Fube

GUIDE

# How to bring your Fube due dates into Google Calendar



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> The dates that really cost you money — the due date of an invoice nobody has chased, the Modelo 303 deadline — aren't missed because you forget them: they're missed because they live somewhere you don't look. Fube has its own calendar, but your real diary is Google's, the one you carry on your phone and the one that reminds you while you're having breakfast.

This guide links the two: once they're connected, every invoice, every expense and every tax deadline appears in your Google Calendar without you having to copy anything, with the reminder set however many days in advance you choose.

## Before you start

Three things, and the first is the one that catches people out:

- **A Pro, Business or Elite plan.** Google Calendar sync is a paid module: on the free plan, the screen exists but instead you'll see a card inviting you to upgrade. You can check what's included in each plan on the **pricing** page.
- **Nothing but your own user.** No settings permission is needed: each person connects their own calendar from **their profile**.
- **A Google account**, personal or Google Workspace. Both work the same way.

And what's worth knowing from the start: **the connection is yours, not the company's.** Each person connects their own Google account, and their calendar gets what their role lets them see in Fube, in their language. If a colleague connects theirs, yours isn't touched. And if someone leaves the company, their connection is cut automatically and Fube removes the permission in their Google account.

## Step 1 — Connect your Google account

Go to **your profile › Google Calendar** — your user menu, not the company settings — and click **Connect to Google Calendar**.

A Google pop-up window opens where you sign in and review what Fube is asking for. There are two permissions and it's worth knowing what they mean: **see the list of your calendars** — so it can offer you the drop-down in the next step — and **create, edit and delete events**, which is what the sync does. Fube doesn't read your existing events or touch them.

When you accept, the window closes by itself and you return to Fube with the connection made.

**If nothing happens when you click the button**, it's your browser's pop-up blocker. Fube will tell you with a notice; allow pop-ups for the domain and try again.

## Step 2 — Choose which calendar your due dates should land in

Once connected, the **Destination calendar** block appears, with the list of your Google calendars. You choose one and **it saves automatically**: there's no save button.

**The tip that pays off most: first create a new calendar in Google called 'Fube' and choose that one.** It takes a minute and lets you switch off all the invoice and expense noise in one go whenever you want to look at just your personal diary, without disconnecting anything. If you choose your main calendar, due dates get mixed in with your meetings and there's no easy way back: events already created stay where they were created.

You can only have **one destination calendar**. You can't split it by event type.

## Step 3 — Decide what gets synced and what doesn't

Below, under **Sync preferences**, there are six toggles — invoices, quotes, pro forma invoices, expenses, tax deadlines and recurring. **You only see the ones for documents your role lets you see**; the tax deadlines one, always. They're all switched on by default and **each change is saved instantly**. The **tax deadlines** one is what brings the filing deadlines for your tax forms into your diary; how far in advance it reminds you is decided in the next step.

What matters isn't the list, but how the sync works:

- **It's one-way, not two-way.** Fube creates and updates events in your Google Calendar; whatever you change in Google doesn't come back to Fube. Think of it as a mirror: the original is in Fube.
- **Documents sync straight away.** When you issue an invoice, record an expense or create a quote, its event appears in your diary almost instantly. If you later edit the date, the event moves. And **if you delete the document in Fube, the event disappears** — you don't have to clean anything up by hand.
- **Switching off a toggle doesn't delete what's already been synced.** It stops creating new events of that type, but the ones already in your Google Calendar stay there until you delete them yourself.

That last point is the one that causes the most confusion: if you turn off 'Expenses' because they're cluttering things up and you still see them, it isn't broken — they're the old ones.

## Step 4 — Set how far in advance you want the reminder for tax deadlines

Under **Reminders** you choose how many days in advance Google will remind you of each tax deadline: **1, 3, 5, 7, 14 or 30 days**. The default is **5**.

It's worth clarifying how that reminder actually works, because it isn't what it seems: **no separate reminder event is created**. Each deadline is **a single all-day event** — with the form number and its name in the title, preceded by a small clipboard icon — and the advance notice is added to it as a **native Google reminder**. In other words, the reminder reaches you the same way as any other reminder in your diary, and if you change the advance notice in Fube, it changes on the events, without duplicating them.

The deadline event also comes with a description of the period being settled and a link to the Agencia Tributaria, and with a different colour depending on the type of obligation — IVA, IRPF, Corporation Tax, informative returns — so they can be told apart at a glance.

**Five days is a good default, but think about your own situation.** If you file yourself, five days gives you time to reconcile everything. If your accountant files for you, increase it to 14: what you need to remember isn't the filing day, but the day you have to send them the paperwork.

