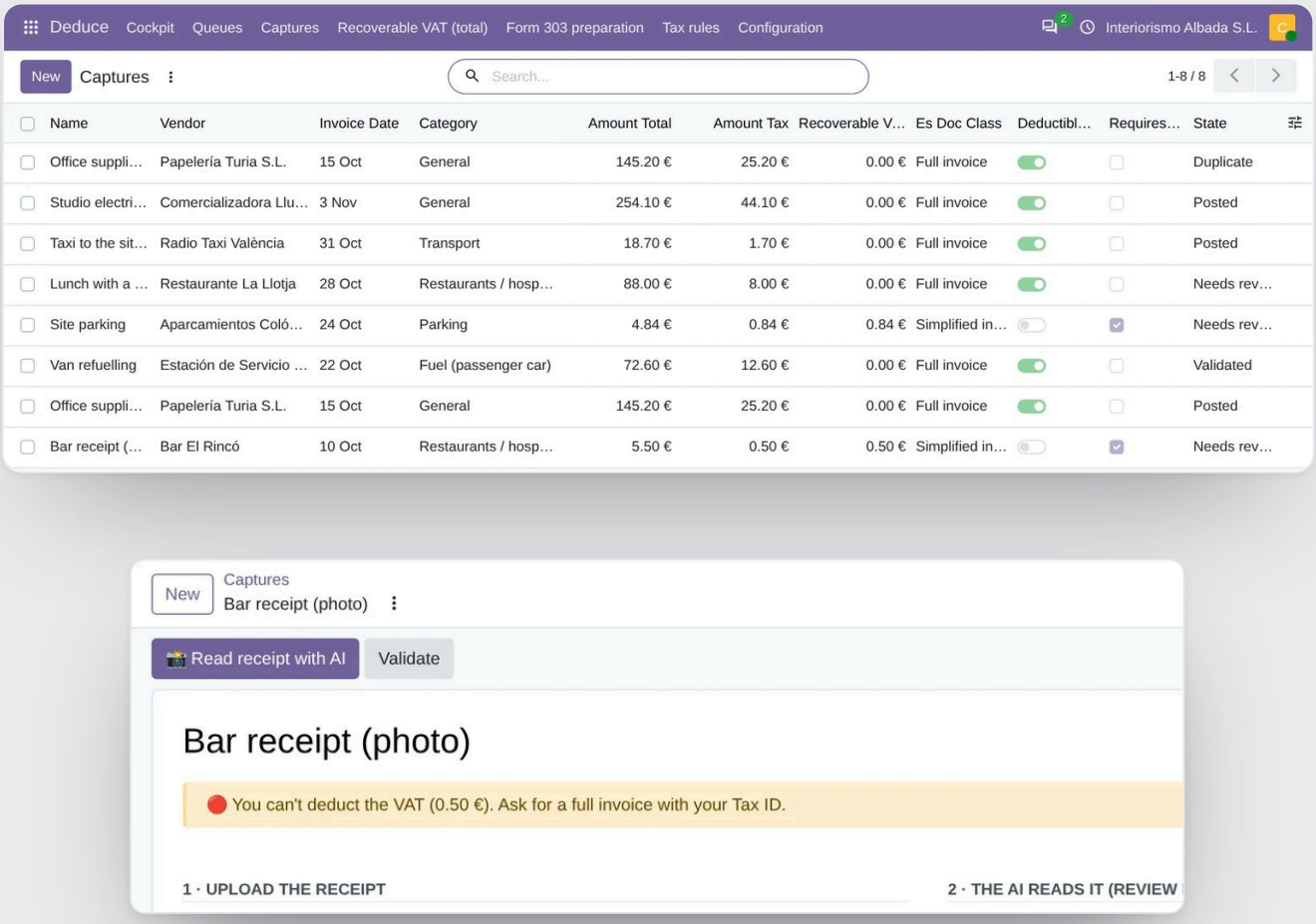
USER MANUAL · ACCOUNTING AND EXPENSES

Deduce for Odoo

For those who already have the module: install it, activate it, set it up and use it, step by step.

Module version 20.0.1.9.6 | Odoo 20 screenshots | Edition of 14-11-2026



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 section starts. Menu and button names are those of Odoo in English.

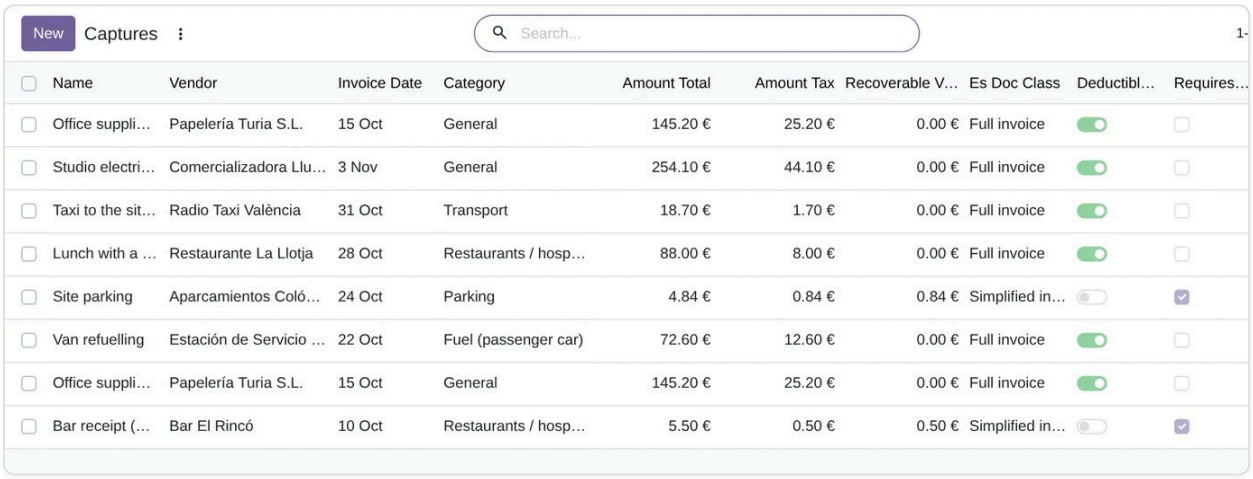
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This manual describes version 20.0.1.9.6 of the module (Odoo branch 20.0, commit 8f829775a). Everything it says comes from its code: menus, buttons, fields, scheduled actions and error messages.

