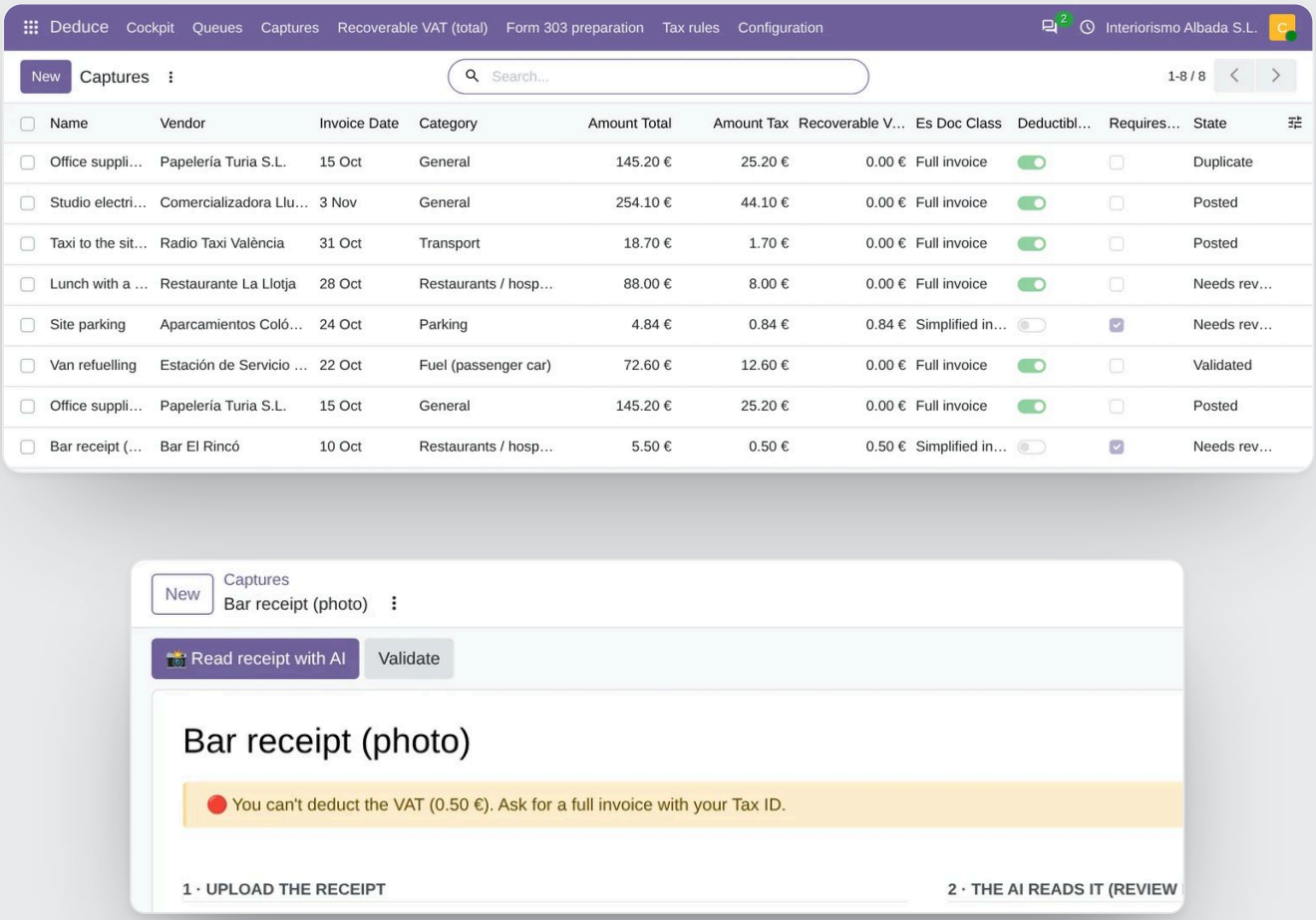
MODULE GUIDE · ACCOUNTING AND EXPENSES

# Deduce for Odoo

Take a photo of the receipt or forward the invoice. The AI reads it, tells you how much VAT you can deduct and gets it ready to post.

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




**Real Odoo 20 screenshot.** The list of captures and a read receipt, with the warning about the VAT you can't deduct.

# Contents

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 20.0.1.9.6 of the module (Odoo branch 20.0, commit 8f829775a). Everything in it comes from its published code, the platform's official documentation or real screenshots.

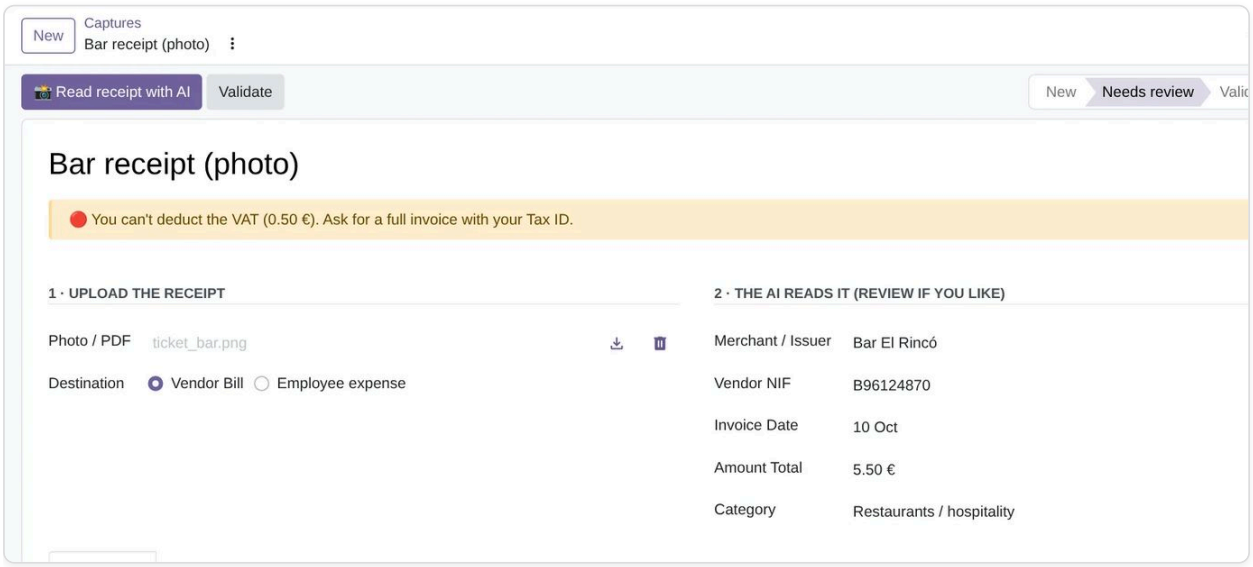
The screenshots come from a test Odoo 20 database, with a made-up company and data and no real connection to FlexigoTech Cloud. The module also has a version for Odoo 17, 18 and 19.

# 1 Who it is for and what it solves

> The module requires a FlexigoTech Cloud subscription, with a 14-day trial and no card needed. Without the trial or the subscription, the AI does not read the documents.

Without the module, someone has to open each document, type in the supplier, date and amounts, decide whether the VAT is deductible and record it in Odoo. Before the quarter ends, you have to review everything to see what is missing.

With the module, you upload the photo, PDF or email, the AI reads the data and Odoo tells you whether the VAT is deductible. Afterwards it checks, by client and quarter, whether the 303 form is ready.




- **Real Odoo 20 screenshot.** A read bar receipt, with the warning that the VAT is not deductible.




- **Real Odoo 20 screenshot.** The **Advisory cockpit** of a client, with VAT at risk and documents to review.

## What changes day to day

- You upload the document and the AI fills in the supplier, date and amounts.
- Each capture shows whether the VAT is deductible and at what percentage.
- The queues gather the VAT at risk, the duplicates and what is validated but not posted.
- The **Form 303 preparation** summarises, by client and quarter, the deductible VAT and what is pending review.
- A scheduled task processes new captures every 10 minutes.

### What it does not do

- It does not file anything with Hacienda: it helps you review the VAT and prepare the 303 form.
- It does not read documents without the FlexigoTech Cloud subscription.

MODULE GUIDE · DEDUCE

## 2 The module in figures

**17, 18, 19 and 20**
Odoo versions

**14**
days of trial, no card needed

**12**
own menus

**1**
scheduled task

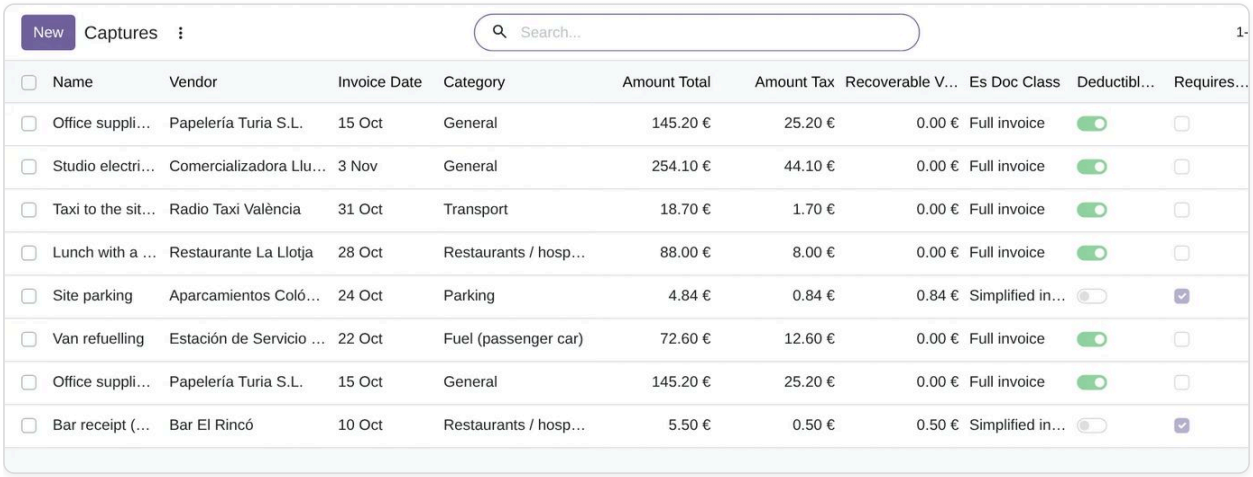
**4,854**
lines of code in Odoo Apps (20.0)

**165**
automated tests

The module is published for Odoo 17, 18, 19 and 20 and works on Community and Enterprise: it depends on Invoicing and Expenses, which are in both editions, and on the connection to FlexigoTech Cloud. Its 165 automated tests read the documents with the FlexigoTech Cloud AI simulated.

MODULE GUIDE · DEDUCE

## 3 Where you see it in your Odoo




| Name | Vendor | Invoice Date | Category | Amount Total | Amount Tax | Recoverable V… | Es Doc Class | Deductibl… | Requires… |
|---|---|---|---|---|---|---|---|---|---|
| Office suppli… | Papelería Turia S.L. | 15 Oct | General | 145.20 € | 25.20 € | 0.00 € | Full invoice | | |
| Studio electri… | Comercializadora Llu… | 3 Nov | General | 254.10 € | 44.10 € | 0.00 € | Full invoice | | |
| Taxi to the sit… | Radio Taxi València | 31 Oct | Transport | 18.70 € | 1.70 € | 0.00 € | Full invoice | | |
| Lunch with a … | Restaurante La Llotja | 28 Oct | Restaurants / hosp… | 88.00 € | 8.00 € | 0.00 € | Full invoice | | |
| Site parking | Aparcamientos Coló… | 24 Oct | Parking | 4.84 € | 0.84 € | 0.84 € | Simplified in… | | |
| Van refuelling | Estación de Servicio … | 22 Oct | Fuel (passenger car) | 72.60 € | 12.60 € | 0.00 € | Full invoice | | |
| Office suppli… | Papelería Turia S.L. | 15 Oct | General | 145.20 € | 25.20 € | 0.00 € | Full invoice | | |
| Bar receipt (… | Bar El Rincó | 10 Oct | Restaurants / hosp… | 5.50 € | 0.50 € | 0.50 € | Simplified in… | | |

- **Real Odoo 20 screenshot.** The **Captures** list, with supplier, amounts, recoverable VAT and status.

| | |
|---|---|
| **Deduce › Captures** | The list of uploaded and read documents. |
| **Deduce › Queues** | **VAT at risk (not requested)**, **Full invoice requested**, **Validated, not posted** and **Duplicates / errors**. |
| **Deduce › Cockpit** | The **Advisory cockpit**, with one row per client. |

| | |
|---|---|
| **Deduce › Form 303 preparation** | The **Form 303 preparation** list, by client and quarter. |
| **Deduce › Recoverable VAT (total)** | The **Report: recoverable VAT**. |
| **Deduce › Tax rules** | The **Deductibility rules**. Only administrators can see them. |
| **Deduce › Configuration** | The **Deduce Settings**. Only administrators can see them. |

Outside its own app, the module adds to the vendor bill and the employee expense a link to the capture they come from. It depends on Invoicing and Expenses, and the AI reading runs on FlexigoTech Cloud.

