## **Metrc Support Bulletin**



| Bulletin Number:             | Distribution Date:            | Effective Date:               |
|------------------------------|-------------------------------|-------------------------------|
| OH_IB_50 Auto Finalization   | 12/11/2023                    | 12/27/2023                    |
| Packages & Sales Receipts    |                               |                               |
| Contact Point:               | Subject: Auto-Finalization    | of Packages and Sales         |
| Metrc Support                | Receipts                      | -                             |
| Reason: Provide industry use | ers of a new feature to autom | natically finish packages and |
| finalize sales receipts      |                               |                               |

Greetings,

Metrc is pleased to provide information on the latest functionality update that will be available on 12/27/2023, which includes:

- Auto-finalization of active sales receipts after (7) days since the sale was last edited.
- Auto-finishing of active zero quantity packages after (30) days since the package was last edited.

Please read on for more information regarding new functionality.



# **Auto-Finalization of Active Sales Receipts**

Previously, retail dispensary Administrators were required to finalize sales receipts in Metrc manually. **Figure 1** below demonstrates an example in which a sales receipt is ready for finalization, which is identified in the 'Finalized column.

| metrc 🔤 🛀                                | Packages   |               | - 54 | ales   - Reports   -      |   |         |   |          |   |                 |   |                                 |     | <ul> <li>Support -</li> </ul>      |
|--|------------|---------------|------|---------------------------|---|---------|---|----------|---|-----------------|---|---------------------------------|-----|------------------------------------|
| ales Receip                              | ots        |               |      |                           |   |         | 2 |          |   |                 |   |                                 |     | CO Loft                            |
|  |            |               |      |                           |   |         |   |          |   |                 |   |                                 |     |                                    |
| Import Sales Daily Sa                    | les (read- | -only)        |      |                           |   |         |   |          |   |                 |   |                                 |     |                                    |
| Import Sales Daily Sa<br>Active Inactive | les (read- | -only)        |      |                           |   |         |   |          |   |                 |   |                                 |     |                                    |
| Active                                   | les (read- |               |      |                           |   |         |   |          |   |                 |   |                                 |     | a.    y.                           |
| Active                                   |            | ipts Finalize | :    | Customer Type             | i | Patient | 1 | Packages | : | Total           | : | Recorded                        | i F | <b>≜</b> - <b>▼</b> -<br>Finalized |
| Active Inactive<br>Record Receipts       | Edit Recei | ipts Finalize |      | Customer Type<br>Consumer | I | Patient | I | Packages | 1 | Total<br>\$1.00 |   | Recorded<br>01/11/2023 06:36 pm | i F | Finalized                          |

#### Figure 1: Previous Sales Receipts Grid

Effective 12/27/2023, new auto-finalization functionality will automate active sales receipt finalization for any sales receipt that has been reported and no edits within the last seven days.

To locate all applicable auto-finalized sales receipts, the following steps should be followed:

- 1. Select the Sales dropdown in the navigational toolbar
- 2. Select Receipts option
- 3. Click on the 'Inactive' tab

The sales receipts within the 'Finalized' column display "Yes" now that they are finalized and inactive. In addition, the Sales Receipt grid will identify the receipt number, time/date of sale, customer type, patient number, number of packages sold, sales total, and date/time the sale was recorded in Metrc – **see Figure 2.** 