The screenshots come from a test Odoo 20 database, with a made-up company and data and no real connection to FlexigoTech Cloud. In Odoo 17, 18 and 19 the module has its own version: if something on your screen does not match, write to us.

1 What it is and where to find it

Deduce adds an app to Odoo for capturing invoices, receipts and tickets, reading them with AI and checking whether the VAT is deductible. It also prepares the Form 303 per client and quarter.



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 supplier invoice 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.

2 Before you start

This is what you need to have to hand before installing the module.

- 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 don't have them, Odoo installs them along with it.
- The connection to FlexigoTech Cloud (`flexigotech_cloud`), which is installed together with Deduce.
- An administrator user: the **Deduce › Configuration** menu and the **Deduce › Tax rules** menu are only visible to administrators.
- A FlexigoTech Cloud subscription, or its 14-day trial without a card. It is the AI hosted on FlexigoTech Cloud that reads each document.

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

3 Installation

The module is installed like any third-party Odoo module. An administrator is required.

How to get it

From its page on Odoo Apps (**https://apps.odoo.com/apps/modules/20.0/deduce_base**) or from the module's page on flexigotech.com. Choose the Odoo version you use: each version is a separate module.

The module depends on `flexigotech_cloud`, the connection to FlexigoTech Cloud. On Odoo Apps, the module's page lists it under «Community Apps Dependencies» and its price is already included; it is free and has its own page (**https://apps.odoo.com/apps/modules/20.0/flexigotech_cloud**). Put both folders together in the same modules path and Odoo installs `flexigotech_cloud` at the same time.

On Odoo.sh

1. **Upload the folders to your repository**
   Copy `deduce_base` and `flexigotech_cloud` into the branch of your project, in your modules folder, and push.
2. **Wait for Odoo.sh to build the branch**
   When it finishes, both modules are in the branch.
3. **Install the app**
   In **Apps**, click **Update Apps List** (with developer mode on), search for "Deduce" and click **Activate**.

On your own server

1. **Copy the folders**
   Place `deduce_base` and `flexigotech_cloud` in a folder that is on the `addons_path` of your Odoo.

2. **Restart Odoo**
   This makes it read the new modules.

3. **Install the app**
   In **Apps**, **Update Apps List**, search for "Deduce" and click **Activate**.

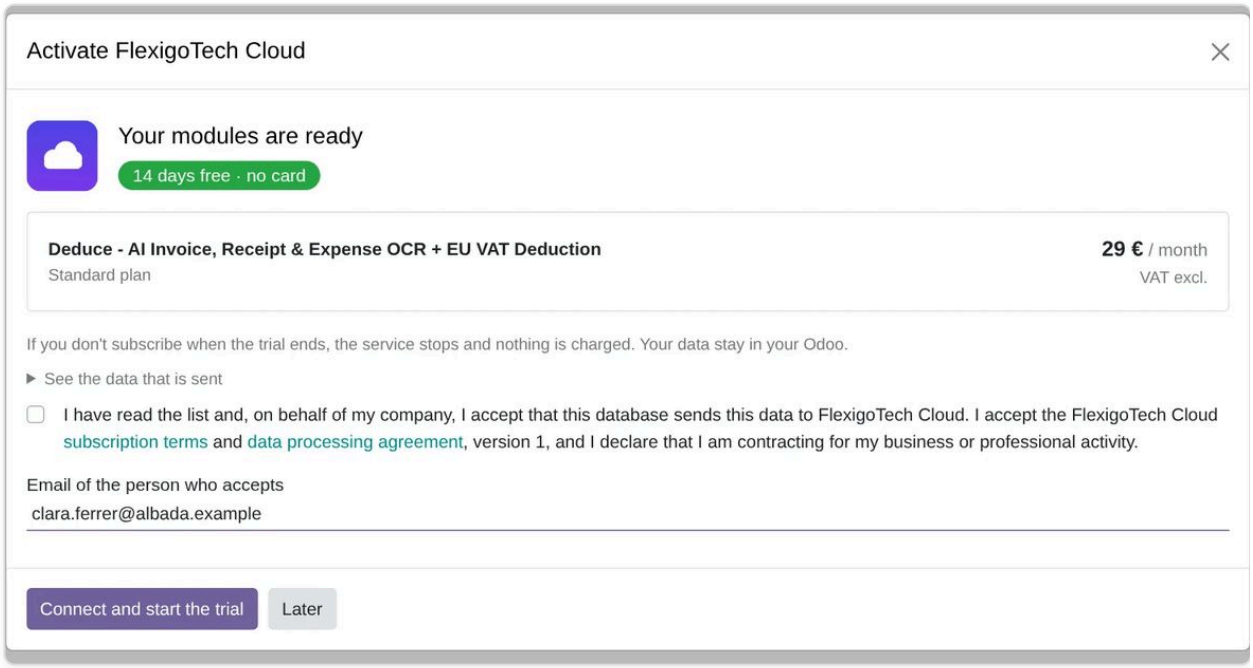
> When installing it, Odoo also installs the apps the module depends on: Invoicing and Expenses. If you already use them, nothing you have changes.

