SAP ERP, add-on for Polish SAF-T regulatory requirements 1.02
## Typographic Conventions

<table>
<thead>
<tr>
<th>Type Style</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example</strong></td>
<td>Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.</td>
</tr>
<tr>
<td><strong>Example</strong></td>
<td>Emphasized words or expressions.</td>
</tr>
<tr>
<td><strong>EXAMPLE</strong></td>
<td>Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.</td>
</tr>
<tr>
<td><strong>Example</strong></td>
<td>Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.</td>
</tr>
<tr>
<td><strong>Example</strong></td>
<td>Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.</td>
</tr>
<tr>
<td><code>&lt;Example&gt;</code></td>
<td>Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.</td>
</tr>
<tr>
<td><strong>EXAMPLE</strong></td>
<td>Keys on the keyboard, for example, <em>F2</em> or <em>ENTER</em>.</td>
</tr>
</tbody>
</table>
### Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Status</th>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Released to Customer</td>
<td>Aug 2, 2016</td>
<td>Initial version</td>
</tr>
<tr>
<td>1.1</td>
<td>Released to Customer</td>
<td>Aug 24, 2016</td>
<td>Desktop application eTransfer included</td>
</tr>
<tr>
<td>1.2</td>
<td>Released to Customer</td>
<td>Oct 14, 2016</td>
<td>Minor revisions throughout the entire document</td>
</tr>
<tr>
<td>1.3</td>
<td>Released to Customer</td>
<td>Nov 18, 2016</td>
<td>Update with the release of PLVAT 100 SP01</td>
</tr>
<tr>
<td>1.4</td>
<td>Released to Customer</td>
<td>Jan 20, 2017</td>
<td>Update with the release of PLVAT 100 SP02</td>
</tr>
</tbody>
</table>
Table of Contents

1  Kreator JPK...........................................................................................................5
  1.1 Starting the Kreator JPK.....................................................................................5
  1.2 Creating a Tax Audit Document.........................................................................5
  1.3 Editing a Tax Audit Document...........................................................................6
    1.3.1 Entering JPK Types......................................................................................6
  1.4 Extracting Data ..................................................................................................12
    1.4.1 Extracting Data in Dialog Mode .................................................................12
    1.4.2 Extracting Data in Background Mode .........................................................14
    1.4.3 Selection Parameters for Extraction in Test Mode for JPK MAG – Warehouse......16
    1.4.4 Selection Parameters for Extraction in Test Mode for JPK WB – Bank Statements......17
    1.4.5 Selection Parameters for Extraction in Test Mode for JPK KR – Financial Books ........17
    1.4.6 Selection Parameters for Extraction in Test Mode for JPK FA – VAT Invoices...........18
    1.4.7 Selection Parameters for Extraction in Test Mode for JPK VAT – VAT Register........18
  1.5 Importing Data from a File ...............................................................................19
  1.6 Displaying a Tax Audit Document ..................................................................21
  1.7 Generating XML Files in Test Mode .................................................................21
  1.8 Handling Test XML Files ...............................................................................23
    1.8.1 Saving Test XML Files on a Local Drive ......................................................23
    1.8.2 Deleting Test XML Files .............................................................................23
  1.9 Accepting Data to Be Passed to the Tax Authority ...........................................24
  1.10 Withdraw Approval of Data to Be Sent to the Tax Authority .........................24
  1.11 Generating XML Files in Real Mode ...............................................................25
  1.12 Handling the Official Confirmation of Receipt (UPO) ....................................26
    1.12.1 Uploading UPO Documents Using the Transfer Log ..................................26
    1.12.2 Uploading UPO Documents Manually ......................................................27
    1.12.3 Displaying UPO Documents .....................................................................27
  1.13 Display Definitions of JPK Structures .............................................................28

2  eTransfer – Java Application..................................................................................30
  2.1 Sending SAF-T Documents .............................................................................30
    2.1.1 Preparing SAF-T Documents for Dispatch .................................................30
    2.1.2 Selecting the Dispatch Folder .....................................................................30
    2.1.3 Selecting a Certificate for an Electronic Signature ....................................31
    2.1.4 Electronic Signatures ................................................................................32
    2.1.5 Electronic Dispatch of Declarations ..........................................................32
  2.2 Running the Report for Dispatch Results ..........................................................33
  2.3 Error Reporting ................................................................................................33
1 Kreator JPK

1.1 Starting the Kreator JPK

1. Enter the transaction code /PLVAT/JPK in the command field, and press Enter.
2. On the Kreator JPK screen, you can perform the following actions:
   - Create a new tax audit document
   - Edit a tax audit document
   - Extracting data
   - Display a tax audit document

   Note

When you use the command field, enter the prefix /N before the transaction code. You can add the transaction code /PLVAT/JPK to your Favorites folder. In this case, don't enter the prefix.

