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KSEF

1. Settings

- **Master Settings**

- **MANDATORY** Master Settings→Sale settings→e-invoice sending is choosable on invoice - **yes**
- **MANDATORY** Master Settings→Common settings→Transport parameter types to printout append the transport parameter type **SAFT_JPK**
- **MANDATORY** Master Settings→Common settings
 - Company legal address
 - Company legal name
 - Company VAT no
- Master Settings→Transport→Polish e-invoice (KSeF) sending delay in hours (0-24) - the interval of sending information to KSEF after invoice confirmation is:
 - if or empty → 0-15 minutes (**by default**)
 - otherwise → hour in setting + (0 – 15) minutes (the value is specified without minutes)
 - if the setting Invoice datafield for external invoice number is used - the time is calculated from the latest confirmed invoice, where the value of the data field matches.
- **MANDATORY** Master Settings→Transport→Polish e-invoice (KSeF) authentication token - generated token number from KSEF for integration
 - In KSEF **Select the role to which the token is assigned** added rights:
 - access invoices
 - issue invoices

 KSEF page information: To check the status of shipping a token, go to the **List of tokens** tab.

Attention! The token number is displayed only once. Please save it before leaving the page.

Menu

Issue invoice

Invoice list

Session history

Attorney power

Tokens

Generate token

Token list

Subsidiary units

National System e-Invoices - Test application

Token generation

The generated token should be used for the API in order to establish a connection.

Custom token name *

DIRECTO

The maximum number of characters is 256.

Select the role to which the token is assigned *

Selected (2)

☒ access invoices
☒ issue invoices
☐ view permissions
☐ managing permissions

Menu

Issue invoice

Invoice list

Session history

Attorney power

Tokens

Generate token

Token list

Subsidiary units

National System e-Invoices - Test application

Token generation

Return

Successfully completed

Your token has been successfully generated.

To check the status of shipping a token, go to the "List of tokens" tab.

Attention! The token number is displayed only once. Please save it before leaving the page.

Token number

XXXXXXXXXXXXXXXXXX

Copy

Token list

Generate another token

Master Settings

Special

Common settings

Finance settings

Asset settings

Event settings

MyDirecto Settings

Personnel Settings

Item settings

Project Settings

Customer settings

Sale settings

Receipt settings

Purchase settings

Payment terms

Stock settings

Production settings

Folders settings

Administrator settings

Transport

Master Settings > Transport

Save View changelog

Search results "authentication token":

Menu (38)

Stockmovements (REP)

Stockmovements

Stock Takings List (REP)

Stock Takings

Stock Receipts List (REP)

Stock receipts

Stock orders (REP)

Stock Orders

Show all results

System settings (1)

TRANSPORT

Polish e-invoice (KSeF) authentication token

XXXXXXXXXXXXXXXXXX

Save

- Master Settings→Receipt settings→Invoice datafield for external invoice number - if invoice No. must be taken from sales invoice datafield - choose correct datafield with the invoice No. **By default** it is empty and document No. is from sales invoice header field **Invoice**
- Common settings**
 - Sales invoice dates in tags P_1 and P_6 are according to settings: SETTINGS → COMMON

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SETTINGS → TRANSPORT PARAMETERS:

- CODE - DataWystawienia
- TYPE - SAFT_JPK
 - If PARAMETER 2 has value **2**, information should be:
 - **Date** → P_6 (*Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi*)
 - **Sent** → P_1 (*Description: Data wystawienia*)
 - Otherwise, if PARAMETER 2 has value **1** or the value is empty or the transport parameter does not exists, information should be:
 - **Date** → P_1 (*Description: Data wystawienia*)
 - **Sent** → P_6 (*Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi*)
- **Finance accounts**
 - **MANDATORY VAT code** (Setting→Finance Settings→VAT codes)
 - VAT% (**by default**)
 - datafield **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) if needed
- **Customer card:**
 - **MANDATORY** Name
 - **MANDATORY** Street
 - **MANDATORY** Country
 - City (can be empty)
 - Postal code (can be empty)
 - Vat reg no - without country code, otherwise **BRAK** (can be empty) (⚠️ must be without country code)

2. Sending

⚠️ In KSEF there is no checking of duplicates.

