



# *Liquor Agency Operations*

## Weekly Activity Report

**Monday, January 11, 2016**

*Recent Activity & Stakeholder Communications:*

➤ **Rush Orders for Holiday:**

Reminder: Due to the upcoming Holiday (Martin Luther King, Jr. Day, Monday, January 18<sup>th</sup>), all Rush Orders submitted after 8:00 a.m. on January 15 – 18 will be processed on Tuesday, January 19<sup>th</sup> at 8:00 a.m. for delivery on either January 20<sup>th</sup> or 21<sup>st</sup>.

Agencies must be sure to comply with the Rush Order parameters to ensure requests are effectively managed:

- **50 case maximum; five case minimum.**
- **Only one Rush Order will be processed per week.**

Rush Orders that do not meet the above criteria will not be approved. Please contact your auditor should you need additional assistance with the ordering process.

➤ **December Sales Reporting:**

Please note that Liquor Control closed the Agency sales reporting period for December last week. This included all A3A permit holders who submit sales through the Agency Portal. As always, any corrections/adjustments that need to be made to December sales must be made using a sale date in the current month.

➤ **System Maintenance:**

The Division performed necessary system maintenance last Friday afternoon. This may have caused some Agencies to experience temporary outages to the Agency Portal during that time. The maintenance was successfully completed without complications. We apologize for any inconvenience and appreciate your patience.

➤ **System Code Update:**

The IT section continues preparations for system code updates tentatively scheduled for January 23<sup>rd</sup>. More information will be provided prior to the code push.

**Know additional people who would like this weekly report? Send their email addresses to: [matt.mullins@com.state.oh.us](mailto:matt.mullins@com.state.oh.us)**