

# Sisukord

- KSEF** ..... 3
- 1. Settings** ..... 3
- 2. Sending** ..... 5
  - 2.1. Sending of the invoice ..... 5
  - 2.2. Errors ..... 6
- 3. KSeF report** ..... 7
- 4. Sales invoices tags** ..... 7



# 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 **0** 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  National System e-Invoices - Test application

- 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 \***

- access invoices
- issue invoices
- view permissions
- managing permissions

Menu  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: XXXXXXXXXXXXXXXXX

**Copy**

Token list Generate another token

Master Settings > Transport

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: XXXXXXXXXXXXXXXXX

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

## 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



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.

Close New Refresh Confirm Save Status: 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.

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

|  |  |
|--|--|
| <p>Close New Copy Save Mail Print Preview Sign test_parasas Sign test2</p> <p>Receipt CashIn Event Bulk Insert... Add Stock Level</p> <p>Invoice 2300083</p> <p>Customer KSEF KSEF test</p> <p>Ordered by</p> <p>Date 22.11.2023 13:52:49 Cust rep St</p> <p>Pay term 0 Our ref Directo HELP Ob</p> <p>Due date 22.11.2023 Salesman META Pro</p> <p>Trans date 22.11.2023 13:52:49 In charge Order</p> <p>Cust order Quotation Credited inve</p> <p>Sent 22.11.2023 13:52:49 Type Sta</p> <p>Comm.</p> <p>Receipts: - Credit invoices: 2300084</p> <p>Last changed by: META 27.11.2023 8:18:58 Last printed 27.11.2023 8:18:58</p> <p>Waiting for electronic dispatching : KSEF-E-INVOICE 27.11.2023 8:18:58</p> <p>Currency: EUR Total weight: 1108.2528 VAT: 55.82 Subtotal: 2713.00</p> | <p>Close New Copy Save Mail Print Preview Sign test_parasas Sign test2</p> <p>Receipt CashIn Event Bulk Insert... Add Stock Level</p> <p>Invoice 2300092</p> <p>Customer KSEF KSEF test Asset</p> <p>Ordered by Survey</p> <p>Date 24.11.2023 11:24:54 Cust rep Stock PAG</p> <p>Pay term 10 Our ref Directo HELP Object BUH</p> <p>Due date 04.12.2023 Salesman META Project PAJAM_SUTARTIS</p> <p>Trans date 24.11.2023 11:24:54 In charge Order no.</p> <p>Cust order Quotation Credited invoice</p> <p>Sent 24.11.2023 11:24:54 Type Status (cho</p> <p>Comm.</p> <p>Receipts: -</p> <p>Last changed by: META 24.11.2023 11:25:14 Last printed 24.11.2023 11:25:14</p> <p>Electronically dispatched : KSEF-E-INVOICE 111111111-20231127-0ACC7EDA1280-69 27.11.2023 8:12:01</p> <p>Currency: PLN Total weight: 711.4626 VAT: 138.67 Subtotal: 1606.45</p> |
|--|--|

## 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                                   |
|-----------------|---|
| <b>Podmiot1</b> | Information about the seller                  |
| Adres/AdresL1   | Setting→Master Settings→Company legal address |
| <b>Podmiot2</b> | Information about the buyer                   |

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

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



### 4. Sales invoices tags



| Name              | Description                     |
|-------------------|---------------------------------|
| <b>Naglowek</b>   |                                 |
| KodFormularza     | <b>FA (2)</b>                   |
| WariantFormularza | <b>1-OE</b>                     |
| DataWytworzeniaFa | Current date at time of sending |
| SystemInfo        | <b>Directo</b>                  |

| Name                    | Description  |
|-------------------------|--|
| <b>Podmiot1</b>         | Information about the seller                           |
| DaneIdentyfikacyjne/NIP | Setting→Master Settings→Common settings→Company VAT no |

| Name                        | Description  |
|-----------------------------|--|
| 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  |
| <b>Podmiot2</b>             | <i>Information about the buyer</i>   |
| DaneIdentyfikacyjne/NIP     | If in customer field <b>Country</b> code is <b>PL</b> and field <b>Vat reg no</b> is not empty or filed with value <b>BRAK</b> - customer field <b>Vat reg no</b> , otherwise - tag is not displayed (  must be without country code)   |
| DaneIdentyfikacyjne/KodUE   | If in customer field <b>Country</b> code is not <b>PL</b> and field <b>Vat reg no</b> is not empty or filed with value <b>BRAK</b> - customer field <b>Country</b> code, otherwise - tag is not displayed  |
| DaneIdentyfikacyjne/NrVatUE | If tag DaneIdentyfikacyjne/KodUE is displayed, customer field <b>Vat reg no</b> , otherwise - tag is not displayed (  must be without country code)   |
| DaneIdentyfikacyjne/BrakID  | If customer field <b>Vat reg no</b> is empty or filed with value <b>BRAK - 1</b> , otherwise - tag is not displayed  |
| DaneIdentyfikacyjne/Nazwa   | Customer field <b>Name</b>   |
| Adres/KodKraju              | Customer field <b>Country</b>  |
| Adres/AdresL1               | Customer fields: <b>Street, City, Postal code</b>  |
| Name                        | Description  |
| <b>Fa</b>                   |  |
| KodWaluty                   | Invoice header field <b>Currency</b>   |
| P_1                         | According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:, CODE - <b>DataWystawienia</b><br><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 <b>Invoice</b>   |
| P_6                         | According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:, CODE - <b>DataWystawienia</b><br><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 <b>Total</b> where VAT code VAT% is 23% or 22%   |
| P_14_1                      | Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 23% or 22%   |



