

Download Guide

LGCA Electronic Reporting Tool (ERT): Granting Security Access for Microsoft Excel

Step 1

Download the Electronic Reporting Tool (ERT) from the LGCA website and save to your computer.



Charitable gaming event licensees that expect to generate more than \$10,000 in gross revenue must submit financial reports to the LGCA.

ELECTRONIC REPORTING

The LGCA has made it easy for licensees to submit financial reports electronically. The electronic reporting tool (ERT) is a user-friendly Microsoft Excel file that works on Windows and looks just like our paper financial report forms, yet is simpler and faster to complete because of built-in calculations, validation features and help boxes. The ERT is designed to be submitted by email, which eliminates the need for signatures.

Download and save the tool below to your computer.

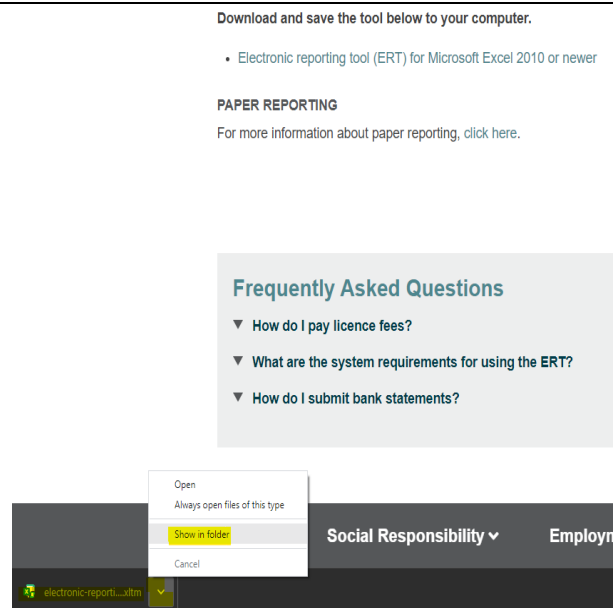
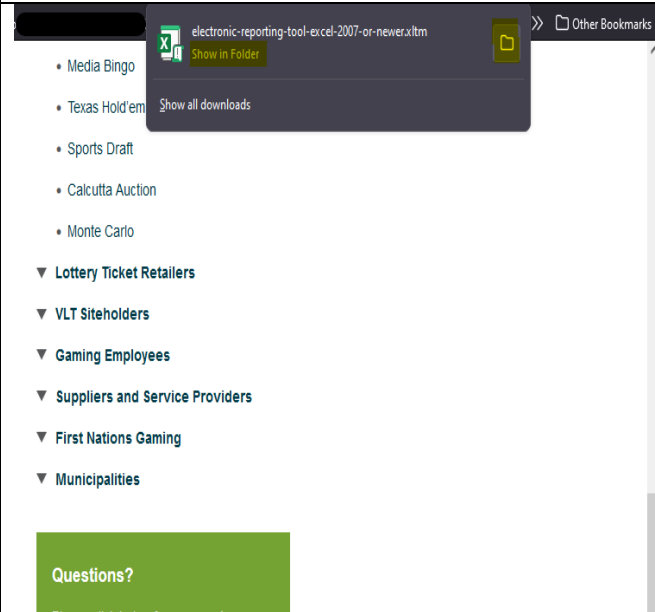
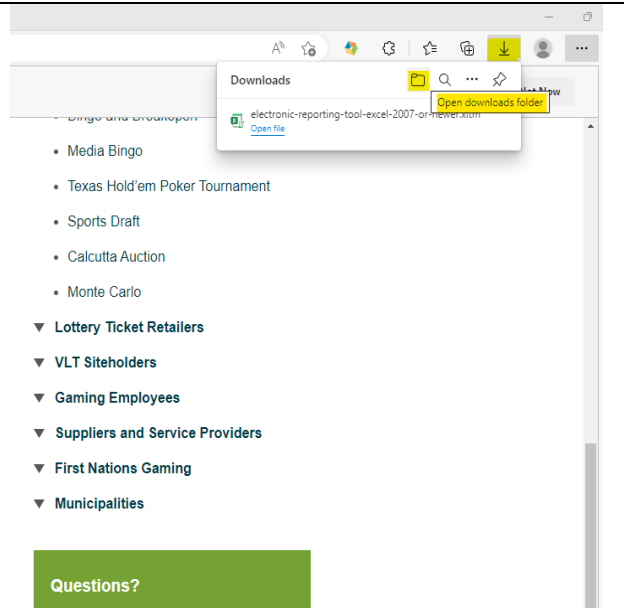


