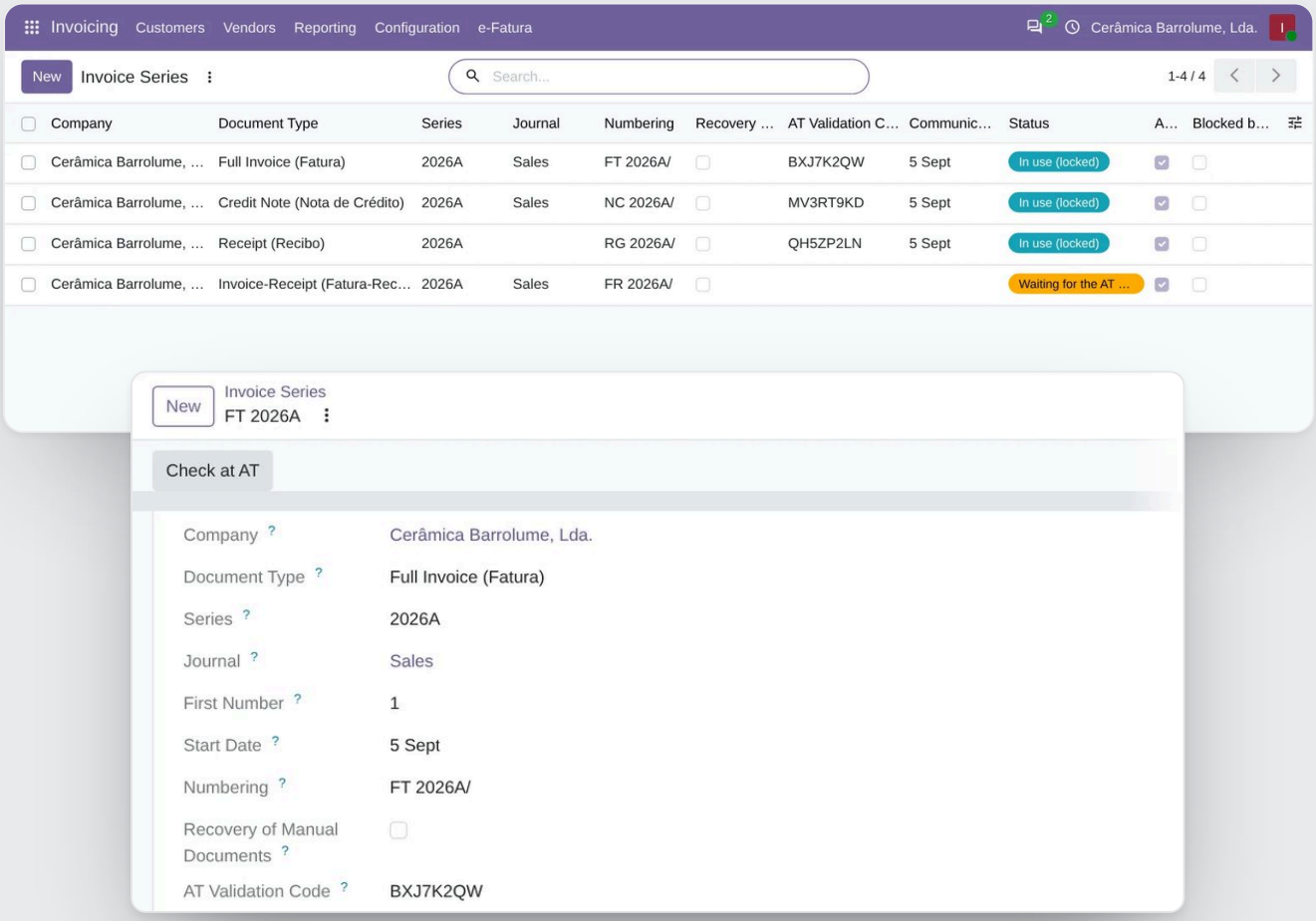
MODULE GUIDE · INVOICING AND TAX

CIUS-PT & ATCUD for Odoo

Numbers each Odoo invoice in its AT series with an ATCUD and a QR code, has FlexigoTech Cloud sign it when it is issued, and generates the monthly SAF-T and the CIUS-PT XML.

Odoo 17 · 18 · 19 · 20 | 14-day trial, no card | Edition of 20-11-2026



Real Odoo 20 screenshot. The list of invoice series and the detail of one of them, with its AT validation code.

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On the right, the page where each chapter starts. Menu and button names are those of Odoo in English.

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This guide describes version 20.0.1.11.4 of the module (Odoo branch 20.0, commit eb49e56f6). Everything in it comes from its published code, the platform's official documentation or real screenshots.

The screenshots come from a test Odoo 20 database, with a made-up company and data and no real connection to FlexigoTech Cloud. The module also has a version for Odoo 17, 18 and 19.

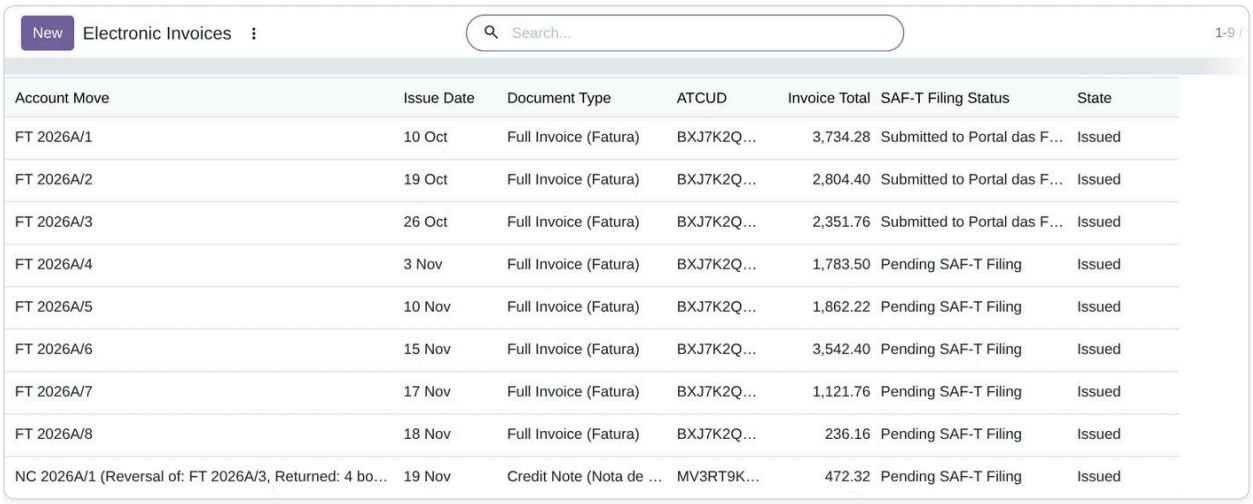
1 Who it is for and what it solves

> The AT has not certified this module: its documents carry certificate number 0. The module's AT certification is in progress. Decreto-Lei 28/2019 (art. 4.º, n.º 1) requires companies with a head office, permanent establishment or domicile in Portugal, and those invoicing under Portuguese rules per art. 35.º-A of the VAT Code, to use only invoicing software with the AT's prior certification, when one of these conditions applies: annual business volume above €50,000 in the previous year, use of billing software, or the obligation to keep organised accounting (or having chosen it). Anyone in that situation cannot invoice with this module until the AT assigns them a number.

> Without the FlexigoTech Cloud subscription or its 14-day trial, with no card, Odoo does not sign or issue the documents of a Portuguese company.

Without the connector, the AT series numbering, the ATCUD, the QR code and the monthly SAF-T are handled outside Odoo and copied by hand. Receipts, annulments and documents issued outside the programme are also recorded separately.

With the module, every invoice of a Portuguese company is numbered in its AT series, with its ATCUD and its QR code, and signed by FlexigoTech Cloud when confirmed. The electronic document appears in the **Electronic Invoices** list, and the monthly SAF-T is generated from **SAF-T Filings** so that you upload it to the portal yourself.



Account Move	Issue Date	Document Type	ATCUD	Invoice Total	SAF-T Filing Status	State
FT 2026A/1	10 Oct	Full Invoice (Fatura)	BXJ7K2Q…	3,734.28	Submitted to Portal das F…	Issued
FT 2026A/2	19 Oct	Full Invoice (Fatura)	BXJ7K2Q…	2,804.40	Submitted to Portal das F…	Issued
FT 2026A/3	26 Oct	Full Invoice (Fatura)	BXJ7K2Q…	2,351.76	Submitted to Portal das F…	Issued
FT 2026A/4	3 Nov	Full Invoice (Fatura)	BXJ7K2Q…	1,783.50	Pending SAF-T Filing	Issued
FT 2026A/5	10 Nov	Full Invoice (Fatura)	BXJ7K2Q…	1,862.22	Pending SAF-T Filing	Issued
FT 2026A/6	15 Nov	Full Invoice (Fatura)	BXJ7K2Q…	3,542.40	Pending SAF-T Filing	Issued
FT 2026A/7	17 Nov	Full Invoice (Fatura)	BXJ7K2Q…	1,121.76	Pending SAF-T Filing	Issued
FT 2026A/8	18 Nov	Full Invoice (Fatura)	BXJ7K2Q…	236.16	Pending SAF-T Filing	Issued
NC 2026A/1 (Reversal of: FT 2026A/3, Returned: 4 bo…	19 Nov	Credit Note (Nota de …	MV3RT9K…	472.32	Pending SAF-T Filing	Issued

- **Real Odoo 20 screenshot.** The list of electronic documents, with the ATCUD, type and state of each document.



Company	Filing M…	Filing Year	Deadline D…	Days to …	Uploaded on	Submission Status	XSD validation
Cerâmica Barrolume, Lda.	11	2026	5 Dec	16		Pending SAF-T Filing	
Cerâmica Barrolume, Lda.	10	2026	5 Nov	-14	4 Nov	Uploaded to Portal das Finanças	Valid against the official XSD

- **Real Odoo 20 screenshot.** The monthly SAF-T list, with one record per month and its deadline.

What changes day to day

- Each invoice is numbered in its AT series and carries an ATCUD and a QR code.
- FlexigoTech Cloud signs each document when it is issued, chained to the previous one in its series.
- The CIUS-PT XML is generated for invoicing public administration; you send it yourself through the channel it requires.

- The monthly SAF-T is generated and validated in Odoo; you upload it to the e-Fatura portal yourself.
- Documents issued by hand when the programme is not working are recorded afterwards in a recovery series.
- The audit trail and the GDPR requests are kept in their own lists.

What it does not do

- The AT has not certified it: documents carry certificate number 0 and do not say "programa certificado".
- It does not communicate anything to the AT on its own: you start each communication yourself, with the sub-user and its password, and no scheduled task does it.
- It does not upload the SAF-T to the portal or receive the AT's response: you upload the file and record the receipt here.
- It does not send the CIUS-PT XML to the public entity nor run it through the official eSPap validator.
- It does not handle your company set-up, customisation, migrations or import of historical data.

2 The connector in figures

2
scheduled tasks, active on installation

11
own menus

23
data models, new or extended

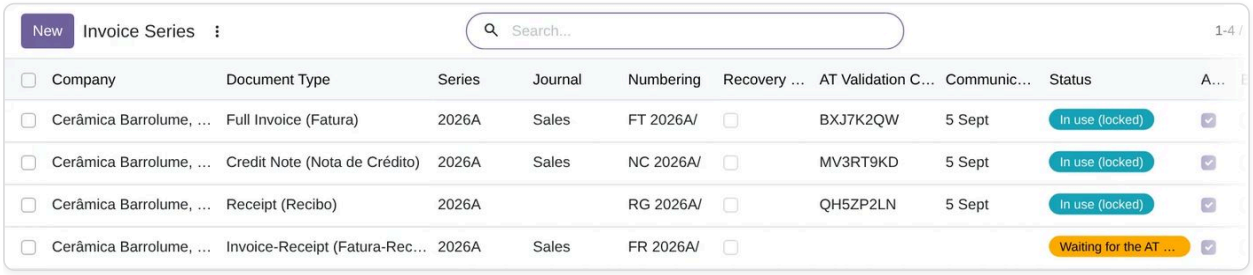
174
fields in total

257
test functions in branch 20.0

The module is published on four branches, for Odoo 17, 18, 19 and 20 (versions 17.0.1.11.3, 18.0.1.11.4, 19.0.1.11.3 and 20.0.1.11.4). It only depends on Odoo Community modules (accounting, mail, products, units of measure and web) and on FlexigoTech Cloud, so it works on Community and on Enterprise.

> How it has been tested. The automated tests (257 functions on branch 20.0) run in Odoo without reaching the network: the AT's responses are simulated, built from its manuals and the official WSDL. With the real AT, the only recorded responses come from its test environment, dated 6 October 2026, and they are authentication errors: there is no record of any series or document communicated successfully. The signing is provided by a FlexigoTech Cloud service that has been in production since 11 November 2026. The SAF-T is validated on your server against the official XSD 1.04_01 if you have the xmlschema package installed. The CIUS-PT XML has not been run through the official eSPap validator.

3 Where you see it in your Odoo



- **Real Odoo 20 screenshot.** List of the company's document series, with their numbering, their AT validation code and their state.

Invoicing › e-Fatura › Invoices	Opens the **Electronic Invoices** list, with the electronic document of each invoice.
Invoicing › e-Fatura › Receipts	Opens the **Receipts** list.
Invoicing › e-Fatura › Payment Terms	Opens the **Payment Terms** list.
Invoicing › e-Fatura › Configuration	Inside is **Invoice Series**, with the document series of each company.
Invoicing › e-Fatura › Reports	Inside are the **Audit Trail** and the **SAF-T Filings**.
Invoicing › e-Fatura › GDPR	Inside are the **Data Subject Requests**.

Outside its app, the connector extends invoices, invoice lines, payments, the payment registration wizard, taxes, contacts, products, the company and Odoo users, and the print reports. It also launches the **Communicate to e-Fatura** and **Record SAF-T upload** wizards.

4 What you need before you start

- A company with country Portugal, its NIF, its address and the euro as currency: the SAF-T (PT) is kept in euros.
- Your company's access to the Portal das Finanças. There you communicate each series to the AT and receive its validation code, of 8 or more letters and digits.
- To communicate series and documents from Odoo, also: a Portal das Finanças sub-user with the web service profile, and the AT's digital certificate and public key, which are uploaded on the **Portugal AT** tab of the company. According to the AT's integration manual, both are requested from the AT as the producer of the programme. Without them, you communicate the series on the portal and type the code into Odoo.
- The FlexigoTech Cloud subscription or its 14-day trial, with no card: FlexigoTech Cloud signs each document when it is issued. It is activated in **Settings**, in the FlexigoTech Cloud block.
- Odoo 17, 18, 19 or 20 on Odoo.sh or on your own server. Odoo Online does not work, because it does not allow third-party modules to be installed.
- A person with Odoo administrator rights, who installs the module and creates the series. Whoever invoices also needs the module group, **Flexigo Portugal Efatura E Invoice Connector User**.

