

Single Form Accounting

User Guide

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A complete guide to using Single Form Accounting — the cloud-based accounting solution designed for UK sole traders, small limited companies, startups and professionals.

Sales & Purchase Invoicing	Bank & Cash Transactions	Deadline Reminders	Real-Time Reports
HMRC MTD VAT	Multi-Currency	Statutory Accounts	Corporation Tax

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0 Getting Started

0.1 Dashboard Overview

When you log in to Single Form Accounting, you are taken to the Dashboard. The Dashboard gives you an instant snapshot of your business finances and provides quick access to every area of the application.

Header

The header shows who is logged in, the current month, your role and the company you are working in. The buttons on the right are:

Dashboard	Green house icon. Returns you to the Dashboard.
User guide	Blue book icon. Opens this guide in a new tab.
Deadlines	Calendar icon. Your upcoming filing and payment deadlines (see 0.4). A number on the icon shows how many are due in the next 30 days; it turns red if any are overdue.
Subscription status	Trial, Subscribed, Awaiting Payment or Overdue.
Reset password	Amber key icon. Change your login password.
Log out	Ends your session.

If you have access to more than one company, **Switch Company** next to the company name lets you move between them. Hover over any icon to see its name.

Module Cards

Six cards below the header open the main areas of the application:

Setup & Master Data	Company, chart of accounts, customers, suppliers, bank and cash accounts, VAT settings and other master data.
Transactions	Sales, purchases, quotations, purchase orders, bank and cash transactions and journals.
Reports	Profit & Loss, Balance Sheet, Trial Balance, Aged Debtors/Creditors, VAT return and HMRC submission.
Bank Statement Import	Opens Bank Transactions: import a statement or enter bank lines by hand (see 4.2).
MTD Bridging	Submit VAT return figures from your own spreadsheet to HMRC (see chapter 6).
Statutory Accounts Production	Statutory accounts, the Corporation Tax computation and filing with HMRC and Companies House (see chapters 7 and 8).

A module that is not part of your subscription appears **greyed out** with a padlock and the words *Not in your plan*; hover over it to see how to add it. On the Accounts Only and Accountant plans, the Dashboard shows Setup & Master Data and Statutory Accounts Production only, with the Upcoming deadlines panel in place of the figures below.

KPI Dashboard Cards

Below the module cards, the Dashboard displays live figures drawn directly from your posted transactions:

Revenue vs Expenses	Bar chart comparing last month and this month revenue and expenses side by side.
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Cash Position	Total balance across all your bank accounts with a breakdown of revenue and expenses.
Receivables	Total outstanding customer invoices with a donut chart showing current vs overdue amounts.
Payables	Total outstanding supplier bills with a donut chart showing current vs overdue amounts.
Profit Summary	Revenue, expenses and net profit for this month compared to last month.
VAT Banner	For VAT-registered companies: your next VAT return with colour coding — blue (plenty of time), amber (within 14 days), red (overdue). Click Go to VAT to open the VAT submission screen.

0.2 Navigation

Each screen has its own buttons and menus; use the **Back** button to return to the previous screen. The **Dashboard** and **User guide** icons are always to hand: in the header on the Dashboard, and fixed at the top right of every other screen.

0.3 First-Time Setup

When you first register, a setup wizard guides you through three essential steps before you can start using the application:

- 1 Control Accounts**
 Map system functions (Accounts Receivable, Accounts Payable, VAT Payable etc.) to the correct accounts from your chart of accounts. These drive all automatic GL postings.
- 2 Bank Account**
 Add your first bank account. You can add more bank and cash accounts later from Setup & Master Data.
- 3 Complete**
 Your setup is complete and you are taken to the Dashboard.

Note: You must complete the first-time setup wizard before you can use any other features. The wizard only appears once — if you need to change control accounts later, go to Setup & Master Data.

0.4 Deadline Reminders

Single Form Accounting works out the company's main deadlines from its financial years and VAT periods:

VAT	Return and payment due 1 month and 7 days after the end of each VAT period.
Accounts	Accounts due at Companies House 9 months after the year end.
Corporation Tax	Tax payable 9 months and 1 day after the year end; the CT600 return is due 12 months after.
Confirmation	The confirmation statement, where the date can be read from Companies House. This needs the company registration number in Company Profile.

Click the **Deadlines** icon in the header to see everything overdue or due in the next 90 days. When something is due in the next 30 days, a pop-up also appears once a day after you log in; click **OK, got it** to close it for the day.

A deadline clears by itself when the work is done in Single Form Accounting — for example a filed VAT return or accounts filed at Companies House. For anything filed or paid elsewhere, click **Mark as done**; **Undo** puts it back.

Note: On the Accountant and Accounts Only plans the deadlines appear in an **Upcoming deadlines** panel on the Dashboard, grouped into Overdue, Due in 14 days and Due in 15–90 days. Accountants see all their clients together and can filter by type.

1 Setup & Master Data

Setup & Master Data is where you configure everything the system needs to operate: your chart of accounts, customers, suppliers, bank and cash accounts, VAT settings and more. Open it from the Setup & Master Data card on the Dashboard, then choose what to manage from the **Select Setup Type** list.

