

Sisukord

KSEF 2026	3
1. Settings	3
2. Sending	7
2.1. Sending of the invoice	7
2.2. Errors	8
3. Resending	9
4. Examples of situations with the sales invoices	9
4.1. Credit sales invoice	10
4.1.1. FIXME - Item / services - credit sales invoice	10
4.1.2. Bonus credit sales invoice	10
4.1.3. FIXME - Company name - credit sales invoice	10
4.1.4. FIXME - Customer address - credit sales invoice	10
4.1.5. FIXME - Customer VAT code - credit sales invoice	11
4.2. Customer not PL, VAT code - PL	11
4.3. Customer and Recipient (Podmiot3→Odbiorca)	12
4.4. Customer and Factoring (Podmiot3→Faktor)	13
4.4.1. Factoring Bank settings	14
4.4.2. Factoring sales invoices information	14
4.5. Sales invoice with RR	15
4.6. Payment information	15
4.6.1. Not paid invoice	15
4.6.2. Partially paid invoice	16
4.6.3. Fully paid invoice	16
4.6.4. Fully in pards paid invoice	18
5. FIXME - Additional information in part "Dodatkowy opis"	19
6. Additional information in part "Stopka"	19



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:

Generate certificate, archive files (create ZIP file) and sent to info@directo.pl

 Menu

 Krajowy Sys

 Faktury

 Historia sesji

 Uprawnienia

 Tokeny

 Certyfikaty

► Wnioskuj o certyfikat

► Lista certyfikatów

Valid till 2026-12-01: 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

► Dodaj administratora

► Nadaj uprawnienie

► Zarządzaj uprawnieniami

► Moje uprawnienia

Tokeny

► Generuj token

► Lista tokenów

Certyfikaty

Osoba uprawniająca: PESEL

65051303175

Rodzaj uprawnień

Rodzaj uprawnienia *

Osobie fizycznej do pracy w KSeF

Dane osoby fizycznej

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

Dodaj administratora

Nadaj uprawnienie

Zarządzaj uprawnieniami

Moje uprawnienia

Tokeny

Generuj token

Lista tokenów

Certyfikaty

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.

