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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
 - 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

Menu

Issue invoice

Invoice list

Session history

Attorney power

Tokens

Generate token

Token list

Subsidiary units

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

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":

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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
 - In field PARAMETER 2 insert value **1** if information should be:
 - **Date** → P_1 (Description: Data wystawienia)
 - **Sent** → P_6 (Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi)
 - In field PARAMETER 2 insert value **2** if information should be:
 - **Date** → P_6 (Description: Data dokonania lub zakończenia dostawy towarów lub wykonania usługi)
 - **Sent** → P_1 (Description: Data wystawienia)
 - If PARAMETER 2 is empty = **1 (by default)**
- **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

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.

The screenshot shows the 'Invoice 2023' form in the Directo application. At the top, there are buttons for 'Close', 'New', 'Refresh', 'Confirm', and 'Save', along with a 'Status: Changed' indicator. Below these is a 'Bulk Insert...' button. The form fields are organized into several sections:

- Header:** Invoice 2023, Customer, Asset, Budget, Ordered by, Survey.
- Metadata:** 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.
- Actions:** A row of radio buttons for 'Proceeding' and a checkbox for 'Update stock'.
- e-sending:** A checkbox labeled 'e-sending' is checked and highlighted with a red rectangular box.

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 KSEFKSEF test

Ordered by

Date 22.11.2023 13:52:49Cust repOur ref Directo HELPPay term 0Due date 22.11.2023Trans date 22.11.2023 13:52:49Cust orderSent 22.11.2023 13:52:49Comm.

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 KSEFKSEF testAsset

Ordered bySurvey

Date 24.11.2023 11:24:54Cust repStock PAGPay term 10Due date 04.12.2023Trans date 24.11.2023 11:24:54Cust orderSent 24.11.2023 11:24:54Comm.

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: PINTotal weight: 711.4626VAT: 138.67Subtotal: 1606.45Draava

2.2. Errors

While confirming of the invoice, Directo check if there are correctly filled settings. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice washout the checkbox **e-sending**

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 description:

Name	Description
Podmiot1	Information about the seller
Adres/AdresL1	Setting→Master Settings→Company legal address
Podmiot2	Information about the buyer
Adres/AdresL1	Customer fields: Street, City, Postal code



The errors of sending you may see in sales invoice document that has an error.





3. 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 invoice header field Invoice
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%

Name	Description
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
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

Name	Description
P_15	Invoice header field Total
Adnotacje	
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>
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 Rodzaj Faktury value is KOR , otherwise - tags are not displayed
DaneFaKorygowanej/DataWystFaKorygowanej	Header field Credited invoice document field Date  Tag displayed if in tag Rodzaj Faktury value is KOR

Name	Description
DaneFaKorygowanej/NrFaKorygowanej	According master settings 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 Rodzaj Faktury value is KOR
DaneFaKorygowanej/NrKSeF	1 if header field Credited invoice has KSEF No., otherwise - tag is not displayed  Tag displayed if in tag Rodzaj Faktury value is KOR
DaneFaKorygowanej/NrKSeFFaKorygowanej	If tag NrKSeF is displayed - header field Credited invoice invoice KSEF No.  Tag displayed if in tag Rodzaj Faktury 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 Rodzaj Faktury value is KOR
<i>FaWiersz</i>	<i>Information about items/services</i>
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 not PLN - invoice header field Rate (format: 0.000000), otherwise - tag is not displayed
<i>Platnosc</i>	
TerminPlatnosci /Termin	Invoice header field Due date

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