

Volume

6

BIO-TECH MEDICAL SOFTWARE, INC.

BIOTRACKTHC WASHINGTON TRACEABILITY SYSTEM

LICENSEE MANUAL - PROCESSORS



**Washington State
Liquor and Cannabis Board**



LICENSEE MANUAL

PROCESSORS

BIO-TECH MEDICAL SOFTWARE, INC.

BioTrackTHC Washington Traceability System Licensee Manual - Processors

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Chapter 1: User Access

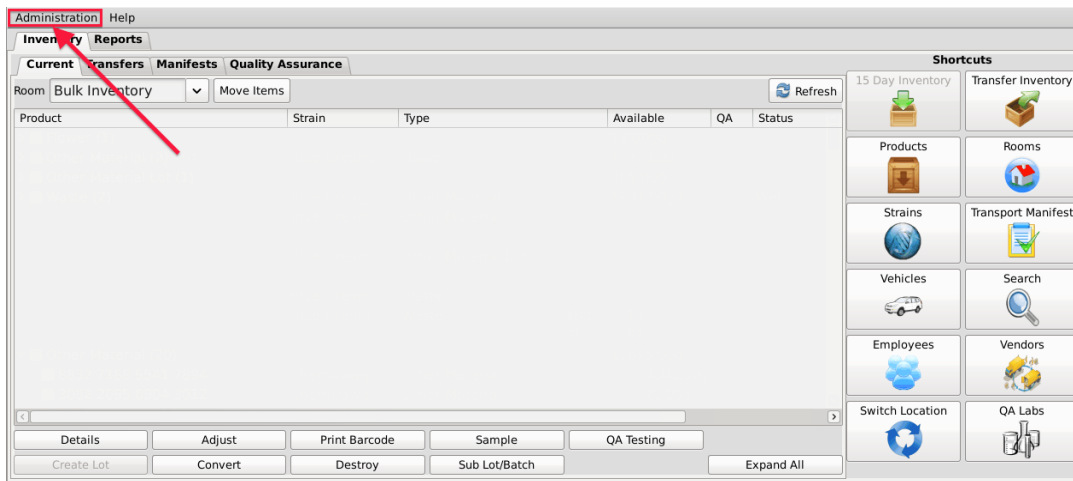
In this chapter, you will learn how to:

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

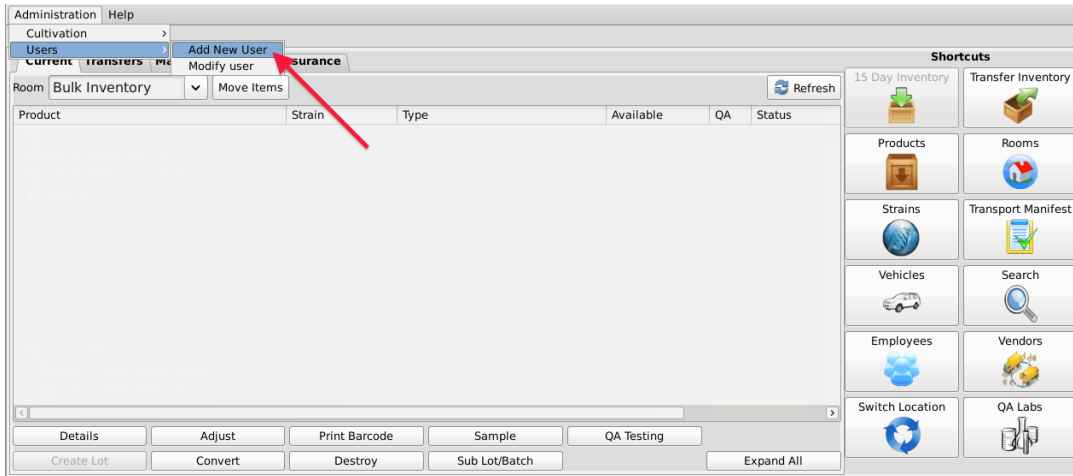
In addition to the login credentials given to you by the WSLCB, the Traceability System allows each licensee the ability to grant system access to additional users for data submission on your behalf. Please be aware that this is distinct from employees as defined in Chapter 2: Employees (e.g., not all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

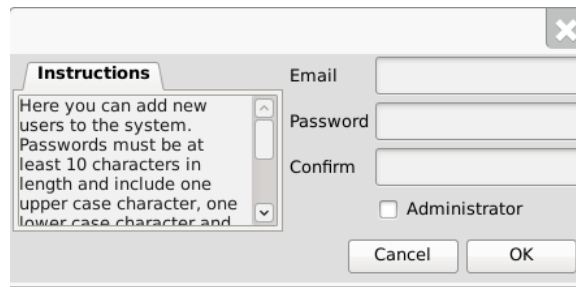
- To add new users into the system, click on the Administration menu near the top left corner of the window.



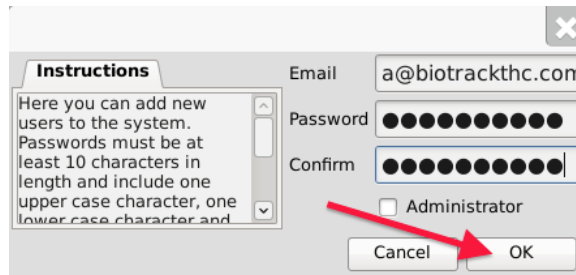
- Hover the cursor over “Users” and then click on “Add New User”.



- This will bring up the New User screen.



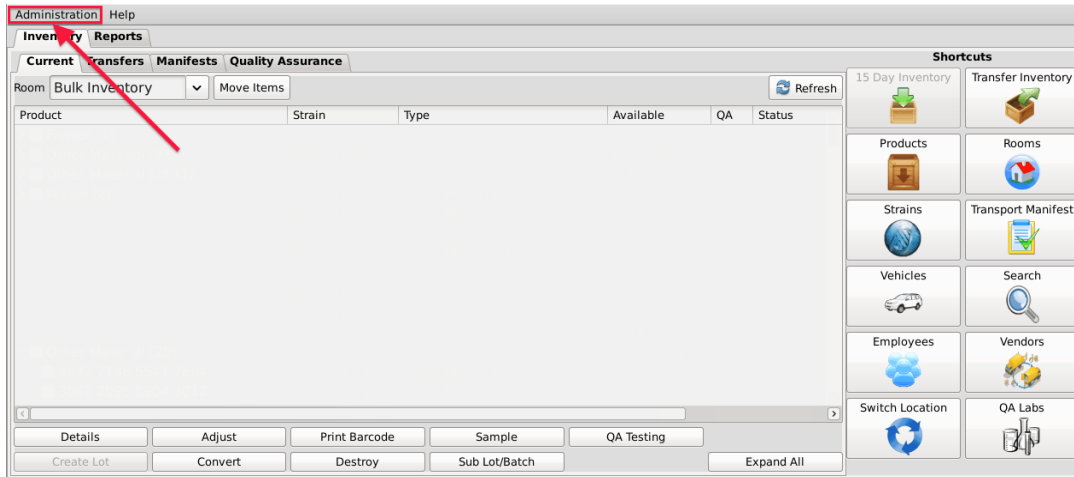
- Within the Email text box, type the email address of the new user being granted access.
- Within the Password text box, enter the new user's initial password.
 - **NOTE: the password must be at least ten (10) characters in length and must include one upper case character, one lower case character,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



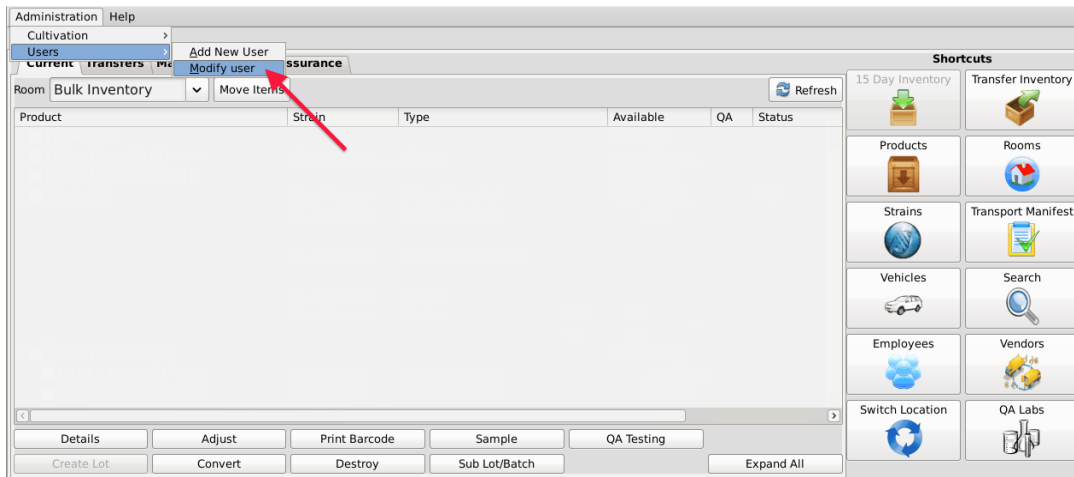
- Click on the "OK" button when complete.

Modifying an Existing user

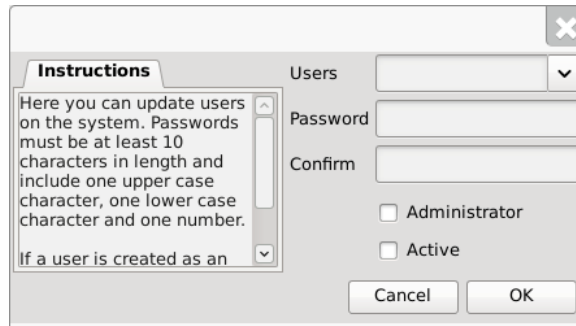
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



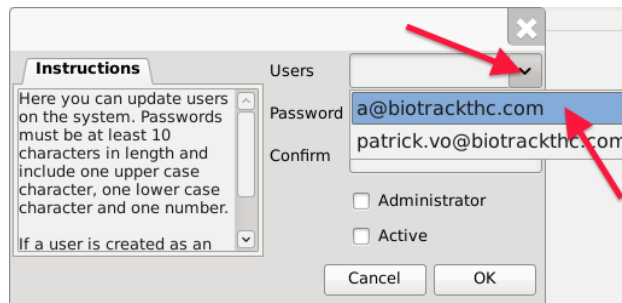
- Hover the cursor over “Users” and then click on “Modify User”.



- 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

Regulations

WAC 314-55-0815

(2) All applicants and employees working in each licensed establishment must be at least twenty-one years of age.

WAC 314-55-083

(6) (g) Processors may sample one unit, per batch of a new edible marijuana-infused product to be offered for sale on the market. Sampling for quality may not take place at a licensed premises. Only the processor or employees of the licensee may sample the edible marijuana-infused product. The processor must record the amount of each sample and the employee(s) conducting the sampling in the traceability system.

(6) (h) Processors may sample up to one quarter gram, per batch of a new marijuana-infused extract for inhalation to be offered for sale on the market. Sampling for quality may not take place at a licensed premises. Only the processor or employee(s) of the licensee may sample the marijuana-infused extract for inhalation. The processor must record the amount of each sample and the employee(s) conducting the sampling in the traceability system.

WAC 314-55-085

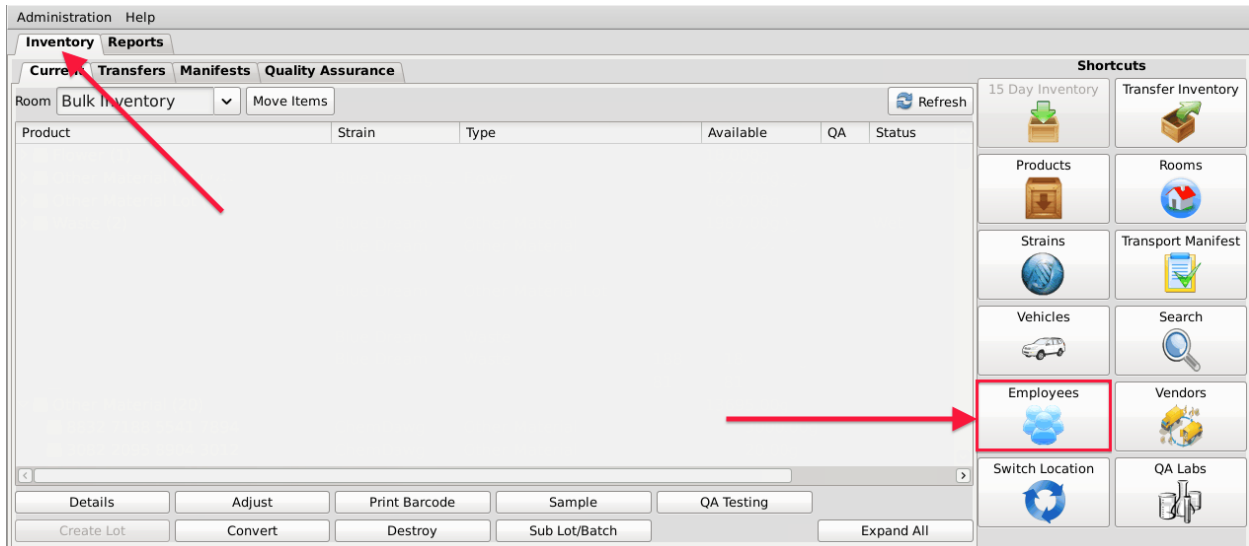
(1) Notification of shipment. Upon transporting any marijuana or marijuana product, a producer, processor or retailer shall notify the board of the type and amount and/or weight of marijuana and/or marijuana products being transported, the name of transporter, times of departure and expected delivery. This information must be reported in the traceability system described in WAC 314-55-083(4).

(5) (a) Only the marijuana licensee or an employee of the licensee may transport product;

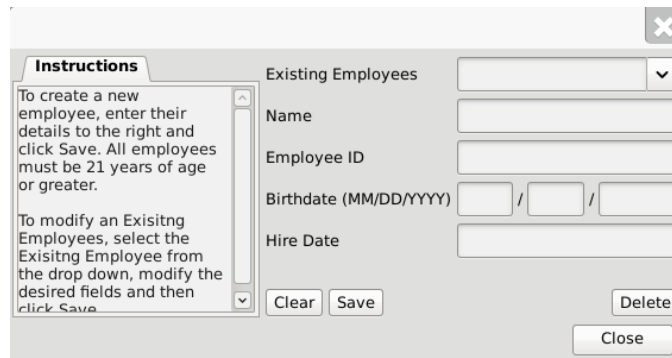
Accessing the Employee Screen

To add new employees, 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.

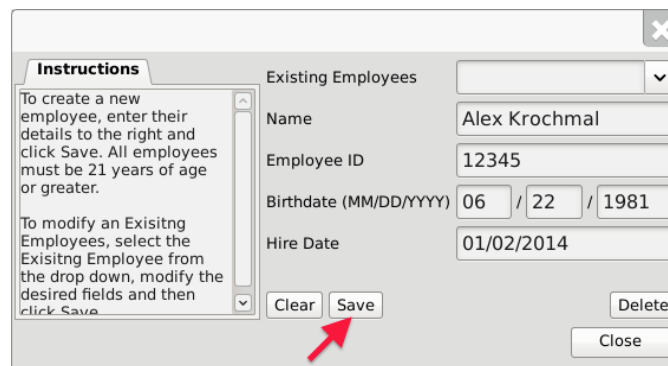


- This will bring up the Employee screen.

A screenshot of a form titled 'Instructions' for managing employees. The form is divided into two main sections. The left section contains instructions: 'To create a new employee, enter their details to the right and click Save. All employees must be 21 years of age or greater.' and 'To modify an Existing Employee, select the Existing Employee from the drop down, modify the desired fields and then click Save.' The right section contains input fields: 'Existing Employees' (a dropdown menu), 'Name' (a text field), 'Employee ID' (a text field), 'Birthdate (MM/DD/YYYY)' (three separate text fields for month, day, and year), and 'Hire Date' (a text field). At the bottom right, there are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

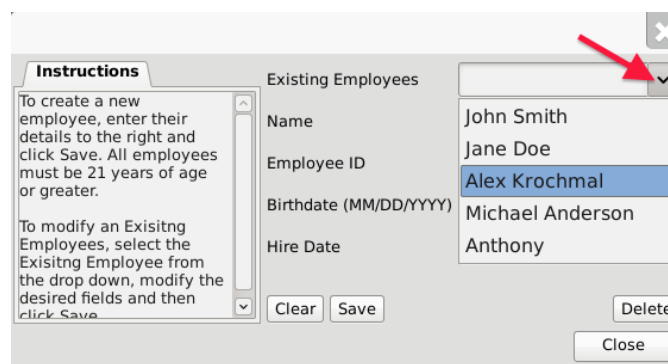
Add a New Employee

- 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 WSLCB, 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 screenshot shows a web form titled "Add a New Employee". On the left, there is an "Instructions" box with two paragraphs: "To create a new employee, enter their details to the right and click Save. All employees must be 21 years of age or greater." and "To modify an Existing Employee, select the Existing Employee from the drop down, modify the desired fields and then click Save." To the right of the instructions is a form with the following fields: "Existing Employees" (a dropdown menu), "Name" (text input with "Alex Krochmal"), "Employee ID" (text input with "12345"), "Birthdate (MM/DD/YYYY)" (date picker with "06 / 22 / 1981"), and "Hire Date" (text input with "01/02/2014"). At the bottom of the form are four buttons: "Clear", "Save", "Delete", and "Close". A red arrow points to the "Save" button.

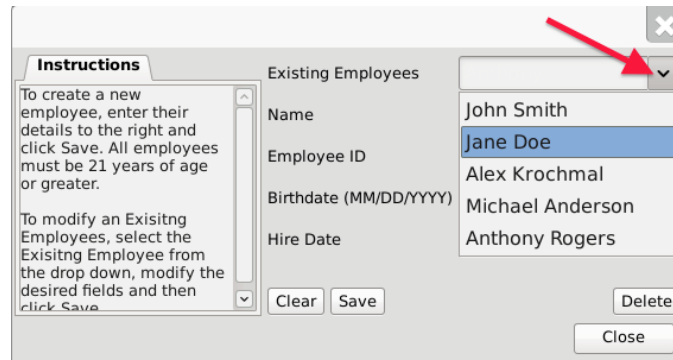
- The new employee will now appear within the Existing Employees dropdown for selection.



This screenshot shows the same form as the previous one, but the "Existing Employees" dropdown menu is open, displaying a list of names: "John Smith", "Jane Doe", "Alex Krochmal", "Michael Anderson", and "Anthony". The name "Alex Krochmal" is highlighted in blue. A red arrow points to the dropdown arrow icon on the right side of the menu.

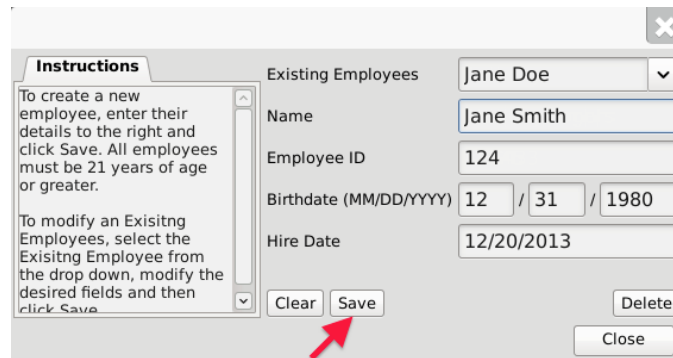
Modifying an Existing Employee

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



The screenshot shows a software window titled "Existing Employees" with a dropdown menu open. The dropdown list contains the following names: John Smith, Jane Doe (highlighted), Alex Krochmal, Michael Anderson, and Anthony Rogers. A red arrow points to the dropdown arrow. The background shows a form with fields for Name, Employee ID, Birthdate (MM/DD/YYYY), and Hire Date, and buttons for Clear, Save, Delete, and Close.

- 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).



The screenshot shows the same software window, but now the "Existing Employees" dropdown is set to "Jane Doe". The "Name" field contains "Jane Smith". The "Employee ID" field contains "124". The "Birthdate (MM/DD/YYYY)" field contains "12 / 31 / 1980". The "Hire Date" field contains "12/20/2013". A red arrow points to the "Save" button.

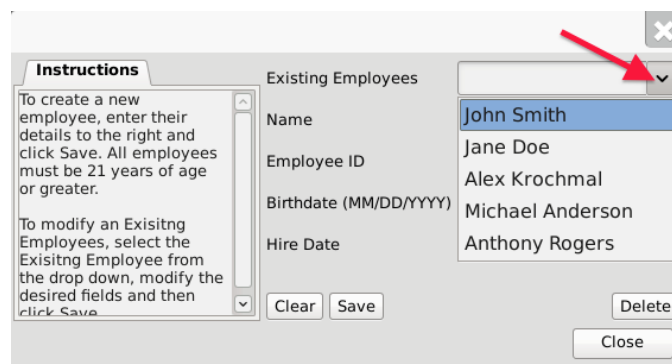
- Click on the "Save" button when complete.

Deleting an Existing Employee

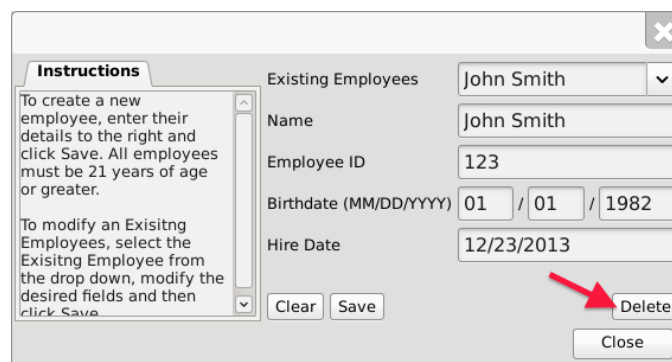
If you find that an existing employee is no longer needed (e.g., employee is terminated, employee record was created in error, etc...) you may delete the employee record.

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.

- 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:

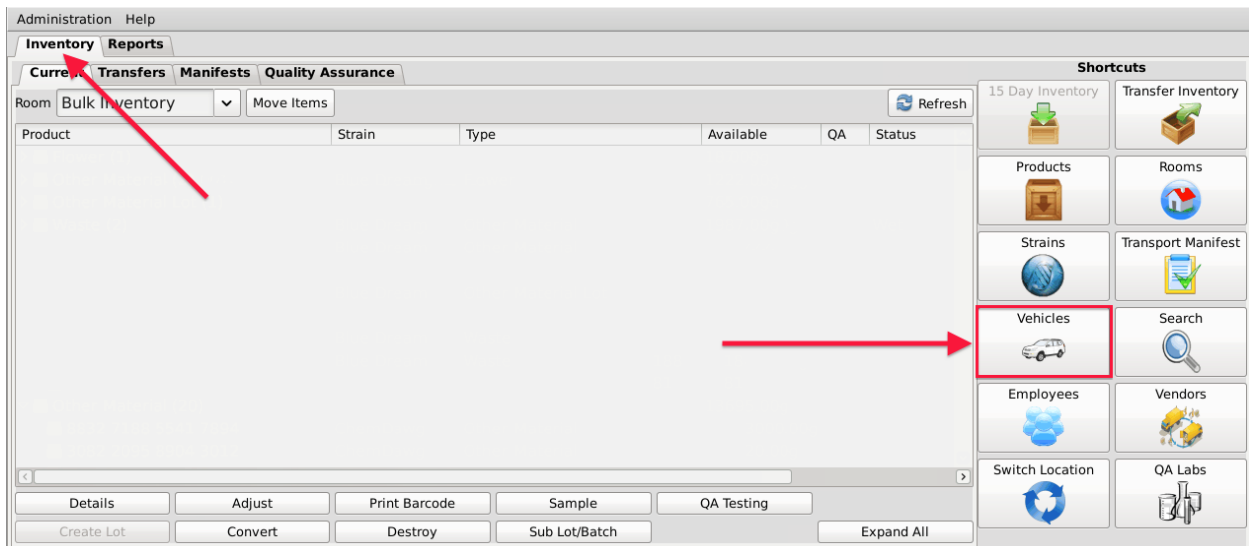
- ✓ Add, modify and remove company vehicles

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

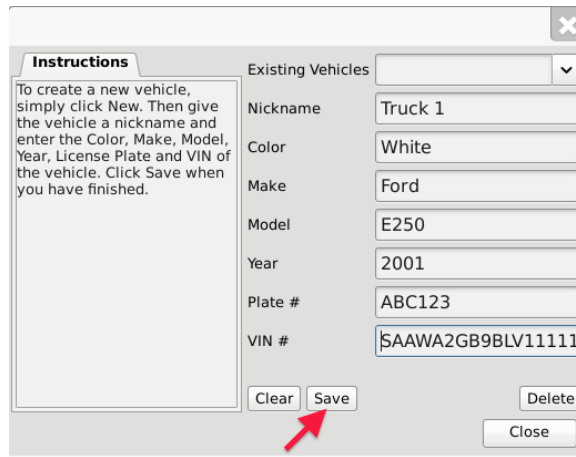


- This will bring up the Vehicle screen.

The screenshot shows a 'Vehicle' creation form. It has an 'Instructions' section on the left that reads: 'To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished.' To the right of the instructions are several input fields: 'Existing Vehicles' (a dropdown menu), 'Nickname', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. At the bottom of the form are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

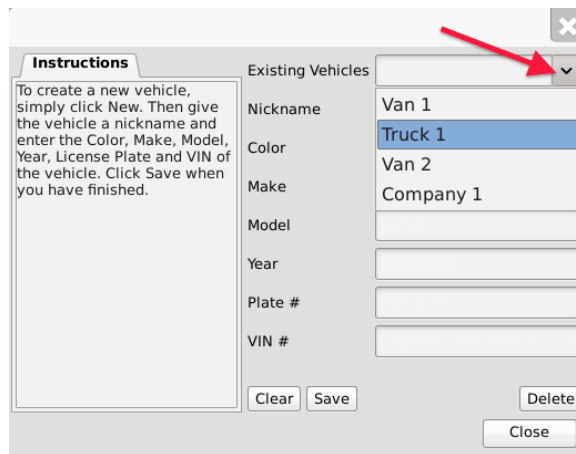
Add a New Vehicle

- 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 screenshot shows a dialog box titled "Add a New Vehicle" with a close button (X) in the top right corner. On the left, there is an "Instructions" section with the text: "To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished." To the right of the instructions is an "Existing Vehicles" dropdown menu. Below this are input fields for: Nickname (Truck 1), Color (White), Make (Ford), Model (E250), Year (2001), Plate # (ABC123), and VIN # (SAAWA2GB9BLV11111). At the bottom of the form are four buttons: "Clear", "Save" (highlighted with a red arrow), "Delete", and "Close".

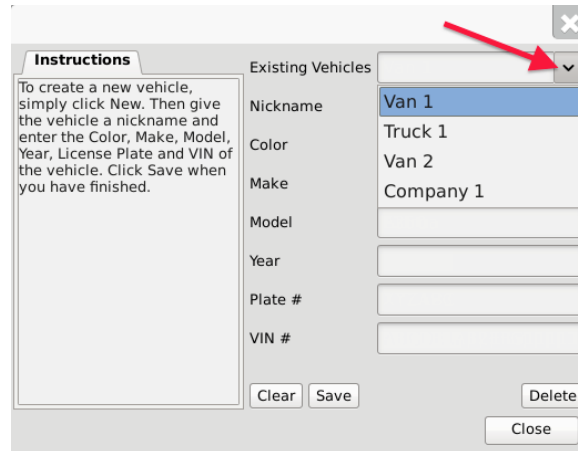
- The new vehicle will now appear within the Existing Vehicles dropdown for selection.



The screenshot shows the same dialog box as above, but the "Existing Vehicles" dropdown menu is now open, displaying a list of vehicles: "Van 1", "Truck 1" (highlighted in blue), "Van 2", and "Company 1". A red arrow points to the dropdown arrow icon. The other input fields and buttons remain the same as in the previous screenshot.

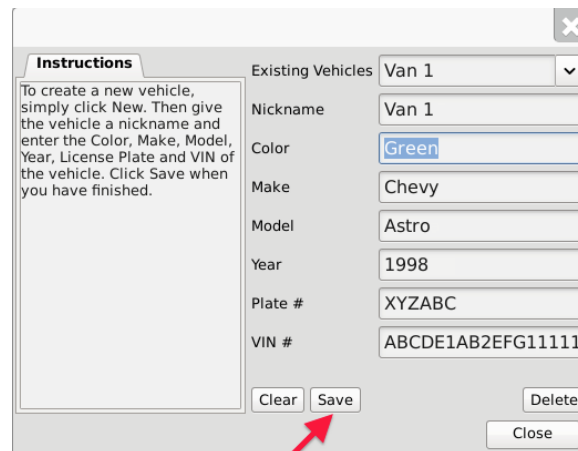
Modifying an Existing Vehicle

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



The screenshot shows a web form for modifying a vehicle. On the left, there is an 'Instructions' box with the text: 'To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished.' The main form area has a dropdown menu labeled 'Existing Vehicles' with a red arrow pointing to it. The dropdown is open, showing a list of options: 'Van 1' (highlighted in blue), 'Truck 1', 'Van 2', and 'Company 1'. Below the dropdown are input fields for 'Nickname', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. At the bottom of the form are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

- 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).



This screenshot shows the same vehicle modification form as the previous one, but now 'Van 1' is selected in the 'Existing Vehicles' dropdown. The form fields are populated with the following information: Nickname: 'Van 1', Color: 'Green' (highlighted in blue), Make: 'Chevy', Model: 'Astro', Year: '1998', Plate #: 'XYZABC', and VIN #: 'ABCDE1AB2EFG11111'. A red arrow points to the 'Save' button at the bottom of the form.

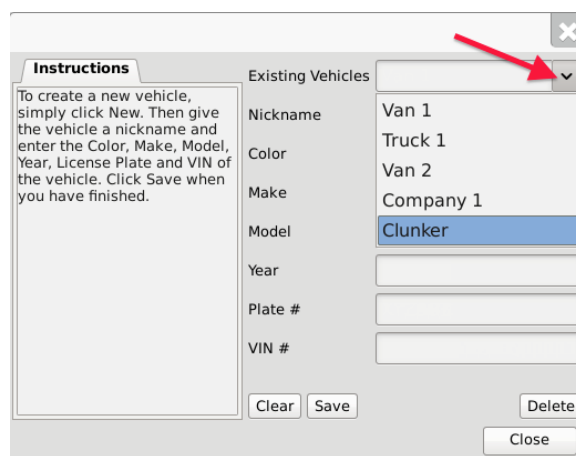
- Click on the "Save" button when complete.

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.

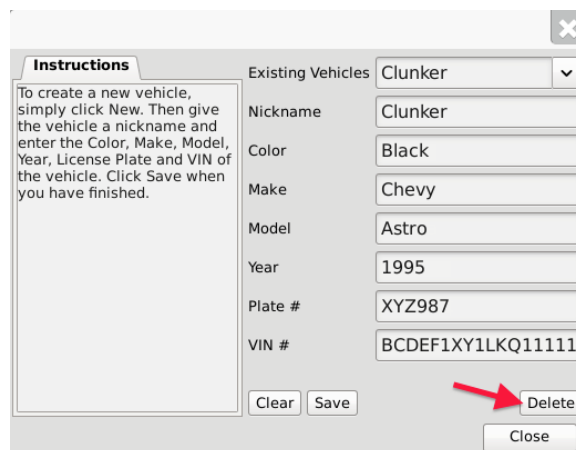
NOTE: Removing a vehicle does not delete any of the already submitted Traceability System data associated with that vehicle record. It simply removes the vehicle record from use moving forward.

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



The screenshot shows a web form for creating a new vehicle. On the left is an 'Instructions' box. The main form has an 'Existing Vehicles' dropdown menu, which is currently open, showing a list of options: 'Van 1', 'Truck 1', 'Van 2', 'Company 1', and 'Clunker'. A red arrow points to the dropdown arrow. Below the dropdown are input fields for 'Nickname', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. The 'Model' field is currently filled with 'Clunker'. At the bottom are 'Clear', 'Save', 'Delete', and 'Close' buttons.

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



The screenshot shows the same web form, but now the 'Existing Vehicles' dropdown is closed and 'Clunker' is selected. The input fields are populated with the following information: 'Nickname' is 'Clunker', 'Color' is 'Black', 'Make' is 'Chevy', 'Model' is 'Astro', 'Year' is '1995', 'Plate #' is 'XYZ987', and 'VIN #' is 'BCDEF1XY1LKQ11111'. A red arrow points to the 'Delete' button at the bottom right.

