Electronic Invoicing for Business Central

Overview

Electronic invoicing enables direct communication with the System of Electronic Invoices (SEF) through invoice exchanges between companies, both public and private.

1. Communication Method

• Sales invoices are sent and purchase invoices are received via official web services provided by the Tax Administration.

• To use this method, the company must be registered on the SEF portal with a certificate held by an authorized person who is entitled to submit tax returns.

2. Registration and Setup

• Register the company on the SEF portal.

• Configure system settings in Microsoft Dynamics 365 Business Central according to the steps outlined in this manual.

• Follow the operational procedures described here for daily work with documents.

3. Document Types

The following types of documents can be sent or received:

• Invoice or prepayment invoice

• Finance charge memo

• Credit memo or correction of prepayment invoice

• Final invoice (following a prepayment invoice)

Feature	Description	Release
Import package	The package import is used for importing tables	20.5
Settings	Settings for further use of E-invoices	20.5
Work with documents	Process of creating sales invoices, prepayment invoices, purchase invoice, credit memo.	20.5
Other functions	Batch invoices sending and automatic get sales invoices status.	21.0
Individual and Summary VAT	Individual and Summary VAT records are an integral part of the Electronic Invoicing System and are used for recording sales invoices that were not sent as E-Invoices.	22.0
Electronic records of previous VAT	This system enables the submission of data on previous VAT through the Electronic Invoicing System.	24.0

Import package

1. When Import Is Required

- The import of the package is not required if you are using only the NPS e-Invoice extension without the NPS Localization.
- The package includes tables for VAT, which are applicable only if the NPS Localization extension is installed.

2. What the Import Does

Importing the e-Invoice package loads tables containing:

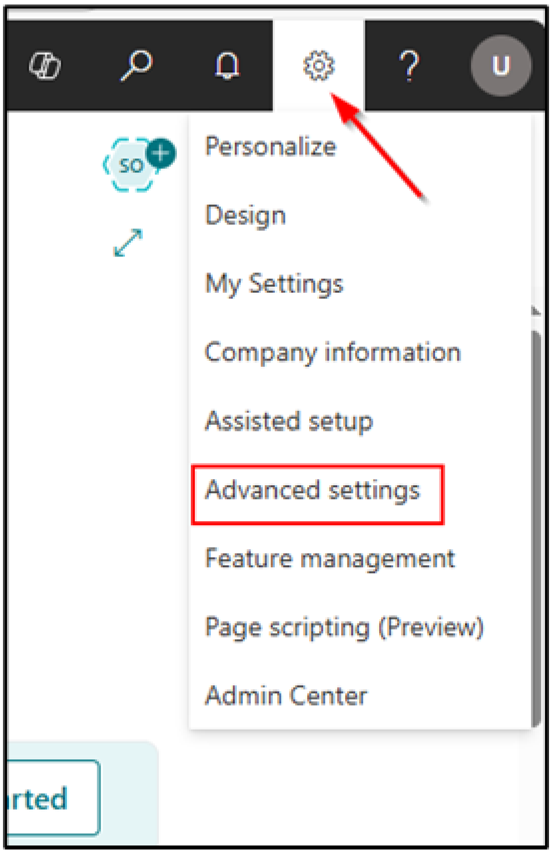
- Data for both the individual VAT register and the summary VAT register
- The electronic register of input tax

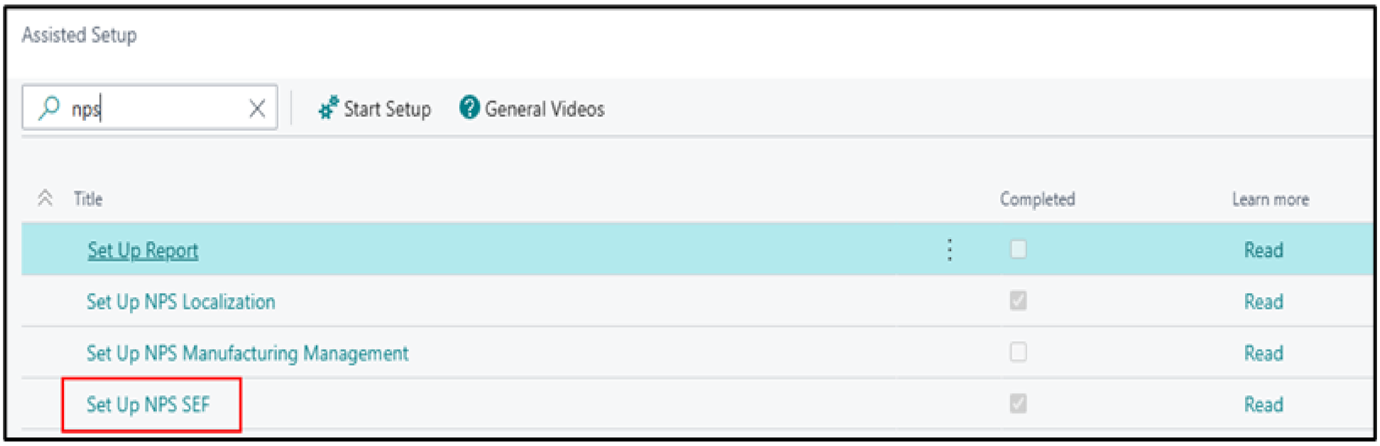
During this process, the VAT settings for the specified registers in the package are automatically populated.

3. How to Perform the Import

The package import is carried out through Assisted Setup:

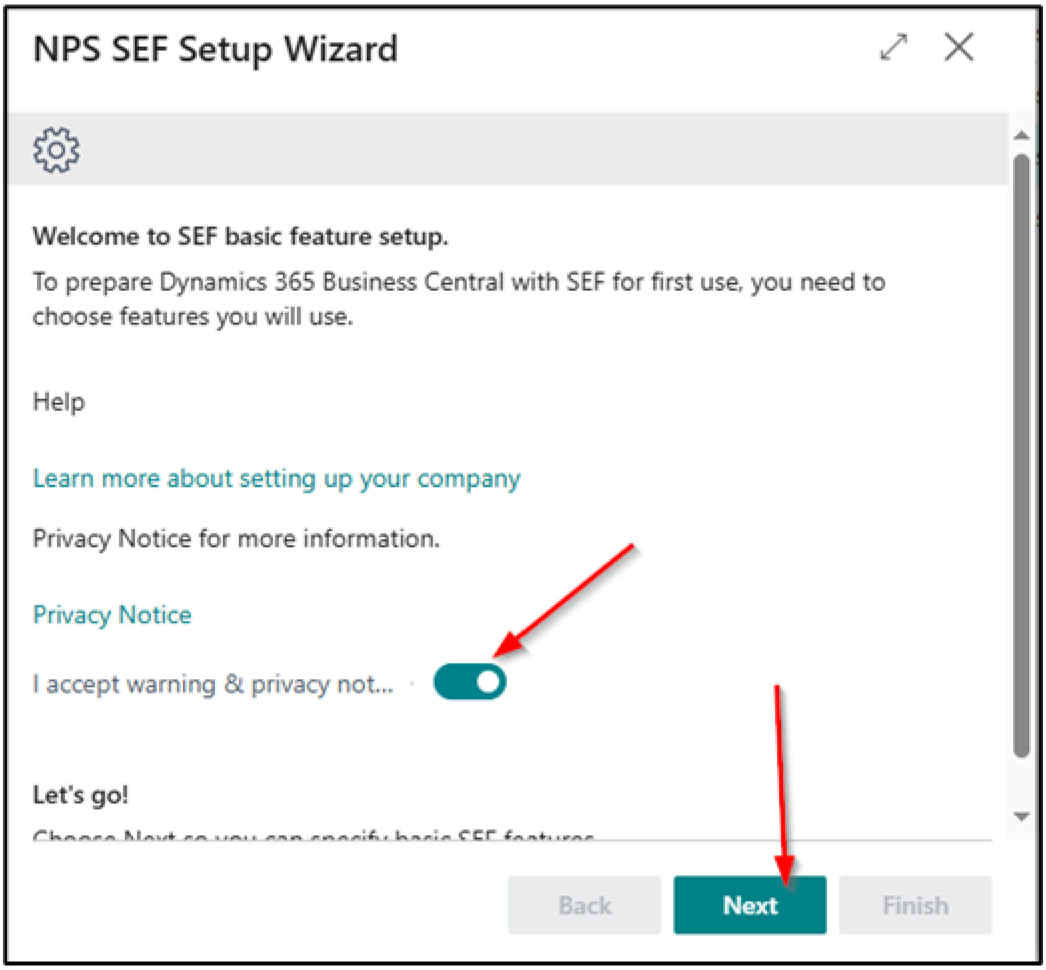
- Open Assisted Setup.
- From the list, select Set up NPS SEF.
- Follow the guided steps to complete the import.

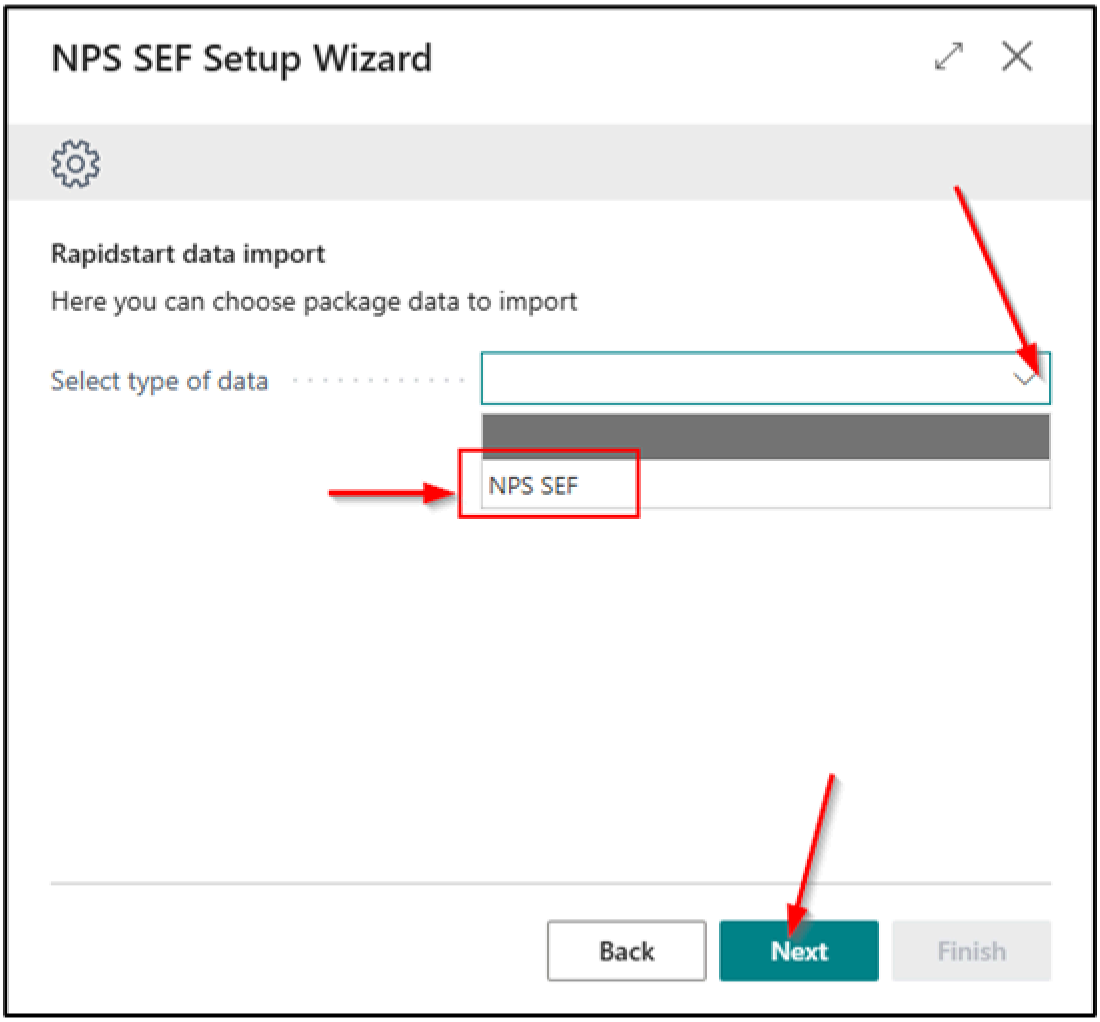




Accepting the Warning and Privacy Notice. The user is required to:

- Check the box labeled “I accept the warning and privacy notice.”
- Select the Next action.
- Choose the data type NPS SEF.
- Select the Next action again to proceed.

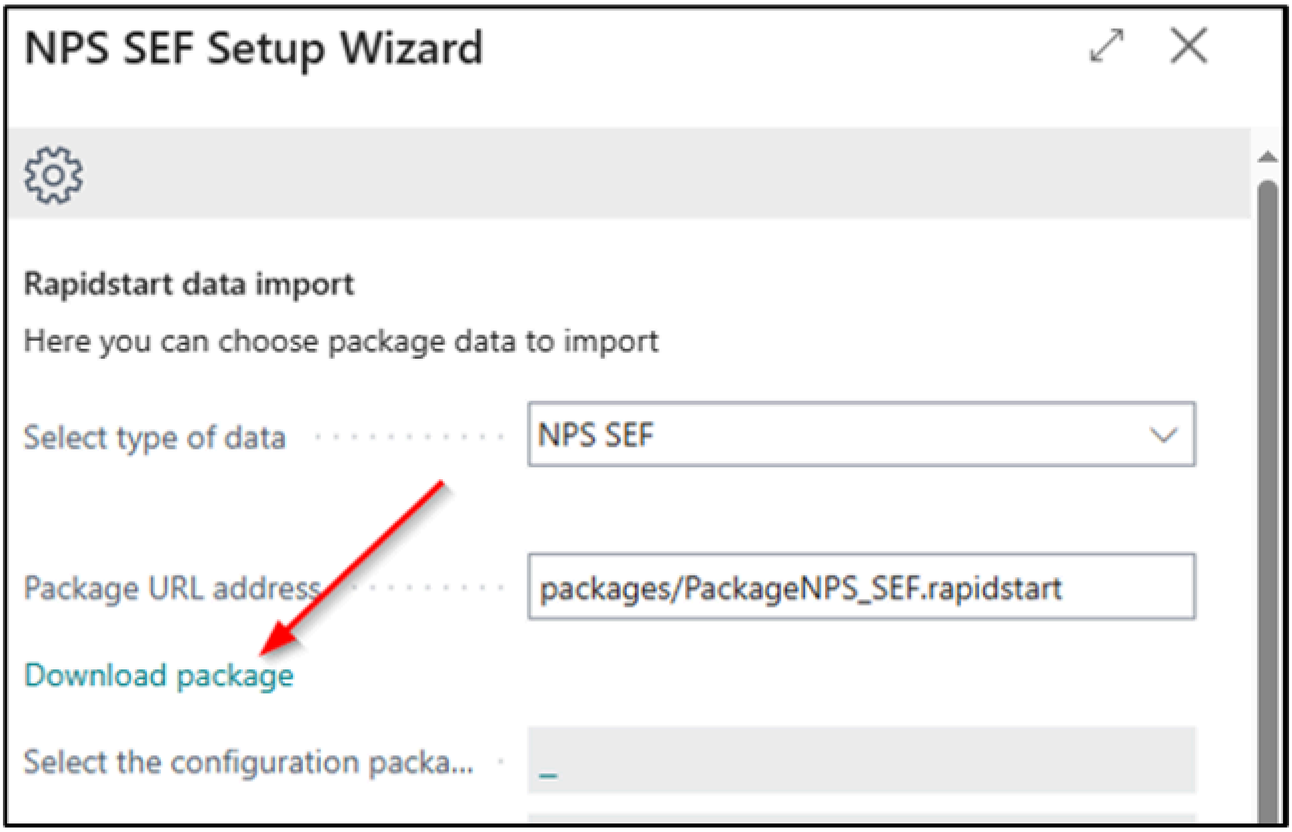

NPS SEF Setup Wizard
Welcome to SEF basic feature setup.
To prepare Dynamics 365 Business Central with SEF for first use, you need to choose features you will use.
Help
Learn more about setting up your company
Privacy Notice for more information.
Privacy Notice
I accept warning & privacy not...
Let's go!
Back
Next
Finish

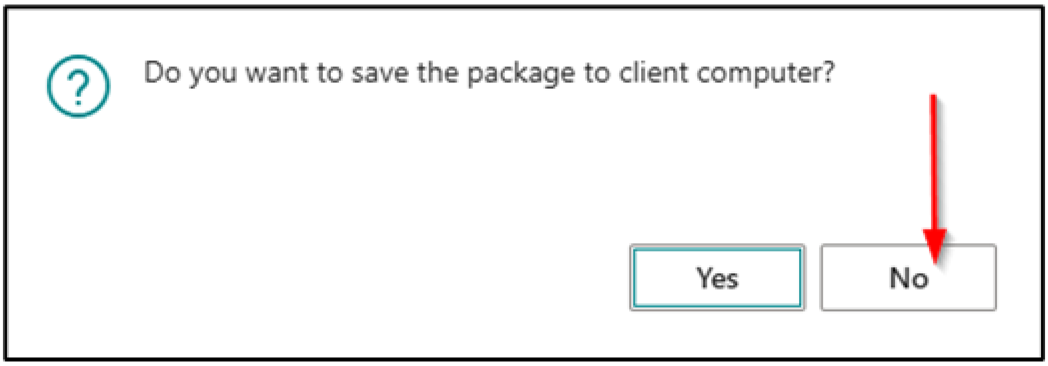

NPS SEF Setup Wizard
Rapidstart data import
Here you can choose package data to import
Select type of data
NPS SEF
Back
Next
Finish

Start the Downloading Package action by selecting this option. A prompt will appear: Do you want to save the package on your client's computer?

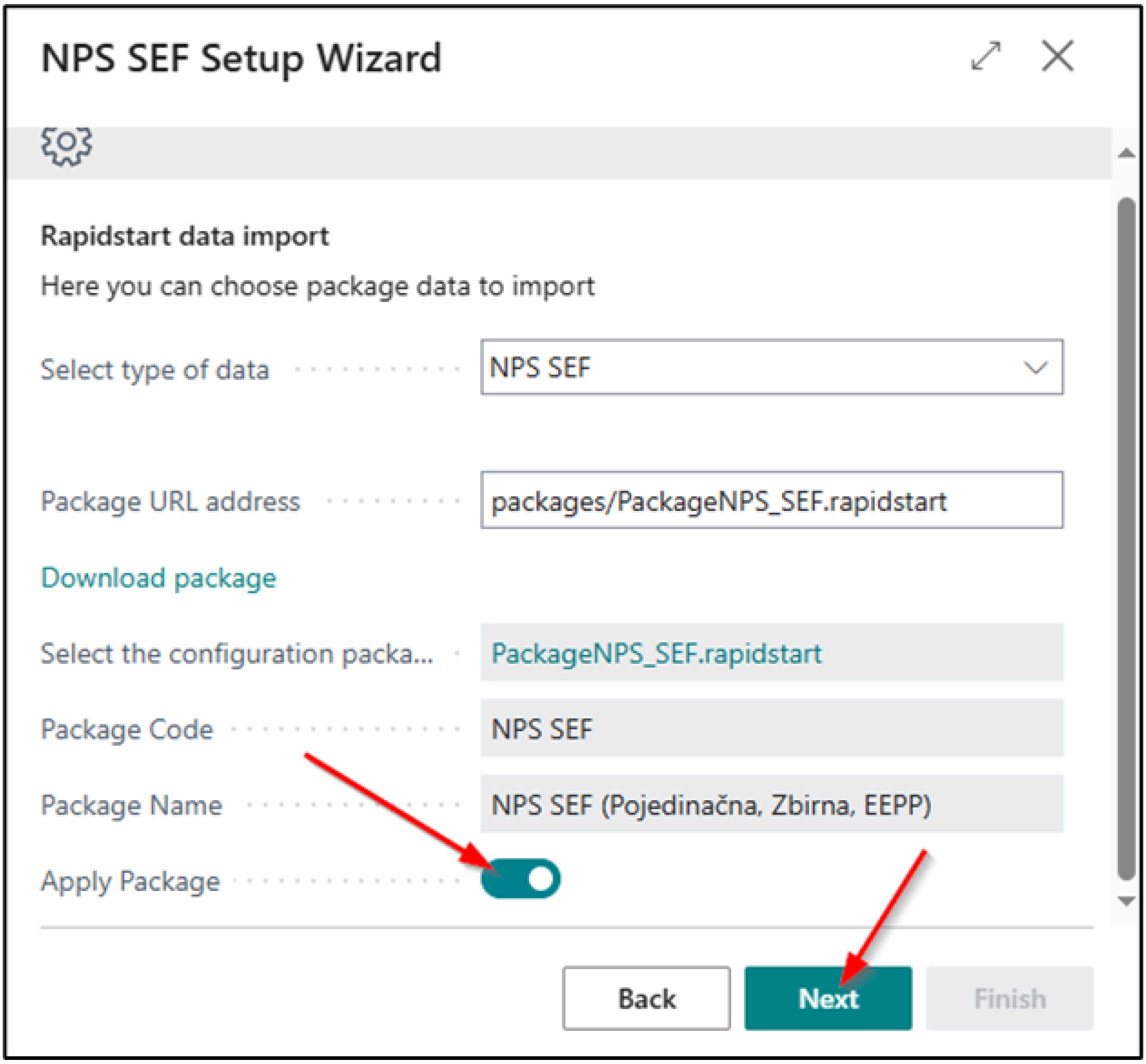
• If you select Yes, the package will be downloaded and saved on your computer.

