



# *Liquor Agency Operations*

## Weekly Activity Report

**Monday, January 25, 2016**

*Recent Activity & Stakeholder Communications:*

➤ **System Maintenance:**

The system maintenance performed **Friday, January 22<sup>nd</sup>** was successful. The Agency Portal was unavailable from Friday (January 22<sup>nd</sup>) at 11 p.m. until Saturday (January 23<sup>rd</sup>) at 6 a.m. During such maintenance, please remember that if you normally post your retail sales at night, you will need to post them the following morning. When posting retail sales, don't forget to change the date to the actual date of sale.

➤ **February Price File:**

The February price file was generated last week and made available in the Agency Portal. Shelf tags with February prices will be generated and mailed to Agencies this week.

**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)**