

	Standard Audit File in SAP	
<u>Title: End-user documentation</u>		<u>Version dated: 2018-10-22</u>

JPK ver. 3.0 – end user manual

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History of document changes

Date	Author	Version	Description of the change
01.10.2018	Szymon Chmielewski, Małgorzata Śliwa	3.0	Update to ver. 3.0
31.10.2016	Szymon Chmielewski	2.7	Update to ver 2.7
16.08.2016	Damian Kaczmarek	0.99	Update of the description of transactions.
04.08.2016	Damian Kaczmarek	0.98	Update of the description of transactions.
26.07.2016	Damian Kaczmarek	0.97	Update of the description of transactions.
20.06.2016	Damian Kaczmarek	0.96	Update of the description of transactions.
08.06.2016	Damian Kaczmarek	0.95	Document translation.
08.06.2016	Damian Kaczmarek	0.94	Update of the description of transactions.
24.05.2016	Damian Kaczmarek	0.93	Document update.
17.05.2016	Damian Kaczmarek	0.92	Update of the description of transactions.
26.04.2016	Damian Kaczmarek	0.91	Description of new transactions.
30.03.2016	Damian Kaczmarek	0.9	Document creation.

1. Product description and requirements

Standard Audit File in SAP is an original product, prepared by SNP, which supports users in preparing SAF (Standard Audit Files) directly in SAP ERP system, along with generating the declaration in .XML format, enabling electronic dispatch of the declaration.

The solution allows individual and collective generation of listed structures:

- Structure 1 – g/l accounts,
- Structure 2 – bank statements,
- Structure 3 – warehouse,
- Structure 4 – VAT registry,
- Structure 5 – invoices,
- Structure 6 – revenue and expense ledger,
- Structure 7 – registry income.

1.1. Technical requirements

Component	Recommended version
Kernel	6.0

1.2. Package Contents

BCC product is prepared in a separate namespace /BCC/JPK. Transports containing a complete tool ready to test all processes offered by the product are delivered to the Customer Administrators Team. Any additional needs can be satisfied by using the BAdI extensions or by changes to standard program, agreed and implemented by SNP. The default configuration allows data analyzing from SAP tables and reading data previously saved using a program. It is possible to extend functionality to support data imported from other systems.

The tool includes the following transactions:

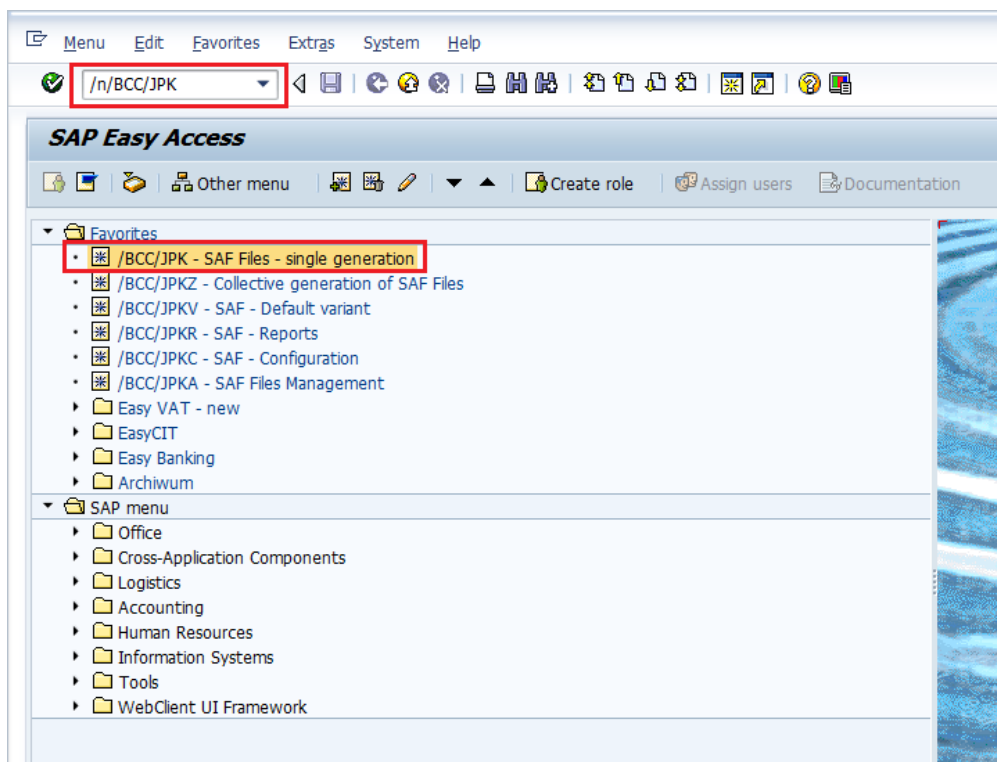
Transaction ID	Description of the transaction
/n/BCC/JPK	SAF Files - single generation
/n/BCC/JPKZ	Collective generation of SAF Files
/n/BCC/JPKV	SAF - Default variant
/n/BCC/JPKR	SAF - Reports
/n/BCC/JPKC	SAF - Configuration (including the reports structuring)
/n/BCC/JPKRC	SAF - Reports configuration
/n/BCC/JPKA	SAF Files Management
/n/BCC/JPKF	Default JPK saving directory

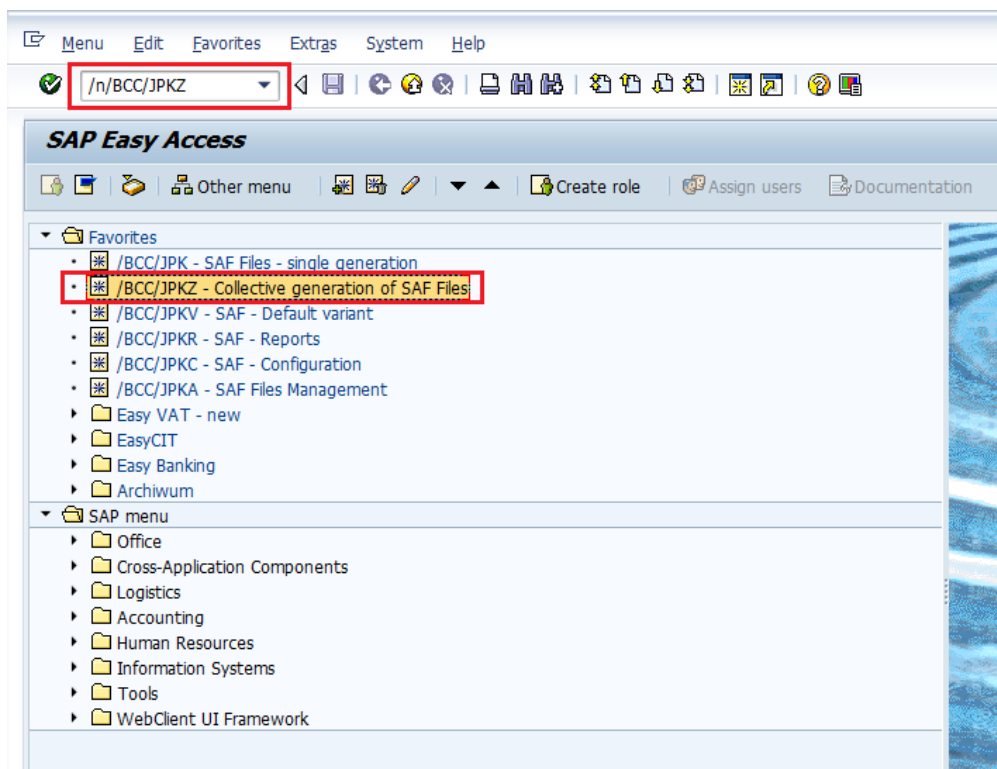
1.3. Update to version 3.0

Version 3.0 contains new features and bug fixes. Improvements are implemented as additional options and they may be activated by JPK configuration. This way of activation allows to keep previously created modifications or customizations.

2. Transactions and programs

To use the product, initiate transaction `/BCC/JPK` (`/BCC/JPKZ`) by typing `/n/BCC/JPK` (`/n/BCC/JPKZ`) in the transaction direct initiation field, or select a transaction from the user role menu.





