Absolute Accounting Software

Help Guide – Accounts & CT600s

GETTING STARTED

Thank you for purchasing the Absolute Accounts and CT package.

If you haven't already installed the software you will need to do this by clicking on the following link selecting install all www.absolutetax.co.uk/install/aall.exe

When installing any of our software we recommend that you ensure that you have full read and write access/permissions.

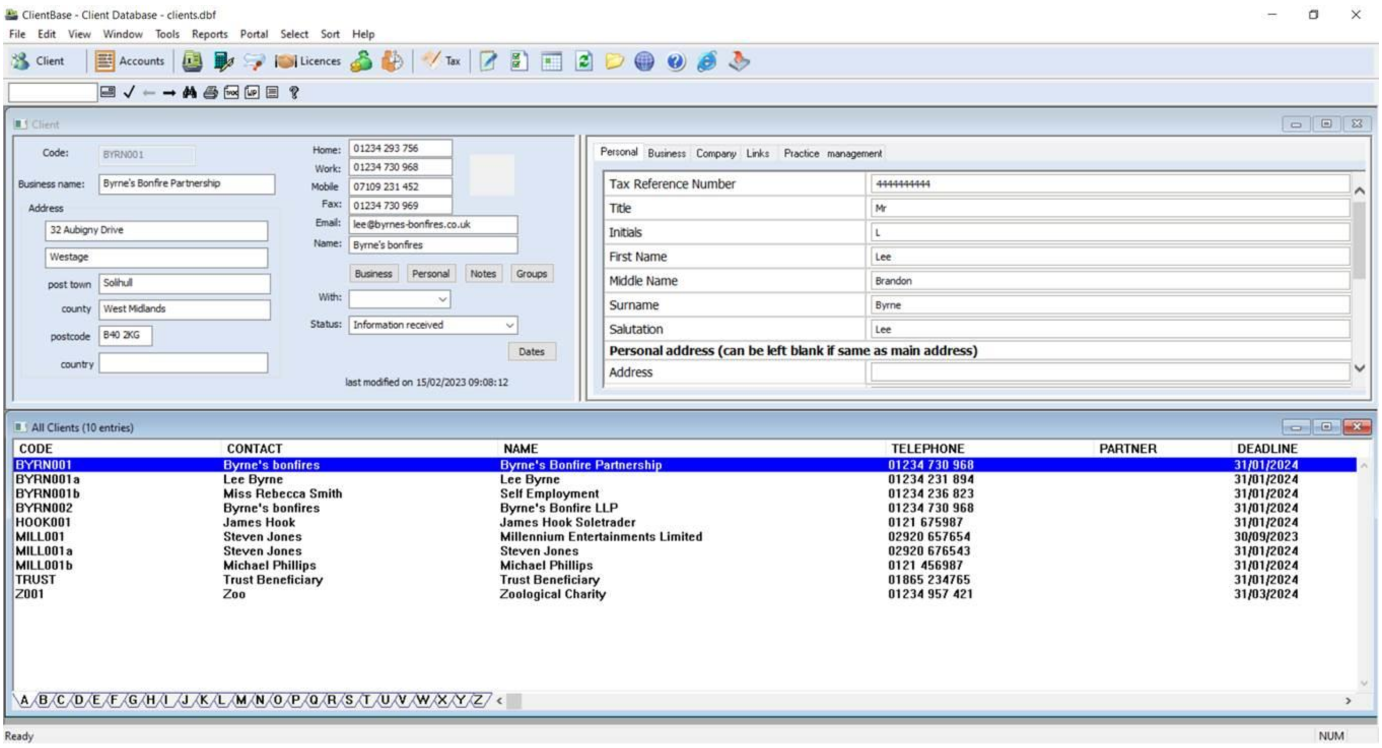
LICENCING THE SOFTWARE

To licence the software please double click on the Absolute icon on your desktop (not the accounts one) click on the 

