Fube

GUIDE

How to automate your recurring expenses step by step



> The rent on your premises, a software subscription, the van lease: some expenses arrive every month the same, from the same supplier and for the same amount. Recording them takes no effort; what takes effort is remembering every month, and the one that goes unrecorded isn't in your expenses when you close the quarter.

In Fube, a **recurring expense** is the template for that expense: you create it once, with its supplier, its line items, its payment method and how often it repeats, and Fube records the expense on its date as if you had entered it by hand. This guide is for anyone who wants to set up their fixed expenses and stop copying them from the previous month.

Before you start

- **It's a paid-plan module.** Recurring expenses come with the same plans as recurring invoices, from the Pro plan upwards; they aren't in the free plan. If you're on Starter, **Recurring** does appear in the menu, and when you open it you see the module page, with what it does and the button to change plan. You can compare the plans in **plans and pricing**.
- **The expense category is required**, just as when you record an expense by hand. If you don't have any yet, you can create one from the drop-down itself.
- **The supplier, if the expense has one.** It isn't required, but it's what later lets you see who you pay. If they aren't set up yet, you can create them from the form without leaving it.
- **This is for what you pay.** If what repeats is what you charge — a customer's monthly fee — what you're looking for is **recurring invoices**.

Step 1 · Open recurring expenses

Go to **Purchases › Expenses › Recurring**. The list shows each recurring expense with the **Next** date, its **Name**, the **Supplier**, the **Total**, the **Frequency** and the **Status**. Click **Create recurring expense**, or press the N key.

The form has five sections — Recurrence, Expense, Line items, Payment and Notes — and we'll go through them in order.

Step 2 · Decide how often it's recorded

Recurrence holds what makes a recurring expense different:

- **Name**, required. It's for you: to recognise it in the list and in notifications, and it doesn't appear on the expense. If you've already chosen the supplier further down, the magic wand button fills it in with the frequency and their name (‘Monthly expense from…’).
- **Frequency** and **Interval**. The frequency is daily, weekly, monthly or yearly, and the interval fine-tunes it: **Monthly** with a **3** records an expense every three months, which is quarterly.
- **Total number of expenses to record** and **End date**, both optional. With either of them the recurring expense stops on its own — twelve instalments, or the day the contract ends; if you leave them empty, it carries on indefinitely.
- **Start date**, also optional: the day of the first expense. If empty, it's today. And **if it starts today, today's expense is recorded as soon as you save**.

Below, **Upcoming dates it will be recorded** shows you the next five based on what you've entered. Check them before saving: it's the quickest way to catch a wrongly set interval. And when there's less than a month to go until the end date, the form and the list warn you, in case you want to extend it.

Step 3 · The expense: supplier, category and description

In **Expense** you choose the **Supplier** and the **Expense category**. When you create a new one, if that supplier already has expenses, Fube suggests the category of the most recent one.

The **Expense description** is required and is the one each recorded expense carries. It accepts three variables that Fube replaces with the date of each one: `{mes_operacion}`, `{año_operacion}` and `{fecha_operacion}`. So ‘Workshop unit rent, `{mes_operacion}` `{año_operacion}`’ comes out as ‘Workshop unit rent, November 2026’ in November and as ‘…, December 2026’ in December, without you touching anything. The field shows you how it will look as you type. The due date variables, which recurring invoices do have, aren't available here.

Step 4 · The line items

Line items holds the lines of the expense, each with its amount and its tax, plus the IRPF withholding if the expense has one. They're like those of a normal expense, except that here there are no discounts — neither the overall one nor the per-line one — and you can't add products from the catalogue.

If the expense has a withholding, **Type of income withheld** appears below the lines: it determines which form it's declared on. If it's the rent on a business premises, choose **Lease of urban property** and every expense it records will go to **Modelo 115** with its withholding; if you leave it empty, it counts as economic activity and goes to Modelo 111.

The template has to add up to something. With no lines, Fube asks you to ‘Add at least one line with its amount.’; and if everything adds up to zero, ‘The expense totals €0: check the amount of its lines.’.

Step 5 · Payment: payment method, due date and ‘Mark as paid when generated’

Three things remain in **Payment**:

- **Payment method**, required.
- **Days until due date**: each expense falls due that many days after its date. It defaults to 15; if you pay it the same day, enter 0.
- **Mark as paid when generated**. When off, each expense is recorded as **pending payment** and you mark it as paid when you pay it, like any other. When on, it's recorded as **already paid**, with its payment on the expense date. It's for things that are charged automatically: direct debits or card payments, such as the design software subscription.

In **Notes** you can, if you like, add internal notes for each expense, with the same variables as the description. Save, and Fube confirms it with ‘Recurring expense created’.