2.1. Executing a single SAF file generation

Transaction ID	Description of the transaction
/BCC/JPK	SAF Files – single generation

Field name	Field Description	User action and value	Comment
Company Code	Company Code selection for which we want to generate SAF files	Selection from the list / Manual entry	Eg. PL01
Date (from)	Specifying the first day of the period for which we want to generate SAF files	Selection from the list / Manual entry	Eg. 01.01.2016
Date (to)	Specifying the last day of the period for which we want to generate SAF files	Selection from the list / Manual entry	Eg. 31.01.2016
Version	Specifying the SAF version number (by specifying the SAF version we are able to generate different versions of SAF files for the same periods, with parameters selected by us)	Manual entry	Eg. 1 Specifying next numbers of version creates new data base. User may access to this database in the future. Reuse of number, cause overwrite of the database.
Creation date	Specifying the creation date of SAF files (by default today)	Selection from the list / Manual entry	Eg. 31.01.2016

Screen 2 – Selection of task

Field name	Field Description	User action and value	Comment
Documents analysis	Documents analysis for chosen period and Company Code (in order to generate the SAF files)	Selection	-----
Read data from DB	Read of the data stored in the database tables (data stored after previously conducted Documents analysis for a given period and Company Code)	Selection from the list	Ability to read stored data, edit the data, re-write in the database table, generate the SAF file, block the data and archive the data
Read JPK from archives	Read of the data stored in the archive (data archived after previously conducted Documents analysis for a given period and Company Code)	Selection from the list	Ability only to read the archived data and generate the SAF file
Data addr. – log analysis	Selecting the conditional analysis of log of changes (address data) on Counterparty	Checking/ Unchecking of checkbox	Selecting checkbox with data log analysis may significantly extend time of data generation

Screen 3 - Specifying the parameters for the given SAF file (for Documents analysis)

- **G/L Accounts**

JPK = SAF - Standard Audit File

Company Code: Y001
Date (from): 01.01.2016 Date (to): 31.12.2016
JPK file version: 1
JPK file creation date: 06.02.2016

☒ Documents analysis
☐ Read data from DB
☐ Read JPK from archives
☐ Data addr.-log analysis

DB files
Backu.files

G/L Accounts Bank statements Warehouse VAT registry Invoices Rev&Ex.Le Registry income

G/L Account: _____ to: _____
☐ New general ledger
☐ Read data from BKPF/BSEG table
☐ Omission reversed doc. 'red'
☐ Omission acc. KG with bal.zero
☐ Read BO begin.financial year

Field name	Field Description	User action and value	Comment
G/L Account	Selecting the range (from - to) of Ledger accounts, which are to be analyzed	Selection from the list / Manual entry	Eg. 403000 to 403999 By default, these fields should remain empty for the analysis of documents for all accounts
Read data from BKPF/BSEG tables	Selecting the read of data from BKPF/BSEG tables	Checking/ Unchecking of checkbox	-----
Omission of G/L accounts with the balance of zero	Selecting of omission of G/L accounts with the balance of zero (data from these accounts will not be analyzed)	Checking/ Unchecking of checkbox	-----
Omission of reversed doc. 'red'	Omission of reversed documents 'red' (data from these documents will not be analyzed)	Checking/ Unchecking of checkbox	Not selecting the checkbox will cause that red-ink entry will be moved from DT to CT (or CT to DT)
New ledger	Selecting of new ledger allows to generate data from new ledger – parallel and subledger.	Checking/ Unchecking of checkbox	-----
Read OB begin.financial year	Possibility to choose whether to present OB of the selected period or of OB	Checking/ Unchecking of checkbox	On the analysis screen user, will see both OB (Financial and period) but only one will be transferred to XML file.

Option on selection screen

1. Generating data form New Ledger – parallel and subledgers. On the screen below new fields are presented that need to be filled to generate data form the new ledger.

JPK = SAF - Standard Audit File

Company Code: Y001
Date (from): 01.01.2016 Date (to): 31.12.2016
JPK file version: 1
JPK file creation date: 06.02.2016

☒ Documents analysis
☐ Read data from DB
☐ Read JPK from archives
☐ Data addr.-log analysis

DB files
Backu.files

G/L Accounts Bank statements Warehouse VAT registry Invoices Rev&Ex.Le Registry income

G/L Account: [] to []

☒ New general ledger
Ledger: 01
Record Type: 0

☐ Omission acc. KG with bal.zero
☐ Read BO begin.financial year

2. Analysis of reversed doc. "red" . Selecting as presented below **[1]**:

JPK = SAF - Standard Audit File

Company Code: Y001

Date (from): 01.01.2016 Date (to): 31.12.2016

JPK file version: 1

JPK file creation date: 06.02.2016

☒ Documents analysis
☐ Read data from DB
☐ Read JPK from archives
☐ Data addr.-log analysis

DB files
Backu.files

G/L Accounts Bank statements Warehouse VAT registry Invoices Rev&Ex.Le Registry income

G/L Account: to

☐ New general ledger
☐ Read data from BKPF/BSEG table
☒ Omission reversed doc. 'red' **[1]**
☒ Omission acc. KG with bal.zero
☐ Read BO begin.financial year

Effect of using reversed doc. "red" checkbox.

Selecting the checkbox will reflect the proper accounting records. Not selecting will cause transfer from DT to CT with opposite sign (or CT to DT).

Example:

Selected items in frames are presenting the way of using reversed doc. "red"

Selecting checkbox – proper presentation of account balances

ccount GL	User name	Operation description	Op.am.(jr)	G/L Acc	Debit	Cu.amnt.Dt	Short Text	G/L Acc	Credit	Cu.amnt.Ct	Curr.	Short Tex
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05			0,00	0,00	PLN	
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05			0,00	0,00	PLN	
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05			0,00	0,00	PLN	
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05			0,00	0,00	PLN	
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05			0,00	0,00	PLN	
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05			0,00	0,00	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	30.142,54	403130	24.707,00	24.707,00			0,00	0,00	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	30.142,54	403130	24.707,00-	24.707,00-			0,00	0,00	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	50.000,00	403130	40.983,61	40.983,61			0,00	0,00	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	12.000,00	403130	9.836,06	9.836,06			0,00	0,00	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	5.600,00		0,00	0,00		403130	4.590,16	4.590,16	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	115.000,00	403130	94.262,29	94.262,29			0,00	0,00	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	12.000,00	403130	9.836,06	9.836,06			0,00	0,00	PLN	
403130	BARTKOWIAKJ	F-ra zakupu usług	10.000,00		0,00	0,00		403130	8.196,72	8.196,72	PLN	
403130	BARTKOWIAKJ	Księg. automat.-zamk	1.000,00	403130	1.000,00	1.000,00			0,00	0,00	PLN	
403130	BARTKOWIAKJ	Księg. automat.-zamk	5.555,55	403130	5.555,55	5.555,55			0,00	0,00	PLN	
403130	BARTKOWIAKJ	Księg. automat.-zamk	200,00		0,00	0,00		403130	200,00-	200,00-	PLN	

Without selected checkbox – items moved with opposite sign

ccount GL	User name	Operation description	Op.am.(jr)	G/L Acc	Debit	Cu.amnt.Dt	G/L Acc	Credit	Cu.amnt.Ct	Curr.
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05		0,00	0,00	PLN
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05		0,00	0,00	PLN
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05		0,00	0,00	PLN
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05		0,00	0,00	PLN
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05		0,00	0,00	PLN
403130	SZCZESNYM	Rozl konta dostawcy	0,05	403130	0,05	0,05		0,00	0,00	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	30.142,54	403130	24.707,00	24.707,00		0,00	0,00	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	30.142,54		0,00	0,00	403130	24.707,00	24.707,00	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	50.000,00	403130	40.983,61	40.983,61		0,00	0,00	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	12.000,00	403130	9.836,06	9.836,06		0,00	0,00	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	5.600,00		0,00	0,00	403130	4.590,16	4.590,16	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	115.000,00	403130	94.262,29	94.262,29		0,00	0,00	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	12.000,00	403130	9.836,06	9.836,06		0,00	0,00	PLN
403130	BARTKOWIAKJ	F-ra zakupu usług	10.000,00		0,00	0,00	403130	8.196,72	8.196,72	PLN
403130	BARTKOWIAKJ	Księg. automat.-zamk	1.000,00	403130	1.000,00	1.000,00		0,00	0,00	PLN
403130	BARTKOWIAKJ	Księg. automat.-zamk	5.555,55	403130	5.555,55	5.555,55		0,00	0,00	PLN
403130	BARTKOWIAKJ	Księg. automat.-zamk	200,00	403130	200,00	200,00		0,00	0,00	PLN

3. Option to choose whether to present OB (opening balance) of the selected period or OB of financial year. On the analysis screen user will see both OB (Financial and period) but only one will be transferred to XML file. Selecting as presented below [2]:

G/L Accounts

Bank statements

Warehouse

VA

G/L Account

☐ New general ledger
☐ Read data from BKPF/BSEG table
☐ Omission reversed doc. 'red'
☐ Omission acc. KG with bal.zero
☒ Read BO begin.financial year [2]

- **Bank statements**

Field name	Field Description	User action and value	Comment
House Bank	Selecting the range (from - to) of House Banks, which are to be analyzed	Selection from the list / Manual entry	-----
Account ID	Selecting the range (from - to) of Account ID's, which are to be analyzed	Selection from the list / Manual entry	-----
G/L Account	Selecting the range (from - to) of G/L Accounts, which are to be analyzed	Selection from the list / Manual entry	-----

In the case of bank statements, a single file is generated for each bank account.