- Click on the "Delete" button.

Chapter 4: Vendors

In this chapter, you will learn how to:

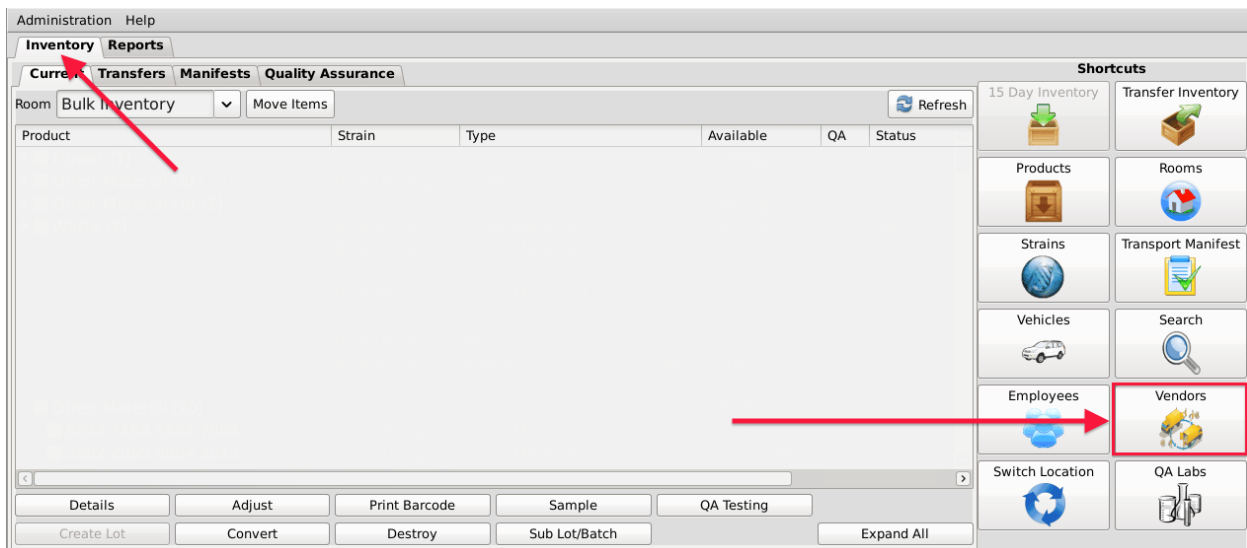
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List

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

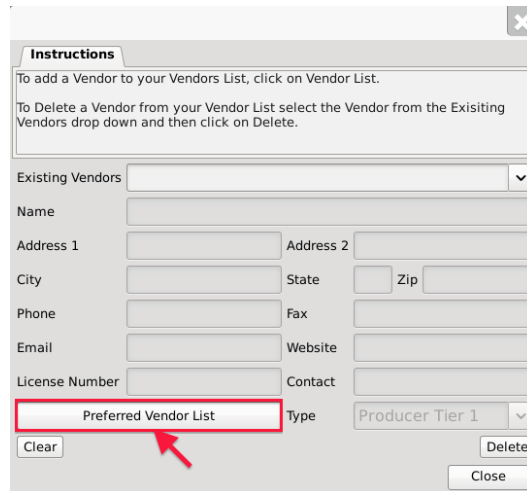
- The detailed information of Licensees that are on your Preferred Vendors List (i.e., those you have indicated that you do business with) may be found in the Existing Vendors dropdown. Be aware that the dropdown will start empty and you will need to add vendors per the instructions below.

- 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 WSLCB-approved Licensees and their information may only be changed by the WSLCB.

Accessing the Preferred Vendor List

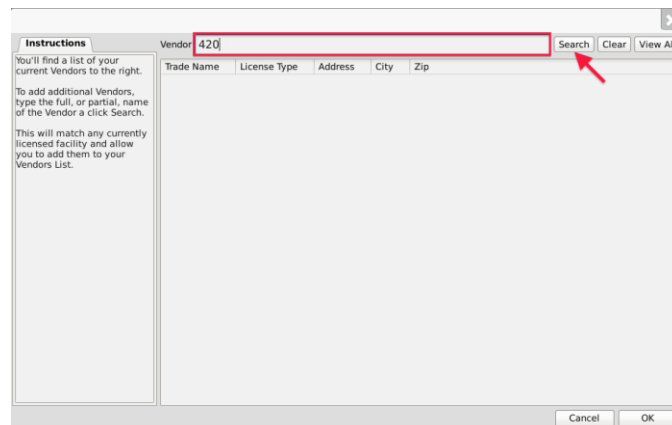
- From the Vendor Screen, click on the “Preferred Vendor List” button to add or remove other WSLCB-approved Licensees that you do business with.



The screenshot shows a modal window titled "Instructions" with a close button (X) in the top right corner. The instructions text reads: "To add a Vendor to your Vendors List, click on Vendor List. To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete." Below the instructions is a form with the following fields: "Existing Vendors" (a dropdown menu), "Name" (text input), "Address 1" and "Address 2" (text inputs), "City", "State", and "Zip" (text inputs), "Phone" and "Fax" (text inputs), "Email" and "Website" (text inputs), "License Number" and "Contact" (text inputs), and "Type" (a dropdown menu set to "Producer Tier 1"). A red box highlights the "Preferred Vendor List" button, with a red arrow pointing to it. Other buttons include "Clear", "Delete", and "Close".

Add a Vendor

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



The screenshot shows a modal window titled "Instructions" with a close button (X) in the top right corner. The instructions text reads: "You'll find a list of your current Vendors to the right. To add additional Vendors, type the full, or partial, name of the Vendor a click Search. This will match any currently licensed facility and allow you to add them to your Vendors List." Below the instructions is a search bar with the text "Vendor 420" and buttons for "Search", "Clear", and "View All". A red box highlights the "Search" button, with a red arrow pointing to it. At the bottom of the modal are "Cancel" and "OK" buttons.

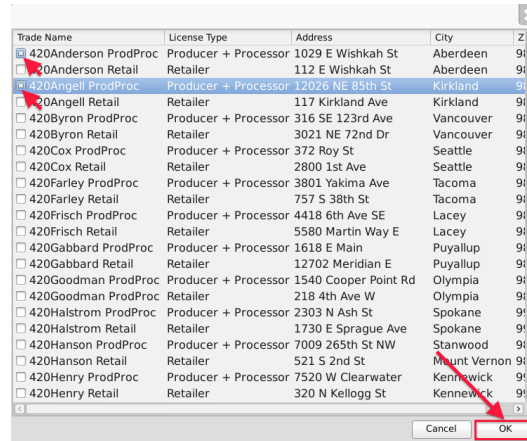
- Alternatively, you may click “View All” to view the entire population of Licensees.



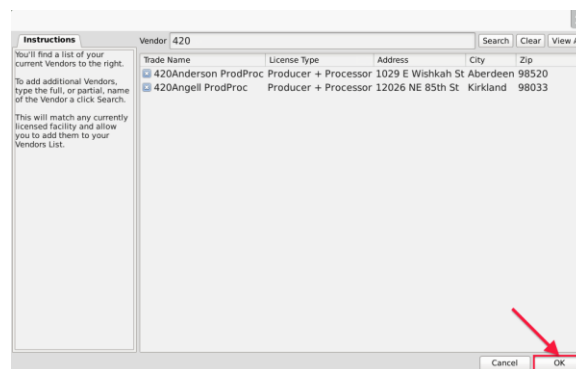
The screenshot shows a modal window titled "Instructions" with a close button (X) in the top right corner. The instructions text reads: "You'll find a list of your current Vendors to the right. To add additional Vendors, type the full, or partial, name of the Vendor a click Search. This will match any currently licensed facility and allow you to add them to your Vendors List." Below the instructions is a search bar with the text "Vendor" and buttons for "Search", "Clear", and "View All". A red box highlights the "View All" button, with a red arrow pointing to it.



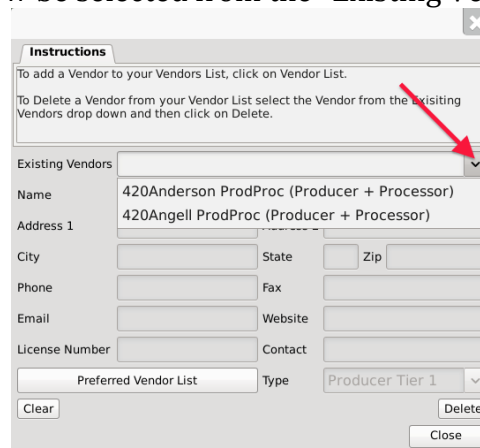
- A list of all Licensees that match the search criteria will appear in a popup.
- Click the checkbox(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click “OK” when complete.



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



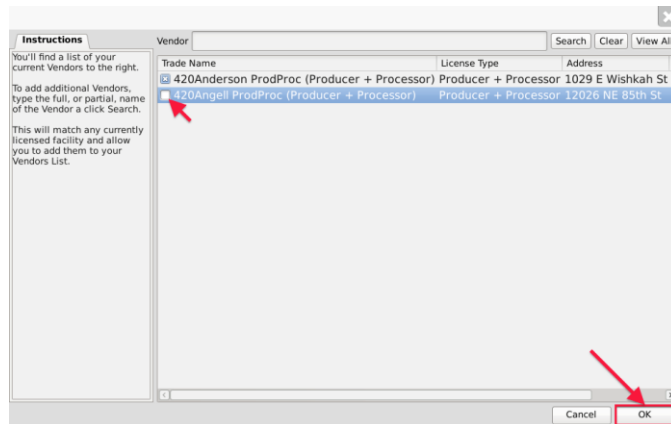
- Click “OK” when complete.
- The Vendors may now be selected from the “Existing Vendors” dropdown.



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: Strains

In this chapter, you will learn how to:

- ✓ Add, modify, and remove strains

Regulations

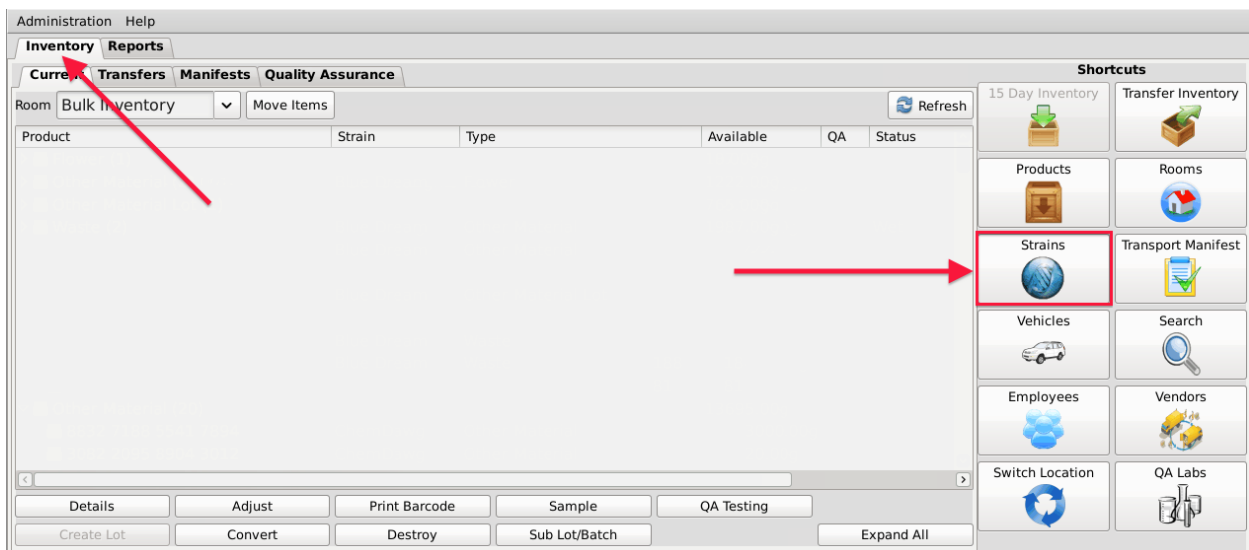
WAC 314-55-083

(11) "Marijuana strain" means a pure breed or hybrid variety of Cannabis reflecting similar or identical combinations of properties such as appearance, taste, color, smell, cannabinoid profile, and potency.

Accessing the Strains Screen

To add new strains, view or change the names of existing strains, or delete strains you no longer use, you will need to access the Strains screen.

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



This will bring up the Strains screen.

The screenshot shows the 'Strains' screen. It has a title bar with a close button. Below the title bar, there is an 'Instructions' section with a text box containing the following text: 'To create a new strain, type the name of the strain to the right.' and 'To edit an existing strain, click the name from the'. To the right of the instructions, there is a dropdown menu labeled 'Existing Strains' and a text input field labeled 'Name'. Below the input field, there are 'Clear' and 'Save' buttons. To the right of the input field, there is a 'Delete' button. At the bottom right, there is a 'Close' button.

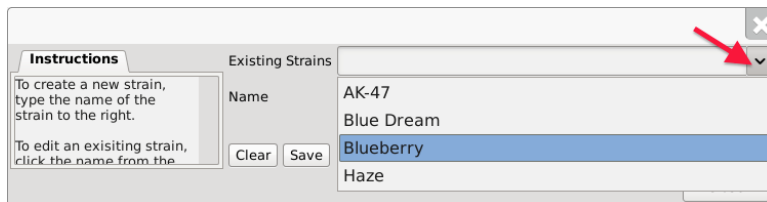
Add a New Strain

- From the Strains screen, click on the “Clear” button to clear all fields.
- Within the Name text box, type the name of the new Strain (e.g., Blueberry, AK-47, Sour Diesel, etc...).
- Click on the “Save” button when complete.



The screenshot shows a dialog box with a close button (X) in the top right. On the left, there is an 'Instructions' section with two paragraphs: 'To create a new strain, type the name of the strain to the right.' and 'To edit an existing strain, click the name from the...'. In the center, there is a label 'Existing Strains' above a dropdown menu. Below that is a 'Name' label followed by a text input field containing 'Blueberry'. At the bottom, there are four buttons: 'Clear', 'Save', 'Delete', and 'Close'. A red arrow points to the 'Save' button.

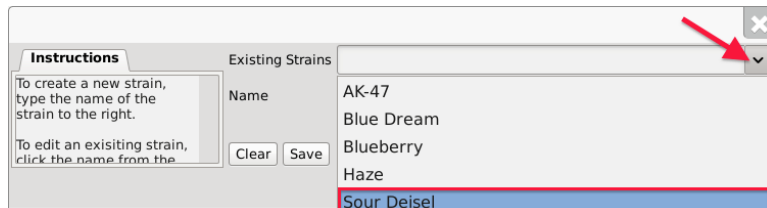
- The new strain will now appear within the Existing Strains dropdown list.



The screenshot shows the same dialog box as before, but the 'Existing Strains' dropdown menu is open, displaying a list of strains: 'AK-47', 'Blue Dream', 'Blueberry', and 'Haze'. 'Blueberry' is highlighted in blue. A red arrow points to the dropdown arrow in the top right corner of the 'Existing Strains' field.

Modifying an Existing Strain

- From the Strains screen, select the strain to be modified from the Existing Strains dropdown (in the example, Sour Diesel is misspelled as “Sour Deisel”).



The screenshot shows the same dialog box as before, but the 'Existing Strains' dropdown menu is open, displaying a list of strains: 'AK-47', 'Blue Dream', 'Blueberry', 'Haze', and 'Sour Deisel'. 'Sour Deisel' is highlighted in blue. A red arrow points to the dropdown arrow in the top right corner of the 'Existing Strains' field.

- Once selected, the strain’s name will automatically appear within the Name text box.



The screenshot shows the same dialog box as before, but the 'Existing Strains' dropdown menu is closed. The 'Name' text input field now contains 'Sour Deisel'. The 'Clear', 'Save', 'Delete', and 'Close' buttons are still visible at the bottom.

- Within the Name text box, rename the strain as desired (in the example, “Sour Deisel” is to be spelled correctly to “Sour Diesel”).

- Click on the “Save” button when complete.

Deleting an Existing Strain

If you find that an existing strain is no longer needed (e.g., you no longer grow that strain), you may delete the strain.

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

- From the Strains screen, select the strain to be deleted from the Existing Strain dropdown.

- Once selected, the strain’s name will automatically appear within the Name text box.

- Click on the “Delete” button.

Chapter 6: Marijuana-Infused Products

In this chapter, you will learn how to:

- ✓ Add, modify and remove marijuana-infused products (henceforth, “products”)

Regulations

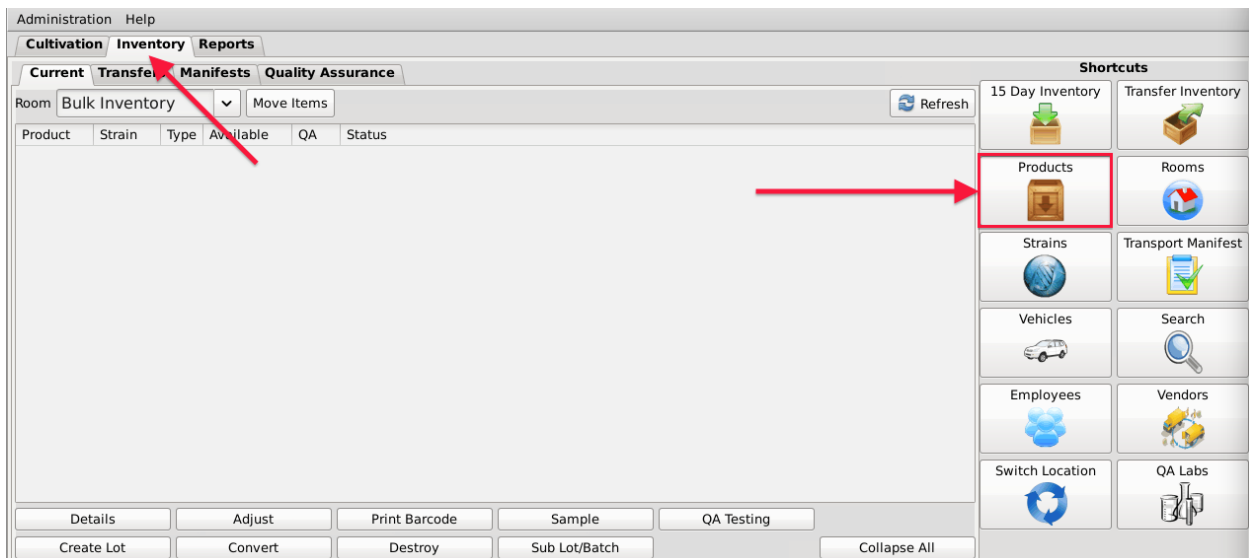
WAC 314-55-077

(1) A marijuana processor license allows the licensee to process, package, and label useable marijuana and marijuana-infused products for sale at wholesale to marijuana retailers.

Accessing the Products Screen

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

- **NOTE: This chapter only applies to marijuana-infused products. Pre-packaged usable marijuana is already built into the system. Please see Chapter 9: Processor Inventory Conversions regarding pre-packaged usable marijuana.**
- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Products” button located on the right-hand side of the home screen.



- This will bring up the Products screen.

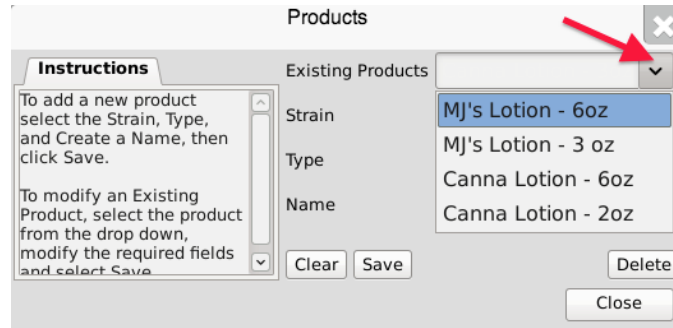
The screenshot shows a window titled "Products" with a close button (X) in the top right corner. On the left, there is an "Instructions" tab with a scrollable text area containing two paragraphs: "To add a new product select the Strain, Type, and Create a Name, then click Save." and "To modify an Existing Product, select the product from the drop down, modify the required fields and select Save." To the right of the instructions are four input fields: "Existing Products" (a dropdown menu), "Strain" (a dropdown menu), "Type" (a dropdown menu), and "Name" (a text input field). Below these fields are three buttons: "Clear", "Save", and "Delete". At the bottom right, there is a "Close" button.

Add a New Product

- From the Product screen, click on the “Clear” button to clear all fields and enter the following information:
 - Strain dropdown: Select the product’s strain.
 - Type Dropdown: Select the product’s type. All products must fall into one of the following types: Solid Marijuana Infused Edible, Marijuana Infused Topical, Marijuana Extract for Inhalation, or Liquid Marijuana Infused Edible.
 - Name: Type the name of the product. Enough detail must be used to distinguish products from one another (e.g., Arnica Cannabis Cream 9oz, Arnica Cannabis Cream 3oz, Lavender Cannabis Cream 9oz, etc...).
- Click on the “Save” button once all of the required data has been entered.

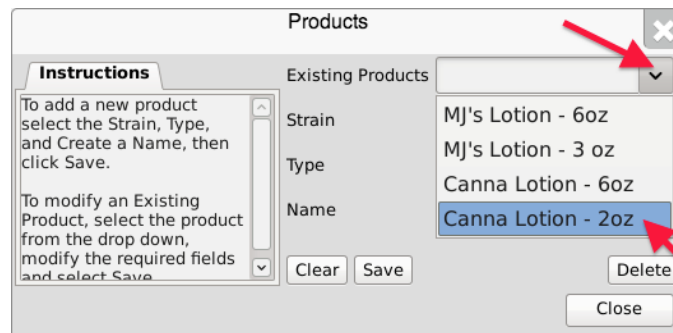
This screenshot shows the same "Products" window as the previous one, but now the fields are populated. The "Existing Products" dropdown is empty. The "Strain" dropdown is set to "Northernberry". The "Type" dropdown is set to "Marijuana Infused". The "Name" text input field contains "MJ's Lotion - 6oz". The "Clear", "Save", and "Delete" buttons are still present. A red arrow points to the "Save" button.

- The new product will now appear within the Existing Products dropdown for selection.

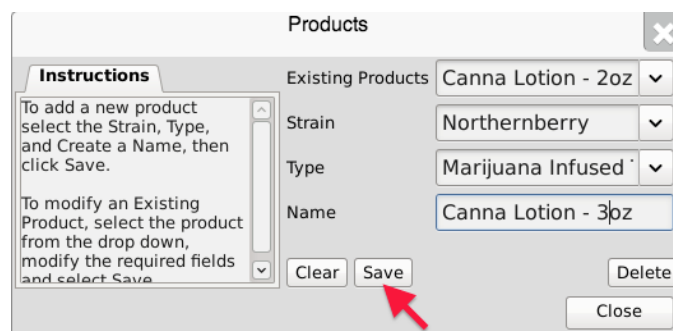


Modifying an Existing Product

- From the Product screen, select the product to be modified from the Existing Products dropdown.



- Once selected, the product's information will automatically appear within their respective fields.
- Modify the necessary field(s) (in the example below, Canna Lotion changed names from 2oz to 3oz and changed strains from Blueberry to Northernberry).



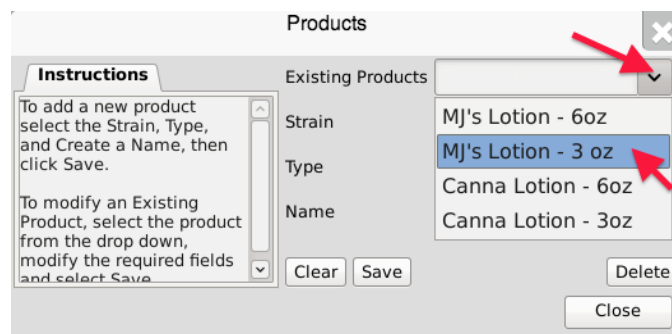
- Click on the "Save" button when complete.

Deleting an Existing Product

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

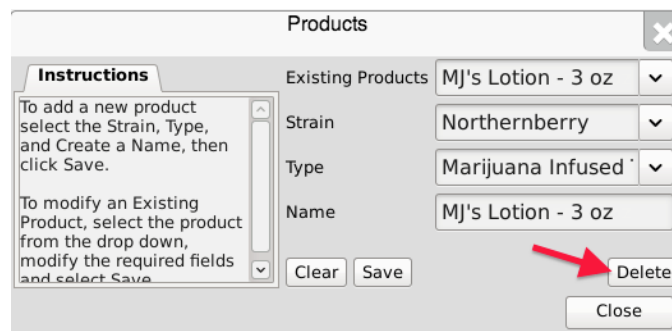
NOTE: Removing an product does not delete any of the already submitted Traceability System data associated with that product. It simply removes the product from use moving forward.

- From the Product screen, select the product to be deleted from the Existing Product dropdown.



The screenshot shows a 'Products' window with a close button (X) in the top right. On the left is an 'Instructions' panel with two sections: 'To add a new product select the Strain, Type, and Create a Name, then click Save.' and 'To modify an Existing Product, select the product from the drop down, modify the required fields and select Save.' The main form has an 'Existing Products' dropdown menu that is open, showing a list of products: 'MJ's Lotion - 6oz', 'MJ's Lotion - 3 oz' (highlighted in blue), 'Canna Lotion - 6oz', and 'Canna Lotion - 3oz'. Below the dropdown are fields for 'Strain', 'Type', and 'Name'. At the bottom are 'Clear', 'Save', 'Delete', and 'Close' buttons. A red arrow points to the dropdown arrow, and another red arrow points to the selected 'MJ's Lotion - 3 oz' item.

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



The screenshot shows the 'Products' window with the 'Existing Products' dropdown now closed and 'MJ's Lotion - 3 oz' selected. The 'Strain' field is populated with 'Northernberry', the 'Type' field with 'Marijuana Infused', and the 'Name' field with 'MJ's Lotion - 3 oz'. The 'Clear', 'Save', 'Delete', and 'Close' buttons are visible at the bottom. A red arrow points to the 'Delete' button.

- Click on the "Delete" button.

Chapter 7: Inventory Rooms

In this chapter, you will learn how to:

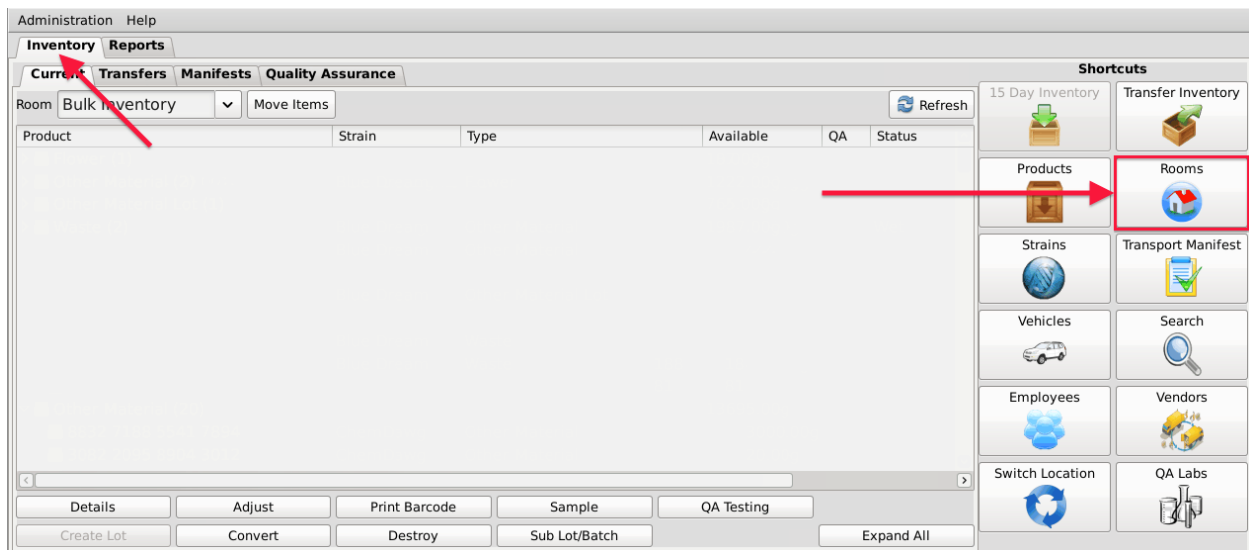
- ✓ Add, modify and remove inventory rooms
- ✓ Navigate the inventory rooms and screens

Inventory rooms represent a way to logically segregate inventory items. You begin with one room named “Bulk Inventory” and one room named “Quarantine”.

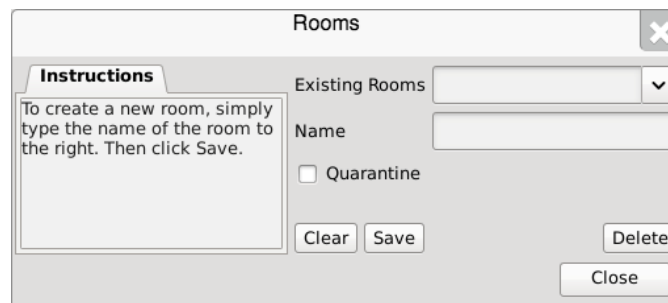
Accessing the Rooms Screen

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.

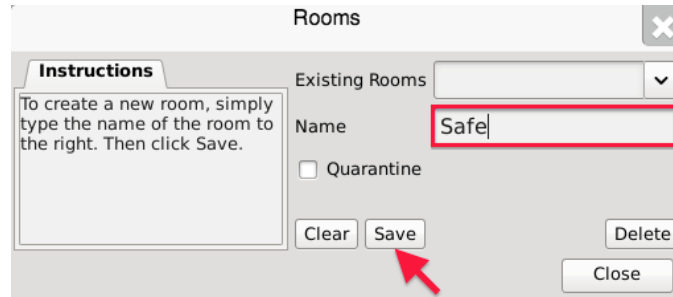


- This will bring up the Rooms screen.

A screenshot of a 'Rooms' dialog box. The dialog has a title bar with 'Rooms' and a close button. Inside, there is an 'Instructions' tab with a text box containing the text: 'To create a new room, simply type the name of the room to the right. Then click Save.' To the right of the instructions, there is a dropdown menu labeled 'Existing Rooms', a text input field for 'Name', and a checkbox for 'Quarantine'. At the bottom of the dialog, there are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

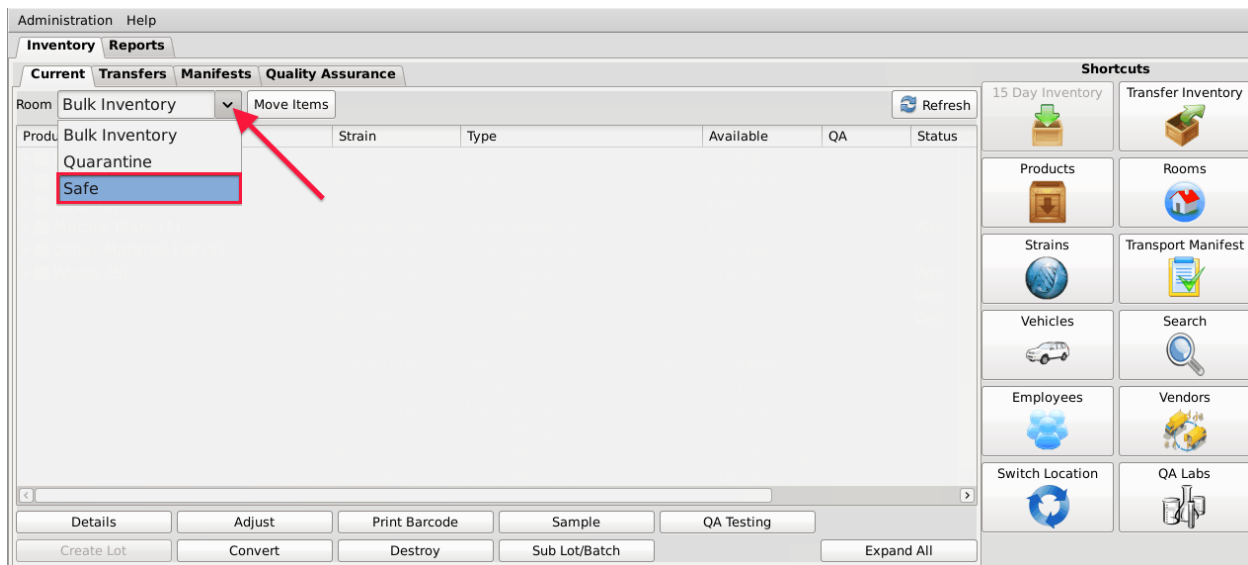
Creating a New Inventory Room

- 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.