|       | s Receip            | ເອ    |                     | -1 |                 |               |          |         |                     | Colorado -              |
|-------|---------------------|-------|---------------------|----|-----------------|---------------|----------|---------|---------------------|-------------------------|
| Impo  | rt Sales Daily Sale | s (re | ad-only)            |    |                 |               |          |         |                     |                         |
| Activ | ve Inactive         |       |                     |    |                 |               |          |         |                     |                         |
| U     | nfinalize           |       |                     |    |                 |               |          |         |                     | ·    ▼ •    ≡ •    +    |
| _     | Receipt             | :     | Sales               | :  | Customer Type : | Patient :     | Packages | Total   | Recorded            | Finalized :             |
|       | 000000981           |       | 01/11/2023 04:35 pm |    | Consumer        |               | (A)      | \$1.00  | 01/11/2023 06:36 pm | Yes                     |
| Þ     | 000000958           |       | 07/06/2022 02:57 pm |    | Patient         | 11-222-222-AA | 1        | \$1.00  | 07/06/2022 02:58 pm | Yes                     |
| ×.    | 000000957           |       | 07/06/2022 02:57 pm |    | Patient         | 11-222-222-AA | 1        | \$1.00  | 07/06/2022 02:57 pm | Yes                     |
| Þ     | 000000956           |       | 07/06/2022 02:56 pm |    | Patient         | 11-222-222-AA | 4        | \$5.00  | 07/06/2022 02:57 pm | Yes                     |
| ×.    | 000000955           |       | 07/06/2022 02:26 pm |    | Patient         | 11-222-222-AA | 1        | \$1.00  | 07/06/2022 02:26 pm | Yes                     |
| Þ     | 000000954           |       | 07/06/2022 02:25 pm |    | Patient         | 11-222-222-AA | 1        | \$1.00  | 07/06/2022 02:25 pm | Yes                     |
| •     | 000000953           |       | 07/06/2022 02:24 pm |    | Patient         | 11-222-222-AA | 4        | \$1.00  | 07/06/2022 02:24 pm | Yes                     |
| Ŀ.    | 000000011           |       | 11/04/2019 02:20 pm |    | Consumer        |               | 1        | \$40.00 | 11/04/2019 02:20 pm | Yes                     |
| H     | Page                | 1     | of 1 + + 20         |    | rows per page   |               |          |         | View                | ing 1 - 8 (8 total) 💍 🕇 |

Figure 2: Auto-finalized Sales Receipts in the Inactive Sales Receipts tab

If a situation arises where a finalized inactive sales receipt needs to be unfinalized, the following steps should be followed to unfinalize – **see Figure 3.** 

- 1. Select the Sales dropdown in the navigational toolbar
- 2. Select Receipts option
- 3. Click on the 'Inactive' tab
- 4. Select the respective receipt(s) that need to be unfinalized
- 5. Click the 'Unfinalize' button

| Import Sales          | eipts | De                  | liveres livere |   |               |   |          |   |         |   |                     | CO Lofty F |
|-----------------------|-------|---------------------|--|---|---------------|---|----------|---|---------|---|---------------------|------------|
| Active Inactiv        | _     |                     |  |   |               |   |          |   |         |   |                     |            |
| Unfinalize<br>Receipt | :     | Sales               | Customer Type  | : | Patient       | : | Packages | : | Total   | ; | Recorded            | Finalized  |
| D000000981            |       |                     |  |   |               |   |          |   |         |   |                     | Yes        |
| ▶ 0000000958          |       | 07/06/2022 02:57 pm | Patient  |   | 11-222-222-AA |   | 1        |   | \$1.00  |   | 07/06/2022 02:58 pm | Yes        |
| ▶ 000000957           |       | 07/06/2022 02:57 pm | Patient  |   | 11-222-222-AA |   | 1        |   | \$1.00  |   | 07/06/2022 02:57 pm | Yes        |
| ► 000000956           |       | 07/06/2022 02:56 pm | Patient  |   | 11-222-222-AA |   | 1        |   | \$5.00  |   | 07/06/2022 02:57 pm | Yes        |
| ▶ 000000955           |       | 07/06/2022 02:26 pm | Patient  |   | 11-222-222-AA |   | 1        |   | \$1.00  |   | 07/06/2022 02:26 pm | Yes        |
| ▶ 000000954           |       | 07/06/2022 02:25 pm | Patient  |   | 11-222-222-AA |   | 1        |   | \$1.00  |   | 07/06/2022 02:25 pm | Yes        |
| ▶ 000000953           |       | 07/06/2022 02:24 pm | Patient  |   | 11-222-222-AA |   | 1        |   | \$1.00  |   | 07/06/2022 02:24 pm | Yes        |
| ▶ 0000000011          |       | 11/04/2019 02:20 pm | Consumer   |   |               |   | 1        |   | \$40.00 |   | 11/04/2019 02:20 pm | Yes        |

