

## Abbreviated accounts – web filing template

Data Item	Type	Max Char Length	Mandatory	Comments
Date	Drop down menu	-	Yes	Provides a range of dates covering 14 days 7 days either side of the ARD)
Select required currency	Drop down menu	-	Yes	Pre-populated with GBP
Called up share capital not paid (current)	Numeric	8	No	Must be a whole number, must be a positive number
Called up share capital not paid (previous)	Numeric	8	No	Must be a whole number, must be a positive number
<b>Fixed assets</b>				
Intangible assets (current)	Numeric	8	No	Must be a whole number, must be a positive number
Intangible assets (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Tangible assets (current)	Numeric	8	No	Must be a whole number, must be a positive number
Tangible assets (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Investments (current)	Numeric	8	No	Must be a whole number, must be a positive number
Investments (previous)	Numeric	8	No	Must be a whole number, must be a positive number
<b>Current assets</b>				
Stocks (current)	Numeric	8	No	Must be a whole number, must be a positive number
Stocks (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Debtors (current)	Numeric	8	No	Must be a whole number, must be a positive number
Debtors (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Investments (current)	Numeric	8	No	Must be a whole number, must be a positive number
Investments (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Cash at bank and in hand (current)	Numeric	8	No	Must be a whole number, must be a positive number
Cash at bank and in hand (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Prepayments and accrued income (current)	Numeric	8	No	Must be a whole number, must be a positive number
Prepayments and accrued income (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Creditors: amounts falling due within one year (current)	Numeric	8	No	Must be a whole number, must be a negative number
Creditors: amounts falling due within one year (previous)	Numeric	8	No	Must be a whole number, must be a negative number
Provisions for liabilities (current)	Numeric	8	No	Must be a whole number, must be a

				negative number
Provisions for liabilities (previous)	Numeric	8	No	Must be a whole number, must be a negative number
Accruals and deferred income (current)	Numeric	8	No	Must be a whole number, must be a negative number
Accruals and deferred income (previous)	Numeric	8	No	Must be a whole number, must be a negative number
<b>Capital and reserves</b> (N.B. Shareholders' funds must be equal to the total net assets (liabilities), if the company is limited by guarantee then this section will be titled "Reserves")				
Called up share capital (current)	Numeric	8	Yes	Must be a whole number, must be a positive number, only mandatory for companies that are limited by shares, does not display if the company is limited by guarantee
Called up share capital (previous)	Numeric	8	Yes	Must be a whole number, must be a positive number, only mandatory for companies that are limited by shares, does not display if the company is limited by guarantee
Share premium account (current)	Numeric	8	No	Must be a whole number, must be a positive number, does not display if the company is limited by guarantee
Share premium account (previous)	Numeric	8	No	Must be a whole number, must be a positive number, does not display if the company is limited by guarantee
Revaluation reserve (current)	Numeric	8	No	Must be a whole number, must be a positive number
Revaluation reserve (previous)	Numeric	8	No	Must be a whole number, must be a positive number
Other reserves (current)	Numeric	8	No	Must be a whole number
Other reserves (previous)	Numeric	8	No	Must be a whole number
Profit and loss account (current)	Numeric	8	No	Must be a whole number
Profit and loss account (previous)	Numeric	8	No	Must be a whole number
<b>Statements</b>				
477 statement	Radio Button	-	Yes	-
476 statement	Radio Button	-	Yes	-
Director's responsibilities statement	Radio Button	-	Yes	-
Small companies statement	Radio Button	-	Yes	-
<b>Approval</b>				
Date of approval of accounts	Date	-	Yes	-
Name of the approving director	Free Text	100	Yes	-
Additional approving director (if any)	Free Text	100	No	-
<b>Accounting policies</b>				
Basis of measurement and preparation of accounts	Radio Buttons	-	Yes	If the first radio button is selected then the associated text will be pre-populated.  If the second radio button is selected then the user may input a note into the free text field below.
Basis of measurement and preparation of	Free Text	5000	No	At least one text field must be