1.2 Creating a Tax Audit Document

3. On the Kreator JPK screen, enter a company code, and choose New.
4. Enter the basic information about the control.
5. Enter the master data for the tax audit document:
   1. Enter the information contained in the received notification of intention to initiate a tax inspection.
   2. Enter the start and end date, which define the period covered by the inspection.
   3. Enter the purpose of declaration, which indicates whether it is a first declaration or a corrective declaration.

   Note

The Start date and End date fields are active only when you choose 1 First declaration as purpose of declaration. If you choose 2 Correction of declaration, which is based on the dates of the first declaration.

4. Optional: Add additional information if required (e.g. Audit scope, contact data).
5. When you save your tax audit document, the system saves the inspection notification data under an automatically assigned number.
1.3 Editing a Tax Audit Document

You have two options to edit existing tax audit documents:

- When you create a new tax audit document, the initial screen displays the parameters for the new document. You can immediately specify the new JPK types and data sources at this stage.
- On the Kreator JPK screen, enter document number or use the search help to select a document. Optional: Enter the company code field, and limit the list of tax audit documents displayed with the search help if required. Choose Change to edit the selected tax audit document.

1.3.1 Entering JPK Types

1. To enter a new JPK type for a tax audit document, choose folder New in the JPK Types and sources screen area.
2. Choose button Add new JPK type.
3. In the JPK parameters screen, select the JPK type, choose XML version and repeat this step for all JPK types you need.

Note

The need to choose the version of XML was introduced in connection with the publication by the Ministry of Finance of the new version of JPK VAT (2), which applies from the 1st of January 2017. JPK VAT can be generated both in the 1 version of XML (applies to corrective declarations for periods in which the first version was in force) and in the 2 version of XML. For other types of JPK, only the 1 version of XML is available.
4. The system creates a subfolder for each selected JPK type as shown in the following sample screenshot:

![Figure 2: New JPK Types](image)

5. To enter a new data source for a given JPK type, select the JPK type folder you want to modify, and choose button **Add new JPK source data**.

6. On the JPK parameters screen, enter the JPK data source parameters.

   ![Figure 3: Data Source Parameters](image)

   **Note**

   The available data source parameters on this screen depend on the JPK type you have selected.

7. In the JPK type folder, for which you enter the data source, the system displays a new row containing the relevant data source parameters.
Note

You can configure the list of data source types. The primary source is SAP ERP. You can also import a file by choosing the Import from file ... data source type. Please note that the structure of the data in the file to import must match the structure of the resulting tables in SAP. Imported data is not subject to any conversion.

For a single category of JPK (JPK type), you can enter any number of data sources. You can decide later whether a single XML file should be created from all data sources, or whether each source should be used to generate a separate XML file or whether some sources should be aggregated into a single file while other data sources should be used to generate separate XML files.

1.3.1.1 Data Source Parameters for JPK MAG – Warehouse

The data sources can be created for both the selected warehouses and the selected ranges of dates. The sources are aggregated to a single XML file, but only for the data from the various ranges of dates and relating to the same stores (warehouses).

If you leave the Plant and Store location fields empty, all stores (warehouses) of the company code are taken into consideration. You can limit the selection to the permanent plant or the list of plants and to the store location or list of store locations. A store (warehouse) is a combination of Plant and Store location.

For each store (warehouse), a separate XML file is created, regardless of whether the data comes from one or multiple sources.

Figure 4: Parameters for JPK Data Source
1.3.1.2 Data Source Parameters for the JPK WB – Bank Statements

The data sources can be created both for selected bank accounts and for selected date ranges. As balances are in the file structure, the sources to a single XML file must not be aggregated. For each bank account, a separate XML file is created. If the data source is split, for example due to the date ranges, a separate XML file is generated for each data source even though they all contain data for the same bank account.