MODULE GUIDE · DEDUCE

# 4 What you need before starting

- Odoo 17, 18, 19 or 20, on Odoo.sh or on your own server. It does not work on Odoo Online, which does not allow installing third-party modules.
- Invoicing and Expenses, the Odoo apps the module depends on. If you do not have them, Odoo installs them along with it.
- The connection to FlexigoTech Cloud (`flexigotech_cloud`), which is installed together with Deduce.
- An administrator user: only administrators can see the **Deduce › Configuration** and **Deduce › Tax rules** menus.
- The FlexigoTech Cloud subscription, or its 14-day trial with no card needed. It is the AI hosted on FlexigoTech Cloud that reads each document.

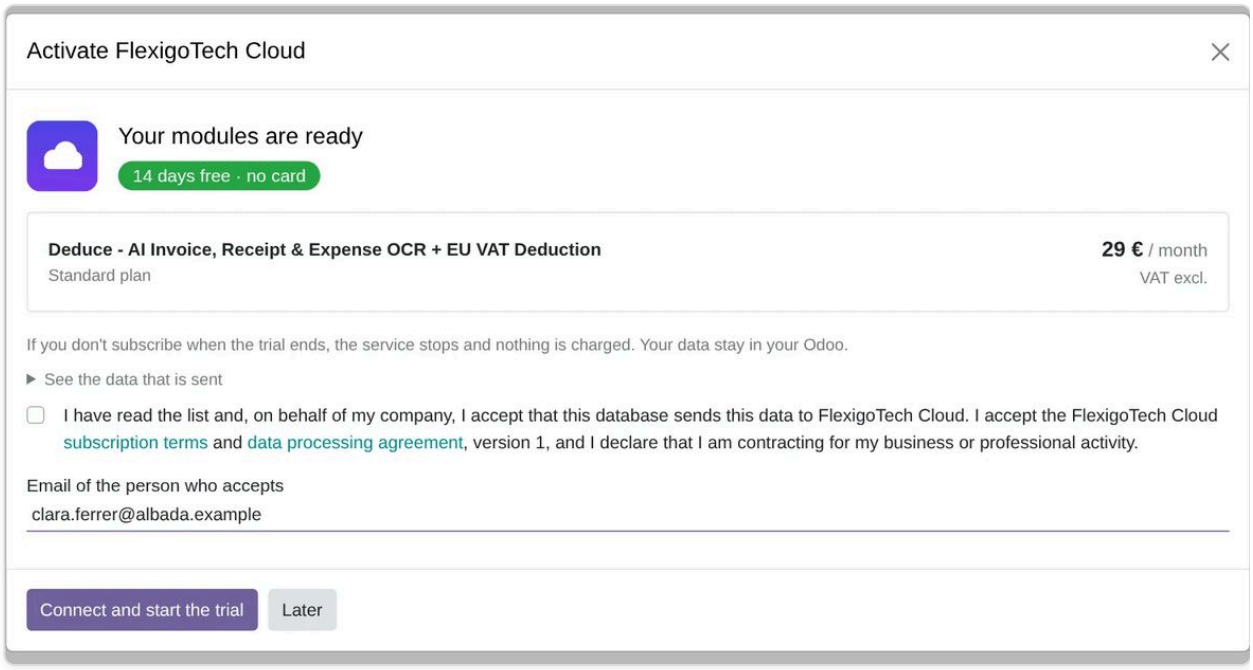
> The module does not file anything with Hacienda. It helps you review the VAT on each document and prepare the 303 form by client and quarter, but the final decision on which VAT you deduct and what you file is yours or your adviser's.

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 and Expenses.

MODULE GUIDE · DEDUCE

# 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 needed.




- **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**

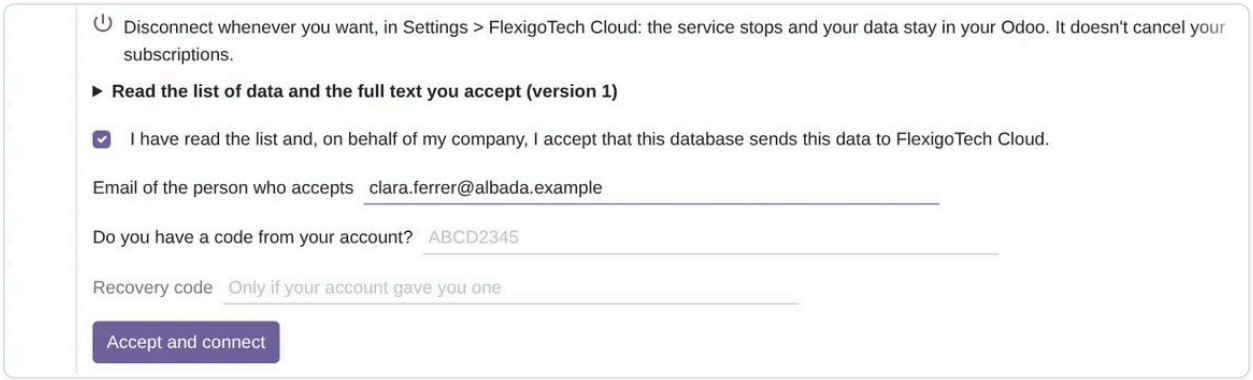
Tick «I have read the list and, on behalf of my company…» (it includes the subscription terms and the data processing agreement) and enter the **Email of the person who accepts**.

3 **Press Connect and start the trial**

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

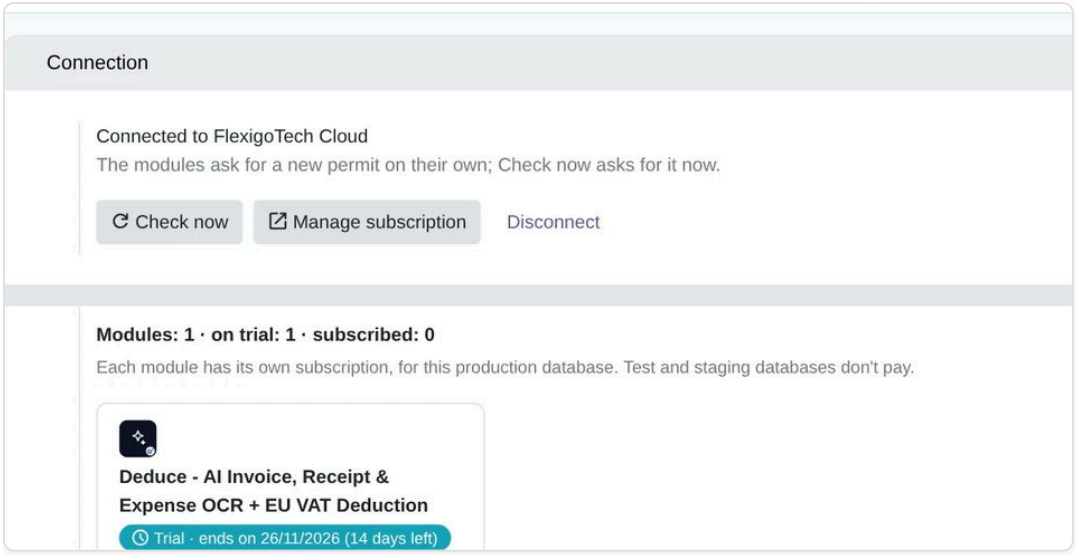
## The same, from Settings

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 ticked box, the email and **Accept and connect**.

With the database connected, the **Modules** block shows each module with its status: **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 module in 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 the 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.»

MODULE GUIDE · DEDUCE

# 6 Getting it running step by step

### 1 Open the Deduce settings

Go to **Deduce › Configuration**. The **Deduce Settings** screen opens, with the **Inteligencia artificial** block.




- **Real Odoo 20 screenshot.** The Deduce settings, with the **Inteligencia artificial** block and the **AI engine**.

### 2 Choose the FlexigoTech Cloud AI engine

In **AI engine** choose the FlexigoTech Cloud AI option. With it, the text and photo of each document are read by the AI hosted on FlexigoTech Cloud, with no key needed.

### 3 Review the options

**Read the photo on upload** is on by default: when you attach a photo or PDF, the AI reads it by itself, without pressing any button. **Auto-validation** works like this: with 0 everything is always reviewed, and with 0.9, for example, only clean, high-confidence captures are approved automatically, and doubtful ones stay in the queue for you to review.

4 **Save the settings**

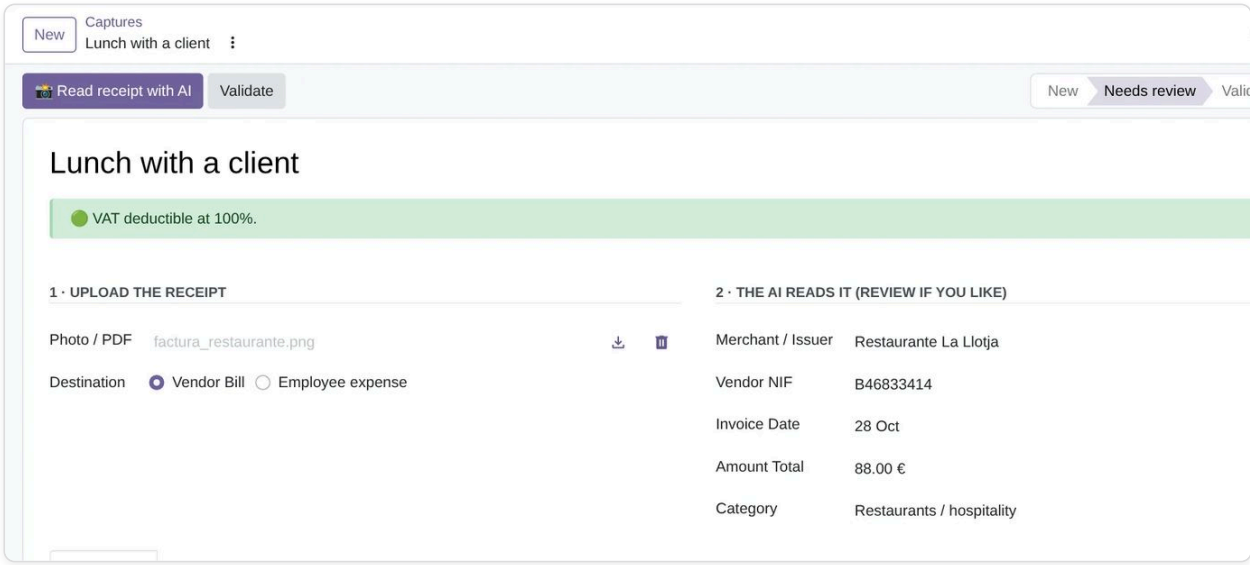
Press **Save** at the top left.

5 **Upload or forward your first document**

Upload a photo or PDF to a new capture in **Deduce › Captures**, or forward the document by email. If it is not read on upload, press the button to read the receipt with AI.

6 **Check what it has read**

Open the capture. The AI fills in the merchant, the tax number, the date, the amounts and the category, and at the top tells you whether the VAT is deductible. You can correct any field before pressing **Validate**.

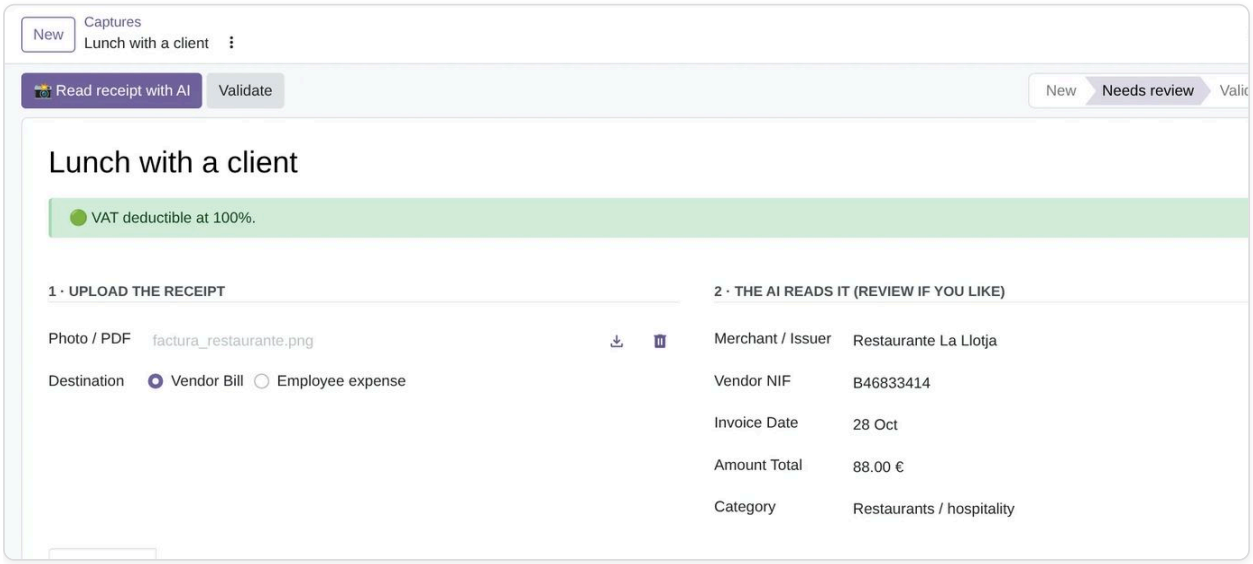



- **Real Odoo 20 screenshot.** A read capture, with the deductible VAT warning at the top and the data filled in by the AI.