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4 Activate FlexigoTech Cloud: the 14-day trial

Deduce reads each document with the AI hosted on FlexigoTech Cloud: the photo or PDF goes to our servers in Germany, our model reads it and returns what it says, without storing it. The base needs to be connected and the trial or subscription in place.

1. **Click 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.

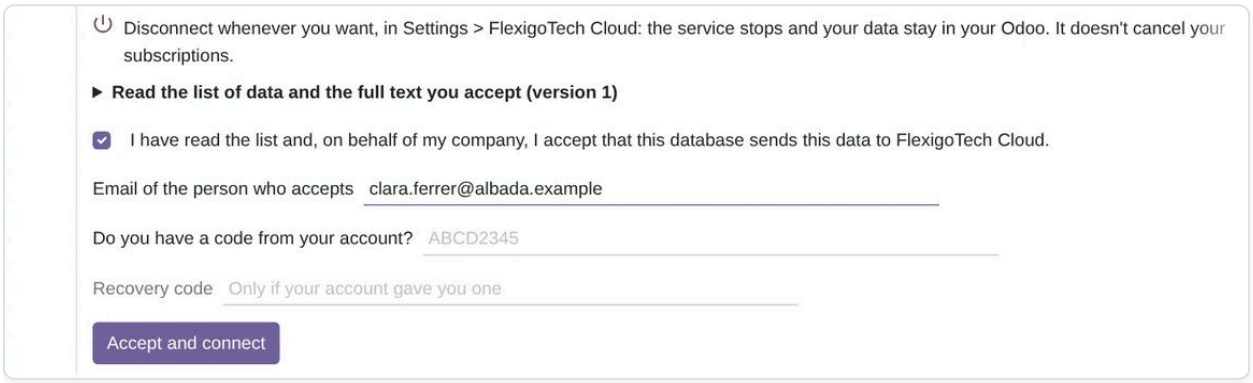
2. **Accept and enter your email**

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

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

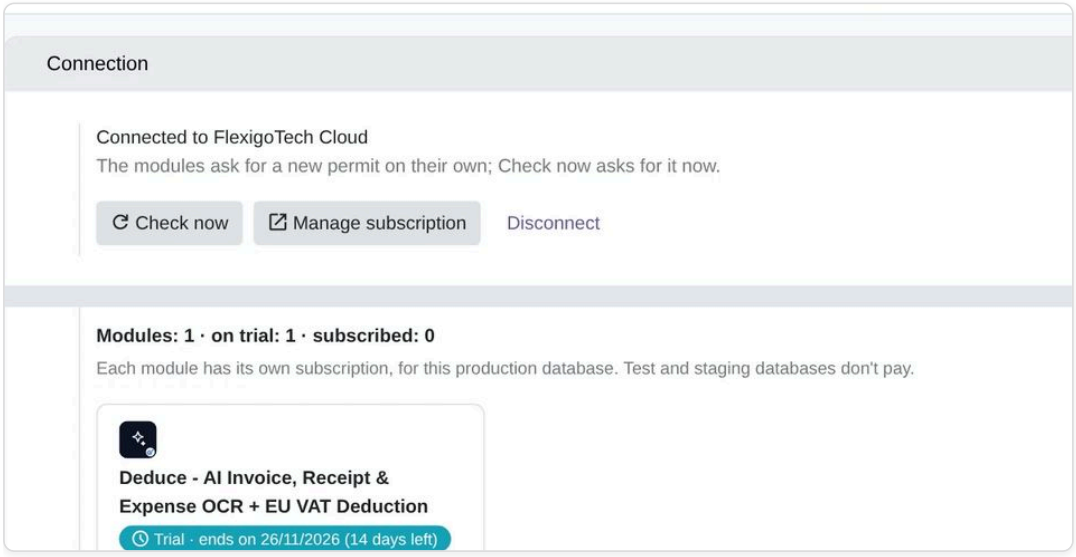
The same, from Settings

In **Settings › FlexigoTech Cloud** is the full list of what the base sends. Tick the box, enter the email and click **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 base 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 base 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 click **Subscribe**: payment is made on the Stripe page, outside Odoo.



- **Real Odoo 20 screenshot.** Settings › FlexigoTech Cloud with the base connected and the module in trial.

PLAN	PRICE	INCLUDES
Standard	€29 per month or €290 per year	Support response within 1 business day
Pro	€58 per month or €580 per year	Response within 4 business hours and video call if needed

Prices exclude VAT. If you don't 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»

5 Getting it running

This is done once, after starting the FlexigoTech Cloud trial.

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, without any key.

3 Review the options

Read the photo on upload is switched on: when you attach a photo or PDF, the AI reads it automatically, 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 check.

4 Save the settings

Click **Save** at the top left.