Menu

Krajowy System e-Faktur - Aplikacja testowa

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

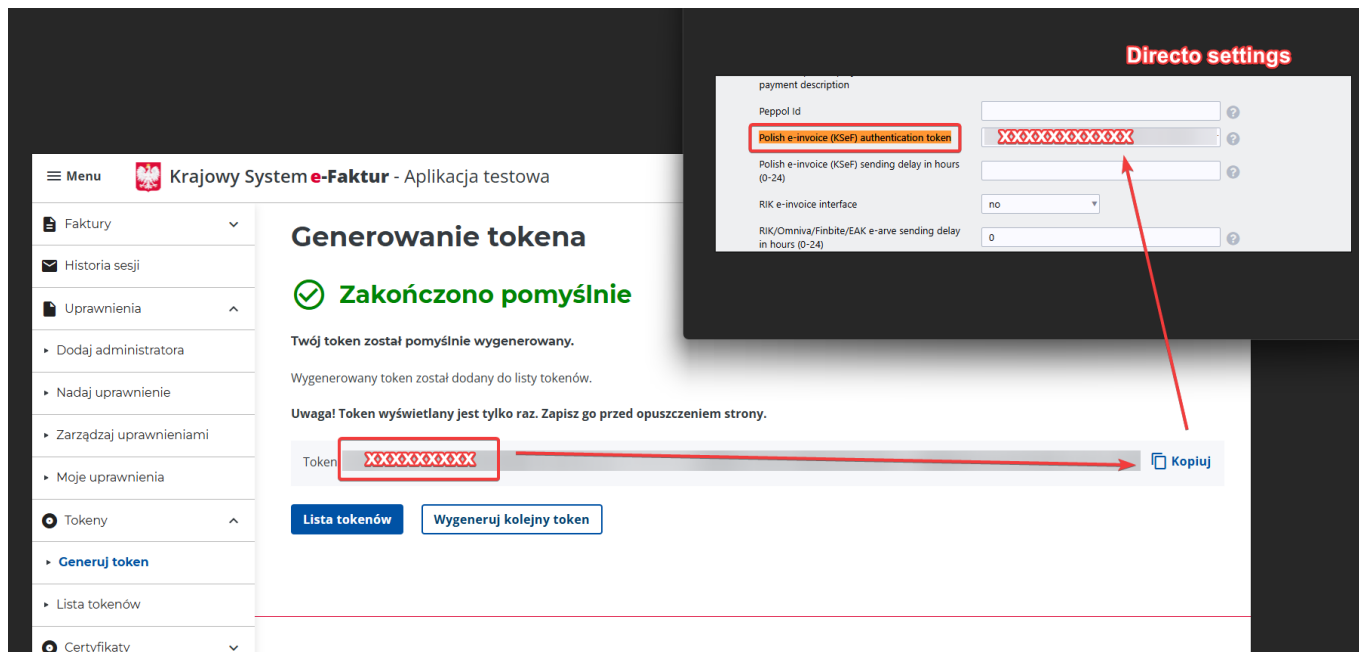
XXXXXXXXXX

Kopiuuj

Lista tokenów

Wygeneruj kolejny token

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



- 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**

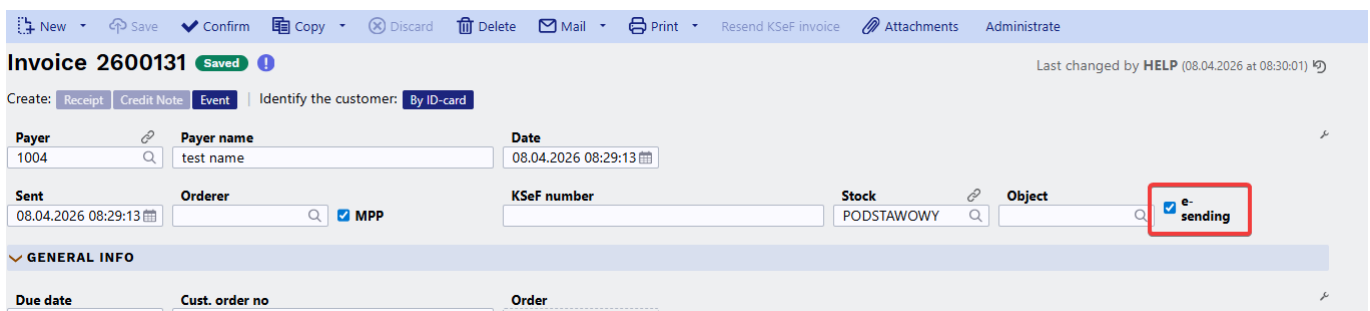
2. Sending



In KSEF there is no checking of duplicates.

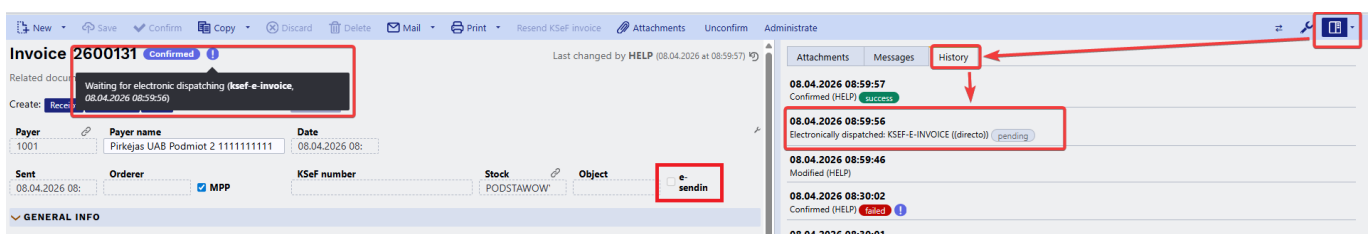
2.1. Sending of the invoice

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.



The screenshot shows the 'Invoice 2600131' form. The 'e-sending' checkbox is checked and highlighted with a red box. The form includes fields for Payer, Payer name, Date, Orderer, KSeF number, Stock, and Object. The 'GENERAL INFO' section is also visible.

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.



The screenshot shows the 'Invoice 2600131' form after confirmation. The 'e-sending' checkbox is now unchecked. The 'History' tab is active, showing a log of events. A red box highlights the event 'Electronically dispatched: KSEF-E-INVOICE ([direct])' with a status of 'pending'. The 'Waiting for electronic dispatching (ksef-e-invoice, 08.04.2025 08:59:56)' message is also visible in the top left.

