



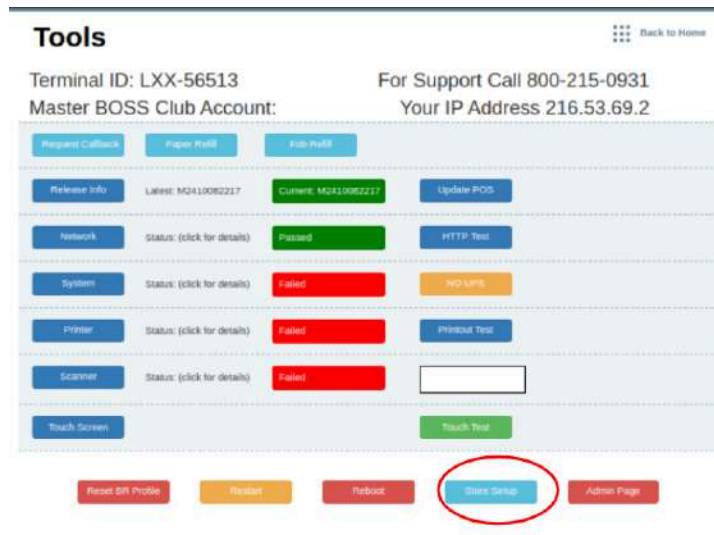
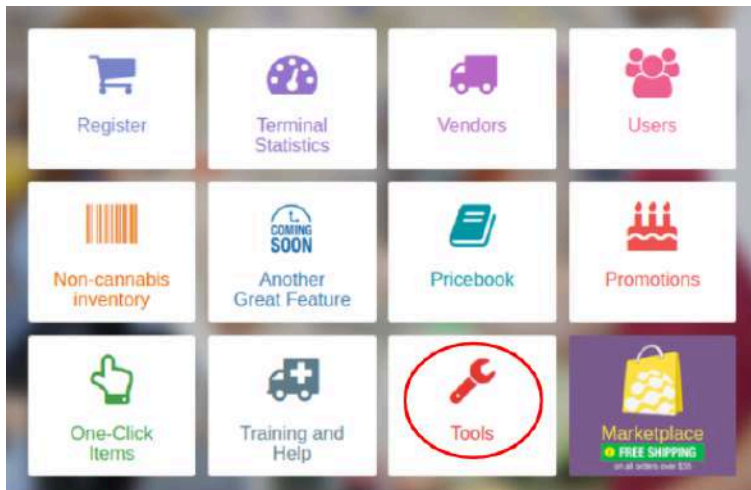
THE "WORLD'S MOST LIT POINT OF SALE SYSTEM"

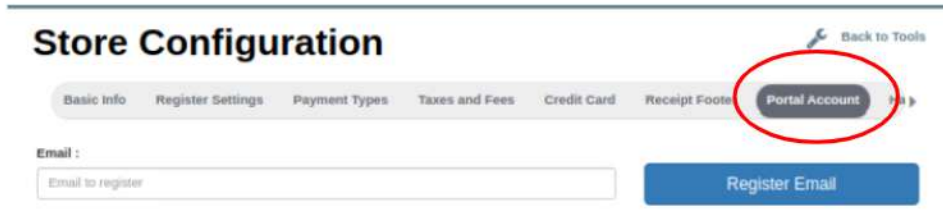
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Reporting Sales to Metrc or BioTrack