Step 6 · What happens on the day

When the date arrives, Fube records the expense in your **Expenses** list as if you had entered it by hand: with its supplier, its category, its line items and its withholding, the payment method, the description with the month already filled in, that day's date and the corresponding due date. Pending payment or already paid, depending on the toggle in the previous step. It's just another expense in the **expense register**, not a draft that needs confirming.

And it notifies you via the bell: **Recurring expense recorded**, with the text 'Today's expense "X" has been recorded.' followed by 'It's already paid.' if it's created as paid. Clicking it opens that expense. The notification goes to the members of your team who can see recurring expenses.

What Fube can't add is what doesn't exist yet: **the supplier's invoice**. The expense is recorded with no attached document and no invoice number. When it arrives, open the recorded expense and upload it there. Don't record it as a new expense, or you'd have it twice. How to attach it and what Fube reads from the document is covered in **record and digitise your expenses**.

Step 7 · Check what it has recorded

Click a recurring expense in the list to open it. As well as **Edit**, it has the **Generated expenses** tab: the expenses it has recorded, with their date, their amount and whether they're paid. You can open the same list with **View generated expenses**, in its row's menu.

How to manage a recurring expense that's already set up

Each recurring expense has a status, which you can see in the list: **Active**, **Paused**, **Finished** (it reached its end date or its total; Fube sets this) or **Cancelled**. From each one's menu:

- **Edit recurring expense**, to change the amount, the supplier, the payment method or the frequency. It applies to the expenses recorded from then on; those already recorded don't change. In the form's upcoming dates, the ones that have already passed show as ‘Already recorded’.
- **Duplicate recurring expense**, to set up a similar one without starting from scratch. It opens the creation form with its details and the start date set to tomorrow, so that the copy doesn't record today's expense as soon as you save it. It isn't created until you save it.
- **Pause** and **Resume**, to stop recording it for a while. When you resume it, it continues from its next date: the expenses from while it was paused aren't recovered. A finished one can also be resumed, but this only works if you first extend its end date or its total; otherwise, it goes back to being finished.
- **Cancel**, to stop it completely. Fube asks you first, because a cancelled one can't be reactivated: if you need it again, duplicate it. The expenses it has already recorded don't change.
- **Delete recurring expense**, if you don't even want to see it in the list. The expenses it recorded **remain** in your expenses: you delete the template, not what was recorded.

If you want to delete several, select them in the list and use **Delete recurring expenses**.

Edge cases and common errors

- **You get ‘A recurring expense could not be recorded’.** The notification says ‘The recurring expense “X” could not be recorded on its date. Review it to fix the problem.’, without the reason, and clicking it opens its form. That occurrence isn't lost: the recurring expense stays active and Fube tries again in the next day's run.
- **You want to record a month that has already passed.** A recurring expense only works forwards: a start date in the past doesn't bring back the expenses from back then. Record those manually.
- **The fee goes up.** Edit the recurring expense and the new amount applies from the next expense.
- **An expense that changes every month**, such as electricity or the phone. A recurring expense always records the template amount. For those, record each invoice when it arrives.

- **You can't see Recurring in the menu.** Either your role doesn't have permission to view recurring expenses, or someone in your company has switched the module off: it can be switched back on in Settings › Modules, as explained in the guide to **enabling and disabling modules**.
- **The module is switched off, or your plan no longer includes it.** Recurring expenses stay where they are, but they don't record anything in the meantime. When it comes back, each one records an expense dated that day, not all the ones it skipped.
- **Batches.** If you work with batches, the recurring expense's lines don't carry them.
- **A rental you had already set up.** If you created the recurring expense for the rent without the **Type of income withheld**, open it, choose 'Lease of urban property' and save: the expenses it records from then on will go to Modelo 115. The ones it had already recorded stay as they were; those are marked one by one, and the 19% warning in the Modelo 115 draft tells you which ones they are.

Frequently asked questions

Is the expense recorded automatically or do I have to confirm it?

Automatically. There's no draft to review: on the due day, the expense is in your list, pending payment or already paid, and you get the notification in the bell.

How often can it repeat?

You combine the frequency — daily, weekly, monthly or yearly — with an interval. A quarterly expense is monthly every 3; insurance paid once a year is yearly every 1.

If I delete the recurring expense, are its expenses deleted?

No. You delete the template, and the expenses it recorded stay in your list as they were.

What if what I pay is by direct debit?

Switch on **Mark as paid when generated**: each expense is recorded as already paid on its date, which is what happens with a charge the bank makes automatically. Bear in mind that Fube doesn't check the bank to do this: it treats it as paid because you've told it so, so if one month the charge doesn't go through, your bank statement is what will tell you.

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