Volume

1

BIO-TECH MEDICAL SOFTWARE, INC.

BioTrackTHC Illinois Traceability System

Licensee Manual - Retailer

LICENSEE MANUAL

RETAILER

BioTrackTHC Illinois Traceability System

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Table of Contents

Chapter 1: User Access

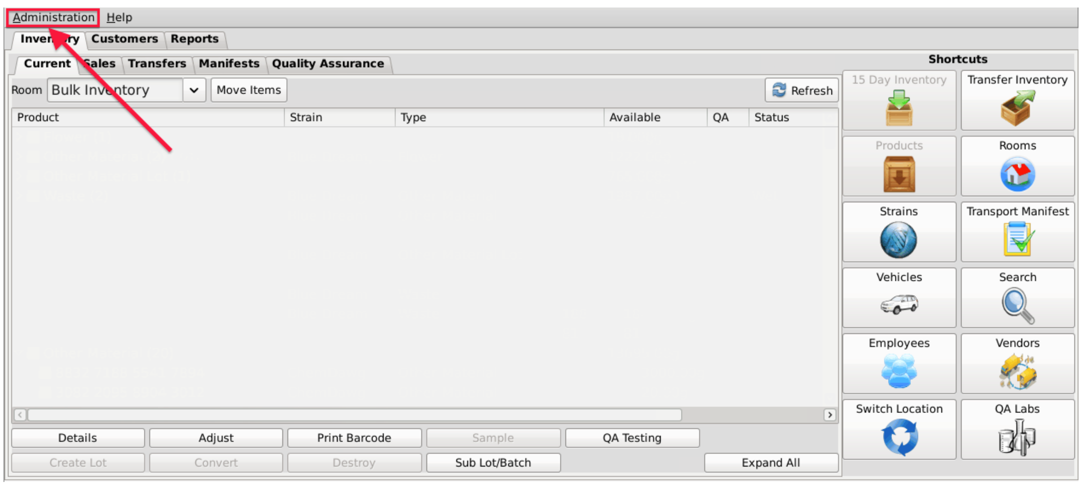
In this chapter, you will learn how to:

✓ Add, modify and remove user access to the Traceability System

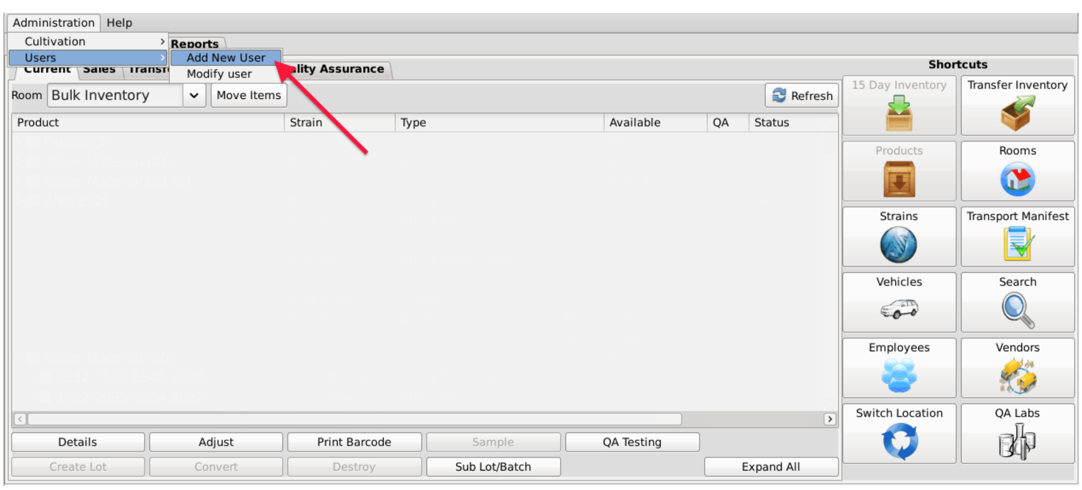
In addition to the login credentials given to you by the DOA, the Traceability System allows each licensee the abilility to grant system access to additional users for data submission on your behalf. Please be aware that this is distinct from employees as defined in Chapter 2: Employees (e.g., not all employees need to be given user access to the Traceability System) and so adding users is not the same as adding employees.

Adding New Users

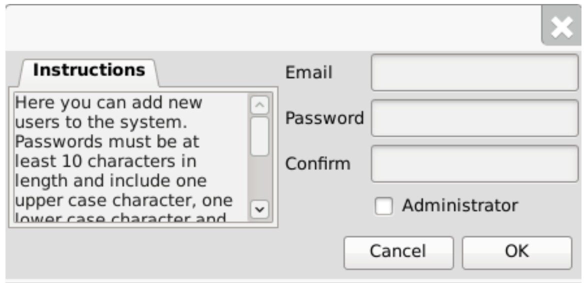
- To add new users into the system, click on the Administration menu near the top left corner of the window.



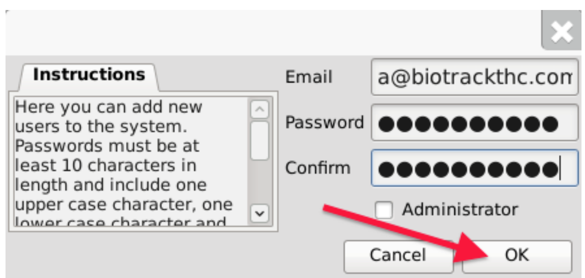
- Hover the cursor over “Users” and then click on “Add New User”.



- This will bring up the New User screen.



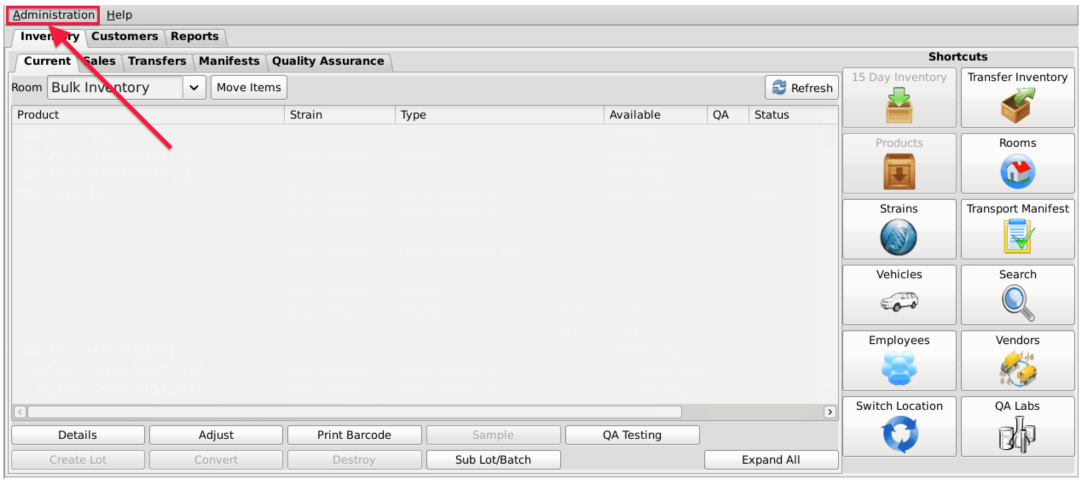
- Within the Email text box, type the email address of the new user being granted access.
- Within the Password text box, enter the new user's initial password.
    - **NOTE: the password must be at least ten (10) characters in length and must include one upper case character, one lower case character, and one number.**
- Click on the Administrator checkbox if the user is to have the ability to add/modify/delete other users.



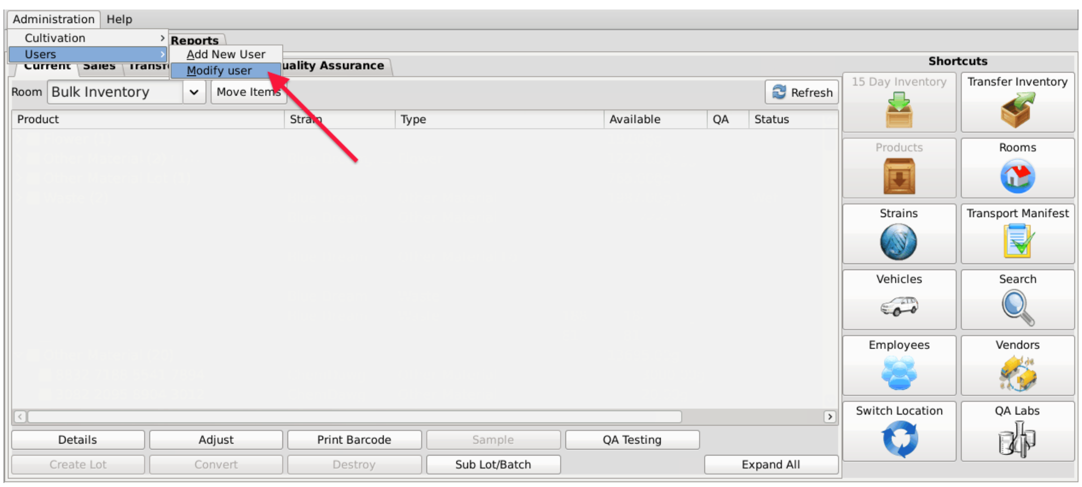
- Click on the "OK" button when complete.

Modifying an Existing user

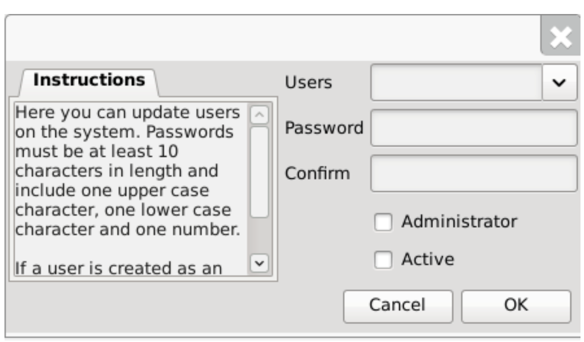
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



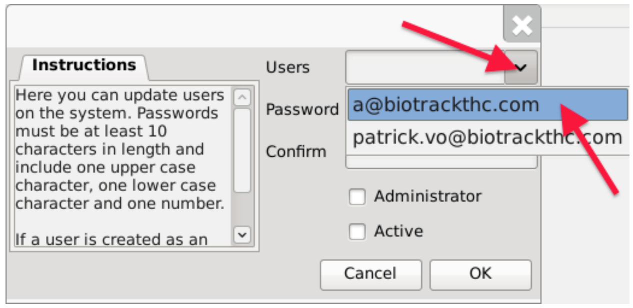
- Hover the cursor over "Users" and then click on "Modify User".



- This will bring up the Modify User screen.



- Select the user to be modified from the Users dropdown



- You may modify the following:
    - Password. The password associated with the user.
    - Administrator. Checked (unchecked) box indicates the user is able (is not able) to add/modify/delete other users.
    - Active. Checked (unchecked) box indicates the user's access is on (off). If you are revoking a user's access to the Traceability System, make sure that this is unchecked.
- Click on the "OK" button when complete.

Chapter 2: Employees

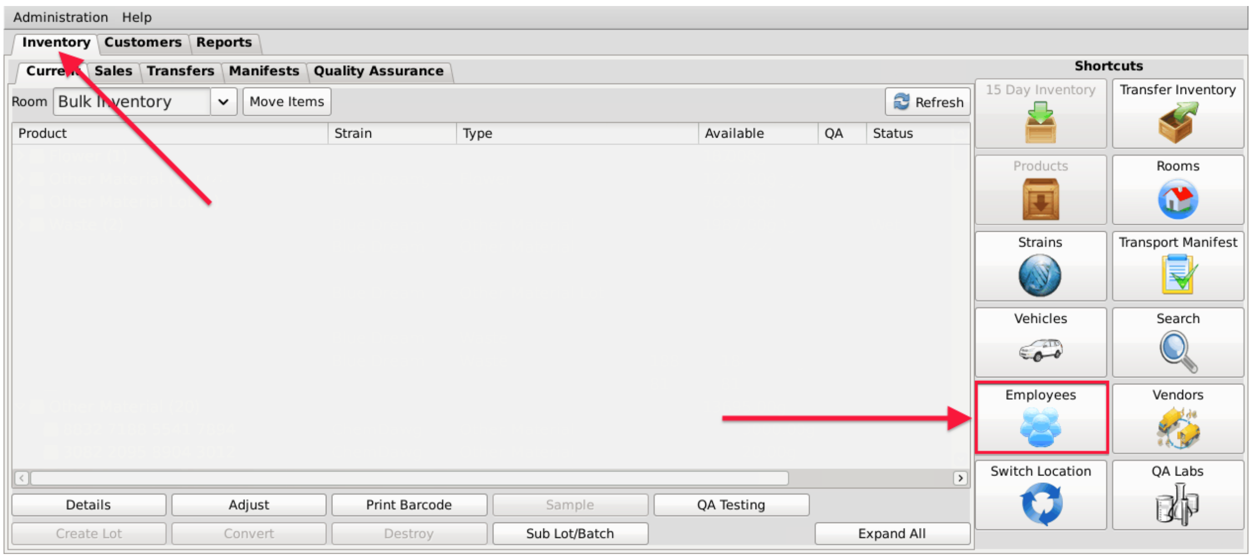
In this chapter, you will learn how to:

✓ Add, modify and remove employees

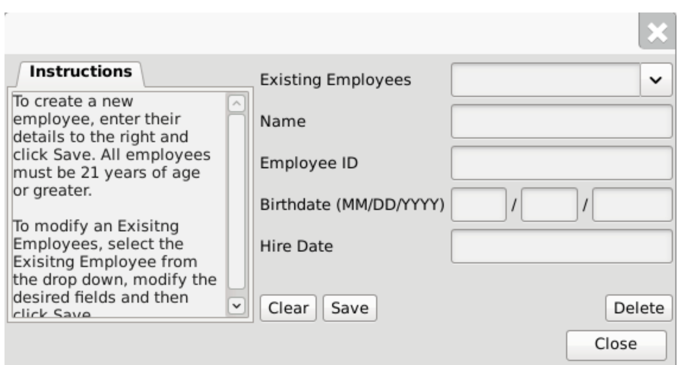
Accessing the Employee Screen

To add new employes, view or change the information of existing employees, or delete employees no longer needed, you will need to access the Employee screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Employees" button located on the right-hand side of the home screen.

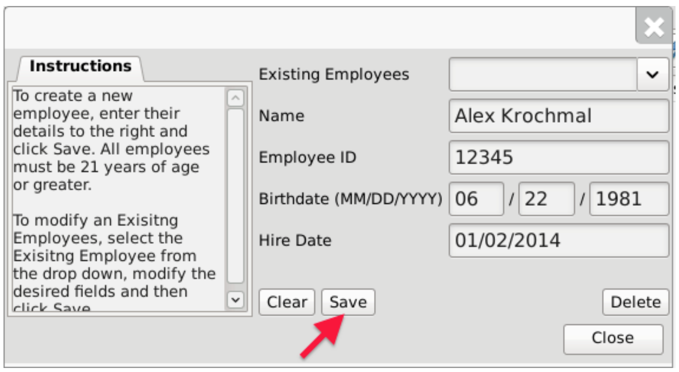


- This will bring up the Employee screen.

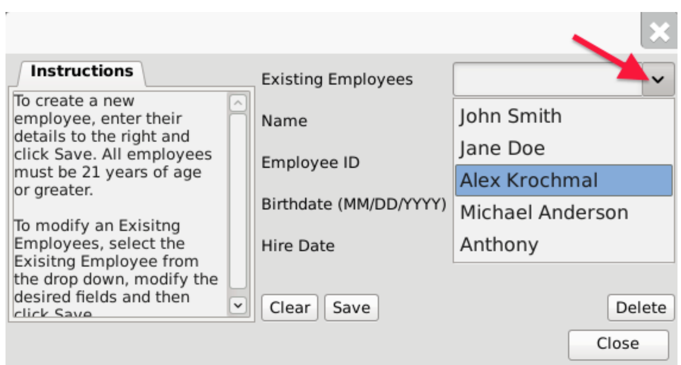


Add a New Employee

- From the Employee screen, click on the "Clear" button to clear all fields and enter the following information:
  - Name: Enter the employee's full name.
  - Employee ID: Enter a unique identification number for the employee. This is not a number assigned by the Traceability System or the DOA, but is internal to your business. You may use payroll ID, driver license number, or any other numbering system you see fit so long as each employee's number is unique and not to be re-used within your UBI.
  - Birthdate: Enter the employee's date of birth. Must be in the format of MM/DD/YYYY.
  - Hire Date: Enter the employee's date of hire.
- Click on the "Save" button once all of the required data has been entered.

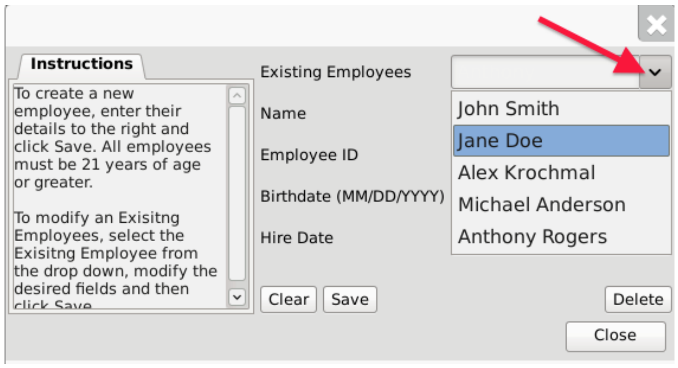


- The new employee will now appear within the Existing Employees dropdown for selection.

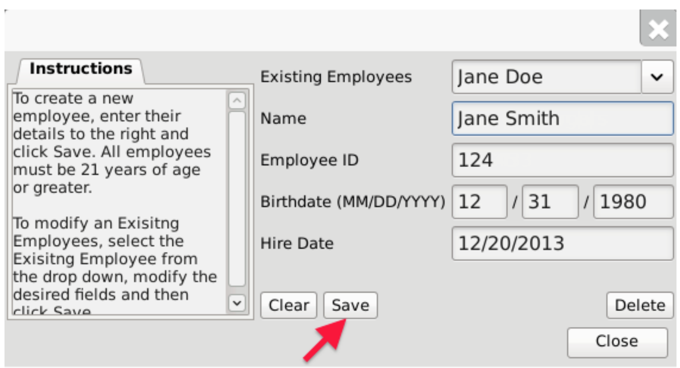


Modifying an Existing Employee

- From the Employee screen, select the employee to be modified from the Existing Employees dropdown.



- Once selected, the employee's information will automatically appear within their respective fields.
- Modify the necessary field/s (in the example below, Jane Doe changed her last name to Jane Smith).



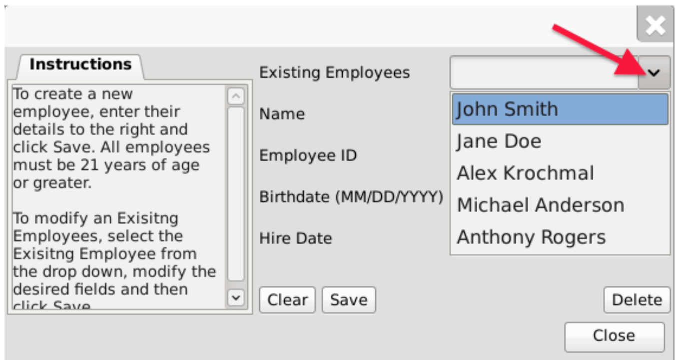
- Click on the "Save" button when complete.

Deleting an Existing Employee

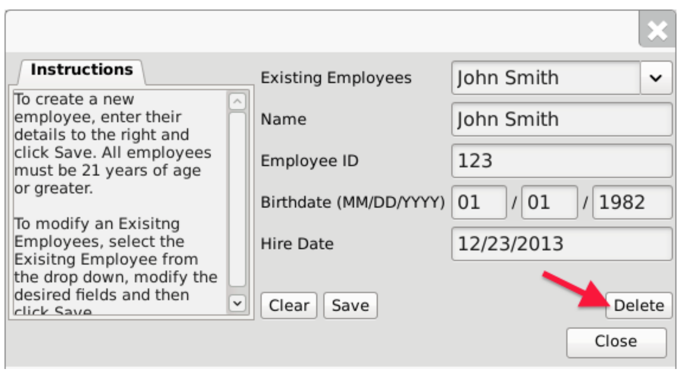
If you find that an existing employee is no longer needed (e.g., employee is terminated, employee record was created in error, etc…) you may delete the employee record.

<u>NOTE: Removing an employee does not delete any of the already submitted Traceability System data associated with that employee record. It simply removes the employee record from use moving forward.</u>

- From the Employee screen, select the employee to be deleted from the Existing Employee dropdown.



- Once selected, the employee's information will automatically appear within their respective fields.



- Click on the "Delete" button.

Chapter 3: Vehicles

In this chapter, you will learn how to:

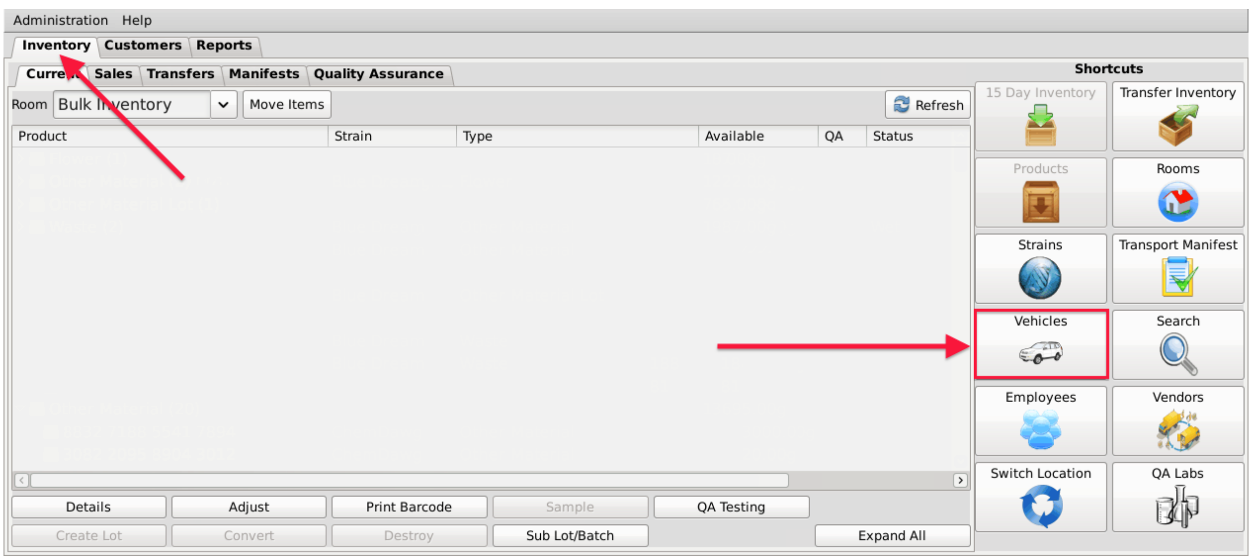
- ✓ Add, modify and remove company vehicles

The Traceability System requires that you record accurate information regarding the company vehicles that will be transporting marijuana or marijuana product because this information will be required for the completion of Transportation Manifests.