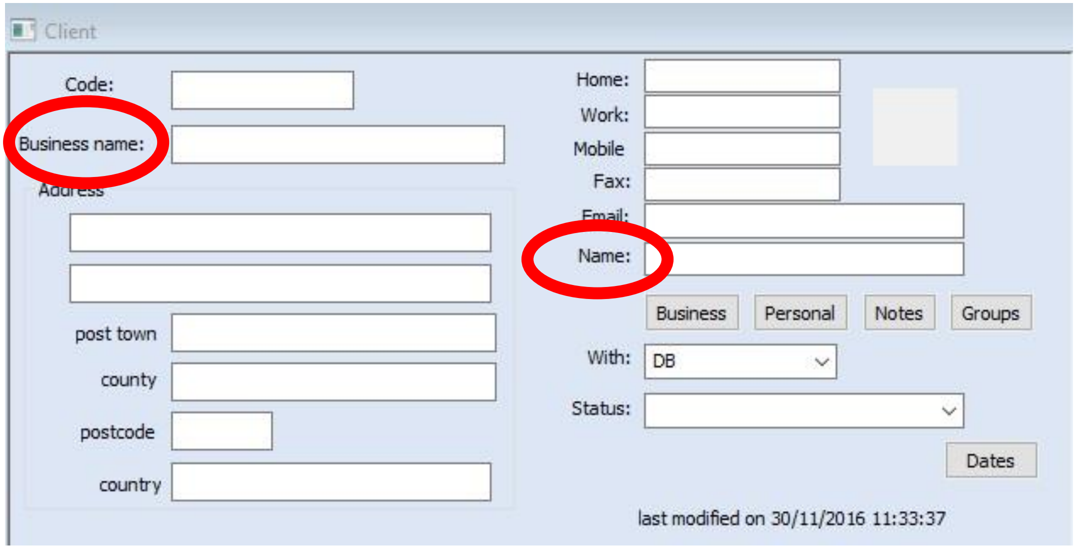
icon in the toolbar, click Unlock and enter the licence code that you have been emailed by using copy/paste. We would also recommend ensuring you are running the latest version by clicking the last icon along the toolbar for internet update. This will prompt a message that the application needs to close and you will need to click yes. This will then open the installation window and you will need to click install all.

ADDING CLIENTS

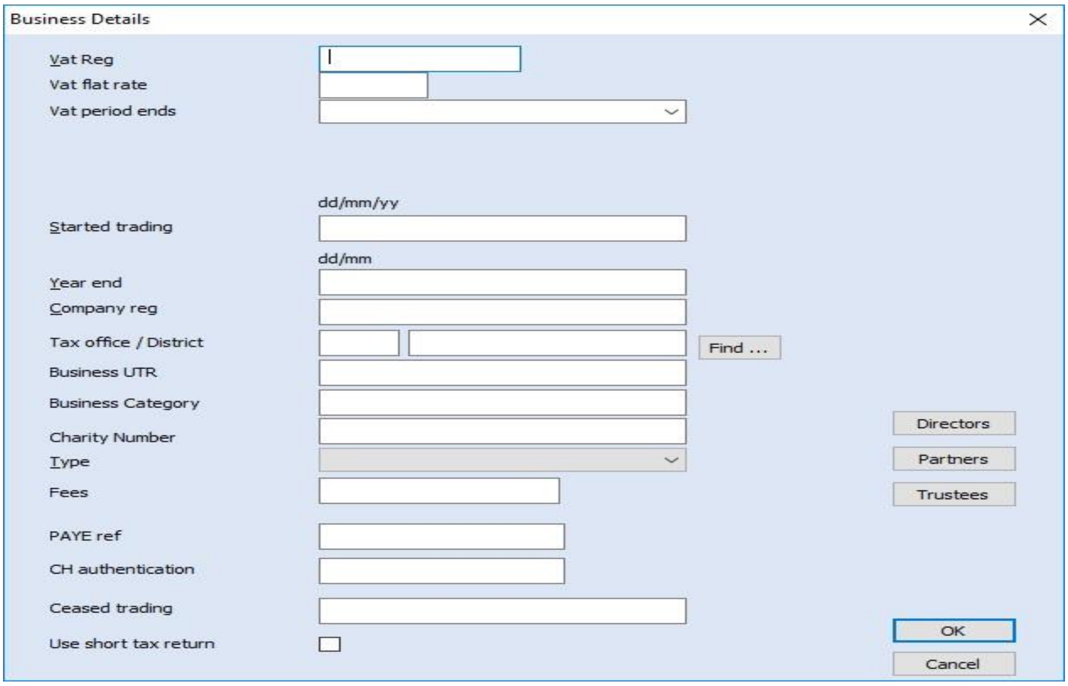
When opening the software you will get the following screen;



- When dealing with a Limited company we **ALWAYS** recommend that you set up the company as one client and any directors as separate clients. To do this click on edit in the top left-hand corner of the screen and select new client. This will bring up the screen below.
- You need to go through and complete each of the fields for the Limited company. The client code box is for internal use only but needs to be kept as alpha/numeric. In the business name box enter the name of the Limited company and in the name box also enter the name of the director who would sign the return.



- Once you have completed the above screen you will need to click on the business button click and click 'Yes' to save when prompted. The following screen will then be populated.



