Fube

GUIDE

How to import your bank statement and reconcile your transactions in Fube



> Knowing how much you invoice is easy; knowing how much you've **actually been paid** is another story. Weeks go by between the invoice date and the day the money lands in your account, and matching each bank entry by hand with its invoice or expense is one of the most tedious tasks of running a business. This guide shows you how to do it in Fube: you add your account, upload the **statement** you download from your bank and let Fube match each transaction against your invoices, expenses and payments and suggest the most likely pairing. All you do is confirm.

Before you start

One clarification that shapes the whole workflow: at present, bank transactions come into Fube via the **statement**, the file you download yourself from online banking. Importing the statement doesn't require handing your credentials to anyone, is available on **all plans** and lets you control what comes in. The **automatic connection** to your bank — bank aggregation via PSD2, which reads the transactions for you — is coming soon on the Business and Elite plans; what we know about it is in **connect your bank via Open Banking**.

To get started you need:

- A **bank account** set up in Fube (we cover this in Step 1).
- The **statement downloaded** from your online banking in one of these formats: **Norma 43** (the Spanish banking standard, extension `.n43` or `.q43`), **CSV** or **CAMT.053** (the international standard ISO 20022 XML, extension `.xml`). **OFX is not supported.**
- Your **invoices and expenses** recorded in Fube: these are the documents the transactions are matched against when reconciling.

Step 1 — Add your bank account

Go to **Treasury › Bank accounts** and create the account. You enter the **IBAN** — Fube checks the format and check digits when saving, for any country in the SEPA area, so a wrongly copied number won't get through — give it a clear **alias** (for example ‘Main account’ or ‘Payroll’), choose the **type** (current, savings or credit line) and its **currency**. That alias is what you'll see later in the invoice and remittance selectors, so give it one you can tell apart at a glance.

You can set up as many accounts as you need, whatever plan you're on. When the bank connection arrives, the accounts you connect will also appear here, but they'll count separately, towards your plan's limit of connected accounts (**connect your bank via Open Banking**). If you use several, mark one as the **default**: there can only be one per company, and marking another one automatically unmarks the previous one.

The default isn't merely cosmetic, because it determines **which IBAN is printed** on each document. Fube resolves it in three steps:

1. The account assigned **directly to the document**.
2. If there isn't one, the default account of **its invoice series**.
3. If the series doesn't have one either, the **company's default account**.

The middle step is the one that solves the case of two lines of business: you assign an account to each series and invoices go out with the correct IBAN without having to remember it on each one.

And an account with history isn't deleted, it's deactivated. Fube refuses the deletion if anything points to it —invoices and their series, SEPA remittances, payment reminders, forms 303, 390 and 130, and above all the transactions you've imported into it— and tells you what they are and how many there are. It isn't the form being awkward: invoices already issued keep the IBAN they were sent with, but drafts, series, remittances and forms read it from the account, so deleting it would leave them without it. Deactivating it removes it from the selectors, stops it appearing on new documents and keeps everything. You'll find the details on the **bank accounts** page.

Step 2 — Download the statement from your bank

On your bank's website or app, export the transactions for the period you want to reconcile. Almost all Spanish banks offer at least **Norma 43** and **CSV**; some also offer CAMT.053. A tip: **download the full period** (a whole month) rather than separate chunks. The balance in Fube is calculated by adding the loaded transactions to the account's opening balance, so the more complete the statement, the more accurate the balance. And don't worry about loading too much: in the next step Fube sets the duplicates aside.

If your first statement doesn't start at zero, set the opening balance. On the account's page, **More › Set balance**: enter the balance and the day it relates to. If that day is before the first loaded transaction, the balances of all transactions start from it. If you had already set one on that same day, it's corrected. It can't be for a day that hasn't arrived yet.

Step 3 — Import the statement into Fube

From **Treasury › Transactions**, open the **import** option, choose the destination account and upload the file. Fube does the following:

- **Detects the format** (Norma 43, CSV or CAMT.053) and reads the transactions.
- Shows you a **preview** before creating anything, with a count of how many it has found, how many will be created and how many it has marked as duplicates.
- Marks **duplicates**. If part of that period was already loaded, those transactions are flagged and discarded by comparing **value date, amount and reference**, so you don't duplicate your treasury even if you upload the same month twice.
- Records the statement's **closing balance** (Norma 43 and CAMT.053 include it) on the day the statement closes, not on the day of the import: loading March's statement in October doesn't make March's balance pass for today's.
- **Doesn't import transactions in another currency.** Fube keeps accounts in euros, so a transaction in dollars or pounds is left out and the summary tells you which one, instead of recording it as if it were euros.