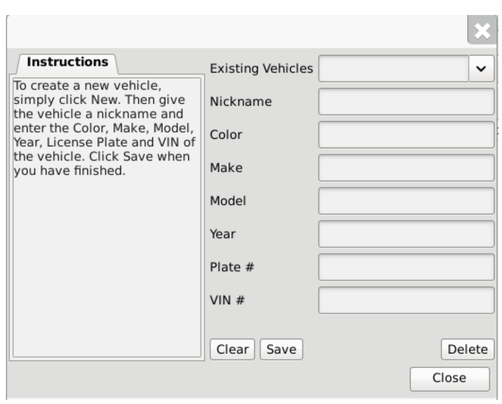
Accessing the Vehicle Screen

To add new vehicles, view or change the information of existing vehicles, or delete vehicles no longer needed, you will need to access the Vehicle screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Vehicles" button located on the right-hand side of the home screen

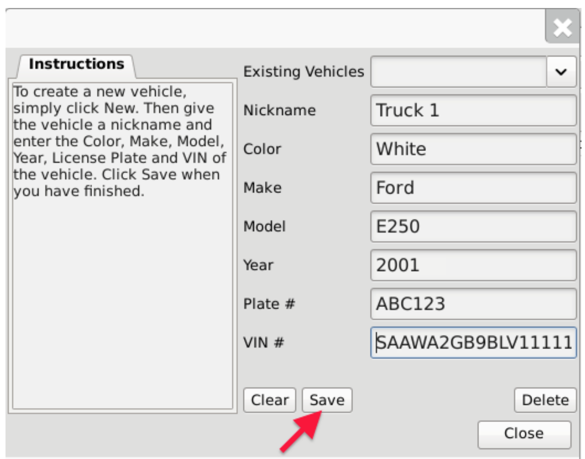


- This will bring up the Vehicle screen.

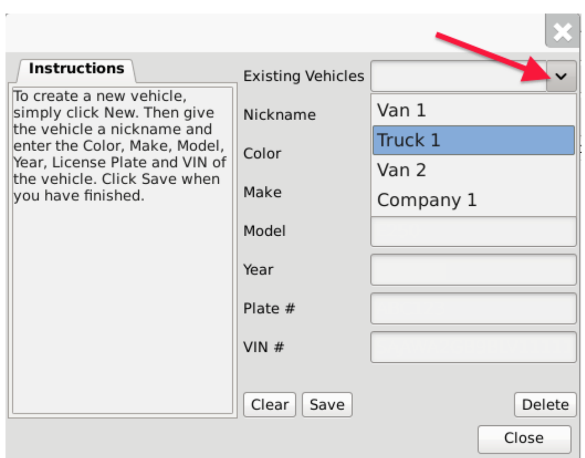


Add a New Vehicle

- From the Vehicle screen, click on the "Clear" button to clear all fields and enter the following information:
    - Nickname: Enter a unique nickname with which you may easily identify the vehicle within the system
    - Color: Enter the vehicle's color
    - Make: Enter the vehicle's make
    - Model: Enter the vehicle's model
    - Year: Enter the vehicle's year
    - Plate #: Enter the vehicle's license plate number
    - VIN #: Enter the vehicle's VIN. Note that VINs are 17 digits for all vehicles post-1981. Prior to 1981, the VIN can be between 10 and 17 digits.
- Click on the "Save" button once all of the required data has been entered.

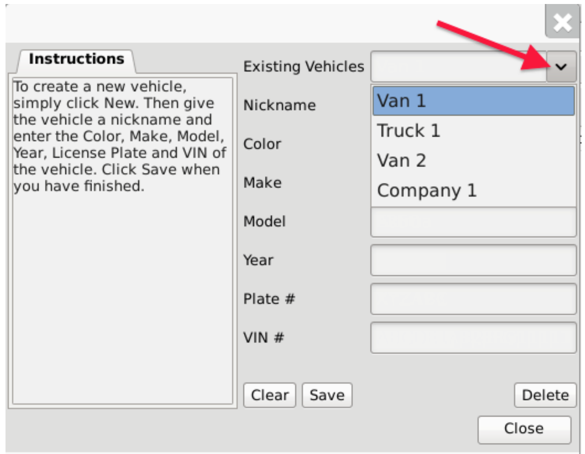


- The new vehicle will now appear within the Existing Vehicles dropdown for selection.

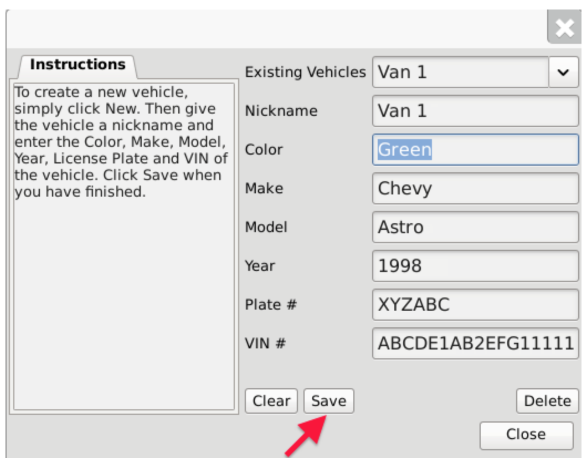


Modifying an Existing Vehicle

- From the Vehicle screen, select the vehicle to be modified from the Existing Vehicles dropdown.



- Once selected, the vehicle's information will automatically appear within their respective fields.
- Modify the necessary fields (in the example below, Van 1 changed color from White to Green).



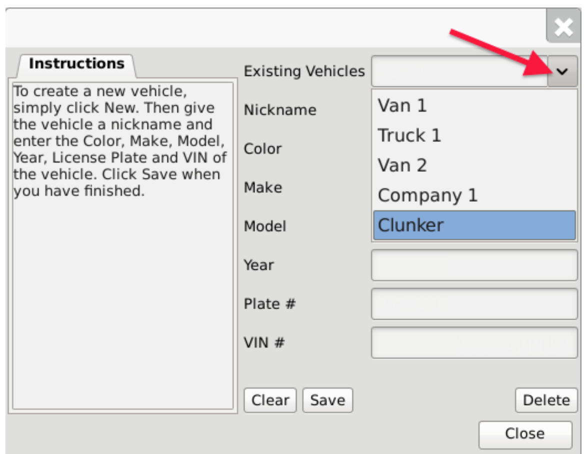
- Click on the "Save" button when complete.

Deleting an Existing Vehicle

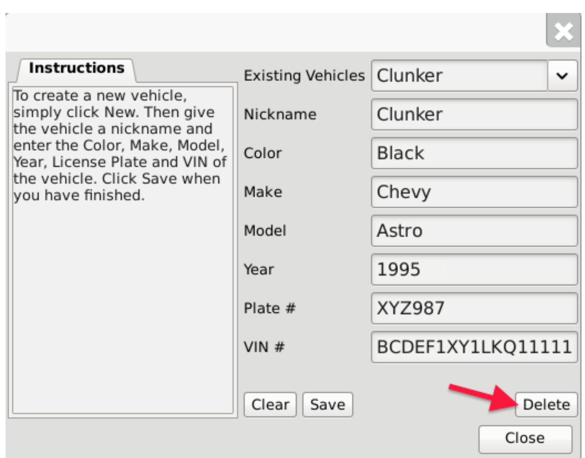
If you find that an existing vehicle is no longer needed (e.g., vehicle is sold, vehicle record was created in error, etc…) you may delete the vehicle record.

<u>NOTE: Removing a vehicle does not delete any of the already submitted Traceability System data associated with that vehicle record. It simply removes the vehicle record from use moving forward.</u>

- From the Vehicle screen, select the vehicle to be removed from the Existing Vehicles dropdown



- Once selected, the vehicle's information will automatically appear within their respective fields.



- Click on the "Delete" button.

Chapter 4: Vendors

In this chapter, you will learn how to:

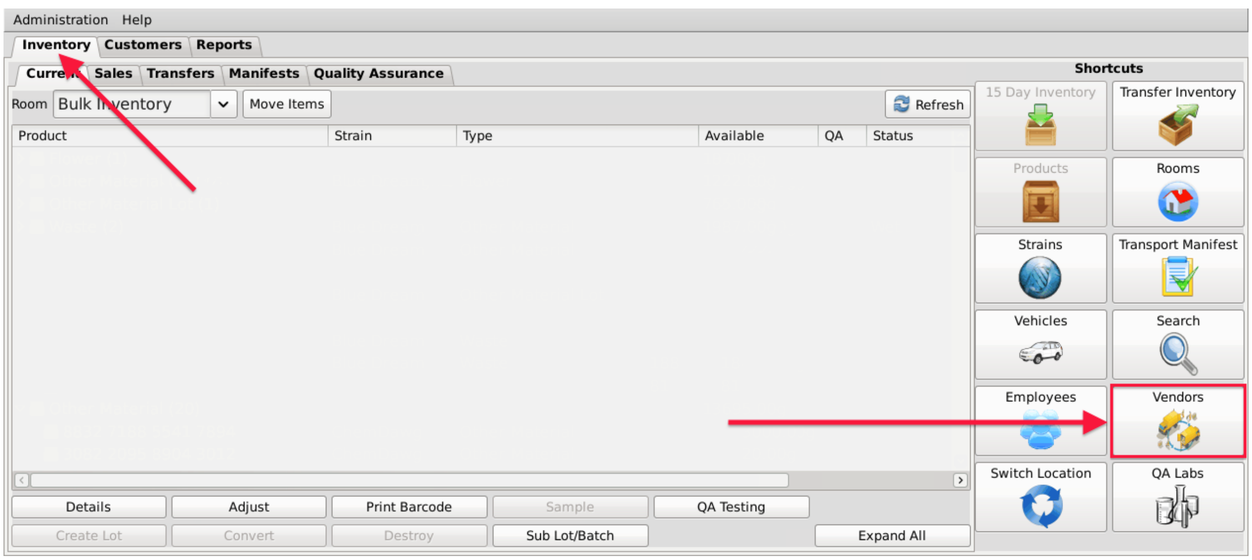
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List

Within the Traceability System, vendors are Licensees outside of your own that you can either wholesale to or make wholesale purchases from. You must add vendors to your Preferred Vendor List in order to receive inbound shipments and to make outbound shipments. The Traceability System cannot recognize any wholesale transactions from/to non-Licensees.

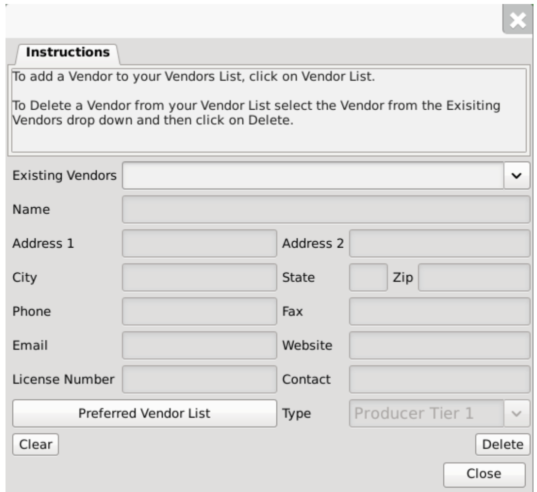
Accessing the Vendor Screen

To view all possible vendors, add vendors to your Preferred Vendor List, or remove vendors from your Preferred Vendor List, you will need to access the Vendor screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Vendors" button located on the right-hand side of the home screen

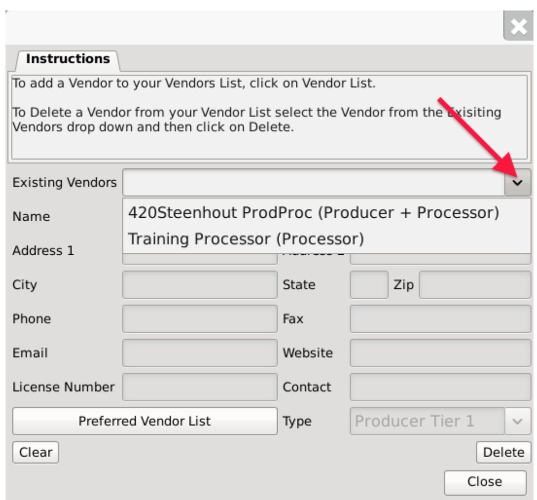


- This will bring up the Vendor Information screen.



Viewing Vendor Information

- The detailed information of Licensees that are on your Preferred Vendors List (i.e., those you have indicated that you do business with) may be found in the Existing Vendors dropdown. Be aware that the dropdown will start empty and you will need to add vendors per the instructions below.

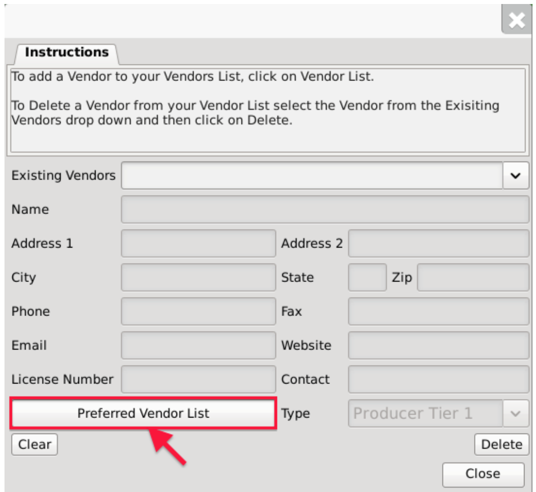


- Once selected, the vendor's information will automatically appear within their respective fields.

NOTE: You cannot create a vendor, nor can you edit vendor information as these are DOA-approved Licensees and their information may only be changed by the DOA.

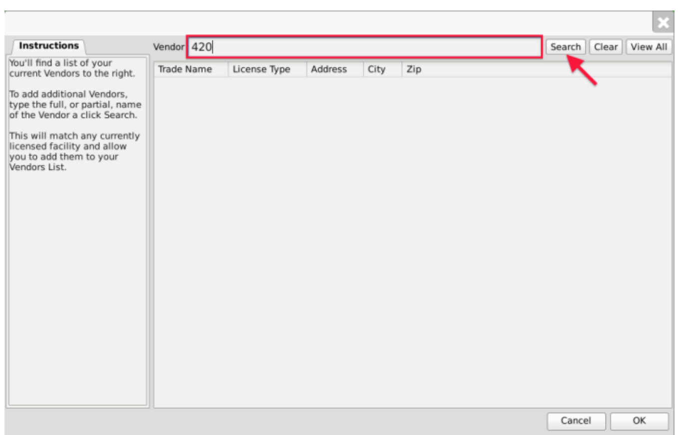
Acccessing the Preferred Vendor List

- From the Vendor Screen, click on the “Preferred Vendor List” button to add or remove other DOA-approved Licensees that you do business with.

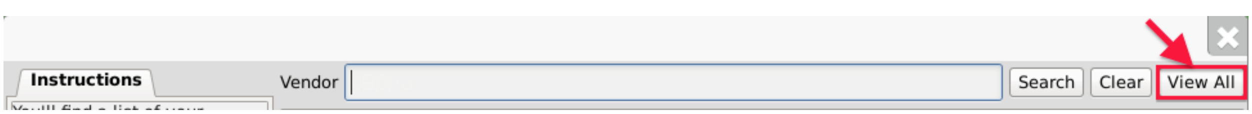


Add a Vendor

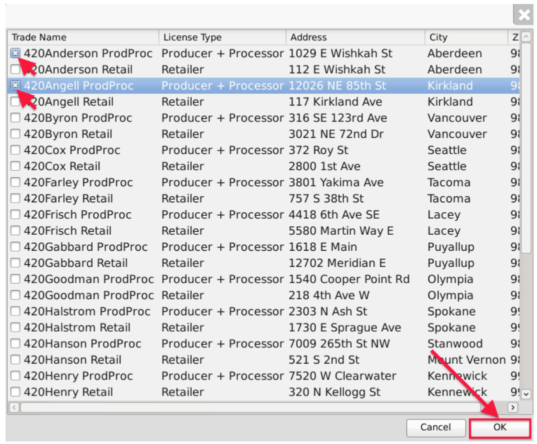
- From the Preferred Vendor List, enter the full or partial business name into the search bar and click the “Search” button.



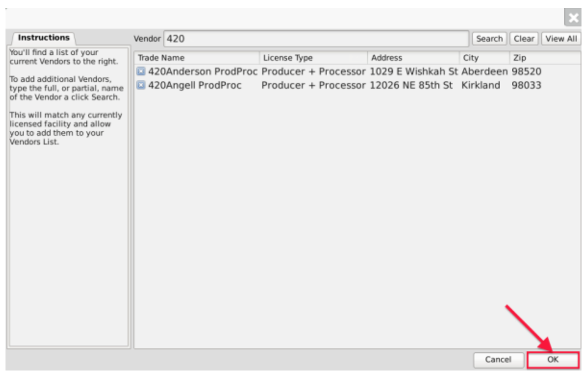
- Alternatively, you may click “View All” to view the entire population of Licensees.



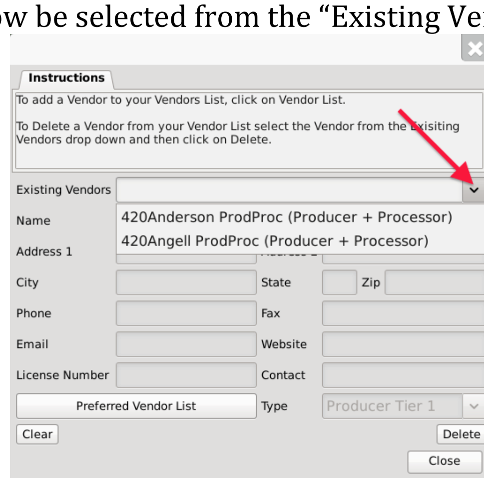
- A list of all Licensees that match the search criteria will appear in a popup.
- Click the checkbox(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click "OK" when complete.



- Your Preferred Vendor List is now updated with the selections.



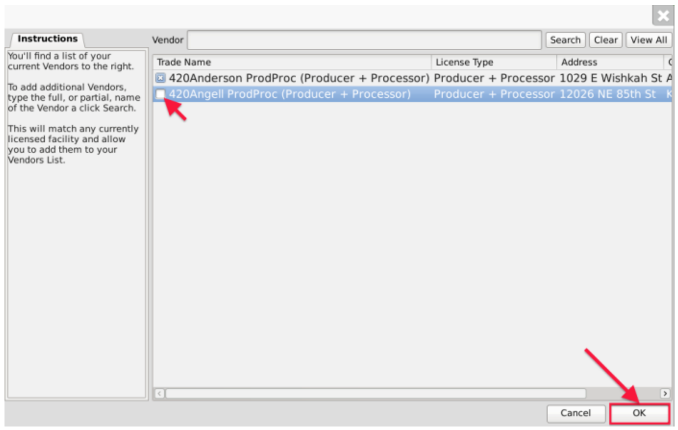
- Click "OK" when complete.
- The Vendors may now be selected from the "Existing Vendors" dropdown.



Removing a Vendor

If you find that you no longer do business with a vendor that is on your Preferred Vendor List, you may remove the vendor from your Preferred Vendor List.

- From the Preferred Vendor List, uncheck the checkbox to the left of the vendor to be removed.



- Click "OK" when complete.

Chapter 5: Inventory Rooms

In this chapter, you will learn how to:

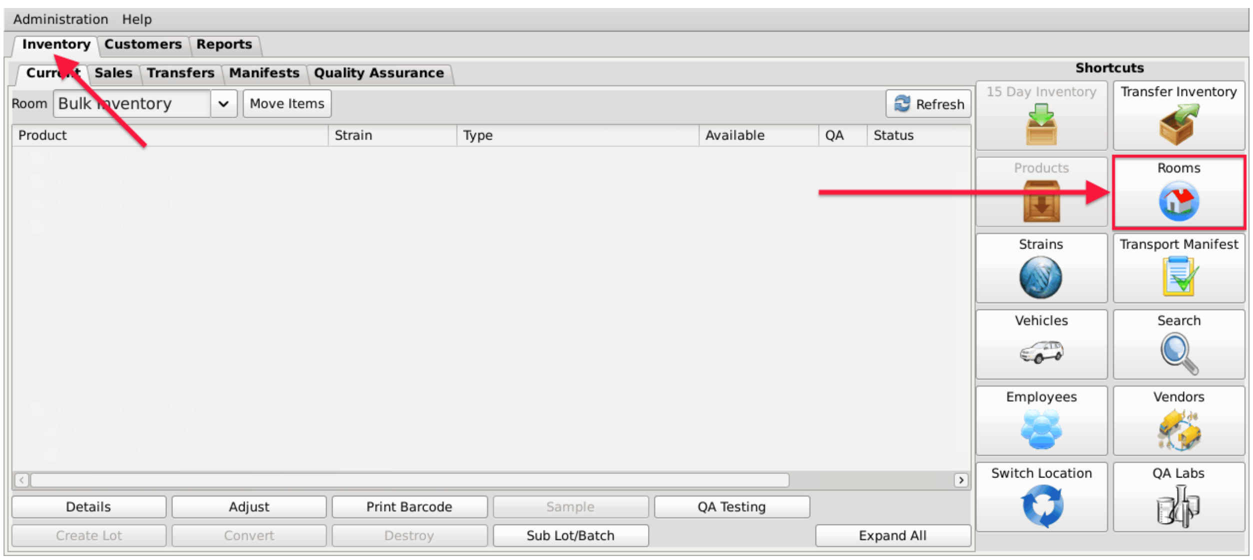
- ✓ Add, modify and remove inventory rooms
- ✓ Navigate the inventory rooms and screens

Inventory rooms represent a way to logicially segregate inventory items. You begin with one room aptly named, "Bulk Inventory".

