KSeF — National e-Invoice System

The National System of e-Invoices is a platform intended for issuing and receiving invoices by electronic means. The use of the national platform for the exchange of VAT invoices in trade will become obligatory for taxpayers since 1 July 2024. The KSeF module available in Oracle NetSuite Polish Localization Package is a comprehensive cloud solution for the management of electronic documents. This solution enables efficient and safe connection to the Finance Ministry's platform.

To facilitate effective navigation in the new KSeF module created by the ITC Team at RSM Poland, our specialists have prepared a short guide to basic functionalities related to electronic circulation of invoices for you.

1. Authorisation and starting work in the KSeF module

Starting work in the KSeF module in the NetSuite system requires previously registering at the official KSeF platform in at least one of the available environments (TEST, DEV, PROD). Registration may be conducted electronically (using the trusted profile or a key connected to the company's Tax ID No) or by filing a ZAF-FA notice with the proper Tax Office.

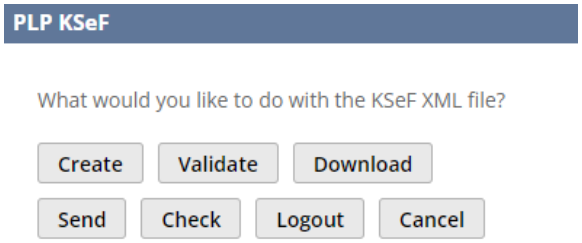
Creating a profile enables authorised access to the KSeF platform. Integration is performed in accordance with the safety requirements prepared as part of this solution and represented in the NetSuite system. To provide integration, it will be necessary to generate a token in the administration section of the KSeF platform and to transfer it to the NetSuite environment. At this moment two levels of rights for sending invoices to the platform and for receiving of purchase documents were provided in the NetSuite system.

Registration of an active token with a selected level of rights with previous rights related to the handling of documents are sufficient to perform tasks related to the sending and downloading of documents.

2. Sending an invoice *PLP KSeF*

At the level of sale transactions (Invoice, Credit Memo) a PLP KSeF button was provided, with which operations related to the e-invoice system may be performed.

Possible selection of operations related to the e-invoice system after pressing the PLP KSeF button:

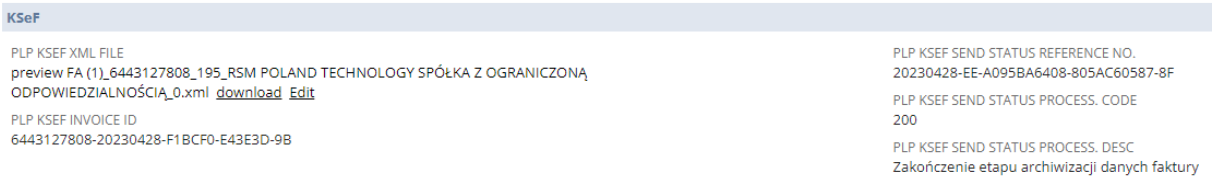


- **Create** — creating an .xml file,
- **Validate** — verification of the created .xml file,
- **Download** — downloading an .xml file,
- **Send** — sending a file to the KSeF system,
- **Check** — verification of a status of processing a file in the KSeF system,
- **Logout** — logging out of the session,
- **Cancel** — closing the window without performing any operation.

When performing the Validate, Download or Send operations, the system will verify whether an .xml file for the given translation exists, and will take into account the process of creating a document when no such file is found.

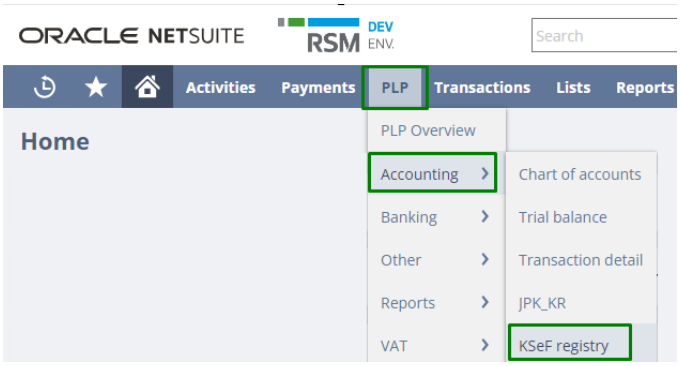
Data concerning the sending of transactions to the National e-Invoice System will be marked on the transaction and visible in dedicated fields in the PLP tab:

- **PLP KSeF xml file** — link to the .xml file in the structure of e-invoices,
- **PLP KSeF invoice ID** — transaction identifier issued by the KSeF system,
- **PLP KSeF send status reference no.** — reference number assigned when sending the document to the e-invoice system,
- **PLP KSeF send status process. code** — transaction processing status code obtained from the KSeF system,
- **PLP KSeF send status process. desc** — transaction status description from the KSeF system.

