



Absolute Accounting Software

**Help Guide – Accounts & CT600s**

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## GETTING STARTED

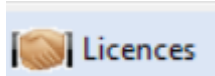
Thank you for purchasing the Absolute Accounts and CT package.

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](http://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;

The screenshot shows the ClientBase software interface. The top window is titled 'Client' and contains a form for entering client details. The form is divided into several sections: 'Code' (BYRN001), 'Business name' (Byrne's Bonfire Partnership), 'Address' (32 Aubigny Drive, Solihull, West Midlands, B40 2KG), 'Home' (01234 293 756), 'Work' (01234 730 968), 'Mobile' (07109 231 452), 'Fax' (01234 730 969), 'Email' (lee@byrnes-bonfires.co.uk), 'Name' (Byrne's bonfires), 'Status' (Information received), and 'Dates'. Below the form is a table titled 'All Clients (10 entries)'. The table has columns for CODE, CONTACT, NAME, TELEPHONE, PARTNER, and DEADLINE. The data is as follows:

CODE	CONTACT	NAME	TELEPHONE	PARTNER	DEADLINE
BYRN001	Byrne's bonfires	Byrne's Bonfire Partnership	01234 730 968		31/01/2024
BYRN001a	Lee Byrne	Lee Byrne	01234 231 894		31/01/2024
BYRN001b	Miss Rebecca Smith	Self Employment	01234 236 823		31/01/2024
BYRN002	Byrne's bonfires	Byrne's Bonfire LLP	01234 730 968		31/01/2024
HOOK001	James Hook	James Hook Soletrader	0121 675987		31/01/2024
MILL001	Steven Jones	Millennium Entertainments Limited	02920 657654		30/09/2023
MILL001a	Steven Jones	Steven Jones	02920 676543		31/01/2024
MILL001b	Michael Phillips	Michael Phillips	0121 456987		31/01/2024
TRUST	Trust Beneficiary	Trust Beneficiary	01865 234765		31/01/2024
Z001	Zoo	Zoological Charity	01234 957 421		31/03/2024

- 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.

The screenshot shows a 'Client' form with the following fields and controls:

- Code:** [Text input]
- Business name:** [Text input, circled in red]
- Address:** [Text input]
- post town:** [Text input]
- county:** [Text input]
- postcode:** [Text input]
- country:** [Text input]
- Home:** [Text input]
- Work:** [Text input]
- Mobile:** [Text input]
- Fax:** [Text input]
- Email:** [Text input]
- Name:** [Text input, circled in red]
- Buttons:** Business, Personal, Notes, Groups
- With:** [Dropdown menu, currently set to DB]
- Status:** [Dropdown menu]
- Dates:** [Button]
- Footer:** last modified on 30/11/2016 11:33:37

- 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.

The screenshot shows a 'Business Details' form with the following fields and controls:

- Vat Reg:** [Text input, highlighted with a green border]
- Vat flat rate:** [Text input]
- Vat period ends:** [Dropdown menu]
- Started trading:** [Text input, format dd/mm/yy]
- Year end:** [Text input, format dd/mm]
- Company reg:** [Text input]
- Tax office / District:** [Text input]
- Business UTR:** [Text input]
- Business Category:** [Text input]
- Charity Number:** [Text input]
- Type:** [Dropdown menu]
- Fees:** [Text input]
- PAYE ref:** [Text input]
- CH authentication:** [Text input]
- Ceased trading:** [Text input]
- Use short tax return:** [Checkbox]
- Buttons:** Directors, Partners, Trustees, OK, Cancel

- 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.

The screenshot shows a form for setting up a director. On the left, there are fields for Code (MILL001), Business name (Millennium Entertainments Limited), and Address (230 Watergate Street, Luneville, Cardiff, West Glamorgan, CF10 2DB). On the right, there are fields for Home, Work, Mobile, and Fax phone numbers, Email (enquiries@millenniumentertainments.c), Name (Steven Jones), and With (Colin Smith). Below the Name field, there are four buttons: Business, Personal, Notes, and Groups. The Business button is circled in red. At the bottom right, there is a Status dropdown menu (set to \*) and a Dates button. The text 'last modified on 15/03/2016 13:22:00' is visible at the bottom of the form.

- This opens the following screen.