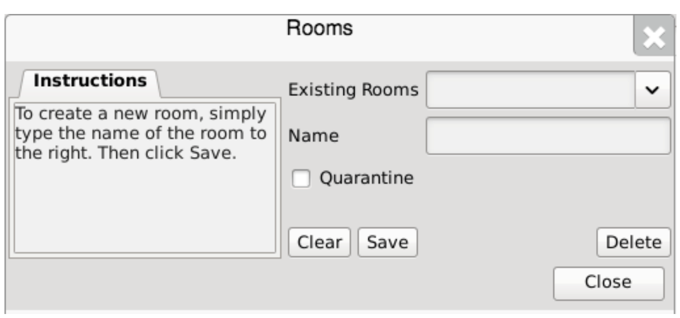
Accessing the Rooms Screen

To add new inventory rooms, change the names of existing inventory rooms, or delete inventory rooms you no longer use, you will need to access the Rooms screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Rooms" button located on the right-hand side of the home screen.

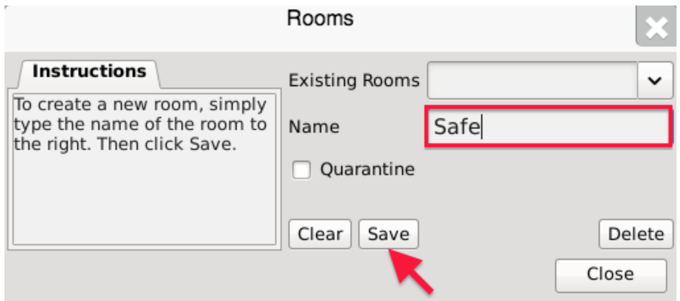


- This will bring up the Rooms screen.

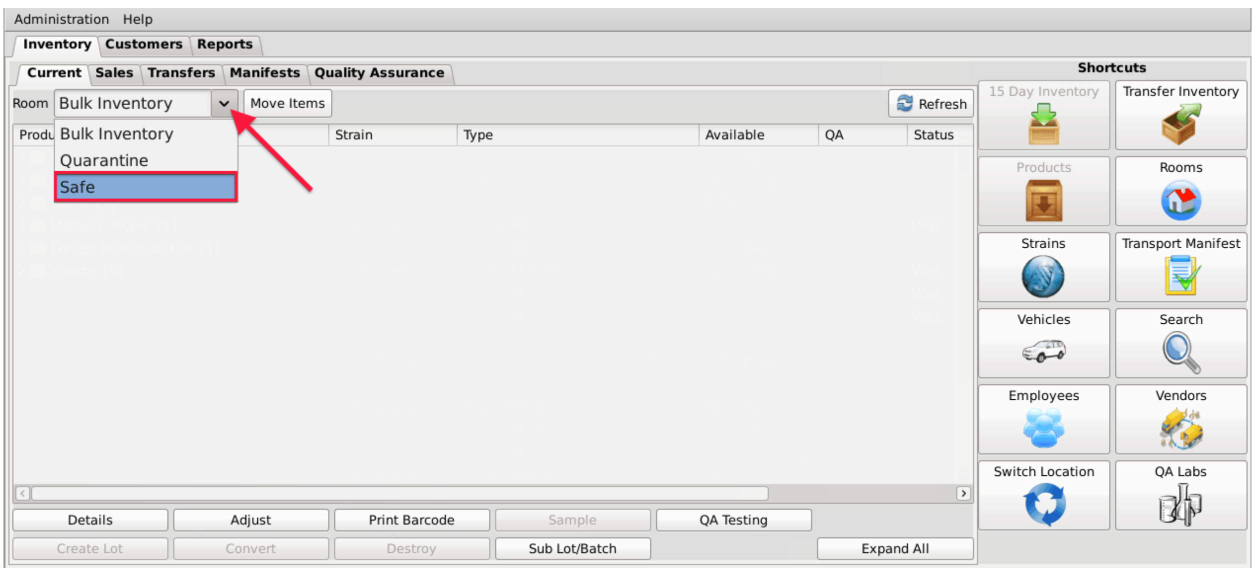


Creating a New Inventory Room

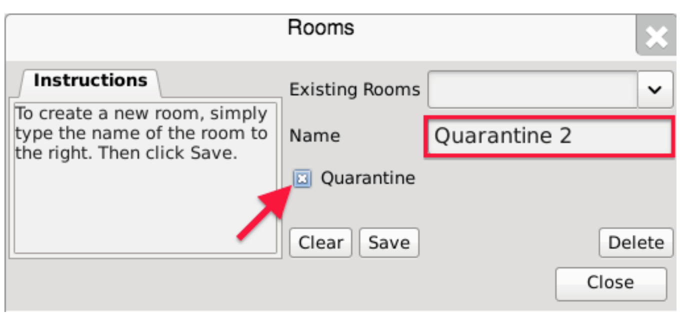
- From the Rooms screen, click on the “Clear” button to clear all fields.
- Within the Name text box, type the name of the new Room (e.g., Safe, Extra Room etc.).
- Click on the “Save” button when complete.



- The new room will now appear within the Rooms dropdown for selection.

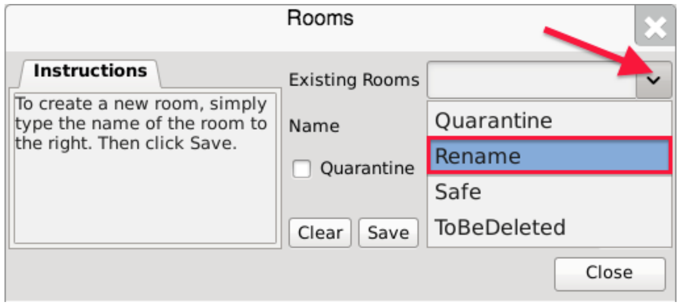


- If the room is to be a Quarantine room, be sure to click on the “Quarantine” checkbox prior to saving.

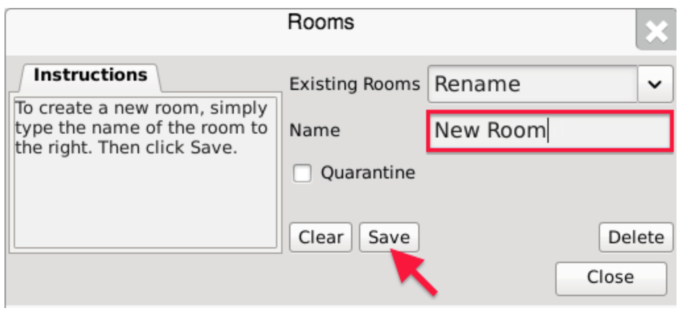


Modifying an Existing Inventory Room

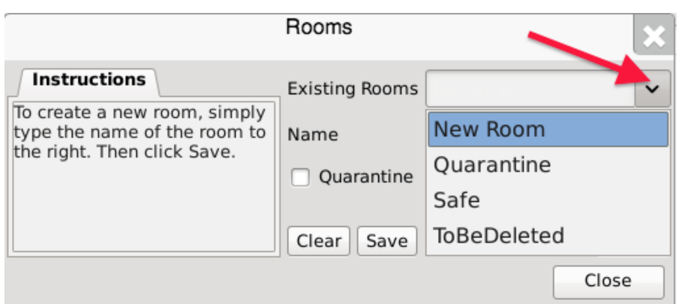
- From the Rooms screen, select the room to be modified from the Existing Rooms dropdown.

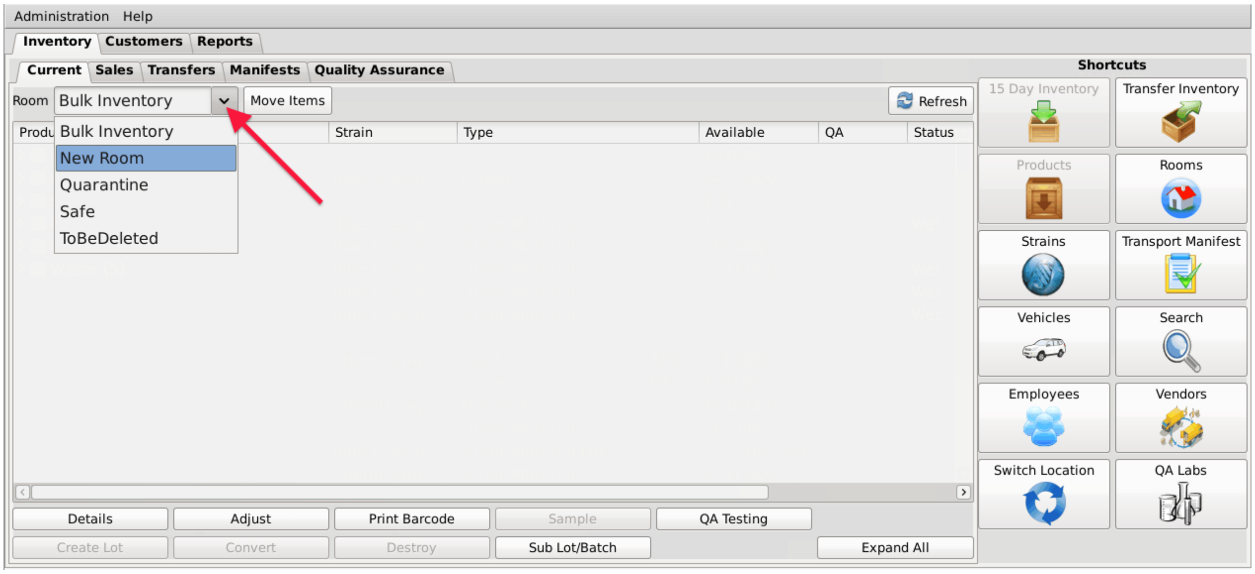


- Once selected, the room's name will automatically appear within the Name text box.
- Within the Name text box, rename the room as desired.



- Click on the "Save" button when complete
- The renamed room will now appear within the Rooms dropdown for selection.



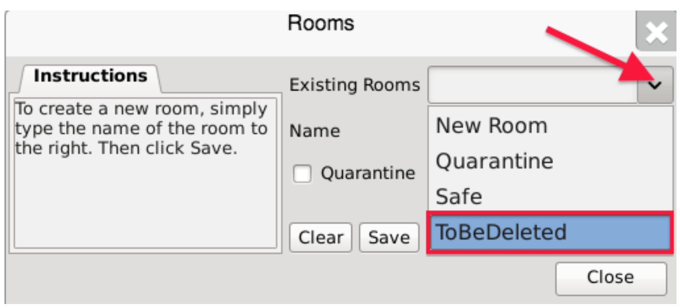


Deleting an Inventory Room

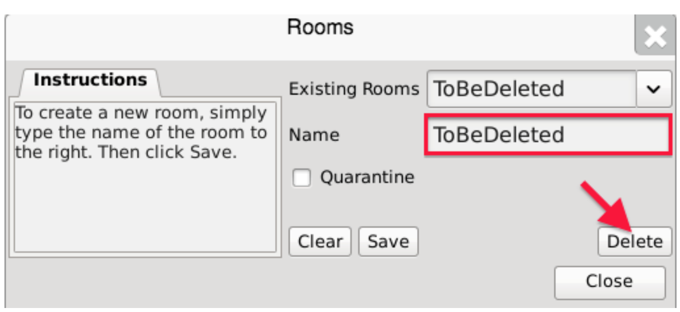
If you find that an existing inventory room is no longer needed, you may delete the room.

NOTE: Removing a room does not delete any of that room's already submitted Traceability System data. It simply removes the room from use moving forward.

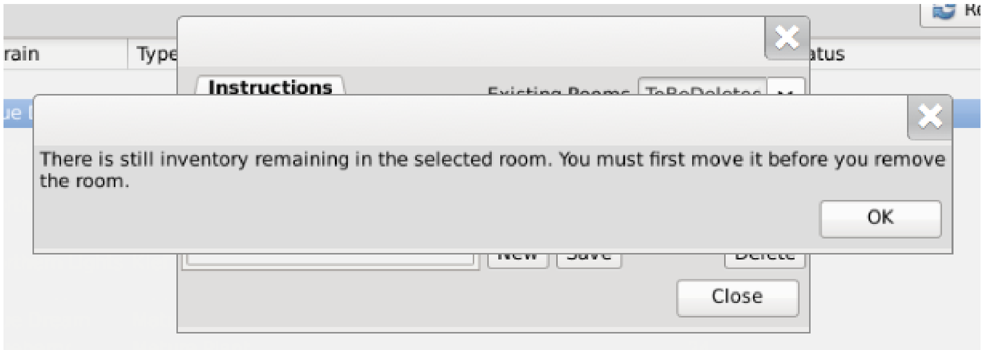
- From the Rooms screen, select the room to be removed from the Existing Rooms dropdown.



- Once selected, the room's name will automatically appear within the Name text box.



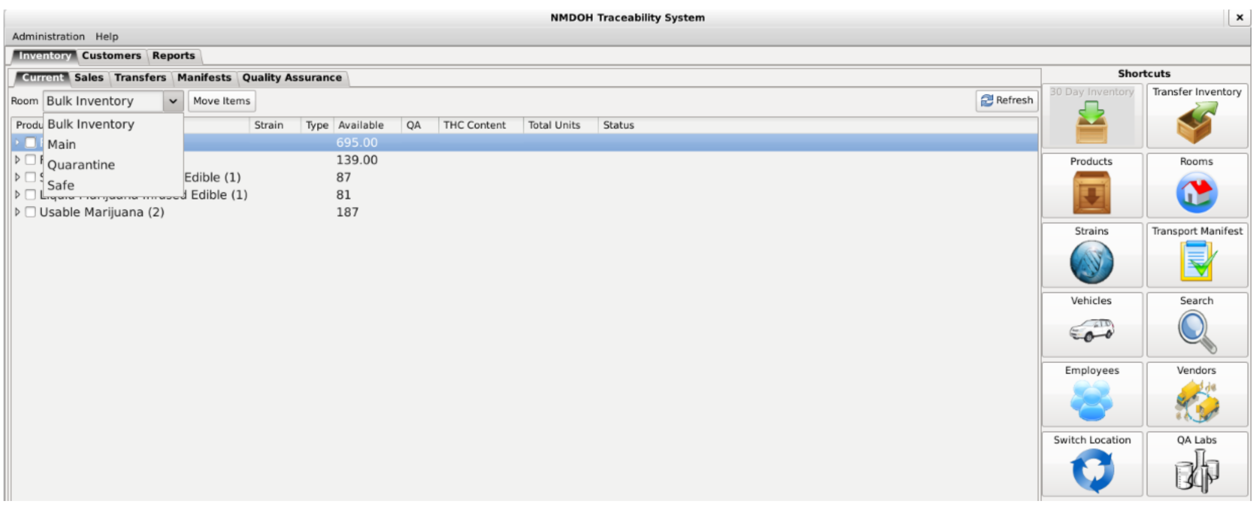
- Click on the “Delete” button.
  - If there is still inventory in the room, the following will appear:



  - If there is no longer any inventory still in the room, the Traceability System will allow removal of the room

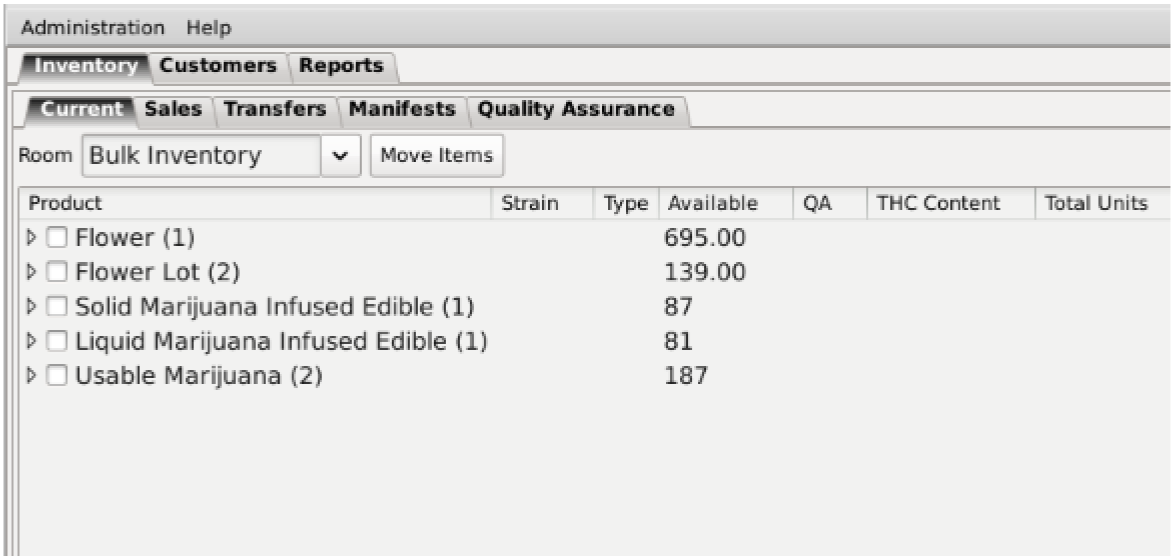
Navigating Inventory Rooms

When in the “Inventory” tab, all of the existing rooms are listed within the Room dropdown in alphabetical order.



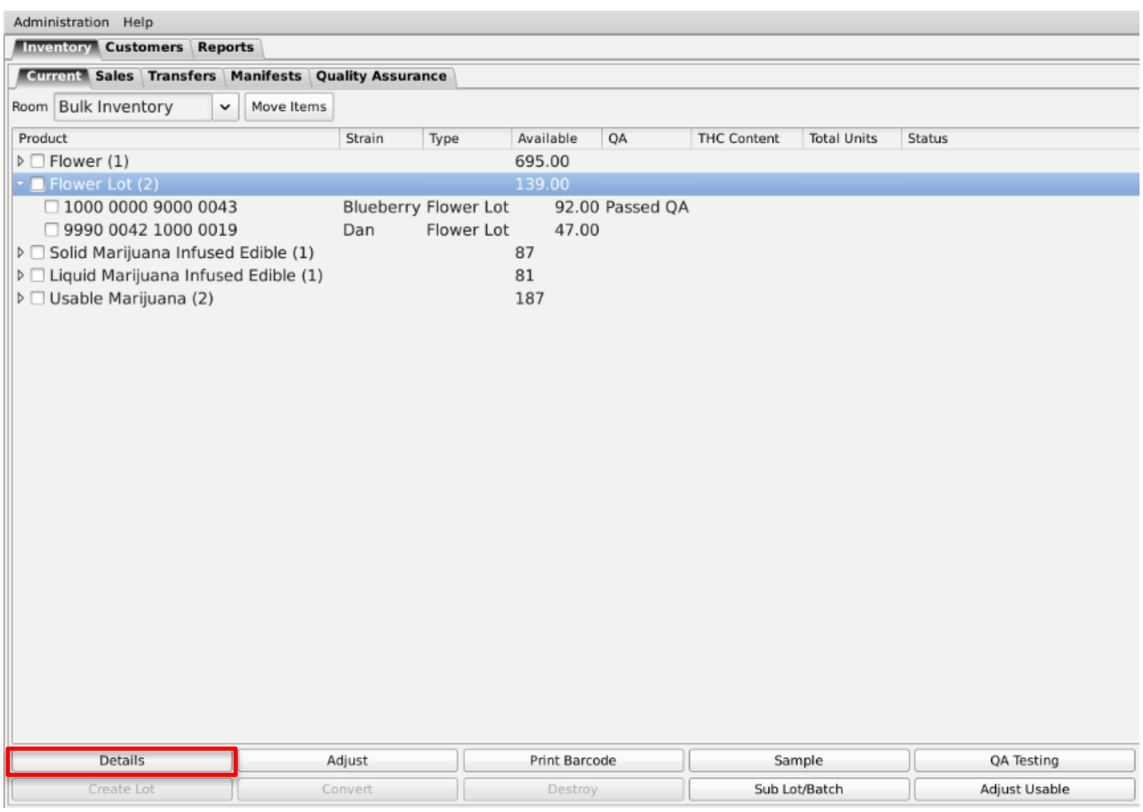
Click on a room to view its contents.

The primary window lists the contents of the selected room. Inventory items are grouped by product type as defined by the DOA. The number in parentheses that appears to the right of the product type indicates how many Traceability Identifiers are grouped within it, if more than one.

