Intrastat Reporting for Lithuania Functional and Technical Documentation

February 2021

v. 17.0.1.8

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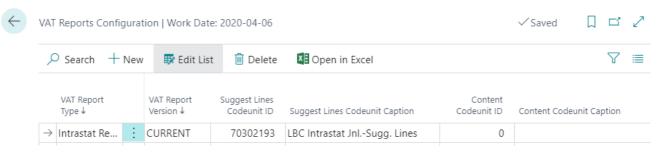
USER GUIDES

Lithuanian localization for Intrastat reporting in Dynamics 365 Business Central extension allows to create Intrastat report according to Lithuanian Republic requirements.

1. Intrastat – How to start?

This is a guide how to start using Intrastat App. Once App was successfully installed, please follow the steps below.

Setup necessary for functionality was created automatically.



2. How to create primary setup

2.1 Intrastat setup

User can enter all necessary intrastat information in purchase/sale document. In **Intrastat setup** you can set mandatory fields.

Check is done, if an indicator in document header, tab **Foreign trade** - **Intrastat transaction** is active. Field is marked automatically according header information.

More information about check mark Intrastat transaction in chapter 14. How create corrective Intrastat report

Corrective Intrastat report export is not supported. Corrective intrastat report must be created manually.

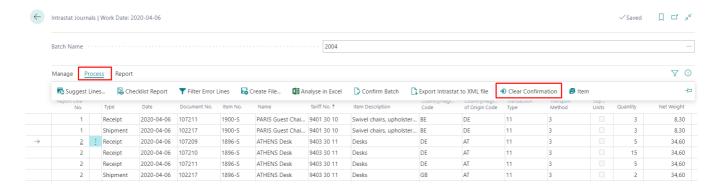
Steps:

- 1. Create new Intrastat batch for the period for e.g. 201912C.
- 2. Run report **Process** → **Suggest lines**.
- 3. In report Analyze in Excel (Intrastat journal → Process → Analyze In Excel) check data according tariff, country code ad etc.
- 4. In intrastat web page correct data manually.

3. How change Intrastat report data

1. Situation: you have confirmed batch with **Confirm Batch** and noticed that some data needs to be changed.

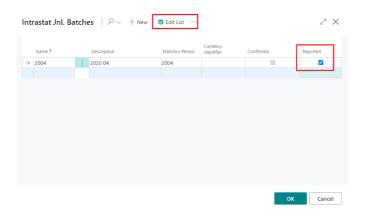
What to do: in Intrastat journal package click **Process** → **Clear Confirmation**.



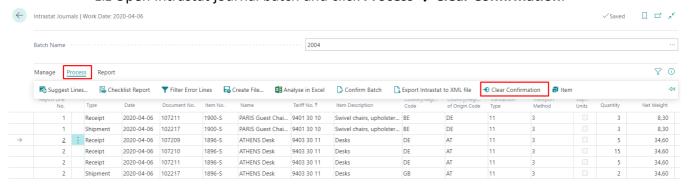
2. Situation: you have exported data and Intrastat web page hasn't approved you XML file. You need to change some data in NAV.

What to do:

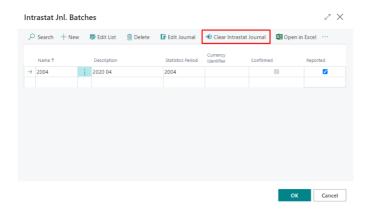
2.1 In Intrastat journal batches list click **Edit list** and manually remove check mark **Reported**.



2.2 Open Intrastat journal batch and click **Process** → **Clear Confirmation**.

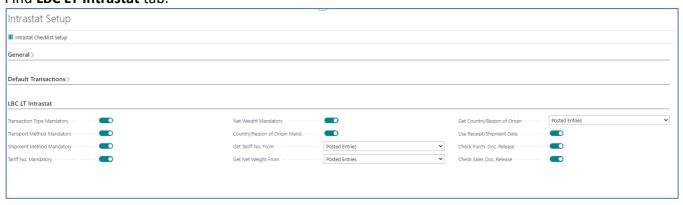


- 2.3 Correct data and reexport.
- 3. Situation: you want to delete Intrastat journal data. Data was confirmed and exported. What to do: in Intrastat journal batches page click **Clear Intrastat Journal**. Beware all batch data will be deleted.



Some useful information.

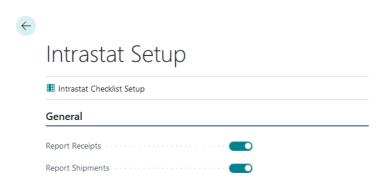
After installing **Intrastat** take attention to the **Intrastat Setup.** Find **LBC LT Intrastat** tab.



Field Name	Explanation
Tab LBC LT Intrastat	
Transaction Type Mandatory	Field Transaction Type is checked on purchase/sales document posting moment. You won't be able to post document, if this field is not filled in the document header.
Transport Method Mandatory	Field Transport Method is checked on purchase/sales document posting moment. You won't be able to post document, if this field is not filled in the document header.
Shipment Method Mandatory	Field Shipment Method is checked on purchase/sales document posting moment. You won't be able to post document, if this field is not filled in the document header.
Tariff No. Mandatory	Field Tariff No. is checked on purchase/sales document posting moment. You won't be able to post document, if this field is not filled in the document lines. If location doesn't checkmark Directed Put-away and Pick only lines with Qty. to Receive/Ship are checked.
Net Weight Mandatory	Field Net Weight is checked on purchase/sales document posting moment. You won't be able to post document, if this field is not filled in the document lines.

