

Microsoft Dynamics™ AX

# Features for Lithuania

White Paper

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## Introduction

This information provides setup instructions and an overview of the features for Microsoft Dynamics™ AX that is specific to users in Lithuania. It includes a description of each feature and procedural information to use the feature. These features are available only if you select the Lithuania configuration key.

For information about regional features that also apply to Lithuania, refer to the Eastern Europe white paper here: <http://mbs.microsoft.com/public/axwhitepapers>.

Refer the following topics for detailed information about each feature:

- [Bank payments transfer](#)
- [Customers and vendors reconciliation statement](#)
- [Entering into exploitation statement for fixed assets](#)
- [Fixed asset inventory statement](#)
- [Fixed asset liquidation statement](#)
- [Fixed asset repair statement](#)
- [Set up the names of the manager and accountant general](#)
- [Currency name declension](#)
- [Inventory scrap statement](#)
- [Inventory statement](#)
- [Invoice registers](#)
- [Invoices and packing slips registration](#)
- [Original invoice reference](#)
- [Print sales order packing slips and invoice documents](#)
- [Intrastat](#)

## Bank payments transfer

You can generate and print bank payment transfers using the Payment transfer (LT) export format for Lithuania.

Refer to the following topics for more information:

- [Set up the Payment transfer \(LT\) export format for the method of payment](#)
- [Generate payments using the Payment transfer \(LT\) export format](#)

### Set up the Payment transfer (LT) export format for the method of payment

1. Click **Accounts receivable** > **Setup** > **Payment** > **Methods of payment**

–or–

**Accounts payable** > **Setup** > **Payment** > **Methods of payment**.

2. Click the **Overview** tab and press **CTRL+N** to create a new method of payment and enter the required details. Select the number sequence code for the method of payment in the **Sequence number** field.

**Note:** Click **Basic > Setup > Number sequences > Number sequences** to set up the number sequence code for the bank payment transfer.

3. Select the **Bank** option in the **Account type** field. Select the bank account for the method of payment in the **Payment account** field.
4. Click the **File formats** tab. Click the **Setup** button to open the **File formats for methods of payment** form.
5. On the **Export** tab, select **Payment transfer (LT)** from the **Available** list and move it to the **Selected** list.
6. Close the form to return to the **File formats** tab in the **Methods of payment** form.
7. Select the **Payment transfer (LT)** option in the **Export format** field.
8. Press **CTRL+S** or close the form to save the settings.

### Generate payments using Payment transfer (LT) export format

1. Click **Accounts payable > Journals > Payments > Payment journal**  
–or–  
**Accounts receivable > Journals > Payments > Payment journal**.
2. Click **Overview** tab and press **CTRL+N** to create a new journal and enter the required details.
3. Click the **Lines** button to open the **Journal voucher** form. Create payment journal lines or select open transactions to settle.
4. In the **Method of payment** field, select the method of payment with the **Payment transfer (LT)** export format.
5. Click **Functions** button > **Generate payments**. Click **Payment method** and select the method of payment in the **Method of payment** field.
6. Click **Export format** and select the **Payment transfer (LT)** option in the **Export format** field.
7. Select the bank account in the **Bank account** field.
8. Click the **Select** button to specify details for journal lines.
9. Click the **Dialog** button. Select the **Document** check box to print the payment document. Click **OK**.
10. Click **OK** in the **Generate payments** dialog box to generate the payment transfer.

### *Customers and vendors reconciliation statement*

In accordance with the Lithuanian legal requirements, business organizations must print reconciliation statements of purchase and sale transactions that are not settled for a specific period. The reconciliation statements are printed to track the amount that is outstanding to be received from customers and to be paid to vendors in a financial year or a specific period.

You can generate and print the reconciliation statements for the unsettled or open transactions for customers and vendors.

Refer to the following topics for more information:

- [Generate reconciliation statements for customers](#)

- [Generate reconciliation statements for vendors](#)

### Generate reconciliation statements for customers

1. Click **Accounts receivable > Reports > Transactions > Customer > Customer reconciliation statement**.
2. Click **Select** to open the **Customer reconciliation statement-Report** inquiry form.
3. Specify the criteria to generate the customer reconciliation statement. Click **OK** and return to the **Customer reconciliation statement** dialog.