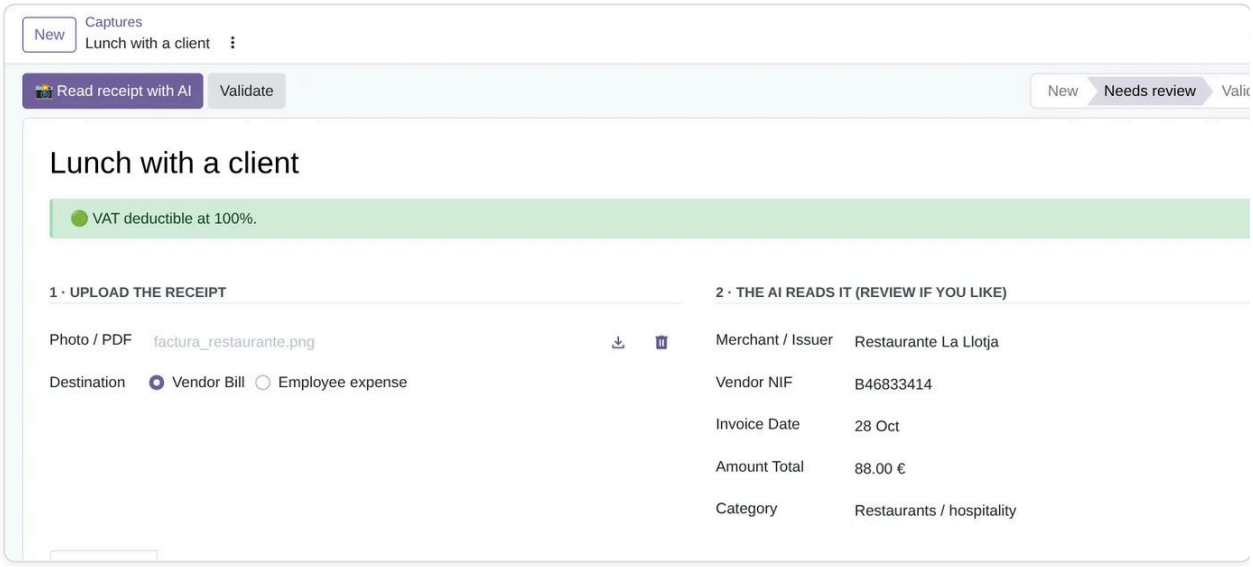
5 Upload or forward your first document

Upload a photo or PDF to a new capture in **Deduce › Captures**, or forward the document by email. If it isn't read on upload, click 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 it tells you whether the VAT is deductible. You can correct any field before clicking

Validate.



- **Real Odoo 20 screenshot.** A read receipt, 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 limited to the system administrators group.

Afterwards, documents come in in two ways. You upload them in **Deduce › Captures** and they are read as they are attached while **Read the photo on upload** is on, or with the button to read the receipt with AI 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 AI; if not, it stays in **Error** with a note for a person to look at it.

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6 The module's options

The module's settings are in **Deduce › Configuration** and only administrators can see them.



- **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 AI hosted on FlexigoTech Cloud to read them, choose the FlexigoTech Cloud AI option. You don't need any key.

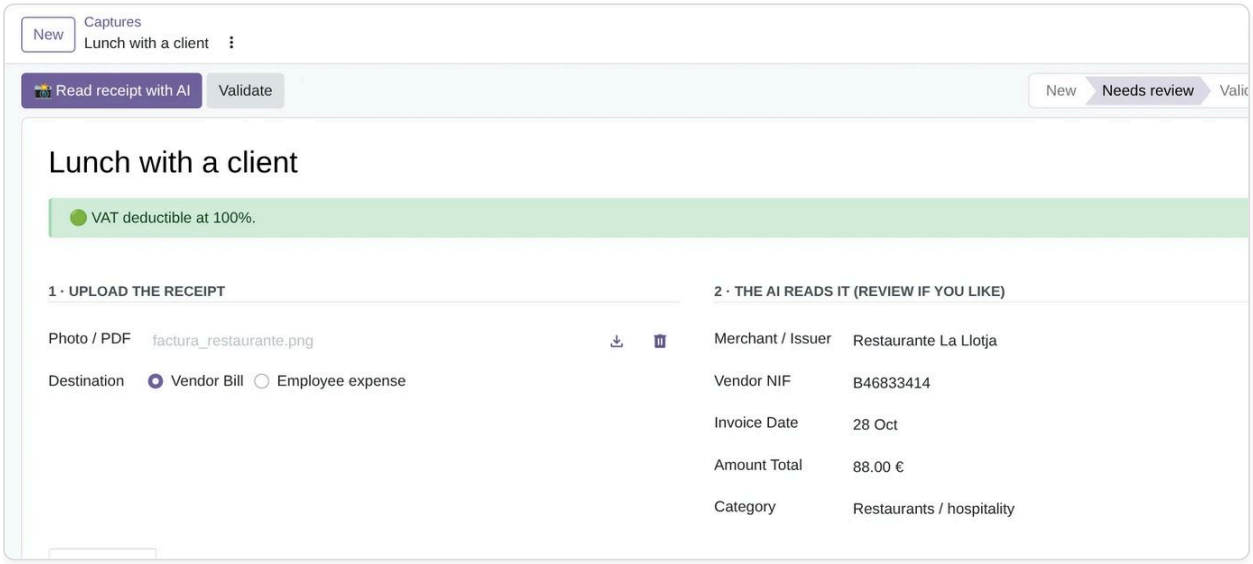
OPTION	HOW IT COMES	WHAT IT DOES
Read the photo on upload	On	When you attach a photo or PDF, the AI reads it automatically, without you pressing any button.
Auto-validation	0: everything is reviewed	It's a number. With 0 everything is always reviewed. With 0.9, for example, only clean, high-confidence captures are approved, and doubtful ones stay in the queue.

The AI reading from FlexigoTech Cloud needs 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 the standard Odoo ones.

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7 Captures and AI reading

Each photo, PDF or email with a receipt or an invoice becomes a capture that the AI reads and you review before posting.



- **Real Odoo 20 screenshot.** A business-lunch capture, with the data the AI has read.

