



CT Solution Integral Quick Start Guide

This document is a quick start guide to producing a Corporation Tax Return for a private company using our integrated CT product, CT Solution Integral.

CT Solution Integral may be used for accounting periods commencing on or after April 1st 2015. This coincides with the start of the newer HMRC CT600 forms (Version 3). For returns commencing prior to this date, our Excel based CT Express and CT Advanced may be used.

Purchasers of CT Solution Integral will automatically be provided with free of charge licenses for the Excel products.

Getting Started

The basic steps involved are:

1. [Create the Corporation Tax Return task either](#)
 - a. [Automatically from the year end accounts summary screen](#)
 - b. [Manually and then link to externally produced iXBRL accounts](#)
2. [Draft the corporation tax computation and return](#)
3. [Finalise the corporation tax computation and return](#)
4. [Submit electronically the corporation tax return to HMRC](#)
5. [Print the Corporation Tax Return](#)

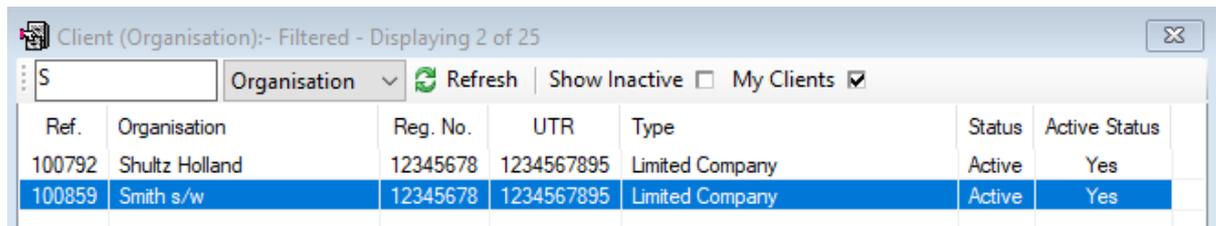
Note that if using our Accounts Production [AP] Solution there is complete integration between the final accounts and the corporation tax computation – changes in either will lead to the other being updated automatically.

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Creating a Corporation Tax Return Automatically from the year end accounts summary screen

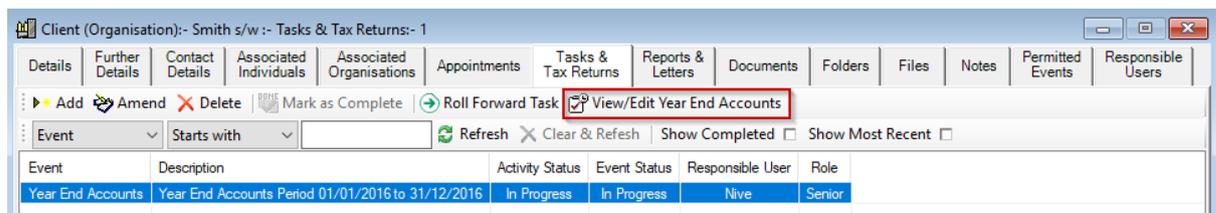
This section assumes you are familiar with our Accounts Production module and have already created a set of Year End accounts for your client. For help with the AP module please see our AP Quick Start guide.

1. Open the **Client (Organisation)** window
 - Go to **Client > Organisation** from the top toolbar



Ref.	Organisation	Reg. No.	UTR	Type	Status	Active Status
100792	Shultz Holland	12345678	1234567895	Limited Company	Active	Yes
100859	Smith s/w	12345678	1234567895	Limited Company	Active	Yes

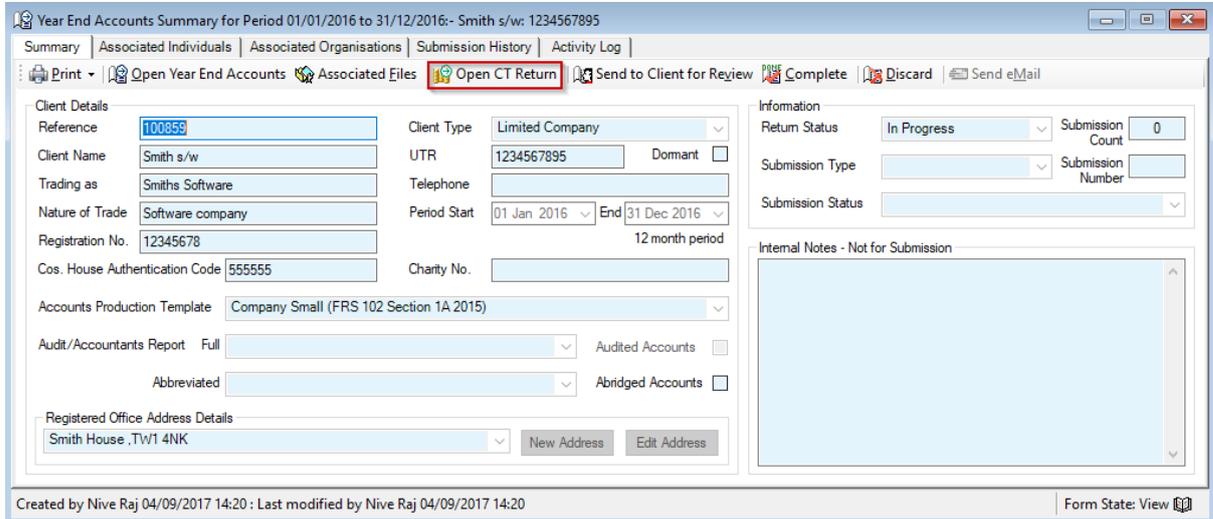
2. Choose the client from the client list on the right window
3. Navigate to the **Tasks & Tax Returns** tab on the left window



Event	Description	Activity Status	Event Status	Responsible User	Role
Year End Accounts	Year End Accounts Period 01/01/2016 to 31/12/2016	In Progress	In Progress	Nive	Senior

4. Highlight the Year End Accounts
5. Click on **View/Edit Year End Accounts**

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Year End Accounts Summary for Period 01/01/2016 to 31/12/2016:- Smith s/w: 1234567895

Summary | Associated Individuals | Associated Organisations | Submission History | Activity Log

Print | Open Year End Accounts | Associated Files | **Open CT Return** | Send to Client for Review | Complete | Discard | Send eMail

Client Details

Reference: 100859 | Client Type: Limited Company | UTR: 1234567895 | Domant: | Telephone: | Period Start: 01 Jan 2016 | End: 31 Dec 2016 | 12 month period

Client Name: Smith s/w | Trading as: Smiths Software | Nature of Trade: Software company | Registration No.: 12345678 | Cos. House Authentication Code: 555555 | Charity No.: | Accounts Production Template: Company Small (FRS 102 Section 1A 2015) | Audit/Accountants Report: Full | Audited Accounts: | Abbreviated | Abridged Accounts: | Registered Office Address Details: Smith House .TW1 4NK | New Address | Edit Address

