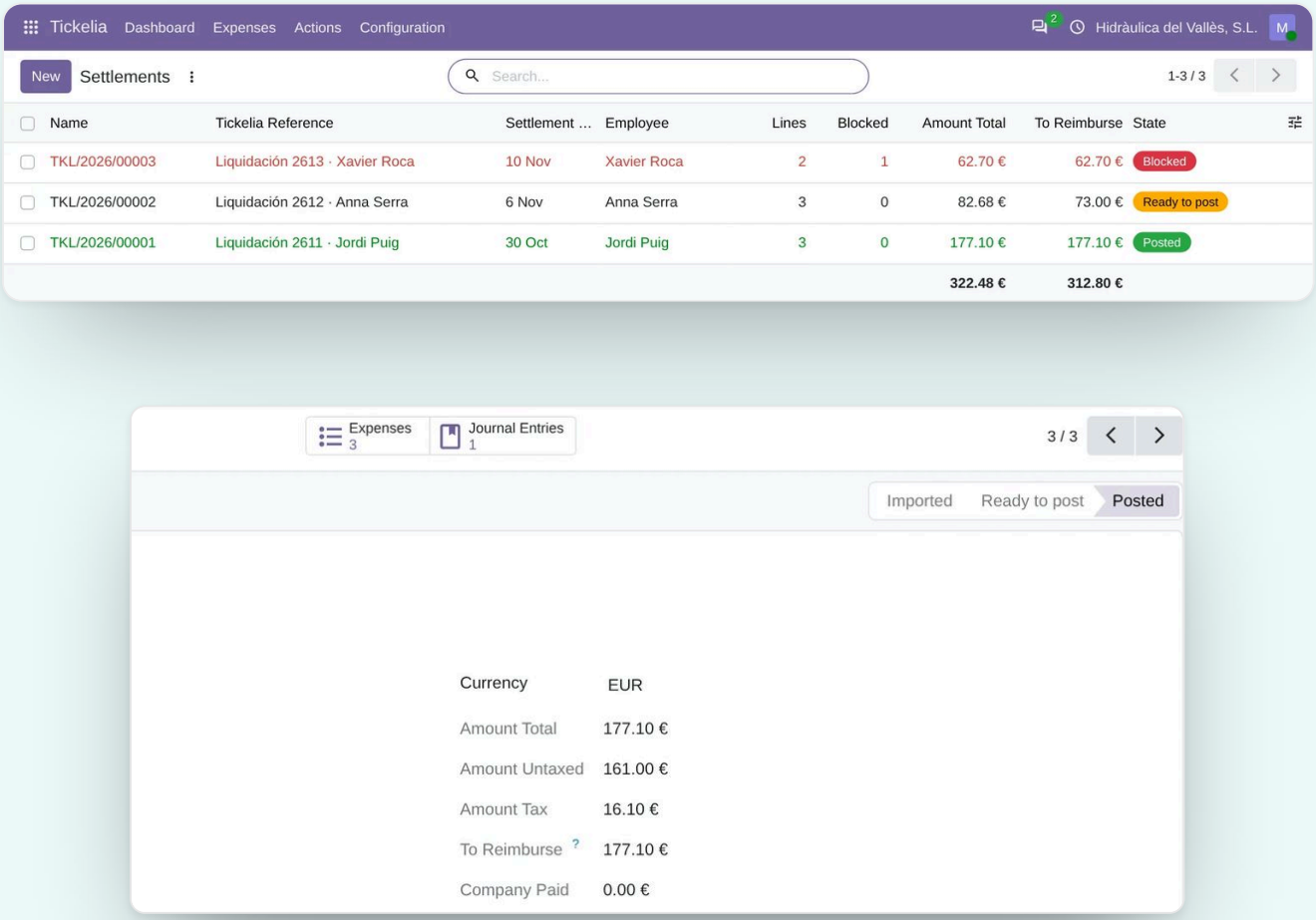
USER MANUAL · EXPENSES AND TRAVEL

Tickelia connector for Odoo

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

Module version 20.0.1.1.2 | Odoo 20 screenshots | Edition of 20-11-2026



Real Odoo 20 screenshot. The Tickelia settlements in Odoo, each with its status, and in front a settlement that has been posted.

Contents

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

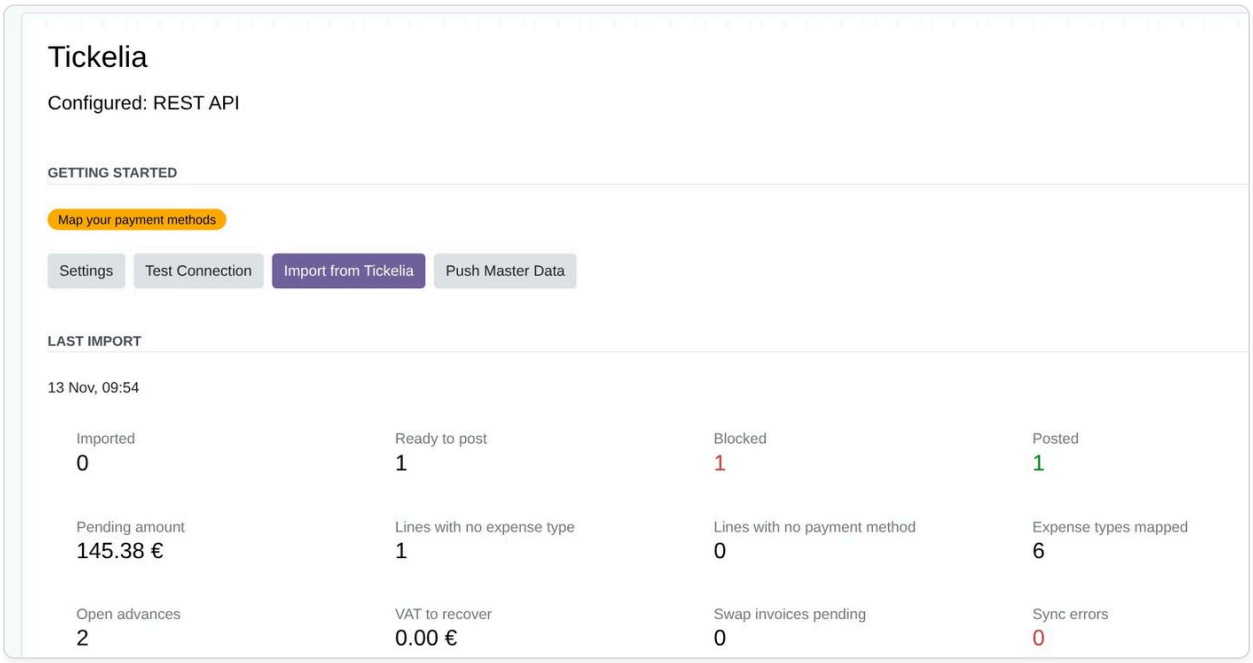
1	What it is and where it is	3
2	Before you start	4
3	Installation	4
4	Activate FlexigoTech Cloud: the 14-day trial	4
5	Connect Tickelia	6
6	The mappings	8
7	Bringing in the settlements	9
8	Reviewing a settlement	10
9	Post	11
10	Company card or paid by the employee	12
11	Advances	13
12	VAT Recovery	14
13	Send master data to Tickelia	15
14	Options, log and alerts	15
15	If something fails	16
16	Support	17