Field Name	Explanation
	If location doesn't checkmark Directed Put-away and Pick only lines with Qty. to Receive/Ship are checked.
Country/Region of Origin Mand.	Field Country/Region of Origin is checked on purchase/sales document posting moment. You won't be able to post document, if this field is not filled in the document lines.
	If location doesn't checkmark Directed Put-away and Pick only lines with Qty. to Receive/Ship are checked.
Get Tariff No. From	The Customs Tariff No. for data collection can be taken from an Item card or from a posted record.
	Recommendation: If you change the Tariff No. for the same Item card, you need to use the "Posted Entries" setting.
Get Net Weight From	The same situation as with the previous field. Weight information can either be obtained from the Item card or from a posted record. It is recommended to use the card, when the weight is constant. A registered record is recommended, when the weight changes.
Get Country/Region of Origin	The same situation as with the previous field. Country/Region of Origin information can either be obtained from the Item card or from a posted record. It is recommended to use the card, when the Country/Region of Origin is constant. A registered record is recommended, when the Country/Region of Origin changes for the same Item.
Use Receipt/Shipment Date	Mark this field, if you want Intrastat entries to be calculated by Receipt/Shipment date, otherwise the Invoice date will be used. Important information: you must use Receipt/Shipment date, if
Check Purch. Doc. Release	you have one receipt/shipment and many invoices. Intrastat information check is performed on document Release moment. It depends on setup: Transaction Type Mandatory, Transport Method Mandatory, Shipment Method Mandatory, Tariff No. Mandatory, Net Weight Mandatory, Country/Region of Origin Mand. Checked Documents: Purchase Invoice, Purchase Order, Purchase Return Documents. Not Checked Documents: Purchase Quotes.
Check Sales Doc. Release	Intrastat information check is performed on document Release moment. It depends on setup: Transaction Type Mandatory, Transport Method Mandatory, Shipment Method Mandatory, Tariff No. Mandatory, Net Weight Mandatory, Country/Region of Origin Mand. Checked Documents: Sales Invoice, Sales Order, Sales Return Documents. Not Checked Documents: Sales Quotes.

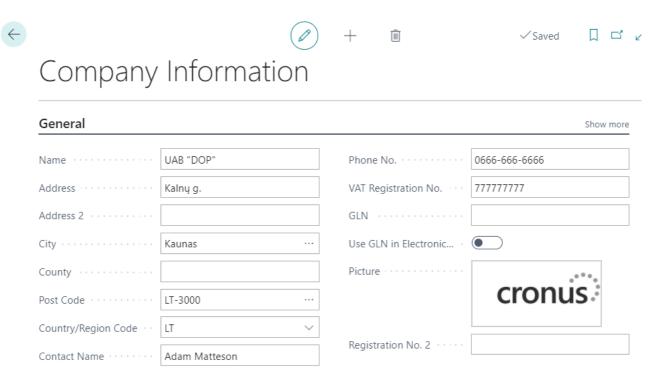
Fill standard Microsoft setup, tab **General** fields **Report Receipts, Report Shipments. Checklist report** works according these fields. Report checks, if all fields necessary for Intrastat information are filled in Intrastat journal lines. You can add additional field in **Intrastat Checklist Setup**.



2.2 Company information

Company information must be set:

- Tab General, Country/Region code,
- Tab Shipping, Ship-to Country/Region Code.









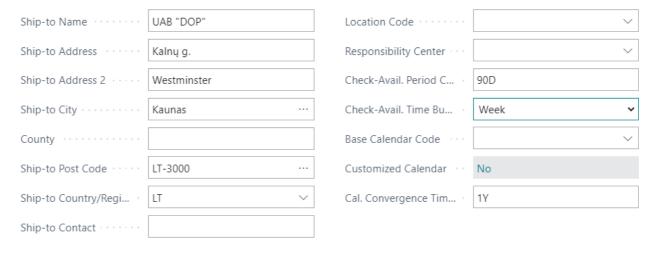




Company Information

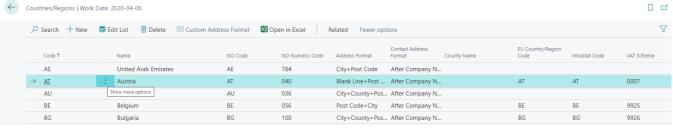
Payments >

Shipping



2.3 Countries/Regions

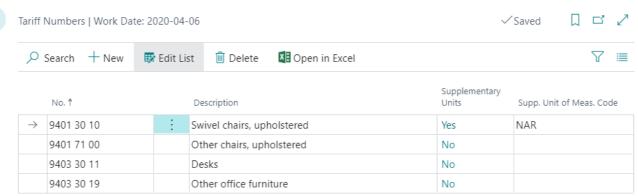
Countries/Regions must be entered with Intrastat information: EU Country/Region Code and Intrastat Code.



^{*}No Intrastat Code needed for local country (ex. LT).

2.4 Tariff Numbers

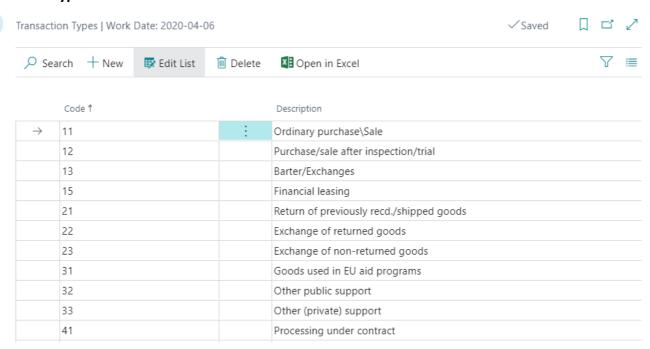
Take attention to the **Tariff Numbers** list. There is a possibility to use additional field: Supp. Unit of Meas. Code.



