Accountant Workflow User Guide

Filing for clients from Tax Optimiser — firm credentials and credits, creating client organisations, the firm-vs-organisation rules, and sending accounts and Corporation Tax.

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CHAPTER 01

The accountant workflow: from firm setup to filed accounts and CT600

The map of the journey: set your firm's filing credentials once, then create each client and file accounts and Corporation Tax through the two wizards.

> **IN SHORT**
>
> - Set the Presenter ID and Government Gateway login once, at firm level
> - Firms pay for filings with credits - one credit per period covers both filings
> - Create clients from the Companies House register or by name
> - The period checklist tracks everything still needed before filing

Filing for clients from Tax Optimiser splits neatly in two: things you set up **once for your firm**, and things you do **per client**. Get the firm side right first and every subsequent filing — statutory accounts to Companies House, the CT600 to HMRC — reuses it automatically.

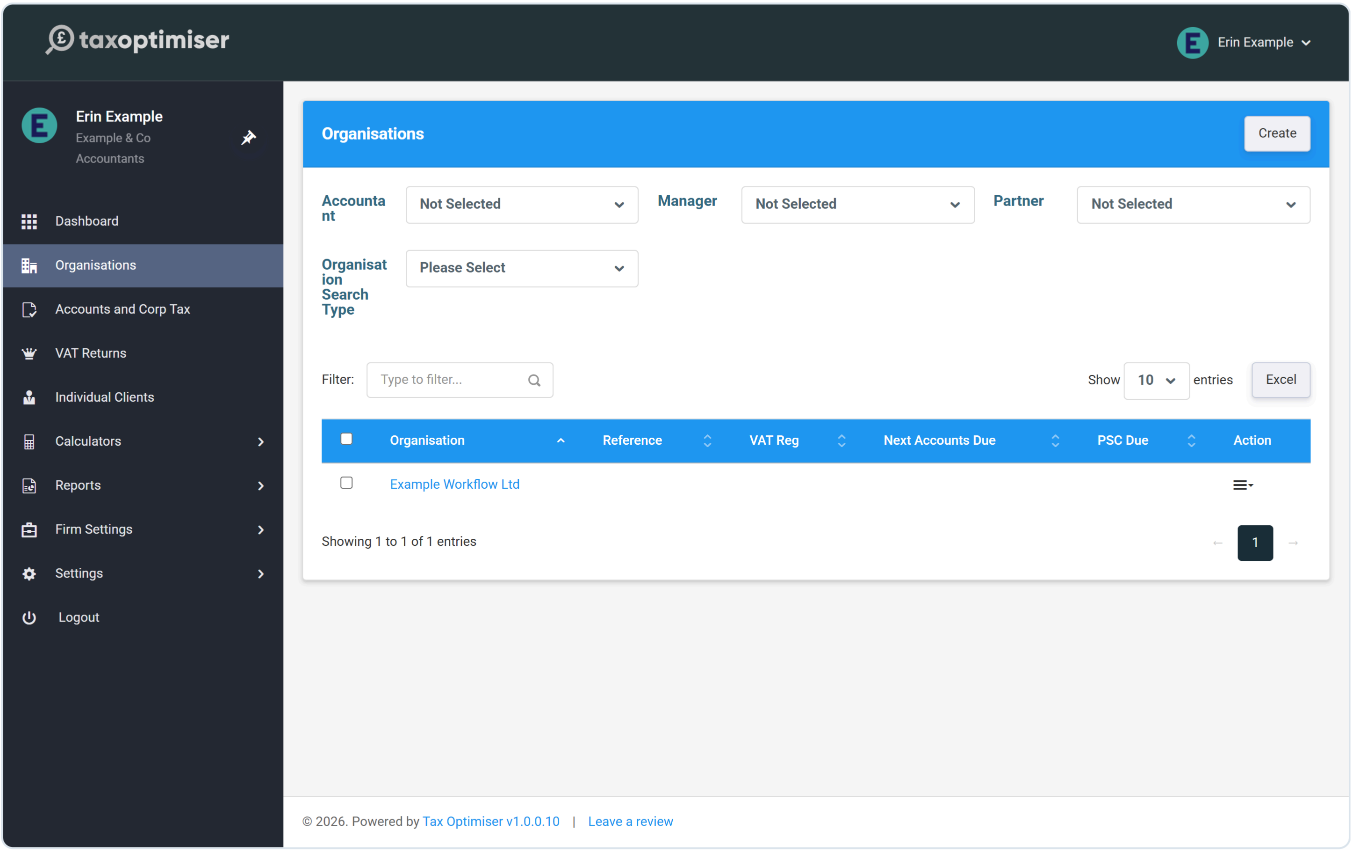
Once per firm

- **Companies House Presenter ID and password** — your firm's software-filing account with Companies House, entered on the **Companies House** tab of Firm Settings.
- **HMRC Sender Id and password** — your firm's Government Gateway login, entered on the **HMRC** tab. Once saved, it files Corporation Tax for *every* client as their agent.
- **Credits** — firms pay for filings with credits rather than a per-period fee; one credit covers a period's filings to both Companies House and HMRC.

The detail, including how to obtain a Presenter ID, is in *Firm settings for filing*.

Once per client

1. **Create the organisation** — either straight from the Companies House register by searching the company name, or by name only (sole traders, partnerships, or companies you'll complete manually). See *Creating client organisations*.
2. **Complete the company record** — Companies House number, authentication code and Corporation Tax UTR. The period's **Setup Process Checklist** tracks what's still missing.
3. **Prepare the period** — trial balance, accounts and the Corporation Tax computation. See *Preparing the period* for the map through all three stages.



Then, for every period

Two guided wizards do the filing: *accounts to Companies House* and *the CT600 to HMRC*. Both check the same pre-flight list — credentials, authentication code, signed accounts — and both draw on your firm-level settings, unless a client has their own (see *Whose credentials file what*).

CHAPTER 02

Firm settings for filing: Presenter ID and Government Gateway

Where the firm's Presenter ID and Government Gateway login live, what each one is, and how to obtain a Presenter ID.

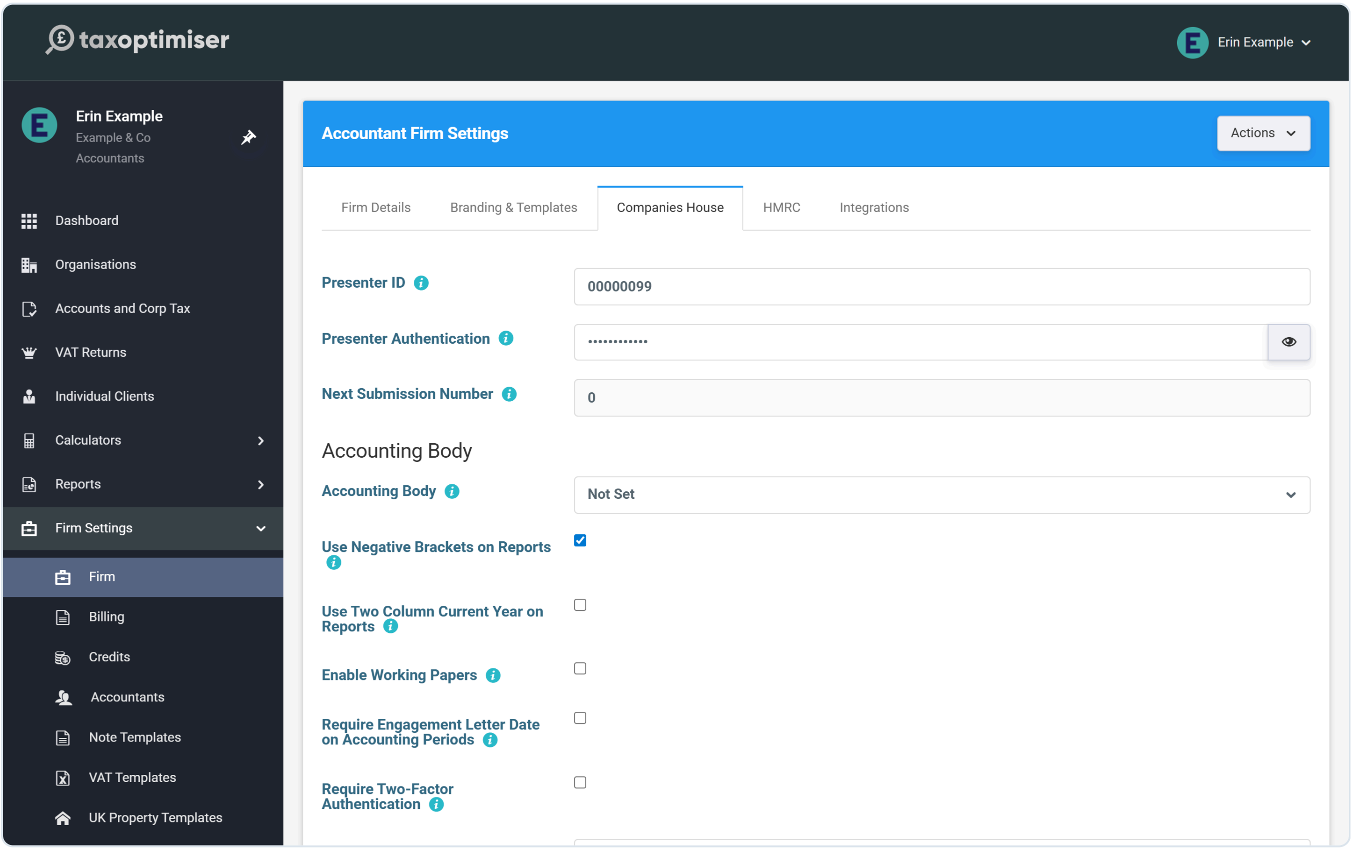
IN SHORT

- Presenter ID = your firm's Companies House software-filing account; apply once on gov.uk
- The presenter authentication value is issued alongside the Presenter ID
- HMRC Sender Id = the firm's 12-character Government Gateway user ID
- Set at firm level, both are used for every client automatically
- HMRC sees firm-filed returns as filed by an agent

