GUIDE TO USING ABSOLUTE ACCOUNTS AND CT

Thank you for purchasing the Absolute Accounts and CT package.

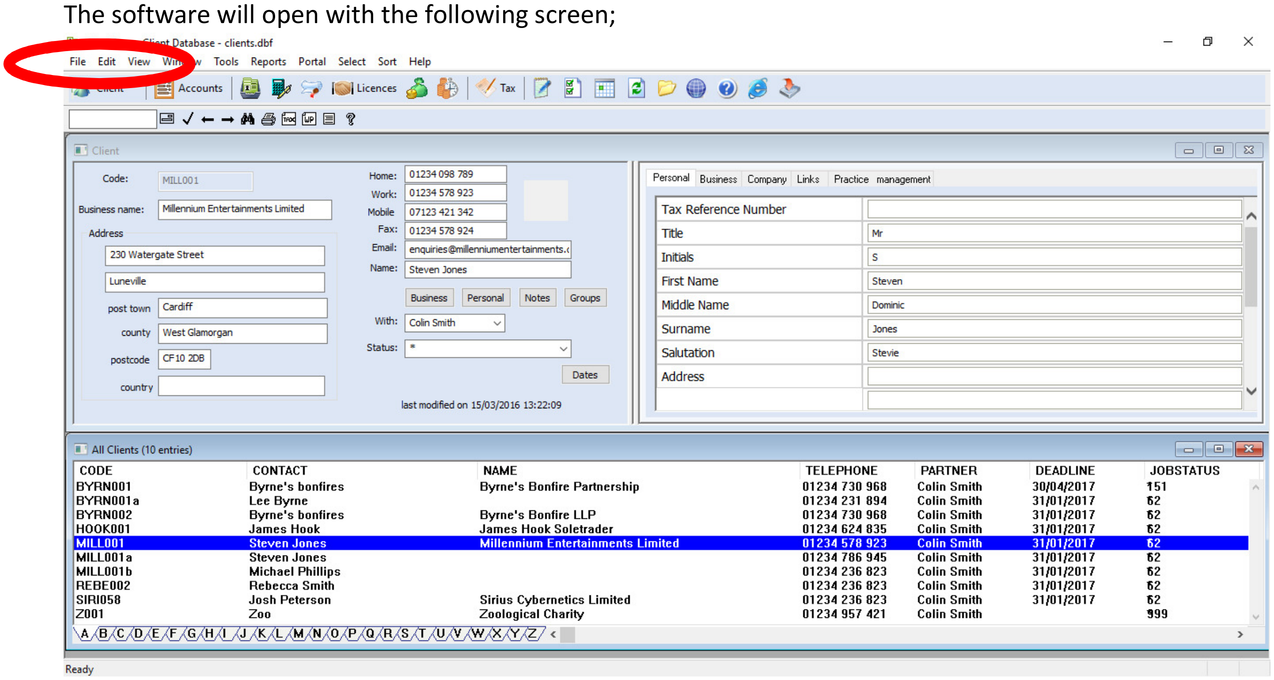
- To access the software always double click on the orange circle labelled Absolute

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.

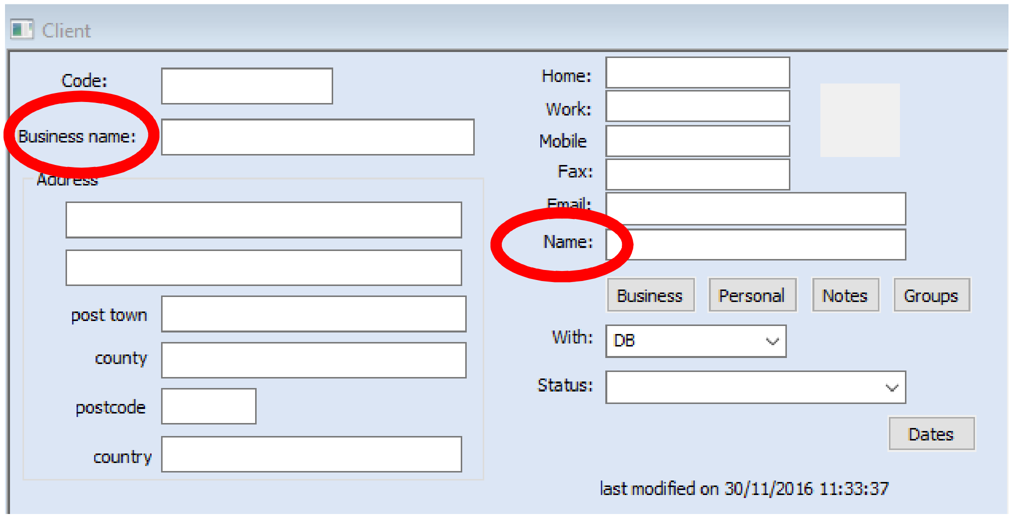
ADDING CLIENTS

The software will open with the following screen;