2.1. Sending of the invoice

IF sales invoice should be sent to KSEF before confirming, checkbox in sales invoice document **e-sending** should be marked. ⚠️ It will be marked automatically.

CloseNewRefreshConfirmSaveStatus: Changed

Bulk Insert...

Invoice 2023

Customer

Asset

Budget

Ordered by

Survey

Date 27.11.2023 8:10:17

Cust rep

Stock PAGRINDINIS

Pay term

Our ref Directo HELP

Object BUH

Due date

Salesman META

Project PAJAM_SUTARTIS

Trans date 27.11.2023 8:10:17

In charge

Order no.

Cust order

Quotation

Credited invoice

Sent 27.11.2023 8:10:17

Type

Status (choose status)

Comm.

☐ Proceeding

☐ Update stock

☒ e-sending

After confirm the invoice there will be mark: **Waiting for electronic dispatching : KSEF-E-INVOICE 24.11.2023 11:25:14** and checkbox **e-sending** will not be marked.

When the invoice will be send to KSEF, mark will have KSEF document No: **Electronically dispatched : KSEF-E-INVOICE 111111111-20231127-0ACC7EDA1280-69 27.11.2023 8:12:01**
KSEF No. 111111111-20231127-0ACC7EDA1280-69

CloseNewCopySaveMailPrintPreviewSign test_parasasSign test2

ReceiptCashInEventBulk Insert...Add Stock Level

Invoice 2300083

Customer KSEF

KSEF test

Ordered by

Date 22.11.2023 13:52:49

Cust rep

St

Pay term 0

Our ref Directo HELP

Ob

Due date 22.11.2023

Salesman META

Pro

Trans date 22.11.2023 13:52:49

In charge

Order

Cust order

Quotation

Credited inv

Sent 22.11.2023 13:52:49

Type

Sta

Comm.

Receipts: - Credit invoices: 2300084
Last changed by: META 27.11.2023 8:18:58 Last printed 27.11.2023 8:18:58
Waiting for electronic dispatching : KSEF-E-INVOICE 27.11.2023 8:18:58

Currency: EURTotal weight: 1108.2528VAT: 55.82Subtotal: 2713.00

CloseNewCopySaveMailPrintPreviewSign test_parasasSign test2

ReceiptCashInEventBulk Insert...Add Stock Level

Invoice 2300092

Customer KSEF

KSEF test

Ordered by

Asset

Survey

Date 24.11.2023 11:24:54

Cust rep

Stock PAG

Pay term 10

Our ref Directo HELP

Object BUH

Due date 04.12.2023

Salesman META

Project PAJAM_SUTARTIS

Trans date 24.11.2023 11:24:54

In charge

Order no.

Cust order

Quotation

Credited invoice

Sent 24.11.2023 11:24:54

Type

Status (cho

Comm.

Receipts: -
Last changed by: META 24.11.2023 11:25:14 Last printed 24.11.2023 11:25:14
Electronically dispatched : KSEF-E-INVOICE 111111111-20231127-0ACC7EDA1280-69 27.11.2023 8:12:01

Currency: EURTotal weight: 711.4626VAT: 138.67Subtotal: 1606.45

2.2. Errors

While confirming of the invoice, Directo checks if the settings are filled correctly. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice with out the checkbox **e-sending** - it will not be send to KSEF.

For example, in the picture we see error message.
The error is in field AdresL1

In wiki part **3. Sales invoices tags** you have to find AdresL1 field and check the setting according to the description:

| Name | Description |
|---------------|---|
| Podmiot1 | Information about the seller |
| Adres/AdresL1 | Setting→Master Settings→Company legal address |
| Podmiot2 | Information about the buyer |

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| Name | Description |
|---------------|---|
| Adres/AdresL1 | Customer fields: Street, City, Postal code |

Confirming check..

