



Statutory Accounts User Guide

From trial balance to filed accounts – the View Accounts screen, full and filleted versions, directors and signing, the FRS 105 and FRS 102 1A note sets, and the checks before you submit.

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Statutory accounts: touring the View Accounts screen

Find your way around the View Accounts screen: the live preview, page links and the editing actions.

IN SHORT

- The preview is rebuilt from your data on every load - what you see is what files
- Contents links jump to each page of the document inside the preview
- Actions open focused editors: company information, directors, dates, pages, addresses, notes, validation and the filing steps
- Download the accounts as iXBRL or PDF at any time

Once your trial balance is in, Tax Optimiser builds your statutory accounts for you – the iXBRL document that goes to Companies House and accompanies your Corporation Tax return. **View Accounts** is where you review that document, fill in the supporting details and get it ready to file. Open it from the accounting period menu.

The live preview

The centre of the screen is a live preview of your accounts, rebuilt from your data every time the page loads. Above it you'll see the period dates, the **Statutory Accounts Type** the period is prepared under (micro-entity FRS 105 or small company FRS 102 Section 1A), an **Account Set Type** selector, and buttons to **Download iXBRL** or **Download PDF**.







The screenshot shows the Tax Optimiser interface for the 'View Accounts' screen. At the top, the logo 'taxoptimiser' is visible along with 'Switch Organisations' and 'Alex Example'. The sidebar on the left lists navigation options: Overview, Trial Balance, View Accounts (highlighted), Companies House Submission, Corp Tax Calculations, Corp Tax Submission, and Back to Accounting Periods. The main content area is divided into several sections:

- Signed accounts uploaded:** A notification showing a PDF file named 'signed-accounts-demo.pdf' with details: 706 B · 11/06/2026 · mark.ograde+demoguide@taxoptimiser.co.uk.
- View Accounts:** A blue header section containing:
 - Period:** 01/07/2024 – 30/06/2025 | **Statutory Accounts Type:** Micro-entity (FRS 105)
 - Account Set Type:** A dropdown menu currently set to 'Companies House File'.
 - Buttons for **Download iXBRL** and **Download PDF**.
 - Company Registration No. 99999999 (England and Wales)**
- CONTENTS:** A list of document sections: Cover sheet, Table of contents, Company Information, Directors' report, Statement of financial position, and Detailed income statement.
- ACTIONS:** A list of editing options: Company Information, Directors, Dates, Pages, Addresses, Notes, and Sign Accounts.

A red *DRAFT* watermark across the pages means the period is still flagged as draft accounts – you’ll clear that flag before filing (see *Company information, dates, pages and addresses*).

Jump straight to a page

The **Contents** list in the left sidebar jumps the preview to each section of the document – the cover sheet, table of contents, company information, directors’ report, statement of financial position and (when enabled) the detailed income statement. The links walk the *full* version of the accounts, so every page is reachable.

CONTENTS	
	Cover sheet
	Table of contents
	Company Information
	Directors' report
	Statement of financial position
	Detailed income statement

Clicking **Statement of financial position**, for example, scrolls the preview straight to the balance sheet:

**EXAMPLE TRADING LTD
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2025**

	Note	2025 £
Fixed assets		18,000
Current assets		67,450
Creditors: amounts falling due within one year		35,850
Net current assets/(liabilities)		31,600
Total assets less current liabilities		49,600
Net assets/liabilities		49,600
Capital and reserves		49,600

NOTES TO THE ACCOUNTS

1 Average Number of Employees

During the year the average number of employees was 3 (2024: 2).

For the period ending 30 June 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 477 of the Companies Act 2006.



Everything you can edit

The **Actions** list opens a focused window for each part of the accounts:

ACTIONS



Company Information



Directors



Dates



Pages



Addresses



Notes



Sign Accounts



Submit Companies House



Mark as amended



Upload Signed Accounts

- **Company Information** – principal activity and the draft / dormant flags.
- **Directors** – who appears in the report and who signs the balance sheet.

- **Dates** – period, comparative and signature dates.
- **Pages** – which pages the document includes.
- **Addresses** – registered office and professional advisers.
- **Notes** (and, for FRS 102 1A, **Policies**) – the notes to the accounts.
- **Validation** – anything that needs checking before you file, with a count badge.
- **Sign Accounts, Upload Signed Accounts, Submit Companies House and Mark as amended** – the filing steps.

Each save regenerates the preview, so you always see exactly what will be filed.

Next: the two versions of your accounts and where each one goes – see *Full or filleted: what gets filed where*.

Full or filleted: what gets filed where

Two versions of one set of accounts: what filleting removes, where each version is filed, and how amended filings work.

IN SHORT

- Filleted = statement of financial position and notes only; the P&L stays private
- New periods default to filing filleted accounts at Companies House
- The full accounts are attached to your CT600 automatically when you submit to HMRC
- You choose full vs filleted for Companies House at the Review Document step of the wizard
- Mark as amended sets the amendment indicator for a replacement filing - it is one-way

Tax Optimiser prepares **two versions of the same accounts**. The **full accounts** contain everything – directors' report, income statement and all the notes. The **Companies House filleted** version uses the small-companies filing option to leave the profit-and-loss pages out of the public record: it is trimmed to the statement of financial position and its notes. "Filleting" changes only what is *filed publicly* – your members still get the full accounts.

Switch the preview between the two

The **Account Set Type** selector above the preview switches which version you are looking at (and which one the download buttons fetch). It does *not* commit you to anything – you choose again at submission time.

Account Set Type

Companies House Filled▼

Download iXBRL

Download PDF

Compare the two contents pages. The full accounts list the income statement and the detailed income statement...

EXAMPLE TRADING LTD
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2025

CONTENTS	PAGE
Company information	3
Directors' report	4
Income statement	5
Statement of financial position	6
Detailed income statement	8

DRAFT

...while the filleted set keeps just the statement of financial position and notes:

EXAMPLE TRADING LTD
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2025

CONTENTS	PAGE
Statement of financial position	3

DRAFT

The detailed income statement is a working schedule for you and your accountant – it is marked “does not form part of the statutory accounts” and only ever appears in the full version:

**EXAMPLE TRADING LTD
DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2025**

This schedule does not form part of the statutory accounts.

