

Core Reports for Lithuania manual

2025

V18.0

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.
12.0		No changes in the user manual
13.0	2024-04	Report options page. Ability to use report options page when send reports by e-mail.
14.0	2024-06	Corrected printing of waybill information in purchase and sales documents, printing receiver and payer information. Added possibility to print intrastat information: tariff code, net and gross weights, origin.
15.0	2024-07	In the reports "Advance account (bank)" and "Advance account (vendor)" it is possible to exclude canceled records. In the documents in which the waybill information is printed, the name of the agent is added.
16.0	2024-10	No changes in the user manual
16.2	2024-12	Printing the order number on sales documents.
17.0	2025-03	Adding gross weight to the "Packing list".
18.0	2025-07	In purchase and sales documents, the option to select the printing of the line description (description and description 2).

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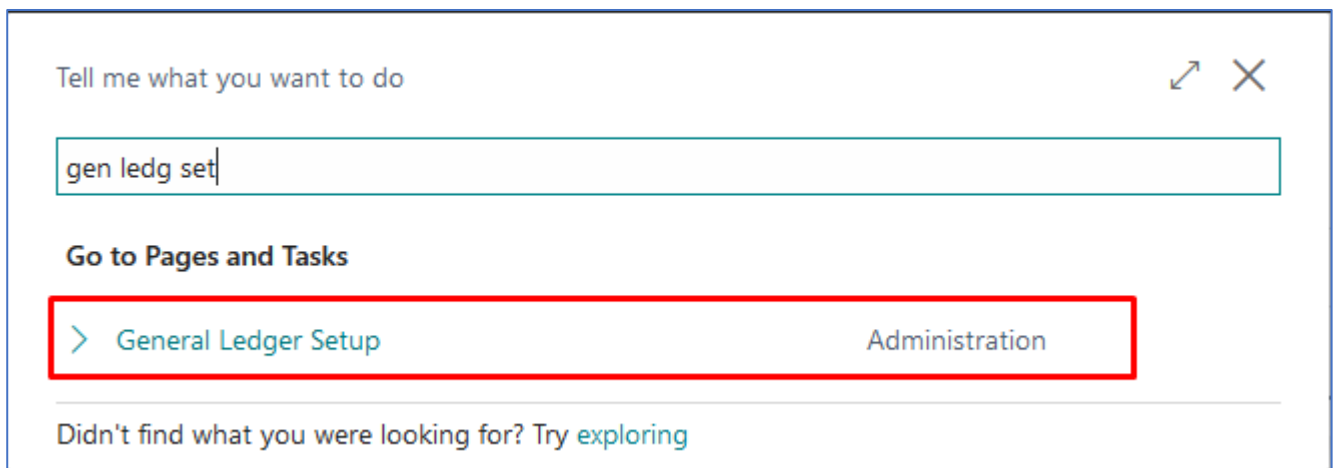
1 CORE REPORTS FOR LITHUANIA – HOW TO START

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

1.1 Setup up to D365 Business Central 21 version (inclusive)

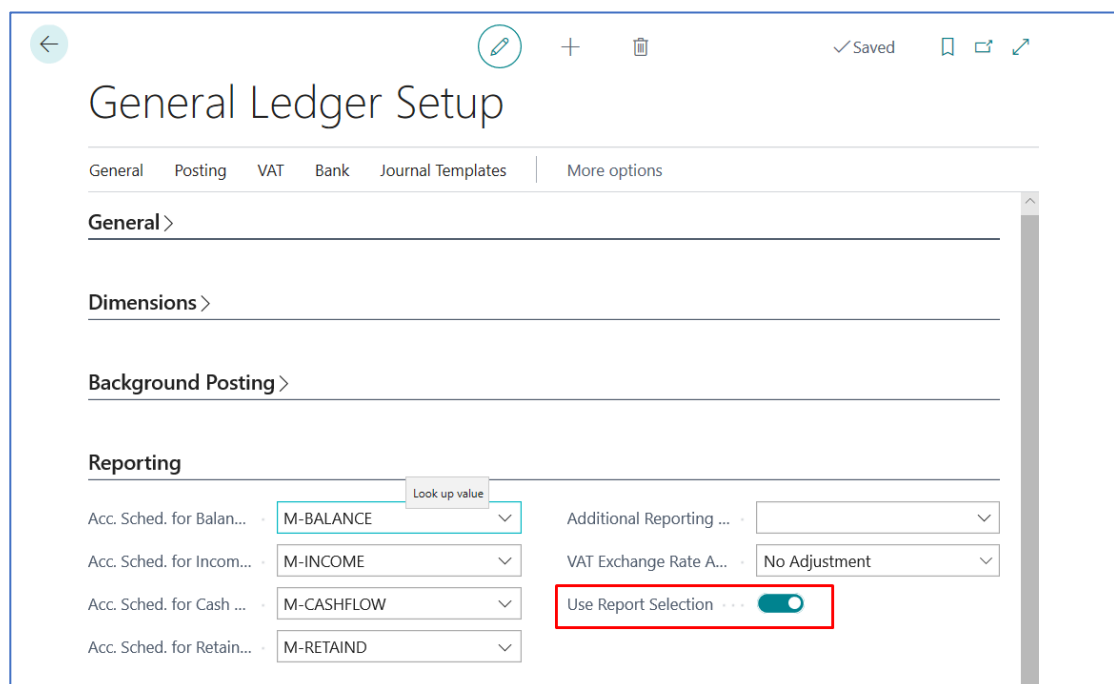
This document is described when using the “Report Selection” functionality. To enable “Report Selection” functionality, the user needs to select in the search:

“GENERAL LEDGER SETUP “



Picture 1 General Ledger Setup via search

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

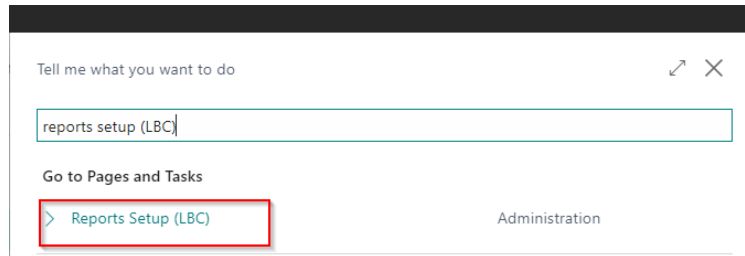


Picture 2 Use Report Selection

Core Reports for Lithuania

1.2 Setup from D365 Business Central 22 version

To enable the "Report Selection" functionality, the user must select: "Reports Setup (LBC)" in the search.



Picture 3 Report Setup

Opens window

Picture 4 Report Setup (LBC)

Functions in the action bar:

- „Create LBC Report Selections“ – this function creates the initial settings for report selections, which are described in the section [Initial Setup](#).
- „Remove LBC Reports Selections“ - this function deletes the initial settings for report selections, which are described in the section [Initial Setup](#).

Setup fields:

Tab General:

- „Use in This Company“ – enables Lithuania report functionality.

Core Reports for Lithuania

- „Use Selection for Printing“ – report selection functionality will be used for printing.
- „Use Selection for Attachment“ – report selection functionality will be used for email.
- „Show Report Request Page“ – sending by email, saving to PDF, printing will open the report options window.

Tab Sales:

- Show Ship-to in Sales Reports - setting is for regulating the printing of ship-to information in sales documents (Sales VAT Invoice (Posted), Sales VAT Invoice (Not Posted), Sales Credit Memo (Posted), Sales Shipment (Posted), Service VAT Invoice (Posted)). Possible choices:
 - Always
 - If Different from the Customer
 - Never
- Show Bill-to in Sales Reports - setting is for regulating the printing of bill-to information in sales documents (Sales VAT Invoice (Posted), Sales VAT Invoice (Not Posted), Sales Credit Memo (Posted), Sales Shipment (Posted), Service VAT Invoice (Posted)). Possible choices:
 - Always
 - If Different from the Customer
 - Never
- Hide Payment Info On Shipment – not print due date and payment method in Sales Shipment (Posted).
- Print Line Descriptions in Sales Doc. – specifies the default value for which sales document line description to print. There is an option to select a different value before printing the document. Available options:
 - Both
 - Description 1
 - Description 2

Tab Purchase:

- Show Ship-to in Purchase Reports - setting is for regulating the printing of ship-to information in purchase documents (Purchase Order (Not Posted), Purchase Credit Memo (Posted)). Possible choices:
 - Always
 - If Different from the Vendor
 - Never
- Show Pay-to in Purchase Reports
 - Always
 - If Different from the Vendor
 - Never

Core Reports for Lithuania

- Hide Payment Info On Shipment - not print due date and payment method in Purchase Order (Not Posted).
- Print Line Descriptions in Purchase Doc. – specifies the default value for which purchase document line description to print. There is an option to select a different value before printing the document. Available options:
 - Both
 - Description 1
 - Description 2

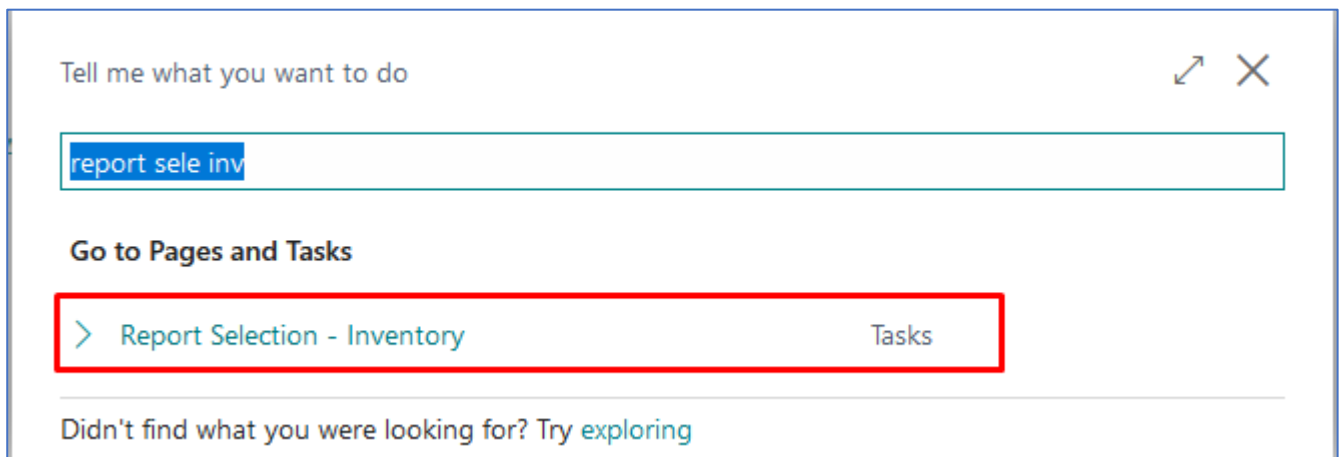
2 INITIAL SETUP

Up to D365 Business Central 21 version report selections for inventory, sales and purchase documents are created during app installation.