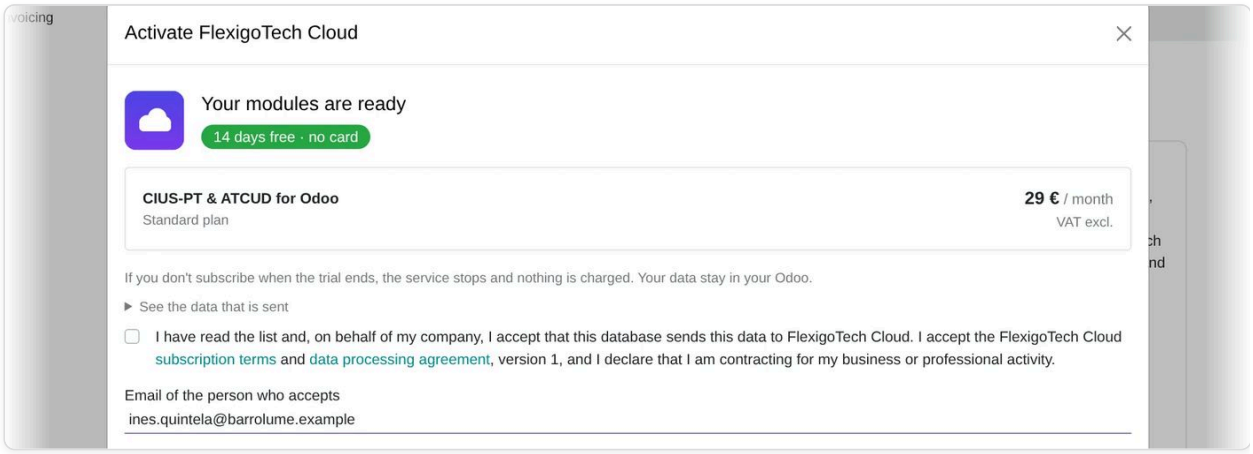
> The AT has not certified this module: its documents carry certificate number 0. The module's AT certification is in progress. Decreto-Lei 28/2019 (art. 4.º, n.º 1) requires companies with a head office, permanent establishment or domicile in Portugal, and those invoicing under Portuguese rules per art. 35.º-A of the VAT Code, to use only invoicing software with the AT's prior certification, when one of these conditions applies: annual business volume above €50,000 in the previous year, use of billing software, or the obligation to keep organised accounting (or having chosen it). Anyone in that situation cannot invoice with this module until the AT assigns them a number.

It is installed like any third-party Odoo module, on Odoo.sh or on your server. Odoo installs at the same time `flexigotech_cloud`, the connection to FlexigoTech Cloud, and the apps it depends on: Invoicing.

5 The FlexigoTech Cloud trial

1. **Press Activate in the top bar**

   It appears as soon as you install the module. It opens the **Activate FlexigoTech Cloud** window, with the Standard plan and its 14 days free, no card required.



- **Real Odoo 20 screenshot.** The activation window: read the list of data, tick the box and enter your email.

2 **Accept and enter your email**

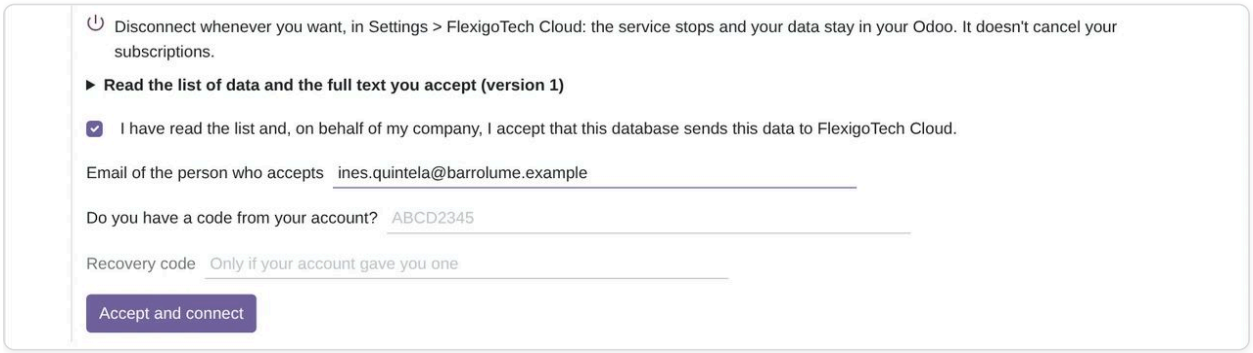
Tick "I have read the list and, on behalf of my company..." (it includes the terms of the subscription and the data processing agreement) and enter the **Email of the person who accepts**.

3 **Press Connect and start the trial**

Odoo registers the database with FlexigoTech Cloud and starts the module's trial. If you leave it for later, **Later** closes the window.

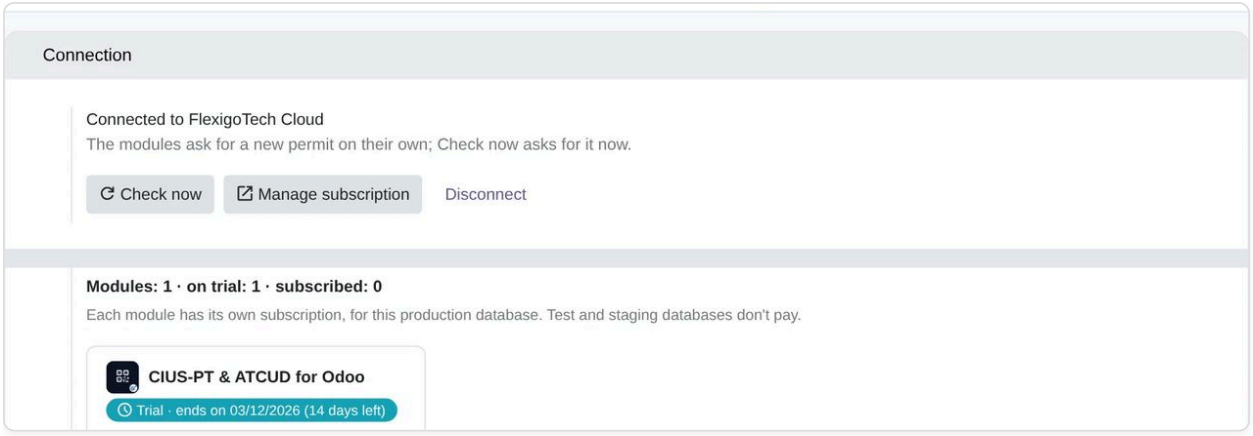
The same, from Settings

In **Settings › FlexigoTech Cloud** is the full list of what the database sends. Tick the box, enter the email and press **Accept and connect**. If you already have an account at app.flexigotech.com, the field **Do you have a code from your account?** links the database to it (the code is valid for 10 minutes).



- **Real Odoo 20 screenshot.** Settings › FlexigoTech Cloud, before connecting: the box ticked, the email and **Accept and connect**.

With the database connected, the **Modules** block shows each module with its state: **On trial** and the date it ends, **Subscribed**, etc. From there you choose the plan (Standard or Pro, monthly or yearly) and press **Subscribe**: payment is made on the Stripe page, outside Odoo.



- **Real Odoo 20 screenshot.** Settings › FlexigoTech Cloud with the database connected and the connector on trial.

Prices exclude VAT. If you do not subscribe when the trial ends, the service stops and nothing is charged; your data stays in your Odoo. **Check now** requests permission immediately (otherwise the module renews it by itself every 6 hours).

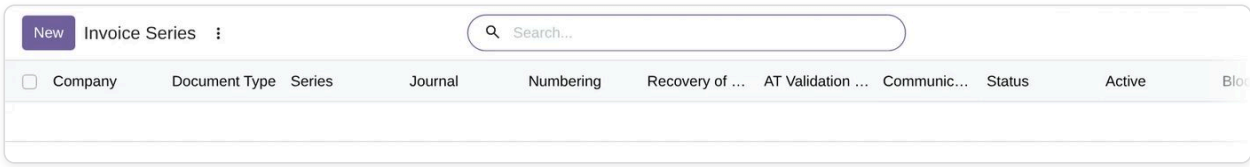
> You cannot start a trial on a neutralised copy (staging) or on a database with demo data: Settings says so with "This database is a neutralised copy or has demo data, so trials can't be started here."

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6 Connecting your series step by step

1 Open the series menu

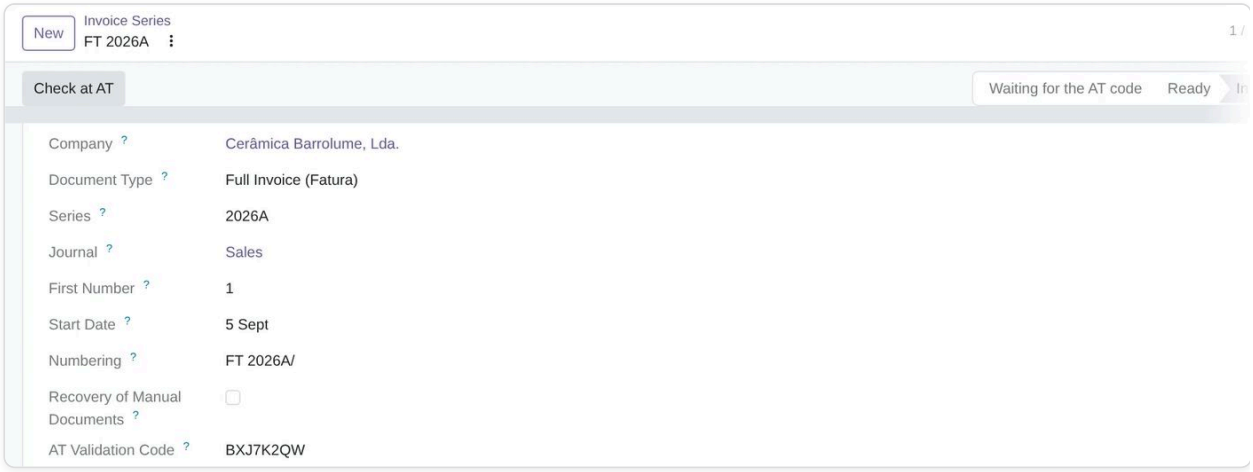
Go to **Invoicing › e-Fatura › Configuration › Invoice Series**. You see the list of series for your companies.



- **Real Odoo 20 screenshot.** The series list, still empty.

2 Press New

The series form opens. The **Company** comes filled in with yours.



- **Real Odoo 20 screenshot.** The form of a series.

3 Choose the Document Type

For example **Full Invoice (Fatura)**, **Simplified Invoice (Fatura Simplificada)** or **Credit Note (Nota de Crédito)**.

4 Type the Series

It is the identifier you communicate to the AT, for example 2026A. It accepts letters, digits, ".", "_" and "-", with no spaces or "/". Documents are numbered "TYPE SERIES/number", such as FT 2026A/1.

5 Choose the Journal and fill in the First Number and the Start Date

A series numbers the documents of a single journal. The **First Number** starts at 1; change it if the series continues from another programme.

6 Press Communicate to AT

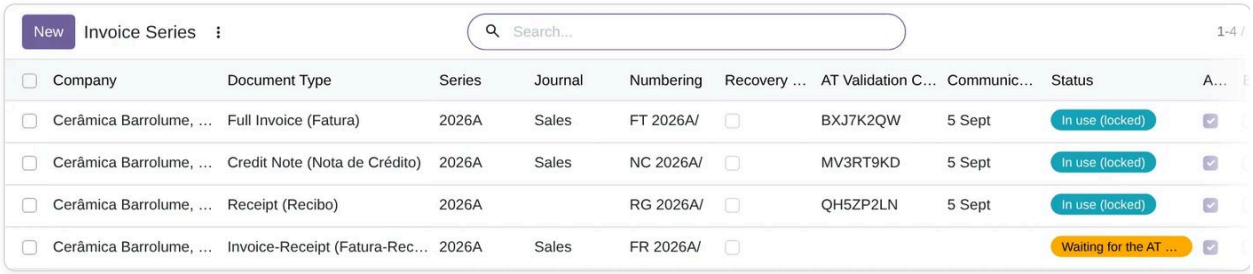
The button is hidden if the series already has a validation code. In the window you enter the Portal das Finanças sub-user and its password. Odoo communicates the series to the AT and stores the code it returns; the password is not stored.



- **Real Odoo 20 screenshot.** The **Series at the AT** window: the series, the operation, the sub-user and its password, and the **Send to AT** button.

7 Check the result

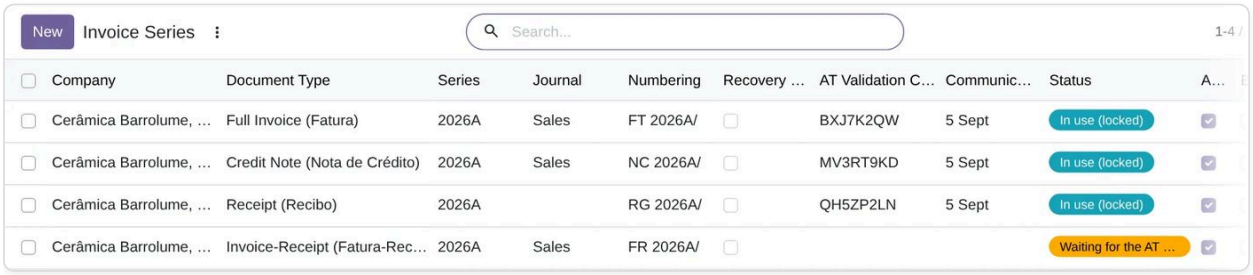
The **AT Validation Code** is filled in and the **AT Status** changes to **Active at the AT**. If the AT rejects the request, Odoo shows "The AT has not accepted the request" with its reason. With **Check at AT** you query the series state again, and the **State** becomes **Ready**.



- **Real Odoo 20 screenshot.** The company's series: those communicated, with their AT validation code, and one still awaiting its code.

> How it has been tested: communication with the AT by web service, of series and documents, is tested with simulated responses, built from the AT's official manuals and WSDL. With the real AT, the only recorded responses come from its test environment, dated 6 October 2026, and they are authentication errors: there is no record of any series or document communicated successfully. In the meantime, communicate the series on the Portal das Finanças and type into **AT Validation Code** the code it gives you.

