



Essentials – Part 2

A step-by-step guide to FreeAgent's core functionality

2026



freeagent.com

Welcome!

In this manual, you will understand how to use FreeAgent with your clients for:

- Bills and out-of-pocket expenses
- Banking and VAT
- Reports

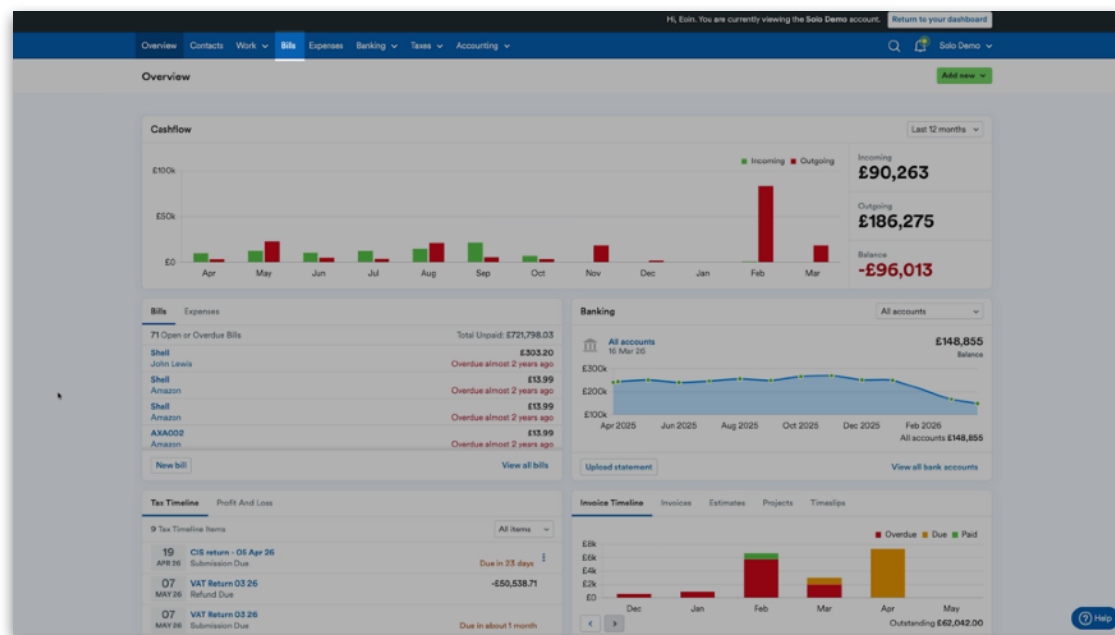
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Bills and out-of-pocket expenses

Bills

Bills are purchase ledger invoices, and they run on the same traffic light system as invoices: green for 'Paid', amber for 'Open' (not due) and red for 'Overdue'. Before you create a bill, make sure that the supplier you're adding the bill for has been added as a contact in FreeAgent. To enter a bill, select the **'Bills'** tab from within your client's account.

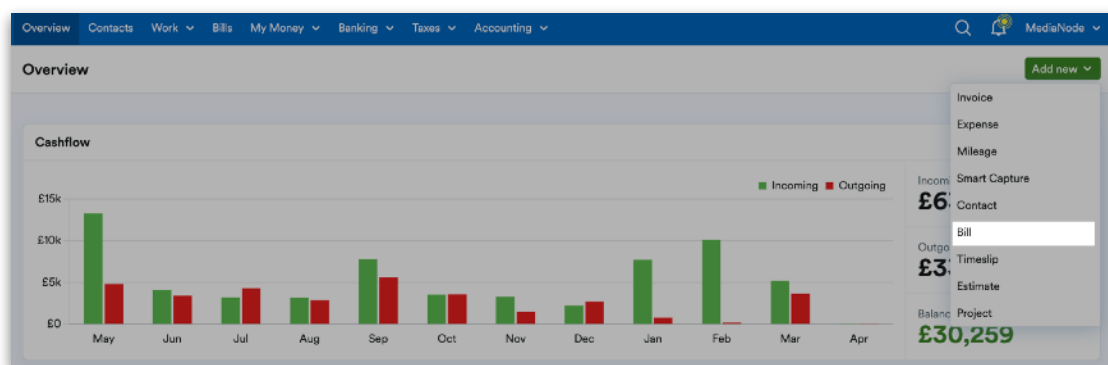


Then, select the green **'Add new bill'** button.

The screenshot shows the 'Bills' tab in FreeAgent. The 'Add new bill' button is highlighted in green. The table below lists the bills:

Due On	Bill Date	Reference	Supplier Contact, Details	Total Value	Status
09 Dec 30	09 Dec 25	8&Q9234674	Aid Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
04 Dec 30	04 Dec 25	AXA002	Amazon Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
15 Nov 30	15 Nov 25	Shell	Aid Inc £7,666.67 VAT Hire purchase bill	10,000.00	Open
28 Oct 30	28 Oct 25	Shell	Aid Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
25 May 30	26 May 25	Shell	Amazon Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
25 Mar 30	25 Mar 26	Shell	Aid Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
10 Mar 30	10 Mar 26	Shell	Amazon Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
04 Mar 30	05 Mar 26	Shell	Bob Builder Inc £3,666.67 VAT Hire purchase bill	22,000.00	Open
04 Mar 30	04 Mar 26	Shell	Aid Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
04 Mar 30	04 Mar 26	Shell	Aid Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
04 Mar 30	04 Mar 26	Shell	Bob Builder Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
03 Mar 30	03 Mar 26	Shell	Aid Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open
27 Feb 30	26 Feb 26	AXA002	Aid Inc £3,333.33 VAT Hire purchase bill	20,000.00	Open

Alternatively, you can add a bill by selecting '**Add new**' on the 'Overview' page and selecting '**Bill**' from the drop-down menu.



Next, you'll need to complete the supplier contact and reference details, bill dates, currency, VAT and additional fields, if applicable.

Begin by selecting the contact that the bill relates to. Then, enter the reference, bill date and due on date from the bill. You can enter the bill items as either including or excluding VAT. You can also add an attachment to the bill, if applicable.

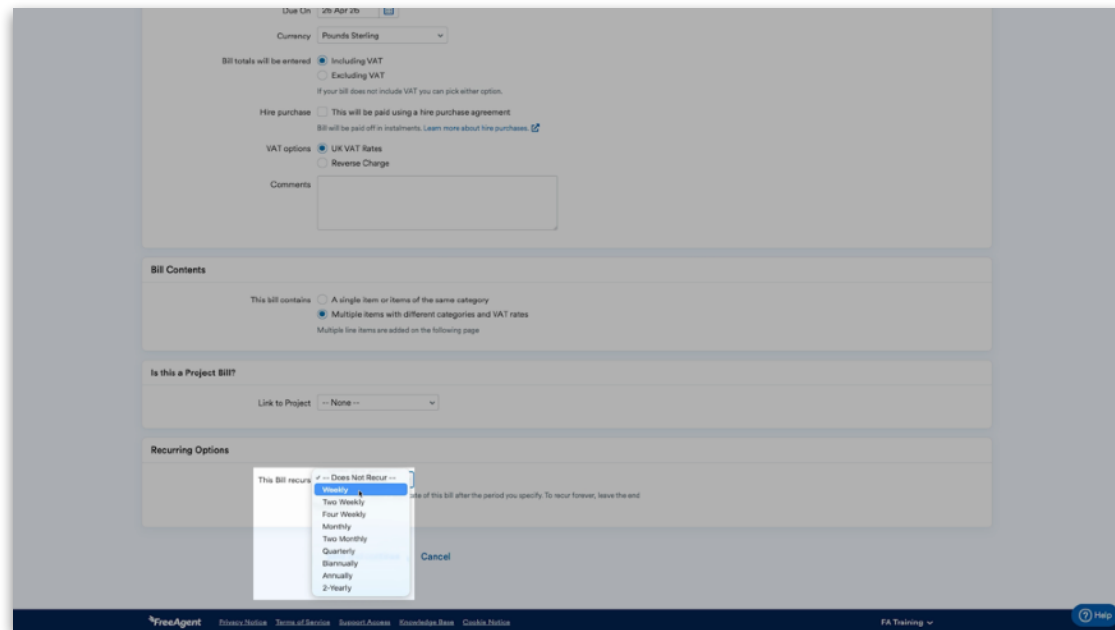
If the bill is for an item bought using a hire purchase agreement, tick the '**Hire purchase**' checkbox, which will enable the bill to be paid off in instalments. This will post the credit entry for the bill to the hire purchase nominal code rather than to the standard trade creditors code.

If you only have a single line item to enter on the bill, you can enter it on this screen - select the correct accounting category and enter the amount of the invoice.

If you're entering a bill that contains items with different categories or VAT rates, select '**Multiple items with different categories and VAT rates**'. You can add line item information, including category, value and VAT rate, on the next screen.

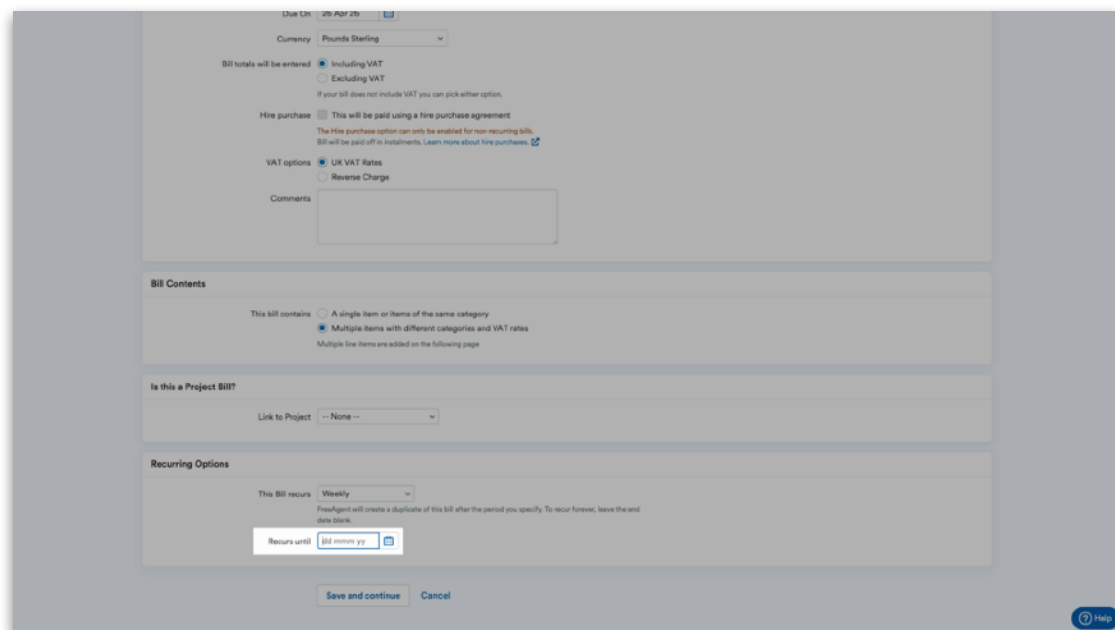
If this bill was incurred while working on a particular project, you can link it to that project, and choose whether you're going to charge the customer for it, and if so, for how much. Please note that you'll only be able to select a project that has 'Active' status. If the bill is for the purchase of a capital asset, it won't be possible to link it to a project.

If your client has recurring bills, you can select how frequently this bill recurs from the **'This bill recurs'** drop-down menu.



The screenshot shows the FreeAgent bill creation interface. The 'Recurring Options' section is highlighted, and the 'This Bill recurs' dropdown menu is open, showing options: 'Does Not Recur', 'Weekly', 'Two Weekly', 'Four Weekly', 'Monthly', 'Two Monthly', 'Quarterly', 'Biannually', 'Annually', and '2-Yearly'. The 'Weekly' option is selected. The interface also includes sections for 'Currency' (Pounds Sterling), 'Bill totals will be entered' (Including VAT), 'Hire purchase' (This will be paid using a hire purchase agreement), 'VAT options' (UK VAT Rates), 'Comments', 'Bill Contents' (Multiple items with different categories and VAT rates), 'Is this a Project Bill?' (Link to Project: -- None --), and 'Recurring Options' (This Bill recurs: Weekly).

FreeAgent will then add a new bill automatically in the future up until the date you enter in the 'Recurs until' field. If you leave this field blank, FreeAgent will continue to add a new bill indefinitely. You can edit a recurring bill if the charge, or reference, is slightly different each time.



The screenshot shows the FreeAgent bill creation interface. The 'Recurring Options' section is highlighted, and the 'This Bill recurs' dropdown menu is set to 'Weekly'. The 'Recurs until' field is set to '1st month 22'. The interface also includes sections for 'Currency' (Pounds Sterling), 'Bill totals will be entered' (Including VAT), 'Hire purchase' (This will be paid using a hire purchase agreement), 'VAT options' (UK VAT Rates), 'Comments', 'Bill Contents' (Multiple items with different categories and VAT rates), 'Is this a Project Bill?' (Link to Project: -- None --), and 'Recurring Options' (This Bill recurs: Weekly, Recurs until: 1st month 22). The 'Save and continue' button is visible at the bottom.

Once you've entered all of the relevant details for the bill, select **'Save and Review'** to save the bill, if you chose to create a single item bill.

This bill contains ☒ A single item or items of the same category
☐ Multiple items with different categories and VAT rates

Spending Category

Total Price (including VAT)
Bill credit notes (Refunds) can be entered using negative numbers.

VAT Rate
Select Auto VAT to use the normal VAT rate for the bill type and date.

Is this a Project Bill?

Link to Project

Recurring Options

This Bill recurs
FreeAgent will create a duplicate of this bill after the period you specify. To recur forever, leave the end date blank.

[Save and review](#) [Save and add another](#) [Cancel](#)

If you chose to create a bill with multiple categories or tax rates, select **'Save and continue'** to save the bill. This will take you to the next screen where you can enter line items.

Due On

Currency

Bill totals will be entered ☒ Including VAT
☐ Excluding VAT
If your bill does not include VAT you can pick either option.

Hire purchase ☐ This will be paid using a hire purchase agreement
The hire purchase option can only be enabled for non-recurring bills. Bill will be paid off in instalments. [Learn more about hire purchases.](#)

VAT options ☒ UK VAT Rates
☐ Reverse Charge

Comments

Bill Contents

This bill contains ☐ A single item or items of the same category
☒ Multiple items with different categories and VAT rates
Multiple line items are added on the following page

Is this a Project Bill?

Link to Project

Recurring Options

This Bill recurs
FreeAgent will create a duplicate of this bill after the period you specify. To recur forever, leave the end date blank.

Recur until

[Save and continue](#) [Cancel](#)

[Help](#)

To do this, click on the green **'Add bill item'** button, which will bring up the 'Add new bill item' screen.

Bill Shell (Zero Value)

Shell
Bob Builder

Bill Date: 27 Mar 26
Outgoing: 26 Apr 26

Zero Value

Recurs Weekly
Next bill date: 03 Apr 26

Details	VAT	Net line total (£)
Add bill item		
Net total:		£0.00
VAT:		£0.00
GBP due:		£0.00

Once you've entered all the necessary details for the line item, select **'Save'** to add it to the bill. If you need to add additional bill items, select **'Save and add another'**. You can add a maximum of 40 line items to a bill.

Add new bill item

Spending Category *
Accommodation and Meals

Details

Quantity
no units

Total Price (including VAT) *
£ 0.00

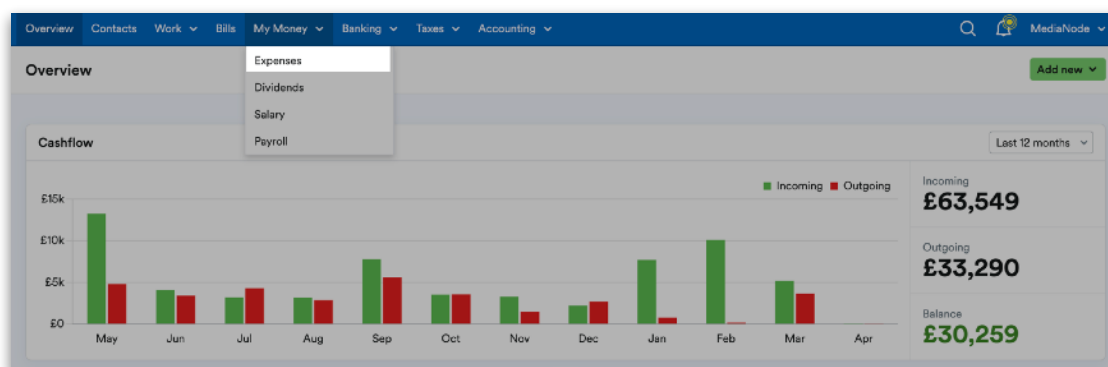
VAT Rate *
Auto

Save Save and add another Cancel

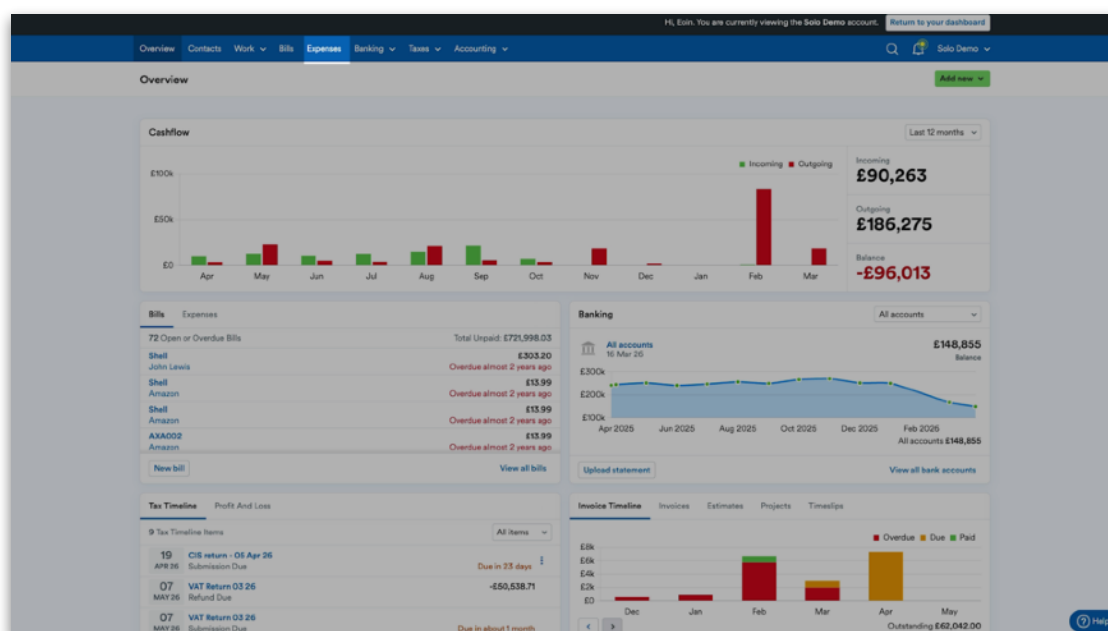
Out-of-pocket expenses

An out-of-pocket expense is a cost that is paid for by an employee or business owner or director using personal funds and will later be reimbursed by the business that employs them.

