

# Monthly Cannabis Reporting Guide

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## 1. General

Monthly reports must be automatically generated in .csv format by your inventory tracking and reporting system and submitted by email to [cannabisbranch@slga.gov.sk.ca](mailto:cannabisbranch@slga.gov.sk.ca) no later than the 5<sup>th</sup> business day of the following calendar month. For any approved facilities, a report must be submitted each month regardless of whether there was any activity at that facility. All inventory movement leading up to October 17, 2018 must be included in the October report.

The .csv file must contain a separate reporting row for each facility listed on your permit or registration, with each row containing the total figures by category for that facility.

SLGA will report the information provided by permitted wholesalers and retailers to Health Canada and Statistics Canada for federal tracking purposes. Federally licensed producers (LPs) will be responsible for reporting their own inventory movement directly to appropriate federal authorities.

In addition to information reported to SLGA, permittees are responsible for maintaining detailed records including all purchase and sale transactions, as well as any other information affecting inventory.

## 2. Definitions

**Additions:** Additions to on-site cannabis inventory during the reporting period, including:

**Purchased:** Cannabis products purchased from authorized sources. Products in transit at time of reporting should be included only if they are legally owned by the permitted business as of the last day of the reporting period. Product being shipped should be accounted for based on the shipping terms associated with the goods:

- FOB shipping point – if the shipment is designated as freight on board (FOB) shipping point, ownership transfers to the buyer as soon as the shipment departs the seller.
- FOB destination – if the shipment is designated as freight on board (FOB) destination, ownership transfers to the buyer as soon as the shipment arrives at the buyer.

Note that cannabis product shipped from an LP located outside the province must be owned by the LP at least until the product has crossed the Saskatchewan border.

**Transferred:** Cannabis products transferred from another facility listed on the same permit (for example, from off-site storage to a retail store) or received at no cost from a registered LP or permitted cannabis business for product knowledge purposes.

**Returns:** Cannabis products returned to inventory as a result of customer returns (including product that is subsequently returned to a supplier or destroyed).

**Other:** Additions to inventory that are not applicable to any other category.

**Cannabis Products:** Excise-stamped cannabis products and accessories containing cannabis originating from an LP and acquired from an authorized source, including:

**Seeds:** A viable seed from a cannabis plant.

**Plants:** A living plant or plant material that can be used to propagate cannabis, excluding seeds.

**Dried:** Any part of a cannabis plant that has been subjected to a drying process, excluding seeds.

**Oil (non-concentrate):** An oil that contains cannabis as defined in Schedule 1 of the federal *Cannabis Act*, including phytocannabinoids such as THC or CBD, that is in liquid form at a temperature of  $22 \pm 2^{\circ}\text{C}$ . THC content of oil must not exceed the quantity specified by federal regulations.

**Fresh cannabis:** Freshly harvested cannabis buds and leaves, excluding plant material that can be used to propagate cannabis.

**Employees:** Persons who, during the reporting period, were employed at the permitted facility, regardless of the number of hours worked. An employee who worked at more than one permitted facility during the period should be reported at their primary place of employment.

**Management:** Includes senior and middle management employees.

**Administrative:** Includes financial and business services, administration and clerical supervision and support services employees.

**Sales:** Includes retail and wholesale sales, and customer service employees.

**Production:** Includes supervisory, production and general labour employees.

**Other:** Includes all other employees.

**Opening Inventory:** Cannabis products in inventory on the first day of the reporting period.

**Quantity:** Quantities refer to cannabis only and should not include packaging or accessories. Cannabis oil is reported in litres, and includes any additives such as carrier oil. Plants and seeds are counted individually. All other quantities are reported in kilograms. Where there is no activity in a particular category, report zero (0).