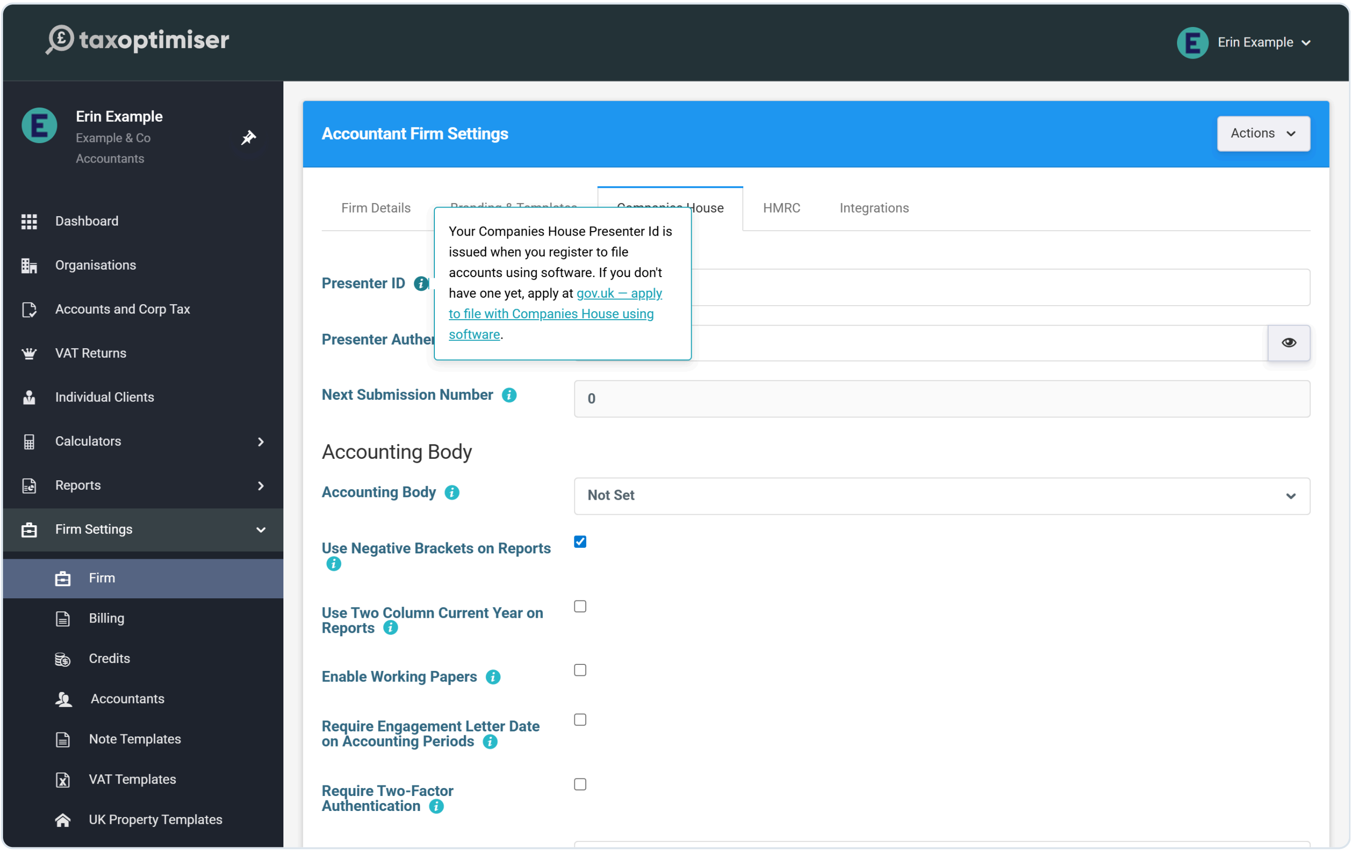
Everything in this article lives in one place: **Firm Settings** → **Firm**, which opens the **Accountant Firm Settings** page. Two of its tabs carry your filing credentials — set them once and they are used for every client your firm manages.

The Companies House tab: your Presenter ID

A **Presenter ID** is your firm's account for filing accounts *by software* — it is not the same thing as a WebFiling login, and each company's authentication code is separate again (that one belongs to the client; see *Creating client organisations*).



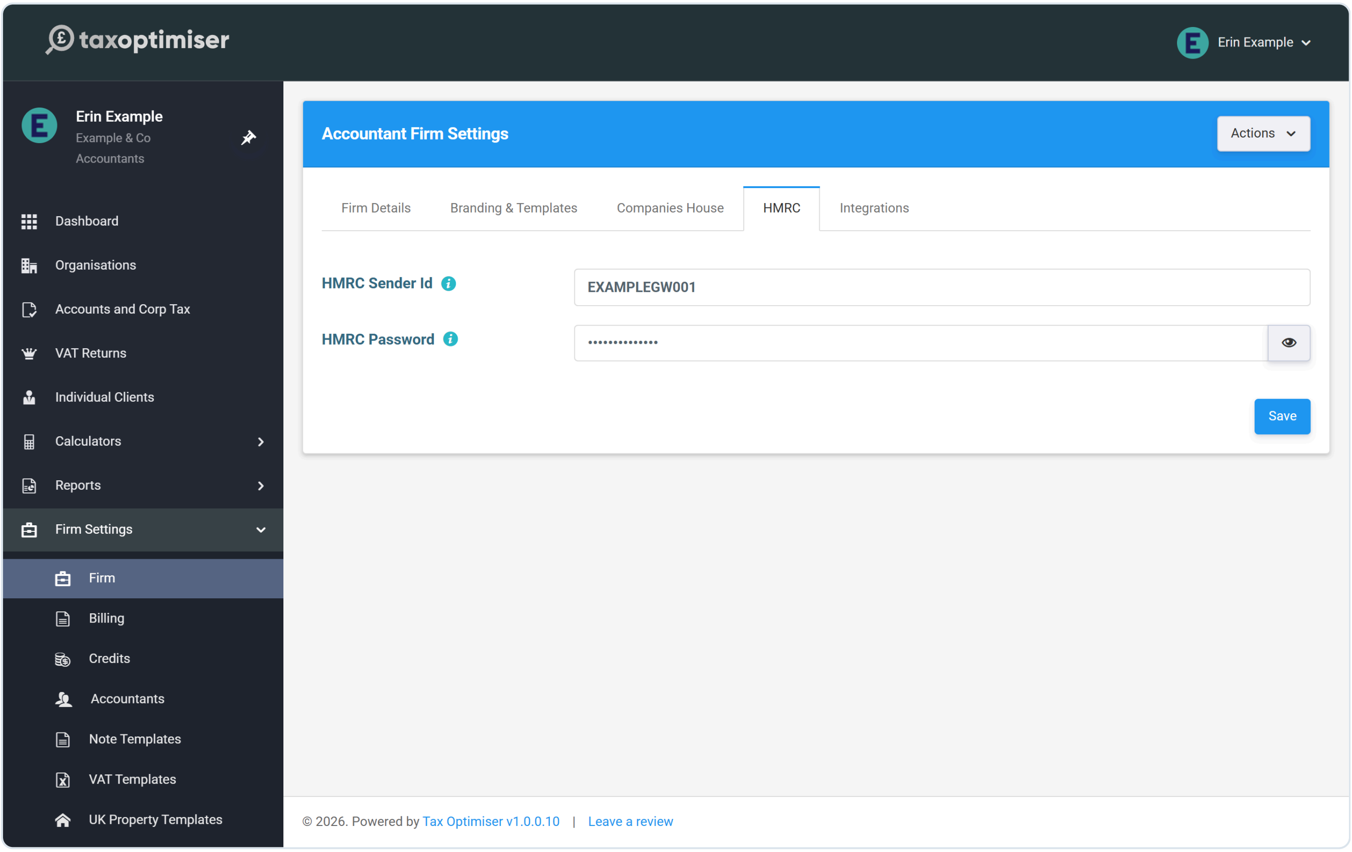
If your firm doesn't have one yet, the application is a one-off form on gov.uk: apply to file with Companies House using software. Companies House issues the Presenter ID together with a **presenter authentication** value — that pair is exactly what the two fields on this tab want.



Next Submission Number is read-only housekeeping: every electronic filing your firm sends carries a sequence number, and Tax Optimiser increments it automatically. You'd only resync it (via the button at the foot of the tab) if filings had also been sent outside Tax Optimiser under the same Presenter ID.

The HMRC tab: your Government Gateway login

HMRC Sender Id is your firm's **Government Gateway user ID** — the 12-character ID for the account your firm uses to file Corporation Tax — with its password alongside.



Entered here, it is used for **every client's CT600**, and HMRC sees the return as filed by an *agent*. If one client needs to file under their own Government Gateway account instead, you can override it on that client's record — the rules are in *Whose credentials file what*.