> Only administrators can change these settings: the **Deduce › Configuration** menu is restricted to the system administrators group.

Afterwards, documents come in two ways. You upload them in **Deduce › Captures** and they are read on attachment while **Read the photo on upload** is on, or with the read-receipt-with-AI button on the capture. Or you forward them by email to the tickets-deduce alias of your Odoo: if the sender is an employee's address, the capture is read with the AI; if not, it goes to **Error** with a note for a person to check it.

# 7 Capturing and reading invoices, receipts and tickets with AI




- **Real Odoo 20 screenshot.** A capture of a meal with a client, with the data the AI has read.

## Where the data comes from

- You upload a document or a photo in the capture: it is read at that moment, without pressing anything, as long as **Read the photo on upload** is on in **Deduce › Configuration**.
- If it arrives by email, the capture is created automatically. If an employee sent it, it is read; if not, it goes to **Error** for a person to check.
- The scheduled task **Deduce: procesar capturas pendientes** reads every 10 minutes the captures in **New** and **Queued**.
- The read-receipt-with-AI button, the camera one, starts the reading by hand.

## The capture buttons

| | |
|---|---|
| **Read receipt with AI (the camera button)** | Reads the document and fills in the fields. It is hidden if the capture is not in **New**, **Needs review** or **Error**. |
| **Request a full invoice** | Writes to the supplier asking for an invoice with your tax number. It only appears if the capture needs it and you have not yet requested it. |
| **Validate** | Accepts the reading. It only appears in **Needs review**. |
| **Post** | Creates the vendor bill or the employee expense. It only appears in **Validated**. |
| **The invoice button, at the top of the capture** | Opens the generated invoice. It only appears if it already exists. |

## Statuses

The capture goes through **New**, **Queued**, **Extracting**, **Needs review**, **Validated** and **Posted**. Outside that path are **Rejected**, **Duplicate** and **Error**.

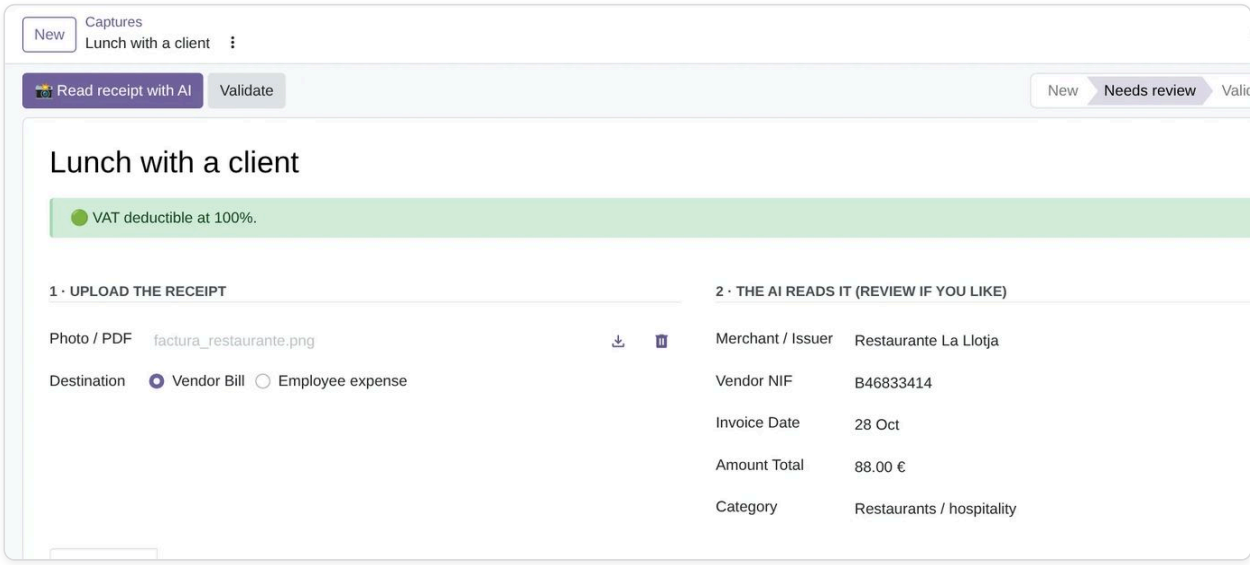
## Steps

### 1 Upload the document

Choose the destination, **Vendor Bill** or **Employee expense**, and attach the photo or PDF.

### 2 Review what the AI has read

Check the merchant, the tax ID, the date and the amounts, and correct them if needed.




- **Real Odoo 20 screenshot.** The data in the group **2 · The AI reads it (review if you like)**.

### 3 Validate

Press **Validate**.

### 4 Post

Press **Post**. The capture moves to **Posted**.

> Only a validated capture can be posted. If another capture already posted matches it, Odoo will not let you post and warns of a possible duplicate. Without the trial or the FlexigoTech Cloud subscription, the AI does not read the documents.

## What each status means

| STATUS | WHAT IT MEANS |
|---|---|
| **New** | Just created. It waits for the scheduled task to read it, or for you to use the read button. |
| **Queued** | It waits for the scheduled task, which reads it on the next run. |
| **Extracting** | The reading is in progress. |
| **Needs review** | Read. A person still needs to review and validate it. |
| **Validated** | Reviewed. Ready to **Post**. |
| **Posted** | The vendor bill or expense has already been created. |
| **Rejected** | Discarded. |

| STATUS | WHAT IT MEANS |
|---|---|
| **Duplicate** | Marked as a copy of another document. |
| **Error** | The reading failed, or the email was not sent by an employee. The reading can be retried. |

## Rules and conditions

- **Validate** only works on a capture in **Needs review**. In any other status Odoo warns: "Only a capture awaiting review can be validated (current state: %s).".
- **Post** only works on a validated capture: "Only a validated capture can be posted (current state: %s).".
- If another posted capture already has the same identity, Odoo warns: "A posted document already exists for this capture (possible duplicate).".
- Posting as a vendor bill requires a purchase journal: "There is no purchase journal for %s.".
- Posting as an expense requires an employee ("There is no employee to assign the expense to.") and an expense account ("No expense account configured.").
- Whoever attaches the document must be able to read it: you cannot attach someone else's attachment to your capture.
- **Mark as duplicate** does not touch captures that are posted, validated or rejected, nor those that already have a bill or expense, so that no posted document is left orphaned.
- If the vendor has no email in Odoo, **Request a full invoice** marks the capture and notes it, but sends nothing.

## The VAT verdict

If the document carries your tax ID and the itemized VAT amount, it is a full invoice and the VAT is deductible at the percentage of the rule for its category. If not, it is a simplified invoice: the VAT is not deductible, and the reason asks you to request a full invoice with your tax ID. If a simplified invoice exceeds the limit of its rule, it is flagged. The country is that of the capture's company and, if there is no country, Spain. If you correct the document, the verdict is recalculated, unless in the same save you change it by hand.

## Fields and tabs

| | |
|---|---|
| **Category** | **General**, **Combustible (turismo)**, **Restauración / hostelería**, **Parking** or **Transport**. It determines the deductibility rule. |
| **Tax details** | Tab with the document class (**Es Doc Class**), the percentage (**Deductible VAT %**), the reason (**VAT reason**), whether it carries your Tax ID (**Has my Tax ID**), **Itemized VAT amount**, **Exceeds simplified invoice limit** and **Deductible for IRPF/IS**. |
| **Text / AI** | Tab with the text passed to the reader, with the AI's **Confidence** and **Vendor**. |
| **Payment method** | On an expense: **Paid by the employee (to reimburse)** or **Company card / account**. |
| **Invoice generated** | The vendor bill created when posting. |
| **Error Note** | What failed, if the capture is in **Error**. |

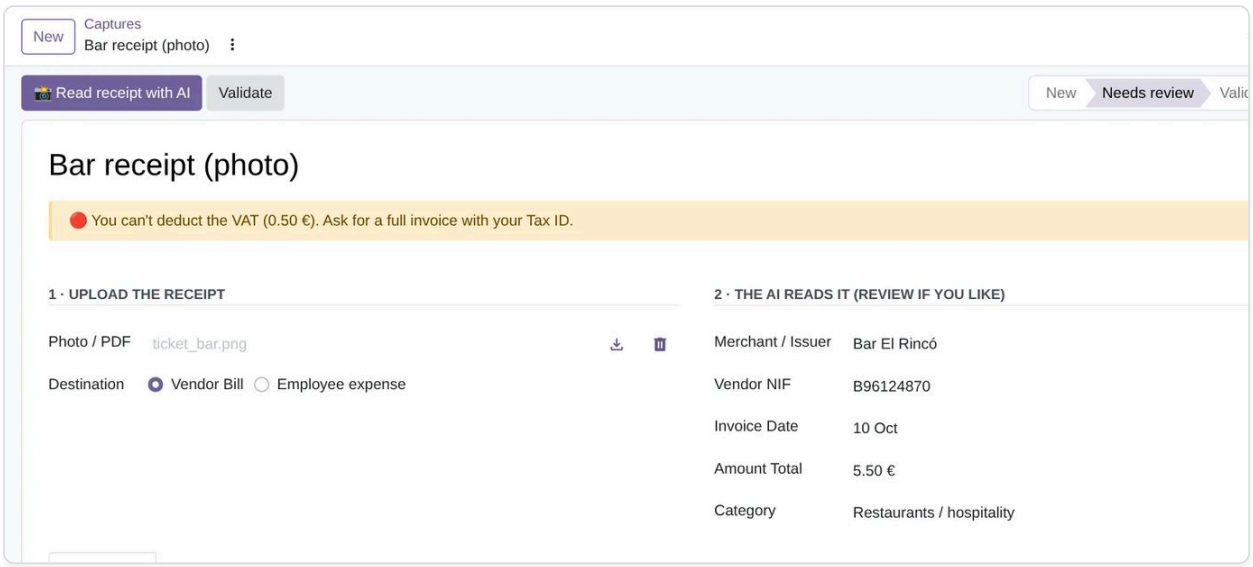
## Queues and filters

The queues in the **Deduce › Queues** menu group **VAT at risk (not requested)**, **Full invoice requested**, **Validated, not posted** and **Duplicates / errors**. From the list you can validate, post, request a full invoice, retry the reading

or mark as duplicate on several captures at once. A failure does not stop the rest.

### An end-to-end example

You upload a photo of the bar receipt, with €0.50 of VAT and without your tax ID. The AI reads it and the verdict is that you cannot deduct the VAT and that you should request a full invoice with your tax ID. The capture stays in **Needs review** and appears in **VAT at risk (not requested)** with €0.50 in **Recoverable VAT if you request an invoice**. If you request the full invoice and receive it with your tax ID, the VAT becomes deductible.




- **Real Odoo 20 screenshot.** The bar receipt, with the warning that you cannot deduct the VAT.

MODULE GUIDE · DEDUCE

# 8 By email: the Deduce alias

Deduce provides a mail alias for captures: tickets-deduce, on your Odoo mail domain. You forward the invoice or receipt to that address and Odoo creates a new capture with what the email contains.

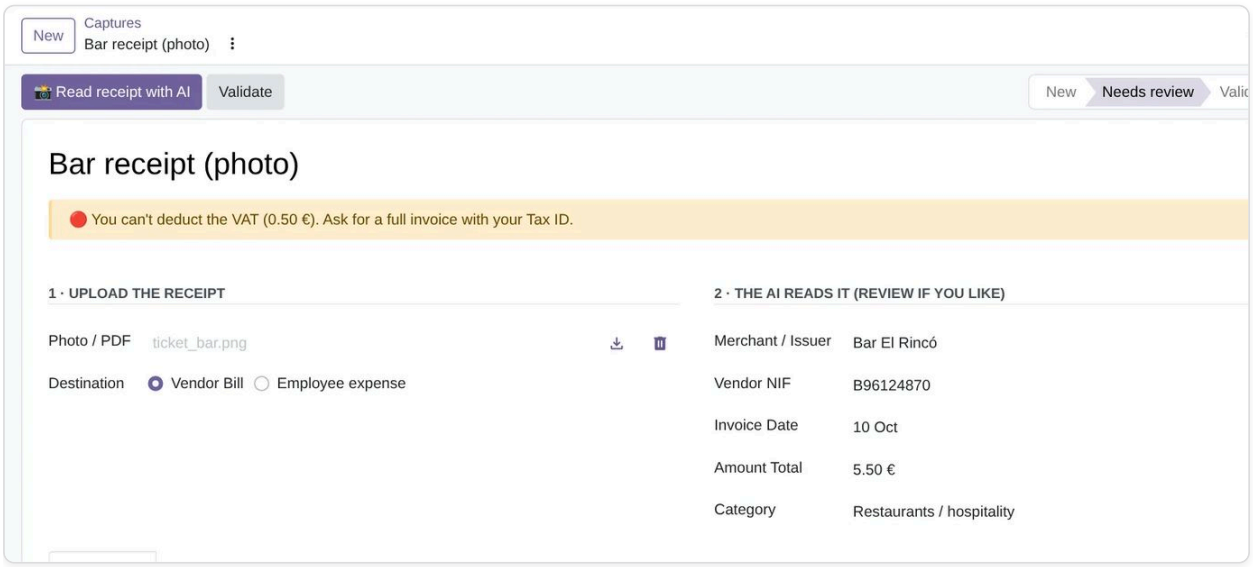
### Who can send it

Deduce reads with the AI what arrives from the email address of an employee in your Odoo. If the sender is not the address of any employee, the capture stays in **Error** with a note saying so, and a person decides: if the document is good, they read it with the read-receipt-with-AI button.