**Reductions:** Reductions to on-site cannabis inventory during the reporting period, including:

**Sold (retail in-store):** Retail sales to consumers who were present at the store location at the time of purchase.

**Sold (retail direct to consumer - online):** Retail sales made online to consumers who were not present at the store location at the time of purchase. This includes sales made online where the cannabis product was picked up by the consumer in-store.

**Sold (retail direct to consumer - other):** Retail sales made to consumers who were not present at the store location at the time of purchase using any other means (for example, by phone, fax, or mail order but excluding online). This includes sales made where the cannabis product was picked up by the consumer in-store.

**Sold (wholesale):** Sales from a business registered or permitted to sell cannabis in Saskatchewan to another business permitted to sell cannabis in Saskatchewan. Products in transit at time of reporting should be included only if they are legally owned by the registered or permitted business as of the last day of the reporting period. Product being shipped should be accounted for based on the shipping terms associated with the goods:

- FOB shipping point – if the shipment is designated as freight on board (FOB) shipping point, ownership transfers to the buyer as soon as the shipment departs the seller.
- FOB destination – if the shipment is designated as freight on board (FOB) destination, ownership transfers to the buyer as soon as the shipment arrives at the buyer.

Note that cannabis product shipped from an LP located outside the province must be owned by the LP at least until the product has crossed the Saskatchewan border.

**Transferred:** Cannabis transferred to another facility listed on the same permit (for example, from a retail store to off-site storage) or given without charge to an employee or a permitted cannabis business for product knowledge purposes.

**Destroyed:** Cannabis that has been disposed of after having been rendered unfit for human consumption.

**Lost/Theft:** Cannabis that has been lost or stolen.

**Returns:** Cannabis returned to the supplier (for example, stale-dated inventory and recalls).

**Other:** Reductions to inventory that are not applicable to any other category.

**Value:** All values are to be reported in Canadian dollars (CAN\$). Inventory should be valued based on its book value. Sale/purchase values should be recorded net of sales tax and excise tax. Where there is no activity in a particular category, report zero (0).

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### 3. Retail permittee file specifications

(see also .csv reporting template file)

