



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

10/29/24

# Creating Cannabis Items

There are two ways to create a cannabis item.

## 1) Via the MyBud Pricebook

On your POS Terminal or in your [Merchant Portal](#) menu click Pricebook > Add item.

You must first enter a UPC code. If you have one available you can use a UPC code. If not use a 4 digit code beginning with the number 6000.

For Department choose a [Cannabis Department](#).

Add price and adjust other settings as you see fit.

## 2) Via Transfer from State Reporting (Metrc or BioTrack)

Follow the usual steps to [receive cannabis items](#).

On the import screen, for each item that you want to import click Create New

IMPORT PACKAGES FROM METRC

Back to [Data Exchange Home](#)

Filter: by date created (learn more) for last 24 hours: 10/29/2024 Match by: Both Show if already in Proteus: Yes Search

Please Note: This process will only import the packages and will not track costs. To track product costs, use the "Create PO" function instead.

Barcode	Proteus Item	metrc Date	metrc Qty	metrc UOM	metrc Item Name	metrc Status	metrc Category	Producer	Prod Lic #	Lookup	Convert to Grams	Import
			909	Grams		Accepted	Shake/Trem (by Strain)			Lookup	<input type="checkbox"/>	<input type="checkbox"/>
			909	Grams		Accepted	Shake/Trem (by Strain)			Lookup	<input type="checkbox"/>	<input type="checkbox"/>
	Choose the Item or <a href="#">Create New</a>		454	Grams		Accepted	Shake/Trem (by Strain)			Lookup	<input type="checkbox"/>	<input type="checkbox"/>
	Choose the Item or <a href="#">Create New</a>		454	Grams		Accepted	Shake/Trem (by Strain)			Lookup	<input type="checkbox"/>	<input type="checkbox"/>

Import Packages into Case: default

[Import](#)

This will bring up the following window.

Type:  Product  Service  Plant  Component  Fee

#### Basic Information

Product Name:

metrc Name:

Short Descrpt:

SKU:

UPC:

Active  On Website  Restock  Reorder  Status Only

No Discounts  Print One Label  Exact Weight  Need Sales Only

Income Account:

Cost Account:

Asset Account:

State:

Grade:

Taxable:

Parent SKU:

Additives:

Pallet Label:

Customer Email:

Product Type:

Sales Commission:

Alert Level:

#### Physical Information

Weight:

Net wt:

Net wt:

Unit:

UOM:

Fulfill By:

Report By:

State Rep By:

OR METRC CATEGORY:

State Unit Wt:

Locations:

Fulfillment Case:

Use Item Chk:  Yes  No  Yes

Claim Label:

#### Pricing

Single Price:

#### Product Origin

Vendor:

Vendor Part #:

#### Country

Country:

Release Date:

Item Cost:

Per Unit:

Adapt Tax:

Adapt Tax:

Usage:

Brand:

#### Custom Fields & Fulfillment

Customer:

customer1:

customer2:

customer3:

Fulfilling Product:

Fulfilling Qty:

Associated Product:

PO Move Inventory to:

#### Categories

- 02502
- 02503
- 02504
- 02505
- 02506
- 02507
- 02508
- 02509
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- 02597
- 02598
- 02599
- 02600

[New](#)

The Product Name will automatically populate with the product name in Metrc or BioTrack. You can use that or select another. The SKU and UPC code will be identical and will also automatically generate, or you can create your own.

You also need to select a Category, which will match a Cannabis Department in MyBud. Then click Save.

This new item will now appear in MyBud and you will be able to see the imported package ID and inventory when [selling the item](#).

**Note:** You will still need to add the item's price in MyBud. We strongly recommend you not create a new item via a transfer from state reporting for an item that already exists in MyBud. Creating duplicate items may negatively impact MyBud's performance and create issues for your internal reporting.