

# Core Reports for Lithuania manual

**2023**

**V11.0**

## Document versions

Version	Data	Changes
4.1	2020-09	Initial version
4.3	2021-04	No changes in the user manual
4.4	2021-08	No changes in the user manual
4.5	2021-09	No changes in the user manual
4.6	2021-11	No changes in the user manual
4.7	2021-12	No changes in the user manual
4.8	2021-12	No changes in the user manual
4.9	2022-01	Updated regarding application changes
4.10	2022-01	No changes in the user manual
4.11	2022-02	No changes in the user manual
4.12	2022-05	No changes in the user manual
4.13	2022-08	Adjusted sales document headers print information about: Buyer, recipient and payer. Added item lot printing options: None, detailed, simple.
5.0	2022-11	No changes in the user manual
6.0	2023-02	No changes in the user manual
7.0	2023-04	Cash receipt and cash withdrawal option to print amount in words. Service VAT invoice (posted) printout. Added compensation act reports. Addition of purchase order printout.
8.0 -10.0		No changes in the user manual
11.0	2023-09	In Account Note print signatories job title.

## Table of Contents

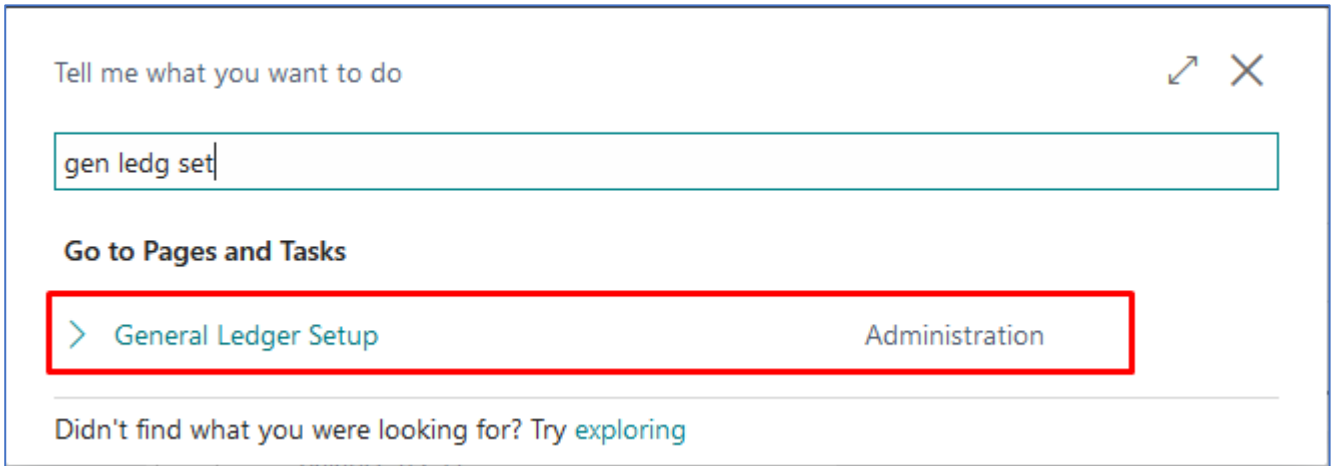
1	CORE REPORTS FOR LITHUANIA – HOW TO START .....	4
2	INITIAL SETUP .....	5
3	POSTED SALES INVOICE .....	10
4	POSTED SALES CREDIT MEMO .....	14
5	POSTED PURCHASE CREDIT MEMO .....	18
6	POSTED SALES SHIPMENT.....	22
7	POSTED SALES PACKING LIST .....	26
8	POSTED TRANSFER SHIPMENT.....	29
9	SERVICE INVOICE.....	32
10	ADVANCE INVOICE .....	34
11	PURCHASE ORDER.....	37
12	FIXED ASSET CARD.....	41
13	COMPANY DEBTS RECONCILIATION STATEMENT .....	44
14	ACCOUNT NOTE .....	49
15	ADVANCE ACCOUNT (BANK).....	51
16	ADVANCE ACCOUNT (VENDOR) .....	53
17	CASH BOOK.....	56
18	CASH RECEIPT .....	62
19	CASH WITHDRAWAL.....	66
20	COMPENSATION ACT (FROM BC 22 V.) .....	70
21	PICTURE LIST .....	74

## 1 CORE REPORTS FOR LITHUANIA – HOW TO START

This document is a user guide that describes how to perform initial setup and use the functionality of the Core Reports for Lithuania.

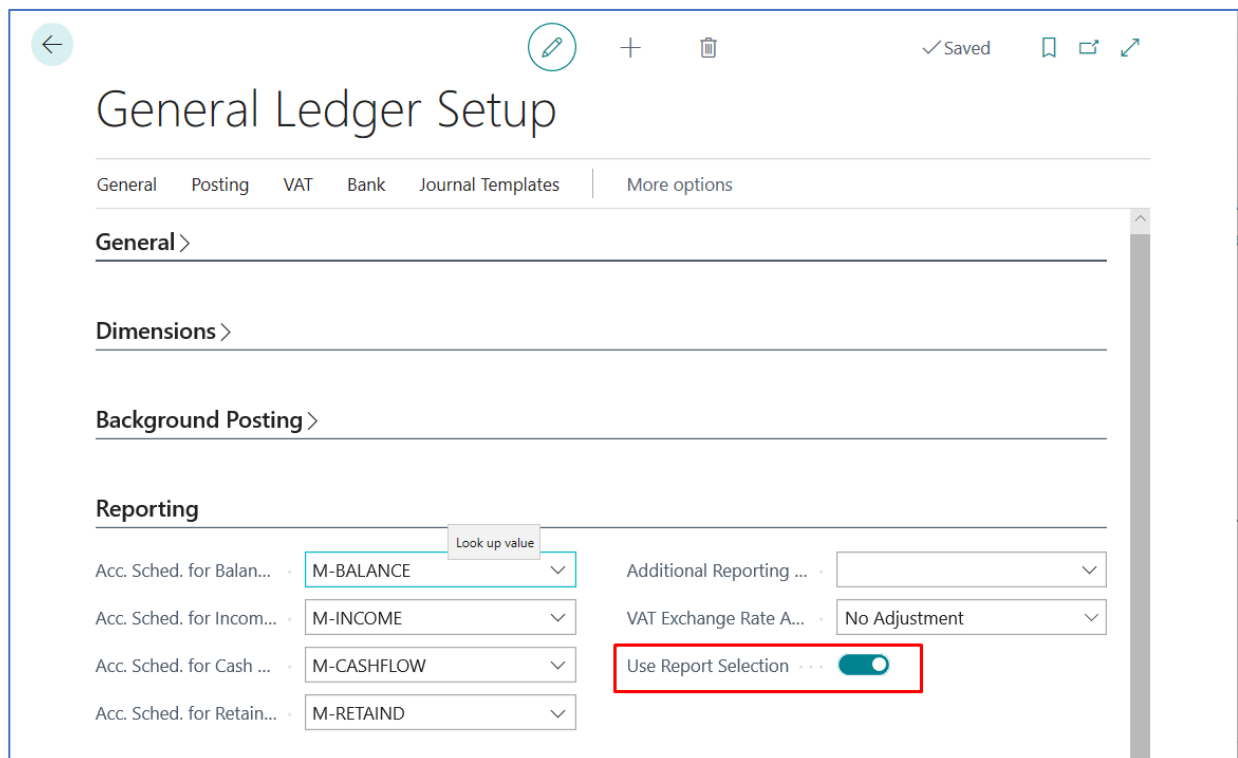
This document is described when using the “Report Selection” functionality. To enable “Report Selection” functionality, the user needs to select in the search:

“GENERAL LEDGER SETUP “



Picture 1 General Ledger Setup via search

In the reporting section page select “Use Report Selection”:



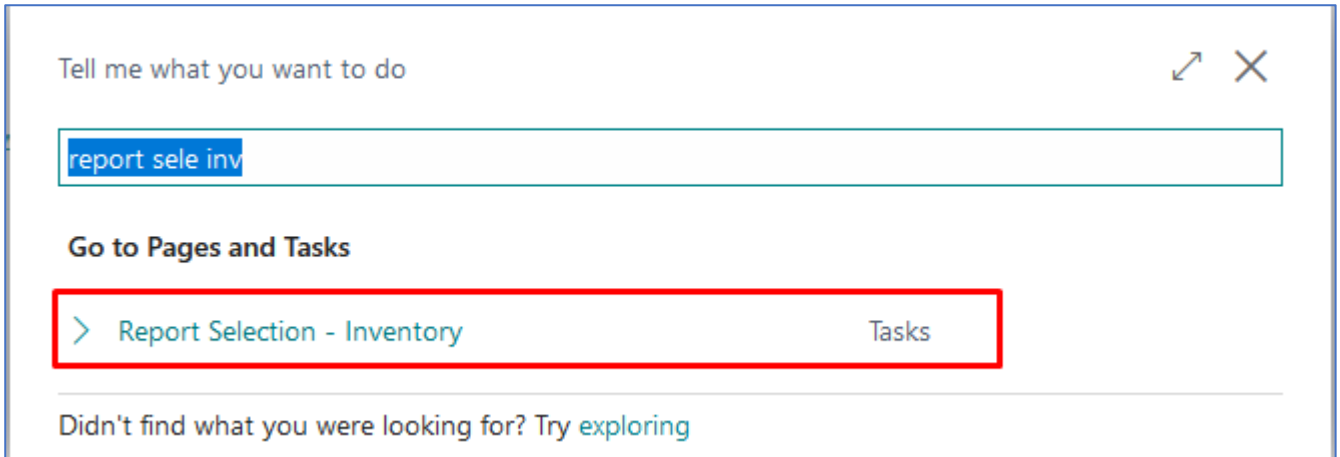
Picture 2 Use Report Selection

## 2 INITIAL SETUP

Report selections for inventory, sales and purchase documents are created during app installation.

To change report selection, follow these steps:

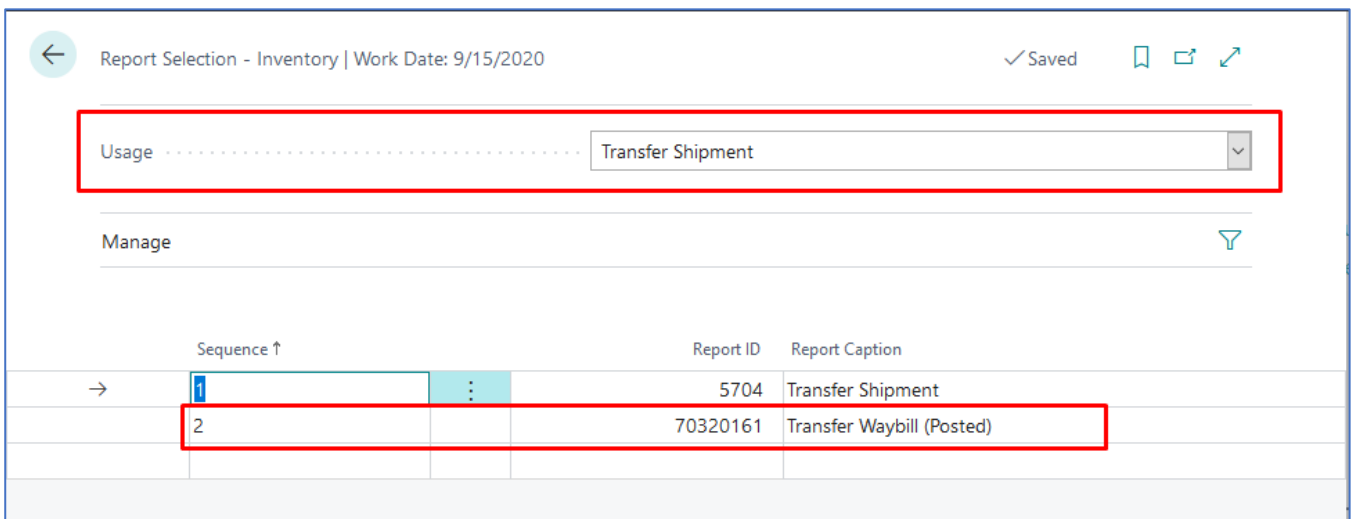
“REPORT SELECTION - INVENTORY”



Picture 3 Report Selections - Inventory

“Usage” – “Transfer Shipment” has to be chosen

- New setting “Transfer Waybill (Posted)” (ID 70320161)

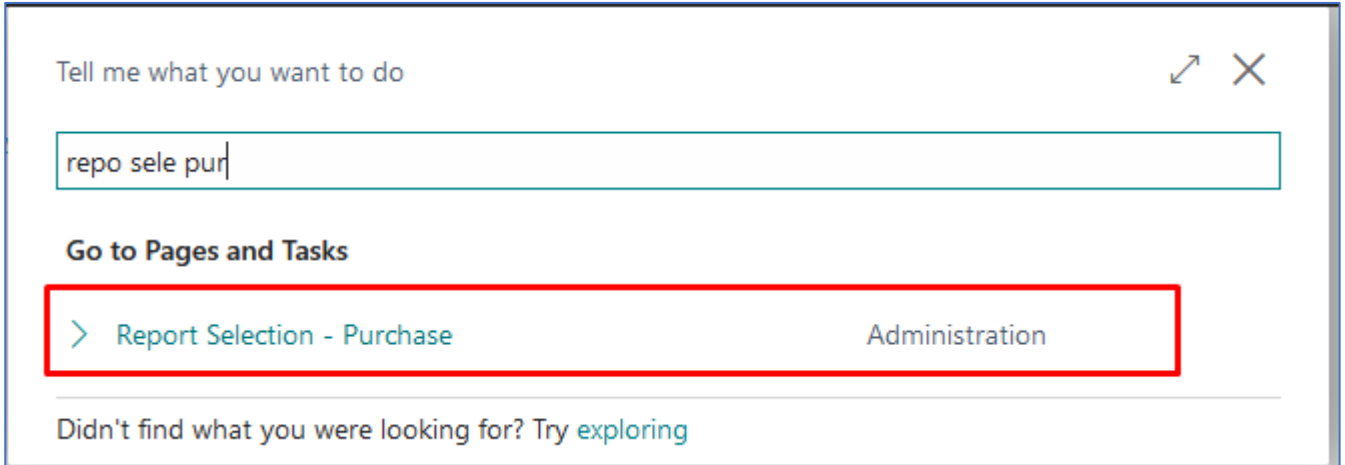


Picture 4 Report Selections Transfer Shipments

To change the reports set by the Purchase, the user has to select in the search:

“REPORT SELECTION – PURCHASE”

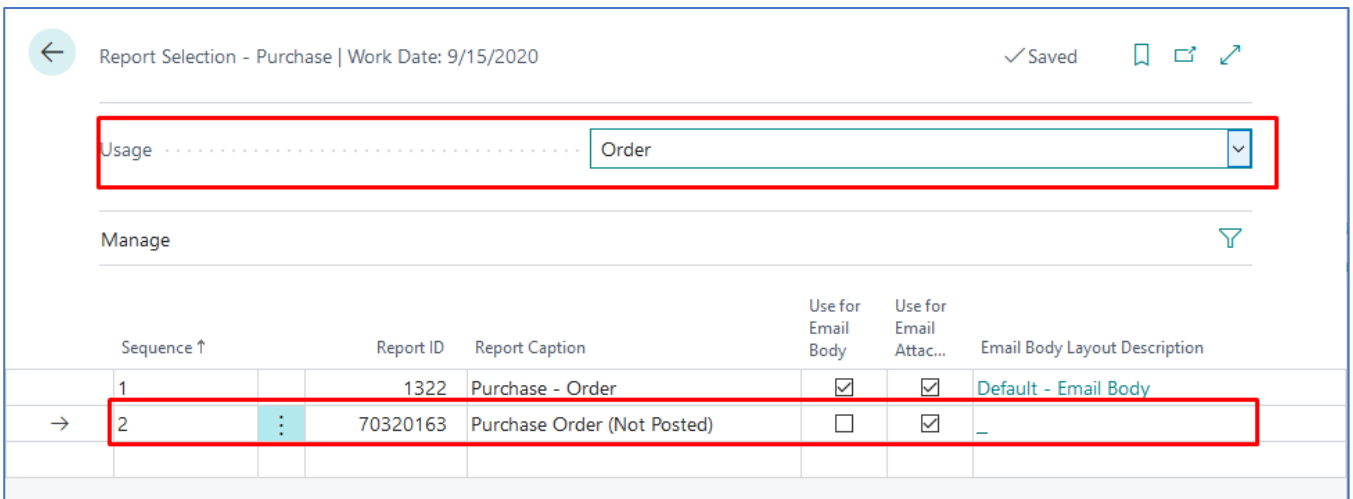
## Core Reports for Lithuania



Picture 5 Report Selections - Purchase

“Usage” – “Order” has to be chosen.