To navigate to the Out-of-Pocket Expenses area, if your client has a limited company account or a sole trader account with employees, click on the **'My Money'** tab from within your client's account and select **'Expenses'** from the drop-down menu.



If they have a sole trader account with no employees, or a landlord account, select the **'Expenses'** tab at the top of the screen.



Alternatively, select '**Expense**' from the '**Add new**' drop-down menu on the 'Overview' screen.



This will show you the out-of-pocket expenses for directors and employees.

You can change between users by clicking on the name at the top-left of the screen and selecting the relevant individual from the drop-down menu.

The screenshot shows the 'Out-of-Pocket Expenses' screen for 'Eoin McNamara'. At the top, there's a navigation bar with tabs: Overview, Contacts, Work, Bills, Expenses, Banking, Taxes, and Accounting. Below this, the 'Out-of-Pocket Expenses - Eoin McNamara' section features a dropdown menu for 'Eoin McNamara' and a 'Tax Year 2025/26' dropdown. The main area is a table with columns: Date, Spent, Repaid, and Balance Owed. The table lists various expenses, including accommodation and meals, car mileage, and office equipment, with their respective amounts and VAT details.

Date	Spent	Repaid	Balance Owed
Brought forward			£5,870.65
18 Apr 25	McDonald's Accommodation and Meals - Inc £177 VAT	10.60	5,881.25
18 Apr 25	Tesco's Accommodation and Meals - Inc £177 VAT	10.60	5,891.85
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25	5,912.10
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25	5,932.35
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25	5,952.60
10 May 25	Expenses	2,000.00	3,952.60
19 May 25	Edinburgh to Glasgow Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00	3,997.60
26 May 25	Pena Accommodation and Meals - Inc £3.38 VAT	20.25	4,017.85
27 May 25	McDonald's Accommodation and Meals - Inc £3.38 VAT	20.25	4,038.10
28 May 25	Pena Business Entertainment - Inc £0.50 VAT	10.60	4,048.70
28 May 25	Edi Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00	4,093.70
30 May 25	pena Office Equipment - Inc £1.77 VAT	10.60	4,104.30
30 May 25	Edinburgh to Glasgow Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00	4,149.30
04 Jun 25	Pena Office Costs - Inc £1.77 VAT	10.60	4,159.90
04 Jun 25	Pencil's Office Costs - Inc £1.77 VAT	10.60	4,170.50
08 Jun 25	boots Sunbries - Inc £0.50 VAT	5.37	4,175.87
08 Jun 25	boots Sunbries - Inc £0.50 VAT	5.37	4,181.24
08 Jun 25	boots Sunbries - Inc £0.50 VAT	5.37	4,186.61

You can also change which expenses are being shown using the drop-down menu to the right. The default filter shows the 10 most recent, but you can also filter by month, tax year, future upcoming or recurring expenses.

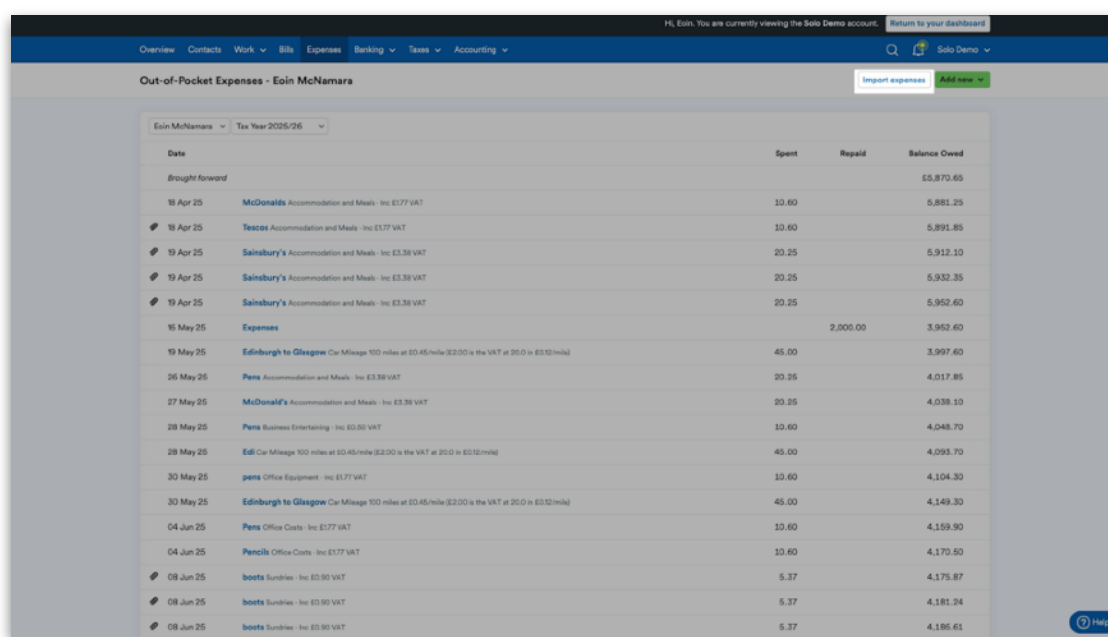
Out-of-pocket expenses are split between expenses and mileage claims in FreeAgent, and there are a few different ways you can add them.

The first is to use the FreeAgent mobile app to take a photo, for example of a receipt, so that the Smart Capture functionality can save it to the 'Files' area in

your client's account. Then, when you're ready, you can convert the file into an out-of-pocket expense.

To learn more about this, please visit the [Mobile module](#) in the 'Learning and accreditation' area in the Practice Portal.

If you'd like to bulk import expenses into FreeAgent, you can do so through a CSV upload. To do this, navigate to the Out-of-Pocket Expenses area, select '**Import expenses**' and you'll be prompted to download our Expenses template.



Hi, Eoin. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

Overview Contacts Work Bills Expenses Banking Taxes Accounting

Out-of-Pocket Expenses - Eoin McNamara [Import expenses](#) [Add new](#)

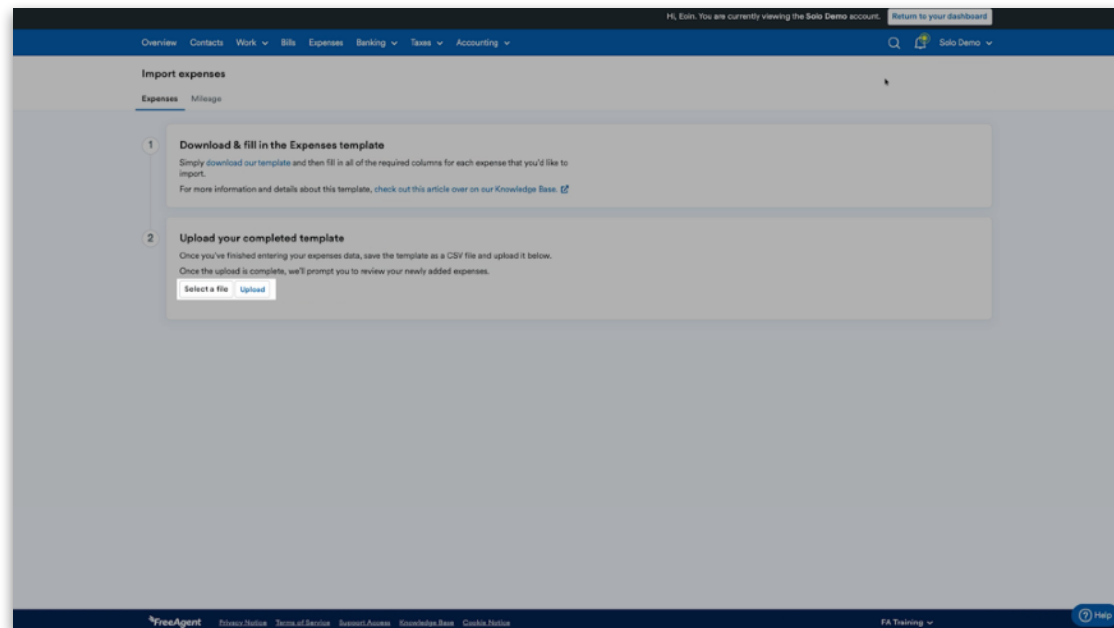
Eoin McNamara Tax Year 2025/26

Date		Spent	Repaid	Balance Owed
Brought forward				£5,870.65
18 Apr 25	McDonald's Accommodation and Meals - Inc £1.77 VAT	10.60		5,881.25
18 Apr 25	Tesco's Accommodation and Meals - Inc £1.77 VAT	10.60		5,891.85
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25		5,912.10
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25		5,932.35
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25		5,952.60
16 May 25	Expenses		2,005.00	3,947.60
19 May 25	Edinburgh to Glasgow Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00		3,992.60
26 May 25	Pens Accommodation and Meals - Inc £3.38 VAT	20.25		4,012.85
27 May 25	McDonald's Accommodation and Meals - Inc £3.38 VAT	20.25		4,033.10
28 May 25	Pens Business Entertainment - Inc £0.00 VAT	10.60		4,043.70
28 May 25	Edi Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00		4,088.70
30 May 25	pens Office Equipment - Inc £1.77 VAT	10.60		4,104.30
30 May 25	Edinburgh to Glasgow Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00		4,149.30
04 Jun 25	Pens Office Costs - Inc £1.77 VAT	10.60		4,159.90
04 Jun 25	Pencils Office Costs - Inc £1.77 VAT	10.60		4,170.50
08 Jun 25	boots Sunbries - Inc £0.90 VAT	5.37		4,175.87
08 Jun 25	boots Sunbries - Inc £0.90 VAT	5.37		4,181.24
08 Jun 25	boots Sunbries - Inc £0.90 VAT	5.37		4,186.61

[Help](#)

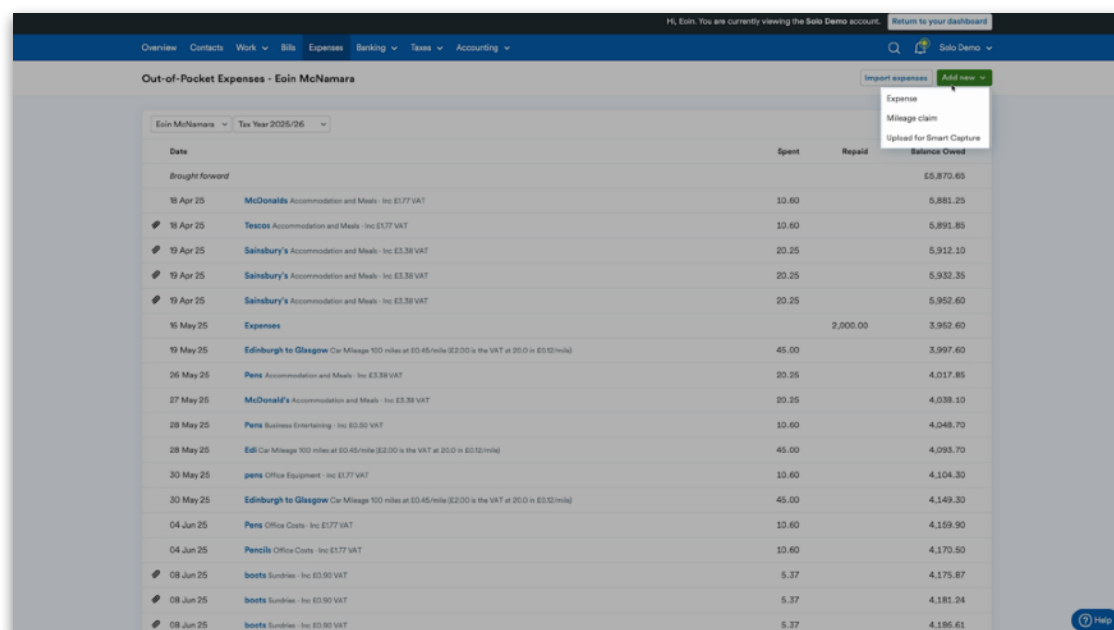
For more guidance on how to fill in the expenses template, please visit our [Knowledge Base](#).

Once the template is complete, go back to FreeAgent and click '**Select a file**' to choose it from your device, then select '**Upload**'.



Once the upload is complete, review your newly added out-of-pocket expenses. If you realise that you've made an error, or want to remove the most recent out-of-pocket expenses, select '**Latest Import**' from the drop-down menu and then '**Undo Last Import**'.

If you'd like to enter an individual expense or mileage claim, click the green '**Add new**' button and select the appropriate option from the drop-down menu.



If you have any paperwork that relates to the expense, for example a receipt, you can attach a scanned copy from your device by choosing **'Upload a file'** from the 'Attachment' area and following the instructions.

The screenshot shows the 'New Out-of-Pocket Expense' form for Eoin McNamara. The 'Attachment' section is highlighted, showing three options: 'Upload a file', 'Choose from saved files', and 'Upload via Smart Capture'. The 'Expense details' section is also visible, showing fields for Claimant, Type, Category, Dated, Currency, Total Value, VAT options, Description, and Receipt Reference.

If you used Smart Capture to snap an image file and it's saved in the 'Files' area of your account, select **'Choose from saved files'** instead and follow the instructions.

The screenshot shows the 'New Out-of-Pocket Expense' form for Eoin McNamara. The 'Attachment' section is highlighted, showing three options: 'Upload a file', 'Choose from saved files', and 'Upload via Smart Capture'. The 'Expense details' section is also visible, showing fields for Claimant, Type, Category, Dated, Currency, Total Value, VAT options, Description, and Receipt Reference.

Alternatively, you can upload any receipts, including in bulk, to Smart Capture by selecting **'Upload via Smart Capture'**. Click the **'Select Files'** button and

choose the files you wish to upload. You can upload JPEG, PNG and PDF formats.

Once you select '**Upload**', Smart Capture will start to process the files and extract the receipt dates and total values.

To convert the file to an out-of-pocket expense, click the three dots beside the file and select '**Create expense**'.

Date added	File name, Uploaded by	Receipt date	Total value	Bank transaction
27 Mar 26	IMG_0065.jpg	Processing	Processing	
27 Mar 26	IMG_0056.jpg	Processing	Processing	
27 Mar 26	IMG_5388.jpg	Processing	Processing	
26 Mar 26	img_3571_720.jpg	01 May 24	19.15	
25 Mar 26	John Lewis Desk.pdf	04 Apr 24	303.20	
25 Mar 26	img_3571_720.jpg	01 May 24	19.15	
25 Mar 26	John Lewis Desk.pdf	04 Apr 24	303.20	
12 Mar 26	img_3571_720.jpg	01 May 24	19.15	
12 Mar 26	img_3570_720.jpg	14 May 24	11.15	
12 Mar 26	img_3573_720.jpg	16 May 24	15.50	
12 Mar 26	img_3575.jpg	16 May 24	13.65	
12 Mar 26	img_3571_720.jpg	01 May 24	19.15	
12 Mar 26	John Lewis Desk.pdf	04 Apr 24	303.20	
11 Mar 26	img_3570_720.jpg	14 May 24	11.15	

Smart Capture will suggest a category for you, enter the total value of the receipt and the receipt date. Pick the claimant you wish to associate with this expense and click '**Create new expense**'.

The screenshot shows the 'Create new expense' form in the FreeAgent system. The form is titled 'Expense details' and includes the following fields and options:

- Attachment description:** img_3571_720
- Claimant:** Eoin McNamara
- Type:** Payment
- Category:** Accommodation and Meals
- Date:** 07 May 24
- Currency:** Pounds Sterling
- Total Value:** £ 19.15
- VAT:** Auto
- VAT options:** UK VAT Rates (selected), Reverse Charge
- Description:** img_3571_720
- Receipt Reference:**
- Is this a Project Expense?:** Link to Project: -- None --
- Recurring Options:** This Expense recurs: -- Does Not Recur --

At the bottom of the form, there are two buttons: 'Create new expense' and 'Cancel'.

Once a file has been assigned to an expense it will be cleared from the Smart Capture area to avoid duplication.

If you're not uploading a receipt using Smart Capture, you'll need to add the expense details manually.

From the 'Type' drop-down menu, select either '**Payment**' or '**Refund**'.

The screenshot shows the 'New Out-of-Pocket Expense' form in the FreeAgent system. The form is titled 'Expense details' and includes the following fields and options:

- Attachment:** File to attach: Upload a file, Choose from saved files, or Upload via Smart Capture
- Attachment description:**
- Claimant:** Eoin McNamara
- Type:** Payment (selected), Refund
- Category:** Accommodation and Meals
- Date:** 27 Mar 26
- Currency:** Pounds Sterling
- Total Value:** £ 19.15
- VAT:** Auto
- VAT options:** UK VAT Rates (selected), Reverse Charge
- Description:**
- Receipt Reference:**
- Is this a Project Expense?:** Link to Project: -- None --
- Recurring Options:** This Expense recurs: -- Does Not Recur --

At the bottom right of the form, there is a 'Help' button.

From the 'Category' drop-down menu, select the account category that you would like to allocate it to.

The screenshot shows the 'New Out-of-Pocket Expense' form for Eoin McNamara. The 'Category' dropdown menu is open, displaying a list of categories. The 'Type' is set to 'Payment'. The 'Total Value' field is empty, and the 'VAT options' are set to 'UK VAT Rates'. The 'Description' field is also empty.