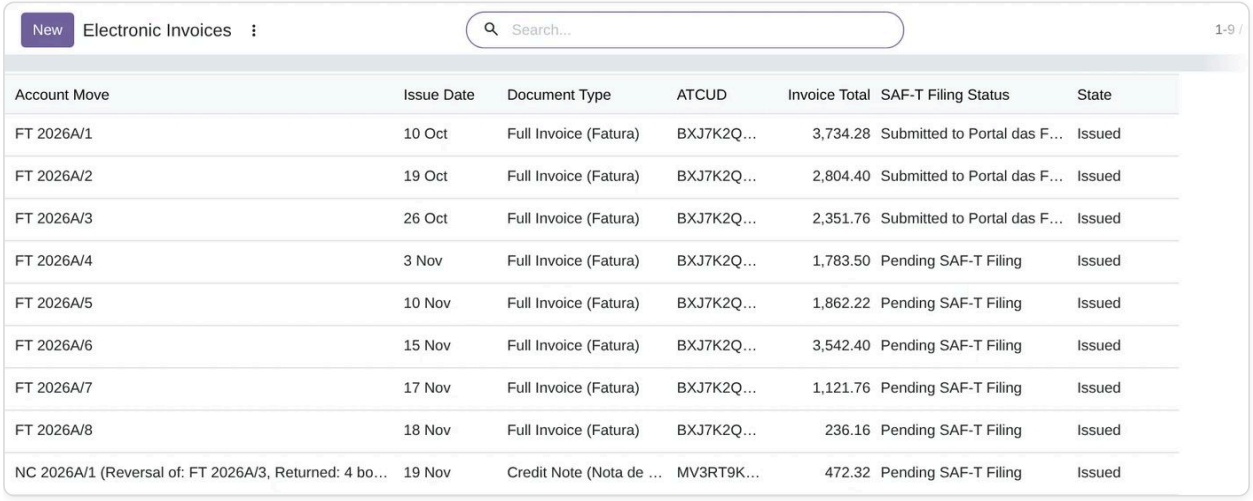
Afterwards, data does not go out through a scheduled task of the series: each operation with the AT is launched by hand from the buttons on the form. **Finalize at AT** is only visible with the series in **Active at the AT**. **Annul communication** is also only visible if the series has not yet produced any ATCUD. The AT's response is kept in **Last AT Answer**, and invoices with ATCUD are counted in **Invoices with ATCUD**. A communicated or already used series is not deleted: it is closed by unticking **Active**.



- **Real Odoo 20 screenshot.** The series list with their AT validation code and their state.

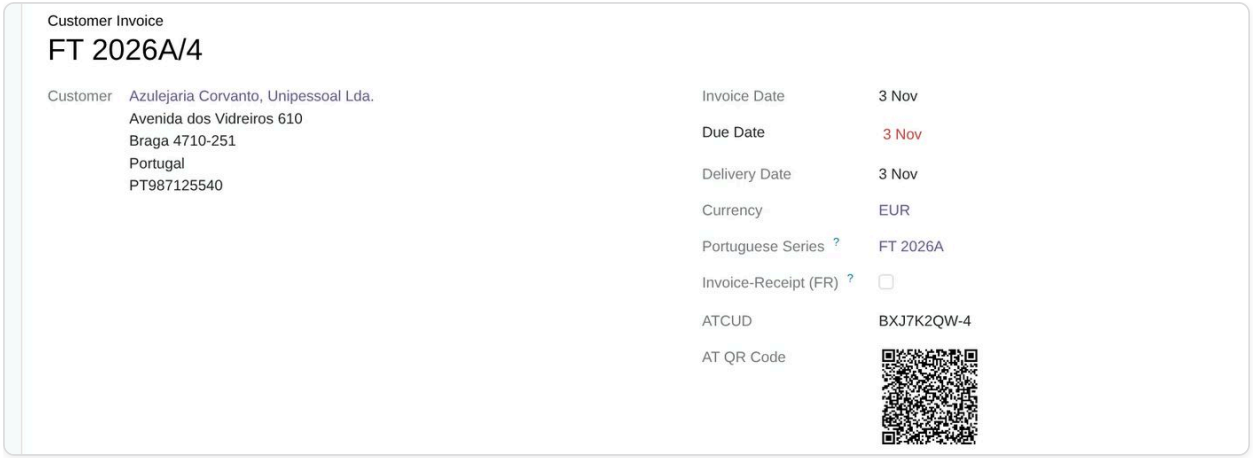
MODULE GUIDE · CIUS-PT & ATCUD

7 Electronic invoices e-Fatura in Odoo



- **Real Odoo 20 screenshot.** List of electronic documents with their ATCUD, total and state.

These documents are not created by hand: they are issued when the Odoo invoice is confirmed, with the type that corresponds to that invoice. You see them in **Invoicing › e-Fatura › Invoices**, which opens the **Electronic Invoices** list. When you confirm the invoice, Odoo asks FlexigoTech Cloud for its signature: without a signature, the document is not issued and the invoice stays in draft.



- **Real Odoo 20 screenshot.** Invoice FT 2026A/4, already confirmed: its **Portuguese Series**, the ATCUD and the **AT QR Code**.

Document buttons

Issue Invoice	Only appears with the document in **Draft**. It assigns the ATCUD from the series and the Odoo number, generates the QR code and locks the document.
Communicate to e-Fatura	Appears with the document in **Issued** as long as it has not been communicated. It asks for the e-Fatura sub-user and its password, for that submission only.
Verify audit chain	Hidden in **Draft**. It recalculates the hash chain of the document's audit entries.
View Audit Trail	Opens the audit entries of that document.

States

- **Draft**
- **Issued**
- **Submitted to AT**
- **Cancelled (via Credit/Debit Note)**

In the **Totals** tab you see the taxable base, the VAT amount and the total. In **QR Code** you see the code and its hash. In **Audit** you see the change trail of the document. The **e-Fatura webservice** group stores e-Fatura's response to the last submission.

The payment terms of each invoice are recorded in **Invoicing › e-Fatura › Payment Terms**. You can choose **Net 30 Days**, **Net 60 Days** or **2/10 Net 30 (early payment discount)**, with their due date.

> Once issued, the document is not modified or deleted: it is corrected with a credit or debit note. An already issued document is not issued again either.

The statuses, one by one

Draft	The document is not yet issued. It is the only status in which it can be issued.
Issued	It has its ATCUD and its QR code. It is immutable: only the SAF-T filing data, the certification number, the generated PDF notice and the e-Fatura response change.
Submitted to AT	The document has been communicated to the Tax Authority.

Cancelled (via Credit/Debit Note)	The document has been voided. It records who annulled it, when and why.

The status of the communication with e-Fatura

The field **e-Fatura Communication** shows the response to the last submission: **Communicated** or **Not accepted**. If it is empty, the document has not been sent via webservice and you communicate it with the month's SAF-T file. Next to it the response code, the response text and the date are stored. e-Fatura errors are not hidden: they are written into the document.

When it won't let you issue

- Before issuing, post the Odoo invoice: the ATCUD uses the number Odoo assigns to it. Otherwise you get "Post the Odoo invoice first: its ATCUD uses the number Odoo gives it.".
- The series needs the AT validation code. If it is missing, you get "Series ... has no AT validation code: type the code the AT gave for it in e-Fatura > Series.".
- The invoice must be numbered in its series. Otherwise a warning appears asking you to assign the next number of the series or to recreate the invoice.
- Each line needs exactly one VAT tax. A negative tax must be marked as a withholding.
- If a previous invoice in the series does not have its document issued and signed, or was issued without a signature, the series cannot continue: a new series must be communicated to the AT, added, and the previous one closed by unticking **Active**.
- If you want to export the CIUS-PT XML, the document must be issued and carry the commitment number of the public entity.

When it won't let you change or delete

Once the document is issued, any other change fails with the message "Invoice immutable; cannot modify ...". Trying to delete an issued document fails with "Cannot delete issued invoice; use credit/debit note for corrections", and the attempt is recorded in the audit trail. The signature is written only when the document is signed in FlexigoTech Cloud, and the annulment only with its **Annul** button, once.

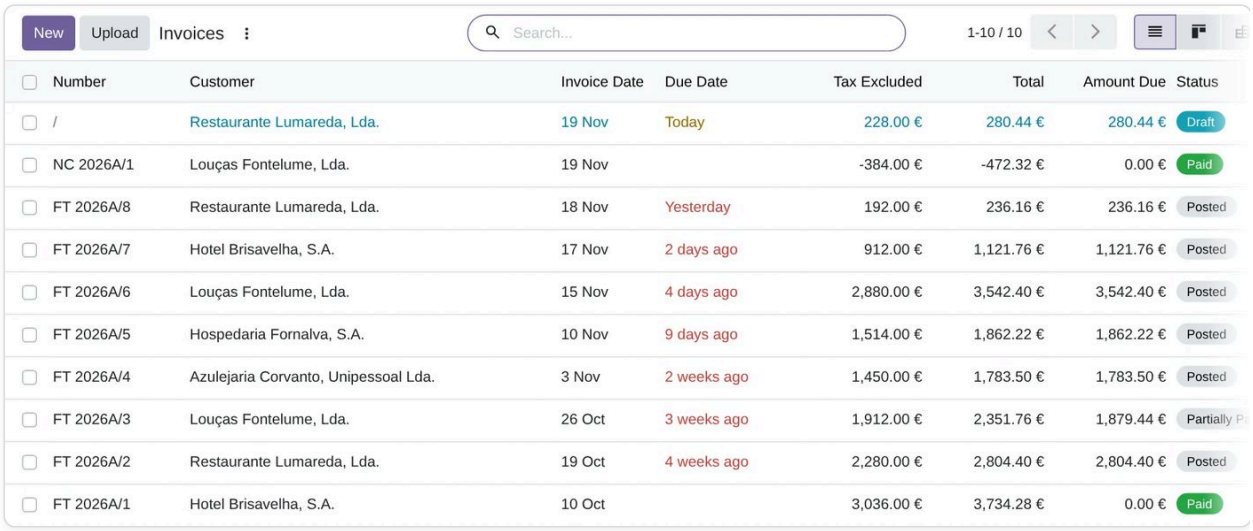
Fields and tabs of the record

ATCUD	Unique code of the document: the 8-digit validation code of the series plus the sequential number.
Document Type	Full invoice, simplified, invoice-receipt, debit note, credit note or transport document.
VAT Status	**Normal VAT**, **Reverse Charge** or **VAT Exempted**.
Immutable	Set on issue: the document can no longer be modified.
SAF-T Filing Status	**Pending SAF-T Filing**, **Submitted to Portal das Finanças**, **Confirmed by AT** or **SAF-T Filing Failed**.
Recipient NIF	Customer's NIF without country prefix; 999999990 is final consumer.
Customer as Invoiced	The customer as invoiced: name, NIF, country, address, city and postcode.
Issued at	Date and time of issue, part of what is signed.

End-to-end example

1 Confirm the invoice

You confirm a customer invoice from your Portuguese company, the first of the year in the 2026A invoice series. Odoo asks FlexigoTech Cloud for the signature and issues the document FT 2026A/1.



Number	Customer	Invoice Date	Due Date	Tax Excluded	Total	Amount Due	Status
/	Restaurante Lumareda, Lda.	19 Nov	Today	228.00 €	280.44 €	280.44 €	Draft
NC 2026A/1	Louças Fontelume, Lda.	19 Nov		-384.00 €	-472.32 €	0.00 €	Paid
FT 2026A/8	Restaurante Lumareda, Lda.	18 Nov	Yesterday	192.00 €	236.16 €	236.16 €	Posted
FT 2026A/7	Hotel Brisavelha, S.A.	17 Nov	2 days ago	912.00 €	1,121.76 €	1,121.76 €	Posted
FT 2026A/6	Louças Fontelume, Lda.	15 Nov	4 days ago	2,880.00 €	3,542.40 €	3,542.40 €	Posted
FT 2026A/5	Hospedaria Fornalva, S.A.	10 Nov	9 days ago	1,514.00 €	1,862.22 €	1,862.22 €	Posted
FT 2026A/4	Azulejaria Corvanto, Unipessoal Lda.	3 Nov	2 weeks ago	1,450.00 €	1,783.50 €	1,783.50 €	Posted
FT 2026A/3	Louças Fontelume, Lda.	26 Oct	3 weeks ago	1,912.00 €	2,351.76 €	1,879.44 €	Partially P
FT 2026A/2	Restaurante Lumareda, Lda.	19 Oct	4 weeks ago	2,280.00 €	2,804.40 €	2,804.40 €	Posted
FT 2026A/1	Hotel Brisavelha, S.A.	10 Oct		3,036.00 €	3,734.28 €	0.00 €	Paid

- **Real Odoo 20 screenshot.** Customer invoices in Odoo, with their number, customer, total and status.

2 Review the document

In **Electronic Invoices** the document appears with its ATCUD, its type, its total and the SAF-T filing status, which starts as pending.

3 Communicate it if needed

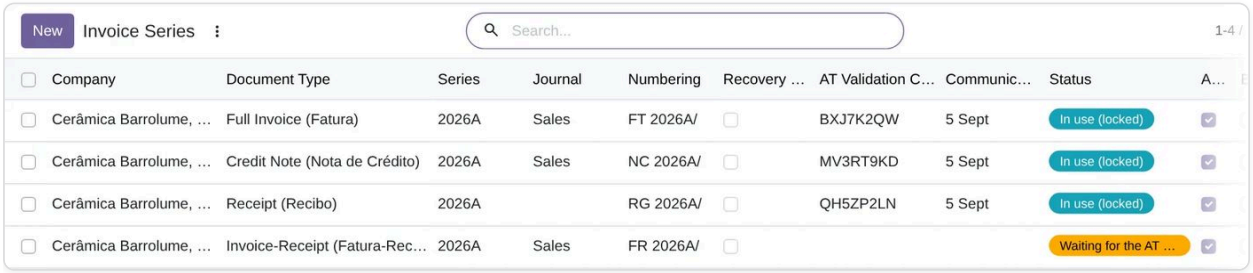
With the document in **Issued**, click **Communicate to e-Fatura** and enter the sub-user and its password. The response is stored in the **e-Fatura webservice** group. If you do not communicate it this way, it goes in the month's SAF-T.

4 Correct it if there is a mistake

The document is not edited: you create a credit note from the invoice with **Correct with a credit note**.

