



THE "WORLD'S MOST LIT POINT OF SALE SYSTEM"

8/24/23

## Reporting Sales to Metrc

Metrc requires you to report sales either by weight or by quantity (units) depending on the product type and to "map" each product to Metrc categories set by the state. This is easy to do.

- 1) Login to your Proteus 420 account by logging in to your MyBud [Merchant Portal](#)
- 2) In your Proteus 420 account, click on an item and you will see the following screen. Click the drop down to choose whether or not a particular item should report by weight or quantity ("Qty").

ITEM: SPINELLO MANGO INFUSED PR PREROLLS

Settings Website Images Inventory Purchases Sub-Products Manufacturing Build Pricing Links

Type:  Product  Service  Plant  Component  Fees

**Basic Information**

Product Name: Spinello Mango Infused PR Prerolls

metrc Name: Spinello Mango Infused PR

Short Descrip:

SKU: 06011

UPC: 206011000002

Active  On Website  Featured  Recurring  Subs-Only  
 No Discounts  Print One Label  Exclude Exempt  
 Med Sales Only

Income Account: Retail Medicinal

Cost Account: Cannabis Purchase

Asset Account: Cash

Strain: [dropdown] +

Grade: [dropdown]

Taxable:

**Physical Information**

Weight: 1 g (each item)

Net wt: [input] g

MJ wt: [input] g

Pack: [input] Per [input] ?

UOM: [dropdown]

Fulfill By: Qty [dropdown]

Report By: Qty [dropdown]

State Rep By: Qty [dropdown]

OK Metrc category: None.

Unit Weight: [input] ?

Unit Wt: [input]

UOM: [dropdown]

Location: - All - [dropdown]

- 3) Go to Data Exchanges > Categories. Your Proteus category will match your MyBud department. Make sure that each of these categories is mapped to the correct Metrc category.

As long as you have completed the steps above, your sales will report successfully to Metrc. *It is your responsibility to ensure your sales are reporting properly.* As soon as you begin selling

items, we recommend that you login to your Metrc account and ensure that everything looks correct.

You also can check to make sure your Proteus 420 inventory matches your Metrc inventory inside Proteus 420. Go to Data Exchange > Reconcile Inventory. There you will see a list of packages and their quantities. Click “Lookup” next to any package and it will pull up the following screen.

Barcode to look for:  
1A40E0100001BC3000000366

Package Details - Package History

	Proteus420 info:	metrc info:	Notes	Actions
Product Name:	APPLE FRITTER flower Flower -gm	APPLE FRITTER flower		
Product's metrc Name:	APPLE FRITTER flower		Name mismatch	
Package Type:	Retail	n/a		
Current Qty:	115.00	86.9	Inventory count mismatch	<input type="button" value="Adjust Proteus Qty"/> <input type="button" value="View Sales"/>
Status:	Package Active Product Active	Active		
Category:				
Report By:	Item: Weight Package: Grams	Grams		<input type="button" value="Copy from metrc"/>
Weight/UOM:	1 Grams			

To change the inventory in Proteus, click the Adjust Proteus Qty button.