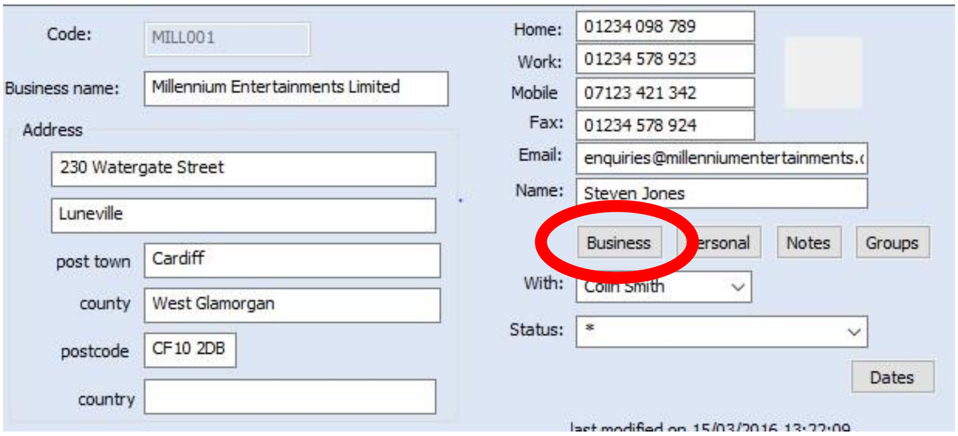
- In the field ‘Type’ you will need to ensure that you select Limited company and that you have also entered a year end date i.e. 31/03, company registration number, tax office number and business UTR then click OK and ‘Yes’ to save the changes if prompted.

SETTING UP DIRECTORS

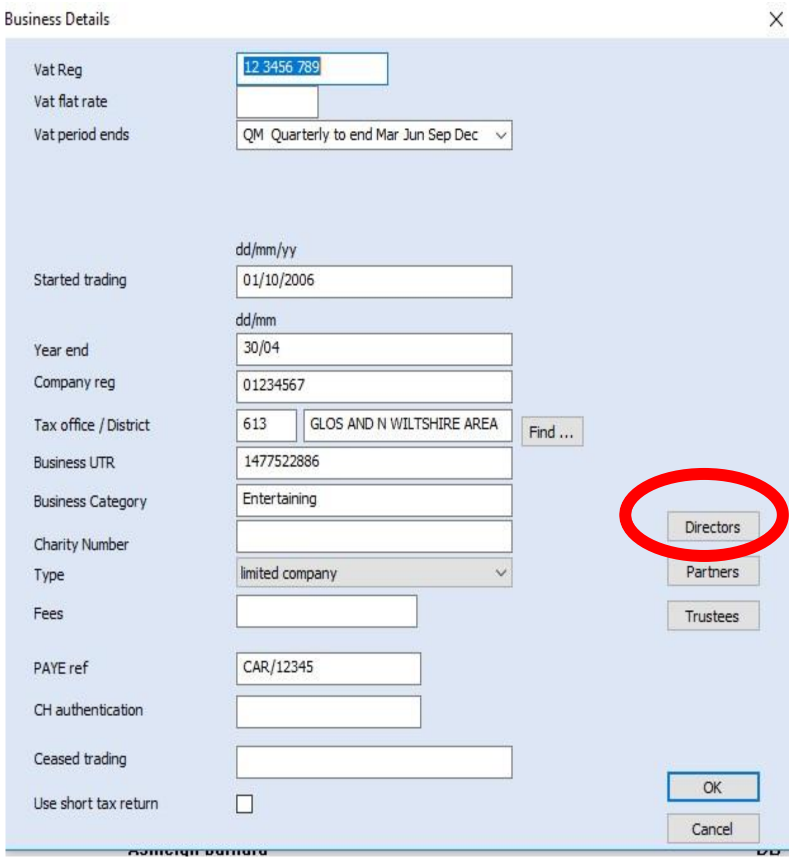
- To set up the directors you will need to click on Edit > New Client and enter a client code. The business name field can be left blank and the directors’ name entered in the ‘Name’ field.
- For each individual director repeat the above steps. Edit > New Client and complete the fields on screen.

LINKING DIRECTORS

- Once all of the directors are set up you will need to highlight the limited company in the list and then click on the business button.

