

Download Guide

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

The Electronic Reporting Tool (ERT) is used to submit financial reports. The ERT is an Excel document that is embedded with macros. Some computers will block macros when a file is downloaded as a security feature. This guide outlines the steps to take to enable the macros in the downloaded document, allowing it to work correctly. It is recommended that you follow these steps any time you download the ERT from the LGCA website.

Step 1

Download the 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.

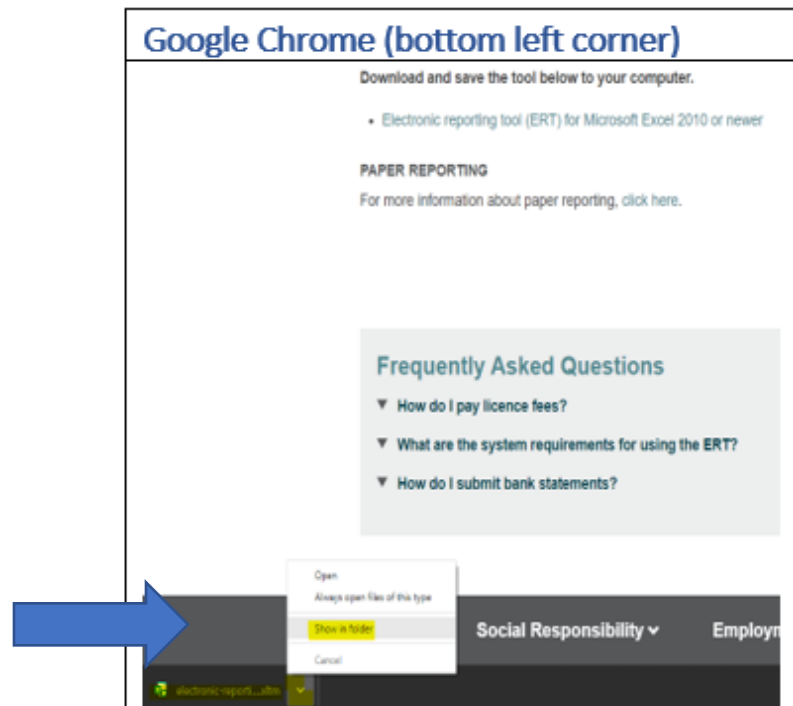
- [Electronic reporting tool \(ERT\) for Microsoft Excel 2010 or newer](#)



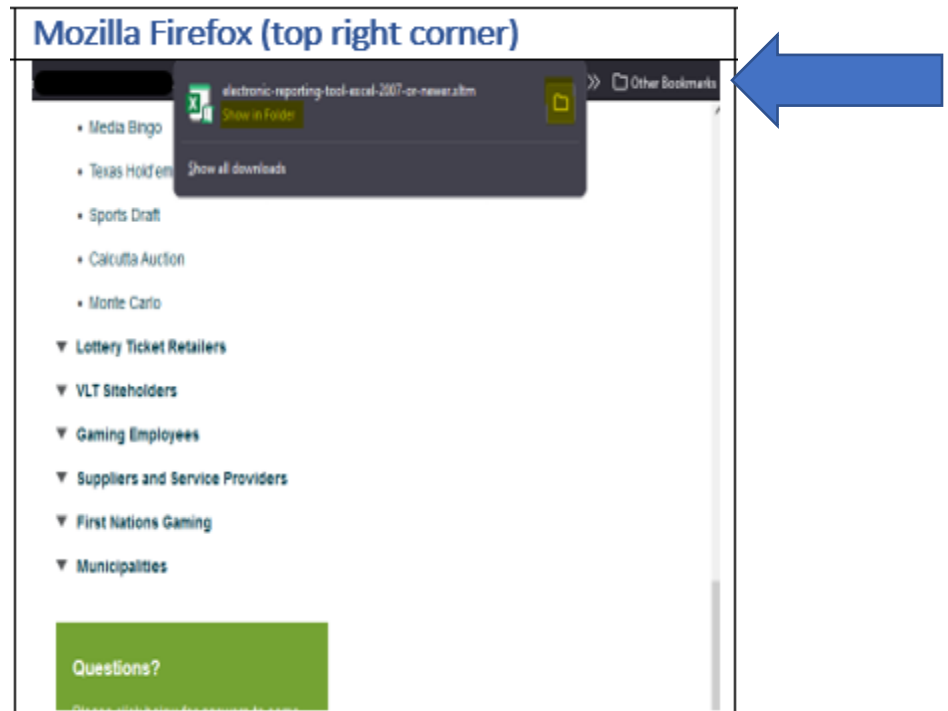
Step 2

After downloading and saving the ERT to your computer, use your file explorer to find the saved document in your default download directory. The way you find the document depends on the Browser you are using:

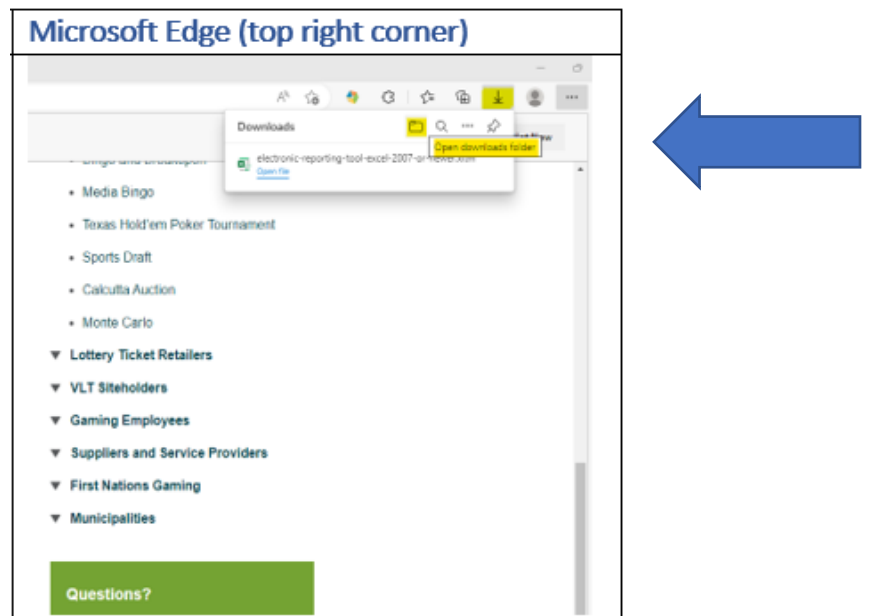
If Google Chrome is your browser, your download will be in the bottom left corner of the screen:



If Mozilla Firefox is your browser, the download will be in the top right corner of the screen:

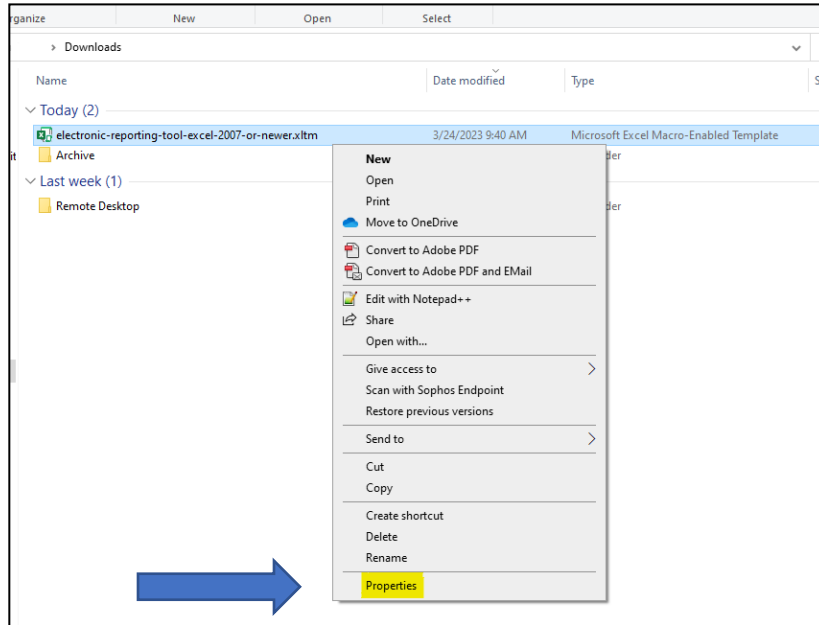


If Microsoft Edge is your browser, the download will be in the top right corner of the screen:



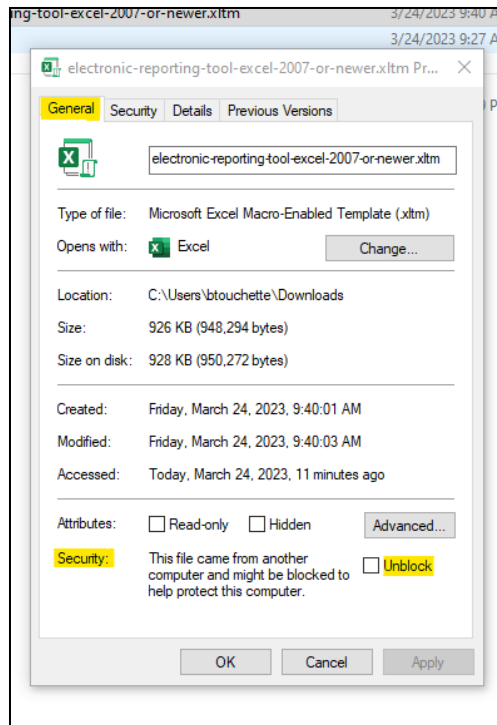
Step 3

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](#).