- New setting “Purchase Order (Not Posted)” (ID 70320163)



Picture 6 Report Selections - Purchase Order

“Usage” – “Credit Memo” has to be chosen.

- New setting “Purchase Credit Memo (Posted)” (ID 70320158)

## Core Reports for Lithuania

Report Selection - Purchase | Work Date: 9/15/2020

Usage ..... Credit Memo

Manage

Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
→ 1	407	Purchase - Credit Memo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
2	70320158	Purchase Credit Memo (Posted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Picture 7 Report Selections - Purchase Credit Memo

To change the reports set by the Sale, the user has to select in the search:

“REPORT SELECTION - SALES”

Tell me what you want to do

repo sele sales

**Go to Pages and Tasks**

- > Report Selection - Sales Administration
- > Delete Invoiced Sales Return Orders Tasks

**Go to Reports and Analysis** Show all (7)

- EC Sales List Reports Reports and Analysis
- Sales Analysis Reports Reports and Analysis

Picture 8 Report Selections - Sales

“Usage” – “Order” has to be chosen.

- New setting “Sales VAT Invoice (Not Posted)” (ID 70320162)

## Core Reports for Lithuania

Report Selection - Sales | Work Date: 9/15/2020

Usage ..... Order

Manage

Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
1	1305	Sales - Confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default - Email Body
→ 2	70320162	Sales VAT Invoice (Not Posted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Picture 9 Report Selections - Sales Order

“Usage” – “Shipment” has to be chosen.

- New setting “Sales Shipment (Posted)” (ID 70320159)

Report Selection - Sales | Work Date: 9/15/2020

Usage ..... Shipment

Manage

Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
→ 1	208	Sales - Shipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
2	70320159	Sales Shipment (Posted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Picture 10 Report Selections - Sales Shipment

“Usage” – “Invoice” has to be chosen.

- New setting “Sales VAT Invoice (Posted)” (ID 70320156)
- New setting “Sales Packing List (Posted)” (ID 70320160)



## Core Reports for Lithuania

Report Selection - Sales | Work Date: 9/15/2020

Usage ..... Invoice

Manage

Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
1	1306	Sales - Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default - Email Body
2	70320156	Sales VAT Invoice (Posted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
3	70320160	Sales Packing List (Posted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Picture 11 Report Selections - Sales Invoice

“Usage” – “Credit Memo” has to be chosen.

- New setting “Sales Credit Memo (Posted)” (ID 70320157)

Report Selection - Sales | Work Date: 9/15/2020

Usage ..... Credit Memo

Manage

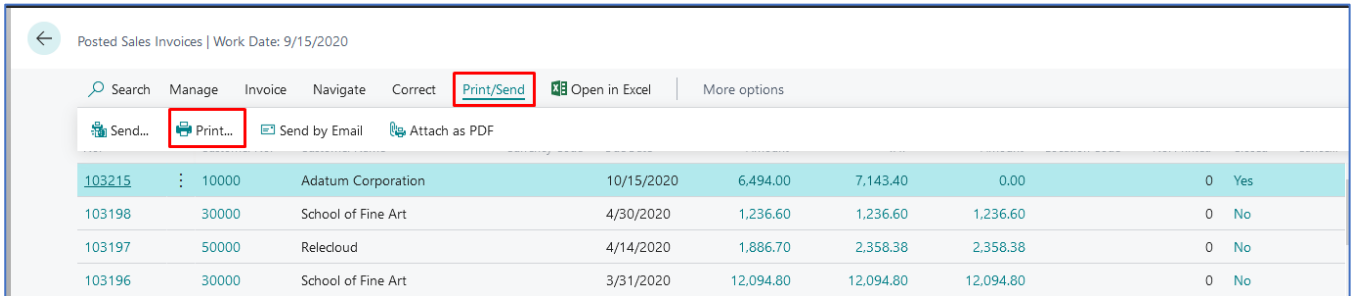
Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
1	1307	Sales - Credit Memo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default - Email Body
2	70320157	Sales Credit Memo (Posted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Picture 12 Report Selections - Sales Credit memo

### 3 Posted Sales Invoice

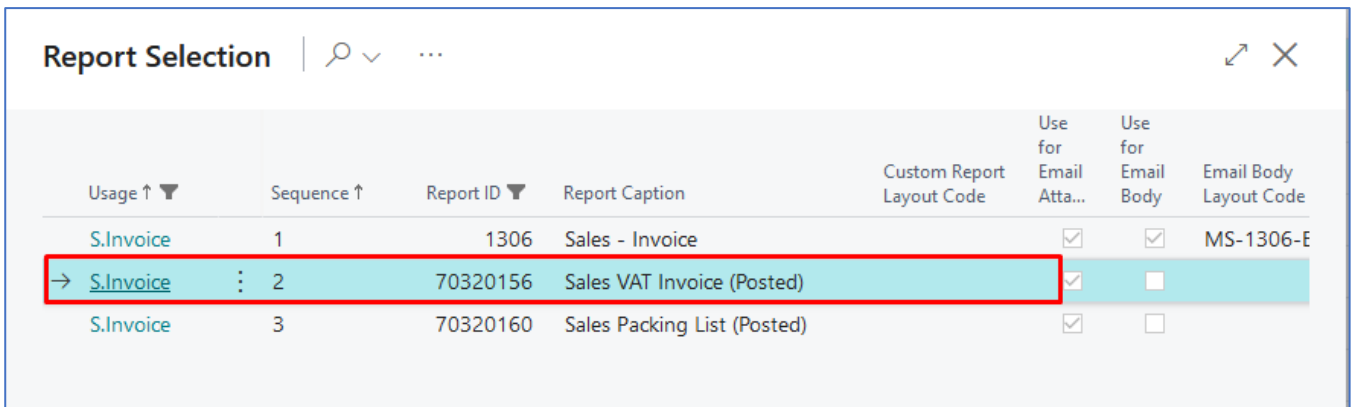
Sales Invoices can be invoiced using Sales Orders or directly using Sales Invoices. After posting the Sales Order or the Sales Invoice, it is moved to the Posted Sales Invoices list.

Posted Sales Invoice can be printed from the Posted Sales Invoices list or document card by clicking the Print / Send -> Print button.



Picture 13 Print Sales Invoice

In the window that opens, select the “Sales VAT Invoice (Posted)” report.



Picture 14 Sales invoice report selection

In the report options window that opens, the user can specify:

- No. of Add. Copies
  - o specify the number of additional copies
- Print Comments
  - o document comments can/cannot be printed
- Print Line Comments
  - o document line comments can/cannot be printed

## Core Reports for Lithuania

- Print Item Lot/Serial Nos.
  - None - will not print lot/series information;
  - Detailed - will print a lot/series information table after each line where the product has lots or series (lot/series, expiration date, quantity);
  - Simple - will print all lots/series of the product in one line.
- Print Waybill Information
  - waybill information, specified in the document, can/cannot be printed
    - Document's Location, Date and Time of Issue
    - Unload Location, Date and Time
    - Load Location, Date and Time
    - Vehicle Brand and Registration No.
    - Information of Items Given by and Items Accepted by
- Print VAT Clause
  - VAT Clause information, specified in the VAT Posting Setup, can/cannot be printed
- Standard Text
  - The selected standard text is printed
- Report Language:
  - Default – document header language will be used
  - Lithuanian
  - English

## Core Reports for Lithuania

### Report options window:

Sales VAT Invoice (Posted) 🔖 ↗ ✕

Printer ..... (Handled by the browser) ▾

---

**Options**

No. of Add. Copies ..... 0

Print Comments .....

Print Line Comments .....

Print Item Lot/Serial Nos. .... Simple ▾

Print Waybill Information .....

Print VAT Clause .....

Standard Text ..... ▾

Report Language ..... Default ▾

---

**Filter: Sales Invoice Header**

× No. .... 103027 ▾

× Bill-to Customer No. .... 35451236 ▾

× Sell-to Customer No. .... ▾

[+ Filter...](#)

---

**Advanced >**

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Picture 15 Sales invoice report parameters page

# Core Reports for Lithuania

Report example:



## INVOICE

No. 103015

Issue Date: 2024-01-07

Page 1 of 1

**Seller:**

**CRONUS International Ltd.**

5 The Ring Westminster, W2 8HG London, Great Britain

**Registration No.:** 123456789

**VAT Registration No.:** 777777777

**Phone No.:** 0666-666-6666

**Buyer:**

**The Cannon Group PLC**

192 Market Square, B27 4KT Birmingham, Great Britain

**Registration No.:**

**VAT Registration No.:** 789456278

**Receiver:**

**The Cannon Group PLC**

192 Market Square, B27 4KT Birmingham, Great Britain

**Payer:**

**The Cannon Group PLC**

192 Market Square, B27 4KT Birmingham, Great Britain

**Shipment Method:** Ex Warehouse

**Payment Term:** 2024-02-04

Code	Description	Unit of Meas.	Quantity	Unit Price Excl. VAT	Disc. %	VAT %	Line Amount Excl. VAT
1968-S	MEXICO Swivel Chair, black	Piece	5	123.30		25	616.50
1996-S	ATLANTA Whiteboard, base	Piece	7	906.70		25	6,346.90

**Subtotal GBP 6,963.40**

**Invoice Discount Amount GBP -348.17**

**Total GBP Excl. VAT 6,615.23**

25% VAT (Basis 6,615.23 GBP) 1,653.81

**Total GBP 8,269.04**

**Amount to pay 8269.04 GBP**

Eight thousand two hundred sixty nine GBP 04

**Invoice Issued By:**

Jim Olive

(position, name, signature)

**Invoice Received by:**

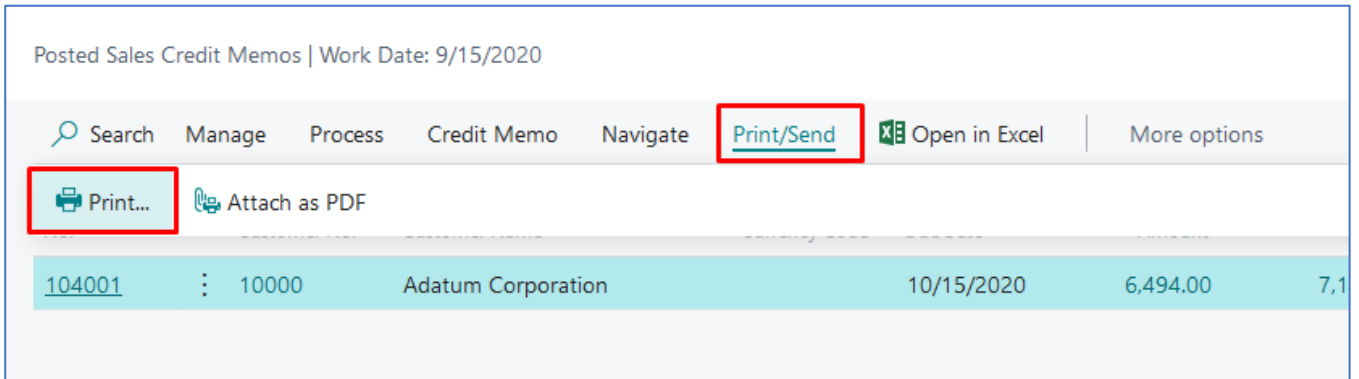
(position, name, signature)

Picture 16 Sales Invoice

#### 4 Posted Sales Credit Memo

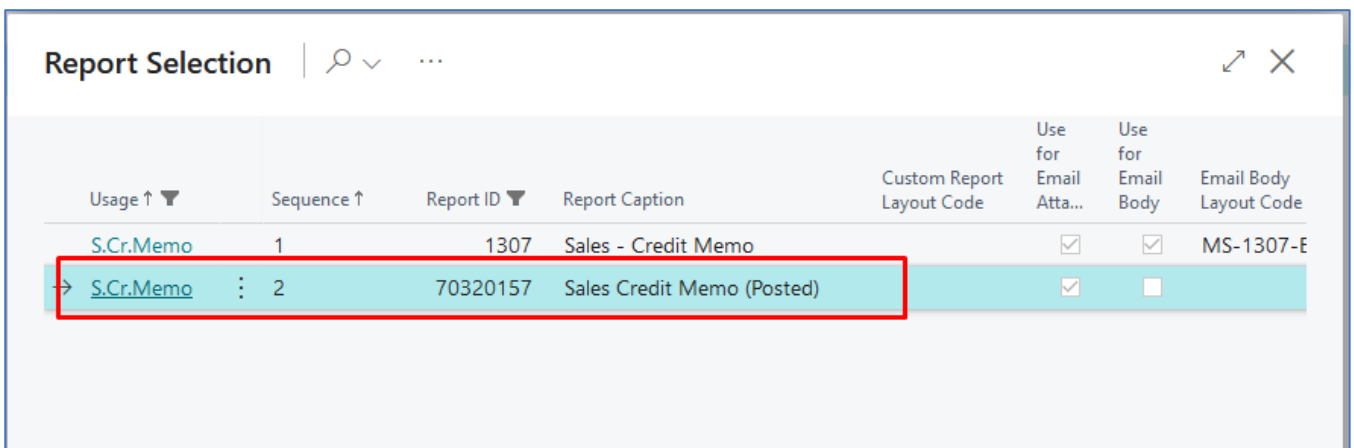
Sales Credit Memos can be invoiced using Sales Return Orders or directly using Sales Credit Memos. After posting the Sales Return Order or the Sales Credit Memo, it is moved to the Posted Sales Credit Memos list.

Posted Sales Credit Memo can be printed from the Posted Sales Credit Memos list or document card by clicking the Print / Send -> Print button.



Picture 17 Print Sales Credit Memo

In the window that opens, select the "Sales Credit Memo (Posted)" report.



Picture 18 Sales Credit Memo report selection

In the report options window that opens, the user can specify:

- No. of Copies
  - o specify the number of additional copies
- Print Comments
  - o document comments can/cannot be printed
- Print Line Comments
  - o document line comments for each line can/cannot be printed
- Print Item Lot/Serial Nos.

## Core Reports for Lithuania

- None - will not print lot/series information;
  - Detailed - will print a lot/series information table after each line where the product has lots or series (lot/series, expiration date, quantity);
  - Simple - will print all lots/series of the product in one line.
- Print Waybill Information
    - waybill information, specified in the document, can/cannot be printed
      - Document's Location, Date and Time of Issue
      - Unload Location, Date and Time
      - Load Location, Date and Time
      - Vehicle Brand and Registration No.
      - Information of Items Given by and Items Accepted by
  - Print VAT Clause
    - VAT Clause information, specified in the VAT Posting Setup, can/cannot be printed
  - Correction Sign
    - possibility to choose where to display minus sign:
      - Correct Quantity
      - Correct Price
  - Standard Text
    - The selected standard text is printed
  - Report Language:
    - Default – document header language will be used
    - Lithuanian
    - English

Report options window:

### Sales Credit Memo (Posted)



Printer ..... (Handled by the browser) ▾

#### Options

No. of Add. Copies ..... 0

Print Comments .....

Print Line Comments .....

Print Item Lot/Serial Nos. .... Simple ▾

Print Waybill Information .....

Print VAT Clause .....