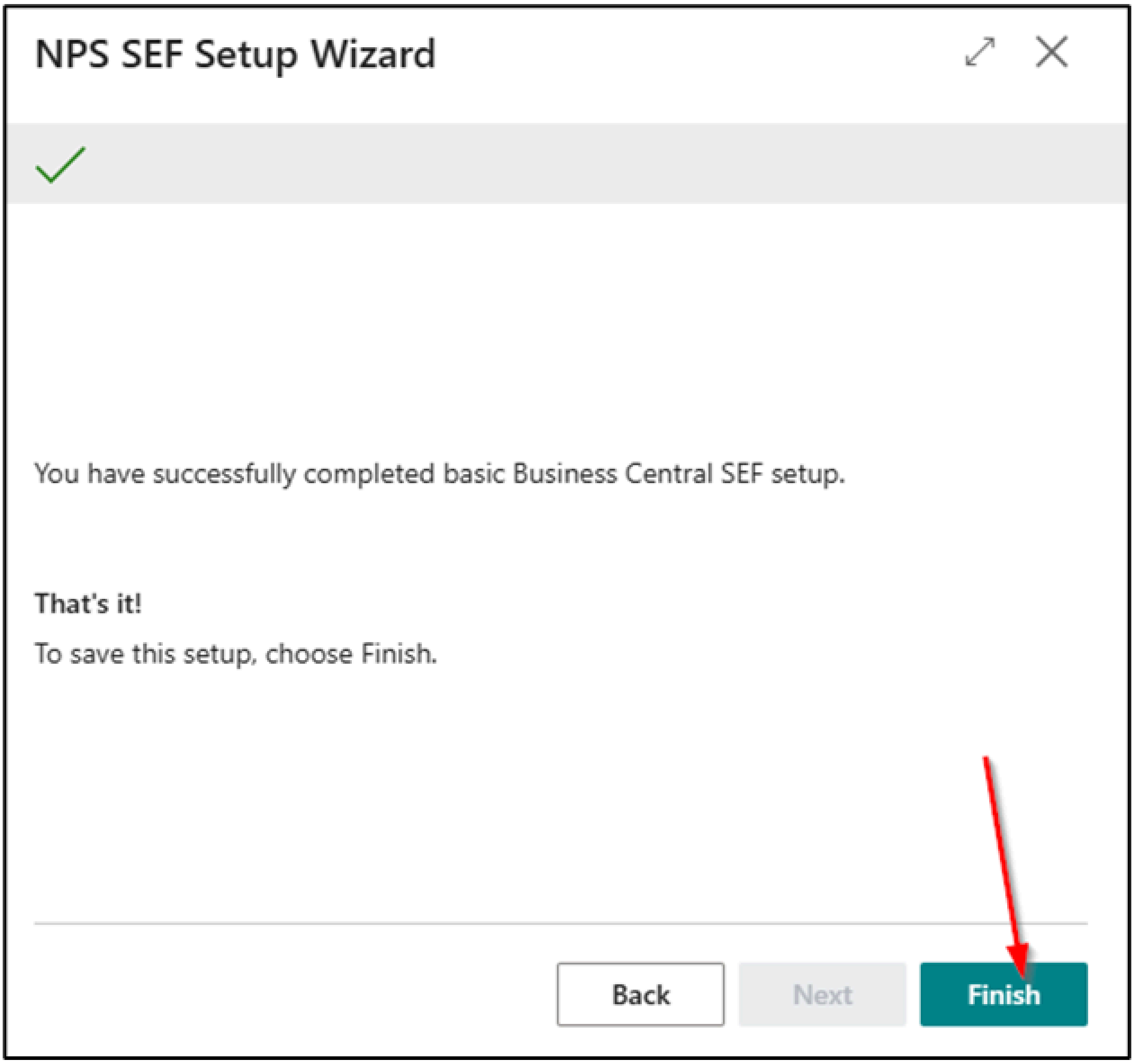
• If you select No, the package will not be downloaded to your computer but will remain available for import into BC.





In the next step, select the Apply Package action to load the configuration data into the Business Central tables. This will apply the package and automatically populate the data in BC. Then, proceed by selecting the Next action.


NPS SEF Setup Wizard
Rapidstart data import
Here you can choose package data to import
Select type of data
NPS SEF
Package URL address
packages/PackageNPS_SEF.rapidstart
Download package
Select the configuration packa...
PackageNPS_SEF.rapidstart
Package Code
NPS SEF
Package Name
NPS SEF (Pojedinačna, Zbirna, EEPP)
Apply Package
Back
Next
Finish

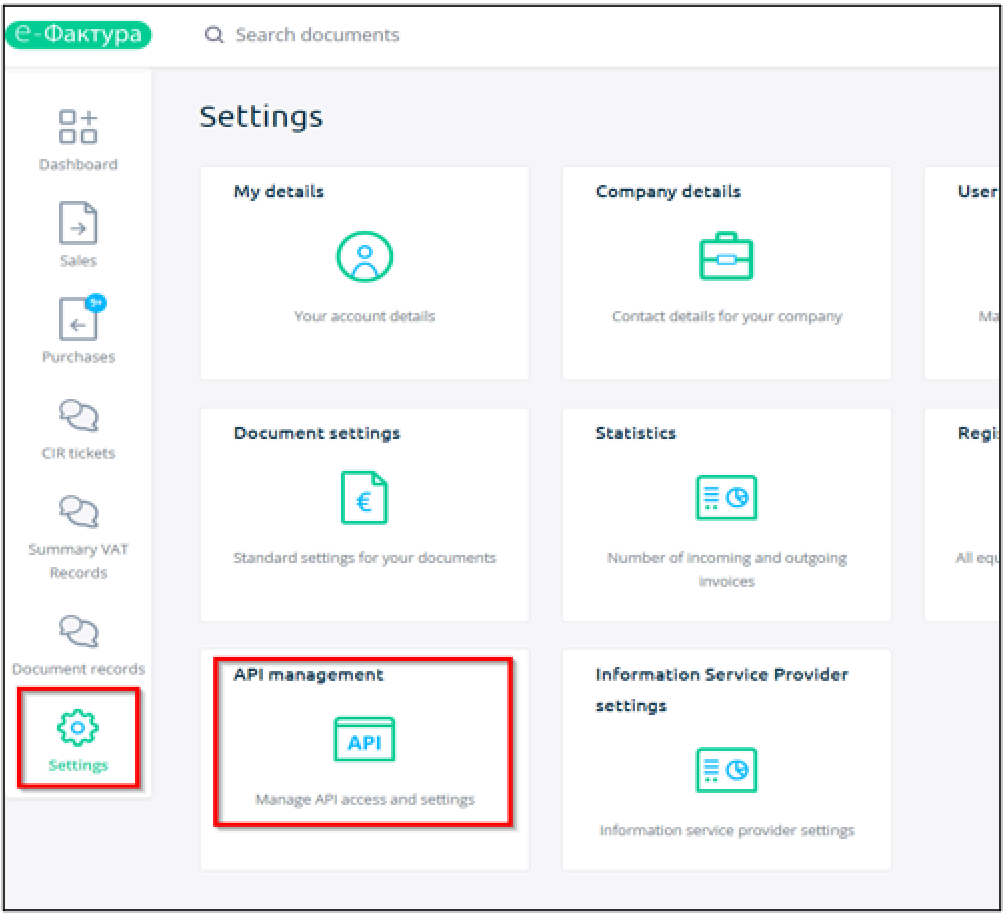


Click Finish. The package import may take a few minutes. Once completed, you can continue with the remaining setup steps.

Settings

1. Obtaining an API Key

After registering on the E-fakture portal, navigate to the Settings menu and select API Management.



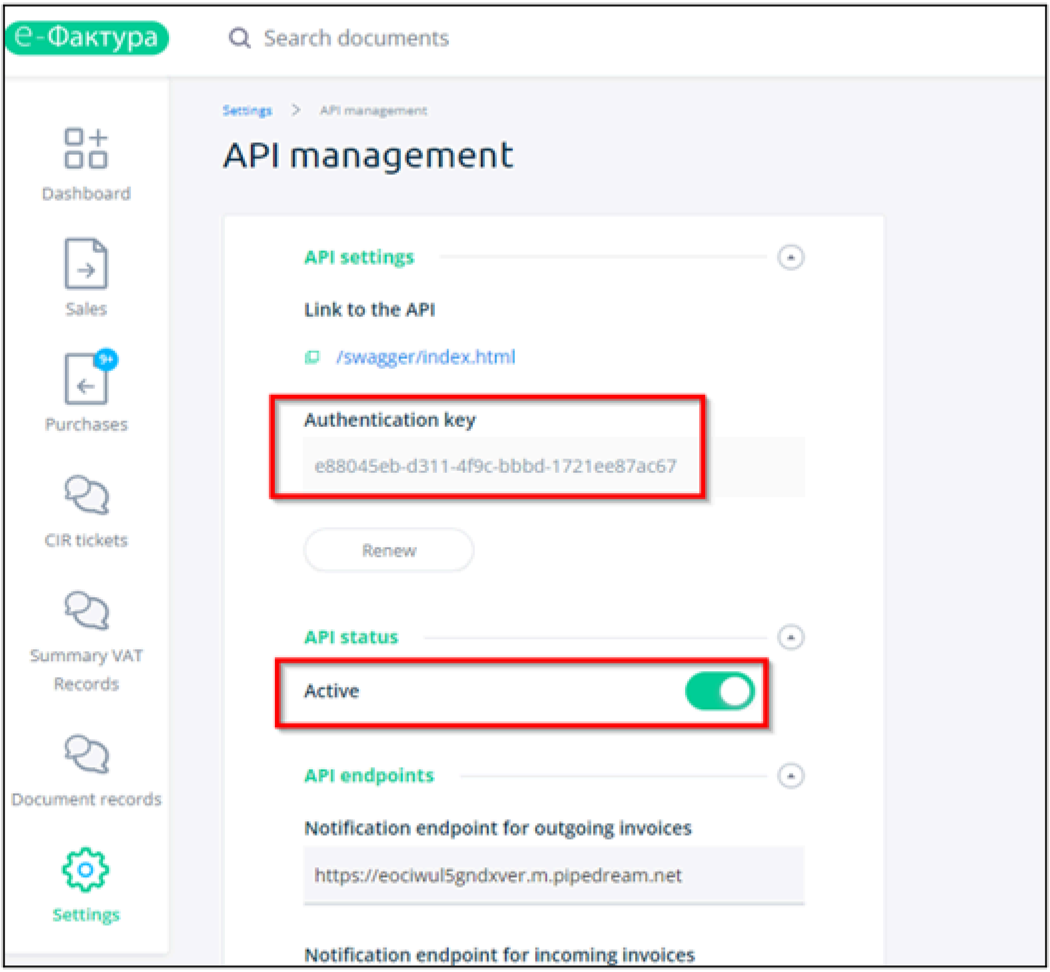
2. Activating and Copying the API Key

Once the new page opens:

• Toggle the Active button to enable the key.

• Copy the autogenerated password from the Authentication Key field.

• Paste this value into the API Key field in the E-Fakture service settings within 365 Business Centre.



After the settings have been adjusted:

- Users can create and post invoices directly through Business Central as usual, without logging into the E-Fakture portal.
- Accessing the E-Fakture portal is only required if:
- More detailed document checks are needed.
- Changes to the integration settings must be made.

3. Service Connections

After obtaining the API key, you must configure it within Business Central:

• Open the Service Connections search.

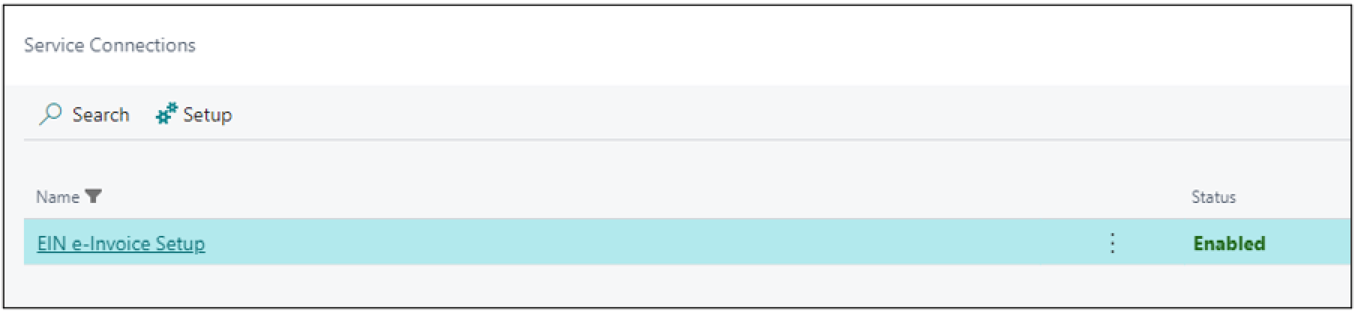
• Select EIN e-Invoice Setup.

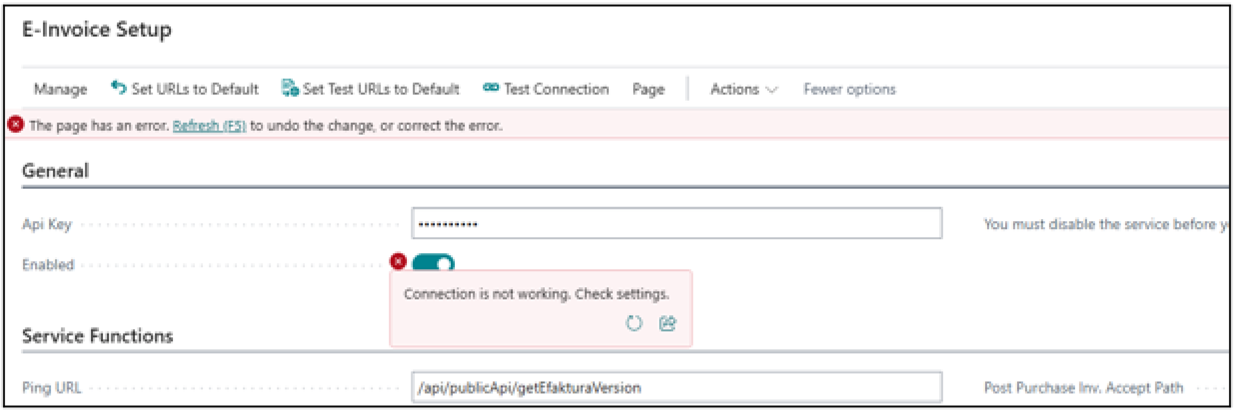
• A new page will appear where you can enter the API key.

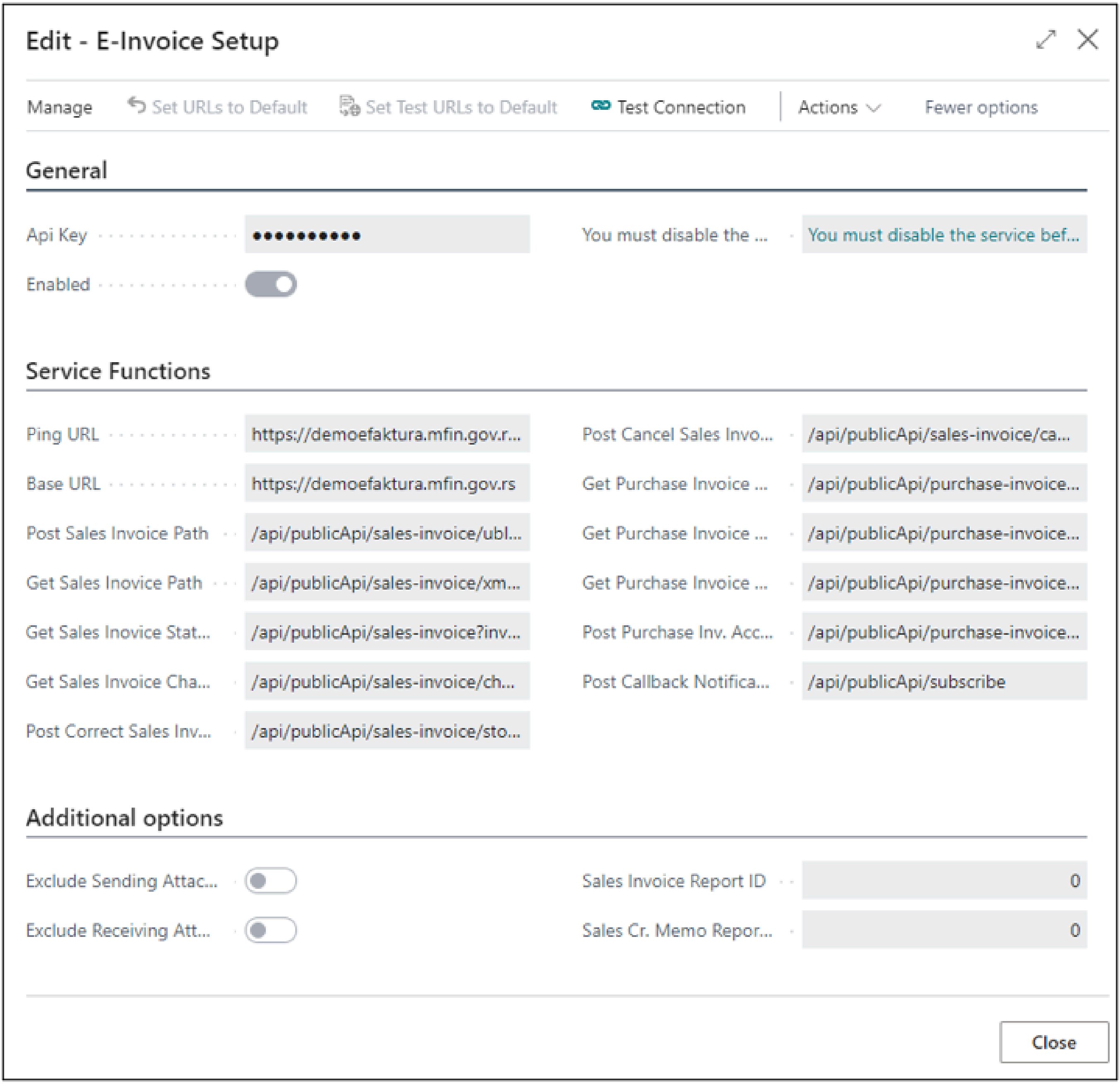
• If the API key is entered incorrectly, the system will display an error.

• After confirming the API key, a page for setting URL addresses will open.

- Click Set URLs to Default.
- Finally, enable the connection by toggling the Enabled function.





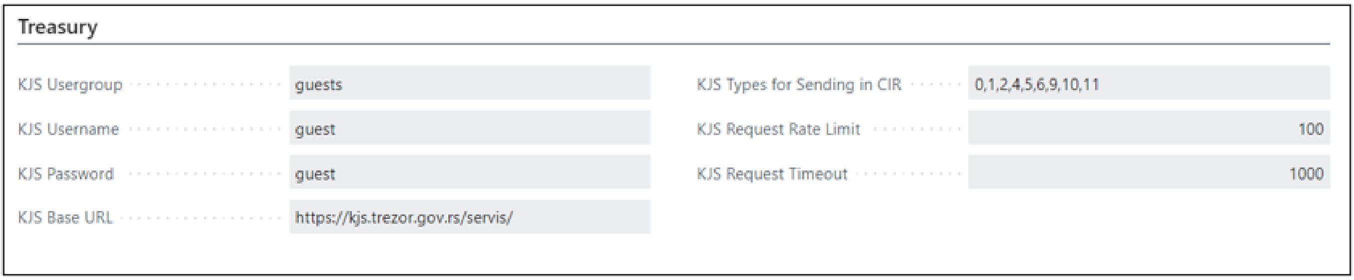


4. Treasury Integration

In the same settings page, configure the Treasury section to enable integration with the central register of invoices:

- Fill in the required fields as follows:
- KJS Usergroup: guests
- KJS Username: guests
- KJS Password: guests
- KJS Types for Sending in CIR: 0,1,2,4,5,6,9,10,11
- These values define which KJS entries will be sent to the Central Register of Invoices.

