Sisukord

Fix Me! Ta strona nie jest jeszcze kompletnie przetłumaczona. Pomoc mile widziana.
(po skompletowaniu usuń ten komentarz)

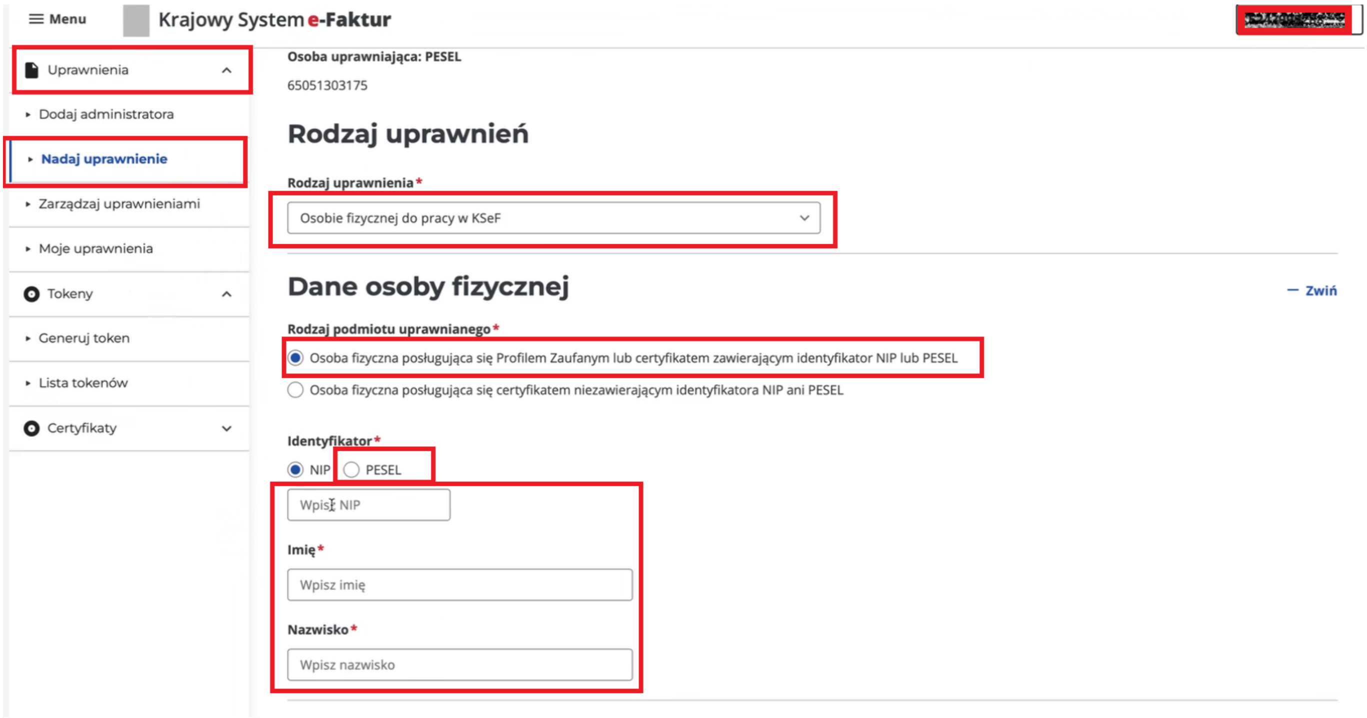
KSEF 2026

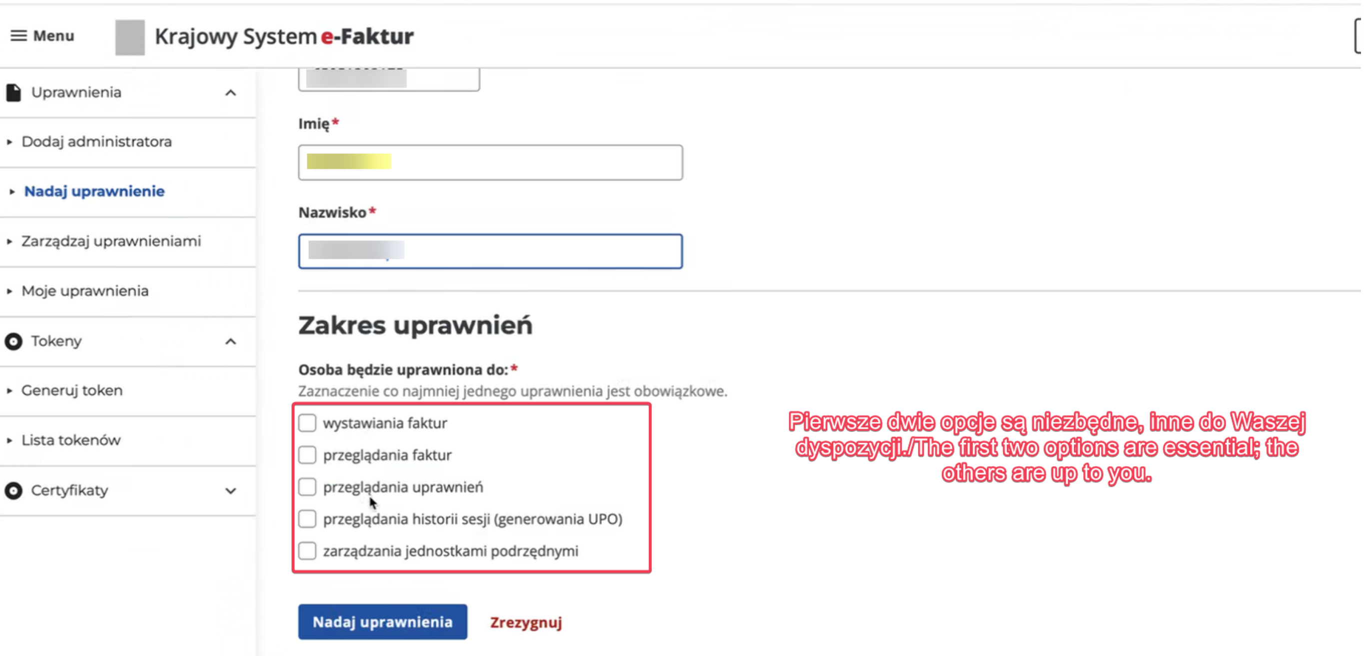
1. Settings

- **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

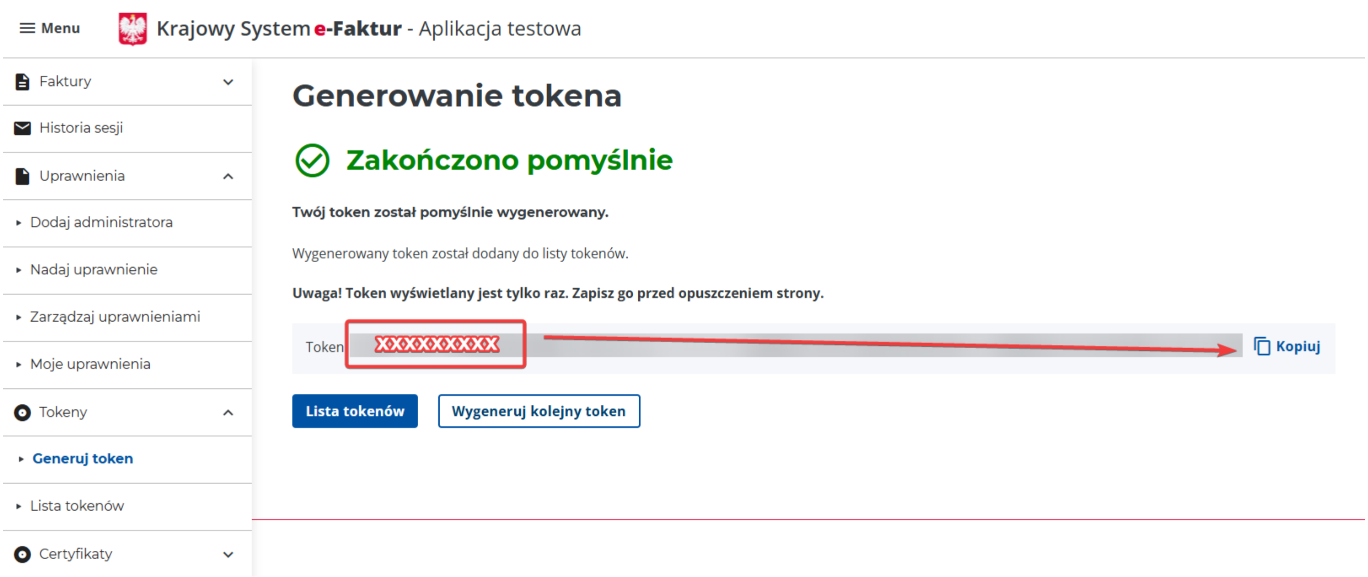
KSEF page information:

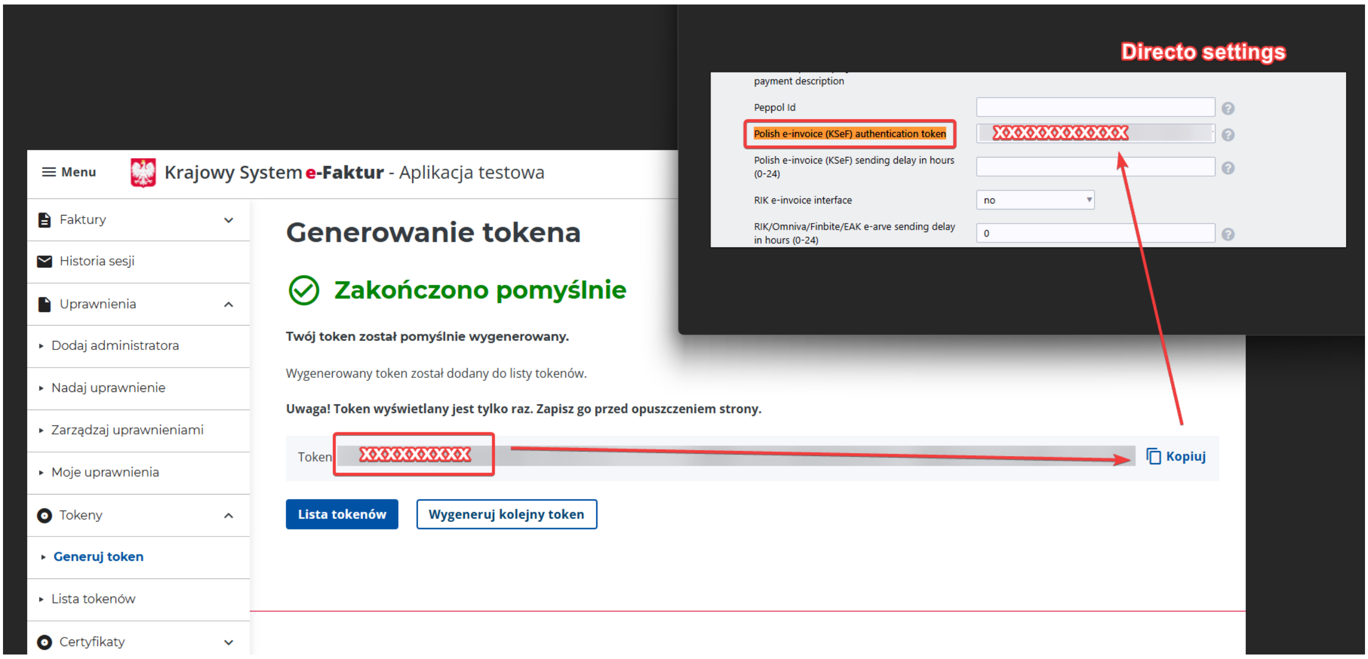
First, grant permissions to send and view invoices, and then generate a token. Below you will find instructions on how to assign permissions in the KSeF system.