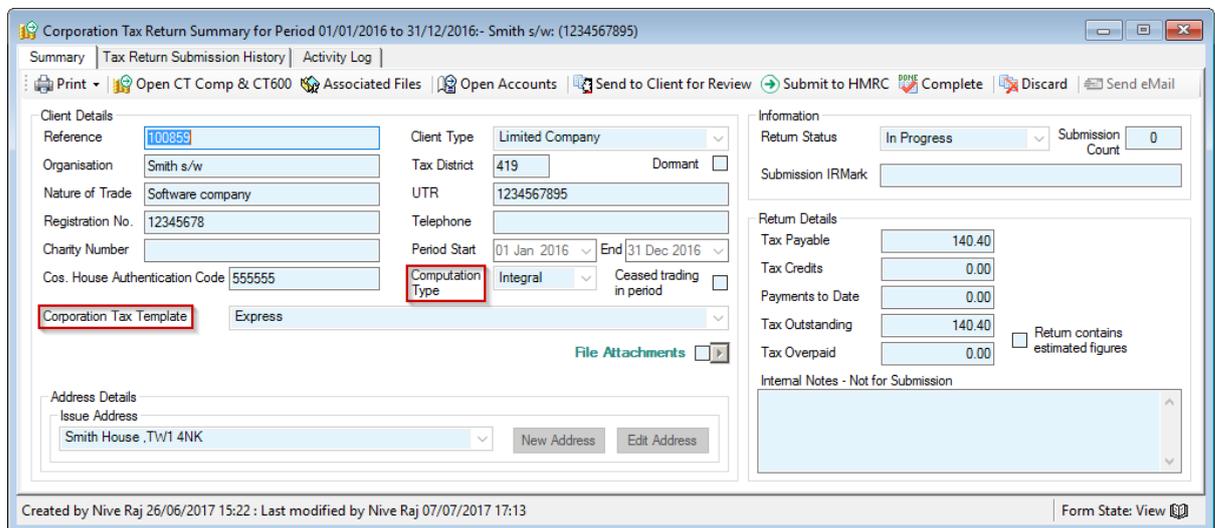
Information

Return Status: In Progress | Submission Count: 0 | Submission Type: | Submission Number: | Submission Status: | Internal Notes - Not for Submission

Created by Nive Raj 04/09/2017 14:20 : Last modified by Nive Raj 04/09/2017 14:20 | Form State: View

6. From the Year End Accounts Summary screen, click on **Open CT Return**

The above action will automatically create a Corporation Tax Return and if the accounting period is over 12 months, two Corporation Tax Returns are created.



Corporation Tax Return Summary for Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)

Summary | Tax Return Submission History | Activity Log

Print | Open CT Comp & CT600 | Associated Files | Open Accounts | Send to Client for Review | Submit to HMRC | Complete | Discard | Send eMail

Client Details

Reference: 100859 | Client Type: Limited Company | Tax District: 419 | Domant: | UTR: 1234567895 | Telephone: | Period Start: 01 Jan 2016 | End: 31 Dec 2016 | Computation Type: Integral | Ceased trading in period: | Corporation Tax Template: Express | File Attachments:

Organisation: Smith s/w | Nature of Trade: Software company | Registration No.: 12345678 | Charity Number: | Cos. House Authentication Code: 555555 | Address Details: Issue Address: Smith House .TW1 4NK | New Address | Edit Address

Information

Return Status: In Progress | Submission Count: 0 | Submission IRMark: | **Return Details**

Tax Payable	140.40
Tax Credits	0.00
Payments to Date	0.00
Tax Outstanding	140.40
Tax Overpaid	0.00

Return contains estimated figures | Internal Notes - Not for Submission

Created by Nive Raj 26/06/2017 15:22 : Last modified by Nive Raj 07/07/2017 17:13 | Form State: View

7. Make sure the **Computation Type** and **Corporation Tax Template** are defaulted to **Integral** and **Express** on the Corporation Tax Summary Screen

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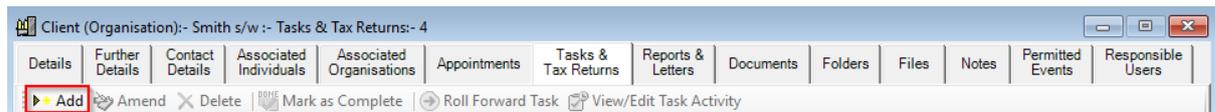
Creating a Corporation Tax Return Manually (If using external iXBRL Accounts)

1. Open the **Client (Organisation)** window
 - Go to **Client > Organisation** from the top toolbar

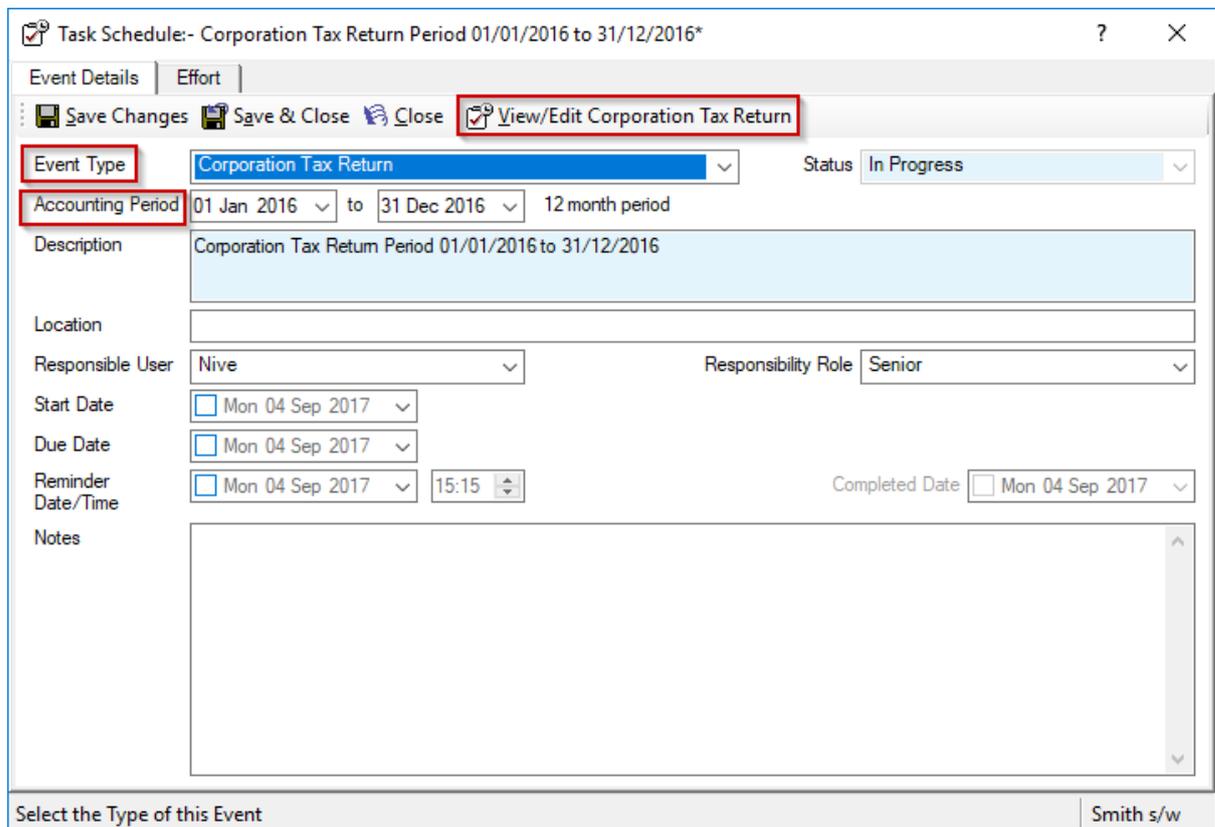


Ref.	Organisation	Reg. No.	UTR	Type	Status	Active Status
100792	Shultz Holland	12345678	1234567895	Limited Company	Active	Yes
100859	Smith s/w	12345678	1234567895	Limited Company	Active	Yes