accounts free text field				completed
Turnover policy	Free Text	5000	No	At least one text field must be completed
Tangible assets depreciation policy	Free Text	5000	No	At least one text field must be completed
Intangible assets amortization policy	Free Text	5000	No	At least one text field must be completed
Valuation information and policy	Free Text	5000	No	At least one text field must be completed
Other accounting policies	Free Text	5000	No	At least one text field must be completed
Company limited by guarantee	Free Text	5000	No	Does not display if the company is limited by shares, pre-populates with "Company is limited by guarantee and consequently does not have share capital"

### Transactions with directors

Name of director	Free Text	100	Yes	This field is only mandatory if information on transactions with directors is given
Description of transaction	Free Text	100	Yes	This field is only mandatory if information on transactions with directors is given
Balance at <start date>	Numeric	8	No	Must be a positive number, at least one out of these three fields must be completed
Additional advances	Numeric	8	No	
Repayments	Numeric	8	No	
Add transaction	Button	-	No	-
Additional information	Free Text	5000	No	-

**Intangible assets note** (N.B. An Intangible Assets note must be given if a value for Intangible Assets is shown on the balance sheet)

### Cost

At <start date>	Numeric	8	No	-
Additions	Numeric	8	No	-
Disposals	Numeric	8	No	-
Revaluations	Numeric	8	No	May be positive or negative
Transfers	Numeric	8	Yes	May be positive or negative

### Amortisation

At <start date>	Numeric	8	No	-
Charge for the year	Numeric	8	No	-
On disposals	Numeric	8	No	-

**Net book value** (N.B. The Total net book value must equal the Intangible Assets value shown on the balance sheet)

Additional information	Free Text	2000	No	-
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**Tangible assets note** (N.B. A Tangible Assets note must be given if a value for Tangible Assets is shown on the balance sheet)

### Cost

At <start date>	Numeric	8	No	-
Additions	Numeric	8	No	-
Disposals	Numeric	8	No	-
Revaluations	Numeric	8	No	May be positive or negative
Transfers	Numeric	8	No	May be positive or negative

### Amortisation

At <start date>	Numeric	8	No	-
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Charge for the year	Numeric	8	No	-
On disposals	Numeric	8	No	-
<b>Net book value</b> (N.B. The Total net book value must equal the Tangible Assets value shown on the balance sheet)				
Additional information	Free Text	2000	No	-
<b>Fixed Assets Investments note</b> (N.B. A Fixed Assets Investments note must be given if a value for Investments is shown on the balance sheet)				
Fixed assets investments note	Free Text	2000	No	-
<b>Current Assets Debtors note</b>				
Debtors include the following amounts due after one year (current)	Numeric	8	No	-
Debtors include the following amounts due after one year (previous)	Numeric	8	No	-
Additional information	Free Text	2000	No	-
<b>Creditors note</b>				
Secured debts (current)	Numeric	8	No	-
Secured debts (previous)	Numeric	8	No	-
Installment debts due after 5 years (current)	Numeric	8	No	-
Installment debts due after 5 years (previous)	Numeric	8	No	-
Non-installment debts due after 5 years (current)	Numeric	8	No	-
Non-installment debts due after 5 years (previous)	Numeric	8	No	-
<b>Called up share capital note</b> (N.B. A maximum of 5 classes of shares may be entered for each class type (e.g. Ordinary, Preference, etc.)				
What share class type are you adding?	Radio button	-		Option of either 'ordinary shares' or 'preference shares'
Share class	Drop down menu	-	Yes	Can also be manually entered (max char length = 50)
Share value	Numeric	8	Yes	Must be a positive number
No. of shares (current)	Numeric	8	Yes	Must be a positive number Must be shown for at least one year
No. of shares (previous)	Numeric	8	No	Must be a positive number
Add share class	Button	-	-	-
Additional information	Free Text	2000	No	-