1.1 Chart of Accounts

The Chart of Accounts is the foundation of your bookkeeping. Every financial transaction is posted to one or more accounts. Single Form Accounting provides a standard UK chart of accounts which you can customise. Account Categories group the accounts for reporting.

Account Types

Asset	Things your business owns — bank accounts, debtors, equipment.
Liability	Things your business owes — creditors, loans, VAT payable.
Equity	Owner's capital and retained earnings.
Income	Revenue from sales and other income.
CostOfSales	Direct costs of goods or services sold.
Expense	Overheads and operating expenses.

1.2 Control Accounts

Control accounts link system functions to your chart of accounts. They must be configured before you can post any transactions. The following control accounts are required:

Accounts Receivable	Debited when a sales invoice is raised. Must be an Asset account.
Accounts Payable	Credited when a purchase invoice is received. Must be a Liability account.
VAT Payable	Holds the net VAT liability (output VAT minus input VAT).
VAT Receivable	Used when input VAT exceeds output VAT.
Sales Revenue	Default income account for sales invoice lines.
Default Expense	Default expense account for purchase invoice lines.

1.3 Customers & Suppliers

Add all the customers you invoice and suppliers you purchase from. Key fields include name, code, address, email, phone, default currency and credit terms. You can add, edit and deactivate customers and suppliers at any time.

For a VAT-registered customer or supplier, enter the VAT number and click **Validate** to check it with HMRC.

Supplier defaults

Each supplier can have two optional defaults, which save typing on every bill:

Default GL Account	Filled in on this supplier's purchase invoices. It can still be changed on each invoice.
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Default VAT Rate	Used instead of guessing the rate from the invoice. Set it for suppliers who never charge UK VAT, such as an overseas or non-VAT-registered supplier.
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Note: Customer and supplier codes must be unique. Once a transaction has been posted against a customer or supplier, the record cannot be deleted — only deactivated.

1.4 Bank & Cash Accounts

Add all the bank accounts and cash accounts your business uses. Each is linked to its own GL account in your chart of accounts. You can hold bank accounts in any currency.

Bank Account Name	A descriptive name, e.g. "Main Current Account".
Bank Name, Account Number, Sort Code, IBAN, SWIFT/BIC	Your bank's details (for reference only).
Currency	The currency of the account. Select from your active currencies.
GL Account	The ledger account this bank account posts to. Use + to create one.
Opening Balance	The balance at the date you start using the system.
Opening Balance Date	The date from which the opening balance applies.

Note: The opening balance is the starting point for bank reconciliation. It is not posted to the ledger — bring the opening balance into the books with an opening journal (see chapter 9).

Cash accounts

For cash kept by the business — Cash in Hand or Petty Cash, for example — tick **This is a cash account**. The bank-only fields are hidden and the account gets a code starting CSH. Cash accounts appear on Cash Transactions and in Inter-Bank Transfer; bank accounts appear on Bank Transactions and Bank Reconciliation.

1.5 Exchange Rates

If you trade in foreign currencies, maintain your exchange rates here. Rates are expressed as units of foreign currency per 1 GBP (or your base currency). You can add new rates at any time and the system will use the most recent rate available on or before the transaction date.

1.6 VAT Rates

Configure the VAT rates applicable to your business. Standard UK rates are provided by default (Standard 20%, Reduced 5%, Zero 0%, Exempt). You can add custom rates if required.

1.7 Payment Methods

Define the payment methods you use — for example: BACS, CHAPS, Cheque, Direct Debit, Credit Card. Payment methods are selected when recording customer receipts and supplier payments.

Note: Cash Transactions only offers payment methods with "Cash" in the name, so add one (for example "Cash") before entering cash payments and receipts.

1.8 Company Profile

Your company's name, registered number, registered office and **Principal Activity** are held in Company Profile. Accounts Production and the Corporation Tax return take these details from here, so keep them up to date. To file Corporation Tax returns, also enter the company's 10-digit **Corporation Tax UTR**. The billing address for your subscription is at the bottom of the page.

Important: Once a return has been filed for the company, the company name, registration number, Corporation Tax UTR and VAT number are locked. Contact support if they need to change.

1.9 Financial Years

Financial Years lists the company's accounting years. Click **+ New Year** to add the next one; it follows on from the latest year. Each year shows its VAT periods and status (Active, Inactive or Closed). Year-end closing is covered in 9.5.

1.10 VAT Periods & VAT Settings

VAT Periods lists each period with its dates, net VAT due, deadline and status. Click **View** to see the nine boxes of a calculated or filed return. Returns are calculated and submitted from Reports (see 5.5). Period names follow the financial year — for example "Q1 2026/27".

Change VAT Settings

Click **Change VAT Settings** to change how often you file or your VAT scheme.

- 1 New VAT Frequency**
Choose Monthly, Quarterly or Annually.
- 2 Next Period End Date**
Enter the end date of your next VAT period as shown in your HMRC account. Later periods follow on from it.
- 3 Preview**
Check the new periods and their return due dates.
- 4 Confirm Change**
Only open periods after the last filed one are replaced.

