



OIXIO SAF-T for Lithuania User Manual

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MANUAL VERSIONS

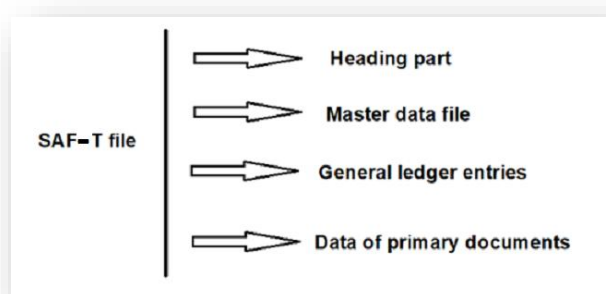
Version	Date	Changes
v. 1.0.0.1	2024-01-29	Initial version

1. About SAF-T

This document is a user’s guide describing how to use SAF-T functionality and create a SAF-T file. The SAF-T data file – a standard accounting data file, which contains the accounting data of the entity’s reporting period, exported from the entity’s accounting information system. The purpose of the file is to standardize the presentation of accounting system data to information users. Standardized SAF-T ensures the unified presentation of data from accounting systems to the tax administrator, internal and external users and provides prerequisites for automating the processes of data submission, receipt, and verification, improving the quality and reliability of the control actions.

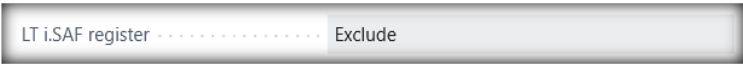

The “SAF-T for Lithuania“ extension is designed to create and transfer information to the Smart Tax Administration System (i.MAS).

The XML data file of the SAF-T file consists of 4 parts:



Picture 1 SAF-T file scheme

1. Heading part	
1.1	Data about the company, all its addresses, and bank accounts. Bank accounts with the IBAN field filled in are included in the SAF-T file.
1.2.	The period for which the data is provided.
2. Master data file	
2.1.	Data about G/L accounts. Only G/L accounts with the Registration Type and their linking with the “State Tax Inspectorate” system account classifier are included in the SAF-T file.
2.2	Data about customers (addresses, contact persons, bank accounts, inventory balances) – contact data. Data is included in the SAF-T file from the “Contacts“ list if it is completed and linked to customers.
2.3	Data about vendors (addresses, contact persons, bank accounts, inventory balances) – contact data. Data is included in the SAF-T file from the “Contacts“ list if it is completed and linked to vendors.
2.4	Tax classifiers (VAT and Corporate Tax classifiers according to the “State Tax Inspectorate” system classifier). Only VAT classifiers according to i.SAF settings are included in the SAF-T file.
2.5	Data about units of measure.
2.6	The classifier of analytical accounting. Only global dimension data is included in the SAF-T file.

2.7	Movement type classifiers (purchases, sales, outputs, etc.).
2.8	Data about items/services (description, unit of measure, taxes (VAT)).
2.9	Data about inventory at a specific location. Balances at the beginning and the end of the period. The SAF-T file includes information for all “Location“ codes.
2.10	Data about fixed assets (vendor, depreciation, balance values). The SAF-T file includes those fixed assets where the assigned FA depreciation book is specified as the default depreciation book in the “Fixed Asset Setup“.
2.11	Data about owners and shareholders. No data is submitted to the SAF-T file.
3. G/L entries	
3.1	Data according to the G/L register.
4. Data of primary documents	
4.1	Posted sales invoices/sales return orders. Documents are included in the SAF-T file except those with the “Exclude“ mark in the „LT i.SAF-T register“ field. 
4.2	Posted purchase invoices/purchase return orders. Documents are included in the SAF-T file except those with the “Exclude“ mark in the „LT i.SAF-T register“ field. 
4.3	Payments of customers and vendors. The SAF-T file includes all customer and vendor entries that are selected by the entry label.
4.4	Movement of items. The SAF-T file includes all item ledger entries.
4.5	Fixed assets operations. The SAF-T file includes the FA ledger entries of the default depreciation book.

2. Extensions, classifiers, settings, and validation tools for SAF-T

2.1. Extensions

The “i.SAF for Lithuania“ extension is required to create a SAF-T file.

The “Core Fixed Assets for Lithuania“ extension is required to create a SAF-T file.

The “Core Functionality for Lithuania“ extension is required to create a SAF-T file.

The “VAT Reporting for Lithuania“ extension is required to create a SAF-T file.