Worth doing while you're here

The **Firm Details** tab (name, address, contact details) feeds the client portal and report headers, and the **Branding & Templates** tab dresses the generated accounts PDFs. Neither blocks filing, but both make the output look like yours.

CHAPTER 03

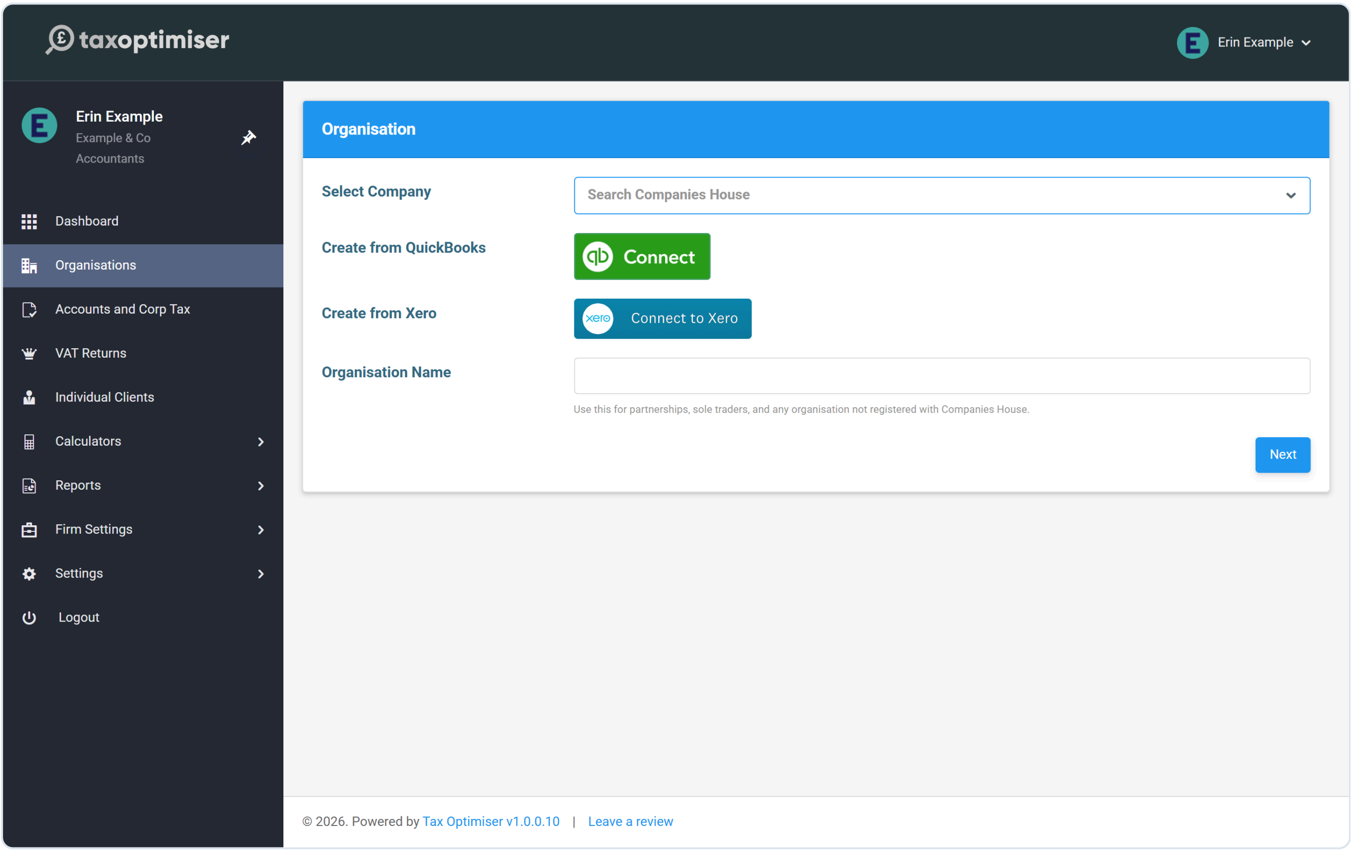
Creating client organisations: lookup or by name

Two ways to add a client: search the live Companies House register, or create by name and fill the company number in yourself.

IN SHORT

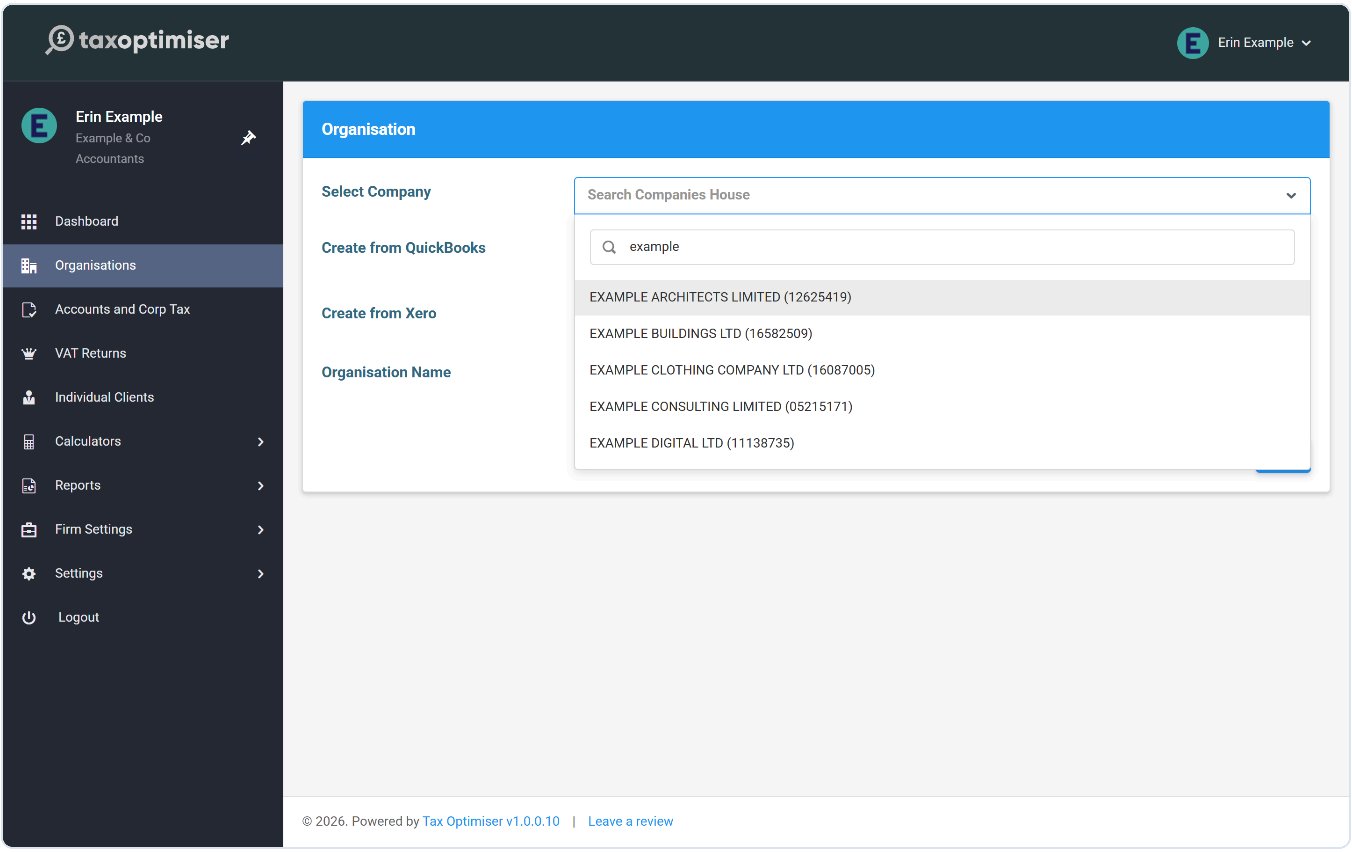
- The lookup needs 3+ characters and searches the live register as you type
- Lookup-created companies get registered details and their first period automatically
- By-name creation fetches nothing: enter the 6-8 character company number before filing accounts
- Partnerships and sole traders are always created by name
- The auth code goes on the organisation's Companies House tab in both cases

From **Organisations**, the **Create** button opens one page with every way of adding a client:



The quick way: the Companies House lookup

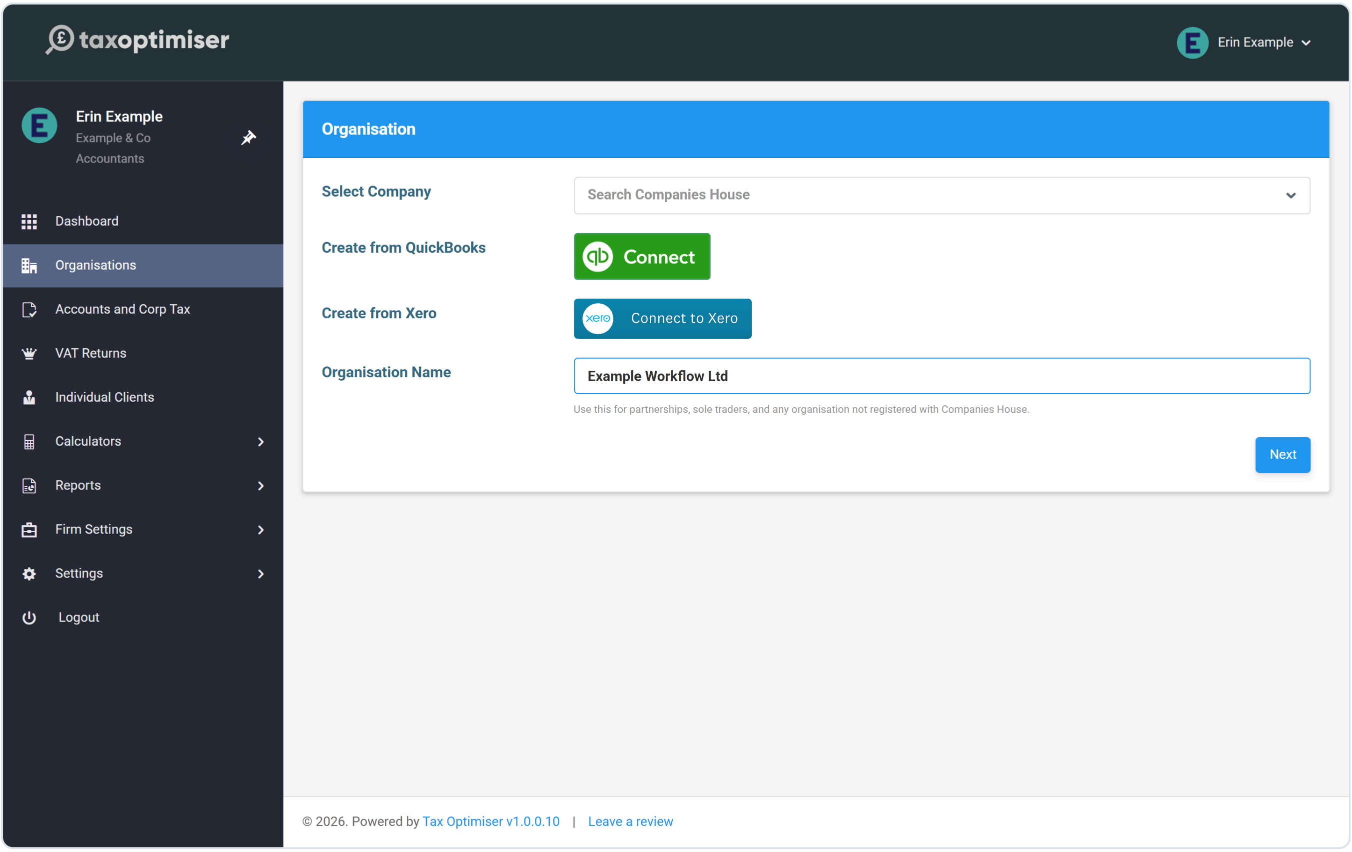
Type three or more characters of the company's name into **Select Company** and the live register is searched as you type, each result showing the registered name and company number:



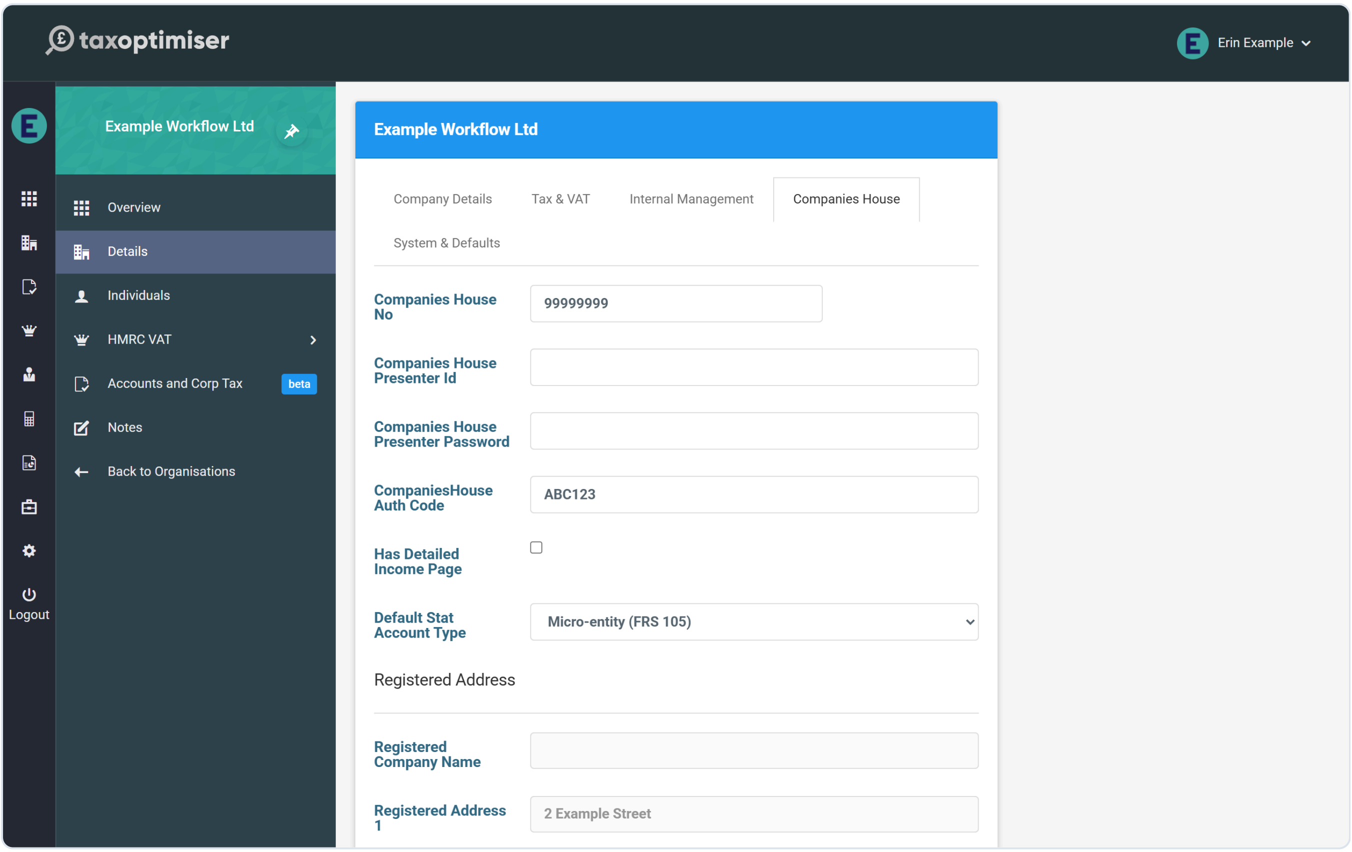
Pick the company and press **Next**, and Tax Optimiser does the setup for you: the registered name, registered office address and incorporation date are pulled from the register, the company number is stored, and the first accounting period is built from the company's filing dates. What it *can't* fetch is the **authentication code** — the 6-character code Companies House posts to the registered office — so add that to the client's record before filing.

The manual way: by name

Type a name into **Organisation Name** instead and press **Next** to create an empty organisation. This is the right path for **partnerships, sole traders and anything else not on the Companies House register** — and a perfectly good one for limited companies you'd rather set up by hand.



The catch to remember: nothing is fetched for you. For a limited company created this way, **you must enter the Companies House number yourself** — on the organisation's **Companies House** tab — before any accounts can be filed (it's 6–8 characters; include the leading letters for non-England-and-Wales registrations). The **CompaniesHouse Auth Code** field sits on the same tab.



Once a company number is saved and the registered name has been synced from the register, the number locks and a **Sync** button appears beside it — use that whenever you want to refresh the registered details from Companies House.

From QuickBooks or Xero

The two buttons in the middle of the page create the organisation by connecting to the client's accounting platform — the company details and, later, trial balance data come from the connection. The Companies House number and auth code still need entering, the same as the by-name path.

CHAPTER 04

Whose credentials file what: firm vs organisation

The Gateway login is firm-wide with a per-client override; the Presenter ID is firm-only for firm-managed clients. Here are the rules, the override, and the errors.

IN SHORT

- Gateway: firm-wide by default, per-client override on the Tax & VAT tab
- A client override files the CT600 as the company; the firm login files as agent
- Presenter ID: always the firm's for firm-managed clients
- Presenter credentials belong in Firm Settings, not on the client record
- The checklist and wizard both show exactly which credentials are missing

Two sets of credentials drive the two filings — and they follow **different rules**. This is the article to come back to when a submission complains about missing credentials.