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

Invoice 2600134

Confirmed

Electronically dispatched (ksef-e-invoice, 08.04.2026 10:54:45)

Related document

Payer 1001

Payer name Pirkejas UAB Podmiot 2 1111111111

Date 08.04.2026 10:52:4

Sent 08.04.2026 10:52:4

Orderer 1001

☐ MPP

KSeF number 999999999-20260408-4582E6000000-6E

Stock PODSTAWOWY

Object

e-sending

GENERAL INFO

Attachments

Messages

History

08.04.2026 10:54:45

Electronically dispatched: KSEF-E-INVOICE (directo) success

08.04.2026 10:53:04

Confirmed (HELP) success

08.04.2026 10:52:45

Created from order (Order: 2600012) (HELP)

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

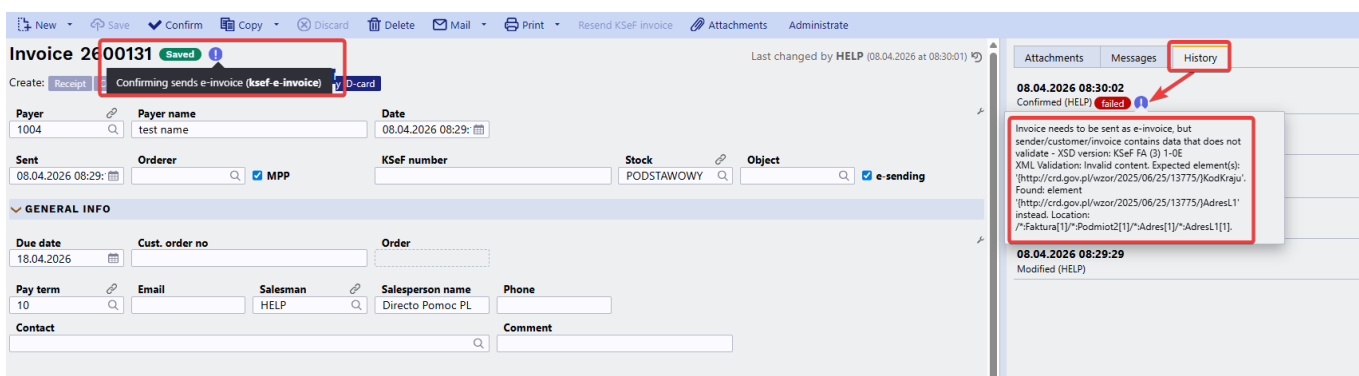
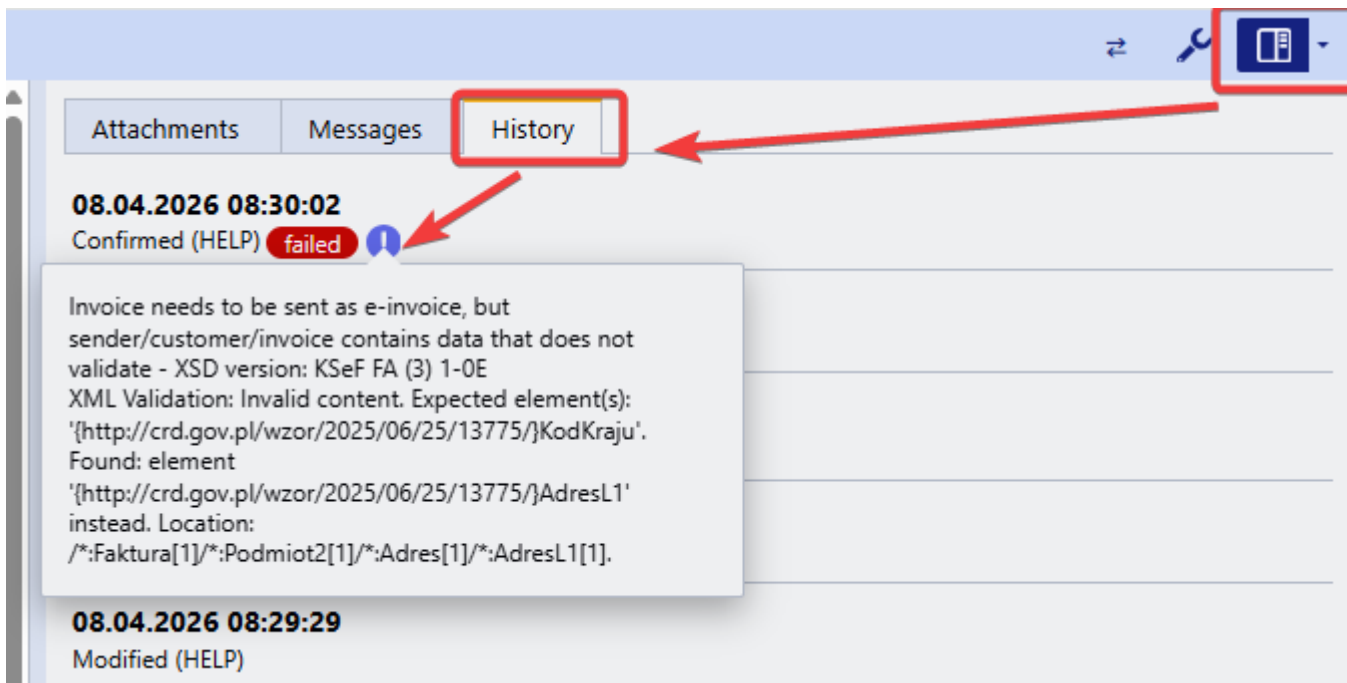