![Data Source Parameters for the JPK WB](image)

**Figure 5: Data Source Parameters for the JPK WB**

1.3.1.3 Data Source Parameters for the JPK KR – Financial Books

Enter the posting periods and the fiscal year. You cannot split the source data to create several XML files. For JPK KR, only one XML file can be created.

- If you want to display the reconciliation accounts broken down into vendor and customer accounts, select the *Incl.anali.Rec/Pay* checkbox.
- If you want to display the accounts without posting, selecting the *Accounts w/o post.* checkbox.
1.3.1.4 Data Source Parameters for the JPK FA – VAT Invoices

You can divide data sources in terms of dates. You can aggregate them into a single XML file.
1.3.1.5 Data Source Parameters for the JPK VAT (1) – VAT Register

You can divide data sources in terms of dates. You can aggregate them into a single XML file.

![Data Source Parameters for the JPK VAT (1)](image)

**Figure 8: Data Source Parameters for the JPK VAT (1)**

**Note**

If the VAT date is stored in the Document header text field in the individual company code, additional selection fields *Posting date from* and *Posting date to* will also appear on the screen above. The fields *Start date* and *End date* refer to the VAT date for this JPK type.

JPK VAT (1) meets the requirements for the VAT data for the period from 01 July 2016 to 31 December 2016.

1.3.1.6 Data Source Parameters for the JPK VAT (2) – VAT Register

You can divide data sources in terms of dates. You can aggregate them into a single XML file.
Note

If the VAT date is stored in the Document header text field in the individual company code, additional selection fields *Posting date from* and *Posting date to* will also appear on the screen above. The fields *Start date* and *End date* refer to the VAT date for this JPK type.

JPK VAT (2) meets the requirements for the VAT data for the period from 01 January 2017.

1.4 Extracting Data

After you have specified the JPK types and data sources, you can execute a generate data function for a given tax audit document.

- You can extract or import data for only one selected source. You can move to the next source only after you have completed the data extraction or data import for one data source.
- You can extract data in background and in dialog mode.

1.4.1 Extracting Data in Dialog Mode

1. On the Kreator JPK screen, choose *Generate JPK data*.
2. Select the checkbox of a data source definition, and choose the *Get new data* button.
The JPK data source parameters screen area contains the parameters of the selected source.

Optional: You can also display the data source parameters by double-clicking on the icon of the selected source.

3. Specify whether the extracted or imported data should be saved or only displayed on the screen: If you select the Test mode without saving checkbox, the extracted data is not stored in the tables.

4. When you have entered the relevant parameters for the extraction, choose Execute.

If you execute the process in test mode, the system displays the extracted data in an ALV list. Otherwise, the system displays an information message.
1.4.2 Extracting Data in Background Mode

1. On the Kreator JPK screen, choose Generate JPK data.

2. Select the checkbox of a data source definition, and choose the Get new data in background button.

3. Confirm the background job.

4. Start the background job by choosing one of the following options:
   - Immediate
   - Date/Time
   - After job
   - After Event
   - Operation Mode.

   All preceding options are standard SAP functions and follow the same pattern. The only difference is the time of executing the background job.

5. Execute the job by choosing Save.

   The system displays a message when the background job is completed.

6. Refresh the status of the data sources when the background job is completed.

   The status of the source changes its color depending on the category of the messages contained in the extraction log.
Figure 13: Data Source Status

A data source can have the following statuses:

- Green means that there were no warnings or errors during data extraction.
- Yellow means that no errors occurred during data extraction, but there was at least one warning message.
- Red means that at least one error message occurred during the data extraction.

