











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.