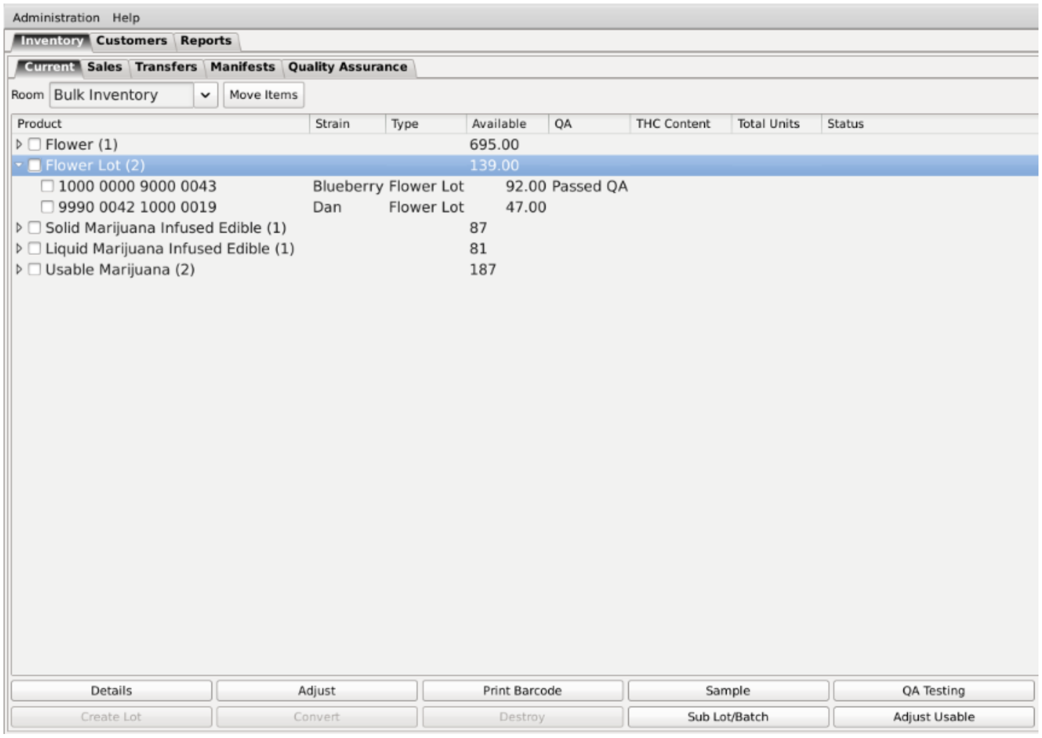


To view the individual inventory items contained within a group you can perform either of the following three actions:

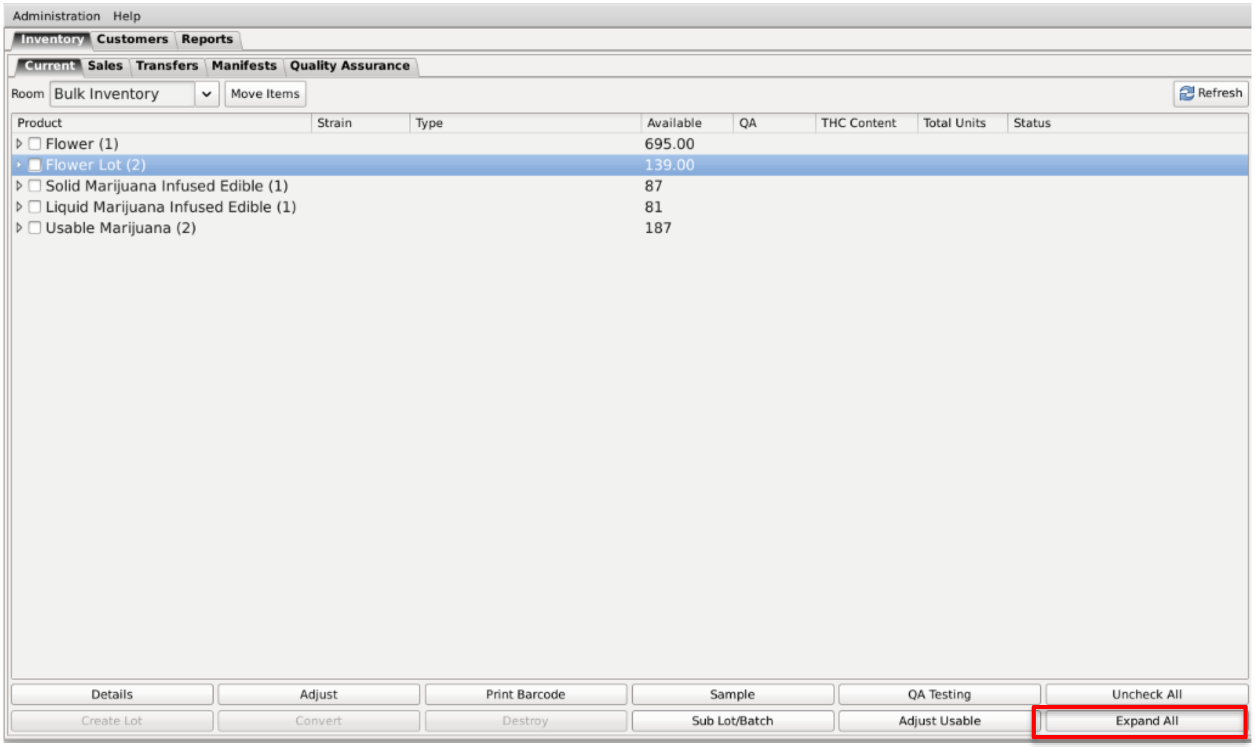
- Double-click on a group;
- Single-click on a group to highlight it, and then click the "Details" button found in the bottom-left corner of the screen;

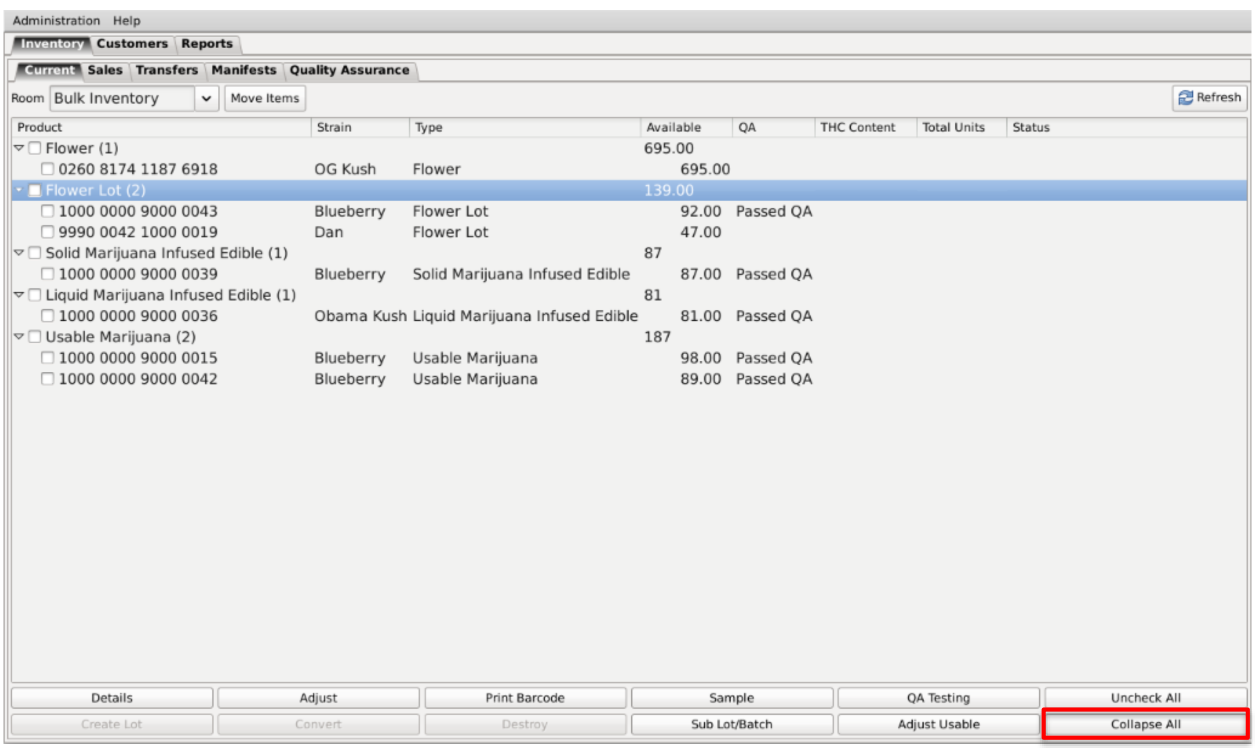


- Single-click on the Expand/Collapse arrow to the left of the product type.

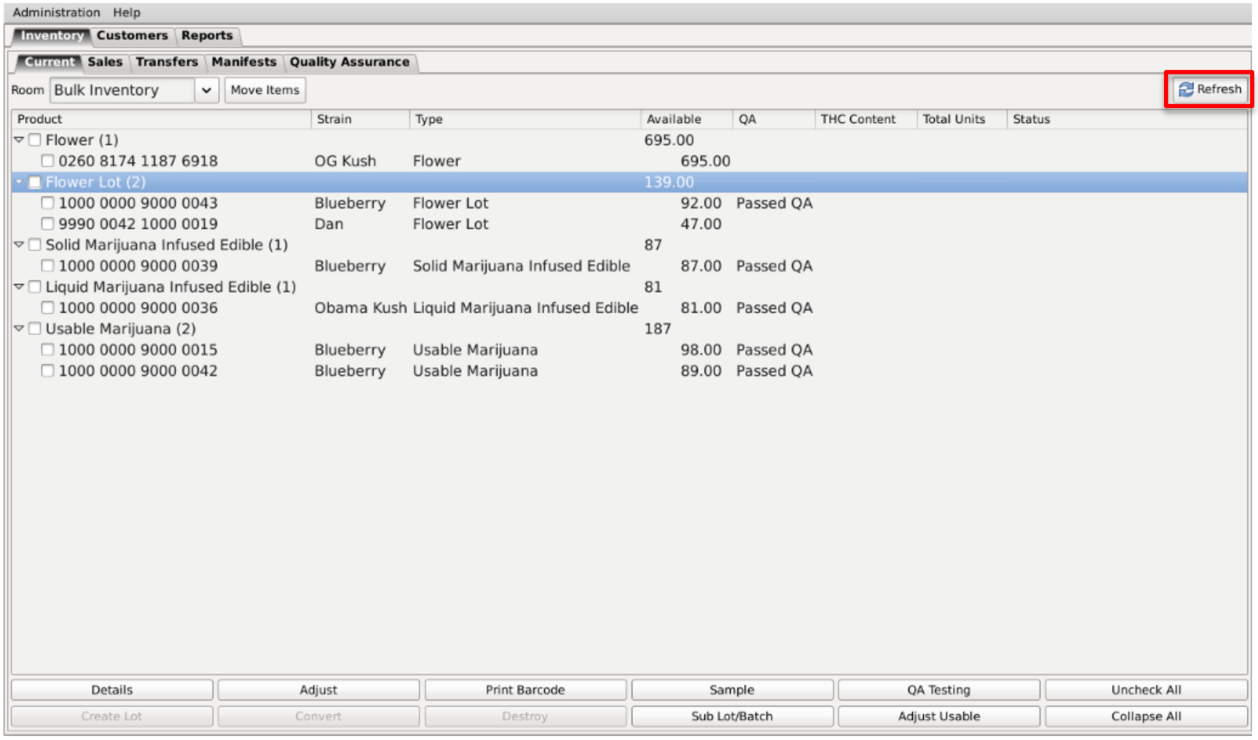


In addition to expanding/collapsing groups individually, you may expand/collapse all groups at once by clicking on the "Expand All" / "Collapse All" button located in the lower-right corner of the screen. The button alternates from "Expand All" to "Collapse All" and back every click.





If at any time you perform an action in the Traceability System and it appears that the Traceability System did not update, try clicking on the “Refresh” button found in the upper-right corner of the screen.


Administration Help
Inventory Customers Reports
Current Sales Transfers Manifests Quality Assurance
Room Bulk Inventory
Move Items
Refresh
Product Strain Type Available QA THC Content Total Units Status
Flower (1) 695.00
0260 8174 1187 6918 OG Kush Flower 695.00
Flower Lot (2) 139.00
1000 0000 9000 0043 Blueberry Flower Lot 92.00 Passed QA
9990 0042 1000 0019 Dan Flower Lot 47.00
Solid Marijuana Infused Edible (1) 87
1000 0000 9000 0039 Blueberry Solid Marijuana Infused Edible 87.00 Passed QA
Liquid Marijuana Infused Edible (1) 81
1000 0000 9000 0036 Obama Kush Liquid Marijuana Infused Edible 81.00 Passed QA
Usable Marijuana (2) 187
1000 0000 9000 0015 Blueberry Usable Marijuana 98.00 Passed QA
1000 0000 9000 0042 Blueberry Usable Marijuana 89.00 Passed QA
Details
Adjust
Print Barcode
Sample
QA Testing
Uncheck All
Create Lot
Convert
Destroy
Sub Lot/Batch
Adjust Usable
Collapse All

Chapter 6: Wholesale Inventory Transfers

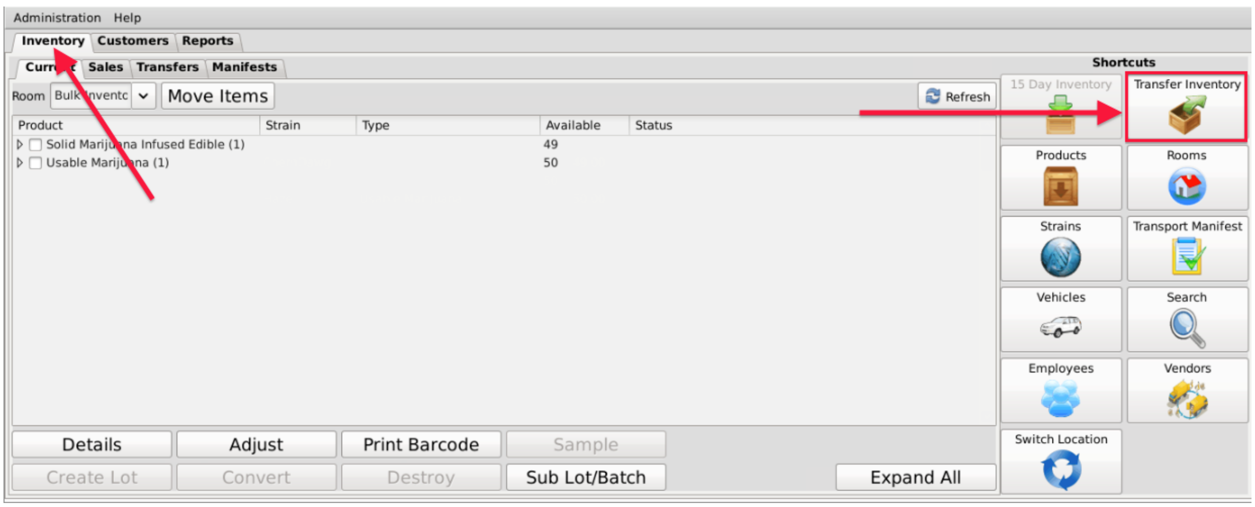
In this chapter, you will learn how to:

- ✓ Complete an inbound inventory transfer
- ✓ Complete an outbound inventory transfer

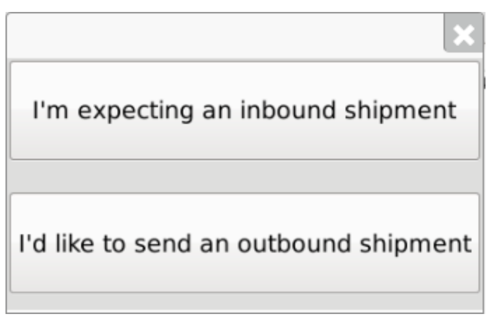
Initiating an Inventory Transfer

To receive inbound shipments and send outbound shipments in the Traceability System, you will need to

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Transfer Inventory" button located on the right-hand side of the screen.



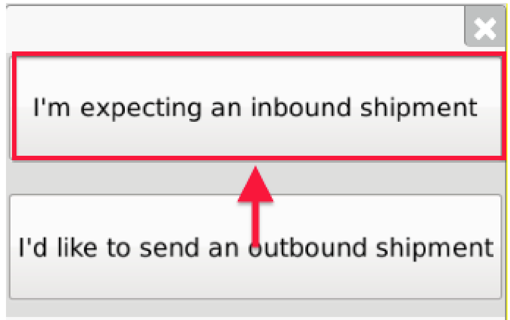
- The following pop-up appears:



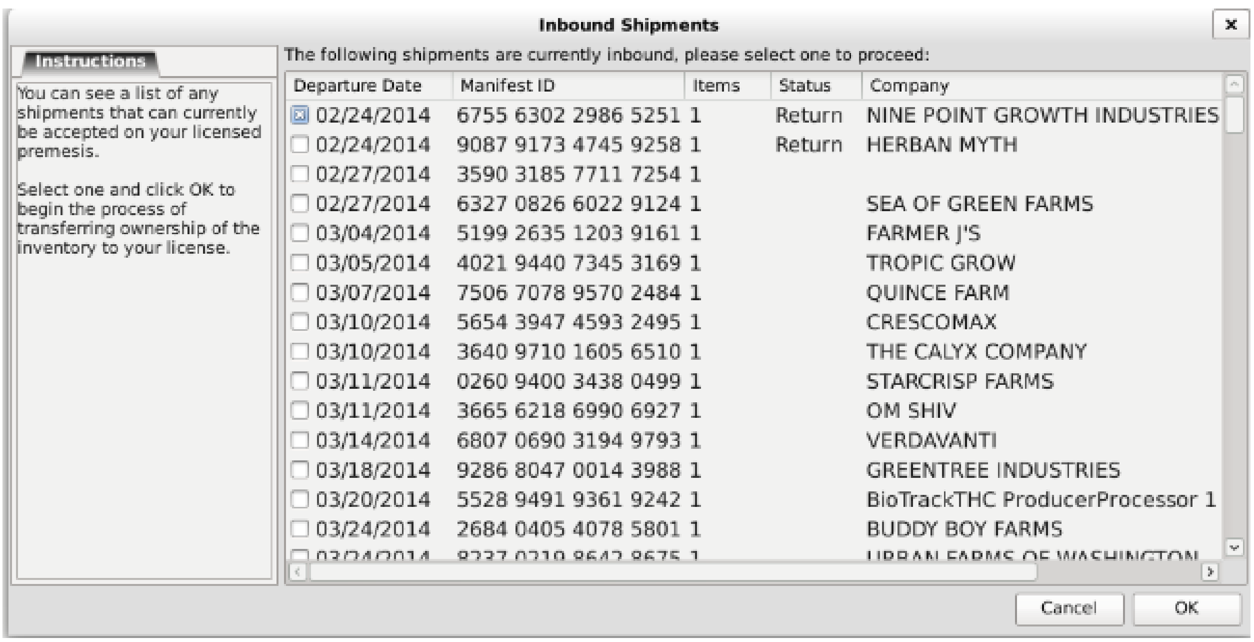
Inbound Shipment

To receive an inbound shipment from a processor,

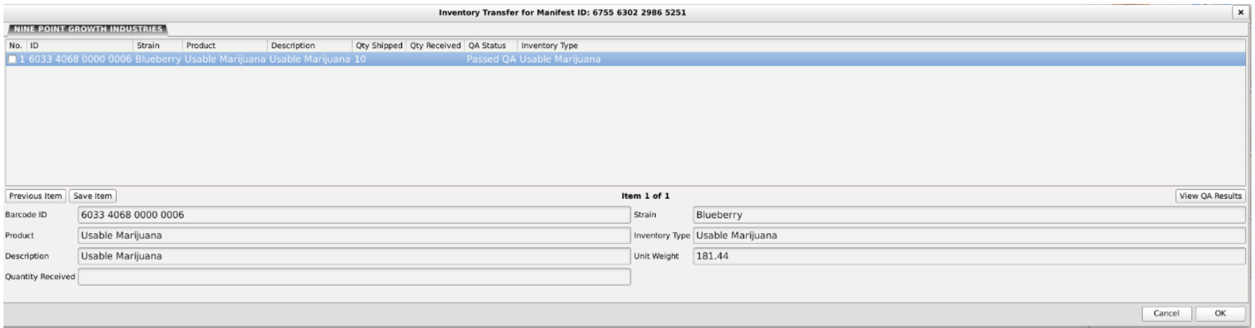
- Click on “I’m expecting an inbound shipment”



- A list of all currently filed but not-yet-received inbound manifests from vendors appears.
- Click on the checkbox to the left of the manifest being received.
- Click “OK”.



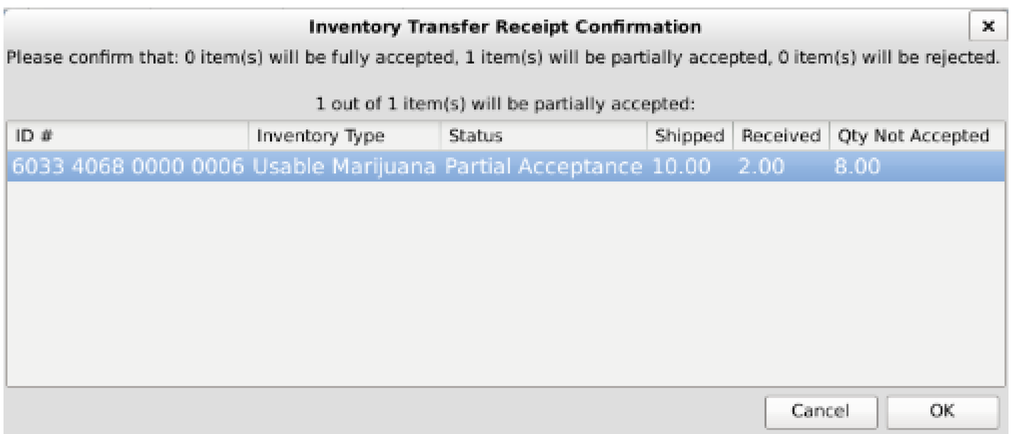
- The Inventory Transfer for Manifest ID displays.



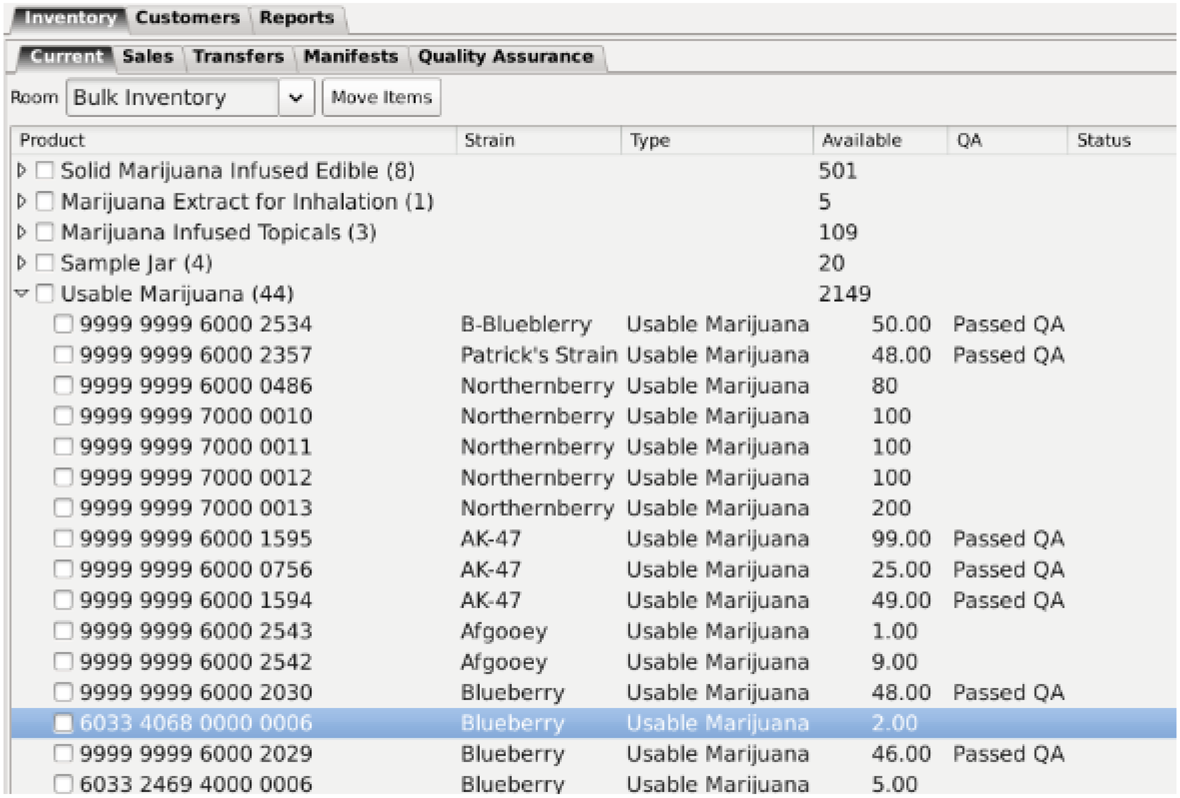
- Enter the Quantity Received for each item that is on the manifest.