In wiki part **3. Sales invoices tags** you have to find AdresL1 field and check



the setting according to the description:

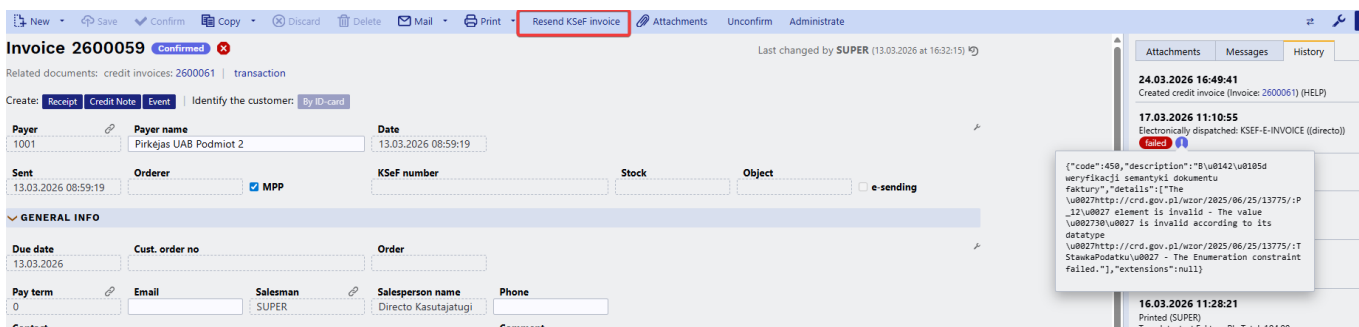
Name	Description	Directo
Podmiot1	Information about the seller	
Adres/AdresL1	Adres podatnika - linia pierwsza Maksymalna ilość znaków: 512 Przykład wypełnienia: ul. Błękitna 14, 11-111 Warszawa	Setting→Master Settings→Company legal address Setting→Master Settings→Company legal address 2 Setting→Master 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



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
>	Search	>	Search	>	Search	>	Search	>
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		
					Skype		
Email							
Comment							
Int comment							
Discount %		Factoring		Contract		POS invoice quick selection items	
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	11111111118	Frepayment%
☒ Reminders		Delivery	Stock Delivery		VAT country	PL (Polska)	
Warns		Auto print	No		Destination		

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**)

The screenshot displays a software interface for managing sales invoices. The 'General info' tab is selected. The 'Sanctions' section contains the name 'TEST KSEF UE Podmiot 3 222222222'. The 'Customer Card' section includes the 'External code' '222222222-124' and the 'Factoring' option set to '1001'. The 'Delivery' section shows the 'KSeF role' as '2 (Recipient)'. The 'Bank' section includes fields for 'Bank account/IBAN', 'Pay term', 'Reg #', 'Vat reg no', 'Currency', 'Prepayment%', 'Del term', 'Del mode', 'Deliv', 'Language', 'Credit limit', and 'Special offers'. The 'VAT' section shows 'VAT zone' as 'Domestic' and 'VAT code'. The 'Reminders' section has 'Reminders' checked. The 'WVAT' section has 'WVAT' checked. The 'Special offers' section has 'Special offers'.

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.