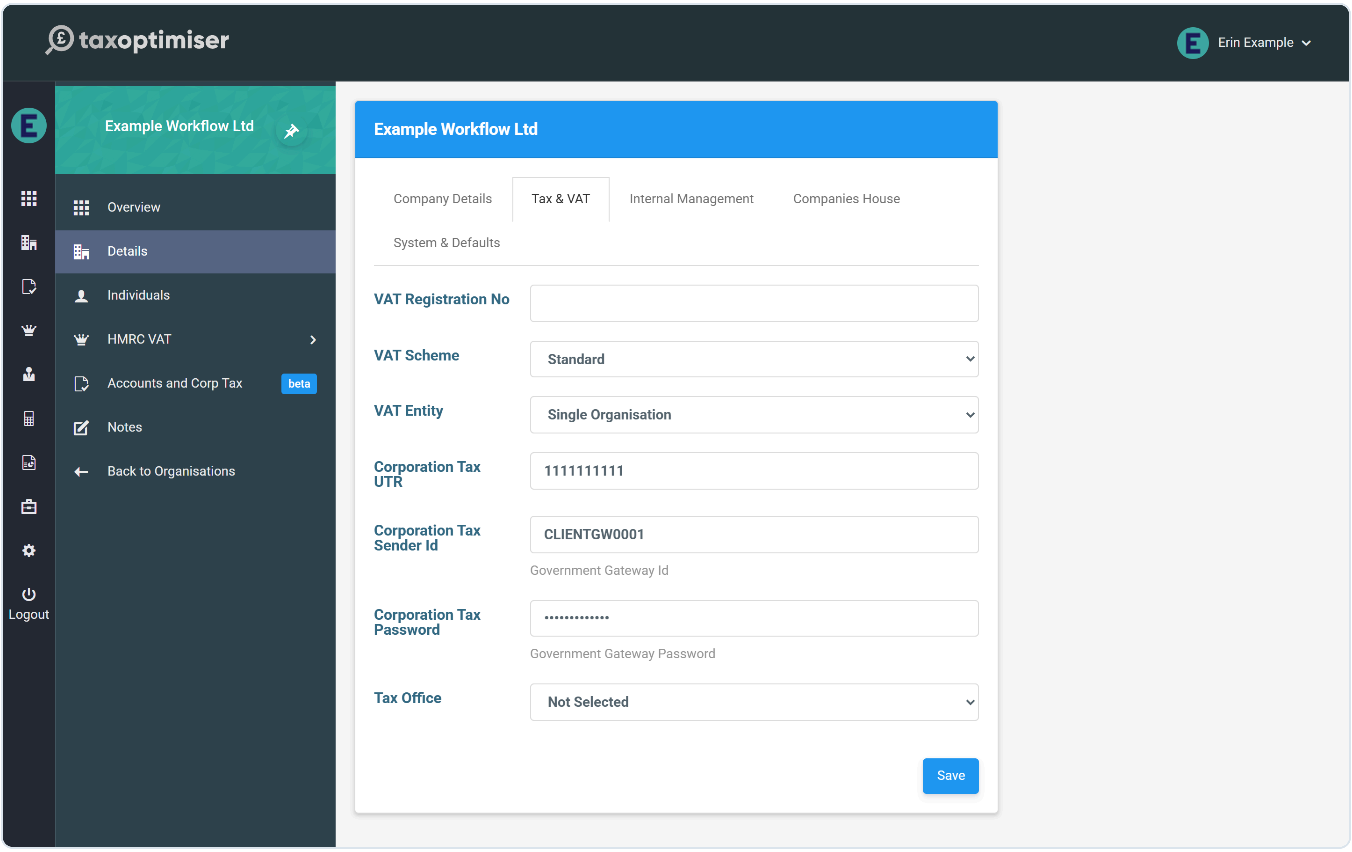
The rules at a glance

	Client managed by your firm	Standalone organisation
Government Gateway (CT600 to HMRC)	The firm's HMRC Sender Id is used and the return files as *agent* — **unless** the organisation record has its own Sender Id, which then takes precedence and the return files as the *company itself*.	The organisation's own Sender Id and password are used.
Presenter ID (accounts to Companies House)	**Always the firm's** Presenter ID and authentication. The organisation-level presenter fields are not used while the client belongs to a firm.	The organisation's own presenter fields are used.

In short: the Gateway login is *firm-wide with a per-client override*; the Presenter ID is *firm-only* for firm-managed clients. So for your own clients, presenter credentials belong in **Firm Settings** — entering them on the organisation's Companies House tab has no effect until an organisation stops being firm-managed.

Overriding the Gateway for one client

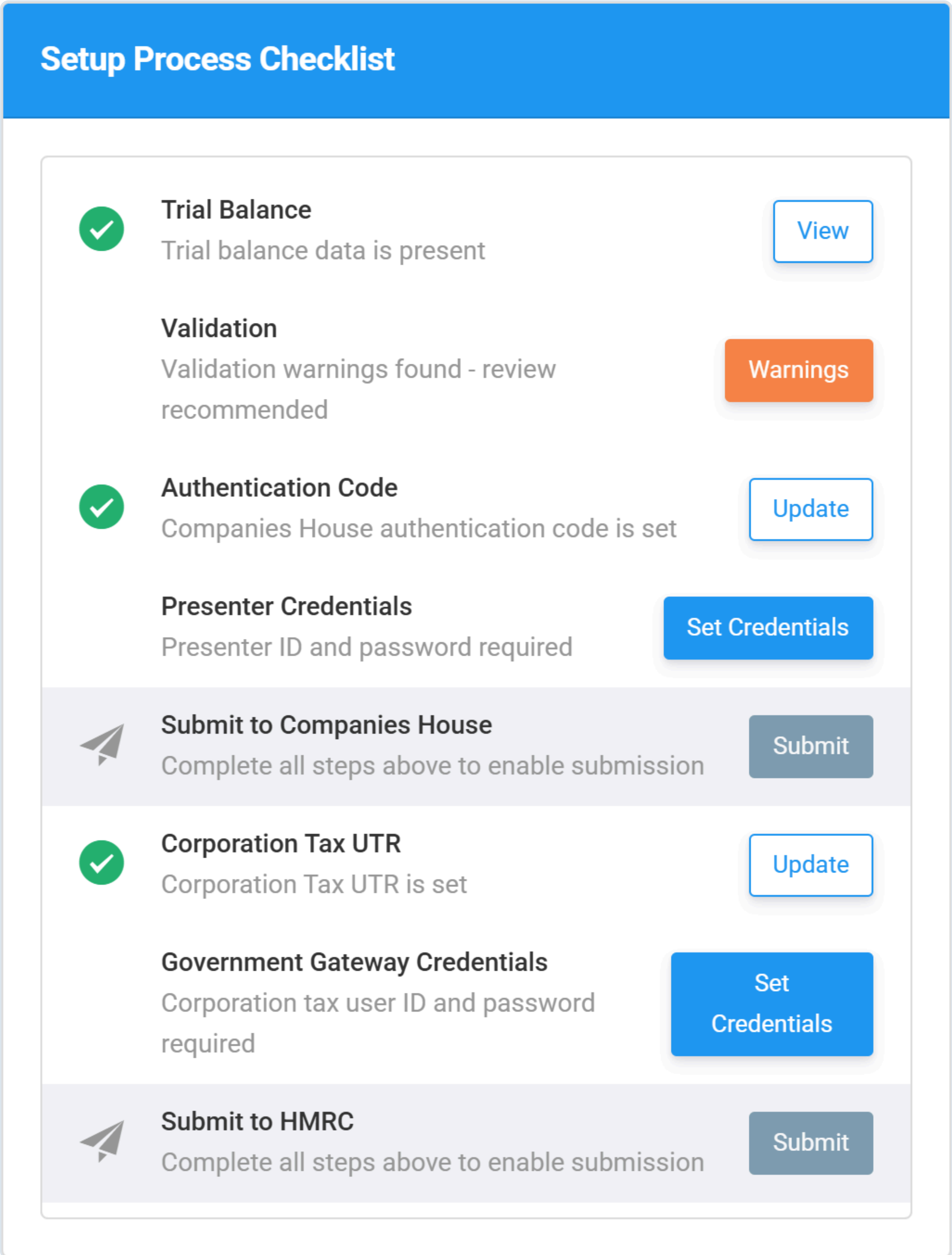
Some clients file Corporation Tax under their own Government Gateway account — common when the company already filed for itself before appointing you, or wants returns sent in its own name rather than an agent's. On the client's record, open the **Tax & VAT** tab and fill **Corporation Tax Sender Id** and **Corporation Tax Password**:



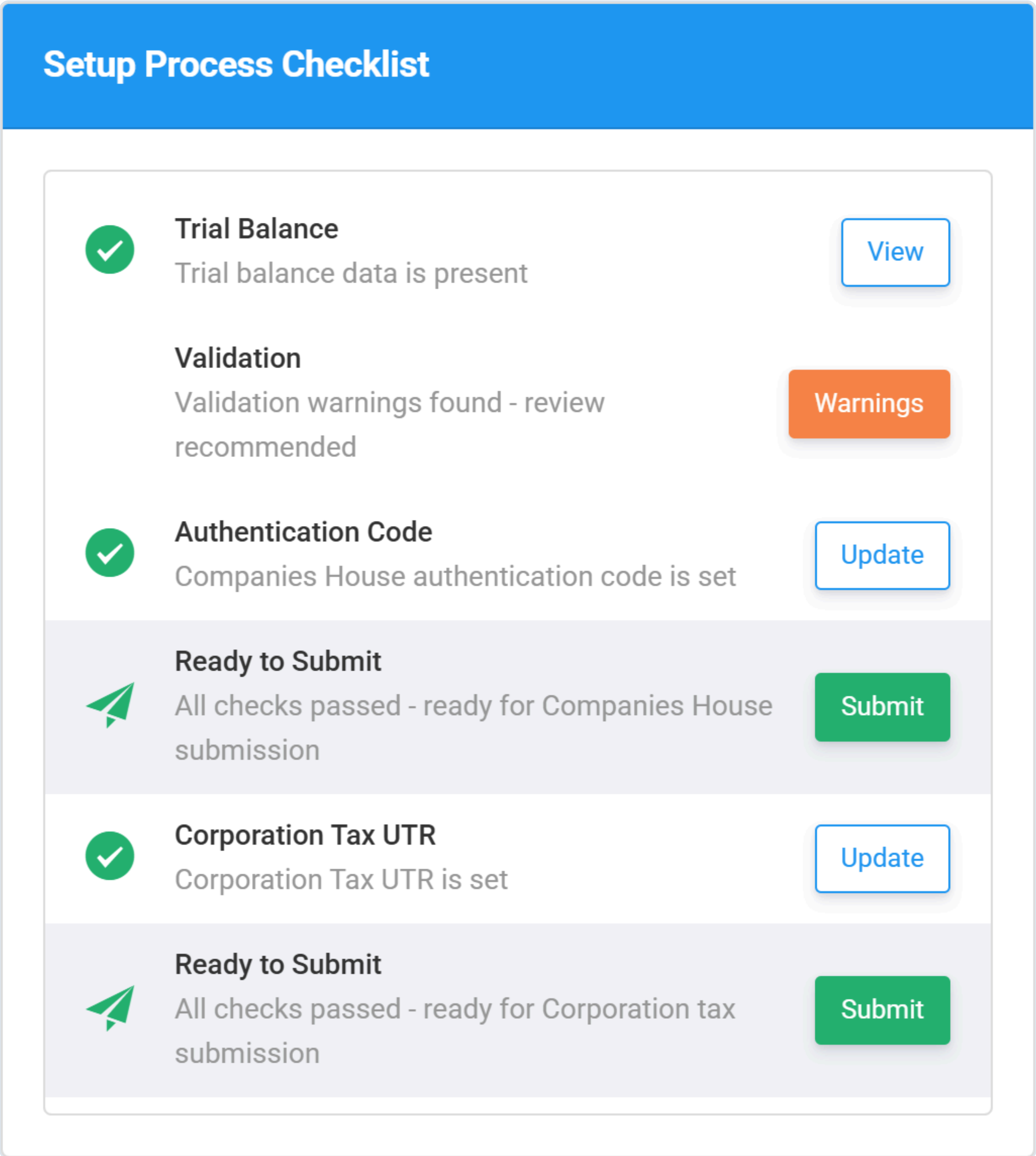
With a value here, this client's CT600s go to HMRC under *their* gateway and are marked as filed by the company; every other client carries on using the firm's. Clear the fields to fall back to the firm login.