Figure 3: Unfinalizing an Inactive Finalized Sales Receipt

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After an inactive sales receipt is unfinalized, the respective sales receipt will move back to the 'Active' tab as demonstrated in **Figure 4**.

| netrc       | ×         | Packa   | jes   👻    | Transfers   🕶 | Sa | les   - Reports   -               | Admin 🝷 |         |   |          |   |        |   |                     | <b>₽</b> † | 🤊 Support 👻        |
|-------------|-----------|---------|------------|---------------|----|-----------------------------------|---------|---------|---|----------|---|--------|---|---------------------|------------|--------------------|
| les R       | Receij    | ots     |            |               |    |                                   |         |         |   |          |   |        |   |                     |            | CO Loft            |
|             |           |         |            |               |    |                                   |         |         |   |          |   |        |   |                     |            |                    |
| mport Sales | s Daily S | ales (r | ad-only)   | ļ             |    |                                   |         |         |   |          |   |        |   |                     |            |                    |
| Active      | Inactive  |         |            |               |    |                                   |         |         |   |          |   |        |   |                     |            |                    |
| Record F    | Dessints  |         | ceipts     | Finalize      |    |                                   |         |         |   |          |   |        |   |                     | ſ          | a•][ ••            |
|             |           | -       |            | Finalize      |    |                                   |         |         |   |          |   |        |   |                     |            |                    |
| Rece        | eipt      |         | Sales      |               | :  | Customer Type                     | :       | Patient | : | Packages | : | Total  | : | Recorded            | Fi         | nalized            |
| ▶ 00000     | 000981    |         | 01/11/2023 | 04:35 pm      |    | Consumer                          |         |         |   | 1        |   | \$1.00 |   | 01/11/2023 06:36 pm | No         |                    |
|             | 1 Pag     | e 1     | of 1       | F H           | 20 | <ul> <li>rows per page</li> </ul> |         |         |   |          |   |        |   |                     | ,          | √iewing 1 - 1 (1 t |
|             |           |         |            |               |    |                                   |         |         |   |          |   |        |   |                     |            |                    |

Figure 4: Unfinalizing Receipts – Active tab confirmation



# Auto-Finishing of Active Zero Quantity Packages

Auto-finishing active packages is similar to the process of auto-finalizing active sales receipts.

Effective 12/27/2023, new functionality will automate finishing of active zero quantity packages that have not had any updates to the package within the last thirty days.

To locate all applicable auto-finished active zero quantity packages, the following steps should be followed:

- 1. Select the Packages dropdown in the navigational toolbar
- 2. Click on the 'Active' tab
- 3. Scroll to the 'Quantity' column to view the package shows as zero. (To see all packages showing zero, select the word "Quantity" at the top of the Quantity column in the active Packages grid.)

**Figure 5** below demonstrates an example in which a package has zero inventory but is still listed as an active package in Metrc. The new functionality will auto-finish these packages and remove the manual work of doing so for each package.

| ac | kages                           |              |                          |           |                 |                          |                    |          |          | CO Lo       |
|----|---------------------------------|--------------|--------------------------|-----------|-----------------|--------------------------|--------------------|----------|----------|-------------|
| Ac | On Hold Inactive I In           | Transit      |                          |           |                 |                          |                    |          |          |             |
| L  | New Packages Submit for Testing | New Transfer | Change Locations Char    | nge Items | Change Regid LT | Bs Adjust Cha            | nge Notes Finish   |          |          | A- T-       |
|    | Tag                             | Src. H's     | Src. Pkg's               | Src. Pi's | Location        | Item : Catego            | ry : Item Strain : | Quantity | P.B. No. | Lab Testing |
|    | Q # ABCDEF012345670000015435    | 2019-04-03-  | ABCDEF012345670000015429 |           | Storage Vault   | Buds -<br>Texas Oll Buds | Texas Oll          | 0 a      |          | TestPassed  |