> The alias works if your Odoo receives email, with incoming mail configured in Odoo.

# 9 Requesting the full invoice

For Deduce, a receipt without your VAT number or without the VAT amount broken out is a simplified invoice: its VAT is not deductible. The screen shows this in red, and the field **Recoverable VAT if you request an invoice** shows how much you would recover with the full invoice.




- **Real Odoo 20 screenshot.** The bar receipt: a receipt without your tax ID, with the warning to request the full invoice.

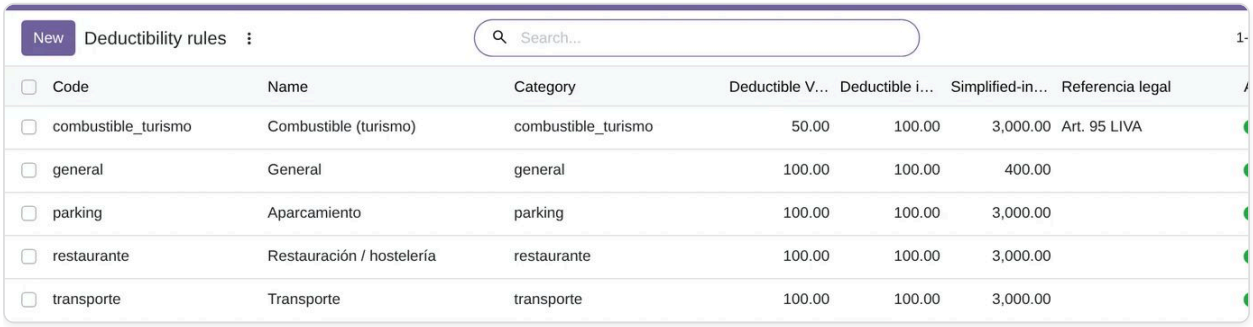
The **Request a full invoice** button appears on those captures while you have not requested it. It sends the vendor an email using the Deduce template, asking for the full invoice with your tax ID, and marks the capture as requested. If the vendor has no email in Odoo, the capture is marked anyway and the note says so: you request it yourself at the counter.

From the list of captures you can request many at once. Deduce only writes to those that still need it, and if one fails the others continue.

## Where you follow them

The **VAT at risk (not requested)** queue gathers those you have not yet requested, and **Full invoice requested** those already requested. The cockpit adds up the VAT of each group per company.

# 10 How much VAT you can deduct and why



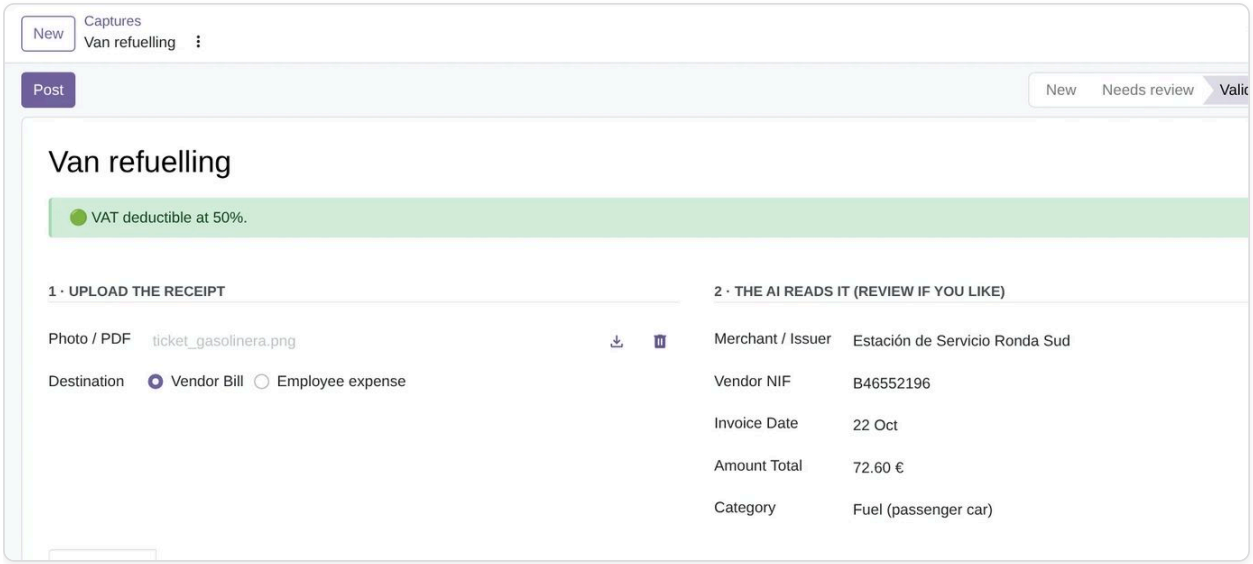

| Code | Name | Category | Deductible V… | Deductible i… | Simplified-in… | Referencia legal |
|---|---|---|---|---|---|---|
| combustible_turismo | Combustible (turismo) | combustible_turismo | 50.00 | 100.00 | 3,000.00 | Art. 95 LIVA |
| general | General | general | 100.00 | 100.00 | 400.00 | |
| parking | Aparcamiento | parking | 100.00 | 100.00 | 3,000.00 | |
| restaurante | Restauración / hostelería | restaurante | 100.00 | 100.00 | 3,000.00 | |
| transporte | Transporte | transporte | 100.00 | 100.00 | 3,000.00 | |

- **Real Odoo 20 screenshot.** The **Deductibility rules** list with the five rules it comes with on installation.

The rules are in **Deduce › Tax rules**, a menu only administrators can see. On installation there are five: General, Combustible (turismo), Restauración / hostelería, Parking and Transport. You can change their values.

## Where each figure comes from

The verdict is calculated automatically when the document is read, and again when you correct the capture's data. It uses the rule for the capture's category and the country of its company; if the company has no country, Spain applies.




- **Real Odoo 20 screenshot.** A fuel purchase with 50% deductible VAT.

## Rule fields

| | |
|---|---|
| **Code** | Identifier of the rule. Required. |
| **Name** | Name of the rule. Required. |
| **Category** | Must match the capture's category. Required. |
| **Deductible VAT %** | Percentage of the VAT that can be deducted. |
| **Deductible income tax withholding %** | Percentage deductible for IRPF or IS. |
| **Simplified-invoice limit (€)** | Amount from which a simplified invoice is flagged. |

| | |
|---|---|
| **Referencia legal** | Article of the regulation on which the rule is based. |
| **Active** | Checkbox to enable or disable the rule. |

> The editable rules only apply to Spain. For France, Germany, Italy, Portugal, Belgium, Austria, the Netherlands, Ireland and Luxembourg there is a fixed package that you cannot change from the list.

## How it decides whether the VAT is deductible

There are two cases. If the document carries the buyer's tax ID and the itemized VAT amount, it is a full invoice. The VAT is deductible at the percentage of the rule for its category, and the reason is "100% deductible VAT." or "50% deductible VAT (sector limit).". If either of these is missing, it is a simplified invoice and the VAT is not deductible. The reason is "Simplified receipt without your tax ID: the VAT is not deductible. Request a full invoice with your tax ID and the itemized amount.".

If a simplified invoice exceeds the limit of its rule, it is flagged. For IRPF or IS the rule's percentage is used, with the reason "Deductible for IRPF/IS if assigned to the activity.".

## Rules and countries

The rules in **Deduce › Tax rules** apply to Spain and to any country without its own package, which uses the Spanish one. The other countries have a fixed package: 100% VAT with a full invoice and their own simplified-invoice limit.

| COUNTRY | SIMPLIFIED-INVOICE LIMIT |
|---|---|
| **France** | €150 |
| **Germany** | €250 |
| **Italy** | €400 |
| **Portugal** | €1,000 |
| **Belgium, the Netherlands, Ireland and Luxembourg** | 100 € |
| **Austria** | €400 |

In Germany, up to €250, and in Austria, up to €400, the module's rules treat a small receipt with the VAT shown as deductible. The reason appears in the country's language. Sector limits, such as the 50% limit on fuel, only exist in the Spain package.

## What a rule contains

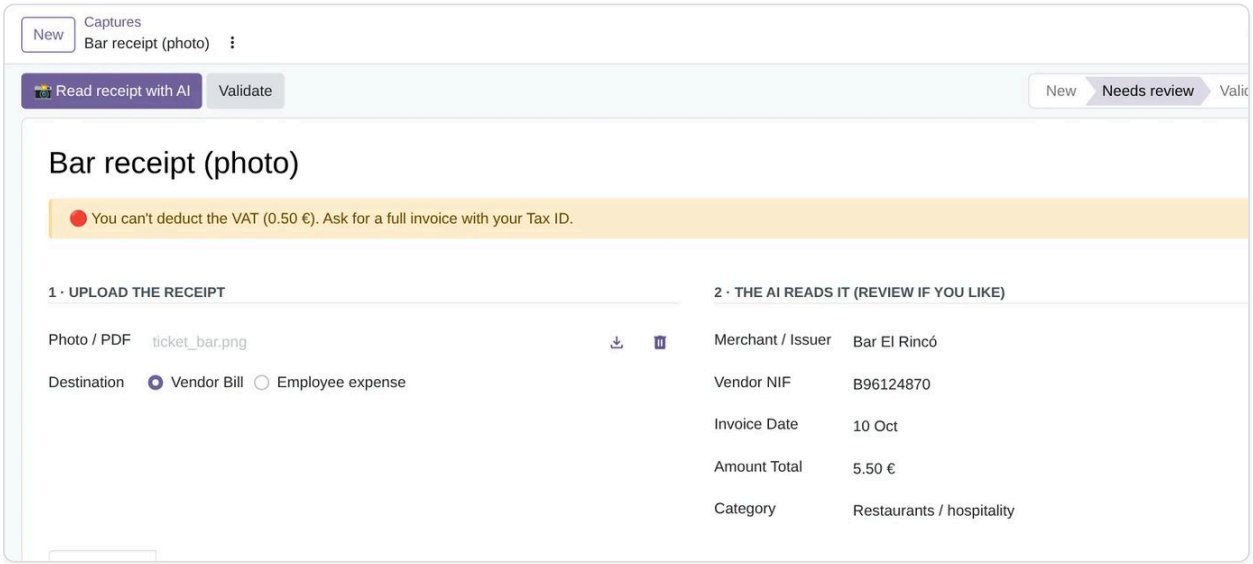
Each rule has a code, a name, the category it is matched against, the VAT percentage, the withholding tax (IRPF) percentage, the simplified invoice limit, the legal reference, and the **Active** checkbox. These are the starting values.

| RULE | VAT | IRPF | SIMPLIFIED INVOICE LIMIT |
|---|---|---|---|
| **General** | 100% | 100% | €400 |
| **Fuel (car), "Art. 95 LIVA"** | 50% | 100% | €3,000 |

| RULE | VAT | IRPF | SIMPLIFIED INVOICE LIMIT |
|---|---|---|---|
| **Restaurants / hospitality** | 100% | 100% | €3,000 |
| **Parking** | 100% | 100% | €3,000 |
| **Transport** | 100% | 100% | €3,000 |

## An end-to-end example

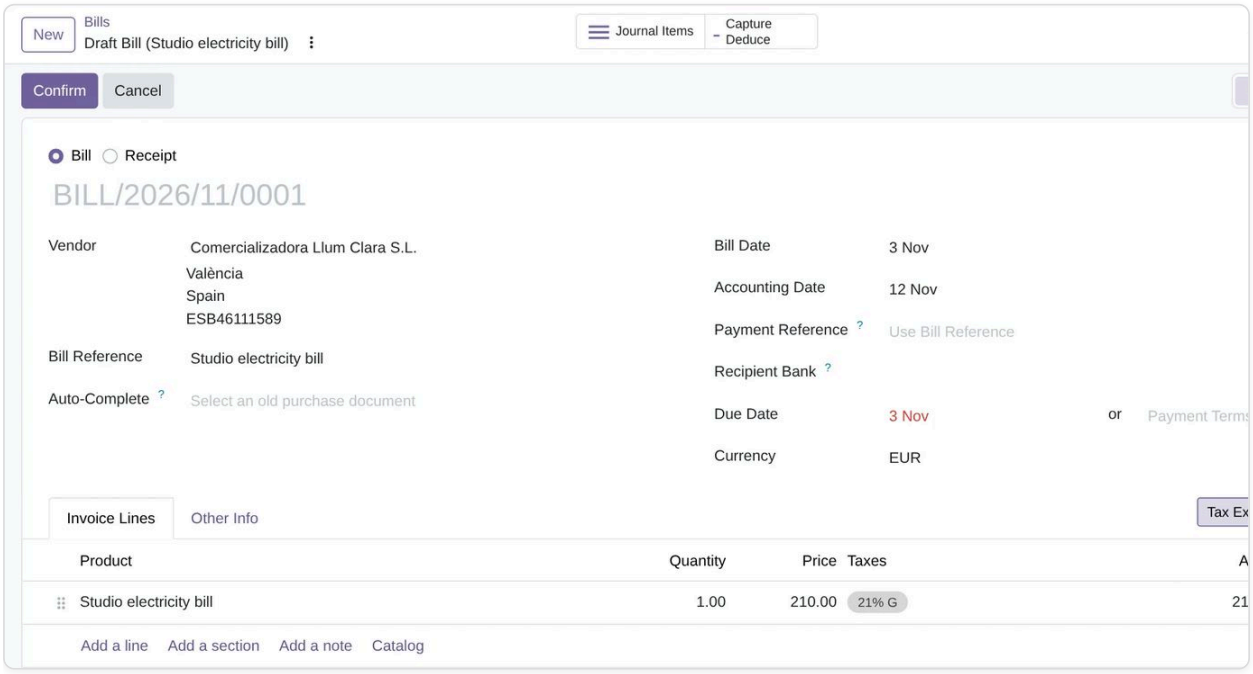
The capture of the van's refuelling is a full invoice in the fuel category, so the rule deducts 50%. The screen shows "Deductible VAT at 50%." and the capture is ready to be **Post**ed.