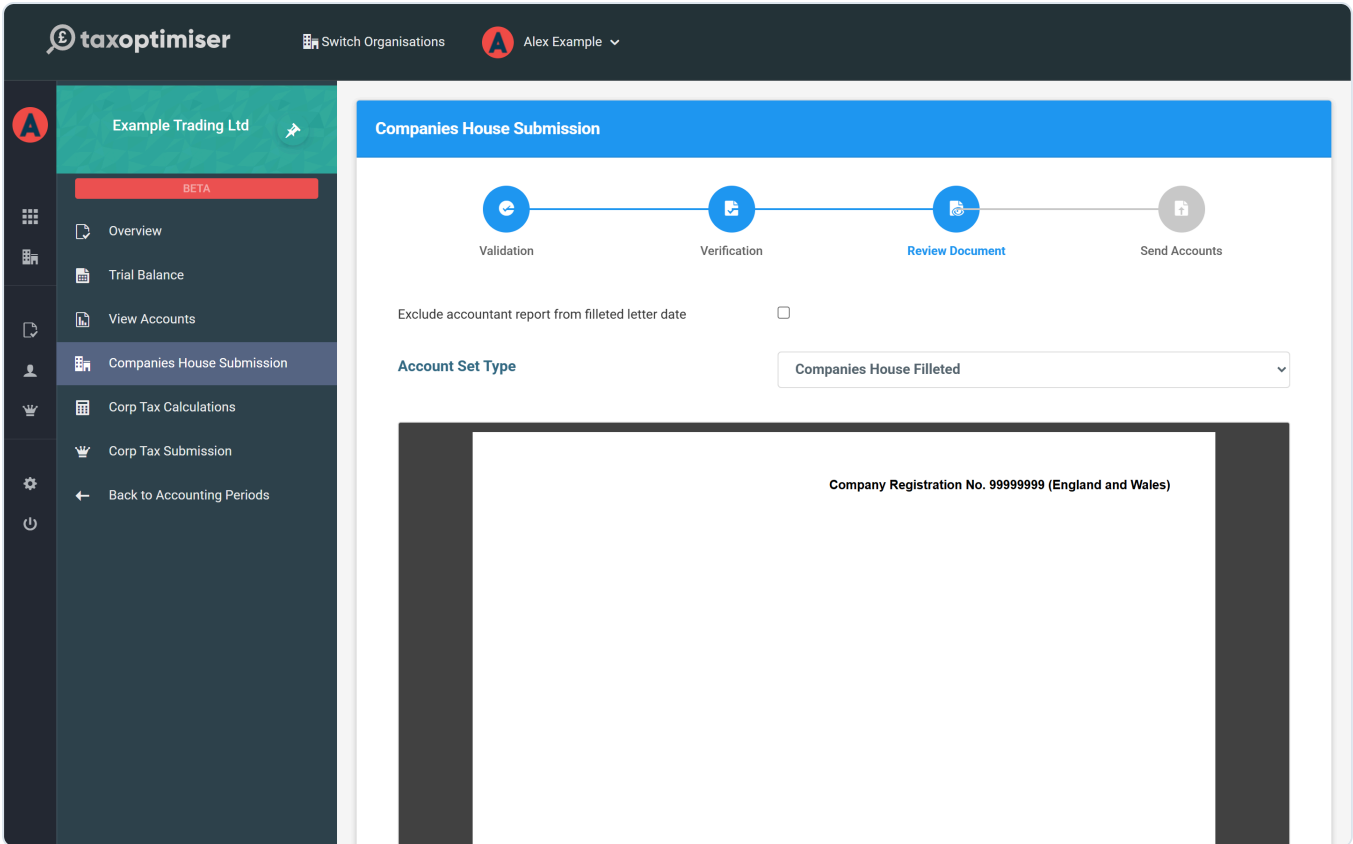
	2025 £
Turnover	
Sales	450,000
Other income	
Bank interest receivable	800
Cost of raw materials and consumables	
Purchases	210,000
Staff costs	
Wages and salaries	95,000
Depreciation and other amounts written off assets	
Depreciation	7,500
Other charges	
Accountancy fees	2,400
Advertising and marketing	5,800
Charitable Donations	1,000
Client Entertaining	3,200
Computer costs	3,600
General office expenses	6,300
Insurance	1,900
Motor expenses	2,800
Rent	24,000
Telephone	1,200

DRAFT

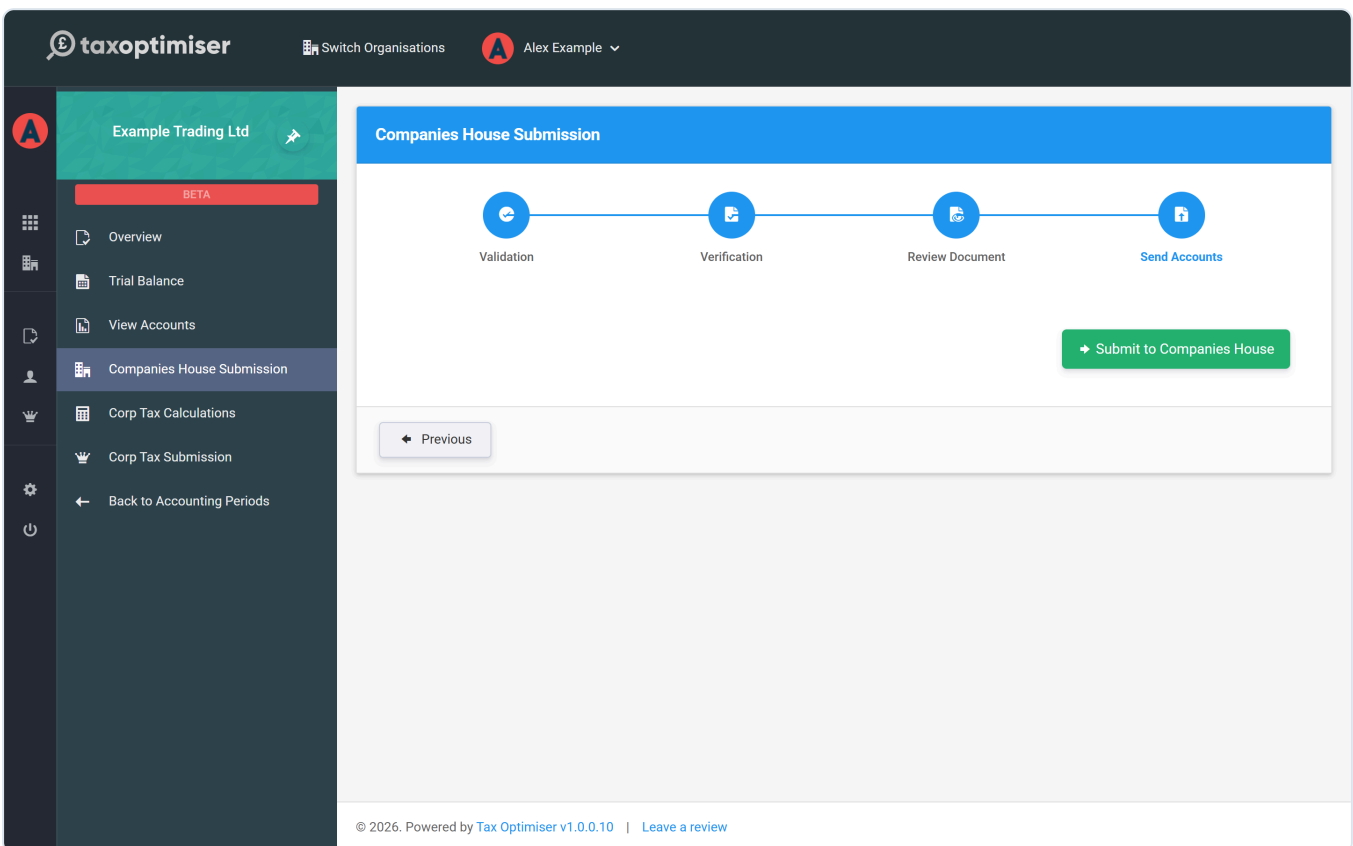
Where each version goes

- **Companies House** – new periods default to filing the **filleted** version, and that is all Companies House requires.
- **HMRC** – the **full** accounts always travel with your CT600: when you submit the Corporation Tax return, Tax Optimiser attaches the full iXBRL accounts to it automatically.