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)

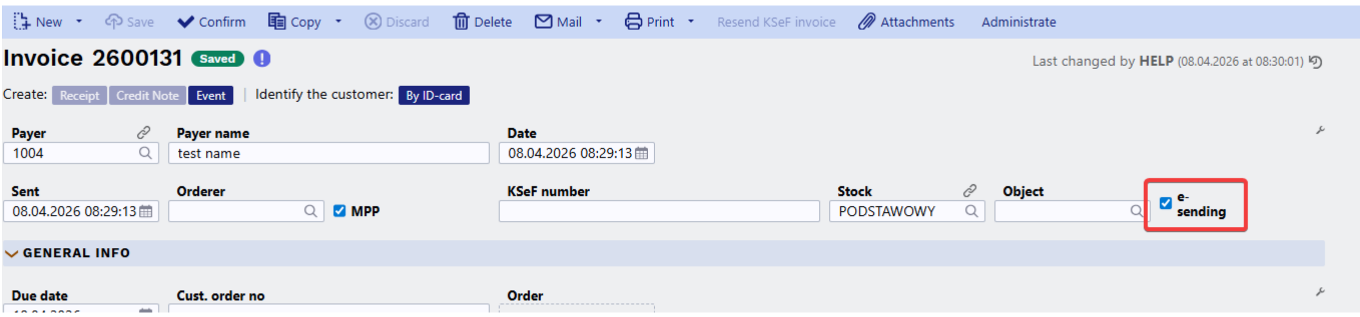
- **Finance settings**
  - **MANDATORY VAT code** (`Setting→Finance Settings→VAT codes`)
    - **VAT%** (**by default**)
    - datafield **KSEF Stawka podatku** (code: KSEF_STAW_PODAT) if needed Mandatory if **VAT%** is **0**
- **Customer card:**
  - **MANDATORY: *Name***
  - **MANDATORY: *Street***
  - **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