2.2. “State Tax Inspectorate” system SAF-T classifiers

Classifiers that are used to submit data to the “State Tax Inspectorate” (STI) i.SAF-T system:

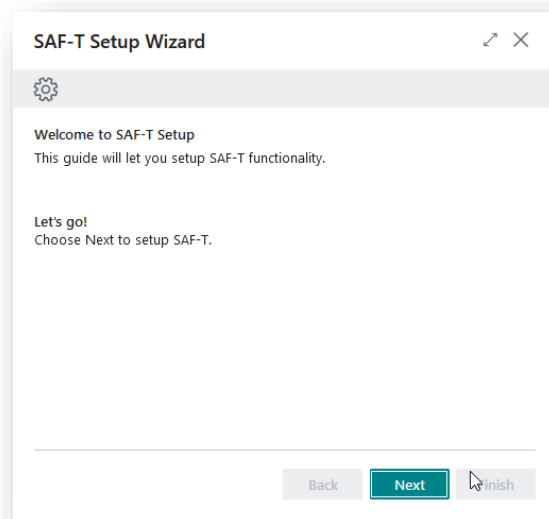
- The “State Tax Inspectorate” G/L chart of accounts classifier is linked by a relationship (one-to-many) with the company’s G/L accounts (Chart of Accounts).
- The VAT classifier is associated with the VAT posting setup. This classifier is already used to provide data to the i.SAF subsystem.

The “State Tax Inspectorate” G/L chart of accounts classifier can be uploaded by “SAF-T Setup Wizard”.

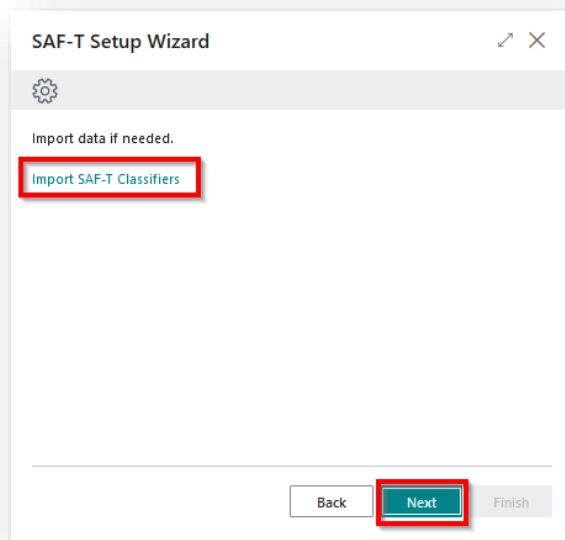


PackageVMI SP.rapidstart

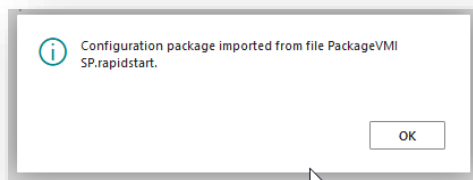
Open “SAF-T Export Process“ page via search:



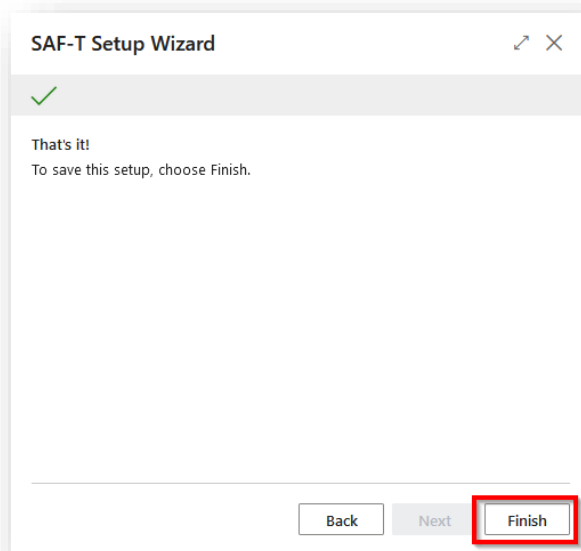
Picture 2 SAF-T Wizard setup page 1



Picture 3 SAF-T Setup Wizard setup page 2



Picture 4 SAF-T Setup Wizard successful message



Picture 5 SAF-T Setup Wizard setup page 3

When generating the SAF-T file, the VAT classifier used in the company is sent to “State Tax Inspectorate” system. Since the same VAT classifiers are used for i.SAF declaration (list STI Tax List), nothing additional needs to be done. It is only important to pay attention that the classifiers have to meet the requirements of the “State Tax Inspectorate”.