Correction Sign ..... Correct Quantity ▾

Standard Text ..... ▾

Report Language ..... Default ▾

#### Filter: Sales Cr.Memo Header

× No. .... 104001 ▾

× Bill-to Customer No. .... 10000 ▾

× Sell-to Customer No. .... ▾

[+ Filter...](#)

Picture 19 Sales Credit memo report parameters page



# Core Reports for Lithuania

Report example:



## CREDIT INVOICE

No. 104001

Issue Date: 2024-01-14

Page 1 of 1

**Seller:**

**CRONUS International Ltd.**

5 The Ring Westminster, W2 8HG London, Great Britain

**Registration No.:** 123456789

**VAT Registration No.:** 777777777

**Phone No.:** 0666-666-6666

**Buyer:**

**The Cannon Group PLC**

192 Market Square, B27 4KT Birmingham, Great Britain

**Registration No.:**

**VAT Registration No.:** 789456278

**Receiver:**

**Blue Warehouse**

South East Street, 3, B27 4KT Birmingham, Great Britain

**Payer:**

**The Cannon Group PLC**

192 Market Square, B27 4KT Birmingham, Great Britain

**Shipment Method:** Ex Warehouse

**Payment Term:** 2024-01-14

Code	Description	Unit of Meas.	Quantity	Unit Price Excl. VAT	Disc. %	VAT %	Line Amount Excl. VAT
1968-S	MEXICO Swivel Chair, black	Piece	-2	123.30		25	-246.60
<b>Subtotal GBP</b>							<b>-246.60</b>
<b>Invoice Discount Amount GBP</b>							<b>12.33</b>
<b>Total GBP Excl. VAT</b>							<b>-234.27</b>
25% VAT (Basis -234.27 GBP)							-58.57
<b>Total GBP</b>							<b>-292.84</b>

**Amount to pay -292.84 GBP**

- Two hundred ninety two GBP 84

**Invoice Issued By:**

Jim Olive

(position, name, signature)

**Invoice Received by:**

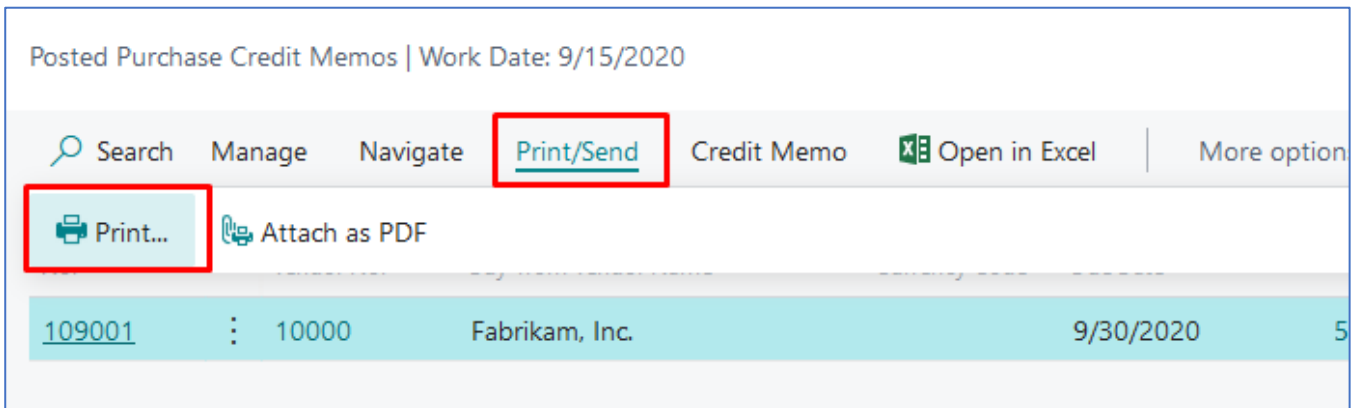
(position, name, signature)

Picture 20 Sales Credit memo

## 5 Posted Purchase Credit Memo

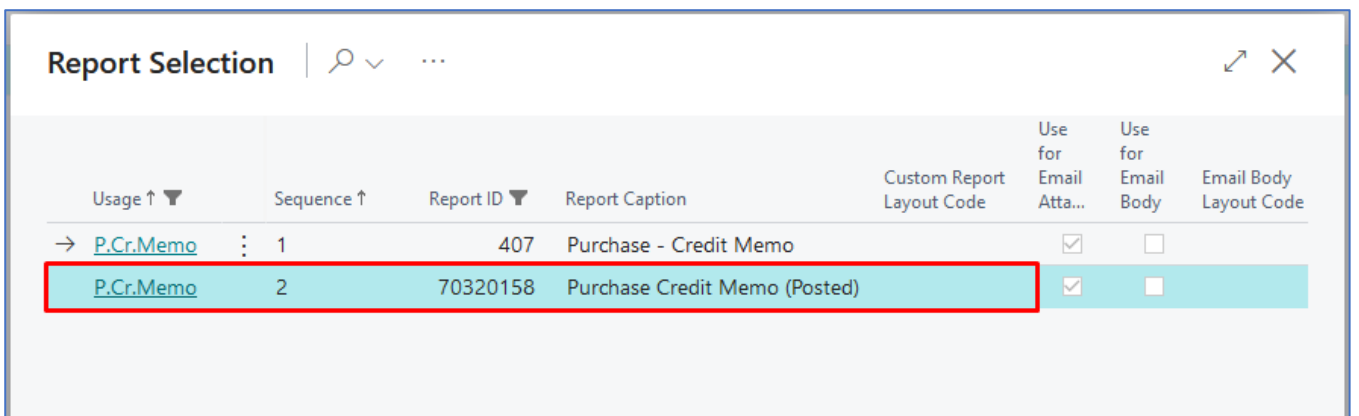
Purchase Credit Memos can be invoiced using Purchase Return Orders or directly using Purchase Credit Memos. After posting the Purchase Return Order or the Purchase Credit Memo, it is moved to the Posted Purchase Credit Memos list.

Posted Purchase Credit Memo can be printed from the Posted Purchase Credit Memos list or document card by clicking the Print / Send -> Print button.



Picture 21 Print Purchase Credit Memo

In the window that opens, select the "Purchase Credit Memo (Posted)" report.



Picture 22 Purchase Credit Memo report selection

In the report options window that opens, the user can specify:

- No. of Copies
  - o specify the number of additional copies
- Print Comments
  - o document comments can/cannot be printed
- Print Line Comments
  - o document line comments for each line can/cannot be printed
- Print Item Lot/Serial Nos.

## Core Reports for Lithuania

- None - will not print lot/series information;
- Detailed - will print a lot/series information table after each line where the product has lots or series (lot/series, expiration date, quantity);
- Simple - will print all lots/series of the product in one line.
- Print Waybill Information
  - waybill information, specified in the document, can/cannot be printed
    - Document's Location, Date and Time of Issue
    - Unload Location, Date and Time
    - Load Location, Date and Time
    - Vehicle Brand and Registration No.
    - Information of Items Given by and Items Accepted by
- Print VAT Clause
  - VAT Clause information, specified in the VAT Posting Setup, can/cannot be printed
- Correction Sign
  - possibility to choose where to display minus sign:
    - Correct Quantity
    - Correct Price
- Standard Text
  - The selected standard text is printed
- Report Language:
  - Default – document header language will be used
  - Lithuanian
  - English

Reports options window:

## Core Reports for Lithuania

### Purchase Credit Memo (Posted)



Printer ..... (Handled by the browser) ▾

#### Options

No. of Add. Copies .....

Print Comments .....

Print Line Comments .....

Print Item Lot/Serial Nos. .... None ▾

Print Waybill Information .....

Print VAT Clause .....

Correction Sign ..... Correct Quantity ▾

Standard Text ..... ▾

Report Language ..... Default ▾

#### Filter: Purch. Cr. Memo Hdr.

× No. .... 109001 ▾

× Buy-from Vendor No. .... 30000 ▾


[+ Filter...](#)

#### Advanced >

Picture 23 Purchase Credit Memo report parameters page

Core Reports for Lithuania

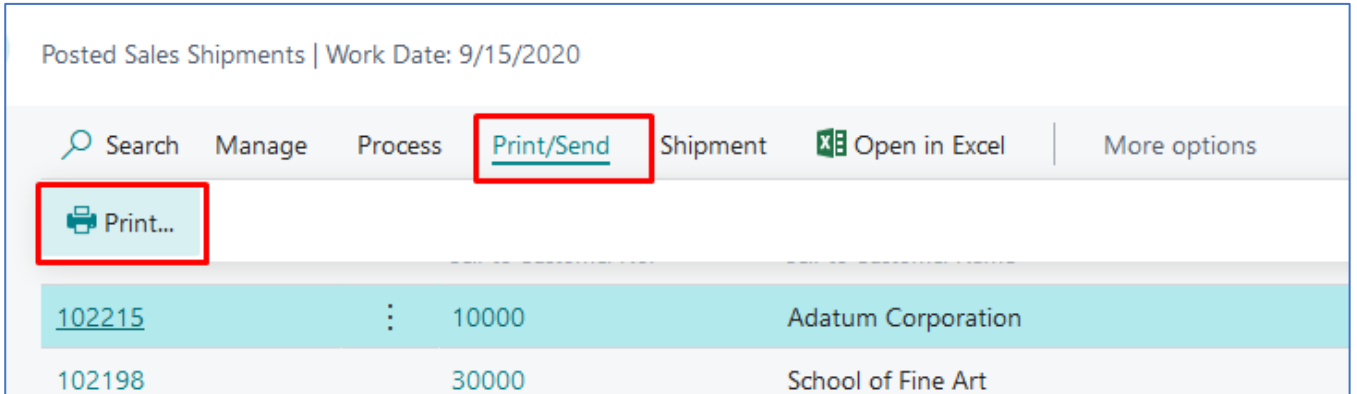
Report example:

		<p><b>DEBIT INVOICE</b>                  No. 109001                  Issue Date: 2020-09-15                  Page 1 of 1</p>																					
<p><b>Buyer:</b>                  CORE REPORTS                  5 The Ring Westminster, W2 8HG London, Great Britain                  Registration No.:                  VAT Registration No.: 777777777                  Phone No.: 0666-666-6666                  Bank Name: World Wide Bank                  Account No.: GB 12 CPBK 08929965044991</p>	<p><b>Seller:</b>                  Fabrikam, Inc.                  10 North Lake Avenue, US-GA 31772 Atlanta, USA                  Registration No.:                  VAT Registration No.:</p>																						
<p><b>Payment Term: 2020-09-30</b></p>																							
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Unit of Meas.</th> <th style="text-align: left;">Quantity</th> <th style="text-align: right;">Direct Unit Cost Excl. VAT</th> <th style="text-align: right;">Disc. %</th> <th style="text-align: right;">VAT %</th> <th style="text-align: right;">Line Amount Excl. VAT</th> </tr> </thead> <tbody> <tr> <td>1896-S</td> <td>                     Invoice No. 108209:                      ATHENS Desk  <i>Black and White</i>                      Item Quantity by Lot No. : 10/A12                      Office desk 600x1500x800                 </td> <td>Piece</td> <td style="text-align: center;">-10</td> <td style="text-align: right;">506.60</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: right;">-5,066.00</td> </tr> </tbody> </table>	Code	Description	Unit of Meas.	Quantity	Direct Unit Cost Excl. VAT	Disc. %	VAT %	Line Amount Excl. VAT	1896-S	Invoice No. 108209: ATHENS Desk <i>Black and White</i> Item Quantity by Lot No. : 10/A12 Office desk 600x1500x800	Piece	-10	506.60		0	-5,066.00	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>Subtotal GBP</b></td> <td style="text-align: right;"><b>-5,066.00</b></td> </tr> <tr> <td style="text-align: right;"><b>Total GBP Excl. VAT</b></td> <td style="text-align: right;"><b>-5,066.00</b></td> </tr> <tr> <td style="text-align: right;"><i>0% VAT (Basis -5,066 GBP)</i></td> <td style="text-align: right;"><i>0.00</i></td> </tr> </table>	<b>Subtotal GBP</b>	<b>-5,066.00</b>	<b>Total GBP Excl. VAT</b>	<b>-5,066.00</b>	<i>0% VAT (Basis -5,066 GBP)</i>	<i>0.00</i>
Code	Description	Unit of Meas.	Quantity	Direct Unit Cost Excl. VAT	Disc. %	VAT %	Line Amount Excl. VAT																
1896-S	Invoice No. 108209: ATHENS Desk <i>Black and White</i> Item Quantity by Lot No. : 10/A12 Office desk 600x1500x800	Piece	-10	506.60		0	-5,066.00																
<b>Subtotal GBP</b>	<b>-5,066.00</b>																						
<b>Total GBP Excl. VAT</b>	<b>-5,066.00</b>																						
<i>0% VAT (Basis -5,066 GBP)</i>	<i>0.00</i>																						
<p><b>Amount to pay -5066.00 GBP</b>      - Five thousand sixty six GBP 00</p> <p>Standard text for credit note</p> <p>Reduced VAT Rate is used due to VAT Act regulation 1 article II</p>																							
<p><b>Invoice Issued By:</b></p> <p>_____</p> <p><i>(position, name, signature)</i></p> <p><b>Document's Location, Date, and Time of Issue:</b></p> <p>_____</p> <p><b>Load Location, Date, and Time</b></p> <p>5 The Ring Westminster, W2 8HG London, Great Britain</p>	<p><b>Invoice Received by:</b></p> <p>_____</p> <p><i>(position, name, signature)</i></p> <p>5 The Ring Westminster, W2 8HG London, Great Britain</p> <p><b>Unload Location, Date, and Time</b></p> <p>5 The Ring Westminster, W2 8HG London, Great Britain</p>																						
<p><b>Items Given by:</b></p> <p>_____</p> <p><i>(position, name, signature)</i></p>	<p><b>Items Accepted by:</b></p> <p>_____</p> <p><i>(position, name, signature)</i></p>																						

Picture 24 Purchase Credit memo

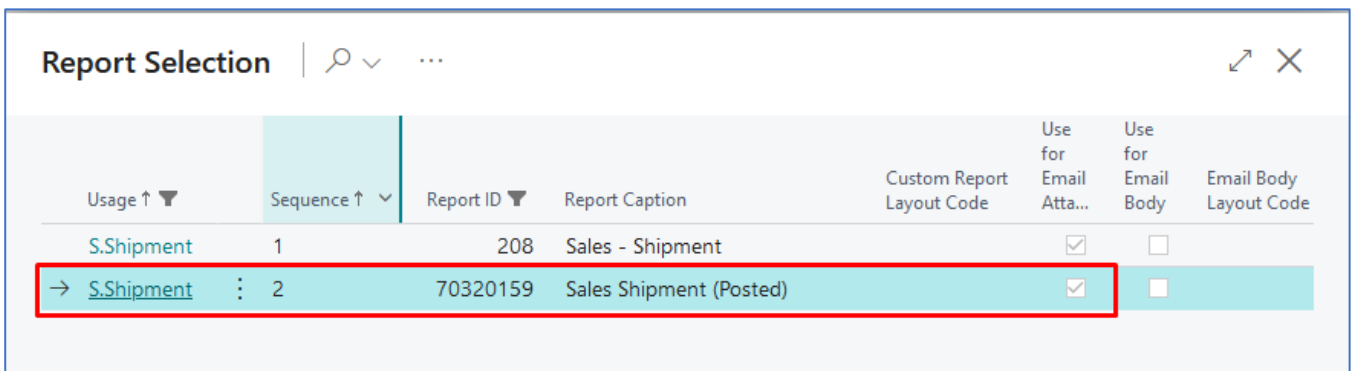
## 6 Posted Sales Shipment

Sales Shipments can be issued using Sales Orders. After posting the Sales Shipment, it can be printed from the Posted Sales Shipments list or document card by clicking the Print / Send -> Print button.



Picture 25 Print Sales Shipment

In the window that opens, select the “Sales Shipment (Posted)” report.



Picture 26 Sales Shipment report selection

In the report options window that opens, the user can specify:

- No. of Copies
  - o specify the number of additional copies
- Print Comments
  - o document comments can/cannot be printed
- Print Line Comments
  - o document line comments for each line can/cannot be printed
- Print Item Lot/Serial Nos.
  - o None - will not print lot/series information;
  - o Detailed - will print a lot/series information table after each line where the product has lots or series (lot/series, expiration date, quantity);
  - o Simple - will print all lots/series of the product in one line.

## Core Reports for Lithuania

- Print Waybill Information
  - waybill information, specified in the document, can/cannot be printed
    - Document's Location, Date and Time of Issue
    - Unload Location, Date and Time
    - Load Location, Date and Time
    - Vehicle Brand and Registration No.
    - Information of Items Given by and Items Accepted by
- Standard Text
  - The selected standard text is printed
- Report Language:
  - Default – document header language will be used
  - Lithuanian
  - English

Report options window:

## Core Reports for Lithuania

### Sales Shipment (Posted)



Printer ..... (Handled by the browser) ▾

#### Options

No. of Add. Copies .....

Print Comments .....

Print Line Comments .....

Print Item Lot/Serial Nos. .... None ▾

Print Waybill Information .....