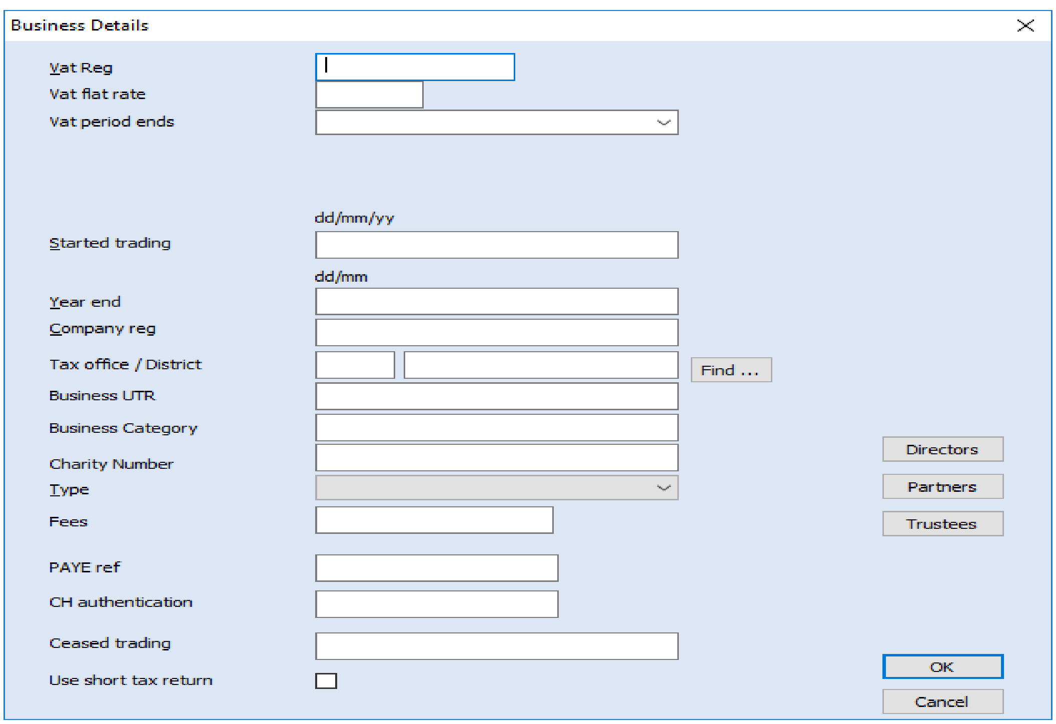


- When dealing with a Limited company we **ALWAYS** recommend that you set up the company as one client and any directors as separate clients. To do this click on edit in the top left hand corner of the screen and select new client. This will bring up the screen below.

- 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.



- 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.



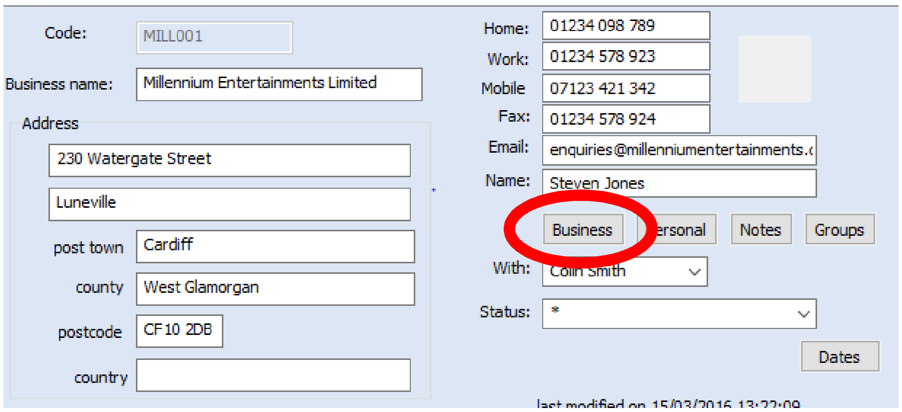
- In the field 'Type' you will need to ensure that you select Limited company and that you have also entered a year end date i.e. 31/03, company registration number, tax office number and business UTR then click OK and 'Yes' to save the changes.