Invoice needs to be sent as e-invoice, but sender/customer/invoice contains data that does not validate - XSD version: KSeF_FA2
XML Validation: Invalid simple type value: ". Location: /*:Faktura[1]/*:Podmiot2[1]/*:Adres[1]/*:AdresL1[1]

Invoice is not confirmed!

[Back](#)

If you are using datafield for invoice No. - some errors may be seen in document after confirmation:

Close New Copy Save Mail Print Preview Sign test_parasas Sign test2 Transaction F Unconfirm << >> Status

Receipt CashIn Event Bulk Insert... Add Stock Level

Invoice 2300110

Customer KSEF KSEF test Asset Budget Credit rating

Ordered by Survey

Date 29.11.2023 8:21:17 Cust rep Stock PAGRINDINIS ☐ Update stock

Pay term KR Our ref Directo HELP Object BUH ☐ e-sending

Due date 29.11.2023 Salesman META Project PAJAM_SUTARTIS

Trans date 29.11.2023 8:21:17 In charge Order no.

Cust order Quotation Credited invoice 2300106

Sent 29.11.2023 8:21:17 Type Status (choose status)

Comm.

Receipts: -

Last changed by: META 29.11.2023 9:00:16 Last printed 29.11.2023 9:00:17 Refresh rows

! Waiting for electronic dispatching : KSEF-E-INVOICE 29.11.2023 9:00:17

Another invoice with same external invoice number already sent.

| | | | | | |
|--------------|---------------------|-------------|-----------------|-----------------|------------------------------------|
| Currency EUR | Total weight 27.572 | VAT 20 | Subtotal -27.00 | Prepayment 0.00 | Used amount of prepayment invoices |
| Rate 1 | Qty -6 | Base -27.00 | Total -30.20 | Balance 0.00 | Netted invoice |

3. KSeF report

KSeF report is in Main menu→Finance→REPORTS→KSeF report

In report are only sales invoices documents that:

- Are confirmed
- Are marked **e-sending**

Filters:

- **From** and **Until** - invoice date according invoice field **Date**
- **Number** - invoice No. (if datafield is used - datafield invoice No.)
- **Customer** - customer code
- **Has external ID?::**
 - **Yes** - invoices that has KSeF No.
 - **No** - invoices that has not KSeF No. Invoices may have some errors or are in sending progress

Report information:

| Invoice number | Customer | KSeF number | Verification link | acquisitionTimestamp |
|--------------------|---------------|-------------|---|---|
| Directo invoice No | Customer code | KSeF number | Is the same as QR code informatio - opens GOV page Access to invoices→Invoice information Example: https://ksef-test.mf.gov.pl/web/verify/111111111-20231220-CFD9D7DC1724-5F/mlwHL9kQOqrT82nK7IVw5Xvuhxtn7KAhz7vxYISOXY4%3D | Date and time when the KSEF No. was receive |

4. Sales invoices tags

| Name | Description |
|-------------------|---------------------------------|
| Naglowek | |
| KodFormularza | FA (2) |
| WariantFormularza | 1-0E |
| DataWytworzeniaFa | Current date at time of sending |
| SystemInfo | Directo |







| Name | Description |
|---------------------------|--|
| Podmiot1 | <i>Information about the seller</i> |
| DaneIdentyfikacyjne/NIP | Setting→Master Settings→Common settings→Company VAT no |
| DaneIdentyfikacyjne/Nazwa | Setting→Master Settings→Common settings→Company legal name |
| Adres/KodKraju | Setting→Master Settings→Special→Country |
| Adres/AdresL1 | Setting→Master Settings→Company legal address |