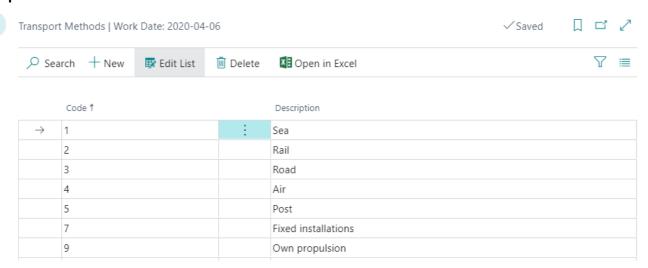
Field Name	Explanation
Supplementary Units	Value Yes or No. changes automatically if the Supp. Unit of Meas. Code field is filled in.
Supp. Unit of Meas. Code	If the tariff must be declared in the certain unit of measure, then this Unit of Measure Code must be indicated here. Item, that has such a tariff number, must have units of conversion in Item Units of Measure .

2.5 Transaction types, Transport methods, Shipment methods

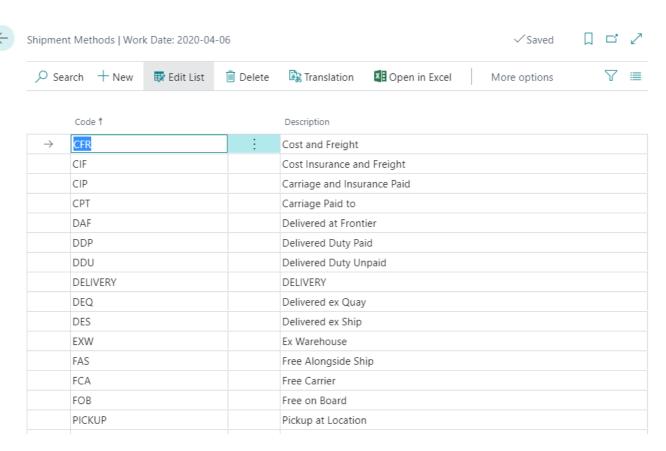
Transaction Types must be entered.



Transport Methods must be entered.



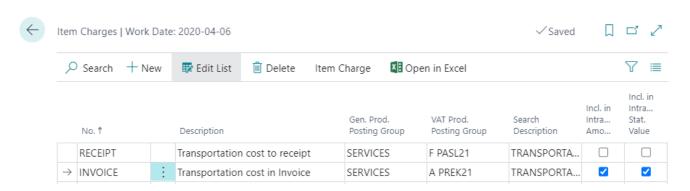
Shipment Methods must be entered.



2.6 Item Charges

You can include transportation costs in invoiced and statistical amount. Item Charges have additional fields:

Field Name	Explanation
Incl. in Intrastat Amount	Click it, if Item Charges must be calculated into the Amount in the Intrastat Journal.
Incl. in Intrastat Stat. Value	Click it, if Item Charges must be calculated into the Statistical Value in the Intrastat Journal.



You should create different item charges for purchase operations:

- One for transportation costs, if they are in the same invoice as goods. Example: No. INVOICE.
- One for transportation costs, if they are in the different invoice for logistics services. Example:
 No. RECEIPT.

Pay attention to VAT Prod. Posting Group, it's important for **iSAF data**. When item charges are assigned from the same invoice/order, item charge VAT Production Posting Group must be the same as for items.

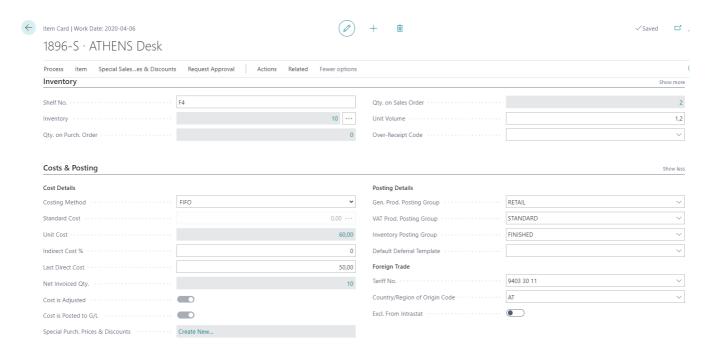
4. How to set default information in Item Card

If Intrastat information is always the same, you can set default fields in item card, tab **Inventory:**

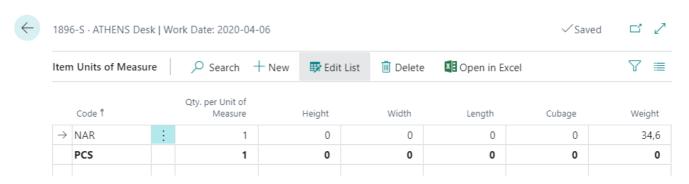
• Net Weight.

Tab **Cost & Posting** → **Foreign trade**:

- Tariff No.,
- Country/Region of Origin code,
- If item should not be in Intrastat report, you can click **Exclude from Intrastat**.



If item has Tariff No., which must be declared with supplementary units of measure, conversion must be entered to Item Units of Measure. In item card click Related \rightarrow Item \rightarrow Units of Measure.



