



Quick LM-2 Module for Dynamics 365 Business Central

User Reference Manual

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Microsoft Business Solutions

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Headquarters: 68 South Service Road, Suite 100 ♦ Melville, NY 11747 ♦ (631) 421-1030 ♦ (212) 777-7029

www.micro-force.com



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Introduction

Welcome to the Quick LM-2 module for your Microsoft Dynamics 365 Business Central software system.

The LM-2 Payable Module permits entry of LM-2 Schedules 15 through 19 transactional data in the Microsoft Dynamics 365 Business Central module, that will be used to automatically populate the data for schedules 15, 16, 17, 18 and 19, as well as provide the data to update other sections of your annual LM-2 report.

Our Quick LM-2 module was designed to address the dramatic changes in 2005 that the Department of Labor imposed on all labor unions, which dramatically rewrote parts of the LM-2 report in an effort to increase transparency. We created this module at that time to address these new requirements for the Microsoft Dynamics GP business software system.

We have used that same design to create the Quick LM-2 report for the Microsoft Dynamics 365 Business Central system.

Our module was designed to meet the exhaustive LM-2 reporting requirements. This includes:

- using data your Dynamics accrual based financial system to generate schedules on a cash basis
- providing details of which of the 5 schedules (15 to 19) each payable voucher is charged to, since a vendor's invoice could be allocated to anyone, any combination of the 5, or can be noted as not an LM2 transactions. And computing these allocations not on what was entered as vendor invoices, but computed on disbursements
- providing the details for each itemized disbursement for each schedule for each vendor that exceeded \$5,000
- providing the totals for all disbursements for each vendor for each schedule for the non-itemized payments that was less than \$5,000

In working with our labor unions clients over the years, we have provided functionality in our module to permit payable departments to use defaults for their allocations so that transactions can be entered and posted with the same efficiency as non LM2 transactions.

This module provides functionality to permit users to change the LM2 allocations for posted vendor invoices.

In order to permit payable staff to process vendor invoices as efficiently as possible, our module provides functionality to permit a user to mark that LM2 allocation method as "to be determined. By doing this, a user can easily identify the payable transactions that a user can access at a later time for LM2 allocation purpose. This permit changes to posted vendor invoices for any type of LM2 allocation, not just for those marked as "to be determined."



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Our Quick LM-2 module also:

- Auto assign schedules based on GL accounts and dimensions setups
- Marks payable transactions to assign LM-2 schedules at a later time
- Enter correction vouchers for GL accounts with related LM-2 schedules
- Exports your LM-2 data that will be used to populate your year-end reports
- Year End Reporting Module permits the electronic integration of LM-2 transactions from your Microsoft Dynamics 365 Business Central program into the Year End Report supplied by the Department of Labor. Both detailed as well as the summary B pages for the itemized disbursements for Schedules 15 through 19 are updated electronically. Additional detailed pages for Schedules 15 through 19 for each required vendor are created and added to the end of the report as needed

What's in this manual

This manual is designed to give you an in-depth understanding of how to use this system to help automate the completion of the annual Department of Labor's LM-2 reports. Not only will this manual serve as a guide through the training process, but will be a valuable tool as a reference once you start using the system. The purpose of this manual is to guide you through the required setup, and daily; weekly; monthly; and year end procedures so that you can get the most value from your Quick LM-2 module.



Setup & Transactions

Global Setup

To use LM2, you need to set up LM2 schedule ID codes and assign them to GL accounts. You generally complete setup procedures once, but you might want to refer to this material again for viewing the setup selections you've made, or to add, delete, or modify your schedule ID codes.

Vendor master effects on LM2 reports

There are certain fields from the vendor master that are printed on schedules 15 – 19 which you should be aware of.

Vendor Name, Address line 1, City, State, and ZIP Code will print in box (A) *Name and Address*. Vendor Type Description will print in box (B) *Type or Classification*. The DOL upload process requires these fields be populated.

