USER GUIDE

BE Fiches 281.50 Fees

Belgian 281.50 fiches in Odoo: commissions, fees and brokerage per beneficiary from vendor bills, the EUR 250 threshold, secret-commission exposure and the Belcotax XML.

English

Odoo 18 · 19 · 20 · **support@pokutsoft.com** · pokutsoft.com

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1. Overview

Flag the bills of recipients who do not invoice with VAT-exempt fees, commissions or brokerage, collect them per beneficiary for the income year and see straight away who is above the reporting threshold, who is missing an identifier and how much secret-commission tax is at stake if a fiche is forgotten.

2. Features

- **Reportable bills.** A bill of a partner marked as 281.50 recipient is reportable; an account mapping can flag bills and set the income nature automatically.
- **Income natures.** Commissions, brokerage, fees, rebates, benefits in kind and expense allowances, each mapped to its Belcotax box.
- **Amount from the fee lines.** Only the expense lines on fee-like accounts count, VAT excluded, with credit notes deducted; mixed bills are not inflated.
- **Threshold and exposure.** Each beneficiary shows whether it is above the campaign threshold (EUR 250 by default) and the secret-commission exposure at the company rates for natural and legal persons.
- **Identifier checks.** National numbers and enterprise numbers are checked with their modulo-97 digits; beneficiaries without an identifier or address are listed.
- **Risk scan.** Scans the fee-like accounts of the year for suppliers that were never flagged, with the amount and exposure per partner.
- **Belcotax-on-web XML.** 325.50 summary with Fiche 281.50 records, official field codes and the r8/r9 control totals, plus a 325.50 review CSV.
- **Recollect safely.** A new collection updates the beneficiaries and keeps the exclusions you ticked.

3. Installation

Open Apps, search for “BE Fiches 281.50 Fees” (technical name be_fiches_281_50_fees_commissions) and install it. Required modules: account. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise. The interface is in English, French and Dutch.

4. Workflow

1. On each partner paid in commissions, fees or brokerage, tick 281.50 recipient and fill in the national number (person) or enterprise number (company) and the address.

2. Optional: under Fiches 281.50 > Configuration > Account Mapping, link an expense account or account prefix to an income nature so bills are flagged automatically.

3. Book the bills as usual; set the 281.50 nature on the bill when the mapping does not set it.

4. Run Fiches 281.50 > Create Campaign for the income year; the reportable bills are collected per beneficiary.

5. Review the beneficiaries: threshold, identifier checks and secret-commission exposure. Exclude a beneficiary where needed; a new collection keeps your exclusions.

6. Use Risk Scan to find suppliers on fee-like accounts that were never flagged.

7. Confirm and generate the Belcotax XML and the 325.50 review CSV; upload the XML on Belcotax-on-web.

5. Roles and rights

Users with the accounting Invoicing right (Billing) work with campaigns, beneficiaries, natures, account mapping and the risk scan.

6. Questions

Which amount is reported?

The VAT-exclusive amount of the fee-like expense lines of the bill, credit notes deducted.

Can I change the threshold?

Yes. The threshold is a field of the campaign (250 EUR by default).

7. Support

Questions are answered at support@pokutsoft.com.