- **Real Odoo 20 screenshot.** The bar receipt: "You cannot deduct the VAT (€0.50). Request a full invoice with your tax ID."

On the bar receipt, the screen warns "You cannot deduct the VAT (€0.50). Request a full invoice with your tax ID." It is a simplified invoice without your tax ID, so the VAT is not deductible. That VAT appears in the **Recoverable VAT (total)** report and in the **VAT at risk (not requested)** queue, because it could be recovered if you requested the full invoice.

# 11 From the capture to the vendor bill and the expense

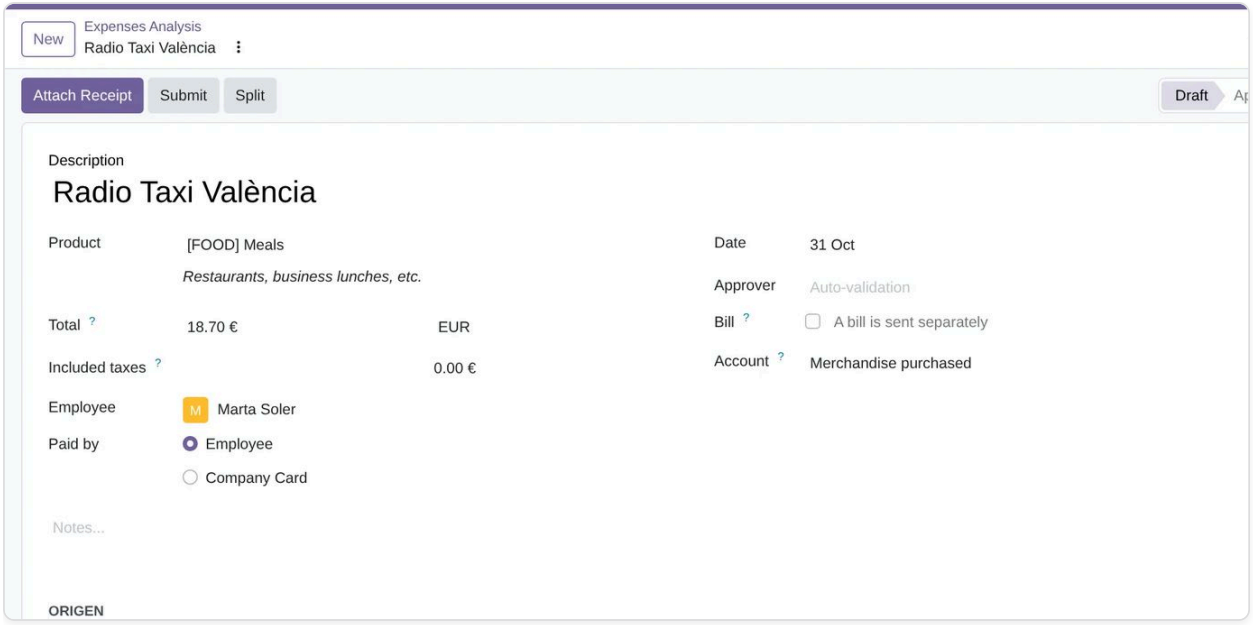



**Real Odoo 20 screenshot.** Vendor bill draft created from a capture, with the **Deduce** tab and the **Confirm** button.

The invoice or expense comes from a capture you have already validated, in **Deduce › Captures**.

## Where the result appears

| | |
|---|---|
| **Deduce Capture** | Link to the capture the record comes from. It appears on the vendor bill and on the expense. |
| **Capture** | Button on the vendor bill. Opens the associated capture. It does not appear when the bill does not come from a capture. |
| **Origen** | Group on the employee expense. Shows which capture it comes from. |
| **Validated, not posted** | Queue in **Deduce › Queues** with the validated captures that have not yet become a bill or an expense. |




- **Real Odoo 20 screenshot.** Employee expense created from a capture, with the **Origen** group and the **Deduce Capture** link.

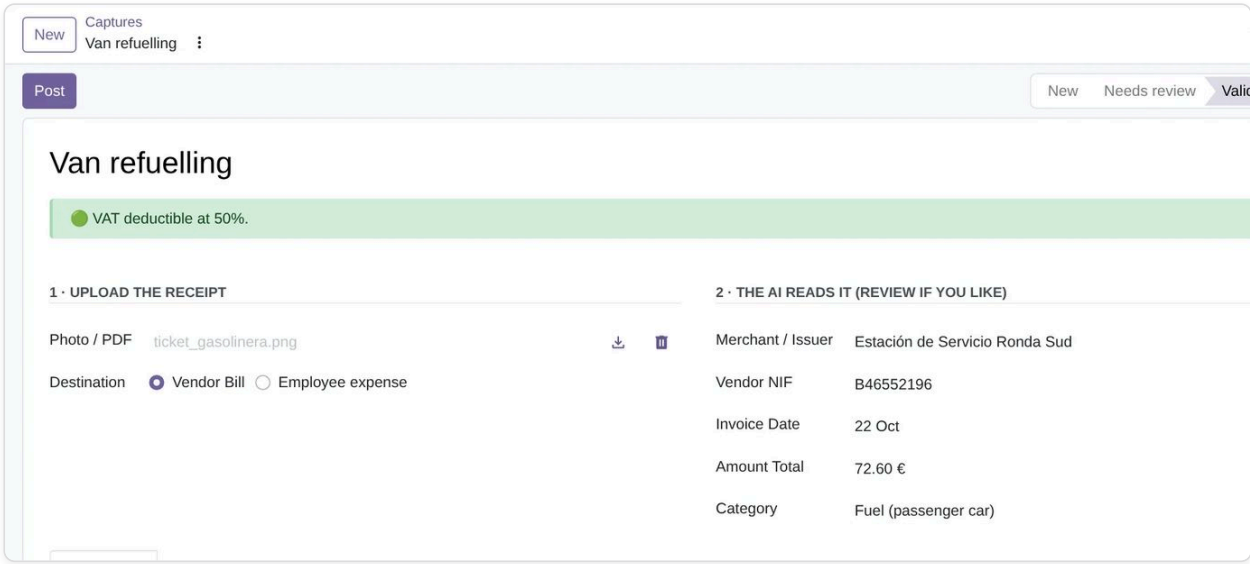
## Capture statuses

A capture goes through these statuses: **New** when uploaded, **Needs review** once the AI has read it, **Validated** when you approve it, and **Posted** once it is a bill or an expense. Along the way it may end up as duplicate, rejected or with an error, and then it is not posted.

## Steps

### 1 Open the capture

Go to **Deduce › Captures** and open the capture you want to pass to Odoo.




- **Real Odoo 20 screenshot.** Validated capture, ready to **Post**.

### 2 Check the destination

The destination is **Vendor Bill** or **Employee expense**. It is chosen when the document is uploaded.

### 3 Post

Click **Post**. Deduce creates the vendor bill as a draft, or the employee expense, linked to the capture, and the capture becomes **Posted**. You review and confirm the invoice in Invoicing.

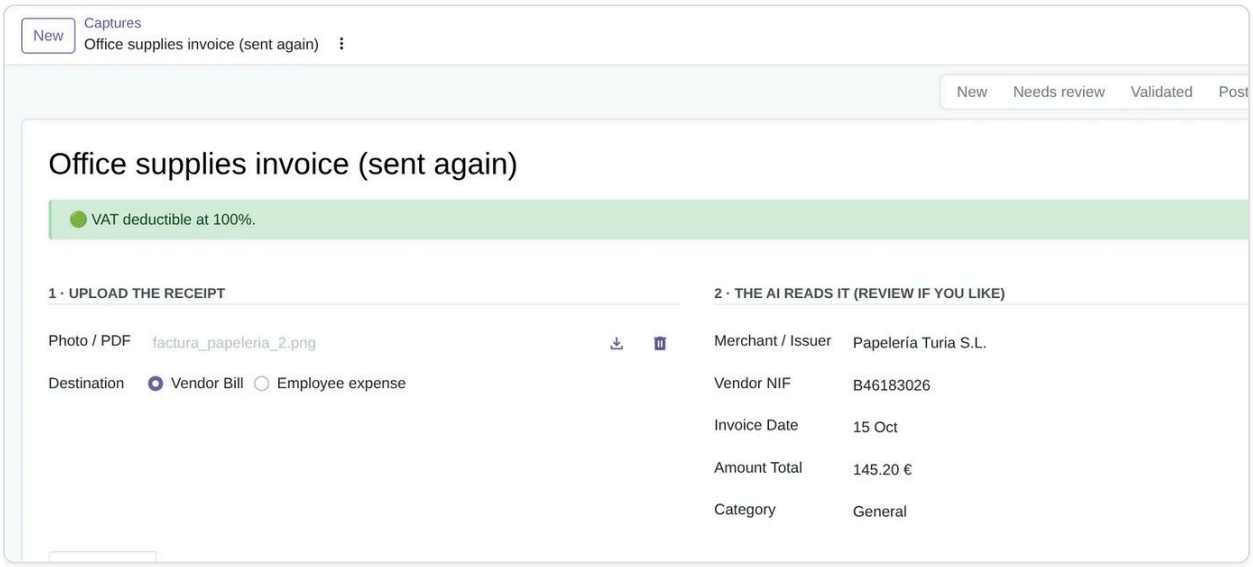
> Deduce does not file anything with the tax authority. The VAT decision is yours or your accountant's.

### What each destination creates

The destination is chosen on the capture. With **Vendor Bill** a draft vendor bill is created, and with **Employee expense** an employee expense is created. In both cases the Odoo record stores the **Deduce Capture** link to the capture it comes from, and from the bill a button takes you to it.

### The statuses and what they mean

- **New**: the capture has just been uploaded and is waiting to be read. Every 10 minutes the task **Deduce: procesar capturas pendientes** processes the pending ones.
- **Needs review**: reading has finished and the data must be checked before validating. Here fall, for example, the parking and the bar receipt in the **VAT at risk (not requested)** queue.
- **Validated**: you have approved the data. If the bill or expense has not been created yet, the capture appears in **Validated, not posted**.
- **Posted**: the capture already has its bill or expense in Odoo.
- **Duplicate**: Deduce has detected that the document was already uploaded. This is how the resubmitted office supplies invoice appears.




- **Real Odoo 20 screenshot.** Capture of the office supplies invoice marked as **Duplicate**.

### Rules and conditions

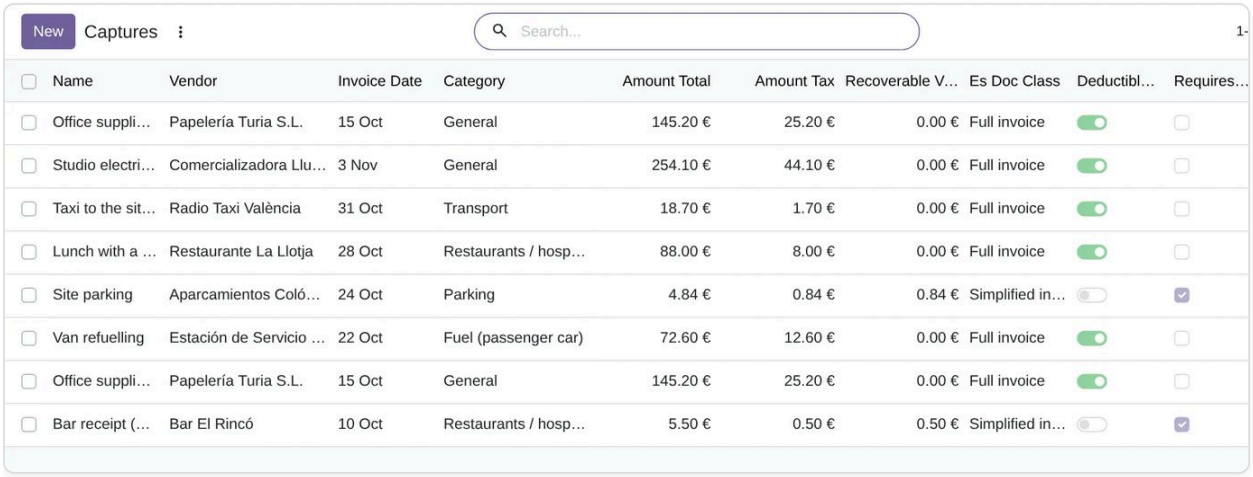
**Post** stops with a message if the capture is not validated ("Only a validated capture can be posted (current status: ...)."), if an identical posted document already exists ("A posted document already exists for this capture (possible duplicate)."), if the company has no purchase journal ("There is no purchase journal for ...") or expense account ("No expense account configured."), or if an expense has no employee to assign it to ("There is no employee to assign the expense to."). Deduce settings and tax rules are only visible to administrators.