Check that the destination account is the right one before confirming. With Norma 43 and CAMT.053 the file itself declares the account, and if it doesn't match that of the account you've chosen, Fube **aborts the import** and tells you both numbers. This is the safeguard against the most likely mistake for anyone handling several accounts: loading one account's statement into another. With a bare CSV there's no IBAN inside the file, so that safety net doesn't exist and the care is up to you.

If you upload a **CSV**, an extra step appears: since each bank generates it in its own way, Fube includes a **column mapping wizard**. You tell it which column is the date and which is the amount (the minimum) and, if you like, the description, the reference and the counterparty. The **separator**, the **decimal format** (comma or full stop) and the **encoding** are detected by Fube on its own. So is the date format, from among `31/12/2026`, `31-12-2026`, `2026-12-31`, `12/31/2026`, `31.12.2026` and the two two-digit year variants; it's inferred from the first few rows, so a column with mixed formats may fail —and when it fails, nothing is lost silently: the unreadable rows appear in the summary one by one with their row number—. With Norma 43 and CAMT.053 there's nothing to map: they go straight in. More details on the **statement import** page.

The CSV must include a header row. Fube **doesn't check** whether the first row is a heading or already a transaction: it always takes it as the column names. If your file starts straight with transactions, **the first one is lost and nobody warns you** —you'll notice because the wizard will show you its values as if they were the headings—. Open it before uploading it and add a heading row if it doesn't have one.

Step 4 — Reconcile the transactions

This is where the real value lies. Imported transactions come in as **Unreconciled**; now **reconciliation** begins, the process of matching each bank entry with the document that supports it in Fube. Open **Treasury › Reconciliation**: you'll see the unreconciled transactions on the left and, on the right, the suggestions for the one you have selected.

For each transaction, Fube looks for its match among the **payments of your invoices, simplified invoices and corrective invoices**, your **expenses**, and **SEPA credit transfers and direct debits**; and it ranks the candidates by confidence, shown as a **percentage**. To calculate it, it weighs up four signals, and they don't carry equal weight: the **amount** matching counts most, then the **invoice number** appearing in the description or reference, then the **counterparty** —its name against that of your customer or supplier, or its IBAN against the accounts you have saved for them; the better of the two counts, not the sum—, and finally **how close the dates are**. The IBAN is the more reliable of the two, because each bank writes the name in its own way.

You don't need to record the payment beforehand. If the incoming payment is for an invoice that is still shown as outstanding, Fube suggests it anyway —for **the amount still to be collected**— and, when you reconcile it, **records the payment for you**: with the transaction amount (never more than what's outstanding), on its **value date** and by bank transfer, or by the first bank payment method the invoice accepts. Even if the invoice only offered cash, it's still suggested and the payment is recorded as a transfer: what the invoice offers is only indicative, and the bank transaction shows how it was paid. The same happens in reverse with **unpaid expenses**: the bank debit records a **payment** of the expense for the amount it matches, never more than what's left; if it doesn't cover the total, the expense is left partly paid. In both cases the dialogue tells you before confirming what is going to be recorded, with amount and date. Only **issued** documents are included, and at most up to 60 days after the transaction: a September invoice can't be the payment for a February receipt.

You decide: click **Reconcile** on the correct candidate, review in **Confirm reconciliation** what is going to be linked —and, where applicable, the payment that is recorded— and confirm. The transaction becomes **Reconciled**. If confidence is very high, use **automatic reconciliation** to link the best candidate without opening the dialogue. However, automatic reconciliation **never records a payment**: suggestions of outstanding invoices and expenses are always confirmed by you.

The panel also includes a **progress summary**, which can be filtered by account, with the total number of transactions, how many are reconciled —as a number and as a percentage—, how many are still pending and how many you've excluded. **Aim for 100% between reconciled and excluded**: it's the only way to know that your accounts match the bank, and the percentage tells you how much is left without having to count.

See how the matching works on the **reconciliation** page.

Step 5 — The four statuses of a transaction

Everything above comes down to four statuses, and knowing which one blocks what saves you fighting with the screen.