Setting up LM2 schedule ID codes

When you set up LM2, you'll define LM2 schedule ID codes.

Use the LM2 Schedule Maintenance window to create the id's to perform detailed analysis for the LM2 schedules.

To set up LM2 schedule ID codes:

1. Open the LM2 Schedule Maintenance window.
(Search >> LM2 Schedule Maintenance)



LM2 Schedule Maintenance

LM2 Schedule Maintenance: All | Search | + New | Delete | Page

Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Schedule ID ↑	Schedule Description
BENEFITS	SCHEDULE 20 - Benefits
CONTRIBUTE	SCHEDULE 17 - Contributions, Gifts & Grants
OVERHEAD	SCHEDULE 18 - General Overhead
POLITICS	SCHEDULE 16 - Polical Activities & Lobbying
REPRESENT	SCHEDULE 15 - Representational Activities
SCHEDULE 12	Employee Disbursements
UNION ADMIN	SCHEDULE 19 - Union Administration

Schedule IDs for 15 – 19 are predefined and cannot be deleted or changed. You can change the schedule descriptions.

Enter an ID and Description for any other category you would like to track. These additional ID’s will not affect the exported LM-2 data. You have the option to Deactivate any of these additional schedules if you no longer want to be able to enter allocations but have transactions already coded to that schedule.

LM2 Schedule Maintenance



FEES, FINES & ASSESSMENTS

Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

General

Schedule ID FEES, FINES & ASSESSMENTS **Is Active**

Schedule Description Fees, Fines & Assessments

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Deleting LM2 schedule ID's

You can delete LM2 schedule ID's only if the following conditions apply:

- It is not one of the required schedules 15 – 19.
- The schedule ID has not been assigned to an account.
- The schedule ID has not been assigned to a transaction.

Vendor Setup

LM2 Vendor Type Maintenance

To set up Vendor Type codes:

1. Open the LM2 Vendor Type Maintenance window.
(Search >> LM2 Vendor Type Maintenance)

LM2 Vendor Type Maintenance

ACCTG

Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

General

Vendor Type Name ACCTG Vendor Type Descripti... Accounting

You will enter a Code and a Description for your Vendor Types to be assigned to individual Vendors.

These Descriptions of the Vendor Types is a required field for your vendor schedules 15 to 19 for your LM2 annual reports. It will be used on the Itemized pages of Schedules 15 – 19, Box (B) Type or Classification.

You can Rename a Vendor Type by typing over the Vendor Type Name. Once this is done, it will roll down to all Vendors with that former type.



You will not be allowed to Delete an LM2 Vendor Type if it is assigned to any vendors.



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Assign Vendor Type to Vendor Cards

Process	Report	Request Approval	New Document	Navigate	Vendor	Actions	Related	R
General								Show more
No.	<input type="text" value="V00060"/>	<input type="button" value="..."/>	Balance Due (\$)	<input type="text" value="7,000.00"/>				
Name	<input type="text" value="Morgan & Morgan"/>		DIOT Type of Oper... ..	<input type="text" value=""/>				
Blocked	<input type="text" value=""/>		LM2 Vendor Type	<input type="text" value="LEGAL"/>				
Balance (\$)	<input type="text" value="7,000.00"/>		Default LM2 Alloca... ..	<input type="text" value=""/>				

We have added a field named LM2 Vendor Type to the Vendor record. This field should have a value in it for any vendors who will appear on the LM2 report. The Description of the Vendor Type is a required field for your vendor itemized schedules 15 to 19 for your LM2 annual reports. Please select a value from the drop down list for this field to be used for this vendor’s LM2 report. If you need to enter a new value, do so on the Vendor Type maintenance window.



Assign Default LM2 Allocation Method to Vendor Cards

The Default LM2 Allocation Method will default to 'Not LM2'. You can change this to the preferred method for this vendor.