The screenshot shows a software window titled "STI Tax List". At the top, there is a search bar and several action buttons: "+ New", "Edit List", "Delete", and "Insert default Tax Codes". Below the header, there is a table with the following columns: Tax Code, Description, Effective Date, Expiration Date, Tax Percentage, VAT Application, Flat Tax Rate - Amount (LCY), Flat Tax Rate - Currency Code, and Flat Tax Rate Amount. The table contains 19 rows of data, with the row for "PVM5" highlighted in light blue.

Tax Code	Des...	Effective Date	Expiration Date	Tax Percentage	VAT App...	Flat Tax Rate - Amount (LCY)	Flat Tax Rate - Currency Code	Flat Tax Rate Amou
PVM35	Atvej...	4/1/2016		0	<input checked="" type="checkbox"/>			
PVM36	Atvej...	4/1/2016		-	<input type="checkbox"/>			
PVM37	Iš užs...	4/1/2016		5	<input checked="" type="checkbox"/>			
PVM38	Iš užs...	4/1/2016		0	<input checked="" type="checkbox"/>			
PVM39	Iš užs...	4/1/2016		-	<input type="checkbox"/>			
PVM4	Atvej...		3/31/2016	21, 9, 5	<input checked="" type="checkbox"/>			
PVM40	Iš ES ...	4/1/2016		5	<input checked="" type="checkbox"/>			
PVM41	Iš ES ...	4/1/2016		0	<input checked="" type="checkbox"/>			
PVM42	Iš ES ...	4/1/2016		-	<input type="checkbox"/>			
PVM43	Atvej...	4/1/2016		21	<input checked="" type="checkbox"/>			
PVM44	Atvej...	4/1/2016		9	<input checked="" type="checkbox"/>			
PVM45	Atvej...	4/1/2016		5	<input checked="" type="checkbox"/>			
PVM46	Atvej...	4/1/2016		0	<input checked="" type="checkbox"/>			
PVM47	Atvej...	4/1/2016		-	<input type="checkbox"/>			
PVM48	Už Li...	4/1/2016		-	<input type="checkbox"/>			
PVM49	Atvej...	4/1/2016		6	<input checked="" type="checkbox"/>			
→ PVM5	Atvej...			-	<input type="checkbox"/>			
PVM6	Atvej...			21	<input checked="" type="checkbox"/>			
PVM7	Atvej...			9	<input checked="" type="checkbox"/>			
PVM8	Atvej...			5	<input checked="" type="checkbox"/>			
PVM9	PVM ...			21	<input checked="" type="checkbox"/>			

Picture 6 STI Tax List

2.3. Classifiers of Countries/regions

Country/region codes in the SAF-T file must be provided according to the **ISO 3166-1 alpha 2** or **ISO 3166-1 alpha 3** standards (https://lt.wikipedia.org/wiki/ISO_3166-1), for example, NL or NLD – Netherlands.

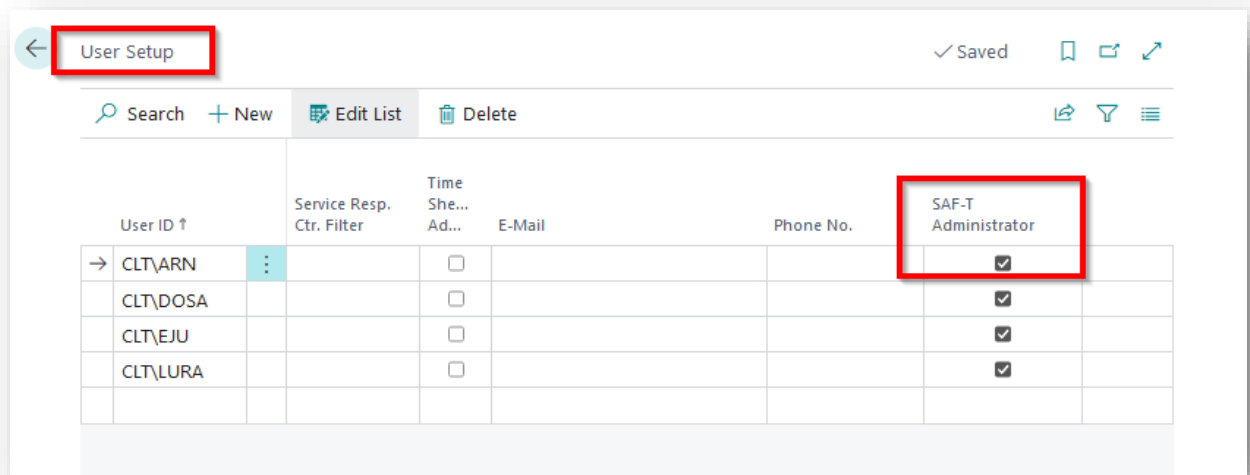
When starting to work with the SAF-T file, it is necessary to check whether the country/region codes used in the system comply with ISO standards.

