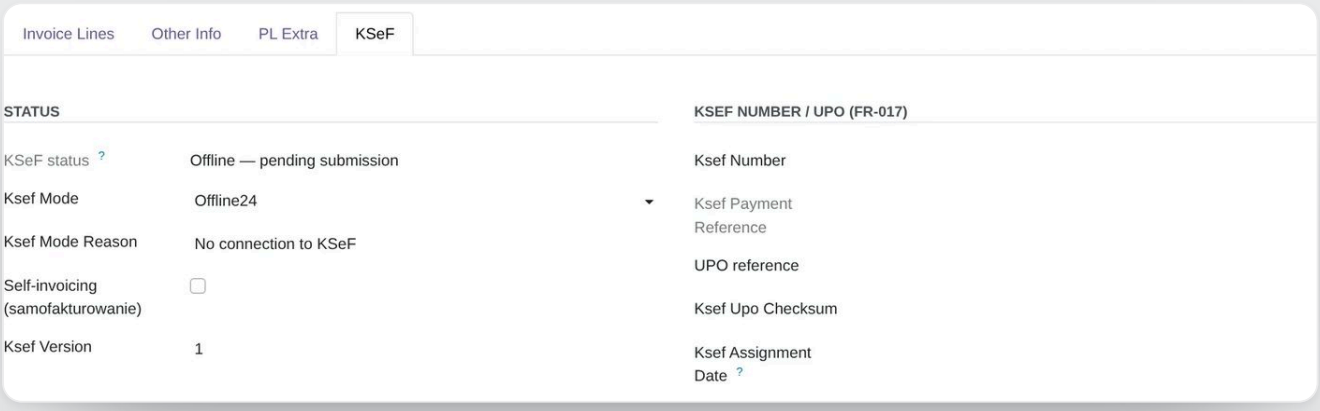
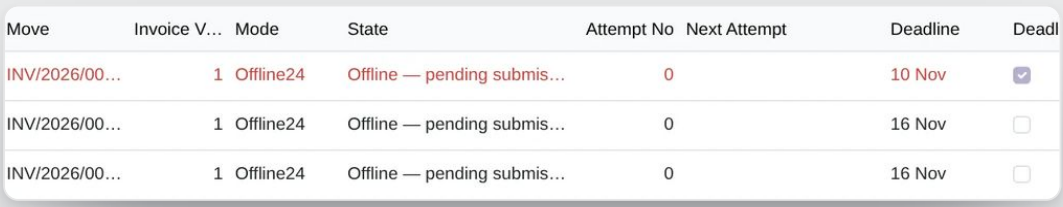
MODULE GUIDE · E-INVOICING & TAX

Poland KSeF 2.0 Validator for Odoo

Get your invoices ready for KSeF 2.0: the FA(3) validated against the official schema in FlexigoTech Cloud, credentials with their expiry and offline deadlines in the queue.

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





Move	Invoice V…	Mode	State	Attempt No	Next Attempt	Deadline	Deadl
INV/2026/00…	1	Offline24	Offline — pending submis…	0		10 Nov	☑
INV/2026/00…	1	Offline24	Offline — pending submis…	0		16 Nov	☐
INV/2026/00…	1	Offline24	Offline — pending submis…	0		16 Nov	☐

Real Odoo 20 screenshot. The KSeF tab of an invoice issued in offline mode and the queue of invoices ready to upload.

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 20.0.1.2.8 of the module (Odoo branch 20.0, commit 36ff5ff6e). 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.

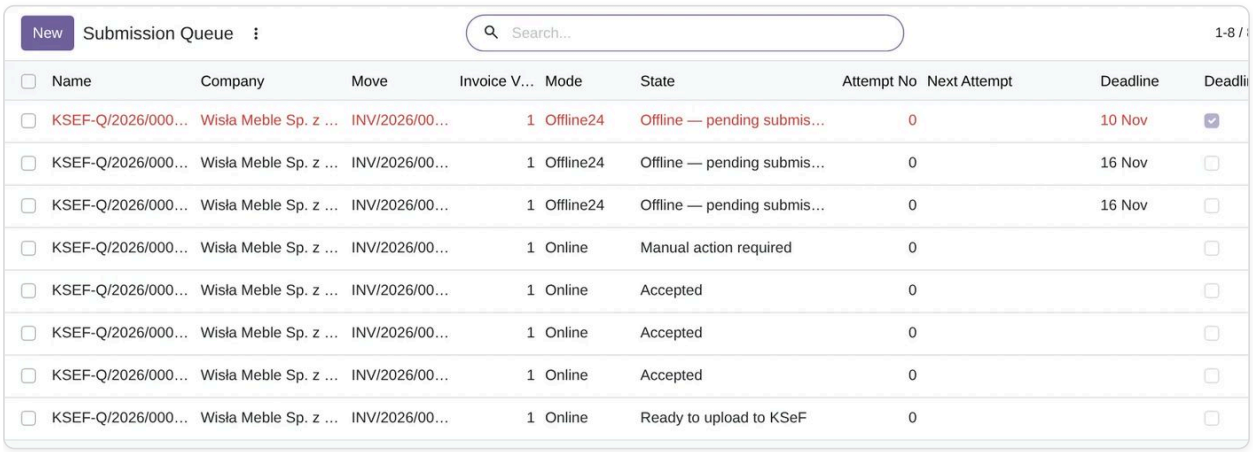
1 Who it is for and what it solves

Without the module, before uploading an invoice you have to check by hand whether it lacks any FA(3) data: the customer's NIP, a product line, the currency code or the reason for a corrective invoice. Checking the FA(3) against the KSeF schema is a separate job. You also have to track by hand which invoices are ready, sent, accepted or rejected. You also have to watch that no certificate or token expires, and keep track of the deadline for invoices issued in offline mode. And before the obligation date you have to review that contacts and invoices are in order.

With the module, the data check is done with **Mark ready for KSeF upload**, the schema validation is performed by FlexigoTech Cloud, and the status of each invoice is shown in its **KSeF** tab. To check the FA(3) you need the FlexigoTech Cloud subscription, with 14 days of trial. Without a trial or subscription no FA(3) is validated. "Valid" means the FA(3) passes that check, not that KSeF has accepted it.



- **Real Odoo 20 screenshot.** The KSeF tab of an invoice whose FA(3) does not pass validation.



- **Real Odoo 20 screenshot.** The queue of invoices ready to upload.

What changes day to day

- Before you upload an invoice, the module checks its data. If something is missing, the invoice moves to **Manual action required** and does not enter the queue.
- Invoices that pass the check enter **Submission Queue** as **Ready to upload to KSeF**.
- What KSeF replies to l10n_pl_edi passes automatically to the invoice and its line in the queue: sent, accepted with its KSeF number, or rejected.
- An invoice that KSeF has accepted can no longer be reset to draft or cancelled: it is corrected with a corrective invoice.

- Each credential that nears its end date generates a pending task for a KSeF Administrator and a note in its history.

What it does not do

- It does not send invoices to KSeF or connect to KSeF: sending is done by l10n_pl_edi, with the "by KSeF (e-Faktura)" option when sending.
- It does not download received invoices or the UPO: they are recorded by hand.
- The company profile and authorisations are entered by hand. The profile classifies using the figures you enter and does not read your sales.
- It only calculates the offline24 deadline: not that of an outage or a failure.
- It does not generate KSeF QR codes.
- Its screens appear in English in every language.

MODULE GUIDE · KSEF 2.0

2 The module in figures

4
Odoo versions with a published branch: 17, 18, 19 and 20

14
days of FlexigoTech Cloud trial

50
invoices at most per click when validating the FA(3)

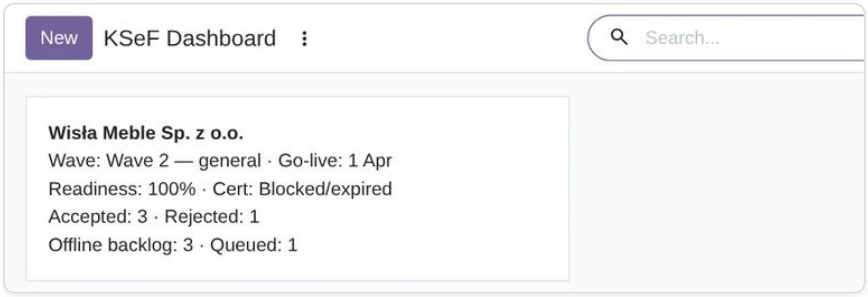
69
error codes in the KSeF 2.0 API catalogue

6,558
lines of code shown by Odoo Apps 20.0

186
test functions

It works on Odoo Community and Odoo Enterprise: its dependencies (Invoicing, the Polish localisation l10n_pl and FlexigoTech Cloud) are all Community. To validate or send without uploading the XML by hand you need l10n_pl_edi, from Odoo 18 to 20; in Odoo 17 the FA(3) is uploaded as a file on each invoice.

3 Where you see it in your Odoo



- **Real Odoo 20 screenshot.** The dashboard, with one card per company.

KSeF › Dashboard	The dashboard: one card per company with its obligation wave, its date, the preparation score in %, the status of its credentials and the counts of accepted, rejected and pending offline invoices.
KSeF › Migration › Run Validator	Runs the migration validator on contacts and invoices of a company.
KSeF › Migration › Validation Runs	The validator runs, with their passes, failures and preparation score.
KSeF › Operations › Submission Queue	The queue: one line per invoice and version, with its mode, its status and its deadline.
KSeF › Operations › Inbound Invoices	Received invoices, which are recorded by hand or imported.
KSeF › Operations › Compliance Export	The CSV export of invoices with KSeF status.
KSeF › Configuration › Compliance Profile	The profile of each company with its wave and its obligation date.
KSeF › Configuration › Credentials	The inventory of KSeF credentials, with a warning before they reach their end date.
KSeF › Configuration › Authorizations	The manual record of who is authorised in KSeF and for which NIP.
KSeF › Configuration › Legal Policy	The legal dates and thresholds used by the profile.
KSeF › Configuration › Error Codes	The lookup catalogue of the 69 official error codes of the KSeF 2.0 API.
KSeF › Configuration › Audit Log	The audit log, which cannot be edited.

Outside its menu, the module adds to invoices and credit notes, both customer and vendor, the **KSeF** tab, with buttons such as **Mark ready for KSeF upload**, **Validate FA(3) (FlexigoTech Cloud)** and **Mark accepted by KSeF**. In the invoice list it adds two actions: **Validate FA(3) (FlexigoTech Cloud)** and **Mark Offline / Emergency**. In Settings it adds the **Poland KSeF 2.0** block. Its scheduled tasks are active when installed. Its screens appear in English in every language.

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.
- Invoicing and the Polish localisation (l10n_pl). With them and FlexigoTech Cloud, the module works on Community and Enterprise.
- To send to KSeF from Odoo, l10n_pl_edi, which exists in Odoo 18 to 20. In Odoo 17 it does not exist and the FA(3) is uploaded as a file on each invoice.
- Users with a KSeF group: **KSeF Read-only**, **KSeF Accountant** or **KSeF Administrator**. A user without a KSeF group does not see the **KSeF** menu.
- The FlexigoTech Cloud subscription or its 14-day trial. It is the service that validates the FA(3).
- A **KSeF Administrator** of the company who accepts the cloud consent. Until then the FA(3) is not sent for validation.

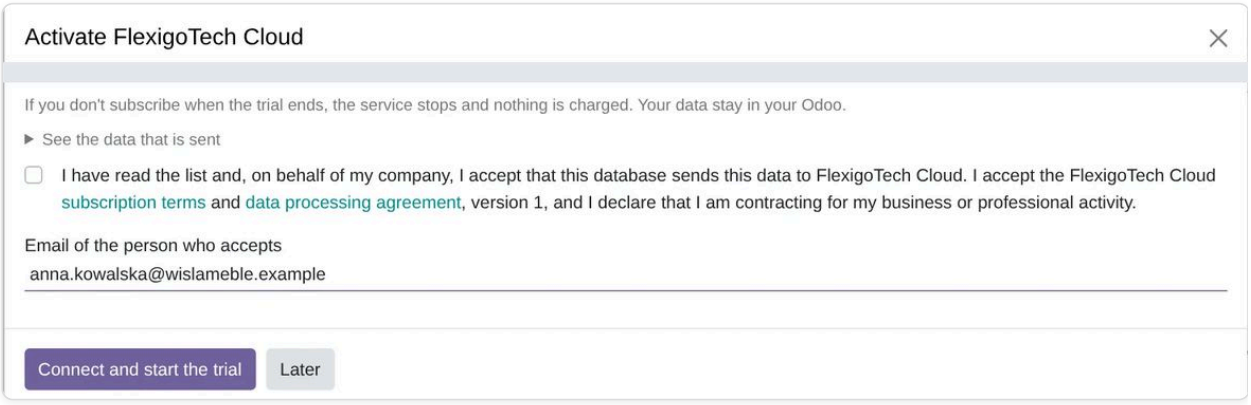
> The module does not connect to KSeF and does not send invoices: sending is done by l10n_pl_edi from **Send**, with the "by KSeF (e-Faktura)" option. It does not upload or download anything from KSeF either. Received invoices are recorded by hand. It does not use the credentials: it stores them as an inventory and warns of their end date. "Valid" means the FA(3) passes the FlexigoTech Cloud check against the official KSeF schema, not that KSeF has accepted it.

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 the Polish localisation (l10n_pl).