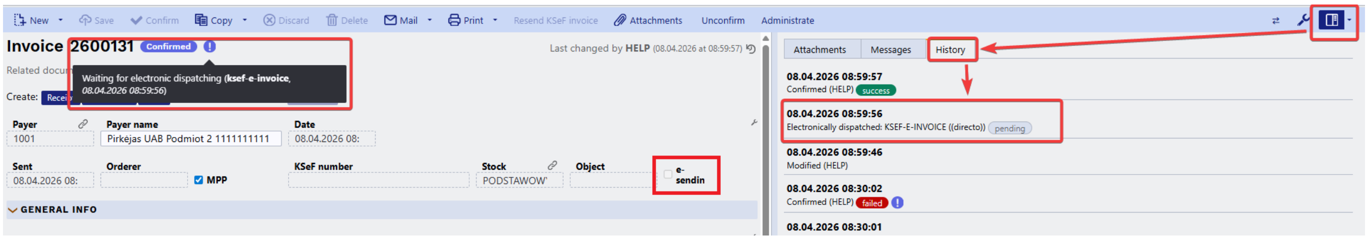
In KSEF there is no checking of duplicates.

2.1. Sending of the invoice

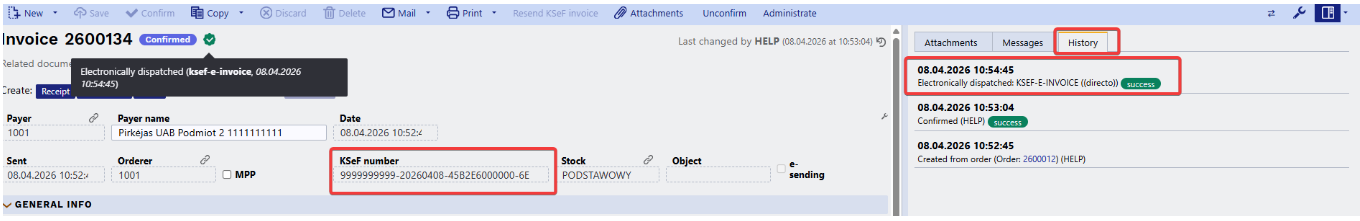
IF sales invoice should be sent to KSEF before confirming, checkbox in sales invoice document **e-sending** should be marked. It will be marked automatically.



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**



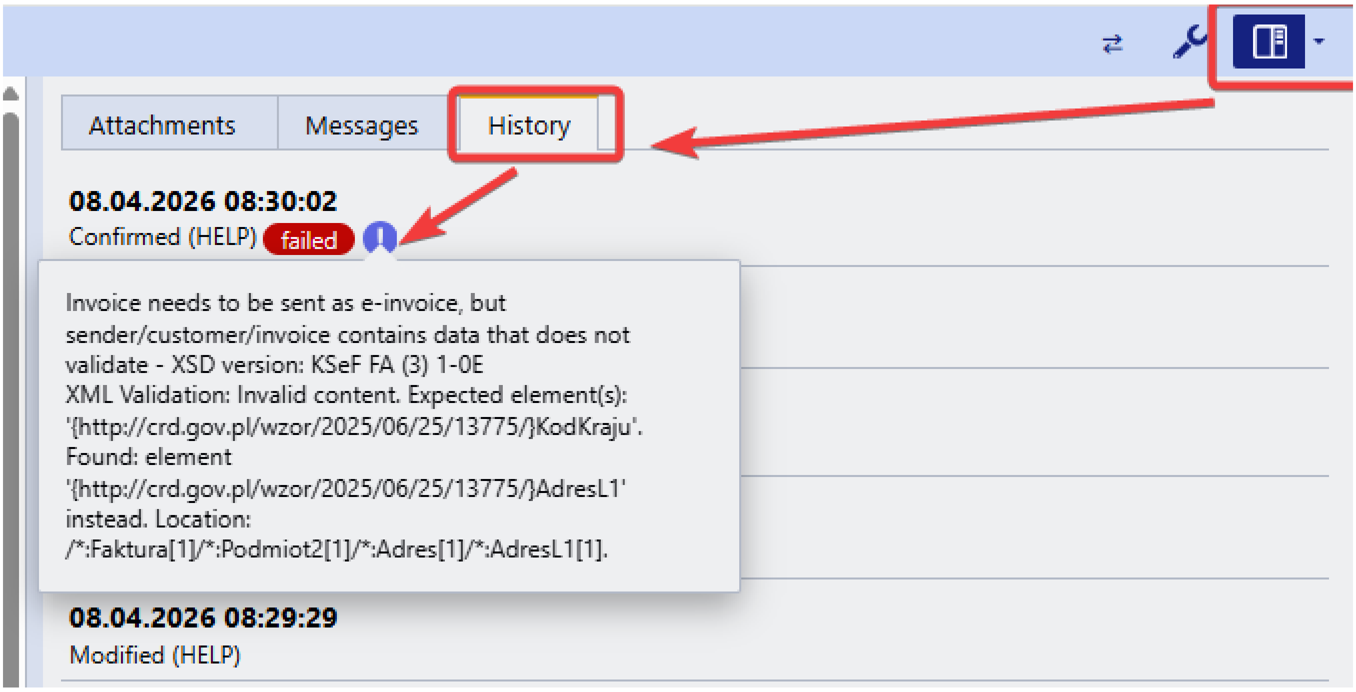
2.2. Errors

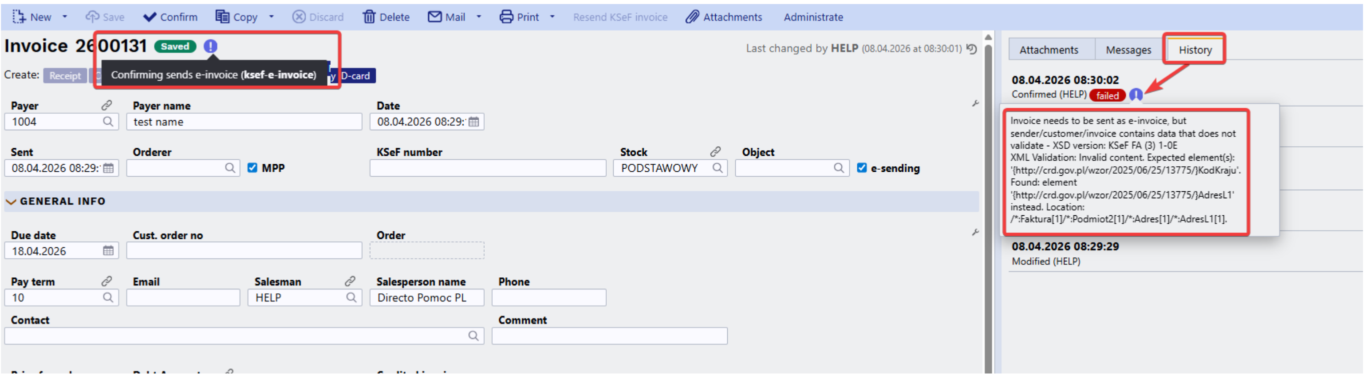
While confirming of the invoice, Directo checks if the settings are filled correctly. If there is something incorrect - there is no possibility to confirm the invoice with checkbox **e-sending**. You may confirm invoice with out the checkbox **e-sending** - it will not be send to KSEF.