This manual describes version 20.0.1.1.2 of the module (Odoo branch fix/tk100-20.0, commit 0856d3845). 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 Tickelia. 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 it is

The connector adds the Tickelia app to Odoo. From it you bring in Tickelia expense settlements, review them and post them with Odoo's expenses and journal entries. Advances and the invoices for VAT recovery also arrive.



- **Real Odoo 20 screenshot.** The Tickelia dashboard: what has been imported, what is ready to post, what is blocked and what has been posted.

Dashboard	The company figures and the buttons **Import from Tickelia**, **Push Master Data**, **Test Connection** and **Settings**.
Expenses	**Settlements**, **Expense Lines**, **Advances** and **VAT Recovery**.
Actions	**Import from Tickelia** and **Push Master Data**.
Configuration	**Settings**, **Expense Types**, **Tax Codes**, **Cost Centers & Projects**, **Payment Methods** and **Sync Log**.

Outside the app, the connector works in Expenses (each posted line becomes an Odoo expense, with its receipt), in Accounting (the journal entries and the VAT exchange invoice) and on the employee record, which stores their Tickelia code.

2 Before you start

This is what you need before installing. The connector is the Odoo part: your Tickelia account and its API access are provided by Tickelia.

- Your Tickelia account with access to its API: the address of your service (ends in .svc/), the API user, the database and the password. Tickelia provides these.
- Odoo 17, 18, 19 or 20, on Odoo.sh or on your own server, not on Odoo Online, with Expenses and Accounting. Works on Community and Enterprise.
- The Tickelia code of each employee on their Odoo record, so that each expense finds its person.
- An Odoo administrator: accepts the FlexigoTech Cloud data list and the consent for each company.

> The connector only connects to Tickelia addresses (*.tickelia.com) over HTTPS. A service on another domain or another port cannot be connected yet.

3 Installation

You can buy it on the Odoo App Store or in our shop, for Odoo 17, 18, 19 and 20: €9 per Odoo version, plus the FlexigoTech Cloud subscription, from €49/month or €490/year. The module is installed like any third-party Odoo module. An administrator is required.

The module, `flexigo_tickelia_connector`, depends on `flexigotech_cloud`, the connection to FlexigoTech Cloud. Put both folders together in the same modules path and Odoo installs both at once.

1. **Copy the folders**
   On Odoo.sh, in the modules folder of your branch, and push. On your own server, in a folder of the `addons_path`, and restart Odoo.

2. **Install the app**
   In **Apps**, press **Update Apps List** (with developer mode), search for "Tickelia" and press **Activate**.

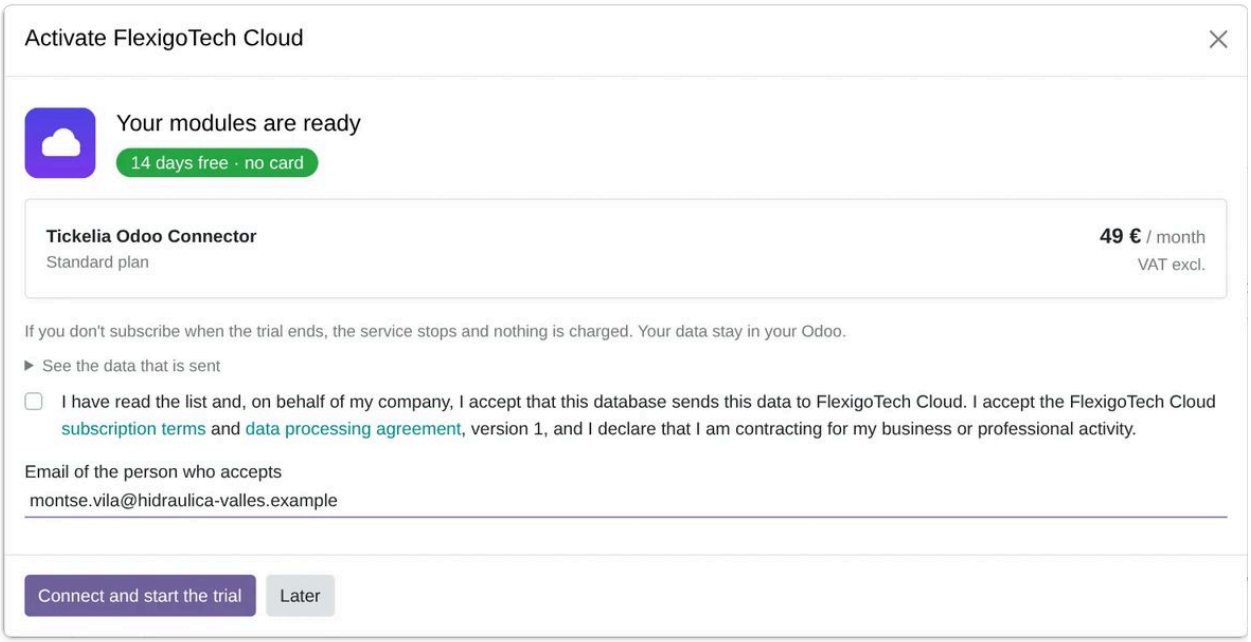
> When installing it, Odoo also installs Employees, Expenses and Invoicing. If you already use them, nothing you have changes.

4 Activate FlexigoTech Cloud: the 14-day trial

Every call to Tickelia goes through FlexigoTech Cloud: it stores your API credentials encrypted and opens the session with Tickelia. Until the database is connected and the module has a trial or subscription, the connector does not talk to Tickelia.

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

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 data list, tick the box and enter your email.