5 The FlexigoTech Cloud trial

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**

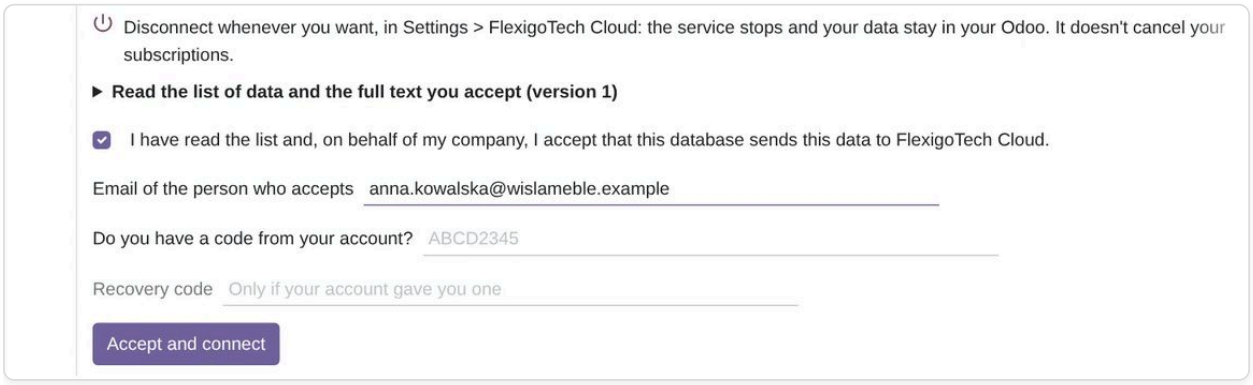
   Tick "I have read the list and, on behalf of my company..." (this includes the subscription terms and the data processing agreement) and enter the **Email of the person who accepts**.

3 **Click Connect and start the trial**

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

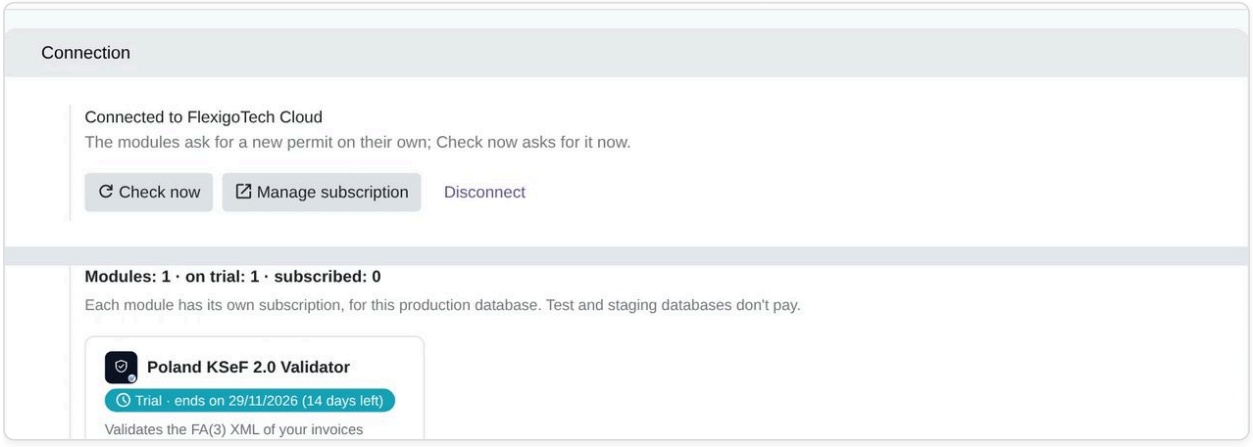
The same, from Settings

In **Settings › FlexigoTech Cloud** is the full list of what the database sends. Tick the box, enter the email and 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 database to it (the code is valid for 10 minutes).



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

With the database connected, the **Modules** block shows each module with its 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 database connected and the module on trial.

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

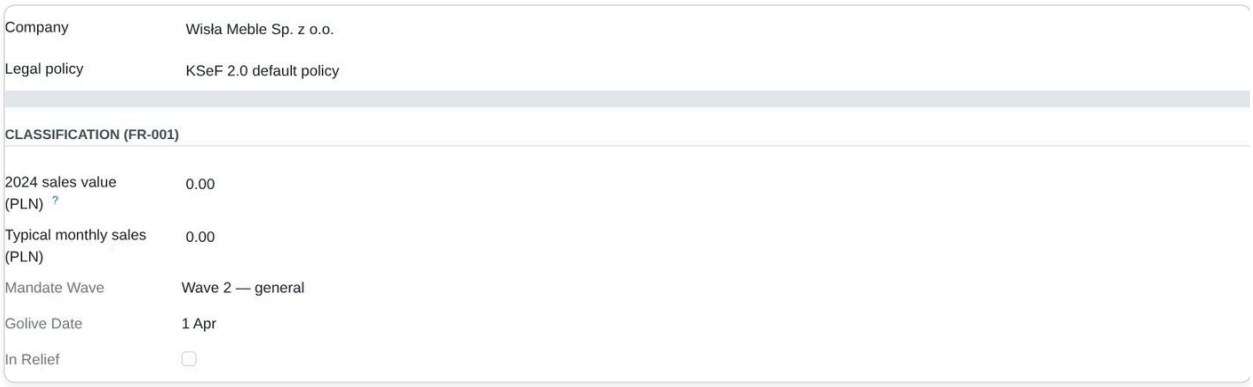
6 Setting it up step by step

1 Give each user their KSeF group

Assign **KSeF Read-only** to whoever only reads, **KSeF Accountant** to whoever runs the validator, exports and marks invoices, and **KSeF Administrator** to whoever configures. Only the **KSeF Administrator** sees the **Configuration** menu.

2 Open the compliance profile

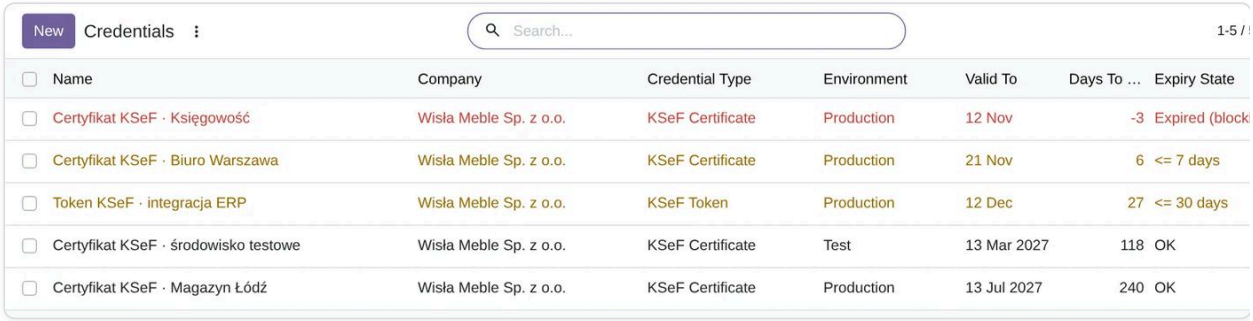
Go to **KSeF › Configuration › Compliance Profile** (if the company does not have a profile yet, create one with **New**). Enter **2024 sales value (PLN)** and **Typical monthly sales (PLN)**. The module calculates **Mandate Wave** and **Golive Date** from the legal policy, using only the figures you enter. Check the wave and the date that come out. You do not need to click **Enable production**: it does not connect anything to KSeF.



- **Real Odoo 20 screenshot.** Compliance profile of a company with its sales, the wave and the go-live date.

3 Record the credentials

In **KSeF › Configuration › Credentials**, register each credential with its type, its holder and the **Valid From** and **Valid To** dates. With the end date, the module warns you before it expires. You do not need to enter the secret: the module does not use it.



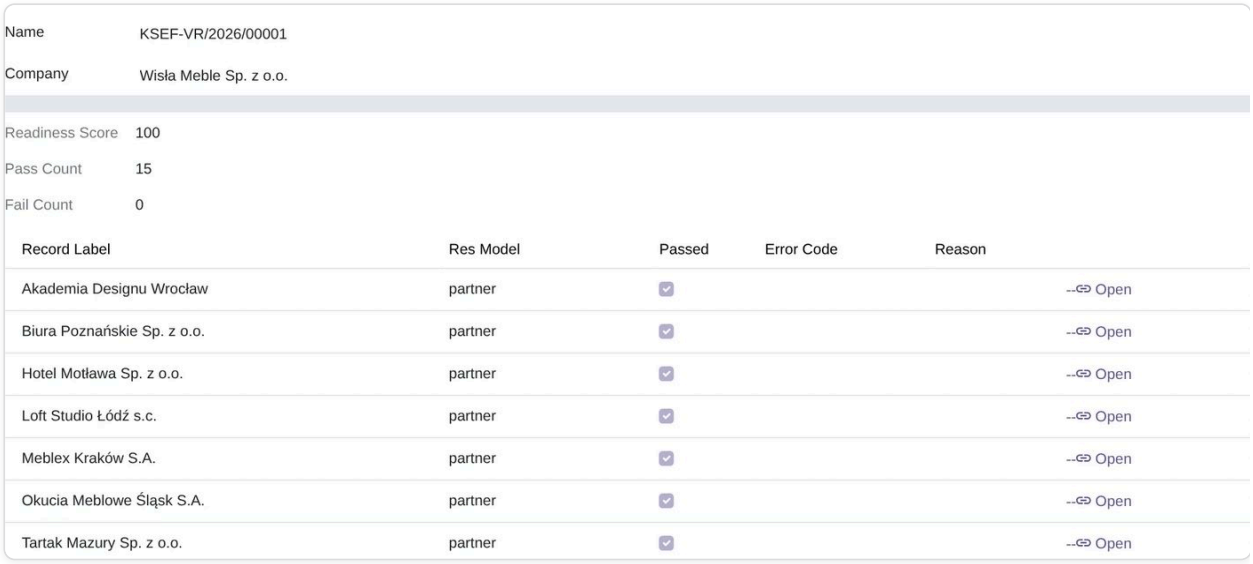
- **Real Odoo 20 screenshot.** List of credentials with their expiry status.

4 Record the authorisations

If an accounting office works on your behalf or you issue self-invoices, register this in **KSeF › Configuration › Authorizations**. A self-invoice only passes the check if there is an active **Self-invoicing** or **Accounting office** authorization.

5 Run the migration validator

Open **KSeF › Migration › Run Validator**, choose the company and **Scope**, and click **Run validation**. Each line with an error has its own **Open** button to go to the record and fix it. You can repeat the check with **Run**. The result is kept in **Validation Runs** with its **Readiness Score**.



Name KSEF-VR/2026/00001
Company Wisła Meble Sp. z o.o.
Readiness Score 100
Pass Count 15
Fail Count 0

Record Label	Res Model	Passed	Error Code	Reason	
Akademia Designu Wrocław	partner	☑			Open
Biura Poznańskie Sp. z o.o.	partner	☑			Open
Hotel Motława Sp. z o.o.	partner	☑			Open
Loft Studio Łódź s.c.	partner	☑			Open
Meblex Kraków S.A.	partner	☑			Open
Okucia Meblowe Śląsk S.A.	partner	☑			Open
Tartak Mazury Sp. z o.o.	partner	☑			Open

- **Real Odoo 20 screenshot.** Result of a validator run, line by line.

6 Validate the first FA(3) and accept the consent

On a posted customer invoice, click **Validate FA(3) (FlexigoTech Cloud)** in the **KSeF** tab. Before the first FA(3) of the company is sent, the **Validate FA(3) files in FlexigoTech Cloud** screen appears. A **KSeF Administrator** clicks **Accept and validate**. Other users do not see the accept button.



New Validation Runs ⋮ Search... 1-1 /

Name	Run Date	Company	Scope	Pass Co…	Fail Cou
KSEF-VR/2026/00001	15 Nov, 04:39	Wisła Meble Sp. z o.o.	Both	15	

- **Real Odoo 20 screenshot.** The list of validator runs with their preparation score.

The profile shows its wave and its date, and the **KSeF › Dashboard** shows one card per company with the wave, the **Readiness Score** and the status of the credentials. Once it is running, the scheduled tasks work on their own. Every day, **KSeF: certificate expiry alerts** warns you about credentials that are 30, 14, 7 or 1 day from their end date and about the one that has expired, with a pending task for a **KSeF Administrator** of the company. **KSeF: offline deadline scan** and **KSeF: authorization alerts** only recalculate flags and statuses. Every hour, **KSeF: validate again the FA(3) sent (FlexigoTech Cloud)** validates the FA(3) that KSeF received for the invoices that l10n_pl_edi sent already validated, and **KSeF: reconcile downloaded inbound invoices** runs **Reconcile** on the invoices received in **Downloaded**.

> Even if the profile shows an entry date, the module does not read your sales: the wave comes from the figures you enter. In **Relief window (<= threshold)** the profile shows 31-12-2026, which is when the relief ends. According to the Ministry of Finance, for those companies the obligation starts on 1-01-2027, and earlier if in one month they exceed 10,000 zł gross.

7 Validate the FA(3) in FlexigoTech Cloud



- **Real Odoo 20 screenshot.** Tab of an invoice whose FA(3) does not pass validation, with its error messages.

Where each piece of data comes from

- With the **Validate FA(3) (FlexigoTech Cloud)** button, in the invoice's **KSeF** tab or as an action in the invoice list. It processes up to 50 invoices per click and about 60 seconds; if you repeat on the same selection, it continues with those still pending.
- With the scheduled task **KSeF: validate again the FA(3) sent (FlexigoTech Cloud)**, which runs every hour and validates again what l10n_pl_edi sent to KSeF.

What is validated

The FA(3) that KSeF received is validated, if l10n_pl_edi has already sent the invoice. Otherwise, the file you uploaded in **FA(3) XML file** is validated. If there is none, the one l10n_pl_edi generates at that moment. Without any of the three, the invoice stays as "Not validated" with a warning.

What the invoice stores

FA(3) official validation	The result: **Valid**, **Not valid**, **Not validated** or **Expired**.
FA(3) validated on	Date and time of the validation.
FA(3) validation rules	The set of rules and its version.
FA(3) validation messages	One line per error, in the format [level] rule (location).
FA(3) validated	The exact XML that was validated.

