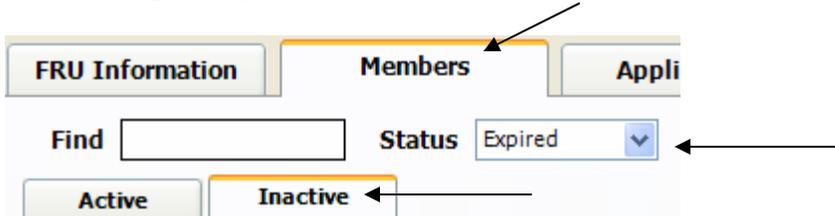# PRINTING AN EXPIRED LIST

Members whose dues are past the dues expiration date will be showing in your **LCL.net** database with a status of **Expired**. These members will remain in an **Expired** status for 12 months. After 12 months they will move to a **Dropped** status until their dues expiration date passes 24 months, then their status will be changed to **Terminated**.

Expired members will appear in the **Inactive** tab of your **LCL.net** database and must be retrieved separately since these members are **not** considered Active.
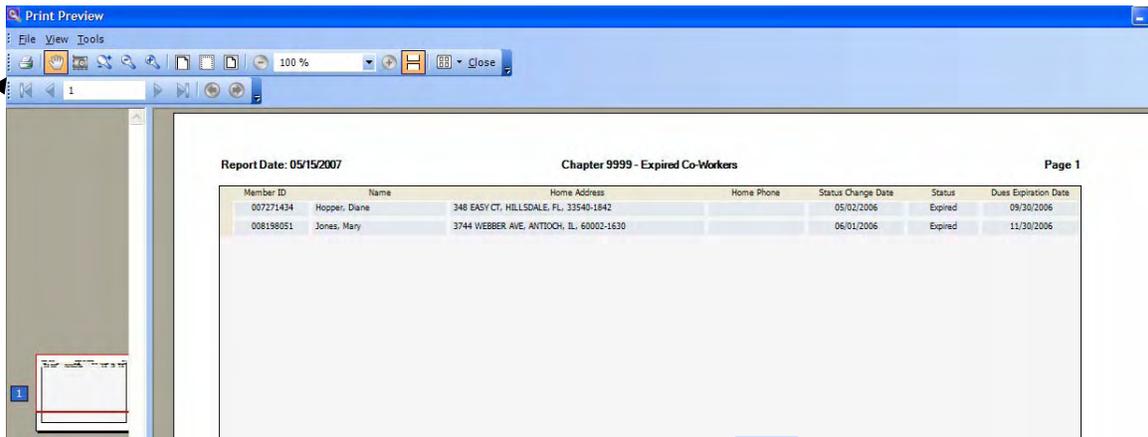

In **LCL.net** there is a feature in the lower left hand corner of the screen which is the easiest method of printing an **Expired** List.   The [Print List] button allows for printing the list that is being displayed in the Member list. The above screen captures show you how to select the appropriate tabs to retrieve a list of Expired members. After these selections have been made the screen will display a list as shown in the example below.


By clicking the [Print List] button the following Print Preview window will be displayed.

To print the report you will need to click the printer icon which can be found in the upper left hand corner of the screen.

Another method for creating and printing an **Expired** list so that you can review it and determine if some folks might need to be updated by Moose International because they have paid their dues to the fraternal unit or the fraternal unit mailed the dues to the Lockbox is to use the following procedure.

Go to the top of the **LCL.net** screen and select **Go To**, **Reports and Labels**, then slide down to **Member** and click.
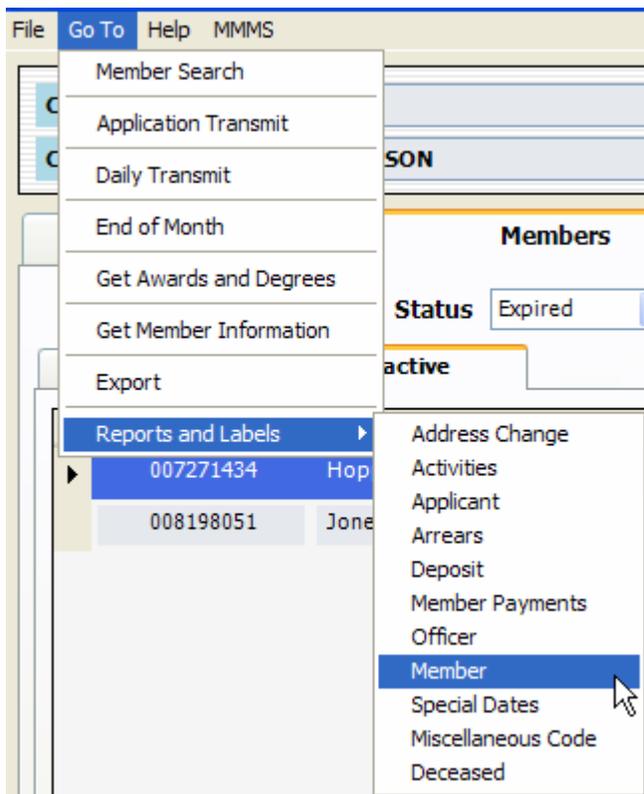
Select **Member Status** and then under Selection choose from the drop down list and select "**Expired**" and then choose a **Sort** selection. In this example "**Name**" has been chosen as the **Sort** selection. The **Start Date** field can be used to narrow down the list of **Expired** members (i.e., the ones that were moved to expired by the latest sweeper run).

2-14-2008

Click "**Create Report**" to create the report and display it on the right hand side of the screen.

To print the report simply click the printer shown in the top of the screen and the printer should start to print.

This list will need to be reviewed and compared with the fraternal unit's records to determine if someone has not been properly updated.

Moose International has provided information on what will need to be forwarded to Dues Exceptions in order to resolve any discrepancies with members who have paid but are not yet updated in **LCL.net**. See the "**Dues Exception Procedure**" on the CNMA website for additional information on this process.

This report will need to be reviewed periodically to determine if additional discrepancies may need to be addressed by the fraternal unit.