



Liquor Agency Operations

Weekly Activity Report

Monday, April 18, 2016

Recent Activity & Stakeholder Communications:

➤ **24 Hour System Maintenance Weekend Successful:**

The regularly scheduled system maintenance performed this weekend (April 16th – 17th) was successful. It will help with the on-going efforts to modernize the system and improve usability for the stakeholders.

*Please note that routine maintenance is scheduled to be performed the third weekend of every month.

We appreciate your patience.

➤ **Columbus Warehouse Audit - Temporary Ordering Schedule:**

Please note that the **Columbus warehouse** will be closed on **Monday, April 25th** for an audit. The Agency ordering schedule for stores in the Columbus warehouse region is listed below. Please follow this temporary schedule to ensure orders are submitted on the correct day and you receive the products you need. Delivery schedules will not be changed. **The following schedule applies only to agencies serviced out of the Columbus warehouse:**

- If your normal delivery day is Friday, April 22nd, please submit requisitions by **3:00 pm on Monday, April 18th**.
- If your normal delivery day is Monday, April 25th, please submit requisitions by **3:00 pm on Tuesday, April 19th**.
- If your normal delivery day is Tuesday, April 26th, please submit requisitions by **3:00 pm on Wednesday, April 20th**.

Please contact your allocations clerk if you have any questions or concerns.

➤ **Stakeholder Feedback:**

The Agency Operations team made calls recently to all 467 Agencies seeking information on some of your business practices and hardware components. We appreciate the sharing of this valuable information with us. As we move forward with Phase II of the Liquor Modernization Project (LMP), it is imperative that we gain a better understanding of all compatibility requirements.

Your feedback is invaluable and helps ensure that ongoing LMP system improvements are meeting the needs of the Agencies as well as the Liquor Enterprise. We remain committed to seeking ongoing feedback from our stakeholders and ask your continued cooperation with similar information gathering efforts in the future.

➤ **Revised Warehouse Audit Schedule:**

Please note that the scheduled dates for the warehouse audits have been changed. More details regarding requisition dates and Rush Order schedules will be provided as soon as they are determined. The revised warehouse audit schedule is as follows:

- **Columbus warehouse audit – April 25th**
- **Cleveland warehouse audit – May 6th**

➤ **March Sales Reporting Closed:**

Please note that the Division has closed the Agency sales reporting period for March. This includes all A3A permit holders who are submitting sales through the Agency Portal. If there are any corrections/adjustments that need to be made to March sales, they will need to be made using a sale date in the current month.

If you need assistance, please contact your auditor or call the Liquor Control Help Desk at 877-812-0013 or e-mail COMLiquorBaseHelpDesk@com.state.oh.us.

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