

Wyoming Chapter of ARMA General Meeting
Tuesday, January 9, 2018
Wyoming Liquor Division
6601 Campstool Rd, Cheyenne, WY 82002

ARMA members in attendance: Donna Crock, Stephanie Gertkin, Pat Newbern,Carolynn Coy,
Guests: Dale Wedel, Carmen Clayton, Jessica Jones, Patty Bennett
Presenter: Thomas Montoya, Liquor Division Compliance Manager

Mr. Montoya began the meeting at 11:35 with an introduction to the Liquor Division and a tour of the facility.

- The Liquor Division, part of the Wyoming Department of Revenue, is the exclusive wholesaler of alcoholic beverages in the state. The Division is responsible for processing, fulfilling and distributing wholesale orders for spirits and wine throughout the state and licenses malt beverage wholesalers.
- While the Division maintains some paper records for its wholesale licensees, order fulfillment is completely computerized. The order processing system, [Datria Voice from Knighted](#), an Intelligrated company, monitors inventory levels and generates orders for Division employees to pack each day. Computerization allows the Division to deliver wholesale orders to their licensees with a one day turn-around anywhere in the state.
- The Division regularly carries around 2300 products and can special order from a catalog of about 45,000 products. Weight of all products is calculated to a single bottle to facilitate the smaller 'mom and pop' businesses (who encompass about 90% of Division licensees) to order the items they need.
- The computerized system also tracks the popularity of each item; more popular items are placed close to hand during the order packing process which further increases efficiency of order fulfillment.
- The Division keeps limited paper files including licensee signatures which must be verified with any order.
- The Division uses Eliquor as their electronic records system for processing online orders and plans to add functionality to their website by incorporating direct shipper invoices into this electronic system.