The checklist tells you what's missing

Each period's **Setup Process Checklist** evaluates these rules for you. When credentials are missing it says so — and for a firm-managed client, **Set Credentials** sends you to Firm Settings, the place they actually belong:

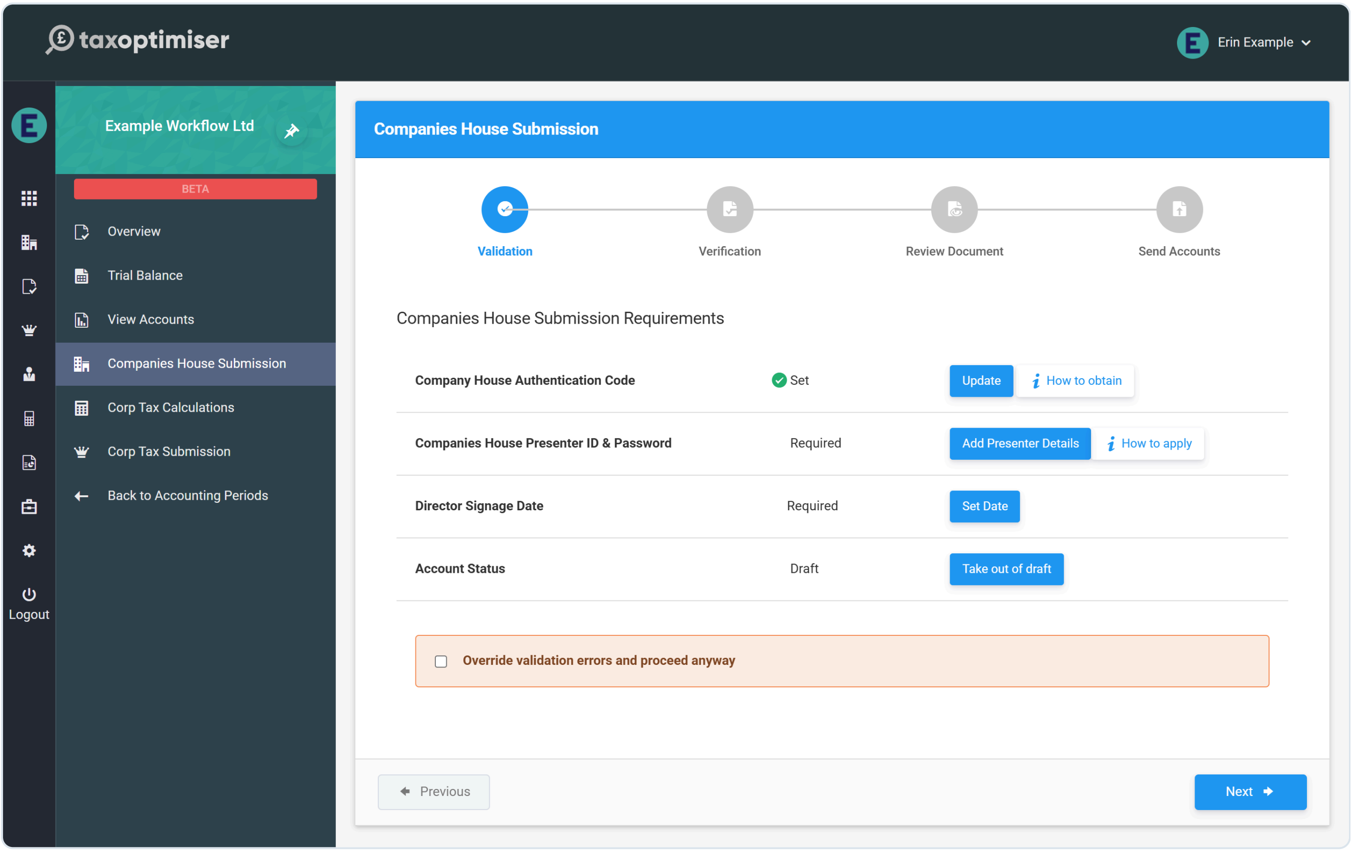


With the firm credentials in place, the same checklist resolves and both submissions unlock:



If you try to file anyway

The Companies House wizard's first step shows the same status against each requirement — *Required* until it's set, with a **How to apply** link for the presenter pair:



And a send attempted without credentials stops with an error that names the right place to fix it: for a firm-managed client, *"Please enter the companies house presenter id in Firm Details"*; for a standalone organisation, *"Please enter the companies house presenter id in the organisation details"*.

CHAPTER 05

Preparing the period: trial balance, accounts and the Corporation Tax computation

Every period follows the same three stages before you can file: get the trial balance in, build and review the accounts, and build the Corporation Tax computation. Here's the map.

IN SHORT

- Every period: trial balance, then accounts, then computation - before either wizard
- The trial balance can sync from Xero/QuickBooks, import from a spreadsheet, or be keyed manually, and must balance
- Sign the accounts in View Accounts to take them out of draft - this is what unlocks filing
- The computation covers disallowables, capital allowances and losses, with a combined review step
- The period Setup Process Checklist tracks all three stages

Once the client exists and your firm's credentials are in place, every accounting period follows the same three stages before either filing wizard will let you send: get the numbers in, build and review the accounts, and build the Corporation Tax computation. None of this is firm-specific — it's the same work whoever does it — so this article is the map through the three stages, with a link to the full how-to for each. The period's **Setup Process Checklist** tracks your progress along the way.

1. Get the numbers in: the trial balance

The trial balance is the foundation for both the accounts and the computation. There are four ways to populate it:

- **Sync from Xero or QuickBooks** — if the client's organisation is connected to their accounting platform, pull the trial balance straight from it.
- **Import from a spreadsheet** — upload an Excel or CSV export from any other bookkeeping system, with templates for Xero, Sage 50 and others and AI-assisted account mapping.
- **Enter it manually** — key the figures in directly, account by account.

However the figures arrive, the trial balance must **balance** — total debits equal total credits — and you can post **journals** to adjust or reclassify before moving on. The full walkthrough is in *Getting your numbers in: the trial balance*, and the spreadsheet route has its own detailed guide: *Import a trial balance from a spreadsheet*.

2. Build and review the statutory accounts

Open **View Accounts** from the period menu to assemble the statutory accounts. The screen is driven by a sidebar — **General**, **Directors**, **Dates**, **Addresses**, **Notes** and **Policies** — with a live preview of the finished document beside it and an **Errors/Warnings** panel that links straight to whatever needs fixing.

This is where you choose **full or filleted** accounts (filleted being the abridged version filed at Companies House), complete the notes, and finally **sign** the accounts — which sets the director signage date and takes them *out of draft*. Both filing wizards check for exactly that, so signing here is what unlocks them. The complete tour is in *Touring the View Accounts screen*, and the signing detail is in *Validation and signing*.

3. Build the Corporation Tax computation

With the trial balance in, open the computation to turn the accounts profit into the tax figure. You work through the disallowable expenses (entertaining, depreciation and the like), other adjustments and donations, **capital allowances** (the Annual Investment Allowance and the pools), and any **losses** to carry forward, carry back or set against other profits — Tax Optimiser calculates the liability as you go. The step-by-step is in *Building the Corporation Tax computation*.

When the computation is done, the *review step* shows the computation, the accounts and the CT600 together, so you can check the whole return — and validate it against HMRC's rules — before filing.

Then you're ready to file

With the trial balance balanced, the accounts signed and the computation reviewed, the period's **Setup Process Checklist** clears and both submission wizards unlock. From here it's the firm-specific filing flow.

