Fube

GUIDE

How to export your invoices and expenses to A3 or Sage 50 for your accountant



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> Every quarter the same thing happens: you send your accountant your invoices and expenses, and at the firm someone types them in again, one by one, into their accounting software. It's work done twice, and every invoice keyed in by hand is a chance to get a taxable base or a NIF wrong.

If your accountant works with **A3** or **Sage 50**, Fube saves you that step: it downloads the invoices issued and the expenses for the period in the file their software knows how to import, with each customer and each supplier in its own subaccount. And since your accountant can have their own access to Fube —without taking up a seat on your plan—, they can download it themselves whenever they need it, without asking you for anything.

> **First of all, an honest warning.** This is a new feature. The files follow the specification published by each vendor —A3's accounting link and Sage 50's journal entry import—, but **they have not yet been imported into a real installation** of either program. Ask your accountant to do the first import with a safety net: in A3, with **Chequeo** before **Enlazar**; in Sage 50, in a test company. Further down you'll find what is worth checking that first time.

Before you start

- **Invoices issued and expenses approved.** The file includes issued invoices —simplified and corrective invoices too— and expenses with the **Approved** status. Drafts and expenses still in **Pending approval** are not included, so it's best to finalise them first. You'll find how to review and approve an expense in recording and digitising expenses.

- **A few details from your accountant's books.** Their software needs the file to match their chart of accounts: your company code in A3, how many digits their subaccounts have, which accounts they use for sales and for expenses and, in Sage 50, how their IVA subaccounts begin. Ask them for these; it's four numbers for A3 and five for Sage 50 — two more if you invoice disbursements or deduct money on account—, and they don't change from one quarter to the next.
- **Someone who can view invoices.** Anyone in your company who can see invoices can export, and so can your accountant with their own access. Expenses are only included if the person exporting can view expenses and your plan includes the expenses module; if not, the file only contains invoices.

Step 1 · Give your accountant access (optional)

You can export it yourself and send them the file, but it's more convenient for your accountant to log in and download it whenever they need it. For this, Fube has a role designed for them: **Accountant**.

Invite them from **Settings › Company**, in the **Members** tab, with the **Invite member** button, and choose the **Accountant** role. What you should know about this role:

- **Read-only.** They see the same as a Billing Auditor —invoices, expenses, taxes, treasury, customers, suppliers and catalogue— and can download the books and the files for A3 and Sage 50. They cannot create, change or delete invoices, expenses, customers, suppliers or your company's settings.
- **It doesn't take up a seat on your plan.** You can invite them even if all your seats are taken, and their pending invitation doesn't count towards the others either.
- **One per company.** While there is an accountant —active or deactivated— or a pending invitation for an accountant, Fube won't let you invite another.
- **It stands alone.** It can't be combined with other roles or given extra permissions, and it can only be assigned when inviting: an existing member cannot be given this role.

You'll find the step-by-step for invitations in the guide on **inviting your team and assigning roles**, and how Fube allocates access, in **members and roles**.

If your accountant looks after several clients who use Fube. A Fube login belongs to a single company, so the accountant needs a different email address for each client. For the same reason, you can't invite an email address that already has a Fube account: if the firm already uses one with another client, they'll have to give you a different one.

Step 2 · Open Reports and choose the period

Go to **Reports** from the side menu. The first screen is the overview, and right at the top it has the **period selector**. It opens with the last period you chose —the first time, **This quarter**, which runs from the 1st of the current quarter to today—, so you'll almost always need to change it:

- For **the quarter you're closing**, open it, select in the **Custom range** calendar the first and last day of the quarter —from 1 January to 31 March, for example— and click **Apply**.
- The shortcuts (**This month**, **This quarter**, **Last 90 days**...) look back from today: they're for the current period, not for one that's already closed.

Further down, next to the cards for the two books, is the **Accounting** card, which reminds you what you're going to export: 'Invoices and expenses from...' and the chosen period.

The period goes by **transaction date**, the same one Fube's books and IVA returns use: an invoice for work completed in March and issued in April falls in the first quarter.