### Figure 5: Active Packages Grid

With the deployment of the auto-finishing functionality, all applicable finished packages can be located in Packages grid > Inactive tab where packages within the 'Finished' column display "Yes" now that they are finished and inactive – **see Figure 6.** 



| ackages        |          |           |   |           |               |           |                 |          |             |            |                                |               |        |            | CO Lofty Rec |
|----------------|----------|-----------|---|-----------|---------------|-----------|-----------------|----------|-------------|------------|--------------------------------|---------------|--------|------------|--------------|
| Active On Hold | Inactive | n Transit |   |           |               |           |                 |          |             |            |                                |               |        |            |              |
| Tag            | :        | Src. H's  | : Stc. Pkg's                                | Src. Pi's | Location      | Pationt : | Itom :          | Category | Itom Strain | : Quantity | : PR No.                       | : Lab Testing | : дн   | i Date i   |              |
|                |          |           | <ul> <li>ABCDEF01234567000001542</li> </ul> |           | Storage Vault |           | Buds - Texas Of |          | Texas OI    | 0.9        | <ul> <li>LabialdSic</li> </ul> | TestPassed    | • 5355 | 10/11/2023 |              |

#### Figure 6: Inactive Packages Tab

If a situation arises where a finished inactive zero quantity package needs to be unfinished, the following steps should be followed to unfinalize:

- 1. Select the Packages dropdown in the navigational toolbar
- 2. Click on the 'Inactive' tab
- 3. Select the respective package(s) that need to be unfinalized
- 4. Click the 'Unfinish' button

| ickages                 |            |              |             |          |         |        |          |             |          |                 |               |                 |      |
|-------------------------|------------|--------------|-------------|----------|---------|--------|----------|-------------|----------|-----------------|---------------|-----------------|------|
| Active On Hold Inactive | In Transit |              |             |          |         |        |          |             |          |                 |               |                 |      |
| Listeish                |            |              |             |          |         |        |          |             |          |                 |               |                 | 1    |
| Unfinish                | : Src. H's | : Src. Pkg's | : Src. Pi's | Location | Patient | Item : | Category | Item Strain | Quantity | <u>P.B. No.</u> | : Lab Testing | i <u>A.H.</u> i | Date |

### Figure 7: Unfinishing Packages

After a package is unfinished, the respective package(s) will move back to the 'Active' tab – **see Figure 8**.

| acl  | ages        |                    |              |                  |             |          |              |             |               |             |            |          |             |        |              |
|------|-------------|--------------------|--------------|------------------|-------------|----------|--------------|-------------|---------------|-------------|------------|----------|-------------|--------|--------------|
| Acti | ve On Hold  | I Inactive   Ir    | n Transit    |                  |             |          |              |             |               |             |            |          |             |        |              |
| N    | ew Packages | Submit for Testing | New Transfer | Change Locations | Change Item | s Change | e Regid LTBs | Adjust Chan | e Notes   Fin | ish         |            |          |             |        |              |
| _    | Tag         | 1                  | Src. H's     | : Src. Pkg's     | : 5         | SrcPi's  | Location :   | Item :      | Category :    | Item Strain | Quantity : | P.B. No. | Lab Testing | i A.H. | : Date : Rcv |
|      |             |                    |              |                  |             |          |              |             |               |             |            |          |             |        |              |

## Figure 8: Unfinishing Packages - Active tab confirmation

Thank you for your continued partnership. Please contact Metrc Support with questions.