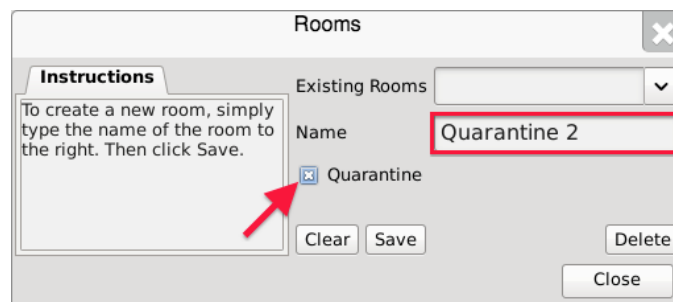
The screenshot shows a dialog box titled "Rooms" with a close button (X) in the top right. On the left, there is an "Instructions" box with the text: "To create a new room, simply type the name of the room to the right. Then click Save." To the right of the instructions, there is a dropdown menu for "Existing Rooms" and a text input field for "Name" containing the word "Safe". Below the "Name" field is a checkbox labeled "Quarantine" which is currently unchecked. At the bottom of the dialog, there are four buttons: "Clear", "Save", "Delete", and "Close". A red arrow points to the "Save" button.

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



The screenshot shows the main application interface. At the top, there are tabs for "Inventory" and "Reports". Below that, there are sub-tabs for "Current", "Transfers", "Manifests", and "Quality Assurance". The "Room" dropdown menu is open, showing "Bulk Inventory", "Quarantine", and "Safe". The "Safe" option is highlighted with a red box and a red arrow. The main area contains a table with columns: "Produ", "Strain", "Type", "Available", "QA", and "Status". On the right side, there is a "Shortcuts" section with various icons for "15 Day Inventory", "Transfer Inventory", "Products", "Rooms", "Strains", "Transport Manifest", "Vehicles", "Search", "Employees", "Vendors", "Switch Location", and "QA Labs". At the bottom, there are several buttons: "Details", "Adjust", "Print Barcode", "Sample", "QA Testing", "Create Lot", "Convert", "Destroy", "Sub Lot/Batch", and "Expand All".

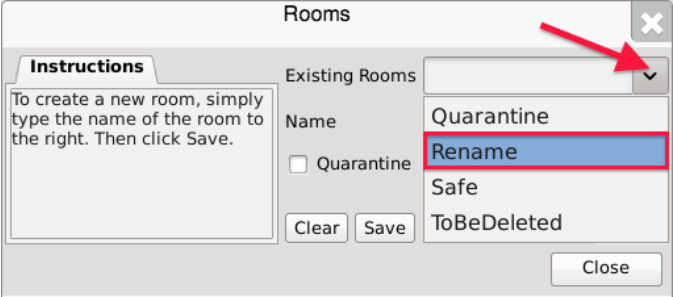
- If the room is to be a Quarantine room, be sure to click on the “Quarantine” checkbox prior to saving.



The screenshot shows a dialog box titled "Rooms" with a close button (X) in the top right. On the left, there is an "Instructions" box with the text: "To create a new room, simply type the name of the room to the right. Then click Save." To the right of the instructions, there is a dropdown menu for "Existing Rooms" and a text input field for "Name" containing the text "Quarantine 2". Below the "Name" field is a checkbox labeled "Quarantine" which is currently checked. At the bottom of the dialog, there are four buttons: "Clear", "Save", "Delete", and "Close". A red arrow points to the "Quarantine" checkbox.

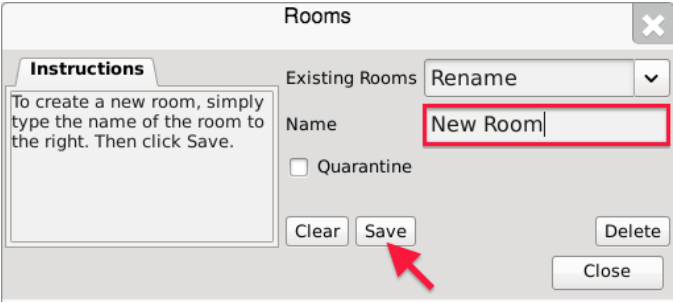
Modifying an Existing Inventory Room

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



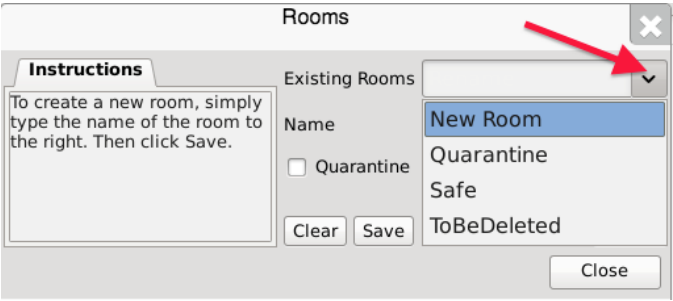
The screenshot shows a dialog box titled "Rooms" with a close button (X) in the top right corner. On the left, there is an "Instructions" tab with the text: "To create a new room, simply type the name of the room to the right. Then click Save." In the center, there is a "Name" text box. To the right of the "Name" text box is a dropdown menu labeled "Existing Rooms". The dropdown menu is open, showing a list of room names: "Quarantine", "Rename", "Safe", and "ToBeDeleted". The "Rename" option is highlighted with a blue background and a red border. A red arrow points to the close button (X) in the top right corner. Below the "Name" text box are "Clear" and "Save" buttons. At the bottom right of the dialog box is a "Close" button.

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

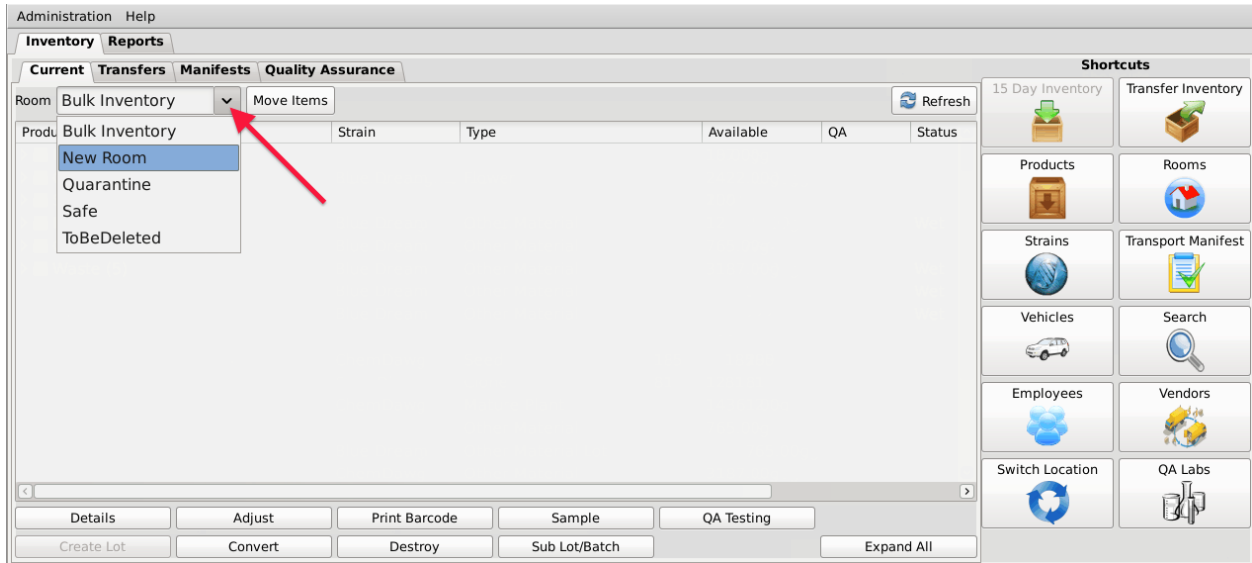


The screenshot shows the same "Rooms" dialog box. The "Existing Rooms" dropdown menu now displays "Rename". The "Name" text box contains the text "New Room" and is highlighted with a red border. A red arrow points to the "Save" button. The "Clear" button is to the left of the "Save" button, and the "Delete" button is to the right. The "Close" button is at the bottom right.

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



The screenshot shows the "Rooms" dialog box. The "Existing Rooms" dropdown menu is open, and "New Room" is selected and highlighted with a blue background. The "Name" text box is empty. A red arrow points to the close button (X) in the top right corner. The "Clear" and "Save" buttons are below the "Name" text box, and the "Delete" button is to the right. The "Close" button is at the bottom right.

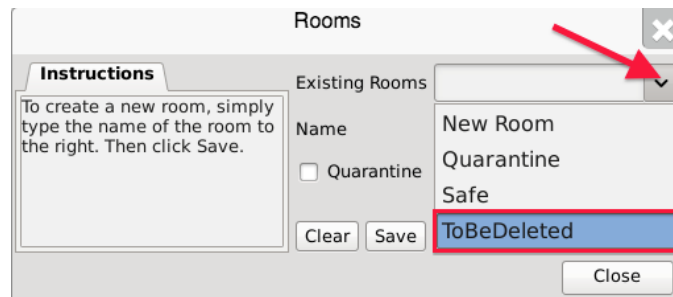


Deleting an Inventory Room

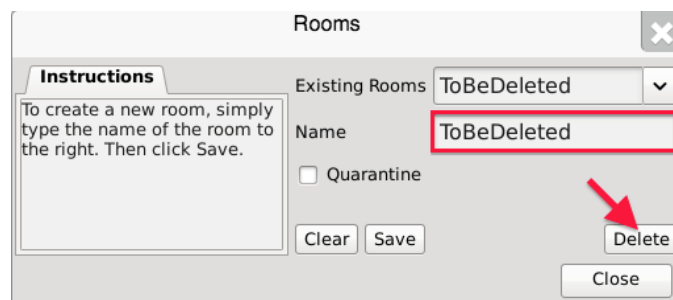
If you find that an existing inventory room is no longer needed, you may delete the room.

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.

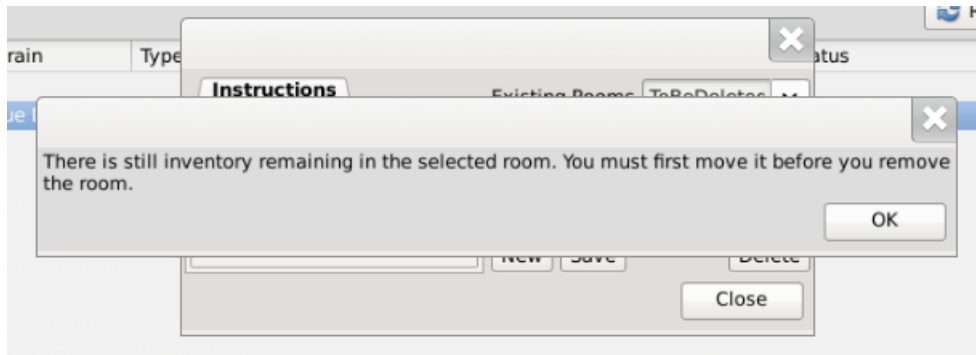
- From the Rooms screen, select the room to be removed from the Existing Rooms dropdown.



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



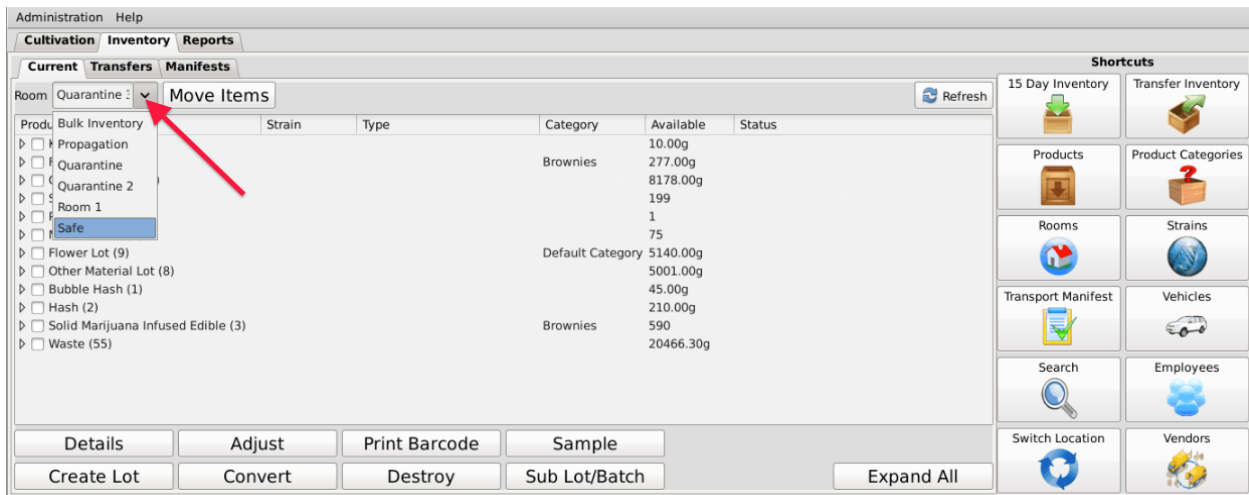
- Click on the “Delete” button.
 - If there is still inventory in the room, the following will appear:



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

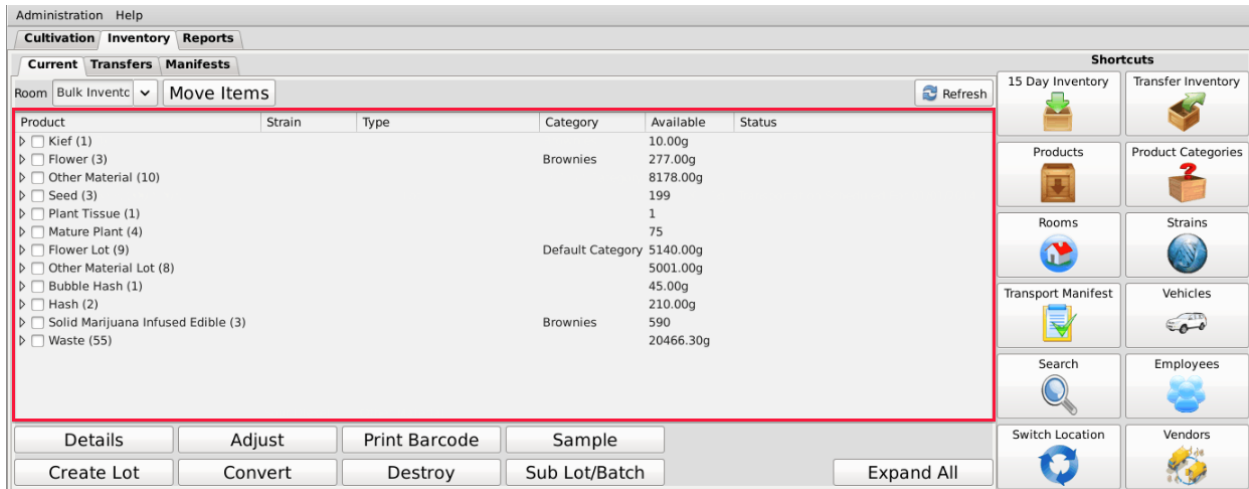
Navigating Inventory Rooms

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



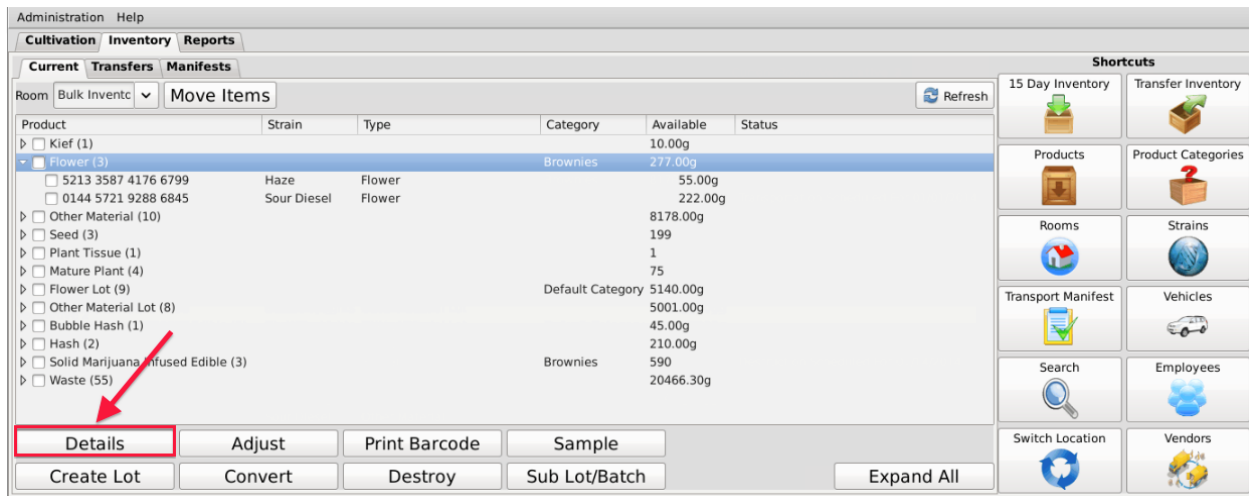
Click on a room to view its contents.

The primary window lists the contents of the selected room. Inventory items are grouped by product type as defined by the WSLCB. 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:

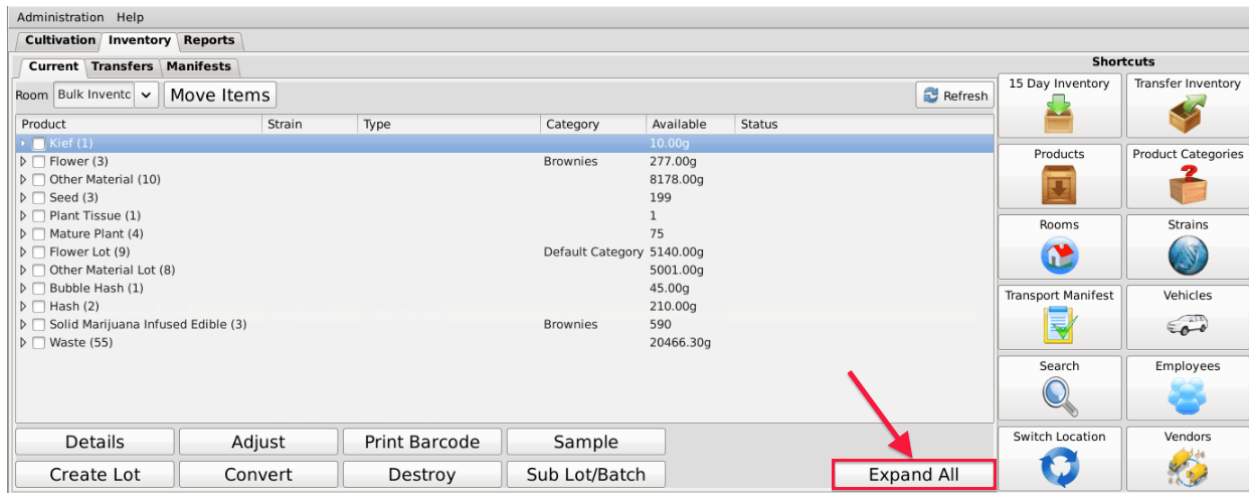
- Double-click on a group;
- Single-click on a group to highlight it, and then click the “Details” button found in the bottom-left corner of the screen;

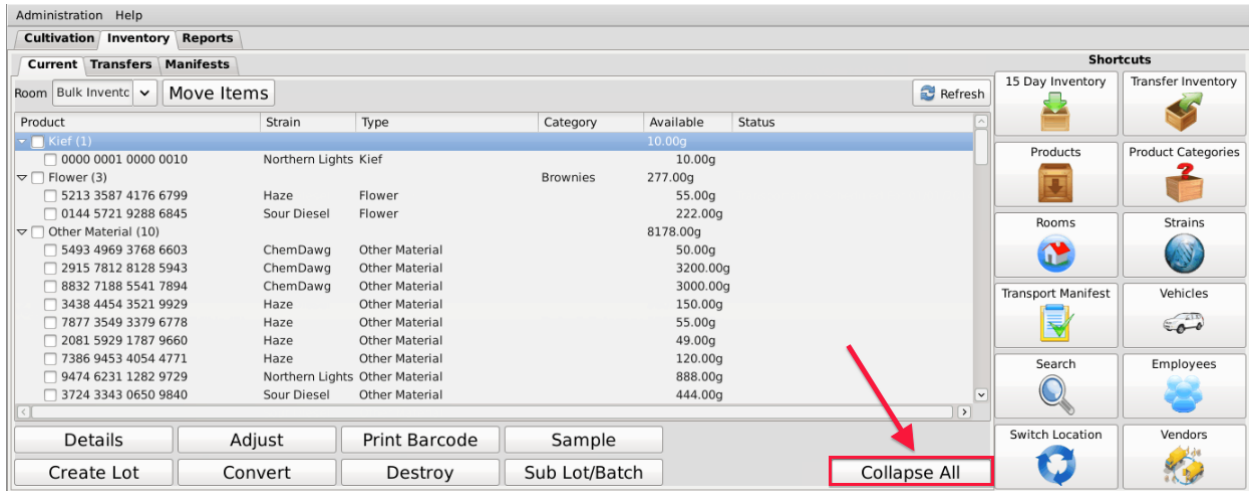


- Single-click on the Expand/Collapse arrow to the left of the product type.



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.



Chapter 8: Wholesale Inventory Transfers - Inbound

In this chapter, you will learn how to:

- ✓ Complete an inbound 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 screenshot shows the Traceability System interface. At the top, there are tabs for "Administration" and "Help". Below that, there are tabs for "Cultivation", "Inventory", and "Reports". The "Inventory" tab is selected. Under "Inventory", there are sub-tabs for "Current", "Transfer Inventory", "Manifests", and "Quality Assurance". The "Transfer Inventory" sub-tab is selected. On the right side, there is a "Shortcuts" panel with buttons for "15 Day Inventory", "Transfer Inventory", "Products", "Rooms", "Strains", "Transport Manifest", "Vehicles", "Search", "Employees", "Vendors", "Switch Location", and "QA Labs". The "Transfer Inventory" button is highlighted with a red box. A red arrow points from the "Inventory" tab to the "Transfer Inventory" button. The main area displays a table of inventory items with columns for Product, Strain, Type, Available, QA, and Status. The table is filtered by "Bulk Inventory" in the "Room" dropdown. The table shows several rows of items, including clones and other materials, with their respective quantities and statuses.

Product	Strain	Type	Available	QA	Status
Clone (2)			197		
<input type="checkbox"/> 0000 0001 0000 0100	ChemDawg	Clone	197		
Other Material (8)			3659.00g		
<input type="checkbox"/> 1616 9191 7352 5467	Blue Dream	Other Material	1000.00g		Wet
<input type="checkbox"/> 0358 3930 3884 4213	Blue Dream	Other Material	26.00g		
<input type="checkbox"/> 1874 4833 9784 8537	Blue Dream	Other Material	500.00g		Wet
<input type="checkbox"/> 8157 8367 6439 7776	Blue Dream	Other Material	400.00g		Wet
<input type="checkbox"/> 5109 3696 4816 0483	Blue Dream	Other Material	300.00g		Wet
<input type="checkbox"/> 2361 1674 3491 3090	Blue Dream	Other Material	100.00g		Wet
<input type="checkbox"/> 2436 2914 5228 7205	Blue Dream	Other Material	1111.00g		Wet
<input type="checkbox"/> 4847 2486 3641 6849	Blue Dream	Other Material	222.00g		Wet
Seed (3)			499		
<input type="checkbox"/> 0000 0001 0000 0085	ChemDawg	Seed	200		
<input type="checkbox"/> 0000 0001 0000 0094	Northern Lights	Seed	299		
Plant Tissue (1)			30		

- The following pop-up appears:

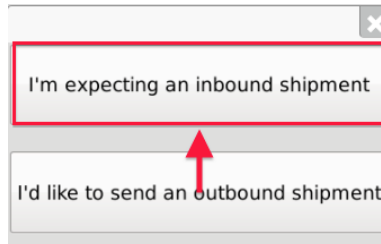
The screenshot shows a pop-up dialog box with a close button (X) in the top right corner. It contains two radio button options:

- I'm expecting an inbound shipment
- I'd like to send an outbound shipment

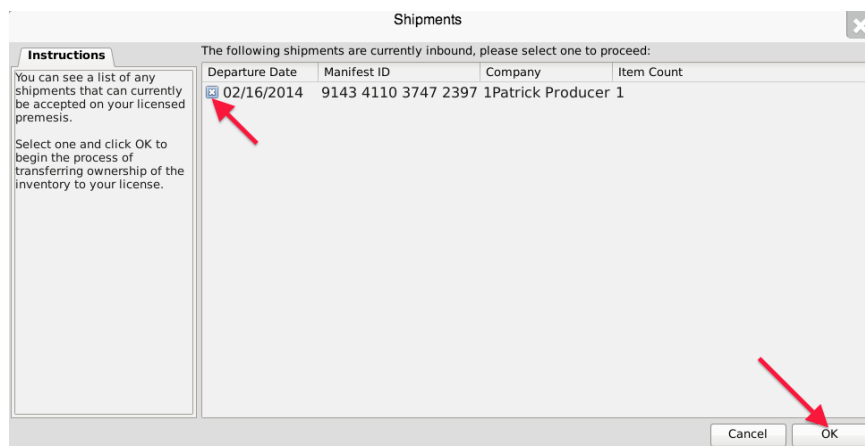
Inbound Shipment

To receive an inbound shipment,

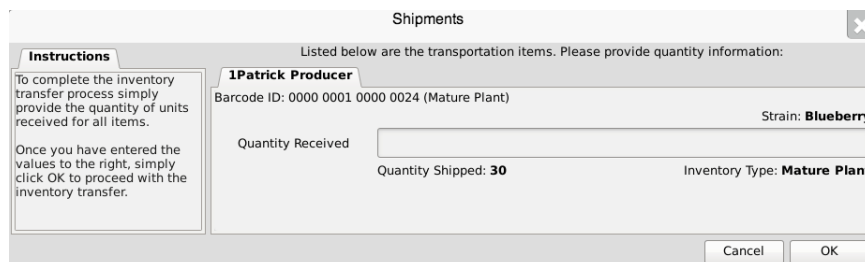
- Click on “I’m expecting an inbound shipment”



- 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 Receipt Confirmation screen, which lists the inventory associated with the manifest, appears. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own line accordingly.



- Enter the Quantity Received for each item that is on the manifest.
- Click the “OK” button after all quantities received are entered.

Shipments

Listed below are the transportation items. Please provide quantity information:

1Patrick Producer
Barcode ID: 0000 0001 0000 0024 (Mature Plant) Strain: **Blueberry**

Quantity Received: **30** Quantity Shipped: **30** Inventory Type: **Mature Plant**

Cancel OK

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

To receive a returned shipment

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

I'd like to receive a returned shipment

1. Check the box of the returned shipment you want to view. Click the ‘OK’ button.

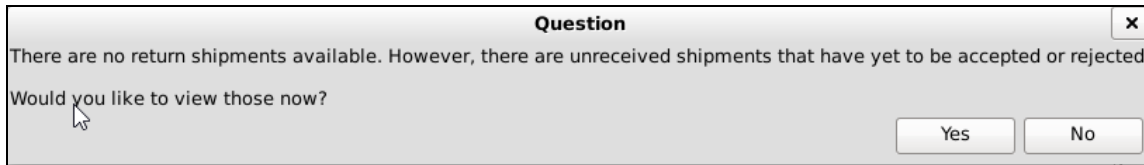
Shipments Available For Return

The following shipments have yet to be accepted and are available for return, please select one to proceed:

Departure Date	Manifest ID	Stop	Company	Item Count
<input checked="" type="checkbox"/> 05/17/2015	3303 7682 7230 2808	1	Dan's Place	2
<input type="checkbox"/> 06/17/2015	5222 8651 6622 6443	1	Dan's Place	1

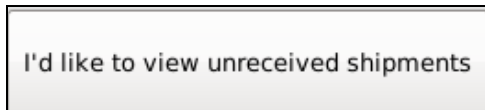
Cancel OK

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.



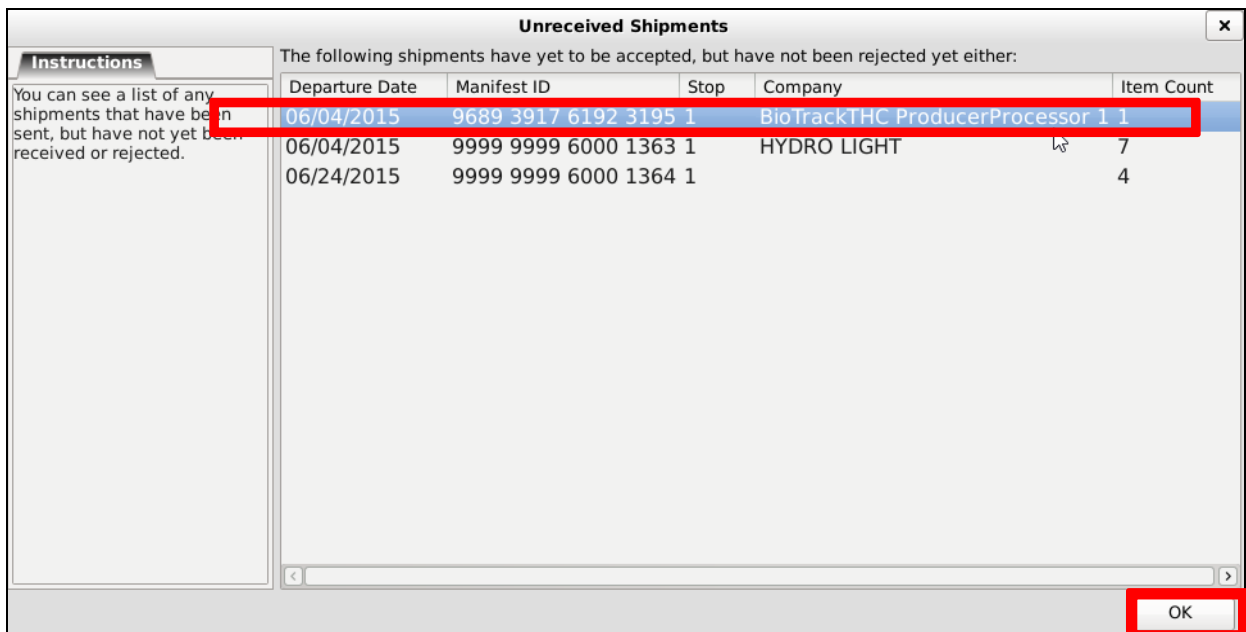
To view unreceived shipments

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.



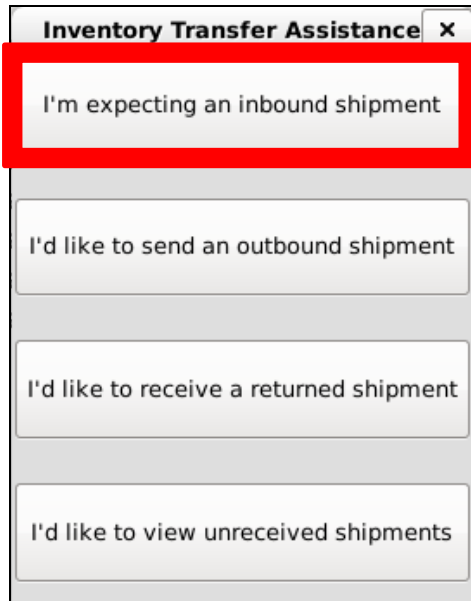
To partially accept or reject items:

1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.

The screenshot displays the 'WSLCB Traceability System' interface. At the top, there is a green header with the Washington State Liquor Control Board logo and a 'Logout' button. Below the header, the main navigation area includes 'Administration' and 'Help'. The primary navigation tabs are 'Cultivation', 'Inventory', and 'Reports'. Under the 'Inventory' tab, there are sub-tabs for 'Current', 'Transfers', 'Manifests', and 'Quality Assurance'. The 'Current' sub-tab is active, showing a table of inventory items with columns for Time, Strain, Direction, User, Quantity, Vendor, and Price. The table contains four rows of data for Blueberry strains, with quantities of 1.00 and 2.00 g, all from 'Green Grower Labs'. To the right of the table is a sidebar with various icons and buttons, including '15 Day Inventory', 'Transfer Inventory' (highlighted with a red box), 'Products', 'Strains', 'Transport Manifest', 'Vehicles', 'Search', 'Employees', 'Vendors', 'Switch Location', and 'QA Labs'. At the bottom of the interface, there are buttons for 'Correct Transfer', 'Void Transfer', and 'Expand All'.