Column	Column Name	Unit of Measure	Field Requirements
<b>A</b>	Reporting Period Year (#####)	#####	List the four digit year of the reporting period
<b>B</b>	Reporting Period Month (##)	##	List the 2 digit month of the reporting period
<b>C</b>	Retailer/Distributor	#	Text field, Enter '1' for Retailer or '2' for Distributor (If you are a retailer that also sells wholesale under the same permit, enter '2')
<b>D</b>	Site	SK#####-##	Unique identifier provided by SLGA (last two digits are location-specific)
<b>E</b>	City	Text	Name of city where facility is located
<b>F</b>	Seeds – Opening Inventory (Quantity #)	#	Whole number from 0 to 1000000.
<b>G</b>	Seeds – Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>H</b>	Seeds - Additions - Purchased (Quantity #)	#	Whole number from 0 to 1000000.
<b>I</b>	Seeds - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>J</b>	Seeds - Additions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
<b>K</b>	Seeds - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>L</b>	Seeds - Additions - Returns (Quantity #)	#	Whole number from 0 to 1000000.
<b>M</b>	Seeds - Additions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>N</b>	Seeds - Additions - Other (Quantity #)	#	Whole number from 0 to 1000000.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>O</b>	Seeds - Additions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>P</b>	Seeds - Reductions - Sold (retail in-store) (Quantity #)	#	Whole number from 0 to 1000000.
<b>Q</b>	Seeds - Reductions - Sold (retail in-store) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>R</b>	Seeds - Reductions - Sold (retail direct to consumer - online) (Quantity #)	#	Whole number from 0 to 1000000.
<b>S</b>	Seeds - Reductions - Sold (retail direct to consumer - online) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>T</b>	Seeds - Reductions - Sold (retail direct to consumer - other) (Quantity #)	#	Whole number from 0 to 1000000.
<b>U</b>	Seeds - Reductions - Sold (retail direct to consumer - other) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>V</b>	Seeds - Reductions - Sold (wholesale) (Quantity #)	#	Whole number from 0 to 1000000.
<b>W</b>	Seeds - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>X</b>	Seeds - Reductions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
<b>Y</b>	Seeds - Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>Z</b>	Seeds - Reductions - Destroyed (Quantity #)	#	Whole number from 0 to 1000000.
<b>AA</b>	Seeds - Reductions - Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AB</b>	Seeds - Reductions - Lost / Theft (Quantity #)	#	Whole number from 0 to 1000000.
<b>AC</b>	Seeds - Reductions - Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
AD	Seeds - Reductions - Returns (Quantity #)	#	Whole number from 0 to 1000000.
AE	Seeds - Reductions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AF	Seeds - Reductions - Other (Quantity #)	#	Whole number from 0 to 1000000.
AG	Seeds - Reductions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AH	Plants – Opening Inventory (Quantity #)	#	Whole number from 0 to 1000000.
AI	Plants – Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AJ	Plants - Additions - Purchased (Quantity #)	#	Whole number from 0 to 1000000.
AK	Plants - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AL	Plants - Additions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
AM	Plants - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AN	Plants - Additions - Returns (Quantity #)	#	Whole number from 0 to 1000000.
AO	Plants - Additions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AP	Plants – Additions – Other (Quantity #)	#	Whole number from 0 to 1000000.
AQ	Plants – Additions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AR	Plants – Reductions - Sold (retail in-store) (Quantity #)	#	Whole number from 0 to 1000000.
AS	Plants – Reductions - Sold (retail in-store) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>AT</b>	Plants – Reductions - Sold (retail direct to consumer - online) (Quantity #)	#	Whole number from 0 to 1000000.
<b>AU</b>	Plants – Reductions - Sold (retail direct to consumer - online) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AV</b>	Plants – Reductions - Sold (retail direct to consumer - other) (Quantity #)	#	Whole number from 0 to 1000000.
<b>AW</b>	Plants – Reductions - Sold (retail direct to consumer - other) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AX</b>	Plants - Reductions - Sold (wholesale) (Quantity #)	#	Whole number from 0 to 1000000.
<b>AY</b>	Plants - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AZ</b>	Plants – Reductions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
<b>BA</b>	Plants – Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BB</b>	Plants – Reductions - Destroyed (Quantity #)	#	Whole number from 0 to 1000000.
<b>BC</b>	Plants – Reductions - Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BD</b>	Plants – Reductions - Lost / Theft (Quantity #)	#	Whole number from 0 to 1000000.
<b>BE</b>	Plants – Reductions - Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BF</b>	Plants – Reductions - Returns (Quantity #)	#	Whole number from 0 to 1000000.
<b>BG</b>	Plants – Reductions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BH</b>	Plants – Reductions - Other (Quantity #)	#	Whole number from 0 to 1000000.



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Column	Column Name	Unit of Measure	Field Requirements
<b>BI</b>	Plants – Reductions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BJ</b>	Dried - Opening Inventory (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BK</b>	Dried - Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BL</b>	Dried - Additions - Purchased (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BM</b>	Dried - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BN</b>	Dried - Additions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BO</b>	Dried - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BP</b>	Dried - Additions - Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BQ</b>	Dried - Additions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BR</b>	Dried - Additions - Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BS</b>	Dried - Additions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BT</b>	Dried - Reductions - Sold (retail in-store) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BU</b>	Dried - Reductions - Sold (retail in-store) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