Initial Setup

On your MyBud POS terminal go to Tools > Store Setup > Portal Account

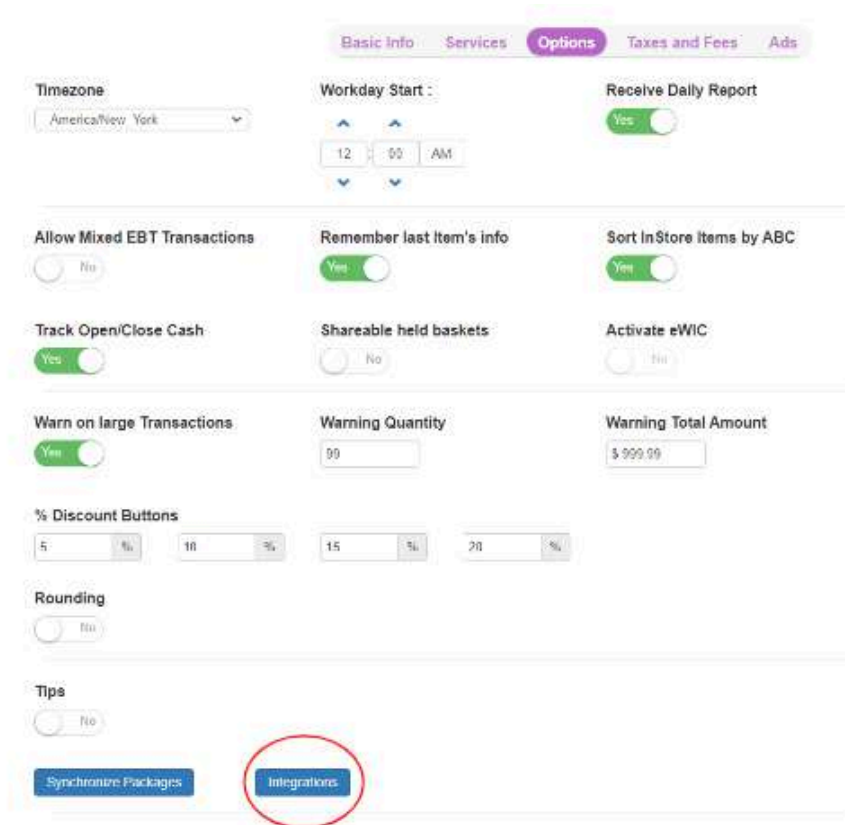




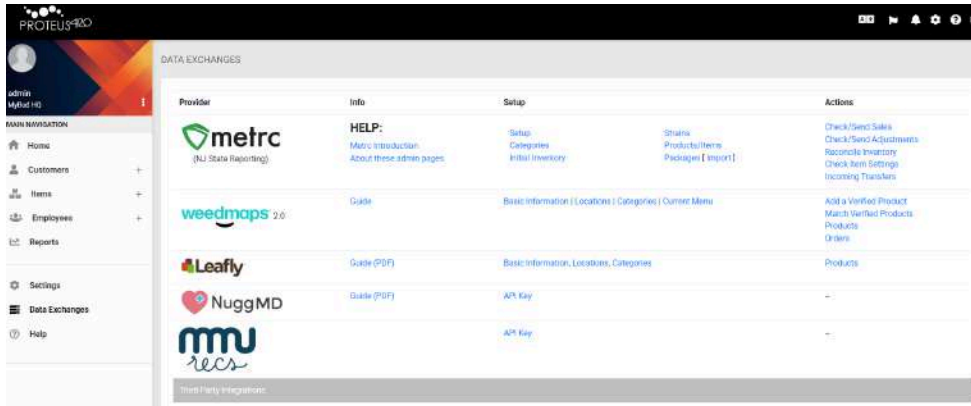
Once you get to the Portal Account page, register your email address.

Follow the instructions you receive to your email address to set up [Merchant Portal](#) access.