Business Details

Vat Reg: 12 3456 789

Vat flat rate:

Vat period ends: QM Quarterly to end Mar Jun Sep Dec

Started trading: dd/mm/yy  
01/10/2006

Year end: dd/mm  
30/04

Company reg: 01234567

Tax office / District: 613 GLOS AND N WILTSHIRE AREA Find ...

Business UTR: 1477522886

Business Category: Entertaining

Charity Number:

Type: limited company

Fees:

PAYE ref: CAR/12345

CH authentication:

Ceased trading:

Use short tax return:

Buttons: Directors, Partners, Trustees, OK, Cancel

- Click on the director's button on the right-hand side of the screen.
- On the next screen click on 'Add'

Directors

Buttons: Add, Remove, Modify, OK, Cancel

- 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.

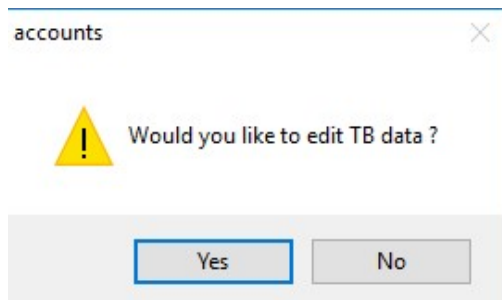
Client Details

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										
	<a href="#">Edit...</a>										

OK Cancel Apply

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

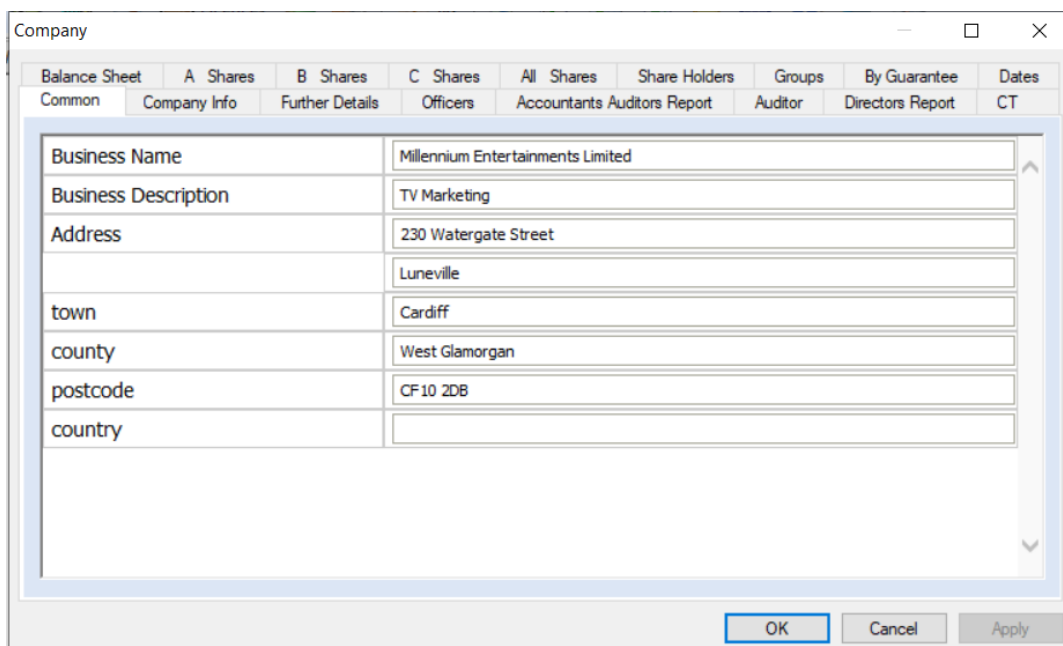
- If changes need to be made, click 'Edit' and then make the changes in the next window.
- You will then get the following screen;



- 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'.