### Record fields and tabs

| | |
|---|---|
| **Deduce Capture** | Link to the source capture, on the bill and on the expense. |
| **Origen** | Group on the employee expense where you can see which capture it comes from. |
| **Capture** | Button on the vendor bill that opens the capture. |

### End-to-end example

The capture of the studio's electricity bill is from Comercializadora Llum Clara S.L., dated 3 Nov, with a total of €254.10, of which €44.10 is VAT. After posting it, Odoo has created a draft vendor bill with a €210.00 line at 21%, and the capture shows as **Posted**. The taxi capture for the site visit, from Radio Taxi València, totalling €18.70, ended up as an employee expense and also shows as **Posted**.




| Name | Vendor | Invoice Date | Category | Amount Total | Amount Tax | Recoverable V… | Es Doc Class | Deductibl… | Requires… |
|---|---|---|---|---|---|---|---|---|---|
| Office suppli… | Papelería Turia S.L. | 15 Oct | General | 145.20 € | 25.20 € | 0.00 € | Full invoice | | |
| Studio electri… | Comercializadora Llu… | 3 Nov | General | 254.10 € | 44.10 € | 0.00 € | Full invoice | | |
| Taxi to the sit… | Radio Taxi València | 31 Oct | Transport | 18.70 € | 1.70 € | 0.00 € | Full invoice | | |
| Lunch with a … | Restaurante La Llotja | 28 Oct | Restaurants / hosp… | 88.00 € | 8.00 € | 0.00 € | Full invoice | | |
| Site parking | Aparcamientos Coló… | 24 Oct | Parking | 4.84 € | 0.84 € | 0.84 € | Simplified in… | | |
| Van refuelling | Estación de Servicio … | 22 Oct | Fuel (passenger car) | 72.60 € | 12.60 € | 0.00 € | Full invoice | | |
| Office suppli… | Papelería Turia S.L. | 15 Oct | General | 145.20 € | 25.20 € | 0.00 € | Full invoice | | |
| Bar receipt (… | Bar El Rincó | 10 Oct | Restaurants / hosp… | 5.50 € | 0.50 € | 0.50 € | Simplified in… | | |

- **Real Odoo 20 screenshot.** List of **Captures** with their statuses: the first two rows in the table are the duplicate and the electricity bill.

> Deduce does not file anything with the tax authority. The VAT decision is yours or your accountant's.

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# 12 Work queues: risk, duplicates and pending




| Name | Vendor | Invoice Date | Category | Amount Total | Amount Tax | Recoverable V… | Es Doc Class | Deductible V… | Requires a f… |
|---|---|---|---|---|---|---|---|---|---|
| Site parking | Aparcamientos Colón S… | 24 Oct | Parking | 4.84 € | 0.84 € | 0.84 € | Simplified invo… | | |

- **Real Odoo 20 screenshot.** The **VAT at risk (not requested)** queue with the site parking pending review.

The queues are in **Deduce › Queues**. Each one is a list of **Captures** with a filter applied: **VAT at risk (not requested)**, **Full invoice requested**, **Validated, not posted** and **Duplicates / errors**.

A capture enters its queue as soon as it meets that queue's condition: there is no need to wait for any task.

### Buttons on the selection

Select one or more lines in the list to use these buttons.

| | |
|---|---|
| **Validate** | Validates the reviewed captures in the selection. |
| **Request a full invoice** | Requests a full invoice for each selected receipt that still needs one. If one fails, the rest continue. |
| **Post** | Posts the validated captures that have not yet been exported. |
| **Retry reading** | Reads again the captures that were left in **Error**. |
| **Mark as duplicate** | Marks as duplicates the captures that allow it. |

## Statuses

A capture goes through **New**, **Queued**, **Extracting**, **Needs review**, **Validated** and **Posted**. The other outcomes are **Rejected**, **Duplicate** and **Error**.

1. **Open a queue**
   Choose one in **Deduce › Queues**.
2. **Review the captures**
   Correct whatever needs correcting in each one.
3. **Validate**
   Mark the reviewed lines and click **Validate**.
4. **Post**
   In **Validated, not posted**, mark the lines and click **Post**.

> **Mark as duplicate** does not touch captures that are posted, validated or rejected, nor those that already have a bill or expense, so as not to leave a posted document orphaned.

## What each status means

- **New**: the capture is uploaded and has not yet been read.
- **Queued**: waiting its turn to be read by the AI.
- **Extracting**: it is being read.
- **Needs review**: already read and awaiting review. Only in this state can it be validated.
- **Validated**: reviewed and ready to post. Only in this state can it be posted.
- **Posted**: a vendor bill or employee expense has already been created from it.
- **Rejected**: discarded.
- **Duplicate**: another capture contains the same document.
- **Error**: it could not be read. The reason is recorded in **Error Note**.

A document that arrives by email and is not sent by an employee is left in **Error**, waiting for a person. The scheduled task only reads captures in **New** and **Queued**.

## Rules and conditions

| | |
|---|---|
| **Validate** | Only a capture in **Needs review** can be validated. Otherwise the message "Only a capture awaiting review can be validated (current state: %s)." is shown. |
| **Post** | Only a capture in **Validated** can be posted. Otherwise "Only a validated capture can be posted (current state: %s)." is shown. |
| **Document already posted** | If another posted capture already exists with the same document, "A posted document already exists for this capture (possible duplicate)." is shown. |
| **No journal or employee** | Depending on the **Destination**, you may see "There is no purchase journal for %s." or "There is no employee to assign the expense to." |
| **No expense account** | When creating an expense, if there is no expense account, "No expense account configured." is shown. |
| **Request a full invoice** | If the vendor has no email address in Odoo, the capture is still marked and the note says so, without pretending that an email was sent. |

The **Request a full invoice** button only appears if the capture needs it and it has not yet been requested. The **Post** button only appears in **Validated**, and the invoice button only appears when an invoice has already been generated.

## How VAT is decided

If the document carries your tax ID and the VAT amount is itemised, it counts as a full invoice. Its VAT is deductible at the rule percentage for its category, for example "Deductible VAT at 50% (sector limit)." for fuel. Otherwise it is a simplified invoice: the VAT is not deductible and the reason reads "Simplified receipt without your tax ID: the VAT is not deductible. Request a full invoice with your tax ID and the itemised VAT amount."

If you correct the document and the verdict changes, the module reapplies the tax rules on save, except for captures that are already posted.

## Record fields and tabs

At the top are the groups **1 · Upload the receipt** and **2 · The AI reads it (review if you like)**. Below are the tabs **Tax details** and **Text / AI**.

| | |
|---|---|
| **Verdict** | Summary of what can be deducted from the capture. |
| **Recoverable VAT if you request an invoice** | The VAT you could still recover if you obtain a full invoice with your tax ID. |
| **Invoice generated** | The invoice created when posting. |
| **Destination** | **Vendor Bill** or **Employee expense**. |
| **Error Note** | What went wrong when reading the capture. |

## An end-to-end example

The bar receipt totals €5.50, with €0.50 of VAT and no tax ID. As a simplified invoice, the VAT cannot be deducted. The verdict reads "You do not deduct the VAT (0.50 €). Request a full invoice with your tax ID." and those €0.50 appear under **Recoverable VAT if you request an invoice**. Until you request the full invoice, the capture is a candidate for the **VAT at risk (not requested)** queue.

The **VAT at risk (not requested)** queue shows one capture, the site car park from Aparcamientos Colón S.A.: €4.84 in total, €0.84 of recoverable VAT if you request an invoice, simplified invoice, in **Needs review** status. To recover that VAT, request the full invoice with **Request a full invoice**.

The cockpit for client Interiorismo Albada S.L. shows €0.84 of VAT at risk, 3 captures to review, €72.60 validated but not posted and 1 duplicate or error. The van refuelling, €72.60 with 50% deductible VAT, is the validated capture waiting in **Validated, not posted**: post it with **Post**. The office supplies invoice, forwarded again, was left as **Duplicate**.

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# 13 The advisory cockpit by client




- **Real Odoo 20 screenshot.** The cockpit with one row per client and its figures.

You open it in **Deduce › Cockpit**, which shows the **Advisory cockpit** list. There is one row per client. The figures are read-only: you cannot write to them.

## Where each figure comes from

The figures come from each client's captures and are calculated every time you open the cockpit, so no button is needed to recalculate.

## What each row shows

| | |
|---|---|
| **Client** | The company the row belongs to. |
| **To review** | Number of captures pending review. |
| **VAT at risk (not requested)** | VAT you could lose if you do not request the full invoice. |
| **Requested VAT (pending)** | VAT on captures where you have already requested a full invoice. |
| **Validated, not posted (no.)** | How many captures are validated but not posted. |
| **Validated, not posted** | Amount of those captures. |
| **Duplicates / errors** | Number of captures marked as duplicate or with an error. |
| **Deductible VAT (quarter)** | Deductible VAT for the quarter. |
| **Average review age (days)** | Average number of days captures have been waiting for review. |

## How to use it

1. **Open the cockpit**
   Go to **Deduce › Cockpit** and find the client's row.

2. **Find what is pending**
   Check **To review**, **VAT at risk (not requested)** and **Duplicates / errors**.

3. **Open the captures**
   Click the figure you want in the row: the captures of that client that make it up open, so you can work on them.

> The cockpit cannot be edited and does not submit anything to the tax authority: it helps you review and decide what to look at first.

The cockpit is a read-only view by client. Each row gathers the figures of that client's captures and serves as a starting point to go to the captures that need checking. It has no statuses of its own and no action buttons: what you see are read-only totals.

## What each figure means

| | |
|---|---|
| **To review** | Captures waiting for your review. |
| **VAT at risk (not requested)** | VAT you only recover if you request a full invoice and have not yet done so. |
| **Requested VAT (pending)** | VAT on captures with a full invoice already requested and still unresolved. |
| **Validated, not posted (no.)** and **Validated, not posted** | How many captures are validated but not posted, and their amount. |
| **Duplicates / errors** | Captures that need attention because they are duplicated or in error. |
| **Deductible VAT (quarter)** | Deductible VAT accumulated in the quarter. |
| **Average review age (days)** | Average number of days captures pending review have been waiting. |

## Rules and limits

- All figures are read-only: the cockpit cannot be edited.
- Each row corresponds to one client, which is a company in Odoo.
- From a row you only reach the live captures of that client.

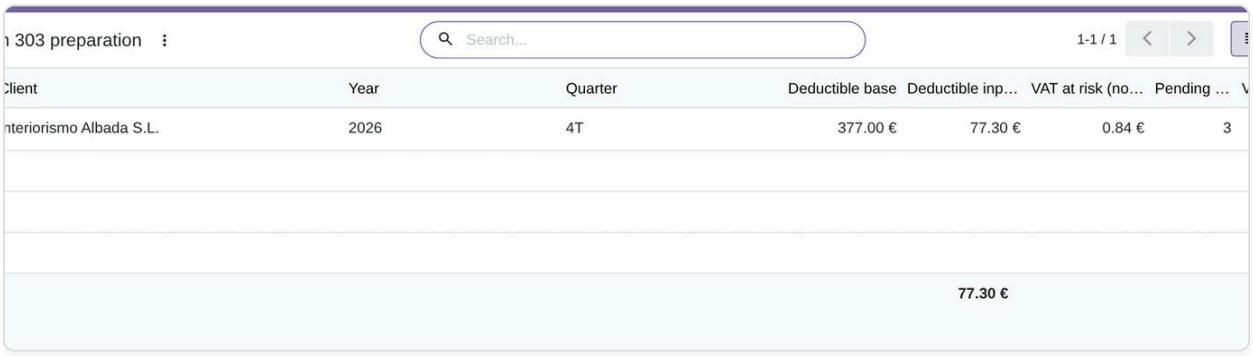
## Example from the screens

The cockpit shows a single row, that of Interiorismo Albada S.L. It shows the figures for **To review**, **VAT at risk (not requested)**, **Validated, not posted**, **Duplicates / errors** and **Deductible VAT (quarter)**, with the euro amounts the screen displays.




- **Real Odoo 20 screenshot.** The **VAT at risk (not requested)** queue with the site car park.

The client's VAT at risk corresponds to the site car park from Aparcamientos Colón S.A., a simplified invoice pending review. To recover that VAT you must request the full invoice. In the **Deduce › Queues › VAT at risk (not requested)** menu queue you see that capture with the amount you could recover.