When you reach the Companies House submission wizard, the **Review Document** step offers the same Account Set Type choice one final time, so you can file full accounts publicly if you prefer:

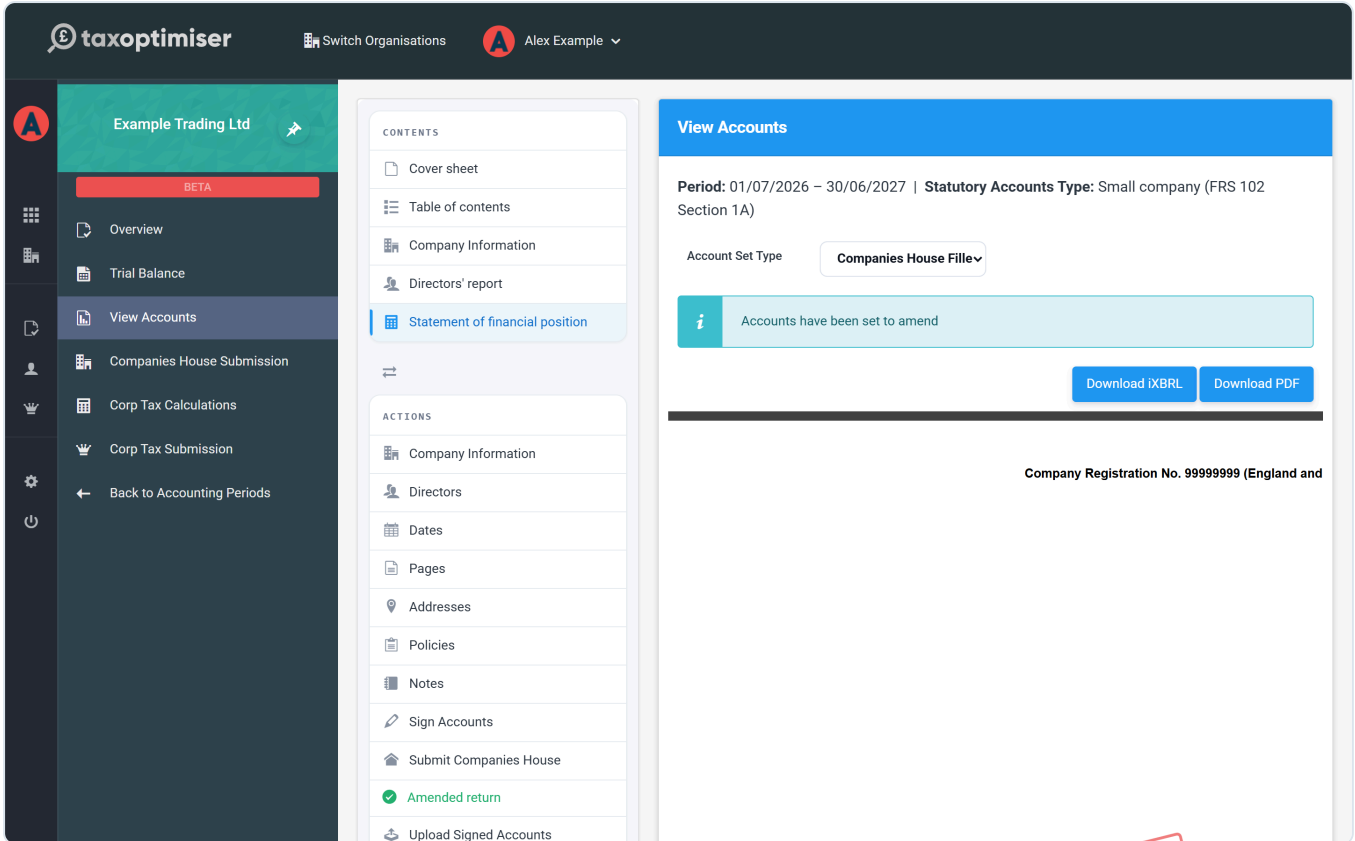


If you pick the full set, the send step reminds you that filleted is all that's required:



Amended accounts

If you discover an error after filing, fix the figures and then use **Mark as amended** in the Actions list. The accounts regenerate with the *amendment indicator* set in the iXBRL, which tells Companies House and HMRC the filing replaces an earlier one. The sidebar then shows a green **Amended return** status and the preview is banded “Accounts have been set to amend”.



The screenshot displays the 'View Accounts' page in the Tax Optimiser software. The interface is divided into three main sections:

- Left Sidebar:** Contains navigation options for 'Example Trading Ltd', 'Overview', 'Trial Balance', 'View Accounts' (highlighted), 'Companies House Submission', 'Corp Tax Calculations', 'Corp Tax Submission', and 'Back to Accounting Periods'.
- Central Panel:** Features a 'CONTENTS' list with items like 'Cover sheet', 'Table of contents', 'Company Information', 'Directors' report', and 'Statement of financial position'. Below this is an 'ACTIONS' list with options such as 'Company Information', 'Directors', 'Dates', 'Pages', 'Addresses', 'Policies', 'Notes', 'Sign Accounts', 'Submit Companies House', 'Amended return' (highlighted with a green checkmark), and 'Upload Signed Accounts'.
- Right Panel:** Titled 'View Accounts', it shows the 'Period: 01/07/2026 – 30/06/2027' and 'Statutory Accounts Type: Small company (FRS 102 Section 1A)'. The 'Account Set Type' is 'Companies House File'. A prominent light blue banner with an information icon states 'Accounts have been set to amend'. Below this are 'Download iXBRL' and 'Download PDF' buttons. At the bottom right, the 'Company Registration No. 99999999 (England and' is partially visible.

Marking a period as amended can't be undone from this screen, so only do it once an original filing has actually been accepted.

Next: fill in the company's details — see *Company information, dates, pages and addresses*.

Company information, dates, pages and addresses

The Company Information, Dates, Pages and Addresses windows - the descriptive details that appear throughout the document.

