

# 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.

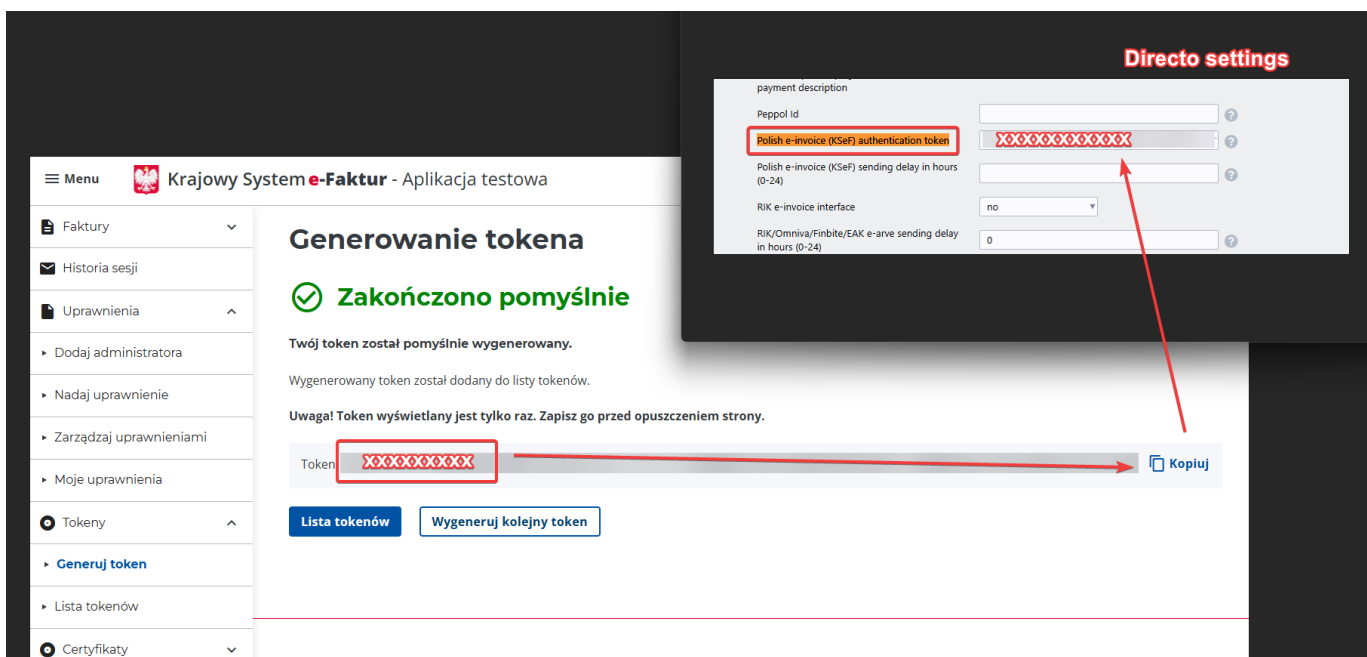
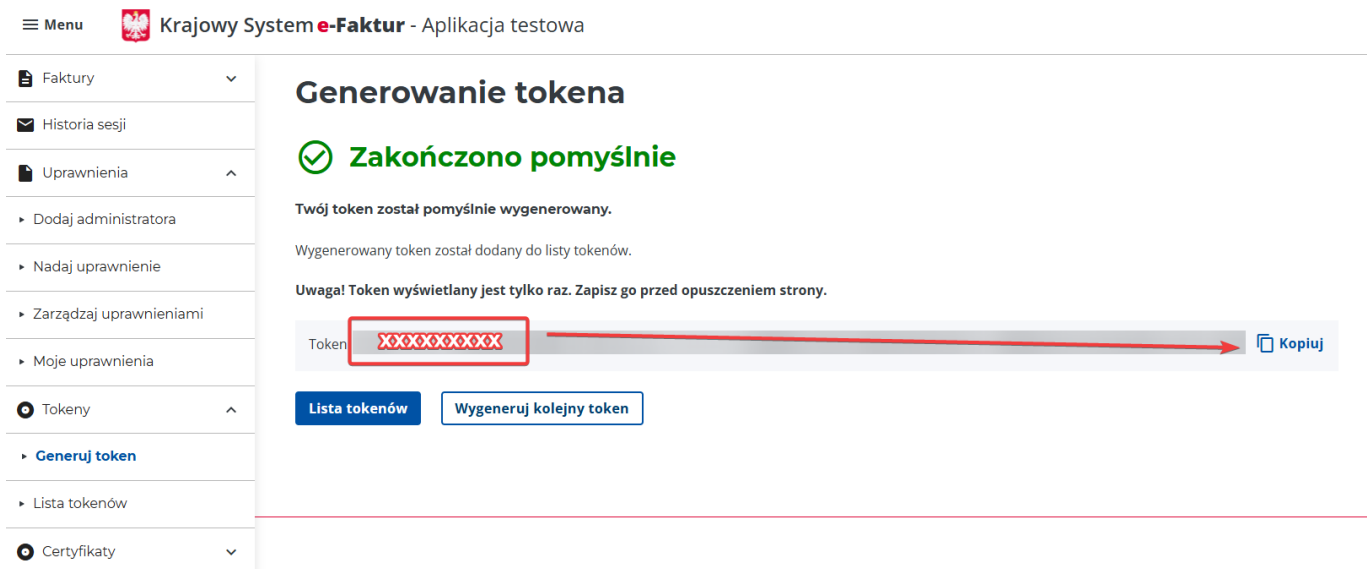
- wystawiania faktur
- przeglądania faktur
- przeglądania uprawnień
- przeglądania historii sesji (generowania UPO)
- zarządzania jednostkami podrzędnymi