NewSaveConfirmCopyDiscardDeleteMailPrintResend KSeF invoiceAttachmentsUnconfirmAdm

Invoice 2600185Confirmed

Last changed by **HELP** (07.05.2026 at 15:51:35)

Related documents: transaction

Create: ReceiptCredit NoteEventIdentify the customer: By ID-card

Payer1001

Orderer1003

Object

Payer namePirkėjas UAB Podmiot 2 1111111111

Sent07.05.2026 15:47:46

☐ e-sending

Date07.05.2026 15:47:46

☒ MPP

KSeF number999999999-20260507-68D462000000

StockPODSTAWOWY

GENERAL INFO

DELIVERY

DATAFIELDS

PROCEEDING

TOTALS

Bulk Insert...Refresh rowsPaste Recipe...

No.

Item

Qty

Unit

Unit price

Total

VAT Code

Description

SN

Accour

> Search

> Search

> Se

> Search

> Search

> Search

> Search

> Search

> Search

> Sea

11596353SZT.1504504TEST_KSEF

2159635_592SZT.1603205TEST_KSEF 2

3SN_TEST1SZT.1801804SN_TEST itemPART_100/4

Result in KSEF:

Numer Faktury:
PREFIX/dir2600185
Faktura podstawowa
Numer KSEF:999999999-20260507-68D462000000-66

Sprzedawca

NIP: 9999999999
Nazwa: DEMO UAB

Adres
Adres UAB Dodatkowy adres prawny firmy 2 test Dodatkowy adres prawny firmy 3 test
Polska

Dane kontaktowe
E-mail: info@firma.pl
Tel.: +48 Nr.Tel.

Nabywca

NIP: 1111111111
Nazwa: Pirkėjas UAB Podmiot 2 1111111111

Adres
Pirkėjo gatvė kortelė Pirėkjo miestas kortelė LV-88888
Polska

Faktura dotyczy jednostki podrzędnej JST: NIE
Faktura dotyczy członka grupy GV: NIE

Podmiot inny 1

NIP: 2222222222
Nazwa: Pirkėjas UAB Podmiot 2 1111111111
Rola: Odbiorca - w przypadku, gdy na fakturze występują dane jednostek wewnętrznych, oddziałów, wyodrębnionych w ramach nabywcy, które same nie stanowią nabywcy w rozumieniu ustawy

Adres
Ulica test Miasto test Kod pocztowy test
Polska

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**

The screenshot shows the 'Invoice 2600181' form in Directo. The 'GENERAL INFO' section is expanded. The 'Bank account/IBAN' field is highlighted with a red box and contains the value 'PL2222222222222222'. The 'Factoring' checkbox is checked. A red arrow points from the 'Bank account/IBAN' field to a 'Select fields' dialog box on the right. Another red arrow points from the 'Factoring' checkbox to the same dialog box. The dialog box has 'Bank account/IBAN' and 'Factoring' checked. A third red arrow points from the 'Factoring' checkbox in the main form to the dialog box. The 'Bank account/IBAN' field is also highlighted with a red box.

BANK ACCOUNT/IBAN	CUSTOMER	CURRENCY	DESCRIPTION	BANK	SWIFT	NAME	ADDRESS	VAT REG NO
PL2	1001	EUR		1140	BREXPLPMBK	mBank		
PL2222222222222222				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 first 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 first row with the same **RR** number
- **Item information: name and code** - from the first row with the same **RR** number

Invoice 2600184 Confirmed Last changed by LIDA2 (04.05.2026 at 16:28:38)

Related documents: [transaction](#)

Create: [Receipt](#) [Credit Note](#) [Event](#) | Identify the customer: [By ID-card](#)

Payer: 1001 Payer name: Pirkejas UAB Podmiot 2 Date: 04.05.2026 16:28: Object: Stock: PODSTAWOWY

GENERAL INFO

DELIVERY

DATAFIELDS

PROCEEDING

TOTALS

Sum: 155.12 VAT: 68.40 Total: 423.52 Balance: 423.52 GP %: 78.33

No.	RR	Item	Qt	Description	Unit price	%	Net price	Total	VAT
1	159635	1	1	TEST_KSEF - name 1	49.42	0	49.42	49.42	4
2	159635	2	1	TEST_KSEF name 2	51	5	48.45	96.9	4
3	159635	1	10	TEST_KSEF name 3	52	10	46.8	46.8	4
4	159635	1	1	TEST_KSEF name 4	53	0	53	53	0
5	159635	1	1	TEST_KSEF name 5	54	0	54	54	5
6	159635	1	1	TEST_KSEF name 6	55	0	55	55	5

Attachments: Messages History

9999999999-20260504-6E19C4000000-6B.pdf (04.05.2026 16:42:49)

396a14cf-70b7-4cbd-9da8-...

