

DIY Accounting

DIY Accounting CT600 User Guide

Introduction

This is our supplemental file to assist customers when filing their accounts online. The file `CT600OnlineLookALike` extracts information from the rest of the company package and presents this in the same format as HMRC's online filing PDF.

You should already have purchased a copy of DIY Accounting's Company Accounts package, otherwise the look-a-like file will not be useful to you.

Adding the CT600 online filing aid to your existing package

To add the online filing aid to your existing package:

1. Backup your existing Company Account's package
2. If present, remove `CT600OnlineLookALike`
3. Copy `CT600OnlineLookALike` into the folder with the DIY Accounting package you are ready to file.
4. Open the following files (in this order) to re-establish the links:
 - `Financialaccounts.xls`
 - `Companysecretary.xls`
 - `Fixedassets.xls`
 - `CT600OnlineLookALike.xls`
5. Excel usually discovers the files once they are opened, if not, use the Edit links feature to update the values.
6. Save each file
7. You can close the other files once the links are established but it's handy to refer back to them occasionally.

COMPANIES HOUSE and HMRC CT600 SUBMISSION - ONLINE

In the past many of our customers (and ourselves) have completed the paper CT600 using data from DIY Accounting's look-a-like CT600 and submitted the statutory documents (Balance Sheet etc..) generated by DIY Accounting. These days, with things are moving online for both HMRC and Companies House most small companies are asked to file online. If you use HMRC's online filing software all the documents will be generated for both HMRC and Companies House and submitted electronically. This process includes some additional validation and all the templates are fixed so there is less risk of your accounts being rejected. DIY Accounting's CT600OnlineLookALike extracts all the information required to file online from DIY Accounting then presents it in the same format as HMRC's on-line filing software to make the form's much easier to complete.

The things to check when preparing your accounts (before filing) are:

- All the bank sheets reconcile with the statements
- The fixed assets reconcile with entries in sales and purchases (Fixed Assets FAreconciliation)
- All the debtors and creditors are listed in Closing Creditors (purchases) and Closing Debtors (sales)
- The Trail Balance has no errors (Financial Accounts row 91)
- The Balance Sheet balances i.e. "Net Assets" and "Shareholders" funds match.

To use the online filing aid:

1. Open Financialaccounts.xls
2. Open CT600OnlineLookALike.xls
3. Check the health check indicators D4 & D5 – for "rounding errors" see the next paragraph.
4. Save CT600OnlineLookALike.xls
5. Open HMRC's online filing PDF
6. As you complete the return copy values from CT600OnlineLookALike.xls

#REF ?

If any of the cells in CT600OnlineLookALike.xls are showing #REF, first try closing all Excel sheets (don't save CT600OnlineLookALike.xls) then opening FinancialAccounts.xlsx before opening CT600OnlineLookALike.xls.

Rounding compensation:

As HMRC's online filing PDF re-calculates some values figures that get rounded, this can result in totals that are rounded a differently from the Financial Accounts file. The behaviour if HMRC's file is mimicked by the CT600OnlineLookALike.xls catch any problems before you start to file.

Here's an example:

Actual figures: £1.33 + £1.33 + £1.33 = £1.99

Rounded figures: £1 + £1 + £1 = £4

If necessary, compensate for rounding errors by placing a value in cell D3. Rows 1190 through 1223 compare the unadjusted net asset (box AC68) and shareholders' funds (box AC80). If these are different the rounding figure from cell D3 is added to the cash balance to adjust the cash at bank figure. Usually +/- £1-£2 is needed.

Journal Entries for negative assets and liabilities

Some values are expected to be assets (amounts owed to or held by the company) or liabilities (amounts owed by the company). HMRC will reject some negatives such as a negative "Tax and Social Security" liability which would be HMRC owe the company money. This is because this value must be transferred to an asset instead of a liability.

An example of VAT owed transferred using a Journal Entry in the Cash Account.

		Enter Code Letters	CASH PAYMENTS		
Payment Date	Suppliers paid		Amount Cash Payment	Long Term Debtor LDR	HMRC Vat Payments RV
31-Mar-12	Transfer VAT refund to LDR	RV	-1,000.00		-1,000.00
31-Mar-12	Transfer VAT refund to LDR	LDR	1,000.00	1,000.00	

The Journal Entry should be reversed in the new set of accounts.

DIY Accounting Contact Information

Our website is the first place to look for any information: <http://www.diyaccounting.co.uk/>
When new packages are available the “Download” page will be updated on our website.

DIY Accounting's spreadsheet packages are maintained and supported under an Open Source model. In return for allowing anyone access to our source files, we find an indefinite low-cost home at GitHub. We continue to keep the website up with downloads for up-to-date packages. This model relies upon community support (an online forum) and accepting donations instead of retaining paid staff and charging a fee.

Please raise a question in our discussion forum here: <https://github.com/antonycc/diy-accounting/discussions>

Or donate to help use keep the packages updated
here: https://www.paypal.com/donate/?hosted_button_id=XTEQ73HM52QQW

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