

Physical Inventory for Lithuania
Functional ir Technical Documentation

May 2021

V1.2

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MANUAL CHANGES

Version	Date	Changes
1.0	2021 03	Initial version
1.1	2021 04	No changes.
1.2	2021 05	No changes.

USER GUIDE

Lithuanian localization for Physical Inventory in Dynamics 365 Business Central allows to create Physical Inventory reports according to Lithuanian Republic requirements.

1. How to Calculate Physical Inventory Journal lines

Then Physical Inventory is processed item balances must be calculated to Physical inventory journal.

In Search enter **Physical Inventory Journals**.

Select action Prepare -> **Calculate Inventory (LBC)**.

Physical Inventory Journals

Reminder: your work date is 4/12/2021 Use today | Change to... | Turn off reminder

Batch Name DEFAULT

Manage Post/Print **Prepare** Line Item Item Availability by Open in Excel More options

Calculate Inventory... Calculate Inventory (LBC)... Calculate Counting Period...

Calculate inventory

Posting Date	Entry Type	Document No.	Item No.	Location Code	Code	Qty. (Calculated)	Amount (Calculated)
→ 4/30/2021	: Negative A...	TEST				0	0

Fill in information in request page:

Calculate Inventory LBC
↗ ✕

Use default values from Last used options and filters ▾

Options

Posting Date 4/30/2021 📅

Document No. TEST

Items Not on Inventory.

Include Item without Transactions ...

By Dimensions

Calculate Amounts Yes ▾

Filter: Item

× No. ▾

+ Filter...

Filter totals by:

× Location Filter ▾

× Bin Filter ▾

+ Filter...

Filter: Warehouse Entry

+ Filter...

Advanced >

OK
Cancel

Field name	Description
Posting Date	Select posting date for physical inventory journal entries.
Document No.	Enter Document No. for physical inventory journal entries.
Items Not on Inventory	This setup includes items, which have no balance, to physical inventory journal lines.
Include Items without Transactions	This setup includes items, which had no entries, to physical inventory journal lines.
By Dimensions	To group item balances by dimensions, dimensions must be selected.
Calculate Amounts	Selections: Yes or No . <ul style="list-style-type: none"> Yes – if we want to see Item Cost Amount (actual) in physical inventory journal line.

Field name	Description
	<ul style="list-style-type: none"> No – if we do not want to see Item Cost Amount (actual) in physical inventory journal line.
Filter: Item – item card filters may be used if needed.	

After Calculate Inventory LBC is filled, click **OK**.

In physical inventory journal item lines are generated with Quantities **Qty.(Calculated)** and Amounts Amount (Calculated).

No date filter is used.

2. How to print report with Item balances from Physical Inventory journal

When Physical inventory journal lines are created a report with item list and balances (or not) can be printed. This report is used for calculating item balances.

In Physical inventory journal click Actions > **Print**.

Phys. Inventory List LBC
🔖 ↗ ✕

Printer (Handled by the browser) ▾

Options

Show Qty. (Calculated)

Show Serial/Lot Number

Show Variant Code

Filter: Item Journal Batch

× Journal Template Name PHYS. INVE ▾

× Name DEFAULT

+ Filter...

Filter: Item Journal Line

× Department Code ▾

× Customergroup Code ▾

× Location Code ▾

× Bin Code ▾

+ Filter...

Advanced >

Send to... Print Preview & Close Cancel

Fill in the information:

Field name	Description
Show Qty. (Calculated)	Select whether to print calculated item quantity or not.
Show Serial/Lot Number	Select whether to print Serial/Lot number or not.
Show Variant Code	Select whether to print Variant Code or not.

Click **Print** or **Preview&Close**.

Posting Date	Document No.	Item No.	Description	Variant Code	Department Code	Customer Group Code	Location Code	Bin Code	Qty. (Calculated)	Qty. (Phys. Inventory)
04/30/21	TEST	1896-S	ATHENS Desk						2	
04/30/21	TEST	1906-S	ATHENS Mobile Pedestal						5	
04/30/21	TEST	1908-S	LONDON Swivel Chair, blue						5	
04/30/21	TEST	1920-S	ANTWERP Conference Table						10	
04/30/21	TEST	1928-S	AMSTERDAM Lamp						6	
04/30/21	TEST	1936-S	BERLIN Guest Chair, yellow						100	
04/30/21	TEST	1953-W	Guest Section 1						-49	
04/30/21	TEST	1960-S	ROME Guest Chair, green						2	
04/30/21	TEST	1964-S	TOKYO Guest Chair, blue						4	
04/30/21	TEST	1965-W	Conference Bundle 2-8						-81	
04/30/21	TEST	1969-W	Conference Package 1						-7	
04/30/21	TEST	1996-S	ATLANTA Whiteboard, base						10	
04/30/21	TEST	2000-S	SYDNEY Swivel Chair, green						38	

3. How to enter physical inventory results

When the physical inventory is complete and we want to enter quantities found during the physical inventory in the system, open in search **Physical Inventory Journal**.

In Physical Inventory Journal field **Qty.(Phys.Inventory)** enter the actual quantities.