Where the data comes from

- You upload a document or photo to the capture and it is read straight away, with no button to press, as long as the **Read the photo on upload** option is on in **Deduce › Configuration**.
- If it arrives by email, the capture is created automatically. If an employee sent it, it is read; otherwise it is left in **Error** for a person to check.
- The scheduled task **Deduce: procesar capturas pendientes** reads the captures in **New** and **Queued** every 10 minutes.
- The button to read the receipt with AI, the camera one, starts the reading manually.

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 in your tax number's name. It only appears if the capture needs it and you have not requested it yet.
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 one already exists.

Statuses

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

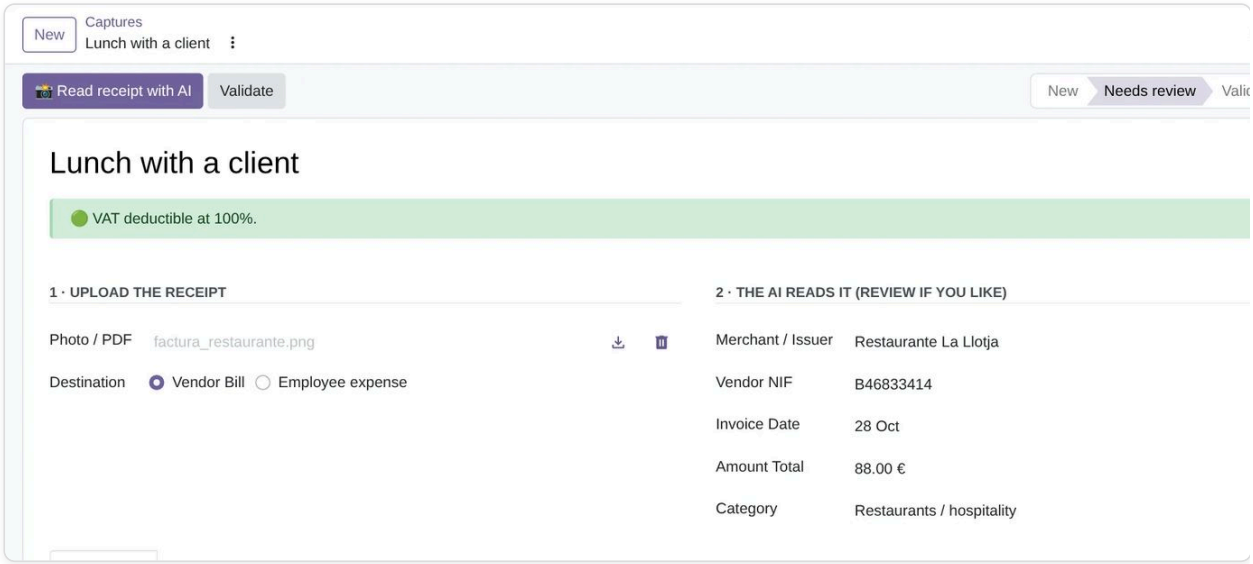
Steps

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 number, 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

   Click **Validate**.

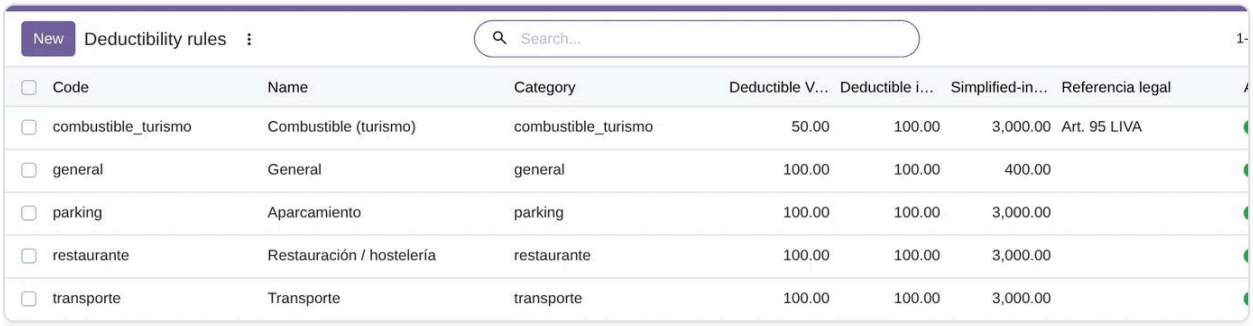
4. ### Post

   Click **Post**. The capture changes to **Posted**.

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

8 VAT deductibility

Deduce works out the deductible VAT for each capture using the rules that come with the module, which you can edit.