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Column	Column Name	Unit of Measure	Field Requirements
<b>BV</b>	Dried - Reductions - Sold (retail direct to consumer - online) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BW</b>	Dried - Reductions - Sold (retail direct to consumer - online) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BX</b>	Dried - Reductions - Sold (retail direct to consumer - other) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BY</b>	Dried - Reductions - Sold (retail direct to consumer - other) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BZ</b>	Dried - Reductions - Sold (wholesale) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CA</b>	Dried - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CB</b>	Dried - Reductions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CC</b>	Dried - Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CD</b>	Dried - Reductions – Destroyed (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CE</b>	Dried - Reductions – Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CF</b>	Dried - Reductions - Lost / Theft (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CG</b>	Dried - Reductions - Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CH</b>	Dried - Reductions – Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
CI	Dried - Reductions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CJ	Dried - Reductions – Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CK	Dried - Reductions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CL	Oil (non-concentrate) - Opening Inventory (Quantity L)	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CM	Oil (non-concentrate) - Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CN	Oil (non-concentrate) – Additions - Purchased (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CO	Oil (non-concentrate) – Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CP	Oil (non-concentrate) – Additions - Transferred (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CQ	Oil (non-concentrate) – Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CR	Oil (non-concentrate) – Additions – Returns (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CS	Oil (non-concentrate) – Additions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CT	Oil (non-concentrate) – Additions – Other (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CU	Oil (non-concentrate) – Additions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>CV</b>	Oil (non-concentrate) – Reductions - Sold (retail in-store) (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CW</b>	Oil (non-concentrate) – Reductions - Sold (retail in-store) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CX</b>	Oil (non-concentrate) – Reductions - Sold (retail direct to consumer - online) (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CY</b>	Oil (non-concentrate) – Reductions - Sold (retail direct to consumer - online) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CZ</b>	Oil (non-concentrate) – Reductions - Sold (retail direct to consumer - other) (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DA</b>	Oil (non-concentrate) – Reductions - Sold (retail direct to consumer - other) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DB</b>	Oil (non-concentrate) - Reductions - Sold (wholesale) (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DC</b>	Oil (non-concentrate) - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DD</b>	Oil (non-concentrate) – Reductions - Transferred (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DE</b>	Oil (non-concentrate) – Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DF</b>	Oil (non-concentrate) – Reductions – Destroyed (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DG</b>	Oil (non-concentrate) – Reductions – Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
DH	Oil (non-concentrate) – Reductions - Lost / Theft (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
DI	Oil (non-concentrate) – Reductions - Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
DJ	Oil (non-concentrate) – Reductions - Returns (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
DK	Oil (non-concentrate) – Reductions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
DL	Oil (non-concentrate) – Reductions – Other (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
DM	Oil (non-concentrate) – Reductions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
DN	Fresh Cannabis - Opening Inventory (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
DO	Fresh Cannabis - Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
DP	Fresh Cannabis - Additions - Purchased (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
DQ	Fresh Cannabis - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
DR	Fresh Cannabis - Additions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
DS	Fresh Cannabis - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
DT	Fresh Cannabis - Additions – Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>DU</b>	Fresh Cannabis - Additions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DV</b>	Fresh Cannabis - Additions – Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DW</b>	Fresh Cannabis - Additions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DX</b>	Fresh Cannabis - Reductions - Sold (retail in-store) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DY</b>	Fresh Cannabis - Reductions - Sold (retail in-store) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DZ</b>	Fresh Cannabis - Reductions - Sold (retail direct to consumer - online) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EA</b>	Fresh Cannabis - Reductions - Sold (retail direct to consumer - online) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>EB</b>	Fresh Cannabis - Reductions - Sold (retail direct to consumer - other) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EC</b>	Fresh Cannabis - Reductions - Sold (retail direct to consumer - other) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>ED</b>	Fresh cannabis - Reductions - Sold (wholesale) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EE</b>	Fresh cannabis - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>EF</b>	Fresh Cannabis - Reductions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EG</b>	Fresh Cannabis - Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