IN SHORT

- The principal activity sentence appears in the directors' report and on the balance sheet
- Draft accounts keep a DRAFT watermark until the flag is cleared
- The Director Signage Date prints in the approval statement and is required before filing
- Page toggles control exactly which pages render; advisers' addresses are optional

Four small windows in the **Actions** list hold the descriptive details that appear throughout the document. They take a few minutes and are worth doing first – several later steps (and some validation checks) depend on them.

Company Information

Company Information
×

Principal Activities Description

The principal activity of the company is the sale, installation and support of office equipment.

Draft accounts

Dormant company

Company has never traded

Use negative brackets

Close
Save changes

- **Principal Activities Description** – one sentence describing what the company does. It appears in the directors' report and at the foot of the balance sheet.
- **Draft accounts** – while ticked, every page carries the red DRAFT watermark. The Companies House wizard asks you to take the period out of draft before sending.
- **Dormant company / Company has never traded** – switch the accounts to the dormant wording, including the section 480 audit-exemption statement.
- **Use negative brackets** – show negatives as (1,234) instead of -1,234 throughout.

Dates

Important Dates ×

Start Date	<input type="text" value="01/07/2024"/>	
End Date	<input type="text" value="30/06/2025"/>	
Comparative Start Date	<input type="text" value="01/07/2023"/>	
Comparative End Date	<input type="text" value="30/06/2024"/>	
Trading Start Date	<input type="text" value="dd/mm/yyyy"/>	
Director Signage Date	<input type="text" value="dd/mm/yyyy"/>	

Start and **End Date** are the period itself; the **Comparative** dates define the prior-year column. The **Director Signage Date** is when the directors approved the accounts – it prints in the balance-sheet approval statement and is required by the Companies House wizard. Firms acting for clients also see **Engagement Letter** and **Accountants' Report** dates here.

Pages

Pages ×

Toggle which pages appear in the rendered document.

- Cover sheet
- Table of contents
- Company information
- Directors' report
- Accountants' report
- Detailed income statement
- Statement of income
- Statement of other income
- Statement of changes in equity

Tick the pages you want in the rendered document – cover sheet, table of contents, company information, directors' report, accountants' report, the detailed income statement and the optional statements (income, other income, changes in equity). The detailed income statement only ever appears in the *full* accounts, whatever you tick.

Addresses

Addresses ×

Registered Office	Accountant	Bank	Solicitor	Auditor
Address 1	1 Example Street			
Address 2				
Address 3				
Town/City	London			
Postcode	EC1A 1AA			

Close Save changes

The **Registered Office** prints on the company information page and in the balance-sheet footer, and is pre-filled from your organisation record. The **Accountant**, **Bank**, **Solicitor** and **Auditor** tabs fill the advisers section of the company information page – leave any of them blank and that row simply doesn't print.

Next: the people behind the accounts – see *Directors and signing*.

Directors and signing

Manage the directors list, sync it from Companies House, and designate who signs the balance sheet.

IN SHORT

- Directors sync from the Companies House register using your company number
- Reorder rows to control how directors appear in the report; Remove strikes through until you save
- The Signing checkbox designates who signs the balance sheet on behalf of the board
- The printed signature block is separate from the physically signed copy you upload for record keeping

The directors listed against the period drive the directors' report, and one of them signs the balance sheet. Open **Directors** from the Actions list.

The directors list

Directors
×

	NAME	ROLE	APPOINTED	SIGNING	
<input type="button" value="↑"/> <input type="button" value="↓"/>	Alex Example	Director	01/05/2018 <input type="button" value="📅"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
<input type="button" value="↑"/> <input type="button" value="↓"/>	Sam Sample	Director	15/09/2021 <input type="button" value="📅"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>

ADD DIRECTOR

Each row holds the director's **Role** and **Appointed** date, and the arrows on the left set the order they appear in the report. **Remove** strikes a director through rather than deleting immediately – you can **Restore** them any time before saving. Use the **Add Director** row at the bottom for officers the sync doesn't know about.

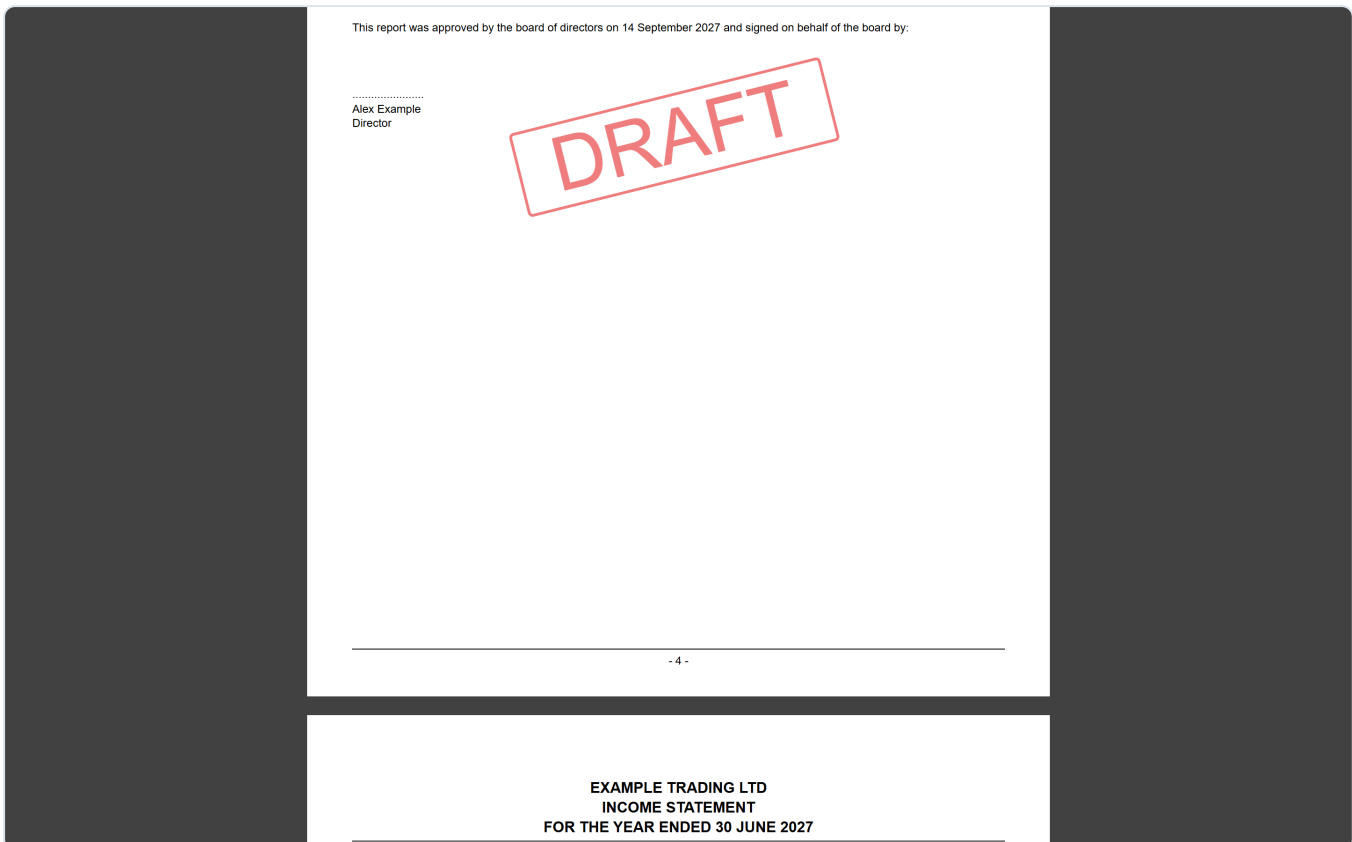
Sync from Companies House

Sync from Companies House pulls the company's current officers from the public register, using the company number on your organisation record, and refreshes the list for this period. It saves typing names

