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**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 is 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

1. Excel usually discovers the files once they are opened, if not, use the Edit links feature to update the values.
2. Save each file
3. 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 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** | | |
|  |  | Amount Cash Payment | Long Term Debtor | HMRC Vat Payments |
| Payment Date | Suppliers paid |
| **LDR** | **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:

**UK product website:** <http://www.diyaccounting.co.uk/>

When new packages are available the “Buy” page will be updated on our website.

For accounting and technical problems please try our forum in the first instance:

**Technical Forum:** <https://forum.diyaccounting.co.uk/>

If no similar query has been posted, you can register and post you own question. We provide technical support through the forum so all members can share the answer.

For technical queries not covered by our forum we have a dedicated email address monitored by our staff and a local rate (when called from land line) number. When calling please use a non-withheld number and leave a message so we can get back to you:

**Technical Support email:** [support@diyaccounting.co.uk](mailto:support@diyaccounting.co.uk)

**Technical Support phone:** 0845 0756015

We have an email address for customer services where you can exchange products, request a VAT invoice and ask about other services we offer.

**Customer services email:** [support@diyaccounting.co.uk](mailto:support@diyaccounting.co.uk)

Please send messages from the email account used for the original purchase through PayPal or quote your PayPal transaction ID so we can trace your original purchase.

We also publish to news feeds and social networking sites where you can follow us:

Facebook: <http://facebook.com/DIY.Accounting.Software>

Twitter: <http://twitter.com/DIYAccounting>

Our company registered office address is:

DIY Accounting Limited,

37 Sutherland Avenue,

Leeds,

LS8 1BY.

**Directors**

Antony Cartwright, Samantha Cartwright, Jane Grundy.

Registered in England and Wales with Company Number: 06846849

We can receive payment for renewals by cheque although we prefer BACS. Please email us before sending a cheque and we’ll send an invoice with an up-to-date price calculation and the details for electronic payment.

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