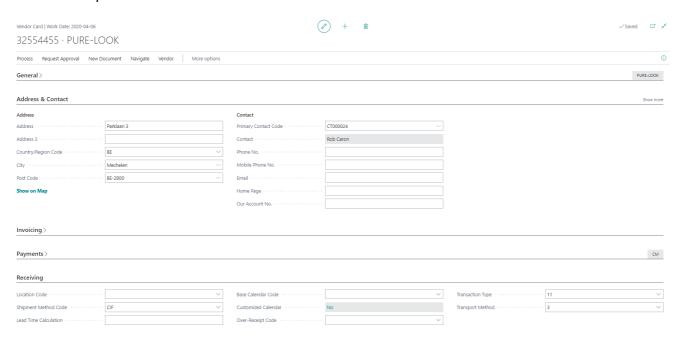
5. How to set default information in Vendor Card

Necessary to fill **Country/region code** in tab **Address & Contact**.

If Intrastat information is always the same, you can set default fields in Vendor Card. Tab **Receiving**:

1. Shipment method code,

- 2. Transaction type,
- 3. Transport method.

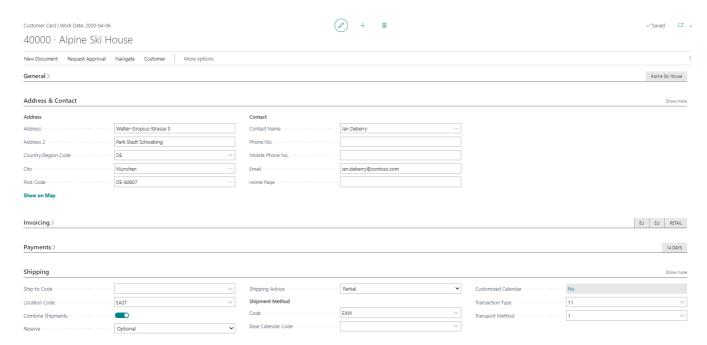


6. How to set default information in Customer Card

Necessary to fill **Country/region code** in tab **Address & Contact**.

If Intrastat information is always the same, you can set default fields in customer card. Tab **Shipping**:

- 1. Shipment method code,
- 2. Transaction type,
- 3. Transport method.



7. How to post Purchases as Intrastat operations

Purchase document has an indicator tab **Foreign trade** - **Intrastat transaction.** Field is marked automatically according header information.

Fill all mandatory fields, if purchase document is marked as Intrastat Transaction. Mandatory fields depend on Intrastat setup you created before.

If Intrastat information was filled in vendor and item card, it will be filled to purchase document. Fill missing values, if there were no default information in vendor and item cards.

Intrastat fields in header, tab Foreign Trade: Transaction type, Transport method, Shipment method Code.

8. How to post Sales as Intrastat operations

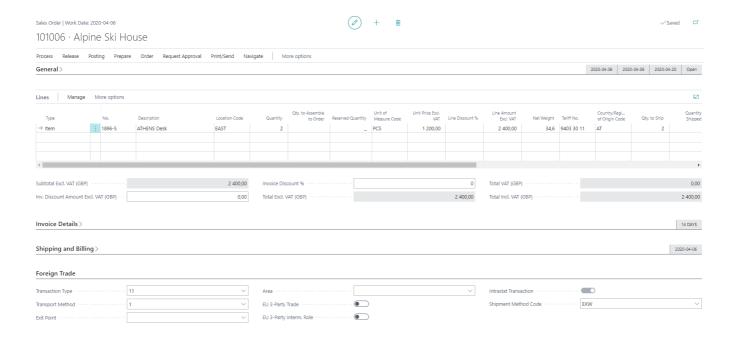
Sales document has an indicator tab **Foreign trade** - **Intrastat transaction**. Field is marked automatically according header information.

Fill all mandatory fields, if sales document is marked as Intrastat Transaction. Mandatory fields depend on Intrastat setup you created before.

If Intrastat information was filled in customer and item card, it will be filled to sales document. Fill missing values, if there were no default information in customer and item cards.

Intrastat fields in header, tab Foreign Trade: Transaction type, Transport method, Shipment method Code.

Intrastat fields in lines: Net Weight, Tariff No., Country/Region of Origin Code.



9. How to mark EU 3-Party operations

There is possibility to mark European Union (EU) third-party trade transactions for purchases and sales in the tab **Foreign Trade**.

Field Name	Explanation
EU 3-Party Trade	Click only EU 3-Party Trade, if you need to show document in Intrastat and in VAT declaration form FR0564 as amount Items EU 3-Party operation.
EU 3-Party Interm. Role	Click both options, if you don't need to show document in Intrastat and need to show in VAT declaration form FR0564 as amount Items EU 3-Party operation.

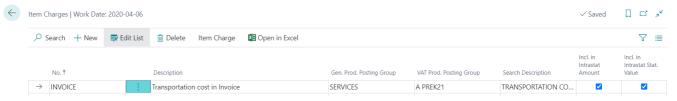
10. How to assign Item Charges that affect Intrastat amounts from the same invoice

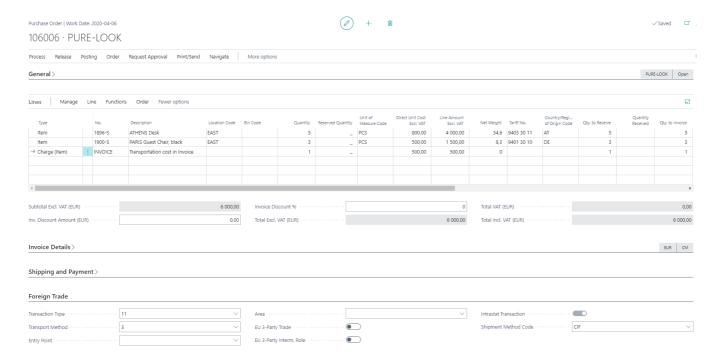
Let's say vendor issued item charges in the same invoice as goods. You must assign item charges from the same invoice.