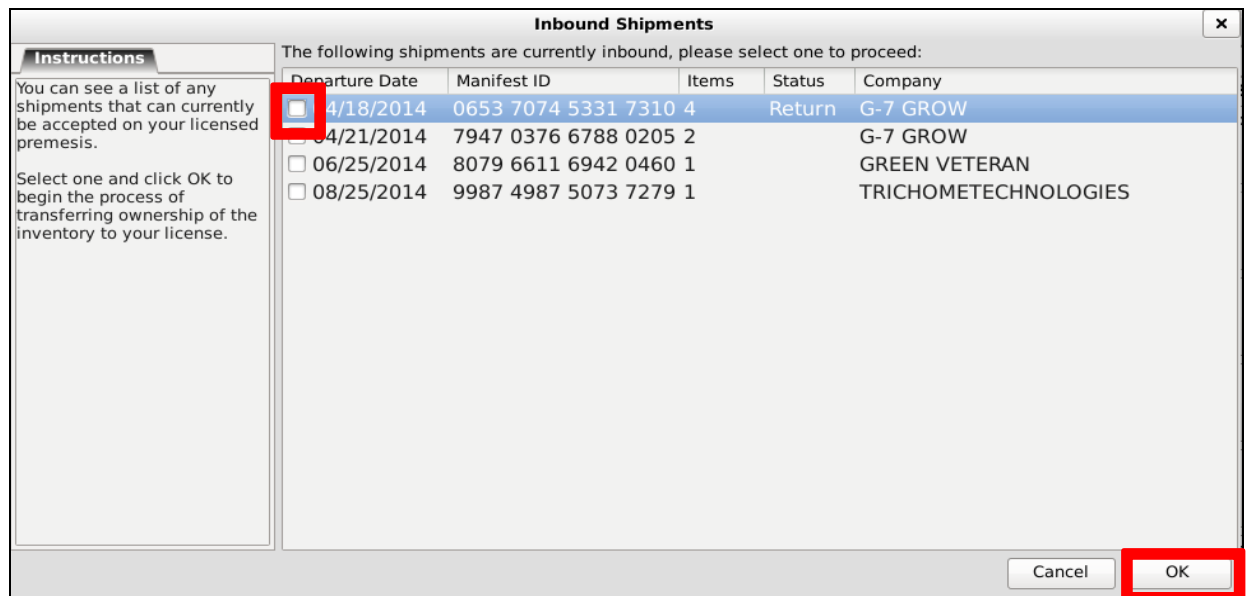
Time	Strain	Direction	User	Quantity	Vendor	Price
06/25/2015 4:56 PM	Bubble Gum	Inbound	patrick.vo@biotrackthc.com	1.00	G-7 GROW	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	5.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00

2. Click 'I'm expecting an inbound shipment'.



The dialog box titled "Inventory Transfer Assistance" has a close button (X) in the top right corner. It contains four buttons stacked vertically: "I'm expecting an inbound shipment" (highlighted with a red border), "I'd like to send an outbound shipment", "I'd like to receive a returned shipment", and "I'd like to view unreceived shipments".

3. Select the shipment you want to partially accept or reject. Check the appropriate box in the Departure Date column. Click the 'OK' button.



The "Inbound Shipments" dialog box displays a table of shipments. The first row is highlighted in blue. A red box highlights the checkbox in the "Departure Date" column for the first row. The "OK" button at the bottom right is also highlighted with a red box.

Departure Date	Manifest ID	Items	Status	Company
<input checked="" type="checkbox"/> 4/18/2014	0653 7074 5331 7310	4	Return	G-7 GROW
<input type="checkbox"/> 04/21/2014	7947 0376 6788 0205	2		G-7 GROW
<input type="checkbox"/> 06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN
<input type="checkbox"/> 08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHOLOGIES

4. The 'Inventory Transfer for Manifest ID' screen displays.

Washington State Liquor Control Board Logout

Inventory Transfer for Manifest ID: 0653 7074 5331 7310

Instructions

To complete the inventory transfer process, you should review all of the items to the right and accept only the items physically received.

Once you have entered the quantity, click the Save Item button to proceed.

Unchecked items or items with a zero (0) quantity will not be received into your inventory.

G-7 GROW

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1 1895 0087 5048 4786	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	2 3286 2674 3218 9644	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	3 2571 6107 5521 2848	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	4 3576 3570 5138 4358	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant

Previous Item Save Item Item 1 of 4 View QA Results

Barcode ID: 1895 0087 5048 4786 Strain: Bubble Gum

Product: Mature Plant Inventory Type: Mature Plant

Description: Mature Plant

Quantity Received:

Cancel OK

5. Select the item you would like to receive and enter the quantity received.

Washington State Liquor Control Board Logout

Inventory Transfer for Manifest ID: 0653 7074 5331 7310

Instructions

To complete the inventory transfer process, you should review all of the items to the right and accept only the items physically received.

Once you have entered the quantity, click the Save Item button to proceed.

Unchecked items or items with a zero (0) quantity will not be received into your inventory.

G-7 GROW

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1 1895 0087 5048 4786	Bubble Gum	Mature Plant	Mature Plant 1		1	Never Tested	Mature Plant
<input type="checkbox"/>	2 3286 2674 3218 9644	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	3 2571 6107 5521 2848	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	4 3576 3570 5138 4358	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant

Previous Item Save Item Item 1 of 4 View QA Results

Barcode ID: 1895 0087 5048 4786 Strain: Bubble Gum

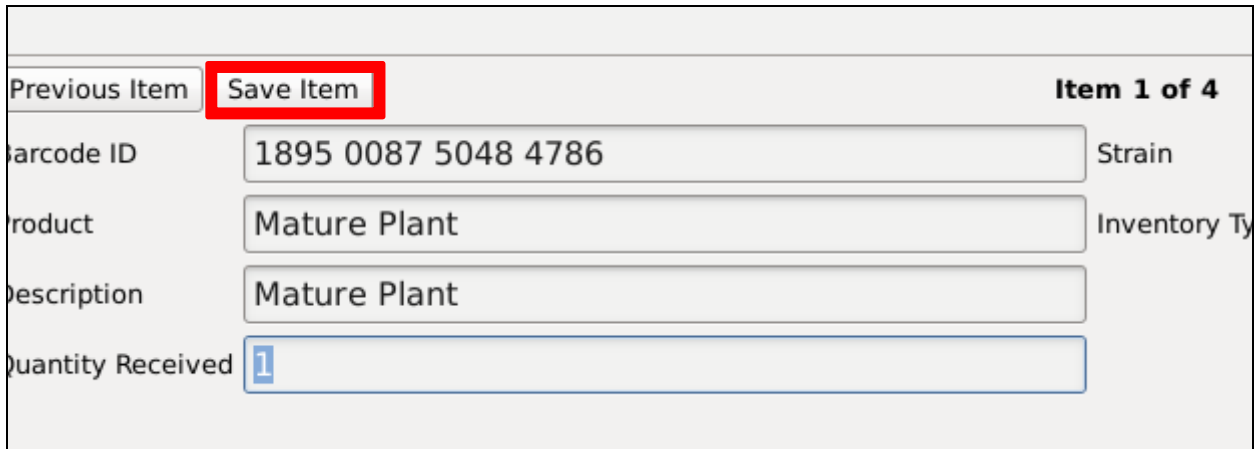
Product: Mature Plant Inventory Type: Mature Plant

Description: Mature Plant

Quantity Received:

Cancel OK

6. Click the 'Save Item' button.



Previous Item **Save Item** **Item 1 of 4**

Barcode ID 1895 0087 5048 4786 Strain

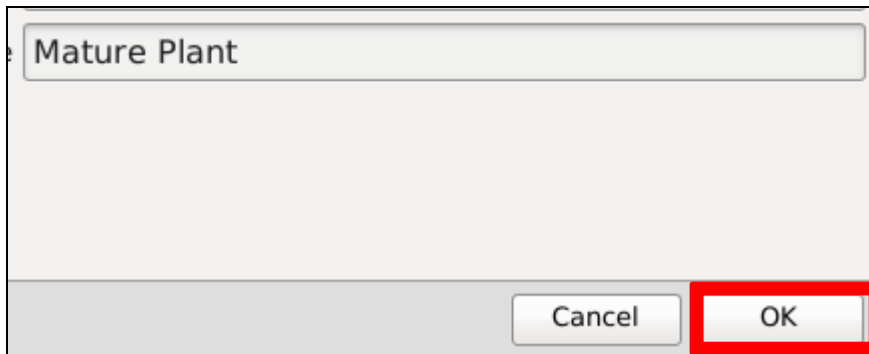
Product Mature Plant Inventory Type

Description Mature Plant

Quantity Received 1

Note: Repeat the process until all items have been received. Items that are not processed will automatically be rejected.

7. Click the 'Ok' button on the bottom right corner of the screen.



Mature Plant

Cancel OK

- The 'Inventory Transfer Receipt Confirmation' screen displays. Here, you can view items that will be fully accepted, partially accepted and rejected. Review and confirm receipt of inventory.

Inventory Transfer Receipt Confirmation

Please confirm that: 1 item(s) will be fully accepted, 1 item(s) will be partially accepted, 1 item(s) will be rejected.

1 out of 3 item(s) will be fully accepted:

ID #	Inventory Type	Status	Received	Shipped
1230 0012 7000 0212	Usable Marijuana	Full Acceptance	150.00	150.00

1 out of 3 item(s) will be partially accepted:

ID #	Inventory Type	Status	Received	Shipped	Qty Not Accepted
1230 0012 7000 0211	Usable Marijuana	Partial Acceptance	175.00	200.00	25.00

1 out of 3 item(s) will be rejected:

ID #	Inventory Type	Status	Received	Shipped	Qty Not Accepted
1230 0012 7000 0210	Usable Marijuana	Not Accepted	0.00	250.00	250.00

Cancel OK

- Click the 'Ok' button to continue. Click the 'Cancel' button to go back and make changes.

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.

Inbound Shipments

The following shipments are currently inbound, please select one to proceed:

Departure Date	Manifest ID	Items	Status	Company
<input type="checkbox"/> 04/27/2015	4243 4674 2926 1598	4	Return	LCB Davison Processor
<input type="checkbox"/> 05/27/2015	0583 4740 6004 6790	2	Return	LCB Davison Processor
<input type="checkbox"/> 05/27/2015	6225 3824 8308 5829	2		LCB Davison Processor
<input type="checkbox"/> 05/27/2015	4269 1646 7821 4476	1	Return	LCB Davison Processor
<input type="checkbox"/> 05/27/2015	0533 4171 8457 4340	2		LCB Davison Processor
<input type="checkbox"/> 06/18/2015	3412 8442 2368 1180	1		LCB Davison Processor
<input checked="" type="checkbox"/> 06/18/2015	0144 4986 1666 1322	1	Return	LCB Davison Processor

Cancel OK

Note: The user 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.

Inventory Transfer

LCB Davison Retailer

No.	ID	Strain	Description	Qty Shipped	Qty Accepted	Original Price	New Price	Inventory Type
<input checked="" type="checkbox"/>	1 1230 0012 7000 0211	Awsome Bud	Usable Marijuana	200.00	175.00	1000.00	875.00	Usable Marijuana
<input type="checkbox"/>	2 1230 0012 7000 0210	Jodi's Stuff	Usable Marijuana	250.00	0.00	1250.00	0.00	Usable Marijuana

Previous Item Save Item **Item 1 of 2**

Barcode ID: 1230 0012 7000 0211 Strain: Awsome Bud

Description: Usable Marijuana Inventory Type: Usable Marijuana

Usable: 1.00 Qty Shipped: 200.00

Qty Accepted: 175.00 Original Price: 1000.00

Qty Returned: 25.00 **New Price: 875.00**

* Suggested new price is **875.00**

* This item was partially accepted. Upon return, a new sub-lot will be generated.

Cancel OK

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.

Partial Returns

The following returned products have received new ID numbers and must be re-labeled with the new ID number:

New ID	Previous ID	Product	Strain	Inventory Type
<input type="checkbox"/>	1230 0012 7000 0213	1230 0012 7000 0211	Awsome Bud	

Print Barcode

OK

Instructions

Listed to the right are any partial return shipments.

If you choose not to re-print the appropriate labels now, you may do so at a later time from the Current Inventory screen.

To re-accept a rejected item:

1. From the “Inventory Transfer’ screen, select the item you want to accept back into inventory and click the “Save Item” button.

Note: A new price of \$0.00 is automatically entered for the item.

The screenshot shows the 'Inventory Transfer' window for 'LCB Davison Retailer'. It contains a table with columns: No., ID, Strain, Description, Qty Shipped, Qty Accepted, Original Price, New Price, and Inventory Type. The second row is highlighted in red and contains: 2, 1230 0012 7000 0210 Jodi's Stuff, Usable Marijuana, 250.00, 0.00, 1250.00, 0.00, Usable Marijuana. Below the table, there is a 'Previous Item' section with a 'Save Item' button highlighted in red. The 'Item 2 of 2' section contains fields for Barcode ID (1230 0012 7000 0210), Strain (Jodi's Stuff), Description (Usable Marijuana), Inventory Type (Usable Marijuana), Usable (1.00), Qty Shipped (250.00), Qty Accepted (0.00), Original Price (1250.00), Qty Returned (250.00), and New Price (0.00). Buttons for 'Cancel' and 'OK' are at the bottom right.

No.	ID	Strain	Description	Qty Shipped	Qty Accepted	Original Price	New Price	Inventory Type
1	1230 0012 7000 0211	Awsome Bud	Usable Marijuana	200.00	175.00	1000.00	875.00	Usable Marijuana
2	1230 0012 7000 0210	Jodi's Stuff	Usable Marijuana	250.00	0.00	1250.00	0.00	Usable Marijuana

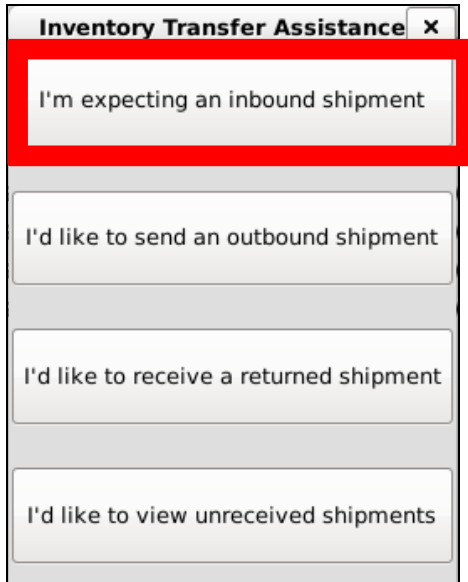
To view QA results in Transfer Inventory:

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

The screenshot shows the 'WSLCB Traceability System' interface. It has a green header with 'Washington State Liquor Control Board' and 'Logout'. Below the header, there are tabs for 'Administration', 'Help', 'Cultivation', 'Inventory', and 'Reports'. The 'Inventory' tab is active, showing sub-tabs for 'Current', 'Transfers', 'Manifests', and 'Quality Assurance'. The 'Quality Assurance' sub-tab is selected, displaying a table with columns: Time, Strain, Direction, User, Quantity, Vendor, and Price. The table contains five rows of data for Blueberry strain, all with a price of 0.00. On the right side, there is a sidebar with a 'Show' dropdown and several icons. The 'Transfer Inventory' icon is highlighted with a red box. At the bottom, there are buttons for 'Correct Transfer', 'Void Transfer', and 'Expand All'.

Time	Strain	Direction	User	Quantity	Vendor	Price
06/25/2015 4:56 PM	Bubble Gum	Inbound	patrick.vo@biotrackthc.com	1.00	G-7 GROW	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	5.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00

2. Click 'I'm expecting an inbound shipment'.



Inventory Transfer Assistance x

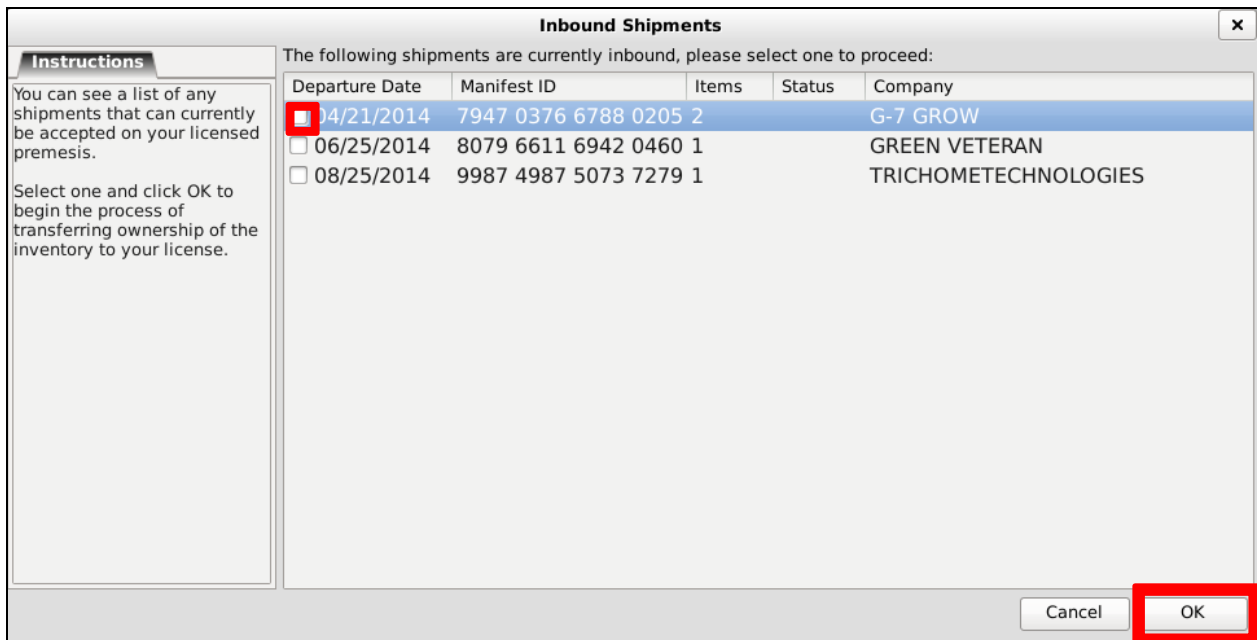
I'm expecting an inbound shipment

I'd like to send an outbound shipment

I'd like to receive a returned shipment

I'd like to view unreceived shipments

3. Select the shipment you want to partially accept or reject. Check the appropriate box in the Departure Date column. Click the 'OK' button.



Inbound Shipments x

Instructions

You can see a list of any shipments that can currently be accepted on your licensed premises.

Select one and click OK to begin the process of transferring ownership of the inventory to your license.

The following shipments are currently inbound, please select one to proceed:

Departure Date	Manifest ID	Items	Status	Company
<input checked="" type="checkbox"/> 04/21/2014	7947 0376 6788 0205	2		G-7 GROW
<input type="checkbox"/> 06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN
<input type="checkbox"/> 08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHNOLOGIES

Cancel OK

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

Inventory Transfer for Manifest ID: 7947 0376 6788 0205

Instructions

To complete the inventory transfer process, you should review all of the items to the right and accept only the items physically received.

Once you have entered the quantity, click the Save Item button to proceed.

Unchecked items or items with a zero (0) quantity will not be received into your inventory.

G-7 GROW

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
1	6033 5338 7000 0015	Blue Hash	Clone	Clone	1		Never tested	Clone
2	6033 5338 7000 0016	Blue Hash	Mature Plant	Mature Plant 1			Never tested	Mature Plant

Previous Item
Save Item
Item 1 of 2
View QA Results

Barcode ID: Strain:

Product: Inventory Type:

Description:

Quantity Received:

5. The 'QA Test Results' screen displays.

QA Test Results

Historical testing data can be found below:

Instructions

You can review the test results to the right.

Moisture Content
Potency Analysis
Foreign Matter Inspection
Microbiological Screening

Moisture Content: %

Result: Pass (<= 15)

Chapter 9: Processor Inventory Conversions

In this chapter, you will learn how to:

- ✓ Convert a Flower Lot into Useable Marijuana
- ✓ Convert a Flower Lot or Other Material Lot into Marijuana Extract
- ✓ Convert Marijuana Extract into Marijuana-Infused Product
- ✓ Move inventory between inventory rooms

Traceability Logic – Inventory Conversions

The system has many controls in place to reduce the potential for errors and to ensure that the product workflow is consistent with regulations. With respect to the Inventory Conversion menu—which will be discussed throughout this chapter—the menu will only display conversion options that are possible with the inventory you currently have on hand within the room selected.

- A Flower Lot is required to produce Usable Marijuana.
- A Lot of either Flower or Other Material is required to produce an Extract.
- An Extract is required to produce Liquid Marijuana Infused Edible, Marijuana Extract for Inhalation, Marijuana Infused Topicals, and Solid Marijuana Infused Edible.
- The menu in its entirety will only display should the room selected contain all of the precursors for each product type. The left-side displays all Intermediate Products that are required for some of the End Products displayed on the right-side.

The screenshot shows a window titled "Inventory Conversion" with a close button (X) in the top right corner. Below the title bar, there is a sub-header "Based on your current inventory, you can create any of the following:". The main content is divided into two columns: "Intermediate Products" and "End Products".

Intermediate Products	End Products
Bubble Hash	Liquid Marijuana Infused Edible
CO2 Hash Oil	Marijuana Extract for Inhalation
Food Grade Solvent Extract	Marijuana Infused Topicals
Hash	Sample Jar
Hydrocarbon Wax	Solid Marijuana Infused Edible
Infused Cooking Oil	Usable Marijuana
Infused Dairy Butter or Fat in Solid Form	
Kief	

On the left side of the window, there is an "Instructions" section with the following text:

Based on what you have available in your current inventory, you will see a list of end products that can currently be created.

Simply click on a button and the system will walk you through the process of selecting the items that you will convert to the end product.

- Otherwise, should the system detect that the precursor for a particular inventory type is not present in the room selected, then the system will remove that option from the menu until it is present.

Convert Flower Lot to Usable Marijuana

This function will notify the Traceability System of the creation of a usable marijuana from a flower lot.

- Navigate to the Inventory Room within which the flower lot inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.

The screenshot shows the 'Inventory' tab with the 'Current' sub-tab selected. The main area displays a table of inventory items:

Product	Strain	Type	Available	QA	Status
Flower (1)			1360.78g		
Other Material (4)			12236.51g		
Flower Lot (2)			4082.33g		
Other Material Lot (1)			5000.00g		

At the bottom of the screen, the 'Convert' button is highlighted with a red box. A red arrow points to the 'Convert' button. Other buttons visible include 'Details', 'Adjust', 'Print Barcode', 'Sample', 'QA Testing', 'Create Lot', 'Destroy', 'Sub Lot/Batch', and 'Expand All'. A 'Shortcuts' panel on the right contains icons for '15 Day Inventory', 'Transfer Inventory', 'Products', 'Rooms', 'Strains', 'Transport Manifest', 'Vehicles', 'Search', 'Employees', 'Vendors', 'Switch Location', and 'QA Labs'.

- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created. Since there are no extracts in inventory for this example, the only End Products available are Sample Jars and Usable Marijuana.
- Click on “Usable Marijuana” button.

The 'Inventory Conversion' dialog box is shown. It contains an 'Instructions' section on the left and a list of products on the right. The 'Usable Marijuana' button is highlighted with a red box and a red arrow.

Instructions
Based on what you have available in your current inventory, you will see a list of end products that can currently be created.
Simply click on a button and the system will walk you through the process of selecting the items that you will convert to the end product.

Based on your current inventory, you can create any of the following:

Intermediate Products	End Products
Bubble Hash	Sample Jar
CO2 Hash Oil	Usable Marijuana
Food Grade Solvent Extract	
Hash	
Hydrocarbon Wax	
Infused Cooking Oil	
Infused Dairy Butter or Fat in Solid Form	
Kief	

- Select an item from the list of available inventory appropriate for creating Usable Marijuana.

Select Items

Usable Marijuana Creation Assistance

Please select one (1) or more lots from below to proceed:

Barcode ID	Strain	Type	QA Test
<input checked="" type="checkbox"/> 9999 9999 6000 0002	Northernberry	Flower Lot	
<input type="checkbox"/> 9999 9999 6000 0006	Blueberry	Flower Lot	

Cancel OK

- Click on “OK”.
- The Usable Marijuana Creation Tool then appears. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item, the Quantity Available for use from the source item, the Amount to Deduct from the source item that is going into the end product, and the total Units Produced from Conversion. The Traceability System defaults to fully using the source item in the conversion.

Enter Quantities

Usable Marijuana Creation Tool

Barcode ID: 9999 9999 6000 0002 (Flower Lot)

Amount to Deduct: Quantity Available: **2267.96**

Total Deduction Quantity (Calculated Above):

Weight Per Unit (Pre-Packaged Weight):

Total Units Produced From Conversion:

Cancel OK

- Adjust the amount within the “Amount to Deduct” field (if necessary) and input the “Total Units Produced from Conversion” fields so that Traceability System numbers matches how much is being converted and the resulting product. (In the example below, a five pound flower lot is being converted in its entirety into 640 pre-packs of one-eighth ounce [3.54 g] each.)
- Click “OK” when complete.

Enter Quantities

Usable Marijuana Creation Tool

Barcode ID: 9999 9999 6000 0002 (Flower Lot)

Amount to Deduct:

Quantity Available: 2267.96

Total Deduction Quantity (Calculated Above):

Weight Per Unit (Pre-Packaged Weight):

Total Units Produced From Conversion:

- The newly created Usable Marijuana may now be found within the same room.

Administration Help

Cultivation **Inventory** **Reports**

Current **Transfers** **Manifests** **Quality Assurance**

Room: Bulk Inventory

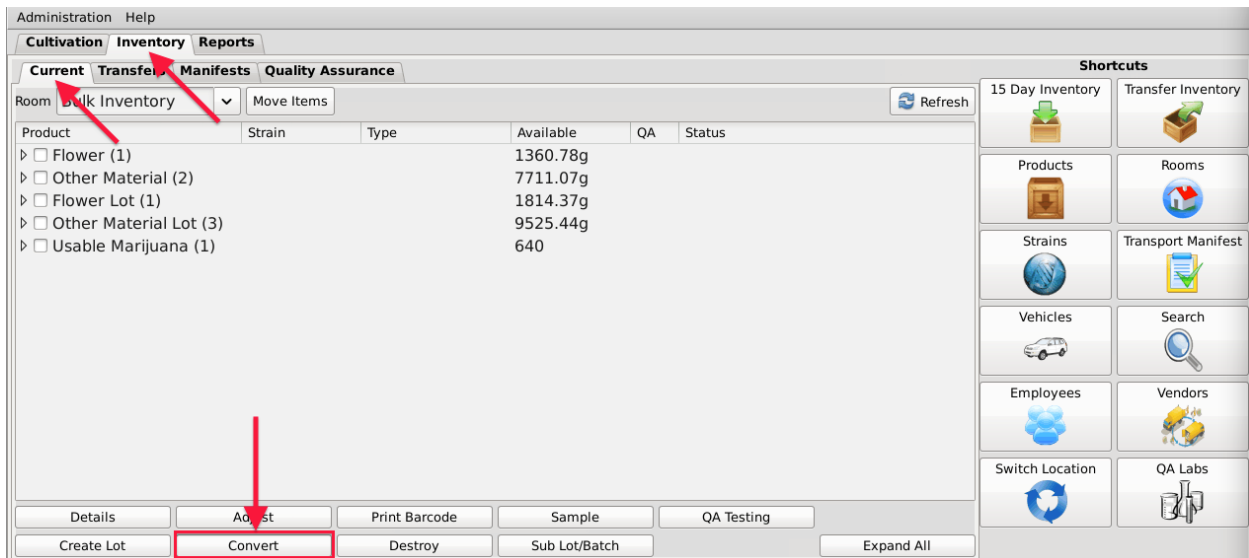
Product	Strain	Type	Available	QA	Status
▸ <input type="checkbox"/> Flower (1)			1360.78g		
▸ <input type="checkbox"/> Other Material (4)			12236.51g		
▸ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▸ <input type="checkbox"/> Other Material Lot (1)			5000.00g		
▾ <input type="checkbox"/> Usable Marijuana (1)			640		
<input checked="" type="checkbox"/> 9999 9999 6000 0007 Northernberry Usable Marijuana			640		

Shortcuts

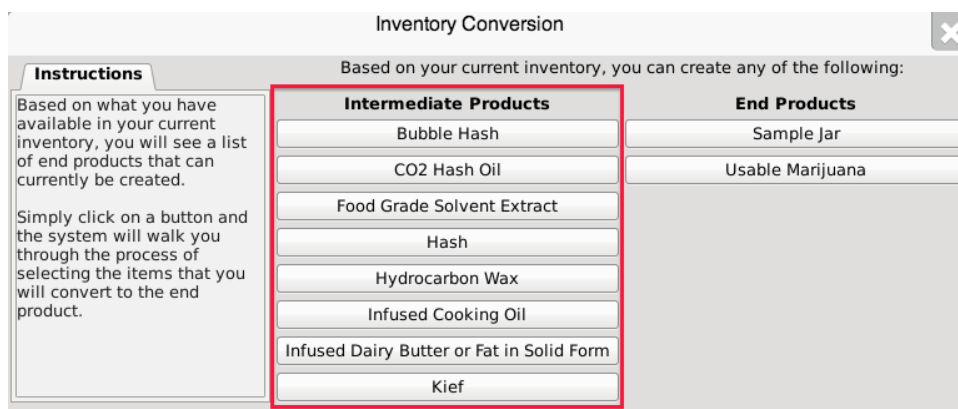
Convert Lot into a Marijuana Extract

This function will notify the Traceability System of the creation of a marijuana extract from a flower lot or other material lot.

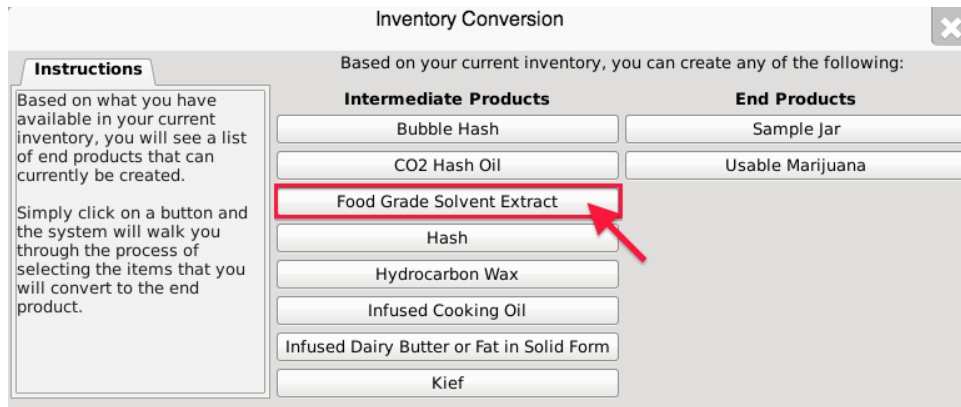
- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



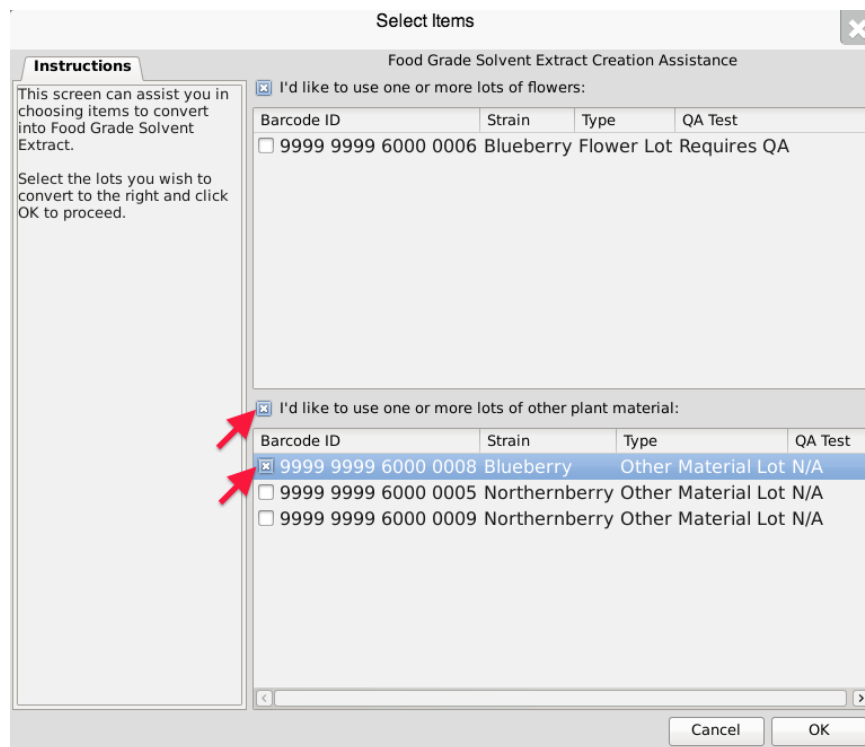
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created.
- The left column of options are all of the categories of extracts per regulation (Intermediate Products).