and appointment dates by hand – but check the result: the register reflects what has been *filed*, which is not always what you want printed (for example a director appointed after the year end). You can edit any row after syncing.

Who signs the balance sheet

The **Signing** checkbox designates the director who approves the accounts on behalf of the board. Together with the **Director Signage Date** (set in the Dates window), it drives the approval statement at the foot of the statement of financial position:



This signature block is part of the iXBRL document itself. The *physically signed* copy of the accounts is a separate thing – you upload that for safe keeping and it is never transmitted anywhere (see *Validation, signing and signed accounts*).

Next: the notes to the accounts – see *Notes for micro-entity (FRS 105) accounts*.

Notes for micro-entity (FRS 105) accounts

The four FRS 105 notes explained, including the mandatory average-employees figure and how note templates work.

IN SHORT

- Notes only print when their Show this note switch is on
- Average employees is mandatory: a whole-year average, with 0 permitted
- The zero-count warning clears when you enter the average, or can be suppressed per period
- Use Template drops standard wording into a note and prompts for any blanks

Micro-entity accounts keep disclosure to a legal minimum, so the **Notes** window for an FRS 105 period offers a short, focused list. Open it from the Actions list: sections on the left, the editor for the selected note on the right, and a search box to jump straight to a section. Every note has a **Show this note in the accounts** switch – a note only prints when it is turned on (the employee note is on by default because it is required).

The FRS 105 note set

- **Advances and credit, including terms and interest rates** – the Companies Act disclosure of money the company has advanced to its directors: the amount, terms and interest, plus any guarantees of terms given.
- **Guarantees and other financial commitments** – capital commitments, other financial commitments and contingent liabilities that aren't on the balance sheet.

- **Average Number of Employees** – required on every set of accounts (more below).
- **Free Text** – anything else you want to disclose, with your own title.

The employee count – required, but 0 is allowed

Companies House requires every set of statutory accounts to state the **average number of employees** during the year. It is an average across the whole year of everyone employed by the company – not the headcount on the last day – and it can legitimately be **0**, for example a company whose only director has no employment contract.

The screenshot shows a 'Notes' window with a search bar containing 'Employee'. Below the search bar, there is a section titled 'Average Number of Employees'. On the right side of this section, there are two radio buttons: 'Yes' (selected) and 'No'. Below this, there are two input fields: 'Current Year Average Employees' with a value of '0' and 'Prior Year Average Employees' with a value of '2'. At the bottom of the section, there is a checkbox labeled 'Don't warn me when the employee count is 0' which is currently unchecked. At the bottom right of the window, there are 'Close' and 'Save changes' buttons.

Because a zero is more often a missed field than a real answer, Tax Optimiser raises a warning while the count is 0:

The screenshot shows a 'Validation' window with an orange header. Inside, there is a warning message: 'Warnings 1. Please check your employee count. The number of employees is required for Companies House statutory accounts. A value of 0 is permitted if correct – you can update this in View Accounts → Notes.' To the right of the message are 'Dismiss' and 'Go' buttons. At the bottom right of the window, there is a 'Close' button.

Enter the current and prior-year averages and the warning clears on its own. If 0 genuinely is correct, tick **Don't warn me when the employee count is 0** instead and the warning stays away for this period.

Notes ×

Employee

Average Number of Employees

Average Employees

AVERAGE NUMBER OF EMPLOYEES

Average Employees

Show this note in the accounts Yes No

Current Year Average Employees

Prior Year Average Employees

Don't warn me when the employee count is 0 ?

Close Save changes

Note templates

Notes that have standard wording offer a **Use Template** button. Pick a template and its text drops into the note – if the wording has blanks (an amount, a name, a date), Tax Optimiser prompts you to fill them in as it applies the template.

Note Templates ×

TEMPLATE

Interest free Use

With interest Use

Close

Running small-company accounts instead? The note list grows considerably – see *Notes and policies for small-company (FRS 102 1A) accounts*.

Notes and policies for small-company (FRS 102 1A) accounts

How the note set grows under FRS 102 Section 1A, which notes fill themselves from the trial balance, and the accounting policies window.

IN SHORT

- FRS 102 1A discloses far more: statutory information, P&L notes, asset movement tables, commitments and related parties
- Trial-balance figures appear read-only in the notes so the notes always agree with the statements
- Loans to directors is a small ledger: terms, advances and repayments per director
- Policies are FRS 102 1A only - mark each applicable policy in use
- The employee count rules are the same as FRS 105

A period prepared as a **small company under FRS 102 Section 1A** discloses much more than a micro-entity, and the Notes window grows to match – around thirty sections instead of four. The statements themselves change too: the balance sheet breaks out debtors, stock and cash, and each line can reference a numbered note.

🔍 Search notes...

STATUTORY INFORMATION

Statutory Information

COMPLIANCE WITH ACCOUNTING STANDARDS

Compliance with accounting standards

TURNOVER

Turnover

OPERATING PROFIT

Operating Profit

Additional note for operating profit

TAXATION

Taxation

Additional note for taxation

INTANGIBLE FIXED ASSETS

Intangible fixed assets

Additional note for intangible assets

TANGIBLE FIXED ASSETS



Select a note

Choose a section on the left to start editing.

Close

Save changes

**EXAMPLE TRADING LTD
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2027**

	Note	2027 £	£
Fixed assets			
Tangible fixed assets			16,000
			16,000
Current assets			
Debtors		64,500	
Stock		9,500	
Cash at bank and in hand		25,950	
		99,950	
Creditors: amounts falling due within one year		51,700	
Net current assets/(liabilities)			48,250
Total assets less current liabilities			64,250
Net assets/liabilities			64,250
Capital and reserves			

DRAFT

Notes that fill themselves in

Wherever a note's figures already exist in your trial balance, the editor shows them **read-only** – you can't accidentally disagree with your own balance sheet. The **Tangible fixed assets** note builds its cost and depreciation movement table from the trial balance, leaving only the cells the trial balance can't know (disposals, revaluations) open for entry:

Notes

Q Tangible

Tangible fixed assets

Tangible Fixed Assets

INTANGIBLE FIXED ASSETS

Intangible fixed assets

Additional note for intangible assets

TANGIBLE FIXED ASSETS

Tangible Fixed Assets

Additional note for tangible fixed assets

Show this note in the accounts

Cells populated from the trial balance are read-only. Blank cells can be entered manually and are saved with the accounts.

