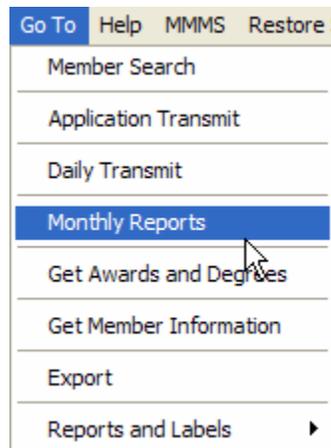


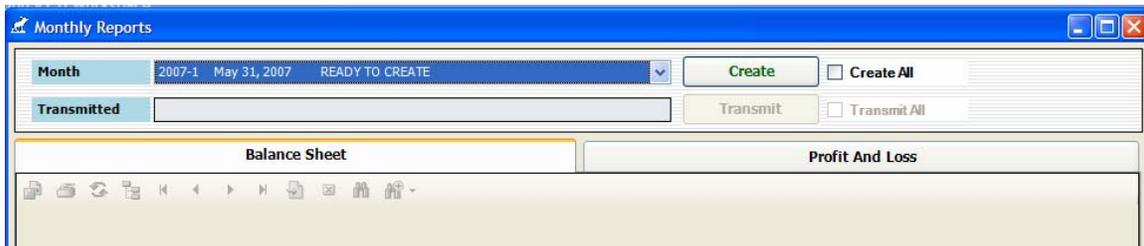
MONTHLY REPORTS

The monthly reports option is used to report a Fraternal Unit's financial information for a given month. The Balance Sheet and Profit and Loss Statements are retrieved from your QuickBooks (QBs) Company File. The monthly reports are due to Moose International by the 10th of each month. A "nag message" will be displayed upon entering LCL if your report has not yet been transmitted. This message is a reminder that your report has not yet been sent. It is **NOT** a good idea to ignore this message even if you think that you have transmitted your report. It is best to verify that the report was indeed "Transmitted" before assuming that the message is being displayed in error. Sometimes we just forget to click the "TRANSMIT" button.

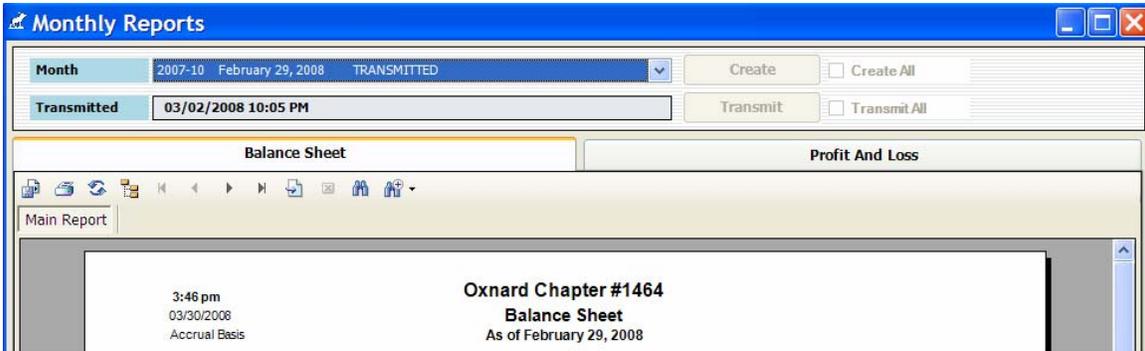
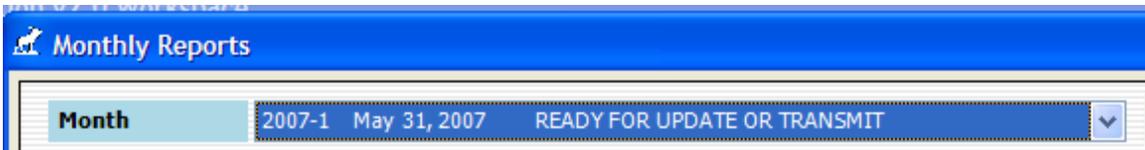
To create the monthly reports select "**Go To**" from the LCL menu and then select "**Monthly Reports**".



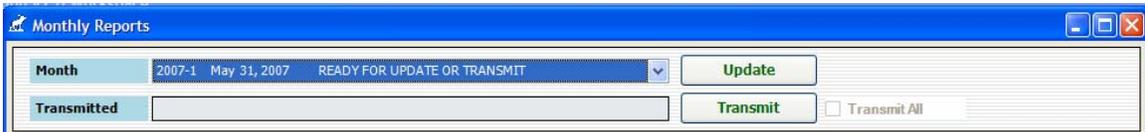
The current month available for creation will show in the "**Month**" window at the top of the screen and the "**Create**" button will be available. **NOTE:** The "**Create**" button will not be available until the first day of the month that you wish to create and will remain available until the reports are created for the first time. (The monthly reports cannot be created until the desired month has passed).



The "**Month**" drop down menu will be populated with all monthly reports that are "**Ready to Create**", "**Ready for Update or Transmit**" or have been "**Transmitted**". LCL will keep a history of all transmitted reports.



Once a report has been created, the “**Create**” button will change to an “**Update**” button so that it can be updated prior to transmission.



The “**Transmit**” button is used to send the reports to Moose International. The reports should not be transmitted until all transactions have been entered for the month, and all accounts have been reconciled and audited. Once a report is transmitted it cannot be transmitted again through LCL.