- For this example, we will select “Food Grade Solvent Extract” though any of the option on the left-side of the menu are applicable.



- Upon selecting an extract option from the Inventory Conversion menu, the Extract Creation Assistance tool appears. This tool lists all available inventory items that are allowed for the creation of the extract.
- Select one or more lots from the two lists, flower lot or other material lot.
- Click “OK” when complete.



- The Extract Creation Tool then appears. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item(s), the Quantity Available for use from the source item(s), the Amount to Deduct from the source item(s) going into the end product, total Units Produced and Total Waste from Conversion. The Traceability System defaults to fully using the source item(s) in the conversion.

Enter Quantities ✕

Food Grade Solvent Extract Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 9999 9999 6000 0008 (Other Material Lot)

Amount to Deduct: Quantity Available: **2721.55**

Total Deduction Quantity (Calculated Above)

Total Weight Produced From Conversion

Total Waste From Conversion

- Enter in the following,
 - Amount to Deduct: weight of Lot material that went into the conversion process.
 - Total Weight Produced: weight of the extract produced.
 - Total Waste: weight of the waste generated from the conversion process
- Click “OK” when complete.

Enter Quantities ✕

Food Grade Solvent Extract Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 9999 9999 6000 0008 (Other Material Lot)

Amount to Deduct: Quantity Available: **2721.55**

Total Deduction Quantity (Calculated Above)

Total Weight Produced From Conversion

Total Waste From Conversion

- The newly created extract may now be found within inventory.

Administration Help					
Cultivation Inventory Reports					
Current Transfers Manifests Quality Assurance					
Room: Bulk Inventory		Move Items		Refresh	
Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			1360.78g		
▶ <input type="checkbox"/> Other Material (2)			7711.07g		
▶ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▶ <input type="checkbox"/> Other Material Lot (2)			6803.89g		
▼ <input type="checkbox"/> Food Grade Solvent Extract (1)			100.00g		
<input checked="" type="checkbox"/> 9999 9999 6000 0010	Blueberry	Food Grade Solvent Extract	100.00g		
▶ <input type="checkbox"/> Usable Marijuana (1)			640		

Details	Adjust	Print Barcode	Sample	QA Testing
Create Lot	Convert	Destroy	Sub Lot/Batch	Expand All

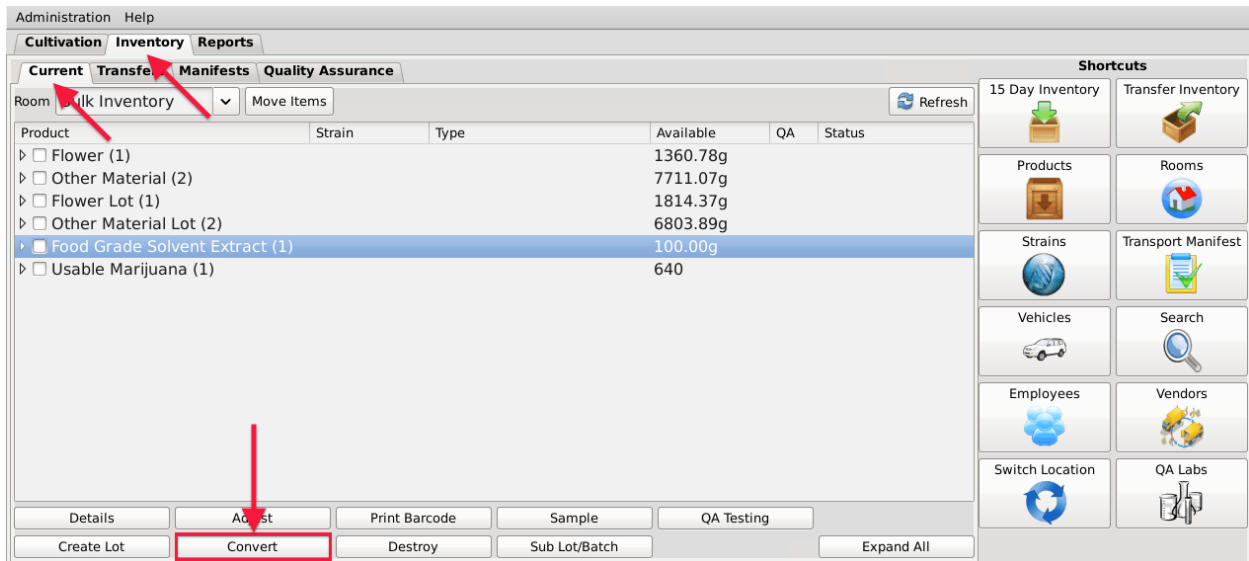
Shortcuts

15 Day Inventory	Transfer Inventory
Products	Rooms
Strains	Transport Manifest
Vehicles	Search
Employees	Vendors
Switch Location	QA Labs

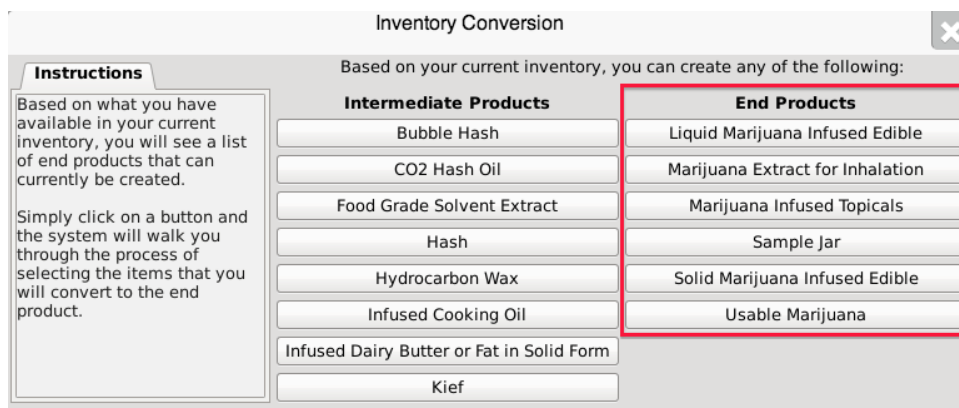
Convert Marijuana Extract into Marijuana-Infused Product

This function will notify the Traceability System of the creation of a marijuana-infused product from a marijuana extract.

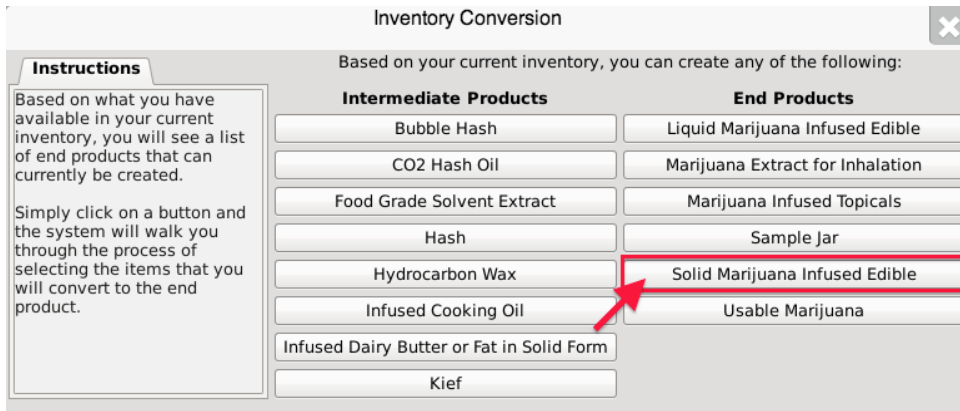
- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



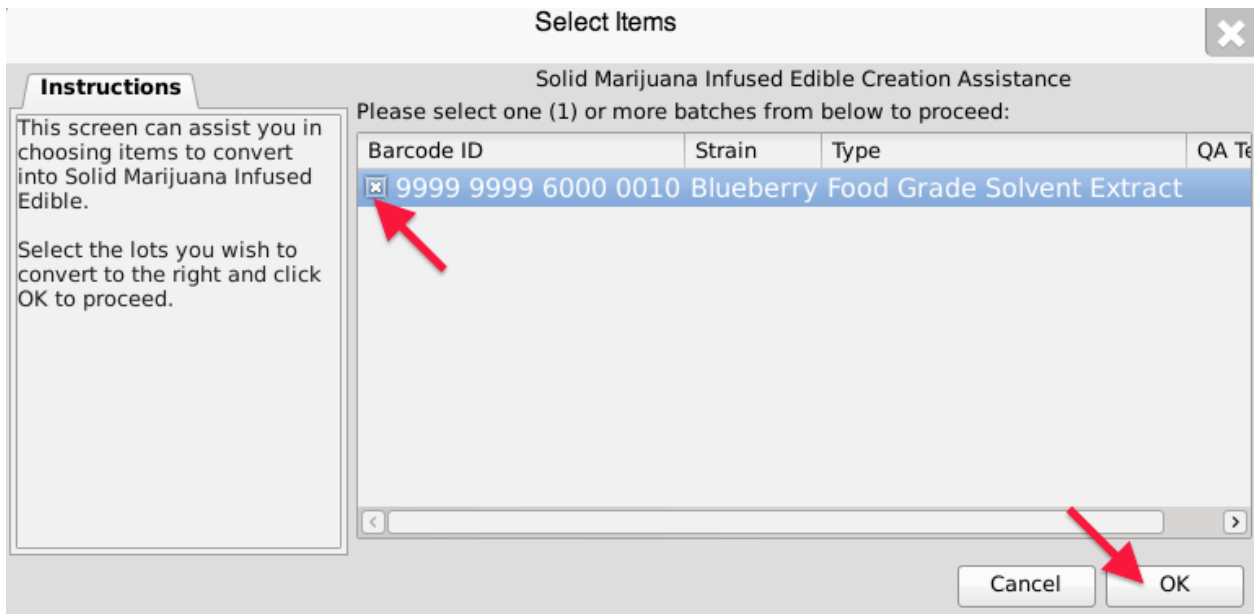
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created. Since there are extracts in inventory for this example, all categories of End Products are available in the right column.



- For this example, we will select “Solid Marijuana Infused Edible” though any of the option on the right-side of the menu are applicable (except Usable Marijuana and Sample Jar).



- Upon selecting an end-product option from the Conversion Menu, the Product Creation Assistance tool appears. This tool lists all available inventory items (extracts) that are allowed for the creation of the product.
- Select one or more batches of extract.
- Click “OK” when complete.



- The Product Creation Tool then appears. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item(s), the Quantity Available for use from the source item(s), the Amount to Deduct from the source item(s) going into the end product, total Units Produced and Total Waste from Conversion. The Traceability System defaults to fully using the source item(s) in the conversion.

Enter Quantities ✕

Solid Marijuana Infused Edible Creation Tool

Barcode ID: 9999 9999 6000 0010 (Food Grade Solvent Extract)

Amount to Deduct: Quantity Available: 100.00

Total Deduction Quantity (Calculated Above):

Total Units Produced From Conversion:

Total Waste From Conversion:

New Product Name:

- Enter in the following,
 - Amount to Deduct: weight of extract that went into the conversion process.
 - Total Units Produced From Conversion: whole number units of product made
 - Total Waste: weight of the waste generated from the conversion process.
 - New Product Name: Select one of the Products from the dropdown menu.
- Click "OK" when complete.

Enter Quantities ✕

Solid Marijuana Infused Edible Creation Tool

Barcode ID: 9999 9999 6000 0010 (Food Grade Solvent Extract)

Amount to Deduct: Quantity Available: 100.00

Total Deduction Quantity (Calculated Above):

Total Units Produced From Conversion:

Total Waste From Conversion:

New Product Name:

- The newly created product may now be found within inventory.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory

Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			1360.78g		
▶ <input type="checkbox"/> Other Material (2)			7711.07g		
▶ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▶ <input type="checkbox"/> Other Material Lot (2)			6803.89g		
▶ <input type="checkbox"/> Food Grade Solvent Extract (1)			90.00g		
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (1)			600		
<input checked="" type="checkbox"/> 9999 9999 6000 0011	Blueberry	Solid Marijuana Infused Edible	600		
▶ <input type="checkbox"/> Usable Marijuana (1)			640		

Shortcuts

- 15 Day Inventory
- Transfer Inventory
- Products
- Rooms
- Strains
- Transport Manifest
- Vehicles
- Search
- Employees
- Vendors
- Switch Location
- QA Labs

Assign new inventory type

The user can assign new inventory types such as Marijuana Mix, Marijuana Mix Packaged and Marijuana Mixed Infused. The new inventory types allow for more accurate pathways for product hybrids such as caviar, etc.

To view and assign new inventory types from the Processor or Producer/Processor location:

1. Click the 'Inventory' tab. Click the 'Current' sub-tab.

WSLCB Traceability System

Administration Help

Inventory Reports

Current Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items Refresh

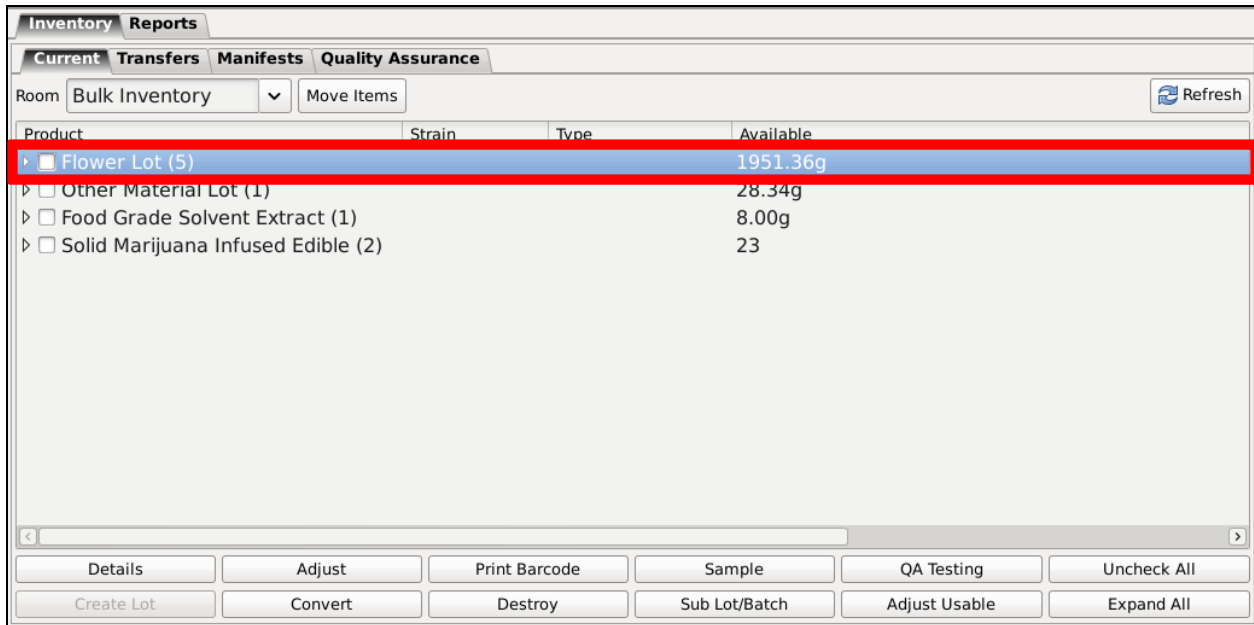
Product	Strain	Type	Available
▶ <input checked="" type="checkbox"/> Flower Lot (5)			1951.36g
▶ <input type="checkbox"/> Other Material Lot (1)			28.34g
▶ <input type="checkbox"/> Food Grade Solvent Extract (1)			8.00g
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (2)			23

< >

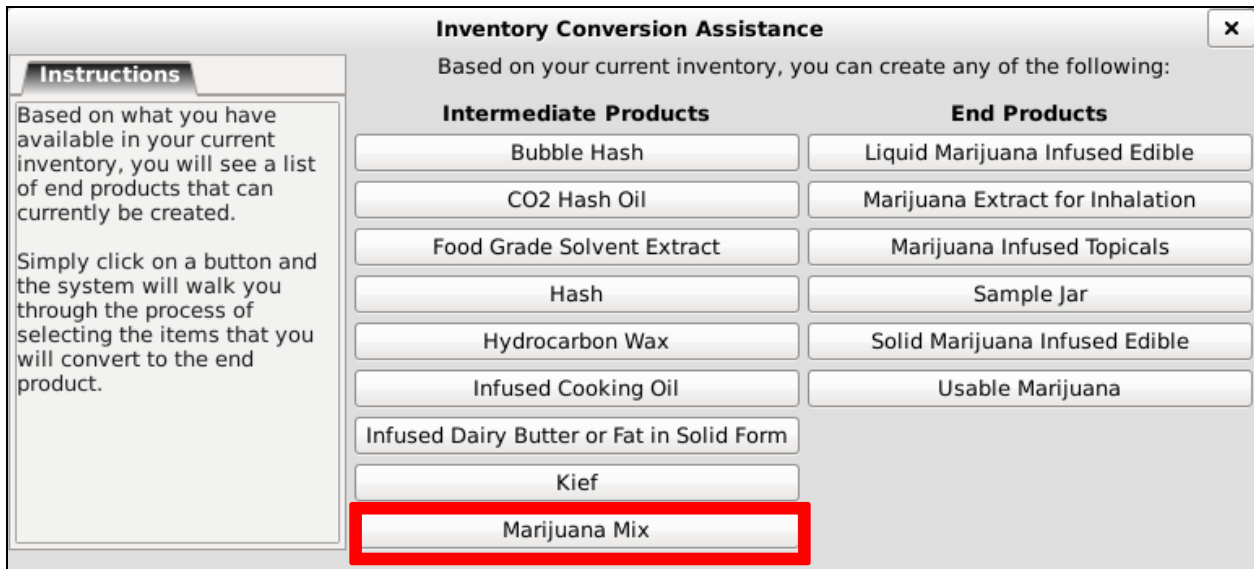
Details Adjust Print Barcode Sample QA Testing Uncheck All

Create Lot Convert Destroy Sub Lot/Batch Adjust Usable Expand All

2. Select the Inventory Product and click the 'Convert' button.



3. The 'Inventory Conversion Assistance' screen displays with the new inventory type options. Select the inventory type to create; for example 'Marijuana Mix'.



4. The 'Marijuana Mix Creation Assistance' screen displays. Select the item to convert and click the 'OK' button.

Barcode ID	Strain	Type	QA Test
<input checked="" type="checkbox"/> 6032 8508 1000 0005	Agent Orange	Flower Lot	
<input type="checkbox"/> 6033 1053 2000 0006	Blackberry 1	Flower Lot	
<input type="checkbox"/> 6033 2469 4000 0005	Thai	Flower Lot	
<input type="checkbox"/> 6033 4068 0000 0004	strawberry	Flower Lot	

5. The 'Create Marijuana Mix' screen displays. Click the barcode ID checkbox. Enter the amount of product to convert from the total lot quantity. Click the 'OK' button.

Barcode ID: 6032 8508 1000 0005 (Flower Lot)

Amount to Deduct:

Quantity Available: 77.00

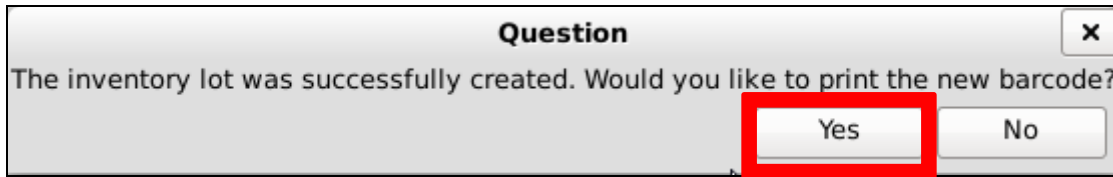
Total Lot Quantity (Calculated Above) 77.00

6. Click the 'Proceed' button.

Confirm

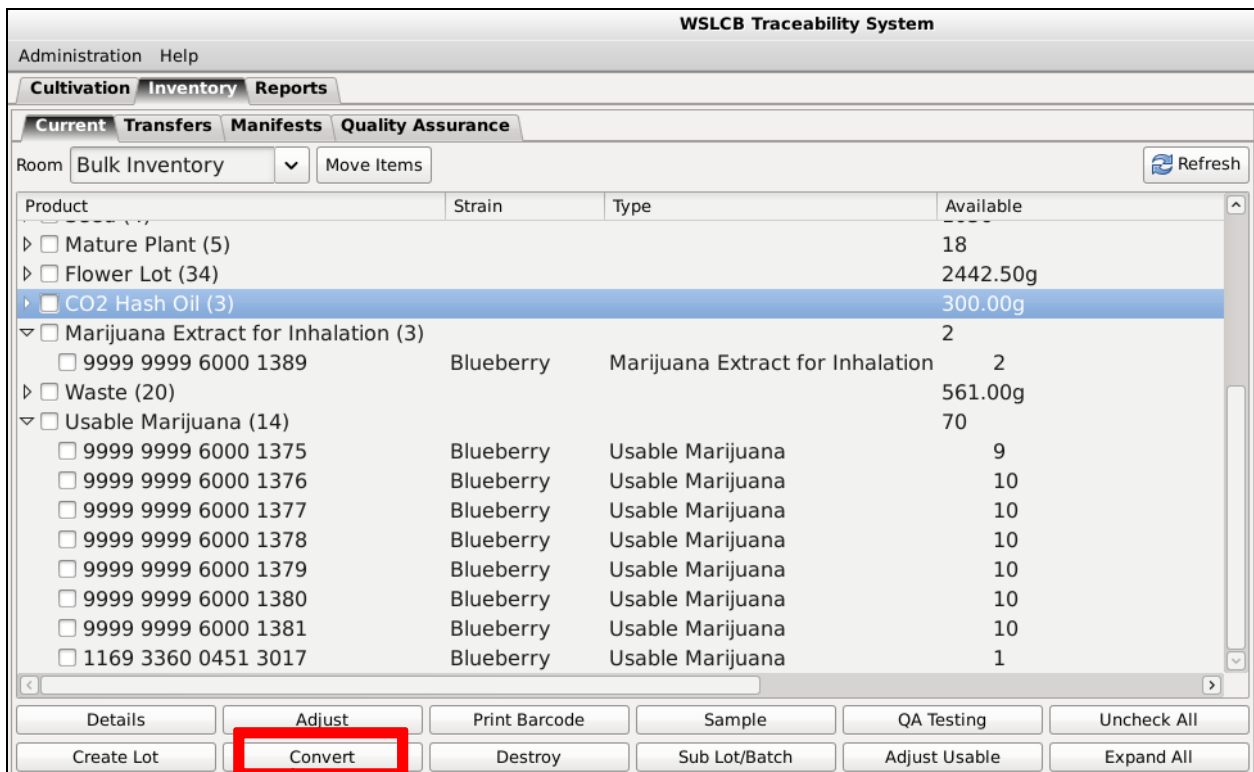
Please review your data before proceeding.

7. The 'Question' screen displays to confirm that the inventory lot was successfully created. Click the 'Yes' button to print the new barcode.

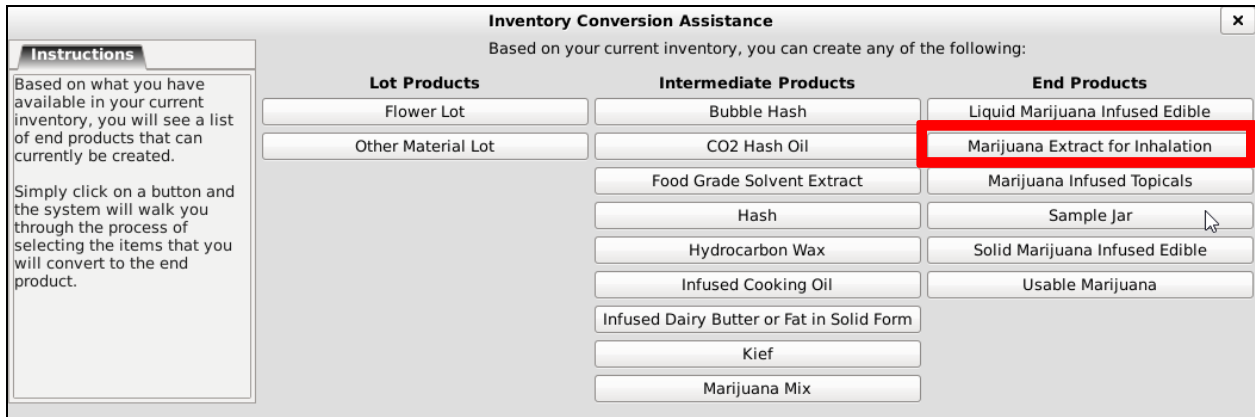


Bypassing QA Testing for intermediate product that have already passed a QA test

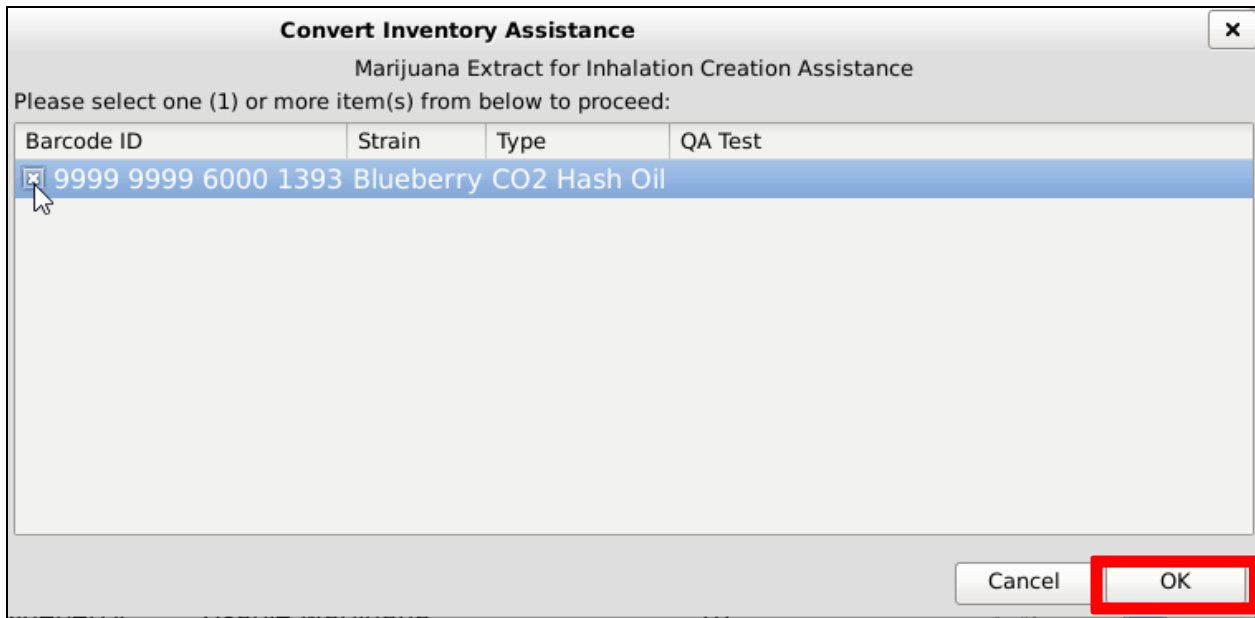
1. Select the intermediate product you wish to convert. This is a product that shouldn't require any more testing.
2. Click the 'Convert' button.



3. The 'Inventory Conversion Assistance' screen displays. Click on the end product that you want to create, for example, Marijuana Extract for Inhalation.



4. The 'Convert Inventory Assistance' screen displays. Select the convert item.
5. Click the 'OK' button.



6. The 'Create Marijuana Extract for Inhalation' screen displays. Check the box at the bottom if the product hasn't changed and doesn't require additional QA testing.

Note: The Net weight (net volume) of the end product is tracked in the 'Net Weight Per Unit' field.

Create Marijuana Extract for Inhalation

Marijuana Extract for Inhalation Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 9999 9999 6000 1393 (CO2 Hash Oil)

Amount to Deduct Quantity Available: **300.00**

Total Deduction Quantity (Calculated Above)

Weight Per Unit (Pre-Packaged Weight)

Total Units Produced From Conversion

Net Weight **Per Unit**

New Product Name

This product has not undergone any changes and does not require additional QA testing

Move Inventory

You may move inventory from one inventory room to another using the following method:

- Navigate to the Inventory Room within which the inventory is presently located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the checkbox to left of the inventory item.
- Click on the “Move Items” button

Administration Help

Cultivation **Inventory** Reports

Current Transfers Manifests Quality Assurance

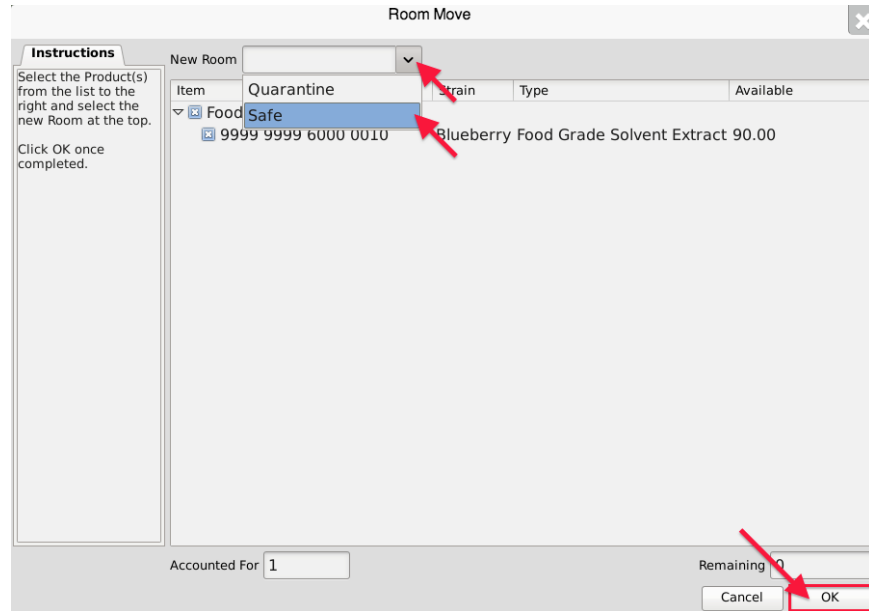
Room Bulk Inventory Move Items

Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			1360.78g		
▶ <input type="checkbox"/> Other Material (2)			7711.07g		
▶ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▶ <input type="checkbox"/> Other Material Lot (2)			6803.89g		
▼ <input checked="" type="checkbox"/> Food Grade Solvent Extract (1)			90.00g		
<input checked="" type="checkbox"/> 9999 9999 6000 0010	Blueberry	Food Grade Solvent Extract	90.00g		
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (1)			600		
▶ <input type="checkbox"/> Usable Marijuana (1)			640		

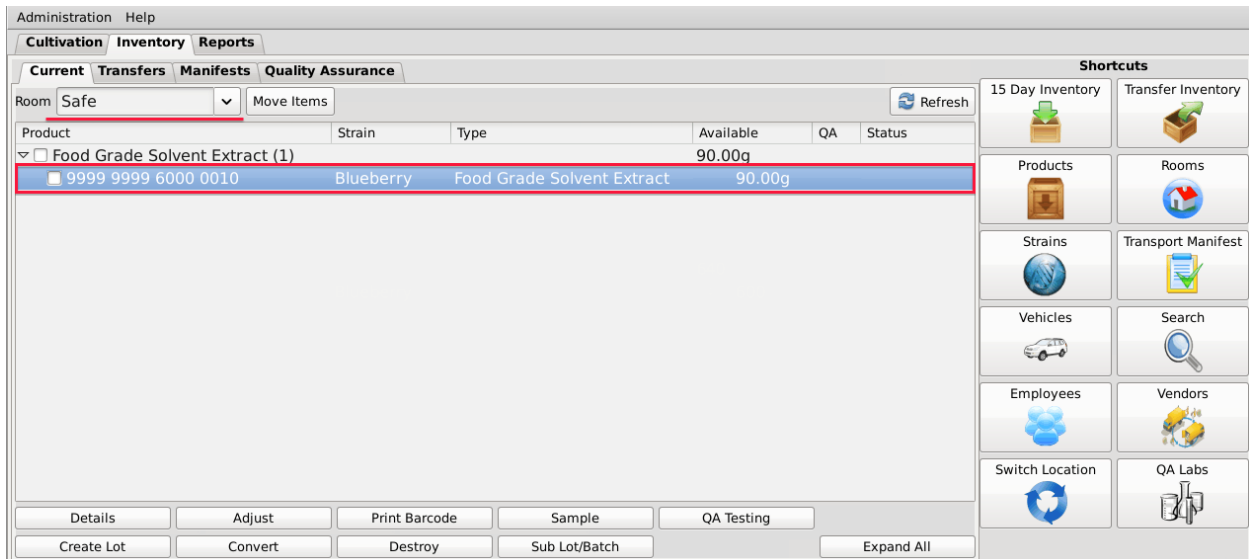
Shortcuts

- When the Move Inventory popup appears, select the destination room from the “New Room” dropdown.