1.4.2.1 Handling Data Sources

You can perform the following actions for the data source for which data has been written:

- Display the saved data by choosing the Display collected data button.
  The data is displayed in an ALV list.
- Display the data extraction log by selecting a data source and choosing the Data collection log button.
- Check whether the extracted data complies with the definition of the JPK structure:
  1. Select a data source and choose the XML data check button.
  2. If you confirm the data check, the system verifies whether the data stored in the result tables is in accordance with the definition of the fields of the JPK structure. It checks format, length, and maturity of entries in each field and displays a log as shown in the following sample screenshot:

Figure 14: Log for XML Data Check

- Delete saved data by choosing the Delete collected data button.
1.4.3 Selection Parameters for Extraction in Test Mode for JPK MAG – Warehouse

1. On the Kreat JPK screen, choose Generate JPK data.
2. Choose the Get new data button.
   The system displays a selection screen with different options depending on the selected JPK type. The following screenshot shows the selection screen for the extraction run in the test mode for JPK MAG.
3. If you only want to display data, but don't want to record the extracted data in tables, select the Test mode checkbox.

![Selection Parameters for Test Mode Extraction for JPK MAG](image)

**Figure 15: Selection Parameters for Test Mode Extraction for JPK MAG**

You can specify which data you want to display:
- Select the Display source data radio button to display intermediate data. Select the Display final version radio button to display the final data.

  **Note**

  If you select the Display source data radio button, you display a table with interim data collected in the process of extraction to generate the data in the final version. This option is useful if you want to verify the correctness of the extraction process.

If JPK MAG exists, you can choose from the following options:
- Select the Show headers and items radio button to display two tables in one screen, the header data table and the items data table.
- Select the Show headers radio button to display the header table only.
- Select the Show items radio button to display the items table only.

In test mode, you can narrow the selection specified in the source data definition by choosing any combination of the Plant, Store Location, Material Document, and Material Doc. Year fields.

For more information about the different selection screens and the corresponding options, see the following chapters.
1.4.4 Selection Parameters for Extraction in Test Mode for JPK WB – Bank Statements

The following screenshot shows the selection screen for the extraction run for JPK WB:

![Selection Parameters for Test Mode Extraction for JPK WB](image)

In test mode, you can narrow the selection specified in the source data definition by choosing any combination of the *House Bank, Account ID, and Reporting date* fields.

1.4.5 Selection Parameters for Extraction in Test Mode for JPK KR – Financial Books

The following screenshot shows the selection screen for the extraction run in the test mode for JPK KR:

![Selection Parameters for Test Mode Extraction for JPK KR](image)

You can display *Turnovers and balances sheet* (Trial Balance) or a *Documents Journal*. For JPK KR, you can also possible limit the display of trial balance to specified *G/L Accounts*. 
1.4.6 Selection Parameters for Extraction in Test Mode for JPK FA – VAT Invoices

The following screenshot shows the selection screen for the extraction run in the test mode for JPK FA:

![Selection Parameters for Test Mode Extraction for JPK FA](image)

**Figure 18: Selection Parameters for Test Mode Extraction for JPK FA**

You can specify which data you want to display:

- Select the *Display source data* radio button to display intermediate data. Select the *Display final version* radio button to display the final data.

If JPK FA exists, you can choose from the following options:

- Select the *Show headers and items* radio button to display two tables in one screen, the header data table and the items data table.
- Select the *Show headers* radio button to display the header table only.
- Select the *Show items* radio button to display the items table only.

In test mode, you can narrow the selection specified in the source data definition by choosing any combination of the *Document Number* and *Fiscal Year* fields.

1.4.7 Selection Parameters for Extraction in Test Mode for JPK VAT – VAT Register

The following screenshot shows the selection screen for the extraction run in the test mode for JPK VAT:
You can specify which data you want to display:

- Select the **Display source data** radio button to display intermediate data.
- Select the **Display final version** radio button to display the final data.

For JPK VAT, you can narrow the selection specified in the source data definition by choosing any combination of the **Document Number** and **Fiscal Year** fields.

### 1.5 Importing Data from a File

The structure of the data in the file to import must match the structure of the resulting tables in SAP. Imported data is not subject to any conversion.

When you select a data source, it is displayed in the **JPK data source parameters** screen area. See the following sample screenshot:
To import data from a file, select a data source type of file as shown in the preceding screenshot.

Choose Load new data button as shown in the preceding screenshot.

In the File parameters screen area, make the parameter settings for the import files.

In the file list, choose Select file to import and open the files you want to import (flat file in format: txt).

Load the data from the selected files. When you have uploaded a file, its status is changed as shown in the following screenshot.