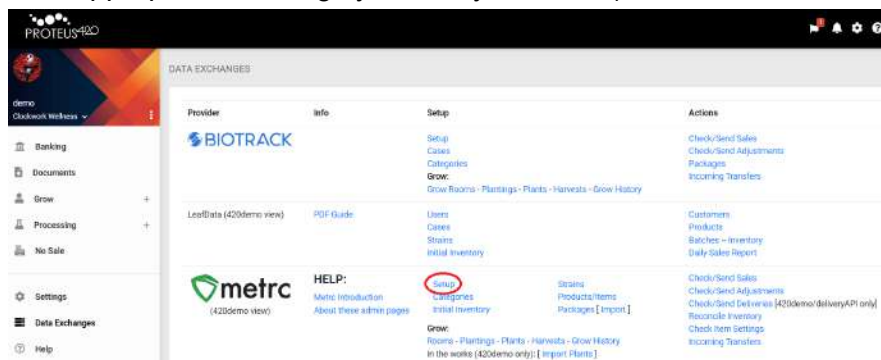
Log in to your MyBud Merchant Portal [here](#). Go to Tools & Settings > Options and click on the Integrations button on the bottom of the page.



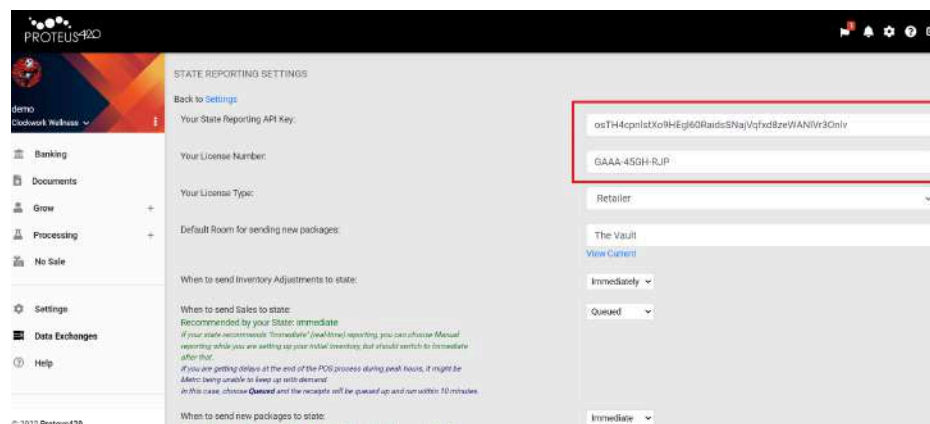
This will bring you to Data Exchanges, which will look like this.



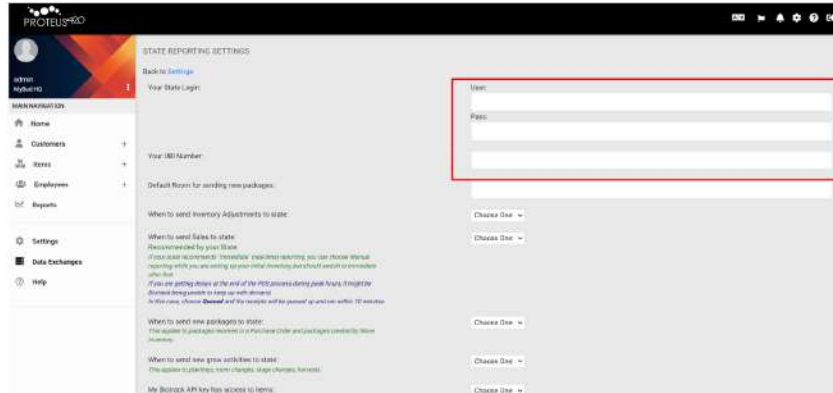
Click Setup for the appropriate tracking system in your state (i.e. BioTrack or Metrc).



If you use Metrc, enter your Metrc User API key (the “state reporting API key”) and your license number. Set send Sales to state to “Queued” and list your license type as “Retailer.”