**Note:** You can print the reconciliation statement for a specific customer or a group of customers.

4. Select the ending date till which to print the reconciliation statement in the **To date** field.
5. Click **OK** to print the reconciliation statement.

### Generate reconciliation statements for vendors

1. Click **Accounts payable> Reports > Transactions > Vendor > Vendor reconciliation statement**.
2. Click the **Select** button to open the **Vendor reconciliation statement-Report** inquiry form.
3. Specify the criteria to generate the vendor reconciliation statement. Click **OK** and return to the **Vendor reconciliation statement** dialog.

**Note:** You can print the reconciliation statement for a specific vendor or a group of vendors.

4. Select the ending date till which to print the reconciliation statement in the **To date** field.
5. Click **OK** to print the reconciliation statement.

### *Entering into exploitation statement for fixed assets*

In accordance with the Lithuanian accounting rules, the companies in Lithuania must generate Entering into exploitation statements for fixed assets to confirm the usage of fixed assets in a company's operations with the government authorities.

You can generate and print the Entering into exploitation statements for fixed assets that are purchased and used in a company's operations.

### Generate an Entering into exploitation statement for fixed assets

1. Click **General ledger > Fixed assets > Overview** tab.
2. Select a fixed asset record that is used in the company's operations and click the **Value models** button to open the **Value models** form.
3. Select the value model record to generate the Entering into exploitation statement for. Click **Print** button > **Entering into exploitation** to open the **Entering into exploitation** form.
4. In the **Document number** field, enter the number for the entering into exploitation statement.
5. In the **Document date** field, select the date for the statement.
6. Under the **Commission** field group, select the members of the commission who have authorized the usage of the fixed asset in the company's operations.

7. Click **OK** to generate the Entering into exploitation statement for the fixed asset. In this statement, you can view the fixed asset details, such as asset acquisition date, acquisition document (invoice) number, estimated date of last depreciation, depreciation profile, and value model.

### ***Fixed asset inventory statement***

Printing a Fixed asset inventory statement when a fixed asset is added to the inventory is a legal requirement in Lithuania. The report contains the details about all fixed assets or selected fixed assets in the inventory that existed on the date that you enter, and according to the status of the value model. For the open value model, suspended value model, and closed value model, there must be at least one transaction for the fixed asset made earlier than the date in the **Asset inventory statement** form.

For the sold value model and the scrapped value model, the date of the **Net book value** transaction must be later than the date that you enter in the **Asset inventory statement** form.

To use this feature, you must select the **Fixed assets (LtAsset)** configuration key.

#### **Print the Fixed asset inventory statement**

1. Click **General ledger > Reports > Transactions > Periodic > Asset inventory statement**.
2. Click the **General** tab in the **Asset inventory statement** form, and select the **Print quantities** check box to print the quantity and value of the fixed asset.
3. In the **Value model** field, select the value model to print the statement for.
4. In the **Location** field, select the location of the fixed asset.
5. In the **Department** field, select the department number.
6. In the **Date** field, enter the transaction date.
7. In the **Responsible person** field, select the person responsible for the fixed asset.
8. In the **Commission member** field, enter the commission member's name. You can enter the names for up to five commission members.
9. The details of the fixed asset are displayed in the fields under the **Fixed assets** field group. Click the **Select** button to enter or modify the details of the fixed asset.
10. Click the **Default** button to delete the details of the fixed asset.
11. Click the **Options** button to specify the options for printing the statement.
12. Click **OK** to print the statement.

### ***Fixed asset liquidation statement***

Printing a Fixed asset liquidation statement of a fixed asset is a legal requirement in Lithuania.

To use this feature, you must select the **Fixed assets (LtAsset)** configuration key.

#### **Print a fixed asset liquidation statement**

1. Click **General ledger > Fixed assets**.
2. Select the fixed asset to liquidate and click the **Value model** button.

3. Select the value model of the fixed asset to liquidated and click **Print (B)** button > **Liquidation statement**.

**Note:** You also can print the liquidation statement by clicking **General ledger > Reports > Transactions > Periodic > Liquidation statement**.

4. Click the **General** tab and enter a number for the document in the **Document number** field that will be printed in the report.
5. Select the date in the **Document date** field that will be printed in the document.
6. In the **Commission member** field, enter the commission member's name. You can enter the names for up to three commission members.
7. Click the **Default** button to modify the details.
8. Click the **Options** button to specify the options for printing.
9. Click **OK** to print the liquidation statement.