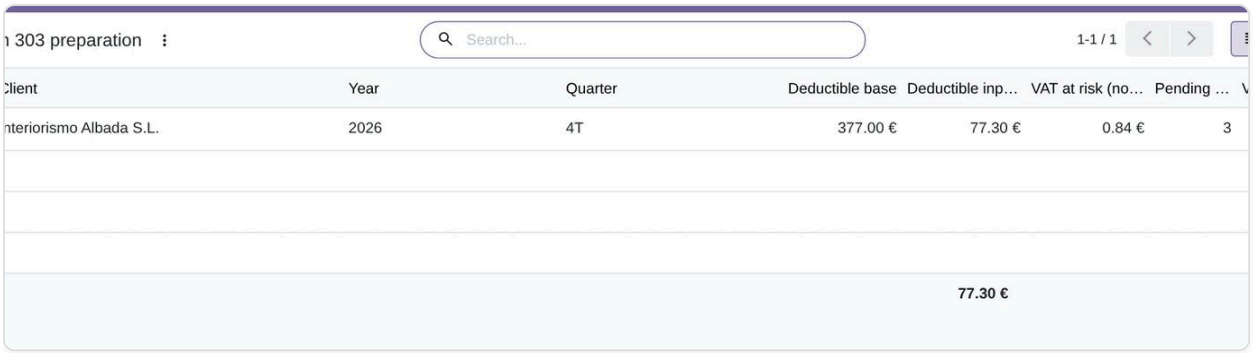



- **Real Odoo 20 screenshot.** **Form 303 preparation** with the same client figures.

The client's figures are repeated in **Deduce › Form 303 preparation**, by client and quarter. The **Deductible VAT (quarter)** amount on the cockpit is the same that this list shows as **Deductible input VAT**.

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# 14 Preparing form 303 quarter by quarter




- **Real Odoo 20 screenshot.** The **Form 303 preparation** list with one row per client, year and quarter.

You open it in **Deduce › Form 303 preparation**. Each row is a client in a given year and quarter. There are no buttons to generate anything: all fields are read-only.

## Where the data comes from

Each row comes from that company's captures whose date falls in that quarter, and is calculated every time you open the list. The deductible base and VAT only count validated or posted captures; those not yet read by the **Deduce: procesar capturas pendientes** task do not count until they are read.

## The list columns

| | |
|---|---|
| **Client** | The company the row belongs to. |
| **Year** | The year of the row. |
| **Quarter** | The quarter of the row. |
| **Deductible base** | Deductible base amount for that customer and quarter. |
| **Deductible input VAT** | Deductible input VAT amount for that customer and quarter. |
| **VAT at risk (not requested)** | VAT amount not yet requested and at risk. |
| **Pending review** | Number of captures pending review. |
| **Validated, not posted (no.)** | Number of validated captures not yet posted. |

## How to use it

1. **Open the list**
   Go to **Deduce › Form 303 preparation** and find the customer, the year and the quarter.

2. **Check the pending items**
   If **Pending review** or **Validated, not posted (no.)** is not zero, work through those captures from **Deduce › Queues**.

3. **Review the VAT at risk**
   If **VAT at risk (not requested)** has an amount, open **Deduce › Queues › VAT at risk (not requested)**.

4. **Compare the amounts**
   When nothing is pending, use **Deductible base** and **Deductible input VAT** to prepare the return.

> Deduce does not file anything with HMRC or Hacienda, and does not fill in the form for you. It helps you review the VAT and prepare the return. The final decision is yours or your adviser's.

## What each row shows

The list groups, for each customer, year and quarter, two amounts you use to prepare the return and three indicators of pending work. All fields are read-only and cannot be edited by hand.

| | |
|---|---|
| **Deductible base** and **Deductible input VAT** | These are the amounts you use to prepare the return. They are shown in the company currency. |
| **VAT at risk (not requested)** | VAT amount not yet requested and at risk. It is worked from its queue. |
| **Pending review** | Number of captures not yet reviewed. |
| **Validated, not posted (no.)** | Number of captures already validated but not yet posted. |

## When a row is ready

It is best to prepare the return with a row where **Pending review** and **Validated, not posted (no.)** are zero and the **VAT at risk (not requested)** has been requested or decided. The deductible base and VAT only count validated or posted captures, so while anything remains to review the amounts can still change.

## How it is updated

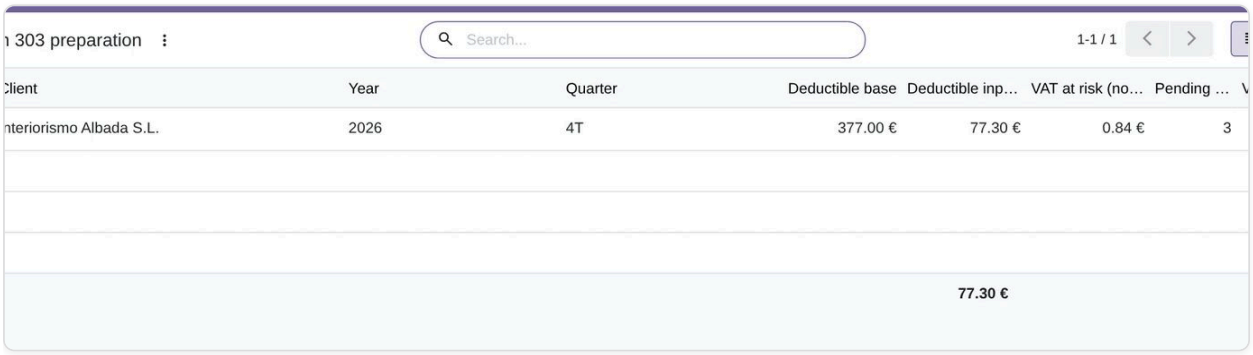
The figures are calculated each time you open the list: there is no need to wait for any task.

## Where you work each pending item

| INDICATOR | WHERE IT IS WORKED |
|---|---|
| **VAT at risk (not requested)** | **Deduce › Queues › VAT at risk (not requested)** |
| **Pending review** | **Deduce › Captures** |
| **Validated, not posted (no.)** | **Deduce › Queues › Validated, not posted** |

## Example with the data on screen

The **Form 303 preparation** screen shows a single row: Interiorismo Albada S.L., year 2026, fourth quarter. The deductible base is €377.00 and the deductible input VAT is €77.30. There is €0.84 of VAT at risk not requested, three captures pending review and one validated but not posted.




- **Real Odoo 20 screenshot.** The Interiorismo Albada S.L. row in **Form 303 preparation**.

For the VAT at risk, open **VAT at risk (not requested)**. The queue shows a single capture, the site car park, with €0.84 of recoverable VAT if you request an invoice. It is a simplified invoice in the "Needs review" state.

The validated capture not yet posted is the van refuelling. Post it from the **Validated, not posted** queue. When nothing is pending and you have decided what to do about the VAT at risk, use the base and VAT of the row to prepare the return.

# 15 What goes to FlexigoTech Cloud and what comes back

| ITEM | DIRECTION | WHEN |
|---|---|---|
| **The text of the document** | From your Odoo to FlexigoTech Cloud | When you upload the document, or when you press the **Retry reading** button or the AI button to read the receipt |
| **The image of the document (photo or PDF)** | From your Odoo to FlexigoTech Cloud | When you upload the document, or when you press the **Retry reading** button or the AI button to read the receipt |
| **What the AI has read from the document** | From FlexigoTech Cloud to your Odoo | As a response to each reading, already signed |
| **Documents pending reading** | From your Odoo to FlexigoTech Cloud | The **Deduce: procesar capturas pendientes** task, every 10 minutes |

When you connect the database, FlexigoTech Cloud also receives what the activation window shows: the database identifier and address, the Odoo version, the FlexigoTech modules installed, the company name and the email of the person who accepts, along with the date and version of the accepted text.

Each time a document is read, the module sends FlexigoTech Cloud the text and image of that document, never free text. The hosted AI reads it there, without you having to enter a key from any AI provider, and returns what it has read, signed. Your Odoo only uses what it verifies from that response, and a person reviews the result before validating it.

The rest stays in your Odoo. FlexigoTech Cloud does not receive your customers, orders, invoices or products. Deductibility rules and VAT number validation run in your Odoo, not in the cloud. For the AI to read your documents, you need to connect this database in **Settings › FlexigoTech Cloud**, give consent and have a subscription, with a 14-day free trial and no card required.



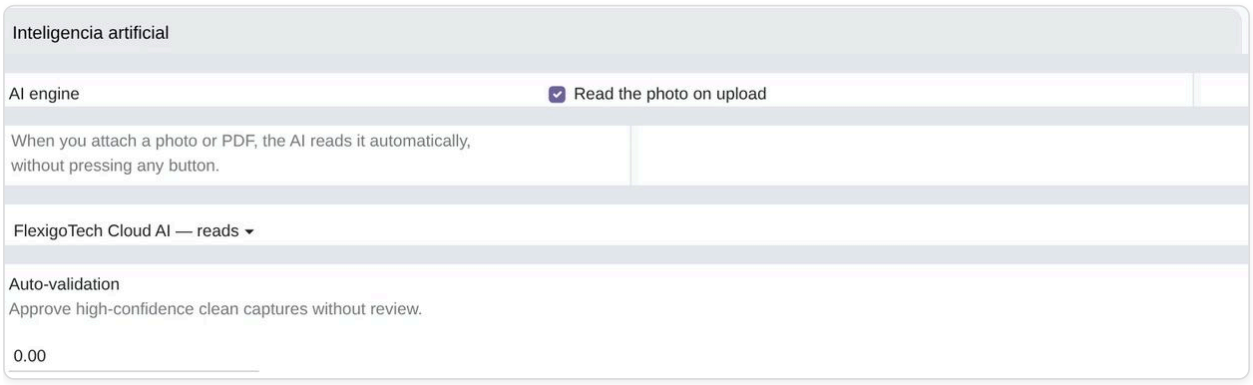
# 16 What happens automatically

| TASK | FREQUENCY | WHAT IT DOES |
|---|---|---|
| **Deduce: procesar capturas pendientes** | Every 10 minutes, active once installed | Reads the pending documents that have come in by email or upload. If a document fails, it marks it with an error and carries on with the rest. |

This task only picks up captures in **New** or queued state. What arrives by email and is not sent by an employee stays in **Error** until a person reviews it, because the task does not read it.

You can change the frequency in **Settings › Technical › Automation › Scheduled Actions**, with developer mode activated.

# 17 The module options and how they come




- **Real Odoo 20 screenshot.** Deduce settings, with the **AI engine** list in the **Inteligencia artificial** block.

| OPTION | HOW IT COMES | WHAT IT DOES |
|---|---|---|
| **AI engine** | You choose it | Decides who reads the documents. For the documents to be read by the AI hosted in FlexigoTech Cloud, choose the FlexigoTech Cloud AI option. You do not need any key. |
| **Read the photo on upload** | Switched on | When you attach a photo or a PDF, the AI reads it on its own, without you pressing any button. |
| **Auto-validation** | 0: everything is reviewed | It is a number. With 0, everything is always reviewed. With 0.9, for example, only clean, high-confidence captures are approved, and doubtful ones stay in the queue. |

AI reading with FlexigoTech Cloud requires this database to be connected in **Settings › FlexigoTech Cloud**, with your consent and a subscription. The service includes a 14-day free trial, with no card required. The other options on the screen are Odoo's standard ones.

## What is done by hand

| SCREEN | BUTTONS |
|---|---|
| **Deduce › Captures** | **New**. Inside a capture, the AI receipt-reading button, **Request a full invoice**, **Validate** and **Post**. **Duplicate** is a state, not a button. |
| **Deduce › Tax rules** | **New** |
| **Deduce › Configuration** | **Save** and **Discard** |

The settings on the configuration screen are counted in "The module options".

**Deduce › Tax rules** is a list of deductibility rules that only administrators can see. Each rule shows its code, name, category, deductible VAT percentage, deductible IRPF percentage, the simplified invoice limit in euros, its legal reference and whether it is active. Five rules appear in the capture: Fuel (car), General, Parking, Catering / hospitality and Transport. The fuel rule deducts 50% of the VAT, with reference to article 95 of the LIVA. The others deduct 100%. The simplified invoice limit is 400 euros for the general rule and 3,000 for the other four.

# 18 Security and personal data

- The module defines 11 access permissions for its models. Each user sees and does what the groups assigned to them in Odoo allow.
- The module does not touch anything outside your database: the AI runs in FlexigoTech Cloud and everything else stays in your Odoo.
- Whoever accepts the FlexigoTech Cloud consent does so when activating the service, from the **Activate FlexigoTech Cloud** screen. Tick the acceptance box and enter the email of the person accepting. That person accepts, on behalf of the company, the subscription terms and the data processing agreement, version 1.
- Your Odoo stores the company name, the email of the person accepting, and the date and version of the accepted text.
- The text and photo of each document go to FlexigoTech Cloud. The hosted AI reads them and returns what it has read. The reading task is signed and the response is only used if it is verified.
- The AI reading by FlexigoTech Cloud receives no free-form question: only the closed input of the task, which is the text and image of the document.
- From the activation screen you can open **See the data that is sent** before accepting. Your customers, invoices and products stay in your Odoo.
- If there is no connection, service or subscription, the AI does not read the document and the user receives a warning.

### History and audit trail

Each capture keeps its Odoo history: FlexigoTech Cloud warnings are recorded as a note, and the request for a full invoice is recorded as a message sent to the supplier.