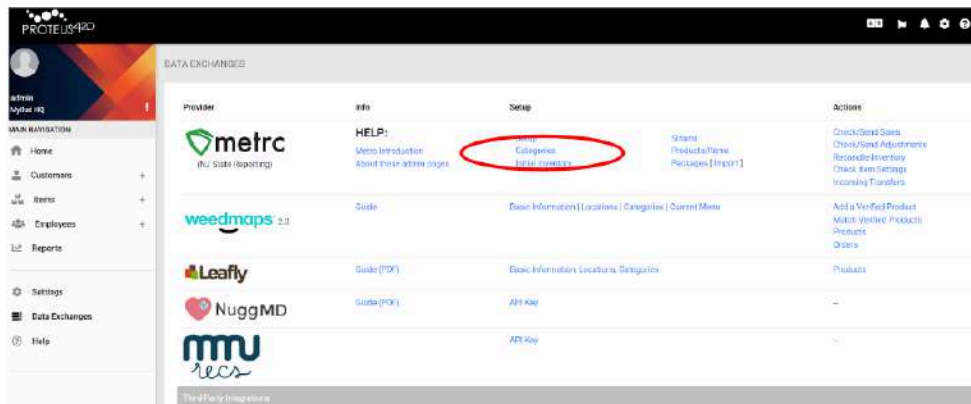
If you use BioTrack, enter your BioTrack username and password and your UBI (“Unified Business Identifier,”) Set send Sales to state to “Queued” and list your license type as “Retailer.”



Category Mapping

Metrc or BioTrack requires you to report sales either by weight or by quantity (i.e. individual units) depending on the product type and to “map” each product to Metrc or BioTrack categories set by the state.

From Data Exchanges, click Categories.



Your Proteus Categories match your MyBud Departments. Make sure each Proteus Category is mapped to the appropriate Metrc or BioTrack Category in your state by choosing from the available dropdown.

DATA EXCHANGE SETUP: CATEGORIES

Biotrack Categories

[Back to Data Exchanges Home](#)

Protease ID	Protease Category	View Products	Biotrack Category
14	Concoctables	Products	Choose one ...
15	Del Flower -gm	Products	Choose one ...
16	Paraphemalia	Products	Choose one ...
17	Swag	Products	Choose one ...
18	Vaporizers	Products	Choose one ...
19	Test Cannabis Department	Products	Choose one ...
20	Accessories	Products	Choose one ...
21	Test2	Products	Choose one ...
22	test4	Products	Choose one ...
23	Pie Rolls	Products	Choose one ...

Item Setup
Click Items.

PROTEUS HQ

DATA EXCHANGES

Protease	Info	Setup	Actions
metrc (NJ State Reporting)	HELP: Metrc Integration Add these admin pages	Setup Categories Initial Inventory	Items Products/Items Weights Import
weedmaps 7.3	Guide	Basic Information Locations Categories Custom Menu	Add a Vendor Product Match Vendor Products Products Stock
Leafly	Guide (PDF)	Basic Information Locations Categories	Products
NuggMD	Guide (PDF)	API Key	--
mmu reco		API Key	--

Search for the item you want to set up.

ITEMS

Name: SKU: UPC: active Products & Services Choose Categories Created Between:

50 entries per page

ID	SKU	UPC	Name	Price	Sale Price	Fulfill By	Report By	Avg Cost	Tax
429	01030	201900003013	Test Weight Del Flower -gm	0.50		Qty	weight	0.00	NE
430	01030	201900003012	Test Quantity T4116es	5.00		Qty	Qty	0.00	NE
428	02030	202000003018	Brand Test Quantity 4016es	5.00		Qty	Qty	0.00	NE

Click on your item and then click the drop down on “State Rep By” 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 Excise Exempt
 Med Sales Only
Income Account: Retail Medicinal
Cost Account: Cannabis Purchase
Asset Account: Cash
Strain:
Grade:
Taxable:

Physical Information

Weight: 1 g (each item)
Net wt: g
MJ wt: g
Pack: Per
UOM:
Fulfill By: Qty
Report By: Qty
State Rep By: Qty
OK Metrc category: None.
Unit Weight:
Unit Wt:
UOM:
Location: - All -

It is your responsibility to ensure your sales are reporting properly. We recommend that you [check sales](#) daily and that you login to your Metrc or BioTrack account periodically to ensure that reporting is accurate.