**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.




- 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  Mandatory if **VAT%** is **0**


• Customer card:

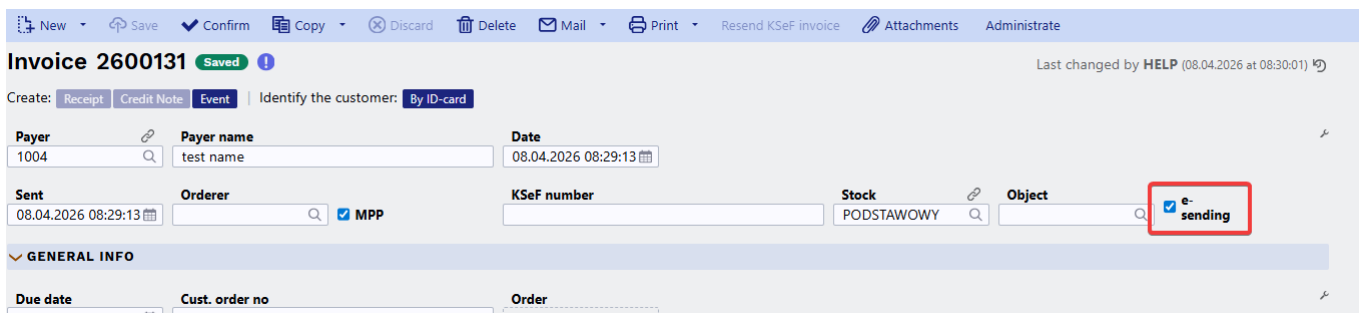
- **MANDATORY: Name**
- **MANDATORY: Street**
- **MANDATORY: Country**
- **City** (can be empty)
- **Postal code** (can be empty)
- **Email** (can be empty)
- **Phone** (can be empty)
- **Vat reg no** - without country code, otherwise **BRAK** (can be empty) (  must be without country code)
- Only if customer country is not PL (example: GR (Greece)), but VAT code is PL, correct country should be filled this way:
  - **Country** - GR (Greece) - customer country
  - **VAT country** - PL (Poland) - as the VAT code is PL
- **KSeF role** - choose only in those customer cards that customer is **2 (Recipient)** and the customer card will be added in sales invoices field **Orderer**