- Click “OK” when complete.



- You will now find that the inventory has been moved to the room selected.



Chapter 10: Transportation Manifests

In this chapter, you will learn how to:

- ✓ Generate a Transportation Manifest
- ✓ Modify a Transportation Manifest

Regulations

WAC 314-55-083

(3) (f) All marijuana or marijuana-infused products that are intended to be removed or transported from marijuana producer to marijuana processor and/or marijuana processor to marijuana retailer shall be staged in an area known as the "quarantine" location for a minimum of twenty-four hours. Transport manifest with product information and weights must be affixed to the product. At no time during the quarantine period can the product be handled or moved under any circumstances and is subject to auditing by the liquor control board or designees.

(4) (g) There is a twenty-four hour mandatory waiting period after the notification described in this subsection to allow for inspection before a lot of marijuana is transported from a producer to a processor;

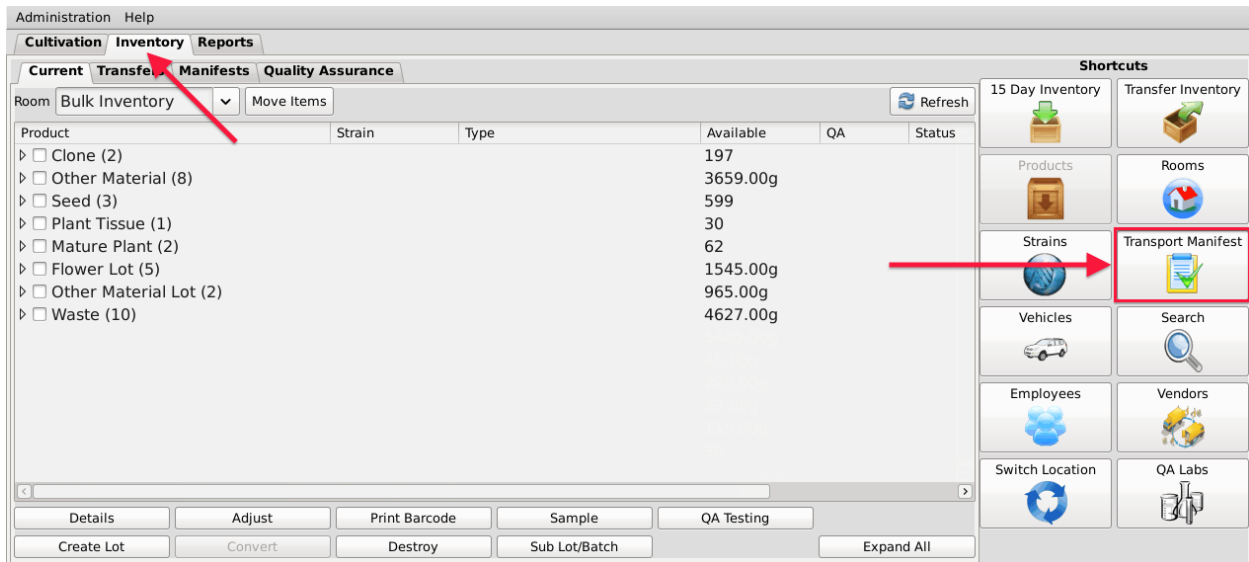
WAC 314-55-085

(3) Transportation manifest. A complete transport manifest containing all information required by the board must be kept with the product at all times.

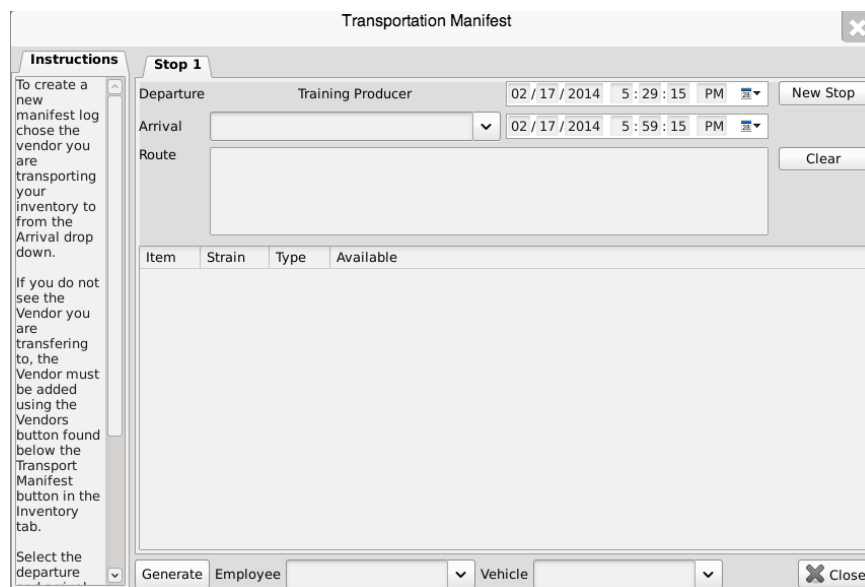
Create a Transportation Manifest

To create the standardized Washington Marijuana Transportation Manifest for outbound shipments, you will need to access the Transportation Manifest screen.

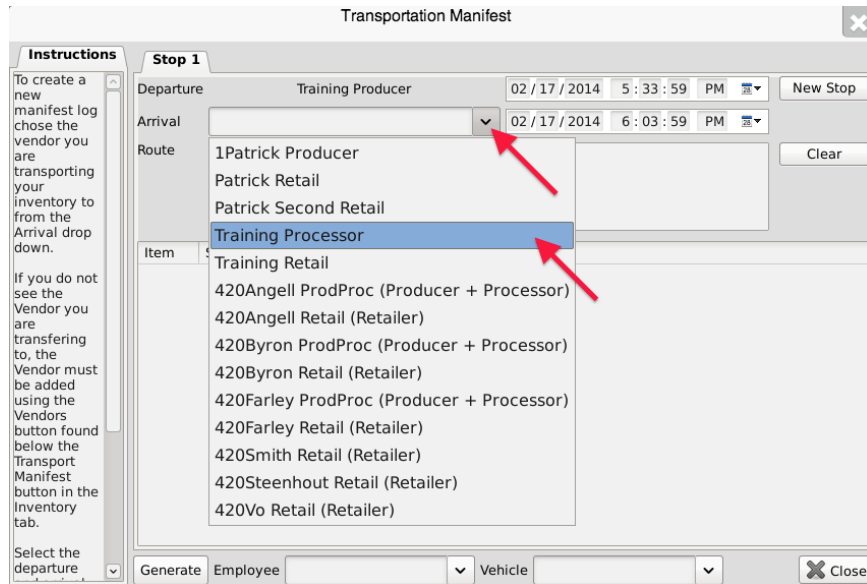
- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Transportation Manifest” button located on the right-hand side of the screen.



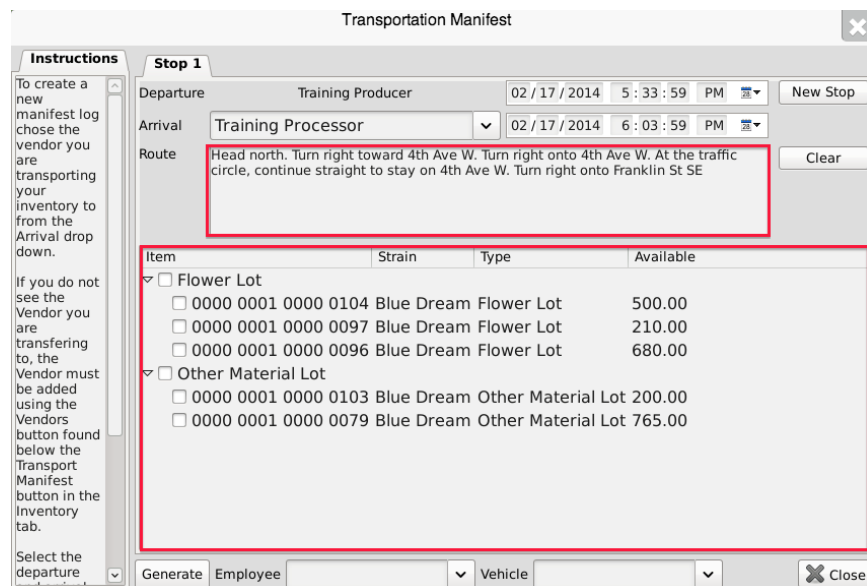
- This will bring up the Transportation Manifest screen.



- Select the destination Licensee from the “Arrival” dropdown. If the intended recipient is not found within the dropdown, you will need to add the recipient to your Preferred Vendor List as described in Chapter 4: Vendors.



- Once “Arrival” is selected, the system automatically completes a default driving “Route” and lists all of the available inventory items that can be included on the manifest.



- If the receiving Licensee is a Producer, only Seeds, Clones, Mature Plants, and Plant Tissue will be available for selection.
- If the receiving Licensee is a Processor, only Flower Lots and Other Material Lots that have a status of “Passed QA” will be available for selection.

- Within the inventory section, select the item(s) to be included on this manifest.
- Select the Employee and Vehicle that will be transporting the inventory.
- Select the expected departure date/time and the expected arrival date/time.

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down.
If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.
Select the departure

Stop 1

Departure Training Producer 02 / 17 / 2014 6 : 38 : 20 PM [icon] New Stop

Arrival Training Processor 02 / 17 / 2014 7 : 08 : 20 PM [icon]

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE Clear

Item	Strain	Type	Available
<input type="checkbox"/> 0000 0001 0000 0104	Blue Dream	Flower Lot	500.00
<input checked="" type="checkbox"/> 0000 0001 0000 0097	Blue Dream	Flower Lot	210.00
<input type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	680.00
Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103	Blue Dream	Other Material Lot	200.00
<input type="checkbox"/> 0000 0001 0000 0079	Blue Dream	Other Material Lot	765.00

Generate Employee Michael Anderson Vehicle Van 2 Close

- Click “Generate” when all of the manifest components have been completed.

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down.
If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.
Select the departure

Stop 1

Departure Training Producer 02 / 17 / 2014 6 : 38 : 20 PM [icon] New Stop

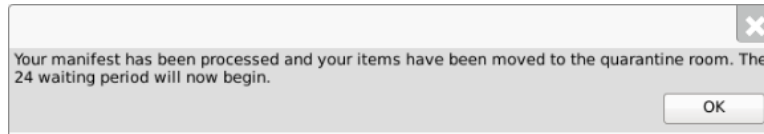
Arrival Training Processor 02 / 17 / 2014 7 : 08 : 20 PM [icon]

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE Clear

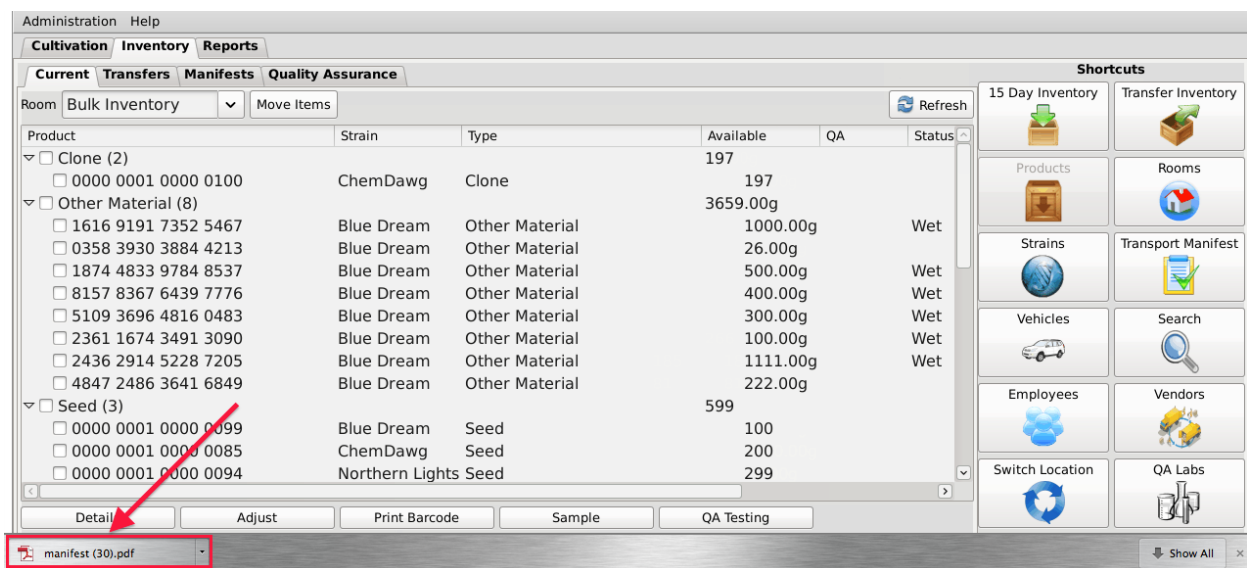
Item	Strain	Type	Available
<input type="checkbox"/> 0000 0001 0000 0104	Blue Dream	Flower Lot	500.00
<input checked="" type="checkbox"/> 0000 0001 0000 0097	Blue Dream	Flower Lot	210.00
<input type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	680.00
Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103	Blue Dream	Other Material Lot	200.00
<input type="checkbox"/> 0000 0001 0000 0079	Blue Dream	Other Material Lot	765.00

Generate Employee Michael Anderson Vehicle Van 2 Close

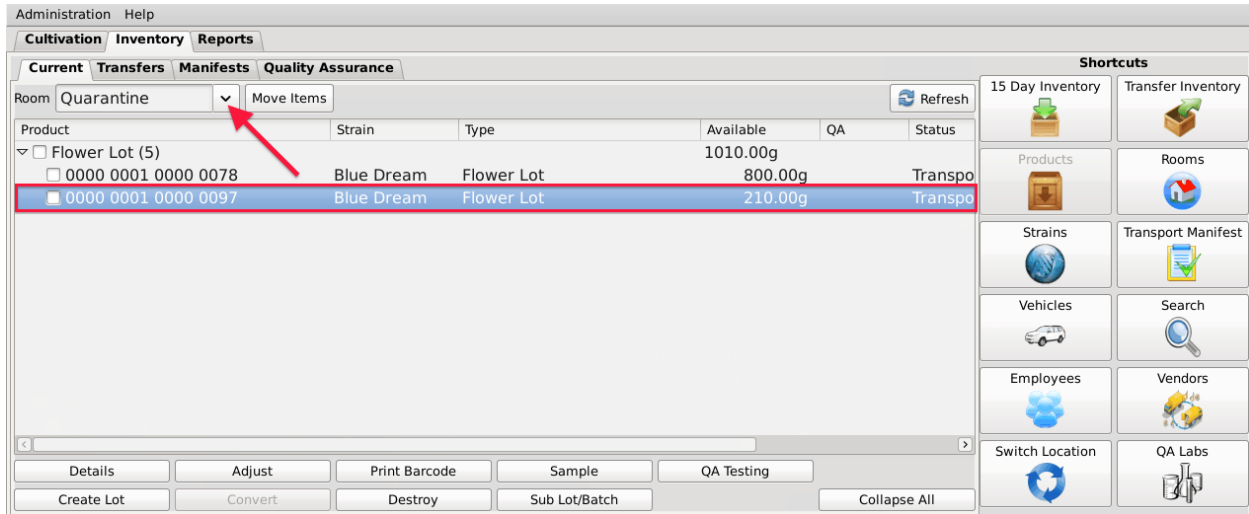
- The following notice confirms (1) the Traceability System’s receipt of the digital copy of the manifest, (2) the to-be-shipped items movement to the quarantine room within the Traceability System, and (3) the start of the 24-hour waiting period.



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



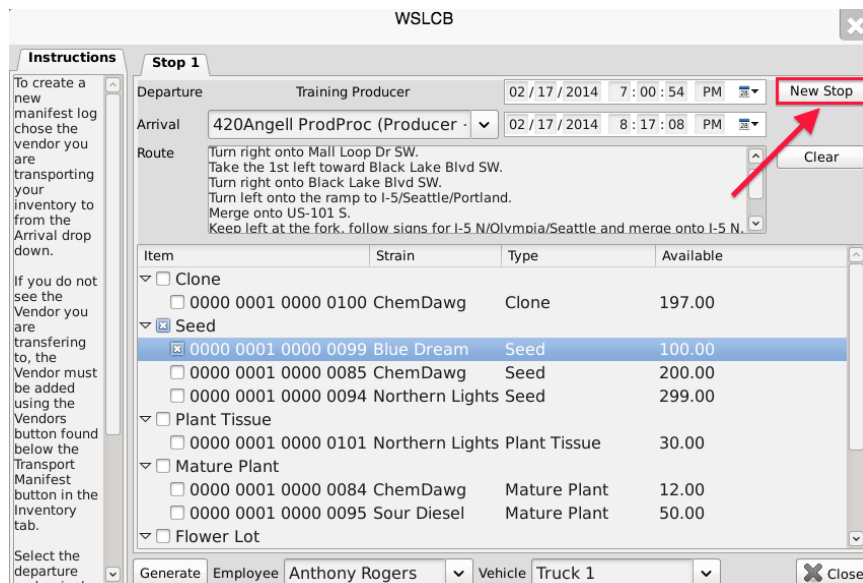
- The inventory will automatically be moved to the Quarantine room for the mandatory 24-hour waiting period.



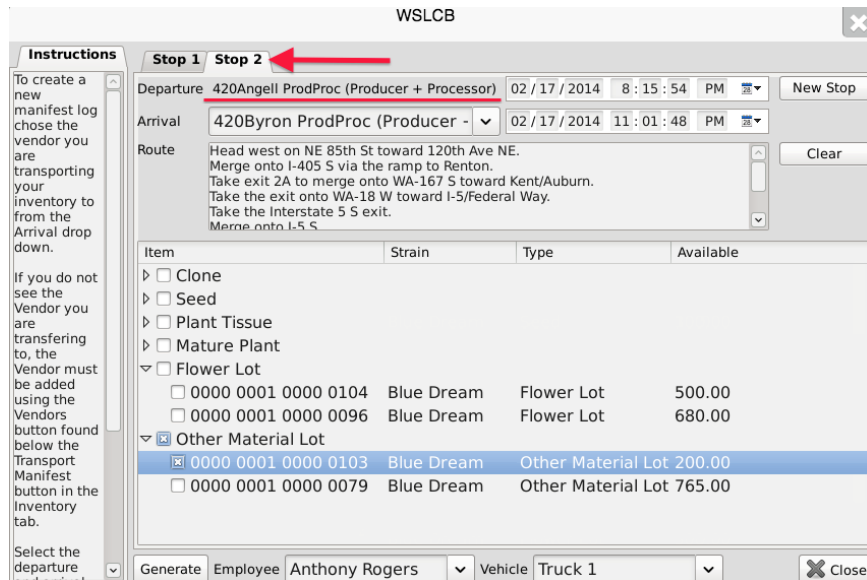
Multi-Stop Transportation Manifests

Perform the following steps to create a transportation manifest with multiple delivery stops.

- After completing the first stop on the manifest, click on the “New Stop” button.



- A tab for a subsequent stop will appear with the Departure location pre-populated with the Arrival location of the previous stop (e.g., if Licensee 123 is the destination of the first delivery, then License 123 will be the starting point for the second delivery).

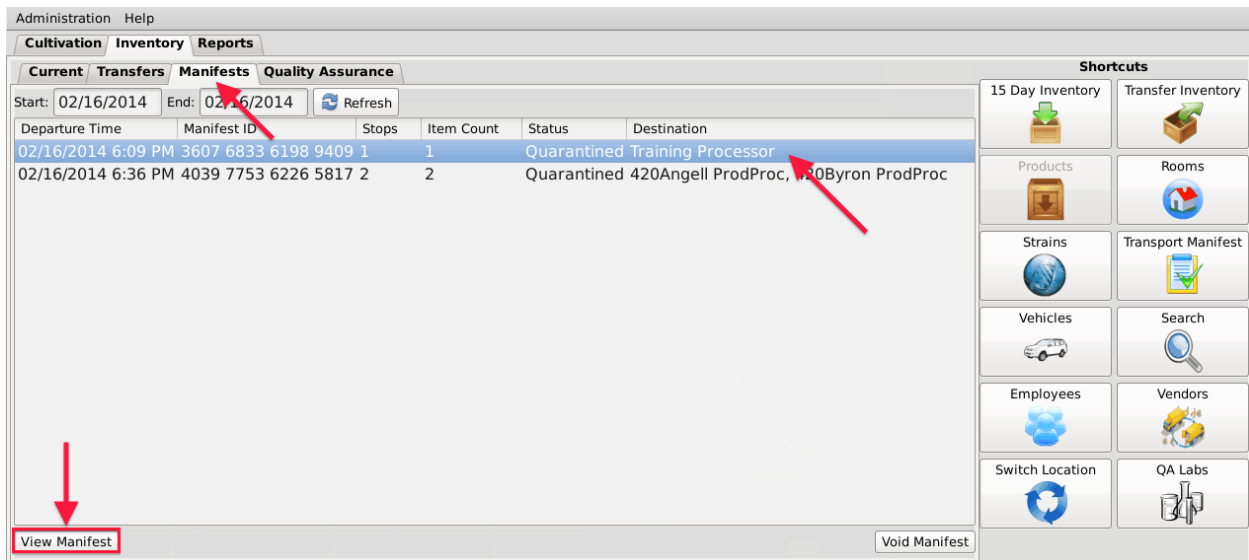


- Click on the “Generate” button when all stops have been created.

View Manifests

Once a transportation manifest has been entered into the Traceability System, you may re-download it at any time by navigating to the Manifests tab.

- Narrow the results by selecting a start-date and an end-date.
- Select the desired manifest and then click on the “View Manifest” button.



Void a Manifest

You may void a transportation manifest should it be necessary (e.g., the sale is cancelled or the manifest needs to be changed), but only if the manifest’s status is still “Quarantined”.

- Navigate to the Manifests tab.

- Narrow the results by selecting a start-date and an end-date.
- Select the to-be-voided manifest and then click on the “Void Manifest” button.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Start: 02/16/2014 End: 02/16/2014 Refresh

Departure Time	Manifest ID	Stops	Item Count	Status	Destination
02/16/2014 6:09 PM	3607 6833 6198 9409	1	1	Quarantined	Training Processor
02/16/2014 6:36 PM	4039 7753 6226 5817	2	2	Quarantined	420Angell ProdProc, 420Byron ProdProc

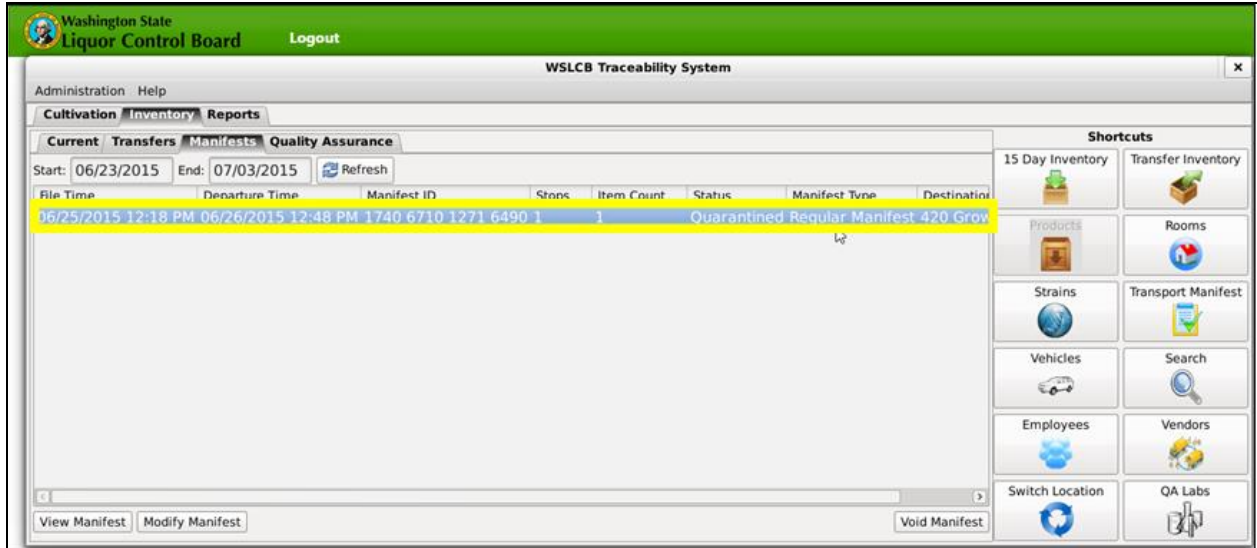
Shortcuts

- 15 Day Inventory
- Transfer Inventory
- Products
- Rooms
- Strains
- Transport Manifest
- Vehicles
- Search
- Employees
- Vendors
- Switch Location
- QA Labs

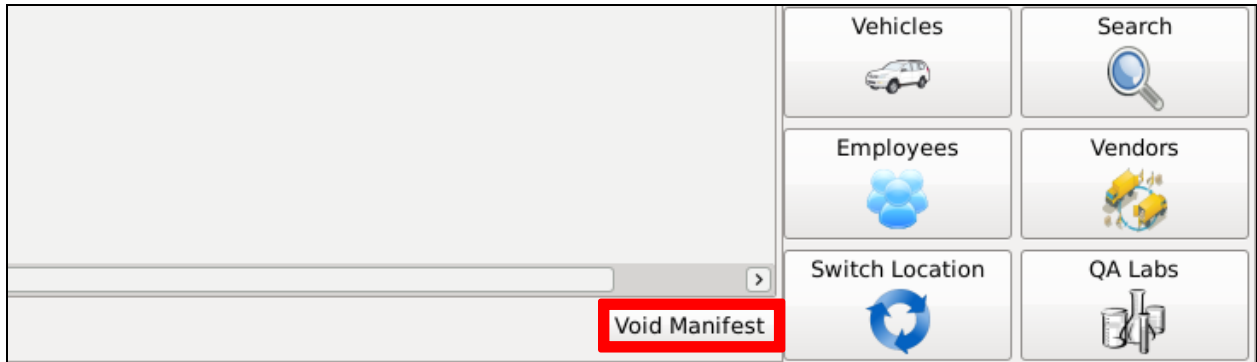
View Manifest Void Manifest

To void a partial manifest:

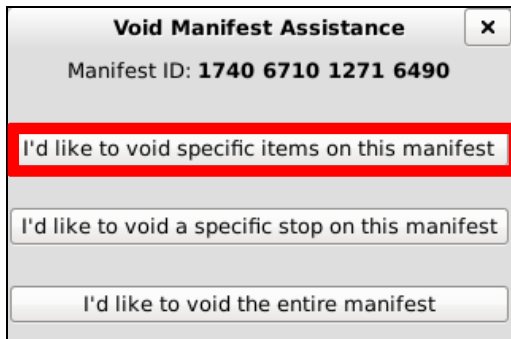
1. Click the Manifest tab and select the scheduled manifest you want to void.



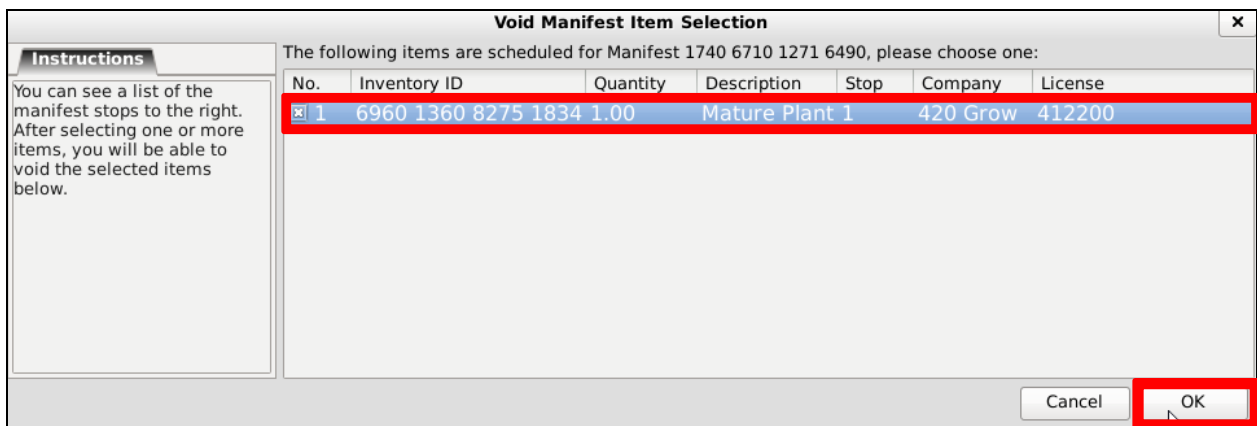
2. Click the 'Void Manifest' button.



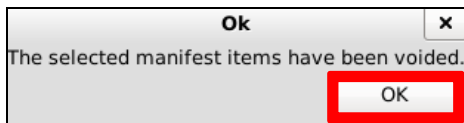
3. The 'Void Manifest Assistance' screen displays. Click the desired button. Here, we will click the 'I'd like to void specific items on this manifest' button.



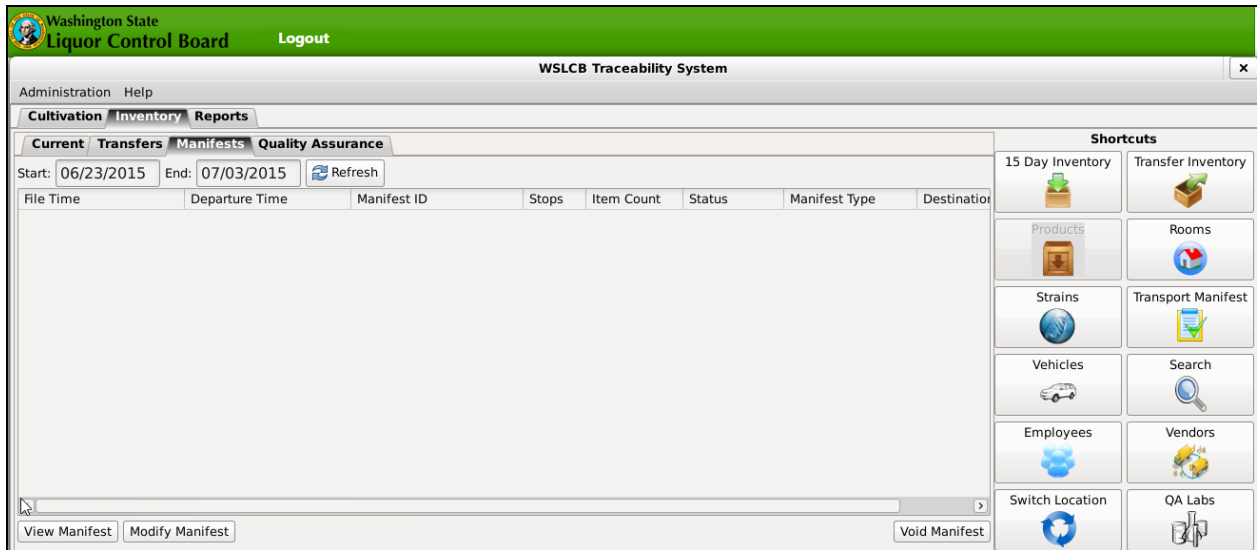
4. In the 'Void Manifest Item Selection' screen, select the item you want to void and click the OK button.



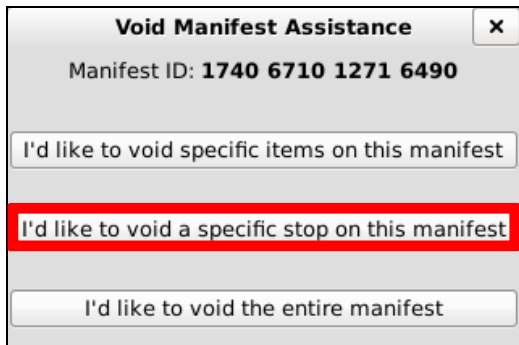
5. The 'OK' screen displays to confirm that the manifest\item has been voided. Click the 'OK' button.