Status	What it means	What you can do
Unreconciled	Not yet linked to anything	Reconcile it, exclude it or edit it; delete it, if you added it manually
Reconciled	Linked to a payment, an expense or a SEPA transaction	Undo the link; it can also be edited
Verified	The reconciliation has been marked as reviewed	**Nothing**: a verified transaction can't be modified
Excluded	Deliberately set aside from reconciliation	Include it again

Two nuances the interface doesn't tell you and that are worth knowing:

- **You can only exclude from Unreconciled.** A transaction that is already reconciled cannot be excluded: undo the link first.
- **What blocks editing is Verified, not Reconciled.** A reconciled transaction can still be edited; a verified one cannot.
- **Verifying is the last step and cannot be reversed.** From the menu of a reconciled transaction, **Verify reconciliation** marks it as reviewed: from then on it cannot be edited or go back to Reconciled.
- **You can only delete what you added manually, and only if it is unreconciled.** A transaction that comes from a statement or from the bank is not deleted: it is excluded. It is a bank entry, and the next import would bring it back.

Excluding is for anything that will never have a document: bank charges, transfers between your own accounts, interest. It stops them from counting as pending.

Edge cases and common mistakes

Some situations worth bearing in mind:

- **You uploaded the same statement twice**: no problem. Duplicate detection (value date + amount + reference) sets the repeated ones aside and only creates the new transactions.

- **Two legitimate transactions on the same day for the same amount**: here deduplication works against you. **The description is not part of the comparison**, so if your bank does not export a reference, two entries with the same date and amount are indistinguishable and the second is flagged as a duplicate and not imported —with no error, just adding one to the counter—. If you expect this, turn off **Skip duplicate transactions** and review them in the preview. This does not happen within the same file: the comparison is always against what was already in the account.
- **A customer pays an invoice in two transfers**: reconcile the first with the invoice and Fube records that payment; the invoice is left **partially paid** and appears again as a suggestion for the outstanding amount, ready for the second transfer. If you had already recorded both payments, reconcile each transaction with its own: a payment that is already reconciled is no longer offered as a candidate. The invoice becomes paid when its payments add up to the total.
- **The customer pays an amount different from the invoice**: link it anyway, entering the reconciled amount. Fube **does not write any note with the difference**: the reconciliation notes field is free text and you fill it in yourself.
- **A transaction has no associated invoice** (a bank charge, a transfer between your accounts): mark it as **Excluded** to remove it from reconciliation, or first record the missing document and search for suggestions again.
- **You want to undo something**: reconciliation is not a one-way street. From the menu of a reconciled transaction you can **undo** it and it goes back to Unreconciled. If that reconciliation was the one that recorded the payment, undoing it **deletes it** and the invoice or expense becomes pending again —or partly paid, if it had others—; Fube warns you before you confirm. Payments you had already recorded are not touched. An import is not undone by deleting, because transactions from a statement cannot be deleted: if you loaded one into the wrong account, **exclude them** in bulk from the list (unlink the reconciled ones first) and import it again into the right one.
- **Your bank's CSV gives an error**: use the mapping wizard to point out the columns; if it still does not detect the date or the amount, Fube tells you which row is failing.

Frequently asked questions

Does Fube connect to my bank? Not yet: **bank connection** (aggregation via PSD2) is coming soon and will be a module of the Business and Elite plans; the **statement import** covered in this guide is available on all of them, including the free plan. When it arrives, both options will coexist; on Starter and Pro, importing will remain the only one. It is explained in **connecting your bank via Open Banking**.

Which statement formats are supported? Norma 43, CSV and CAMT.053 (ISO 20022). OFX is not supported. If your bank is Spanish, Norma 43 is the most convenient option because it needs no mapping and includes the account, which is the check that prevents you from loading it into the wrong account.

Do I have to reconcile for this to be useful? It is not mandatory, but that is where the value lies. Importing populates the account and calculates the balance; reconciling tells you which receipts and payments match your invoices and expenses, in other words, what you have actually been paid.

Is reconciliation the same as Verifactu? No. Reconciling is **internal cash management control**: it matches your bank against your invoicing without altering the content of invoices already recorded; at most, it records the payment against them. Verifactu is the system you use to register your issued invoices with the AEAT, a different area altogether. If you want to understand it without jargon, see the guide on **how to get started with Verifactu in Fube**.

Is it included in my plan? Bank accounts, statement import and reconciliation are included in all Fube plans, including the free one. What does vary is how many accounts you can have —one on Starter and Pro, three on Business, five on Elite— and the automatic bank connection, which is not included in the free plan. You can compare plan by plan on **pricing**.

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