Note: Click "Save Item" after entering the Quantity Received of each line item.

- Click "OK" after the quantities have been entered.
- The Inventory Transfer Receipt Confirmation screen displays.



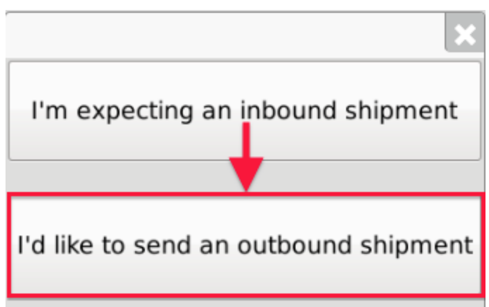
- The Traceability System automatically moves the inventory on the manifest into the Current Inventory room.



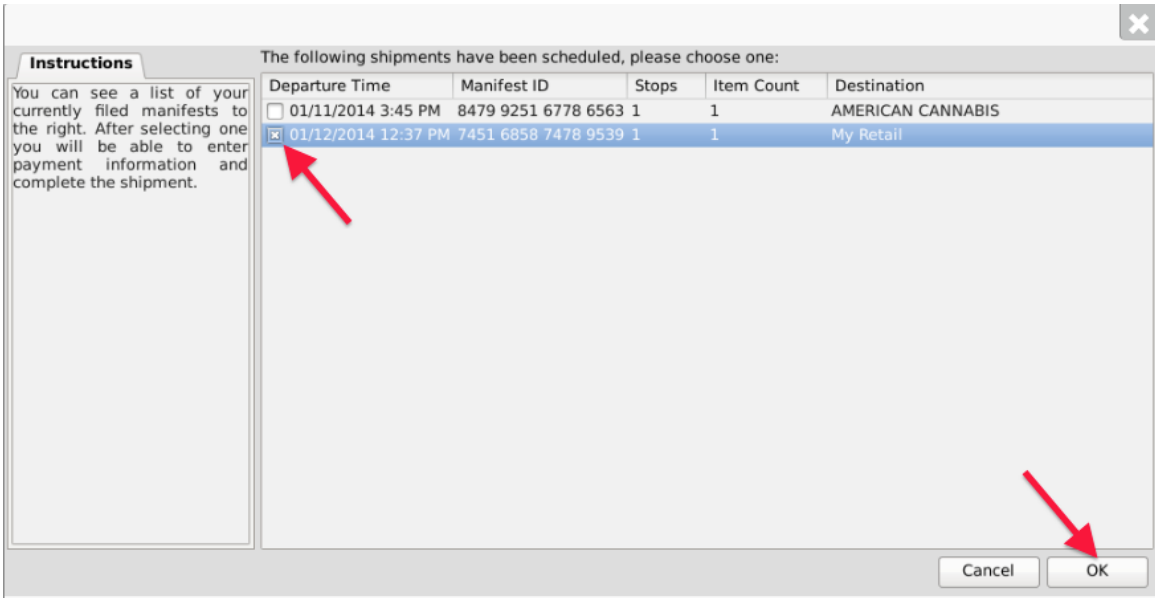
Outbound Shipment

To send an outbound shipment, or a rejected item, back to a processor,

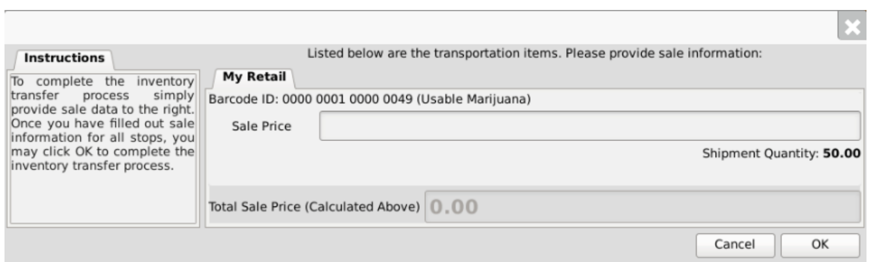
- Click on “I’d like to send an outbound shipment”



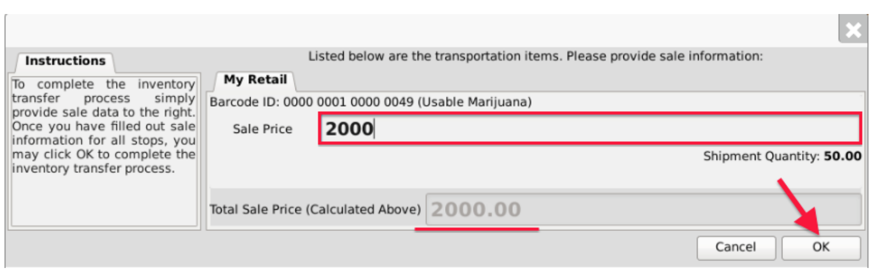
- A list of all currently filed but un-shipped outbound manifests to vendors appears.
- Click on the checkbox to the left of the manifest being shipped.
- Click “OK”.



- The Sales Price screen, which lists the inventory associated with the manifest, appears.



- Enter the Sales Price of each item that is on the manifest.
- Click "OK" after all sales prices are entered (the total sales price is automatically computed within the greyed-out box).



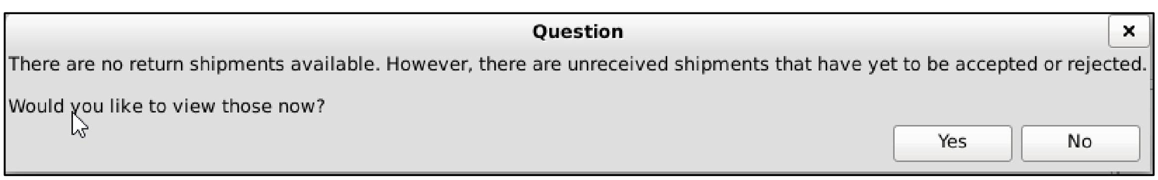
- The Traceability System automatically moves the inventory on the manifest out of the Quarantine room.

I'd like to receive a rejected shipment

Click to retrieve inventory from a shipment that has been partially accepted or rejected.

1. Check the box of the rejected shipment you want to view. Click the 'OK' button.

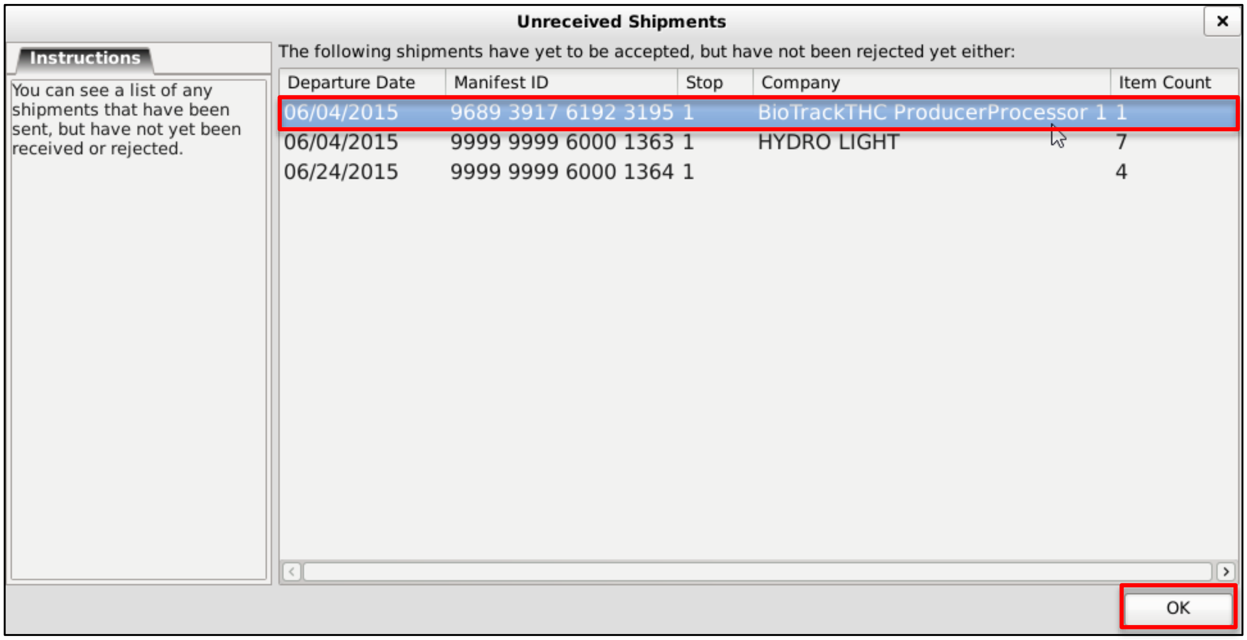
Note: If there are no return shipments available, the 'Question' screen will appear. It will give you the option to view shipments that haven't been accepted or rejected.



I'd like to view unreceived shipments

Click to view shipments you have transferred out, but have not been processed by the recipient.

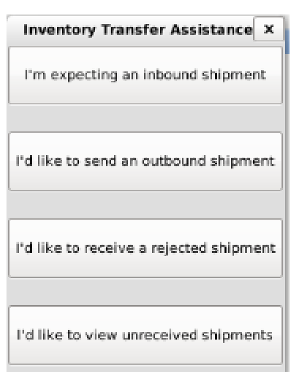
1. Click the unreceived shipment that you want to view. Click the ‘OK’ button to close the screen.
   Note: Unreceived shipments are considered outstanding invoices.



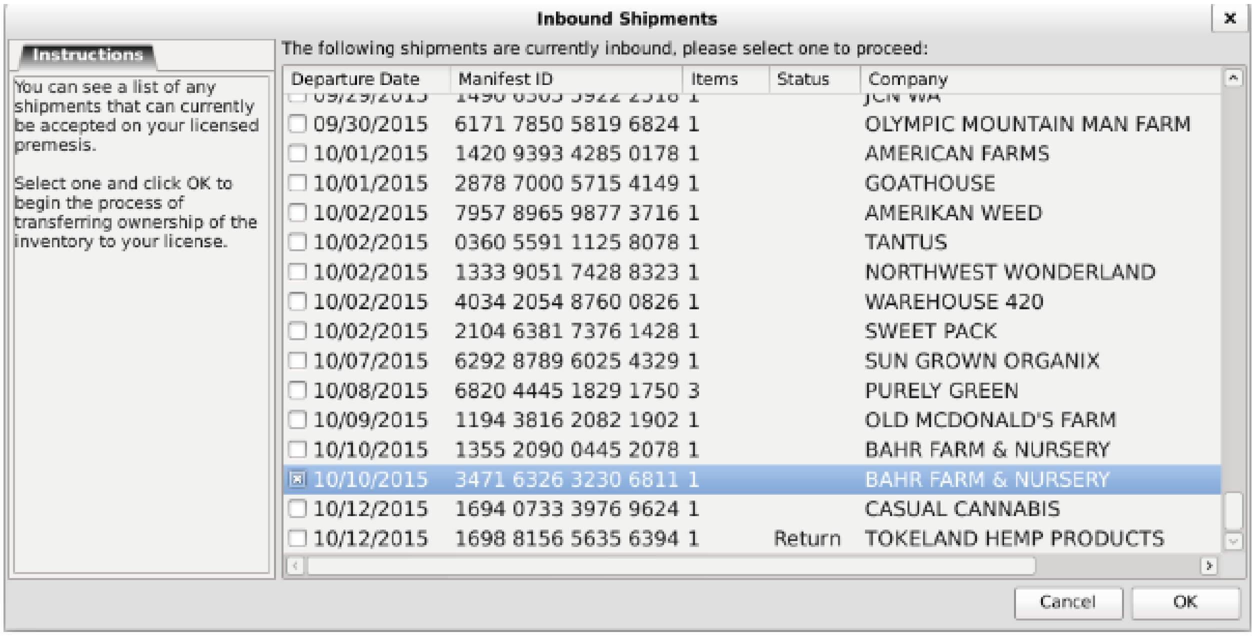
To partially accept or reject items:

1. From the ‘Current Inventory’ screen, click ‘Transfer Inventory’.

2. Click the ‘I’m Expecting an Inbound Shipment’ button.



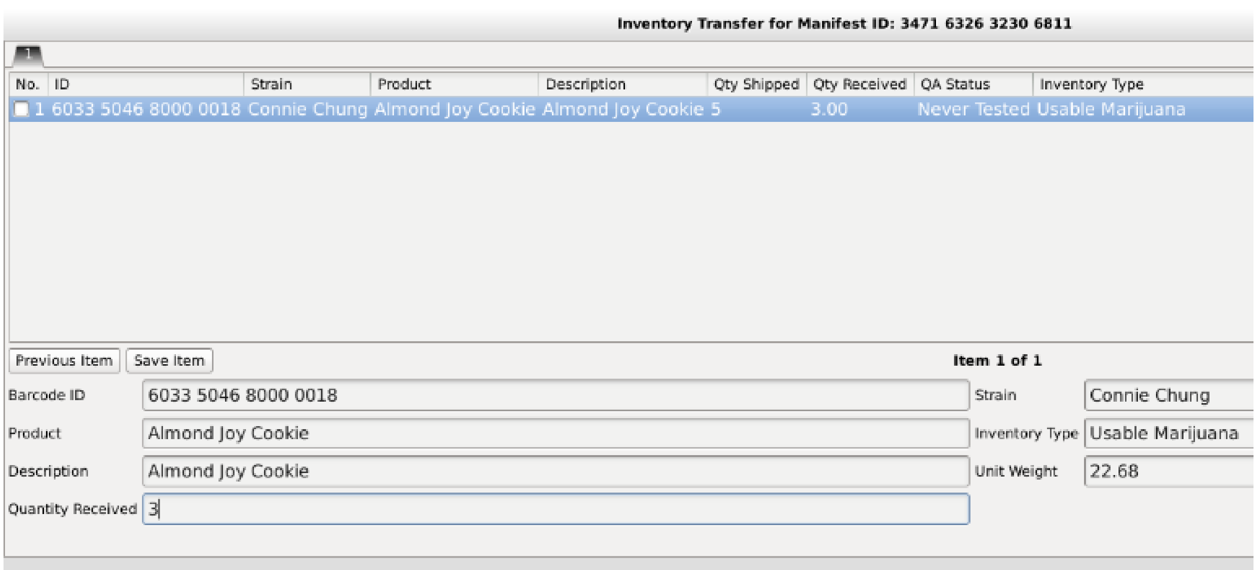
3. Select the Inbound Shipment and click the 'OK' button.



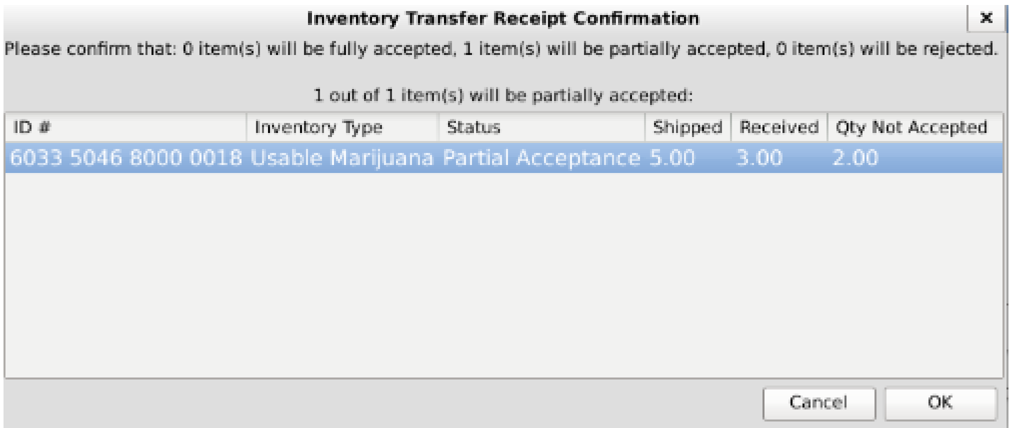
To partially accept an item, enter a quantity received that's less than the quantity that was originally shipped. In the example below, the quantity shipped was 5 and the quantity received is 3.

4. Enter quantity received.
5. Click the 'Save item' button.
6. Click the 'OK' button that's located on the bottom left corner.

Note: At this point, enter a quantity of 0 to reject an item.



7. Click the ‘OK’ button.



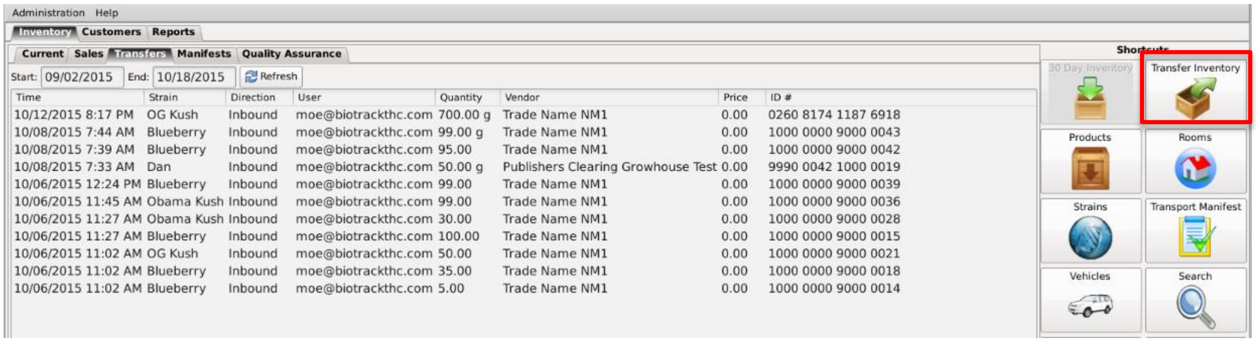
Note: Items that are rejected will be available in the inventory transfer screen until the licensee who shipped the inventory receives the rejected items back into their inventory.

Note: The processor can add a new price for partially accepted items. In the ‘Inventory Transfer’ screen, the system generates a suggested price based on the unit price.

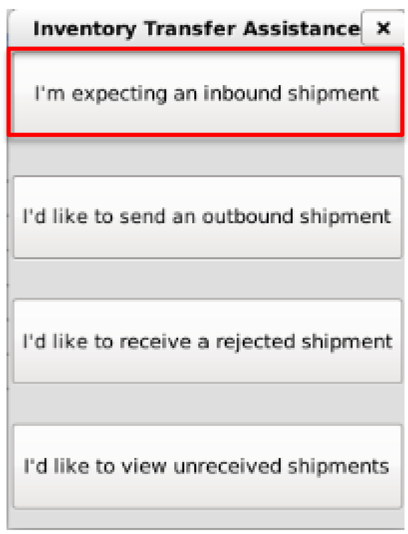
Note: Rejected items retain the original Inventory ID number. Partially received items will automatically receive a new laboratory ID number. These items will need to be relabeled with the new Inventory ID number immediately.

To view QA results in Inventory Transfer:

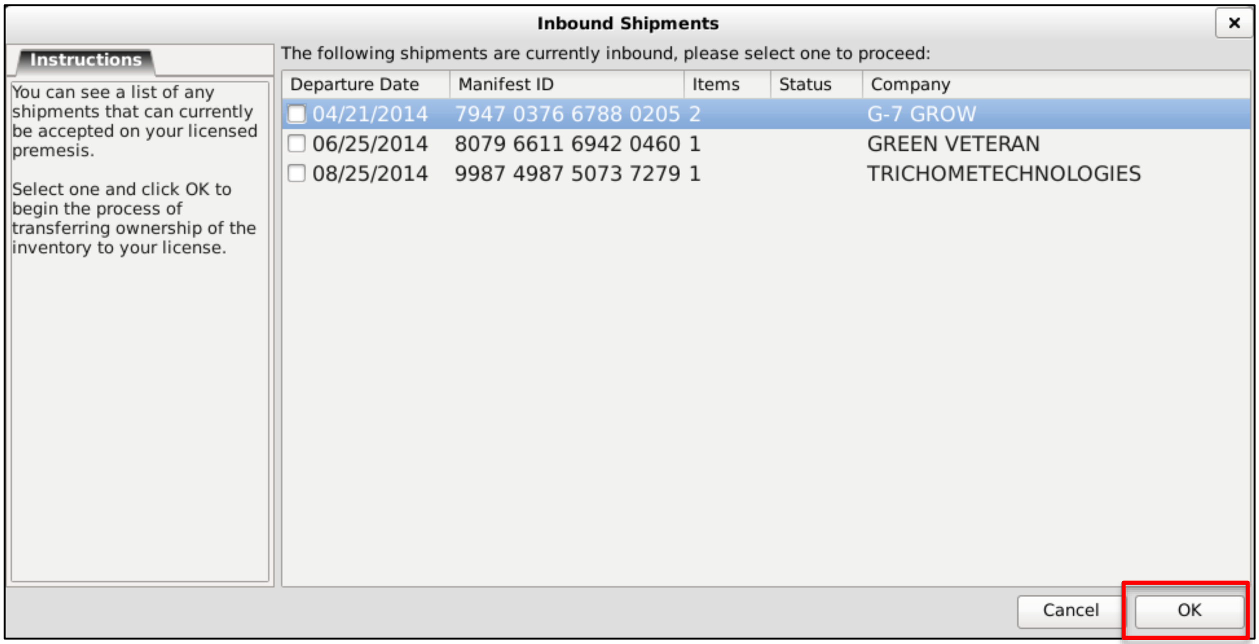
1. From the ‘Inventory Transfer’ screen, click ‘Transfer Inventory’.