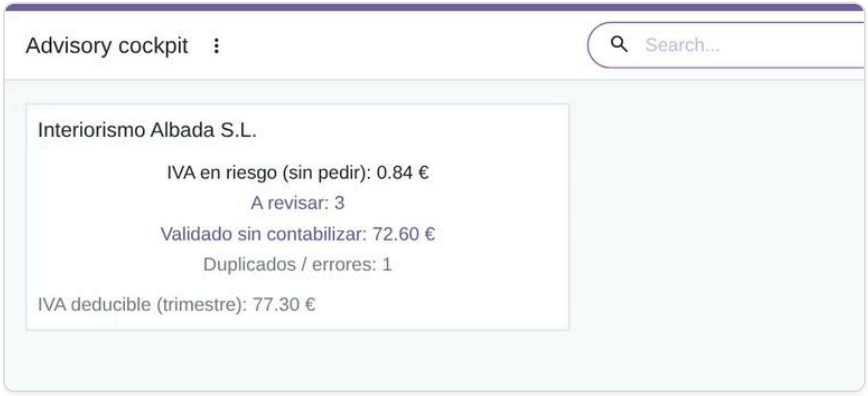


# 19 Several companies

Each capture belongs to one company: by default, the company you are working in when you upload it. That company's country decides which VAT rules apply, duplicates are searched for within the same company, and the advisory cockpit and the Form 303 preparation give one row per company. This is how an advisory firm works when it manages its clients as companies in the same database.

The module validates supplier tax numbers from several countries (Spain, France, Germany, Italy, Portugal, Ireland, the Netherlands, Belgium, Austria and Luxembourg) according to their country code. The deductibility logic is Spanish: VAT, IRPF and simplified invoice limits. It does not file anything with Hacienda.

The paid service has two plans on FlexigoTech Cloud. Prices exclude VAT. Standard costs €29 a month or €290 a year. Pro costs €58 a month or €580 a year. Both include a 14-day trial with no card required. Each plan is per production database: with Standard, the AI reads 500 documents a month; with Pro, 1,000.




- **Real Odoo 20 screenshot.** The **Advisory cockpit** shows one row per client, with its VAT at risk and its deductible VAT for the quarter.

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# 20 If something goes wrong

| | |
|---|---|
| **The capture is not read and there is no subscription or trial** | The FlexigoTech Cloud AI does not read documents without a trial or subscription. Check in **Settings › FlexigoTech Cloud** that the database is connected and that the trial or subscription is active. |
| **A capture is in error** | The scheduled action **Deduce: procesar capturas pendientes** only reads new or queued captures, every 10 minutes. To retry the captures that are in error, use the action to read again on the selected captures. |
| **A forwarded email is not read automatically** | If the email was not sent by an employee, the capture waits in error until a person reviews it. |
| **You cannot validate it** | Only a capture that is awaiting review can be validated. |
| **You cannot post it** | Only a validated capture can be posted. If the document has already been posted from another capture, Odoo warns of a possible duplicate. |
| **A journal, an account or an employee is missing** | Without a purchase journal, an expense account or an employee to assign the expense to, the capture cannot be posted. Create the missing item and repeat the action. |

FlexigoTech Cloud warnings are recorded as notes in the capture's history, in English: "This database is not connected to FlexigoTech Cloud (Settings > FlexigoTech Cloud)." if the database is not connected; "FlexigoTech Cloud AI is stopped on this database (no subscription)." if there is no trial or subscription; "The FlexigoTech Cloud AI documents of this month are used up." if the monthly documents have run out; and "The answer of FlexigoTech Cloud AI could not be verified, so it was not used." if the answer could not be checked. The status of the connection, trial and subscription is in **Settings › FlexigoTech Cloud**.

## Other messages you may see

| | |
|---|---|
| **"Only a capture awaiting review can be validated (current state: %s)."** | You are trying to validate a capture that is not awaiting review. The message shows the state it is in. |
| **"Only a validated capture can be posted (current state: %s)."** | Validate the capture before posting it. |

| | |
|---|---|
| **"A posted document already exists for this capture (possible duplicate)."** | A posted document already exists for this capture. Compare it with the original before doing anything else. |
| **"No expense account configured."** | There is no expense account in your accounting. Create one and try again. |
| **"There is no purchase journal for %s."** | There is no purchase journal for that company. Create one and repeat the action. |
| **"There is no employee to assign the expense to."** | The expense cannot be assigned to an employee. Check that an employee exists. |

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# 21 Other ways of doing it

| METHOD | WHAT IT INVOLVES |
|---|---|
| **By hand in Odoo** | You type in each document, decide yourself which part of the VAT is deductible, and work out for yourself whether the quarter is ready for Form 303. |
| **Odoo alone** | Odoo Enterprise includes document digitisation (the Account Invoice Extract and Hr Expense Extract modules, with Odoo's IAP service), which fills in invoices and expenses from a scan. Odoo Community does not include them: they belong to Enterprise, under licence OEEL-1. |
| **This module** | You receive the document as a photo, PDF or email. The FlexigoTech Cloud AI reads it, tells you whether the VAT is deductible, and checks by client and quarter whether Form 303 is ready. |

If you already track your expenses with another system, the module does not force you to change everything at once. You can start with one part, for example employees' receipts, and carry on with the rest as before. The module does not file anything with Hacienda: it helps you review the VAT and prepare Form 303, and the final decision is yours or your adviser's.

# 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 license is per Odoo version. FlexigoTech Cloud is paid monthly or yearly, and the 14-day trial requires no card.

# 23 Frequently asked questions

**Does it work without FlexigoTech Cloud?**

No. Without the FlexigoTech Cloud trial or subscription, the AI does not read documents.

**What does FlexigoTech Cloud do in this module?**

It hosts the AI that reads your supplier invoices and expense receipts. You do not need your own key from any AI provider.

**Does it work on Odoo Online?**

No. Odoo Online does not allow installing third-party modules.

**Which Odoo versions is it published for?**

Odoo 17, 18, 19 and 20. This documentation corresponds to the Odoo 20 branch.

**Does it need Odoo Enterprise?**

No. It depends on Invoicing and Expenses, which are available in both Community and Enterprise, and on the connection to FlexigoTech Cloud.

**What does it install alongside Deduce?**

The apps it depends on, if you do not already have them, and the FlexigoTech Cloud base module.

**How much does it cost?**

The module license costs €9 per Odoo version. The FlexigoTech Cloud service subscription is separate, VAT not included: the Standard plan costs €29 a month or €290 a year, and Pro costs €58 a month or €580 a year.

**Is there a free trial?**

Yes, for 14 days with no card required.

**How many documents does each plan include?**

With Standard, the FlexigoTech Cloud AI reads 500 documents a month per production database; with Pro, 1,000. When few are left, the capture warns you.

**Does it file anything with Hacienda?**

No. It helps you review the VAT on each document and prepare Form 303. The final decision is yours or your adviser's.

**Does it fill in Form 303 for me?**

No. The **Form 303 preparation** list summarises deductible VAT and items pending review by client and quarter, and you use that to prepare the form.

**What documents can it read?**

Supplier invoices, receipts and expense tickets, as photos, PDFs or emails.

**How often is incoming material processed?**

The scheduled action **Deduce: procesar capturas pendientes** runs every 10 minutes and is active when installed. It is the module's only scheduled action.

**Do I have to press something for it to read a document?**

It depends how you upload it. With **Read the photo on upload** switched on, the AI reads the document when you attach it. Otherwise, the 10-minute scheduled action picks it up, or you read it yourself with the read-the-ticket-with-AI button.

**Where are the settings?**

In **Deduce › Configuration**. Only administrators can see them.

**What data is sent to FlexigoTech Cloud?**

The text and image of each document that is read. Your customers, orders, invoices and products are not sent.

**Do I need a key from an AI provider?**

No. The AI is hosted on FlexigoTech Cloud and you do not need any key of your own.

**Who reviews what the AI reads?**

You do. Each capture stays pending review until a person validates it.

**Does it tell me whether the VAT is deductible?**

Yes. Each capture shows whether the VAT is deductible and at what percentage, according to the rules for its category.

**Can I change the deductibility rules?**

Yes, from **Deduce › Tax rules**, which only administrators can see.

**Is it useful for countries other than Spain?**

The module validates supplier tax numbers from several European countries, but its deductibility logic is Spanish.

**What happens with a ticket without my tax ID?**

It is treated as a simplified invoice and the VAT is not deductible. You will see how much VAT you would recover if you request a full invoice with your tax ID.

**Does it detect duplicate documents?**

Yes. A capture can be marked as **Duplicate** and is not posted if an identical one is already posted.

**Does it create supplier invoices and expenses in Odoo?**

Yes. When you post a validated capture, Odoo creates a supplier invoice or an employee expense, depending on the destination you choose.

**Is it useful for an advisory firm with several clients?**

Yes. The **Advisory cockpit** has one row per client, and the **Form 303 preparation** summarises by client and quarter.

**What happens to what was already in my Odoo before I installed it?**

Nothing you already had changes. It adds a link to their capture on supplier invoices and expenses, and only creates new invoices and expenses from the captures you post.

**How much data does it add to my Odoo?**

The module adds 10 new or extended data models, with 81 fields in total.

**How many menus does it add?**

12 menus of its own.

**How was it tested?**

With 165 automated tests that read documents using a simulated FlexigoTech Cloud AI. The screenshots in this guide are from a real Odoo 20.

**Under which licence is it distributed?**

Under the OPL-1 licence.

**What category is it in Odoo?**

Accounting, under Accounting/Accounting.

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# 24 Glossary

| | |
|---|---|
| **Capture** | Each document you upload to Deduce (photo, PDF or email) with the data the AI reads and the VAT verdict. |
| **Full invoice** | Document that carries your tax ID and the VAT amount broken down. Its VAT is deductible at the percentage of the rule for its category. |
| **Simplified invoice** | Receipt without your tax ID or without the VAT amount broken down. Its VAT is not deductible until you get the full invoice. |
| **Deductible VAT** | Part of the input VAT you can deduct in the return, according to the rule for the expense category. |
| **VAT at risk** | VAT on a simplified invoice that you only recover if you request the full invoice and have not yet requested it. |
| **Verdict** | Summary shown by each capture: whether the VAT is deductible, at what percentage and why. |
| **Deductibility rule** | Setting per category with its VAT percentage, its income tax percentage, the simplified invoice limit and its legal reference. |
| **Category** | Expense type of the capture: **General**, **Combustible (turismo)**, **Restauración / hostelería**, **Parking** or **Transporte**. It decides which rule applies. |
| **Tax ID (NIF)** | Tax identification number. The supplier's and yours appear on the document and are validated according to the country. |

| | |
|---|---|
| **Form 303** | Quarterly VAT self-assessment in Spain. Deduce does not file it: it helps you prepare its figures. |
| **Form 303 preparation** | List by client, year and quarter with the deductible base, the deductible input VAT and what remains pending. |
| **Accountancy cockpit** | List with one row per client and its read-only figures: what to review, the VAT at risk and the deductible VAT for the quarter. |
| **Queue** | List of captures with a filter applied, such as **VAT at risk (not requested)** or **Validated, not posted**. |
| **Validate** | Approve a capture's reading after reviewing it. Only possible on a capture in **Needs review**. |
| **Post** | Create the vendor bill or employee expense from a validated capture. |
| **Duplicate** | Status of a capture marked as a copy of another document already posted. |
| **Destination** | What is created when posting: **Vendor Bill** or **Employee expense**. |
| **IRPF/IS** | Personal income tax and corporate tax (IRPF and IS in Spain). The rule states what percentage of the expense is deductible for them. |
| **AI engine** | Option in the settings that decides who reads the documents. With FlexigoTech Cloud AI, it is read by the AI hosted on FlexigoTech Cloud. |
| **FlexigoTech Cloud** | FlexigoTech's online service that provides the AI reading. It has a 14-day free trial with no card required. |

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# 25 Checklist and contact

- [ ] You have Odoo 17, 18, 19 or 20, on Odoo.sh or on your own server. Odoo Online does not work.
- [ ] You have an administrator user: only administrators can see the settings and tax rules.
- [ ] You have installed the module together with the FlexigoTech Cloud base module and the apps it depends on: Invoicing and Expenses.
- [ ] You have connected the database in **Settings › FlexigoTech Cloud**, accepted the consent and started the 14-day trial with no card required.
- [ ] In **Deduce › Configuration**, under **AI engine**, you have chosen the FlexigoTech Cloud AI option.
- [ ] You have decided whether to keep **Read the photo on upload** enabled.
- [ ] You have reviewed the percentages and limits of each category in **Deduce › Tax rules**.
- [ ] You have uploaded a test document and the AI has filled in supplier, date and amounts.
- [ ] You have checked the VAT verdict on the capture and corrected whatever was needed.
- [ ] You have clicked **Validate** and then **Post**, and the capture has become **Posted**.

If you would like us to set it up with you, get in touch. With the Pro plan, if needed, we can go through it by video call.

### 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/deduce-base.html

### On Odoo Apps

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

Deduce is a FlexigoTech module for Odoo. FlexigoTech is a brand of Flexibles y Accesorios Gobe, S.L. (Barcelona, Spain).