



CSV USER MANUAL



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Overview

CCA and our contractor NCS Analytics have been working with County Officials to respond to licensee feedback regarding the monthly pricing collection process. Our collaborative effort has produced a new method for submitting monthly outbound transfer pricing information that should reduce the burden on licensees and improve the accuracy of the data submitted.

This new method of reporting allows licensees to pre-populate the monthly report for products transferred directly from their METRC data. Once populated, the licensee simply enters a value for the contracted or expected price for the product at transfer and later updates the product transfer to reflect actual pricing upon receipt of payment. The contracted or expected price is presumed to reflect the actual price received unless the amount actually received is subsequently updated by the licensee.

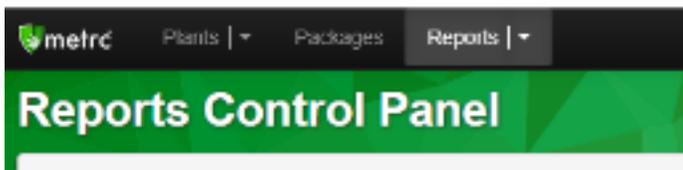
Step-by-step instructions are provided below. The new method of reporting we believe will substantially reduce the time to completion.

The simplified process is as follows:

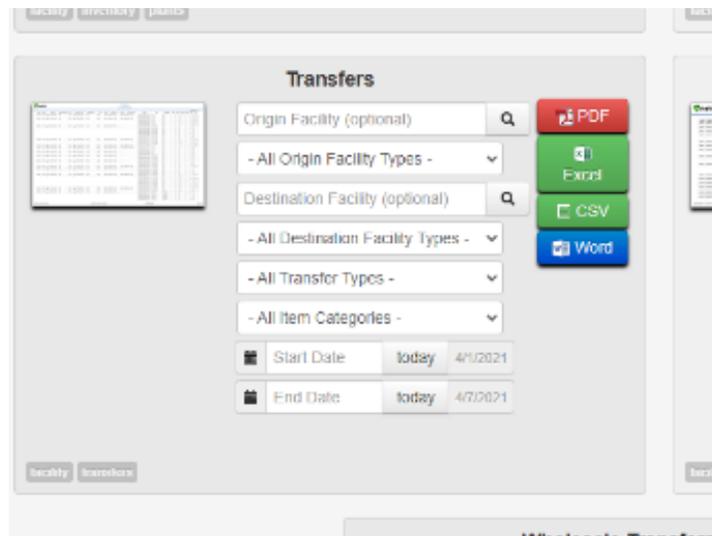
- Step 1: Pull transfer data from your Metrc portal
- Step 2: Add contract / expected pricing and/or payment information for each product transfer.
- Step 3: Submit the file(s) to CCA via email.

Step 1: Pull Transfer Data from your Metrc Portal

1. Log into your METRC account (www.metrc.com)
2. Select the License Number for reporting your transfer data. [Because the METRC report is produced for each license number independently, a CSV file will be produced for each license number. When completed, you may either submit one CSV file combining all pricing data for all your licenses or you may submit individual files, one for each license number.]
3. Click on the Reports Tab located on the top menu bar.



4. Scroll Down to the Transfer Report



5. Under “All Transfer Types” select all applicable transfer types.

6. Enter your “Start Date” and “End Date” in the corresponding fields.

- a. Typically, the “Start Date” is the first day of the previous month and “End Date” is the last day of that month.

TIP: For reporting price received data for previously reported transfers, you may wish to save each month's transfer report and update that file with price received data when available and submit that file in addition to your monthly transfer pricing report. However, you may also select a date range here which includes those prior transactions and include the price received data in one file.

7. Click on the “CSV” button to generate the report.

Step 2: Add Transfer Pricing and Payment Data

1. Open the exported CSV file that was created in Step 1 using a spreadsheet editor such as Microsoft Excel or Google Sheets.
2. You will **ONLY** modify fields in **Column Q [“Shipper Dollar Amounts”]** and **Column R [“Receiver Dollar Amount”]**. Do not change any column headers.
3. **Column Q [“Shipper Dollar Amount”]** – In this column, enter the expected or contracted price for each package.
 - a. Please only enter numbers in this column. The format should be 0.00 or 1000.00 without commas or dollar signs.

- b. This amount should be either the price you have contracted for the sale of this package or what you expect to receive for it.
 - c. A value greater than 0 indicates you intend to receive payment for this package.
 - d. Leaving this field blank or entering a 0 indicates you do not expect to receive any payment for this package.
 - i. Examples of transfers you would not anticipate receiving payment for would be internal transfers or lab samples.
4. **Column R [“Receiver Dollar Amount”]** – In this column, enter the **actual** dollar amount of new payments received for the product in this reporting period. **Only record the actual amount collected.**
- a. Please only enter numbers in this column. The format should be 0.00 or 1000.00 without commas or dollar signs.
 - b. A value greater than 0 indicates you received payment for this transaction.
 - c. If you are reporting actual amounts received for previously submitted transfers, Column Q and R may or may not be equal depending on whether the expected price and amount actually received are the same.

	A	B	C	F	M	N	O	P	Q	R
1	Manifest	Origin Lic.	Origin Facility	Destination Facility	Package	State	Item	Item Category	Shipper Dollar Amount	Receiver Dollar Amount
2	101010	CCL18-YourLicense	YourFacility	Lab 1	1A40603000xxxxxx	Accepted	Outdoor - DeathStar	Flower	0	0
3	123455	CCL18-YourLicense	YourFacility	MFG 1	1A40603000xxxxxx	Accepted	Outdoor - DeathStar	Leaf	21	
4	123455	CCL18-YourLicense	YourFacility	Distributor 1	1A40603000xxxxxx	Accepted	Outdoor - FerrisCat	Flower	75	70
5	542342	C11-SomeoneElsesLicense	SomeoneElsesFacility	YourFacility	1A40603000xxxxxx	Accepted	Outdoor - FerrisCat	Leaf		
6	6543	CCL18-YourLicense	YourFacility	Distributor 1	1A40603000xxxxxx	Accepted	Outdoor - ScoutingBuds	Flower	57744	32500
7	87654	CCL18-YourLicense	YourFacility	MFG 1	1A40603000xxxxxx	Accepted	Remington - Fresh Frozen	Fresh Cannabis Plant	6277.71328	
8	1183517	C11-SomeoneElsesLicense	SomeoneElsesFacility	YourFacility	1A40603000xxxxxx	Rejected	PeeWee 1	Flower		
9	9432	C18-YourLicense	YourFacility	YourOtherFacility	1A40603000xxxxxx	Rejected	Sonatina	Clone		

Example File

Step 3: Submit the File to the CCA via Email

1. Save the file as a .csv (UTF-8 Comma Delimited)
 - TIP: Name the file in such a way that indicates your company's name, license number, month and year the payments relate to. Example “JoeSmith Nursery-1234 March 2021.csv”
2. Attach the file to an email and send to data@cca.ca.gov
 - TIP: In the body of the email, it is recommended that you include your state license number, the county in which you are licensed, and the month and year the payments recorded relate to.