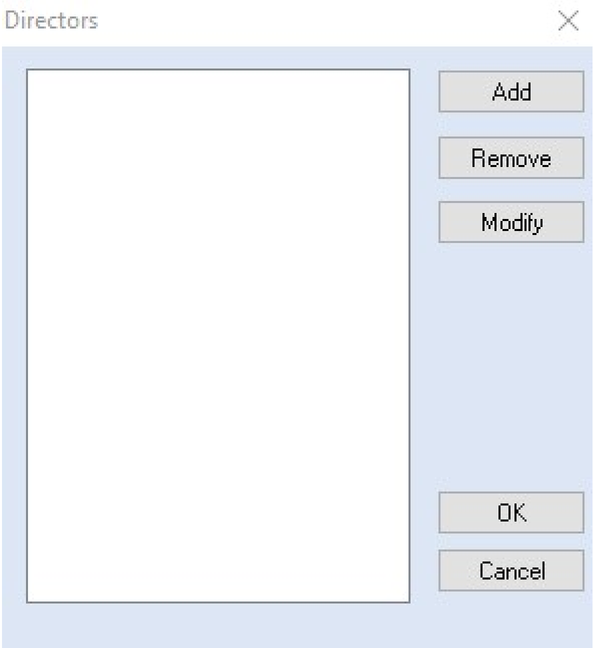


- This opens the following screen.



- Click on the director’s button on the right-hand side of the screen.

- On the next screen click on ‘Add’



- Highlight the first director from the list and click ‘OK’.

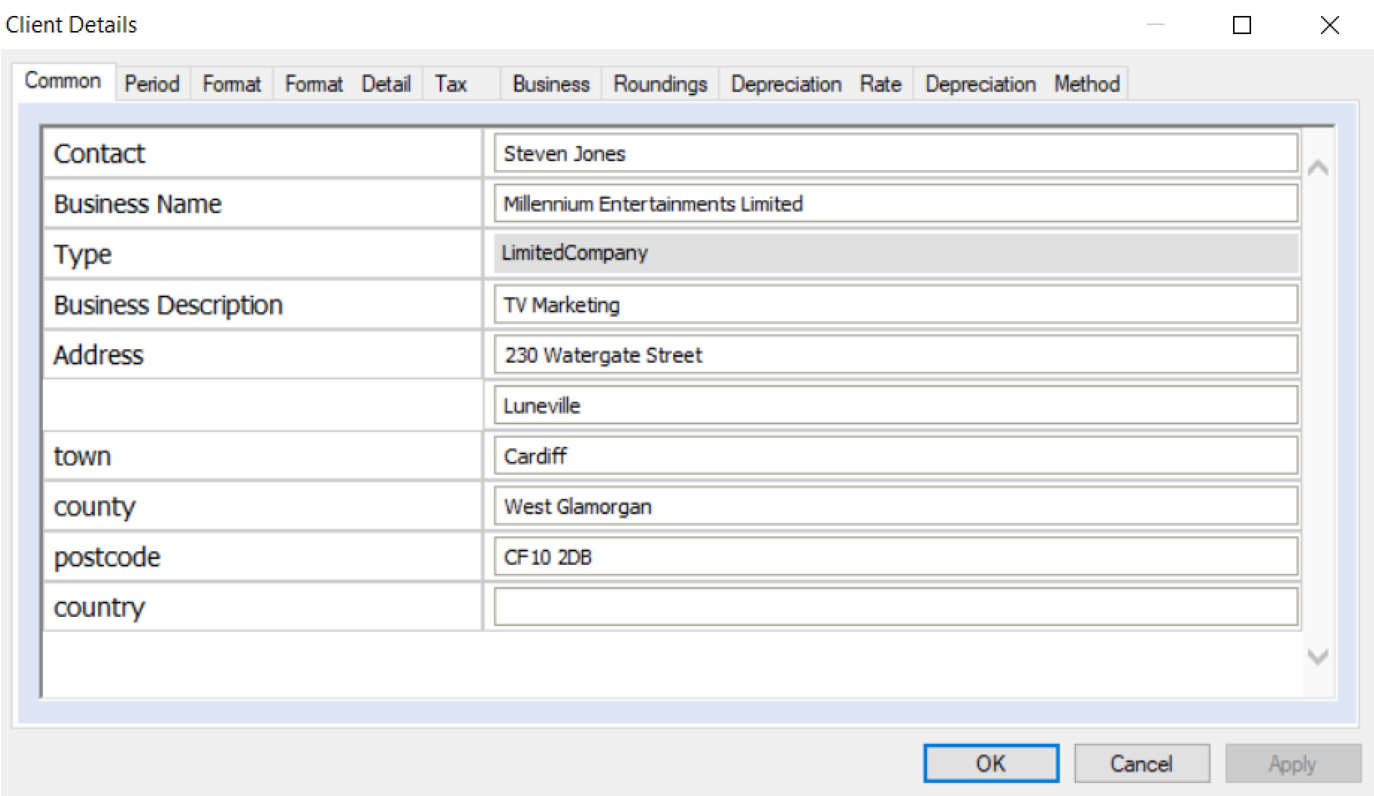
- To add further directors, click ‘Add’ again, select the second director and click ‘OK’. These steps will need to be followed to add each director.