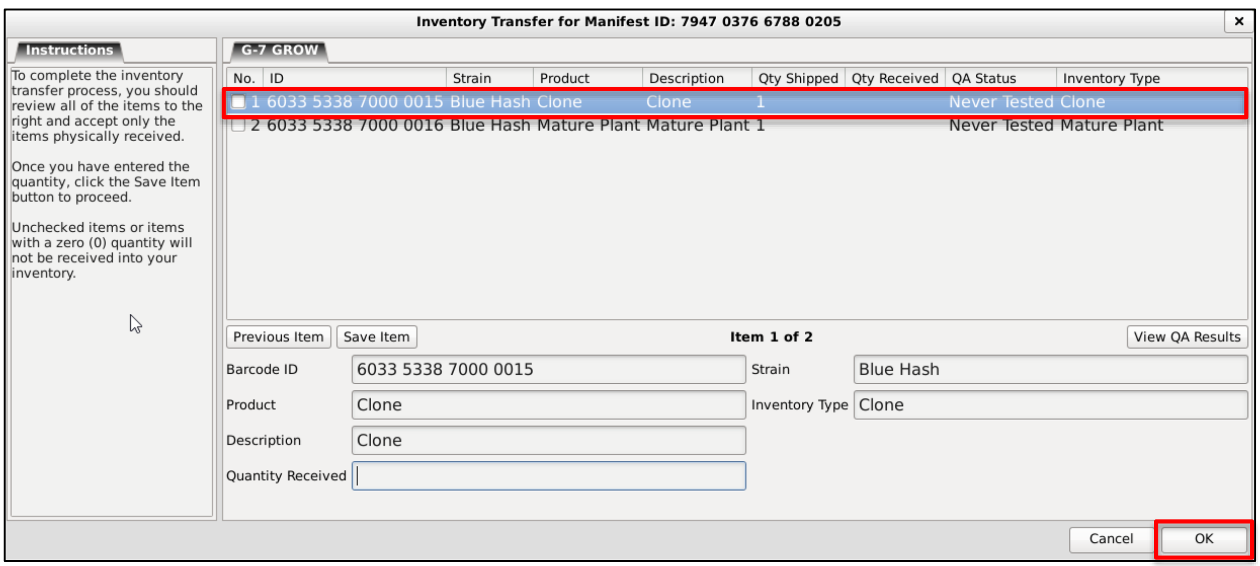
2. Click ‘I’m expecting an inbound shipment’.



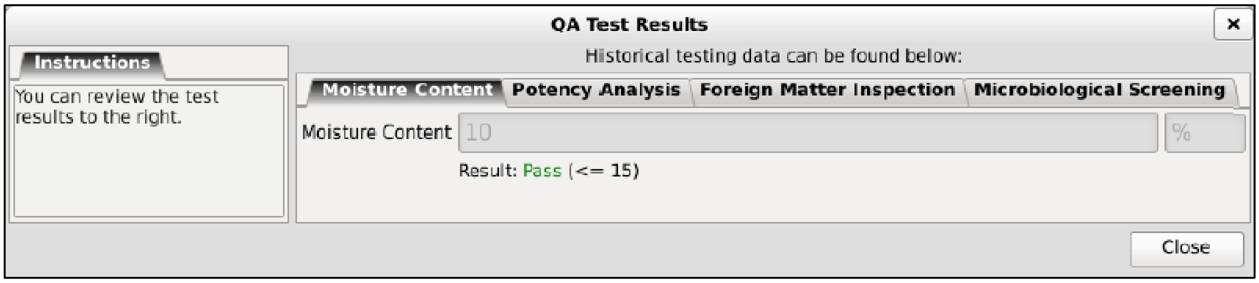
3. Select the shipment you want to accept. Check the appropriate box in the Departure Date column. Click the ‘OK’ button.



4. The 'Inventory Transfer for Manifest ID' screen displays. Select the manifest. Click the 'View QA Results' button.



5. The 'QA Test Results' screen displays.

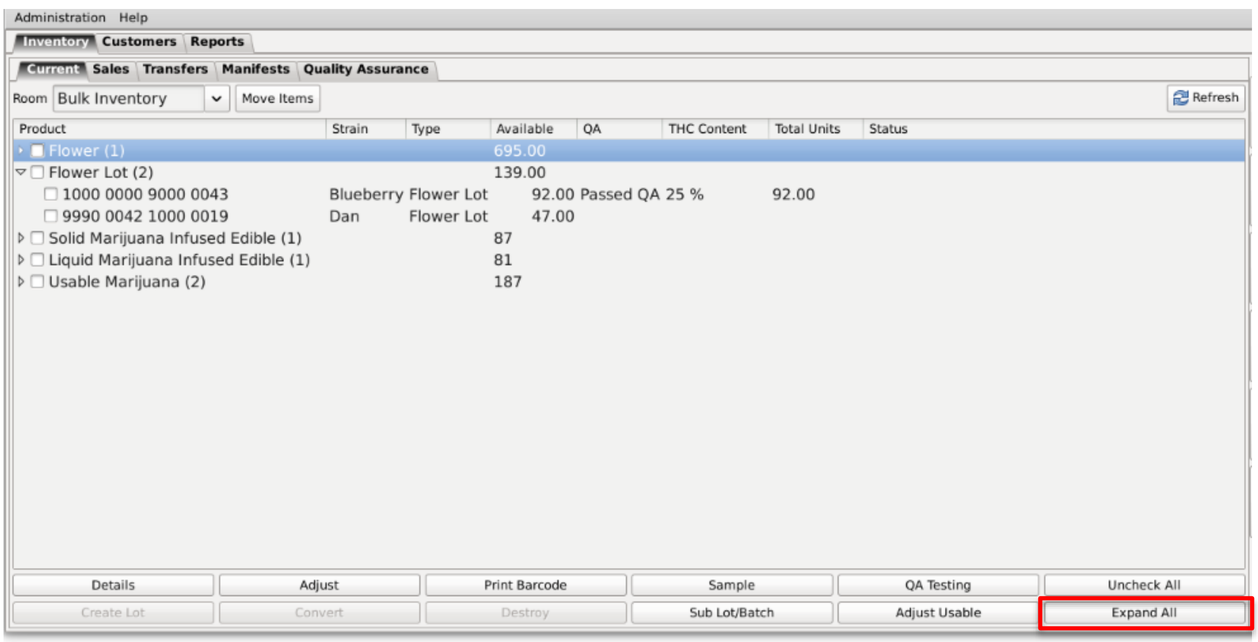

QA Test Results
Instructions
You can review the test results to the right.
Historical testing data can be found below:
Moisture Content
Potency Analysis
Foreign Matter Inspection
Microbiological Screening
Moisture Content
10
%
Result: Pass (<= 15)
Close

Create Sub-Lot

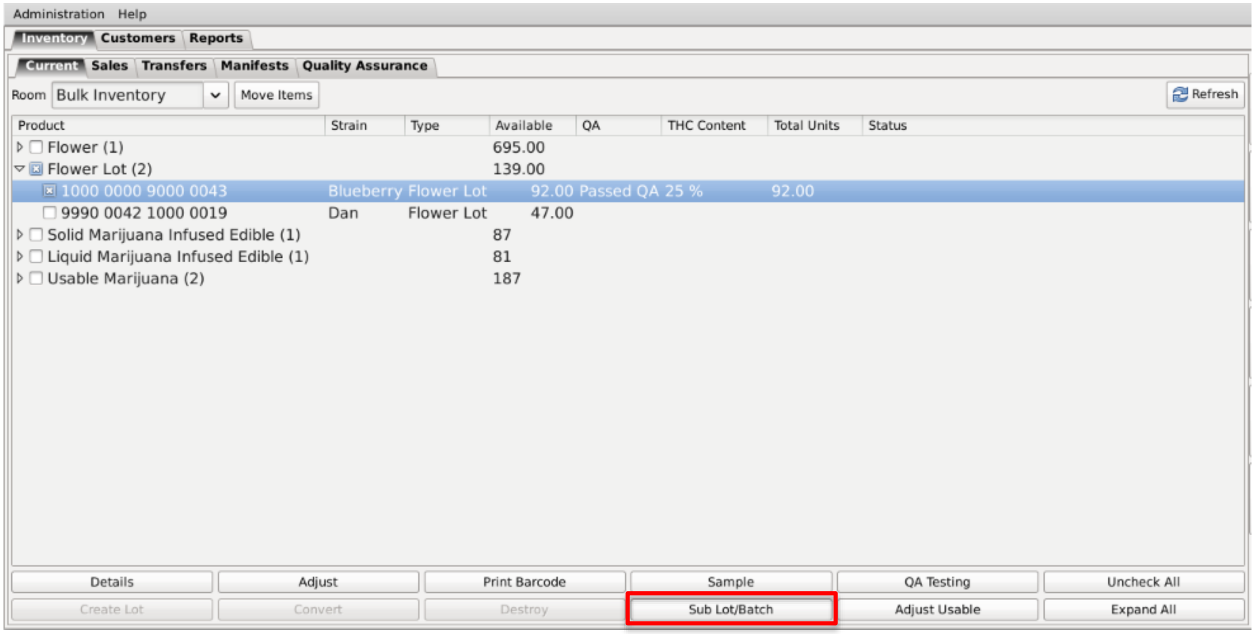
This function will notify the Traceability System of the creation of an end-product sub-lot from a batch of usable marijuana or finished items that had been brought into your inventory via the aforementioned inbound shipment. Sublots will only be created for items that were returned. This may be appropriate when a partial amount needs to be moved to a separate area or in preparation of rejected merchandise. Though the example screen shots illustrate the creation of a flower sub-lot, creation of a usable marijuana sub-lot follows the same path. Keep in mind for retail licensees in your amount to deduct and new quantities will always be in units not by weight.

Note: The system will generate extra barcodes for sub-lots that were created for other items that were not returned.

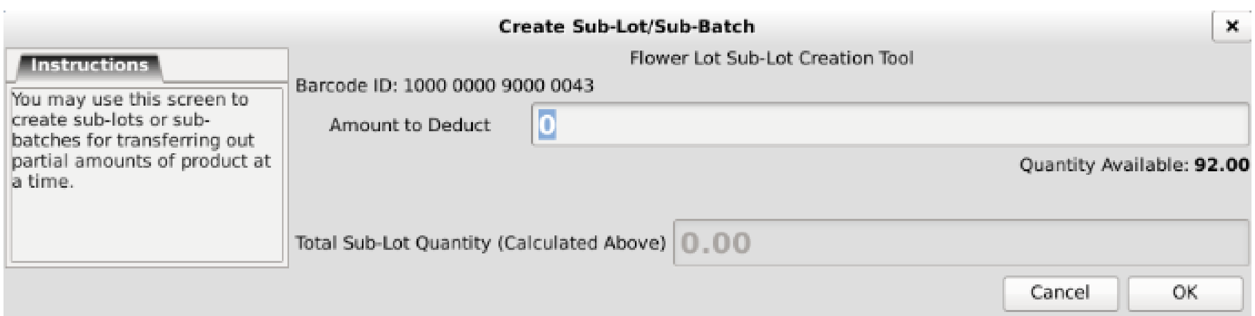
- Navigate to the Inventory Room within which the Lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view all of the available inventory.



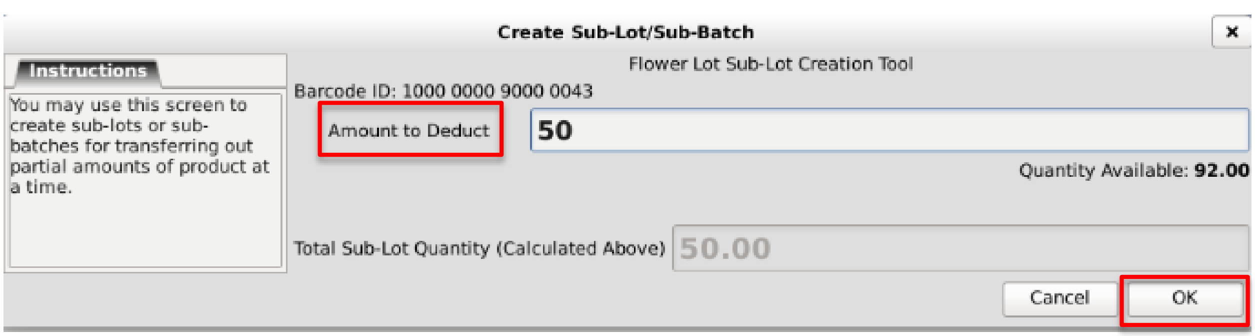
- Click on the checkbox to the left of the Lot to be made into a Sub-Lot.
- Click on the “Sub Lot/Batch” button at the bottom of the screen.



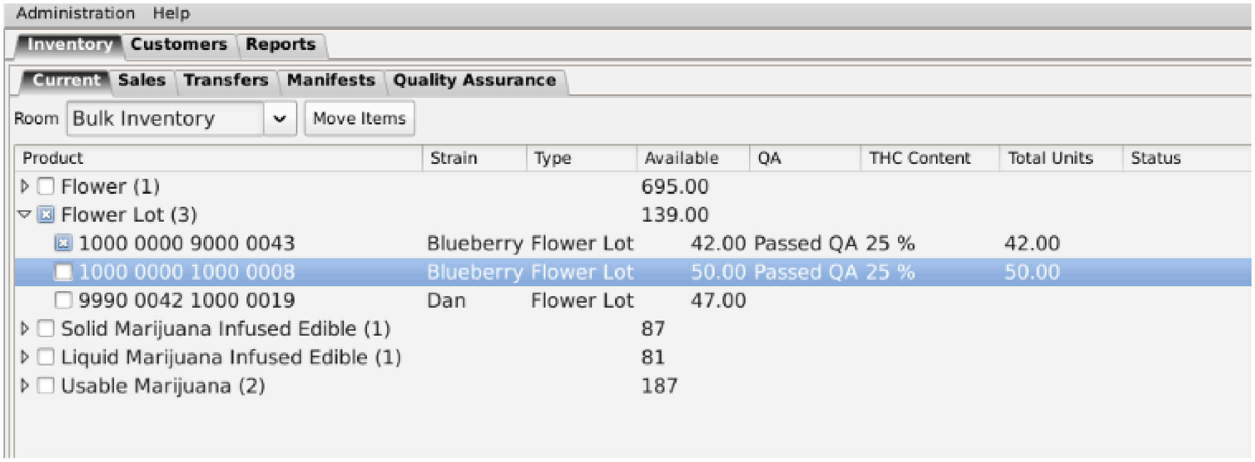
- The Sub-Lot Creation Tool displays. This screen summarizes all of the relevant information for the to-be-created Sub-Lot, including: the Traceability Identifier of source Lot, the Quantity Available for use from the source Lot, the Amount to Deduct from the source Lot that is going into the Sub-Lot, and the Total Sub-Lot Quantity which will be the final quantity in units of the Sub-Lot.



- Enter the appropriate amout within the Amount to Deduct field.
- When complete, click “OK”.



- The newly created Sub-Lot may now be found within the same room under the same group as the source Lot.



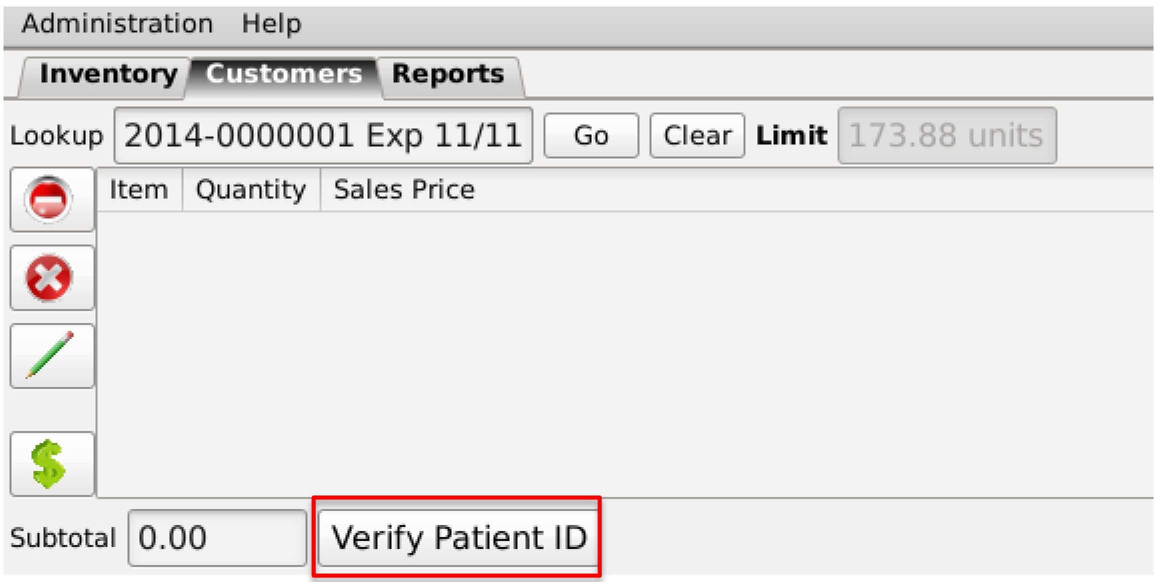
Chapter 7: Sales Activity

In this chapter, you will learn how to:

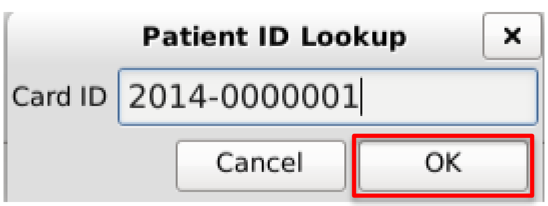
- ✓ Verify Patient Eligibiity and Sales Limits
- ✓ Record Product Sales

Verify Patient Eligibility and Sales Limits

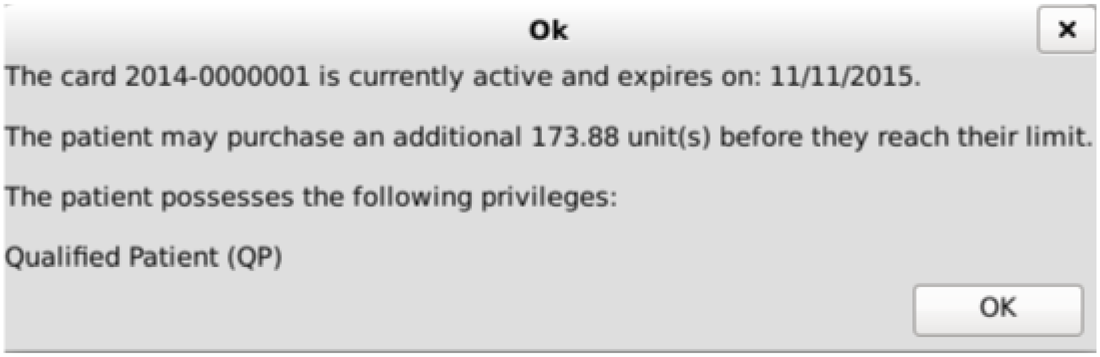
- From the ‘Customer’s Tab’, click the ‘Verify Patient ID’ button.



- The ‘Patient ID Lookup’ screen displays
- Enter the Card ID number and click the ‘OK’ button.



- The Patient Information and Sales Limits display.

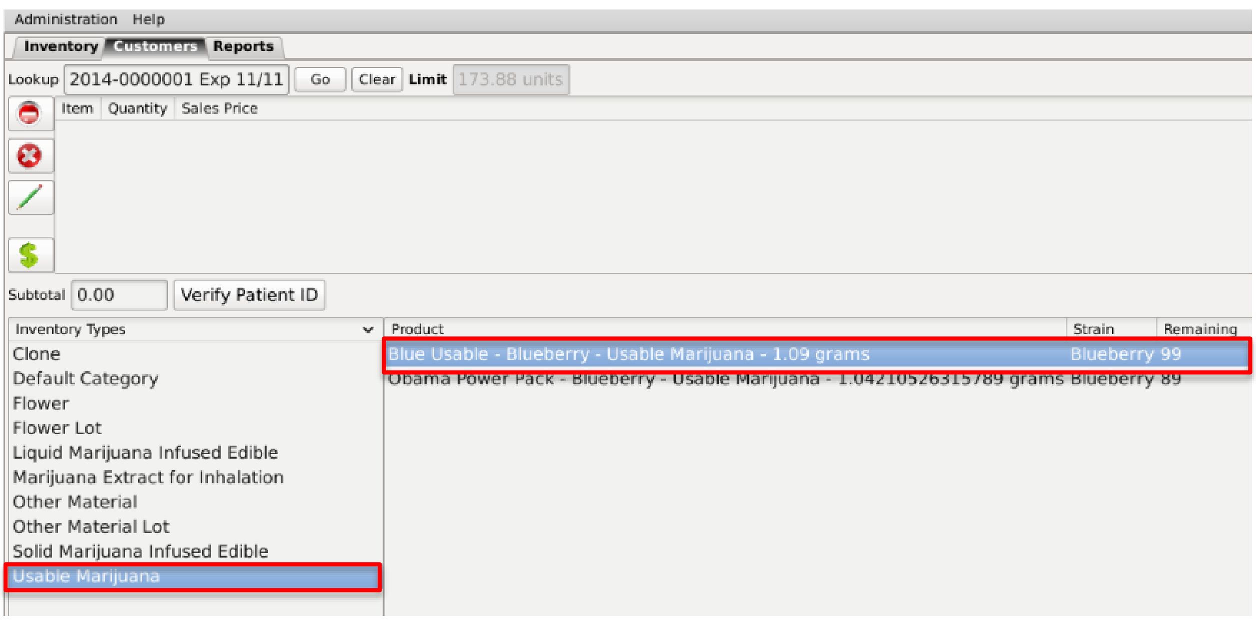


Summarize Product Sales

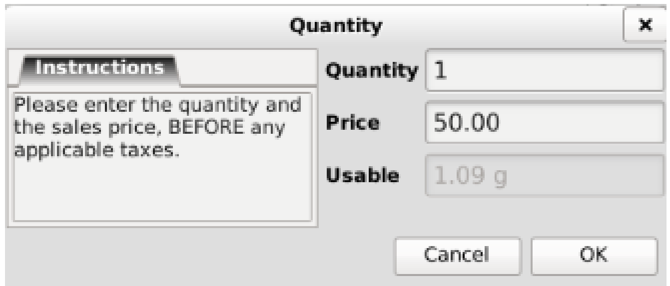
This function will notify the Traceability System of the sales of useable marijuana and marijuana-infused products to consumers.