Under **VAT Scheme**, choose Standard (invoice basis), Cash Accounting or Flat Rate and click **Change Scheme**. The new scheme applies from the first open period after the last filed one; any of those periods already calculated go back to OPEN. How each scheme works on the return is explained in 5.6.

For Flat Rate, also enter:

Flat rate percentage	The percentage HMRC confirmed for your business sector.
Limited cost business	Tick to use 16.5% — when goods cost less than 2% of turnover, or less than £1,000 a year. Check this each period; Single Form Accounting cannot tell goods from services.
First-year 1% discount until	Optional. In your first year of VAT registration, the first anniversary of your registration date.
Cash basis	Work out turnover from payments received instead of invoice dates.

Then click **Save Flat Rate Settings**.

2 Sales Invoices & Credit Notes

Record all sales to your customers as sales invoices. The system automatically posts the correct double-entry bookkeeping when you post an invoice. Open Transactions > Sales Transactions.

2.1 Creating a Sales Invoice

Click **+ New Sales Invoice**.

- 1 Select Customer**
Choose the customer from the dropdown. Their default currency will be pre-selected.
- 2 Set Invoice Date**
Enter the invoice date. The due date will be calculated automatically based on payment terms.
- 3 Enter Invoice Number**
The system generates the next invoice number automatically, but you can override it.
- 4 Select Currency**
The customer's default currency is pre-selected. Change if required.
- 5 Set Exchange Rate**
For foreign currency invoices, the exchange rate is pre-filled from your rates table.

2.2 Adding Line Items

Each line item represents a product or service being invoiced. For each line enter:

- Description — what is being invoiced
- Quantity and Unit Price
- VAT Rate — select from your configured VAT rates
- GL Account — the income account to post revenue to

The system calculates the line total, VAT amount and invoice total automatically. You can add as many lines as needed.

2.3 VAT Handling

VAT is calculated automatically based on the VAT rate selected for each line. The invoice shows subtotal (ex-VAT), total VAT and the gross total. For VAT-registered businesses, all VAT amounts are tracked for VAT return purposes.

Note: An invoice must be posted before it appears in VAT reports and the General Ledger. Draft invoices are saved but not included in any reports or balances.

2.4 Multi-Currency Invoices

Sales invoices can be raised in any currency. The system stores both the original currency amounts and the base currency (GBP) equivalent, calculated using the exchange rate at the invoice date.

Note: When a payment is allocated to a foreign currency invoice at a different exchange rate, the system automatically calculates and posts the foreign exchange gain or loss.

2.5 Posting, Printing and Voiding

Posting finalises the invoice and creates the General Ledger entries (debit Accounts Receivable, credit Sales Revenue, credit VAT Payable). The All Sales Transactions list shows each invoice with **Edit** and **Post** while it is a draft, and **Print**, **Email** and **Void** once posted. Filter the list by type, status and dates.

A posted invoice cannot be edited. Raise a credit note to correct it, or void it, giving a reason.

2.6 Credit Notes

A credit note reverses or partially reverses a posted sales invoice. Click **+ New Credit Note**. Credit notes are posted in the same way as invoices and reduce the customer's balance.

2.7 Quotations

Open Transactions > Quotations (also reached from Sales Transactions) and click **+ New Quotation**. A quotation has a customer, currency, quotation date, optional expiry date, terms, notes and line items, with an optional discount % on each line.

From the list you can **Print** or **Email** a quotation and track it with **Mark Sent**, **Accept** or **Decline**. When the customer agrees, click **Convert**: a draft sales invoice is created with the same lines and the quotation is marked Converted. Check the draft invoice in Sales Transactions, then post it.

3 Purchase Invoices & Credit Notes

Record all bills and invoices you receive from suppliers as purchase invoices. The system posts the correct accounting entries automatically on posting. Open Transactions > Purchase Transactions.

3.1 Creating a Purchase Invoice

Click **+ New Purchase Invoice** for a bill with several lines. For many simple bills at once, use Batch Purchase Entry (3.6).

- 1 Select Supplier**
Choose the supplier from the dropdown, or use + to add a new one.
- 2 Enter Supplier Invoice Number**
Enter the reference number from the supplier's invoice.
- 3 Set Invoice Date and Due Date**
Enter the date on the supplier's invoice and the payment due date.
- 4 Select Currency**
The supplier's default currency is pre-selected.
- 5 Set Exchange Rate**
For foreign currency invoices, enter the exchange rate.

3.2 Adding Line Items

For each line on the purchase invoice enter:

- Description of the goods or service
- Quantity and Unit Price
- VAT Rate — the VAT rate shown on the supplier's invoice
- GL Account — the expense or asset account to post the cost to

If the supplier has a default GL account or VAT rate (see 1.3), it is filled in on lines that have none.

3.3 Posting a Purchase Invoice

Posting creates the General Ledger entries (debit Expense/Asset account, debit VAT Receivable, credit Accounts Payable). Posted purchase invoices appear in your aged creditors and VAT reports. As with sales, a posted bill can be viewed, opened as a PDF or voided with a reason.

Important: Always enter the date from the supplier's invoice, not today's date. This ensures your VAT return and aged creditors reports are accurate.