The options are explained below:

- **Not LM2**
This is used for vouchers that will not be included in the LM2 reporting.
- **Use Default**
The system will determine the schedules and the amount to apply to each schedule based upon the default percentages entered when you assigned the schedule ID's to the General Ledger Accounts/Dimensions.
- **Manually Enter**
This is used if you do not want to use the default schedule ID's assigned to the accounts on a particular voucher. Selecting this method will require an entry that balances to the GL distribution amount.
- **To Determine**
No schedules or allocations will be created. This is used when the user knows that this invoice should be included in the LM2 report but they do not know what the proper allocation is yet. The user can filter the list of Purchase Invoices/Posted Purchase Invoices by the LM2 Allocation Method column to get a list of the vouchers set to this value so they can be changed later.



GL Account Setup

LM2 Dimension Setup

To set up LM2 Dimensions:

1. Open the LM2 Dimension Setup window.
(Search >> LM2 Dimension Setup)

LM2 Dimension Setup ▼

✕ Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

🔍 Search + New Edit List Delete Page

	Dimension Code ↑
→	CUSTOMERGROUP
	DEPARTMENT

From your existing Dimension's setup, select the Dimensions you want to be able to associate with LM2 schedules

Define Scope of LM2 Default Schedule Assignment

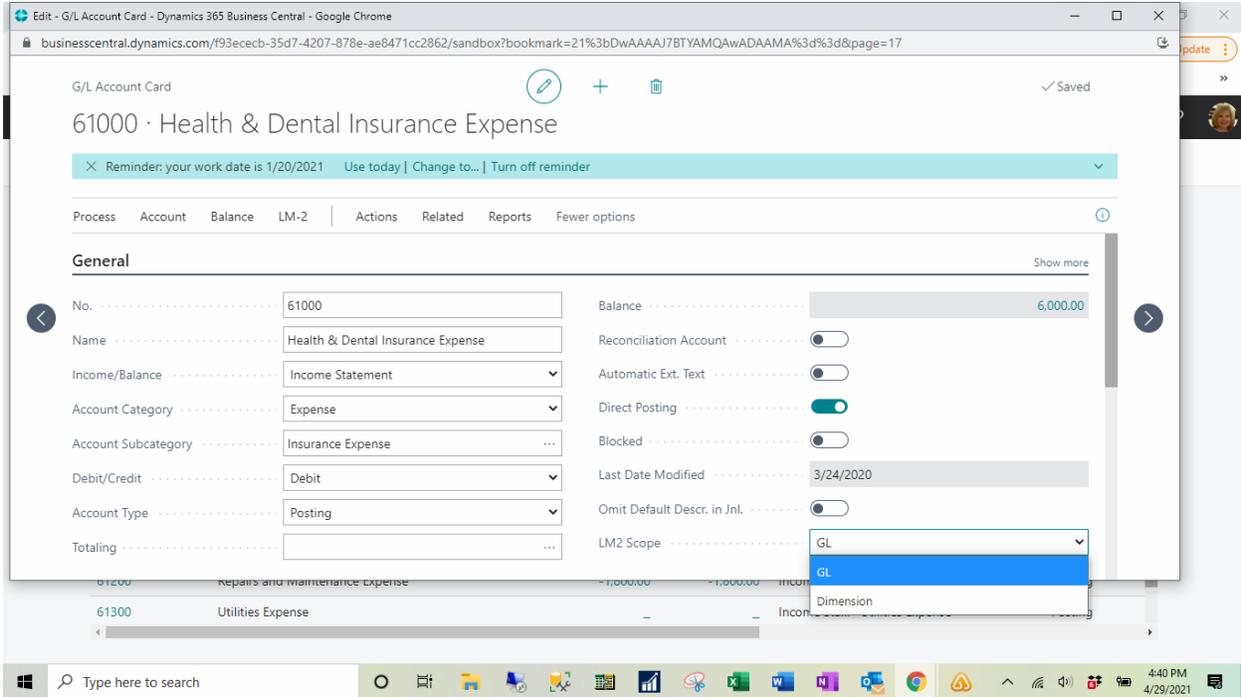
Before you assign the LM2 schedules, you'll specify if the schedules will be assigned to the Account or based on specific Dimension of the Account.