CHAPTER 06

Sending statutory accounts to Companies House

Filing a client's accounts as a firm: credits instead of per-period fees, the firm's presenter credentials, and the pre-flight checks before the wizard sends.

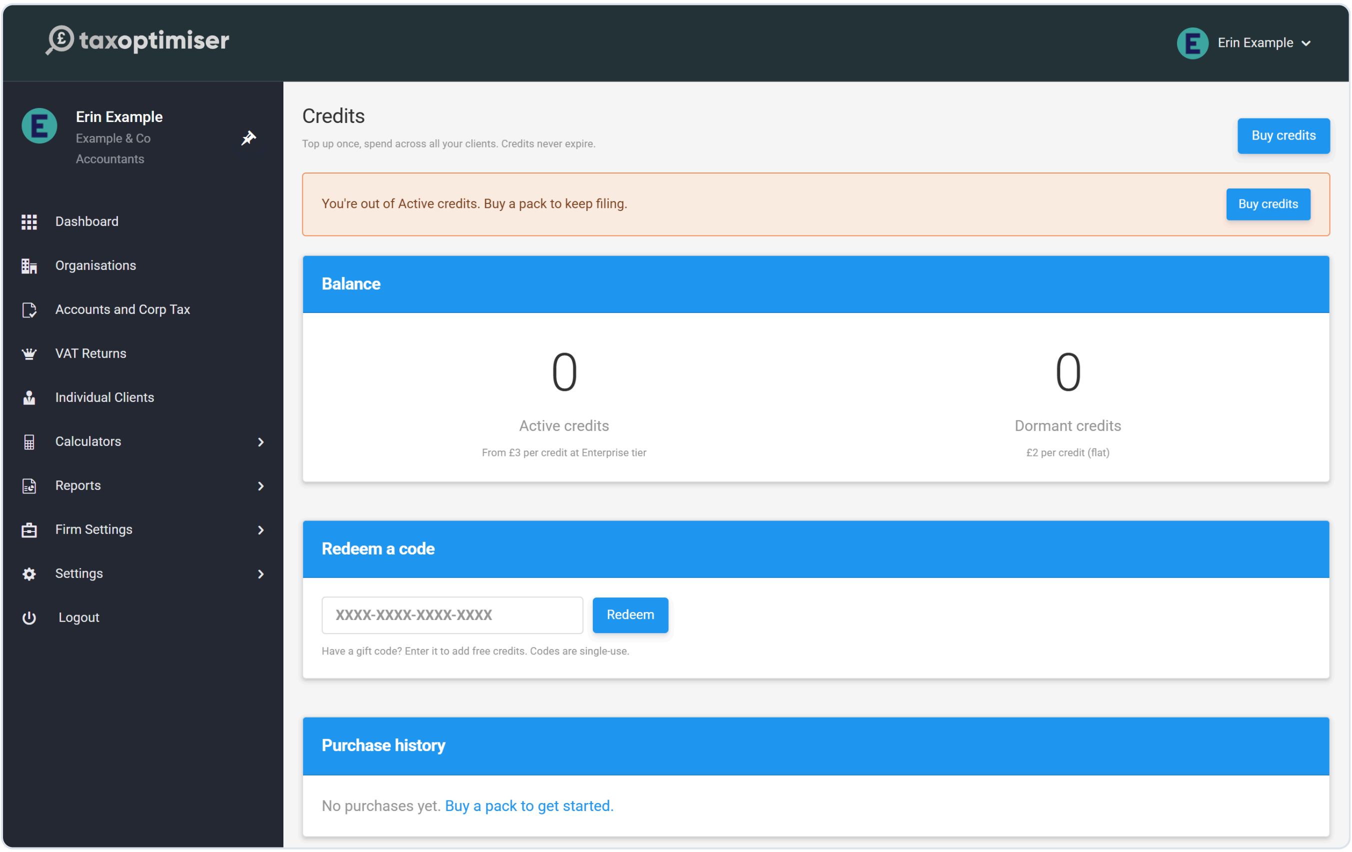
IN SHORT

- One Active credit per period covers both filings; credits never expire
- An empty credit balance redirects the wizard to the Credits page
- The auth code is the client's; the presenter credentials are the firm's
- Accounts must be signed and out of draft before sending
- The firm's submission sequence number increments automatically

With the period prepared — trial balance in, accounts reviewed, validation clear — filing the accounts is a short guided wizard. Two things are specific to filing as a firm: **credits** and the **firm-level presenter**.

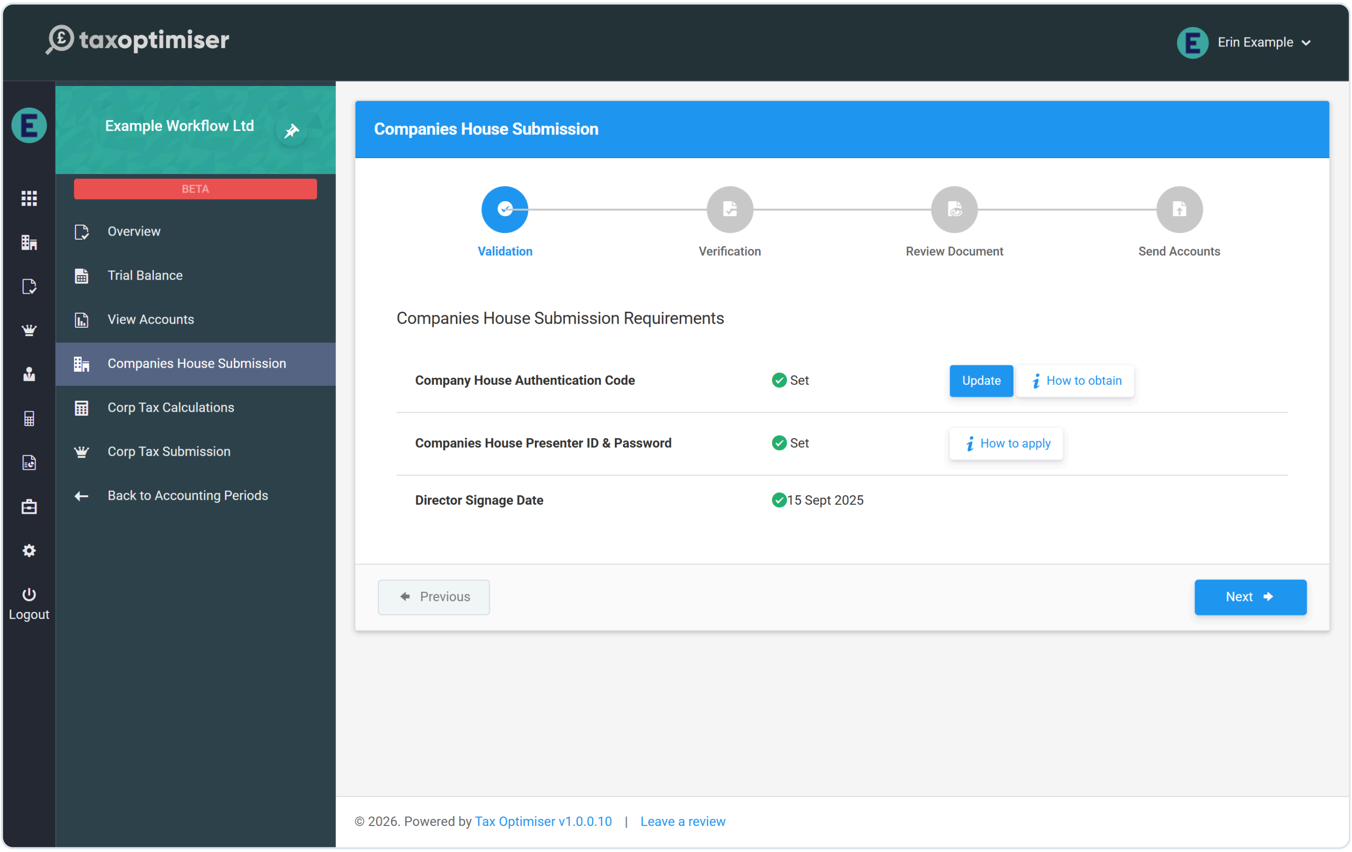
Credits: how firms pay for filings

Firms don’t pay the per-period fee that standalone organisations see. Instead your firm holds a balance of **credits**: opening a period’s submission wizard for the first time consumes one Active credit, and that single credit covers *both* filings for the period — Companies House and HMRC. Credits are bought in packs (unit price falls with volume), can be added with a redemption code, and never expire. If the balance is empty, the wizard takes you to the Credits page instead:



Pre-flight

Open **Companies House Submission** from the period menu. The first step lists every requirement with its status, so nothing surprises you at the send step:



- **Authentication code** — the client's 6-character Companies House code (on their organisation record).
- **Presenter ID & password** — your firm's, from Firm Settings (see *the credentials rules*).
- **Director signage date** and the accounts **out of draft** — both come from signing the accounts in View Accounts (see *Validation and signing*).

Through the wizard

From there it's *Verification* → *Review Document* → *Send Accounts*: confirm the client has approved, give the (usually filleted) document a final read, and send. The step-by-step detail — including choosing full vs filleted at the review step — is in *Submitting to HMRC and Companies House*.

One firm-specific footnote: every electronic filing carries your firm's **submission sequence number** (the read-only counter on the Companies House tab of Firm Settings). It increments by itself; you'll only ever think about it if filings are also sent under the same Presenter ID outside Tax Optimiser.

After sending, the submission status is tracked on the period until Companies House accepts — electronic filings usually clear in minutes to hours.