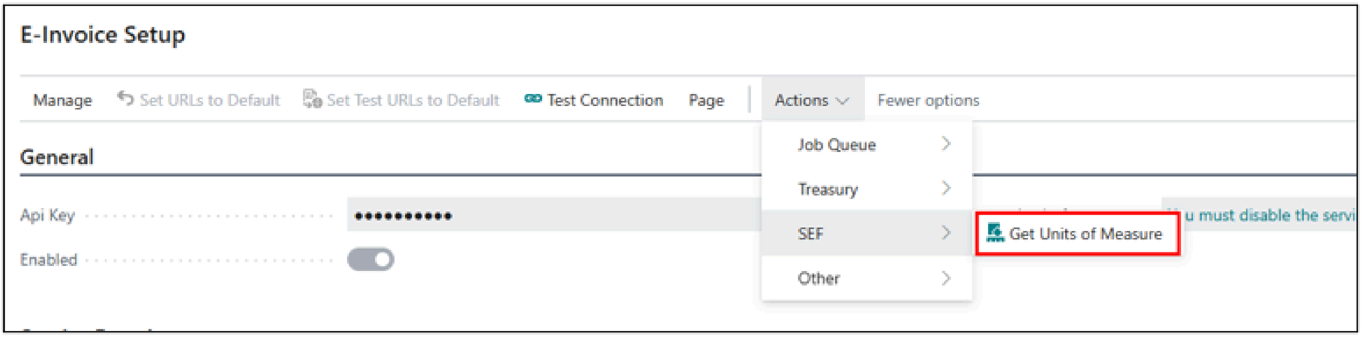
- Every customer who has a defined KJS number on their card will automatically be included in the submission.
- The fields are populated by clicking Set URLs to Default, then confirming the configuration

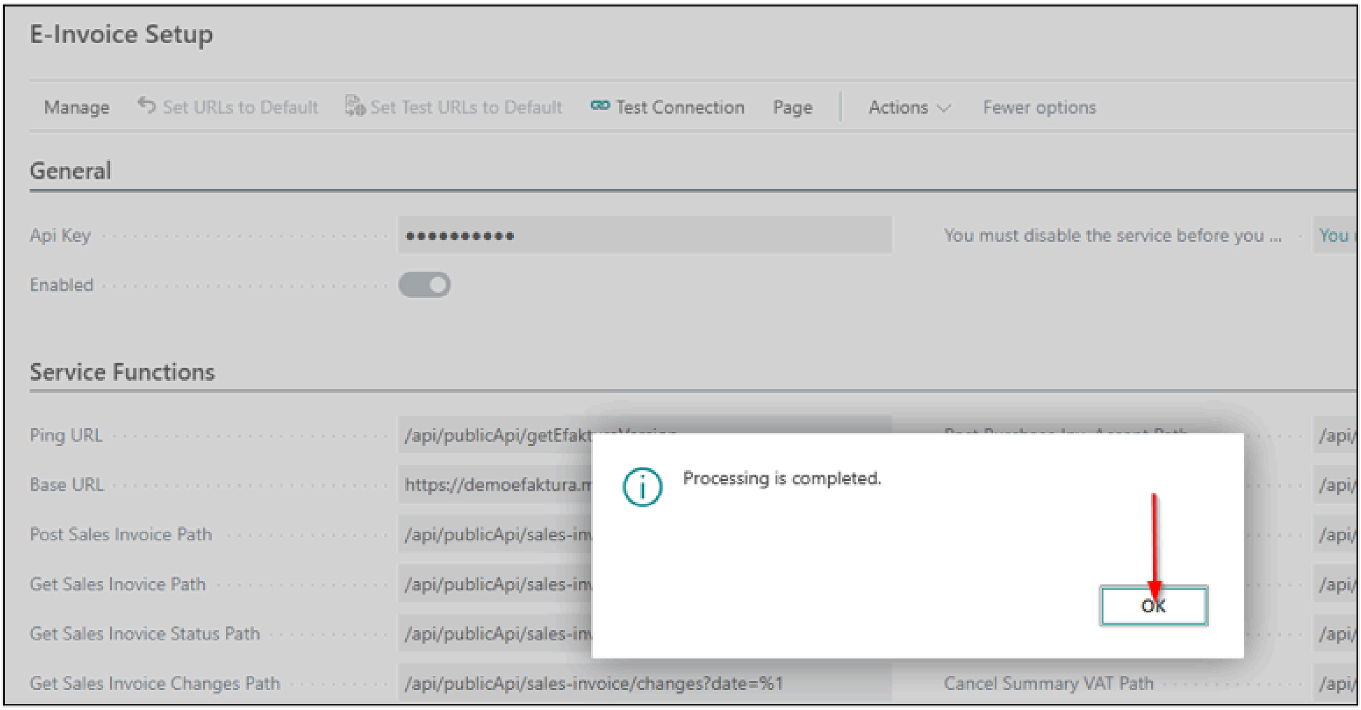


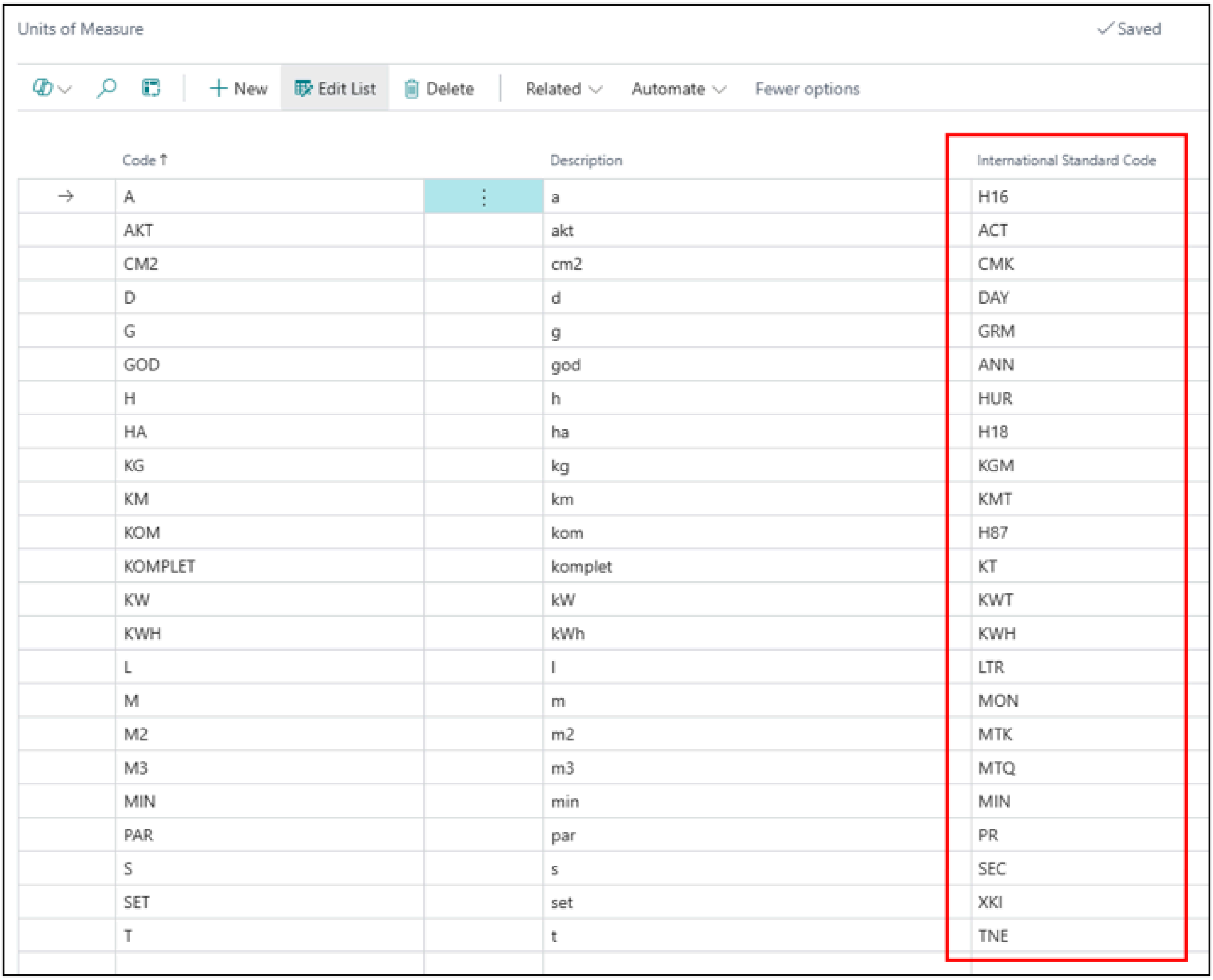
5. Get Units of Measure

To ensure standardization of unit codes, the SEF portal defines the possible units of measure that must be used when creating invoices. For successful document exchange between NAV/Business Central and SEF, it is necessary to align the units of measure in the Units of Measure table.

- Navigate to E-Invoice Settings → Actions → SEF → Get Units of Measure.
- The system will automatically retrieve the standardized units of measure.
- When you open the Units of Measure table, you will see all available units along with their International Standard Codes.


E-Invoice Setup
Manage
Set URLs to Default
Set Test URLs to Default
Test Connection
Page
Actions
Fewer options
General
Api Key
Enabled
Job Queue
Treasury
SEF
Other
Get Units of Measure


E-Invoice Setup
Manage
Set URLs to Default
Set Test URLs to Default
Test Connection
Page
Actions
Fewer options
General
Api Key
Enabled
You must disable the service before you ...
Service Functions
Ping URL
Base URL
Post Sales Invoice Path
Get Sales Inovice Path
Get Sales Inovice Status Path
Get Sales Invoice Changes Path
/api/publicApi/sales-invoice/changes?date=%1
Cancel Summary VAT Path
Processing is completed.
OK


Units of Measure ✓Saved

New | Edit List | Delete | Related | Automate | Fewer options

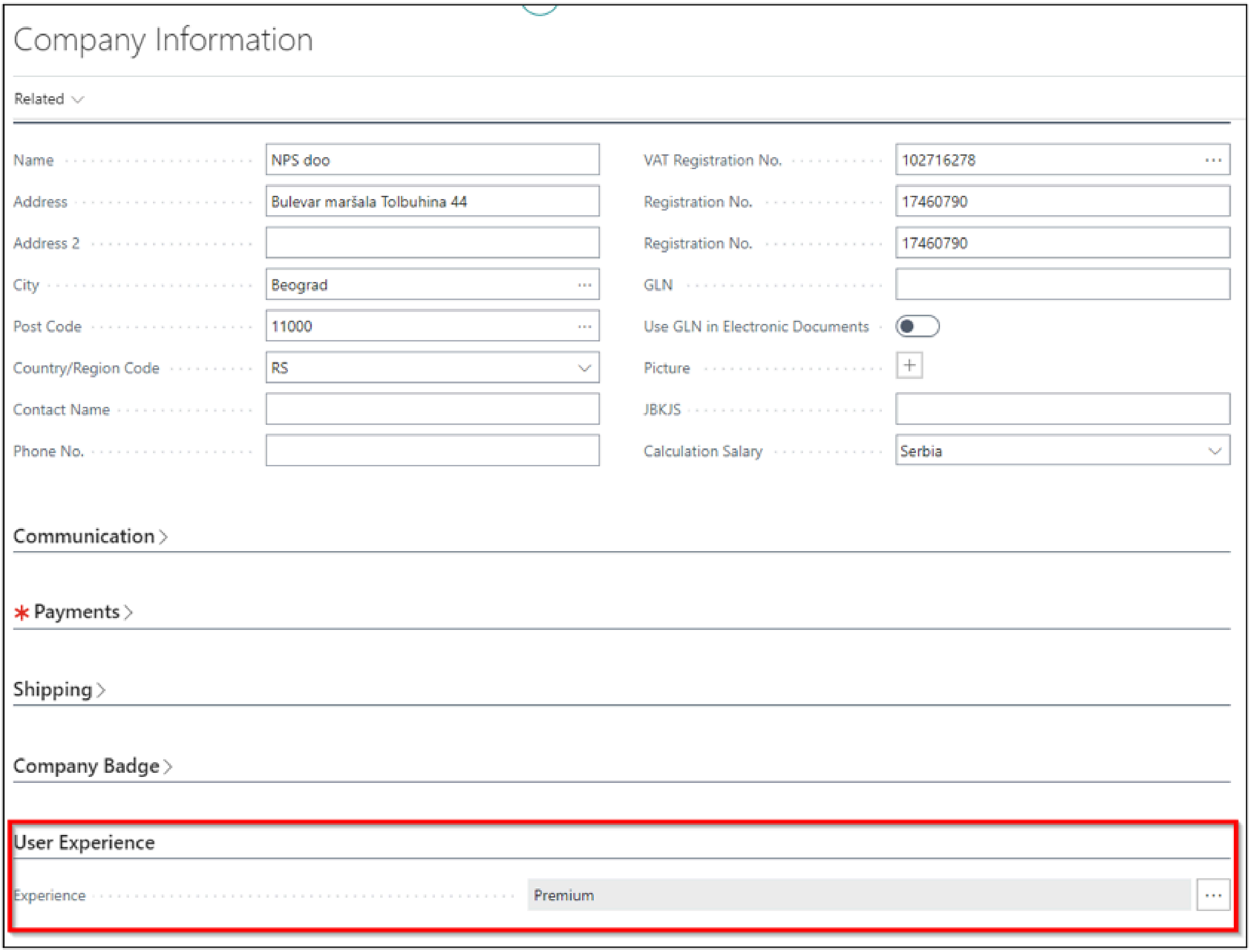
Code ↑	Description	International Standard Code
A	a	H16
AKT	akt	ACT
CM2	cm2	CMK
D	d	DAY
G	g	GRM
GOD	god	ANN
H	h	HUR
HA	ha	H18
KG	kg	KGM
KM	km	KMT
KOM	kom	H87
KOMPLET	komplet	KT
KW	kW	KWT
KWH	kWh	KWH
L	l	LTR
M	m	MON
M2	m2	MTK
M3	m3	MTQ
MIN	min	MIN
PAR	par	PR
S	s	SEC
SET	set	XKI
T	t	TNE

6. Electronic Document Formats and Sending Profiles

To enable automatic sending of invoices during posting, you must configure Electronic Document Formats and Document Sending Profiles.

Set User Experience

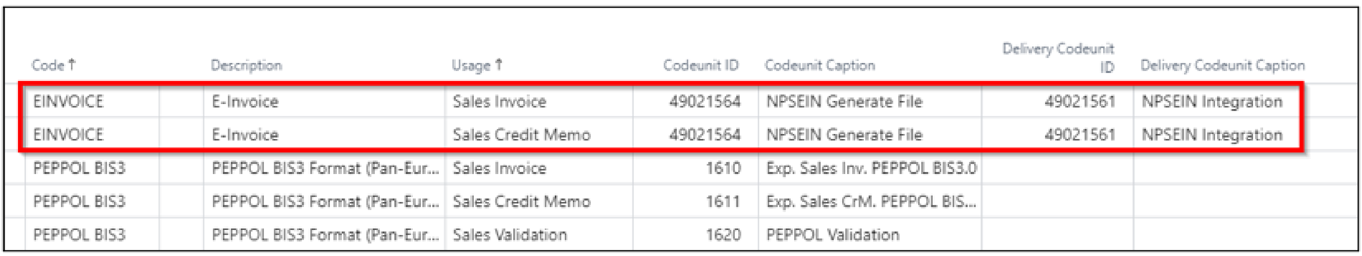
- In the search bar, type Company Information.
- Open the page and set the User Experience to Premium.



7. Electronic Document Formats

For the purposes of automatic sending of invoices during posting, it is necessary to set up profiles for sending on each individual customer's card. Before creating a sending profile, you must first define an Electronic Document Format.

- In the quick search, type Electronic Documents Formats.
- Create two formats:
- Sales Invoice
- Sales Credit Memo
- Enter the format code and select the appropriate options for each format.



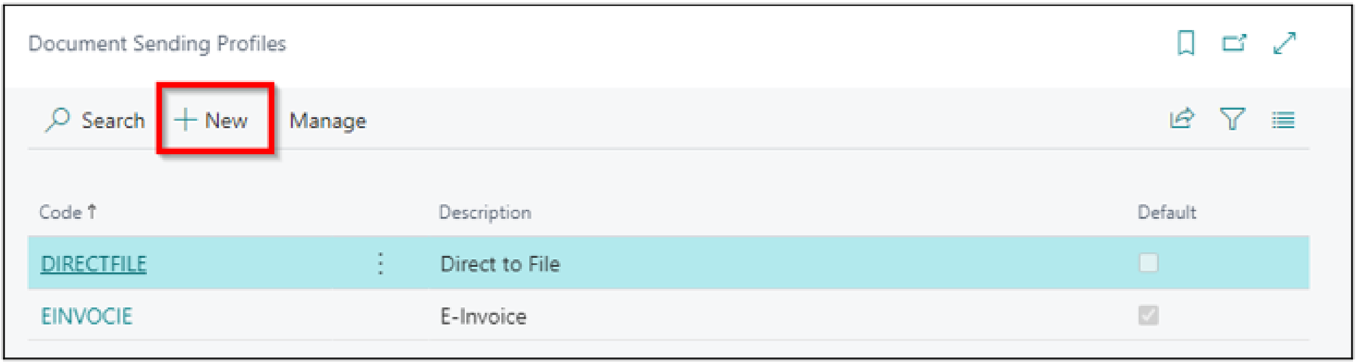
Code	Description	Usage	Codeunit ID	Codeunit Caption	Delivery Codeunit ID	Delivery Codeunit Caption
EINVOICE	E-Invoice	Sales Invoice	49021564	NPSEIN Generate File	49021561	NPSEIN Integration
EINVOICE	E-Invoice	Sales Credit Memo	49021564	NPSEIN Generate File	49021561	NPSEIN Integration
PEPPOL BIS3	PEPPOL BIS3 Format (Pan-Eur...	Sales Invoice	1610	Exp. Sales Inv. PEPPOL BIS3.0		
PEPPOL BIS3	PEPPOL BIS3 Format (Pan-Eur...	Sales Credit Memo	1611	Exp. Sales CrM. PEPPOL BIS...		
PEPPOL BIS3	PEPPOL BIS3 Format (Pan-Eur...	Sales Validation	1620	PEPPOL Validation		

8. Entering Format Details

When creating the Electronic Document Formats:

- Enter the Format Code.
- Select the document type (Sales Invoice or Sales Credit Memo).
- Assign the corresponding Object IDs:
- Codeunit Captions ID: NPSEIN Generate File
- Delivery Codeunit Caption ID: NPSEIN Integration

Note: Both the invoice and approval formats must share the same code so they can be linked with a sending profile



9. Creating Document Sending Profiles

To enable automatic sending of invoices during posting, you must create a Document Sending Profile:

• In the search bar, type Document Sending Profiles.

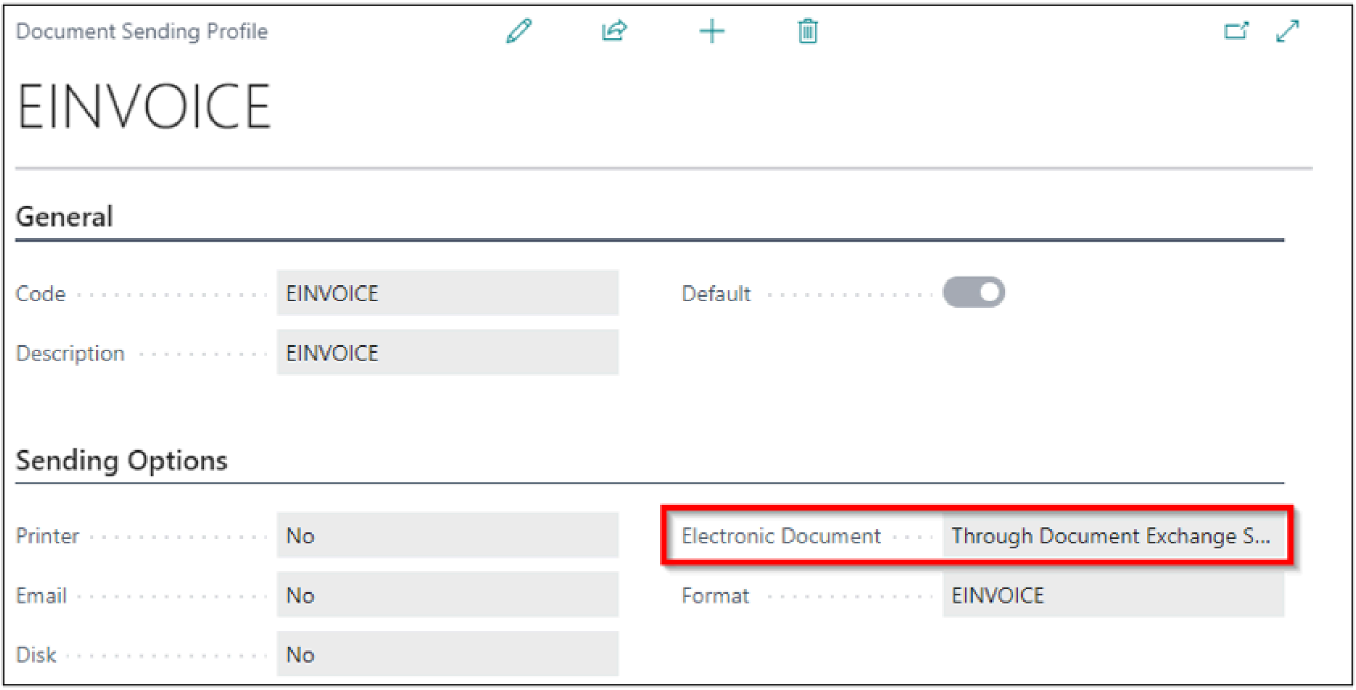
• Click New to create a profile.

• Assign a Code to the profile.

• Select Document Exchange Service.

• Choose the format that was previously created in Electronic Document Formats.

• By default, the check mark indicates that the sending profile will apply to all customers, unless a different profile is explicitly defined on an individual Customer Card.

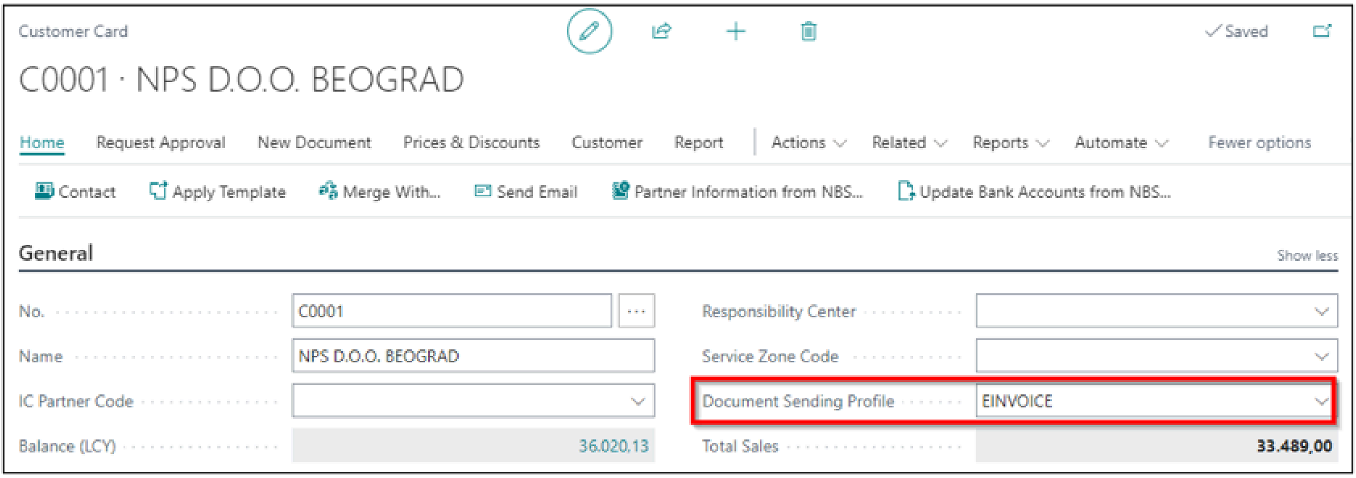


10. Assigning the Profile to Customer Cards

After creating the Document Sending Profile:

- Open the Customer Card.
- In the General section, locate the Sending Documents Profile field.
- Select the created E-Fakture profile.

This ensures that invoices for the customer will be automatically sent through the configured E-Fakture integration during posting individual Customer Card.