Actions: the country/region codes window opens – Sections -> Administration -> Program settings -> General -> Countries/regions.

- In the list of countries/regions, it is necessary to check whether the coding of the countries corresponds to the ISO coding by checking the values of the “Code“ field.
- On the cards of customers/vendors, checking whether the country/region codes meet ISO standards is necessary.

2.4. User Setup

For a user to work with the SAF-T file generation, the user must be set to “Yes“ in the “SAF-T Administrator“ field in the “User Setup“.



The screenshot shows the 'User Setup' interface. At the top, there is a navigation bar with a back arrow, the title 'User Setup', and a 'Saved' status. Below the navigation bar are action buttons: 'Search', '+ New', 'Edit List', and 'Delete'. The main area contains a table with the following columns: 'User ID ↑', 'Service Resp. Ctr. Filter', 'Time She... Ad...', 'E-Mail', 'Phone No.', and 'SAF-T Administrator'. The 'SAF-T Administrator' column has checkboxes for each user, all of which are checked. The users listed are CLT\ARN, CLT\DOSA, CLT\EJU, and CLT\LURA.

User ID ↑	Service Resp. Ctr. Filter	Time She... Ad...	E-Mail	Phone No.	SAF-T Administrator
→ CLT\ARN		<input type="checkbox"/>			<input checked="" type="checkbox"/>
CLT\DOSA		<input type="checkbox"/>			<input checked="" type="checkbox"/>
CLT\EJU		<input type="checkbox"/>			<input checked="" type="checkbox"/>
CLT\LURA		<input type="checkbox"/>			<input checked="" type="checkbox"/>

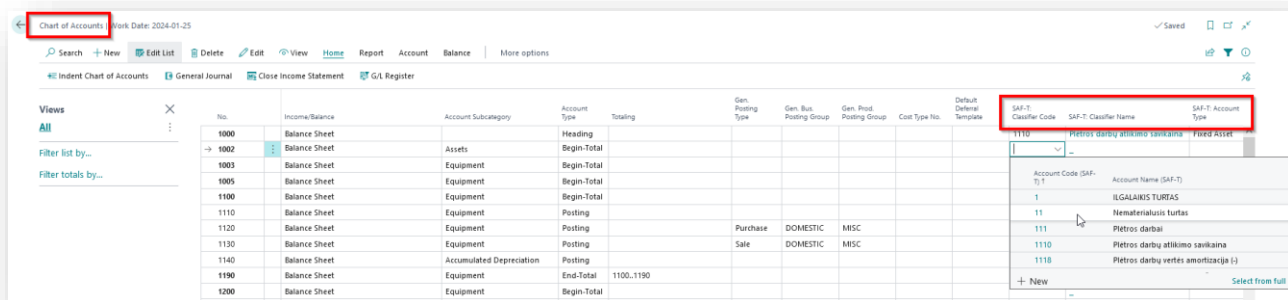
Picture 7 User Setup for SAF-T functionality

2.5. G/L Chart of Accounts Setup

Each registration type account of the company’s G/L Chart of Accounts must be linked to an account of the “State Tax Inspectorate” chart of accounts classifier and indicate to which type the account is assigned:

- fixed assets,
- short-term assets,
- equity,
- obligations,
- income,
- expenses,
- or left blank for “out-of-balance“ G/L accounts.

Linking of the G/L Chart of Accounts can be done manually in the Chart of Accounts.



Picture 8 G/L Chart of Accounts setup

The following fields must be filled in:

- “SAF-T: Classifier Code“ – select from the “State Tax Inspectorate” chart of accounts classifier (SAF-T Charts of Account Classifier list).
- “SAF-T: Classifier Name“ – filled in automatically.
- “SAF-T: Account Type“ – options:
 - Fixed assets;
 - Short-term assets;
 - Equity;
 - Obligations;
 - Income;
 - Expenses.

2.6. XSD scheme

An XSD scheme is used to validate the generated SAF-T files. The valid XSD scheme (v2.01) is attached to this document.