3.4 Purchase Credit Notes

When a supplier issues a credit note (for returned goods, overcharges etc.), click **+ New Credit Note**. This reduces the amount owed to the supplier and reverses the relevant VAT and expense entries.

3.5 Reading an Invoice Automatically

On New Purchase Invoice, use **Upload PDF or Image** (JPEG, PNG or PDF, up to 10MB). Single Form Accounting reads the invoice and fills in the supplier, invoice number, dates, description and amounts. Always check what was read before saving.

- If the supplier is matched, its default GL account and VAT rate are used.
- If the supplier is not in your list, **Not in your supplier list — add it** opens a quick form with the name filled in.
- If the supplier has no default VAT rate, the rate is suggested from the VAT and net amounts (for example 20% gives Standard). An invoice with no VAT gets no suggestion — choose the rate yourself.

The file stays attached to the invoice. On a posted invoice you can still add a file and click **Save Attachment**.

3.6 Batch Purchase Entry

Click **Launch Batch Entry** to enter many purchase invoices and credit notes on one grid, one row per document.

1 Attach (optional)

Click **Attach** on a row and choose the invoice file. It is read and the row filled in, as in 3.5.

2 Complete each row

Type (Invoice or Credit Note), Supplier, Supplier Inv #, Inv Date, GL Account, Net and VAT Rate are needed; due date, currency, description, reference and notes are optional. Choosing a supplier fills in its defaults. Use + next to the supplier box to add a new supplier.

3 Add rows

Click + **Add Row** for each further document.

4 Post All

Click **Post All**. Each row shows Posted, or Error in red with the reason — fix those rows and post again.

3.7 Purchase Orders

Open Transactions > Purchase Orders and click + **New Purchase Order**. Enter the supplier, currency, order date, expected delivery date, terms and lines. Track the order with **Mark Sent**, **Confirm** or **Cancel**.

When the supplier's invoice arrives, click **Convert**. This opens New Purchase Invoice already filled in from the order, so you can check it against the supplier's invoice before saving. The order is then marked Converted.

4 Bank & Cash Transactions

Bank & Cash Transactions covers all money movements: customer receipts, supplier payments, other payments and receipts, transfers, reconciliation and revaluation. Open Transactions > Bank & Cash Transactions.

4.1 The Bank & Cash Screen

Two cards are used for all receipts and payments:

Bank Transactions	Import a bank statement, or enter bank payments and receipts by hand (4.2).
Cash Transactions	Enter cash payments and receipts and post them together (4.3).

The buttons at the top open **Inter-Bank Transfer** (4.5), **Currency Revaluation** (4.7) and **Bank Reconciliation** (4.6). Below the cards is the All Transactions list (4.8).

Transaction types

Customer Receipt / Refund	Money from or back to a customer. Allocate it to their invoices or credit notes.
Supplier Payment / Refund	Money to or back from a supplier. Allocate it to their bills or credit notes.
Bank Receipt / Payment (General)	Anything else — bank charges, interest, owner's drawings. Choose the GL account for the other side. On Cash Transactions these are called Other Receipt and Other Payment.

4.2 Bank Transactions

Choose the **Bank Account**. Then either import a statement or add lines by hand — or both.

Importing a statement

Choose the **Bank Format** (or leave it on Auto-detect) and pick the file under **Upload Statement** (CSV or Excel). Supported formats:

Barclays	Date, Transaction Type, Description, Amount, Balance
NatWest	Date, Description, Amount, Balance
Lloyds	Date, Transaction Type, Description, Debit, Credit, Balance
HSBC	Date, Description, Paid out, Paid in, Balance
Standard Chartered	Date, Description, Debit, Credit, Balance
Monzo	Monzo's statement export.
Generic	Date, Description, Amount, Balance — for any other bank.

Imported lines are saved straight away with the status *Unprocessed*, so you can work through them over several sessions. **Load Saved** brings them back; the **Status** filter shows Unprocessed, Posted or Ignored lines.

Adding lines by hand

For payments and receipts that are not in a statement file, click **+ Add manual line**. A new row appears with every field ready to fill in.

Completing and posting

1 Fill in each line

Date, description, Out or In and the amount (for manual lines), then the transaction type, customer, supplier or GL account, payment method and reference.

2 Allocate

For customer and supplier lines, click **Allocate** and choose the invoices it pays (4.4).

3 Check

A new line shows a tick when it is complete and an empty circle when something is missing. Tick the statement lines you want to post.

4 Post Transactions

Click **Post Transactions**. Complete new lines and ticked statement lines are posted; the button tells you how many lines are still incomplete.

Statement lines that do not need posting can be ticked and **Ignored** (and **Unignored** later). An unposted manual line can be removed.

Important: If you enter a payment by hand and later import a statement that contains it, ignore that statement line so it is not posted twice. Posting does not reconcile the bank account — complete a Bank Reconciliation separately (4.6).

Note: Foreign-currency bank lines are posted at the latest exchange rate for that currency. If no rate is set up, add one in Setup > Exchange Rates and post again.