## 2. Sending

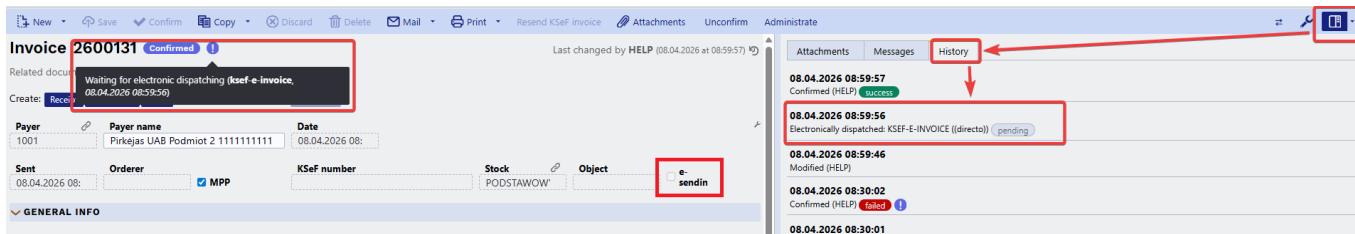
 In KSEF there is no checking of duplicates.

### 2.1. Sending of the invoice

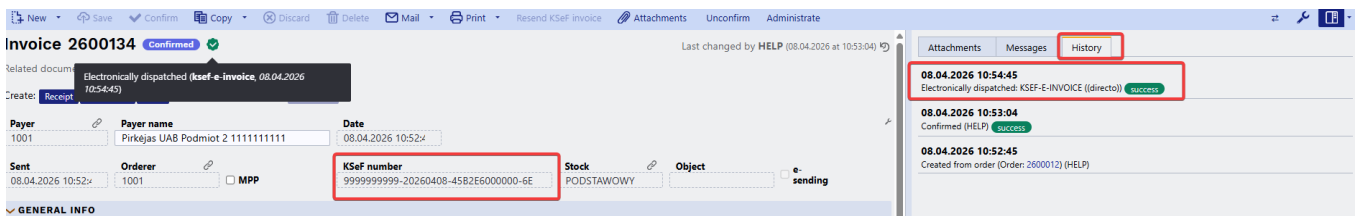
IF sales invoice should be sent to KSEF before confirming, checkbox in sales invoice document **e-sending** should be marked.  It will be marked automatically.



After confirm the invoice there will be mark: **Waiting for electronic dispatching (ksef-e-invoice 08.04.2025 08:59:56)** and checkbox **e-sending** will not be marked.



When the invoice will be send to KSEF, invoice will have KSEF document No in field **KSeF number**