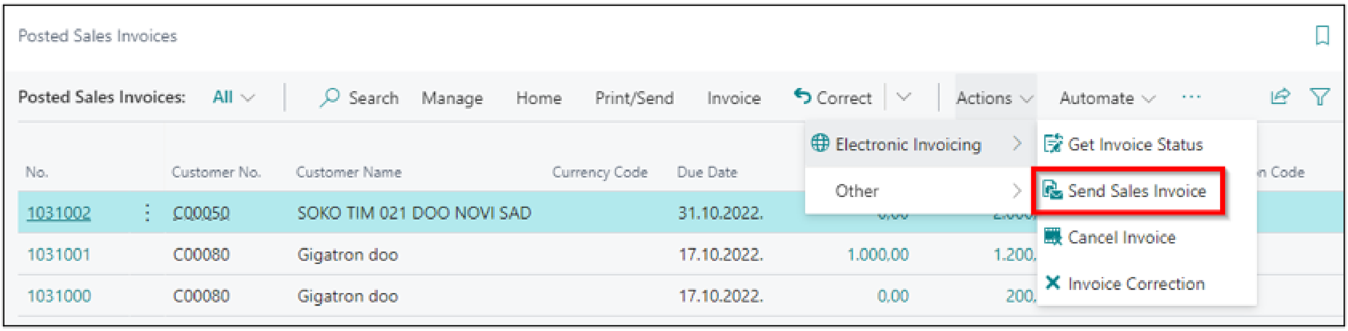
11. Sending E-Invoices Manually

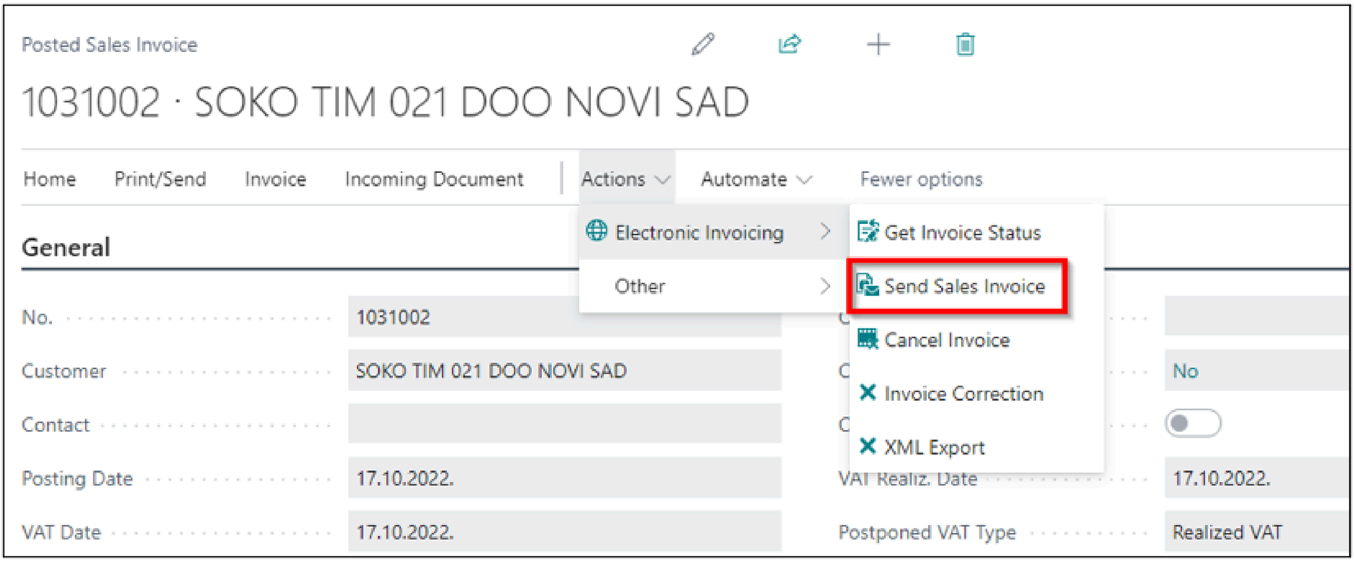
If a Sending Documents Profile is not set on the customer card, invoices can still be sent manually in two ways:

- From the list of posted invoices
- In the quick search, type Posted Sales Invoices.
- Open the list and mark the invoice you want to send.
- From the posted document itself
- Open the posted document by clicking the invoice number from the Posted Sales Invoices list.

In both cases, sending is initiated by navigating to:

Actions → Electronic Invoicing → Send Sales Invoice.





10. VAT Posting Setup

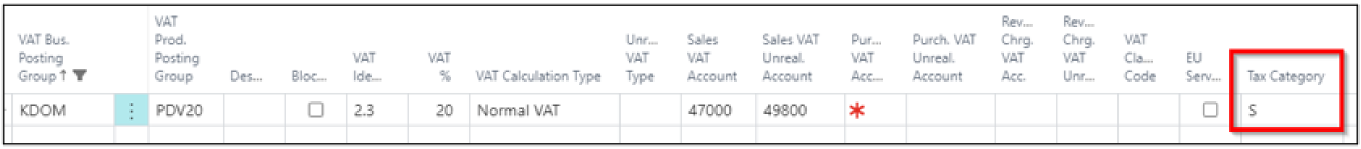
To comply with Tax Administration instructions, each VAT posting combination used for invoicing must be marked with a corresponding letter in the Tax Category field.

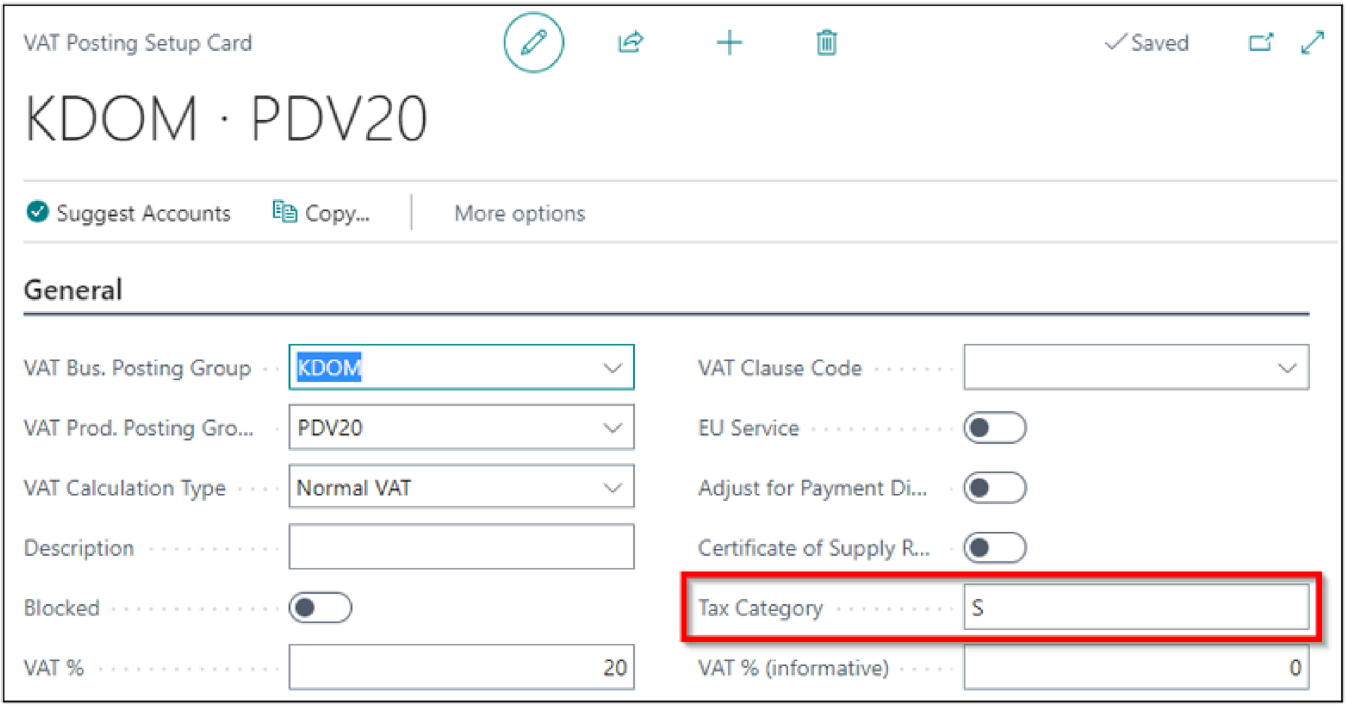
- In the search bar, type VAT Posting Setup.
- Select the VAT Business Posting Group.
- On the VAT Posting Setup tab, add the appropriate Tax Category.

Example Settings

- 20% VAT → Tax Category: S
- Exemption from VAT → Tax Category: AE

These codes ensure invoices are categorized correctly and align with the official VAT definitions





S	Standard rate (20% and 10%)
Z	Tax exemption with right to deduct previous tax
E	Tax exemption without right to deduct previous tax
AE	Reverse calculation of VAT
O	No subject to taxation, service outside the scope of VAT application
R	Exemption from VAT
OE	Not subject to VAT taxation
SS	Special taxation procedures
N	Cancellation

11. VAT Product Posting Groups

For sales invoices that include a line with 0% VAT, it is mandatory to specify the legal basis for applying the exemption:

• The code of the article of law granting the right to calculate 0% VAT must be entered in the Description field of the VAT Product Posting Group used for posting such invoices.

• The code must be entered in the exact format mandated by the Ministry of Finance.

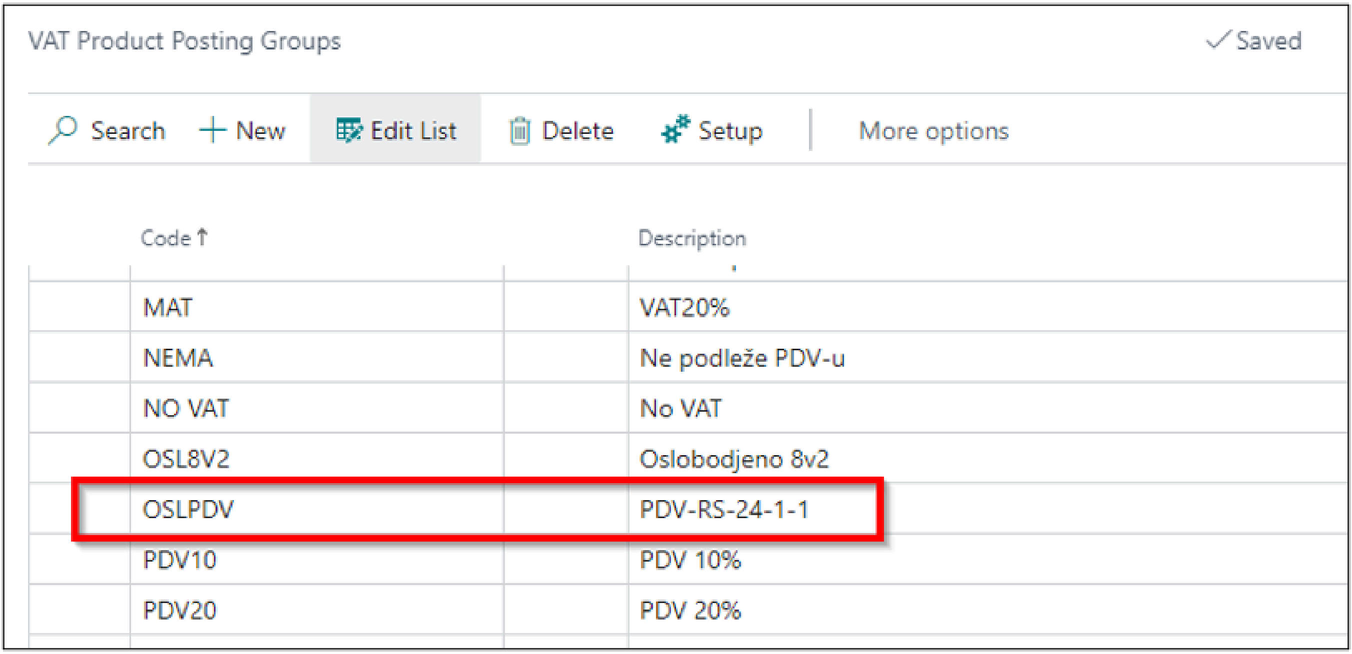
• To configure this:

• In the search bar, type VAT Product Posting Groups.

• Locate the code for exempt VAT calculation in the list.

• Update the Description field with the required legal reference PDV-RS-24-1-1.

This ensures compliance with tax regulations and proper reporting of VAT-exempt transactions.

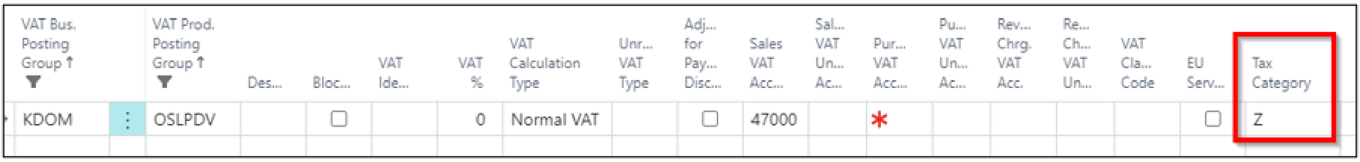


12. VAT Posting Categories

After configuring the VAT Product Posting Groups, proceed to set the posting categories for VAT:

- Open the VAT Posting Setup page.
- Enter the corresponding Tax Category (as defined in the previous step).
- Assign the category to both:
- VAT Posting Business Group (example: KDOM)
- VAT Product Posting Group (example: OSLPDV)

This ensures that VAT postings are correctly categorized and aligned with the tax administration's requirements.



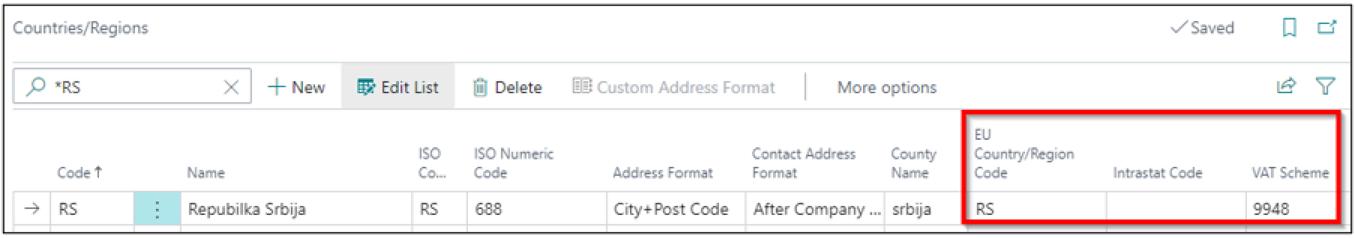
13. EU Country/Region Code Setup

Because the E-Fakture system operates in accordance with the European exchange framework, country codes must be defined according to mandated standards. Existing codes cannot be altered, so new settings must be configured.

- In the search bar, type Country/Region.
- Open the relevant country record and configure the following fields:
- EU Country/Region Code → For Serbia, enter RS.
- VAT Scheme → For Serbia, enter 9948.

Note:

- These settings apply only to domestic customers in Serbia.
- If invoice exchange is later extended to other countries, the same configuration must be created for each new country, using the appropriate EU country code and VAT scheme defined by the Ministry of Finance



14 Customer Card – Public Companies

When working with clients who are public companies, additional information must be entered on their customer cards:

- JBKJS Number – This is the unique identifier for users of public funds.
- The JBKJS number is obtained from the Treasury Administration portal and entered into the JBKJS field on the customer card.

- PIB Number – The company's tax identification number must also be recorded.

Note:

- All customers who have a KJS Type defined on their card will automatically be sent to the Central Register of Invoices.

15 Validation of Customer Account on SEF

On the Customer Card, under the Invoicing tab, there is a checkbox labeled Customer is not on SEF.

• This checkbox is automatically validated when the Tax ID (PIB) is entered.

• During the creation of a new customer, Business Central (BC) will validate the Tax ID against SEF records.

• If the customer is registered on SEF, BC will notify you and the checkbox will be automatically checked.

This ensures that all customers are properly validated against the System of Electronic Invoices (SEF) and that only compliant accounts are used for e-invoice exchange.

image

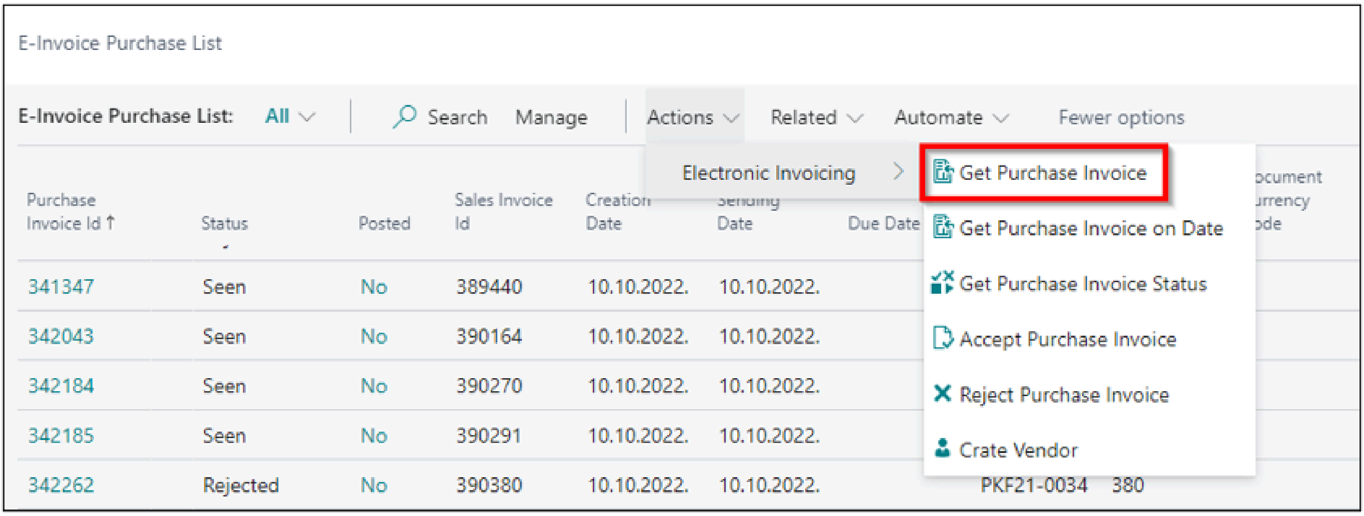
Work with documents

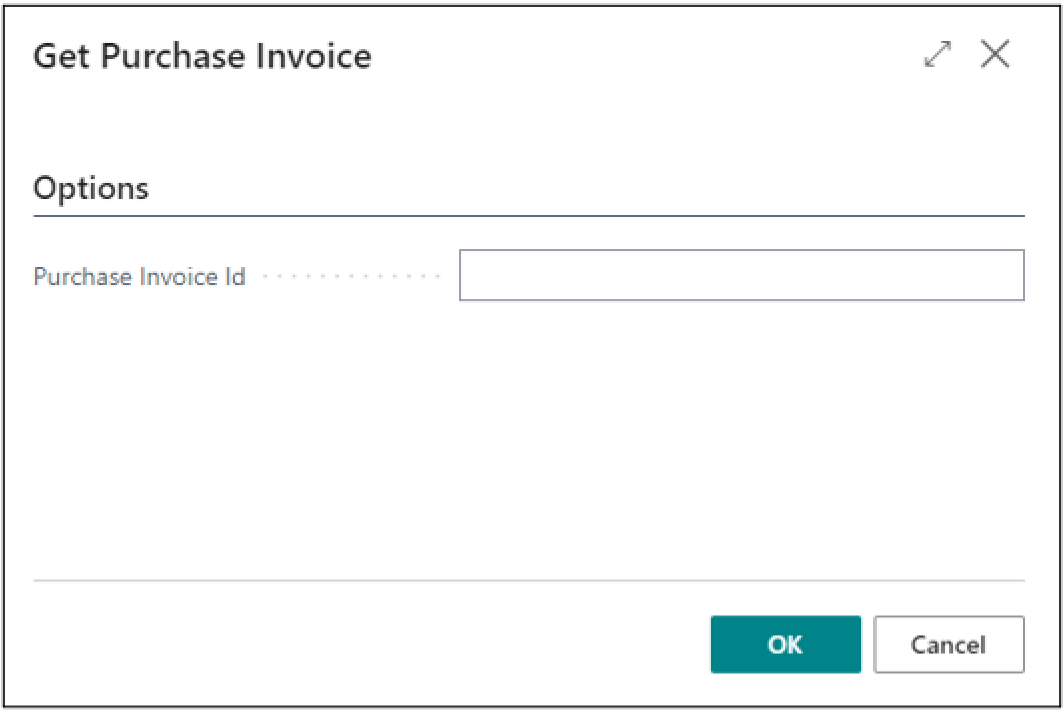
Purchase

1. Get Purchase Invoice

To retrieve electronic invoices from the portal:

- Enter Purchase e-Invoices in the search box.
- From the Actions tab, select Electronic Invoicing → Get Purchase Invoice.
- Confirm that you want to import invoices from the portal.
- A new window will appear, allowing you to select which invoice you want to retrieve.