Next, select the date of the expense and the currency used to pay for the expense.

Enter the expense amount from the receipt, inclusive of any VAT, in the 'Total Value' field and select the relevant rate of VAT from the 'VAT' drop-down menu.

The screenshot shows the 'New Out-of-Pocket Expense' form for Eoin McNamara. The 'Category' dropdown menu is open, displaying a list of categories. The 'Type' is set to 'Payment'. The 'Total Value' field is set to '£ 19.15', and the 'VAT' dropdown is set to 'Auto'. The 'Description' field is also empty.

Alternatively, you can enter a specific amount manually by choosing **'Amount'** and entering the amount of VAT into the new box that appears.

Enter a brief description of the expense. Then, to link this expense to a project, select the relevant project from the 'Link to Project' drop-down menu.

When you're happy with the information entered, select **'Create new expense'**, or **'Create and add another'**.

Mileage

Adding a mileage claim follows a similar process to expenses. You can navigate to the 'Out-of-Pocket Expenses' area or select '**Mileage**' from the '**Add new**' drop-down menu on the 'Overview' screen.



Select the relevant user, then click '**Add new**' in the top-right corner and choose '**Mileage claim**' from the drop-down menu.

Date	Description	Spent	Repaid	Balance Owed
Brought forward				
18 Apr 25	McDonald's Accommodation and Meals - Inc £177 VAT	10.60		5,900.40
18 Apr 25	Tesco's Accommodation and Meals - Inc £177 VAT	10.60		5,911.00
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25		5,931.25
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25		5,951.50
19 Apr 25	Sainsbury's Accommodation and Meals - Inc £3.38 VAT	20.25		5,971.75
16 May 25	Expenses		2,006.00	3,971.75
19 May 25	Edinburgh to Glasgow Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00		4,016.75
26 May 25	Pens Accommodation and Meals - Inc £3.38 VAT	20.25		4,037.00
27 May 25	McDonald's Accommodation and Meals - Inc £3.38 VAT	20.25		4,057.25
28 May 25	Pens Business Entertainment - Inc £0.90 VAT	10.60		4,067.85
28 May 25	Edl Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00		4,112.85
30 May 25	pens Office Equipment - Inc £177 VAT	10.60		4,123.45
30 May 25	Edinburgh to Glasgow Car Mileage 100 miles at £0.45/mile (£2.00 is the VAT at 20.0 in £0.12/mile)	45.00		4,168.45
04 Jun 25	Pens Office Costs - Inc £177 VAT	10.60		4,179.05
04 Jun 25	Pencils Office Costs - Inc £177 VAT	10.60		4,189.65
08 Jun 25	boots Sundries - Inc £0.90 VAT	5.37		4,195.02
08 Jun 25	boots Sundries - Inc £0.90 VAT	5.37		4,200.39
08 Jun 25	boots Sundries - Inc £0.90 VAT	5.37		4,205.76

Add an attachment (if applicable), then complete the mileage details, and select whether your client will reclaim the mileage and/or VAT on fuel.

If your client is VAT registered, you can reclaim VAT on the mileage as FreeAgent has HMRC's fuel rates built in and they are updated in line with HMRC's updates.

To use the mileage claims in FreeAgent, your client needs to reimburse at the government's recommended rates of 45p and 25p per mile.

FreeAgent will automatically drop down to 25p per mile once 10,000 miles has been reached.

Next, if you'd like to re-bill this mileage because it was incurred while working on a particular project, select the relevant project from the 'Link to Project' drop-down menu and set the rate at which your client is going to charge it to their customer.

The screenshot shows the 'Mileage details' form in FreeAgent. At the top, there is a text input for 'Attachment description' with a note 'Maximum file size is 5MB.' Below this is the 'Mileage details' section, which includes fields for 'Claimant' (Eoin McNamara), 'Dated' (25 Mar 26), 'Mileage' (100 miles), 'Description' (Edinburgh to Glasgow), and 'Vehicle Type' (Car). A 'Reclaim Mileage' section follows, with a 'Reclaim mileage rate' dropdown set to 'At Approved Mileage Allowance Payments (AMAP) Rate'. Below that is the 'Reclaim VAT on Mileage?' section, where the 'Yes, and I have a VAT receipt' checkbox is checked, and the 'Car Engine Type and Size' is set to 'Diesel - Up to 1600cc'. The 'Is this Project Mileage?' section is highlighted with a white background and contains a 'Link to Project' dropdown set to 'Aldi Christmas Launch', a 'Re-bill?' dropdown set to 'Yes', and a rate input field showing '€ 0.45 per mile, plus VAT'. At the bottom is the 'Recurring Options' section, with 'This Mileage recurs' set to 'Does Not Recur'. A 'Help' button is visible in the bottom right corner.

Lastly, if they will be taking this journey again, select the relevant frequency from the 'This Mileage recurs' drop-down menu to set a recurring claim.

The screenshot shows the FreeAgent mileage claim form. At the top, the 'Dated' field is set to '25 Mar 26', 'Mileage' is '100 miles', 'Description' is 'Edinburgh to Glasgow', and 'Vehicle Type' is 'Car'. Below these are sections for 'Reclaim Mileage' (set to 'At Approved Mileage Allowance Payments (AMAP) Rate'), 'Reclaim VAT on Mileage?' (checked 'Yes, and I have a VAT receipt'), and 'Is this Project Mileage?' (set to 'None'). The 'Recurring Options' modal is open, showing 'This Mileage recurs' set to 'Weekly' and 'Recurs until' set to 'dd mm yy'. A note states: 'Recurring expenses will only be created from today going forward. Backdated bills will not be created. The next recurring expense will be 01 Apr 26.' At the bottom of the modal are three buttons: 'Create new expense', 'Create and add another', and 'Cancel'. The FreeAgent logo and navigation links are at the bottom of the page.

Once you've entered the relevant details for the mileage claim, select '**Create new expense**' to complete the process.

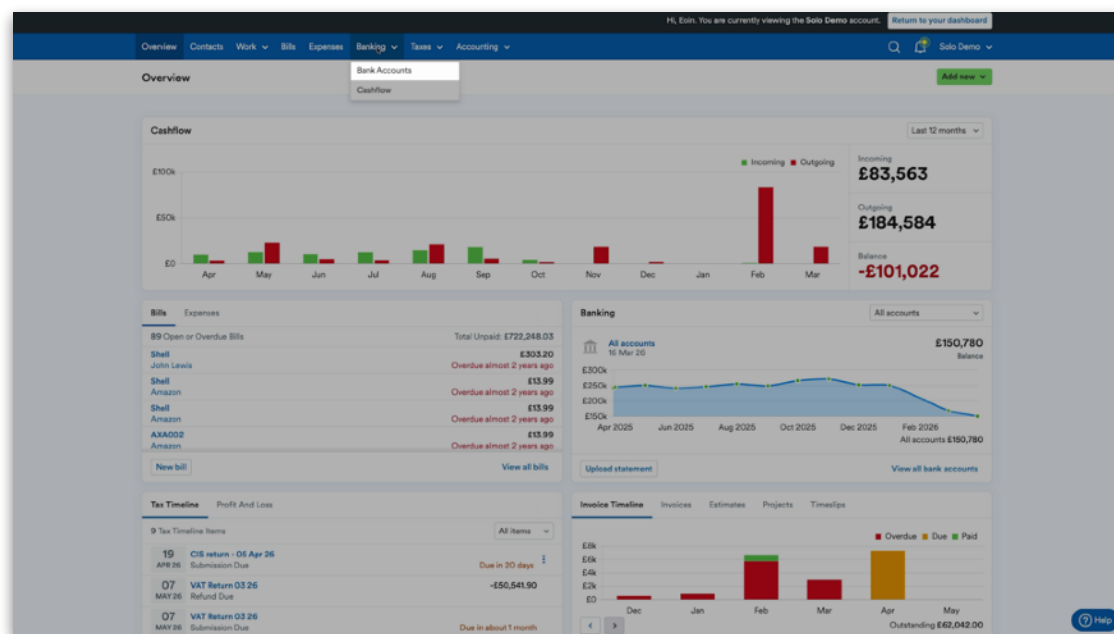
This screenshot is identical to the one above, showing the same mileage claim form and 'Recurring Options' modal. The 'Create new expense' button at the bottom of the modal is highlighted with a white border, indicating the final step to complete the process. The rest of the form and modal details remain the same.

Banking and VAT

The Banking area

The Banking area is the key part of your client's FreeAgent account. This is where their bank transactions live and where they are assigned explanations. An 'explanation' will detail exactly what the incoming or outgoing transaction was used for, along with any relevant details such as the VAT rate.

Select the '**Banking**' tab at the top of the screen from within your client's account in FreeAgent and choose '**Bank Accounts**' from the drop-down menu.

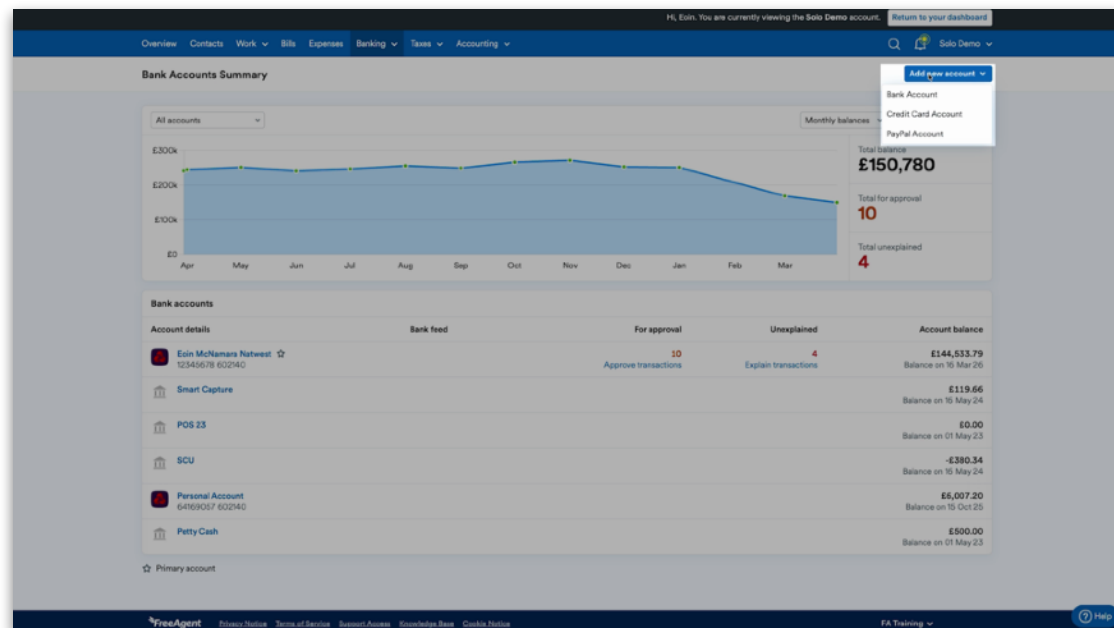


You'll be able to see your client's individual bank accounts along with relevant information including balances, an aggregated view of how much they have across their accounts and transactions that require an explanation or are awaiting approval.

These accounts can have secure bank feeds enabled, which automatically import transactions daily.

You can add as many bank accounts as your client uses for their business.

To add a new account, start by clicking the **'Add new account'** button at the top right of the screen. You'll have the option to add a **'Bank Account'**, **'Credit Card Account'** or **'PayPal Account'**.



Enter the account name. For example, if you were creating a dummy account to be used to enter relevant transactions for a client, you could call it 'Petty Cash'.

The screenshot shows the 'New Bank Account' form in FreeAgent. The form has sections for 'Bank account' and 'Optional details'. In the 'Bank account' section, the 'Account name' field is filled with 'Petty Cash'. The 'Currency' is set to 'Pounds Sterling' and the 'Status' is 'Active'. There are checkboxes for 'This is a personal account' and 'Make this my primary account'. The 'Optional details' section includes fields for 'Bank name', 'Account Number', and 'Sort/Bank Code'. The 'Opening balance (at start of 01 May 23)' section has a 'Balance' field set to '£ 0.00'. The 'Guess explanations' section has a checkbox for 'Guess explanations for my transactions' which is checked.

When adding a bank account inside FreeAgent, the account name and opening balance are required. All other fields are optional.

Scroll down to the bottom of the screen and click **'Create new account'**.

Currency: Pounds Sterling

Status: Active

☐ This is a personal account
The bank account will be treated as a personal one which means you only have to explain the transactions that relate to your business. [Learn more](#)

☐ Make this my primary account
The primary account will appear at the top of Banking lists and dropdowns.

Optional details

Bank name:

Account Number:

Sort/Bank Code:
This is sometimes called a Routing Number.

☒ Show these details on Invoices

Opening balance (at start of 01 May 23)

Balance: £ 500
The account balance at the start of the FreeAgent Start Date. (For accounts opened after this date, enter zero.)

Guess explanations

☒ Guess explanations for my transactions
When data is imported any guessed transactions will be marked **For Approval**, showing you to review and approve them as being correct. [Learn more](#)

More options: [▼](#)

[Create new account](#) [Cancel](#)

[Help](#)

Importing transactions

Next, let's look at how you and your clients can import transactions into an account. The most popular method is via a bank feed, which your client would need to enable by following these steps.

First, they would select their bank account from the list.

Hi, Eoin. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

Overview Contacts Work Bills Expenses Banking Taxes Accounting

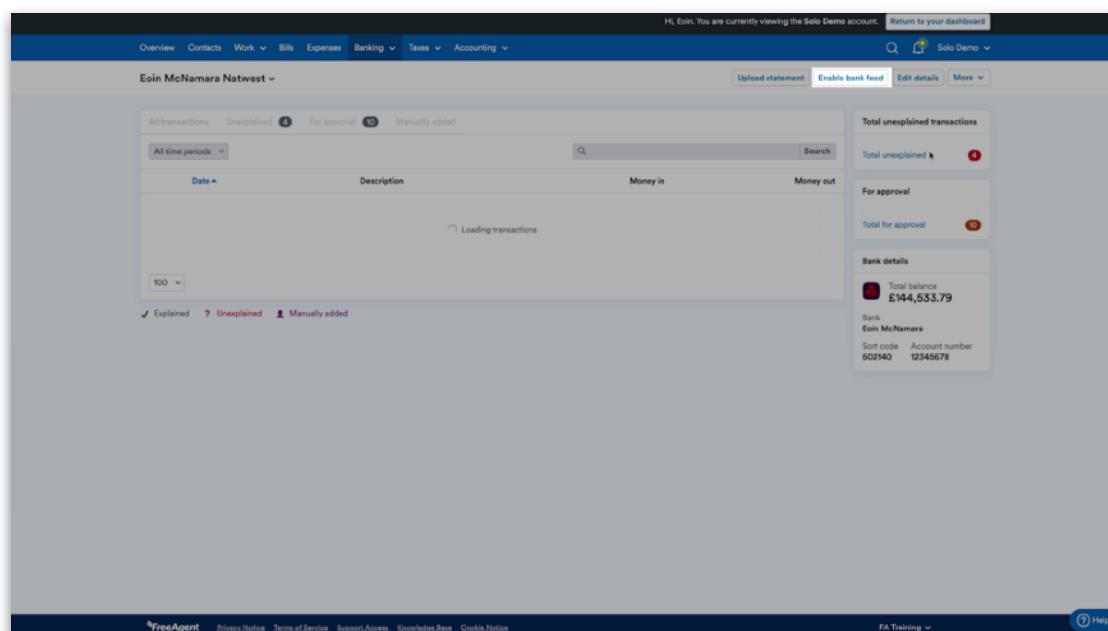
Bank Accounts Summary [Add new account](#)

All accounts Monthly balances Balance

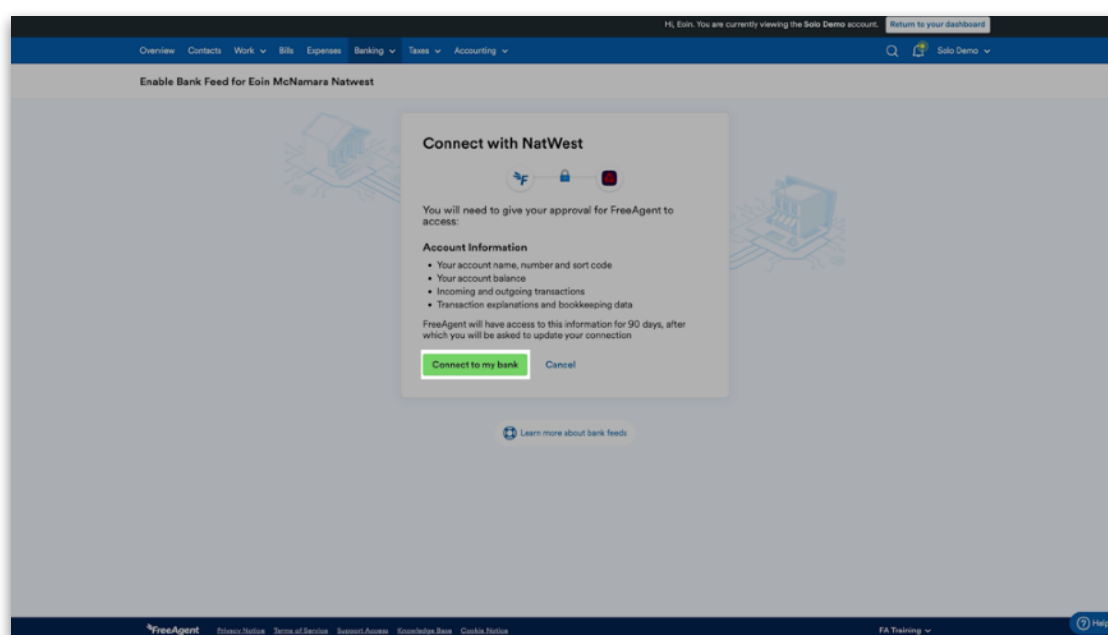
Account details	Bank feed	For approval	Unexplained	Account balance
Eoin McManus Notwest 12345678 602140		10 Approve transactions	4 Explain transactions	£144,533.79 Balance on 16 May 26
Smart Capture				£119.66 Balance on 16 May 24
POS 23				£0.00 Balance on 01 May 23
SCU				-£380.34 Balance on 16 May 24
Personal Account 641691057 602140				£6,007.20 Balance on 16 Oct 25
Petty Cash				£500.00 Balance on 01 May 23
Petty Cash Toms				£500.00 Balance on 01 May 23

☆ Primary account [Help](#)

Then, they'll need to select the '**Enable bank feed**' button.



