

# Sisukord

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# KSEF 2026

## 1. Settings

### • Master Settings

- **MANDATORY** Master Settings→Sale settings→e-invoice sending is selectable 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 (only numbers)
- 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:

First, grant permissions to send and view invoices, and then generate a token. Below you will find instructions on how to assign permissions in the KSeF system.

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.



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



Faktury

Historia sesji

Uprawnienia

Dodaj administratora

Nadaj uprawnienie

Zarządzaj uprawnieniami

Moje uprawnienia

Tokeny

**Generuj token**

Lista tokenów

Certyfikaty

## Generowanie tokena

**Zakończono pomyślnie**

Twój token został pomyślnie wygenerowany.

Wygenerowany token został dodany do listy tokenów.

Uwaga! Token wyświetlany jest tylko raz. Zapisz go przed opuszczeniem strony.

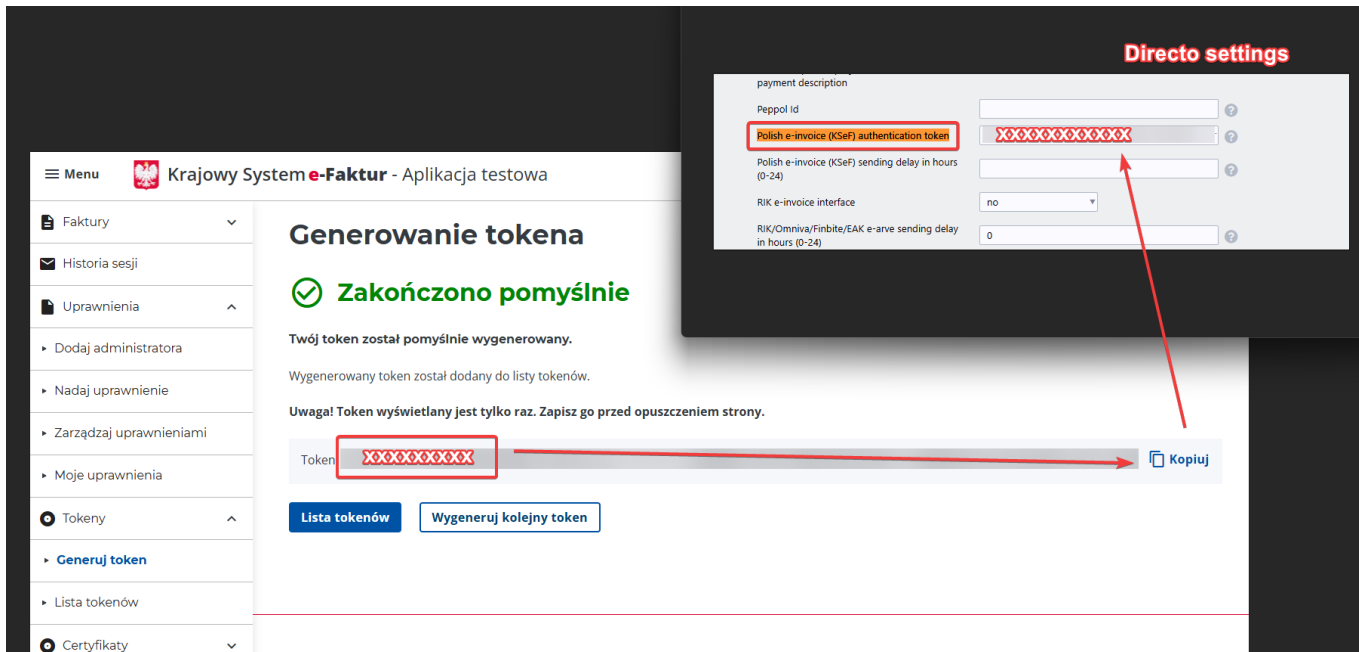
Token

XXXXXXXXXX

Kopiuj

Lista tokenów

Wygeneruj kolejny token



- 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 **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 settings**

- **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.

The screenshot shows an invoice form with various fields. The 'e-sending' checkbox is checked and highlighted with a red box. Other fields include 'Date', 'Customer', 'Asset', 'Budget', 'Survey', 'Cust rep', 'Our ref', 'Salesman', 'In charge', 'Stock', 'Object', 'Project', 'Order no.', 'Credited invoice', 'Status', and 'Comm.'.

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

The image shows two side-by-side screenshots of the invoice form. The left screenshot shows the invoice with the status 'Waiting for electronic dispatching : KSEF-E-INVOICE 27.11.2023 8:18:58' highlighted in a red box. The right screenshot shows the invoice with the status 'Electronically dispatched : KSEF-E-INVOICE 111111111-20231127-0ACC7EDA1280-69 27.11.2023 8:12:01' highlighted in a red box. A red arrow points from the left status to the right status.