2 **Accept and enter your email**

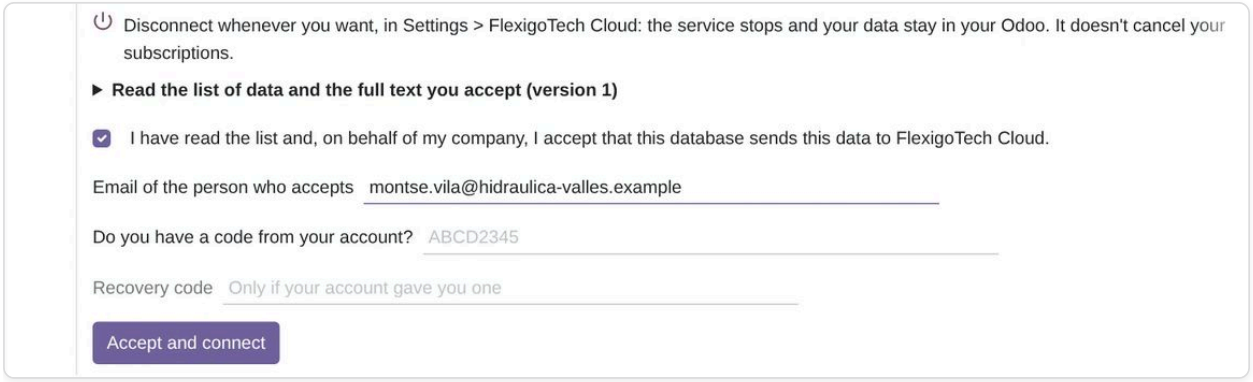
Tick "I have read the list and, on behalf of my company..." (it includes the subscription terms and the data processing agreement) and enter the **Email of the person who accepts**.

3 **Press Connect and start the trial**

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

The same, from Settings

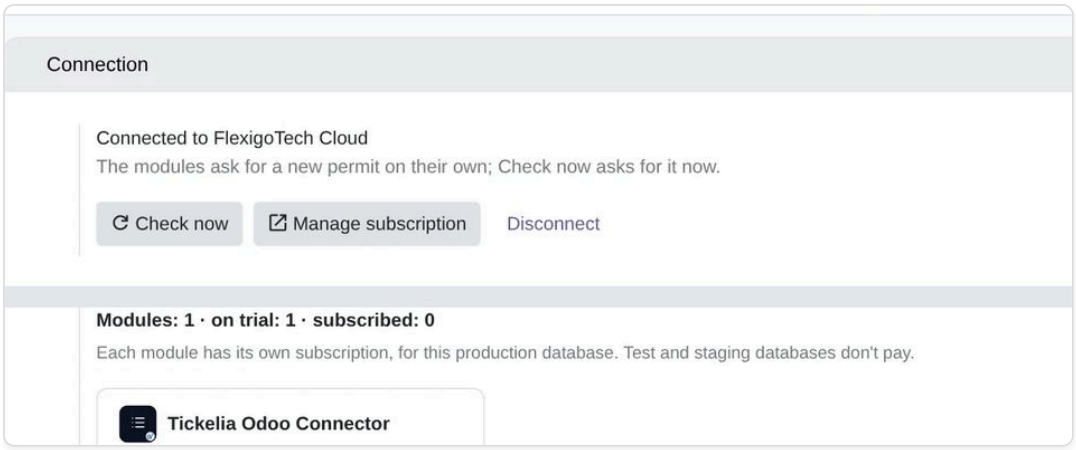
In **Settings › FlexigoTech Cloud** is the full list of what the database sends. Tick the box, enter the email and press **Accept and connect**. If you already have an account at app.flexigotech.com, the field **Do you have a code from your account?** links the database to it (the code is valid for 10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



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

With the database connected, the **Modules** block shows each module with its status: **On trial** and the date it ends, **Subscribed**, etc. From there you choose the plan (Standard or Pro, monthly or yearly) and press

Subscribe: payment is made on the Stripe page, outside Odoo.



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

PLAN	PRICE	INCLUDES
Standard	49 € per month or 490 € per year	Support response within 1 working day, up to 3 accounts
Pro	98 € per month or 980 € per year	Response within 4 working hours, up to 10 accounts and video call if needed

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

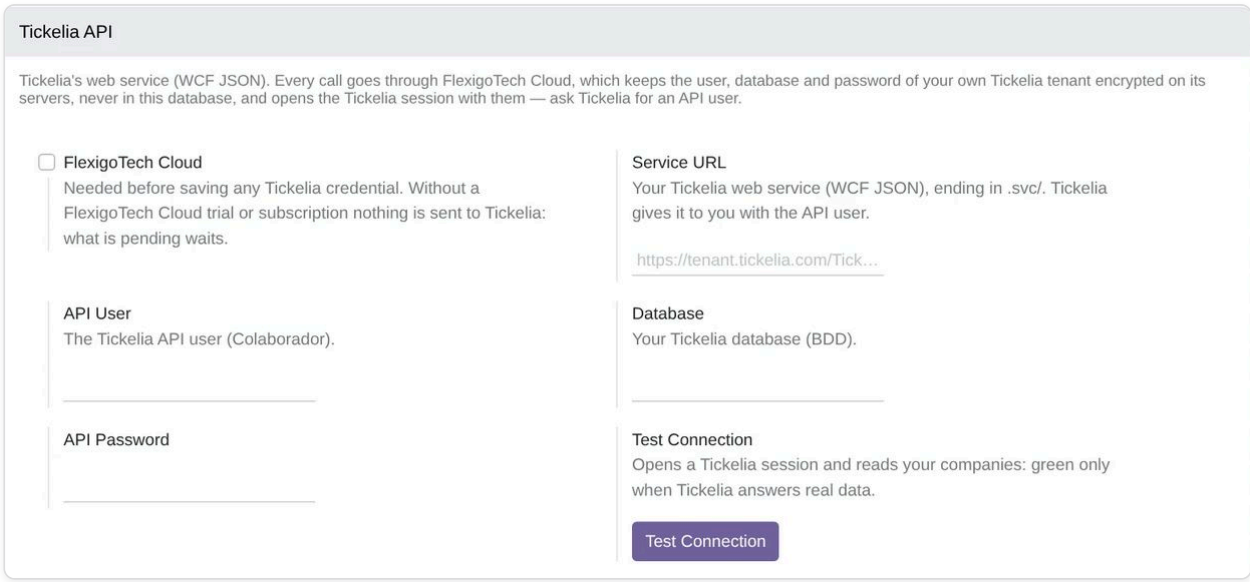
> You can't start a trial on a neutralised copy (staging) or on a database with demo data: Settings says so with "This database is a neutralised copy or has demo data, so trials can't be started here."