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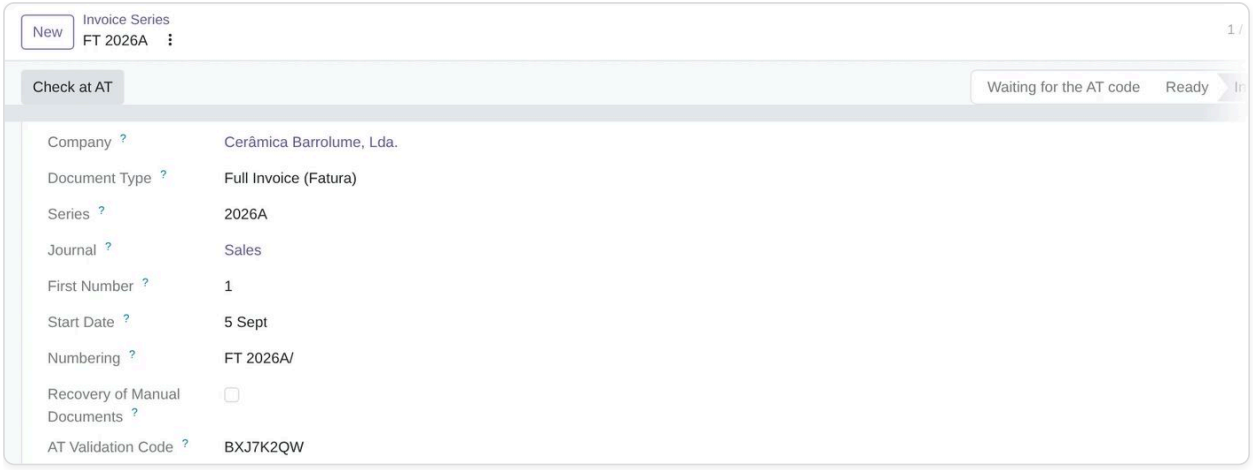
8 Series, numbering and ATCUD code



Company	Document Type	Series	Journal	Numbering	Recovery ...	AT Validation C...	Communic...	Status	A...
Cerâmica Barrolume, ...	Full Invoice (Fatura)	2026A	Sales	FT 2026A/		BXJ7K2QW	5 Sept	In use (locked)	
Cerâmica Barrolume, ...	Credit Note (Nota de Crédito)	2026A	Sales	NC 2026A/		MV3RT9KD	5 Sept	In use (locked)	
Cerâmica Barrolume, ...	Receipt (Recibo)	2026A		RG 2026A/		QH5ZP2LN	5 Sept	In use (locked)	
Cerâmica Barrolume, ...	Invoice-Receipt (Fatura-Rec...	2026A	Sales	FR 2026A/				Waiting for the AT ...	

- **Real Odoo 20 screenshot.** The company's series, each with its journal, its numbering and its AT validation code.

You create the series yourself in **Invoicing › e-Fatura › Configuration › Invoice Series**. The AT gives you the validation code when you communicate the series on the Portal das Finanças. You enter it in **AT Validation Code**, or the connector picks it up when you communicate the series from Odoo with **Communicate to AT**.



- **Real Odoo 20 screenshot.** The form of a series, with its numbering, the AT validation code and its status.

Record buttons

Communicate to AT	Opens the wizard to send the series to the AT. It is hidden if the series already has a validation code or if it is from an earlier version without an identifier.
Check at AT	Checks the status of the series at the AT. It is hidden while the series has no validation code.
Finalize at AT	Closes the series at the AT. It only shows if the series is **Active at the AT**.
Annul communication	Annuls a communication made by mistake. It only shows if the series is **Active at the AT** and has not yet produced any ATCUD.

States

The **State** field can be **Waiting for the AT code**, **Ready**, **In use (locked)** or **Without identifier (version 1.1): numbers nothing new**. **AT Status** shows the last thing the AT answered: **Not communicated from Odoo**, **Active at the AT**, **Finalized at the AT** or **Annulled at the AT**.

> A series communicated to the AT, or one that has already produced the ATCUD of any invoice, cannot be deleted: you close it by unticking **Active**.

Series states

STATE	WHAT IT MEANS
Waiting for the AT code	The series exists in Odoo but does not yet have an **AT Validation Code**.
Ready	It has the code and has not yet numbered any invoice.
In use (locked)	It has already produced the ATCUD of some invoice. Some fields can no longer be changed.
Without identifier (version 1.1): numbers nothing new	Series created with the previous version of the module, without a **Series**. It only serves the documents it has already numbered.

AT status

VALUE	WHAT IT MEANS
Not communicated from Odoo	No operation with the AT has been made from Odoo yet.
Active at the AT	The AT has the series open.
Finalized at the AT	The series was closed at the AT.
Annulled at the AT	The communication was annulled.

Record fields

Document Type	Full invoice, simplified invoice, invoice-receipt, debit note, credit note, transport document, receipt or cash VAT receipt.
Series	Identifier as you communicate it to the AT, for example 2026A. Documents are numbered "TYPE SERIES/number" (FT 2026A/1). It accepts letters, digits, ".", "_" and "-". It is locked once a document includes it.
Journal	A series numbers the documents of one sales journal.
First Number	The first one you communicated to the AT. It is 1 or more.
Start Date	No document in the series carries an earlier date.
Numbering	The "TYPE SERIES/" prefix. It fills in by itself.
Recovery of Manual Documents and **Recovers**	For re-entering documents issued by hand or lost when restoring a backup.
Software Certificate Number	Up to 4 digits. It is "0" while the program is not certified, and this module is not.
Communicated to the AT on	Date on which you communicated the series.

When Odoo stops you

- The validation code has 8 or more letters and digits. Otherwise you get "The AT validation code has 8 or more letters and digits (Portaria 195/2020, art. 3.º n.º 1): ...".
- The series has up to 35 letters, digits, ".", "_" or "-", with no spaces or "/".
- Once invoices have been numbered, neither the code nor the numbering can change. You get "The series ... ... already gave the ATCUD of ... invoices: its ... cannot change. For a new code or numbering, communicate a new series to the AT and create it here."
- A series locked by restoring a backup cannot be reopened. You close it and open another one, and the lost documents are re-entered into a series of type **Duplicates after restoring a backup (D)**.

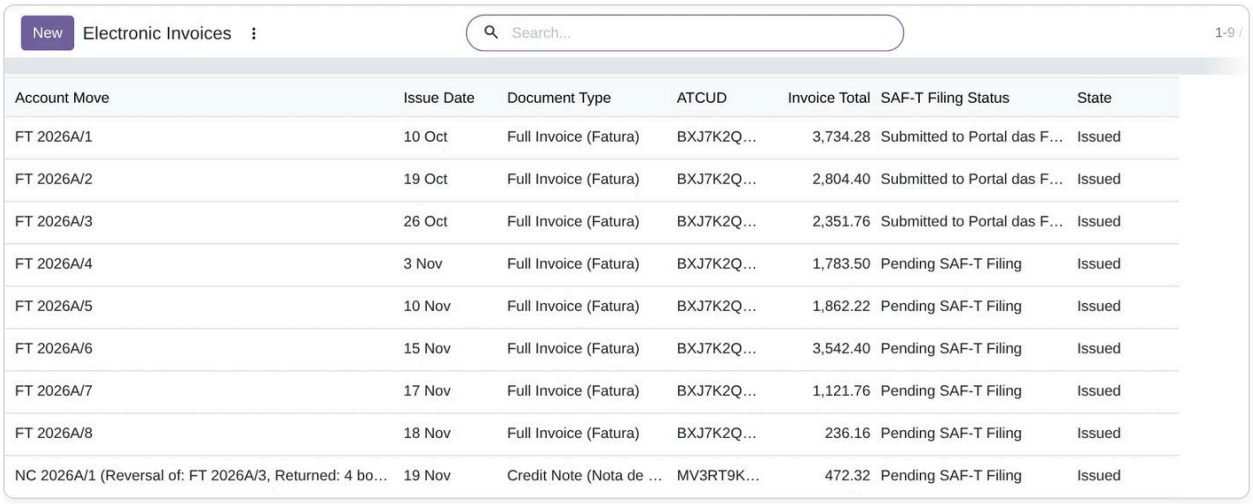
Communicating a series from Odoo

The wizard asks you for **Sub-user** and **Password**, which are used only in that call and are not stored. **Operation** offers communicate, check, finalize or annul. When finalizing, **Last number issued** set to 0 uses the highest number found in Odoo. To annul you must tick **No document was issued with this series**, because the AT only annuls a series communicated today or yesterday that has not been used. The response is stored in **AT Answer**. If the AT rejects the request, you get "The AT did not accept the request: ..." and nothing is saved.

Example

A company that issues full invoices and credit notes creates two series, for example 2026A of **Full Invoice (Fatura)** and 2026A of **Credit Note (Nota de Crédito)**, and communicates them to the AT. Each receives its validation code and numbers from its **First Number**. While a series has no code it is in **Waiting for the AT code**; once it has the code it moves to **Ready**, and with the first invoice carrying an ATCUD, to **In use (locked)**.

9 Communicating documents and annulling



Account Move	Issue Date	Document Type	ATCUD	Invoice Total	SAF-T Filing Status	State
FT 2026A/1	10 Oct	Full Invoice (Fatura)	BXJ7K2Q…	3,734.28	Submitted to Portal das F…	Issued
FT 2026A/2	19 Oct	Full Invoice (Fatura)	BXJ7K2Q…	2,804.40	Submitted to Portal das F…	Issued
FT 2026A/3	26 Oct	Full Invoice (Fatura)	BXJ7K2Q…	2,351.76	Submitted to Portal das F…	Issued
FT 2026A/4	3 Nov	Full Invoice (Fatura)	BXJ7K2Q…	1,783.50	Pending SAF-T Filing	Issued
FT 2026A/5	10 Nov	Full Invoice (Fatura)	BXJ7K2Q…	1,862.22	Pending SAF-T Filing	Issued
FT 2026A/6	15 Nov	Full Invoice (Fatura)	BXJ7K2Q…	3,542.40	Pending SAF-T Filing	Issued
FT 2026A/7	17 Nov	Full Invoice (Fatura)	BXJ7K2Q…	1,121.76	Pending SAF-T Filing	Issued
FT 2026A/8	18 Nov	Full Invoice (Fatura)	BXJ7K2Q…	236.16	Pending SAF-T Filing	Issued
NC 2026A/1 (Reversal of: FT 2026A/3, Returned: 4 bo…	19 Nov	Credit Note (Nota de …	MV3RT9K…	472.32	Pending SAF-T Filing	Issued

- **Real Odoo 20 screenshot.** List of electronic documents with their ATCUD, their state and the state of their submission to the SAF-T.

Nothing is communicated automatically: there is no scheduled task that sends documents. Each submission goes out when you open the **Communicate to e-Fatura** wizard on the documents you want to communicate and enter the sub-user and its password. The password is used only for that submission and is never stored. This communication has been tested with simulated responses; there is no record of a completed submission to the real AT.

The sending wizard

Documents	The documents to be communicated. They are filled in and cannot be changed.
Sub-user	The sub-user with the e-Fatura web service profile, in the format "<NIF>/<sub-user number>".
Password	That of the sub-user. Used only in this submission.
e-Fatura Answer	e-Fatura's response to the submission. Read-only.
Send to e-Fatura	Sends the documents.
Cancel	Closes the wizard without sending anything.

Annulling a document

1 Open the invoice

The **Annul** button only appears on posted documents that already have an ATCUD. It is visible to users with invoicing permissions.

2. **Enter the reason**
   It is mandatory and goes to the SAF-T, with 50 characters at most.

3. **Enter the sub-user and its password**
   These are needed only if the document was communicated to e-Fatura.

4. **Press Annul**
   The document keeps its number and its signature, and goes to the SAF-T as annulled.

> An annulled document cannot be corrected with a credit note. Nor can you annul a document that is already corrected by a credit or debit note, or one with a reconciled payment. If e-Fatura does not accept the annulment, the document is not annulled.

Which documents go into the submission

Only issued documents that have not yet been communicated are sent. If none of the selected ones meets that, you get the error "No selected document is issued and waiting to be communicated to e-Fatura.". If you click **Send to e-Fatura** without a sub-user or without a password, you get "Type the sub-user and its password.". The documents are sent when you save the wizard and the password lives only in memory.

Without the web service, the documents reach the AT with the month's SAF-T file, which you upload yourself on the e-Fatura portal. The deadline is day 5 of the month following the one in which they were issued (Decreto-Lei 198/2012, art. 3.º, n.º 2).

The annulment wizard

Document	The document being annulled. It is filled in, mandatory and cannot be changed.
Reason	Mandatory. If you leave it empty you get "Say why ... is annulled.".
Sub-user and **Password**	Used only if the document was communicated to e-Fatura. The password serves for this annulment and is not stored.
Annul	Annuls the document.
Cancel	Closes the wizard without annulling.

If the document was communicated and the sub-user or the password is missing, you get "... was communicated to e-Fatura: type the sub-user and its password to communicate its annulment.".

When it cannot be annulled

- Only a signed and posted Portuguese document can be annulled, and only once.
- It cannot be annulled while a credit or debit note is correcting it, not even partly. First annul that note.
- It cannot be annulled if it has a reconciled payment. First remove the payment.
- An invoice-receipt keeps its payment and cannot be undone; the payment is cancelled by annulling the invoice-receipt itself.

What happens when annulling

Annulment is done directly from posted, without going through draft. The document keeps its number and its signature. It goes to the SAF-T with the annulled state, the date, the reason and the user who annulled it. It leaves the accounting: its analytic entries are removed and its reconciliation with the invoice it corrects is undone. If the document was registered in e-Fatura via web service, the annulment is communicated first, and if e-Fatura does not accept it nothing is annulled.

A signed document is no longer modified

Once the ATCUD is set, the data read by the SAF-T, the signature, the QR code, the copies and the CIUS-PT XML cannot be changed, nor can the payment terms. You get "... already has its ATCUD: ... cannot change. Correct it with a credit note.". Nor does it go back to draft: "A Portuguese invoice with its ATCUD cannot go back to draft: correct it with a credit note.". A Portuguese document is posted only with its **Confirm** button, which checks it and signs it.

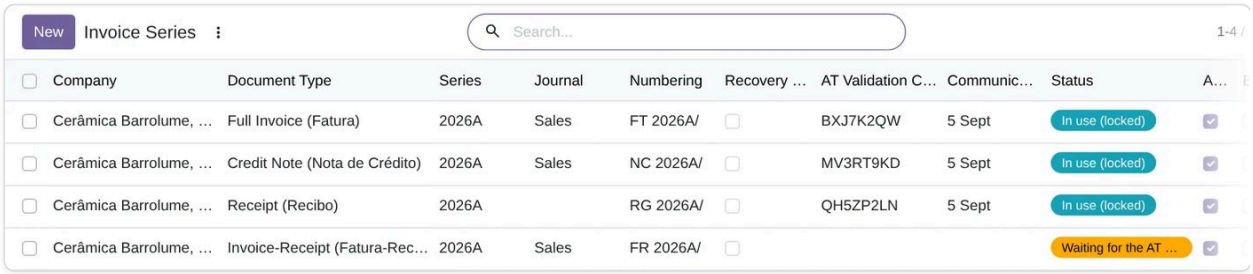
Correcting with a credit note

The credit note is created from the invoice with **Correct with a credit note** and must correct an issued document of the same company. It cannot exceed what is left to credit: "... has ... left to credit: this credit note is ....".