## 2.2. Errors

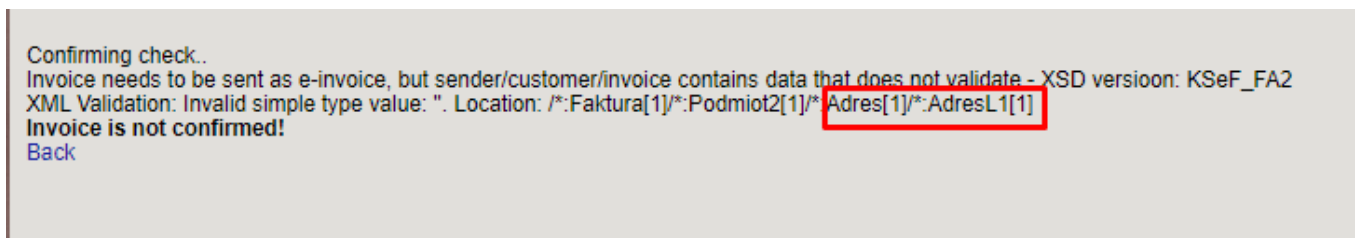
While confirming of the invoice, Directo checks if the settings are filled correctly. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice with out the checkbox **e-sending** - it will not be send to KSEF.

For example, in the picture we see error message.

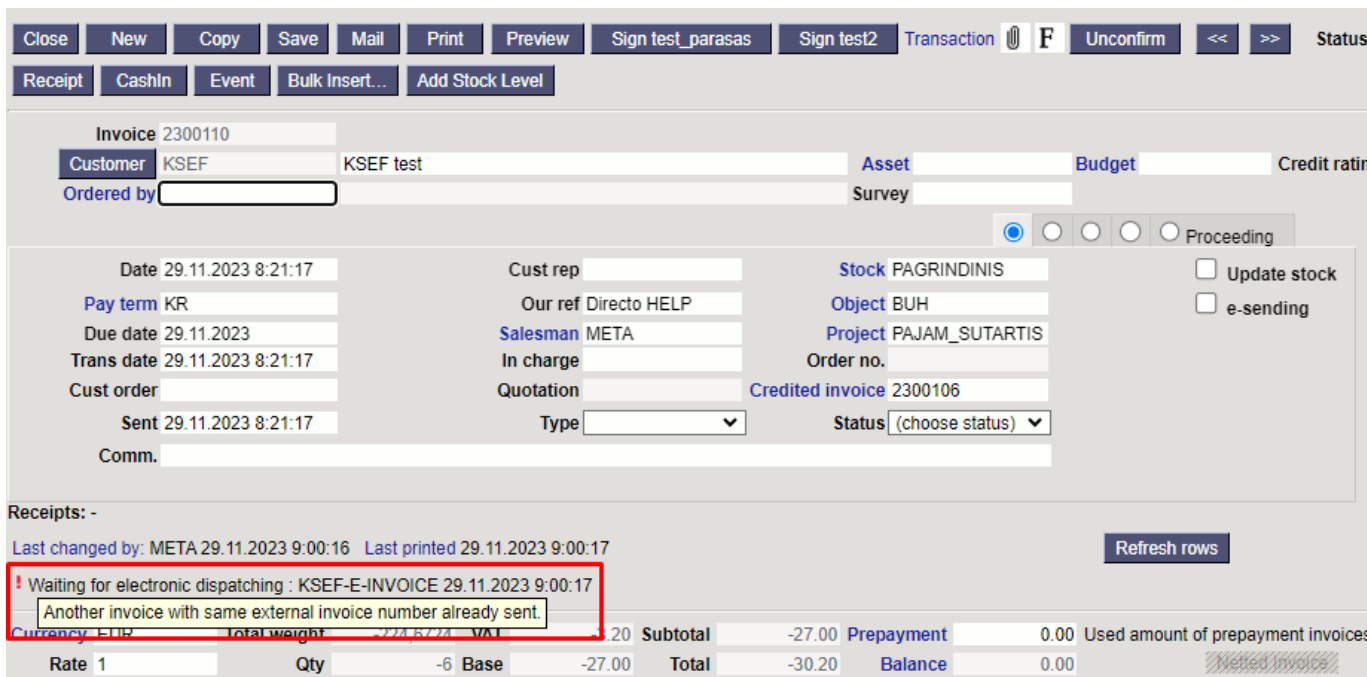
The error is in field AdresL1

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
Adres/AdresL1	Customer fields: <b>Street, City, Postal code</b>



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



## 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 <b>Access to invoices→Invoice information</b> Example: <a href="https://ksef-test.mf.gov.pl/web/verify/111111111-20231220-CFD9D7DC1724-5F/mlwHL9kQOqrT82nK7IVw5Xvuhxtn7KAhz7vxYiSOXY4%3D">https://ksef-test.mf.gov.pl/web/verify/111111111-20231220-CFD9D7DC1724-5F/mlwHL9kQOqrT82nK7IVw5Xvuhxtn7KAhz7vxYiSOXY4%3D</a>	Date and time when the KSEF No. was receive









**4. Sales invoices tags**

Name	Description
<b>Naglowek</b>	
KodFormularza	<b>FA (3)</b> , kodSystemowy=„FA (3)“ wersjaSchemy=„1-0E“
WariantFormularza	<b>3</b>
DataWytworzeniaFa	Current date at time of sending
SystemInfo	<b>Directo</b>