### ***Fixed asset repair statement***

When the repair cost amount for a fixed asset exceeds 50 percent of the acquisition value of the asset, the asset net balance value increases by the repair amount. The repair information must be stored for all fixed assets. You also can print a report that includes information about repairing the asset.

To use this feature, you must select the **Fixed assets (LtAsset)** configuration key.

Refer to the following topics for more information:

- [Set up the fixed asset repair statement](#)
- [Print the fixed asset repair statement](#)

### **Set up the fixed asset repair statement**

1. Click **General ledger > Fixed assets**. Select the fixed asset to repair and click **Value model** to open the **Value models** form.
2. Select the value model of the fixed asset to repair and click **Repair** to open the **Repair** form.
3. Click the **Overview** tab and enter the date that the fixed asset was repaired in the **Date** field.
4. In the **Transaction text** field, enter the description of the repair
5. In the **Repair amount** field, enter the amount for repair.
6. In the **Document** field, enter the number for the repair document.
7. Click the **General** tab to view or modify the details provided on the **Overview** tab.
8. Click the **Totals** button to view the fiscal year period in the **Fiscal year** field to generate the repair statement, or select the starting date of a period in the **From date** field and the ending date in the **To date** field to generate the repair statement.
9. The amount spent on repairs is displayed in the **Repair amount** field and the repair percentage is displayed in the **Repair percent** field.

### **Print the fixed asset repair statement**

1. Click **General ledger > Reports > Transactions > Periodic > Asset repair**.



2. Click the **General** tab and select the value model of the asset repaired in the **Value model** field.
3. Select the starting date of the period to generate the report in the **From** field and the ending date to generate the report in the **To** field.
4. Select the **Show report transactions** check box to print the transactions in the report.
5. In the **Print from percentage** field, enter the minimum percentage of the repair amount compared to the acquisition value of a fixed asset that was repaired. The report shows only the fixed assets with the repair cost to acquisition value ratio not less than the value entered in this field.
6. Click **Select** to enter the additional criteria for selection of fixed assets for the report.
7. Click **OK** to close the form. The details of the fixed assets are displayed in the **Asset repair** form.
8. Click **OK** to print the report.

## *Set up the names of the manager and accountant general*

In Lithuania, the printed documents of a company must contain the name of the manager and accountant general of the company. You can set up the names of the manager and accountant general of the company to be printed in reports.

### Set up company manager name and accountant general name

1. Click **Basic > Setup > Company information > General** tab.
2. Enter the name of the company manager in the **Head of the company** field.
3. Enter the name of the accounting manager in the **Accountant general** field.
4. Press **CTRL+S** or close the form to save the settings.

## *Currency name declension*

In Lithuania, the full and short names of currency units and parts must be printed in the Lithuanian language on the printed documents of a company.

You can set up singular and plural spellings in the nominal and in the genitive cases for main units and for the parts of each currency.

### Set up currency name declension

1. Click **General ledger > Setup > Exchange rates**.
2. On the **Overview** tab, select the currency to set up the names for declension of currency in the **Currency** field.
3. Click the **Declension** button to open the **Monetary unit declension** form.
4. Under the **Name of units** field group on the right pane, enter the singular and plural spellings for the currency units in the nominal and genitive cases.
5. Under the **Name of parts** field group on the right pane, enter the singular and plural spellings for the currency unit parts in the nominal and genitive cases.
6. Under the **Short name** field group, enter the short names for the currency units and unit parts of the currency.

7. Under the **Additional** setup field group, select the **Conjunction 'and' between units and parts** check box to print the conjunction **and** between the currency units and unit parts.

## *Inventory scrap statement*

According to the Lithuanian accounting regulations, when an item is scrapped, a report of the inventory scrap statement must be printed and sent to the government authorities.

The details about inventoried items that are sold are printed in the inventory scrap statement. You should specify the inventory dimensions and the financial dimensions of the sold items that will be printed in the statement. The rows of the inventory scrap statement display the aggregate information of items based on the dimension criteria that is selected.