End-to-end example

1. **Check the series**

   In **Invoicing › e-Fatura › Configuration › Invoice Series**, the series for the document type has its **AT Validation Code**.



   - **Real Odoo 20 screenshot.** Series of a company, with their AT validation code.

2. **Review the documents**

   In **Invoicing › e-Fatura › Invoices** are the issued documents and their state.

3. **Communicate the pending ones**

   Open the **Communicate to e-Fatura** wizard, enter the sub-user and its password and press **Send to e-Fatura**. The answer appears in **e-Fatura Answer**.

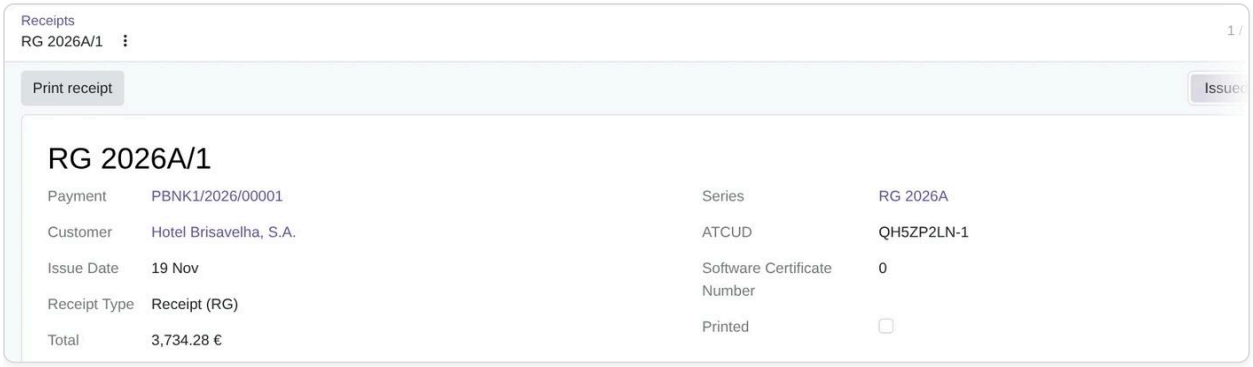
4. **Annul if needed**

   On the invoice, press **Annul**, enter the reason and, if the document was communicated, the sub-user and its password.

10 Receipts and payments

Each confirmed customer payment for Portuguese invoices issued with their ATCUD has its receipt. It is generated automatically when the payment is registered from the invoice, and also manually from the payment with the **Issue receipt** button. If something prevents issuing it, the reason is noted on the payment, which is registered anyway, and the **Issue receipt** button remains available.

The **Receipts** menu opens the list with all issued receipts.



- **Real Odoo 20 screenshot.** Receipt RG 2026A/1 for a customer payment, with its series, its ATCUD and the **Print receipt** button.

Issue receipt	It is on the payment form. It is visible on a received customer payment, already paid or reconciled, that does not yet have a receipt.
Print receipt	It is on the payment and on the receipt itself. On the payment it appears when the payment already has a receipt. The first PDF is the original and the following ones are marked "2.ª via".

States

Issued	The receipt is valid. It is the state it is born with.
Annulled	The receipt was annulled. The date is recorded in **Annulled on**, the **Reason for the Annulment** and who annulled it in **Annulled by**.

How to correct a receipt

1. **Set the payment back to draft**
   The receipt is annulled.
2. **Validate the payment again**
   A new receipt is issued.

> An issued receipt is not modified and is never deleted. To correct it, the payment must be set back to draft, and the receipt is annulled. A payment reconciled with invoices issued with ATCUD cannot be rejected: cancel it, which removes its reconciliation and annuls its receipt.

What a receipt documents

A receipt is a fiscally relevant document that the program does not sign. It carries its number, its ATCUD and its QR code, and when printed it shows the software certificate number. The detail of what is paid is fixed at the moment of issue.

Receipt type and series

Receipt (RG)	It is the normal receipt.
Cash VAT receipt (RC)	It is used when any of the documents it pays is under the cash VAT regime.

Each type is numbered in its own series, in the form "RG SERIES/number". The series must be set up in **Invoicing › e-Fatura › Configuration › Invoice Series** with the validation code given by the AT when communicating it. If it is missing, the receipt is not issued.

When it will not let you issue

- The payment already has a receipt.
- The payment is not confirmed, or is not a customer receipt.
- The payment does not pay any Portuguese invoice issued with its ATCUD: reconcile it with the invoices it pays and issue the receipt afterwards.
- The series has been used from a date earlier than today in its communication to the AT, and that date has not yet arrived.
- The series was in use when a database backup restoration was detected: it no longer numbers anything. Close it and add a new one.

What each receipt records

Receipt Number, **Issue Date**, **Total**	Identify the receipt and its amount.
Payment, **Customer**, **Company**, **Series**	Where the receipt comes from and who it corresponds to.
Receipt Type, **ATCUD**	Its type and its unique identifier.
Software Certificate Number, **State**, **Printed**	Certification data, the status of the receipt and whether it has already been printed.

What each receipt pays for

The receipt is calculated from the reconciliation of the payment with the invoices and credit notes. For each invoice and each VAT rate, it records the part paid excluding VAT and its VAT, in proportion to the share of the invoice that has been paid. If the payment has no reconciliation, it is allocated across the invoices of the payment in date order, up to what each one owes. Any withholdings on the documents it pays are included in the settled part.

Cancelling and deleting

Setting the payment back to draft or cancelling it annuls its receipt. You also cannot delete the payment of an issued invoice-receipt while it is still paid with it.

Example

A customer pays invoice FT 2026A/1 and you register the payment from the invoice. Odoo confirms the payment and issues the receipt in the receipts series, with its ATCUD and its QR code. If you get the amount wrong, you set the payment back to draft and the receipt is voided. When you validate it again, a new receipt is issued, with a different number.

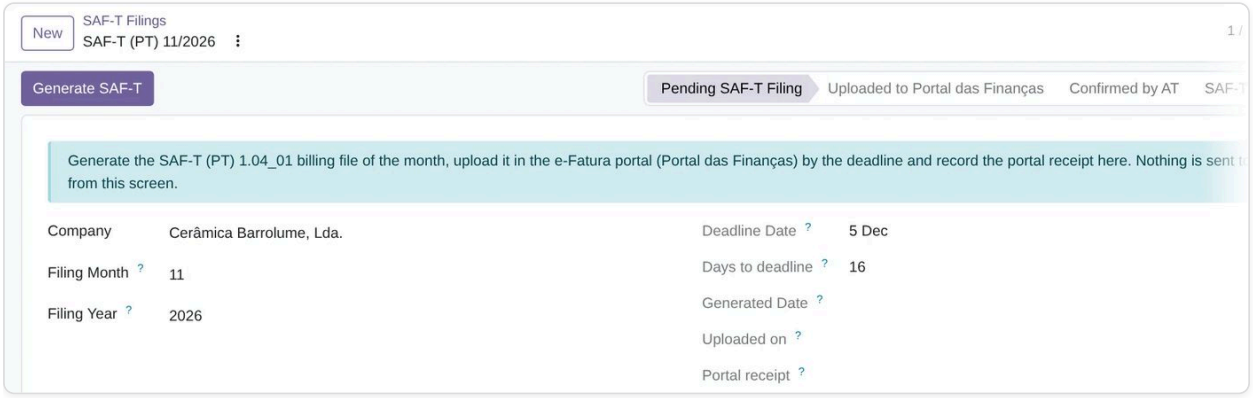
11 The monthly SAF-T (PT) file



- **Real Odoo 20 screenshot.** The list with one record per month for the company, with the deadline and the filing status.

Each record is one month of invoices for one company. You create them with the **Create missing months** button on the list: it generates one record for each month of this year up to today that does not yet have its own, for every active company. The module does not schedule any task for this process.

In the record, the month and year of filing are those of the invoices. The **Deadline Date** fills in by itself: day 5 of the following month, the deadline under Decreto-Lei 198/2012 (art. 3.º, n.º 2) for communicating invoices to the AT. **Days to deadline** turns negative once the deadline has passed.



- **Real Odoo 20 screenshot.** The record of a month not yet generated, with the button that generates the file and the deadline date.

Generate SAF-T	Builds the file for the month with the Portuguese invoices and their ATCUD, validates it against the official XSD and stores it in **SAF-T file**. It is only visible with the status **Pending SAF-T Filing** or **SAF-T Filing Failed**.
Download	Downloads the generated file. It is only visible when there is a file.
Record portal upload	Opens a wizard to record the receipt the portal gave you. It is only visible if there is a file and the status is **Pending SAF-T Filing** or **SAF-T Filing Failed**.

Statuses

STATUS	MEANING
Pending SAF-T Filing	The record is created and the file still needs to be generated or uploaded.
Uploaded to Portal das Finanças	You have recorded the upload with the portal receipt.
Confirmed by AT	The module never sets this: Odoo does not receive the AT's response to the file you upload.
SAF-T Filing Failed	The filing failed. You can generate the file again.

1. **Generate the file**
   Press **Generate SAF-T** on the month's record.

2. **Download it**
   Press **Download** and upload the file yourself on the e-Fatura portal.

3. **Record the receipt**
   Press **Record portal upload**, enter the **Portal receipt**, add **Portal notes** if you like and press **Record upload**.

> The connector does not send anything to the portal: you upload the file yourself and here you only record the receipt. The SAF-T is kept in euros, and the company currency must be EUR. The status and date fields are set with the buttons, not by hand.

What the file contains

The monthly file is built from the Portuguese invoices with their ATCUD and checked against the official XSD. If the validation package is not installed on the server, the record shows this in **XSD validation** with the value **Not validated: xmlschema is not installed**. If everything checks out, it shows **Valid against the official XSD**.

All statuses and what each one means

Pending SAF-T Filing	Initial status. You can generate and regenerate the file.
Uploaded to Portal das Finanças	The portal receipt has been recorded. You can no longer regenerate the file.
Confirmed by AT	With this status the upload cannot be recorded again: it shows "SAF-T already confirmed by AT".
SAF-T Filing Failed	Allows you to generate the file again and record the upload again.

Rules and conditions

Before generating	The integrity of the signed documents is checked. If anything differs, it is recorded in the audit trail and a warning is shown on screen, but the file is generated anyway.

Regenerating	Only with the state **Pending SAF-T Filing** or **SAF-T Filing Failed**. Otherwise you get "Cannot regenerate SAF-T; status is ...".
Month	It must be between 1 and 12: "The month must be between 1 and 12."
Currency	"The SAF-T (PT) is kept in euros: the company currency must be EUR."
Recording the upload	Without a file you get "Generate the SAF-T file first." and without a receipt, "Type the receipt the e-Fatura portal gave for the uploaded file."
Manual entry	The declaration fields are set with the buttons, not by hand: "... of a SAF-T filing are written by its buttons («Generate SAF-T», «Record portal upload»), not by hand."
Invoices without lines	An invoice without lines blocks the file: "... has no invoice lines for the SAF-T."

Invoices from module version 1.1

There are two cases that prevent the file from being generated. Invoices numbered by version 1.1 before a series had an identifier do not follow the pattern "TYPE SERIES/number" and cannot be included in the file. Their ATCUD is still valid. Invoices confirmed by 1.1 without an ATCUD cannot be included either: the AT does not allow adding the ATCUD to an invoice already issued. In that second case, the warning says to correct each one with a credit note, using the yellow warning button on the invoice.

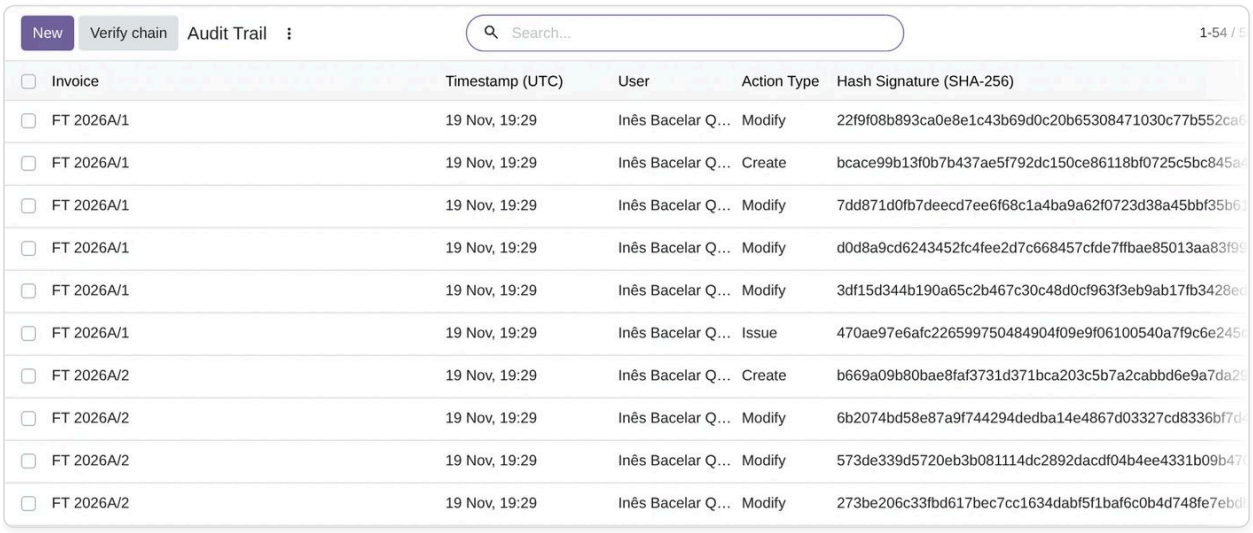
Record fields

Generated Date	When the file was generated.
Uploaded on	When the portal upload was recorded.
Portal receipt	The identifier the portal gave the uploaded file.
Portal notes	What the portal responded.
Invoice Count	Documents the file contains.
File Size (bytes)	The size of the generated file.
Retry Count	Number of times the file has been regenerated.
SAF-T file	The attached file.

An end-to-end example

The list has one record per month. You open October's record and press **Generate SAF-T**. Once the file is ready, you press **Download** and upload it yourself on the e-Fatura portal before 5 November. Then you press **Record portal upload**, enter the receipt the portal gave you and press **Record upload**. The status changes to **Uploaded to Portal das Finanças**.

12 Audit trail and integrity



- **Real Odoo 20 screenshot.** The audit trail list, with the timestamp, the user, the action type and the hash signature.

