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JOPPD

The form is used to prepare the JOPPD report (Report on receipts, income tax and surtax, and compulsory insurance contributions) that is submitted to the Croatian Tax Administration. For each report Brix produces the XML file for submission and a PDF print of the form. The report consists of Page A with the report data and Page B with the list of recipients. The codes selected in the report are described on JOPPD codes.



JOPPD is a Croatian statutory report, so most of the form is shown in Croatian in every interface language. Field, tab, column and button names are given here as they appear in the form, with an English translation in brackets; names already translated in the interface are given in English.

Toolbar

- **Funnel icon** — Shows and hides the list filter.
- **Question mark icon** — Opens this help page in a new window.

How to...

- Creating a report from contracts
  A report covering all Student Service contracts with the same payment date is created from the contract list; Brix fills in both Page A and Page B.
- **Entering a report manually**
  The icon below the list opens a new report. Enter the report data on the ***~ STRANICA A ~ (Page A)*** tab and save it with **SPREMI** (*Save*), then add a line for each recipient on the ***~ STRANICA B ~ (Page B)*** tab.

List

About filters and finding data in lists

Filter fields:

- ***{Vrsta izvješća}*** (*Report type*) — Reports of the selected type (see JOPPD Report Types).
- ***{Od datuma}*** (*From date*), ***{Do datuma}*** (*To date*) — Reports dated within the given period.

The list shows the columns:

- **Oznaka** (*Report ID*) — Report identifier.
- **Datum** (*Date*) — Report date.
- **Vrsta** (*Type*) — Report type.
- **Broj osoba** (*Number of persons*) — Number of different recipients on Page B.
- **Broj redaka** (*Number of lines*) — Number of lines on Page B.

Clicking a row opens the *JOPPD* dialog with the report data.

Statuses

Reports go through the statuses described in Document statuses. For now a report is always in the status:

- **Draft** — The report is being entered and can be changed.

The status is shown in the ***{Status}*** field on the ***~ STRANICA A ~ (Page A)*** tab.

Buttons

With the list:

- The  icon in the bottom right corner — Opens the *JOPPD* dialog for a new report.

In the *JOPPD* dialog header:

- The  icon — Downloads the XML file of the report for submission to the Tax Administration.
- The  icon — Opens the *JOPPD - Odaberite Izlaz* (*Select Output*) dialog for printing the form as a PDF; the print is sent, downloaded or previewed as described in Print language.

The **SPREMI** (*Save*) and **OBRIŠI** (*Delete*) buttons are described with the tab on which they appear.

Data tabs

The *JOPPD* dialog is divided into two data tabs:

- ***~ STRANICA A ~ (Page A)***
  Report ID, date, type and status, liable payer, report author and the data that is not calculated from Page B.
- ***~ STRANICA B ~ (Page B)***
  Lines per recipient, with codes, calculation period, receipt, contributions, tax and payment.

Common errors and solutions

Message / symptom	Cause	Solution
XML rejected – invalid report ID	The report ID is not in the YYDDD format, or the same submitter already has a report with the same ID and date	Change the ***{Datum}*** (*Date*) of the report (the ID is calculated from the date) or use the next working day for a correction
XML rejected – missing element	A field with the value `0` is not included in the XML	Check that all fields are filled in, including those with zero
Line not included in the Page A totals	The recipient or receipt code is not selected correctly	Check ***{Oznaka stjecatelja}*** (*Recipient code*, P61) and ***{Oznaka primitka}*** (*Receipt code*, P62) in the Page B line
Amount to pay does not match	The personal allowance or the tax base has the wrong sign	Check P134 and P135 – they can be negative for a tax refund
Recipient not found	The person is not entered in the natural persons data	Enter the person (e.g. as an employee, student or member) before entering the line

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