6. The manifest has been voided and removed.

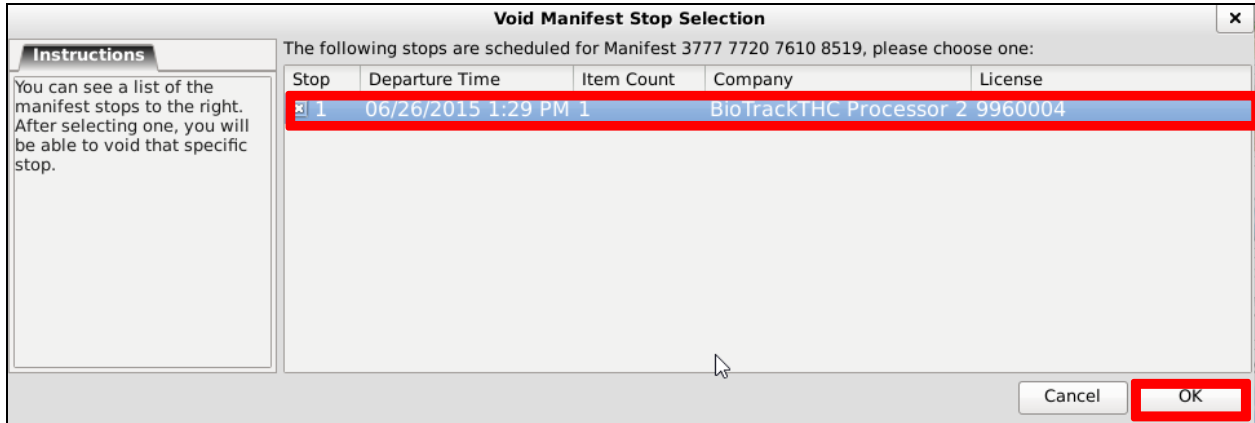


By clicking 'I'd like to void a specific stop on this manifest' on the 'Void Manifest Assistance' screen, the 'Void Manifest Stop Selection' screen displays.

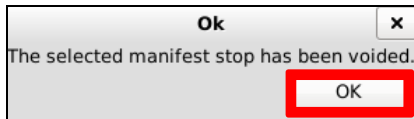


1. Select the 'Manifest Stop' you want to void and click the 'OK' button.

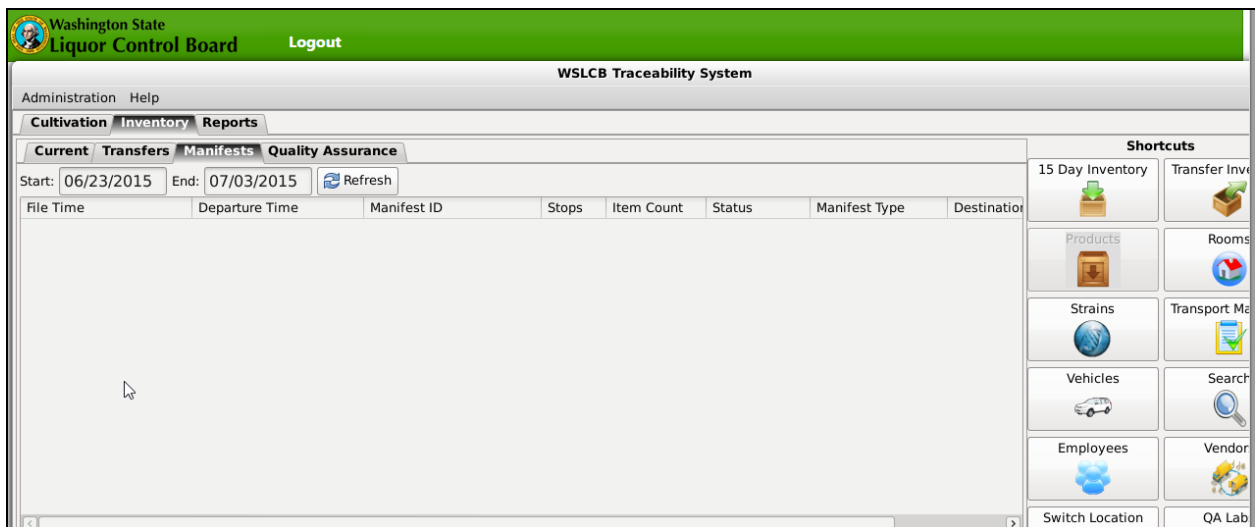
Note: click the check box under the Stop column to select the item.



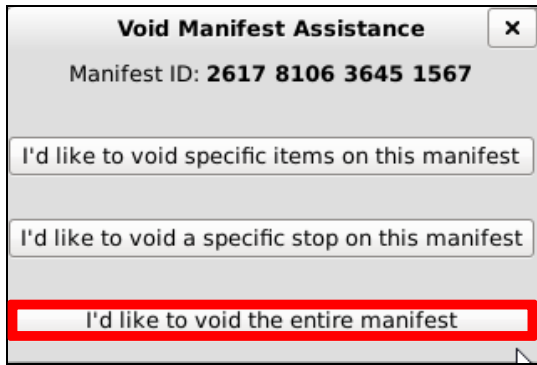
2. The 'Ok' screen displays to confirm that the manifest\item has been voided. Click the 'OK' button.



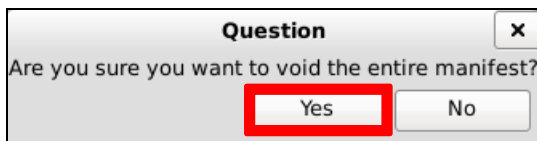
3. The Manifest Stop has been voided and removed.



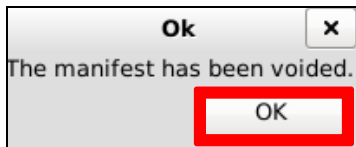
By clicking 'I'd like to void the entire manifest' on the Void Manifest Assistance screen, the 'Question' screen displays.



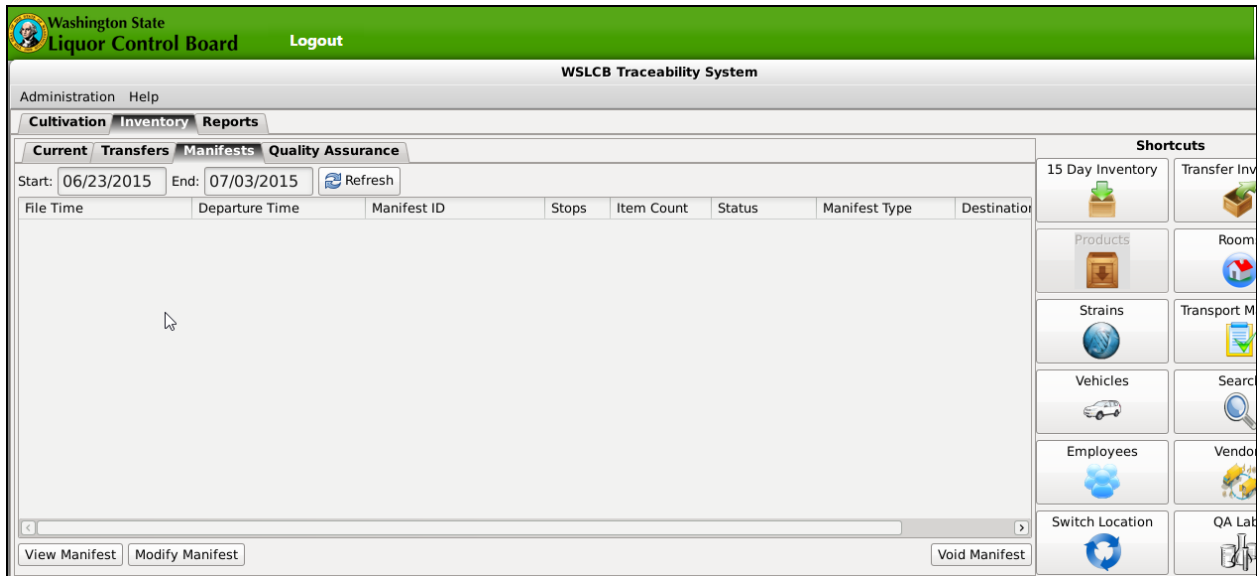
1. Click the 'Yes' button to confirm that you want to void the entire manifest.



2. The 'OK' screen displays to confirm that the manifest has been voided. Click the OK button.



3. The Manifest has been voided and removed.



Chapter 11: Wholesale Inventory Transfers - Outbound

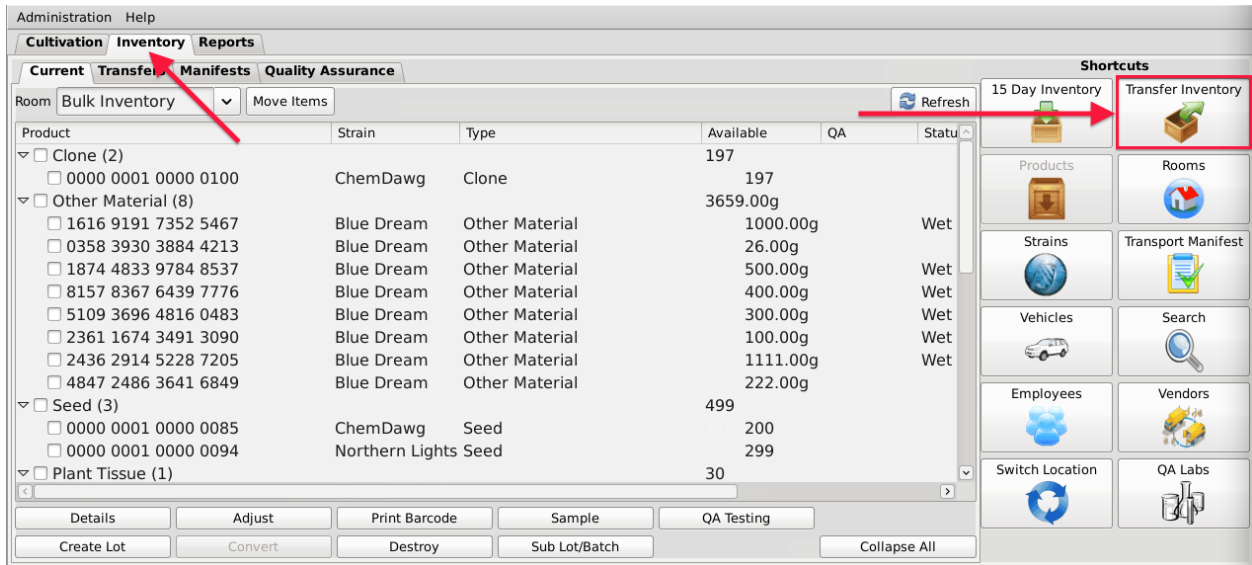
In this chapter, you will learn how to:

- ✓ Complete an outbound inventory transfer

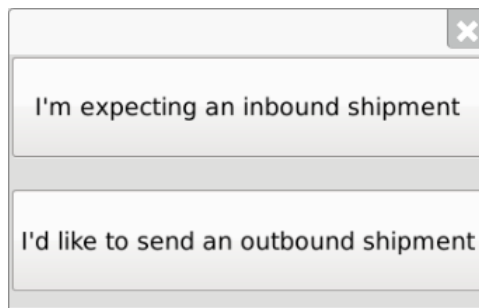
Initiating an Inventory Transfer

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.



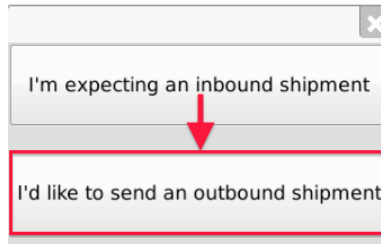
- The following pop-up appears:



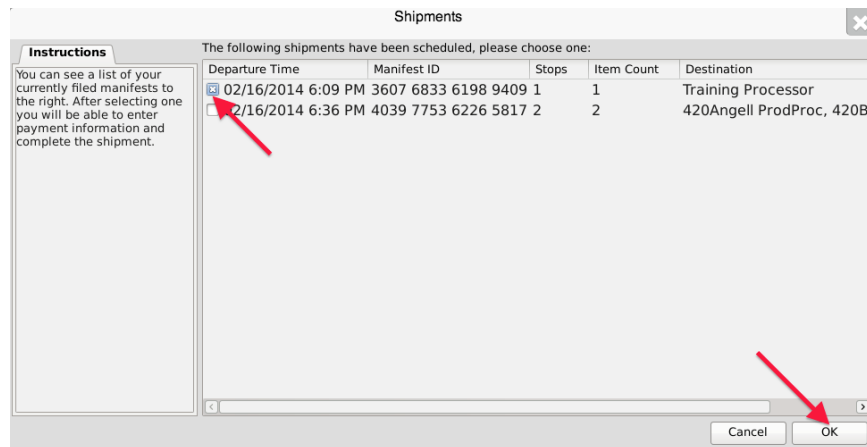
Outbound Shipment

To send an outbound shipment,

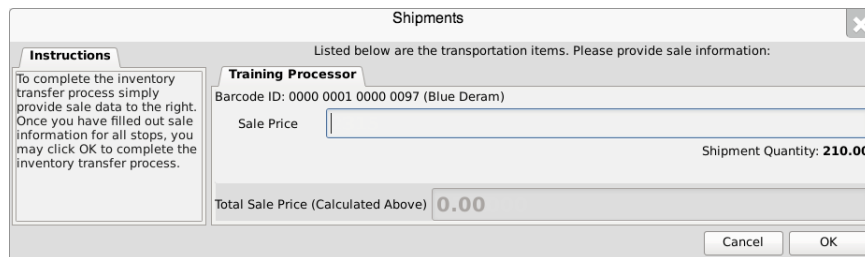
- Click on “I’d like to send an outbound shipment”



- 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. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own line accordingly.



- Enter the Sales Price of each item that is on the manifest.
 - **NOTE: BE SURE TO INCLUDE THE 25% EXCISE TAX IN THE SALES PRICE ENTERED, BUT NOT STATE OR LOCAL TAXES.**
 - Example: if the pre-tax price of the item in the below example is \$1,852, then the Sales Price with the 25% excise tax equals \$2,315 before state or local taxes.
- 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.

Chapter 12: Destruction Events

In this chapter, you will learn how to:

- ✓ Schedule inventory for destruction

Regulations

WAC 314-55-083

(4) (f) There is a seventy-two hour mandatory waiting period after the notification described in this subsection is given before any plant may be destroyed or a lot or batch of marijuana or marijuana-infused product may be destroyed;

Schedule Inventory Destruction

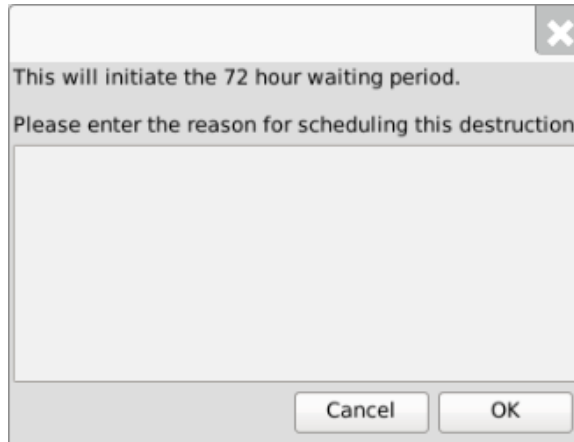
This function allows you to schedule inventory for destruction. This event begins the 72-hour waiting period before the Destroy Inventory function may be called on the inventory item.

- Navigate to the Inventory Room within which the to-be-destroyed 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 destroyed.
- Click on the “Destroy” button at the bottom of the screen.

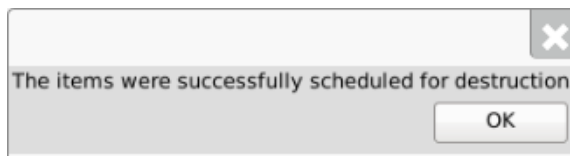
The screenshot shows the BioTrackTHC Inventory Management System interface. The 'Inventory' tab is active, and the 'Current' sub-tab is selected. The main area displays a table of inventory items with columns for Product, Strain, Type, Available, and Status. A red box highlights the 'Destroy' button at the bottom of the screen. A red arrow points to the checkbox next to the item '0000 0001 0000 0043'.

Product	Strain	Type	Available	Status
<input type="checkbox"/> Kief (1)			10.00g	
<input type="checkbox"/> Flower (3)			277.00g	
<input type="checkbox"/> Other Material (10)			8178.00g	
<input type="checkbox"/> Seed (3)			198	
<input type="checkbox"/> Plant Tissue (1)			1	
<input type="checkbox"/> Mature Plant (5)			94	
<input type="checkbox"/> Flower Lot (9)			4963.00g	
<input type="checkbox"/> Other Material Lot (8)			5001.00g	
<input type="checkbox"/> Bubble Hash (1)			45.00g	
<input checked="" type="checkbox"/> Hash (2)			210.00g	
<input checked="" type="checkbox"/> 0000 0001 0000 0043	ChemDawg	Hash	15.00g	
<input type="checkbox"/> 0000 0001 0000 0045	ChemDawg	Hash	195.00g	
<input type="checkbox"/> CO2 Hash Oil (1)			77.00g	
<input type="checkbox"/> 0000 0001 0000 0050	White Widow	CO2 Hash Oil	77.00g	
<input type="checkbox"/> Solid Marijuana Infused Edible (2)			90	
<input type="checkbox"/> Waste (55)			20466.30g	

- A pop-up window appears wherein you type the reason the item is being destroyed. Click “OK” when completed.



- Another pop-up window appears notifying you that the Traceability System has accepted the scheduled destruction.



- Note that the inventory item's Status is updated to "Destruction Scheduled for MM/DD/YYYY".

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests

Room Bulk Inventc Move Items Refresh

Product	Strain	Type	Available	Status
<input type="checkbox"/> Kief (1)			10.00g	
<input type="checkbox"/> Flower (3)			277.00g	
<input type="checkbox"/> Other Material (10)			8178.00g	
<input type="checkbox"/> Seed (3)			198	
<input type="checkbox"/> Plant Tissue (1)			1	
<input type="checkbox"/> Mature Plant (5)			94	
<input type="checkbox"/> Flower Lot (7)			4638.00g	
<input type="checkbox"/> Other Material Lot (8)			5001.00g	
<input type="checkbox"/> Bubble Hash (1)			45.00g	
<input type="checkbox"/> Hash (2)			210.00g	
<input checked="" type="checkbox"/> 0000 0001 0000 0043	ChemDawg	Hash	15.00g	Destruction Scheduled For 01/15/2014
<input type="checkbox"/> 0000 0001 0000 0045	ChemDawg	Hash	195.00g	
<input type="checkbox"/> CO2 Hash Oil (3)			88.00g	
<input type="checkbox"/> Solid Marijuana Infused Edible (2)			90	
<input type="checkbox"/> Waste (55)			20466.30g	

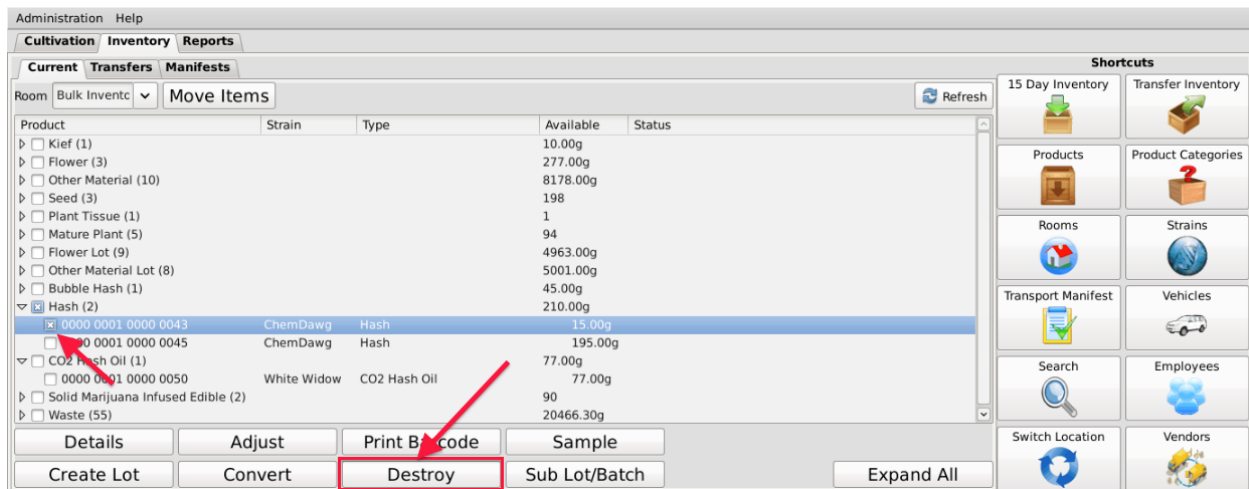
Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Product Categories, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Switch Location, Vendors

Buttons: Details, Adjust, Print Barcode, Sample, Create Lot, Convert, Destroy, Sub Lot/Batch, Expand All

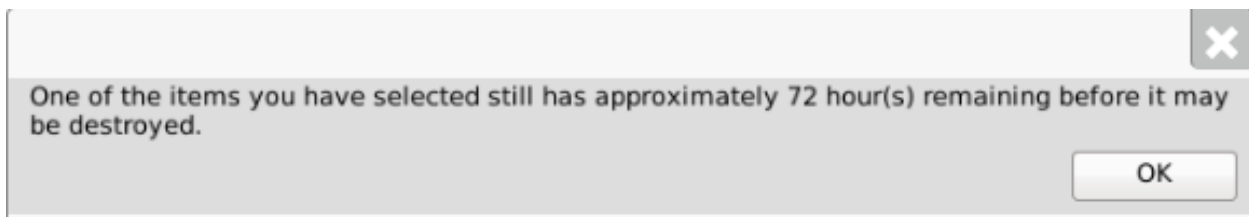
Destroy Inventory

This function allows you to destroy an inventory item. Inventory may only be destroyed after the waiting period has expired.

- Navigate to the Inventory Room within which the inventory scheduled for destruction 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 scheduled for destruction.
- Click on the “Destroy” button at the bottom of the screen.



- If the item’s 72-hour waiting period has elapsed, then the item is destroyed in the Traceability System.
- Should you attempt to destroy the inventory item prior to the 72-hour waiting period expiring, a pop-up window appears to inform you how many hours remain in the waiting period before that plant may be destroyed.



NOTE: Destroying an Inventory Item does not delete any of that item’s already submitted Traceability System data. It simply removes the inventory from use moving forward and that inventory will be identified as having been destroyed.



Chapter 13: Samples

In this chapter, you will learn how to:

- ✓ Account for inventory deductions resulting from samples

Regulations

WAC 314-55-083

(4) The following information is required and must be kept completely up-to-date in a system specified by the board:

- (n) All free samples provided to another licensee for purposes of negotiating a sale;
- (o) All samples used for testing for quality by the producer or processor;

(6) Free samples of useable marijuana may be provided by producers or processors, or used for product quality testing, as set forth in this section.

(b) Samples are limited to two grams and a processor may not provide any one licensed retailer more than four grams of usable marijuana per month free of charge for the purpose of negotiating a sale. The processor must record the amount of each sample and the retailer receiving the sample in the traceability system.

(c) Samples are limited to two units and a processor may not provide any one licensed retailer more than six ounces of marijuana infused in solid form per month free of charge for the purpose of negotiating a sale. The processor must record the amount of each sample and the retailer receiving the sample in the traceability system.

(d) Samples are limited to two units and a processor may not provide any one licensed retailer more than twenty-four ounces of marijuana-infused liquid per month free of charge for the purpose of negotiating a sale. The processor must record the amount of each sample and the retailer receiving the sample in the traceability system.

(e) Samples are limited to one-half gram and a processor may not provide any one licensed retailer more than one gram of marijuana-infused extract meant for inhalation per month free of charge for the purpose of negotiating a sale. The processor must record the amount of each sample and the retailer receiving the sample in the traceability system.

(g) Processors may sample one unit, per batch of a new edible marijuana-infused product to be offered for sale on the market. Sampling for quality may not take place at a licensed premises. Only the processor or employees of the licensee may sample the edible marijuana-infused product. The processor must record the amount of each sample and the employee(s) conducting the sampling in the traceability system.

(h) Processors may sample up to one quarter gram, per batch of a new marijuana-infused extract for inhalation to be offered for sale on the market. Sampling for quality may not take place at a licensed premises. Only the processor or employee(s) of the licensee may sample the marijuana-infused extract for inhalation. The processor must record the amount of each sample and the employee(s) conducting the sampling in the traceability system.

Account for Free Sample

This function will notify the Traceability System of inventory deductions resulting from free samples provided to another licensee for purposes of negotiating a sale and samples provided to processor/employee for quality sampling. Though the example screen shots illustrate the accounting for product quality samples, accounting for sale negotiation samples follows the same path.

- Navigate to the Inventory Room within which the to-be-sampled inventory 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.

Product	Strain	Type	Available	Status
<input type="checkbox"/> Kief (1)			10.00g	
<input type="checkbox"/> Flower (3)			277.00g	
<input type="checkbox"/> Other Material (10)			8178.00g	
<input type="checkbox"/> Seed (3)			198	
<input type="checkbox"/> Plant Tissue (1)			1	
<input type="checkbox"/> Mature Plant (5)			94	
<input type="checkbox"/> Flower Lot (10)			5240.00g	
<input type="checkbox"/> Other Material Lot (8)			5001.00g	
<input type="checkbox"/> Bubble Hash (1)			45.00g	
<input type="checkbox"/> Hash (2)			210.00g	
<input type="checkbox"/> Solid Marijuana Infused Edible (2)			90	
<input type="checkbox"/> 0000 0001 0000 0040	ChemDawg	Solid Marijuana Infused Edible	45	
<input type="checkbox"/> 0000 0001 0000 0038	Northern Lights	Solid Marijuana Infused Edible	45	
<input type="checkbox"/> Waste (55)			20466.30g	

- Click on the checkbox to left of the item to be sampled.
- Click on the “Sample” button at the bottom of the screen

Product	Strain	Type	Available	Status
<input type="checkbox"/> Kief (1)			10.00g	
<input type="checkbox"/> Flower (3)			277.00g	
<input type="checkbox"/> Other Material (10)			8178.00g	
<input type="checkbox"/> Seed (3)			198	
<input type="checkbox"/> Plant Tissue (1)			1	
<input type="checkbox"/> Mature Plant (5)			94	
<input type="checkbox"/> Flower Lot (10)			5240.00g	
<input type="checkbox"/> Other Material Lot (8)			5001.00g	
<input type="checkbox"/> Bubble Hash (1)			45.00g	
<input type="checkbox"/> Hash (2)			210.00g	
<input checked="" type="checkbox"/> Solid Marijuana Infused Edible (2)			90	
<input type="checkbox"/> 0000 0001 0000 0040	ChemDawg	Solid Marijuana Infused Edible	45	
<input type="checkbox"/> 0000 0001 0000 0038	Northern Lights	Solid Marijuana Infused Edible	45	
<input type="checkbox"/> Waste (55)			20466.30g	

- This will bring up the Sample screen.

- From the Sample screen,
 - Enter the Sample Quantity, and
 - Select the recipient of the sample from either
 - Vendor dropdown (if for negotiating a sale) or
 - Employee dropdown (if product quality sample).

- Click on the “OK” button when complete.
Note: The sample generates a barcode to be placed on the manifest.

- The Traceability System automatically deducts the sample quantity from inventory.

Sample Assistance

Instructions

This screen can assist you in choosing an item to sample. Select the inventory type you wish to sample from the drop-down to the right.

Once you have done this, you will see a list of eligible items in the box below.

Select one (1) of the items by checking the box to the left of the item. You may then proceed by clicking OK to begin the process of providing details for who will be sampling the item.

Inventory Type: Flower Lot

Select an inventory type above, then select an eligible item below:

Barcode ID	Strain
<input checked="" type="checkbox"/> 9999 9999 6000 1005	Northernberry
<input type="checkbox"/> 9999 9999 6000 1122	Northernberry
<input type="checkbox"/> 9999 9999 6000 1313	Northernberry
<input type="checkbox"/> 9999 9999 6000 1367	Northernberry
<input type="checkbox"/> 3065 6231 4292 1516	Northernberry
<input type="checkbox"/> 0006 0358 5518 5509	Northernberry
<input type="checkbox"/> 0450 6737 6258 8646	Northernberry
<input type="checkbox"/> 5355 1363 6179 5449	Northernberry
<input type="checkbox"/> 5071 9710 7633 3618	Northernberry
<input type="checkbox"/> 7227 8172 5070 0235	Northernberry

Cancel OK

4. The 'sample' screen displays.
5. Enter the 'sample quantity'.
6. Select the 'vendor'.
7. Click the 'OK' button.

Sample

Instructions

Please select whether the recipient of the sample will be another vendor or an employee. Once selected, you will also need to enter the quantity of the product that is being sampled.

Product: _____ Strain: Northernberry

Barcode: 9999 9999 6000 1005 Type: Flower Lot

Sample Quantity: 1.00 g

Vendor: 420 Grow (Producer + Processor #412200)

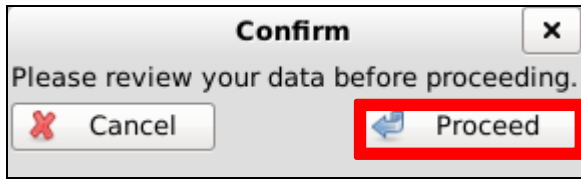
or

Employee: _____

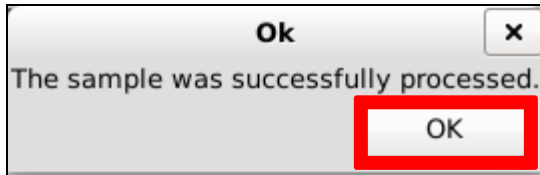
Clear

Cancel OK

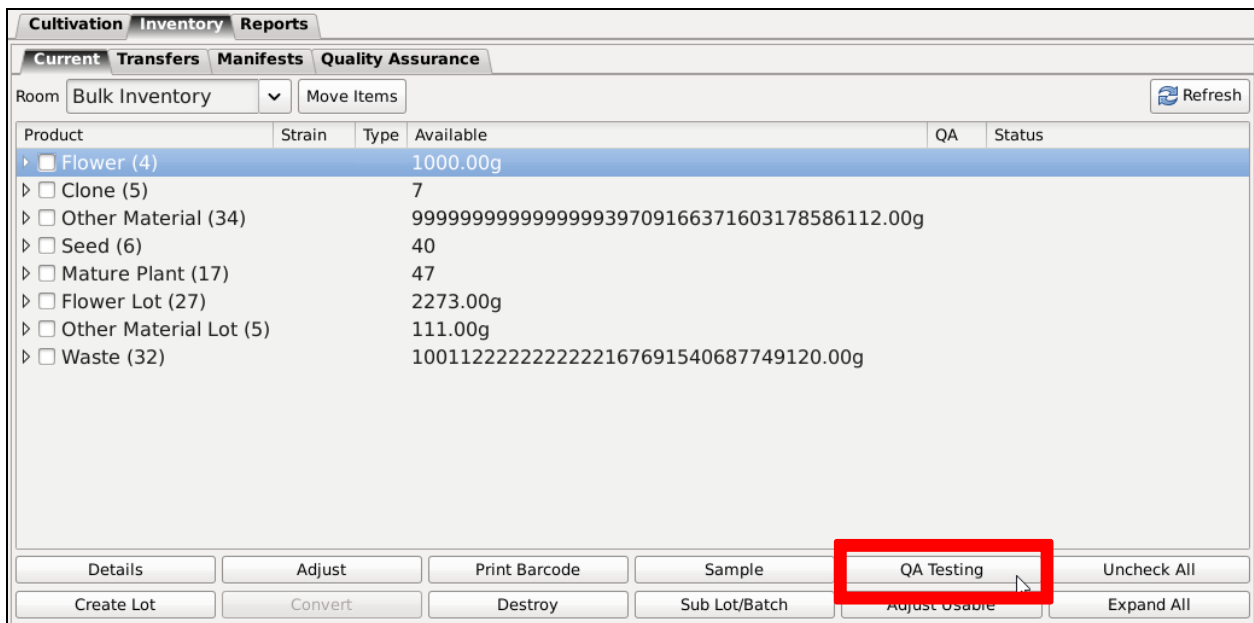
8. The 'Confirm' screen displays. Click 'Proceed'.