- Once all directors appear, click ‘OK’ and then ‘Yes’ to save the changes.

ADDING/CREATING ACCOUNTS

- From ClientBase click on the account’s icon in the top left-hand corner of the screen.

- The following screen will appear. Click ‘OK’



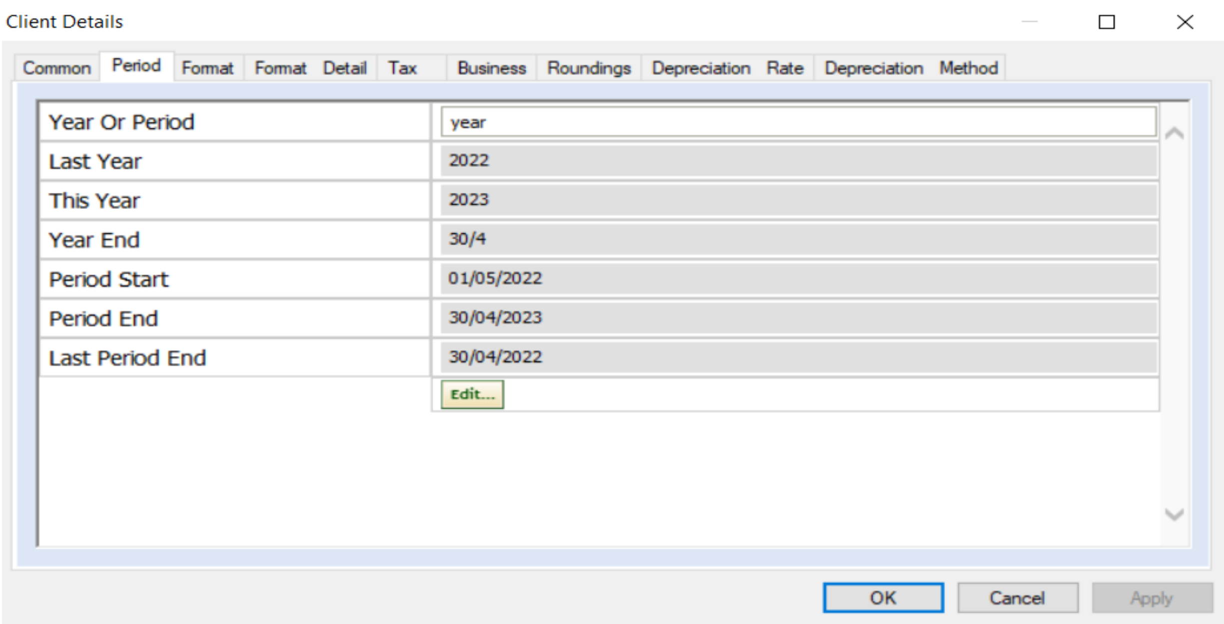
Client Details

Common | Period | Format | Format Detail | Tax | Business | Roundings | Depreciation Rate | Depreciation Method

Contact	Steven Jones
Business Name	Millennium Entertainments Limited
Type	LimitedCompany
Business Description	TV Marketing
Address	230 Watergate Street
	Luneville
town	Cardiff
county	West Glamorgan
postcode	CF10 2DB
country	

OK | Cancel | Apply

The following screen will then be populated.



Client Details

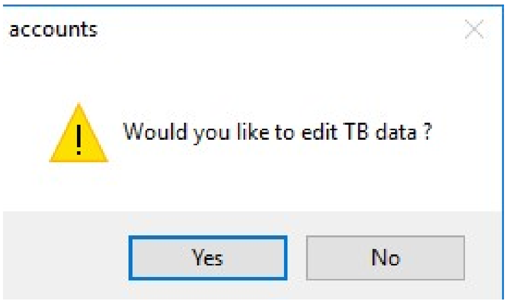
Common | Period | Format | Format Detail | Tax | Business | Roundings | Depreciation Rate | Depreciation Method

Year Or Period	year
Last Year	2022
This Year	2023
Year End	30/4
Period Start	01/05/2022
Period End	30/04/2023
Last Period End	30/04/2022
	Edit...