For example, in the picture we see error message.
The error is in field `AdresL1`

Fix Me! In wiki part **3. Sales invoices tags** you have to find `AdresL1` field and check the setting according to the description: **Fix Me!**

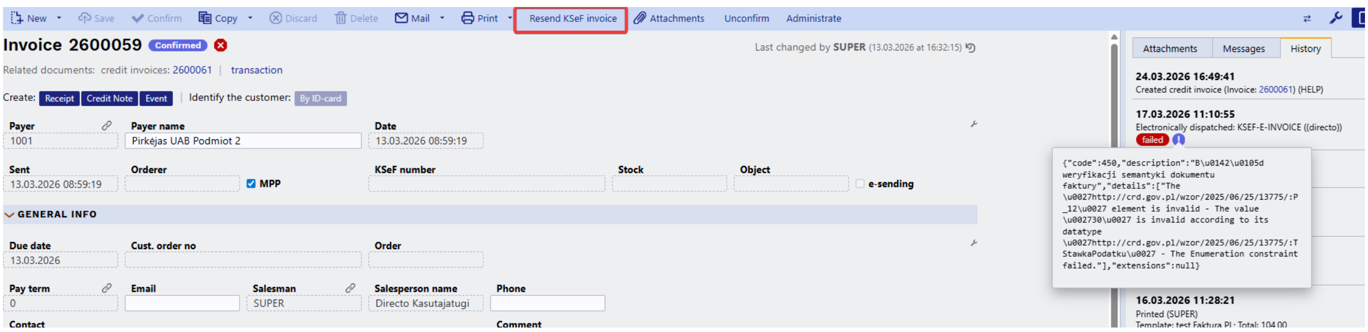
Name	**Description**	**Directo**
Podmiot1	*Information about the seller*	
Adres/AdresL1	Adres podatnika – linia pierwsza Maksymalna ilość znaków: 512 Przykład wypełnienia: ul. Błękitna 14, 11-111 Warszawa	`Setting→Master Settings→Company legal address` `Setting→Master Settings→Company legal address 2`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

Fix Me!

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									

4.1.3. FIXME - Company name - credit sales invoice

Fix Me!

4.1.4. FIXME - Customer address - credit sales invoice

Fix Me!

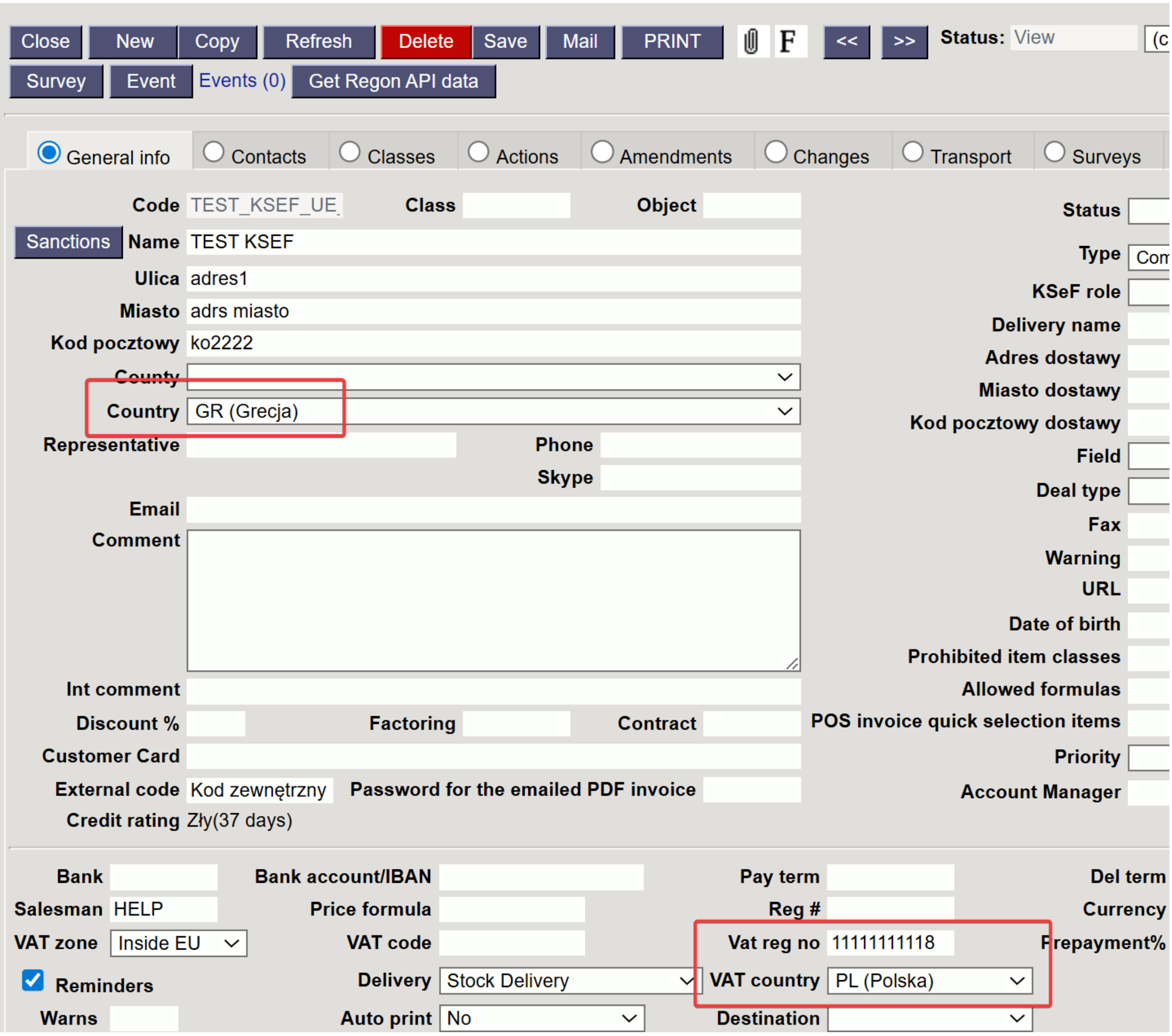
4.1.5. FIXME - Customer VAT code - credit sales invoice

Fix Me!