SETTING UP DIRECTORS

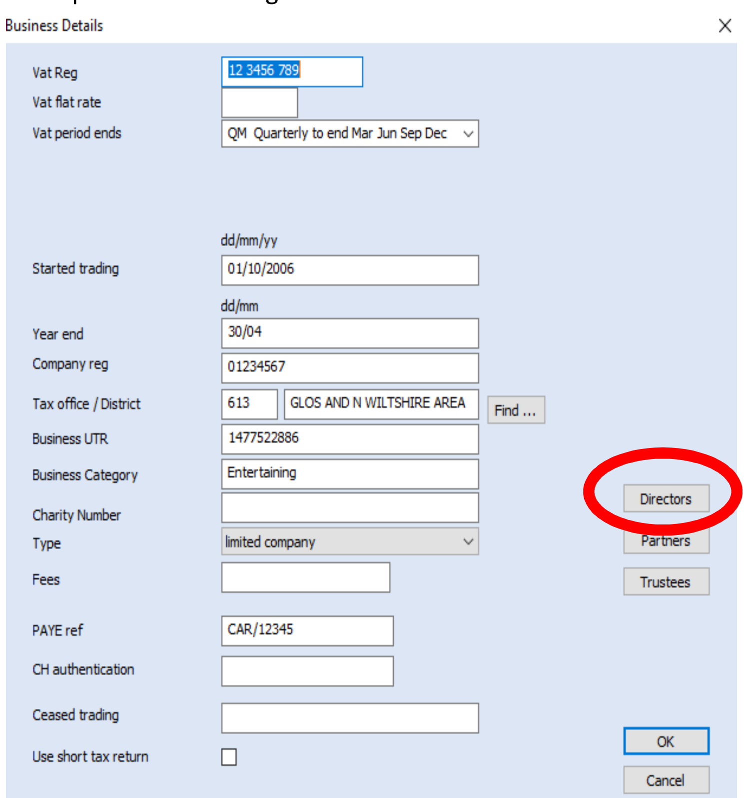
- To set up the directors you will need to click on Edit > New Client and enter a client code. In the business name field enter the directors' name and in the 'Name' field again enter the directors' name.
- For the second director repeat the above steps. Edit > New Client and complete the fields on screen.

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.

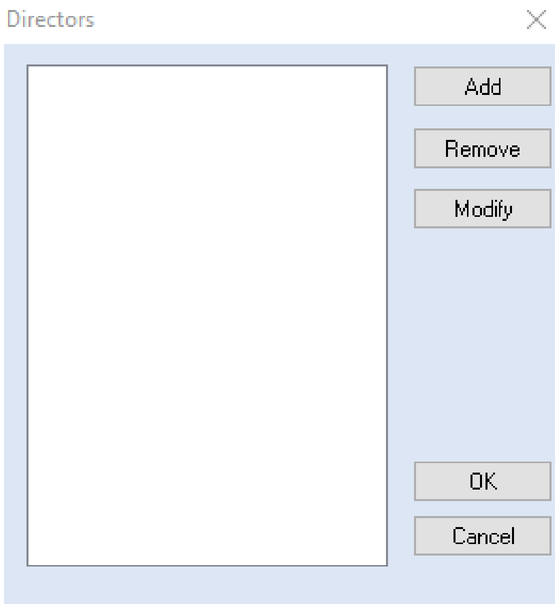


- This opens the following screen.