OK | Cancel | Apply

We would advise that first you set up the prior period so that the comparatives can be entered.

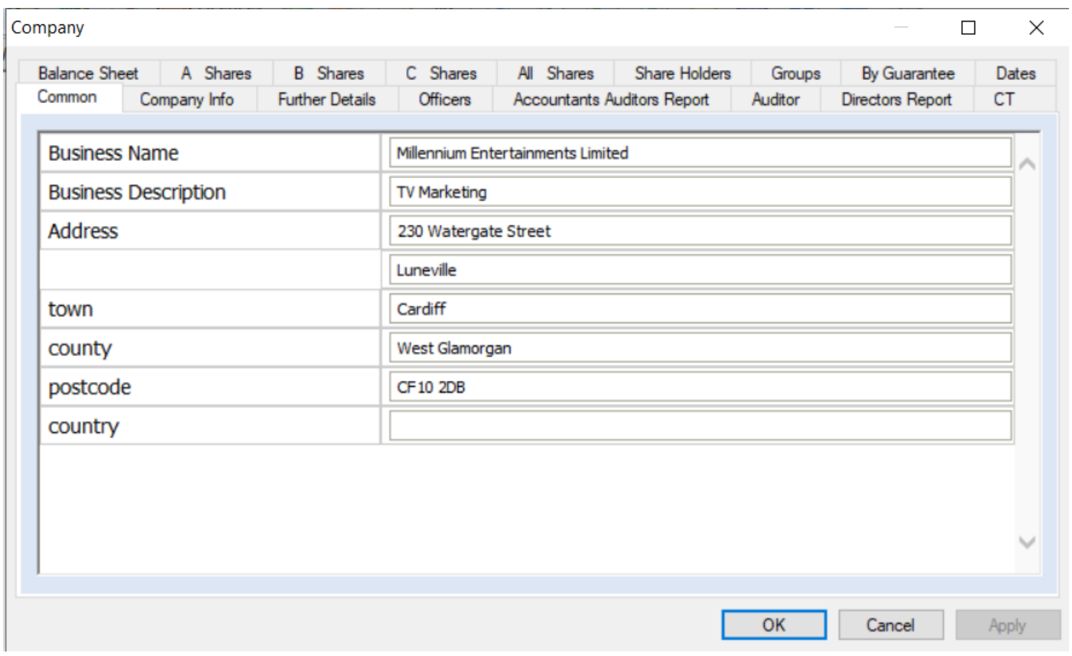
- If changes need to be made, click ‘Edit’ and then make the changes in the next window.
- You will then get the following screen;



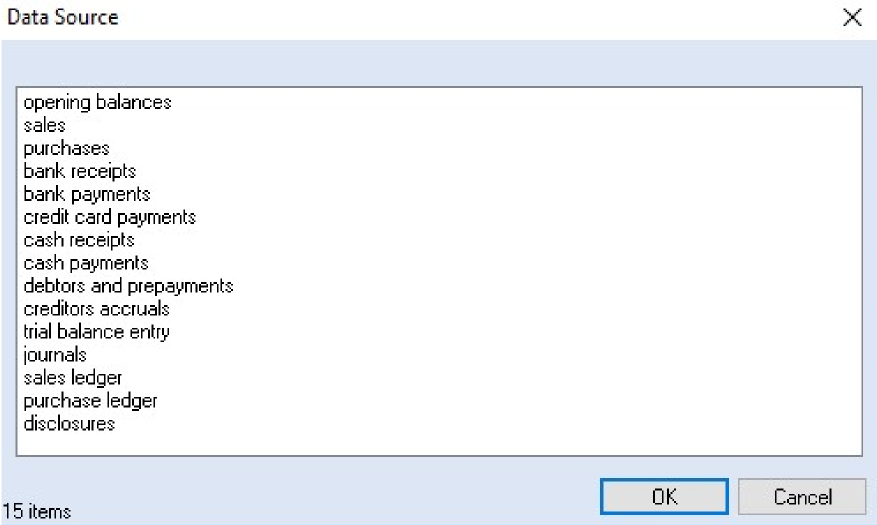
- Say ‘No’ to edit the TB data. This will take you into the accounts program where you will then need to click on File / Save and this will then save the accounting period.

ENTERING DATA INTO THE ACCOUNTS PROGRAM AND POSTING A TRIAL BALANCE

- Once you are in the accounts program go to the Client Data tab and click on edit Limited company data and then complete the following tabs; ‘A’ Shares, Accountants report, Directors report, Balance sheet and CT and click ‘OK’.

