

EAZY INVOICE (EAZY SAŠKAITA)

Official User Manual & Complete Feature Reference

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Welcome to Eazy Invoice! This manual provides comprehensive instructions for invoicing, Lithuanian tax rules (IV, MB, VAT thresholds, 30% flat expense deductions), team roles, VMI tax exports, backups, and mobile/desktop apps. Use this document as your quick reference guide.

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1. Quick Start & Company Settings

Roles: Admin

How to set up the system in 2 minutes: company details, invoice series, logo, and bank accounts.

- Seller details configuration

Go to Settings and enter: Company / Person name, registration code, VAT code (if applicable), address, email, phone number, and bank account (IBAN) with bank name.

Tip: You can upload your logo (PNG or JPG up to 2MB). It will be printed automatically on every invoice PDF.

- Invoice series & numbering

Set your preferred series (e.g., EAZY, SF, PRO) and starting number (e.g. 1). After each issued invoice, the system increments the next number automatically.

Important: Do not change the series mid-year without consulting your accountant - VMI requires sequential numbering across the tax year.

2. Invoices, Receipts & Proformas

Roles: Admin, Manager

VAT calculations, amount in words, proformas, 1-click conversion, duplication, and payment tracking.

- **Document types: Invoice vs. Receipt vs. Proforma**

1. Invoice: official document for sole proprietorships, MB, and UAB.\n2. Receipt: simplified document for business certificate (patent) holders.\n3. Proforma: payment request sent prior to service delivery.

- **1-Click Proforma Conversion**

When viewing a Proforma, click "Convert to Invoice". The system immediately assigns the next official invoice number and links both documents.

Tip: Built-in race-condition protection prevents invoice number collisions when multiple staff convert proformas simultaneously.

- **Marking payment in the register**

In the invoice register, click the "Unpaid" badge to mark an invoice as paid with payment date and comment.

3. Team, Staff & 3 Roles

Roles: Admin

Admin, Manager, Accountant roles, visibility scopes, and official issuer attribution signature.

- **3 clear roles in the organization**

[Vadovas] Admin: full access to invoices, taxes, VMI exports, backups, and user management.\n[Vadybininkas]

Manager: creates invoices, clients, products; no access to settings or tax forecasts.\n[Buhalteris] Accountant:

read-only access to invoices and export reports.

- **Visibility scope for managers**

When editing a manager, uncheck "Can view all company invoices" to restrict their view strictly to their own created invoices.

- **Official "Issued by" attribution**

When creating an invoice, the logged-in staff member's job title and full name are automatically populated and printed under "Issued by" on the PDF.

4. VMI Tax Reports & Accounting Export

Roles: Admin, Accountant

Official i.SAF XML (iSAF1.2 standard), Income-Expense Ledger, and GPM311 declaration summary.

- **Official VMI i.SAF XML generator**
Generates standard iSAF1.2 XML files ready for VMI i.MAS upload or Lithuanian accounting software (Rivile, B1, Finvalda).
- **Income & Expense Journal (PDF & CSV)**
For sole traders, the ledger is arranged by payment date (cash basis). Download ready-to-print PDF or Excel CSV with annual summaries.
- **GPM311 annual declaration cheat-sheet**
Provides exact figures for annual GPM311 tax declarations: gross income, deductions, taxable profit, and payable income tax.

5. Tax Forecast & Calendar

Roles: Admin, Accountant

Income tax, social insurance, health insurance formulas, 30% flat expense rate, and payment deadlines.

- **Sole proprietorship tax formulas**

Under Lithuanian tax law: VSD (12.52%) and PSD (6.98%) are calculated on 90% of taxable profit. GPM applies progressive 5%-15% rate with tax credit.

- **30% Standard deduction vs. Actual receipts**

Choose between 30% flat rate (no receipts needed) or actual itemized business expenses.

- **Key deadlines (Tax calendar)**

Until May 2: Annual GPM311 declaration, final GPM and Sodra settlement.
Monthly: advance health insurance (PSD) payments.

6. Email Setup & Sending Invoices

Roles: Admin, Manager

Simplified 2-field email setup, Gmail App Password guide, and direct invoice PDF emailing.

- **Automatic server auto-discovery**

Enter your email address and password; the system automatically auto-discovers Gmail, Outlook, and Yahoo settings.

- **Gmail App Password setup (30-second guide)**

1. Enable 2-Step Verification in Google Account.\n2. Visit myaccount.google.com/apppasswords and create an app password.\n3. Paste the 16-letter code into Eazy Səskaita.

- **Sending invoice to client**

From any invoice view, click "Send Email". The system generates the PDF, attaches it to the email, and delivers it instantly.

7. 3-in-1 Cloud & Local Backups

Roles: Admin

1-click email cloud backup, local .zip download, and safe database restore.

- **Backup to your own email**

With 1 click, the system packs your database and sends a secure .zip archive straight to your email inbox.

- **Download .zip to computer**

Downloads a full database archive to your computer with timestamped filename.

- **Safe database restore**

Upload a backup .zip or .sqlite file. The system validates header integrity, saves a safety pre-restore backup, and restores your data.

8. Windows 2-in-1 Desktop App

Roles: Admin, Manager, Accountant

Standalone offline mode or team cloud mode with background lifecycle and system tray icon.

- **Mode 1: Local Computer (Offline / IV)**

Runs completely standalone on your PC without server or internet, launching an isolated internal PHP process on localhost.

