



# Ohio Liquor Program Tips and Tricks

## DID YOU KNOW?

[You can sort your transfer order](#) by selecting the column header. *In the example below, I have selected "Item Number". You will now see a small arrow next to the "Item Number" showing the sort order. You may sort on any column header.*

Line number	Item number	Product name	Qty
430.0000000000	0007B	ABSOLUT ELYX	
17.0000000000	0028B	ABSOLUT CITRON	
52.0000000000	0028L	ABSOLUT CITRON	
25.0000000000	0041L	DISARONNO	
9.0000000000	0042B	ABSOLUT APEACH	

[You can print your transfer order](#) by selecting Transfer Overview under Reports. *Then highlight the TO you would like to print and select OK. You can then save as a document/print or print directly (direct from IE only)*

**Parameters**  
Transfer number: [ ]

Transfer number	From	To	Ship date	Order status
TO00000				Received
TO00000				Received
TO00000				Received

OK Cancel

**Transfer overview**