From D365 Business Central version 22, the user makes the settings himself, the description of the settings is given in the section [Setup from D365 Business Central 22 version](#).

To change report selection, follow these steps:

“REPORT SELECTION - INVENTORY”



Picture 5 Report Selections - Inventory

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

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

Core Reports for Lithuania

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

✓ Saved

Usage

Transfer Shipment

Manage

	Sequence ↑		Report ID	Report Caption
→	1	⋮	5704	Transfer Shipment
	2		70320161	Transfer Waybill (Posted)

Picture 6 Report Selections Transfer Shipments

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

“REPORT SELECTION – PURCHASE”

Tell me what you want to do

repo sele pur|

Go to Pages and Tasks

> Report Selection - Purchase

Administration

Didn't find what you were looking for? Try exploring

Picture 7 Report Selections - Purchase

“Usage” – “Order” has to be chosen.

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

Core Reports for Lithuania

Report Selection - Purchase | Work Date: 9/15/2020 ✓ Saved 🔖 📄 🔗

Usage Order

Manage 🔍

Sequence ↑	Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
1	1322	Purchase - Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default - Email Body
→ 2	70320163	Purchase Order (Not Posted)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	—

Picture 8 Report Selections - Purchase Order

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

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

Report Selection - Purchase | Work Date: 9/15/2020 ✓ Saved 🔖 📄 🔗

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 9 Report Selections - Purchase Credit Memo

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

“REPORT SELECTION - SALES”

Core Reports for Lithuania

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 10 Report Selections - Sales

“Usage” – “Order” has to be chosen.

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

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 11 Report Selections - Sales Order

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

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

Core Reports for Lithuania

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 12 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)

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 13 Report Selections - Sales Invoice

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

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

Core Reports for Lithuania

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

✓ Saved

Usage

Credit Memo

Manage

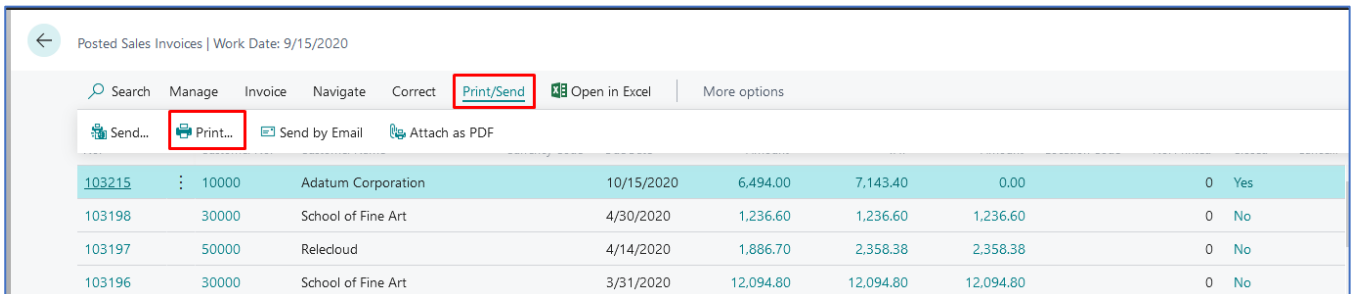
	Sequence ↑		Report ID	Report Caption	Use for Email Body	Use for Email Attac...	Email Body Layout Description
→	1	:	1307	Sales - Credit Memo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Default - Email Body
	2		70320157	Sales Credit Memo (Posted)	<input type="checkbox"/>	<input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

Picture 14 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.

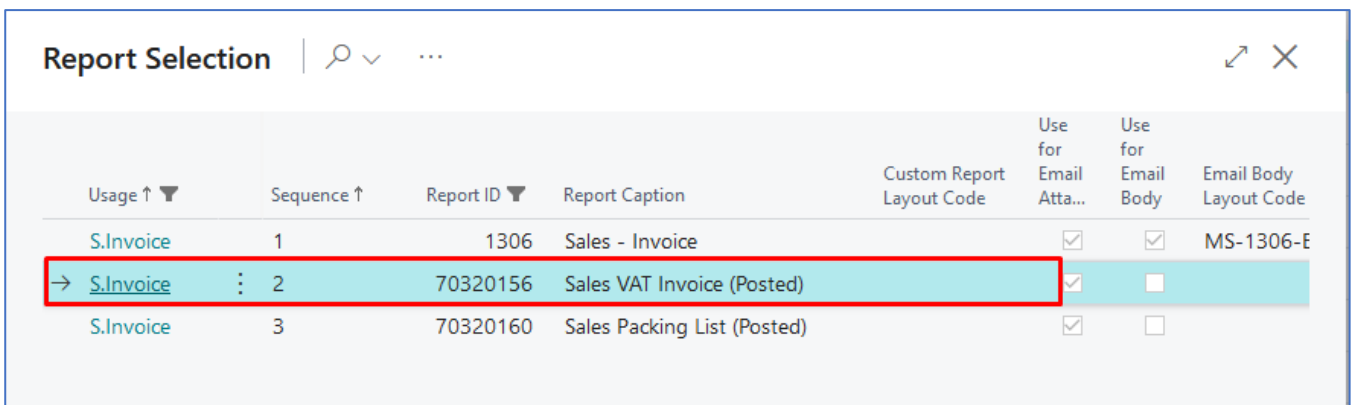
Posted Sales Invoice can be printed from the Posted Sales Invoices list or document card by clicking the Print / Send -> Print button.



Invoice ID	Quantity	Customer	Date	Amount	Net Amount	Gross Amount	Tax	Status
103215	10000	Adatum Corporation	10/15/2020	6,494.00	7,143.40	0.00	0	Yes
103198	30000	School of Fine Art	4/30/2020	1,236.60	1,236.60	1,236.60	0	No
103197	50000	Reledoud	4/14/2020	1,886.70	2,358.38	2,358.38	0	No
103196	30000	School of Fine Art	3/31/2020	12,094.80	12,094.80	12,094.80	0	No

Picture 15 Print Sales Invoice

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



Usage ↑	Sequence ↑	Report ID	Report Caption	Custom Report Layout Code	Use for Email Attach...	Use for Email Body	Email Body Layout Code
S.Invoice	1	1306	Sales - Invoice		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MS-1306-E
→ S.Invoice	2	70320156	Sales VAT Invoice (Posted)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S.Invoice	3	70320160	Sales Packing List (Posted)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Picture 16 Sales invoice 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 Line Comments
 - document line comments can/cannot be printed

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- 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 Intrastat information
 - Print intrastat information: tariff, Origin, Netto, Brutto.
- Print VAT Clause
 - VAT Clause information, specified in the VAT Posting Setup, can/cannot be printed
- Print Order No.:
 - Don't print
 - Your Reference – will be printed the value from field "Your Reference".
 - Order No. – will be printed the value from field "Order No.".
- Standard Text
 - The selected standard text is printed
- Print Line Descriptions
 - Both – will print both row descriptions "Description" and "Description 2";
 - Description 1 – will print the row field "Description";
 - Description 2 – will print the row field "Description 2";
- Report Language:
 - Default – document header language will be used
 - Lithuanian
 - English

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Report options window:

Sales VAT Invoice (Posted)

Printer

(Handled by the browser)

Report Layout

DefaultRDLCLayout

...

Options

No. of Add. Copies

0

Print Comments

Print Line Comments

Print Item Lot/Serial Nos.

None

Print Waybill Information

Print Intrastat Information

Print VAT Clause

Print Order No.

Don't print

Standard Text

Print Line Descriptions

Both

Report Language

Default

Filter: Sales Invoice Header

2 filters set

Advanced

Send to...

Print

Preview

Cancel

Picture 17 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)

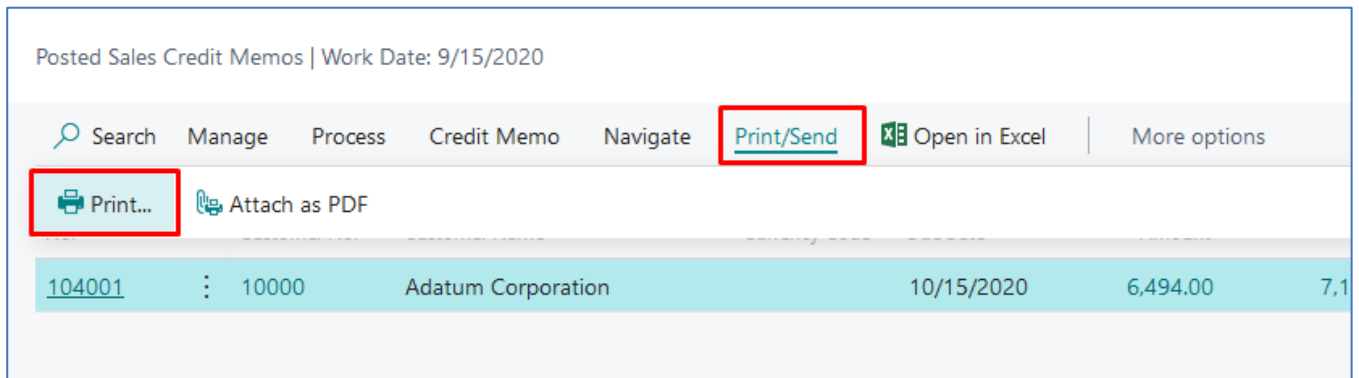
Invoice Received by:

(position, name, signature)

4 Posted Sales Credit Memo

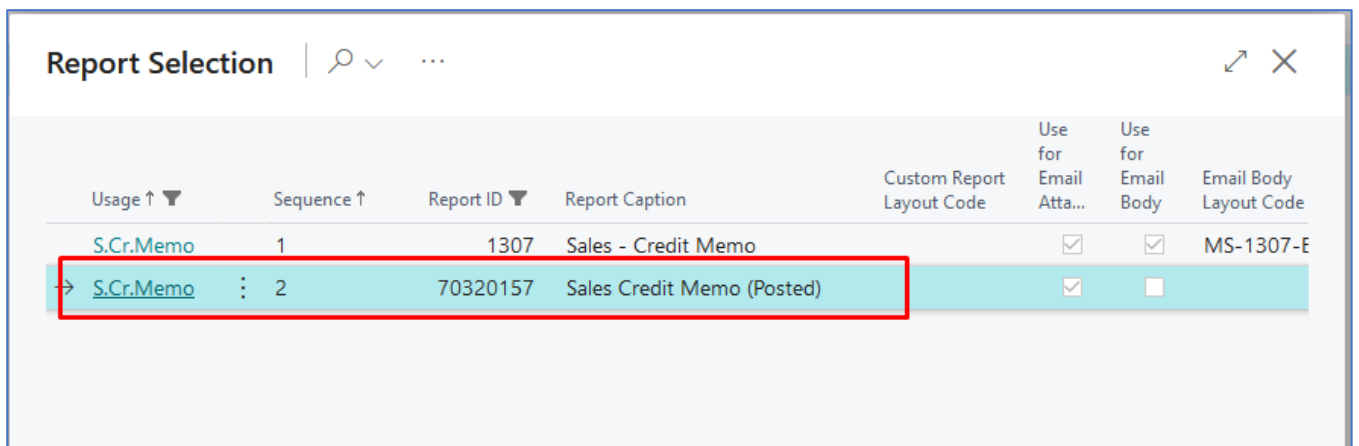
Sales Credit Memos can be invoiced using Sales Return Orders or directly using Sales Credit Memos. After posting the Sales Return Order or the Sales Credit Memo, it is moved to the Posted Sales Credit Memos list.

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 19 Print Sales Credit Memo

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



Picture 20 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 Intrastat information
 - Print intrastat information: tariff, Origin, Netto, Brutto.
- 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
- Print Line Descriptions
 - Both – will print both row descriptions "Description" and "Description 2";
 - Description 1 – will print the row field "Description";
 - Description 2 – will print the row field "Description 2";
- Report Language:
 - Default – document header language will be used
 - Lithuanian
 - English

Report options window:

Sales Credit Memo (Posted)



Printer (Handled by the browser) ▾

Report Layout DefaultRDLCLayout ...

Options

No. of Add. Copies 0

Print Comments ☒

Print Line Comments ☒

Print Item Lot/Serial Nos. None ▾

Print Waybill Information ☒

Print Intrastat Information ☒

Print VAT Clause ☒

Correction Sign Correct Quantity ▾

Standard Text ▾

Print Line Descriptions Both ▾

Report Language Default ▾

Filter: Sales Cr.Memo Header >

2 filters set

Advanced >

Send to...

Print

Preview

Cancel

Picture 21 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
Subtotal GBP							-246.60
Invoice Discount Amount GBP							12.33
Total GBP Excl. VAT							-234.27
25% VAT (Basis -234.27 GBP)							-58.57
Total GBP							-292.84

Amount to pay -292.84 GBP - Two hundred ninety two GBP 84

Invoice Issued By:
Jim Olive
(position, name, signature)

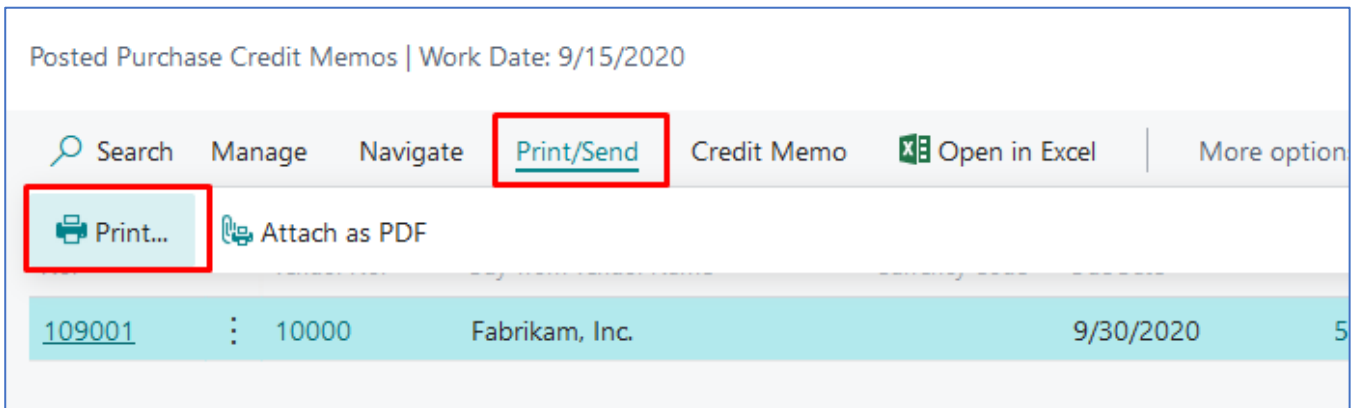
Invoice Received by:
(position, name, signature)

Picture 22 Sales Credit memo

5 Posted Purchase Credit Memo

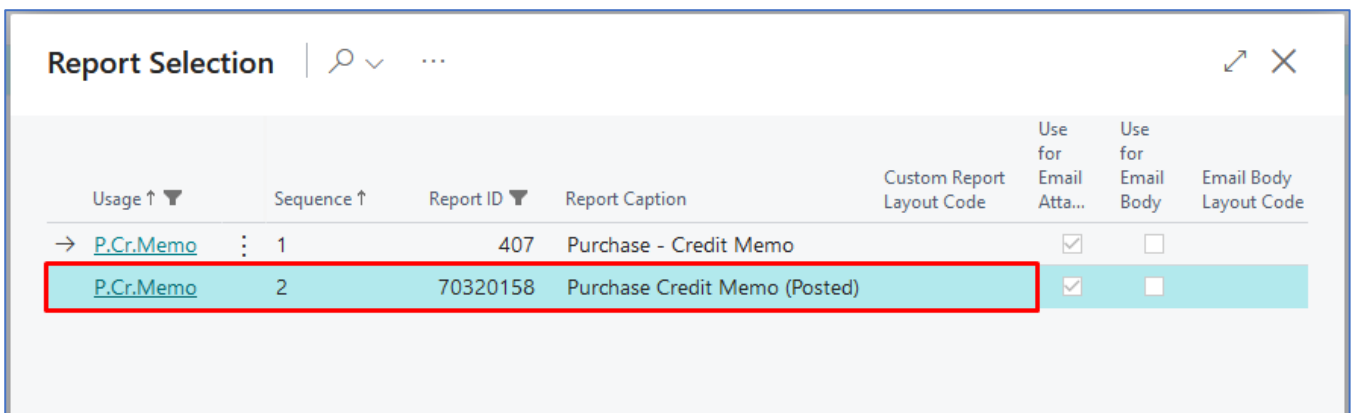
Purchase Credit Memos can be invoiced using Purchase Return Orders or directly using Purchase Credit Memos. After posting the Purchase Return Order or the Purchase Credit Memo, it is moved to the Posted Purchase Credit Memos list.

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 23 Print Purchase Credit Memo

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



Picture 24 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 Intrastat information
 - Print intrastat information: tariff, Origin, Netto, Brutto.
- 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
- Print Line Descriptions
 - Both – will print both row descriptions "Description" and "Description 2";
 - Description 1 – will print the row field "Description";
 - Description 2 – will print the row field "Description 2";
- Report Language:
 - Default – document header language will be used
 - Lithuanian
 - English

Reports options window:

Purchase Credit Memo (Posted)



Printer	(Handled by the browser) ▾
Report Layout	DefaultRDLCLayout ...

Options

No. of Add. Copies	0
Print Comments	<input checked="" type="checkbox"/>
Print Line Comments	<input checked="" type="checkbox"/>
Print Item Lot/Serial Nos.	None ▾
Print Waybill Information	<input checked="" type="checkbox"/>
Print Intrastat Information	<input checked="" type="checkbox"/>
Print VAT Clause	<input checked="" type="checkbox"/>
Correction Sign	Correct Quantity ▾
Standard Text	▾
Print Line Descriptions	Both ▾
Report Language	Default ▾

Filter: Purch. Cr. Memo Hdr. >

2 filters set


Advanced >

Send to...	Print	Preview	Cancel
------------	-------	---------	--------

Picture 25 Purchase Credit Memo report parameters page

Core Reports for Lithuania

Report example:



DEBIT INVOICE
 No. 109001
 Issue Date: 2020-09-15
 Page 1 of 1

Buyer:
 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

Seller:
 Fabrikam, Inc.
 10 North Lake Avenue, US-GA 31772 Atlanta, USA
 Registration No.:
 VAT Registration No.:

Payment Term: 2020-09-30

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
Subtotal GBP							-5,066.00
Total GBP Excl. VAT							-5,066.00
<i>0% VAT (Basis -5,066 GBP)</i>							<i>0.00</i>

Amount to pay -5066.00 GBP - Five thousand sixty six GBP 00

Standard text for credit note

Reduced VAT Rate is used due to VAT Act regulation 1 article II

Invoice Issued By:

 (position, name, signature)

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

Load Location, Date, and Time

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

Items Given by:

 (position, name, signature)

Invoice Received by:

 (position, name, signature)