| Name | Description |
|-----------------------------|---|
| Podmiot2 | <i>Information about the buyer</i> |
| DaneIdentyfikacyjne/NIP | If in customer field Country code is PL and field Vat reg no is not empty or filed with value BRAK - customer field Vat reg no , otherwise - tag is not displayed (⚠ must be without country code) |
| DaneIdentyfikacyjne/KodUE | If in customer field Country code is not PL and field Vat reg no is not empty or filed with value BRAK - customer field Country code, otherwise - tag is not displayed |
| DaneIdentyfikacyjne/NrVatUE | If tag DaneIdentyfikacyjne/KodUE is displayed, customer field Vat reg no , otherwise - tag is not displayed (⚠ must be without country code) |
| DaneIdentyfikacyjne/BrakID | If customer field Vat reg no is empty or filed with value BRAK - 1 , otherwise - tag is not displayed |
| DaneIdentyfikacyjne/Nazwa | Customer field Name |
| Adres/KodKraju | Customer field Country |
| Adres/AdresL1 | Customer fields: Street, City, Postal code |

| Name | Description |
|-----------|---|
| Fa | |
| KodWaluty | Invoice header field Currency |
| P_1 | According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:, CODE - DataWystawienia <i>Description: Data wystawienia, z zastrzeżeniem art. 106na ust. 1 ustawy</i> |
| P_2 | According mastersettings Master Settings→Receipt settings→Invoice datafield for external invoice number selected datafield, if not selected from innvoice header field Invoice |

| Name | Description |
|----------|--|
| P_6 | According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:, CODE - DataWystawienia <i>Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi lub data otrzymania zapłaty, o której mowa w art. 106b ust. 1 pkt 4 ustawy, o ile taka data jest określona i różni się od daty wystawienia faktury. Pole wypełnia się w przypadku, gdy dla wszystkich pozycji faktury data jest wspólna</i> |
| P_13_1 | Sum of invoice row fields Total where VAT code VAT% is 23% or 22% |
| P_14_1 | Sum of invoice row differences of fields RS VAT - Total where VAT code VAT% is 23% or 22% |
| P_14_1W | If invoice header field Currency is not PLN = P_14_1 value * invoice header field Rate , otherwise - tag is not displayed |
| P_13_2 | Sum of invoice row fields Total where VAT code VAT% is 8% or 7% |
| P_14_2 | Sum of invoice row differences of fields RS VAT - Total where VAT code VAT% is 8% or 7% |
| P_14_2W | If invoice header field Currency is not PLN = P_14_2 value * invoice header field Rate , otherwise - tag is not displayed |
| P_13_3 | Sum of invoice row fields Total where VAT code VAT% is 5% |
| P_14_3 | Sum of invoice row differences of fields RS VAT - Total where VAT code VAT% is 5% |
| P_14_3W | If invoice header field Currency is not PLN = P_14_2 value * invoice header field Rate , otherwise - tag is not displayed |
| P_13_4 | Sum of invoice row fields Total where VAT code VAT% is 4% or 3% |
| P_14_4 | Sum of invoice row differences of fields RS VAT - Total where VAT code VAT% is 4% or 3% |
| P_14_4W | If invoice header field Currency is not PLN = P_14_4 value * invoice header field Rate , otherwise - tag is not displayed |
| P_13_6_1 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to 0%_KRAJOWE |
| P_13_6_2 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to 0%_WDT |
| P_13_6_3 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to 0%_EKSPORT |
| P_13_7 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to ZWOLNIENIE_Z_OPODATK |