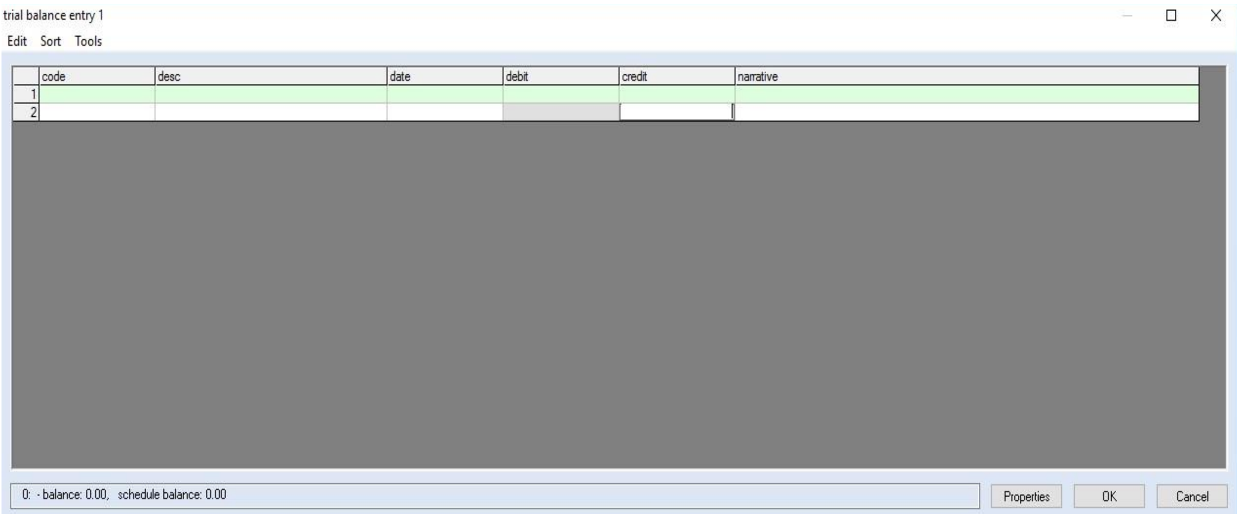


- Click on the ‘Financial Data’ tab and click on ‘Add data source’ you will get the following screen.



- Select ‘trial balance entry’ and click ‘OK’.

The following screen will appear.



- This is the posting window where you post your debit and credit figures for your comparative figures. If you have already produced these accounts and filed them you will still need to replicate them in our software.

- If you click into the code box a grey box should appear with three dots, if you click on it the chart of accounts will appear and you can then search on either the narrative i.e. ‘Sales’ or once you become familiar with the codes just key in 4000.

- Once you have posted all of your debits and credits click 'OK'.

- Click on the Final Accounts tab and select Full Accounts. This will bring up the fully tagged iXBRL accounts on screen.

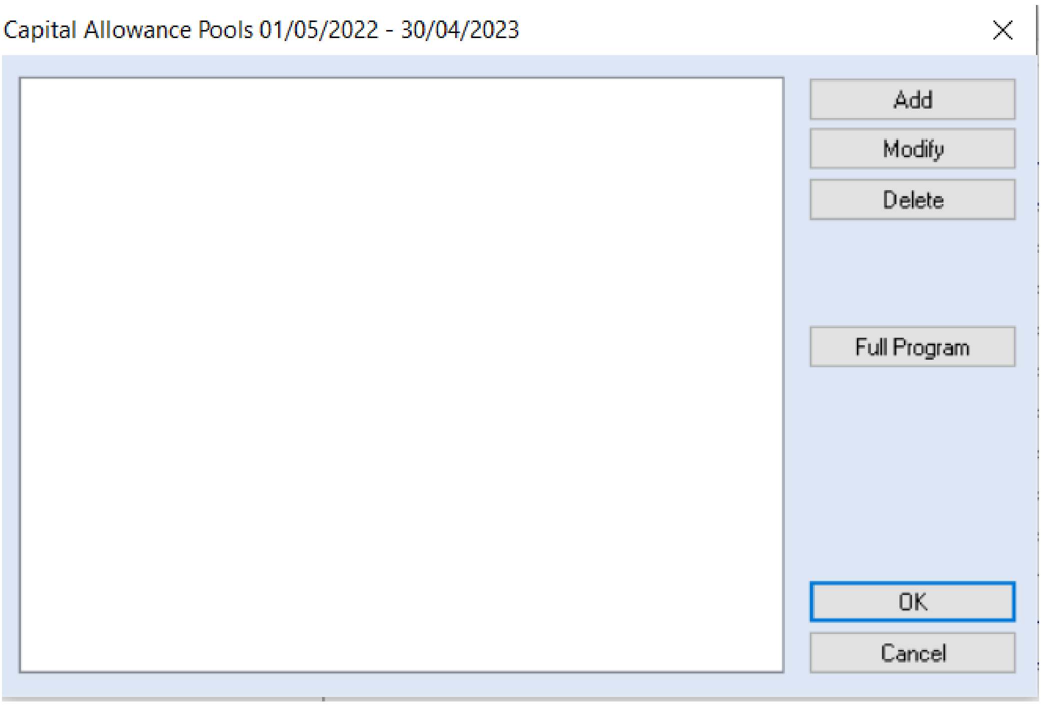
- If you are happy with the accounts for the comparative year and you would like to roll the balances forward click on period in the top left-hand corner of the screen and then carry forward to new period. This will create the current period and show comparatives.