You find it under **Invoicing › e-Fatura › Reports › Audit Trail**. Each row is an action on an invoice. Each row is chained to the previous one through a SHA-256 hash signature, so any later change is detectable.

The module creates the entries by itself, whenever someone acts on an invoice. The scheduled task **e-Fatura: integrity check of the signed documents** reviews the signed documents every day and records in this trail any differences it finds.

Trail buttons

Verify chain	Checks the entries you see in the list, or the selected ones. Each invoice has its own chain. If it finds a tampered entry, it stops at the first one and shows an error warning of the tampering.
New	It appears in the list, but the entries are created by the module.

Columns you see

Invoice	The invoice that was acted on.
Timestamp (UTC)	When it happened.
User	Who did it.
Action Type	What happened.
Hash Signature (SHA-256)	The chain that detects tampering.

> The entries cannot be modified or deleted. If you try, Odoo answers "Audit trail is immutable and cannot be modified" or "Audit trail is immutable and cannot be deleted".

What each entry stores

Each entry records the invoice, the time in UTC, the user and the action type. It can also include the invoice's previous and subsequent status, in JSON format, where applicable. Each entry points to the previous one through its hash signature.

Action types

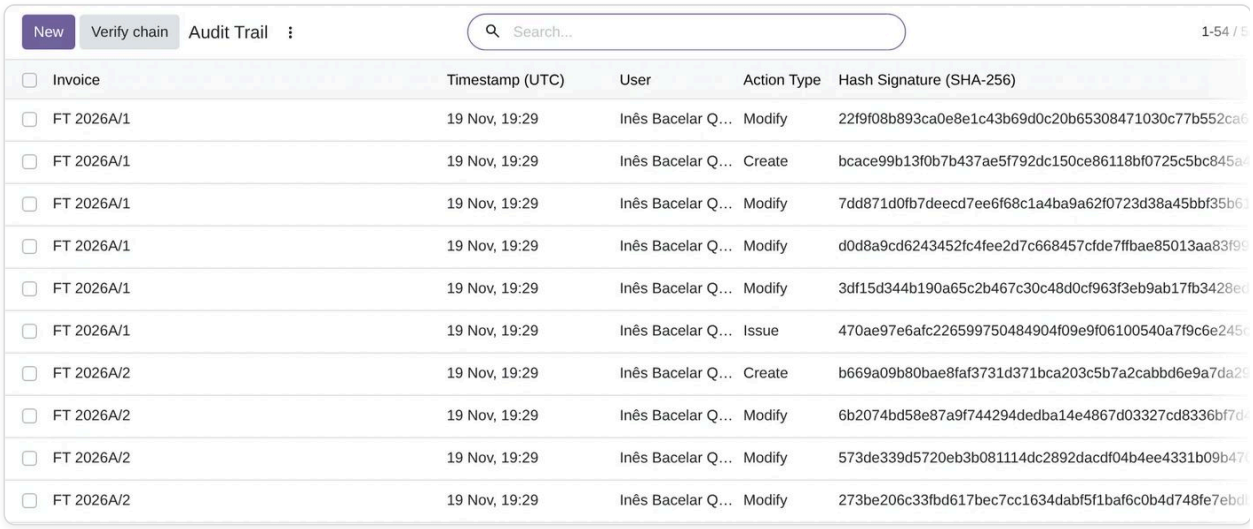
TYPE	MEANING
Create	The document was created.
Modify	Something in it was changed.
Issue	It was issued.
Transmit to AT	It was sent to the Autoridade Tributária.
SAF-T Filing	The SAF-T file was filed.
Cancel (Credit/Debit Note)	It was cancelled with a credit or debit note.
View	Someone looked at it.
Delete Attempt (Blocked)	Someone tried to delete it and it was not allowed.
Print Refused (Report Changed)	A print was refused because the report had been changed.
Integrity Check Difference	The check detected a difference.

Chain rules

- Entries are created one at a time. Each one calculates its signature from the signature of the previous entry and its own action.
- An entry cannot be modified or deleted. The module prevents this with an error.
- **Verify chain** checks each invoice separately and stops at the first one that has been tampered with.
- The user, timestamp and signature fields are read-only.

End-to-end example

1. **You issue an invoice**
   When you confirm it, the issue is recorded in the audit trail.



- **Real Odoo 20 screenshot.** The audit trail list.

2 **Open the audit trail**

Go to **Invoicing › e-Fatura › Reports › Audit Trail**. You see the time, the user, the type of action and the signature of each entry.

3 **Click Verify chain**

If nothing has been touched, the check finishes without error. If anything has been tampered with, Odoo stops at the first tampered entry and warns you with an error.

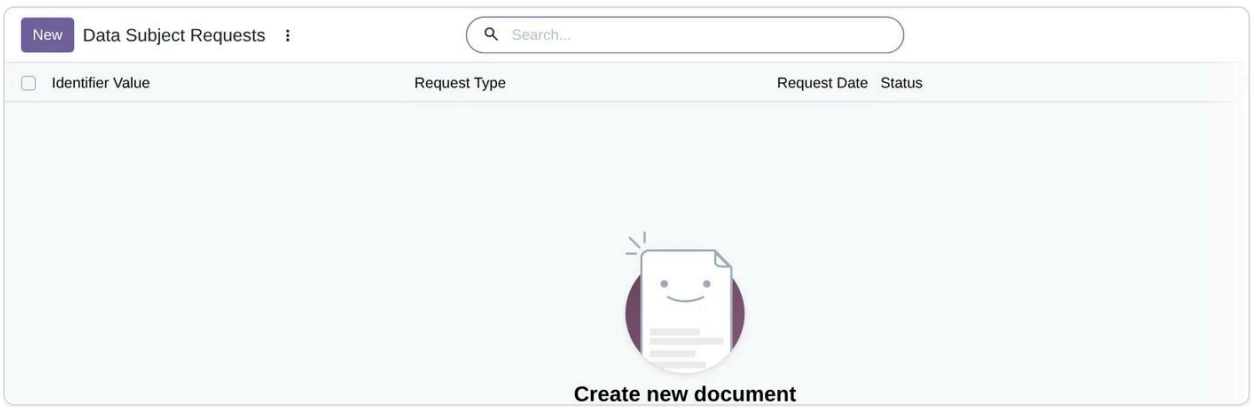
4 **Every day**

The scheduled task **e-Fatura: integrity check of the signed documents** checks the signed documents without you having to do anything.

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13 Data subject requests (GDPR)

They are in **Invoicing › e-Fatura › GDPR › Data Subject Requests**. Each request is entered by hand, with the company, the type of identifier (email, NIF or company name), its value and the request type. None arrives automatically from the platform.



- **Real Odoo 20 screenshot.** The data subject request list, still empty.

Record buttons

Verify Identity	Confirms the identity of the data subject. Visible with the request in **Pending**.
Assess	Checks whether tax retention applies. Visible with the request in **Identity Verified**.
Compile Response	Prepares the text of the response. Visible with the request in **Assessed**.
Deliver Response	Sends the response by email. Visible with the request in **Assessed**.
Archive	Archives the request. Visible with the request in **Responded**.

States

The request's **State** moves through: **Pending**, **Identity Verified**, **Assessed**, **Responded** and **Archived**.

Archived and deleted

The scheduled task **e-Fatura: delete data subject requests archived for 3 years** runs every day and deletes requests archived 3 years ago.

> You cannot delete a request that is not archived: Odoo answers "Cannot delete active DSAR request; must be archived first".

Request states

STATE	WHAT IT MEANS
Pending	The request is registered and it is still to be confirmed who is sending it.
Identity Verified	The identity has been confirmed with **Verify Identity**.
Assessed	It has been checked whether there is tax data to keep.
Responded	The response has already been delivered.
Archived	The request is closed and stored, awaiting deletion after 3 years.

Rules and conditions

- The steps are done in order. Each button only appears in the state it belongs to.
- If you repeat the verification on a request that is already verified, you get "DSAR already verified".
- If the customer does not exist, it says "Customer not found for ...=...", with the identifier type and value.
- If you try to assess before verifying, it says "DSAR must be verified first".
- If you try to compile or deliver the response before assessing, it says "DSAR must be assessed first".
- If you try to archive before responding, you get "DSAR must be responded first".
- The response is only delivered by email, because the module has no customer portal. Without an email address, it says "Not delivered: this module only delivers the response by email and this request has no email address. Send the response to the data subject yourself.".
- If the email cannot be sent, you get "Not delivered: the email to ... could not be sent (...)." and the request does not move to **Responded**.

Record fields

Request Type	**Data Access (Art. 15)** or **Data Erasure (Art. 17)**.
Identity Verified	Checkbox, off when the request is created.
Verified By	The administrator who verified it. Read-only.
Request Date	Defaults to today. Read-only.
Tax Retention Found	Indicates whether there is data in the SAF-T or the accounts. Read-only.
Erasure Granted	It can be deleted or must be kept for tax reasons. Read-only.
DSAR Response	The text of the response, which if the request is refused must cite art. 17(3)(c).
Response Date	When it was delivered. Read-only.
Delivery Method	**Email** or **Portal or by hand**. Read-only.
Archive Date	When it was archived, with the 3-year period counted from the response. Read-only.

An example from start to finish

1. **Record the request**
   You choose the identifier type **Email Address**, enter the data subject's email and the request type. The request is in **Pending**.

2. **Verify the identity**
   Click **Verify Identity**. It moves to **Identity Verified**.

3. **Assess**
   Click **Assess**. It moves to **Assessed**.

4. **Deliver the response**
   Click **Deliver Response**. If the email goes out, it moves to **Responded**.

5. **Archive**
   Click **Archive**. It moves to **Archived** and the daily task will delete it after 3 years.

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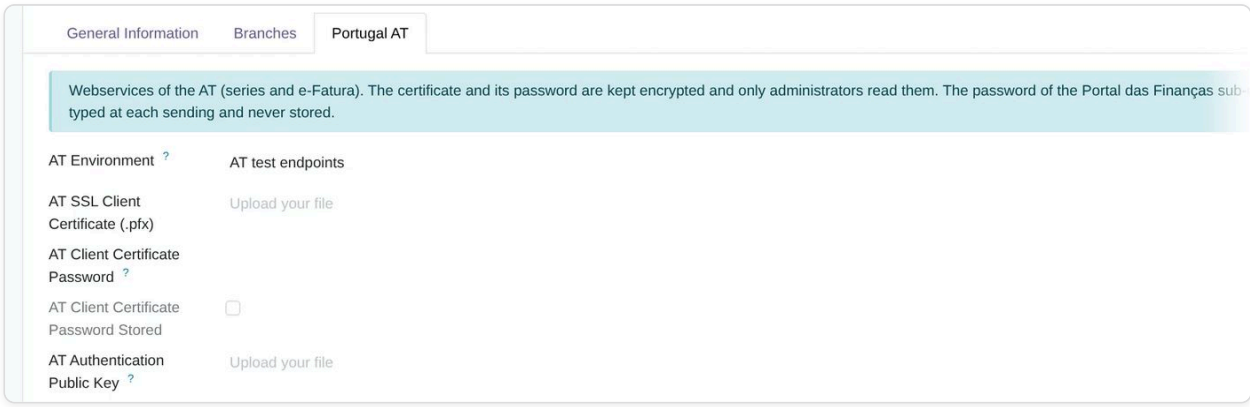
14 Company, customer, product and tax tax data

AT Environment	In the company settings, **Portugal AT** tab. It can be **AT test endpoints** or **AT production endpoints**. It is set to **AT test endpoints** and is mandatory.
AT SSL Client Certificate (.pfx)	This is where you upload the file the AT signs. Only system administrators can see it.
AT Client Certificate Password	You enter it on that tab and it is stored encrypted. If you leave it blank, the current one is kept. **AT Client Certificate Password Stored** shows whether one is already saved.
AT Authentication Public Key	Upload it on that tab. It accepts a .cer, PEM or DER file, or the public key from the Portal das Finanças.

SAF-T tax code	On the **Portugal (e-Fatura)** tab of the tax. Options: RED (reduced rate), INT (intermediate rate), NOR (normal rate), ISE (exempt) and OUT (other special VAT regimes).
Tax space	On the same tab of the tax. It defaults to PT. It accepts PT, PT-AC (Azores), PT-MA (Madeira) or a two-letter country code.
VAT exemption reason	On the same tab. Required when the rate is 0%.
Withholding tax (Portugal)	On the same tab. Options: IRS (personal income tax), IRC (corporate income tax) and IS (stamp duty).
Legal basis of the withholding	On the same tab. This is the legal provision for the withholding or, for stamp duty, the code of its item.

1 **Open the company settings**

Go to the **Portugal AT** tab.



- **Real Odoo 20 screenshot.** The company's **Portugal AT** tab, with the **AT Environment**, the customer certificate and the AT's public key.

2 **Choose the AT Environment**

Leave it on test while you are testing.

3 **Upload the certificate and the public key**

Upload the **AT SSL Client Certificate (.pfx)** and the **AT Authentication Public Key**.

4 **Enter the certificate password**

It is stored encrypted.

5 **Classify each VAT tax**

Open the tax, go to **Portugal (e-Fatura)** and fill in the SAF-T code and, if needed, the exemption reason.

> A customer with issued documents cannot change its NIF, unless it is empty or is the generic final consumer NIF. A customer with issued documents and no NIF cannot change its name until its NIF is filled in. A product with issued documents cannot change its name. A tax used on a signed document cannot be modified or deleted: it is archived. A user who has issued Portuguese documents is not deleted: it is archived.

What is checked when you save a tax

- The tax space must be PT, PT-AC, PT-MA or a two-letter country code.
- A withholding must be a negative percentage: Odoo deducts it from what the customer pays.
- A withholding needs its legal basis. For stamp duty, this is the code of its item.
- A 0% tax needs a VAT exemption reason, with an AT code from M01 to M99.
- A VAT tax without a SAF-T tax code gives an error: «The tax "..." has no SAF-T tax code: set it in the tax (Portugal e-Fatura section).»

When a tax becomes locked

A tax used in a signed document keeps its Portuguese fields, its rate, its type and its chargeability. If you try to change them, you get an error: "... is used in the signed document ...: ... cannot change, because the SAF-T, the signature and the printed copies of the documents already issued read them. Create a new tax for the next documents and archive this one." Entering the value it already has does not count as a change. The same applies to the tax's distribution lines and to the link between the tax and the lines of a signed document. Nor can it be deleted: "Archive it instead." Uninstalling the module is not blocked.

Contacts, products and users

- A customer with issued documents keeps their NIF. It can only be filled in if it is empty or is the generic 999999990. Otherwise you get an error: "... has Portuguese documents issued with its NIF: it cannot change."
- While that customer has no NIF, their name does not change either: "... has Portuguese documents issued without NIF: its name cannot change until its NIF is filled in."
- A product with issued documents keeps its name, which the SAF-T uses as the description: "... has Portuguese documents issued with its description: it cannot change."
- A user who has issued or annulled Portuguese documents is not deleted, because the SAF-T names it with a code that is never given to anyone else. It is archived.