- Warehouse

Field name	Field Description	User action and value	Comment
Plant	The choice of Plant / Plants, for which analysis of the line items / material documents will be carried out	Select from the list / Manual entry	-----
Positions doc. For the CoC	The choice of generating warehouse documents only for entered Company Code (if unchecked, the SAF file is generated for all Company Codes)	Select/ Deselect checkbox	-----
PZ WZ RW MM	<p>PZ – Receipt from the outside, Goods received note</p> <p>WZ – External release, Goods Issue note or stock issue confirmation</p> <p>RW – Internal usage/expenditure</p> <p>MM – Inhouse movement or internal goods transfer note</p> <p>Comment:</p> <p>For each document you need to specify Movement Type. Depends on program configuration, Document Types may be optional or obligatory selection.</p>	-----	-----
Document type	Selecting the range (from - to) of Document types, which are to be analyzed	Selection from the list / Manual entry	Selecting or eliminating of specific doc types

Movement type	Selecting the range (from - to) of Movement types, which are to be analyzed	Selection from the list / Manual entry	Selecting or eliminating of specific doc types
Material Document	Specifying the range (from - to) of Material Documents, which are to be analyzed	Manual entry	Selecting or eliminating of specific doc types

- **VAT registry**

JPK = SAF - Standard Audit File

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G/L Accounts Bank statements Warehouse **VAT registry** Invoices Rev&Ex.Le Registry income

☒ Tax Report Date 07.01.1900 31.12.2016

☐ Posting Date

☐ Document Date

☐ Rounding tax to full PLN

Sale

☒ Registry sales

☒ Changing sign for tax due

Document Type SE

	VAT cod		Base	VAT
Deliv.goods across the country		➡		
Deliv.goods outside the countr		➡		
art.100 par.1 point 4 act.		➡		
Deliv.goods 0%		➡		
Deliv.goods art.129		➡		
Deliv.goods 5%	A1	➡	15	16
Deliv.goods 7% or 8%	A6	➡	17	18
Deliv.goods 22% or 23%	A7	➡	19	20
ISG-Intra-commu.deliv.of goods	I3	➡	21	22
Goods export		➡		
ISG-Intra-commu.deliv.of goods		➡		
Goods import art.33a		➡		
Serv. imp. excl. art.28b		➡		
Serv.imp.purch. art.28b		➡		

- User should choose whether to perform an analysis based on Tax Reporting Date, Posting Date or Document Date (option to specify time intervals from - to)
- The option to choose conditional rounding of values for input/due tax in accordance to the requirements of the Ministry of Finance (selected by default on the selection screen)
- Registry sales (selected by default) - enables the presentation / generation of data for output tax
- Registry purchases (selected by default) - enables the presentation / generation of data for input tax
- Option to choose conditional sign change for positions assigned to the tax due
- Define the Type/Types of Documents (optional)
- For each position of VAT settlement form, assign the VAT code.

In order to properly present the data in the output SAF file, user should also specify the base field or VAT amount (depending on the requirements of the Ministry of Finance, following VAT-7 declaration).

Example:

For VAT settlement position: 'Deliv. goods 5%', the VAT code 'A1' is assigned. The base value should be placed in the field number '15' of VAT-7 declaration, while the VAT amount value should be placed in the field number '16'. On this basis, the value of the Base and VAT, will be placed in the appropriate fields of SAF file.

All fields for base and tax amount should be filled in that way.

- Customer – enables restriction of data for the selected customer/customers
- Vendor – enables restriction of data for the selected vendor/vendors
- Specify the range (from - to) of Documents Numbers, which are to be analyzed or be excluded

- Invoices

JPK = SAF - Standard Audit File

Company Code: Y001 Date (from): 01.01.2010 Date (to): 31.12.2018
 JPK file version: 1
 JPK file creation date:
☐ Correction JPK
☒ Documents analysis
☐ Read data from DB
☐ Read JPK from archives
☐ Data addr.-log analysis

DB files
 Backu.files

G/L Accounts Bank statements Warehouse VAT registry **Invoices**

☒ Posting Date 01.01.2010 to 31.12.2018
☐ VAT date
☐ Document Date
 Currency:
 Sale
☒ Sales invoices
☐ Changing sign for sales invoic
 Document type (FI): ZZ
 Document type (FI) -correction:
 Invoice type (SD):
 Invoice type (SD) - correction:
 Customer:
 Base price (price condition):
 Tax (price condition):
 Tax rate 22% or 23%:
 Tax rate 7% or 8%:
 Tax rate 5%:
 Tax rate 0%:
 VAT - tax exempt:
 Not taxable:
 Reserve 1:
 Reserve 2:
☐ NIP - omission <> PL
 Document Number: to:
☐ Reverse Charge
☐ Reverse Charge

- An analyze can be performed based on Posting Date, VAT Date, or the Document Date (the ability to specify time intervals from - to)
- Currency - allows to specify the currency code to limit selection results
- Sales invoices (selected by default) - enables the presentation / generation of data for sales invoices
- Purchase invoices (selected by default) - enables the presentation / generation of data for purchase invoices
- Option to choose conditional change of sign for sales invoices

- Option to remove foreign VAT registration numbers from the file (NIP – omission <> PL)
 - For Sale Invoices – determine the Type/Types of FI Documents and Type/Types of SD Invoices - also corrective
 - FI Documents take precedence over SD Invoices (documents from FI area are read first).
 - Define the price conditions for the calculation of the base price and tax - program reads which base price condition is current. It is required to determine both conditions for the proper calculation of discounts and rebates.
 - For each VAT rate, define the VAT code (as in the VAT registry case)
 - Customer – enables restriction of data for the selected customers
 - Vendor – enables restriction of data for the selected vendors
 - Reverse charge – by entering the VAT code in the Reserve 1 or Reserve 2 field and checking the appropriate checkbox 'Reverse charge', all documents having the selected tax code (entered in the appropriate Reserve field) in the resulting SAF file will be marked with 'Rc' symbol (Reverse charge) and will have additionally presented net and tax amounts related to reverse charge
 - Specify the range (from - to) of documents numbers, which are to be analyzed
- **Revenue and Expense Ledger**

Structure requires development adjustment to work properly.

- Define the Type/Types of Documents
- **Registry income**

Structure requires development adjustment to work properly.

JPK = SAF - Standard Audit File

Company Code: Y001

Date (from): 07.01.1900 Date (to): 31.12.2016

JPK file version: 1

JPK file creation date:

☒ Documents analysis

☐ Read data from DB

☐ Read JPK from archives

☐ Data addr.-log analysis

DB files

Backu.files

G/L Accounts Bank statements Warehouse VAT registry Invoices Rev&Ex.Le Registry income

Document Type:

- Define the Type/Types of Documents

After selecting a SAF file (bookmark), for which you want to carry out Document analysis, and determining required parameters:

Press: F8 Execution (or select the Execution icon)

2.2. Documents analysis

Transaction ID	Description of the transaction
/BCC/JPK	SAF Files – single generation

System Help

SAF Files - G/L Accounts

Ex. SAF File Archiving Lock Positions Logi cz. Valid. XML

Start date: 17.01.2001 Company Code: Y001
 End date: 17.01.2016 CC ID: Y001
 JPK file creation date: 17.01.2016
 Currency code: PLN VAT Reg.No: 9721091865
 Tax office: 1223
 Country ID: PL Industry ID No.:
 Street: Zlotniki, ul. Krzemowa
 House number: 1 Flat No.:
 District: ZALESIONY City: Suchy Las k. Poznania
 Community: UTUCZONA Postal code: 62-002

Inf.text: The data processed by the user KACZMAREKDA on 16.08.2016 at 20:28:27 (description possible to change by user)

G/L Acc	G/L Acct Long Text	G/Ltyp	Group code	Group desc	Kod kat.	Cat.desc.	Subcat.cod	Subcat.des	Op.Bal.S	Op.Bal.H	Total Debit	Cumulative Dt	Total Credit	Cumulative Ct	Dt balance
202100	Rozrach. z dost.kr.	B							0,00	0,00	2.121.308,94	2.121.308,94	4.745.686,46	4.745.686,46	0,00
202200	Rozrach. z dost.zgr.	B							0,00	0,00	301.732,93	301.732,93	621.131,57	621.131,57	0,00
221200	VAT naliczony	B							0,00	0,00	530.859,65	530.859,65	346.798,02	346.798,02	184.061,63
403100	Usługi transportowe	W							0,00	0,00	65.514,28	65.514,28	0,00	0,00	65.514,28
403120	Usługi telekomunikac	W							0,00	0,00	62.849,65	62.849,65	15.704,50	15.704,50	47.145,15
403140	Usługi informatyczne	W							0,00	0,00	32.469,19	32.469,19	0,00	0,00	32.469,19
403150	Usługi bank.i poczt.	W							0,00	0,00	431,96	431,96	0,00	0,00	431,96
403170	Usługi doradcze	W							0,00	0,00	12.202,04	12.202,04	0,00	0,00	12.202,04
403900	Pozost. usługi obce	W							0,00	0,00	43.524,93	43.524,93	10.609,84	10.609,84	32.915,09
404900	Poz.podatki i opłaty	W							0,00	0,00	1,96	1,96	0,00	0,00	1,96

- After selecting the Documents analysis, we have the option to edit Company Code data
- In the Tax office field enter the code of company tax office (relevant for all the structures, except VAT)
- SAF Correction – distinguish files issued for the first time from corrections
- In the Inf. text enter a comment to describe generated/saved files in the system

Field name	Field Description	User action and value	Comment
Back (F5)	Return to the selection screen.	Selection	-----
Save to DB (F8)	Storage of analyzed data in database table (ability to read and edit data and to generate SAF file through function Read data from DB)	Selection	-----
Export to JPK file (F6)	After selecting that function, SAP will ask to enter a location on your local disk where you want to save the generated XML file.	Selection	-----
Archiving (F7)	Saving of analyzed data in archive. SAP will remove the data from database table and save the file in archive - no possibility of later editing, the ability to read the archived data and generate SAF file through function Read SAF from archive	Selection	Archiving functionality need to be configured by administrator. Please refer to Administrator Manual.
Lock (SHIFT + F6)	Locking changes to the file (Shift + F6). Data will be locked to change when user will press XML generation or when user manually lock generated data. Please note that only users with correct permissions may have access to this functionality.	Selection	-----
Positions (SHIFT + F11)	View all the line items on second structure level.	Selection	-----
Activity logs (SHIFT + F1)	Overview of processes made for given JPK file (for given range of dates and version of JPK file)	Selection	-----
Valid. XML (SHIFT + F12)	The validation of JPK file data (maturity of fields, dictionary data check, relationships between the fields)	Selection	-----
Download JPK (CTRL +SHIFT+ F1)	Read and add other JPK databases to active selection	Selection	
Assigned JPK (CTRL+SHIFT +F2)	Gives the information about JPK databases when more than one database is displayed (e.g merged files)	Selection	
Downl. file (CTRL +F1)	Add data from Excel or txt file	Selection	Function active with Excel4JPK program installed
JPK rep. (CTRL+SHIFT +F4)	Display report on active database	Selection	It is necessary to save the data before displaying report