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)



4.3. Customer and Recipient (Podmiot3→Odbiorca)

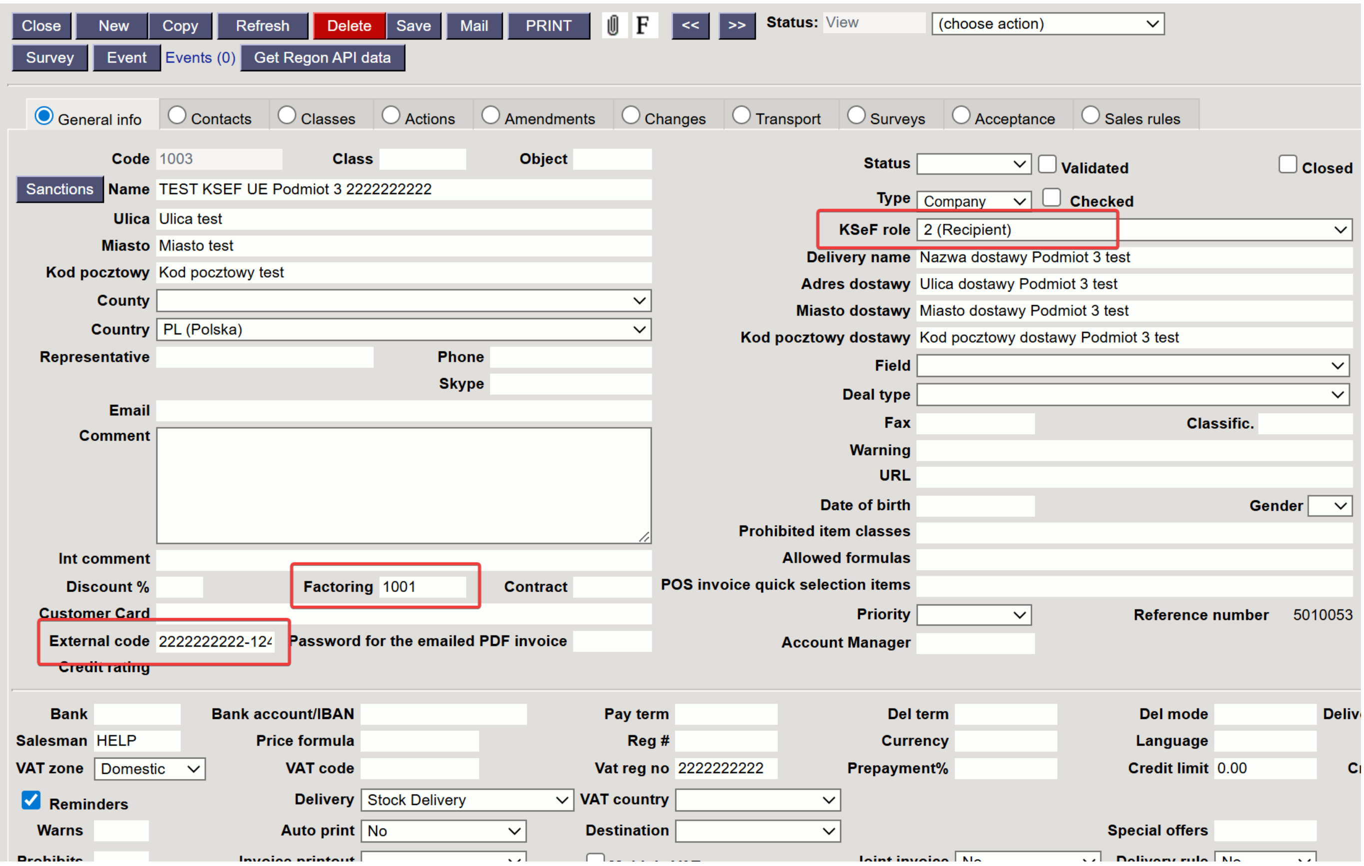
In sales invoice header there are two field:

- **Payer** - customer to whom the invoice will be issued and the debt will be accounted for
- **Orderer** - customer card from which the order was receive (Podmiot3→Odbiorca)

Payer no additional changes are required on the customer card.

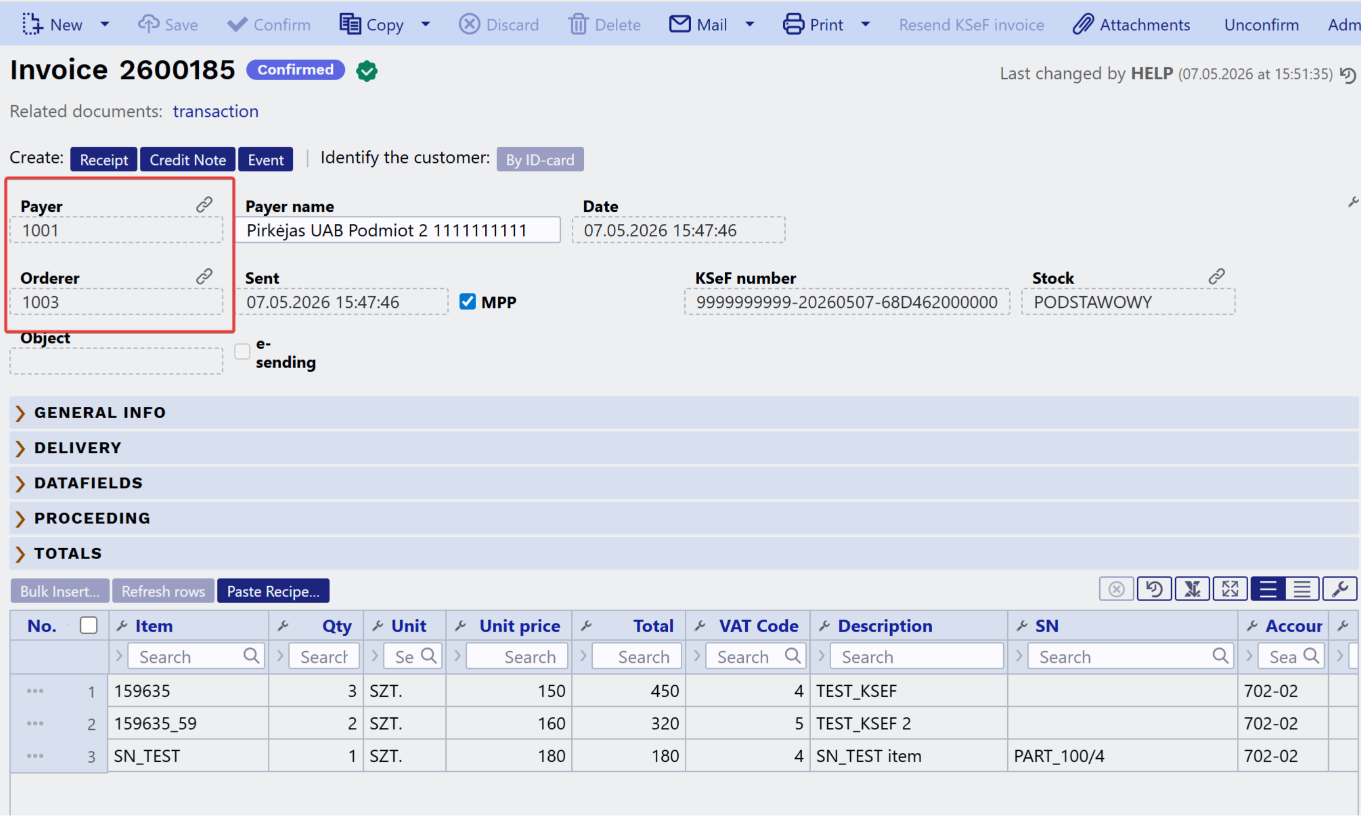
Orderer - needed additional configurations:

- **KSeF role** - choose `2 (Recipient)`
- **External code** - insert customer code generated in KSEF for **Podmiot3** part
- **Factoring** - choose customer card which customer will be **Payer** (optional, you will be able to choose it manually in sales invoices document field **Payer**)

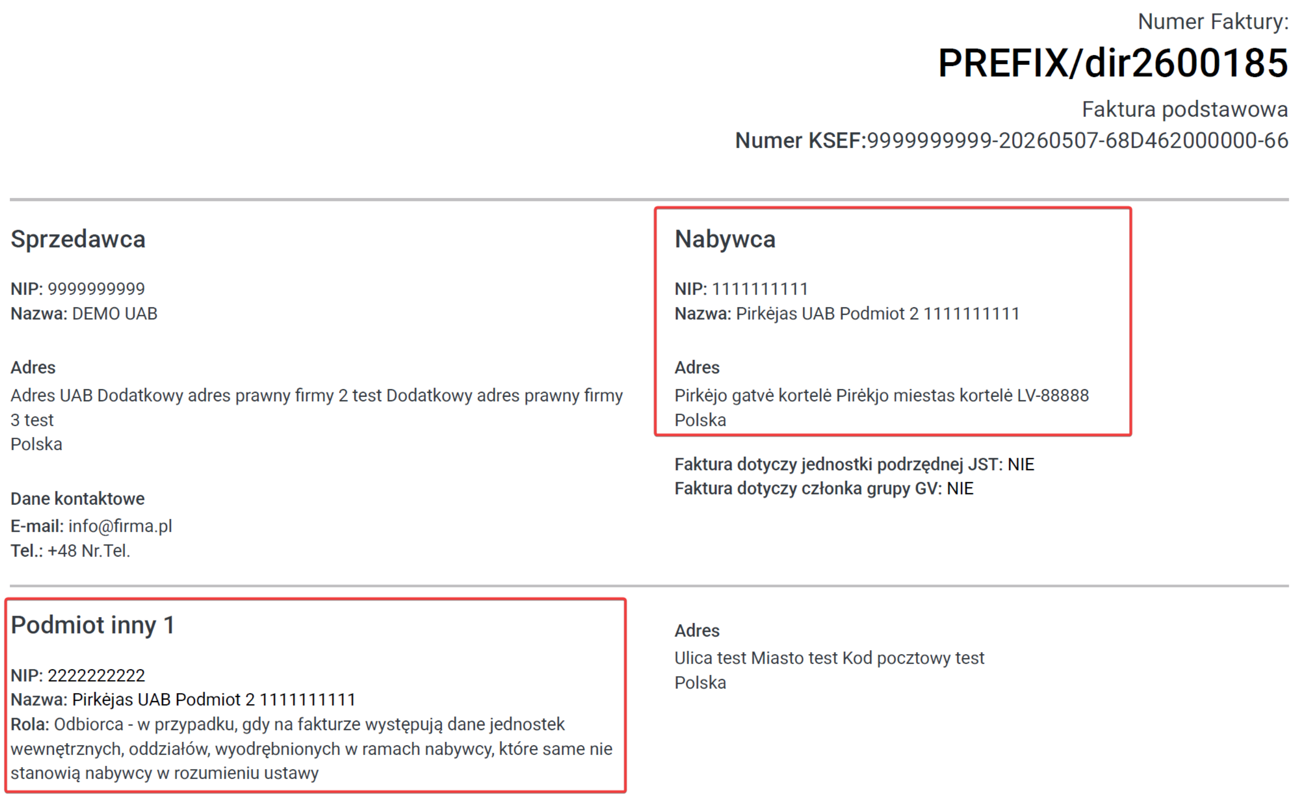


In the Example there is no External code generated in KSEF but there are different company VAT cods. If the **Payer** and **Orderer** has the same VAT code, you have to have **External code** from KSEF.

In sales invoice choose **Orderer** and if in customer card **Factoring** was filled **Payer** will be added automatically, if not check/choose correct customer card in **Payer** field.



Result in KSEF:



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`

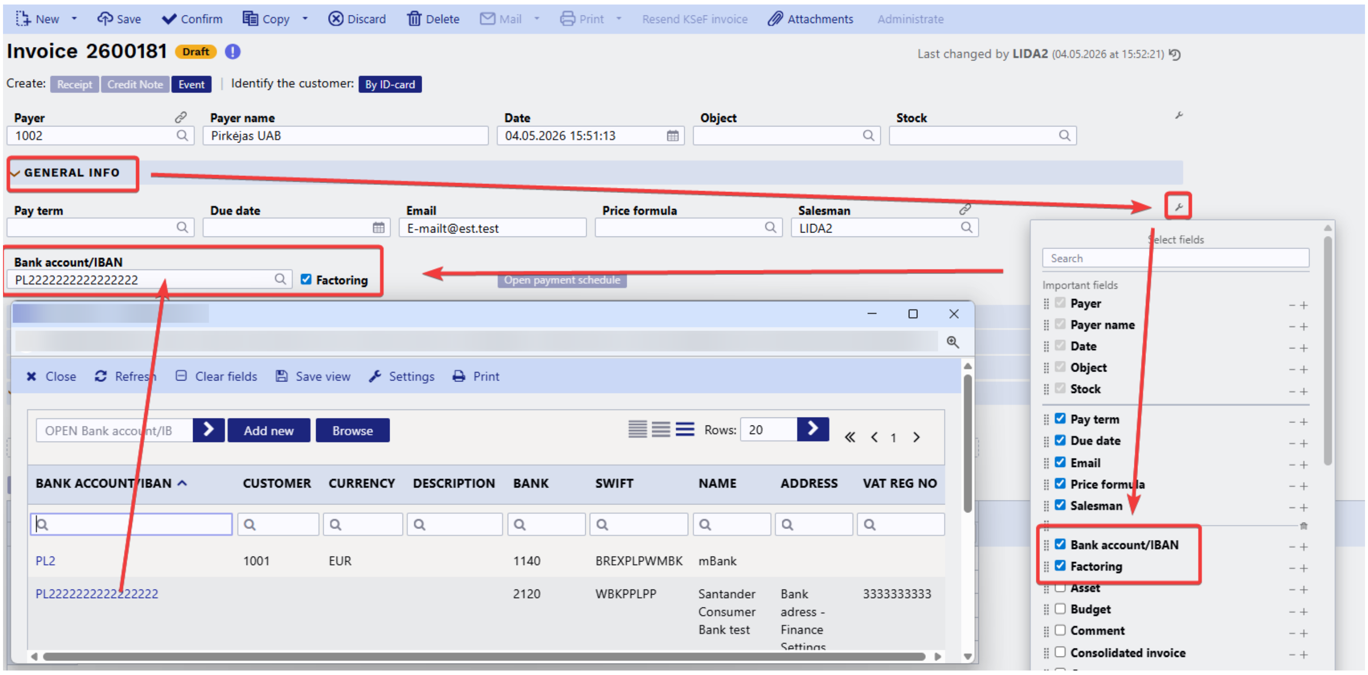
4.4.2. Factoring sales invoices information