Next, they would select the bank, the type of bank account and click the green '**Connect to my bank**' button.



Next, they would be taken to their bank's website to log in to their online banking and authorise the connection process. This process may differ from bank to bank. Once they've completed this step, they would be taken back to FreeAgent.

Lastly, your client would confirm or select the FreeAgent bank account to associate with the feed, choose the transaction start date and select 'Link Account' to complete the process.

To ensure that the correct transactions are brought into your client's account, the transaction start date cannot be earlier than their FreeAgent start date.

The day after they complete the process, transactions will start automatically pulling through to their FreeAgent account. Bank feeds in FreeAgent will record transactions going back a maximum of two years.

The easiest way for your clients to set up a bank feed is through the FreeAgent mobile app. To find out more about this, visit the [Mobile module](#) in the 'Learning and accreditation' area in the Practice Portal.

Uploading bank statements

An alternative to setting up an automated bank feed would be to manually upload bank statements in an OFX or QIF format.

If your client's bank doesn't provide these formats, they can download a CSV file instead and reformat it before uploading.

A CSV file is simply an Excel document saved in the 'comma separated value' file format with no headings and three columns. Each row inside the document relates to a single bank transaction.

The first column is the date of a transaction in the format DD/MM/YYYY. The second is the value of the transaction - where negative transactions are outgoing and the incoming transactions positive - and the final column would be the description that's uploaded with the transaction.

Explaining transactions

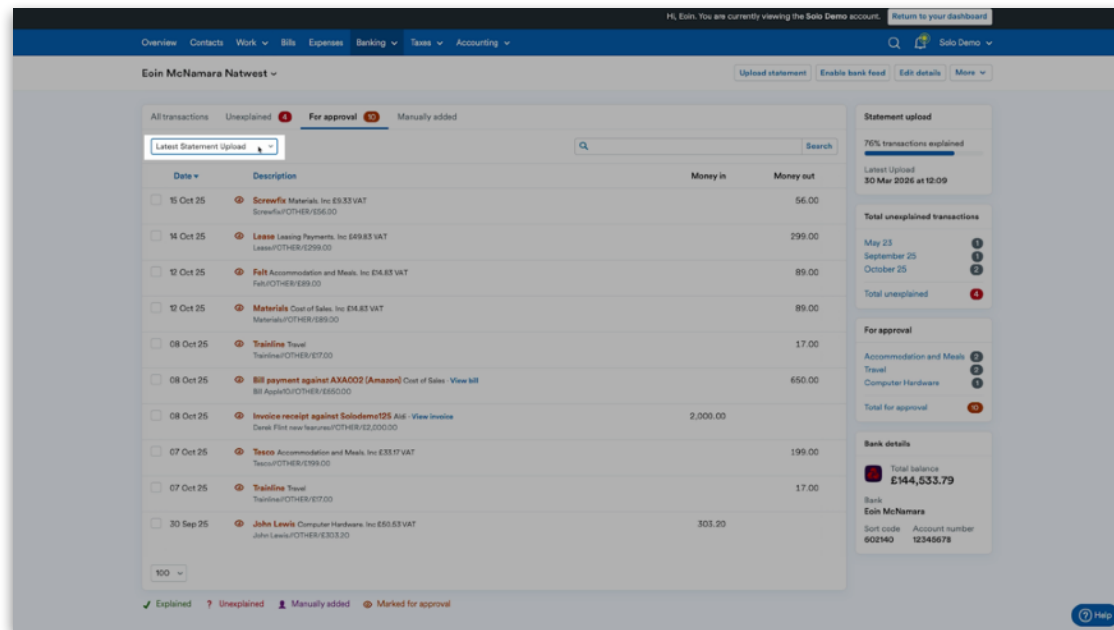
Regardless of how you or your client add transactions to FreeAgent, explaining bank transactions is a simple process that only requires entering a bit of information for FreeAgent to handle the transaction appropriately.

Transactions can be filtered by state using the different tabs. For example, 'All transactions', 'Unexplained' and 'For Approval'.

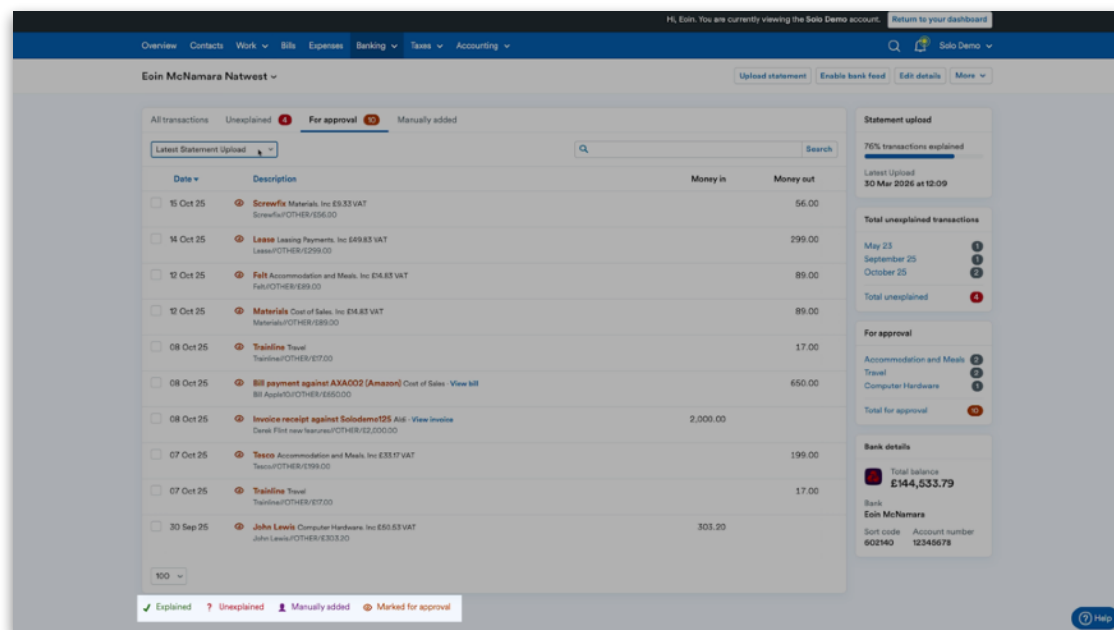
The screenshot displays the FreeAgent software interface for a user named Eoin McNamara. The interface is divided into several sections:

- Top Navigation Bar:** Includes links for Overview, Contacts, Work, Bills, Expenses, Banking, Taxes, and Accounting. It also shows a 'Solo Demo' button and a 'Return to your dashboard' link.
- Account Header:** Displays 'Eoin McNamara Natwest' and buttons for 'Upload statement', 'Enable bank feed', 'Edit details', and 'More'.
- Transaction Filter Tabs:** Located at the top of the main area, these include 'All transactions', 'Unexplained' (with a red badge indicating 4 items), 'For approval' (with a red badge indicating 3 items), and 'Manually added'.
- Transaction Table:** A table listing transactions with columns for 'Date', 'Description', 'Money in', and 'Money out'. The table shows various transactions, including 'Screwfix Materials Inc £9.53 VAT', 'Lease Leasing Payments, Inc £49.83 VAT', 'Felt Accommodation and Meals, Inc £14.83 VAT', 'Materials Cost of Sales, Inc £14.83 VAT', 'Trainline Travel', 'Bill payment against AXA002 (Amazon) Cost of Sales', 'Invoice receipt against Solidstone125 Ltd', 'Tessa Accommodation and Meals, Inc £33.17 VAT', and 'John Lewis Computer Hardware, Inc £50.53 VAT'.
- Right-Hand Sidebar:** Contains several summary sections:
 - Statement upload:** Shows '70% transactions explained' and 'Latest Upload: 30 Mar 2026 at 12:09'.
 - Total unexplained transactions:** A list showing 4 unexplained transactions with dates: May 25, September 25, October 25, and October 25.
 - For approval:** A list showing 3 transactions for approval: Accommodation and Meals, Travel, and Computer Hardware.
 - Bank details:** Shows the 'Total balance' as £144,533.79 and the bank name 'Eoin McNamara'.
- Footer:** Includes a legend for transaction states: Explained (green checkmark), Unexplained (red question mark), Manually added (purple person icon), and Marked for approval (red circle with checkmark). A 'Help' button is also present in the bottom right corner.

They can also be filtered by date, using the 'time periods' drop-down menu below 'All transactions'.



You'll notice that each transaction is assigned a colour and icon. 'Explained' transactions are green, 'For approval' are orange, 'Unexplained' are red and 'Manually added' are purple. You can also refer to the transaction status legend at the bottom of the screen.



A transaction is labelled as unexplained when FreeAgent does not know what the transaction was for and as a result it's not being posted to the nominal code or any VAT returns, if applicable. Once a transaction is explained it will

simply turn green and be posted to the relevant accounts. Once you've selected a transaction to explain, FreeAgent will ask you to provide some information about it.

Select the payment type, category, the appropriate rate of VAT and add a description.

The screenshot shows the FreeAgent interface for Eoin McNamara Natwest. The main area displays a list of transactions with columns for Date, Description, Money in, and Money out. A modal form is open for editing a transaction, with the following fields:

- Type: Payment
- Including: 0% VAT
- Category: Travel
- Description: Trainline

The right sidebar shows the statement upload progress (84% transactions explained) and bank details (Total balance: £144,533.79).

You can enter further details by selecting **'Adjustments'** near the bottom right of the expanded transaction, then selecting **'More options'**.

The screenshot shows the same FreeAgent interface, but with the 'Adjustments' dropdown menu open for the transaction dated 09 Oct 25. The dropdown menu shows the following options:

- Add fees or commissions
- More options

From here, you can link the transaction to a project and add an attachment to the transaction from either your device or the saved files area in FreeAgent.

The screenshot shows a transaction entry form in FreeAgent. At the top, the 'Type' is set to 'Payment'. Under 'VAT options', 'UK VAT Rates' is selected, and the 'Value' is £ 17.00. The 'VAT' rate is 0%. Below this is a 'More Detail' section with 'Category' set to 'Travel' and 'Description' set to 'Trainline'. The 'Optional References' section has 'Link to Project' set to 'None' and 'Receipt no' is empty. The 'Attachment' section has a 'File to attach' dropdown with options 'Upload a file' and 'Choose from saved files'. The 'Attachment description' is empty. At the bottom, there is a 'Guest Rule' section with a note about the explanation being generated by the 'Similarly explained transactions' rule. The form has 'Approve & Save Changes' and 'Cancel' buttons at the bottom.

To complete the process, select '**Explain transaction**' or if the transaction is needing approval, select '**Approve & Save Changes**'.

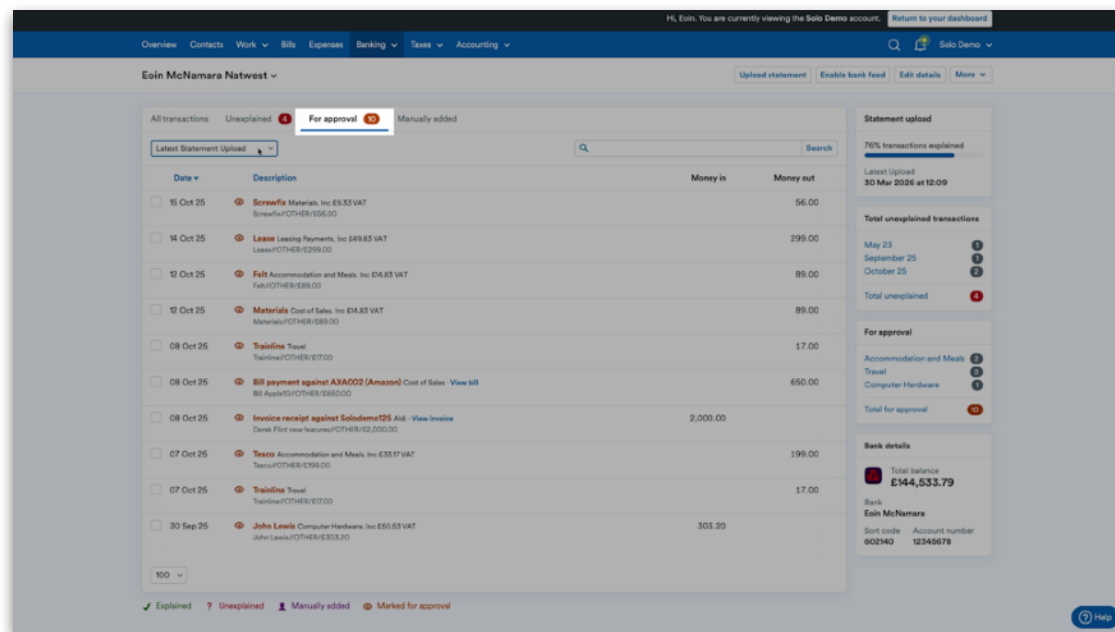
You'll notice the transaction has turned green and is now being posted according to the explanation details provided.

Matching transactions using Smart Capture

Once you have saved your files to the Files area using Smart Capture, they'll automatically be matched to a 'For approval' bank transaction if one with a matching date and value exists.

This will be the same total amount, as long as the transaction date is within two days of the receipt date.

Choose the bank account and select the **'For approval tab'**.



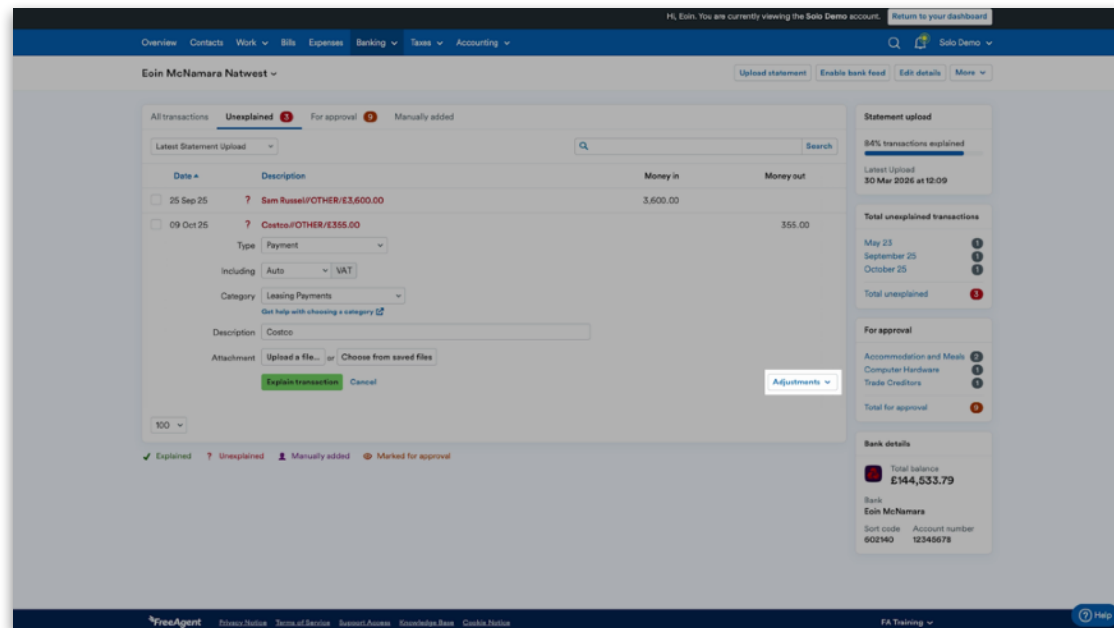
Transactions that have a matching Smart Capture file will have a lightning bolt with a blue circle. Select **'Approve & save changes'**.

Bank transaction adjustments

In the Banking area, there are options to adjust transactions. You can split a single bank transaction over multiple bills or invoices, and add fees or commissions to a bank transaction.

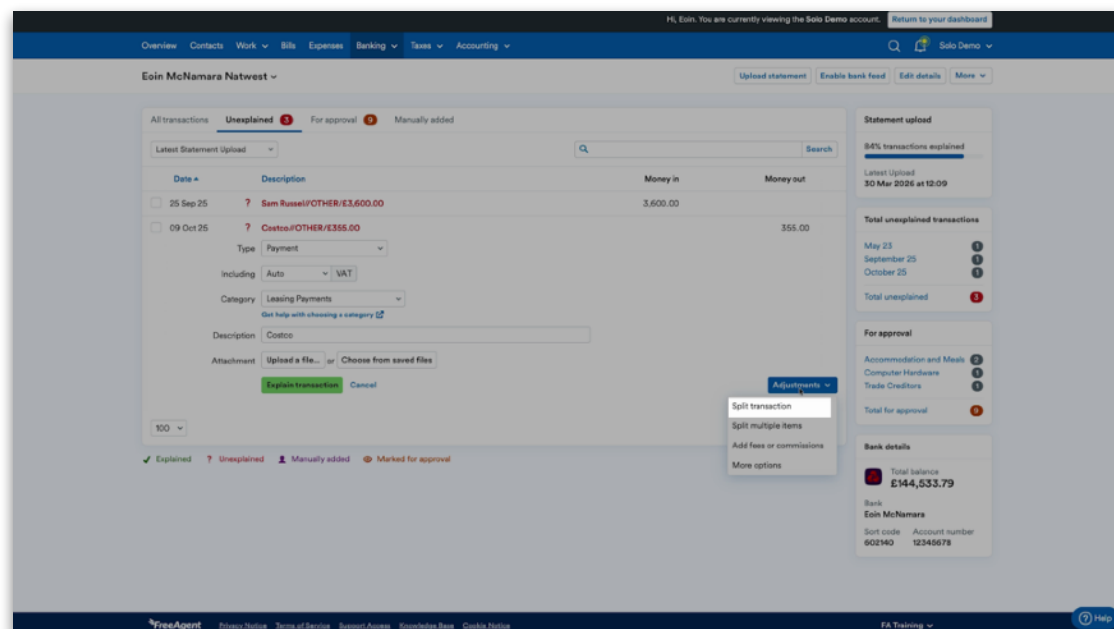
To view these adjustments, the transaction must be marked as unexplained.