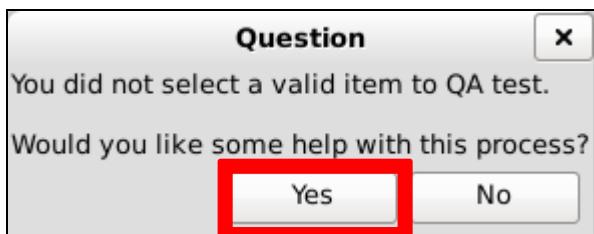
9. Click the 'OK' button.



10. From the Current Inventory screen, click the 'QA Testing' button.

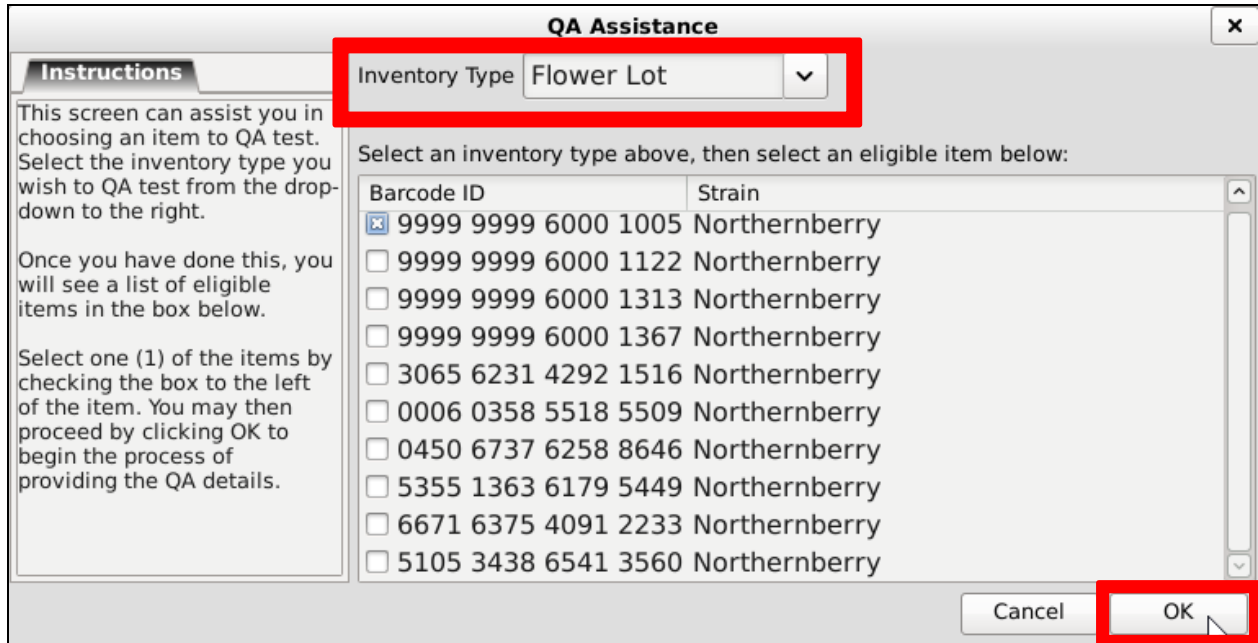


11. The 'Question' screen displays. Click the 'Yes' button to view valid items.



12. Select the same 'Inventory Type' and eligible item as the previous sample that was created.

13. Click the 'OK' button.

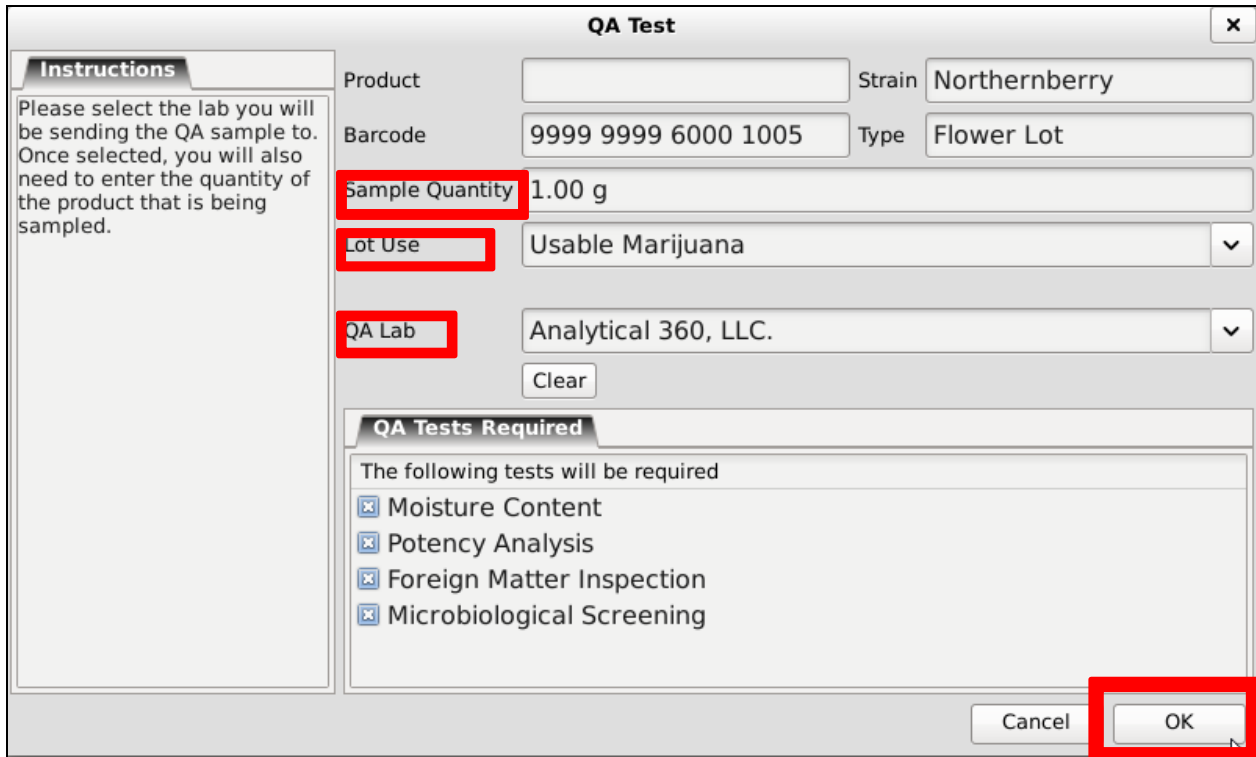


14. The 'QA Test' screen displays. Enter the 'Sample Quantity'.

15. Select the 'Lot Use'.

16. Select the 'QA Lab'.

17. Click the 'OK' button.



QA Test

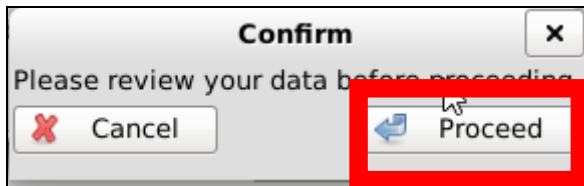
Instructions
Please select the lab you will be sending the QA sample to. Once selected, you will also need to enter the quantity of the product that is being sampled.

Product: [] Strain: Northernberry
 Barcode: 9999 9999 6000 1005 Type: Flower Lot
 Sample Quantity: 1.00 g
 Lot Use: Usable Marijuana
 QA Lab: Analytical 360, LLC.
 Clear

QA Tests Required
 The following tests will be required
 Moisture Content
 Potency Analysis
 Foreign Matter Inspection
 Microbiological Screening

Cancel OK

18. The 'Confirm' screen displays. Click the 'Proceed' button.

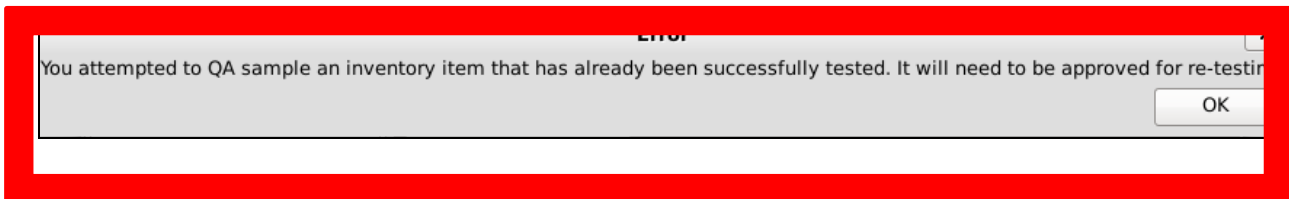


Confirm

Please review your data before proceeding.

Cancel Proceed

19. The 'Error' screen displays. The sample was already tested and needs to be approved for re-testing.



Error

You attempted to QA sample an inventory item that has already been successfully tested. It will need to be approved for re-testing.

OK

Chapter 14: 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-WSLCB 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.

Product	Strain	Type	Category	Available	Status
<input type="checkbox"/> Plant Tissue (1)				1	
<input type="checkbox"/> Mature Plant (5)				76	
<input type="checkbox"/> Flower Lot (12)			Default Category	8234.00g	
<input checked="" type="checkbox"/> Other Material Lot (9)				13373.00g	
<input type="checkbox"/> 0000 0001 0000 0044	ChemDawg	Other Material Lot		5700.00g	
<input type="checkbox"/> 0000 0001 0000 0014	Haze	Other Material Lot		280.00g	
<input type="checkbox"/> 0000 0001 0000 0015	Haze	Other Material Lot		20.00g	
<input checked="" type="checkbox"/> 0000 0001 0000 0030	Haze	Other Material Lot		648.00g	
<input type="checkbox"/> 0000 0001 0000 0032	Haze	Other Material Lot		1932.00g	
<input type="checkbox"/> 0000 0001 0000 0008	Northern Lights	Other Material Lot		984.00g	
<input type="checkbox"/> 0000 0001 0000 0033	Northern Lights	Other Material Lot		1140.00g	
<input type="checkbox"/> 0000 0001 0000 0031	Sour Diesel	Other Material Lot		2669.00g	
<input type="checkbox"/> Bubble Hash (1)				45.00g	
<input type="checkbox"/> Hash (1)				15.00g	
<input type="checkbox"/> Solid Marijuana Infused Edible (2)			Brownies	90	
<input type="checkbox"/> Waste (55)				20466.30g	

- 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), and
 - 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 WSLCB.

Administration Help

Cultivation | **Inventory** | **Reports**

Current | **Transfers** | **Manifests**

Room Bulk Inventc Move Items Refresh

Product	Strain	Type	Category	Available	Status
<input type="checkbox"/> Plant Tissue (1)				1	
<input type="checkbox"/> Mature Plant (5)				76	
<input type="checkbox"/> Flower Lot (12)			Default Category	8234.00g	
<input type="checkbox"/> Other Material Lot (9)				13370.00g	
<input type="checkbox"/> 0000 0001 0000 0044	ChemDawg	Other Material Lot		5700.00g	
<input type="checkbox"/> 0000 0001 0000 0014	Haze	Other Material Lot		280.00g	
<input type="checkbox"/> 0000 0001 0000 0015	Haze	Other Material Lot		20.00g	
<input checked="" type="checkbox"/> 0000 0001 0000 0030	Haze	Other Material Lot		645.00g	
<input type="checkbox"/> 0000 0001 0000 0032	Haze	Other Material Lot		1932.00g	
<input type="checkbox"/> 0000 0001 0000 0008	Northern Lights	Other Material Lot		984.00g	
<input type="checkbox"/> 0000 0001 0000 0033	Northern Lights	Other Material Lot		1140.00g	
<input type="checkbox"/> 0000 0001 0000 0031	Sour Diesel	Other Material Lot		2669.00g	
<input type="checkbox"/> Bubble Hash (1)				45.00g	
<input type="checkbox"/> Hash (1)				15.00g	
<input type="checkbox"/> Solid Marijuana Infused Edible (2)			Brownies	90	
<input type="checkbox"/> Waste (55)				20466.30g	

Shortcuts

- 15 Day Inventory
- Transfer Inventory
- Products
- Product Categories
- Rooms
- Strains
- Transport Manifest
- Vehicles
- Search
- Employees
- Switch Location
- Vendors

Chapter 15: Tax Obligation Report

In this chapter, you will learn how to:

- ✓ Access and submit the Tax Obligation Report

Regulations

WAC 314-55-089

What are the tax and reporting requirements for marijuana licensees?

(1) Marijuana licensees must submit monthly report(s) and payments to the board. The required monthly reports must be:

- (a) On a form or electronic system designated by the board;
- (b) Filed every month, including months with no activity or payment due;
- (c) Submitted, with payment due, to the board on or before the twentieth day of each month, for the previous month. (For example, a report listing transactions for the month of January is due by February 20th.) When the twentieth day of the month falls on a Saturday, Sunday, or a legal holiday, the filing must be postmarked by the U.S. Postal Service no later than the next postal business day;
- (d) Filed separately for each marijuana license held; and
- (e) All records must be maintained and available for review for a three-year period on licensed premises (see WAC 314-55-087).

(3) Marijuana processor licensees: On a monthly basis, marijuana processors must maintain records and report purchases from licensed marijuana producers, production of marijuana-infused products, sales by product type to marijuana retailers, and lost and/or destroyed product in a manner prescribed by the board. A marijuana processor licensee must pay to the board a marijuana excise tax of twenty-five percent of the selling price on each wholesale sale of usable marijuana and marijuana-infused product to a licensed marijuana retailer.

WAC 314-55-092

What if a marijuana licensee fails to report or pay, or reports or pays late?

(1) If a marijuana licensee does not submit its monthly reports and payment(s) to the board as required in WAC 314-55-089: The licensee is subject to penalties.

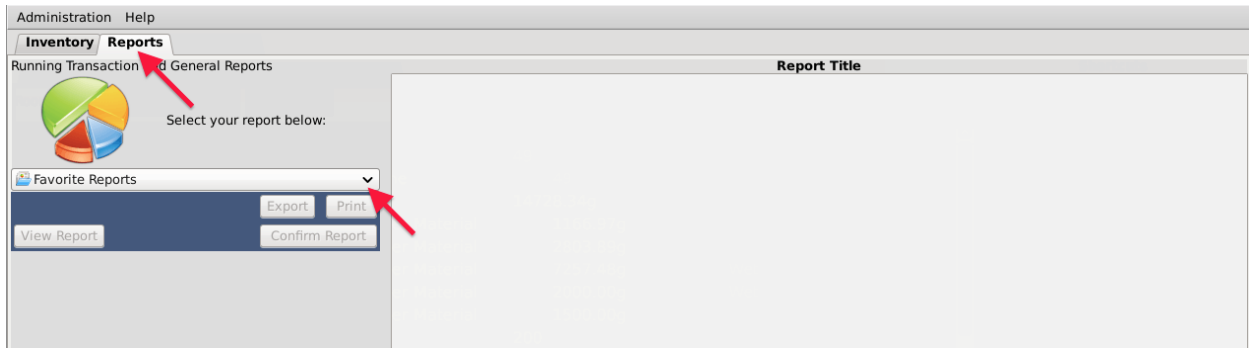
Penalties: A penalty of two percent per month will be assessed on any payments postmarked after the twentieth day of the month following the month of sale. When the twentieth day of the month falls on a Saturday, Sunday, or a legal holiday, the filing must be postmarked by the U.S. Postal Service no later than the next postal business day.

(2) Failure to make a report and/or pay the license taxes and/or penalties in the manner and dates outlined in WAC 314-55-089 will be sufficient grounds for the board to suspend or revoke a marijuana license.

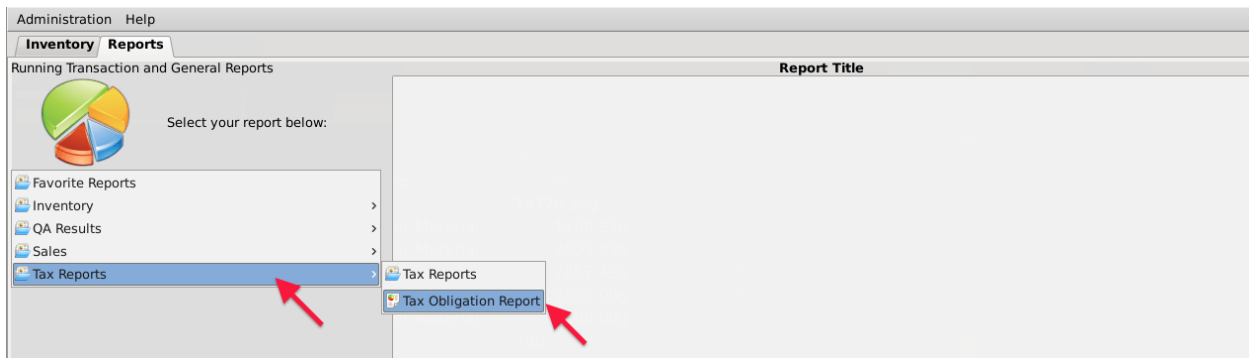
Accessing the Tax Obligation Report

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.

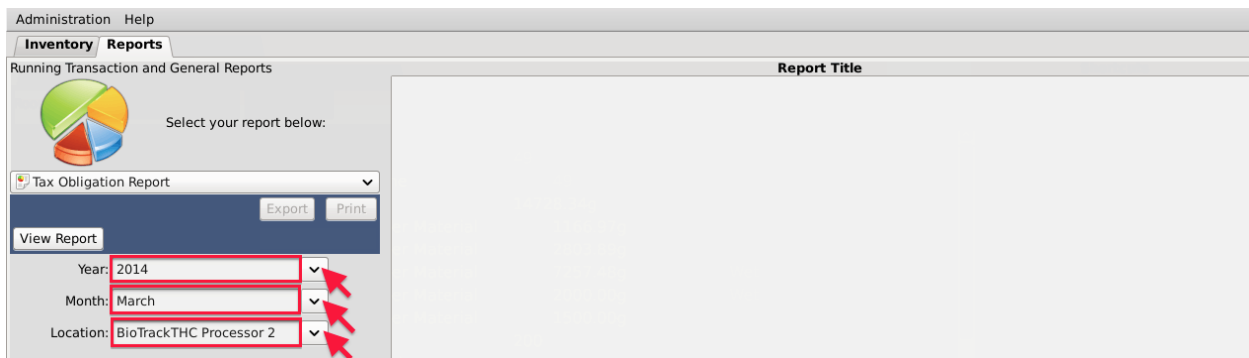


- Hover the cursor over “Tax Reports” and then click on “Tax Obligation Report”.



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”.

Administration Help

Inventory Reports

Running Transaction and General Reports

Select your report below:

Tax Obligation Report

Export Print

View Report

Year: 2014

Month: March

Location: BioTrackTHC Processor 2

Report Title

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

Administration Help

Inventory Reports

Running Transaction and General Reports

Select your report below:

Tax Obligation Report

Export Print

View Report Confirm Report

Year: 2014

Month: March

Location: BioTrackTHC Processor 2

Tax Obligation Report

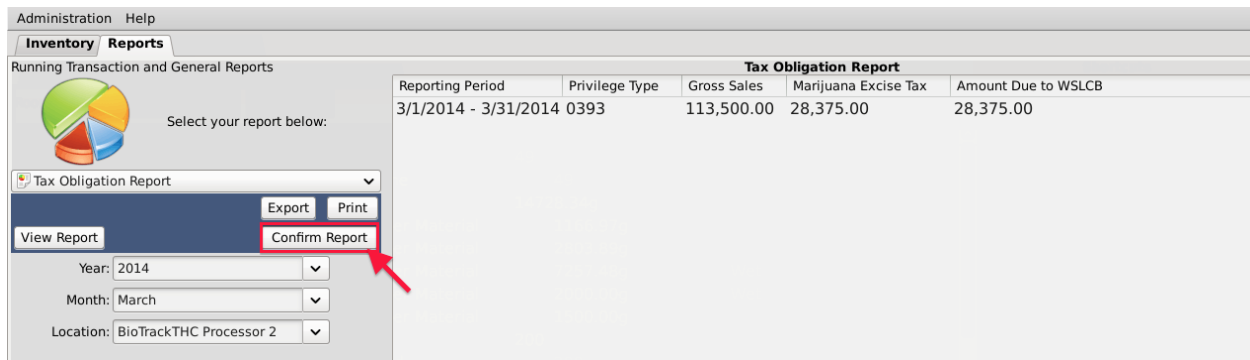
Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
3/1/2014 - 3/31/2014	0393	113,500.00	28,375.00	28,375.00

- **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

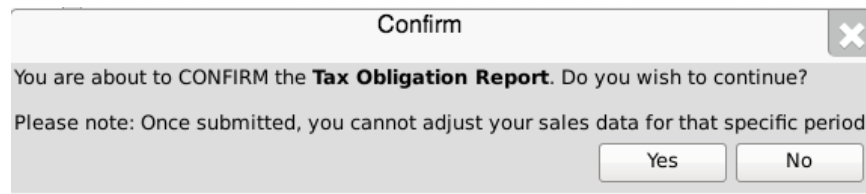
Once you have verified that the reporting period's gross sales match your internal records, you will need to electronically submit the tax obligation report to the WSLCB through the Traceability System.

- Click on the “Confirm Report” button.



Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
3/1/2014 - 3/31/2014	0393	113,500.00	28,375.00	28,375.00

- 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.

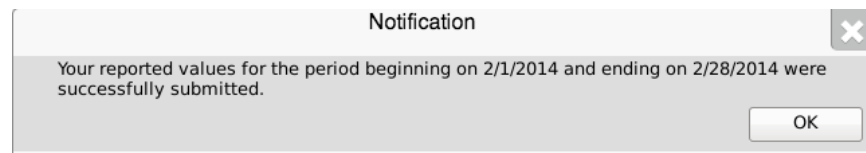


Confirm

You are about to CONFIRM the **Tax Obligation Report**. Do you wish to continue?
Please note: Once submitted, you cannot adjust your sales data for that specific period.

Yes No

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



Notification

Your reported values for the period beginning on 2/1/2014 and ending on 2/28/2014 were successfully submitted.

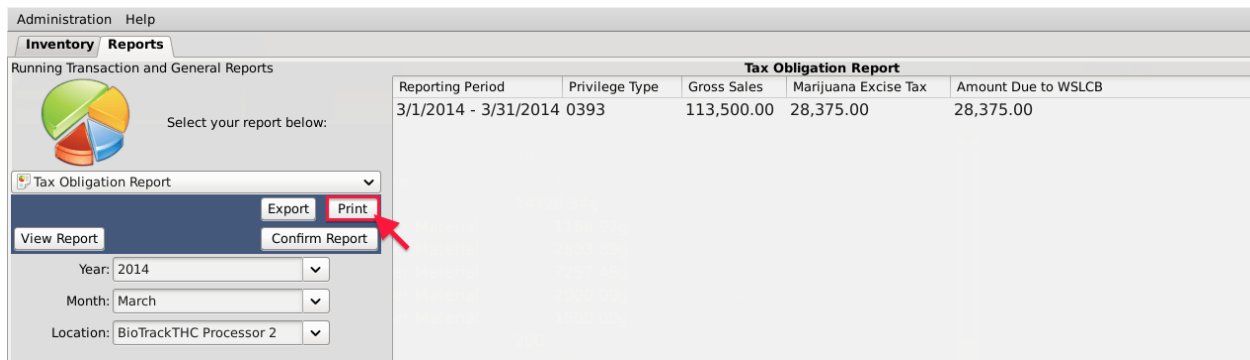
OK

- **NOTE: IF YOU DISCOVER AN ERROR IN THE REPORTING PERIOD AFTER THE CONFIRMATION HAS BEEN PROCESSED, YOU WILL NEED TO CONTACT THE WSLCB 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 WSLCB with payment due.

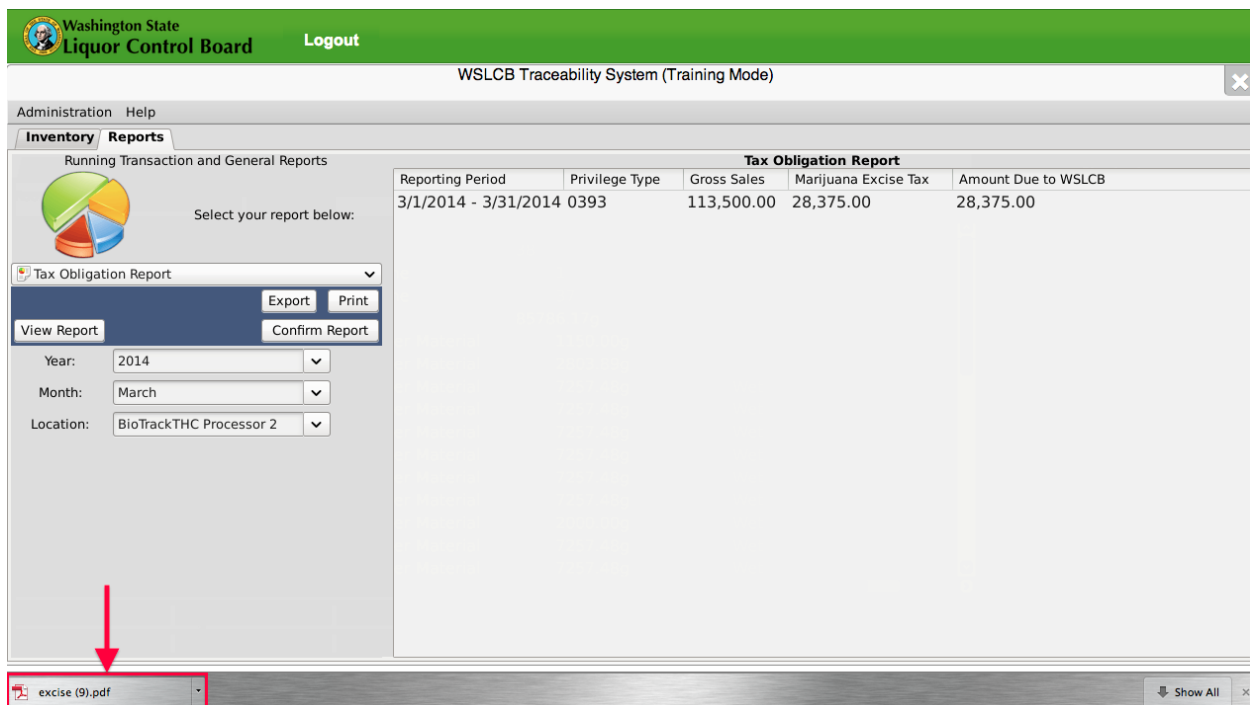
- Click on the “Print” button.



The screenshot shows the 'Inventory Reports' section of the WSLCB Traceability System. On the left, there is a 'Select your report below:' dropdown menu with 'Tax Obligation Report' selected. Below this are buttons for 'View Report', 'Export', 'Print', and 'Confirm Report'. The 'Print' button is highlighted with a red arrow. To the right, a table displays the report data:

Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
3/1/2014 - 3/31/2014	0393	113,500.00	28,375.00	28,375.00

- 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.



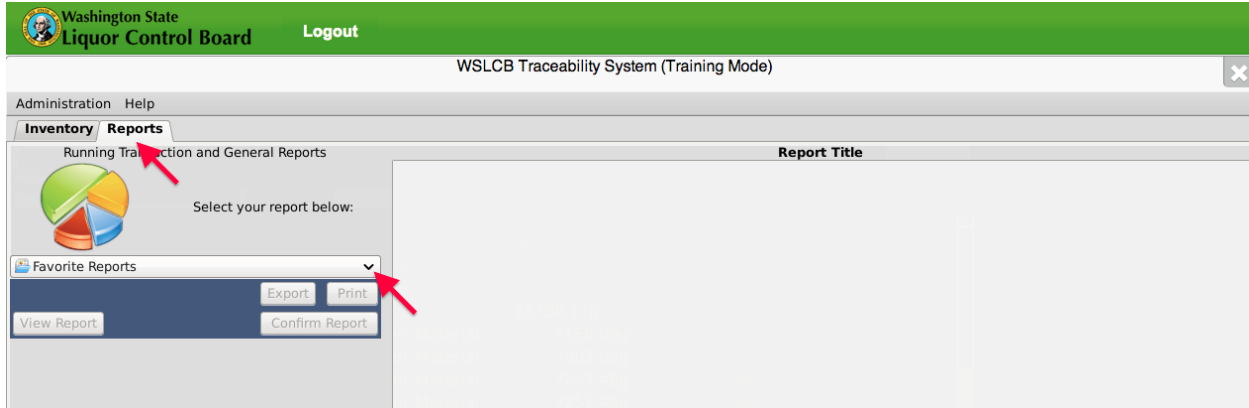
This screenshot shows the same interface as the previous one, but with a red arrow pointing to the browser's download bar at the bottom. The download bar shows a file named 'excise (9).pdf' with a red box around it. The 'Print' button from the previous screenshot is also visible in this view.

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

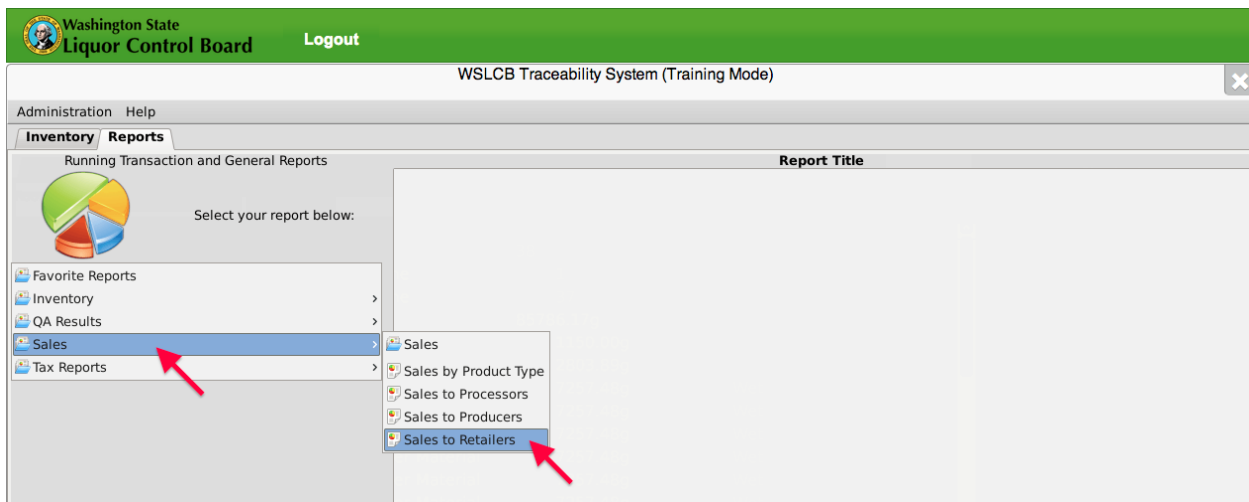
Sales Reports

You may view your sales activity—as entered into the Traceability System—by looking up the sales reports within the Reports tab.

- Navigate to the Reports Tab and click on the “Favorite Reports” dropdown



- Hover your cursor over the “Sales” category and then select the licensee-type that you would like to look-up.



- Three dropdown menus will appear on the left-hand side. Select the year, month, and location (if you have multiple locations under the same UBI) that you would like to look-up and then click on the “View Report” button.

Washington State Liquor Control Board **Logout**

WSLCB Traceability System (Training Mode)

Administration Help

Inventory Reports

Running Transaction and General Reports

Select your report below:

Sales to Retailers

Export Print

View Report

Year: 2014

Month: March

Location: BioTrackTHC Processor 2

Report Title

- A breakdown of total sales to each licensee for the reporting period selected will display in the primary report window.

Washington State Liquor Control Board **Logout**

WSLCB Traceability System (Training Mode)

Administration Help

Inventory Reports

Running Transaction and General Reports

Select your report below:

Sales to Retailers

Export Print

View Report

Year: 2014

Month: March

Location: BioTrackTHC Processor 2

Sales to Retailers				
Reporting Period	Trade Name	Business Address	License Number	Privilege
March 2014	BioTrackTHC Processor 2	3000 Pacific Ave SE, Olympia, WA 98501	9960004	0393
Sales Amount				
28,600.00	BioTrackTHC Retail	3000 Pacific Ave SE, Olympia, WA 98501	9970001	0394
28,600.00	BioTrackTHC Retailer 1	3000 Pacific Ave SE, Olympia, WA 98501	9970001	0394
113,500.00	BioTrackTHC Retailer 2	3000 Pacific Ave SE, Olympia, WA 98501	9970002	0394