

Metrc Support Bulletin



Bulletin Number: OK_IB_0023	Distribution Date: 06/30/2023	Effective Date: 06/30/2023
Contact Point: Metrc Support	Subject: New updates now available in Metrc	
Reason: Operational Exception - New functionality available in Metrc for Zero Inventory Reports		

Greetings Metrc® users,

Metrc is pleased to provide information on system enhancements that will be available on 7/1/2023. Metrc has created a new functionality called **Operational Exception** that replaces the Zero Inventory Report required by OMMA.

Please read on for more information regarding this new functionality.

New Zero Inventory Report

All growers, processors, dispensaries, and research facilities are required to complete and submit a monthly yield and sales report to the OMMA by the fifteenth of each month. Previously, Non-operational Licensees submitted the OMMA Commercial Licensee Monthly Report where the licensee entered [0] for all the required fields and attested to have conducted no Marijuana Activity.

This monthly reporting requirement is now satisfied by submitting the information and data through the new functionality in the State inventory tracking system. To streamline this reporting requirement for licensees and provide regulators with real-time status of cannabis activity, Metrc has created new functionality called **Operational Exception**.

Please see below for a step-by-step guide to this new functionality:

1. Confirm the employee that will be utilizing this functionality has Operational Exception permissions granted by the Metrc admin as shown in **Figure 1**. This can be done by selecting Employees under the Admin area on the navigational toolbar.

Employee # 1

Employee Lic. Number:

Enable online access to this Facility

E-mail:

Home:

Employment: Owner at this Facility
 Manager at this Facility
 Employee
 Trimmer

Permissions

Category	Item	View	Manage
Plants Page	Immature Plants		
	Grids (req'd)	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory	<input type="checkbox"/>	<input type="checkbox"/>
	Destroy	<input type="checkbox"/>	<input type="checkbox"/>
Veg/Flower Plants	Grids (req'd)	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory	<input type="checkbox"/>	<input type="checkbox"/>
	Destroy	<input type="checkbox"/>	<input type="checkbox"/>
	Manicure/Harvest	<input type="checkbox"/>	<input type="checkbox"/>
Additives	All	<input type="checkbox"/>	<input type="checkbox"/>
	Waste		
	All	<input type="checkbox"/>	<input type="checkbox"/>
Harvests	Grids (req'd)	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory	<input type="checkbox"/>	<input type="checkbox"/>
	Finish/Discontinue	<input type="checkbox"/>	<input type="checkbox"/>
Harvest Schedules	All	<input type="checkbox"/>	<input type="checkbox"/>
	Package Schedules		
	Grids (req'd)	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory	<input type="checkbox"/>	<input type="checkbox"/>
	Create/Submit/Disc.	<input type="checkbox"/>	<input type="checkbox"/>
	Notes	<input type="checkbox"/>	<input type="checkbox"/>
Transfers Menu	Licensed & External	<input type="checkbox"/>	<input type="checkbox"/>
	Templates	<input type="checkbox"/>	<input type="checkbox"/>
Trips Menu	All	<input type="checkbox"/>	<input type="checkbox"/>
	Financials Menu		
	All	<input type="checkbox"/>	<input type="checkbox"/>
Reports Menu	All	<input type="checkbox"/>	<input type="checkbox"/>
	Admin Menu		
	Tag Orders	<input type="checkbox"/>	<input type="checkbox"/>
	Tags	<input type="checkbox"/>	<input type="checkbox"/>
	Locations	<input type="checkbox"/>	<input type="checkbox"/>
	Strains	<input type="checkbox"/>	<input type="checkbox"/>
	Items	<input type="checkbox"/>	<input type="checkbox"/>
	Transporters	<input type="checkbox"/>	<input type="checkbox"/>
	Employees	<input type="checkbox"/>	<input type="checkbox"/>
	Operational Exception	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 1: Permission for Operational Exception for a user

2. Once the permission has been granted and needing to declare an Operational Exception, go to the Admin area and select the Operational Exception option as shown in **Figure 2**.

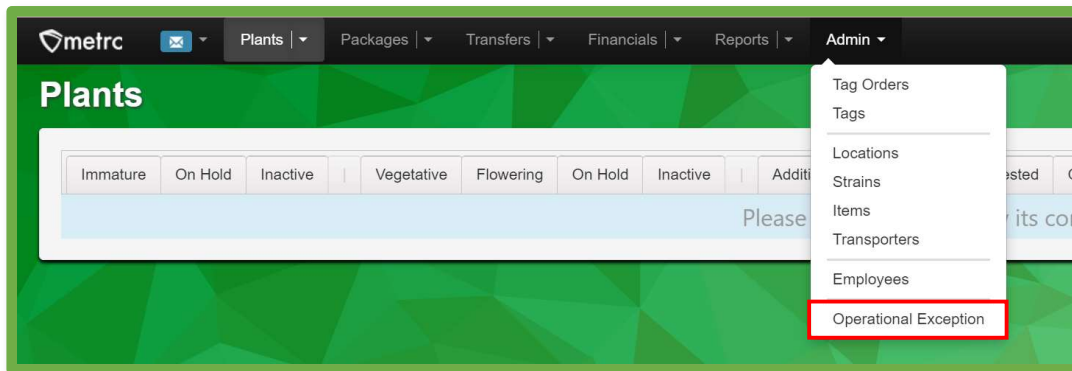


Figure 2: Operational Exception option

3. This will open the Operational Exception grid, then select the "Add Operational Exception" button as shown in **Figure 3**.

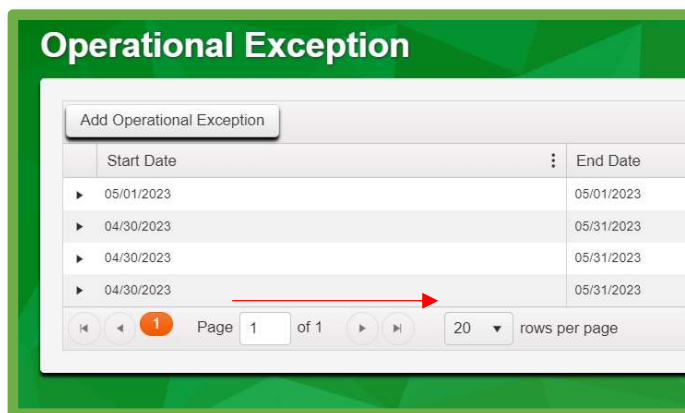


Figure 3: Add Operational Exception Button

4. The Operational Expectance action window will appear as shown in **Figure 4** below, to fill out all the required fields. Select the start date, for example for the month of June select June 1, 2023, and Select the end day of June 30, 2023.
5. Next select the items being reported which is required for your facility type including Harvests, Plants, and/or Packages. Then fill in the information of who is completing the report including First Name, Last name, Role, Email, and Phone Number.

Figure 4: Add Operational Exception Action Window

6. To finalize the report, select "Record Operational Exception" at the bottom of the action window as shown in **Figure 5**.



7. The completed report will appear in the Operational Exception grid as shown in **Figure 6**.

Start Date	End Date	Harvests	Plants	Packages
05/01/2023	05/01/2023	Yes	Yes	Yes
04/30/2023	05/31/2023	Yes	Yes	Yes
04/30/2023	05/31/2023	Yes	Yes	Yes
04/30/2023	05/31/2023	Yes	Yes	Yes

Figure 6: Operational Exception Grid

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