, a quantity input set to '1', and two buttons: 'Record Sales Deliveries' and 'Cancel'.

Figure 1: Added Transaction Details Fields for Sales Deliveries

Important note: *Until required by the State, Sales Deliveries should continue to be recorded post-discount and pre-tax, using the Total Price Field, as is done currently. Although these fields are now available, they are currently optional. Additional information will be provided if these fields become required to use.*

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