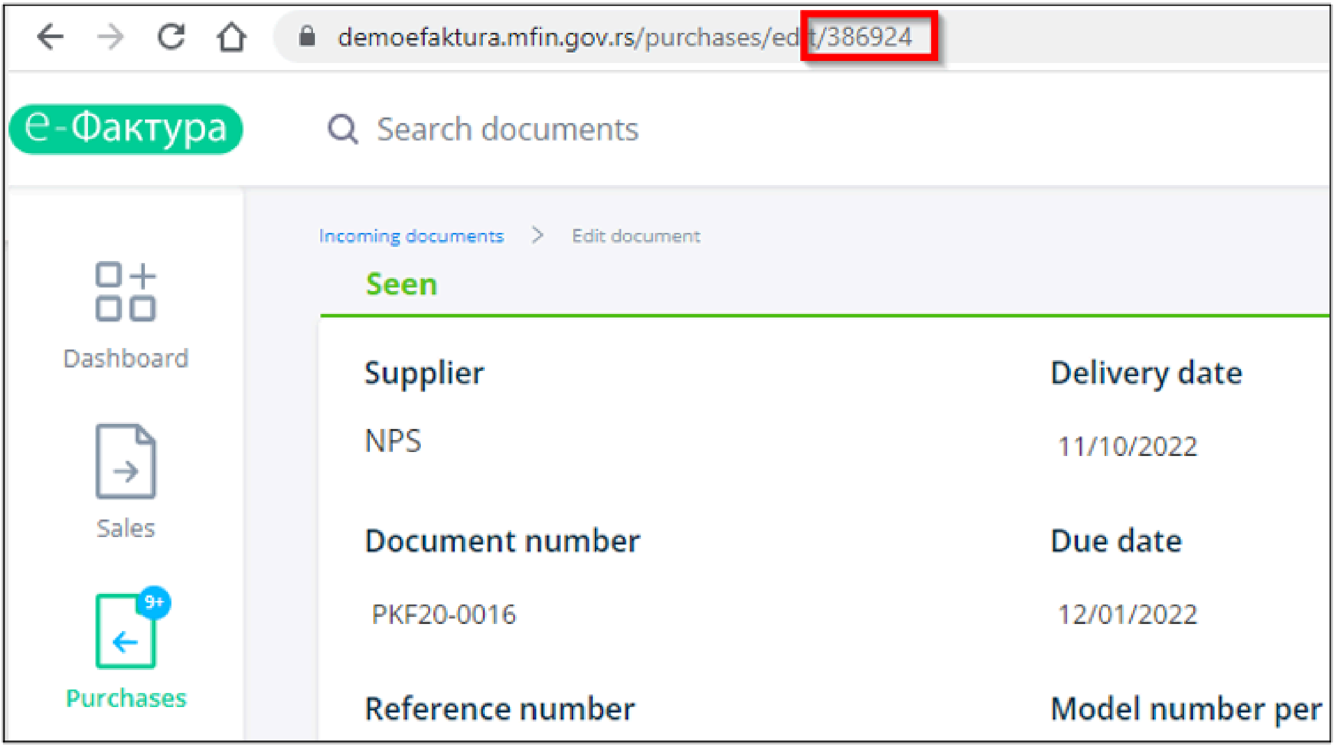


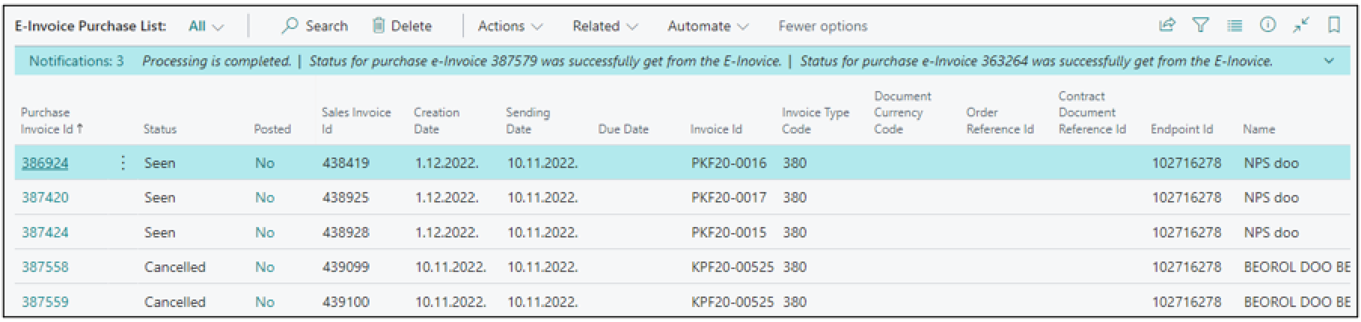


2. Retrieving an Individual Purchase Invoice

To retrieve a specific purchase invoice from the portal:

- Copy the Invoice ID from the portal URL. The ID consists of the last numeric digits in the URL.
- Paste the ID into the designated field in Business Central – Get Purchase Invoice from the Actions tab.
- Confirm the action to retrieve the invoice.
- A notification will appear confirming that the process was successful.





E-Invoice Purchase List: All | Search | Delete | Actions | Related | Automate | Fewer options

Notifications: 3 *Processing is completed. | Status for purchase e-Invoice 387579 was successfully get from the E-Inovice. | Status for purchase e-Invoice 363264 was successfully get from the E-Inovice.*

Purchase Invoice Id ↑	Status	Posted	Sales Invoice Id	Creation Date	Sending Date	Due Date	Invoice Id	Invoice Type Code	Document Currency Code	Order Reference Id	Contract Document Reference Id	Endpoint Id	Name
386924	Seen	No	438419	1.12.2022.	10.11.2022.		PKF20-0016	380				102716278	NPS doo
387420	Seen	No	438925	1.12.2022.	10.11.2022.		PKF20-0017	380				102716278	NPS doo
387424	Seen	No	438928	1.12.2022.	10.11.2022.		PKF20-0015	380				102716278	NPS doo
387558	Cancelled	No	439099	10.11.2022.	10.11.2022.		KPF20-00525	380				102716278	BEOROL DOO BE
387559	Cancelled	No	439100	10.11.2022.	10.11.2022.		KPF20-00525	380				102716278	BEOROL DOO BE

3. Accept or Reject Purchase Invoice

On the E-Invoice Purchase page:

- Open the retrieved invoice by double-clicking on it.
- To begin posting the purchase invoice, select Accept.

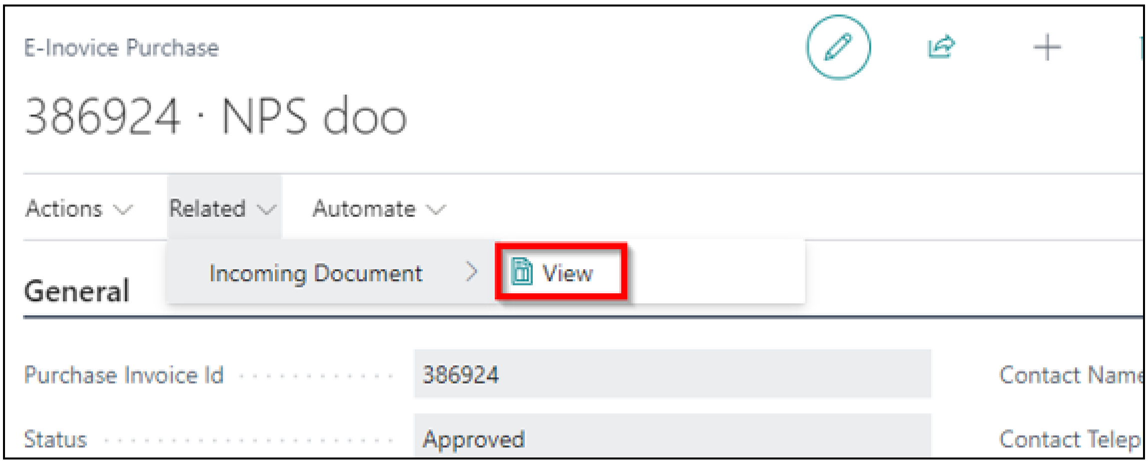
- The page also provides the option to Reject incoming invoices if necessary.
- After accepting the invoice, a notification will appear confirming that the invoice has been successfully accepted.

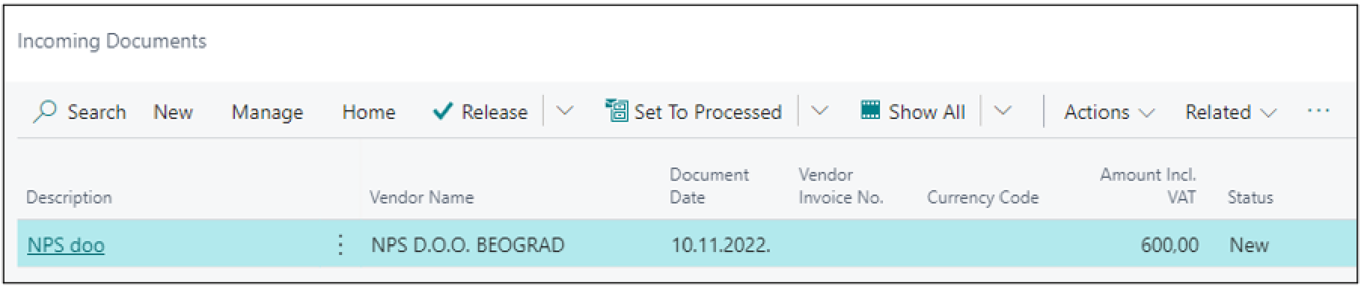
4. Create incoming document

After the invoices have been retrieved from the portal:

- From the same page where the invoice acceptance was confirmed, click Related → Incoming Document → View Document.
- A new window will open, displaying the document ready for posting.
- Select the record to prepare it for processing.

- Enter the necessary lines.
- Once complete, the document can be posted.





◆ Sales

1. Create Sales Invoice

The process of creating sales invoices follows a standardized procedure:

• Enter Sales Invoices in the search bar.

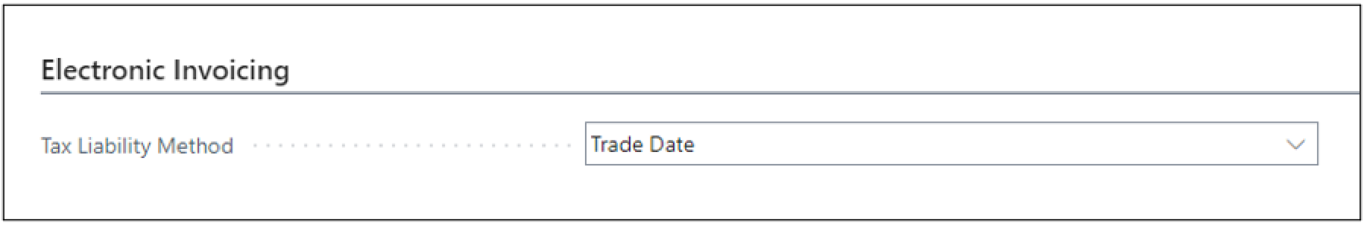
• Create a new sales invoice for the respective customer.

• To send the data specification together with the sales invoice or order document, define the Tax Liability Method field.

• The Tax Liability Method field is located in the Electronic Invoicing section of the output document.

• Available options include: Trade Date, Issue Date, and Payment Date.

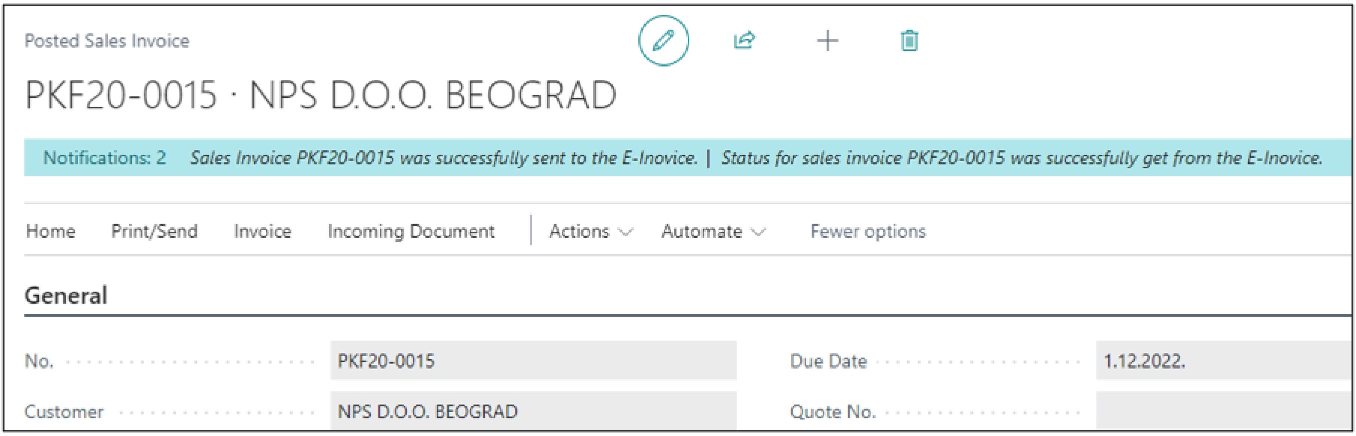
• The standard value is set to Trade Date, meaning the invoice will be submitted to the portal in the tax period corresponding to the date the document is posted in the system.



2. Post and Send Sales Invoice

After completing both the header and invoice lines:

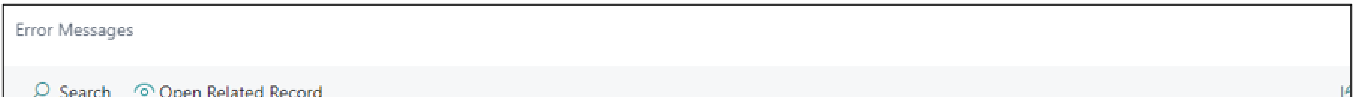
- Click Post and Send.
- The invoice will be posted and sent to the E-Fakture portal.
- If the sending is successful, the system will display a notification confirming that the document has been successfully sent.

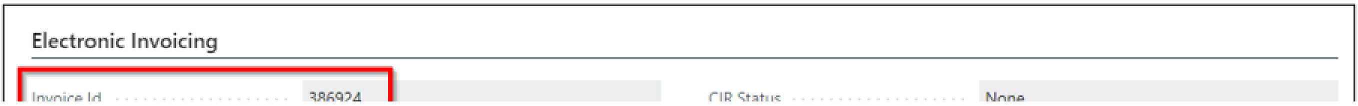


Handling Rejected Sales Invoices

If a posted sales invoice intended for sending to the E-Fakture portal is rejected:

- The system will report an error, with details depending on the type of issue.
- In the same posted document, under the Electronic Invoicing section, you can view:
    - The Sending Status field – shows whether the invoice was successfully sent or rejected.
    - The Code – the identifier under which the invoice was registered on the E-Fakture portal.





5. E-Invoice Error and Status Fields

- E-Invoice Error Text Field – Displays the description of the error if the invoice was not successfully sent.
- E-Invoice Status – Shows the current status of the e-Invoice on the E-Fakture portal (e.g., Sent, Cancelled, Rejected, Approved).

🔹 Update Document (Manually Entered Invoices)

On the Posted Sales Invoice, there is an Update Document feature:

- This function allows you to manually enter the Sales Invoice ID into Business Central.
- It is used exclusively for invoices that were manually entered on the E-Fakture portal.
- For such invoices, the ID assigned on the portal can be manually entered into Business Central using the Update Document function.

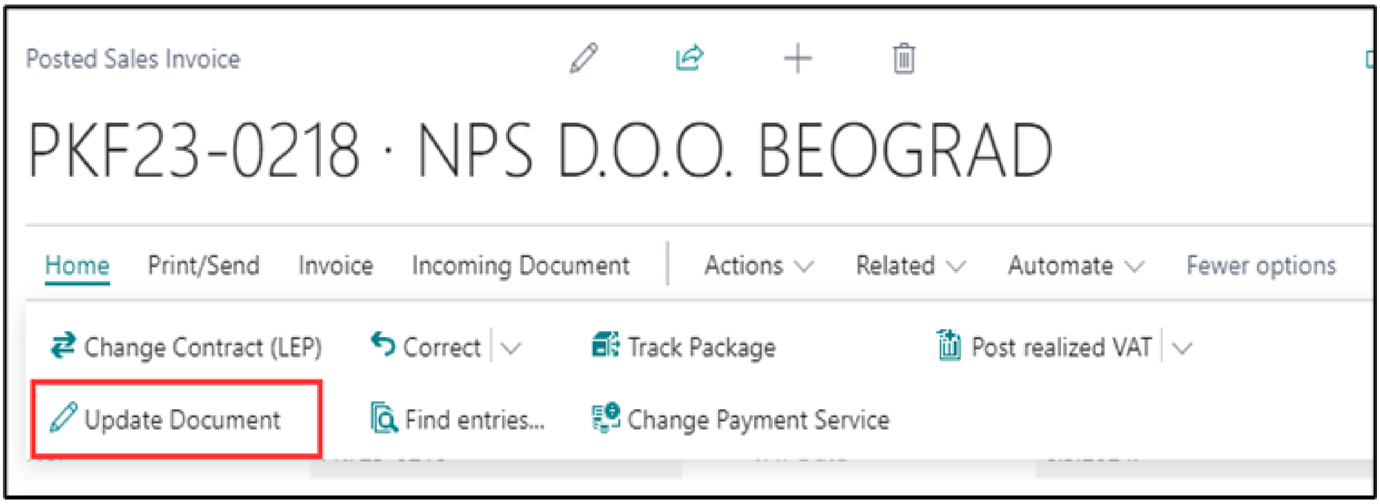
image image image

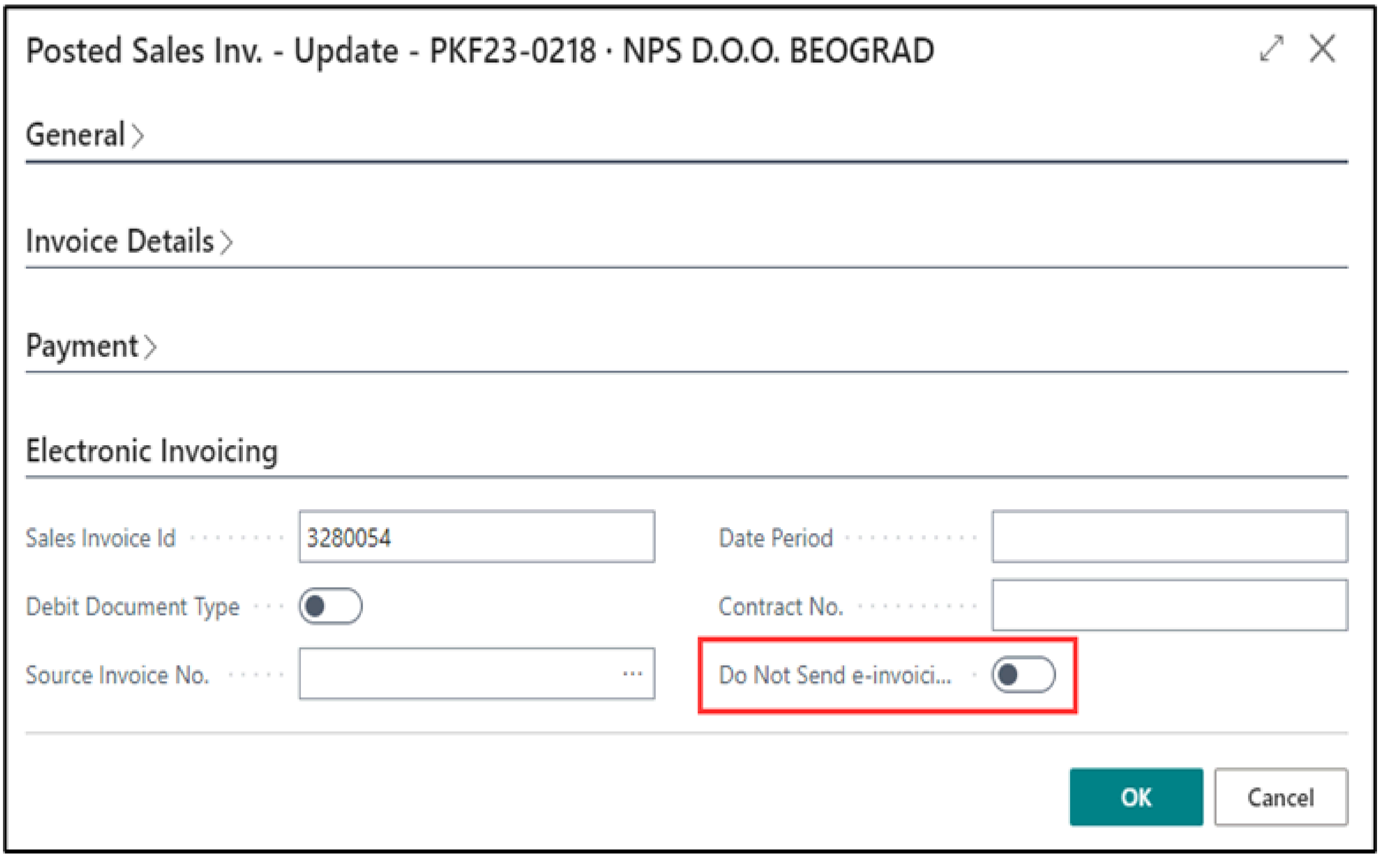
🔹 Do not send e-invoicing

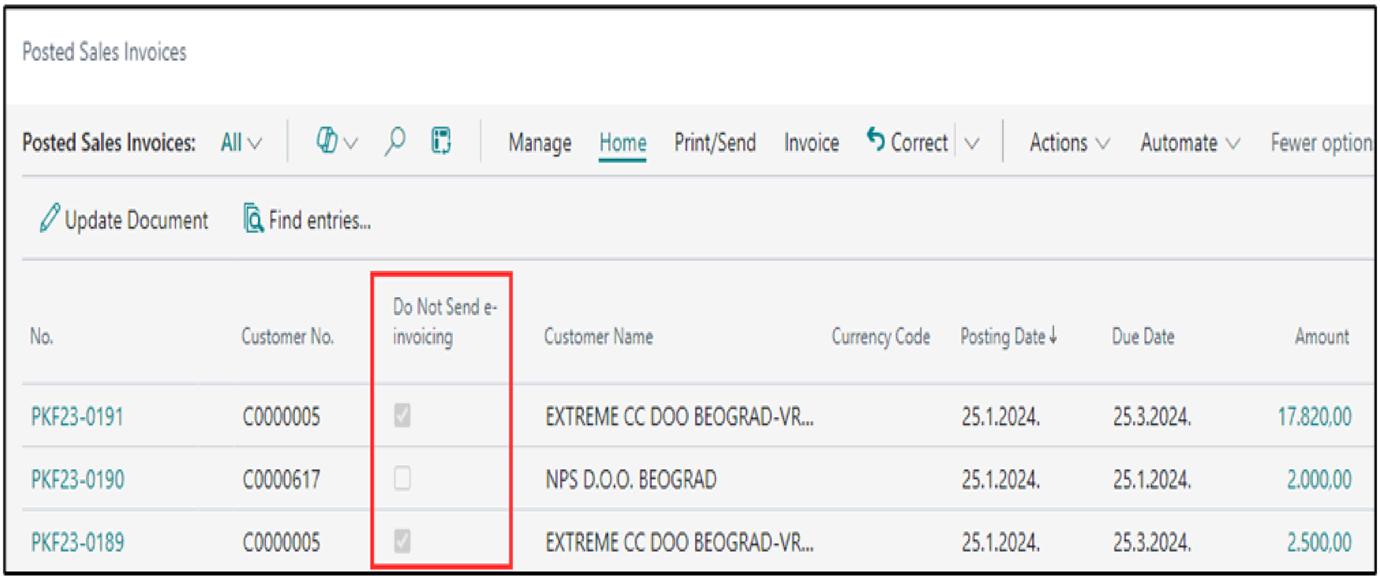
The Do Not Send E-Invoice enhancement allows you to mark documents that should not be transmitted to the E-Invoice portal:

- This option can be applied to both invoices and credit memos.
- It designates which documents you prefer not to send.