1 / 3 106% +

KSEF: Obowiązek - w przypadku, gdy na fakturze występuje dane płatności wewnętrznych, oddzielone, wyodrębnionych w ramach nabywcy, które same nie stanowią nabywcy w rozumieniu ustawy

Szczegóły

Data wystawienia, z zastrzeżeniem art. 106a ust. 1 ustawy: 04.05.2026 Data dokonania lub zakończenia dostawy towarów lub wykonania usługi: 04.05.2026

Kod waluty: PLN

Pozycje

Faktura wystawiona w walucie PLN

Lp.	Nazwa towaru lub usługi	Cena jedn. netto	Ilość	Wartość sprzedaży netto	GTN	Indeks
1	TEST_KSEF - name 1	146,32	1	146,32	Kod kreskowy 1	159635
2	TEST_KSEF name 3	46,80	1	46,80	Kod kreskowy 1	159635
3	TEST_KSEF name 4	53,00	1	53,00	Kod kreskowy 1	159635
4	TEST_KSEF name 5	109,00	1	109,00	Kod kreskowy 1	159635

Kwota należności ogółem: 423,52 PLN

Podsumowanie stawek podatku

Lp.	Stawka podatku	Kwota netto	Kwota podatku	Kwota brutto
1	23% lub 22%	302,12	68,40	370,52
2	0% w przypadku sprzedaży towarów i świadczenia usług na terytorium kraju (z wyłączeniem WDT i eksportu)	53,00	0,00	53,00

Adnotacje

4.6. Payment information

4.6.1. Not paid invoice

If the invoice before issuing was not paid, to the KSEF will be sent information only about payment term:

Invoice 2600327 Confirmed Last changed by HELP (08.10.2026 at 08:18:47)

Related documents: [transaction](#)

Create: [Receipt](#) [Credit Note](#) [Event](#) | Identify the customer: [By ID-card](#)

Payer: KSEF3 Payer name: KSEF3 Nazwa Date: 08.10.2026 08:18:19

Sent: 08.10.2026 08:18:19

Orderer: ☒ MPP KSeF number: 9999999999-20261008-3418E5800000-I

Stock: PODSTAWOWY Object: ☐ e-sending

GENERAL INFO

Due date: 18.10.2026 Cust. order no: Order

Pay term: 10 Email: Salesman: HELP Salesperson name: Directo Pomoc PL

Phone: Contact:

Comment:

Price formula: Debt Account: 201-03-01 ☐ Update stock Credited invoice

Bank account/IBAN:

Dodatkowe informacje

Dodatkowy opis

Lp.	Rodzaj informacji	Treść informacji
1	Przedstawiciel sprzedawcy	Directo Pomoc PL