### Print the inventory scrap statement

1. Click **Inventory management > Reports > Transactions > Inventory scrap statement**.
2. Enter the starting date and the ending date that the inventory scrap statement should be printed for in the **From date** and **To date** fields.
3. In the **Status** field, select the status of the items to include in the report:
  - **Sold** – Items with the **Sold** status are displayed in the report.
  - **Sold, Purchased** – Items with the **Sold** and **Purchased** statuses are displayed in the report.
  - **Manual selection** – You can select various combinations of issue and receipt statuses using the **Select** button.

**Note:** You must select the **Sold** status to print a report of the scrapped item.
4. Select the following financial dimensions of the scrapped items under the **Dimensions** field group, to print in the report:
  - **Department** check box
  - **Cost center** check box
  - **Purpose** check box
5. Select the following item-inventory dimensions of the scrapped items under the **View** field group, to print in the report:
  - **Configuration** check box
  - **Size** check box
  - **Color** check box
6. Select the following storage-inventory dimensions of the scrapped items under the **View** field group to print in the report:
  - **Warehouse** check box
  - **Batch number** check box
  - **Location** check box
  - **Pallet ID** check box
  - **Serial number** check box

- **Custom decl. ID** check box
7. Click the **Select** button to open the **Inventory scrap statement – Report** form and specify additional criteria for selection of items for the report.
  8. Click **OK** to close the form.
  9. Click **OK** in the **Inventory scrap statement** form to print the inventory scrap statement.

## *Inventory statement*

According to Lithuanian accounting regulations, companies must have printed documents for inventory. You can print an inventory statements based on the counting journals you have created.

### **Print the inventory statement**

1. Click **Inventory management > Journals > Item counting > Counting**.
2. Press **CTRL+N** to create a new inventory journal or select an existing journal.
3. Click **Print** and select the **Inventory statement** option to open the **Inventory statement** form.
4. On the **General** tab, click the one of the following printing criteria:
  - **Don't print** button – Do not to print quantities of the items.
  - **Accounting quantity** button – Print the quantities of the items.
  - **Phys.+Financ.qtys** button – Print the physical and financial quantities of the items.
5. In the **Commission member** field, enter the commission member's name. You can enter the names for up to five commission members.
6. Select the name of the person who is responsible for the inventory in the **Responsible person** field.
7. Click **OK** to print the inventory statement.

## *Invoice registers*

You can print reports that show issued and received invoices that are assigned to users or user groups. The register data for the Value Added Tax (VAT) invoices that are received is submitted to the tax administrator using Form FR0671. The register data of VAT invoices that are issued is submitted to the tax administrator using Form FR0672. The electronic data file is generated in the \*.ffdata format.

To use this feature, you must select the **Invoice and packing slip numbering by user or user groups (LtDocRegister)** configuration key.

Refer to the following topics for more information:

- [Generate an accounts receivable or accounts payable invoice register report](#)
- [Generate an accounts receivable or accounts payable invoice register report in electronic format](#)
- [Generate a packing slip register report in electronic format](#)

### **Generate an accounts receivable or accounts payable invoice register report**

1. Click **Accounts receivable > Reports > Transactions > Invoice > Invoice register (FR0672)**

–or–

**Accounts payable > Reports > Transactions > Invoice > Invoice register (FR0671).**

2. Select the period range in the **From date** field and the **To date** field.
3. Select the module type in the **Module type** field. The options are:
  - **Customer** – Generate the customer invoice register report.
  - **Vendor** – Generate the vendor invoice register report.

**Note:** The credit notes issued for the customer and vendor invoices with invoices and packing slips registration setup are also included in the report.

4. Click **Select** to select a specific account number for the report. Click **OK** to return to the **Invoice register** form.
5. Click **OK** to generate the invoice register report.

### Generate an accounts receivable or accounts payable invoice register report in electronic format

1. Click **Accounts receivable > Periodic > Invoice register (FR0672)**

–or–

**Accounts payable > Periodic > Invoice register (FR0671).**

2. Select the period range in the **From date** field and the **To date** field.
3. Select the module type in the **Module type** field. The options are:
  - **Customer** – Generate the customer invoice register report
  - **Vendor** – Generate the vendor invoice register report
4. Click **Select** to select a specific account number for the report. Click **OK** to return to the **Export invoice register** form.
5. Specify the file name and location to save the invoice register report in the **File name** field.
6. Click **OK** to generate the export file for the Invoice register report.

