



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

2/6/24

Checking Sales

No matter how well you set up or manage your system, mistakes in sales reporting can still happen. We therefore recommend that every day your dispensary is open you check the sales you have sent to state reporting to be sure they are accurate.

There are a variety of ways to check sales in Proteus. The easiest is to go to Data Exchanges > Check / Send Sales

Provider	Info	Setup	Actions
 (OK State Reporting)	HELP: Metrc Introduction About these admin pages	Setup Categories Initial Inventory	Check/Send Sales Reconcile Inventory Check Item Settings Incoming Transfers

The date range will default to today's date

DATA EXCHANGE: METRC: CHECK AND SEND SALES

Back to [Data Exchanges home](#) - [Current Packages](#) - [View Metrc Sales By Day](#) - [Lookup Receipt IDs](#) - [Troubleshooting help](#)

Filter by: Date Range: 2/06/2024 12:00 AM - 2/06/2024 11:59 PM Invoice Num: 0 to 0 PID Contains: Metric Receipt: Status:

Show Unfulfilled? Show Deliveries? Only Inv with Missing PackageIDs? Check Metrc Receipts Manually Get Metrc Receipts [Filter](#)

Color codes: Invoice has been Edited **No Fulfilled items**

Invoice ID	Items	Proteus Created	Fulfilled Items	Missing PackageIDs	Total Amount	Type	Metrc Updated	Metrc Receipt ID	Metrc Response	Add/Update
No matching receipts found.										

[Send](#)

You can easily change that by changing the date setting and clicking Filter

DATA EXCHANGE: METRC: CHECK AND SEND SALES

Back to [Data Exchanges home](#) -- [Current Packages](#) -- [View Metrc Sales By Day](#) -- [Lookup Receipt IDs](#) -- [Troubleshooting help](#)

Filter by: Date Range: 1/31/2024 12:00 AM - 2/06/2024 11:59 PM Invoice Num: 0 to 0 PID Contains: Metrc Receipt:

All
 Show Unfulfilled? Only Inv with Missing PackageIDs? Check Metrc Receipts Manually Get Metrc Receipts [Filter](#)

Color codes: Invoice has been Edited **No Unfulfilled Items**

Invoice ID	Items	Fulfilled Items	Missing PackageIDs	Total Amount	Type	Metrc Updated	Metrc Receipt ID	Metrc Response
No matching receipts found.								

[Send](#)

Sales that posted successfully will read OK in the Metrc or BioTrack response column

DATA EXCHANGE: METRC: CHECK AND SEND SALES

Back to [Data Exchanges home](#) -- [Current Packages](#) -- [View Metrc Sales By Day](#) -- [Lookup Receipt IDs](#) -- [Troubleshooting help](#)

Filter by: Date Range: 1/31/2024 12:00 AM - 2/06/2024 11:59 PM Invoice Num: 0 to 0 PID Contains: Metrc Receipt: Status: All

Show Unfulfilled? Show Deliveries? Only Inv with Missing PackageIDs? Check Metrc Receipts Manually Get Metrc Receipts [Filter](#)

Color codes: Invoice has been Edited **No Unfulfilled Items**

Showing first 50 rows. [Click here](#) to view all 55 rows.

[Excel](#) Search:

Invoice ID	Items	Proteus Created	Fulfilled Items	Missing PackageIDs	Total Amount	Type	Metrc Updated	Metrc Receipt ID	Metrc Response
	Q	1/31/2024 09:13 AM	1	0			1/31/2024 09:24 AM	E	OK
	Q	1/31/2024 09:15 AM	1	0			1/31/2024 09:43 AM	E	OK
	Q	1/31/2024 09:23 AM	2	0			1/31/2024 09:43 AM	E	OK

If there is an issue with posting a specific sale, there will be an alert in the Metrc or BioTrack response

Invoice ID	Items	Proteus Created	Fulfilled Items	Missing PackageIDs	Total Amount	Type	Metrc Updated	Metrc Receipt ID	Metrc Response	Add/Update
			5	0			2/3/2024 08:42 AM		OK	
			3	0			2/3/2024 08:51 AM		OK	
			2	0			2/3/2024 08:51 AM		OK	
			1	0			2/3/2024 10:17 AM		OK	
			2	0			2/3/2024 10:42 AM		OK	
			1	0			2/3/2024 11:32 AM		OK	
			1	0			2/3/2024 02:42 PM		Proteus Pre-Check: No fulfilled items found. <input type="checkbox"/> Send for this sale. No reportable items found.	
			1	0			2/3/2024 04:02 PM		OK	
			1	0			2/3/2024 04:36 PM		OK	

For any sales that have issues, you may need to make adjustments. Click on the invoice number to get more information.

If the package ID is either missing or incorrect, please see “How can I change the package ID associated with a sale that has already occurred?” on our [FAQs page](#).

If you are unable to solve the issue with any particular sale, please contact us at 877-202-7523 for assistance.