SAF-T_v2.01_201903
06.xsd

Picture 9 XSD scheme file

3. Recommendations for getting started with the SAF-T file generation

Before creating the SAF-T file, it is recommended to:

- In the list of “Countries/Regions“, check whether the codes comply with the ISO standard. Mandatory codes can be found at (https://lt.wikipedia.org/wiki/ISO_3166-1).
- Check whether the “LT“ value is selected in the “Country/Region Code“ field in the “Company Information“ card.
- Check whether “Accounting periods“ have been created for the period of the SAF-T file requested to be submitted to “State Tax Inspectorate“.
- Check that the countries/regions codes in the Customer and Vendor cards would be complied with the ISO standard.
- Link all Posting Account Type G/L accounts used in the company with “State Tax Inspectorate“ SAF-T G/L account No. (field “SAF-T: Classifier Code“) and specify the “SAF-T: Account Type“.
- Check whether the e-mails specified in the “Contact“ cards are correct e-mail addresses and meet the requirements for e-mail standards. Also, e-mail addresses have to be separated from each other by semicolons (;).

4. Generation of the SAF-T file

The formation of SAF-T data files is carried out in the card “SAF-T Export Proces“, which consists of the following parts:

- General Information,
- Filters,
- Results,
- Detail Lines.

The formation of the SAF-T file is started by pressing the “Create at new entry“ button.

The result of this action is that a new card is created for executing the SAF-T export and the fields in the “General Information“ tab (1) are filled in automatically:

- Entry No. – the sequence number of the SAF-T file,
- Created by User – the user who started the SAF-T file creation process,
- Entry Date, Time – SAF-T file creation information,
- Status:
 - New – black color;
 - Processing – blue color;
 - Error – red color;
 - Done – green color.
- DEV version,
- XSD version – XSD scheme version,
- Tax Accounting Principle – by default, “Accumulation“ is filled in the SAF-T file, but “Money“ can be selected if necessary.

The screenshot shows the 'SAF-T Export Process' card with the following details:

- General Information (1):**
 - Entry No.: 178
 - Status: New
 - Created by User: CLT.EJU
 - Entry Date, Time: 2023-01-21 7:07:35
 - DEV Version: CLT.SAFT 21.0.0.16
 - XSD Version: 2.01
 - Tax Accounting Principle: Accumulation
- Filters (2):**
 - Beginning Date: [empty]
 - Ending Date: [empty]
 - File Split Option: Split File
 - Date Split Period: 1 month
 - Create Files for Parts: GL, MG, SI, PI, PA, AS (all toggles are on)

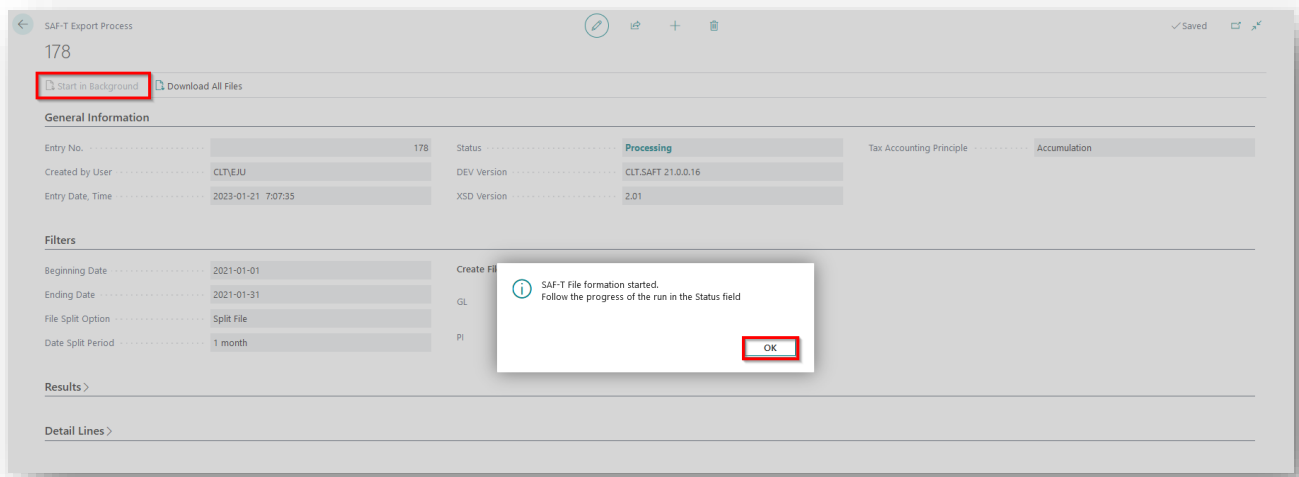
Picture 10 SAF-T Export Process card

The “Filters“ tab (2) is manually filled in by the user:

- Beginning date – mandatory,

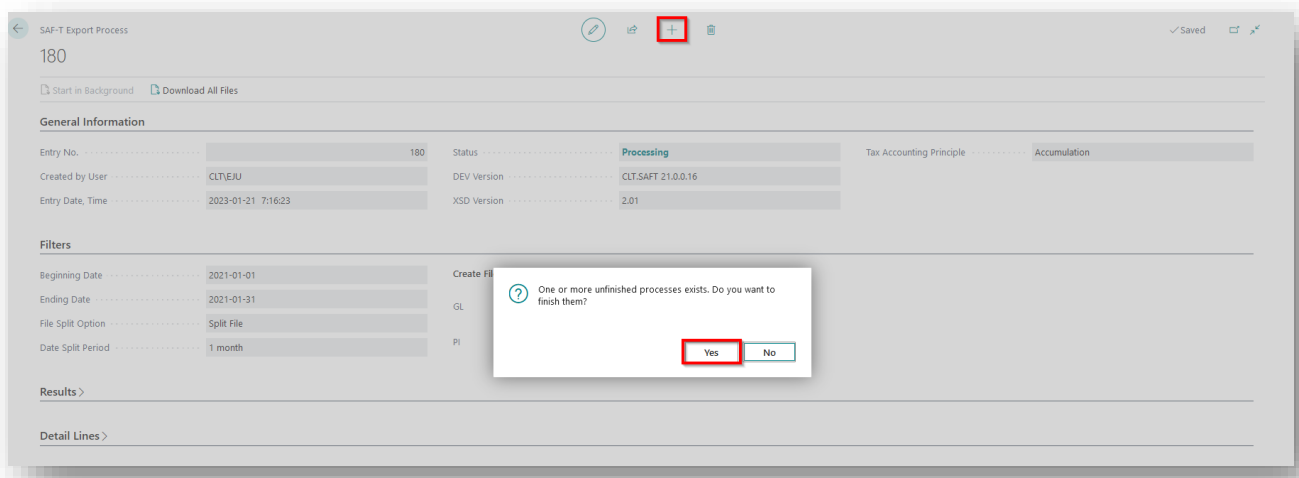
- Ending date – mandatory,
- File Split Option – information about file partitioning, “Split File“,
- Data Split Period – information about file partitioning method “1 month“,
- Create Files for Parts – by default, all file parts are always marked and it is recommended to leave them that way. If there is a need to form only one selected part or several parts of the SAF-T file, mark only the parts that have to be formed (GL, MG, SI, PI, PA, AS).

The formation of the XML file is started by pressing the button “Start in Background“. After clicking on the button, the user receives a message about the start of file creation: “SAF-T file creation has started, follow the execution progress in the Status field“. Additionally, the information in the “Status“ field changes to the value – “Processing“.



Picture 11 SAF-T file formation start message

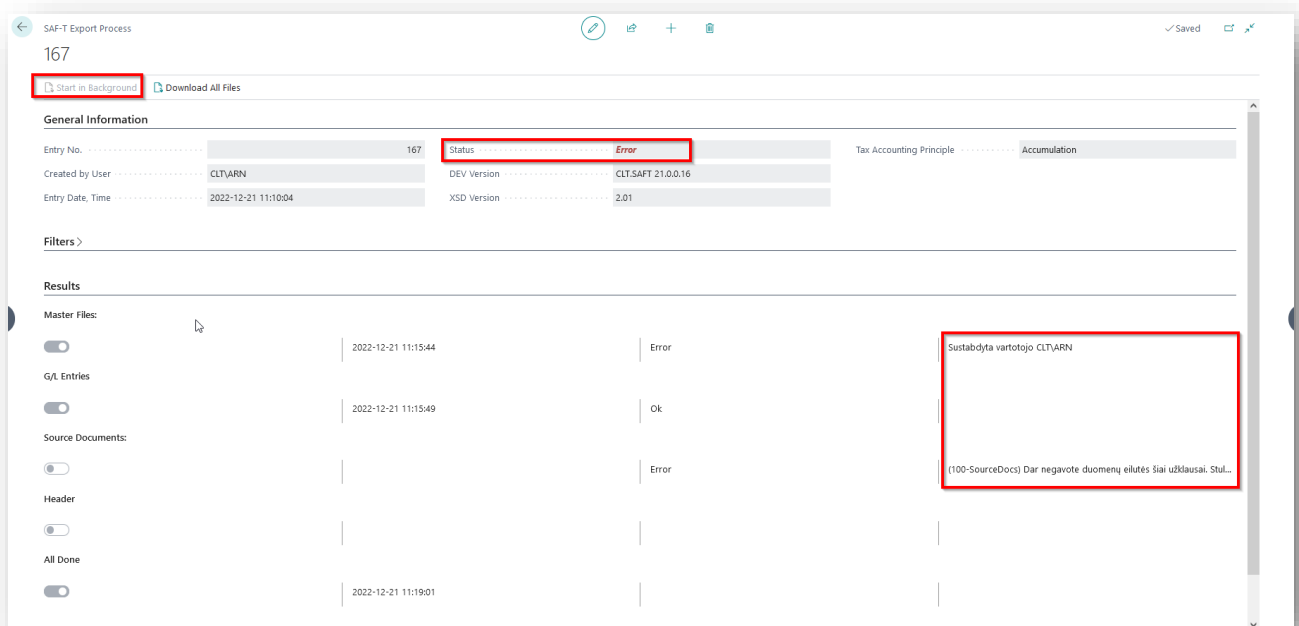
To stop the creation of the SAF-T file, press the the “Create a new entry“ button. The message will be shown - “One or more unfinished process exists. Do you want to finish them?“