## 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

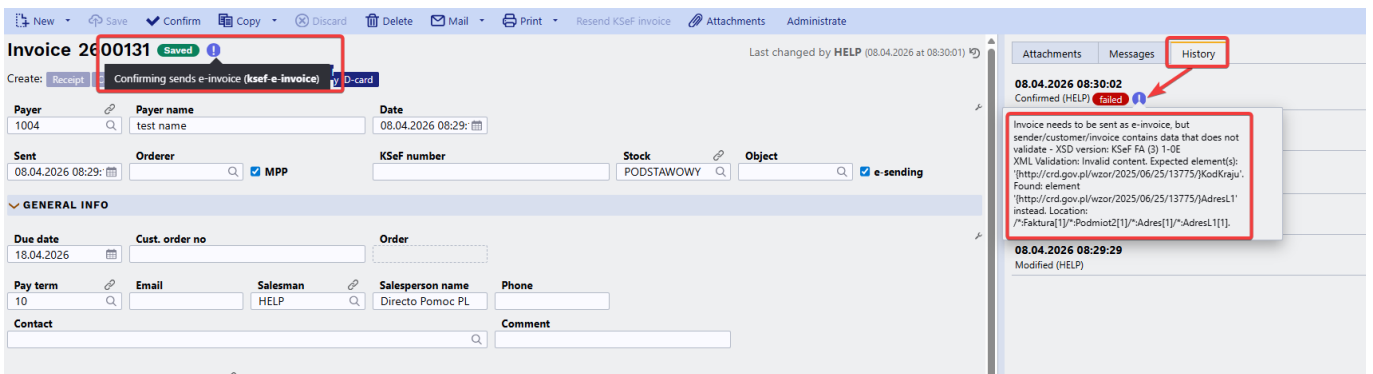
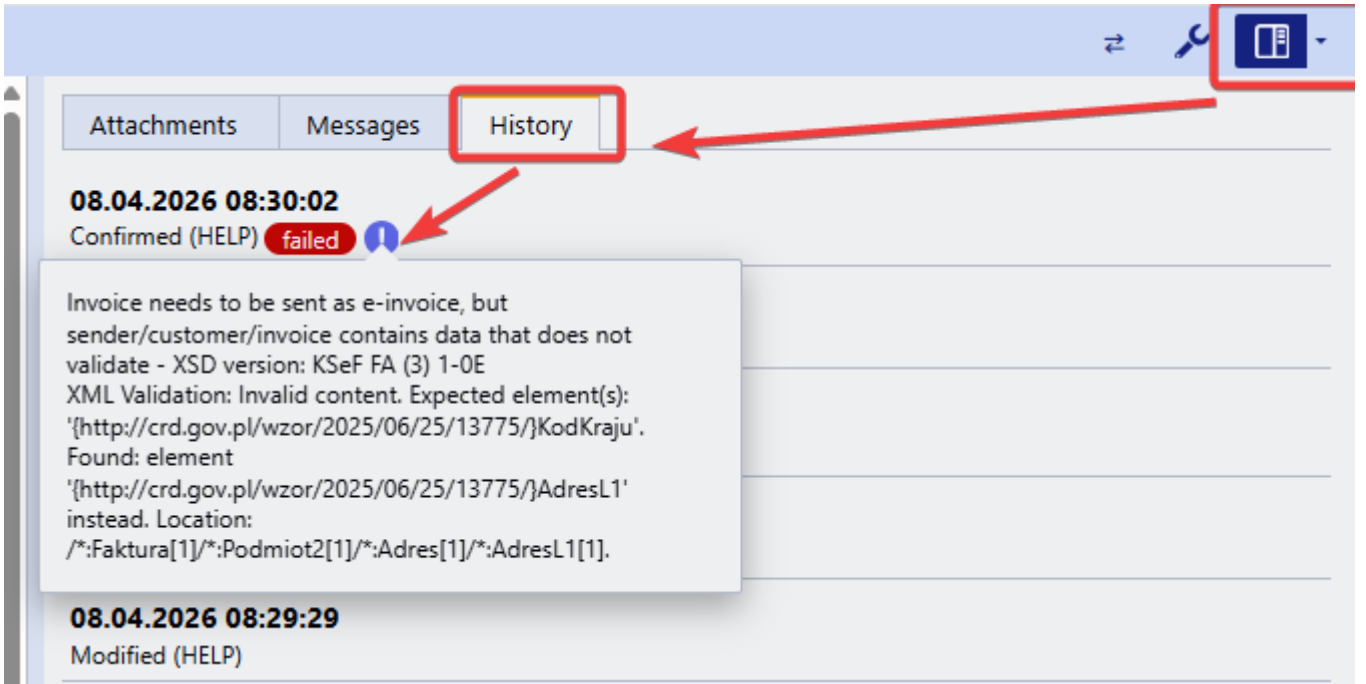


