

# Sisukord

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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 **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

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)
- System settings (1)
- TRANSPORT
- Polish e-invoice (KSeF) authentication token: XXXXXXXXXXXXXXXXX

- 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:

The screenshot shows the Directo software interface for an invoice. At the top, there is a menu bar with buttons like 'Close', 'New', 'Copy', 'Save', 'Mail', 'Print', 'Preview', 'Sign test\_parasas', 'Sign test2', 'Transaction', 'Unconfirm', and 'Status'. Below the menu, there are fields for 'Invoice 2300110', 'Customer KSEF', 'KSEF test', 'Asset', 'Budget', 'Credit rating', and 'Ordered by'. There are also radio buttons for 'Proceeding' and checkboxes for 'Update stock' and 'e-sending'. A warning message is highlighted with a red box: 'Waiting for electronic dispatching : KSEF-E-INVOICE 29.11.2023 9:00:17' and 'Another invoice with same external invoice number already sent.' Below the warning, there is a table with columns for 'Rate', 'Qty', 'Base', 'Total', 'Subtotal', 'Prepayment', and 'Balance'.

### 3. KSeF report

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

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<br><b>Access to invoices→Invoice information</b> | Date and time when the KSEF No. was receive |

### 4. Sales invoices tags

| Name          | Description   |
|---------------|---------------|
| Naglowek      |               |
| KodFormularza | <b>FA (2)</b> |

| Name              | Description                     |
|-------------------|---------------------------------|
| WariantFormularza | <b>1-OE</b>                     |
| DataWytworzeniaFa | Current date at time of sending |
| SystemInfo        | <b>Directo</b>                  |

| Name                      | Description  |
|---------------------------|--|
| <b>Podmiot1</b>           | <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  |
|-----------------------------|--|
| <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>    |



| Name     | Description   |
|----------|---|
| P_6      | According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:, CODE -<br><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%  |
| 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>   |

| Name                                   | Description  |
|--|--|
| 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>   |
| 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 than 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 wewnątrzspółnotowej 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>  |

| Name                                    | Description  |
|---|--|
| 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 RodzajFaktury 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 RodzajFaktury value is <b>KOR</b>   |
| 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> Tag displayed if in tag RodzajFaktury 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> Tag displayed if in tag RodzajFaktury value is <b>KOR</b>   |
| DaneFaKorygowanej/NrKSeFFaKorygowanej   | If tag NrKSeF is displayed - header field <b>Credited invoice</b> invoice KSEF No.<br> Tag displayed if in tag RodzajFaktury 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> Tag displayed if in tag RodzajFaktury value is <b>KOR</b>   |
| FaWiersz                                | <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  |

| Name                      | Description                          |
|---------------------------|--------------------------------------|
| <i>Platnosc</i>           |                                      |
| TerminPlatnosi<br>/Termin | Invoice header field <b>Due date</b> |

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