USER MANUAL · TICKELIA

5 Connect Tickelia

The connection is per company and is found in **Configuration › Settings**, inside the Tickelia app.

1. **Open Configuration › Settings**
   The Tickelia block appears, still empty.



- **Real Odoo 20 screenshot.** The connection, before filling it in: without the consent, the fields cannot be saved.

2 **Accept the consent**

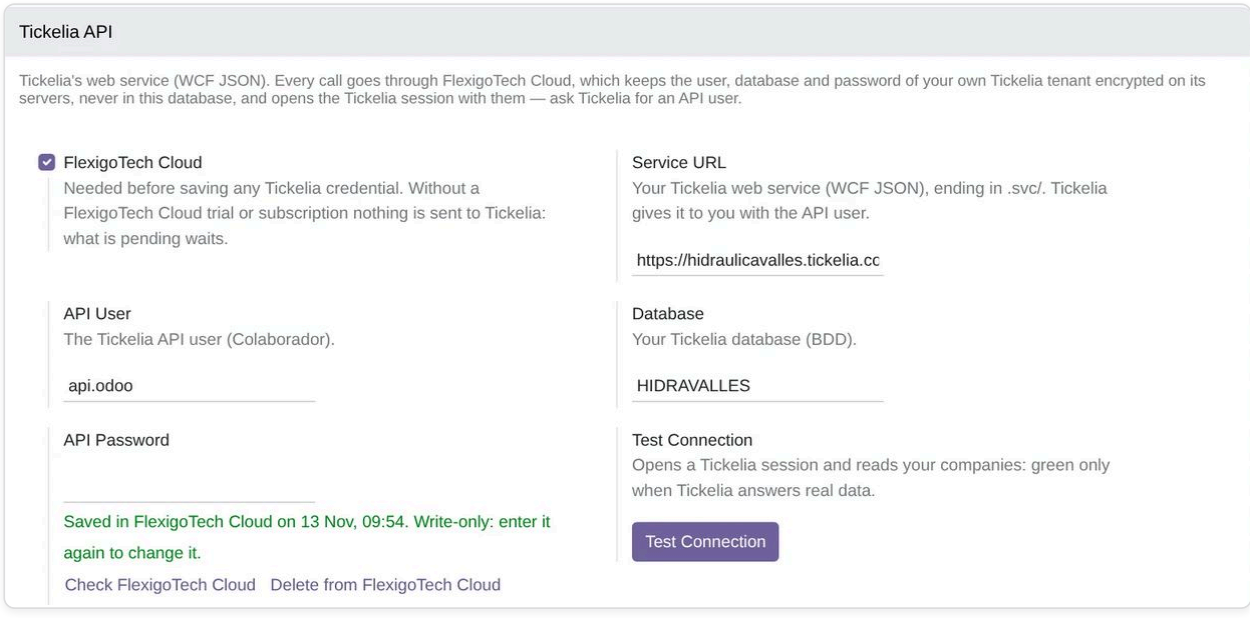
That FlexigoTech Cloud stores this company's Tickelia credentials. Without it, nothing is sent.

3 **Enter your Tickelia details**

Tickelia Service URL, the API user, the **Tickelia Database** and the password. When saving, the password is sent encrypted to FlexigoTech Cloud and Odoo does not store it.

4 **Press Test Connection**

Odoo asks Tickelia for its companies. If it responds, the connection is valid.



- **Real Odoo 20 screenshot.** The connection done: the password is already in FlexigoTech Cloud.

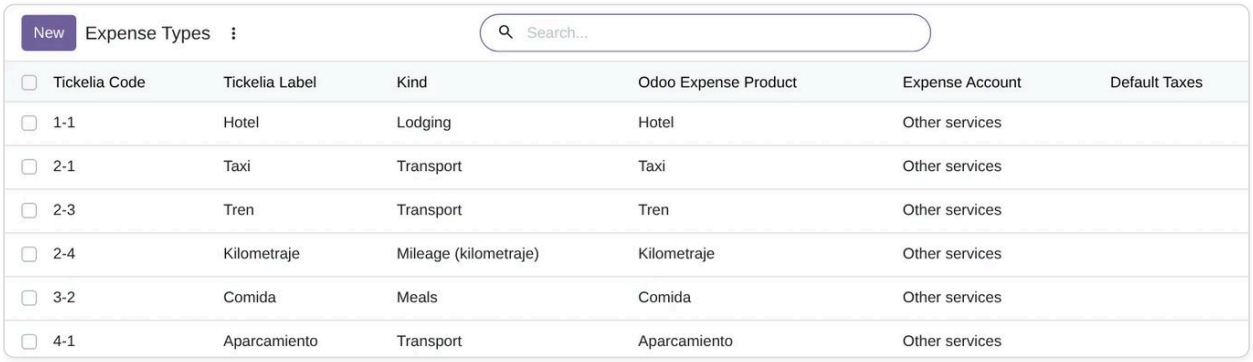
Check FlexigoTech Cloud says whether the cloud holds this company's credentials. **Delete from FlexigoTech Cloud** deletes them and frees that connection in the plan.

> Each plan has a number of connections: 3 with Standard and 10 with Pro. If you already have them all, Odoo tells you when saving and does not save the new one; delete one you do not use or move to Pro.

6 The mappings

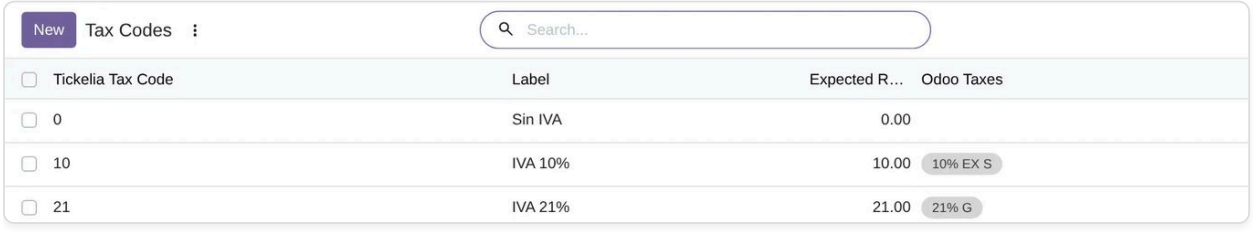
Tickelia and Odoo do not call things by the same names. These tables say what each Tickelia item is in your Odoo. You fill them in once and they stay valid.