If the entered **Qty.(Phys.Inventory)** is bigger than calculated according to the accounting data **Qty. (Calculated)**, the line entry type changes to **Positive Adjmt.**, if smaller - **Negative Adjmt.**. The differences appear in the **Quantity** column.

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Salespers./Purch. Code	Qty. (Calculated)	Amount (Calculated)	Qty. (Phys. Inventory)	Quantity	Unit Amount	Amount
4/30/2021	Positive Adjmt.	TEST	1896-S	ATHENS Desk			2	1,013.20	4	2	506.60	1,013.20
4/30/2021	Positive Adjmt.	TEST	1906-S	ATHENS Mobile Pedestal			5	1,097.50	5	0	219.50	0.00
→ 4/30/2021	Negative Adjmt.	TEST	1908-S	LONDON Swivel Chair, blue			5	480.50	3	2	96.10	192.20
4/30/2021	Positive Adjmt.	TEST	1920-S	ANTWERP Conference Table			10	3,280.00	10	0	328.00	0.00
4/30/2021	Positive Adjmt.	TEST	1928-S	AMSTERDAM Lamp			6	166.80	6	0	27.80	0.00
4/30/2021	Positive Adjmt.	TEST	1936-S	BERLIN Guest Chair, yellow			100	9,750.00	100	0	97.50	0.00

It is important to indicate the **Gen. Bus. Posting Group** in the journal lines so that the inventory results are registered to the right G/L accounts.

After entering the results, click **Post/Print** > **Post**.

4. What to do if the quantity of the item was found which is not In the physical inventory journal line

Open Physical Inventory Journal.

In action pane click Prepare > **Calculate Inventory (LBC)**.

Fill in the information needed, and this time select the setup **Items Not on Inventory** and enter **Item No.** filter.

Calculate Inventory LBC

Use default values from Last used options and filters

Options

Posting Date 4/30/2021

Document No. TEST

Items Not on Inventory.

Include Item without Transactions ...

By Dimensions

Calculate Amounts Yes

Filter: Item

× No. 1936-S

+ Filter...

Filter totals by:

× Location Filter

× Bin Filter

+ Filter...

When the line is inserted, enter the quantity in **Qty. (Phys.Inventory)**.

5. How to print report Physical Inventory Document

In search enter **Phys.Inventory Document LBC**.

Phys.Inventory Document LBC 🔖 ↗ ✕

Printer (Handled by the browser) ▾

Filters

Document No. TEST ...

Posting Date 4/30/2021

Location Code

Document No. to Print TEST

General for Document

Order No. 0001

Order Date 4/29/2021 📅

No. of Decimal Places 2

Inventory Information

Date 4/30/2021 📅

Time 9:00:00 AM

Date 4/30/2021 📅

Time 5:00:00 PM

Field Name	Description
Document No.	Select Document No. from the list or enter manually.
Posting Date/Location No.	Fills in automatically when Document No. is selected.
Document No. to Print	Fills in automatically if Document No. is selected but may be changed if needed.
Order No.	Enter Order No.
Order Date	Enter Order date.
No. of Decimal Places	Specifies the number of decimal places to print.

Inventory Information

Date: 4/30/2021

Time: 9:00:00 AM

Date: 4/30/2021

Time: 5:00:00 PM

Members of the Commission

Chairman of the Commission: EH

Member 1: JO

Member 2: LT

Member 3: MH

Member 4:

Responsible Person: OF

Other Information

Reconciliation Date: 5/1/2021

Checked by: RB

Print first/last pages:

Advanced >

Send to... Print Preview Cancel

Field name	Description
Date	Enter physical inventory start date.
Time	Enter physical inventory start time.
Date	Enter physical inventory completion date.
Time	Enter physical inventory completion time.
Chairman of the Commission	Select the chairman of the commission from employee list.
Member 1/Member 2/Member 3/Member 4	Select commission members from employee list.
Responsible Person	Select responsible person from employee list.
Reconciliation Date	Enter reconciliation date.
Checked by	Select person from employee list.

Field name	Description
Print first/last pages	Specifies whether to print first and last pages or not.

When the information is filled, click **Print** or **Preview**.

First page

PHYS.INVENT			Page 1/3
5 The Ring Westminster London GB			
Registration No.:			
	PHYSICAL INVENTORY DOCUMENT No. TEST.		
Asset Location	_____	_____	
	(name)	(address)	
Responsible Person	<u>Managing Director</u>	<u>Otis Falls</u>	
	(job title)	(name, surname)	
Physical Inventory Order No. 0001, 2021-04-29			
Inventory conducted according to 2021-04-30 accounting data.			
Physical Inventory Started	<u>2021-04-30 09:00</u>		
	(year, month, day, hour, minute)		
Physical Inventory Ended	<u>2021-04-30 17:00</u>		
	(year, month, day, hour, minute)		
Chairman of the Commission	<u>Secretary</u>	<u>Esther Henderson</u>	
	(job title)	(name, surname)	
Members of the Commission	<u>Sales Manager</u>	<u>Jim Olive</u>	
	(job title)	(name, surname)	
	<u>Designer</u>	<u>Lina Townsend</u>	
	(job title)	(name, surname)	
	<u>Production Assistant</u>	<u>Marty Horst</u>	
	(job title)	(name, surname)	