Standard Text ..... ▾

Report Language ..... Default ▾

#### Filter: Sales Shipment Header

× No. .... 102040 ▾

× Bill-to Customer No. .... 40000 ▾

× Sell-to Customer No. .... ▾

[+ Filter...](#)

#### Advanced >

Picture 27 Sales Shipment report parameters page

Report example:



Core Reports for Lithuania



No. 102040  
Issue Date: 2023-12-11  
Page 1 of 1

**Seller:**

**CRONUS International Ltd.**  
5 The Ring Westminster, W2 8HG London, Great Britain  
**Registration No.:** 123456789  
**VAT Registration No.:** 777777777  
**Phone No.:** 0666-666-6666

**Buyer:**

**Deerfield Graphics Company**  
10 Deerfield Road, GL1 9HM Gloucester, Great Britain  
**Registration No.:**  
**VAT Registration No.:** 733495789

**Receiver:**

**Deerfield Graphics Company**  
10 Deerfield Road, GL1 9HM Gloucester, Great Britain

**Payer:**

**Deerfield Graphics Company**  
10 Deerfield Road, GL1 9HM Gloucester, Great Britain

**Shipment Method:** Ex Warehouse

**Payment Term:** 2024-01-11

Code	Description	Quantity	Unit of Meas.
8908-W	Computer - Highline Package	3	Piece
8916-W	Computer - TURBO Package	2	Piece
8924-W	Server - Enterprise Package	1	Piece

Net Weight, kg: 0.00  
Gross Weight, kg: 0.00

**Document's Location, Date, and Time of Issue:**

South East Street, 3, B27 4KT Birmingham, Great Britain

**Load Location, Date, and Time**

South East Street, 3, B27 4KT Birmingham, Great Britain

**Unload Location, Date, and Time**

10 Deerfield Road, GL1 9HM Gloucester, Great Britain

**Items Given by:**

**Items Accepted by:**

(position, name, signature)

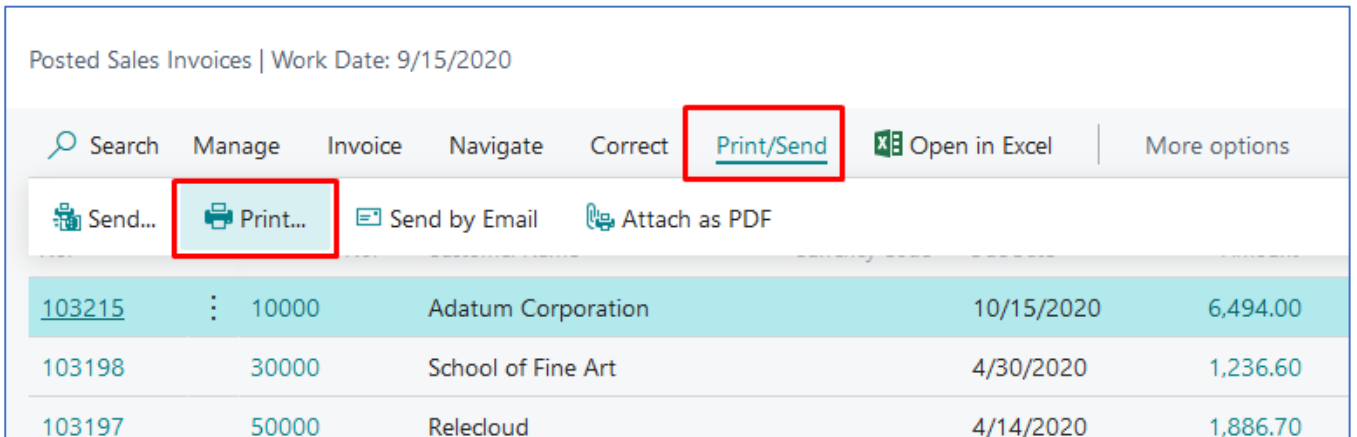
(position, name, signature)

Picture 28 Sales Shipment

## 7 Posted Sales Packing List

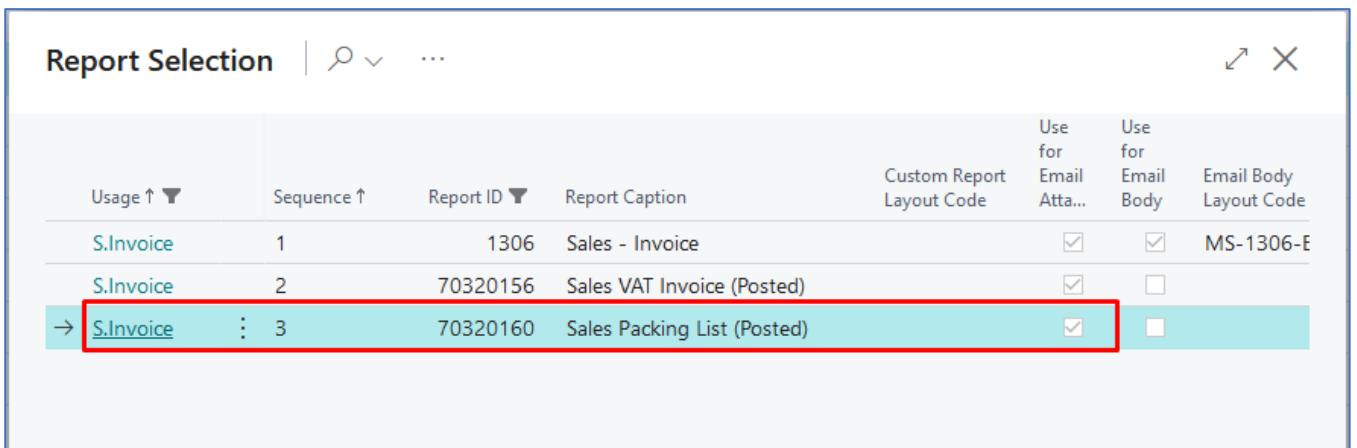
It is often necessary to print a packing list alongside the transport document, which includes information about sold items, their composition, weight and other characteristics of the items.

A Posted Sales Packing list can be printed from the Posted Sales Invoices list or document card by clicking the Print / Send -> Print button.



Picture 29 Print Sales Packing List

In the window that opens, select the “Sales Packing List (Posted)” report.



Picture 30 Sales Packing List report selection

In the report options window that opens, the user can specify:

- Print Comments
  - o document comments can/cannot be printed
- Print Line Comments
  - o document line comments for each line can/cannot be printed
- Report Language:
  - o Default – document header language will be used
  - o Lithuanian

## Core Reports for Lithuania

- English

Report options window:

### Sales Packing List (Posted) 🔖 ↗ ✕

Printer ..... (Handled by the browser)

---

#### Options

Print Comments .....

Print Line Comments .....

Report Language ..... Default ▼

---

#### Filter: Sales Invoice Header

× No. .... 103215 ▼

× Bill-to Customer No. .... 10000 ▼

× Sell-to Customer No. .... ▼

× Posting Date .....

[+ Filter...](#)

---


#### Advanced >

---

Picture 31 Sales Packing List report parameters page

## Core Reports for Lithuania

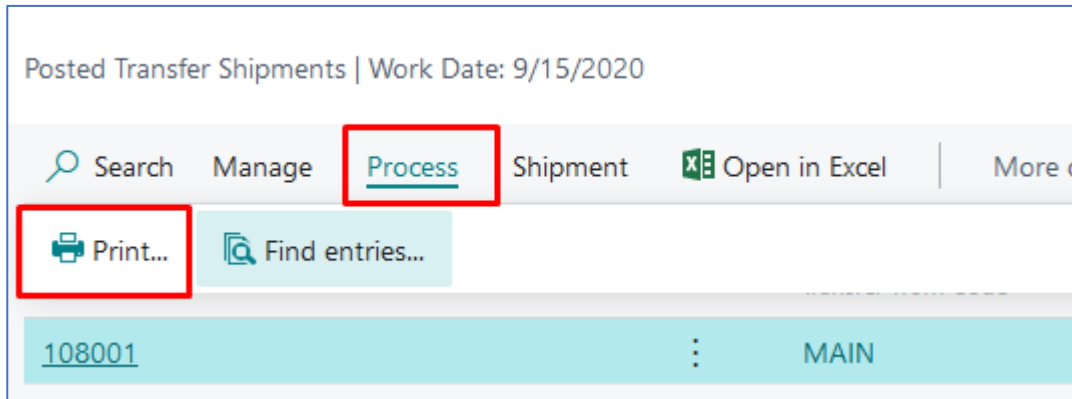
Report example:

		<b>PACKING LIST</b>					
		No. 103215					
		Date 9/15/2020					
		Page 1 of 1					
<b>Seller</b>		<b>Buyer (10000)</b>					
<b>My Company</b>		<b>Adatum Corporation</b>					
5 The Ring Westminster, W2 8HG London, Great Britain		Station Road, 21, CB1 2FB Cambridge, Great Britain					
<b>Phone No.</b> 0666-666-6666							
<b>VAT Code</b> 777777777							
<hr/>							
<b>No.</b>	<b>Description</b>	<b>Article</b>	<b>Customs Code</b>	<b>Country of Origin</b>	<b>Measure</b>	<b>Quantity</b>	<b>Total Weight Netto, kg</b>
1	ATHENS Desk	1896-S			Piece	10.00	346.000
	Black and white						
						<b>Total</b>	10.00 346.000
<hr/>							
<b>Notes</b>							
For any questions please contact by phone +00111112222							

Picture 32 Sales Packing List

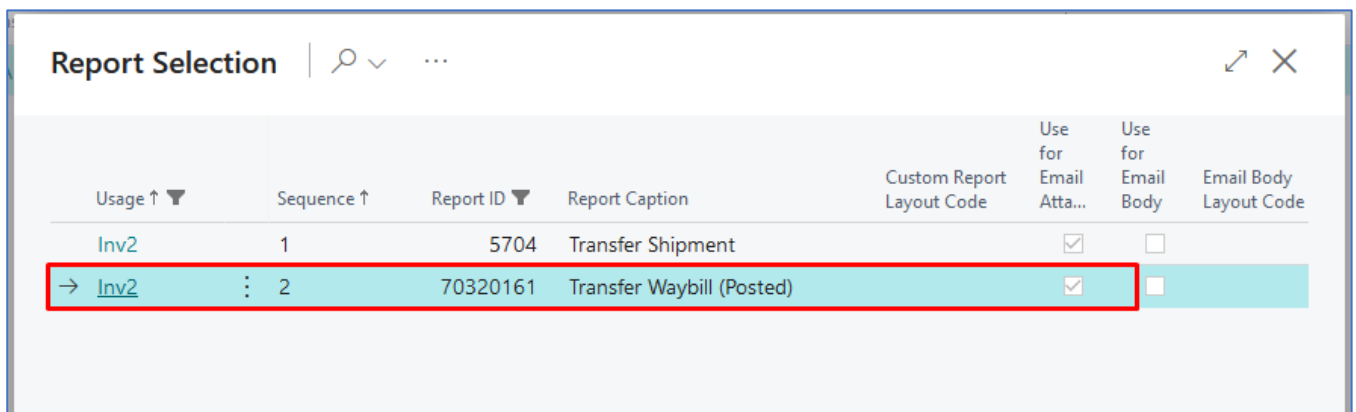
## 8 Posted Transfer Shipment

Intercompany transfers of items between warehouses are posted in transfer shipments. In some cases, the company may need to print out a transfer waybill. This document is printed from the Posted Transfer Shipments List or document card by pressing the Process -> Print button.



Picture 33 Print Transfer Shipment

In the window that opens, select the “Transfer Waybill (Posted)” report.



Picture 34 Transfer shipment report selection

In the report options window that opens, the user can specify:

- No. of Copies
  - specify the number of additional copies
- Print Lots / Series
  - Lots / Series with information and quantities for each line can/cannot be printed
- Print Weight
  - Weight can/cannot be printed
- Report Language:
  - Default – document header language will be used
  - Lithuanian
  - English

## Core Reports for Lithuania

Report options window:

### Transfer Waybill (Posted)

Printer ..... (Handled by the browser)

Use default values from ..... Last used options and filters

---

#### Options

No of Copies ..... 0

Print Lots / Series .....

Print Weight .....

Report Language ..... English

---

#### Filter: Transfer Shipment Header

X No. .... 108001

+ Filter...

---


#### Advanced >

---

Picture 35 Transfer Shipment report parameters page

Core Reports for Lithuania

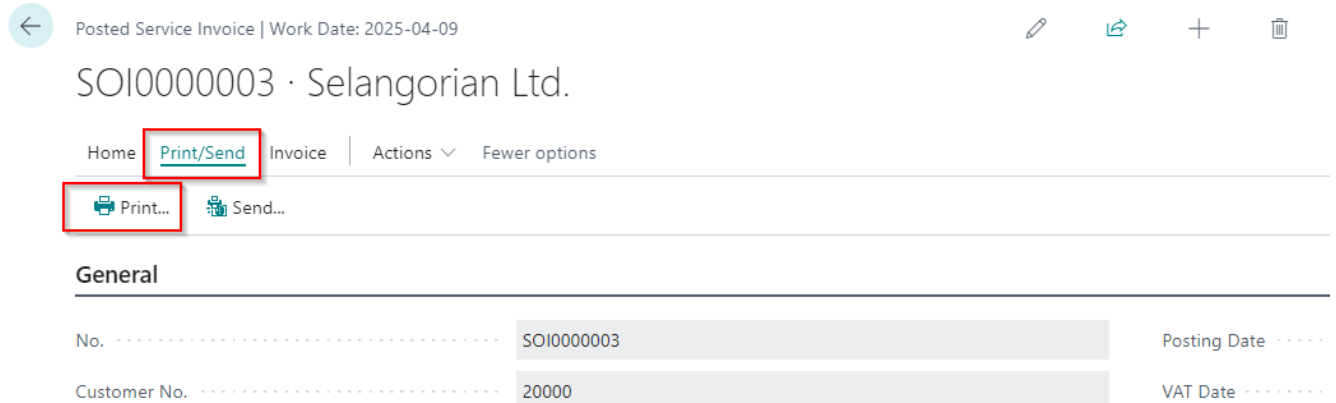
Report example:

	<b>Waybill</b> No. 108001 Issue Date: 2020-04-01 Page 1 of 1												
<b>Transferred - from:</b> <b>My Company</b> 5 The Ring Westminster, W2 8HG London, Great Britain Phone No./Fax No.: 0666-666-6666 / 0666-666-6660 VAT Registration No.: 777777777 MAIN Main Warehouse	<b>Transferred - to:</b> <b>West Warehouse</b> Celtic Way, NP10 8BE Newport, Great Britain Phone No./Fax No.: +44-(0)20 8207 4533 / +44-(0)20 8207 5000												
<b>Document place:</b> Main Warehouse, UK Campus Bldg 5 Thames Valley Park, RG6 1WG Reading, date and time: 2020-04-01 10:51:48													
<b>Load place:</b> Main Warehouse, UK Campus Bldg 5 Thames Valley Park, RG6 1WG Reading, date and time: _____													
<b>Unload place:</b> West Warehouse, Celtic Way, NP10 8BE Newport, date and time: _____													
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">Code</th><th style="text-align: left;">Description</th><th style="text-align: left;">Unit of Measure</th><th style="text-align: left;">Quantity</th></tr></thead><tbody><tr><td>1968-S</td><td>MEXICO Swivel Chair, black</td><td>Piece</td><td>1</td></tr><tr><td colspan="3" style="text-align: right;"><b>Total:</b></td><td><b>1</b></td></tr></tbody></table>		Code	Description	Unit of Measure	Quantity	1968-S	MEXICO Swivel Chair, black	Piece	1	<b>Total:</b>			<b>1</b>
Code	Description	Unit of Measure	Quantity										
1968-S	MEXICO Swivel Chair, black	Piece	1										
<b>Total:</b>			<b>1</b>										
<b>Net Weight:</b> 13.9 <b>Gross Weight:</b> 15.99													
<b>Document issued by:</b> _____ (job title, name, surname) (signature)													
<b>Items given by:</b> _____ (job title, name, surname) (signature)	<b>Items accepted by:</b> _____ (job title, name, surname) (signature)												
<b>Driver:</b> _____ (job title, name, surname) (signature)													
<b>Vehicle brand name and licence plate number:</b> _____													

Picture 36 Transfer shipment

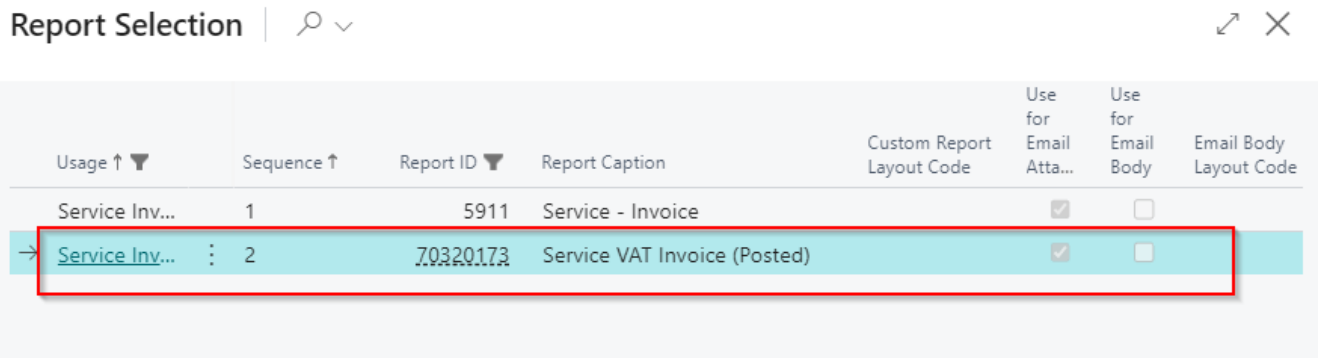
## 9 Service Invoice

Posted Service Invoice can be printed from the Posted service invoices list or document card by clicking the Print / Send -> Print button.