Płatność

Termin płatności: 18.10.2026

Numer rachunku bankowego

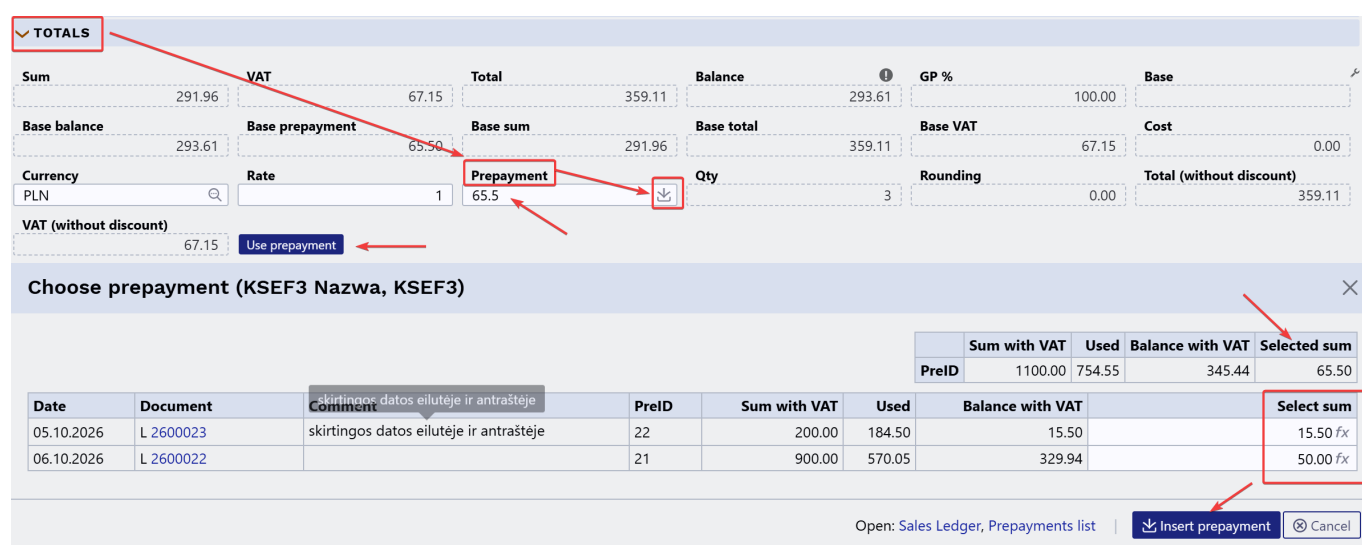
Pełny numer rachunku	PL11 1111 1111 1111 11
Kod SWIFT	SVRNUS33
Rachunek własny banku	
Nazwa banku	Bank
Opis rachunku	

4.6.2. Partially paid invoice

If the invoice before issuing was paid in parts the payments should be added to the invoice before confirming.

Steps in Directo:

- Payments should be confirmed in document **Receipts** (Main menu → Sales → Documents → Receipts)  Payment time should be earlier than the invoice time
- In sales invoice field **Prepayment** you have to add the sum of each payment that you want to use for the invoice



TOTALS

Sum	291.96	VAT	67.15	Total	359.11	Balance	293.61	GP %	100.00	Base	
Base balance	293.61	Base prepayment	65.50	Base sum	291.96	Base total	359.11	Base VAT	67.15	Cost	0.00
Currency	PLN	Rate	1	Prepayment	65.5	Qty	3	Rounding	0.00	Total (without discount)	359.11
VAT (without discount)	67.15	Use prepayment									

Choose prepayment (KSEF3 Nazwa, KSEF3)

Date	Document	skirtingos datos eilutėje ir antraštėje	PreID	Sum with VAT	Used	Balance with VAT	Select sum
05.10.2026	L 2600023	skirtingos datos eilutėje ir antraštėje	22	200.00	184.50	15.50	15.50 €x
06.10.2026	L 2600022	skirtingos datos eilutėje ir antraštėje	21	900.00	570.05	329.94	50.00 €x

Open: Sales Ledger, Prepayments list | [Insert prepayment](#) [Cancel](#)

After confirming the invoice information about the payments will be send to the KSEF:

Płatność

Informacja o płatności: Zapłata częściowa
Informacja o płatności (kontynuacja): Zapłacono w części

Data zapłaty częściowej	Kwota zapłaty częściowej	Forma płatności
05.10.2026	15,50	
06.10.2026	50,00	

Termin płatności
18.10.2026



If the invoice is confirmed and you want to check what prepayments were used, you can press on the button **Open prepayments**

4.6.3. Fully paid invoice

If the invoice before issuing was fully paid in one payment, the payment should be added to the invoice before confirming.

Steps in Directo:

- Payments should be confirmed in document **Receipts** (Main

menu→Sales→Documents→Receipts)



Payment time should be earlier than the invoice time

- In sales invoice field **Prepayment** you have to add the sum of the payment that you want to use for the invoice

TOTALS

Sum	150.00	VAT	34.50	Total	184.50	Balance	0.00	GP %	100.00	Base	
Base balance	0.00	Base prepayment	184.50	Base sum	150.00	Base total	184.50	Base VAT	34.50	Cost	0.00
Currency	PLN	Rate	1	Prepayment	184.5	Qty	1	Rounding	0.00	Total (without discount)	184.50
VAT (without discount)	34.50	Use prepayment									

Choose prepayment (KSEF3 Nazwa, KSEF3)

	Sum with VAT	Used	Balance with VAT	Selected sum
PreID	1100.00	585.55	514.44	184.50