- **Mode 2: Company Server (Cloud / MB & UAB)**

Enter your server address. Staff members connect to the unified database and see real-time updates.

- **System Tray icon menu**

Look for the icon near your Windows clock to reopen the window, change modes, or exit cleanly.

9. Mobile Installation (Android / iOS PWA)

Roles: Admin, Manager, Accountant

How to install to your phone home screen in 1 click and run full-screen like a native app.

- **On Android phones (Chrome / Edge)**

1. Open the system in Chrome on Android.
2. Tap "Install App" in top bar or browser menu.
3. The app icon appears on your home screen.

- **On Apple iPhone / iPad (Safari)**

1. Open in Safari on iOS.
2. Tap the Share button (square with upward arrow).
3. Tap "Add to Home Screen".

10. Plugins & 1-Click System Updates

Roles: Admin

Industry extensions (Auto service, Cleaning) and 1-click updates with SHA-256 verification.

- **Installing business plugins**

In Plugins, discover modules tailored for your trade: Auto repair, Cleaning services, with 1-click invoice generation.

- **1-Click system updates**

In Updates, verify and apply the latest release with 1 click. Files are checked via SHA-256 checksums without touching your database.

11. FAQ & Troubleshooting

Roles: Admin, Manager, Accountant

Common issues and quick solutions: Gmail credentials, VMI errors, transferring data to another PC.

- **What if Gmail rejects my email credentials?**

Do not use your personal Gmail password. Create a 16-letter App Password at myaccount.google.com/apppasswords.

- **How to transfer all data to another computer?**

1. On the old PC, download the .zip backup.\n2. On the new PC, go to Backups -> Restore and upload the .zip file.

- **What if VMI i.MAS reports an error regarding buyer code?**

For buyers without a company code, Eazy Sąskaita automatically sets RegistrationNumber="ND" in compliance with VMI regulations.

12. Guide for Foreign Entrepreneurs & Expats in Lithuania

Roles: Admin, Manager, Accountant

Starting out in Lithuania: IV vs MB, €45,000 VAT threshold, 30% flat expense deduction, Sodra, bilingual invoicing, and tax filings.

- IV vs. MB: Choosing the Right Business Structure in Lithuania

1. Individual Activity (IV pagal pažymą): The most popular choice for freelancers, IT specialists, designers, delivery, and independent contractors. Registered in 15 minutes via Mano VMI with minimal bureaucracy and a 30% flat expense option (no receipts required).
2. Small Partnership (Mažoji bendrija - MB): A flexible limited liability company (1 to 10 members) with no minimum capital requirement (start with €1). Ideal for teams, startups, and international businesses.

Tip: If you hold a Lithuanian Temporary Residence Permit (TRP) or e-resident card, you can register your IV certificate completely online at vmi.lt.

- VAT (PVM) Rules & the €45,000 Exemption Threshold

In Lithuania, you are NOT required to register for VAT until your revenue reaches €45,000 over any consecutive 12 months. Below this limit, issue non-VAT invoices (Eazy Sąskaita automatically appends the legal notice: "VAT not applicable under Lithuanian VAT Law").
When billing EU businesses, Reverse Charge (EU VAT Directive Art. 196) applies; for non-EU clients (US, UK, Ukraine, India), services are outside the scope of LT VAT.

Important: Monitor your 12-month trailing revenue closely. Once you approach €45,000, you must submit an application to VMI for VAT registration.

- The 30% Flat Expense Rule & Social Insurance (Sodra)

As a Sole Proprietor (IV) in Lithuania, you do NOT need to collect or store expense receipts. By law, you can choose the standard 30% flat expense deduction. Taxes apply only to the remaining 70% of taxable earnings:
- GPM (Personal Income Tax): 5% to 15% with progressive tax credit (effective rate typically ~5-8%).
- PSD (Compulsory Health Insurance): 6.98% of 90% taxable income (covers free healthcare in Lithuania).
- VSD (State Social Insurance): 12.52% of 90% taxable income (accumulates state pension and benefits).

Tip: Eazy Sąskaita calculates these deductions and net profit automatically in real time in the "Tax Forecast" tab.

- Bilingual Invoicing & English Interface in Eazy Sąskaita

Eazy Sąskaita offers a complete English interface and bilingual PDF templates. You can invoice in EUR or international currencies with accurate headings (Seller, Buyer, Invoice No, Due Date, IBAN/BIC, Sum in Words). All exported reports fully satisfy Lithuanian tax inspectorate (VMI) standards.

13. About the Creators & Contacts

Roles: Admin, Manager, Accountant

Project author, AI co-creator Antigravity, and direct contact details for support and suggestions.

- Project Author & Lead

Eazy Sąskaita was created to provide a fast, intuitive, and rock-solid invoicing tool for Lithuanian sole proprietors, MB, and UAB businesses. The author guides the product vision, domain workflows, and user experience.

Tip: Core philosophy: zero clutter, maximum clarity, and instant speed for every user.

- AI Co-creator: Antigravity AI (Google DeepMind)

System architecture, code implementation, performance tuning, and documentation are developed in tandem with Antigravity AI (Google DeepMind), ensuring professional code quality and state-of-the-art security.

- Official Contacts & Support

Have questions, feedback, or feature suggestions? Contact the creators directly via email: info@eazysaskaitos.lt or visit <https://eazysaskaitos.lt>.