Fube

GUIDE

How to enable and disable Fube modules



fube.es

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How to switch Fube's modules on and off

> Fube comes with more features as standard than most people use. If you never issue delivery notes, pro forma invoices or quotes, all of that takes up space in the menu and makes you skip past it every day. The same goes for parts that your plan includes but your company doesn't need: time tracking if you work alone, or the customer portal if nobody is going to log in to it.

All of it is switched off from the same screen. This guide explains which modules you can switch off, exactly what happens to your data when you do — which is the question that holds everyone back —, what stops happening automatically while they are switched off and where to request a module that your plan doesn't include.

Before you start

This screen is for the company's **Owner** or **Administrator**: switching a module on or off requires the permission to update the company, which those two roles have by default. If you have a different role, the change won't be saved.

The settings apply to **the whole company**, not to each person: if you switch off Pro forma invoices, they are switched off for the whole team.

It's also worth being clear about the split, because there are two screens and they are often confused: in **Subscription** you decide *which plan you pay for*; in **Modules**, *which of the things that plan already gives you you actually use*. If what you're looking for is to change plan, change your card or download your invoices, that's in the guide to **managing your subscription and changing plan**.

Step 1 — Open the modules screen

Go to **Settings** and, in the **Plan** block, open **Subscription**. In the **Add-ons and extras** block, the last row is **Modules**, showing how many you have switched on.

The screen is titled **Module settings** and sums it up in one sentence: *'Switch off what your company doesn't use: it leaves the menu and its data stays. Switch it back on whenever you like'*. Below that there is a single list, of the modules your company can switch off, each with its description and its toggle.

Step 2 — See which modules you can switch off

The list shows two kinds of modules, and the count depends on your plan:

- **The six document modules**, on every plan: Invoicing, Simplified invoices, Quotes, Delivery notes, Pro forma invoices and Expenses.
- **Those in your plan that are a part of the app you either use or don't**: projects, clock-ins, CRM, portal, bank, payments, online shop or the assistant. If your plan doesn't include one, it doesn't appear: you can't switch off what you don't have.

From which plan	Modules with a toggle
All, including the free one	**Invoicing**, **Simplified invoices**, **Quotes**, **Delivery notes**, **Pro forma invoices**, **Expenses**, **AI assistant**, **Bank accounts**, **Bank transactions**
Pro	Plus **Recurring invoicing**, **Payment management** and **E-commerce integration**
Business and Elite	Plus **Project management**, **Time tracking**, **CRM and sales pipeline**, **Customer portal**, **SEPA** and **Bank connection (PSD2)**, which is coming soon

So with Business or Elite the list reaches **eighteen**.

What does **not** appear in the list can't be switched off from here, and that's deliberate:

- **Verifactu and the tax forms.** Fube sends every invoice to the AEAT as standard, and that can't be switched off like a menu setting.
- **The plan's benefits** — support, roles, API access, your own SMTP —, which aren't a part of the app that you either use or don't.
- **Features that sit inside other sections** — automatic sending, Google Calendar, data import, advanced statistics —, which are configured where they are used.

Step 3 — Switch on or off with one click

Click the module's toggle and that's it: **there is no save button**. Fube saves the change instantly and refreshes your session, so the menu updates by itself, without reloading the page. While it saves, that toggle stays still for a moment; you can keep using the others. If something goes wrong, you'll see the message *'The module could not be changed. Please try again.'* and the toggle will go back to where it was.

A note that saves confusion: **Invoicing** is the foundation of everything else in Fube. You can switch it off, but before you do it's worth checking what the **invoicing module** really covers.

Step 4 — Be clear about what happens when you switch one off

This is the part that holds people back, so here it is plainly: **switching off a module doesn't delete anything.** Fube stores a simple 'on / off' per company and per module; your invoices, your projects, your clock-ins and your expenses stay exactly where they were.

What does change:

- **The section disappears from the menu.** If you switch off Quotes, quotes no longer appear in the navigation.
- **A saved link doesn't give an error; it shows a notice.** If someone opens a page of a switched-off module — from a bookmark or their history —, they see **Module switched off**, with the module's name, a note that its data is still saved, and a **Go to Modules** button.
- **The record books that depend on that module are closed.** Switching off **Expenses** closes the expense ledger and also the depreciation schedule, because depreciation is calculated from your expense lines. The income ledger needs **Invoicing** or **Simplified invoices**: as long as you have one of the two switched on, it stays open. Instead of the ledger you'll see a notice such as *'Expense ledger not available'* with a **Go to modules** button.
- **What the module did automatically stops.** While it is switched off:

If you switch off…	This stops happening
Payment management	Payment reminders to your customers
E-commerce integration	Importing orders from your shop
Bank connection (PSD2), once available	Downloading bank transactions and the notice that its authorisation is expiring
Time tracking	Automatic closing of open clock-ins and logging of the day's incidents
CRM and sales pipeline	Reminders for pipeline activities
Project management	Notices for tasks falling due and for hour timers left running
Recurring invoicing	Creation of recurring invoices

If you have employees, think twice about **Time tracking**: recording working hours is mandatory, so only switch it off if you keep that record some other way.