PHYS.INVENT			Page 3/3
5 The Ring Westminster London GB			
Registration No.:			
PHYSICAL INVENTORY DOCUMENT No. TEST.			
Asset Location	(name)	(address)	
Responsible Person	Managing Director <small>(job title)</small>	Otis Falls <small>(name, surname)</small>	(signature)
Last entry line No.	10		
Actually found assets	182.00 <small>(quantity)</small>	one hundred eighty two <small>(amount in words)</small>	
	27,917.80 <small>(cost amount)</small>	Twenty seven thousand nine hundred seventeen GBP 80 <small>(amount in words)</small>	
Chairman of the Commission	Secretary <small>(job title)</small>	Ester Henderson <small>(name, surname)</small>	(signature)
Members of the Commission	Sales Manager <small>(job title)</small>	Jim Olive <small>(name, surname)</small>	(signature)
	Designer <small>(job title)</small>	Lina Townsend <small>(name, surname)</small>	(signature)
	Production Assistant <small>(job title)</small>	Marty Horst <small>(name, surname)</small>	(signature)
Inventory Document No. TEST. with accounting data was checked by	Production Manager <small>(job title)</small>	Robin Bettencourt <small>(name, surname)</small>	(signature)
Reconciliation Date	2021-05-01 <small>(date)</small>		

If inventory data of several locations is posted under one inventory Document No., the report of the other locations will be printed below with separate first and last pages.

6. How to print report Inventory Reconciliation Document

In search enter **Inv.Reconciliation Document LBC.**

Inv.Reconciliation Document LBC 🏠 ↗ ✕

Printer (Handled by the browser) ▾

Options

Reconciliation Document No. REC01

Inventory Document No. TEST ...

Posting Date 4/30/2021 📅

Responsible Person RB ▾

Accountant OF ▾

No. of Decimal Places 2

Advanced >

Field name	Description
Reconciliation Document No.	Enter reconciliation Document No.
Inventory Document No.	Select posted physical inventory entry Document No.
Posting Date	Fills in automatically when Inventory Document No. is selected.
Responsible employee	Select responsible employee from employee list.
No. of Decimal places	Specifies the number of decimal places to print.

Click **Print** or **Preview**.

First page

PHYS.INVENT
5 The Ring Westminster London GB
Registration No.:

Page 1/2

INVENTORY RECONCILIATION DOCUMENT Nr. REC01

Asset Location _____
(name) (address)

Inventory Description No. TEST., prepared on 2021-04-30.

Result of Reconciliation:

Surplus _____ 1,013.20
(amount)
Deficiency _____ -192.20
(amount)

Acquainted with the Results of Reconciliation _____
Production Manager (job title) (signature) Robin Bettencourt (name, surname)

Decision made _____

Manager of Company _____
(job title) (name, surname) (signature)

Accountant _____
Managing Director (job title) Otis Falls (name, surname) (signature)

PHYS.INVENT

5 The Ring Westminster London GB

Registration No.:

INVENTORY RECONCILIATION DOCUMENT Nr. REC01

Asset Location

(name)

(address)

Line No.	Item No.	Item Description	Unit of Measure	Unit Cost	Total Remaining Quantity for Accounting		Actually found Remaining Total Quantity		Inventory Deficiency		Inventory Surplus	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	1896-S	ATHENS Desk	PCS	506.6	2.00	1,013.20	4.00	2,026.40	0.00		2.00	1,013.20
2	1906-S	ATHENS Mobile Pedestal	PCS	219.5	5.00	1,097.50	5.00	1,097.50	0.00			0.00
3	1908-S	LONDON Swivel Chair, blue	PCS	96.1	5.00	480.50	3.00	288.30	-2.00	-192.20		0.00
4	1920-S	ANTWERP Conference Table	PCS	328.00	10.00	3,280.00	10.00	3,280.00	0.00			0.00
5	1928-S	AMSTERDAM Lamp	PCS	27.8	6.00	166.80	6.00	166.80	0.00			0.00
6	1936-S	BERLIN Guest Chair, yellow	PCS	97.5	100.00	9,750.00	100.00	9,750.00	0.00			0.00
7	1960-S	ROME Guest Chair, green	PCS	97.5	2.00	195.00	2.00	195.00	0.00			0.00
8	1964-S	TOKYO Guest Chair, blue	PCS	97.5	4.00	390.00	4.00	390.00	0.00			0.00
9	1996-S	ATLANTA Whiteboard, base	PCS	707.2	10.00	7,072.00	10.00	7,072.00	0.00			0.00
10	2000-S	SYDNEY Swivel Chair, green	PCS	96.1	38.00	3,651.80	38.00	3,651.80	0.00			0.00

Accountant

Managing Director

(job title)

Otis Falls

(name, surname)

(signature)

(date)

If inventory data of several locations is posted under one inventory Document No., the report of the other locations will be printed below with separate first and last pages.