[Electronic reporting tool \(ERT\) for Microsoft Excel 2010 or newer](#)



Step 2

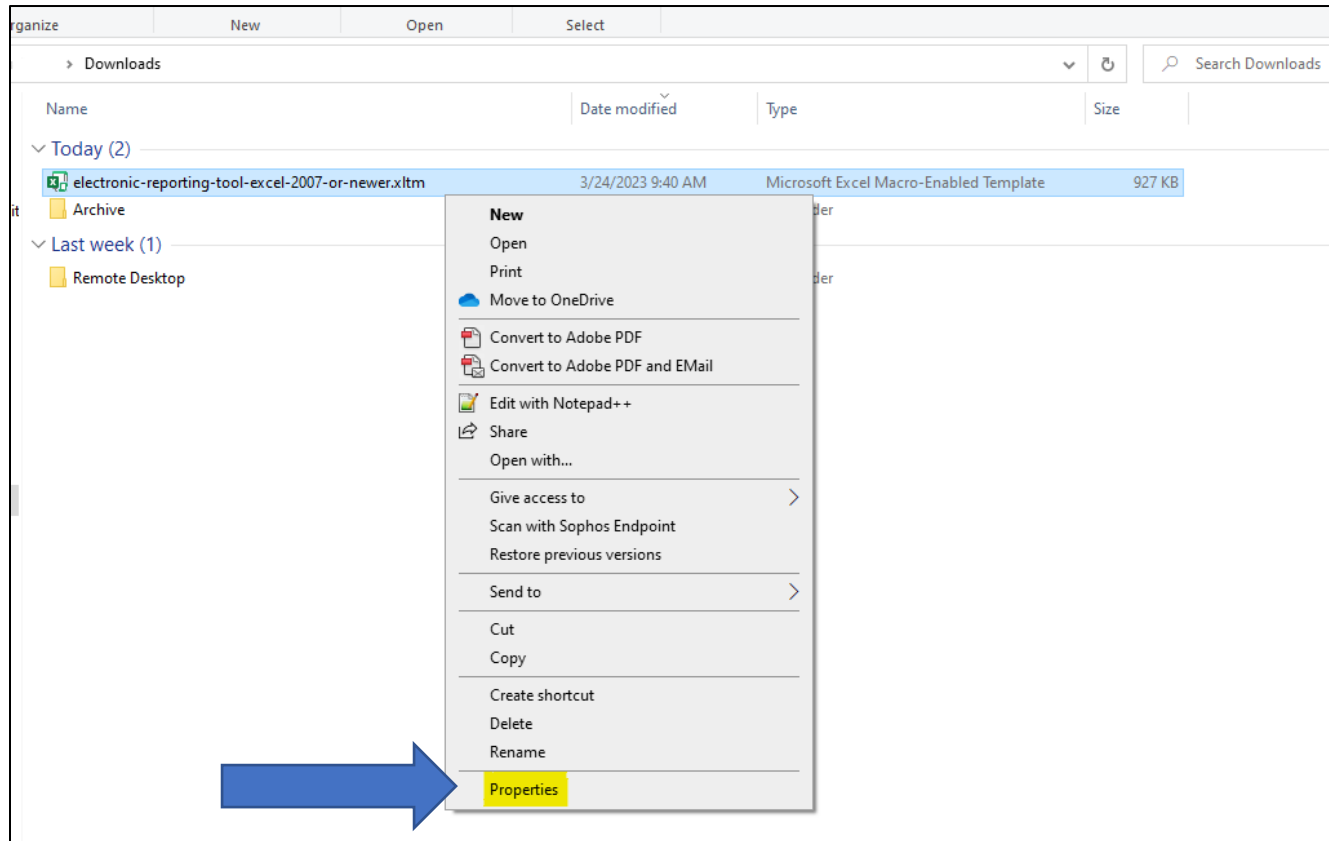
After downloading and saving the tool to your computer, access with your file explorer in your default download directory from your browser:

Google Chrome (bottom left corner)	Mozilla Firefox (top right corner)	Microsoft Edge (top right corner)
		