Watch out with **Customer portal**: switching it off **closes the portal**, including for customers who already have access. Their existing session stops being valid, they can't request a new link and your team can't grant access or manage the portal. Their documents remain saved: if you switch it back on, they log in as before. The same happens if you downgrade to a plan that doesn't include it, and Fube warns you before you confirm the change.

If your accountant asks you for the record books, this matters more than it seems: switching off Expenses ‘to tidy up the menu’ leaves you unable to export them. How to get them out, step by step, is covered in **exporting the income and expense record books**.

Step 5 — Switch it back on whenever you like

Going back is just clicking the same toggle: the section returns to the menu along with its data, just as it was.

When you switch it back on, Fube picks up whatever was left pending, and it's worth knowing this before you click:

- With **Payment management**, the reminders that were left scheduled go out at that point, and invoices that fell due in the meantime get theirs. A customer may receive several in a row.
- With **Ecommerce integration**, the shop orders from that whole period come in.

- Alerts for forgotten timers and CRM reminders go out when it is switched back on.
- What is **not** recovered are the clock-in incidents for the days it was switched off.

Recurring invoices work their own way: in that night's run Fube creates **one** invoice for each overdue template (just one, even if several periods were skipped), dated that day and as a draft, unless the template issues itself, and the template carries on from the next date. If it was switched off for two months with a monthly template, check the missing month by hand.

Step 6 — Request a module your plan doesn't include

A module that isn't in your plan doesn't appear on this screen, with neither a switch nor a button. You request it from two places:

- **From Subscription**, by changing plan.
- **From the module's own section**: if you open it without having it, instead of the working screen Fube shows you what the module does, the plan that includes it and a **Switch to** button for that plan, which opens the plan change already filtered by that module. Bank connection isn't available yet: its page says it's coming soon and offers to import your bank statement instead.

This is what each plan includes, in addition to the modules in the table in step 2:

Module	From which plan
Facturae export, **Roles**, **Ticket support**	All, including the free one
Tax forms, **Automatic document sending**, **Google Calendar**, **Import data**, **Email support**	Pro
Advanced statistics, **Automatic payment**, **Priority support**	Business
API access, **Custom permissions**, **Phone support**, **Custom email branding**, **Tenant's own SMTP**	Elite

Verifactu isn't in that table because there's no need to look for it: it's included in **all four plans**, the free one too. The full comparison, with each plan's limits, is on the pricing page, and how to change plan is in the guide to managing your subscription.

Edge cases and common errors

- **I'm looking for a module in the list and it isn't there.** Either your plan doesn't include it (it's in the table in step 6), or it's one of those that can't be switched off from here (step 2).
- **I switched off a module and I've changed plan: will it be switched back on?** No. Your manual decision takes precedence over the plan: if you switched it off, it stays off.
- **I don't have the CRM (or I've switched it off) and I can still see my customers.** That's correct: the module only closes the sales funnel (leads, opportunities, pipeline, activities, segments and dashboard), but customers, suppliers and contacts stay, because invoicing depends on them.
- **A colleague tells me they're getting 'Module switched off'.** Someone in your company has switched it off on this screen, and the Owner or an Administrator can switch it back on.
- **I move the switch and it goes back to where it was.** It's almost always the role: without Owner or Administrator permission, the change isn't saved.

Frequently asked questions

Do I lose my data if I switch off a module?

No. Switching off only changes a switch per company: the invoices, quotes, projects, clock-ins or expenses you already have are kept intact and are visible again as soon as you switch it on.

Can each person on the team have their own modules?

No. The configuration belongs to the company, not the user: it's saved once and the whole team sees it. What is per person are the permissions, and those are assigned with roles, as explained in the guide to **inviting your team and assigning roles**.

Can I switch off a premium module included in my plan?

Yes, the ones in the table in step 2: they appear in the list with their switch. Plan benefits, such as support or API access, and features that sit inside other sections, can't be switched off.

How do I get a module I don't have?

By changing to a plan that includes it, from **Subscription** or from the **Switch to** button in the module's section. Nothing your plan doesn't include appears on the modules screen.

Does switching off a module save me money?

No. What you pay depends on the plan, not on how many modules you have switched on. Switching off modules is for keeping the menu tidy, not for paying less.

Keep what you use

Two minutes switching off what you won't touch saves you months of a menu full of sections you skip. And since nothing is deleted, the decision isn't final: you switch it back on the day you need it. If you don't use Fube yet, you can **create your free account** and tailor it to your needs from day one.

Fube

START TODAY

Put this into practice with Fube

Create your free account and issue your first Verifactu-compliant invoice in minutes. No card, nothing to install.

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