Picture 12 SAF-T file formation message

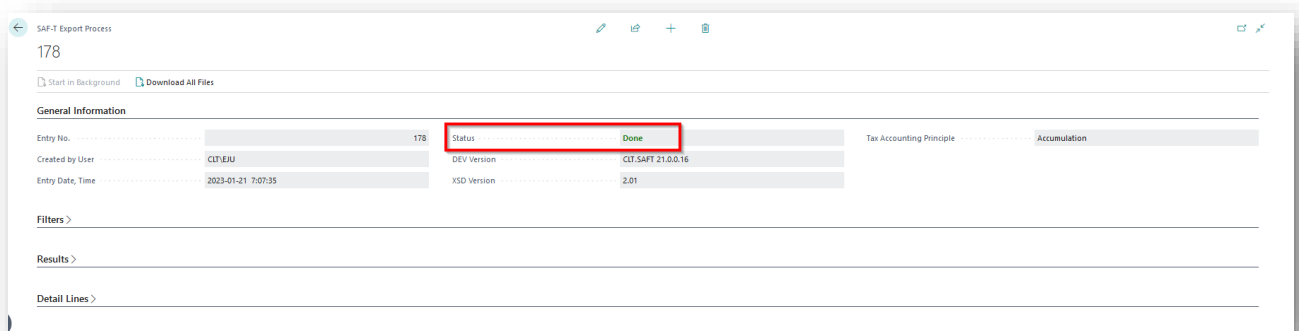
If you choose:

- Yes – the creation of the SAF-T file will be stopped and a new window will be opened for creation.
- No – the creation of the SAF-T file will not be interrupted. If errors are found during the SAF-T file formation, the value of the “Status“ field changes to the value “Error“ and a corresponding error message will be displayed for the user. The export can be continued after the errors have been fixed and by pressing the button “Start in Background“.



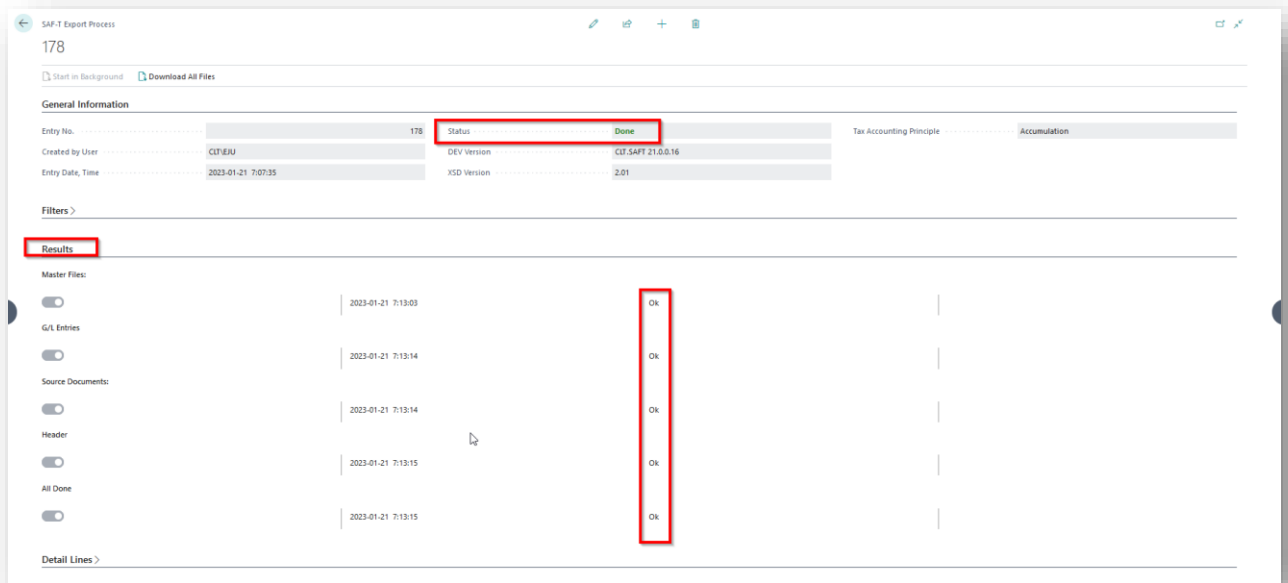
Picture 13 SAF-T export status “Error“

When the creation of the SAF-T file is completed, the “Status“ field value changes to **Done**.