In the GL Account Card at the LM2 Scope prompt, choose GL or Dimension from the drop down.

- GL – default LM2 schedules entered will apply regardless of dimension used
- Dimension – default LM2 schedules entered will be based on the combination of the GL Account and Dimension



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Assign LM2 Schedules to Accounts or Dimensions

Account Level

To assign the default schedules for particular GL accounts, choose GL and click LM2 to open the LM2 Account Defaults window.

Enter the applicable schedules and percentages for this account. This can be overridden when entering an LM2 transaction.



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General

Account No. 62000 Account Name. Legal Expenses

Schedule ID ↑	Schedule Description	Percent
→ OVERHEAD	SCHEDULE 18 - General Overhead	75
POLITICS	SCHEDULE 16 - Polical Activities & Lobbying	25

Account + Dimension Level

To assign the default schedules based on Dimensions, choose Dimension and click LM2 to open the LM2 Dimension Defaults window.

60200 · Advertising Expense

× Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Process Account Balance **LM-2** Actions Related Reports Fewer options

LM2 Dimension Defaults

No.	60200	Balance	70,500.00
Name	Advertising Expense	Reconciliation Acc...	<input type="checkbox"/>
Income/Balance	Income Statement	Automatic Ext. Text ..	<input type="checkbox"/>
Account Category ...	Expense	Direct Posting	<input checked="" type="checkbox"/>
Account Subcateg...	Advertising Expense	Blocked	<input type="checkbox"/>
Debit/Credit	Debit	Last Date Modified ..	1/11/2021
Account Type	Posting	Omit Default Descr...	<input type="checkbox"/>
Totaling		LM2 Scope	Dimension

If the default allocation percentages are defined by a combination of multiple dimensions, you must create a dimension group.



× Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Search + New Edit List Delete Edit View **LM2 Schedules** Page ...

General

Account No. 60200 Account Name. Advertising Expense

	Dimension Group Name ↑	Dimension Group Description
	ADM-Large	Admin - Large
→	<input type="text"/>	

Create a Dimension Group Name to describe the dimension combination you want to assign LM2 Schedules. Click on the LM2 Schedules option to enter your schedules.



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LM2 Dimension Schedules



✓ Saved



60200 · ADM-Large

× Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Dimension Code ↑		Dimension Value	
	DEPARTMENT		ADM
→	CUSTOMERGROUP	:	LARGE

Dimension Group Defaults

Manage



Schedule ID ↑		Schedule Description		Percent
	POLITICS		SCHEDULE 16 - Polical Activities & Lobbying	50
	REPRESENT		SCHEDULE 15 - Representational Activities	50
→				0

Enter the Dimension Codes and Values for this Dimension Group. Assign the applicable Schedules and Percentages for this GL Account/Dimension combination.

Transactions

You can enter LM2 schedule information when you enter transactions in Payables Management.

This information is divided into the following sections:

- Entering LM2 information during transaction entry
- Viewing and modifying LM2 schedule analysis amounts
- Entering a correction voucher for a posted transaction
- Modifying LM2 data on posted vouchers
- Effects of different types of payments on LM2 data



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Entering LM2 information during transaction entry

The LM2 Allocation Method will default to the 'Default LM2 Allocation Method' from the Vendor Card. You can override this LM2 Allocation Method for a particular invoice.

Enter the LM2 Purpose for this invoice. The data you type in this field will be the default purpose for each schedule distribution line. You will have the opportunity to override this description in the LM2 Allocations window. That description will then print in field C (Purpose) on schedules 15 – 19.