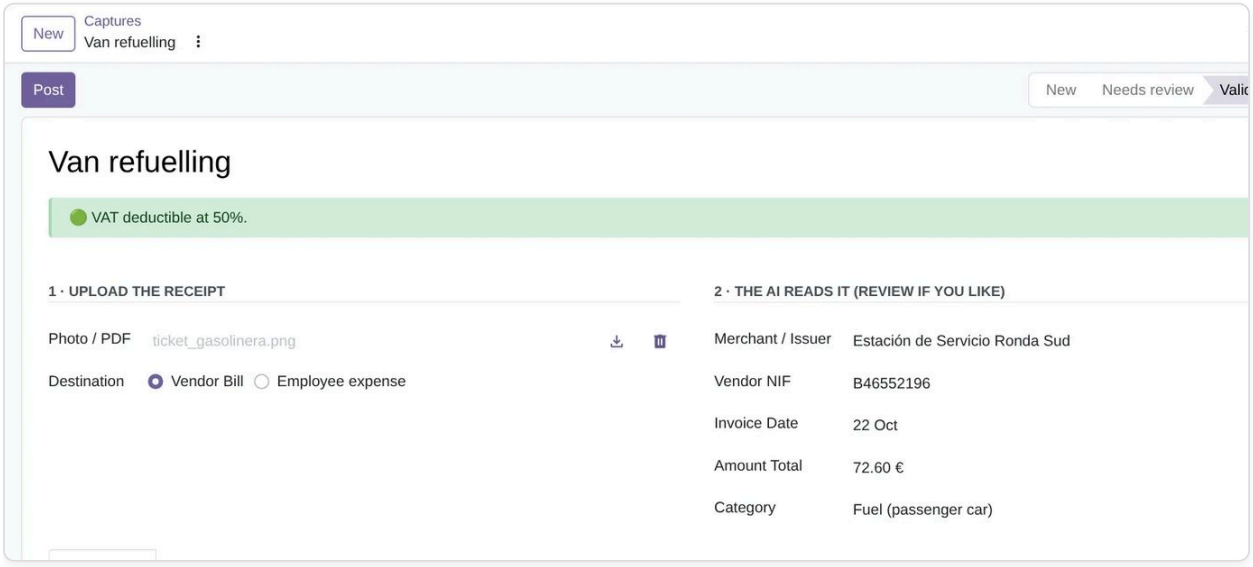


- **Real Odoo 20 screenshot.** The **Deductibility rules** list with the five rules it comes with when installed.

The rules are in **Deduce › Tax rules**, a menu that only administrators can see. On installation there are five: General, Fuel (car), Restaurant / hospitality, 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. The rule for the capture's category and the country of its company is used; if the company has no country, Spain applies.



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

Rule fields

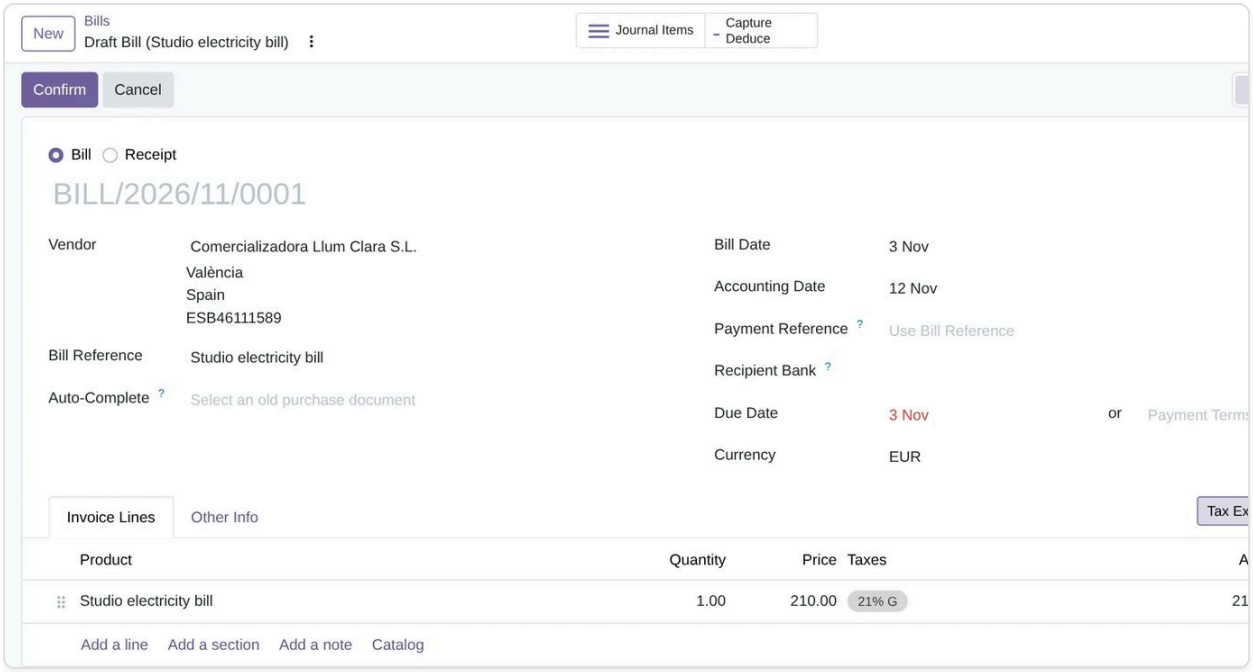
Code	Rule identifier. Required.
Name	Rule name. Required.
Category	Must match the capture's category. Required.
Deductible VAT %	Percentage of VAT that can be deducted.
Deductible income tax withholding %	Percentage deductible for income tax withholding or corporate tax.
Simplified-invoice limit (€)	Amount from which a simplified invoice is flagged.
Referencia legal	Article of the law 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.

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9 Invoices and expenses in Odoo

When you validate a capture, Deduce turns it into a vendor bill or an employee expense and posts it.

