



# Ohio Liquor Program Tips and Tricks

## CLOVER: DID YOU KNOW?

### CASHING OUT A LOTTERY TICKET

- Create a "Cash Log" transaction that opens the cash register, enter a memo (on Clover) and give them cash for a lotto ticket

### LIQUOR RETURNS

- Here is the reply I received. Still investigating but wanted to provide you this in the meantime. "The Daily Sales submission process does not account for returns and our system will always show that they sold that bottle even though Clover would show it was returned."

### SAVING A WHOLESALE ORDER TO WORK ON ANOTHER ORDER

- Select Shopping bag (on left bar)
- Select NUMPAD
- Add Customer
- Add products
- Select CREATE/UPDATE button (bottom right)
- [This will allow you to save this order....and come back to it later to make any changes]

### EDIT AN ORDER (already created)

- Select OPERATIONS BUTTON (on right)
- Select RECALL ORDER
- Enter company name
- Select and edit
- Select CREATE/UPDATE button (bottom right)

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## CHANGE QUANTITY FOR ITEM ALREADY ADDED TO ORDER

- [While order is open]
- Select ACTIONS BUTTON (on right)
- Select line item to edit
- Select SET QUANTITY
- Update quantity and press ok
- [You will still need to select CREATE/UPDATE button to save these new changes when done with all changes]

## CANCEL WHOLESALE ORDER

- Recall order if not already on-screen
- Select ACTIONS
- Select Void Transaction (this voids the entire order)

## CANCEL ONE LINE ITEM FROM ORDER

- Recall order if not already on-screen
- Highlight line to cancel
- Select ACTIONS
- Select Void Product (this voids one line only. A line will show through the cancelled item)
- [You will still need to select CREATE/UPDATE button to save these new changes when done with all changes. After save, the item will no longer be viewable on the order]

## REPRINT RECEIPT

- Select OPERATIONS
- Select SHOW JOURNAL
- Select/highlight the order that you want to reprint
- Select the REPRINT RECEIPT BUTTON [bottom right]
- Select PRINT

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## INVOICE ORDER

- Select OPERATIONS
- Select INVOICING
- Select/highlight the order that you want to reprint
- Select the PROCESS THE INVOICE
- Press CLOSE
- [This order will now show as INVOICED under RECALL ORDER feature]

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