

Document Classification in the Accounting System

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The following article describes the **rules for document classification** in the **Symfonia Finance** system and explains which types of documents are included in the settlement of accounting services provided by our office for limited liability companies.

Documents included in the settlement

Commercial operations

-  FVZ – VAT invoice purchase
-  FVS – VAT invoice sale
-  FKZ – corrective purchase invoice
-  FKS – corrective sales invoice
-  FSW – currency VAT sales invoice
-  RUZ – simplified purchase account
-  RUS – simplified sales account
-  RKZ – corrective purchase account
-  RKS – corrective sales account
-  SPAR – Retail sales

Import / Export

-  DIM – Import document
-  DEX – Export document
-  IU – Import of services
-  IUV – Import of services VAT

Intra-Community operations

- WDT – Intra-Community delivery of goods
- WNT – Intra-Community acquisition of goods
- FWN – Invoice for intra-Community acquisition
- FWV – Internal VAT invoice
- PWN – Acceptance of intra-Community acquisition

Financial operations

- RK – Cash report
- RKW – Currency cash report
- RZL – Settlement of advance payment
- WB (PayPal, Revolut) – Bank statements entered manually

Special documents

- USZM – VAT bad debt relief reduction for sales
- USZW – VAT bad debt relief increase for sales
- UZZM – VAT bad debt relief reduction for purchases
- UZZW – VAT bad debt relief increase for purchases
- NO – Debit note
- MAG – Warehouse
- PZ – External acceptance (*each acceptance is counted as 1 document*)

Accounting operations

- DP (depreciation) – Depreciation documents
- DP (RMK) – Accruals for costs
- DP – Reclassifications and other accounting operations (VAT, asset valuations, PCC, CIT advance payments, share changes, currency settlements, compensations, retail sales settlements, etc.)

HR and reporting documents

- RO – Periodic reports
- LP – Payrolls
- LUW – Accident insurance lists

- PWS – Business vehicle orders

Documents not included in the settlement

- KOMP – Compensation documents
- DP (VAT reclassification) – VAT reclassifications
- DP (compensation) – Automatic compensations
- DS – Special documents
- WB / WBW – Bank statements (counted separately as transactions 1:4)
- RKUR – Exchange rate differences
- System documents, duplicates, and cancelled documents

Submitting documents to the accounting office

Documents should be sent via email to:

acc@time-group.pl

Email subject:

Company Name – for MM/YYYY

e.g. ABC Sp. z o.o. – for 08/2025

Folder structure:

1 **Costs** – cost invoices, accounts, purchase documents

2 **Revenues** – sales invoices (services and goods separately)

3 **Warehouse** – warehouse documents (PW, RW, PZ, WZ)

4 **Other** – bank documents (WB), cash documents (KP, KW), notes, payrolls, delegations

Bank statements: in **PDF** and **MT940** format

Submission deadline: by the 10th day of the month for the previous month

(e.g. by 10/09/2025, documents for 08/2025 must be submitted)

⚠ Documents sent after the deadline require corrections to declarations (cost: **300 PLN net**).

Submission of overdue documents from previous months results in recalculation – according to the price list.

Example settlement

In July 2025, the client submitted 110 documents and 100 bank transactions ($100 / 4 = 25$).

Total: **135 documents → cost 1800 PLN.**

In September, the client sent an additional 20 invoices → total of 155 documents.

New rate: **2500 PLN → additional charge 700 PLN.**

Pricing of accounting services (monthly)

The price depends on the number of documents in the settlement period

up to 5 (zero rate) | 600 PLN

6-50 | 800 PLN

51-75 | 1100 PLN

76-100 | 1500 PLN

101-150 | 1800 PLN

151-200 | 2500 PLN

201-250 | 3200 PLN

251-300 | 3800 PLN

301-350 | 4400 PLN

351-400 | 5000 PLN

401-450 | 5600 PLN

451-500 | 6200 PLN

501-550 | 6800 PLN

551-600 | 7400 PLN

601-650 | 8000 PLN

651-700 | 8500 PLN

701-750 | 9000 PLN

751-800 | 9500 PLN

801-850 | 10,000 PLN

851-900 | 10,500 PLN

901-950 | 11,000 PLN

951-1000 | 11,500 PLN

over 1000 | +750 PLN for each additional 50 documents

Bank transactions:

Are not counted in the zero rate and 6-50.

In other cases, a **1:4** conversion applies
(100 transactions = 25 documents).

HR and payroll services

HR service (first 2 employees included) | 110 PLN / from the 3rd employee
Settlement of foreign delegation | 150 PLN
Settlement of domestic delegation | 100 PLN
ZUS documents (RCA etc.) | no charge
Health and Safety support | 50 PLN / employee
Correction of payrolls / ZUS reports due to the client's fault | 300 PLN
Preparation of an employment contract | 150 PLN

Additional services

ZUS / US certificates - 150 PLN + official fees
Official applications not related to accounting - 150 PLN
Declaration of entrusting work to a foreigner - 350 PLN
Loan agreement - 50 PLN
EORI number - 150 PLN
Tax residency certificate (CFR-1) - 150 PLN
VAT-23 declaration - 150 PLN / vehicle
Balance sheet and P&L - no charge
Correction of reports due to the client's fault - 300 PLN
Services outside the price list - 150 PLN / hour

Annual report

The cost of preparing the annual report = **average monthly fee for accounting services.**

All prices mentioned above are net prices. VAT will be added.