- To apply it:
    - Navigate to Posted Sales Invoices.
    - Select Update Document.
    - Choose Do Not Send E-Invoice.



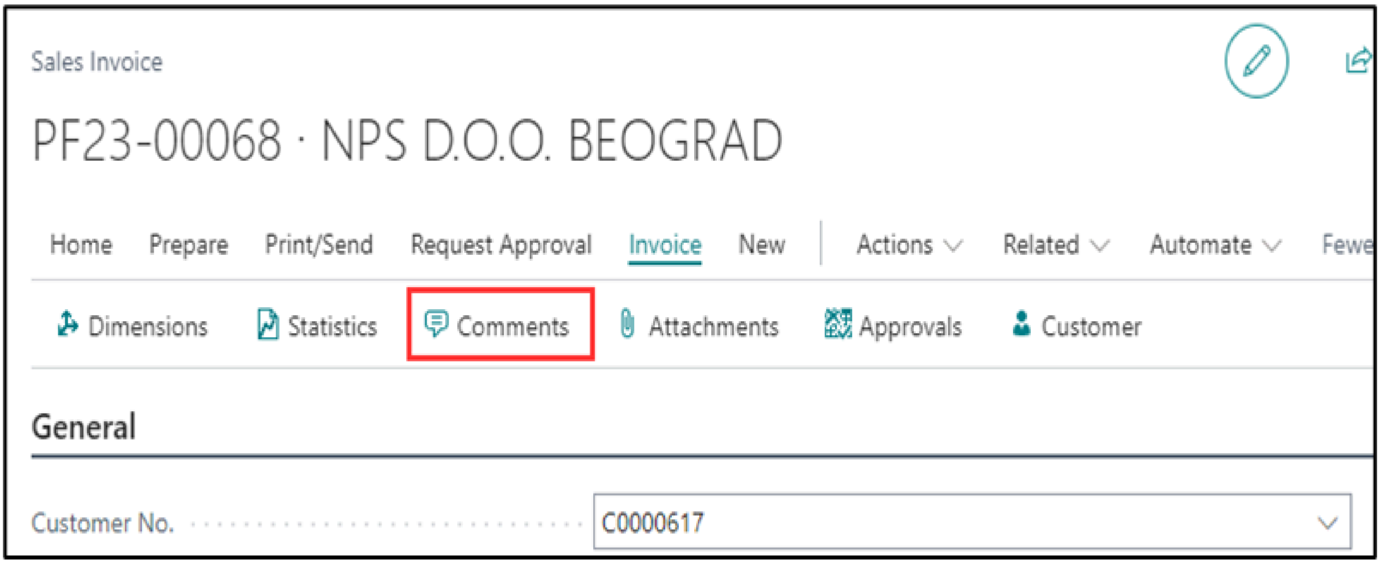




Add Comments to Sales Invoices

To include a specific comment on a sales invoice:

- Use the Comment action.
- The comment will be displayed on invoices sent to the E-Invoice portal.
- This means the customer will receive both the invoice and the comment.
- The Comment field can be used to reference a specific legal provision, depending on the clauses required for inclusion in the document.

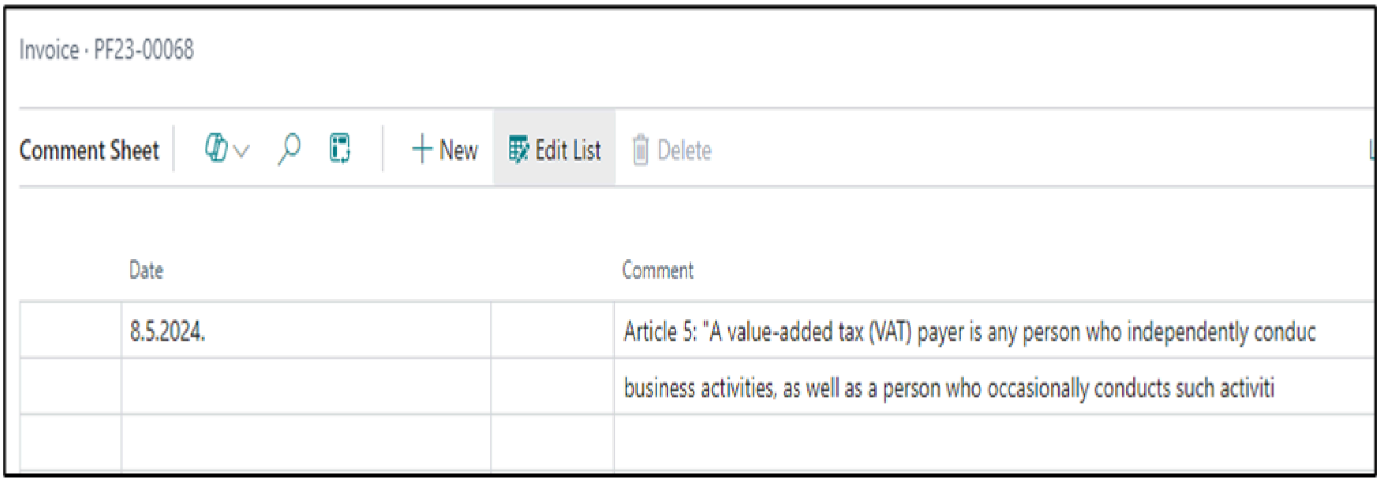


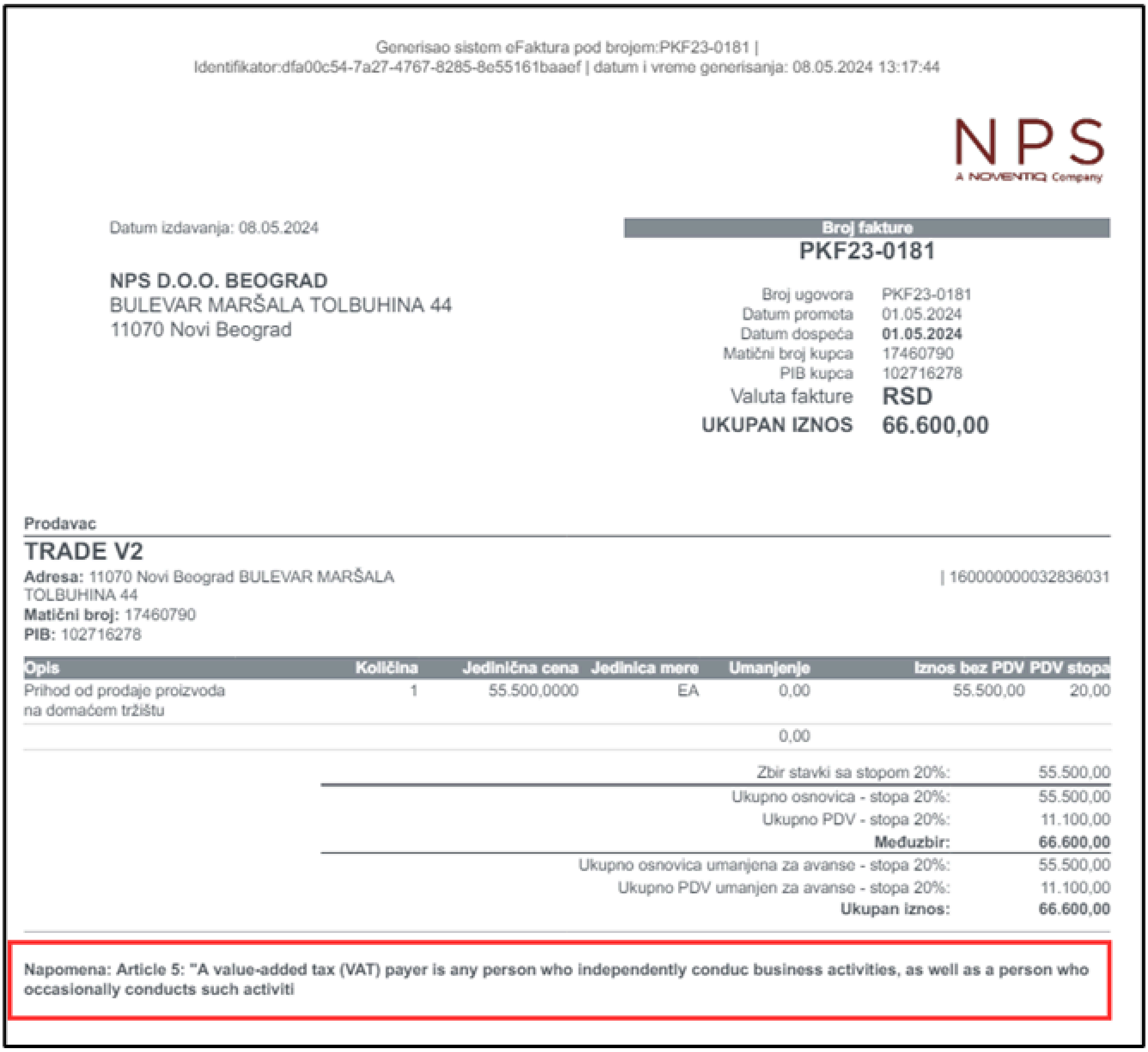
Comment Field (Character Limit)

• The Comment field has a limited number of characters.

• To include longer text, you can enter the comment across multiple lines.

• The comment will still be displayed on invoices sent to the E-Invoice portal, ensuring the customer receives both the invoice and the comment.





Generisao sistem eFaktura pod brojem:PKF23-0181 |
Identifikator:dfa00c54-7a27-4767-8285-8e55161baaef | datum i vreme generisanja: 08.05.2024 13:17:44

NPS
A NOVENTIQ Company

Datum izdavanja: 08.05.2024

NPS D.O.O. BEOGRAD
BULEVAR MARŠALA TOLBUHINA 44
11070 Novi Beograd

Broj fakture
PKF23-0181

Broj ugovora	PKF23-0181
Datum prometa	01.05.2024
Datum dospeća	**01.05.2024**
Matični broj kupca	17460790
PIB kupca	102716278
Valuta fakture	**RSD**
UKUPAN IZNOS	**66.600,00**

Prodavac
TRADE V2
Adresa: 11070 Novi Beograd BULEVAR MARŠALA TOLBUHINA 44
Matični broj: 17460790
PIB: 102716278

| 160000000032836031

Opis	Količina	Jedinična cena	Jedinica mere	Umanjenje	Iznos bez PDV	PDV stopa
Prihod od prodaje proizvoda na domaćem tržištu	1	55.500,0000	EA	0,00	55.500,00	20,00
				0,00		

Zbir stavki sa stopom 20%:	55.500,00
Ukupno osnovica - stopa 20%:	55.500,00
Ukupno PDV - stopa 20%:	11.100,00
Međuzbir:	**66.600,00**
Ukupno osnovica umanjena za avanse - stopa 20%:	55.500,00
Ukupno PDV umanjen za avanse - stopa 20%:	11.100,00
Ukupan iznos:	**66.600,00**

Napomena: Article 5: "A value-added tax (VAT) payer is any person who independently conduc business activities, as well as a person who occasionally conducts such activiti

Get invoice status

Once the invoice is sent to the E-Fakture portal, the initial status will read “Sending”.

• When the customer approves or rejects the invoice, the document receives a new status on the portal.

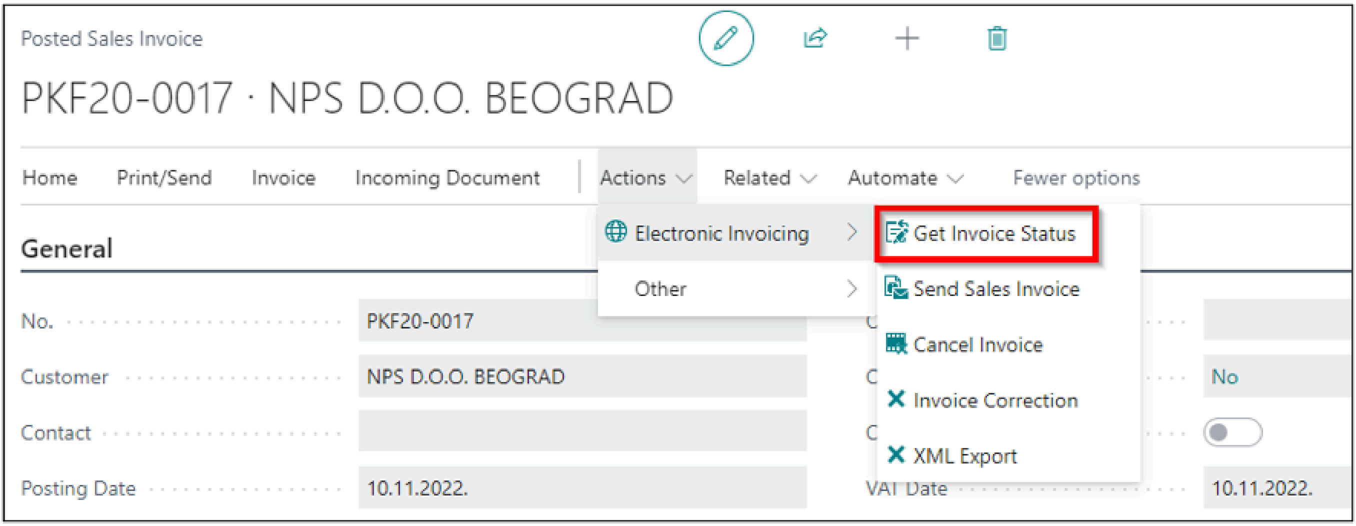
• This change does not automatically update the status in Business Central.

• To update the status in Business Central, open the posted document and click Get Invoice Status.

• On the Actions tab, select Electronic Invoicing → Get Invoice Status.

• To update the status of multiple invoices, go to the list of posted invoices, select several invoices, and use the same Get Invoice Status action.

• After the status is retrieved, Business Central will display a notification confirming that the process is complete.



1. Public Company Customers

If the customer is a public company:

- Both the PIB (tax identification number) and JBKJS (unique public sector identifier) are sent from the customer's card.
- Based on these values, SEF (System of Electronic Invoicing) will automatically make the transfer to SUF (Serbian: SUF – Invoice Management System).

◆ Debit memo

This type of document is created in the same way as a sales invoice, with one key difference:

- The document must be marked as a Debit Document Type by toggling the Debit Document Type button in the sales invoice's Electronic Invoicing section.
- Always select the invoice related to the debit memo, i.e., the invoice whose value should be increased by the amount of the debit memo.
- Once marked as Debit Document Type, you must either:
- Select the Source Invoice No., or
- Enter a date (period, month, day) in the Date Period field.
- The remaining steps of filling out and posting the document are identical to those for regular invoices.

◆ Prepayment invoices

When working with prepayment invoices issued to customers:

• In the VAT Posting Setup field, set the Tax Category.

• Enter VAT Posting Setup in the search section.

• Locate the line with the Customer VAT Bus Posting Group (e.g., KDOM) and the VAT Product Posting Group (e.g., A10 or A20).

• In the Tax Category field, enter category S.

• The process of creating a prepayment invoice remains unchanged:

• Fill out the header of the document.

• Enter the invoice lines with the VAT amounts.

• The E-Fakture portal will recognize the document as a prepayment invoice, since it is marked as prepayment in the section where the payment is linked to the prepayment invoice.

• Before sending the invoice, set the Tax Liability Method in the Electronic Invoicing section.

• For prepayment invoices, select Payment Date as the tax liability method.

Credit memo

Credit Memo

The creation of a credit memo follows the same procedure as a sales invoice, with specific requirements:

- If the memo is created by copying the sales invoice, the Applies-to Doc. No. field in the credit memo header must be filled with the invoice number to be reversed/accepted.
- The same number entered in Applies-to Doc. No. will automatically be filled in the Source Invoice No. field in the Electronic Invoicing section.
- Date Period – enter the date or previous months.
- The Date Period field is filled in only if the Source Invoice No. is not provided.
- When the Source Invoice No. field is filled, the Date Period field does not need to be completed.

- After filling in the header and rows, the memo can be posted and then sent to the E-Fakture portal.
- To successfully create a credit memo, the account to be reversed must be in the Accepted status by the customer.
- When the account has the status Approved, it is possible to make a correction, i.e., a reduction or debit adjustment.

Other functions

Send Sales Invoices

Send Multiple Sales Invoices

It is possible to send several invoices simultaneously from the Posted Sales Invoices list:

- Select the desired invoices from the list.
- On the Actions tab, go to the Electronic Invoicing section.
- Choose Send Sales Invoices.

- The selected invoices will be sent together to the E-Fakture portal.

Get Purchase Invoice on Date

It is possible to retrieve several invoices simultaneously from the E-Invoices Purchase list:

- On the Actions tab, in the E-Invoices section, select Get Purchase Invoices on Date.
- By default, invoices are retrieved for the previous day.
- You can also define a date range (from a specific day up to yesterday).
- The date filter always excludes today when using the Get Purchase Invoices option.

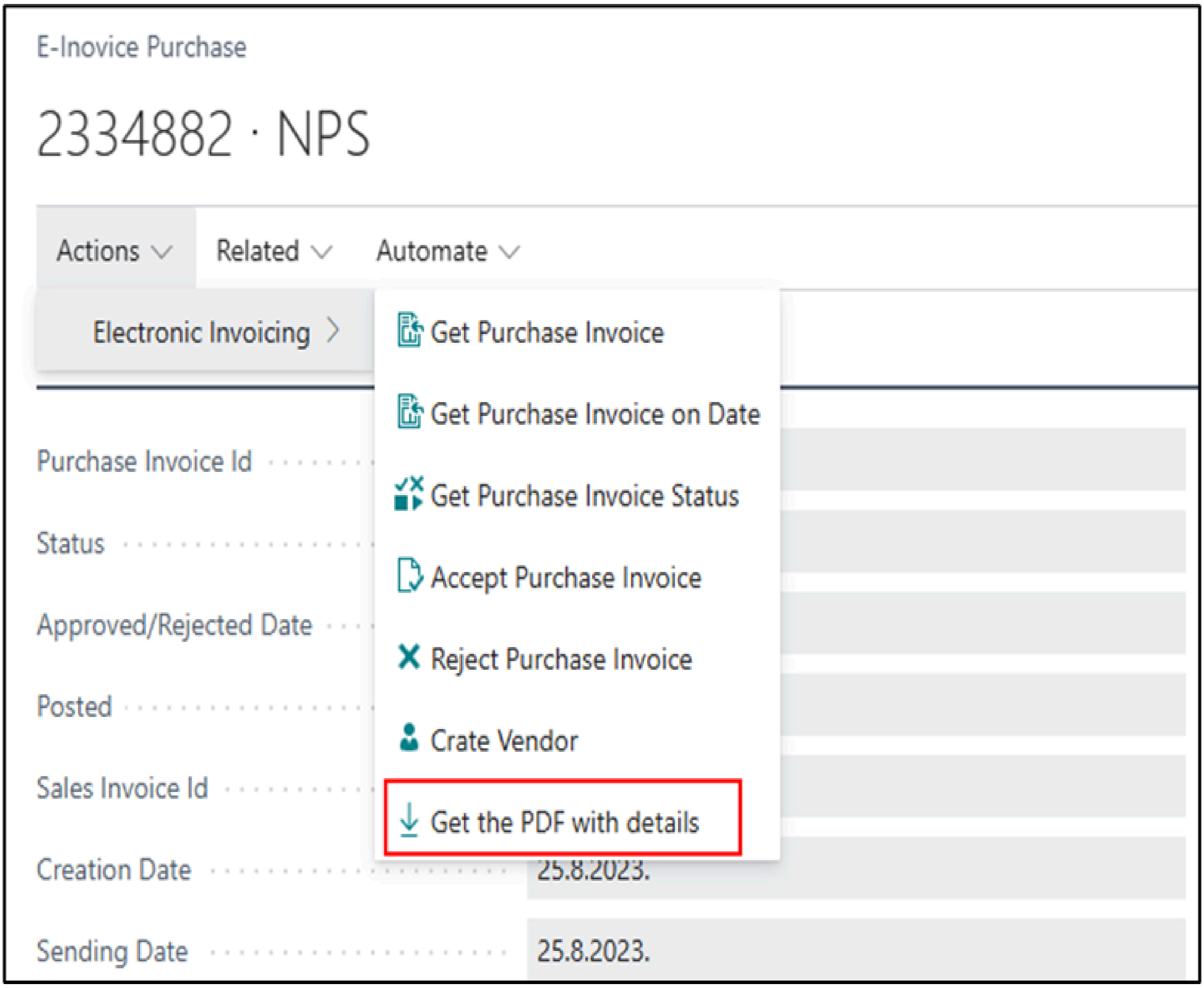
Get the PDF whit details

The Get PDF with Details function allows you to retrieve the QR code for the invoice:

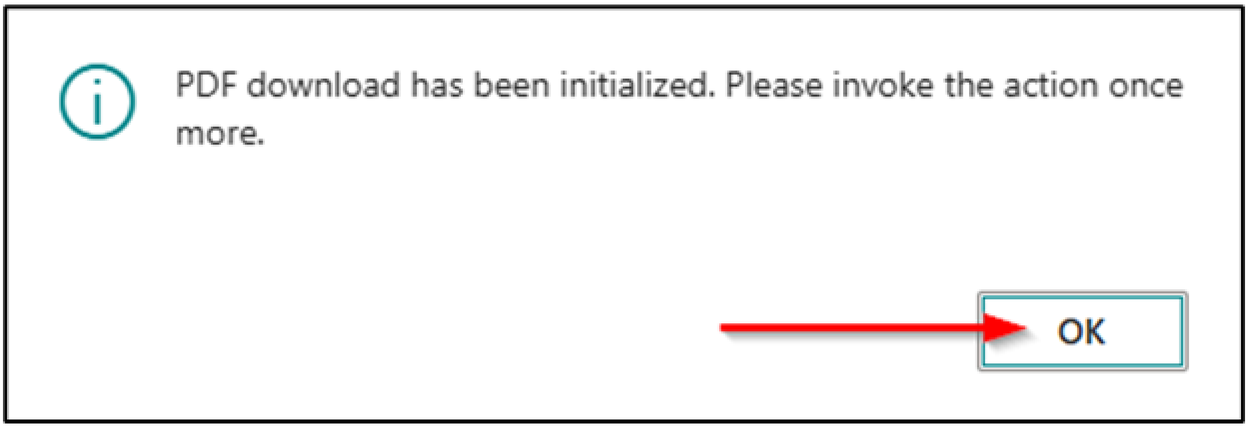
• When retrieving an invoice, you will always receive a PDF without details and a QR code.

