YEAR-END ROADMAP

Accounts & CT600 with Simple Entry

taxoptimiser

For small companies with straightforward figures. Five guided steps take you from the profit and loss to filing both returns, with no trial balance needed. 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. Simple Entry can then read last year's balance sheet straight from the filed accounts.
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 Choose Simple Entry
Period menu → **Trial Balance** → **Use Simple Entry**. If the button says **Why can't I use it?**, pick another roadmap.

4 Steps 1–2: Profit and loss, Balance sheet
Type the year's totals into the boxes. **Pull in prior year figures** fills last year's column, then tick **I've checked the prior year figures**.

5 Steps 3–4: Corporation tax, Company and directors
Answer the tax questions, then **Find my company** and confirm the directors.

ACCOUNTS

6 Step 5: Finalise and file
Work down the checklist, **Preview the accounts**, then **Mark accounts as final**. Spotted a mistake? **Reopen the accounts**.

COMPANIES HOUSE

7 File with Companies House
From **Finalise and file**: **File with Companies House** → **Review Document** → **Submit to Companies House**.

CORPORATION TAX

8 File the CT600
From **Finalise and file**: **File the CT600** → **Review Document** → **Review Calculation** → **Submit to HMRC**.

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

Simple Entry: good to know

Good to know

- Simple Entry suits micro-entity accounts. If you need detailed notes or a full trial balance, use Manual Entry or an import instead.
- The **Entering figures by** strip at the top of the screen lets you switch method later. Your figures are kept.
- If last year's period isn't in Tax Optimiser, **Pull in prior year figures** reads the balance sheet from Companies House. Check it with **View the accounts filed at Companies House**.
- 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

A step shows a red warning	Click it. It opens the box that needs attention.
The prior year figures are wrong	Correct them in the boxes, or **Pull again**.
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:

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