2. Choose the client from the client list on the right window
3. Navigate to the **Tasks & Tax Returns** tab on the left window



4. Click on **Add**



Task Schedule:- Corporation Tax Return Period 01/01/2016 to 31/12/2016*

Event Details | Effort

Save Changes | Save & Close | Close | **View/Edit Corporation Tax Return**

Event Type: Corporation Tax Return | Status: In Progress

Accounting Period: 01 Jan 2016 to 31 Dec 2016 | 12 month period

Description: Corporation Tax Return Period 01/01/2016 to 31/12/2016

Location: [Empty]

Responsible User: Nive | Responsibility Role: Senior

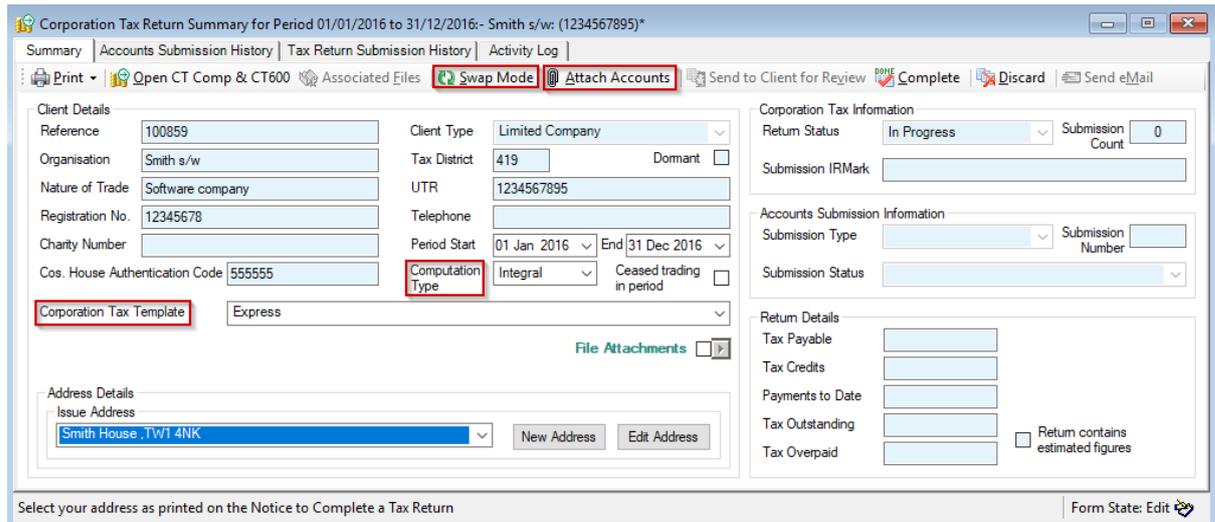
Start Date: Mon 04 Sep 2017 | Due Date: Mon 04 Sep 2017 | Reminder Date/Time: Mon 04 Sep 2017 15:15 | Completed Date: Mon 04 Sep 2017

Notes: [Empty]

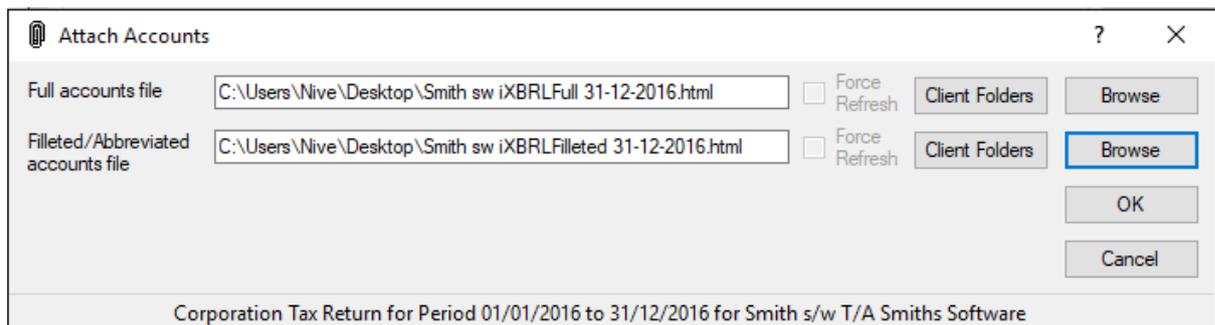
Select the Type of this Event | Smith s/w

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5. Choose **Corporation Tax Return** from the **Event Type** drop down menu
6. Make sure the tax return period date is correct
7. Click on **View/Edit Corporation Tax Return**



8. Make sure the Computation Type and Corporation Tax Template are defaulted to Integral and Express on the Corporation Tax Summary Screen
9. To attach the iXBRL file, click on **Swap Mode**
10. Click on **Attach Accounts**



11. Browse and select Full and/or Filleted accounts files
12. Click **Ok**



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Drafting the Corporation Tax Computation and Return