Picture 37 Print service invoice

In the window that opens, select the “Service VAT Invoice (Posted)” report.



Picture 38 Service report selection

In the report options window that opens, the user can specify:

- No. of Add. Copies
  - specify the number of additional copies
- Print Comments
  - document comments can/cannot be printed
- Print Item Lot/Serial Nos.
  - None - will not print lot/series information;
  - Detailed - will print a lot/series information table after each line where the product has lots or series (lot/series, expiration date, quantity);
  - Simple - will print all lots/series of the product in one line.
- Print Waybill Information
  - waybill information, specified in the document, can/cannot be printed



## Core Reports for Lithuania

- Document's Location, Date and Time of Issue
  - Unload Location, Date and Time
  - Load Location, Date and Time
  - Vehicle Brand and Registration No.
  - Information of Items Given by and Items Accepted by
- Print VAT Clause
    - VAT Clause information, specified in the VAT Posting Setup, can/cannot be printed
  - Standard Text
    - The selected standard text is printed
  - Report Language:
    - Default – document header language will be used
    - Lithuanian
    - English

Reports options window:

Service VAT Invoice (Posted) [Window Control Icons]

Printer ..... (Handled by the browser) [v]

Report Layout ..... ./rdlc/LBC Service Invoice (P).rdl [...]

**Options**

No. of Add. Copies ..... 0

Print Comments .....

Print Item Lot/Serial Nos. .... None [v]

Print Waybill Information .....

Print VAT Clause .....

Standard Text ..... [v]

Report Language ..... Default [v]

**Filter: Service Invoice Header**

X No. .... SOI0000003 [v]

X Bill-to Customer No. .... 20000 [v]

X Customer No. .... [v]

+ Filter...

Filter totals by:

+ Filter...

[Send to...] [Print] [Preview] [Cancel]

Picture 39 Service invoice report selection

## 10 Advance Invoice

Companies often need to send advance invoices to customers and require prepayment for future sales. Advance invoices are printed from unposted documents. The Advance invoice can be printed from the Sales Orders list or document card by pressing the Print/Send -> Print Confirmation.

Sales Orders | Work Date: 9/15/2020

Search + New Manage Report Order Release Posting **Print/Send** Navigate Open in Excel

Email Confirmation... **Print Confirmation...** Attach as PDF...

No. ↑	Customer No.	Sell-to Customer Name	No.	Location Code	ID	Date
<a href="#">101001</a>	10000	Adatum Corporation				4/2/2020
101002	10000	Adatum Corporation				5/1/2020
101003	30000	School of Fine Art				4/22/2020

Picture 40 Print Advance invoice

In the window that opens, select the “Sales VAT Invoice (Not Posted)” report.

Report Selection | Search ...

Usage ↑ ▾	Sequence ↑	Report ID ▾	Report Caption	Custom Report Layout Code	Use for Email Atta...	Use for Email Body	Email Body Layout Code
S.Order	1	1305	Sales - Confirmation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MS-1305-E
→ S.Order	2	70320162	Sales VAT Invoice (Not Posted)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Picture 41 Advance Invoice report selection

In the report options window that opens, the user can specify:

- No. of Add. Copies
  - o specify the number of additional copies
- Print Comments
  - o document comments can/cannot be printed
- Print Line Comments
  - o document line comments can/cannot be printed
- Print Item Lot/Serial Nos.

## Core Reports for Lithuania

- None - will not print lot/series information;
- Detailed - will print a lot/series information table after each line where the product has lots or series (lot/series, expiration date, quantity);
- Simple - will print all lots/series of the product in one line.
- Print Waybill Information
  - waybill information, specified in the document, can/cannot be printed
    - Document's Location, Date and Time of Issue
    - Unload Location, Date and Time
    - Load Location, Date and Time
    - Vehicle Brand and Registration No.
    - Information of Items Given by and Items Accepted by
- Print VAT Clause
  - VAT Clause information, specified in the VAT Posting Setup, can/cannot be printed
- Standard Text
  - The selected standard text is printed
- Report Language:
  - Default – document header language will be used
  - Lithuanian
  - English

## Report options window:

Sales VAT Invoice (Not Posted)

Printer ..... (Handled by the browser) ▾

**Options**

No. of Add. Copies ..... 0

Print Comments .....

Print Line Comments .....

Print Item Lot/Serial Nos. .... None ▾

Print Waybill Information .....

Print VAT Clause .....

Standard Text ..... ▾

Report Language ..... Default ▾

**Filter: Sales Header**

× Document Type ..... Order ▾

× No. .... 1001

× Bill-to Customer No. .... 01905899 ▾

× Sell-to Customer No. .... ▾

+ Filter...

Filter totals by:

+ Filter...

Send to... Print Preview Cancel

Picture 42 Advance invoice report parameters page

# Core Reports for Lithuania

Report example:



## SERVICE INVOICE

No. SOI0000003

Issue Date: 2025-01-03

Page 1 of 1

**Seller:**

CRONUS International Ltd.  
5 The Ring Westminster, Lithuania  
Registration No.:  
VAT Registration No.: 777777777  
Phone No.: 0666-666-6666  
E-Mail: 1111@mmm.lit  
Bank Name: World Wide Bank  
SWIFT Code: ASDF  
Account No.: GB 12 CPBK 08929965044991

**Buyer:**

Selangorian Ltd.  
153 Thomas Drive, CV6 1GY Coventry, Great Britain  
Registration No.:  
VAT Registration No.: 254687456

**Receiver:**

Selangorian Ltd.  
153 Thomas Drive, CV6 1GY Coventry, Great Britain

**Payer:**

Selangorian Ltd.  
153 Thomas Drive, CV6 1GY Coventry, Great Britain

Payment Term: 2025-01-17

Code	Description	Unit of Meas.	Quantity	Unit Price Excl. VAT	Disc. %	VAT %	Line Amount Excl. VAT
6855	Service Contract: SC000003 01/03/25 - 01/31/25		1	0,17151		10	0,17
<b>Subtotal GBP</b>							<b>0,17</b>
<b>Total GBP Excl. VAT</b>							<b>0,17</b>
<i>10% VAT (Basis 0,17 GBP)</i>							<i>0,02</i>
<b>Total GBP</b>							<b>0,19</b>

Amount to pay 0,19 GBP      Zero GBP 19 ct.

**Invoice Issued By:**

Production Assistant Marty Horst

*(position, name, signature)*

**Invoice Received by:**

*(position, name, signature)*

Picture 43 Service invoice

## Core Reports for Lithuania

Report example:



### ADVANCE INVOICE

No. 1001

Issue Date: 2024-01-25

Page 1 of 1

**Seller:**

**CRONUS International Ltd.**  
5 The Ring Westminster, W2 8HG London, Great Britain  
**Registration No.:** 123456789  
**VAT Registration No.:** 777777777  
**Phone No.:** 0666-666-6666  
**Bank Name:** World Wide Bank  
**Account No.:** GB 12 CPBK 08929965044991

**Buyer:**

**Elkhorn Airport 1332332**  
105 Buffalo Dr., u,j,b,bmbj,,, CA-MB R0M 0N0 Elkhorn, Canada  
**Registration No.:**  
**VAT Registration No.:**

**Receiver:**

**Elkhorn Airport**  
123 Buffalo Dr., u,j,b,bmbj,,, CA-MB R0M 0N0 Elkhorn, Canada

**Payer:**

**Elkhorn Airport**  
105 Buffalo Dr., CA-MB R0M 0N0 Elkhorn, Canada

**Shipment Method:** Ex Warehouse

**Payment Term:** 2024-02-08

Code	Description	Unit of Meas.	Quantity	Unit Price Excl. VAT	Disc. %	VAT %	Line Amount Excl. VAT
1001	Touring Bicycle	Piece	10	9,261.339	10	0	83,352.05
8904-W	Computer - Basic Package	Piece	3	151.191		0	453.57
<b>Subtotal \$</b>							<b>83,805.62</b>
<b>Total \$ Excl. VAT</b>							<b>83,805.62</b>
0% VAT (Basis 83,805.62 \$)							0.00

**Amount to pay 83805.62 \$**

Eighty three thousand eight hundred five CAD 62

**Amount to pay 36195.90 £**

Thirty six thousand one hundred ninety five GBP 90

**Invoice Issued By:**

Otis Falls

(position, name, signature)

**Invoice Received by:**

(position, name, signature)

Picture 44 Advance Invoice

## 11 Purchase Order

When ordering materials or supplies from vendors, order forms are often sent to vendors that include the quantities, prices and other information of the materials.

The purchase order can be printed from the Purchase Orders list or document card by pressing the Print/Send -> Print.

## Core Reports for Lithuania

Purchase Orders | Work Date: 9/15/2020

No. ↑	Vendor No.	Buy-from Vendor Name	No.	Location Code	ID
<a href="#">106001</a>	10000	Fabrikam, Inc.			
106002	20000	First Up Consultants			

Picture 45 Print Purchase Order

In the window that opens, select the “Purchase Order (Not Posted)” report.

Report Selection | 🔍 ⌵ ...

Usage ↑ ▾	Sequence ↑	Report ID ▾	Report Caption	Custom Report Layout Code	Use for Email Atta...	Use for Email Body	Email Body Layout Code
→ <a href="#">P.Order</a>	1	1322	Purchase - Order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MS-1322-E
<a href="#">P.Order</a>	2	70320163	Purchase Order (Not Posted)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Picture 46 Purchase Order report parameters page

In the report options window that opens, the user can specify:

- No. of Add. Copies
  - specify the number of additional copies
- Print Comments
  - document comments can/cannot be printed
- Print Line Comments
  - document line comments can/cannot be printed
- Print Item Lot/Serial Nos.
  - None - will not print lot/series information;
  - Detailed - will print a lot/series information table after each line where the product has lots or series (lot/series, expiration date, quantity);
  - Simple - will print all lots/series of the product in one line.
- Use Vendor Item No.
  - Vendor Item No. can/cannot be printed for each line
- Standard Text

## Core Reports for Lithuania

- The selected standard text is printed
- Report Language:
  - Default – document header language will be used
  - Lithuanian
  - English

### Report options window:

**Purchase Order (Not Posted)** [Bookmark] [Share] [Close]

Printer ..... (Handled by the browser) ▾

---

**Options**

No. of Add. Copies ..... 0

Print Comments .....

Print Line Comments .....

Print Item Lot/Serial Nos. .... None ▾

Use Vendor Item No. ....

Standard Text ..... ▾

Report Language ..... Default ▾

---

**Filter: Purchase Header**

× Document Type ..... Order ▾

× No. .... 106009

× Buy-from Vendor No. .... 10000 ▾

+ Filter...

---

Filter totals by:

+ Filter...

---

Advanced

[Send to...] [Print] [Preview] [Cancel]

Picture 47 purchase Order report parameters page

Core Reports for Lithuania

Report example:



**ORDER**

No. 104001

Issue Date: 2025-01-20

Page 1 of 1

**Buyer:**

CRONUS International Ltd.  
 5 The Ring Westminster, Lithuania  
**Registration No.:**  
**VAT Registration No.:** 777777777  
**Phone No.:** 0666-666-6666  
**E-Mail:** 1111@mmm.lit  
**Bank Name:** World Wide Bank  
**SWIFT Code:** ASDF  
**Account No.:** GB 12 CPBK 08929965044991

**Seller:**

CoolWood Technologies  
 33 Hitech Drive, PO7 2HI Portsmouth, Great Britain  
**Registration No.:**  
**VAT Registration No.:** 697528465

**Payer:**

CoolWood Technologies  
 33 Hitech Drive, PO7 2HI Portsmouth, Great Britain  
**Registration No.:**  
**VAT Registration No.:** 697528465

**Receiver:**

Candoxy Canada Inc.  
 18 Cumberland Street, CA-ON P7B 5E2 Thunder Bay, Canada

**Shipment Method:** Ex Warehouse      **Payment Term:** 2025-01-31

Code	Description	Unit of Meas.	Quantity	Direct Unit Cost Excl. VAT	Disc. %	VAT %	Line Amount Excl. VAT	Request. Receipt Date
LS-MAN-10	Manual for Loudspeakers	Piece	100	10,00		25	1 000,00	
LS-75	Loudspeaker, Cherry, 75W	Pallet	10	120,00		25	1 200,00	
							<b>Subtotal GBP</b>	<b>2 200,00</b>
							<b>Total GBP Excl. VAT</b>	<b>2 200,00</b>
							25% VAT (Basis 2 200 GBP)	550,00
							<b>Total GBP</b>	<b>2 750,00</b>

**Amount to pay 2750,00 GBP**      Two thousand seven hundred fifty GBP 00 ct.

**Order Prepared By:**

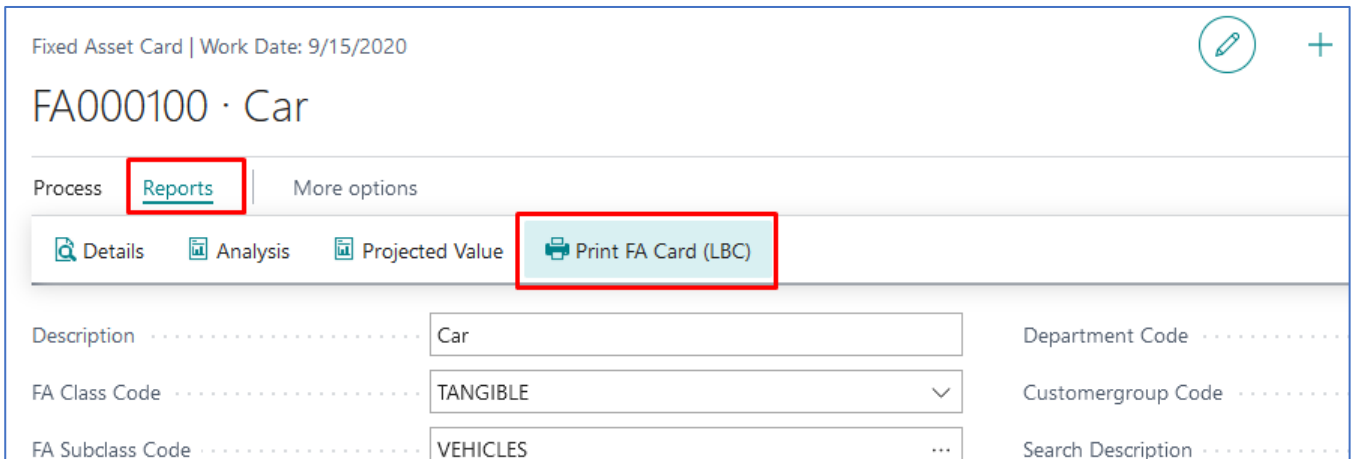
Robin Bettencourt  
 (position, name, signature)

Picture 48 Purchase Order



## 12 Fixed Asset Card

A fixed asset card is a document describing a unit of fixed assets held by a company: its unique number, acquisition, depreciation, location of operation, responsible persons and etc. Fixed assets cards are often printed in the company. This can be done by accessing the selected Fixed Assets tab and pressing the Report -> Print FA Card (LBC) button.