**Note:** The export file is created and saved in \*.ffdata format in the specified location.

### Generate a packing slip register report in electronic format

1. Click **Accounts receivable > Reports > Transactions > Invoice > Packing slip registration journal**

–or–

**Accounts payable > Reports > Transactions > Packing slip > Packing slip registration journal.**

2. Select the period range in the **From date** field and the **To date** field.
3. Select the **Complete** check box to print a separate line for each item on every packaging slip.
4. The fields in the **Packing slip register** group display the criteria for selecting packing slips for the report. Click **Select** to change the selection criteria. You can click **Default** to restore the default selection criteria for the report.

5. Click **OK** to generate the report.

## *Invoices and packing slips registration*

You can assign number sequences to invoices and packing slips that are generated in Accounts receivable and Accounts payable. You also can specify different number sequences for different users and user groups, as well as for different customer and vendor groups. These numbers are printed on the Invoice register and the Packing slip registration journal reports (see [Invoice registers](#)).

You also can enter invoice and packing slip numbers manually. If you enter the document numbers manually, you can turn on number verification for invoices and packing slips in Accounts receivable to ensure that their numbers are unique.

To use number sequences for invoices and packing slips, you must select the **Invoice and packing slip numbering by user or user groups (LtDocRegister)** configuration key.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Use numbering when posting invoices and packing slips](#)
- [Change the packing slip status for reporting purposes](#)
- [Enter invoice and packing slip numbers manually with number verification](#)

### **Basic setup for this feature**

#### **Set up document self-numbering ranges**

Specify the modules, customer or vendor groups and document types for that the number sequences will be used.

1. Click **Basic > Setup > Number sequences > Registers > Counters management**.
2. Press **CTRL+N** to create a new record.
3. In the **Module** field, select either **Sales** or **Purchase**.
4. In the **Account code** field, select either **Group** or **All**.
5. In the **Code** field, select the customer or vendor group code.
6. In the **Document type** field, select either **Invoice** or **Packing slip** for the document type.
7. Press **CTRL+S** or close the form to save the settings.

#### **Set up numbering for invoices and packing slips**

Specify the number sequences for the modules, users or user groups and document types.

**Note:** You must select the **Continuous** check box in the **Number sequences** form (**Basic > Setup > Number sequences > General** tab) for the number sequences that you select in this procedure.

1. Click **Basic > Setup > Number sequences > Registers > Invoice numbering setup**.
2. Press **CTRL+N** to create a new record.
3. In the **Numbering** field, enter a code for numbering.
4. In the **Module** field, select either **Sales** or **Purchase**.
5. In the **Number sequence code** field, select the number sequence code.

6. In the **Type** field, select either **Invoice** or **Packing slip**.
7. In the **Account code** field, select the account code for the selected module and document type. The options are **All**, **Group**, or **Table**.

**Note:** When you post an invoice or a packing slip, the number sequence for the document is determined based on the following priorities:

- **Table** – If you specify a number sequence for a user using the **Table** value, this number sequence will be used for all documents of the specified type that the user will post.
  - **Group** – If no number sequence is specified for the user using the **Table** value, and the user belongs to a group for that a number sequence is specified, the group number sequence will be used for all documents of the specified type that the user posts.
  - **All** – If no specific number sequence is specified for the user and user group, the number sequence selected for all users will be used for all documents of the specified type that the user will post.
8. In the **Code** field, select the user or user group to be assigned for the selected module and document type.  
**Note:** The user or user group names in this field are based on the type of account code that is selected in the **Account code** field.
  9. Select the **Continue** check box.
  10. Press **CTRL+S** or close the form to save the settings.

## Use numbering when posting invoices and packing slips

When the numbering is activated and set up in the **Counters management** forms, you can use number sequences for invoices and packing slips for registration purposes.

