

  
**Handy Help Guide**

**Please read the information below**

It's important not to add or remove any columns from our template file as doing so is likely to cause the importer to fail. Simply leave columns that you don't need to use blank.

Any information not included in our default template will need to be added in the client's FreeAgent account (in the app) once setup has been completed. The mandatory fields outline the data that needs to be provided in order to have a FreeAgent account ready for use immediately after completion of the import.

Once you have completed the template please **ensure you save the file in .csv format** and then email [practices@freeagent.com](mailto:practices@freeagent.com) to let us know you are ready to continue. Your Account Manager will then get in touch with you to help you complete the process.

Col.	Field Name	Mandatory	Notes
B	Business Name	Yes	Company or client's business name
C	Subdomain		Must be a unique subdomain; if not you will be prompted to enter another.  If left blank FreeAgent will try to generate a subdomain base on the name field provided above
D	Account Manager Email		This must mirror the account manager's email address on the dashboard.  NB: If left blank, client(s) will be assigned to whichever account manager imports file.  Senior account managers can assign clients to anyone listed as an account manager on the dashboard; Junior account managers can only import clients to themselves.
E	Client Type	Yes	Must be one of: <ul style="list-style-type: none"> <li>- UK Limited Company</li> <li>- UK Sole Trader</li> <li>- UK Partnership</li> <li>- UK Limited Liability Partnership</li> <li>- Universal (default)</li> </ul> NB: must be entered exactly as listed above; any spaces, lower case letters, typos etc will result in a default Universal account being created, which cannot be undone.

  
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F	Address 1	Yes	
G	Address 2		
H	Address 3		
I	Town	Yes	
J	Region		
K	Postcode	Yes	
L	Company Start Date	Yes	NB: must be in format dd/mm/yyyy
M	First Accounting Year End Date	Yes	FreeAgent will use this to build the accounting reports.  So if your client has changed year ends you may need to enter the changed year end rather than the first one NB: must be in format dd/mm/yyyy
N	FreeAgent Start Date	Yes	This is the date that data will start from in FreeAgent for the client. So you can backdate this as far as you are willing to backdate the data for.  NB: must be in format dd/mm/yyyy
O	Company Registration Number	Yes	Company registration number, will consist of 8 numbers, or 2 letters followed by 6 numbers.
P	Accounts Office Reference		Should be a valid accounts office reference. E.g: 123PA00045678
Q	Corporation Tax Reference		Also known as a COTAX Reference e.g. 1234567890
R	PAYE/NI Period		If specified, must be on of: - Monthly (default) - Quarterly
S	PAYE Reference		Should be a valid PAYE Reference e.g. 123/A246
T	Sales Tax Registration Status		If specified, must be one of: - Registered

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			<ul style="list-style-type: none"><li>- Registration applied for</li><li>- Deregistered</li><li>- Not Registered (default)</li></ul> <p>If you have deregistered for VAT and the deregistration date is before the client's FreeAgent Start Date, please use 'Not Registered'. This gives you the option to re-apply for VAT at a later date.</p>
U	VAT Registration Number		<p>This may be required based on the selection given for column T.</p> <p>E.g if column T is Registered this will need to be provided</p>
V	VAT Registration Effective Date		<p>This may be required based on the selection given for column T.</p> <p>E.g if column T is Registered this will need to be provided</p>
W	VAT First Return Period End		<p>If 'Registered' status has been input in column T, then the first return period ends on date <b>must</b> be supplied here (in dd/mm/yyyy format) otherwise the import will fail</p>
X	VAT Deregistration Effective Date		<p>Only enter if the deregistration date is after the client's FreeAgent Start Date. This will mean that the client won't be able to reregister for VAT with this account if they are set as deregistered.</p> <p>If your client has deregistered for VAT and the deregistration date is before the client's FreeAgent Start Date, please use 'Not Registered' in column Q. This gives you the option to re-apply for VAT at a later date.</p>
Y	Initial VAT Basis		<p>Must be one of:</p> <ul style="list-style-type: none"><li>- Invoice (default)</li><li>- Cash</li></ul>
Z	Initial VAT FRS Type Index		<b>Please see Appendix below for further information</b>
AA	Status		<p>If specified, must be either:</p> <ul style="list-style-type: none"><li>- Active</li><li>- Inactive (default)</li></ul>
AB	RBSG Licence?		<p>Can be Royal Bank of Scotland, NatWest or No (default).</p> <p>If your client has a Royal Bank of Scotland or Natwest business account then choose the bank name here. This will enable their account to be Free but it will mean the account will have the bank's branding.</p>