- By selecting Positions button (SHIFT + F11) or double-click on the selected G/L account line, there is an option to display all line items of its component (G/L Accounts)

System Help

SAF Files - G/L Accounts

Ex. SAF File Archiving Lock Logi cz. Valid. XML

Start date: 17.01.2001 Company Code: Y001
 End date: 17.01.2016 CC ID: Y001
 JPK file creation date: VAT Reg.No: 9721091865
 Currency code: PLN JPK cor.: Industry ID No.:
 Tax office: 1223 State: Zlotniki, ul. Krzemowa
 District: ZALESIONY City: Suchy Las k. Poznan
 Community: UTUCZONA Postal code: 62-002

Inf.text: The data processed by the user KACZMAREKDA on 16.08.2016 at 20:28:27 (description possible to change by user)

G/L Acc	Year	DocumentNo	Item	Journal No	Journal description	Number of acc.evidence	Type	PK	AccTy	Opera.date	Doc. Date	Posting Date	Entered on	Custo
202100	2008	4600000008	1	4600000008	Dziennik za rok 2008 dokumenty: KA	Y001/2008/4600000008	KA	31	K	08.12.2008	08.12.2008	12.12.2008	23.10.2014	
202100	2009	1000000001	1	0100000001	Dziennik za rok 2009 dokumenty: KN	Y001/2009/0100000001	KN	31	K	20.07.2009	20.07.2009	01.08.2009	23.10.2014	
202100	2009	3300000029	1	3300000029	Dziennik za rok 2009 dokumenty: ZM	Y001/2009/3300000029	ZM	31	K	26.08.2009	26.08.2009	26.08.2009	26.08.2009	
202100	2009	3300000030	1	3300000030	Dziennik za rok 2009 dokumenty: ZM	Y001/2009/3300000030	ZM	21	K	26.08.2009	26.08.2009	26.08.2009	26.08.2009	
202100	2009	3400000001	1	3400000001	Dziennik za rok 2009 dokumenty: ZT	Y001/2009/3400000001	ZT	21	K	15.10.2009	15.10.2009	15.10.2009	15.10.2009	
202100	2009	4200000003	1	4200000003	Dziennik za rok 2009 dokumenty: KU	Y001/2009/4200000003	KU	21	K	23.12.2008	23.12.2008	06.01.2009	23.10.2014	
202100	2009	4600000012	1	4600000012	Dziennik za rok 2009 dokumenty: KA	Y001/2009/4600000012	KA	31	K	26.06.2009	26.06.2009	09.07.2009	23.10.2014	
202100	2009	4600000013	1	4600000013	Dziennik za rok 2009 dokumenty: KA	Y001/2009/4600000013	KA	31	K	01.05.2009	01.05.2009	23.05.2009	23.10.2014	
202100	2009	4600000014	1	4600000014	Dziennik za rok 2009 dokumenty: KA	Y001/2009/4600000014	KA	31	K	01.05.2009	01.05.2009	23.05.2009	23.10.2014	
202100	2009	4600000015	1	4600000015	Dziennik za rok 2009 dokumenty: KA	Y001/2009/4600000015	KA	31	K	31.12.2008	31.12.2008	26.01.2009	23.10.2014	
202100	2009	4600000017	1	4600000017	Dziennik za rok 2009 dokumenty: KA	Y001/2009/4600000017	KA	31	K	19.01.2009	19.01.2009	29.01.2009	23.10.2014	
202100	2009	4700000001	1	4700000001	Dziennik za rok 2009 dokumenty: KR	Y001/2009/4700000001	KR	31	K	20.08.2009	20.08.2009	27.08.2009	23.10.2014	
202100	2011	3400000001	2	3400000001	Dziennik za rok 2011 dokumenty: ZT	Y001/2011/3400000001	ZT	31	K	10.11.2011	10.11.2011	18.11.2011	17.06.2013	
202100	2011	3400000002	2	3400000002	Dziennik za rok 2011 dokumenty: ZT	Y001/2011/3400000002	ZT	31	K	10.11.2011	10.11.2011	18.11.2011	17.06.2013	
202100	2011	3600000001	1	3600000001	Dziennik za rok 2011 dokumenty: ZA	Y001/2011/3600000001	ZA	31	K	01.09.2011	01.09.2011	01.09.2011	06.10.2011	

- Bank statements structure displays bank accounts with balances on first level and statement positions (postings) on the second level

SAF Files - Bank statements

Ex. SAF File Archiving Lock Positions Logi cz. Valid. XML

Start date: 15.01.2013 Company Code: Y001
 End date: 31.12.2016 CC ID: Y001
 JPK file creation date: 06.02.2016 Name: 7MILOWY SP. Z O.O.
 Currency code: PLN JPK cor.: VAT Reg.No: 9721091865
 Tax office: 1223 State: WIELKIE
 District: ZALESIONY
 Community: UTUCZONA

Inf.text: The data processed by the user CHMIELEWSKIS on 31.10.201

House Bk	Acct ID	Bank account number	Crcy	G/L Acc	T	+	Amount	TotalDebit	Ttl Credit	T	+	Amount
BNP	PLN	PL160010840004050322614001	PLN	133000	F	S	0,00	5,00	5,00	F	S	0,00
ING	EUR	PL105015201000002362464022	EUR	130100	F	S	1,26	0,02	0,00	F	S	1,28
ING	PLN	PL105015201000002362464006	PLN	130000	F	S	3,03	0,00	1,36	F	S	1,67
PGNG	PLN	PL124062921111001054719311	PLN	131000	S		37,31	0,00	1,70	S		35,61

SAF Files - Bank statements

Ex. SAF File Archiving Lock Logi cz. Valid. XML

Start date	15.01.2013	Company Code		
End date	31.12.2016	CC ID	Y001	
JPK file creation date	06.02.2016	Name	7MILOWY SP. Z O.O.	
Currency code	PLN	VAT Reg.No	9721091865	Industry ID No.
Tax office	1223	Country ID	PL	Street
		State	WIELKIE	House number
		District	ZALESIONY	City
		Community	UTUCZONA	Postal code
				62-002

Inf.text The data processed by the user CHMIELEWSKIS on 31.10.2016 at 12:11:15 (description possible to change by user)

House Bk	Acct ID	St no	MR no	Stmt date	Posting date	DocumentNo	Year	AC	Amount	AC fees	D/C	Customer	Vendor	Posting text
PGNG	PLN	4	1	10.04.2015	10.04.2015			PLN	0,10	0,00	H			PRZELEW M/DZYBANKOWY BETA/
PGNG	PLN	4	2	10.04.2015	10.04.2015			PLN	0,15	0,00	H			PRZELEW M/DZYBANKOWY BETA/
PGNG	PLN	4	3	10.04.2015	10.04.2015			PLN	0,50	0,00	H			PRZELEW M/DZYBANKOWY BETA/
PGNG	PLN	4	4	10.04.2015	10.04.2015			PLN	0,65	0,00	H			PRZELEW INTERNET M/B
PGNG	PLN	4	5	10.04.2015	10.04.2015			PLN	0,10	0,00	H			PRZELEW INTERNET M/B
PGNG	PLN	4	6	10.04.2015	10.04.2015			PLN	0,20	0,00	H			PRZELEW INTERNET M/B

- Warehouse structure displays material documents and values on first level and documents' positions on second level

System Help

SAF Files - Warehouse

Ex. SAF File Archiving Lock Positions Logi cz. Valid. XML

Start date	10.03.2001	Company Code		
End date	10.03.2013	CC ID	Y001	
JPK file creation date	10.03.2013	Name	7milowy Sp. z o.o.	
Currency code	PLN	VAT Reg.No	9721091865	Industry ID No.
Tax office	3324	Country ID	PL	Street
		State		House number
		District	ZALESIONY	City
		Community		Postal code
				62-002

Inf.text The data processed by the user KACZMAREKDA on 16.08.2016 at 20:42:35 (description possible to change by user)