If this field is left blank, the GL Account Description will be the default purpose. This field can be changed at any time if necessary.



LM2 reporting is from paid invoices, so what if a check pays multiple invoices? Which purpose description will print on the DOL LM-2 itemized schedules 15 – 19 field C (Purpose) on any particular payment for a vendor? Here's the logic we used for BC:

All paid detail distribution lines for each payment record are sorted in descending amount order. For example; if one payment pays 2 vouchers each with a distribution line with an allocation to schedule 18, the distribution line that has the highest paid dollar amount will sort first, this is the hierarchy that will be used during the import routine to determine the purpose to be used.



Purchasing Invoices Lines

Type	No.	LM2	LM2 Allocation Method	Description/Comment	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax
→ G/L Account	62000		Use Default	Legal Expenses		1		7,500.00

Enter the Line information for the invoice. The 'Type' field must be G/L Account for LM2 invoices. The LM2 Allocation Method will display the method from the invoice header. If there are any LM2 errors on the invoice, it will display in red in the LM2 column.

LM2 Allocations

10/258 · Morgan & Morgan

The screenshot shows a software interface with a table of invoice lines. A dropdown menu is open over the table, listing several options: 'LM2 Allocations', 'Dimensions', 'Comments', 'Item Charge Assignment', 'Item Tracking Lines', 'Deferral Schedule', and 'Attachments'. The 'LM2 Allocations' option is highlighted in yellow. Below the table, there is a 'Functions' dropdown menu with 'Item Availability by' and 'Related Information' options, both also highlighted in yellow. The table below the menu shows a line with 'G/L Account' type, '62000' number, 'Use Default' method, and 'Legal Expenses' description.

To open the LM2 Allocations window:

1. Open the LM2 Dimension Setup window.
(Line >> Related Information >> LM2 Allocations)



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Default Roll Down More options

General

No. 62000 Line Amount Excl. Tax 7,500.00
 Description Legal Expenses LM2 Allocation Meth... Use Default

Schedule ID ↑	Schedule Description	LM2 Purpose	Schedule Percent	Schedule Amount
→ OVERHEAD	SCHEDULE 18 - General Overhe...	SCHEDULE 18 - General Overh...	75.00	5,625.00
POLITICS	SCHEDULE 16 - Polical Activitie...	SCHEDULE 16 - Polical Activitie...	25.00	1,875.00

If the LM2 Allocation Method chosen was Use Default, all information will display with the default schedules and percentages. If you want to change any of the default information, you must change the LM2 Allocation Method to 'Manually Entered'. You can then add/delete schedules, change percentages or dollar amounts.

Line Amount Excl. Tax 7,500.00
 LM2 Allocation Meth... Manually Entered

Purpose	Schedule Percent	Schedule Amount
SCHEDULE 18 - General Overhe...	75.00	5,625.00

If the LM2 Allocation Method chosen was Manually Entered, you will need to enter all Schedule ID's and Percent/Amounts.



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Viewing LM2 schedule analysis amounts

Before posting an invoice, you can verify/view the LM2 Allocation Schedule breakdowns. From the unposted invoice, click LM2 then choose LM2 Allocation Summary.

← Purchase Invoice ✓ Saved

107250 · Nod Publishers

✕ Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Invoice Posting Request Approval Incoming Document Release Navigate **LM-2** Actions Related Fewer options

LM2 Allocation Summary

Vendor Name	Nod Publishers	DIOT Type of Operation	
Contact	Raymond Hillard	Status	Open
Posting Date	1/20/2021	LM2 Allocation Method	Use Default

LM2 Summary 📄 ↗

✕ Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Account No.	Account Desc.	Line Amount	Schedule ID	Percent	Amount
61000	Health & Dental Insurance Expense	1,000.00	CONTRIBUTE	50.00	500.00
61000	Health & Dental Insurance Expense	1,000.00	OVERHEAD	10.00	100.00
61000	Health & Dental Insurance Expense	1,000.00	POLITICS	40.00	400.00
Total Amount					1,000.00

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Modifying LM2 data on posted vouchers

You'll use the Posted Purchase Invoices function to modify the amounts recorded against the schedule ID's assigned to an account, and other LM-2 data. The following procedure describes how to modify a **posted** transaction.