Create sales invoices as usual.

Fill additional fields for factoring:

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

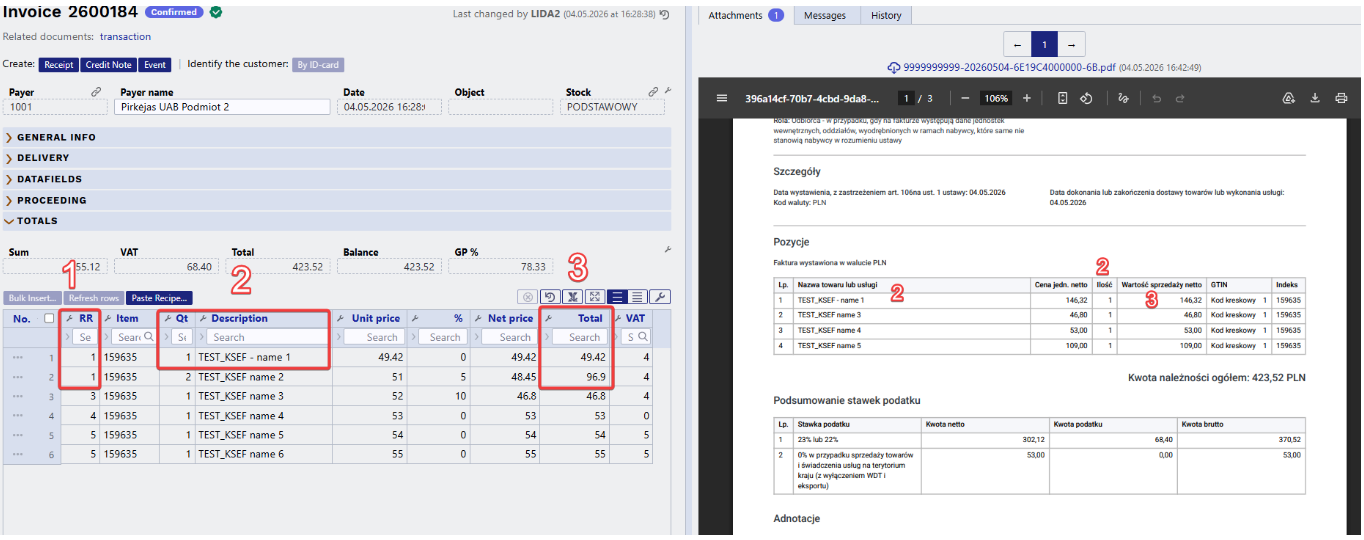
If there is no **Factoring** and **Bank account/IBAN** numbers you can add them in part **GENERAL INFO**



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



5. FIXME - Additional information in part "Dodatkowy opis"

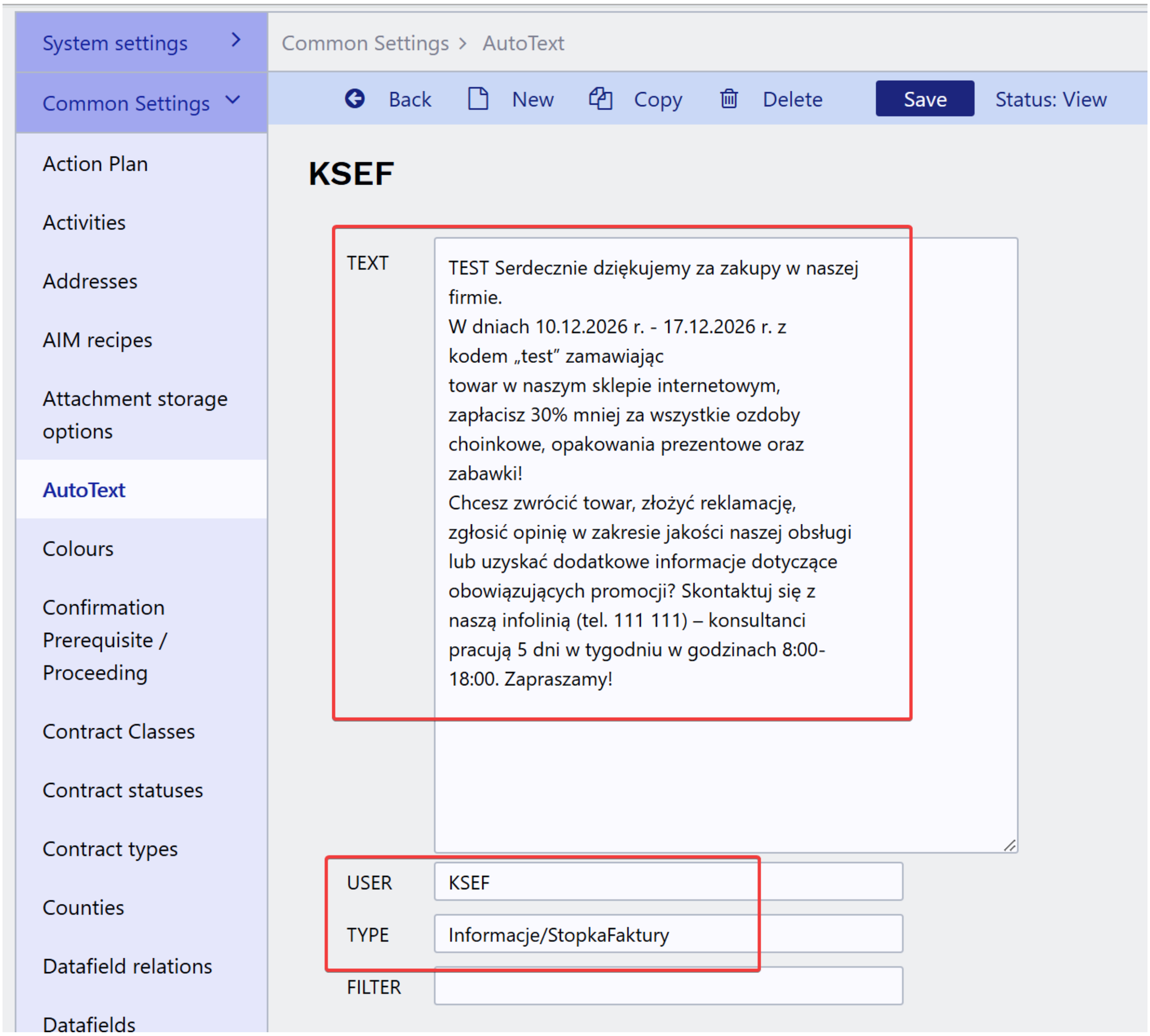
Fix Me!