TABLE	WHAT COMES FROM TICKELIA	WHERE IT GOES IN ODOO
Expense Types	The expense type and subtype: "3-2" is subtype 2 of type 3	An expense account, an expense product and, if you wish, taxes
Tax Codes	The VAT rate of the expense: "10", "21"	The Odoo purchase taxes, and whether they are deductible
Cost Centers & Projects	The code of the cost centre or project	An analytic account
Payment Methods	The payment method of a Tickelia file	Who paid (the employee or the company) and the journal



- **Real Odoo 20 screenshot.** The expense types, each with its account and expense product.

Through the API, an expense carries its type and subtype, and the connector joins them into one code: "1-1" is Hotel and "3-2" is Company meals in the example company. VAT arrives as its rate: an expense at 10% carries the code "10". If an expense has several VAT rates, the code is "21+10" and the line does not guess: it is blocked so that you can review it.



- **Real Odoo 20 screenshot.** The tax codes, each with its purchase tax.

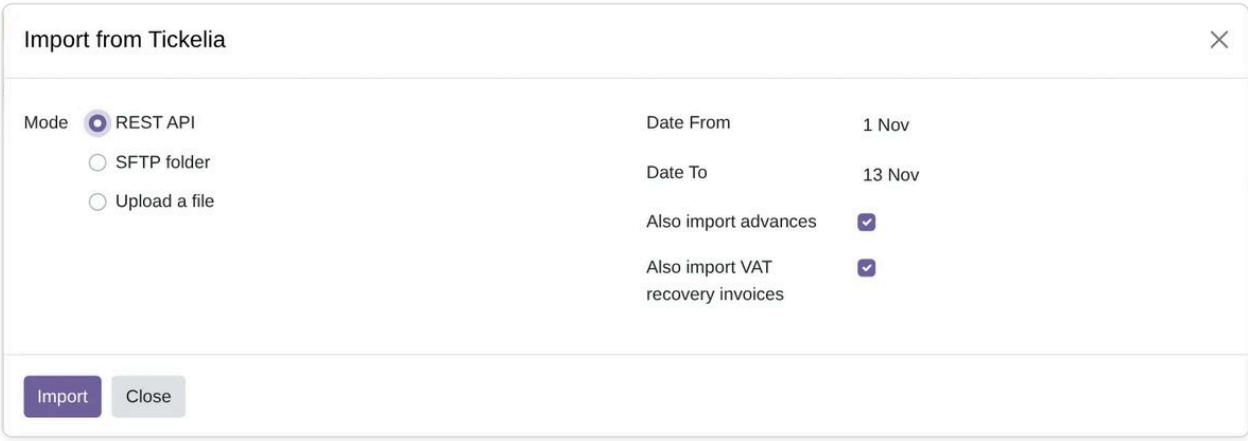
> By default, a line with a tax code that is not in the table is blocked (**Require tax mapping**). This is recommended: a wrong VAT ends up in the return.

7 Bringing in the settlements

Tickelia keeps closed settlements in a pending list until someone tells it they have been posted. Odoo reads that list.

1 Open Actions › Import from Tickelia

You choose how: through the API, from the SFTP folder or by uploading an exported Tickelia file (CSV or Excel).



- **Real Odoo 20 screenshot.** The import wizard, with the API chosen and the advances and VAT invoices ticked.

2 Press import

When finished, the wizard says how many settlements, lines, advances and invoices came in, and any warnings.

With **Import settlements automatically** switched on in Settings, the **Tickelia: import settlements** task does it every 4 hours in that company. It is off by default.

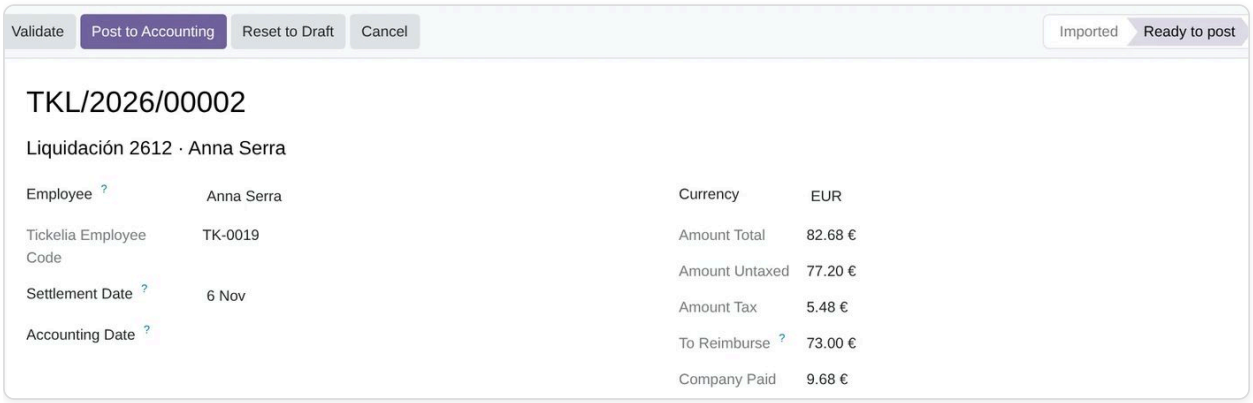
- A settlement comes in only once: if it appears again in the pending list, it is updated, never duplicated.
- Each line carries its receipt: the image of the ticket is attached to the line.
- Only settlements from the Tickelia Company that has the company's tax ID come in. Those from another company do not come in and are recorded in the log.
- Reading the list marks nothing in Tickelia: the settlement remains pending there until you post it in Odoo.

Name	Tickelia Reference	Settlement …	Employee	Lines	Blocked	Amount Total	To Reimburse	State
TKL/2026/00003	Liquidación 2613 · Xavier Roca	10 Nov	Xavier Roca	2	1	62.70 €	62.70 €	Blocked
TKL/2026/00002	Liquidación 2612 · Anna Serra	6 Nov	Anna Serra	3	0	82.68 €	73.00 €	Ready to post
TKL/2026/00001	Liquidación 2611 · Jordi Puig	30 Oct	Jordi Puig	3	0	177.10 €	177.10 €	Posted
						322.48 €	**312.80 €**	

- **Real Odoo 20 screenshot.** The Tickelia settlements in Odoo: posted, ready to post and blocked.

