Fube

GUIDE

How to prepare Modelo 390, the annual IVA summary, in Fube



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> The annual IVA close usually inherits the same Excel routine: gathering the four quarters, adding up bases and tax amounts all over again, and checking that the annual summary matches what you have already declared. This guide is for self-employed professionals and SMEs who want to reach January with that summary already put together and simply review it. You will see how Fube prepares modelo 390 by consolidating the four modelo 303 returns for the tax year, how to go over the result and how to get the file you will take to the AEAT online office.

It is worth making one thing clear from the outset: **Fube organises and exports your data, but it does not file the return with the AEAT on your behalf**. It generates the file so that you can pre-fill the return on the online office, plus a PDF for your records; the official filing, with your digital certificate or Cl@ve, is done by you or your adviser. Nor does this replace a professional's judgement: modelo 390 is an informative IVA return and, depending on your scheme, you might even be exempt from filing it (we cover this below). If anything is unusual, check with your adviser.

Before you start: have your four 303s closed

Modelo 390 is not calculated from scratch: it stems from the modelo 303 returns you already filed during the year. For the aggregate to be accurate, before generating it you should make sure that:

- **The four modelo 303 returns for the tax year (Q1, Q2, Q3 and Q4) are in Fube** and reflect what you actually declared. Modelo 390 adds up the boxes from those four quarters; if any is missing or out of date, the annual summary will not balance.
- **The year's invoices and expenses are up to date.** The 303s in turn come from your issued invoices and recorded expenses, so keeping those documents complete is what makes everything fit together. If you have not recorded them yet, you can **issue your invoices** and **record and digitise your expenses** first.

- **Your company declares IVA.** Modelo 390 is the annual summary **of IVA** and nothing else. If your tax profile is IGIC-only or IPSI-only —Canary Islands, Ceuta or Melilla—, this return is not the one for you: you need **modelo 425** with the Canary Islands Tax Agency, or the local IPSI self-assessment. Fube lets you open the draft, but the reconciliation flags it as an **error** and **the TXT file is not generated**: the summary would come out at zero because IGIC and IPSI transactions do not add to any box of the 303s that modelo 390 aggregates, and filing a zero modelo 390 may trigger a formal request from the tax authority. With mixed activity —also subject to IVA— it is generated. If you are unsure how taxes apply by territory, review **the taxes on your invoices**.

Step 1: Create modelo 390 for the tax year

From the taxes and returns section, Fube lets you create a new modelo 390. When you do so, the system asks for just one detail:

- The **tax year** (the fiscal year you want to close).

There is no quarterly period to choose: modelo 390 is annual. With the tax year selected, Fube covers the whole year and prepares the corresponding summary.

Step 2: Fube consolidates your four 303s

Once the tax year has been chosen, Fube does not recalculate IVA from the invoices: it starts from that year's modelo 303 returns and **adds up the boxes from the four quarters** to build the annual breakdown. The result is split into modelo 390's own sections:

- **Identity**: the filer's details (company name or full name), which Fube pre-fills from your company profile.
- **Scheme**: the applicable IVA treatment, according to your tax settings.
- **Transactions**: the annual breakdown of bases by tax rate, output IVA and deductible input IVA, aggregated from the four 303s.
- **Results**: the consolidated annual settlement, which must match the sum of what you have already declared quarter by quarter.

The panel shows the return already filled in, not a blank sheet. From here on, your job is to review, not to redo the sums.

Step 3: Review the result

Before accepting anything, go over the annual summary:

1. Check that the **total transactions** and the bases by rate match the year's turnover.
2. Check that the annual **output IVA** and **deductible IVA** match the sum of your four quarters.
3. Look at the **annual result**: as an informative return, modelo 390 has no associated payment; it simply needs to be consistent with what you already self-assessed in the 303s.