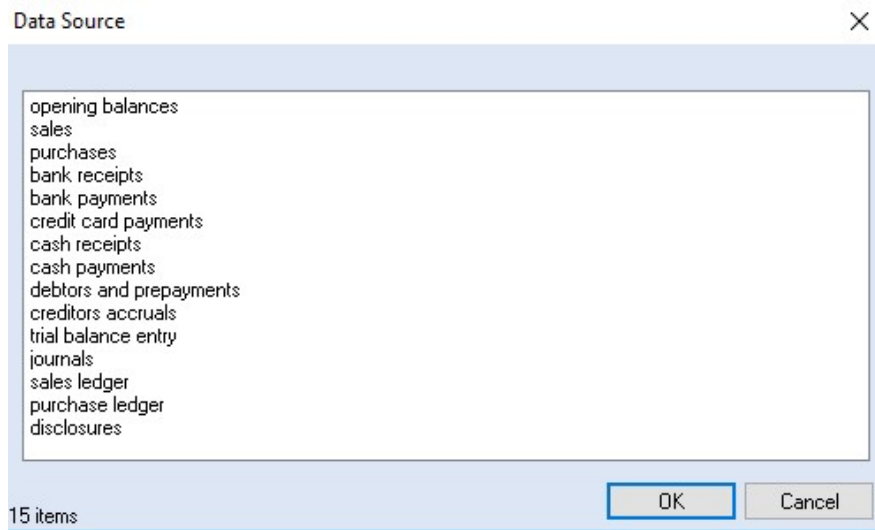


The image shows a window titled "Company" with a close button (X) in the top right corner. The window has a tabbed interface with the following tabs: Balance Sheet, A Shares, B Shares, C Shares, All Shares, Share Holders, Groups, By Guarantee, Dates, Common, Company Info, Further Details, Officers, Accountants Auditors Report, Auditor, Directors Report, and CT. The "Company Info" tab is selected and active. The form contains the following fields:

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

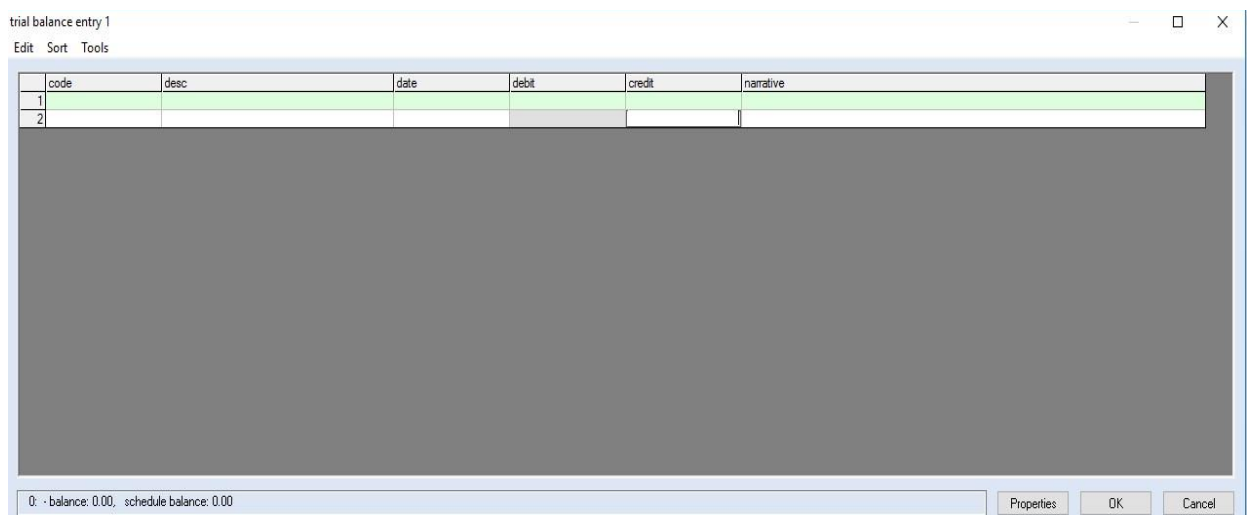
At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply". The "OK" button is highlighted with a blue border.

- 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

The screenshot shows a software dialog box titled "Capital Allowance Pools 01/05/2022 - 30/04/2023". The dialog features a large, empty rectangular area on the left side, intended for displaying or editing data. On the right side, there is a vertical stack of buttons: "Add", "Modify", "Delete", "Full Program", "OK", and "Cancel". The "OK" button is highlighted with a blue border, indicating it is the active or default selection.

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

Adjusted Profit

Edit Sort Tools

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	

Properties OK Cancel

- 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 prefilling 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](mailto: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](http://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