Fube

GUIDE

Getting started with Fube: from an empty account to your first invoice



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> You've just logged in to Fube for the first time and you're looking at a dashboard with everything at zero. The question isn't 'what does this program do?', it's **'what do I need to set up so I can invoice today?'**. This guide answers exactly that: the shortest route from a newly created account to an issued invoice, in the order you need to follow it, with what's already done for you — which is more than it seems — and what you can't skip.

It takes about fifteen minutes if you have your tax details to hand.

Before you start

Have three things ready and you won't have to stop halfway through:

- **Your tax details**: company name or full name, NIF or CIF and your full registered address.
- **Your digital certificate** and **AutoFirma** installed on your computer, to activate Verifactu. Signing happens on your computer; the certificate never leaves it.
- **Your first customer's details**: name, NIF and address.

You don't need anything else. There's nothing to import and no plan to buy: the free plan issues compliant invoices from day one.

The checklist waiting for you when you log in

When you log in you land straight on **Home**, the dashboard. Below the row of figures and the greeting, before the chart, you'll see a card titled **'Let's get your first invoice ready'** with four checkboxes:

1. Complete your tax details
2. Set up Verifactu

3. Create your first customer
4. Create your first invoice

That card **is** the tracker for your initial setup: it ticks itself off as you complete each step and disappears once you've finished the three that define an up-and-running account — company, customer and invoice. It also has an **X to dismiss it**, and it's worth knowing: if you close it, it won't come back. You don't lose anything, because the steps are still where they are, but you lose the thread that guides you through them.

One detail: the card **only shows the steps your user can carry out**. If you log in with a role that can't change the company settings, that step isn't even offered to you.

The four sections below are those four steps, in the same order.

Step 1 — Complete your company details

Go to **Settings › Company › General**. This is where the identity you issue under goes: company name or full name, NIF or CIF, registered address and the email address your documents are sent from. The **logo** that will appear on the PDFs doesn't go here: you upload it in **Settings › Documents › Appearance**.

The form is self-explanatory; what you can't see on screen is **why it matters to do this before anything else**: these are the issuer details on every invoice, and each document keeps its own copy of them. In other words, an invoice that has already been issued isn't rewritten because you later change a detail on this screen — and that's how it should be, because your books can't change retrospectively.

So spend two minutes on it now rather than fixing it once you've already sent out twenty invoices.

Step 2 — Activate Verifactu, which is what unlocks the issue button

This is the step people try to put off, and it's precisely the one that can't be put off.

Fube always works in Verifactu mode. It isn't an optional checkbox or a feature of a higher plan: it's how Fube issues invoices. And until you complete the activation, the **Issue** button is locked. You can set up the whole account beforehand — series, products, customers, draft invoices — but for an invoice with tax validity to go out, you need to have been through this step.

Go to **Settings › Company › Verifactu**. It's a one-off wizard: you confirm your company's tax details (and those of the legal representative, if you're a company) and sign the power of attorney agreement with your digital certificate using **AutoFirma**, on your own computer. Fube only receives the already signed PDF.

Two warnings worth reading before signing, not after:

- **Activation can't be undone.** From that moment on, every invoice with tax validity that you issue is recorded and reported to the AEAT.
- **An issued invoice can no longer be edited.** If you make a mistake, you correct it by issuing a **corrective invoice**, not by changing the original.

That's why it's worth getting here with your company details already checked. The what, who it applies to and from when are covered in the **getting started with Verifactu** guide.

Step 3 — Add your first customer

Go to **Sales › Customers** and click **Create customer**.

The minimum is their name or company name, their tax ID and their address. And there's something here you can't work out just by looking at the form: **the customer's address does not determine which tax you apply**. Fube copies it as it is onto every invoice, because it identifies the recipient, but doesn't read it to choose between IVA, IGIC or IPSI. The tax goes on each line: the product's if you take the line from the catalogue, or the 'Default tax' from your invoice settings if you type it in yourself. And how that line is classified for tax purposes is decided by the tax profiles, in this order: the product's, the customer's and, if neither fits, your company's. For the ordinary Spanish customer, your company's profile is enough and the customer's can be left empty.

The full step-by-step guide to the form, with the customer type, the tax profile and the optional details that save you work later, is in the **create a customer** guide.

Step 4 — Issue your first invoice

Go to **Sales › Invoices** and create a new one. In short, the process is: you choose the customer, add the line items — typing them in or pulling them from your catalogue — check the summary of amounts that Fube calculates alongside (taxable base, output IVA and, if you're a professional, the IRPF withholding) and click **Issue**.

Before it's issued, the invoice is a **draft**: you can change all of it and it doesn't count anywhere — not in your books, not on the dashboard. Once issued, it has a number, it has been recorded in Verifactu and reported to the AEAT, and its PDF carries its QR code.