Material Doc.	MatYr	MatD.t	Doc.No.	Posting Date	Type	Doc. Date	Doc. val.	Received date	Rel. date	Vendor	Customer	Invoice No	Invoi date	From	Where
4900000000	2013	MM		10.03.2013	WM	10.03.2013	0,00								
4900000026	2009	PZ		06.08.2009	WM	06.08.2009	0,00	06.08.2009							
4900000000	2013	PZ		10.03.2013	WM	10.03.2013	0,00	10.03.2013							
5000000010	2009	RW		04.08.2009	MZ	04.08.2009	1.000,00								
5000000011	2009	RW		04.08.2009	MZ	04.08.2009	5.853,84								
5000000012	2009	RW		05.08.2009	MZ	05.08.2009	122,66								
5000000013	2009	RW		05.08.2009	MZ	05.08.2009	300,00								
5000000014	2009	RW		05.08.2009	MZ	05.08.2009	16.150,00								
5000000015	2009	RW		06.08.2009	MZ	06.08.2009	3.011,52								
5000000016	2009	RW		06.08.2009	MZ	06.08.2009	82.561,50								
5000000017	2009	RW		06.08.2009	MZ	06.08.2009	1.078,00								
5000000018	2009	RW		06.08.2009	MZ	06.08.2009	0,00								
5000000019	2009	RW		06.08.2009	MZ	06.08.2009	0,00								
5000000020	2009	RW		06.08.2009	MZ	06.08.2009	13.760,25								
5000000021	2009	RW		13.08.2009	MZ	13.08.2009	2.350,00								

System Help

SAF Files - Warehouse

Ex. SAF File Archiving Lock Logi cz. Valid. XML

Start date: 10.03.2001
End date: 10.03.2013
JPK file creation date: [blank]
Currency code: PLN JPK cor. []
Tax office: 3324

Company Code: Y001
Name: 7MIŁOWY SP. Z O.O.
VAT Reg.No: 9721091865
Country ID: PL
State: [blank]
District: ZALESIONY
Community: [blank]
Industry ID No.: [blank]
Street: ZLOTNIKI, UL. KRZEMOWA
House number: 1 Flat No: [blank]
City: SUCHY LAS K. POZNANIA
Postal code: 62-002

Inf.text: The data processed by the user KACZMAREKDA on 16.08.2016 at 20:42:35 (description possible to change by user)

Material Doc.	MatYr	MatD.t	Item	Doc.No.	Material	Material Description	Quantity	Unit	Unit price	Pos. val.
5000000011	2009	RW	2		40000002	Template material YHAW with reference	69	ST	56,38	3.890,06
5000000011	2009	RW	1		40000000	Template material YHAW	50	ST	39,28	1.963,78

- VAT structure may be configured as flat (one level) structure or two levels structure. Flat structure is recommended and is preconfigured for new program installations.

System Help

SAF Files - VAT registry

Ex. SAF File Archiving Lock Positions Logi cz. Valid. XML

Start date: 07.01.1900
End date: 31.07.2016
JPK file creation date: 06.02.2016
Currency code: PLN JPK cor. []
Tax office: 1223

Company Code: Y001
Name: 7miłowy Sp. z o.o.
VAT Reg.No: 9721091865
Country ID: PL
State: [blank]
District: ZALESIONY
Community: UTUCZONA
Industry ID No.: [blank]
Street: Zlotniki, ul. Krzemowa
House number: 1 Flat No: [blank]
City: Suchy Las k. Poznanian
Postal code: 62-002

Inf.text: The data processed by the user KACZMAREKDA on 16.08.2016 at 20:52:40 (description possible to change by user)

Year	DocumentNo	VATty	Invoice number	Type	Posting Date	Doc. Date	Date of sale	Insertion date	Date recei	Customer	Vendor	
2013	1100000003	SP	FSK-3/2013	SK	07.01.2013	07.01.2013	07.01.2013	07.01.2013		100002	Stolarnia Meblowa "Ładna Szafa"	Drewniana 15 (
2015	1100000001	SP	F.VAT 2015	SK	26.03.2015	26.03.2015	26.03.2015	26.03.2015		100002	Stolarnia Meblowa "Ładna Szafa"	Drewniana 15 (
2015	1100000002	SP	F.VAT 2015 (2)	SK	30.03.2015	30.03.2015	30.03.2015	30.03.2015		200002	America Company ITD	123 New 1222
2015	1100000003	SP	F-RA 7	SK	29.03.2015	29.03.2015	29.03.2015	29.03.2015		100003	PHU KONIMEX Jedn. Powiązane	ul. Grochowska
2015	1100000004	SP	F.VAT 2015 (3)	SK	12.03.2015	12.03.2015	12.03.2015	12.03.2015		100003	PHU KONIMEX Jedn. Powiązane	ul. Grochowska
2015	1100000005	SP	TESTSTS	SK	22.02.2015	22.02.2015	22.02.2015	22.02.2015		100002	Stolarnia Meblowa "Ładna Szafa"	Drewniana 15 (
2015	1100000006	SP	TEST KOR	SK	16.08.2015	16.08.2015	16.08.2015	16.08.2015		100003	PHU KONIMEX Jedn. Powiązane	ul. Grochowska
2015	1200000001	SP	15/2015	SE	16.03.2015	16.03.2015	16.03.2015	16.03.2015		300002	Kowalstwo artystyczne Unia Powiązany	Zielona 34/122
2015	1200000002	SP	15/2015	SE	18.03.2015	18.03.2015	18.03.2015	18.03.2015		300002	Kowalstwo artystyczne Unia Powiązany	Zielona 34/122
2015	1200000003	SP	15/2015	SE	28.03.2015	28.03.2015	28.03.2015	28.03.2015		100005	PPHU ADMAT	ul. Barcicka 22
2015	4700000136	ZK	TEST	KR	07.07.2015	23.06.2015	23.06.2015	07.07.2015		200009	Dostawca krajowy	Kuchenna 199
2015	4700000137	ZK	TEST	KR	08.07.2015	08.07.2015	08.07.2015	08.07.2015		200009	Dostawca krajowy	Kuchenna 199
2015	4700000138	ZK	TEST	KR	08.07.2015	08.07.2015	08.07.2015	08.07.2015		200009	Dostawca krajowy	Kuchenna 199
2015	4700000139	ZK	TEST	KR	08.07.2015	08.07.2015	08.07.2015	08.07.2015		200009	Dostawca krajowy	Kuchenna 199
2015	4700000140	ZK	TEST	KR	08.07.2015	08.07.2015	08.07.2015	08.07.2015		200009	Dostawca krajowy	Kuchenna 199

System Help

SAF Files - VAT registry

Ex. SAF File Archiving Lock Logi cz. Valid. XML

Start date: 07.01.1900 Company Code: Y001
 End date: 31.07.2016 CC ID: Y001
 JPK file creation date: 06.02.2016 Name: 7milowy Sp. z o.o.
 Currency code: PLN VAT Reg.No: 9721091865 Industry ID No.:
 Tax office: 1223 Country ID: PL Street: Zlotniki, ul. Krzemowa
 State: House number: 1 Flat No:
 District: ZALESIONY City: Suchy Las k. Poznanian
 Community: UTUCZONA Postal code: 62-002

Inf.text: The data processed by the user KACZMAREKDA on 16.08.2016 at 20:52:40 (description possible to change by user)

Year	DocumentNo	Item	Tx	G/L	Acc	D/C	LC	bas.amt	VAT	bas	VAT	tax	taxType
2013	1100000003	1	A1	221	100	H		25.046,73	1.753,27	15	16	1	

- Invoices structure displays sales documents on the first level and invoices positions on the second level.

System Help

SAF Files - Invoices

Ex. SAF File Archiving Lock Positions Logi cz. Valid. XML

Start date: 06.01.2009 Company Code: Y001
 End date: 06.08.2015 CC ID: Y001
 JPK file creation date: 06.02.2016 Name: 7milowy Sp. z o.o.
 Currency code: PLN VAT Reg.No: 9721091865 Industry ID No.:
 Tax office: 1223 Country ID: PL Street: Zlotniki, ul. Krzemowa
 State: House number: 1 Flat No:
 District: ZALESIONY City: Suchy Las k. Poznanian
 Community: UTUCZONA Postal code: 62-002

Inf.text: The data processed by the user KACZMAREKDA on 16.08.2016 at 20:54:55 (description possible to change by user)

Year	DocumentNo	Bill.Doc.	Invoice number	Inv.t	Type	Posting Date	Doc. Date	Deliv.dt	Crcy	Customer	Vendor
2009	1100000001	FAK/003/34/R		SP	SK	06.10.2009	06.10.2009		PLN	100002	Stolarnia Meblowa Ładna Szafa
2009	1100000002	KOREKTA-(4)/2342		SP	SK	06.10.2009	06.10.2009		PLN	100002	Stolarnia Meblowa Ładna Szafa
2009	1100000003	SDUFYADFADS		SP	SK	07.10.2009	07.10.2009		PLN	100006	Odbiorca wzorcowy Krajowy
2009	1100000004	1/2009		SP	SK	01.08.2009	01.08.2009		USD	200002	America Company ITD
2009	1100000005	222.0		SP	SK	01.07.2009	01.07.2009		EUR	300001	Odbiorca testowo-wzorcowy z Unii
2009	1100000006	23/22		SP	SK	01.06.2009	01.06.2009		PLN	100001	POLMAN S.A.
2009	1100000007	23/212		SP	SK	01.06.2009	01.06.2009		PLN	100002	Stolarnia Meblowa Ładna Szafa
2009	1100000008	23/212		SP	SK	30.06.2009	30.06.2009		PLN	100002	Stolarnia Meblowa Ładna Szafa
2012	1100000001	EEE		SP	SK	06.12.2012	06.12.2012		PLN	200002	America Company ITD
2012	1100000002	FSK-4/2012		SP	SK	25.11.2012	25.11.2012		PLN	100006	Odbiorca wzorcowy Krajowy
2012	1100000003	FSK-2/2012		SP	SK	10.03.2012	02.03.2012		PLN	100001	POLMAN S.A.
2012	1100000004	FSK-7/2012		SP	SK	14.01.2012	14.01.2012		EUR	100002	Stolarnia Meblowa Ładna Szafa
2012	1100000005	FSK-12/2012		SP	SK	10.03.2012	02.03.2012		PLN	100003	PHU KONIMEX Jedn. Powiązane
2013	1100000001	FSK-1/2013		SP	SK	10.01.2013	03.01.2013		PLN	100001	POLMAN S.A.
2013	1100000002	FSK-2/2013		SP	SK	10.03.2013	02.03.2013		PLN	100001	POLMAN S.A.