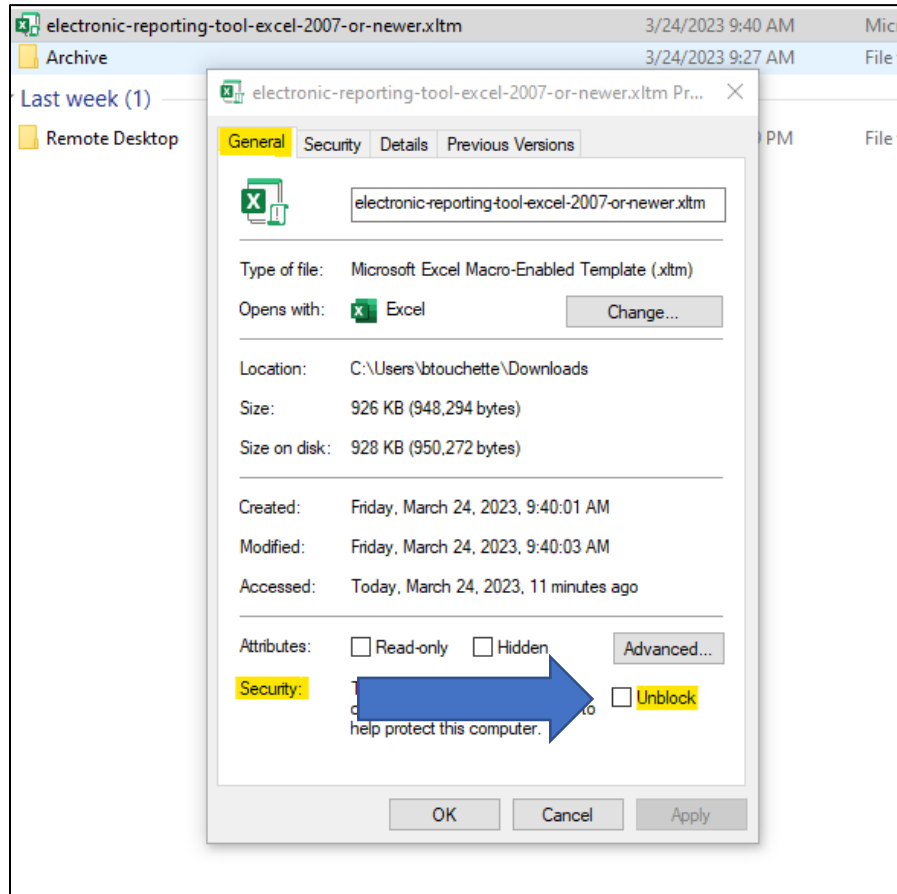
Step 3

Right-click on the file, choose **Properties**.



Step 4

Select the **Unblock** checkbox on the **General** tab. After doing this step, you should be able to open and use the file.