Open the posted invoice you want to modify.

In the header area, click LM-2 to access 'Edit LM2 Allocation method'. This will allow you to change either the header LM2 Allocation Method or the LM2 Purpose. If the invoice was originally coded as To Be Determined, be sure to change it to another type so that it won't appear on your outstanding To Be Determined list.

Posted Purchase Invoice ✎ + 🗑

108244 · Morgan & Morgan

✕ Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Process Correct Invoice Print/Send Navigate **LM-2** Actions Related Fewer options

📄 LM2 Allocation Summary 📄 LMAllocationReport 🔍 **Edit LM2 Allocation method**

Vendor	Morgan & Morgan	Vendor Invoice No.	LE2233
Contact		LM2 Allocation Method	Use Default
Posting Date	6/1/2020	LM2 Purpose	Case File #4455
Due Date	7/1/2020		

Click on the line details to edit the schedules and or amounts for individual line items.

Lines | Manage **Line** Fewer options

📄 **LM2 Allocations** 💬 Comments 📄 Item Receipt Lines 📄 Deferral Schedule

📄 Dimensions 📄 Item Tracking Entries 📄 Document Line Tracking 📄 Attachments



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LM2 Allocations



✓ Saved



108244 · 10000

Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Default Roll Down Related Fewer options

Acct No. 62000 Line Amount Excl. Tax 10,000.00

Description Legal Expenses LM2 Allocation Meth... Manually Entered

Allocations Manage

Schedule ID ↑	Schedule Description	LM2 Purpose	Schedule Percent	Schedule Amount
→ OVERHEAD	SCHEDULE 18 - General Overhe...	Case File #4455	75.00	7,500.00
POLITICS	SCHEDULE 16 - Political Activiti...	Case File #4455	25.00	2,500.00

You cannot change the Schedule Percent or Schedule Amount if the LM2 Allocation Method is Use Default for the line item. You must first change the method to Manually Enter, then change percent/amount.

Cancel and Correct an LM2 voucher for a posted transaction

Correct Accounts or Amounts

Cancel & Correct

First determine if the voucher has been paid.
If the voucher has been paid:
Void the payment/credit memo to reopen the invoice.

To Void a Payment:

1. Open the Check Ledger Entry window and select the check to void.
(Process >> Void Check)



Void check if necessary

Do you want to void this check?

Void Date 3/31/2020

Type of Void Unapply and void check
 Void check only

Details >

Yes No

Once the invoice is no longer applied, you can use the standard BC **Cancel** and **Correct** functionality.

Corrective Credit Memo

This function is not available for applied (paid) LM2 transactions

Posted Purchase Invoices: All | Search | Delete | Process | Correct | Invoice | Print/Send

× Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

No.	Vendor	Currency Code	LM2 Allocation Method			Location
108243	Nod Publishers		Use Default	6,000.00	6,000.00	
108242	Gerber Management LLC		Use Default	5,000.00	5,000.00	
<u>108241</u>	Wide World Importers		To Be Deter...	12,000.00	12,000.00	

Correct dropdown menu:
Correct
Cancel
Create Corrective Credit Memo



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Effects of different payment types on LM2 data

Even though all of your LM-2 data is entered at invoice entry time, the data is not available for export for LM-2 reporting purposes until it is paid. Following are some payment situations you may want to be aware of:

Partial Payments: When you make a partial payment against an LM-2 invoice, the payment amount is allocated based on the percentages entered in the LM2 Allocations window during invoice entry. For example: your original invoice is for \$20,000, 60% (\$12,000) going to schedule 15, 40% (\$8000) to schedule 17. You make a partial payment of \$10,000. The cash disbursement for schedule 15 will be \$6,000 and for schedule 17 it will be \$4,000.

