YEAR-END ROADMAP

Accounts & CT600 with Manual Entry

taxoptimiser

You have a trial balance on paper or from an accountant and want to type it in. Every account line goes in once and feeds the accounts and the CT600. Bold words are the buttons and tabs you will see on screen.

☐ A step to do ⬚ A question: "Yes" goes right, otherwise carry straight on

SET UP

1 Add the company and its codes
Enable Accounts on the dashboard (or **Create Additional Organisation**). On the Organisation page: **Companies House** tab for the number, authentication code and presenter ID; **Tax & VAT** tab for the **Corporation Tax UTR**.

? Has the company already filed accounts at Companies House for an earlier year?

Yes →

Set up last year first
Sync from Companies House sets this year's period up with last year's dates. For comparatives, also create last year's period, enter its figures, choose **Already filed at Companies House** and **Lock** it. This year, **Pull in Prior Year Figures** brings them across.
Then carry on down ↓

No — first year ↓

2 Create this year's period
Accounts and Corporation Tax → **Sync from Companies House**, or **Create** and enter the start, end and due dates.

? Are this year's accounts already filed at Companies House?

Yes →

Only the CT600 to do
On the period **Overview** choose **Already filed at Companies House**. Enter figures that match the filed accounts. Don't use **CT Dates** → **Override**. Skip the Companies House stage.
Then carry on down ↓

No ↓

GET THE FIGURES IN

3 Type the trial balance
Period menu → **Trial Balance** → **Enter manually**. Enter each account's debit or credit, then **Save All**. Debits must equal credits.

4 Add last year's figures
Pull in Prior Year Figures → **Pull in figures**. Or type them into the **Prior Year Debit** and **Prior Year Credit** columns.

ACCOUNTS

5 Finish the accounts
Accounts → **Company Information** (untick **Draft accounts** when final), **Directors** (choose who signs) and **Notes**.

6 Check, preview and lock
Fix every **Validation** error (warnings can be dismissed). Read the preview, then **Lock** the period on the **Overview**.

COMPANIES HOUSE

7 File with Companies House
Period menu → **File with Companies House** → **Validation** → **Review Document** → **Submit to Companies House**.

CORPORATION TAX

8 Check the computation
Computation: **General**, **P & L** (tick **Disallowable** costs), **Assets** (**AIA Allocation**), **Losses**. Optional: **Add tax charge to accounts**.

9 File the CT600 with HMRC
File CT600 with HMRC → **Errors** (Gateway login, UTR, signage date) → **Review Document** → **Review Calculation** → **Submit to HMRC**.

✓ **Pay HMRC**
Pay any Corporation Tax by 9 months and 1 day after the year end.

Manual Entry: good to know

Good to know

- Work from a balanced trial balance. If yours doesn't balance, fix it before you start typing.
- Year-end adjustments such as depreciation, accruals and the tax charge can be added as journals rather than changing the balances.
- First year of trading? There are no prior year figures. Leave the prior year columns empty.
- Already filed at Companies House for an earlier year? Set up last year's period too. Last year's closing balances are this year's comparatives, and the accounts must show both years.
- One submission fee per period covers both the Companies House filing and the CT600.

If something goes wrong

The totals don't balance	Look for a figure in the wrong column (debit vs credit) or a missing line.
Pull in Prior Year Figures finds nothing	Last year's period needs to be in Tax Optimiser with its figures entered.
Validation shows errors	Each error says which screen to fix it on. Errors stop filing; warnings can be dismissed.
Companies House rejects the filing	Usually the authentication code or company number. Check the **Companies House** tab, then file again.
HMRC rejects the CT600	Usually the Government Gateway login or the UTR. Fix it, then submit again. The help guide lists every HMRC error.
You need to change locked accounts	**Unlock period** on the Overview, make the change, then lock again before filing.

Deadlines

Accounts to Companies House	9 months after the year end (21 months from incorporation for the first accounts)
Corporation Tax payment	9 months and 1 day after the year end
CT600 to HMRC	12 months after the year end

Need more detail? Every step on this roadmap has a full guide with screenshots in the Help Centre at **taxoptimiser.co.uk/help**. Search for the button name you are stuck on. Other roadmaps in this series:

- Simple Entry
- Spreadsheet Import
- Xero
- QuickBooks
- FreeAgent
- Dormant Company