

# Sisukord

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**Ta strona nie jest jeszcze kompletnie przetłumaczona. Pomoc mile widziana.**

*(po skompletowaniu usuń ten komentarz)*

# 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.

Menu **Krajowy System e-Faktur**

Uprawnienia **Osoba uprawnniająca: PESEL**  
65051303175

**Rodzaj uprawnień**

Rodzaj uprawnienia\*  
Osobie fizycznej do pracy w KSeF

**Dane osoby fizycznej** — Zwiń

Rodzaj podmiotu uprawnianego\*  
 Osoba fizyczna posługująca się Profilem Zaufanym lub certyfikatem zawierającym identyfikator NIP lub PESEL  
 Osoba fizyczna posługująca się certyfikatem niezawierającym identyfikatora NIP ani PESEL

Identyfikator\*  
 NIP  PESEL

Wpisz NIP

Imię\*  
Wpisz imię

Nazwisko\*  
Wpisz nazwisko

Menu **Krajowy System e-Faktur**

Uprawnienia

**Nadaj uprawnienie**

Imię\*  
Nazwisko\*

**Zakres uprawnień**

Osoba będzie uprawniona do:\*  
Zaznaczenie co najmniej jednego uprawnienia jest obowiązkowe.

- wystawiania faktur
- przeglądania faktur
- przeglądania uprawnień
- przeglądania historii sesji (generowania UPO)
- zarządzania jednostkami podrzędnymi

**Nadaj uprawnienia** **Zrezygnuj**

*Pierwsze dwie opcje są niezbędne, inne do Waszej dyspozycji./The first two options are essential; the others are up to you.*

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**

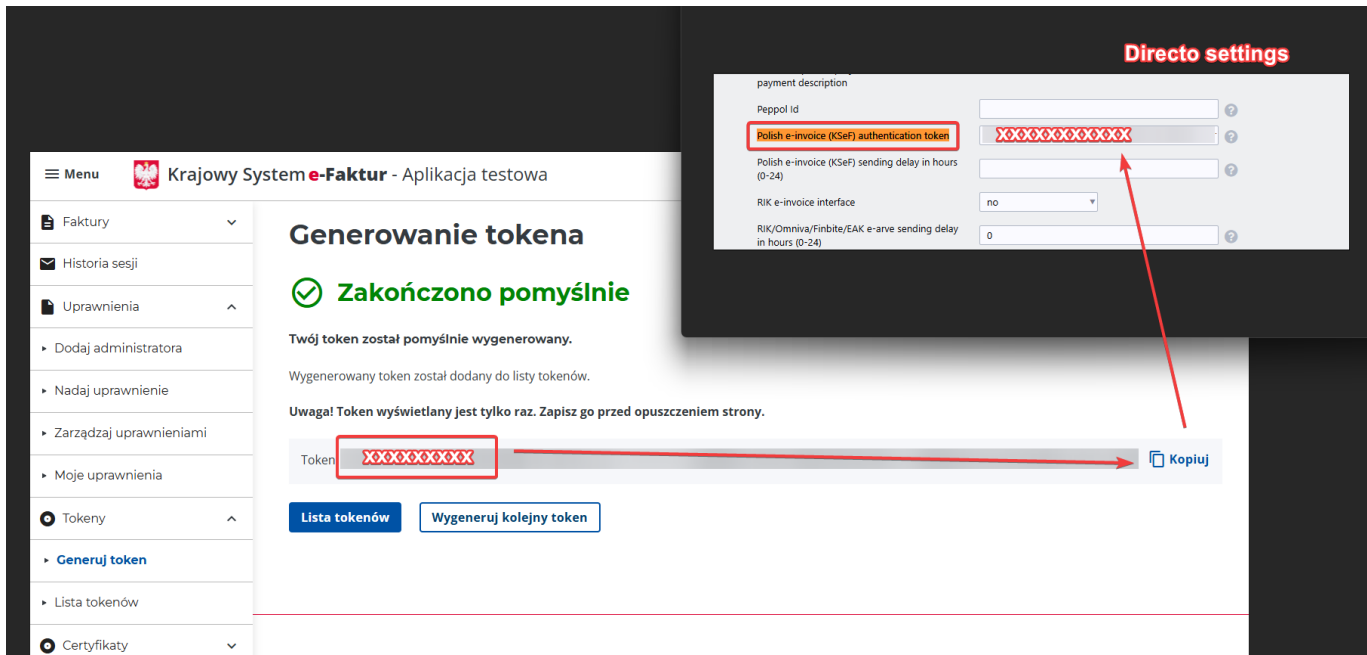
Twój token został pomyślnie wygenerowany.

Wygenerowany token został dodany do listy tokenów.

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

Token: XXXXXXXXXX Kopuj

[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 a sales invoice form with various fields. At the top, there are buttons for 'Close', 'New', 'Refresh', 'Confirm', and 'Save', along with a 'Status: Changed' indicator. Below these are 'Bulk Insert...' and 'Invoice 2023' labels. The form contains fields for 'Customer', 'Asset', 'Budget', 'Ordered by', and 'Survey'. There are also radio buttons for 'Proceeding' and a checked 'e-sending' checkbox, which is highlighted with a red box. Other fields include 'Date', 'Cust rep', 'Stock', 'Update stock', 'Pay term', 'Our ref', 'Object', 'Due date', 'Salesman', 'Project', 'Trans date', 'In charge', 'Order no.', 'Cust order', 'Quotation', 'Credited invoice', 'Sent', 'Type', and 'Status'. A 'Comm.' field is at the bottom.

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 software interface. The left screenshot shows an invoice for 'Invoice 2300083' with a status message 'Waiting for electronic dispatching : KSEF-E-INVOICE 27.11.2023 8:18:58' highlighted in a red box. The right screenshot shows an invoice for 'Invoice 2300092' with a status message '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 message to the right one. Both screenshots show similar invoice details like 'Customer', 'Date', 'Cust rep', 'Our ref', 'Salesman', 'Trans date', 'Cust order', 'Sent', and 'Comm.'. The right screenshot also includes 'Asset', 'Survey', 'Stock', 'Object', 'Project', 'Order no.', 'Credited invoice', and 'Status' fields.

## 2.2. Errors

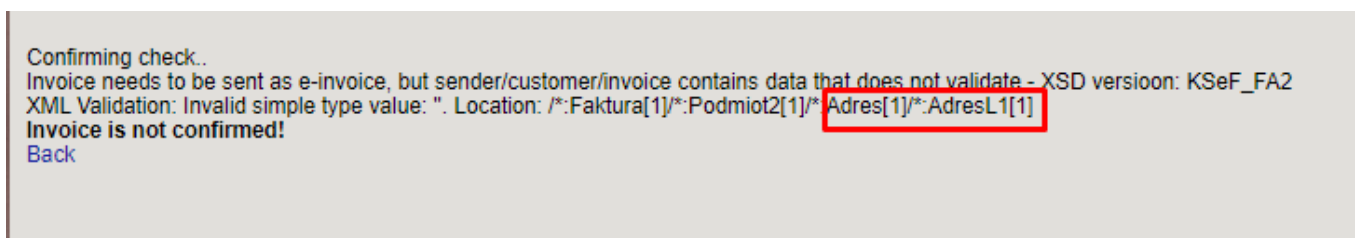
While confirming of the invoice, Directo checks if the settings are filled correctly. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice with out the checkbox **e-sending** - it will not be send to KSEF.

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:

## Resending

After confirmation, if there will be some issues while sending invoice to KSEF you can read error messages, fix the errors and resend the invoice by using the button in sales invoice document

### **Resend KSeF invoice**

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

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