✓ First action – create invoice.

Create purchase order for items and item charges.

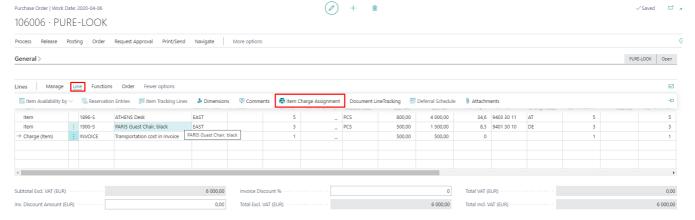
You must select item charge with both checkmarks: **Include in Intrastat amount** and **Include in Intrastat stat. value**.



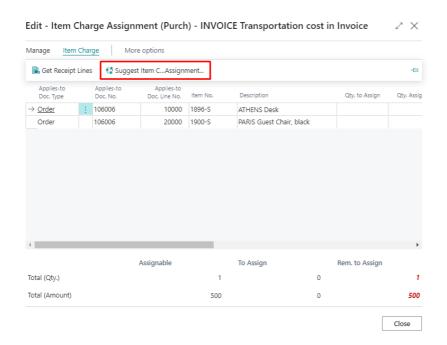


√ Second action – assign Item charge.

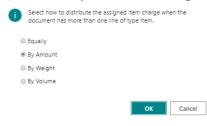
Click on line Charge (Item) \rightarrow Line \rightarrow Item charge Assignment.



Page for item charge assignment opens. Click Item Charge → Suggest item charge assignment.



Select how you need to assign item charges and press OK.



You can see how item charges will be assigned for Intrastat report in columns Incl. in Intrastat Amount and Incl. in Intrastat Stat. Value.

Close this page and post purchase order.

11. How to assign Item Charges that affect Intrastat amounts from a new invoice

Let's say you already posted purchase order and then received invoice for transportation from logistic company.

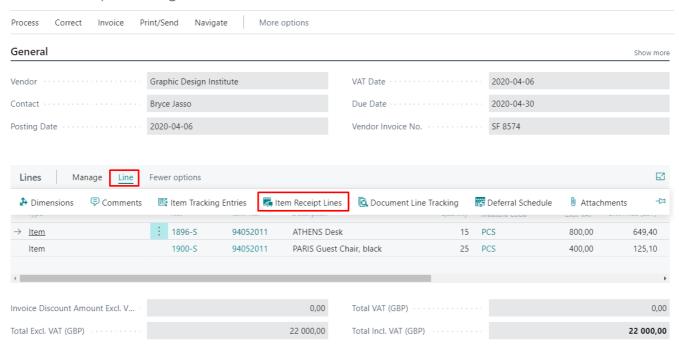
√ First action – find receipt No.

You must know Receipt No. to assign transportation costs. Go to the posted purchase invoice and check posted purchase **Receipt No**. Click **Line** → **Item Receipt Lines**.



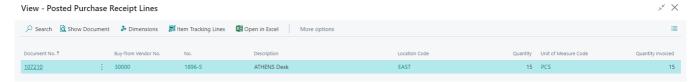


108210 · Graphic Design Institute



You will see Document No:

Invoice Discount %



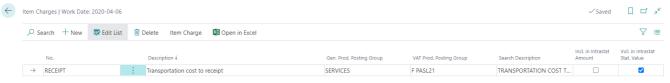
✓ Second action – create purchase invoice.

Create purchase invoice for logistics costs. Purchase Invoice | Work Date: 2020-04-06 ✓ Saved 🚅 107212 · ABC Logistics Posting Request Approval Incoming Document Release Navigate General 2020-04-20 Vendor Name ABC Logistics 2020-04-06 Posting Date 63 Lines Manage More options → Charge (Item) Subtotal Excl. VAT (EUR) 100.00 Total Excl. VAT (EUR) 100.00

Total Incl. VAT (EUR)

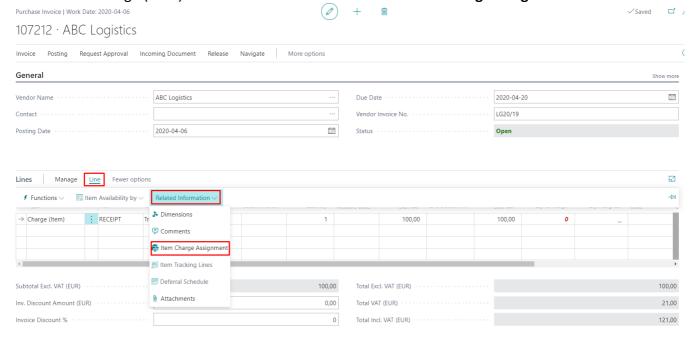
121,00

Select item charge line with following setup: Include in Intrastat Stat. Value.