Passwords in a Portuguese database

In a database with a Portuguese company, the administrator neither knows nor sets another user's password. If they try, you get an error: "In a Portuguese database the administrator neither knows nor sets the password of another user (Despacho 8632/2014, 3.1.1). Send the password reset instructions: the user sets it when entering." The password can never be left empty. A password given by another person is only the first one: the user changes it on entering.

AT certificate and key: what fails if something is missing

- Without a certificate: "Upload the SSL client certificate signed by the AT (.pfx) in the company settings (Portugal AT tab)."
- With a certificate that cannot be opened: "The AT client certificate cannot be opened: ..."
- Without a public key: "Upload the public key of the Portal das Finanças authentication system (sent by the AT on request) in the company settings."
- No sub-user or no password: "The AT sub-user and its password are required."

An end-to-end example

Before issuing anything, you open the 23% tax and set the SAF-T code NOR (normal rate) with tax space PT, and on a 0% tax you set ISE (exempt) and its exemption reason. If you are going to communicate from Odoo, in the company settings, on the **Portugal AT** tab, you leave the environment on test and upload the certificate, its password and the public key. Once documents have been issued to a customer, its NIF and the names of its products are fixed.

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15 The data that goes out and comes back

DATA	DIRECTION	WHEN
What is signed for each document: your company's NIF, the type, the number, the date, the recording time, the total and the signature of the previous document in its series	From Odoo to FlexigoTech Cloud	When confirming each document of a Portuguese company.
Document signature	From FlexigoTech Cloud to Odoo	At the same moment. Without a signature, the document is not issued.
Record of the signatures given to the database: document and signature	From FlexigoTech Cloud to Odoo	In the daily integrity check.
Issued document (registration in e-Fatura)	From Odoo to the AT (e-Fatura)	With **Communicate to e-Fatura** and then **Send to e-Fatura**. Documents go out in the order in which they were issued.
AT response to the document: status, code and message	From the AT to Odoo	At the end of each submission. It is stored on the document, errors included.
Annulment of a document already communicated via web service	From Odoo to the AT (e-Fatura)	With **Annul** on the invoice and then **Annul** in the wizard. If the AT does not respond with success, the document is not annulled.
Series: communication, check, finalisation and annulment	From Odoo to the AT	With **Communicate to AT**, **Check at AT**, **Finalize at AT** and **Annul communication** on the series, and then **Send to AT**.
Series validation code, which gives the ATCUD	From the AT to Odoo	When the series is communicated. It appears in **Invoicing › e-Fatura › Configuration › Invoice Series**.
Monthly SAF-T file	None: it does not leave Odoo	It is generated with **Generate SAF-T** and you upload it to the portal yourself. With **Record portal upload** you note the receipt.

The calls to the AT services are made by the connector, with a client certificate per company. The Portal das Finanças sub-user and its password are requested on each submission and are not stored. The signature of each document is written only by FlexigoTech Cloud. Without the FlexigoTech Cloud subscription or trial, the connector does not sign or issue documents.

> Your customers' data and invoice lines do not go to FlexigoTech Cloud. For each document, only the signed data goes: your company's NIF, the type, the number, the date, the recording time, the total and the signature of the previous document in its series.

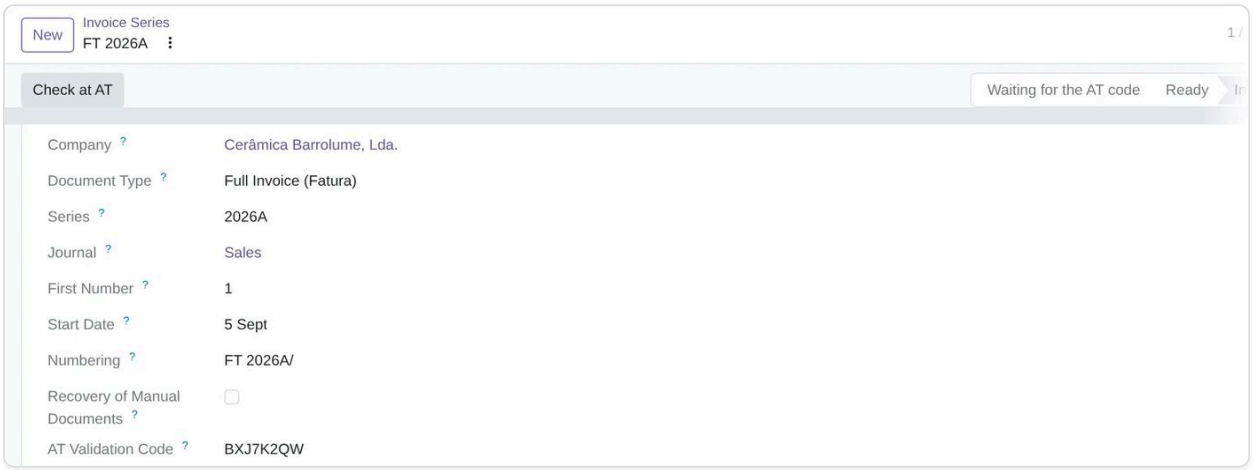
16 What happens automatically

TASK	FREQUENCY	WHAT IT DOES
e-Fatura: integrity check of the signed documents	Daily (active). It also runs when Odoo starts.	Checks the integrity of the signed documents of each company that signs. Every night, and when Odoo starts, all of them are reviewed.
e-Fatura: delete data subject requests archived for 3 years	Daily (active)	Permanently deletes data subject requests that have been archived for 3 years.

The frequencies are changed in **Settings › Technical › Automation › Scheduled Actions**, with developer mode enabled.

> No task communicates documents to e-Fatura. You start each submission yourself with **Communicate to e-Fatura** and type the sub-user password at that moment, because it is not stored anywhere.

17 The series options and their defaults



- **Real Odoo 20 screenshot.** Form of a series with the AT validation code.

OPTION	WHEN CREATED	WHAT IT DOES
Company	The company active at that moment	Company (NIF) the series belongs to. Required.

OPTION	WHEN CREATED	WHAT IT DOES
Document Type	Not selected	Type of the documents in the series: **Full Invoice (Fatura)**, **Simplified Invoice (Fatura Simplificada)**, **Invoice-Receipt (Fatura-Recibo)**, **Debit Note (Nota de Débito)**, **Credit Note (Nota de Crédito)**, **Transport Document (Guia de Transporte)**, **Receipt (Recibo)** or **Cash VAT Receipt (Recibo de IVA de caixa)**. Required.
Series	Empty	Series identifier as you communicate it to the AT, for example 2026A. Documents are numbered "TYPE SERIES/number" (FT 2026A/1). Accepts letters, digits, ".", "_" and "-", without spaces or "/".
Journal	Empty	Sales journal whose documents of this type the series numbers. One series corresponds to one journal.
First Number	1	Number of the first document, as communicated to the AT. It can be another number if the series continues from another programme.
Start Date	Empty	Date from which the series is used. No document in the series carries an earlier date.
Recovery of Manual Documents	Unticked	Tick this to record later any documents issued outside the programme.
Recovers	**Manual documents (M)**	Choose between **Manual documents (M)** and **Duplicates after restoring a backup (D)**.
AT Validation Code	Empty	Code the AT gave you when you communicated the series: 8 or more letters and digits.
Communicated to the AT on	Empty	Date on which you communicated the series to the AT.
Active	Ticked	Untick this to close a withdrawn series.

The view also shows **Numbering**, **Software Certificate Number**, **Blocked by a Restoration**, **AT Status**, **Last AT Answer**, **State** and **Invoices with ATCUD**, but these cannot be chosen: the module fills them in. Once an invoice has used the series, changing its type, its code or its numbering gives an error. The series communicated to the AT is not deleted: untick **Active** instead.

What is done by hand

TAB OR GROUP	BUTTONS
Series header, before it has a code	**Communicate to AT**: visible while the series has no validation code and is not in the state **Without identifier (version 1.1): numbers nothing new**.
Series header, with a code	**Check at AT**: visible when the series already has a validation code.
Series header, active at the AT	**Finalize at AT**: visible when the AT status is **Active at the AT**.
Series header, active and with no invoices	**Annul communication**: visible when the AT status is **Active at the AT** and the series has not given an ATCUD to any invoice.

The other series data is read-only and filled in by the module. **AT Status** stores the AT's last answer and starts at **Not communicated from Odoo**. **Last AT Answer** stores the text of that answer. **State** summarises the series:

Waiting for the AT code, **Ready**, **In use (locked)** or, for series from older versions, **Without identifier (version 1.1): numbers nothing new**. **Invoices with ATCUD** counts the invoices that have used the series.

Software Certificate Number comes with the value 0, which applies while the programme is not certified, and cannot be changed from the screen. **Numbering** shows the prefix "TYPE SERIES/" that is formed when the series is saved.

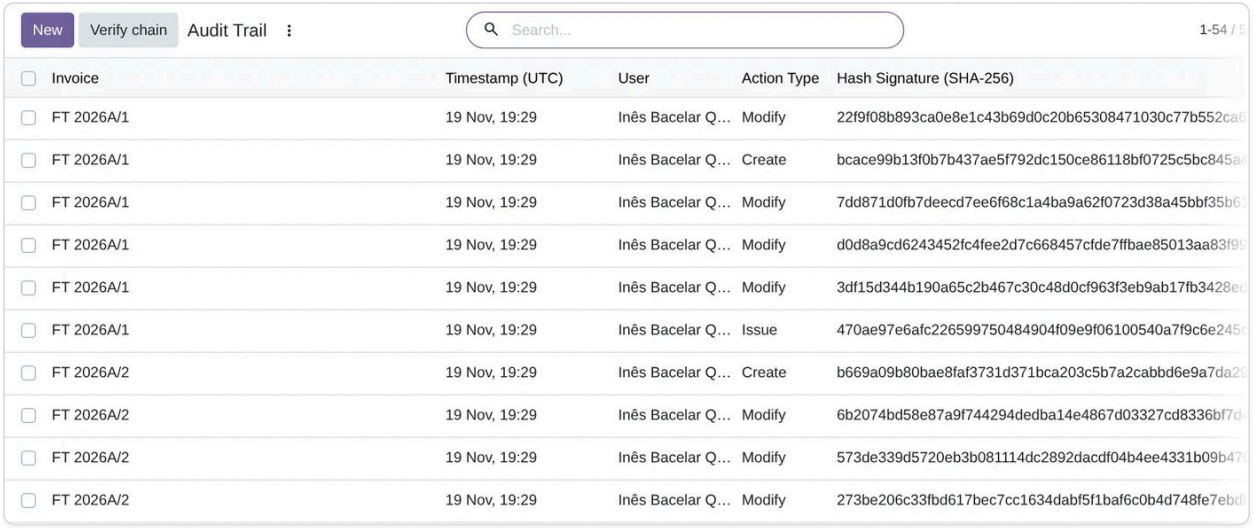
Blocked by a Restoration is ticked only when the module detects that a copy of the database was restored while the series was in use. That series no longer numbers anything and cannot be reopened: close it, open a new one, and enter into a recovery series the documents issued after the copy.

18 Security and personal data

- The client SSL certificate that the AT uses for signing, and its password, are stored encrypted in your database and can only be read by an administrator.
- If the server defines the environment variable FLEXIGO_EFATURA_SECRET_KEY, the encryption key is kept outside the database and a copy of the database does not reveal the secrets. If it does not, the key is generated once inside the database itself: this protects the secrets from the views, exports and logs, but not from a full copy of the database.
- The password of the Portal das Finanças sub-user is not stored anywhere. You enter it in the wizard of each submission or series communication, and it lives only in memory for the duration of that call.
- The connector does not send anything to e-Fatura on a schedule, because that would require storing that password. You launch each communication yourself.
- The FlexigoTech Cloud consent is accepted by a person in your company, who enters their email on the activation screen. The company name, that email, and the date and version of the accepted text are stored.
- Access to the module's data is granted through the group **Flexigo Portugal Efatura E Invoice Connector User**. To annul an invoice, correct it with a credit note or issue a receipt, the Odoo invoicing group is also required.
- In a database with a Portuguese company, no one writes another user's password, not even an administrator. The administrator sends the reset or invitation link and each user chooses their own password when signing in. A password given to someone by another person is only temporary: the sign-in page requires it to be changed before you can continue.
- FlexigoTech Cloud signs the documents of the Portuguese company with its own service, so the private key never travels in the module. If there is no signature, the invoice stays in draft. It also checks the official sources of the module every day and warns you when they change.
- Your customers' data and the invoice lines are not sent to FlexigoTech Cloud. To sign, it receives your company's NIF, the document type, the number, the date, the recording time, the total and the signature of the previous document in its series, and FlexigoTech Cloud keeps an audit trail of the signatures it issues.
- The scheduled task **e-Fatura: delete data subject requests archived for 3 years** runs every day and deletes the data subject requests that have been archived for three years.

Audit and integrity

The task **e-Fatura: integrity check of the signed documents** runs every day and also when Odoo starts. It verifies the chain of signed documents of each company that signs and compares it with the FlexigoTech Cloud record. Each discrepancy is noted in the audit trail and appears as an alert on screen.



- **Real Odoo 20 screenshot.** The audit trail of the invoices.

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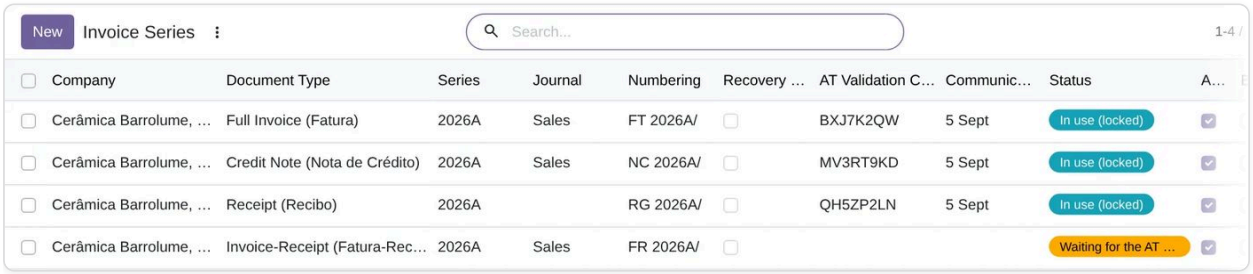
19 Several series and several companies

Each series belongs to one company and is configured separately: the document type, the series identifier, the journal, the first number, the AT validation code and whether it is active. A series only numbers the documents of its company and of its type. If they do not match, Odoo warns you with "The series ... cannot number a ... document of ...."