Date	Document	Comment	PreID	Sum with VAT	Used	Balance with VAT	Select sum
05.10.2026	L 2600023	skirtingos datos eilutėje ir antraštėje	22	200.00	15.50	184.50	184.50 f/x
06.10.2026	L 2600022		21	900.00	570.05	329.94	0.00 f/x

Open: Sales Ledger, Prepayments list

Insert prepayment Cancel

After confirming the invoice information about the payments will be send to the KSEF:

Płatność

Informacja o płatności: Zapłacono

Data zapłaty: 05.10.2026

Termin płatności

18.10.2026



If the invoice is confirmed and you want to check what prepayments were used, you can press

on the button **Open prepayments**

4.6.4. Fully in pards paid invoice

If the invoice before issuing was paid in parts the payments should be added to the invoice before confirming.

Steps in Directo:

- Payments should be confirmed in document **Receipts** (Main menu→Sales→Documents→Receipts)  Payment time should be earlier than the invoice time
- In sales invoice field **Prepayment** you have to add the sum of each payment that you want to use for the invoice

NewSaveConfirmCopyDiscardDeleteMailPrintResend KSeF invoiceAttachmentsAdministratere-zoomeditprint

Invoice 2600328Saved✔✖Last changed by HELP (08.10.2026 at 09:19:51)

Create: ReceiptCredit NoteEventIdentify the customer: By ID-card

PayerKSEF3Payer nameKSEF3 NazwaDate08.10.2026 08:18:56Sent08.10.2026 08:18:56

OrdererMPPKSeF number999999999-20261008-341968C00000-D8StockPODSTAWOWYObjecte-sending

GENERAL INFO

DELIVERY

DATAFIELDS

PROCEEDING

TOTALS

Sum	VAT	Total	Balance	GP %	Base
734.30	168.89	903.19	0.00	100.00	
Base balance	Base prepayment	Base sum	Base total	Base VAT	Cost
0.00	903.19	734.30	903.19	168.89	0.00
Currency	Rate	Prepayment	Qty	Rounding	Total (without discount)
PLN	1	903.19	9	0.00	903.19
VAT (without discount)	Use prepayment				
168.89					

Choose prepayment (KSEF3 Nazwa, KSEF3)

	Sum with VAT	Used	Balance with VAT	Selected sum
PreID	1818.73	570.10	1248.63	903.19

Date	Document	Comment	PreID	Sum with VAT	Used	Balance with VAT	Select sum
05.10.2026	L 2600023	skirtingos datos eilutėje ir antraštėje	22	200.00	184.50	15.50	0.00 fx
06.10.2026	L 2600022	skirtingos datos eilutėje ir antraštėje	21	900.00	385.60	514.40	184.46 fx
06.10.2026	L 2600023	skirtingos datos eilutėje ir antraštėje	23	59.67	0.00	59.67	59.67 fx
07.10.2026	L 2600023	skirtingos datos eilutėje ir antraštėje	25	59.06	0.00	59.06	59.06 fx
07.10.2026	L 2600023	skirtingos datos eilutėje ir antraštėje	24	600.00	0.00	600.00	600.00 fx

Open: Sales Ledger, Prepayments listInsert prepaymentCancel

After confirming the invoice information about the payments will be send to the KSEF:

Płatność

Informacja o płatności: Zapłata częściowa

Informacja o płatności (kontynuacja): Zapłacono całość w częściach

Data zapłaty częściowej	Kwota zapłaty częściowej	Forma płatności
06.10.2026	184,46	
06.10.2026	59,67	
07.10.2026	600,00	
07.10.2026	59,06	

Termin płatności

18.10.2026



If the invoice is confirmed and you want to check what prepayments were used, you can press on the button **Open prepayments**

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



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 than one **AutoText**: Settings → Common Settings → AutoText, where:

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

System settings >

Common Settings > AutoText

Common Settings ▾

Back

New

Copy

Delete

Save

Status: View

Action Plan

Activities

Addresses

AIM recipes

Attachment storage options

AutoText

Colours

Confirmation Prerequisite / Proceeding

Contract Classes

Contract statuses

Contract types

Counties

Datafield relations

Datafields

KSEF

TEXT

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!

USER

KSEF

TYPE

Informacje/StopkaFaktury

FILTER

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!	First AutoText
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	Second AutoText
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)	

2 z 3

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Last update: 2026/10/08 10:20