Step 3 · Click A3 or Sage 50 and fill in the details

The card has one button per program: **A3** and **Sage 50**. Clicking one opens the **Export to A3** (or **Export to Sage 50**) window with your accountant's accounting details:

Field	What it is	If you don't change it
Company code in A3 (A3 only)	The number under which your accountant has registered your company in A3, from 1 to 99999	It's required: ask them for it
Subaccount digits	How many digits the subaccounts in their chart have, from 6 to 12	8 (8 or 10 is usual)
Sales account	Where the bases of your invoices go	700
Expenses account	Where the bases of your expenses go	600

Field	What it is	If you don't change it
Output IVA (Sage 50 only)	The beginning of the IVA subaccounts for your sales	477
Input IVA (Sage 50 only)	The beginning of the IVA subaccounts for your expenses	472
Disbursements account	Where disbursements go: what you paid on a customer's behalf and charge them for in the bill of fees	5550
Money on account	Where the money on account you deduct in a bill of fees goes	438

Four things that help you fill it in correctly:

- **Accounts are padded with zeros** up to the number of digits in the chart: with 8 digits, **700** becomes **70000000**. If your accountant uses a specific subaccount, such as **70500000**, enter it in full.
- **All invoices go to the same sales account and all expenses to the same expenses account.** If your accountant splits expenses across accounts (utilities, rent, professional services...), they do that split afterwards in their own software.
- **In Sage 50, one IVA subaccount per rate.** Sage 50 expects a subaccount for each IVA rate, so Fube uses the prefix you enter and adds the rate at the end: with 8 digits, output IVA at 21% goes to **47700021**. The equivalence surcharge on your invoices has a 9 after the prefix (**47790052** for 5.2%), and withholdings go to **473** for sales and to **4751** for expenses, padded with zeros. Your accountant needs to have those subaccounts in their Sage 50, or create them before importing. In A3 this isn't needed: A3 assigns the IVA and withholding accounts from its own rates table.
- **Disbursements and money on account go separately.** They don't carry IVA, so they aren't part of the invoice: in A3 they come afterwards, in an entry without IVA against the customer, and in Sage 50, in the same entry as the invoice. The customer's balance shows what you're charging them: the invoice, plus the disbursements, minus the money on account they've already paid you. The Spanish general chart of accounts has no disbursements account. By default they go to 5550, the 'Suplidos' subaccount of 555, in group 55, where the ICAC places them; some accountants use a different one (553, 551, 440...): ask yours which. How to mark them on the fee note is explained in **disbursements and money on account**.

- **Exchange differences on payments in another currency go at the very end.** Each payment in the period for a foreign-currency invoice with an exchange difference is an entry without IVA, dated on the payment date: a positive difference debits the customer against **768**; a negative one debits **668** against the customer. That way, when your accountant records the bank payment for the amount that arrived, the customer's balance is zero. How it's calculated is explained in **invoicing in another currency**.

And one thing worth knowing before you click: **the first download already leaves a trace.** When exporting, Fube saves on each customer's and supplier's record the subaccount it has assigned (further down, in 'Your customers' and suppliers' subaccounts'), even if the file never ends up being imported. If you get the digits wrong, those subaccounts have to be corrected by hand, record by record. Confirm them with your accountant before the first time.

Fube remembers what you enter **in that browser and for that company**, so next quarter the window will already be filled in. In another browser or on another computer it will ask you again.

Step 4 · Download the file

Click **Download**. Fube prepares the file in the background —you can follow the progress in the **Tasks** panel while you carry on working— and downloads it when it's ready:

- For A3, **SUENLACE.DAT**.
- For Sage 50, **DIARIO.CSV**.

Fube runs only one export per company at a time: while yours is being prepared, the buttons on the card are greyed out. If something goes wrong —there's nothing in the period, or another export was already running—, the notice also appears in the **Tasks** panel.

Step 5 · Your accountant imports it

In A3

The link file is read by **a3ASESOR eco** and **a3ASESOR con**, the desktop versions, from **Utilidades › Importar/Exportar › Enlace contable**. Before clicking **Enlazar**, your accountant should click **Chequeo**: A3 checks the file and flags every error without posting anything.

According to A3's accounting link specification, when it's imported A3 creates the subaccounts for your customers and suppliers with their NIF, address and contact details, and posts each invoice and each expense with its breakdown of IVA, surcharge and withholding.

a3innuva, the cloud version, imports by another route, its Importia importer, and this file isn't meant for it.

In Sage 50

The journal is imported with the **Importación/Exportación de asientos** add-on, which is free and comes included with Sage 50:

1. It's activated once from the user menu, in **Add-ons y Servicios conectados › Disponibles › Incluidos**, and then Sage 50 is restarted.
2. It's imported from **Importación / Exportación de asientos › Archivos › Importación de asientos**, ticking only **asientos**, because Fube doesn't send an accounts file. It's a multi-step wizard; it's a good idea to review the **Validación de datos** step before finishing.