Note: The patient information must be verified before a sale can be conducted.

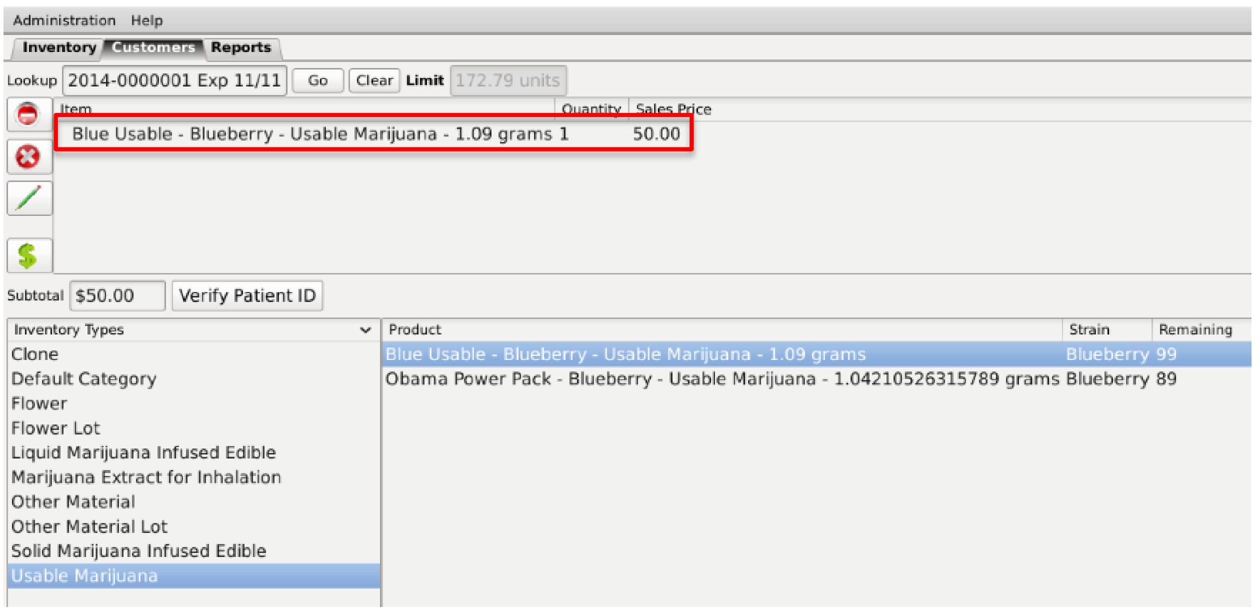
- Navigate to the Customers tab.
- Select an inventory type within the Inventory Type box in the lower-left corner.
- Select a specific product



- The 'Quantity' screen displays.
- Enter the Quantity Sold and the Sales Price then click "OK" when complete.

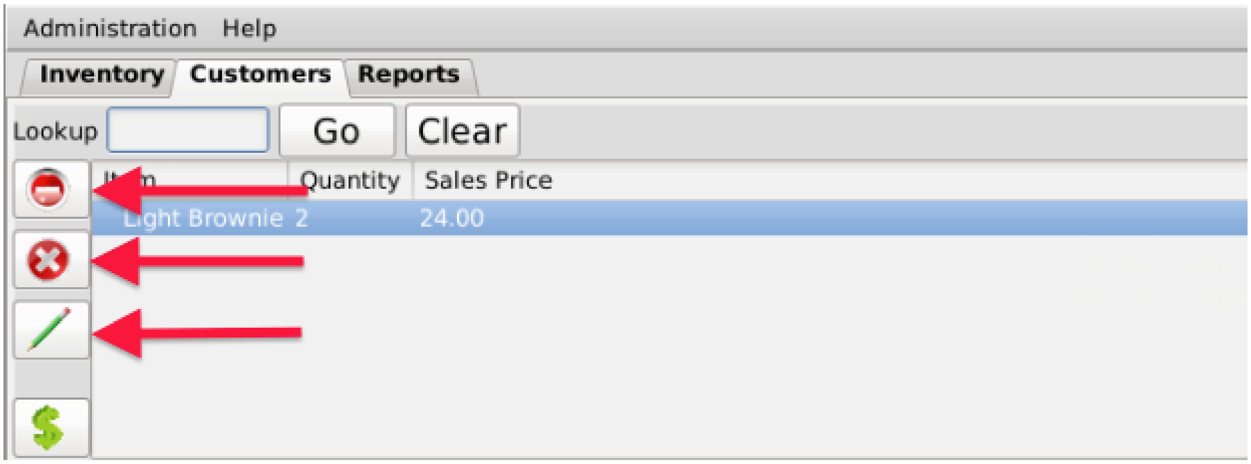


- The sales data is now updated within the Sales Summary window.



Modify Sales Summary Before Submission

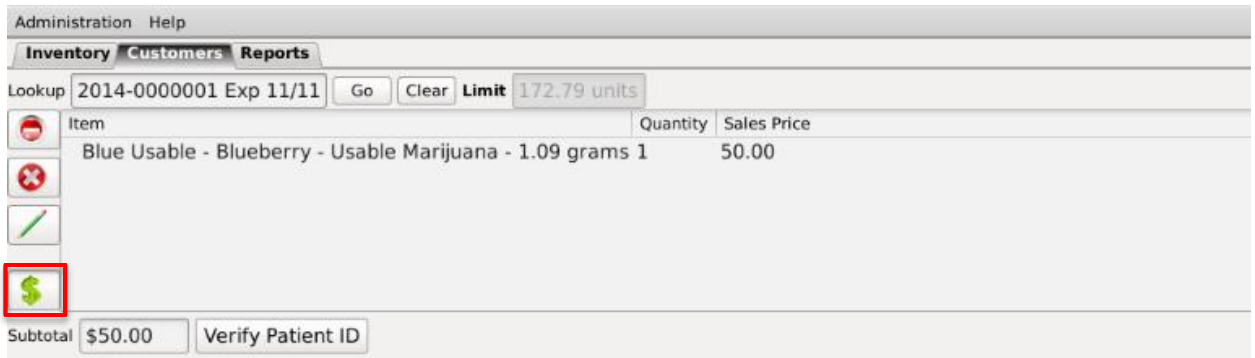
The buttons on the left-side allow you to make changes to data within the Sales Summary window should you find that the information to be inaccurate.



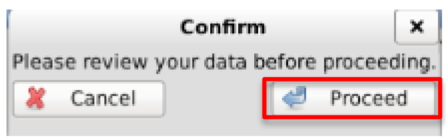
- "Remove Item" button: the top button allows you to entirely remove the selected item in the Sales Summary window.
- "Remove All Items" button: the middle button allows you to entirely remove all items in the Sales Summary window and start over.
- "Edit Item" button: the bottom button allows you to edit either the sales quanity, or the sales price of the selected item in the Sales Summary window.

Submit Sales Data

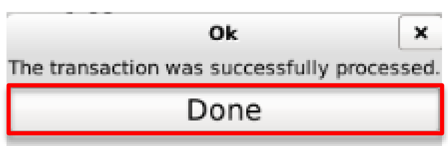
- If the items within the Sales Summary window are correct, click the "Pay" button to submit the data to the Traceability System.



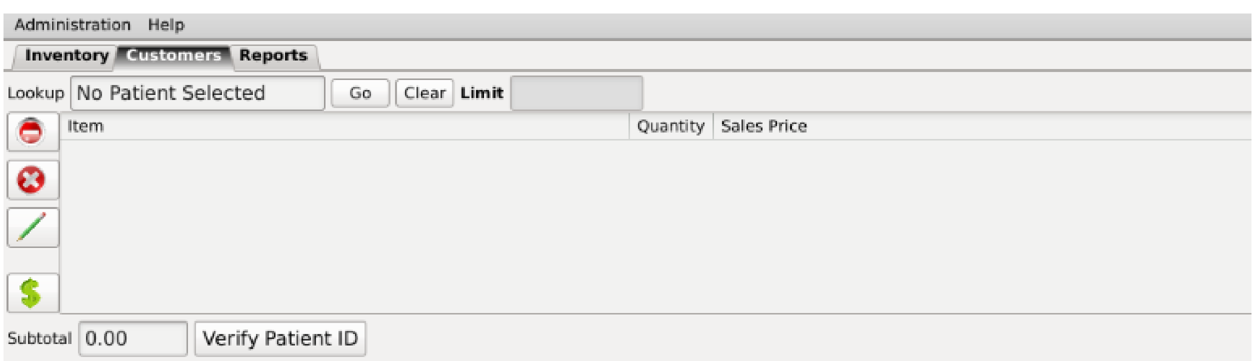
- Review data before proceeding. Once data is reviewed, click the 'Proceed' button.



Click the 'Done' button.



- When complete, the Sales Summary window clears the prior activity and is ready for additional transactions.



Chapter 8: Inventory Adjustments

In this chapter, you will learn how to:

- ✓ Adjust Inventory

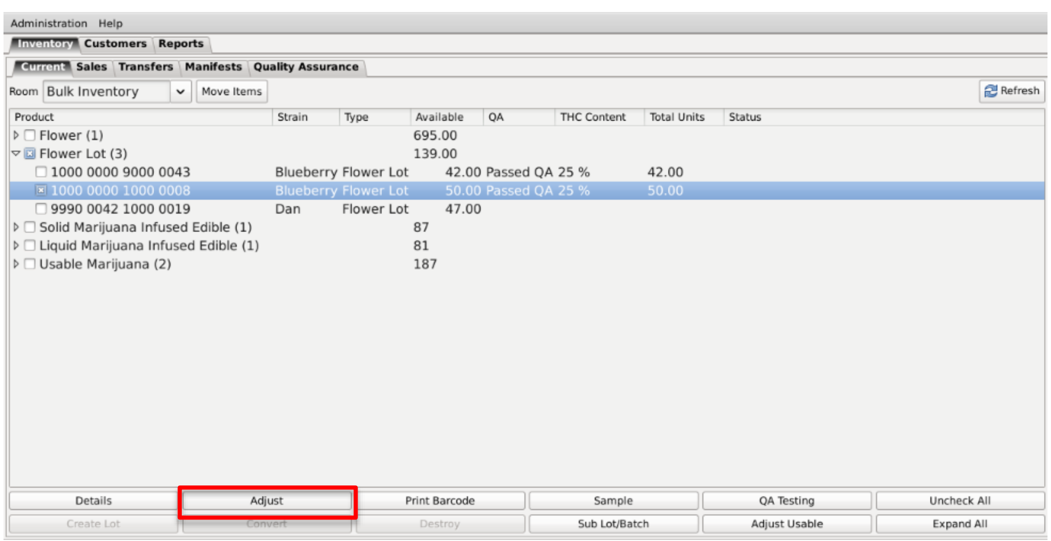
Inventory Adjustments

This function will notify the Traceability System of inventory deductions that are not attributable to sales, samples, or destruction. The four types of adjustments are: Inventory Audit; Theft; Seizure by Federal, State, Local, or Tribal Law Enforcement; and Mistake. The following paragraph provides some guidelines with respect to when each type should be used.

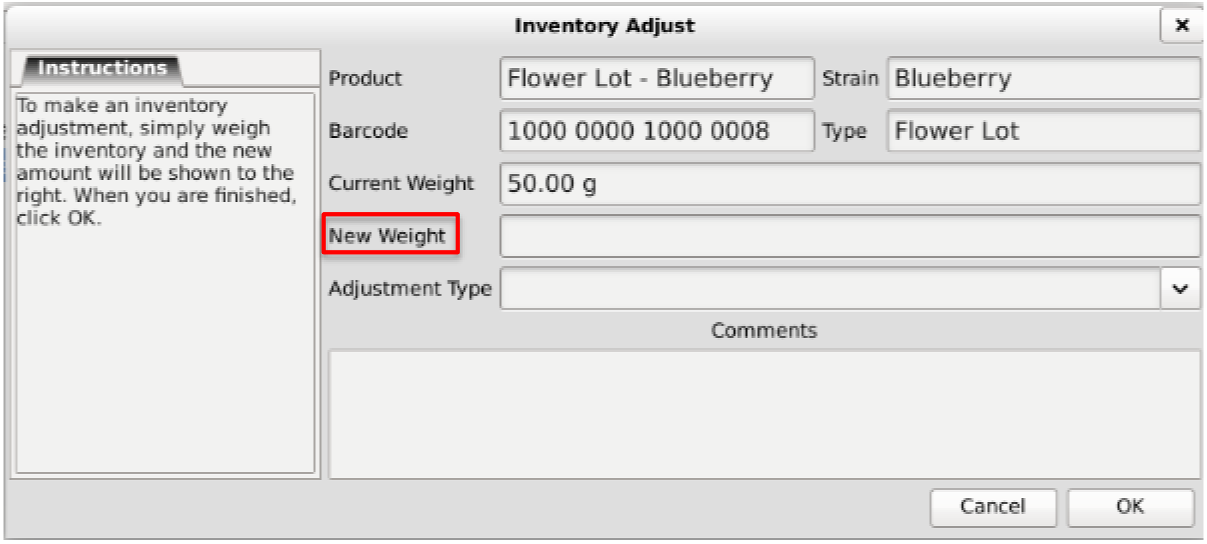
Inventory Audit. If after performing an inventory audit you find that actual inventory quantities do not match quantities as reported in the Traceability System, and you are unable to determine an explanation for the difference.
Theft. If inventory loss is determined to be due to theft.
Seizure by Federal, State, Local, or Tribal Law Enforcement. If inventory loss occurred because of non-DOA law enforcement seizure.
Mistake. If it is determined that prior data submitted to the Traceability System was keyed incorrectly. (This is the only type of adjustment that could result in an inventory increase).

Though the example screen shots illustrate an inventory adjustment due to theft, all of the inventory adjustment types follow the same path.

- Navigate to the Inventory Room within which the to-be-adjusted inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the checkbox to the left of the item to be adjusted.
- Click on the "Adjust" button at the bottom of the screen.

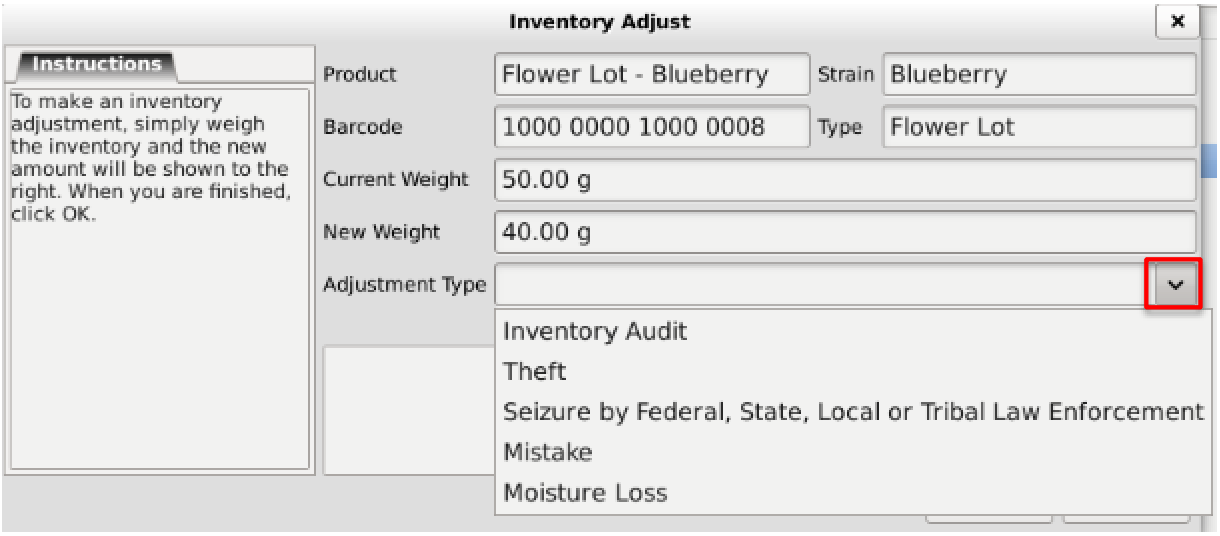


- This will bring up the Inventory Adjustment screen.



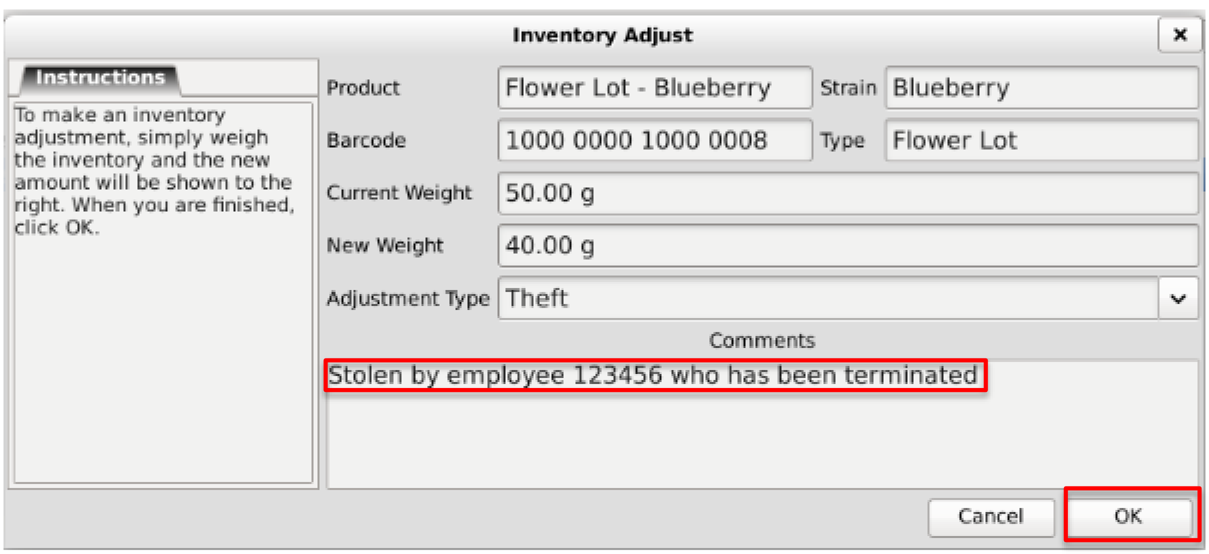
- From the Inventory Adjustment screen,
    - Enter the New Weight (current actual weight that needs to be reflected in the Traceability System).

- Select the Adjustment Type via the dropdown.

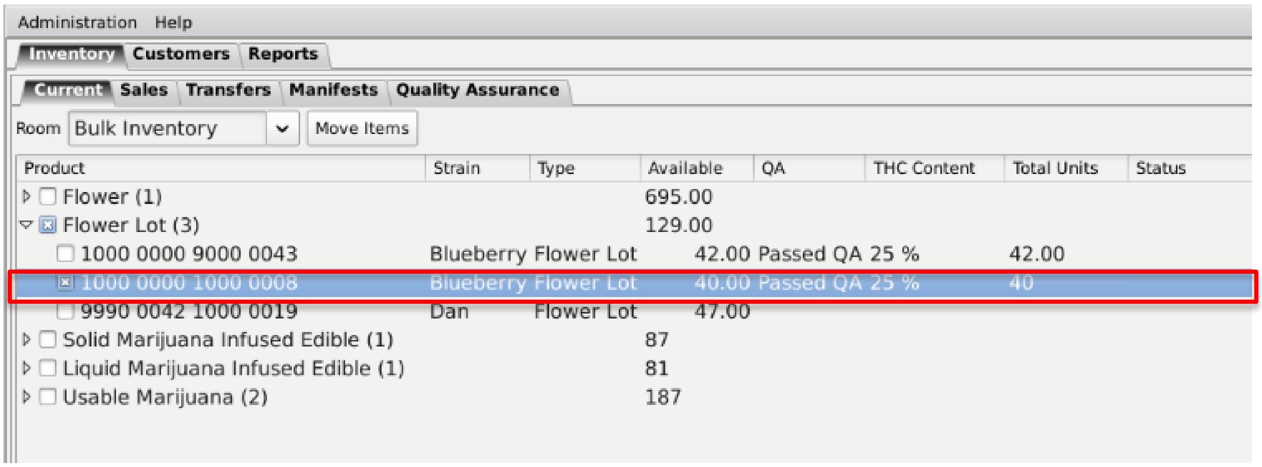


- Type in a detailed explanation for the inventory adjustment within the Comments box.

- Click the "OK" button when complete.



- The item now reflects the actual weight and the reason for the discrepancy has been submitted to the DOA.



Chapter 9: Tax Obligation Report

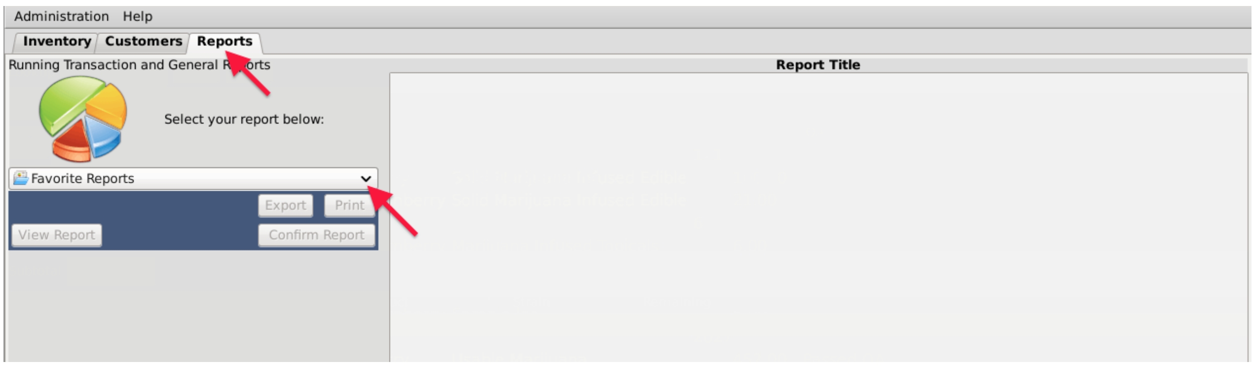
In this chapter, you will learn how to:

✓ Access and submit the Tax Obligation Report

Accessing the Tax Obligation Report

You will need to access the tax obligation report section in order to view, electronically confirm, export, and print your monthly tax obligation report.