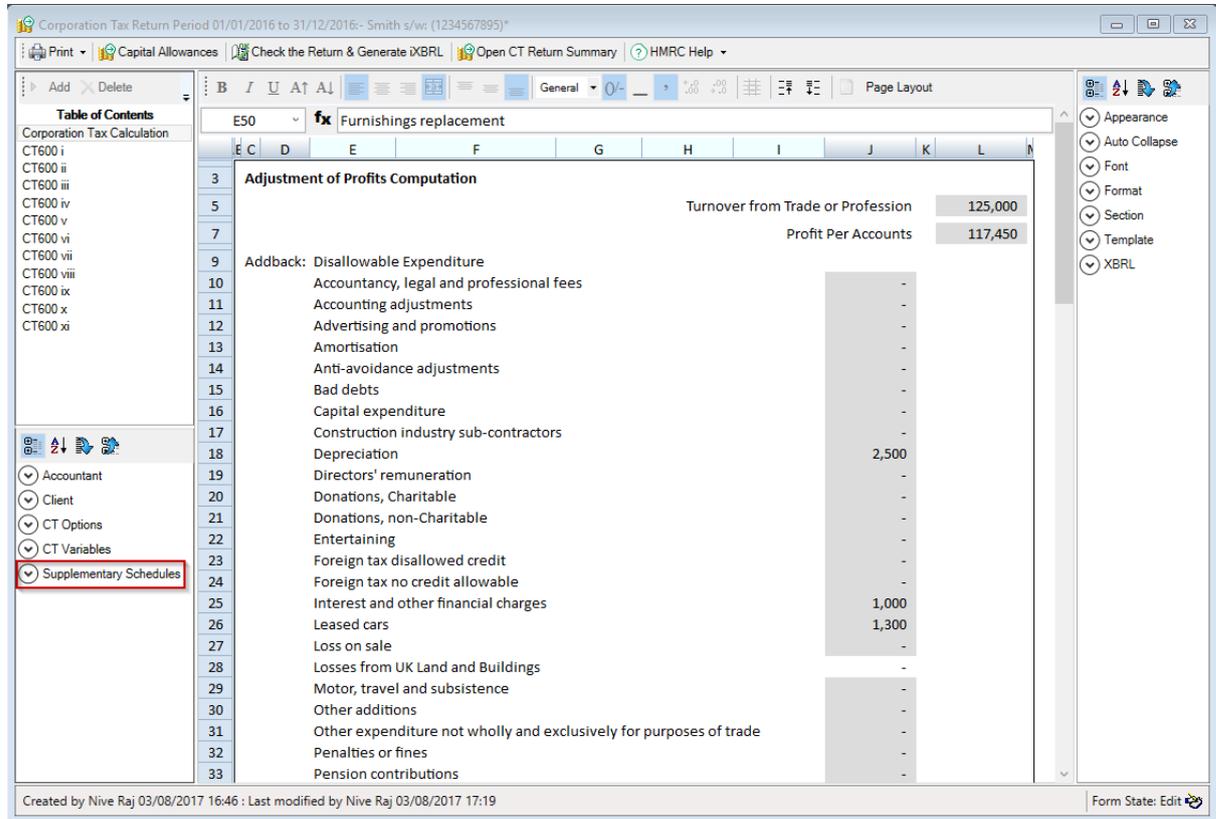
- Click on **Open CT Comp & CT600** from the Corporation Tax Summary screen
- The Corporation Tax Return is divided into four main areas:
 - Table of Contents (top left quarter)
 - Standing Data (bottom left quarter)
 - Adjustment of Profits Computation (main screen)
 - Template Attributes (right hand side)
- The Computations are completed automatically with data such as Turnover, Profit/(Loss) per Accounts, Depreciation, etc. extracted from the iXBRL file (produced either by BTCSoftware or an external file).
- If you need to add any additional information onto the Computations, please see the following instructions on how this can be achieved.

Data to populate the return may be entered:

- into any of the grey cells on the CT return schedules. Note that ALL figures should be entered as positives and the computation automatically applies the correct sign.
- directly into the CT600 form boxes as required.

Note: The CT600 boxes are automatically populated by entries made on the Corporation Tax calculation sections so you will only need direct entry into the CT600 forms if you require entry into the rarely used CT600 boxes.

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Corporation Tax Return Period 01/01/2016 to 31/12/2016 - Smith s/w: (1234567895)*

Print | Capital Allowances | Check the Return & Generate iXBRL | Open CT Return Summary | HMRC Help

Add | Delete

Table of Contents

- Corporation Tax Calculation
- CT600 i
- CT600 ii
- CT600 iii
- CT600 iv
- CT600 v
- CT600 vi
- CT600 vii
- CT600 viii
- CT600 ix
- CT600 x
- CT600 xi

Accountant

Client

CT Options

CT Variables

Supplementary Schedules

ES0 | fx | Furnishings replacement

	E	C	D	E	F	G	H	I	J	K	L	N	
3	Adjustment of Profits Computation												
5											Turnover from Trade or Profession	125,000	
7											Profit Per Accounts	117,450	
9	Addback: Disallowable Expenditure												
10	Accountancy, legal and professional fees												-
11	Accounting adjustments												-
12	Advertising and promotions												-
13	Amortisation												-
14	Anti-avoidance adjustments												-
15	Bad debts												-
16	Capital expenditure												-
17	Construction industry sub-contractors												-
18	Depreciation												2,500
19	Directors' remuneration												-
20	Donations, Charitable												-
21	Donations, non-Charitable												-
22	Entertaining												-
23	Foreign tax disallowed credit												-
24	Foreign tax no credit allowable												-
25	Interest and other financial charges												1,000
26	Leased cars												1,300
27	Loss on sale												-
28	Losses from UK Land and Buildings												-
29	Motor, travel and subsistence												-
30	Other additions												-
31	Other expenditure not wholly and exclusively for purposes of trade												-
32	Penalties or fines												-
33	Pension contributions												-

Created by Nive Raj 03/08/2017 16:46 : Last modified by Nive Raj 03/08/2017 17:19

Form State: Edit

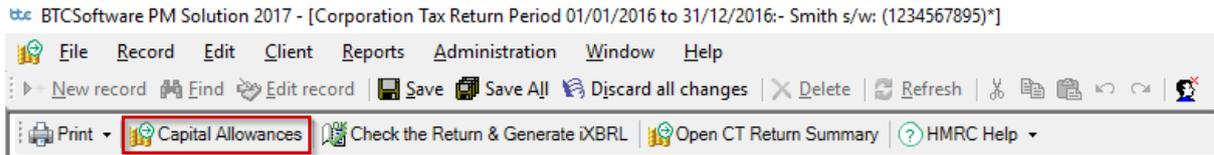
- To add supplementary schedules, click on the downward arrow against **Supplementary Schedules** on the bottom left menu to view the list of schedules
- Check boxes for the supplementary schedules that need to be completed
- The selected schedules will then appear under **Table of Contents** to be completed by the user

Please note that supplementary schedules CT600B, CT600F, CT600G, CT600H, CT600I are only available within CT Advanced currently but are to be included within CT Integral.