Credit Card Payments: According to the LM-2 Compliance Guide, disbursements to credit card companies must be broken out by individual vendors rather than simply treating the payment as a transaction solely involving the credit card company. You may choose to report either the date of the charge or the date of the payment for a credit card transaction as long as the method of reporting is consistent. In D365BC, an invoice is considered paid once the credit card payment transaction is posted, therefore the LM-2 data is updated when the credit card information is posted, and not when the credit card is paid. For this to work properly you will set up a vendor record for each vendor you are paying with a credit card. The purchase will be entered to the vendor's account. When you mark it as paid with a credit card, the vendor's account will be considered paid.



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Reports

You can use the following LM2 reports to provide detailed analysis information about your LM-2 schedules, and to create the export files needed to upload to the DOL:

-  Master Report
-  Detailed Report
-  Other Report
-  Validation Report
-  Download All Reports

To Generate the LM2 Reports:

1. Go to LM2>> LM2 Report Processing.

LM2 Report Processing

Create Dataset

Select New and enter the applicable information for this Dataset:



Edit - LM2 Report Tracing

Name 2021 - Year End LM2

Payment Start Date 1/1/2021

Payment End Date 12/31/2021

Remarks Final LM2 Data for 2021

OK Cancel

Refresh the window to display your new Dataset and to Generate Reports.

LM2 Report Processing: All | Search | + New | Delete | Process | Report | Tables | Page | More options

Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

ID ↑	Name	Payment Start Date	Payment End Date	Status	Created Date	Remarks
10	DEC20X1	12/1/2020	12/31/2020	Completed	4/22/2021	Dec20
11	JAn20	1/1/2021	1/31/2021	Completed	4/22/2021	JAn
12	DEC20X2	12/1/2020	12/31/2020	Completed	4/22/2021	DEc20
13	2021 - Year End LM2	1/1/2021	12/31/2021	Completed	5/11/2021	Final LM2 Data for 2021

If you want to use an existing data set but have entered additional data to that date range, you must recalculate first.

To do this:
Edit the Dataset and set the Status to 'Pending'.
Click Process and click Recalculate.



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LM2 Report Task Card



✓ Sa

17

Reminder: your work date is 1/20/2021 Use today | Change to... | Turn off reminder

Process Report Tables Related Fewer options

Recalculate

Payment Start Date	11/1/2020
Payment End Date	1/31/2021
Status	Pending
Remarks	

Generate Reports

Select the Dataset to use, click on Report, and choose the report to generate.

Master Report

Will produce a .csv file needed to upload your year end LM2 to the DOL. This file will contain Vendor Name & Address information along with the Non-Itemized LM2 amounts.

Detailed Report

Will produce a .csv file needed to upload your year end LM2 to the DOL. This file contains the necessary data for the Itemized pages for schedules 15 – 19.

Other Report

Will produce a .csv file needed to manually enter *All Other Disbursements*. Schedules 15 – 19 Line 5 *All Other Disbursements* cannot be entered electronically. We have provided the data for these fields in this Other Report.

Error Report

Displays any errors that would cause the DOL upload to reject the file. Missing or invalid State codes; missing Street or City; missing Vendor Type (used to populate Box (B) Type or Classification on the Itemized pages of Schedules 15 – 19). After fixing any errors found, you must run Recalculate on the dataset for your changes to take effect.



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Validation Report

Displays all paid transactions for the date range chosen for the selected Dataset.

Download All Reports

Creates the .csv files for the Master, Detailed, and Other Reports.



If any errors are found, the Master .csv file will not generate, instead you will get the Error Report. Once you've corrected your errors and Recalculated the dataset, the Download All Reports will generate the Master files.