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| WI-CP026 Run and Validate LM Files and LM Material Files |
| **Process Description:** |

| **Run and Validate LM Files and LM Material Files Processing Steps** | | **Comments** |
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|  | 1. Run the batch LM files report to populate the LM Files Reconciliation Spreadsheet  * In Cobra select **<Batch Reports>** on the Navigation Pane * Navigate to and select the **04xxDATA**batch report by placing a check in the box. Where 04xx is your program. Each report in the batch should be checked * Right-click and select **Run Selected Reports** * Open the current month **LM Files Reconciliation Spreadsheet** * Navigate to each batch report and copy the total line into the appropriate line on the LM Files Reconciliation Spreadsheet. |  |