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## Retail Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>EH</b>	Fresh Cannabis - Reductions – Destroyed (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EI</b>	Fresh Cannabis - Reductions – Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>EJ</b>	Fresh Cannabis - Reductions – Lost / Theft (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EK</b>	Fresh Cannabis - Reductions – Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>EL</b>	Fresh Cannabis - Reductions – Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EM</b>	Fresh Cannabis - Reductions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>EN</b>	Fresh Cannabis - Reductions – Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>EO</b>	Fresh Cannabis - Reductions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>EP</b>	Management Employees	#	Whole number from 0 to 1000000.
<b>EQ</b>	Administrative Employees	#	Whole number from 0 to 1000000.
<b>ER</b>	Sales Employees	#	Whole number from 0 to 1000000.
<b>ES</b>	Production Employees	#	Whole number from 0 to 1000000.
<b>ET</b>	Other Employees	#	Whole number from 0 to 1000000.

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#### 4. Wholesale permittee file specifications

(see also .csv reporting template file)

Column	Column Name	Unit of Measure	Field Requirements
A	Reporting Period Year (####)	####	List the four digit year of the reporting period
B	Reporting Period Month (##)	##	List the 2 digit month of the reporting period
C	Distributor	#	Text field, Enter '2' for Distributor
D	Site	SK#####-##	Unique identifier provided by SLGA (last two digits are location-specific)
E	City	Text	Name of city where facility is located
F	Seeds – Opening Inventory (Quantity #)	#	Whole number from 0 to 1000000.
G	Seeds – Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
H	Seeds - Additions - Purchased (Quantity #)	#	Whole number from 0 to 1000000.
I	Seeds - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
J	Seeds - Additions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
K	Seeds - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
L	Seeds - Additions - Returns (Quantity #)	#	Whole number from 0 to 1000000.
M	Seeds - Additions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
N	Seeds - Additions - Other (Quantity #)	#	Whole number from 0 to 1000000.
O	Seeds - Additions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
P	Seeds - Reductions - Sold (wholesale) (Quantity #)	#	Whole number from 0 to 1000000.

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## Wholesale Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
Q	Seeds - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
R	Seeds - Reductions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
S	Seeds - Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
T	Seeds - Reductions - Destroyed (Quantity #)	#	Whole number from 0 to 1000000.
U	Seeds - Reductions - Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
V	Seeds – Reductions – Lost / Theft (Quantity #)	#	Whole number from 0 to 1000000.
W	Seeds – Reductions – Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
X	Seeds - Reductions - Returns (Quantity #)	#	Whole number from 0 to 1000000.
Y	Seeds - Reductions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
Z	Seeds - Reductions - Other (Quantity #)	#	Whole number from 0 to 1000000.
AA	Seeds - Reductions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AB	Plants – Opening Inventory (Quantity #)	#	Whole number from 0 to 1000000.
AC	Plants – Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AD	Plants - Additions - Purchased (Quantity #)	#	Whole number from 0 to 1000000.
AE	Plants - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

# Monthly Cannabis Reporting Guide

## Wholesale Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
AF	Plants - Additions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
AG	Plants - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AH	Plants - Additions - Returns (Quantity #)	#	Whole number from 0 to 1000000.
AI	Plants - Additions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AJ	Plants – Additions – Other (Quantity #)	#	Whole number from 0 to 1000000.
AK	Plants – Additions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AL	Plants - Reductions - Sold (wholesale) (Quantity #)	#	Whole number from 0 to 1000000.
AM	Plants - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AN	Plants – Reductions - Transferred (Quantity #)	#	Whole number from 0 to 1000000.
AO	Plants – Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AP	Plants – Reductions - Destroyed (Quantity #)	#	Whole number from 0 to 1000000.
AQ	Plants – Reductions - Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AR	Plants – Reductions - Lost / Theft (Quantity #)	#	Whole number from 0 to 1000000.
AS	Plants – Reductions - Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
AT	Plants – Reductions - Returns (Quantity #)	#	Whole number from 0 to 1000000.

