Sales Reports | Daily Sales | Sending invoices to F1 or F2.0 fiscalisation

F1 Late Fiscalisation Statement

The report produces a letter to the Tax Administration explaining the late fiscalisation of invoices under the ***F1*** protocol in the selected period. The letter encloses a list of invoices whose fiscalisation was late and, optionally, invoices that were not fiscalised at all. It is used when invoices were sent to fiscalisation after the legal deadline because of a POS device failure or an internet outage.



The legal deadline for subsequently delivering invoices to the Tax Administration after a connection outage is **2 days (48 hours)** from the invoice issue. An invoice whose last successful fiscalisation is later than that deadline is considered fiscalised late and is included in this report.

Print dialog

The report is started from **Menu > Reports > Sales Reports > F1 Late Fiscalisation Statement** or from the Daily Sales form with the icon, item *F1 Late Fiscalisation Statement*. The dialog *F1 Late Fiscalisation Statement - Select Output* opens with the following fields:

- ***{From date}*** and ***{To date}*** — the invoice issue period covered by the report. The previous month is offered by default; the period is written into the subject of the letter.
- ***{Point of sale}*** — shown only when the report is called from the Daily Sales form. The list then covers the invoices of the selected point of sale; when the field is empty (the selection is cleared with the icon in the field), it covers all points of sale of the department. From Sales Reports the report always covers the invoices of the whole company.
- ***{Not Fiscalised}*** — checkbox. When ticked, besides invoices fiscalised late the list also includes invoices that were **not fiscalised at all**, either because of an error returned by the Tax Administration server or because of an invalid invoice. It is unticked by default.

The icons for sending by e-mail, downloading and previewing on screen are common to all printouts and are described on Print language.

Report contents

Letter

The first page is a letter with the subject *Statement regarding late fiscalisation for the period from … to …*, into which the period from the dialog is carried.

- **Sender** is always the company MICRO PROCESS, as the producer of the software that fiscalised the invoices.
- **Addressee** is the company in Brix whose invoices are in the enclosed list.

- **Letter text** is fixed: the irregularities are explained by a POS device failure that caused a prolonged internet outage, with a statement that all turnover in the period was correctly recorded, shown and calculated and that the invoices were sent to late fiscalisation as soon as the connection was restored. The text cannot be changed.
- **Signature** — the letter is signed by the person MICRO PROCESS has designated for this document. Below the text, the image of their signature and stamp is printed, with their name below the image. When no image has been set up, blank space for a handwritten signature is left above the name. When no signatory has been designated, the text *Odgovorna osoba* (responsible person) is printed instead of the name, with blank space left for signature and stamp.

Late fiscalisations

The second page is the list of invoices, one line per invoice, with the columns:

- **Invoice** — the invoice number in the form *number/business premises code/POS device code*.
- **Amount** — the invoice total.
- **Issue date** — date and time the invoice was issued.
- **Last sent** — date and time the invoice was last sent to fiscalisation. A difference of more than 48 hours from the issue date is the reason the invoice is in the list.
- **ZKI/JIR** — the issuer protection code (upper line) and the unique invoice identifier assigned by the Tax Administration (lower line). An invoice that was not fiscalised has no JIR.
- **First error** — *OK* is printed for successfully fiscalised invoices. For invoices that were not fiscalised, the error message returned by the Tax Administration server on the first fiscalisation attempt is printed.

Limitations

- The report covers only invoices fiscalised under the ***F1*** protocol. Invoices under the ***F2.0*** protocol are not listed; resending them is described on Resending an invoice to F2.0 fiscalisation.
- Without ***{Not Fiscalised}*** ticked, an invoice without a JIR is not listed even if its last sending was late — the list then contains only invoices that were eventually fiscalised successfully.
- The point of sale can be selected only when the report is called from the Daily Sales form.
- The signatory of the letter is designated by MICRO PROCESS; the company producing the report cannot change it.

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