To access the adjustments, select the unexplained transaction and then, to the bottom right of the transaction, select the **'Adjustments'** drop-down menu.



Splitting transactions

Select **'Split transaction'**.



This opens the 'Split transaction' window.

Under 'Select split type', you can select the 'Type', VAT rate, and also the split value you want to assign.

Split transaction

Switch adjustment type

Eoin McNamara Natwest

Date	Description	Money In	Money Out
09 Oct 25	Costs/OTHER/E355.00		355.00
Balance			355.00

Select split type

Type: Payment

VAT options: ☒ UK VAT Rates ☐ Reverse Charge

Value: £ 65.00

£306.00 remaining to be explained

VAT: Auto

Select Auto VAT to use the normal VAT rate for the category and entry date.

More Detail

Category: Leasing Payments

Description: Costs

Optional References

Link to Project: None

Receipt no:

Attachment

Is this a fee?

If this transaction has had deductions from:

- bank charges
- payment processor fees
- currency charges
- commission

You'll need to include a fee adjustment instead.

Read the help article

Under the value you have assigned, it will state the amount that is remaining to be explained.

Split transaction

Switch adjustment type

Eoin McNamara Natwest

Date	Description	Money In	Money Out
09 Oct 25	Costs/OTHER/E355.00		355.00
Balance			355.00

Select split type

Type: Payment

VAT options: ☒ UK VAT Rates ☐ Reverse Charge

Value: £ 65.00

£306.00 remaining to be explained

VAT: Auto

Select Auto VAT to use the normal VAT rate for the category and entry date.

More Detail

Category: Leasing Payments

Description: Costs

Optional References

Link to Project: None

Receipt no:

Attachment

Is this a fee?

If this transaction has had deductions from:

- bank charges
- payment processor fees
- currency charges
- commission

You'll need to include a fee adjustment instead.

Read the help article

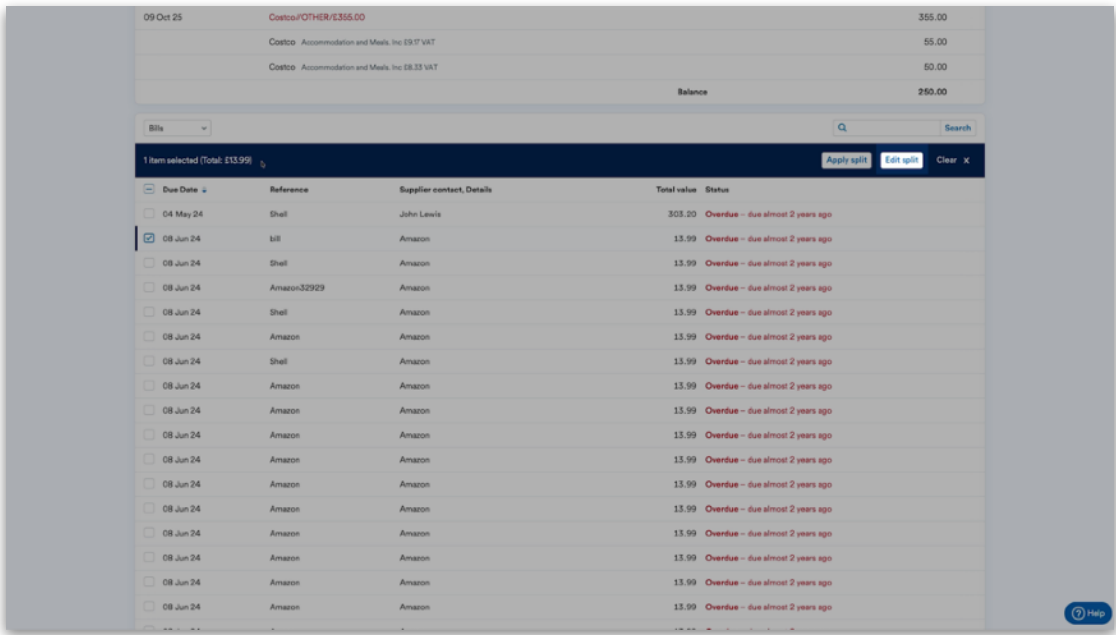
In the 'More Detail' section you can assign the category and the description. You can also link to a project and attach an item to the split of the transaction.

You can keep splitting the transaction by clicking **'Save and add another'** until you are finished and can select **'Save and finish'**.

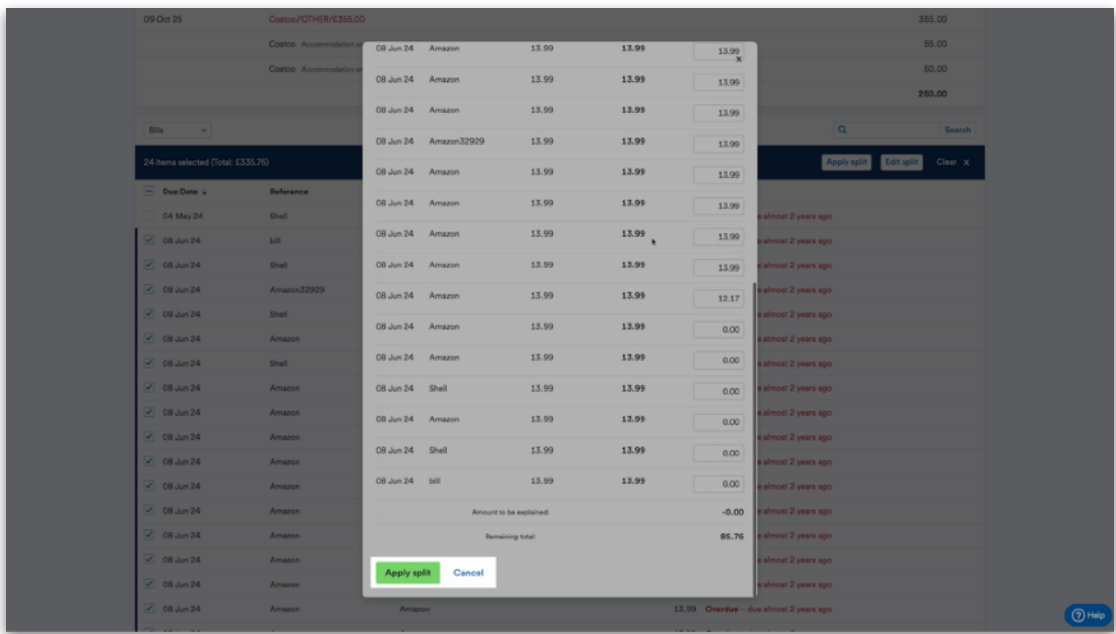
Assigning multiple items against a single bank transaction
Under 'Adjustments' choose **'Split multiple items'**.

From the drop-down menu above the table, select which 'Type' you would like to view. You can choose from 'Overdue' and 'Open' invoices or bill refunds (if it is a money in transaction) or bills or credit notes (if it is a money out

You also have the option to edit the amount that is assigned to each item by selecting **‘Edit split’**.



Once you’re happy with the assignment, click **‘Apply split’**. If you wish to clear the assigned transactions, click **‘Clear’**.

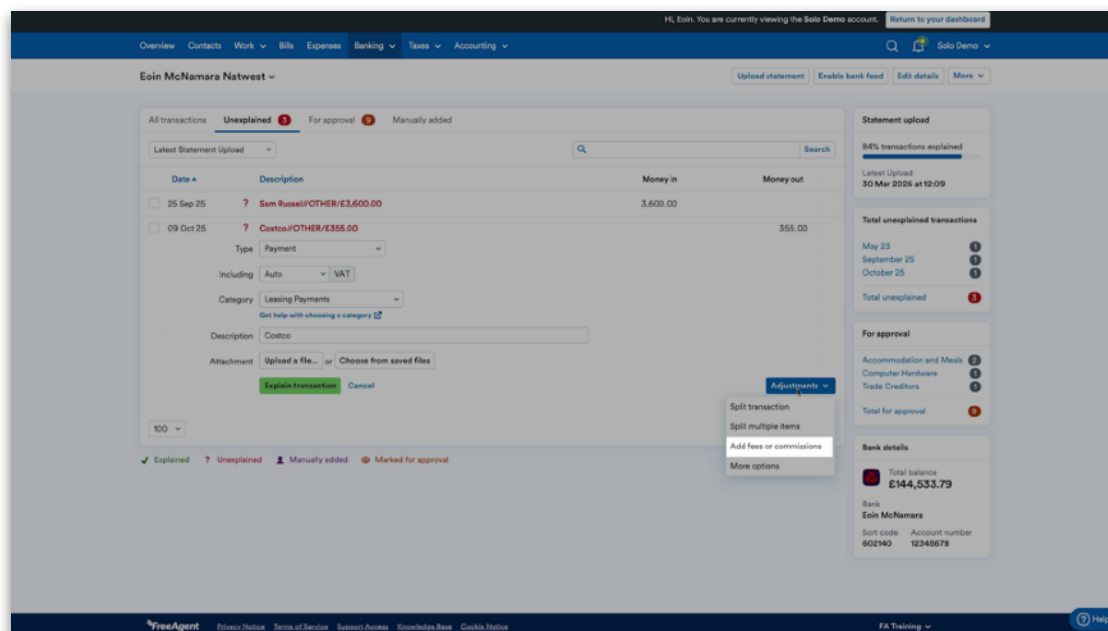


Adding fees or commissions onto a transaction

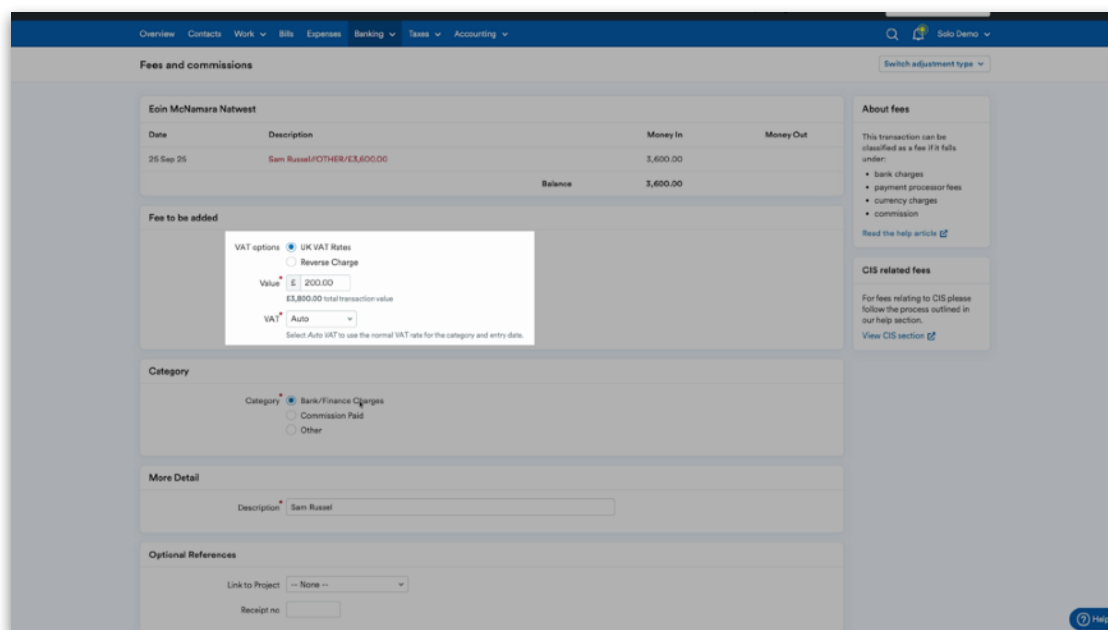
This functionality can be used to account for the gross amount of the transaction. This can also be done in the landlord license to account for

property management or letting agency fees that have been deducted from the gross amount of the rent.

Select the bank transaction you wish to add the fees to, select **'Adjustments'** and then choose **'Add fees or commissions'** from the drop-down menu.



On the next page, you'll see the 'Fee to be included' section. Enter the amount to be added as fees to the transaction in the 'Value' box and the VAT rate from the 'VAT' drop-down menu.



Under the fee you have added, it'll state the total value of the transaction with the fees added.

Fees and commissions

Switch adjustment type

Eoin McNamara Natwest

Date	Description	Money In	Money Out
25 Sep 25	Sam Russell/OTHER/£3,600.00	3,600.00	
	Balance	3,600.00	

Fee to be added

VAT options: ☒ UK VAT Rates ☐ Reverse Charge

Value: £ 200.00

£3,800.00 total transaction value

VAT: Auto

Select Auto VAT to use the normal VAT rate for the category and entry date.

Category

Category: ☒ Bank/Finance Charges ☐ Commission Paid ☐ Other

More Detail

Description: Sam Russell

Optional References

Link to Project: None

Receipt no:

About fees

This transaction can be classified as a fee if it falls under:

- bank charges
- payment processor fees
- currency charges
- commission

[Read the help article](#)

CIS related fees

For fees relating to CIS please follow the process outlined in our help section.

[View CIS section](#)

[Help](#)

In the 'Category' section, you can pick the accounting category you want to assign to the fees.

Fees and commissions

Switch adjustment type

Eoin McNamara Natwest

Date	Description	Money In	Money Out
25 Sep 25	Sam Russell/OTHER/£3,600.00	3,600.00	
	Balance	3,600.00	

Fee to be added

VAT options: ☒ UK VAT Rates ☐ Reverse Charge

Value: £ 200.00

£3,800.00 total transaction value

VAT: Auto

Select Auto VAT to use the normal VAT rate for the category and entry date.

Category

Category: ☒ Bank/Finance Charges ☐ Commission Paid ☐ Other

More Detail

Description: Sam Russell

Optional References

Link to Project: None

Receipt no:

About fees

This transaction can be classified as a fee if it falls under:

- bank charges
- payment processor fees
- currency charges
- commission

[Read the help article](#)

CIS related fees

For fees relating to CIS please follow the process outlined in our help section.

[View CIS section](#)

[Help](#)

Once done, select **'Save and finish'**, or select **'Save and add another'** to continue adding more.

The screenshot shows a VAT entry form in FreeAgent. At the top, there are fields for 'Value' (set to £ 200.00) and 'VAT' (set to Auto). Below this is a 'Category' section with radio buttons for 'Bank/Finance Charges', 'Commission Paid', and 'Other'. The 'Other' category is selected, and a dropdown menu shows 'Bank/Finance Charges'. Below the category section is a 'More Detail' section with a 'Description' field containing 'Sam Russel'. Underneath is an 'Optional References' section with a 'Link to Project' dropdown (set to 'None') and a 'Receipt no' field. At the bottom is an 'Attachment' section with a 'File to attach' button (set to 'Upload a file') and a 'Choose from saved files' button. Below the attachment section are three buttons: 'Save and finish', 'Save and add another', and 'Cancel'. On the right side, there is a 'CIS related fees' section with a link to 'View CIS section'.

VAT

You can access the VAT area of FreeAgent from within your client's account by clicking **'Taxes'** at the top of the screen and then selecting **'VAT'** from the drop-down menu.

The screenshot shows the FreeAgent VAT area. At the top, there is a navigation bar with 'Overview', 'Contacts', 'Work', 'Bills', 'Expenses', 'Banking', 'Taxes', and 'Accounting'. The 'Taxes' menu is open, showing 'Income Tax', 'VAT', and 'CIS'. The 'VAT' option is selected. Below the navigation bar, there is a section for 'Eoin McNamara Natwest' with a 'Latest Statement Upload' button. The main area displays a table of transactions with columns for 'Date', 'Description', 'Money in', and 'Money out'. The table shows two transactions: one for '25 Sep 25' with a description of 'Sam Russel Bank/Finance Charges' and a money out of '200.00', and another for '25 Sep 25' with a description of 'Sam Russel/OTHER/£3,600.00' and a money in of '3,800.00'. Below the table, there are buttons for 'Explained', 'Unexplained', and 'Manually added'. On the right side, there is a 'Statement upload' section with a 'Good job. Now relax.' message and a 'Latest Upload' button. Below this is a 'Total unexplained transactions' section with a table showing 'May 23' and 'September 25' with counts of 1 and 1 respectively. Below that is a 'For approval' section with a table showing 'Accommodation and Meals', 'Computer Hardware', and 'Trade Creditors' with counts of 2, 1, and 1 respectively. At the bottom right, there is a 'Bank details' section with a 'Total balance' of '£144,533.79' and a 'Bank' of 'Eoin McNamara'.

All of your client's relevant explained bank transactions, bills, invoices, expenses and journals will be used to create the VAT return liability that you see in this section.

This first screen shows any VAT liability calculated for each individual return, along with any bank transactions that have been explained as VAT payments. Any outstanding balance due to or from HMRC is shown in the far-right column.

If you click on the 'Description' of a VAT return, you'll be able to see a preview of a standard return and the values in each of the boxes.

Statement of Account

Dated on	Description	Liability	Payment	Balance Due to HMRC
31 Mar 25	VAT Return 03 25 due by 07 May 25	-£50,541.90		-£51,957.55
31 Dec 25	VAT Return 12 25 due by 07 Feb 26	-£14,807.18		-£1,415.65
30 Sep 25	VAT Return 09 25 due by 07 Nov 25	£6,536.35		£13,391.53
30 Jun 25	VAT Return 06 25 due by 07 Aug 25	-£3,187.58		£6,855.18
31 Mar 25	VAT Return 03 25 due by 07 May 25	£9,888.92		£10,042.76
31 Dec 24	VAT Return 12 24 due by 07 Feb 25	-£3,057.56		£153.84
30 Sep 24	VAT Return 09 24 due by 07 Nov 24	£5,200.00		£3,211.40
30 Jun 24	VAT Return 06 24 due by 07 Aug 24	-£1,788.60		-£1,788.60
Initial Balance at 01 May 23				£0.00

These boxes are automatically calculated by FreeAgent based on the data that has been entered into FreeAgent.

The VAT return will also be clearly labelled as either 'Filed' or 'Unfiled'.