# Monthly Cannabis Reporting Guide

## Wholesale Permittee File Specifications



Column	Column Name	Unit of Measure	Field Requirements
<b>AU</b>	Plants – Reductions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AV</b>	Plants – Reductions - Other (Quantity #)	#	Whole number from 0 to 1000000.
<b>AW</b>	Plants – Reductions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AX</b>	Dried - Opening Inventory (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>AY</b>	Dried - Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AZ</b>	Dried - Additions - Purchased (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BA</b>	Dried - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BB</b>	Dried - Additions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BC</b>	Dried - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BD</b>	Dried - Additions - Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BE</b>	Dried - Additions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BF</b>	Dried - Additions - Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BG</b>	Dried - Additions - Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

# Monthly Cannabis Reporting Guide

## Wholesale Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>BH</b>	Dried - Reductions - Sold (wholesale) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BI</b>	Dried - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BJ</b>	Dried - Reductions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BK</b>	Dried - Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BL</b>	Dried - Reductions – Destroyed (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BM</b>	Dried - Reductions – Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BN</b>	Dried - Reductions - Lost / Theft (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BO</b>	Dried - Reductions - Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BP</b>	Dried - Reductions – Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BQ</b>	Dried - Reductions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BR</b>	Dried - Reductions – Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BS</b>	Dried - Reductions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BT</b>	Oil (non-concentrate) - Opening Inventory (Quantity L)	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.

# Monthly Cannabis Reporting Guide

## Wholesale Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>BU</b>	Oil (non-concentrate) - Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BV</b>	Oil (non-concentrate) – Additions - Purchased (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BW</b>	Oil (non-concentrate) – Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BX</b>	Oil (non-concentrate) – Additions - Transferred (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>BY</b>	Oil (non-concentrate) – Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>BZ</b>	Oil (non-concentrate) – Additions – Returns (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CA</b>	Oil (non-concentrate) – Additions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CB</b>	Oil (non-concentrate) – Additions – Other (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CC</b>	Oil (non-concentrate) – Additions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CD</b>	Oil (non-concentrate) - Reductions - Sold (wholesale) (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CE</b>	Oil (non-concentrate) - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CF</b>	Oil (non-concentrate) – Reductions - Transferred (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CG</b>	Oil (non-concentrate) – Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

# Monthly Cannabis Reporting Guide

## Wholesale Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
CH	Oil (non-concentrate) – Reductions – Destroyed (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CI	Oil (non-concentrate) – Reductions – Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CJ	Oil (non-concentrate) – Reductions - Lost / Theft (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CK	Oil (non-concentrate) – Reductions - Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CL	Oil (non-concentrate) – Reductions - Returns (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CM	Oil (non-concentrate) – Reductions - Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CN	Oil (non-concentrate) – Reductions – Other (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CO	Oil (non-concentrate) – Reductions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CP	Fresh Cannabis - Opening Inventory (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CQ	Fresh Cannabis - Opening Inventory (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CR	Fresh Cannabis - Additions - Purchased (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
CS	Fresh Cannabis - Additions - Purchased (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
CT	Fresh Cannabis - Additions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.

# Monthly Cannabis Reporting Guide

## Wholesale Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>CU</b>	Fresh Cannabis - Additions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CV</b>	Fresh Cannabis - Additions – Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CW</b>	Fresh Cannabis - Additions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CX</b>	Fresh Cannabis - Additions – Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>CY</b>	Fresh Cannabis - Additions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>CZ</b>	Fresh cannabis - Reductions - Sold (wholesale) (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DA</b>	Fresh cannabis - Reductions - Sold (wholesale) (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DB</b>	Fresh Cannabis - Reductions - Transferred (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DC</b>	Fresh Cannabis - Reductions - Transferred (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DD</b>	Fresh Cannabis - Reductions – Destroyed (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DE</b>	Fresh Cannabis - Reductions – Destroyed (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DF</b>	Fresh Cannabis - Reductions – Lost / Theft (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DG</b>	Fresh Cannabis - Reductions – Lost / Theft (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.