CHAPTER 07

Sending the CT600 to HMRC

Filing the CT600 for a client: the UTR and Gateway login it needs, what the warnings mean, and the final confirmations before sending.

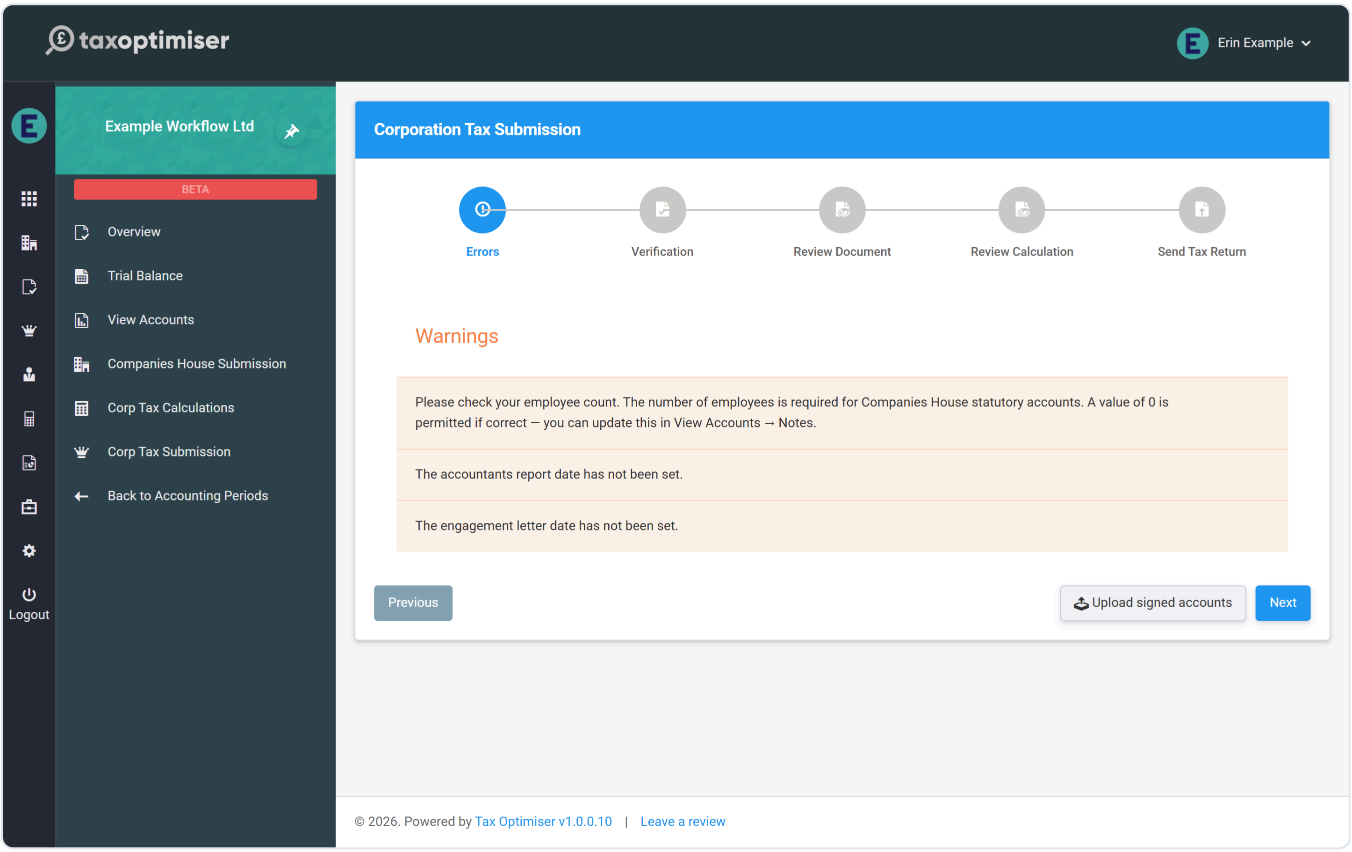
IN SHORT

- The CT600, full accounts and computation are assembled and sent together
- Needs the client's UTR plus the firm's (or an overriding client) Gateway login
- Warnings are advisory; errors block until fixed or overridden
- Company type and accepting director are confirmed at the send step
- The same period credit covers this filing - nothing extra to pay

The Corporation Tax side files the **CT600 with the full iXBRL accounts and the computation attached** — Tax Optimiser assembles all three from the period’s data. As a firm you need two things on record before the wizard will send: the client’s **Corporation Tax UTR** (on their organisation record) and a **Government Gateway login** — normally your firm’s, filing as agent; a client-level Sender Id overrides it and files as the company (*the rules*).

The Errors step

Open **Corp Tax Submission** from the period menu. The wizard opens on anything that needs attention — blocking errors in red, warnings in amber. Warnings are advisory and common ones look like this:



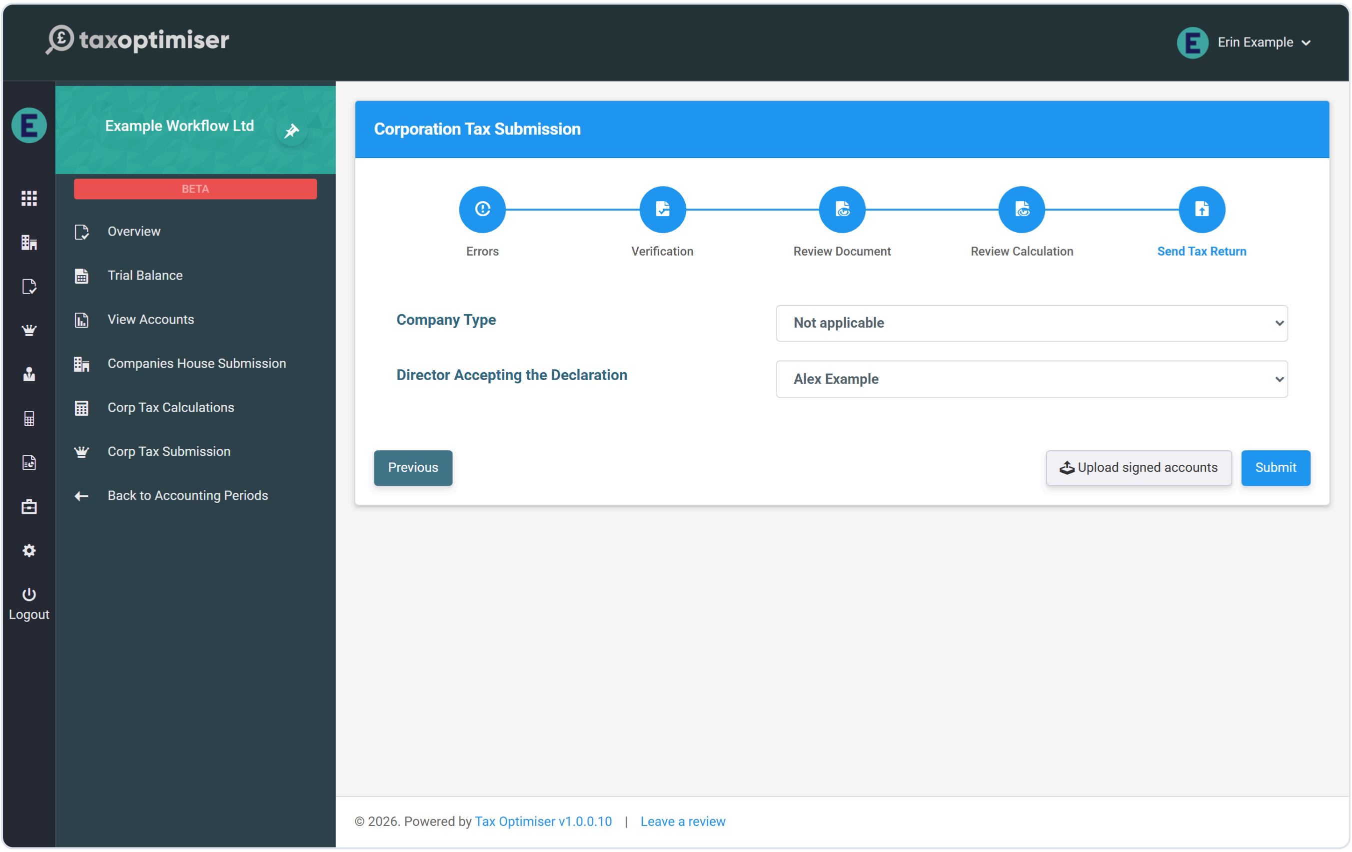
- **Employee count** — statutory accounts must state the average number of employees; a genuine zero is fine, but confirm it (View Accounts → Notes).
- **Accountants report date** / **engagement letter date** — housekeeping dates for the accountants' report wording in the accounts.

Fixable items offer their fix inline — a missing UTR or signage date can be entered right on this step.

Verify, review, send

The remaining steps mirror the Companies House wizard: confirm the client has approved the accounts, then re-read the **full accounts** and the **computation** exactly as HMRC will receive them. The deeper review workflow — what to look for in the computation document — is covered in the *Corporation Tax guide's submission article*.

The send step asks for two final confirmations — the **company type** for the CT600 and the **director accepting the declaration** — then transmits to HMRC:



No extra payment happens here — the period's credit (consumed when the first wizard was opened) covers this filing too (*how credits work*). HMRC's response is polled automatically and the receipt is stored against the period; once both filings are accepted, lock the period from the Overview so the filed numbers can't drift.