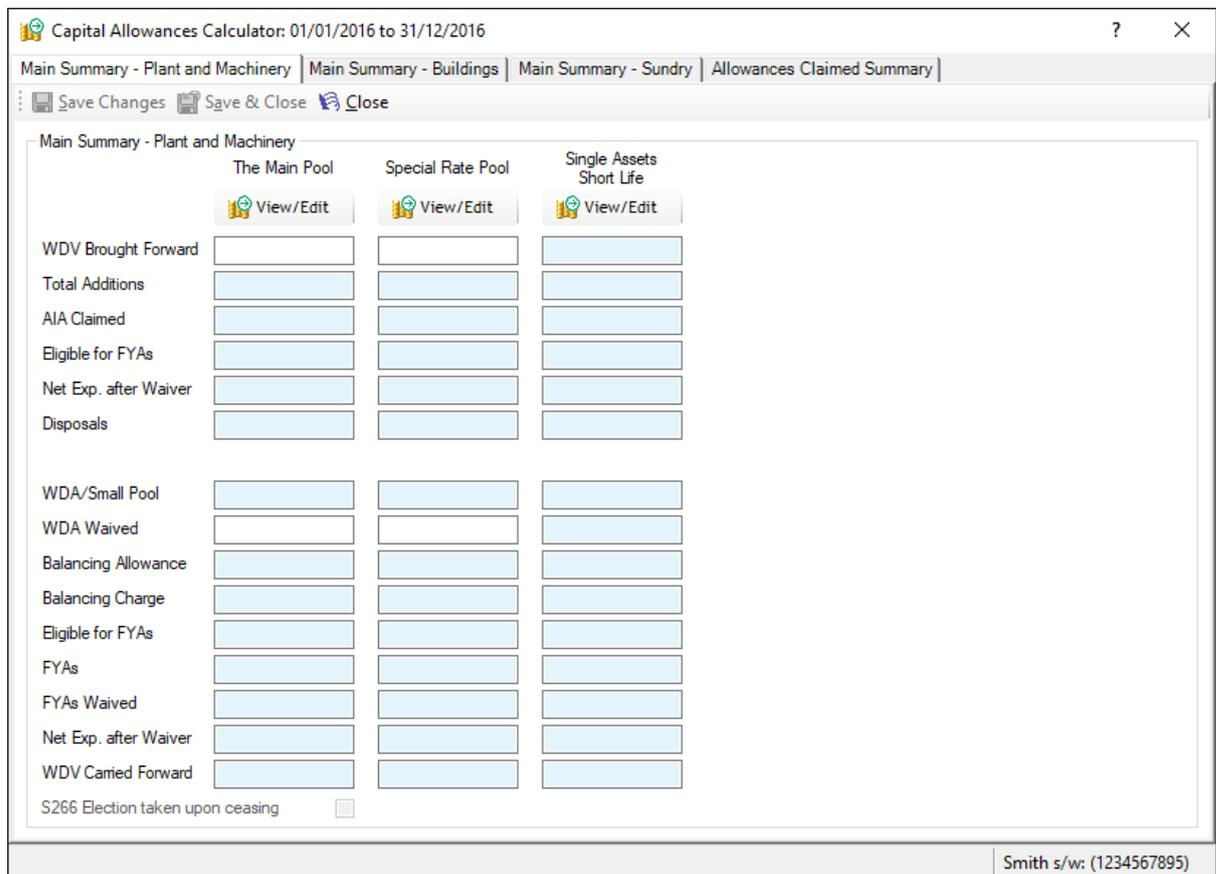
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Capital Allowances

Please see the following instructions on how to complete the Capital Allowances section.



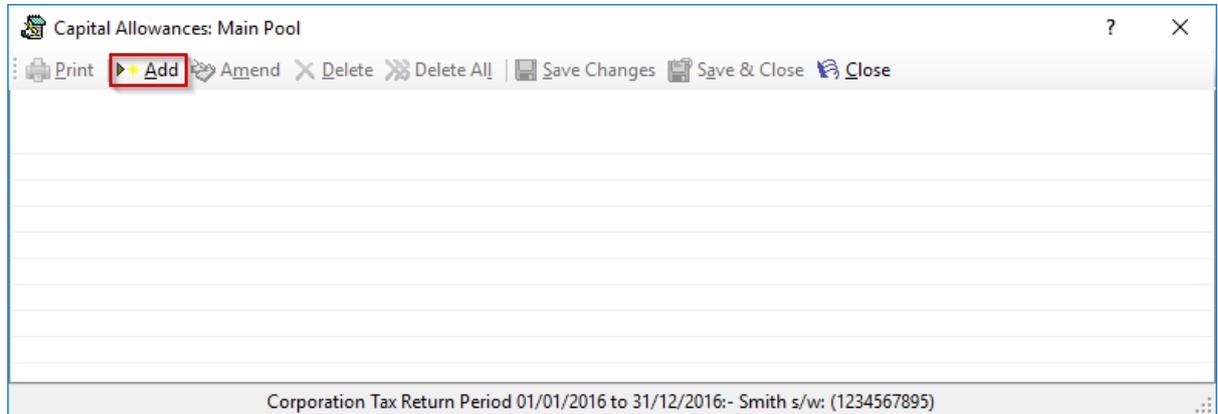
- Click on **Capital Allowances** on the top toolbar



	The Main Pool	Special Rate Pool	Single Assets Short Life
WDV Brought Forward	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Additions	<input type="text"/>	<input type="text"/>	<input type="text"/>
AIA Claimed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eligible for FYAs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Exp. after Waiver	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disposals	<input type="text"/>	<input type="text"/>	<input type="text"/>
WDA/Small Pool	<input type="text"/>	<input type="text"/>	<input type="text"/>
WDA Waived	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balancing Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balancing Charge	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eligible for FYAs	<input type="text"/>	<input type="text"/>	<input type="text"/>
FYAs	<input type="text"/>	<input type="text"/>	<input type="text"/>
FYAs Waived	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Exp. after Waiver	<input type="text"/>	<input type="text"/>	<input type="text"/>
WDV Carried Forward	<input type="text"/>	<input type="text"/>	<input type="text"/>
S266 Election taken upon ceasing	<input type="checkbox"/>		

- From the capital allowance calculation screen, choose the asset type (Plant and Machinery, Buildings or Sundry)
- Click **View/Edit** for the type of asset pool

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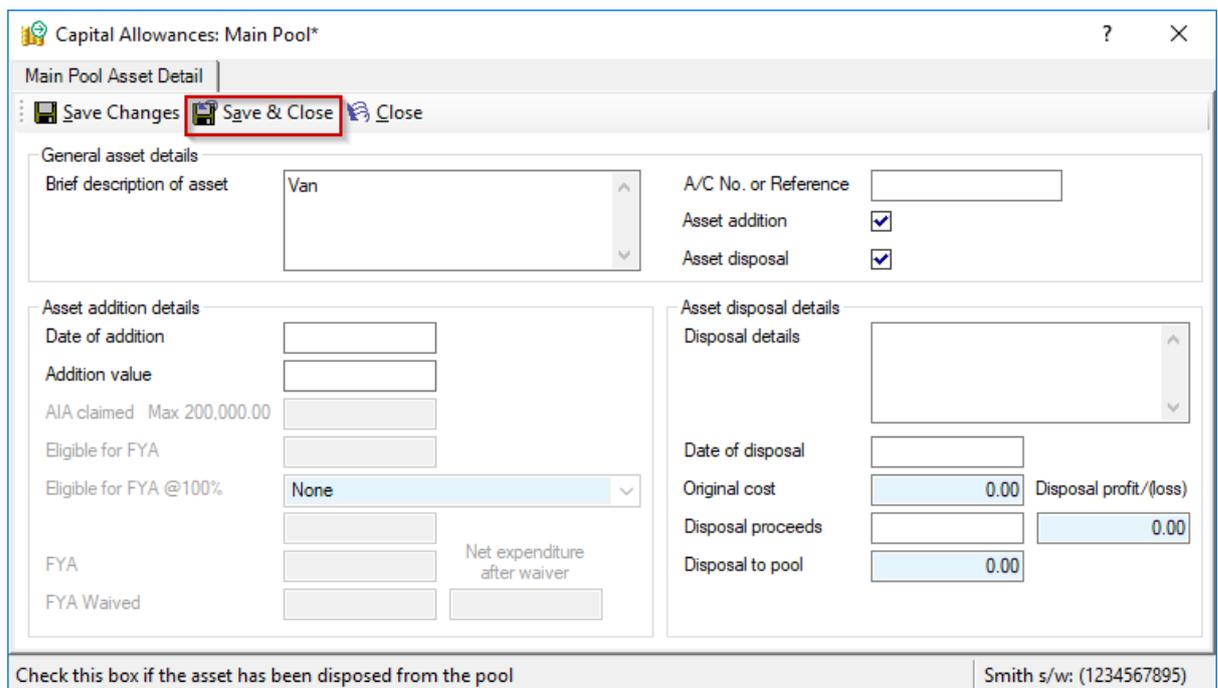