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AC	Bank Account Sort Code		Will only be required when setting up an RBSG licence, otherwise this column can be left blank, and can be entered/changed anytime in-app
AD	Bank Account Number		Will only be required when setting up an RBSG licence, otherwise this column can be left blank, and can be entered/changed anytime in-app
AE	Bank Account Opening Balance		Defaults to 0.00
AF	User 1 First Name	Yes	
AG	User 1 Last Name	Yes	
AH	User 1 Email	Yes	
AI	User 1 Role		If specified, must be one of: <ul style="list-style-type: none"><li>- Owner (default for Sole Trader)</li><li>- Director (default for Limited Company)</li><li>- Partner (default for Partnership)</li><li>- Company Secretary</li><li>- Employee</li><li>- Shareholder</li></ul>
AJ	User 1 Permission Level		If specified, must be one of the following options : <ol style="list-style-type: none"><li>0. No Access</li><li>1. Time</li><li>2. My Money</li><li>3. Contacts and Projects</li><li>4. Estimates and Invoices</li><li>5. Bills</li><li>6. Banking</li><li>7. Tax and Limited Accounting</li><li>8. Full Access</li></ol> <p>(When entering the permission level, please only enter the name of the level, <b>not</b> the number, e.g. "Time")</p> <p>NB: The importer will default to level 7 'Tax and Limited Accounting' access if the field is left blank, there are any spelling mistakes or if you input a number rather than the full title for the access level.</p>
AK	User 1 NI Number		

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AL	User 2 First Name		
AM	User 2 Last Name		
AN	User 2 Email		
AO	User 2 Role		<p>If specified, must be one of:</p> <ul style="list-style-type: none"><li>- Owner</li><li>- Director (default for Limited Company)</li><li>- Partner (default for Partnership)</li><li>- Company Secretary</li><li>- Employee (default for Sole Trader 2nd user)</li><li>- Shareholder</li></ul>
AP	User 2 Permission Level		<p>If specified, must be one of the following options:</p> <ol style="list-style-type: none"><li>0. No Access</li><li>1. Time</li><li>2. My Money</li><li>3. Contacts and Projects</li><li>4. Estimates and Invoices</li><li>5. Bills</li><li>6. Banking</li><li>7. Tax and Limited Accounting (default)</li><li>8. Full Access</li></ol> <p>(When entering the permission level, please only enter the name of the level, <b>not</b> the number.)</p> <p>NB: The importer will default to level 7 'Tax and Limited Accounting' access if the field is left blank, there are any spelling mistakes or if you input a number rather than the title for the access level.</p>
AQ	User 2 NI Number		

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## Appendix

### Column Z - Initial VAT FRS type Index

Please make sure you enter the code for the Flat Rate Scheme your client was **initially** registered for, not necessarily the one you are currently registered for. If your client has since changed scheme (e.g. to Limited Cost Trader once this came in to effect) you will need to change this in FreeAgent after you have imported the client. (Note: if your client registered for VAT after 1st April 2017, then you can use the option for Limited Cost Trader within the upload)

For more information regarding this, please see our Knowledge Base article:

<https://support.freeagent.com/hc/en-gb/articles/115001224444-Changing-your-VAT-flat-rate-scheme-details-mid-quarter>

Code (col. Z)	Flat Rate Scheme Description
0	Standard Scheme/Not on FRS (defaults to this if left blank)
1	Accountancy & Bookkeeping
2	Advertising
3	Agricultural Services
4	Any other activity that is not listed elsewhere
5	Architect, civil & structural engineer or surveyor
6	Boarding or care of animals (not including vets)
7	Business services that are not listed elsewhere
8	Catering services, including restaurants & takeaways
9	Computer & IT consultancy or data processing
10	Computer repair services
11	Dealing in waste or scrap

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12	Entertainment or journalism
13	Estate agency or property management services
14	Farming or agriculture that is not listed elsewhere
15	Film radio, television or video production
16	Financial services
17	Forestry or fishing
18	General building or construction services
19	Hairdressing or other beauty treatment services
20	Hiring or renting of goods
21	Hotel or accommodation
22	Investigation or security
23	Labour-only building or construction services
24	Laundry or dry-cleaning services
25	Lawyers or legal services
26	Library, archive, museum or other cultural activity
27	Management consultancy
28	Manufacturing that is not listed elsewhere
29	Manufacturing fabricated metal products
30	Manufacturing food
31	Manufacturing yarn, textiles or clothing

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32	Membership organisation
33	Mining or quarrying
34	Packaging
35	Photography
36	Post offices
37	Printing
38	Publishing
39	Pubs
40	Real estate activities that are not listed elsewhere
41	Repairing personal or household goods
42	Repairing vehicles
43	Retailing food, confectionery, tobacco, newspapers or children's clothing
44	Retailing pharmaceuticals, medical goods, cosmetics or toiletries
45	Retailing that is not listed elsewhere
46	Retailing vehicles or fuel
47	Secretarial services
48	Social work
49	Sport or recreation
50	Transport or storage, including couriers, freight, removals and taxis
51	Travel agency

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52	Veterinary medicine
53	Wholesaling agricultural products
54	Wholesaling food
55	Wholesaling that is not listed elsewhere
56	Limited cost trader

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