| Name | Description |
|--|--|
| P_13_8 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to NP_WYLACZ_ART100UST1PKT4 |
| P_13_9 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to NP_NA_ART100UST1PKT4 |
| P_13_10 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to ODWROTNE_OBCIAZ |
| P_13_11 | Sum of invoice row fields Total where VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is set to MARZA |
| P_15 | Invoice header field Total |
| <i>Adnotacje</i> | |
| Adnotacje/P_16 | If document is POS invoices - 1 , otherwise - 2 |
| Adnotacje/P_17 | Always 2 <i>Description: W przypadku faktur, o których mowa w art. 106d ust. 1 ustawy - wyraz „samofakturowanie” - 1; w przeciwnym przypadku - wartość 2</i> |
| Adnotacje/P_18 | If at least in one row, the VAT code data field KSEF Stawka podatku (code: KSEF_STAW_PODAT) is value ODWROTNE_OBCIAZ - 1 , otherwise - 2 <i>Description: W przypadku dostawy towarów lub wykonania usługi, dla których obowiązującym do rozliczenia podatku od wartości dodanej lub podatku o podobnym charakterze jest nabywca towaru lub usługi - wyrazy „odwrotne obciążenie”, należy podać wartość „1”, w przeciwnym przypadku - wartość „2”</i> |
| Adnotacje/P_18A | If header field Total (with VAT) * header field Rate is more than 15 000 PLN - 1 , otherwise - 2 |
| Adnotacje /Zwolnienie /P_19N | Always 1 <i>Description: Znacznik braku dostawy towarów lub świadczenia usług zwolnionych od podatku na podstawie art. 43 ust. 1, art. 113 ust. 1 i 9 ustawy albo przepisów wydanych na podstawie art. 82 ust. 3 ustawy lub na podstawie innych przepisów</i> |
| Adnotacje /NoweSrodkiTransportu /P_22N | Always 1 <i>Description: Znacznik braku wewnątrzwspólnotowej dostawy nowych środków transportu</i> |
| Adnotacje/P_23 | Always 2 W przypadku faktur wystawianych w procedurze uproszczonej przez drugiego w kolejności podatnika, o którym mowa w art. 135 ust. 1 pkt 4 lit. b i c oraz ust. 2, zawierającej adnotację, o której mowa w art. 136 ust. 1 pkt 1 i stwierdzenie, o którym mowa w art. 136 ust. 1 pkt 2 ustawy, należy podać wartość „1”, w przeciwnym przypadku - wartość „2” |
| Adnotacje /PMarzy /P_PMarzyn | Always 1 <i>Description: Znacznik braku wystąpienia procedur marży, o których mowa w art. 119 lub art. 120 ustawy</i> |

| Name | Description |
|---|--|
| RodzajFaktury | KOR - if in sales invoice header field Total is negative and in header field Credited invoice is invoice No. Otherwise - VAT |
| DaneFaKorygowanej |  Tags are displayed if in tag RodzajFaktury value is KOR , otherwise - tags are not displayed |
| DaneFaKorygowanej/DataWystFaKorygowanej | Header field Credited invoice document field Date  Tag displayed if in tag RodzajFaktury value is KOR |
| DaneFaKorygowanej/NrFaKorygowanej | According mastersettings Master Settings→Receipt settings→Invoice datafield for external invoice number selected datafield from credited invoice, if not selected from header field Credited invoice  Tag displayed if in tag RodzajFaktury value is KOR |
| DaneFaKorygowanej/NrKSeF | 1 if header field Credited invoice has KSEF No., otherwise - tag is not displayed  Tag displayed if in tag RodzajFaktury value is KOR |
| DaneFaKorygowanej/NrKSeFFaKorygowanej | If tag NrKSeF is displayed - header field Credited invoice invoice KSEF No.  Tag displayed if in tag RodzajFaktury value is KOR |
| DaneFaKorygowanej/NrKSeFN | 1 if header field Credited invoice does not have KSEF No., otherwise - tag is not displayed  Tag displayed if in tag RodzajFaktury value is KOR |
| FaWiersz | Information about items/services |
| FaWiersz/NrWierszaFa | Invoice row No. |
| FaWiersz/P_7 | Invoice row field Description |
| FaWiersz/P_8A | Invoice row field Unit |
| FaWiersz/P_8B | Invoice row field Qty |
| FaWiersz/P_9A | Invoice row field Net price |
| FaWiersz/P_11 | Invoice row field Total |
| FaWiersz/P_12 | Invoice row field VAT code field REVERSE VAT % if it is empty - VAT% |
| FaWiersz /KursWaluty | If invoice header field Currency is nor PLN - invoice header field Rate (format: 0.000000), otherwise - tag is not displayed |
| Platnosc | |
| TerminPlatnosci /Termin | Invoice header field Due date |

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