System Help

SAF Files - Invoices

Ex. SAF File Archiving Lock Logi cz. Valid. XML

Start date: 06.01.2009 End date: 06.08.2015 JPK file creation date: Currency code: PLN JPK cor. ☐ Tax office: 1223

Company Code: CC ID: Y001 Name: 7MIŁOWY SP. Z O.O. VAT Reg.No: 9721091865 Industry ID No.: Country ID: PL State: Street: ZLOTNIKI, UL. KRZEMOWA House number: 1 Flat No: City: SUCHY ŁĄS K. POZNANIA District: ZALESIONY Community: UTUCZONA Postal code: 62-002

Inf.text: The data processed by the user KACZMAREKDA on 16.08.2016 at 20:54:55 (description possible to change by user.)

Year	DocumentNo	Bill.Doc.	Item	Inv.t	Item	Product name	Quantity	Unit	Ne.unl.pri	Gr.unl.pri	Nt.disc.am	NetValDeGo	Gr.sal.val	Tx	TaxCod
2009	1100000001			SP	2	Sprz.kr.produktów	1	ST	4.918,03-	6.000,00-	0,00	4.918,03-	6.000,00-	A2	22,000

2.3. Saving selection to database

Transaction ID	Description of the transaction
/BCC/JPK	SAF Files – single generation

Data selected and approved in analysis step, should be saved to JPK database. Saved databases are by default locked for edition. XML files are generated based on saved selections.

In order to save the database, select one of the buttons from the menu.

About application Enhancements System Help

SAF Files - VAT registry (version 25)

Ex. JPK File Archiving Lock Logs actions Valid. XML Download JPK Assigned JPK

Start date: 01.01.2018 End date: 31.01.2018 JPK file creation date: 16.10.2018 Currency code: PLN JPK cor. ☐ 5 S.R.

Company Code: CC ID: Y001 Name: SPOLKA TESTOWA VAT Reg.No: 9721091865 A. e-mail: bcc@bcc.com.pl System name: SAP

2.4. Creating XML file

Transaction ID	Description of the transaction
/BCC/JPK	SAF Files – single generation

XML file is created based on saved or archived database.

In order to create an XML file choose button Export JPK File:

In the pop-up window choose file path to save the file. Based on the configuration settings, path may be preconfigured and option to change the path is not available.

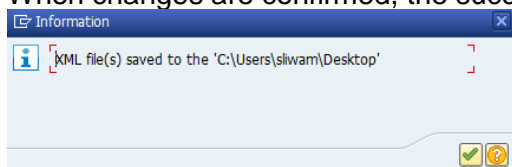
It is possible to create test file in any location.

In VAT structure, new pop-up appears while saving the file. User should confirm the number of file version that should be assigned to the new XML file. Every sent file concerning the same reporting period should get the next number in ascending order. System will suggest the version but user should confirm or changed it based on the actual number of files sent to Ministry of Finance.

The file generated for the first time should be numbered 0.



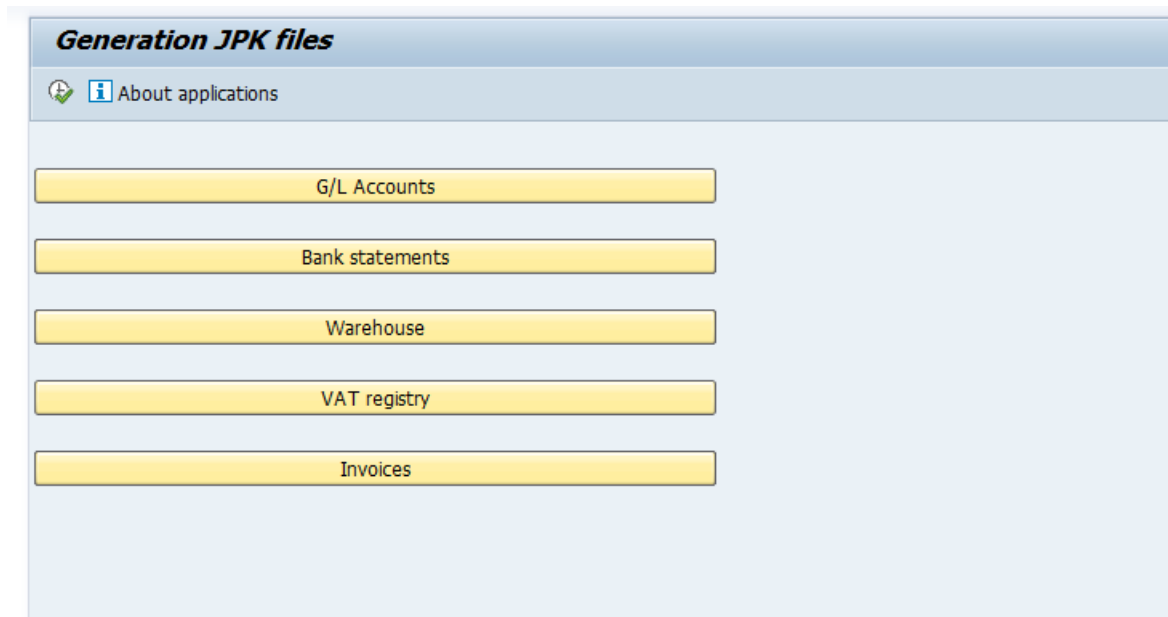
When changes are confirmed, the success message appears.



2.5. Executing a collective file generation

Transaction ID	Description of the transaction
/BCC/JPZ	Collective generation of SAF Files

Depending on the program configuration, first transaction screen may contain file type selection where required structure should be chosen.



When above menu is not available, the structure is chosen by checkbox selection.

Program Edit Goto System Help

/n/BCC/JPKZ

Bulk generation JPK files

Company Code

Date (from) Date (to)

JPK file creation date

☐ Data addr.-log analysis

☐ G/L Accounts

☐ Bank statements

☐ Warehouse

☐ VAT registry

☐ Invoices

☐ Rev&Ex.Ledger

☐ Registry income

Data output control

☐ Export data to XML file

Directory: Local ☐ Network ☐

☐ Generate JPK for every day

G/L Accounts

G/L Account to

☐ New general ledger

☐ Read data from BKPF/BSEG table

☐ Including reversed doc. 'red'

Ledger

Record Type

☐ Omission acc. KG with bal.zero

☐ Read BO begin.financial year

Folder name (G/L accounts)

Screen 2 - Header

Field name	Field Description	User action and value	Comment
------------	-------------------	-----------------------	---------

Company Code	Company Code selection for which we want to generate SAF files	Selection from the list / Manual entry	Eg. PL01
Date (from)	Specifying the first day of the period for which we want to generate SAF files	Selection from the list / Manual entry	Eg. 01.01.2016
Date (to)	Specifying the last day of the period for which we want to generate SAF files	Selection from the list / Manual entry	Eg. 31.01.2016
Creation date	Specifying the creation date of SAF files (by default today)	Selection from the list / Manual entry	Eg. 31.01.2016
Data addr. – log analysis	Selecting the conditional analysis of log of changes (address data) on Counterparty	Checking/ Unchecking of checkbox	Selecting checkbox with data log analysis may significantly extend time of data generation