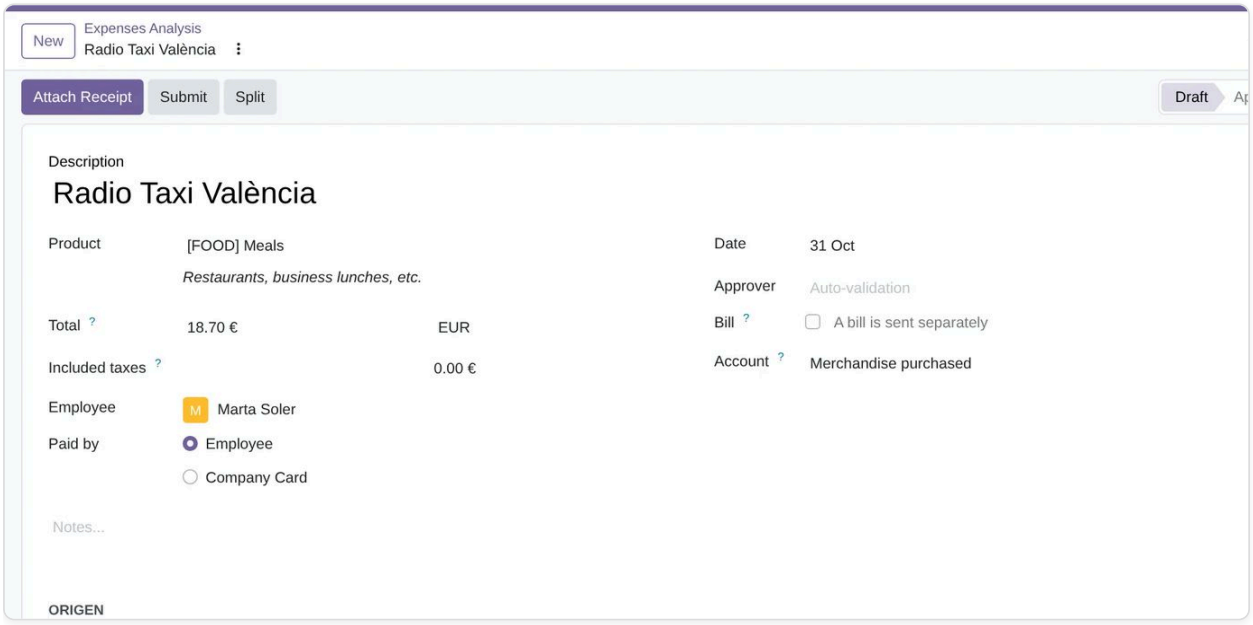


- **Real Odoo 20 screenshot.** Draft vendor bill created from a capture, with the **Deduce** tab and the **Confirm** button.

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

Where the result is shown

Deduce Capture	Link to the capture the record comes from. It is 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 any 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 an invoice or expense.



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

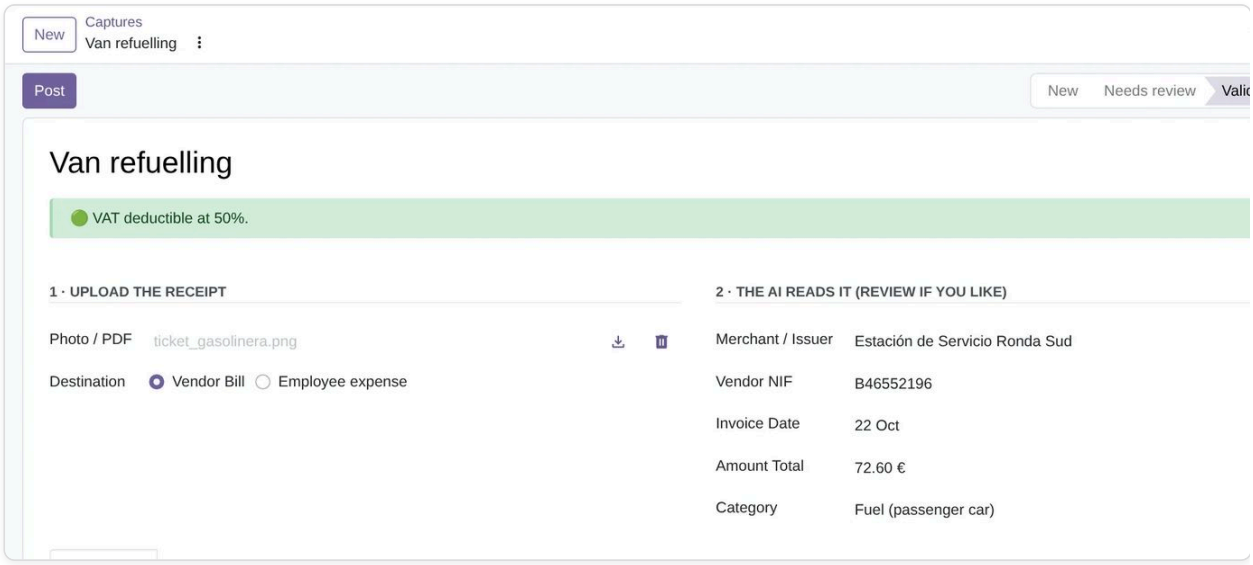
Capture statuses

A capture goes through these statuses: **New** when uploaded, **Needs review** once the AI has read it, **Validated** when you accept it and **Posted** once it is an invoice or 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 send 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 draft vendor bill, 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 decision on VAT is yours or your accountant's.

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10 Review queues

The queues separate the captures that need attention: VAT at risk, full invoice requested, validated but not posted, and duplicates or errors.