VAT Return for period 09 25

VAT Period Ending 30 Sep 25

VAT Return

01 Jul 25 to 30 Sep 25

VAT due on sales and other outputs	1	£8,587.74
VAT due on intra-community acquisitions of goods made in Northern Ireland from EU Member States	2	£0.00
Total VAT due (the sum of boxes 1 and 2)	3	£8,587.74
VAT reclaimed on purchases and other inputs (including acquisitions from the EU)	4	£1,477.66
Net VAT to be paid to Customs or reclaimed by you (difference between boxes 3 and 4)	5	£7,369.68
Total value of sales and all other outputs excluding any VAT	6	£48,368
Total value of purchases and all other inputs excluding any VAT	7	£9,852
Total value of intra-community dispatches of goods and related costs, excluding any VAT, from Northern Ireland to EU Member States	8	£0
Total value of intra-community acquisitions of goods and related costs, excluding any VAT, made in Northern Ireland from EU Member States	9	£0

Payments to HMRC

07 NOV 25 Payment Due

£7,369.68 Overdue 5 months ago Mark as paid

HMRC Connection

Expiring soon

Your HMRC connection will expire in 8 days. Update your connection to continue submitting VAT returns.

Update connection

VAT period

Unfiled

Start 01 Jul 25 End 30 Sep 25

Important deadlines

File by 07 Nov 25 Pay by 07 Nov 25

Calculation details

Scheme Standard Scheme

Calculation Basis Cash

Fuel Scale Charge None

Click on the 'Full Report' tab to see exactly how the boxes on the return have been calculated.

VAT Return for period 09 25

VAT Period Ending 30 Sep 25

VAT Return

01 Jul 25 to 30 Sep 25

VAT due on sales and other outputs	1	£8,587.74
VAT due on intra-community acquisitions of goods made in Northern Ireland from EU Member States	2	£0.00
Total VAT due (the sum of boxes 1 and 2)	3	£8,587.74
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Total value of intra-community acquisitions of goods and related costs, excluding any VAT, made in Northern Ireland from EU Member States	9	£0

Payments to HMRC

07 NOV 25 Payment Due

£7,369.68 Overdue 5 months ago Mark as paid

HMRC Connection

Expiring soon

Your HMRC connection will expire in 8 days. Update your connection to continue submitting VAT returns.

Update connection

VAT period

Unfiled

Start 01 Jul 25 End 30 Sep 25

Important deadlines

File by 07 Nov 25 Pay by 07 Nov 25

Calculation details

Scheme Standard Scheme

Calculation Basis Cash

Fuel Scale Charge None

Each line item is a blue link that you can click to view the associated bank transaction.

VAT Return for period 09 25

Export Edit details Mark as filed [File online with HMRC](#)

Preview Full Report

Sales

Date	Description	Category	Box 1	Box 6	Box 8
			1	6	8
			£8,587.14	£48,367.86	£0.00
01-Jul-25	Sales	Sales	-369.05	369.05	
01-Jul-25	Sales	Sales	81.33	-81.33	
01-Jul-25	CIS Income	CIS Income (20%)	66.67	333.33	
01-Jul-25	CIS Income	CIS Income (20%)	120.00	600.00	
01-Jul-25	CIS Income	CIS Income (20%)	80.00	400.00	
01-Jul-25	CIS Income	CIS Income (20%)	66.67	333.33	
01-Jul-25	CIS Income	CIS Income (20%)	103.33	516.67	
01-Jul-25	CIS Income	CIS Income (20%)	80.00	400.00	
01-Jul-25	CIS Income	CIS Income (20%)	120.00	600.00	
01-Jul-25	CIS Income	CIS Income (20%)	120.00	600.00	
01-Jul-25	CIS Income	CIS Income (20%)	66.67	333.33	
01-Jul-25	CIS Income	CIS Income (20%)	80.00	400.00	
01-Jul-25	CIS Income	CIS Income (20%)	103.33	516.67	
01-Jul-25	Sales	Original item has been deleted	-600.00	-3,000.00	
01-Jul-25	CIS Income	CIS Income (20%)	-516.67	1,291.67	
02-Jul-25	CIS Income	CIS Income (20%)	720.00	3,600.00	
08-Jul-25	Sales	Sales	-23.81	-476.19	
09-Jul-25	Reconciliation for Invoice Subdemo059		175.00	2,500.00	

HMRC Connection

Expiring soon

Your HMRC connection will expire in 8 days. Update your connection to continue submitting VAT returns.

[Update connection](#)

VAT period

Unfiled

Start: 01 Jul 25 End: 30 Sep 25

Important deadlines

File by: 07 Nov 25 Pay by: 07 Nov 25

Calculation details

Scheme: **Standard Scheme**

Calculation Basis: **Cash**

Full Scale Change: **None**

To file the VAT return for your client from within FreeAgent, click the green **'File online with HMRC'** button.

VAT Return for period 09 25

Export Edit details Mark as filed [File online with HMRC](#)

Preview Full Report

Sales

Date	Description	Category	Box 1	Box 6	Box 8
			1	6	8
			£8,587.14	£48,367.86	£0.00
01-Jul-25	Sales	Sales	-369.05	369.05	
01-Jul-25	Sales	Sales	81.33	-81.33	
01-Jul-25	CIS Income	CIS Income (20%)	66.67	333.33	
01-Jul-25	CIS Income	CIS Income (20%)	120.00	600.00	
01-Jul-25	CIS Income	CIS Income (20%)	80.00	400.00	
01-Jul-25	CIS Income	CIS Income (20%)	66.67	333.33	
01-Jul-25	CIS Income	CIS Income (20%)	103.33	516.67	
01-Jul-25	CIS Income	CIS Income (20%)	80.00	400.00	
01-Jul-25	CIS Income	CIS Income (20%)	120.00	600.00	
01-Jul-25	CIS Income	CIS Income (20%)	120.00	600.00	
01-Jul-25	CIS Income	CIS Income (20%)	66.67	333.33	
01-Jul-25	CIS Income	CIS Income (20%)	80.00	400.00	
01-Jul-25	CIS Income	CIS Income (20%)	103.33	516.67	
01-Jul-25	Sales	Original item has been deleted	-600.00	-3,000.00	
01-Jul-25	CIS Income	CIS Income (20%)	-516.67	1,291.67	
02-Jul-25	CIS Income	CIS Income (20%)	720.00	3,600.00	
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09-Jul-25	Reconciliation for Invoice Subdemo059		175.00	2,500.00	

HMRC Connection

Expiring soon

Your HMRC connection will expire in 8 days. Update your connection to continue submitting VAT returns.

[Update connection](#)

VAT period

Unfiled

Start: 01 Jul 25 End: 30 Sep 25

Important deadlines

File by: 07 Nov 25 Pay by: 07 Nov 25

Calculation details

Scheme: **Standard Scheme**

Calculation Basis: **Cash**

Full Scale Change: **None**

Review the legal declaration and tick the checkbox.

Hi, Eoin. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

Overview Contacts Work Bills Expenses Banking Taxes Accounting

Submit VAT Return to HMRC Online

We're preparing your VAT submission
Please wait while we check your VAT return dates with HMRC.

- Double-check everything**
 - ✓ Are your VAT registration and first VAT return dates correct?
 - ✓ Have you chosen invoice or cash accounting as appropriate for this VAT return?
 - ✓ Is your VAT flat rate scheme setting right? Remember this should be 'Standard Scheme' unless you've been accepted by HMRC to join the flat rate scheme.
 - ✓ Have you entered and explained all your bank transactions that fall within this VAT return period?
 - ✓ Have you included any transactions bought or sold outside the UK correctly? [Find out more](#)
 - ✓ Have you included and sent, or marked as sent, all your invoices that fall within this VAT return period?
 - ✓ Have you entered all your out-of-pocket expenses for this VAT return period?
- Check with an accountant**
We strongly recommend that an accountant checks your VAT return before you file online.
- Legal declaration**
☐ By submitting this VAT return I am making a legal declaration that this information is true and complete. I understand that a false declaration can result in prosecution.
- Submit VAT Return** [Cancel](#)

HMRC Connection
Expiring soon
Your HMRC connection will expire in 8 days. Update your connection to continue submitting VAT returns.
[Update connection](#)

VAT period
Unfiled
Start: 01 Jul 25 End: 30 Sep 25

Important deadlines
File by: 07 Nov 25 Pay by: 07 Nov 25

Calculation details
Scheme: Standard Scheme
Calculation Basis: Cash
Fuel Scale Charge: None

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Select '**Submit VAT Return**' and FreeAgent will send the return to HMRC.

Hi, Eoin. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

Overview Contacts Work Bills Expenses Banking Taxes Accounting

Submit VAT Return to HMRC Online

We're preparing your VAT submission
Please wait while we check your VAT return dates with HMRC.

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 - ✓ Are your VAT registration and first VAT return dates correct?
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 - ✓ Have you entered and explained all your bank transactions that fall within this VAT return period?
 - ✓ Have you included any transactions bought or sold outside the UK correctly? [Find out more](#)
 - ✓ Have you included and sent, or marked as sent, all your invoices that fall within this VAT return period?
 - ✓ Have you entered all your out-of-pocket expenses for this VAT return period?
- Check with an accountant**
We strongly recommend that an accountant checks your VAT return before you file online.
- Legal declaration**
☐ By submitting this VAT return I am making a legal declaration that this information is true and complete. I understand that a false declaration can result in prosecution.
- Submit VAT Return** [Cancel](#)

HMRC Connection
Expiring soon
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[Update connection](#)

VAT period
Unfiled
Start: 01 Jul 25 End: 30 Sep 25

Important deadlines
File by: 07 Nov 25 Pay by: 07 Nov 25

Calculation details
Scheme: Standard Scheme
Calculation Basis: Cash
Fuel Scale Charge: None

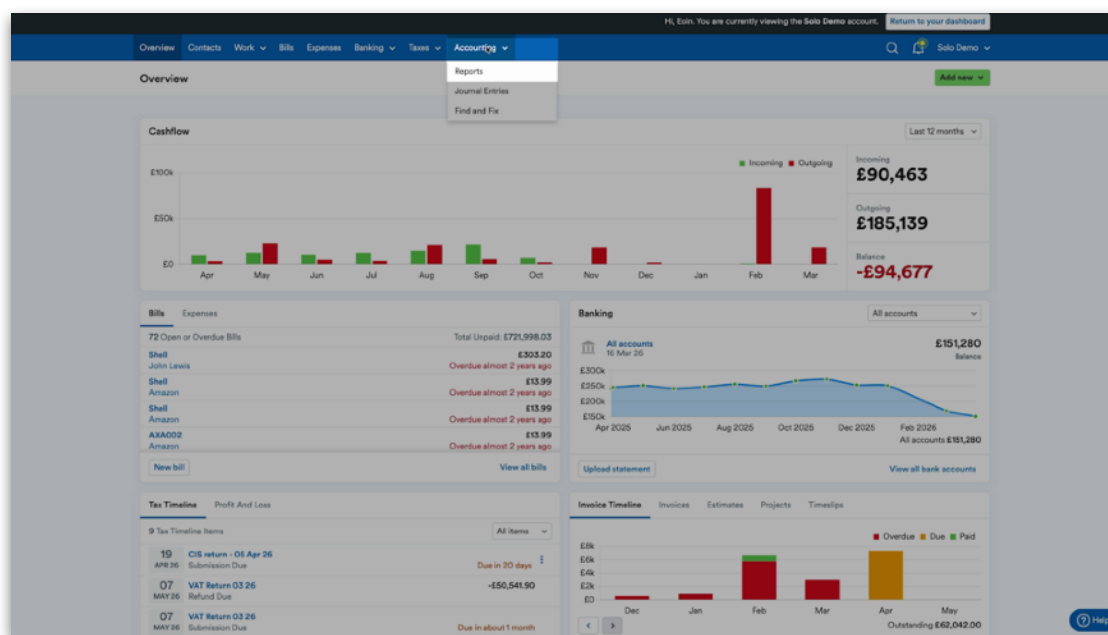
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FreeAgent will only send the total value from the 'Preview' tab to HMRC and not a breakdown of the transactions from the 'Full Report' tab.

Essential reports

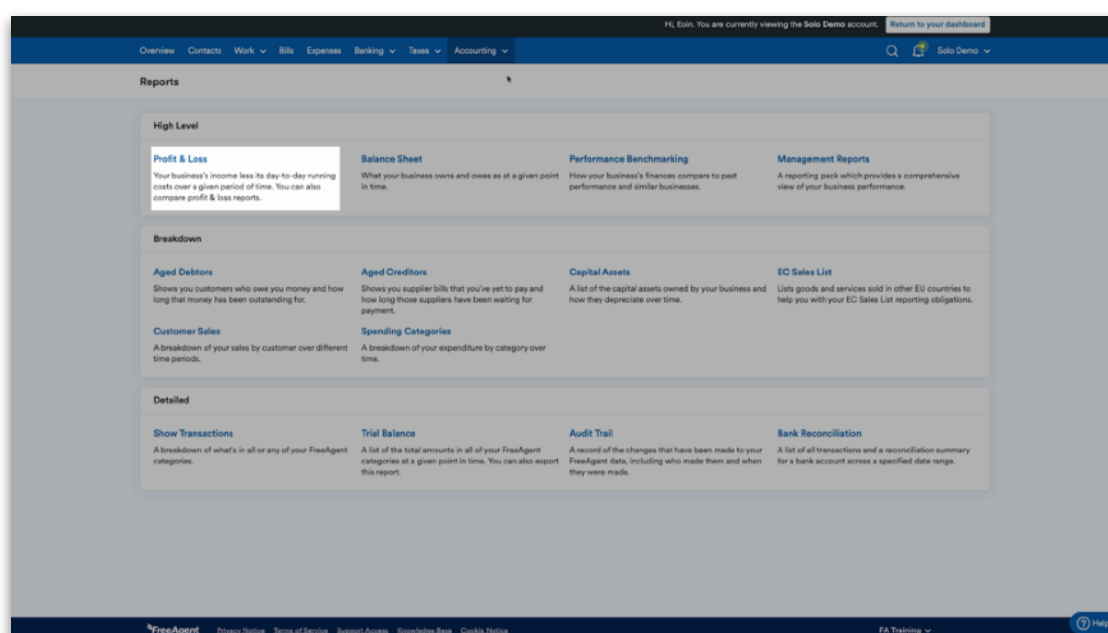
Select the **'Reports'** from within the **'Accounting'** tab drop-down menu.



Here you will see a collection of reports based on the data in your client's FreeAgent account. These reports are particularly helpful for providing insights into your client's business and how it's performing.

Profit & Loss report

Within the 'High Level' section, select **'Profit & Loss'**.



You can choose whether to view your client's Profit & Loss report for a specific month, quarter, year, opening balances, the current accounting year so far or a custom date range. Every line item on the report is clickable and will show the credits and debits that make up the line item.

You can download the report as a PDF or CSV by selecting the green **'Export Report'** button.

Profit & Loss

Current Accounting Year to 30 Mar 26

	Debit	Credit
Turnover		78,045
Sales		7,470
CIS Income (20%)		70,575
Less Cost of Sales	163,340	
CIS Accommodation and Meals	83	
CIS Labour	121,667	
CIS Materials	36,667	
Cost of Sales	4,311	
Materials	613	
Gross Profit		-85,295
Less Administration Expenses	10,430	
Mileage	1,594	
Office Costs	130	
Rent	952	
Computer Hardware	-243	

Select the **'Comparative'** tab to compare two different quarterly or annual reports side-by-side, or view a custom date range.

Profit & Loss

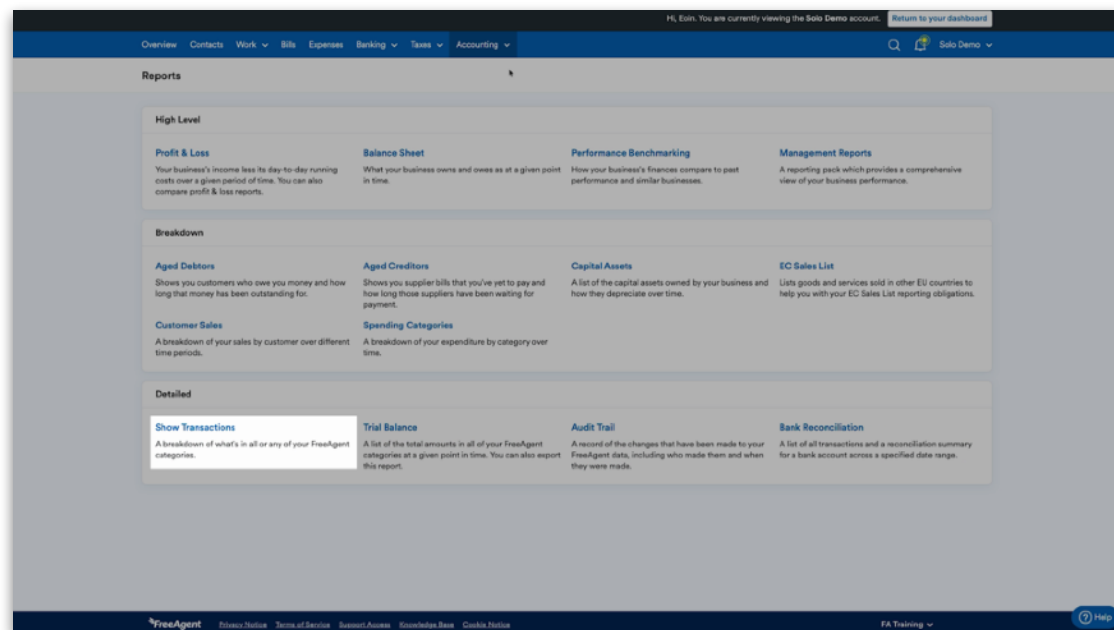
Comparison of Accounting Year 2024/25 and Current Year to date

	Period 1 Accounting Year 2024/25	Period 2 Current Year to date	Difference	Percentage change
Turnover	168,403	78,045	-90,358	-54% ↓
Sales	168,403	7,470	-160,933	-96% ↓
CIS Income (20%)	0	70,575	70,575	↑
Less Cost of Sales	8,198	163,340	155,142	1892% ↑
CIS Accommodation and Meals	0	83	83	↑
CIS Labour	0	121,667	121,667	↑
CIS Materials	0	36,667	36,667	↑
Cost of Sales	6,122	4,311	-1,811	-30% ↓
Materials	2,401	613	-1,789	-74% ↓
Subcontractor Costs	-325	0	325	100% ↑
Gross Profit	160,205	-85,295	-245,500	-153% ↓
Less Administration Expenses	16,217	10,430	-5,786	-36% ↓
Mileage	646	1,594	948	147% ↑
Office Costs	1,181	130	-1,051	-89% ↓

You and your client can also see a brief snapshot, taken from the yearly profit and loss account, of their business's income and day-to-day running costs for the current year to date so far on the Overview screen.