4.3 Cash Transactions

Cash has no statement, so every line is added by hand. If you have set up cash accounts (see 1.4), choose the **Cash Account**; otherwise lines go to the Cash control account.

1 + Add line

Add a row for each cash payment or receipt.

2 Complete the row

Date, description, Out or In and amount, type, customer, supplier or GL account, and payment method (only methods with "Cash" in the name are offered).

3 Allocate

For customer and supplier lines, allocate to invoices (4.4).

4 Post Transactions

Post the complete lines together.

Important: Cash lines are not saved until they are posted. Post them before leaving the screen, or they will be lost.

4.4 Payment Allocation

Allocation matches a receipt or payment to the invoices it pays. Click **Allocate** on the line, choose the invoices and amounts, then click **Done** (or **Clear & Close** to start again). Allocations are saved when the line is posted. Key features:

- Allocate a single payment across multiple invoices
- Partial allocations are supported
- Credit notes can be allocated against invoices

- Cross-currency allocations between base and foreign currency
- Unallocated amounts remain as credits on the customer/supplier account

Note: Under Cash Accounting, VAT counts only when a payment is allocated to an invoice or credit note — allocate every customer receipt and supplier payment (see 5.6).

4.5 Inter-Bank Transfers

Record transfers between your own bank and cash accounts (e.g. moving money from a current account to a savings account, or drawing petty cash). Select the source account, destination account, amount and date. For transfers between accounts in different currencies, enter the exchange rate.

4.6 Bank Reconciliation

Bank reconciliation matches your bank account transactions in Single Form Accounting against your actual bank statement to ensure they agree. Cash accounts are not reconciled.

1

Select Bank Account

Choose the bank account to reconcile.

2

Enter Statement Date and Balance

Enter the closing date and closing balance from your bank statement. The opening balance comes from the last completed reconciliation, or for the first one from the bank account's opening balance.

3

Match Transactions

Tick each transaction in the system that appears on your bank statement.

4

Check the Difference

The difference should be zero when all transactions are matched. Any unmatched items need investigating.

5

Complete Reconciliation

Click **Complete** to lock the reconciliation. A write-off can be posted for minor differences if required.

4.7 Currency Revaluation

At period end, revalue your foreign currency bank accounts and outstanding invoices to the current exchange rate. The system calculates the unrealised exchange gain or loss and posts a journal entry. This is important for accurate period-end financial statements.

4.8 All Transactions

The list at the bottom of the screen shows every receipt and payment. Filter by account (bank and cash accounts are listed separately), type, party and dates. The **Source** column shows the bank or cash account each one went through, and the Reconciled column shows n/a for cash. With a bank account chosen, **Reconcile** opens its reconciliation.

5 Reports

The Reports section provides a full suite of financial and management reports, all generated in real time from your posted transactions. Open it from the Reports card on the Dashboard.

5.1 Trial Balance

The Trial Balance lists all accounts with a non-zero balance as at a selected date. Debit balances appear in the left column and credit balances in the right column. The totals should always agree — if they do not, use the System Diagnostics report to identify the issue. Click an account to see the transactions behind it.

5.2 Profit & Loss

The Profit & Loss report shows your income, cost of sales and expenses for a selected date range, calculating gross profit and net profit.

5.3 Balance Sheet

The Balance Sheet shows assets, liabilities and equity as at a selected date. Total assets must equal total liabilities plus equity.

5.4 Aged Debtors & Creditors

Aged Debtors shows outstanding customer invoices grouped by how overdue they are: current (not yet due), 1-30 days, 31-60 days, 61-90 days and 90+ days. Aged Creditors shows the same analysis for supplier bills.

5.5 VAT Report & HMRC MTD Submission

The VAT Report & HMRC Submission screen manages your entire VAT return process from calculation through to submission to HMRC via Making Tax Digital (MTD).

Note: Your business must be registered for VAT and enrolled for Making Tax Digital to use the HMRC submission feature. VAT periods must be set up in the system before you can calculate a return.

VAT Period Statuses

OPEN	The period is open. Transactions can still be posted.
CALCULATED	The VAT return has been calculated. The 9 boxes are populated.
SUBMITTED	The return has been sent to HMRC.
FILED	The return has been accepted and locked. No further changes.

The VAT Submission Workflow

1

Calculate

Click **Calculate** next to an OPEN period. The system calculates all 9 VAT return boxes from your posted transactions within the period. The status changes to CALCULATED.

2

Review the 9 Boxes

Click **View & Submit** and review the boxes: Box 1 VAT due on sales; Box 2 VAT due on acquisitions from the EU; Box 3 total VAT due; Box 4 VAT reclaimed on purchases; Box 5 net VAT to pay or reclaim; Box 6 total sales excluding VAT; Box 7 total purchases excluding VAT; Box 8 goods supplied to the EU; Box 9 goods acquired from the EU.

3

Check the detail

The Detailed Breakdown lists the transactions behind each box. **Export Summary**, **Print Detailed** and **Export Detailed** give CSV and printable copies.

4

Recalculate if Needed

If you have posted new transactions since calculating, click **Recalculate** before submitting.