8 Reviewing a settlement

Each settlement is a record with its expense lines, its amounts and its status.



- **Real Odoo 20 screenshot.** A settlement ready to post, with its amounts and what is payable to the employee.

STATUS	WHAT IT MEANS
Imported	It has just arrived and has not yet been validated.
Ready to post	All lines have their employee, their account, their VAT and their split.
Blocked	Something doesn't add up. **Blocking Reason** lists everything that is missing, not just the first item.
Booked	It already has its expenses in Odoo and, if you ask, its journal entries.
Cancelled	It will not be posted.

Validate checks every line against the mappings: the employee by their Tickelia code, the expense type, the account, the expense product, the VAT and the cost centre. If everything is in place, the settlement moves to **Ready to post**; if not, to **Blocked**, with the full list.



- **Real Odoo 20 screenshot.** A blocked settlement: the expense type "5-3" has no mapping in Odoo.

To unblock it, fix what the reason states (in the example, create the expense type "5-3" with its account) and press **Validate** again. **Reset to Draft** returns it to the state it was in when just imported.

Settlement	Expense Date	Description	Employee	Expense …	Expense …	Payment …	Gross Total	State	Blocking Reason
TKL/2026/…	28 Oct	Hotel	Jordi Puig	1-1	[1-1] Hotel	Employee…	132.00 €	Posted	
TKL/2026/…	28 Oct	Comida	Jordi Puig	3-2	[3-2] Comi…	Employee…	26.40 €	Posted	
TKL/2026/…	29 Oct	Taxi	Jordi Puig	2-1	[2-1] Taxi	Employee…	18.70 €	Posted	
TKL/2026/…	4 Nov	Kilometraje	Anna Serra	2-4	[2-4] Kilo…	Employee…	31.20 €	Ready	
TKL/2026/…	4 Nov	Aparcami…	Anna Serra	4-1	[4-1] Apar…	Company …	9.68 €	Ready	
TKL/2026/…	4 Nov	Comida	Anna Serra	3-2	[3-2] Comi…	Employee…	41.80 €	Ready	
TKL/2026/…	8 Nov	Tren	Xavier Roca	2-3	[2-3] Tren	Employee…	38.50 €	Ready	
TKL/2026/…	8 Nov	Material d…	Xavier Roca	5-3		Employee…	24.20 €	Blocked	expense type "5-3" is not mapped. Add it in Tickelia Configuration > Expense Types and point it at an O product or expense account.
							322.48 €		

- **Real Odoo 20 screenshot.** **Expense Lines**: all the lines of all the settlements, with their status.

USER MANUAL · TICKELIA

9 Post

Posting a settlement creates one Odoo expense per line. Odoo handles the rest through its own expense workflow.

1 **Press Post on the settlement**

If it has not been validated yet, it validates it first. If anything is pending, it does not post and says what is missing.

2 **Check the expenses**

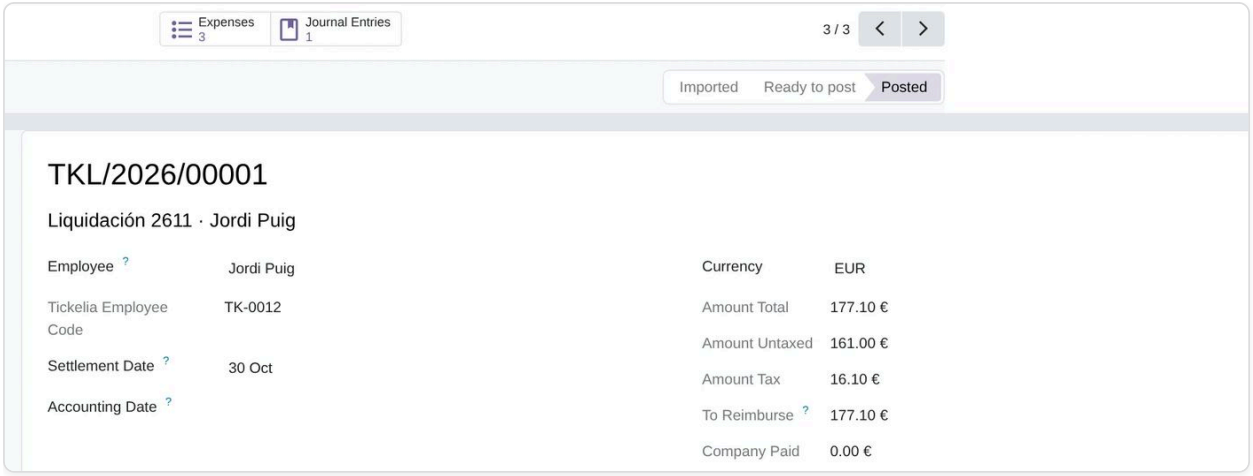
The **Expenses** button on the settlement opens the Odoo expenses created, each with its receipt.

Employee	Description	Date	Product	Paid by	Activities	Total	Status
J Jordi Puig	Taxi	29 Oct	Taxi	Employee		18.70 €	Approved
J Jordi Puig	Comida	28 Oct	Comida	Employee		26.40 €	Approved
J Jordi Puig	Hotel	28 Oct	Hotel	Employee		132.00 €	Approved
						177.10 €	

- **Real Odoo 20 screenshot.** The Odoo expenses created by a settlement, one per line.

With **Post journal entries** switched on, the connector takes each expense through to its journal entry: it submits it, approves it and posts it, with the settlement date. Switched off, which is the default, the expenses are left for your usual approval. In Odoo 17 and 18 they are grouped into expense reports per employee and per payer; in 19 and 20, which no longer have reports, each expense carries its own journal entry.

When posting, Odoo notifies Tickelia (**Acknowledge back to Tickelia**, on by default): the settlement is removed from its pending list. Odoo also asks Tickelia to email the employee, although in the real test on 19 November 2026 Tickelia did not confirm it. The notice is sent only after saving in Odoo, never before, and Odoo checks that Tickelia has really removed it by reading the list again. If not, it retries on the next import.



- **Real Odoo 20 screenshot.** A posted settlement, with its **Expenses** and **Journal Entries** buttons.

> A posted settlement does not change even if Tickelia sends it again differently: the change is recorded for you to review. To undo it, reverse the journal entries in Accounting.

USER MANUAL · TICKELIA

10 Company card or paid by the employee

Each Tickelia expense states whether it is reimbursable, that is, whether the employee paid for it.