Picture 49 Print Fixed Asset Card

In the report options window that opens, the user can specify:

- FA Card Filled By
  - o Specify employee to be printed on the report
  - o Depreciation Book Code
- Specify the depreciation book code, which records will be printed on the report
  - o If nothing is specified, records of all depreciation books will be displayed
- FA Posting Date Filter
  - o Used to filter depreciation book entries by date

## Core Reports for Lithuania

Report options window:

**FA Card**

Printer ..... (Handled by the browser)

**Options**

FA Card Filled by ..... Secretary Annette Hill ...

**Filter: Fixed Asset**

X No. .... FA000100 ▾

+ Filter...

Filter totals by:

+ Filter...

**Filter: FA Depreciation Book**

X Depreciation Book Code ..... ▾

+ Filter...

Filter totals by:

X FA Posting Date Filter ..... ▾

Send to... Print Preview Cancel

Picture 50 Fixed Asset Card report parameters page

## Core Reports for Lithuania

Report example:

My Company		<b>Fixed Asset Card</b>					
5 The Ring Westminster, W2 8HG London, Great Britain							
Phone No. 0666-666-6666, Fax No. 0666-666-6660							
VAT Reg. No. 77777777							
<b>Fixed Asset No.</b>	<b>FA000100</b>						
<b>Description</b>	<b>Car</b>						
Serial No.	ABC123	Responsible Employee	Name1 Surname1				
FA Class Code	TANGIBLE	Inactive	No				
FA Subclass Code	VEHICLES						
FA Location							
<b>FA Depreciation Book</b>		<b>COMPANY</b>					
Acquisition Date	2020-09-18	Period					
Disposal Date		Acquisition Cost	80,000.00				
Depreciation Method	Straight-Line	Depreciation	-1,333.00				
Depreciation Starting Date	2020-10-01	Book Value	78,667.00				
No. of Depreciation Years	5	Proceeds on Disposal	0.00				
Straight-Line %	0	Gain/Loss	0.00				
Yearly Depr. Norm %	0.20	Period	0.00				
Yearly Depr. Amount	16,000.00	Not Disposed					
FA Posting Date	Document Type	Document No.	External Document No.	Amount	Debit Amount	Credit Amount	No. of Depreciation Days
<b>Acquisition Cost</b>							
2020-09-18	Invoice	G05001		80,000.00	80,000.00		0
			<b>Total Acquisition Cost</b>	<b>80,000.00</b>	<b>80,000.00</b>		
<b>Depreciation</b>							
2020-10-31		1		-1,333.00		1,333.00	30
			<b>Total Depreciation</b>	<b>-1,333.00</b>	<b>1,333.00</b>		
Card Filled by:		Secretary Annette Hill					
		(Job title, name)					

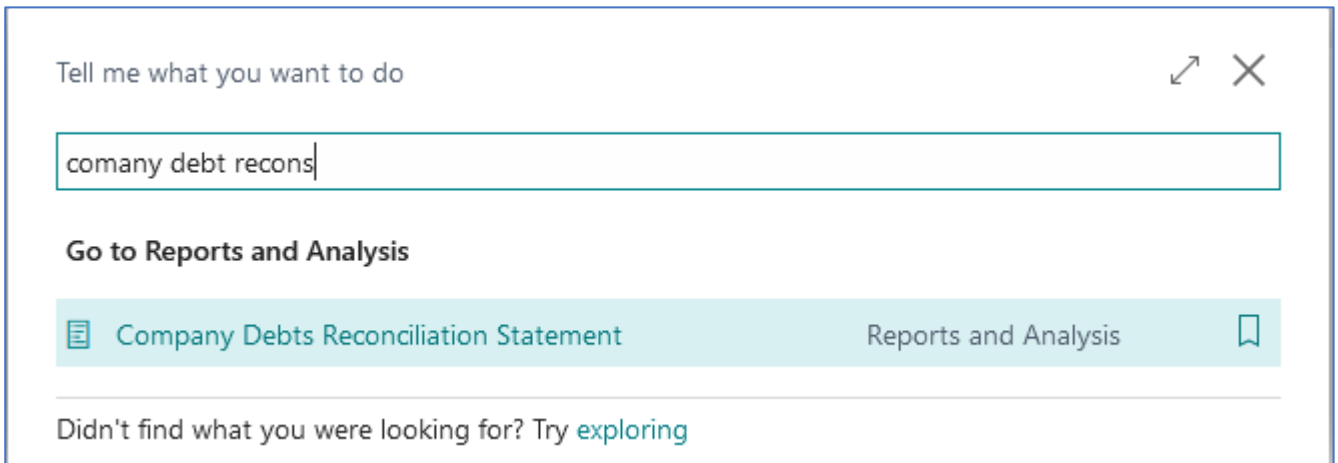
Picture 51 Fixed Asset Card

### 13 Company Debts Reconciliation Statement

Each company must reconcile customers and vendors balances due at least once in a year. In order to do this, the system provides an opportunity to generate and print the debts reconciliation statement, which can be sent to the vendor/customer.

To print the Reconciliation Statement, the user has to select in the search:

Company Debts Reconciliation Statement



Picture 52 Search Company Debts Reconciliation Statement

In the report options window that opens, the user can specify:

- Description No.
  - o Specify Reconciliation Report No.
- Reconciliation date
  - o Specify the date for the inventory
- Committee Order No.
  - o Specify Order No.
- Committee Order Date
  - o Specify Order Date
- The members of the commission are specified:
  - o Committee Chairman
    - Select from a list of employees or enter manually
  - o 1st Member of Committee
    - Select from a list of employees or enter manually
  - o 2nd Member of Committee
    - Select from a list of employees or enter manually
  - o 3rd Member of Committee
    - Select from a list of employees or enter manually
- Responsible Person

## Core Reports for Lithuania

- Select from a list of employees or enter manually
- Print English
  - The report can/cannot be printed in English

Reports options window:

**Company Debts Reconciliation Statement**

Printer ..... (Handled by the browser)

**Options**

Description No. .... 001

Reconciliation date ..... 9/21/2020

Committee Order No. .... K001

Committee Order Date ..... 9/21/2020

Committee Chair...	1st Member of...	2nd Member ...	3rd Member of ...
NS3 ...	NS2 ...	NS1 ...	AH ...
General Manager	Head Accounta	Accountant Na	Secretary Annette

Responsible Person ..... Production Assistant Timothy Sneath ...

Print English .....

**Filter: Currency**

× Code .....

+ Filter...

Filter totals by:

+ Filter...

Picture 53 Search Company Debts Reconciliation Statement report parameters page

Core Reports for Lithuania

Title page example:

<u>My Company</u> <small>(Company name)</small>	Title-Page
<b>RECONCILIATION STATEMENT</b> <b>Row No. 001</b>	
Committee chairman	<u>General Manager Name3 Surname3</u> <small>(duty, name, surname, signature)</small>
members	<u>Head Accountant Name2 Surname2</u> <small>(duty, name, surname, signature)</small>
	<u>Accountant Name1 Surname1</u> <small>(duty, name, surname, signature)</small>
	<u>Secretary Annette Hill</u> <small>(duty, name, surname, signature)</small>
Committee set up by order	<u>2020-09-21, K001</u> <small>(order date, No.)</small>
Stocktaking made according to:	<u>2020-09-21</u> accounting data. <small>(date)</small>
Materially responsible person:	<u>Production Assistant Timothy Sneath</u> <small>(duty, name, surname, signature)</small>
<b>Confirmation</b>	
<p>Before the start of the stocktaking procedure, all accounting documents have been handed over to the bookkeeping office and all material valuables have been handed over to me (us) as a person bearing material liability for them as well as logged on the books and all expenses have been accounted for as expenses.</p>	
Last incomes document No. transferred to bookkeeping office	_____
Last expenses document No. transferred to bookkeeping office	_____
Materially responsible person:	<u>Production Assistant Timothy Sneath</u> <small>(duty) (name, surname) (signature)</small>
Start of Stocktaking:	_____ <small>(year, month, day, hour, minutes)</small>
Finish of Stocktaking:	_____ <small>(year, month, day, hour, minutes)</small>
This statement includes:	<u>3</u> <small>(number of pages in digits and words,</small>
	<u>Three</u> <small>including title page and last page)</small>

Picture 54 Search Company Debts Reconciliation Statement first page

Core Reports for Lithuania

Debts by currency

Reconciliation Statement No. 001 insertion

**COMPANY CREDITS RECONCILIATION STATEMENT** 1 Page  
(GBP)

Row No.	Creditor description	Credit Amount	Posting Date	Reconciliation date	Due Date	Other information
1	Fabrikam, Inc.	1,267.50	03/08/20		03/31/20	107201
2	Fabrikam, Inc.	-100.00	09/15/20		09/15/20	G04001
3	First Up Consultants	1,694.00	03/05/20		03/31/20	107196
4	First Up Consultants	961.00	03/07/20		03/31/20	107199
5	First Up Consultants	1,096.88	03/10/20		03/31/20	107203
6	Graphic Design Institute	864.90	03/06/20		03/31/20	107198
7	Graphic Design Institute	444.80	03/11/20		03/31/20	107204
8	Graphic Design Institute	768.80	03/12/20		03/31/20	107207
9	Graphic Design Institute	2,195.00	03/13/20		03/31/20	107208
10	Wide World Importers	2,460.00	03/05/20		03/31/20	107197
11	Wide World Importers	10,808.00	03/11/20		03/31/20	107205
12	Wide World Importers	853.13	03/12/20		03/31/20	107206
13	Nod Publishers	1,819.38	03/08/20		03/31/20	107200
14	Nod Publishers	11,398.50	03/09/20		03/31/20	107202
	Total (GBP)	36,331.89				

Entry Row No. in last page: 14  
(in digits)

Fourteen  
(in words)

Total credits in this page: 36,331.89  
(amount in digits and words)

Thirty six thousand three hundred thirty one GBP 89

Picture 55 Search Company Debts Reconciliation Statement middle page

## Core Reports for Lithuania

Last page example:

Last Page

All members of the stocktaking commission listed in the inventory have checked the property in kind and included it into the inventory in my presence, thus I have no claims with regard to the commission's work. I bear the responsibility for the preservation of the listed property.

Materially responsible person: \_\_\_\_\_ Production Assistant Timothy Sneath  
(duty, name, surname)

\_\_\_\_\_  
(signature, date)

Reconciliation Statement No. \_\_\_\_\_ 001 \_\_\_\_\_ Last row No. \_\_\_\_\_ 0  
(in digits)

Zero \_\_\_\_\_  
(in words)

Actual property found and included into statement: \_\_\_\_\_ 36,331.89  
Thirty six thousand three hundred thirty one GBP 89  
(total sum in kind and respective value in figures and words)

Committee chairman \_\_\_\_\_ General Manager Name3 Surname3  
(duty, name, surname, signature)

members \_\_\_\_\_ Head Accountant Name2 Surname2  
(duty, name, surname, signature)  
\_\_\_\_\_  
Accountant Name1 Surname1  
(duty, name, surname, signature)  
\_\_\_\_\_  
Secretary Annette Hill  
(duty, name, surname, signature)

Reconciliation Statement No. \_\_\_\_\_ 001 \_\_\_\_\_ Checked against the accounting data by auditor  
\_\_\_\_\_  
(duty, name, surname, signature)

Checking up date \_\_\_\_\_

Appendixes \_\_\_\_\_ 1  
(included pages,  
\_\_\_\_\_  
explanations of persons bearing material liability, other documents)

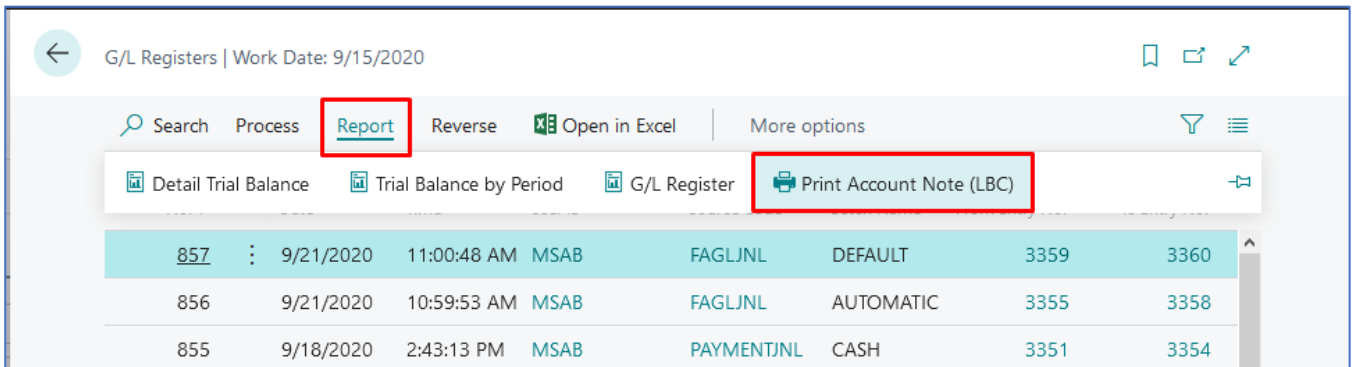
Picture 56 Company Debts Reconciliation Statement last page



## 14 Account Note

Operations that cannot be supported by the accountant documents are supported by the account note. The account note has to be approved by the obligated persons.

The report is printed from the G/L Registers by pressing the Report/Print Account Note (LBC) button.



Picture 57 Print Account Note

In the report options window that opens, the user can specify:

- Report name
  - o Specify Account Note destination, standard text is selected
- Posting Date
  - o Specify report posting date
- Note No.
  - o Specify Account Note No.
- Comment
  - o Select from a list of standard texts or enter manually
- General Manager
  - o Select from a list of employees or enter manually
- Head Accountant
  - o Select from a list of employees or enter manually
- Accountant
  - o Select from a list of employees or enter manually

## Core Reports for Lithuania

Report options window:

### Account Note (LBC) 🔖 ↗ ✕

Printer ..... (Handled by the browser) ▾

Report Layout ..... ./rdlc/LBC Account Note.rdl ...

---

#### Options

Report name ..... ▾

Posting Date ..... 2023-09-25 📅

Note No. .... 1

Comment ..... ▾ |

**Prepared by and Signing:**

..... 1 ...	Direktorius Vardenis Pavardeni
..... 2 ...	Buhalteris Vardas Pavardė
..... 3 ...	Vadybininkas Vardas3 Pavardė

---

#### Filter: G/L Register

× No. .... 207 ▾

[+ Filter...](#)

---

**Advanced** >

Send to... Print Preview Cancel

Picture 58 Account Note report parameters page

## Core Reports for Lithuania

Report example:

**Testinė įmonė**  
Jogailos g. 4, 01116 Vilnius, Lietuva  
Registration No. 987654321

2023 September 25 d.  
Page 1 of 1  
BNU

### ACCOUNT NOTE No. 1 For adjusted, closing and additional entries

Registry No.		207					
G/L Entry No.	Posting Date	Description	G/L Account No.	Debit Amount	Credit Amount	Amount	
850	2023-09-25	Gražinimo pažyma 23-09-25	6006	0,00	452,04	-452,04	
851	2023-09-25	Gražinimo pažyma 23-09-25	2441	0,00	94,93	-94,93	
852	2023-09-25	Gražinimo pažyma 23-09-25	4430	546,97	0,00	546,97	
Total:				546,97	546,97	0,00	

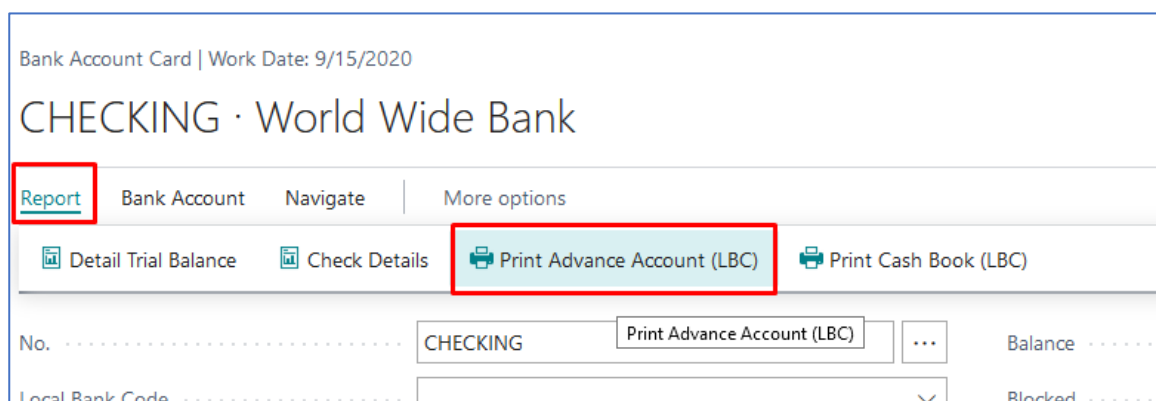
Note prepared by:

_____ Direktorius Vardenis Pavardeni (job title, first name, last name)	_____ (signature)
_____ Būhalteris Vardas Pavardė (job title, first name, last name)	_____ (signature)
_____ Vadybininkas Vardas3 Pavardė (job title, first name, last name)	_____ (signature)

Picture 59 Account Note

## 15 Advance Account (Bank)

Advance accounts are created when an employee of a company buys goods from his personal money for company use or goes on a business trip, during which costs are incurred and have to be compensated by the company. In the case, where responsible persons are accounted by bank cards (separated bank cards are created for each person), the advance account is printed from the bank card by pressing Report -> Print Advance Account (LBC).