## Step 5 — If you're in a hurry, sync manually

At the very bottom is **Manual sync**, with a period selector and the **Sync now** button. It's for filling your diary in one go right after connecting — including what you had already issued — instead of waiting for your next document.

What you should know before clicking it:

- **It exports the documents issued in the period you choose.** By default it runs from 1 January of the current year to 90 days from today, so it picks up everything you have issued this year. You can change it with the selector's shortcuts — 'This month', 'Last 3 months', 'Current year'...— or by marking the two dates on the calendar.
- **The period cannot exceed 500 days.** If you choose a longer one, Fube tells you and the button stays disabled until you shorten it. To bring in several years, do it in stages.
- **It covers your documents** — invoices, simplified invoices, quotes, pro forma invoices and expenses — and only the types you have switched on in step 3. It does not cover tax deadlines: the AEAT calendar travels by its own route, so if you have just connected and cannot see the forms, give it some time before assuming something is wrong. Nor does it cover recurring invoices, which reach your calendar when you create or edit them.
- **Repeating it duplicates nothing.** If a document's event is already in your calendar, it updates it instead of creating another one.

When it finishes, it tells you how many events it has synchronised, and if any have failed it tells you so instead of keeping quiet about it.

## Step 6 — Disconnecting, and what happens next

Click **Disconnect** in the connection status block. From then on, Fube stops creating and updating events.

When you disconnect, Fube **also removes the permission in your Google account**: it revokes the authorisation you gave it in step 1 and forgets its credentials, so you do not have to go and remove it manually. If Google happens not to respond at that moment, the disconnection in Fube still goes ahead; if you want to make sure, check in your Google account's app permissions that Fube no longer appears.

What it does **not** do, and what almost nobody expects: **it does not delete events already created.** They stay in your Google Calendar. If you want to clear them out, the shortcut is to have used a dedicated calendar: you delete it entirely from Google and you are done.

You can reconnect whenever you like by repeating step 1, and the preferences you had — destination calendar, toggles, advance notice — are still saved.

## Edge cases and common errors

- **I have changed Google account.** Disconnect and reconnect, choosing the new account on the Google screen. Events from the previous account do not move on their own.
- **Events have stopped appearing.** Check in this order: that the status is still connected; that the chosen calendar is visible in your Google Calendar (a hidden one exists but cannot be seen); that the event type is not switched off in the preferences; and that the document has a date. A document with no usable date does not generate an event.
- **The authorisation has expired.** If you have revoked the permissions from Google, or months have passed without activity, the connection stops renewing. It is fixed by disconnecting and reconnecting.
- **My plan has dropped to Starter.** Automatic synchronisation stops, but the connection and your preferences are kept intact: as soon as you return to a plan that includes the module, it resumes on its own.
- **There are several of us in the company and each wants their own reminders.** Each person connects their own from their profile and chooses their own toggles. If you'd rather have a shared calendar, one person connects it to a dedicated Google calendar and **shares it** from Google with the rest.
- **I can't see the invoice toggles.** Your role doesn't let you see invoices in Fube — the user administration role, for example, doesn't — so they don't reach your calendar either: only the tax deadlines do.

# Frequently asked questions

## Do changes I make in Google Calendar go back to Fube?

No. Synchronisation is one-way only: Fube writes to your calendar, but does not read from it. If you move an event in Google, Fube does not find out — and the next time the document is updated it will put it back where it belongs.

## If I delete an invoice in Fube, is the event deleted?

Yes, and immediately: deleting the document triggers deletion of the event, with no need to wait for any synchronisation.

## Can I spread events across several calendars?

No. There is only one destination calendar. To keep things separate, the way to go is a Google calendar dedicated to Fube and colour filters within it.

## How many events will it add to my calendar?

It depends on your volume: one per dated document, plus the year's tax deadlines. That is precisely the reason to export them to a calendar of their own rather than to your main one.

## Does it work with Google Workspace?

Yes, just as with a personal Gmail account. The type of account doesn't matter: the connection belongs to each person, and each one chooses which Google account to connect.

## Is it included in my plan?

In **Pro, Business and Elite**, yes. On the free plan, no: you will see an upgrade card instead of the integration screen. You can find it on **pricing**.

## Let the date find you

Connecting Google Calendar takes two minutes and changes where your dates live: they are no longer on a screen you open when you remember and are now on the one you already look at every morning. Choose a dedicated calendar, increase the advance notice if you file through an adviser, and forget about it.

If you also want to understand where those deadlines come from and how they are calculated, see the guide to the **tax calendar and AEAT deadlines**, and the details of the integration in **Google Calendar**. And if you do not use Fube yet, you can **create your free account** and see how the quarter falls into place.

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