**Figure 20: JPK Data Source Parameters**

1. To import data from a file, select a data source type of file as shown in the preceding screenshot.
2. Choose Load new data button as shown in the preceding screenshot.
3. In the File parameters screen area, make the parameter settings for the import files.
4. In the file list, choose Select file to import and open the files you want to import (flat file in format: txt).
5. Load the data from the selected files. When you have uploaded a file, its status is changed as shown in the following screenshot.

**Figure 21: Status of Uploaded Files**

A file can have the following statuses:

- **Gray** means that the data has not yet been loaded.
- **Green** means that the data has been loaded with no errors.
6. Optional activities:
   o To display the data upload log, choose Display log. Each file loaded has an entry in the log.
   o To display the uploaded data of a file, choose Display. The data is displayed in form of an ALV list.
   o Delete uploaded data if required.
7. Save the imported data in the result tables. If there is more than one file to import for a given row, the system merges the data before saving. After you save the uploaded data, the system sets the source status to Green as shown in the following screenshot:

![Data Source Status after Data Upload](image)

**Figure 22: Data Source Status after Data Upload**

### 1.6 Displaying a Tax Audit Document

1. On the Kreator JPK screen, enter a tax audit document number or use the search help to select a document.
2. Choose Display.

In document structure of the displayed tax audit you can perform the following actions for a selected data source:
- Display the saved data
- Display the data extraction log
- Check whether the extracted data complies with the definition of the JPK structure

For more information about the actions you can perform for a data source, see chapter 1.4.2.1.

### 1.7 Generating XML Files in Test Mode

1. To generate an XML file, on the Kreator JPK screen, enter a tax audit document number or use the search help to select a document.
2. Choose Change.
3. Select one or more data sources for which you want to generate an XML file, and choose the XML Creation button.
4. Confirm the XML file creation.

The system automatically starts a formal control. The results are logged and the XML file is generated regardless of the results of that control.

**Note**

If the source data has not yet been approved to be passed to the control authority, the system informs you that the data sources are not released and that the XML file is generated in test mode. Otherwise, the XML file is created in real mode. In both cases, the files are saved on the application server, but the files generated in test mode are highlighted by the word "TEST" at the beginning of the file name. For more information about generating XML Files in Real Mode, see chapter 1.11.

![Screenshot of the log for generated test XML files](image)

**Figure 23: Log for Generated Test XML Files**

5. Optional: Display the log for generated XML files:
   1. Select the *XML* checkbox of the XML file.
   2. Select the *Data Collection Log* button. The XML file name is specified at the beginning of the log.

6. Optional: Display the contents of an XML file:
   1. Select the *XML* checkbox of the XML file.
   2. Choose *Display XML*.
   3. In the list of all XML files stored at the given location, select a file.
1.8 Handling Test XML Files

1.8.1 Saving Test XML Files on a Local Drive

You can save generated XML files, which are stored on the application server, on your local drive or network:

1. In the tax audit document display, select the XML files and choose the Download XML files to PC button.

   1. Note

      If you want to save all XML files belonging to the specified data source, select the checkbox next to the data source, and choose the Download XML files to PC button. You don’t have to select the XML files one by one.

2. In the displayed target folder, select a location where you want to save your XML files.

1.8.2 Deleting Test XML Files

You can delete XML files generated in test mode from the application server can by removing them from the tax audit document. To do so, select the XML checkbox and choose the Deleting selected node button.
1.9 Accepting Data to Be Passed to the Tax Authority

1. To accept data to be passed to the Tax Authority, on the Kreator JPK screen, enter a tax audit document number or use the search help to select a document.

2. Choose Change.
   
The system displays the contents of the tax audit document.

3. Select the source or sources of the data to be approved to forward to the Tax Authority, and choose the Release data to be sent button.

4. Confirm the release of the nodes.
   
The system moves the approved data sources into the Released folder.

   ![](image)

   Figure 25: Released Data Sources

1.10 Withdraw Approval of Data to Be Sent to the Tax Authority

You can withdraw the acceptance to pass data to the tax authority. When you withdraw the acceptance, the data source is displayed in the New folder again and can be changed.