| Name     | Description   |
|----------|---|
| P_14_1W  | If invoice header field <b>Currency</b> is not <b>PLN = P_14_1</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed                |
| P_13_2   | Sum of invoice row fields <b>Total</b> where VAT code VAT% is 8% or 7%  |
| P_14_2   | Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 8% or 7%  |
| P_14_2W  | If invoice header field <b>Currency</b> is not <b>PLN = P_14_2</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed                |
| P_13_3   | Sum of invoice row fields <b>Total</b> where VAT code VAT% is 5%  |
| P_14_3   | Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 5%  |
| P_14_3W  | If invoice header field <b>Currency</b> is not <b>PLN = P_14_2</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed                |
| P_13_4   | Sum of invoice row fields <b>Total</b> where VAT code VAT% is 4% or 3%  |
| P_14_4   | Sum of invoice row differences of fields <b>RS VAT - Total</b> where VAT code VAT% is 4% or 3%  |
| P_14_4W  | If invoice header field <b>Currency</b> is not <b>PLN = P_14_4</b> value * invoice header field <b>Rate</b> , otherwise - tag is not displayed                |
| P_13_6_1 | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_KRAJOWE</b>               |
| P_13_6_2 | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_WDT</b>                   |
| P_13_6_3 | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>0%_EKSPORT</b>               |
| P_13_7   | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>ZWOLNIENIE_Z_OPODATK</b>     |
| P_13_8   | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>NP_WYLACZ_ART100UST1PKT4</b> |
| P_13_9   | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>NP_NA_ART100UST1PKT4</b>     |
| P_13_10  | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>ODWROTNE_OBCIAZ</b>          |
| P_13_11  | Sum of invoice row fields <b>Total</b> where VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is set to <b>MARZA</b>                    |

| Name                                    | Description  |
|---|--|
| P_15                                    | Invoice header field <b>Total</b>  |
| <i>Adnotacje</i>                        |  |
| Adnotacje/P_16                          | If document is POS invoices - <b>1</b> , otherwise - <b>2</b>  |
| Adnotacje/P_17                          | Always <b>2</b><br><i>Description: W przypadku faktur, o których mowa w art. 106d ust. 1 ustawy - wyraz „samofakturowanie” - <b>1</b>; w przeciwnym przypadku - wartość <b>2</b></i>   |
| Adnotacje/P_18                          | If at least in one row, the VAT code data field <b>KSEF Stawka podatku</b> (code: KSEF_STAW_PODAT) is value <b>ODWROTNE_OBCIAZ - 1</b> , otherwise - <b>2</b><br><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 <b>Total</b> (with VAT) * header field <b>Rate</b> is more then 15 000 PLN - <b>1</b> , otherwise - <b>2</b>   |
| Adnotacje /Zwolnienie /P_19N            | Always <b>1</b><br><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 <b>1</b><br><i>Description: Znacznik braku wewnątrzwspólnotowej dostawy nowych środków transportu</i>   |
| Adnotacje/P_23                          | Always <b>2</b><br><i>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”</i>  |
| Adnotacje /PMarzy /P_PMarzyN            | Always <b>1</b><br><i>Description: Znacznik braku wystąpienia procedur marży, o których mowa w art. 119 lub art. 120 ustawy</i>  |
| RodzajFaktury                           | <b>KOR</b> - if in sales invoice header field <b>Total</b> is negative and in header field <b>Credited invoice</b> is invoice No. Otherwise - <b>VAT</b>   |
| DaneFaKorygowanej                       |  Tags are displayed if in tag Rodzaj Faktury value is <b>KOR</b> , otherwise - tags are not displayed   |
| DaneFaKorygowanej/DataWystFaKorygowanej | Header field <b>Credited invoice</b> document field <b>Date</b><br> Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>  |

| Name                                  | Description   |
|---------------------------------------|---|
| 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 <b>Credited invoice</b><br><br>! Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b> |
| DaneFaKorygowanej/NrKSeF              | <b>1</b> if header field <b>Credited invoice</b> has KSEF No., otherwise - tag is not displayed<br><br>! Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>   |
| DaneFaKorygowanej/NrKSeFFaKorygowanej | If tag NrKSeF is displayed - header field <b>Credited invoice</b> invoice KSEF No.<br><br>! Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>  |
| DaneFaKorygowanej/NrKSeFN             | <b>1</b> if header field <b>Credited invoice</b> does not have KSEF No., otherwise - tag is not displayed<br><br>! Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b>   |
| <i>FaWiersz</i>                       | <i>Information about items/services</i>   |
| FaWiersz/NrWierszaFa                  | Invoice row No.   |
| FaWiersz/P_7                          | Invoice row field <b>Description</b>  |
| FaWiersz/P_8A                         | Invoice row field <b>Unit</b>   |
| FaWiersz/P_8B                         | Invoice row field <b>Qty</b>  |
| FaWiersz/P_9A                         | Invoice row field <b>Net price</b>  |
| FaWiersz/P_11                         | Invoice row field <b>Total</b>  |
| FaWiersz/P_12                         | Invoice row field <b>VAT</b> code field <b>REVERSE VAT</b> % if it is empty - <b>VAT%</b>   |
| FaWiersz /KursWaluty                  | If invoice header field <b>Currency</b> is nor <b>PLN</b> - invoice header field <b>Rate</b> (format: 0.000000), otherwise - tag is not displayed   |
| <i>Platnosc</i>                       |   |
| TerminPlatnosci /Termin               | Invoice header field <b>Due date</b>  |

From:  
<https://wiki.directo.ee/> - **Directo Help**

Permanent link:  
<https://wiki.directo.ee/lt/ksef?rev=1703252845>

Last update: **2023/12/22 15:47**