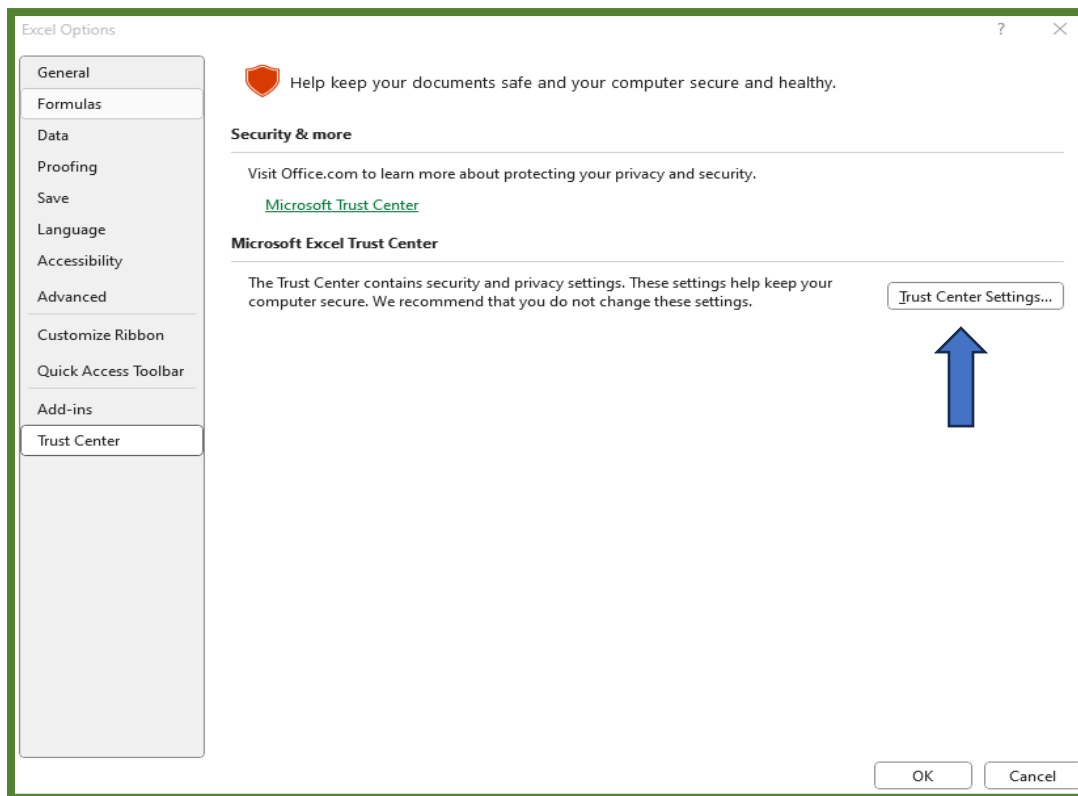


Note

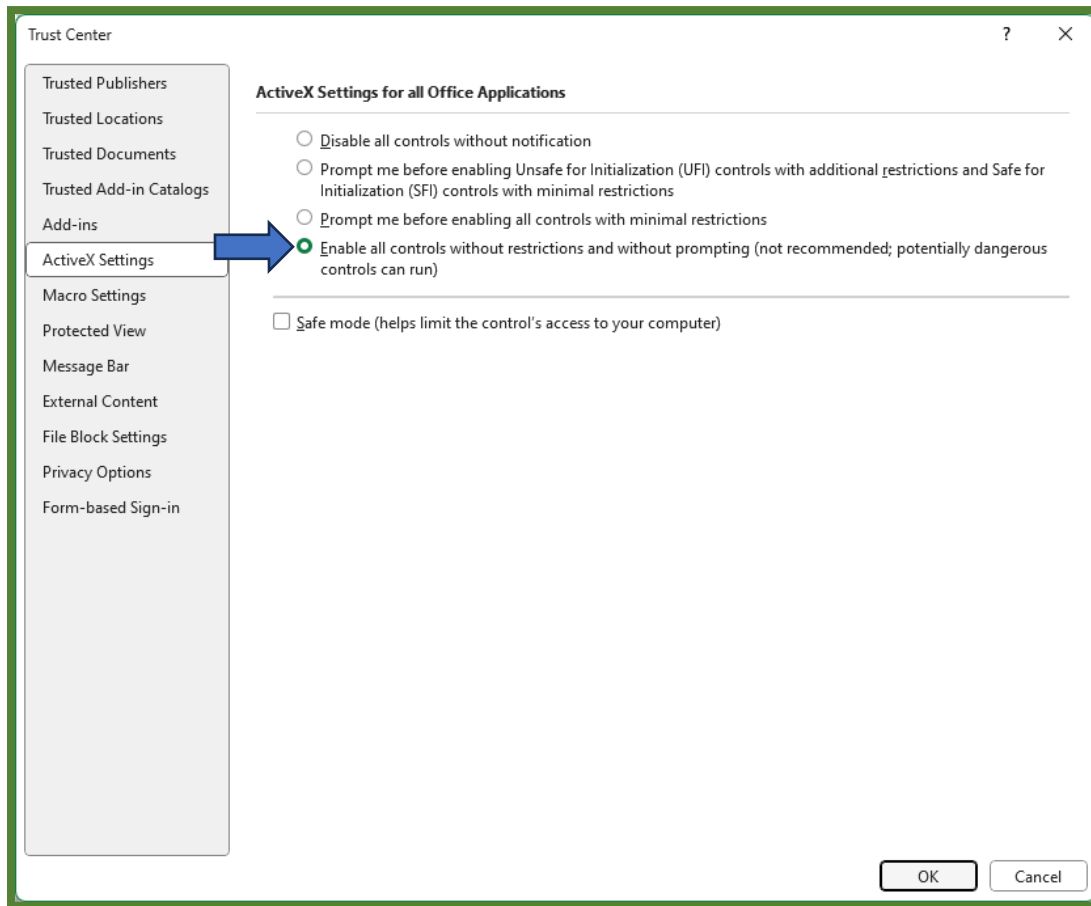
- In some cases, usually for files on a network share, users might not see the **Unblock** checkbox for a file where macros are being blocked. For those cases, see [Files centrally located on a network share or trusted website](#).
- Even if the **Unblock** checkbox is available for a file on a network share, selecting the checkbox won't have any effect if the share is considered to be in the **Internet** zone. For more information, see [Mark of the Web and zones](#).