	COMPUTER EQUIPMENT	TOTAL
Cost		
At 01 Jul 2026	32000.00	32,000
Additions	6000.00	6,000
Disposals	0.00	0
Revaluations	0.00	0
At 30 Jun 2027	38,000	38,000
Depreciation		
At 01 Jul 2026	14000.00	14,000
On disposals	0.00	0
Charge for the year	8000.00	8,000
Other movements (impairment / revaluation)	0	0

The **Debtors** note is built the same way, splitting trade debtors, amounts due from group undertakings, prepayments and other debtors:

Notes

Q Debtors

Debtors

Debtors

DEBTORS

Debtors

Additional note for Debtors

Show this note in the accounts

	CURRENT YEAR	LAST YEAR
Trade debtors	61400.00	49800.00
Amounts due from group undertakings	0.00	0.00
Accrued income and prepayments	3100.00	2700.00
Other debtors	0.00	0.00
Total	64500.00	52500.00

The note groups, briefly

- **Statutory information & compliance** – the company’s legal details and the statement of compliance with FRS 102 1A. Usually template wording.
- **Profit-and-loss notes** – turnover (how revenue is measured), operating profit (what’s been charged in arriving at it), taxation and dividends.
- **Asset notes** – intangible and tangible fixed assets, investment property, investments, current asset investments and inventories. The movement tables draw from the trial balance as above.
- **Debtors, creditors and provisions** – debtors, creditors due within and after one year, deferred taxation and provisions for liabilities.
- **Equity notes** – share capital, capital contribution reserve, capital redemption reserve and company-limited-by-guarantee wording.
- **Commitments and related parties** – capital, pension and operating lease commitments, contingent liabilities, guarantees provided on behalf of directors, transactions with related parties, controlling party and events after the reporting date.
- **Average number of employees** – the same mandatory figure as FRS 105, with the same zero-count warning (see *the FRS 105 article*).

The **Loans to directors** note has its own small ledger – add a loan per director with its terms, brought-forward balance, advances and repayments in the year:

Notes ×

Loans to directors

Loans to directors

Loans to directors

Additional note for Loans to directors

Show this note in the accounts Yes No

Add Loan

DIRECTOR	TERMS	BROUGHT FORWARD	WITHDRAWAL (30/06/2027)	REPAID BY (30/06/2027)	
Alex Example	Interest free, repayat	0.00	5000.00	0.00	

Close Save changes

Accounting policies

FRS 102 1A accounts open their notes with the **accounting policies** the company applies. The **Policies** action (it only appears for FRS 102 1A periods) lists the standard policy headings – basis of preparation, revenue

recognition, property plant and equipment, and so on. Tick **Use this policy** on the ones that apply and write (or template) the wording; policies marked *in use* print in the accounts in the order listed.

The screenshot shows a software interface titled "Accounting Policies". On the left is a vertical list of policy categories: Basis of preparation, Presentation currency, Revenue recognition (highlighted in blue with a green "in use" tag), Investment property, Inventories, Property, plant and equipment, Intangible fixed assets, Deferred taxation, Dividends, Research and development, Foreign exchange, and Government grants. At the top right, there is a search bar "Search policies...", a checked checkbox "Use this policy", and a "Use Template" button. Below the list, a horizontal row of small square icons is visible. The main content area displays the text: "Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes, and is recognised when the company has performed its obligations to the customer." At the bottom right, there are "Close" and "Save changes" buttons.

Next: the checks before you file — see *Validation, signing and signed accounts*.

Validation, signing and signed accounts

Clear the validation list, record who signed and when, and keep the signed copy on file - then you are ready to submit.

IN SHORT

- Errors block submission; warnings can be dismissed once judged acceptable
- Validation items deep-link to the field that needs fixing
- You must designate a signing director, but filings carry the typed approval statement
- The uploaded signed PDF/Word copy is never sent to HMRC or Companies House - it is your file copy
- The CH wizard checklist: auth code, presenter credentials, signage date, out of draft, signed copy confirmed

Before the accounts leave the building, three things stand between you and the send button: the validation checks, the signature, and – for your own records – the signed copy.

Validation: warnings and errors

When anything needs attention, a **Validation** entry appears in the Actions list with a count badge. Open it and each item explains itself, with a **Go** button that takes you straight to the field involved and, for warnings you've judged acceptable, a **Dismiss**:

The screenshot shows a 'Validation' dialog box with a red header and a close button (X) in the top right. It contains two sections:

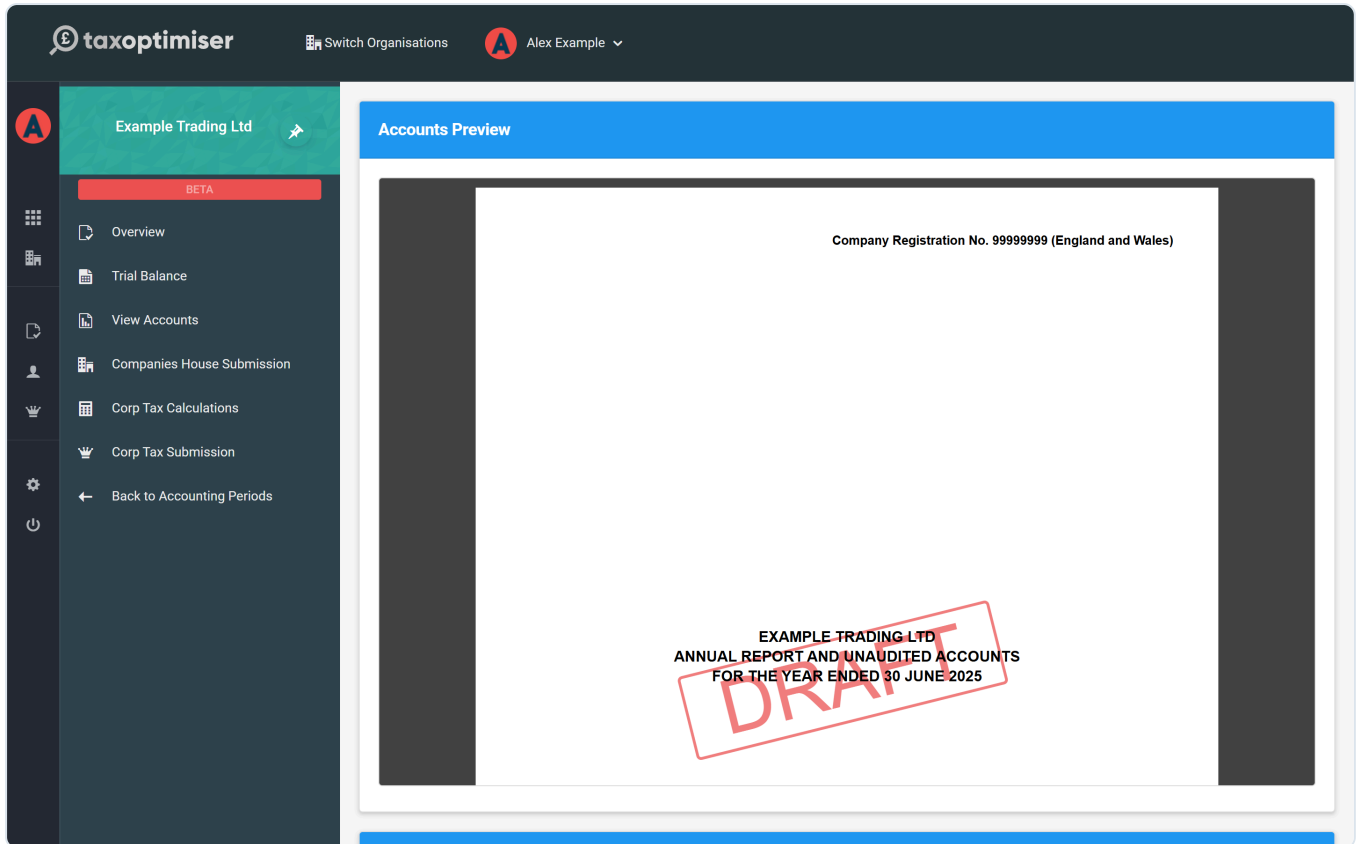
- Errors (1):** A red box with a red 'X' icon. The message is 'There are no directors selected to sign the balance sheet'. A 'Go' button with a right arrow is on the right.
- Warnings (1):** An orange box with a warning triangle icon. The message is 'Please check your employee count. The number of employees is required for Companies House statutory accounts. A value of 0 is permitted if correct – you can update this in View Accounts → Notes.' It has 'Dismiss' (with an X) and 'Go' (with a right arrow) buttons on the right.

A 'Close' button is located at the bottom right of the dialog box.

Warnings (amber) are advisory – the zero-employee-count check is the classic example. **Errors** (red) are blocking: while any remain, the **Submit Companies House** action opens the error list instead of the submission wizard.

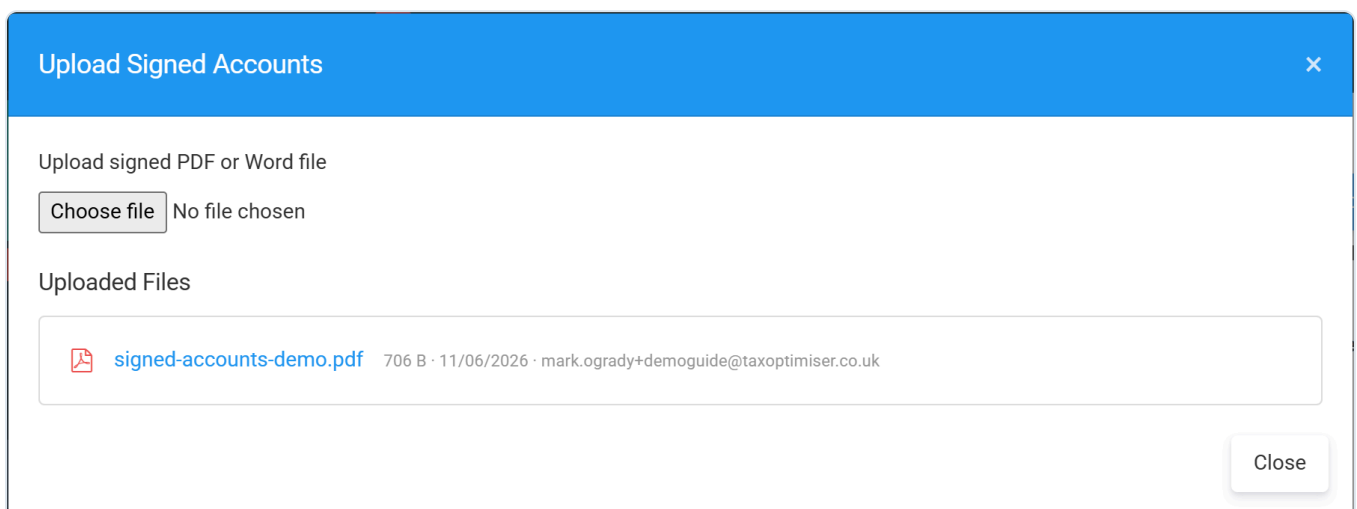
Signing the accounts

Sign Accounts records the board's approval: who signed and when. Combined with the signing director designated in the Directors window, this completes the approval statement printed on the balance sheet.