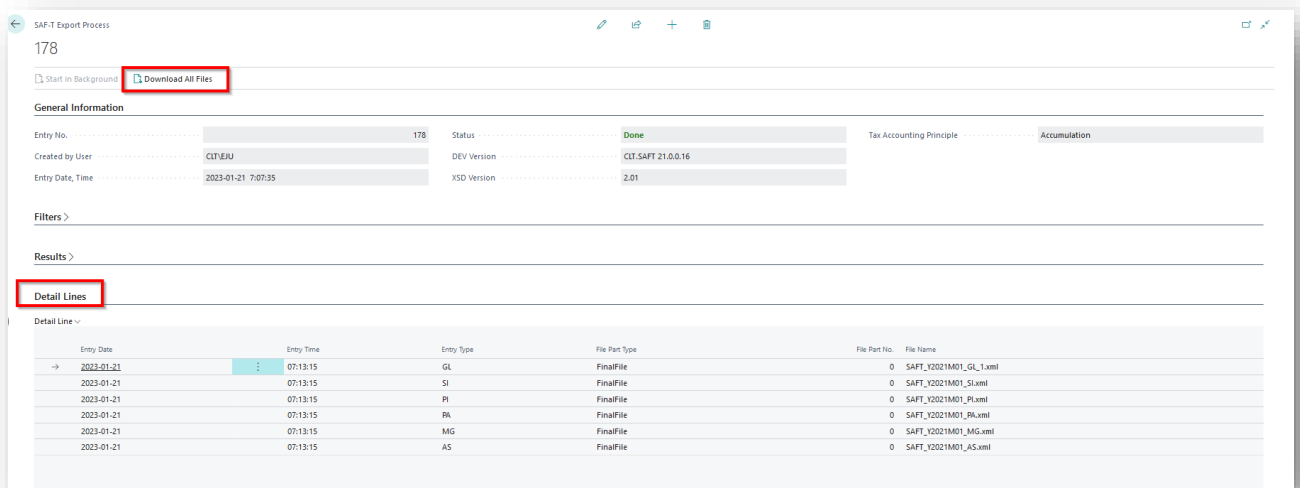
Picture 14 SAF-T export status “Done“

The “Result“ tab (3) is for viewing the result of the SAF-T file. There you can see the duration of the SAF-T file formation and the result of the formation of each part of the SAF-T file.



Picture 15 Results of the SAF-T file formation

The “Detailed lines“ tab (4) is for viewing the details of the formed files.



Picture 16 The details of the formed files

The generated SAF-T files have to be downloaded to upload them to the “State Tax Inspectorate” (STI) i.SAF-T system. This is done by pressing the “Download All Files” button.

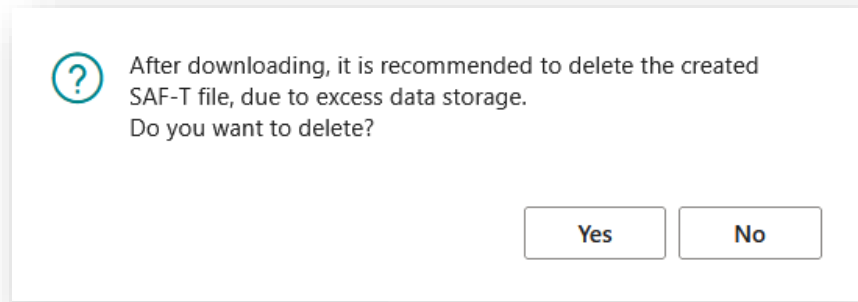
When sending files to the user, a message is generated " After downloading, it is recommended to delete the created SAF-T file, due to excess data storage. Do you want to delete?". By choosing:

- No - the generated SAF-T file files will be stored in the database after sending and can be downloaded again;

- Yes - the generated SAF-T file files will be deleted after sending and in order to download the file again, the formatting will have to be done again.

It is recommended to keep only the files of the last SAF-T file formation of the relevant period.

If the files were deleted after the download, the "Detail lines" tab (4) will be empty.



Picture 17 SAF-T file formation message

5. Picture list

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