The AT access data, such as the client certificate and the Portal das Finanças public key, are stored on the **Portugal AT** tab of each company, not on the series. If any is missing, Odoo points it out when communicating.

There is no cap on series. The FlexigoTech Cloud cap is on NIFs: each subscription signs for a maximum number of Portuguese companies in the same database, and when you go past it Odoo warns you with "This database already signs for the most NIFs its subscription allows.". The Standard plan costs €29 a month and the Pro €58 a month, excluding VAT.

The SAF-T (PT) is kept in euros. If the company's currency is not EUR, Odoo shows the error "The SAF-T (PT) is kept in euros: the company currency must be EUR."



- **Real Odoo 20 screenshot.** The list of series, with the company, the document type, the numbering and the AT validation code of each one.

20 If something fails

Without a trial or subscription, or with FlexigoTech Cloud offline, the invoice is not issued	The signature is made by FlexigoTech Cloud. If it does not sign, the document is not issued and the invoice stays in draft. Check in **Settings**, in the FlexigoTech Cloud block, that the connection is active and that the trial or subscription is in force.
The AT client certificate is missing	You get the warning "Upload the SSL client certificate signed by the AT (.pfx) in the company settings (Portugal AT tab).". Upload it in the **Portugal AT** tab of the company.
The Portal das Finanças public key is missing	You get the warning "Upload the public key of the Portal das Finanças authentication system (sent by the AT on request) in the company settings.". Upload it in the **Portugal AT** tab of the company.
The sub-user or its password is missing	You get "The AT sub-user and its password are required.". Enter them in the **Communicate to e-Fatura** wizard; the password is used only for that submission and is not stored.
The series has no AT validation code	Open the series at **Invoicing › e-Fatura › Configuration › Invoice Series** and enter the code the AT gave you, or launch **Communicate to AT**.
You do not know what e-Fatura replied	The answer is written on the document, errors included. Open it at **Invoicing › e-Fatura › Invoices** and look at the group **e-Fatura webservice**. The history of each invoice is at **Invoicing › e-Fatura › Reports › Audit Trail**.
A copy of the database does not sign	The message "This database is a copy: it does not sign documents with the production key. Register it in FlexigoTech Cloud as a test database." appears. Registered that way, it signs with the test key, which is not valid before the AT.
Another database has the company's NIF	You get "The NIF of this company is registered by another database in FlexigoTech Cloud: write to support to move it to this one.". Write to us and we will move it to your database.
The subscription does not allow more NIFs	You get "This database already signs for the most NIFs its subscription allows.". Each Portuguese company that signs counts as one NIF.

If FlexigoTech Cloud does not sign, the document is not issued and the invoice remains in draft. When it is available again, confirm the invoice again. If you cannot wait, issue the document by hand and record it later in a recovery series of manual documents.

Other warnings you may see

"Post the Odoo invoice first: its ATCUD uses the number Odoo gives it."	Confirm the invoice before issuing the document.
"An invoice-receipt (FR) is paid when it is issued: choose the bank or cash journal of its payment."	Choose a bank or cash journal for the payment on the invoice.
"The series ... numbers the documents of the journal ..., not of ...: one series, one journal."	Use the series that corresponds to the journal of the invoice.

"A Portuguese invoice with its ATCUD cannot go back to draft: correct it with a credit note."	Do not set an invoice with an ATCUD back to draft: correct it with a credit note.
«The line "..." of ... needs exactly one VAT tax for the ATCUD documents.»	Leave a single VAT tax on that line.
"Only issued documents are exported to CIUS-PT."	Issue the document before exporting it.
"Generate the SAF-T file first."	Press **Generate SAF-T** on the monthly record before registering the submission.
"No selected document is issued and waiting to be communicated to e-Fatura."	Select documents in the **Issued** state that have not yet been communicated.

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21 Other ways to do it

OPTION	WHAT IT INVOLVES
An invoicing programme certified by the AT	This is what Decreto-Lei 28/2019 (art. 4.º) requires of those who are obliged. The AT publishes on its website the list of certified programmes.
The AT's own invoicing applications	Since 1 July 2025, Decreto-Lei 28/2019 (art. 4.º-A) allows invoicing with the applications provided by the AT itself, outside Odoo.
Odoo alone	In the code of Odoo 17, 18, 19 and 20, Community and Enterprise, the Portuguese modules (l10n_pt, l10n_pt_reports and l10n_pt_intrastat) carry neither ATCUD nor CIUS-PT (search of 16-11-2026).
This module	Adds to Odoo the menu **Invoicing › e-Fatura**, with the series, the signed documents, the receipts, the monthly SAF-T, the audit trail and the CIUS-PT XML. It requires the FlexigoTech Cloud subscription, with a 14-day trial and no card required. The AT has not certified it.

If you already invoice with another tool in Portugal, the numbering of a series can continue where that programme left it. A series that continues another programme's numbering starts from its first number, whereas Odoo, on its own, would start a new one at 1. This allows you to change tool without restarting the numbering. The series also stores the date from which it is used, as communicated to the AT, and the connector will not let you issue documents with an earlier date.

22 Plans and price

€9

License per Odoo version.

+ FlexigoTech Cloud

STANDARD

€29/month

or €290 a year

First response within 1 working day

PRO

€58/month

or €580 a year

First response within 4 working hours

Video call if needed

14-day trial, no card

Prices exclude VAT

The module licence is per Odoo version. FlexigoTech Cloud is paid monthly or yearly, and the 14-day trial does not ask for a card. Every purchase includes 2 months of support: we help you install it, set it up and get it working, by email and video call. While you're subscribed, support for the service stays included.

23 Frequently asked questions

Does it work without FlexigoTech Cloud?

No. Without the subscription or its 14-day trial, Odoo does not sign or issue the documents of a Portuguese company: the invoice stays in draft.

Is it certified by the AT?

No. Documents carry certificate number 0. Until the AT gives it a number, anyone required by Decreto-Lei 28/2019 (art. 4.º) to use a certified programme cannot invoice with this module.

How long does the trial last and is a card needed?

It lasts 14 days, free and without a card. If you do not subscribe when it ends, the service stops and nothing is charged.

Does the trial sign real documents?

Yes. During the free trial it signs and issues exactly as the paid subscription does. When it ends without payment it stops signing, but documents already issued remain valid and can still be printed and exported in the SAF-T.

How much does the subscription cost?

The Standard plan costs €29 a month or €290 a year, and the Pro plan €58 a month or €580 a year, always excluding VAT.

How many series or companies does each plan allow?

Series have no limit. Each subscription signs for a maximum number of NIFs, that is, Portuguese companies on the same base; Odoo warns you when you exceed it.

Does it work on Odoo Online?

No. Odoo Online does not allow installing third-party modules. You can use it on Odoo.sh or on your own server.

Which Odoo versions does it cover?

There is a published branch for each Odoo version, from 17 to 20.

Does it need Odoo Enterprise?

No. It depends only on Odoo Community modules (accounting, mail, products, units of measure and web) and on FlexigoTech Cloud.

How much does the module cost?

The module licence costs €9 per Odoo version on Odoo Apps. FlexigoTech Cloud is separate: €29 a month or €290 a year with Standard, and €58 a month or €580 a year with Pro, excluding VAT, with a 14-day trial and no card required.

What licence does it have?

The module is distributed under the OPL-1 licence.

What is a series?

The identifier used to number the documents of one type and one journal, for example 2026A. It is communicated to the AT, which gives it a validation code. You create it in **Invoicing › e-Fatura › Configuration › Invoice Series**.

How do I get a series' validation code?

The AT gives it to you when you communicate the series on the Portal das Finanças. You enter it on the series, or the connector picks it up if you communicate the series from Odoo with **Communicate to AT**.

Does the connector register me on the Portal das Finanças?

No. You need your company's access to the portal and, to communicate from Odoo, a sub-user with web service profile.

Is my Portal das Finanças password stored?

No. The sub-user and its password are requested on each submission and are not stored anywhere.

Has anything actually been communicated to the AT?

There is no record of it. Communication via web service has been tested with simulated responses, and the only recorded responses from the AT's test environment, dated 6 October 2026, are authentication errors. For now, communicate the series on the Portal das Finanças and upload the month's SAF-T on the e-Fatura portal.

How often are documents communicated to e-Fatura?

Never automatically. No scheduled task sends them: you trigger each submission yourself with **Communicate to e-Fatura**.

What if I don't use the web service?

The documents reach the AT with the month's SAF-T file, which you upload yourself on the portal by day 5 of the following month (Decreto-Lei 198/2012, art. 3.º, n.º 2).

When is the SAF-T generated?

You generate it yourself with **Generate SAF-T** on each month's record. **Create missing months** creates the records for this year up to today, and no scheduled task does it for you.

Does the connector send the SAF-T to the portal?

No. You download the file, upload it yourself on the portal and record the receipt here with **Record portal upload**.

What scheduled tasks does it include?

Two, active on installation and daily: the integrity check of signed documents and the deletion of data subject requests archived more than 3 years ago.

Can I change how often those tasks run?

Yes, in **Settings › Technical › Automation › Scheduled Actions**, with developer mode enabled.

Does it generate the ATCUD and the QR code?

Yes. When a document is issued, the ATCUD is assigned from the series and Odoo's number, and the QR code is generated.

Does it generate the CIUS-PT XML?

Yes, the XML for each issued document, in CIUS-PT 2.1.1 (UBL 2.1), for invoicing public administration. It asks for the commitment number given by the entity. The module does not send it or run it through the official validator.

Can I correct a document already issued?

It is not modified or deleted: it is corrected with a credit or debit note. A signed document keeps its ATCUD and does not revert to draft.

Can I annul a document?

Yes, with the **Annul** button on the invoice and a reason. If the document was communicated to e-Fatura, the annulment is communicated first and, if the AT does not accept it, nothing is annulled.

Does it issue receipts?

Yes. Each confirmed customer payment for Portuguese invoices with an ATCUD generates its receipt when the payment is registered, and you can also issue it with **Issue receipt**.

What about invoices issued before the connector was installed?

The module does not import historical data. The series stores its start date and does not allow issuing documents dated earlier.

If I already invoice with another programme, can I continue its numbering?

Yes. A series that continues another programme's numbering starts at its **First Number**, not at the 1 Odoo would use on its own.

Is there an audit trail?

Yes. Each action on an invoice is recorded in a SHA-256 signature chain that cannot be modified or deleted, and **Verify chain** detects tampering.

Does it cover GDPR?

It includes a list of data subject requests that you enter manually and that move through statuses until archived. Archived ones are deleted after 3 years.

Where is my data stored?

In your Odoo. Only the data that is signed goes to FlexigoTech Cloud, for each document: your company's NIF, the type, the number, the date, the recording time, the total and the signature of the previous document in its series. The client certificate and its password are stored encrypted in your database.

Does it work on test or pre-production databases?

A copy does not sign with the production key. If you register it in FlexigoTech Cloud as a test database, it signs with the test key, which is not valid before the AT. Test databases do not pay a subscription.

What currency does the SAF-T require?

The SAF-T is kept in euros: the company currency must be EUR.

24 Glossary

AT	The Autoridade Tributária e Aduaneira, Portugal's tax administration. Series and documents are communicated to it.
e-Fatura	The AT system that receives invoice data, via web service, with the SAF-T file or through its portal.
Portal das Finanças	The AT portal where series are communicated and the SAF-T is uploaded. Each series' validation code is obtained there.
Series	The identifier used to number the documents of one type, for example 2026A. It is communicated to the AT, and documents are numbered "TYPE SERIES/number".
AT Validation Code	A code of 8 or more letters and digits that the AT assigns to each series when it is communicated.
ATCUD	The unique document code: the series' validation code, a hyphen and the document number.
QR code	A code printed on the document with the fields set by the AT (Portaria 195/2020). As the programme is not certified, its certificate number is 0.
Signature	The one FlexigoTech Cloud gives each document when it is issued, chained to the previous document in its series.
CIUS-PT	The Portuguese electronic invoice specification for public administration, based on the European standard EN 16931. It is published by eSPap (Portaria 289/2019).
SAF-T (PT)	Standardised file with the invoicing documents. The month's file is uploaded to the e-Fatura portal by day 5 of the following month.
Sub-user	Portal das Finanças user with web service profile. It is entered with its password on each submission and is not stored.
Client certificate	A .pfx file signed by the AT, uploaded in the company's **Portugal AT** tab to communicate via web service. It is stored encrypted.
Issued document	A document with its ATCUD, signature and QR code. It is no longer modified or deleted: it is corrected with a credit or debit note.
Credit note	A document used to correct an issued invoice. It is created from the invoice with **Correct with a credit note**.
Receipt	A document issued when payment is registered for Portuguese invoices issued with their ATCUD.
Audit trail	A list of actions on invoices, chained by a SHA-256 hash signature. It cannot be modified or deleted.
Data subject request	A request to access or delete personal data (GDPR). It is entered manually and moves through statuses until archived.
FlexigoTech Cloud	FlexigoTech's online service that signs documents and monitors the module's official sources. Without its trial or subscription, Odoo does not issue documents.

25 Checklist and contact

- [ ] You have checked whether Decreto-Lei 28/2019 (art. 4.º) requires you to invoice with an AT-certified programme, which this module is not.
- [ ] You have access to the AT's Portal das Finanças with your company's NIF.
- [ ] Your Odoo is version 17, 18, 19 or 20 and is not Odoo Online, which does not allow installing third-party modules.
- [ ] You have installed the module and the **Invoicing › e-Fatura** menu appears.
- [ ] In **Settings** you have activated the FlexigoTech Cloud trial: 14 days without a card.
- [ ] In **Invoicing › e-Fatura › Configuration › Invoice Series** you have created one series per document type and journal, and it has its **AT Validation Code**.
- [ ] You have checked the SAF-T code on each VAT tax and, if needed, the exemption reason.
- [ ] You have issued a test invoice and its document appears under **Electronic Invoices** with its ATCUD.
- [ ] If you are going to communicate from Odoo: on the **Portugal AT** tab of the company, you have uploaded the certificate and the public key, entered the certificate password, and left the **AT Environment** set to testing while you test.

Every purchase includes 2 months of support: we help you install it, set it up and get it working, by email and video call. If you would like us to set it up with you, get in touch.

Email

To install it, set it up or for any question.
comercial@flexigotech.com

On the web

The module page, with the guide and the prices.
flexigotech.com/en/portugal-efatura-e-invoice-connector.html

On Odoo Apps

The module page on the Odoo store.
apps.odoo.com

CIUS-PT & ATCUD is a FlexigoTech module for Odoo. FlexigoTech is a brand of Flexibles y Accesorios Gobe, S.L. (Barcelona, Spain).