Picture 60 Print Advance Account (bank)

Report options window:

## Core Reports for Lithuania

**Bank Advance Account Report**

Printer ..... (Handled by the browser)

Use default values from ..... Last used options and filters

**Options**

Print Date ..... 10/31/2020

Advance Account No. .... AA001

Confirmed by ..... Accountant Name1 Surname1

**Filter: Bank Account**

× No. .... CHECKING

× Search Name .....

× Bank Acc. Posting Group .....

+ Filter...

Filter totals by:

× Date Filter ..... 010120..092120

+ Filter...

Send to... Print Preview Cancel

Picture 61 Advance Account (bank) report parameters page

In the report options window that opens, the user can specify:

- Print Date
  - o Specify report print date
- Advance Account No.
  - o Specify Advance Account No.
- Confirmed By
  - o Specify approver, select from a list of employees or enter manually
- Bank Account – Limit totals to – Date Filter
  - o Specify the period for which the report has to be prepared

## Core Reports for Lithuania

Report example:

**My Company**  
5 The Ring Westminster, W2 8HG London, Great Britain  
Registration No.:

**ADVANCE ACCOUNT No. AA001**

Date 2020-10-31  
Page 1/1

CHECKING World Wide Bank

No.: CHECKING, Date Filter: 01/01/20..09/21/20

Currency Code: GBP

Date	Document Type	External Doc. No./ Document No.	Description	Debit Amount (LCY)	Credit Amount (LCY)	Amount (LCY)	Balance	Balance (LCY)	Bal. Account Type	Bal. Account No.
							0.00	0.00		
09/15/20	Payment	G04001	Fabrikam, Inc.	0.00	100.00	-100.00	-100.00	-100.00	Vendor	10000
09/15/20	Payment	G04002	Adalun Corporation	200.00	0.00	200.00	100.00	100.00	Customer	10000
<b>Total:</b>				<b>200.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>		

**Responsible person:** \_\_\_\_\_  
World Wide Bank  
(position, name) \_\_\_\_\_  
(signature)

**Confirmed by:** \_\_\_\_\_  
Accountant Name1 Surname1  
(position, name) \_\_\_\_\_  
(signature)

Picture 62 Advance Account (bank)

## 16 Advance Account (Vendor)

Advance accounts are created when an employee of a company buys goods from his personal money for company use or goes on a business trip, during which costs are incurred and have to be compensated by the company. In the case, where responsible persons are accounted by vendor cards (separated vendor cards are created for each person), the advance account is printed from the Vendor card by pressing Report -> Print Advance Account (LBC).

Vendor Card | Work Date: 10/31/2020 ✎ + 🗑

10000 · Fabrikam, Inc.

---

Process Request Approval New Document Navigate Vendor | Actions Related Reports Fewer options

📄 Vendor - Summary Aging 📄 Vendor - Labels 📄 Vendor - Balance to Date 🖨 Print Advance Account (LBC)

---

No. .... 10000 ... Balance (LCY) .....

Name ..... Fabrikam, Inc. Balance Due (LCY) .....

Picture 63 Print Advance Account (vendor)

## Core Reports for Lithuania

In the report options window that opens, the user can specify:

- Advance Accountancy No.
  - o Specify advance accountancy no.
- Advance Purpose
  - o Specify advance purpose.
- There is a possibility to select for which period the advance account has to be printed.

Report options window:

**Vendor Advance Account Report** [Close] [Refresh] [Print]

Printer ..... (Handled by the browser)

**Options**

Advance Accountancy No. .... 001

Advance Purpose ..... Account Name Purpose ...

**Filter: Vendor**

X No. .... 10000 ▾

X Vendor Posting Group ..... ▾

+ Filter...

Filter totals by:

X Date Filter ..... 09/01/20..09/30/20

+ Filter...

**Advanced >**

[Send to...] [Print] [Preview] [Cancel]

Picture 64 Advance Account (vendor) report parameters page

Core Reports for Lithuania

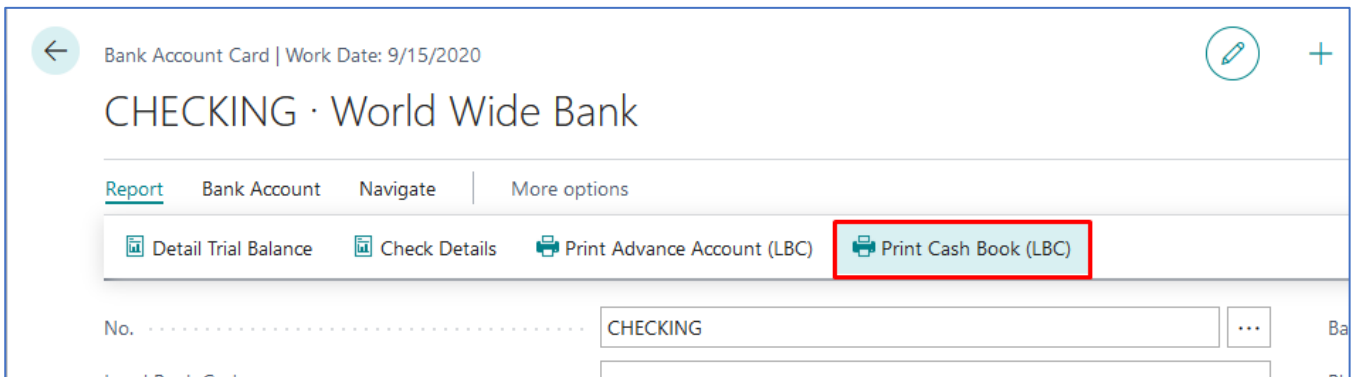
Report example:

Company name:	<b>My Company</b>		
Registration No.:			
VAT Registration No.:	777777777		
<b>Accountable:</b>	<b>Fabrikam, Inc.</b>		
<b>Advance Accountancy No. 001</b>			
Date 9/30/2020			
<b>Balance at beginning of month, GBP</b>	9/1/2020		-1,267.50
<b>Received in month, GBP</b>	9/15/2020	G04001	100.00
<b>Spent in month, GBP</b>			0.00
<b>Balance at end of month, GBP</b>	9/30/2020		-1,167.50
<b>Expense List</b>			
Posting Date	Document No.	Expense	Expense Amount, GBP
9/15/2020	108209	Inv.VEN1245, ATHENS Desk, 10 PCS	5,066.00
9/15/2020	109001	Inv. Ret.VEN1255, ATHENS Desk	-5,066.00
<b>Expense Total, GBP:</b>			0.00
Accountable signature	_____		
Accountant signature	_____		

Picture 65 Advance Account (vendor)

## 17 Cash Book

When cash register operations are performed in the company, the cash book must be completed. It must contain all the cash transactions and cash balances at the desk during the period and must be signed by the accountant or the head accountant. The cash book in the NAV system can be created when cash register accounting is done through the separated bank cards. The cash book which was created, together with the title pages, can be printed from the Bank Card by pressing Report -> Print Cash Book (LBC):



Picture 66 Print Cash Book

In the report options window that opens, the user can specify:

- General Manager
  - o Select from a list of employees or enter manually
- Head Accountant
  - o Select from a list of employees or enter manually
- Accountant
  - o Select from a list of employees or enter manually
- Bank Account – Filter totals by – Date Filter
  - o Specify the period for which the report has to be prepared

Report options window:



## Core Reports for Lithuania

### Cash Book from Bank Account

Printer ..... (Handled by the browser) ▾

---

#### Options

Print Title Pages .....

Report Year ..... 0

Report Pages Count ..... 0

Report Printing Date .....

General Man...	NS3 ...	Name3 Surname3
Head Accou...	NS2 ...	Name2 Surname2
Accountant	NS1 ...	Name1 Surname1

---

#### Filter: Bank Account

× No. .... CHECKING ▾

[+ Filter...](#)

Filter totals by:

× Date Filter ..... 04/01/21..04/30/21

Picture 67 Cash Book report parameters page

## Core Reports for Lithuania

Report example:

**My Company**  
5 The Ring Westminster, W2 8HG London, Great Britain  
Registration No.

Page 1

**CASH BOOK**  
Period: 2020 January 1 d. - 2020 September 30 d.

Bank Account No.: CHECKING; Currency code: GBP

Date	Cash Document No.	External Document No.	Received From / Paid To	Corresp. Account	Income	Expenditure
<b>Period Start Balance</b>					<b>0.00</b>	
2020-09-15	G04001		Fabrikam, Inc.	5420	0.00	100.00
2020-09-15	G04002		Adatum Corporation	2310	200.00	0.00
Total per Period					200.00	100.00
<b>Period End Balance</b>					<b>100.00</b>	

Accountant Name1 Surname1 \_\_\_\_\_  
(job title, first name, last name) (signature)

I have checked the book entries, and One incomes One expenditures document

Head Accountant Name2 Surname2 \_\_\_\_\_  
(job title, first name, last name) (signature)

Picture 68 Cash Book

Once the cash book is printed for the entire year, the title pages of the book must be printed.

In the report options window that opens, the user can specify:

- Print Title Pages
  - o Title and last pages of the Cash Book can/cannot be printed
- Report Year
  - o Specify year of the report
- Report Pages Count
  - o Specify the total number of pages per year.
- Report Printing Date
  - o Specify report printing date

Report options window:

## Core Reports for Lithuania

### Cash Book from Bank Account

Printer ..... (Handled by the browser) ▾

---

#### Options

Print Title Pages .....

Report Year ..... 2020

Report Pages Count ..... 1

Report Printing Date ..... 9/30/2020

General Man...	NS3 ...	Name3 Surname3
Head Accou...	NS2 ...	Name2 Surname2
Accountant	NS1 ...	Name1 Surname1

---

#### Filter: Bank Account

× No. .... CHECKING ▾

[+ Filter...](#)

---

Filter totals by:

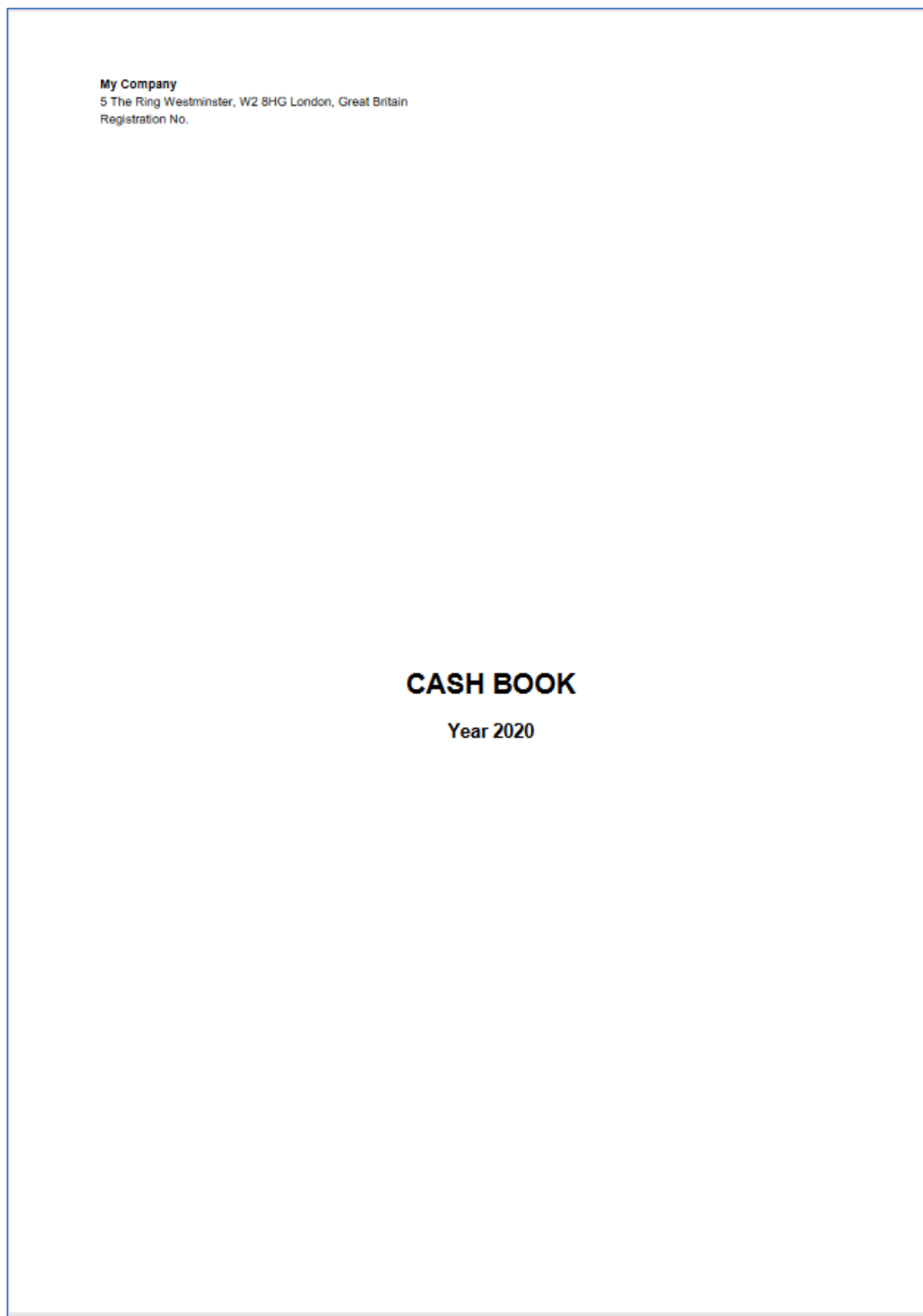
× Date Filter ..... 01/01/20..09/30/20

---

Picture 69 Cash Book title pages report parameters page

## Core Reports for Lithuania

Title page example:



*Picture 70 Cash Book title page*

## Core Reports for Lithuania

Last page example:

**My Company**  
5 The Ring Westminster, W2 8HG London, Great Britain  
Registration No.

In this book stitched, numbered and stamped

1  
\_\_\_\_\_

(cash book pages count)

One  
\_\_\_\_\_

(cash book pages count in words)

2020 September 30 d.

General Manager Name3 Surname3 _____ (job title, first name, last name)	_____ (signature)
Head Accountant Name2 Surname2 _____ (job title, first name, last name)	_____ (signature)

L.S.

Picture 71 Cash Book last page

## 18 Cash Receipt

When cash register operations are performed in the company and money is received to the cash register then the cash receipt has to be issued.

Cash receipt operations are logged using general journals:

In the general journal user has to specify:

- Posting date
- Document No.
- Account Type:
  - o Customer
  - o Vendor
  - o G/L Account
  - o Bank Account
- Account No.
- Bal. Account Type
  - o Customer
  - o Vendor
  - o G/L Account
  - o Bank Account
- Bal. Account No.
- Currency Code
- Amount
- Description is used to specify operation content

Cash Receipt is printed from the General journal by pressing the Post/Print -> Print Cash Receipt (LBC) button.