### Use numbering when posting an invoice or a packing slip for a sales order or a purchase order

1. Click **Accounts receivable > Sales order**  
–or–  
**Accounts payable > Purchase order**.
2. Press **CTRL+N** to create a sales order or select an existing sales order.
3. Click the **Include packing slip** check box to use the number sequence specified for the selected customer, you or your user group, and the packing slips in the **Counters management** forms.
4. Click the **Include invoice** check box to use the number sequence specified for the selected customer, you or your user group, and the invoices in the **Counters management** forms.  
**Note:** If you have set up the counter management for the customer in the **Counters management** form, the **Include packing slip** check box and **Include invoice** check box are selected automatically.
5. Create item lines on the **Lines** tab.
6. Click **Posting > Packing slip** to post the packing slip. The **Posting packing slip** form opens.
7. Select the numbering code in the **Numbering** field and click **OK** to post the packing slip.
8. Click **Posting > Invoice** to post the sales invoice. The **Posting invoice** form opens.
9. Select the numbering code in the **Numbering** field and click **OK** to post the invoice.

### Use numbering when posting a free text invoice

1. Click **Accounts receivable > Free text invoice**.
2. Press **CTRL+N** to create a free text invoice or select an existing free text invoice.
3. Click the **Include in register log** check box to use the number sequence specified for the selected customer, you or your user group and the invoices in the **Counters management** forms.
4. Select the numbering code in the **Numbering** field.

**Note:** If you have set up the counter management for the customer in the **Counters management** form, the **Include in register log** check box is selected automatically.

5. Create invoice lines on the **Invoice lines** tab.
6. Click **Posting > Free text invoice** to post the free text invoice.

### Change the packing slip status for reporting purposes

If you post a correction for a packing slip, the packing slip that is corrected is assigned the **Broken** status and the correcting packing slip is assigned the **Cancelled** status. You also can change the packing slip status manually in the **Packing slip journal** form. The statuses of the packing slips determine which packing slips to include in the Packing slip registration journal.

#### Post a correcting packing slip

1. Click **Accounts receivable > Sales order**  
–or–  
**Accounts payable > Purchase order**.
2. Select a sales order or a purchase order to post a correcting packing slip for.
3. Create a new order line and click **Posting > Packing slip**.
4. In the **Documents to update** field, select the number of the packing slip that is corrected and click **OK** to post the correcting packing slip.

**Note:** To specify several packing slips in the **Documents to update** field, enter their numbers, separated by commas.

The correcting packing slip is assigned the **Cancelled** status and the packing slip that was corrected is assigned the **Broken** status.

#### View and manually change the status of packing slips

1. Click **Accounts receivable > Inquiries > Journal > Packing slip > Overview** tab

–or–

**Accounts payable > Inquiries > Journal > Packing slip > Overview** tab.

The status of the packing slips is displayed in the **Document** status field.

2. Select the packing slip to change the status for and click **Change status** to open the **Document status** dialog box.
3. In the **Document status** field, select the status for the packing slip from the following options.
  - **Blank** – Normal packing slip.
  - **Canceled** – The packing slip was posted with incorrect details.

- **Broken** – The correcting packing slip.
4. Click **OK** to apply the status change and return to the **Packing slip journal** form.
  5. Press **CTRL+S** or close the form to save the settings.

## Enter invoice and packing slip numbers manually with invoice number verification

If you choose to enter invoice numbers manually, select the **Check the invoice number used** check box on the **Updates** tab in the **Accounts receivable parameters** form (**Accounts receivable > Setup > Parameters**) to ensure that the same invoice number is not used more than once. The packing slip numbers must be unique for each sales order and for each particular date.

To enter the invoice number manually, in the **Sales order** form (**Accounts receivable > Sales order**), click **Posting > Invoice**, and in the **Invoice** field, enter the invoice number.

To enter the packing slip number manually, in the **Sales order** form (**Accounts receivable > Sales order**), click **Posting > Packing slip**, and in the **Packing slip** field, enter the packing slip number.

## Original invoice reference

In accordance with the Lithuanian Accounting Act, the credit notes of a business organization must display the original invoice number for a transaction. You can set up the invoice layout that is specific to Lithuania. When you select the Lithuanian invoice format, the **Main invoice no** field that displays the original invoice number is printed on the credit notes.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [View the original invoice number](#)

## Basic setup for this feature

1. Click **Accounts receivable > Setup > Forms > Form setup > Invoice** tab.
2. In the **Country-specific form** field, select the **Lithuanian format** option to activate the Lithuanian invoice layout for the sales order transactions and free text invoice transactions.
3. Press **CTRL+S** or close the form to save the settings.