The signed report, **FA(3) validation report (signed)**, is only visible in developer mode.

Statuses

- **Valid**: the FA(3) passes the FlexigoTech Cloud check. This does not mean KSeF has accepted it.
- **Not valid**: the check found errors; they are listed in the messages.
- **Not validated**: it could not be validated.
- **Expired**: l10n_pl_edi sent the invoice with a different FA(3) and the earlier validation no longer applies.

First validation for a company

1. **Press Validate FA(3) (FlexigoTech Cloud)**
   If the company has not yet given its consent, the **Validate FA(3) files in FlexigoTech Cloud** screen appears.

2. **A KSeF Administrator presses Accept and validate**
   Until then, nothing is sent to FlexigoTech Cloud. The record shows who accepted and when, in Settings, block **Poland KSeF 2.0**, where it can be withdrawn with **Withdraw**.

> Without a trial or a FlexigoTech Cloud subscription, no FA(3) is validated: the invoice stays at "Not validated". Files larger than 10 MB are not accepted either. A failed attempt never deletes a previous result; returning to draft or uploading another file does.

What leaves your Odoo and what stays

Of this module, only the FA(3) XML travels to FlexigoTech Cloud, with the names, NIP, addresses, bank accounts and amounts it carries. The database's connection to the cloud also sends what Ajustes › FlexigoTech Cloud lists: the database identifier and address, the Odoo version, the FlexigoTech modules installed, the permission request every 6 hours and the service health, without the content of your records. It is checked in memory and not stored: the cloud keeps the result (valid or not, the number of errors and a fingerprint of the file). The servers are in Germany. That result is stored for 12 months, without the file.

The XML travels signed and a signed report comes back. The module verifies the signature and that the report belongs to that same XML before saving anything. If the report cannot be verified, there is no connection or no response, nothing is applied and the invoice stays at "Not validated". Nothing is sent for a company that has not accepted the consent screen.

All statuses and what they mean

STATUS	MEANING
Valid	The FA(3) passes the check against the official KSeF schema. The invoice's KSeF status shows separately whether KSeF accepted it.
Not valid	There are errors; each one takes a line in **FA(3) validation messages**.
Not validated	It was not validated, and the invoice shows the reason in a notice.
Expired	l10n_pl_edi has just sent the invoice with the FA(3) it generated at that time, with its own timestamp, and it no longer matches the validated one.

When it is not done and why

- An invoice that is not a customer invoice or is not posted does not show the button.
- Without a trial or subscription, or with the database disconnected, the message appears: "The FA(3) validation of FlexigoTech Cloud is stopped on this database (no subscription, or the database is not connected: Settings > FlexigoTech Cloud): the invoice was not validated."
- A company that did not accept the consent sends nothing.
- The module stops if the click runs out of time or if the cloud can't handle any more; the rest stays as it was.

What happens when l10n_pl_edi sends a validated invoice

When l10n_pl_edi sends to KSeF an invoice that was already validated, the FA(3) sent is a different one, because it is generated again with its own timestamp. The validation changes to **Expired** with a notice. Afterwards, the task **KSeF: validate again the FA(3) sent (FlexigoTech Cloud)** validates what KSeF received, only for companies that accepted the consent. Every hour it picks up whatever remains pending.

An end-to-end example

1. **You post the customer invoice**
   You open its **KSeF** tab and press **Validate FA(3) (FlexigoTech Cloud)**.

2. **You accept the consent**
   If it is the company's first time, a KSeF Administrator presses **Accept and validate**.

3. **You read the result**
   In **FA(3) official validation** it shows, for example, **Not valid**, with one line per error in **FA(3) validation messages**.

4. **You correct and validate again**
   If you upload another file in **FA(3) XML file** or return to draft, the earlier result is deleted, because the FA(3) changes.

5. **You send with l10n_pl_edi**
   From **Send**, option "by KSeF (e-Faktura)". The validation changes to **Expired** and, as soon as the hourly task repeats it, the validation becomes that of the FA(3) KSeF received.

MODULE GUIDE · KSEF 2.0

8 Before uploading: the check for each invoice and the queue

New Submission Queue ⋮ Search... 1-8 /

Name	Company	Move	Invoice V...	Mode	State	Attempt No	Next Attempt	Deadline	Deadli
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Offline24	Offline — pending submis...	0		10 Nov	☑
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Offline24	Offline — pending submis...	0		16 Nov	☐
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Offline24	Offline — pending submis...	0		16 Nov	☐
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Online	Manual action required	0			☐
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Online	Accepted	0			☐
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Online	Accepted	0			☐
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Online	Accepted	0			☐
KSEF-Q/2026/000...	Wisła Meble Sp. z ...	INV/2026/00...	1	Online	Ready to upload to KSeF	0			☐

- **Real Odoo 20 screenshot.** The queue with one line per invoice, its mode, its status and its deadline.

The data comes from two places. The **Mark ready for KSeF upload** button in the **KSeF** tab creates the queue line. With l10n_pl_edi (Odoo 18-20), what KSeF replies passes automatically to the invoice and its line: sent, accepted with number or rejected. In addition, the task **KSeF: offline deadline scan** runs every day and recalculates which lines have passed their deadline.

What the button checks

It checks the NIP of the Polish customer or, if foreign, their country. It checks that there is at least one product line and the currency code. On a self-billing invoice it requires an active authorisation. On a corrective invoice it requires **Corrected invoice** and **Ksef Correction Reason**. If the customer has no NIP, it asks you to press **Generate QR** first; what that button writes is not the KSeF QR code. In offline24 it checks that the deadline has not passed. If everything is correct, the invoice enters the **Submission Queue** as **Ready to upload to KSeF**. If something is missing, it moves to **Manual action required** and does not enter the queue.

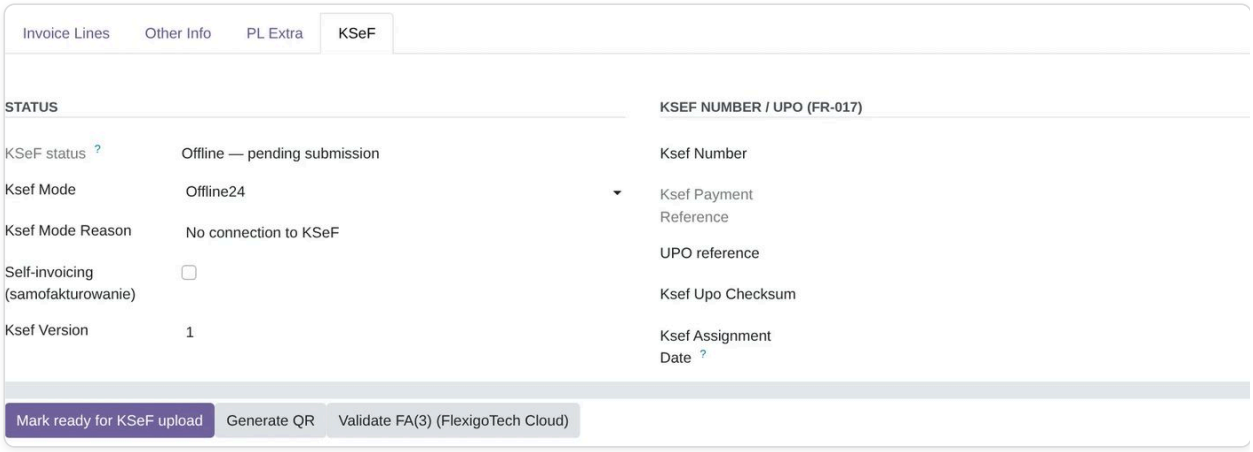
Mark ready for KSeF upload	**KSeF** tab of the invoice. Only visible on a posted invoice. It checks the data and leaves it in the queue. It sends nothing.
Validate FA(3) (FlexigoTech Cloud)	**KSeF** tab and action on the invoice list. It sends the FA(3) to FlexigoTech Cloud and returns the result in **FA(3) official validation**.
Mark accepted by KSeF	**KSeF** tab. It is for an invoice uploaded to KSeF outside Odoo and requires the **Ksef Number** to be already entered.

Statuses

The invoice's status is **KSeF status**: **Not required**, **FA(3) pending**, **Ready to upload to KSeF**, **Submitted**, **Accepted**, **Rejected**, **Cancelled / superseded** and **Manual action required**. The queue line follows the status of its invoice. Nobody writes it by hand.

1. **Open the posted invoice**

   Go to the **KSeF** tab.



   - **Real Odoo 20 screenshot.** The KSeF tab of an invoice, with its status and its buttons.

2. **Press Mark ready for KSeF upload**

   The module checks the FA(3) data.

3. **Open KSeF › Operations › Submission Queue**

   If everything was correct, the line shows as **Ready to upload to KSeF**.

4. **Send the invoice with l10n_pl_edi**

   From **Send**, with the option "by KSeF (e-Faktura)".

> The module sends nothing to KSeF. If KSeF has already accepted the invoice, it cannot be marked again, returned to draft or cancelled: it is corrected with a corrective invoice. It also cannot be marked if l10n_pl_edi has already sent it. The KSeF status is not written by hand either.

All the statuses of the invoice and of the line

STATUS	MEANING
Not required	Starting status: there is nothing to do in KSeF.
FA(3) pending	The invoice has returned to draft and must be marked again.
Ready to upload to KSeF	The data passes the check. It still needs to be sent with l10n_pl_edi.
Submitted	KSeF has received it through l10n_pl_edi.
Accepted	KSeF accepted it with its number. It is locked.
Rejected	KSeF rejected it through l10n_pl_edi.
Cancelled / superseded	The line has been replaced because the invoice returned to draft.
Manual action required	Some data is missing. The invoice does not enter the queue.

Lines in offline mode enter with the status offline pending submission.

When it does not allow something

- **Mark ready for KSeF upload** refuses if the invoice is not posted, if KSeF has already accepted it or if l10n_pl_edi has already sent it.
- An accepted invoice cannot be returned to draft or cancelled. Odoo gives the error "KSeF accepted ...: it cannot be reset to draft or cancelled (FR-036). Issue a corrective invoice instead." Only a KSeF Administrator changes its status or its number.
- The KSeF status is not written by hand or by import. Odoo gives the error "The KSeF status is not entered by hand: it is what KSeF answered or what the KSeF actions of the invoice set (for one uploaded outside Odoo, enter its KSeF number and press «Mark accepted by KSeF»)."
- The invoice and the version of a queue line are not changed by hand. **Mark ready for KSeF upload** creates a new line for each version.

What is missing, with its messages

The messages appear in English: "Partner NIP invalid", "Buyer country missing", "No product lines for FA(3)", "Currency code missing", "Self-invoicing authorization missing (FR-039)", "Corrective invoice missing original reference (FR-046)", "Corrective invoice missing correction reason (FR-046)", "B2C visualization QR missing (FR-040)" and "Offline24 next-working-day rule violated (FR-027)". The invoice stores them, but the **KSeF** tab only shows them when the invoice is **Rejected**. To see what is missing on each one, use **KSeF › Migration › Run Validator**, which lists it invoice by invoice.

Record fields and tabs

Mode	**Online**, **Offline24**, **Offline (unavailability)** or **Emergency (awaria)**.

Deadline	In offline24, the next Polish working day after the invoice date; in the other offline modes, do not rely on it. Online, empty.
Deadline Breached	The queue shows it in red if the deadline has passed and the line is still pending. Superseded lines appear in grey.

If the invoice goes back to draft

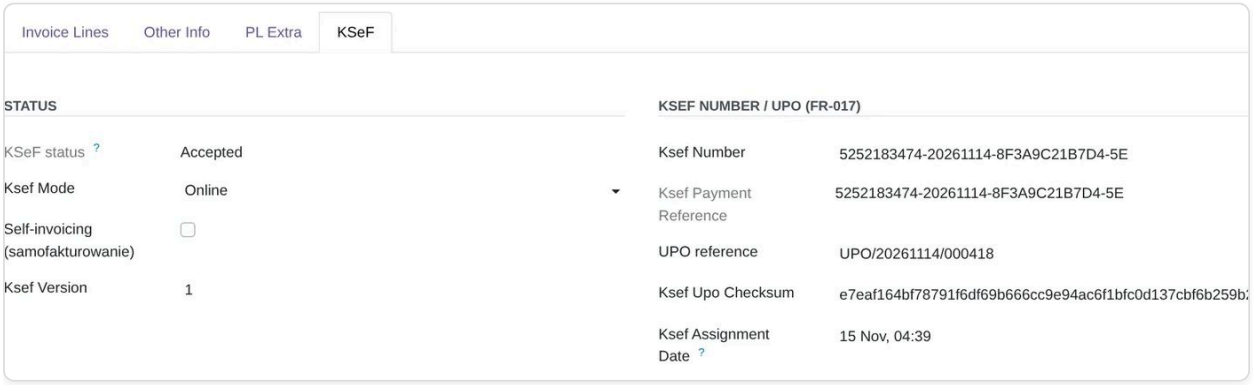
The line changes to **Cancelled / superseded**. The invoice version goes up by one and the invoice changes to **FA(3) pending**. When you mark it again, a new line is created. Changing the file in **FA(3) XML file** or returning the invoice to draft also deletes the validation result, because the FA(3) changes.

End-to-end example

A customer invoice for a Polish customer comes out with the FA(3) validated. You open its **KSeF** tab and press **Mark ready for KSeF upload**. It passes the check and the line appears in **Submission Queue** as **Ready to upload to KSeF**. You send it from **Send** with "by KSeF (e-Faktura)". If KSeF replies with a number, the invoice and the line change to **Accepted** with its **Ksef Number**. As the FA(3) that l10n_pl_edi sent no longer matches the validated one, the validation changes to **Expired**. The task **KSeF: validate again the FA(3) sent (FlexigoTech Cloud)** validates what KSeF received.

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9 What KSeF replies: accepted, rejected and blocked



- **Real Odoo 20 screenshot.** The tab of an accepted invoice, with its KSeF number and its UPO reference.