6. Additional information in part "Stopka"

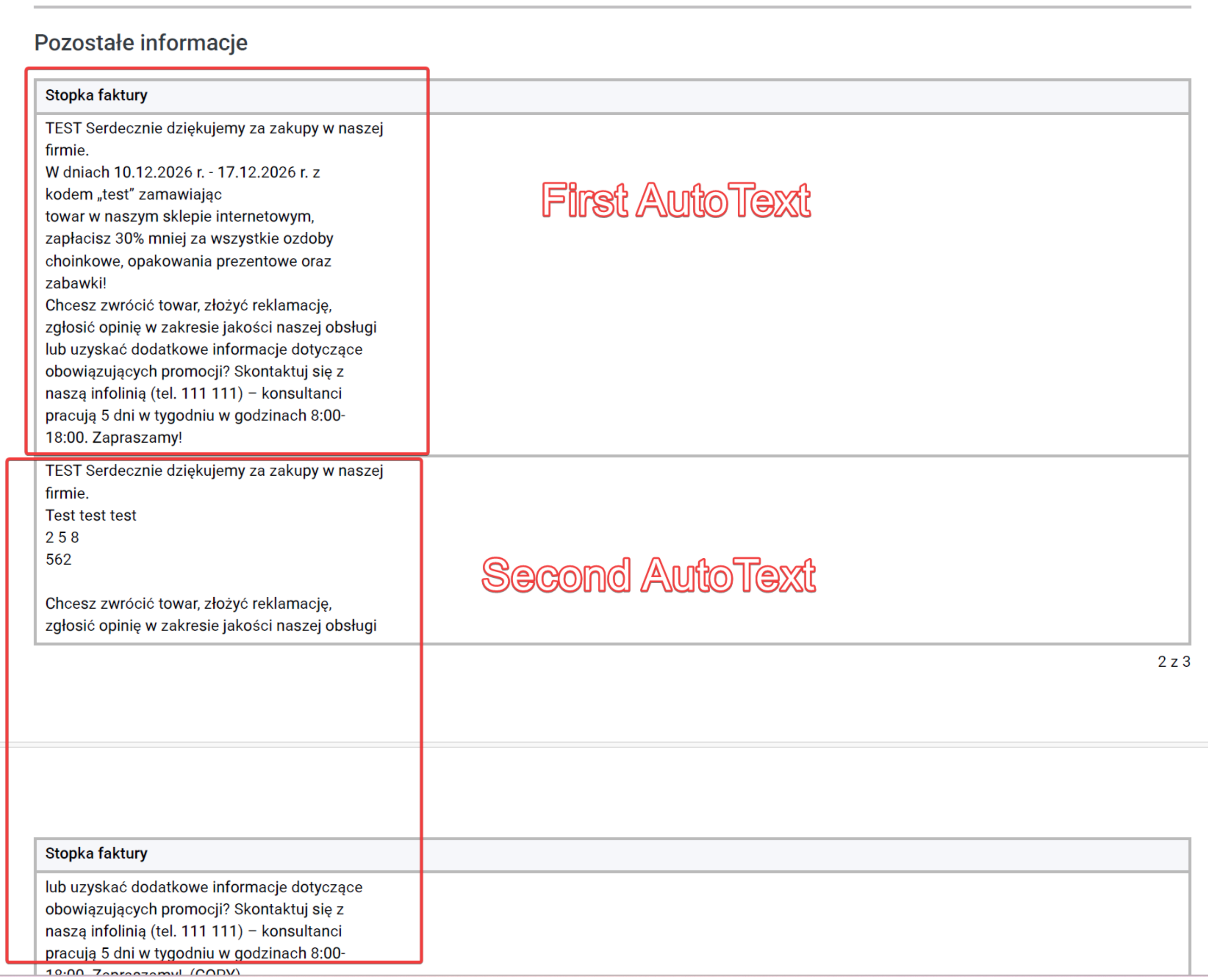
If you need to send the same additional information in all invoices, for example call center working time, discount codes…

Go to the setting and create **AutoText**. You can create more then one **AutoText**: `Settings → Common Settings → AutoText`, where:

- **USER** - KSEF
- **TYPE** - `Informacje/StopkaFaktury`
- **TEXT** - insert additional text



Result in KSEF:



Pozostałe informacje

Stopka faktury

TEST Serdecznie dziękujemy za zakupy w naszej firmie.
W dniach 10.12.2026 r. - 17.12.2026 r. z kodem „test" zamawiając towar w naszym sklepie internetowym, zapłacisz 30% mniej za wszystkie ozdoby choinkowe, opakowania prezentowe oraz zabawki!
Chcesz zwrócić towar, złożyć reklamację, zgłosić opinię w zakresie jakości naszej obsługi lub uzyskać dodatkowe informacje dotyczące obowiązujących promocji? Skontaktuj się z naszą infolinią (tel. 111 111) – konsultanci pracują 5 dni w tygodniu w godzinach 8:00-18:00. Zapraszamy!

TEST Serdecznie dziękujemy za zakupy w naszej firmie.
Test test test
2 5 8
562

Chcesz zwrócić towar, złożyć reklamację, zgłosić opinię w zakresie jakości naszej obsługi

2 z 3

Stopka faktury

lub uzyskać dodatkowe informacje dotyczące obowiązujących promocji? Skontaktuj się z naszą infolinią (tel. 111 111) – konsultanci pracują 5 dni w tygodniu w godzinach 8:00-18:00. Zapraszamy! (COPY)