## View an original invoice number

When you print a credit note for a sales order or a free text invoice, the original invoice number is displayed in the **Main invoice no** field in the header section.

**Note:** When you create a credit note, you must select the **Returned item** sales order type to print the original invoice number on the credit note.

## Print sales order packing slips and invoice documents

In accordance with the legal requirements in Lithuania, a sales packing slip and a sales invoice must be printed for each transaction. Sales packing slips and sales invoices must show the following additional information:

- Time, date, and a place that the sales order was created
- The company or an individual responsible for the delivery
- Information about the transportation vehicle



- Information about the driver
- Danger degree of the delivery

To use this feature, you must select the **Edit invoice ID on sales order** (**SalesInvoiceIdEditing\_W**) configuration key.

Refer to the following topics for more information:

- [Enter the company address in Lithuanian address format](#)
- [Set up the Lithuanian format for printing documents](#)
- [Create sales order and specify transportation information](#)

## Enter the company address in Lithuanian address format

1. Set up the address format for Lithuania in the **Address format** form (**Basic > Setup > Addresses > Address format**).
2. Click **Basic > Setup > Company information** and enter the company information details.
3. In the **Address format** field, select the Lithuanian address format.
4. Press **CTRL+S** or close the form to save the settings.

## Set up the Lithuanian format for printing documents

1. Click **Accounts receivable > Setup > Forms > Form setup**.
2. Click the **Packing slip** tab and in the **Country-specific form** field, select the **Lithuanian format** option.
3. Click the **Invoice** tab and in the **Country-specific form** field select the **Lithuanian format** option.
4. Select the **Print packing slip specification** check box to print the packing slip information in the document.
5. Select the **Print tax exempt number on invoice** check box to print the tax exempt number in the invoice document.
6. Press **CTRL+S** or close the form to save the settings.

## Create sales order and specify transportation information

In the **Sales order** form (**Accounts receivable > Sales order**), you can enter additional information to print on a packing slip and invoice.

1. Click **Accounts receivable > Sales order**.
2. Press **CTRL+N** to create a new sales order and enter the required details.
3. Click the **Transportation invoices** tab.
4. In the **Date** and **Time** fields, enter the time that the sales order was created.
5. In the **Created** field, enter the place that the sales order was created.
6. Select the model of the transportation vehicle in the **Model** field.
7. Enter the registration number of the vehicle and of the trailer in the **Reg. No** and **Trailer Reg. No** fields.
8. Select the carrier in the **Carrier type** field. The options are, **Customer**, **Vendor**, or **Invoice account**.

9. Select the account number of the carrier in the **Carrier** field.
10. Select the driver of the vehicle in the **Driver** field. The name of the selected driver is displayed in the **Driver's name** field.
11. Select the name of the person who is responsible for issuing the load for transport in the **Issued by** field.
12. Enter a short description of the item in the **Package** field.
13. Enter the danger level in degrees for the packaged item in the **Danger degree of the load** field.
14. Click the **Loaded** tab. Enter the date that the goods were loaded in the **Date** field, and enter the time that the goods were loaded in the **Time** field.
15. Click the **Loading address** button on the **Loaded** tab to open the **Alt address** form. Select the alternative delivery address for the company.
16. Click the **Transfer** button to transfer the address details to the fields under the **Loading address** field group on the **Loaded** tab.
17. Click **Posting > Packing slip** and select the **Print packing slip** check box to print the packing slip while posting the packing slip. Click **OK** to post the packing slip. The transportation and address details are printed in the packing slip report.
18. Click **Posting > Invoice** and select the **Print invoice** check box to print the invoice while posting the invoice. Click **OK** to post the invoice. The details of transaction, transportation, and addresses are printed in the invoice report.

## ***Intrastat***

In Lithuania, business organizations must submit declaration reports to the proper authorities for Intrastat transactions between the other members of the European Union. The Lithuanian Intrastat reports must include the details of the Intrastat agent and the statistical value for the Intrastat transaction. In case of so-called triangular transactions between an EU and a non-EU country, when the consignment is loaded in another EU country, you can specify the loading country, region, and state to print on the report.

You can export Intrastat reports for arrivals or dispatches in the in XML (Extensible Markup Language) format. You also can validate and compress Intrastat order lines based on loading countries, regions, and states, and select specific items that are not included into the **Intrastat** table.