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

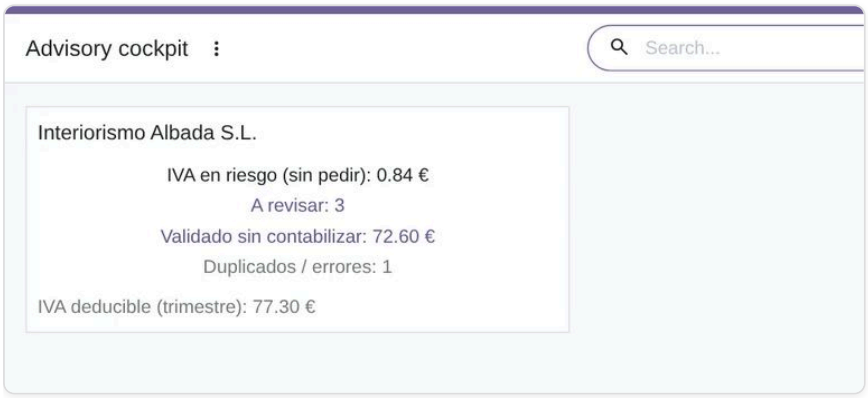
A capture goes through **New**, **Queued**, **Extracting**, **Needs review**, **Validated** and **Posted**. The other outcomes are **Rejected**, **Duplicate** and **Error**.

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

> **Mark as duplicate** does not affect captures that are posted, validated or rejected, nor those that already have an invoice or expense, so that a posted document is not left orphaned.

11 Advisory cockpit

The cockpit summarises, for each client, the VAT at risk, what is pending review and the deductible VAT for the quarter.



- **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 receipts and are recalculated every time you open the cockpit, so there is no button needed to recalculate.

What each row shows

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

How to use it

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

2. **Locate what is pending**

Check **To review**, **VAT at risk (not requested)** and **Duplicates / errors**.

3 **Go to the receipts**

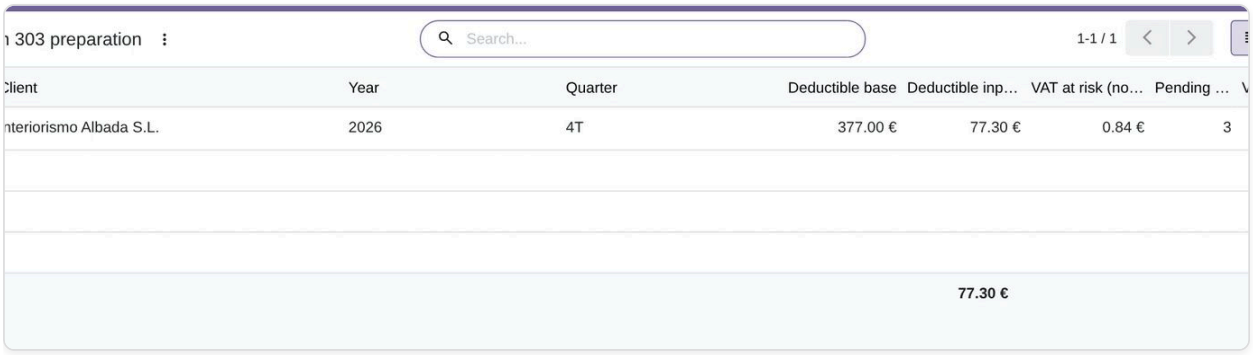
Click the figure you want in the row: the receipts of that client that make it up open, so you can work on them.

> The cockpit does not edit anything or submit anything to HMRC: it is there to help you review and decide what to look at first.

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12 Preparation of form 303

This list tells you, per client and quarter, how much deductible base and input VAT you can claim and what still needs review before preparing the return.



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

You open it at **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 is built from that company's receipts dated within that quarter, and is recalculated every time you open the list. The deductible base and VAT only count validated or posted receipts; receipts that the task **Deduce: procesar capturas pendientes** has not yet read 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 client and quarter.
Deductible input VAT	Deductible input VAT amount for that client and quarter.
VAT at risk (not requested)	Amount of VAT that has not yet been requested and is at risk.
Pending review	Number of receipts pending review.

Validated, not posted (no.)	Number of validated receipts not yet posted.

How to use it

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

2. **Check what is pending**
   If **Pending review** or **Validated, not posted (no.)** are not zero, work those receipts 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 left pending, use **Deductible base** and **Deductible input VAT** to prepare the return.

> Deduce does not submit anything to HMRC or fill in the return for you. It helps you review the VAT and prepare the return. The final decision is yours or your accountant's.

USER MANUAL · DEDUCE

13 What happens automatically

Deduce runs a single scheduled task, which reads incoming documents without anyone having to click anything.

TASK	FREQUENCY	WHAT IT DOES
Deduce: procesar capturas pendientes	Every 10 minutes, active after installation	Reads the pending documents that have arrived 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 receipts in **New** status or queued. Anything that arrives by email and was 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 at **Settings › Technical › Automation › Scheduled Actions**, with developer mode enabled.

14 If something goes wrong

These are the most common cases when a receipt does not move forward, and where to look for each.

The receipt stays unread and there is no subscription or trial	FlexigoTech Cloud AI does not read documents without a trial or subscription. Check at **Settings › FlexigoTech Cloud** that the database is connected and that the trial or subscription is active.
A receipt is in error	The scheduled task **Deduce: procesar capturas pendientes** only reads new or queued receipts, every 10 minutes. To retry reading the ones that ended up in error, use the read again action on the selected receipts.
A forwarded email is not read automatically	If the email was not sent by an employee, the receipt waits in error until a person reviews it.
You cannot validate	Only a receipt that is pending review can be validated.
You cannot post	Only a receipt that has already been validated can be posted. If the document has already been posted from another receipt, Odoo warns you 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 receipt cannot be posted. Create it and repeat the action.

FlexigoTech Cloud notices are recorded as a note in the receipt'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 response could not be verified. The status of the connection, trial and subscription is at **Settings › FlexigoTech Cloud**.

15 Support

Get in touch to install it, configure it or with any question. With the Standard plan we reply within 1 working day; with the Pro plan, within 4 working hours, and if needed we can go through it by video call. Tell us your Odoo version, the module version and, if there is an error, its full text.

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).