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

Unload Location, Date, and Time

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

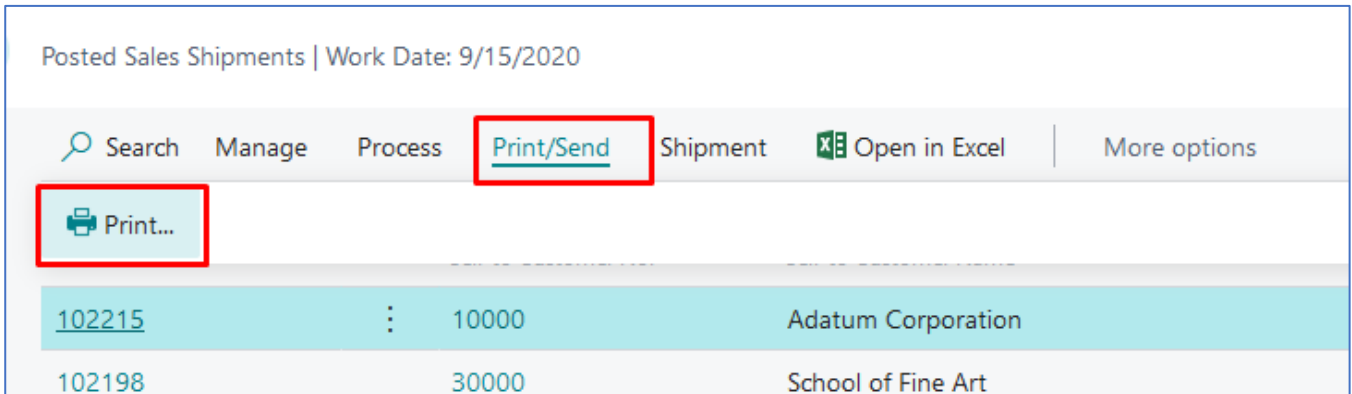
Items Accepted by:

 (position, name, signature)

Picture 26 Purchase Credit memo

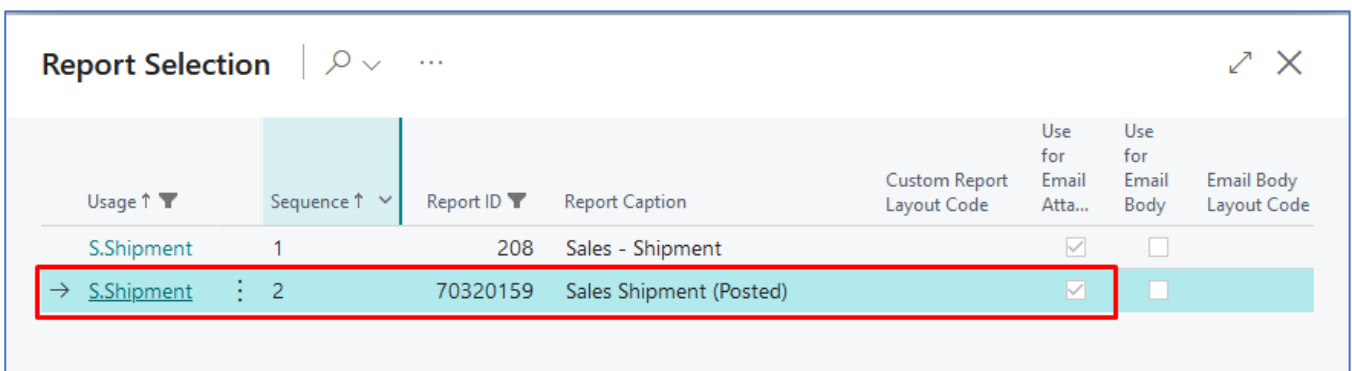
6 Posted Sales Shipment

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 27 Print Sales Shipment

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



Picture 28 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
- Print Intrastat information
 - Print intrastat information: tariff, Origin, Netto, Brutto.
- Standard Text
 - The selected standard text is printed
- Print Line Descriptions
 - Both – will print both row descriptions "Description" and "Description 2";
 - Description 1 – will print the row field "Description";
 - Description 2 – will print the row field "Description 2";
- Report Language:
 - Default – document header language will be used
 - Lithuanian
 - English

Report options window:

Sales Shipment (Posted)

Printer

(Handled by the browser)

Report Layout

DefaultRDCLLayout

...

Options

No. of Add. Copies

0

Print Comments

Print Line Comments

Print Item Lot/Serial Nos.

None

Print Waybill Information

Print Intrastat Information

Standard Text

Print Line Descriptions

Both

Report Language

Default

Filter: Sales Shipment Header

2 filters set

Advanced

Send to...

Print

Preview

Cancel

Picture 29 Sales Shipment report parameters page

Report example:

Core Reports for Lithuania



DELIVERY NOTE

No. 102038

Issue Date: 2026-01-22

Page 1 of 1

Seller:

Mano įmonė

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

Registration No.: 111111

VAT Registration No.: 777777777

Register Information:

įmonės registro informacija

Phone No.: 0666-666-6666

E-Mail: dsdadd@djkadh

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: 2026-02-22

Code	Description	Quantity	Unit of Meas.
1920-S	ANTWERP Conference Table	1	Piece

Net Weight, kg: 24.40

Gross Weight, kg: 28.06

Issued Location, Date, and Time

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

Vehicle:

Driver:

(position, name, signature)

Load Location, Date, and Time

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

Unload Location, Date, and Time

192 Market Square, B27 4KT Birmingham, Great Britain

Items Given by:

(position, name, signature)

Items Accepted by:

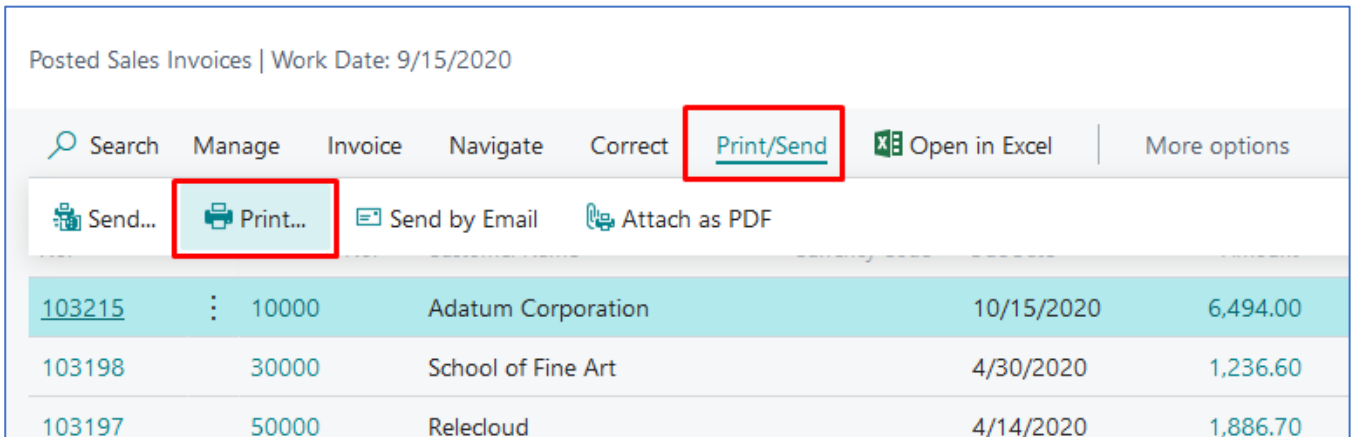
(position, name, signature)

Picture 30 Sales Shipment

7 Posted Sales Packing List

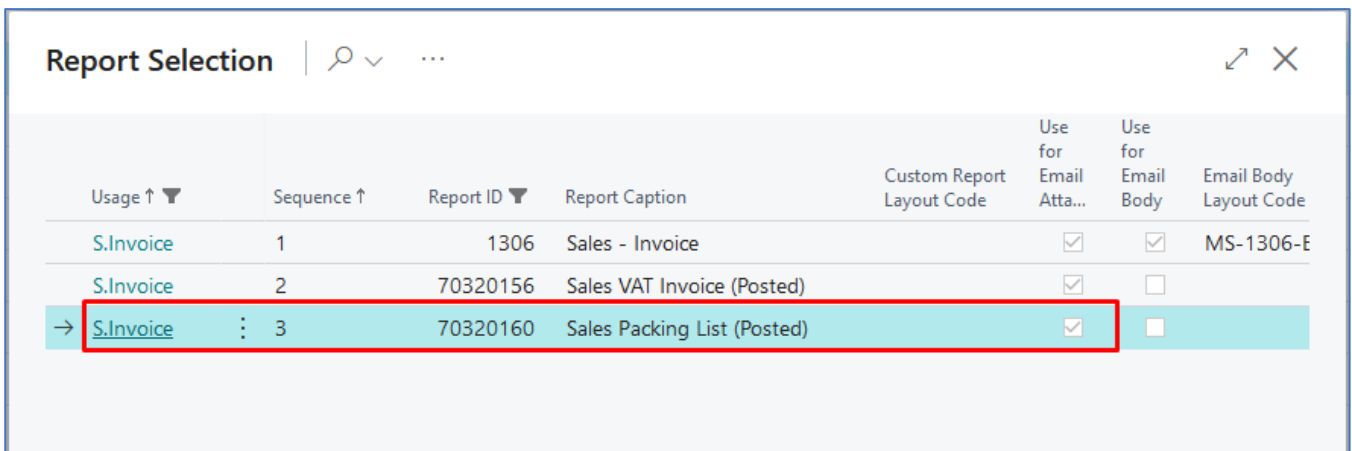
It is often necessary to print a packing list alongside the transport document, which includes information about sold items, their composition, weight and other characteristics of the items.

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 31 Print Sales Packing List

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



Picture 32 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
- Print Order No.:
 - o Don't print
 - o Your Reference – will be printed the value from field "Your Reference".

Core Reports for Lithuania

- Order No. – will be printed the value from field “Order No.”.
- Print Gross Weight – will be printed item gross weight.
- Print Line Descriptions
 - Both – will print both row descriptions “Description” and “Description 2”;
 - Description 1 – will print the row field “Description”;
 - Description 2 – will print the row field “Description 2”;
- Report Language:
 - Default – document header language will be used
 - Lithuanian
 - English

Report options window:

Sales Packing List (Posted) 🔖 ↗ ✕

Printer (Handled by the browser) ▾

Report Layout DefaultRDLCLayout ...