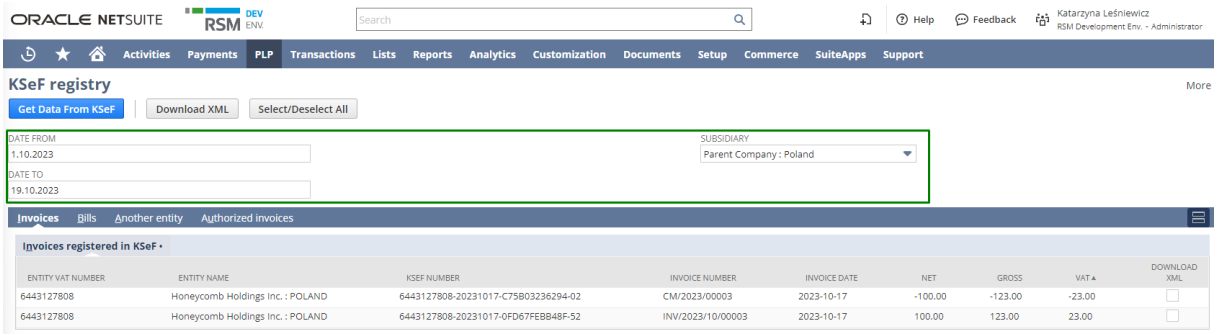


3. Functionality of *KSeF registry*

As part of the Polish Localization Package a ***KSeF invoice registry*** was also provided. It is available from the level of PLP → Accounting → KSeF registry menu. This functionality is the exact reflection of functionality available at the official KSeF platform.



This module enables downloading information about documents registered at the e-invoice platform for a given company during a set period.



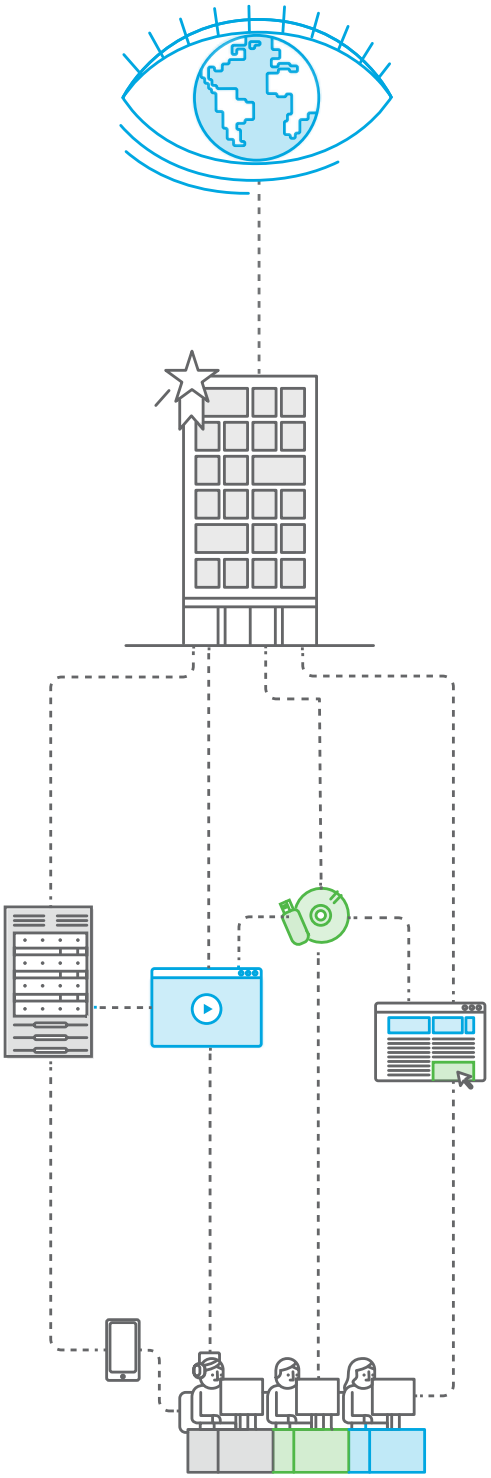
In the *KSeF registry* module the following tabs were made available:

- **Invoices** — sale transactions recorded in the KSeF system,
- **Bills** — purchase transactions registered by suppliers in the KSeF system,
- **Another entity** — invoices resulting from a role related to the transaction, e.g., payer or receiver, broker, indicated as a third party in the XML document structure,
- **Authorized invoices** — invoices of the authorized entity.

Additional options enable marking a given transaction and downloading automatically all the documents we are interested in.

4. Adaptations and areas of development

The ITC team at RSM Poland cooperates with customers in the areas of adapting software to specific business requirements related to the preparation and presentation of data in sales documents. The flexibility of the NetSuite system enables the personalisation of the KSeF module in response to customers' needs. Changes may involve for example the adaptation of optional fields which may be added to the document at a customer's request.

Currently in RSM Poland we are preparing the functionality of automatic generation of purchase documents without the need of processing them by OCR systems. Due to the use of workflow processes natively built in the NetSuite system we will be able to include the entirety of national transactions on the purchase side.

If you have any questions or doubts concerning the KSeF module in the Polish Localization Package or if you want to learn more about the functionality of Oracle NetSuite, do not hesitate to contact our consultants: **expert@rsmpoland.pl**.