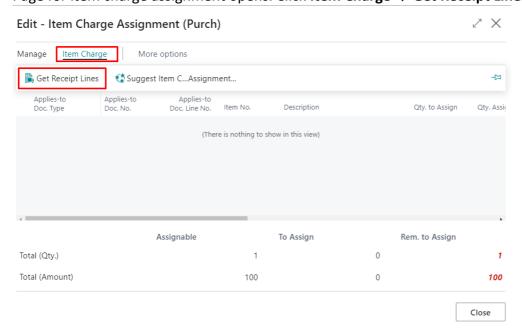


√ Third action – assign Item charge.

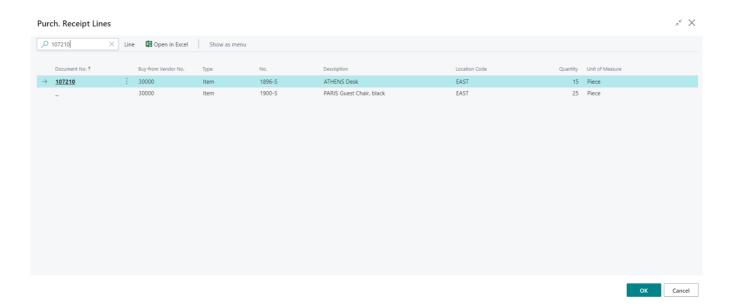
Click on line Charge (Item) \rightarrow Line \rightarrow Related information \rightarrow Item Charge Assignment.



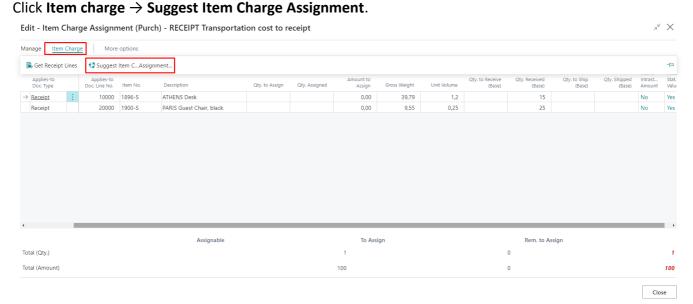
Page for item charge assignment opens. Click Item Charge → Get Receipt Lines.



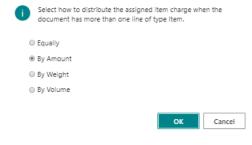
Page with posted Purchase receipt lines opens. Filter lines for which you need to assign item charges. Select them and click OK.



Lines are filled to Item charge assignment page.



Select how you need to assign item charges and press **OK**.

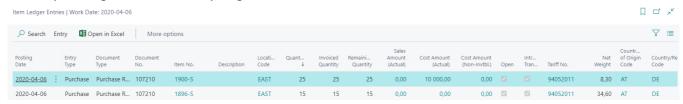


You can see how item charges will be assigned for Intrastat report in columns Incl. in Intrastat Amount and Incl. in Intrastat Stat. Value.

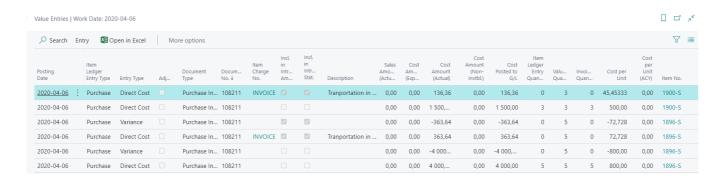
Close this page and post purchase invoice.

12. Result in Item ledger entries

The following information is saved to Item ledger entries: Intrastat operation, Tariff No., Net Weight, Country of Origin Code, Country/region code.

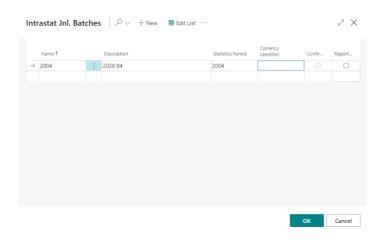


In Value entries you can see transportation costs and how they will be assigned: **Include in Intrastat Amount** and **Include in Intrastat Stat. value**.

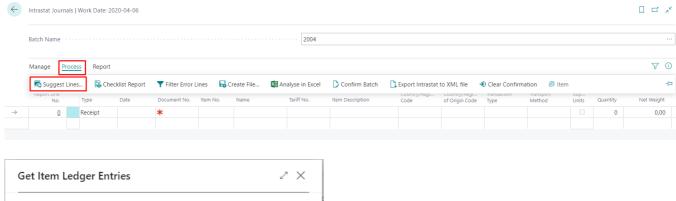


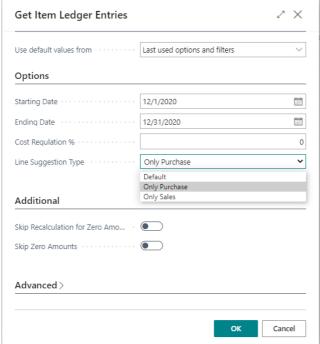
13. How to calculate Intrastat entries

Open Intrastat Journals and create a new batch. Every month needs a new batch. Statistic period must to be filled year + month (for e.g. 2020 April must be 2004).

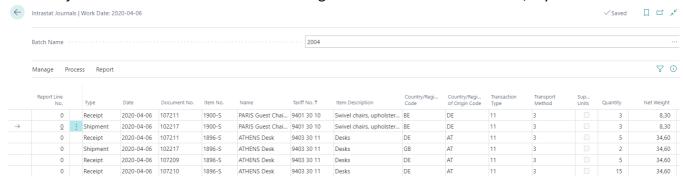


Open batch, then click **Process** \rightarrow **Suggest Lines**. Click **Skip Zero Amounts**, if you need to skip purchases with 0 COGS. If you need only Purchase Documents (Invoices) in Intrastat journal then in **Line Suggestion Type** select **Only Purchase**, and if you need only Sales Documents (Invoices) to be suggested, select **Only Sales**. If value is **Default**, all documents will be suggested in Intrastat journal. In form you don't need to change anything, click **OK**.