Options

Print Comments ☒

Print Line Comments ☒

Print Order No. Don't print ▾

Print Gross Weight ☒

Print Line Descriptions Both ▾

Report Language Default ▾

Filter: Sales Invoice Header

× No. 103047 ▾

× Bill-to Customer No. 01454545 ▾

× Sell-to Customer No. ▾

× Posting Date ▾

[+ Filter...](#)

Advanced >

Send to...

Print


Preview

Cancel

Picture 33 Sales Packing List report parameters page

Core Reports for Lithuania

Report example:



PACKING LIST
No. 103215
Date 9/15/2020
Page 1 of 1

Seller
My Company
5 The Ring Westminster, W2 8HG London, Great Britain
Phone No. 0666-666-6666
VAT Code 777777777

Buyer (10000)
Adatum Corporation
Station Road, 21, CB1 2FB Cambridge, Great Britain

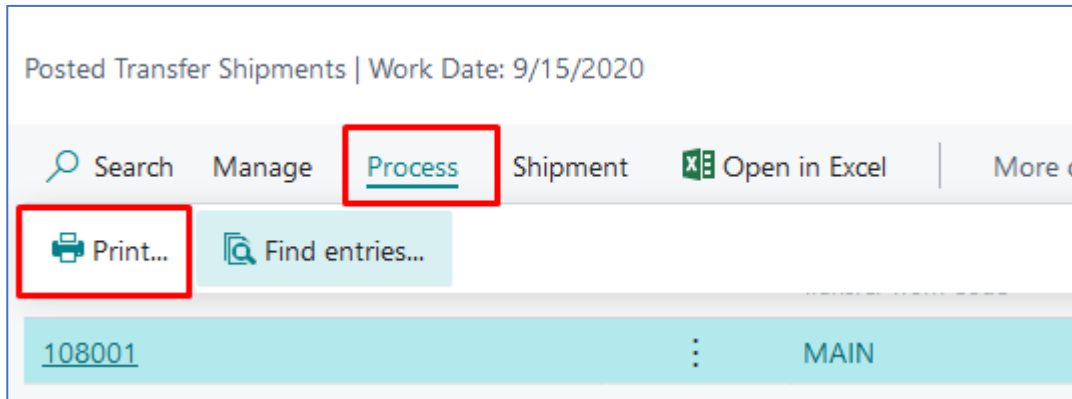
No.	Description	Article	Customs Code	Country of Origin	Measure	Quantity	Total Weight Netto, kg
1	ATHENS Desk	1896-S			Piece	10.00	346.000
	Black and white						
					Total	10.00	346.000

Notes
For any questions please contact by phone +00111112222

Picture 34 Sales Packing List

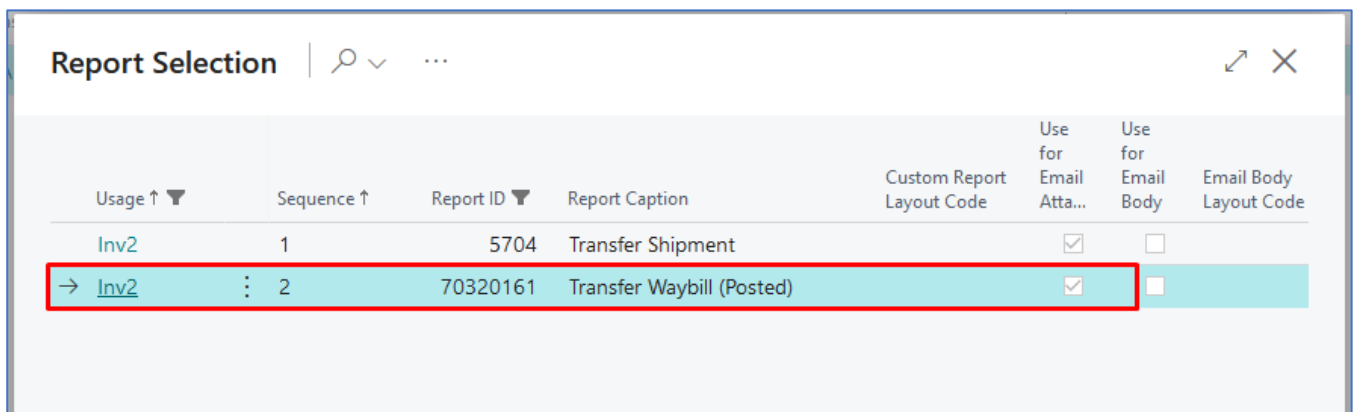
8 Posted Transfer Shipment

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 35 Print Transfer Shipment

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



Picture 36 Transfer 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 Lots / Series
 - o Lots / Series with information and quantities for each line can/cannot be printed
- Print Weight
 - o Weight can/cannot be printed
- Report Language:
 - o Default – document header language will be used
 - o Lithuanian
 - o 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 >

Send to...

Print


Preview

Cancel

Picture 37 Transfer Shipment report parameters page

Core Reports for Lithuania

Report example:



Waybill
No. 108001
Issue Date: 2020-04-01
Page 1 of 1

Transferred - from:
My Company
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

Transferred - to:
West Warehouse
Celtic Way, NP10 8BE Newport, Great Britain
Phone No./Fax No.: +44-(0)20 8207 4533 / +44-(0)20 8207 5000

Document place: Main Warehouse, UK Campus Bldg 5 Thames Valley Park, RG6 1WG
Reading, date and time: 2020-04-01 10:51:48

Load place: Main Warehouse, UK Campus Bldg 5 Thames Valley Park, RG6 1WG
Reading, date and time:

Unload place: West Warehouse, Celtic Way, NP10 8BE Newport, date and time:

Code	Description	Unit of Measure	Quantity
1968-S	MEXICO Swivel Chair, black	Piece	1
Total:			1

Net Weight: 13.9
Gross Weight: 15.99

Document issued by:

(job title, name, surname) (signature)

Items given by:

(job title, name, surname) (signature)

Items accepted by:

(job title, name, surname) (signature)

Driver:

(job title, name, surname) (signature)

Vehicle brand name and licence plate number:

Picture 38 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.

Posted Service Invoice | Work Date: 2025-04-09

SOI0000003 · Selangorian Ltd.

Home **Print/Send** Invoice Actions Fewer options

Print... Send...

General

No. SOI0000003 Posting Date

Customer No. 20000 VAT Date

Picture 39 Print service invoice

In the window that opens, select the “Service VAT Invoice (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
Service Inv...	1	5911	Service - Invoice		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
→ Service Inv...	2	70320173	Service VAT Invoice (Posted)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Picture 40 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 Intrastat information
 - Print intrastat information: tariff, Origin, Netto, Brutto.
- 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:

Core Reports for Lithuania

Service VAT Invoice (Posted)

Printer

(Handled by the browser)

Report Layout

DefaultRDCLLayout

...

Options

No. of Add. Copies

0

Print Comments

Print Item Lot/Serial Nos.

None

Print Waybill Information

Print Intrastat Information

Print VAT Clause

Standard Text

Report Language

Default

Filter: Service Invoice Header

2 filters set

Advanced

Send to...

Print

Preview

Cancel

Picture 41 Service invoice report selection

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: SC00003 01/03/25 - 01/31/25		1	0,17151		10	0,17
Subtotal GBP							0,17
Total GBP Excl. VAT							0,17
10% VAT (Basis 0,17 GBP)							0,02
Total GBP							0,19

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 42 Service invoice

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.

Core Reports for Lithuania

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			
101001	10000	Adatum Corporation				4/2/2020			
101002	10000	Adatum Corporation				5/1/2020			
101003	30000	School of Fine Art				4/22/2020			

Picture 43 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 44 Advance Invoice 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 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.
- Print Waybill Information
 - waybill information, specified in the document, can/cannot be printed
 - Document’s Location, Date and Time of Issue

Core Reports for Lithuania

- 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 Intrastat information
 - Print intrastat information: tariff, Origin, Netto, Brutto.
- Print VAT Clause
 - VAT Clause information, specified in the VAT Posting Setup, can/cannot be printed
- Print Order No.:
 - Don't print
 - Your Reference – will be printed the value from field "Your Reference".
 - Order No. – will be printed the value from field "Order No.".
- Standard Text
 - The selected standard text is printed
- Print Line Descriptions
 - Both – will print both row descriptions "Description" and "Description 2";
 - Description 1 – will print the row field "Description";
 - Description 2 – will print the row field "Description 2";
- Report Language:
 - Default – document header language will be used
 - Lithuanian
 - English

Report options window:

Sales VAT Invoice (Not Posted)



Printer	(Handled by the browser) ▾
Report Layout	DefaultRDCLLayout ...

Options

No. of Add. Copies	<input type="text" value="0"/>
Print Comments	<input checked="" type="checkbox"/>
Print Line Comments	<input checked="" type="checkbox"/>
Print Item Lot/Serial Nos.	None ▾
Print Waybill Information	<input checked="" type="checkbox"/>
Print Intrastat Information	<input checked="" type="checkbox"/>
Print VAT Clause	<input checked="" type="checkbox"/>
Print Order No.	Don't print ▾
Standard Text	<input type="text" value=""/> ▾
Print Line Descriptions	Both ▾
Report Language	Default ▾