That leap—from draft to issued—is the line that separates a rehearsal from a tax document. The detailed walkthrough, line by line, is in **create your first invoice**; and if you're unsure which tax you need to apply, see **the taxes on your invoices**.

What's already done: your numbering series

Lots of people get stuck here looking for where to set up numbering. **There's no need: Fube creates an invoice series for you the moment you sign up.** It's called 'Default invoice series' and comes with the prefix F, the year in two digits and a four-digit counter that resets every 1 January. Your first invoice of 2026 will come out with a number like `F260001`.

You can issue with it as it is, indefinitely. You only need to create another one if you run separate business lines and want each to have its own sequential numbering: services and an online shop, for example, or exports kept apart.

If you decide to change it, invoice series are in **Sales › Invoices**, within its settings, in the **Series** section—not in Settings. How a number is made up and what each option does is explained in **create a numbering series**.

The two settings that are worth checking before your first invoice

Neither of them is on the list on the home screen, and you'll be glad to have both done.

Payment methods. They're in **Treasury › Payment methods**. And this is something almost nobody knows: **every new account starts out accepting only 'Cash'**. If your customers pay you by bank transfer—which is the norm—you need to tick it here, or your invoice will say it's to be paid in cash. The screen is a grid where you tick the ones you accept: bank transfer, card, Bizum, PayPal, SEPA direct debit, promissory note, confirming, cash... **At least one must always remain ticked**; if you untick them all, Fube won't let you save.

Your product catalogue. Only if you invoice the same items repeatedly. It's in **Inventory › Products**, with a single button: **Create product**. Don't look for a 'Create service' one, because it doesn't exist: goods or service is chosen *within* the form, in the **Product type** field, and that choice matters —it's what correctly classifies intra-Community transactions. You enter the name, price, tax and category once, and from then on your invoice lines come from there.

If you invoice different things each time, skip this: you can type the items by hand on the invoice itself.

If you're coming from another program

Don't start by typing. Fube imports your customers, your products and your invoice history from the file your previous software exports, and the order matters (the base data first, then the documents). It's all in **migrate your data from another program**.

Edge cases and common mistakes

- **'The Issue button won't let me.'** You haven't activated Verifactu yet. It's step 2, and there's no way around it: without it you can only save drafts.
- **'My invoice says it's paid in cash.'** That's the default every new account starts with. Go to Treasury › Payment methods and tick the ones you actually accept.
- **'I closed the steps card and it won't come back.'** That's permanent, but it doesn't matter: each step has its own screen and this guide covers the same walkthrough.
- **'I can't find where to set up numbering.'** Because it's already set up. And when you want to change it, it's in Sales › Invoices, in its settings, not in Settings.

- **‘I issued an invoice with a mistake in it.’** It can't be edited: you issue a corrective invoice. That's the trade-off for every invoice being sealed and reported.
- **‘The dashboard is still at zero after invoicing.’** Check that the invoice is **issued** and not a draft: drafts don't count towards any indicator.

Frequently asked questions

Can I change my company's tax details later on?

Yes, whenever you like. What doesn't change is what has already gone out: an issued invoice keeps the issuer details it was issued with, and it isn't rewritten. If something went wrong on an invoice that has already been issued, the way to fix it is a corrective invoice.

Do I need to set up Verifactu from day one?

If you want to issue invoices, yes. Fube always works in Verifactu mode, so activation is a requirement for the Issue button to work. The 2027 dates are the legal deadline for being *required* to invoice with a certified system; they don't change how Fube works before then.

Do I have to create a numbering series?

No. Fube creates one when you sign up and you can always issue with it. Creating more only makes sense if you want independent numbering for each business line.

Where can I see the progress of my initial setup?

On the card itself on the **Home** dashboard, the one titled ‘Let's get your first invoice ready’. There's no separate progress screen.

What if I only issue receipts under €400?

Then what you need is the **simplified invoice**, not the standard invoice. The setup walkthrough is the same.

When will I start seeing figures on the dashboard?

As soon as you issue your first invoice or record your first expense. The dashboard is calculated automatically from your documents; there's nothing to feed in. How to read it is explained in **understanding your dashboard**.

From here on, it's routine

Fube's initial setup is short on purpose: company details, Verifactu activation, a customer and you're issuing invoices. Everything else—your catalogue, your payment methods, more series—you add as and when your business needs it, not before.

Once your first invoice is out, the two natural places to go next are **record and digitise expenses**, so that the result on the dashboard means something, and **automate your recurring invoices** if you invoice the same thing every month. And if you'd like to see first what Fube does with each invoice, it's on the **Verifactu** page. Don't have an account yet? **Create one for free** and go through the whole walkthrough 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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