Intrastat journal lines are created. You can change Intrastat information in lines, if you need.

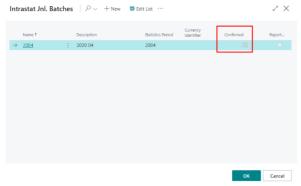


You can check Intrastat lines with report **Process** → **Checklist Report**. Lines with errors can be filtered **Process** → **Filter Error Lines.** You can see error in FactBox.

When you have checked everything press **Process** → **Confirm Batch**.



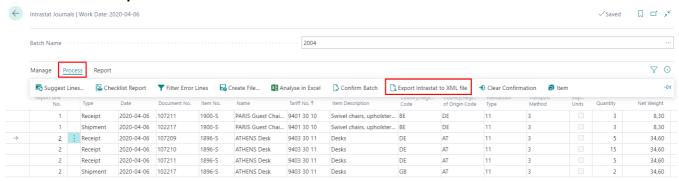
Journal is marked as Confirmed.



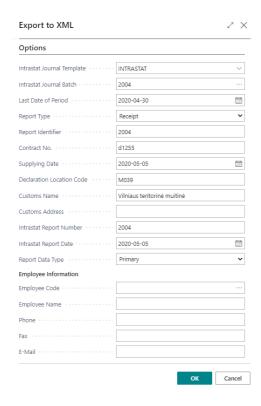
When Intrastat journal is confirmed, it can be exported to XML file.

14. How to export Intrastat entries to XML file

Click Process → Export to XML.



Export dialog form opens:



Field Name	Explanation
Intrastat Journal Template	Is filled automatically.
Intrastat Journal Batch	Is filled automatically.
Last Date of Period	Is filled automatically.
Report type	For purchase intrastat select – Receipt.
	For sales intrastat select – Shipment.
Report Identifier	Fill report number.
Contract No.	Agreement with the Customs No.
Supply date	Date when intrastat report is generated.
Declaration Location Code	Customs code.
Customs Name	Name.
Customs Address	Address.
Intrastat Report Number	Fill the same value as in Report Identifier.

Field Name	Explanation
Intrastat Report Date	Date, when intrastat report is generated.
Report Data Type	Primary – intrastat declaration. Null value – if you didn't have any operations for that month.
Intrastat Report Date	The same as Supply date.
Employee Information	Employee Information.

XML format file is saved to you PC according browser's setup.

XML format file must be imported to customs web page manually.

Useful information:

Weight is rounded to 0,001 on export to xml file moment.

LBC amount and LBC statistical value are rounded arithmetically on export to XML file moment. Amounts to 0,49 are rounded to 1. 0 isn't rounded. If you don't need to create lines with 0 amount in report **Suggest lines** click checkmark **Skip zero** amounts.

15. How create corrective Intrastat report

Corrective Intrastat report export is not supported. Corrective intrastat report must be created manually.

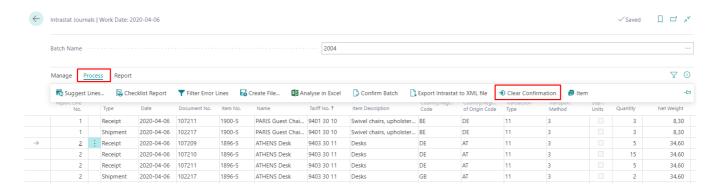
Steps:

- 5. Create new Intrastat batch for the period for e.g. 201912C.
- 6. Run report **Process** → **Suggest lines**.
- 7. In report Analyze in Excel (Intrastat journal → Process → Analyze In Excel) check data according tariff, country code ad etc.
- 8. In intrastat web page correct data manually.

16. How change Intrastat report data

4. Situation: you have confirmed batch with **Confirm Batch** and noticed that some data needs to be changed.

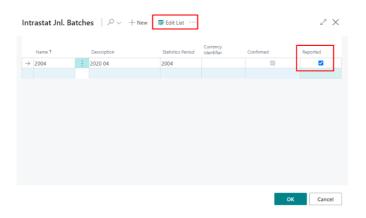
What to do: in Intrastat journal package click **Process** → **Clear Confirmation**.



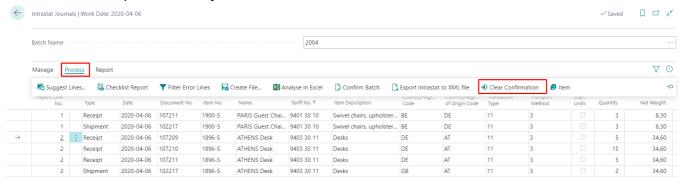
5. Situation: you have exported data and Intrastat web page hasn't approved you XML file. You need to change some data in NAV.

What to do:

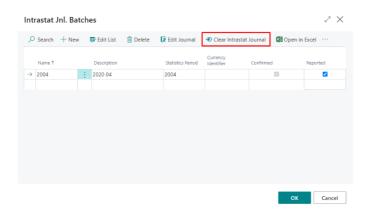
2.1 In Intrastat journal batches list click **Edit list** and manually remove check mark **Reported**.