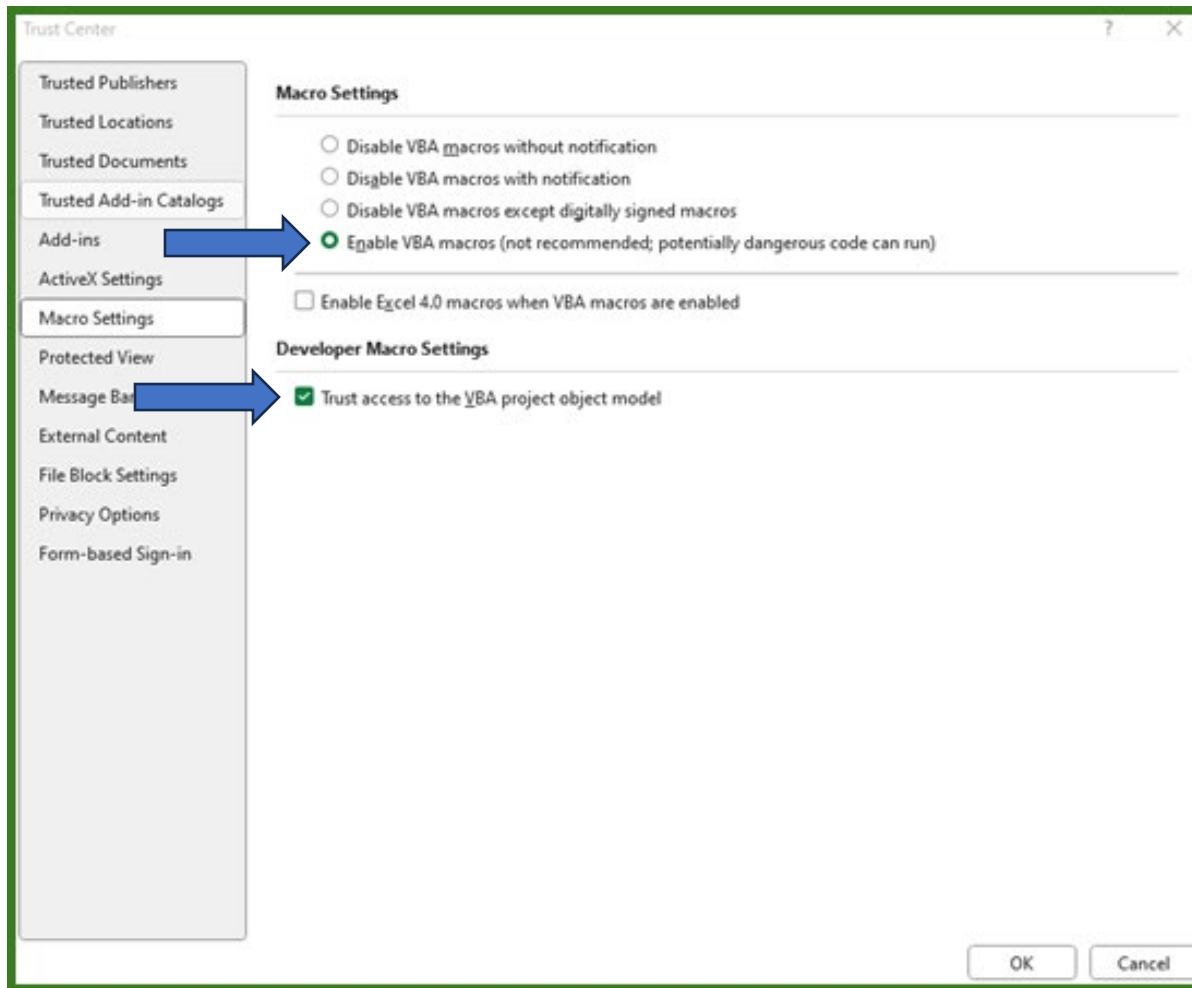
Recommended MS Excel settings for ERT errors:

Follow the instructions shown on the screen shots below to enable the MS Excel ERT file if your current file encounters an error. It is in **File – Options – Trust Center – Trust Center Settings**



Please make sure the two settings on the screen shots below are enabled. Also ensure that the “**Trust access to the VBA project object model**” is checked as shown in the arrows below.





This document is available in alternate formats, upon request.