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

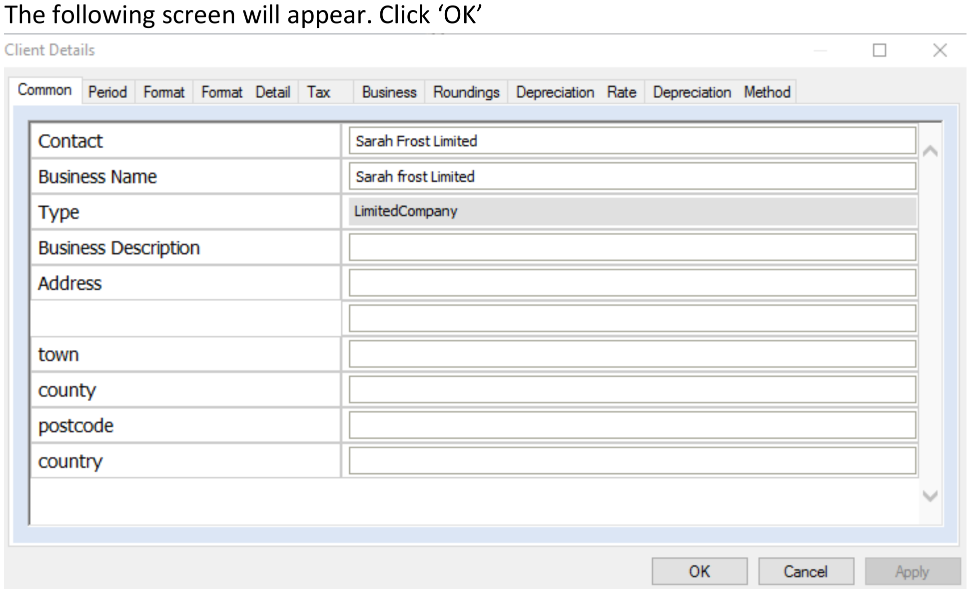
- on the next screen click on 'Add'



- 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.

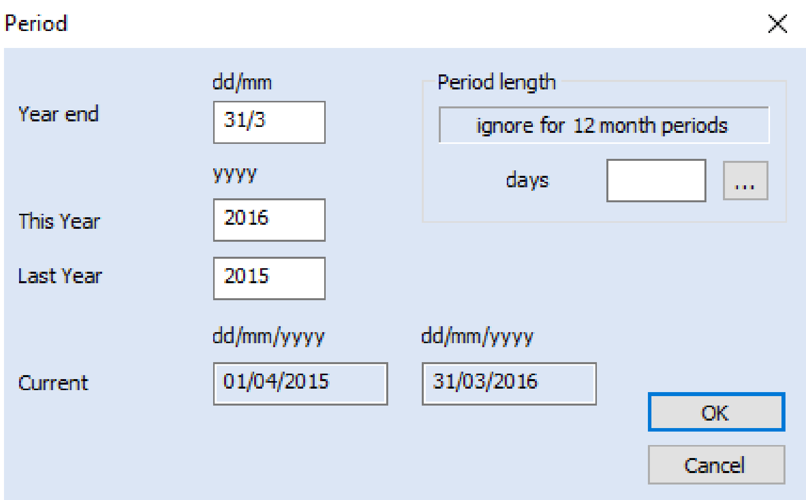
ADDING/CREATING ACCOUNTS

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



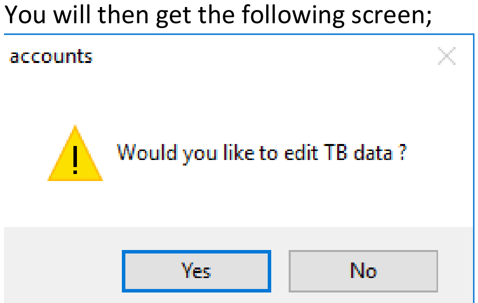
- Click ‘OK’ at the next screen.

The following screen should appear.



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;

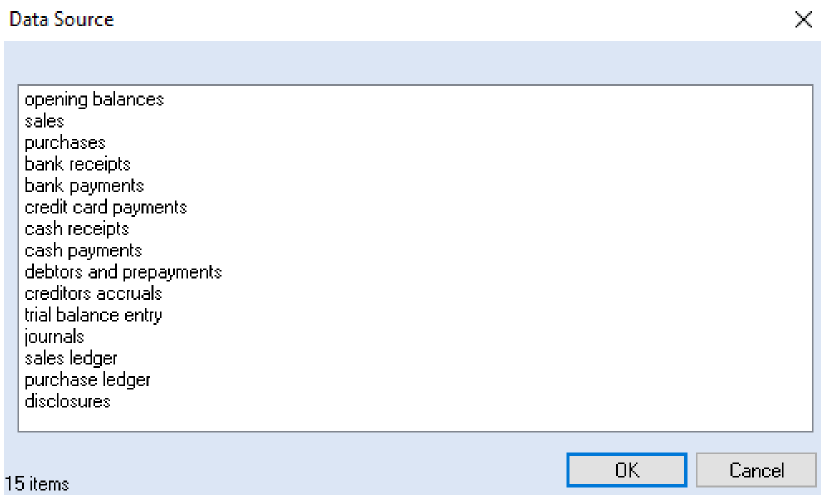


- Say ‘No’ to edit the TB data. This will take you into the accounts program.