2.2 Open Intrastat journal batch and click **Process** → **Clear Confirmation**.



- 2.3 Correct data and reexport.
- 6. Situation: you want to delete Intrastat journal data. Data was confirmed and exported. What to do: in Intrastat journal batches page click **Clear Intrastat Journal**. Beware all batch data will be deleted.



17. Some useful information

Intrastat operation

Purchase or sales document in header has checkmark – **Intrastat Transaction**. It is marked automatically. So, how it works:

Firstly, Intrastat information must be entered in **Countries/Regions** page, fields **EU Country/Region Code** and **Intrastat Code**. No Intrastat Code for local country is needed (ex.LT).

Necessary to fill **Country/region code** in **Customer** and **Vendor Card**. Country/region codes must be filled in addresses: Vendor – Order Addresses, Customer – Ship-to Address.

According to rules listed below purchase/sales document is checked and may be marked as **Intrastat Transaction**. Rules are different according document types.

Purchase invoice/order:

- If Buy-from country/region code and Ship-to country/region code are filed and doesn't match.
- If Ship-to is empty, Buy-from is compared to Country/region code in company information.
- If Ship-to and Buy-from is empty, VAT country/region code is compared to Country/region code in company information.
- If Buy-from is empty, Ship-to is compared to VAT country/region code.

Purchase credit memo/return order:

- Ship-to is compared to Country/region code in company information.
- If ship-to is empty, VAT country/region code is compared to Country/region code in company information.

Sales invoice/order:

- Ship-to region code is compared to Country/region code in company information.
- If Ship-to is empty, VAT country/region code is compared to Country/region code in company information.

Sales credit memo/return order:

- Ship-to country region code is compared to VAT country/region code.
- If ship to is empty, VAT country/region code is compared to Country/region code in company information.

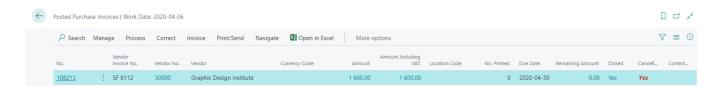
Intrastat data - Suggest lines:

Lines won't be created for VAT combinations marked as **EU Service** in **VAT posting setup.**Lines won't be created for item ledger entries with check mark **Correction**. It's active for canceled shipment or receipt lines.

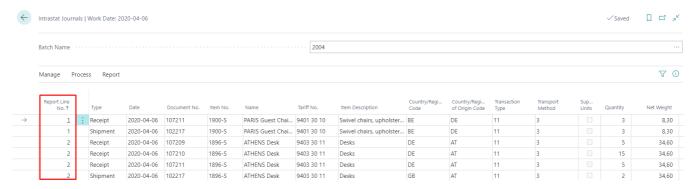
Corrective purchase/sales document:

If posted document is marked as Corrective, line in Intrastat journal will be generated with "-".
 For example, if purchase invoice was cancelled and marked as Corrective: purchase invoice type

 Receipt, purchase credit memo – Receipt. If purchase invoice was cancelled and not marked as
 Corrective: purchase invoice type – Receipt, purchase credit memo – Shipment.



• If line with "-"won't be exported, line number in XML file and in Intrastat journal line will be different.



Item charges to sales invoice

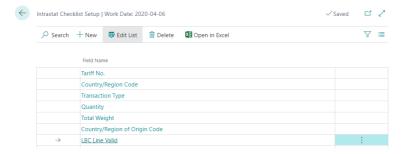
If you need to show item charges for sales operations, create new item charge and click **Incl. in Intrastat Amount**. Item charge must be assigned from the same sales invoice/order.

Intrastat journal - LBC Statistical Amount

Added **LBC Statistical Amount** instead of Statistical amount. There is a possibility to correct column manually. Purpose, if item charges were assigned incorrectly, you can correct data before exporting to customs website.

Intrastat checklist setup

There is a possibility to check purchase operations in Intrastat journal; if Amount > LBC Statistical Amount lines can be filtered as invalid (Checklist Report and Filter Error Lines). You need to open Intrastat setup -> Intrastat checklist setup and add LBC Line Valid. Error will appear in FactBox.



Intrastat - External document No.

There is a hidden column in Intrastat journal – External document No. In some cases, you can check External document no. information, if you want. In purchase order case, you need to enter the same information in: Vendor Invoice No., Vendor Shipment No.

Shipment method code

Shipment method code from purchase and sales documents is shown in instrastat journal field Shpt. Method code. When the function **Export Intrastat to XML file** creates the file, shipment method code is used from field Shpt.method code, not Transaction Specification.

Install and Uninstall Intrastat app

If Instrastat app was used before and the setup was made, while uninstalling Instrastat app and Installing it again the setup is not updated and remains the same. If Intrastat app is installed for the first time the setup is updated.

Fields to pages:

22 Customer list Transaction Type; hidden. Shipment method code; hidden. Transport Method 17025307, hidden

27 Vendor list
Transaction Type; hidden.
Shipment method code, hidden.
Transport Method, hidden.
139 Posted Purch. Invoice Subform
Country/Region of Origin Code, hidden.
Tariff No.

141 Posted Purch. Cr. Memo Subform Country/Region of Origin Code, hidden. Tariff No.

133 Posted Sales Invoice Subform Country/Region of Origin Code, hidden. Tariff No.

135 Posted Sales Cr. Memo Subform Country/Region of Origin Code, hidden. Tariff No.

31 Item List Country/Region of Origin Code, hidden.

38 Item Ledger Entries Country/Region Code