Show Transactions report

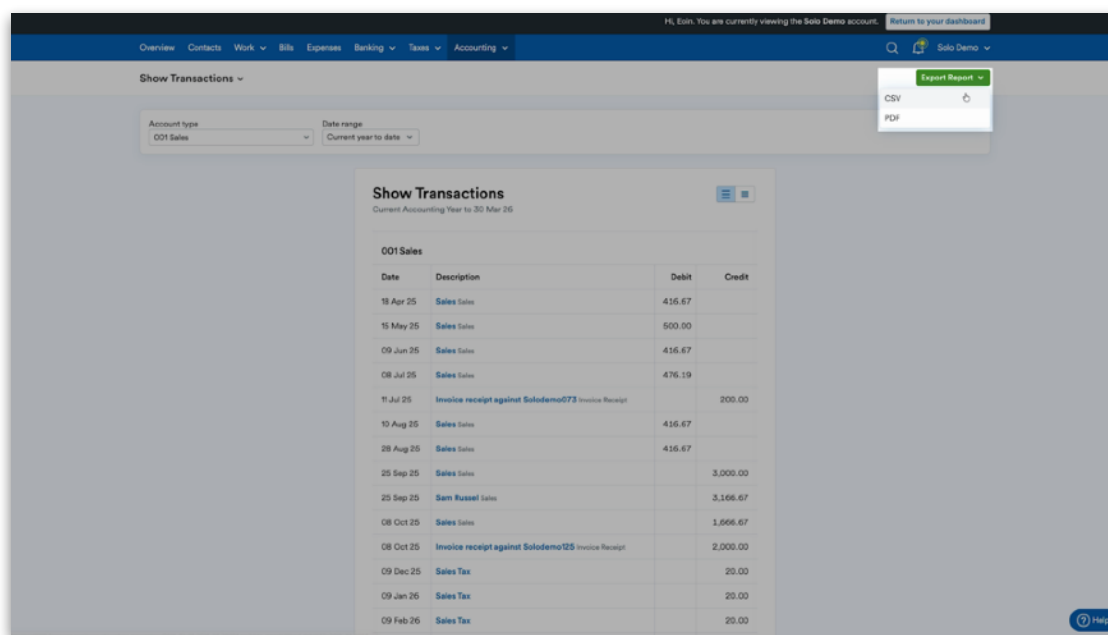
Within the 'Detailed' area, select '**Show Transactions**'.



The Show Transactions report is a full nominal ledger report displaying all of the transactions for the different account categories in FreeAgent.

You can filter the Show Transactions report by date, account or tax reporting type.

To export a list of all the transactions that make up a particular account, select **‘Export Report’** in the top-right corner and select either **‘CSV’** or **‘PDF’** from the drop-down menu.

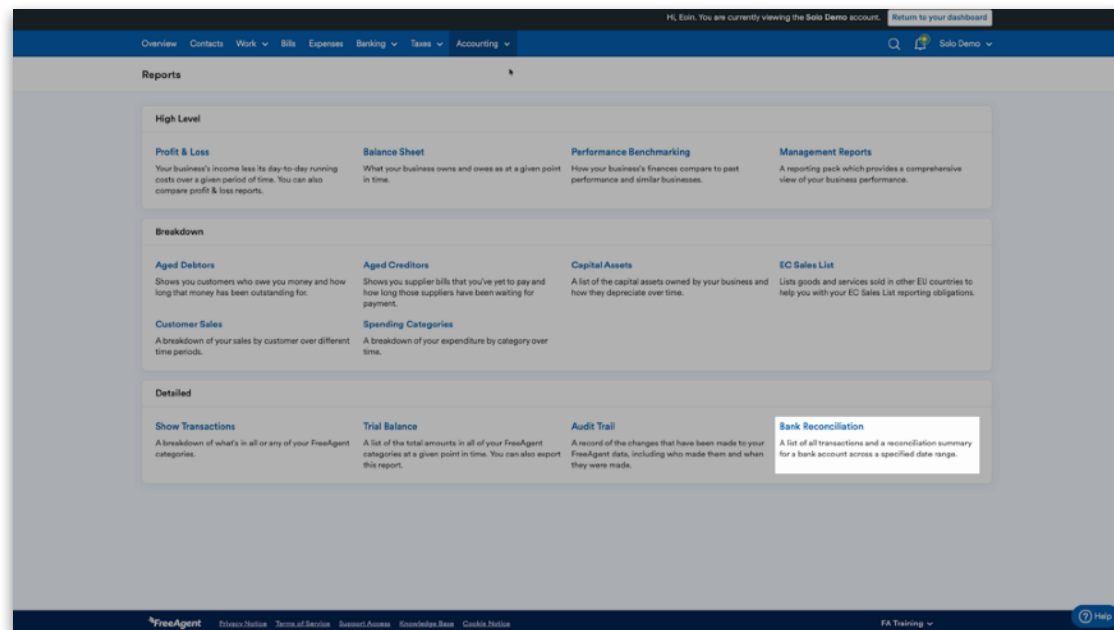


Please note that if you're viewing all the transactions in each of your client's accounts at once using the 'Show All Accounts' option, you'll only be able to export the report as a CSV file.

You can also print the report by pressing either 'Control + P' if you're using a PC or 'Command + P' if you're using a Mac.

Bank Reconciliation report

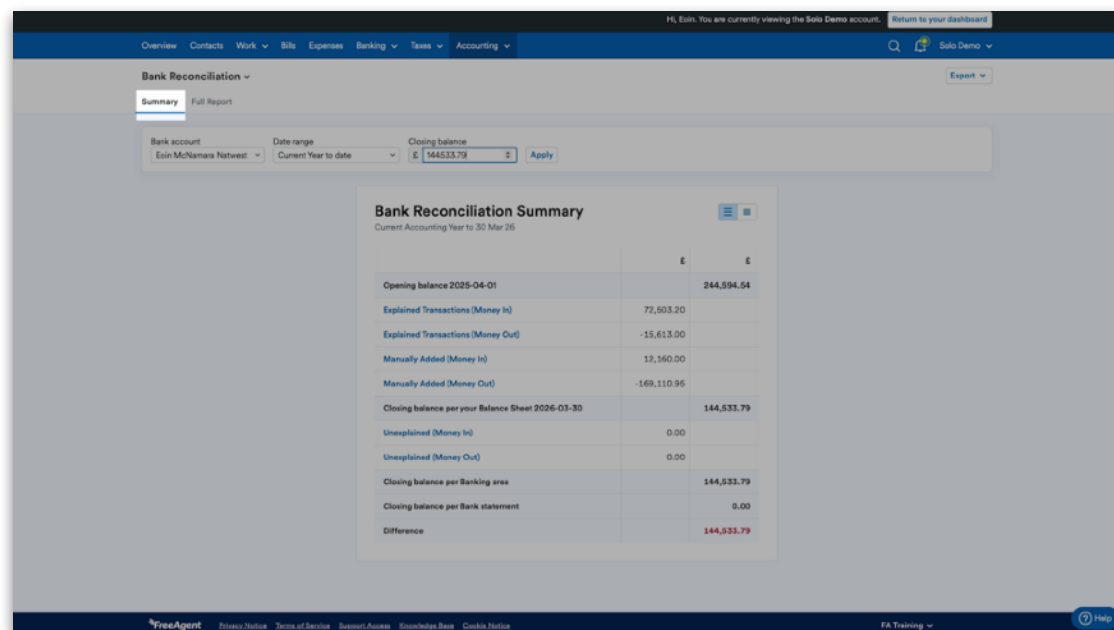
Within the 'Detailed' area, select '**Bank Reconciliation**'.



The Bank Reconciliation report is designed to aid with the bank reconciliation process for your client's bank accounts.

Your client will need level 7 access or above to access this report.

The first tab in the report is the Bank Reconciliation '**Summary**'.



The report will default to showing your client's primary bank account and the current accounting year in FreeAgent.

To generate a report for a different bank account, choose the relevant bank account from the drop-down menu.

Bank Reconciliation Summary

Current Accounting Year to 30 Mar 26

	£	£
Opening balance 2025-04-01		244,594.54
Explained Transactions (Money In)	72,503.20	
Explained Transactions (Money Out)	-15,613.00	
Manually Added (Money In)	12,160.00	
Manually Added (Money Out)	-169,110.95	
Closing balance per your Balance Sheet 2026-01-30		144,533.79
Unexplained (Money In)	0.00	
Unexplained (Money Out)	0.00	
Closing balance per Banking area		144,533.79
Closing balance per Bank statement		0.00
Difference		144,533.79

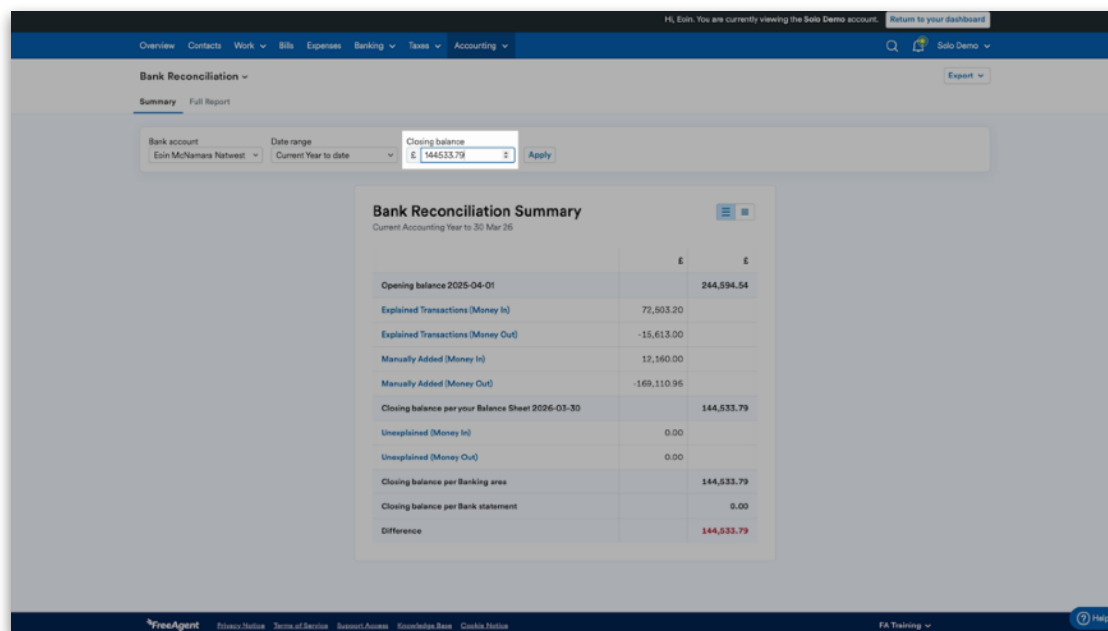
To generate a report for a different accounting year, an individual month or custom date range, choose the relevant option from the drop-down menu.

Bank Reconciliation Summary

Current Accounting Year to 30 Mar 26

	£	£
Opening balance 2025-04-01		244,594.54
Explained Transactions (Money In)	72,503.20	
Explained Transactions (Money Out)	-15,613.00	
Manually Added (Money In)	12,160.00	
Manually Added (Money Out)	-169,110.95	
Closing balance per your Balance Sheet 2026-01-30		144,533.79
Unexplained (Money In)	0.00	
Unexplained (Money Out)	0.00	
Closing balance per Banking area		144,533.79
Closing balance per Bank statement		0.00
Difference		144,533.79

Next, you'll need to enter the closing bank balance at the end of the period you're looking at in the 'Closing balance' field.

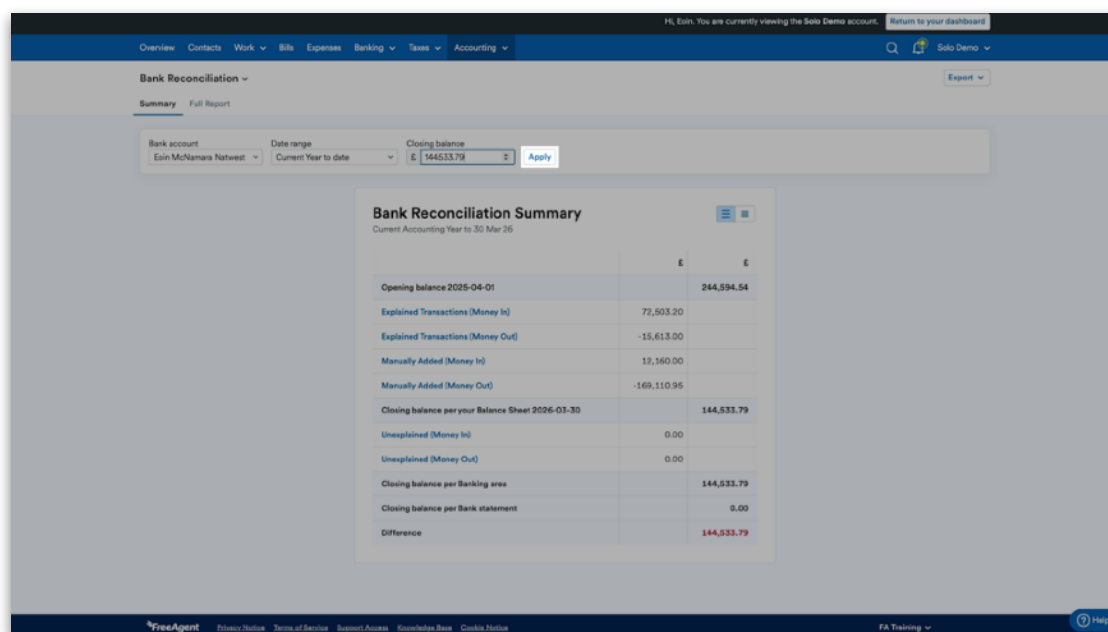


Bank Reconciliation Summary

Current Accounting Year to 30 Mar 26

	£	£
Opening balance 2025-04-01		244,594.54
Explained Transactions (Money In)	72,503.20	
Explained Transactions (Money Out)	-15,613.00	
Manually Added (Money In)	12,160.00	
Manually Added (Money Out)	-169,110.95	
Closing balance per your Balance Sheet 2026-03-30		144,533.79
Unexplained (Money In)	0.00	
Unexplained (Money Out)	0.00	
Closing balance per Banking area		144,533.79
Closing balance per Bank statement		0.00
Difference		144,533.79

Then, select '**Apply**' to generate a Bank Reconciliation report.



Bank Reconciliation Summary

Current Accounting Year to 30 Mar 26

	£	£
Opening balance 2025-04-01		244,594.54
Explained Transactions (Money In)	72,503.20	
Explained Transactions (Money Out)	-15,613.00	
Manually Added (Money In)	12,160.00	
Manually Added (Money Out)	-169,110.95	
Closing balance per your Balance Sheet 2026-03-30		144,533.79
Unexplained (Money In)	0.00	
Unexplained (Money Out)	0.00	
Closing balance per Banking area		144,533.79
Closing balance per Bank statement		0.00
Difference		144,533.79

You can review a breakdown of the figures from the 'Summary' by selecting the '**Full Report**' tab.

Hi, Eoin. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

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Bank Reconciliation

Summary **Full Report**

Current Year to date - Eoin McNamara Natwest

All transactions	Explained	Unexplained	Manually added		
Date	Description	Type	Money in	Money out	Balance
01 Apr 25	Balance brought forward				244,594.54
02 Apr 25	Screwfix	Explained		56.00	244,538.54
03 Apr 25	B&Q	Explained		89.00	244,449.54
09 Apr 25	CIS Income	Explained	3,600.00		248,049.54
10 Apr 25	Bill Apple10	Explained		650.00	247,399.54
10 Apr 25	Costco	Explained		355.00	247,044.54
11 Apr 25	Trainline	Explained		17.00	247,027.54
11 Apr 25	Costco	Explained		35.00	246,992.54
11 Apr 25	Tesco	Explained		178.00	246,814.54
12 Apr 25	Tesco	Explained		199.00	246,615.54
12 Apr 25	CIS Income	Explained	2,000.00		248,615.54
12 Apr 25	Materials	Explained		89.00	248,526.54
15 Apr 25	CIS Income	Explained	2,400.00		250,926.54
15 Apr 25	Screwfix	Explained		56.00	250,870.54
17 Apr 25	Trainline	Explained		17.00	250,853.54
18 Apr 25	Sales	Explained		500.00	250,353.54
28 Apr 25	Bill payment against bobq23 (Bob Builder)	Manually added		916.66	249,436.88
28 Apr 25	Costco	Explained		35.00	249,401.88

You can choose to view all transactions or filter by transactions that have been explained, are currently unexplained or have been manually added, by selecting the relevant tab.

To export the 'Summary' or 'Full Report' of your client's Bank Reconciliation report, select '**Export**' and then choose either the relevant PDF or CSV option from the drop-down menu.

H, Eoin. You are currently viewing the Solo Demo account.