This module does not send invoices to KSeF: sending is done by l10n_pl_edi from **Send**, with the "by KSeF (e-Faktura)" option. What KSeF replies to l10n_pl_edi goes automatically to the invoice's **KSeF status** and to its queue line. If l10n_pl_edi queries the invoice status, the result arrives in the same way. There is no scheduled task or button in this module for that.

Statuses

Submitted	KSeF received the invoice that l10n_pl_edi sent.
Accepted	KSeF accepted it and gave its **Ksef Number**. If someone had written a different number, KSeF's number replaces it and a note is left on the invoice.

Rejected	KSeF rejected it. The **Rejection (FR-018)** group on the tab is left empty.

Buttons on the KSeF tab

Mark accepted by KSeF	For an invoice uploaded to KSeF outside Odoo. First write the **Ksef Number**. It is hidden if the invoice is not posted, if it is not a customer invoice or credit note, if it is already accepted or if the number is missing. Only users with the KSeF Accountant group or higher can use it.

1. **Write the number**
   On the **KSeF** tab of the posted invoice, note down the **Ksef Number** that KSeF gave you.

2. **Press Mark accepted by KSeF**
   The invoice and its queue line change to **Accepted**. If **UPO reference** is empty, the module sets "UPO/" followed by the KSeF number. The date and time of that moment are recorded and an entry is added to the audit log.

Error codes

KSeF › Configuration › Error Codes holds the reference catalogue with the 69 codes of the KSeF 2.0 API. Each one comes with its official text in Polish, its category, whether it is retried and an explanation in English and in Polish.

> An accepted invoice cannot go back to draft or be cancelled: it is corrected with a credit note. Its status and KSeF number can only be changed by a KSeF Administrator. The **KSeF status** is not written by hand. **Mark accepted by KSeF** cannot be pressed if l10n_pl_edi has already sent the invoice: it follows what KSeF replied.

Rules and conditions

- The invoice status is not written by hand, either in the form or by import. Odoo gives the error "The KSeF status is not entered by hand: it is what KSeF answered or what the KSeF actions of the invoice set (for one uploaded outside Odoo, enter its KSeF number and press «Mark accepted by KSeF».)"
- An invoice already accepted stays **Accepted** even if a resubmission is rejected, and a note is left.
- Returning an accepted invoice to draft or cancelling it gives the error "KSeF accepted ...: it cannot be reset to draft or cancelled (FR-036). Issue a corrective invoice instead." The reset-to-draft button disappears.
- Changing the status or the number of an accepted invoice gives the error "KSeF accepted ...: only a KSeF administrator can change its KSeF status or number.", except for a KSeF Administrator.
- **Mark ready for KSeF upload** refuses if the invoice is not posted, if KSeF has already accepted it or if l10n_pl_edi has already sent it.
- The **Manual action required** reasons are only shown in the **KSeF** tab when the invoice is **Rejected**. To see what is missing, use **KSeF › Migration › Run Validator**, which lists it invoice by invoice.

Fields and groups of the KSeF tab

Status	The KSeF status of the invoice.

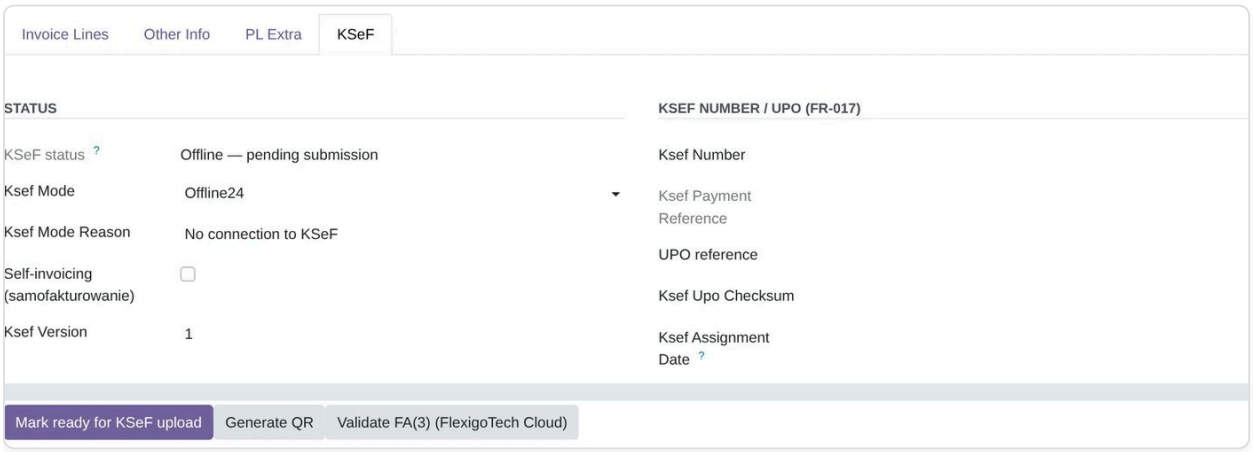
KSeF number / UPO (FR-017)	The **Ksef Number** and the **UPO reference**. **Ksef Assignment Date** is the date on which someone pressed **Mark accepted by KSeF**, not the date KSeF gave.
Correction (FR-046)	**Corrected invoice** and reason for a credit note.

End-to-end example

A posted customer invoice, uploaded to KSeF with the Aplikacja Podatnika outside Odoo. Open its **KSeF** tab and note the **Ksef Number**. Click **Mark accepted by KSeF**. The invoice moves to **Accepted**, the module records the date and time of that moment, and the queue line follows the invoice. An invoice sent with l10n_pl_edi, on the other hand, is **Submitted** once sent and **Accepted** when KSeF replies with its number. The meaning of each KSeF error code can be looked up in **KSeF › Configuration › Error Codes**.

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10 Offline invoices and their deadline



- **Real Odoo 20 screenshot.** The tab of an invoice marked as offline, with its mode and its reason.

The module does not send anything to KSeF. Here you only record that the invoice was issued in an offline mode. In offline24, the module sets the deadline to the next Polish working day after the invoice date, according to the holiday list the module includes.

Where each piece of data comes from

- You enter the mode and the reason: with the **Mark Offline / Emergency** action or by hand on the **KSeF** tab, in **Ksef Mode** and **Ksef Mode Reason**.
- The module calculates the deadline when the invoice is added to the queue.
- The overdue deadline flag is recalculated by the task **KSeF: offline deadline scan**, every day. It does not notify anyone: the flag is seen when the queue is opened.

The wizard

It is opened with the **Mark Offline / Emergency** action, from the actions menu of the invoice list (with the chosen invoices) or from the form of an invoice.

Mode	**Offline24** (the one selected by default), **Offline (unavailability)** or **Emergency (awaria)**. It is mandatory.

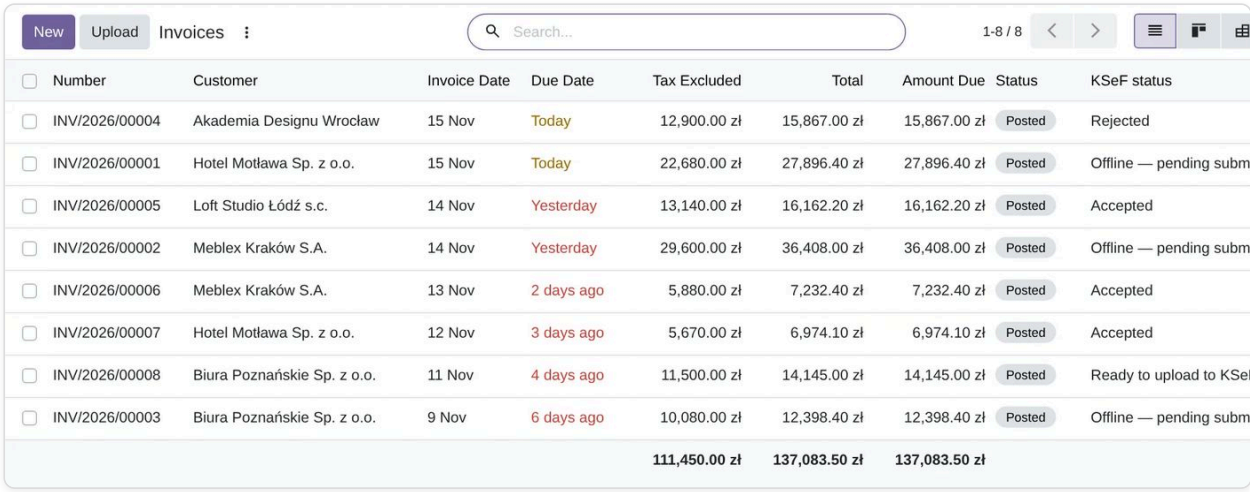
Reason	The reason, in free text.
Apply	Writes the mode and the reason on the chosen invoices and marks them with **Mark ready for KSeF upload**.
Cancel	Closes the wizard without changing anything.

Statuses in the queue

When applied, each invoice enters **Submission Queue** with its deadline and the offline status pending submission. Lines whose deadline has passed and which are still pending are shown in red.

1 Choose the invoices

Select the posted invoices in the invoice list.



Number	Customer	Invoice Date	Due Date	Tax Excluded	Total	Amount Due	Status	KSeF status
INV/2026/00004	Akademia Designu Wrocław	15 Nov	Today	12,900.00 zł	15,867.00 zł	15,867.00 zł	Posted	Rejected
INV/2026/00001	Hotel Motława Sp. z o.o.	15 Nov	Today	22,680.00 zł	27,896.40 zł	27,896.40 zł	Posted	Offline — pending subm
INV/2026/00005	Loft Studio Łódź s.c.	14 Nov	Yesterday	13,140.00 zł	16,162.20 zł	16,162.20 zł	Posted	Accepted
INV/2026/00002	Meblex Kraków S.A.	14 Nov	Yesterday	29,600.00 zł	36,408.00 zł	36,408.00 zł	Posted	Offline — pending subm
INV/2026/00006	Meblex Kraków S.A.	13 Nov	2 days ago	5,880.00 zł	7,232.40 zł	7,232.40 zł	Posted	Accepted
INV/2026/00007	Hotel Motława Sp. z o.o.	12 Nov	3 days ago	5,670.00 zł	6,974.10 zł	6,974.10 zł	Posted	Accepted
INV/2026/00008	Biura Poznańskie Sp. z o.o.	11 Nov	4 days ago	11,500.00 zł	14,145.00 zł	14,145.00 zł	Posted	Ready to upload to KSe
INV/2026/00003	Biura Poznańskie Sp. z o.o.	9 Nov	6 days ago	10,080.00 zł	12,398.40 zł	12,398.40 zł	Posted	Offline — pending subm
				111,450.00 zł	**137,083.50 zł**	**137,083.50 zł**		

- **Real Odoo 20 screenshot.** The customer invoice list.

2 Open the action

In the actions menu, press **Mark Offline / Emergency**.

3 Fill in the wizard

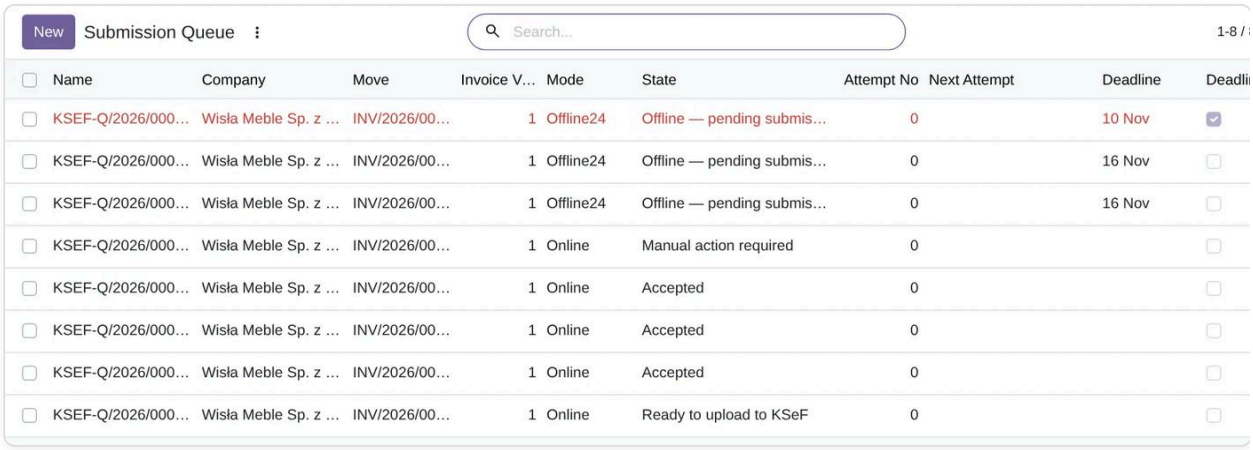
Choose the **Mode** and write the **Reason**.

4 Press Apply

The invoices enter the queue with their deadline.

5 Open the queue

Go to **KSeF › Operations › Submission Queue** to see the deadline for each line.



- **Real Odoo 20 screenshot.** The queue with the marked lines and their deadline.

> For **Offline (unavailability)** and **Emergency (awaria)**, do not rely on the deadline shown in the queue: it is not the legal one.

What Mark ready for KSeF upload checks

In an offline mode, the action checks the same things as online (chapter "Before uploading: checking each invoice and the queue"). In offline24 it also checks that the date on which the KSeF number was recorded (**Ksef Assignment Date**) does not exceed the deadline; if it does, the invoice is placed in **Manual action required** with "Offline24 next-working-day rule violated (FR-027)", which is seen, like the other reasons, with the migration validator.