A reimbursable expense goes to Odoo as paid by the employee, and the settlement adds it to the amount owed back to them. One that is not reimbursable, such as one paid with the company card, goes as paid by the company and does not add to what is owed. This way a card expense is never reimbursed twice.

Net Due to Employee	The reimbursable amount minus the advances already paid. If it comes out negative, the employee has to pay back the difference.
Payment Mode	On each line: the employee or the company.

With files, the payment method is given on each row. The **Payment Methods** table says what each one corresponds to and, by default, a method not in the table blocks the line (**Require payment method mapping**).

11 Advances

The advances Tickelia has pending arrive in **Expenses › Advances** on import.

Name	Employee	Request Date	Purpose	Amount	Consumed by Settlement	State
TKA/2026/00002	Xavier Roca	7 Nov	Visita técnica Manresa	150.00 €		Approved
TKA/2026/00001	Jordi Puig	24 Oct	Obra depuradora Terrassa	300.00 €		Approved
				450.00 €		

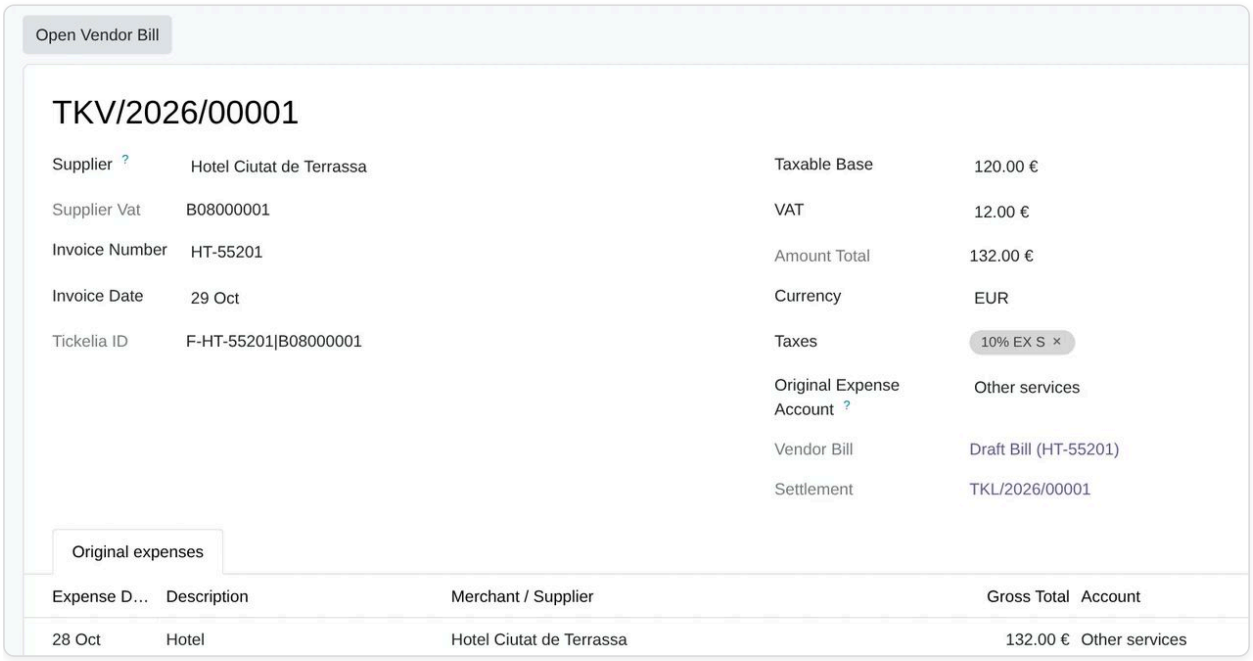
- **Real Odoo 20 screenshot.** The Tickelia advances in Odoo, with their employee, amount and status.

BUTTON	WHAT IT DOES
Approve	Approves the advance.
Register Payment	Pays it through Odoo's payment flow, from the **Advance Payment Journal** in Settings, and notifies Tickelia.
Mark Settled	Marks it as offset against the employee's settlement.
Cancel	Leaves it out.

As with settlements, only advances of the Company with the company's tax ID come in, and an advance comes in only once.

12 VAT Recovery

With Tickelia's VAT recovery service, the merchant issues an exchange invoice in your company's name for an expense the employee has already paid.



- **Real Odoo 20 screenshot.** A Tickelia exchange invoice, linked to the expense it comes from.

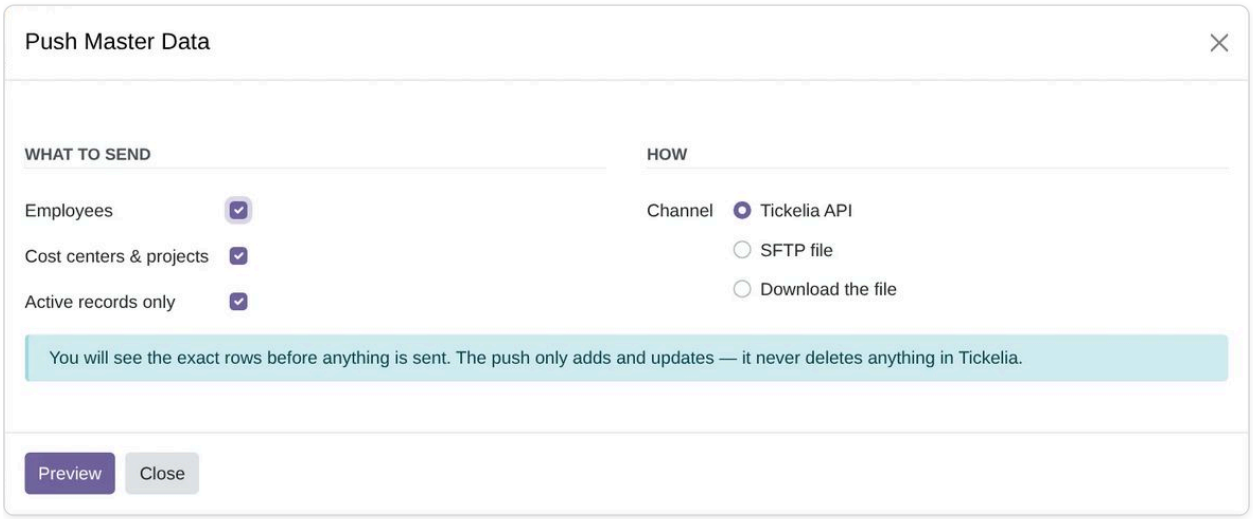
On import, each exchange invoice arrives in **Expenses › VAT Recovery**, linked to the expense lines it comes from. **Book Vendor Bill** takes it into Accounting according to the **VAT Recovery Booking** option:

OPTION	WHAT IT CREATES
Self-balancing bill (recommended)	A single vendor bill at zero total: it removes the VAT from the expense and clears the debt to the merchant, because the employee has already paid.
Plain vendor bill	Only the bill, and you reconcile it yourself.