[Return to your dashboard](#)

Overview

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Bank Reconciliation

Summary

Full Report

Export

Full Report (PDF)

Full Report (CSV)

Current Year to date - Eoin McNamara Natwest

All transactions

Explained

Unexplained

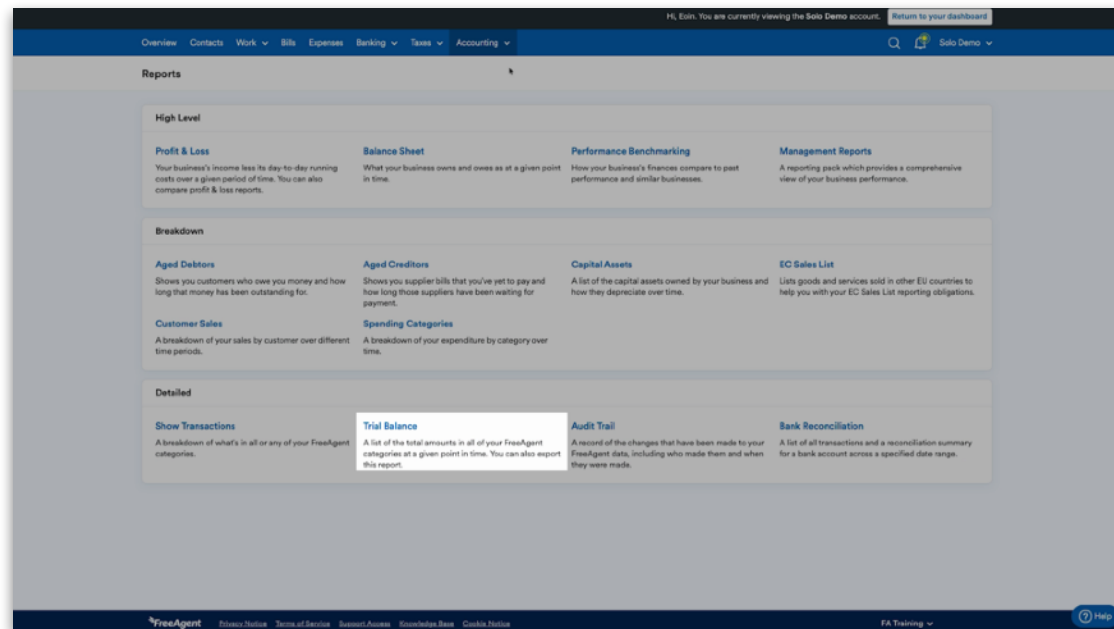
Manually added

Date	Description	Type	Money in	Money out
28 Apr 25	Bill payment against bobq23 (Bob Builder)	Manually added		916.66
06 May 25	Bill payment against Shell (Bob Builder)	Manually added		18,333.33
16 May 25	Expenses	Manually added		2,000.00
26 May 25	Bill payment against Shell (Amazon)	Manually added		333.00
11 Jun 25	Bill payment against Shell (Bob Builder)	Manually added		2,000.00
11 Jul 25	Invoice receipt against Solodemo073	Manually added	200.00	
31 Jul 25	Bill payment against Shell (John Ryan)	Manually added		1,833.33
01 Aug 25	Bill payment against Shell (Bob Builder)	Manually added		18,333.33
13 Aug 25	Invoice receipt against Solodemo087	Manually added	2,000.00	
03 Sep 25	Disposal	Manually added	9,000.00	
17 Sep 25	Bill payment against Shell (Bob Builder)	Manually added		1,666.67
24 Sep 25	Bill payment against Shell (Bob Builder)	Manually added		1,833.33
14 Oct 25	Bill payment against Shell (Amazon)	Manually added		13.99
14 Oct 25	Bill payment against Shell (Amazon)	Manually added		13.99
18 Nov 25	Bill payment against Shell (Bob Builder)	Manually added		18,333.33
09 Dec 25	Bill payment against Shell (Bob Builder)	Manually added		1,833.33
05 Feb 26	Invoice receipt against Solodemo167	Manually added	960.00	
12 Feb 26	Bill payment against Shell (Bob Builder)	Manually added		83,333.33

To export the information from both the 'Summary' and 'Full Report' tabs, you'll need to export a report from each tab separately.

Trial Balance report

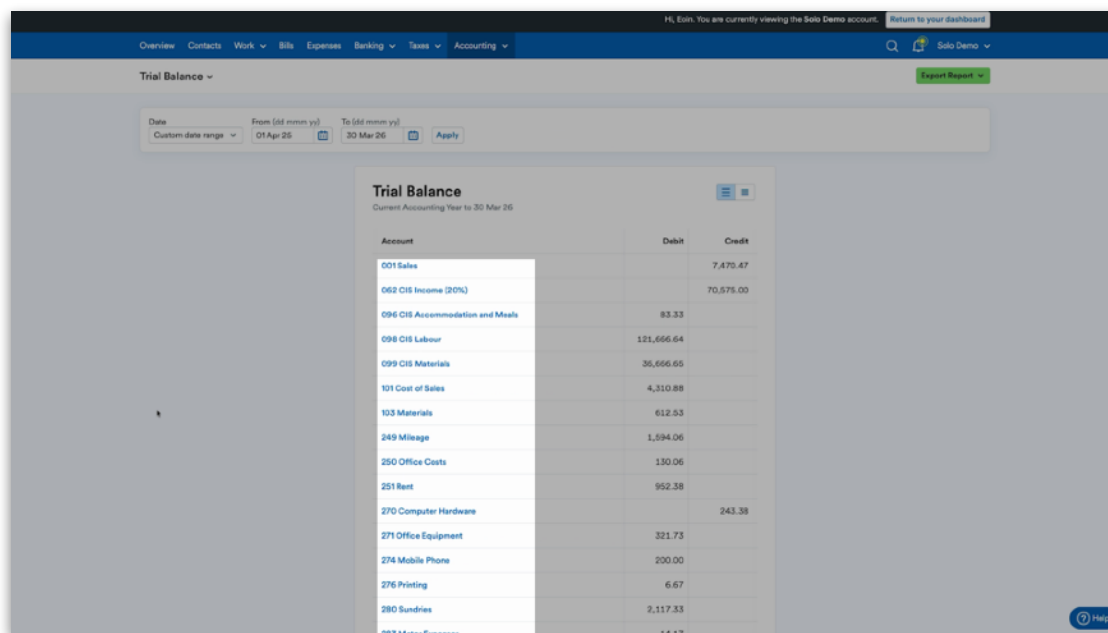
Within the 'Detailed' area, select '**Trial Balance**'.



You can filter the Trial Balance in FreeAgent by date using the drop-down menu at the top of the page. The Trial Balance will show the correct figures for that date range, and if you choose to view any individual items on the report, the date range filter will continue to apply.

If the date range you want to select overlaps with the end of your company's accounting year, you will need to generate two Trial Balance reports: one from the desired start date of the report to the end of your company's accounting year, and another from the start of the following accounting year to the desired end date of the report.

If you want to see the credits and debits that make up a line item on the report, simply select the account on the Trial Balance.



Hi, Sam. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

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Trial Balance [Export Report](#)

Date: From (dd mm yy) To (dd mm yy)
Custom date range 01 Apr 25 30 Mar 26 Apply

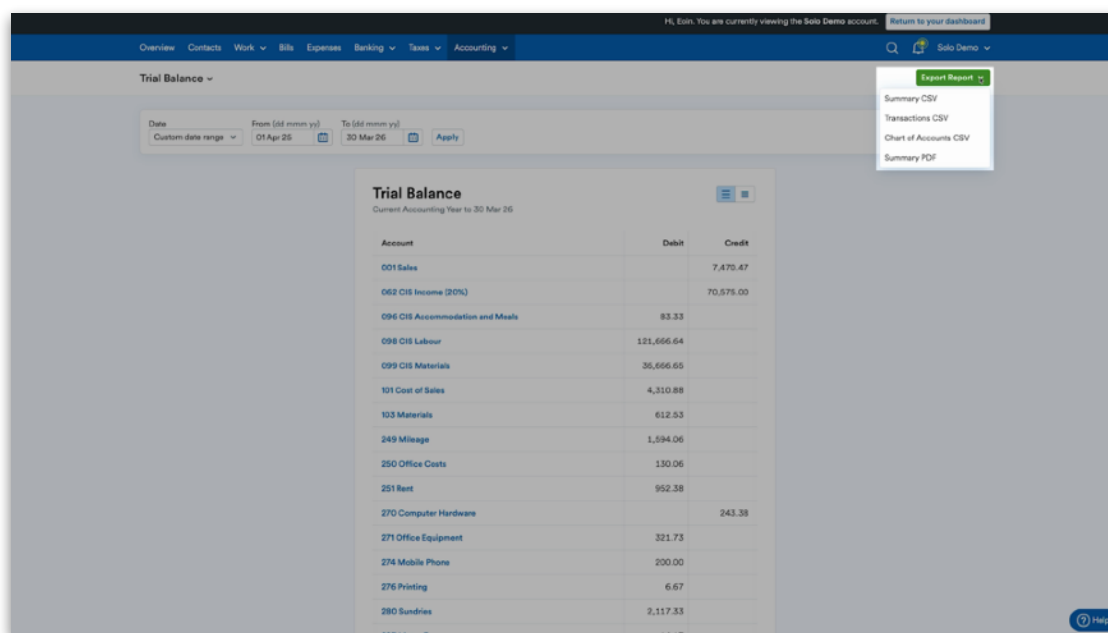
Trial Balance
Current Accounting Year to 30 Mar 26

Account	Debit	Credit
001 Sales		7,470.47
062 CIS Income (20%)		70,575.00
096 CIS Accommodation and Meals	83.33	
098 CIS Labour	121,666.64	
099 CIS Materials	36,666.65	
101 Cost of Sales	4,310.88	
103 Materials	612.53	
249 Mileage	1,594.06	
250 Office Costs	130.06	
251 Rent	952.38	
270 Computer Hardware		243.38
271 Office Equipment	321.73	
274 Mobile Phone	200.00	
276 Printing	6.67	
280 Sundries	2,117.33	
283 Motor Expenses	1.67	

[Help](#)

This will display all the individual transactions that are included in the total figure for that account.

The **'Export Report'** button at the top-right of the screen is where you'll be able to export the report. Four formats are available. The Summary CSV format will be accepted by all tax production software, which may be useful if, for example, you're not using FreeAgent for the end-of-year production process.



Hi, Sam. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

Overview Contacts Work Bills Expenses Banking Taxes Accounting [Solo Demo](#)

Trial Balance [Export Report](#)

Date: From (dd mm yy) To (dd mm yy)
Custom date range 01 Apr 25 30 Mar 26 Apply

Trial Balance
Current Accounting Year to 30 Mar 26

Account	Debit	Credit
001 Sales		7,470.47
062 CIS Income (20%)		70,575.00
096 CIS Accommodation and Meals	83.33	
098 CIS Labour	121,666.64	
099 CIS Materials	36,666.65	
101 Cost of Sales	4,310.88	
103 Materials	612.53	
249 Mileage	1,594.06	
250 Office Costs	130.06	
251 Rent	952.38	
270 Computer Hardware		243.38
271 Office Equipment	321.73	
274 Mobile Phone	200.00	
276 Printing	6.67	
280 Sundries	2,117.33	
283 Motor Expenses	1.67	

[Help](#)

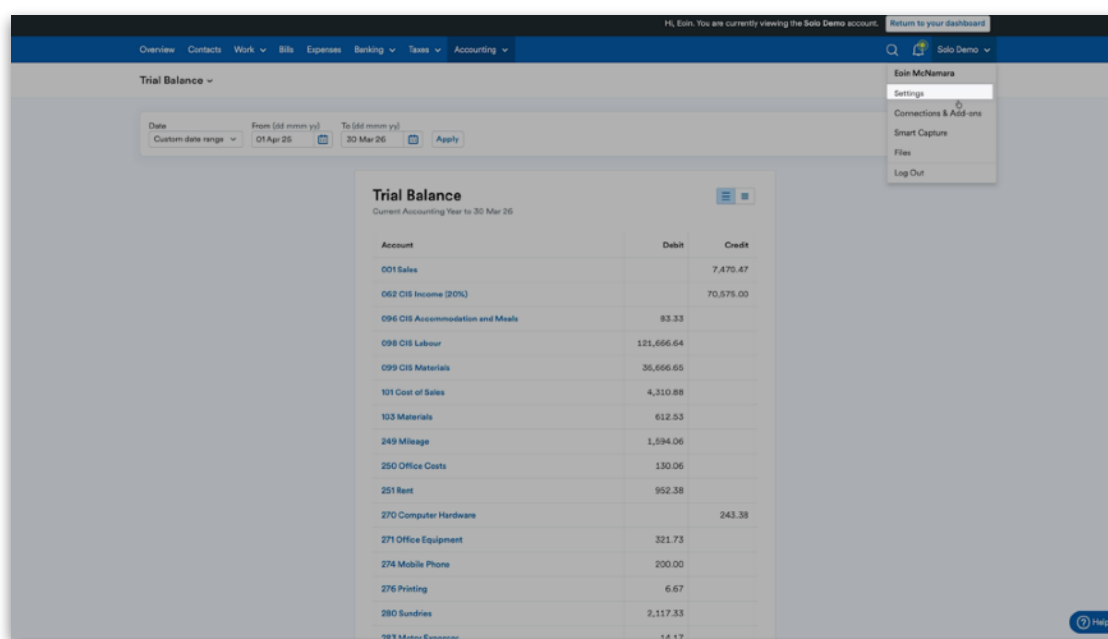
Export Report

- Summary CSV
- Transactions CSV
- Chart of Accounts CSV
- Summary PDF

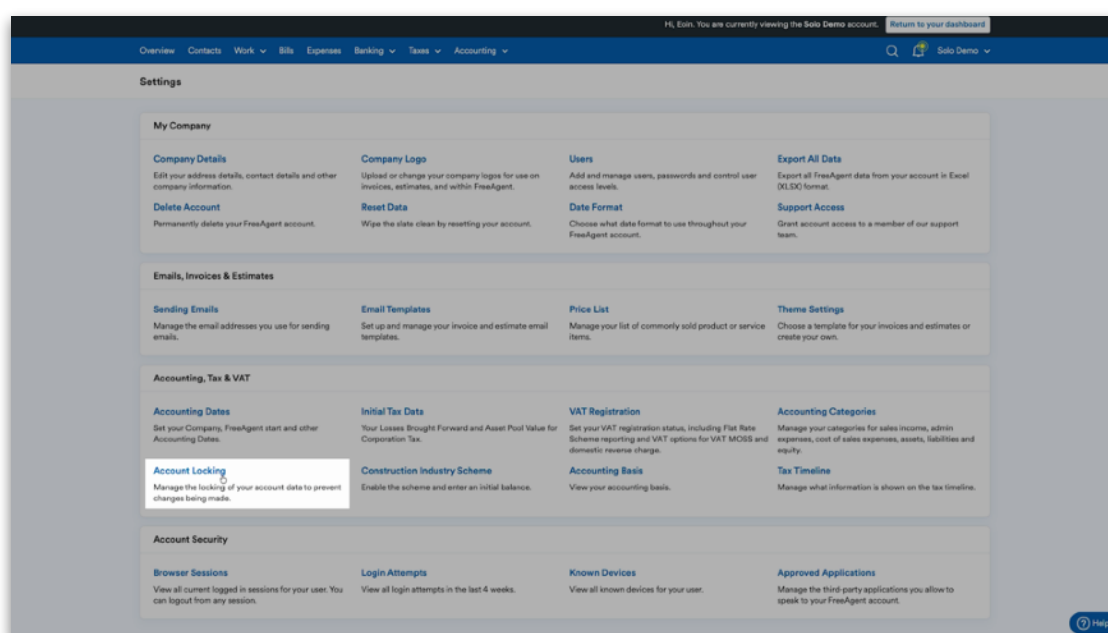
Account locking

Locking your client's accounts in FreeAgent prevents anyone from editing their data prior to a particular date. Your clients' accounts will be locked automatically as the result of certain events, for example, when you file their end-of-year accounts.

However you can also lock your client's accounts manually. To do this, select **'Settings'** from the drop-down menu at the top-right of the screen.



Then select **'Account Locking'** from the 'Accounting, Tax & VAT' section.



In the 'Add a manual account lock' section, you'll see a range of valid lock dates below the 'Lock Accounts until' box.

Hi, Sam. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

Overview Contacts Work Bills Expenses Banking Taxes Accounting

Account Locking

Add a manual account lock

Lock Accounts until

You can lock your accounts to any given date between 29 May 23 and 29 Sep 25

[Save Changes](#) [Cancel](#)

How does account locking work?

Account locks can either be set manually by users or automatically as a result of an event in FreeAgent, like filing a tax return.

Once a lock is set you will not be able to change any data prior to this date. You can change or remove manually added locks, but not ones set automatically by FreeAgent.

A lock can only be set during filed VAT returns.

[More about Account Locking](#)

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Once you have entered an appropriate date, select '**Save Changes**'. This will lock the accounts up to and including that date. The date will also be displayed in the list of active account locks.

Hi, Sam. You are currently viewing the Solo Demo account. [Return to your dashboard](#)

Overview Contacts Work Bills Expenses Banking Taxes Accounting

Account Locking

Add a manual account lock

Lock Accounts until

You can lock your accounts to any given date between 01 May 23 and 29 Sep 25

[Save Changes](#) [Cancel](#)

How does account locking work?

Account locks can either be set manually by users or automatically as a result of an event in FreeAgent, like filing a tax return.

Once a lock is set you will not be able to change any data prior to this date. You can change or remove manually added locks, but not ones set automatically by FreeAgent.

A lock can only be set during filed VAT returns.

[More about Account Locking](#)

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You can change or remove manually added locks, but not ones set automatically by FreeAgent. Please note that an account lock can be removed by your client if they have the User permission level 8.

Support for your clients

FreeAgent offers you and your clients a wide range of support, including:

- bespoke practice training for you and your colleagues
- 'Getting Started' webinars for you, your staff and your clients to help them understand the FreeAgent basics
- a searchable online Knowledge Base
- telephone and online support for you and your staff from our dedicated Practice Support team
- telephone and online support for your clients from FreeAgent's customer support team
- a co-branded onboarding email journey to help clients get started and understand the basics of the software

Security measures at FreeAgent mean our Practice Support team will only communicate with account managers who are listed on your Practice's dashboard. Make sure that you add your staff members so they can receive support when they need it.

For more information on how to use FreeAgent, visit our Knowledge Base online. You'll find step-by-step instructions on how to complete a wide range of actions in FreeAgent, from basic functions right through to more complex accounting procedures.

[Knowledge Base](#)

[Accountants' Knowledge Base](#)

Practice Support team

You can also contact our dedicated Practice Support team via email or telephone, 9am - 5pm on Monday to Thursday and 9am - 4pm on Friday.

Email: practicesupport@freeagent.com

Telephone: 0800 025 3800

Please have your [account manager ID](#) ready when contacting the Practice Support team.