If a figure does not fit, the most common cause is that a quarter was left out of date. The rule is clear: first the affected **303** and then the **390**, both with **Recalculate from documents** (in the return's menu or on its edit screen), so that the aggregate starts from the correct figures. In modelo 390, the recalculation adds up the year's saved 303s again and, before changing anything, shows you which boxes change, with the saved value and the new one. Anything you typed in yourself is kept, and you can untick any box you had corrected on purpose. If a row for a tax rate has an amount and the recalculation would leave it at zero —usually a split that did not come out exactly and that you adjusted by hand—, that row and its subtotal are proposed unticked, so that you decide. A modelo 390 that has already been filed is not recalculated: to correct it, there is the substitute return.

Automatic reconciliation does this step for you

And here is what saves you the manual review: **modelo 390 reconciles itself against the year's 303s** and records in the return itself anything that does not fit. Most of these are **warnings**: they do not block anything, they tell you where to look. A few are **errors**, and those do prevent you from downloading the TXT file until you correct them —you can still see the draft as before—. This is what it checks:

The reconciliation warns you that…	What it means
There is no 303 for the financial year	The 390 is the summary of those self-assessment returns: without them it would come out at zero.

The reconciliation warns you that…	What it means
Quarters are missing	The 390 only adds up the saved quarters, so anything that isn't there isn't declared. It tells you which ones are missing.
Some 303s are not marked as filed	Check that what you are aggregating is what was actually filed with the AEAT.
There are corrective invoices dated after a quarter was closed	If that 303 was not recalculated — or, if it had already been filed, not corrected — the correction **is not declared** anywhere.
The summary boxes don't reconcile after editing	You have changed a box manually and it no longer matches the total of the 303s.
The total deductions [64] don't match their components	Box [64] comes from the total deductible in the 303s and is not rewritten automatically when you change the breakdown.
The total payable [95] doesn't match the 303s	The sum of the amounts payable in the saved quarters does not match what has been declared.
Your 303s declare intra-Community acquisitions that the 390 doesn't include	Boxes [10] and [11] of the quarters add up to an amount, yet in the 390 all the intra-Community rows are at zero: the total accrued [33]/[34] would fall short. The same applies if the rate applied is one that the official 390 layout requires to be zero, because there is no box in which to declare it. **This is an error: it blocks the TXT.**
It includes them, but for a different amount or all as goods	A warning, not a block: the difference in amount may be a deliberate adjustment by your adviser. The goods/services distinction matters because the 303 adds them together in the same box [10] whereas the 390 separates them; if they were services and end up as goods, the total does not change but the cross-check with the Modelo 349 does.
You declare the simplified scheme	Fube does not yet produce page 5 of the 390 (modules and annual amounts), so the file would be incomplete. **This is an error: it blocks the TXT**, and Fube tells you so instead of exporting a return that is missing an entire page. If you also file quarterly and only in the common territory, you may be exempt from filing the 390.
You tick differentiated deduction schemes with section 13 empty	With the scheme ticked, the file includes page 8: the breakdown of deductible IVA for each sector (boxes 139 to 189). If you leave it empty, it would come out as zeros. **This is an error: it blocks the TXT** until you fill in at least one sector or untick the scheme.

On top of that there is the territory check we saw in ‘Before you start’: if your tax profile is IGIC-only or IPSI-only, the reconciliation flags it as an error and the TXT is not generated either.

Start Step 3 there: if the reconciliation doesn't flag anything, the rest of the review is a quick glance.

Step 4: Export the file for the AEAT

When the result reconciles, Fube lets you download two files:

- **The TXT file** (the *Download to file (TXT)* button): this is the one you upload to the AEAT's online portal to pre-fill the Modelo 390. There you review it and sign it with your digital certificate, Cl@ve PIN or electronic ID card.
- **The PDF** (the *Copy for your records (PDF)* button): a copy of the return for your own records.

Filing is done on the **Tax Agency's online portal**, not within Fube. This is the step that completes the cycle: Fube prepares, you or your adviser file.

Step 5: Attach the proof of filing and mark it as filed

Once it has been filed with the AEAT, go back to Fube to keep a record. On the return's *Record proof / Mark as filed* screen:

1. Enter the **return number** the AEAT has given you.
2. **Attach the proof of filing** (the filing PDF).
3. Click **Mark as filed**.