Filter: Sales Header >

3 filters set

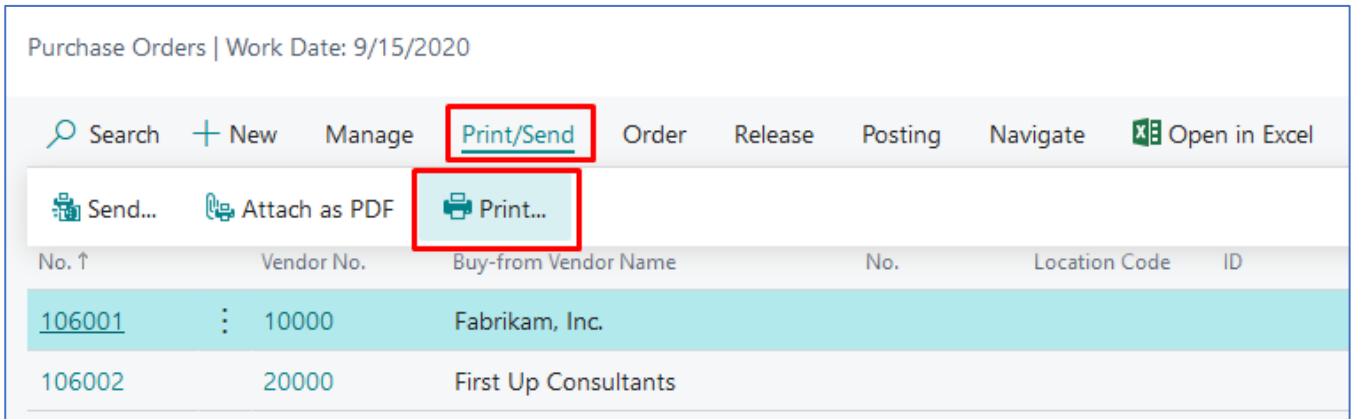
Advanced >

Send to...	Print	Preview	Cancel
------------	-------	---------	--------

Picture 45 Advance invoice report parameters page

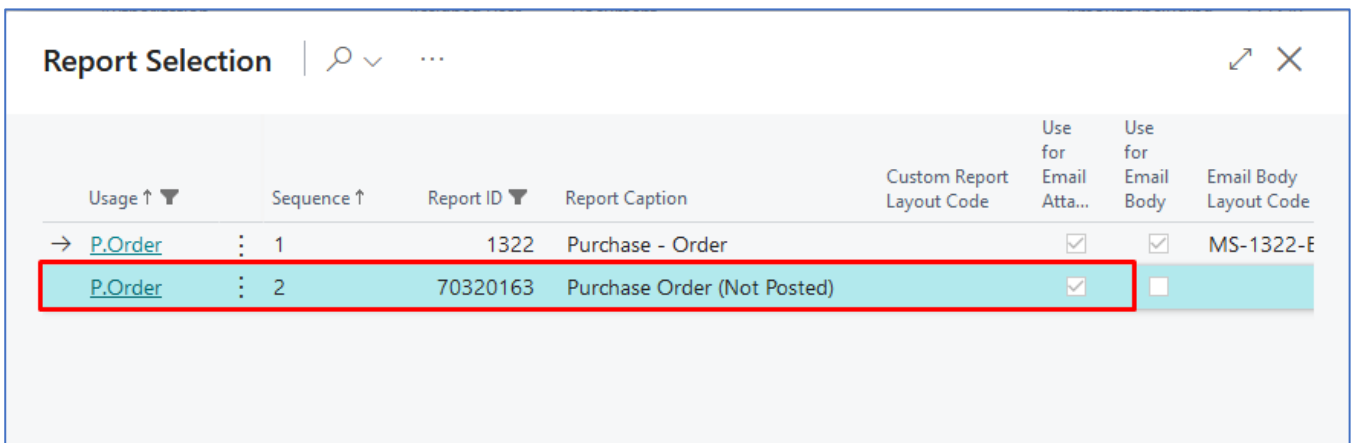
Report example:

Core Reports for Lithuania



Picture 47 Print Purchase Order

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



Picture 48 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
- Print Line Descriptions
 - Both – will print both row descriptions “Description” and “Description 2”;
 - Description 1 – will print the row field “Description”;
 - Description 2 – will print the row field “Description 2”;
- Report Language:
 - Default – document header language will be used
 - Lithuanian
 - English

Report options window:

Purchase Order (Not Posted)

Printer

(Handled by the browser)

Report Layout

DefaultRDCLLayout

Options

No. of Add. Copies

0

Print Comments

Print Line Comments

Print Item Lot/Serial Nos.

None

Use Vendor Item No.

Standard Text

Print Line Descriptions

Both

Report Language

Default

Filter: Purchase Header >

3 filters set

Advanced >

Send to...

Print

Preview

Cancel

Picture 49 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	
							Subtotal GBP	2 200,00
							Total GBP Excl. VAT	2 200,00
							25% VAT (Basis 2 200 GBP)	550,00
							Total GBP	2 750,00

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

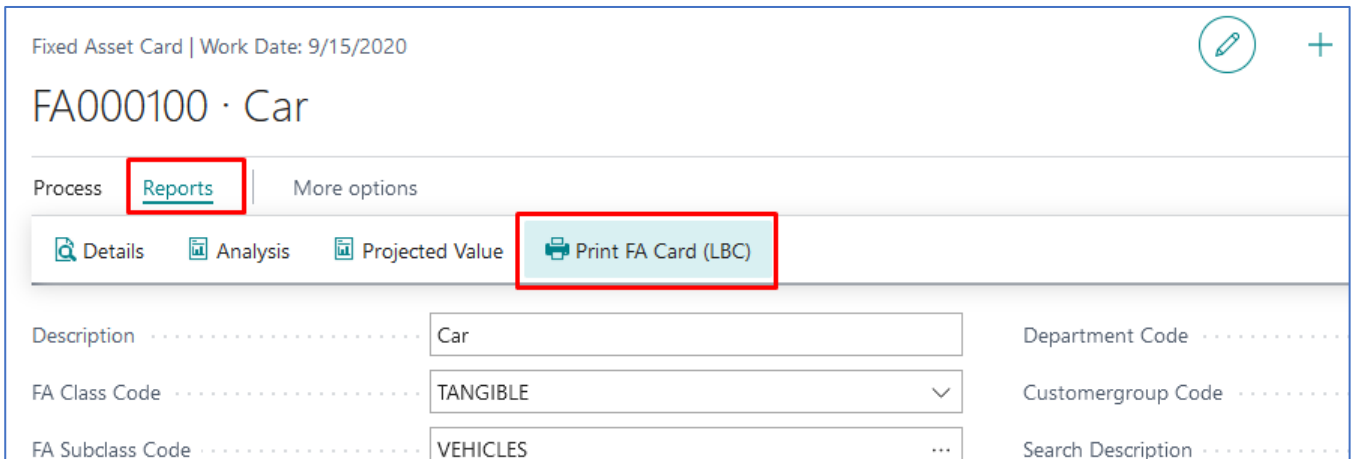
Order Prepared By:

Robin Bettencourt
(position, name, signature)

Picture 50 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.



The screenshot shows the 'Fixed Asset Card' interface for 'FA000100 · Car' as of 'Work Date: 9/15/2020'. The 'Process' menu is open, with 'Reports' highlighted. Under 'Reports', the 'Print FA Card (LBC)' option is selected and highlighted with a red box. Below the menu, the card details are displayed in a form:

Description	Car	Department Code	
FA Class Code	TANGIBLE	Customergroup Code	
FA Subclass Code	VEHICLES	Search Description	

Picture 51 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

×

No.

FA000100

▼

+ Filter...

Filter totals by:

+ Filter...

Filter: FA Depreciation Book

×

Depreciation Book Code

▼

+ Filter...

Filter totals by:

×

FA Posting Date Filter

Send to...

Print

Preview

Cancel

Picture 52 Fixed Asset Card report parameters page

Core Reports for Lithuania

Report example:

My Company				Fixed Asset Card			
5 The Ring Westminster, W2 8HG London, Great Britain							
Phone No. 0666-666-6666, Fax No. 0666-666-6660							
VAT Reg. No. 777777777							
Fixed Asset No.		FA000100					
Description		Car					
Serial No.	ABC123	Responsible Employee	Name1 Surname1				
FA Class Code	TANGIBLE	Inactive	No				
FA Subclass Code	VEHICLES						
FA Location							
FA Depreciation Book		COMPANY					
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
Acquisition Cost							
2020-09-18	Invoice	G05001		80,000.00	80,000.00		0
Total Acquisition Cost				80,000.00	80,000.00		
Depreciation							
2020-10-31		1		-1,333.00		1,333.00	30
Total Depreciation				-1,333.00		1,333.00	
Card Filled by: Secretary Annette Hill							
(Job title, name)							

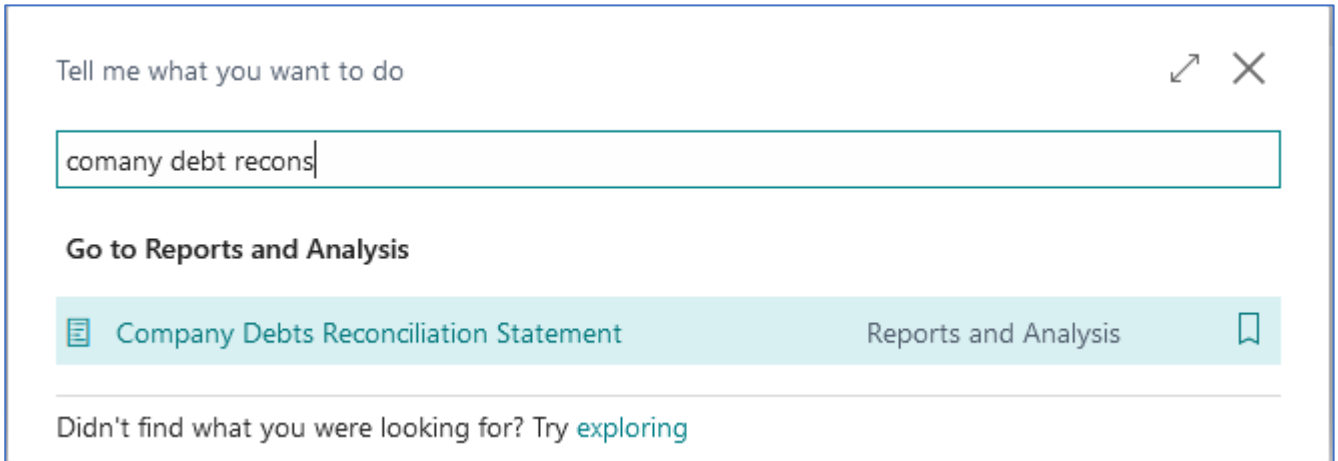
Picture 53 Fixed Asset Card

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



The screenshot shows a search interface with a text input field containing 'comany debt recons'. Below the input field, there is a section titled 'Go to Reports and Analysis'. Inside this section, a light blue bar highlights the search result 'Company Debts Reconciliation Statement'. To the right of this bar, the text 'Reports and Analysis' is visible, along with a bookmark icon. At the bottom of the interface, there is a message: 'Didn't find what you were looking for? Try [exploring](#)'.