The signed copy – for your records only

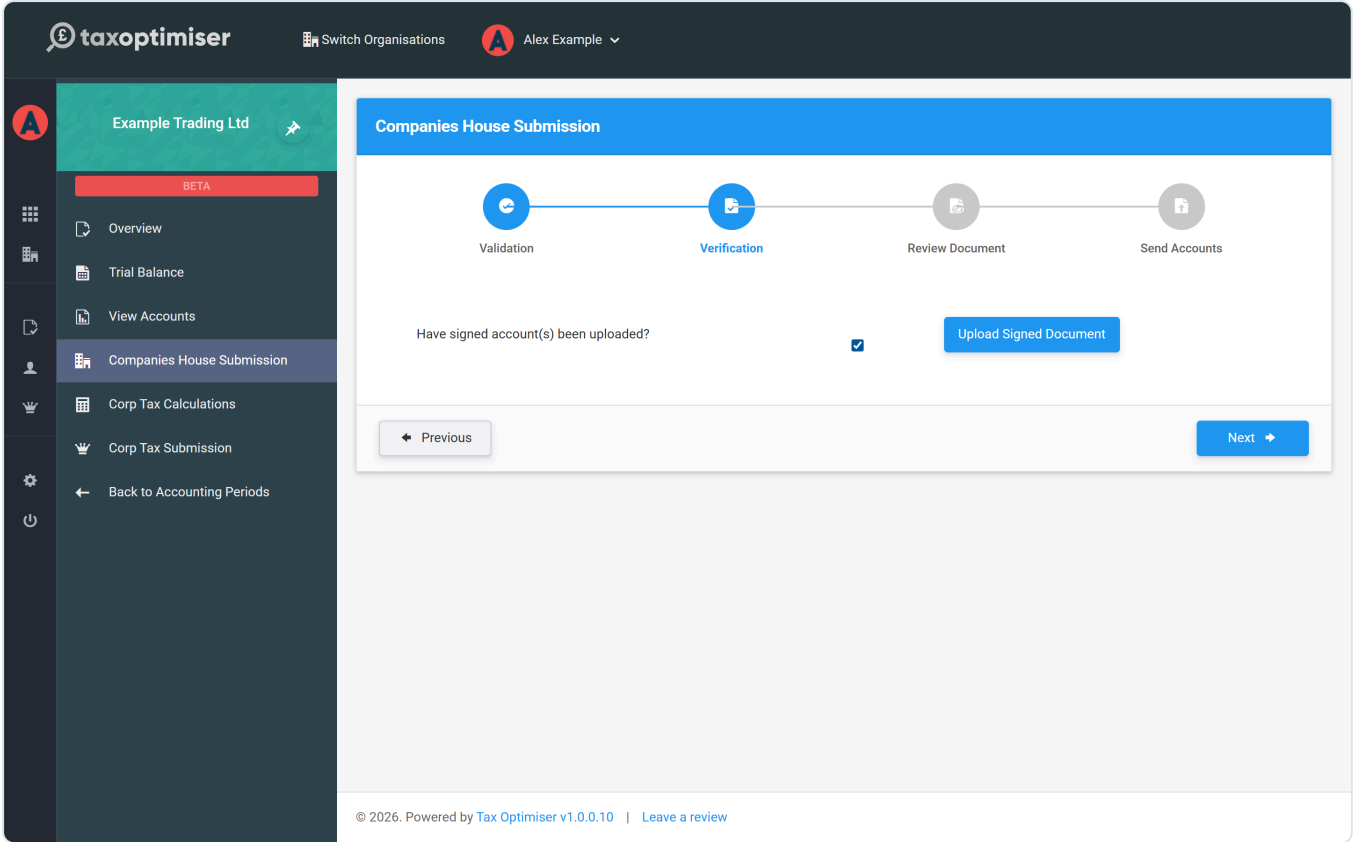
Once the directors have physically (or electronically) signed the accounts, store the signed copy against the period with **Upload Signed Accounts** (PDF or Word, up to 25 MB):



Uploads are listed at the top of the View Accounts screen from then on:

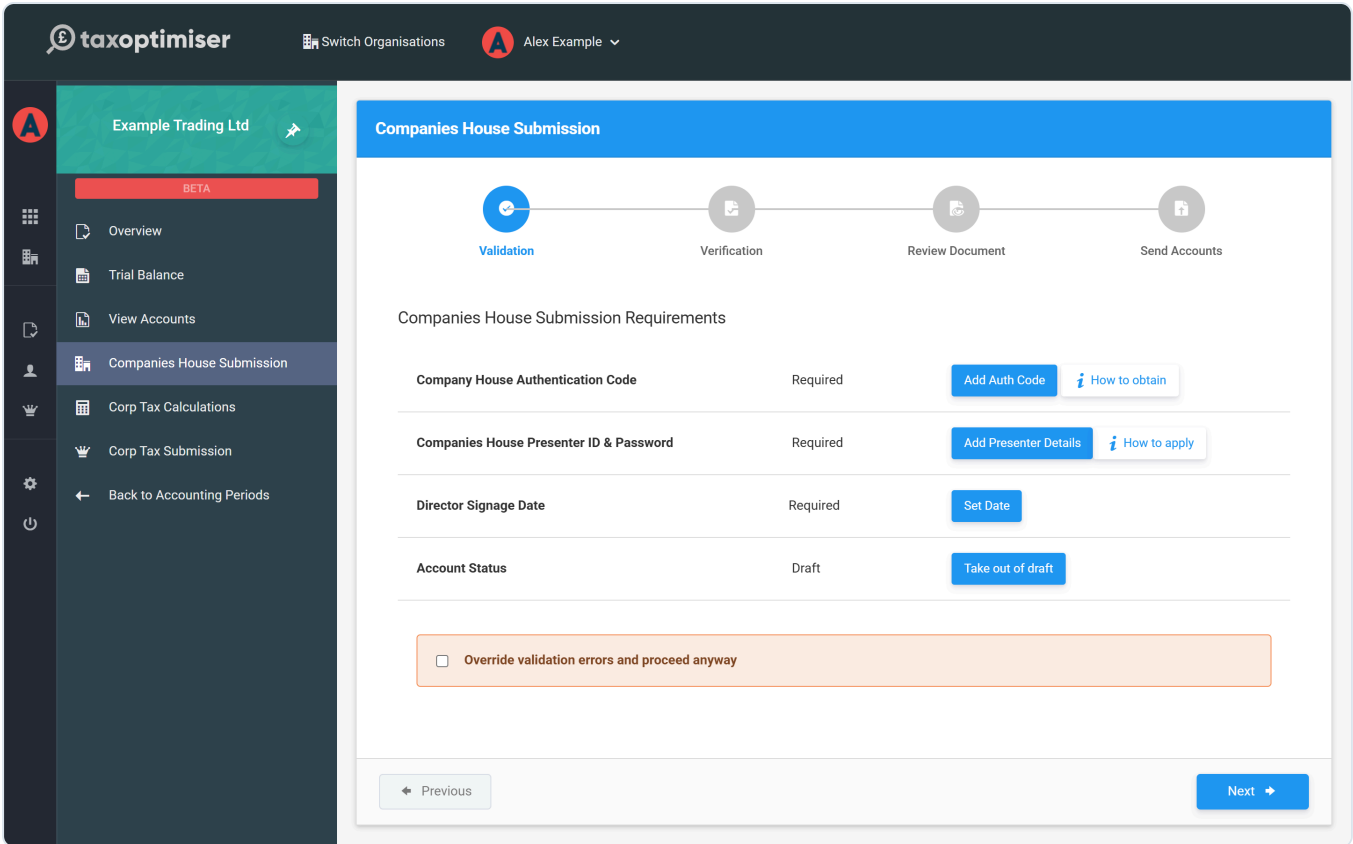
Signed accounts uploaded
signed-accounts-demo.pdf 706 B · 11/06/2026 · mark.ogradey+demoguide@taxoptimiser.co.uk

Two things to be clear about: you *must* designate who signs the accounts – the filed document carries the typed approval statement – but the **uploaded signed copy itself is never sent to HMRC or Companies House**. Both accept the iXBRL document without a manuscript signature; the upload exists so the signed original is on file if it is ever asked for. The Companies House wizard does ask you to confirm a signed copy has been uploaded before it lets you continue:



Ready to file

The wizard's first step lists everything else it needs – the Companies House authentication code, presenter credentials, the director signage date and taking the period out of draft:



From here the journey continues into the submission flows: the filleted accounts to Companies House through this wizard, and the full accounts to HMRC attached to your CT600 – covered in the *Corporation Tax guide*. Or start this series again from *the View Accounts tour*.