1. On the Kreator JPK screen, enter a tax audit document number or use the search help to select a document.

2. Choose Change.
   
The system displays the contents of the tax audit document.

3. Select the source or sources of the data to be restored, and choose the Move back to edit mode button.

4. Confirm that you want to edit the released data source.
   
The system moves the released data sources into the New folder.
1.11 Generating XML Files in Real Mode

1. On the Kreator JPK screen, enter a tax audit document number or use the search help to select a document.
2. Choose Change.
   The system displays the contents of the tax audit document.
3. Select the source or sources of the data to be restored, and choose the Generate XML button.
4. Confirm the XML file creation.
   The system automatically starts a formal control. The results are logged and the XML file is generated regardless of the results of that control. Released data sources, for which XML files are created, are moved into the Sent folder.

5. Optional: You can save generated XML files on your local drive. For more information, see chapter 1.8.
6. Optional: You can delete XML files generated in real mode from the application server. Before you delete it, move the released data source from the Sent folder to the New folder by using the Move back to edit mode button. Select the XML checkbox, and choose the Deleting selected node button.
1.12 Handling the Official Confirmation of Receipt (UPO)

1.12.1 Uploading UPO Documents Using the Transfer Log

eTransfer is an application running on Java and used for transferring XML files to the Ministry of Finance gateway. As soon as the SAF-T (JPK) files are transferred with the help of eTransfer, you can save files containing the transfer log and UPO (Official Confirmation of Receipt) available in eTransfer to the local or network drive. Then, you can upload the transfer log and UPO to the Kreator JPK to the tax audit document to which they refer.

Before you import the transfer log to Kreator JPK, you must store all files derived from eTransfer (log and UPO) in the same folder on a local or network drive:

1. To upload the transfer log, on the Kreator JPK screen, enter a tax audit document number or use the search help to select a document.
2. Choose Change.
   The system displays the contents of the tax audit document.
3. Choose Upload UPO confirmations via eTransfer log.
4. In the displayed window, open a log file from eTransfer.
   The system confirms the upload of all UPO documents contained in the selected log. If the log contains information about the rejection of the log file, it is moved to the Rejected folder.
   If a file is accepted, it is transferred to the Accepted folder, and UPO documents for it are uploaded automatically.

![Figure 28: Uploaded UPO Documents](image-url)
1.12.2 Uploading UPO Documents Manually

You can also upload UPO documents manually:

1. Select the checkbox for the XML file to which the UPO refers, and choose the Upload XML from Tax office button.

2. In the displayed window, open the UPO file from eTransfer.
   
   After the UPO upload, the system moves the XML file into Accepted folder.

   \[\text{Note}\]

   If you upload a UPO document manually, the system does not check whether the uploaded file applies to the specified XML file.

1.12.3 Displaying UPO Documents

You can display UPO documents for files, for which they have been previously uploaded.

1. Select the file and choose the Display details tax office con button.

   ![Figure 29: Displaying UPO Documents](image)

   In the displayed window that containing details of the Official Confirmation of Receipt (UPO), choose Display UPO.

2. The system displays the contents of the file as shown in the following sample screenshot.
1.13 Display Definitions of JPK Structures

1. To display the definition of the JPK structure, select the type of structure, and choose the XSD schema button. The system displays the JPK structures as shown in the following sample screenshot:
Figure 31: Display of JPK Structures
2 eTransfer – Java Application

eTransfer is an application that transfers XML files (SAF-T) to the tax office. The application runs on a workstation connected to the Internet.

2.1 Sending SAF-T Documents

2.1.1 Preparing SAF-T Documents for Dispatch

SAF-T files saved in the selected folder are ready to be electronically dispatched. Before you dispatch the SAF-T documents, perform the following actions:

1. Equip the workstation with a card reader and a certificate (with an electronic signature) registered in the e-Statements of the Ministry of Finance card (by UPL-1 form).
2. Connect the reader and insert the card.
3. Install eTransfer using the icon on the desktop or on the Start Menu:
4. After you have started the application, choose Send documents.