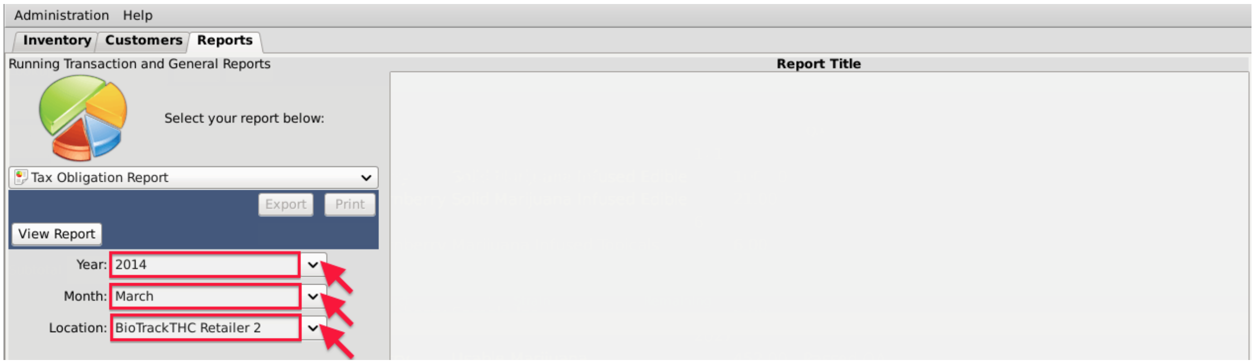
- Navigate to the “Reports” tab found in the top-left corner of the screen, and then click on the “Favorite Reports” dropdown located on the left-hand side of the screen.



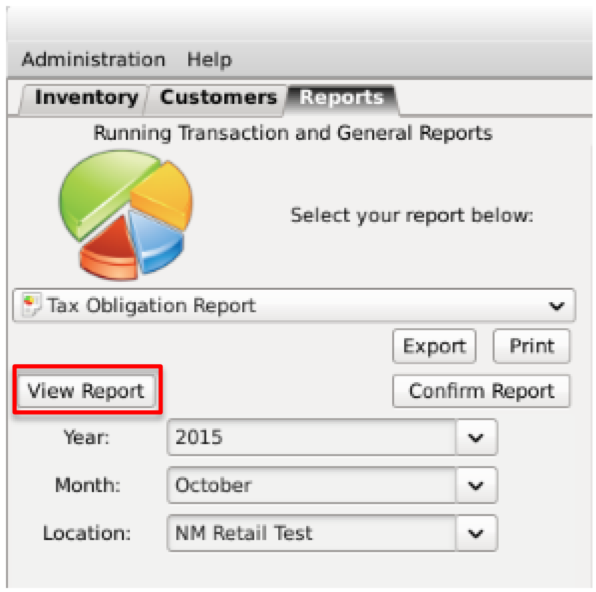
- Hover the cursor over “Tax Reports” and then click on “Tax Obligation Report”.

Viewing the Tax Obligation Report

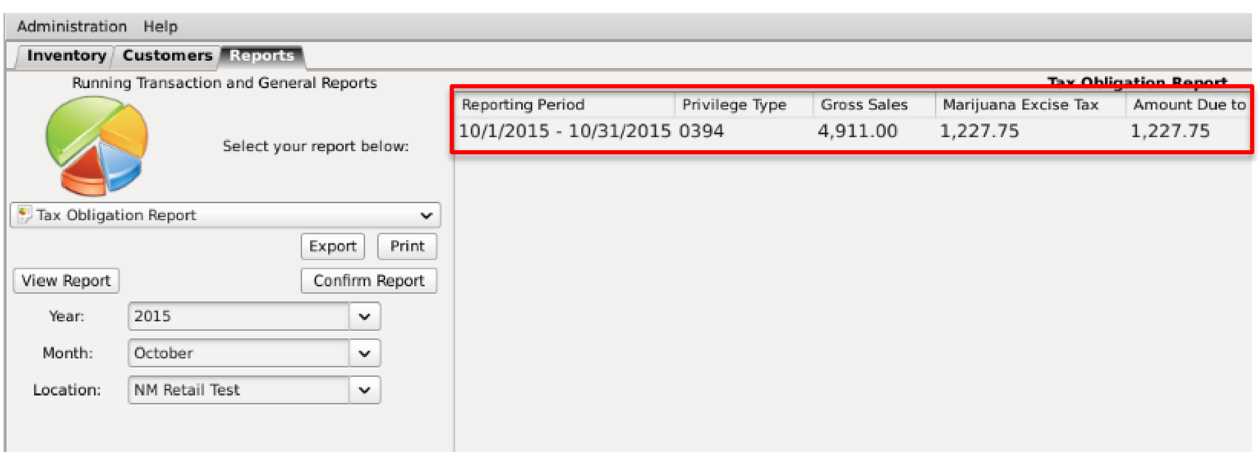
- Using the provided dropdowns select the desired year, month, and location (if more than one) for the report.



- When complete, click “View Report”.



- The primary window will populate with the Reporting Period, Privilege Type, Gross Sales and Amount Due to the DOA.

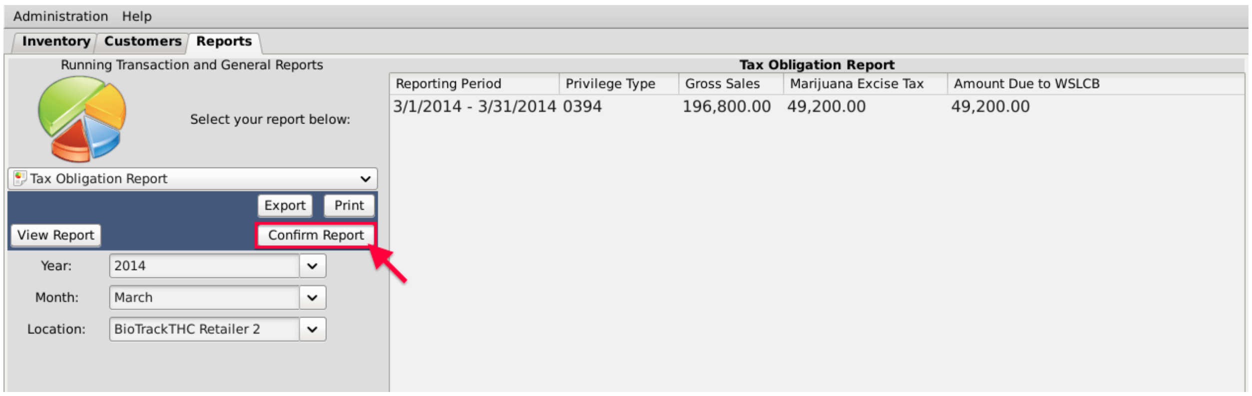


- NOTE: IF YOUR INTERNAL RECORDS DO NOT MATCH THE REPORT, PLEASE REVIEW THE LAST SECTION OF THIS CHAPTER, TITLED “SALES REPORTS”, SO YOU CAN RECONCILE SUBMITTED TRACEABILITY DATA WITH YOUR INTERNAL RECORDS.

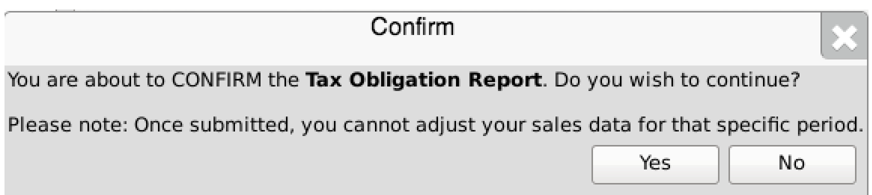
Confirming and Electronically Submitting the Tax Obligation Report

Once you have verified that the reporting period's gross sales match your internal records, you will need to electronically submit the tax obligation report to the DOA through the Traceability System.

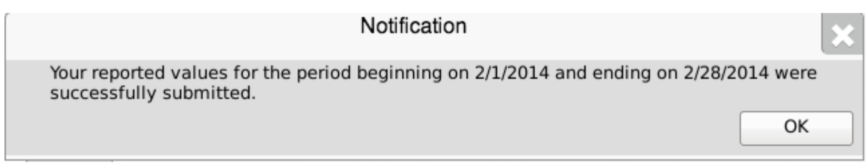
- Click on the "Confirm Report" button.



- A prompt will appear warning you that once the tax obligation report is confirmed, you may no longer adjust sales data for that specific period. Click "Yes" when you wish to confirm.



- You will see the following notification when the DOA has received the confirmation of the reporting period's tax obligation report.

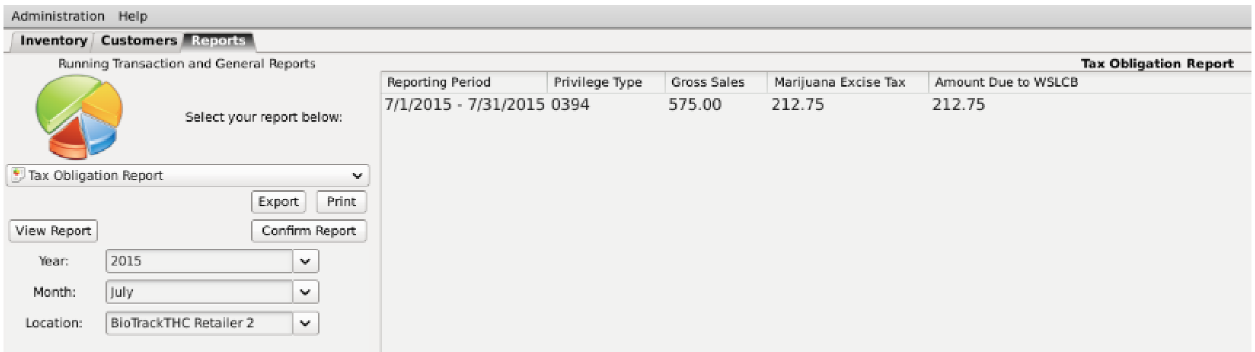


- NOTE: IF YOU DISCOVER AN ERROR IN THE REPORTING PERIOD AFTER THE CONFIRMATION HAS BEEN PROCESSED, YOU WILL NEED TO CONTACT THE DOA TO HAVE THE REPORTING PERIOD TEMPORARILY UNLOCKED IN ORDER TO MAKE THE NECESSARY PRIOR-PERIOD REPORTING ADJUSTMENTS.

Downloading and Printing the Tax Obligation Report

Once you have confirmed the Tax Obligation Report within the Traceability System, you must download and print the tax obligation report for the purposes of sending it to the DOA with payment due.

- Click on the "Print" button.



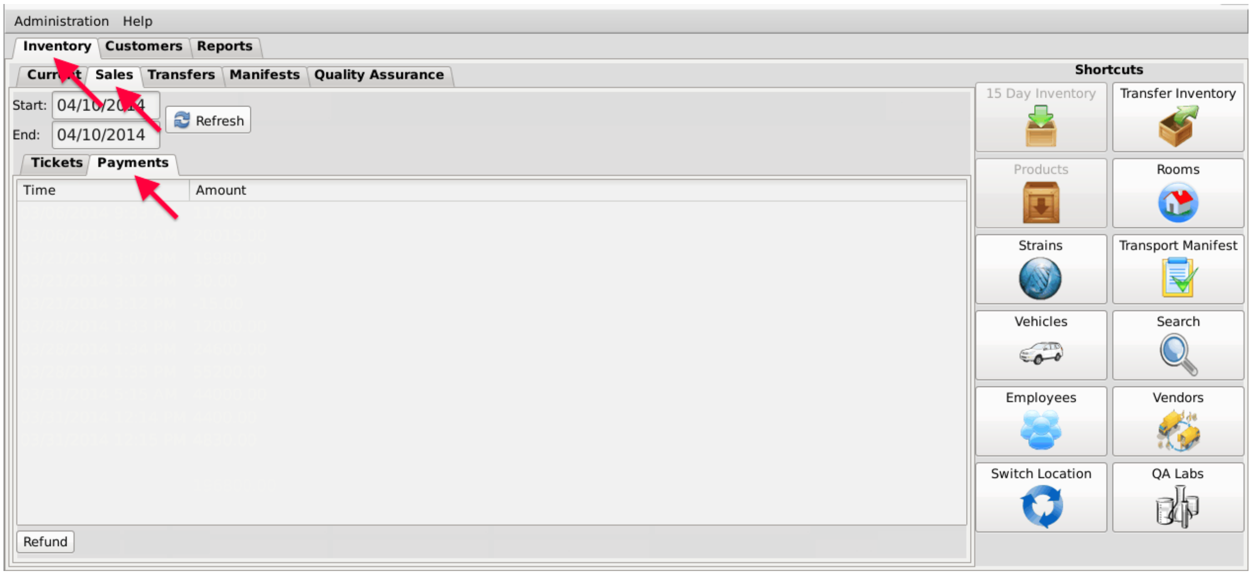
- Depending on your internet browser and your settings, your computer may automatically begin downloading a pdf version of the tax obligation report, or may prompt you to allow, keep, or accept the file.

- Open and print the tax obligation report pdf file and follow its instructions for remitting the hardcopy of the report and payment to the DOA.

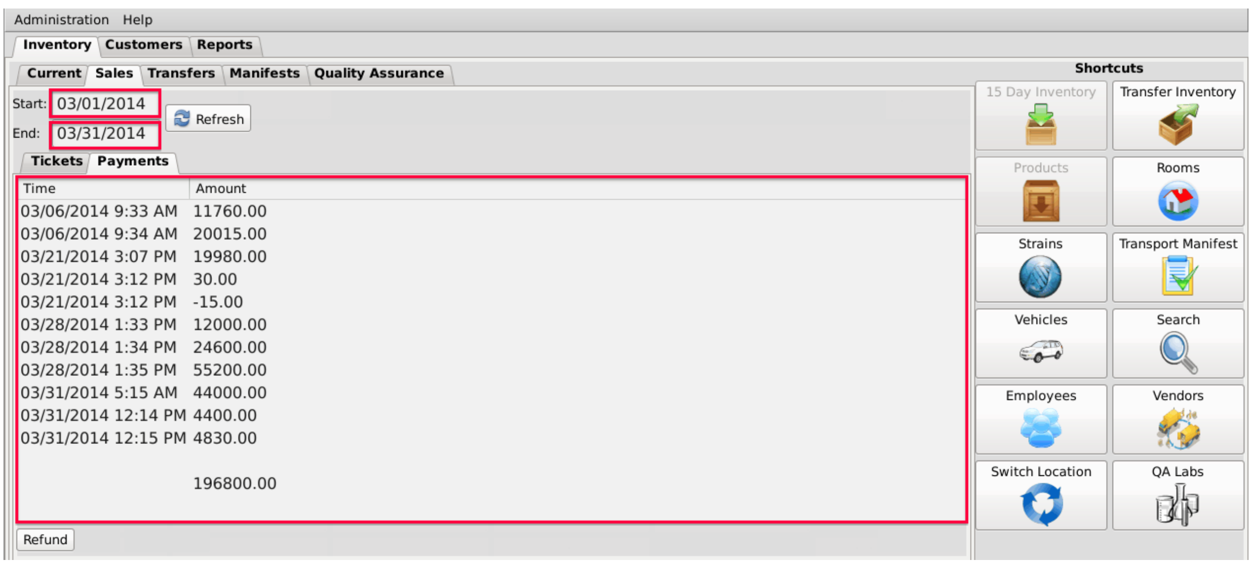
Sales Reports

You may view your sales activity—as entered into the Traceability System—by looking up the submitted Payments within the Sales tab.

- Navigate to the Inventory tab, then the Sales tab, and click on the Payments tab.

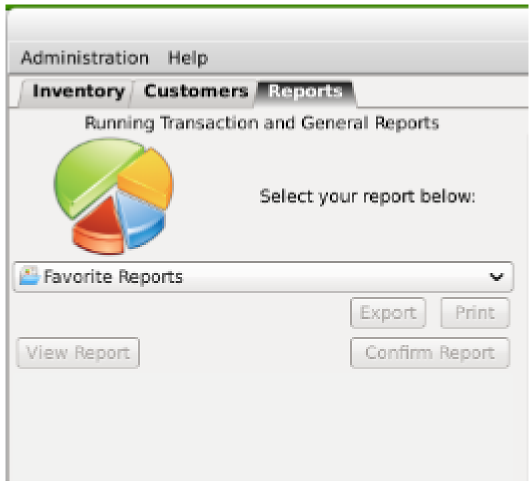


- Enter the desired date range and the report window will populate with a breakdown of reported sales activity for that time frame.

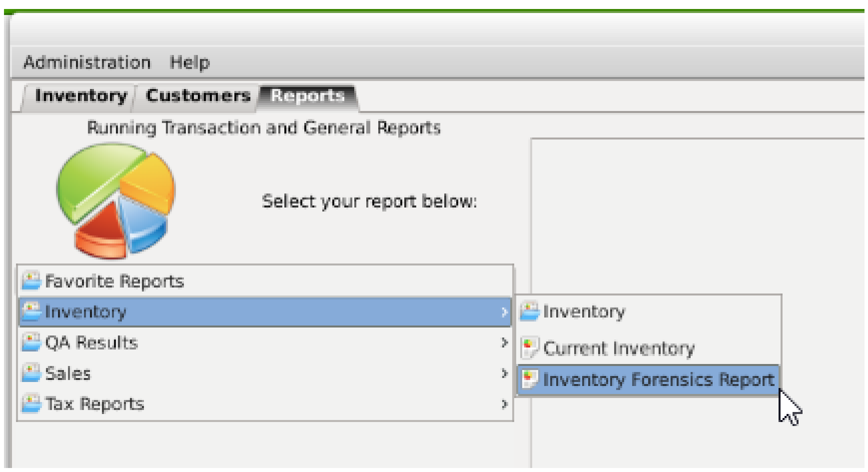


Chapter 10: Inventory Forensics Reports

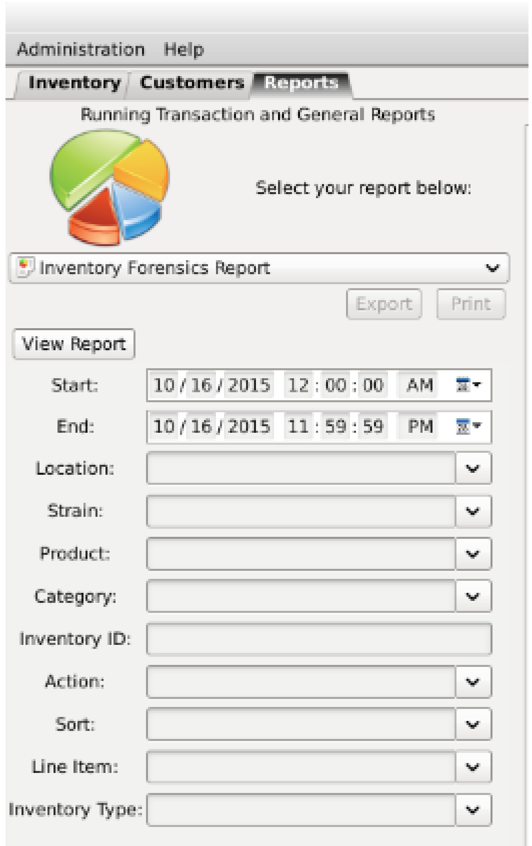
- To view Invenotry Forensics Reports:
- Go to the Reports tab.



- Click the Favorite Reports dropdown menu>Inventory>Inventory Forensics Reports

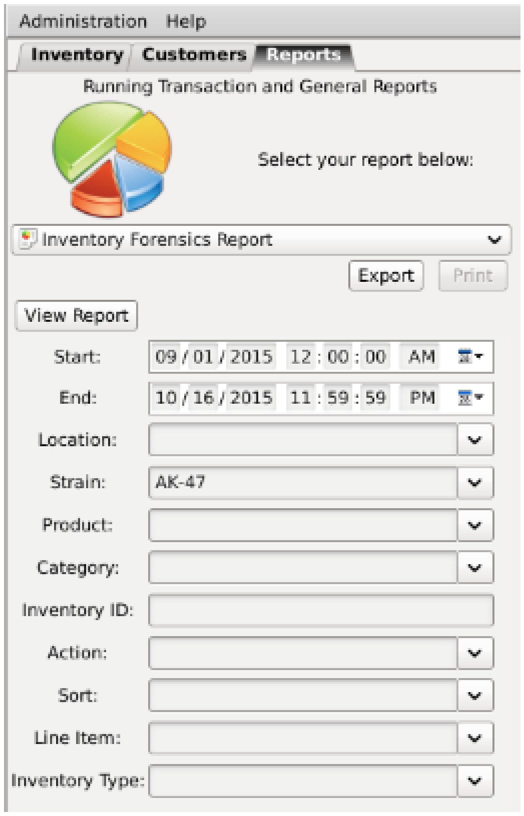


- The Inventory Forensics Report Menu displays.



- Use the filter options to view the desired report. Reports can be filtered based on the date, location, strain type, product type, Category, Inventory ID number, Action performed, Sort, Line tiem and inventory type.

- The following example sorts the reports based on date and strain type.
- Click the ‘View Report’ button.



- The list of reports that pertain to that search criteria display on the screen.

Inventory Forensics Report

Name	Inventory ID	Location	Previous Quantity	New Quantity	Difference
Usable Marijuana - AK-47 - Usable Marijuana - 2.00 grams	9999 9999 6000 0756				
		BioTrackTHC Retailer 1	25.00	25.00	0.00
		BioTrackTHC Retailer 1	25.00	25.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 3.00 grams	9999 9999 6000 0759				
		BioTrackTHC Retailer 2	900.00	900.00	0.00
		BioTrackTHC Retailer 2	900.00	900.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 0.50 grams	9999 9999 6000 0770				
		BioTrackTHC Retailer 1	77.00	77.00	0.00
		BioTrackTHC Retailer 1	77.00	77.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 2.00 grams	9999 9999 6000 1594				
		BioTrackTHC Retailer 1	49.00	49.00	0.00
		BioTrackTHC Retailer 1	49.00	49.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 1.00 grams	9999 9999 6000 1595				
		BioTrackTHC Retailer 1	99.00	99.00	0.00
		BioTrackTHC Retailer 1	99.00	99.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 3.00 grams	9999 9999 7000 0014				
		BioTrackTHC Retailer 2	150.00	150.00	0.00
		BioTrackTHC Retailer 2	150.00	150.00	0.00