YEAR-END ROADMAP

Accounts & CT600 from a spreadsheet

taxoptimiser

Your trial balance is in a spreadsheet or a CSV exported from Sage, QuickFile, Mighty or FreeAgent. Upload it, map the accounts once, and carry on. 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, include last year's figures in the file or use **Pull in Prior Year Figures**.
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

? Trial Balance → Upload a file. Is the file our template, or an export listed under Import Template?

Yes →
Read the file using An import template
Pick it under **Import Template** (Standard, Sage 50, Sage Business Cloud, QuickFile, Mighty, FreeAgent CSV…), then **Upload**. Blank copy: **Download Standard Template**.
Then skip to *Map your accounts* ↓

No — any other layout ↓

3 Read the file using AI (any layout)
Tick **I understand — send my spreadsheet to AI and I'll check the result**, then **Upload**. Check every line it reads.

4 Map your accounts
Imported Data tab → **Needs mapping** → pick a **Common Account** for each row (or **AI-map all unmapped**) until **Totals** reads 0.00 → **View trial balance**.

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.

YEAR-END ROADMAP

Spreadsheet Import: good to know

Good to know

- Mapping is remembered against your account codes, so next year's import usually maps itself.
- If you import last year's figures with **Pull in Prior Year Figures**, last year's period must be **locked** first.
- Re-import at any time with **Actions** → **Import**. The new file replaces the old figures.
- 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

"Wrong template" or nothing imports	The file doesn't match the template chosen. Pick the right one, or use **AI (any layout)**.
Totals isn't 0.00	The file itself doesn't balance, or a row was skipped. Check the source export.
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
- Manual Entry
- Xero
- QuickBooks
- FreeAgent
- Dormant Company