Refer to the following topics for more information:

- [Set up additional validation and compression for Intrastat order lines](#)
- [Set up agent information](#)
- [Set up items to exclude from the Intrastat reports](#)
- [Enter the statistical value for the transaction](#)
- [Export an Intrastat report in the XML format](#)

## **Set up additional validation and compression for Intrastat lines**

1. Click **Basic > Setup > Foreign trade > Intrastat parameters > Intrastat** tab.
2. In the **Check setup** group, select the following check boxes to see the values in the **Intrastat** form (**Basic > Periodic > Foreign trade > Intrastat**) when you validate Intrastat lines:

- **Loading country/region** – the names of the loading country and region are displayed in the **Intrastat** form.
  - **Loading state** – the name of the loading state is displayed in the **Intrastat** form.
3. Click **Compress** to open the **Compression of Intrastat** form.
  4. In the **Available** field, select the **Loading country/region** and **Loading state** options and click < to add them to the **Selected** field.

Intrastat order lines with the similar names of the country/region and state where the consignment is loaded will be compressed into one line.

**Note:** You can specify the loading country/region and state when creating a sales order. For more information, see [Print sales order packing slips and invoice documents](#).

## Set up agent information

1. Click **Basic > Setup > Company information > Contact information** tab.
2. Select the name of the director of the company in the **Director** field. The director-name is set up in the **Employee** form (**Basic > Employee**).
3. Press **CTRL+S** or close the form to save the settings.
4. Click **Basic > Setup > Foreign trade > Intrastat parameters > Agent** tab.
5. Select the vendor account for the Intrastat agent in the **Vendor account** field. The contact-ID, contact-person name, name of the agent, routing number, and the address-details for the Intrastat agent is displayed automatically on the **Agent** tab.

## Set up items to exclude from the Intrastat reports

You can exclude transactions with certain items from the **Intrastat** table.

1. Click **Inventory management > Items**.
2. Press **CTRL+N** to create an item or select an existing item.
3. Click the **Other** tab.
4. Select the **Exclude** check box to exclude the item from the XML Intrastat reports.
5. Press **CTRL+S** or close the form to save the settings.

When you click **Transefr – LT** in the **Intrastat** form (**Basic > Periodic > Foreign trade > Intrastat**), the transactions with items that have the **Exclude** check box selected are skipped and not added to the **Intrastat** table.

## Enter the statistical value for the transaction

When you create a sales order or a purchase order, you can specify an additional transaction cost that will be added to the transaction amount and printed on the Intrastat reports.

1. Click **Accounts receivable > Sales order**  
–or–  
**Accounts payable > Purchase order**.
2. Press **CTRL+N** to create a sales or purchase order or select an existing sales or purchase order.

3. Enter an order line and click the **Other** tab.
4. Enter the additional transaction cost in the **Statistical value LT** field.
5. Post an invoice for the sales or purchase order.

When you transfer the transaction to the **Intrastat** form (**Basic > Periodic > Foreign trade > Intrastat**), the **Statistical value LT** field on the **General** tab displays the sum of the transaction amount and the statistical value entered in the **Sales order** or **Purchase order** form. The total sum amount is printed on the Intrastat report in the XML format.

### Export an Intrastat report in the XML format

You can generate an Intrastat report for arrivals or dispatches and save it in the in XML (Extensible Markup Language) format.

1. Click **Basic > Periodic > Foreign trade > Intrastat > Output** button > **Diskette-LT**.
2. Specify the location to save the file in the **Directory** field.
3. Select the month to generate the Intrastat report for in the **Period** field.
4. Select the type of transactions to generate the Intrastat report for in the **Direction** field.
  - **Arrivals** – Purchase or acquisition transactions.
  - **Dispatches** – Sales or disposal transactions.
5. Enter the version of the report in the **Version** field. If you create this report for the first time, enter **0** in this field. Otherwise, enter the number of the new version of the report.

**Note:** When you create a report for the first time, the numbers for the report lines are displayed in the **Item sequence number** field in the **Intrastat** form. If you create subsequent versions of the same report, the existing values in the **Item sequence number** field are used.
6. Enter other details, as necessary, and click **OK** to close the **Create export file** form.
7. Click **OK** in the **Create Export file** form to generate the Intrastat report.

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