

# GUIDE TO USING ABSOLUTE ACCOUNTS AND CT

Thank you for purchasing the Absolute Accounts and CT package.

- To access the software always double click on the orange circle labelled Absolute

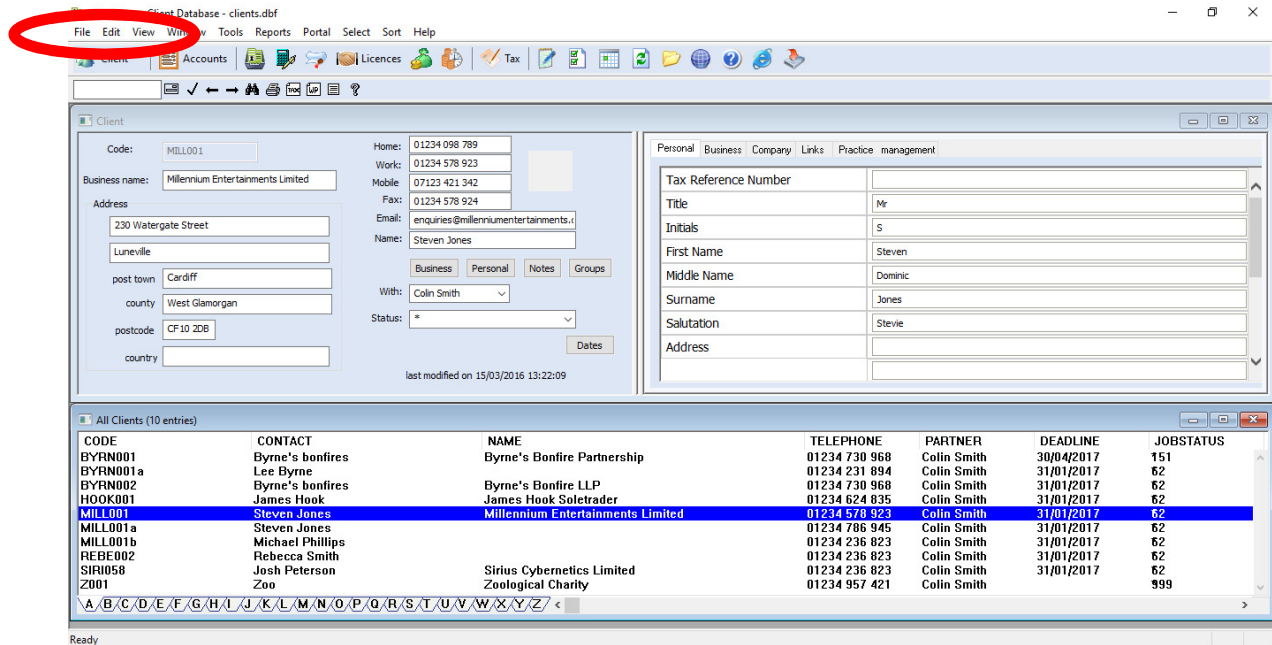


## LICENCING THE SOFTWARE

To licence the software please double click on the Absolute icon on your desktop (not the accounts one) click on the licences icon in the top left hand corner of the screen, click Unlock and enter the licence code that you have been emailed.

## ADDING CLIENTS

The software will open with 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 need 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 Limited company.

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

- Code:** Text input field.
- Business name:** Text input field, circled in red.
- Address:** Multiple text input fields for address details.
- Home:** Text input field.
- Work:** Text input field.
- Mobile:** Text input field.
- Fax:** Text input field.
- Email:** Text input field.
- Name:** Text input field, circled in red.
- Buttons:** 'Business', 'Personal', 'Notes', 'Groups'.
- With:** Dropdown menu with 'DB' selected.
- 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 'Yes' to save and the following screen will come up.

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

- Vat Reg:** Text input field.
- Vat flat rate:** Text input field.
- Vat period ends:** Dropdown menu.
- Started trading:** Text input field with date format 'dd/mm/yy'.
- Year end:** Text input field with date format 'dd/mm'.
- Company reg:** Text input field.
- Tax office / District:** Text input field with a 'Find ...' button.
- Business UTR:** Text input field.
- Business Category:** Text input field.
- Charity Number:** Text input field.
- Type:** Dropdown menu.
- Fees:** Text input field.
- PAYE ref:** Text input field.
- CH authentication:** Text input field.
- Ceased trading:** Text input field.
- Use short tax return:** Check box.
- 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.

## SETTING UP DIRECTORS

- To set up the directors you will need to click on Edit > New Client and enter a client code. In the business name field enter the directors' name and in the 'Name' field again enter the directors' name.
- For the second 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.

Code: MILL001

Business name: Millennium Entertainments Limited

Address

230 Watergate Street

Luneville

post town Cardiff

county West Glamorgan

postcode CF10 2DB

country

Home: 01234 098 789

Work: 01234 578 923

Mobile: 07123 421 342

Fax: 01234 578 924

Email: enquiries@millenniumentertainments.c

Name: Steven Jones

Business Personal Notes Groups

With: Colin Smith

Status: \*

Dates

last modified on 15/03/2016 13:22:00

- This opens the following screen.