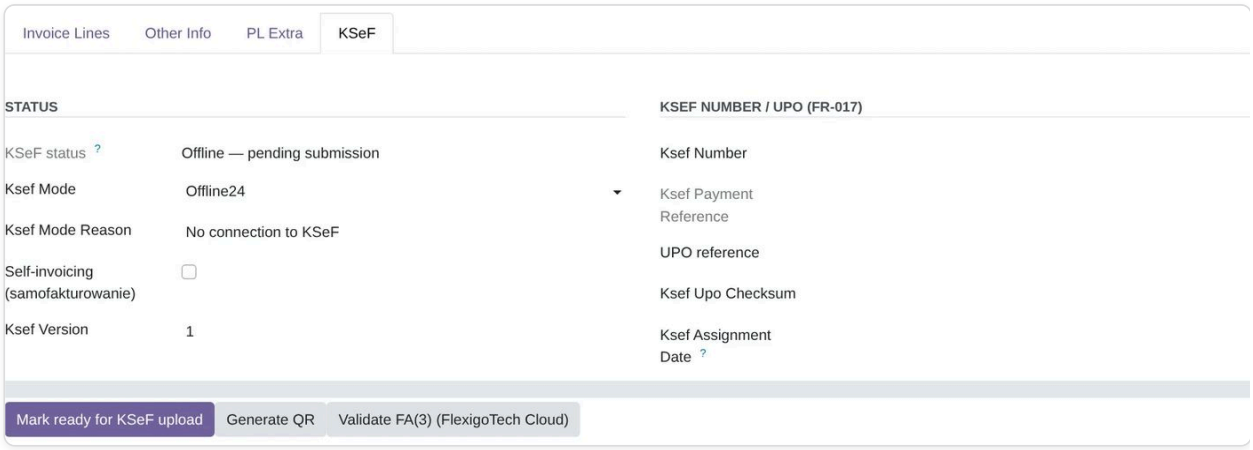
What is on the KSeF tab

Status	The KSeF status, the mode (**Ksef Mode**) and its reason (**Ksef Mode Reason**).
KSeF number / UPO (FR-017)	The KSeF number and the UPO reference.
FA(3) official validation (FlexigoTech Cloud)	The validation result in FlexigoTech Cloud.

An end-to-end example

You issued a customer invoice outside KSeF, in offline24 mode, and already posted it.

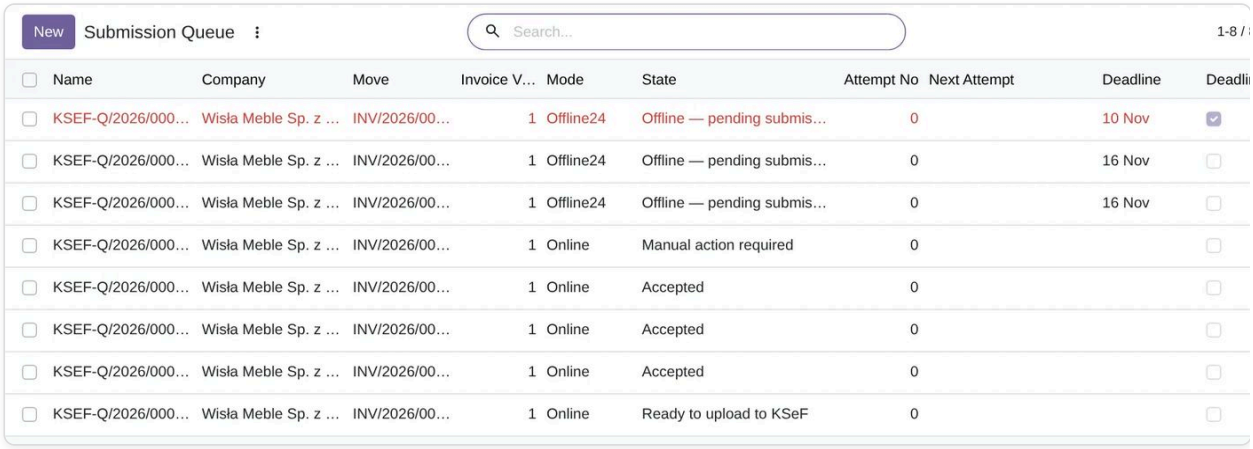
1. **Mark the invoice**
   Select the invoice in the list and press **Mark Offline / Emergency**. Leave **Offline24**, write the reason and press **Apply**.



- **Real Odoo 20 screenshot.** The tab of the invoice, now marked as offline.

2 Check the queue

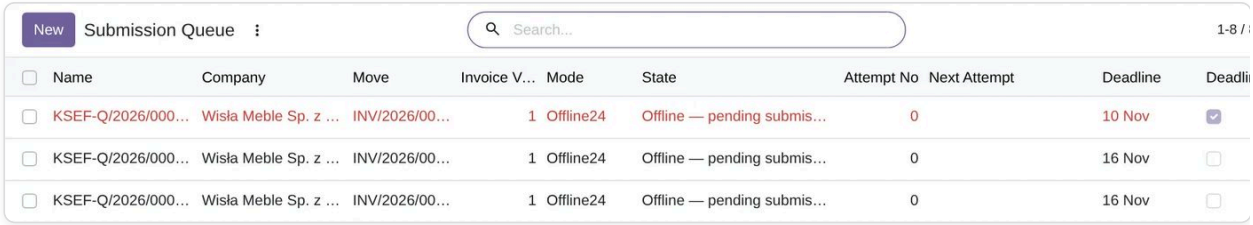
The invoice appears in **Submission Queue** with its deadline: the next Polish working day after the invoice date.



- **Real Odoo 20 screenshot.** The queue with the invoice's line and its deadline.

3 Watch the deadline

If the deadline passes and the line is still pending, it appears in red when the queue is opened.



- **Real Odoo 20 screenshot.** The queue with an offline line past its deadline, in red.

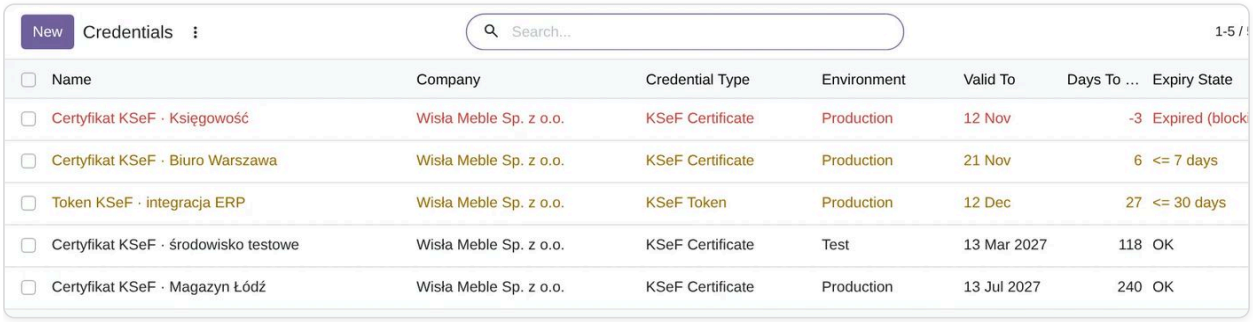
4 Send the invoice

You send it from **Send**, option "by KSeF (e-Faktura)", with l10n_pl_edi. What KSeF replies goes to the invoice and its queue line.

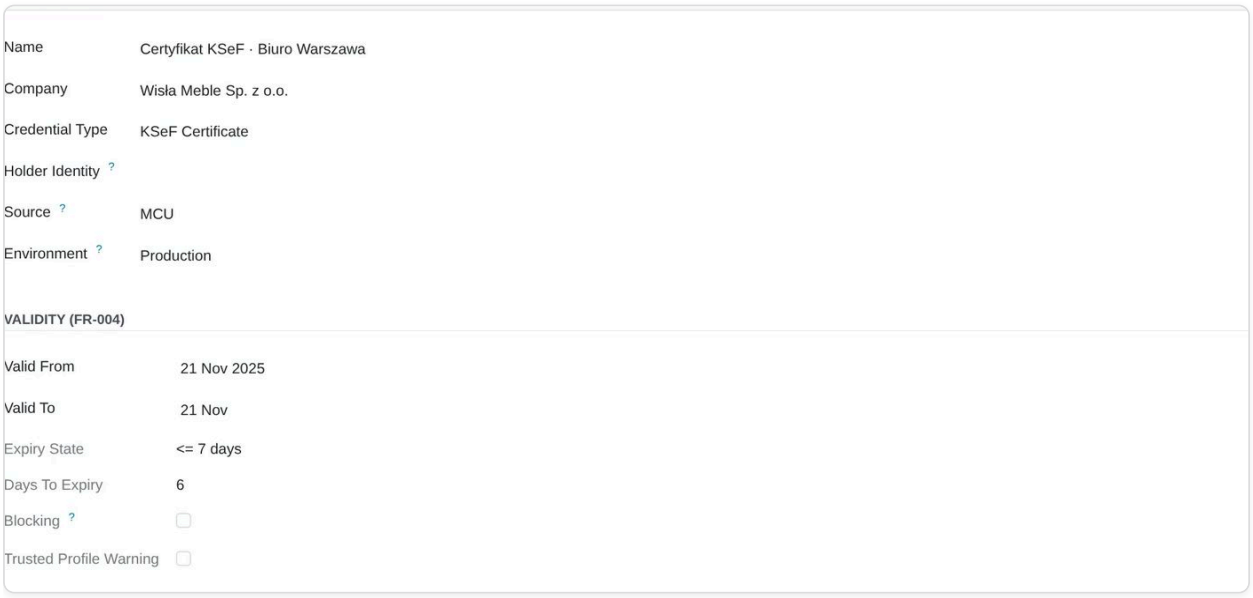
> If you uploaded the invoice to KSeF outside Odoo, write its number on the **KSeF** tab and press **Mark accepted by KSeF**, which only users in the KSeF Accountant group or higher can see. It cannot be used if l10n_pl_edi has already sent the invoice.

11 Credentials and authorisations that expire

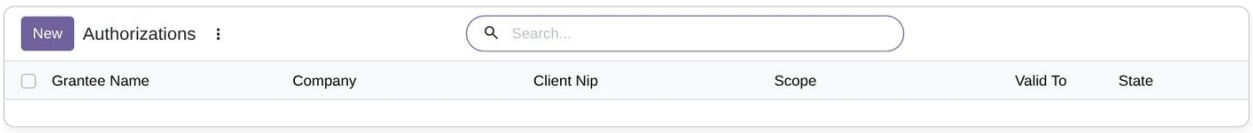
The credentials are in **KSeF › Configuration › Credentials** and the authorizations in **KSeF › Configuration › Authorizations**. Both are in the **Configuration** menu, which only the KSeF Administrator group can see. None of the data comes from KSeF: you enter it yourself. The module does not log in to KSeF with the credentials: it only watches their end date.



- **Real Odoo 20 screenshot.** The list of credentials with their expiry status.



- **Real Odoo 20 screenshot.** A credential with its expiry warning.



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

Where each piece of data comes from

The scheduled task **KSeF: certificate expiry alerts** runs every day. When a credential reaches 30, 14, 7 or 1 day before its end, and when it expires, it creates a to-do activity with a due date for a KSeF Administrator of the

company and writes the same note in the credential's history. It alerts once per threshold, not every day.

The task **KSeF: authorization alerts** also runs every day, but it only recalculates the status of the authorisations. It does not notify anyone or create to-do activities.

The fields of the record

Credential Type	**KSeF Certificate**, **KSeF Token**, **Qualified signature**, **Qualified seal** or **Trusted Profile**.
Environment	**Test** or **Production**.
Valid To	End date. It is required, and the status is calculated from it.
Revoked	On an authorisation, you tick this yourself when the permission is withdrawn in KSeF.
Scope	On an authorisation: **Issue**, **View**, **Self-invoicing**, **Token management** or **Accounting office**.

Statuses

The status of a credential is called **Expiry State**: **OK** while more than 30 days remain until its end date; after that, one status for each threshold (30, 14, 7 and 1 day); and **Expired (blocking)** from the day after its end date, although it does not block any invoice. In the list, credentials expiring within 30 days or less are shown in orange and expired ones in red.

The status of an authorisation is called **State** and takes one of these values: **Active**, **Expiring**, **Revoked** or **Expired**.

How to renew a credential

1. **Open the credential**
   Go to **KSeF › Configuration › Credentials** and open the one that is expiring.
2. **Change Valid To**
   Enter the new end date and save.
3. **Check the status**
   The warnings start again from the new date.

Credential statuses

The status, **Expiry State**, is calculated from the days remaining until **Valid To**, which you can see in **Days To Expiry**. **OK** means it has not reached any threshold. After that there is one status for each threshold (30, 14, 7 and 1 day), each with its own warning. From the day after its end date, the credential moves to **Expired (blocking)**.

Authorisation statuses

Active is the one in force. **Expiring** is the one expiring within 30 days or less. **Expired** is the one that has already passed its date. **Revoked** appears when you manually tick the **Revoked** checkbox, because the module does not read anything from KSeF and does not know whether the permission was withdrawn. In the list, expired or revoked authorisations are shown in red and expiring ones in orange.

Rules and conditions

- Each threshold warns only once. The warning is a to-do with a due date for an active KSeF Administrator in the credential's company who can renew it. The first recipient is whoever created the credential; otherwise, an administrator from Settings. It never goes to OdooBot and, if there is nobody to assign it to, none is created.
- If you change **Valid To** to a different date, the warnings start again from the new date. Saving the same date does not restart them.
- A self-invoice only passes the check if there is an active **Self-invoicing** or **Accounting office** authorisation for that NIP, or if there is no client NIP.
- The warning about withdrawal of the Trust Profile only appears if someone enters a date in the legal policy; it is empty by default.

Record fields and tabs

The credential carries a name, company, type, **Holder Identity**, environment and validity. The authorisation carries **Grantee Name**, **Grantee Nip**, **Client Nip** (for the case of an agency working for several clients), the linked credential, **Scope**, validity and **Revoked**.