In wiki part **3. Sales invoices tags** you have to find AdresL1 field and check



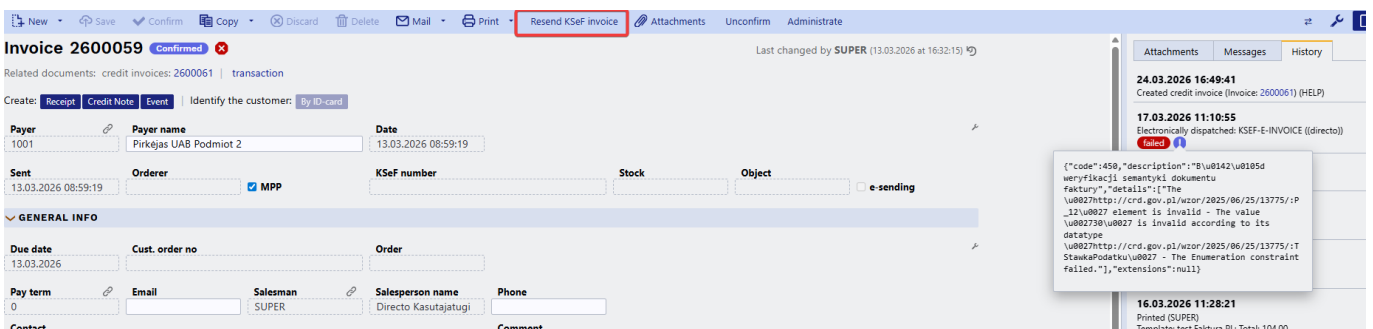
the setting according to the description:

Name	Description	Directo
<b>Podmiot1</b>	<i>Information about the seller</i>	
<i>Adres/AdresL1</i>	Adres podatnika - linia pierwsza Maksymalna ilość znaków: 512 Przykład wypełnienia: ul. Błękitna 14, 11-111 Warszawa	Setting→Master Settings→Company legal address  Setting→Master Settings→Company legal address 2 Setting→Master Settings→Company legal address 3 Separated by space
<b>Podmiot2</b>	<i>Information about the buyer</i>	
<i>Adres/AdresL1</i>	Adres nabywcy - linia pierwsza Maksymalna ilość znaków: 512 Przykład wypełnienia: ul. Błękitna 14, 11-111 Warszawa	Customer card fields: <b>Street, City,</b> <b>Postal code</b> Separated by space.



### 3. 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**



### 4. Examples of situations with the sales invoices


### 4.1. Credit sales invoice

#### 4.1.1. FIXME - Item / services - credit sales invoice






#### 4.1.2. Bonus credit sales invoice

- Create separate item with the item code **RABAT** and item class code **RABAT**

Item class should have VAT code with 0 VAT %  This item code will be used only for invoices connections. Do not use this item code in any other cases or sums.

- In sales invoices add additional columns in the row: **Constant4** and **Text4**
  - **Constant4** - write Directo invoice number for which invoices bonus is
  - **Text4** - in one of the rows add reason / explanation of the bonus

#### How to fill correctly row of the sales invoices?:

- In first row add the bonus item that you use with the correct VAT and income account. In this row add correct quantity and unit price.
- In second row choose item with the code **RABAT**  **do not add a sum for the row.** You should add as many row with the item code **RABAT** as many invoices you have that, the bonus is for. To send correct information to the KSEF at least one row with the item code **RABAT** should be.
- **Constant4** - write Directo invoice number for which invoices bonus is (one row = one invoice number)  **MANDATORY**
- **Text4** - in one of the rows add reason / explanation of the bonus  **MANDATORY**

No.	Item	Qty	Unit price	Total	VAT Code	Constant4	Text4	Description
1	159635	-1	150	-150	4			
2	RABAT	1	0	0	0	2600141	Za okres: 2026-03	
3	RABAT	1	0	0	0	2600140		

#### 4.1.3. FIXME - Company name - credit sales invoice



#### 4.1.4. FIXME - Customer address - credit sales invoice



### 4.1.5. FIXME - Customer VAT code - credit sales invoice



## 4.2. Customer not PL, VAT code - PL

If customer is foreigner, but has a Polish VAT code, you must correctly fill in country and VAT details on the customer card:

- **Country** - company registration country
- **VAT country** - choose: **PL (Polska)**
- **Vat reg no** - Polish VAT code (only numbers)

Close New Copy Refresh Delete Save Mail PRINT F << >> Status: View (c)

Survey Event Events (0) Get Regon API data

General info  Contacts  Classes  Actions  Amendments  Changes  Transport  Surveys