2.1.2 Selecting the Dispatch Folder

1. Select a folder that contains the saved SAF-T files to be sent.
   Every declaration of ready-to-send contains one XML file.
2. Select the mode of dispatch:
   o JPK (documents sent cyclically)
   o JPKAH (documents sent ad hoc, along with process control).
3. Optional: You can choose whether XML files should be validated based on XSD schema.
4. Choose the `Browse` button.
5. Select a folder containing JPK files (XML) that are to be sent. Selected folder must be a subdirectory of the application installation directory.
6. Optional: The `Include subdirectories` (default) checkbox allows you to send JPK files from the selected folder and all subfolders (if different parts of SAF-T files are saved in different folders).
7. Choose `Next >>` to automatically read and control the declaration:
   o If all declarations are correct, the system continues the process.
   o If parts of the declarations contained in the specified location are correct and ready to be dispatched, but some are invalid, the application first displays an error message and then continues the process that allows you to dispatch the correct SAF-T files).
   o If the selected folder doesn't contain electronic SAF-T files or only contains incorrect files, the system displays an error message. Select another dispatch folder.

   Incorrect SAF-T files (checks all XML files) for each declaration are saved in an error file (.err file with the same name) and updated in the system log.

### 2.1.3 Selecting a Certificate for an Electronic Signature

1. Insert the card in the card reader.
2. From the certificates saved on the card, select the signature certificate that you want to use to sign the requested XML file.
   - The displayed list contains all certificates registered in the personal repository in Windows.
3. Confirm your selection by choosing `Next>>`.
2.1.4 Electronic Signatures

After you have confirmed the certificate, you can sign the declaration with an electronic signature:

Enter your PIN code (4 to 6 digits) if required by the card. Please make sure that you enter the **correct** PIN code.

- If you enter an incorrect PIN code three times, the card is blocked. In this case, close the eTransfer application, and unblock the card with a PUK code using the software included with the card reader.
- If you run into other issues with a card reader or card, close the eTransfer application, and run it again using the card reader and the card that is still plugged in.

If the error persists, report the problem to the software manufacturer, and include the `etransfer.log` file located in installation folder of the dispatch application.

⚠️ Caution

Do not remove the card from the reader or disconnect the reader when the signing of the declaration is in progress.

Signed documents (coded and ready to send) are saved in the application system folder.

2.1.5 Electronic Dispatch of Declarations

When the signing process is completed, the application sends the documents the e-document system of the Ministry of Finance:

If an error occurs (caused by an application error, workstation problem or internet problems), the XML files with declarations remain at their location.

When you start the application again, you can resend the documents.
If the error occurs repetitively and it’s not related to internet connection issues, please report the problem to the eTransfer manufacturer.

When the document dispatch is completed, you can return to the initial screen to start another signing process, display a report, and synchronize data (saving UPO) or terminate the application.

### 2.2 Running the Report for Dispatch Results

After the dispatch process, verify that all declarations are properly uploaded:

1. Open the folder indicated to dispatch.
   - If there are any declarations that are not dispatched, the application saves a file with the same name and the extension `.err`. This file contains system information about errors that prevented the dispatch of the declaration.
   - If all the declarations are properly sent, the source folder is empty.
2. Immediately after the dispatch, run the report using the *Show Report* button.
   - The report lists all dispatched declarations and their current status assigned constantly through the e-document system of the Ministry of Finance.
3. Receive confirmations:
   - In the list of all dispatched declarations, choose the *Refresh* button.
   - The application starts to read the current status of the dispatched SAF-T files.
   - After the refresh process is completed, the application displays a list of the declarations with the current status of processing in the e-document system of the Ministry of Finance.
4. Synchronize the data.
   - Get the current statuses of SAF-T files and evidence of UPO files (Official Receipt Confirmation) by choosing the *Synchronize* button.
   - Select the location of the synchronization folder where the sync files with the `.saf-t` extension are saved. The sync file name contains the date and time of synchronization and documents the UPO provided for the sent and received tax declarations with status 200 in the form of XML files.
   - Electronic declarations which ended processing (issuing the document UPO or error status), after synchronization disappear from the list of this report.

### 2.3 Error Reporting

If, at any stage of the process, the dispatch application behaves differently than described in the preceding instructions, please report the issue to the eTransfer manufacturer, enclosing a description of the error and the file `etranfer.log` located in the installation folder of the dispatch application (default `C:\Program Files\eTransfer`).