Picture 54 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

Send to...

Print

Preview

Cancel

Picture 55 Search Company Debts Reconciliation Statement report parameters page

Core Reports for Lithuania

Title page example:

<u>My Company</u> (Company name)	Title-Page
RECONCILIATION STATEMENT Row No. 001	
Committee chairman	<u>General Manager Name3 Surname3</u> (duty, name, surname, signature)
members	<u>Head Accountant Name2 Surname2</u> (duty, name, surname, signature)
	<u>Accountant Name1 Surname1</u> (duty, name, surname, signature)
	<u>Secretary Annette Hill</u> (duty, name, surname, signature)
Committee set up by order	<u>2020-09-21, K001</u> (order date, No.)
Stocktaking made according to:	<u>2020-09-21</u> accounting data. (date)
Materially responsible person:	<u>Production Assistant Timothy Sneath</u> (duty, name, surname, signature)
Confirmation	
<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> (duty) (name, surname) (signature)
Start of Stocktaking:	_____ (year, month, day, hour, minutes)
Finish of Stocktaking:	_____ (year, month, day, hour, minutes)
This statement includes:	<u>3</u> (number of pages in digits and words,
	<u>Three</u> including title page and last page)

Picture 56 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 57 Search Company Debts Reconciliation Statement middle page

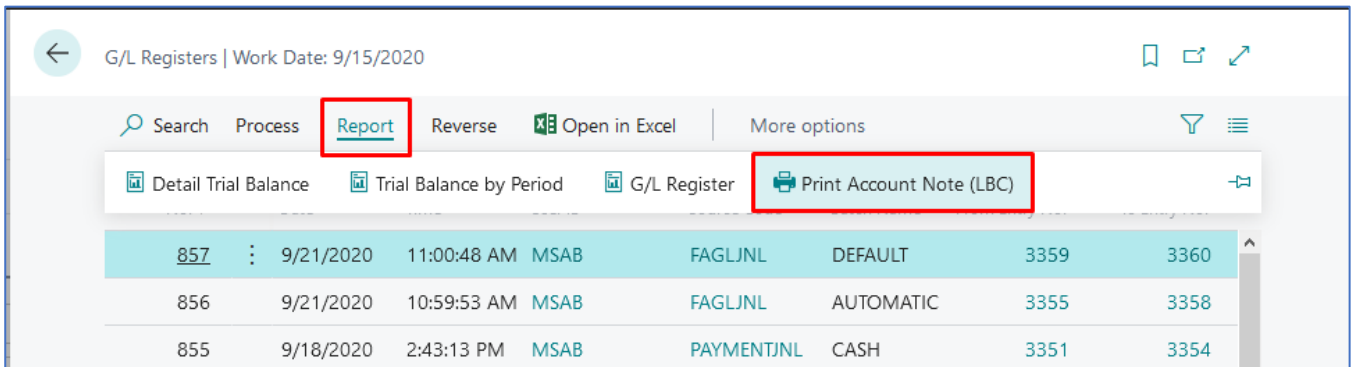
Last page example:

Picture 58 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 59 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

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 60 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	Grąžinimo pažyma 23-09-25	6006	0,00	452,04	-452,04
851	2023-09-25	Grąžinimo pažyma 23-09-25	2441	0,00	94,93	-94,93
852	2023-09-25	Grąžinimo pažyma 23-09-25	4430	546,97	0,00	546,97
Total:				546,97	546,97	0,00

Note prepared by:

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

Picture 61 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).

Bank Account Card | Work Date: 9/15/2020

CHECKING · World Wide Bank

Report | Bank Account | Navigate | More options

Detail Trial Balance Check Details **Print Advance Account (LBC)** Print Cash Book (LBC)

No. CHECKING Print Advance Account (LBC) ... Balance

Local Bank Code Blocked

Picture 62 Print Advance Account (bank)

Report options window:

Core Reports for Lithuania

Bank Advance Account Report (LBC) 🔖 ↗ ✕

Printer (Handled by the browser) ▾

Report Layout DefaultRDLCLayout ...

Options

Print Date 10/31/2020 📅

Advance Account No. AA001

Confirmed by Managing Director Ester Henderson ...

Exclude Reversed Documents ☒

Filter: Bank Account

× No. NBL ▾

× Search Name

× Bank Acc. Posting Group ▾

+ Filter...

Filter totals by:

× Date Filter 01/01/20..09/21/20

+ Filter...

Advanced >

Send to... Print Preview Cancel

Picture 63 Advance Account (bank) report parameters page

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

- Print Date
 - Specify report print date
- Advance Account No.
 - Specify Advance Account No.
- Confirmed By
 - Specify approver, select from a list of employees or enter manually
- Exclude Reversed Documents
 - Specify not include canceled documents
- Bank Account – Limit totals to – Date Filter

Core Reports for Lithuania

- Specify the period for which the report has to be prepared

Report example:

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

CHECKING World Wide Bank

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

Currency Code: GBP

ADVANCE ACCOUNT No. AA001

Date 2020-10-31
Page 1/1

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	Adalum Corporation	200.00	0.00	200.00	100.00	100.00	Customer	10000
Total:				200.00	100.00	100.00	100.00	100.00		

Responsible person:

World Wide Bank
(position, name)

(signature)

Confirmed by:

Accountant Name1 Surname1
(position, name)

(signature)

Picture 64 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).

Core Reports for Lithuania

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 65 Print Advance Account (vendor)

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

- Advance Accountancy No.
 - Specify advance accountancy no.
- Advance Purpose
 - Specify advance purpose.
- Exclude Reversed Documents
 - Specify not include canceled documents
- There is a possibility to select for which period the advance account has to be printed.

Report options window:

Vendor Advance Account Report (LBC)

Printer

(Handled by the browser)

Report Layout

DefaultRDCLLayout

...

Options

Advance Accountancy No.

0001

Advance Purpose

...

Exclude Reversed Documents

Filter: Vendor

× No.

01254796

× Vendor Posting Group

+ Filter...

Filter totals by:

× Date Filter

09/01/20..09/30/20

+ Filter...

Advanced

Send to...

Print

Preview

Cancel

Picture 66 Advance Account (vendor) report parameters page

Core Reports for Lithuania

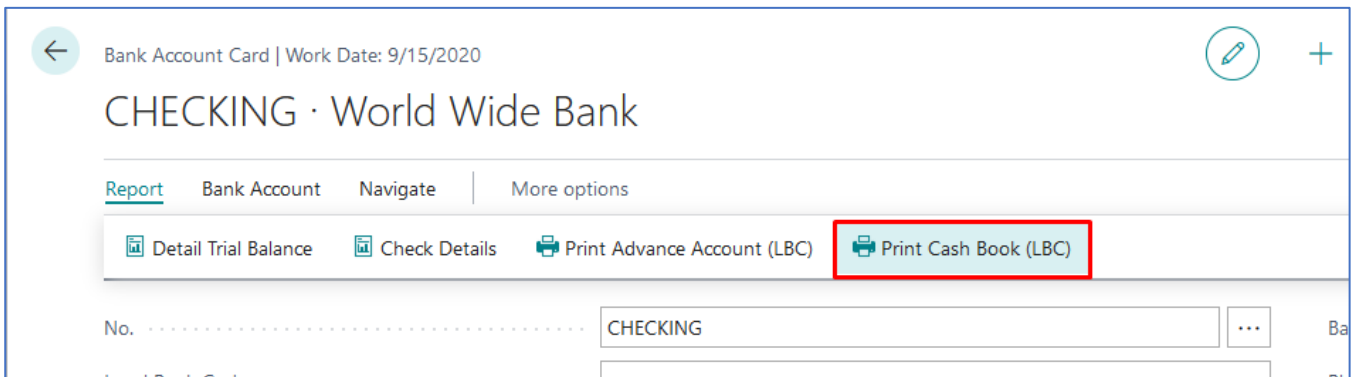
Report example:

Company name:	My Company		
Registration No.:			
VAT Registration No.:	777777777		
Accountable:	Fabrikam, Inc.		
Advance Accountancy No. 001			
Date 9/30/2020			
Balance at beginning of month, GBP	9/1/2020		-1,267.50
Received in month, GBP	9/15/2020	G04001	100.00
Spent in month, GBP			0.00
Balance at end of month, GBP	9/30/2020		-1,167.50
Expense List			
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
Expense Total, GBP:			0.00
Accountable signature	_____		
Accountant signature	_____		

Picture 67 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 68 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

Send to...

Print

Preview

Cancel

Picture 69 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
Period Start Balance					0.00	
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
Period End Balance					100.00	

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 70 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

Send to...

