

How To Complete The LM2 PDF Using The Winfin2005 Union Finance System LM2 Print-Outs

The following instructions will help you complete the LM2 PDF form in a logical sequence. Using these instruction will help you keep the document in Balance as you complete the steps. These instructions are based on using the LM2 Print-Outs from the Winfin2005 Union Finance System.

Step 1

Input Data On Page 15 of the LM2 form. (All Officers and Disbursement To Officers)

Input Data On Page 16 of the LM2 form. (Disbursements To Employees)

Source Document – Winfin2005 Schedule 11 & 12 Worksheets

Fill-in the data on Page 15 and 16 of the LM2 form using Schedule 11 & 12 Worksheets Print-Out. You can verify your input by reviewing Page 18 of the LM2 form (Detailed Summary Page – Schedule 14 – 19). Lines 3 (To Officers) for each Schedule (15 – 19) should equal the total from Schedule 11 of the Winfin2005 Schedule 11 Worksheets. Line 4 (To Employees) for Schedule (15 –19) should equal the total from Schedule 12 of the Winfin2005 Schedule 12 Worksheets.

Step 2

Input Data on Page(s) 19 – 24 of the LM2 Form. (Schedules 14 – 19)

Source Document – Winfin2005 LM2 Itemized Vendor List By Schedule No Worksheet

Use the Itemized Vendor List By Schedule No Worksheet to fill out the appropriate Schedule on the LM2 PDF form.

If the item on the Worksheet is labeled **ITM** (Itemized entry) then you should fill in items (A – Name / Address) (B – Type or Classification) (C – Purpose) (D – Date) (E – Amount) on the LM2 form.

If the item on the Worksheet is labeled **NIM** (Non – Itemized entry) then you only need to fill in items (A – Name / Address) (B – Type or Classification) and (Line I – Total of All Non – Itemized Transactions with this Payee/Payer).

You can verify your input by reviewing Page 18 of the LM2 form (Detailed Summary Page – Schedule 15 – 19). Line 1 (Named Payee Itemized Disbursements) should equal all **ITM** items you entered from the Winfin2005 LM2 Itemized Vendor List By Schedule No Worksheet. Line 2 (Named Payee Non-Itemized Disbursements) should equal all **NIM** items you entered from the Winfin2005 LM2 Itemized Vendor List By Schedule No Worksheet.

Step 3

Input Line 5 (All Other Disbursements) on Page 18 (Detailed Summary Page – Schedules 14 – 19).

Source Document – Winfin2005 LM 2 Detailed Summary Page- Schedules 14 – 19 Worksheet

After filling in all of the line 5 on Page 18 of the LM2 PDF form, the totals on the page 18 of the PDF form should be the same as the totals on the Winfin2005 LM 2 Detailed Summary Page – Schedule 14 – 19.

Step 4

Input Data on Page 4 (Statement B – Receipts and Disbursements)

Source Document – Winfin2005 LM 2 Statement B – Receipts and Disbursements Input Sheet.

Input Lines 36 – 47 (Receipts) and 55 - 67B (Disbursements) from the Input Sheet to the LM2 PDF form. This would include any schedules that are associated with each line item.

Step 5

Input Data on Page 3 (Assets and Liabilities)

Source Document – Winfin2005 LM 2 Statement B – Receipts and Disbursements Input Sheet.

Input Lines 22 – 28 Col B (Assets) and 30 – 33 Column B (Liabilities) from the Input Sheet to the LM2 PDF form. This would include any schedules that are associated with each line item.

Step 6

Check the LM2 PDF Document to determine if the data entered is **BALANCED**.

Here's how to check to find out if the document is Balanced.

Add Line 22A – Cash Start of Reporting Period (Page 3) **Plus** Line 49 – Total Receipts (Page 4) **Less** Line 68 – Total Disbursements (Page 4). The total of this calculation should equal line 22B – Cash End of Reporting Period (Page 3).

If your calculation does not balance then recheck all the input numbers back to the Winfin2005 Worksheets.

Step 7

After BALANCING the document, you can complete the remaining pages required to complete the form.

GOOD LUCK!