ENTERING DATA INTO THE ACCOUNTS PROGRAM AND POSTING A TRIAL BALANCE

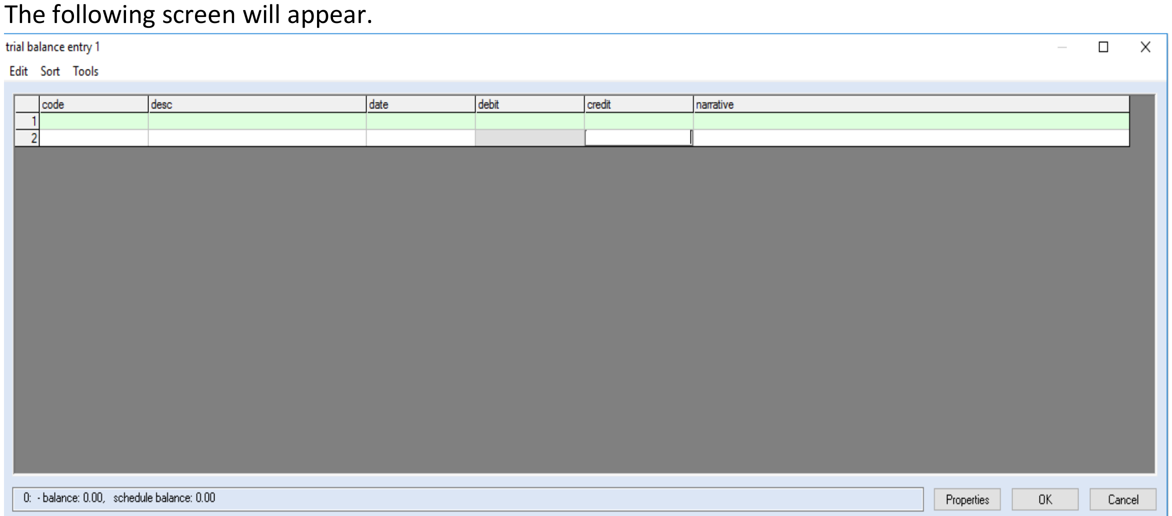
- Once you are in the accounts program go to the Client Data tab and click on edit Limited company data and then complete the following tabs; ‘A’ Shares, Accountants report, Directors report, Balance sheet and CT and click ‘OK’.

- 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.



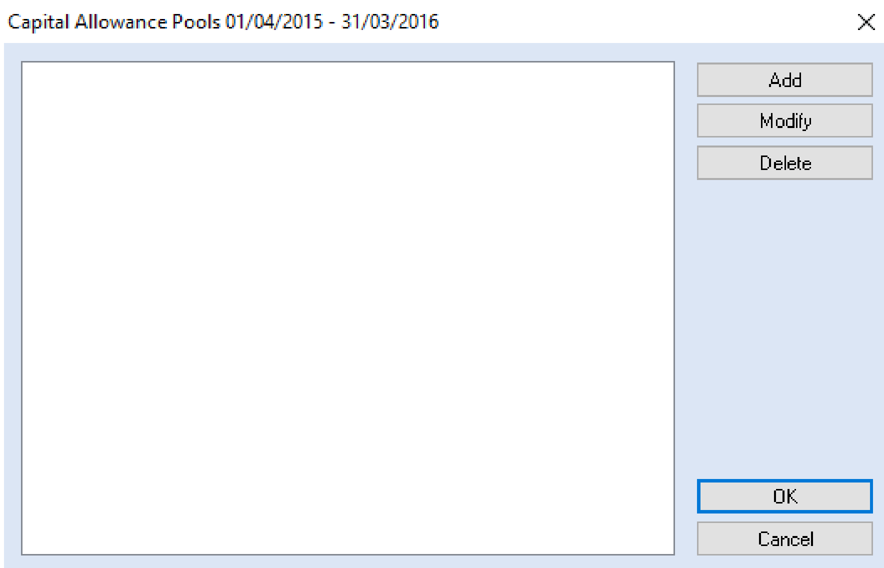
- This is the posting window where you post your debit and credit figures for your comparative figures. If you have already produced these accounts and filed them you will still need to replicate them in our software.

- 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



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 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

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