An example

You register a credential of type **KSeF Certificate** for **Production** with an end date two years away. When it reaches 30 days before its end, the daily task creates a to-do and a note in the history, and the list shows it in orange. You renew the certificate outside Odoo and change **Valid To**: the warnings start again. If you do not, the day after its end date it moves to **Expired (blocking)**, appears in red and the final warning is sent.

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12 The migration validator and the readiness note



- **Real Odoo 20 screenshot.** Validator wizard with the company and the scope.

Where the data comes from

There is no scheduled task. You launch each check yourself from **KSeF › Migration › Run Validator**: you choose the company and the scope, and click **Run validation**. The **Dry-run (test environment)** box does not change what is checked. Each check is kept in **KSeF › Migration › Validation Runs**.

The wizard

Company	The company being checked. The active company is pre-filled.

Scope	**Master data**, **Invoices** or **Both**. **Both** is pre-filled.
Run validation	Starts the pass.
Cancel	Closes the wizard.

The record of each pass

Run	Repeats the pass.
Export checklist	Downloads a CSV with each record, its status, the error code and the reason, with failures first.
Open	On each line of the result, takes you to the contact or the invoice.

What it checks and what you see

Under **Master data** it checks up to 2,000 main contacts with sales or purchases. Under **Invoices** it checks up to 2,000 customer invoices and credit notes for the company, in any state (including drafts and cancelled ones). Each line passes or fails. The result shows the passes, the failures and the **Readiness Score**, which is the percentage of lines that pass.

> The validator does not connect to KSeF and does not send anything.

What it checks in each scope

Master data checks contacts and **Invoices** checks invoices. **Both** does both in a single pass. The contacts checked are up to 2,000 main contacts with sales or purchases, belonging to the company or shared. A contact fails with "NIP/VAT is missing", "NIP fails checksum/format" or "No country, and no country prefix in the VAT". Of the invoices, up to 2,000 are checked, with the same checks as **Mark ready for KSeF upload**.

What can be missing from an invoice

The reasons appear in English, exactly as the module gives them:

- "Partner NIP invalid"
- "Buyer country missing"
- "No product lines for FA(3)"
- "Currency code missing"
- "Self-invoicing authorisation missing (FR-039)"
- "Corrective invoice missing original reference (FR-046)"
- "Corrective invoice missing correction reason (FR-046)"
- "B2C visualisation QR missing (FR-040)"
- "Offline24 next-working-day rule violated (FR-027)"

> These reasons are stored on the invoice, but the **KSeF** tab only shows them when the invoice is **Rejected**. To see what is missing on each invoice, use the validator.

What the record stores

Name	Filled in automatically with the sequence number when the pass is created.
Run Date	Date and time of the pass.
Result	The result lines, each with **Open**.
Pass Count, **Fail Count** and **Readiness Score**	Calculated automatically from the lines.

What is done with the result

The **Readiness Score** is copied to the company profile and to the dashboard. Each pass leaves a line in the audit log. **Export checklist** downloads a CSV with the columns Record, Model, Status (PASS or FAIL), Error code and Reason.

An end-to-end example

1 Open the validator

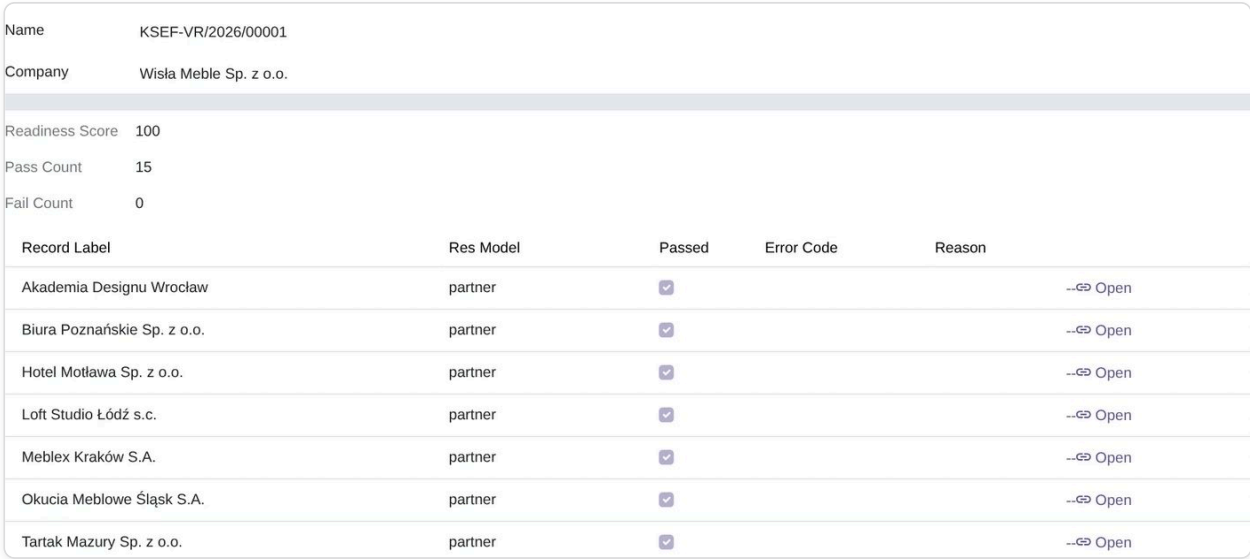
Go to **KSeF › Migration › Run Validator**, leave the active company as it is and the scope as **Both**.



- **Real Odoo 20 screenshot.** Wizard with the company and scope left unchanged.

2 Run the pass

Press **Run validation**. A record is created in **Validation Runs** with its passes, failures and **Readiness Score**.



- **Real Odoo 20 screenshot.** Record of a pass with the result line by line.

3 **Fix what fails**

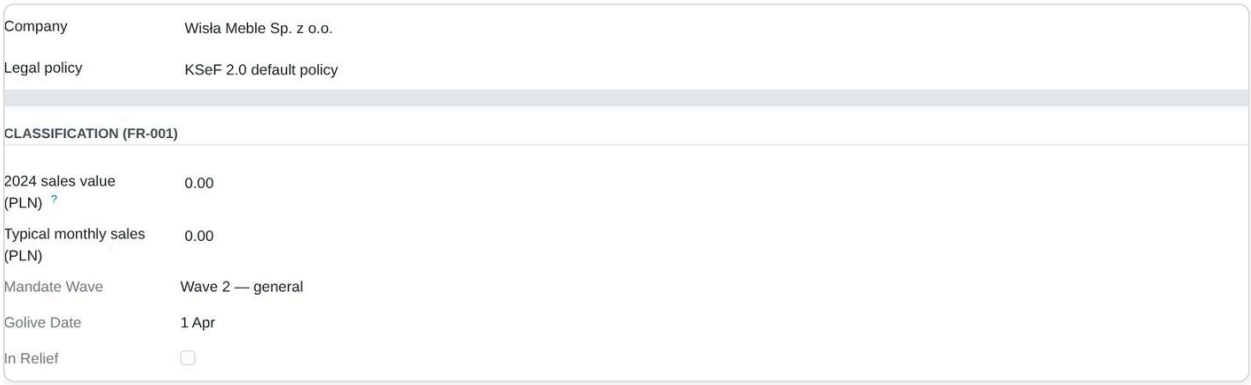
On each failing line, press **Open**, correct the contact or the invoice and save.

4 **Repeat and export**

Press **Run** to repeat the pass and **Export checklist** to download the CSV.

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13 Each company's profile, the dashboard and the legal policy



- **Real Odoo 20 screenshot.** A company's compliance profile, with its sales, wave and date.

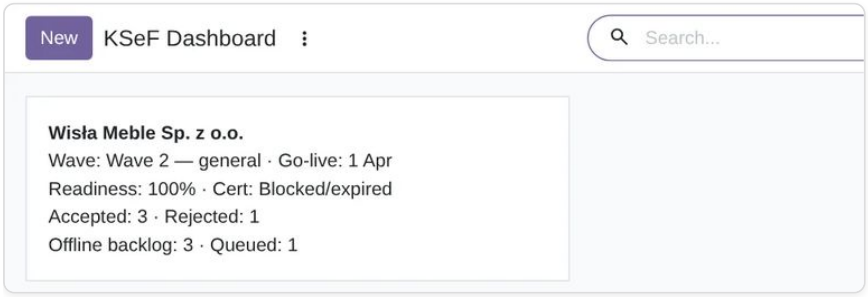
Where each piece of data comes from

- You enter the 2024 sales and the typical monthly sales yourself in the profile, under **Compliance Profile**. The module does not read your sales.
- **Mandate Wave**, **Golive Date** and **In Relief** are calculated automatically from those figures and from the legal policy.
- **Readiness Score** comes from the latest validator pass. Each pass is stored in **Validation Runs** and copies its score to the profile and the dashboard.
- **Cert State** and the invoice and queue counts are calculated on the dashboard from your credentials, your invoices and your queue. They are recalculated each time the dashboard is opened.

The profile

Company	The company the profile belongs to. There is one per company.
Legal policy	The legal policy used to make the calculations.
2024 sales value (PLN)	2024 sales including VAT. They decide the wave.
Typical monthly sales (PLN)	Typical sales for one month. They decide whether the company is in relief.

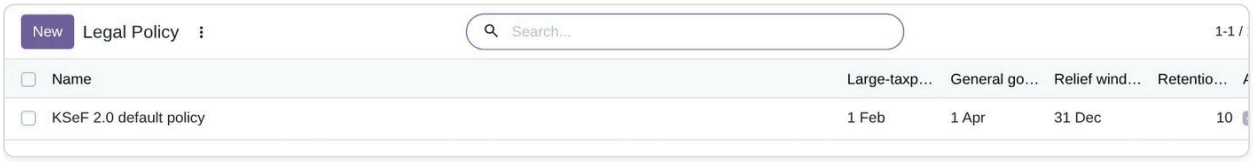
The dashboard



- **Real Odoo 20 screenshot.** The dashboard with one card per company and its counts.

The dashboard, in **KSeF › Dashboard**, shows one card per company with its wave, its date and its **Readiness Score** as a percentage. It also shows the status of the credentials (**OK**, **Expiring**, **Blocked/expired** or **No credential**) and the counts of accepted, rejected and offline-pending invoices, plus the queue lines that are ready or sent.

The legal policy



- **Real Odoo 20 screenshot.** The legal policy, with its dates.

Legal Policy, in **KSeF › Configuration › Legal Policy**, holds the dates and thresholds that the profile uses. There can only be one active policy for the whole database. Editing it requires the KSeF Administrator group.

Steps to set up a profile

1. **Open the profile**
   Go to **KSeF › Configuration › Compliance Profile** and choose the company.

2. **Enter the figures**
   Fill in **2024 sales value (PLN)** and **Typical monthly sales (PLN)**. **Mandate Wave** and **Golive Date** are recalculated.

> The profile classifies using the figures you enter and does not read your sales. You do not need to press **Enable production**: it does not connect to KSeF.

The three classifications and the date they show

The classification is a calculation based on the figures you enter. If typical monthly sales do not exceed the relief threshold (PLN 10,000), the profile is set to **Relief window (<= threshold)** and shows the end of the relief, 31-12-2026. If 2024 sales exceed the large-taxpayer threshold (PLN 200,000,000), it is set to wave 1, large taxpayer, with 1-02-2026. In any other case it is set to wave 2, general, with 1-04-2026.

> Under relief, the profile shows 31-12-2026, which is when the relief ends. According to the Ministry, for those companies the obligation starts on 1-01-2027, and earlier if in any month gross sales exceed PLN 10,000, from the invoice that goes over the limit.

Dashboard statuses

OK	Status of the company's credentials on the dashboard, with no warning.
Expiring	Some credential expires in 30 days or fewer.
Blocked/expired	Some credential has expired.
No credential	The company has no credential registered.

Rules and conditions

- With each validator run, the **Readiness Score**, which is the percentage of lines that pass, is copied to the profile and the dashboard. **Run** repeats the run, and each run leaves a line in the audit log.
- With several companies, each user sees the profiles of the companies they work in. Cloud consent is given per company, but the legal policy is one for the whole database.
- **Retention (years)** is 10 on installation and cannot be set lower.

What the legal policy stores

FIELD	ON INSTALLATION
Large-taxpayer go-live	1-02-2026
General go-live	1-04-2026
Large-taxpayer threshold (PLN)	200,000,000
Relief monthly-sales threshold (PLN)	10,000
Relief window end	31-12-2026
Trusted Profile withdrawal	empty
FA(3) mandatory from	1-02-2026
Retention (years)	10

If someone enters a date in **Trusted Profile withdrawal**, Trusted Profile credentials show a warning with that date. If empty, no warning is shown: the Ministry has not announced any withdrawal. The policy also includes **Active**, **Currency** and **Note**.

End-to-end example

1. **You enter the figures**
   In your company's profile you fill in **2024 sales value (PLN)** and **Typical monthly sales (PLN)**. Suppose a company whose 2024 sales are below 200,000,000 and whose typical monthly sales exceed 10,000.

2 **The module classifies**

With those figures neither the large-taxpayer threshold nor the relief threshold is met. The profile is set to wave 2, general, with **Golive Date** 1-04-2026.

3 **You run the validator**

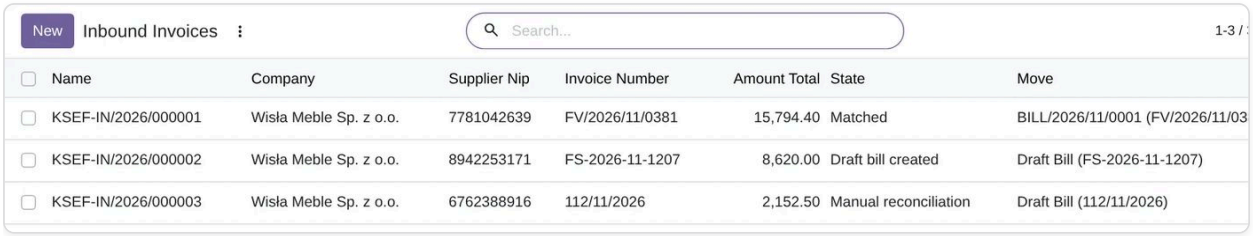
The run records its **Readiness Score** in **Validation Runs** and copies it to the profile and the dashboard.