General Journals | Work Date: 9/15/2020

---

Batch Name ..... DEFAULT

---

Manage Process Bank Application Page **Post/Print** Line Account | More options

---

Post
 Post and Print
 Preview Posting
 **Print Cash Receipt (LBC)**
 Print Cash Withdrawal (LBC)

---

Posting Date	VAT Date	Document Type	Document No.	Account Type	Account No.	Account Name
9/15/2020	9/15/2020		G08001	Customer	10000	Adatum Corporation

Picture 72 Print Cash Receipt

## Core Reports for Lithuania

In the report options window that opens, the user can specify:

- Print Amount LCY
  - The amount can/cannot be printed in the local currency if the transaction is related to the currency.
- Print Amount in Words
  - This option is used when you want to print the amount in words.
- Appendage
  - Select from a list of standard texts or enter manually
- Cashier
  - Select from a list of employees or enter manually
- Accounting
  - Select from a list of employees or enter manually

Report options window:

## Core Reports for Lithuania

### Cash Receipt



Printer ..... (Handled by the browser) ▾

Report Layout ..... ./rdlc/LBC Cash Receipt.rdl ...

#### Options

Print Amount LCY .....

Print Amount In Words .....

Appendage ..... MD ▾ | Monthly Depreciation

Cashier ..... MH ... | Marty Horst

Accounting ..... TD ... | Terry Dodds

#### Filter: Gen. Journal Line

× Journal Template Name ..... GENERAL ▾

× Journal Batch Name ..... CASH ▾

× Line No. .... 10000

+ Filter...

#### Advanced >

Send to... Print Preview Cancel

Picture 73 Cash Receipt report parameters page

Report example:



Core Reports for Lithuania

**My Company**  
(Company name and registration No.)

**CASH RECEIPT DOCUMENT**

No. G08001

2020 September 15 d.

Ledger Account	Analytical Clpher	Amount		Reason Code
		GBP		
2310	2910	100	00	

**Received from** Adatum Corporation  
(Company name, responsible person name, surname, position, signature)

---

**Operation Basis** \_\_\_\_\_

One hundred GBP 00  
(Amount in word)

**Supplements** Account Name  
(base document for money receipt)

---

**Accounting** Name2 Surname2  
(Name, surname, signature)

**Received by cashier** Name1 Surname1  
(Name, surname, signature)

✕ -----

**My Company**  
(Company name and registration No.)

Cash receipt document  
**CHECK** No. G08001

**Received from** Adatum Corporation  
(Company name, responsible person name, surname, position, signature)

---

**Operation Basis** \_\_\_\_\_

One hundred GBP 00  
(Amount in word)

2020 September 15 d.

**Accounting** Name2 Surname2  
(Name, surname, signature)

**Received by cashier** Name1 Surname1  
(Name, surname, signature)

Picture 74 Cash Receipt

## 19 Cash Withdrawal

When cash register operations are performed in the company and money is withdrawn from the cash register then the cash withdrawal has to be issued.

Cash withdrawal operations are logged using general journals:

In the general journal user has to specify:

- Posting date
- Document No.
- Account Type:
  - o Customer
  - o Vendor
  - o G/L Account
  - o Bank Account
- Account No.
- Bal. Account Type
  - o Customer
  - o Vendor
  - o G/L Account
  - o Bank Account
- Bal. Account No.
- Currency Code
- Amount
- Description is used to specify operation content

Cash Withdrawal is printed from the General journal by pressing the Post/Print -> Print Cash Withdrawal (LBC) button.

General Journals | Work Date: 9/15/2020

Batch Name ..... DEFAULT ...

Manage Process Bank Application Page **Post/Print** Line Account | More options

Posting Date	VAT Date	Document Type	Document No.	Account Type	Account No.	Account Name	Amount
9/15/2020	9/15/2020		G08001	Vendor	10000	Fabrikam, Inc.	100.00

Picture 75 Print Cash Withdrawal

## Core Reports for Lithuania

In the report options window that opens, the user can specify:

- Print Amount LCY
  - The amount can/cannot be printed in the local currency if the transaction is related to the currency.
- Print Amount in Words
  - This option is used when you want to print the amount in words.
- „According to“
  - These fields specify the recipient information
    - Name and number of identity document
    - Name, Surname
- Appendage
  - Select from a list of standard texts or enter manually
- General Manager
  - Select from a list of employees or enter manually
- Cashier
  - Select from a list of employees or enter manually
- Accounting
  - Select from a list of employees or enter manually

Report options window:

## Core Reports for Lithuania

### Cash Withdrawal

Printer ..... (Handled by the browser) ▾

Report Layout ..... ./rdlc/LBC Cash Withdrawal.rdl ...

#### Options

Print Amount LCY .....

Print Amount In Words .....

According to:

Name and Number of identity d... Passport 1234646465

Name, Surname ..... Name4 Surname4

Appendage ..... MD ▾ Monthly Depreciation

General Man... KH ... Katherine Hull

Cashier ..... OF ... Otis Falls

Accounting ..... RB ... Robin Bettencourt

#### Filter: Gen. Journal Line

× Journal Template Name ..... GENERAL ▾

× Journal Batch Name ..... CASH ▾

× Line No. .... 10000

Send to... Print Preview Cancel

Picture 76 Cash Withdrawal report parameters page

Core Reports for Lithuania

Report example:

**My Company**  
(Company name and registration No.)

---

**CASH SPENT REPORT No. G08001**  
2020 September 15 d.

Ledger account	Balancing Account	Amount	
		GBP	
5420	2910	100	00

**Spent to** Fabrikam, Inc.  
(Company name, responsible person name, surname, position, signature)

---

**Basic** \_\_\_\_\_

One hundred GBP 00  
(Amount in words)

**Appendix** Travel Expenses

---

**Executive manager** Name3 Surname3 **Chief accountant** Name1 Surname1  
(Name, surname, signature) (Name, surname, signature)

**Received** \_\_\_\_\_ **GBP** \_\_\_\_\_  
(Amount in words)

**Signature of receiver** \_\_\_\_\_

**According** Passport 1234567489, Name4 Surname4  
(name and No. of the document, verifying receiver's identity)

---

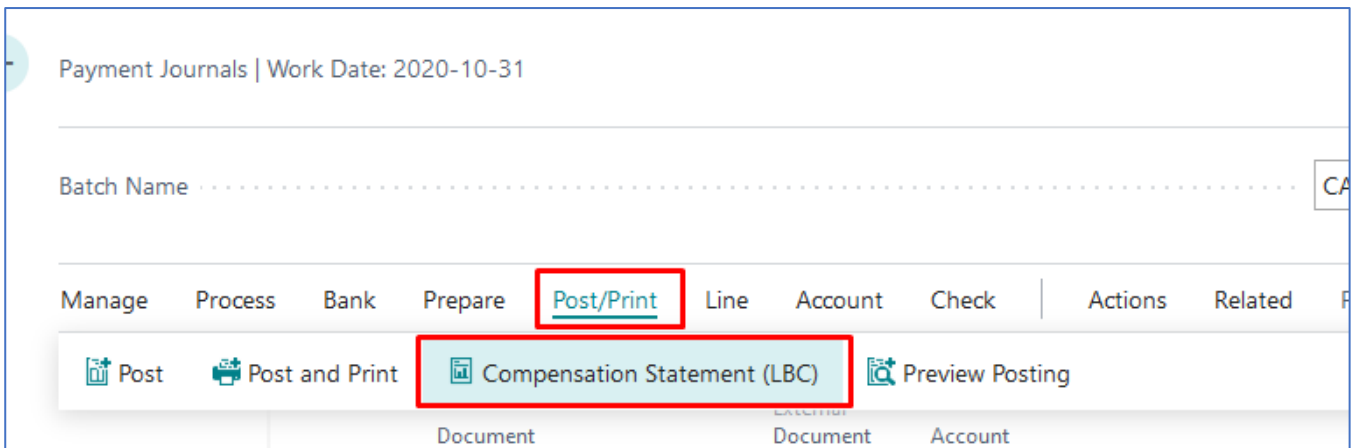
**Cashier** Name2 Surname2  
(Name, surname, signature)

-----

Picture 77 Cash Withdrawal

## 20 Compensation act (from BC 22 v.)

Payables / Receivables compensations can be formed when the customer is linked with the vendor through the contact card in the system. Compensation lines can be created in payment journal using the standard BC function “Net Customer/Vendor Balances” or you can create the lines manually. In order to send a compensation statement to another company for approval, select Post / Print > Compensation Statement (LBC) in the payment journal.



Picture 74 Print Compensation Statement

In the window that opens, enter the following data:

- Responsible Person – select from a list of employees or enter manually the responsible person.
- Document was created by – select from a list of employees or enter manually the person who created the document.
- Report Date – specify report date.
- Report Language – select language in which the compensation statement will be printed. Available options: Default (system language), Lithuanian and English.

In the options window, the user can also select journal line filters that can be used to choose which compensation statements to print.

## Core Reports for Lithuania

### Compensation Statement NP (LBC)

Printer ..... (Handled by the browser)

Responsible Person ..... UZSK001 ...

Document was created by ..... Name1 Surname1 ...

Report Date ..... 2020-10-31

Report Language ..... English ▾

**Filter: Gen. Journal Line**

× Document No. ....

× Posting Date .....

× Currency Code ..... ▾

+ Filter...

**Advanced >**

Picture 75 Compensation Statement, report parameters page

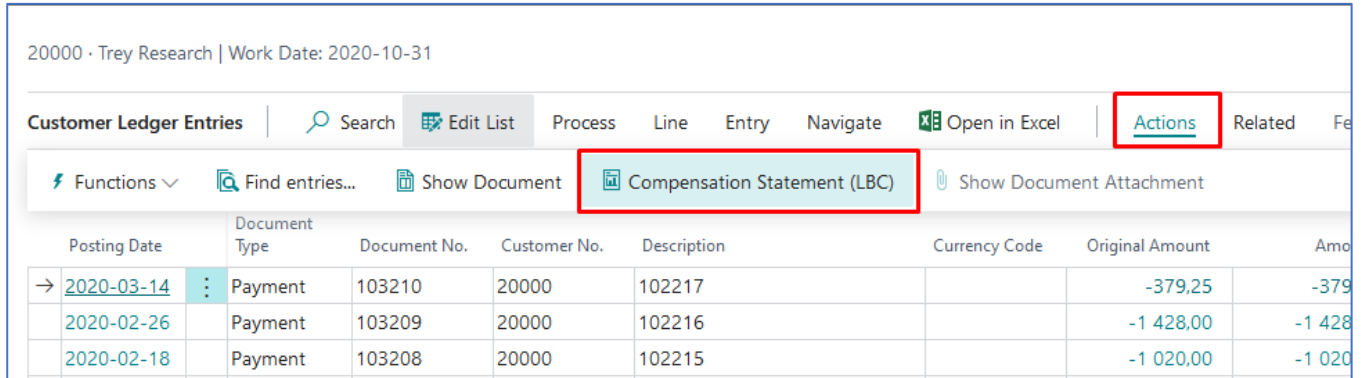
After filling in the information and pressing the *Send to* button in the options window, the system will save the document in PDF, Word or Excel format. When you press the *Print* button, the compensation statement will be printed. Pressing *Preview* will allow the compensation statement to be viewed on the screen.





## Core Reports for Lithuania

When the compensation proposal is signed by both parties, the user has to post the lines of the compensation journal and, if necessary, print out the compensation statement. In order to print the compensation statement, select the compensation entry in the Customer/Vendor ledger entries list and press Actions > Compensation Statement (LBC).



The screenshot shows the SAP Customer Ledger Entries interface. At the top, it displays '20000 - Trey Research | Work Date: 2020-10-31'. Below this is a navigation bar with 'Customer Ledger Entries' and several icons: Search, Edit List, Process, Line, Entry, Navigate, Open in Excel, and Actions. The 'Actions' menu is open, showing options: Functions, Find entries..., Show Document, Compensation Statement (LBC) (highlighted with a red box), and Show Document Attachment. Below the menu is a table with the following data:

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount
→ 2020-03-14	Payment	103210	20000	102217		-379,25	-379,25
2020-02-26	Payment	103209	20000	102216		-1 428,00	-1 428,00
2020-02-18	Payment	103208	20000	102215		-1 020,00	-1 020,00

Picture 77 Compensation statement from ledger entries

In the options window that opens, the user can enter the responsible person, the person who made the statement, the date and the language of the statement. The Compensation statement will be generated by clicking the Send to / Print / Preview button.

**21 Picture List**

Picture 1 General Ledger Setup via search .....4

Picture 2 Use Report Selection .....4

Picture 3 Report Selections - Inventory .....5

Picture 4 Report Selections Transfer Shipments .....5

Picture 5 Report Selections - Purchase .....6

Picture 6 Report Selections - Purchase Order .....6

Picture 7 Report Selections - Purchase Credit Memo .....7

Picture 8 Report Selections - Sales .....7

Picture 9 Report Selections - Sales Order .....8

Picture 10 Report Selections - Sales Shipment .....8

Picture 11 Report Selections - Sales Invoice .....9

Picture 12 Report Selections - Sales Credit memo .....9

Picture 13 Print Sales Invoice .....10

Picture 14 Sales invoice report selection .....10

Picture 15 Sales invoice report parameters page .....12

Picture 16 Sales Invoice .....13

Picture 17 Print Sales Credit Memo .....14

Picture 18 Sales Credit Memo report selection .....14

Picture 19 Sales Credit memo report parameters page .....16

Picture 20 Sales Credit memo .....17

Picture 21 Print Purchase Credit Memo .....18

Picture 22 Purchase Credit Memo report selection .....18

Picture 23 Purchase Credit Memo report parameters page .....20

Picture 24 Purchase Credit memo .....21

Picture 25 Print Sales Shipment .....22

Picture 26 Sales Shipment report selection .....22

Picture 27 Sales Shipment report parameters page .....24

Picture 28 Sales Shipment .....25

Picture 29 Print Sales Packing List .....26

## Core Reports for Lithuania

Picture 30 Sales Packing List report selection .....	26
Picture 31 Sales Packing List report parameters page .....	27
Picture 32 Sales Packing List .....	28
Picture 33 Print Transfer Shipment .....	29
Picture 34 Transfer shipment report selection.....	29
Picture 35 Transfer Shipment report parameters page .....	30
Picture 36 Transfer shipment .....	31
Picture 37 Print service invoice .....	32
Picture 38 Service report selection .....	32
Picture 39 Service invoice report selection .....	33
Picture 40 Print Advance invoice.....	34
Picture 41 Advance Invoice report selection.....	34
Picture 42 Advance invoice report parameters page .....	35
Picture 43 Service invoice.....	36
Picture 44 Advance Invoice .....	37
Picture 45 Print Purchase Order.....	38
Picture 46 Purchase Order report parameters page .....	38
Picture 47 purchase Order report parameters page .....	39
Picture 48 Purchase Order.....	40
Picture 49 Print Fixed Asset Card .....	41
Picture 50 Fixed Asset Card report parameters page.....	42
Picture 51 Fixed Asset Card .....	43
Picture 52 Search Company Debts Reconciliation Statement .....	44
Picture 53 Search Company Debts Reconciliation Statement report parameters page .....	45
Picture 54 Search Company Debts Reconciliation Statement first page .....	46
Picture 55 Search Company Debts Reconciliation Statement middle page .....	47
Picture 56 Company Debts Reconciliation Statement last page .....	48
Picture 57 Print Account Note.....	49
Picture 58 Account Note report parameters page .....	50
Picture 59 Account Note .....	51

## Core Reports for Lithuania

Picture 60 Print Advance Account (bank).....	51
Picture 61 Advance Account (bank) report parameters page .....	52
Picture 62 Advance Account (bank) .....	53
Picture 63 Print Advance Account (vendor) .....	53
Picture 64 Advance Account (vendor) report parameters page .....	54
Picture 65 Advance Account (vendor) .....	55
Picture 66 Print Cash Book .....	56
Picture 67 Cash Book report parameters page .....	57
Picture 68 Cash Book .....	58
Picture 69 Cash Book title pages report parameters page .....	59
Picture 70 Cash Book title page .....	60
Picture 71 Cash Book last page .....	61
Picture 72 Print Cash Receipt .....	62
Picture 73 Cash Receipt report parameters page .....	64
Picture 74 Cash Receipt .....	65
Picture 75 Print Cash Withdrawal .....	66
Picture 76 Cash Withdrawal report parameters page .....	68
Picture 77 Cash Withdrawal .....	69