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

Reporting Sales to Metrc or BioTrack

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").

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 or BioTrack category.

As long as you have completed the steps above and have properly set up your Proteus 420 account, your sales should report successfully to Metrc or BioTrack. *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 or BioTrack account and ensure that everything looks correct.

You also can check to make sure your Proteus 420 inventory matches your Metrc or BioTrack 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.

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