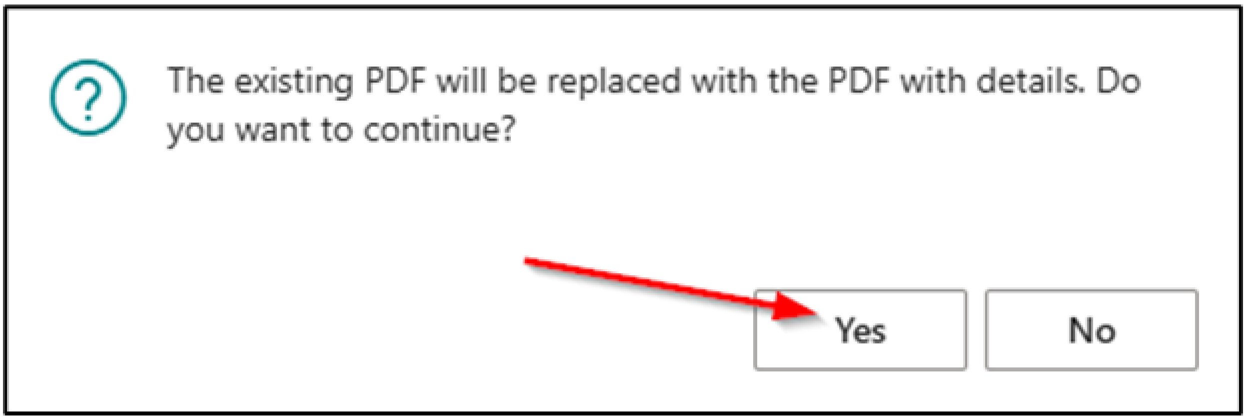
• By using Get PDF with Details, the initial PDF is replaced with a new version.

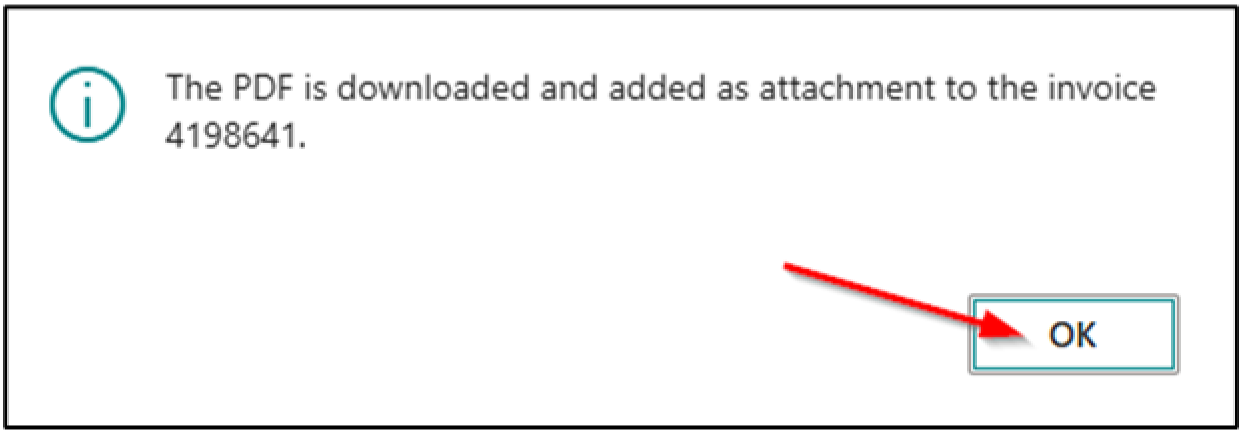
• This updated PDF contains additional details, including the QR code.

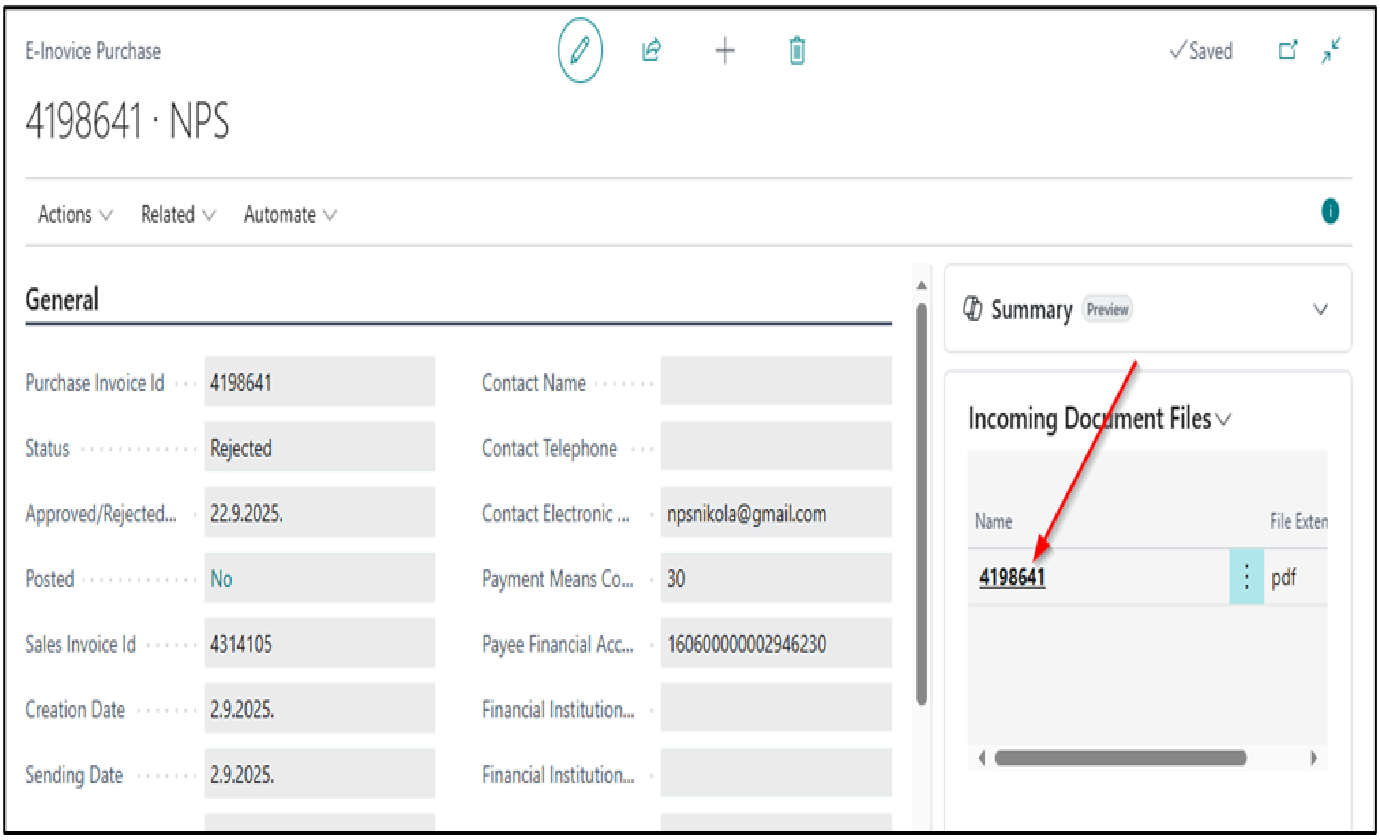


When you run the action, you will receive the following messages:


PDF download has been initialized. Please invoke the action once more.
OK


The existing PDF will be replaced with the PDF with details. Do you want to continue?
Yes
No





Purchase Invoice PDF with QR Code

• Along with the standard PDF of the invoice (containing all required elements), additional details are retrieved.

• These additional details include the QR code, which is provided together with the invoice.

• This ensures that both the complete invoice information and the QR code are available for reference.

Job Queue Entries

Automatic Retrieval – Job Queue Setup

To enable automatic retrieval of statuses from the portal, you need to set up Job Queue Entries:

1. In the search, type: Service Connections → E-Invoice Setup → Actions → Job Queue → Create Job Queue Entries.
2. In the Job Queue Entries card:

• Start Time – enter the time when the action should be launched for the first time during the day.

• End Time – enter the time after which the action will no longer be launched.

- No. of Minutes Between Runs – enter the idle time between two consecutive action starts.

3. After the Job Queue has been created, click Get Status to Ready to complete the setup.

Individual and Summary VAT

In the e-invoice settings, the following URL addresses are retrieved via the API key:

• Post Single VAT Path: api/v2/publicApi/vat-recording/individual

• Post Summary VAT Path: api/v2/publicApi/vat-recording/group

• Cancel Single VAT Path: api/v2/publicApi/vat-recording/individual/cancel/%1

• Cancel Summary VAT Path: api/v2/publicApi/vat-recording/group/cancel/%1

• Summary VAT Records No. Series: Specify the No. Series to be used for Summary VAT Records

🔹 VAT Books - VAT Records in SEF

In addition to the obligation to issue electronic invoices, it is also required to record VAT electronically in the electronic invoice system (SEF).

- Summary and Individual VAT Records are an integral part of SEF.
- They are used for recording outgoing invoices that were not sent as e-invoices.

To proceed:

- Search for VAT Books.
-
- Open VAT Books for the purpose of sending individual and summary VAT records.

Types of VAT Records:

- Individual VAT Record – Sales
- Individual VAT Record – Purchase – Transaction
- Individual VAT Record – Purchase – Advance Payment
- Individual VAT Record – Purchase – Increase

- Individual VAT Record – Purchase – Decrease
- Summary VAT Record

VAT Records – Tag Names and Registration Type

When filling out VAT Records in SEF:

- Tag Name values are assigned as follows:
- 1 → Individual records and basic transactions
- 2 → Prepayment
- 3 → Increase documents
- 4 → Decrease documents
- In the VAT Registration Type column, select whether the record is:
- Individual
- Summary

🔹 Column Name Setup

To adjustment, in the Column Name Settings section, it is necessary to fill in the Tag Name. Below is a list of tags that should be configured for each VAT book in the case of individual and summary records.

- Individual VAT Record – Sales

- Individual VAT Record – Other Books

- Summary VAT Record

🔹 VAT Book Groups

In the VAT book group settings section, changes have been made to the configuration of the individual record – Basic Transactions. In this record, it is necessary to add the tag name in the form of a three-digit number prescribed by the technical documentation. Additionally, within the summary record, changes have been made to the book groups, so it is now necessary to create new groups according to the list provided below.

• Individual VAT Record – Sales

• Individual VAT Record – Other Books

• Summary VAT Record

🔷 VAT Book Group Identifiers

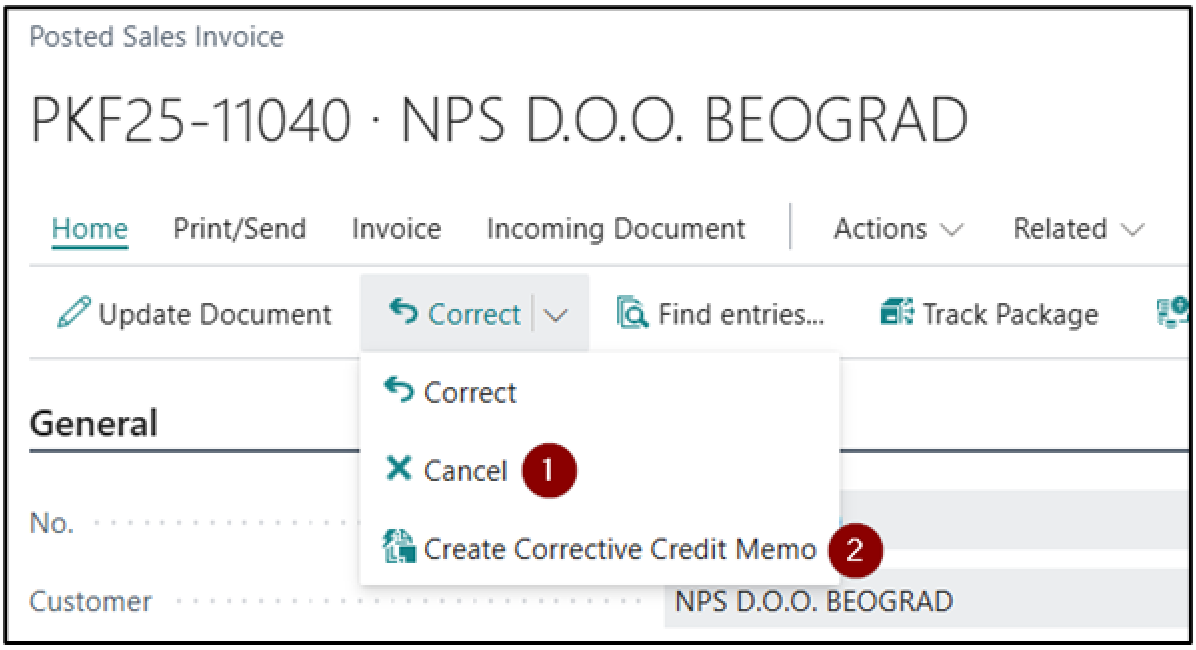
For each VAT book group, it is necessary to configure which identifiers belong to that group. For each identifier, the description field must be filled in.

Vat Book Setup

For each book, group, and identifier, it is necessary to configure which amount from the VAT items is sent to which field in the records.

Credit Memo - Individual VAT

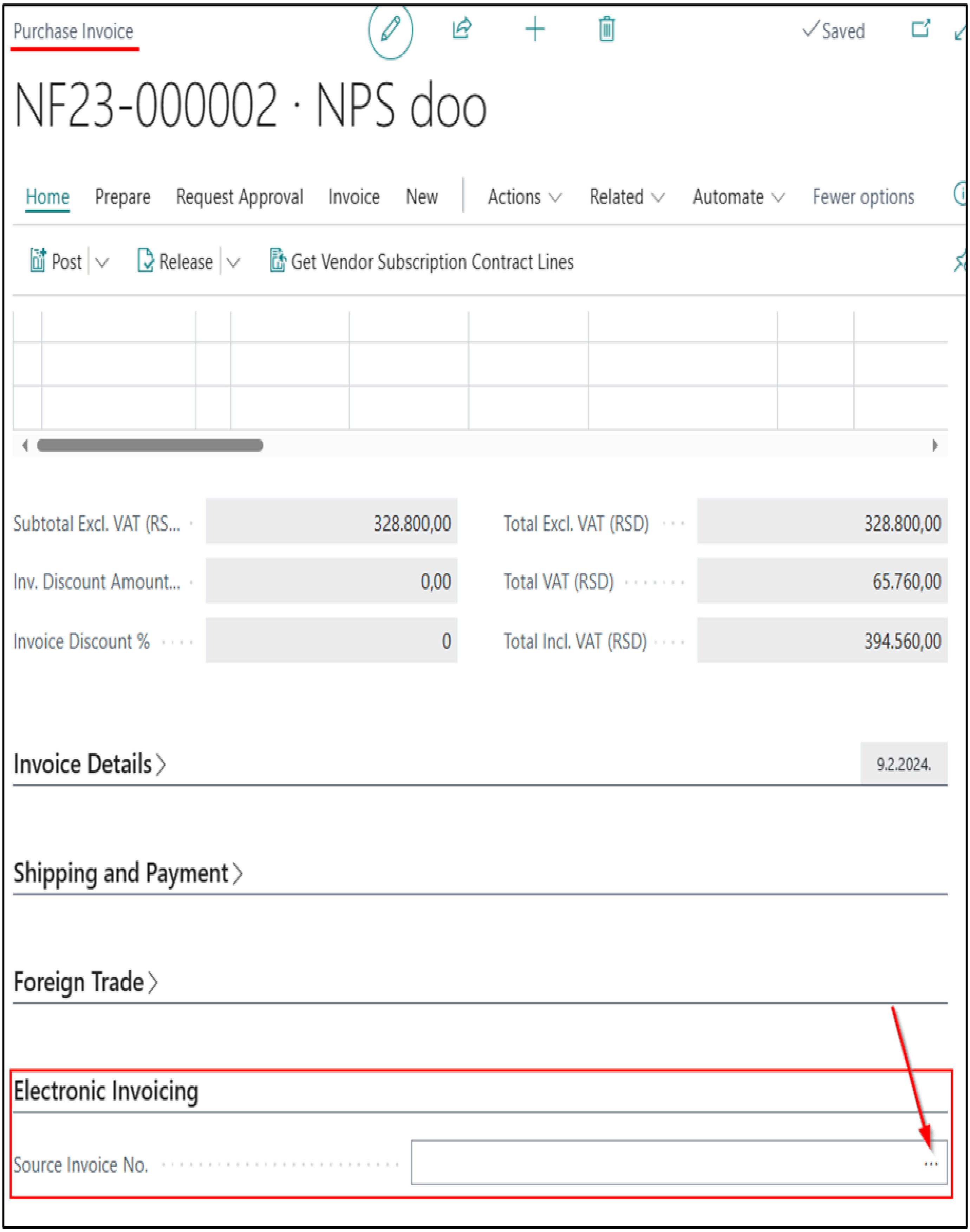
If you want to cancel an invoice that should not appear in the individual VAT record, whether it's a sales or purchase invoice, you need to use the Cancel function on the posted invoice.



1. The Cancel function posts a credit memo that is recorded in the VAT entries. However, neither the cancelled invoice nor the credit memo used to cancel it will be included in the individual VAT record, so the transaction will not be reflected there.
2. If you want the credit memo to appear in the individual VAT record, use the Create Corrective Credit Memo function. This function cancels the document and ensures the entry is sent to the individual VAT record.

Debit memo - Individual VAT

If you have a debit memo related to your individual VAT record, you need to mark which invoice it refers to. On the purchase invoice, use the Source Invoice No. field to link the debit memo to the related invoice. Click the three dots to open a list of invoices and select the correct one.



VAT Book Overview for Individual Records.

1. Invoice that was sent
2. Debit memo that increases the sent invoice

1.0_PEP	Pojedinačna PDV evidencija – Prodaja	☐	PP0	0
2.0_PEN_T	Pojedinačna PDV evidencija – Nabavka - Promet 1	☐	PP1	1
2.1_PEN_P	Pojedinačna PDV evidencija – Nabavka - Avans	☐	PP2	2
2.2_PEN_I	Pojedinačna PDV evidencija – Nabavka - Povećanje 2	☐	PP3	3
2.3_PEN_R	Pojedinačna PDV evidencija – Nabavka - Smanjenje	☐	PP4	4

◆ Sending Individual and Summary Records

The sending is done from the VAT Review.

For each book, it is necessary to run the VAT overview for a specific period, verify the amounts, and select the action to Send VAT Records.

◆ ID of Individual and Summary Records

After the records are submitted, each submitted record receives its unique record identifier on the portal, which is visible in the VAT entries.

Image from the E-Invoice Portal

VAT Entries – Single

VAT Entries – Summary

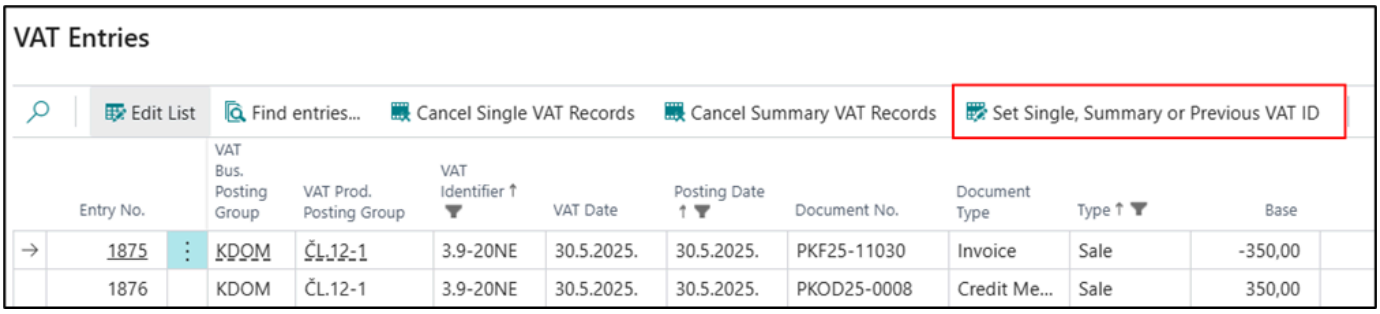
The ID can also be viewed from the VAT books. By clicking on the amount in the row, you will access the VAT overview.