Name	Description
<b>Podmiot1</b>	<i>Information about the seller</i>
Daneldentyfikacyjne/NIP	Setting→Master Settings→Common settings→Company VAT no
Daneldentyfikacyjne/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>
<b>Daneldentyfikacyjne</b>	<b>Buyer identification details</b>
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)
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





Name	Description
NrVatUE	If tag DaneIdentyfikacyjne/KodUE is displayed, customer field <b>Vat reg no</b> , otherwise - tag is not displayed (  must be without country code)
BrakID	If customer field <b>Vat reg no</b> is empty or filed with value <b>BRAK - 1</b> , otherwise - tag is not displayed
Nazwa	Customer field <b>Name</b>
<b>Adres</b>	<b>Address details</b>
KodKraju	Customer field <b>Country</b>
AdresL1	Customer fields: <b>Street, City, Postal code</b>
JST	 Possible values: 1 or 2. Znacznik jednostki podrzędnej JST. Wartość „1” oznacza, że faktura dotyczy jednostki podrzędnej JST. W takim przypadku, aby udostępnić fakturę jednostce podrzędnej JST, należy wypełnić sekcję Podmiot3, w szczególności podać NIP lub ID-Wew i określić rolę jako 8. Wartość „2” oznacza, że faktura nie dotyczy jednostki podrzędnej JST
GV	 Possible values: 1 or 2. Znacznik członka grupy VAT. Wartość „1” oznacza, że faktura dotyczy członka grupy VAT. W takim przypadku, aby udostępnić fakturę członkowi grupy VAT, należy wypełnić sekcję Podmiot3, w szczególności podać NIP lub ID-Wew i określić rolę jako 10. Wartość „2” oznacza, że faktura nie dotyczy członka grupy VAT

Name	Description
<b>Podmiot3</b>	Information about the third party - required when <b>JST = 1</b> or <b>GV = 1</b>
<b>DaneIdentyfikacyjne</b>	<b>Identification details of the third party</b>
NIP	
IDWew	
KodUE	
NrVatUE	
KodKraju	
NrID	
BrakID	
Nazwa	
Rola	8 - when <b>JST = 1</b> 10 - when <b>GV = 1</b>

Name	Description
<b>Fa</b>	
KodWaluty	Invoice header field <b>Currency</b>

Name	Description
P_1	According settings: SETTINGS → COMMON SETTINGS → TRANSPORT PARAMETERS:, CODE - <b>DataWystawienia</b> <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> <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</b> = <b>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</b> = <b>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</b> = <b>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</b> = <b>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>
<b>Adnotacje</b>	<b>Other notes on the invoice</b>
P_16	If document is POS invoices - <b>1</b> , otherwise - <b>2</b>
P_17	Always <b>2</b> <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>
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> <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>
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>
Zwolnienie /P_19N	Always <b>1</b> <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>
NoweSrodkiTransportu /P_22N	Always <b>1</b> <i>Description: Znacznik braku wewnątrzwspólnotowej dostawy nowych środków transportu</i>
P_23	Always <b>2</b> 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”
PMarzy /P_PMarzyN	Always <b>1</b> <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>
<b>DaneFaKorygowanej</b>	 <b>Tags are displayed if in tag RodzajFaktury value is KOR, otherwise - tags are not displayed</b>
DataWystFaKorygowanej	Header field <b>Credited invoice</b> document field <b>Date</b>  Tag displayed if in tag RodzajFaktury value is <b>KOR</b>
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>  Tag displayed if in tag RodzajFaktury value is <b>KOR</b>

Name	Description
NrKSeF	<p><b>1</b> if header field <b>Credited invoice</b> has KSEF No., otherwise - tag is not displayed</p> <p> Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b></p>
NrKSeFFaKorygowanej	<p>If tag NrKSeF is displayed - header field <b>Credited invoice</b> invoice KSEF No.</p> <p> Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b></p>
NrKSeFN	<p><b>1</b> if header field <b>Credited invoice</b> does not have KSEF No., otherwise - tag is not displayed</p> <p> Tag displayed if in tag Rodzaj Faktury value is <b>KOR</b></p>
<b>FaWiersz</b>	<b>Information about items/services</b>
NrWierszaFa	Invoice row No.
P_7	Invoice row field <b>Description</b>
P_8A	Invoice row field <b>Unit</b>
P_8B	Invoice row field <b>Qty</b>
P_9A	Invoice row field <b>Net price</b>
P_11	Invoice row field <b>Total</b>
P_12	<p>Invoice row field <b>VAT</b> code field <b>REVERSE VAT %</b> if it is empty - <b>VAT%</b></p> <p> Possible values: 23, 22, 8, 7, 5, 4, 3, 0 KR, 0 WDT, 0 EX, zw, oo, np I, np II</p>
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
<b>Platnosc</b>	
TerminPlatnosci /Termin	Invoice header field <b>Due date</b>

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