4 **You check the dashboard**

In **KSeF › Dashboard** you can see the wave, the date, the score and the status of the credentials.

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14 Received invoices, audit and export



Name	Company	Supplier Nip	Invoice Number	Amount Total	State	Move
KSEF-IN/2026/000001	Wisła Meble Sp. z o.o.	7781042639	FV/2026/11/0381	15,794.40	Matched	BILL/2026/11/0001 (FV/2026/11/03
KSEF-IN/2026/000002	Wisła Meble Sp. z o.o.	8942253171	FS-2026-11-1207	8,620.00	Draft bill created	Draft Bill (FS-2026-11-1207)
KSEF-IN/2026/000003	Wisła Meble Sp. z o.o.	6762388916	112/11/2026	2,152.50	Manual reconciliation	Draft Bill (112/11/2026)

- **Real Odoo 20 screenshot.** The list of manually recorded received invoices.

Where the data comes from

The module does not download any invoice from KSeF. Received invoices are entered by hand or imported, with the supplier's NIP, the number, the amount, the KSeF number and the UPO reference, and they go into **Downloaded**. The list is in **KSeF › Operations › Inbound Invoices**. The **KSeF: reconcile downloaded inbound invoices** task runs every hour and runs **Reconcile** on those still in **Downloaded**.

Record buttons

Reconcile	Searches the company for a supplier bill whose reference matches the invoice number entered. It only checks the reference: it does not check the NIP or the amount. If found, it links it and copies the KSeF number and the UPO. If not, it creates a draft supplier bill with no lines. It leaves a line in the audit log.
Export CSV	Download the CSV from **KSeF › Operations › Compliance Export**.

Statuses

STATUS	MEANING
Downloaded	Recorded, not yet matched.
Matched	A supplier bill with that reference was found.
Draft bill created	There was no bill; a draft was created and the supplier was found by NIP.
Manual reconciliation	The draft was created, but the supplier was not found: it must be matched by hand.

Audit log

KSeF › Configuration › Audit Log keeps one line for each **Mark accepted by KSeF**, validator run, **Reconcile**, export and deletion of lines. The lines cannot be edited.

Steps to match an invoice

1. **Record the invoice**
   In **Inbound Invoices** enter NIP, number, amount, KSeF number and UPO.
2. **Press Reconcile**
   Or wait for the hourly task.
3. **Check the status**
   Check whether it ended in **Matched**, **Draft bill created** or **Manual reconciliation**.

> Audit lines cannot be edited. Only a KSeF Administrator can delete those older than **Retention (years)** (10), and the deletion leaves its own line. Anyone who is not a KSeF Administrator sees the NIP masked in the export.

How Reconcile matches

Reconcile searches your company for a supplier bill whose reference matches the recorded invoice number. It only compares the reference: it does not check the NIP or the amount. A repeated or mistyped reference may link an invoice you did not intend, so enter the numbers carefully. If there is no match, the module creates a draft with no lines for the supplier (found by NIP), the reference, the KSeF number and the UPO.

The statuses

- **Downloaded**: the initial status. The invoice is recorded and not yet matched.
- **Matched**: a supplier bill with that reference already existed. The module links it and copies the KSeF number and the UPO.
- **Draft bill created**: no bill existed and the supplier was found by NIP. A draft with no lines is left for you to complete.
- **Manual reconciliation**: no bill existed and the supplier was not found. The draft is still created, and it must be matched by hand.

Fields of a received invoice record

Name	Set by the module with a sequence when the record is created.
Supplier Nip	Required. Used to find the supplier.
Invoice Number	Required. This is what is compared with the reference.
Amount Total and **Currency**	The recorded amount and its currency. The currency defaults from the company.
Received Date	By default, the moment you record the invoice.
Ksef Number and **Upo Ref**	Copied to the supplier bill when it is matched.

Move	The linked supplier bill.

Audit log

Each line stores **Actor**, **Company**, its status and a checksum. FlexigoTech Cloud validations do not create a line: they stay on the invoice. In version 20.0 the category can be **Status recorded by a user**, **Validation**, **Inbound download** or **Administration**. The **Inbound download** entry is written when a received invoice is matched and downloads nothing. If an error message contains sensitive data, the module hides it before saving.

What you cannot do

- Edit a line: Odoo replies "KSeF audit log entries are immutable and cannot be edited."
- Delete without being a KSeF Administrator: "Only a KSeF Administrator may delete audit records, and only after the statutory retention period."
- Delete a line within the retention period: a message appears naming the line and the years of **Retention (years)**.

CSV export

In **Compliance Export** you choose a company and, if you like, invoice dates. **Export CSV** downloads ksef_compliance_export.csv with the invoices whose KSeF status is not **Not required**. It includes, among others, the columns Invoice, Partner, Partner NIP, Status, KSeF number, Payment reference, UPO reference, Issue date and KSeF assignment date. If you are not a KSeF Administrator, the NIP appears masked and only the last 3 digits are visible. Each export leaves an audit line.

End-to-end example

1. **Note the invoice**
   In **Inbound Invoices** you enter the supplier's NIP, the invoice number, the amount, the KSeF number and the UPO. It moves to **Downloaded**.

2. **Match**
   Press **Reconcile**, or the task does it every hour. If there is a supplier invoice with that reference, it moves to **Matched**. If not, a draft without lines is created.

3. **Check the trail**
   In **Audit Log** you will see the line for that **Reconcile**.

4. **Export**
   In **Compliance Export** you choose a company and dates, and press **Export CSV**.

15 What goes to FlexigoTech Cloud and what comes back

DATA	DIRECTION	WHEN
FA(3) XML of the invoice, with the names, NIP, addresses, bank accounts and amounts it contains	Odoo to FlexigoTech Cloud	When pressing **Validate FA(3) (FlexigoTech Cloud)** on the **KSeF** tab or using the action on the invoice list (up to 50 invoices per click).
FA(3) official validation (**Valid**, **Not valid**, **Not validated** or **Expired**)	FlexigoTech Cloud to the invoice	At the end of each validation.
FA(3) validated on	FlexigoTech Cloud to the invoice	At the end of each validation.
FA(3) validation rules	FlexigoTech Cloud to the invoice	At the end of each validation.
FA(3) validation messages (one line per error)	FlexigoTech Cloud to the invoice	At the end of each validation.
Exact validated XML, in FA(3) validated	FlexigoTech Cloud to the invoice	At the end of each validation.
Signed report, in FA(3) validation report (signed)	FlexigoTech Cloud to the invoice	At the end of each validation. Only visible in developer mode.
FA(3) XML that l10n_pl_edi sent to KSeF	Odoo to FlexigoTech Cloud	The task **KSeF: validate again the FA(3) sent (FlexigoTech Cloud)** validates it again when the validation has moved to **Expired**, and repeats every hour those that remain pending.

The XML is checked in memory and is not stored in the cloud. The cloud keeps only the result (valid or not, the number of errors and a fingerprint of the file). The servers are in Germany. That result is kept for 12 months, without the file. FlexigoTech Cloud does not accept files larger than 10 MB.

Before the first FA(3) of a company is sent, the consent screen appears. Only a KSeF Administrator of that company can press **Accept and validate**. Until then, nothing from that company is sent. It is recorded who accepted it and when, and a KSeF Administrator can withdraw it with **Withdraw**.

Only the credentials, authorisations, the invoice queue and the audit log stay in your Odoo. The module sends none of that to FlexigoTech Cloud.

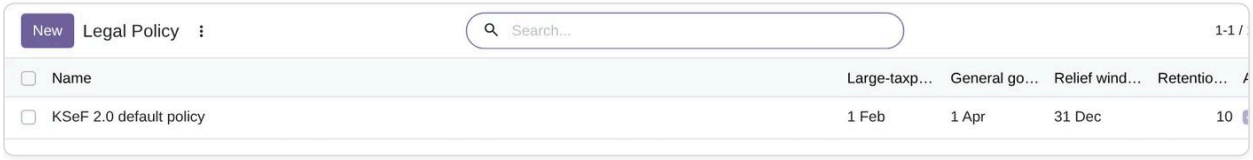
> The module sends nothing to KSeF and does not connect to KSeF: it has no network code towards KSeF. Sending is done by l10n_pl_edi, with the option "by KSeF (e-Faktura)" when sending.

16 What happens automatically

TASK	FREQUENCY	WHAT IT DOES
KSeF: offline deadline scan	Daily	Only recalculates the overdue-deadline flag of the queue.
KSeF: certificate expiry alerts	Daily	Creates a pending activity and a note in the history of each credential that reaches 30, 14, 7 or 1 day before its end, and of the one that expires.
KSeF: authorization alerts	Daily	Only recalculates the status of the authorisations.
KSeF: reconcile downloaded inbound invoices	Hourly	Applies **Reconcile** to the received invoices still in **Downloaded**. It downloads nothing from KSeF.
KSeF: validate again the FA(3) sent (FlexigoTech Cloud)	Hourly	Validates again the FA(3) that l10n_pl_edi sent to KSeF when the invoice's validation has moved to **Expired**, and those left pending.

Frequencies are changed in **Settings › Technical › Automation › Scheduled Actions**. To see that menu you need developer mode.

17 The module options and their defaults



- **Real Odoo 20 screenshot.** The legal policy that ships with the module, with its dates.

OPTION	DEFAULT	WHAT IT DOES
Dates and thresholds of the legal policy (KSeF › Configuration › Legal Policy)	Relief threshold of 10,000 PLN, large-company threshold of 200,000,000 PLN, wave 1 on 1-02-2026, wave 2 on 1-04-2026 and end of relief on 31-12-2026	The profile uses them to calculate **Mandate Wave** and **Golive Date** with the figures you enter. The policy is one for the whole database.
Cloud consent (FA(3) validation in FlexigoTech Cloud)	No consent until accepted	A KSeF Administrator of the company presses **Accept and validate** before the first FA(3). It is recorded who and when, and it is withdrawn with **Withdraw**. It is given per company.
Groups KSeF Read-only, KSeF Accountant and KSeF Administrator	Without a group the **KSeF** menu is not visible	They decide what each user sees and does. The **Configuration** menu belongs to the **KSeF Administrator**.

In the **Poland KSeF 2.0** block of Settings, leave **KSeF environment**, **KSeF endpoint URL** and **TLS verification** as they are: they connect nothing. You cannot adjust the checks that **Mark ready for KSeF upload** performs, nor the language of the module's screens: its menus, fields and buttons appear in English in every language, including Polish. In that language the module only has translated the **Mark accepted by KSeF** button, its help and 7 messages. Odoo's screens appear in your language.

What is done by hand

SCREEN	BUTTONS
KSeF tab of the invoice	**Mark ready for KSeF upload**, **Mark accepted by KSeF** and **Validate FA(3) (FlexigoTech Cloud)**
Invoice list	In the actions menu, with invoices selected: **Validate FA(3) (FlexigoTech Cloud)** and **Mark Offline / Emergency**
A validator run	**Run**, which repeats the run; **Export checklist**; and **Open** on each line
A received invoice	**Reconcile**
Settings, Poland KSeF 2.0 **block**	**Withdraw**

For **Mark ready for KSeF upload** to place the invoice in the queue, and to launch the validator, export, mark invoices offline, press **Reconcile** or press **Mark accepted by KSeF**, you need at least **KSeF Accountant**. **Validate FA(3) (FlexigoTech Cloud)** can be pressed by whoever can modify the invoice, but accepting the cloud consent and **Withdraw** belong only to the **KSeF Administrator**. The profile is in the **Configuration** menu, which only the **KSeF Administrator** sees. The **KSeF Read-only** sees the **KSeF** menu and reads. A user without a KSeF group does not see the menu.

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18 Security and personal data

- The module has three groups. **KSeF Read-only** sees the KSeF menu and reads. **KSeF Accountant** does the above and also launches the validator, exports, marks invoices offline and presses **Mark accepted by KSeF**, and also matches received invoices. **KSeF Administrator** does all of the above and also sees the **Configuration** menu: profile, credentials, authorisations, legal policy, error codes and audit.
- A user without any of the three groups does not see the KSeF menu.
- Consent to validate in FlexigoTech Cloud is given per company. Before the first FA(3) of a company is sent, a consent screen appears. Only a **KSeF Administrator** of that company can press **Accept and validate**. Until then, nothing goes to the cloud. That same administrator can later withdraw it with **Withdraw** in Settings.
- For each consent it is recorded who accepted it, when and the version of the text, in Settings, **Poland KSeF 2.0** block.
- The audit log is not edited. When each line is saved, the message is cleaned of tokens, passwords and 11-digit numbers (PESEL). Only a **KSeF Administrator** can delete lines, and only those older than **Retention (years)**, which is 10 by default. The deletion leaves its own line.
- The CSV export shows the NIP masked, with only the last three digits, to anyone who is not a **KSeF Administrator**.
- Each FA(3) sent for validation travels signed and a signed report comes back. Before saving anything, the module checks the signature and that the report belongs to that same XML. If the report cannot be verified, nothing is applied and the invoice stays at "Not validated".

What is recorded on each invoice

Each validation in FlexigoTech Cloud records on the invoice the result, the date and the rules applied. It also stores the error messages, one line per error, and the exact XML that was validated. The signed report is only

visible in developer mode. Cloud validations leave no line in the audit log: they remain only on the invoice.

With each validation, the FA(3) XML of the invoice leaves Odoo, with the names, tax IDs (NIP), addresses, bank accounts and amounts it contains. It is checked in memory and not stored: the cloud keeps only the result (valid or not, the number of errors and a fingerprint of the file). The servers are in Germany. That result is kept for 12 months, without the file.