Cancel VAT Records

If we wish to cancel a VAT item that was sent through individual or summary records, the cancellation is performed from the VAT Items list. In the VAT Items list, in the "ID" column for individual and summary VAT records, the ID generated from the e-Invoice portal is entered. This field provides information about which items were sent via individual and summary records. To perform the cancellation, it is necessary to first select one or more rows. After selection, by clicking on the Cancel VAT Record option (either individual or summary), the ID field will be cleared. The ID will no longer be present.

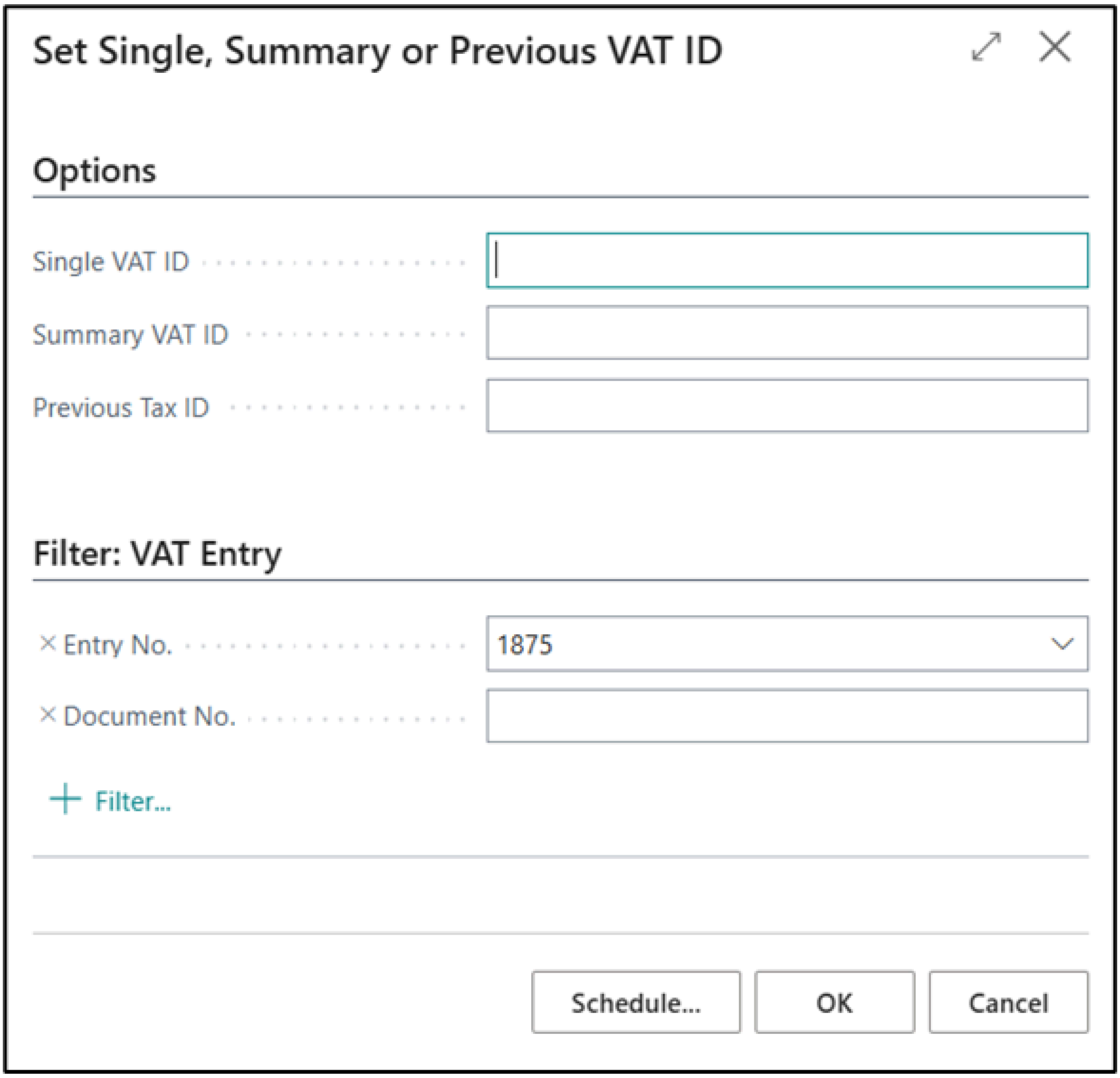
◆ Assign ID to VAT Ledger Entries

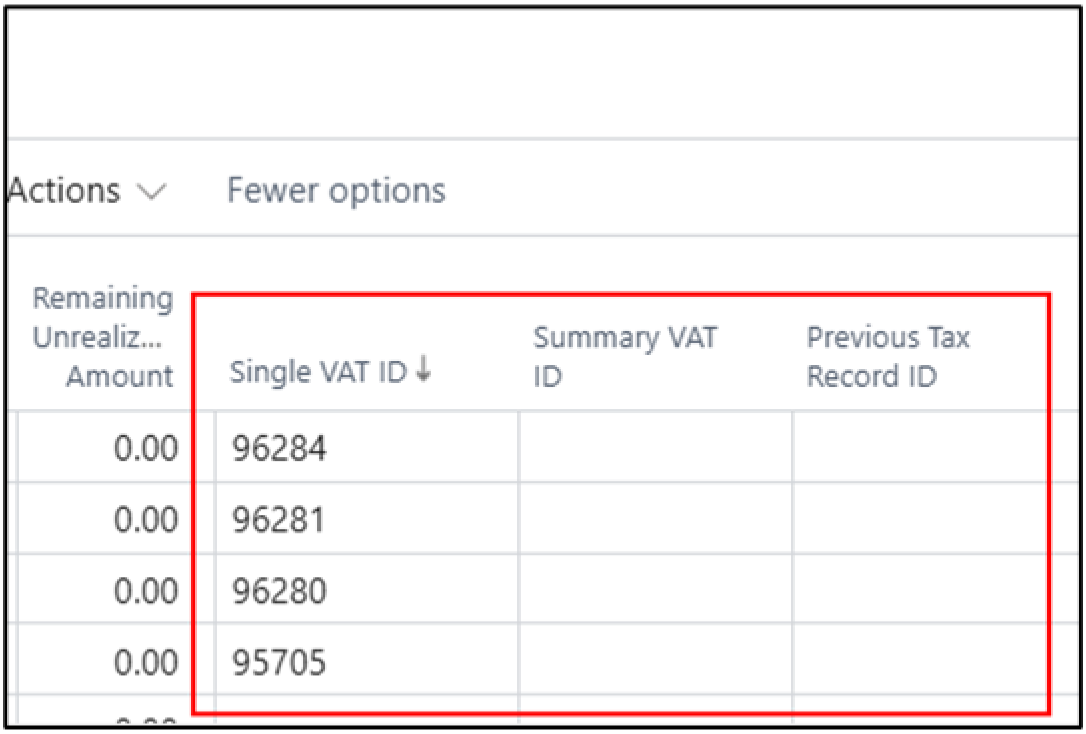
When you perform a manual entry on the E Fakture porta - whether it involves individual, summary, or previous tax credit records - the ID will not be automatically transferred to the VAT entries. To address this, a dedicated feature has been developed Set Single, Summary or Previous VAT ID which enables manual entry of the ID directly onto the VAT entries.



Entry No.	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier ↑	VAT Date	Posting Date ↑	Document No.	Document Type	Type ↑	Base
1875	KDOM	ČL.12-1	3.9-20NE	30.5.2025.	30.5.2025.	PKF25-11030	Invoice	Sale	-350,00
1876	KDOM	ČL.12-1	3.9-20NE	30.5.2025.	30.5.2025.	PKOD25-0008	Credit Me...	Sale	350,00

Upon initiating the action, a page will be displayed where the required ID (individual, summary or Previous VAT ID) may be entered based on either the Entry No. or the Document No.





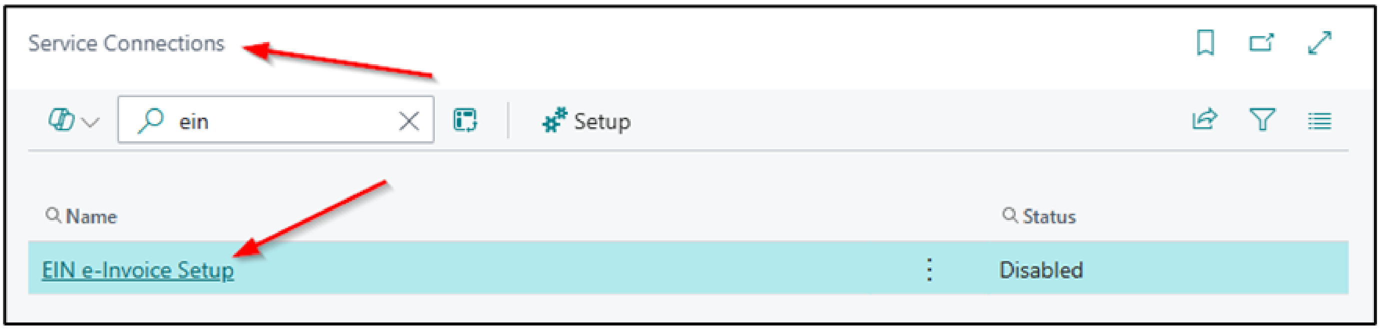
Electronic records of previous VAT

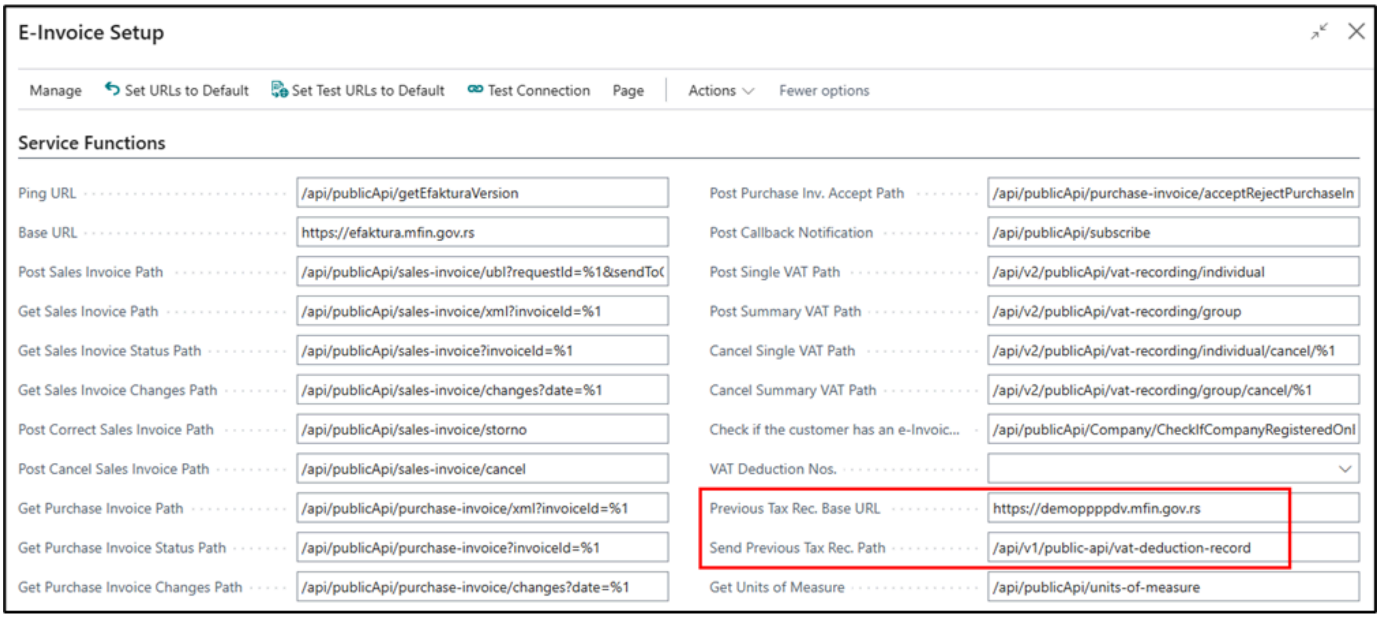
To the Previous VAT Record (EEPP), new VAT books are created according to the groups and columns listed below. Before sending the EEPP, it is necessary to configure the appropriate URL addresses:

• Send Previous Tax Rec. Path record DEMO: https://demoppppdv.mfin.gov.rs/

• Previous Tax Rec. Base URL PRODUCTION: https://ppppdv.mfin.gov.rs/

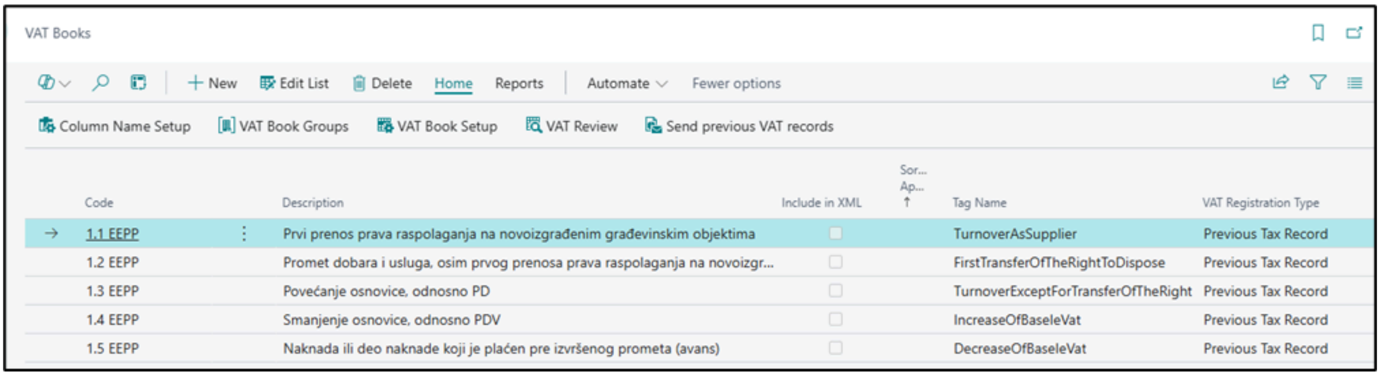
• Send Previous Tax Rec. Path: api/v1/public-api/vat-deduction-record





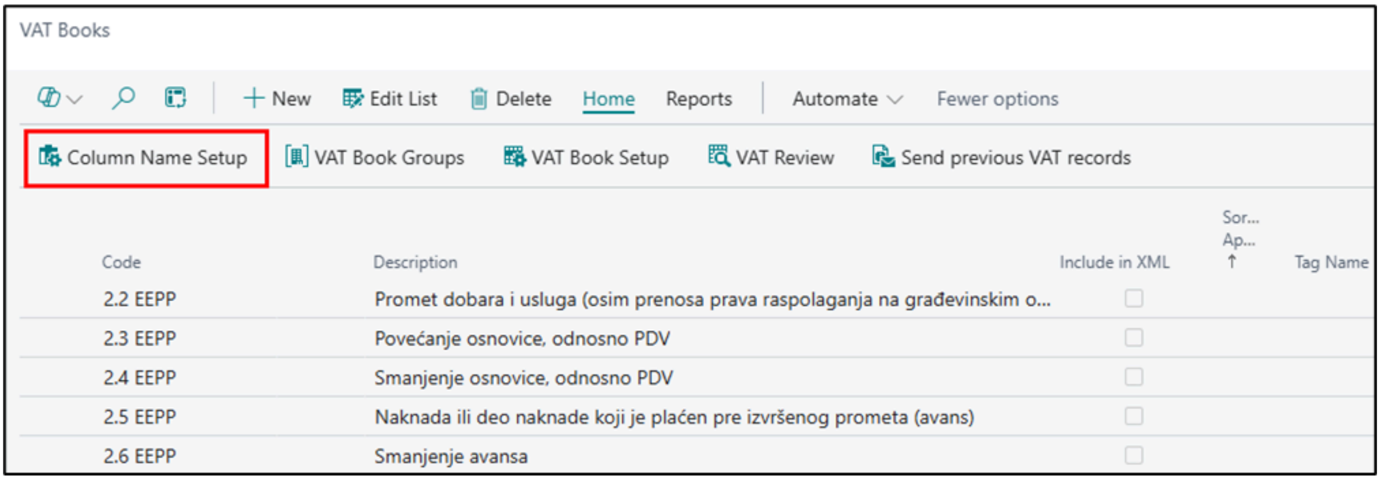
◆ VAT Books - previous VAT

When creating new books, in addition to the Code and Description, it is necessary to enter the Tag Name and the VAT Record Type. Below is the table for the configuration.



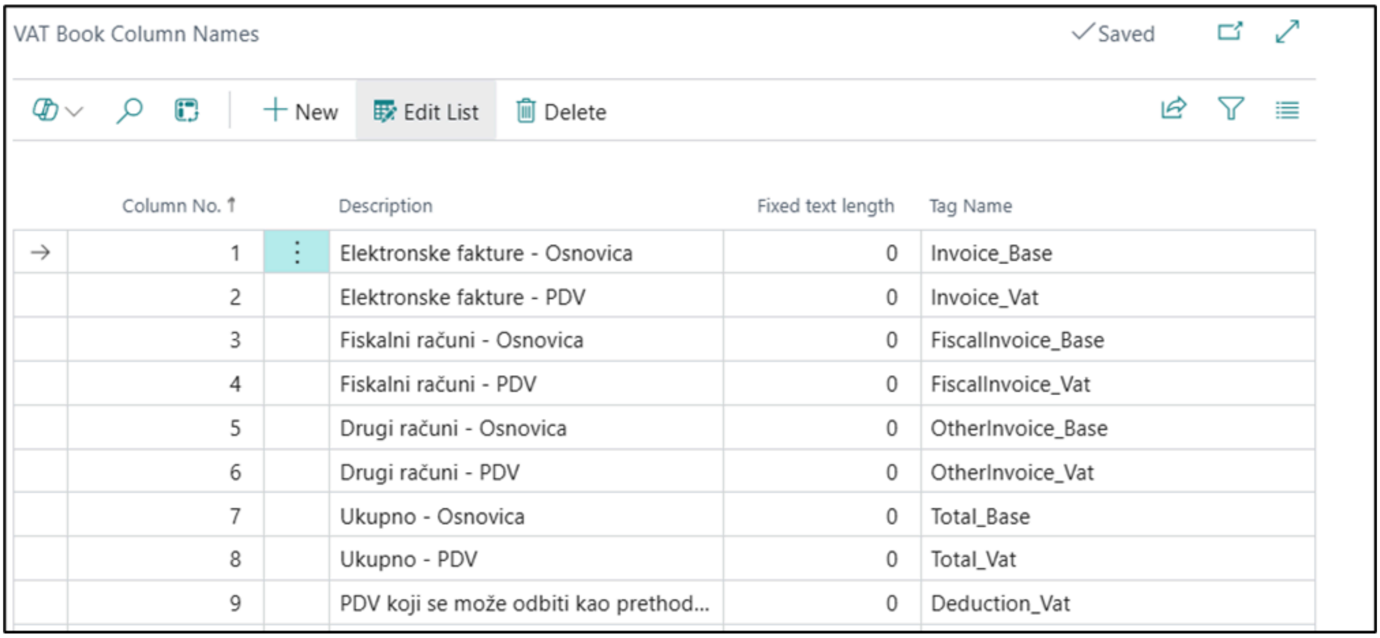
Code	Description	Include in XML	Sor... Ap...	Tag Name	VAT Registration Type
1.1 EEPP	Prvi prenos prava raspolaganja na novoizgrađenim građevinskim objektima	☐		TurnoverAsSupplier	Previous Tax Record
1.2 EEPP	Promet dobara i usluga, osim prvog prenosa prava raspolaganja na novoizgr...	☐		FirstTransferOfTheRightToDispose	Previous Tax Record
1.3 EEPP	Povećanje osnovice, odnosno PD	☐		TurnoverExceptForTransferOfTheRight	Previous Tax Record
1.4 EEPP	Smanjenje osnovice, odnosno PDV	☐		IncreaseOfBaseleVat	Previous Tax Record
1.5 EEPP	Naknada ili deo naknade koji je plaćen pre izvršenog prometa (avans)	☐		DecreaseOfBaseleVat	Previous Tax Record

Column Name Setup - previous VAT



Code	Description	Include in XML	Sor... Ap...	Tag Name
2.2 EEPP	Promet dobara i usluga (osim prenosa prava raspolaganja na građevinskim o...	☐		
2.3 EEPP	Povećanje osnovice, odnosno PDV	☐		
2.4 EEPP	Smanjenje osnovice, odnosno PDV	☐		
2.5 EEPP	Naknada ili deo naknade koji je plaćen pre izvršenog prometa (avans)	☐		
2.6 EEPP	Smanjenje avansa	☐		

The following text outlines which columns should be filled with the tag for each book.



Column No.	Description	Fixed text length	Tag Name
1	Elektronske fakture - Osnovica	0	Invoice_Base
2	Elektronske fakture - PDV	0	Invoice_Vat
3	Fiskalni računi - Osnovica	0	FiscalInvoice_Base
4	Fiskalni računi - PDV	0	FiscalInvoice_Vat
5	Drugi računi - Osnovica	0	OtherInvoice_Base
6	Drugi računi - PDV	0	OtherInvoice_Vat
7	Ukupno - Osnovica	0	Total_Base
8	Ukupno - PDV	0	Total_Vat
9	PDV koji se može odbiti kao prethod...	0	Deduction_Vat

VAT Book Group - previous VAT

It is necessary to add the tag name prescribed by the technical documentation to this record. The following text lists each VAT book group for each VAT book.

Send previous Vat records

To send this record, a command Send Previous VAT Record has been added. By clicking on this option, a new page opens where you need to enter the date range, the VAT period option, and if necessary, check the option to create only the file (JSON). If the file is not exported, by clicking OK, the record is sent directly to SEF via the API service.

The date filter is mandatory, as well as approving the period as shown in the image.

It is possible to export the file by checking the checkbox, and by clicking OK, the file will be exported.

Sent VAT Entries

After the records are submitted, each submitted record receives its unique record identifier on the portal, which is visible in the VAT entries.

Edit this page