Each invoice and each expense comes in as one entry. According to the add-on guide, from version 7720 Sage 50 creates the customer's or supplier's subaccount with the NIF and name included in the entry itself; with an earlier version, the subaccount is created with the name ‘CUENTA IMPORTADA DESDE ASIENTOS’ and has to be completed by hand. The IVA, surcharge and withholding subaccounts, however, must already exist (step 3).

Your customers' and suppliers' subaccounts

Each customer and each supplier goes to its own subaccount. For this, the record has the **Accounting account** field, in the **Internal use** section of the form.

- **If it's empty, Fube fills it in** the first time that customer or supplier appears in an export: it assigns **430** (customers) or **400** (suppliers) plus the next free number, with the digits you've specified —**43000012**, **40000007**—, and saves it on their record. From then on they always come out with that subaccount.
- **If your accountant already has your customers in their chart**, enter their subaccount on each record **before the first export**, so that they match. They are 6 to 12 digits, with no spaces or full stops. It must be done by someone in your company who can edit customers and suppliers: the accountant can only view. This field isn't included when importing customers or suppliers from Excel, so it has to be done record by record.
- **An invoice without a customer** —a simplified one, for example— goes to the generic customers account (with 8 digits, **43000000**), and **an expense without a supplier** to the generic suppliers account (**40000000**).

The first import: what to check

As the files haven't yet been tested in a real A3 or Sage 50, ask your accountant to pay particular attention to these cases in the first import, if you have any in the period:

- An invoice or an expense **with IRPF withholding**.
- A **corrective invoice**.
- An **intra-community** expense or one with **reverse charge**.
- An invoice with **equivalence surcharge**.
- A fee note with **disbursements** or with deducted **money on account**, and an expense with a disbursement.
- If you invoice with **IGIC**, that your company is set up in A3 as IGIC. With **IPSI** (Ceuta and Melilla), talk to your accountant first: A3's link specification doesn't cover it.

If something doesn't import or doesn't add up, let us know through **Fube help**, including the message the software shows: that's exactly what we need to fix the file.

Edge cases and common errors

- **You export the same period twice.** Fube doesn't keep track of what you've already exported: each download includes all the invoices and expenses for the chosen period. If your accountant has already imported that quarter, importing it again may duplicate the entries in their software. If only a few days are missing, export just those dates.
- **‘There are no invoices or expenses in that period’** (or ‘There are no invoices in that period’, if the person exporting can't see expenses). Check the period at the top, that the invoices have been issued and that the expenses have been approved.
- **‘An export is already in progress for this company’.** Fube prepares one export per company at a time — including ledgers and ZIP files — even if someone else started it. Wait for it to finish and click again.
- **The file doesn't include the expenses.** The person exporting can't view expenses, or your plan doesn't include the expenses module.
- **You change the number of digits in the subaccounts** after the first export. The subaccounts that Fube has already saved on the records keep their length; new ones come out with the new length. To make them all match, correct the saved ones on each record.
- **You're looking for customer payments, supplier payments or payroll.** The file contains invoices and expenses, nothing else: customer payments, supplier payments, payroll and depreciation are still recorded by your accountant as before.

Frequently asked questions

Does my accountant take up a user on my plan?

Not if you invite them with the **Accountant** role: they don't take up a seat on any plan, not even while the invitation is pending. That said, there can only be one per company.

Can my accountant change anything in my Fube?

Not your documents or your settings. The Accountant role is read-only: it can view and download, but not create, change or delete invoices, expenses, customers, suppliers or your company settings. That's also why it can't correct a customer's ledger account: someone from your company has to do that. The only thing that changes in your records when your accountant exports is precisely that: Fube saves the subaccount for customers and suppliers that didn't have one yet.

What if my accountant doesn't use A3 or Sage 50?

Fube generates the A3 file (a3ASESOR eco and con) and the Sage 50 one. For any other software you have the income and expense ledgers in Excel, which any accountant can open: the guide to **exporting the record books** explains how.

Why does an April invoice appear in the first quarter?

Because the export goes by transaction date, not by issue date. If the work was done in March, the invoice belongs to the first quarter even if you issued it in April, just as in Modelo 303.

Can I change my accountant's role later on?

No. The accountant's role can't be changed: on their member record the role appears greyed out. If they stop handling your company, remove them from **Members** — deactivating them isn't enough to invite another one — and, if needed, invite the new one.

Stop typing your invoices in twice

Your invoices and expenses are already in Fube; now they reach your accountant's software with their subaccounts, without anyone typing them in again, and with their own access you don't even have to send them over. If you don't use Fube yet, **create your free account** and start invoicing today.

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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