5

Submit to HMRC

Click **Submit to HMRC**, read the legal declaration and click **I Confirm — Submit to HMRC**. Sign in with your HMRC Government Gateway credentials; the return is then submitted and you return to the VAT screen.

6

Confirmation

The period is locked and the HMRC submission reference is displayed and stored.

Note: You sign in to HMRC for every submission. This is by design; no HMRC credentials are stored by Single Form Accounting.

Checking with HMRC

For a submitted period, three buttons fetch information from HMRC:

HMRC Return	The return as HMRC holds it.
Liabilities	What HMRC says is owed for the period. It usually appears a few days after the return is filed.
Payments	Payments HMRC has received for the period. A payment shows once HMRC has received it, which can take a few working days.

If HMRC has nothing yet, a blue information message says so — try again later.

Returns filed elsewhere

For a period already filed outside Single Form Accounting (on the HMRC portal, by an accountant or in other software), click **Mark as Filed Externally**. Enter the date filed, an optional reference and notes, then click **Mark as Filed**.

5.6 VAT Schemes

The return follows the company's VAT scheme (set in Change VAT Settings, see 1.10).

Standard (invoice basis)

VAT counts on the invoice date. Box 6 and Box 7 include every line of a posted invoice or bill except the VAT itself — including purchases coded to fixed assets or stock.

Cash Accounting

VAT counts when your customers pay you and when you pay your suppliers, in the period of the payment date. A payment counts only when it is allocated to an invoice or credit note. Invoices dated before you joined the scheme are not counted again.

Important: Record every customer receipt and supplier payment in Bank & Cash and allocate it to the invoice it pays. Unallocated payments, and General receipts or payments, are not included in your VAT return.

An allocation made after its period was filed goes into the next open return. Once a return is filed, the payments in it cannot be voided or re-allocated. When you leave Cash Accounting, VAT on unpaid invoices dated before the change must be added to your next return with a journal ticked to include in the VAT return (9.2).

Flat Rate

Box 1 is your flat rate percentage of VAT-inclusive turnover (from invoices, or from payments received if you chose the cash basis). VAT on purchases is not reclaimed, except capital goods of £2,000 or more including VAT.

When a Flat Rate return is filed, a journal is posted automatically moving the VAT you keep to Flat Rate VAT Surplus (income) and purchase VAT to Irrecoverable VAT (expense). If that journal could not be posted, open the period in Setup > VAT Periods, click **View**, then **Post Flat Rate VAT journal**.

Note: For Cash Accounting and Flat Rate, the figures are checked again just before filing. If anything has changed since you calculated, you are asked to calculate again.

5.7 Transaction Listing

A consolidated view of all posted transactions. Filter by date range, transaction type, account or reference.

5.8 Bank Reconciliation History

View all completed bank reconciliations for any bank account: statement date, opening and closing balance and any write-off. Click a reconciliation to see the transactions that were matched.

5.9 Customer & Supplier Statements

Generate statements for any customer or supplier with a running balance. **History** mode shows all transactions with opening balance, movement and closing balance; **Outstanding** mode shows only unpaid invoices and credit notes.

5.10 Account Enquiry

Shows the transaction history of any GL account.

5.11 System Diagnostics

Checks the integrity of your accounting data:

Unbalanced Journals	Journal entries where total debits do not equal total credits.
Orphaned GL Entries	General Ledger entries with no matching source document.
Missing GL Postings	Posted invoices or payments with no GL entries.
Duplicate Postings	Transactions with an unusual number of GL entries.
Abnormal Account Balances	Accounts with balances on the wrong side (e.g. a liability with a debit balance).

6 MTD Bridging

MTD Bridging submits VAT returns to HMRC under Making Tax Digital when you keep your records outside Single Form Accounting, in a spreadsheet. It is available on its own (the MTD Bridging plan) and as a module in the full product.

6.1 Submitting a VAT Return

1 VAT Period Details

Enter the period start date, end date and submission due date, then click **Next**. You are warned if the due date has passed.

2 Import VAT Return Figures

Click **Choose spreadsheet** and pick the Excel or CSV file holding your figures. Each box is read from the first number to the right of its label ("Box 1" to "Box 9"). **Download a template** gives a ready-made layout.

3 Review & Submit

Check the figures and the cell each came from, tick **I confirm the declaration above** and click **Submit to HMRC**. You sign in to HMRC with your Government Gateway credentials, as for the VAT return in chapter 5.

Note: Figures cannot be typed in. To change one, correct your spreadsheet and import it again (**Import another file**). You are warned if Box 1 looks out of line with Box 6.

6.2 The MTD Bridging Plan

On the MTD Bridging plan the Dashboard shows the same header and module cards as the full product. MTD Bridging is open; the other modules are greyed out. Click a greyed module, or **Upgrade to Full SFA**, to see the upgrade options.

7 Accounts Production

Accounts Production prepares a company's statutory accounts from its trial balance — on FRS 105 (micro-entity) or FRS 102 Section 1A (small company) — and produces them as PDF, Word and iXBRL. Open it from the Statutory Accounts Production card on the Dashboard.