From then on the return shows its updated status, so you — and your adviser or your team, if several of you work on it — can always see how the financial year was closed without having to ask. If you want to learn about the return's full life cycle, the **Modelo 390 in Fube** page covers it in detail.

From that moment the 390 **can no longer be modified**: its record remains available for reference, with no save button, because what Fube stores must remain what you filed. You can, however, correct or complete the number, the date and the PDF later in *Record proof / Mark as filed*. If you marked it as filed **by mistake** and did not attach the PDF, the **Cancel filing** button on its record returns it to 'Completed'. If it was actually filed and contained an error, it is corrected with the AEAT by means of a substitute return.

Edge cases and common errors

- **The 390 doesn't reconcile with the quarters.** This is almost always because a 303 has become out of date: a corrective invoice recorded after that quarter was filed, or an expense that was entered late. Recalculate the affected 303 from the documents — or, if you have already filed it, submit its corrective self-assessment — and then recalculate the 390, so that the aggregate starts again from up-to-date figures.
- **A quarter is missing.** The 390 is built on the year's four 303s. If any of them is not in Fube, prepare it before generating the annual summary.
- **The Q4 303 is not the 390.** They are two different documents: the fourth-quarter 303 is the self-assessment for that period; the 390 is the informative summary of the whole year, with no associated payment.
- **You think you might be exempt.** Anyone who keeps their IVA record books continuously on the AEAT's portal (Immediate Supply of Information, SII) may be exempt from filing the 390. **Using Verifactu does not exempt you**: they are two different systems, and this is the most widespread confusion. It is a specific circumstance that you should confirm with your adviser before taking it for granted; the article **what the Modelo 390 is and who is exempt** goes over the cases in more detail.
- **You are in the Canary Islands, Ceuta or Melilla.** The 390 is not your return. You must file the 425 with the Canary Islands Tax Agency, or the local IPSI self-assessment, and Fube will not generate the file for you.
- **You filed the Q4 303 and have since recorded a corrective invoice.** This is exactly the case the reconciliation flags. A filed 303 is not recalculated: it is corrected with its corrective self-assessment, and the 390 adds the corrective return instead of the original. Then recalculate the 390; otherwise the correction does not reach any return.

- **You have activities with differentiated deduction schemes** (art. 101 of the IVA Act). Tick the scheme in section 13 and break down there the deductible IVA for each sector: taxable base and tax amount for domestic transactions, imports and intra-Community acquisitions, the agricultural flat-rate compensation, the correction and the adjustment. Fube does not allocate input IVA between sectors, so you enter those amounts yourself; the total for each sector is calculated automatically. The pro rata percentages for each activity still go in section 12.

Frequently asked questions

Does Fube file the Modelo 390 with the AEAT for me?

No. Fube consolidates the data and generates the files (TXT and PDF), but the official filing is done by you or your adviser on the AEAT's online portal with your digital certificate, Cl@ve PIN or electronic ID card. You then go back to Fube, attach the proof of filing and mark it as filed.

When is the Modelo 390 filed?

The Modelo 390 is filed once a year, during January, for the previous financial year. It is an informative annual IVA summary return, with no associated payment. Always check the current calendar on the AEAT's portal.

Do I have to recalculate the figures by hand?

No. If your four Form 303 returns are in Fube, Form 390 is consolidated by adding up their boxes: it isn't a parallel calculation, but the aggregate of what you've already declared. Your job is to review the result, not redo the sum.

Am I required to file Form 390?

It depends on your scheme. Some taxpayers — for example, those who keep their IVA books on an ongoing basis through the SII — may be exempt from filing it because they already provide that information to the AEAT. It isn't automatic for everyone, so check with your adviser.

Close your IVA year without adding things up by hand again

Once the four 303 returns are in Fube, Form 390 comes straight from them: you review it, understand it and export the file for the AEAT. If you don't use it yet, you can **start for free** and let your next year-end close come from your actual quarters instead of a spreadsheet.

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