Screen 2 - Selection of SAF files, that you want to generate

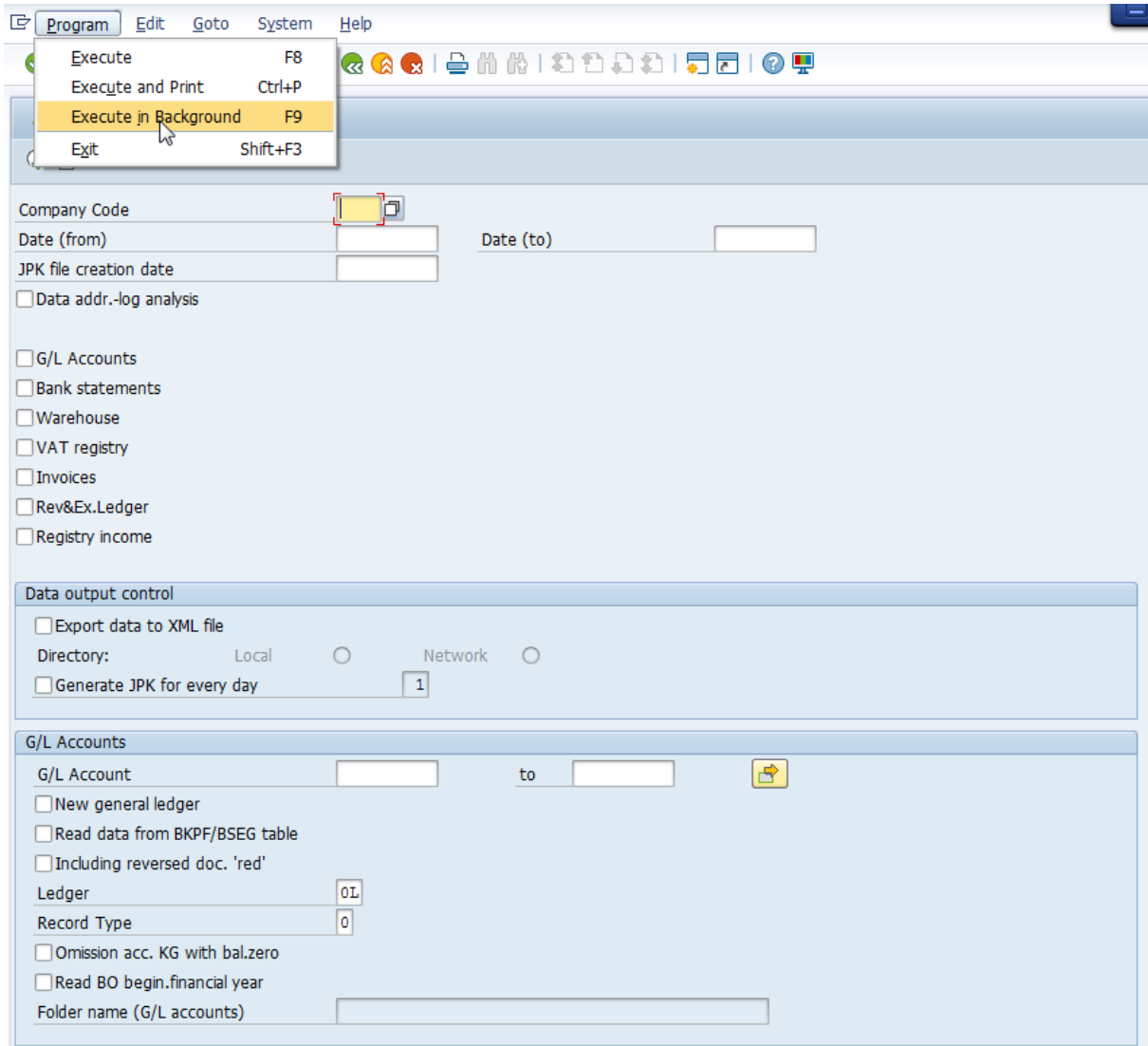
- G/L Accounts,
- Bank statements,
- Warehouse,
- VAT registry,
- Invoices,
- Revenue and Expense Ledger,
- Registry income.

Screen 3 - Control data output

Field name	Field Description	User action and value	Comment
Export data to XML file	Generating an XML files for the selected structures.	Selection	Selecting the storage directory: local or network
Generate SAF for every day	Generating a SAF files for the selected structures separately for each day of the selected period (the ability to specify the number of days, for which separate files will be generated - eg. 5 days).	Selection	-----

- Further parameters for particular types of SAF files are determined in the same way as when generating the single SAF file in /BCC/JPK transaction.
- The difference lies in selecting file storage space on your local drive (Folder name) for each type of SAF (possibility of selecting different locations for different types of SAF files).
- Collective generating of SAF files allows you only to generate files; transaction itself doesn't have capability to view generated/saved files. To do it, you need to use the first transaction (/BCC/JPK).

- Collective generating of SAF files have the option to generate files in the background (for the program run in the background, in transaction SM36 we are able to preview the list of completed processes).



The screenshot shows the SAP program execution interface. The 'Program' menu is open, and the 'Execute in Background' option (F9) is highlighted. The main form contains the following fields and options:

- Company Code:** [Field]
- Date (from):** [Field] **Date (to):** [Field]
- JPK file creation date:** [Field]
- ☐ Data addr.-log analysis
- ☐ G/L Accounts
- ☐ Bank statements
- ☐ Warehouse
- ☐ VAT registry
- ☐ Invoices
- ☐ Rev&Ex.Ledger
- ☐ Registry income
- Data output control**
 - ☐ Export data to XML file
 - Directory: ☐ Local ☐ Network
 - ☐ Generate JPK for every day [1]
- G/L Accounts**
 - G/L Account [Field] to [Field]
 - ☐ New general ledger
 - ☐ Read data from BKPF/BSEG table
 - ☐ Including reversed doc. 'red'
 - Ledger [OL]
 - Record Type [0]
 - ☐ Omission acc. KG with bal.zero
 - ☐ Read BO begin.financial year
 - Folder name (G/L accounts) [Field]

After selecting a SAF files that we want to generate, specifying required parameters and choosing the storage location:

Press: F8 Execute (or choose Execute icon)

2.6. Tips & Tricks

- Both transactions have the option to read Variants of value selection (templates) on the selection screen.
- The variants are created by filling in the appropriate data fields of the SAF file/files for which you want to create a variant (save the entered values in the form of variant / template for later use), and then selecting the save icon (or use Ctrl + S combination).

JPK = SAF - Standard Audit File

Company Code: 0001

Date (from): 15.01.2013 Date (to): 31.12.2016

JPK file version: 1

JPK file creation date: 06.02.2016

☒ Documents analysis

☐ Read data from DB

☐ Read JPK from archives

☐ Data addr.-log analysis

DB files

Backu.files

G/L Accounts Bank statements Warehouse VAT registry Invoices Rev&Ex.Le Registry income

G/L Account: to:

☐ New general ledger

☐ Read data from BKP/BSEG table

☐ Including reversed doc. 'red'

☐ Omission acc. KG with bal.zero

☐ Read BO begin.financial year

Variant Attributes

Copy Screen Assignment. i

Variant Name: Description:

☐ Only for Background Processing

☐ Protect Variant

☐ Only Display in Catalog

☐ System Variant (Automatic Transport)

Scrm Assignm.

Created	Selection Scrms
<input checked="" type="checkbox"/>	1000
<input checked="" type="checkbox"/>	1100

Objects for selection screen

Selection Scrms	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required field	Selection variable	Option	Name of Variable (Inc)
1.000	Company Code	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
1.000	Date (from)	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.000	Date (to)	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.000	P_WERJPK	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
1.000	JPK file creation date	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.000	Documents analysis	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.000	Read data from DB	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.000	Read JPK from archives	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.100	G/L Account	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

- Program checks whether the user has permissions for the selected Company code and the type of SAF file for which wants to generate an XML file. After generating the data additional

checks for permissions are made for all the functionalities (saving/export/archiving/blocking/line items etc.).

Please refer to Administrator Manual for description of user permissions.

4. There is a possibility of entering additional parameters/fields allowing to read specific documents (selection screen). The details of this process are included in the Administrator manual.

3. SAF – Reports (JPK reports)

Transaction ID	Description of the transaction
/BCC/JPKR	SAF - Reports

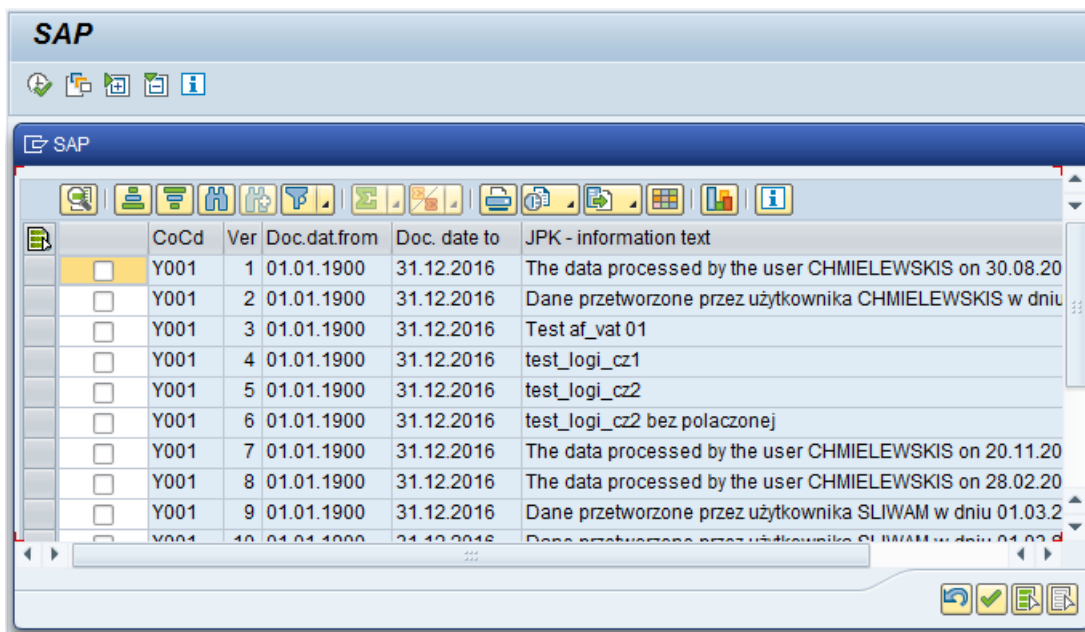
JPK Report transaction allows user to review and verify aggregated data that was previously extracted by main JPK transaction. Then it could be compared with the standard SAP transaction. There are several predefined reports created by us with some simple aggregation. Those reports should be used as samples and could be adjusted to company needs.

The customizing of the reports in JPK version 3.0 was moved to dedicated transaction (JPKRC).

In the following paragraph we have presented the customizing of the VAT reporting.