Print

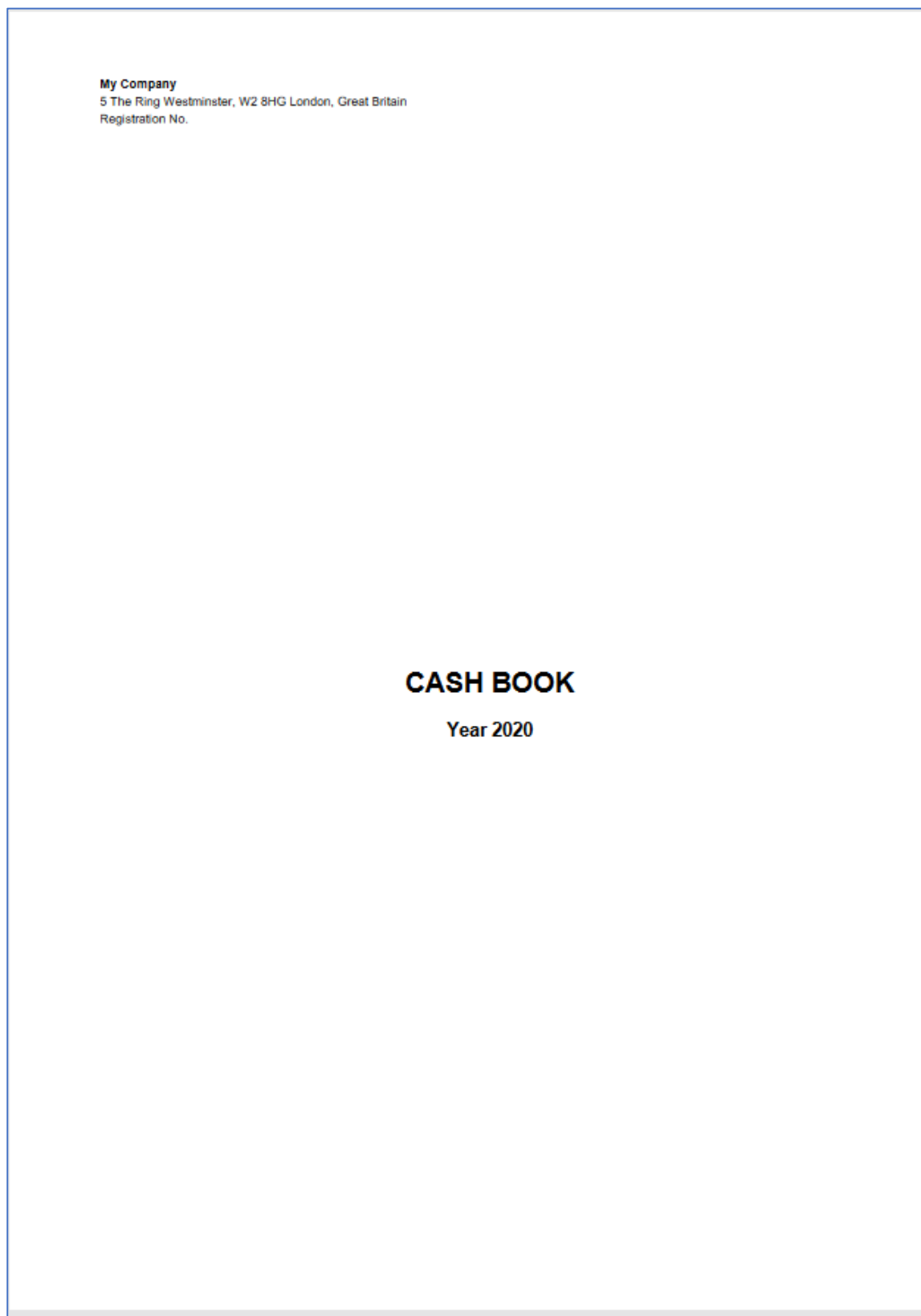
Preview

Cancel

Picture 71 Cash Book title pages report parameters page

Core Reports for Lithuania

Title page example:



Picture 72 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)

Head Accountant Name2 Surname2

(job title, first name, last name)

(signature)

(signature)

L.S.

Picture 73 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 74 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 75 Cash Receipt report parameters page

Report example:

My Company <small>(Company name and registration No.)</small>				
CASH RECEIPT DOCUMENT				
No.		G08001		
2020 September 15 d.				
Ledger Account	Analytical Cipher	Amount		Reason Code
		GBP		
2310	2910	100	00	
Received from <u>Adatum Corporation</u> <small>(Company name, responsible person name, surname, position, signature)</small>				
Operation Basis _____ One hundred GBP 00 <small>(Amount in word)</small>				
Supplements <u>Account Name</u> <small>(base document for money receipt)</small>				
Accounting <u>Name2 Surname2</u> <small>(Name, surname, signature)</small>				
Received by cashier <u>Name1 Surname1</u> <small>(Name, surname, signature)</small>				
✕ -----				
My Company <small>(Company name and registration No.)</small>				
Cash receipt document				
CHECK		No. G08001		
Received from <u>Adatum Corporation</u> <small>(Company name, responsible person name, surname, position, signature)</small>				
Operation Basis _____ One hundred GBP 00 <small>(Amount in word)</small>				
2020 September 15 d.				
Accounting <u>Name2 Surname2</u> <small>(Name, surname, signature)</small>				
Received by cashier <u>Name1 Surname1</u> <small>(Name, surname, signature)</small>				

Picture 76 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

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

Print Cash Withdrawal (LBC)

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 77 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 78 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)

Base

One hundred GBP 00

(Amount in words)

Appendix

Travel Expenses

Executive manager

Name3 Surname3

(Name, surname, signature)

Chief accountant

Name1 Surname1

(Name, surname, signature)

Received

(Amount in words)

GBP

Signature of receiver

Accordinging

Passport 1234567489,Name4 Surname4

(name and No. of the document, verifying receiver's identity)

Cashier

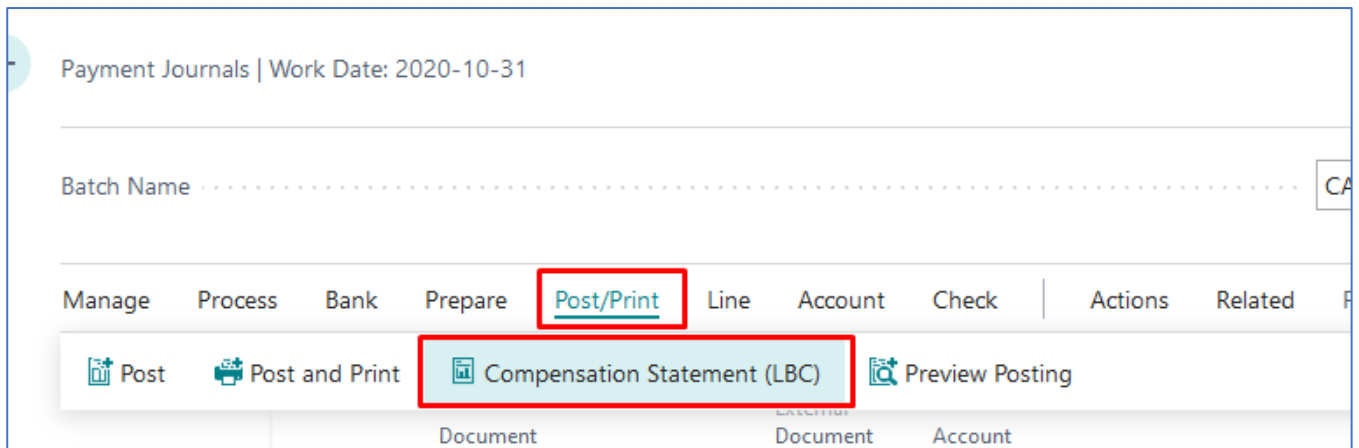
Name2 Surname2

(Name, surname, signature)

Picture 79 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 >

Send to...

Print

Preview

Cancel

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

<u>Sender</u>	<u>Recipient</u>
My Company W2 8HG, 5 The Ring Westminster, London, GB . 777777777	Trey Research SE1 0AX, Southwark Bridge Rd, 91-95, London, GB

COMPENSATION STATEMENT
20-10-31 UZSK001

We, the undersigned, created this compensation statement according to 2020-10-31 accounting data.

1. Monetary claim of company Trey Research to company My Company on basis of these documents:

Document Type	Document Number	Amount including VAT	Amount for Compensation
Invoice	103169	625,50	625,50
Invoice	103181	938,25	938,25
Invoice	103195	781,88	781,88
Total			2 345,63

2. Monetary claim of company My Company to company Trey Research on basis of these documents:

Document Type	Document Number	Amount including VAT	Amount for Compensation
Invoice	107196	1 694,00	1 694,00
Invoice	107199	961,00	651,63
Total			2 345,63

Total amount in this compensation statement is: GBP 2 345,63

The Parties agree to set off mutual debts Two thousand three hundred forty five GBP 63 .

Please send a signed and stamped copy to our address W2 8HG, 5 The Ring Westminster, London, GB or e-mail .

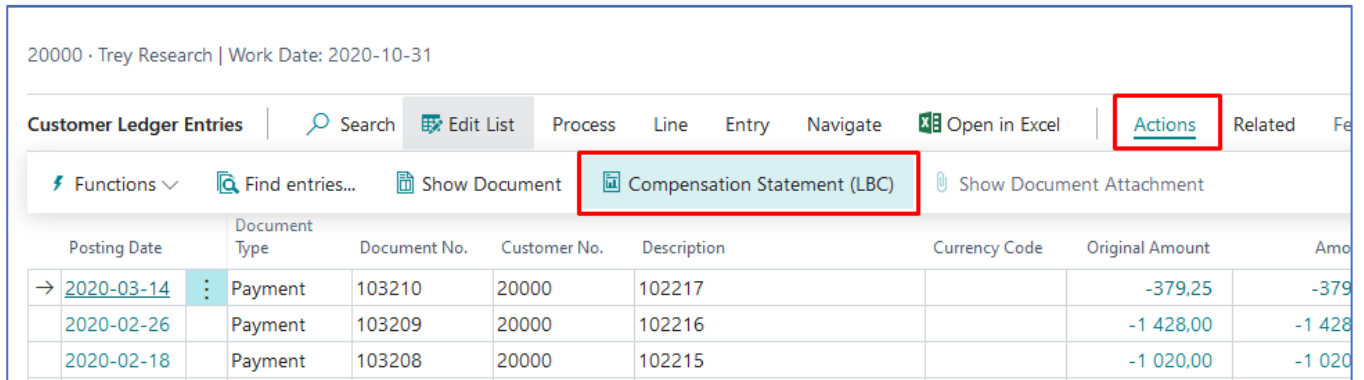
On behalf of: My Company Responsible Person: _____ <small>(name, surname, signature)</small>	On behalf of: Trey Research Responsible Person: _____ <small>(name, surname, signature)</small>
---	--

Document was created by: Name2 Surname2
Phone No.:
E-Mail:

Picture 76 Compensation statement

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).



20000 · Trey Research | Work Date: 2020-10-31

Customer Ledger Entries		Search	Edit List	Process	Line	Entry	Navigate	Open in Excel	Actions	Related	Fe
Functions	Find entries...	Show Document	Compensation Statement (LBC)	Show Document Attachment							
Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amo				
→ 2020-03-14	Payment	103210	20000	102217		-379,25	-379				
2020-02-26	Payment	103209	20000	102216		-1 428,00	-1 428				
2020-02-18	Payment	103208	20000	102215		-1 020,00	-1 020				

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

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