Code	TEST_KSEF_UE	Class		Object		Status	
Sanctions	Name	TEST KSEF				Type	Con
	Ulica	adres1				KSeF role	
	Miasto	adrs miasto				Delivery name	
	Kod pocztowy	ko2222				Adres dostawy	
	Country					Miasto dostawy	
	Country	GR (Grecja)				Kod pocztowy dostawy	
	Representative			Phone		Field	
				Skype		Deal type	
	Email					Fax	
	Comment					Warning	
						URL	
						Date of birth	
						Prohibited item classes	
						Allowed formulas	
						POS invoice quick selection items	
						Priority	
						Account Manager	
	Int comment						
	Discount %		Factoring		Contract		
	Customer Card						
	External code	Kod zewnętrzny	Password for the emailed PDF invoice				
	Credit rating	Zły(37 days)					
	Bank		Bank account/IBAN		Pay term		Del term
	Salesman	HELP	Price formula		Reg #		Currency
	VAT zone	Inside EU	VAT code		Vat reg no	1111111118	Frepayment%
	<input checked="" type="checkbox"/> Reminders	Delivery	Stock Delivery		VAT country	PL (Polska)	
	Warns		Auto print	No	Destination		

### 4.3. FIXME - Customer and Recipient (Podmiot3→Odbiorca)



### 4.4. Customer and Factoring (Podmiot3→Faktor)

If in the invoice is marked **Factoring** checkbox and filled bank account in field **BANK ACCOUNT/IBAN** invoice will be send with Podmiot3→Rola→„1” - Faktor1

#### 4.4.1. Factoring Bank settings

- Settings→Finance Settings→Banks - create bank card with bank information:
  - **CODE** - bank code or bank code in Directo
  - **NAME** - correct full bank name
  - **ADDRESS** - correct full bank address
  - **SWIFT** - bank SWIFT code
  - **IBAN COUNTRY** - bank country
  - **VAT REG NO** - bank VAT code
- Settings→Finance Settings→Bank accounts - create bank accounts
  - **BANK ACCOUNT/IBAN** - bank account number
  - **BANK** - choose bank where is this account



If in more then one bank account card the bank account number is the same, please use the same bank. To the KSEF bank information (if there is more then one bank account card with the same bank account number) will be displayed in random order. Part: Settings→Finance Settings→Bank accounts→BANK

#### 4.4.2. Factoring sales invoices information

Create sales invoices as usual.

Fill additional fields for factoring:

- **Factoring** - mark checkbox
- **Bank account/IBAN** - choose bank account for factoring (use DoubleClick)

If there is no **Factoring** and **Bank account/IBAN** numbers you can add them in part **GENERAL INFO**

**Invoice 2600181** Draft

Create: Receipt Credit Note Event Identify the customer: By ID-card

Payer: 1002 Payer name: Pirkejas UAB Date: 04.05.2026 15:51:13 Object: Stock

**GENERAL INFO**

Pay term: Due date: Email: E-mail@est.test Price formula: Salesman: LIDA2

Bank account/IBAN: PL22222222222222222222  Factoring

select fields

- Payer
- Payer name
- Date
- Object
- Stock
- Pay term
- Due date
- Email
- Price formula
- Salesman
- Bank account/IBAN
- Factoring
- Asset
- Budget
- Comment
- Consolidated invoice

BANK ACCOUNT/IBAN	CUSTOMER	CURRENCY	DESCRIPTION	BANK	SWIFT	NAME	ADDRESS	VAT REG NO
PL2	1001	EUR		1140	BREXPLPWBK	mBank		
PL22222222222222222222				2120	WBKPLPP	Santander Consumer Bank test	Bank address - Finance Settings	3333333333

### 4.5. Sales invoice with RR



If in Directo sales invoices you are using **RR** in rows, to the KSEF information will be send according to these rules:

- **Quantity** - from the firs row with the same **RR** number
- **Sum** - from all rows with the same **RR** number (field RR suma) calculated by formula: Qty \* Net price
- **VAT code configuration** - from the firs row with the same **RR** number
- **Item information: name and code** - from the firs row with the same **RR** number

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