19 Several companies

Credentials, authorisations, the queue, received invoices, validator runs, profiles and the audit log each carry their company. Each user sees only those of the companies they work for.

The compliance profile is one per company, and cloud consent is also given company by company. The legal policy, by contrast, is one for the whole database: the dates and thresholds it stores are used by all profiles.

A firm working for several NIPs records it in the authorisation register, by hand. Each authorisation states who is authorised, for which client NIP, with which credential and with what scope. A self-invoice only passes the check if there is an active authorisation of **Self-invoicing** or **Accounting office** for that NIP (or with no client NIP).

FlexigoTech Cloud has two plans, with prices that do not include VAT: Standard, at €29 a month or €290 a year, with a support reply within 1 working day; and Pro, at €58 a month or €580 a year, with a reply within 4 working hours and a video call if needed.

20 If something fails

The invoice stays at Manual action required	Some data required by the FA(3) is missing. The reasons do not appear on the **KSeF** tab while the invoice is not **Rejected**: run the migration validator (KSeF › Migration › Run Validator), which lists them invoice by invoice. Correct the data and press **Mark ready for KSeF upload** again.
The validation shows "Not validated"	There is no FlexigoTech Cloud service (no trial or subscription, or the database is not connected), or there was no XML to validate. The invoice notice gives the reason. Without the service, no FA(3) is validated.
The consent screen does not let you accept	Only a KSeF Administrator of that company can press **Accept and validate**. Until they do, nothing is sent to the cloud.
An accepted invoice does not go back to draft	An invoice that KSeF has accepted cannot be returned to draft or cancelled. It is corrected by issuing a corrective invoice.
The validation changes to Expired after sending	l10n_pl_edi regenerates the FA(3) when sending, and the validated one then no longer matches. The task **KSeF: validate again the FA(3) sent (FlexigoTech Cloud)** validates the one sent as soon as it can and checks the pending ones every hour.

FlexigoTech Cloud notices: if validation is stopped in the database, the invoice stays "Not validated" and the notice explains why (no subscription, or database not connected in Settings). FlexigoTech Cloud does not accept files larger than 10 MB. Each press of **Validate FA(3) (FlexigoTech Cloud)** validates up to 50 invoices and takes about 60 seconds; if invoices remain, press it again and it continues with the rest. A failed attempt never deletes a previous result.

Other notices you may see

"Partner NIP invalid"	The NIP of the Polish customer is not valid or fails its check digit. Correct it on the contact and mark the invoice again.
"Buyer country missing"	The customer is foreign and has no country. Fill it in on the contact.
"No product lines for FA(3)"	The invoice has no product lines. Add one.
"Currency code missing"	The currency code is missing from the invoice.
"Self-invoicing authorisation missing (FR-039)"	Self-invoicing requires an active **Self-invoicing** or **Accounting office** authorisation for that NIP. Register it in **Authorizations**.
"Corrective invoice missing original reference (FR-046)"	In a corrective invoice, **Corrected invoice** is missing. Enter it.
"Corrective invoice missing correction reason (FR-046)"	In a corrective invoice, **Ksef Correction Reason** is missing. Enter it.
"B2C visualisation QR missing (FR-040)"	The customer has no NIP. Press **Generate QR** and mark the invoice again; that string is not the KSeF QR code.
"Offline24 next-working-day rule violated (FR-027)"	In offline24, the date on which the KSeF number was assigned (**Ksef Assignment Date**) is past the deadline (the next Polish working day after the invoice date). Check the dates.
"KSeF accepted ...: it cannot be reset to draft or cancelled (FR-036). Issue a corrective invoice instead."	The invoice has already been accepted by KSeF. It cannot be returned to draft or cancelled: issue a corrective invoice.

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21 Other ways of doing it

WAY	WHAT IT MEANS
By hand	The Ministry of Finance provides free tools; the main one is the Aplikacja Podatnika KSeF 2.0, for issuing, receiving and querying invoices in KSeF, outside Odoo. Offline deadlines and credential expiries are tracked in a spreadsheet, with the review that this requires.
Odoo alone	Odoo 18, 19 and 20 include the l10n_pl_edi module in Community. When sending an invoice, the "by KSeF (e-Faktura)" option sends it to KSeF and checks its status. It also downloads supplier invoices. Odoo 17 does not include it.
This module alongside l10n_pl_edi	Sending is still done by l10n_pl_edi. This module does not send invoices: it checks the data before sending, follows what KSeF replies to l10n_pl_edi, and validates the FA(3) on FlexigoTech Cloud, which requires a subscription.

If you already use KSeF with another tool, this module does not replace it or connect to KSeF. An invoice uploaded to KSeF outside Odoo is recorded with **Mark accepted by KSeF** on the **KSeF** tab of the invoice.

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 does not require a card.

23 Frequently asked questions

Does it work without FlexigoTech Cloud?

No.

Does it send invoices to KSeF?

No. Sending is done by l10n_pl_edi, Odoo's KSeF module, with the "by KSeF (e-Faktura)" option when sending. This module checks the data before sending and follows what KSeF replies.

Does it connect to KSeF?

No. It has no network code towards KSeF and does not open sessions with KSeF. What KSeF replies to l10n_pl_edi passes automatically to the invoice and its queue line.

So what does it do inside Odoo?

It checks the data of each invoice before uploading it and places them in a queue. It also validates the FA(3) on FlexigoTech Cloud, follows what KSeF replies, tracks the deadline of invoices in offline24 and monitors credential expiry.

Does it work on Odoo 17?

Yes, but without l10n_pl_edi: in Odoo 17 that module does not exist and the FA(3) is uploaded as a file on each invoice.

Does it work on Odoo 18, 19 and 20?

Yes. There is a published branch for each version, from 17 to 20, and from 18 to 20 l10n_pl_edi exists for sending.

Does it work on Odoo Online?

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

Do I need Odoo Enterprise?

No. Its dependencies are Invoicing, the Polish localisation l10n_pl and FlexigoTech Cloud, all from Community. It works on Community and on Enterprise.

What does "Valid" mean?

That the FA(3) passes the FlexigoTech Cloud check against the official KSeF schema. It does not mean that KSeF has accepted it.

What leaves my Odoo?

From this module, only the FA(3) XML you validate, with the names, NIPs, addresses, bank accounts and amounts it contains. The database connection to FlexigoTech Cloud also sends what Settings › FlexigoTech Cloud lists (the database, the Odoo version, the modules, the permission and the service health). Credentials, authorisations, the queue and the audit stay in your database.

Is my XML stored in the cloud?

No. It is checked in memory. The cloud keeps only the result: whether it is valid or not, the number of errors and a fingerprint of the file. The servers are in Germany.

Who gives consent for the data to be sent?

A KSeF Administrator of each company, with **Accept and validate**, the first time it is validated. Until then nothing from that company leaves. Consent is withdrawn with **Withdraw**.

What happens to the data if I end the subscription?

The cloud does not have your invoices: it checks each FA(3) in memory and forgets it once it replies. For each validation, it keeps a record for 12 months without the content: the date, the result, the number of errors and the fingerprint of the file. What is already in your invoices stays in your Odoo.

Is there a free trial?

Yes, FlexigoTech Cloud gives 14 days of trial. Without a trial or subscription, no FA(3) is validated.

What deadline does it set for offline invoices?

In offline24, the next Polish working day after the invoice date. It does not calculate the legal deadline of an outage or a breakdown.

Does it download received invoices?

No. Received invoices are recorded by hand, with their NIP, number and KSeF number, and **Reconcile** matches them by reference with a supplier invoice.

Does it download the UPO?

No. If you have its reference, record it by hand in **UPO reference**, on the **KSeF** tab of the invoice.

What does the module warn about?

Only credentials: each day it creates a pending task and a history note when one reaches 30, 14, 7 or 1 day before its end, and when it expires.

Do I have to enter the credential secret?

No. The module does not use it: it stores the credentials as inventory and warns about their end date.

Are the screens in Polish?

No. The module's menus, fields and buttons appear in English in all languages, including Polish. Odoo's screens appear in your language.

Since when is KSeF invoicing mandatory?

According to the Ministry of Finance, from 1-02-2026 for those who sold more than 200 million zł (including VAT) in 2024 and from 1-04-2026 for everyone else. From 1-02-2026, moreover, all businesses receive their invoices through KSeF. Anyone who invoices at most 10,000 zł brutto a month can stay out until 31-12-2026 and joins on 1-01-2027, or earlier if in any month they exceed that limit.

Does it read my sales to say which wave I am in?

No. Each company's profile is classified using the figures you enter: the 2024 sales and the typical sales of a month.

What about invoices to consumers?

Invoices to consumers are not obliged to go through KSeF.

Does it work if I have several companies?

Yes. Credentials, the queue, the validator runs, the profiles and the audit each carry their company, and each user sees only those of the companies they work in. The cloud consent is also given per company.

And if I am an agency handling several NIPs?

You record each authorisation by hand: who is authorised, for which customer NIP, with which credential and with what scope. A self-invoice only passes the check if there is an active **Self-invoicing** or **Accounting office** authorisation for that NIP.

What happens to an invoice that KSeF has already accepted?

It is locked: it cannot go back to draft or be cancelled, and it is corrected with a corrective invoice. Only a KSeF Administrator changes its status or its number.

What happens to what is already validated if something fails?

A failed attempt never deletes a previous result. If there is no service or no response, nothing is applied and the invoice stays "Not validated" with a notice. Changing the FA(3) file or returning to draft does delete the result, because the FA(3) changes.

How many invoices does it validate at once?

Up to 50 per click and about 60 seconds. If invoices remain, you press again and it continues with the rest. FlexigoTech Cloud does not accept files larger than 10 MB.

What licence and price does it have?

The module is licensed under OPL-1 and costs 9 euros. FlexigoTech Cloud is paid separately: Standard at 29 € per month or 290 € per year, and Pro at 58 € per month or 580 € per year, excluding VAT.

MODULE GUIDE · KSEF 2.0

24 Glossary

KSeF	The electronic invoicing system of the Polish Ministry of Finance.
FA(3)	The electronic invoice format that FlexigoTech Cloud validates against the official KSeF schema.
l10n_pl_edi	Odoo's KSeF module for versions 18 to 20. It sends the invoice with the "by KSeF (e-Faktura)" option.
KSeF number	The number KSeF gives to the accepted invoice. It is stored in **Ksef Number**.
UPO	The receipt KSeF issues, which you download from the history of the sending session. The module does not download it: you enter its reference by hand in **UPO reference**.
NIP	The Polish tax identification number. The module checks the customer's NIP before it marks the invoice.
PESEL	The Polish personal identification number. The audit log removes it from the messages before saving them.
offline24	Offline mode with a deadline of the next Polish business day after the invoice date.

Unavailability	**Offline (unavailability)** mode, used when KSeF is unavailable. By law, the invoice must be sent to KSeF no later than the day after the outage ends; the module does not calculate this.
Emergency	**Emergency (awaria)** mode, following a failure notice from the Ministry. By law, the invoice must be sent to KSeF within 7 business days after the failure ends; the module does not calculate this.
KSeF certificate	Ministry credential of type **KSeF Certificate**. The module stores it as inventory and warns you of its end date.
KSeF token	Credential of type **KSeF Token**. You register it by hand, with its end date.
Trusted Profile	Credential of type **Trusted Profile**. The Ministry has not announced its withdrawal; the module only warns if someone enters a date in the legal policy.
Self-billing	Invoice that only passes the check if there is an active authorisation for **Self-invoicing** or **Accounting office**.
Corrective invoice	Invoice that corrects another. It requires **Corrected invoice** and **Ksef Correction Reason**.
Accounting office	A firm that works for several NIPs. You enter it by hand in the authorisation register.
Wave	The profile classification, **Mandate Wave**, which comes from the figures you enter and the legal policy.
Relief threshold	PLN 10,000 in sales per month. If typical monthly sales are that figure or less, the profile is set to **Relief window (<= threshold)**.
Readiness note	The **Readiness Score**: the percentage of lines that pass in the validator's latest run.
Consent	The acceptance per company, with **Accept and validate**, to send the FA(3) to FlexigoTech Cloud.

25 Checklist and contact

- [ ] You have Odoo 17, 18, 19 or 20 on Odoo.sh or on your own server, with Invoicing and the Polish localisation (l10n_pl). Odoo Online does not work.
- [ ] To send to KSeF from Odoo, you need l10n_pl_edi (Odoo 18 to 20). In Odoo 17, the FA(3) is uploaded as a file on each invoice.
- [ ] You have installed the module and can see the **KSeF** menu.
- [ ] You have activated the 14-day trial or the FlexigoTech Cloud subscription. Without one of these, no FA(3) is validated.
- [ ] Each user is in their group: **KSeF Read-only**, **KSeF Accountant** or **KSeF Administrator**.
- [ ] Each company has its profile in **KSeF › Configuration › Compliance Profile**, with its 2024 sales and its typical monthly sales.
- [ ] You have registered the credentials in **KSeF › Configuration › Credentials**, each one with its **Valid To**.
- [ ] You have entered the authorisations, if you work with self-billing or with an accounting office.
- [ ] You have run the validator in **KSeF › Migration › Run Validator** and fixed what fails.
- [ ] You have validated the first FA(3) and a **KSeF Administrator** of the company has clicked **Accept and validate**.
- [ ] You have marked the first invoice with **Mark ready for KSeF upload**, sent it from **Send** with "by KSeF (e-Faktura)", and checked that it receives its **Ksef Number**.

If you would like us to set it up with you, write to us. 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/ksef-poland-odoo.html

On Odoo Apps

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

Poland KSeF 2.0 Validator is a FlexigoTech module for Odoo. FlexigoTech is a brand of Flexibles y Accesorios Gobe, S.L. (Barcelona, Spain).