7.1 Choosing the Accounts

Use **Accounts for** to choose what to work on:

From the SFA ledger	A financial year of a company whose books are kept in Single Form Accounting. The trial balance is read from the ledger.
From an imported trial balance	Accounts produced from a trial balance prepared elsewhere — a year kept in other software, or before the company used Single Form Accounting. The Accounts Only and Accountant plans work only this way.

Choose the **Framework** (FRS 105 or FRS 102 Section 1A); you can change it while the accounts are in draft. For ledger accounts, click **Start accounts** on the Notes & approval tab to create a draft with the standard notes.

Starting from a trial balance

- + From a trial balance**
Click the button next to Accounts for.
- Period**
Enter the period start. The period end fills in a full year later — change it if the company's year end is different. A period that is not a full year is confirmed before importing.
- Import trial balance**
Click **Import trial balance...** and choose the CSV or Excel file (one row per account). The accounts are started and the trial balance imported in one go.
- If needed, choose the columns**
If the columns cannot be matched, or the trial balance does not balance, the accounts are still started and the file opens with a column preview. Choose the columns and import.

Statuses

Draft	Being prepared. Figures follow the trial balance and can change.
Approved	The directors have approved the accounts. Figures are frozen.
Filed	Filed at Companies House. The accounts can no longer be changed.

The tabs are: Account mapping (ledger) or Trial balance and Adjustments (imported), then Statutory preview, Notes & approval and Corporation tax.

7.2 Trial Balance

For imported accounts, the Trial balance tab shows each account with its debit, credit and any difference, with the prior year alongside, and is where accounts are mapped. Account codes keep any leading zeros.

7.3 Account Mapping

Each account is mapped to a line of the statutory accounts (for example Debtors, Cash at bank, Creditors due within one year). Standard accounts are mapped already. Filter by *Unmapped* or *Needs attention* to find accounts to check; where a suggestion is shown, click **Confirm this suggestion** to accept it. Changes save immediately and apply to this company only; **Reset** returns an account to the standard mapping.

Important: Every account with a balance must be mapped before the accounts can be approved.

7.4 Adjustments

Year-end adjustments — accruals, prepayments, depreciation and similar — are made differently depending on where the books are:

Imported trial balance	Use the Adjustments tab. Each adjustment has a date, description and lines with account, debit and credit; any account in the chart of accounts can be used. New account codes appear on the Trial balance tab — map them before approving.
SFA ledger	Post a journal in Transactions > Journal Entries (chapter 9). Tick Post Trial Balance Adjustment if the period is locked.

Note: Ledger adjustments cannot touch the VAT control accounts, so a VAT return already filed cannot be changed by mistake.

7.5 Statutory Preview

Shows the profit and loss account and balance sheet as they will appear in the accounts, with the prior year. Use **Enter comparatives** to enter or correct prior-year figures when there is no preceding year in Single Form Accounting.

7.6 Notes & Approval

Review the company details (including directors — at least one is needed), the accounts settings (audit exemption, average employees) and the notes to the accounts. Tick the notes to include. Text in {{ }} fills in automatically from Company Profile; replace any [bracketed] guidance before approving.

1

Check

Everything is checked before approval; any problems are listed for you to fix.

2

Approve

Enter the approval date and choose the signing director, then click **Approve accounts**. The figures are frozen.

3

Reopen if needed

Approved accounts can be reopened for changes until they are filed.

7.7 Downloading the Accounts

Download the accounts produces the accounts as PDF, Word (.docx) or iXBRL. Drafts are watermarked DRAFT; approved accounts use the frozen figures. iXBRL is the tagged format Companies House and HMRC accept for online filing.

7.8 Filing at Companies House

When available: This feature is being tested with Companies House. It appears in Single Form Accounting when available — until then, the rest of this section still applies.

Once the accounts are approved, the **File at Companies House** card on the Notes & approval tab files the iXBRL accounts directly.

1 Enter the authentication code

The 6-character company authentication code Companies House sent to the registered office. It is sent with the filing and never stored.

2 Confirm and file

Tick to confirm these are the approved accounts, then click **File at Companies House**.

3 Check the status

Companies House processes filings in its own time — from minutes to a few days. Click **Check status**; the status is also checked when you return to the screen.

4 Accepted

When accepted, the accounts are marked **Filed** automatically. If rejected, the reasons are shown; correct the accounts and click **File again**.

The card shows the framework filed and when it was accepted. **Earlier attempts** lists previous filings of the same accounts.

Note: Accounts filed outside Single Form Accounting can still be marked as filed by hand, with the date they were filed.

8 Corporation Tax

The Corporation tax tab in Accounts Production works out the company's Corporation Tax from the approved accounts and produces the CT600 return. It covers small UK trading companies with one trade and an accounting period of up to 12 months. Approve the accounts, then click **Start tax computation**.

8.1 Settings and Balances Brought Forward

Enter the number of associated companies and the balances brought forward from the previous period: trading losses and the capital allowance pools. Where the previous period was prepared in Single Form Accounting, these are carried forward automatically.

8.2 Accounts Adjustments

Adjustments from accounts profit to taxable profit — for example depreciation and client entertaining added back — are taken from the accounts using each account's tax treatment (8.6). Lines marked *Accounts* come from the accounts and are replaced by **Refresh from accounts**; your own lines are kept. Use **+ Add line** for your own adjustments.

