

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→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 **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

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: XXXXXXXXXXXXXXXX

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

Receipts List (REP)

Show all results

System settings (1)

TRANSPORT


Polish e-invoice (KSeF) authentication token

XXXXXXXXXXXXXXXXXXXX

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
 - If PARAMETER 2 has value 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

CustomerAssetBudget

Ordered bySurvey

Date 27.11.2023 8:10:17Cust repStock PAGRINDINIS

Pay termOur ref Directo HELPObject BUH

Due dateSalesman METAProject PAJAM_SUTARTIS

Trans date 27.11.2023 8:10:17In chargeOrder no.

Cust orderQuotationCredited invoice

Sent 27.11.2023 8:10:17TypeStatus (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 KSEFKSEF test

Ordered by

Date 22.11.2023 13:52:49Cust repSt

Pay term 0Our ref Directo HELPOb

Due date 22.11.2023Salesman METAPro

Trans date 22.11.2023 13:52:49In chargeOrder

Cust orderQuotationCredited inv

Sent 22.11.2023 13:52:49TypeSta

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 KSEFKSEF testAsset

Ordered bySurvey

Date 24.11.2023 11:24:54Cust repStock PAG

Pay term 10Our ref Directo HELPObject BUH

Due date 04.12.2023Salesman METAProject PAJAM_SUTARTIS

Trans date 24.11.2023 11:24:54In chargeOrder no.

Cust orderQuotationCredited invoice

Sent 24.11.2023 11:24:54TypeStatus (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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Printed on 2025/05/15 07:39

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>

Name	Description
P_2	According mastersettings Master Settings→Receipt settings→Invoice datafield for external invoice number selected datafield, if not selected from innvoice 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%
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

Name	Description
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
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>

Name	Description
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 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.

Name	Description
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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