Capital Allowances: Main Pool

Print Add Amend Delete Delete All Save Changes Save & Close Close

Corporation Tax Return Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)

- Click on **Add**



Capital Allowances: Main Pool*

Main Pool Asset Detail

Save Changes Save & Close Close

General asset details

Brief description of asset Van A/C No. or Reference

Asset addition Asset disposal

Asset addition details

Date of addition Addition value AIA claimed Max 200,000.00 Eligible for FYA Eligible for FYA @100% None FYA FYA Waived Net expenditure after waiver

Asset disposal details

Disposal details Date of disposal Original cost 0.00 Disposal profit/(loss) Disposal proceeds 0.00 Disposal to pool 0.00

Check this box if the asset has been disposed from the pool Smith s/w: (1234567895)

- Enter the Asset details (Additions/Disposals)
- Click on **Save and Close**
- Continue to add multiple assets if needed
- **Save & Close** the Capital Allowances Calculator
- Click on **Capital Allowance Summary** to view the summary of the calculations



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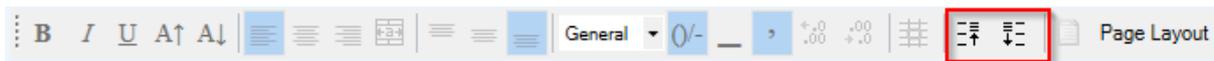
Declaration Status

After completing the Corporation Tax Return and Computations, go to **CT600 xi** from the **Table of Contents** to complete the **Declaration** section.

Collapse Empty Data feature

The **Collapse Empty Data** feature is used to tidy up the computation so that only relevant items are shown. This operation will function for the whole computation, regardless in which section the user's cursor is placed.

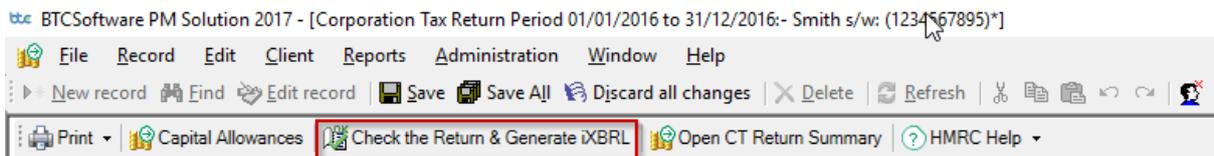
Clicking the **Show Empty Data** icon reverses the process.



The icons for **Collapse Empty Data** and **Show Empty Data** is the symbol with the upward and the downward arrow on the toolbar as shown on the above image.

Check the Return & Generate iXBRL

When you Check the Return & Generate iXBRL file, this will run through various checks in the background e.g. whether the Declaration section has been complete.



Interaction With our Accounts Production module

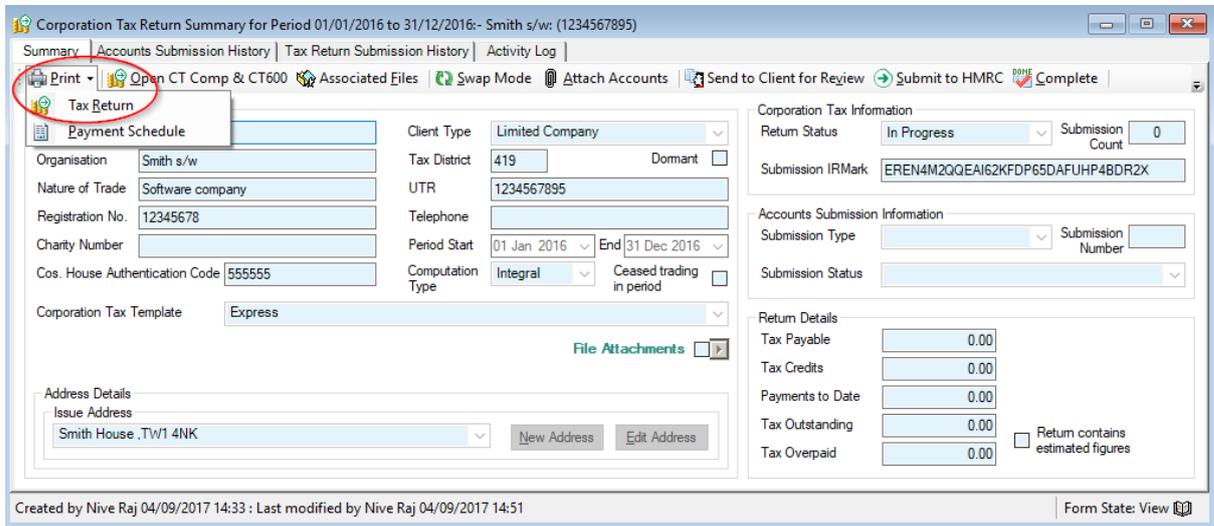
If you are using BTCSoftware's AP solution, a successful completion on the CT return will automatically update the year end accounts with the corporation tax charge and/or R&D RDEC current period Claim as required. If this occurs, you will need to revisit the accounts to check these entries and once again re-generate the accounts iXBRL files.

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You can easily navigate between the Accounts and CT Return by using the “**Open Accounts**” button on the **Corporation Tax Summary** screen and the “**Open CT Return**” button on the **Year End Accounts Summary** screen.