Open Vendor Bill takes you to the bill that was created. To create the bill, you need a purchase journal in Settings.

13 Send master data to Tickelia

So that Tickelia uses the same cost centres and projects as Odoo, the connector sends them over, always after a preview.



Real Odoo 20 screenshot. The **Push Master Data** wizard, with what can be sent.

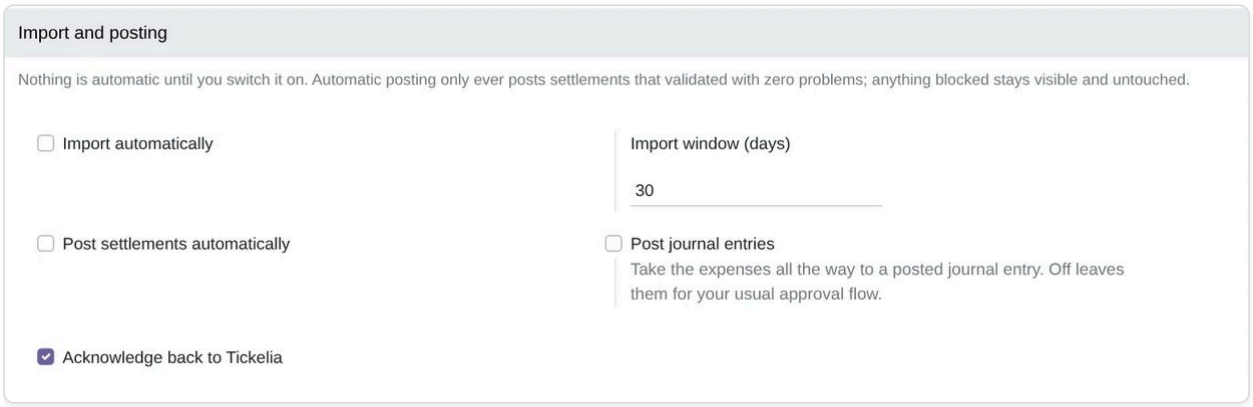
- What: **Employees**, **Cost Centers & Projects** and, if you tick it, expense types, VAT and payment methods.
- How: through the API, over SFTP, or as a file you download (**Download the file**) and upload yourself to Tickelia.
- The preview states what will be created and what will be changed. Nothing is deleted in Tickelia.
- Via the API, Odoo reads each item back after sending it. Anything that has not arrived is shown as not sent.
- Only employees who already have a Tickelia user are updated. New users are created in Tickelia.

14 Options, log and alerts

Everything for each company is in **Configuration › Settings**. These are the defaults when installed:

OPTION	ON INSTALL	WHAT IT DOES
Import settlements automatically	Off	The task every 4 hours imports for this company.
Post settlements automatically	Off	A daily task posts those that are ready.
Post journal entries	Off	When posting, takes the expenses through to their journal entry.
Acknowledge back to Tickelia	On	When posting, Tickelia removes the settlement from its list.
Require tax mapping	On	A VAT code with no mapping blocks the line.
Require payment method mapping	On	A payment method with no mapping blocks the line.

OPTION	ON INSTALL	WHAT IT DOES
Create missing merchants	On	Creates the supplier for a new merchant, searching for it first by its tax ID.
Import Window (days)	30	How far back the file import looks.
Notify on Errors	Empty	Who receives a pending task when a sync fails.



- **Real Odoo 20 screenshot.** The company's import and posting options.

Sync Log records each import, each validation, each posting and each push, with what came in and the warnings. Calls to Tickelia are logged without the credentials.

When	Kind	Name	Odoo Model	Records	Error Co…	State
13 Nov, 09:54	Accounting Posting	VAT recovery TKV/2026/00001	account.move	1	0	Done
13 Nov, 09:54	Accounting Posting	Post TKL/2026/00001	hr.expense	3	0	Done
13 Nov, 09:54	Manual Run	Validate TKL/2026/00001	tickelia.settlement	3	0	Done
13 Nov, 09:54	Manual Run	Validate TKL/2026/00002	tickelia.settlement	3	0	Done
13 Nov, 09:54	Manual Run	Validate TKL/2026/00003	tickelia.settlement	2	1	Done with warnings
13 Nov, 09:54	Manual Run	Import: 3 settlement(s), 8 line(s)	tickelia.settlement	3	0	Done
13 Nov, 09:54	API Call	GET GetFactura		0	0	Done
13 Nov, 09:54	API Call	GET GetFacturasPendientes		0	0	Done

- **Real Odoo 20 screenshot.** The log: each step, with its figures and warnings.

Tickelia can also notify Odoo when it closes a settlement: the webhook of each company, with its **Webhook Secret** in the address, brings that settlement in without marking it in Tickelia. **Regenerate secret** changes the address.

USER MANUAL · TICKELIA

15 If something fails

This is what can happen and what to do.

No test or subscription	The connector is paused: it does not call Tickelia and does not mark anything as failed. What is already in Odoo stays there.

Tickelia rejects the credentials	**Test Connection** will say so. Check the username, the database and the password, and save them again.
A blocked settlement	Read **Blocking Reason**, fix the mappings and press **Validate**.
A settlement from another company	It does not come in. The log says which one was left out and why.
Posted but not acknowledged in Tickelia	The next import retries it, and the warning in the log says so.
SFTP	Not running yet: FlexigoTech Cloud only connects to the Tickelia SFTP servers on your list, and that list stays empty until Tickelia confirms their addresses and host fingerprints.

Pausing FlexigoTech Cloud deletes nothing and does not disconnect the company: when the service comes back, everything is where you left it.

USER MANUAL · TICKELIA

16 Support

Get in touch to install it, configure it or with any questions. With the FlexigoTech Cloud Standard plan we reply within 1 working day; with Pro, within 4 working hours, and if needed we can go through it on a 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 connector page, with the guide and the prices.
flexigotech.com/en/tickelia-connector-odoo.html

On Odoo Apps

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

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