Business Details

Vat Reg 123456789

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

Directors

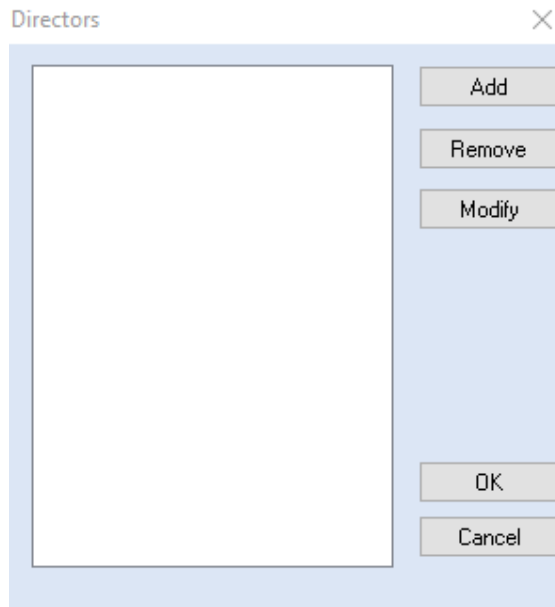
Partners

Trustees

OK

Cancel

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



- 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 accounts icon in the top left hand corner of the screen.
- The following screen will appear. Click 'OK'

| Field                | Value               |
|----------------------|---------------------|
| Contact              | Sarah Frost Limited |
| Business Name        | Sarah frost Limited |
| Type                 | LimitedCompany      |
| Business Description |                     |
| Address              |                     |
| town                 |                     |
| county               |                     |
| postcode             |                     |
| country              |                     |

- Click 'OK' at the next screen.

The following screen should appear.

Period

|           |            |            |               |                             |
|-----------|------------|------------|---------------|-----------------------------|
| Year end  | dd/mm      | 31/3       | Period length | ignore for 12 month periods |
| This Year | yyyy       | 2016       | days          |                             |
| Last Year | yyyy       | 2015       |               |                             |
| Current   | dd/mm/yyyy | 01/04/2015 | dd/mm/yyyy    | 31/03/2016                  |

OK  
Cancel

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

- To do this you will need to alter the date in the 'This Year' box and enter the year of your comparative and then click 'OK'.
- You will then get the following screen;

accounts

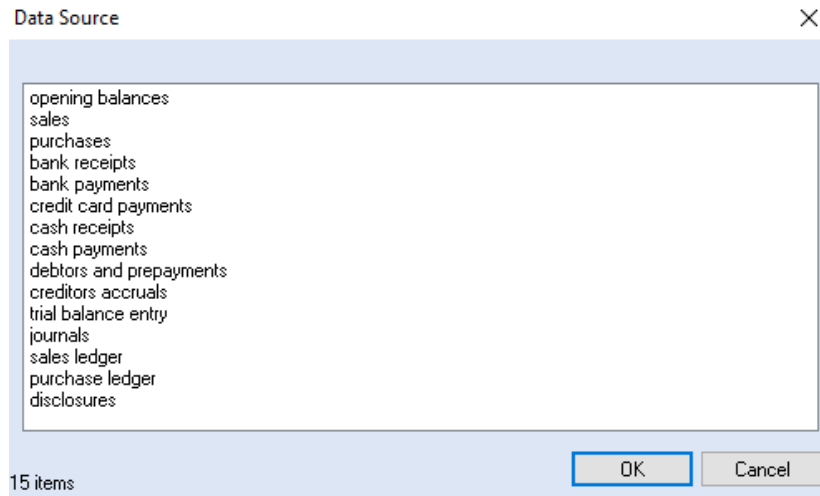
! Would you like to edit TB data ?

Yes No

- Say 'No' to edit the TB data. This will take you into the accounts program.

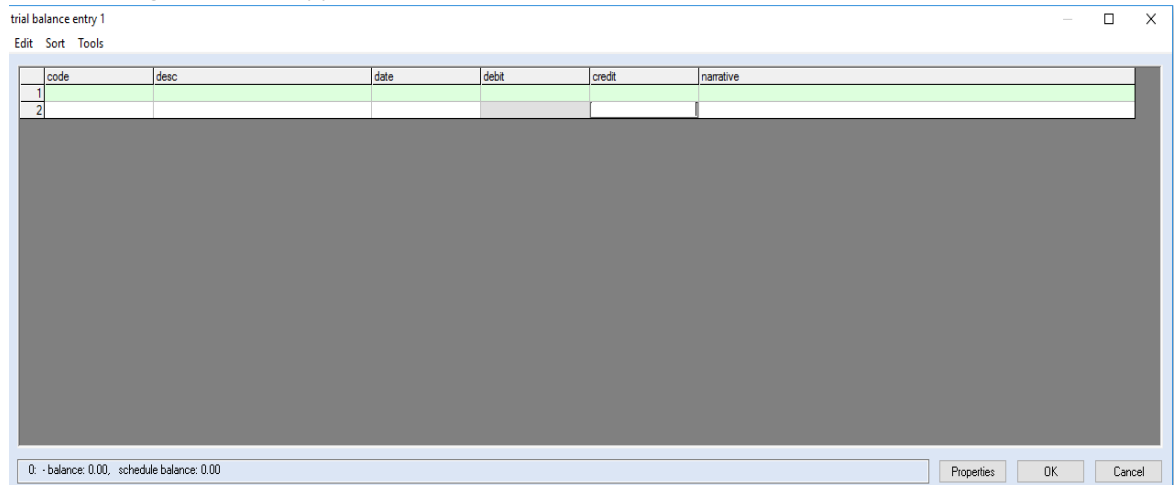
## ENTERING DATA INTO THE ACCOUNTS PROGRAM AND POSTING A TRIAL BALANCE

- 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.

## 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

Capital Allowance Pools 01/04/2015 - 31/03/2016

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 accounts software, if you wish to change any of the figures just overtype them and then click 'OK'.

This will then bring up the CT600/CTV3 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.

#### **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.
- 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)

#### **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