Printing the Corporation Tax Return

1. Open CT Return Summary



Corporation Tax Return Summary for Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)

Summary | Accounts Submission History | Tax Return Submission History | Activity Log

Print | **Open CT Comp & CT600** | Associated Files | Swap Mode | Attach Accounts | Send to Client for Review | Submit to HMRC | Complete

Tax Return

Payment Schedule

Organisation: Smith s/w
Nature of Trade: Software company
Registration No.: 12345678
Charity Number:
Cos. House Authentication Code: 555555

Client Type: Limited Company
Tax District: 419
UTR: 1234567895
Telephone:
Period Start: 01 Jan 2016
End: 31 Dec 2016
Computation Type: Integral
Ceased trading in period:

Corporation Tax Template: Express

File Attachments

Address Details
Issue Address: Smith House ,TW1 4NK
New Address | Edit Address

Corporation Tax Information
Return Status: In Progress
Submission Count: 0
Submission IRMark: EREN4M2QQEAIG2KFDP65DAFUHP4BDR2X

Accounts Submission Information
Submission Type:
Submission Number:
Submission Status:

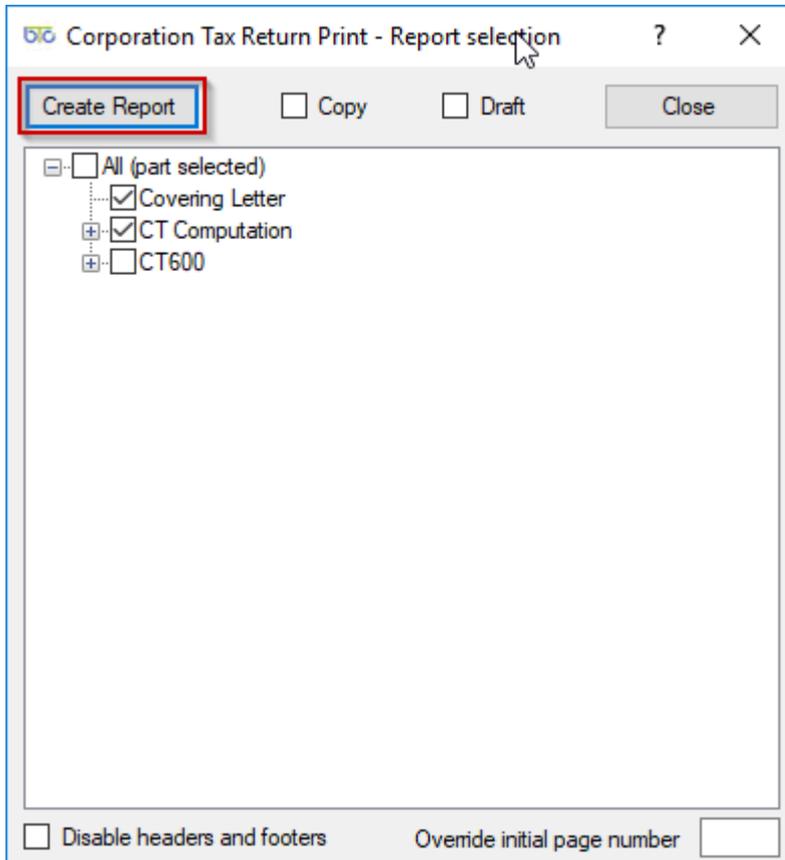
Return Details
Tax Payable: 0.00
Tax Credits: 0.00
Payments to Date: 0.00
Tax Outstanding: 0.00
Tax Overpaid: 0.00
 Return contains estimated figures

Created by Nive Raj 04/09/2017 14:33 : Last modified by Nive Raj 04/09/2017 14:51

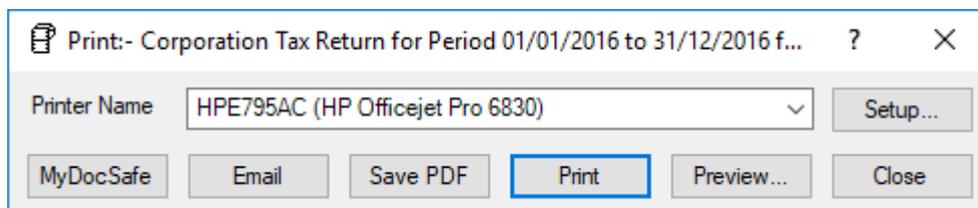
Form State: View

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2. Click on **Print > Tax Return**



3. Choose the pages you want to include in the print by checking the relevant boxes
4. Then, click on **Create Report**



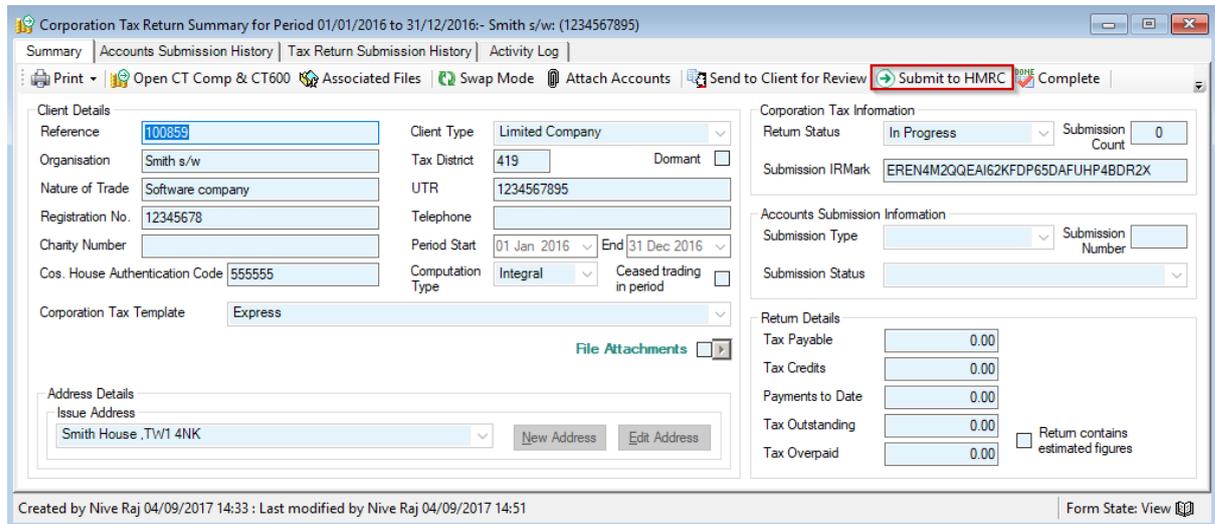
5. You then have options to Email, Print, Preview or use [MyDocSafe](#) (3rd party API to cater for GDPR Regulations)

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Submitting Corporation Tax Return to HMRC

Once the corporation tax return has been checked and the iXBRL generated, you can then proceed to the submission of the return to HRMC.

1. From the Corporation Tax Summary Screen, click on **Submit to HMRC**



Corporation Tax Return Summary for Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)

Summary | Accounts Submission History | Tax Return Submission History | Activity Log