- You would then post any journals for the current year and click Final Accounts and select Full Accounts and this will give you a complete set of tagged iXBRL accounts for both the current and comparative year.

PRODUCING THE CT RETURN

- Once the accounts are on screen click on the 'Tax' icon from the main toolbar.

- This will bring up the following screen where you can enter any Capital Allowances



- If you don't have any Capital Allowances to add then simply click 'OK'. You should then get the screen below.

	Code	Description	Balance
1	10001	Profits as per Accounts	2000.00
2	10002	Depreciation & Asset Disposal	0.00
3	10003	Penalties and fines	0.00
4	10004	Legal and Professional	0.00
5	10005	Entertainment	0.00
6	10006	Non trading interest paid	0.00
7	10007	Expensive car leasing	0.00
8	10008	Amortisation	
9	10009	Rental expenses	0.00
10	10010	Charitable donations	0.00
11	10012	10% Wear and tear allowance	0.00
12	10013	Political contributions	0.00
13	10014	Gifts to customers	0.00
14	10015	General provision for bad debts	0.00
15	10016	Illegal payments	0.00
16	10017	Payments made in response to threats	0.00
17	10018	Pension creditor (in creditors)	0.00
18	10019	R&D expenditure	0.00
19	10020	Other add back	0.00
20	10021	Formation expenses	0.00
21	10022	Other add back	

- These figures will have been pulled through from the postings that you made in the account's software, if you wish to change any of the figures just overtype them and then click 'OK'.

- This will then bring up the CT600 on screen.

- You will need to check the entries on the form and then click on the Computation tab at the bottom of the screen.

- To print the return click on File / Print. To upload the CT600 to the portal click on File / Export as PDF and then when prompted click 'Yes' to upload to the portal (Please see the user guide specific for the portal here).

FILING A CT RETURN TO HMRC

- To file a return to HMRC you simply click on the FBI-transmit tab from the bottom of the screen. The iXBRL accounts and computation are automatically attached and can be viewed by clicking on File / Attachments. You can also add a PDF attachment in the same window.
- If there are any errors these will be listed as a prefiling validation at the top of the screen, for you to correct before clicking FBI-transmit again. These are based on validations both from HMRC and the software.
- If there are no errors it will ask you to Transmit – yes or no. You need to select 'Yes'.
- A window will pop up asking you to enter your HMRC User ID and password and you then need to click 'OK'
- The window should complete with either an acceptance or a rejection. If you get an acceptance you will need to print it off. If you get a rejection please copy and paste it into an email and send it to support@absolutetax.co.uk
- If you have an acceptance response, we would recommend that you print and save a PDF copy of the receipt for your records as this is not saved in the software.

FILING REDUCED / MICRO REDUCED ACCOUNTS TO COMPANIES HOUSE

Obtaining online filing credentials

- In order to submit data to Companies House via a commercial software package you have to apply for a presenter ID using a 'Companies House Electronic Filing Service credit account application form'. This can be downloaded from their website (www.companieshouse.gov.uk/toolsToHelp/pdf/ofscaa.pdf).
- You will be sent (usually 5 to 7 working days) a Presenter ID (11 digits) and a Presenter Authentication Code (11 characters) which you then use to submit from the software to Companies House
- You need to open the accounting period and select Final Accounts / Reduced Accounts (if you want to submit filleted FRS102 section 1a accounts) or Final Accounts / Micro Reduced Accounts (if you want to submit FRS105 accounts)
- With the accounts onscreen if you go to efile you can select Transmit to Companies House. This will ask for your presenter details along with the six-character unique company authentication code
- Companies House take 2/3 hours to issue a receipt, so you would need to at a later stage select efile / Check for Response to download the receipt into the software