- JPK Reports transaction (/n/bcc/JPKR) allows to review the reports generated by standard JPK transaction, there are two main types of reports
 - Based on the structures – tables visible in main transactions
 - Based on XML file generated by the program
- The reports are created based on structures of SAF files, i.e. for specific type of SAF file, Company code and period
- Specify Company code/codes for which you want to preview the list of generated reports.
- Specify the document dates (range from - to) for which you want to preview the list of generated reports.
- Additionally, choose a SAF report ID, for which you want to preview the list of generated reports.

Press: F8 Execute (or choose Execute icon)



Please select the file version that you want to review and then select acceptance icon or press F6.

On the next screen there the report will be presented.

JPK Raport - VAT - pozycje deklaracji (Podstawa, VAT) (nowe)

JG	JPK	ID JPK	Data dok. od	Data dok. do	Wp.	Rdz podat.	Podst. WKr	Kw.pod.WKr	V. pods.	V. pod.	Waluta	Podsum. (k)
Y001	VAT	VT01	31.01.2000	31.12.2018	8	1	114.416,83	8.009,16	15	16	PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	8	1	104.653,66	23.150,34	19	20	PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	8	1	55.987,00	12.877,00	17	18	PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	8	1	4.671,60	0,00	21		PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	8	2	4.606,74	1.074,41	44	45	PLN	
							279.729,09	44.036,50				Należny
							4.606,74	1.074,41				Naliczony
							275.122,35	42.962,09				Należny/Nalicz

The buttons above the table allows to sort, filter, summarize data, export the data to a local file, change the display etc.

In version 3.0 we added the possibility to create additional summary lines – the customizing is described in the customizing JPKRC section. In the screen shot presented above we added 3 lines with tax due, accrued and the difference between them.

We have created the possibility to use reports also on the main screen of the JPK files, please go to basic transaction (/n/BCC/JPK), select or generate a JPK data, then save it to the database (or create XML – for reports based on XML) and then click on the reports button:

SAF Files - VAT registry (version 08)

Ex. JPK File
 Archiving
 Lock
 Logs actions
 Valid XML
 Download JPK
 Assigned JPK
 Downl. file
 Dekl. VAT
 JPK reg.
 F.sp.

Start date: 31.01.2009 Company Code:
 End date: 31.12.2018 CC ID: Y001
 JPK file creation date: 12.10.2018 Name: SPOLKA TESTOWA
 Currency code: PLN ☒ JPK cor. VAT Reg No: 9721091865
 5 S.R. A e-mail: bcc@bcc.com.pl
 System name: SAP

Inf. text: JPKR_3

CoCd	Year	DocumentNo	Item	TaxType	Tx	GL Acc	DIC	LC bas amt	LC tax	VAT base	VAT tax	Invoice number	Type	Posting Date	Doc. Date	Date of sale	D purch.	Insertion date	Date recei	Customer	Vendor	Name
Y001	2013	1100000003	1	1	A1	G21100 H		25 046.73	1.753.27	15	16	FSK-3/2013	SK	07.01.2013	07.01.2013	07.01.2013		07.01.2013	05.01.2015	100002		Stolarnia I
Y001	2014	1100000007	1	1	A7	G21100 H		4 000.00	0.00	19	20	TEST233456FFF	SK	23.01.2014	23.01.2014	23.01.2014		23.01.2014	23.01.2014	300002		Kowalski
Y001	2015	1100000001	1	1	A6	G21100 H		1 915.45	440.55	17	18	F.VAT 2015	SK	26.03.2015	26.03.2015	26.03.2015		26.03.2015	26.03.2015	100002		Stolarnia I
Y001	2015	1100000002	1	1	A6	G21100 H		51 426.02	11 827.98	17	18	F.VAT 2015 (2)	SK	30.03.2015	30.03.2015	30.03.2015		30.03.2015	30.03.2015	200002		America C

Action: double click.

Report will be displayed.

JPK Raport - VAT - pozycje deklaracji (Podstawa, VAT) (nowe)

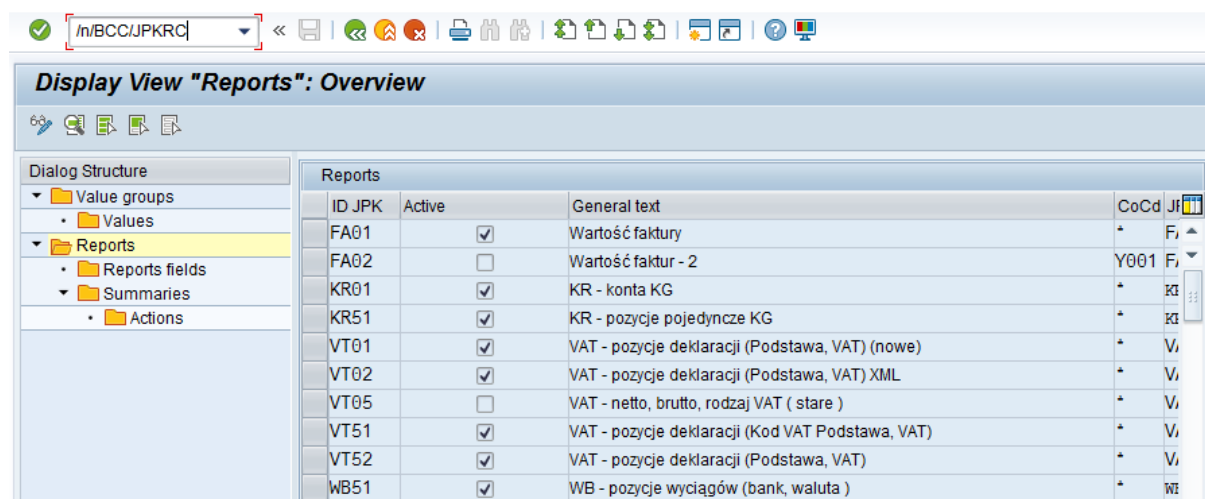
JG	JPK	ID JPK	Data dok. od	Data dok. do	Wp.	Rdz podat.	Podst. WKr	Kw.pod.WKr	V. pods.	V. pod.	Waluta	Podsum. (k)
Y001	VAT	VT01	31.01.2000	31.12.2018	9	1	114.417,00	8.009,00	15	16	PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	9	1	104.654,00	23.150,00	19	20	PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	9	1	55.987,00	12.877,00	17	18	PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	9	1	4.672,00	0,00	21		PLN	
Y001	VAT	VT01	31.01.2000	31.12.2018	9	2	4.607,00	1.074,00	44	45	PLN	
							279.730,00	44.036,00				Należny
							4.607,00	1.074,00				Naliczony
							275.123,00	42.962,00				Należny/Nalicz

In case of missing button please activate it using parameter BT_JP2.

4. SAF reports – configuration

Transaction ID	Description
/BCC/JPKRC	SAF reports - configuration

In JPK version 3.0 we have moved customizing of the reports to dedicated transaction /n/BCC/JPKRC



Information how to prepare or configure new reports are available in Administrator Manual.

5. SAF - Default variant

Transaction ID	Description
/BCC/JPKV	SAF – Default variant

Develop selection variants for JPK

Company Code

☐ Data addr.-log analysis

G/L Accounts

G/L Account to

☐ Read data from BKPF/BSEG table

☐ Omission acc. KG with bal.zero

☐ Omission reversed doc. 'red'

Bank statements

House Bank to

Account ID to

G/L Account to

Warehou

Plant

☒ Positions doc. for the CoC

PZ

Document Type to

Movement Type to

WZ

Document Type to

Movement Type to

RW

- Transaction allows to specify default parameters, that will be read automatically during transactions run for SAF files generation
- Using the variant transaction (saving default variant) has higher priority than variants saved in the transaction. However, user can still load their own variants in JPK transactions.
- Defined default variant is loaded at startup of transactions for single and collective SAF file generation
- This allows to obtain consistency of data generated by these transactions, and saves time
- In the particular fields introduce data, analogously to filling out the fields in the SAF file generation

Press: F8 Execute (or choose Execute icon)

6. Merging files – transaction JPKM

Transaction ID	Description
/BCC/JPKM	JPK – merge settlements

The JPKM transaction allows to merge two or more JPK databases into one file. Transaction works with structure:

- VAT
- Invoices
- Warehouse

JPK - Merge settlements

Company Code: Y001
 Date from: 01.06.2018 Date to: 30.06.2018
 JPK file creation date: 16.10.2018
 JPK file type: VAT
☒ Correction JPK
☒ SAF-T text edit
 JPK - information text: The data processed by the user SLIWAM on 16.10.201...
 XML
☒ Export file
 Catalog: D:\
☐ SAP folder
 Registry VAT
☐ Rounding tax to full PLN
 Buttons: Dodaj, Usuń p., Usuń w.
☐ Data for all periods

Co	Doc.dat.from	Doc. date to	V...	JPK - information text
Y...	01.06.2018	30.06.2018	1	Dane przetworzone przez użytkownika CHMIELEWSKIS w dniu 27.09.2017 o godz. 15:05:58 (opis możliwy do zmiany przez użytkownika)
Y001	01.06.2018	30.06.2018	2	Test Koreckid

User should select existing databases to merge by using the button Add (Dodaj). The ready file will be stored in database and in given location (if option export file is selected).

Newly created files can be open in and view in basic JPK transaction. Log of changes will contain information about file being merged.