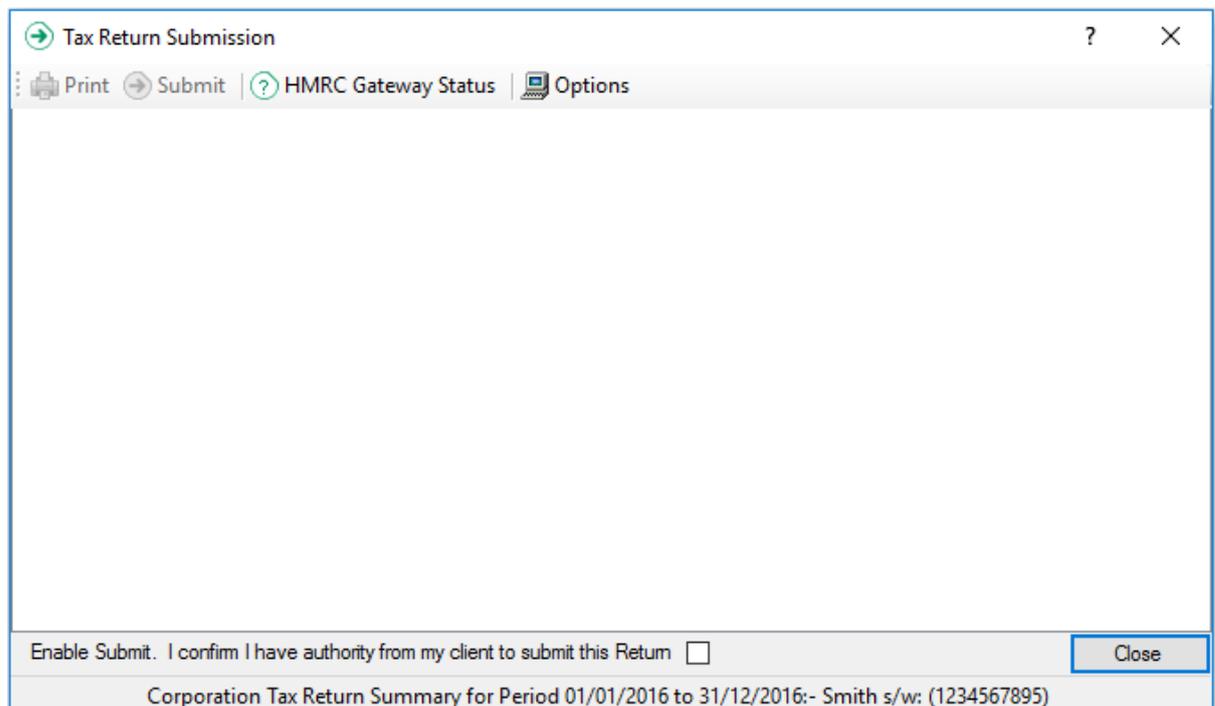
Print | Open CT Comp & CT600 | Associated Files | Swap Mode | Attach Accounts | Send to Client for Review | **Submit to HMRC** | Complete

Client Details	Client Type	Corporation Tax Information
Reference: 100859	Limited Company	Return Status: In Progress
Organisation: Smith s/w	Tax District: 419	Submission Count: 0
Nature of Trade: Software company	Domant: <input type="checkbox"/>	Submission IRMark: EREN4M2QQEAI62KFDP65DAFUHP4BDR2X
Registration No.: 12345678	UTR: 1234567895	Accounts Submission Information
Charity Number:	Telephone:	Submission Type:
Cos. House Authentication Code: 555555	Period Start: 01 Jan 2016	Submission Status:
Corporation Tax Template: Express	End: 31 Dec 2016	Return Details
	Computation Type: Integral	Tax Payable: 0.00
	Ceased trading in period: <input type="checkbox"/>	Tax Credits: 0.00
Address Details		Payments to Date: 0.00
Issue Address: Smith House, TW1 4NK		Tax Outstanding: 0.00
		Tax Overpaid: 0.00
		<input type="checkbox"/> Return contains estimated figures

Created by Nive Raj 04/09/2017 14:33 : Last modified by Nive Raj 04/09/2017 14:51

Form State: View

2. The Tax Return Submission window opens as below



Tax Return Submission

Print | Submit | HMRC Gateway Status | Options

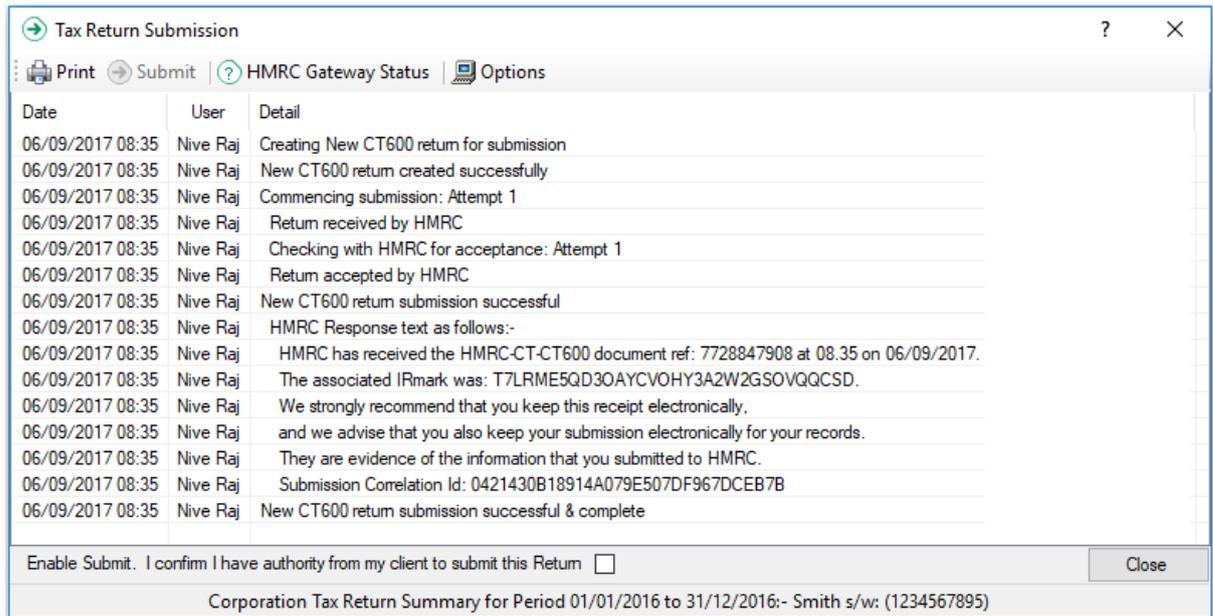
Enable Submit. I confirm I have authority from my client to submit this Return

Close

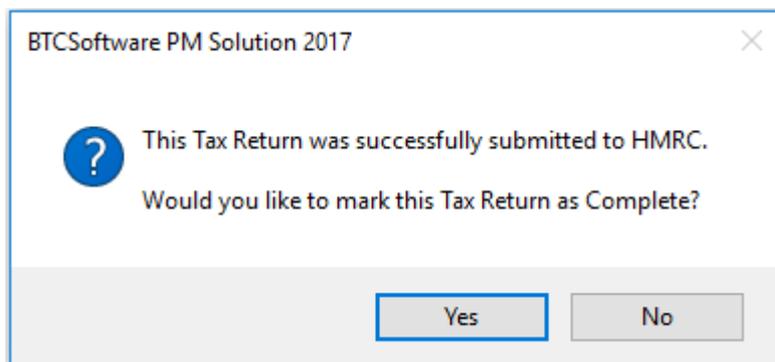
Corporation Tax Return Summary for Period 01/01/2016 to 31/12/2016:- Smith s/w: (1234567895)

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3. Check box on the bottom of this window 'Enable Submit. I confirm I have authority from my client to submit this Return'
4. Click on **Submit**



5. Once the tax return has been submitted successfully, you will be prompted to mark the return as complete



6. Click on **Yes** and the return will be marked as complete