Note: Click **Refresh from accounts** after the accounts are re-approved or a tax treatment is changed.

8.3 Capital Allowances

Record plant and machinery additions and disposals in the period, choosing the type of each. The computation applies:

- Annual Investment Allowance
- Full expensing (100%) and the 50% first-year allowance on special rate assets
- The 40% first-year allowance on new and unused main rate plant and machinery bought on or after 1 January 2026 (not cars or second-hand assets). The other 60% goes into the main pool.
- Zero-emission cars
- Writing down allowances on the main and special rate pools

Choose the type carefully: whether an asset qualifies (new, unused, not a car) is not checked for you. Disposal value is the sale proceeds (or market value), capped at original cost.

8.4 Computation

Shows the full computation: adjusted trading profit, capital allowances, losses used, profits chargeable, and the tax for each financial year at the small profits rate, main rate or with marginal relief. Profits on the return are in whole pounds.

8.5 Loans to Participators (CT600A)

For close companies that lent money to a director or shareholder — for example an overdrawn director's loan account — still owed at the period end. Click **Add loans** and enter:

- Each loan made in the period and still owed at the period end, with the participator's name and the date
- Repayments, releases or write-offs after the period end, already made

Tax under s455 is charged on loans still owed. Repayments made within nine months of the period end cancel the tax; later repayments give relief claimed on the return. The summary shows the tax payable on loans and the total tax payable.

8.6 Tax Treatment of Accounts

Sets the tax treatment of each profit and loss account — for example depreciation, entertaining, donations, fines or capital expenditure, which are added back. Accounts with no treatment are allowable. Choose **Allowable (no adjustment)** to stop a default. The treatment applies to every period of the company.

Depreciation and interest receivable are adjusted by default. For imported trial balances, accounts named as client entertaining, donations or fines are also suggested, marked *Suggested*.

Note: For an account that is only partly disallowable, leave it allowable and add the disallowed part as your own adjustment in section 2.

8.7 Finalising and Downloads

Click **Finalise computation** to lock the computation. Once final, two downloads are available:

Computations iXBRL	The tax computation in the tagged format HMRC requires.
CT600 XML	The complete return with the accounts and computations attached, for checking.

To make changes, click **Reopen**.

8.8 Submitting the CT600 to HMRC

When available: This feature is being tested with HMRC. It appears in Single Form Accounting when available — until then, the rest of this section still applies.

When the computation is final, the **Submit to HMRC** card sends the CT600 with the accounts and computations attached.

- 1 Sign in details**
Enter the company's Government Gateway user ID and password. The password is sent with the return only and never stored.
- 2 Declaration**
Check the name and status of the person making the declaration and tick the declaration.
- 3 Send to HMRC**
Click **Send to HMRC**. The status shows *With HMRC* and updates automatically.
- 4 Outcome**
When HMRC accepts the return, the receipt is shown and the computation can no longer be reopened. If rejected, HMRC's reasons are shown; correct them and click **Send again**.

Important: The return is filed with HMRC as the company's Corporation Tax return. Check the figures and attached accounts carefully before sending.

9 Journal Entries & Year End

Journal entries record adjustments and corrections that are not invoices or payments. Open Transactions > Journal Entries.

9.1 Creating a Journal

- + New Journal Entry**
Enter the journal date, description, and optionally a reference and notes.
- Journal Lines**
Add at least two lines, each with an account and a debit or credit. Use **+ Add Line** for more.
- Balance**
Debits must equal credits; the totals and difference are shown under the lines.
- Save Journal Entry**
The journal is saved as a Draft.
- Post**
Click **Post** in the list. A posted journal cannot be edited.

A draft can be edited or deleted. A posted journal can be **Voided**, giving a reason.

9.2 Journals and the VAT Return

A journal reaches the VAT return only when **Include this journal in the VAT return?** is ticked. Tick it only when the journal adjusts VAT Payable or VAT Receivable — for example a correction to input or output tax. The VAT line adjusts Box 1 or Box 4, and the rest of the entry adjusts Box 6 or Box 7.

Important: Leave the tick off for opening-balance journals when you start using Single Form Accounting, so last year's balances do not go into a VAT return.

9.3 Trial Balance Adjustments

Tick **Post Trial Balance Adjustment** to post a year-end adjustment into a period that is otherwise locked, for example while preparing the statutory accounts (see 7.4).

9.4 System Journals

Some journals are posted by Single Form Accounting itself:

Flat Rate VAT	Posted when a Flat Rate return is filed. Cannot be voided — it belongs to the filed return.
Year-end closing	Profit and loss closing and the transfer to retained earnings. Cannot be voided — reopen the year instead.
Currency revaluation and reconciliation write-off	Can be voided; voiding is the way to undo them.

9.5 Year-End Closing

In Setup > Financial Years, click **Close Year** to close a financial year. The profit or loss is transferred to retained earnings and the year is locked. All VAT periods in the year must be filed first.

If a change is needed after closing, click **Reopen Year**. This removes the system-generated closing and opening journals; close the year again when you have finished.