# Monthly Cannabis Reporting Guide

## Wholesale Permittee File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>DH</b>	Fresh Cannabis - Reductions – Returns (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DI</b>	Fresh Cannabis - Reductions – Returns (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DJ</b>	Fresh Cannabis - Reductions – Other (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>DK</b>	Fresh Cannabis - Reductions – Other (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>DL</b>	Management Employees	#	Whole number from 0 to 1000000.
<b>DM</b>	Administrative Employees	#	Whole number from 0 to 1000000.
<b>DN</b>	Sales Employees	#	Whole number from 0 to 1000000.
<b>DO</b>	Production Employees	#	Whole number from 0 to 1000000.
<b>DP</b>	Other Employees	#	Whole number from 0 to 1000000.

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### 5. LP file specifications

(see also .csv reporting template file)

Column	Column Name	Unit of Measure	Field Requirements
A	Reporting Period Year (#####)	#####	List the four digit year of the reporting period
B	Reporting Period Month (##)	##	List the 2 digit month of the reporting period
C	Site	AB#####-##	Unique identifier provided by SLGA (last two digits are location-specific)
D	City	Text	Name of city where facility is located
E	Seeds - Additions - Returns from SK (Quantity #)	#	Whole number from 0 to 1000000.
F	Seeds - Additions - Returns from SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
G	Seeds - Reductions - Sold (wholesale) to SK (Quantity #)	#	Whole number from 0 to 1000000.
H	Seeds - Reductions - Sold (wholesale) to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
I	Seeds - Reductions - Transferred to SK (Quantity #)	#	Whole number from 0 to 1000000.
J	Seeds - Reductions - Transferred to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
K	Plants - Additions - Returns from SK (Quantity #)	#	Whole number from 0 to 1000000.
L	Plants - Additions - Returns from SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
M	Plants - Reductions - Sold (wholesale) to SK (Quantity #)	#	Whole number from 0 to 1000000.
N	Plants - Reductions - Sold (wholesale) to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
O	Plants - Reductions - Transferred to SK (Quantity #)	#	Whole number from 0 to 1000000.

# Monthly Cannabis Reporting Guide

## LP File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>P</b>	Plants – Reductions - Transferred to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>Q</b>	Dried - Additions - Returns from SK (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>R</b>	Dried - Additions - Returns from SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>S</b>	Dried - Reductions - Sold (wholesale) to SK (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>T</b>	Dried - Reductions - Sold (wholesale) to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>U</b>	Dried - Reductions - Transferred to SK (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>V</b>	Dried - Reductions - Transferred to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>W</b>	Oil (non-concentrate) – Additions – Returns from SK (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>X</b>	Oil (non-concentrate) – Additions – Returns from SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>Y</b>	Oil (non-concentrate) - Reductions - Sold (wholesale) to SK (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>Z</b>	Oil (non-concentrate) - Reductions - Sold (wholesale) to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AA</b>	Oil (non-concentrate) – Reductions - Transferred to SK (Quantity L)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>AB</b>	Oil (non-concentrate) – Reductions - Transferred to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.

# Monthly Cannabis Reporting Guide

## LP File Specifications

Column	Column Name	Unit of Measure	Field Requirements
<b>AC</b>	Fresh Cannabis - Additions – Returns from SK (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>AD</b>	Fresh Cannabis - Additions – Returns from SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AE</b>	Fresh cannabis - Reductions - Sold (wholesale) to SK (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>AF</b>	Fresh cannabis - Reductions - Sold (wholesale) to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.
<b>AG</b>	Fresh Cannabis - Reductions - Transferred to SK (Quantity kg)	#	Number from 0 to 1000000, Maximum precision of 3 decimal places.
<b>AH</b>	Fresh Cannabis - Reductions - Transferred to SK (Value)	\$	CAN\$ value rounded to nearest dollar from 0 to 1000000.